School Cash Online

Instruction Guide

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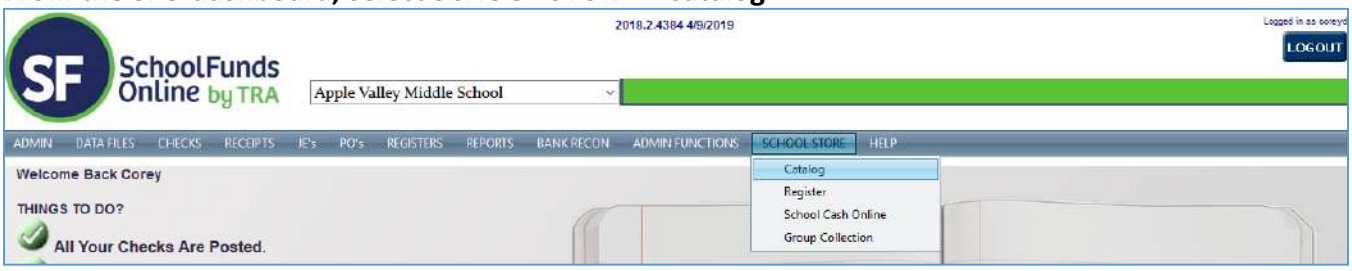
Accessing the Catalog

From the SFO dashboard, select SCHOOL STORE > Catalog



Catalog Home Page

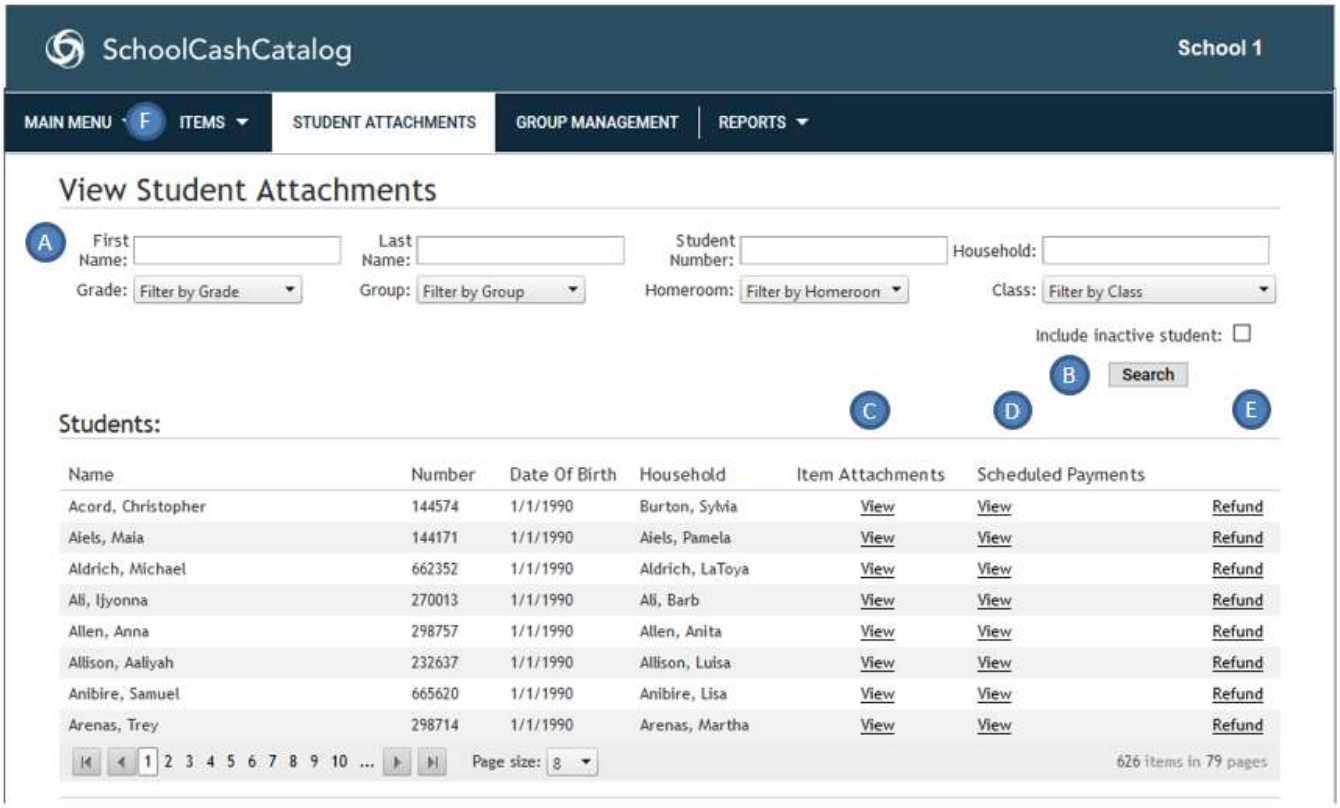
A. Main Menu: Drop-down to navigate to School Funds Online or School Cash Register
B. School Funds Online: Navigates to School Funds Online Dashboard
C. School Cash Register: Navigates to School Cash Register
D. User Guide link to How to Create an Item

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

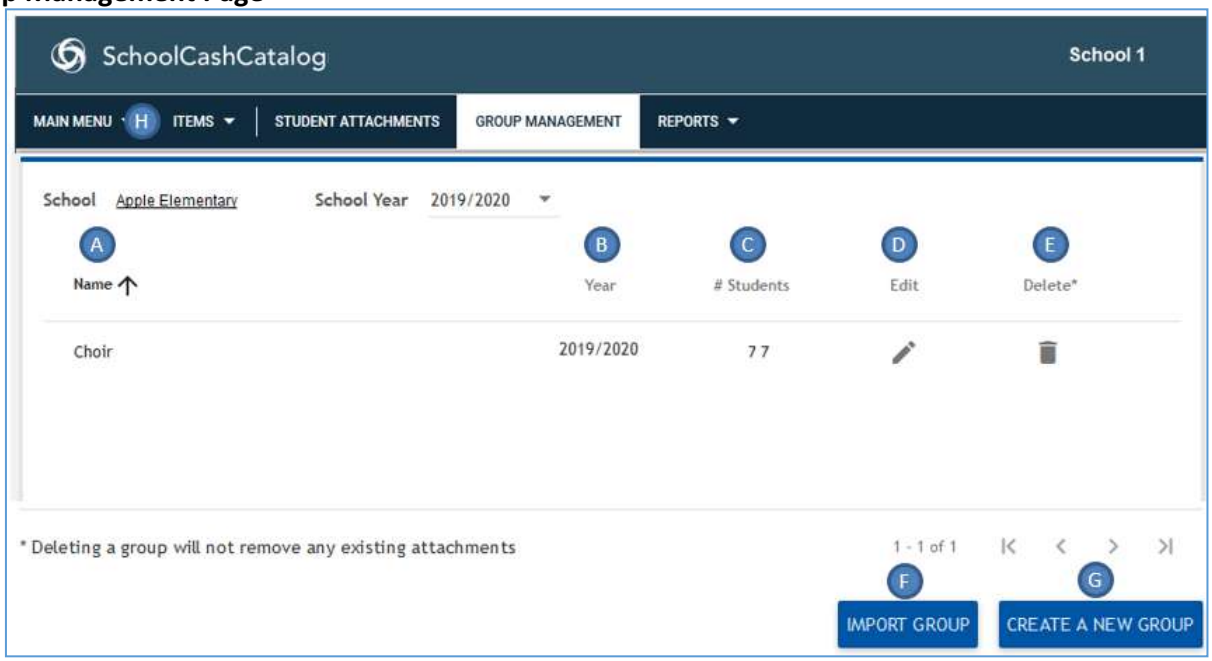
View Student Attachments Page



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

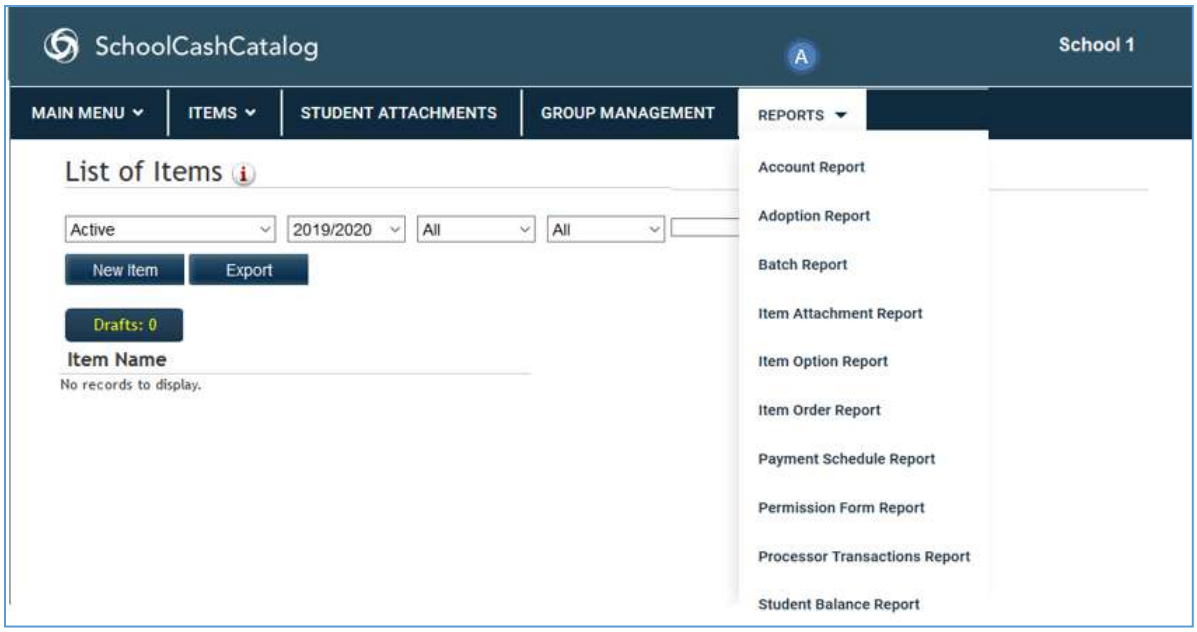
A. Group Management: Navigate to Group Management Page

Group Management Page



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

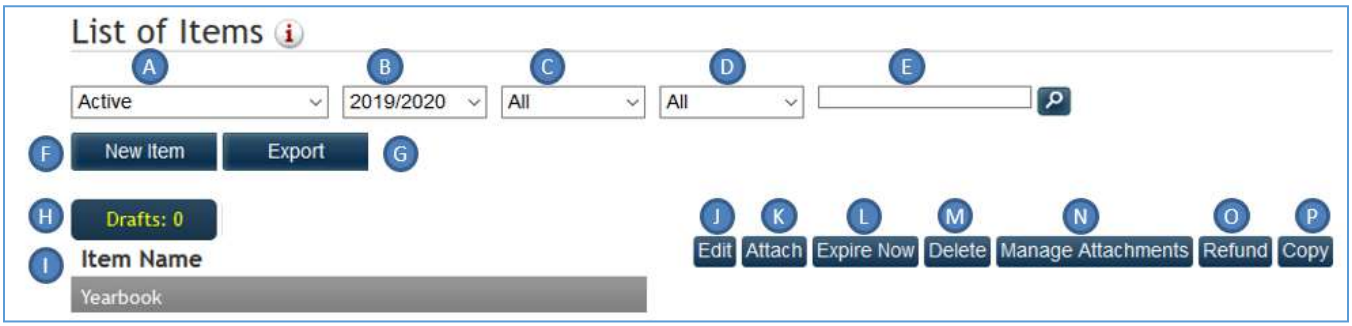


A.	Reports:	Drop-down list of available School Cash Catalog Reports

Catalog Footer

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

List of Items Page

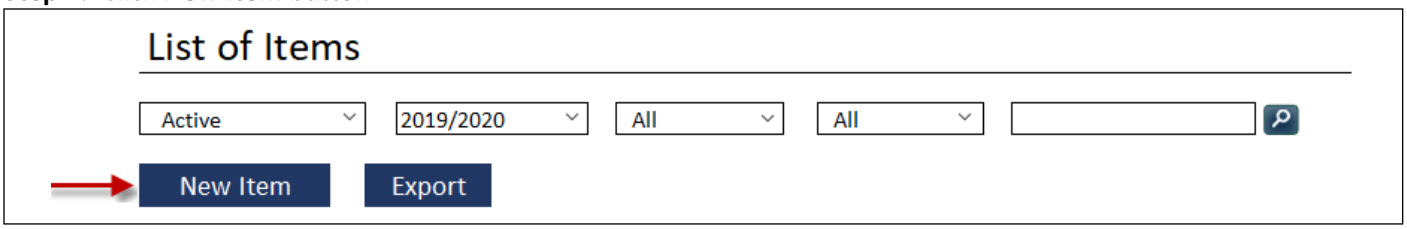


A.	Item Status:	Filter items to show Active, Expired, Deleted, Not Attached, Draft
B.	Year:	Defaults to current school year
C.	Public Facing:	Filter items to show All, Only Public, Exclude Public
D.	Inventory:	Filter items to show Low Stock, Sold Out (Items with Limited Quantity)
E.	Search:	Allows user 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

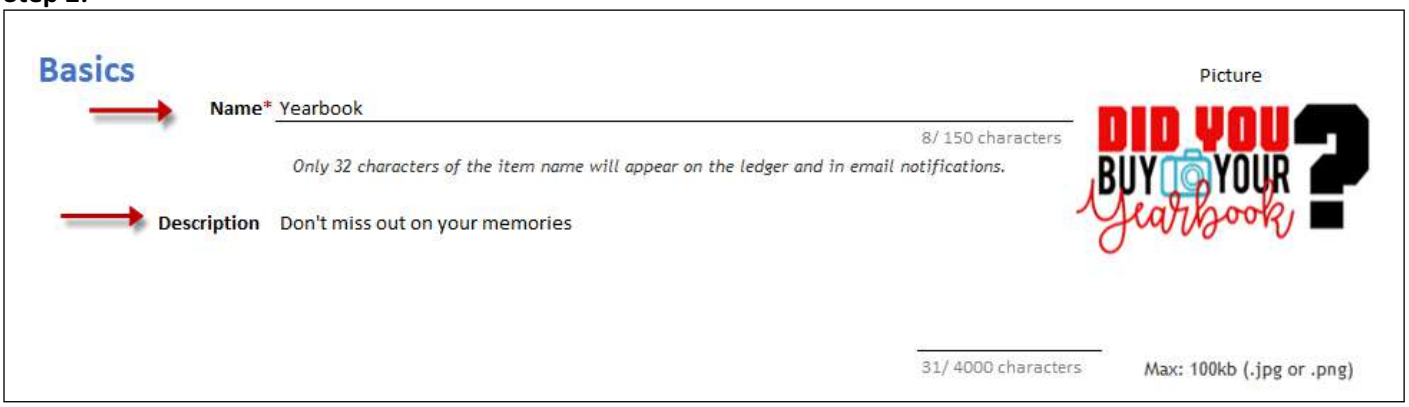
Creating Items

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

Step 1: Click **New Item** button



Step 2:

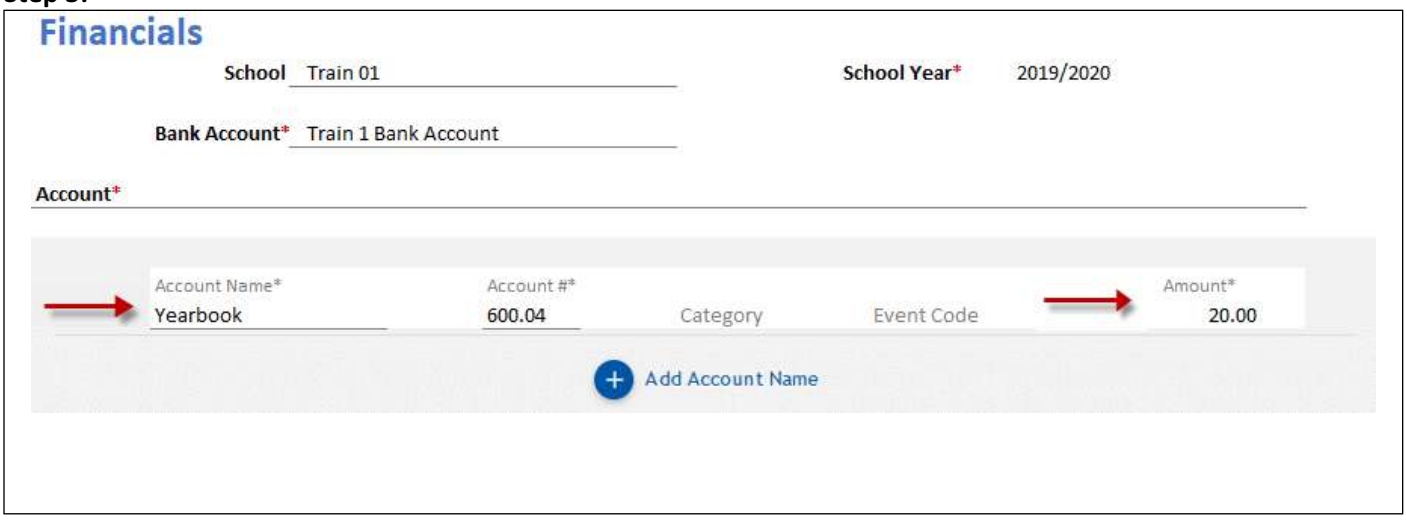


Name: **Yearbook**
(Item name has a limit of 150 characters. First 32 characters of the item will appear in the description area on the ledger.)

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:



The School, School Year, Bank Account automatically defaults

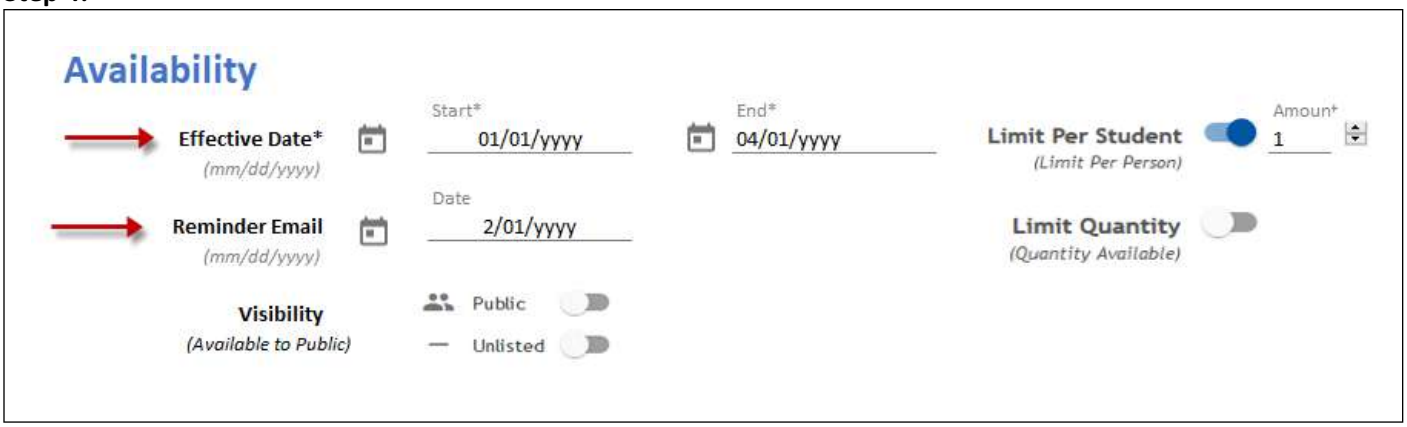
Account*

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:



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)

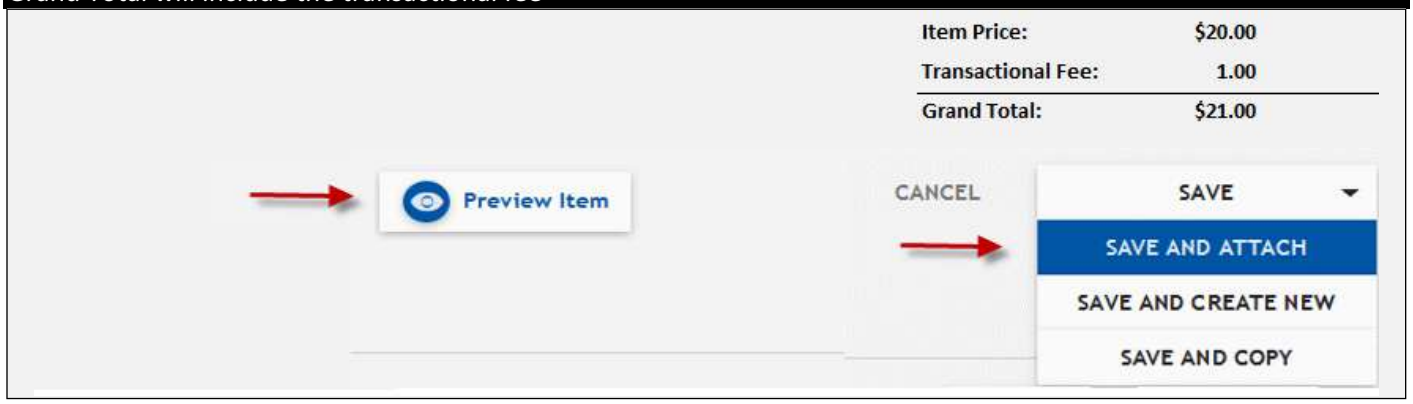
Reminder Email: *(Date to send email to SCO registrants that have not paid)*

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

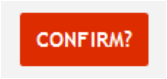
Grand Total will include the transactional fee



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

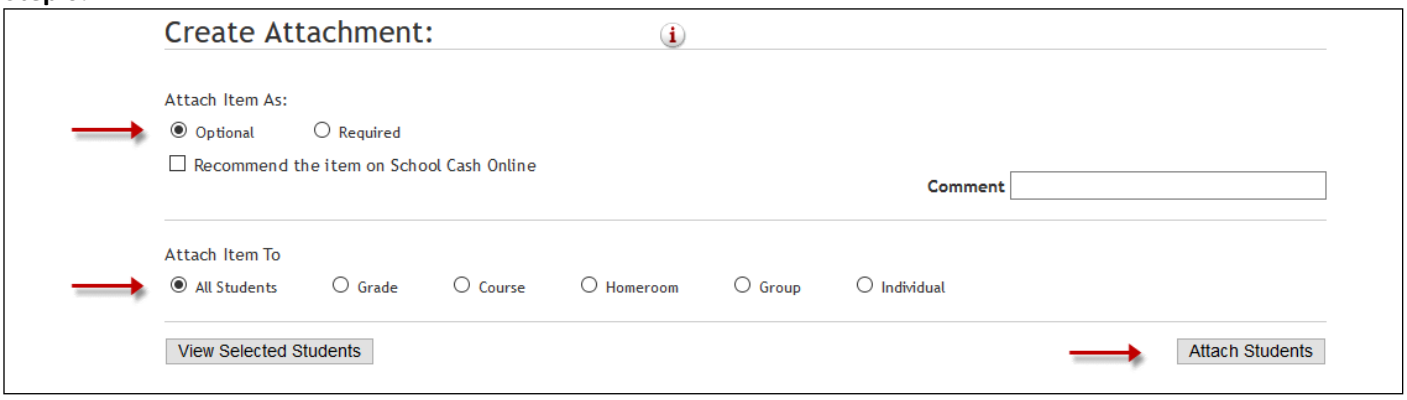
Cancel *Cancel creating the item and/or Cancel any changes to an existing item.*

Confirm? This action



Save **Save and Attach**

Step 6:



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)

SchoolCashOnline | MY ACCOUNT | ITEMS | MYWALLET | PAYMENT HISTORY | 0

Grove School District

Home > Items

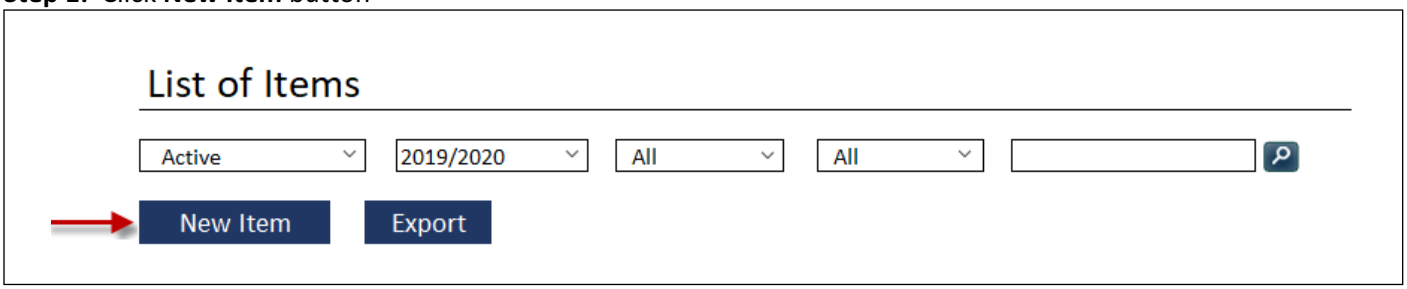
Items

Kyle McBee | Lane McBee | Grove School District | Show All Items

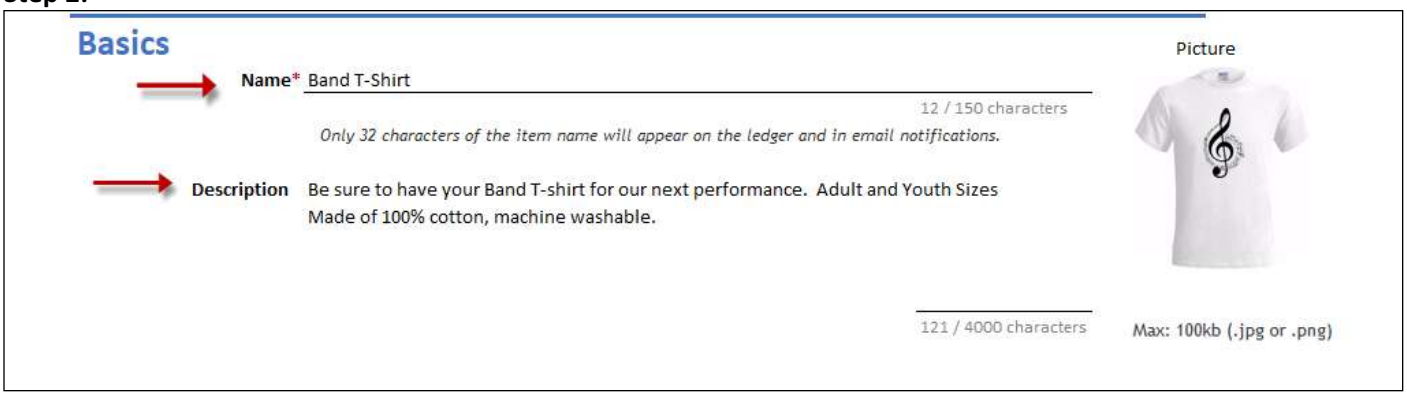
Student	School	Item Name	Price	Due Date	Status
Kyle McBee	Diamond School	*Re-enrolment Application - 2019/2020 Step 1: Please complete the re-enrollment application for the 2019-2020 school year for your child ... View Image View Item		May 01/19	Overdue
Kyle McBee	Diamond School	Activity Fees - 2019/2020 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		Apr 30/20	Recommended

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

Step 1: Click **New Item** button



Step 2:

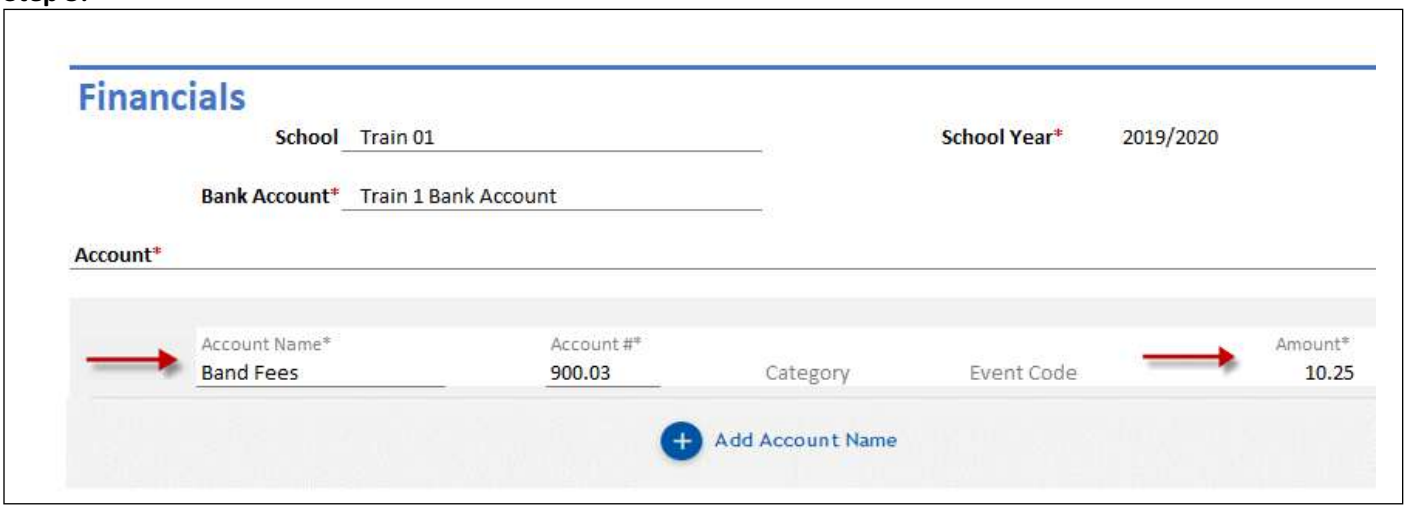


Name: **Band T-Shirt**
(Item name has a limit of 150 characters. First 32 characters of the item will appear in the description area on ledger.)

