

# RECEIPTING CASH FROM STUDENTS ON CASH SYSTEM

Cash Collection System is only for "CASH payments"....Not for CREDIT CARD PAYMENTS.

## Option 1: Collect by Student

Click Collect By Student

Cash Collection Management

101568 - 1                      255  
004 - Dobie High School  
Sec Dir Choral HS Teacher

Fundraiser Calendar

January 2015						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- New Collection
- My Collections
- Student Groups
- Course Groups
- Collect By Student**
- Refund By Student
- Booked Receipts
- Cancelled Receipts
- History

Fill "Student ID:" or "Combination of a Name" for Student that is making a payment.

Click Submit

Cash Collection Management

101568 - We                      255  
004 - Dobie High School  
Sec Dir Choral HS Teacher

Fundraiser Calendar

April 2014						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

- New Collection
- My Collections
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- Course Groups
- Collect By Student
- Refund By Student
- Booked Receipts
- History

Use this form to search for open collections for a specific student. Enter a Student ID or any combination of the student's name. A list of valid matches will be displayed. Leave all fields blank to list all students at your campus.

Student ID:

or...

First Name:

Middle Name:

Last Name:

Note: you will only see students you are authorized to collect from.

Click **Select** on Student

### Cash Collection Management

Wendy Sharpless  
004 - Dobie High School  
Sec Dir Choral HS Teacher

**Fundraiser Calendar**

January 2015						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
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- New Collection
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- Booked Receipts
- Cancelled Receipts
- History

Use this form to search for open collections for a specific student. Enter a Student ID or any combination of the student's name. A list of valid matches will be displayed.

Student ID:

or...

First Name:


Middle Name:

Last Name:

Note: you will only see students you are authorized to collect from.

**Results**

	Student Nbr	Student Name	Birth Date	Grade Level
<a href="#">select</a>	0123456	Mickey Mouse	07/10/1996	12



Option to **Search District – Wide** if scope is “District Wide”

### Cash Collection Management

Wendy Sharpless  
004 - Dobie High School  
Sec Dir Choral HS Teacher

**Fundraiser Calendar**

January 2015						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
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Student ID:

or...

First Name:


Middle Name:

Last Name:

Note: you will only see students you are authorized to collect from.

**Results**

	Student Nbr	Student Name	Birth Date	Grade Level
<a href="#">select</a>	0123456	Mickey Mouse	07/10/1996	12



## Find Collection

**Cash Collection Management**

Wendy Sharpless  
004 - Dobie High School  
Sec Dir Choral HS Teacher

**Fundraiser Calendar**

January 2015						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
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- History

Student Picture

Student Nbr.: 0123456  
 Campus: Sam Rayburn High  
 Student Name: [Mickey Mouse](#)  
 Student DOB: 00/00/000  
 Student Grade Level: 12  
 Email Address: \_\_\_\_\_  
 Comment: \_\_\_\_\_

**Open Collections**

Owner	Collection	Description	Type	Default	Collected	New Amt	Include
LEWIS	2014 Summer School		Fee	\$0.00	\$0.00		<input type="checkbox"/>
WINN	Postage for Report Cards	To mail last report cards home	Fee	\$1.00	\$0.00		<input type="checkbox"/>

Be sure to check the "Include" box on any lines you want to record. Otherwise the receipt will not be recorded.

Receipt

## Enter Email Address

**Cash Collection Management**

Wendy Sharpless  
004 - Dobie High School  
Sec Dir Choral HS Teacher

**Fundraiser Calendar**

January 2015						
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Student Picture

Student Nbr.: 0123456  
 Campus: Sam Rayburn High  
 Student Name: [Mickey Mouse](#)  
 Student DOB: 00/00/000  
 Student Grade Level: 12  
 Email Address: \_\_\_\_\_  
 Comment: \_\_\_\_\_

**Open Collections**

Owner	Collection	Description	Type	Default	Collected	New Amt	Include
LEWIS	2014 Summer School		Fee	\$0.00	\$0.00		<input type="checkbox"/>
WINN	Postage for Report Cards	To mail last report cards home	Fee	\$1.00	\$0.00		<input type="checkbox"/>

Be sure to check the "Include" box on any lines you want to record. Otherwise the receipt will not be recorded.

Receipt

## Enter New Amount

**Cash Collection Management**

Nikki Lewis  
002 - Sam Rayburn High School  
Lead Coun H.S

Fundraiser Calendar

May 2014

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
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- New Collection
- My Collections
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- History

Student Picture

Student Nbr.:  
Campus: Sam Rayburn High  
Student Name:  
Student DOB:  
Student Grade Level: 12  
Email Address:  
Comment:

Open Collections

Owner	Collection	Description	Type	Default	Collected	New Amt	include
LEWIS	2014 Summer School		Fee	\$0.00	\$0.00	60.00	<input type="checkbox"/>
WINN	Postage for Report Cards	To mail last report cards home	Fee	\$1.00	\$0.00		<input type="checkbox"/>

Be sure to check the "Include" box on any lines you want to record. Otherwise the receipt will not be recorded.

