Receipting on Cash Collection Management System

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

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

If a mistake has been made and you wrongfully create a receipt, you will have to email the District Auditor, Maritza Davis, with an explanation in order for her to determine what the next step will be. Never.....never.....never delete a cash collection receipt in the ROC system

Cash Collection Management System

RECONCILE COLLECTIONS

Click on the "Please select one" drop down box under Reconcile Collections.



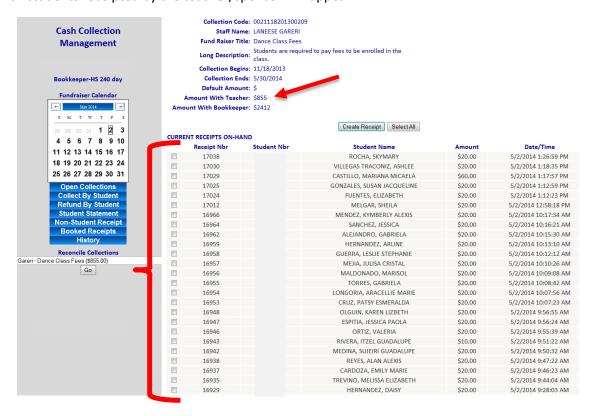
Using the arrow keys on the keyboard scroll through the list and find the teacher/sponsor that needs to be receipted. The amount of money that is with the collector will be notated beside their name unless it is a Mass Collection.



Click on the name and click "Go".



A list of all students receipted by the teacher/sponsor will appear.



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

Check the box next to student(s) that the teacher/sponsor is receipting <u>or</u> if all are to be receipted, click "**Select All"**. Click "**Create Receipt"** if everything matches



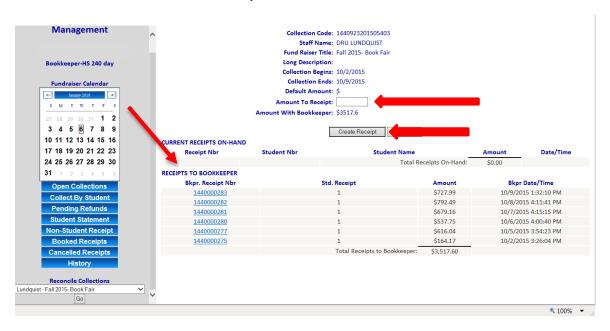
Print your receipt that is created under "**RECEIPTS TO BOOKKEEPER**". Bookkeeper/Secretary and teacher/sponsor must both sign receipt. Keep this receipt as your backup for your deposit.



If a mistake has been made and you wrongfully create a receipt, you will have to email the District Auditor, Maritza Davis, with an explanation in order for her to determine what the next step will be. Never.....never delete a cash collection receipt in the ROC system.

Mass Collection:

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



Print your receipt that is created under "**RECEIPTS TO BOOKKEEPER**". Bookkeeper/Secretary and teacher/sponsor must both sign receipt. Keep this receipt as your backup for your deposit.

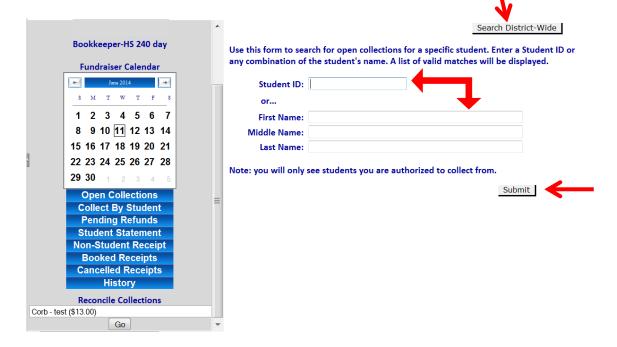
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COLLECT BY STUDENT

Click on "Collect By Student".



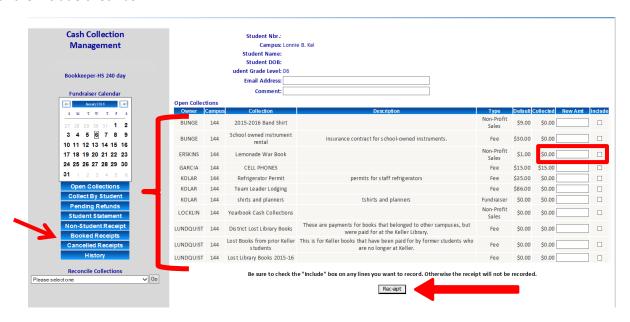
Enter the **Student ID** or **Name**. If the student is not assigned to the campus, click **"Search District-Wide"** before submitting search. *The Search District-Wide button toggles between Search District-Wide and Search Only This Campus*. Click **Submit**.



The student matching the search criteria will appear. If it is the correct student, click **Select** beside the student ID.



If an email address is not assigned to the student, ask the student for this information and enter in the "Email Address" field. Use the "Comment" field to provide any extra information that may be required. Example may be for not clear payments or for account or activity coding. Scroll through the list of collections to find the collection(s) that funds are being collected for. Place the amount being collected in the **New Amt** column and click the **Include** check box.



Once all needed selections have been entered and included, scroll to the bottom of the screen and click "Receipt". A separate receipt will be generated for each collection.

Print receipt(s) from the "Booked Receipts" page. Bookkeeper/Secretary and student must both sign receipt. Keep this as your backup for your deposit.

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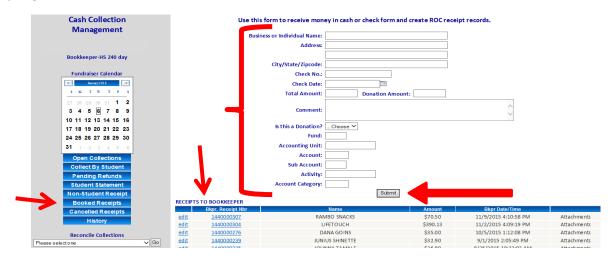
NON-STUDENT RECEIPT

Click on Non-Student Receipt.



Fill in all information that is available. If the funds collected are in the form of a check, provide the **Check No.** and **Check Date**. If **cash**, do not fill in the **Check No** or **Check date** fields. If the funds collected are a donation or part of the funds is a donation, provide the **Donation Amount** and select **Yes** beside the question "**Is this a Donation**"? Click **Submit**.

Name, Address, City/State/Zipcode, Check No., Check Date, Total Amount, Comment, "Is this a Donation?" and Account codes are required fields for **checks**. Only the Check No. and Check Date are fields you can skip when receipting **cash**.



Print your receipts that are created under "RECEIPTS TO BOOKKEEPER" and "BOOKED RECEIPTS". If the receipted funds are a donation, the receipt will be in the format of a donation letter to send to the donor.

Bookkeeper/Secretary must sign both receipts. If applicable the teacher/sponsor that turns in the cash or check must sign the **"BOOKED RECEIPTS"** receipt. This is your backup for your deposit

If additional documentation is available, attach to receipt and forward with deposit paperwork. Examples of additional documentation: Letter from donor, copy of check, Mizuni report, TipWeb report or copy of not clear letter.

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