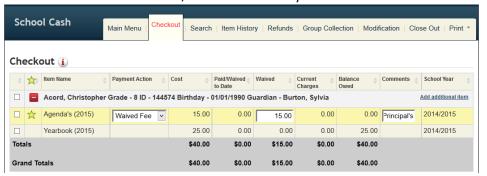


## When to use the School Cash Register

## 1. Waive an item for a student

- a. Payment Action, select Waived Fee option
- b. Waived amount can be the full amount of the item or a partial amount
- c. Comments are recommended, but not mandatory



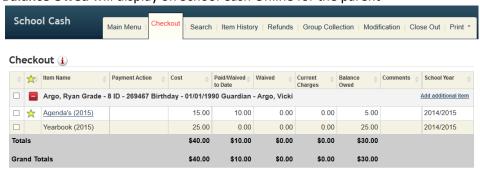
Comments entered are displayed on the Close Out Report, Payment Details, Statement, Receipts and School Cash Catalogue Category Report

## 2. Accept a partial payment for a student

- a. Payment Action, select Partial Payment option
- b. Current Charges is the partial payment amount
- c. Comments are not required



d. Balance Owed will display on School Cash Online for the parent





## 3. Cash/Cheque Repayment of an Online NSF item for a student

a. When an Online payment is rejected (NSF or incorrect bank account information) the parent receives an email notification and a banner is placed on the parent account.

One of your recent payments has been Rejected. Click here to pay for the Item(s) again.

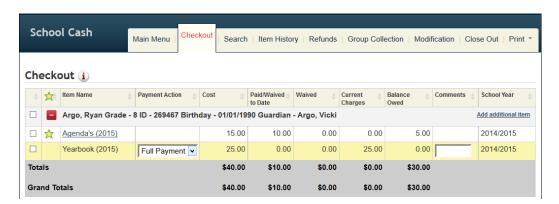
- b. The parent will not have access to pay for any other item on School Cash Online until the rejected item has been repaid.
- c. In School Cash Catalogue, the paid status is automatically changed to an owing status (and will also appear in the School Cash Register checkout)



d. When parent wants to repay the rejected item with cash or cheque, enter this payment in the School Cash Register.

Payment Action, select Fully Payment option

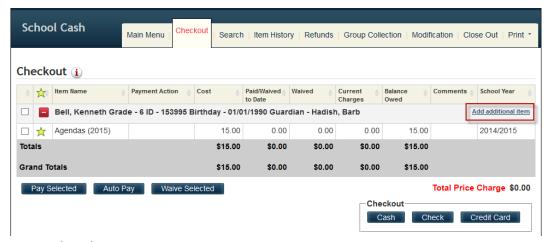
Comments are not required



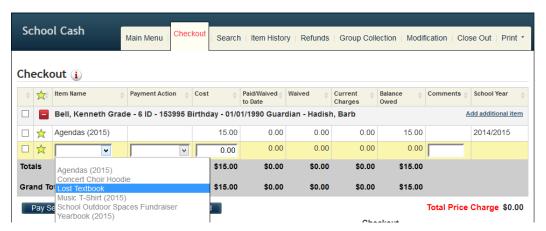
e. The Rejected Banner will be removed from the parent's account on School Cash Online.



- 4. Record a Variable Cost Item (lost textbook, library fine)
  - a. Select the **Add additional item** option



b. Select the Item Name



c. Enter the **Payment Action, Cost** and **Comments** (lost text name and book # or lost library book, etc.). The item will then be posted on School Cash Online.