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:



The School, School Year, Bank Account automatically defaults

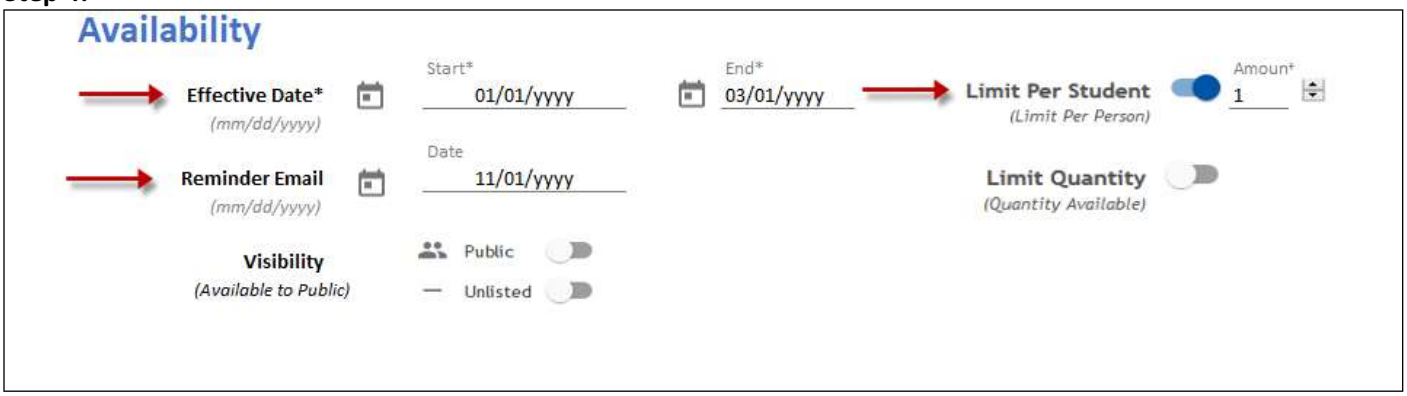
Account*

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

Step 4:



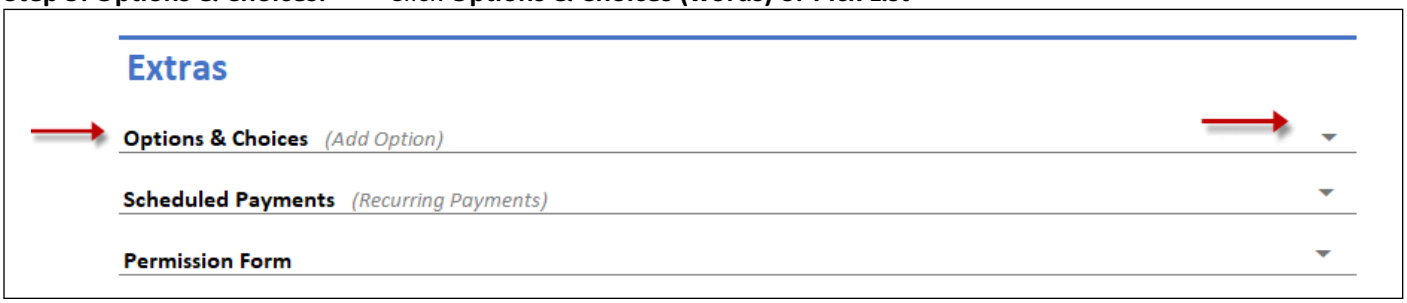
Effective Date: **Start***
(Date parents can start to pay online. Email notifications are sent the day after the start date. Future Date available online at 12:00 am EST)
End*
(Last date parents can pay online. Available online until 11:59 pm EST)

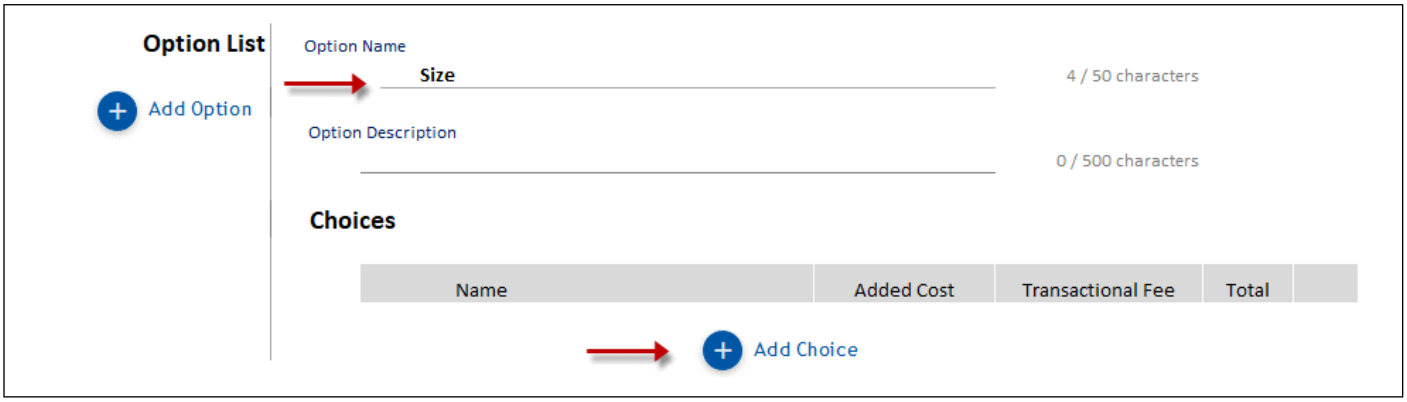
Reminder Email: *(Date to send email to SCO registrants that have not paid)*

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**





Option Name: **Size**
Option Description: ***Optional***

Click ***Add Choice*** button

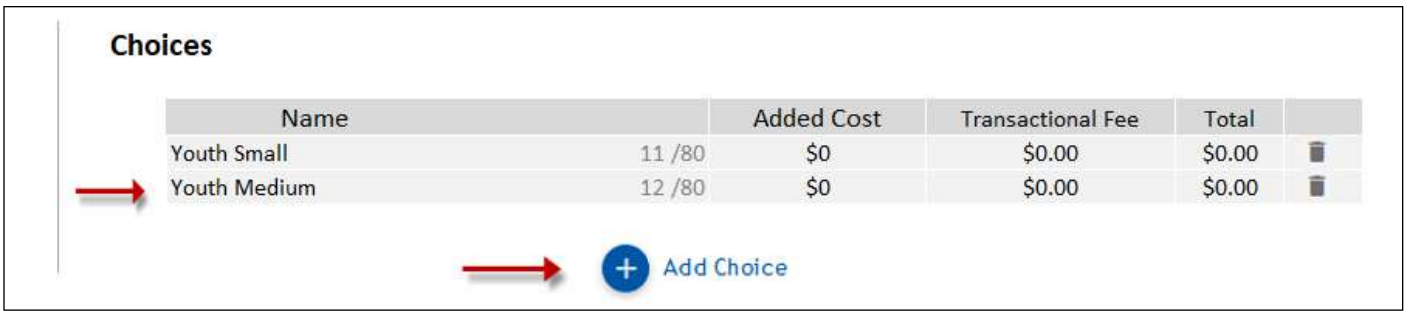
(Description could be used to provide instructions on how to make their choices)

Choice #1:

Choices Name: **Youth Small**
Added Cost: **Leave Default of $0.00**

Click ***Add Choice*** button

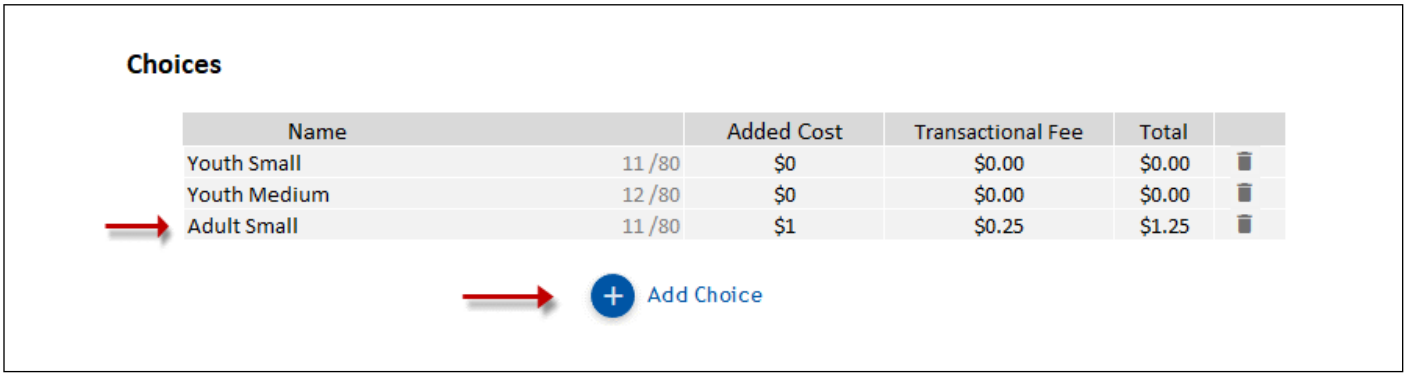
Choice #2:



Choices Name: **Youth Medium**
Added Cost: **Leave Default of $0.00**

Click ***Add Choice*** button

Choice #3:

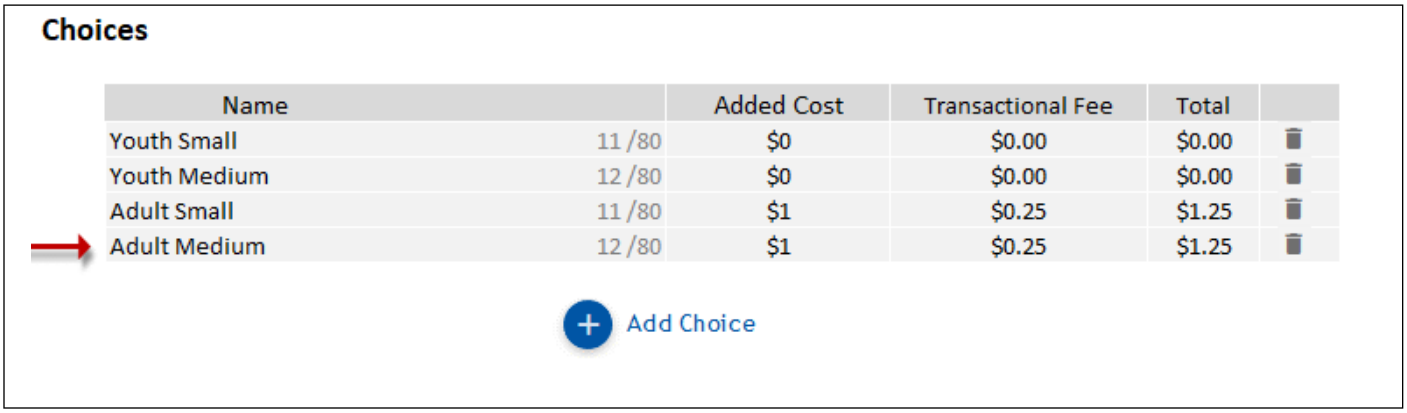


Choices Name: **Adult Small**
Added Cost: **$1.00**

Click ***Add Choice*** button

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

Choice #4:



Choices Name: **Adult Medium**
Added Cost: **$1.00**

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* Band Fees | Account #* 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

SchoolCashOnline SIGN IN | ITEMS | 0

Grove School District

Home > Preview

Fee Details

Band T-Shirt Amount Due: $12.25

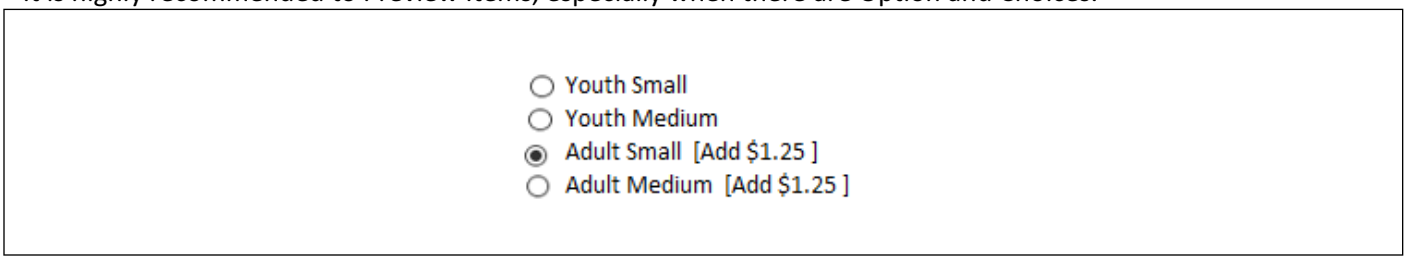
Student Name (Train 01)

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: 1

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



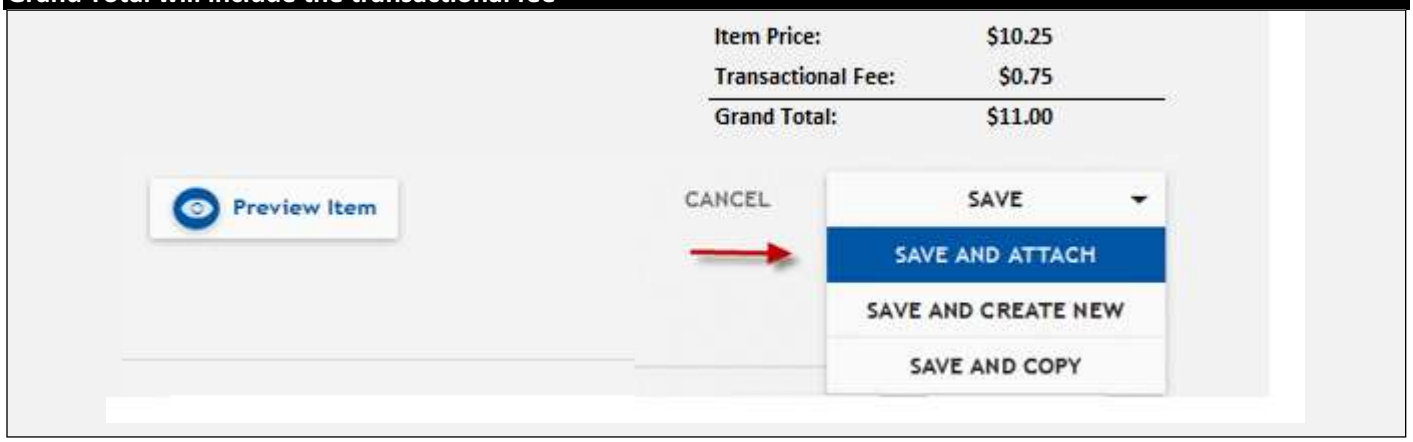
The Min / Max Choices of 1 to 1 will show as radio buttons. The user can only select 1 size in this example.

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



Attach Item As: **Required** (radio button)

Create Attachment:

Attach Item As:
Optional Required

Comment

Attach Item To
All Students Grade Course Homeroom Group Individual

concert Search Courses

Course	Code	Section	Teacher	Term	Semester	Student Count
Concert Choir	MUS2211A	1	Burke, James	1	T1	20
Concert Choir	MUS2212A	1	Burke, James	2	T2	20
Concert Choir	MUS2213A	1	Burke, James	3	T3	19
Concert Band	MU5052	1	Burke, James	2	T2	2

Effective Cut-Off Date: 02/01/yyyy

View Selected Students Attach Students

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

- *If student drops course <u>before</u> this date*, student is not required to pay for this item
- *If student drops <u>after</u> 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)

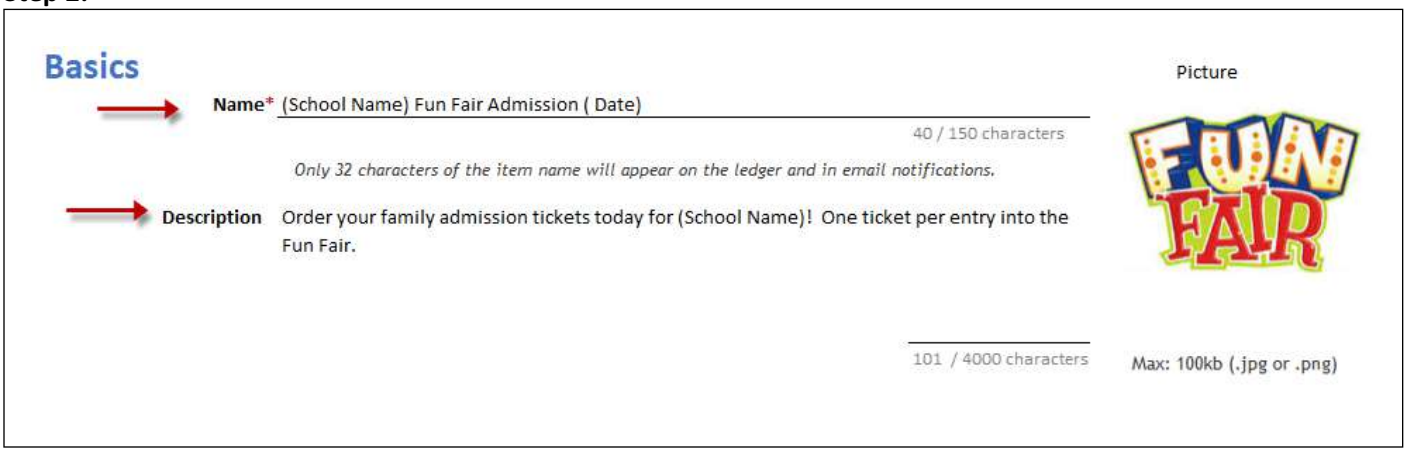
Step 1: Click **New Item** button

List of Items

Active 2019/2020 All All

New Item Export

Step 2:

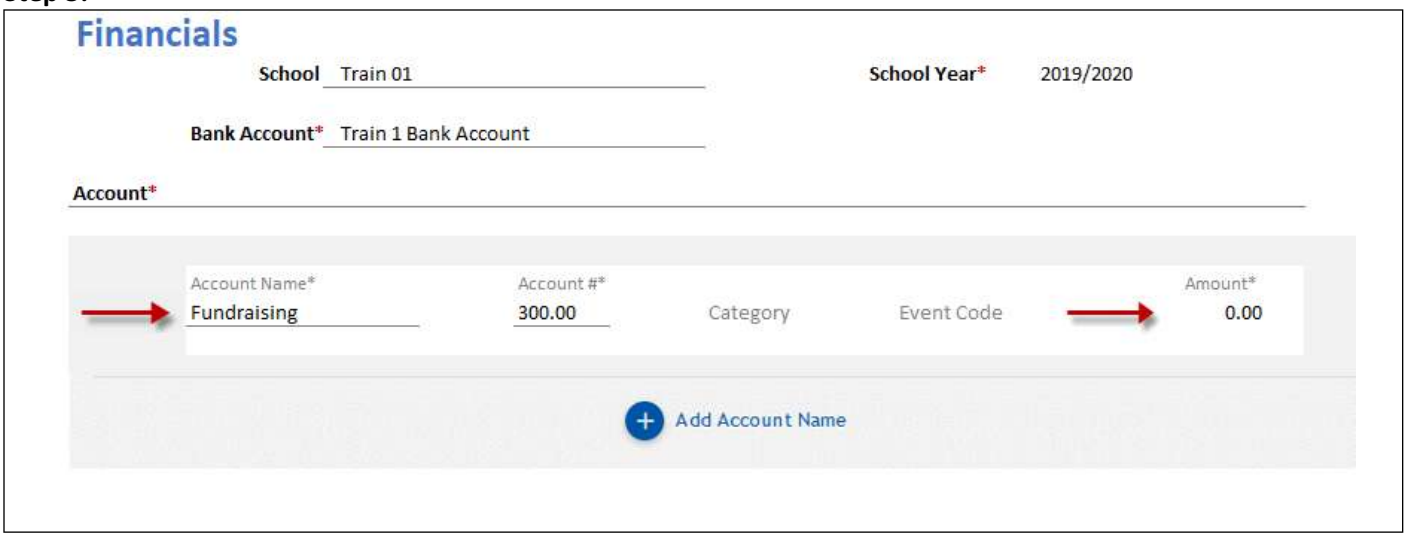


Name: **Fun Fair Admission**
Be sure to add in your School Name and Date of your attraction

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:



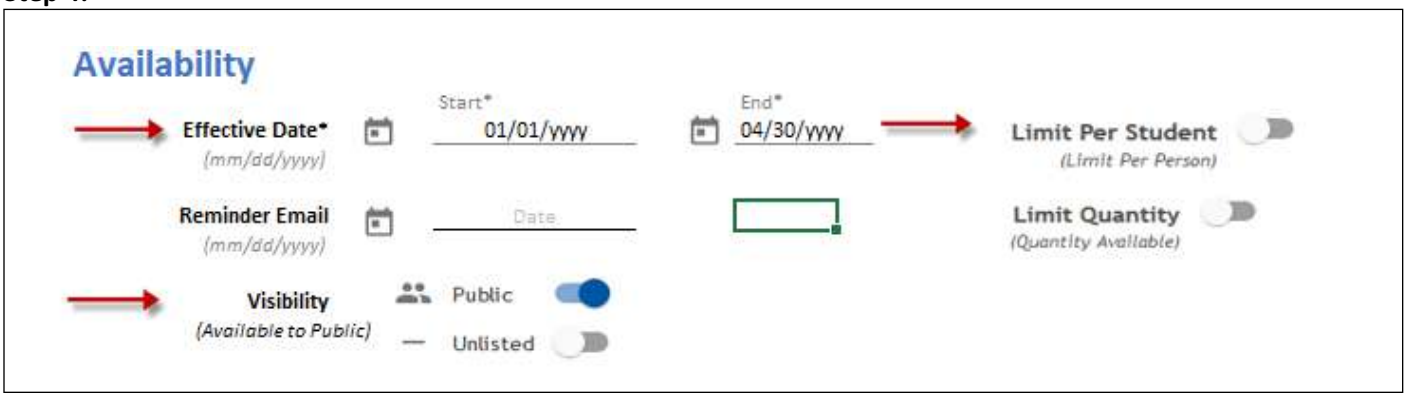
The School, School Year, Bank Account automatically defaults

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)*

Step 4:



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)

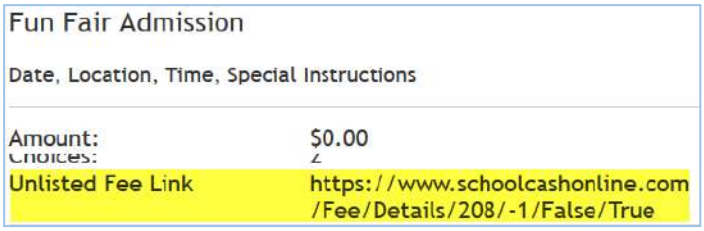
Reminder Email: Not Applicable

Limit per Student: **Slide to left - Unlimited**

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

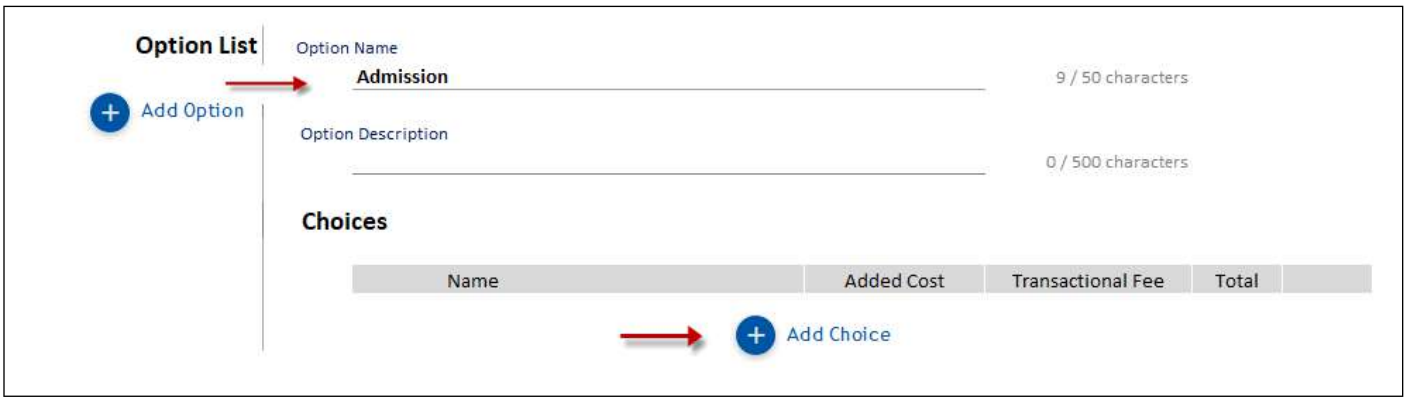
Visibility: **Public - Slide to Right**

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.



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***



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:

Choices Name: **Adult**
Added Cost: **$9.25**

Click ***Add Choice*** button

Choice #2:

Choices

Name		Added Cost	Transactional Fee	Total	
Adult	5/80	$9.25	$0.75	$10.00	
Student	7/80	$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

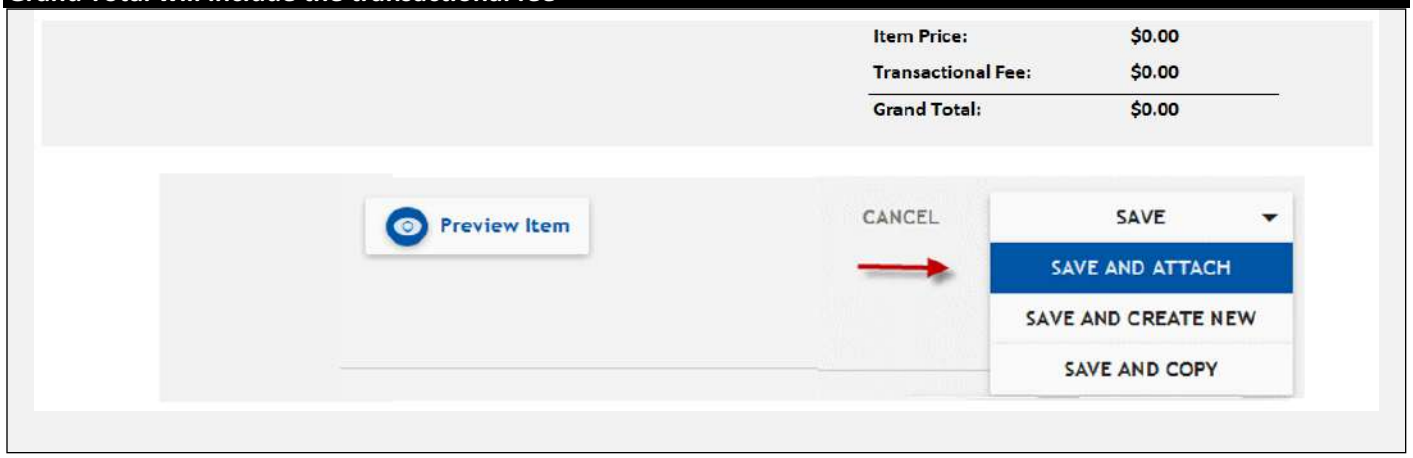
It is highly recommended to Preview Items, especially when there are Option and Choices.

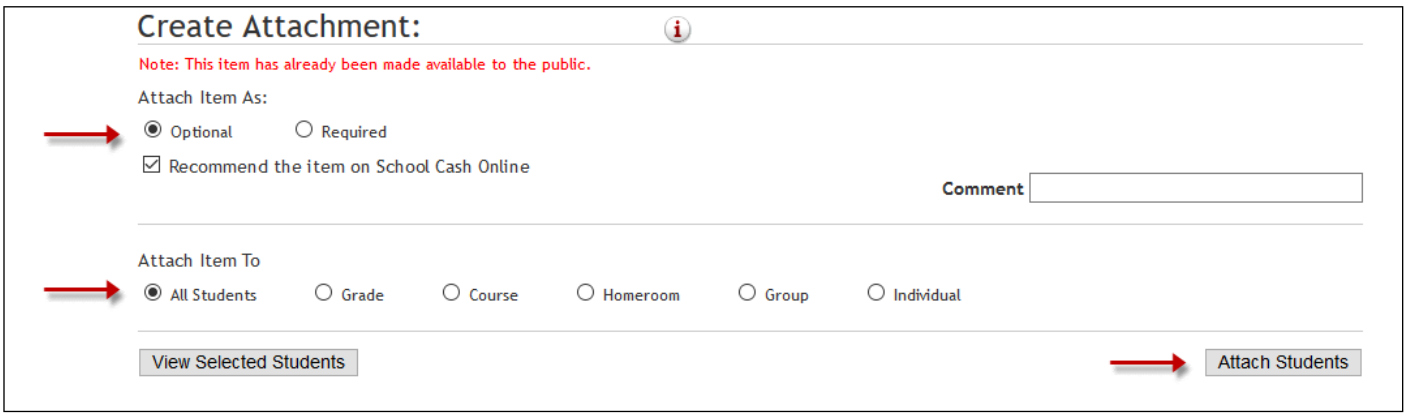
The Min / Max Choices of 1 to 1 will show as radio buttons. The user can only select 1 Admission in this example.

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





Attach Item As: **Optional / Recommend the Item on School Cash Online**

Attach Item To: **All Students**
Click: **Attach Students** button

List of Items (Page) – Public

SchoolCashCatalogu 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
Quanity 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)

SchoolCashOnline SIGN IN | ITEMS | 0

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)***

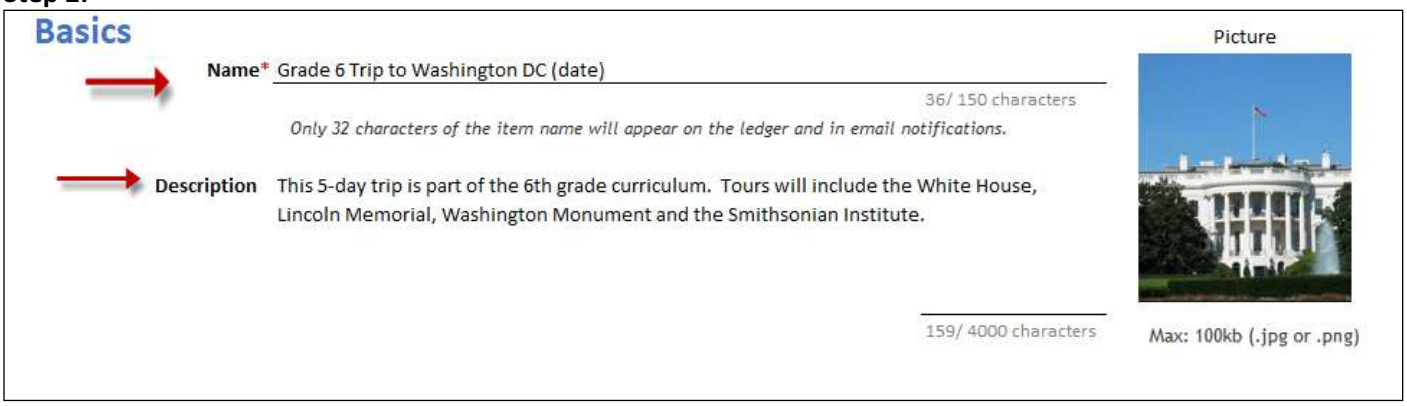
Step 1: Click **New Item** button

List of Items

Active | 2019/2020 | All | All

New Item | Export

Step 2:

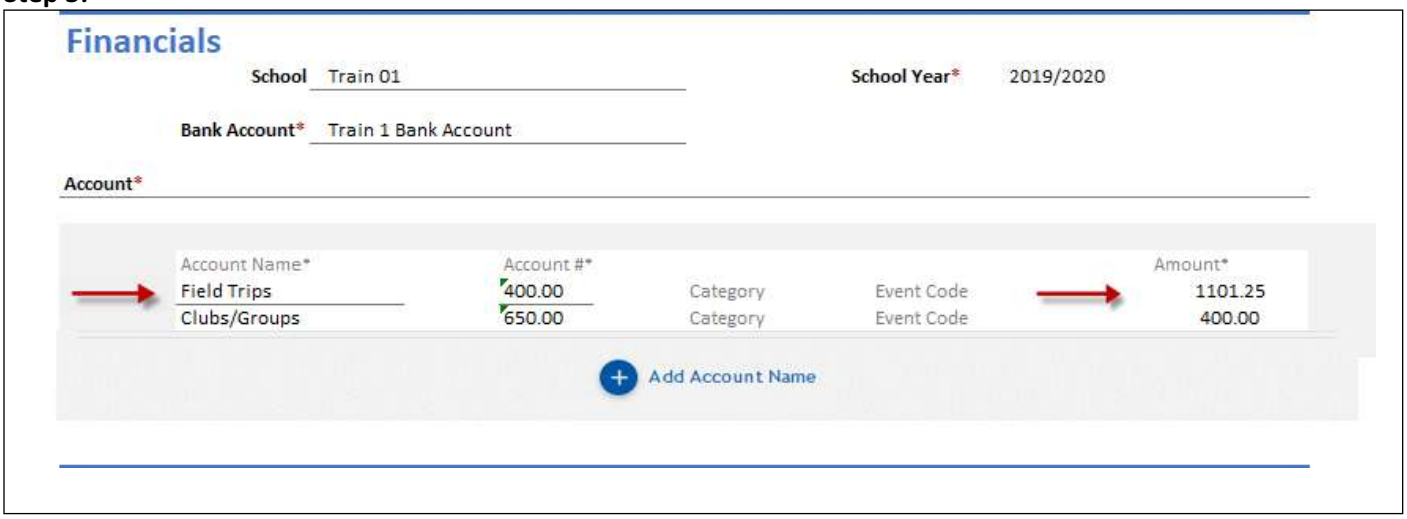


Name: **Grade 6 Trip to Washington DC (Date)**
(Item name has a limit of 150 characters. First 32 characters of the item will appear in the description area on the ledger.)

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:

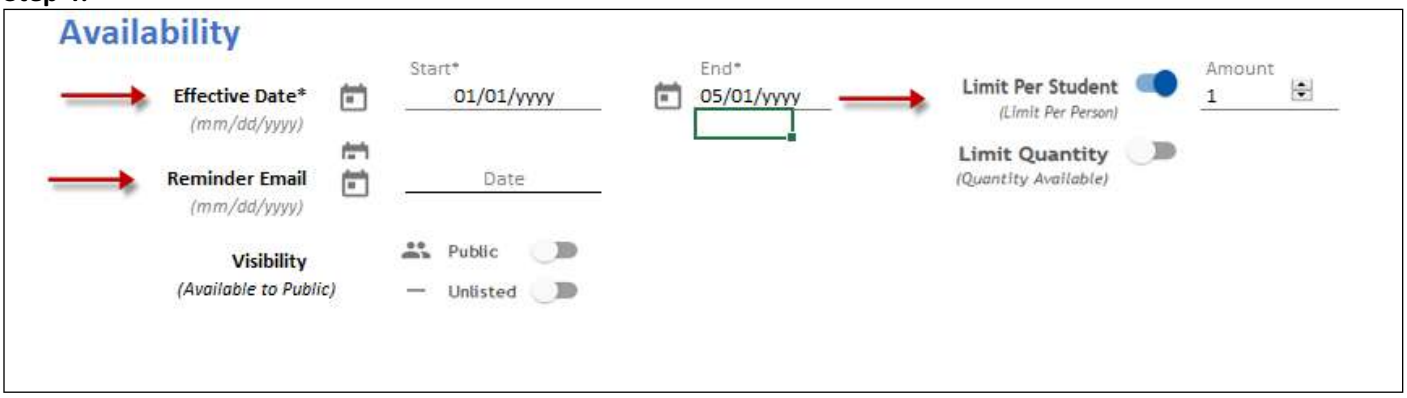


The School, School Year, Bank Account automatically defaults

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

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

Step 4:



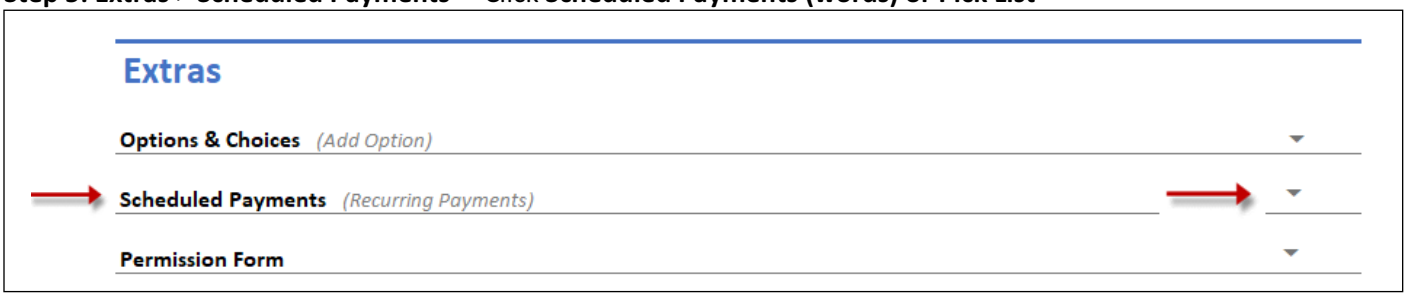
Effective Date: **Start* Month before you want parents to start making payments**
(Date parents can set-up their payment schedule. Email notifications are sent the day after the start date. Future Date available online at 12:00 am EST)
End* Month that you want the final payment
(Last date parents can pay online. Available online until 11:59 pm EST)

Reminder Email: *(Date to send email to SCO registrants that have not paid)*

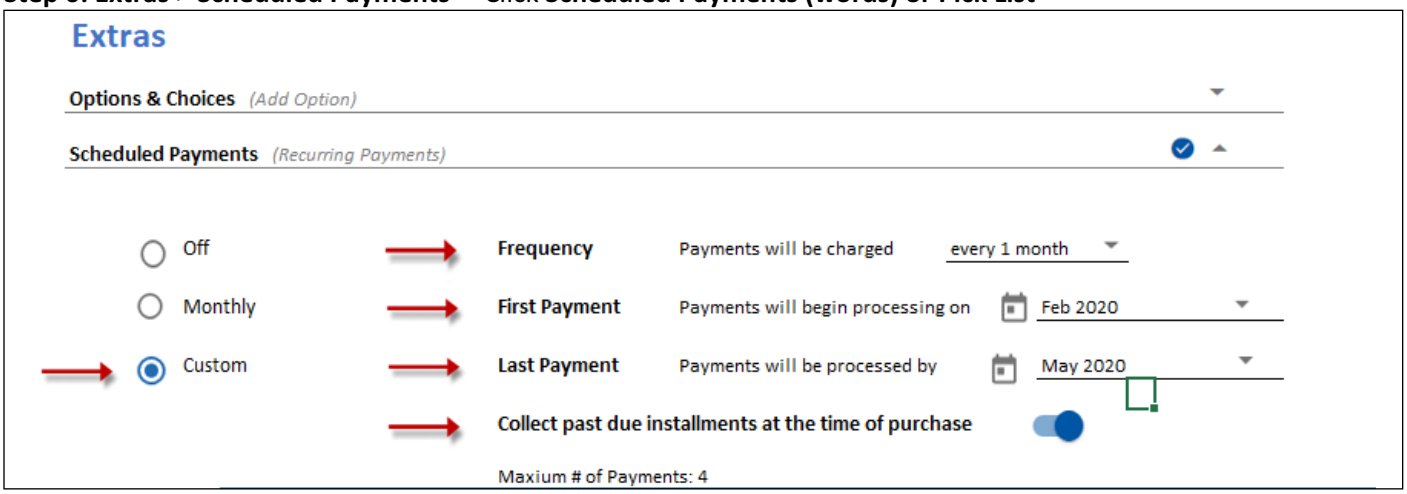
Limit per Student: **1** *(Defaults to 1 – 1 yearbook for 1 student)*