[Receipt](#)

## Click the Include Check box

**Cash Collection Management**

Nikki Lewis  
002 - Sam Rayburn High School  
Lead Coun H.S

Fundraiser Calendar

May 2014

S	M	T	W	T	F	S
28	29	30	31	1	2	3
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- New Collection
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Student Picture

Student Nbr.:  
Campus: Sam Rayburn High  
Student Name:  
Student DOB:  
Student Grade Level: 12  
Email Address:  
Comment:

Open Collections

Owner	Collection	Description	Type	Default	Collected	New Amt	Include
LEWIS	2014 Summer School		Fee	\$0.00	\$0.00	60.00	<input checked="" type="checkbox"/>
WINN	Postage for Report Cards	To mail last report cards home	Fee	\$1.00	\$0.00		<input type="checkbox"/>

Be sure to check the "Include" box on any lines you want to record. Otherwise the receipt will not be recorded.

[Receipt](#)

## Click the Receipt button

**Cash Collection Management**

Nikki Lewis  
002 - Sam Rayburn High School  
Lead Coun H.S

Fundraiser Calendar

May 2014

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Student Picture

Student Nbr.:  
Campus: Sam Rayburn High  
Student Name:  
Student DOB:  
Student Grade Level: 12  
Email Address:  
Comment:

Open Collections

Owner	Collection	Description	Type	Default	Collected	New Amt	Include
LEWIS	2014 Summer School		Fee	\$0.00	\$0.00	60.00	<input checked="" type="checkbox"/>
WINN	Postage for Report Cards	To mail last report cards home	Fee	\$1.00	\$0.00		<input type="checkbox"/>

Be sure to check the "Include" box on any lines you want to record. Otherwise the receipt will not be recorded.

[Receipt](#)

## Option 2: My Collections using the drop down

Select **My Collections**

**Cash Collection Management**

Wendy Sharpless  
004 - Dobie High School  
Sec Dir Choral HS Teacher

Fundraiser Calendar

February 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

New Collection

**My Collections**

Student Groups

Course Groups

Collect By Student

Refund By Student

Booked Receipts

Cancelled Receipts

History



Click on the **Collect** hyperlink [Collect](#)

**Cash Collection Management**

Wendy Sharpless  
004 - Dobie High School  
Sec Dir Choral HS Teacher

Fundraiser Calendar

February 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

New Collection

My Collections

Student Groups

Course Groups

Collect By Student

Collect	Employee	Title	Starting	Ending	Status	Description	Teacher	Bookkeeper
<a href="#">Collect</a>	WENDY SHARPLESS	Solo and Ensemble	01/29/2015	06/12/2015	APPROVED		<a href="#">\$35.00</a>	\$0.00



Use the drop down **Student** to select a student to receipt

Receipt Employees

Collection Code: 0040129201502685

Staff Name: Wendy Sharpless

Fund Raiser Title: Solo and Ensemble

Long Description:

Collection Begins: 1/29/2015

Collection Ends: 6/12/2015

Default Amount: \$7.00

Amount With Teacher: \$35.00

Refund Amount In-Process:

Cancel Amount In-Process:

Amount With Bookkeeper:

Student:

Amount Collected: \$7.00 \*

Comment:

Create Receipt



## Enter Amount Collected

Collection Code: 0040129201502685  
Staff Name: Wendy Sharpless  
Fund Raiser Title: Solo and Ensemble  
Long Description:  
Collection Begins: 1/29/2015  
Collection Ends: 6/12/2015  
Default Amount: \$7.00  
Amount With Teacher: \$35.00  
Refund Amount In-Process:  
Cancel Amount In-Process:  
Amount With Bookkeeper:  
Student:  \*  
Amount Collected:  \*  
Comment:

Verify **Student** Name selection and **Amount Collected** fields

Add **Comment** if needed

## Hit Create Receipt

Collection Code: 0040129201502685  
Staff Name: Wendy Sharpless  
Fund Raiser Title: Solo and Ensemble  
Long Description:  
Collection Begins: 1/29/2015  
Collection Ends: 6/12/2015  
Default Amount: \$7.00  
Amount With Teacher: \$35.00  
Refund Amount In-Process:  
Cancel Amount In-Process:  
Amount With Bookkeeper:  
Student:  \*  
Amount Collected:  \*  
Comment: