

Inspiring Excellence



Lake Stevens School District

Cash Receipting Manual

September 1, 2023



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Support

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InTouch Support

InTouch	800-627-4767	support@intouchrecepting.com
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InTouch Document Library

Username	Password	Website
usergroup (lower case)	@ccess	www.intouchrecepting.com

General Information

Student Numbers and Information

The student identification numbers and related student data have been loaded into InTouch directly from Skyward. There is a process that runs each night to update and add student information. After being registered, it will take InTouch a full day to recognize a new student.

Items

The Business Office created basic items for each site. Then, these items were reviewed and modified by the Site Managers. Please contact the Business Office if you need to add or remove items.

Student Fees/Fines

Once activated for secondary schools, the schedule interface will assess certain course fees a couple weeks prior to the start of each semester through a couple weeks prior to the end of each semester. In addition, the schedule interface will turn any unpaid course fees into fines five weeks from the start of the semester. To avoid refunds and adjustments, parents should not be encouraged to pay for second semester course fees early.

Reports

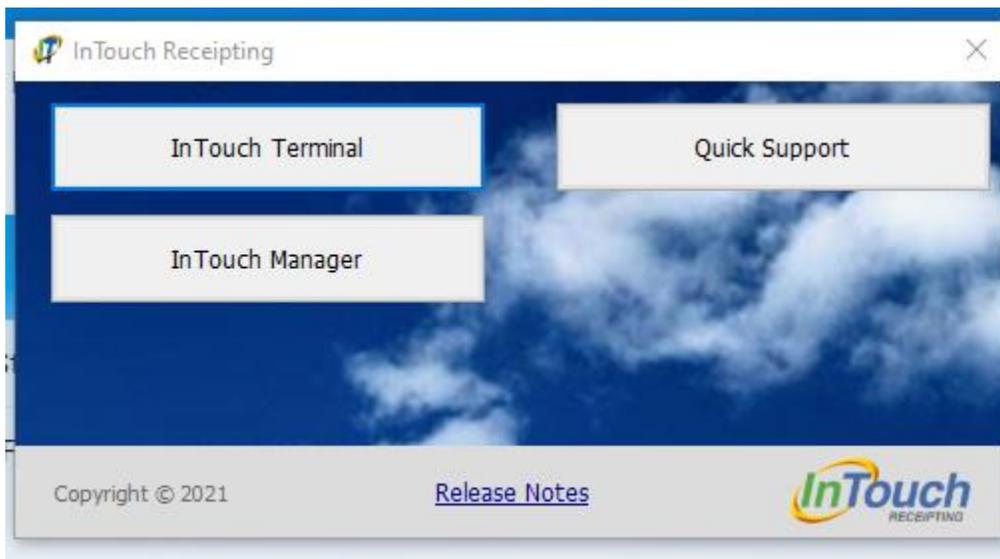
All users have access to all InTouch reports.

Getting Started

Double click the InTouch icon



InTouch will open with the following screen:



Select InTouch Terminal and/or InTouch Manager.

InTouch Terminal

Cash register functions
End of Period (EOP) - close out

InTouch Manager

Run reports
Edit items
Create or edit cash register terminal buttons
Mass Fees/Individual Fees

Sign In Screen

- Each cashier will have an individual password to access InTouch Terminal and InTouch Manager.
- Please contact the Business Office to obtain your password.
- Your last name (upper case) will also be used to access InTouch Manager.
- When staff change positions, please contact the Business Office to change users.

InTouch Terminal Log In

8/23/2019 **InTouch Receipting**

User Name

Password

~ 1 2 3 4 5 6 7 8 9 0 - = Backspace

q w e r t y u i o p [] \

Caps Lock a s d f g h j k l ;

Shift z x c v b n m , . /

Space

Exit Sign In

Enter User Name & Password (Case Sensitive)

Each cashier will be assigned a separate terminal. This allows for daily close outs and terminal customization.

Terminal: 1

OK

InTouch Terminal Sign Out or Exit

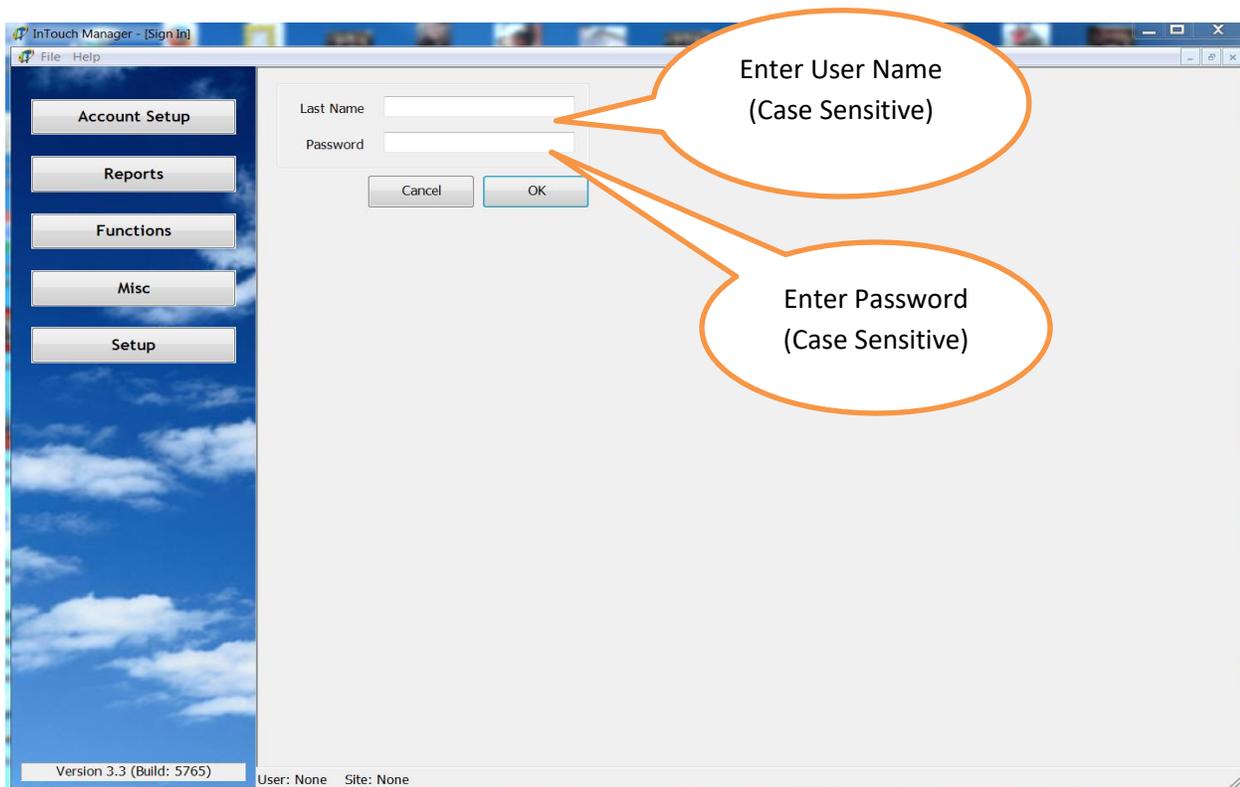


Use the sign out button to log out of the terminal. This should be used for breaks in cashiering to prevent others from using your terminal in your absence.



Use the exit button to exit InTouch Terminal.

InTouch Manager Log In



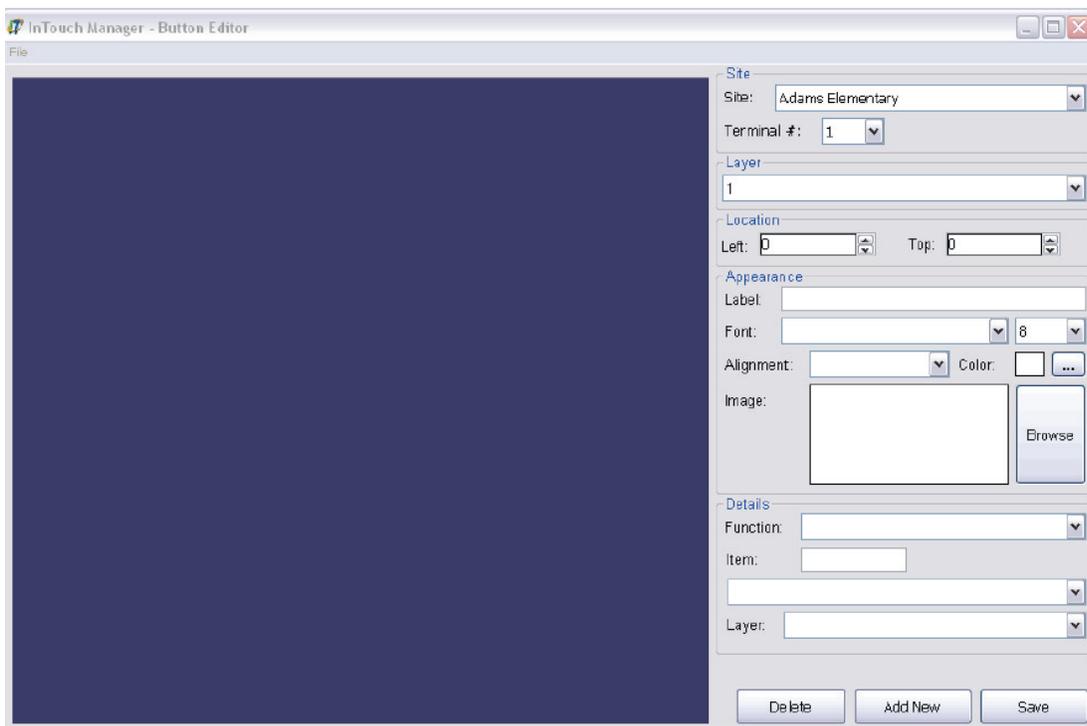
InTouch Manager Exit

File → Exit or X to exit InTouch Manager.

Button Editor

Buttons can be set up allowing a cashier to sell an item by clicking on the button. A button acts as a shortcut that is linked to a transaction item and an account number. Layers of buttons can be established. **Note:** If you need to accept an EOP Transfer, a button must be built.

Initially, the button editor screen is blank.



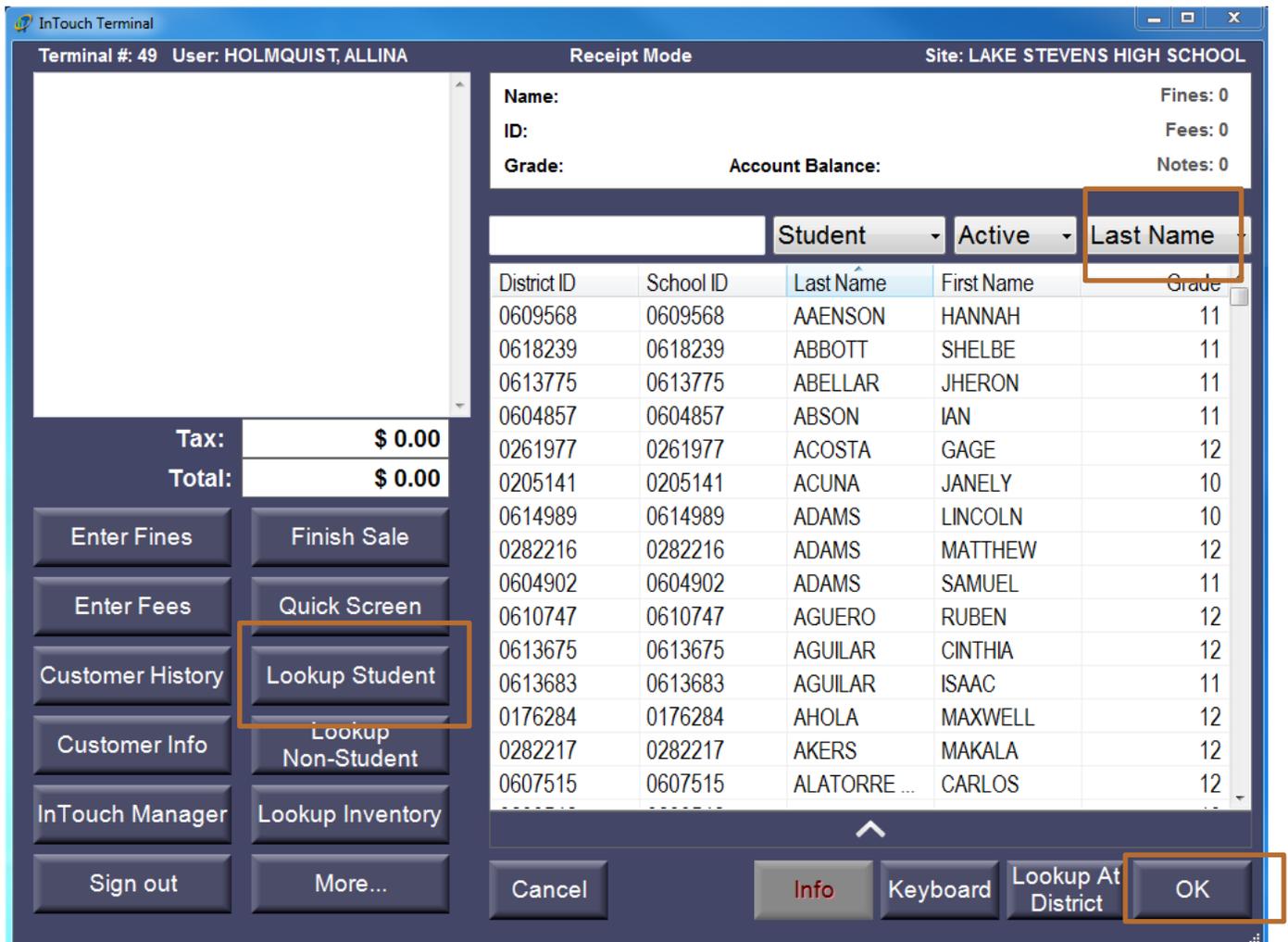
Steps:

- Log into InTouch Manager
- Click **Functions**
- Click **Button Editor**
- Select Terminal #
- Select Layer # (generally 1, unless it is a new or different layer)
- Click **New** and make the desired modifications.
 - In the *Function* field, select **1 – Sell Item** from the drop down list.
 - If needed, in the *Function* field, select **6 – EOP Transfer** from the drop down list.
- Click **Save** when finished.
- To move a button, click and drag it into location, and click **Save**.

