

School Financial System Instruction Manual**Table of Contents:**

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LIST OF REPORTS AVAILABLE:

Account Actuals by Deposit Nbr	Fee Waiver Approval Report
Advanced Budget Requests	GL Account Transfer Reports
Aging Invoices Report	Outstanding Budget Requests
AP Check Display	Product Number Report
AP Claims Report	Students Who Owe Report/Export
Budget Lookups	Total Fee Waivers by Loc
Budget Summary Reports	Voided Credit Memo Report
Chart of Accounts	Waived Items Report
Credit Memo Report	Who Has/Has Not Paid by Product Nbr
Customer Statement	Who Owes Form and Report

Frequently Asked Questions:

1. What happens if my computer "hangs" or goes **down in the middle of my deposit?**

In Encore, navigate to the following screen: Financial Information > Location Financials > Location Utilities > Deposit. If there is a check mark by the register you were creating the deposit for, and there is a Pre-Run date then click on the "Deposit" button and continue creating the deposit as usual. If not, the deposit was already created. Click on the "Search" button and then the list of values in Deposit # field. The latest deposit should be the one on the top. Click on that deposit, hit the "Enter" key and it populates the fields which will then activate the buttons on the right hand side of the screen. You can then click on each button (Print Activity, Print Deposit and Print Checks) to print the reports.

2. How do I **"reprint" a deposit slip and the deposit reports?**

In Encore, navigate to the following screen: Financial Information > Location Financials > Location Utilities > Deposit. Click on the "Search" button and then the list of values in Deposit # field. The latest deposit should be the one on the top. Click on that deposit, hit the "Enter" key and it populates the fields which will then activate the buttons on the right hand side of the screen. You can then click on each button (Print Activity, Print Deposit and Print Checks) to print the reports.

3. What do I do if the system says my **"cash register is already in use"?**

In Encore, navigate to: Financial Information > Location Financials > Location Utilities > Location Registers Control and double click in the "In Use" column for the register you are trying to use. Delete the word YES and type NO and then save. You can now use this register.

4. What do I do if my cash **register password has expired?**

In Encore, navigate to: Financial Information > Location Financials > Location Utilities > Location Registers Control and double click in the "Password" column for the register you are trying to use. Type in a new password and save.

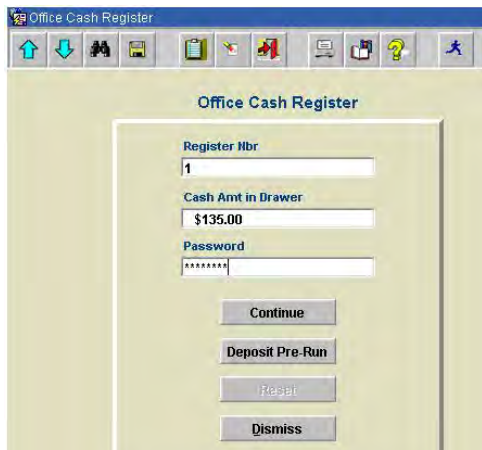
5. How do I start **depositing funds into a new account?**

You need to add a product to the cash registers. In Encore, navigate to Financial Information > Location Financials > Location Utilities > Setup Products and Packages. Click on the "Add Products to Register Tab" at the top right of the form. This screen displays all available products. The products currently in your cash register have a check mark next to the product number. To add a new product to your register, simply click in the "Click to Add" box next to the product number. If you can't find the product you are looking for, call the accounting department for assistance.

School Financial System Instruction Manual

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Office Cash Register

Register Nbr
1

Cash Amt in Drawer
\$135.00

Password

Continue

Deposit Pre-Run

Repeat

Dismiss

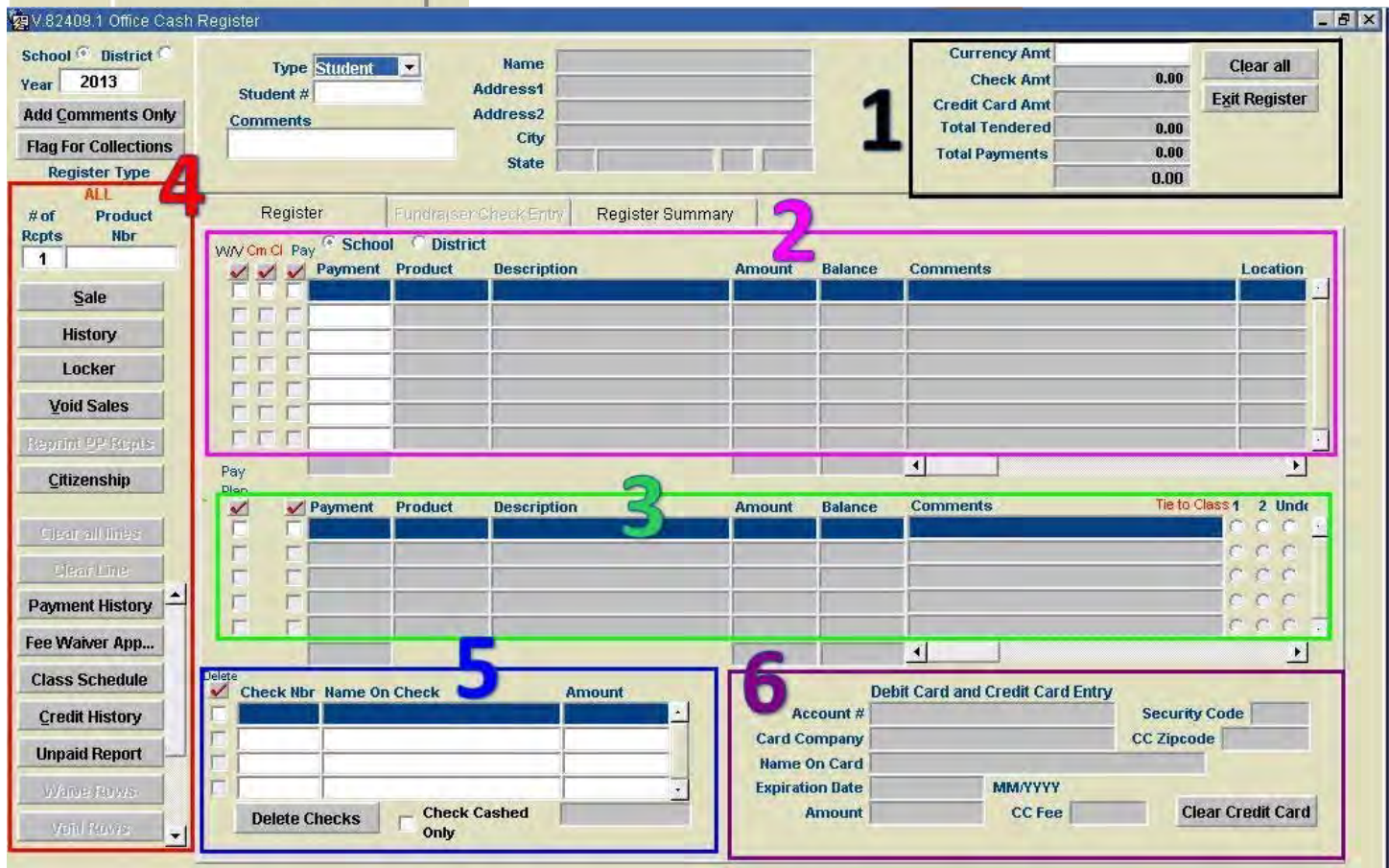
To enter the cash register, you must first know three things:

1 – Register Number

2 – The Beginning Cash amount that should be in the drawer (according to the system), and

3 – The Password

You also use this screen to do the Deposit Pre-Run which is described in the Deposit Section of this manual (page 3).



V.82408.1 Office Cash Register

School District
Year 2013

Add Comments Only

Flag For Collections

Register Type ALL

of Rpts 1

Product Nbr

Sale

History

Locker

Void Sales

Reprint PP Rpts

Citizenship

Clear all lines

Clear Line

Payment History

Fee Waiver App...

