



MHS Finance How to Guide

2025-2026

Wengage Requisitions,
Invoices/Receipts,
& InTouch Pay

Wengage: Entering Requisitions, Finding your PO's, and Running Reports

Welcome

Choose your Sylogist™ Ed application.

My Applications

Sylogist™ Ed Accounting



Purchase
Requisition



Employee
Portal

1. Log in to Wengage with the same personal login you use for your employee portal.
2. Select Purchase Requisitions
 - a. If you do not have Purchase Requisitions, you will turn in your requisition form to the Finance Office

Entering a Purchase Requisition

Purchase Requisition Appropriation Requests Leave Group Reporting

My Requests **Unsubmitted** Approvals

[Submit](#) [Delete](#) [Change Approval](#) [New](#) [Options](#)

RQ Date	Description	Requested	Requester	Purchase Approval	Fund	Location	Vendor
No data to display							

1. Click on Unsubmitted

- New
 - Date
 - Fund
 - 60 - Activity
 - 11 - General
 - Purchase Approval
 - MHS Principal-CFO
 - IT-MHS Principal-CFO
 - For all IT related items
 - Vendor
 - To have a new vendor added
 - Email Judy Kellogg the vendor's W-9 with vendor phone number
 - W-9 needs to be dated no more than 2 years old.

[Save](#) [Save & Add](#) [Cancel](#)

RQ No

RQ Date 9/3/2024

Fund(s) 60 (60-Activity Fund)

Purchase Approval (705PC) MHS Principal-CFO

Location Mustang High

Vendor 14462-AMAZON-Amazon Capital Services Inc.

Vendor Contact

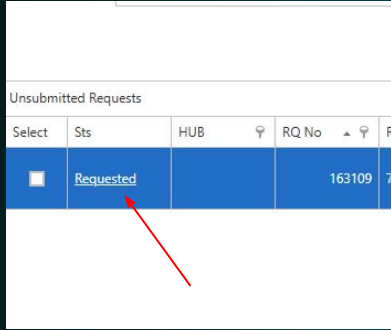
Description 931- blanket PO for office supplies

Comments

- Description
 - Always start with your project code
 - Plus short description
 - Include "blanket" if you will have multiple purchases for the PO
 - Ex: 931- blanket PO pizza for students
 - Ex: 931- Shirts for officers
- Save

On the next Screen:

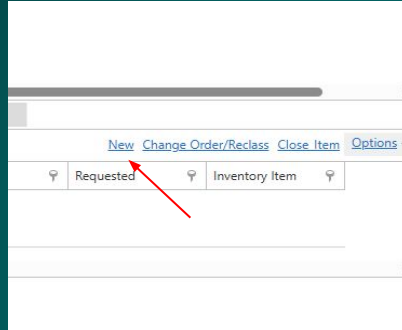
Click on Requested



Unsubmitted Requests

Select	Sts	HUB	RQ No	R
☐	Requested		163109	7

New



New Change Order/Reclass Close Item Options

Requested Inventory Item

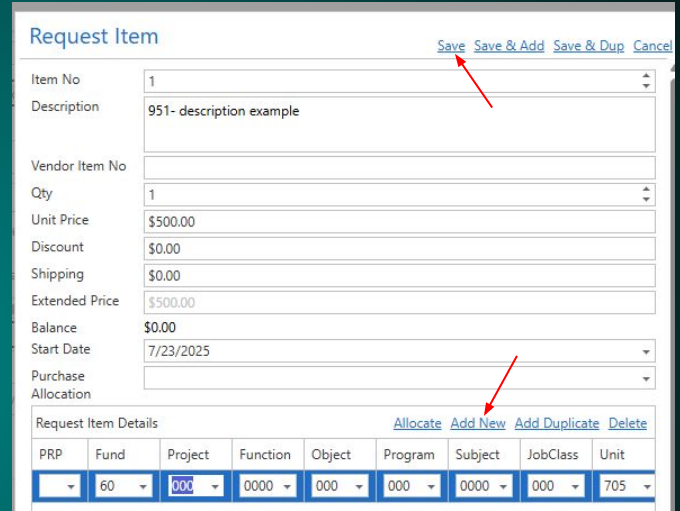
- Click on Requested
- Click on New

- Description
 - Start with Project number
 - Details of purchase includes dates and locations of events
- Quantity and Unit Price
 - 1 Qty if prices are various with total price
 - Enter the Qty if all the same price

