



# School Cash Register

## How to Create Group Collection

Update: May 2013

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# School Cash Register

## *How to Create A Group Collection*

The Group Collection feature is part of School Cash Register. Group Collections are typically a list of payments that have been collected by a staff member, for an item that has been created in the School Cash Catalog. The payment list would include the item name, the name of the student making the payment, the amount of the payment and the tender type (cash, check or combination).

Items must be created and attached to students in the School Cash Catalog before they become available for Group Collection. Any type of item can be used to create a Group Collection campaign. A Group Collection Campaign can be created regardless of the type of student attachment used when the item was created.

One of the most common items would be a class trip (eg: Grade 10 Field Trip to Science Museum). Payments itemized in a Group Collection Campaign will be reported in School Cash Catalog reports as well as in the Group Collection Payment Summary Report.

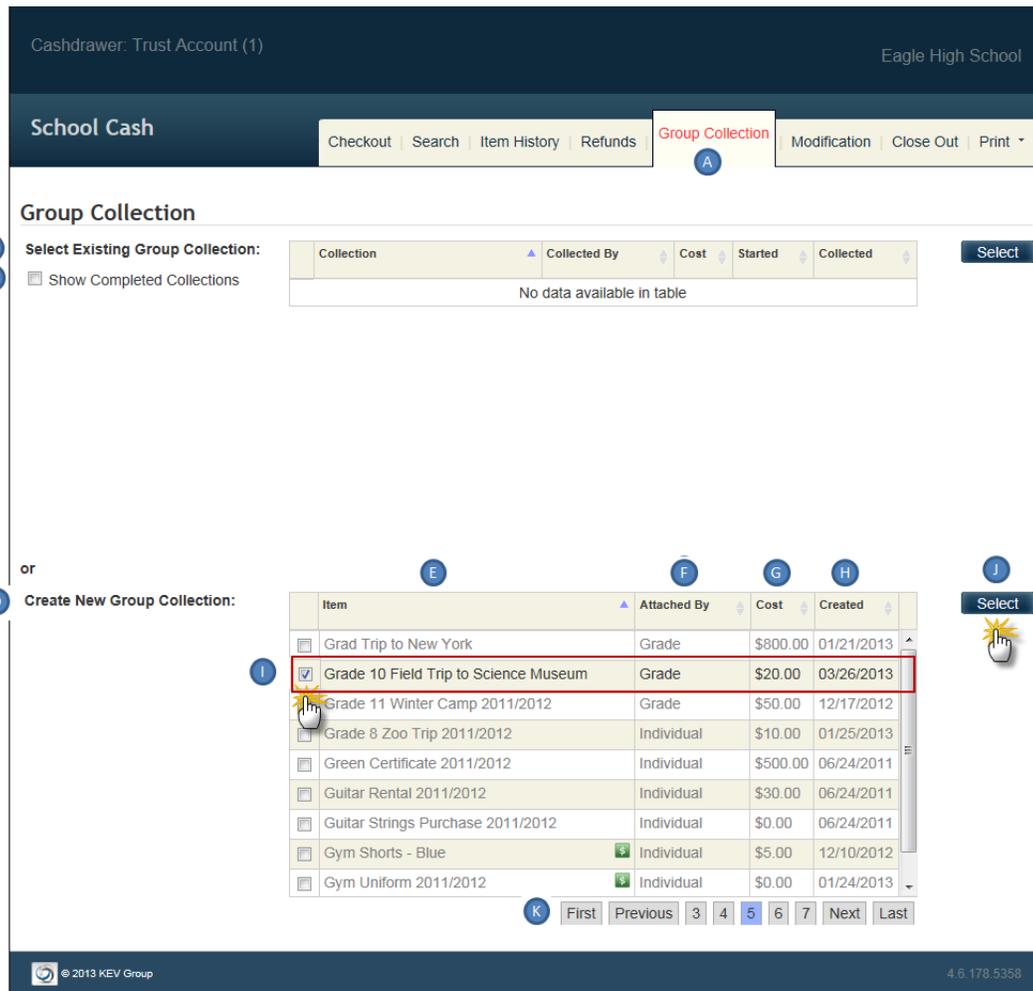
The Group Collection feature is not able to record partial payments or credit card payments.

Group Collections will allow the user to:

- ☉ Create a Group Collection Campaign
- ☉ Create a Campaign based on a selected student attachment.  
**NOTE:** This attachment can differ from the student attachment type selected when the item was created.
- ☉ View a list of students attached to the selected campaign
- ☉ View the total number of students in the campaign
- ☉ View the number of students who have paid for the item
- ☉ Itemize payment type (cash, check, or combination)
- ☉ Select item options during payment (some conditions apply)
- ☉ Issue a receipt for payment
- ☉ Generate a Payment Summary Report
- ☉ Create a deposit in School Cash Accounting Deposits and Receipts
- ☉ Re-use an open campaign to itemize additional payments
- ☉ Complete a campaign when no further payments are expected

# 1. Group Collection Features

**Items must be created in the School Cash Catalog and attached to students before they can become available for payment using School Cash Register Group Collection!**



*School Cash Register Group Collection – Display*

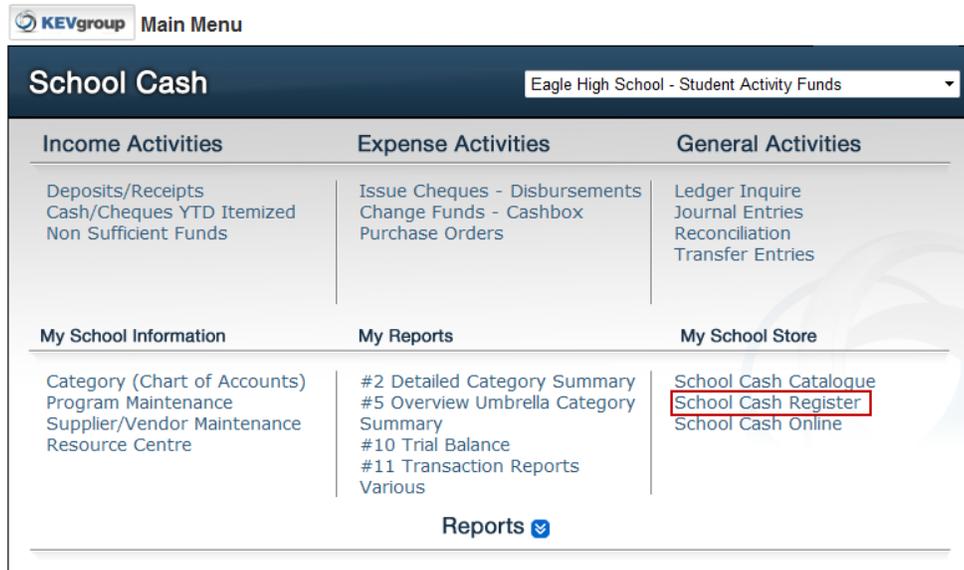
## Features:

- A. Group Collection Tab:** Displays existing Group Collection Campaigns (top half of window) and items available to create new Group Collection Campaigns (bottom half of window)
- B. Select Existing Group Collection:** Displays “open” Group Collection Campaigns
- C. Show Completed Group Collections:** Optional Filter to display completed Group Collection Campaigns
- D. Create New Group Collection:** Displays a list of active items(bold text) available for use as a Group Collection Campaign
- E. Item:** Displays Item name as listed in School Cash Catalog
- F. Attached by:** Displays type of Attachment created in School Cash Catalog
- G. Cost:** Displays item cost created in School Cash Catalog
- H. Created:** Displays date item was created in School Cash Catalog

