

# Receipting on New Cash Collection Management System

For bookkeepers or secretaries there are three options for receipting in the Cash Collection Management system.

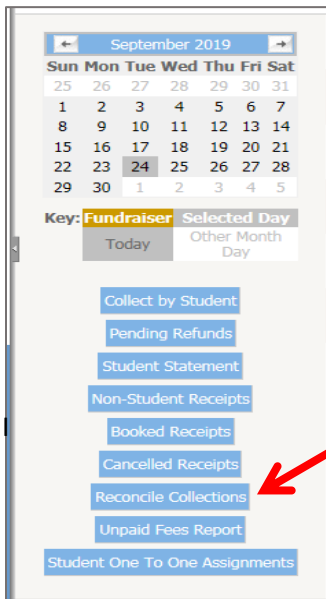
- 1) **Reconcile Collections** – Use this method when a teacher or sponsor is receipting cash for an opened and approved collection.
- 2) **Collect by Student** – Use this method when a student comes to pay not clear items or to pay on a collection when the teacher/sponsor is not available. Payments from students not assigned to the campus can also be collected in this manner if the collection has been set up as District Wide.
- 3) **Non-Student** – Use this method when receipting cash or checks of any type that are not part of a teacher/sponsor collection. This includes donations, refunds from vendors and payments of not clear items by an inactive student.

*If a mistake has been made and you wrongfully create a receipt, you will have to email the District Trainer, Carmen Dominguez and cc Bethany Jordan, with an explanation in order to determine what the next step will be. Never.....never.....never delete a cash collection receipt in the ROC system*

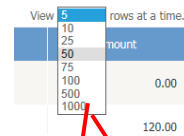
## Cash Collection Management System

### RECONCILE COLLECTIONS

Click on **Reconcile Collections**.

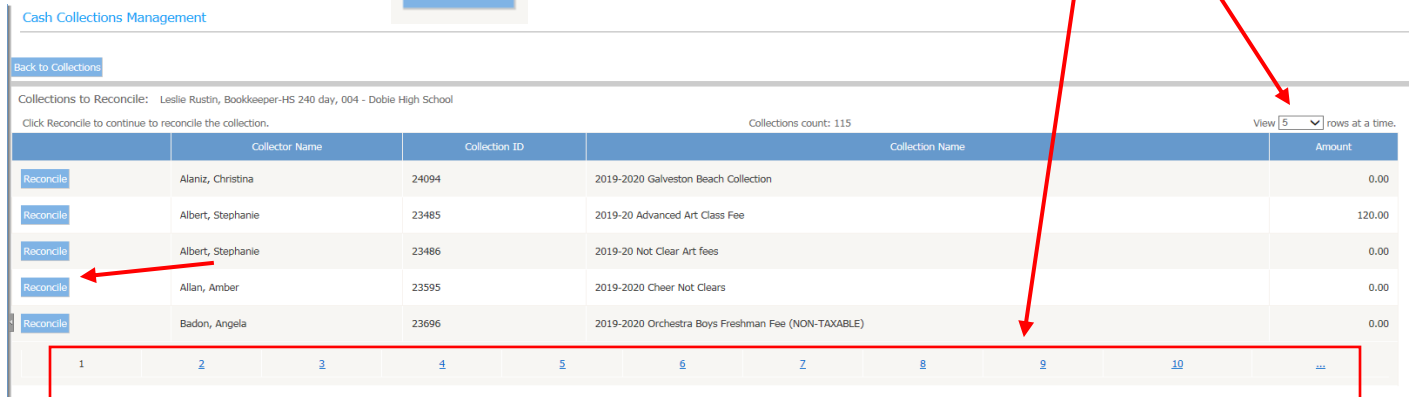
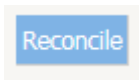


If you want to see more than 5 selections change the View from 5 to a larger amount



Find the teacher/sponsor and the collection that needs to be receipted.

Click on the Reconcile button



A list of all students that have been receipted by the teacher/sponsor will appear in the lower half of the screen.

Cash Collections Management

Back to Collections | Back to Reconcile Collections

Reconcile Collection | Receipts to Bookkeeper

Reconcile Collection 2018-2019 FFA PLSR Pen Fees (22171)  
To create receipt(s), check one or more Receipt boxes below and press Create Receipt(s). Lines with Unchecked boxes will be skipped.