- Click on Add New
- Fill in:

- Fund
- Project
- Function
- Object
- Program
- Unit
- CC Vender Reference if using Commerce Card

- SAVE
 - Then Back to requests



Request Item

Save Save & Add Save & Dup Cancel

Item No 1

Description 951- description example

Vendor Item No

Qty 1

Unit Price \$500.00

Discount \$0.00

Shipping \$0.00

Extended Price \$500.00

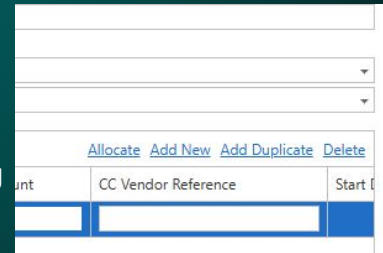
Balance \$0.00

Start Date 7/23/2025

Purchase Allocation

Request Item Details Allocate Add New Add Duplicate Delete

PRP	Fund	Project	Function	Object	Program	Subject	JobClass	Unit
	60	000	0000	000	000	0000	000	705



Allocate Add New Add Duplicate Delete

Unit	CC Vendor Reference	Start

To Complete the requisition:

You will return to the main screen

- Click the box next to Requested
 - Submit
 - Submit again

Purchase Requisition

Appropriation Requests

Leave Group

Reporting

My Requests

Unsubmitted

Approvals

Unsubmitted Requests

Submit

Delete

Change Approval

Select	Sts	HUB	RQ No	RQ Date	Description	Requested	Requester	Purchase Approval	Fund	Location	Vendor
☒	Requested		163109	7/23/2025	951- example PO	\$0.00	Veronica George	MHS Principal-CFO (705PC)	60	Mustang High (705)	13963 CRED GENE

Submitted Requests				
Sts	PO No	HUB	RQ No	
Encumbered	308		163024	
Encumbered	37		161720	
Encumbered	38		161723	

At this time, you would return the “My Request” screen where you will find your PO number once it has been approved and encumbered.

Finding your PO and Running Reports

Reports Revenue Expenditure Detail

[Print](#) [Report Viewer](#) [Set As Default Criteria](#) [Delete Default Criteria](#)

Department Revenue Expenditure Detail Criteria

Layouts Original Report Layout
or, load layout from file Browse...

Fund 60 (60-Activity Fund)

Begin Date 7/1/2025

End Date 6/30/2026

Grouping And Printing Choices

Dimension	Group Order	Page Break	Filter
Project	1	☒	951
Program	NA	☐	
Unit	NA	☐	705

[Print Purchase Order](#) [Options](#)

	Location	Vendor
	Mustang High (705)	62843-PARAMOUNT CORPORATION-PHO HARDWOOD
		84034-Olivia Lopez

From the main screen, you will select:

- Reporting
 - Reports
 - Choose the type of report you need
 - Revenue Expenditure Detail is the most widely used
 - Fund
 - Fill in Criteria for your Project number
- Print or view

To print your PO

1. Purchase Requisitions
2. My Request
3. Submitted
4. Click on the PO you want to print
5. Select Print Purchase Order

INVOICES AND RECEIPTS

- Stamp all Invoices and Receipts
 - Full PO Number
 - Ex: 2025-60-215
 - Invoice Total
 - Invoice Date
 - NOT the date you are submitting
 - Mark if it is Partial Payment or Pay and Close
 - Sign

Rewards

ITEMS PURCHASED: 14.20

DATE: 11/14/2024

AMOUNT: \$14.20

SIGNATURE: [Signature]

*Some receipts will need to be copied on to a paper then stamped

If you have entered your own Requisitions, you will submit your own invoices and receipts

If Veronica entered your Requisitions, you will stamp and submit those to her.

If you checked out a credit card, you will need to turn in a copy of that receipt with your name and PO on it to Veronica when you turn the card in.

