



School Cash Register

How to Process a Payment

There are 4 easy steps to make payments

1. Search for the student
2. Select the Item that is being purchased and it's Payment Action
3. Select the Payment Tender
4. Confirm and Print the Receipt

Log into School Cash

Select the School Cash Register module

Step 1: From the Search screen, enter the student's name or student ID or Guardian Name, then select **Search** option or the **Enter** key. *Note:* You can enter part of a name or the full name. (ie "Smith" will search for all students with "Smith" within the name field or the full name "Smith, Evan" will search for the exact match and take you to the Checkout screen)

Search

Student Last Name, First Student ID Guardian Last Name, First Search

If more than one student has been found the selection window will appear below your search criteria. If only one student has been found, the system will continue to the Checkout Screen.

Search

smith Student ID Guardian Last Name, First Search

<input checked="" type="checkbox"/>	Last Name First	Gr	ID	Date of Birth
<input type="checkbox"/>	Goldsmith, Matthew	9	139732	01/01/1990
<input type="checkbox"/>	Smith, Andrea	9	661066	01/01/1990
<input type="checkbox"/>	Smith, Brandon	9	665590	01/01/1990
<input type="checkbox"/>	Smith, Chelsea	10	269754	01/01/1990
<input type="checkbox"/>	Smith, Dakota	10	137752	01/01/1990
<input type="checkbox"/>	Smith, Emily	9	263664	01/01/1990
<input type="checkbox"/>	Smith, Evan	11	246983	01/01/1990
<input type="checkbox"/>	Smith, Felisha	9	232868	01/01/1990
<input type="checkbox"/>	Smith, Jordan	10	297307	01/01/1990
<input type="checkbox"/>	Smith, Lauren	9	144707	01/01/1990
<input type="checkbox"/>	Smith, Mallory	11	231475	01/01/1990
<input type="checkbox"/>	Smith, Marissa	10	249911	01/01/1990
<input type="checkbox"/>	Smith, Molly Hai	12	135353	01/01/1990
<input type="checkbox"/>	Smith, Nicholas	12	134718	01/01/1990
<input type="checkbox"/>	Smith, Nicole	10	139615	01/01/1990

First Previous 1 Next Last

Select Close

Using your mouse, click on the appropriate **checkbox** for the student that wishes to make a payment, and then click on the **Select** option. *Note:* You can select more than student, which could be ideal for a family payment.

The Checkout Screen appears

- A: Checkout Tab
- B: Checkbox to be used in conjunction with Pay All (P) and/or Waive All (R)
- C: Star Icon - designates item as Required
- D: Item Name as entered in the School Cash Catalog
- E: Payment Action options
 - Full Payment – total cost to be charged
 - Partial Payment – enter the Current Charges (I)
 - Waived Fee – enter the Waived charge (H)
 - Void Fee – option to enter Comment (K) - reason
 - Delete Fee – option to enter Comment (K), reason
- The above Payment Actions MUST Checkout (T,U,V) in order to save the transaction**
- F: Cost - Amount entered in School Cash Catalog. Does not include option the cost of options (N)
- G: Paid/Waived To Date – shows a balance if an item has been partially waived
- H: Waived – selecting Payment Action of Waived Fee, will be prompt the user to enter the Waive charge
- I: Current Charges – amount of the payment being applied during the current checkout
- J: Balance Owed – amount owing for the item after current charge is entered
- K: Comments – user has the option to enter a comment/reason for each item
- L: School Year – identifies the school year for which the item was attached
- M: Add Additional Item – user has the option to add additional items for a student
- N: Options/Quantities Available – identifies that the item has options or more than one quantity available
- O: Totals/Grand Totals – summary of charges and total balance owing for the current transaction
- P: Pay All – selecting checkbox (B) and Pay All (P) will automatically assign items checked as Full Payment
- Q: Auto Pay – enter the amount of payment, the system will automatically assign full payment until funds are fully dispersed
- R: Waive All – selecting checkbox (B) and Waive All (R) will automatically assign items checks as Waived Fee
- S: Total Price Charge – total amount of payment based on the Payment Action (E) entered
- T: Checkout – Cash - tender used to make the payment
- U: Checkout – Check – tender used to make the payment
- V: Checkout – Credit Card – tender used to make the payment (ie, swipe terminal)

Step 2: Identify the **Payment Action** for the items being purchased by the student. Using your mouse, click in Payment Action column for each of the items that are being purchased and select the type of payment from the drop-down list.

- A. **Full Payment** – total cost will be applied to the Current Charges
- B. Clicking to the next row or select the **Enter** key will update the Total Price Charge.

Checkout

Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
Smith, Andrea Grade - 9 ID - 661066 Birthday - 01/01/1990 Guardian - Smith, Lorie								
★ Dues For 2011-2012	Full Payment	65.00	0.00	0.00	65.00	0.00		2011/2012
★ Lost/Damaged Textbooks	Full Payment	25.00	0.00	0.00	0.00	25.00	Math 101 #2342	2011/2012
★ Student Fees	Partial Payment	30.00	0.00	0.00	0.00	30.00		2011/2012
Agenda	Waived Fee	12.00	0.00	0.00	0.00	12.00		2011/2012
Gift Card Fundraiser	Void Fee	0.00	0.00	0.00	0.00	0.00		2011/2012
Muskoka Woods Field Trip	Delete Fee	375.00	0.00	0.00	0.00	375.00		2011/2012
Student Weekly Food Order		0.00	0.00	0.00	0.00	0.00		2011/2012
Totals		\$507.00	\$0.00	\$0.00	\$65.00	\$442.00		
Grand Totals		\$507.00	\$0.00	\$0.00	\$65.00	\$442.00		

Total Price Charge \$65.00

Checkout

- C. **Partial Payment** – not enough funds to pay the cost
- D. Enter the partial payment under the Current Charges column
- E. Clicking in the next row or selecting the **Enter** key will update the Total Price Charge

Checkout

Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
Smith, Andrea Grade - 9 ID - 661066 Birthday - 01/01/1990 Guardian - Smith, Lorie								
★ Dues For 2011-2012	Full Payment	65.00	0.00	0.00	65.00	0.00		2011/2012
★ Lost/Damaged Textbooks		25.00	0.00	0.00	0.00	25.00	Math 101 #2342	2011/2012
★ Student Fees	Partial Payment	30.00	0.00	0.00	10.00	20.00		2011/2012
Agenda	Full Payment	12.00	0.00	0.00	0.00	12.00		2011/2012
Gift Card Fundraiser	Partial Payment	0.00	0.00	0.00	0.00	0.00		2011/2012
Muskoka Woods Field Trip	Waived Fee	375.00	0.00	0.00	0.00	375.00		2011/2012
Student Weekly Food Order	Void Fee	0.00	0.00	0.00	0.00	0.00		2011/2012
Totals		\$507.00	\$0.00	\$0.00	\$75.00	\$432.00		
Grand Totals		\$507.00	\$0.00	\$0.00	\$75.00	\$432.00		

Total Price Charge \$75.00

Checkout

- F. **Waived Fee – allows you to waive the total cost or partial**
- G. Enter the Waived amount under the Waived column
- H. Clicking in the next row or selecting the **Enter** key will save the entry.
If this was the only payment action for the student you MUST checkout by selecting Cash and Confirm to save the transaction. See Step 3 for more information.