Collection Code: 0040410201922171  
Staff Name: Schuyler Morris  
Collection Title: 2018-2019 FFA PLSR Pen Fees  
Long Description:  
Begin Date: 04/10/2019  
End Date: 06/01/2019  
Default Amount: .00  
Amount With Teacher: 250.00  
Cancel Amount In-Process: .00  
Amount With Bookkeeper: 1,810.00

Create Receipt(s) for all Checked Boxes Below | Check All

Check one or more Current Receipts On Hand below and then click Create Receipt(s). Total Number of Receipts On Hand: 2

Receipt	Receipt Number	Collector	Payee Type	Payee Number	Payee Name	Amount	Cancelled	Date/Time
<input type="checkbox"/>	853027	MCGUILL, R.	Student	0263402	BONNER, SEAN	105.00	No	4/23/2019 12:52:58 PM
<input type="checkbox"/>	853055	MCGUILL, R.	Student	0265808	TORRES, ISIAH	145.00	No	4/23/2019 1:10:52 PM
Total:						\$250.00		

Verify that the amount of cash the teacher/sponsor has matches the amount to be receipted (**Amount With Teacher**). If these amounts are inconsistent, find the problem before proceeding. *Problems include: canceled student receipt has not been canceled by the bookkeeper/secretary, duplicate receipt issued to a student by teacher/sponsor or teacher/sponsor has not receipted all students that have turned in money.*

Check the box next to the student(s) that the teacher/sponsor is receipting or if all are to be receipted, click **“Check All”**. Click **“Create Receipt(s) for all Checked Boxes Below”** if everything is correct to proceed with receipt. **When you click Create Receipt, the button will disappear and show a please wait message until it is done. Please let the screen do its work before closing out of anything.**

Cash Collections Management

Back to Collections | Back to Reconcile Collections

Reconcile Collection | Receipts to Bookkeeper

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Long Description:  
Begin Date: 04/10/2019  
End Date: 06/01/2019  
Default Amount: .00  
Amount With Teacher: 250.00  
Cancel Amount In-Process: .00  
Amount With Bookkeeper: 1,810.00

Create Receipt(s) for all Checked Boxes Below | UnCheck: All

Check one or more Current Receipts On Hand below and then click Create Receipt(s). Total Number of Receipts On Hand: 2

Receipt	Receipt Number	Collector	Payee Type	Payee Number	Payee Name	Amount	Cancelled	Date/Time
<input checked="" type="checkbox"/>	853027	MCGUILL, R.	Student	0263402	BONNER, SEAN	105.00	No	4/23/2019 12:52:58 PM
<input checked="" type="checkbox"/>	853055	MCGUILL, R.	Student	0265808	TORRES, ISIAH	145.00	No	4/23/2019 1:10:52 PM
Total:						\$250.00		

**Please wait while we create your receipt(s)...**

When it is done, you will see a success or error message at the top.

**You successfully receipted 1 checked lines(s).**

Print your receipt that is created by clicking on the “Receipts to Bookkeeper” tab in grey. Both Bookkeeper/Secretary and teacher/sponsor must sign receipt. Keep this receipt as your backup for your deposit.

Cash Collections Management

Back to Collections Back to Reconcile Collections

Reconcile Collection Receipts to Bookkeeper

Reconcile Collection 2019-2020 Lariaette Fall Fundraiser (23487)

To create receipt(s), check one or more Receipt boxes below and press Create Receipt(s). Lines with Unchecked boxes will be skipped.

Collection Code: 0040903201923487  
 Staff Name: Brienne Sisson  
 Collection Title: 2019-2020 Lariaette Fall Fundraiser  
 Long Description: 2019-2020 Lariaette Fall Fundraiser  
 Begin Date: 09/16/2019  
 End Date: 09/30/2019  
 Default Amount: .00  
 Amount With Teacher: 804.00  
 Cancel Amount In-Process: .00  
 Amount With Bookkeeper: 7,582.00

Create Receipt(s) for all Checked Boxes Below Check All

Details

Click on the Details button to open receipt.