Date	Amount	Note
2025-60-752	414.00	
SEC: [] Cash: [] Amount: [] Total: \$414.00 Final Payment Amount: \$414.00 Final Payment due on or before: 9/11/2024		
For more information or for questions, please call Alexa Major at 405-218-2130.		
Rep: Alexa Major	Source: Cold Call	Renew: []
2025-60-752 PO: [] Amt \$: 414.00 Date: 9/4/2024 Partial Payment [] Pay and Close [] Signature: [Signature]		

Scanning Your Invoices and Receipts

When scanning your invoice/receipts, the file name rule will be as follows:

1. Use the first word ONLY of the merchant name
2. Use the invoice/receipts transaction date that shows on the invoice/receipts
3. Use the total amount with no decimals for the change.
 - a. If there is no change, do not include the zeros
4. ONLY use dashes
5. If you have used a Commerce card for the purchase, your will label will start with CC

Examples:

Amazon-0306-1461 Means Amazon is merchant, purchased on March 6 and it was \$14.61

Amazon-0306-14 means Amazon is the merchant, purchased on March 6 and it was \$14.00

CC-Marriott-0418-11897 means it was paid for with a Commerce card to Marriott, invoice is April 18 and the total was \$118.97

Emailing Your Invoices and Receipts

1. The Subject line

Vender-Full PO Number

Ex: Lowes-PO 2026-60-128

Ex: Commerce-PO 2026-11-382

2. 60- Activity Fund

Email to Jennifer King

3. 11- General Fund

Email to Judy Kellogg

4. Career Tech 11- General

Email Michelle Mullens

- All Invoices/receipts need to be submitted within 3 days of purchase.
- If you entered your Requisitions, you will handle all your invoices/receipts and keep copies for your records. If your Requisition was entered by Veronica George, you will stamp and turn in all invoices/receipts to the finance office. You will keep a copy for your records as well.

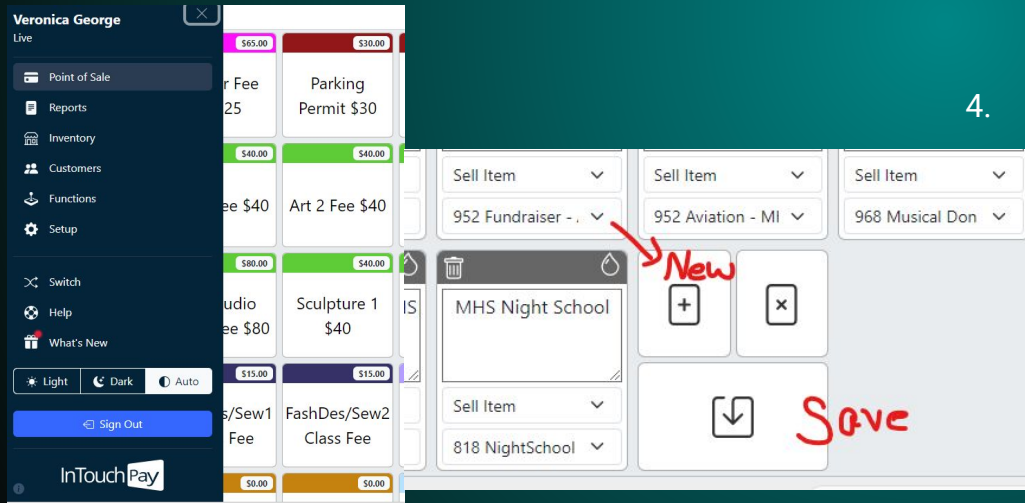
InTouch

app.intouchpay.com

- Live
- Point of Sale

Creating Buttons:

1. Right click and hold on any button
2. Now you can add or delete buttons
3. To add a button
 - a. Click on the +
 - b. In the bottom drop down you will need to find your inventory item that you are adding
 - i. Ex: 931 Student Fee 25/26
 - ii. When you select your item in the drop down, It will fill in the box title. You can edit this.
 - c. Once your new button is set up, click on the down arrow to save
4. If you need to adjust or add an inventory item
 - a. Email Veronica George
 - b. Or Angie Mills for Fine Arts
 - c. Include
 - i. Project number
 - ii. Item name
 - iii. Price
 - iv. Fundraiser number if applicable