Note: The Total Price Charge will not include the waived amount since there will be no tender exchanged.

Checkout

Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
Smith, Andrea Grade - 9 ID - 661066 Birthday - 01/01/1990 Guardian - Smith, Lorie								
Dues For 2011-2012	Full Payment	65.00	0.00	0.00	65.00	0.00		2011/2012
Lost/Damaged Textbooks		25.00	0.00	0.00	0.00	25.00	Math 101 #2342	2011/2012
Student Fees	Partial Payment	30.00	0.00	0.00	10.00	20.00		2011/2012
Agenda	Waived Fee	12.00	0.00	12.00	0.00	0.00		2011/2012
Gift Card Fundraiser	Full Payment	0.00	0.00	0.00	0.00	0.00		2011/2012
Muskoka Woods Field Trip	Partial Payment	375.00	0.00	0.00	0.00	375.00		2011/2012
Student Weekly Food Order	Void Fee	0.00	0.00	0.00	0.00	0.00		2011/2012
Totals		\$507.00	\$0.00	\$12.00	\$75.00	\$420.00		
Grand Totals		\$507.00	\$0.00	\$12.00	\$75.00	\$420.00		

Pay All Auto Pay Waive All

Total Price Charge \$75.00

Checkout
 Cash Check Credit Card

- I. **Void Fee –no charges will be applied and keeps the history.**
- J. Enter a **Comment**/reason why this item was voided (Returned 9/1/2011)
- K. Clicking in the next row or selecting the **Enter** key will save the entry.
If this was the only payment action for the student you MUST checkout by selecting Cash and Confirm to save the transaction. See Step 3 for more information.

Note: The Total Price Charge will not include the amount since there will be no tender exchanged.

Checkout

Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
Smith, Andrea Grade - 9 ID - 661066 Birthday - 01/01/1990 Guardian - Smith, Lorie								
Dues For 2011-2012	Full Payment	65.00	0.00	0.00	65.00	0.00		2011/2012
Lost/Damaged Textbooks	Void Fee	25.00	0.00	0.00	0.00	0.00	Math 101 #2342 - Returned 9/1/2011	2011/2012
Student Fees	Partial Payment	30.00	0.00	0.00	10.00	20.00		2011/2012
Agenda	Waived Fee	12.00	0.00	12.00	0.00	0.00		2011/2012
Gift Card Fundraiser	Full Payment	0.00	0.00	0.00	0.00	0.00		2011/2012
Muskoka Woods Field Trip	Partial Payment	375.00	0.00	0.00	0.00	375.00		2011/2012
Student Weekly Food Order	Void Fee	0.00	0.00	0.00	0.00	0.00		2011/2012
Totals		\$507.00	\$0.00	\$12.00	\$75.00	\$395.00		
Grand Totals		\$507.00	\$0.00	\$12.00	\$75.00	\$395.00		

Pay All Auto Pay Waive All

Total Price Charge \$75.00

Checkout
 Cash Check Credit Card

- L. **Delete Fee** – removes the item, does not keep the history, similar to “detaching” in School Cash Catalog
Example: A yearbook assigned to all students during registration, however the student does not want to purchase the yearbook.
- M. Current Charges will be \$0.00
- N. Clicking in the next row or selecting the **Enter** key will save the entry.
If this was the only payment action for the student you MUST checkout by selecting Cash and Confirm to save the transaction. See Step 3 for more information.

Checkout

Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
Smith, Andrea Grade - 9 ID - 661066 Birthday - 01/01/1990 Guardian - Smith, Lorie Add additional item								
★ Dues For 2011-2012	Full Payment	65.00	0.00	0.00	65.00	0.00		2011/2012
★ Lost/Damaged Textbooks	Void Fee	25.00	0.00	0.00	0.00	0.00	Math 101 #2342 - Returned 9/1/2011	2011/2012
★ Student Fees	Partial Payment	30.00	0.00	0.00	10.00	20.00		2011/2012
Agenda	Waived Fee	12.00	0.00	12.00	0.00	0.00		2011/2012
★ Gift Card Fundraiser	Delete Fee	15.00	0.00	0.00	0.00	0.00		2011/2012
Muskoka Woods Field Trip	Full Payment	375.00	0.00	0.00	0.00	375.00		2011/2012
Student Weekly Food Order	Waived Fee	0.00	0.00	0.00	0.00	0.00		2011/2012
Totals		\$507.00	\$0.00	\$12.00	\$75.00	\$395.00		
Grand Totals		\$507.00	\$0.00	\$12.00	\$75.00	\$395.00		

N Total Price Charge \$75.00

Checkout

Step 3: Once all the Payment Actions have been completed, select the type of tender that will be used to Checkout

Checkout

A
B
C

A. Cash checkout:

Cash Checkout ✕

Total Waive (\$): 12.00

Total Price Charge (\$): 75.00

Amount Received (\$):

Change Due (\$): 25.00

Print Option:

Total Price Charge will display. The user has the option to enter the Amount Received and the system will display the Change Due. Print Options include, One-Part Receipt, Two-Part Receipt and Statement.

B. Check checkout:

Check Checkout

Total Waive (\$): 12.00

Total Price Charge (\$): 75.00

Check Date: 09/13/2011

Name On A Check: Smith, Lorie

Print Option: Two-Part Receipt

No Statement

Confirm Cancel

Total Price Charge will display. Check Date defaults to the current date, 'Name on Check' is populated from the Student Information provided by the District. The user can overwrite the information if necessary. Print Options include, One-Part Receipt, Two-Part Receipt and Statement.

Note: Currently the system cannot accept posted-dated checks.

C. Credit Card checkout:

Credit Card Checkout

Total Waive (\$): 12.00

Total Price Charge (\$): 75.00

Card Type: Master Card

Authorization Code: 234

Print Option: One-Part Receipt

Statement

Confirm Cancel

Total Price Charge will display. Select the Card Type from the drop-down list, enter an Authorization code (Both of these items are mandatory). Print Options include, One-Part Receipt, Two-Part Receipt and Statement.

Step 4: Select **Confirm** and the system will print the receipt and/or statement and sign-off on the payment. Selecting Cancel will return user to the Checkout screen and not confirm the payment.

Once the checkout has been confirmed, the system will update all payment types and display what may still be pending on the student’s account.

