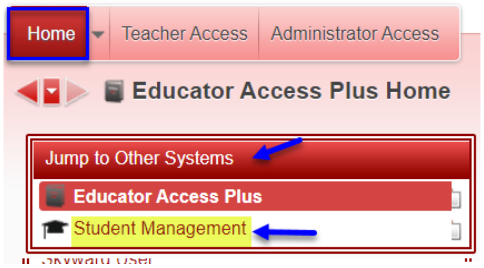
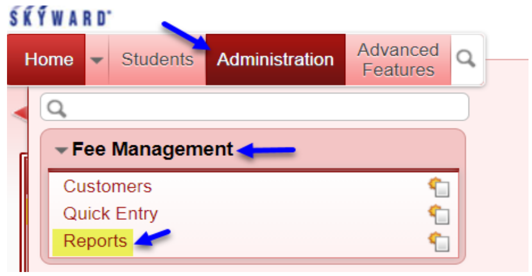
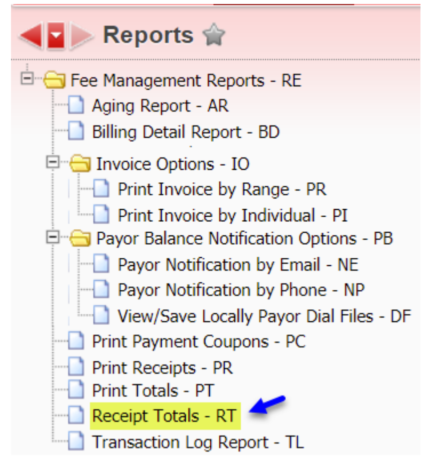
# FEE MANAGEMENT – My Receipt Totals

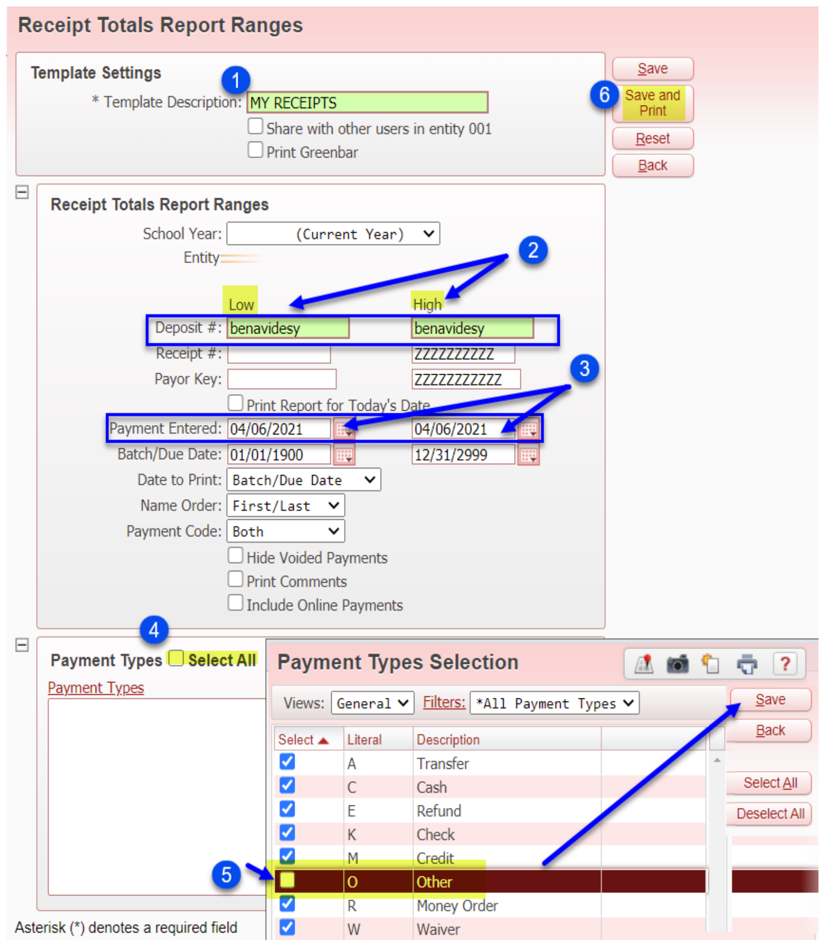
From your Skyward home page, select **STUDENT MANAGEMENT**
System Path: **Administration | Reports | Receipt Totals**




1. **Add** a report and title it *MY RECEIPTS*
2. Enter your network login under the **Deposit #** Low and High fields
3. Under the **Payment Entered** date fields, enter the dates you collected payments and are turning money in to your bookkeeper or campus secretary
4. Uncheck **Select All** and expand the Payment Types
5. Select all except (Other) Save
6. Save and Print




The same report template will be used all year long. Highlight the saved template, **edit** and update the Payment Entered dates that correspond with the money being turned into the bookkeeper/secretary.

Contact your campus secretary or bookkeeper if you have any questions.