Class Schedule

Credit History

Unpaid Report

Wave Rows

Void Rows

Type Student

Name

Address1

Address2

City

State

Student #

Comments

1

Currency Amt

Check Amt 0.00

Credit Card Amt

Total Tended 0.00

Total Payments 0.00

Clear all

Exit Register

Register Fundraiser Check Entry Register Summary

2

3

4

5

6

Payment Product Description Amount Balance Comments Location

Payment Product Description Amount Balance Comments

Debit Card and Credit Card Entry

Account #

Card Company

Name On Card

Expiration Date

Amount

Security Code

CC Zipcode

MM/YYYY

CC Fee

Clear Credit Card

Delete Checks

Check Cashed Only

First chose a student, guardian, employee or vendor to receive money from. If it is none of these, you are entering a “cash sale” which implies the funds are not from one of the above. If the payment is for an outstanding invoice, use section 2. For a new invoice, choose the product in section 4 and enter the amount (if needed) in section 3.

Section 1 – After the sale all other product information is entered for a sale, use the “Currency Amt” field to enter how much cash and coin was used in the transaction. The “Clear all” button does just that – make sure you’ve saved all the information you intended to. Use the “Exit Register” button when done, otherwise it remains in use and cannot be used again until the Location Register control panel is updated.

Section 2 – This section of the screen displays outstanding invoices for a particular student.

Payments can be applied by specific amount in the “Payment” field. If you click the “Pay” check box, the payment amount will be inserted into the payment field. You can type over this amount if the payment is different.

The “Cm Cl” check box refers to the “Add Comments Only” and “Flag For Collections” buttons above Section 4.

The “W/V” check box refers to the “Waive Rows” and “Void Rows” buttons at the bottom of Section 4.

Section 3 – New invoices can be added for a student and payments made at the same time in this section.

Section 4 – In this section you choose the product number for the sale and can change the number of receipts to print.

Sale Button: After you have input the student information, product and payment as well as method of payment, click this button to complete the sale.

History Button: This takes you to the Transaction History Screen of the individual in question

Locker Button: This button will display the location, number, combination of this student’s locker as well as their parking permit status.

Void Sales: This button will display a screen listing receipts for an individual that can be voided (they are not yet included in a deposit).

Reprint PP Rcpts: This button reprints payment plan receipts that the student can show to a teacher.

Citizenship: This button displays the Citizenship History including Fines, amounts paid and owing. There is also an option to edit fines and add administrative fines.

Clear all Lines: This button clears all the lines entered in Section 3 or 5.

Clear Line: This button clears only the current line highlighted in Section 3 or 5.

Payment History: This button displays the payment history screen (see page 7)

Fee Waiver App...: This button displays the Fee Waiver Approvals (see page 20)

Class Schedule: This button displays the Class Schedule, Scores, Guardian and Attendance History. There is also a screen to email a document to all or select teachers of this student and the guardian.

Credit History: This button displays the credit history for the individual (see page 8)

Unpaid Report: This button prints a report of Unpaid Invoices for an individual.

Waive Rows: After clicking one or more outstanding invoices in the W/V check box column of Section 2, use this button to waive those invoices.

Void Rows: After clicking one or more outstanding invoices in the W/V check box column of Section 2, use this button to void those invoices.

Section 5 – Enter the check number, Name on the Check and amount. There are multiple lines for use if you have multiple checks making the payment. There is also a “Fundraiser Check Entry” tab if you have a long list of checks to enter. Do not enter the total of all the checks in one line. If you entered a check in the list incorrectly, you can mark and delete that check only, without having to start all over from the beginning.

Section 6 – If payment is made by a credit or debit card, first inform the payee that there will be a 5% fee added for processing. After entering all of the information in this section, click the “Sale” button and the system will do a quick check to ensure the payment will clear the account.

Financial Information > Location Financials > Location Utilities > Cash Register (Deposit Pre-Run)



Office Cash Register

Register Nbr
1

Cash Amt in Drawer
\$135.00

Password

Continue

Deposit Pre-Run

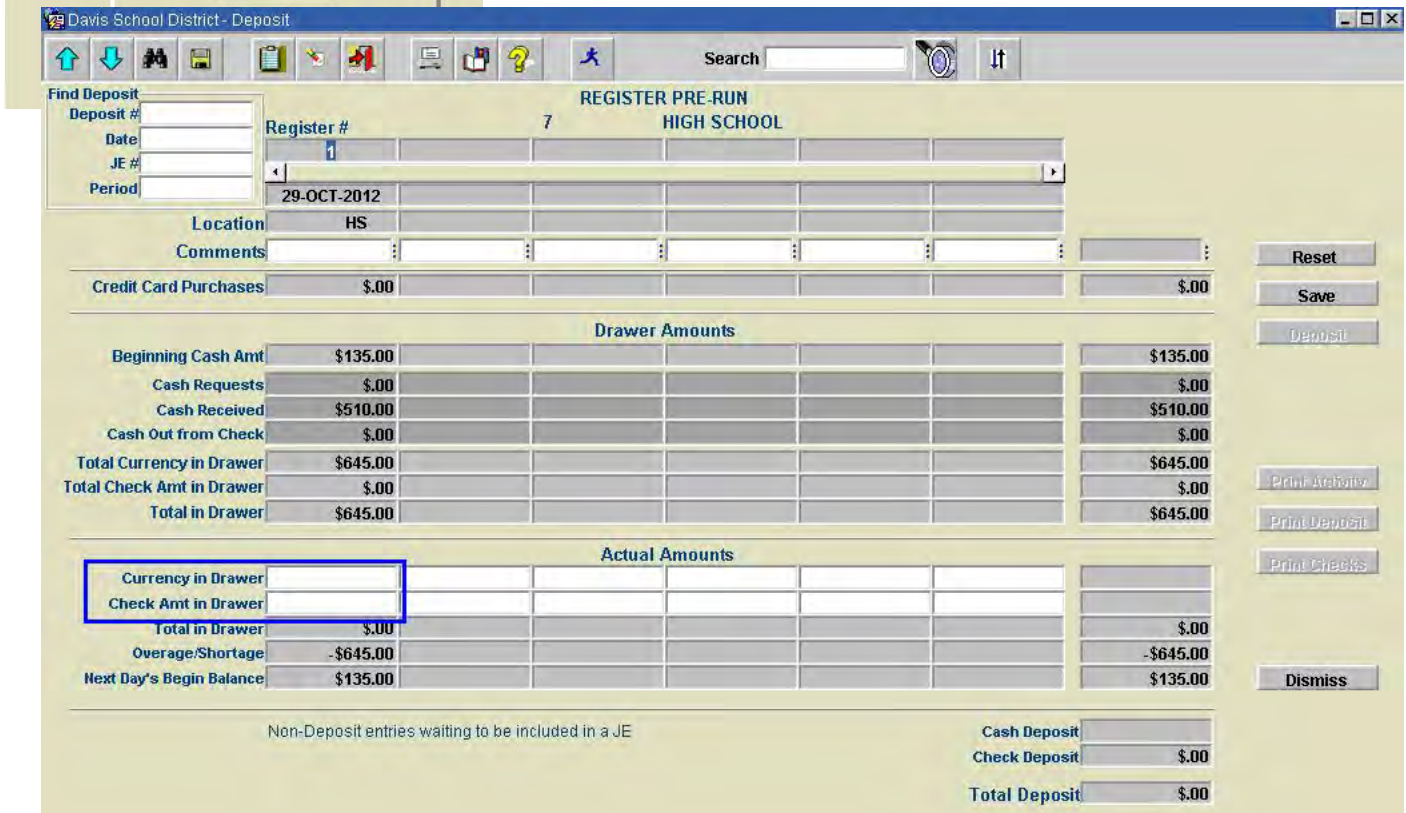
Reset

To complete the Deposit Pre-Run , you must first know three things:

- 1 – Register Number
- 2 – The Beginning Cash amount that should be in the drawer (according to the system), and
- 3 – The Password

Then click on “Deposit Pre-Run” to continue to the following screen.

(This is the same screen to enter the Cash Register - see page 1).