Checkout

Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
<div style="display: flex; justify-content: space-between; align-items: center;"> ☐ Smith, Andrea Grade - 9 ID - 661066 Birthday - 01/01/1990 Guardian - Smith, Lorie Add additional item </div>								
☐ Student Fees		30.00	10.00	0.00	0.00	20.00		2011/2012
☐ Muskoka Woods Field Trip		375.00	0.00	0.00	0.00	375.00		2011/2012
☐ Student Weekly Food Order		0.00	0.00	0.00	0.00	0.00		2011/2012
Totals		\$405.00	\$10.00	\$0.00	\$0.00	\$395.00		
Grand Totals		\$405.00	\$10.00	\$0.00	\$0.00	\$395.00		

Pay All Auto Pay Waive All

Total Price Charge \$0.00

Checkout
Cash Check Credit Card

Note: All checked out items can be found in the Item History Tab

Frequently Asked Questions

How do I add an additional item that is not on the checkout screen for a student?

Example: A student lost an agenda and requires a new one, but doesn’t have the money to pay for the item.

- A.** Select the Search option to locate the student’s information on available items to purchase

- B.** From the Checkout screen, select the **Add additional item**

Checkout

	Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
<input type="checkbox"/>	Smith, Andrea Grade - 9 ID - 661066 Birthday - 01/01/1990 Guardian - Smith, Lorie							Add additional item	
<input type="checkbox"/>	Student Fees		30.00	10.00	0.00	0.00	20.00		2011/2012
<input type="checkbox"/>	Muskoka Woods Field Trip		375.00	0.00	0.00	0.00	375.00		2011/2012
<input type="checkbox"/>	Student Weekly Food Order		0.00	0.00	0.00	0.00	0.00		2011/2012
Totals			\$405.00	\$10.00	\$0.00	\$0.00	\$395.00		
Grand Totals			\$405.00	\$10.00	\$0.00	\$0.00	\$395.00		

Total Price Charge \$0.00

Checkout

C. Select the **Item Name** from the drop-down list

The screenshot shows the 'Checkout' interface with a table of items. A dropdown menu is open for the 'Item Name' column, showing a list of items including 'Agenda', 'Blue Band Shirt', 'Dues For 2011-2012', 'Gift Card Fundraiser', 'Gift Cards', 'Grade 12 Science Field Trip', 'Lost/Damaged Textbooks', 'Muskoka Woods Field Trip', 'Pizza Day Month of November', 'Pocket Calendars', 'Spirit Wear Hoodie', 'Student Fees', 'Student Weekly Food Order', 'Sub Day (Fri. Sep 30th)', and 'Yearbook 2011/2012'. The 'Agenda' item is highlighted in the dropdown menu.

Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
Smith, Andrea Grade - 9 ID - 661066 Birthday - 01/01/1990 Guardian - Smith, Lorie								
Student Fees		30.00	10.00	0.00	0.00	20.00		2011/2012
Muskoka Woods Field Trip		375.00	0.00	0.00	0.00	375.00		2011/2012
Student Weekly Food Order		0.00	0.00	0.00	0.00	0.00		2011/2012
Agenda		0.00	0.00	0.00	0.00	0.00		2010/2011
Totals		\$405.00	\$10.00	\$0.00	\$0.00	\$395.00		
Grand Total		\$405.00	\$10.00	\$0.00	\$0.00	\$395.00		

Buttons: Pay All, Checkout (Cash, Check, Credit Card), Total Price Charge \$0.00

Note: Items that are greyed-out have expired, but can still be selected and can have payments applied to them

D. Select the **Payment Action** for the item. Since the student does not have any funds, the payment action will be **Outstanding**. This will flag the item as Required and the student can pay at another time.

The screenshot shows the 'Checkout' interface with a table of items. A dropdown menu is open for the 'Payment Action' column, showing a list of actions including 'Full Payment', 'Partial Payment', 'Waived Fee', and 'Outstanding'. The 'Outstanding' action is highlighted in the dropdown menu.

Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
Smith, Andrea Grade - 9 ID - 661066 Birthday - 01/01/1990 Guardian - Smith, Lorie								
Student Fees		30.00	10.00	0.00	0.00	20.00		2011/2012
Muskoka Woods Field Trip		375.00	0.00	0.00	0.00	375.00		2011/2012
Student Weekly Food Order		0.00	0.00	0.00	0.00	0.00		2011/2012
Agenda		12.00	0.00	0.00	0.00	0.00		2011/2012
Totals		\$417.00	\$10.00	\$0.00	\$0.00	\$407.00		
Grand Totals		\$417.00	\$10.00	\$0.00	\$0.00	\$407.00		

Buttons: Pay All, Auto Pay, Outstanding, Checkout (Cash, Check, Credit Card), Total Price Charge \$0.00

E. Clicking off the row or selecting the **Enter** key will save the entry.

Note: When using the Payment Action equal to "Outstanding" it is not necessary to select the Checkout and Tender. The system will automatically save this transaction.

How do I deselect a Payment Action before I checkout?

Example: A full payment was entered for an agenda (Total Price Charge = \$12.00), however the student wishes to pay for the remaining student fees item instead.

- A. Locate the item that you wish to change.

Checkout

Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
Smith, Andrea Grade - 9 ID - 661066 Birthday - 01/01/1990 Guardian - Smith, Lorie								
Agenda	Full Payment	12.00	0.00	0.00	12.00	0.00		2011/2012
Student Fees		30.00	10.00	0.00	0.00	20.00		2011/2012
Muskoka Woods Field Trip		375.00	0.00	0.00	0.00	375.00		2011/2012
Student Weekly Food Order		0.00	0.00	0.00	0.00	0.00		2011/2012
Totals		\$417.00	\$10.00	\$0.00	\$12.00	\$395.00		
Grand Totals		\$417.00	\$10.00	\$0.00	\$12.00	\$395.00		

Pay All Auto Pay Waive All

Total Price Charge \$12.00

Checkout
Cash Check Credit Card

- B. Select the **Payment Action** drop down menu, select the top “blank” line in the drop-down to remove the payment action (in this example Full Payment). Select the **Enter** key to save the record.

Checkout

Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
Smith, Andrea Grade - 9 ID - 661066 Birthday - 01/01/1990 Guardian - Smith, Lorie								
Agenda	Full Payment	12.00	0.00	0.00	12.00	0.00		2011/2012
Student Fees		30.00	10.00	0.00	0.00	20.00		2011/2012
Muskoka Woods Field Trip		375.00	0.00	0.00	0.00	375.00		2011/2012
Student Weekly Food Order		0.00	0.00	0.00	0.00	0.00		2011/2012
Totals		\$417.00	\$10.00	\$0.00	\$12.00	\$395.00		
Grand Totals		\$417.00	\$10.00	\$0.00	\$12.00	\$395.00		

Pay All Auto Pay Waive All

Total Price Charge \$12.00

Checkout
Cash Check Credit Card

- C. The Total Price Charge will be adjusted accordingly.