Basic Cashiering

Lookup Student

A transaction must always start with a lookup. The Lookup Student function is used to find a student assigned to the school building.



Steps:

- Click **Lookup Student**
- Lookup the student by the various filters
- Select the correct student and click **OK**
- If the wrong student is selected, click **Lookup Student** to start over

Lookup Students Options

InTouch default setting shows you only active students. To view a student that is no longer enrolled at Lake Stevens Schools (graduated, out of district transfer, etc.) click on the **Active/Inactive** drop down filter and select inactive. A student and the related fee/fine history remains in InTouch for reporting purposes. To return to active students click on the Active/Inactive drop down filter and select active.

The InTouch default setting for Student Look up is the student last name. Other options are to look up a student by student ID, district ID (same as student ID at Lake Stevens Schools), or grade. To change the lookup option click on the **Last Name** drop down filter and select one of the options listed. The default for a terminal can be changed in Manager/Setup/Terminal Settings.

Tip: Check Student Info Tab or click the dropdown error  for more information if multiple students exist with same first name/*last* name *and* same grade

Look Up Non-Student

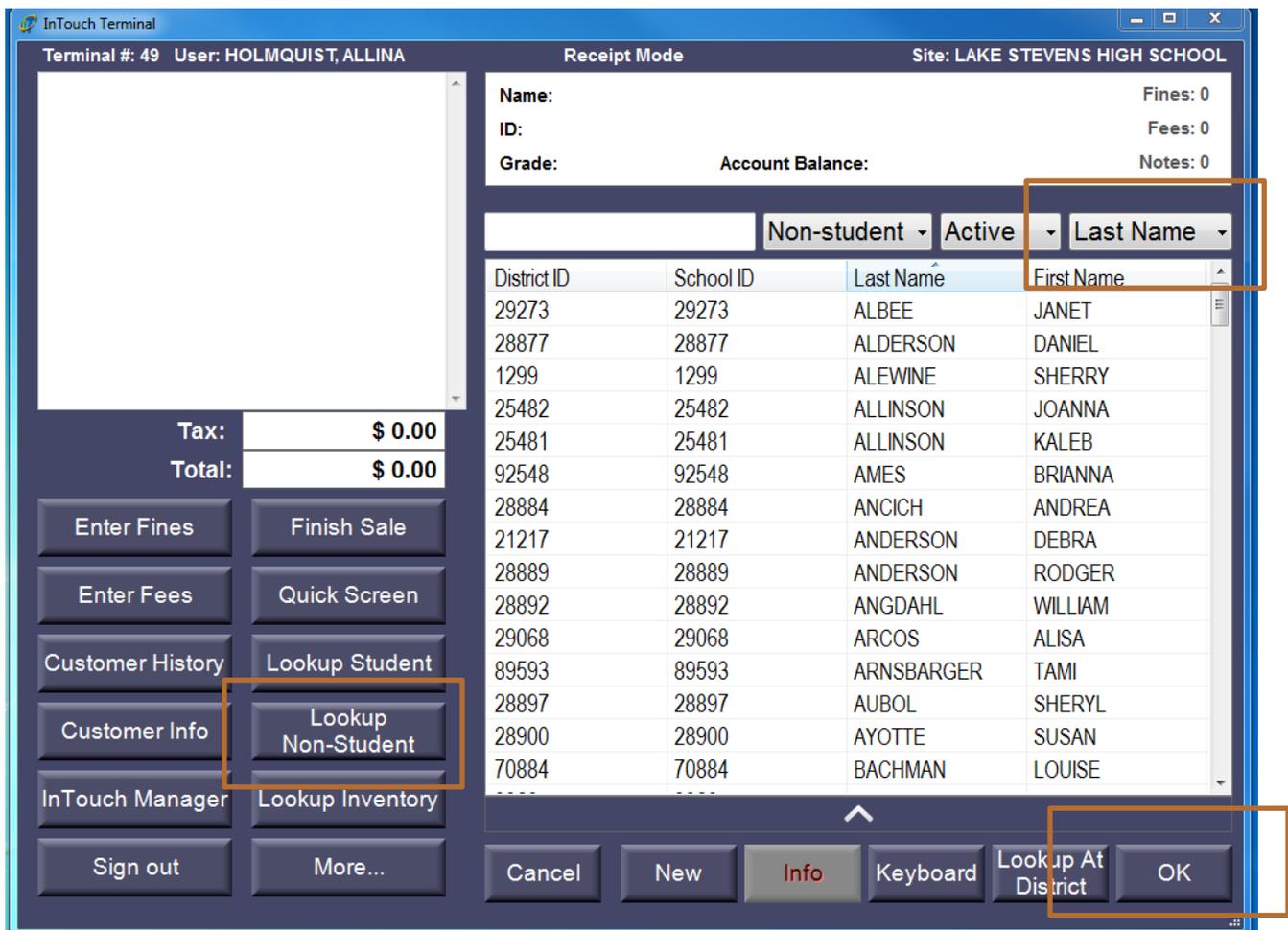
Non-Student

This customer type is used for all NON-student patrons (Refer to “Lookup Student” section for student transactions). A unique non-student ID can be added by the school site manager as needed to record cashiering transactions and to maintain history of non-student transactions. Examples of non-student patrons include individuals, clubs, student store, and businesses.

The predefined non-student ID – **Last name: COUNTER (sample), First Name: SALE (sample), District ID: NCS**, for example, set up for recording non-student transactions when no customer tracking on transaction history is needed.

Lookup Non-Student

Non-students may include new students not yet in InTouch, employees, businesses, etc.



Steps:

Click **Lookup Non-Student**

Lookup the non-student by the various filters

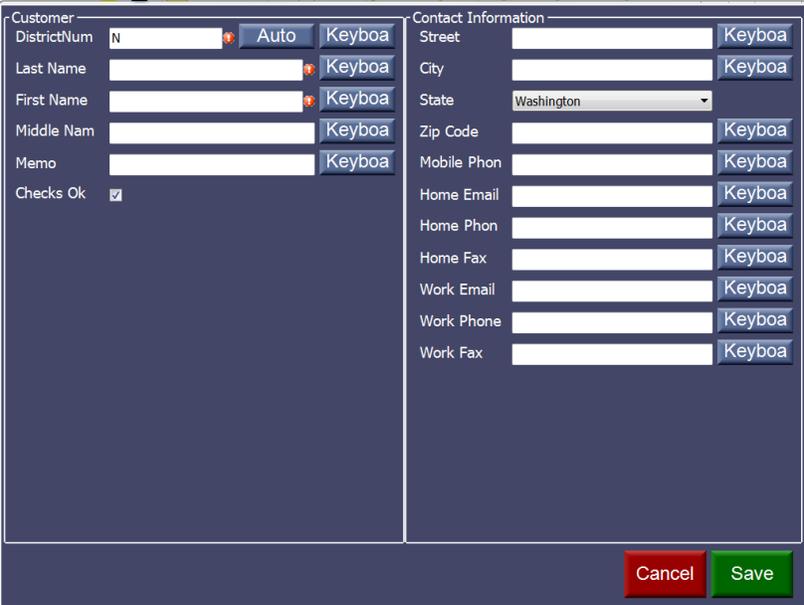
- Type the first few letters of the name (remember last name shows first)
- Select the correct non-student
- Click OK
- Fines/Fees reminder screen will pop-up. Choose no if you do not want to see fines/fees.

If the wrong non-student is selected, simply click the “Lookup Non-Student” tab to start over.

Active/Inactive – Drop down used to switch between lists to lookup anything de-activated for which you wish to run POS reports for such as clubs, teachers, non-students, etc. Nothing is ever deleted in InTouch!

Setup Non-Students

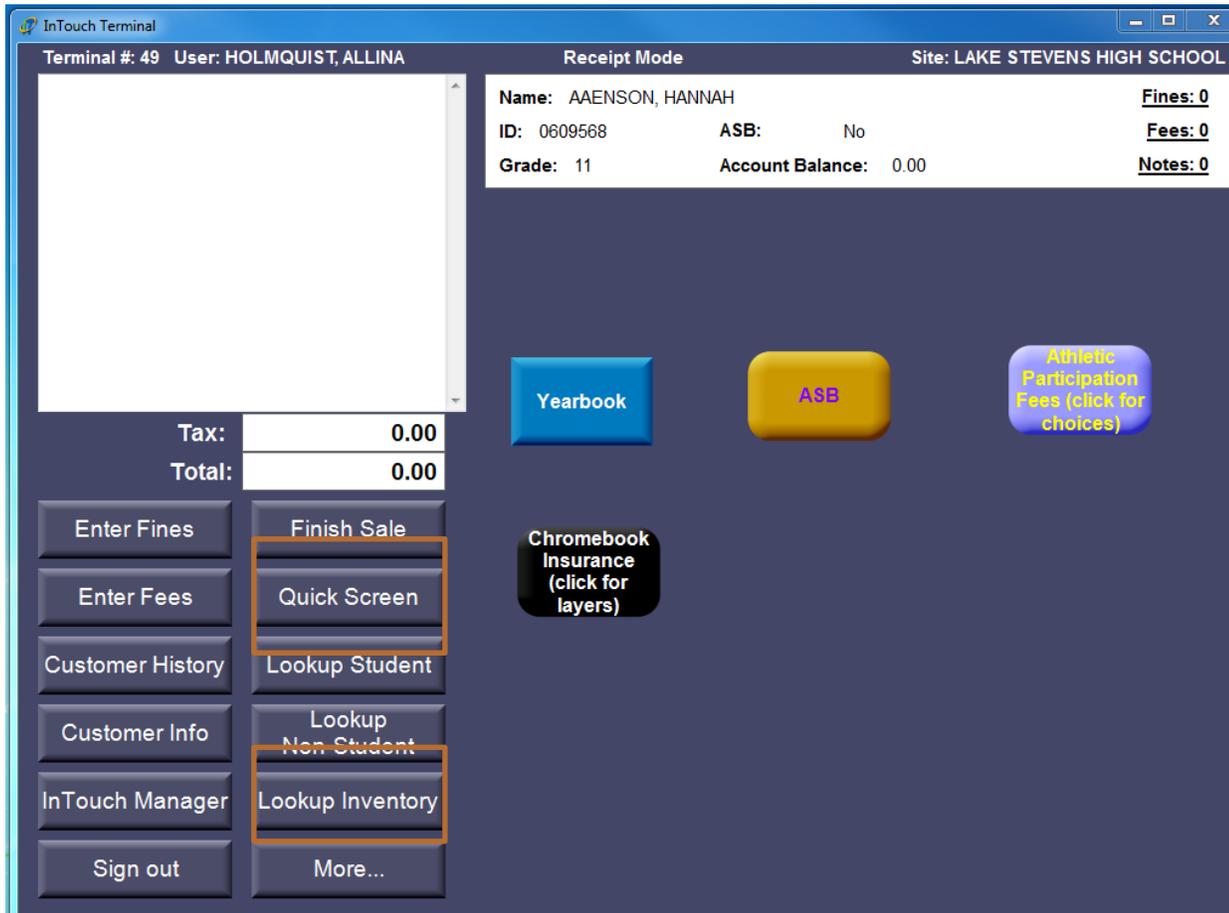
- Click **Lookup Non-Student**
- Click **New**
- Click **Auto** to apply a DistrictNum to the non-student
- Enter information in required fields (All Capital Letters) 
- Enter as much information as possible
- Click **Save** to create
- Click **Cancel** to cancel
- This feature may be used for new students and staff, but the receipts/transactions need to be adjusted the next day or once the staff member is uploaded. **When entering payments using new student or staff member, be sure to add their real name in the memo field to be able to make adjustments.**



Customer		Contact Information	
DistrictNum	N	Street	
Last Name		City	
First Name		State	Washington
Middle Nam		Zip Code	
Memo		Mobile Phon	
Checks Ok	<input checked="" type="checkbox"/>	Home Email	
		Home Phon	
		Home Fax	
		Work Email	
		Work Phone	
		Work Fax	

Quick Screen

After selecting a student or non-student, the quick screen is displayed with the established buttons.



Each site can customize buttons and each cashier can further customize. See Button Setup for instructions on creating or editing a button.

