



School Cash Online



Instruction Guide



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School Cash Online

Instruction Guide

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Accessing the Catalog

From the SFO dashboard, select **SCHOOL STORE > Catalog**



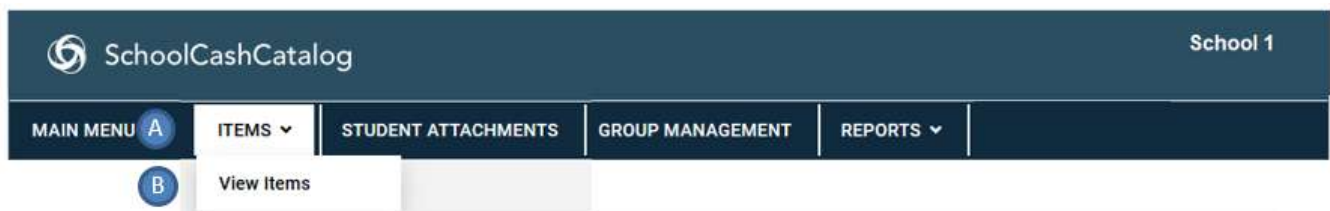
Catalog Home Page



- A. Main Menu: Drop-down to navigate to School Funds Online or School Cash Register
- B. School Funds Online: Navigates to School Funds Online Dashboard
- C. School Cash Register: Navigates to School Cash Register
- D. User Guide link to How to Create an Item



- A. Items: Drop-down - navigate to Create a New Item when on List of Items page
- B. Create A New Item: Navigates to the Create a New Item Page



- A. Items: Drop-down - navigate to List of Items page when on Create a New Item
- B. View Items: Navigates to the List of Items page



A. Student Attachment: Navigates to View Student Attachments Page

View Student Attachments Page

View Student Attachments

First Name: Last Name: Student Number: Household:
 Grade: Filter by Grade: Group: Filter by Group: Homeroom: Filter by Homeroom: Class: Filter by Class:
 Include inactive student: ☐ **Search**

Students:

| Name | Number | Date Of Birth | Household | Item Attachments | Scheduled Payments | Refund |
|--------------------|--------|---------------|-----------------|----------------------|----------------------|------------------------|
| Acord, Christopher | 144574 | 1/1/1990 | Burton, Sylvia | View | View | Refund |
| Aiels, Maia | 144171 | 1/1/1990 | Aiels, Pamela | View | View | Refund |
| Aldrich, Michael | 662352 | 1/1/1990 | Aldrich, LaToya | View | View | Refund |
| Ali, Ijyonna | 270013 | 1/1/1990 | Ali, Barb | View | View | Refund |
| Allen, Anna | 298757 | 1/1/1990 | Allen, Anita | View | View | Refund |
| Allison, Aaliyah | 232637 | 1/1/1990 | Allison, Luisa | View | View | Refund |
| Anibire, Samuel | 665620 | 1/1/1990 | Anibire, Lisa | View | View | Refund |
| Arenas, Trey | 298714 | 1/1/1990 | Arenas, Martha | View | View | Refund |

Page size: 8 626 items in 79 pages

- A. Search / Filter: Enter Search values and/or Filter values to refine the list of students
- B. Search: Button to generate the Search
- C. Item Attachments: Click on [View](#) link to view the student's attachments and payments
- D. Scheduled Payments: Click on [View](#) link to view and/or cancel Scheduled Payments
- E. Refund: Click on [Refund](#) link to refund an individual payment(s) for a student
- F. Items: Select drop-down menu > View Items to return to List of Items page



A. Group Management: Navigate to Group Management Page

Group Management Page

SchoolCashCatalog School 1

MAIN MENU **H** ITEMS STUDENT ATTACHMENTS GROUP MANAGEMENT REPORTS

School Apple Elementary School Year 2019/2020

| A Name ↑ | B Year | C # Students | D Edit | E Delete* |
|--------------------|------------------|------------------------|------------------|---------------------|
| Choir | 2019/2020 | 77 | | |

* Deleting a group will not remove any existing attachments

1 - 1 of 1 < >

F IMPORT GROUP **G** CREATE A NEW GROUP

- A.** Name: List of groups that have been created
- B.** Year: Defaults to current school year
- C.** # of Students: Count on the number of students in the group
- D.** Edit: Add / Delete individual students from a group
- E.** Delete: Deletes a group (*deleting a group will not remove any existing attachments)
- F.** Import Group: Actions the importing of a csv or Excel file
- G.** Create A New Group: Actions the creating of a new group
- H.** Items: Select drop-down menu > View Items to return to List of Items page

Reports

SchoolCashCatalog School 1

MAIN MENU ITEMS STUDENT ATTACHMENTS GROUP MANAGEMENT **A** REPORTS

List of Items ⓘ

Active 2019/2020 All All

New Item Export

Drafts: 0

Item Name
No records to display.

- Account Report
- Adoption Report
- Batch Report
- Item Attachment Report
- Item Option Report
- Item Order Report
- Payment Schedule Report
- Permission Form Report
- Processor Transactions Report
- Student Balance Report

- A.** Reports: Drop-down list of available School Cash Catalog Reports



- A. User Guide: User Guide link based on the page being viewed

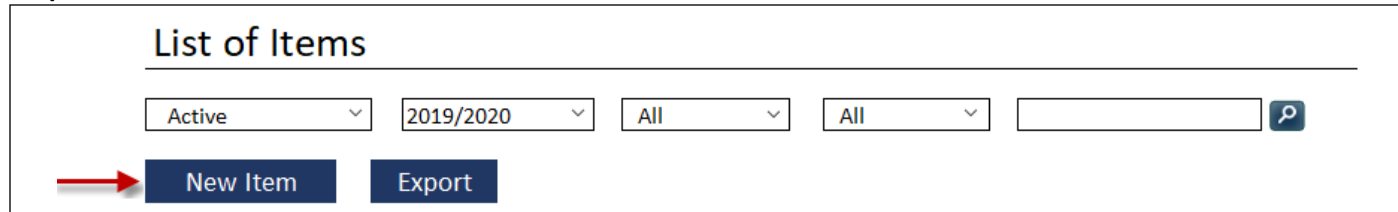
List of Items Page



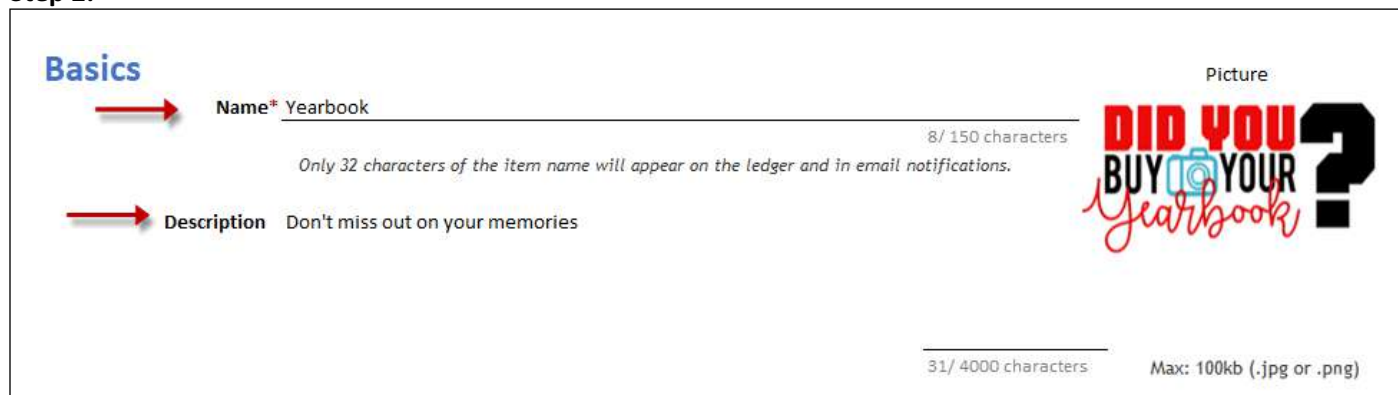
- | | |
|-------------------------------|--|
| A. Item Status: | Filter items to show Active, Expired, Deleted, Not Attached, Draft |
| B. Year: | Defaults to current school year |
| C. Public Facing: | Filter items to show All, Only Public, Exclude Public |
| D. Inventory: | Filter items to show Low Stock, Sold Out (Items with Limited Quantity) |
| E. Search: | Allows user to search for a specific item |
| F. New Item: | Opens Create a New Item window |
| G. Export: | Exports to Excel, the current list of items that are displayed |
| H. Drafts: | Auto-save feature, when creating an item which was not saved |
| I. Item Name: | Clicking on title will sort items in alphabetical order |
| J. Edit: | Allows edits of selected item (some conditions apply) |
| K. Attach: | Attaches students to selected item |
| L. Expire Now: | Immediately expires a selected item (some conditions apply) |
| M. Delete: | Deletes a selected item if a payment has not been made |
| N. Manage Attachments: | Open current attachment for selected item |
| O. Refund: | Generates a refund for an online payment for selected item |
| P. Copy: | Creates a copy of a selected item – great time saver |

A. General Item (Yearbook, Agenda, Locks, Student Card)

Step 1: Click **New Item** button



Step 2:



Name:

Yearbook

(Item name has a limit of 150 characters. First 32 characters of the item will appear in the description area on the ledger.)

Description:

Don't miss out on your memories!

(Description has a limit of 4000 characters. Include any instructions that you would like to share with parents.)

Picture

(Picture is worth 1,000 words - upload from your computer.)

Step 3:

Financials

School Train 01
School Year* 2019/2020

Bank Account* Train 1 Bank Account

Account*

Account Name*

Account #*

Category

Event Code

Amount*

Yearbook

600.04

20.00

+ Add Account Name

The School, School Year, Bank Account automatically defaults

Account*

Account Name: **Yearbook**

(You can select by Account Name or Account #. Category / Event Code may not be applicable)

Amount: **20.00** *(Yearbook Account will receive the funds once the item has been paid online)*

Header / Title of Item will include the transactional fee

| | |
|-----------------------------|----------------|
| Yearbook – 2019/2020 | \$21.00 |
|-----------------------------|----------------|

Step 4:

Availability

Effective Date*

(mm/dd/yyyy)

Start*

01/01/yyyy

End*

04/01/yyyy

Limit Per Student

(Limit Per Person)

1

Reminder Email

(mm/dd/yyyy)

2/01/yyyy

Limit Quantity

(Quantity Available)

Unlimited

Visibility

(Available to Public)

Public

Unlisted

Effective Date:

Start*

(Date parents can start to pay online. Email notifications are sent the day after the start date. Future Date available online at 12:00 am EST)

End*

(Last date parents can pay online. Available online until 11:59 pm EST)

Reminder Email:

(Date to send email to SCO registrants that have not paid)

Limit per Student:

1 *(Defaults to 1 – 1 Yearbook for 1 student)*



Limit Quantity:

Unlimited *(if quantity is limited – slide toggle to right and add quantity amount)*

Step 5: Preview / Save and Attach

Grand Total will include the transactional fee

| | |
|--------------------|---------|
| Item Price: | \$20.00 |
| Transactional Fee: | 1.00 |
| Grand Total: | \$21.00 |

SAVE

SAVE AND ATTACH

SAVE AND CREATE NEW

SAVE AND COPY

Preview Item View the item before saving and attaching students - highly recommended.

Cancel Cancel creating the item and/or Cancel any changes to an existing item.

Confirm? This action

CONFIRM?

Save **Save and Attach**

Step 6:

Create Attachment:

Attach Item As:

☒ Optional ☐ Required

☐ Recommend the item on School Cash Online

Comment

Attach Item To


☒ All Students ☐ Grade ☐ Course ☐ Homeroom ☐ Group ☐ Individual


Attached As: **Optional** (radio button)
(Recommend the item on School Cash Online will show the status of the item as Recommended not Optional)

Attach Item To: **All Students** (radio button)

Click **Attach Students** button

B. School Cash Online (Parent View)


[MY ACCOUNT](#) | [ITEMS](#) | [MYWALLET](#) | [PAYMENT HISTORY](#) | 0


Grove School District

[Home](#) > [Items](#)

Items

Kyle McBee

Lane McBee

Grove School District

Show All Items

| Student | School | Item Name | Price | Due Date | Status |
|------------|----------------|---|---------|------------|-------------|
| Kyle McBee | Diamond School | *Re-enrolment Application - 2019/2020 Step 1: Please complete the re-enrollment application for the 2019-2020 school year for your child ... View Image View Item | | May 01/19 | Overdue |
| Kyle McBee | Diamond School | Activity Fees - 2019/2020 Includes booklet and art fees View Item | \$40.00 | June 16/19 | Required |
| Kyle McBee | Diamond School | Hoodie - 2019/2020 100% Cotton. Band Fundraiser. Available in youth sizes and adult sizes. School logo on front. To ... View Image View Item | | Sept 30/19 | Optional |
| Kyle McBee | Diamond School | Yearbook - 2019/2020 Don't miss out on your memories! View Item | \$21.00 | Apr 01/20 | Optional |
| Kyle McBee | Diamond School | Band T-Shirt - 2019/2020 Be sure to have your T-shirt for our next performance. Made of 100% cotton, machine washable. View Image View Item | \$11.00 | Mar 01/20 | Required |
| Kyle McBee | Diamond School | Diamond School - Fun Fair Admission - Nov 30 Order your family admission tickets today! One ticket per entry into the Fun Fair. View Image View Item | | Apr 30/20 | Recommended |

C. Item with Sizes *(Spirit Wear, T-Shirts, Uniforms)*

Step 1: Click **New Item** button

List of Items

Active

2019/2020

All

All

New Item

Export

Step 2:

Basics

Name*

Band T-Shirt


12 / 150 characters

Description

Be sure to have your Band T-shirt for our next performance. Adult and Youth Sizes
Made of 100% cotton, machine washable.

121 / 4000 characters

Picture



Max: 100kb (.jpg or .png)

- Name:** **Band T-Shirt**
(Item name has a limit of 150 characters. First 32 characters of the item will appear in the description area on ledger.)
- Description:** **Be sure to have your Band T-Shirt for our next performance Adult and Youth Sizes
Made of 100% cotton, machine washable.**
(Description has a limit of 4000 characters. Included any instructions that you would like to share with parents.)
- Picture:** *(Picture is worth 1,000 words - upload from your computer.)*

Step 3:

Financials

School
School Year*

Bank Account*

Account*

| Account Name* | Account #* | Category | Event Code | Amount* |
|-------------------------------|------------|----------|------------|---------|
| Band Fees | 900.03 | | | 10.25 |
| <div>+ Add Account Name</div> | | | | |

The School, School Year, Bank Account automatically defaults

Account*

Account Name: Band Fees

(You can select by Account Name or Account #. Category / Event may not be applicable)

Amount: 10.25 *(Band Fees Account will receive the funds once the item has been paid online)*

Header / Title of Item will include the transactional fee

| | | |
|--------------------------|---------|--|
| Band T-Shirt - 2019/2020 | \$11.00 | |
|--------------------------|---------|--|

Step 4:

Availability

Effective Date*

(mm/dd/yyyy)

Start*

End*

Limit Per Student

(Limit Per Person)

☒

Amount*

Reminder Email

(mm/dd/yyyy)

Limit Quantity

(Quantity Available)

☐

Visibility

(Available to Public)

☒ Public
 ☐ Unlisted

Effective Date:

Start*

(Date parents can start to pay online. Email notifications are sent the day after the start date. Future Date available online at 12:00 am EST)

End*

(Last date parents can pay online. Available online until 11:59 pm EST)

Reminder Email:

(Date to send email to SCO registrants that have not paid)

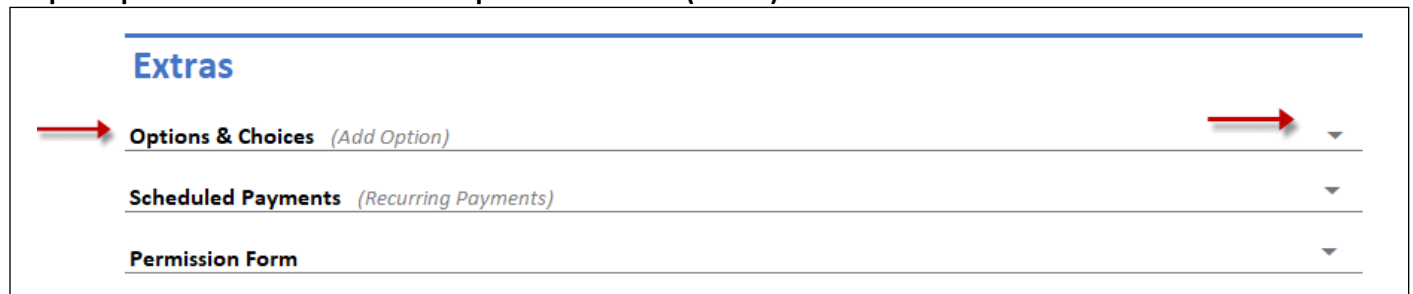
Limit per Student:

1 *(Defaults to 1 – 1 t-shirt for 1 student)*

Limit Quantity:

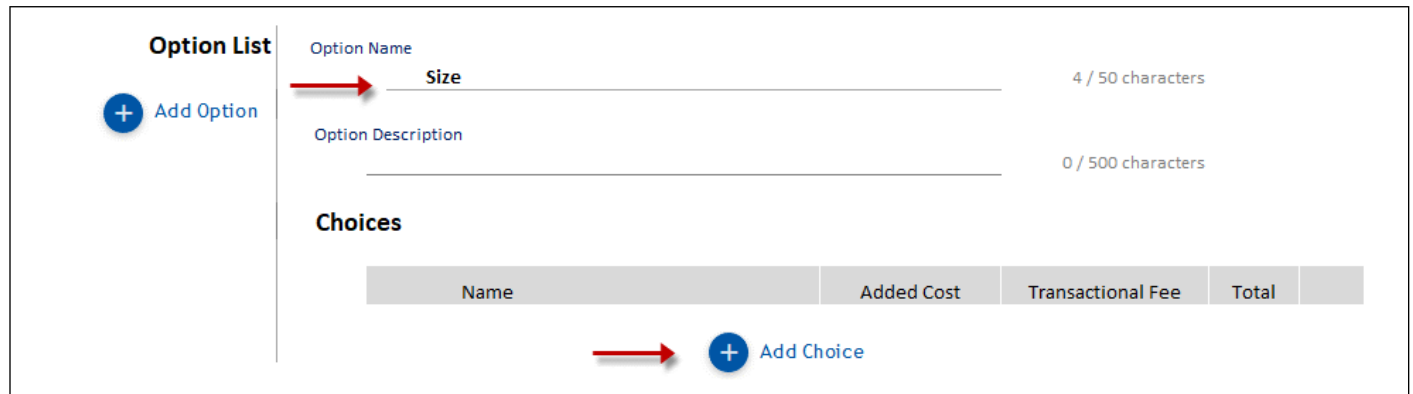
Unlimited *(if quantity is limited – slide toggle to right and add quantity amount)*

Step 5: Options & Choices: Click **Options & Choices (words)** or **Pick List**



Extras

- Options & Choices** (Add Option)
- Scheduled Payments** (Recurring Payments)
- Permission Form**




Option List

Option Name

Size 4 / 50 characters

Option Description 0 / 500 characters

Choices

| Name | Added Cost | Transactional Fee | Total |
|---|------------|-------------------|-------|
|  Add Choice | | | |

Option Name: **Size**

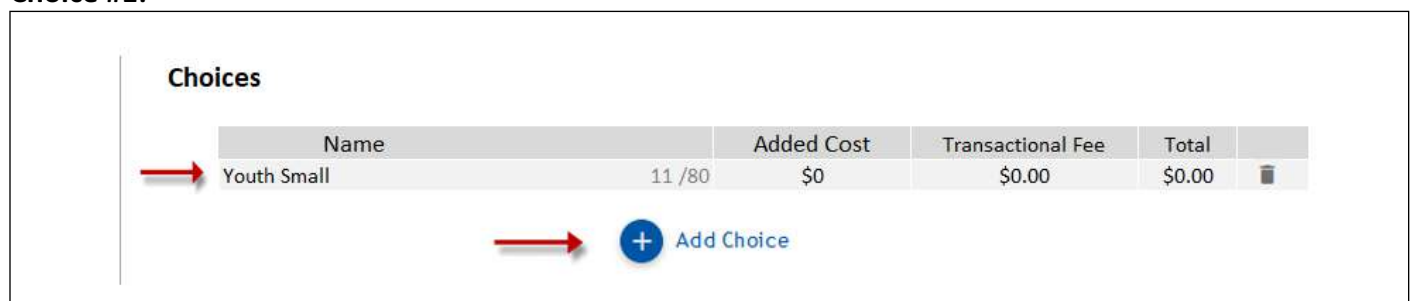
Option Description: **Optional**




Click **Add Choice** button

(Description could be used to provide instructions on how to make their choices)

Choice #1:



Choices

| Name | Added Cost | Transactional Fee | Total |
|--|------------|-------------------|--------|
|  Youth Small 11 / 80 | \$0 | \$0.00 | \$0.00 |
|  Add Choice | | | |

Choices Name: **Youth Small**

Added Cost: **Leave Default of \$0.00**



Click **Add Choice** button

Choice #2:

Choices

| Name | | Added Cost | Transactional Fee | Total | |
|--------------|--------|------------|-------------------|--------|--|
| Youth Small | 11 /80 | \$0 | \$0.00 | \$0.00 | |
| Youth Medium | 12 /80 | \$0 | \$0.00 | \$0.00 | |

Add Choice

Choices Name: Youth Medium

Added Cost: Leave Default of \$0.00



Click **Add Choice** button

Choice #3:

Choices

| Name | | Added Cost | Transactional Fee | Total | |
|--------------|--------|------------|-------------------|--------|--|
| Youth Small | 11 /80 | \$0 | \$0.00 | \$0.00 | |
| Youth Medium | 12 /80 | \$0 | \$0.00 | \$0.00 | |
| Adult Small | 11 /80 | \$1 | \$0.25 | \$1.25 | |

Add Choice

Choices Name: Adult Small

Added Cost: \$1.00



Click **Add Choice** button

Transactional fee will be reflected in any additional cost for a choice

Choice #4:

Choices

| Name | | Added Cost | Transactional Fee | Total | |
|--------------|--------|------------|-------------------|--------|--|
| Youth Small | 11 /80 | \$0 | \$0.00 | \$0.00 | |
| Youth Medium | 12 /80 | \$0 | \$0.00 | \$0.00 | |
| Adult Small | 11 /80 | \$1 | \$0.25 | \$1.25 | |
| Adult Medium | 12 /80 | \$1 | \$0.25 | \$1.25 | |

Add Choice

Choices Name: Adult Medium

Added Cost: \$1.00

Minimum / Maximum Choices

Min Choices It is required that a minimum of choice(s) be selected.

Max Choices No more than choice(s) be selected.

| | | | |
|---------------|------------|----------|------------|
| Account Name* | Account #* | | |
| Band Fees | 900.03 | Category | Event Code |

Min Choices (minimum): **Defaults to 1** (no changes required)

Max Choices (maximum): **Defaults to 1** (no changes required)

Account Name: **Band Fees**

Note: An Account Name is mandatory even if there are no additional costs for an Option/Choice

Step 6: **Preview Item**

SIGN IN | ITEMS |

Grove School District

[Home](#) > [Preview](#)

Fee Details

Band T-Shirt

Amount Due: \$12.25

Student Name (Train 01)

Be sure to have your Band Hoodie for our next performance. Adult and Youth Sizes
Made of 100% cotton, machine washable.

☐ Youth Small
☐ Youth Medium
☒ Adult Small [Add \$1.25]
☐ Adult Medium [Add \$1.25]

Quantity:

It is highly recommended to Preview Items, especially when there are Option and Choices.

- ☐ Youth Small
- ☐ Youth Medium
- ☒ Adult Small [Add \$1.25]
- ☐ Adult Medium [Add \$1.25]

The Min / Max Choices of 1 to 1 will show as radio buttons. The user can only select 1 size in this example.

If the Limit per Student is greater than 1, include the following instructions in the Item Description or the Option Description to purchase another size.

If you would like to order more than one t-shirt, select your first size and add to the cart, then select your next size and add to the cart.