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**

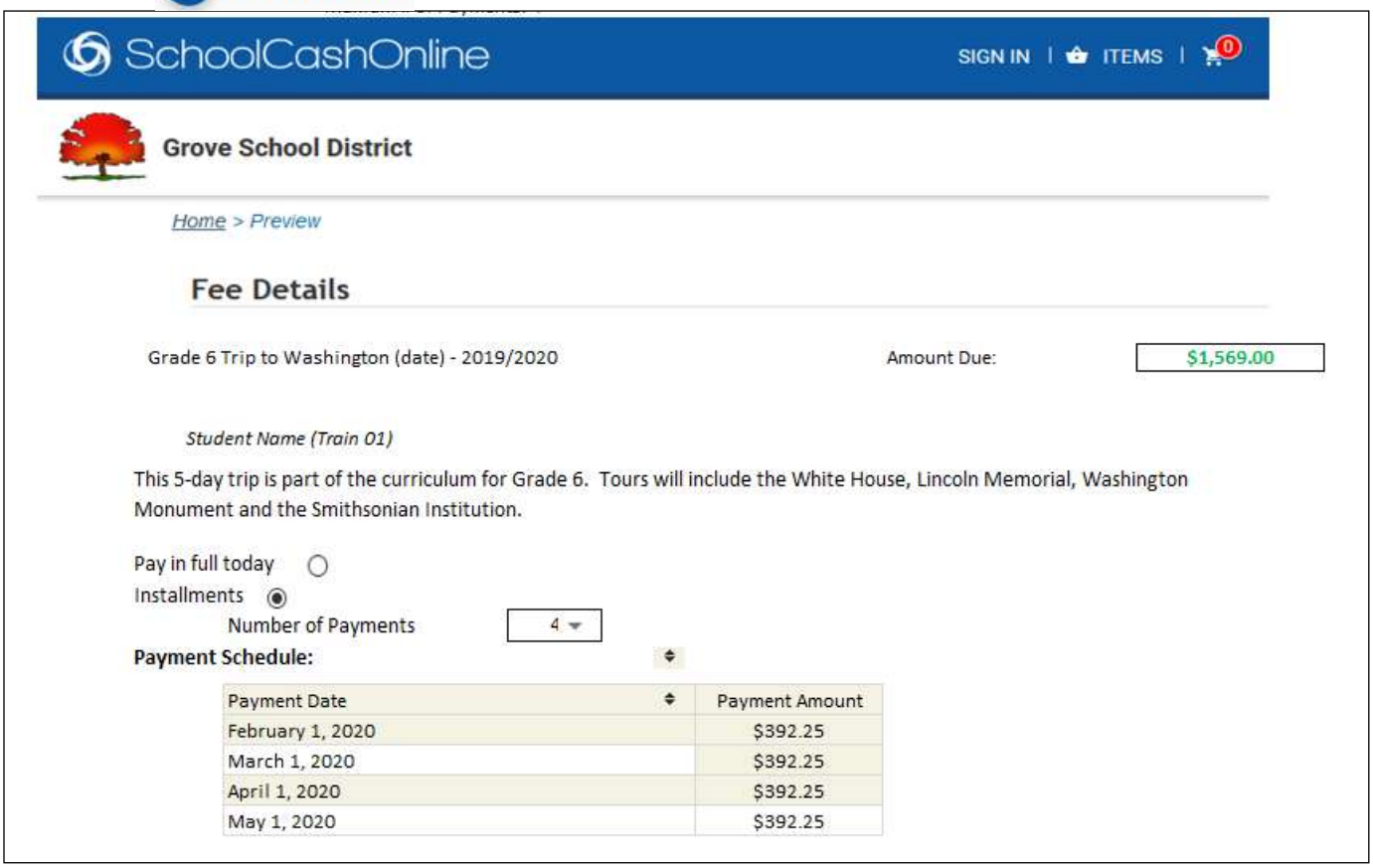


Step 6: Extras > Scheduled Payments Click **Scheduled Payments (words) or Pick List**



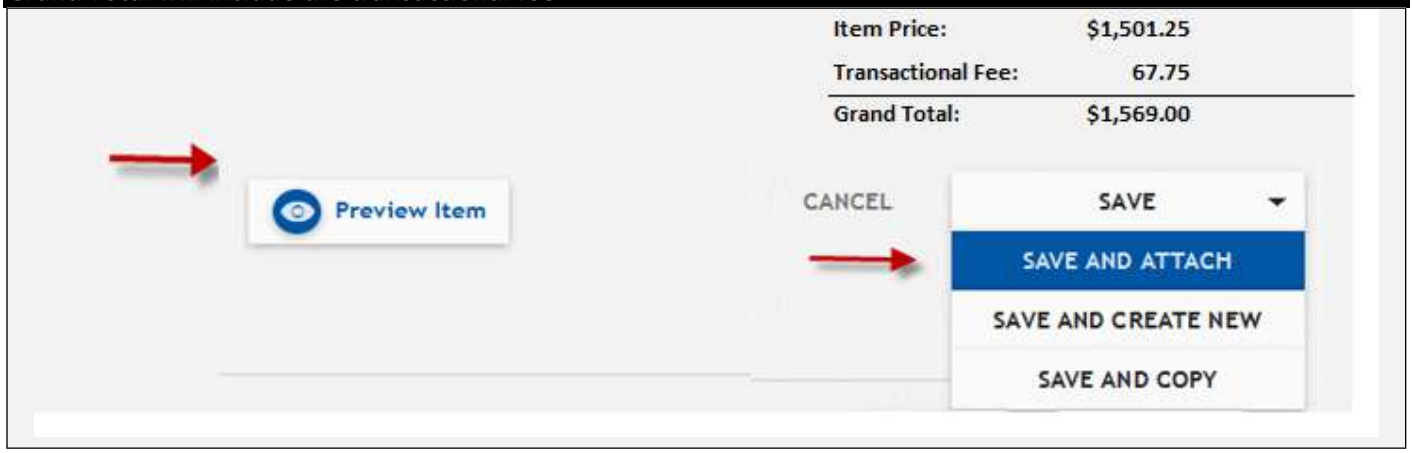
Recurrence: **Custom**
Frequency: **every 1 month**
First Payment **Feb 2020**
Last Payment **May 2020**
Collect past due installments at the time of purchase: **Slide to Right**

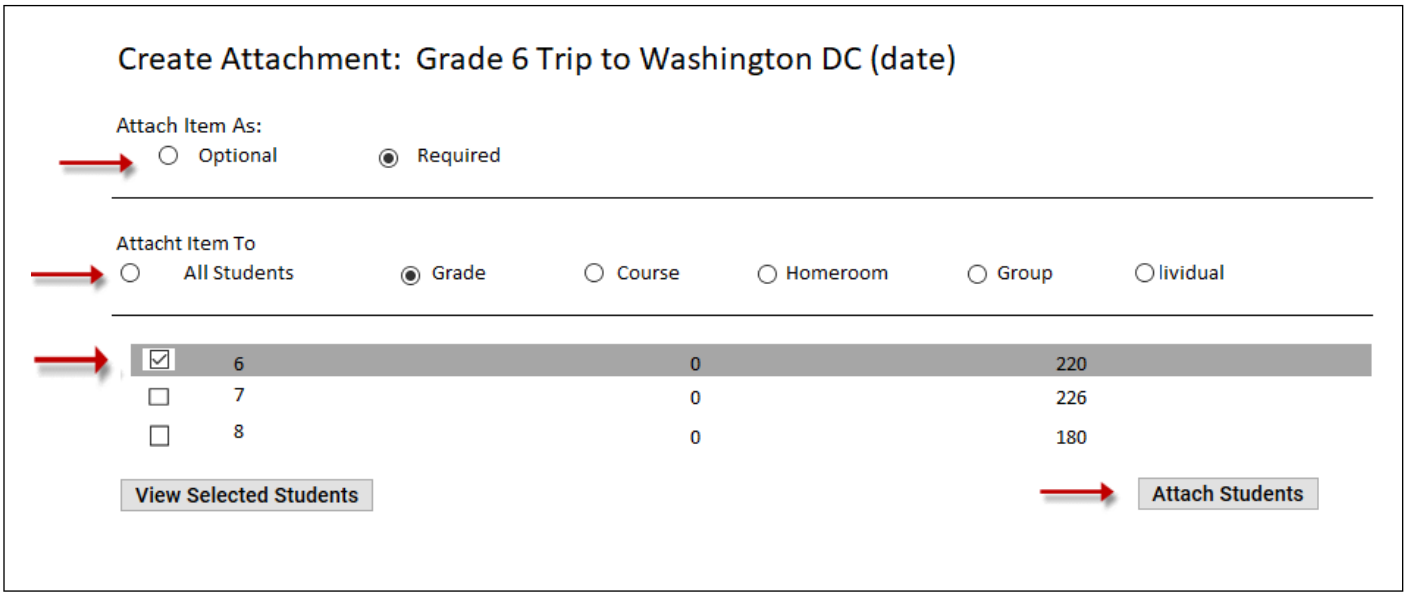
Step 7:



Step 8: Save and Attach

Grand Total will include the transactional fee





Attach Item As: **Required**
Attach Item To: **Grade > Grade 6**
Click: **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
Quanity Sold:	120
Options:	0
Choices:	0

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

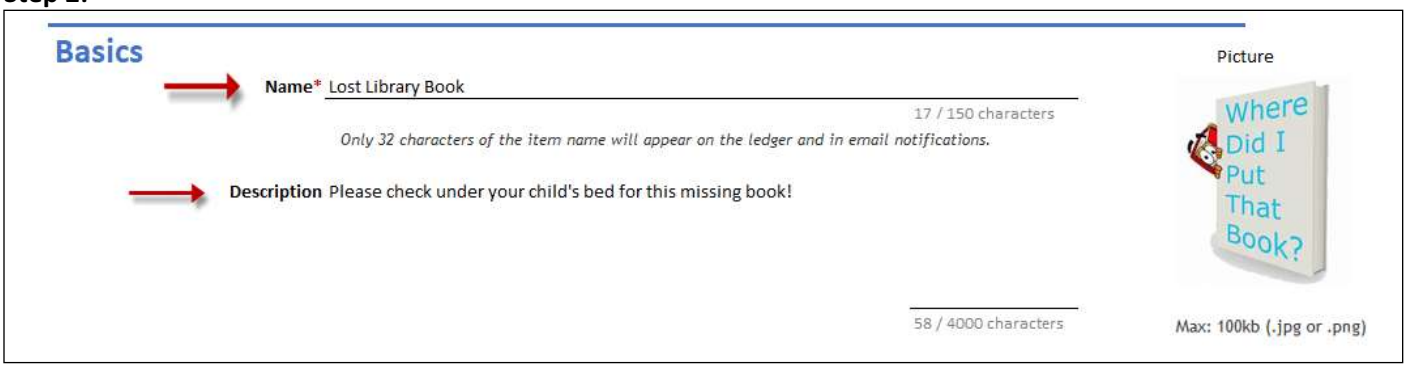
Step 1: Click **New Item** button

List of Items

Active | 2019/2020 | All | All

New Item | Export

Step 2:

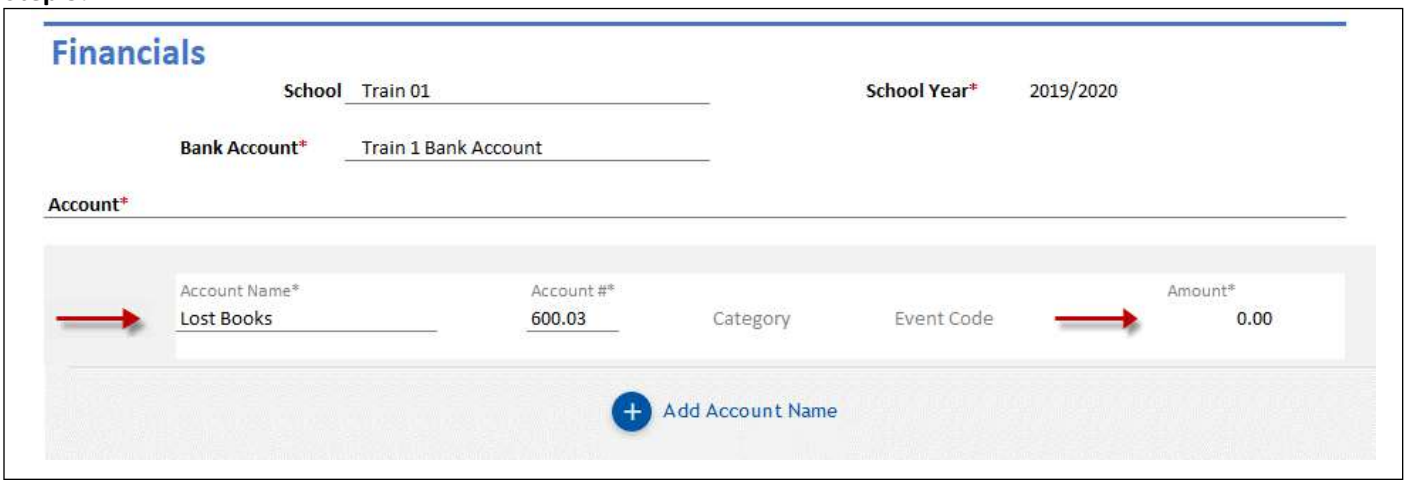


Name: **Lost Library Book**
(Item name has a limit of 150 characters. First 32 characters of the item will appear in the description area on the ledger.)

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:



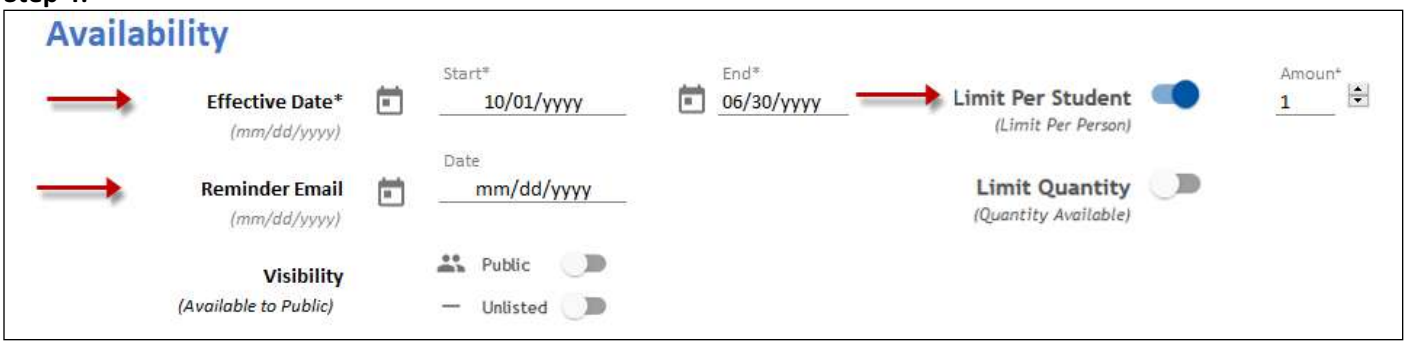
The School, School Year, Bank Account automatically defaults

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)

Step 4:



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)*

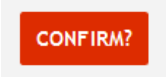
Limit per Student: **1** *(Defaults to 1 – 1 yearbook for 1 student)*

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

Step 5: Preview/ Save

Preview Item *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

Save **Save**

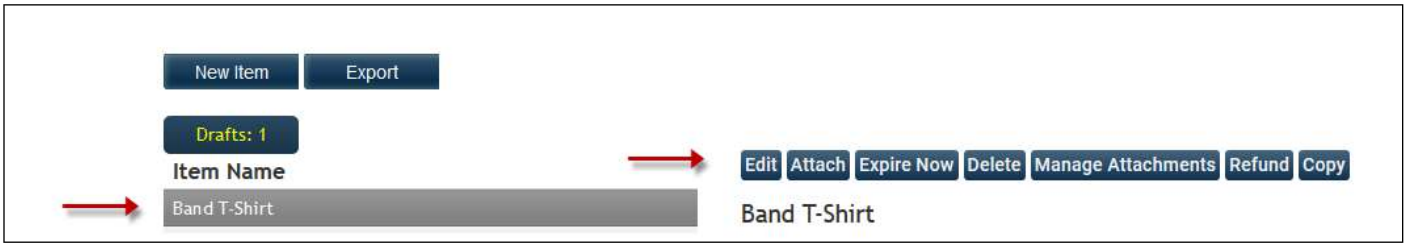
Note: Student Attachments will be completed in the School Cash Register

Editing Items

A. Editing Item with No Payments

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

Click **Edit** button

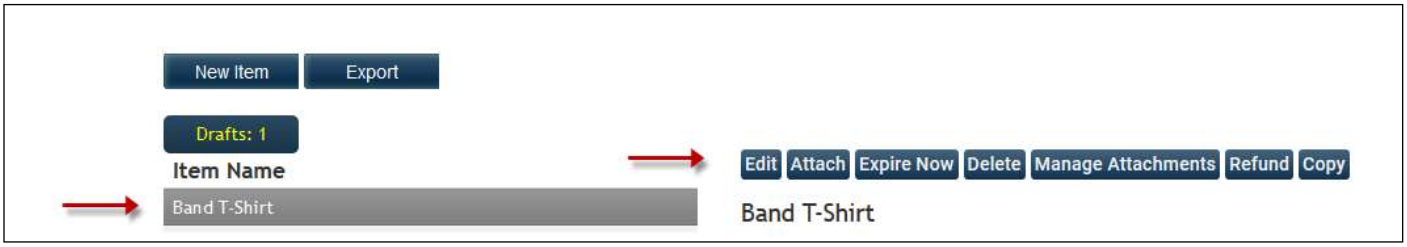


Make the necessary revisions to the item then click the **Save** button

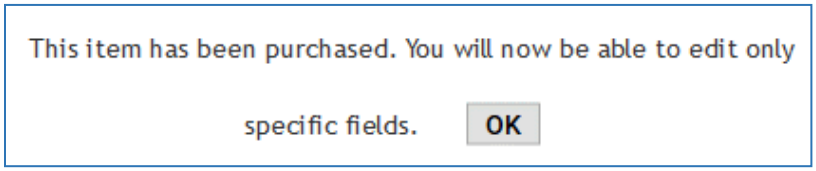
B. Editing Item with Payments

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

Click **Edit** button

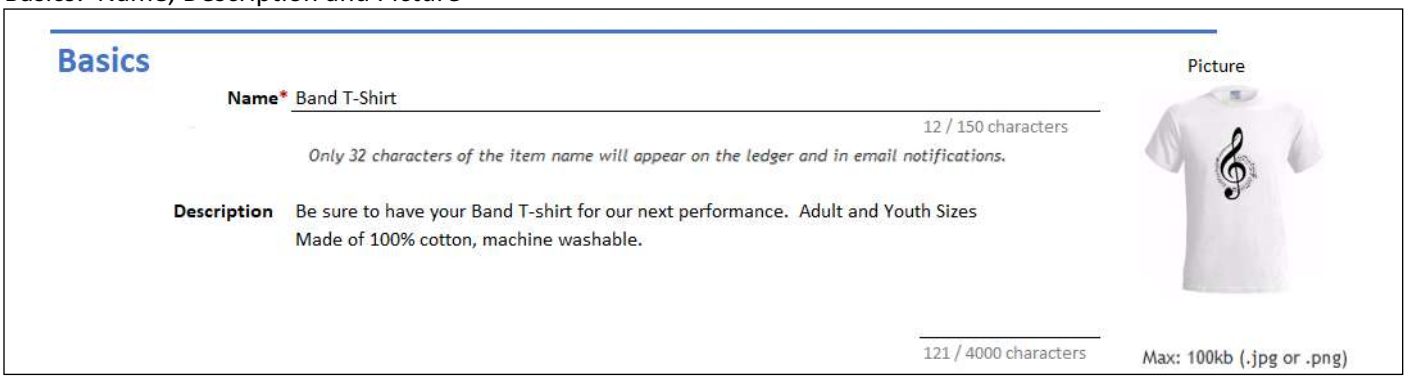


Message will appear, click **OK** button

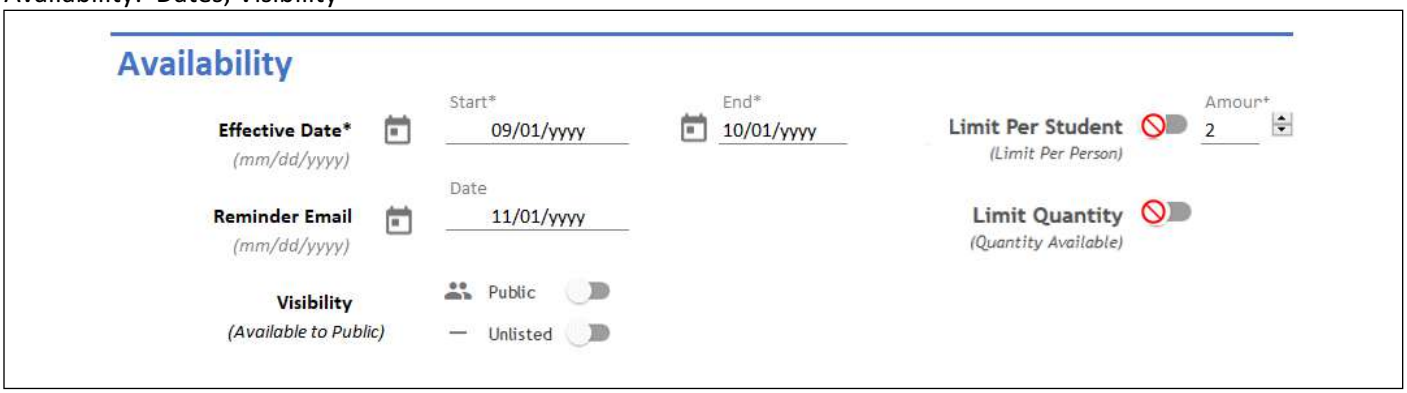


Data that can be changed / revised:

Basics: Name, Description and Picture



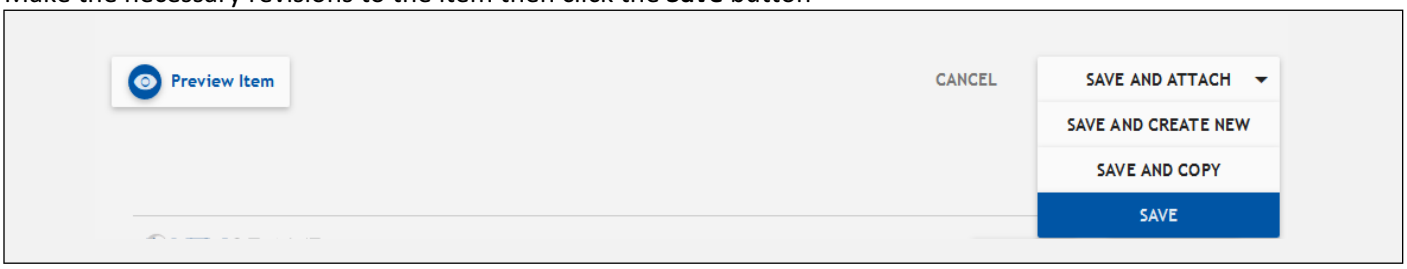
Availability: Dates, Visibility



Extras:

Options & Choices – No edits available once a payment has been made
Scheduled Payments – Edits can be made in the Custom option

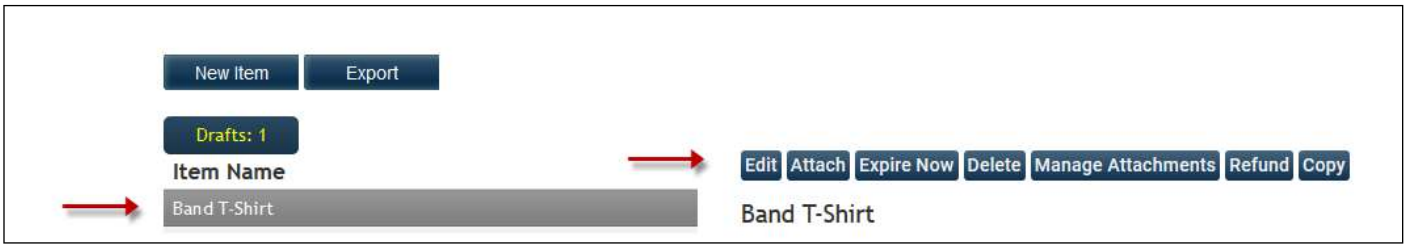
Make the necessary revisions to the item then click the **Save** button



Copying Items

A. Copying Items Within the Same Catalog Year

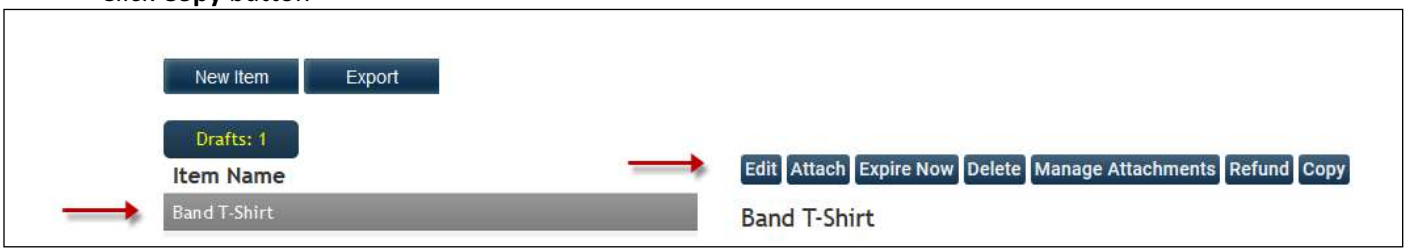
From the List of Items page, select the item that requires a change or review
Click **Copy** button



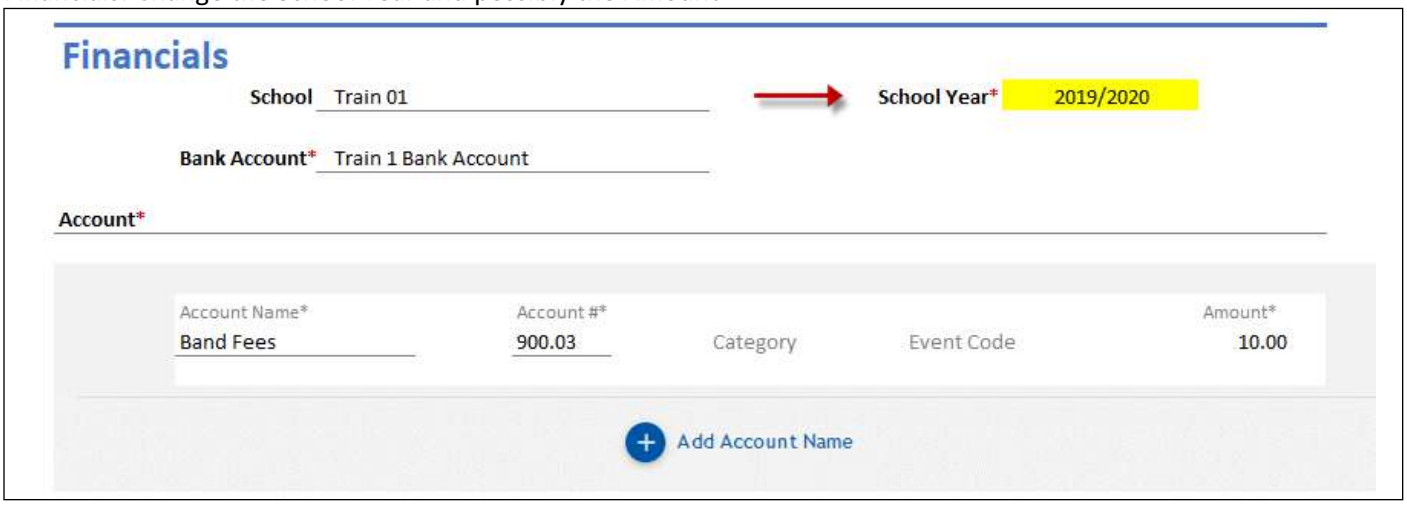
Make the necessary revisions to the item then Click the **Save and Attach** button or **Save** option

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



Financials: Change the School Year and possibly the Amount



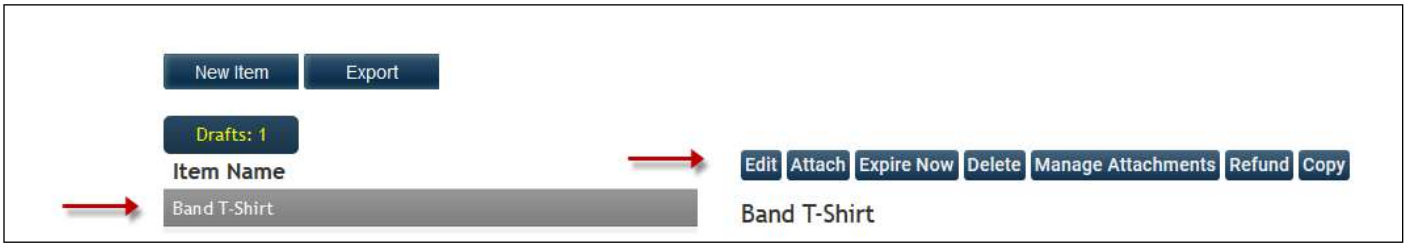
Availability: Change Start / End Dates and Reminder Date

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

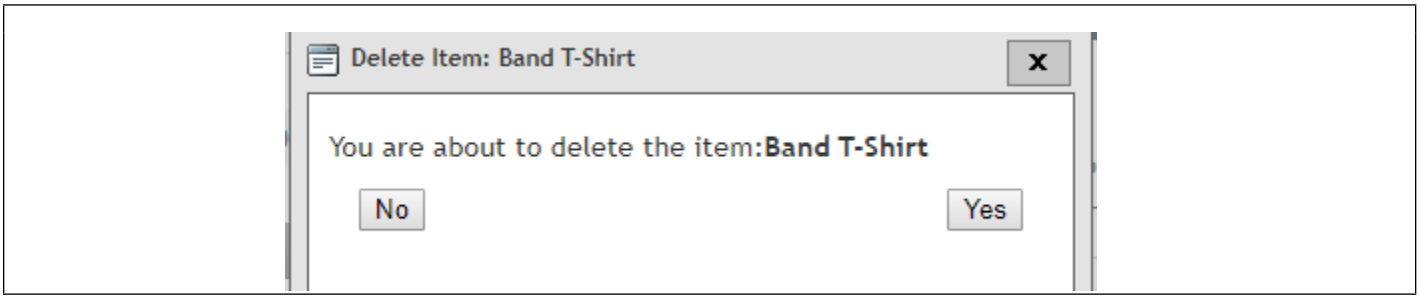
Deleting an Item

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

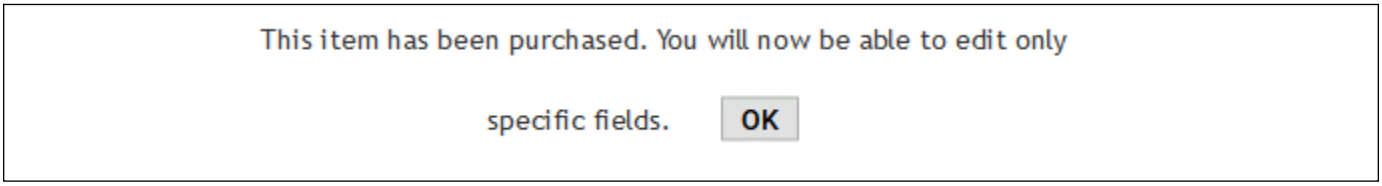


Warning Message will appear. Click **Yes** to delete the item or **No** to cancel the deletion of the item.
The item will be removed from the Active List of Items



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.



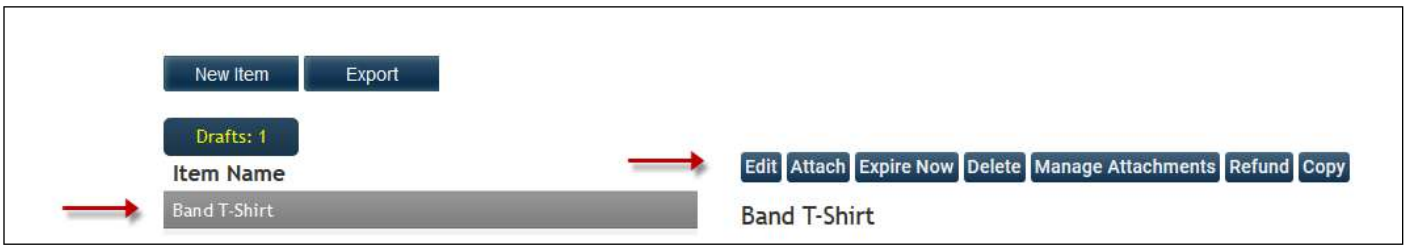
If there was an error made in creating the item, copy the item, make the adjustments, then expire the incorrect item.

Expiring an Item

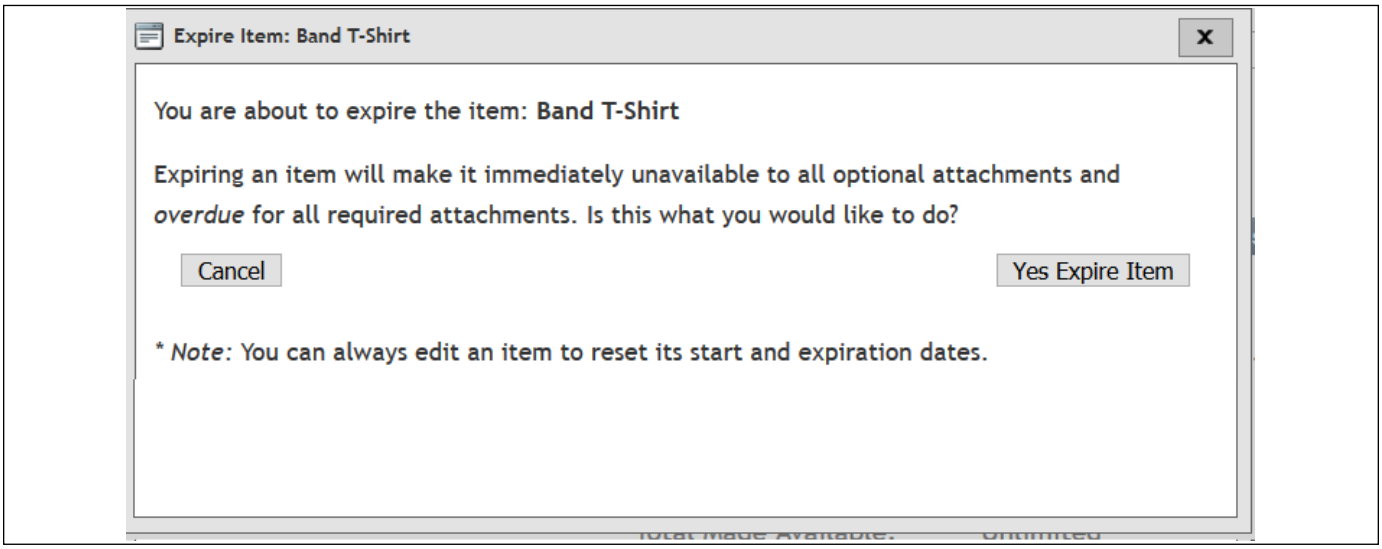
Items will automatically expire based on the End Date that was entered when creating an item. The option "Expire Now" will expire the item "today".