Checkout

Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
Smith, Andrea Grade - 9 ID - 661066 Birthday - 01/01/1990 Guardian - Smith, Lorie								
Agenda		12.00	0.00	0.00	0.00	12.00		2011/2012
Student Fees		30.00	10.00	0.00	0.00	20.00		2011/2012
Muskoka Woods Field Trip		375.00	0.00	0.00	0.00	375.00		2011/2012
Student Weekly Food Order		0.00	0.00	0.00	0.00	0.00		2011/2012
Totals		\$417.00	\$10.00	\$0.00	\$0.00	\$407.00		
Grand Totals		\$417.00	\$10.00	\$0.00	\$0.00	\$407.00		

Pay All Auto Pay Waive All

Total Price Charge \$0.00

Checkout
Cash Check Credit Card

Continue adding the necessary Payment Action for the items and checkout as per usual.

Note: If the item was checked out, then you must refund the item.

How do I know if an item is Required?

The star  beside the Item Name indicates that it is a required item. All **additional** items entered in the School Cash Register will automatically be flagged as **Required**.

How many characters can I enter in the Comment field... it looks small

You can enter up to 500 characters in the comment field. Once you leave the field, the information that was entered will appear on the screen.

Checkout

<input type="checkbox"/>	★ Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
<input type="checkbox"/>	Smith, Andrea Grade - 9 ID - 661066 Birthday - 01/01/1990 Guardian - Smith, Lorie								Add additional item
<input type="checkbox"/>	★ Dues For 2011-2012	Full Payment	65.00	0.00	0.00	65.00	0.00		2011/2012
<input type="checkbox"/>	★ Lost/Damaged Textbooks	Void Fee	25.00	0.00	0.00	0.00	0.00	Math 101 #2342 - Returned 9/1/2011	2011/2012

The comment information will appear on the following:

- Item History Tab (Payment Details)
- One-part receipt
- Statement
- Close-out report

Sample: One-Part Receipt

Apple School
Office

Payment Receipt

Receipt #: SCR-108-12-18



ID: 661066

Student Name: Smith, Andrea
Grade: 9 Homeroom: 8A Schroeder

CURRENT PAYMENT

Item Name	Cost	Paid	Waived	Refund	Balance
Dues For 2011-2012	\$65.00	\$65.00	\$0.00	\$0.00	\$0.00
Lost/Damaged Textbooks - Math 101 #2342 - Returned 9/1/2011	\$25.00		Voided		
Student Fees	\$30.00	\$10.00	\$0.00	\$0.00	\$20.00
Agenda	\$12.00	\$0.00	\$12.00	\$0.00	\$0.00
Gift Card Fundraiser	\$15.00		Deleted		

Current Payment Total **\$75.00 Cash**

REQUIRED ITEMS

Item Name	Cost	Paid	Waived	Refund	Balance
Student Fees	\$30.00	\$10.00	\$0.00	\$0.00	\$20.00
Totals	\$30.00	\$10.00	\$0.00	\$0.00	\$20.00

OPTIONAL ITEMS

Item Name	Cost	Paid	Waived	Refund	Balance
Muskoka Woods Field Trip	\$375.00	\$0.00	\$0.00	\$0.00	\$375.00
Totals	\$375.00	\$0.00	\$0.00	\$0.00	\$375.00

Grand Total Owing **\$395.00**

Student ID: 661066

Purchased: 09/14/2011 12:07:02 PM
Printed: 09/14/2011 12:07:05 PM

Receipt #: SCR-108-12-18

Sample: Two-Part Receipt

Apple School
Office

Payment Receipt

Receipt #: SCR-108-12-18



ID: 661066

Student Name: Smith, Andrea

Grade: 9

Homeroom: 8A Schroeder

Received From: Smith, Andrea

Received On: 09/14/2011

Amount: ---- Seventy five and 00/100 ----

Cash: \$75.00

Re: Dues For 2011-2012 - \$65.00, Lost/Damaged Textbooks - \$0.00, Student Fees - \$10.00, Agenda - W\$12.00, Gift Card Fundraiser - \$0.00

Receipt Copy

Verified By: _____

Apple School
Office

Payment Receipt

Receipt #: SCR-108-12-18



ID: 661066

Student Name: Smith, Andrea

Grade: 9

Homeroom: 8A Schroeder

Received From: Smith, Andrea

Received On: 09/14/2011

Amount: ---- Seventy five and 00/100 ----

Cash: \$75.00

Office Copy

Verified By: _____

Item Name	Status	Cost	Paid	Waived	Refunded	Balance
Dues For 2011-2012	F	\$65.00	\$65.00	\$0.00	\$0.00	\$0.00
Lost/Damaged Textbooks - Math 101 #2342 - Returned 9/1/2011	V	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00
Student Fees	P	\$30.00	\$10.00	\$0.00	\$0.00	\$20.00
Agenda	W	\$12.00	\$0.00	\$12.00	\$0.00	\$0.00
Gift Card Fundraiser	D	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00

Legend: F = Fully Paid, P = Partially Paid, W = Waived, R = Refunded, D = Deleted, V = Void

Student ID: 661066

Purchased: 09/14/2011 12:07:02 PM

Receipt #: SCR-108-12-18

Printed: 09/14/2011 12:07:54 PM

Sample: Statement

Andrea Smith

Statement

661066

Apple School, 555-555-1221
108 West Avenue, New Haven

Our school is now offering an Online Payment service.
Visit <http://centralokanagan.schoolcashonline.com> to register and pay school fees.
We encourage all parents to use this safe and secure service.

Parent Guardian of:

Andrea Smith
123 Water Street
New Haven



ID: 661066

Grade: 9

Homeroom: 8A
Schroeder

REQUIRED ITEMS

Item Name	Cost	Paid	Waived	Refunded	Balance
Dues For 2011-2012	\$65.00	\$0.00	\$0.00	\$0.00	\$65.00
Lost/Damaged Textbooks - Math 101 #2342	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Student Fees	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00
Totals	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00

OPTIONAL ITEMS

Item Name	Cost	Paid	Waived	Refunded	Balance
Agenda	\$12.00	\$0.00	\$0.00	\$0.00	\$12.00
Gift Card Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Muskoka Woods Field Trip	\$375.00	\$0.00	\$0.00	\$0.00	\$375.00
Student Weekly Food Order	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$387.00	\$0.00	\$0.00	\$0.00	\$387.00
Grand Total					\$507.00

2011/2012

1/1

Printed: 09/14/2011 12:04:45 PM



School Cash Register Advanced Checkout Features

There are 3 advanced checkout features in the School Cash Register:



Pay All: Allows the user to select all or some student items and automatically update the Payment Action for the selected items to Full Payment in a single transaction.

Auto Pay: Allows the user to apply a payment value against outstanding items. The payment value will be applied to fees in order of items displayed, fully paying each item in order of entry (required/optional). Any payment balance remaining will be applied to an item to indicate partial payment.

Waive All: Similar to Pay All, the Payment Action will be set as Waived for all items selected.

Pay All

Allows the user to select all or some student items and automatically update the Payment Action for the selected items to Full Payment in a single transaction.

Step 1: From the Search screen, enter the student name or student ID or Guardian Name, then select **Search** option or the **Enter** key. If more than one student has been found the selection window will appear below your search criteria. If only one student has been found, the system will continue to the Checkout Screen.