Davis School District - Deposit

Find Deposit

Deposit #

Date

JE #

Period

Register # 7 HIGH SCHOOL

29-OCT-2012

Location HS

Comments

Credit Card Purchases \$0.00

Drawer Amounts

Beginning Cash Amt	\$135.00					\$135.00
Cash Requests	\$0.00					\$0.00
Cash Received	\$510.00					\$510.00
Cash Out from Check	\$0.00					\$0.00
Total Currency in Drawer	\$645.00					\$645.00
Total Check Amt in Drawer	\$0.00					\$0.00
Total in Drawer	\$645.00					\$645.00

Actual Amounts

Currency in Drawer						
Check Amt in Drawer						
Total in Drawer	\$0.00					\$0.00
Overage/Shortage	-\$645.00					-\$645.00
Next Day's Begin Balance	\$135.00					\$135.00

Non-Deposit entries waiting to be included in a JE

Cash Deposit

Check Deposit \$0.00

Total Deposit \$0.00

Reset

Save

Deposit

Print Activity

Print Deposit

Print Checks

Dismiss

You have to do a deposit pre-run before each deposit. This part of the deposit process is to ensure that the checks and cash have been counted correctly for this register and there will be no problems when you take the deposit to the bank. First re-count cash and coin (this is a count of all the cash and coins, including the beginning amount) and enter that total in the top cell (in the blue box – “Currency in Drawer”). This amount should match the “Total Currency in Drawer” as calculated by the system. If it doesn’t match, you need to go back through your receipt activity and determine why it is out of balance and correct the errors you find.

Next re-add the total amount of checks and enter that total in the lower cell of the blue box “Check Amt in Drawer.” This amount should match the “Total Check Amt in Drawer” as calculated by the system. If it doesn’t match, you need to go back through your receipt activity and determine why it is out of balance and correct the errors you find.

After you click “Save” on the right side of the screen the Print Activity and Print Checks buttons will activate. When everything is correct. At this point you still have the option to “Reset” and go back and make adjustments to cash receipts if necessary and reprint those reports. When everything is correct on this screen, Save and Dismiss and continue to the “Deposit” transaction on page 4.

Financial Information > Location Financials > Location Utilities > Deposit

Location Register Deposit

Registers for Deposit

Register Nbr	Beg Balance	Pre-Run Date
<input checked="" type="checkbox"/> 1	135.00	29-OCT-2012
<input checked="" type="checkbox"/> 2	140.00	23-OCT-2012
<input checked="" type="checkbox"/> 3	180.00	23-OCT-2012
<input checked="" type="checkbox"/> 4	180.00	23-OCT-2012
<input type="checkbox"/> 5	.00	
<input type="checkbox"/> 6	.00	
<input type="checkbox"/> 7	2,000.00	
<input type="checkbox"/> 8	.00	

☒ Indicates that there is activity on this register and no pre-run has been created.

Non-Deposit Activity waiting to be POSTED.

Deposit Search Dismiss

The system displays a check in the box next to the registers that have had the pre-run previously processed. These can be “un-checked” if you want to do separate deposits. You must do a pre-run before you can make a deposit for any register.

Click Deposit.

Use the “Search” button to find all deposits that were previously created. If you know the deposit number, enter it in the first field in the blue box below. If not, click the list of values button in that field to display the whole list.

Davis School District - Deposit

Find Deposit

Deposit #

Date

JE #

Period

Register #

1 2 3 4

29-OCT-2012 23-OCT-2012 23-OCT-2012 23-OCT-2012

Location

Comments

Credit Card Purchases \$0.00 \$29.00 \$0.00 \$278.00 \$307.00

Drawer Amounts

	1	2	3	4	
Beginning Cash Amt	\$135.00	\$140.00	\$180.00	\$180.00	\$635.00
Cash Requests	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cash Received	\$510.00	\$496.50	\$196.00	\$434.25	\$1,636.75
Cash Out from Check	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Currency in Drawer	\$645.00	\$636.50	\$376.00	\$614.25	\$2,271.75
Total Check Amt in Drawer	\$0.00	\$770.50	\$329.00	\$386.50	\$1,486.00
Total in Drawer	\$645.00	\$1,407.00	\$705.00	\$1,000.75	\$3,757.75

Actual Amounts

	1	2	3	4	
Currency in Drawer	\$645.00	\$636.50	\$376.00	\$614.25	\$2,271.75
Check Amt in Drawer	\$0.00	\$770.50	\$329.00	\$386.50	\$1,486.00
Total in Drawer	\$645.00	\$1,407.00	\$705.00	\$1,000.75	\$3,757.75
Overage/Shortage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Next Day's Begin Balance	\$135.00	\$140.00	\$180.00	\$180.00	\$635.00

Non-Deposit entries waiting to be included in a JE

Cash Deposit \$1,636.75

Check Deposit \$1,486.00

Total Deposit \$3,122.75

Printer

Save

Deposit

Print Activity

Print Deposits

Print Checks

Dismiss

Click Deposit and three reports are automatically generated: 1-Activity Report 2-Check Listing and 3-Deposit Slip.

You can adjust your next day's beginning balance on this screen by changing the amount at the bottom of the screen.

This must be done before you click the deposit button. By increasing the amount in the “Next Day's Begin Balance” field, the system will reduce the amount of cash designated to be deposited.

Transaction History

School ☐ District ☐

Type ☐ Student ☐ Employee ☐ Vendor ☐ Guardian

Student #

Name

Address1

Address2

City

State

From this first screen you select the type you are looking for:

Student, Employee, Vendor or Guardian

If it is a student not at your location, click the “District” radial button.

After your selection is made click “Continue” and the following screen appears:

DF_INV_HIST

Search

☒ New **1** ☒ In Process ☒ Complete ☐ Waivered ☐ Voided

Year 2013 **2** Location ☐ District ☐

Doc Type

Line Type

3 Guardian Loc Bal 5.00 All Loc Bal 5.00

Comments **4**

Adj Amt Type ☐ Amount ☐ Percent

Inv Line Transactions View Payment Receipt

Product Nbr	Description	Balance	Amount	Comments	Loc	Decrease \$
41271744	online writing	5.00	5.00		710	
40081772	COMMUNITY EDUCATION FEI	0.00	50.00	ACT PREP NO BOOK	710	
41551744	PHYSICAL EDUCATION CLAS	0.00	35.00	GOLDS GYM	710	
41521744	ORCHESTRA CLASS FEES	0.00	20.00		710	
41841744	Digital Media Class Fee	0.00	10.00		710	
40120001	PARKING DECALS	0.00	20.00		710	
48181741	YEARBOOK SCHOOL FEES	0.00	45.00		710	
41271744	ENGLISH CLASS FEES	0.00	3.00	auto invoice	710	
40161741	POLICY FOLDER SCHOOL FEI	0.00	5.00	auto invoice	710	
40141741	LOCKER RENTAL SCHOOL FE	0.00	2.50	auto invoice	710	
40001741	ACTIVITY FEES - SR HIGH	0.00	20.00	auto invoice	710	
40201741	TECHNOLOGY EQUIP SCHOC	0.00	7.00	auto invoice	710	
40001772	ACTIVITY FEES DUE DISTRIC	0.00	12.00	auto invoice	710	
40211772	TEXTBOOK RENTAL FEES - SI	0.00	33.00	auto invoice	710	
40201772	TECHNOLOGY EQUIP. FEE FEI	0.00	7.00	auto invoice	710	

5

Credit/Void line Adjustment Waive Criteria Balance Total 5.00

Adj Line Amt = Orig Inv Line Amt - Adjustment(s)
5.00 = 5.00 - 0.00

Non Applied Credits Originator
Type Balance Location

6

The list of items checked in **Section “1”** is what will appear in the main section of the form. New, In Process and Complete are the defaults as well as the current fiscal year. If you need information about waived, voided or invoices from a previous or future fiscal year, you must check those and click the “Re-Query” button in box “2.”

The information in the main section defaults to your location. If you want to see fees still owed at other locations you must click the District radial button in **Section “2”** and re-query. You can tell if there are amounts due from other locations if the “Loc Bal” and “All Loc Bal” in Section “3” are not the same.

Section 4:

View Payment button: Highlight an invoice in the main section and click this button to view more payment information.

Receipt button: Click here to reprint a receipt.

Section 5:

Credit/Void line button: Use this when refunding the payment and void the invoice (it is no longer due). Enter comments in **Section “4”** of this screen.

Credit button: This refunds the payment but does not void the invoice, so a balance due remains. Enter comments in **Section “4”** of this screen.

Adjustment button: You can adjust the amount of the invoice by either an amount or a percentage. The default is to “amount” which you change in the last column of the main section. Input the amount of the decrease you want the total to be decreased by. This is changed to “percent” with the radial button in section “4” and you input the percentage decrease. Enter comments in **Section “4”** of this screen.

