

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**.

Cash Collection Management

Bookkeeper-H5 240 day

Fundraiser Calendar

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Open Collections
Collect By Student
Refund By Student
Student Statement
Non-Student Receipt
Booked Receipts
History

Reconcile Collections

Please select one

Go

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.

Cash Collection Management

Please select one.

- Baker - Pasta Brochure
- Beery - NHS 2014 Graduation Stoles (\$548.00)
- Bennight - Laundry Fee
- Bennight - PE Fees (\$10.00)
- Brown-johnson - DECA District fees
- Brown-johnson - SRHS Brick Fund
- Butcher - AP biology T-shirt
- Carnes - SAT Prep Course (\$100.00)
- Crandall - Staff Breakfast
- Derr - Late fines (\$31.75)
- Derr - Lost library books (\$10.00)
- Derr - Printing fees
- Dodson - Dress Code Shirts and Shaves
- Dodson - Student lost keys
- Dodson - Telecommunications fees
- Edwards - AVID t-shirts
- Edwards - Rockets Game Tickets
- Embrey - UIL Region XIX Solo and Ensemble (\$259.00)
- Foust - Sophomore Class Pre-sale shirts
- Gareri - 2014-15 Dance Team Fees (\$240.00)
- Gareri - 2014-2015 New TexAnn's Dance Team
- Gareri - Dance Class Fees (\$855.00)
- Gareri - Dance Team Fees (\$214.00)
- Gareri - Fredricksburg Farm Fundraiser
- Gareri - Spring Show (\$315.00)
- Gareri - Spring Show Shirt Sale (\$900.00)
- Gamer - Carnations
- Garza - ID BADGES
- George - UIL One Act Shirts (\$301.00)

select one

POWELL									
Details	DEBRA JAMISON	Office	04/24/2014	06/16/2014	APPROVED	Shirts, Shave, Transcripts & Etc.	\$275.00	\$224.	
Details	DEBRA JAMISON	ID BADGES	01/06/2014	06/10/2014	APPROVED	SELLING ID BADGES	\$545.20	\$703.	
Details	DEBRA JAMISON	Not Clears	11/18/2013	06/09/2014	APPROVED		\$1,336.39	\$14.06	
Details	FAITH TIMMONS	AP Testing	03/05/2014	03/24/2014	APPROVED	Collecting fees from students for the AP testing	\$0.00	\$13.31	
Details	FELICIA JUAREZ	Oreo Ball Sales	02/17/2014	05/30/2014	APPROVED	Oreo balls are sold after school outside the culinary arts room.	\$0.00	\$415.	
Details	FELICIA JUAREZ	Blue Room STAFF Lunches	02/19/2014	05/28/2014	APPROVED	Culinary students prepare a lunch for staff to purchase one day a week. This lunch includes a main entree, sides, and a dessert.	\$0.00	\$600.	
Details	GIVENCHY YOUNG	Lady Texan Basketball t-shirts	11/18/2013	12/27/2013	APPROVED	Same as above	\$95.00	\$750.	
Details	HEIDI BUTCHER	AP biology T-shirt	01/08/2014	01/21/2014	APPROVED	T-Shirt that AP biology students will wear to review sessions	\$0.00	\$342.	
Details	IRIS FOUST	Sophomore Class Pre-sale shirts	01/08/2014	01/31/2014	APPROVED		\$0.00	\$414.	
Details	JAMES SCHNEIDER	Clothing FEE Collection	04/23/2014	06/30/2014	APPROVED	Clothing Fee Collection	\$60.00	\$43.00	
Details	JEFFREY EMBREY	UIL Region XIX Solo and Ensemble	01/16/2014	01/20/2014	APPROVED	Fees for solo and ensemble entry. Money is to be deposited into account 199.00.832.000.832.5753.347	\$259.00	\$0.00	
Details	JENNIFER EDWARDS	AVID t-shirts	01/16/2014	01/30/2014	APPROVED		\$0.00	\$30.00	
Details	JENNIFER EDWARDS	Rockets Game Tickets	01/30/2014	02/04/2014	APPROVED	Collecting money for tickets to the Houston Rockets game as part of the AVID Day with the Houston Rockets.	\$0.00	\$100.	
Details	JERRY THOMAS	Parking Permit	03/24/2014	06/06/2014	APPROVED		\$0.00	\$195.	
Details	JERRY THOMAS	Parking Boots	03/24/2014	06/06/2014	APPROVED		\$0.00	\$75.00	

Click on the name and click "Go".