The screenshot shows a search window with the following fields: Search, Student ID, Guardian Last Name, First, and a Search button. Below the search criteria is a table of results:

<input checked="" type="checkbox"/>	Last Name First	Gr	ID	Date of Birth
<input type="checkbox"/>	Goldsmith, Matthew	9	139732	01/01/1990
<input type="checkbox"/>	Smith, Andrea	9	661066	01/01/1990
<input type="checkbox"/>	Smith, Brandon	9	665590	01/01/1990
<input type="checkbox"/>	Smith, Chelsea	10	269754	01/01/1990
<input type="checkbox"/>	Smith, Dakota	10	137752	01/01/1990
<input type="checkbox"/>	Smith, Emily	9	263664	01/01/1990
<input type="checkbox"/>	Smith, Evan	11	246983	01/01/1990
<input type="checkbox"/>	Smith, Felisha	9	232868	01/01/1990
<input type="checkbox"/>	Smith, Jordan	10	297307	01/01/1990
<input type="checkbox"/>	Smith, Lauren	9	144707	01/01/1990
<input type="checkbox"/>	Smith, Mallory	11	231475	01/01/1990
<input type="checkbox"/>	Smith, Marissa	10	249911	01/01/1990
<input type="checkbox"/>	Smith, Molly Hai	12	135353	01/01/1990
<input type="checkbox"/>	Smith, Nicholas	12	134718	01/01/1990
<input type="checkbox"/>	Smith, Nicole	10	139615	01/01/1990

Navigation buttons: First, Previous, 1, Next, Last. Action buttons: Select, Close.

Using your mouse, click on the appropriate **checkbox** for the student that wishes to make a payment, and then click on the **Select** option. *Note:* You are able to select more than student, which could be ideal for a family payment.

Step 2: The Checkout Screen appears.

A. Select the **checkbox** on the far left.

School Cash Checkout

Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
<input checked="" type="checkbox"/> ALLEN, HANNAH Grade - 3 ID - 26990606 Birthday - 01/01/1990 Guardian - ALLEN,LINDA								
<input type="checkbox"/> Class of 2012 Dues		200.00	0.00	0.00	0.00	200.00		2011/2012
<input type="checkbox"/> Gym Strip 2011 - 2012		35.00	0.00	0.00	0.00	35.00		2011/2012
<input type="checkbox"/> Lost Textbook 10-11		20.00	0.00	0.00	0.00	20.00	Math 101	2010/2011
<input type="checkbox"/> Registration Fee		75.00	5.00	0.00	0.00	70.00		2011/2012
<input type="checkbox"/> School registration fee 2011-2012		55.00	25.00	0.00	0.00	30.00		2011/2012
<input type="checkbox"/> Red Elementary T-Shirt 2011/12		10.00	0.00	0.00	0.00	10.00		2011/2012
<input type="checkbox"/> T-Shirt 2011/2012		10.00	0.00	0.00	0.00	10.00		2011/2012
<input type="checkbox"/> T-shirts		10.00	0.00	0.00	0.00	10.00		2011/2012
Totals		\$415.00	\$30.00	\$0.00	\$0.00	\$385.00		
Grand Totals		\$415.00	\$30.00	\$0.00	\$0.00	\$385.00		

Pay All Auto Pay Waive All

Total Price Charge \$0.00

Checkout
Cash Check Credit Card

B. The system will automatically check all items displayed on the checkout screen.

C. Click on the **Pay All** option.

School Cash Checkout

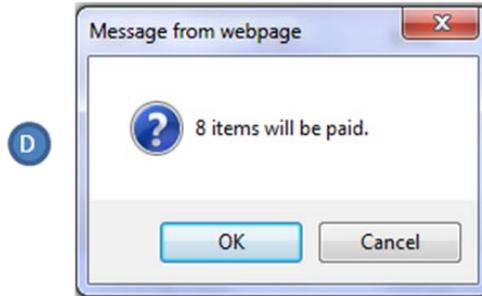
Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
<input checked="" type="checkbox"/> ALLEN, HANNAH Grade - 3 ID - 26990606 Birthday - 01/01/1990 Guardian - ALLEN,LINDA								
<input checked="" type="checkbox"/> Class of 2012 Dues		200.00	0.00	0.00	0.00	200.00		2011/2012
<input checked="" type="checkbox"/> Gym Strip 2011 - 2012		35.00	0.00	0.00	0.00	35.00		2011/2012
<input checked="" type="checkbox"/> Lost Textbook 10-11		20.00	0.00	0.00	0.00	20.00	Math 101	2010/2011
<input checked="" type="checkbox"/> Registration Fee		75.00	5.00	0.00	0.00	70.00		2011/2012
<input checked="" type="checkbox"/> School registration fee 2011-2012		55.00	25.00	0.00	0.00	30.00		2011/2012
<input checked="" type="checkbox"/> Red Elementary T-Shirt 2011/12		10.00	0.00	0.00	0.00	10.00		2011/2012
<input checked="" type="checkbox"/> T-Shirt 2011/2012		10.00	0.00	0.00	0.00	10.00		2011/2012
<input checked="" type="checkbox"/> T-shirts		10.00	0.00	0.00	0.00	10.00		2011/2012
Totals		\$415.00	\$30.00	\$0.00	\$0.00	\$385.00		
Grand Totals		\$415.00	\$30.00	\$0.00	\$0.00	\$385.00		

Pay All Auto Pay Waive All

Total Price Charge \$0.00

Checkout
Cash Check Credit Card

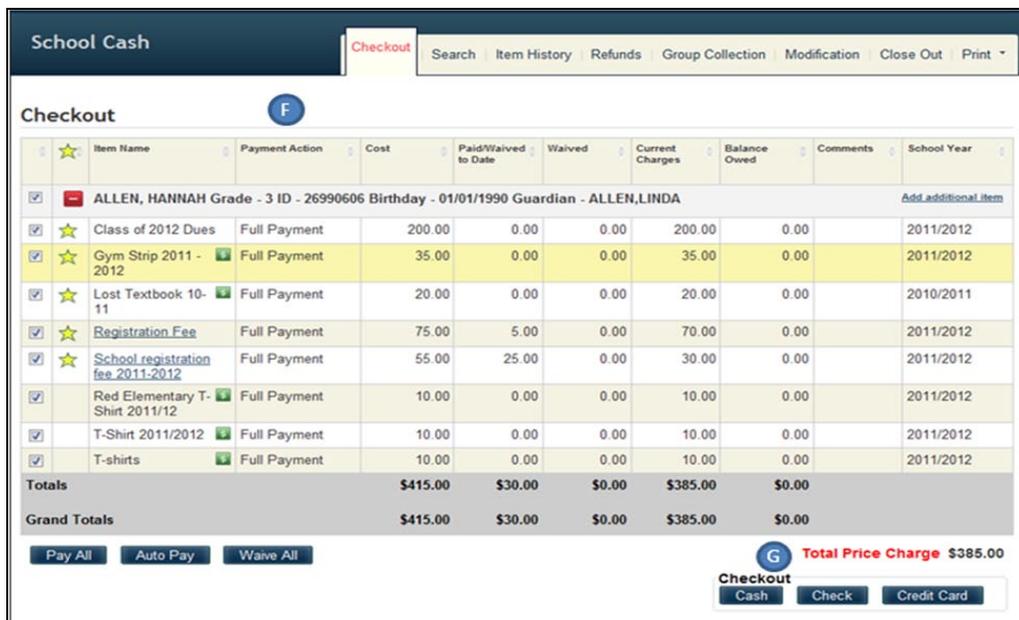
- D. A warning message will appear indicating the number of items will be purchased. Select **OK** to proceed. **Cancel** will return the user to the checkout screen and no payment action will be recorded.