Step 7: Save and Attach

Grand Total will include the transactional fee

| | |
|--------------------|---------|
| Item Price: | \$10.25 |
| Transactional Fee: | \$0.75 |
| Grand Total: | \$11.00 |

Create Attachment:

Attach Item As:

☐ Optional
 ☒ Required

Comment

Attach Item As:

Required (radio button)

Create Attachment: ⓘ

Attach Item As:
☐ Optional ☒ Required

Comment

Attach Item To
☐ All Students ☐ Grade ☒ Course ☐ Homeroom ☐ Group ☐ Individual

Search Courses

| <input type="checkbox"/> | Course | Code | Section | Teacher | Term | Semester | Student Count |
|-------------------------------------|---------------|----------|---------|--------------|------|----------|---------------|
| <input checked="" type="checkbox"/> | Concert Choir | MUS2211A | 1 | Burke, James | 1 | T1 | 20 |
| <input type="checkbox"/> | Concert Choir | MUS2212A | 1 | Burke, James | 2 | T2 | 20 |
| <input type="checkbox"/> | Concert Choir | MUS2213A | 1 | Burke, James | 3 | T3 | 19 |
| <input type="checkbox"/> | Concert Band | MUS052 | 1 | Burke, James | 2 | T2 | 2 |

Effective Cut-Off Date:

Attach Item To:**Search Courses:****Course:****Effective Cut-Off Date:****Course****concert** (quickly finds course sections)**Select the Course (MUS2211A – Term 1)****One Month after start date**

- If student drops course before this date, student is not required to pay for this item
- If student drops after this date, item remains as a commitment, until it is either paid for, or school manually changes the commitment.
- If item is not paid by expiry date, the item will show as *Overdue*

Click:**Attach Students** button**D. Public Item with Options/Choices****(Fun Fair, Theater Production, Prom /Graduation)****Step 1:** Click **New Item** button

List of Items

Active ▾ 2019/2020 ▾ All ▾ All ▾

Step 2:

Basics

→

Name* (School Name) Fun Fair Admission (Date)

40 / 150 characters


Only 32 characters of the item name will appear on the ledger and in email notifications.

→

Description
Order your family admission tickets today for (School Name)! One ticket per entry into the Fun Fair.

101 / 4000 characters

Picture



Max: 100kb (.jpg or .png)

Name:

Fun Fair Admission

Be sure to add in your School Name and Date of your attraction

Description:

Order your family admission tickets today! One ticket per entry into the Fun Fair.

[How to use the Quantity Option](#)

The quantity will apply to the selected choice.

If you require 1 adult admission and two children admissions, add the first admission choice and quantity to the shopping cart, clear the admission selection, then select your next admission choice and change the quantity, then add to cart.

Picture:

(Picture is worth 1,000 words - upload from your computer.)

Step 3:

Financials

School Train 01
School Year* 2019/2020

Bank Account* Train 1 Bank Account

Account*

→

Account Name* Fundraising
Account #* 300.00
Category
Event Code
Amount* 0.00

+ Add Account Name

The School, School Year, Bank Account automatically defaults

Account*

Account Name: **Fundraising School Fair**

(You can select by Account Name or Account #. Category / Event may not be applicable)

Amount:

0.00 *(The amount will be part of the Options/Choices)*

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Private & Confidential

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Step 4:

Availability

Effective Date*

(mm/dd/yyyy)

Start*

01/01/yyyy

End*

04/30/yyyy

Limit Per Student

(Limit Per Person)

Reminder Email

(mm/dd/yyyy)

Date

Limit Quantity

(Quantity Available)

Visibility

(Available to Public)

Public

Unlisted

Effective Date:

Start*

(Date parents can start to pay online. Email notifications are sent the day after the start date. Future Date available online at 12:00 am EST)

End*

(Last date parents can pay online. Available online until 11:59 pm EST)

Reminder Email:

Not Applicable

Limit per Student:

Slide to left - Unlimited

Limit Quantity:

Unlimited (if quantity is limited – slide toggle to right and add quantity amount)

Visibility:

Public - Slide to Right

What happens if Unlisted is selected for the Visibility?

Once item is saved, a unique URL is created and displays on the View Items Page for the item.

| | |
|--|---|
| Fun Fair Admission | |
| Date, Location, Time, Special Instructions | |
| Amount: | \$0.00 |
| Choices: | 2 |
| Unlisted Fee Link | https://www.schoolcashonline.com/Fee/Details/208/-1/False/True |

School provides the URL to specified audience, i.e. through email to teachers. The target audience is to copy and paste the URL into a browser. The item will display. The purchaser must register or log into his/her account to go forth to purchase.

Step 5: Extras > Options & Choices

Click **Options & Choices (words)** or **Pick List**

The screenshot shows the 'Extras' section with three menu items: 'Options & Choices (Add Option)', 'Scheduled Payments (Recurring Payments)', and 'Permission Form'. A red arrow points to 'Options & Choices', and another red arrow points to the dropdown arrow on the right of the same item.

The screenshot shows the 'Option List' form. On the left is a sidebar with a '+ Add Option' button. The main form has fields for 'Option Name' (containing 'Admission') and 'Option Description'. Below these is a 'Choices' section with a table header: 'Name', 'Added Cost', 'Transactional Fee', 'Total'. A red arrow points to the '+ Add Choice' button at the bottom right of the form.

Option Name: Admission

Option Description: Optional



Click **Add Choice** button

(Description could be used to provide instructions on how to make their choices)

Choice #1:

The screenshot shows the 'Choices' section of the form. It contains a table with the following data:

| Name | Added Cost | Transactional Fee | Total |
|-------|------------|-------------------|---------|
| Adult | \$9.25 | \$0.75 | \$10.00 |

A red arrow points to the 'Adult' entry in the 'Name' column. Below the table is a '+ Add Choice' button, with another red arrow pointing to it.

Choices Name: Adult

Added Cost: \$9.25



Click **Add Choice** button

Choice #2:

Choices

| Name | Added Cost | Transactional Fee | Total |
|---------|------------|-------------------|---------|
| Adult | \$9.25 | \$0.75 | \$10.00 |
| Student | \$4.50 | \$0.50 | \$5.00 |

Choices Name: Student

Added Cost: \$4.50

Minimum / Maximum Choices

Min Choices

It is required that a minimum of 1 choice(s) be selected.

Max Choices

No more than 1 choice(s) be selected.

Account Name*

Fundraising

Account #*

300.00

Category

Event Code

Min Choices (minimum): Defaults to 1 (no changes required)

Max Choices (maximum): Defaults to 1 (no changes required)

Account Name: Fundraising

Note: An Account Name is mandatory even if there are no additional costs for an Option/Choice

Step 6: Preview Item

SchoolCashOnline

SIGN IN | ITEMS | 0

Grove School District

Home > Preview

Fee Details

(School Name) Fun Fair Admission (Date) - 2019/2020

Amount Due: \$15.00

Student Name (School 1)

Order your family admission tickets today! One ticket per entry into the Fun Fair.

The quantity will apply to the selected choice.

For example, if you require 1 adult admission and 3 student admissions, add the first admission choice and quantity to the shopping cart, then select the BACK option, add your next admission choice and quantity, then add to

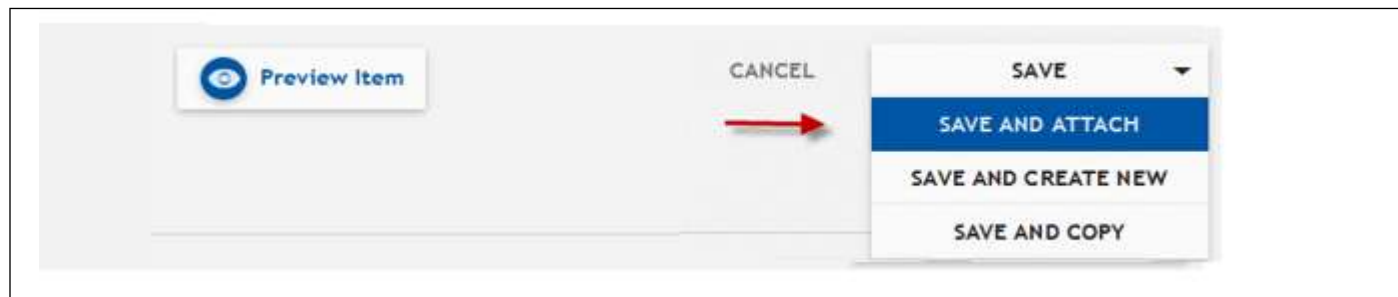
Admission

☐ Adult [add \$10]
 ☒ Student [add \$5]

Quantity:

3

It is highly recommended to Preview Items, especially when there are Option and Choices.



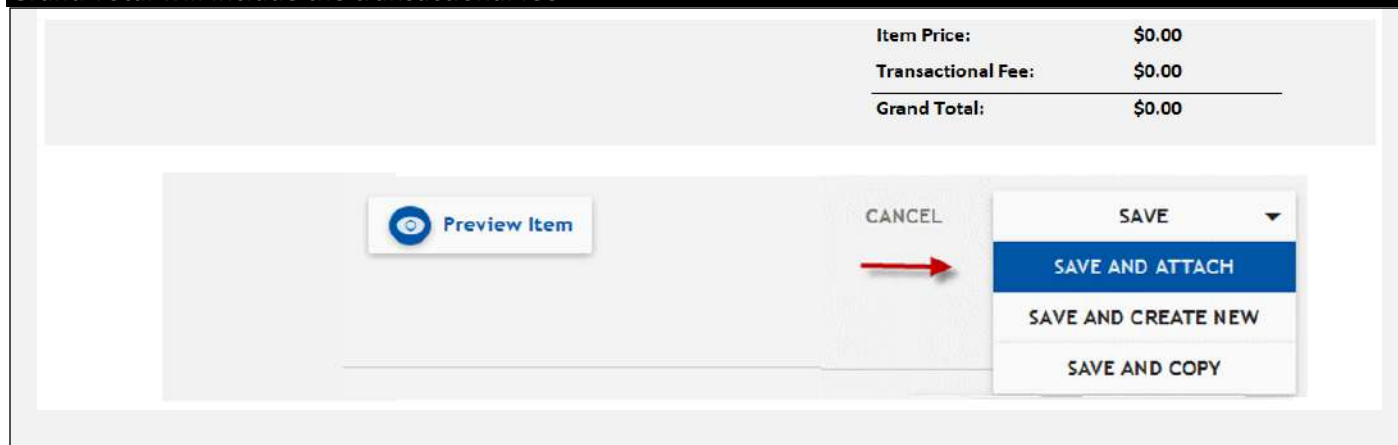
The Min / Max Choices of 1 to 1 will show as radio buttons. The user can only select 1 Admission in this example.

If the Limit per Student is set to 'unlimited', it is important that you include the instructions on how to order more tickets.

The quantity will apply to the selected choice. For example, if you require 1 adult admission and 3 student admissions, add the first admission choice and quantity to the shopping cart, then select the BACK option, add your next admission choice and quantity, then add to cart.

Step 7: Save and Attach

Grand Total will include the transactional fee



Create Attachment:

Note: This item has already been made available to the public.

Attach Item As:

☒ Optional
 ☐ Required

☒ Recommend the item on School Cash Online

Comment

Attach Item To

☒ All Students
 ☐ Grade
 ☐ Course
 ☐ Homeroom
 ☐ Group
 ☐ Individual

Attach Item As:

Optional / Recommend the Item on School Cash Online

Attach Item To:
Click:

All Students
Attach Students button

List of Items (Page) – Public

School 1

MAIN MENU ▾
ITEMS ▾
STUDENT ATTACHMENTS
GROUP MANAGEMENT
REPORTS ▾

List of Items ⓘ

Active
2019/2020 ▾
All ▾
All ▾

New Item
Export

Drafts: 2

Item Name

Lost Library Book
Grade 6 Trip to Washington (date)
(School Name) Fun Fair Admission (Date)
Band T-Shirt
Yearbook



Edit
Attach
Expire Now
Delete
Manage Attachments
Refund
Copy


(School Name) Fun Fair Admission (Date)
Order your family admission tickets today for (School Name)! One ticket per entry into the Fun Fair.

Amount: \$0.00
School: Train 01
Bank Account: Train 1 Bank Account
Start Date: 01/01/yyyy
End Date: 04/30/yyyy
Available to Public: Yes
Recurring Payments: No
Students Attached: 626
Purchased By: 258
Total Made Available: Unlimited
Limit Per Person: Unlimited
Quantity Sold: 451
Options: 1
Choices: 2

Purchased By and Quantity Sold totals are different because of the Options/Choices

E. School Cash Online (Public View)


SIGN IN | ITEMS | 


Grove School District

[Home](#) > [Items](#)

Items

| Grove School District | | | | |
|-----------------------|---|---------|------------|-----------------|
| School | Item Name | Price | Due Date | Status |
| Amethyst School | 2018 Amethyst Yearbook We have a limited quantity of yearbooks from 2018... View Image View Item | \$50.00 | July 31/19 | Available |
| Citrine School | Citrine School - Band Share Donations to the Citrine's band program for the use of instruments, instrument repair, sheet music. View Item | \$25.00 | June 30/19 | Available |
| Diamond School | Diamond School - Fun Fair Admission - Apr 30 Order your family admission tickets today! One ticket per entry into the Fun Fair. View Image View Item | | Apr 30/20 | Available |
| Emerald School | Frozen - The Musical by Emerald School Tickets on sale for this amazing production, they are going fast! View Item | | June 12/19 | Sold Out |
| Ruby School | Ruby School - Spirit Wear Hoodie - Go Tigers Parents, Students, Aunts, Uncles, Alumni, don't miss out on showing your spirit! Made of 100% cotton, machine washable. View Image View Item | \$55.00 | Mar 01/20 | Available |

F. Scheduled Payments (Recurring Payments) (Field Trips, Tablet Program, High Cost Item)

Step 1: Click **New Item** button

List of Items

Active

2019/2020

All

All





New Item

Export

Step 2:

Basics

→

Name* Grade 6 Trip to Washington DC (date)

36/ 150 characters


Only 32 characters of the item name will appear on the ledger and in email notifications.

→

Description This 5-day trip is part of the 6th grade curriculum. Tours will include the White House, Lincoln Memorial, Washington Monument and the Smithsonian Institute.

159/ 4000 characters

Picture



Max: 100kb (.jpg or .png)

Name: **Grade 6 Trip to Washington DC (Date)**
(Item name has a limit of 150 characters. First 32 characters of the item will appear in the description area on the ledger.)

Description: **This 5-day trip is part of the 6th grade curriculum.**
(Description has a limit of 4000 characters. Include any instructions that you would like to share with parents.)

Picture *(Picture is worth 1,000 words - upload from your computer.)*

Step 3:

Financials

School Train 01

School Year* 2019/2020

Bank Account* Train 1 Bank Account

Account*


| Account Name* | Account #* | Category | Event Code | Amount* |
|---------------|------------|----------|------------|---------|
| Field Trips | 400.00 | Category | Event Code | 1101.25 |
| Clubs/Groups | 650.00 | Category | Event Code | 400.00 |

+

 Add Account Name

The School, School Year, Bank Account automatically defaults

Account*
Account Name: **Field Trips**
Amount: **1101.25**
(Field Trip Account will receive the funds once the item has been paid online)


→Select-Add-Account-Name-button

Account Name: **Clubs/Groups**
Amount: **400.00**
(Clubs/Group Account will receive the funds once the item has been paid online)

Step 4:

Availability

→

Effective Date*

(mm/dd/yyyy)

Start*

01/01/yyyy

End*

05/01/yyyy

→

Limit Per Student

(Limit Per Person)

Amount

1

→

Reminder Email

(mm/dd/yyyy)

Date

Visibility

(Available to Public)

Public

Unlisted

Limit Quantity

(Quantity Available)

- Effective Date:** **Start* Month before you want parents to start making payments**
(Date parents can set-up their payment schedule. Email notifications are sent the day after the start date. Future Date available online at 12:00 am EST)
- End* Month that you want the final payment**
(Last date parents can pay online. Available online until 11:59 pm EST)
- Reminder Email:** *(Date to send email to SCO registrants that have not paid)*
- Limit per Student:** **1** *(Defaults to 1 – 1 yearbook for 1 student)*
- Limit Quantity:** **Unlimited** *(if quantity is limited – slide toggle to right and add quantity amount)*

Step 5: Extras > Scheduled Payments Click **Scheduled Payments (words)** or Pick List

Extras

Options & Choices

(Add Option)

→

Scheduled Payments

(Recurring Payments)

→

Permission Form

Step 6: Extras > Scheduled Payments Click Scheduled Payments (words) or Pick List

Extras

Options & Choices (Add Option)

Scheduled Payments (Recurring Payments)

☐ Off
 ☐ Monthly
 ☒ Custom

Frequency

Payments will be charged

every 1 month

First Payment

Payments will begin processing on

Feb 2020

Last Payment

Payments will be processed by

May 2020

Collect past due installments at the time of purchase

Slide to Right

Maximum # of Payments: 4

Recurrence: Custom
 Frequency: every 1 month
 First Payment: Feb 2020
 Last Payment: May 2020

Collect past due installments at the time of purchase: Slide to Right

Step 7:



SchoolCashOnline

SIGN IN | ITEMS | 0

Grove School District

Home > Preview

Fee Details

Grade 6 Trip to Washington (date) - 2019/2020

Amount Due: \$1,569.00

Student Name (Train 01)

This 5-day trip is part of the curriculum for Grade 6. Tours will include the White House, Lincoln Memorial, Washington Monument and the Smithsonian Institution.

Pay in full today ☐

Installments ☒

Number of Payments: 4


Payment Schedule:



| Payment Date | Payment Amount |
|------------------|----------------|
| February 1, 2020 | \$392.25 |
| March 1, 2020 | \$392.25 |
| April 1, 2020 | \$392.25 |
| May 1, 2020 | \$392.25 |


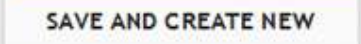

Step 8: Save and Attach

Grand Total will include the transactional fee

| | |
|---------------------|-------------------|
| Item Price: | \$1,501.25 |
| Transactional Fee: | 67.75 |
| Grand Total: | \$1,569.00 |



Create Attachment: Grade 6 Trip to Washington DC (date)

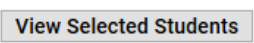
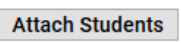
Attach Item As:

☐ Optional ☒ Required

Attach Item To

☐ All Students ☒ Grade ☐ Course ☐ Homeroom ☐ Group ☐ Individual

| | | | |
|-------------------------------------|---|---|-----|
| <input checked="" type="checkbox"/> | 6 | 0 | 220 |
| <input type="checkbox"/> | 7 | 0 | 226 |
| <input type="checkbox"/> | 8 | 0 | 180 |

Attach Item As:

Attach Item To:

Click:

Required

Grade > Grade 6

Attach Students button

List of Items Page with Payments

SchoolCashCatalog
School 1

MAIN MENU ▾
ITEMS ▾
STUDENT ATTACHMENTS
GROUP MANAGEMENT
REPORTS ▾

List of Items ⓘ

Active ▾
2019/2020 ▾
All ▾
All ▾

New Item
Export

Drafts: 2

Item Name

Lost Library Book
Grade 6 Trip to Washington (date)
(School Name) Fun Fair Admission (Date)
Band T-Shirt
Yearbook

Edit
Attach
Expire Now
Delete
Manage Attachments
Refund
Copy

Grade 6 Trip Washington DC

Learning tool for Grade 6 students. Includes iPad, cover, power source and earbuds.

Amount: \$1,569.00
School: Train 01
Bank Account: Train 1 Bank Account
Start Date: 01/01/yyyy
End Date: 05/01/yyyy
Available to Public: No
Recurring Payments: Yes - Up to 4 Payments
Students Attached: 220
Purchased By: 120
Total Made Available: Unlimited
Limit Per Person: 1
Quantity Sold: 120
Options: 0
Choices: 0

G. Variable Cost Item (Lost Book, Parking Fines, Vandalism, Prior Year Fees)

Step 1: Click New Item button

List of Items

Active ▾
2019/2020 ▾
All ▾
All ▾

New Item
Export

Step 2:

Basics

→

Name*
Lost Library Book

17 / 150 characters


Only 32 characters of the item name will appear on the ledger and in email notifications.

→

Description
Please check under your child's bed for this missing book!

58 / 4000 characters

Picture



Max: 100kb (.jpg or .png)

Name: **Lost Library Book**
(Item name has a limit of 150 characters. First 32 characters of the item will appear in the description area on the ledger.)

Description: **Please check under your child's bed for the missing book!**
(Description has a limit of 4000 characters. Include any instructions that you would like to share with parents.)

Picture *(Picture is worth 1,000 words - upload from your computer.)*

Step 3:

Financials

School
Train 01

School Year*
2019/2020

Bank Account*
Train 1 Bank Account

Account*

→

Account Name*
Lost Books

Account #*
600.03

Category

Event Code

→

Amount*
0.00

+ Add Account Name

The School, School Year, Bank Account automatically defaults

Account*

Account Name: **Library**
(You can select by Account Name or Account #. Category / Event Code may not be applicable)

Amount: **0.00**
(Library Account will receive the funds once the cost is entered through the School Cash Register)

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Private & Confidential

Page 31 of 94

Step 4:

Availability

Effective Date*

(mm/dd/yyyy)

Start*

10/01/yyyy

End*

06/30/yyyy

Limit Per Student

(Limit Per Person)

1

Reminder Email

(mm/dd/yyyy)

Date

mm/dd/yyyy

Limit Quantity

(Quantity Available)

Visibility

(Available to Public)

Public

Unlisted

Effective Date:

Start* Start of the School Year

(Date parents can start to pay online. Email notifications are sent the day after the start date. Future Date available online at 12:00 am EST)

End* End of the School Year

(Last date parents can pay online. Available online until 11:59 pm EST)

Reminder Email:

(Date to send email to SCO registrants that have not paid)

Limit per Student:

1 (Defaults to 1 – 1 yearbook for 1 student)

Limit Quantity:

Unlimited (if quantity is limited – slide toggle to right and add quantity amount)

Step 5: Preview/ Save

Preview Item

SAVE

SAVE AND ATTACH

SAVE AND CREATE NEW

SAVE AND COPY

Preview Item

View the item before saving and attaching students - highly recommended.

Cancel

Cancel creating the item and/or Cancel any changes to an existing item.

Confirm? This action

CONFIRM?

Save

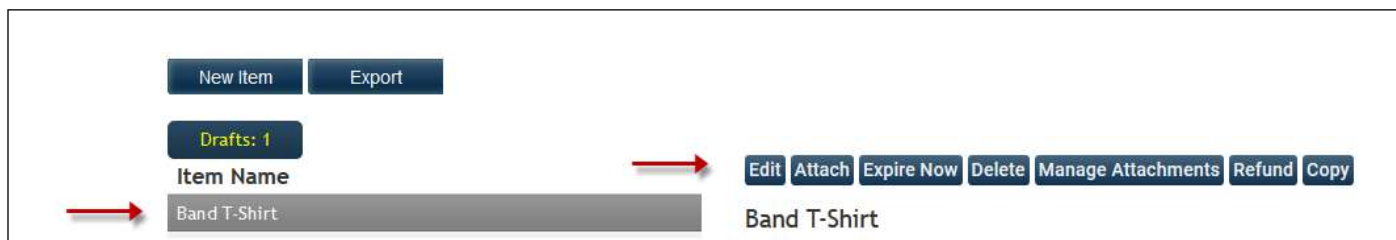
Save

Note: Student Attachments will be completed in the School Cash Register

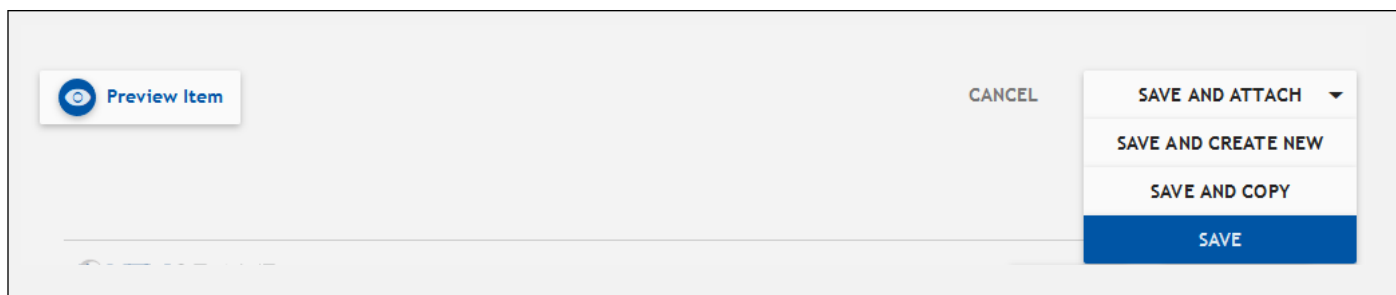
A. Editing Item with No Payments

From the List of Items page, select the item that requires a change or review

Click **Edit** button



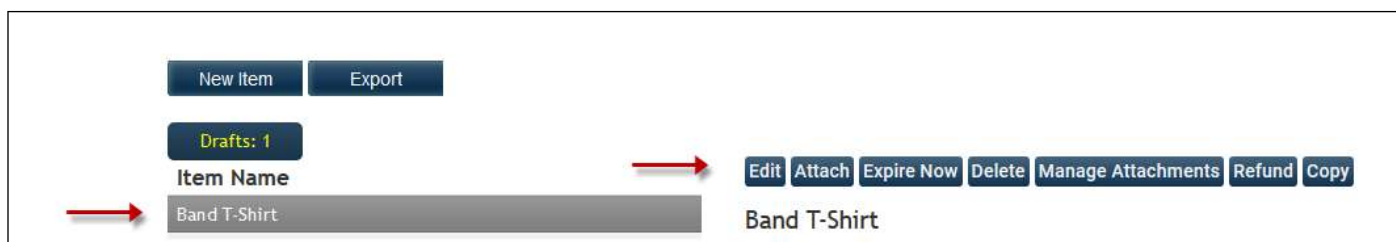
Make the necessary revisions to the item then click the **Save** button



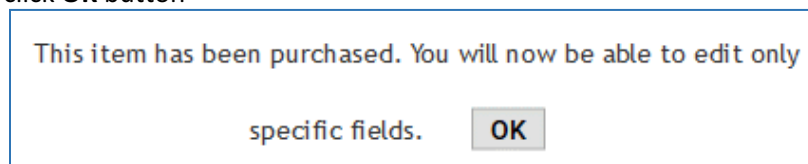
B. Editing Item with Payments

From the List of Items page, select the item that requires a change or review

Click **Edit** button



Message will appear, click **OK** button



Data that can be changed / revised:

Basics: Name, Description and Picture

Basics

Name*

Band T-Shirt

12 / 150 characters


Only 32 characters of the item name will appear on the ledger and in email notifications.

