Campbell County School District

Cash Receipting Manual

InTouch Receipting System

HD Baker Point-of-Sale Systems

Standardize and streamline operations through centralized applications.

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Cash Receipting System Help Desk

Software Issues

For questions or issues with the functions within the InTouch System, please contact Information Systems. The finance staff listed below Information Systems have also been trained to provide support on InTouch questions if you are unable to contact someone in Information Systems.

Information Systems – Cash Receipting Help Desk Support

Erin Mager	687-4569	emager@ccsd.k12.wy.us
Amy Taylor	687-4568	ataylor@ccsd.k12.wy.us

Finance - Backup Cash Receipting Help Desk Support

Shelly Haney	687-4541	shaney@ccsd.k12.wy.us
Michelle Brandon	687-4542	mbrandon@ccsd.k12.wy.us
Steve Yount	687-4548	syount@ccsd.k12.wy.us
Judith Torres	687-4544	jtorres@ccsd.k12.wy.us
Hanna Hillius	687-4543	hhillius@ccsd.k12.wy.us
Teresa Kramer	687-4545	tkramer@ccsd.k12.wy.us

Hardware Issues

Please contact Information Systems for any hardware issues (computer or printer) – 687-4568.

Upload Information

Student Numbers and Information

The individual student identification number and related student data are being loaded into the InTouch Cash Receipting System directly from PowerSchool. There is a process that runs each night to update the student information and add new students. Students that leave the district remain in InTouch to retain the student record but will be inactivated for reporting purposes.

Staff Numbers and Information

The individual staff identification number and related staff data are being loaded into the InTouch Cash Receipting System directly from IVisions. There is a process that runs each night to update the staff information and add new staff. Please do not add staff members as non-students. You will find them under Lookup at District.

Student Fees

Student fees are loaded into the InTouch Cash Receipting System as follows:

Library and Textbook fees	Uploaded from Destiny
Device fees	Uploaded from Destiny

Reports

All users have access to all reports available in InTouch.

Cash Handling Requirements

Receipts

Receipts will be given at the time money is received.

Deposits

Weekly deposits are required. If you receipt in more than $250, the deposit must be made by the close of the following business day.

InTouch Over or Short

If you are over/short by more than $5 and have not been able to find the issue, please contact Amy Taylor at 687-4568 or Shelly Haney at 687-4541. Do NOT commit. We will review reports, cash receipts and money to help find the issue.

Vault Audits

For compliance purposes, we will continue with vault audits.

A reconciliation of all funds, gift cards, cash, stamps, etc. will be maintained by the office staff and kept in the safe/vault. The reconciliation will be reviewed during the vault audit process.

Records Retention

Logs and receipt books should be stored in school business offices for five years beyond the end of the fiscal year.

Non InTouch Receipting (Fundraisers, Coaches, Sponsors, Teachers)

If students are not taking money directly to the office, the following procedures must be followed:

Manual Receipt

Please do not accept money without giving a receipt, unless using the cash receipt log (instructions below). Numbered manual receipts can be used if InTouch is not available. However, manual receipts must be entered into InTouch.

If not using InTouch, it is recommended that three-part receipts be used. Copies distributed as follows:

Original to Customer
One copy to Secretary
One copy kept by person collecting money

The person writing the manual receipt should make sure the receipts are in consecutive number order. A log of receipts and money given to the secretary should be maintained. See Money Transfer Log*. A copy of voided receipts should be included with the log when it is given to the

secretary.

The secretary receiving the money and receipts should count the money with the person delivering it and initial the Money Transfer Log. The manual receipt numbers should be in consecutive order and receipt numbers should not be missing.

When a manual receipt is issued, the manual receipt information must be entered in InTouch using the Manual Receipt Instructions*.

Logging Cash Received

If a situation arises where a teacher/coach/sponsor (this includes Recreation Grants) needs to collect funds where a receipt cannot be given, a log must be maintained. A sample Cash Receipt Log can be found on IVisions in Business Resources. The log includes the minimum information necessary to meet district requirements.

When entering the log information into InTouch, the manual receipt information should be noted in the Memo field.

Submitting Funds to Office (Fundraisers, Coaches, Sponsors, Teachers)

Non-InTouch users must submit funds to the office at least weekly or as soon as $250 is collected. When submitting funds to the office, the Money Transfer Log* should be complete. Office staff will count the funds with the person submitting the funds, initial the transfer log verifying the amount is correct, enter the funds into InTouch per instructions below and immediately hand back a receipt.

Transporting Money

- Money should NOT be placed in interoffice mail. Use InTouch to deposit all money. If you need budget codes set up, call Shelly Haney. In the meantime, write a manual receipt.
- All money prepared for deposit will be transported to the appropriate financial institution, not to another CCSD location.
- If money is received at your location, your location is responsible to receipt and deposit funds.
- If you need guidance as to where to deposit money, what budget code to use, etc. please contact Shelly Haney by email.
- No funds should be taken off CCSD property without prior approval by your supervisor.

Vending Machines

- When pulling money or replacing product from vending machines follow these steps:
- Require two people when pulling money or restocking product.
- Log product placed in machine. (sample 5-Day Vending Machine Log*)

- When money is removed from machine, both people must count and sign for funds and log accordingly.
- At the end of fiscal year, machines should be emptied of funds and products counted, then re-loaded.
- Product totals and annual deposits should balance.
- Follow steps for Submitting Funds to Office. (above)

PTO

- The District is not to keep PTO money on our books.
- Schools will not store PTO money on District property.
- Employees will not hold a PTO office or sign any PTO checks.

Change Funds

- Any building may maintain a reasonable change fund so long as it is documented in the CCSD general ledger.
- Any additional change funds should be limited and reviewed with Finance Staff.

Angel Funds and Student Recognition Gift Cards

- Cash, gift cards, etc. may be kept in school safe/vault.
- A log must be kept of purchases including gift cards, cash received, gift cards awarded and cash disbursed.

Donation Cans/Jars (Not School District Funds)

- Anonymous donations are acceptable.
- Checks should be written to the individual or organization the donation is for, not to CCSD.
- Maintain funds in a safe location.
- Receipts and or/logs are not required.
- When the individual or organization is not local, or when it's not practical to give the money directly to the recipient, deposits may be receipted through InTouch and a check issued from the appropriate Fund 80 account.
- Penny drive sponsors may take the container(s) to the bank to be counted and converted to cash.

Coin Fundraisers (sponsored by a CCSD club, activity, etc.)

- Funds can be deposited as a lump sum.
- The building Principal can authorize a staff member to transport the change to the bank to be counted.
- Cash, money order, or cashier's check should be taken to the school secretary with the receipt from the bank for deposit into InTouch.

Online Sales

- Administration encourages placing products online for sale when practical.
- This not only minimizes funds for your building to handle, it is convenient for parents.
- Schools are responsible to work out delivery arrangements for online purchases.

Security Deposits

- If a security deposit is required, write a manual receipt.
- Do not deposit these funds at this point.
- After the event or when rented items are returned and refund has been approved, write "Returned" on your copy of the receipt and have it signed and dated by the person you are giving the money to.
- This process should be used for projects when the bidder supplies a cashier's check in place of a performance and payment bond.

Donations

- Money received from Life Touch, Smith's Earn and Learn and similar programs must be deposited into district accounts, not accounts held outside the district.

Other Items

- Employees will not handle checks that are written to Vendors. T-shirt sales, etc. can be handled directly by the vendor if the coach/sponsor wishes to do so, but the funds should not come through CCSD.
- Money will not be put in student cumulative files.
- No purchases should be made with cash collected and not yet receipted.
- School book fairs, fundraisers, etc. should not go through Fund 01.
- No change should be given for a check.
- Please don't make lump sum deposits under a club or sponsor's name. Refunds are much more difficult to track.

*All samples, logs, etc. can be found in IVisions under My Workflow | Business Resources.

Getting Started

To access InTouch double click on the InTouch icon on your desktop

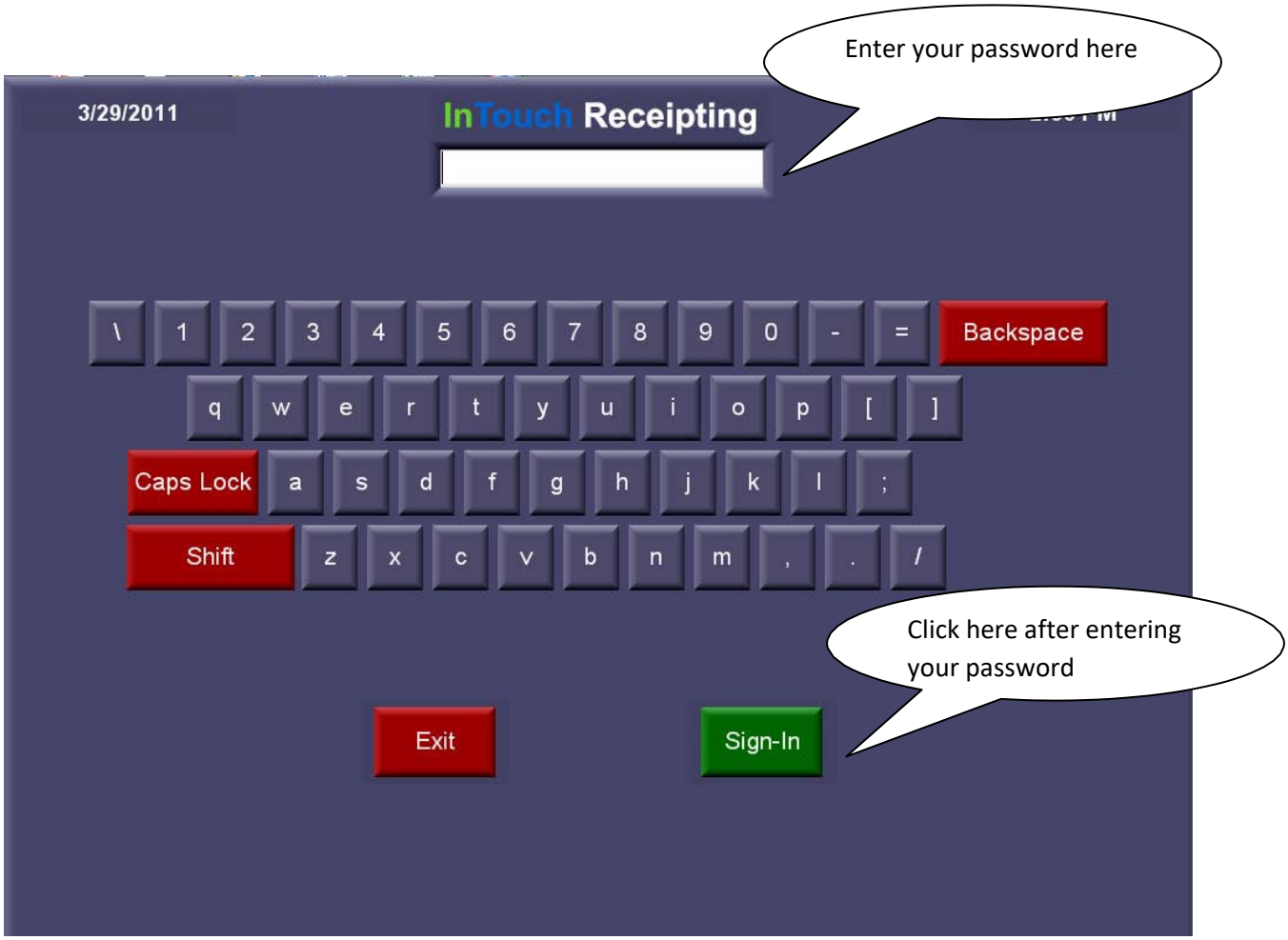
The InTouch program will open with the following screen