- E. If items have options, a pop-up message will appear for the user to complete during the **Pay All** process. Enter the values, then select **Save Selection**.



- F. All items that were flagged in **Step B** will have a **Payment Action** equal to **Full Payment**.
- G. The **Total Price Charge** will be updated to the total that the individual is required to pay.



Pay All Tip

Use the Pay All option to quickly mark a group of items fully paid. For example the individual would like to pay for only the required items.

- A. Select the Pay All **check box**

School Cash Checkout

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

Checkout

Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
ALLEN, HANNAH Grade - 3 ID - 26990606 Birthday - 01/01/1990 Guardian - ALLEN,LINDA								
<input checked="" type="checkbox"/> Class of 2012 Dues		200.00	0.00	0.00	0.00	200.00		2011/2012
<input checked="" type="checkbox"/> Gym Strip 2011 - 2012		35.00	0.00	0.00	0.00	35.00		2011/2012
<input checked="" type="checkbox"/> Lost Textbook 10-11		20.00	0.00	0.00	0.00	20.00	Math 101	2010/2011
<input checked="" type="checkbox"/> Registration Fee		75.00	5.00	0.00	0.00	70.00		2011/2012
<input checked="" type="checkbox"/> School registration fee 2011-2012		55.00	25.00	0.00	0.00	30.00		2011/2012
<input type="checkbox"/> Red Elementary T-Shirt 2011/12		10.00	0.00	0.00	0.00	10.00		2011/2012
<input type="checkbox"/> T-Shirt 2011/2012		10.00	0.00	0.00	0.00	10.00		2011/2012
<input type="checkbox"/> T-shirts		10.00	0.00	0.00	0.00	10.00		2011/2012
Totals		\$415.00	\$30.00	\$0.00	\$0.00	\$385.00		
Grand Totals		\$415.00	\$30.00	\$0.00	\$0.00	\$385.00		

Pay All | Auto Pay | Waive All

Total Price Charge \$0.00

Checkout
Cash | Check | Credit Card

- B. Deselect the optional items, leaving 5 items flagged for Pay All.
C. Click the Pay All option.

School Cash Checkout

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

Checkout

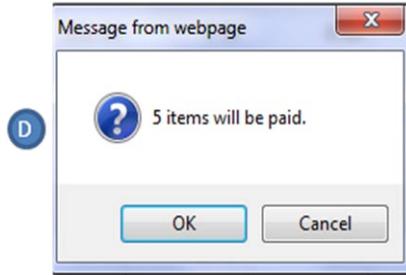
Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
ALLEN, HANNAH Grade - 3 ID - 26990606 Birthday - 01/01/1990 Guardian - ALLEN,LINDA								
<input checked="" type="checkbox"/> Class of 2012 Dues	Full Payment	200.00	0.00	0.00	200.00	0.00		2011/2012
<input checked="" type="checkbox"/> Gym Strip 2011 - 2012	Full Payment	35.00	0.00	0.00	35.00	0.00		2011/2012
<input checked="" type="checkbox"/> Lost Textbook 10-11	Full Payment	20.00	0.00	0.00	20.00	0.00		2010/2011
<input checked="" type="checkbox"/> Registration Fee	Full Payment	75.00	5.00	0.00	70.00	0.00		2011/2012
<input checked="" type="checkbox"/> School registration fee 2011-2012	Full Payment	55.00	25.00	0.00	30.00	0.00		2011/2012
<input type="checkbox"/> Red Elementary T-Shirt 2011/12		10.00	0.00	0.00	0.00	10.00		2011/2012
<input type="checkbox"/> T-Shirt 2011/2012		10.00	0.00	0.00	0.00	10.00		2011/2012
<input type="checkbox"/> T-shirts		10.00	0.00	0.00	0.00	10.00		2011/2012
Totals		\$415.00	\$30.00	\$0.00	\$355.00	\$30.00		
Grand Totals		\$415.00	\$30.00	\$0.00	\$355.00	\$30.00		

Pay All | Auto Pay | Waive All

Total Price Charge \$355.00

Checkout
Cash | Check | Credit Card

- D. Warning message appears that only the flagged items will be purchased. Select **OK** to proceed.



Remember that items that have options will present a pop-up menu for the user to complete.

- E. All items that were flagged in **Step B** will have a **Payment Action** equal to **Full Payment**.
- F. The **Total Price Charge** will be updated to the total that the individual is required to pay.

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

Checkout E

Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
ALLEN, HANNAH Grade - 3 ID - 26990606 Birthday - 01/01/1990 Guardian - ALLEN,LINDA Add additional item								
<input checked="" type="checkbox"/> Class of 2012 Dues	Full Payment	200.00	0.00	0.00	200.00	0.00		2011/2012
<input checked="" type="checkbox"/> Gym Strip 2011 - 2012	Full Payment	35.00	0.00	0.00	35.00	0.00		2011/2012
<input checked="" type="checkbox"/> Lost Textbook 10-11	Full Payment	20.00	0.00	0.00	20.00	0.00		2010/2011
<input checked="" type="checkbox"/> Registration Fee	Full Payment	75.00	5.00	0.00	70.00	0.00		2011/2012
<input checked="" type="checkbox"/> School registration fee 2011-2012	Full Payment	55.00	25.00	0.00	30.00	0.00		2011/2012
<input type="checkbox"/> Red Elementary T-Shirt 2011/12		10.00	0.00	0.00	0.00	10.00		2011/2012
<input type="checkbox"/> T-Shirt 2011/2012		10.00	0.00	0.00	0.00	10.00		2011/2012
<input type="checkbox"/> T-shirts		10.00	0.00	0.00	0.00	10.00		2011/2012
Totals		\$415.00	\$30.00	\$0.00	\$355.00	\$30.00		
Grand Totals		\$415.00	\$30.00	\$0.00	\$355.00	\$30.00		

F Total Price Charge \$355.00
 Checkout

Step 3: Select the **Checkout** option choosing the correct tender for the purchase.

Step 4: Confirm the transaction and print the receipt.

