



School Cash Register Reports

Update: October 2013

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School Cash Register

Reports

The School Cash Register print menu will allow the user to print:

- ☐ Statements
- ☐ Reprint Receipts
- ☐ Reprint Close Out Details

1 Statements

Perfect way to remind students of outstanding fees!

School Cash Register Print Statements choice will print detailed statements for the selected student(s). Reports can be generated based on several different filters, which include:

- ☐ Select Students:
 - Only for Selected Students(Default choice)
 - Students by Grade
 - Students by Homeroom
 - All Students
- ☐ Display Statements with:
 - Outstanding and Paid Items (Default choice)
 - Outstanding Items Only
 - Paid Items Only

In addition the statements can be sorted based on a selected option:

- ☐ Last Name (Default choice)
- ☐ Homeroom (then by Last Name)
- ☐ Grade (then by Last Name)

The Statements can be personalized with a Global Notice that will appear on the top of all student statements when they are generated. Individual notices can be added to selected students, if necessary.

Statements contain the following information: Student Name, Student Number, School Name, Address, Global Notice (Optional), Bar Code for Student Number, Required Items, Optional Items.

Item details include: Item Name, Cost, Paid, Waived, Refunded and Balance. The items are sorted alphabetically by Item Name. The report details are summarized with a Total for each of the Required and Optional Items. There is a Grand Total at the end of the report.

Each Statement file is sorted alphabetically by Student Last Name.

Cashdrawer: Trust Account (1)
 Last Closed Out: 09/19/2013 09:17:57 AM

Eagle High School

School Cash

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

Print Statements

B Select Students

☒ Only For Selected Students

☐ Students By Grade

☐ Students By Homeroom

☐ All students

C Display Statements With

☒ Outstanding and Paid Items

☐ Outstanding Items Only

☐ Paid Items Only

D Sort By

☒ Last Name

☐ Homeroom

☐ Grade

E Print Options

☒ Only Required Items

☐ All Items (includes optional)

F ☐ Hide Waived Column

G Below you can provide notices to be included

Global Notices:

DID YOU KNOW? You can pay your son/daughters school fees online....
 Step 1: Go to: <https://schoolcashionline.com>
 Step 2: Register by selecting the "Get Started Now" and following the steps.
 Step 3: After you receive the confirmation email, please select the "click here" option, sign in, add each of your children to your household account.

Individual Notices:

H

Last	First	Notices
0 students are going to be included in the Statements. In order to print, at least one student must be included		

Print

School Cash Register – Print Statements –V4.7 – Display

Features:

A. Report Options:

Select required report option eg.: Print Statements

B. Select Students:

Click radio button to select student options for the basis of the statements:

Default option is Only for Selected Students

Only for Selected Students: allows the user to select students on which to base the statements Student selection is made through School Cash Register Search dialog box

Students by Grade: statements can be generated for a selected grade, use the drop-down to select grade

Students by Homeroom: statements can be generated for a selected homeroom, use the drop-down to select homeroom

All Students: statements can be generated for each active student in the current student database

C. Sort By:

Statements will generate and print based on the sort by selection Default option is by Last Name

Last Name: sorts the statements by Student Last Name

Homeroom: sorts the statements by Homeroom, then by Student Last Name

Grade: sorts the statements by Grade, then by Student Last Name

D. Display Statements With:

Statements can be filtered based on Payment Status

Default option is Outstanding and Paid Items

Filter options include:

Outstanding and Paid Items: generates statements for all Payment Status

Outstanding Items Only: generates statements for items that have not yet been paid

Paid Items Only: generates statements for items that have been paid

E. Print Options:

Prints statements based on only required items, or all items (both Optional and Required)

Default option is Only Required Items

Only Required Items: prints student statements that include only items that have been attached to students as Required

All Items (includes Optional): prints student statements that include items that have been attached as either Optional or Required

F. Hide Waived Column:

Student statements will not display items that have been waived in whole or in part using School Cash Register

G. Global Notices:

Enter any notice that should appear on each of the student statements Notice will appear at the top of the first page of each statement

H. Individual Students:

Displays Last Name, First Name of students that have been selected for statements Notice – enter a notice to the individual student here