InTouch Terminal	Cash register functions End of Period Close out
InTouch Manager	Run reports Set up new items Setup new non-students Create or edit cash register terminal buttons InTouch
Quick Support	Used by system administrators
Release Notes	Updates to the software by InTouch Occurs automatically each time you log in

User ID & Passwords

- Each CCSD staff member performing the cashiering function will be assigned an individual login.
- Your user ID is your LAST NAME.
- Your password will be assigned at the time of training (lower case)
- When staff members change positions please contact Information Systems for new users to be trained and assigned a password.

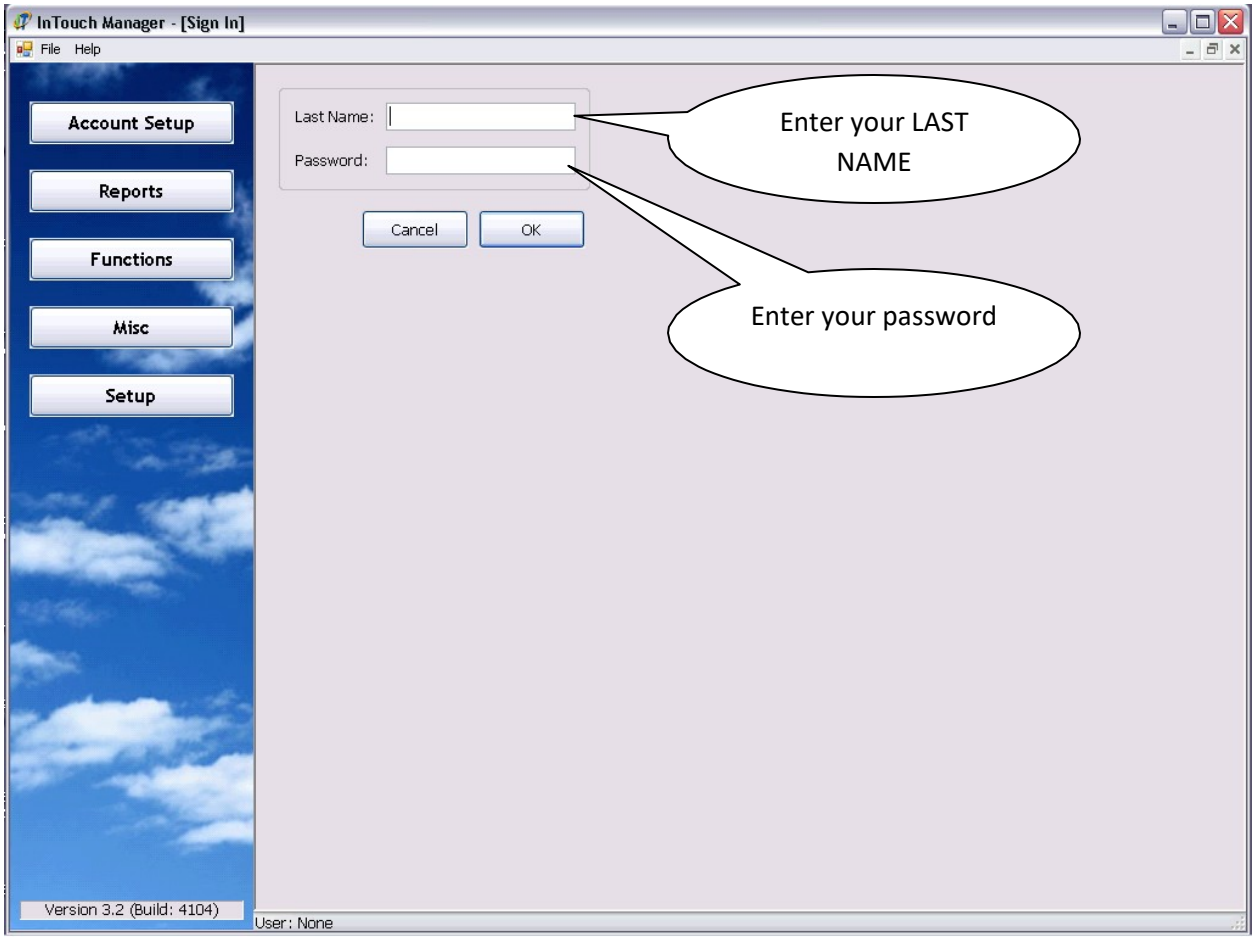
InTouch Terminal Log In (Cash Register Functions)



A second screen comes up with your default terminal #. **It is recommended that each person be assigned a separate terminal number for daily closeout and to allow customization of terminal buttons by person.**

Some sites have chosen to share a terminal and have one person responsible for all deposits at their site. **It's very important to sign out when leaving the terminal.**

InTouch Manager Log In



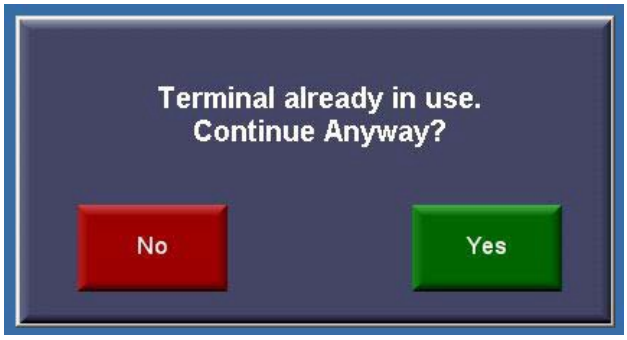
Sign out

Use the Sign out button to logout of the terminal. This DOES NOT EXIT InTouch, but logs a user out of terminal. To exit the program use the Exit button (second screen of buttons – push More Tab to get to the second screen of buttons).

The Sign out function can be used when you leave your cashiering area. Using the Sign out function will prevent anyone else from accessing InTouch through your terminal. The Sign out function will return your computer screen to the InTouch Terminal Login Screen.

To return to InTouch, enter your password and click sign in. This will take you to the screen with your terminal #.

When the Sign out function was used, a message that the terminal is in use will be displayed when logging back into InTouch. Click ok to continue.

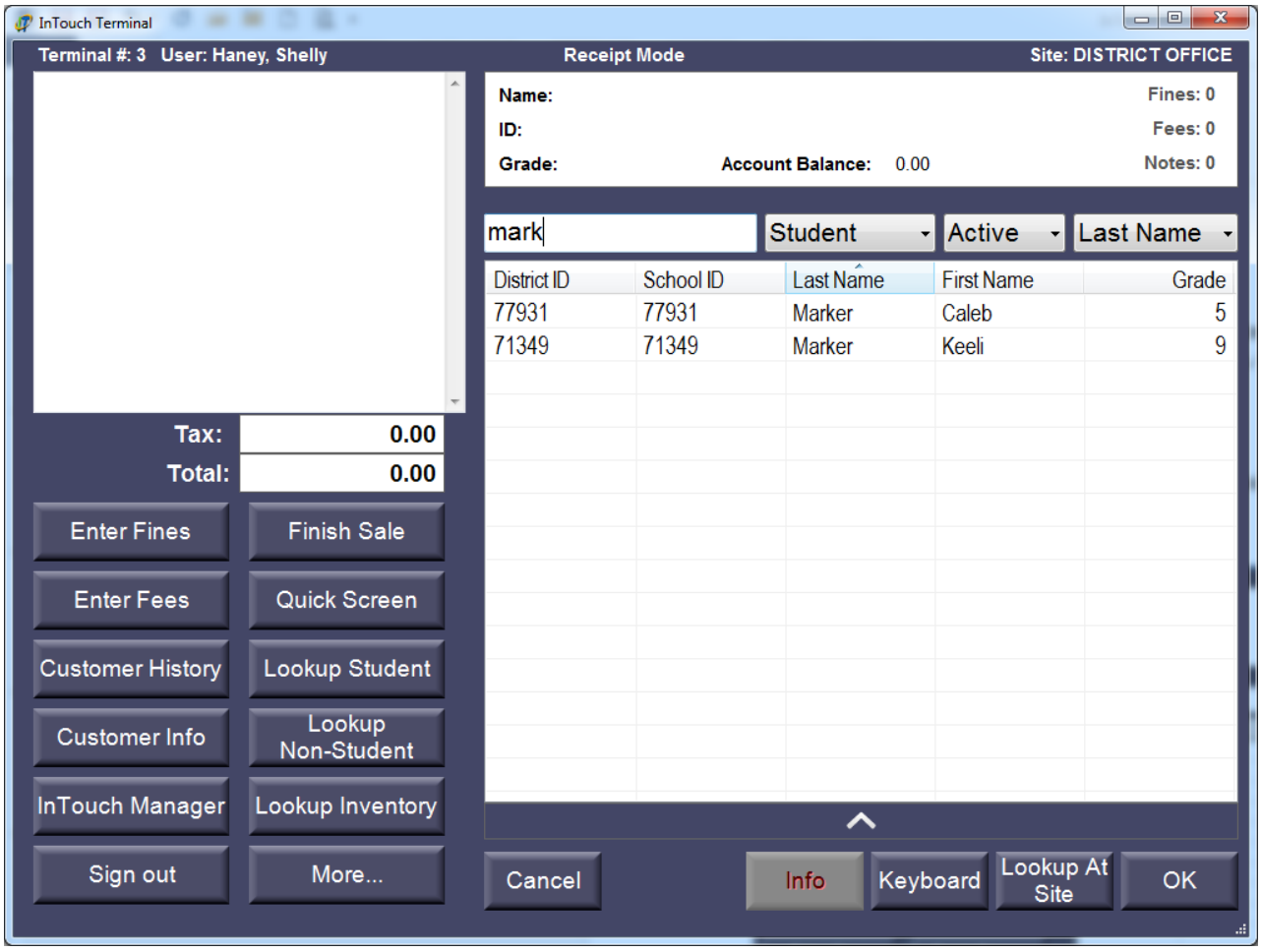


Customers

A transaction must always start with the customer. Customers are either Students or Non-Students, such as staff members, businesses, community members, etc.