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

Click **Expire Now** button



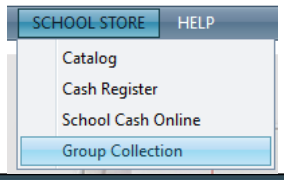
Warning Message will appear. Click **Yes Expire Item** to expiry the item or click **Cancel** to not expiry the item.



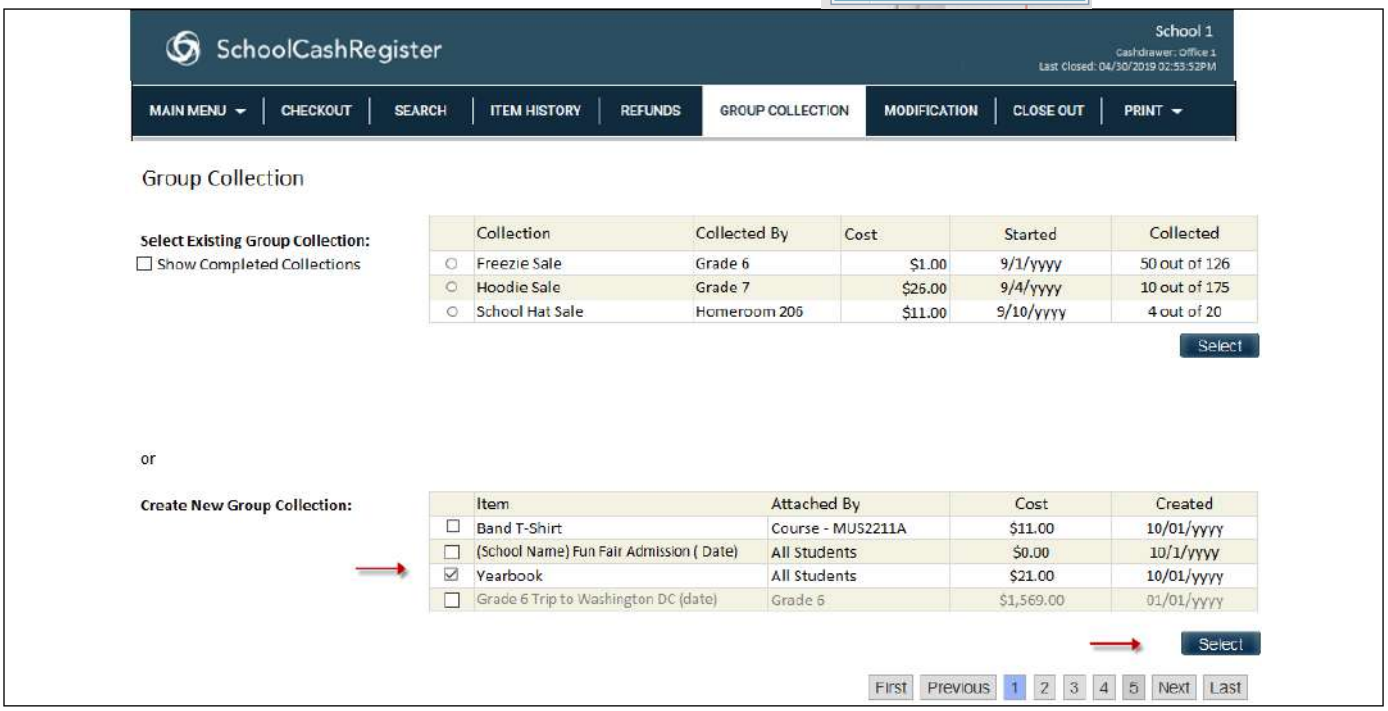
The item will be removed from the Active List of Items

Group Collection

From School Funds Online – School Store, select Group Collection

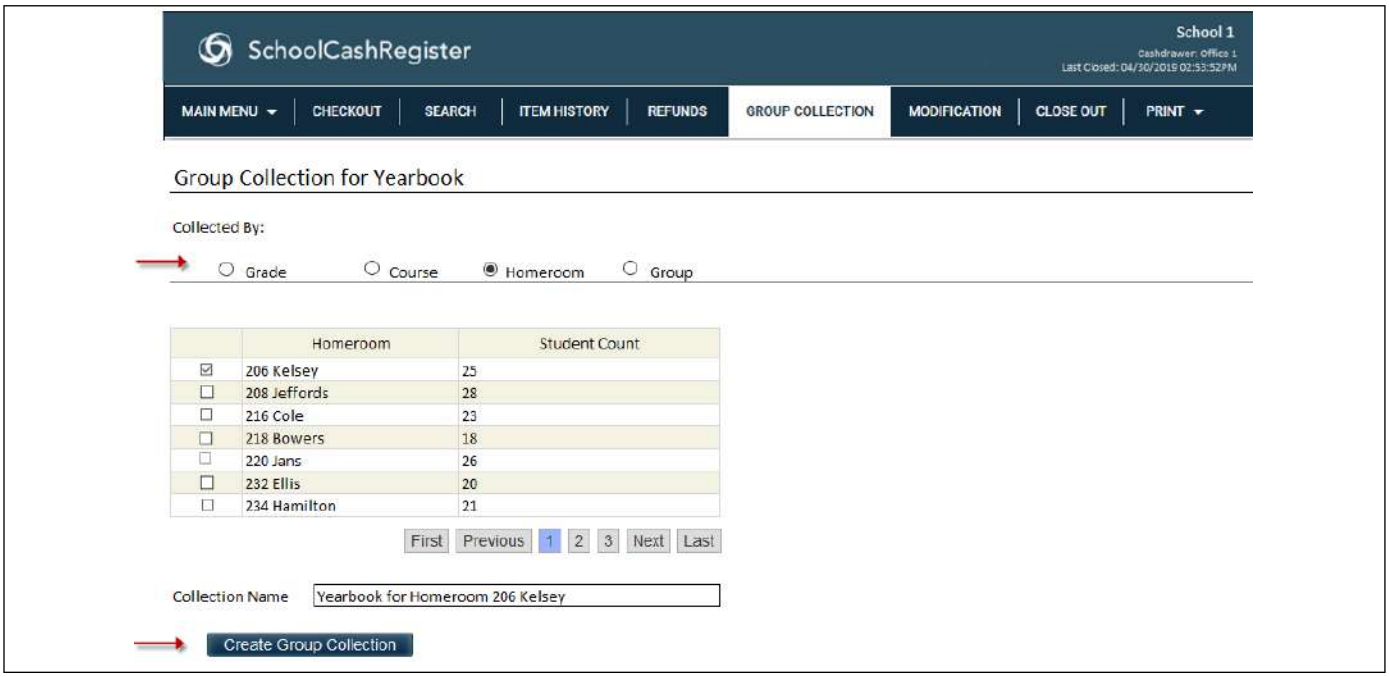


A. Creating a Group Collection (Campaign)



a. Locate the item that funds will be collected by clicking on the checkbox to the left of the **Item Name**

b. Click **Select** button



c. Select the type of collection (Grade, Course, Homeroom, Group)

d. 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: Sbookkeeper Group: Homeroom 206 Kelsey Collected: 0 out of 25

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

Print | Deposit | Complete

a. Click in the **Payment Option** and select the payment tender for each student

b. 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

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

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: 01/14/yyyy

Amount: Twenty-one and 00/100

Re: Yearbook

Cash: $0.00
Check: $21.00
Total: $21.00

Parent Guardian of:
Ioana Ali
100 Main Street
Wilmington, NC 28401

Verified By: _____
S Bookkeeper

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

Name	ID	Cash	Check	Payment Date
Acord, Christoper	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

Name	ID	Cash	Check	Payment Date	Deposit Date
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**		

Group Collection: Yearbook for Homeroom 206 Kesley

Money Handed in By: S Bookkeeper

Item(s): Yearbook
Amount: $21.00

Still Owing

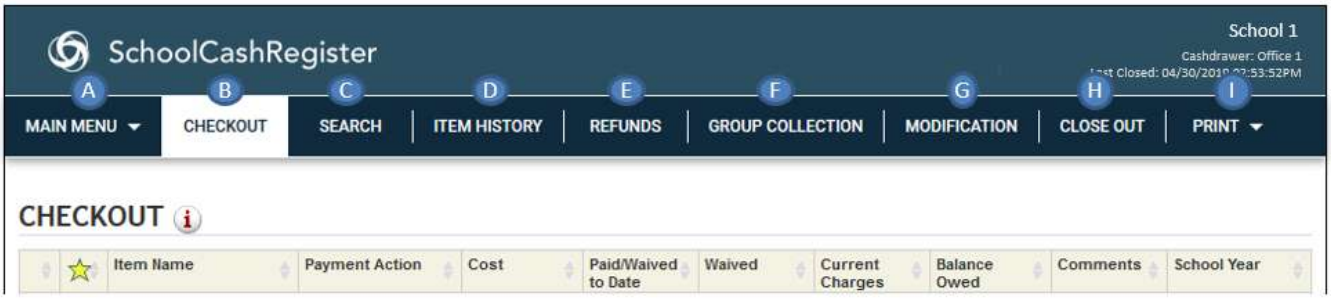
Name	ID	Amount
Aiels, Maia	123457	$21.00
Aldrich, Michael	123458	$21.00
Arenas, Landon	123463	$21.00
	Total Owing:	**$63.00**

School Cash Register

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 Register Checkout Page

SchoolCashRegister

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

A

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

CHECKOUT D

B		Item Name	Payment Action (E)	Cost (F)	Paid/Waived to Date (G)	Waived (H)	Current Charges (I)	Balance Owed (J)	Comments (K)	School Year (L)
		Acord, Christopher Grade - 8 ID - 144574 Birthday - 01/01/yyyy Guardian - Burton, Sylvia								Add additional item (M)
C		Band T-Shirt	N	10.00	0.00	5.00	0.00	5.00		2019/2020
		Grade 6 Trip to Washington (date)		1569.00	392.25	0.00	0.00	1176.75		2019/2020
		(School Name) Fun Fair Admission (Date)		0.00	0.00	0.00	30.00	30.00		2019/2020
		Yearbook		10.00	0.00	0.00	23.00	0.00		2019/2020
O		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)

S Total Price Charge $53.00

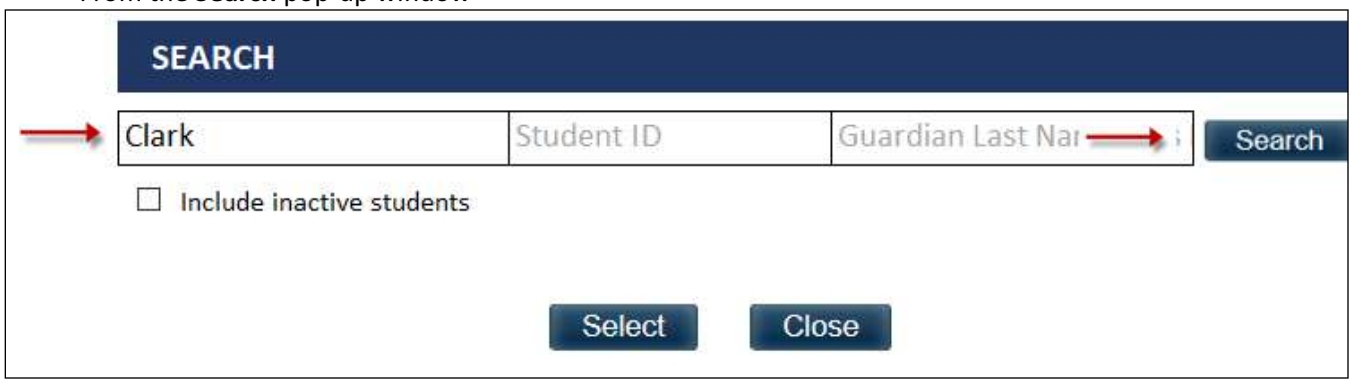
CHECKOUT

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)

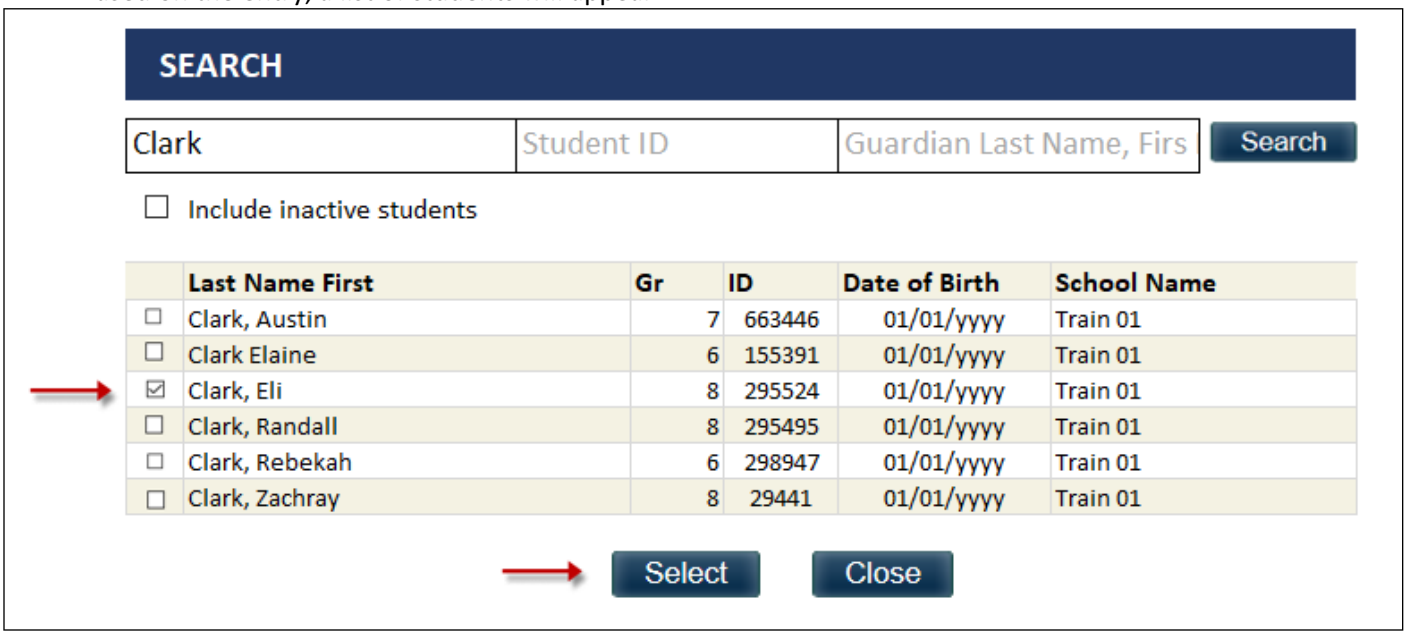
A. Waive an Item

From the **Search** pop-up window



Student Name: Clark
Click **Search** button

Based on the entry, a list of students will appear



Click the **checkbox** to the left of the student name **Clark, Eli**
Then click **Select** button

Checkout

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

Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
Clark, Eli - Grade - 8 ID - 29524 Birthday - 01/01/yyyy Guardian - Clark, Anna								Add additional item
Band T-Shirt		11.00	0.00	0.00	0.00	11.00		2019/2020
(School Name) Fun Fair Admission (Date)		0.00	0.00	0.00	0.00	0.00		2019/2020
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

a. Under the Item Name locate the **Yearbook**

b. 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

Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
Clark, Eli - Grade - 8 ID - 29524 Birthday - 01/01/yyyy Guardian - Clark, Anna								Add additional item
Band T-Shirt		11.00	0.00	0.00	0.00	11.00		2019/2020
(School Name) Fun Fair Admission (Date)		0.00	0.00	0.00	0.00	0.00		2019/2020
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

IMPORTANT

CHECKOUT

Cash | Check | Credit Card

c. Enter the amount to Waive in the **Waived** column 21.00

d. Enter the reason for the Waive in the **Comments – Principal Approval**

e. 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.)**

Cash Checkout

Cash Checkout

Total Waive ($):	21.00
Total Price Charge ($):	0.00
Amount Received ($):	0.00
Change Due ($):	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 **Payment Receipt** Receipt #: SCR-2019-17-123
School Funds

Student Name: Clark, Eli
Grade: 8 Homeroom: ID: 295524

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

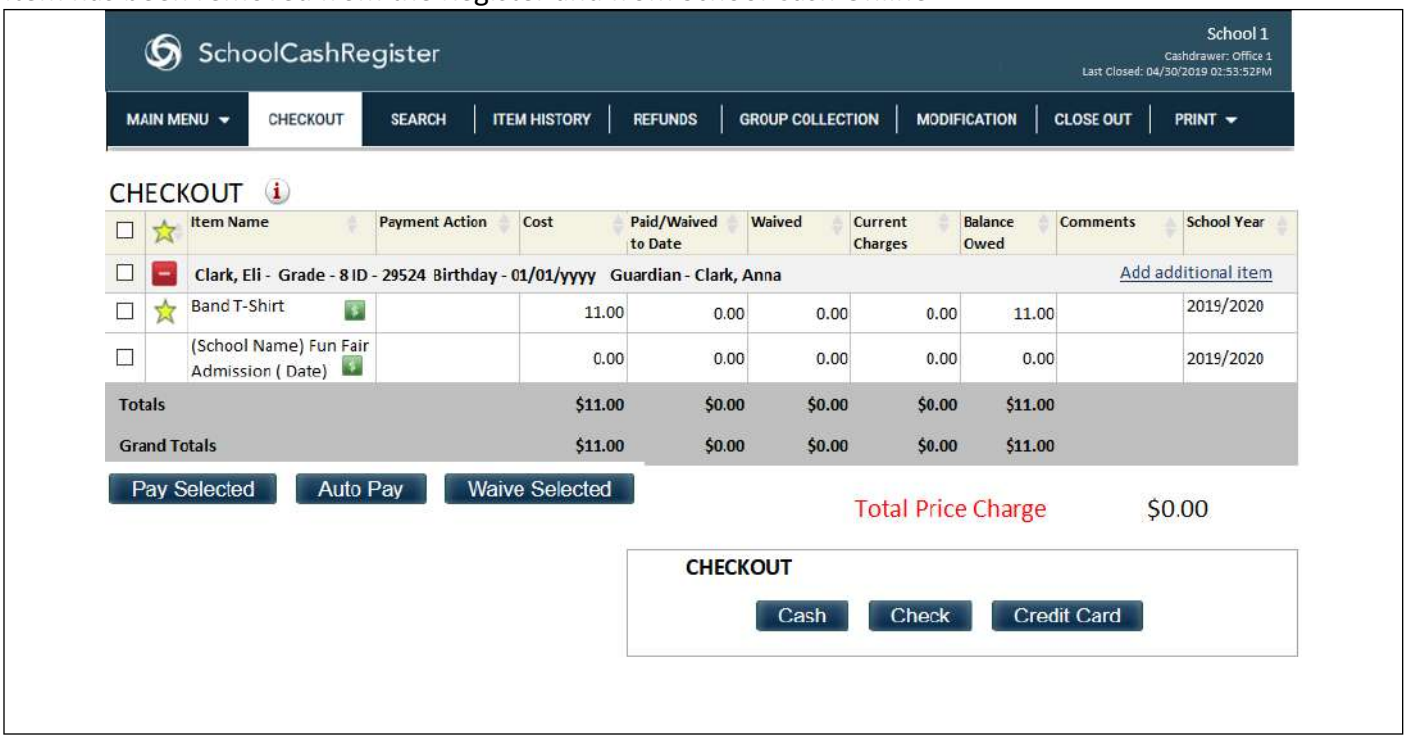
Item Name	Cost	Paid	Waived	Refund	Balance
(School Name) Fun Fair Admission (Dat	$0.00	$0.00	$0.00	$0.00	$0.00
Totals	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Grand Total Owing **$11.00**

Student ID: 295524 Purchased: 05/12/yyyy 12:10:59 PM Receipt #: SCR-2019-17-123
Printed: 05/12/yyyy 03:42:29 PM

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

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



B. Add a Variable Item

Click the **Search** Tab

From the **Search** pop-up window

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

Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
Huggins, Colin - Grade - 6 ID - 163892 Birthday - 01/01/yyyy Guardian - Huggins, Barbara								Add additional item
Band T-Shirt		11.00	0.00	0.00	0.00	11.00		2019/2020
(School Name) Fun Fair Admission (Date)		0.00	0.00	0.00	0.00	0.00		2019/2020
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

Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
Huggins, Colin - Grade - 6 ID - 163892 Birthday - 01/01/yyyy Guardian - Huggins, Barbara								Add additional item
Band T-Shirt		11.00	0.00	0.00	0.00	11.00		2019/2020
(School Name) Fun Fair Admission (Date)		0.00	0.00	0.00	0.00	0.00		2019/2020
Yearbook		21.00	0.00	0.00	0.00	21.00		2019/2020
		0.00	0.00	0.00	0.00	0.00		
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

Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
Huggins, Colin - Grade - 6 ID - 163892 Birthday - 01/01/yyyy Guardian - Huggins, Barbara								Add additional item
Band T-Shirt		11.00	0.00	0.00	0.00	11.00		2019/2020
(School Name) Fun Fair Admission (Date)		0.00	0.00	0.00	0.00	0.00		2019/2020
Yearbook		21.00	0.00	0.00	0.00	21.00		2019/2020
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**

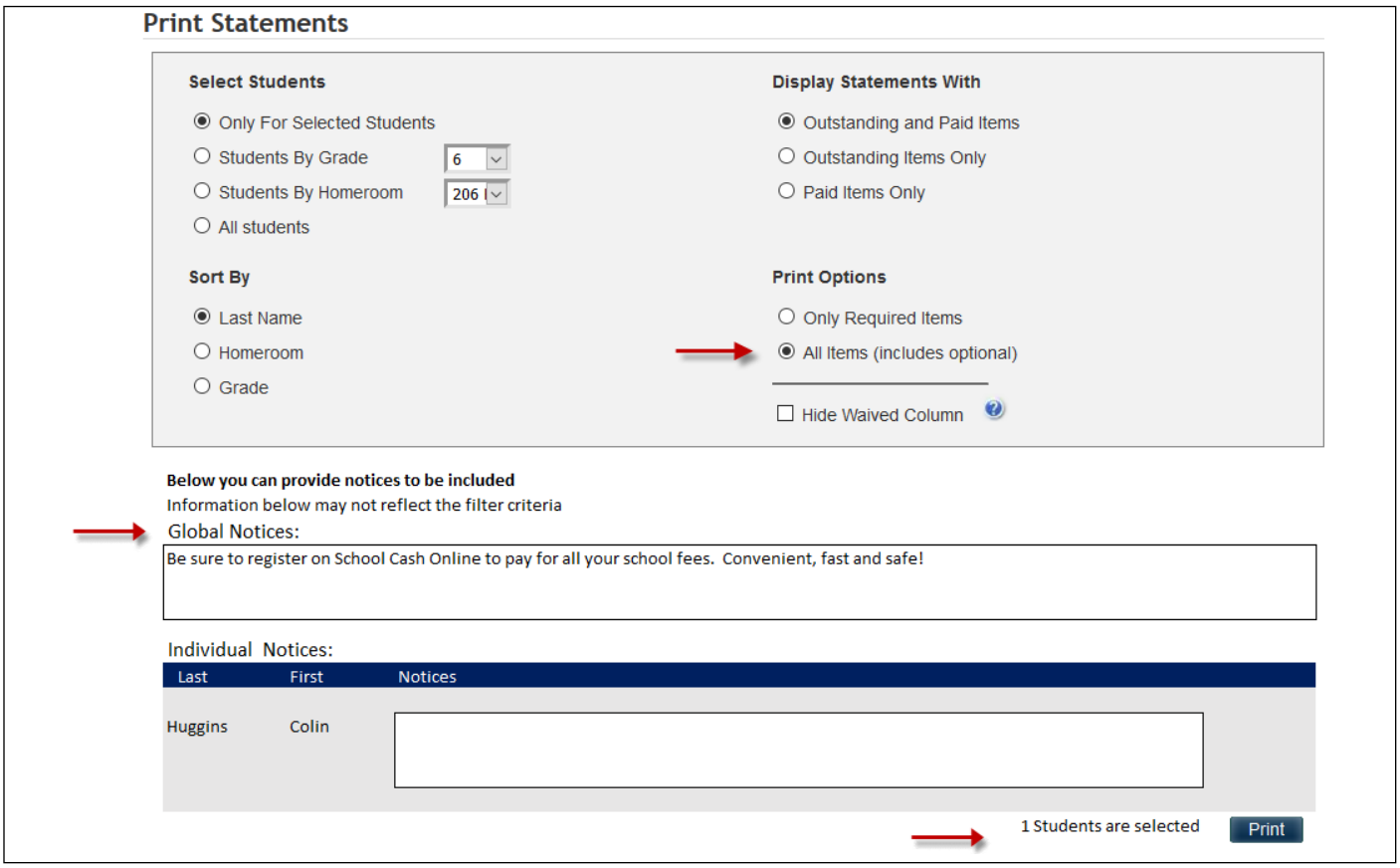
d. Select **Payment Action** column (beside the Lost Library Book)
From the pick list, select **Outstanding**
(This will record the Lost Library Book and payment will be required in the future.
If the student was going to pay for the book at the time you were recording this transaction, then the Payment 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

g. Click **Print > Print Statements**



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

k. Click the hyperlink pdf to print the statement

l. Click **Close** button after printing the statement

Statement

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

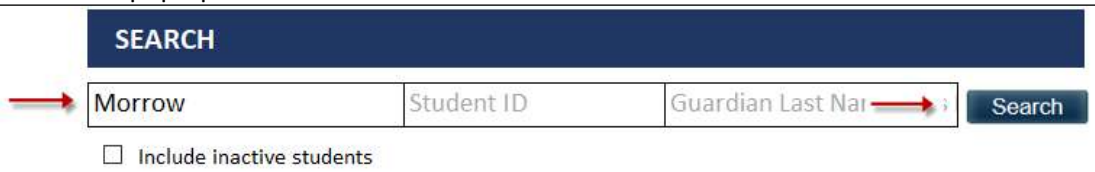
Item Name	Cost	Paid	Waived	Refunded	Balance
Band T-Shirt	$11.00	$0.00	$0.00	$0.00	$11.00
Lost Library Book - Harry Potter Book 1	$20.00	$0.00	$0.00	$0.00	$20.00
Totals	**$31.00**	**$0.00**	**$0.00**	**$0.00**	**$31.00**

OPTIONAL ITEMS
Available

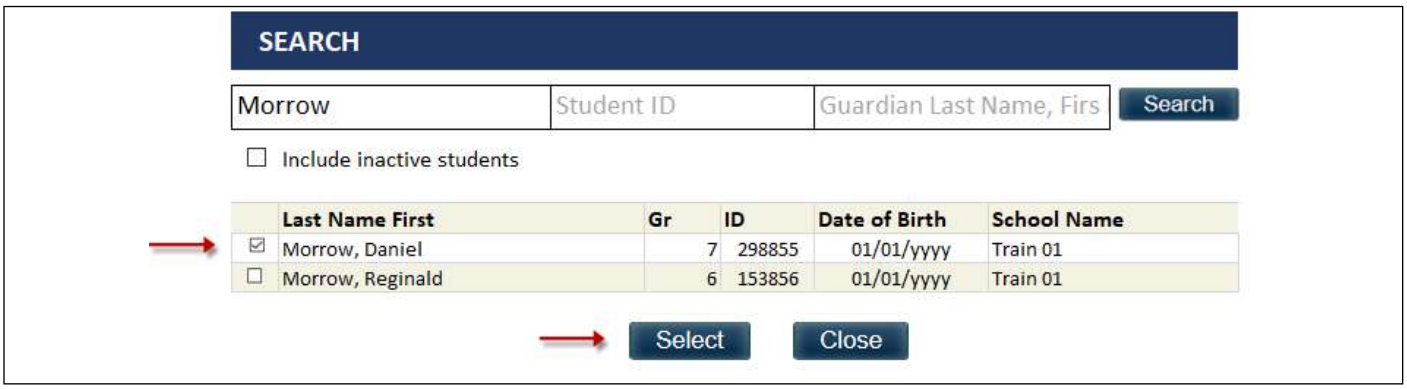
Item Name	Cost	Paid	Waived	Refunded	Balance
(School Name) Fun Fair Admission (Date)	$0.00	$0.00	$0.00	$0.00	$0.00
Yearbook	$21.00	$0.00	$0.00	$0.00	$21.00
Totals	**$21.00**	**$0.00**	**$0.00**	**$0.00**	**$21.00**
Grand Total					**$52.00**

C. Repayment of a Rejected Online Payment for a Student

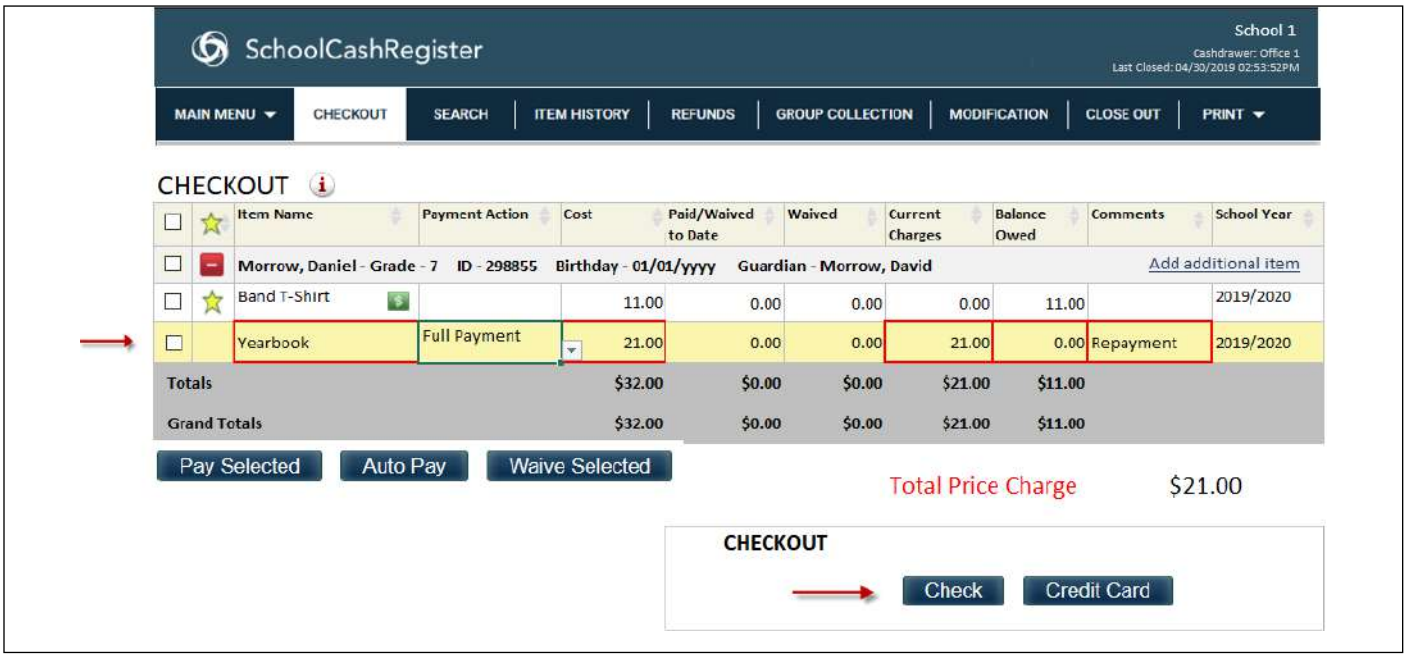
Click the **Search** Tab
From the **Search** pop-up window



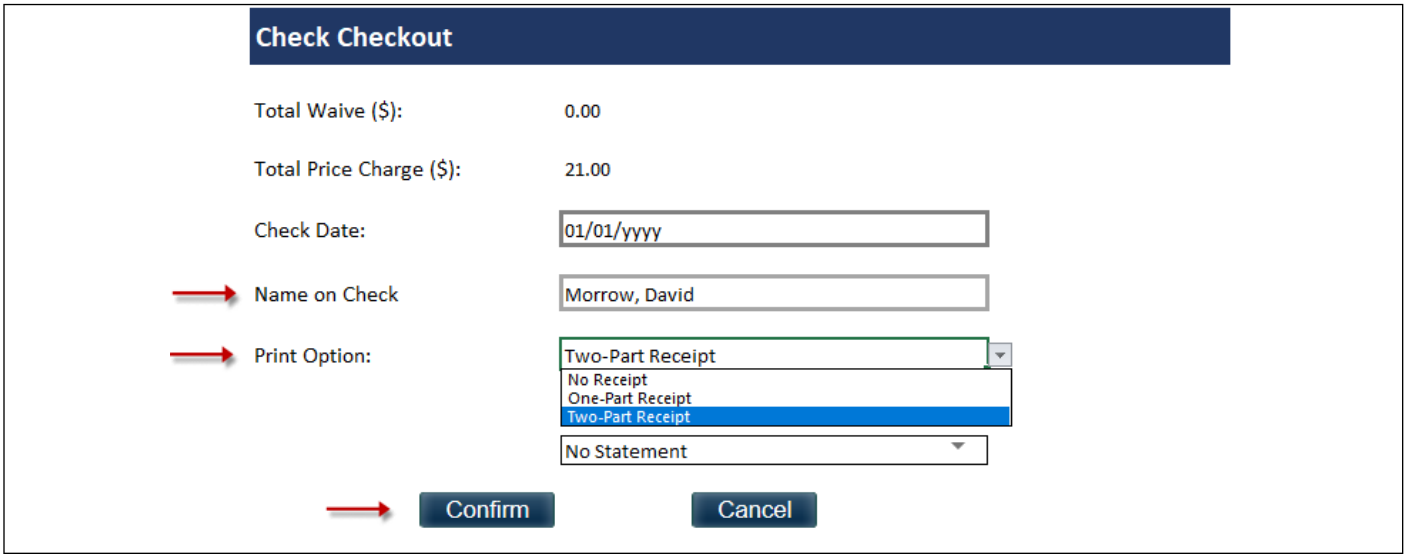
Student Name: Morrow
Click **Search** button



