

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

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Checkout ⓘ

| Item Name | Payment Action | Cost | Paid/Waived to Date | Waived | Current Charges | Balance Owed | Comments | School Year |
|-------------------------------------------------------------------------------------------------|----------------|----------------|---------------------|----------------|-----------------|----------------|-------------|-------------|
| Acord, Christopher Grade - 8 ID - 144574 Birthday - 01/01/1990 Guardian - Burton, Sylvia | | | | | | | | |
| Agenda's (2015) | Waived Fee | 15.00 | 0.00 | 15.00 | 0.00 | 0.00 | Principal's | 2014/2015 |
| Yearbook (2015) | | 25.00 | 0.00 | 0.00 | 0.00 | 25.00 | | 2014/2015 |
| Totals | | \$40.00 | \$0.00 | \$15.00 | \$0.00 | \$40.00 | | |
| Grand Totals | | \$40.00 | \$0.00 | \$15.00 | \$0.00 | \$40.00 | | |

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

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Checkout ⓘ

| Item Name | Payment Action | Cost | Paid/Waived to Date | Waived | Current Charges | Balance Owed | Comments | School Year |
|--------------------------------------------------------------------------------------|-----------------|----------------|---------------------|---------------|-----------------|----------------|----------|-------------|
| Argo, Ryan Grade - 8 ID - 269467 Birthday - 01/01/1990 Guardian - Argo, Vicki | | | | | | | | |
| Agenda's (2015) | Partial Payment | 15.00 | 0.00 | 0.00 | 10.00 | 5.00 | | 2014/2015 |
| Yearbook (2015) | | 25.00 | 0.00 | 0.00 | 0.00 | 25.00 | | 2014/2015 |
| Totals | | \$40.00 | \$0.00 | \$0.00 | \$10.00 | \$30.00 | | |
| Grand Totals | | \$40.00 | \$0.00 | \$0.00 | \$10.00 | \$30.00 | | |

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

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Checkout ⓘ

| Item Name | Payment Action | Cost | Paid/Waived to Date | Waived | Current Charges | Balance Owed | Comments | School Year |
|--------------------------------------------------------------------------------------|----------------|----------------|---------------------|---------------|-----------------|----------------|----------|-------------|
| Argo, Ryan Grade - 8 ID - 269467 Birthday - 01/01/1990 Guardian - Argo, Vicki | | | | | | | | |
| Agenda's (2015) | | 15.00 | 10.00 | 0.00 | 0.00 | 5.00 | | 2014/2015 |
| Yearbook (2015) | | 25.00 | 0.00 | 0.00 | 0.00 | 25.00 | | 2014/2015 |
| Totals | | \$40.00 | \$10.00 | \$0.00 | \$0.00 | \$30.00 | | |
| Grand Totals | | \$40.00 | \$10.00 | \$0.00 | \$0.00 | \$30.00 | | |

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)

| Total | Paid | Waived | Refunded | Owing | Purchased | Item Name | Payments |
|---------|--------|--------|----------|---------|-----------|-----------------|--------------------------------------------------------------|
| \$25.00 | \$0.00 | \$0.00 | \$0.00 | \$25.00 | 8/6/2015 | Yearbook (2015) | \$25.00 - eCheck - 08/06/15, \$-25.00 - eCheck - 08/10/15 |

- 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

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| <input type="checkbox"/> | | Item Name | Payment Action | Cost | Paid/Waived to Date | Waived | Current Charges | Balance Owed | Comments | School Year |
|--------------------------|--|-------------------------------------------------------------------------------|----------------|---------|---------------------|--------|-----------------|--------------|----------|-------------------------------------|
| <input type="checkbox"/> | | Argo, Ryan Grade - 8 ID - 269467 Birthday - 01/01/1990 Guardian - Argo, Vicki | | | | | | | | Add additional item |
| <input type="checkbox"/> | | Agenda's (2015) | | 15.00 | 10.00 | 0.00 | 0.00 | 5.00 | | 2014/2015 |
| <input type="checkbox"/> | | Yearbook (2015) | Full Payment | 25.00 | 0.00 | 0.00 | 25.00 | 0.00 | | 2014/2015 |
| Totals | | | | \$40.00 | \$10.00 | \$0.00 | \$0.00 | \$30.00 | | |
| Grand Totals | | | | \$40.00 | \$10.00 | \$0.00 | \$0.00 | \$30.00 | | |

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