Lookup Student

The Lookup Student function is used to find a student assigned to the school building.



Steps

- Select Lookup Student button – InTouch will default to the screen when you log in.
- Type the first few letters of the last name.
- Select the correct student from the shortened list.
- Click **OK**
- Fines/Fees reminder screen will pop-up if students has fines or fees
    - If the wrong student is selected, click the "Lookup Student" tab to start over

Lookup at District

The Lookup at District button is used to lookup any student in the district (any location). This allows receipting for any student, anywhere in the district.

Lookup Student Options

InTouch default setting shows only active students. To view a student that is no longer enrolled at Campbell County School District (graduated, out of district transfer, etc.) click on the **Active/Inactive** drop down filter and select inactive. A student and the related fee/fine history remains in InTouch for reporting purposes. To return to active students click on the **Active/Inactive** drop down filter and select active.

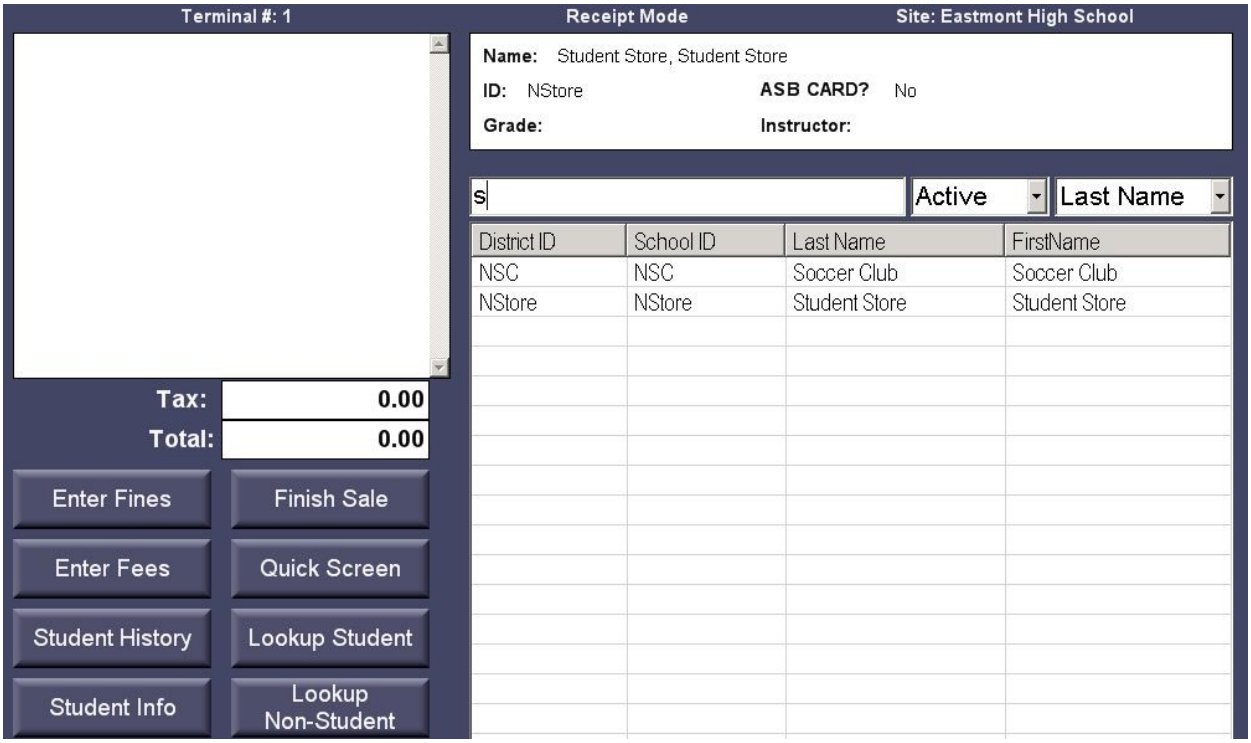
The InTouch default setting for Student Look up is the student last name. Other options are to look up a student by student id, district id (same as student id at Campbell County School District), or grade. To change the lookup option, click on the **Last Name** drop down filter and select one of the options listed.

Tip: Check **Student Info Tab** for more information if multiple students exist with same first name /last name *and* same grade.

Look Up Non-Student

Non-Student

This customer type is used for all NON-student patrons (Refer to "Lookup Student" section for student transactions). A unique non-student id can be added as needed to record cashiering transactions and to maintain history of non-student transactions.
Examples of non-student patrons include individuals, clubs, student store, home schooled students, employees and businesses.



Steps:

- Select Lookup Non-Student
- Type the first few letters of the name
- Select the correct non-student
- Click OK
- Fines/Fees reminder screen will pop-up. Choose no if you do not want to see the fines/fees.

If the wrong non-student is selected, simply click the "Lookup Non-Student" tab to start over.

Always check to be sure Non-Students aren't setup at other sites by using Lookup at District.

Active/Inactive – Drop down used to switch between lists to lookup anything de-activated for which you wish to run POS reports such as clubs, teachers, non-students, etc. Nothing is ever deleted in InTouch!

Please note that all staff are loaded into InTouch from IVisions. You will need to click on 'District' to find staff members. Please DO NOT ADD staff.

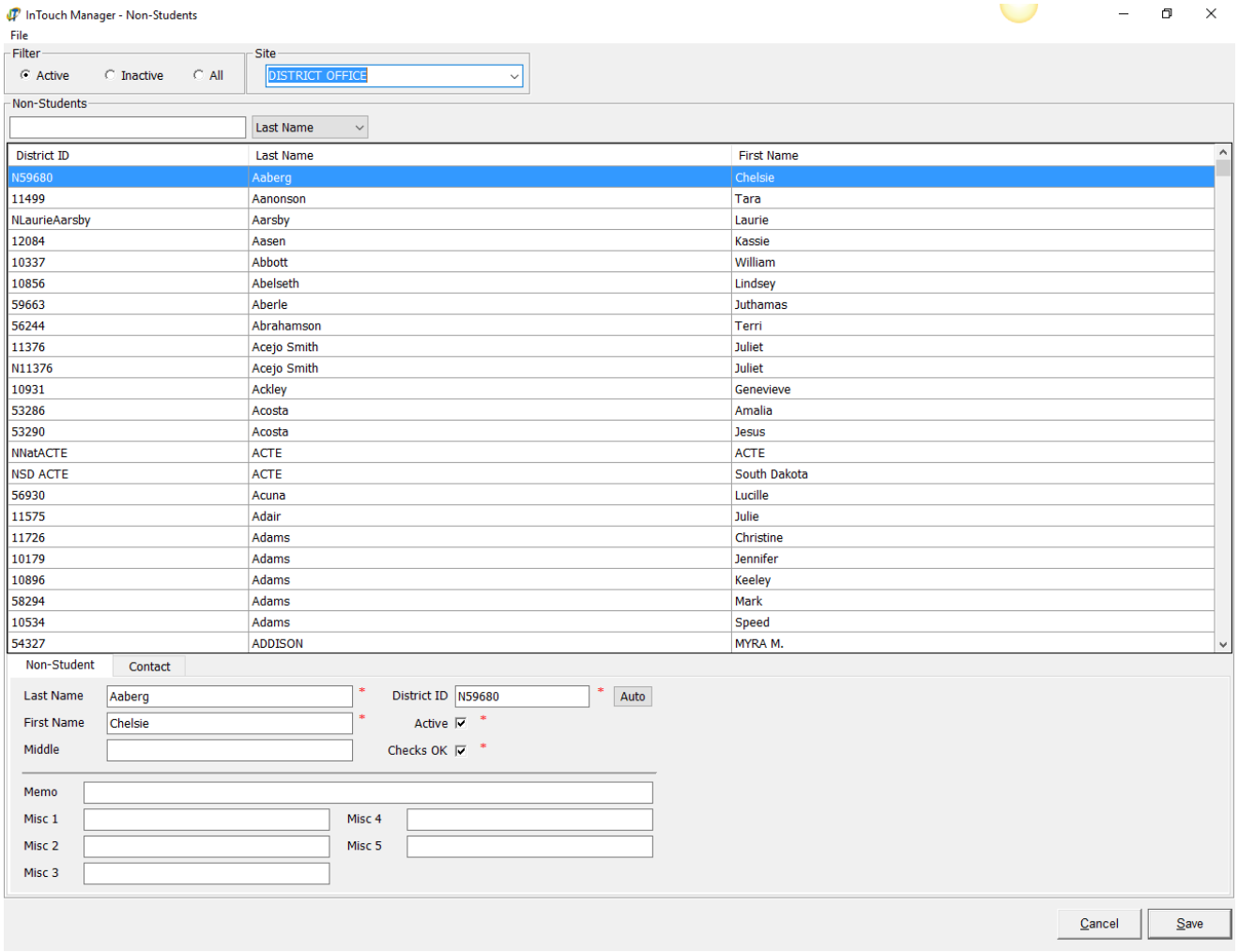
To Setup Non-Students

- Log in to InTouch Manager
- Click on Misc. Button
- Click on Non-Students

When adding a new Non-Student, you have to press cancel to clear out all fields before adding the new information. If you type over what is currently in the fields, you will overwrite the Non-Student that is in there currently.

Note: "N" is automatically inserted by the system in front of the "ID field" you setup in Manager. This is necessary and used to tell InTouch this is a non-student.

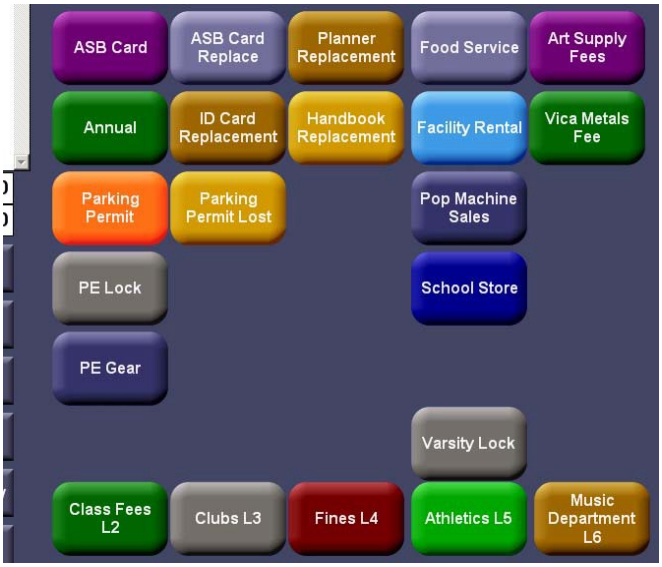
The "non-student" will remain on this list until manually de-activated.