- I. **Selected Item:** Select item (check box) to be used to create a new Group Collection Campaign
- J. **Select:** Click **Select** to complete the new Create a New Group Collection Campaign process
- K. **Page Turners:** Click required “page turner” to move around item list.  
**NOTE:** Item list displays 10 items per page

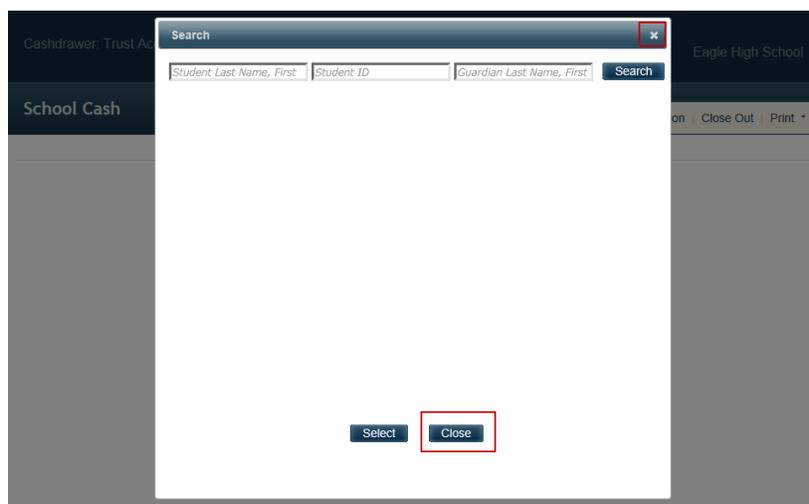
### How to Create a Group Collection Campaign

**Step 1:** From the School Cash Accounting **Main Menu**, select **School Cash Register** from the **My School Store** group



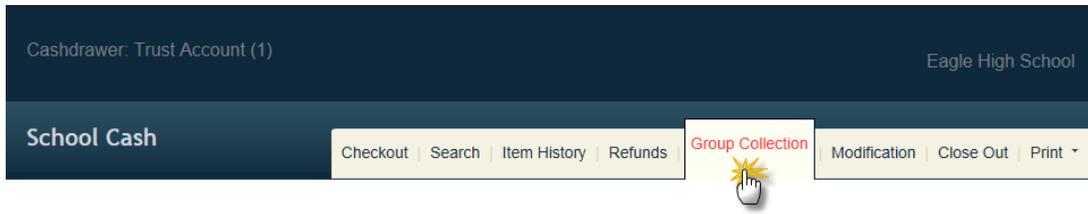
School Cash Main Menu – Display

**Step 2:** Click **Close** to close **Student Search** window



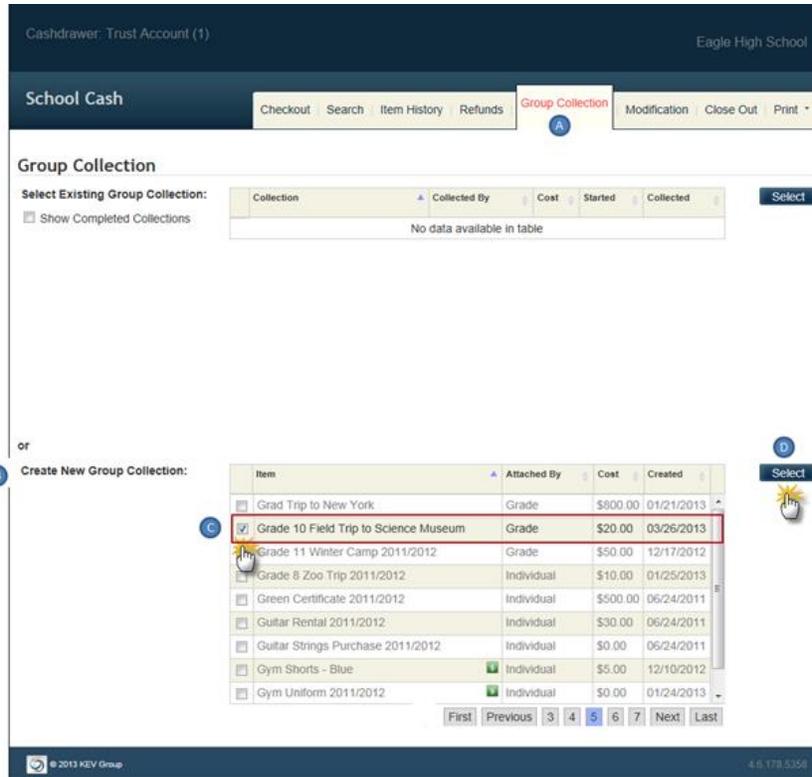
School Cash Register Student Search Window – Display

**Step 3:** Click **Group Collection** tab



*School Cash Register Group Collection Tab – Display*

**Step 4:**



*School Cash Register Group Collection – Display*

- A. **Create New Group Collection:** Scroll item list to select required item. (eg: Grade 10 Field Trip to Science Museum)  
**NOTE:** Active items appear in bold type. Inactive items display in “greyed” out text.
- B. **Check Item:** Click **checkbox** to left of required item
- C. **Select:** Click **Select** button

## 2. Select Collection Details for Group Collection Campaign

**Collect By: options are perfect for creating a specific Group Collection Campaign!**

Cashdrawer: Trust Account (1) Eagle High School

School Cash

Checkout | Search | Item History | Refunds | **Group Collection** | Modification | Close Out | Print

**Group Collection for Grade 10 Field Trip to Science Museum**

Collect By:

Grade  Course  Homeroom  Group

Homeroom	Student Count
<input checked="" type="checkbox"/> 10A	30
<input type="checkbox"/> 10B	35

Collection Name: Grade 10 Field Trip to Science Museum for Homeroom 10A

Create Group Collection

*School Cash Register – Group Collection Campaign – Display*

### Features:

- A. **Group Collection tab:** Group Collection tab selected
- B. **Group Collection for:** Name of selected item displays in red text
- C. **Collect By:** Select required collection type
- D. **Collect By Options:** Select required collection option.  
**NOTE:** Options will vary depending on Collect By: selection
- E. **Collection Name:** Group Collection Campaign name will display in text box  
**NOTE:** The Group Collection Campaign name can be edited if necessary.
- F. **Create Group Collection:** Click **Create Group Collection** to finalize creation of Group Collection Campaign

**NOTE:** Newly created group collection will open automatically and is ready for payments to be itemized.

### 3. Select an Existing Group Collection Campaign

Select an existing open Group Collection Campaign in order to continue to itemize payments!