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



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



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

Two-Part Receipt

Diamond School **Payment Receipt** Receipt #: SCR-2019-17-124
School Funds

Student Name: Morrow, Daniel
Grade: 7 Homeroom: 418 Westercamp ID: 298855

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 **Payment Receipt** Receipt #: SCR-2019-17-124
School Funds

Student Name: Morrow, Daniel
Grade: 7 Homeroom: 418 Westercamp ID: 298855

Received From: Morrow, Daniel Received On: 11/12/yyyy
Amount: ----Twenty-one ----00/100---- Check: $21.00

Office Copy Verify By:

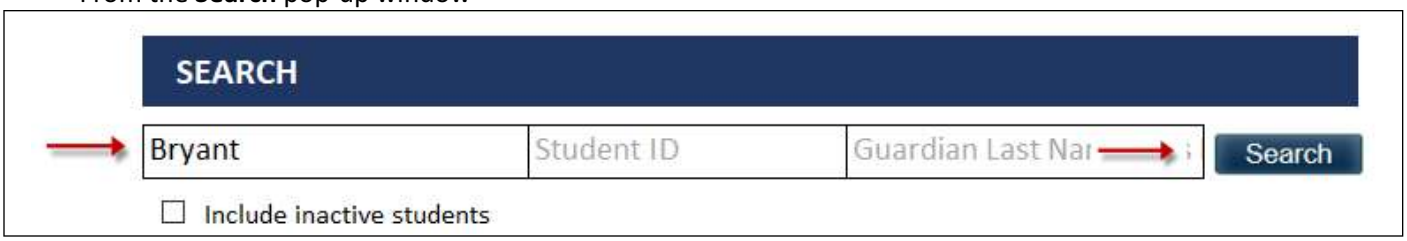
Item Name	Status	Cost	Paid	Wavied	Refunded	Balance
Yearbook - Repayment	F	$21.00	$21.00	$0.00	$0.00	$0.00

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



Student Name: **Bryant**
Click **Search** button

SEARCH

Bryant | Student ID | Guardian Last Name, Firs | Search

☐ Include inactive students

	Last Name First	Gr	ID	Date of Birth	School Name
☑	Bryant, Emily	6	261501	01/01/yyyy	Train 01
☐	Bryant, Leo	8	247364	01/01/yyyy	Train 01
☐	Bryant, Lucas	6	399488	01/01/yyyy	Train 01
☐	Bryant, Sydney	7	298612	01/01/yyyy	Train 01
☐	Bryant, Todd	6	154646	01/01/yyyy	Train 01

Select Close

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

	Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
									Add additional item
	Band T-Shirt		11.00	0.00	0.00	0.00	11.00		2019/2020
	Yearbook	Full Payment / Partial Payment / Waived Fee / Void Fee / Delete 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

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

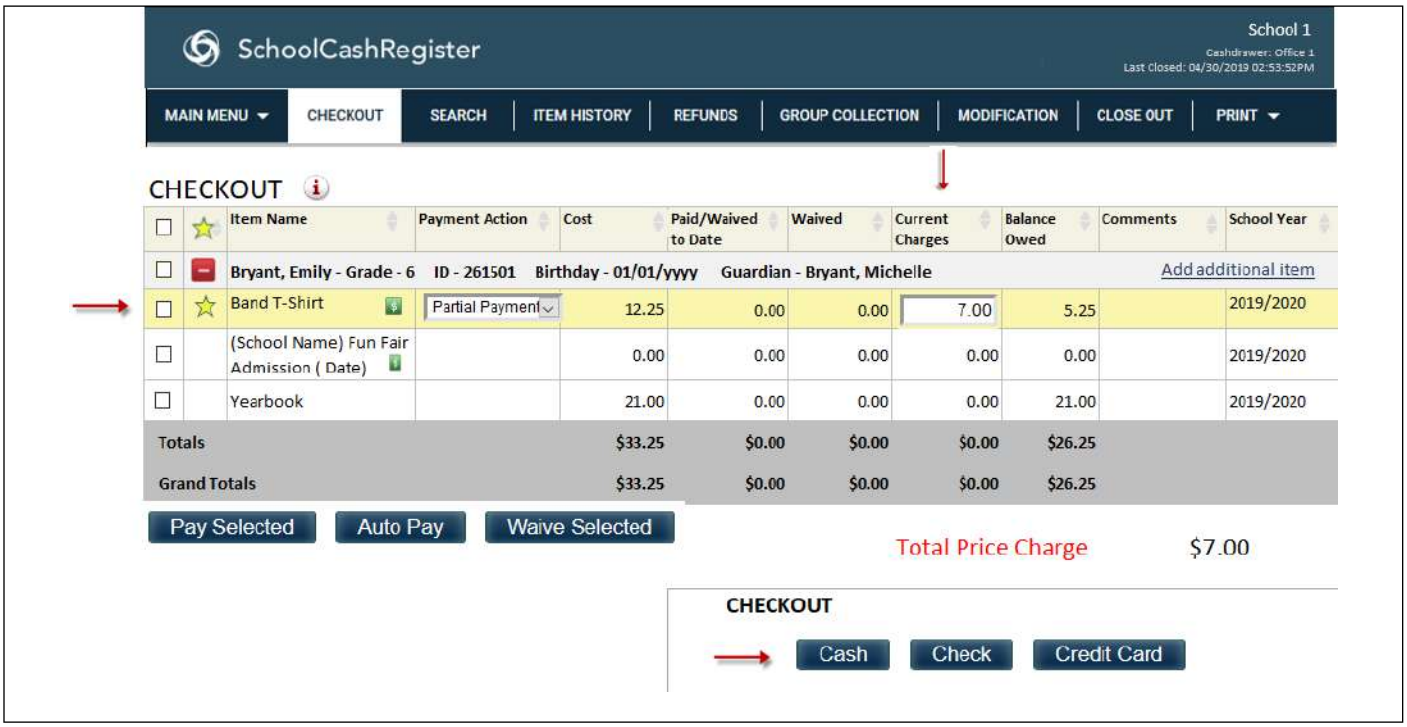
Be sure to have your Band T-shirt for our next performance. Adult and Youth Sizes
Made of 100% cotton, machine washable.

Size*

- ○ Youth Small
- ○ Youth Medium
- ◉ Adult Small [Add $1.25]
- ○ Adult Medium [Add $1.25]

Save Cancel

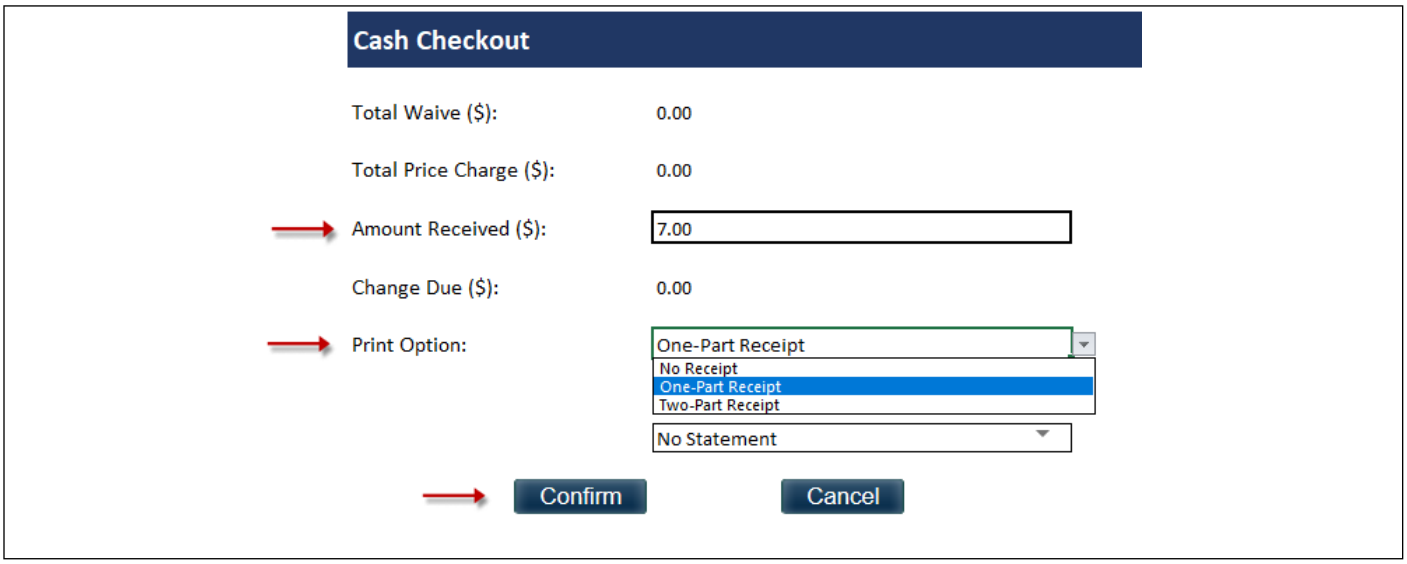
c. The Item Options and Quantities window will appear. click **Adult Small** radio button, then click **Save** button



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



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**

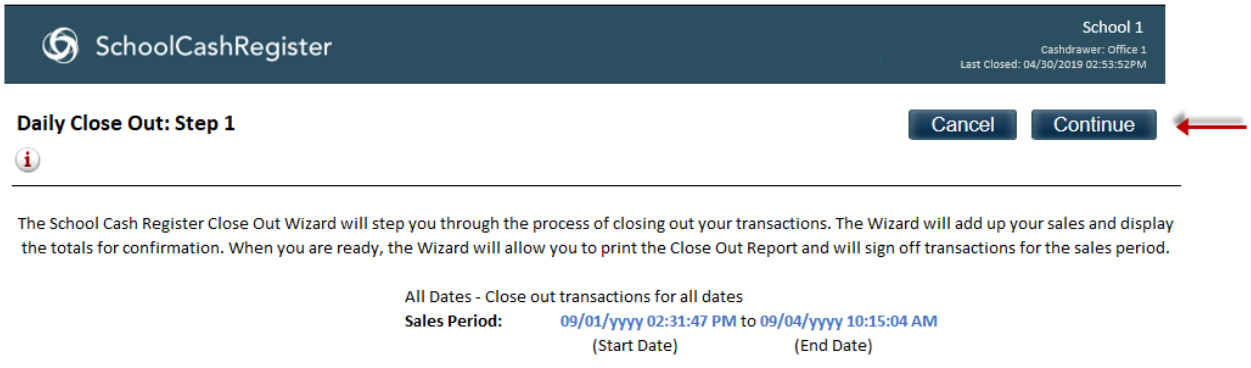
i. Select **Confirm** button

Register Close-Out

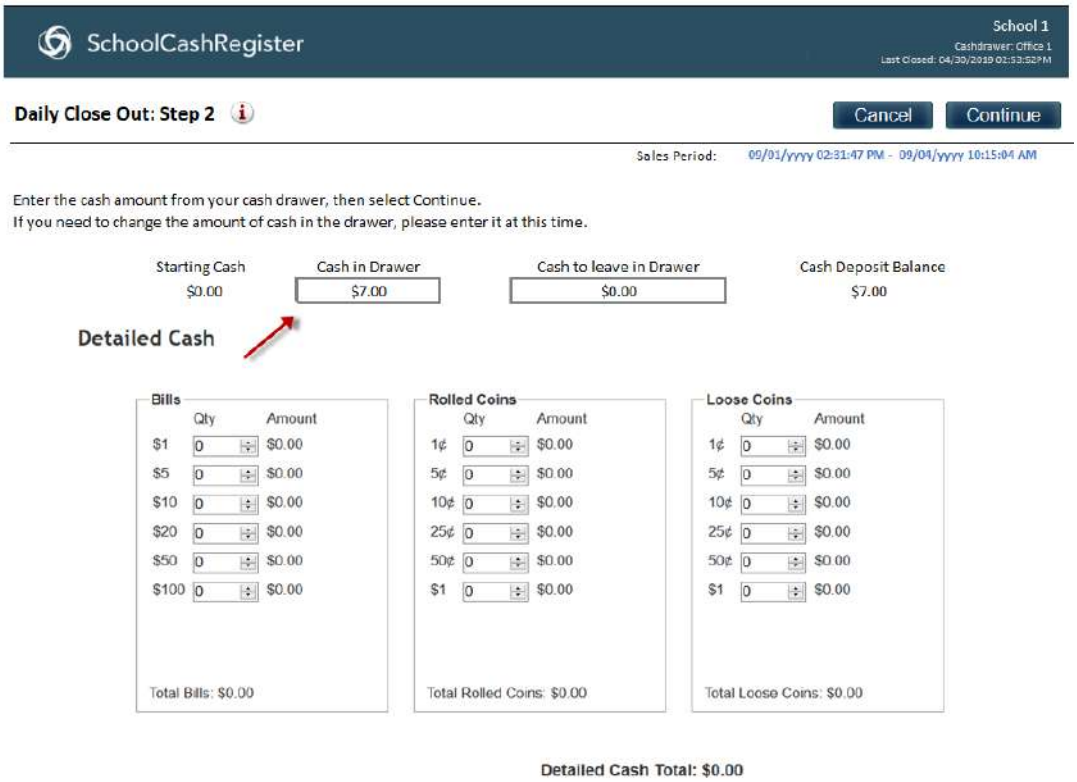
A Close Out is part of the regular use of School Cash Register. The School Cash Register Cashdrawer should be closed out on a regular basis as established by the district/board.

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

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



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



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

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

Detail Summary Close

Cash	$7.00
Credit Cards	$0.00

Visa	Master Card	Discover	American Express	Other

MyWallet	$0.00
Refunds	$0.00

Cash	Check	Credit Cards	myWallet

Waived	$21.00

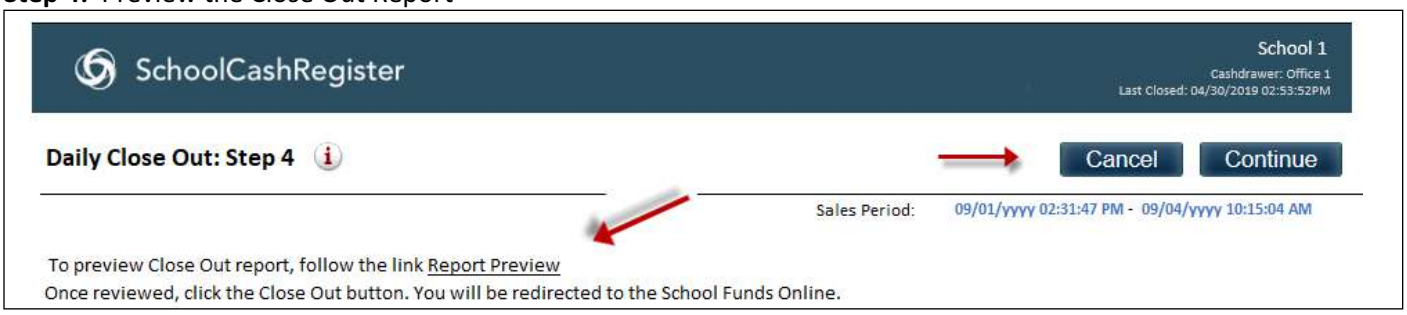
Waived	Other
$21.00	

Check	1	$21.00

#	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



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 **Start Date:** 09/01/yyyy **End Date:** 09/04/yyyy

Office 1 Gwen Wilson

Sales Activity

Gross Sales	Waived	Refunds	Net Sales
$49.00	$21.00	$0.00	$28.00

Payment Tenders:

Cash Receipts	$7.00	Over/Under	$0.00
Check Receipts	$21.00		
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 Catalog - Reports

A. Item Attachment Report

Item Attachment Report

Year: 2019/2020
Item Status: All
Attachment Type: All
Name of Item: Band T-Shirt
Search by Attachment: All Attachments

Show: All
Sort By: Student # / Student Name / Homeroom / Item Name / Payment Date / Grade / Course Section

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

Include inactive student: ☐

Optional Filters
Last Name:
First Name:
Student Number:
Homeroom: All Homerooms
Grade: All Grades
Course: Please select
Group: All Groups

Generate

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

Report will display the status of all students attached.

1 of 40 Export to the selected format Export

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

a. Select the **Name** of the Item (**Band T-Shirt)**
b. Select the Show to **All**
c. 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.

1 of 2 Export to the selected format Export

Diamond School
2019/2020

Item Option Report - School Cash Catalog
Fully Paid
09/01/yyyy...10/01/yyyy
Date ... Range

Item Name	School Year	Option Name	Choice Name	Choice Cost	Quantity
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.

2 of 2 Export to the selected format Export

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	Allan, 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: 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

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

Report will display the students that have purchased the item, sorted by homeroom and includes they Options/Choices

Sorted by Homeroom will assist with the distribution of items

1 of 40 Export to the selected format Export

Diamond School
2019/2020
Band T-Shirt

Item Order Report - School Cash Catalog
All
14 Records Found
11/01/yyyy... 11/19/yyyy
Date ... Range

Student #	Student Name	Grade	Homeroom	Total	Paid	Waived	Refunded	Owing	Purchased	Options	Payments
8684	Allan, Adrianna	6	12	$11.00	$11.00	$0.00	$0.00	$0.00	11-19-yyyy	Youth Small	$11 - CreditCard (Online) - 11/19/yyyy
8685	Anderson, Matthew	6	12	$11.00	$11.00	$0.00	$0.00	$0.00	11-19-yyyy	Youth Small	$11 - eCheck - 11/19/yyyy
8686	Anderson, Raelyn	6	12	$11.00	$11.00	$0.00	$0.00	$0.00	11-02-yyyy	Youth Medium	$11 - CreditCard (Online) - 11/02/yyyy
8688	Andrews, Travis	6	12	$12.25	$12.25	$0.00	$0.00	$0.00	11-15-yyyy	Adult Small	$12.25 - CreditCard (Online) - 11/15/yyyy
8690	Arnfinson, Presley	6	12	$12.25	$12.25	$0.00	$0.00	$0.00	11-13-yyyy	Adult Small	$12.25 - Cash - 11/13/yyyy
8691	Arnold, Melissa	6	12	$11.00	$11.00	$0.00	$0.00	$0.00	11-16-yyyy	Youth Medium	$11 - Credit Card (Online) - 11/16/yyyy
8693	Bester, Julie	6	12	$11.00	$11.00	$0.00	$0.00	$0.00	11-13-yyyy	Youth Medium	$11 - CreditCard (Online) - 11/13/yyyy
8694	Booth, Jacob	6	12	$11.00	$11.00	$0.00	$0.00	$0.00	11-16-yyyy	Youth Small	$11 - CreditCard (Online) - 11/16/yyyy
8697	Krause, Wendy	6	12	$11.00	$11.00	$0.00	$0.00	$0.00	11-19-yyyy	Youth Small	$11 - CreditCard (Online) - 11/19/yyyy
8687	Andrew, Kaitlyn	6	22	$12.25	$12.25	$0.00	$0.00	$0.00	11-15-yyyy	Adult Small	$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	Youth Small	$11 - Check - 11/03/yyyy
8692	Arval, Alana	6	22	$11.00	$11.00	$0.00	$0.00	$0.00	11-02-yyyy	Youth Medium	$11 - eCheck - 11/02/yyyy
8695	Brickely, Kelly	6	22	$12.25	$12.25	$0.00	$0.00	$0.00	11-15-yyyy	Adult Small	$12.25 - CreditCard (Online) - 11/15/yyyy
8696	Hunter, Susan	6	22	$12.25	$12.25	$0.00	$0.00	$0.00	11-13-yyyy	Adult Medium	$12.25 - Credit Card (Online) - 11/03/yyyy
				$160.25	**$160.25**	**$0.00**	**$0.00**	**$0.00**			

D. Exporting Reports

1 of 40 Export to the selected format Export

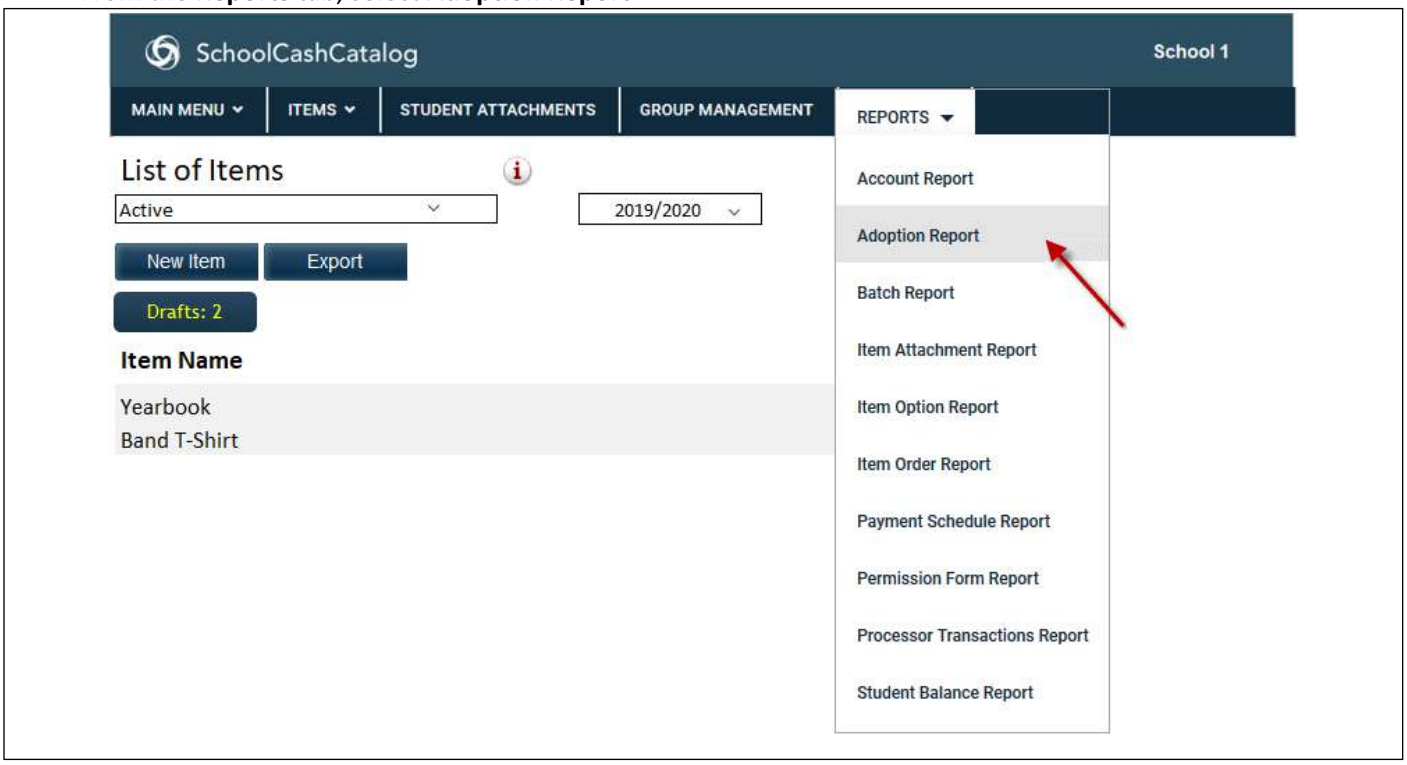
- Export to the selected format
- Acrobat (PDF) file
- CSV (comma delimited)
- Excel 97-2003
- Excel Worksheet

There are several options to export School Cash Catalog reports. We recommend CSV (comma delimited) option when wanting to sort a report in a different manner, remove columns within the report.

Session Two

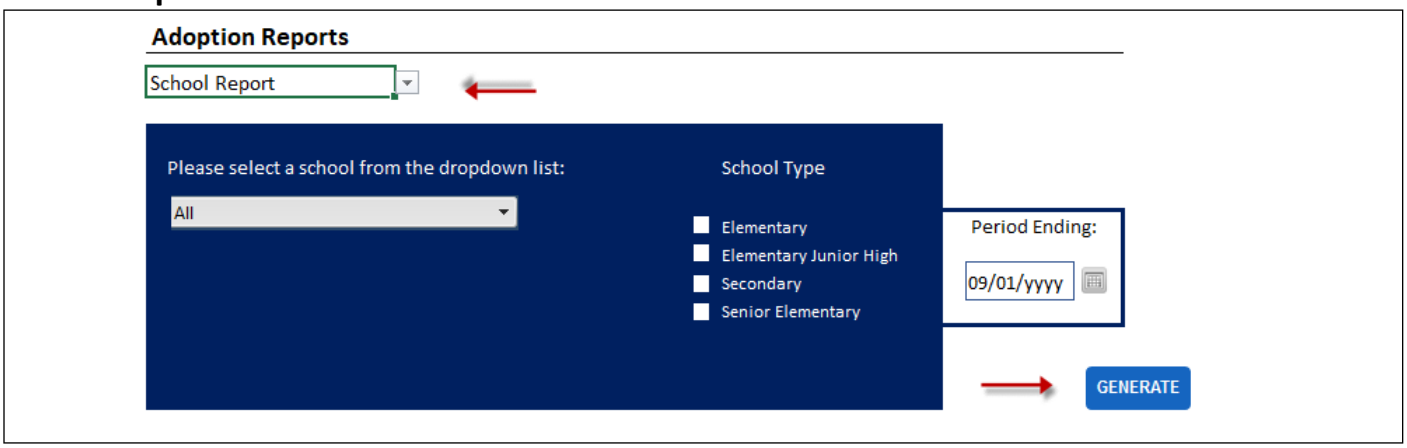
A. Adoption Reports

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



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

School Report



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

1 of 1 Export to the selected format Export

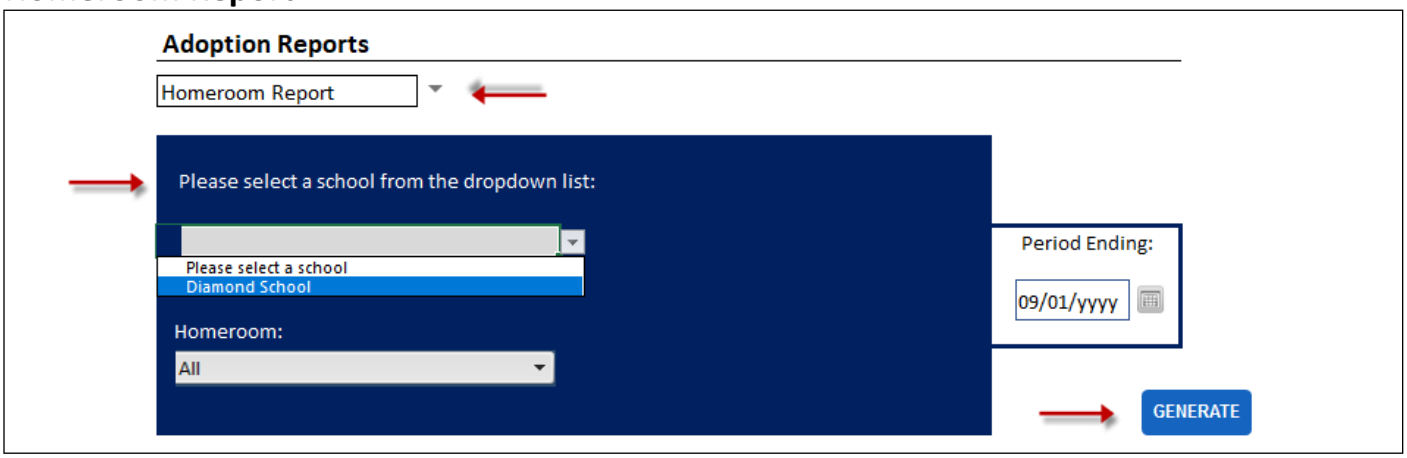
School Adoption Report

Recent as of: 09/01/yyy 11:59:59 PM

School Name	Total Students	Registered Students	Adoption Rate
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



a. Select the **Homeroom Report** from the dropdown list
b. Select the **School** from the dropdown list
c. **Homeroom** will default to **All**
d. **Period Ending** will default to today's date
e. Click **Generate** button

1 of 1 Export to the selected format Export

Homeroom Adoption Report

School Name: Diamond

Recent as of: 09/01/yyy 11:59:59 PM

Homeroom: All

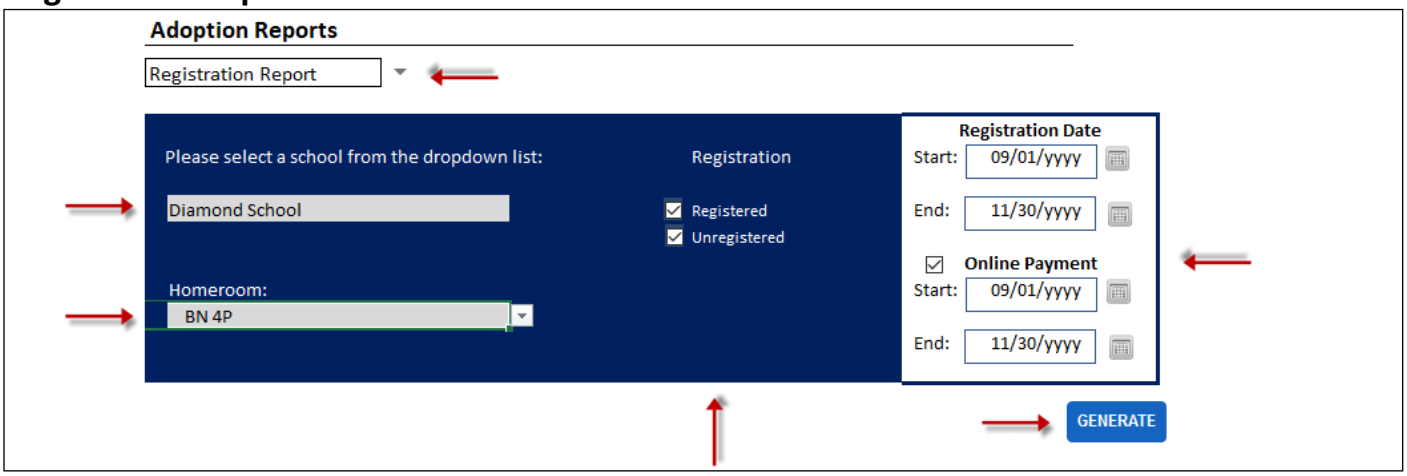
Homeroom	Total Students	Registered	Adoption
BN 11L	18	18	100.00%
BN 1M	14	14	100.00%
BN 2RS	19	19	100.00%
BN 2S	19	19	100.00%
BN 8M	26	25	96.15%
BN 1R	13	12	92.31%
BN 10B	40	35	87.50%
BN 4P	17	14	82.35%
BN 12H	20	17	85.00%
BN 7V	26	21	80.77%
BN 5G	25	19	76.00%
BN 3G	28	20	71.43%
BN 9B	33	22	66.67%
BN 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

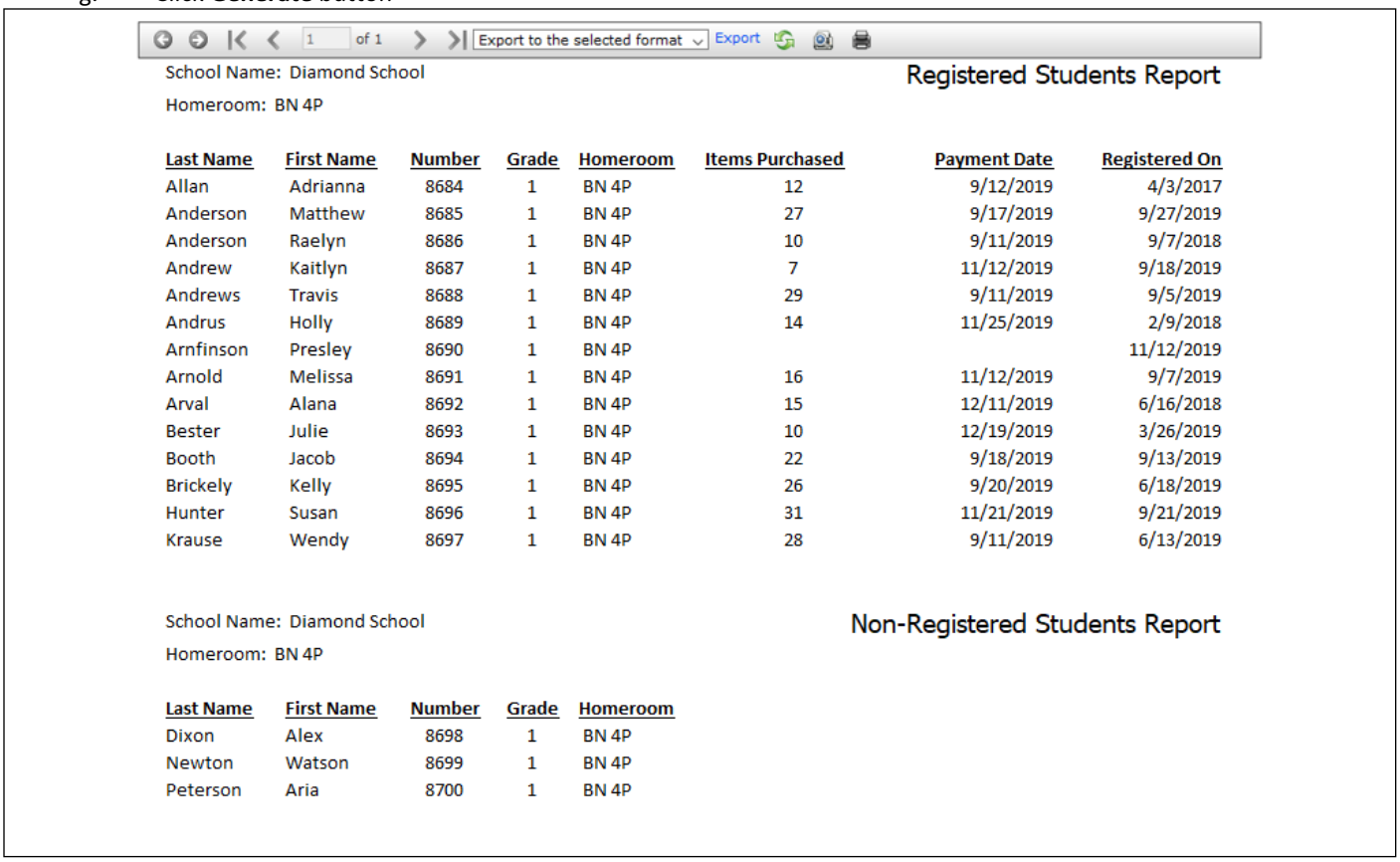
- Number of students that are registered on School Cash Online in each homeroom
- Adoption percentage rate