Cash Collection Management

Bookkeeper-HS 240 day

Fundraiser Calendar

May 2014

S	M	T	W	T	F	S
					1	2
28	29	30	31			
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

[Open Collections](#)

[Collect By Student](#)

[Refund By Student](#)

[Student Statement](#)

[Non-Student Receipt](#)

[Booked Receipts](#)

[History](#)

Reconcile Collections

Gareri - Dance Class Fees (\$855.00)

POWELL									
Details	DEBRA JAMISON	Office	04/24/2014	06/16/2014	APPROVED	Shirts, Shave, Transcripts & Etc.	\$275.00	\$224.	
Details	DEBRA JAMISON	ID BADGES	01/06/2014	06/10/2014	APPROVED	SELLING ID BADGES	\$545.20	\$703.	
Details	DEBRA JAMISON	Not Clears	11/18/2013	06/09/2014	APPROVED		\$1,336.39	\$14.06	
Details	FAITH TIMMONS	AP Testing	03/05/2014	03/24/2014	APPROVED	Collecting fees from students for the AP testing	\$0.00	\$13.31	
Details	FELICIA JUAREZ	Oreo Ball Sales	02/17/2014	05/30/2014	APPROVED	Oreo balls are sold after school outside the culinary arts room.	\$0.00	\$415.	
Details	FELICIA JUAREZ	Blue Room STAFF Lunches	02/19/2014	05/28/2014	APPROVED	Culinary students prepare a lunch for staff to purchase one day a week. This lunch includes a main entree, sides, and a dessert.	\$0.00	\$600.	
Details	GIVENCHY YOUNG	Lady Texan Basketball t-shirts	11/18/2013	12/27/2013	APPROVED	Same as above	\$95.00	\$750.	
Details	HEIDI BUTCHER	AP biology T-shirt	01/08/2014	01/21/2014	APPROVED	T-Shirt that AP biology students will wear to review sessions	\$0.00	\$342.	
Details	IRIS FOUST	Sophomore Class Pre-sale shirts	01/08/2014	01/31/2014	APPROVED		\$0.00	\$414.	
Details	JAMES SCHNEIDER	Clothing FEE Collection	04/23/2014	06/30/2014	APPROVED	Clothing Fee Collection	\$60.00	\$43.00	
Details	JEFFREY EMBREY	UIL Region XIX Solo and Ensemble	01/16/2014	01/20/2014	APPROVED	Fees for solo and ensemble entry. Money is to be deposited into account 199.00.832.000.832.5753.347	\$259.00	\$0.00	
Details	JENNIFER EDWARDS	AVID t-shirts	01/16/2014	01/30/2014	APPROVED		\$0.00	\$30.00	
Details	JENNIFER EDWARDS	Rockets Game Tickets	01/30/2014	02/04/2014	APPROVED	Collecting money for tickets to the Houston Rockets game as part of the AVID Day with the Houston Rockets.	\$0.00	\$100.	
Details	JERRY THOMAS	Parking Permit	03/24/2014	06/06/2014	APPROVED		\$0.00	\$195.	
Details	JERRY THOMAS	Parking Boots	03/24/2014	06/06/2014	APPROVED		\$0.00	\$75.00	
Details	JESSE POHL	Frito Pie	11/07/2013	12/20/2013	APPROVED	Junior Class Officers will sell frito pies after school on	\$0.00	\$77.00	

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

Cash Collection Management

Bookkeeper-HS 240 day

Fundraiser Calendar

May 2014

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Open Collections
Collect By Student
Refund By Student
Student Statement
Non-Student Receipt
Booked Receipts
History

Reconcile Collections

Gareni - Dance Class Fees (\$855.00)

Go

Collection Code: 0021118201300209
Staff Name: LANESE GARERI
Fund Raiser Title: Dance Class Fees
Long Description: Students are required to pay fees to be enrolled in the class.
Collection Begins: 11/18/2013
Collection Ends: 5/30/2014
Default Amount: \$
Amount With Teacher: \$855
Amount With Bookkeeper: \$2412