Description

Be sure to have your Band T-shirt for our next performance. Adult and Youth Sizes
Made of 100% cotton, machine washable.

121 / 4000 characters

Picture



Max: 100kb (.jpg or .png)

Availability: Dates, Visibility

Availability

Effective Date*

mm/dd/yyyy

09/01/yyyy

Start*

mm/dd/yyyy

10/01/yyyy

End*

mm/dd/yyyy

10/01/yyyy

Limit Per Student

(Limit Per Person)

2

Amount*

mm/dd/yyyy

11/01/yyyy

Reminder Email

mm/dd/yyyy

11/01/yyyy

Limit Quantity

(Quantity Available)

2

Visibility

(Available to Public)

Public

Unlisted

Extras:

Options & Choices – No edits available once a payment has been made

Scheduled Payments – Edits can be made in the Custom option

Extras

Options & Choices (Add Option)

Scheduled Payments (Recurring Payments)

Permission Form

Make the necessary revisions to the item then click the **Save** button

Preview Item

CANCEL

SAVE AND ATTACH

SAVE AND CREATE NEW

SAVE AND COPY

SAVE

A. Copying Items Within the Same Catalog Year

From the List of Items page, select the item that requires a change or review
Click **Copy** button

The screenshot shows the 'List of Items' interface. At the top, there are buttons for 'New Item' and 'Export'. Below them is a 'Drafts: 1' indicator. The main table has columns for 'Item Name' and a list of actions. The 'Band T-Shirt' item is highlighted in the 'Item Name' column. A red arrow points from the 'Band T-Shirt' text to the 'Copy' button in the action menu. The action menu includes buttons for 'Edit', 'Attach', 'Expire Now', 'Delete', 'Manage Attachments', 'Refund', and 'Copy'.

Make the necessary revisions to the item then Click the **Save and Attach** button or **Save** option

B. Copying Items for the next Catalog Year

From the List of Items page, select the item that requires a change or review
Click **Copy** button

This screenshot is identical to the one in section A, showing the 'List of Items' page with the 'Band T-Shirt' item selected and the 'Copy' button highlighted in the action menu.

Financials: Change the School Year and possibly the Amount

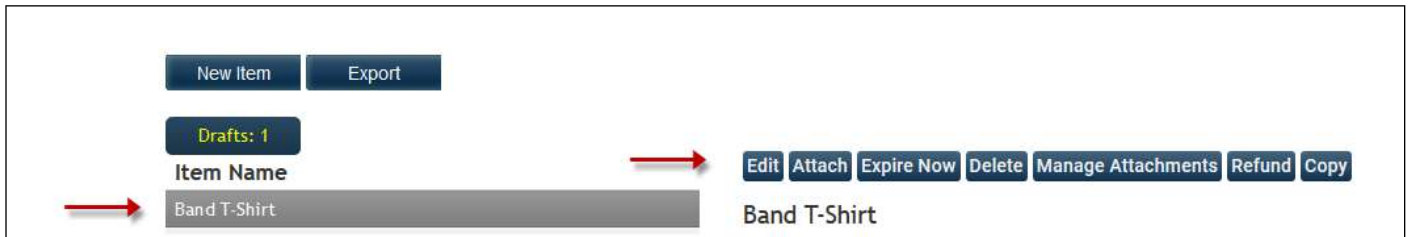
The screenshot shows the 'Financials' section of the application. It includes fields for 'School' (set to 'Train 01'), 'Bank Account*' (set to 'Train 1 Bank Account'), and 'Account*'. The 'School Year*' dropdown is highlighted in yellow and set to '2019/2020'. Below these fields is a table with columns for 'Account Name*', 'Account #*', 'Category', 'Event Code', and 'Amount*'. The table contains one entry: 'Band Fees' with account number '900.03' and amount '10.00'. At the bottom, there is a button with a plus sign and the text 'Add Account Name'.

Availability: Change Start / End Dates and Reminder Date

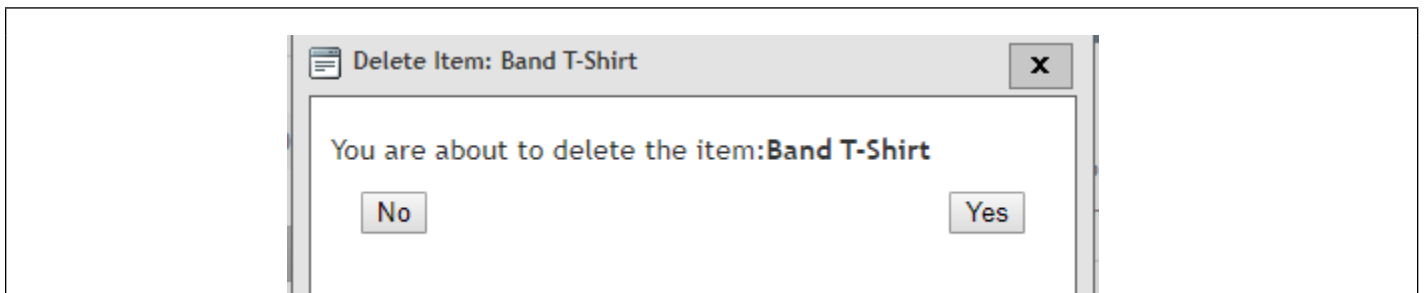
Make the necessary revisions to the item then click the **Save and Attach** button or **Save** option

A. Deleting an item that has no payments

From the List of Items page, select the item that requires a change or review
Click **Delete** button

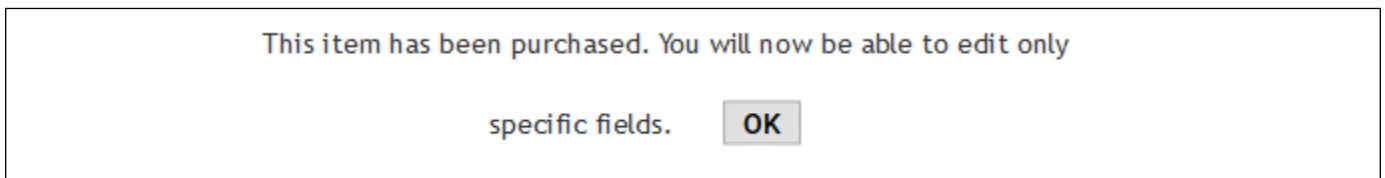


Warning Message will appear. Click **Yes** to delete the item or **No** to cancel the deletion of the item.
The item will be removed from the Active List of Items



B. Deleting an item that has a payment

An item cannot be deleted if a payment has been made.
Warning Message will appear if you try an delete an item with a payment.



If there was an error made in creating the item, copy the item, make the adjustments, then expire the incorrect item.

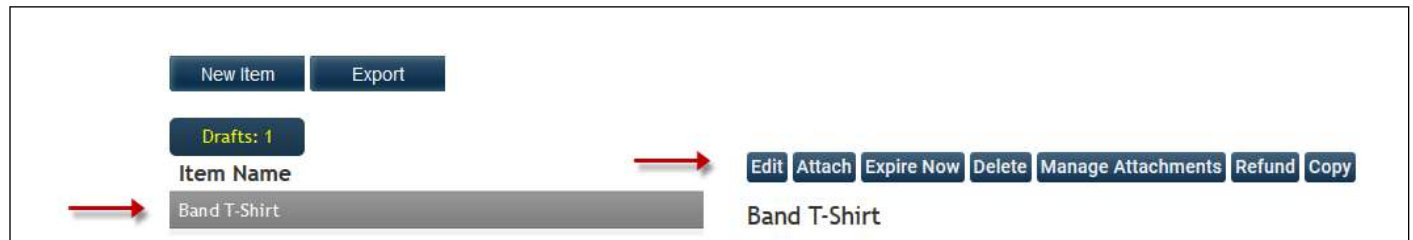
School Cash Online

Expiring an Item

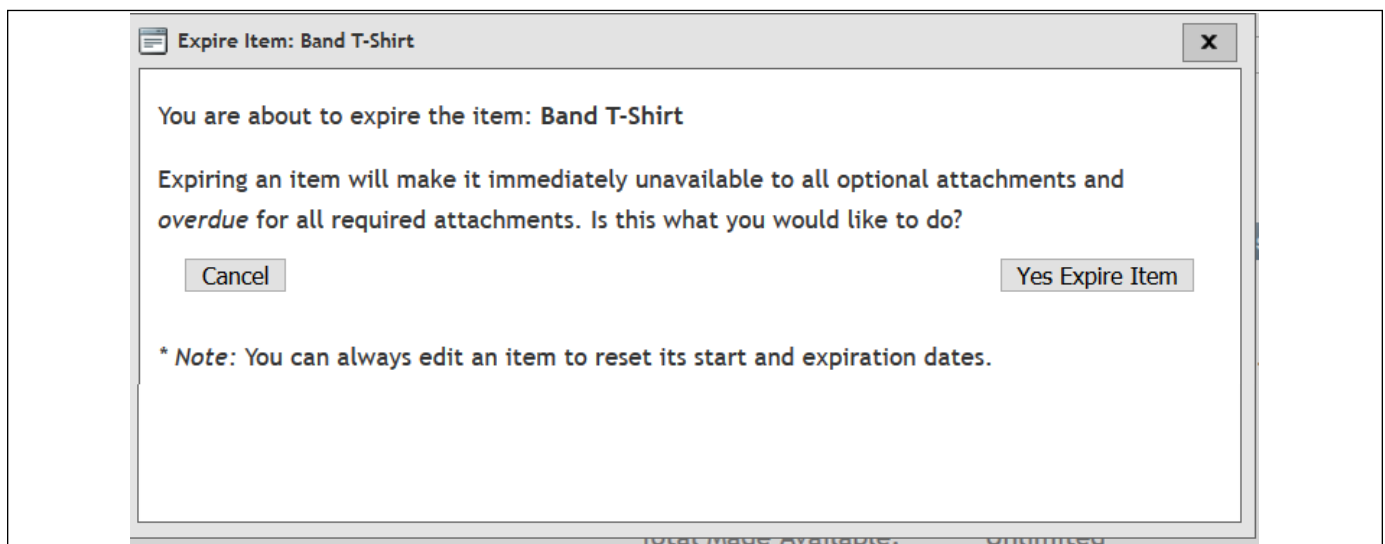
Instruction Guide

Items will automatically expire based on the End Date that was entered when creating an item. The option "Expire Now" will expire the item "today".

From the List of Items page, select the item that requires a change or review
Click **Expire Now** button



Warning Message will appear. Click **Yes Expire Item** to expiry the item or click **Cancel** to not expiry the item.



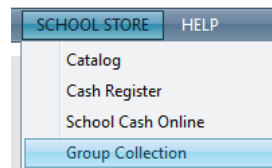
The item will be removed from the Active List of Items

School Cash Online

Group Collection

Instruction Guide

From School Funds Online – School Store, select Group Collection



A. Creating a Group Collection (Campaign)

A screenshot of the SchoolCashRegister 'Group Collection' page. The page has a dark blue header with the SchoolCashRegister logo and navigation tabs: MAIN MENU, CHECKOUT, SEARCH, ITEM HISTORY, REFUNDS, GROUP COLLECTION (selected), MODIFICATION, CLOSE OUT, and PRINT. The page title is 'Group Collection'. Below the title, there are two sections: 'Select Existing Group Collection:' and 'Create New Group Collection:'. The 'Select Existing Group Collection:' section has a checkbox for 'Show Completed Collections' and a table with columns: Collection, Collected By, Cost, Started, and Collected. The 'Create New Group Collection:' section has a table with columns: Item, Attached By, Cost, and Created. A red arrow points to the 'Yearbook' item in the 'Create New Group Collection' table. At the bottom right, there is a 'Select' button and a pagination bar with 'First', 'Previous', '1', '2', '3', '4', '5', 'Next', and 'Last'.

| Collection | Collected By | Cost | Started | Collected |
|---------------------------------------|--------------|---------|-----------|---------------|
| <input type="radio"/> Freezie Sale | Grade 6 | \$1.00 | 9/1/yyyy | 50 out of 126 |
| <input type="radio"/> Hoodie Sale | Grade 7 | \$25.00 | 9/4/yyyy | 10 out of 175 |
| <input type="radio"/> School Hat Sale | Homeroom 205 | \$11.00 | 9/10/yyyy | 4 out of 20 |

| Item | Attached By | Cost | Created |
|---|-------------------|------------|------------|
| <input type="checkbox"/> Band T-Shirt | Course - MUS2211A | \$11.00 | 10/01/yyyy |
| <input type="checkbox"/> (School Name) Fun Fair Admission (Date) | All Students | \$0.00 | 10/1/yyyy |
| <input checked="" type="checkbox"/> Yearbook | All Students | \$21.00 | 10/01/yyyy |
| <input type="checkbox"/> Grade 6 Trip to Washington DC (date) | Grade 6 | \$1,569.00 | 01/01/yyyy |

- Locate the item that funds will be collected by clicking on the checkbox to the left of the **Item Name**
- Click **Select** button

A screenshot of the SchoolCashRegister 'Group Collection for Yearbook' page. The page has a dark blue header with the SchoolCashRegister logo and navigation tabs: MAIN MENU, CHECKOUT, SEARCH, ITEM HISTORY, REFUNDS, GROUP COLLECTION (selected), MODIFICATION, CLOSE OUT, and PRINT. The page title is 'Group Collection for Yearbook'. Below the title, there is a 'Collected By:' section with radio buttons for 'Grade', 'Course', 'Homeroom' (selected), and 'Group'. Below this is a table with columns: Homeroom and Student Count. A red arrow points to the '206 Kelsey' row in the table. At the bottom, there is a 'Collection Name' field with the text 'Yearbook for Homeroom 206 Kelsey' and a 'Create Group Collection' button. A red arrow points to the 'Create Group Collection' button. At the bottom right, there is a pagination bar with 'First', 'Previous', '1', '2', '3', 'Next', and 'Last'.

| Homeroom | Student Count |
|--|---------------|
| <input checked="" type="checkbox"/> 206 Kelsey | 25 |
| <input type="checkbox"/> 208 Jeffords | 28 |
| <input type="checkbox"/> 216 Cole | 23 |
| <input type="checkbox"/> 218 Bowers | 18 |
| <input type="checkbox"/> 220 Jans | 26 |
| <input type="checkbox"/> 232 Ellis | 20 |
| <input type="checkbox"/> 234 Hamilton | 21 |

Collection Name: Yearbook for Homeroom 206 Kelsey

Create Group Collection

- Select the type of collection (Grade, Course, Homeroom, Group)
- Click **Create Group Collection** button

B. Recording Payments

School 1
 Cashdrawer: Office 1
 Last closed: 04/30/2019 02:53:52PM

MAIN MENU ▾
CHECKOUT
SEARCH
ITEM HISTORY
REFUNDS
GROUP COLLECTION
MODIFICATION
CLOSE OUT
PRINT ▾

Group Collection for Yearbook

Money Handedn in By: Sbookkeeper

Group: Homeroom 206 Kelsey

Collected: 0 out of 25

| # | Last Name | First Name | Student # | Guardian | Charge | Payment Option | Receipt |
|----|-----------|-------------|-----------|-----------------|---------|---|-------------------------------------|
| 1 | Acord | Christopher | 123456 | Burton, Sylvia | \$21.00 | Cash | <input type="checkbox"/> |
| 2 | Aiels | Maia | 123457 | Aiels, Pamela | \$21.00 | None | <input type="checkbox"/> |
| 3 | Aldrich | Michael | 123458 | Aldrich, LaToya | \$21.00 | None | <input type="checkbox"/> |
| 4 | Ali | Ioana | 123459 | Ali, Barb | \$21.00 | Check | <input type="checkbox"/> |
| 5 | Allen | Anna | 123460 | Allen, Luisa | \$21.00 | None | <input type="checkbox"/> |
| 7 | Allison | Mary | 123461 | Kraft, June | \$21.00 | Combo | <input type="checkbox"/> |
| 8 | Anbrie | Troy | 123462 | Anbrie, Tony | \$21.00 | None | <input type="checkbox"/> |
| 9 | Arenas | Landon | 123463 | Arenas, Linda | \$21.00 | None | <input type="checkbox"/> |
| 10 | Argo | Adam | 123464 | Argo, John | \$21.00 | Cash | <input checked="" type="checkbox"/> |
| 11 | Arrington | Zachary | 123465 | Arrington, Zoe | \$21.00 | <div style="display: flex; gap: 5px;"> 0:None 1:Cash 2:Check 3:Combo </div> | <input type="checkbox"/> |
| 12 | Bachman | Kirsten | 123466 | Bachman, Lynn | \$0.00 | None | <input type="checkbox"/> |
| 13 | Bader | Miram | 123468 | Bader, Merle | \$0.00 | None | <input type="checkbox"/> |
| 14 | Barger | Raquel | 123469 | Kelly, Cindy | \$0.00 | None | <input type="checkbox"/> |

Print
Deposit
Complete

- Click in the **Payment Option** and select the payment tender for each student
- Click either **Deposit** or **Complete** button. Deposit will keep the Group Collection 'campaign' open. Complete will close the 'campaign'. Use Complete if you are no longer collecting funds for this item.

C. Deposit Collected Payments

Deposit Collected Payments

Yearbook for Homeroom 206 Kelsey

You are about to complete payments for paid students. After completing this operation you will be able to continue collecting money for this Group Collection. You will not be able to change payments for paid students but able to review them or re-print collection report or individual receipts. If you have no intention to continue collecting money for this Group Collection, consider using "Complete" instead.

Collected \$115.00 from 5 student(s) out of 25

Check: \$33.00

Cash: \$82.00

[Enter cash details ▾](#)

☒ **Print Payment Summary Report**
☒ **Print Individual Receipts**

Deposit
Cancel

- A summary will display listing the total amount collected. There is the opportunity to itemize the cash when selecting Enter cash details.

School Cash Online

Instruction Guide

- d. Print Payment Summary Report and Print Individual Receipts default to be printed. Receipts will only print if user selected the Receipt checkbox during the recording of the payment
- e. Click **Deposit** button

D. Group Collection Reports

Payment Receipt

| | | | | | |
|---|--|------------------------------------|--|--------------------------------|--|
| Diamond School 6701 Gordon Rd, Wilmington, NC 28401 | | Payment Receipt | | Receipt # SCR-2290-901018 | |
| Received From Ali, Ioana Grade 6 | | Homeroom: 206 ID: 18910 | | Received On: <u>01/14/yyyy</u> | |
| Amount: <u>Twenty-one and 00/100</u> | | | | | |
| Re: <u>Yearbook</u> | | | | Cash: \$0.00 | |
| <div style="border: 1px solid black; padding: 5px;"> Parent Guardian of: Ioana Ali 100 Main Street Wilmington, NC 28401 </div> | | Verified By: _____ S Bookkeeper | | Check: <u>\$21.00</u> | |
| | | | | Total: <u>\$21.00</u> | |
| | | | | | |

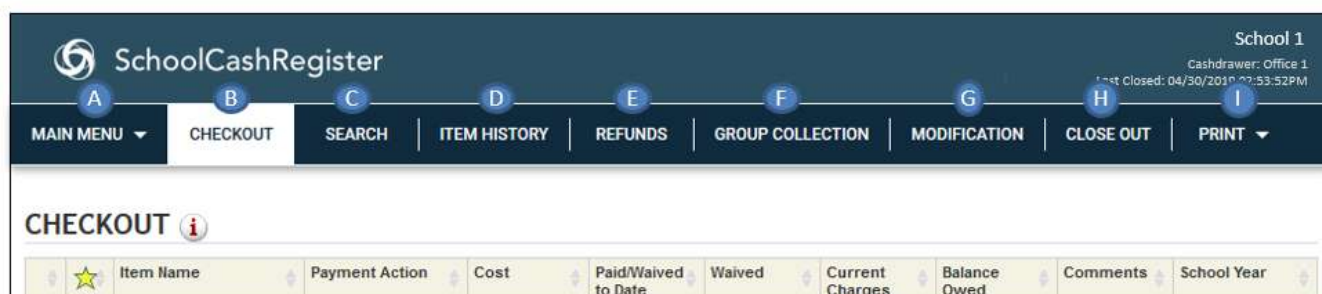
Summary of Current, Previous and Outstanding Payments

| | | | |
|---|-----------|---|-----------------|
| Group Collection: Yearbook for Homeroom 206 Kesley | | Money Handed in By: S Bookkeeper | |
| Item(s): Yearbook Amount: \$21.00 | | | |
| Current Payments | | | |
| <u>Name</u> | <u>ID</u> | <u>Cash</u> | <u>Check</u> |
| Acord, Christopher | 123456 | \$21.00 | |
| Ali, Ioana | 123459 | \$0.00 | \$21.00 |
| Allison, Mary | 123461 | \$13.00 | \$10.00 |
| Argo, Adam | 123464 | \$21.00 | |
| Arrington, Zachary | 123465 | \$21.00 | |
| Total By Tender: | | \$76.00 | \$31.00 |
| Grand Total: | | | \$107.00 |
| Previous Payments | | | |
| <u>Name</u> | <u>ID</u> | <u>Cash</u> | <u>Check</u> |
| Anbrie, Tony | 123462 | \$21.00 | |
| Bachman, Kirsten | 123466 | \$21.00 | \$21.00 |
| Bader, Miram | 123468 | | \$21.00 |
| Barger, Raquel | 123469 | \$21.00 | |
| Total By Tender: | | \$63.00 | \$42.00 |
| Grand Total: | | | \$105.00 |
| Group Collection: Yearbook for Homeroom 206 Kesley | | Money Handed in By: S Bookkeeper | |
| Item(s): Yearbook Amount: \$21.00 | | | |
| Still Owing | | | |
| <u>Name</u> | <u>ID</u> | <u>Amount</u> | |
| Aiels, Maia | 123457 | \$21.00 | |
| Aldrich, Michael | 123458 | \$21.00 | |
| Arenas, Landon | 123463 | \$21.00 | |
| Total Owing: | | \$63.00 | |

Four Reasons to Use School Cash Register

1. Waive an item for a student
- Full waive or partial waive
2. Record a Variable Cost Item (lost book, library fine, parking fee) for a student
3. Repayment of a Rejected Online payment for a student
- Parent can make that repayment through School Cash Online as well
4. Accept a partial payment for a student
- Partial payments cannot be made through School Cash Online

School Cash Register Home Page



- | | |
|----------------------|---|
| a. Main Menu: | Drop-down to navigate to School Funds Online or School Cash Catalog |
| b. Checkout: | Navigates to the Checkout page |
| c. Search: | Navigates to the Search (Student) pop-up |
| d. Item History: | Navigates to the Item History page |
| e. Refunds: | Navigates to the Refunds page |
| f. Group Collection: | Navigates to Group Collection module |
| g. Modification: | Navigates to the Modification page |
| h. Close Out: | Navigates to the Close Out procedures |
| i. Print | Drop-down list of available reports to print |



- | | |
|-------------------------|--|
| A. School Funds Online: | Navigates to School Funds Online Dashboard |
| B. School Cash Catalog: | Navigates to School Cash Catalog |

School Cash Online

School Cash Register Checkout Page

Instruction Guide

School 1
Cashdrawer: Office 1
Last Closed: 04/30/2019 02:53:52PM

MAIN MENU ▾
CHECKOUT A
SEARCH
ITEM HISTORY
REFUNDS
GROUP COLLECTION
MODIFICATION
CLOSE OUT
PRINT ▾

CHECKOUT D
E
F
G
H
I
J
K
L

| | Item Name | Payment Action | Cost | Paid/Waived to Date | Waived | Current Charges | Balance Owed | Comments | School Year |
|--------------------------|--|---|-------------------|---------------------|---------------|-----------------|-------------------|----------|-------------|
| <input type="checkbox"/> | ★ Acord, Christopher | Grade - 8 ID - 144574 Birthday - 01/01/yyyy Guardian - Burton, Sylvia | | | | | | | |
| <input type="checkbox"/> | ★ Band T-Shirt | N | 10.00 | 0.00 | 5.00 | 0.00 | 5.00 | | 2019/2020 |
| <input type="checkbox"/> | Grade 6 Trip to Washington (date) | | 1569.00 | 392.25 | 0.00 | 0.00 | 1176.75 | | 2019/2020 |
| <input type="checkbox"/> | (School Name) Fun Fair Admission (Date) | | 0.00 | 0.00 | 0.00 | 30.00 | 30.00 | | 2019/2020 |
| <input type="checkbox"/> | Yearbook | | 10.00 | 0.00 | 0.00 | 23.00 | 0.00 | | 2019/2020 |
| Totals | | | \$1,589.00 | \$392.25 | \$5.00 | \$53.00 | \$1,211.75 | | |
| Grand Totals | | | \$1,589.00 | \$392.25 | \$5.00 | \$53.00 | \$1,211.75 | | |

