Receipt Module

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Who Uses Receipt Module

Central Office

- Central Office Bookkeepers
- Extended Day
- Pre-School
- Fine Arts Center
- Special Education Donations
- Enrollment

Local School

- Bookkeepers
- Classroom Teachers
- Club Sponsors
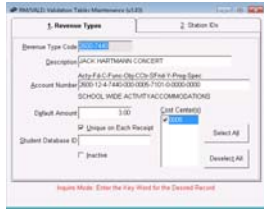- Coaches

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Setting Up
Receipt Module

Set Up- Revenue Type

- Central Office- Source Funds-Function
  - Example- 6001-8990

- Local School- Activity-Function
  - Examples- 2001-7420
    2001-TS (T-Shirt Sales)

Set Up- Station ID

- Passwords- 4 digit employee number
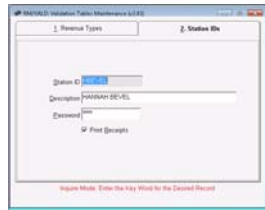
Export Parameter Data

Choose Correct Parameter Name- BOE for Central Office LSA for Local Schools
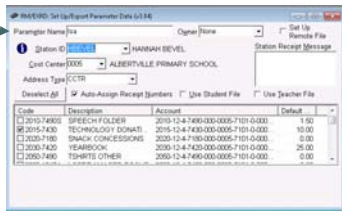
Setting up Receipt Format

This must be done before you can print receipts
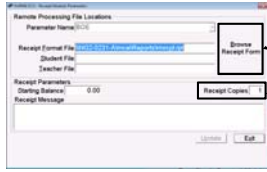
rmrcpt.rpt

How many copies do you want

Entering and Posting Receipts

Entering Receipts

Enter amount of money for the item

Click the box if the "Rev Type $" is filled

Enter type of payment

Enter Payer name

Click "Update" when complete

Receipt

```
                    ALBERTVILLE PRIMARY SCHOOL              0005
                         1100 HORTON RD                    HBEVEL
Receipt                 ALBERTVILLE AL 35950
No:    2705                                          Page 1 of 1
Date:  03/15/2017                                        RMRcpt

Payer Name: Student Name
Rev. Type          Due       Received   Remain.  Comment
2600-7440         3.00         3.00       0.00   JACK HARTMANN CONCERT
4610-7430         0.00        20.00       0.00   1ST GRADE CLASS DONATION
4615-7140C       30.00        30.00       0.00   1ST GRADE FT CIRCUS
4615-7140P       10.00        10.00       0.00   1ST GRADE FT PUMKIN PATCH
                                          Total:             63.00
                                          Tendered:          63.00
                                          Change:             0.00

    Cash: 20.00      Check: 43.00    No: 123      Card: 0.00
```

Closing Out for the Day

- Once all the receipts for the day have been entered, you will need to close out your receipts
- Click "Recap"
- "Print Deposit Listing"
- "Print Recap"
- If your reports are correct click "Close Out"

Deposit Listing

```
RUN DATE: 03/15/2017      MCAI RECEIPT MODULE DEPOSIT CHECKS LISTING     Page 1 of 1
RUN TIME: 09:59 am                  User Name: hb                           RMDLST
                              Station Id: HBEVEL

    Check                        Cost       Receipt       Check
  Number  Payer Name             Center     Number        Amount
    123   Student Name           0005        2705          43.00

                                        Total Checks:      43.00
```

Recap Report

```
RUN DATE:  03/15/2017          MCAI RECEIPT MODULE RECAP REPORT              Page 1 of 1
RUN TIME:  09:59 am                    User Name: hb                         RMRCPR
                                     Station Id: HBEVEL

Cost Center:   0001    ALBERTVILLE PRIMARY SCHOOL
   Receipt                                                Check/
   Number   Payer Name/Id         Status        Cash     Check#     Card    Total Due
     2705   Student Name          Open          20.00    43.00      0.00        63.00
                                                         123
                    Cost Center Totals:         20.00    43.00      0.00        63.00

                         Starting Balance:        0.00
                       Total Cash Received:      20.00
                       1 Checks Totaling:        43.00
                      Total Cards Received:       0.00
                          Total Collected:       63.00
                            Ending Balance:      63.00
                  Total Number of Receipts:          1
```

Closing Out for the Day

Enter the amount of money you collected

```
Station ID  HBEVEL          Starting Balance    0.00
Total Cash Received
  1 C                                 llected    63.00
Total No of                            Balance   63.00
Last Receipt No Used    2705
Print Deposit Listing   Print Recap    Close Out    Exit
```
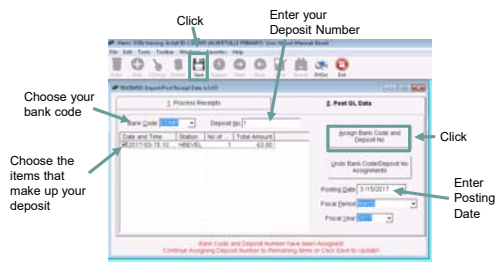
Closing Out for the Day

Importing Receipt Data

Click Enter. If you have used "MISC" as a payment item, you will have to assign the account
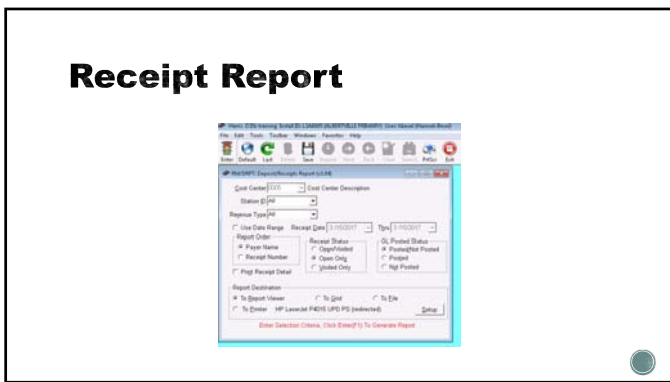

Importing Receipt Data

Click

Enter your Deposit Number

Choose your bank code

Click

Choose the items that make up your deposit

Enter Posting Date

Importing Receipt Data

Reports

Receipt Report

Revenue Type Report

Issues and Tips

Issues

- Printers
  - One printer located in bookkeeping office
- Closing out while out of balance
  - Find out what the problems is and make adjusting entries
- Failing to print reports
  - Print out a Receipt Report
- Receipting wrong payment items
  - Void the receipt and issue a corrected receipt
- Combining amounts under one log-in
  - Verify the amount and post
- Failing to report computer errors
  - Correct issue when you are notified
- Computer Updates
  - Call school's technology department
- Failing to notify bookkeeper of new payment items
  - Bookkeeper receives a copy of the fieldtrip and fundraiser request forms
- Forgetting to close out
  - Contact employee and have them login and close out

Tips

- Make a copy of Budgetary Account icon and rename it Receipt Module
- Use Generic Logins for the server example APS01
- If you are using a centralized printer make sure its located on the server
- Allow night deposits for coaches
- If you are using a centralized printer make sure the teacher turns in an activity verification report
- Never keep sensitive information in your public documents file
- Only allow teachers access to Receipt Module and Reporting Parameters
- Have your Principal on board
- MAKE FRIENDS WITH YOUR TECHNOLGY DEPARTMENT!!!!!!

Contact Information

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