1.1 How to Print Statements

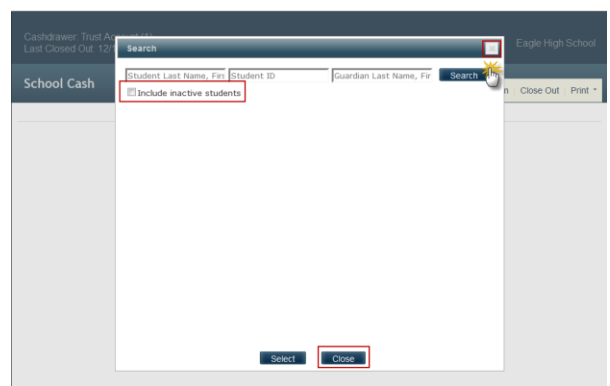
How To Print Statements:

From the **Main Menu, My School Store Group**

Click School Cash Register

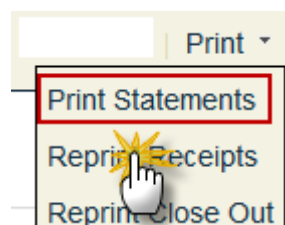
1. Close **Search** window

NOTE: Student Search window now includes an option to Include inactive students (V 4.7) Statements can be printed for inactive students that have a balance owing.



2. Click **Print**

3. Select **Print Statements**, from the menu



4. Select required report options

For Example: Outstanding Fees for All Students, Print Option is set for All Items(includes Optional)

NOTE: Print Statements window will indicate the number of statements that will generate for the select report options.

5. Click **Print**

NOTE: The statements will be divided into Adobe Acrobat Files, each file will contain approximately 200 student statements. Each statement file must be selected and printed individually.

TIP: To print statements for all homerooms:

1. **Select Students:** All Students
2. **Sort By:** Homeroom
3. Click **Print**

Cashdrawer: Trust Account (1)
Last Closed Out: 09/19/2013 09:17:57 AM Eagle High School

School Cash

Checkout Search Item History Refunds Group Collection Modification Close Out Print

Print Statements

Select Students

☐ Only For Selected Students

☐ Students By Grade 10

☐ Students By Homeroom SA

☒ All students

Sort By

☒ Last Name

☐ Homeroom

☐ Grade

Display Statements With

☐ Outstanding and Paid Items

☒ Outstanding Items Only

☐ Paid Items Only

Print Options

☐ Only Required Items

☒ All Items (includes optional)

☐ Hide Waived Column

Below you can provide notices to be included

Global Notices:

DID YOU KNOW? You can pay your son/daughters school fees online....
Step 1: Go to: <https://schoolcashonline.com>
Step 2: Register by selecting the "Get Started Now" and following the steps.
Step 3: After you receive the confirmation email, please select the "click here" option, sign in, add each of your children to your household account.

Individual Notices:

Last First Notices

443 students are going to be included in the Statements Print

Eagle High School, 999-9999**100 Street, City, HI 12345**

DID YOU KNOW? You can pay your son/daughters school fees online....

Step 1: Go to: <https://schoolcashionline.com>

Step 2: Register by selecting the "Get Started Now" and following the steps.

Step 3: After you receive the confirmation email, please select the "click here" option, sign in, add each of your children to your household account.

Parent Guardian of:

Miguel Abell

100 Street

City, ON Z1Z1Z1



ID:8875

Grade:12

Homeroom:

REQUIRED ITEMS

Item Name	Cost	Paid	Waived	Refunded	Balance
Art 20 2011/2012	\$30.00	\$30.00	\$0.00	\$0.00	\$0.00
Europe Trip - Grant	\$2,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
Foods 30-5 2011/2012 - As per principal	\$60.00	\$0.00	\$30.00	\$0.00	\$30.00
Grad Fee 2011/2012	\$90.00	\$90.00	\$0.00	\$0.00	\$0.00
Instructional Materials Fee (10-12) 2011/2012	\$88.00	\$88.00	\$0.00	\$0.00	\$0.00
Lock(s) 2011/2012	\$5.00	\$5.00	\$0.00	\$0.00	\$0.00
Lost Text Book(s) 2010/2011 - Understanding Nationalism	\$87.00	\$0.00	\$87.00	\$0.00	\$0.00
Lost Textbook - biology text book	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Lost Textbook 2012-2013 - Math Textbook	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Student Fee - 2011/2012	\$45.00	\$45.00	\$0.00	\$0.00	\$0.00
Totals	\$2,455.00	\$258.00	\$1,117.00	\$0.00	\$1,080.00