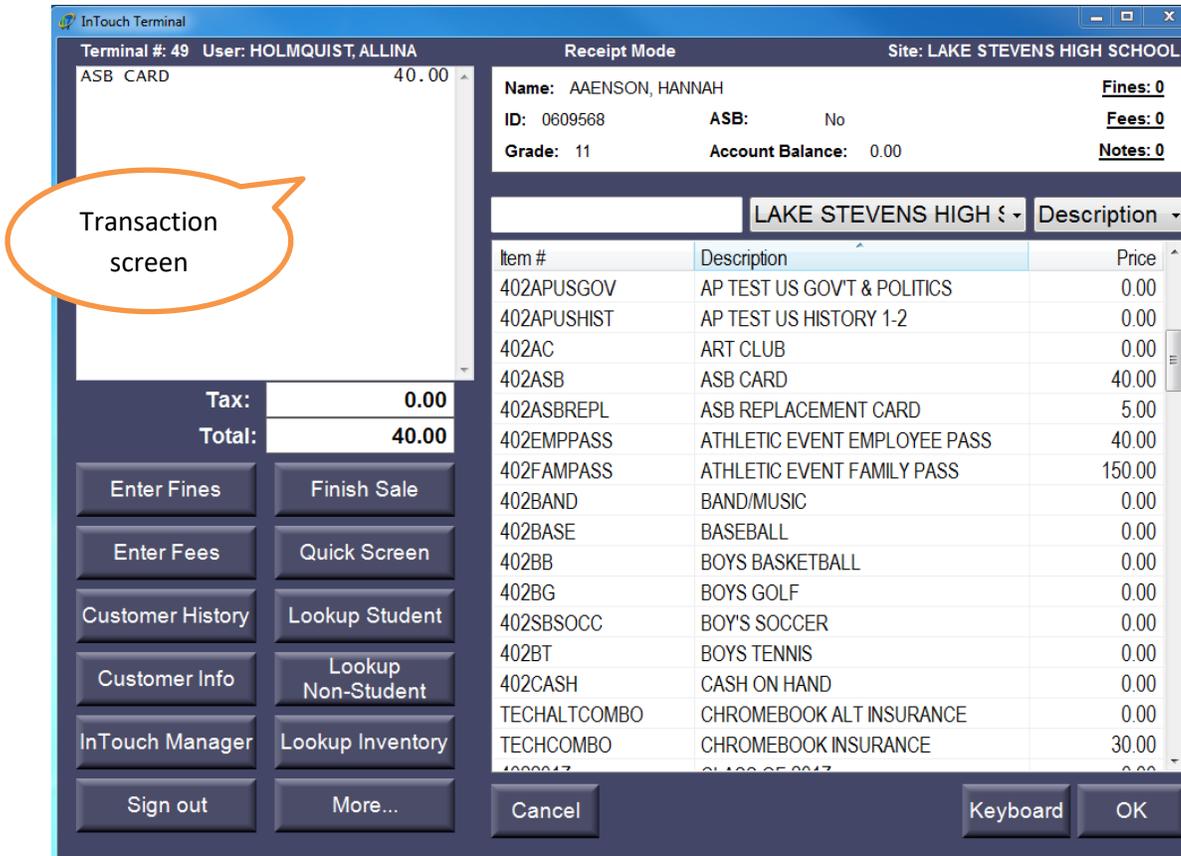
A button is a shortcut that is linked to a “transaction item” and an account number. If you are accepting money for an item that is not on the Quick Screen use the Lookup Inventory button to select the item.

The Home Screen (layer 1 in Manager/Functions/Button Setup) can be used to access unlimited layers of buttons. A button can be created on the first layer that opens up a more detailed layer.

Select “Quick Screen” anytime to return to the Home Screen.

Lookup Inventory (Item)

If you are accepting money for an item that isn't a button on the **Quick Screen**, click **Lookup Inventory** to select the item by Item# or Description.



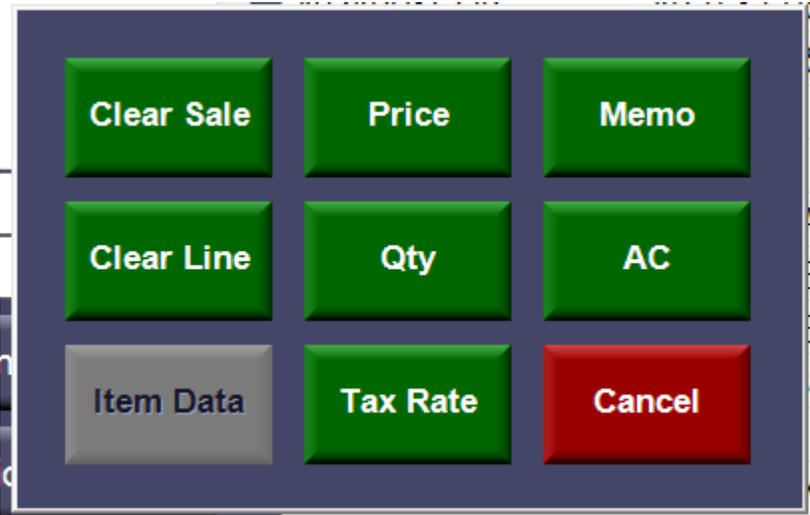
Steps:

- Click **Lookup Inventory**
- Select the item by highlighting it
- Item will appear on the transaction screen
- The Lookup Inventory function is by item number or description. Use the drop down menu to change the look up method.

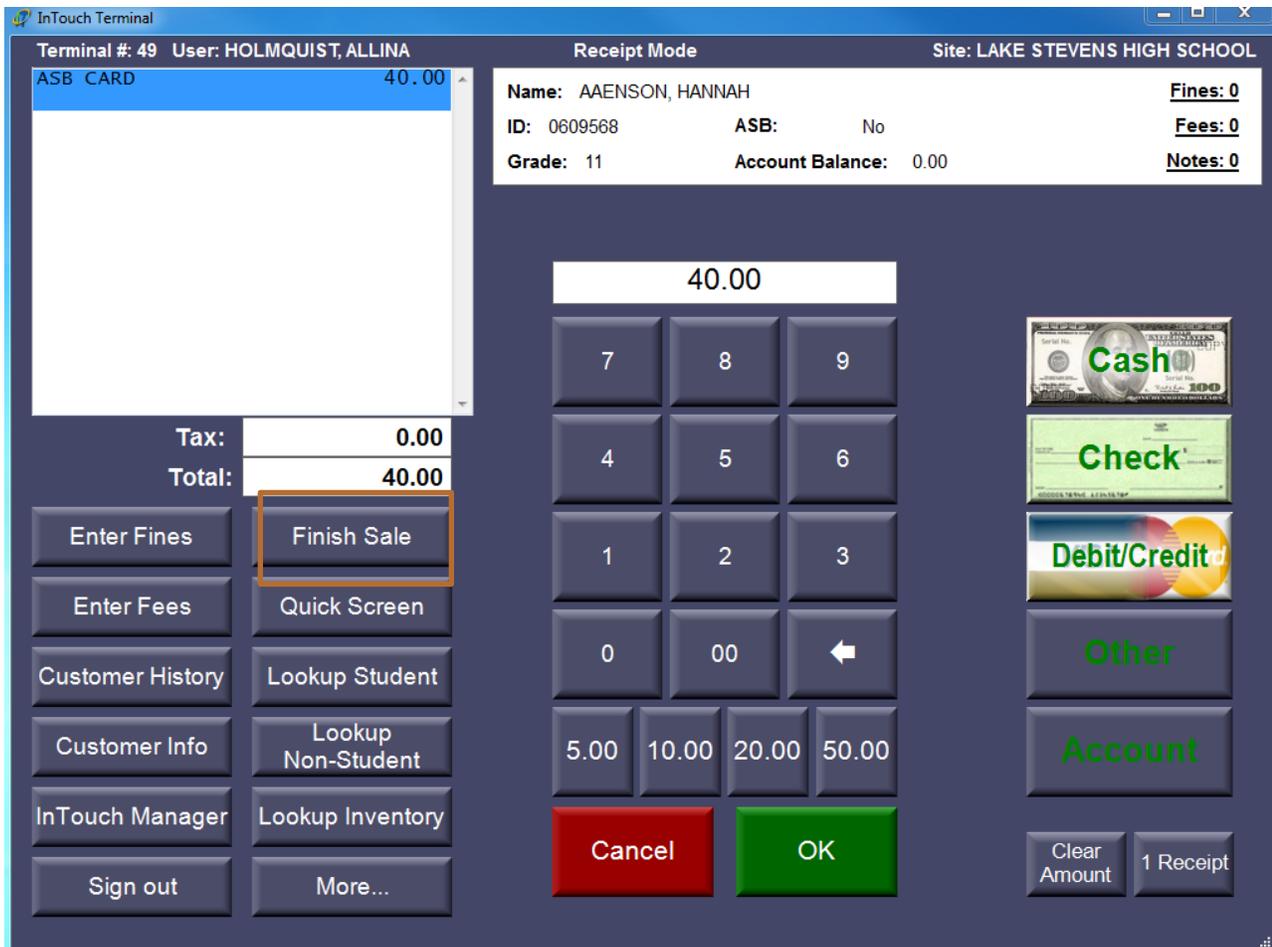
After an item is selected, click on the item in the transaction screen to add a memo, adjust/enter a price, enter quantity, clear sale or cancel.

Note: Pre-set prices can be easily changed or added in Manager/Account Setup/Items, or one price can be changed at a time by selecting the transaction item on the transaction screen and selecting “price”.

After an item is selected, click on the item in the transaction detail to add memos, adjust or enter the price, enter quantity, verify the account number associated with an item, clear (void/cancel) a single line or cancel the complete cash receipting transaction.



Finish Sale



Steps:

- Confirm the Student/Non-Student is correct
- Confirm the transaction items and prices are correct. If not, select the transaction item on the transaction screen and correct
- Receive the checks/cash/credit from your customer – IMPORTANT to do this before completing sale
- Click **OK**
- Click **Finish Sale**
- **Tender** the sale by choosing appropriate tender buttons
 - **Check** → Enter Check Number → **OK** - ready for next sale

(Note: Use only the check number here (search to lookup checks and NSF's later is by check number only. Enter memos on an item if needed). (For multiple checks for one transaction, use Clear Amount, enter amount of Check, check # received, then next check amount and check # until completed)

- Cash → OK, ready for next sale (for change calculation, use Clear Amount, enter amount of Cash received → OK – your change will appear on the screen

- Part Check/Part Cash – use Clear Amount Button to clear subtotal
 - Clear Amount
 - Select Check Tender
 - Type in the amount of the check in the white box (should be clear)
 - Select → OK Enter check number → Select OK
 - Continue using Clear Amount each time for multiple checks
 - Select Cash Tender
 - Select OK to finish (Cash should be the balance after checks are recorded)
 - Ready for next sale
- Credit/Debit – Select → OK
 - Swipe customer's card when prompted
 - InTouch will indicate acceptance of the payment with an “Approved” or “Declined” prompt
 - Select OK to finish

- Use restrictive endorsement stamp on checks before placing them in the cash drawer

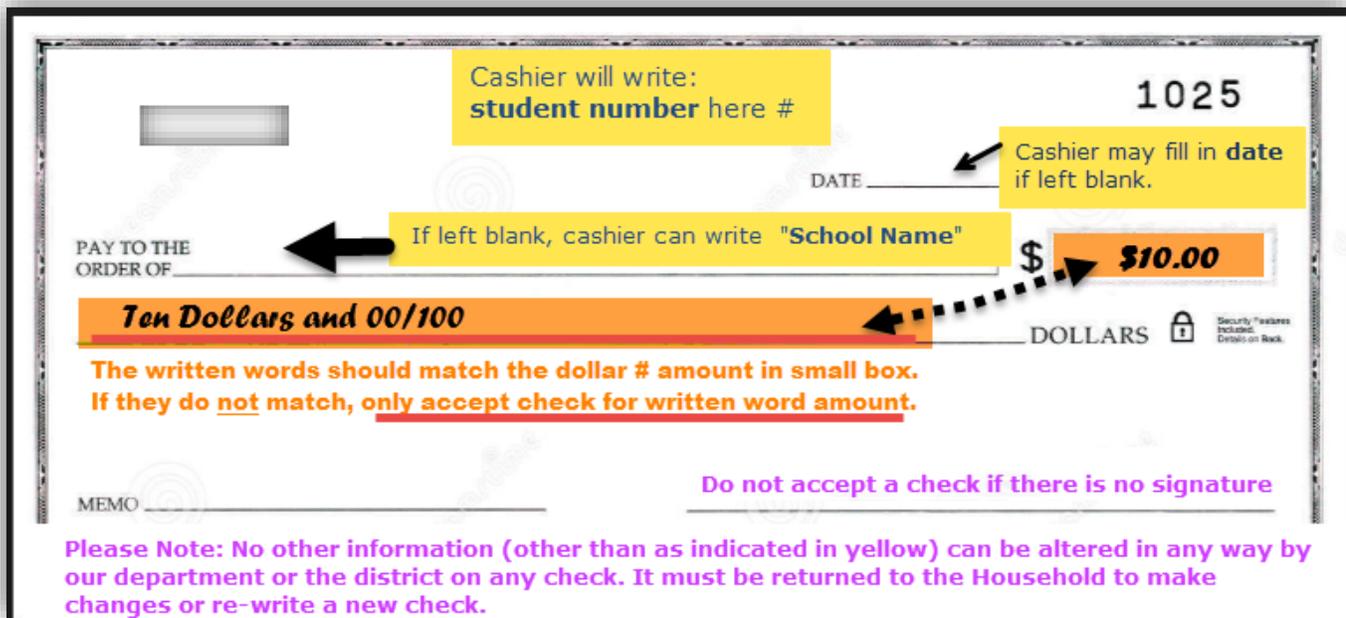
Reference for School Offices Receiving Check Payments

Check Errors by Parent, Key Bank Guidelines

Check Acceptance Guidelines per Key Bank

Please follow our department procedures by not accepting a check and returning to the household if any of the following pertains:

1. Check is written in pencil or gel pen.
2. Check legal line where the amount is written is not completed.
Note: Always compare the written words of the dollar amount to the dollar amount written in numbers. They should match. If not, accept the check only for the amount of the written words.
3. Check is not **signed**.
4. Check writing is illegible.
5. Check is in very poor condition (i.e. ripped, crumpled, etc).



