

Receipting Employees on Cash System

Cash Collection System is only for "CASH payments"Not for CREDIT CARD PAYMENTS.

Select My Collections

Cash Collection Management
Wendy Sharpless
004 - Dobie High School
Sec Dir Choral HS Teacher

Fundraiser Calendar
February 2015

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

[New Collection](#)
[My Collections](#)
[Student Groups](#)
[Course Groups](#)
[Collect By Student](#)
[Refund By Student](#)
[Booked Receipts](#)
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[History](#)



Click on the **Collect** hyperlink [Collect](#)

Cash Collection Management
Wendy Sharpless
004 - Dobie High School
Sec Dir Choral HS Teacher

Fundraiser Calendar
February 2015

	Employee	Title	Starting	Ending	Status	Description	Teacher	Bookkeeper
Collect	WENDY SHARPLESS	Solo and Ensemble	01/29/2015	06/12/2015	APPROVED		\$35.00	\$0.00

[New Collection](#)
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Select the **Receipt Employees** button at the top of the screen

[Receipt Employees](#)

Collection Code: 0040129201502685
Staff Name: Wendy Sharpless
Fund Raiser Title: Solo and Ensemble
Long Description:
Collection Begins: 1/29/2015
Collection Ends: 6/12/2015
Default Amount: \$7.00
Amount With Teacher: \$35.00
Refund Amount In-Process:
Cancel Amount In-Process:
Amount With Bookkeeper:

Student: *


Amount Collected: \$7.00 *

Comment:

[Create Receipt](#)

Locate and select **Employee** from drop down

Receipt Students

Collection Code: 0040129201502685
Staff Name: Wendy Sharpless
Fund Raiser Title: Solo and Ensemble
Long Description:
Collection Begins: 1/29/2015
Collection Ends: 6/12/2015
Default Amount: \$7.00
Amount With Teacher: \$35.00
Refund Amount In-Process:
Cancel Amount In-Process:
Amount With Bookkeeper:
Employee: ...choose employee * 
Amount Collected: \$7.00 *
Comment:
Create Receipt

Enter **Amount Collected**

Receipt Students

Collection Code: 0040129201502685
Staff Name: Wendy Sharpless
Fund Raiser Title: Solo and Ensemble
Long Description:
Collection Begins: 1/29/2015
Collection Ends: 6/12/2015
Default Amount: \$7.00
Amount With Teacher: \$35.00
Refund Amount In-Process:
Cancel Amount In-Process:
Amount With Bookkeeper:
Employee: ...choose employee * 
Amount Collected: \$7.00 * 
Comment:
Create Receipt

Verify **Employee** Name selection and **Amount Collected** fields

Add **Comment** if needed

Hit **Create Receipt**

Receipt Students

Collection Code: 0040129201502685
Staff Name: Wendy Sharpless
Fund Raiser Title: Solo and Ensemble
Long Description:
Collection Begins: 1/29/2015
Collection Ends: 6/12/2015
Default Amount: \$7.00
Amount With Teacher: \$35.00
Refund Amount In-Process:
Cancel Amount In-Process:
Amount With Bookkeeper:
Employee: ...choose employee *
Amount Collected: \$7.00 *
Comment:
Create Receipt 