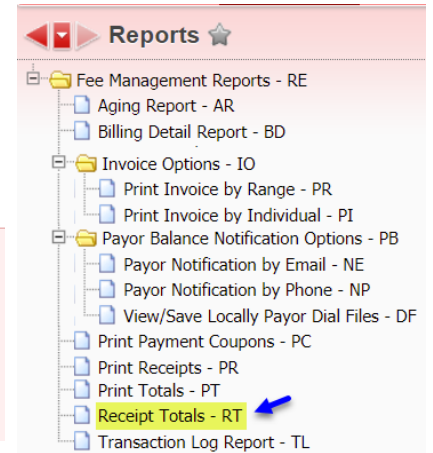
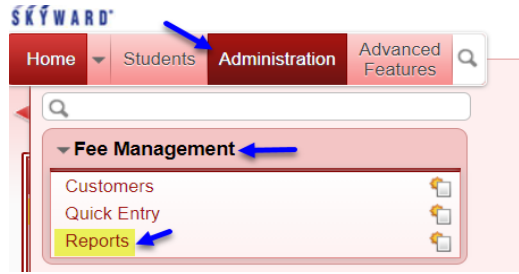
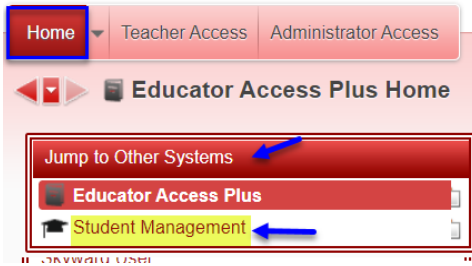


# FEE MANAGEMENT – My Receipt Totals

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

**Receipt Totals Report Ranges**

Template Settings

\* Template Description: MY RECEIPTS

Share with other users in entity 001

Print Greenbar

Save

Save and Print

Reset

Back

Receipt Totals Report Ranges

School Year: (Current Year)

Entity:

Low High

Deposit #: benavidesy benavidesy

Receipt #: /

Payor Key: /

Print Report for Today's Date

Payment Entered: 04/06/2021 04/06/2021

Batch/Due Date: 01/01/1900 12/31/2999

Date to Print: Batch/Due Date

Name Order: First/Last

Payment Code: Both

Hide Voided Payments

Print Comments

Include Online Payments

Payment Types  Select All

Payment Types Selection

Views: General Filters: \*All Payment Types

Select	Literal	Description
<input checked="" type="checkbox"/>	A	Transfer
<input checked="" type="checkbox"/>	C	Cash
<input checked="" type="checkbox"/>	E	Refund
<input checked="" type="checkbox"/>	K	Check
<input checked="" type="checkbox"/>	M	Credit
<input type="checkbox"/>	O	Other
<input checked="" type="checkbox"/>	R	Money Order
<input checked="" type="checkbox"/>	W	Waiver

Save

Back

Select All

Deselect All

Asterisk (\*) denotes a required field

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.