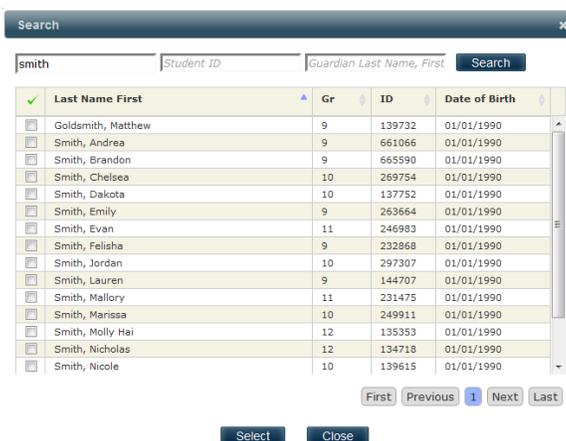
If required, see "How to Process a Payment" for further instructions on the Checkout process.

Auto Pay

Allows the user to apply a payment value against outstanding items. The payment value will be applied to fees in order of items displayed, fully paying each item in order of entry (required/optional). Any payment balance remaining will be applied to an item as a partial payment.

Note: Auto Pay will make a payment against all required items first, and then apply the remaining balance to optional items based on the creation date of the item (oldest to newest).

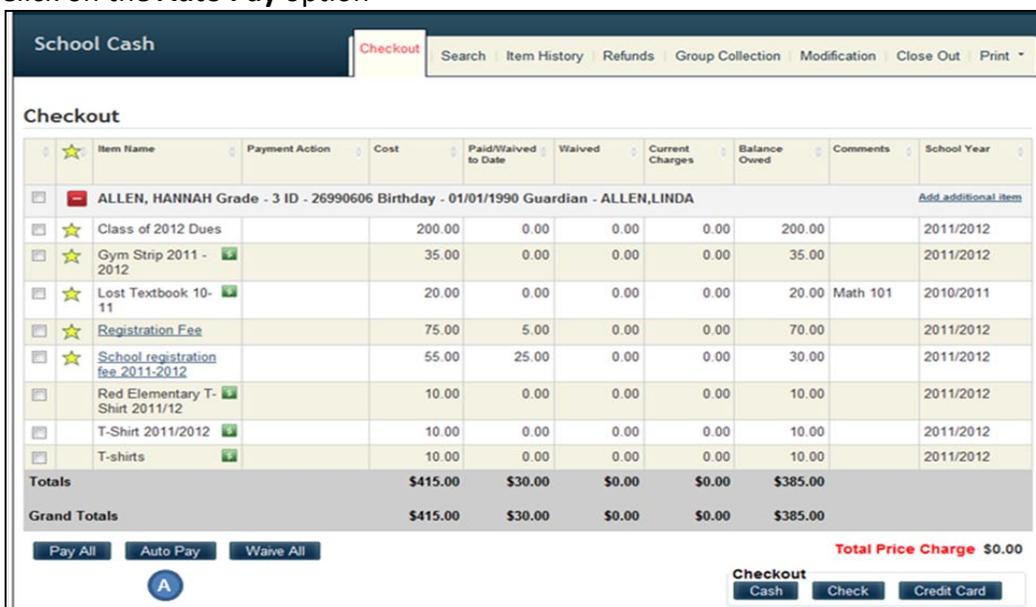
Step 1: From the Search screen, enter the student's name or student ID or Guardian Name, then select **Search** option or the **Enter** key. If more than one student has been found the selection window will appear below your search criteria. If only one student has been found, the system will continue to the Checkout Screen.



Using your mouse, click on the appropriate **checkbox** for the student that wishes to make a payment, and then click on the **Select** option. *Note:* You can select more than student, which could be ideal for a family payment.

Step 2: The Checkout Screen appears.

A. Click on the **Auto Pay** option



- B. An **Auto Pay** message will appear.
Complete the value for the automatic payment.
Click the **Confirm** option.
Cancel will return the user to the checkout screen and no payment action will be recorded.



Remember that items that have options will present a pop-up menu for the user to complete.

- C. Auto pay will apply the value to the outstanding items as either **Full Payment** or **Partial Payment** to the total Auto Pay amount.
- D. **Total Price Charge** will reflect the amount entered for automatic payment
- E. **Balanced Owed** will be updated based on the automatic payment amount.

Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
ALLEN, HANNAH Grade - 3 ID - 26990606 Birthday - 01/01/1990 Guardian - ALLEN,LINDA								
Class of 2012 Dues	Full Payment	200.00	0.00	0.00	200.00	0.00		2011/2012
Gym Strip 2011 - 2012	Full Payment	35.00	0.00	0.00	35.00	0.00		2011/2012
Lost Textbook 10-11	Full Payment	20.00	0.00	0.00	20.00	0.00	Math 101	2010/2011
Registration Fee	Full Payment	75.00	5.00	0.00	70.00	0.00		2011/2012
School registration fee 2011-2012	Full Payment	55.00	25.00	0.00	30.00	0.00		2011/2012
Red Elementary T-Shirt 2011/12	Partial Payment	10.00	0.00	0.00	5.00	5.00		2011/2012
T-Shirt 2011/2012		10.00	0.00	0.00	0.00	10.00		2011/2012
T-shirts		10.00	0.00	0.00	0.00	10.00		2011/2012
Totals		\$415.00	\$30.00	\$0.00	\$360.00	\$25.00		
Grand Totals		\$415.00	\$30.00	\$0.00	\$360.00	\$25.00		

Buttons: Pay All, Auto Pay, Waive All

Total Price Charge \$360.00

Checkout: Cash, Check, Credit Card

Step 3: Select the **Checkout** option choosing the correct tender for the purchase.

Step 4: Confirm the transaction and print the receipt.

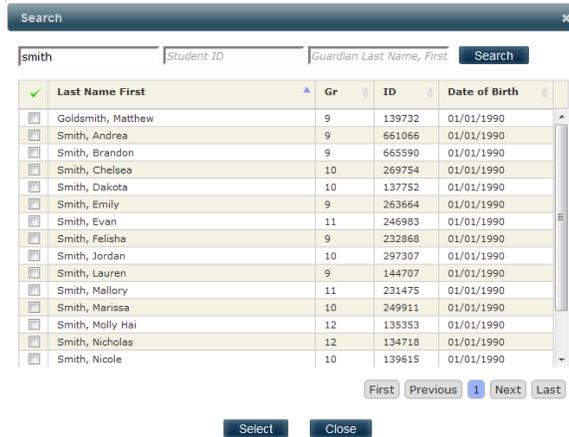
If required, see "How to Process a Payment" for further instructions on the Checkout process.

Waive All

Similar to Pay All, the Payment Action will be set as Waived for all items selected.

Step 1: From the Search screen, enter the student's name or student ID or Guardian Name, then select **Search** option or the **Enter** key.