Pay Selected P
Auto Pay Q
Waive Selected R

Total Price Charge \$53.00

T

Cash
Check
Credit Card

- A: Checkout Tab
- B: Checkbox to be used in conjunction with Pay All (P) and/or Waive All (R)
- C: Star Icon - designates item as Required
- D: Item Name as entered in the School Cash Catalog
- E: Payment Action –
 options: Full Payment – total cost to be charged Partial Payment –enter the Current Charges (I)Waived Fee –enter the Waived charge
 (H) Void Fee –option to enter Comment (K) - reason Delete Fee –option to enter Comment (K), reason The above Payment Actions MUST Checkout
 (T,U,V) in order to save the transaction
- F: Cost - Amount entered in School Cash Catalog. Does not include option the cost of options (N)
- G: Paid/Waived To Date – shows a balance if an item has been partially waived
- H: Waived – selecting Payment Action of Waived Fee, will be prompt the user to enter the Waive charge
- I: Current Charges – amount of the payment being applied during the current checkout
- J: Balance Owed – amount owing for the item after current charge is entered
- K: Comments – user has the option to enter a comment/reason for each item
- L: School Year – identifies the school year for which the item was attached
- M: Add Additional Item – user has the option to addadditional items for a student
- N: Options/Quantities Available – identifies that the item has options or more than one quantity available
- O: Totals/Grand Totals – summary of charges and total balance owing for the current transaction
- P: Pay All – selecting checkbox (B) and Pay All (P) will automatically assign items checked as Full Payment
- Q: Auto Pay – enter the amount of payment, the system will automatically assign full payment until funds are fully dispersed
- R: Waive All – selecting checkbox (B) and Waive All (R) will automatically assign items checks as Waived Fee
- S: Total Price Charge – total amount of payment based on the Payment Action (E) entered
- T: Checkout – Cash - tender used to make the payment
- U: Checkout – Check – tender used to make the payment
- V: Checkout – Credit Card – tender used to make the payment (ie, swipe terminal)

A. Waive an Item

From the **Search** pop-up window

SEARCH

Clark

Student ID

Guardian Last Name, First

Search

☐ Include inactive students

Select

Close

Student Name: Clark

Click **Search** button

Based on the entry, a list of students will appear

SEARCH

Clark

Student ID

Guardian Last Name, First

Search

☐ Include inactive students

| | Last Name First | Gr | ID | Date of Birth | School Name |
|-------------------------------------|-----------------|----|--------|---------------|-------------|
| <input type="checkbox"/> | Clark, Austin | 7 | 663446 | 01/01/yyyy | Train 01 |
| <input type="checkbox"/> | Clark Elaine | 6 | 155391 | 01/01/yyyy | Train 01 |
| <input checked="" type="checkbox"/> | Clark, Eli | 8 | 295524 | 01/01/yyyy | Train 01 |
| <input type="checkbox"/> | Clark, Randall | 8 | 295495 | 01/01/yyyy | Train 01 |
| <input type="checkbox"/> | Clark, Rebekah | 6 | 298947 | 01/01/yyyy | Train 01 |
| <input type="checkbox"/> | Clark, Zachray | 8 | 29441 | 01/01/yyyy | Train 01 |

Select

Close

Click the **checkbox** to the left of the student name **Clark, Eli**

Then click **Select** button

School Cash Online

Checkout

Instruction Guide

SchoolCashRegister School 1
Cashdrawer: Office 1
Last Closed: 04/30/2019 02:53:52PM

MAIN MENU CHECKOUT SEARCH ITEM HISTORY REFUNDS GROUP COLLECTION MODIFICATION CLOSE OUT PRINT

CHECKOUT

| <input type="checkbox"/> | ★ Item Name | Payment Action | Cost | Paid/Waived to Date | Waived | Current Charges | Balance Owed | Comments | School Year |
|--------------------------|--|----------------|---------|---------------------|--------|-----------------|--------------|----------|-------------|
| <input type="checkbox"/> | Clark, Eli - Grade - 8 ID - 29524 Birthday - 01/01/yyyy Guardian - Clark, Anna | | | | | | | | 2019/2020 |
| <input type="checkbox"/> | ★ Band T-Shirt | | 11.00 | 0.00 | 0.00 | 0.00 | 11.00 | | 2019/2020 |
| <input type="checkbox"/> | (School Name) Fun Fair Admission (Date) | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 2019/2020 |
| <input type="checkbox"/> | Yearbook | Waived Fee | 21.00 | 0.00 | 0.00 | 0.00 | 21.00 | | 2019/2020 |
| Totals | | | \$32.00 | \$0.00 | \$0.00 | \$0.00 | \$32.00 | | |
| Grand Totals | | | \$32.00 | \$0.00 | \$0.00 | \$0.00 | \$32.00 | | |

Pay Selected Auto Pay Waive Selected

Total Price Charge \$0.00

CHECKOUT

Cash Check Credit Card

- Under the Item Name locate the **Yearbook**
- Click in the **Payment Action** column (beside the Yearbook and select **Waived Fee**

SchoolCashRegister School 1
Cashdrawer: Office 1
Last Closed: 04/30/2019 02:53:52PM

MAIN MENU CHECKOUT SEARCH ITEM HISTORY REFUNDS GROUP COLLECTION MODIFICATION CLOSE OUT PRINT

CHECKOUT

| <input type="checkbox"/> | ★ Item Name | Payment Action | Cost | Paid/Waived to Date | Waived | Current Charges | Balance Owed | Comments | School Year |
|--------------------------|--|----------------|---------|---------------------|---------|-----------------|--------------|--------------------|-------------|
| <input type="checkbox"/> | Clark, Eli - Grade - 8 ID - 29524 Birthday - 01/01/yyyy Guardian - Clark, Anna | | | | | | | | 2019/2020 |
| <input type="checkbox"/> | ★ Band T-Shirt | | 11.00 | 0.00 | 0.00 | 0.00 | 11.00 | | 2019/2020 |
| <input type="checkbox"/> | (School Name) Fun Fair Admission (Date) | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 2019/2020 |
| <input type="checkbox"/> | Yearbook | Waived Fee | 21.00 | 0.00 | 21.00 | 0.00 | 0.00 | Principal Approval | 2019/2020 |
| Totals | | | \$32.00 | \$0.00 | \$21.00 | \$0.00 | \$11.00 | | |
| Grand Totals | | | \$32.00 | \$0.00 | \$21.00 | \$0.00 | \$11.00 | | |

Pay Selected Auto Pay Waive Selected

Total Price Charge \$0.00

CHECKOUT

Cash Check Credit Card

IMPORTANT

- Enter the amount to Waive in the **Waived** column 21.00
- Enter the reason for the Waive in the **Comments – Principal Approval**
- Select the Checkout Tender **Cash (Very Important – even though no Cash has been exchanged, the system requires that a Checkout Tender MUST be selected to confirm the transaction.)**

School Cash Online

Cash Checkout

Instruction Guide

Cash Checkout

Total Waive (\$): 21.00

Total Price Charge (\$): 0.00

→ Amount Received (\$):

Change Due (\$): 0.00

→ Print Option:

One-Part Receipt

No Receipt

One-Part Receipt

Two-Part Receipt

No Statement

→ Confirm
Cancel


- f. Amount Received (\$) will be \$0.00 since no money was exchanged
- g. **Print Option:** Select **One-Part Receipt**, Select **No Statement**
- h. Click **Confirm** button

One-Part Receipt

Diamond School
School Funds

Student Name: Clark, Eli
Grade: 8

Payment Receipt



ID: 295524

Receipt #: SCR-2019-17-123

Current Payment

| Item Name | Cost | Paid | Waived | Refund | Balance |
|-------------------------------|---------|--------|---------|--------|---------|
| Yearbook - Principal Approval | \$21.00 | \$0.00 | \$21.00 | \$0.00 | \$0.00 |

Current Payment Total **\$0Cash**

Required Items

| Item Name | Cost | Paid | Waived | Refund | Balance |
|---------------|----------------|---------------|---------------|---------------|----------------|
| Band T-Shirt | \$11.00 | \$0.00 | \$0.00 | \$0.00 | \$11.00 |
| Totals | \$11.00 | \$0.00 | \$0.00 | \$0.00 | \$11.00 |

Required Items

| Item Name | Cost | Paid | Waived | Refund | Balance |
|--|---------------|---------------|---------------|---------------|---------------|
| (School Name) Fun Fair Admission (Dai | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Grand Total Owing **\$11.00**

Student ID: 295524

Purchased: 05/12/yyyy 12:10:59 PM
Printed: 05/12/yyyy 03:42:29 PM

Receipt #: SCR-2019-17-123

Note: Comments are recorded on the one- & two-part receipts, Statement and Catalog Account Report

School Cash Online

Instruction Guide

Item has been removed from the Register and from School Cash Online

School 1
Cashdrawer: Office 1
Last Closed: 04/30/2019 01:53:52PM

MAIN MENU ▾
CHECKOUT
SEARCH
ITEM HISTORY
REFUNDS
GROUP COLLECTION
MODIFICATION
CLOSE OUT
PRINT ▾

CHECKOUT ⓘ

| <input type="checkbox"/> | ★ | Item Name | Payment Action | Cost | Paid/Waived to Date | Waived | Current Charges | Balance Owed | Comments | School Year |
|--------------------------|---|--|----------------|----------------|---------------------|---------------|-----------------|----------------|----------|-------------------------------------|
| <input type="checkbox"/> | ★ | Clark, Eli - Grade - 8 ID - 29524 Birthday - 01/01/yyyy Guardian - Clark, Anna | | | | | | | | Add additional item |
| <input type="checkbox"/> | ★ | Band T-Shirt | | 11.00 | 0.00 | 0.00 | 0.00 | 11.00 | | 2019/2020 |
| <input type="checkbox"/> | | (School Name) Fun Fair Admission (Date) | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 2019/2020 |
| Totals | | | | \$11.00 | \$0.00 | \$0.00 | \$0.00 | \$11.00 | | |
| Grand Totals | | | | \$11.00 | \$0.00 | \$0.00 | \$0.00 | \$11.00 | | |

Pay Selected
Auto Pay
Waive Selected

Total Price Charge \$0.00

CHECKOUT

Cash
Check
Credit Card

B. Add a Variable Item

Click the **Search** Tab

From the **Search** pop-up window

SEARCH

Huggins

Student ID

Guardian Last Name

Search

☐ Include inactive students

Select

Close

Student Name: Huggins

Click **Search** button

Note: If the system found one match, it will automatically go to the Checkout Page

SchoolCashRegister

School 1
 Cashdrawer: Office 1
 Last Closed: 04/30/2019 02:53:52PM

MAIN MENU ▾ CHECKOUT SEARCH ITEM HISTORY REFUNDS GROUP COLLECTION MODIFICATION CLOSE OUT PRINT ▾

CHECKOUT

| <input type="checkbox"/> | | Item Name | Payment Action | Cost | Paid/Waived to Date | Waived | Current Charges | Balance Owed | Comments | School Year | |
|--------------------------|--|--|----------------|-----------------------|-----------------------------|--------|-----------------|--------------|----------|-------------------------------------|--|
| <input type="checkbox"/> | | Huggins, Colin - Grade - 6 | ID - 163892 | Birthday - 01/01/yyyy | Guardian - Huggins, Barbara | | | | | Add additional item | |
| <input type="checkbox"/> | | Band T-Shirt | | 11.00 | 0.00 | 0.00 | 0.00 | 11.00 | | 2019/2020 | |
| <input type="checkbox"/> | | (School Name) Fun Fair Admission (Date) | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 2019/2020 | |
| <input type="checkbox"/> | | Yearbook | | 21.00 | 0.00 | 0.00 | 0.00 | 21.00 | | 2019/2020 | |
| Totals | | | | \$32.00 | \$0.00 | \$0.00 | \$0.00 | \$32.00 | | | |
| Grand Totals | | | | \$32.00 | \$0.00 | \$0.00 | \$0.00 | \$32.00 | | | |

Pay Selected Auto Pay Waive Selected

Total Price Charge \$0.00

CHECKOUT

Cash Check Credit Card

- a. Click the **Add additional item** hyperlink (below the School Year column)

SchoolCashRegister

School 1
 Cashdrawer: Office 1
 Last Closed: 04/30/2019 02:53:52PM

MAIN MENU ▾ CHECKOUT SEARCH ITEM HISTORY REFUNDS GROUP COLLECTION MODIFICATION CLOSE OUT PRINT ▾

CHECKOUT

| <input type="checkbox"/> | | Item Name | Payment Action | Cost | Paid/Waived to Date | Waived | Current Charges | Balance Owed | Comments | School Year | |
|--------------------------|--|---|---|-----------------------|-----------------------------|--------|-----------------|--------------|---|-------------------------------------|--|
| <input type="checkbox"/> | | Huggins, Colin - Grade - 6 | ID - 163892 | Birthday - 01/01/yyyy | Guardian - Huggins, Barbara | | | | | Add additional item | |
| <input type="checkbox"/> | | Band T-Shirt | | 11.00 | 0.00 | 0.00 | 0.00 | 11.00 | | 2019/2020 | |
| <input type="checkbox"/> | | (School Name) Fun Fair Admission (Date) | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 2019/2020 | |
| <input type="checkbox"/> | | Yearbook | | 21.00 | 0.00 | 0.00 | 0.00 | 21.00 | | 2019/2020 | |
| <input type="checkbox"/> | | <div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div> | <div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div> | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | <div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div> | | |
| Totals | | | | \$32.00 | \$0.00 | \$0.00 | \$0.00 | \$32.00 | | | |
| Grand Totals | | | | \$32.00 | \$0.00 | \$0.00 | \$0.00 | \$32.00 | | | |

Pay Selected Auto Pay Waive Selected

Total Price Charge \$0.00

CHECKOUT

Cash Check Credit Card

- b. A new row has been created. Note that this new item will be attached to the student as **Required**

SchoolCashRegister School 1
Cashdrawer: Office 1
Last Closed: 04/30/2019 02:53:52PM

MAIN MENU ▾ CHECKOUT SEARCH ITEM HISTORY REFUNDS GROUP COLLECTION MODIFICATION CLOSE OUT PRINT ▾

CHECKOUT ⓘ

| <input type="checkbox"/> | ★ | Item Name | Payment Action | Cost | Paid/Waived to Date | Waived | Current Charges | Balance Owed | Comments | School Year |
|--------------------------|---|--|----------------|-----------------------|-----------------------------|--------|-----------------|--------------|---------------------|-------------------------------------|
| <input type="checkbox"/> | 🚫 | Huggins, Colin - Grade - 6 | ID - 163892 | Birthday - 01/01/yyyy | Guardian - Huggins, Barbara | | | | | Add additional item |
| <input type="checkbox"/> | ★ | Band T-Shirt | | 11.00 | 0.00 | 0.00 | 0.00 | 11.00 | | 2019/2020 |
| <input type="checkbox"/> | | (School Name) Fun Fair Admission (Date) | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 2019/2020 |
| <input type="checkbox"/> | | Yearbook | | 21.00 | 0.00 | 0.00 | 0.00 | 21.00 | | 2019/2020 |
| <input type="checkbox"/> | ★ | Lost Library Book | Outstanding | 20.00 | 0.00 | 0.00 | 0.00 | 0.00 | Harry Potter Book 1 | |
| Totals | | | | \$52.00 | \$0.00 | \$0.00 | \$0.00 | \$32.00 | | |
| Grand Totals | | | | \$52.00 | \$0.00 | \$0.00 | \$0.00 | \$32.00 | | |

Pay Selected Auto Pay Waive Selected

Total Price Charge \$0.00

CHECKOUT

Cash Check Credit Card

- c. Click in the **Item Name** column and from the pick list select **Lost Library Book**
- d. Select **Payment Action** column (beside the Lost Library Book)
From the pick list, select **Outstanding**
(This will record the Lost Library Book and payment will be required in the future.
If the student was going to pay for the book at the time you were recording this transaction, then the Payment Action would be Full Payment)
- e. In the **Cost** field, enter **20.00**
- f. In the **Comments** field enter **Harry Potter Book 1** (i.e., the name of the book, if it is a lost textbook, also enter the book # if applicable)

Note: Check Out Tender is not required if the Payment Action is Outstanding

MAIN MENU ▾ CHECKOUT SEARCH ITEM HISTORY REFUNDS GROUP COLLECTION MODIFICATION CLOSE OUT PRINT ▾

Print Statements
Reprint Receipts
Reprint Close Out

- g. Click **Print > Print Statements**

Print Statements

Select Students

☒ Only For Selected Students

☐ Students By Grade

☐ Students By Homeroom

☐ All students

Sort By

☒ Last Name

☐ Homeroom

☐ Grade

Display Statements With

☒ Outstanding and Paid Items

☐ Outstanding Items Only

☐ Paid Items Only

Print Options

☐ Only Required Items

☒ All Items (includes optional)

☐ Hide Waived Column

Below you can provide notices to be included
Information below may not reflect the filter criteria

Global Notices:

Be sure to register on School Cash Online to pay for all your school fees. Convenient, fast and safe!

Individual Notices:

| Last | First | Notices |
|---------|-------|---------|
| Huggins | Colin | |

1 Students are selected

Print

- h. **Print Options:** Click **All Items (includes optional)** radio button
- i. **Global Notices:** Add a message promoting School Cash Online as your preferred method of payment, include the website. **Individual Notices** are also available that would only print for the individual student that you have selected.
- j. Click **Print** button

Files:


| No | File |
|----|---|
| 1 | S20190605_1346_1of1.pdf |

Close

- k. Click the hyperlink pdf to print the statement
- l. Click **Close** button after printing the statement

School Cash Online Statement



Instruction Guide

| | | |
|---|---|-------------------------------------|
| Colin Huggins | Statement | 163892 |
| Diamond School 6701 Gordon Rd, Wilmington, NC 28401 Be sure to register on School Cash Online to pay for all your school fees. Convenient, fast and safe! | | |
| Parent Guardian of: Colin Huggins 123 Cape Harbor Drive Wilmington, NC 28411 |  | ID: 163892 Grade: 6 Homeroom: 12 |
| REQUIRED ITEMS | | |
| Outstanding Payments | | |
| Item Name | Cost | Paid Waived Refunded Balance |
| Band T-Shirt | \$11.00 | \$0.00 \$0.00 \$0.00 \$11.00 |
| Lost Library Book - Harry Potter Book 1 | \$20.00 | \$0.00 \$0.00 \$0.00 \$20.00 |
| Totals | \$31.00 | \$0.00 \$0.00 \$0.00 \$31.00 |
| OPTIONAL ITEMS | | |
| Available | | |
| Item Name | Cost | Paid Waived Refunded Balance |
| (School Name) Fun Fair Admission (Date) | \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 |
| Yearbook | \$21.00 | \$0.00 \$0.00 \$0.00 \$21.00 |
| Totals | \$21.00 | \$0.00 \$0.00 \$0.00 \$21.00 |
| Grand Total | | \$52.00 |

C. Repayment of a Rejected Online Payment for a Student

Click the **Search** Tab

From the **Search** pop-up window

| | | | |
|---|--------|------------|--|
| SEARCH | | | |
|  | Morrow | Student ID | Guardian Last Name  |
| <input type="checkbox"/> Include inactive students | | | |

Student Name: Morrow

Click **Search** button

SEARCH

Morrow

Student ID

Guardian Last Name, Firs

Search

☐ Include inactive students

| | Last Name First | Gr | ID | Date of Birth | School Name |
|-------------------------------------|------------------|----|--------|---------------|-------------|
| <input checked="" type="checkbox"/> | Morrow, Daniel | 7 | 298855 | 01/01/yyyy | Train 01 |
| <input type="checkbox"/> | Morrow, Reginald | 6 | 153856 | 01/01/yyyy | Train 01 |

Select

Close

Click the **checkbox** to the left of the student name **Morrow, Daniel** then click **Select** button

SchoolCashRegister

School 1
 Cashdrawer: Office 1
 Last Closed: 04/30/2019 02:53:52PM

MAIN MENU ▾
CHECKOUT
SEARCH
ITEM HISTORY
REFUNDS
GROUP COLLECTION
MODIFICATION
CLOSE OUT
PRINT ▾

CHECKOUT ⓘ

| <input type="checkbox"/> | ★ Item Name | Payment Action | Cost | Paid/Waived to Date | Waived | Current Charges | Balance Owed | Comments | School Year | |
|--------------------------|--|----------------|---------|---------------------|--------|-----------------|--------------|----------|-------------|-----------|
| <input type="checkbox"/> | <div style="display: flex; justify-content: space-between; align-items: center;"> Morrow, Daniel - Grade - 7 ID - 298855 Birthday - 01/01/yyyy Guardian - Morrow, David Add additional item </div> | | | | | | | | | |
| <input type="checkbox"/> | ★ Band T-Shirt | + | 11.00 | | 0.00 | 0.00 | 0.00 | 11.00 | | 2019/2020 |
| <input type="checkbox"/> | ★ Yearbook | Full Payment ▾ | 21.00 | | 0.00 | 0.00 | 21.00 | 0.00 | Repayment | 2019/2020 |
| Totals | | | \$32.00 | | \$0.00 | \$0.00 | \$21.00 | \$11.00 | | |
| Grand Totals | | | \$32.00 | | \$0.00 | \$0.00 | \$21.00 | \$11.00 | | |

Pay Selected

Auto Pay

Waive Selected

Total Price Charge \$21.00

CHECKOUT

Check

Credit Card

- a. Under the Item Name locate the Yearbook
- b. Click in the **Payment Action** column (beside the Yearbook) and select **Full Payment**
- c. **Current Charges** will default to the **Cost** amount
- d. **Balance Owed** will default to **\$0.00**
- e. **Comments** (optional) enter **Repayment**
- f. Click the Checkout Tender **Check** button

Check Checkout

| | |
|--------------------------|---|
| Total Waive (\$): | 0.00 |
| Total Price Charge (\$): | 21.00 |
| Check Date: | <input type="text" value="01/01/yyyy"/> |
| → Name on Check | <input type="text" value="Morrow, David"/> |
| → Print Option: | <div style="border: 1px solid #ccc; padding: 2px;"> Two-Part Receipt No Receipt One-Part Receipt Two-Part Receipt No Statement </div> |
| → | <div style="display: inline-block; background-color: #1a3a5a; color: white; padding: 5px 15px; border: 1px solid #1a3a5a; margin: 2px;">Confirm</div> <div style="display: inline-block; background-color: #1a3a5a; color: white; padding: 5px 15px; border: 1px solid #1a3a5a; margin: 2px 10px;">Cancel</div> |

- g. **Total Price Charge (\$)** will be **\$21.00**
- h. **Name on Check** will default to the guardian name that is uploaded from the school's Student Information System. If the name on the check is different from what appears on the screen, you can enter the correct name.
- i. **Print Option:** Select **Two-Part Receipt**, Select **No Statement**
- j. Click **Confirm** button

School Cash Online

Two-Part Receipt

Instruction Guide

| | | | | | |
|---|----------------|---------------------------------|--|---|--|
| Diamond School School Funds | | Payment Receipt | | Receipt #: SCR-2019-17-124 | |
| | | | |  | |
| Student Name: | Morrow, Daniel | | | ID: 298855 | |
| Grade: | 7 | Homeroom: 418 Westercamp | | | |
| Received From: Morrow, Daniel | | Received On: 11/12/yyyy | | | |
| Amount: ---Twenty-one ---00/100--- | | Check: \$21.00 | | | |
| Re: Yearbook | | | | | |
| Receipt Copy | | Verify By: _____ | | | |

| | | | | | |
|---|----------------|---------------------------------|--|---|--|
| Diamond School School Funds | | Payment Receipt | | Receipt #: SCR-2019-17-124 | |
| | | | |  | |
| Student Name: | Morrow, Daniel | | | ID: 298855 | |
| Grade: | 7 | Homeroom: 418 Westercamp | | | |
| Received From: Morrow, Daniel | | Received On: 11/12/yyyy | | | |
| Amount: ---Twenty-one ---00/100--- | | Check: \$21.00 | | | |
| Office Copy | | Verify By: _____ | | | |

| Item Name | Status | Cost | Paid | Wavied | Refunded | Balance |
|----------------------|--------|---------|---------|--------|----------|---------|
| Yearbook - Repayment | F | \$21.00 | \$21.00 | \$0.00 | \$0.00 | \$0.00 |

Student ID: 298855
Purchased: 11/12/yyyy 12:10:59 PM
Receipt #: SCR-2019-17-124

Printed: 11/12/yyyy 03:42:29 PM

Note: Comment will only appear on the Office Copy

D. Partial Payment

Click the **Search** Tab
From the **Search** pop-up window

SEARCH

→

Bryant

Student ID

Guardian Last Name →

Search

☐ Include inactive students

Student Name: Bryant
Click **Search** button

SEARCH

☐ Include inactive students

| | Last Name First | Gr | ID | Date of Birth | School Name |
|-------------------------------------|-----------------|----|--------|---------------|-------------|
| <input checked="" type="checkbox"/> | Bryant, Emily | 6 | 261501 | 01/01/yyyy | Train 01 |
| <input type="checkbox"/> | Bryant, Leo | 8 | 247364 | 01/01/yyyy | Train 01 |
| <input type="checkbox"/> | Bryant, Lucas | 6 | 399488 | 01/01/yyyy | Train 01 |
| <input type="checkbox"/> | Bryant, Sydney | 7 | 298612 | 01/01/yyyy | Train 01 |
| <input type="checkbox"/> | Bryant, Todd | 6 | 154646 | 01/01/yyyy | Train 01 |

Click the **checkbox** to the left of the student name **Bryant, Emily**, then click **Select** button

SchoolCashRegister

School 1
 Cashdrawer: Office 1
 Last Closed: 04/30/2019 02:53:52PM

MAIN MENU ▾
CHECKOUT
SEARCH
ITEM HISTORY
REFUNDS
GROUP COLLECTION
MODIFICATION
CLOSE OUT
PRINT ▾

CHECKOUT !
Add additional item

| | Item Name | Payment Action | Cost | Paid/Waived to Date | Waived | Current Charges | Balance Owed | Comments | School Year |
|--------------------------|--------------|---|---------|---------------------|--------|-----------------|--------------|----------|-------------|
| <input type="checkbox"/> | Band T-Shirt | <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Full Payment Partial Payment Waived Fee Void Fee Delete Fee </div> | 11.00 | 0.00 | 0.00 | 0.00 | 11.00 | | 2019/2020 |
| <input type="checkbox"/> | Yearbook | | 21.00 | 0.00 | 0.00 | 0.00 | 21.00 | | 2019/2020 |
| Totals | | | \$32.00 | \$0.00 | \$0.00 | \$0.00 | \$32.00 | | |
| Grand Totals | | | \$32.00 | \$0.00 | \$0.00 | \$0.00 | \$32.00 | | |

Pay Selected
Auto Pay
Waive Selected

Total Price Charge \$0.00

CHECKOUT

Cash
Check
Credit Card

- a. Under the Item Name locate the **Band T-Shirt**
- b. Click in the **Payment Action** column (beside the Band T-Shirt) and select **Partial Payment**

Item Options and Quantities

Band T-Shirt

\$11.25

Bryant, Emily - Grade - 6 ID - 261501 Birthday - 01/01/yyyy Guardian - Bryant, Michelle

Be sure to have your Band T-shirt for our next performance. Adult and Youth Sizes
Made of 100% cotton, machine washable.