Create Receipt Select All

CURRENT RECEIPTS ON-HAND		Student Name	Amount	Date/Time
Receipt Nbr	Student Nbr			
<input type="checkbox"/>	17038	ROCHA, SKYMARY	\$20.00	5/2/2014 1:26:59 PM
<input type="checkbox"/>	17030	VILLEGAS TRACONIZ, ASHLEE	\$20.00	5/2/2014 1:18:35 PM
<input type="checkbox"/>	17029	CASTILLO, MARIANA MICAELA	\$60.00	5/2/2014 1:17:57 PM
<input type="checkbox"/>	17025	GONZALES, SUSAN JACQUELINE	\$20.00	5/2/2014 1:12:59 PM
<input type="checkbox"/>	17024	FUENTES, ELIZABETH	\$20.00	5/2/2014 1:12:23 PM
<input type="checkbox"/>	17012	MELGAR, SHEILA	\$20.00	5/2/2014 12:58:18 PM
<input type="checkbox"/>	16966	MENDEZ, KYMBERLY ALEXIS	\$20.00	5/2/2014 10:17:34 AM
<input type="checkbox"/>	16964	SANCHEZ, JESSICA	\$20.00	5/2/2014 10:16:21 AM
<input type="checkbox"/>	16962	ALEJANDRO, GABRIELA	\$20.00	5/2/2014 10:15:30 AM
<input type="checkbox"/>	16959	HERNANDEZ, ARLINE	\$20.00	5/2/2014 10:13:10 AM
<input type="checkbox"/>	16958	GUERRA, LESLIE STEPHANIE	\$20.00	5/2/2014 10:12:12 AM
<input type="checkbox"/>	16957	MEJIA, JULISA CRISTAL	\$20.00	5/2/2014 10:10:26 AM
<input type="checkbox"/>	16956	MALDONADO, MARISOL	\$20.00	5/2/2014 10:09:08 AM
<input type="checkbox"/>	16955	TORRES, GABRIELA	\$20.00	5/2/2014 10:08:42 AM
<input type="checkbox"/>	16954	LONGORIA, ARACELIE MARIE	\$20.00	5/2/2014 10:07:56 AM
<input type="checkbox"/>	16953	CRUZ, PATSY ESMERALDA	\$20.00	5/2/2014 10:07:23 AM
<input type="checkbox"/>	16948	OLGUIN, KAREN LIZBETH	\$20.00	5/2/2014 9:56:55 AM
<input type="checkbox"/>	16947	ESPITIA, JESSICA PAOLA	\$20.00	5/2/2014 9:56:24 AM
<input type="checkbox"/>	16946	ORTIZ, VALERIA	\$20.00	5/2/2014 9:55:39 AM
<input type="checkbox"/>	16943	RIVERA, ITZEL GUADALUPE	\$10.00	5/2/2014 9:51:22 AM
<input type="checkbox"/>	16942	MEDINA, SUJEIRI GUADALUPE	\$20.00	5/2/2014 9:50:32 AM
<input type="checkbox"/>	16938	REYES, ALAN ALEXIS	\$20.00	5/2/2014 9:47:22 AM
<input type="checkbox"/>	16937	CARDOZA, EMILY MARIE	\$20.00	5/2/2014 9:46:23 AM
<input type="checkbox"/>	16935	TREVINO, MELISSA ELIZABETH	\$20.00	5/2/2014 9:44:04 AM
<input type="checkbox"/>	16929	HERNANDEZ, DAISY	\$20.00	5/2/2014 9:28:03 AM

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 or if all are to be receipted, click "Select All". Click "Create Receipt" if everything matches

Cash Collection Management

Bookkeeper-HS 240 day

Fundraiser Calendar

January 2016

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Open Collections
Collect By Student
Pending Refunds
Student Statement
Non-Student Receipt
Booked Receipts
Cancelled Receipts
History

Reconcile Collections

Bunge - 2015-2016 Band Shirt (\$612.00)

Go

Collection Code: 1441006201505795
Staff Name: MATTHEW BUNGE
Fund Raiser Title: 2015-2016 Band Shirt
Long Description:
Collection Begins: 10/5/2015
Collection Ends: 11/19/2015
Default Amount: \$9
Amount With Teacher: \$612
Amount to Cancel:
Amount With Bookkeeper: \$450