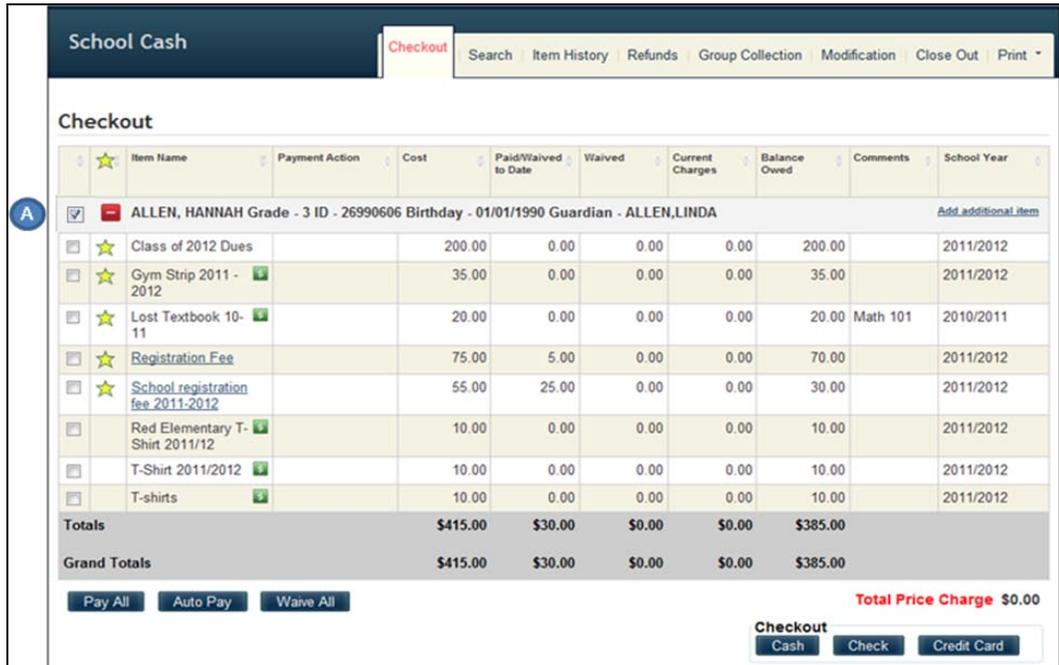
If more than one student has been found the selection window will appear below your search criteria. If only one student has been found, the system will continue to the Checkout Screen.



Using your mouse, click on the appropriate **checkbox** for the student that wishes to make a payment, and then click on the **Select** option. *Note:* You can select more than student, which could be ideal for a family payment.

Step 2: The Checkout Screen appears.

A. Select the **checkbox** on the far left.



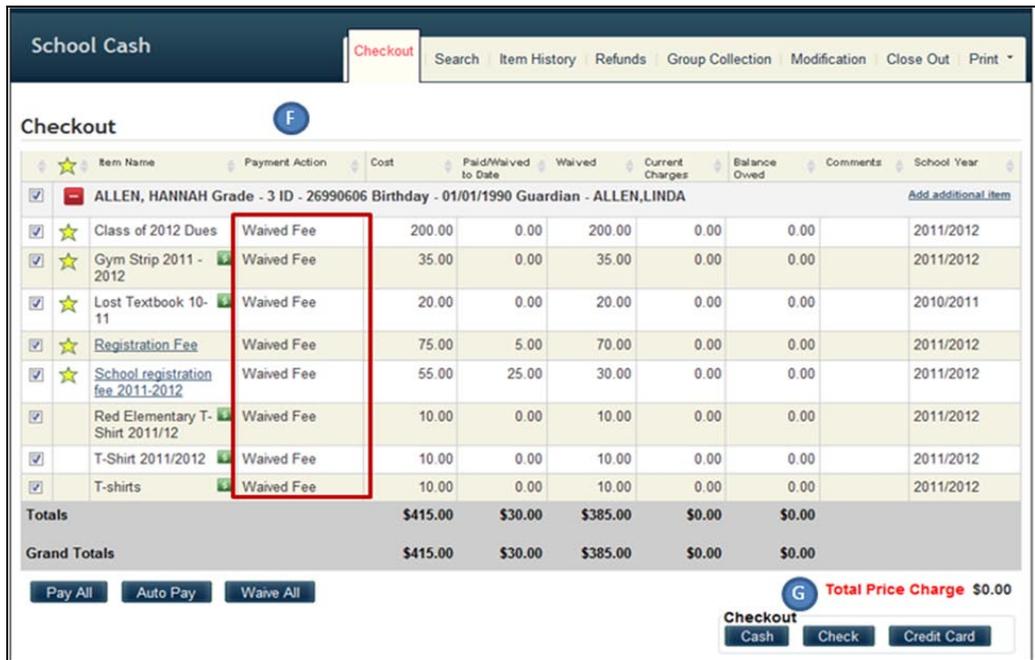
- B. The system will automatically check all items displayed on the checkout screen.
- C. Click on the **Waive All** option.

Item Name	Payment Action	Cost	Paid/Waived to Date	Waived	Current Charges	Balance Owed	Comments	School Year
ALLEN, HANNAH Grade - 3 ID - 26990606 Birthday - 01/01/1990 Guardian - ALLEN,LINDA								
Class of 2012 Dues		200.00	0.00	0.00	0.00	200.00		2011/2012
Gym Strip 2011 - 2012		35.00	0.00	0.00	0.00	35.00		2011/2012
Lost Textbook 10-11		20.00	0.00	0.00	0.00	20.00	Math 101	2010/2011
Registration Fee		75.00	5.00	0.00	0.00	70.00		2011/2012
School registration fee 2011-2012		55.00	25.00	0.00	0.00	30.00		2011/2012
Red Elementary T-Shirt 2011/12		10.00	0.00	0.00	0.00	10.00		2011/2012
T-Shirt 2011/2012		10.00	0.00	0.00	0.00	10.00		2011/2012
T-shirts		10.00	0.00	0.00	0.00	10.00		2011/2012
Totals		\$415.00	\$30.00	\$0.00	\$0.00	\$385.00		
Grand Totals		\$415.00	\$30.00	\$0.00	\$0.00	\$385.00		

- D. A warning message will appear indicating the number of items will be purchased. Select **OK** to proceed. **Cancel** will return the user to the checkout screen and no payment action will be recorded.

- E. If items have options, a pop-up message will appear for the user to complete during the **Pay All** process. Enter the values, then select **Save Selection**.

- F. All items that were flagged in **Step B** will have a **Payment Action** equal to **Waived Fee**.
- G. The **Total Price Charge** will be updated to \$0.00 for all the items that were waived.



Step 3: Select the **Checkout** option choosing the correct tender (Cash) for the purchase.

Step 4: Confirm the transaction and print the receipt.

If required, see “How to Process a Payment” for further instructions on the Checkout process for Waived Items.

Advanced Tip

To **undo** a Pay All, Auto Pay or Waive All, (**that has not been checked out/confirmed**) select the option to return to the Main Menu (School Cash link). The following message will appear. Select OK to return to the Main Menu. Re-enter the School Cash Register and start the payment process again.

