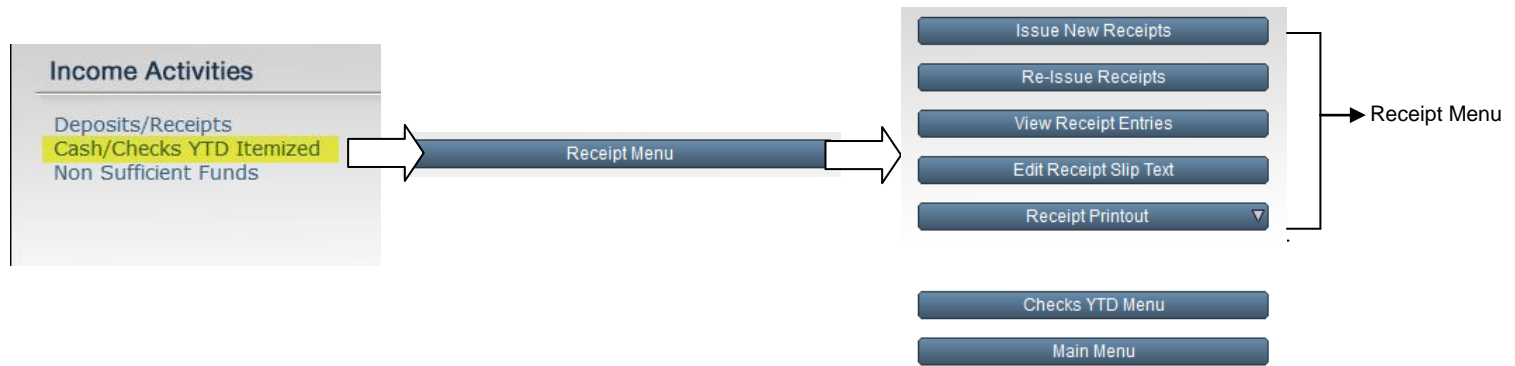


# School Cash Accounting - Receipt Menu



## To Access the Receipt Menu:

From **Main Menu**, **Income Activities** group:

1. Click **Cash/Checks YTD**
2. Click **View Receipt Entries**

**View Receipt Entries**

The **Receipt Menu** will open.

## To Issue a New Receipt:

1. Click **Issue New Receipts**

**Issue New Receipts**

The list displays itemized deposits that were not issued receipts

2. Select **Type of Receipt** Receipt Type: **General** to be printed

**Print**

3. Click **Print** ☒ check box for all receipts that are to be issued

4. Click **Continue**

**Continue**

5. Click **Printer** icon



6. Click **Continue** after printing is complete

**Continue**

## To Search for an Itemized Deposit:

1. Click **Search** **Search** tab
2. Enter any known details

3. Click **Perform Search**

**Perform Search**

4. To print, follow the instructions in the section “To Issue a New Receipt”

## To Create a New Receipt

1. Click **New Receipt** **New Receipt** tab

**New Receipt**

2. Enter the details of the receipt

**Add Receipt**

3. Click **Add Receipt**

4. To print the new receipt ,follow the steps in the section “To Issue a New Receipt”

## To Re-issue a Receipt:

1. Click **Re-Issue Receipt**

**Re-Issue Receipts**

in **Receipt Menu**

2. Click **Print** ☒ check box for all receipts that are to be issued

**Print**

3. Click **Continue**

**Continue**

4. Click **Printer** icon to print the duplicate receipt



5. Click **Continue** after printing is complete

**Continue**

## To View a List of Receipt Entries

1. Click **View a List of Receipt Entries**

**View Receipt Entries**

in **Receipt Menu**

The list will display all itemized deposits that have been receipted

2. Clicking a **Field Heading** will sort this list

For Example:

Clicking the **Deposit From** **Deposit From** heading will sort the list in alphabetical order.

## To Edit Receipt Slip Text:

1. Click **Edit Receipt Slip Text**

**Edit Receipt Slip Text**

2. Select either **General Information** **General Information** tab

**General Information**

or **Official Information** **Official Information** tab as required

**Official Information**

3. Click **Edit Receipt Text**

**Receipt Text**

4. Enter the new text

5. Click **Submit**

Submit

6. Click **Receipt Menu**

Receipt Menu


**To Print a List of All Issued Receipts:**

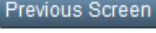
1. Click **Receipt Printout**

2. Select the required printout from the drop down

Receipt Printout ▼

General  
Official  
Both

3. Click **Printer**  icon to print the list of receipts

4. Click **Previous Screen**  after the printing is complete

After using any of the **Receipt Menu** options, click either **Checks YTD**

**Menu**  or **Main Menu**

Main Menu

For further information on School Cash Accounting – Receipt Menu, please refer to the User Guide.