Cash Collections Management

Back to Collections Back to Reconcile Collections

Reconcile Collection Receipts to Bookkeeper

Receipts to Bookkeeper for Collection 2019-2020 Lariaette Fall Fundraiser (23487)

You may click Statement to review the student/employee summary statement. Total Number of Receipts To Bookkeeper: 1

	Bookkeeper Receipt Number	Collection Name	Collector	Number of Student Receipts	Amount	Bookkeeper Received Date/Time
Details	0040903201923487	2019-2020 Lariaette Fall Fundraiser	SISSON	61	7,582.00	9/23/2019 2:04:18 PM
				Total:	\$7,582.00	

Click on either the printer or the PDF file in the top right corner to print receipt. If the receipt is long then you will need to print using the PDF version



**If a mistake has been made and you wrongfully create a receipt, you will have to email the District Trainer, Carmen Dominguez and cc Bethany Jordan, with an explanation in order to determine what the next step will be. Never.....never.....never delete a cash collection receipt in the ROC system**

## **Mass Collection:**

A Mass Collection will not show a list of students but allow the bookkeeper/secretary to enter an “Amount to Receipt” on the collection screen and create a receipt.

When you click Create Receipt, the button will disappear and show a please wait message until it is done. Please let the screen do its work before closing out of anything.

Cash Collections Management

Back to Collections Back to Reconcile Collections

Reconcile Collection Receipts to Bookkeeper

Reconcile Collection 2019-2020 Sports Medicine Concession (23819)  
To create a receipt for a mass collection, fill in the Amount To Receipt and click Create Receipt.

Collection Code: 0040911201923819  
Staff Name: Jesse Lopez  
Collection Title: 2019-2020 Sports Medicine Concession  
Long Description: Sell nutritious snacks to our athletes in order to ensure that they are fueled properly for competition  
Begin Date: 09/02/2019  
End Date: 05/29/2020  
Default Amount: .00  
Amount To Receipt:   
Amount With Bookkeeper: 4,825.14

Create Receipt

Check one or more Current Receipts On Hand below and then click Create Receipt(s).  
No receipts found.

**Please wait while we create your receipt(s)...**

When it is done, you will see a success or error message at the top.

**You successfully receipted 1 checked line(s).**

Print your receipt that is created by clicking on the “Receipts to Bookkeeper” **Receipts to Bookkeeper** tab in grey.

Then click on **Details** button Both Bookkeeper/Secretary and teacher/sponsor must sign receipt. Keep this receipt as your backup for your deposit.

***If a mistake has been made and you wrongfully create a receipt, you will have to email the District Trainer, Carmen Dominguez and cc Bethany Jordan, with an explanation in order to determine what the next step will be. Never.....never.....never delete a cash collection receipt in the ROC system***

## COLLECT BY STUDENT

Click on “Collect By Student”.

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Key: **Fundraiser** Selected Day  
Today Other Month Day

- Collect by Student
- Pending Refunds
- Student Statement
- Non-Student Receipts
- Booked Receipts
- Cancelled Receipts
- Reconcile Collections
- Unpaid Fees Report
- Student One To One Assignments

Search by **Student ID** or **Name**. If the student is not assigned to the campus, change the “Location Scope” from **Campus Only** to **District Wide** before submitting search. *The Location Scope box toggles between Campus Only and District Wide.*

The student matching the search criteria will appear. If it is the correct student, click the **Collect** button

Cash Collections Management

Location Scope: Campus Only

Student Number: 0263682

OR..

First Name: CECILIA

Middle Name: MARIE

Last Name: SALINAS

Search Clear Selections

Back to Collections

Search for Student: Leslie Rustin, Bookkeeper-HS 240 day, 004 - Dobie High School


Enter search criteria above and then click search to find a student. Student count: 1 View 5 rows at a time.

	Campus ID	Campus Name	Student Number	First Name	Middle Name	Last Name	Birth Date	Grade Level
Statement		DOBIE H S	0263682	CECILIA	MARIE	SALINAS	01/29/2001	12

If an email address is not assigned to the student, ask the student for this information and enter in the **“Email Address”** field so that the receipt can be emailed to them. Use the **“Comment”** field to provide any extra information that may be required. An example may be for not clear payments or for account or activity coding. Scroll through the list of collections to find the collection(s) that funds are being collected for. Place the amount being collected in the **“New Amount”** column and click the **Receipt** check box. **Make sure you only check the boxes on the ones you want to receipt because the system automatically fills in the Amounts when there is a fixed amount on the Collection.**

Receipt Student Open Collections SALINAS, CECILIA

For each open collection below, enter the New Amount you are collecting and check the Receipt box. When you click Create Receipt, a receipt will be created for each checked line with new amount above 0. Lines with Unchecked boxes will be skipped.