Pay Plan button: This marks the invoice as part of a pay plan, and you must enter comments for future reference.

Waive button: Check the line or lines in the main section that you want to waive and click Waive. The prompt will ask if you want to waive all or just the balance owing. If you select all and all or part of the invoice has been paid, then a credit memo will be created. Waived invoices will be reported as paid in the “Whose Paid” report, but no budget will be added to that program for this student.

Undo Waive button: In section 1 of this screen, check the box “waivered” and then “Re-query” to see the list of items waived. Check the line or lines in the main section that you want to Undo and then click the Undo Waive button.

Credit History button: This will display any credits received and how they were used.

Section 6:

Apply Credit to Selected Invoice Lines: Check the box next to a credit (s) in the “Non Applied Credits” section (#6). Then choose an unpaid invoice in the main section and check the box next to it. Click this button to apply the credit.

Apply Credit to Unpaid Invoice Lines: Check the box next to a credit (s) in the “Non Applied Credits” section (#6). When you click this button, the system will apply the credit(s) starting with the oldest invoice and move forward as long as they last.

Transfer Credit: Use this button to transfer a credit from one student to another student.

Refund Credit: Check the box next to a credit (s) in the “Non Applied Credits” section (#6). A refund claim will be created and a check mailed to the current guardian. If this should be mailed elsewhere, the guardian can be changed by clicking the “Guardian button in **Section “3”** of this screen.

Credit Usage Loc: Credits created at your location are only allowed for use at your location unless you change the “Allowed Usage” with this button. You can then either choose a specific location or allow any District location.

Void Credit: To void credits, you have to navigate to the Aging Credits Memos screen.

Financial Information > Location Financials > Location Utilities > Transaction History (Cash Sale)

This screen displays cash sales by date range.

Cash Sale Transaction History

Invoice Year
2013

Begin Date **01-JUL-2012** to End Date **16-OCT-2012**

Continue **Dismiss**

DF_CS_HIST

Search

☒ New ☒ In Process ☒ Complete

Year **2013** Location **GH SCH00** District **GH SCH00**

Doc Type **Line Type** Re-Query

High School Transaction History for Cash Sale

Product Nbr	Description	Balance	Amount	Comments	Loc	Acct Func
48171741	STUDENTBODY OFFICERS	0.00	265.00	GAME DAY SHIRTS		1000
40121990	GENERAL SCHOOL FUNDS OI	0.00	1639.25	CONCESSION FO FB GAME 9/14/12		1602
40081772	COMMUNITY EDUCATION FEI	0.00	90.00	COMMUNITY SCHOOL: CROSS FIT -		3300
40121990	GENERAL SCHOOL FUNDS OI	0.00	3155.00	HOMECOMING GAME - BOOTH -		1905
48171741	STUDENTBODY OFFICERS SC	0.00	3315.00	HOMECOMING DANCE		1904
40121990	GENERAL SCHOOL FUNDS OI	0.00	3600.00	FOOTBALL GATE 9/14/12		1905
40081772	COMMUNITY EDUCATION FEI	0.00	45.00	ZUMBA - RSON		3300
48171741	STUDENTBODY OFFICERS SC	0.00	45.00	DANCE TICKETS		1904
40121990	GENERAL SCHOOL FUNDS OI	0.00	30.00	5 ADULTS		1905
41131744	CERAMICS CLASS FEES	0.00	110.00	CERAMICS-		1000
40121990	GENERAL SCHOOL FUNDS OI	0.00	18.00	3 ADULT FB TICKETS		1905
40121990	GENERAL SCHOOL FUNDS OI	0.00	18.00	3 ADULT HOMECOMING FB TICKET		1905
40081772	COMMUNITY EDUCATION FEI	0.00	70.00	BEGINNING AND INTERMEDIAT EXCEL		3300
48171741	STUDENTBODY OFFICERS SC	0.00	15.00	DANCE TICKET		1904
48171741	STUDENTBODY OFFICERS SC	0.00	15.00	DANCE TICKET		1904
49001720	FACULTY SALES	0.00	11.00	T-SHIRT		1903
41831744	CABINERY CLASS FEES	0.00	44.00	SHOP GLASSES		1000
12211991	SELF CONTAINED - LOCAL R	0.00	20.72	REFUND IN CASH FROM CART EXCHA		1402
40171990	POSTAGE REVENUE OTHER R	0.00	1.80	STAMPS		1000
48171741	STUDENTBODY OFFICERS SC	0.00	96.00	PAINT FIGHT PROCEEDS		1000

Criteria Balance Total **0.00**

Financial Information > Location Financials > Location Utilities > Payment History

This screen displays payments by Students, Guardians, Vendors or Employees. A receipt can be reprinted here.

Payment History

Fiscal Year **2013** Re-Query

Payment History for

Payment Doc #	Payment Date	Location	Deposit #	Deposit Date
3383401	24-Sep-2012		36690	25-Sep-2012
3357780	17-Sep-2012		36497	19-Sep-2012
3144130	01-Aug-2012		35399	01-Aug-2012

Product Nbr	Description	Status	Acct Function	Applied Amt	Invoiced	Balance
40081772	COMMUNITY EDUC	COMPLETE	3300	50.00	50.00	0.00

Payment Method	Name On Payment	Amount Received	CC Fee Amount	Cash B
CHECK		50.00		

50.00

Total Applied 50.00

*** Bounced Check**

Reprint Receipt **Dismiss**

This screen displays outstanding credits by Student.

Financial Information > Location Financials > Location Utilities > Aging Credit Memo(s)

After entering a date range, this form displays all of the unused credits at your location. Credits can be voided from this screen.

8

Void Cash Register Receipts

Void receipts by clicking the checkbox to the left of the row.

Student Id	Name	Entry Date	Amount	Cash	Check	Comments	Reg
<input type="checkbox"/>		27-SEP-2012	\$12.00	\$0.00	\$12.00	COMP TECH & ENG FEE	3
<input type="checkbox"/>		27-SEP-2012	\$25.00	\$25.00	\$0.00	ROB BISHOP	2
<input type="checkbox"/>		27-SEP-2012	\$35.00	\$0.00	\$35.00	GOLDS	2
<input type="checkbox"/>		27-SEP-2012	\$50.00	\$0.00	\$50.00	PARK CITY	2
<input type="checkbox"/>		27-SEP-2012	\$15.00	\$15.00	\$0.00	TSA	2
<input type="checkbox"/>		27-SEP-2012	\$12.00	\$12.00	\$0.00	2 ADULT FB TICKETS	3
<input type="checkbox"/>		27-SEP-2012	\$5.00	\$0.00	\$5.00	ENG FEE	3
<input type="checkbox"/>		27-SEP-2012	\$17.00	\$0.00	\$17.00	FBLA MEM	3
<input type="checkbox"/>		27-SEP-2012	\$86.00	\$0.00	\$86.00	MED ANAT	3
<input type="checkbox"/>		27-SEP-2012	\$10.00	\$0.00	\$10.00		2
<input type="checkbox"/>		27-SEP-2012	\$90.00	\$90.00	\$0.00	3 HAPP. BOOKS	2
<input type="checkbox"/>		27-SEP-2012	\$50.00	\$0.00	\$50.00		2
<input type="checkbox"/>		27-SEP-2012	\$3.00	\$3.00	\$0.00	CHILD DEV FEE	3
<input type="checkbox"/>		27-SEP-2012	\$3.00	\$3.00	\$0.00		2
<input type="checkbox"/>		27-SEP-2012	\$53.00	\$0.00	\$53.00		2
<input type="checkbox"/>		27-SEP-2012	\$5.00	\$5.00	\$0.00		2

Payment Details

Amount Used	Amt Received	Payment Type	Name On Payment	Check Nbr	Check Cashed
\$12.00	\$12.00	CHECK		5999	<input type="checkbox"/>
					<input type="checkbox"/>

Dismiss

This screen displays all receipts from all registers that have not yet been included in a deposit. Once receipts are created into a deposit, they cannot be voided.

To void a receipt, click on the check box next to the Student Id and follow the instructions given.

Use this screen to search for refunds and refund detail.

This screen will display all the refunds from the parameters used in the previous screen.