Great report to use for Homeroom Competitions

Registration Report



a. Select the **Registration Report** from the dropdown list
b. Select the **School** from the dropdown list
c. **Homeroom** will default to **All** or select a specific homeroom from the dropdown list (BN 4P)
d. **Registration** has the option to show either **Registered**, **Unregistered** or **Both**
e. **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.
f. **Online Payment** is optional also includes a start and end date
g. Click **Generate** button



1 of 1 Export to the selected format Export

School Name: Diamond School
Homeroom: BN 4P

Registered Students Report

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

School Name: Diamond School
Homeroom: BN 4P

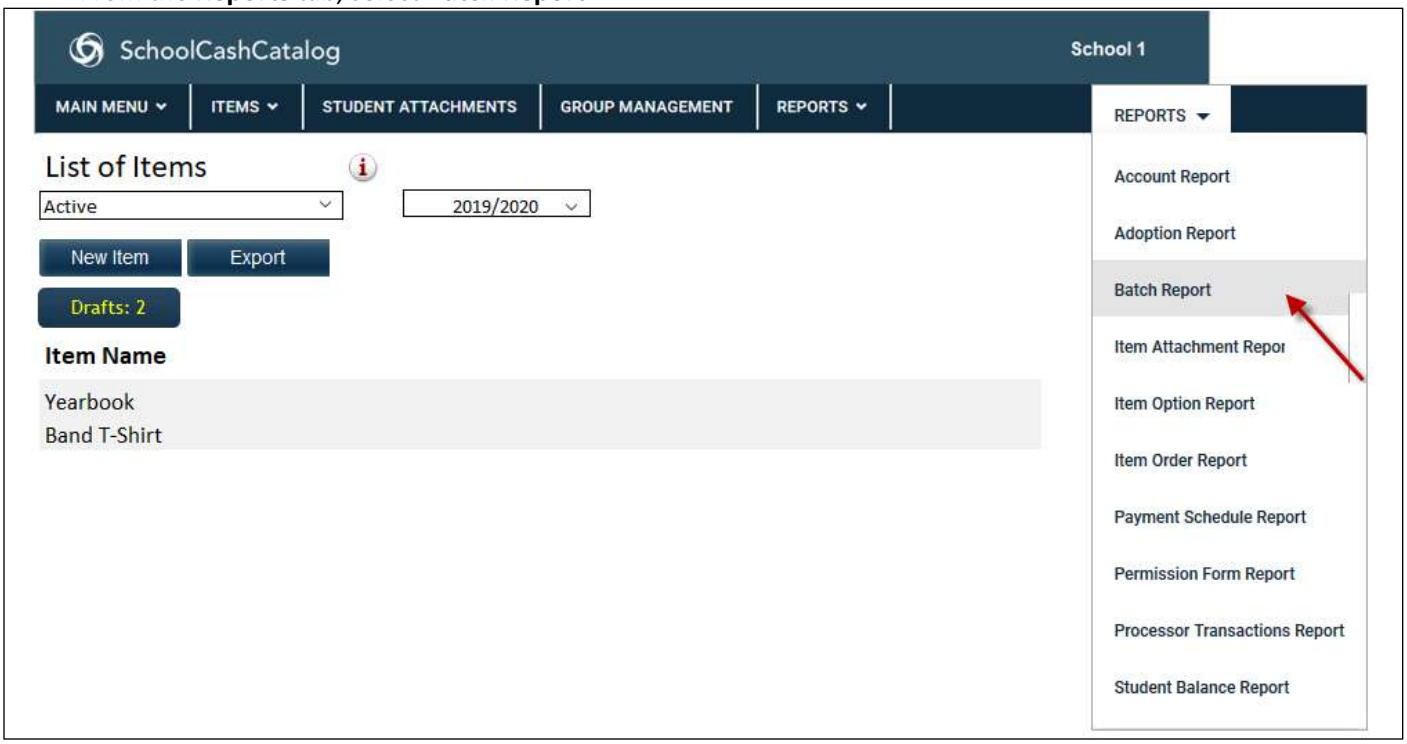
Non-Registered Students Report

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

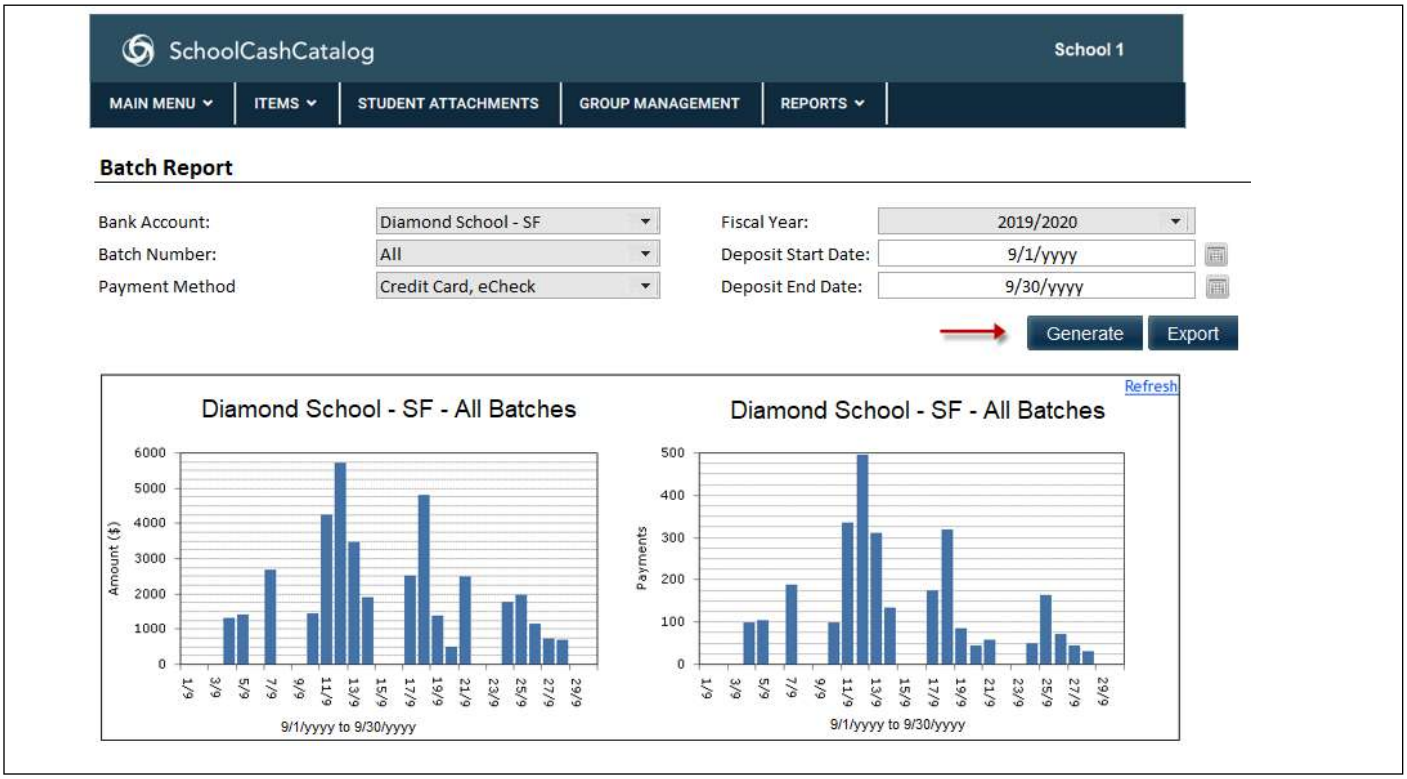
Displays: Number of Items Purchased and the last Payment Date
- Registration date for the student
- Separate report for students that have not been registered on School Cash Online

B. Batch Reports

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



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



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

Batch Total

1 of 1 Export to the selected format Export

Bank Account: Diamond School
Batch ID: All

Batch Report
Range: 9/1/yyyy - 9/30/yyyy

Bank Account	Payment Date	Batch Number	Amount	Payment Method	Bank Deposit Date
Diamond School - SF	9/1/yyyy	2564125	$500.00	echeck	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	echeck	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

General Ledger Summary

Bank Account: Diamond School
Batch ID: 2588141
Batch Date: 9/4/yyyy

Batch Report

General Ledger Summary:

Account Number	Account Name	Category	Event Code	Amount
600.03	Lost Books			$40.00
600.04	Yearbook			$189.00
700.02	Grade 6 Trip to Washington D			$3,896.88
900.03	Band Fees			$92.75
				$4,218.63

Displays: Account # and Account Name and the amount that was deposited into the GL accounts.

Click the **Green Directional** arrow to drill-down to the next report

Item Summary

Bank Account: Diamond School
Batch ID: 2588141
Batch Date: 9/4/yyyy

Batch Report

Item Summary:

Item ID	Item Name	School Year	Amount
31872	Yearbook	2019/2020	$189.00
32621	Grade 6 Trip to Washington D	2019/2020	$3,896.88
32664	Band T-Shirt	2019/2020	$92.75
33542	Lost Library Book	2019/2020	$40.00
			$4,218.63

Displays: The Item ID, Item Name, Catalog School Year and the amount of online payments made for each item.

Student Summary

1 of 1 Export to the selected format Export

Bank Account: Diamond School

Batch Report

Batch ID: 2588141

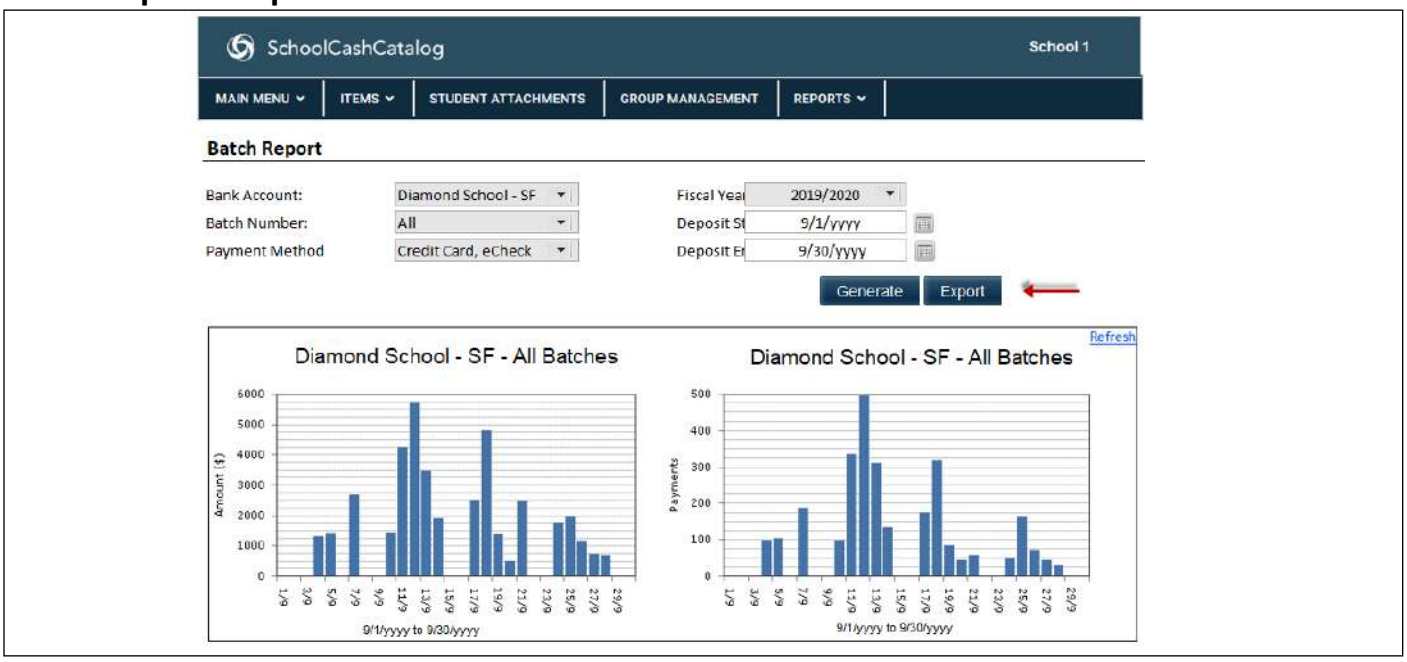
Batch Date: 9/4/yyyy

Student Summary:

Receipt	Student #	Student Name	Item	School Year	Account #	Payment Method	Amount
1245878	8684	Allan, Adrianna	Yearbook	2019/2020	600.04	CreditCard(**4802)	$21.00
1245878	8684	Allan, Adrianna	Grade 6 Trip to Wa	2019/2020	700.02	CreditCard(**4802)	$389.69
1245878	8684	Allan, Adrianna	Lost Library Book	2019/2020	600.03	CreditCard(**4802)	$40.00
1245879	8685	Anderson, Matthew	Yearbook	2019/2020	600.04	CreditCard(**2182)	$21.00
1245880	8686	Anderson, Raelyn	Band T-Shirt	2019/2020	900.03	CreditCard(**2222)	$11.75
1245881	8687	Andrew, Kaitlyn	Grade 6 Trip to	2019/2020	700.02	CreditCard(**3143)	$389.69
1245881	8687	Andrew, Kaitlyn	Band T-Shirt	2019/2020	900.03	CreditCard(**3143)	$10.50
1245882	8688	Andrews, Travis	Grade 6 Trip to	2019/2020	700.02	CreditCard(**3063)	$389.69
1245883	8689	Andrus, Holly	Yearbook	2019/2020	600.04	CreditCard(**9432)	$21.00
1245884	8690	Arnfinson, Presley	Band T-Shirt	2019/2020	900.03	CreditCard(**9031)	$11.75
1245885	8691	Arnold, Melissa	Yearbook	2019/2020	600.04	CreditCard(**3690)	$21.00
1245886	8692	Arval, Alana	Band T-Shirt	2019/2020	900.03	CreditCard(**0033)	$11.75
1245886	9832	Bester, Judy	Band T-Shirt	2019/2020	900.03	CreditCard(**5672)	$11.75
1245886	8953	Bingeman, Paul	Band T-Shirt	2019/2020	900.03	CreditCard(**7652)	$11.75
1245888	8699	Boone, Kelley	Band T-Shirt	2019/2020	900.03	CreditCard(**3567)	$11.75
1245888	8694	Booth, Jacob	Yearbook	2019/2020	600.04	CreditCard(**7653)	$21.00
1245889	8695	Brickely, Kelly	Yearbook	2019/2020	600.04	CreditCard(**8971)	$21.00
1245890	8698	Degrassi, Paula	Grade 6 Trip to	2019/2020	700.02	CreditCard(**5678)	$389.69
1245890	8698	Degrassi, Paula	Band T-Shirt	2019/2020	900.03	CreditCard(**5678)	$11.75
1245891	8699	Grainger, Oliver	Yearbook	2019/2020	600.04	CreditCard(**1789)	$21.00
1245899	8555	Hudson, Jennifer	Grade 6 Trip to	2019/2020	700.02	CreditCard(**2345)	$389.69
1245892	8696	Hunter, Susan	Grade 6 Trip to	2019/2020	700.02	CreditCard(**1456)	$389.69
1245893	8697	Krause, Wendy	Yearbook	2019/2020	600.04	CreditCard(**2778)	$21.00
1245894	8700	Murray, Justin	Grade 6 Trip to	2019/2020	700.02	CreditCard(**5609)	$389.69
1245895	8701	Olsen, Julie	Yearbook	2019/2020	600.04	CreditCard(**7009)	$21.00
1245896	8702	Pitt, Brad	Grade 6 Trip to	2019/2020	700.02	CreditCard(**3871)	$389.69
1245897	8703	Pope, Lori	Grade 6 Trip to	2019/2020	700.02	CreditCard(**7602)	$389.69
1245898	8704	Smith, Emma	Grade 6 Trip to	2019/20	700.02	CreditCard(**0912)	$389.69
							$4,218.63

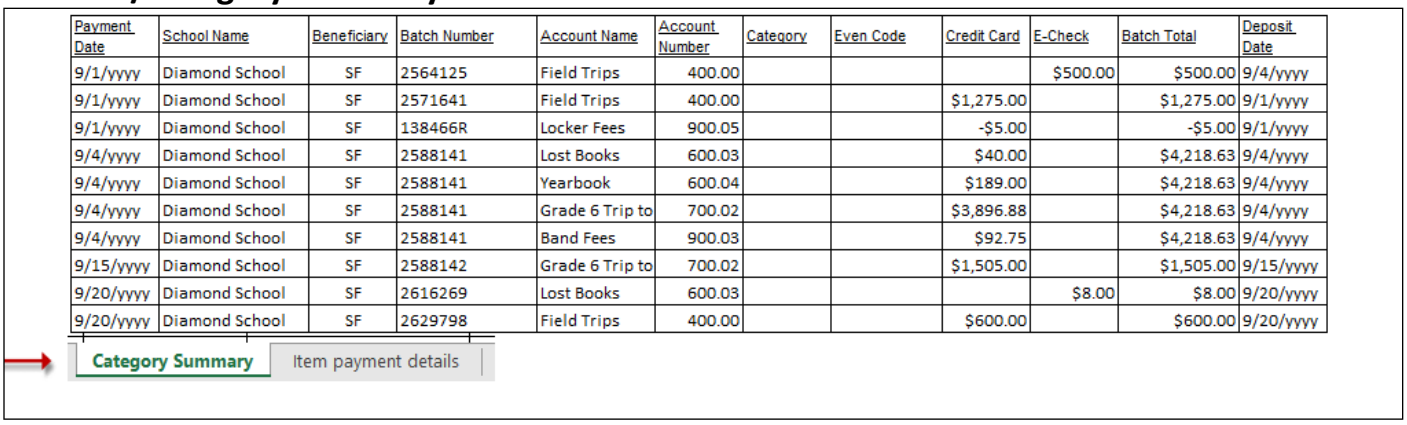
Displays: The students and the items that were paid online.

Batch Report - Export



a. Click **Export** button

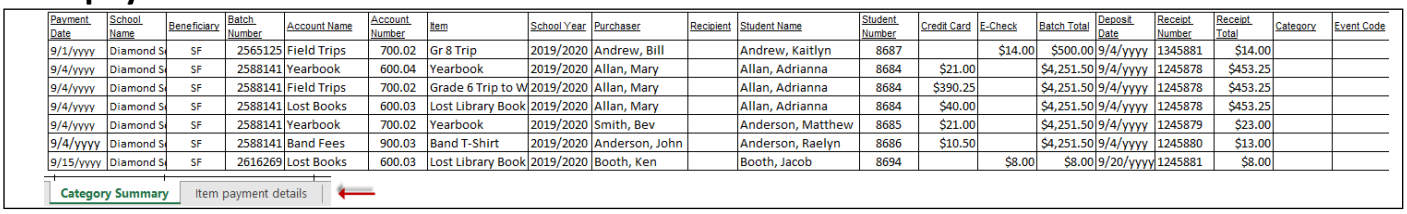
Account/Category Summary



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

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



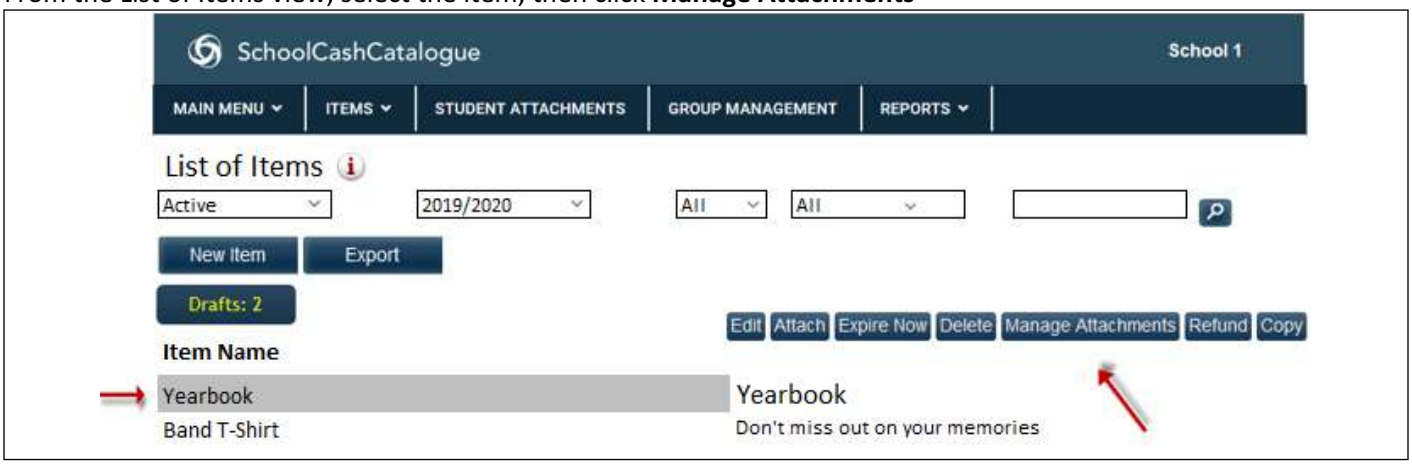
Payment Date	School Name	Beneficiary	Batch Number	Account Name	Account Number	Item	School Year	Purchaser	Recipient	Student Name	Student Number	Credit Card	E-Check	Batch Total	Deposit Date	Receipt Number	Receipt Total	Category	Event Code
9/1/yyyy	Diamond S	SF	2565125	Field Trips	700.02	Gr 8 Trip	2019/2020	Andrew, Bill		Andrew, Kaitlyn	8687		$14.00	$500.00	9/4/yyyy	1345881	$14.00		
9/4/yyyy	Diamond S	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 S	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 S	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 S	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 S	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 S	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		

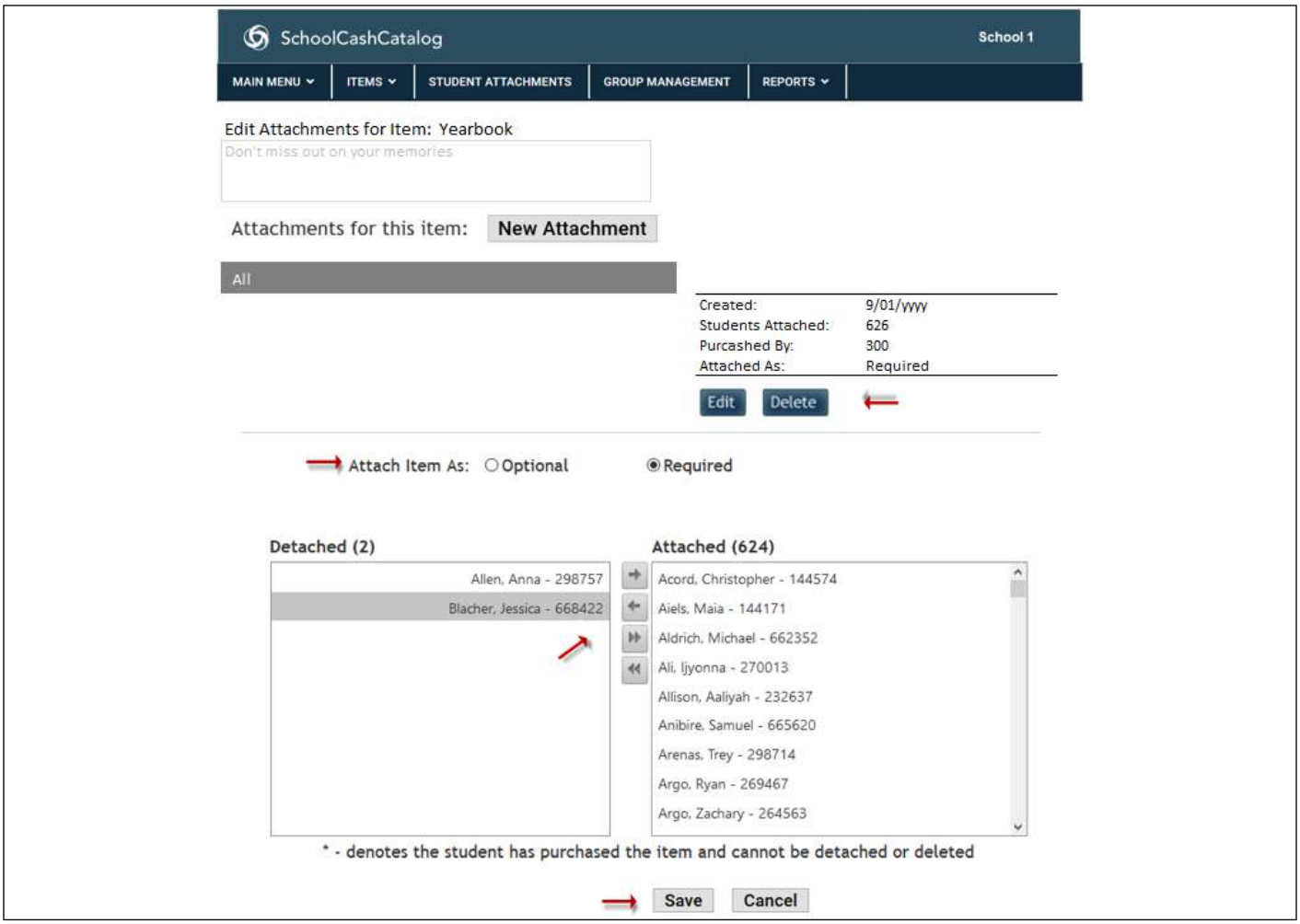
Displays: All the batches for the report period selected (start / end dates)
Includes the Payment Date (when the batch was created), Batch Number, Account Name & Number, Item Name, Purchaser (individual that paid online), Recipient (public item payment), Student Name & Number, Payment Method with Amount,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

No drill-down required

Manage Attachments

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**

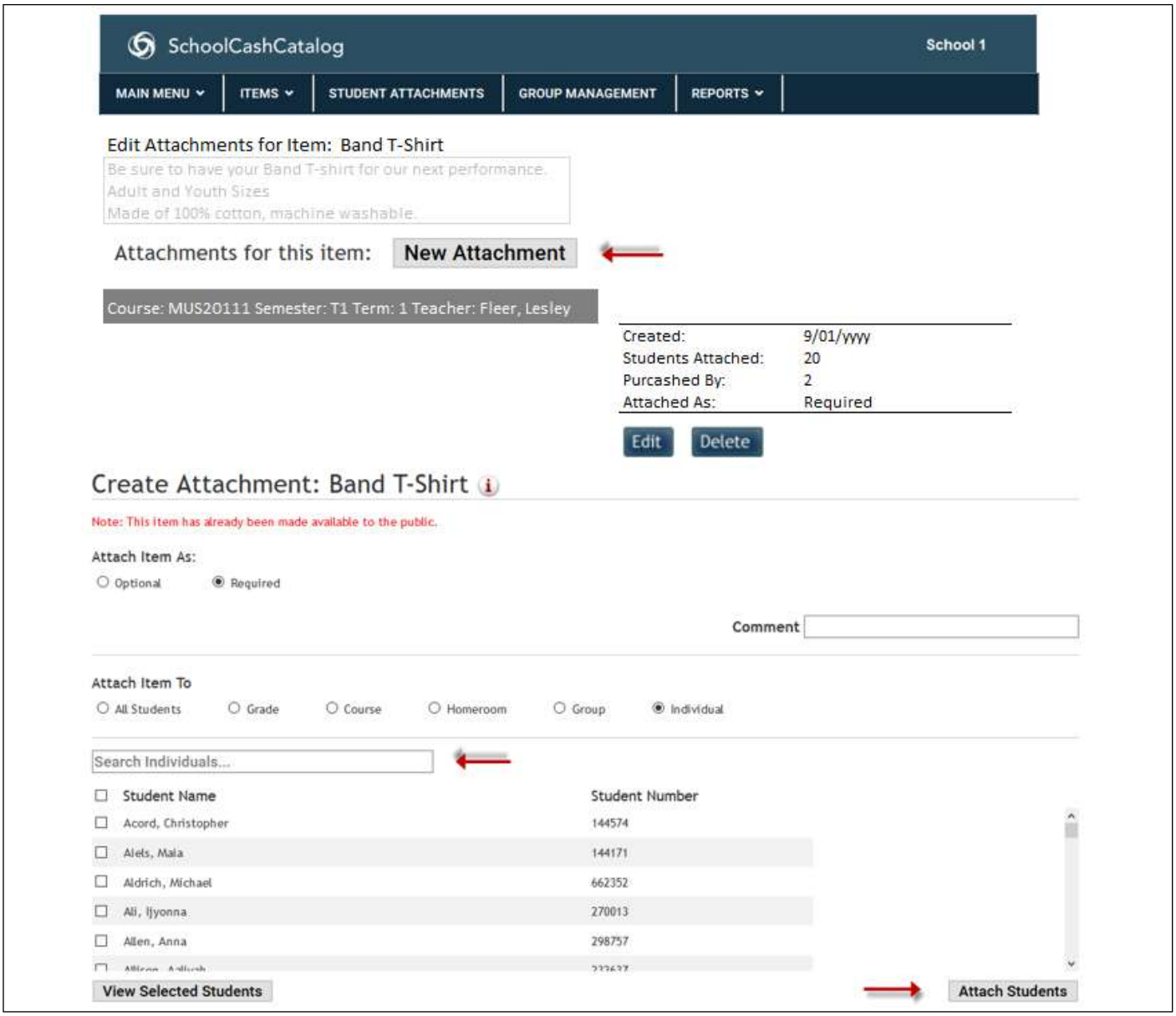




Changes Available:

- **Delete** All Attachments
- Attached Items As: Change from Optional to **Required** (visa/versa)
- Individually '**detach'** students

Add Individual Students



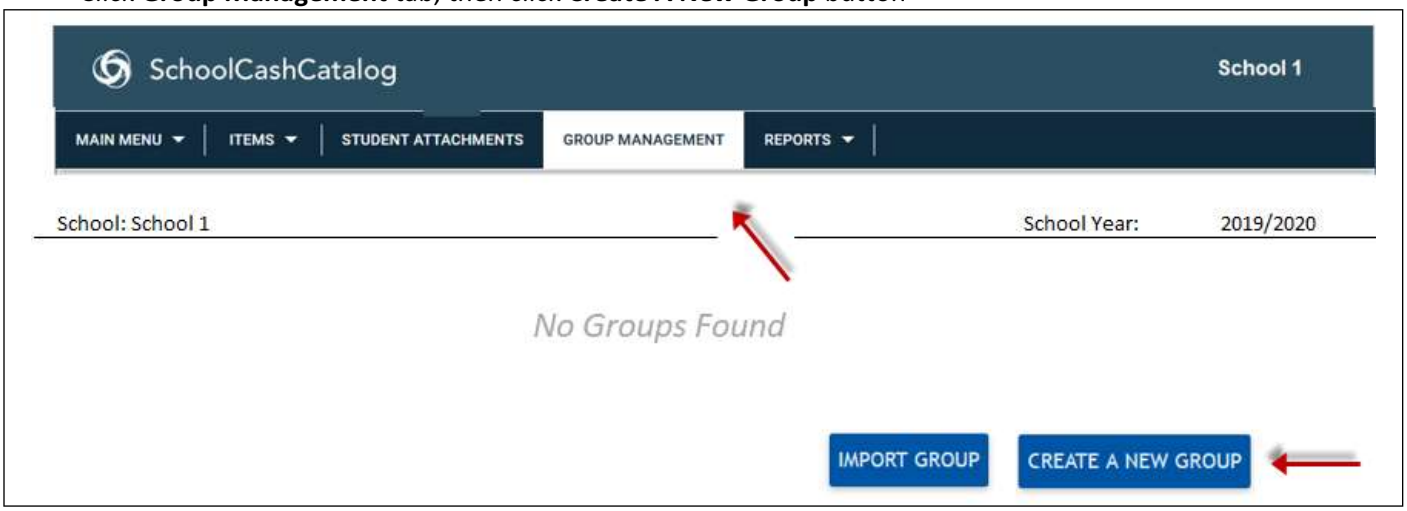
a. Click **New Attachment** button
b. Attach Item As: **Optional / Required**
c. Attach Item To: Click **Individual** radio button**.**
   Use the **Search individuals…** to enter in the student's name
d. Click in the checkbox to the left of the Student's Name to select the student to attach. Steps c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

