SCHOOL CASH REGISTER: HOW TO PROCESS PAYMENTS

School Cash Register – Student Checkout – Display

School Cash Register is used to accept a face-to-face payment for an item created and attached to students using School Cash Catalog. The face-to face payment collection process is 4 basic steps.

Four Basic Steps to Checkout

1. Search for Student:

From the **Main Menu, My School Store group**:

1. Click **School Cash Register**
2. Enter any known student information in the search window. (**TIP**: Entering one or two letters of surname will search the current student data base for all surnames that contain those letters. Entering a surname such as "Smith" will search for all students in the current student database with the surname "Smith".)

School Cash Register – Student Search – Display

3. Click **Search**
4. Select required student(s) in search results window

School Cash Register – Student Selected – Display

5. Click **Select**

2. Select Payment Action:

1. Verify the student details at the top of the item display
2. Click in **Payment Action** column (located to the right of the required item name)

School Cash Register – Student Details – Display

3. Select **Payment Action** from drop-down (defaults to Full Payment)

   Full Payment: Student will be charged full cost of the selected item

   Partial Payment: Student is able to specify how much of the total cost of the item will be paid for at this time. Good option for expensive items.

   Waived Fee: Item cost can be waived either in full or in part at the discretion of school staff. (Comment will be required.)

   Void Fee: History of item will be retained, but no cost will be incurred by student. eg: Student was charged for a lost textbook, but the textbook was found. (Comment will be required.)

   Delete Fee: No history of the item attachment is retained. No cost is incurred by the student. eg.: Student does not wish to purchase the Yearbook.

School Cash Register – Payment Action – Display

4. Complete **Payment Actions** for all necessary items

TIP: As items are selected and payment action selected, **Total Price Charge** field calculates.

3. Checkout: Select Tender Type:

1. In **Checkout area** click required **Tender Type**

   Cash: Cash will be tendered for the Total Price Charge

   Check: A check will be tendered for the Total Price Charge

Credit Card: A Credit Card will be tendered for the Total Price Charge (**NOTE**: This Checkout option requires that the school have a swipe terminal for credit card processing.)

School Cash Register – Checkout Tender Type – Display

4. Confirm Checkout and Print Receipt/Statement

1. Verify transaction details in the **Checkout** window
2. Select any required **Print Option**

   Receipt: Select receipt style from drop-down

   One –Part Receipt: Prints a receipt that is given to the person making the payment

   Two –Part Receipt: Prints one part to be given to the person making the payment and one part to be retained in the school office

School Cash Register – Checkout Receipt Options – Display

Statement:

Prints a statement of all items currently attached to the student. Lists paid/unpaid, optional and required items

School Cash Register – Checkout Statement Options – Display

3. Click **Confirm** to finalize transaction

   Click **Cancel** to cancel the transaction eg.: Wrong tender type has been selected

School Cash Register – Checkout Confirm – Display

NOTE: Confirmed transactions cannot be undone

Any selected print options will generate after Confirm has been selected.

Additional School Cash Register Checkout Features

1. Checking out items with options

It is possible to accept payments using School Cash Register for Items that have options. eg.: A Spirit Wear Hoodie comes in sizes Small, Medium and Large.

When options are associated with an item, the item is marked with the option indicator [$].

To Select Option and Accept Payment:

From the **Main Menu**, **My School Store group**:

1. Select **School Cash Register**

2. Search for the required student
3. Search for student
4. Click **Payment Action** in item row

School Cash Register – Student Checkout – Item with Option – Display

The option window will open.

5. Make the required option selection(s)
6. Click **Save Selection**

School Cash Register – Student Checkout – Option Selection – Display

7. Continue with the Checkout process outlined above

2. Add Additional Items:

It is possible to select a student and add an additional item to the current item list. eg.: A student needs to pay for a lost textbook. There is an existing Lost Textbook item, but it is not currently attached to the selected student.

To Add An Additional Item:

From the **Main Menu, My School Store group**:

1. Select **School Cash Register**
2. Search for the required student
3. Click **Add Additional Item**

School Cash Register – Student Checkout – Add Additional Item – Display

A new item row will open at the bottom of the item list

4. Click **Item Name** drop-down
5. Select required Item from the list

School Cash Register – Student Checkout – Item List – Display

NOTE: Item will be marked as Required and Payment Action will default to Full Payment.

6. If necessary enter cost of the item.
7. Enter **Comment** eg.: Lost Science Textbook.
8. Continue with Checkout process outlined above

Please see School Cash Catalog – How to Create Items with Variable Costs documentation for further information.

School Cash Register Closeout

The School Cash Register cash drawer must undergo a regular closeout. The Closeout process will create a transaction summary of recent School Cash Register activity. The Closeout also automatically creates a deposit form in School Cash Accounting Deposit/Receipts.
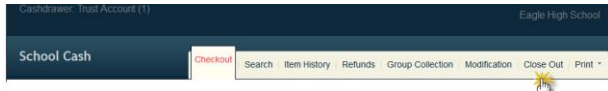
Four Basic Steps to Closeout:

Before initiating the Close Out process, count the bills and coins in the cash drawer. Make a note of the denomination and number.
Be sure that all current Deposit/Receipts have been posted to the Ledger.

From the Main Menu, My School Store group:

1. Select **School Cash Register**
2. Close student search window
3. Click **Close Out**

School Cash Register – Close Out – Display

1. Step One: Date Range

1. It is not possible to edit this information
2. Click **Continue**

School Cash Register – Close Out Step One – Date Range– Display

2. Step Two: Enter Value of Cash in Cash Drawer

1. Enter the value of Cash and Coins in the cash drawer

School Cash Register – Close Out Step Two – Cash Details – Display

2. Click **Continue**

3. Step Three: Details Verification

School Cash Register – Close Out Step Three – Details Verification – Display

Sales Summary must be balance
If discrepancy exists a comment must be entered to explain the discrepancy.

1. Click **Continue**

4. Step Four: Report Preview

School Cash Register – Close Out – Step Four Report Preview – Display

1. Click **Report Preview** to verify Close Out details
2. Click **Close Out** to finalize Close Out.
3. Click **OK** in the warning dialog box

School Cash Register – Close Out Step Four Warning – Display

NOTE: Close Out cannot be undone.
Close Out reports will generate. Deposit form will be generated in Income Activities, Deposit/Receipts

School Cash Account – Deposit Form Not Balanced – Display

To balance deposit:

1. Enter the cash/coin details that were recorded at the beginning of the Close Out process.

School Cash Accounting – Balanced Deposit/Receipts Form – Display

2. Complete the regular deposit process

For further information regarding School Cash Register features, please refer to the following Resource Centre documentation:

School Cash Register – How to Process a Payment
School Cash Register – How to Modify a Payment
School Cash Register – How to Use Advanced Features
School Cash Register – How to Record an NSF
School Cash Register – How to Process a Refund
School Cash Register – How to Create a Group Collection