Student Picture: 

Student Number:   
 Student Name: SALINAS, CECILIA   
 Student DOB:   
 Grade Level: 12   
 Student Non-District Email:

Comment:

Characters remaining (500 max): 500

[Create Receipt\(s\) for all Checked Boxes Below](#) [Student Statement Summary](#)

Collection ID	Owner	Campus	Collection Name	Description	Type	Default Fixed Fee	Collected Amount	New Amount	Receipt
23485	Albert	004	2019-20 Advanced Art Class Fee	Class fees for.... Drawing II-IV \$30 Painting II-IV \$30 Sculpture II-IV \$30 AP Art \$35	Fee	0.00	0.00	<input type="text" value="0.00"/>	<input checked="" type="checkbox"/>
23486	Albert	004	2019-20 Not Clear Art fees	Art Class fees from previous years on the not clear list	Fee	0.00	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
23595	Allan	004	2019-2020 Cheer Not Clears	Previous year payments.	Fee	0.00	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
23532	Badon	004	2019-2020 Orchestra Instrument Protection	Orchestra Instrument Protection fee	Fee	30.00	0.00	<input type="text" value="30.00"/>	<input type="checkbox"/>
23705	Badon	004	2019-2020 Orchestra NOT CLEARS	All not clears for Orchestra for the 2019-2020 school year	Fee	0.00	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>

Once all needed information has been entered, click [Create Receipt\(s\) for all Checked Boxes Below](#). Again, make sure you only check the boxes on the ones you want to receipt because the system automatically fills in the Amounts when there is a fixed amount on the Collection.

A separate receipt will be generated for each collection.

When you click **Create Receipt**, the button will disappear and show a please wait message until it is done. Please let the screen do its work before closing out of anything.

**Please wait while we create your receipt(s)...**

When it is done, you will see a success or error message at the top.

**You successfully receipted 1 checked lines(s).**

To print receipt(s) you will have to go back to the **“Booked Receipts”** page. Bookkeeper/Secretary and student must both sign receipt. Keep this as your backup for your deposit.

***If a mistake has been made and you wrongfully create a receipt, you will have to email the District Trainer, Carmen Dominguez and cc Bethany Jordan, with an explanation in order to determine what the next step will be. Never.....never.....never delete a cash collection receipt in the ROC system***

## [NON-STUDENT RECEIPT](#)

Click on **Non-Student Receipt**

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Key: Fundraiser Selected Day  
Today Other Month Day

- Collect by Student
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- Non-Student Receipts**
- Booked Receipts
- Cancelled Receipts
- Reconcile Collections
- Unpaid Fees Report
- Student One To One Assignments

Click on **Add New Non-Student Receipt**

Cash Collections Management

[Back to Collections](#) [Add New Non-Student Receipt](#)

Non-Student Receipts Leslie Rustin, Bookkeeper-HS 240 day, 004 - Dobie High School


Click edit to change a Non-Student Receipt below. Click print to view details and a printable version of the receipt. Non-Student Receipts Receipts count: 1,430 View  rows at a time.

	Bookkeeper Receipt Number	Name	Amount	Bookkeeper Received Date/Time
<a href="#">Edit</a> <a href="#">View</a>	0040017068	Angela Padilla	75.00	9/26/2019 12:58:41 PM
<a href="#">Edit</a> <a href="#">View</a>	0040017054	ACT	5.00	9/24/2019 10:55:12 AM
<a href="#">Edit</a> <a href="#">View</a>	0040017028	Leslie Rustin	5.53	9/17/2019 4:25:04 PM
<a href="#">Edit</a> <a href="#">View</a>	0040017027	Jasmine Hartman	2.88	9/17/2019 2:19:38 PM
<a href="#">Edit</a> <a href="#">View</a>	0040017026	Jasmine Hartman	2.06	9/17/2019 2:16:52 PM
Total:			\$628,680.01	