IP Id	IP Type	Name	Amount	Comments	Doc Year	Entry Date	Entry Year
1178308	Student	J INSC	10.00	refund	2010	13-AUG-2009	2010
1141436	Student	H LLRE	45.00	REFUND - CLASS NEVER HELD	2010	30-JUL-2009	2010
1148513	Student	S ERRI	75.00	refund	2010	13-AUG-2009	2010
1137772	Student	J ITH	26.00	REFUND TO PARENT	2010	24-AUG-2009	2010
1130662	Student	J JAES	10.00	REFUND	2010	24-AUG-2009	2010
1138733	Student	N MIKE L N	75.00	REFUND	2010	28-AUG-2009	2010
1129470	Student	K ICH	120.00	REFUND CLASS FEES - WITHREW FROM CLASS	2010	28-AUG-2009	2010
1154562	Student	Z OLLE	91.00	student on full fee waiver - refund fees	2010	04-SEP-2009	2010
1133553	Student	A MAN	30.00	refund fee not to be paid at school	2010	08-SEP-2009	2010
1224533	Student	D HENI R	211.00	refund - withdrawn	2010	08-SEP-2009	2010
1146599	Student	T CHAF	10.00	refund to guardian	2010	18-AUG-2009	2010
1259803	Student	B SUL N	5.00	refund	2010	13-AUG-2009	2010
1130229	Student	J ASSI	45.00	refund	2010	12-AUG-2009	2010
1137792	Student	L UCK	45.00	please refund	2010	12-AUG-2009	2010
1144442	Student	E ATE	106.00	REFUND - MOVING	2010	04-SEP-2009	2010
1172459	Student	A EXD II S	35.00	REFUND TO STUDENT - PAID TWICE	2010	31-AUG-2009	2010
1261743	Student	K IALJ I	96.00	returning to AZ	2010	03-SEP-2009	2010
1224065	Student	J IAK N II	55.00	RETURNED LOST BIOLOGY BOOK	2010	07-JUL-2009	2010
1174354	Student	U ENDO	76.00	DID NOT PLAY - REFUND CAMP AMOUNT	2010	07-JUL-2009	2010
1139560	Student	E GYLE	4.00	apply drivers ed to registration fees	2010	03-AUG-2009	2010
1203929	Student	B KOR A	153.30	DUPLICATE POSTING TO CREDIT CARD	2010	06-AUG-2009	2010
1201271	Student	B WKIP	106.00	qualifies for fee waiver	2010	18-AUG-2009	2010
1172380	Student	K IARI O	151.00	TRANSFERRED TO WOODS CROSS - PLEASE REFUI	2010	24-AUG-2009	2010
1268596	Student	A NDR	91.00	moving to Ogden	2010	19-AUG-2009	2010

The detail button displays the claim screen. The claim screen displays the internal comments and allows access to the Check detail information including check number, check date and whether the check is still outstanding or reconciled with the District's bank.

GL ACCOUNT TRANSFER

Transfer Comments:

Transfer From Account(s):

Prog	Func	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>

Transfer To Location:

Transfer To Account(s):

Prog	Func	Amount	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Transfer Dismiss

This screen allows you to transfer funds between accounts at your school, or to another school.

You can transfer:

- from Fund 21 accounts to Fund 21 accounts
- from Fund 21 to certain Fund 10 accounts
- from certain Fund 10 accounts to certain other Fund 10 accounts.

Transfers are not allowed from Fund 10 to Fund 21 accounts using this screen.

Financial Information > Location Financials > Location Utilities > Credit Card Machine Transfer

The screenshot shows a software window titled "DF_CC_GL_XFER". The main heading is "CREDIT CARD MACHINE TRANSFER". Below this, there is a "Transfer Comments" text area. A section labeled "Transfer From Account(s)" contains a table with columns: Fund, Loc, Prog, Func, Obj, Amount, and Account Balance. The first row has values: Fund 21, Loc 4090, Prog 1000, Func 1920, Amount (empty), and Account Balance .00. Below this is a "Transfer To Account(s)" section with a table with columns: Prog, Fund, Loc, Func, Obj, Amount, and Comments. The table has several empty rows. At the bottom are "Transfer" and "Dismiss" buttons.

This screen is only used if your school is utilizing a portable credit card machine. All credit card payments from a portable machine are deposited into a default account. Individual schools are then required to transfer these funds to the appropriate program.

Financial Information > Location Financials > Location Utilities > GL Account to Lunch Transfer

The screenshot shows a software window titled "Funds Transfer to Lunch Account". The main heading is "GL Funds Transfer to Lunch Account". Below this, there are fields for "School" and "District" (radio buttons), "Name", "Address1", "Address2", "City", and "State". There is also a "Type" dropdown menu set to "Student" and a "Student #" field. Below these is a "Reason for Transfer" text area. At the bottom, there is a table with columns: Prog, Func, Amount, and Comments. The table has one empty row. At the bottom are "Continue" and "Dismiss" buttons.

This screen allows you to transfer funds from a school program (Fund 21 programs only) to an individual lunch account.

Financial Information > Location Financials > Location Utilities > **Payment Method Search**

PAYMENT METHOD SEARCH

Search

Payment Method Search

Type: **Student**

Student #

Name

Address1

Address2

City

State

Search Criteria
(leave blank for all)

Payment Method: **CASH**

☐ Print Payments Made Online

Name on Payment

Check Number

Credit Card

(VISA, Mastercard)

Payment Date Range thru

Amount Received

Payment Invoice Loc:

Search **Clear** **Dismiss**

This screen is used to search for payments of various types.

You can search by the name on payment, check number, date range, amount or credit card number.

If you want to search all receipt types, make sure the "Type" is blank in the upper left corner.

Below is the type of information that is retrieved using this form. You can also reprint a receipt that was queried here.

Payment History

Fiscal Year: **2013** **Re Query**

Payment History for

Payment Doc #	Payment Date	Payment Method	Name on Payment	Amount Received	CC Fee Amount	Cash Back	CC Confirmation or Check #
3394985	27-Sep-2012	CASH	AI VS	25.00		\$0.00	
3394845	27-Sep-2012	CASH	HI ES	20.00		\$5.00	
3394816	27-Sep-2012	CASH	KI TY	12.00		\$0.00	
3394731	27-Sep-2012	CASH	TI DE	90.00		\$0.00	
3394677	27-Sep-2012	CASH	CI JO	3.00		\$0.00	
3394600	27-Sep-2012	CASH	KI Y	5.00		\$2.00	
3394033	27-Sep-2012	CASH	LI	5.00		\$0.00	
3394020	27-Sep-2012	CASH	CI	10.00		\$0.00	
3393993	27-Sep-2012	CASH	JE N	20.00		\$3.00	
3393985	27-Sep-2012	CASH	TI C	40.00		\$10.00	
3393917	27-Sep-2012	CASH	M	80.00		\$5.00	
3393822	27-Sep-2012	CASH	CI	20.00		\$15.00	
3393819	27-Sep-2012	CASH	TI S	3.00		\$0.00	
3393780	27-Sep-2012	CASH	RI GE	40.00		\$2.00	
3393759	27-Sep-2012	CASH	CI	5.00		\$2.00	
3393319	27-Sep-2012	CASH	CI SH	5.00		\$2.00	
3393240	27-Sep-2012	CASH	LI	35.00		\$0.00	
3393238	27-Sep-2012	CASH	W G	20.00		\$0.00	
3392895	27-Sep-2012	CASH	D R	12.00		\$0.00	
3392728	27-Sep-2012	CASH	AI I	5.00		\$0.00	

* Bounced Check

Product Nbr	Description	Applied Amt	Invoiced	Balance	Status
41221744	DEBATE CLASS FE	25.00	25.00	0.00	COMPL

Report **Reprint Receipt** **Dismiss**

Financial Information > Location Financials > Location Utilities > Ticket Taker Payment Srch

TICKET PAYMENT METHOD SEARCH

Ticket Taker Payment Method Search

Search Criteria
(leave blank for all)

Payment Date Range: 17-Oct-2012 thru 17-Oct-2012

Credit Card:
(VISA, Mastercard)

Amount Received:

Register:

Search Clear Dismiss

This screen is use to search for payments made in the Ticket Taker Cash Registers.

The following screen is displayed after you have entered the specific criteria.