OPTIONAL ITEMS

Item Name	Cost	Paid	Waived	Refunded	Balance
Gym Uniform 2011/2012	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00
Laptop Purchase 2011/2012	\$800.00	\$100.00	\$0.00	\$0.00	\$700.00
School Activity Fee \$20	\$20.00	\$20.00	\$0.00	\$0.00	\$0.00
Yearbook (\$30)	\$30.00	\$30.00	\$0.00	\$0.00	\$0.00
Totals	\$855.00	\$150.00	\$0.00	\$0.00	\$705.00
Grand Total					\$1,785.00

School Cash Register – Outstanding Fee Students – (sort by Student Last Name) – Exhibit

2 Reprint Receipts

Perfect Report to Replace a Lost Receipt

School Cash Register Print menu will allow the user to Reprint a Receipt for the selected student.

Cashdrawer: Trust Account (1)
Last Closed Out: 09/19/2013 09:17:57 AM

Eagle High School

School Cash

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

School Cash Register: Reprint Receipts

A Student: Knight, Kodi

B School Year: 2012/2013

C Receipt Date: 09/28/2012, 04:50:28 PM

D Receipt Number: SCR-6960-13-224953

E ☐ Receipt Summary
☐ One Part Receipt
☐ Two Part Receipt

Print

School Cash Register – Reprint Receipts – Display

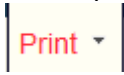
Features:

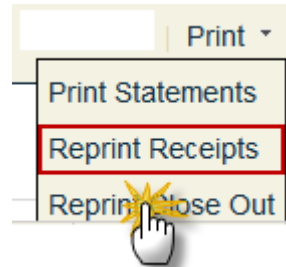
- A. Student:** Search for required student, selected Student Name will appear in the Reprint Receipts window
- B. Receipt Date:** Select Date the original receipt was issued from drop-down
- C. Receipt Number:** Select original Receipt Number from drop-down
- D. Receipt Style:** Select required receipt type
 - Receipt Summary:** lists all receipt details associated with the selected student
 - One Part Receipt:** issues a receipt for the student
 - Two Part Receipts:** allow one portion of the receipt to be retained at the school

2.1 How to Reprint Receipts

How To Reprint Receipts:

From the **Main Menu, My School Store Group**

1. Click **School Cash Register**
2. Search for the required student
3. Click **Print** 
4. Select **Reprint Receipts**, from the menu



5. Select required options
6. Click **Print**

Receipt Summary option lists all receipts that have been issued to the selected student. Details include School Information, Student Name/ID Number, Grade, Homeroom, Receipt Date, Receipt Number, Tender, Amount and Total Paid. Details are organized by Transaction Date newest to oldest Transaction Date.

Eagle High School
School Activity Fund

Receipt Summary

Student Name:		Berg, Carter	
Grade:	11	Homeroom:	
		ID:	6269
Receipt Date	Receipt Number	Tender	Amount
09/06/2013	SCR-6960-12-275487	Check	\$25.00
10/31/2012	SCR-6960-12-268083	Check	\$168.00
10/06/2012	SCR-6960-12-227509	Cash	\$200.00
10/04/2012	SCR-6960-12-227508	Check	\$120.00
Total Paid:			\$513.00

School Cash Register – Reprint Receipts – Receipt Summary (sort by Date Z-A) – Exhibit

One Part Receipt option lists all payment details for the selected date, or receipt number. The receipt includes a list of Outstanding Required Items, as well as a list of any Outstanding Optional items. Items are sorted into alphabetical order (A-Z). A Grand Total of Outstanding Items also appears on the receipt. Payment details include School Information, Student Name/ID Number, Grade, Homeroom, Receipt Number, Item Name, Cost, Paid, Waived, Refund and Balance. Tender Total and Tender Amount are also included.

Eagle High School
School Activity Fund

Payment Receipt

Receipt #: SCR-6960-12-224953



ID:5950

Student Name: Knight, Kodi

Grade: 12

Homeroom:

CURRENT PAYMENT

Item Name	Cost	Paid	Waived	Refund	Balance
Physical Education 30-5 2011/2012 - From Overpayment refund	\$80.00	\$40.00	\$0.00	\$0.00	\$40.00

Current Payment Total \$40.00Cash

REQUIRED ITEMS

Item Name	Cost	Paid	Waived	Refund	Balance
Art 30 2011/2012	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00
Physical Education 30-5 2011/2012 - From Overpayment refund	\$80.00	\$40.00	\$0.00	\$0.00	\$40.00
Totals	\$110.00	\$40.00	\$0.00	\$0.00	\$70.00