Size*

☐ Youth Small

☐ Youth Medium

☒ Adult Small [Add \$1.25]

☐ Adult Medium [Add \$1.25]

→

→

Save
Cancel

School Cash Online

Instruction Guide

- c. The Item Options and Quantities window will appear. click **Adult Small** radio button, then click **Save** button

SchoolCashRegister School 1
Cashdrawer: Office 1
Last closed: 04/30/2019 02:53:52PM

MAIN MENU ▾ CHECKOUT SEARCH ITEM HISTORY REFUNDS GROUP COLLECTION MODIFICATION CLOSE OUT PRINT ▾

CHECKOUT ⓘ

| <input type="checkbox"/> | ★ Item Name ⓘ | Payment Action ⓘ | Cost ⓘ | Paid/Waived to Date ⓘ | Waived ⓘ | Current Charges ⓘ | Balance Owed ⓘ | Comments ⓘ | School Year ⓘ |
|--------------------------|---|-------------------|---------|-----------------------|----------|-------------------|----------------|------------|---------------|
| <input type="checkbox"/> | ✖ Bryant, Emily - Grade - 6 ID - 261501 Birthday - 01/01/yyyy Guardian - Bryant, Michelle Add additional item | | | | | | | | |
| <input type="checkbox"/> | ★ Band T-Shirt ⓘ | Partial Payment ▾ | 12.25 | 0.00 | 0.00 | 7.00 | 5.25 | | 2019/2020 |
| <input type="checkbox"/> | (School Name) Fun Fair Admission (Date) ⓘ | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 2019/2020 |
| <input type="checkbox"/> | Yearbook | | 21.00 | 0.00 | 0.00 | 0.00 | 21.00 | | 2019/2020 |
| Totals | | | \$33.25 | \$0.00 | \$0.00 | \$0.00 | \$26.25 | | |
| Grand Totals | | | \$33.25 | \$0.00 | \$0.00 | \$0.00 | \$26.25 | | |

Pay Selected Auto Pay Waive Selected

Total Price Charge \$7.00

CHECKOUT

→ Cash Check Credit Card

- d. In the **Current Charges**, enter the partial payment amount - **\$7.00**
- e. The **Balance Owed** will automatically calculate what is still owing (\$6.00)
- f. Click the Checkout Tender **Cash** button

Cash Checkout

Total Waive (\$): 0.00

Total Price Charge (\$): 0.00

→ Amount Received (\$): 7.00

Change Due (\$): 0.00

→ Print Option: One-Part Receipt
No Receipt
One-Part Receipt
Two-Part Receipt
No Statement

→ Confirm Cancel

- g. Amount Received (\$) defaults to the Total Charge but can be overwritten if you wanted the system to calculate the amount of Change Due (\$). For example, \$20.00 bill was given, enter \$20.00 in amount received and the Change Due (\$) would display \$13.00
- h. **Print Option:** Select **One-Part Receipt**, Select **No Statement**
- i. Select **Confirm** button

School Cash Online

Instruction Guide

Register Close-Out

A Close Out is part of the regular use of School Cash Register. The School Cash Register Cashdrawer should be closed out on a regular basis as established by the district/board.

From School Cash Register click **Close Out** tab



Step 1: Displays the sales period for the close out. Select **Continue**

The screenshot shows the 'Daily Close Out: Step 1' screen. The 'Continue' button is highlighted with a red arrow. The screen displays the SchoolCashRegister logo, 'School 1', 'Cashdrawer: Office 1', and 'Last Closed: 04/30/2019 02:53:52PM'. Below the header, there is a section titled 'Daily Close Out: Step 1' with an information icon. The main text reads: 'The School Cash Register Close Out Wizard will step you through the process of closing out your transactions. The Wizard will add up your sales and display the totals for confirmation. When you are ready, the Wizard will allow you to print the Close Out Report and will sign off transactions for the sales period.' Below this, it says 'All Dates - Close out transactions for all dates' and 'Sales Period: 09/01/yyyy 02:31:47 PM to 09/04/yyyy 10:15:04 AM (Start Date) (End Date)'.

Step 2: Enter the **\$7.00** amount in the **Cash in Drawer** field, then click **Continue** button

The screenshot shows the 'Daily Close Out: Step 2' screen. The 'Continue' button is highlighted with a red arrow. The screen displays the SchoolCashRegister logo, 'School 1', 'Cashdrawer: Office 1', and 'Last Closed: 04/30/2019 01:53:52PM'. Below the header, there is a section titled 'Daily Close Out: Step 2' with an information icon. The main text reads: 'Enter the cash amount from your cash drawer, then select Continue. If you need to change the amount of cash in the drawer, please enter it at this time.' Below this, there are four input fields: 'Starting Cash' (\$0.00), 'Cash in Drawer' (\$7.00), 'Cash to leave in Drawer' (\$0.00), and 'Cash Deposit Balance' (\$7.00). A red arrow points to the 'Cash in Drawer' field. Below the input fields, there is a section titled 'Detailed Cash' with three sub-sections: 'Bills', 'Rolled Coins', and 'Loose Coins'. Each sub-section has a table with columns for 'Qty' and 'Amount'. The 'Bills' section lists \$1, \$5, \$10, \$20, \$50, and \$100 bills, all with a quantity of 0 and an amount of \$0.00. The 'Rolled Coins' section lists 1¢, 5¢, 10¢, 25¢, 50¢, and \$1 coins, all with a quantity of 0 and an amount of \$0.00. The 'Loose Coins' section lists 1¢, 5¢, 10¢, 25¢, 50¢, and \$1 coins, all with a quantity of 0 and an amount of \$0.00. At the bottom, it says 'Detailed Cash Total: \$0.00'.

Note: You have the option to detail the cash

Step 3: Displays the sales activity

SchoolCashRegister

School 1
Cashdrawer: Office 1
 Last Closed: 04/30/2019 02:53:52PM

Daily Close Out: Step 3

Cancel **Continue**

Sales Period: **09/01/yyyy 02:31:47 PM - 09/04/yyyy 10:15:04 AM**

Verification: Based on the sales transactions, below is a summary of all the payments for the sales period selected.
 A comment is required if you are either Over or Under with funds.

myWallet transactions are not included in the close out and are referenced as a Direct Deposit on the ledger.

| Gross Sales | Waived | Refunds | Net Sales |
|-------------|--------|---------|-----------|
| 49.00 | 21.00 | 0.00 | 28.00 |

Sales Summary

| | |
|------------------------|-------|
| Taxable sales | 28.00 |
| Non-taxable sales | 28.00 |
| Total sales before tax | 0.00 |
| Sales tax | 0.00 |
| Total sales with tax | 28.00 |

Sales Payment Summary

| | Sales | Refunds |
|--------------|---------|---------|
| Cash | \$7.00 | \$0.00 |
| Check | \$21.00 | \$0.00 |
| Credit Cards | 0.00 | \$0.00 |
| MyWallet | 0.00 | \$0.00 |

Actual Payment Summary [\[Details\]](#)

| | |
|----------------|---------|
| Cash | \$7.00 |
| Check | \$21.00 |
| Credit Cards | \$0.00 |
| MyWallet | \$0.00 |
| Total Payments | \$28.00 |

Over
Under

Close Out Comment

If cash drawer does not balance, review reports

- Select **Actual Payment Summary [Details]**
- Verify the number of checks match what is on hand
- Select **Cancel** button (See Section Three on how to modify a payment tender (Modification tab))

Detail Summary

Cash

Credit Cards

| | | | | |
|---|---|---|---|---|
| VISA | Master Card | Discover | American Express | Other |
| <input style="width: 80px;" type="text"/> | <input style="width: 80px;" type="text"/> | <input style="width: 80px;" type="text"/> | <input style="width: 80px;" type="text"/> | <input style="width: 80px;" type="text"/> |

MyWallet

Refunds

| | | | |
|---|---|---|---|
| Cash | Check | Credit Cards | myWallet |
| <input style="width: 80px;" type="text"/> | <input style="width: 80px;" type="text"/> | <input style="width: 80px;" type="text"/> | <input style="width: 80px;" type="text"/> |

Waived

| | |
|---|---|
| Waived | Other |
| <input style="width: 80px;" type="text" value="\$21.00"/> | <input style="width: 80px;" type="text"/> |

Check

| # | Received From | Amount | Received Date/Time |
|---|-------------------------------|---------|------------------------|
| 1 | Morrow, David (Daniel Morrow) | \$21.00 | 09/03/yyyy 12:10:59 PM |

Review the # of checks if you are not balanced. In some cases, the tender may need to be modified.
 Select **Close** button to return to Step 3, then select **Continue** button

Step 4: Preview the Close Out Report

SchoolCashRegister

School 1

Cashdrawer: Office 1

Last Closed: 04/30/2019 02:53:52PM

Daily Close Out: Step 4

To preview Close Out report, follow the link [Report Preview](#)

Once reviewed, click the Close Out button. You will be redirected to the School Funds Online.

Sales Period: 09/01/yyyy 02:31:47 PM - 09/04/yyyy 10:15:04 AM

Cancel

Continue

Important: If cash drawer does not balance, review the Check Details and/or generate the Close Out Report to review any other tenders that may have been entered incorrectly before you complete the Close Out. A Close-out Comment must be entered to proceed to Step 4 to review the report.

Select **Continue** button. The Close Out will be transferred to School Funds Online to complete the deposit to the bank.

Close Out Report

Z-Out / Cash-Out Report

Diamond School

Office 1

Start Date: 09/01/yyyy

End Date: 09/04/yyyy

Gwen Wilson

Sales Activity

| Gross Sales | Waived | Refunds | Net Sales |
|-------------|---------|---------|-----------|
| \$49.00 | \$21.00 | \$0.00 | \$28.00 |

Payment Tenders:

| | | | |
|----------------|----------------|------------|--------|
| Cash Receipts | \$7.00 | | |
| Check Receipts | \$21.00 | Over/Under | \$0.00 |
| Credit Cards | \$0.00 | Comment: | |
| Other (Waived) | 21.00 | | |
| Total: | \$49.00 | | |

Cash Receipt Summary

| Item Name | Amount |
|---------------|---------------|
| Band T-Shirt | \$7.00 |
| Total: | \$7.00 |

Check Receipt Summary

| Item Name | Amount |
|---------------|----------------|
| Yearbook | \$21.00 |
| Total: | \$21.00 |

Other (Waived) Summary

| Item Name | Amount |
|---------------|----------------|
| Yearbook | \$21.00 |
| Total: | \$21.00 |

Date

Signature

School Cash Online

School Cash Catalog - Reports

Instruction Guide

A. Item Attachment Report

Item Attachment Report

Year:
Item Status:
Attachment Type:
Show:

Name of Item:
Sort By: ☐ Student #
☒ Student Name
☐ Homeroom
☐ Item Name
☐ Payment Date
☐ Grade
☐ Course Section

Search by Attachment:

Click continue to find all or select a date

Report Start Date
Report End Date

Include inactive student: ☐

Optional Filters

Last Name:
Grade:

First Name:
Course:

Student Number:
Group:

Homeroom:

- Select the **Name** of the Item (**Band T-Shirt**)
- Select the Show to **All**
- Click **Generate** button

Report will display the status of all students attached.

| <div> <div> 1 of 40 </div> <div> Export to the selected format </div> <div> Export </div> </div> | | | | | | | | | | |
|--|--------------------|-------|----------|-----------|---|--------|----------|--------|------------|---|
| Diamond School 2019/2020 Band T-Shirt | | | | | Item Attachment Report - School Cash Catalog Fully Paid 14 Records Found 11/01/yyyy... 11/19/yyyy Date ... Range | | | | | |
| Student # | Student Name | Grade | Homeroom | Total | Paid | Waived | Refunded | Owing | Purchased | Payments |
| 8684 | Allan, Adrianna | 6 | 12 | \$11.00 | \$11.00 | \$0.00 | \$0.00 | \$0.00 | 11-19-yyyy | \$11 - CreditCard (Online) - 11/19/yyyy |
| 8685 | Anderson, Matthew | 6 | 12 | \$11.00 | \$11.00 | \$0.00 | \$0.00 | \$0.00 | 11-19-yyyy | \$11 - eCheck - 11/19/yyyy |
| 8686 | Anderson, Raelyn | 6 | 12 | \$11.00 | \$11.00 | \$0.00 | \$0.00 | \$0.00 | 11-02-yyyy | \$11 - CreditCard (Online) - 11/02/yyyy |
| 8687 | Andrew, Kaitlyn | 6 | 22 | \$12.25 | \$12.25 | \$0.00 | \$0.00 | \$0.00 | 11-15-yyyy | \$12.25 - CreditCard - 11/15/yyyy |
| 8688 | Andrews, Travis | 6 | 12 | \$12.25 | \$12.25 | \$0.00 | \$0.00 | \$0.00 | 11-15-yyyy | \$12.25 - CreditCard (Online) - 11/15/yyyy |
| 8689 | Andrus, Holly | 6 | 22 | \$11.00 | \$11.00 | \$0.00 | \$0.00 | \$0.00 | 11-03-yyyy | \$11 - Check - 11/03/yyyy |
| 8690 | Arnfinson, Presley | 6 | 12 | \$12.25 | \$12.25 | \$0.00 | \$0.00 | \$0.00 | 11-13-yyyy | \$12.25 - Cash - 11/13/yyyy |
| 8691 | Arnold, Melissa | 6 | 12 | \$11.00 | \$11.00 | \$0.00 | \$0.00 | \$0.00 | 11-16-yyyy | \$11 - Credit Card (Online) - 11/16/yyyy |
| 8692 | Arval, Alana | 6 | 22 | \$11.00 | \$11.00 | \$0.00 | \$0.00 | \$0.00 | 11-02-yyyy | \$11 - eCheck - 11/02/yyyy |
| 8693 | Bester, Julie | 6 | 12 | \$11.00 | \$11.00 | \$0.00 | \$0.00 | \$0.00 | 11-13-yyyy | \$11 - CreditCard (Online) - 11/13/yyyy |
| 8694 | Booth, Jacob | 6 | 12 | \$11.00 | \$11.00 | \$0.00 | \$0.00 | \$0.00 | 11-16-yyyy | \$11 - CreditCard (Online) - 11/16/yyyy |
| 8695 | Brickely, Kelly | 6 | 22 | \$12.25 | \$12.25 | \$0.00 | \$0.00 | \$0.00 | 11-15-yyyy | \$12.25 - CreditCard (Online) - 11/15/yyyy |
| 8696 | Hunter, Susan | 6 | 22 | \$12.25 | \$12.25 | \$0.00 | \$0.00 | \$0.00 | 11-03-yyyy | \$12.25 - Credit Card (Online) - 11/03/yyyy |
| 8697 | Krause, Wendy | 6 | 12 | \$11.00 | \$11.00 | \$0.00 | \$0.00 | \$0.00 | 11-19-yyyy | \$11 - CreditCard (Online) - 11/19/yyyy |
| Total | | | | \$ 160.25 | \$ 160.25 | \$0.00 | \$0.00 | \$0.00 | | |

Select the **Printer Icon** to print the report

B. Item Option Report

Item Option Report

Year: 2019/2020

Item Status: All

Name of Item: Band T-Shirt

Show: All

Sort By: ☐ Student #

☒ Student Name

☐ Homeroom

☐ Payment Date

☐ Grade

☐ Course Section

Click continue to find all or select a date

Report Start Date

Report End Date

Student Filters

Last Name:

First Name:

Student Number:

Homeroom: All Homerooms

Grade: All Grades

Course: Please select

Group: All Groups

Attachment:

Generate

- Select the **Name** of the Item (**Band T-Shirt**)
- Select the Show to **All**
- Click **Generate** button

There are Two Reports:

Report #1 will display the Choices/Options that were ordered. Share this with your vendor to place the order.

| | | | | | |
|--|--------------------|--------------------|---|--------------------|-----------------|
| <div> <div> <div>1 of 2</div> <div>Export to the selected format</div> <div>Export</div> </div> </div> | | | | | |
| Diamond School 2019/2020 | | | Item Option Report - School Cash Catalog Fully Paid 09/01/yyyy... 10/01/yyyy Date ... Range | | |
| <u>Item Name</u> | <u>School Year</u> | <u>Option Name</u> | <u>Choice Name</u> | <u>Choice Cost</u> | <u>Quantity</u> |
| Band T-Shirt | 2019/2020 | Size | | | |
| | | | Youth Small | \$0.00 | 5 |
| | | | Youth Medium | \$0.00 | 4 |
| | | | Adult Small | \$1.25 | 4 |
| | | | Adult Medium | \$1.25 | 1 |

Report #2 will display the students that ordered the different Choices/Options.

| Item Option Report - School Cash Catalog | | | | | | | | |
|--|-------------|--------------|---------------------------|-------------|--------------------|-----------|----------|----------|
| Diamond School | | | | | | | | |
| 2019/2020 | | | | | | | | |
| | | | Fully Paid | | | | | |
| | | | 09/01/yyyy ... 10/01/yyyy | | | | | |
| | | | Date ... Range | | | | | |
| Item Name | School Year | Option Name | Choice Name | Choice Cost | Student Name | Student # | Homeroom | Quantity |
| Band T-Shirt | 2019/2020 | Size | | | | | | |
| | | Youth Small | | \$0.00 | Alan, Adrianna | 8684 | 22 | 1 |
| | | | | | Anderson, Matthew | 8685 | 12 | 1 |
| | | | | | Andrus, Holly | 8689 | 22 | 1 |
| | | | | | Booth, Jacob | 8694 | 12 | 1 |
| | | | | | Krause, Wendy | 8697 | 12 | 1 |
| | | Youth Medium | | \$0.00 | Anderson, Raelyn | 8686 | 22 | 1 |
| | | | | | Arnold, Melissa | 8691 | 22 | 1 |
| | | | | | Arval, Alana | 8692 | 12 | 1 |
| | | | | | Bester, Julie | 8693 | 22 | 1 |
| | | Adult Small | | \$1.25 | Andrew, Kaitlyn | 8687 | 12 | 1 |
| | | | | | Andrews, Travis | 8688 | 12 | 1 |
| | | | | | Arnfinson, Presley | 8690 | 12 | 1 |
| | | | | | Brickely, Kelly | 8695 | 22 | 1 |
| | | Adult Medium | | \$1.25 | Hunter, Susan | 8696 | 12 | 1 |

C. Item Order Report

Item Order Report

Year:
Item Status:
Name of Item:
Show:
Sort By:
☐ Student #
☐ Student Name
☒ Homeroom
☐ Payment Date
☐ Grade
☐ Course Section

Click continue to find all or select a date
Report Start Date:
Report End Date:

Student Filters

Last Name:
Grade:
First Name:
Course:
Student Number:
Group:
Homeroom:
Attachment:

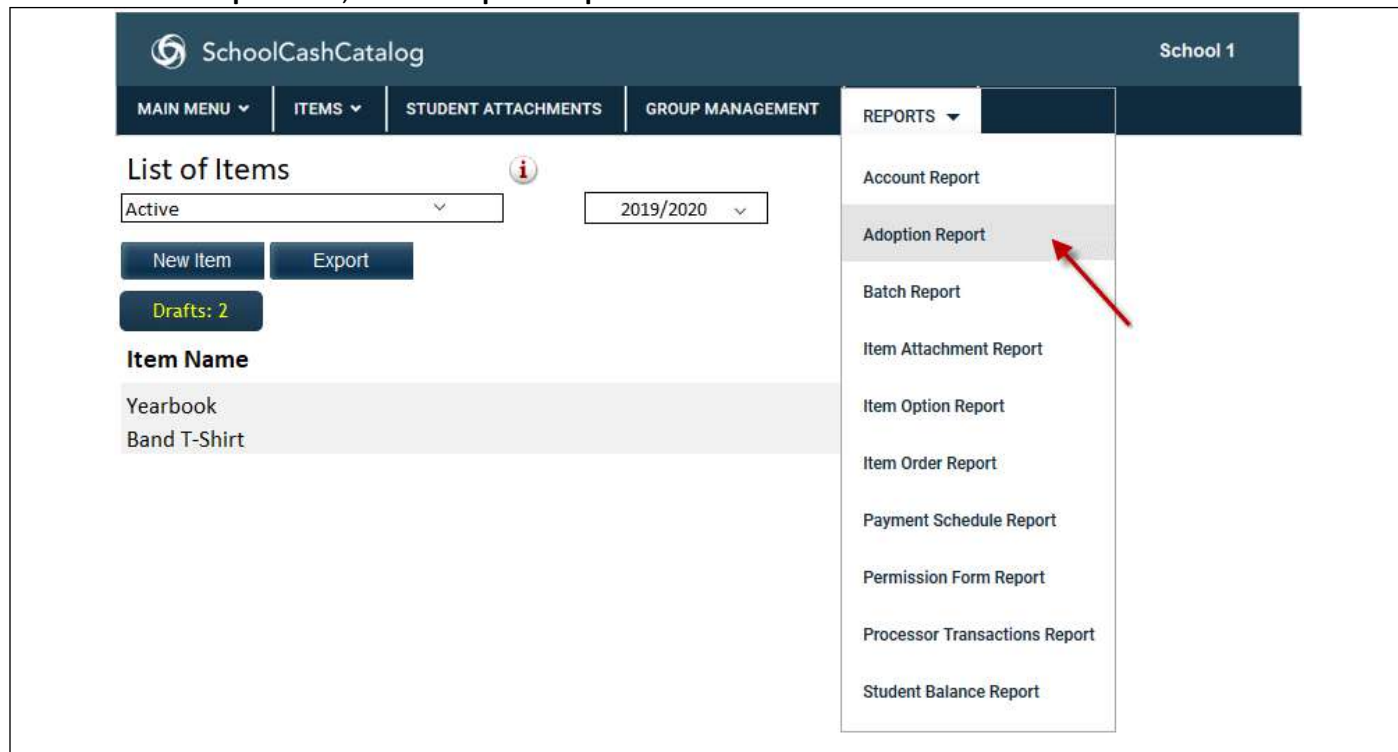
- Select the **Name** of the Item (**Band T-Shirt**)
- Select the Show to **All**
- Select the Sort By to **Homeroom**
- Click **Generate** button

Session Two



A. Adoption Reports

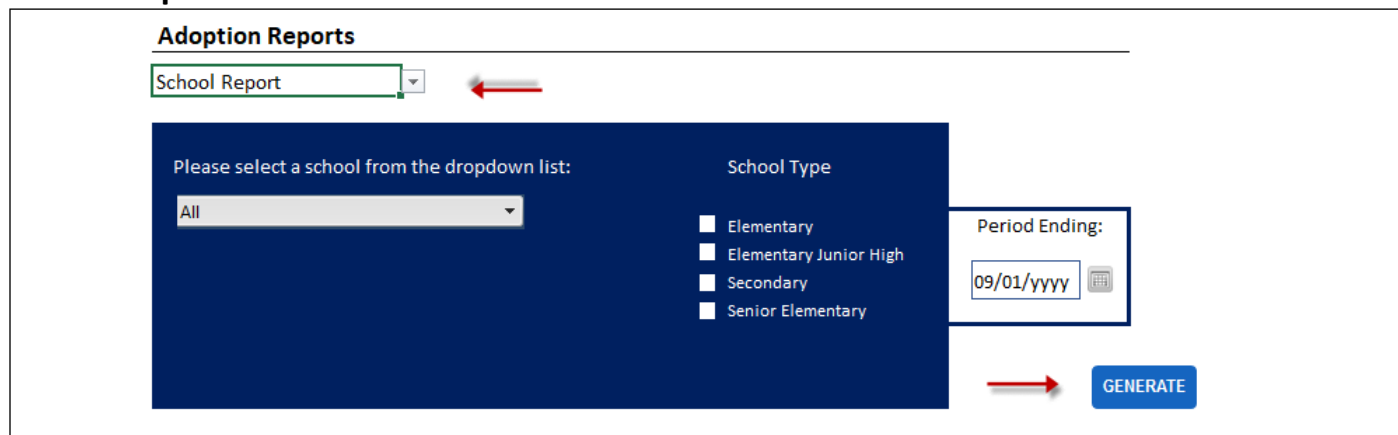
From the **Reports** tab, select **Adoption Report**



The screenshot shows the SchoolCashCatalog interface. At the top, there's a header with the logo and 'School 1'. Below it is a navigation bar with tabs: MAIN MENU, ITEMS, STUDENT ATTACHMENTS, GROUP MANAGEMENT, and REPORTS. The REPORTS tab is active, and a dropdown menu is open, showing various report options. 'Adoption Report' is highlighted with a red arrow. On the left side, there's a 'List of Items' section with a dropdown menu set to 'Active' and a date selector set to '2019/2020'. Below this are buttons for 'New Item', 'Export', and 'Drafts: 2'. A table titled 'Item Name' lists 'Yearbook' and 'Band T-Shirt'.