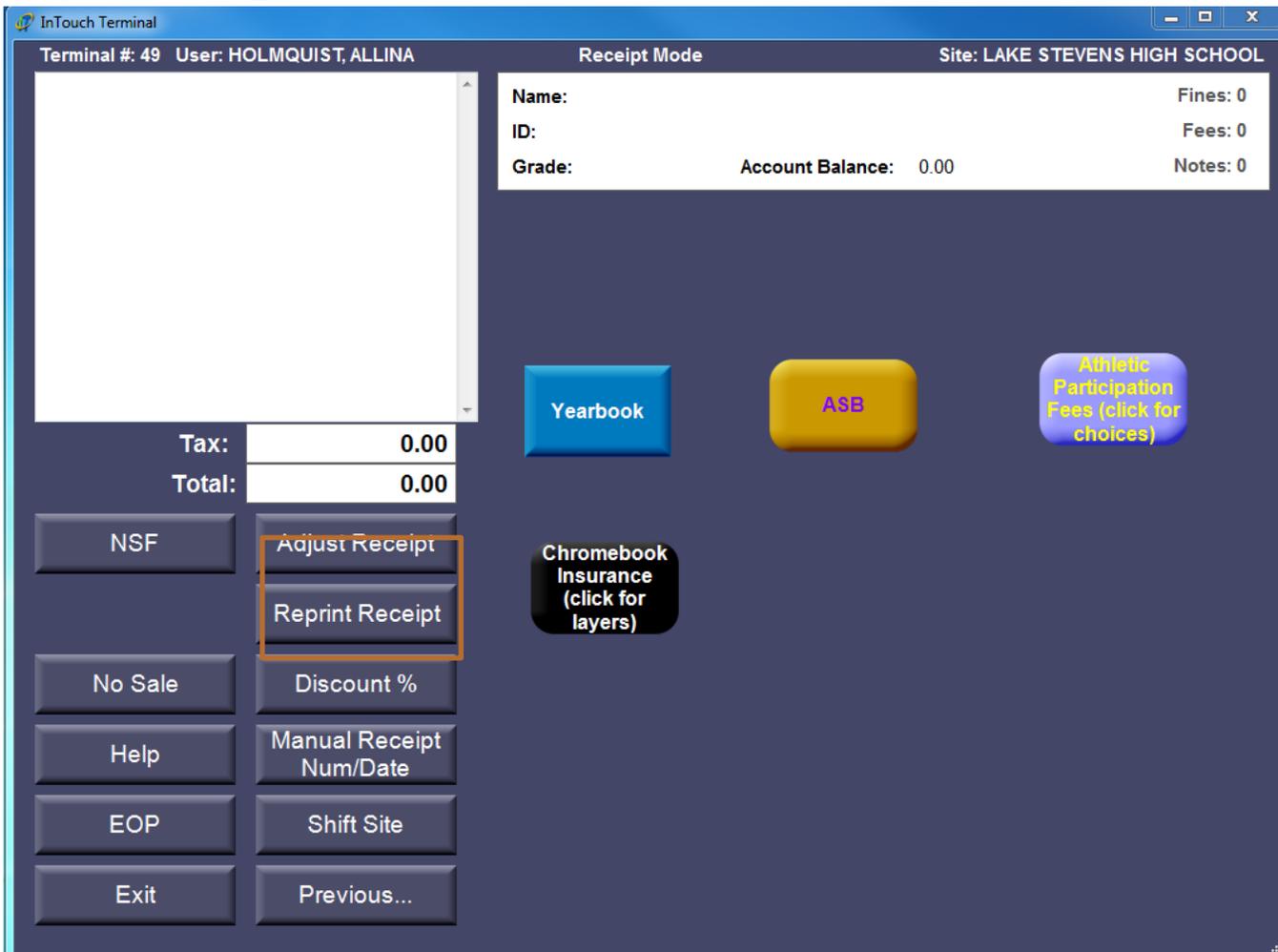
Department Best Practices

If "Pay to the Order" is left Blank: When "Pay to the Order of" is blank, the cashier may fill it in with the school's name. This is for your protection.

Write Student Number On Each Check: Please write the student number centered at the top of the check in blue or black ink.

Stamping Checks with District Deposit Stamp: Please stamp each check (on the back) with the deposit stamp for your school as soon as you receive the check.

Adjust Receipt



Corrections are a part of all systems. It is important to understand which method of processing a correction is applicable. There are two types of voids: (1) pre-EOP and (2) post EOP. Contact the Business Office regarding any post EOP voids.

- If an error is discovered prior to EOP (pre-EOP), the transaction should be voided and entered correctly
- If an error is found after the EOP (post-EOP), several options are available
 - Wrong Student
 - Wrong Item

Adjust receipt is not a replacement for proper internal controls during EOP processing. It is assumed funds have been reconciled properly with only minor over/short. Adjust receipt is used to processing errors certainly normal in high-speed receipting transactions.

Please note that receipt adjustments will be monitored by the Business Office.

Pre-EOP Void

Used to correct errors **before** committing a bank deposit.

Steps:

- Determine the receipt number to void
- Click on **More**
- Click **Adjust Receipt** (found under the “more” terminal tab)
- Click **OK** to enter Adjustment Mode
- Type in the receipt number
- Highlight receipt
- Click **OK**
- Click **on the box** beside the on the receipt to void
- Click **Void**
- Use the drop down to select a **Reason Code**
- Click **OK**
- Confirm the Void (**Yes or No**)
- The amount of the voided receipt will not appear in the EOP reports
- The amount of the voided receipt will not appear in the period end reports (EOP); all transactions are recorded for audit purposes in certain reports/report filters. (shows as \$0)
- A receipt will print out
- Receipt will then be a \$0 in your final Terminal EOP, but not show on student ledgers, etc., as considered an error correction.
- Re-receipt correctly, if appropriate.
(For example, a check was tendered as cash, void the entire transaction and re-do correctly).

Post-EOP Correction

Used to correct errors **after** committing a bank deposit for wrong student or wrong item. This function will not change the dollar amount. Retain your documentation for these adjustments should be retained.

Steps:

Wrong Student and Wrong Item

These adjustments function similarly as do the void. However, these are only available after end of period (EOP) has been completed. This function will not change a dollar amount of the

item(s) on the receipt; just move the receipt to another item/student. Your documentation for the adjustment should be retained.

Steps:

- select *adjust receipt* function
- search the receipt number or last name to find the correct receipt to adjust
- on the selected receipt – the individual lines show and are treated separately
- select *wrong customer or wrong item* for these and the line(s) are adjusted with a reason code
- select the *correct customer* or *correct item* (your lists will appear)
- Confirm Adjustment (Yes or No)
- reports will be adjusted

Refunds

Refunds are not corrections or adjustments! Refunds are items paid for by the student where the District is to issue a reimbursement check. Please use *Adjust Receipt* functionality for corrections to student ledgers, reports, fund totals, etc. (The money does not come out of the POS Terminal cash drawer and does not affect your day's cash count, etc., for your bank deposit, used only to correct and keep current InTouch reports). ***Cashiers do not issue cash refunds through their terminal***, but rather record the transaction and complete a District Refund Request Form for processing. *District form is included in forms section.*

Steps:

- select *Adjust Receipt* function/button
- search the receipt number or last name to find the correct receipt to adjust
- on the selected receipt – the individual lines show and are treated separately
- select ***refund*** for these and the line(s) are adjusted with a reason code
- **Each line checked** may be refunded all or partially – this is a line item refund.
- If line item is refunded fully, select “OK”
- If partially, fill in the amount to be refunded in the price box, and select “OK”
- A receipt will be issued for customer reference and may be used to initiate your internal refund process.
- Complete a District Refund Request General Fund and ASB Refund Request with approvals and send to the District office for processing. A copy of the student ledger or refund receipt showing the amount of the refund **must** be submitted as support for the refund.

Student Fines

(Please review “Library Interface. Pdf if you are using the Follett Destiny IF, additional considerations may apply.)

Adjust Fine

Fines/Fees appear as you look up and student/non-student. Fines may be paid, partially paid, cleared or the balance adjusted.

See Assessing Fees/Fines for basic processing of a fine, adding a fine, remitting payment or partially paying a fine. The process for adjusting a fine is covered in this section.

Adjusting a fine is the process to reduce the balance of a fine by an amount or to clear the fine completely. **ONLY** the originating site can adjust or clear a fine (other sites are allowed to accept payment on fines but only the originating site can adjust or clear a fine).

Steps:

- find the fine by looking up the student and selecting the fine check box
- select **Clear** to clear the fine *or*
- Type in the amount the fine is adjusted to
- select Adjust Balance
- confirm Yes (or No)
- select the reason code
- select OK
- a receipt will print

McKinney Vento:

Mass fees will create an amount for each student, when applying a scholarship do not clear the fee rather adjust it to \$0.00. No other action is needed.

Field Trip Scholarships:

Scholarship donations need to be deposited in the ASB Charitable revenue account 6000 series and a fund balance transfer will transfer the funds to Field Trips.

Elementary Field trip scholarships will use reason code “Scholarship”. All scholarships will need a Student Scholarship Request form filled out by the parent. Forms will be added and a fund balance transfer will need to be submitted to the district office. Please include copies of

scholarship request with the fund balance transfers. *A District form is included in the forms section.*

End of Period (EOP)

End of Period is an *extremely important* function and needs to be completed accurately each time you close your daily work and prepare a bank deposit. The EOP process can be completed more than once a day, if necessary, but each EOP must be a separate deposit.

Daily Close Out Steps:

- In InTouch Manager, run a **Non-Reconciled Receipt Report**
- Count your cash and checks and reconcile to the Non-Reconciled Receipt Report
- If you don't reconcile, locate and fix your error before proceeding with the EOP process.

- In InTouch Terminal, click the **EOP** button
- Click **OK** to move forward through the various screens.
- Click **Cancel** to move back screens.

Screen #1 – Non-reconciled Receipts

Lists all receipts.

Match totals and click OK to continue

Screen #2 – Reconcile Checks

Lists all check transactions. This was already reconciled to the Non-Reconciled Receipt Report.

Match totals and click OK to continue

Screen #3 – Credit Cards Receipts

Lists all debit/credit transactions. These are reconciled by the Business Office.

Click OK to continue

Screen #4 – Other Tender Receipts

Rarely used. Click OK to continue

Screen #5 – Reconcile Cash

Terminal #: 1 Receipt Mode Site: Eastmont High School

Name: _____
 ID: _____
 Grade: _____ Instructor: _____

Reconcile Cash

Bills

\$1,000	<input type="text" value="0"/>	\$10	<input type="text" value="2"/>
\$100	<input type="text" value="0"/>	\$5	<input type="text" value="6"/>
\$50	<input type="text" value="0"/>	\$2	<input type="text" value="0"/>
\$20	<input type="text" value="2"/>	\$1	<input type="text" value="2"/>

Coins

\$1	<input type="text" value="0"/>	10¢	<input type="text" value="0"/>
50¢	<input type="text" value="1"/>	5¢	<input type="text" value="0"/>
25¢	<input type="text" value="0"/>	1¢	<input type="text" value="0"/>

Manual

Amount:

Tax:
 Total:

NSF Adjust Receipt
 Store Manager Reprint Receipt
 No Sale Discount %
 Help Manual Receipt Num/Date
 EOP Shift Site
 Exit Previous...

\$ 92.50

Print Reset Keyboard Cancel OK

- Count out your starting cash and *set it aside* to avoid accidentally including your starting cash in your deposit. This will be put back into your starting till.
- *Tip:* You may use the up/down selectors in each field or type in the number of bills in the field -tab or mouse out of the field if using this method to refresh the total. The cash total will not record the total field here until you exit the field. The **maximum** value that can be put in any field is 2,000.
- Count the number of bills/coins remaining and record it in the appropriate fields
- The amount should match your Non-Reconciled Receipt Report.
- Click **OK**

Screen #6 – Total Reconciliation

Terminal #: 1 Receipt Mode Site: Eastmont High School

Name:
ID:
Grade: Instructor:

Total Reconciliation

Check	\$ 482.50
Debit/Credit	\$ 0.00
Other Tender	\$ 50.00
Cash	\$ 92.50
Total	\$ 625.00
Starting Till	0.00 <input type="button" value="Keyboard"/>
Over/Short	\$ 0.00

Please confirm that the totals are correct.

Tax: 0.00
Total: 0.00

NSF	Adjust Receipt
Store Manager	Reprint Receipt
No Sale	Discount %
Help	Manual Receipt Num/Date
EOP	Shift Site
Exit	Previous...