OPTIONAL ITEMS

Item Name	Cost	Paid	Waived	Refund	Balance
Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Grand Total Owing \$70.00

School Cash Register – Reprint Receipts – One Part Receipt (sort by Item (A-Z)) – Exhibit

Two Part Receipt option lists payment details for the selected student on the selected date. The top section of the receipt is for distribution to the student. The bottom portion of the receipt, should be retained in the office. Details include School Information, Student Name/ID Number, Grade, Homeroom, Item Name, Payment Date, Receipt Number, Tender and Amount.

Eagle High School
School Activity Fund

Payment Receipt

Receipt # SCR-6960-12-224953



ID:5950

Student Name: Knight, Kodi

Grade: 12

Homeroom:

Received From: Knight, Kodi

Received On: 09/28/2012

Amount: --- Forty and 00/100 ---

Cash: \$40.00

Re: Physical Education 30-5 2011/2012 - \$40.00

Receipt Copy

Verified By: _____

Eagle High School
School Activity Fund

Payment Receipt

Receipt # SCR-6960-12-224953



ID:5950

Student Name: Knight, Kodi

Grade: 12

Homeroom:

Received From: Knight, Kodi

Received On: 09/28/2012

Amount: --- Forty and 00/100 ---

Cash: \$40.00

Office Copy

Verified By: _____

Item Name	Status	Cost	Paid	Waived	Refunded	Balance
Physical Education 30-5 2012/2013 - From Overpayment refund	P	\$80.00	\$40.00	\$0.00	\$0.00	\$40.00

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

Student ID: 5950

Purchased: 09/28/2012 04:50:28 PM

Receipt # SCR-6960-12-224953

Printed: 09/18/2013 12:07:38 PM

School Cash Register – Reprint Receipts – Two Part Receipt – Exhibit

3 Reprint Close Out

A Close Out is part of the regular use of School Cash Register. The Close Out process generates a report that lists payment details for the selected date range. Please see School Cash Register – How to Close Out Cashdrawer documentation, for further information.

Page One of the Close Out Report summarizes the cash drawer activity for the selected date range. Summary information includes: Sales (Gross and Net), Waived and Refunds. Tenders are broken down by type and amount. Cash and Check Tender Summaries are also included in this section of the report. A dated signature line appears at the bottom of page one.

The next section of the report will list payment details. Details are organized alphabetically by Item Name. Details include: Item Name, Student Name/ID Number who purchased the item, Tender, and Amount.

The last section of the report – Sales Activity Summary lists Student Name/ID Number, Item Name, Tender, Amount and Payment Date. The details are sorted alphabetically by Student Last Name.

Cashdrawer: Trust Account (1)
Last Closed Out: 09/19/2013 09:17:57 AM
Eagle High School

School Cash

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

School Cash Register: Reprint Close Out

A School Year: 2012/2013

B Sales Period: 2/1/2013 10:59:37 AM to 2/6/2013 6:13:19 PM

Print

School Cash Register – Reprint Close Out – Display

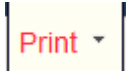
Features:

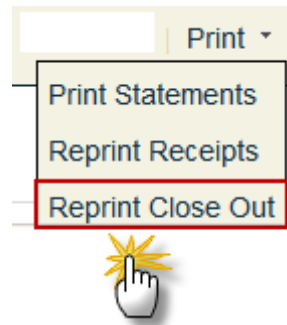
- A. School Year:** Select School Year from drop-down
- B. Sales Period:** Select Date the original Close Out was created from drop-down

3.1 How to Reprint Close Out

How To Reprint Close Out:

From the **Main Menu, My School Store Group**

1. Click **School Cash Register**
2. Search for the required student
3. Click **Print** 
4. Select **Reprint Close Out**, from the menu



5. Select required options
6. Click **Print**

Z-Out / Cash-Out Report**Eagle High School
Trust Account 1****Start Date:**02/01/2013 10:59:37 AM**End Date:**02/06/2013 06:13:19 PM

JaneSmith

Sales Activity

Gross Sales	Waived	Refunds	Net Sales
\$311.50	\$0.00	\$0.00	\$311.50

Payment Tenders:

Cash Receipts	161.50		
Check Receipts	150.00	Over/Under	\$0.00
Credit Cards	0.00		
Other (Waived)	0.00	Comment:	
Total	\$311.50		