**Group Collection**

Select Existing Group Collection:  Show Completed Collections

Collection	Collected By	Cost	Started	Collected
Agendas for Homeroom 8D	Homeroom 8D	\$10.00	04/26/2013	0 out of 28
Cosmetology Course Fee for Homeroom 8D	Homeroom 8D	\$25.00	04/26/2013	0 out of 35
Debate Team Field Trip for Group Debate Team	Group Debate Team	\$10.00	04/26/2013	0 out of 10
Grade 10 Field Trip to Science Museum for Homeroom 10A	Homeroom 10A	\$20.00	04/25/2013	0 out of 30

**Select**

*School Cash Register Group Collection Select Existing Group Collection – Display*

#### Features:

- A. Group Collection Tab:** Select Group Collection tab to see a list of existing Group Collection Campaigns
  - B. Select Existing Group Collection:** Displays a list of all “open” Group Collection Campaigns
  - C. Collection:** Displays Group Collection Campaign Name
  - D. Collected by:** Displays type of attachment selected when Group Collection Campaign was created
  - E. Cost:** Displays Group Collection Campaign Cost, based School Cash Catalog item
  - F. Started:** Displays date Group Collection Campaign was created
  - G. Collected:** Displays number of payments accepted in selected Group Collection Campaign as well total number of students attached to selected campaign
- Click **Select** to open existing Group Collection Campaign

## 4. Itemize Payments in a Group Collection Campaign

Selected Group Collection Campaign will:

- ☑ Display a list of students based on the Collect By option that has been selected
  - ☑ Display all student information (last name, first name, Student #, Guardian)
  - ☑ Display Cost of item
  - ☑ Display number of students attached to Group Collection Campaign
  - ☑ Display number of payments collected for current Group Collection Campaign
  - ☑ Allows for “all” Payment itemization with either cash or check.
- NOTE:** This option is best used when there is a limited number of outstanding payments.
- ☑ Allows for itemization of individual item payments with either cash, check or combination tender
  - ☑ Allows for a receipt to be issued
  - ☑ Allows for a Payment Summary Report to be printed

Cashdrawer: Trust Account (1) Eagle High School

**School Cash** | Checkout | Search | Item History | Refunds | **Group Collection** | Modification | Close Out | Print

**Group Collection for Grade 10 Field Trip to Science Museum**

Money Handed in By: Ojanpera, Chris Group: Homeroom 10 A Collected: 0 out of 30

#	Last Name	First Name	Student #	Guardian	Charge	Payment Option	Receipt
						All Cash   All Check	<input type="checkbox"/>
1	Adams	Brody	8354	Walker, Barb	20.00	0:None   1:Cash   2:Check   3:Combo	<input type="checkbox"/>
2	Adams	Carter	16961	Prins, Tracey	20.00	None	<input type="checkbox"/>
3	Adams	Charles	8271	Sutherland, Sharon	20.00	None	<input type="checkbox"/>
4	Adams	Cole	8206	Benoit, Susanne	20.00	None	<input type="checkbox"/>
5	Adams	Rebecca	8425	Fischer, Heather	20.00	None	<input type="checkbox"/>
6	Allarie	Joey	17025	Valmonte, Alicia	20.00	None	<input type="checkbox"/>
7	Alm	Adria	8275	Goings, Lana	20.00	None	<input type="checkbox"/>
8	Anderson	Branden	8454	Lightburn, Karen	20.00	None	<input type="checkbox"/>
9	Anderson	Cody	1108	Ballantyne, Carol	20.00	None	<input type="checkbox"/>
10	Anderson	Dylan	8274	Goings, Lana	20.00	None	<input type="checkbox"/>
11	Anderson	Evan	632	Oro, Kimberley	20.00	None	<input type="checkbox"/>
12	Anderson	Gabriel	16971	Anderson, Carol	20.00	None	<input type="checkbox"/>
13	Anderson	Samantha	10151	Statham, Karen	20.00	None	<input type="checkbox"/>

Print | Deposit | Complete

*School Cash Register – “Open” Group Collection Campaign - Display*

### Features:

- A. Group Collect Tab:** Select Group Collection tab to either create or open a Group Collection Campaign
- B. Group Collection:** Displays name of open Group Collection Campaign
- C. Money Handed in By:** Displays current user name

- D. **Group/Collected:** Displays type of attachment selected when current campaign was created  
Displays number of payments collected out of total students attached to campaign
- E. **Last Name:** Displays Student Last name, as listed in student data.
- F. **First Name:** Displays Student First Name, as listed in student data
- G. **Student #:** Displays Student #, as listed in student data
- H. **Guardian:** Displays Guardian Name, as listed in student data
- I. **Cost:** Displays cost of item, associated with the open Group Collection Campaign
- J. **Payment Option:** Displays payment type (Cash, Check, Combination) or None if item is unpaid
- K. **Receipt:** Checking Receipt check box would issue a receipt for payment
- L. **Print:** Print option allows user to print selected receipts and Payment Summary Report
- M. **Deposit:** Deposit option allows user to create a deposit in School Cash Accounting, Deposits and Receipts module  
**NOTE:** Group Collection Campaign will stay open, to allow additional payments to be itemized.
- N. **Complete:** Complete option allows the user to create a deposit in School Cash Accounting, Deposits and Receipts module.  
**NOTE:** Group Collection Campaign will close. No future payments can be itemized in the campaign.

**HINT:** Each column header can be used to sort the column. By default list displays in Ascending order based on Last Name. Click a Last name column header to sort list in descending order (Z to A) . Any column header can be used to alter the sort order display.

### ***How to Itemize a Group Collection Campaign***

***Perfect way to itemize a Group Collection Campaign when not all student have paid for the item and the type of tender varies!***

Itemizing individual students, allows the user to:

- ☉ Select the required student from the available list of students
- ☉ Select the type of tender being used to pay for the item

- Step 1:** From the School Cash Accounting **Main Menu**, select **School Cash Register** from the **My School Store** group
- Step 2:** Click **Close** to close **Student Search** window
- Step 3:** Click **Group Collection** tab
- Step 4:** Click required **“open” Group Collection Campaign**  
Click **Select**

## Step 5:

Cashdrawer: Trust Account (1) Eagle High School

School Cash

Checkout | Search | Item History | Refunds | **Group Collection** | Modification | Close Out | Print

Group Collection for **Grade 10 Field Trip to Science Museum**

Money Handed in By: Ojanpera, Chris

Group: **Homerom 10 A** Collected: **0 out of 30**

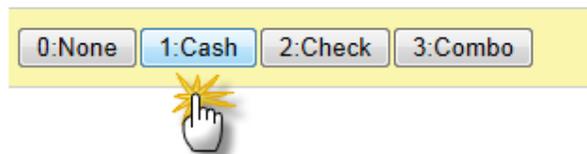
#	Last Name	First Name	Student #	Guardian	Charge	Payment Option	Receipt
1	Adams	Brody	8354	Walker, Barb	20.00	0:None 1:Cash 2:Check 3:Combo	<input type="checkbox"/>
2	Adams	Carter	16961	Prins, Tracey	20.00	None	<input type="checkbox"/>
3	Adams	Charles	8271	Sutherland, Sharon	20.00	None	<input type="checkbox"/>
4	Adams	Cole	8206	Benoit, Susanne	20.00	None	<input type="checkbox"/>
5	Adams	Rebecca	8425	Fischer, Heather	20.00	None	<input type="checkbox"/>
6	Allarie	Joey	17025	Valmonte, Alicia	20.00	None	<input type="checkbox"/>
7	Alm	Adria	8275	Goings, Lana	20.00	None	<input type="checkbox"/>
8	Anderson	Branden	8454	Lightburn, Karen	20.00	None	<input type="checkbox"/>
9	Anderson	Cody	1108	Ballantyne, Carol	20.00	None	<input type="checkbox"/>
10	Anderson	Dylan	8274	Goings, Lana	20.00	None	<input type="checkbox"/>
11	Anderson	Evan	632	Oro, Kimberley	20.00	None	<input type="checkbox"/>
12	Anderson	Gabriel	16971	Anderson, Carol	20.00	None	<input type="checkbox"/>
13	Anderson	Samantha	10151	Statham, Karen	20.00	None	<input type="checkbox"/>