Quick Screen

After selecting a student or non-student the quick screen is displayed.

MAIN SCREEN LAYER 6 – MUSIC DEPARTMENT



Each terminal is setup with several buttons. Each site can customize buttons and each terminal can be further customized. **See chapter 8 Terminal Setup for instructions on creating or editing a button**.

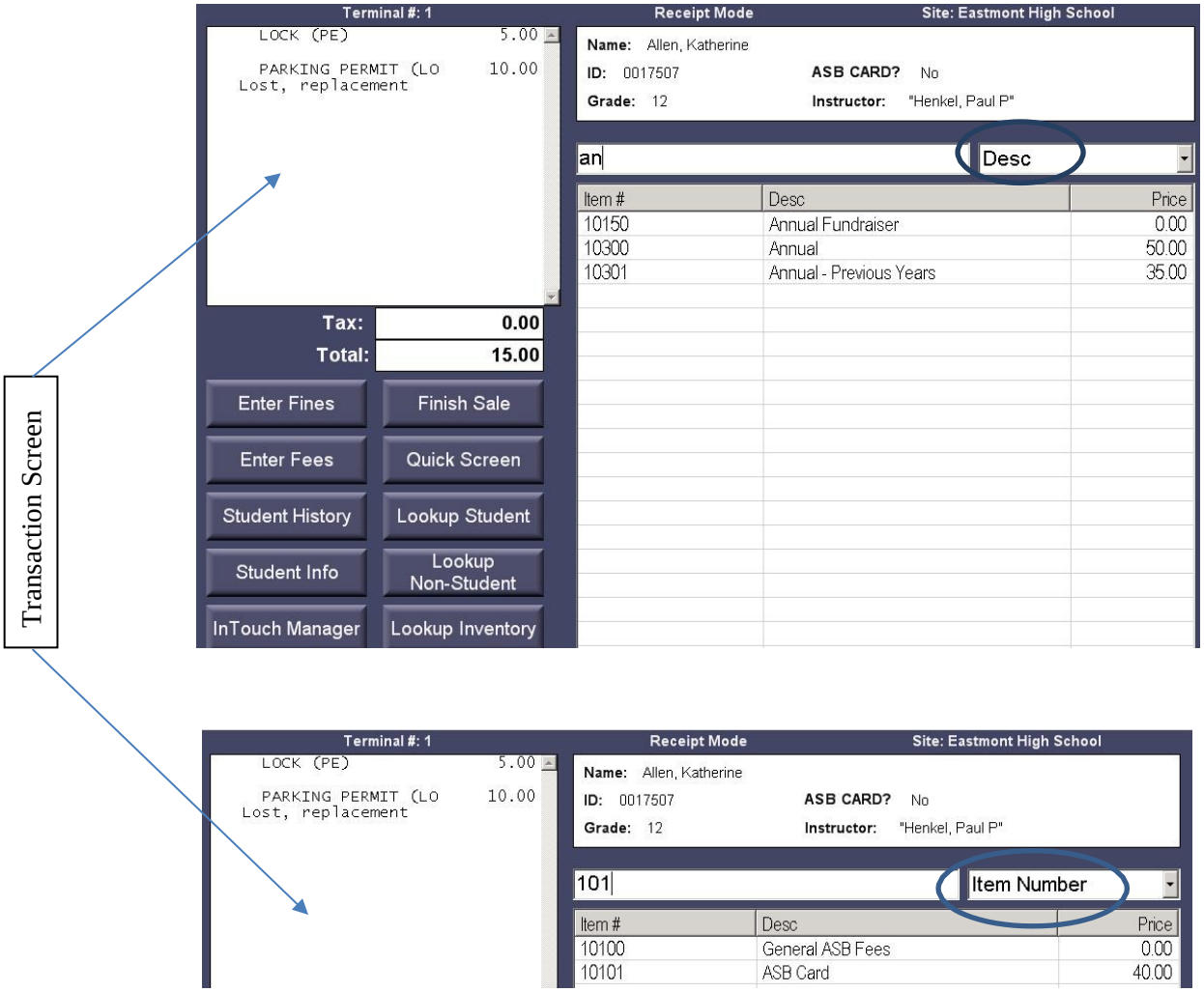
A button is a shortcut that is linked to an item and an account number. If you are accepting money for an item that is not on the Quick Screen use the Lookup Inventory button to select the item.

The Home Screen (layer 1 in Manager/Functions/Button Setup) can be used to access unlimited layers of buttons. A button can be created on the first layer that opens up a more detailed layer as displayed above.

Select “Quick Screen” anytime to return to the Home Screen.

Lookup Inventory (Item)

If an item has not been created as a button on the Quick Screen click on the Lookup Inventory button to Lookup Inventory.



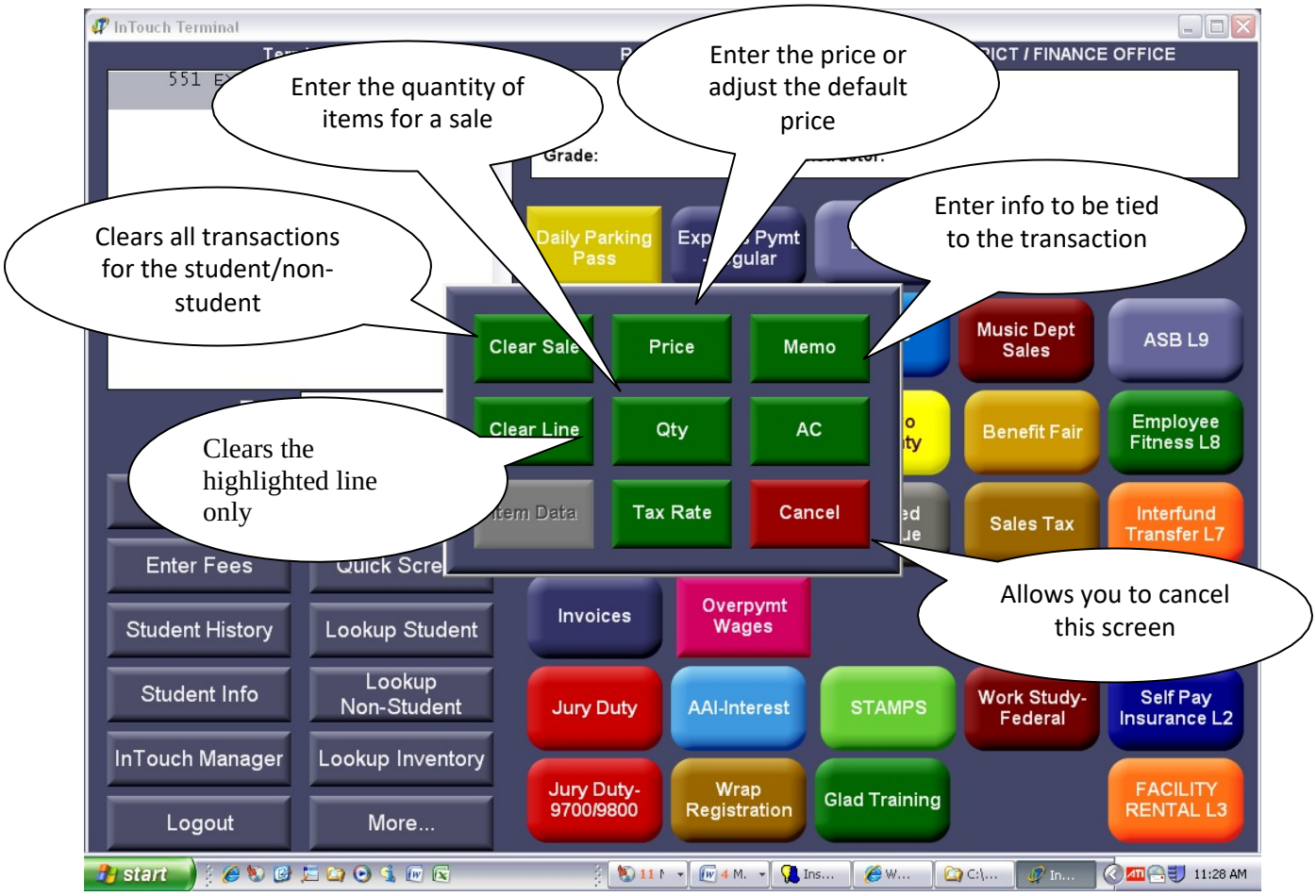
Steps:

- Select the Lookup Inventory Tab
- Select the item by highlighting it
    - Select "OK"
- Item will now appear on the transaction screen
- The Lookup Inventory function is by item number or description. Use the drop down menu to change the look up method.

Note: Pre-set prices can be easily changed or added in Manager/Account Setup/Items, or one price can be changed at a time by selecting the item on the transaction screen and selecting "price".

After an item is selected, click on the item in the transaction detail to add memos, adjust or enter the price, enter quantity, verify the account number associated with an item, clear (void/cancel) a single line or cancel

the complete cash receipting transaction.