Payment History

Fiscal Year: 2013 Re Query

Payment History for Cash Sale

Payment Doc #	Payment Date	Payment Method	Name on Payment	Amount Received	CC Fee Amount	Cash Back	CC Confirmation or Check #
3002743	12-May-2012	CREDIT_CAF	CL VL	6.00	0.30	\$0.00	VKMA4B6447
3002741	12-May-2012	CREDIT_CAF	DE TC	24.00	1.20	\$0.00	VSJA8F9A4D
3002691	11-May-2012	CREDIT_CAF	JC S	32.00	1.60	\$0.00	VDNA4B7522
2999457	11-May-2012	CREDIT_CAF	CL PA	8.00	0.40	\$0.00	VXHA9ABF19
2996556	10-May-2012	CREDIT_CAF	JE J	16.00	0.80	\$0.00	VWNA4B73E1
2996523	10-May-2012	CREDIT_CAF	SE IC	22.00	1.10	\$0.00	VWVA4B73E1
2996348	10-May-2012	CREDIT_CAF	KA IE	28.00	1.40	\$0.00	VKMA4B506A
2996321	10-May-2012	CREDIT_CAF	AN IT	16.00	0.80	\$0.00	VTHA9A6440
2996282	10-May-2012	CREDIT_CAF	BF TC	23.00	1.15	\$0.00	VTJA9A6435
2996244	10-May-2012	CREDIT_CAF	RC DI	14.00	0.70	\$0.00	VXYA9AB594
2985862	04-May-2012	CREDIT_CAF	KA EN	16.00	0.80	\$0.00	VKMA4B1363
2985860	04-May-2012	CREDIT_CAF	CL VL	16.00	0.80	\$0.00	VDMA4B2B92
2981981	03-May-2012	CREDIT_CAF	ST IE	29.00	1.45	\$0.00	VWMA4B2AC
2905870	17-Mar-2012	CREDIT_CAF	CH IE	14.00	0.70	\$0.00	VZNA3EA627
2905868	17-Mar-2012	CREDIT_CAF	AN RA	14.00	0.70	\$0.00	VZVA3EA618
2905866	17-Mar-2012	CREDIT_CAF	AC EN	12.00	0.60	\$0.00	VKVA3F346E1
2905864	17-Mar-2012	CREDIT_CAF	LA S	8.00	0.40	\$0.00	VWVA3F57E8
2905862	17-Mar-2012	CREDIT_CAF	LC IO	16.00	0.80	\$0.00	VKVA3F345D1
2905858	17-Mar-2012	CREDIT_CAF	ST OC	18.00	0.90	\$0.00	VXYA8E99DF1
2905854	17-Mar-2012	CREDIT_CAF	NA D	14.00	0.70	\$0.00	VTJA8E4840

* Bounced Check

Product Nbr Description Applied Amt Invoiced BalanceStatus

41811720	THEATER SALES	6.00	6.00	0.00	COMPL
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Report Reprint Receipt Dismiss

Financial Information > Location Financials > Location Utilities > **Waive Fees**

Waive Items

Year: 2013

Waive Invoices for Students

One Student | By Students | By Product

Student Name or Id

<input checked="" type="checkbox"/> Product	Amount	Balance	Funct	Comments
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Waive Dismiss

This screen is used to waive fees for students by individual student, a list of students or by product number.

Financial Information > Location Financials > Location Utilities > **Location Registers Control**

Location Registers

LOCATION OFFICE CASH REGISTER CONTROL

HIGH SCHOOL

Reg #	Beg Bal	Additional Amount	Discount Percent	Print Receipts	Hbr Of Rcpts to Print	Create Pay Plan PDF	In Use	Password	Year For Work	Assigned Loc	Record Type	Outstanding Cash Request Amounts (Please process)
1	\$135.00		.25	Yes	1	Yes	NO					
2	\$140.00		.00	Yes	2	Yes	YES					
3	\$180.00		.25	Yes	1	No	YES					
4	\$180.00		.00	Yes	1	No	YES					
5	\$0.00		.00	Yes	1	Yes	NO				TICKETS	
6	\$0.00		.00	Yes	1	Yes	NO				TICKETS	
7	\$2,000.00		.00	Yes	1	Yes	NO					
8	\$0.00		.00	Yes	1	Yes	NO				TICKETS	
Total	\$2,635.00											

On-Line Discount Percent
0

Request Cash Process Cash Requests Dismiss

This is a list of registers at your location.

The beginning balance column displays the amount of cash for change you should have by register and in total.

The additional amount column is used when you need to request additional cash for change. Enter the additional amount you need and click on the "Request Cash" button. After you receive the check from the district, you must click on the "Process Cash Requests" button to add it to the Beginning Balance of the register.

The Discount Percent column discounts product numbers which have been marked as discountable. For example after mid-term of term one and prior to mid-term of term two this should be 25%, second term 50% and third term 75%. This must be entered by each school according to district policy.

If a cash register is "in Use" that register number cannot be accessed by others at the same time. If the register was not exited properly, this field stays "YES" and must be manually changed to "NO" before you can continue using that register.

The password is used to enter the register and must be changed after 365 days.

The "Year for Work" is the default year for that register. It can be changed to the next school year if you are ready to take payments for that year.

Record Type: Change the register type to "Tickets" or "Library Fine" to limit the type of products used in the register. Outstanding Cash Request Amounts display if you haven't used the "Process Cash Requests" button yet.

Location Bucket Categories

Category	Range Begin	Range End
CLASSES	1400	1599
DEPARTMENTS	1600	1699
FUNDRAISERS	1800	1899
GRANTS	1700	1799
MISCELLANEOUS	1900	1999
TEACHERS	1001	1399

New Bucket Entry

Major Dir Pos Id:

Minor Dir Pos Id:

Bucket Name:

Product Nbr: Product Description:

Load

Assigned Buckets

Bucket	Major Director Pos Id	Major Director Name	Minor Director Pos Id	Minor Director Name	Bucket Name	Approval	Approval Limit
1800	3161				FUNDRAISER	YES	\$250.00
1801	3161				SUB FOR SANTA	YES	\$250.00
1802	3161				CHEER FUNDRAISER	YES	\$250.00
1803	3161				SBO FUNDRAISER	YES	\$250.00
1805	3161					YES	\$250.00

Product

Product Nbr	Product Description	Program	Status
41131744	CERAMICS CLASS FEES	4113	ACTIVE

Save Report Dismiss

This screen is used to create buckets, or a subdivision of a program.

First select a category (**From Location Bucket Categories**) and click on the category that you have chosen.

Next Name the bucket in the “Bucket Name” field of **New Bucket Entry**.

Select the product number (Program number and Revenue Account) and click the “Load” button.

The system will assign the next available number in that category and it will appear in the Assigned Buckets list.

Buckets can be re-named during a year in the **“Bucket Name”** field of the Assigned Bucket list.

More than one **product number** can be assigned to an individual bucket if desired (bottom section).

Products can be inactivated within a bucket, or a Bucket can be inactivated entirely by dragging the horizontal scroll bar to the right and changing the status of the bucket in the Assigned Bucket list to “Inactive.”

Inactive Buckets will remain on the budget report until the end of the fiscal year. They do not show in the next fiscal year.

Cash Register Product Maintenance

Prod Nbr	Description	Status	Price	Low Price	High Price	Pkg Cost	Status	Type	Type
40041741	ACADEMIC TESTING SCHOOL FEES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	FINE
4101744	ACCOUNTING CLASS FEES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	TEACHER FEE
4101762	ACCOUNTING CLASS FINES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	TEACHER FINES
40041744	ACT PREP CLASS FEE	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	SINGLE
400	ACTIVITY FEES - SR HIGH	ACTIVE	\$32.00	\$0.00	\$0.00	\$32.00	ACTIVE	DISTRICT	FINE
4001772	ADULT EDUCATION FEES DUE DIST.	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	SINGLE
41021741	ADV. PLACEMENT SCHOOL FEES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	SINGLE
52121991	ADVANCED PLACEMENT DIST - LOCAL REVENUE	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	SINGLE
41031762	AGRICULTURE	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	TEACHER FINES
41031744	AGRICULTURE CLASS FEES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	TEACHER FEE
41901762	AMERICAN SIGN LANGUAGE CLASS FINES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	TEACHER FINES
41041741	ART SCHOOL FEES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	SINGLE
41041744	ART CLASS FEES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	TEACHER FEE
44001741	ATHLETIC ADMINISTRATION FEES DUE SCHOOL	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	SINGLE
41061744	AUTO SHOP CLASS FEES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	TEACHER FEE
41061762	AUTO SHOP CLASS FINES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	TEACHER FINES
41071744	BAND CLASS FEES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	TEACHER FEE
41071920	BAND DONATION	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	SINGLE
41071741	BAND FEES DUE SCHOOL	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	SINGLE
41071720	BAND SALES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	SINGLE
401	BASEBALL FEES	ACTIVE	\$65.00	\$0.00	\$0.00	\$65.00	ACTIVE	DISTRICT	TEACHER FEE
4401741	BASEBALL FEES DUE SCHOOL	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	TEACHER FEE

S = in a Single Package
M = in Multiple Packages
O = On-Line Fee

Product Report Exit Form

Product Nbr Setup Tab

All of the products listed on this screen (with "Active" status) are the products that are displayed on the list of values in your location's cash register.