Print Deposit Complete

*Group Collection Campaign – Mixed Tender Type – Display*

### Locate the required student

- A.** In **Payment Option** column, click required **Tender type**, either **Cash** or **Check** or **Combo**
1. Select **1. Cash** or enter #1 from keyboard for cash payment



2. Select **2. Check** or enter #2 from keyboard for check payment



3. Select **3. Combo** or enter #3 from keyboard for combo payment

The top part of the image shows a menu with four options: 0:None, 1:Cash, 2:Check, and 3:Combo. The '3:Combo' option is highlighted in blue, and a hand cursor is clicking on it. Below this is a 'Combo Payment' dialog box. It contains the following text and fields:

Please enter the combination values below and then press Continue.

Cash Amount:

Check Amount:

Total Charge: **\$20.00**

At the bottom of the dialog box are two buttons: 'Continue' and 'Cancel'. A hand cursor is clicking on the 'Continue' button.

- i. Enter the value of cash
- ii. Press TAB, value of check will auto-calculate
- iii. Click **Continue**

### How is a Receipt Issued for a Payment?

**Perfect when a receipt needs to be issued for payment!**

A receipt can be issued either before the Group Collection deposit or as part of the deposit/complete process.  
To Issue a receipt for selected Group Collection Campaign Payment:

The screenshot shows the 'School Cash' interface. At the top, it says 'Cashdrawer: Trust Account (1)' and 'Eagle High School'. Below that is a navigation bar with 'School Cash' and several menu items: 'Checkout', 'Search', 'Item History', 'Refunds', 'Group Collection' (highlighted in red), 'Modification', 'Close Out', and 'Print'. Below the navigation bar, the title is 'Group Collection for Grade 10 Field Trip to Science Museum'. There are two input fields: 'Money Handed in By' with the value 'Ojanpera, Chris' and 'Group: Homeroom 10 A Collected: 7 out of 30'. Below this is a table with the following columns: '#', 'Last Name', 'First Name', 'Student #', 'Guardian', 'Charge', 'Payment Option', and 'Receipt'. The table contains three rows of data. A hand cursor is clicking on the 'Receipt' checkbox for the second row (Adams, Carter).

#	Last Name	First Name	Student #	Guardian	Charge	Payment Option	Receipt
1	Adams	Brody	8354	Walker, Barb	20.00	Cash	<input type="checkbox"/>
2	Adams	Carter	16961	Prins, Tracey	20.00	Cash	<input checked="" type="checkbox"/>
3	Adams	Charles	8271	Sutherland, Sharon	20.00	Check	<input type="checkbox"/>

*Group Collection Campaign Payment Receipt – Display*

- A. Select required student
- B. In Payment Option column, select required tender type
- C. Click **Receipt** check box

## 5. Print Receipts and Group Collection Summary Report

*Perfect when individual receipts have been issued and need to be printed.  
A Group Collection Summary report can be printed and returned to the staff member  
who has submitted the Group Collection.*

Using the Print features of the Group Collection allows the user to print receipts and/or a Group Collection Summary Report prior to creating a deposit for the Group Collection.

**Print Receipts and Collection Report**

**A** Grade 10 Field Trip to Science Museum for Grade 10 Collected \$160.00 from 8 student(s) out of 266

**B**  Print Group Collection Summary Report  
 Print Individual Receipts (1 receipts)

Print Cancel

*Group Collection Campaign Print Options - Display*

### Features:

#### A. Summary information

- Name of Selected Group Collection Campaign
- Value of current collection
- Number of students making payments in the current collection

#### B. Print options

- Print Group Collection Summary Report (Report includes a list of current payments, previous payments and still owing)
- Print Individual Receipts (including number of individual receipts currently requested)

## How to Print Individual Receipts for a Group Collection Campaign

**Perfect when individual receipts need to be issued for current Group Collection!**

- Step 1:** From the School Cash Accounting **Main Menu**, select **School Cash Register** from the **My School Store** group
- Step 2:** Click **Close** to close **Student Search** window
- Step 3:** Click **Group Collection** tab
- Step 4:** Click required **“open” Group Collection Campaign**  
Click **Select**
- Step 5:**

Cashdrawer: Trust Account (1)
Eagle High School

School Cash

[Checkout](#) | [Search](#) | [Item History](#) | [Refunds](#) | **[Group Collection](#)** | [Modification](#) | [Close Out](#) | [Print](#)

**Group Collection for Grade 10 Field Trip to Science Museum**

Money Handed in By:  Group: **Homerom 10 A** Collected: **7 out of 30**

#	Last Name	First Name	Student #	Guardian	Charge	Payment Option	Receipt
						<input type="button" value="All Cash"/> <input type="button" value="All Check"/>	<input type="checkbox"/>
1	Adams	Brody	8354	Walker, Barb	20.00	Cash	<input checked="" type="checkbox"/>
2	Adams	Carter	16961	Prins, Tracey	20.00	Cash	<input type="checkbox"/>
3	Adams	Charles	8271	Sutherland, Sharon	20.00	Check	<input type="checkbox"/>
4	Adams	Cole	8206	Benoit, Susanne	20.00	Cash	<input type="checkbox"/>
5	Adams	Rebecca	8425	Fischer, Heather	20.00	Combo	<input type="checkbox"/>
6	Allarie	Joey	17025	Valmonte, Alicia	20.00	None	<input type="checkbox"/>
7	Alm	Adria	8275	Goings, Lana	20.00	None	<input type="checkbox"/>
8	Anderson	Branden	8454	Lightburn, Karen	20.00	Check	<input type="checkbox"/>
9	Anderson	Cody	1108	Ballantyne, Carol	20.00	None	<input type="checkbox"/>
10	Anderson	Dylan	8274	Goings, Lana	20.00	Cash	<input type="checkbox"/>
11	Anderson	Evan	632	Oro, Kimberley	20.00	None	<input type="checkbox"/>
12	Anderson	Gabriel	16971	Anderson, Carol	20.00	None	<input type="checkbox"/>
13	Anderson	Samantha	10151	Statham, Karen	20.00	None	<input type="checkbox"/>

*Group Collection Campaign Individual Receipt Selected – Display*

**A. Click Print**

**Print Receipts and Collection Report**

**Grade 10 Field Trip to Science Museum for Grade 10 Collected \$20.00 from 1 student(s) out of 248**

Print Group Collection Summary Report

**B**  **Print Individual Receipts (1 receipts)**

**Print** **Cancel**

*Group Collection Campaign Individual Receipt Selected – Display*

**B. Select Print Individual Receipts**

Click **Print**

**Eagle High School**  
100 Street, City, HI, 12345

**Payment Receipt** Receipt #:SCR-6960-12-275249

Received From: Adams, Brody  
Grade:10 Homeroom: ID: 8354  
Received On:04/02/2013

Amount:---- Twenty and 00/100 ----

Re:Grade 10 Field Trip to Science Museum - \$20.00  
Cash:\$10.00  
Check:\$10.00  
Total:\$20.00