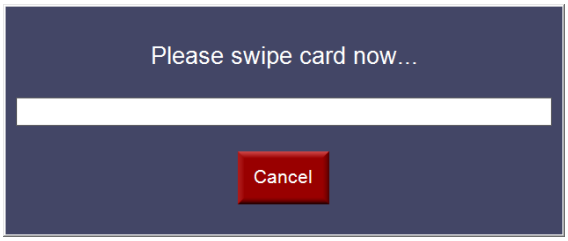
Terminal – Finish Sale

Steps:

- **Confirm** the Student/Non-Student is correct (avoid mistakes here)
- Confirm the items and prices are correct
  - If not, select the item on the transaction screen area and correct
  - Use Memo's as needed for anything you want to remember by selecting the item displayed on your transaction screen.
- **Receive** the checks/cash from your customer – IMPORTANT to do this before completing sale
- Select **Finish Sale**
- **Tender** the sale by choosing appropriate tender buttons
  - **Check** ⇨ Enter Check Number ⇨ **OK** – ready for next sale
- (Note: Use only the check number (search to lookup checks and NSF's later is by check number only. Enter memos on an item if needed). DO NOT GIVE CASH BACK IF TENDER IS A CHECK.
- Use restrictive endorsement stamp on checks before placing them in the cash drawer
  - **Cash** ⇨ **OK**, ready for next sale (for change calculation, use Clear Amount, enter amount of Cash received ⇨ OK – your change will appear on the screen.
  - **Part Check/Part Cash** – use Clear Amount Button to clear subtotal
    - **Clear Amount**
    - Select **Check Tender**
    - Type in the amount of the check in the white box (should be clear)
    - Select OK ⇨ Enter check number ⇨ Select OK
    - Select Cash Tender
    - Select OK to finish (Cash should be the balance after checks are recorded)
    - Ready for next sale
    - Use restrictive endorsement stamp on checks before placing them in the cash drawer
  - **Multiple Checks**– use Clear Amount Button to clear subtotal
    - **Clear Amount**
    - Select **Check Tender**
    - Type in the amount of the check in the white box (should be clear)

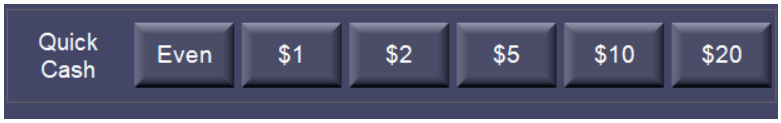
- Select OK ⇨ Enter check number ⇨ Select OK
- Continue using **Clear Amount each time for multiple checks**
- Select **Check Tender**
- Type in the amount of the check in the white box (should be clear)
- Select OK ⇨ Enter check number ⇨ Select OK
- Ready for next sale
- Use restrictive endorsement stamp on checks before placing them in the cash drawer

o **Debit/Credit ⇨ OK**



- **A screen will appear on the card reader asking them to confirm the amount. They should press the green button to confirm.**
- **Do not let them swipe their card until you get the screen that asks for the card to be swiped.**
- **Then have them swipe their card – DO NOT SWIPE THE CARD FOR THEM.**
- Wait for a box to tell you whether or not the card was approved.
- **Press OK**
- Receipt will print.
- They do not sign the receipt, just give it to them.
- **DO NOT USE THE OTHER TENDER BUTTON. WE ONLY ACCEPT CASH, CHECK, AND DEBIT/CREDIT (VISA OR MASTERCARD) CARDS.**

Finish Sale Using Quick Cash



After you have confirmed that the customer and items are correct you can use the “Quick Cash” panel instead of “Finish Sale” if the customer is giving you either the exact amount of cash or one of the above bills. You can only use one of the buttons.

‘Even’ means they are giving you the exact amount of cash as the sale amount and you are not giving any cash back. As soon as you hit ‘Even’ a receipt will print. When using one of the other denominations, change due will be calculated.

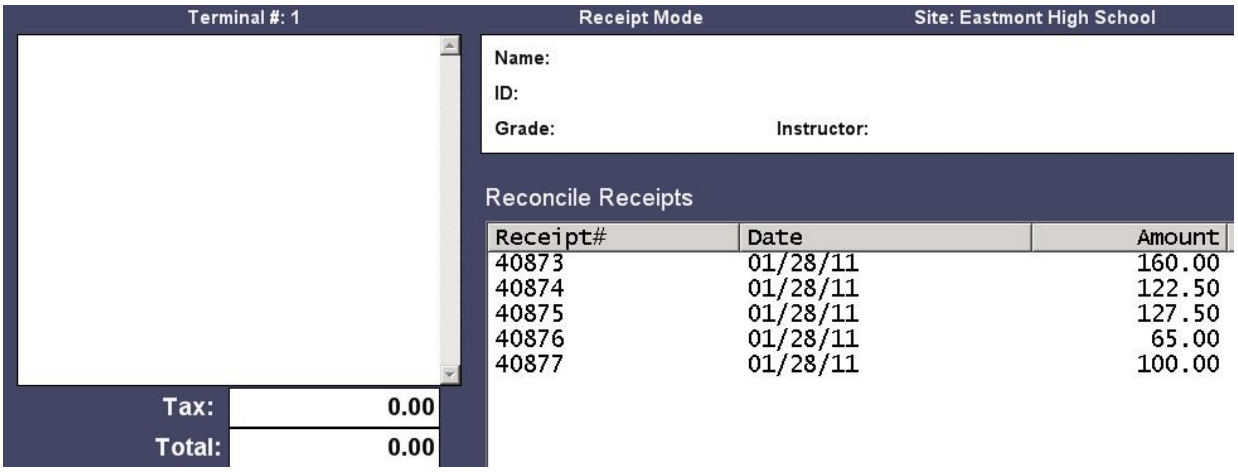
End of Period (EOP)

General note:
Weekly deposits (EOP) are required or if you receive $250 or more, whichever comes first. If you receipt in more than $250, the deposit must be made by the close of the following business day. End of period is an *extremely important* function and needs to be completed accurately each time you do a deposit. The End of Period must be completed for each terminal. End of period performs two major functions: closing out (reconciling) all transactions and detailing the cash and checks to be deposited to the bank. The End of Period process can be completed more than one time in a day, if necessary, but each End of Period must be a separate deposit.

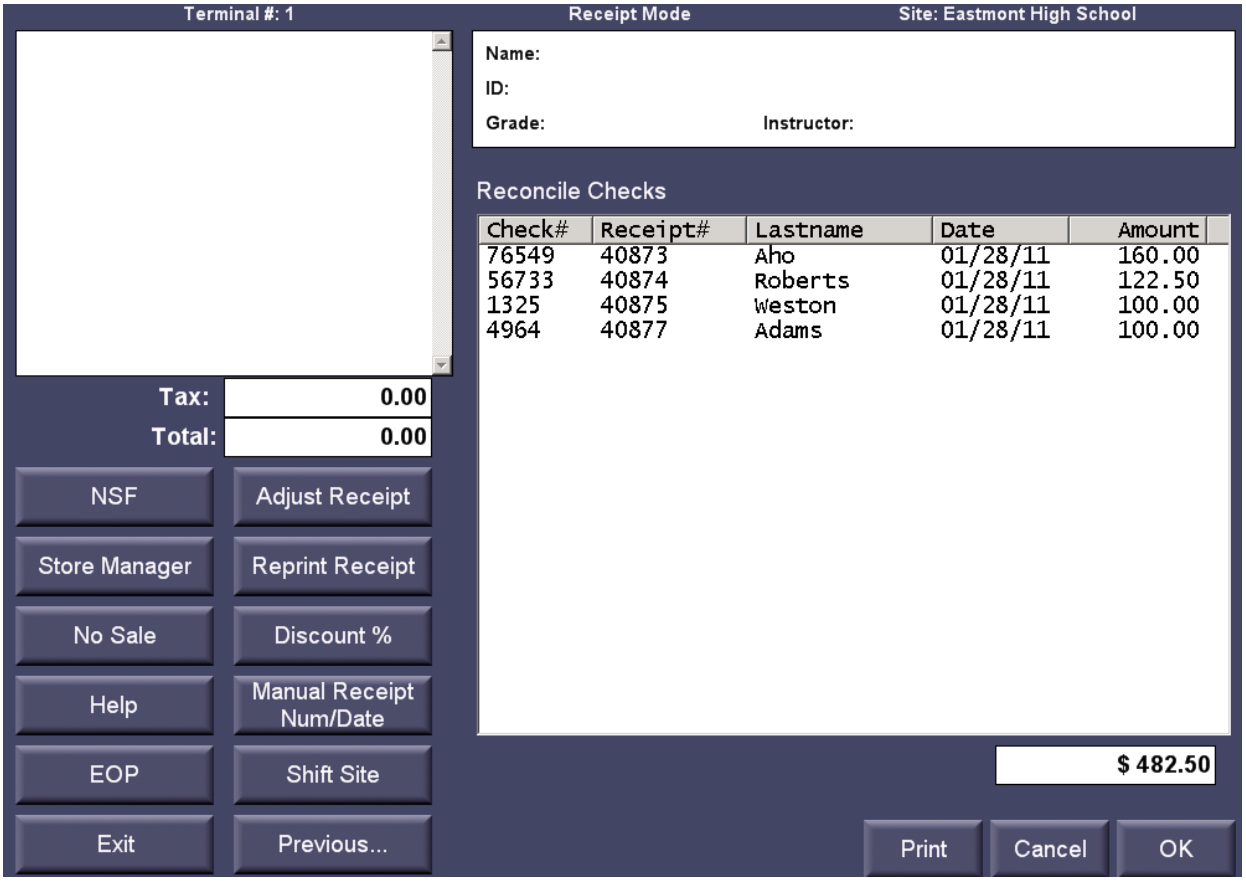
EOP process:

- Run a calculator tape of your checks
  - Select the "More" Tab from the main terminal screen
  - Select "EOP" to go to the first screen - Reconcile Receipts Screen – a snapshot of the receipts you are about to reconcile will appear.
- Select print – *Print two copies*. One for Accounting and one for your records
  - Select "OK" to move to the next screen.