If a product listed is no longer used at your location, change the status to "Inactive."

If a new product is needed, click the "Add Products to Register" tab.

Add Products to Register

Use this screen to select the Products you want to show up in the Cash Register

Sale Price	Click to Add	Product Nbr	Description	Type	Low Price	High Price	Pkg Price
\$65.00	<input checked="" type="checkbox"/>	411	SOFTBALL FEES	DISTRICT	\$0.00	\$0.00	\$65.00
\$65.00	<input checked="" type="checkbox"/>	412	SWIMMING FEES BOYS	DISTRICT	\$0.00	\$0.00	\$65.00
\$65.00	<input checked="" type="checkbox"/>	413	SWIMMING FEES GIRLS	DISTRICT	\$0.00	\$0.00	\$65.00
\$65.00	<input checked="" type="checkbox"/>	414	TENNIS FEES BOYS	DISTRICT	\$0.00	\$0.00	\$65.00
\$65.00	<input checked="" type="checkbox"/>	415	TENNIS FEES GIRLS	DISTRICT	\$0.00	\$0.00	\$65.00
	<input type="checkbox"/>	417	TRACK FEES BOYS - JR HIGH	DISTRICT	\$0.00	\$0.00	\$55.00
	<input type="checkbox"/>	418	TRACK FEES GIRLS - JR HIGH	DISTRICT	\$0.00	\$0.00	\$55.00
	<input type="checkbox"/>	419	VOLLEYBALL FEES - JR HIGH	DISTRICT	\$0.00	\$0.00	\$55.00
	<input type="checkbox"/>	420	WRESTLING FEES - JR HIGH	DISTRICT	\$0.00	\$0.00	\$55.00
\$65.00	<input checked="" type="checkbox"/>	421	BASKETBALL FEES BOYS - SR HIGH	DISTRICT	\$0.00	\$0.00	\$65.00
\$65.00	<input checked="" type="checkbox"/>	422	BASKETBALL FEES GIRLS - SR HIGH	DISTRICT	\$0.00	\$0.00	\$65.00
\$65.00	<input checked="" type="checkbox"/>	423	WRESTLING FEES - SR HIGH	DISTRICT	\$0.00	\$0.00	\$65.00
\$65.00	<input checked="" type="checkbox"/>	424	VOLLEYBALL FEES - SR HIGH	DISTRICT	\$0.00	\$0.00	\$65.00
\$65.00	<input checked="" type="checkbox"/>	425	TRACK FEES BOYS - SR HIGH	DISTRICT	\$0.00	\$0.00	\$65.00
\$65.00	<input checked="" type="checkbox"/>	426	TRACK FEES GIRLS - SR HIGH	DISTRICT	\$0.00	\$0.00	\$65.00
\$14.00	<input checked="" type="checkbox"/>	427	NATIONAL ACADEMIC LEAGUE	DISTRICT	\$0.00	\$0.00	\$25.00
\$65.00	<input checked="" type="checkbox"/>	428	COMPUTER TECHNOLOGY FEE	DISTRICT	\$0.00	\$0.00	\$14.00
	<input type="checkbox"/>	429	GOLF GIRLS FEES	DISTRICT	\$0.00	\$0.00	\$65.00
	<input type="checkbox"/>	441	ACTIVITY FEES - JR HIGH	DISTRICT	\$0.00	\$0.00	\$9.00
	<input type="checkbox"/>	1314	NUAGES DRIVERS EDUCATION	SINGLE	\$0.00	\$0.00	\$0.00
	<input type="checkbox"/>	1317	NUAGES STUDENT FEES	SINGLE	\$0.00	\$0.00	\$0.00
	<input type="checkbox"/>	1720	NUAGES YEARBOOK SALES	SINGLE	\$0.00	\$0.00	\$0.00
	<input type="checkbox"/>	1762	NUAGES FINES	SINGLE			

Exit Form

Add Products to Register Tab

This screen displays all available products. The products currently in your cash register have a check mark next to the product number.

To add a new product to your register, simply click in the "Click to Add" box next to the product number.

Package Setup Tab

In order to create a package (one or more product numbers) begin on the "Product Nbr Setup" tab and highlight the package number you wish to adjust and then click on the "Package Setup" tab. (Package numbers 1-100 are available for school use)

Available Products (right side of the screen) must have a set price. Use the left and right arrows in the middle of the screen to either add them to the package or remove them from the list of package items.

Create Cash Register Packages

Main Package Description: 1 BASIC REGISTRATION Package Price: \$89.50

Prod Nbr	Description	Price	Prog	Acct
40141741	LOCKER RENTAL FEES	\$2.50	4014	1741
400	ACTIVITY FEES - SR HIGH	\$32.00	0	0
40211772	TEXTBOOK RENTAL FEES	\$33.00	16	1311
40161741	POLICY FOLDER FEES DL	\$5.00	4016	1741
428	COMPUTER TECHNOLOG	\$14.00	0	0
41271744	ENGLISH CLASS FEES	\$3.00	4127	1744

Total: \$89.50

Available Products to add to Package

Prod Nbr	Description	Price	Prog	Acct
401	BASEBALL FEES	\$65.00	0	0
2	BASIC + YEARBOOK	\$134.50	0	0
421	BASKETBALL FEES BOYS	\$65.00	0	0
422	BASKETBALL FEES GIRL	\$65.00	0	0
40121991	BOUNDARY VARIANCES	\$5.00	4012	1990
40061741	CLASS SCHEDULE CHAN	\$10.00	4006	1741
41891741	CONCURRENT ENROLLM	\$35.00	4189	1741
405	CROSS COUNTRY FEES	\$65.00	0	0
41251772	DRIVER EDUCATION FEES	\$75.00	5510	1314
407	FOOTBALL FEES	\$65.00	0	0
408	GOLF FEES	\$65.00	0	0
429	GOLF GIRLS FEES	\$65.00	0	0
40120001	PARKING DECALS	\$20.00	4012	1741
46341730	PTA MEMBERSHIP DUES	\$7.00	4634	1730
41631744	SCIENCE CLASS FEES	\$10.00	4163	1744
400	SOCCER FEES BOYS	\$65.00	0	0
410	SOCCER FEES GIRLS	\$65.00	0	0
411	SOFTBALL FEES	\$65.00	0	0
48151741	STUDENT DIRECTORY SC	\$5.00	4815	1741

Exit Form

TICKET CASH REGISTERS

In the “Location Registers Control” screen, the Record Type for the register must be set to “Tickets.”

For a product to be used on this screen, the product type (on the Setup Products and Packages screen) must be set to “TICKET.” Now add the products to this register that will be used for the specific event.