- Check for any Over/Short amounts, if \$0 – proceed!
- If you are over/short, click **Cancel** and recount your money and starting cash
- If you remain over/short, you may proceed, but you will need to document, explain and initial the over/short on the EOP reports.
- Click **Commit** to finalize the EOP

Pop up:



- Type in your date of deposit and your initials.
- Click **OK**

Final Screen:

Name:
ID:
Grade: Instruktur:

Eastmont High School
1/28/2011 3:14 PM

Reconcile #: 4831
Reconciled Amount: 575.00

Eastmont High School
Deposit Group:
Deposit Reference: 8

Checks	Check #	Amount
	76549	160.00
	56733	122.50
	4964	100.00
	1325	100.00
Cash		92.50
	Total:	575.00

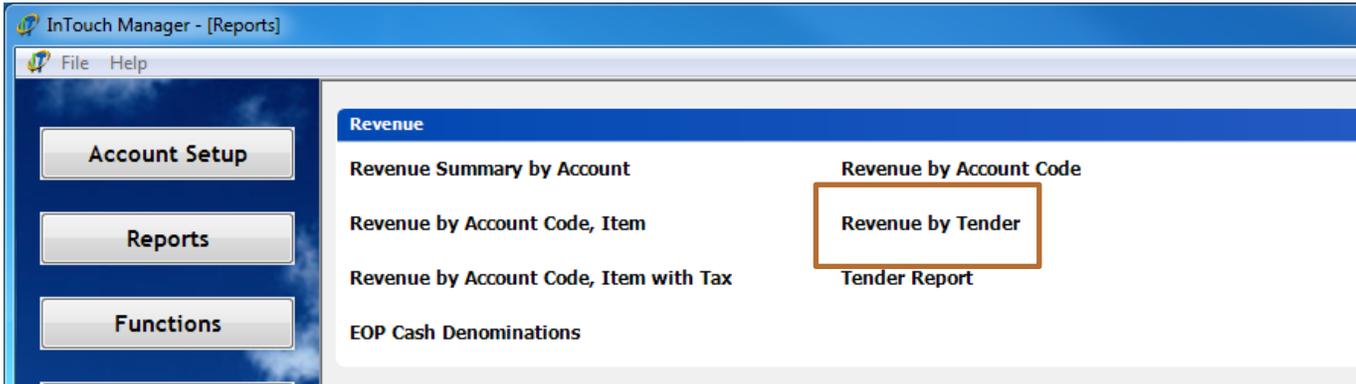
Over/Short Total: 0.00

Grand Total: 575.00

Left sidebar buttons: Tax: 0.00, Total: 0.00, NSF, Adjust Receipt, Store Manager, Reprint Receipt, No Sale, Discount %, Help, Manual Receipt Num/Date, EOP, Shift Site.

- Print the **End of Period Summary Report** using the printer icon at the top of the screen.
Note: This report can't be accessed again if you fail to print it.
- Click **Done**.

Revenue by Tender Report



- In InTouch Manager, run a **Revenue by Tender Report**.
- The amount of the cash and check on this report should match the Non-Reconciled Receipt Report and the End of Period Summary Report.

Deposit

- The money and deposit slip should all agree to the Non-Reconciled Receipts Report, End of Period Summary and the Revenue by Tender Report.
- Any unresolved over/short should be documented, explained and initialed by the preparer on the reports.
- Take the deposit to the bank on a daily basis.
- Obtain the original bank deposit receipt.

Business Office

Attach the bank deposit receipt and deposit slip to the Non-Reconciled Receipts Report, End of Period Summary and Revenue by Tender Report, any adjustments receipts and send them to the Business Office on a weekly basis. All reporting and deposits need to be submitted to the district office by the 25th of each month (unless otherwise noted).

Re-Print Receipt

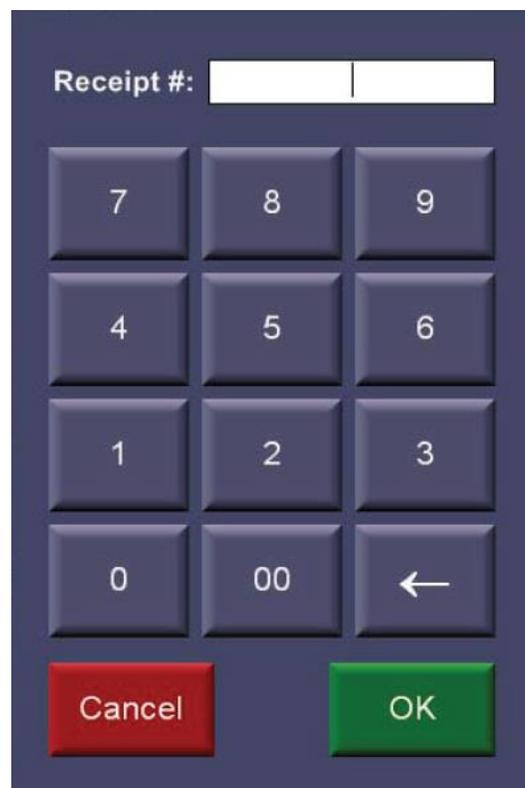
Steps:

- Select the Reprint Receipt Tab
- Type in the receipt number to be printed
- Click OK
- Receipt will print, indicating a re-printed receipt

Note: Many things can happen to a receipt (refund, adjusted, NSF, etc.).

Use Manager/Reports/Student Purchases by Item to provide a yearbook advisor, for example, a list of students that have an annual due them, complete with a signature line!

TouchBase, the web application, may also be used to access the “student purchases by item” report from any computer. Example: “who’s paid for the Band trip” See TouchBase for information.



The image shows a dark blue dialog box for re-printing a receipt. At the top, it says "Receipt #:" followed by a white input field divided into two sections. Below this is a numeric keypad with buttons for digits 0-9, a "00" button, and a left arrow button. At the bottom, there are two buttons: a red "Cancel" button on the left and a green "OK" button on the right.

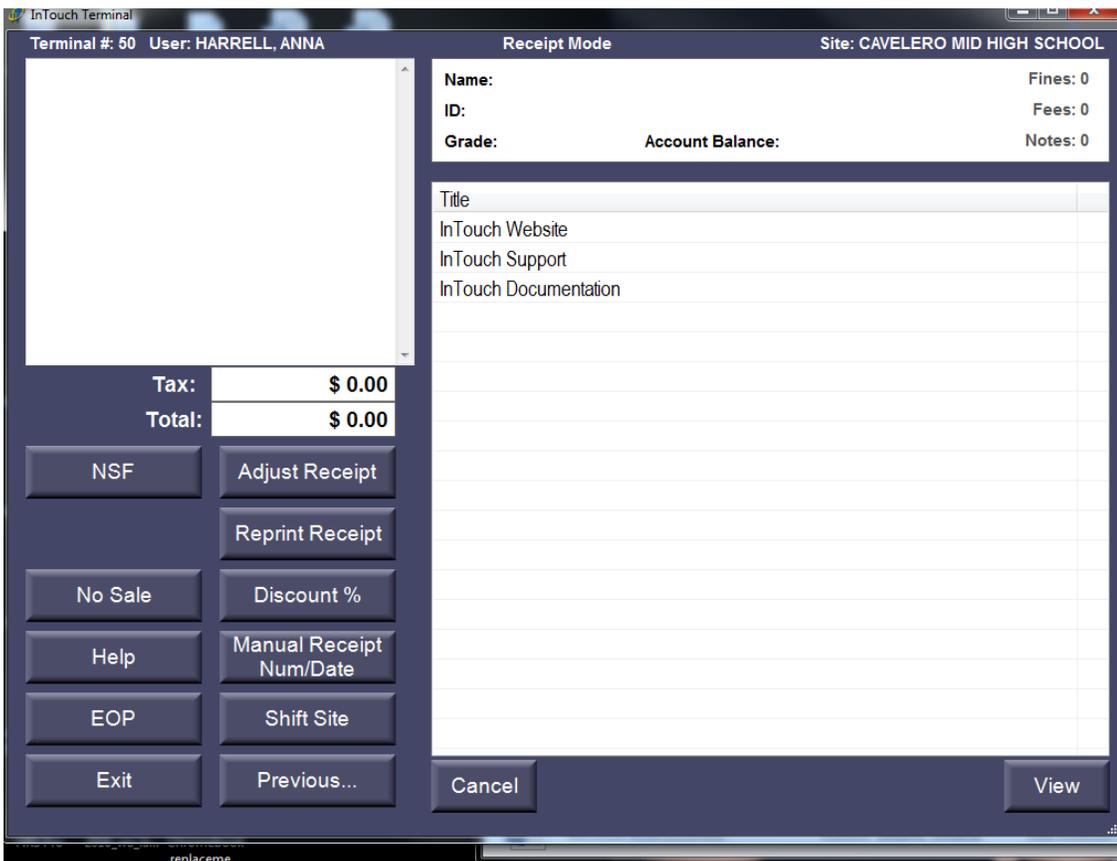
No Sale

To open your cash drawer (if you have one) when you are not entering a transaction use the No Sale button.

Steps:

- Select the “More” Tab from the Main Screen
- Select the “No Sale” Tab
- Your drawer will open

Help Button



The Help Tab Displays Quick Notes that may be printed or viewed.

Steps:

Select the “More” Tab from your Main Screen. Select “Help” Tab

- Select the document (or the InTouch website, Support) (to access the InTouch Documentation page; **username:** usergroup **password:** @ccess).
- Select “View”
- Print as needed

Parent Online Payments

Parents will have online access to pay student fees via credit card. The online system will show all outstanding fines and fees that are in InTouch.

The payments page is available on the district website and school website under the Parent tab. A link to *Online Payments* will be listed.



LAKE STEVENS SCHOOL DISTRICT

Inspiring Excellence



Parents will click on the Online Payments. Click on the online school payments icon.

The screenshot shows the Lake Stevens School District website. At the top, there is a navigation bar with links for District Home, Select a School..., Translate, Sign In, and Register. Below this is a secondary navigation bar with links for Home, Our District, Academics, Departments, Parents & Students, For Staff, Community, Construction, and Calendar. The main header features the text "LAKE STEVENS SCHOOL DISTRICT" and "Inspiring Excellence" next to a logo. A horizontal menu contains icons for Contact, Skyward, Calendar, Directory, Maps, Enrollment, Busing, Schedules, Menus, and Jobs. On the left side, there is a search bar and a sidebar with "ONLINE PAYMENTS" and "Overview". The main content area shows a breadcrumb trail: Home > Parents & Students > Online Payments. The "Online Payments" section includes a description: "Pay for fees, fines, ASB cards, yearbooks and other school-related items with our online payment system." Below this is a green button labeled "Online School Payments" with a blue arrow pointing to it from the right. Underneath is the "MyMealTime Online" section, which says "Add money to your student's Nutrition Services account with MyMealTime." and has a green button labeled "MyMealTime".

Parents login are set up as follows:

User ID: parent family access ID (case sensitive)

Password: parent family access password (case sensitive)

Individual Student Access:

User ID: Student ID (with a leading zero)

Password: Student last name (ALL CAPITAL LETTERS)

Below is the first screen parents will see.

Please note: Password Resets take at least 24 hours to reset. Passwords are uploaded nightly.

LAKE STEVENS SCHOOL DISTRICT

Inspiring Excellence



Welcome to the Lake Stevens School District online payment site!

Pay for student fees, fines, ASB cards, yearbooks and more through our online payment system.

Parents:

(Will be able to pay and see all your students in the district)

User Name and **Password** are the same login used for [Skyward Family Access](#).

Students:

(Will only be able to pay for a single student at a time)

User Name - 7 Digit Student ID (Use a leading zero before student six digit #)

Password - Last Name (All in CAPITAL letters)

DON'T KNOW OR FORGOT YOUR USERNAME OR PASSWORD? [CLICK HERE](#) and select "Forgot Password"

(Skyward passwords update immediately but it will take up to 24 hours for your new password to be uploaded into the online payment system)

If you do not have a student currently enrolled in the district and would like to create a guest account, [CLICK HERE](#) to begin the process. Please DO NOT create a guest account if you are a parent of a currently enrolled student.

User Name	<input type="text" value="User Name"/>
Password	<input type="password" value="Password"/>
	<input type="button" value="Sign in"/>

LAKE STEVENS SCHOOL DISTRICT

Inspiring Excellence



[Your Family](#)

[Contact Us](#)

[Checkout](#)

Click on Student to shop for.

Who are you shopping for?