Parent Guardian of:  
Brody Adams  
100 Street  
City, ON Z1Z1Z1

Verified By: Ojanpera, Chris

*School Cash Register Group Collection Individual Receipt – Exhibit*

***How to Print A Group Collection Summary Report for a Group Collection Campaign***

***Perfect when a list of payments needs to be submitted to staff member responsible for current Group Collection!***

- Step 1:** From the School Cash Accounting **Main Menu**, select **School Cash Register** from the **My School Store** group
- Step 2:** Click **Close** to close **Student Search** window
- Step 3:** Click **Group Collection** tab
- Step 4:** Click required **“open” Group Collection Campaign**  
Click **Select**

**Step 5:** Itemize all current payments

Cashdrawer: Trust Account (1) Eagle High School

**School Cash** | Checkout | Search | Item History | Refunds | **Group Collection** | Modification | Close Out | Print ▾

**Group Collection for Grade 10 Field Trip to Science Museum**

Money Handed in By:  Group: **Homeroom 10 A** Collected: **7 out of 30**

#	Last Name	First Name	Student #	Guardian	Charge	Payment Option	Receipt
						<input type="button" value="All Cash"/> <input type="button" value="All Check"/>	<input type="checkbox"/>
1	Adams	Brody	8354	Walker, Barb	20.00	Cash	<input checked="" type="checkbox"/>
2	Adams	Carter	16961	Prins, Tracey	20.00	Cash	<input checked="" type="checkbox"/>
3	Adams	Charles	8271	Sutherland, Sharon	20.00	Check	<input type="checkbox"/>
4	Adams	Cole	8206	Benoit, Susanne	20.00	Cash	<input type="checkbox"/>
5	Adams	Rebecca	8425	Fischer, Heather	20.00	Combo	<input type="checkbox"/>
6	Allarie	Joey	17025	Valmonte, Alicia	20.00	None	<input type="checkbox"/>
7	Alm	Adria	8275	Goings, Lana	20.00	None	<input type="checkbox"/>
8	Anderson	Branden	8454	Lightburn, Karen	20.00	Check	<input type="checkbox"/>
9	Anderson	Cody	1108	Ballantyne, Carol	20.00	None	<input type="checkbox"/>
10	Anderson	Dylan	8274	Goings, Lana	20.00	Cash	<input type="checkbox"/>
11	Anderson	Evan	632	Oro, Kimberley	20.00	None	<input type="checkbox"/>
12	Anderson	Gabriel	16971	Anderson, Carol	20.00	None	<input type="checkbox"/>
13	Anderson	Samantha	10151	Statham, Karen	20.00	None	<input type="checkbox"/>

*Group Collection Campaign Individual Receipt Selected – Display*

**A. Click Print**

**Print Receipts and Collection Report**

**Grade 10 Field Trip to Science Museum for Grade 10 Collected \$20.00 from 1 student(s) out of 248**

**B**  **Print Group Collection Summary Report**  
 **Print Individual Receipts (1 receipts)**

*Group Collection Campaign Individual Receipt Selected - Display*

**B. Select Print Group Collection Summary Report**  
Click **Print**

**Group Collection:** Grade 10 Field Trip to Science Museum for Grade 10

**Money Handed in By:** Ojanpera, Chris

**Item(s):** Grade 10 Field Trip to Science Museum

**Amount:** \$20.00

**Current Payments**

<b>Name</b>	<b>ID</b>	<b>Cash</b>	<b>Check</b>	<b>Payment Date</b>
Adams, Brody	8354	\$20.00		04/02/2013
Adams, Carter	16961	\$20.00		04/02/2013
Adams, Charles	8271	\$20.00		04/02/2013
Adams, Cole	8206	\$20.00		04/02/2013
Adams, Rebecca	8425		\$20.00	04/02/2013
Allarie, Joey	17025	\$10.00	\$10.00	04/02/2013
Anderson, Branden	8454	\$20.00		04/02/2013
Anderson, Cody	1108	\$20.00		04/02/2013
Total by Tender		\$130.00	\$30.00	
<b>Grand Total</b>			<b>\$160.00</b>	

*Group Collection Summary Report – Current Payments – Exhibit*

**Group Collection:** Grade 10 Field Trip to Science Museum for Grade 10

**Money Handed in By:** Ojanpera, Chris

**Item(s):** Grade 10 Field Trip to Science Museum

**Amount:** \$20.00

**Previous Payments**

<b>Name</b>	<b>ID</b>	<b>Cash</b>	<b>Check</b>	<b>Payment Date</b>	<b>Deposit Date</b>
Total by Tender		\$0.00	\$0.00		
<b>Grand Total</b>			<b>\$0.00</b>		

*Group Collection Summary Report - Previous Payments– Exhibit*

**Group Collection:** Grade 10 Field Trip to Science Museum for Grade 10

**Money Handed in By:**Ojanpera, Chris

**Item(s):** Grade 10 Field Trip to Science Museum

**Amount:** \$20.00

### Still Owing

Name	ID	Amount
Anderson, Gabriel	16971	\$20.00
Bakken, Colby and Katelyn	8405	\$20.00
Barron, Rebecka	8498	\$20.00
Barwell, Shayna	642	\$20.00
Beauchamp, Kylie	6445	\$20.00
Beer, Siarra	8278	\$20.00
Behn, Christopher	8221	\$20.00
Belisle, Ruby	627	\$20.00
Benjamin, Melissa	8244	\$20.00
Bennett, Yoo	1454	\$20.00
Bernatsky, Leah	8213	\$20.00
Billard, Sarah	8219	\$20.00
Blair, Sarah	8182	\$20.00
Bland, Jewon	16959	\$20.00
Brereton, Cody	1119	\$20.00
	<b>Total Owing</b>	<b>\$300.00</b>

*Group Collection Summary Report – Still Owing – Exhibit*

## ***How to Itemize a Group Collection Campaign All Cash Option***

***Perfect way to itemize a Group Collection Campaign when only a few students remain to be itemized and they have all paid for the item in cash!***

Using the **All Cash** option to itemize a group collection Campaign, assumes that **all** students have paid for the item, using cash as the tender. This itemize option is best used when only a few students payments remain to be itemized and all payments were made in cash.