Screen #1 – Reconcile Receipts

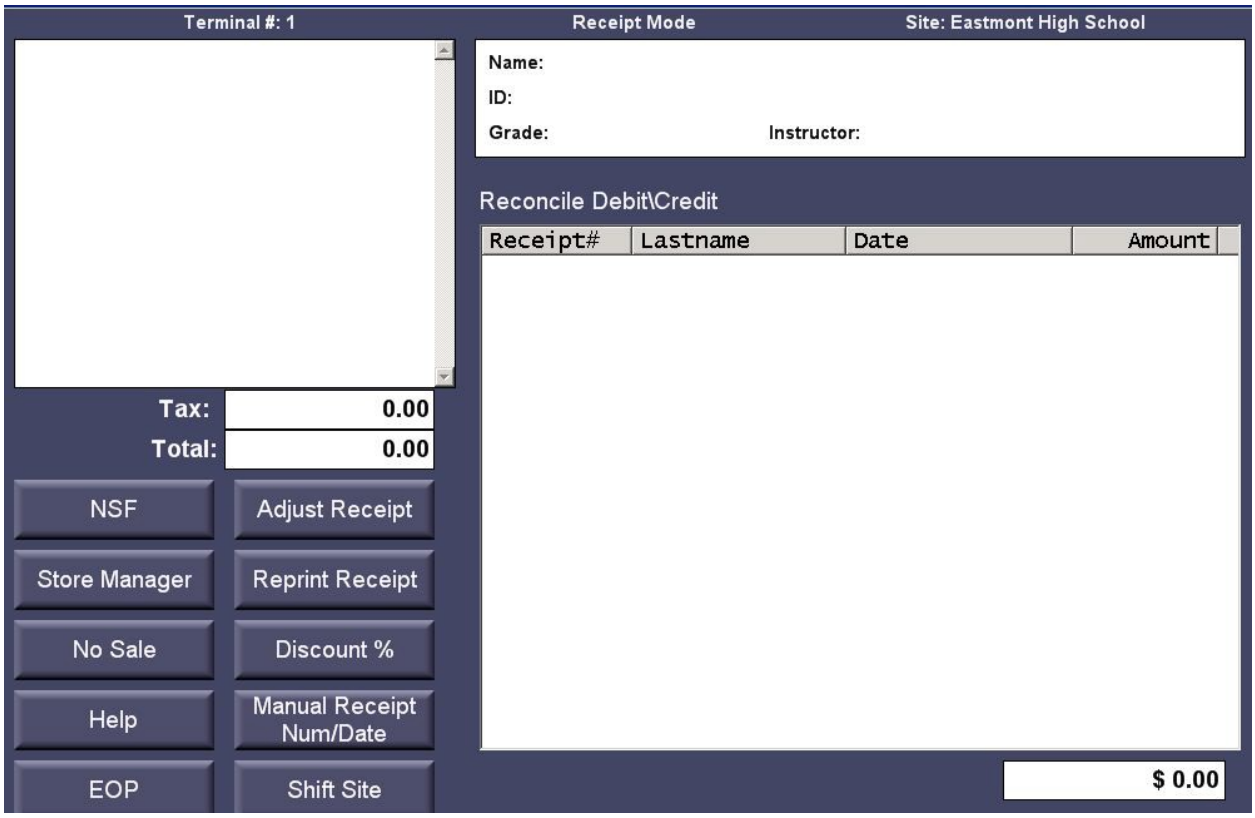


Screen #2 – Reconcile Checks



- The tape of checks should match the total on the screen.
- If the total matches, Select Print. *Print three copies*. One for Accounting, one for the bank and one for your records. If the total does not match, run a second tape of your checks to verify the total. If the total still does not match see the reports section of the manual for detail reports to assist you in reconciling. You **MUST** find your error before completing the End of Period process. If you need help finding why you do not MATCH, please call Amy (307-687-4568) or Shelly (307-687-4541).
- To end the EOP process without finalizing, select Cancel as many times as necessary to return to the main screen.
- Select OK to continue

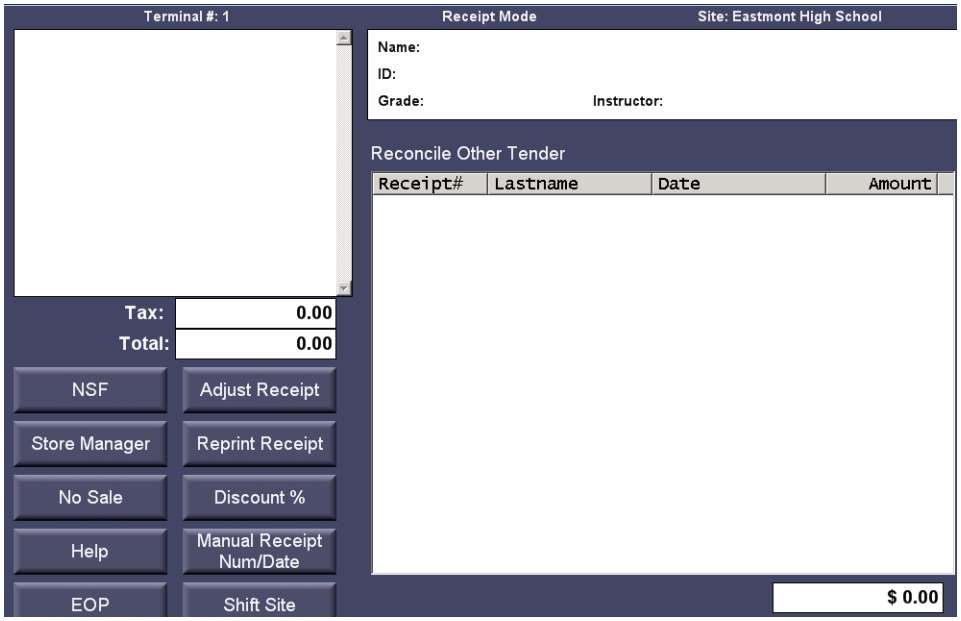
Screen #3 – Reconcile Debit/Credit Card



Listed for reference only, no reconciling required. Debit/credit card payments are reconciled by the Accounting department. If you would like, you can print *one copy* for your records.

- Select OK to continue

Screen #4 – Reconcile Other Tender



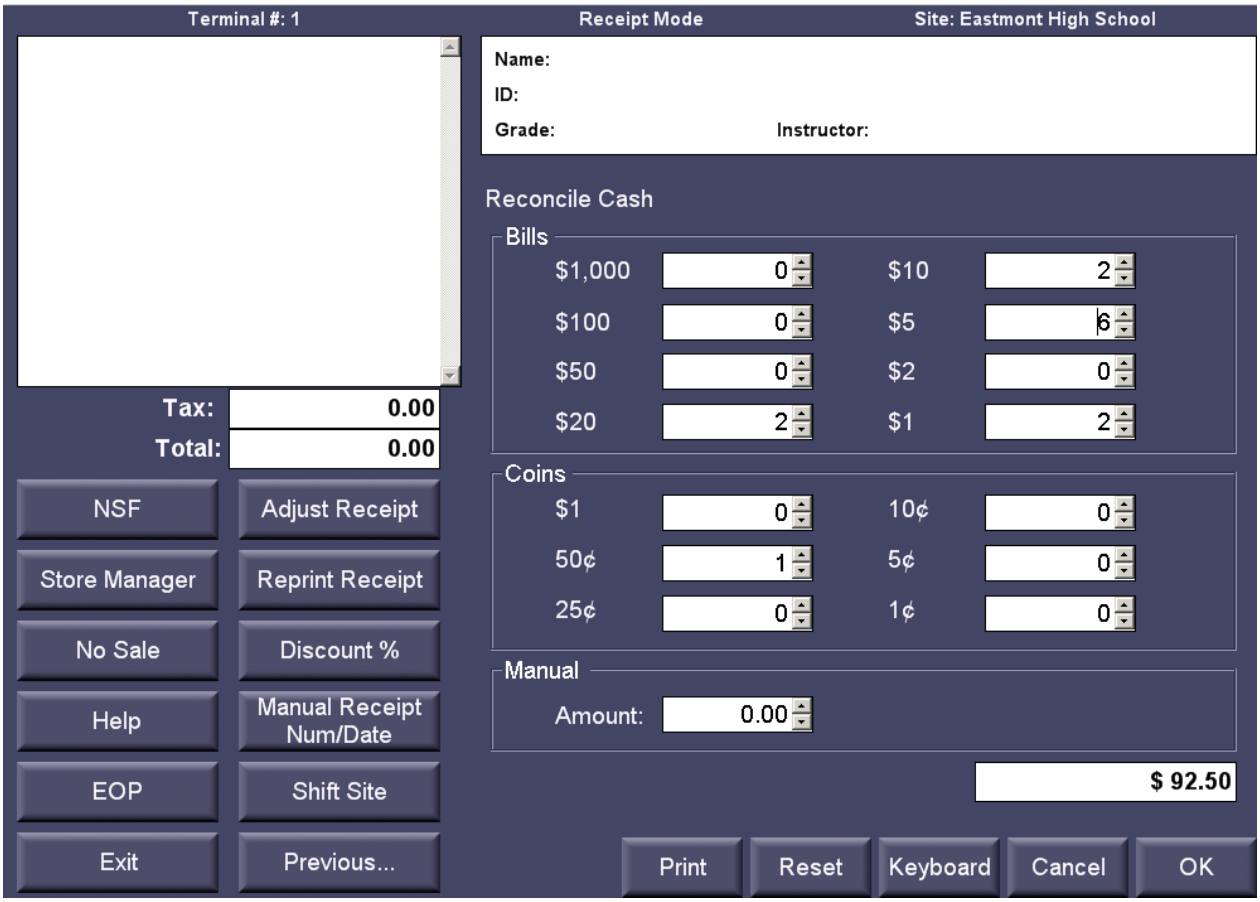
Other Tender should not be used.

- Select OK to bypass

If transactions are listed:

- Contact Amy in Information Systems

Screen #5 – Reconcile Cash



Steps: Reconcile Cash

- **Count out your starting cash and set aside** to avoid accidentally including it in your deposit. The starting cash will go back into your cash drawer to start the next day of activity after you finish the EOP process.
- Count the number of bills/coins remaining and record in the appropriate fields.
- *Tip*: You may use the up/down selectors in each field or type in the number of bills in the field - tab or mouse out of the field if using the method to refresh the total, (the cash total will not record the total field here until you exit the field).
- Print *two copies*. One for the bank and one for your records. Be sure to print this page before clicking OK. If you are out of balance and need to go back to this screen the coin and currency counts will need to be re-entered.
- Click OK

Screen #6 – Total Reconciliation

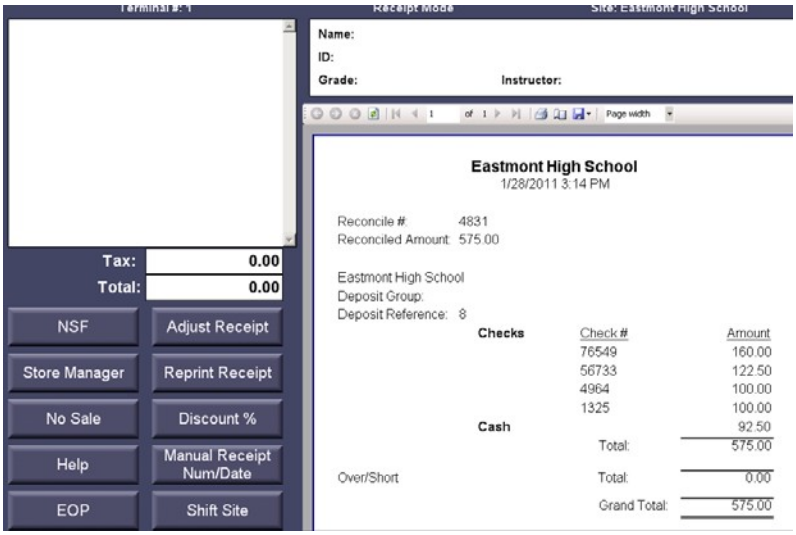
View your total reconciliation

- If you are over/short recount your monies for deposit and recount your starting cash.
- If your Over/Short is not within $5.00 of balancing, go back through your receipts and reports; recount your money; or re-add your checks to find the difference. If you cannot find the problem, please call Shelly or Amy to help you. DO NOT COMMIT
- If the total for Checks and cash equal the balance for depositing within $5.00 Press Commit
- If for some reason you know why you are off and it cannot be fixed in the reports – you must write down on the report for the Accounting Office, the details of why it is off. Press Commit
    - “Commit” finalizes your EOP.