Cash Receipt Summary

Item Name	Amount
Art 20 2011/2012	30.00
Foods 20-5 2011/2012	60.00
Instructional Materials Fee (10-12) 2011/2012	16.50
Lost Textbook	20.00
NSF Item/Charge 2011/2012	5.00
Weightroom Membership 2011-2012	20.00
Yearbook	10.00
Total	\$161.50

Check Receipt Summary

Item Name	Amount
Laptop Purchase 2011/2012	100.00
Yearbook	50.00
Total	\$150.00

Date_____
Signature*School Cash Register – Reprint Close Out – Close Out Summary - Exhibit*

Z-Out / Cash-Out ReportEagle High School
Trust Account 1

Start Date:02/01/2013 10:59:37 AM

End Date:02/06/2013 06:13:19 PM

JaneSmith

Sales Activity Summary by Item

Item Name: Art 20 2011/2012

Student Name	Student ID	Type	Tender	Amount
Hunt, Shawn	6208	P	Cash	\$30.00
			Total:	\$30.00

Item Name: Foods 20-5 2011/2012

Student Name	Student ID	Type	Tender	Amount
Hunt, Shawn	6208	P	Cash	\$60.00
			Total:	\$60.00

Item Name: Instructional Materials Fee (10-12) 2011/2012

Student Name	Student ID	Type	Tender	Amount
Abraham, Brittany	343	P	Cash	\$16.50
			Total:	\$16.50

Item Name: Laptop Purchase 2011/2012

Student Name	Student ID	Type	Tender	Amount
Abell, Miguel	8875	P	Check	\$100.00
			Total:	\$100.00

Item Name: Lost Textbook

Student Name	Student ID	Type	Tender	Amount
Abraham, Brittany	343	P	Cash	\$20.00
			Total:	\$20.00

Item Name: NSF Item/Charge 2011/2012

Student Name	Student ID	Type	Tender	Amount
Anderson, Branden	8454	P	Cash	\$5.00
			Total:	\$5.00

Item Name: Weightroom Membership 2011-2012

Student Name	Student ID	Type	Tender	Amount
Anderson, Branden	8454	P	Cash	\$20.00
			Total:	\$20.00

Item Name: Yearbook

© 2010 KEV Group

Page 2 of 4

09/18/2013 01:31:53 PM

Z-Out / Cash-Out ReportEagle High School
Trust Account 1

Start Date:02/01/2013 10:59:37 AM

End Date:02/06/2013 06:13:19 PM

JaneSmith

Student Name	Student ID	Type	Tender	Amount
Bamford, Regan	8242	P	Check	\$25.00
Barron, Rebecka	8498	P	Check	\$25.00
Hunt, Shawn	6208	P	Cash	\$10.00
			Total:	\$60.00

School Cash Register – Reprint Close Out – Part Two (sort by Item Name, Student Name) – Exhibit

Sales Activity Summary by Student

Student Name	Student ID	Item Name & Comment	Type	Tender	Amount	Payment Date
Abell, Miguel	8875	Laptop Purchase 2011/2012	P	Check	\$100.00	02/06/2013
Abraham, Brittany	343	Instructional Materials Fee (10-12) 2011/2012	P	Cash	\$16.50	02/01/2013
Abraham, Brittany	343	Lost Textbook - Math Book	P	Cash	\$20.00	02/01/2013
Anderson, Branden	8454	NSF Item/Charge 2011/2012 - Band Trip	P	Cash	\$5.00	02/06/2013
Anderson, Branden	8454	Weightroom Membership 2011-2012	P	Cash	\$20.00	02/06/2013
Bamford, Regan	8242	Yearbook	P	Check	\$25.00	02/06/2013
Barron, Rebecka	8498	Yearbook	P	Check	\$25.00	02/06/2013
Hunt, Shawn	6208	Art 20 2011/2012	P	Cash	\$30.00	02/06/2013
Hunt, Shawn	6208	Foods 20-5 2011/2012	P	Cash	\$60.00	02/06/2013
Hunt, Shawn	6208	Yearbook	P	Cash	\$10.00	02/06/2013

Refund Summary by Student

Student Name	Student ID	Item Name & Comment	Type	Tender	Amount	Payment Date

School Cash Register – Reprint Close Out Report – Sales Activity Summary – (sort by Student Last Name) – Exhibit