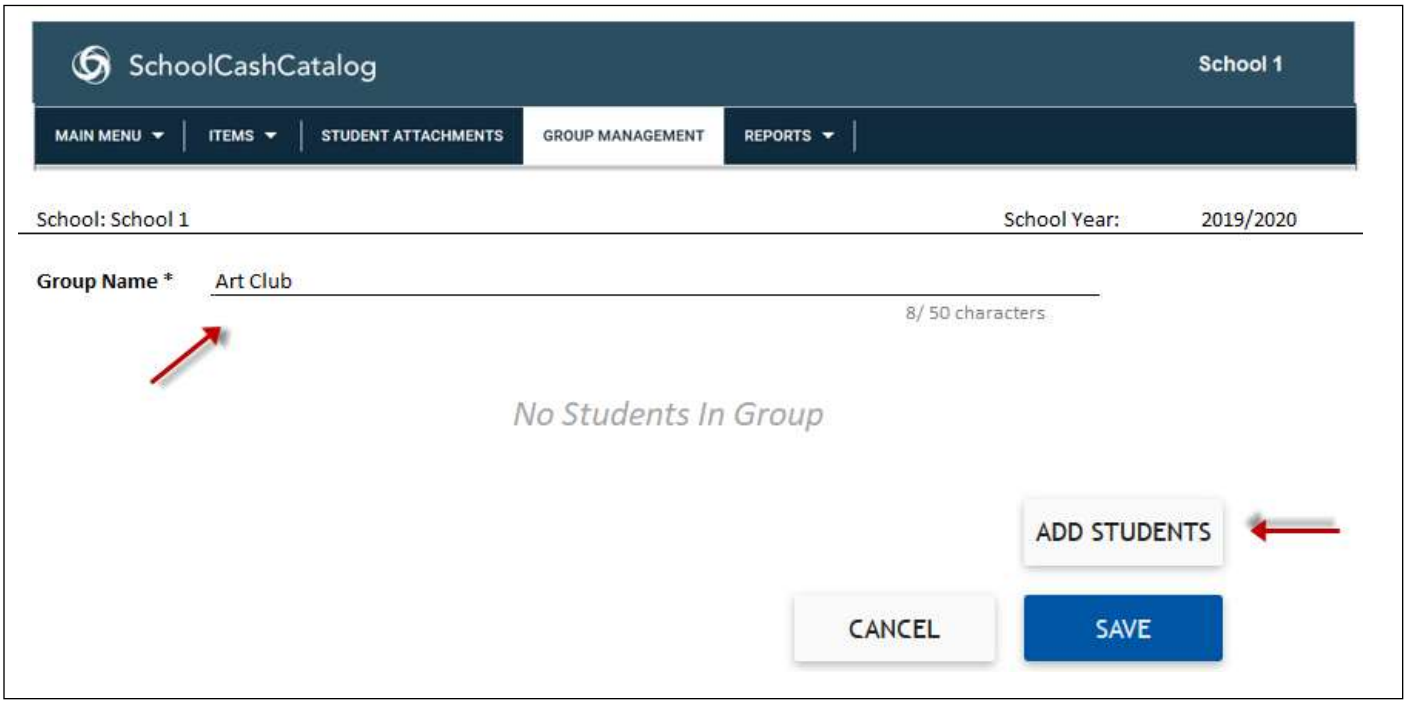
Group Management

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

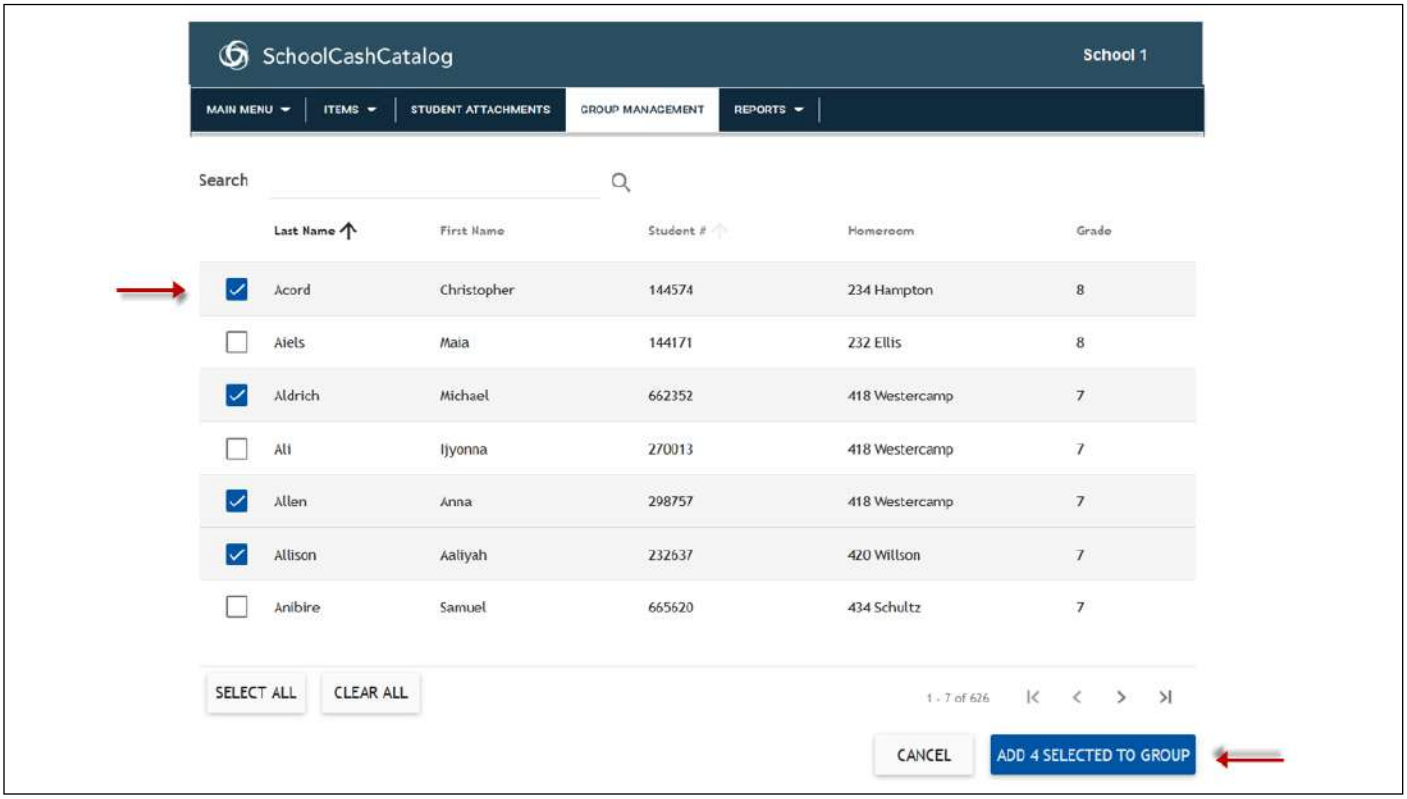
Create a New Group:

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

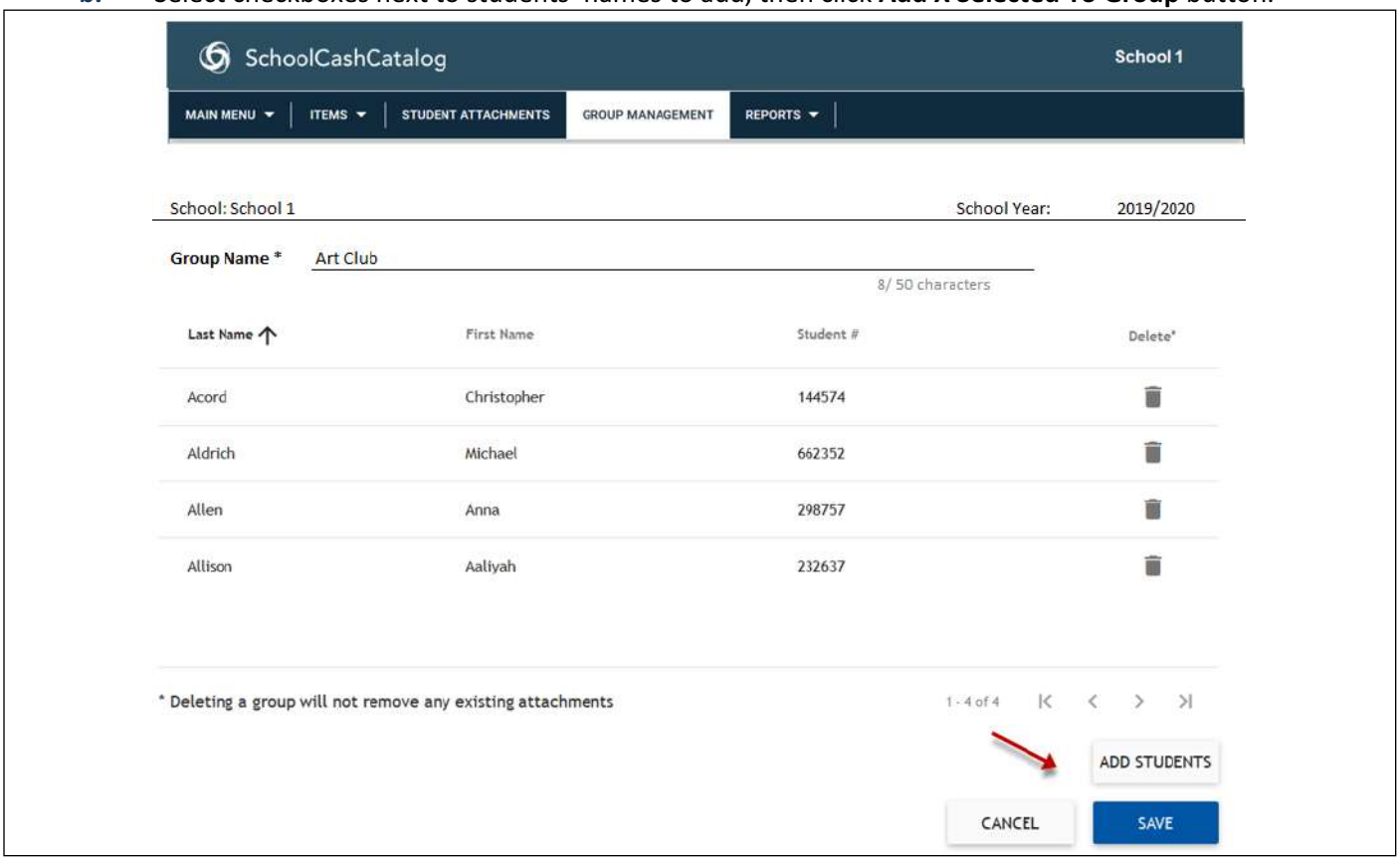




a. Enter **Group Name** and click **Add Students** button

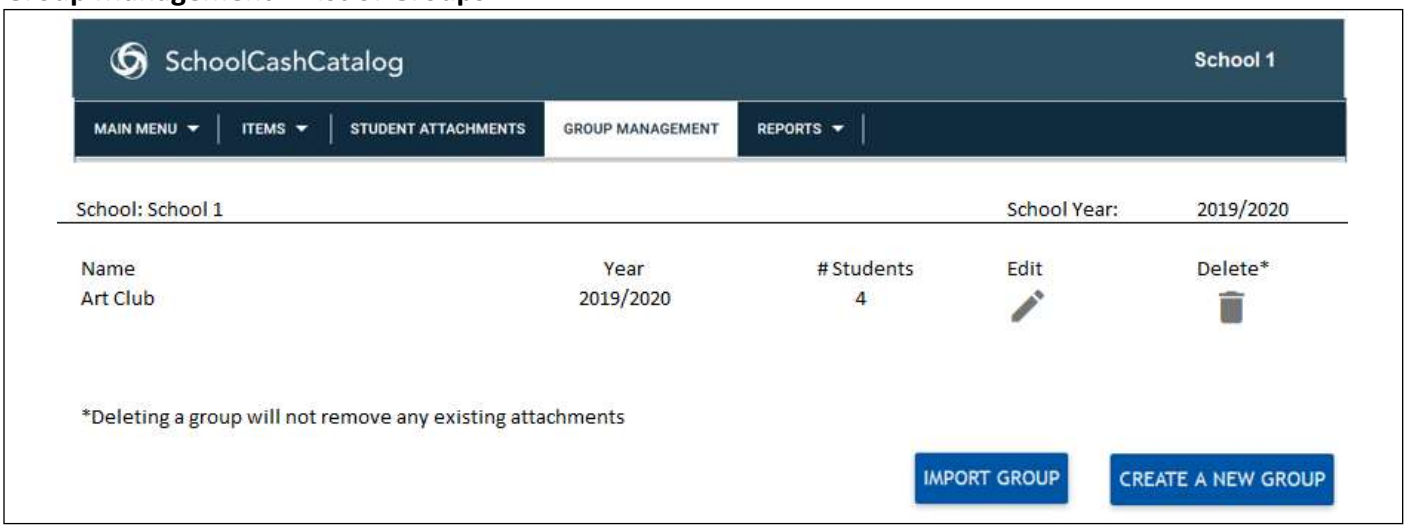


b. Select checkboxes next to students' names to add, then click **Add X Selected To Group** button.

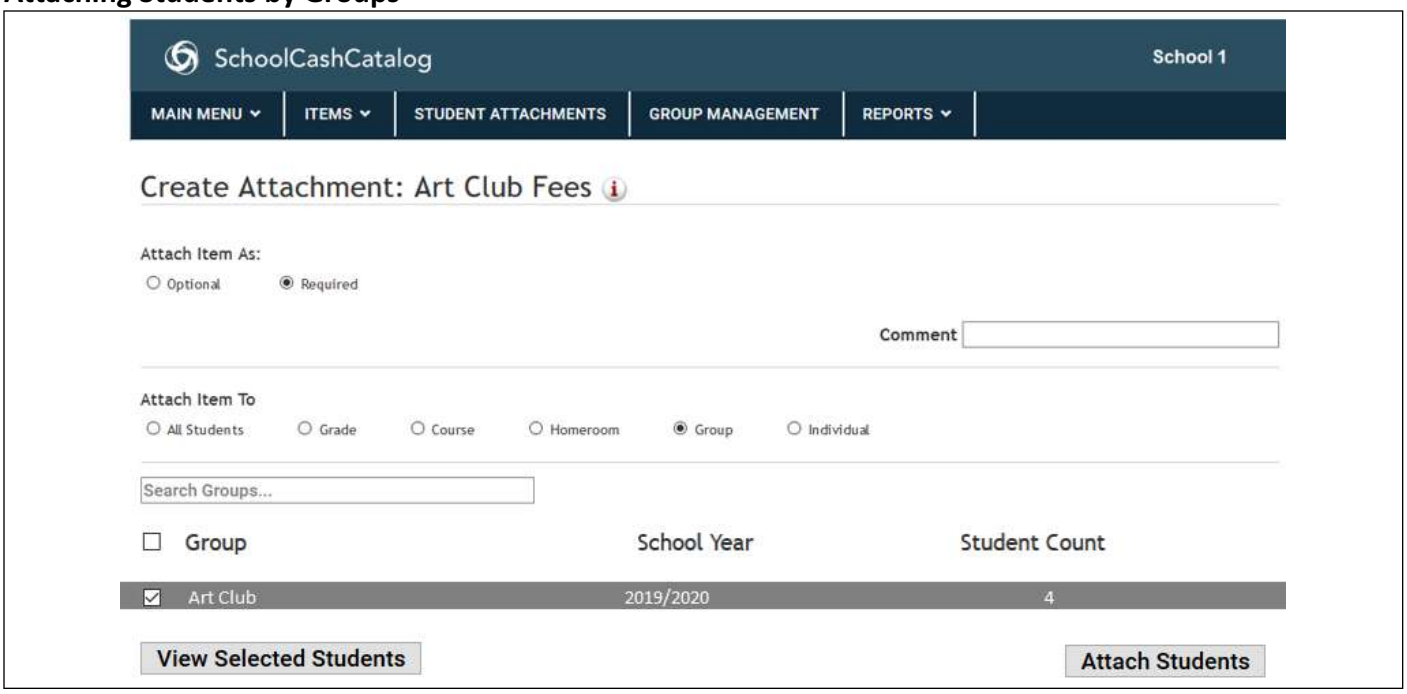


c. and click **Save** button

Group Management – List of Groups



Attaching Students by Groups



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

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

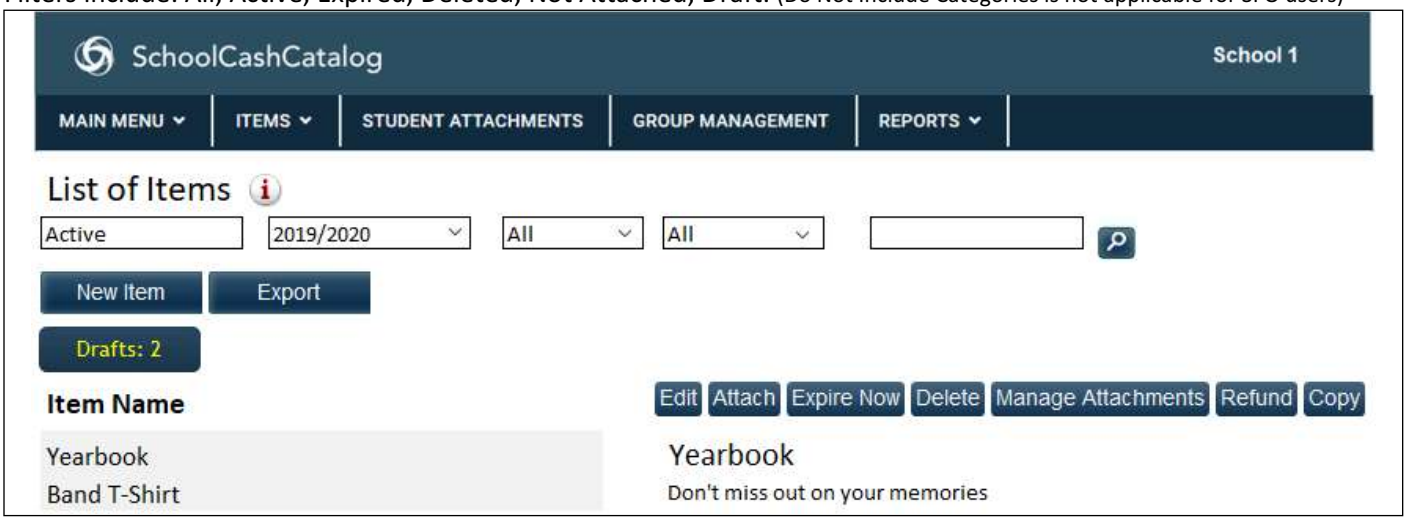
> The following information and the order are **required** for the Group Import to function:
> **School Name** | **Group Name** | **Student First Name** | **Student Last Name** | **Student ID Number**

> *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.

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

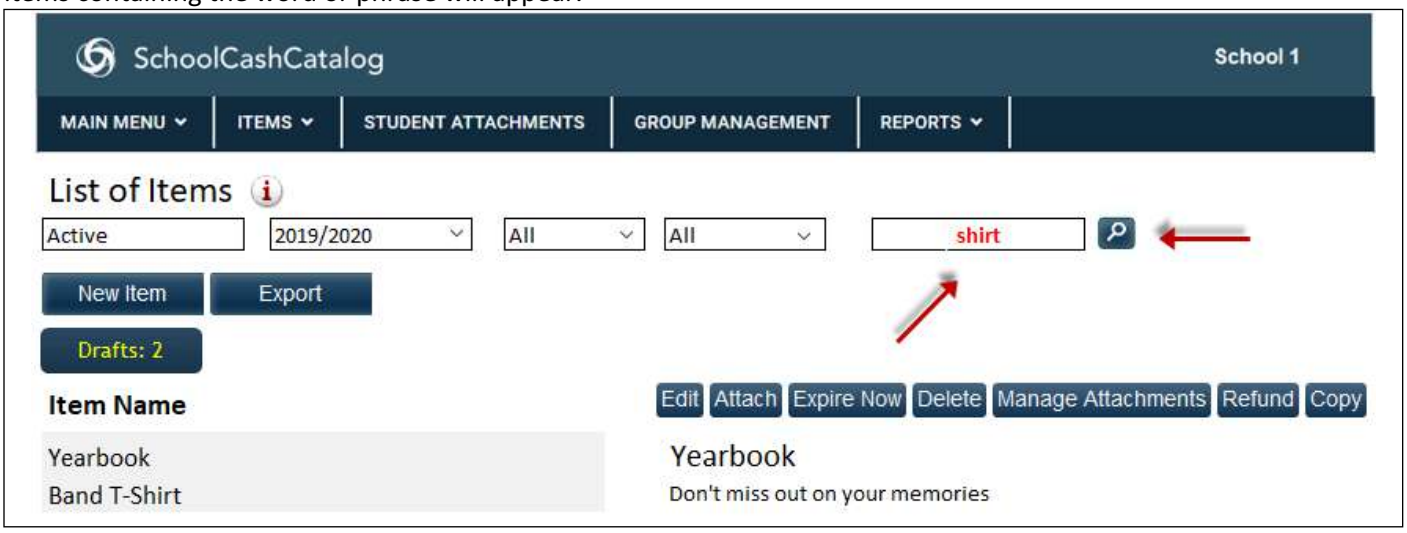
Filter Item Listing

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)



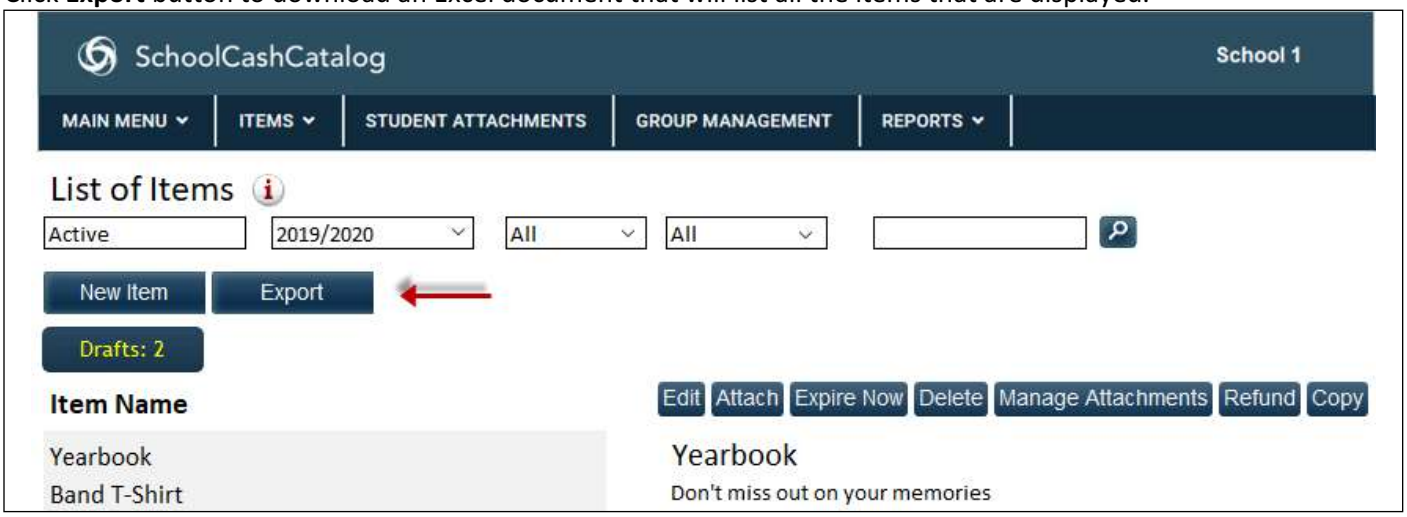
Search Item Listing

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.



Export Item Listing

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



Refunds – Online Payments

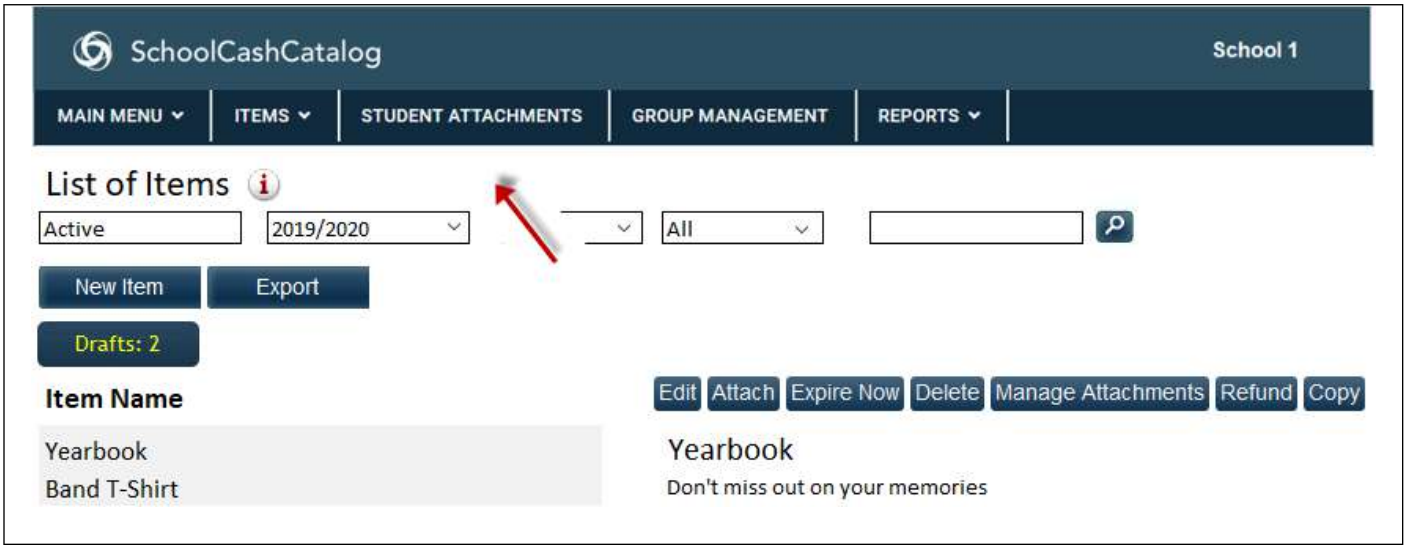
There are two (2) options to refund online payments.

Option 1: Individual Student

Option 2: Group of Students

A. Individual Student Refund

Click **Student Attachments** tab



SchoolCashCatalog 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

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

SchoolCashCatalog School 1

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

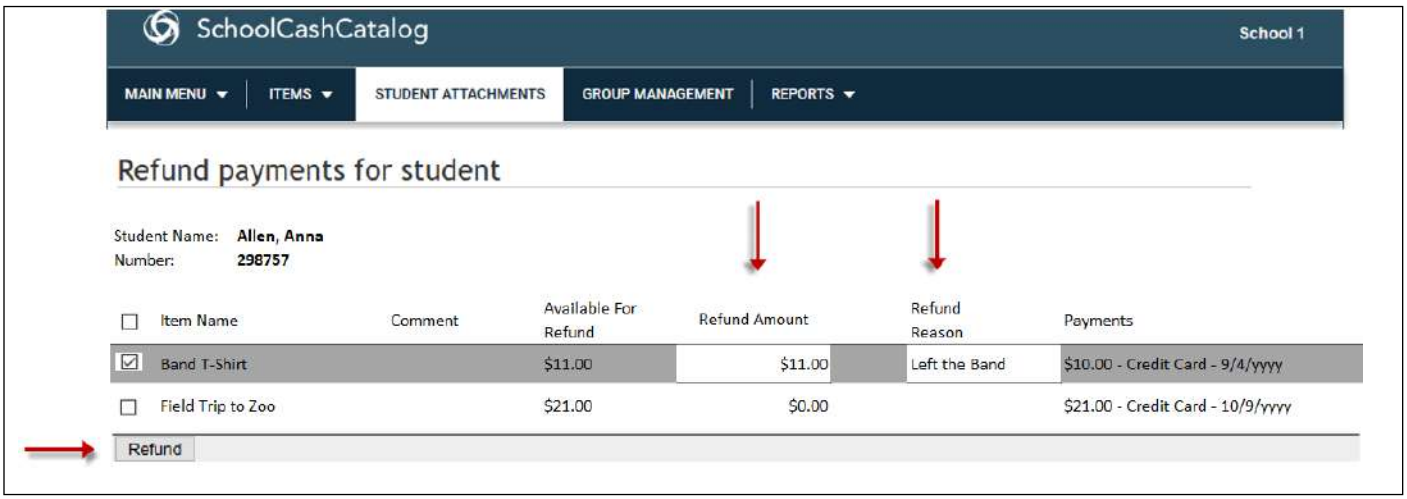
Refund payments for student

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

☐	Item Name	Comment	Available For Refund	Refund Amount	Refund Reason	Payments
☑	Band T-Shirt		$11.00	$0.00		$11.00 - Credit Card - 9/4/yyyy
☐	Field Trip to Zoo		$21.00	$0.00		$21.00 - Credit Card - 10/9/yyyy

Refund

d. Select the item to be refunded (checkbox)
e. Click **Refund** button



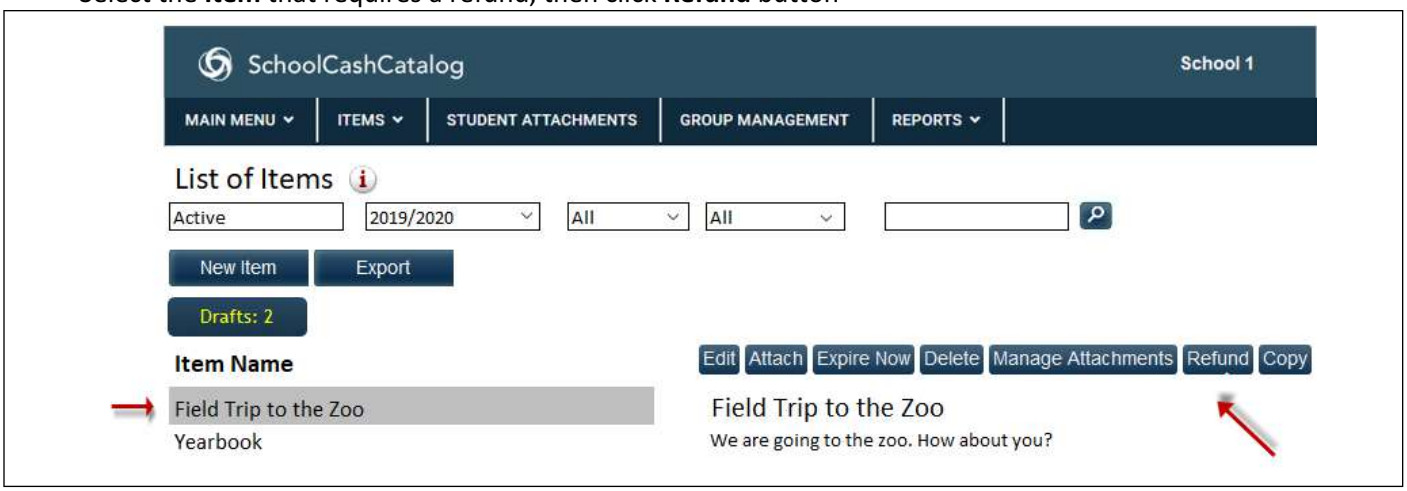
f. Enter the **Refund Amount** and the **Refund Reason**

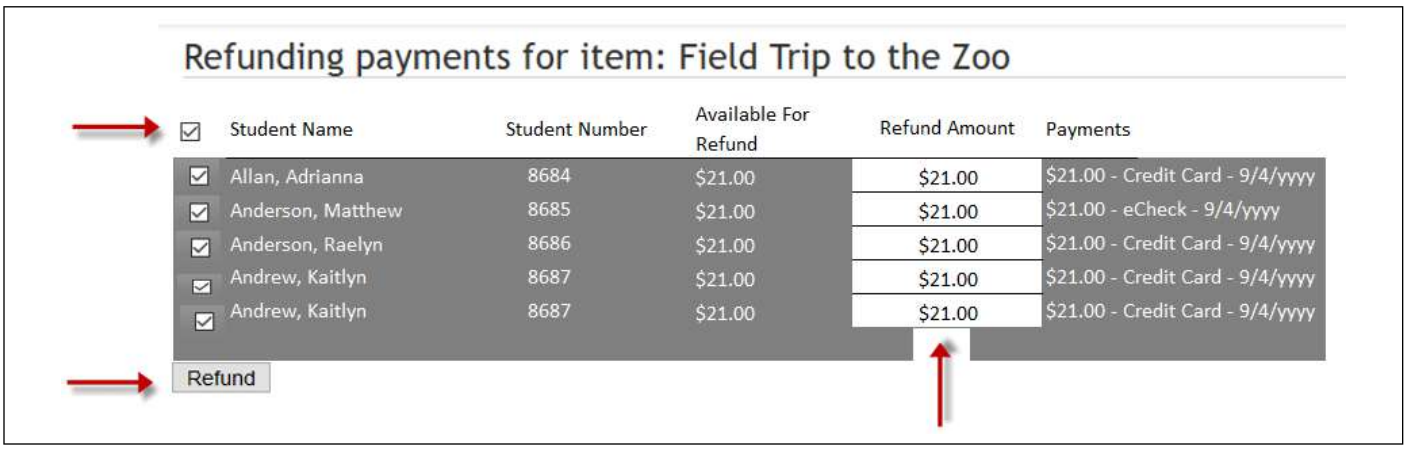
g. Click **Refund** button

h. 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





a. To refund all payments, select the checkbox to the left of **Student Name**

b. Enter the Refund (partial refunds can be processed)

c. Click **Refund** button

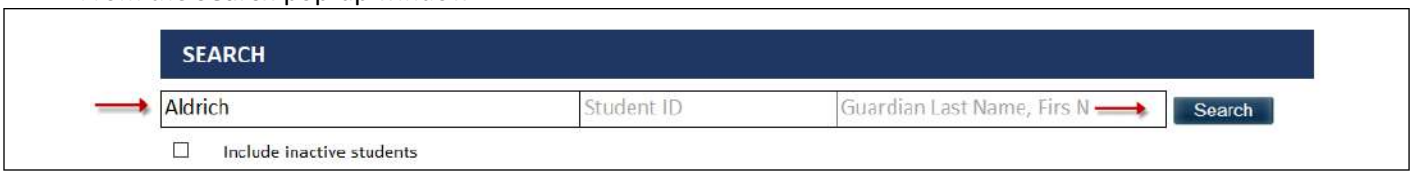
d. The system will refund the student online. A Batch Report will be provided that will list the refund.

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.