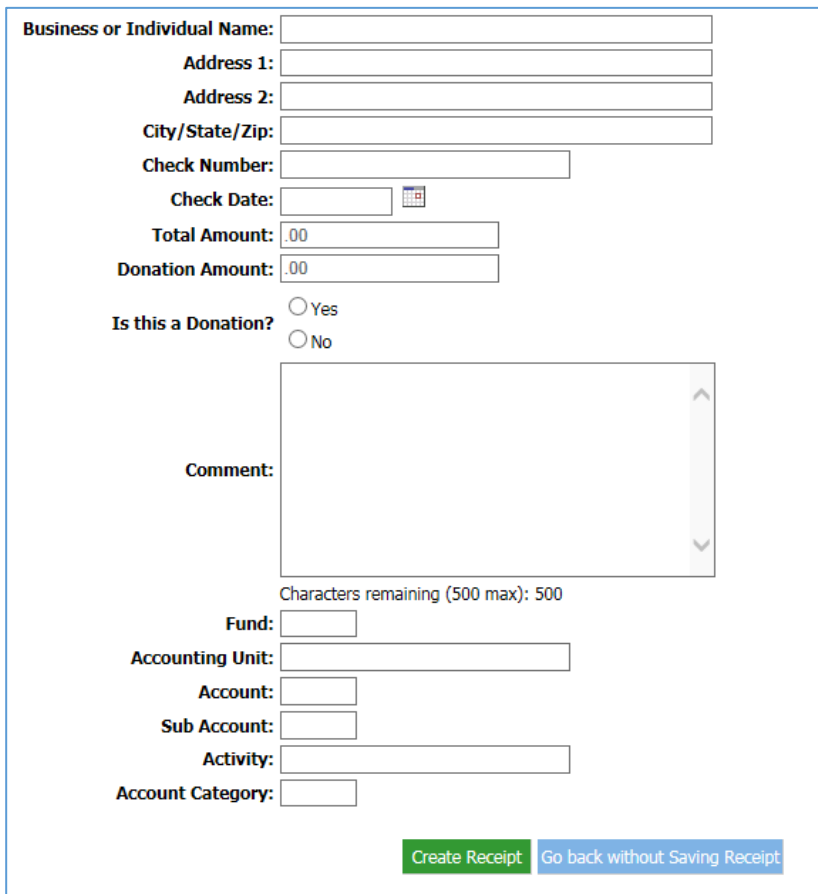
1 2 3 4 5 6 7 8 9 10 ...

Fill in all the information. If the funds collected are in the form of a check, provide the **Check No.** and **Check Date**. If it is **cash**, fill in **Check No.** box with a 9999. If the funds collected are a donation or part of the funds is a donation, provide the **Donation Amount** and select **Yes** beside the question “**Is this a Donation?**”


*Name, Address, City/State/Zipcode, Check No., Check Date, Total Amount, Comment, “Is this a Donation?” and Account codes are required fields for checks and cash*

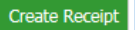

Once everything is filled in correctly **Click** 

When you click **Create Receipt**, the button will disappear and show a please wait message until it is done. Please let the screen do its work before closing out of anything.



The screenshot shows a web form for creating a receipt. It includes the following fields and options:

- Business or Individual Name:
- Address 1:
- Address 2:
- City/State/Zip:
- Check Number:
- Check Date:  
- Total Amount:
- Donation Amount:
- Is this a Donation?  Yes  No
- Comment:
- Characters remaining (500 max): 500
- Fund:
- Accounting Unit:
- Account:
- Sub Account:
- Activity:
- Account Category:

At the bottom of the form, there are two buttons:  and .

**Please wait while we create your receipt(s)...**

When it is done, you will see a success or error message at the top.

**You successfully receipted 1 checked lines(s).**

To print receipt you will have to go back to the “**Booked Receipts**” page. **Bookkeeper/Secretary must sign receipt. Keep this as your backup for your deposit. For checks please provide a copy of the check with check stub and all documentation sent with check**

If the receipted funds are a donation, the receipt will be in the format of a donation letter to send to the donor. If applicable the teacher/sponsor that turns in the cash or check must sign the receipt also.

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