There are 3 Adoption Reports. School Report Homeroom Report, Registration Report.

School Report



The screenshot shows the 'Adoption Reports' form. At the top, there's a dropdown menu labeled 'School Report' with a red arrow pointing to it. Below this is a dark blue section with a dropdown menu labeled 'Please select a school from the dropdown list:' set to 'All'. To the right of this is a 'School Type' section with four checkboxes: 'Elementary', 'Elementary Junior High', 'Secondary', and 'Senior Elementary'. To the right of the 'School Type' section is a 'Period Ending:' section with a date input field set to '09/01/yyyy' and a calendar icon. At the bottom right is a blue 'GENERATE' button with a red arrow pointing to it.

- Select the **School Report** from the dropdown list
- Period Ending** will default to today's date
- Click **Generate** button

| School Adoption Report | | | |
|--------------------------------------|-----------------------|----------------------------|----------------------|
| Recent as of: 09/01/yyyy 11:59:59 PM | | | |
| <u>School Name</u> | <u>Total Students</u> | <u>Registered Students</u> | <u>Adoption Rate</u> |
| Diamond School | 377 | 302 | 80.11% |
| | 377 | 302 | 80.11% |

Displays: Total number of Active Students based on the nightly upload of the SIS file.
 Number of students that are registered on School Cash Online
 Adoption percentage rate

Homeroom Report

Adoption Reports

Homeroom Report

Please select a school from the dropdown list:

Please select a school
 Diamond School

Homeroom:
 All

Period Ending:
 09/01/yyyy

GENERATE

- Select the **Homeroom Report** from the dropdown list
- Select the **School** from the dropdown list
- Homeroom** will default to **All**
- Period Ending** will default to today's date
- Click **Generate** button

| Homeroom Adoption Report | | | |
|--------------------------------------|-----------------------|-------------------|-----------------|
| Recent as of: 09/01/yyyy 11:59:59 PM | | | |
| School Name: Diamond | | | |
| Homeroom: All | | | |
| <u>Homeroom</u> | <u>Total Students</u> | <u>Registered</u> | <u>Adoption</u> |
| BN 11L | 18 | 18 | 100.00% |
| BN 1M | 14 | 14 | 100.00% |
| BN 2RS | 19 | 19 | 100.00% |
| BN 2S | 19 | 19 | 100.00% |
| BN 8M | 26 | 25 | 96.15% |
| BN 1R | 13 | 12 | 92.31% |
| BN 10B | 40 | 35 | 87.50% |
| BN 4P | 17 | 14 | 82.35% |
| BN 12H | 20 | 17 | 85.00% |
| BN 7V | 26 | 21 | 80.77% |
| BN 5G | 25 | 19 | 76.00% |
| BN 3G | 28 | 20 | 71.43% |
| BN 9B | 33 | 22 | 66.67% |
| BN 4L | 17 | 11 | 64.71% |
| BN KH | 35 | 21 | 60.00% |
| BN 6W | 27 | 15 | 55.56% |
| | 377 | 302 | 80.11% |

Displays: Total number of Active Students in each homeroom

School Cash Online

Instruction Guide

- Number of students that are registered on School Cash Online in each homeroom
- Adoption percentage rate

Great report to use for Homeroom Competitions

Registration Report

- Select the **Registration Report** from the dropdown list
- Select the **School** from the dropdown list
- Homeroom** will default to **All** or select a specific homeroom from the dropdown list (BN 4P)
- Registration** has the option to show either **Registered**, **Unregistered** or **Both**
- Registration Date** – Start Date will default to the earliest date that one of the students were registered on School Cash Online. For example, student registered in Grade 1, 6 years ago, and is now at a Middle School, it will show the earliest registration date. End Date defaults to today.
- Online Payment** is optional also includes a start and end date
- Click **Generate** button

| Registered Students Report | | | | | | | |
|-----------------------------|------------|--------|-------|----------|-----------------|--------------|---------------|
| School Name: Diamond School | | | | | | | |
| Homeroom: BN 4P | | | | | | | |
| Last Name | First Name | Number | Grade | Homeroom | Items Purchased | Payment Date | Registered On |
| Allan | Adrianna | 8684 | 1 | BN 4P | 12 | 9/12/2019 | 4/3/2017 |
| Anderson | Matthew | 8685 | 1 | BN 4P | 27 | 9/17/2019 | 9/27/2019 |
| Anderson | Raelyn | 8686 | 1 | BN 4P | 10 | 9/11/2019 | 9/7/2018 |
| Andrew | Kaitlyn | 8687 | 1 | BN 4P | 7 | 11/12/2019 | 9/18/2019 |
| Andrews | Travis | 8688 | 1 | BN 4P | 29 | 9/11/2019 | 9/5/2019 |
| Andrus | Holly | 8689 | 1 | BN 4P | 14 | 11/25/2019 | 2/9/2018 |
| Arnfinson | Presley | 8690 | 1 | BN 4P | | | 11/12/2019 |
| Arnold | Melissa | 8691 | 1 | BN 4P | 16 | 11/12/2019 | 9/7/2019 |
| Arval | Alana | 8692 | 1 | BN 4P | 15 | 12/11/2019 | 6/16/2018 |
| Bester | Julie | 8693 | 1 | BN 4P | 10 | 12/19/2019 | 3/26/2019 |
| Booth | Jacob | 8694 | 1 | BN 4P | 22 | 9/18/2019 | 9/13/2019 |
| Brickely | Kelly | 8695 | 1 | BN 4P | 26 | 9/20/2019 | 6/18/2019 |
| Hunter | Susan | 8696 | 1 | BN 4P | 31 | 11/21/2019 | 9/21/2019 |
| Krause | Wendy | 8697 | 1 | BN 4P | 28 | 9/11/2019 | 6/13/2019 |

| Non-Registered Students Report | | | | |
|--------------------------------|------------|--------|-------|----------|
| School Name: Diamond School | | | | |
| Homeroom: BN 4P | | | | |
| Last Name | First Name | Number | Grade | Homeroom |
| Dixon | Alex | 8698 | 1 | BN 4P |
| Newton | Watson | 8699 | 1 | BN 4P |
| Peterson | Aria | 8700 | 1 | BN 4P |

School Cash Online

Instruction Guide

Displays: Number of Items Purchased and the last Payment Date

- Registration date for the student
- Separate report for students that have not been registered on School Cash Online

B. Batch Reports

From the **Reports** tab, select **Batch Report**

The screenshot shows the SchoolCashCatalog interface for 'School 1'. The top navigation bar includes 'MAIN MENU', 'ITEMS', 'STUDENT ATTACHMENTS', 'GROUP MANAGEMENT', and 'REPORTS'. The 'REPORTS' dropdown menu is open, showing options: 'Account Report', 'Adoption Report', 'Batch Report' (highlighted with a red arrow), 'Item Attachment Report', 'Item Option Report', 'Item Order Report', 'Payment Schedule Report', 'Permission Form Report', 'Processor Transactions Report', and 'Student Balance Report'. On the left, the 'List of Items' section shows 'Active' items for the '2019/2020' year, with buttons for 'New Item', 'Export', and 'Drafts: 2'. Below this, a list of items includes 'Yearbook' and 'Band T-Shirt'.

There are 4 Batch Reports. Batch Total, General Ledger Summary, Item Summary, Student Summary

The screenshot shows the 'Batch Report' generation screen for 'Diamond School - SF'. The 'Bank Account' is set to 'Diamond School - SF', 'Batch Number' is 'All', and 'Payment Method' is 'Credit Card, eCheck'. The 'Fiscal Year' is '2019/2020', 'Deposit Start Date' is '9/1/yyyy', and 'Deposit End Date' is '9/30/yyyy'. There are 'Generate' and 'Export' buttons. Below the form, there are two bar charts titled 'Diamond School - SF - All Batches'. The left chart shows 'Amount (\$)' on the y-axis (0 to 6000) and dates on the x-axis (1/9 to 29/9). The right chart shows 'Payments' on the y-axis (0 to 500) and dates on the x-axis (1/9 to 29/9). Both charts show a significant peak in activity around 11/9. A 'Refresh' button is located at the top right of the charts.

School Cash Online

Instruction Guide

- Bank Account** defaults to the school's bank account
- Batch Number** defaults to All. Dropdown menu allows for individual batches to be selected.
- Payment Method** defaults to the available online payment tenders. Dropdown menu allows filter of the different tenders.
- Fiscal Year** defaults to the current year. Dropdown menu allows to review previous year or future purchases
- Deposit Start / End Dates** default for a 1-month period.
- Generate** or **Export** will provide 2 different styles of batch reports. Click **Generate** button

Batch Total

| <div> 1 of 1 Export to the selected format Export </div> | | | | | |
|---|---------------------|---------------------|-----------------------------|-----------------------|--------------------------|
| Bank Account: Diamond School | | | Batch Report | | |
| Batch ID: All | | | Range: 9/1/yyyy - 9/30/yyyy | | |
| <u>Bank Account</u> | <u>Payment Date</u> | <u>Batch Number</u> | <u>Amount</u> | <u>Payment Method</u> | <u>Bank Deposit Date</u> |
| Diamond School - SF | 9/1/yyyy | 2564125 | \$500.00 | echek | 9/4/yyyy |
| Diamond School - SF | 9/1/yyyy | 2571641 | \$1,275.00 | Credit Card | 9/1/yyyy |
| Diamond School - SF | 9/1/yyyy | 138466R | (\$5.00) | Credit Card | 9/1/yyyy |
| TOTAL: | | | \$1,770.00 | | |
| Diamond School - SF | 9/4/yyyy | 2588141 | \$4,218.63 | Credit Card | 9/4/yyyy |
| Diamond School - SF | 9/15/yyyy | 2588142 | \$1,505.00 | Credit Card | 9/15/yyyy |
| Diamond School - SF | 9/15/yyyy | 2616269 | \$8.00 | echek | 9/20/yyyy |
| TOTAL: | | | \$5,731.63 | | |
| Diamond School - SF | 9/20/yyyy | 2629798 | \$600.00 | Credit Card | 9/20/yyyy |
| TOTAL: | | | \$8,101.63 | | |

Displays: All the batches for the report period selected (start / end dates)
 Includes the Payment Date (when the batch was created), Batch Number, Amount, Payment Method, and Bank Deposit Date (when the funds were transferred to the school's bank account.)
Note: Batch with "R" is either a refunded or rejected transaction. (Rejected eCheck)

Click the **Batch Number** hyperlink to drill-down to the next report

School Cash Online

Batch Report - Export

Instruction Guide

SchoolCashCatalog

School 1

MAIN MENU ▾
ITEMS ▾
STUDENT ATTACHMENTS
GROUP MANAGEMENT
REPORTS ▾

Batch Report

Bank Account: Diamond School - SF

Batch Number: All

Payment Method: Credit Card, echeck

Fiscal Year: 2019/2020

Deposit Start: 9/1/yyyy

Deposit End: 9/30/yyyy

Generate
Export

Diamond School - SF - All Batches

Diamond School - SF - All Batches

a. Click **Export** button

Account/Category Summary

| Payment Date | School Name | Beneficiary | Batch Number | Account Name | Account Number | Category | Even Code | Credit Card | E-Check | Batch Total | Deposit Date |
|--------------|----------------|-------------|--------------|-----------------|----------------|----------|-----------|-------------|----------|-------------|--------------|
| 9/1/yyyy | Diamond School | SF | 2564125 | Field Trips | 400.00 | | | | \$500.00 | \$500.00 | 9/4/yyyy |
| 9/1/yyyy | Diamond School | SF | 2571641 | Field Trips | 400.00 | | | \$1,275.00 | | \$1,275.00 | 9/1/yyyy |
| 9/1/yyyy | Diamond School | SF | 138466R | Locker Fees | 900.05 | | | -\$5.00 | | -\$5.00 | 9/1/yyyy |
| 9/4/yyyy | Diamond School | SF | 2588141 | Lost Books | 600.03 | | | \$40.00 | | \$4,218.63 | 9/4/yyyy |
| 9/4/yyyy | Diamond School | SF | 2588141 | Yearbook | 600.04 | | | \$189.00 | | \$4,218.63 | 9/4/yyyy |
| 9/4/yyyy | Diamond School | SF | 2588141 | Grade 6 Trip to | 700.02 | | | \$3,896.88 | | \$4,218.63 | 9/4/yyyy |
| 9/4/yyyy | Diamond School | SF | 2588141 | Band Fees | 900.03 | | | \$92.75 | | \$4,218.63 | 9/4/yyyy |
| 9/15/yyyy | Diamond School | SF | 2588142 | Grade 6 Trip to | 700.02 | | | \$1,505.00 | | \$1,505.00 | 9/15/yyyy |
| 9/20/yyyy | Diamond School | SF | 2616269 | Lost Books | 600.03 | | | | \$8.00 | \$8.00 | 9/20/yyyy |
| 9/20/yyyy | Diamond School | SF | 2629798 | Field Trips | 400.00 | | | \$600.00 | | \$600.00 | 9/20/yyyy |

Category Summary
Item payment details

Displays: All the batches for the report period selected (start / end dates)
Includes the Payment Date (when the batch was created), Batch Number, Account Name & Number, Payment Method with Amount, and the Deposit Date (when the funds were transferred to the school's bank account.)

Item payment details

| Payment Date | School Name | Beneficiary | Batch Number | Account Name | Account Number | Item | School Year | Purchaser | Recipient | Student Name | Student Number | Credit Card | E-Check | Batch Total | Deposit Date | Receipt Number | Receipt Total | Category | Event Code |
|--------------|----------------|-------------|--------------|--------------|----------------|-------------------|-------------|----------------|-----------|-------------------|----------------|-------------|---------|-------------|--------------|----------------|---------------|----------|------------|
| 9/1/yyyy | Diamond School | SF | 2565125 | Field Trips | 700.02 | Gr 8 Trip | 2019/2020 | Andrew, Bill | | Andrew, Kaitlyn | 8687 | | \$14.00 | \$500.00 | 9/4/yyyy | 1345881 | \$14.00 | | |
| 9/4/yyyy | Diamond School | SF | 2588141 | Yearbook | 600.04 | Yearbook | 2019/2020 | Allan, Mary | | Allan, Adrianna | 8684 | \$21.00 | | \$4,251.50 | 9/4/yyyy | 1245878 | \$453.25 | | |
| 9/4/yyyy | Diamond School | SF | 2588141 | Field Trips | 700.02 | Grade 6 Trip to W | 2019/2020 | Allan, Mary | | Allan, Adrianna | 8684 | \$390.25 | | \$4,251.50 | 9/4/yyyy | 1245878 | \$453.25 | | |
| 9/4/yyyy | Diamond School | SF | 2588141 | Lost Books | 600.03 | Lost Library Book | 2019/2020 | Allan, Mary | | Allan, Adrianna | 8684 | \$40.00 | | \$4,251.50 | 9/4/yyyy | 1245878 | \$453.25 | | |
| 9/4/yyyy | Diamond School | SF | 2588141 | Yearbook | 700.02 | Yearbook | 2019/2020 | Smith, Bev | | Anderson, Matthew | 8685 | \$21.00 | | \$4,251.50 | 9/4/yyyy | 1245879 | \$23.00 | | |
| 9/4/yyyy | Diamond School | SF | 2588141 | Band Fees | 900.03 | Band T-Shirt | 2019/2020 | Anderson, John | | Anderson, Raelyn | 8686 | \$10.50 | | \$4,251.50 | 9/4/yyyy | 1245880 | \$13.00 | | |
| 9/15/yyyy | Diamond School | SF | 2616269 | Lost Books | 600.03 | Lost Library Book | 2019/2020 | Booth, Ken | | Booth, Jacob | 8694 | | \$8.00 | \$8.00 | 9/20/yyyy | 1245881 | \$8.00 | | |

Category Summary
Item payment details

Displays: All the batches for the report period selected (start / end dates)
Includes the Payment Date (when the batch was created), Batch Number, Account Name & Number, Item Name, Purchaser (individual that paid online), Recipient (public item payment), Student Name & Number, Payment Method with Amount, Batch Total, Deposit Date (when the funds were transferred to the school's bank account), Receipt Number & Total.

No drill-down required

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School Cash Online

Manage Attachments

Instruction Guide

Once an item has been attached to students, there are several options to make changes.
From the List of Items view, select the item, then click **Manage Attachments**

SchoolCashCatalogue School 1

MAIN MENU ▾ ITEMS ▾ STUDENT ATTACHMENTS GROUP MANAGEMENT REPORTS ▾

List of Items ⓘ

Active ▾ 2019/2020 ▾ All ▾ All ▾

New Item Export

Drafts: 2

Item Name

Yearbook Yearbook

Band T-Shirt Don't miss out on your memories

Edit Attach Expire Now Delete Manage Attachments Refund Copy

SchoolCashCatalog School 1

MAIN MENU ▾ ITEMS ▾ STUDENT ATTACHMENTS GROUP MANAGEMENT REPORTS ▾

Edit Attachments for Item: Yearbook

Don't miss out on your memories:

Attachments for this item: New Attachment

All

| | |
|--------------------|----------|
| Created: | 9/01/yyy |
| Students Attached: | 626 |
| Purchased By: | 300 |
| Attached As: | Required |

Edit Delete

Attach Item As: ☐ Optional ☒ Required

Detached (2)

| |
|---------------------------|
| Allen, Anna - 298757 |
| Blacher, Jessica - 668422 |

Attached (624)

| |
|-----------------------------|
| Acord, Christopher - 144574 |
| Aiels, Maia - 144171 |
| Aldrich, Michael - 662352 |
| Ali, Ijyonna - 270013 |
| Allison, Aaliyah - 232637 |
| Anibire, Samuel - 665620 |
| Arenas, Trey - 298714 |
| Argo, Ryan - 269467 |
| Argo, Zachary - 264563 |

* - denotes the student has purchased the item and cannot be detached or deleted

Save Cancel

Changes Available:

Delete All Attachments

Attached Items As: Change from Optional to **Required** (visa/versa)

Individually '**detach**' students

Add Individual Students

School 1

MAIN MENU ▾
ITEMS ▾
STUDENT ATTACHMENTS
GROUP MANAGEMENT
REPORTS ▾

Edit Attachments for Item: Band T-Shirt

Be sure to have your Band T-shirt for our next performance.
Adult and Youth Sizes
Made of 100% cotton, machine washable.

Attachments for this item:

New Attachment

Course: MUS20111 Semester: T1 Term: 1 Teacher: Fleer, Lesley

Created: 9/01/yyy

Students Attached: 20

Purchased By: 2

Attached As: Required

Edit

Delete

Create Attachment: Band T-Shirt ⓘ

Note: This item has already been made available to the public.

Attach Item As:

☐ Optional
☒ Required

Comment

Attach Item To

☐ All Students
☐ Grade
☐ Course
☐ Homeroom
☐ Group
☒ Individual

Search Individuals...

☐ Student Name
Student Number

☐ Acord, Christopher
144574

☐ Alets, Maia
144171

☐ Aldrich, Michael
662352

☐ Ali, Ilyonna
270013

☐ Allen, Anna
298757

☐ Allison, Allison
222637

View Selected Students

Attach Students

- Click **New Attachment** button
- Attach Item As: **Optional / Required**
- Attach Item To: Click **Individual** radio button.
Use the **Search individuals...** to enter in the student's name
- Click in the checkbox to the left of the Student's Name to select the student to attach. Steps c & d can be repeated if more than one student needs to be attached
- Click **Attach Students** button

School Cash Online

Group Management

Instruction Guide

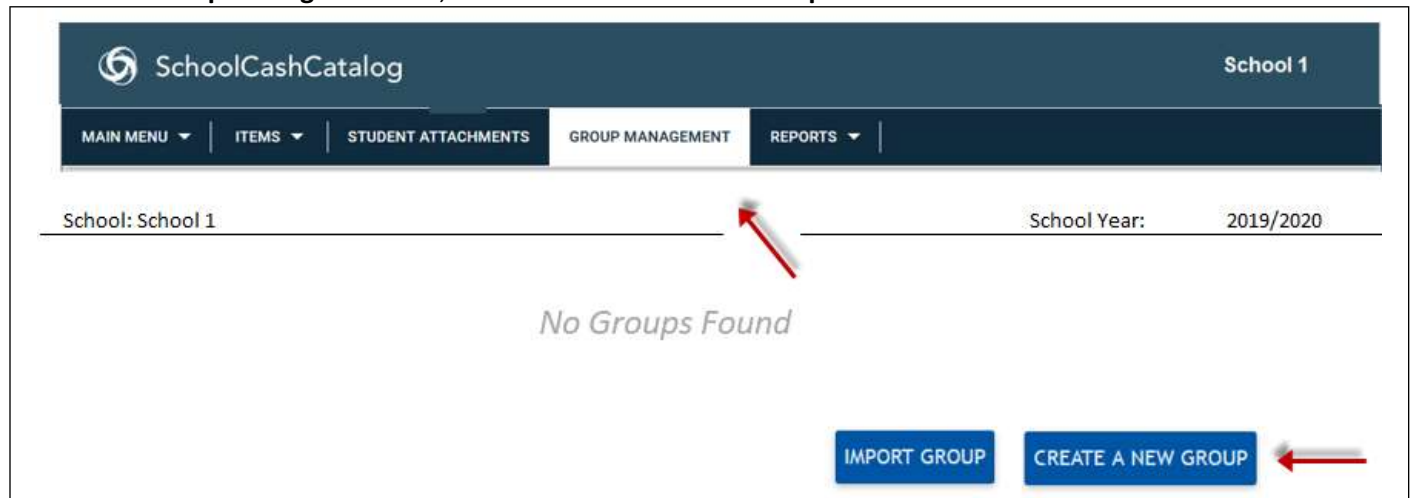
There are two (2) options to add students to a Group.