Processing a payment

1. Point of Sale
2. Enter Student Number or name
3. Select Student (student name will appear in the right hand column)
4. Click on the grey X in the upper right hand corner
5. Choose the items student is paying for
6. OR click on Fines/Fees if in red to pay current fines/fees
 - a. This step is important so we do not double charge students
 - b. Select the fee/fine that is being paid and PAY

49940			
Students	Items	Active	Mustang High School
Customer #	Last Name	First Name	Grade
49940	George	Easton	11

Mustang Hi... 38

Easton George 49940

Grade: 11 Mustang High School

Fines: 0 Fees: 0 Notes: 0

Receipts Info

Nutrition: 0.00 Account: 0.00

818 FR#3ID... 10.00

FR#3 STUDENT ID REPLACEMENT 21/22 ...

Sub Total 10.00

Tax Total 0.00

Mustang Hi... 38

Mustang High School

Samantha Barton 47600

Grade: 12 Mustang High School

Fines: 0 Fees: 1 Notes: 0

Receipts Info

Nutrition: 0.00 Account: 0.00

Receipts	10 \$530.00	Fines	0 \$0.00	Fees	1 \$8.00	Notes	0	Info
Search								
☒	Date	Assessment #	Item #	Description	Memo	Balance		
☒	5/19/2025 3:52 PM	112026	963 IndArtWood	Wood II-IV Project Cost		8.00		

Processing a payment continued

7. To change the price of an item for partial payment
 - a. Click on the price and adjust amount
8. To make a memo for the payment
 - a. Click on the item and add a memo
9. When all items have been added to the transaction
 - a. Click on FINISH

The Receipts screen shows transaction details for item 818 FR#3ID... with a quantity of 1 and a price of 10. The memo field is empty. The bottom summary shows a Sub Total of 10.00, Tax Total of 0.00, and a Total of 10.00. A blue 'Finish' button is at the bottom.

Receipts	
Nutrition: 0.00	Account: 0.00
818 FR#3ID... 1 @ 10	
FR#3 STUDENT ID REPLACEMENT 21/22...	
Memo	
Sub Total 10.00	
Tax Total 0.00	
Total 10.00	
Finish	

The payment screen shows a total of 10.00. A keypad displays \$1, \$2, \$5, \$10, and \$20, with \$10.00 selected. Payment methods include Cash, Check, Credit, Other, and On Account. A 'Fine' button is at the bottom left. The right side shows a summary for Easton George with a Sub Total of 10.00, Tax Total of 0.00, and Total of 10.00. A 'Cancel' button is at the bottom right.

Payment	
10.00	
\$1 \$2 \$5 \$10 \$20	
\$50	\$10.00
Cash	
Check	
Credit	
Other	
On Account	
Fine	Fee
Easton George 49940	
Sub Total 10.00	
Tax Total 0.00	
Total 10.00	
Paid 0.00	
Due 10.00	
Cancel	

10. To apply it as a fee or fine
 - a. Clear the top to \$0.00
 - b. Select Fee or Fine at the bottom

Taking Payment

- For Cash payment
 - Enter the amount give
 - Click on CASH
- For Checks
 - Check must be exact amount
 - Click on CHECK
 - Enter the Check Number
- For Credit Card
 - Select CREDIT
 - On CC Machine, customer will:
 - Confirm amount
 - Tap, enter or slide card
 - Sign after approved

10.00

\$1	\$2	\$5	\$10	\$20
\$50				

\$10.00

Cash

Check

Credit

10.00

\$1	\$2	\$5	\$10	\$20
\$50				

\$10.00

Cash

Check

Credit

Other ▼

On Account

Fine Fee

Easton George	49940
Sub Total	10.00
Tax Total	0.00
Total	10.00
Paid 0.00	
Due 10.00	
Cancel	

Sub Total 10.00

Tax Total 0.00

Total 10.00

Check 10.00

Check #

To Take Multiple Payment Types

1. Change the amount at the top for the first type of payment
2. Then run payment
3. Total amount due will change to balance due
4. Run second payment

Providing Receipts

After Payment has been made, you will have the option to print or email the receipt.

