P	
J & WEB-BASED RECEIPT MOD	ULE
IMPLEMENTATION	

PLANNING FOR IMPLEMENTATION Choose the schools to implement initially Full implementation will be at least a year Train Bookkeepers Train Teachers

	TRAINING AND SET UP	
J		
	Work with bookkeepers to set up and/or update revenues and revenue codes in the system	
	Central Office did initial set-up	
	• Support	

	BENEFITS OF RECEIPT MODULE	
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]	Bookkeeper knows which teacher have receipted funds	
0	Accountability	
J P	• Simple to navigate	
1/9	• Expense of purchasing receipt books/master receipts	

RECEIPT MODULE TIME SAME BENEFITS • Eliminates entering Cash Receipts • Teachers handwriting receipts • Office and/or bookkeepers handwriting master receipts