Create Receipt Select All

CURRENT RECEIPTS ON-HAND		Student Name	Amount	Date/Time
Receipt Nbr	Student Nbr			
<input type="checkbox"/>	251682	BAKER, DANIEL MATTHEW	\$9.00	12/15/2015 11:47:02 AM
<input type="checkbox"/>	251681	LAZO, NATALY MARYORI	\$9.00	12/15/2015 11:46:41 AM
<input checked="" type="checkbox"/>	245402	SALINAS, FIDEL	\$9.00	12/8/2015 8:59:13 AM
<input checked="" type="checkbox"/>	244936	PEREZ, DIANA	\$9.00	12/7/2015 3:46:12 PM
<input checked="" type="checkbox"/>	243140	KING, JANELSA ANN	\$9.00	12/4/2015 7:36:41 AM
<input checked="" type="checkbox"/>	243049	BERNAL, MATTHEW JORGE	\$9.00	12/3/2015 3:11:08 PM
<input type="checkbox"/>	243048	PEREZ, EDITH	\$9.00	12/3/2015 3:10:37 PM
<input type="checkbox"/>	242614	RAMOS, MOISES ISAI	\$9.00	12/3/2015 8:38:15 AM
<input type="checkbox"/>	241943	GARCIA, DANA ZARELA	\$9.00	12/2/2015 8:41:22 AM
<input type="checkbox"/>	241941	GONZALEZ, KARINA	\$9.00	12/2/2015 8:40:58 AM
<input type="checkbox"/>	241731	POIRRIER, AXL AVERY NEALON	\$9.00	12/1/2015 4:04:30 PM
<input type="checkbox"/>	240841	CAMACHO, ANGELA HOLLY	\$9.00	11/30/2015 11:42:22 AM
<input type="checkbox"/>	236528	MARTINEZ, ANDRES MANUEL	\$9.00	11/16/2015 10:22:02 AM
<input type="checkbox"/>	236525	CARRION CRUZ, SOFIA ISABEL	\$18.00	11/16/2015 10:21:35 AM
<input type="checkbox"/>	236519	ROBERTS, NATHAN LEE	\$9.00	11/16/2015 10:21:13 AM

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.

Cash Collection Management

Bookkeeper-HS 240 day

Fundraiser Calendar

Collection Code: 1440918201505301
 Staff Name: MATTHEW BUNGE
 Fund Raiser Title: School owned instrument rental
 Long Description: Insurance contract for school-owned instruments.
 Collection Begins: 9/14/2015
 Collection Ends: 10/9/2015
 Default Amount: \$30
 Amount With Teacher: \$
 Amount to Cancel:
 Amount With Bookkeeper: \$90

Buttons: Create Receipt, Select All

CURRENT RECEIPTS ON-HAND		Student Nbr	Student Name	Amount	Date/Time
Receipt Nbr					
				Total Receipts On-Hand:	\$0.00

RECEIPTS TO BOOKKEEPER		Std. Receipt	Amount	Bkpr Date/Time
Bkpr. Receipt Nbr				
1440000290		2	\$60.00	10/21/2015 3:14:32 PM
1440000270		1	\$30.00	9/29/2015 3:21:05 PM
			Total Receipts to Bookkeeper:	\$90.00

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.

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.

Management

Bookkeeper-HS 240 day

Fundraiser Calendar

Collection Code: 1440923201505403
 Staff Name: DRU LUNDQUIST
 Fund Raiser Title: Fall 2015- Book Fair
 Long Description:
 Collection Begins: 10/2/2015
 Collection Ends: 10/9/2015
 Default Amount: \$
 Amount To Receive:
 Amount With Bookkeeper: \$3517.6

Buttons: Create Receipt

CURRENT RECEIPTS ON-HAND		Student Nbr	Student Name	Amount	Date/Time
Receipt Nbr					
				Total Receipts On-Hand:	\$0.00

RECEIPTS TO BOOKKEEPER		Std. Receipt	Amount	Bkpr Date/Time
Bkpr. Receipt Nbr				
1440000283		1	\$727.99	10/9/2015 1:32:10 PM
1440000282		1	\$792.49	10/8/2015 4:11:41 PM
1440000281		1	\$679.16	10/7/2015 4:15:15 PM
1440000280		1	\$537.75	10/6/2015 4:00:40 PM
1440000277		1	\$616.04	10/5/2015 3:54:23 PM
1440000275		1	\$164.17	10/2/2015 3:26:04 PM
			Total Receipts to Bookkeeper:	\$3,517.60

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.....never delete a cash collection receipt in the ROC system.

COLLECT BY STUDENT

Click on "Collect By Student".

Cash Collection Management

Bookkeeper-HS 240 day

Fundraiser Calendar

January 2016						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

- Open Collections
- Collect By Student
- Pending Refunds
- Student Statement
- Non-Student Receipt
- Booked Receipts
- Cancelled Receipts
- History

Reconcile Collections

Please select one Go

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**.

Bookkeeper-HS 240 day

Fundraiser Calendar

June 2014						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

- Open Collections
- Collect By Student
- Pending Refunds
- Student Statement
- Non-Student Receipt
- Booked Receipts
- Cancelled Receipts
- History

Reconcile Collections

Corb - test (\$13.00) Go

Use this form to search for open collections for a specific student. Enter a Student ID or any combination of the student's name. A list of valid matches will be displayed.