John Smith

LAKE STEVENS HIGH SCHOOL

Grade 11

Andrea Smith

HILLCREST ELEMENTARY

Grade 05

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LAKE STEVENS SCHOOL DISTRICT

Inspiring Excellence



[Your Family](#)

[Contact Us](#)

[Checkout](#)

Search

Click here to purchase items online

Shop

Items At Student's School

Items At All Schools

Pay Fines/Fees

Reports

Purchase History

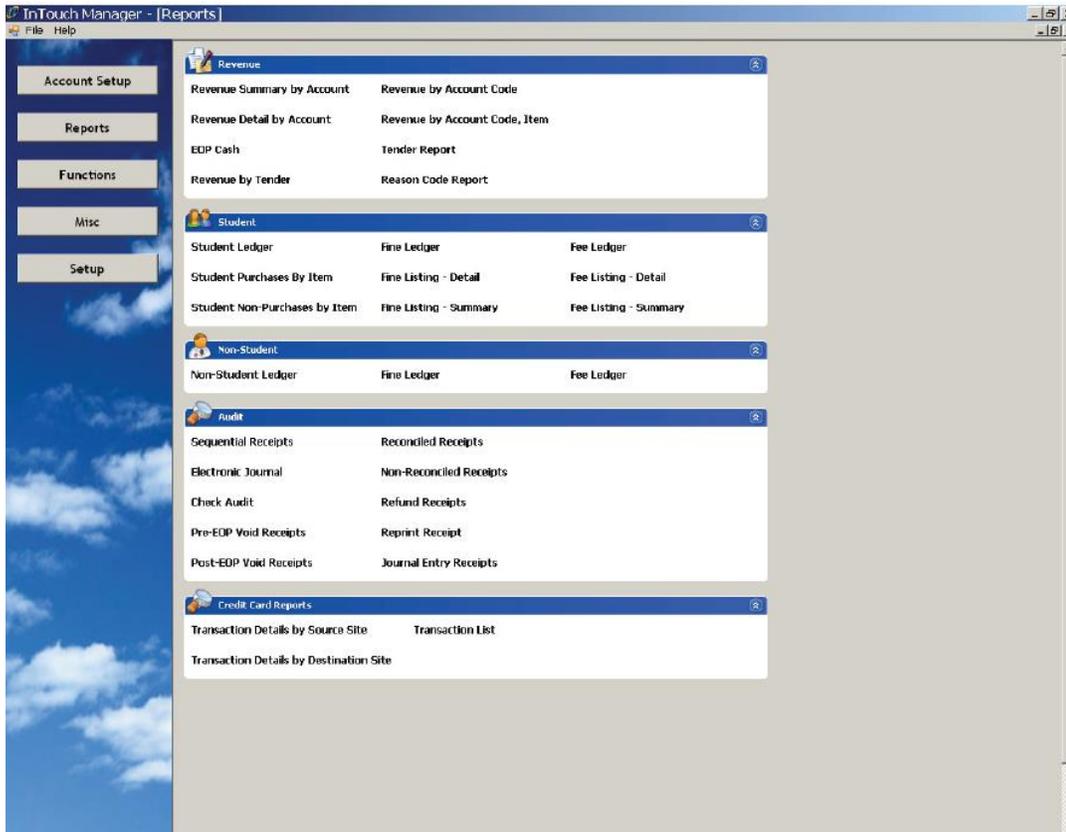
Reprint Receipts

Unpaid Fines/Fees

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Continue to select items and finish sale.

Reports



Revenue

Revenue Summary and detail – the accounting transmittal reports, broken by fund and general ledger account

See detailed instructions for daily End of Period reports

Student based

Student Ledger – provides all revenue transactions for a selected student

Student Purchases by Item – provides a listing of all students/non purchasing an item

Fine Ledger – listing by student or group of students open fines

Non-Student

Non student ledger – similar to the student ledger, but for non-students

Audit

Check audit – listing of all collected checks

Reconciled receipts – listing of all reconciled receipts with tender

Refund receipts – listing of refunding receipts

Credit Card Reports

Transaction reports can be run to see credit card activity. All credit card payments are processed through a central cashier not through the individual school sites.

Report generation

- Reports will have selection criteria on the right hand side of the report
- Be aware of date ranges on running reports
- Including and excluding – note what type of transaction should be included by setting the correct toggle button

Report formats

Reports can be printed or exported to a file. The option to Export or Print is listed on the top right hand side of the screen. InTouch offers three export file options:

- Excel
- PDF
- Comma Delimited

It is important to note that each file format has some differences in the data presented. This means that the excel file may not have all of the data you see on the PDF version. This means that it is important for you to review the reports when exporting data to ensure you have the appropriate information.

Common Reports

All purchases for an item:

- Select Customer Purchases By Item Report
- Select All sites if the item is available at multiple sites
- Select the item number
- Select the date range
- If you want a signature line select Include Signature Line under Misc. A signature line can be used as a check off list for distribution of items that were presold such as T-shirts or Yearbooks
- Click Show Report

Outstanding Balances:

- Student statements should be sent out a minimum of twice a year to inform parents/Guardians of outstanding balances.

Outstanding fines letter:

- Report can be used to post student fines
- Select Student Fines List Summary
- Select the grade level
- Select the date range (make sure the date range goes back far enough to include old fines for a student)
- If you are posting in a public place run the report by District Number. If the report is for office use, select student name
- Click Show Report

Outstanding fines letter:

- Report can be run with a message on the report but cannot generate a full letter
- Select Fine Ledger
- Select and individual student or grade level
- Include fines for all sites
- Select date range (make sure the date range goes back far enough to include old fines for a student)
- Report comments is the box that where a message is entered. The message will appear below the name and address of the student.

Assessing Fines/Fees

Fine and Fee Basics

Both buttons generate a balance due from the student/non-student. Fees are an amount due for participation in a class/activity. Fines are generally for a loss of or damage to district property, such as a Chromebooks, textbook, library book and food service charges. Both fine and fees are used to enter an amount owed by a student. The fines and fees show on the student account and can have a partial payment or full payment applied to the amount owed. In addition, fees and fines can be cleared for reasons other than payment. Fines and fees will remain on the student's account until paid, adjusted or cleared.

Fees incurred at Lake Stevens School District follow a student from school to school until paid. Unpaid balances preclude a student from making discretionary purchases (such as yearbooks, field trips and sports fees). In addition, we may withhold diplomas if fees are present on a

student's account. Unpaid fines, fees and food service charges may be forwarded to our collection agency for further action.

Assessing Fines – Automatic Process

Fines for the library and textbooks entered through the Destiny program will be automatically loaded into InTouch each night. Librarians and/or staff **must not** pay fines in Destiny. The school financial office enters a payment in InTouch. An overnight process will then automatically post and clear the fine in Destiny.

Steps to Assess a Fine:

Steps:

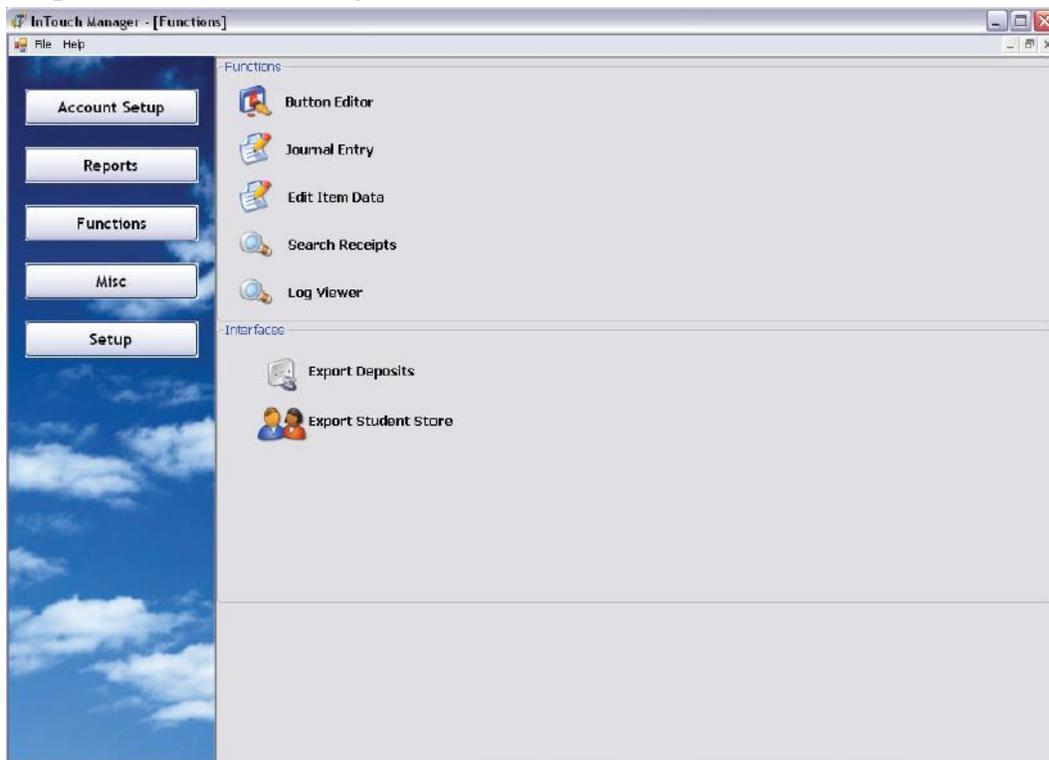
- Lookup a Student (or non-student)
- Select the “Enter Fines or Enter Fees” Button. Notice the top of your terminal now says “Fine Mode” or “Fee” Mode. The Fine/Fee buttons is a “toggle” button. Click again to de-select.
- Enter the item(s) using terminal button or “lookup inventory” feature

Terminal #: 1		Fine Mode		Site: Eastmont High School	
FINE LIBRARY FINE - EHS		12.50		Name: Robinson, Ashley	
Moby Dick #455678				ID: 0018542	
				ASB CARD? No	
				Grade: 11	
				Instructor: Henkel, Paul P	
Please confirm that the fines/fees entered are correct.					
Tax: 0.00		Cancel		Commit	
Total: 12.50					
Enter Fines		Finish Sale			

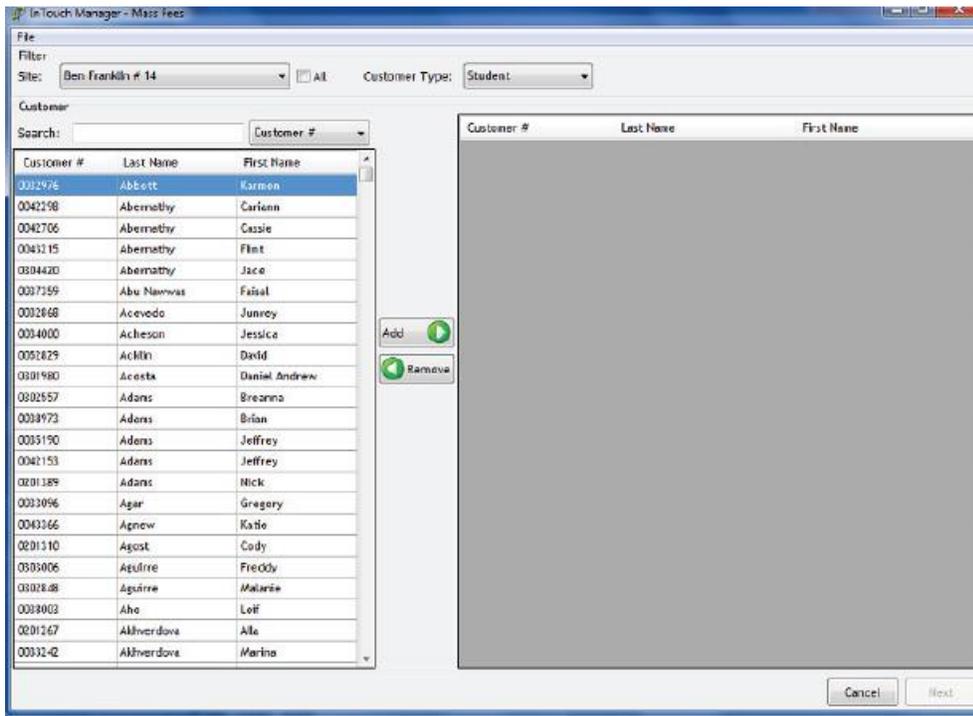
An Auto Fine is the option to have a fee automatically turn into a fine on a specified date. For instance, if a class fee is not paid by a certain date, it can be automatically converted to a fine on the selected date.

Assigning Fee's to a group of students in InTouch Manger

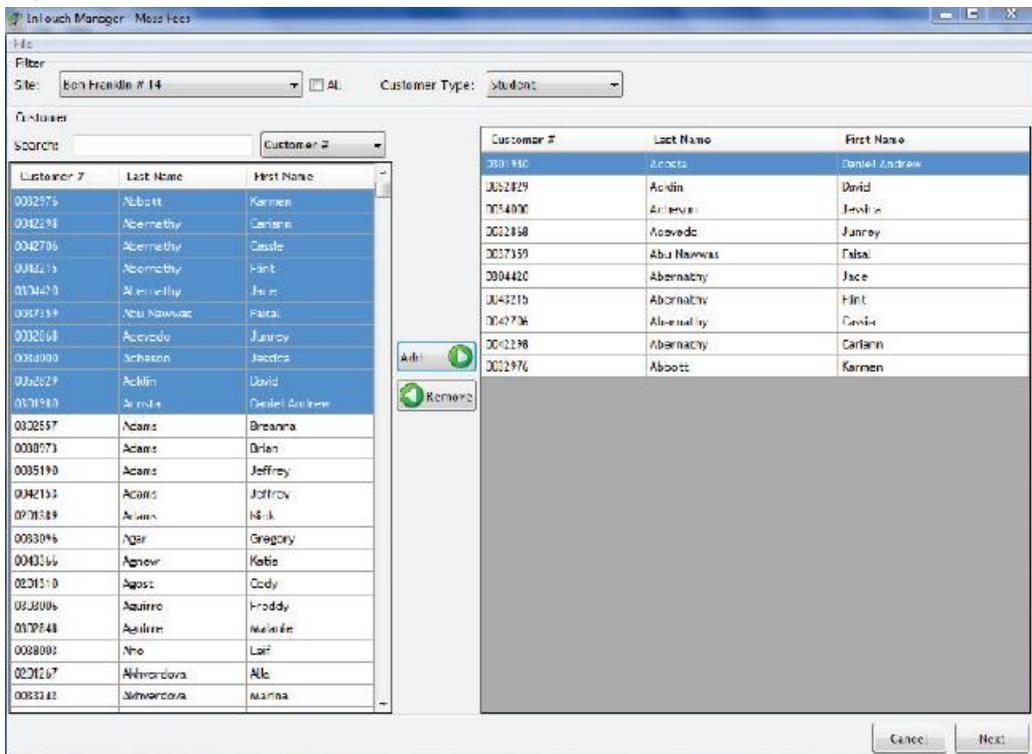
Step I – InTouch Manager – Misc Tab – Mass Fee's