Option 1: Adding students via the **Create a New Group** feature

Option 2: Importing a group using a Comma Delimited (.csv) or Tab Delimited (.txt) file

Create a New Group:

Click **Group Management** tab, then click **Create A New Group** button



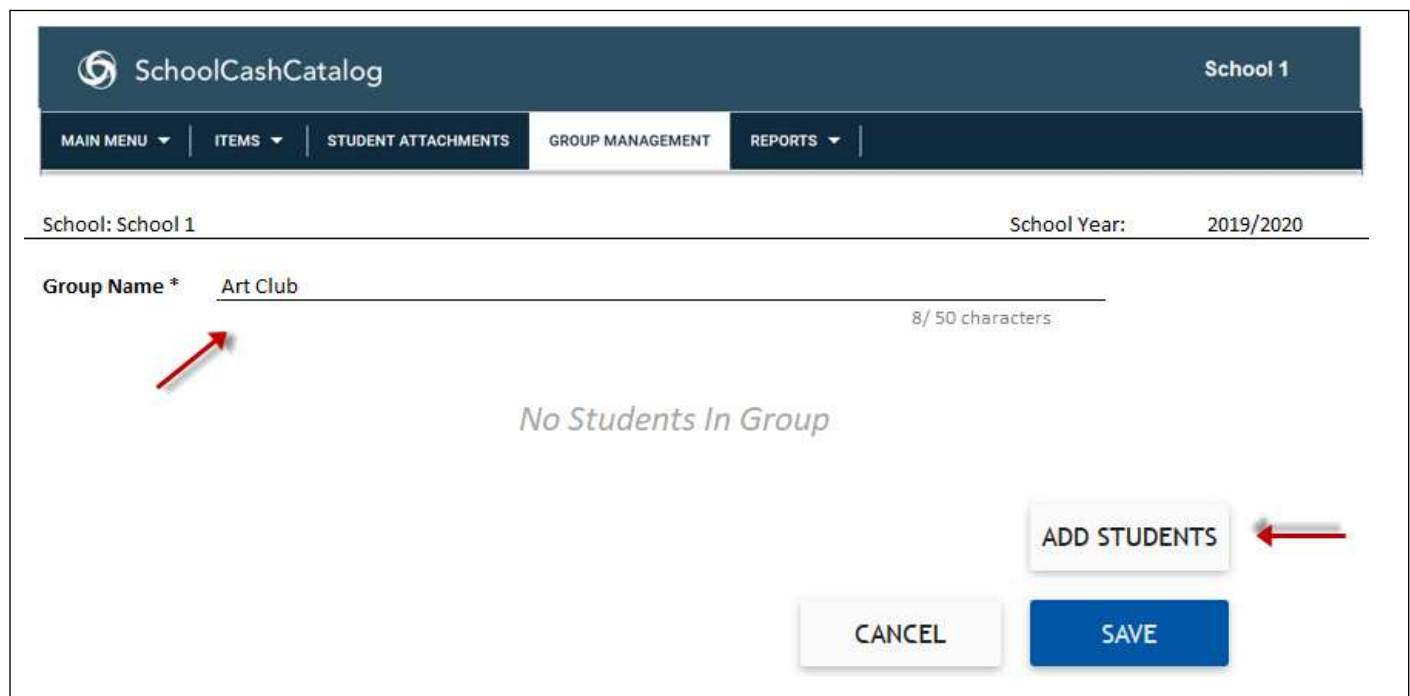
SchoolCashCatalog School 1

MAIN MENU ▾ ITEMS ▾ STUDENT ATTACHMENTS GROUP MANAGEMENT REPORTS ▾

School: School 1 School Year: 2019/2020

No Groups Found

IMPORT GROUP CREATE A NEW GROUP



SchoolCashCatalog School 1

MAIN MENU ▾ ITEMS ▾ STUDENT ATTACHMENTS GROUP MANAGEMENT REPORTS ▾

School: School 1 School Year: 2019/2020

Group Name * Art Club 8 / 50 characters

No Students In Group

ADD STUDENTS CANCEL SAVE

- a. Enter **Group Name** and click **Add Students** button

SchoolCashCatalog School 1

MAIN MENU ▾ ITEMS ▾ STUDENT ATTACHMENTS GROUP MANAGEMENT REPORTS ▾

Search

| | Last Name ↑ | First Name | Student # ↑ | Homeroom | Grade |
|-------------------------------------|-------------|-------------|-------------|----------------|-------|
| <input checked="" type="checkbox"/> | Acord | Christopher | 144574 | 234 Hampton | 8 |
| <input type="checkbox"/> | Aiets | Maia | 144171 | 232 Ellis | 8 |
| <input checked="" type="checkbox"/> | Aldrich | Michael | 662352 | 418 Westercamp | 7 |
| <input type="checkbox"/> | Ali | Ilyonna | 270013 | 418 Westercamp | 7 |
| <input checked="" type="checkbox"/> | Allen | Anna | 298757 | 418 Westercamp | 7 |
| <input checked="" type="checkbox"/> | Allison | Aaliyah | 232637 | 420 Willson | 7 |
| <input type="checkbox"/> | Anibire | Samuel | 665620 | 434 Schultz | 7 |

SELECT ALL CLEAR ALL

1 - 7 of 626 |< < > >|

CANCEL ADD 4 SELECTED TO GROUP

b. Select checkboxes next to students' names to add, then click **Add X Selected To Group** button.

SchoolCashCatalog School 1

MAIN MENU ▾ ITEMS ▾ STUDENT ATTACHMENTS GROUP MANAGEMENT REPORTS ▾

School: School 1 School Year: 2019/2020

Group Name * 8 / 50 characters

| Last Name ↑ | First Name | Student # | Delete* |
|-------------|-------------|-----------|---------|
| Acord | Christopher | 144574 | |
| Aldrich | Michael | 662352 | |
| Allen | Anna | 298757 | |
| Allison | Aaliyah | 232637 | |

* Deleting a group will not remove any existing attachments

1 - 4 of 4 |< < > >|

CANCEL ADD STUDENTS SAVE

c. and click **Save** button

Group Management – List of Groups

SchoolCashCatalog
School 1

MAIN MENU ▾ | ITEMS ▾ | STUDENT ATTACHMENTS | GROUP MANAGEMENT | REPORTS ▾ |

School: School 1
School Year: 2019/2020

| Name | Year | # Students | Edit | Delete* |
|----------|-----------|------------|------|---------|
| Art Club | 2019/2020 | 4 | | |

*Deleting a group will not remove any existing attachments

IMPORT GROUP
CREATE A NEW GROUP

Attaching Students by Groups

SchoolCashCatalog
School 1

MAIN MENU ▾ | ITEMS ▾ | STUDENT ATTACHMENTS | GROUP MANAGEMENT | REPORTS ▾ |

Create Attachment: Art Club Fees

Attach Item As:

☐ Optional
☒ Required

Comment

Attach Item To

☐ All Students
☐ Grade
☐ Course
☐ Homeroom
☒ Group
☐ Individual

| <input type="checkbox"/> | Group | School Year | Student Count |
|-------------------------------------|----------|-------------|---------------|
| <input checked="" type="checkbox"/> | Art Club | 2019/2020 | 4 |

View Selected Students
Attach Students

Importing a group using a Comma Delimited (.csv) or Tab Delimited (.txt) file

Create a .csv or .txt file and save the file locally.

The following information and the order are **required** for the Group Import to function:
School Name | Group Name | Student First Name | Student Last Name | Student ID Number

Option 1: Current SIS (Student Information System) can export a group and save this export in a .csv format in the order listed above.

Option 2: Using Excel, create a .csv or .txt file with the required information as noted above.

- Click the **Group Management** tab
- Click **Import Group**.
- Select the .csv or .txt file from the upload screen and click **Open**
- The group will automatically be added.

Filter Item Listing

The list of items displayed in School Cash Catalog can be managed by using the available filter options. By default, the List of Items will display all “active” items. If the list is very long, page turns will be displayed at the bottom of the active item list. To see the item details, select the item from the list on the left side of the window. The item details will be displayed on the right.

To alter the display, click the down arrow to right of the filter option and select another option from the list. Filters include: All, Active, Expired, Deleted, Not Attached, Draft. (Do Not Include Categories is not applicable for SFO users)

SchoolCashCatalog School 1

MAIN MENU ▾ ITEMS ▾ STUDENT ATTACHMENTS GROUP MANAGEMENT REPORTS ▾

List of Items ⓘ

Active 2019/2020 All All

New Item Export

Drafts: 2

Item Name

Yearbook Band T-Shirt

Edit Attach Expire Now Delete Manage Attachments Refund Copy

Yearbook

Don't miss out on your memories

Search Item Listing

Looking for an item, use the Search function. Type in all or part of the word, then click **Search** icon. The list of items containing the word or phrase will appear.

SchoolCashCatalog School 1

MAIN MENU ▾ ITEMS ▾ STUDENT ATTACHMENTS GROUP MANAGEMENT REPORTS ▾

List of Items ⓘ

Active 2019/2020 All All

New Item Export

Drafts: 2

Item Name

Yearbook Band T-Shirt

Edit Attach Expire Now Delete Manage Attachments Refund Copy

Yearbook

Don't miss out on your memories

School Cash Online

Export Item Listing

Instruction Guide

Click **Export** button to download an Excel document that will list all the items that are displayed.

The screenshot shows the SchoolCashCatalog interface for 'School 1'. The top navigation bar includes 'MAIN MENU', 'ITEMS', 'STUDENT ATTACHMENTS', 'GROUP MANAGEMENT', and 'REPORTS'. Below this, the 'List of Items' section features a search bar with filters for 'Active', '2019/2020', 'All', and 'All'. A red arrow points to the 'Export' button. Below the search bar, there are buttons for 'New Item', 'Drafts: 2', and a list of items. The first item is 'Yearbook' with a description 'Don't miss out on your memories'. Action buttons for each item include 'Edit', 'Attach', 'Expire Now', 'Delete', 'Manage Attachments', 'Refund', and 'Copy'.

Refunds – Online Payments

There are two (2) options to refund online payments.

Option 1: Individual Student

Option 2: Group of Students

A. Individual Student Refund

Click **Student Attachments** tab

The screenshot shows the SchoolCashCatalog interface for 'School 1'. The top navigation bar includes 'MAIN MENU', 'ITEMS', 'STUDENT ATTACHMENTS', 'GROUP MANAGEMENT', and 'REPORTS'. Below this, the 'List of Items' section features a search bar with filters for 'Active', '2019/2020', and 'All'. A red arrow points to the 'STUDENT ATTACHMENTS' tab. Below the search bar, there are buttons for 'New Item', 'Export', and a list of items. The first item is 'Yearbook' with a description 'Don't miss out on your memories'. Action buttons for each item include 'Edit', 'Attach', 'Expire Now', 'Delete', 'Manage Attachments', 'Refund', and 'Copy'.

School 1

MAIN MENU

ITEMS

STUDENT ATTACHMENTS

GROUP MANAGEMENT

REPORTS

View Student Attachments

First Name:

Last Name:

Student Number:

Household:

Grade:

Filter by Grade

Group:

Filter by Group

Homeroom:

Filter by Homeroom

Class:

Filter by Class

Include inactive student: ☐

Search

Students:

| Name | Number | Date Of Birth | Household | Item Attachments | Scheduled Payments |
|--------------------|--------|---------------|-----------------|----------------------|---|
| Acord, Christopher | 144574 | 1/1/1990 | Burton, Sylvia | View | View Refund |
| Aiels, Maia | 144171 | 1/1/1990 | Aiels, Pamela | View | View Refund |
| Aldrich, Michael | 662352 | 1/1/1990 | Aldrich, LaToya | View | View Refund |
| Ali, Ijyonna | 270013 | 1/1/1990 | Ali, Barb | View | View Refund |
| Allen, Anna | 298757 | 1/1/1990 | Allen, Anita | View | View Refund |
| Allison, Aaliyah | 232637 | 1/1/1990 | Allison, Luisa | View | View Refund |
| Anibire, Samuel | 665620 | 1/1/1990 | Anibire, Lisa | View | View Refund |

- enter either First Name / Last Name / Student Number / Household
- Click **Search** button
- Locate the student, then click the **Refund** hyperlink.

School 1

MAIN MENU

ITEMS

STUDENT ATTACHMENTS

GROUP MANAGEMENT

REPORTS

Refund payments for student

Student Name: **Allen, Anna**

Number: **298757**

| <input type="checkbox"/> | Item Name | Comment | Available For Refund | Refund Amount | Refund Reason | Payments |
|-------------------------------------|-------------------|---------|----------------------|---------------|---------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Band T-Shirt | | \$11.00 | \$0.00 | | \$11.00 - Credit Card - 9/4/yyyy |
| <input type="checkbox"/> | Field Trip to Zoo | | \$21.00 | \$0.00 | | \$21.00 - Credit Card - 10/9/yyyy |

Refund

- Select the item to be refunded (checkbox)
- Click **Refund** button

SchoolCashCatalog School 1

MAIN MENU ▾ ITEMS ▾ STUDENT ATTACHMENTS GROUP MANAGEMENT REPORTS ▾

Refund payments for student

Student Name: **Allen, Anna**
Number: **298757**

| <input type="checkbox"/> | Item Name | Comment | Available For Refund | Refund Amount | Refund Reason | Payments |
|-------------------------------------|-------------------|---------|----------------------|---------------|---------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Band T-Shirt | | \$11.00 | \$11.00 | Left the Band | \$10.00 - Credit Card - 9/4/yyyy |
| <input type="checkbox"/> | Field Trip to Zoo | | \$21.00 | \$0.00 | | \$21.00 - Credit Card - 10/9/yyyy |

Refund

- Enter the **Refund Amount** and the **Refund Reason**
- Click **Refund** button
- The system will refund the student online. A Batch Report will be provided that will list the refund.

B. Group of Students Refund

Select the **Item** that requires a refund, then click **Refund** button

SchoolCashCatalog School 1

MAIN MENU ▾ ITEMS ▾ STUDENT ATTACHMENTS GROUP MANAGEMENT REPORTS ▾

List of Items

Active 2019/2020 All All

New Item Export

Drafts: 2

Item Name

Field Trip to the Zoo
Yearbook

Edit Attach Expire Now Delete Manage Attachments **Refund** Copy

Refunding payments for item: Field Trip to the Zoo

| <input type="checkbox"/> | Student Name | Student Number | Available For Refund | Refund Amount | Payments |
|-------------------------------------|-------------------|----------------|----------------------|---------------|----------------------------------|
| <input checked="" type="checkbox"/> | Allan, Adrianna | 8684 | \$21.00 | \$21.00 | \$21.00 - Credit Card - 9/4/yyyy |
| <input checked="" type="checkbox"/> | Anderson, Matthew | 8685 | \$21.00 | \$21.00 | \$21.00 - eCheck - 9/4/yyyy |
| <input checked="" type="checkbox"/> | Anderson, Raelyn | 8686 | \$21.00 | \$21.00 | \$21.00 - Credit Card - 9/4/yyyy |
| <input checked="" type="checkbox"/> | Andrew, Kaitlyn | 8687 | \$21.00 | \$21.00 | \$21.00 - Credit Card - 9/4/yyyy |
| <input checked="" type="checkbox"/> | Andrew, Kaitlyn | 8687 | \$21.00 | \$21.00 | \$21.00 - Credit Card - 9/4/yyyy |

Refund

- To refund all payments, select the checkbox to the left of **Student Name**
- Enter the Refund (partial refunds can be processed)**
- Click **Refund** button
- The system will refund the student online. A Batch Report will be provided that will list the refund.

Refunds – Cash Payments

Using the School Cash Register refunds can be processed to record payments made through the Register. It is a 2-step process.

1. Refund the item in the School Cash Register
2. Process a check using SFO

From the **Search** pop-up window

SEARCH

Aldrich

Student ID

Guardian Last Name, First Name

Search

☐ Include inactive students

Student Name: Aldrich

Click **Search** button

SchoolCashRegister

School 1
Cashdrawer: Office 1
Last Closed: 04/30/2019 02:53:32PM

MAIN MENU

CHECKOUT

SEARCH

ITEM HISTORY

REFUNDS

GROUP COLLECTION

MODIFICATION

CLOSE OUT

PRINT

Refunds

Payment Status: All Payments

School Year: 2019/2020

Item Name: Item Name

| Item Name | Purchase Date | Cost | Paid to Date | Waived to Date | Balance Owed | Available for Refund | Refund | Reason |
|---|---------------|-------|--------------|----------------|--------------|----------------------|--------|-------------|
| Aldrich, Michael - Grade - 7 ID - 662352 Birthday - 01/01/yyyy Guardian - Aldrich, LaToya | | | | | | | | |
| Band T-Shirt | 9/4/yyyy | 11.00 | 11.00 | 0.00 | 0.00 | 11.00 | | |
| (School Name) Fun Fair Admission (Date) | 9/10/yyyy | 15.00 | 15.00 | 0.00 | 0.00 | 15.00 | | |
| Yearbook | 9/1/yyyy | 21.00 | 21.00 | 0.00 | 0.00 | 21.00 | 21.00 | Left School |

Refund

Check

Credit Card

- a. Click the **Refunds** tab
- b. Locate the item to be refunded, then click in the **Refund** field and enter the **Amount** of the refund (Partial refunds are allowed)
- c. Enter the **Reason** for the refund
- d. Click the **Refund Tender - Check**

Check Refund

Remember! Issuing a refund will detach the item from the student. You will need to attach the item again to the student if a payment from the parent is required.

Total Refund (\$): 21.00

Check Date: 9/14/yyyy

Name On A Check:

Print Option: One-Part Receipt

No Statement

Confirm

Cancel

- e. Print Receipt and then click **Confirm** button

Session Three

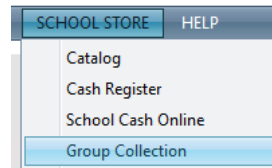


School Cash Online

Group Collection

Instruction Guide

From School Funds Online – School Store, select Group Collection



A. Creating a Group Collection (Campaign)

The screenshot shows the 'SchoolCashRegister' interface. At the top, there's a navigation bar with 'MAIN MENU', 'CHECKOUT', 'SEARCH', 'ITEM HISTORY', 'REFUNDS', 'GROUP COLLECTION' (selected), 'MODIFICATION', 'CLOSE OUT', and 'PRINT'. Below this, the 'Group Collection' section is active. It has two options: 'Select Existing Group Collection' and 'Create New Group Collection'. Under 'Select Existing Group Collection', there's a table with columns: Collection, Collected By, Cost, Started, and Collected. The table lists three items: 'Freezie Sale', 'Hoodie Sale', and 'School Hat Sale'. A red arrow points to the 'Select' button. Below this, there's an 'or' section and 'Create New Group Collection'. It has a table with columns: Item, Attached By, Cost, and Created. The table lists four items: 'Band T-Shirt', '(School Name) Fun Fair Admission (Date)', 'Yearbook', and 'Grade 6 Trip to Washington DC (date)'. A red arrow points to the 'Yearbook' item's checkbox. Another red arrow points to the 'Select' button. At the bottom, there are pagination controls: 'First', 'Previous', '1', '2', '3', '4', '5', 'Next', 'Last'.

- Locate the item that funds will be collected by clicking on the checkbox to the left of the **Item Name**
- Click **Select** button

The screenshot shows the 'SchoolCashRegister' interface for 'Group Collection for Yearbook'. It has a navigation bar similar to the previous screenshot. Below the navigation bar, the title 'Group Collection for Yearbook' is displayed. Underneath, there's a 'Collected By:' section with four radio buttons: 'Grade', 'Course', 'Homeroom' (selected), and 'Group'. A red arrow points to the 'Homeroom' radio button. Below this, there's a table with columns: 'Homeroom' and 'Student Count'. The table lists six homerooms: '206 Kelsey', '208 Jeffords', '216 Cole', '218 Bowers', '220 Jans', and '232 Ellis'. A red arrow points to the checkbox next to '206 Kelsey'. Below the table, there are pagination controls: 'First', 'Previous', '1', '2', '3', 'Next', 'Last'. At the bottom, there's a 'Collection Name' field with the text 'Yearbook for Homeroom 206 Kelsey'. A red arrow points to the 'Create Group Collection' button.

- Select the type of collection (Grade, Course, Homeroom, Group)
- Click **Create Group Collection** button

B. Recording Payments

SchoolCashRegister

School 1
Cashdrawer: Office 1
Last Closed: 04/30/2019 02:53:52PM

MAIN MENU | CHECKOUT | SEARCH | ITEM HISTORY | REFUNDS | GROUP COLLECTION | MODIFICATION | CLOSE OUT | PRINT

Group Collection for Yearbook

Money Handedn in By: Group: Homeroom 206 Kelsey Collected: 0 out of 25

| # | Last Name | First Name | Student # | Guardian | Charge | Payment Option | Receipt |
|----|-----------|-------------|-----------|-----------------|---------------|--|---------|
| 1 | Acord | Christopher | 123456 | Burton, Sylvia | \$21.00 Cash | <input type="checkbox"/> | |
| 2 | Aiels | Maia | 123457 | Aiels, Pamela | \$21.00 None | <input type="checkbox"/> | |
| 3 | Aldrich | Michael | 123458 | Aldrich, LaToya | \$21.00 None | <input type="checkbox"/> | |
| 4 | Ali | Ioana | 123459 | Ali, Barb | \$21.00 Check | <input type="checkbox"/> | |
| 5 | Allen | Anna | 123460 | Allen, Luisa | \$21.00 None | <input type="checkbox"/> | |
| 7 | Allison | Mary | 123461 | Kraft, June | \$21.00 Combo | <input type="checkbox"/> | |
| 8 | Anbrie | Troy | 123462 | Anbrie, Tony | \$21.00 None | <input type="checkbox"/> | |
| 9 | Arenas | Landon | 123463 | Arenas, Linda | \$21.00 None | <input type="checkbox"/> | |
| 10 | Argo | Adam | 123464 | Argo, John | \$21.00 Cash | <input checked="" type="checkbox"/> | |
| 11 | Arrington | Zachary | 123465 | Arrington, Zoe | \$21.00 | 0:None 1:Cash 2:Check 3:Combo <input type="checkbox"/> | |
| 12 | Bachman | Kirsten | 123466 | Bachman, Lynn | \$0.00 None | <input type="checkbox"/> | |
| 13 | Bader | Miram | 123468 | Bader, Merle | \$0.00 None | <input type="checkbox"/> | |
| 14 | Barger | Raquel | 123469 | Kelly, Cindy | \$0.00 None | <input type="checkbox"/> | |

Print Deposit Complete

- Click in the **Payment Option** and select the payment tender for each student
- Complete will close the 'campaign'. Use Complete if you are no longer collecting funds for this item.

C. Deposit Collected Payments

Deposit Collected Payments

Yearbook for Homeroom 206 Kelsey

You are about to complete payments for paid students. After completing this operation you will be able to continue collecting money for this Group Collection. You will not be able to change payments for paid students but able to review them or re-print collection report or individual receipts. If you have no intention to continue collecting money for this Group Collection, consider using "Complete" instead.