- Step 1:** From the School Cash Accounting **Main Menu**, select **School Cash Register** from the **My School Store** group
- Step 2:** Click **Close** to close **Student Search** window
- Step 3:** Click **Group Collection** tab
- Step 4:** Click required “open” **Group Collection Campaign**  
Click **Select**

## Step 5:

Cashdrawer: Trust Account (1) Eagle High School

**School Cash** | Checkout | Search | Item History | Refunds | **Group Collection** | Modification | Close Out | Print

**Group Collection for Grade 10 Field Trip to Science Museum**

Money Handed in By: Ojanpera, Chris Group: Homeroom 10 A Collected: 0 out of 30

#	Last Name	First Name	Student #	Guardian	Charge	Payment Option	Receipt
						All Cash All Check	<input type="checkbox"/>
1	Adams	Brody	8354	Walker, Barb	20.00	None 1:Cash 2:Check 3:Combo	<input type="checkbox"/>
2	Adams	Carter	16961	Prins, Tracey	20.00	None	<input type="checkbox"/>
3	Adams	Charles	8271	Sutherland, Sharon	20.00	None	<input type="checkbox"/>
4	Adams	Cole	8206	Benoit, Susanne	20.00	None	<input type="checkbox"/>
5	Adams	Rebecca	8425	Fischer, Heather	20.00	None	<input type="checkbox"/>
6	Allarie	Joey	17025	Valmonte, Alicia	20.00	None	<input type="checkbox"/>
7	Alm	Adria	8275	Goings, Lana	20.00	None	<input type="checkbox"/>
8	Anderson	Branden	8454	Lightburn, Karen	20.00	None	<input type="checkbox"/>
9	Anderson	Cody	1108	Ballantyne, Carol	20.00	None	<input type="checkbox"/>
10	Anderson	Dylan	8274	Goings, Lana	20.00	None	<input type="checkbox"/>
11	Anderson	Evan	632	Oro, Kimberley	20.00	None	<input type="checkbox"/>
12	Anderson	Gabriel	16971	Anderson, Carol	20.00	None	<input type="checkbox"/>
13	Anderson	Samantha	10151	Statham, Karen	20.00	None	<input type="checkbox"/>

Print Deposit Complete

*Group Collection Campaign –All Cash Tender Type – Display*

- A. In Payment Option column:** Click **All Cash**  
**All students that have not paid for the item will be marked paid, with a Cash tender type.**

### *How to Itemize a Group Collection Campaign Using All Check Option*

***Perfect way to itemize a Group Collection Campaign when only a few students remain to be itemized and they have all paid for the item with a check!***

Using the **All Check** option to itemize a group collection Campaign, assumes that all students have paid for the item, using a check as tender. This itemize option is best used when only a few students payments remain to be collected and all payments were made with a check.

- Step 1:** From the School Cash Accounting **Main Menu**, select **School Cash Register** from the **My School Store** group
- Step 2:** Click **Close** to close **Student Search** window
- Step 3:** Click **Group Collection** tab
- Step 4:** Click required **“open” Group Collection Campaign**  
Click **Select**

## Step 5:

Cashdrawer: Trust Account (1) Eagle High School

**School Cash** | Checkout | Search | Item History | Refunds | **Group Collection** | Modification | Close Out | Print

---

**Group Collection for Grade 10 Field Trip to Science Museum**

Money Handed in By:  Group: **Homerom 10 A** Collected: **0 out of 30**

A

#	Last Name	First Name	Student #	Guardian	Charge	Payment Option	Receipt
						All Cash All Check	<input type="checkbox"/>
1	Adams	Brody	8354	Walker, Barb	20.00	0:None 1:Cash 2:Check 3:Combo	<input type="checkbox"/>
2	Adams	Carter	16961	Prins, Tracey	20.00	None	<input type="checkbox"/>
3	Adams	Charles	8271	Sutherland, Sharon	20.00	None	<input type="checkbox"/>
4	Adams	Cole	8206	Benoit, Susanne	20.00	None	<input type="checkbox"/>
5	Adams	Rebecca	8425	Fischer, Heather	20.00	None	<input type="checkbox"/>
6	Allarie	Joey	17025	Valmonte, Alicia	20.00	None	<input type="checkbox"/>
7	Alm	Adria	8275	Goings, Lana	20.00	None	<input type="checkbox"/>
8	Anderson	Branden	8454	Lightburn, Karen	20.00	None	<input type="checkbox"/>
9	Anderson	Cody	1108	Ballantyne, Carol	20.00	None	<input type="checkbox"/>
10	Anderson	Dylan	8274	Goings, Lana	20.00	None	<input type="checkbox"/>
11	Anderson	Evan	632	Oro, Kimberley	20.00	None	<input type="checkbox"/>
12	Anderson	Gabriel	16971	Anderson, Carol	20.00	None	<input type="checkbox"/>
13	Anderson	Samantha	10151	Statham, Karen	20.00	None	<input type="checkbox"/>

*Group Collection Campaign – All Check Tender Type – Display*

**A.** In **Payment Option** column:

Click **All Check**

**All students that have not paid for the item will be marked paid, with a Cash tender type.**

## 6. Create a Group Collection Campaign Deposit

***Perfect when money that has been collected in a Group Collection Campaign needs to go to the bank!***

Creating a deposit:

- ☑ Allows the Group Collection Campaign to be re-opened to continue itemizing future payments
- ☑ Prevents changing payments already collected
- ☑ Allows user to print individual receipts
- ☑ Allows user to print Group Collection Summary Report
- ☑ Creates a deposit form in School Cash Accounting Deposits and Receipts

## Deposit Collected Payments

### Grade 10 Field Trip to Science Museum for Grade 10

You are about to complete payments for paid students. After completing this operation you will be able to continue collecting money for this Group Collection. You will not be able to change payments for paid students but able to review them or re-print collection report or individual receipts. If you have no intention to continue collecting money for this Group Collection, consider using "Complete" instead.

**A** Collected \$160.00 from 8 student(s) out of 266

**B** cash: \$130.00  
check: \$30.00 (2)

**C**  Print Payment Summary Report  
 Print Individual Receipts

Deposit

Cancel

*School Cash Register Group Collection Deposit Warning – Display*

#### Features:

- A. Summary of Collection Information
  - Amount Collected
  - Number of student payments itemized
- B. Tender Type Summary
- C. Print Options

**NOTE:** Creating a Deposit will allow the Group Collection Campaign to be re-opened to itemize additional payments.

### How to Create a Deposit for a Group Collection Campaign

- Step 1:** From the School Cash Accounting **Main Menu**, select **School Cash Register** from the **My School Store** group
- Step 2:** Click **Close** to close **Student Search** window
- Step 3:** Click **Group Collection** tab
- Step 4:** Click required **"open" Group Collection Campaign**  
Click **Select**
- Step 5:** Complete the itemize process  
Click **Deposit**

## Deposit Collected Payments

### Grade 10 Field Trip to Science Museum for Grade 10

You are about to complete payments for paid students. After completing this operation you will be able to continue collecting money for this Group Collection. You will not be able to change payments for paid students but able to review them or re-print collection report or individual receipts. If you have no intention to continue collecting money for this Group Collection, consider using "Complete" instead.

Collected \$160.00 from 8 student(s) out of 266

cash: \$130.00  
check: \$30.00 (2)

**B**  Print Payment Summary Report  
 Print Individual Receipts

Deposit

Cancel



*Group Collection Campaign Individual Receipt Selected - Display*

**B. Select any necessary-print options**

Payment Summary Report

Individual Receipts

Click **Deposit**

**Step 6:** Return to School Cash Accounting **Main Menu**

The screenshot shows the 'School Cash' main menu for 'Eagle High School - Student Activity Funds'. It is divided into three columns: 'Income Activities', 'Expense Activities', and 'General Activities'. Under 'Income Activities', 'Deposits/Receipts' is highlighted with a red box. Other options include 'Cash/Cheques YTD Itemized' and 'Non Sufficient Funds'. Under 'Expense Activities', there are 'Issue Cheques - Disbursements', 'Change Funds - Cashbox', and 'Purchase Orders'. Under 'General Activities', there are 'Ledger Inquire', 'Journal Entries', 'Reconciliation', and 'Transfer Entries'. Below these are sections for 'My School Information', 'My Reports', and 'My School Store'. At the bottom, there is a 'Reports' button with a dropdown arrow.