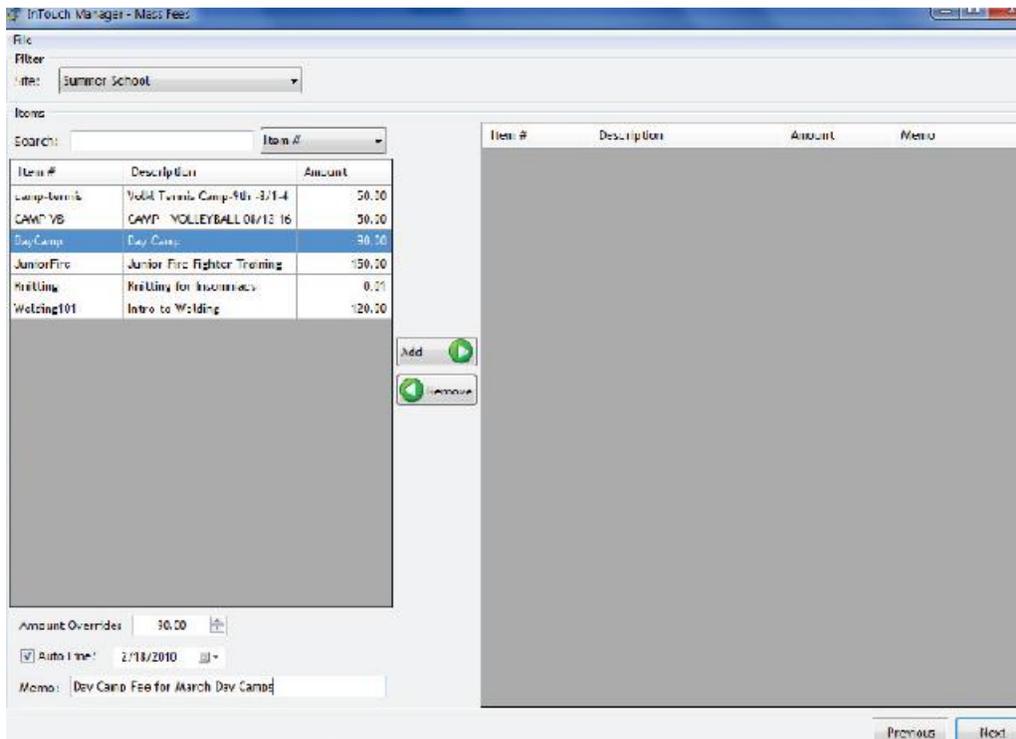
1. Log into InTouch Manager. Click on Misc then mass Fees. You will be presented with a screen where you can select the students that will be assessed the fee.



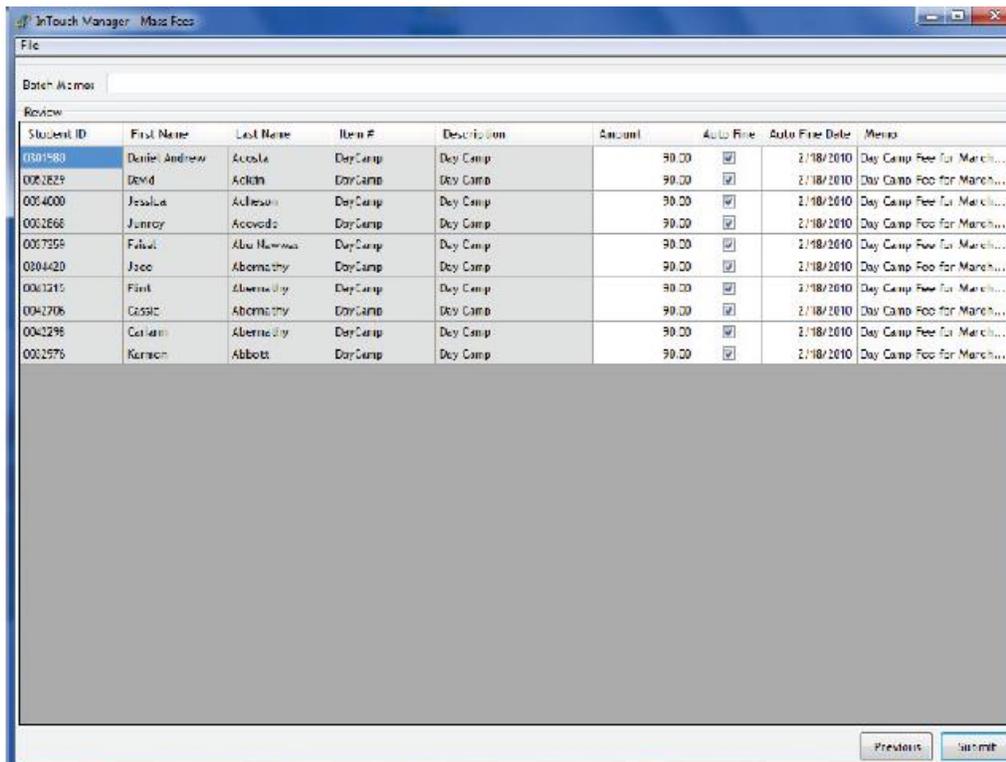
2. In order to select the appropriate students, highlight them and click the add button. By using the standard Windows shift and ctrl features you can select multiple students at once. When you click the add button, the selected student records will be moved to the right window as shown below.



3. Once you have selected all of the students to receive this fee, click the Next button. You will be presented with the list of items that can be assessed as fees to the student accounts.



4. Find and highlight the appropriate item in the list. Before you click add to move the item to the right window, confirm the following;
 - a. The amount of the fee is correct. If it is not correct, enter the proper amount in the Amount Override box.
 - b. If the fee is to be converted to a fine eventually then check the Auto Fine box and enter the date the fee turns into a fine. **NOTE: if you wish to assess a fine immediately, leave the date as today's date.**
 - c. Enter a memo to be included with the fee on the students account
5. Click Add and the fine will be listed on the right side of the screen
6. Click Next. You will be presented with a screen to review the fee batch and confirm it is accurate.



8. This screen gives you a field to enter a “Batch Memo”. This is a memo that will attach to the batch itself as opposed to the memo for the individual items. Confirm all is accurate and when you are satisfied, click Submit. The batch will be created for approval by the site bookkeeper.

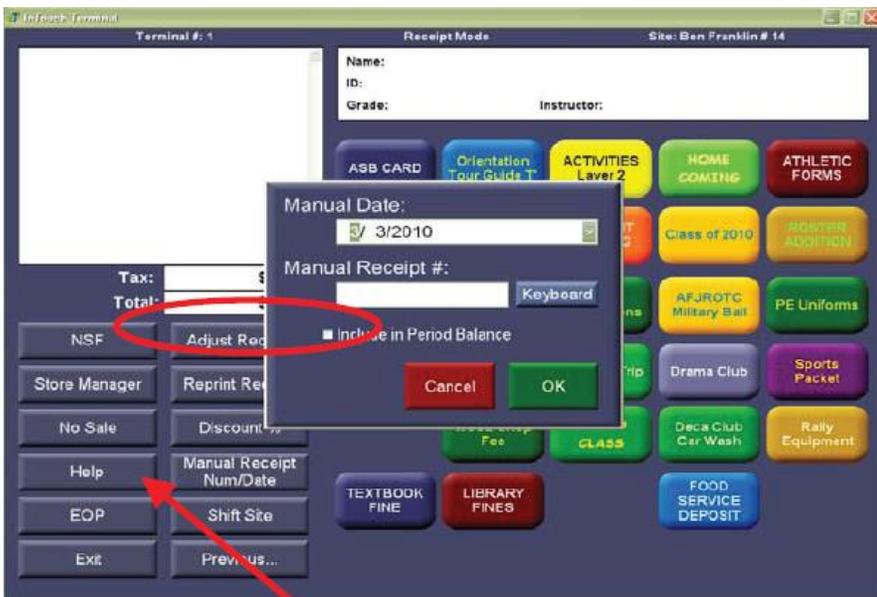
Step II – InTouch Manger – Approve or disapprove the fee batch and finalize the fee assessment to the student accounts. Generally it is completed by the sites bookkeeper.

1. Log into InTouch Manager
2. From the Misc page, select Fee Batch Management
3. Select the fee batch to be reviewed and confirm its accuracy.
4. When you are satisfied the batch is correct, click on Approve. At this point the fees will be assessed to the student.
5. If you are dissatisfied with the accuracy of the batch you can click Disapprove and the fees will not be assessed to the student’s accounts. NOTE: you will need to notify the staff that created the batch that the batch was not approved.

Manual Receipting Processing

This process is used for entering funds that were not receipted into InTouch at the time the district representative accepted the monies. If you are not sure if this is the proper process to handle a transaction, please contact the District Business Office before entering a manual receipt.

1. From the InTouch Terminal select the *More* button
2. Then select the *Manual Receipt Num/Date* button



3. You may change the date if you wish to reflect the actual date that the Manual Receipt was issued
4. Enter the number of the paper Manual Receipt.
5. Make sure that the Include in Period Balance box is marked or unmarked correctly.
 - If the money is in hand and must be included in the nightly deposit then mark this box and include funds with your EOP.
 - If the funds have been previously deposited then make sure this box is unmarked and then do not include in your EOP.
6. When ready select the OK button. This will close the Manual Receipt window
7. Select the Student or Non-Student associated with this Manual Receipt
8. Select the Item(s) that were sold on the Manual Receipt
9. Select the Finish Sale button and tender the transaction accordingly (use cash or check etc depending on how the Manual Receipt was tendered)

A receipt will print with an additional line at the header stating “Manual Receipt: xxx” where xxx is the Manual Receipt number that you entered.

Item Setup

At this time, Items are set up by contacting the district office.

InTouch items are the core of the InTouch system – the InTouch item drives all transactions and virtually all reporting. An item number identifies what is being sold. Think of this as the UPC code that a store uses when they sell an item. You can have multiple items that are all coded to the same account.

Each item must have a unique item number that is associated with an account number. Item numbers are created using the InTouch Manager.

- The general fund and ASB item list was initially loaded for each site. Items will need to be created for specific fundraiser as they start, etc.
- Transaction description and item number is maintained at the district level – the school will communicate with the district to edit or add items.
- Transaction item description is what the customer sees on a receipt. Make sure the item description is understandable for the customer.
- Transactions can be set for active and inactive – seasonal items may be made inactive (i.e. fall sports, spring sports).

To see the information related to an account click on the account. An example of the screen is below.

The screenshot shows the 'InTouch Manager - Items' window. At the top, there is a 'Filter' section with radio buttons for 'Active', 'Inactive', and 'All', and a 'Site' dropdown menu set to 'Lewis and Clark High School'. Below this is a table of items with columns for 'Item #', 'Description', and 'Price'. The item '4210-305311100' with description 'CTE AGRI TUITION' and price '0.00' is selected. Below the table, the 'General' tab is active, showing fields for 'Item Number' (4210-305311100), 'Account Code' (305.3111.00.4210), 'Description' (CTE AGRI TUITION), 'Receipt Desc' (CTE AGRI TUITION), 'Price' (0.00), 'Qty' (0), and 'Tax Rate' (Default). There is also a 'Comment' text area and an 'Active' checkbox which is checked. 'Cancel' and 'Save' buttons are at the bottom right.

Item #	Description	Price
4210-305100000	305 BASIC ED, TUITION	0.00
4210-305116000	305 ART, TUITION	10.00
4210-305136000	305 SCIENCE, TUITION	0.00
4210-305311100	CTE AGRI TUITION	0.00
4210-305312100	CTE MKTG TUITION	0.00
4210-305312200	CTE BUS ED TUITION	0.00
4210-305312400	CTE CRIM JUST TUITION	0.00
4210-305312800	CTE COL/CAREER TUITION	0.00
4210-305313500	CTE SPEC DSGN TUITION	0.00

Steps to view an item:

- Use the search bar shown on the screen print above
- Select search by item number or search by description
- Click on the item that you want to view or edit
- The detail of the item will show on the screen
- To edit the item click on the field to be updated and update the information
- Click save to save the changes

Data Elements:

The Data Elements provide the ability to request standard information for an item. For example, the sale of an AP exam requires the student name and test to be taken.