1. Select the email(s) or enter a new email address
2. Send
3. Done

Mustang High School
801 S Snyder Dr
Mustang OK 73064

Receipt #: 340500
Clerk: George
Terminal: 38
9/3/2024 2:27 PM
49940
George, Easton

Qty	Item	Amount
1	818 FR#3IDREPL FR#3 STUDENT ID REPL Student ID badges are required at all times while on campus.	10.00
Sub Total		10.00
Tax		0.00
Total		10.00
Cash		10.00
Change Due		0.00

Print

Cash Drawer

☐ Vrg1859@gmail.com

Email Address

Send

Done

If you made a mistake in the transaction, make note of the receipt number and student number. This is the easiest way to go back and make corrections.

**To look up a past payment/receipt: Look up the student and click on Receipts.

The background is black with two teal circles of different sizes. The larger circle is on the right, and the smaller one is on the left. There are four sets of small white dots, one in each corner, arranged in a 2x2 grid pattern.

End of Day Deposits

|

EOP: End of Period

EOP must be done daily if you have collected \$100 or more and/or each Friday

End of day: EOP

- Functions
- EOP (End of period)
- Enter the number of bills/coins you have
- Add up checks and stamp them
- Deposit reference is the bag number
- If you only ran credit cards, the deposit reference is "Credit Cards Only"
- Then click on **SAVE**:
- Print 2 copies of EOP
- 1 stays with you (staple yellow deposit slip to this report for your records)
- 1 copy goes with bag

Reconcile #
26248

At Site, For All Sites

60

Tender

☒ Cash ☐ Other
☒ Check ☐ Account
☐ Credit ☐ All

Functions / End of Period

Cancel Save

Mustang High School 38

Till

Cash Checks

Bills

\$1,000 \$100
\$50 \$20
\$10 \$5
\$2 \$1

Coins

\$1 50¢
25¢ 10¢
5¢ 1¢

Summary

Cash 0.00
Check 80.00
Credit 0.00
Other 0.00
Account 0.00
Starting Till 0.00
Receipts 80.00

Perfect 0.00

Deposit Reference

- Print a revenue summary

Reports > Revenue-Revenue Summary

- Your terminal number
- Reconcile number
 - Found on your EOP report
- At Site, for all sites
- All Funds
- Tender
 - Cash
 - Check
- You have to VIEW THEN PRINT (This Revenue Summary report will go with your deposit bag. Total on report should match deposit)

Deposit Bag

- Deposit bag
 - Top section
 - All currency (bills and coins)
 - Bottom section
 - All Checks
 - WHITE deposit slip
 - Deposit bag:
 - From: MHS- Project number
 - To: BOK
 - Date:
 - Account # (can leave blank)
 - Said to contain (total deposit)
 - Cash: cash total
 - Checks: check totals
 - Authorized Signature is the preparer of the bag and deposit

*****Deposit bag will go in the safe with:**

1. **Sealed bag,**
2. **EOP,**
3. **Revenue Summary**
-all in a rubber band. (NO staples or paper clips)

A close-up photograph of a deposit slip form. The form is filled out with handwritten information in blue ink. The 'From' field is 'MHS- 931', the 'Date' is '4/1/24', and the 'To' field is 'BOK'. The 'Said to contain' section shows 'Cash: 330' and 'Checks: 100'. The 'Authorized Signature' field is signed 'Quay'. The form is placed on a surface with other forms visible in the background.

InTouch Mass Applying fees

To apply the same fee to a large number of students:

Start with your Customer Group:

1. Customer > Customer Groups > +New
 - a. Description: Label with Your site, year and the student group
 - b. Check > Dynamic
2. Move to the Criteria Tab
 - a. Customer Site
 - b. Grade
 - c. Is Active
 - d. Is Student
3. Then you can further specify your criteria

> SAVE

Now when you go to Customers > Customer Groups > find
Your group and the Customers tab will have that selection
Of students

Customers / Customer Groups / New

Details Criteria Customers

Description
MHS 2526 Seniors

Memo

Source / Type
InTouch

☒ Dynamic
☐ System

Details Criteria Customers

Match ☒ All ☐ Any

+ New

Customer Site	Mustang High School	Delete
Grade	Is 12	Delete
Is Active	Yes	Delete
Is Student	Yes	Delete
Has Not Been Feed For It	MHS Senior Fee 25/26SY	Any Date Delete

Details Criteria Customers

In Group

Search

Customer #	Last Name	First Name	Grade
59778	Duncan	Hayden	12
79144	FriasEsquivel	Dianna	12
79145	FriasEsquivel	Johanna	12

Applying the Mass fees/fines

Functions > Bulk Operations > Mass Fees

Here you can select individual students and ADD to the list.