Pop Up:

- Deposit screen – enter two letter abbreviations for your location, bag number, date, terminal number, and your initials (ex. LV Bag 5-10 1/23/2011 T2 SW)
    - Select OK

Final Screen:

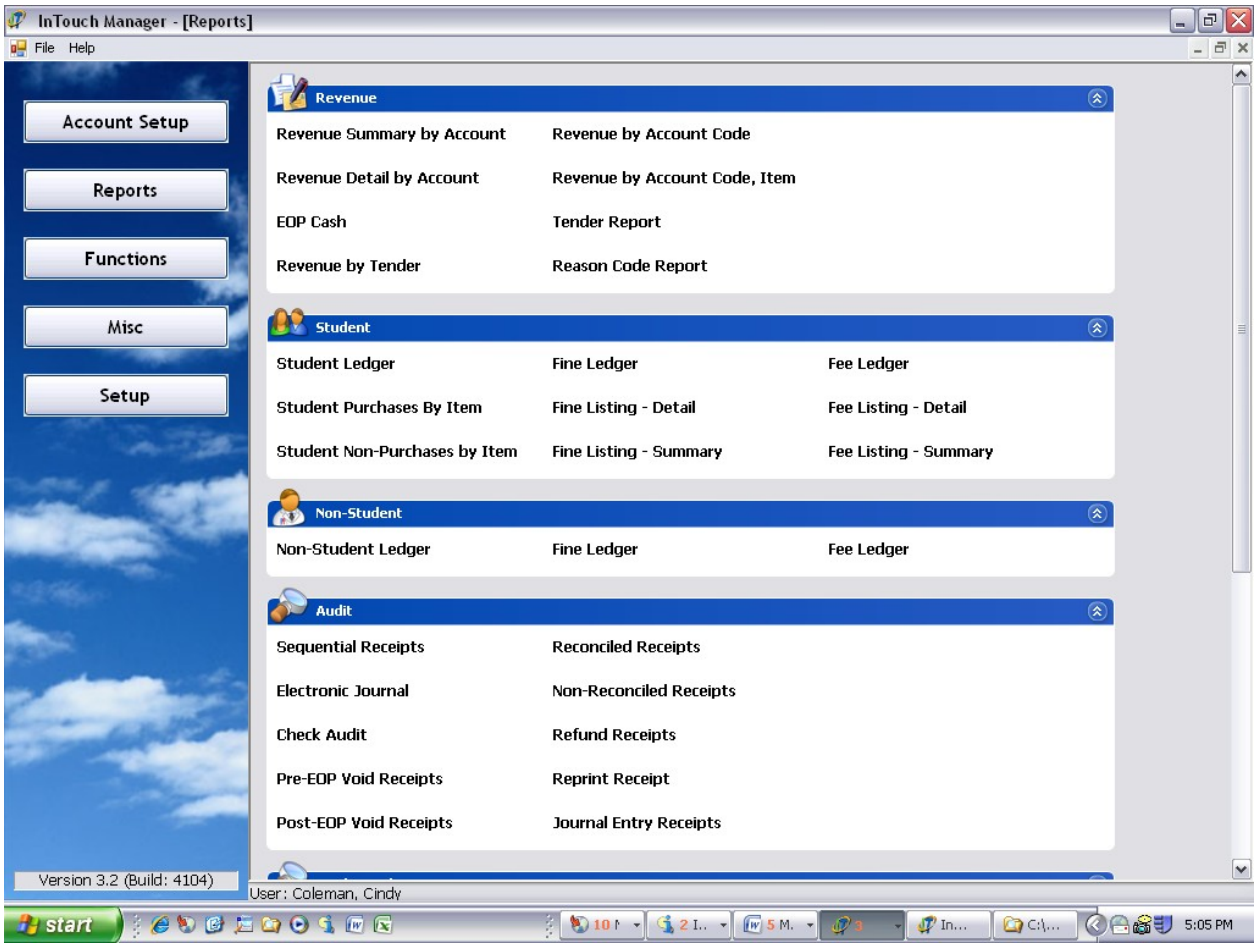


Tender Report: Total Cash/Checks for your bank deposit:

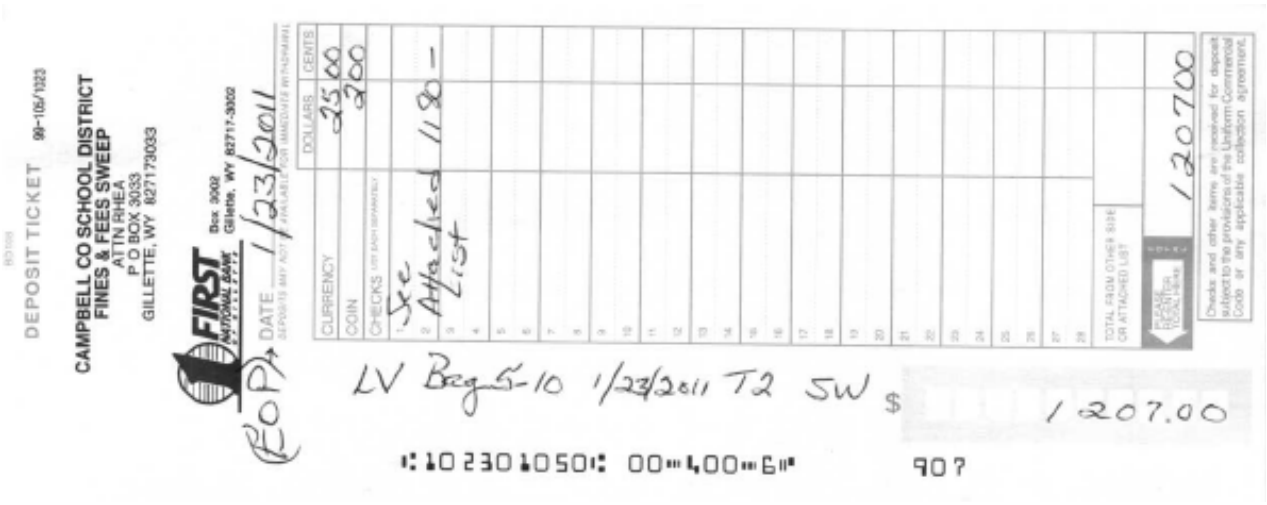
- Print to your default Windows Printer using the printer icon at the top of the screen.
- Select 'Done' after the page is printed. This report cannot be accessed again if you forget to print.

Daily Cash Receipts Closeout Reports

- Log in to InTouch Manager



- Click on the reports button on the left hand side of the screen
- Tender Report
  - Click on terminal and choose terminal number (terminal you were using)
  - Select Reconciled Date (today's date)
  - Scroll down to Show Report button and click on it
  - Print report – 2 copies. One for Accounting and one for your records.
- Using the totals from the Tender Report prepare your bank deposit slip (using Blue or Black ink only)
  - On the deposit slip, write the bag information you used on the screen (ex. LV Bag 5-10 1/23/2011 T2 SW).
  - Put EOP Date on date line
  - Enter currency total for paper money
  - Enter coin total
  - Enter "See attached List" in the checks area
  - Enter total of all checks
  - At the bottom enter the total of the three lines


DEPOSIT TICKET 99-105/1223

CAMPBELL CO SCHOOL DISTRICT
FINES & FEES SWEEP
ATTN RHEA
P O BOX 3033
GILLETTE, WY 827173033

FIRST NATIONAL BANK
Box 3002
Gillette, WY 82717-3002

DATE 1/23/2011

	DOLLARS	CENTS
CURRENCY	25	00
COIN	2	00
CHECKS	See Attached List	1180 —

TOTAL FROM OTHER SIDE OR ATTACHED LIST

1207 00

Checks and other items are received for deposit subject to the provisions of the Uniform Commercial Code or any applicable collection agreement.

COPY

LV Bag 5-10 1/23/2011 T2 SW $ 1207.00

⑆102301050⑆ 00■400■6⑈ 907

- Attach a “Reconcile Checks” print out to white copy of the deposit slip
- Place all monies/checks along with white bank deposit slip into bank bag
- Zip bag closed placing zipper under lock and press lock.
- Staple Yellow deposit slip, 1 copy of reconcile receipts, 1 copy of reconcile checks, and one copy of Tender Report together and place into designated District mailing envelope labeled “TO: Accounting Fines & Fees Deposit” – put in the pony. DO NOT SEND THE BANK BAG IN THE PONY
- Put all other copies together for your records. Maintain for a minimum of five years beyond the end of the fiscal year
- Keep the bank bag in a secure location until it is picked up and taken to the bank.

Quick Reference

1. Remove any change fund from drawer

2. Run Calculator Tape of all checks in drawer

3. Count and write down all money in units (ex. Number of pennies etc.)

4. Select EOP (in InTouch Terminal)

5. Reconcile Receipts screen will come up. This is a list of all receipts processed since your last EOP. Print two copies one for Accounting and one for your records. Select OK

6. Reconciled Checks screen – the total on this screen should match your calculator tape from Step 2. Print three copies one for Accounting, one for the bank and one for your records. Select OK

7. Reconcile Debit\Credit and Reconcile Other Tender screens will pop up. You do not need to print these screens just Select OK at each screen.

8. Reconcile Cash screen – Enter the counts from step 3 – Print two copies one for the bank and for your records - Select OK

9. Total Reconciliation – If the total for Checks and cash equal the balance for depositing within $5.00 press Commit

    a. If your Over/Short is not within $5.00 of balancing, go back through your receipts and reports; recount your money; or re-add your checks to find the difference. If you cannot find the problem, please call Shelly or Amy to help you. DO NOT COMMIT.

    b. If for some reason you know why you are off and it cannot be fixed in the reports – you must write down on the report for the Accounting Office, the details of why it is off.

10. Deposit screen – enter two letter abbreviations for your location, bag number, date, terminal number, and your initials (ex. LV Bag 5-10 1/23/2011 T2 SW) Select OK

11. Sign on to InTouch Manager

    a. Select Reports

    b. Tender Report

        i. Click to place check mark in box before the word Terminal

        ii. Choose your terminal number

        iii. Range: Select Reconciled Date

        iv. Show Report

        v. Print two copies one for Accounting and one for your records.