Data elements are determined at the site level. The following list identifies the data formats in which data can be collected:

Boolean: Yes or No answer

Datetime: Calendar where one can select a specific day

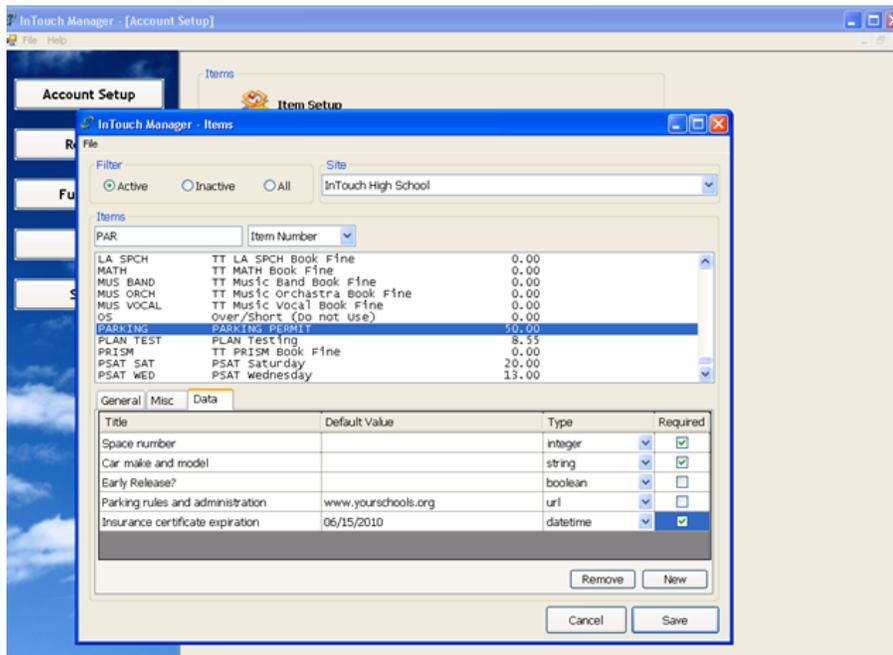
Decimal: a number available to the 100th decimal place

Integer: a whole number

String: alpha numeric data

Url: a pre-assigned link

There are options for each field, Title, Default Value, Type and Required. If data element of a String is marked as required the system will not let you progress until the data has been received.



Entering a data element

- An InTouch item must be set prior to entering data elements
- Select the misc tab to web enable the item
- Under the data tab
 - Click on “new”
 - Fill in the title section – this will display to the web purchaser and the terminal operator

- Default value – this will be prefilled if nothing else entered (in this example the insurance expiration is set to default assuming most students certificates will carry through the year)
- The “required” box is for entry which is required to be completed and entered (the web site and the terminal will not move forward without data entry)
- Click **NEW** for another element, save to exit

Editing Data Element Entries

Data element entry is subject to change. If a field is used to enter a parking space or a person’s date, for example, these could be subsequently changed or updated.

Item element entries are adjusted in Manager

- select manager
- select **FUNCTIONS**
- select **EDIT ITEM DATA**
- enter receipt number to find data
- edit data and select save

Note: there is no data validation in data elements or audit trail of revisions.

Reporting and sorting on data element entry

Main reports to view data element entry:

- student ledger
- student purchases by item report
- TouchBase reports

These reports offer ability to search by text entry making specialized sorts possible. Reports can be exported to .xls and other file formats.

Exhibit Terminal Data Element Entry

InTouch Terminal
Terminal #: 1 Receipt Mode Site: ARCADIA HIGH SCHOOL

Name: Abdi, Abdihakim
ID: 168405 : No
Grade: 12 Instructor:

PARKING

Parking space: 101
Car make and model: 2009 Mini Cooper
Early release?
Parking rules and regulations
Insurance certificate expiration: 6/17/2010

Cancel OK

Item Number	Price
	0.00
	50.00
	0.00

Total:

Enter Fines Finish
Student History Quick S
Student Info Lookup S
Manual Receipt Num/Date Look Non-Stu
InTouch Manager Lookup Inventory
Logout More... Cancel Keyboard OK

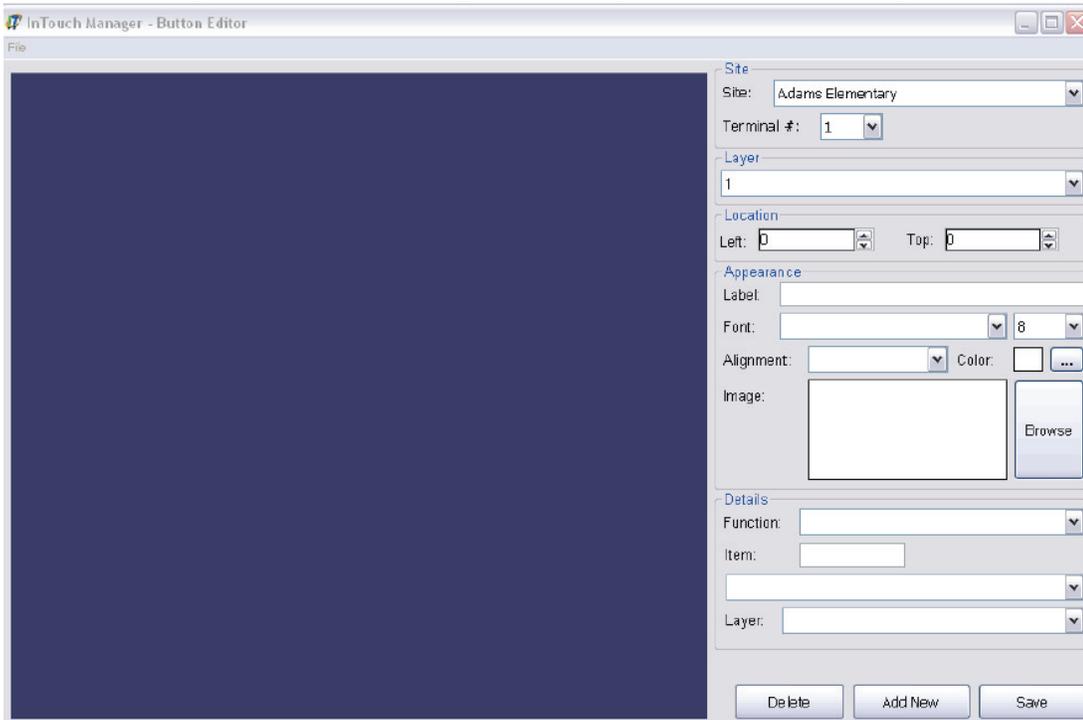
To see more information regarding Data Elements go to InTouch Terminal “HELP” to view Propagate Data Elements functions.

Button Editor

Sale (Home/Quick Screen) Buttons

The InTouch sale (home) screen includes a “button” section which allows the cashier to sell an item by touching or clicking on the button. A button acts as a shortcut that is linked to a transaction item and an account number. Buttons can be set to either directly sell an item, group of items, or to jump to another layer with more buttons. Use InTouch Manager to add, change or delete existing buttons.

On initial implementation and prior to any home screen setup, the button editor screen is blank.



➤ Steps:

1. Log on to InTouch Manager
2. Select **Functions** from the main manager menu
3. Select **Button editor** to open the Button Editor screen
4. Select Terminal # (generally 1)
5. Select Layer # (generally 1, unless it is a new or different layer)
6. To add a new button:
 - a. Click the Add New button – a blue button will appear in the top left corner of the screen
 - b. In the *Function* field, select “1 – Sell Item” from the drop down list

- c. Use the drop down list in the *Item* field to search for and select the item to be attached to this new button In the *Label* field, enter an appropriate description for your button
 - d. If you wish to change the font color, click on the “...” button to view your color options, select a color, then click “ok”
 - e. Now select a different font (if desired)
 - f. Select an appropriate font size
 - g. To change the color of your button
 - i. click on the BROWSE button located to the right of the initial blue square
 - ii. select a background color, style, and click “open”
 - When customization is complete, click on the button and click and drag button to new area on screen and hit **SAVE***. The screen will refresh to reflect any changes made to a button.
7. To modify an existing button:
- b. Click on the button you wish to make changes to and edit the various options
 - c. Click the **SAVE*** button when finished

Step II – Moving Button into Position

1. Click on the button that you wish to move
2. Click and drag it to a different place on the screen
3. Hit **SAVE*** when done

***IMPORTANT: Make it a habit to click the SAVE button every time you edit or move a button. The changes you make to a button will not be reflected if you do not save.**

Other Button Functions

The above process should be used to create a button for SALES. The following is information on how to create buttons for the remaining three functions:

To create a button to move to another layer

1. Follow Step I above through step 6
2. Select under Function: “Go To Layer”
3. In Layer field, select a layer number
4. Title your button, move it into place, and save the button as noted above.



Example: *Student Clubs* is located on Layer 1 – the main “quick” screen. This button is set to switch to another screen/layer containing additional buttons set up to collect money for relevant clubs (see following image).



After clicking on the *Student Clubs* button, the Terminal screen switches to another screen/layer (layer 2).

Other Items

NSF's

NSF's Procedures are handled through the district business office.

Steps:

- Fiscal Coordinator is notified of all NSF's
- The bank automatically deposits a second time.
- If the check returns NSF a second time, the district will debit the revenue account of the amount collected by entering the NSF in InTouch and a fine will be assessed.
- The School will be notified and will need to contact the family to resolve the NSF.
- NSF's can be paid at any location to clear the fine.

Note: if a customer writes more than three NSF checks, they become a cash/credit customer only.

Tips and Quick Operational

Cheat Sheets

Fastest way to Manager

- From the point of sale terminal, select InTouch Manager
- Open Intouch Manager and InTouch Terminal and minimize on the desktop

Quickest way to do your job?

1. Setup items and screen buttons in advance
2. Change screen buttons often to new items as these become used

Student Scholarship Request

Student Name: _____

Event: _____

Date: _____

Amount Requested: _____

I would like to request the above amount in scholarship for my child.

Parent Signature: _____

Phone Number: _____



LAKE STEVENS SCHOOL DISTRICT NO. 4

12309 22nd St NE
Lake Stevens, WA 98258

ORDER FOR REFUND
ASB & General Fund

Location _____ Date _____

School Transaction or Website Transaction

Student Name(s): _____

Refund to:

Parent or Guardian

Address _____ City _____ State _____ Zip _____

REFUND:

Account Name _____	Account Code _____	\$ _____	Amount
Account Name _____	Account Code _____	\$ _____	Amount
Account Name _____	Account Code _____	\$ _____	Amount
Account Name _____	Account Code _____	\$ _____	Amount

Office: Attach a copy of the Original Receipt and the Refund Receipt.

TOTAL REFUND: \$ _____

REASON FOR REFUND: _____

LSSD Authorizing Signature(s):

Principal

ASB Treasurer

ASB Advisor

ASB School Secretary

Certification

I hereby certify under penalty of perjury that this is a true and correct claim for reimbursement of expenses incurred by me and that no payment has been received by me on account thereof.

Signature of Claimant _____

Date _____

Quick Reference: Receipting, Depositing & Money Handling

Cash and Check Handling:

- All District money received shall be counted and immediately receipted.
- All monies must be kept secured until they are deposited at the bank.
- All monies must be deposited DAILY and intact to the Revenue Transmittal Bank with the exception of nominal deposits <\$20. Exceptions may be granted upon unique situations that receive prior approval.
- **DO NOT** make purchases or other cash outlays from funds collected. State law requires that any funds collected, must be receipted and deposited intact. (RCW 43.09.240)
- **DO NOT** give refunds from the register (cash or check) after they have been receipted. Send all refund request to the Accounting Office.
- **DO NOT** collect or store money for PTA's, Booster Clubs or other outside organizations.
- **DO NOT** deposit money into a private or personal account for any reason. All monies collected by the District must be deposited into a District account.
- Checks must be endorsed immediately upon receipt. (Note: The Business Office may grant exceptions for sites in certain limited circumstances where it is deemed more feasible to endorse checks in batches at frequent and routine intervals during a cashier shift)
- **DO NOT** give cash back from an overpayment on a check.
- **DO NOT** allow postdated checks. If a check has a post date, it will still be receipted and deposited in the normal course, without regard to the date on the check. State laws require that funds be immediately receipted and deposited. We are unable to honor individual requests to hold a check from deposit.

Data Entry in the POS

- **Checks:** Each check must be entered accurately into the POS. This is especially important if a refund becomes necessary, or if the check is returned by the bank and has to be charged back to the site. The check number in the POS drives the processing of the returned check including assessing the obligation and pursuing collection from the individual that wrote the check. Money orders and cashier's checks should be included with the checks.
- **Receipts:** Each receipt should be entered against the individual student's account as applicable. This allows for accurate record and detailed customer history ledger of student payment activity. It also allows for additional information that can be queried as needed out of the POS.

Balancing and Depositing Receipts – Point of Sale (POS)

1. Total the amount of currency, change and checks.
2. Total the amount of your receipts as per the End of Period (EOP) process
3. The totals of the money and deposit slip should agree to the totals per the EOP report in the POS:
 - Revenue Summary by Account
 - Tender Report
 - EOP Cash Denominations
4. **Acknowledging an Over/Short:** Over/short should be researched and if possible, corrected, before completion of the EOP process. Over/shorts \$10.00 or greater must be signed by a supervisory administrator. Further administrative action may be necessary if a pattern of excessive variances is noted.
5. Be sure that all checks have been stamped with a bank endorsement stamp
6. Take the deposit to the bank on a daily basis (exception may be granted with prior approval for unique situations)
7. Obtain the original bank deposit receipt (showing the breakdown of total cash and/or checks deposited) and attach it to the corresponding EOP Reports.
8. The Revenue by Tender, Non-reconciled report, deposit slips should be submitted to the Accounting office weekly.

Reporting End of Period/deposits to Accounting:

It is very important that schools and departments send their End of Period Reports (see #8) with the bank deposit receipts attached to the Business Office weekly. The Business office will reconcile all deposits made in the Revenue Transmittal Depository Bank Account for the entire District using the required banking paperwork that sites submit. The accounting month end will be on or before the 25th of each month. Please see Business calendar for dates.