*School Cash Accounting Main Menu – Display*

In Income Activities group, click **Deposits/Receipts**

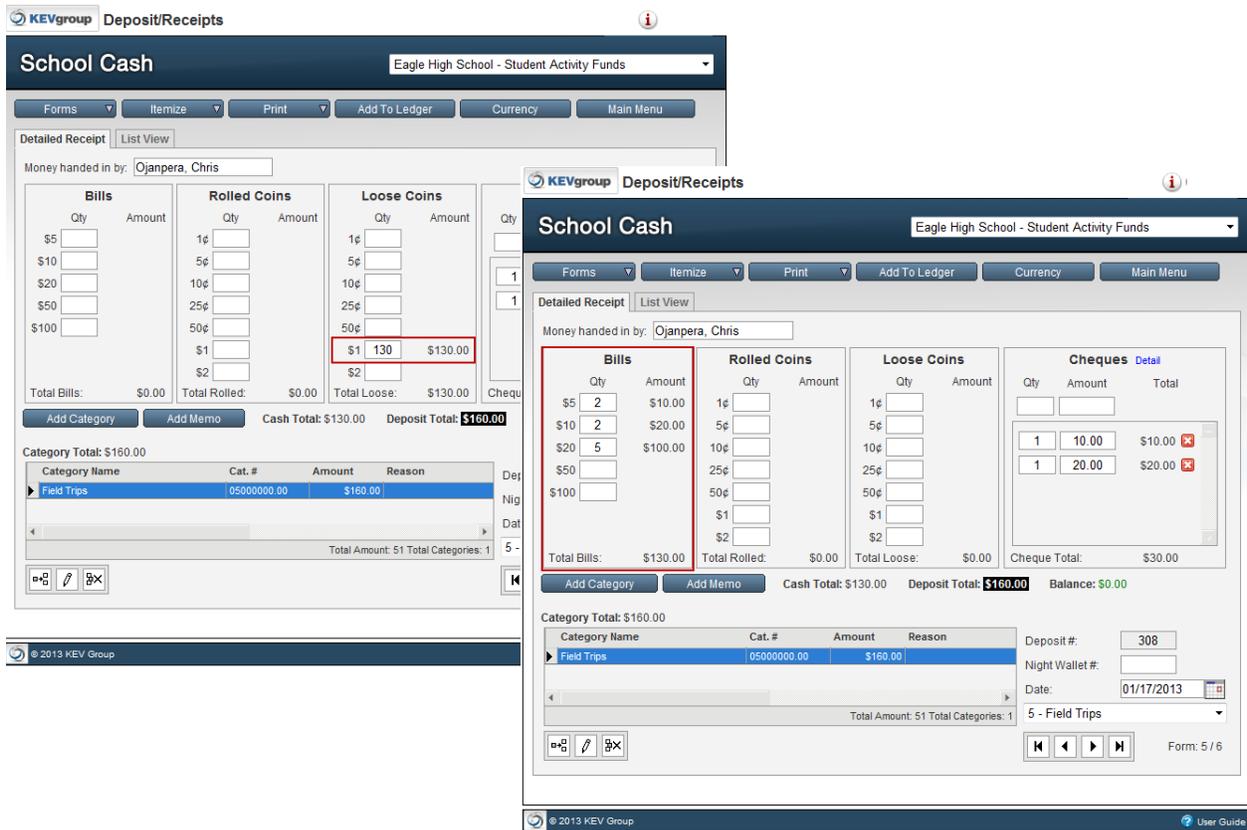
The screenshot shows the 'Deposit/Receipts' form for 'Eagle High School - Student Activity Funds'. The form is titled 'Detailed Receipt' and shows 'Money handed in by: Ojanpera, Chris'. It has four main sections: 'Bills', 'Rolled Coins', 'Loose Coins', and 'Cheques'. The 'Loose Coins' section is highlighted with a red box, showing a total of \$130.00. The 'Cheques' section shows a total of \$30.00. The 'Cash Total' is \$130.00, the 'Deposit Total' is \$160.00, and the 'Balance' is \$0.00. Below the form, there is a table for 'Category Total: \$160.00' with one entry: 'Field Trips' with a category number of 05000000.00 and an amount of \$160.00. The form also includes fields for 'Deposit #', 'Night Wallet #', 'Date', and a dropdown for '5 - Field Trips'. Navigation buttons and a 'Form: 5 / 5' indicator are at the bottom.

*Auto populated Deposit Form – Display*

**NOTE:**

- ☑ All currency is listed in Loose Coin panel in \$1 denomination. It will be necessary for the user to edit the deposit form to correctly record the currency denominations.
- ☑ Checks will be itemized
- ☑ Cash will be itemized
- ☑ Category Information reflects category selected during Create Item process in School Cash Catalog

**Step 7: Edit the deposit form to correctly reflect the cash denominations that have been received.**



*School Cash Accounting Deposit Form – Display*

**Step 8:** Complete the normal deposit process

## **7. Collect additional payments for an Existing Group Collection Campaign**

*Perfect when more money has been collected for an item.*

Group Collection Campaigns can be reopened in order to itemize additional payments. There are no limits to the number of times a group collection campaign is reopened.

**Step 1:** From the School Cash Accounting **Main Menu**, select **School Cash Register** from the **My School Store** group

**Step 2:** Click **Close** to close **Student Search** window

**Step 3:** Click **Group Collection** tab

**Step 4:** Click required “open” Group Collection Campaign  
Click **Select**

**Step 5:** Complete the itemize process

**HINT: Group Collection Campaigns that are already in progress will display students that have previously paid for the item as well as students that have not paid. To make additional itemization more convenient, click the Payment Option column header.**

**All students with a “None” (not paid) payment option will display at the top of the list.**

Cashdrawer: Trust Account (1) Eagle High School

**School Cash** | Checkout | Search | Item History | Refunds | **Group Collection** | Modification | Close Out | Print

**Group Collection for Grade 10 Field Trip to Science Museum**

Money Handed in By: Ojanpera, Chris Group: Homeroom 10 A Collected: 9 out of 266

#	Last Name	First Name	Student #	Guardian	Charge	Payment Option	Receipt
						All Cash   All Check	<input type="checkbox"/>
1	Adams	Brody	8354	Walker, Barb	20.00	Cash	<input checked="" type="checkbox"/>
2	Adams	Carter	16961	Prins, Tracey	20.00	Cash	<input type="checkbox"/>
3	Adams	Charles	8271	Sutherland, Sharon	20.00	Cash	<input type="checkbox"/>
4	Adams	Cole	8206	Benoit, Susanne	20.00		
5	Adams	Rebecca	8425	Fischer, Heather	20.00		
6	Allarie	Joey	17025	Valmonte, Alicia	20.00		
7	Alm	Adria	8275	Goings, Lana	20.00		
8	Anderson	Branden	8454	Lightburn, Karen	20.00		
9	Anderson	Cody	1108	Ballantyne, Carol	20.00		
10	Anderson	Dylan	8274	Goings, Lana	20.00		
11	Anderson	Evan	632	Oro, Kimberley	20.00		
12	Anderson	Gabriel	16971	Anderson, Carol	20.00		
13	Anderson	Samantha	10151	Statham, Karen	20.00		