After the products and register are set up for the event, use this register with the following two screens:

After entering the Register Number, the Cash Amount in the drawer and the password, click “Continue” and the screen below appears:

[illegible]

Input and update information by student as to their fee waiver status ACTIVE or INACTIVE

Color codes:

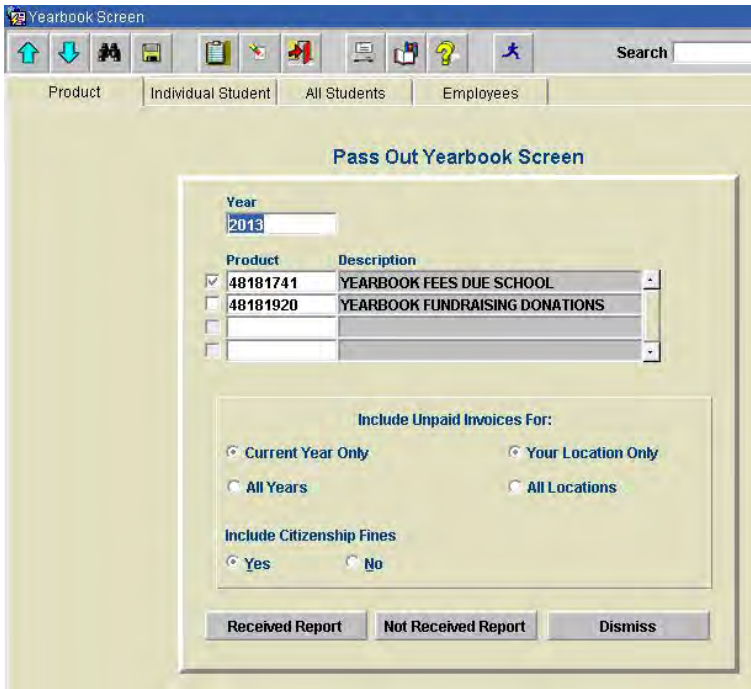
BLUE – If a student had a fee waiver for the prior school year, there is a vertical blue line displayed for the first 30 school days.

GREEN – After a school administrator has approved a student for a fee waiver, a vertical green line will be displayed by the student name and address.

Financial Information > Location Financials > Location Utilities > **Yearbook Screen**

These screens are used to help with the distribution of yearbooks.

Choose the yearbook fee product code and the other options in order to run one of the two reports of who has received their yearbook and who has paid and not received their yearbook yet.



Pass Out Yearbook Screen

Year: 2013

Product	Description
<input checked="" type="checkbox"/> 48181741	YEARBOOK FEES DUE SCHOOL
<input type="checkbox"/> 48181920	YEARBOOK FUNDRAISING DONATIONS

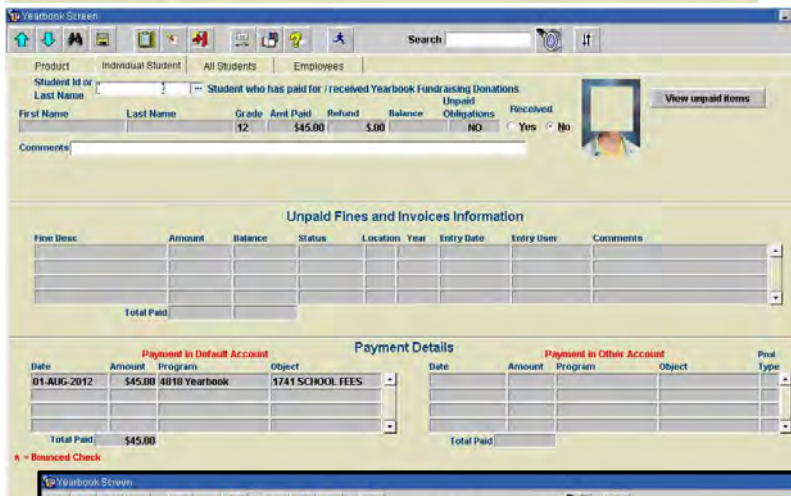
Include Unpaid Invoices For:

☒ Current Year Only ☒ Your Location Only
☐ All Years ☐ All Locations

Include Citizenship Fines:

☒ Yes ☐ No

Received Report Not Received Report Dismiss



Individual Student

Student who has paid for / received Yearbook Fundraising Donations

First Name: Last Name: Grade: 42 Amt Paid: \$45.00 Refund: \$0.00 Unpaid Obligations: NO Received: Yes

Comments:

View Unpaid Items

Unpaid Fines and Invoices Information

Fine Desc	Amount	Balance	Status	Location	Year	Entry Date	Entry User	Comments
Total Paid								

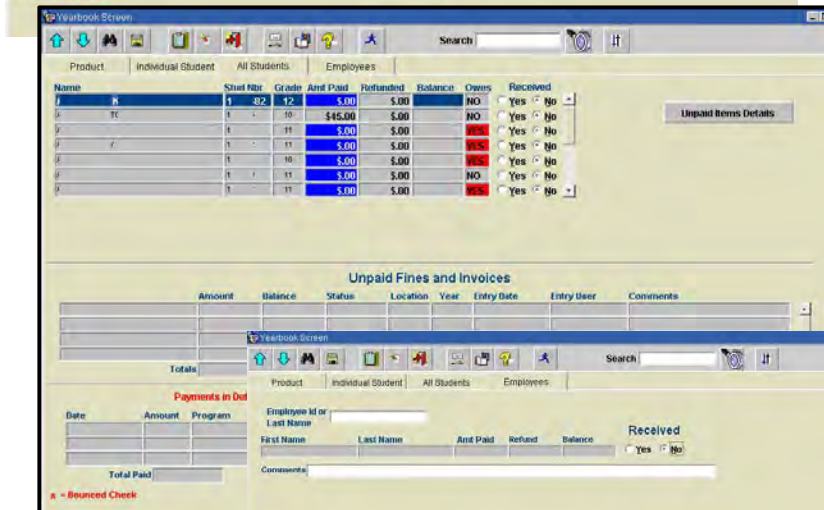
Payment Details

Date	Amount	Program	Object
01-AUG-2012	\$45.00	4818 Yearbook	1741 SCHOOL FEES
Total Paid: \$45.00			

* = Bounced Check

The Individual Student tab

Pulls up yearbook information by student



All Students

Name	Sheet	Rate	Grade	Amt Paid	Refunded	Balance	Overs	Received
J	1	202	12	\$0.00	\$0.00	\$0.00	NO	Yes
J	1	10	10	\$45.00	\$0.00	\$0.00	NO	Yes
J	1	11	11	\$0.00	\$0.00	\$0.00	NO	Yes
J	1	11	11	\$0.00	\$0.00	\$0.00	NO	Yes
J	1	10	10	\$0.00	\$0.00	\$0.00	NO	Yes
J	1	11	11	\$0.00	\$0.00	\$0.00	NO	Yes
J	1	11	11	\$0.00	\$0.00	\$0.00	NO	Yes

Unpaid Items Details

Unpaid Fines and Invoices

Amount	Balance	Status	Location	Year	Entry Date	Entry User	Comments
Totals							

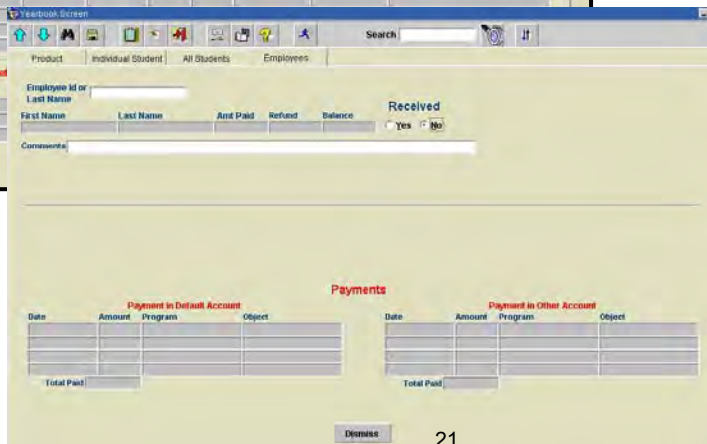
Payments in Default Account

Date	Amount	Program	Object
Total Paid			

* = Bounced Check

All Students Tab

Brings up a list of all students and their yearbook information all at once.



Employees

Employee Id or Last Name: First Name: Last Name: Amt Paid: Refund: Balance: Received: Yes

Comments:

Payments

Date	Amount	Program	Object
Total Paid			

Dismiss

Employees Tab

Yearbook information for employees.

Default Control Information

LOCATION CASH REGISTER CONTROL

Office Register
Password Expiration
Days
360

Reprint Receipts
☒ **Send Directly to Printer**
☐ **As a PDF**

Return Check E-Mail & Failed Credit Card Notification
[Empty field]
[Empty field]

Allow Online Payment of Student Invoices
Yes

Online Discount Percentage
0

Save **Dismiss**

- 1 – Password Expiration Days
- 2 – Change Reprint of receipts to a PDF for emailing
- 3 – Change the position of who will be notified by email or a returned check or Failed Credit Card
- 4 – To allow Online Payment of Student Invoices
- 5 – Change the discount Percentage for Online Invoice Payment