Search District-Wide

Student ID:

or...

First Name:

Middle Name:

Last Name:

Note: you will only see students you are authorized to collect from.

Submit

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

Search Only This Campus

Use this form to search for open collections for a specific student. Enter a Student ID or any combination of the student's name. A list of valid matches will be displayed.

Student ID:

or...

First Name:

Middle Name:

Last Name:

Note: you will only see students you are authorized to collect from.

Submit

Results	Student Nbr	Student Name	Birth Date	Grade Level
select		NGUYEN, TAYLOR HAN		11

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.

Cash Collection Management

Bookkeeper: HS 240 day

Student Nbr.:
Campus: Lonnie B. Kel
Student Name:
Student DOB:
Student Grade Level: 06
Email Address:
Comment:

Owner	Campus	Collection	Description	Type	Default	Collected	New Amt	Include
BUNGE	144	2015-2016 Band Shirt		Non-Profit Sales	\$9.00	\$0.00	<input type="text"/>	<input type="checkbox"/>
BUNGE	144	School owned instrument rental	Insurance contract for school-owned instruments.	Fee	\$30.00	\$0.00	<input type="text"/>	<input type="checkbox"/>
ERSKINS	144	Lemonade War Book		Non-Profit Sales	\$1.00	\$0.00	<input type="text"/>	<input type="checkbox"/>
GARCIA	144	CELL PHONES		Fee	\$15.00	\$15.00	<input type="text"/>	<input type="checkbox"/>
KOLAR	144	Refrigerator Permit	permits for staff refrigerators	Fee	\$35.00	\$0.00	<input type="text"/>	<input type="checkbox"/>
KOLAR	144	Team Leader Lodging		Fee	\$86.00	\$0.00	<input type="text"/>	<input type="checkbox"/>
KOLAR	144	shirts and planners	tshirts and planners	Fundraiser	\$0.00	\$0.00	<input type="text"/>	<input type="checkbox"/>
LOCKLIN	144	Yearbook Cash Collections		Non-Profit Sales	\$0.00	\$0.00	<input type="text"/>	<input type="checkbox"/>
LUNDQUIST	144	District Lost Library Books	These are payments for books that belonged to other campuses, but were paid for at the Keller Library.	Fee	\$0.00	\$0.00	<input type="text"/>	<input type="checkbox"/>
LUNDQUIST	144	Lost Books from prior Keller students	This is for Keller books that have been paid for by former students who are no longer at Keller.	Fee	\$0.00	\$0.00	<input type="text"/>	<input type="checkbox"/>
LUNDQUIST	144	Lost Library Books 2015-16		Fee	\$0.00	\$0.00	<input type="text"/>	<input type="checkbox"/>

Be sure to check the "Include" box on any lines you want to record. Otherwise the receipt will not be recorded.

Receipt

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.

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.

NON-STUDENT RECEIPT

Click on **Non-Student Receipt**.

Cash Collection Management

Bookkeeper-HS 240 day

Fundraiser Calendar

Open Collections
Collect By Student
Pending Refunds
Student Statement
Non-Student Receipt
Booked Receipts
Cancelled Receipts
History

Reconcile Collections

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.

Cash Collection Management

Bookkeeper-HS 240 day

Fundraiser Calendar

Open Collections
Collect By Student
Pending Refunds
Student Statement
Non-Student Receipt
Booked Receipts
Cancelled Receipts
History

Reconcile Collections

Use this form to receive money in cash or check form and create ROC receipt records.

Business or Individual Name:
Address:
City/State/Zipcode:
Check No.:
Check Date:
Total Amount: Donation Amount:
Comment:
Is this a Donation? Choose
Fund:
Accounting Unit:
Account:
Sub Account:
Activity:
Account Category:

RECEIPTS TO BOOKKEEPER

	Bkpr. Receipt Nbr	Name	Amount	Bkpr Date/Time	
edit	1440000307	RAMBO SNACKS	\$70.50	11/9/2015 4:10:58 PM	Attachments
edit	1440000304	LIFETOUGH	\$390.13	11/2/2015 4:09:19 PM	Attachments
edit	1440000276	DANA GOINS	\$35.00	10/5/2015 1:12:08 PM	Attachments
edit	1440000239	JUNIUS SHINETTE	\$32.90	9/1/2015 2:05:49 PM	Attachments
edit	1440000176	LOUNY TAYLOR	\$75.00	8/25/2015 10:33:33 AM	Attachments

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.

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.