Cashdrawer: Trust Account (1) Eagle High School

**School Cash** | Checkout | Search | Item History | Refunds | **Group Collection** | Modification | Close Out | Print

**Group Collection for Grade 10 Field Trip to Science Museum**

Money Handed in By: Ojanpera, Chris Group: Homeroom 10 A Collected: 9 out of 266

#	Last Name	First Name	Student #	Guardian	Charge	Payment Option	Receipt
						All Cash   All Check	<input type="checkbox"/>
7	Alm	Adria	8275	Goings, Lana	20.00	None	<input type="checkbox"/>
11	Anderson	Evan	632	Oro, Kimberley	20.00	None	<input type="checkbox"/>
12	Anderson	Gabriel	16971	Anderson, Carol	20.00	None	<input type="checkbox"/>
13	Anderson	Samantha	10151	Statham, Karen	20.00	None	<input type="checkbox"/>
14	Bailey	Kalie	17833	Dave, Tristan	20.00	None	<input type="checkbox"/>
15	Bakken	Colby and Katelyn	8405	Bateman, Michelle	20.00	None	<input type="checkbox"/>
16	Bakken	Samuel	8466	MacLellan, Cheryl	20.00	None	<input type="checkbox"/>
17	Bamford	Regan	8242	Howe, Christine	20.00	None	<input type="checkbox"/>
18	Barron	Rebecka	8498	Wegner, Annette	20.00	None	<input type="checkbox"/>
19	Barwell	Shayna	642	Malyk, Laura	20.00	None	<input type="checkbox"/>
20	Beauchamp	Kylie	6445	Maddox, Letha	20.00	None	<input type="checkbox"/>
21	Beer	Siarra	8278	Rankin, Stephanie	20.00	None	<input type="checkbox"/>
22	Behn	Christopher	8221	Collins, Andrea	20.00	None	<input type="checkbox"/>
23	Belisle	Rubv	627	Bennett, Naomi	20.00	None	<input type="checkbox"/>

Print | Deposit | Complete

*School Cash Register Group Collection Campaign Sorted on Payment Option – Display*

## 8. Complete Group Collection Campaign

***Perfect when no more payments are expected for the current Group Collection Campaign!***

A campaign can be re-opened as many times as necessary, to record all payments. However once a campaign is fully paid, or no more payments are expected, the campaign should be marked “completed”.

Completing a Group Collection Campaign

- ☑ Closes the Group Collection Campaign for future itemization
- ☑ Prevents changing payments already collected
- ☑ Allows user to re-print individual receipts
- ☑ Allows user to re-print Group Collection Summary Report
- ☑ Creates a deposit form in School Cash Accounting Deposits/Receipts

**Complete Collection**

**Grade 10 Field Trip to Science Museum 1 for Grade 10**

You are about to complete the collection. After completing this operation you will not be able to continue collecting money for this Group Collection, but able to review it or re-print collection report or individual receipts. If it is not what you intended, consider using "Deposit" instead.

**A** Collected \$0.00 from 8 student(s) out of 8

**B** cash: \$ 160.00  
check: \$0.00 (0)

**C**  Print Payment Summary Report  
 Print Individual Receipts

**Complete** **Cancel**

*School Cash Register Group Collection Deposit Warning – Display*

### Features:

- A.** Summary of Collection Information
  - Amount Collected
  - Number of student payments itemized
- B.** Tender Type Summary
- C.** Reprint Options

## ***How Complete a Group Collection Campaign***

***Perfect when all possible payments have been itemized for the current Group Collection Campaign!***

- Step 1:** From the School Cash Accounting **Main Menu**, select **School Cash Register** from the **My School Store** group
- Step 2:** Click **Close** to close **Student Search** window
- Step 3:** Click **Group Collection** tab
- Step 4:** Click required “open” **Group Collection Campaign**

Click **Select**

**Step 5:** Complete the itemize process

Click **Complete**

Cashdrawer: Trust Account (1) Eagle High School

**School Cash** | Checkout | Search | Item History | Refunds | **Group Collection** | Modification | Close Out | Print

**Group Collection for Grade 10 Field Trip to Science Museum 1**

Money Handed in By: Ojanpera, Chris Group: **Homerom 10 A** Collected: 8 out of 8

#	Last Name	First Name	Student #	Guardian	Charge	Payment Option	Receipt
						All Cash All Check	<input type="checkbox"/>
1	Adams	Brody	8354	Walker, Barb	20.00	Cash	<input type="checkbox"/>
2	Adams	Carter	16961	Prins, Tracey	20.00	Cash	<input type="checkbox"/>
3	Adams	Charles	8271	Sutherland, Sharon	20.00	Check	<input type="checkbox"/>
4	Adams	Cole	8206	Benoit, Susanne	20.00	Cash	<input type="checkbox"/>
5	Adams	Rebecca	8425	Fischer, Heather	20.00	Combo	<input type="checkbox"/>
6	Allarie	Joey	17025	Valmonte, Alicia	20.00	0:None 1:Cash 2:Check 3:Combo	<input type="checkbox"/>
7	Alm	Adria	8275	Goings, Lana	20.00	None	<input type="checkbox"/>
8	Anderson	Branden	8454	Lightburn, Karen	20.00	Check	<input type="checkbox"/>
9	Anderson	Cody	1108	Ballantyne, Carol	20.00	None	<input type="checkbox"/>
10	Anderson	Dylan	8274	Goings, Lana	20.00	Cash	<input type="checkbox"/>
11	Anderson	Evan	632	Oro, Kimberley	20.00	None	<input type="checkbox"/>
12	Anderson	Gabriel	16971	Anderson, Carol	20.00	None	<input type="checkbox"/>
13	Anderson	Samantha	10151	Statham, Karen	20.00	None	<input type="checkbox"/>

Print Deposit **Complete**



*School Cash Register Completed Group Collection– Display*

Select any necessary print options

Click **Complete**

**NOTE:** Once the complete option is selected the current Group Collection Campaign will no longer be available for itemization.

**Complete Collection**

**Grade 10 Field Trip to Science Museum for Grade 10**

You are about to complete the collection. **After completing this operation you will not be able to continue collecting money for this Group Collection**, but able to review it or re-print collection report or individual receipts. If it is not what you intended, consider using "Deposit" instead.

**Collected \$4,960.00 from 248 student(s) out of 248**

**cash: \$4,960.00**  
**check: \$0.00 (0)**

**Print Payment Summary Report**  
 **Print Individual Receipts**

**Complete**   **Cancel**



*School Cash Register Group Collection Complete Option – Display*

Step 6: Return to School Cash Accounting **Main Menu**

**KEVgroup** Main Menu

**School Cash** Eagle High School - Student Activity Funds

Income Activities	Expense Activities	General Activities
<a href="#">Deposits/Receipts</a> Cash/Cheques YTD Itemized Non Sufficient Funds	Issue Cheques - Disbursements Change Funds - Cashbox Purchase Orders	Ledger Inquire Journal Entries Reconciliation Transfer Entries
My School Information	My Reports	My School Store
Category (Chart of Accounts) Demographics Program Maintenance Supplier/Vendor Maintenance Resource Centre	#2 Detailed Category Summary #5 Overview Umbrella Category Summary #10 Trial Balance #11 Transaction Reports Various	School Cash Catalogue School Cash Register School Cash Online

**Reports**

*School Cash Accounting Main Menu – Display*

In Income Activities group, click **Deposits/Receipts**  
 Deposit form is auto populated  
**Complete the normal deposit process**