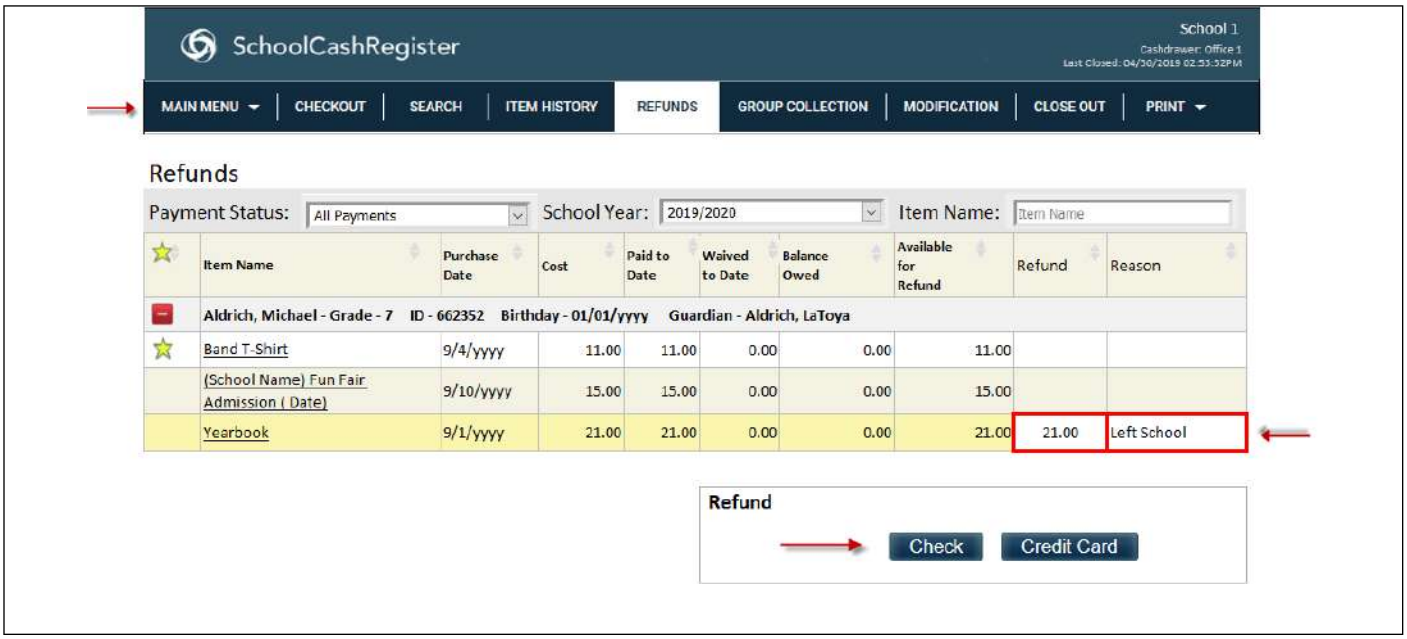
1. Refund the item in the School Cash Register
2. Process a check using SFO

From the **Search** pop-up window



Student Name: Aldrich

Click **Search** button

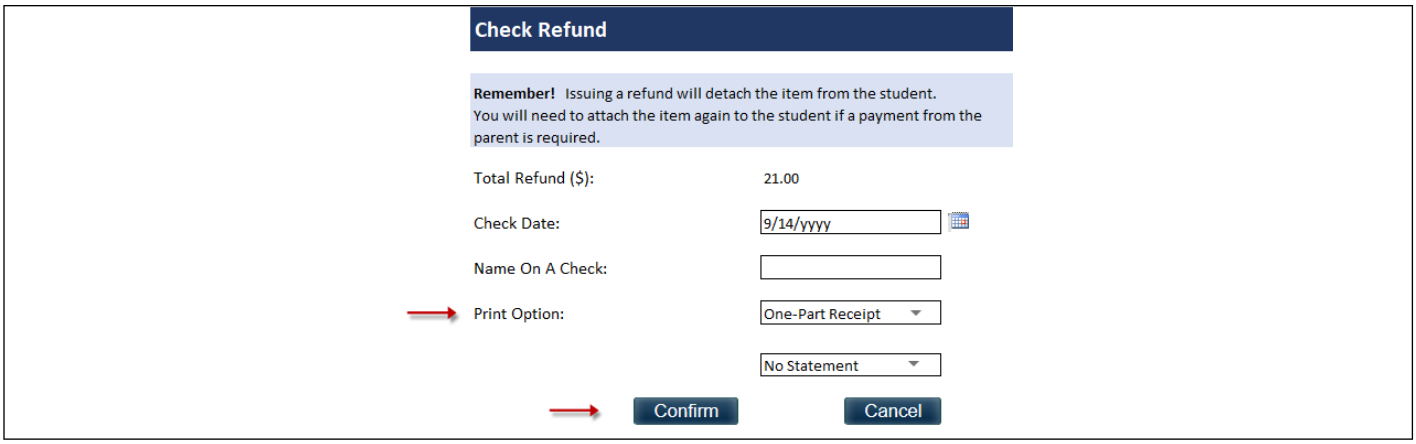


a. Click the **Refunds** tab

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**

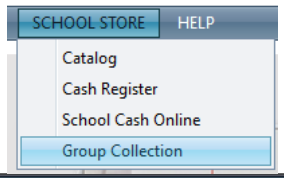


e. Print Receipt and then click **Confirm** button

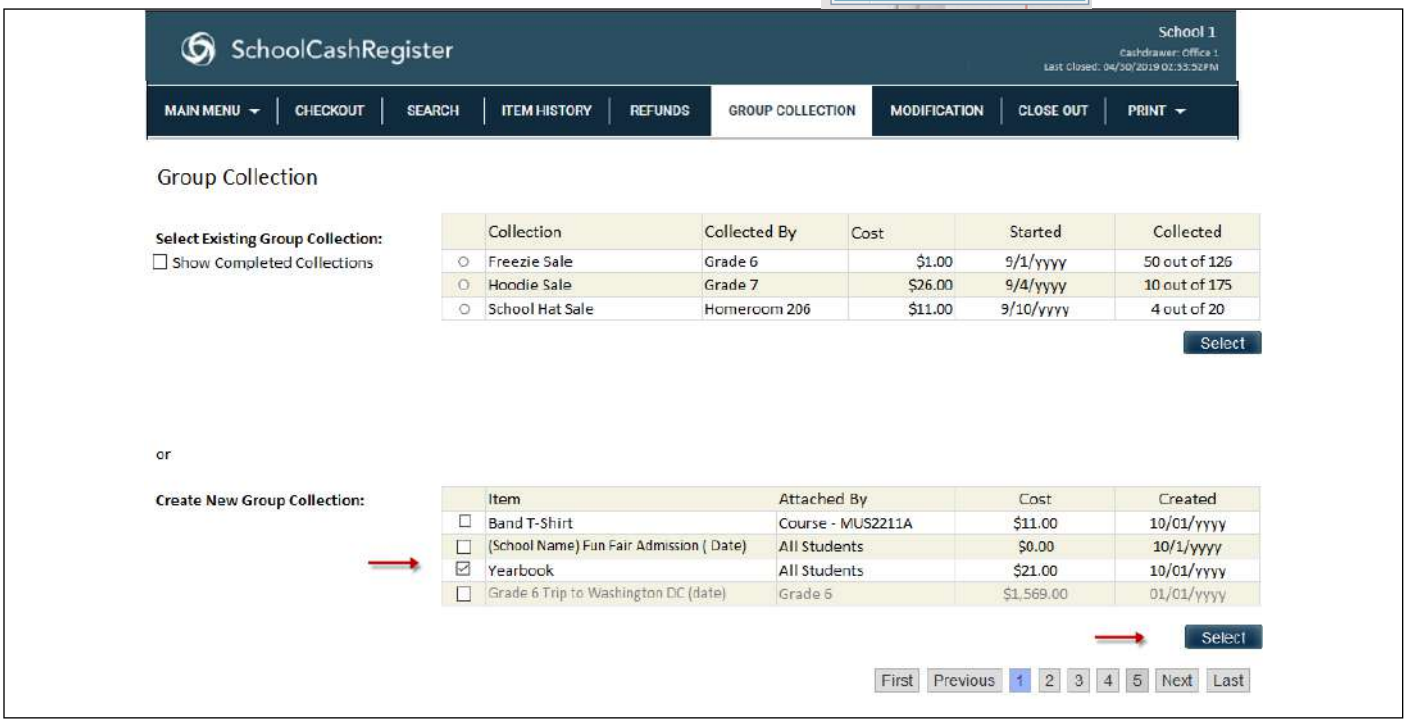
Session Three

Group Collection

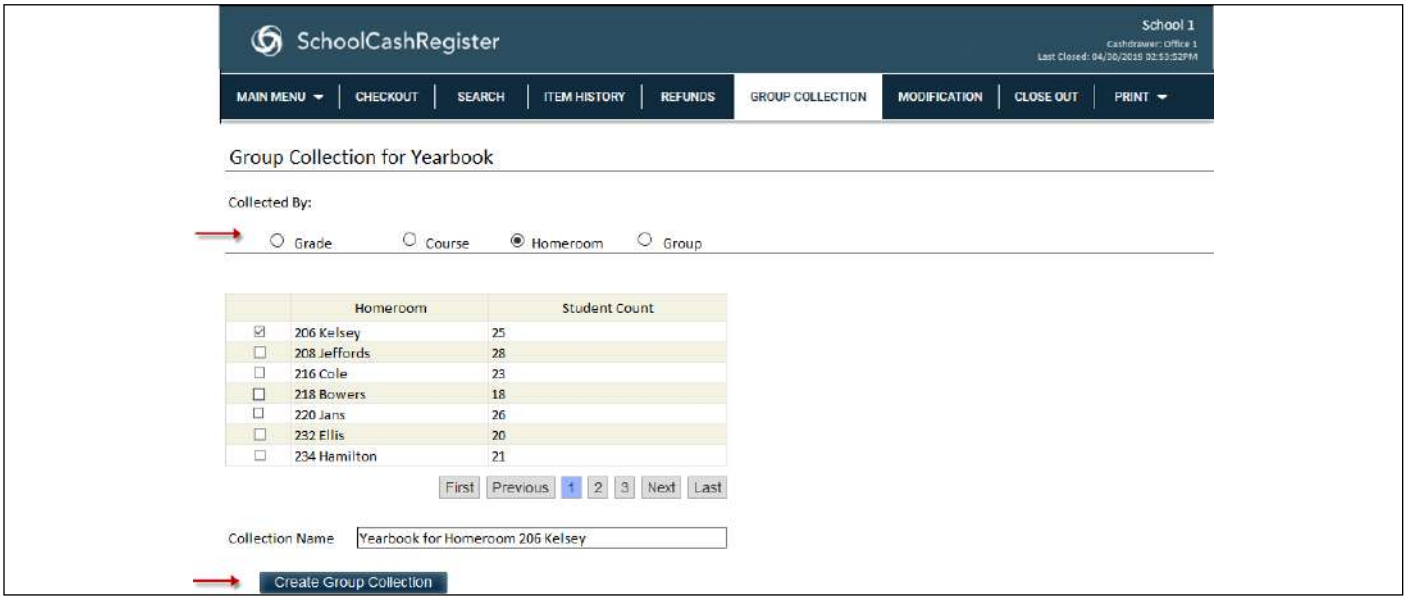
From School Funds Online – School Store, select Group Collection



A. Creating a Group Collection (Campaign)

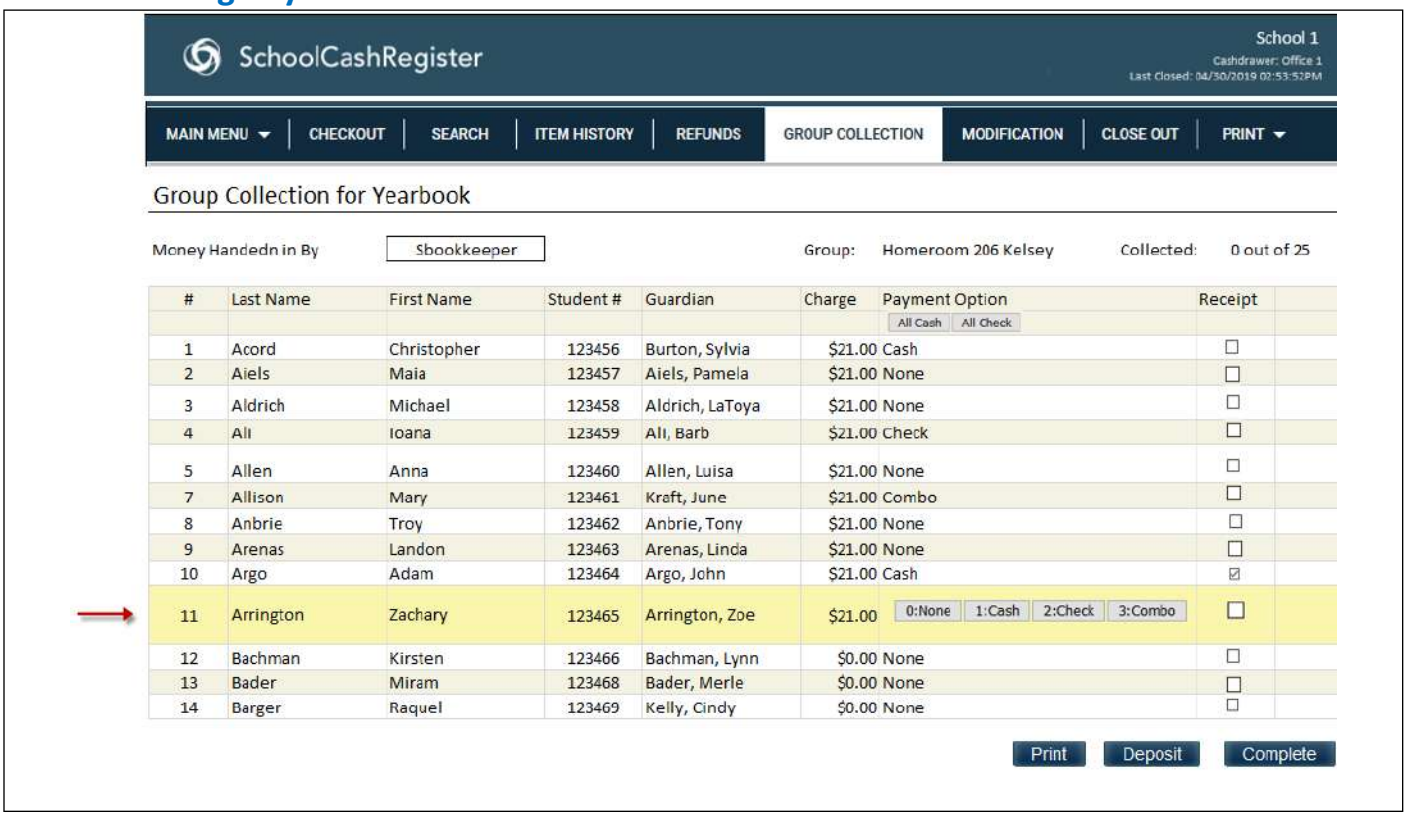


a. Locate the item that funds will be collected by clicking on the checkbox to the left of the **Item Name**
b. Click **Select** button



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

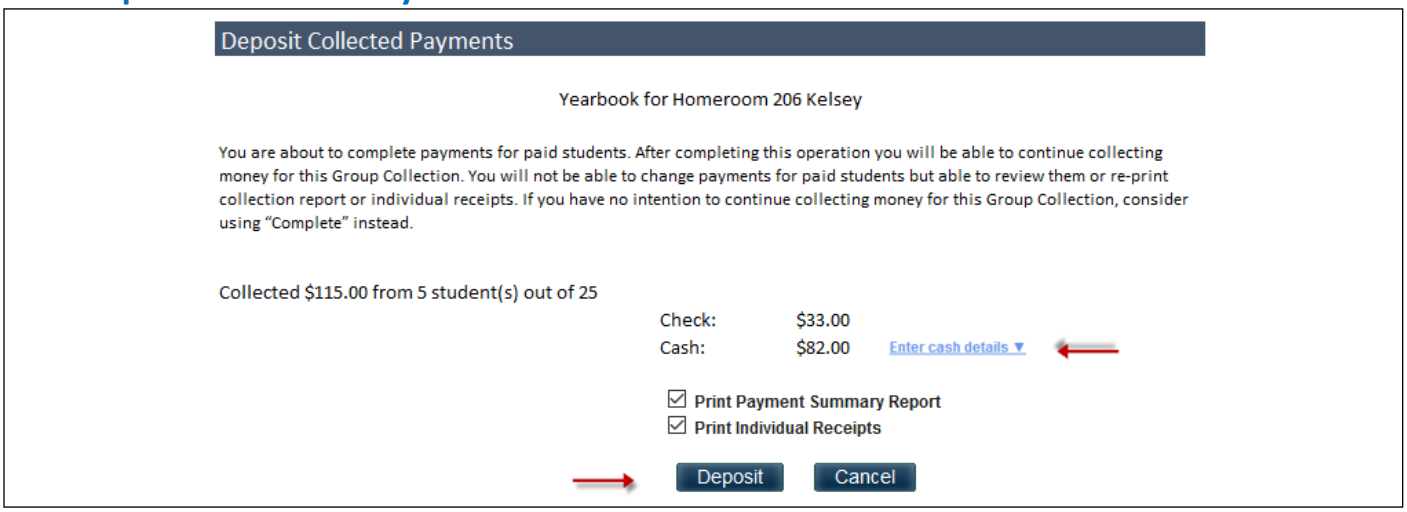
B. Recording Payments



a. Click in the **Payment Option** and select the payment tender for each student

b. Complete will close the 'campaign'. Use Complete if you are no longer collecting funds for this item.

C. Deposit Collected Payments



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

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: 09/14/yyyy

Amount: Twenty-one and 00/100

Re: Parking Permit

Cash: $0.00
Check: $21.00
Total: $21.00

Parent Guardian of:
Ioana Ali
100 Main Street
Wilmington, NC 28401

Verified By: _____
S Bookkeeper

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

Name	ID	Cash	Check	Payment Date
Acord, Christoper	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

Name	ID	Cash	Check	Payment Date	Deposit Date
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**		

Group Collection: Yearbook for Homeroom 206 Kesley

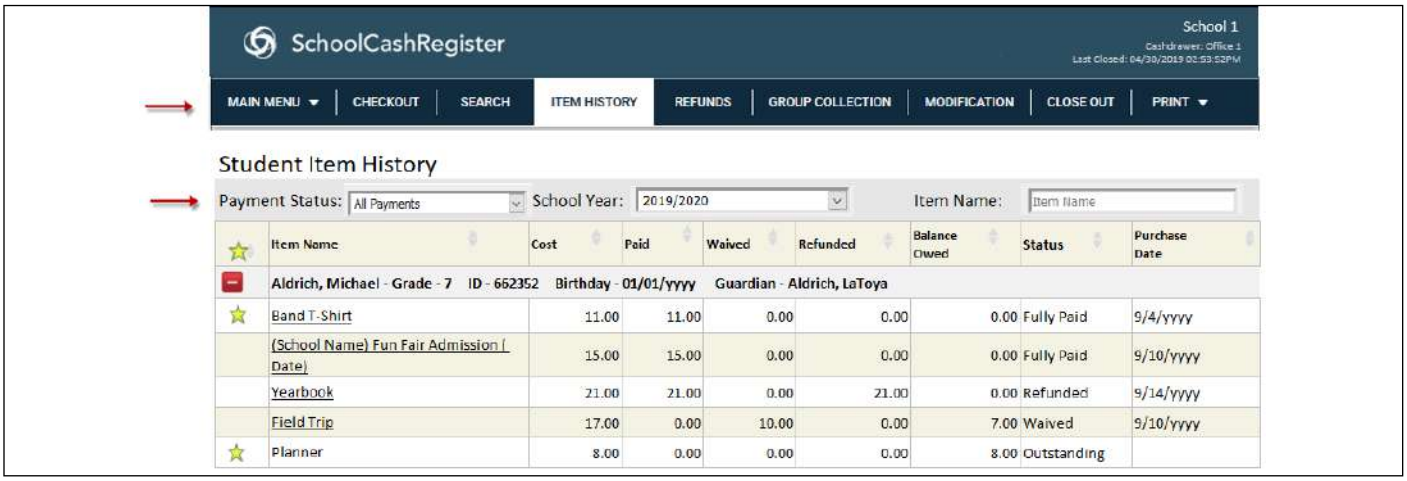
Money Handed in By: S Bookkeeper

Item(s): Yearbook
Amount: $21.00

Still Owing

Name	ID	Amount
Aiels, Maia	123457	$21.00
Aldrich, Michael	123458	$21.00
Arenas, Landon	123463	$21.00
	Total Owing:	**$63.00**

School Cash Register - Item History



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.

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**

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

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

SchoolCashCatalog 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 Homeroon Class: Filter by Class

Include inactive student:

Search

Students

Name	Number	Date of Birth	Household	Item Attachments	Scheduled Payments	
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

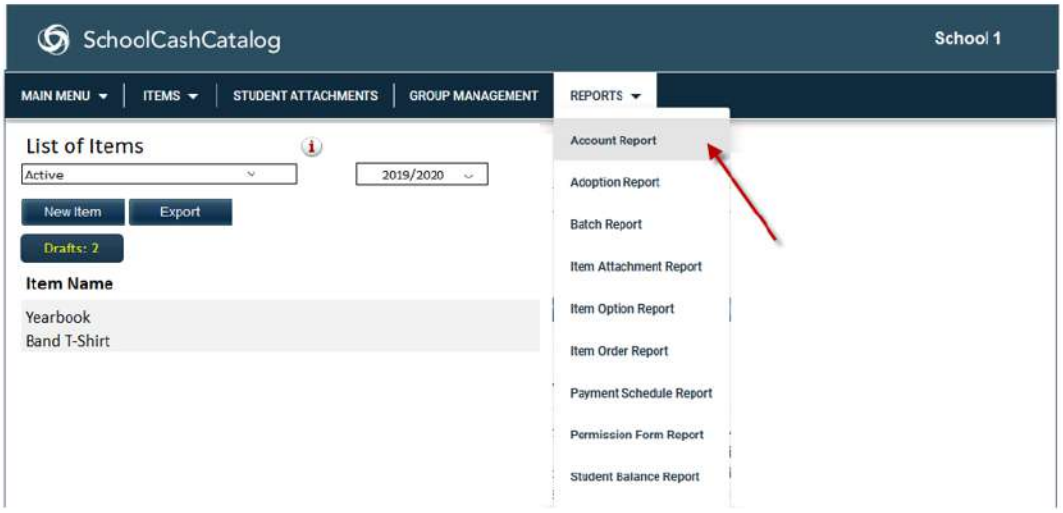
Item	Attached By	Cost	Paid	Waived	Owing	Status	Purchase Date	Options	Payments
Parking Ticket	Individual	10.00	10.00	0.00	0.00	Fully Paid	9/21/yyyy 10:43:07 AM		$10.00 - Cash - 9/21/yyyy
Field Trip	All	47.00	47.00	0.00	0.00	Fully Paid	9/12/yyyy 12:45:59 PM		$47.00 - Credit Card (Online) - 9/12/yyyy
Band 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			

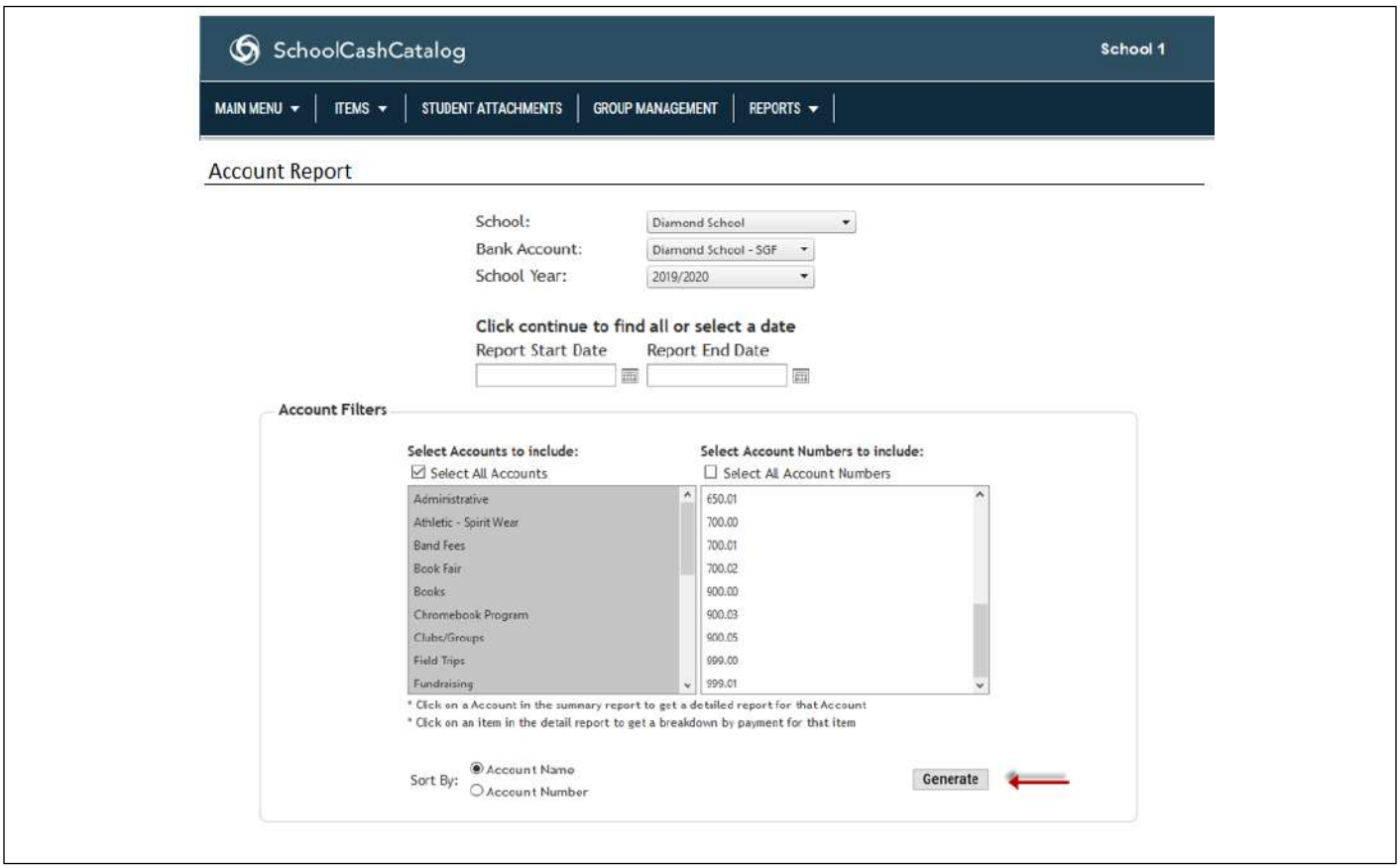
Scheduled Payments for: Aldrich, Michael

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

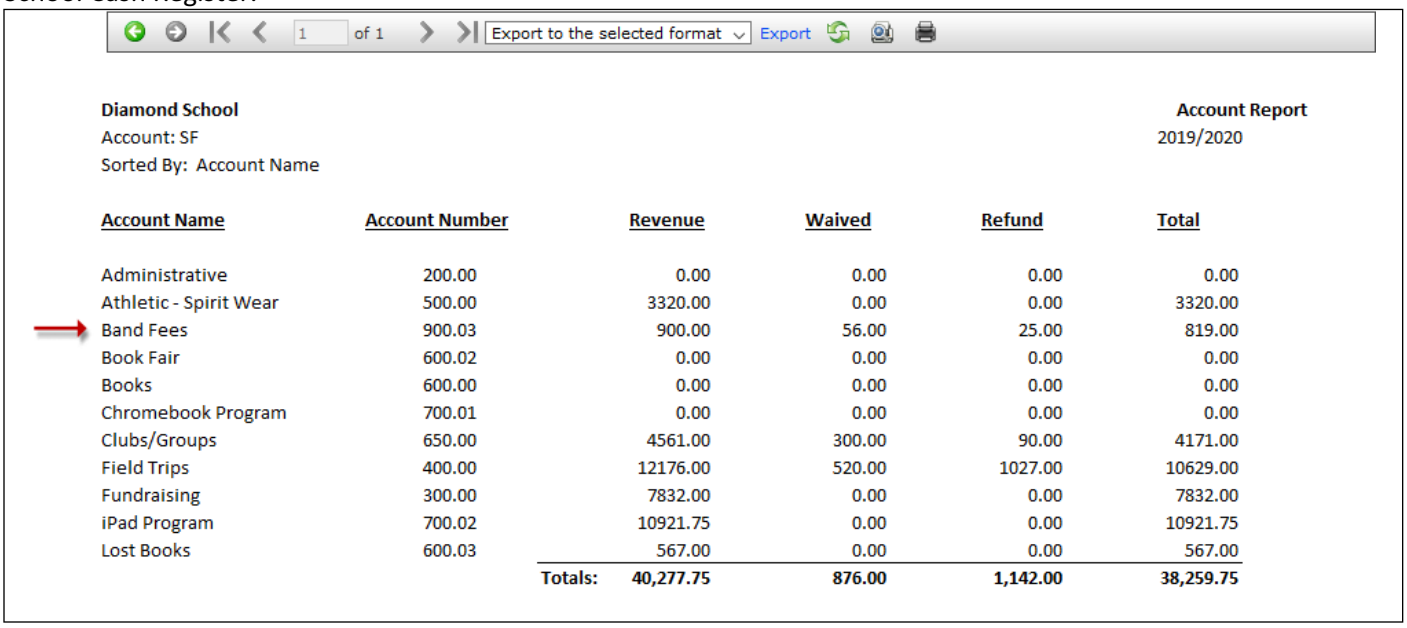




a. Option to **Find All** or **Select a Date Range**
b. Option to **Include All Accounts**
c. Click **Generate** button

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 Report**
Account: SF — 2019/2020
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.

1 of 1 Export to the selected format Export

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.

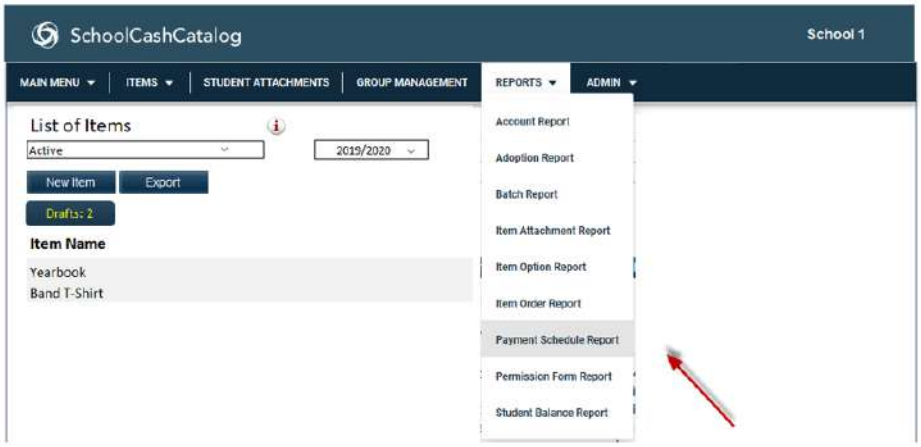
Report #3 displays the student payments.

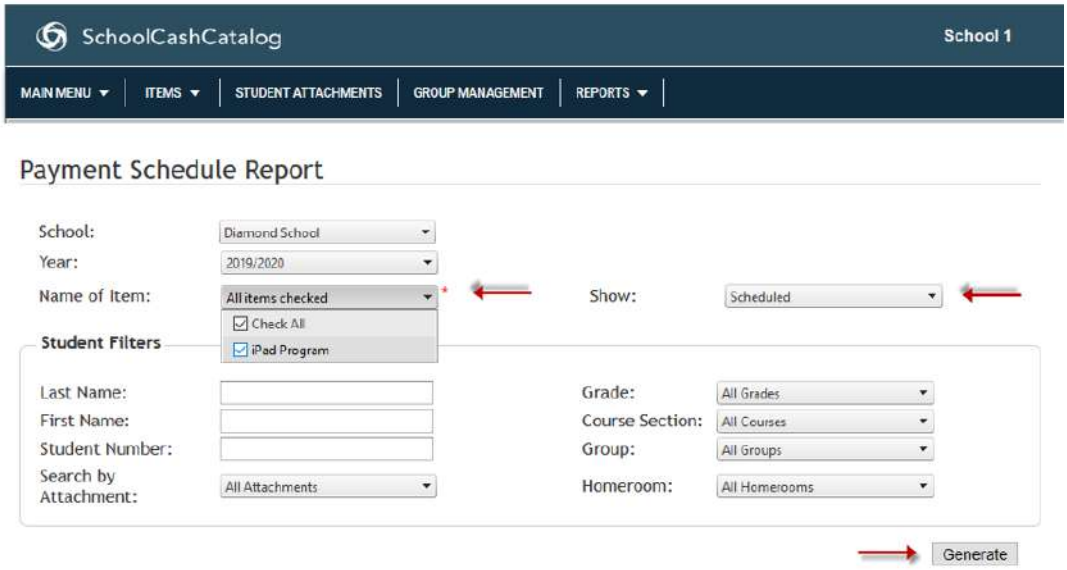
1 of 1 Export to the selected format Export

Diamond School **Account Report**
Account: SF 2019/2020
Category: Band Fees - 900.03
Item Name: Band T-Shirt

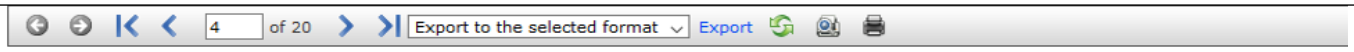
Item Name	Item Amount	Comment	Amount	Type
Abell, Miguel	302456901		11.00	F
Adams, Carter	302489720		11.00	F
Adams, Cole	105781248		11.00	P
Adams, Rebecca	125487956	per Principal	11.00	Waived
Allan, Siena	302589712		11.00	F
Allarie, Joey	302457125		11.00	F
Allen, Brody	105892314		11.00	F
Alm, Adria	105478233		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





a. Select the **Name of Item**
b. Select the filter **Show - Scheduled**
c. Click **Generate** button



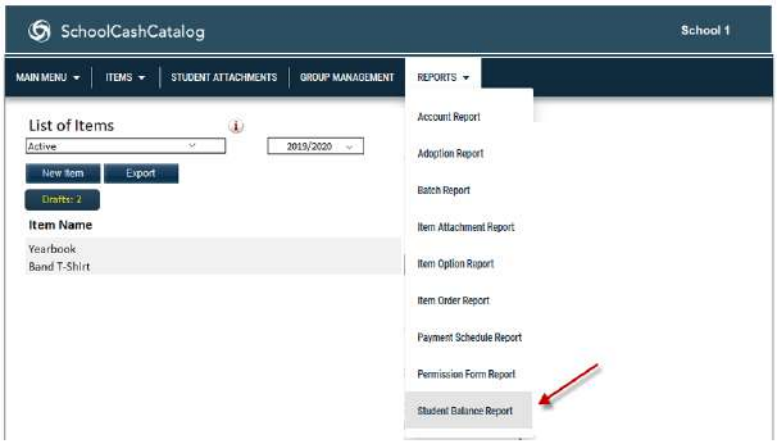
Diamond School
2019/2020
Grade 6 Trip to Washington DC (date)

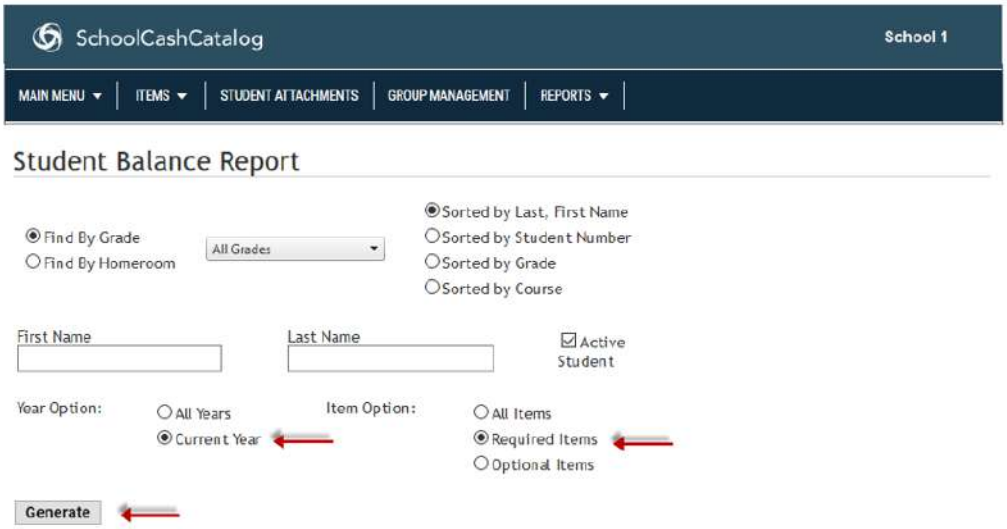
Scheduled
14 Records Found
09/01/yyyy...11/19/yyyy

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





a. Select the **Current Year**
b. Select the **Item Option – Require Items**
c. Click **Generate** button

Diamond School
2019/2020
Sorted by Last, First Name

Student Balance
12 Students Found
$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, Lacee	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