OR use the customer group you built from the last slide.

1. Select your Customer Group
2. Then click on ITEMS
3. You will choose the fee or several fees you want to apply to those students
 - a. Click ADD
 - b. This will move the selected fees to the next column
4. Choose a date to Auto Fine or leave blank
5. Add memo if needed
6. REVIEW
7. This will generate the list of students and the fees to be applied
8. "CLICK TO CONFIRM FEES BELOW ARE CORRECT"
9. SAVE

The 'Functions' menu is displayed with four categories: EOP, Exports, Adjustments, and Bulk Operations. A red arrow points to the 'Bulk Operations' category.

Category	Item
EOP	End of Period
EOP	End of Period Transfer
Exports	Accounting Exports
Exports	Custom Exports
Adjustments	Adjust Receipt
Adjustments	Adjust Fines-Fees
Bulk Operations	Mass Fees
Bulk Operations	Mass Account Billing

The 'Functions / Mass Fees / Customers' screen shows a search bar, a dropdown for 'Mustang High School', and buttons for 'Active' and 'Students'. A table lists customer information. A red arrow points to the search bar, and another points to the 'Add' button.

Customer #	Last Name	First Name	Grade
48731	Aaron	James	11
53904	Aaron	Maddison	9
76210	Aaron	Sereniti	12

The 'Functions / Mass Fees / Items' screen shows a search bar, a dropdown for 'Mustang High School', and a dropdown for 'By Customer Group'. A table lists item information. A red arrow points to the search bar, and another points to the 'Items' button.

Customer #	Last Name	First Name	Grade
59778	Duncan	Hayden	12

The 'Functions / Mass Fees / Items' screen shows a search bar, a dropdown for 'Mustang High School', and a checkbox for 'Exclude Used'. A table lists item information. A red arrow points to the 'Add' button.

Item #	Description	Price
966 Senior Cord	966 Key Club Senior Cords	20.00
974 Senior Fee 2526	MHS Senior Fee 25/26SY	65.00
974 Senior Fees	Senior Fee 24-25	65.00
974 SRFE2324	SENIOR FEE SY 23-24	65.00
974-SR BRKFST	2025 Senior Breakfast	5.00

Mass Emails

You can Mass Email base on a Customer Group and/or Item Group

1. FUNCTIONS > MASS EMAIL > Choose your Criteria
2. Unpaid Fines/Fees, Unpaid Fees, Unpaid Fines, Negative Account
3. You can choose Customers or put in a specific Customer Group
4. Leave the Start and End date blank if you want to pull for several grades across several years
5. Leave Item blank if you want to pull all items that could be a fine or fees
6. You can change any of these to meet your specific needs for this email
7. Choose Customer & Guardians (other options: Customers, Guardians, Primary Guardian)
8. Type your message
9. Review
10. Click to Confirm the emails are correct
11. SEND

The screenshot shows the 'Functions / Mass Email / Type' interface. Red arrows highlight the following elements:

- The 'Review' button in the top right corner.
- The 'Customer & Guardians' dropdown menu in the 'To' field.
- The 'Body' text area for composing the email message.

Criteria selected: Unpaid Fines/Fees, Mustang High School, Customers, Active, All Grades, Start/End dates blank, Item.

Parent POV: The email will include what fees/fines the students have and a link to pay.

The email preview displays the following information:

MHS Senior Fee 25/26SY
Mustang High School
Fee 113915

Date	Memo	Amount
7/14/2025		65.00
	Amount Due	65.00

MHS Student Fee 25/26SY
Mustang High School
Fee 117645

Date	Memo	Amount
7/14/2025		25.00
	Amount Due	25.00

[Pay Online](#)

Sent by InTouch on behalf of Mustang Public Schools.
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*According to InTouch, there is no option to set up auto emailing on a set date of the month or when fees move to fines.