Collected \$115.00 from 5 student(s) out of 25

Check: \$33.00
Cash: \$82.00 [Enter cash details](#)

☒ Print Payment Summary Report
☒ Print Individual Receipts

Deposit Cancel

- A summary will display listing the total amount collected. There is the opportunity to itemize the cash when selecting [Enter cash details](#).
- Print Payment Summary Report and Print Individual Receipts default to be printed. Receipts will only print if user selected the Receipt checkbox during the recording of the payment
- Click **Deposit** button

D. Group Collection Reports

Payment Receipt

| | | | | | |
|---|--|------------------------------------|--|--|--|
| Diamond School 6701 Gordon Rd, Wilmington, NC 28401 | | Payment Receipt | | Receipt # SCR-2290-901018 | |
| Received From: Ali, Ioana Grade 6 | | Homeroom: 206 | | ID: 18910 | |
| Amount: <u>Twenty-one and 00/100</u> | | Re: <u>Parking Permit</u> | | Received On: <u>09/14/yyyy</u> | |
| Parent Guardian of: Ioana Ali 100 Main Street Wilmington, NC 28401 | | Verified By: _____ S Bookkeeper | | Cash: \$0.00 Check: <u>\$21.00</u> Total: <u>\$21.00</u> | |

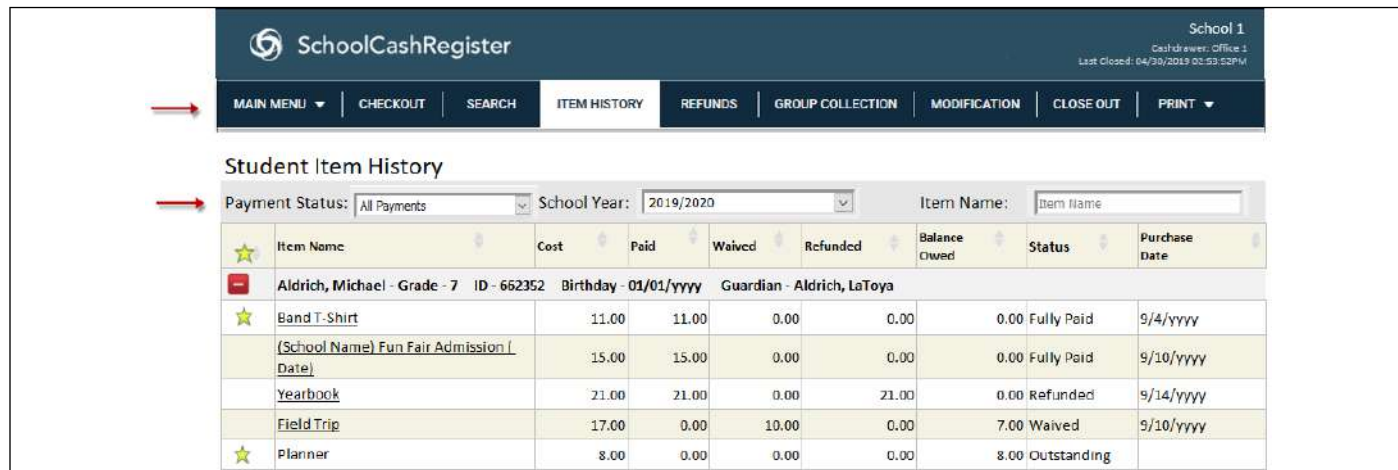
Summary of Current, Previous and Outstanding Payments

| | | | | | |
|---|-----------|--|--------------|---------------------|---------------------|
| Group Collection: Yearbook for Homeroom 206 Kesley | | Money Handed in By: S Bookkeeper | | | |
| Item(s): Yearbook Amount: \$21.00 | | | | | |
| Current Payments | | | | | |
| <u>Name</u> | <u>ID</u> | <u>Cash</u> | <u>Check</u> | <u>Payment Date</u> | |
| Acord, Christopher | 123456 | \$21.00 | | 09/14/yyyy | |
| Ali, Ioana | 123459 | \$0.00 | \$21.00 | 09/14/yyyy | |
| Allison, Mary | 123461 | \$13.00 | \$10.00 | 09/14/yyyy | |
| Argo, Adam | 123464 | \$21.00 | | 09/14/yyyy | |
| Arrington, Zachary | 123465 | \$21.00 | | 09/14/yyyy | |
| Total By Tender: | | \$76.00 | \$31.00 | | |
| Grand Total: | | | \$107.00 | | |
| Previous Payments | | | | | |
| <u>Name</u> | <u>ID</u> | <u>Cash</u> | <u>Check</u> | <u>Payment Date</u> | <u>Deposit Date</u> |
| Anbrie, Tony | 123462 | \$21.00 | | 09/10/yyyy | 09/10/yyyy |
| Bachman, Kirsten | 123466 | \$21.00 | \$21.00 | 09/10/yyyy | 09/10/yyyy |
| Bader, Miram | 123468 | | \$21.00 | 09/10/yyyy | 09/10/yyyy |
| Barger, Raquel | 123469 | \$21.00 | | 09/10/yyyy | 09/10/yyyy |
| Total By Tender: | | \$63.00 | \$42.00 | | |
| Grand Total: | | | \$105.00 | | |
| <hr/> | | | | | |
| Group Collection: Yearbook for Homeroom 206 Kesley | | Money Handed in By: S Bookkeeper | | | |
| Item(s): Yearbook Amount: \$21.00 | | | | | |
| Still Owing | | | | | |
| <u>Name</u> | <u>ID</u> | <u>Amount</u> | | | |
| Aiels, Maia | 123457 | \$21.00 | | | |
| Aldrich, Michael | 123458 | \$21.00 | | | |
| Arenas, Landon | 123463 | \$21.00 | | | |
| Total Owing: | | \$63.00 | | | |

School Cash Online

School Cash Register - Item History

Instruction Guide



SchoolCashRegister School 1
Cashdrawer: Office 1
Last Closed: 04/30/2019 01:53:52PM

MAIN MENU | CHECKOUT | SEARCH | **ITEM HISTORY** | REFUNDS | GROUP COLLECTION | MODIFICATION | CLOSE OUT | PRINT

Student Item History

Payment Status: All Payments School Year: 2019/2020 Item Name: Item Name

| Item Name | Cost | Paid | Waived | Refunded | Balance Owed | Status | Purchase Date |
|---|-------|-------|--------|----------|--------------|-------------|---------------|
| Aldrich, Michael - Grade - 7 ID - 662352 Birthday - 01/01/yyyy Guardian - Aldrich, LaToya | | | | | | | |
| Band T-Shirt | 11.00 | 11.00 | 0.00 | 0.00 | 0.00 | Fully Paid | 9/4/yyyy |
| (School Name) Fun Fair Admission (Date) | 15.00 | 15.00 | 0.00 | 0.00 | 0.00 | Fully Paid | 9/10/yyyy |
| Yearbook | 21.00 | 21.00 | 0.00 | 21.00 | 0.00 | Refunded | 9/14/yyyy |
| Field Trip | 17.00 | 0.00 | 10.00 | 0.00 | 7.00 | Waived | 9/10/yyyy |
| Planner | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 | Outstanding | |

Payment Status All Payments, Fully Paid, Partially Paid, Outstanding, Waived, Voided, Deleted, Refunded

School Year Option to view payments from previous years

Item Name Search by item name

School Cash Register - Modification

Used to make a correction to a payment prior to completing a close out.



SchoolCashRegister School 1
Cashdrawer: Office 1
Last Closed: 04/30/2019 02:53:52PM

MAIN MENU | CHECKOUT | SEARCH | ITEM HISTORY | REFUNDS | GROUP COLLECTION | **MODIFICATION** | CLOSE OUT | PRINT

Modification

| Receipt # | Student Name | Payment Date | Amount | Tender | |
|-----------|------------------|---------------------|--------|--------|-------------------------------------|
| 919579 | Aldrich, Michael | 09/14/yyyy 04:04 PM | 21.00 | Cash | <input checked="" type="checkbox"/> |

There are two (2) modification options: Change a Student or Change the Tender

Modify Payment

Modify Payment Aldrich, Michael Grade: 7 ID: 662352 Guardian: Aldrich, LaToya

| Receipt # | Payment Date | Amount | Tender |
|-----------|---------------------|---------|--------|
| 919579 | 09/14/yyyy 04:04 PM | \$21.00 | Cash |

| Item | Amount | Options |
|----------|---------|---------|
| Yearbook | \$21.00 | 1 |

→

☐

Change Student

[search](#)

→

☐

Change Tender

Cash

Reason

OK

Cancel

School Cash Register – Reprint Receipts

Click the **Print** tab > Select **Reprint Receipts**

School 1

Cashdrawer: Office 1
Last closed: 04/30/2019 02:53:52PM

MAIN MENU ▾

CHECKOUT

SEARCH

ITEM HISTORY

REFUNDS

GROUP COLLECTION

MODIFICATION

CLOSE OUT

PRINT ▾

CHECKOUT ⓘ

| Item | Item Name | Payment Action | Cost | Paid/Waived to Date | Waived | Current Charges | Balance Owed | Comments |
|--------------------------|---|----------------|------|---------------------|--------|-----------------|--------------|----------|
| <input type="checkbox"/> | Aldrich, Michael Grade - 7 ID - 662352 Birthday - 01/01/1990 Guardian - Aldrich, LaToya | | | | | | | |

Print Statements

Reprint Receipts ←

Reprint Close Out

School 1
Cashdrawer: Office 1
Last Closed: 04/30/2019 02:53:52PM

MAIN MENU ▾
CHECKOUT
SEARCH
ITEM HISTORY
REFUNDS
GROUP COLLECTION
MODIFICATION
CLOSE OUT
PRINT ▾

School Cash Register: Reprint Receipts

Student: Aldrich, Michael ▾

School Year: 2019/2020 ▾

Receipt Date: 09/14/yyyy 03:45: 30 PM ▾

Receipt Number: SCR-222-20-15 ▾

☐ Receipt Summary

☐ One Part Receipt

☐ Two Part Receipt

Print

Option to select previous school year, receipt date, receipt number and type of receipt to print.

School Cash Catalog – Student Attachments

School 1

MAIN MENU ▾
ITEMS ▾
STUDENT ATTACHMENTS
GROUP MANAGEMENT
REPORTS ▾
ADMIN ▾

View Student Attachments

First Name: Last Name: Student Number: Household:

Grade: Filter by Grade ▾ Group: Filter by Group ▾ Homeroom: Filter by Homeroom ▾ Class: Filter by Class ▾

Include inactive student: ☐

Search

Students

| Name | Number | Date of Birth | Household | Item Attachments | Scheduled Payments | Refund |
|--------------------|--------|---------------|-----------------|----------------------|----------------------|------------------------|
| Acord, Christopher | 123456 | 01/01/yyyy | Burton, Sylvia | View | View | Refund |
| Aiels, Maia | 123457 | 01/01/yyyy | Aiels, Pamela | View | View | Refund |
| Aldrich, Michael | 123458 | 01/01/yyyy | Aldrich, LaToya | View | View | Refund |
| Ali, Ioana | 123459 | 01/01/yyyy | Ali, Barb | View | View | Refund |
| Allen, Anna | 123460 | 01/01/yyyy | Allen, Luisa | View | View | Refund |
| Allison, Mary | 123461 | 01/01/yyyy | Kraft, June | View | View | Refund |
| Anbrie, Troy | 123462 | 01/01/yyyy | Anbrie, Tony | View | View | Refund |
| Arenas, Landon | 123463 | 01/01/yyyy | Arenas, Linda | View | View | Refund |

⏪
⏩
1
2
3
4
5
6
7
8
9
10
...
Page size: 8 ▾
 626 items in 79 pages

Item Attachments for: Aldrich, Michael

| Item | Attached By | Cost | Paid | Waived | Owing | Status | Purchase Date | Options | Payments |
|--------------------------------------|-------------|----------|--------|--------|----------|---------------|--------------------------|-------------|---|
| Parking Ticket | Individual | 10.00 | 10.00 | 0.00 | 0.00 | Fully Paid | 9/21/yyyy 10:43:07 AM | | \$10.00 - Cash - 9/21/yyyy |
| Field Trip | All | 47.00 | 47.00 | 0.00 | 0.00 | Fully Paid | 9/12/yyyy 12:45:59 PM | | \$47.00 - Credit Card (Online) - 9/12/yyyy |
| Band T-Shirt | Course | 11.00 | 12.25 | 0.00 | 0.00 | Fully Paid | 9/20/yyyy 8:30:07 AM | Adult Small | \$10.00 - Credit Card (Online) - 9/20/yyyy |
| Yearbook | All | 21.00 | 21.00 | 0.00 | 0.00 | Fully Paid | 10/26/yyyy 4:30:30 PM | | \$21 - eCheck - 10/26/yyyy |
| Lost Library | Individual | 48.00 | 48.00 | 0.00 | 0.00 | Fully Paid | 9/05/yyyy 11:05:48 AM | | \$48 - Credit Card (Online) - 9/05/yyyy |
| Grade 6 Trip to Washington DC (date) | Grade 6 | 1,567.75 | 391.94 | 0.00 | 1,175.81 | Scheduled | 9/15/yyyy 3:20:03 PM | | \$391.9375- Credit Card (Online) - Installments 3 of 4 Paid |
| Planner | All | 8.00 | 0.00 | 0.00 | 0.00 | Not purchased | | | |
| Hoodie Sale | All | 50.00 | 0.00 | 0.00 | 0.00 | Not purchased | | | |

Scheduled Payments for: Aldrich, Michael

| Item | Cost | Paid | Waived | Owing | Payments | Next Payment | Options |
|--------------------------------------|----------|--------|--------|----------|-------------|------------------|---------------------------------|
| Grade 6 Trip to Washington DC (date) | 1,569.00 | 391.94 | 0.00 | 1,177.06 | 1 of 4 paid | February 1, 2020 | Cancel Payments |

School Cash Catalog - Reports

A. Account Report

The screenshot shows the SchoolCashCatalog interface. At the top, there's a header with the logo and 'School 1'. Below the header is a navigation bar with tabs: MAIN MENU, ITEMS, STUDENT ATTACHMENTS, GROUP MANAGEMENT, and REPORTS. The REPORTS tab is active, and a dropdown menu is open, showing various report options. A red arrow points to the 'Account Report' option. On the left side, there's a 'List of Items' section with a search bar, a date selector for '2019/2020', and buttons for 'New Item' and 'Export'. Below this, there's a list of items: Yearbook and Band T-Shirt.

School 1

MAIN MENU ▾ | ITEMS ▾ | STUDENT ATTACHMENTS | GROUP MANAGEMENT | REPORTS ▾

Account Report

School: Diamond School
Bank Account: Diamond School - SGF
School Year: 2019/2020

Click continue to find all or select a date

Report Start Date
Report End Date

Account Filters

Select Accounts to include:
☒ Select All Accounts

Select Account Numbers to include:
☐ Select All Account Numbers

Administrative
Athletic - Spirit Wear
Band Fees
Book Fair
Books
Chromebook Program
Clubs/Groups
Field Trips
Fundraising

650.01
700.00
700.01
700.02
900.00
900.03
900.05
999.00
999.01

* Click on a Account in the summary report to get a detailed report for that Account
* Click on an item in the detail report to get a breakdown by payment for that item

Sort By: ☒ Account Name ☐ Account Number

Generate

- Option to **Find All** or **Select a Date Range**
- Option to **Include All Accounts**
- Click **Generate** button

There are three (3) Reports:

Report #1 will display the Accounts with the Revenue/Waived/Refund payments made Online and through the School Cash Register.

| Diamond School | | | | | |
|-------------------------|----------------|------------------|---------------|-----------------|------------------|
| Account: SF | | | | | |
| Sorted By: Account Name | | | | | |
| Account Name | Account Number | Revenue | Waived | Refund | Total |
| Administrative | 200.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Athletic - Spirit Wear | 500.00 | 3320.00 | 0.00 | 0.00 | 3320.00 |
| Band Fees | 900.03 | 900.00 | 56.00 | 25.00 | 819.00 |
| Book Fair | 600.02 | 0.00 | 0.00 | 0.00 | 0.00 |
| Books | 600.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Chromebook Program | 700.01 | 0.00 | 0.00 | 0.00 | 0.00 |
| Clubs/Groups | 650.00 | 4561.00 | 300.00 | 90.00 | 4171.00 |
| Field Trips | 400.00 | 12176.00 | 520.00 | 1027.00 | 10629.00 |
| Fundraising | 300.00 | 7832.00 | 0.00 | 0.00 | 7832.00 |
| iPad Program | 700.02 | 10921.75 | 0.00 | 0.00 | 10921.75 |
| Lost Books | 600.03 | 567.00 | 0.00 | 0.00 | 567.00 |
| Totals: | | 40,277.75 | 876.00 | 1,142.00 | 38,259.75 |

Click on the Account Name to drill-down to the next report.

Report #2 displays the Items associated with the Accounts.

| Diamond School | | | | | | Account Report |
|-------------------|--------------|---------------|--------------|---------------|---------------|----------------|
| Account: SF | | | | | | 2019/2020 |
| Item Name | Item Amount | Total Revenue | Waived | Refund | Total | |
| Band T-Shirt | 11.00 | 132.00 | 11.00 | -11.00 | 110.00 | |
| Instrument Rental | 45.00 | 768.00 | 45.00 | -14.00 | 709.00 | |
| Totals | 56.00 | 900.00 | 56.00 | -25.00 | 819.00 | |

Click on the Item Name to drill-down to the next report.

Report #3 displays the student payments.

| Diamond School | | | | | | Account Report |
|------------------------------|-------------|---------------|---------------|--------|--|----------------|
| Account: SF | | | | | | 2019/2020 |
| Category: Band Fees - 900.03 | | | | | | |
| Item Name: Band T-Shirt | | | | | | |
| Item Name | Item Amount | Comment | Amount | Type | | |
| Abell, Miguel | 302456901 | | 11.00 | F | | |
| Adams, Carter | 302489720 | | 11.00 | F | | |
| Adams, Cole | 105781248 | | 11.00 | P | | |
| Adams, Rebecca | 125487956 | per Principal | 11.00 | Waived | | |
| Allan, Siena | 302589712 | | 11.00 | F | | |
| Allarie, Joey | 302457125 | | 11.00 | F | | |
| Allen, Brody | 105892314 | | 11.00 | F | | |
| Alm, Adria | 105478233 | | 11.00 | F | | |
| Anderson, Cheyanne | 105889784 | left school | -11.00 | Refund | | |
| Anderson, Cody | 224572211 | | 11.00 | F | | |
| Anderson, Dylan | 224589771 | | 11.00 | F | | |
| Anderson, Evan | 125785613 | | 11.00 | F | | |
| Anderson, Nikolas | 224987561 | | 11.00 | F | | |
| Atkinson, Brad | 302565554 | | 11.00 | F | | |
| | | | 132.00 | | | |

B. Payment Schedule Report

SchoolCashCatalog

School 1

MAIN MENU

ITEMS

STUDENT ATTACHMENTS

GROUP MANAGEMENT

REPORTS

ADMIN

List of Items

Active

2019/2020

New Item

Export

Drafts: 2

Item Name

Yearbook

Band T-Shirt

Account Report

Adoption Report

Batch Report

Item Attachment Report

Item Option Report

Item Order Report

Payment Schedule Report

Permission Form Report

Student Balance Report

School 1

MAIN MENU ▾ | ITEMS ▾ | STUDENT ATTACHMENTS | GROUP MANAGEMENT | REPORTS ▾

Payment Schedule Report

School:
Year:
Name of Item:

Show:

Student Filters

☒ Check All
☒ iPad Program

Last Name:
First Name:
Student Number:
Search by Attachment:

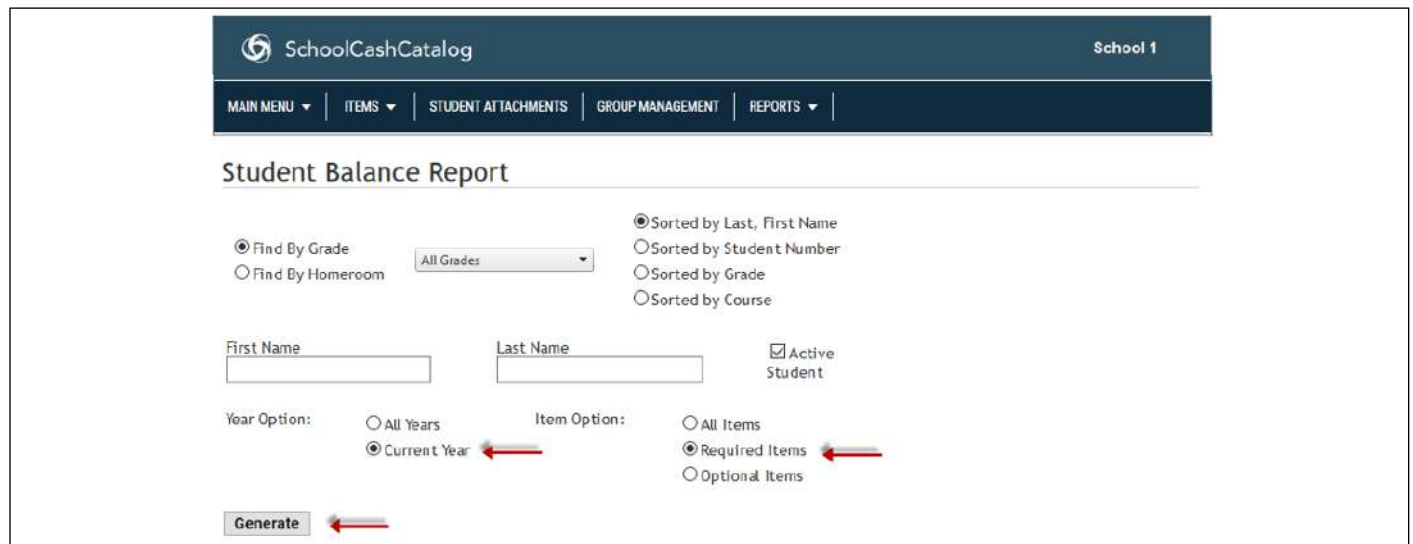
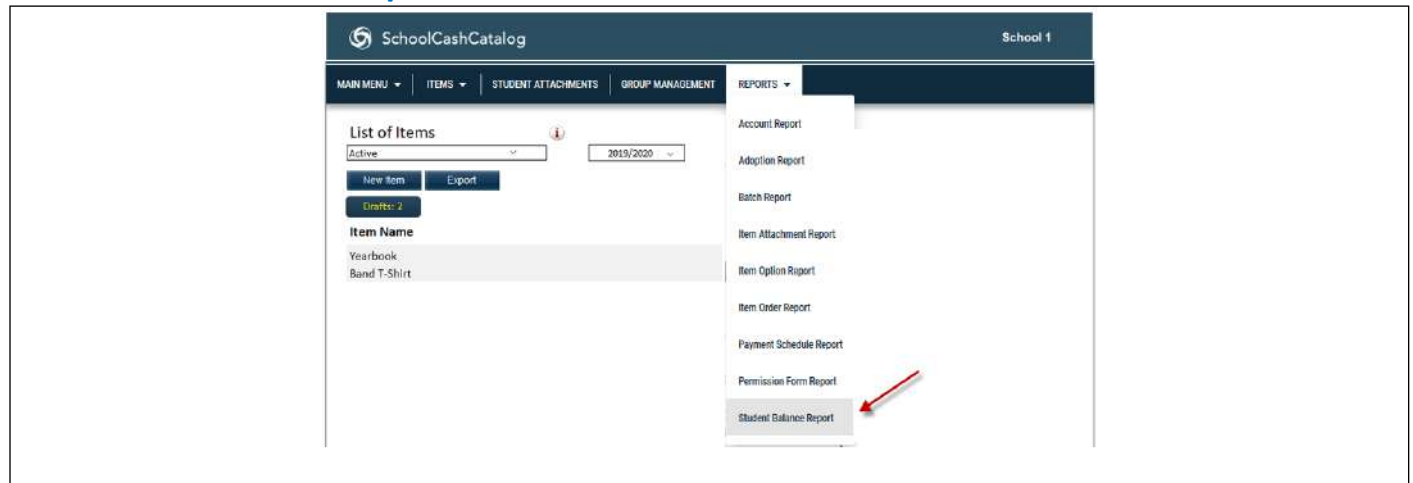
Grade:
Course Section:
Group:
Homeroom:

- Select the **Name of Item**
- Select the filter **Show - Scheduled**
- Click **Generate** button

| Diamond School | | | | | | | | | |
|--------------------------------------|-----------|-------|-----|--------------|----------------|----------|-------------|--------------|---------|
| 2019/2020 | | | | | | | | | |
| Grade 6 Trip to Washington DC (date) | | | | | | | | | |
| Scheduled | | | | | | | | | |
| 14 Records Found | | | | | | | | | |
| 09/01/yyyy...11/19/yyyy | | | | | | | | | |
| Student Name | Student # | Grade | Hrm | Created Date | Payment Method | Payment | Payor | Payment Date | Status |
| Abell, Miguel | 302456901 | 9 | | 08/11/yyyy | Credit Card | \$392.25 | Judy Abell | 09/01/yyyy | Cleared |
| | | | | 08/11/yyyy | Credit Card | \$392.25 | Judy Abell | 10/01/yyyy | Pending |
| | | | | 08/11/yyyy | Credit Card | \$392.25 | Judy Abell | 11/01/yyyy | Pending |
| | | | | 08/11/yyyy | Credit Card | \$392.25 | Judy Abell | 12/01/yyyy | Pending |
| Adams, Carter | 302489720 | 11 | | 08/15/yyyy | Credit Card | \$392.25 | Terri Ellis | 09/01/yyyy | Cleared |
| | | | | 08/15/yyyy | Credit Card | \$392.25 | Terri Ellis | 10/01/yyyy | Pending |
| | | | | 08/15/yyyy | Credit Card | \$392.25 | Terri Ellis | 11/01/yyyy | Pending |
| | | | | 08/15/yyyy | Credit Card | \$392.25 | Terri Ellis | 12/01/yyyy | Pending |
| Adams, Cole | 105781248 | 12 | | 09/22/yyyy | Credit Card | \$784.50 | Tom Adams | 09/22/yyyy | Cleared |
| | | | | 09/22/yyyy | Credit Card | \$300.00 | Tom Adams | 11/01/yyyy | Pending |
| | | | | 09/22/yyyy | Credit Card | \$300.00 | Tom Adams | 12/01/yyyy | Pending |

Displays the students that have scheduled payments, which payments have been made and which payments are pending.

C. Student Balance Report



- Select the **Current Year**
- Select the **Item Option – Require Items**
- Click **Generate** button

| Diamond School | | | | | | Student Balance | |
|----------------------------|-------|----------|--------|----------------|--------------|----------------------|--|
| 2019/2020 | | | | | | 12 Students Found | |
| Sorted by Last, First Name | | | | | | \$969.00 Owing Total | |
| Student Name | Grade | Homeroom | Course | Student Number | Amount Owing | | |
| Adamson, Rebekah | 3 | CR 3 | | 20697 | \$90.00 | | |
| Ahlquist, Aliyah | 7 | CR 7 | | 14132 | \$70.00 | | |
| Allan, Jeff | 2 | CR 7 | | 26673 | \$90.00 | | |
| Anderson, Tucker | 5 | CR 5 | | 21356 | \$150.00 | | |
| Belton, Skyla | 5 | CR 5 | | 21356 | \$19.00 | | |
| Benjamin, Joshua | 1 | CR 1 | | 25808 | \$90.00 | | |
| Berube, Steven | 7 | CR 7 | | 14614 | \$90.00 | | |
| Blackmore, Jack | 0 | CR K | | 26680 | \$50.00 | | |
| Fisher, Brooke | 3 | CR 3 | | 24691 | \$90.00 | | |
| Forsyth, Lacey | 8 | CR 8 | | 11211 | \$90.00 | | |
| Hall, Rylan | 2 | CR 2 | | 25417 | \$90.00 | | |
| Hawkings, Morgan | 4 | CR 4 | | 17604 | \$50.00 | | |

Displays the students that have funds owing for required items.

Notes

[illegible]