12. Write up bank deposit slip (using Blue or Black ink only)

    a. On the deposit slip write the bag information you used on the screen (ex. LV Bag 5-10 1/23/2011 T2 SW).

    b. Put EOP Date on date line

    c. Enter currency total for paper money

    d. Enter coin total

    e. Enter "See attached List" in the checks area

    f. Enter total of all checks

    g. At the bottom enter the total of the three lines

13. Attach a "Reconcile Checks" print out to each copy of the deposit slip

14. Place all monies/checks along with white bank deposit slip into bank bag.

15. Zip bag closed placing zipper under lock and press lock.

16. Staple Yellow deposit slip, reconcile receipts, reconcile checks, and one copy of Tender Report together and place into designated District mailing envelope labeled "TO: Accounting Fines & Fees Deposit". DO NOT SEND THE BANK BAG IN THE PONY

Adjust Receipt

General Information

Corrections are a part of all systems. It is important to understand which method of processing a correction is applicable. There are two types of voids: (1) pre-EOP and (2) post EOP. Only in unique situations should a receipt be voided after EOP posting.

- If an error is discovered prior to EOP (pre-EOP), the transaction should be voided and entered correctly
- If an error is found after the EOP (post EOP), several options are available
    - Wrong student
    - Wrong item

Please note that adjustments will be monitored by ESC staff.

Pre EOP VOID (used for **error corrections pre-EOP) Steps**

- Email Erin Mager the following (or fill out a ticket request)
    - Terminal number receipt was taken under
    - Receipt number
    - Name on receipt
    - Amount of receipt
    - Reason for void – Details (what is wrong with original receipt – why are we voiding it)
    - Replacement receipt number

Post EOP Correction (used for **error corrections post EOP) Steps**

Wrong Student and Wrong Item

These adjustments function similarly to the void. However, these are only available after end of period (EOP) has been completed. This function is used to correct the student entered on a cash receipt or an item on a cash receipt. This function will not change a dollar amount of the item(s) on the receipt, just move the receipt to another item/student. Your documentation for the adjustment should be retained.

Steps

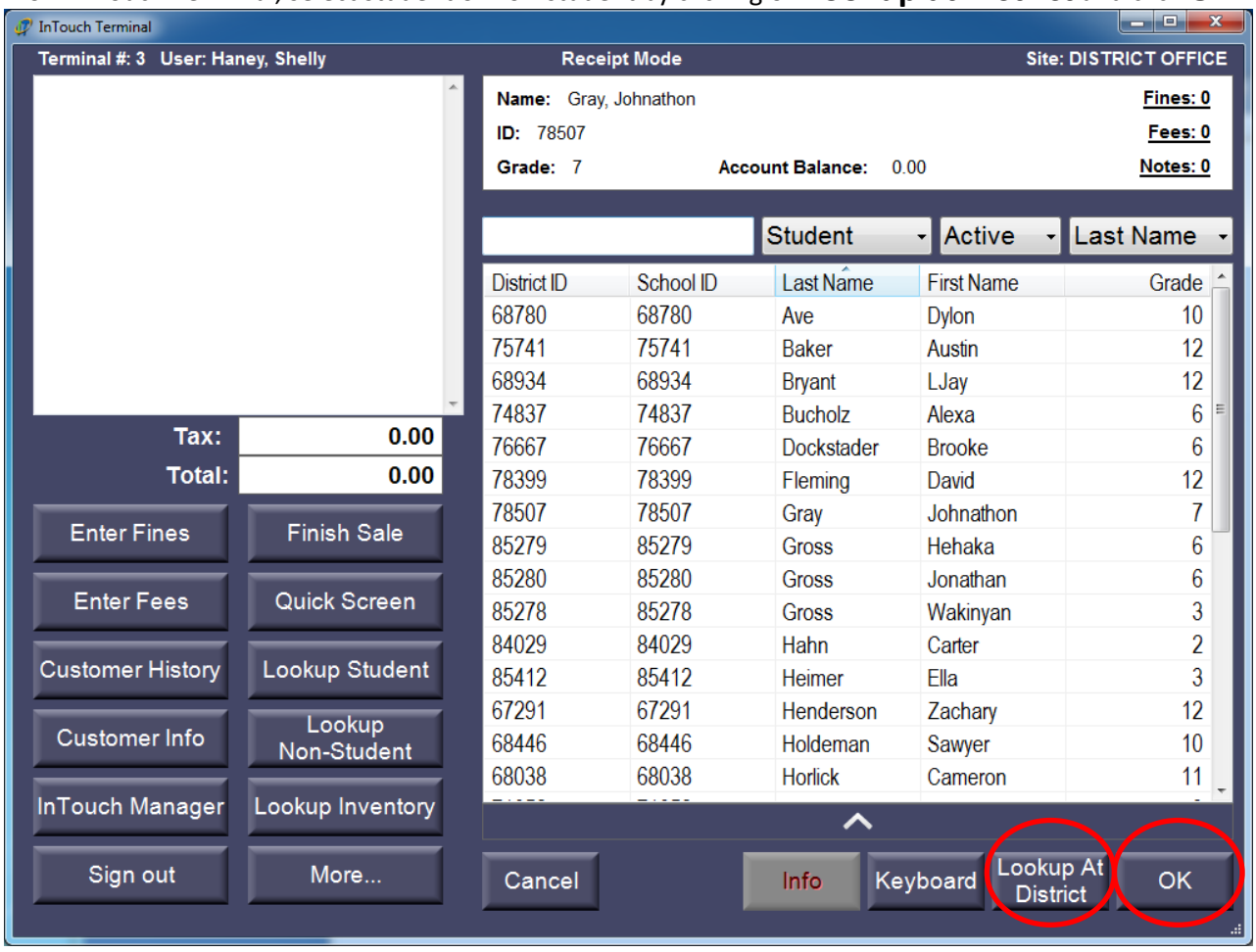
- Email Erin Mager the following (or fill out a ticket request)
    - Terminal number receipt was taken under
    - Receipt number
    - If wrong student – the name of the correct student
    - If wrong item – the correct item

Shift Site

When to use Shift Site…

1) When receipting funds for a student who is NOT enrolled in your school
2) When receipting funds for all instrument rentals and calculator purchases
3) When receipting funds for lunches for a student who is not enrolled at your site
4) When receipting funds for Rec Mill Programs

From InTouch Terminal, select student or non-student by clicking on **Lookup at District** and click **OK**

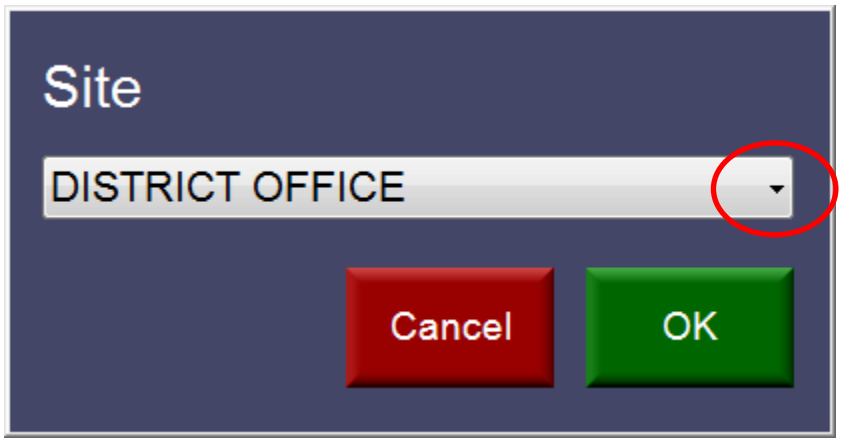


Click **More…** (or Previous… depending on where you left off)

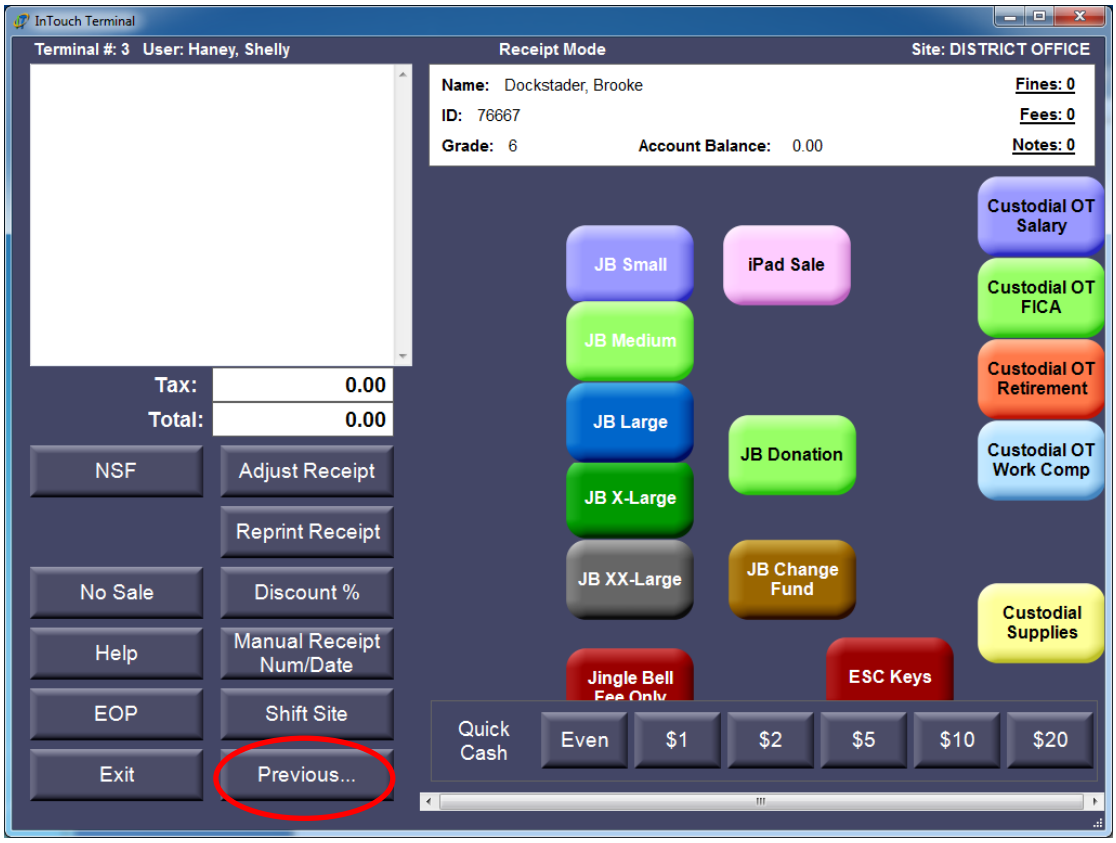
Click **Shift Site**

Select the appropriate **Location** from drop down list and click **OK**

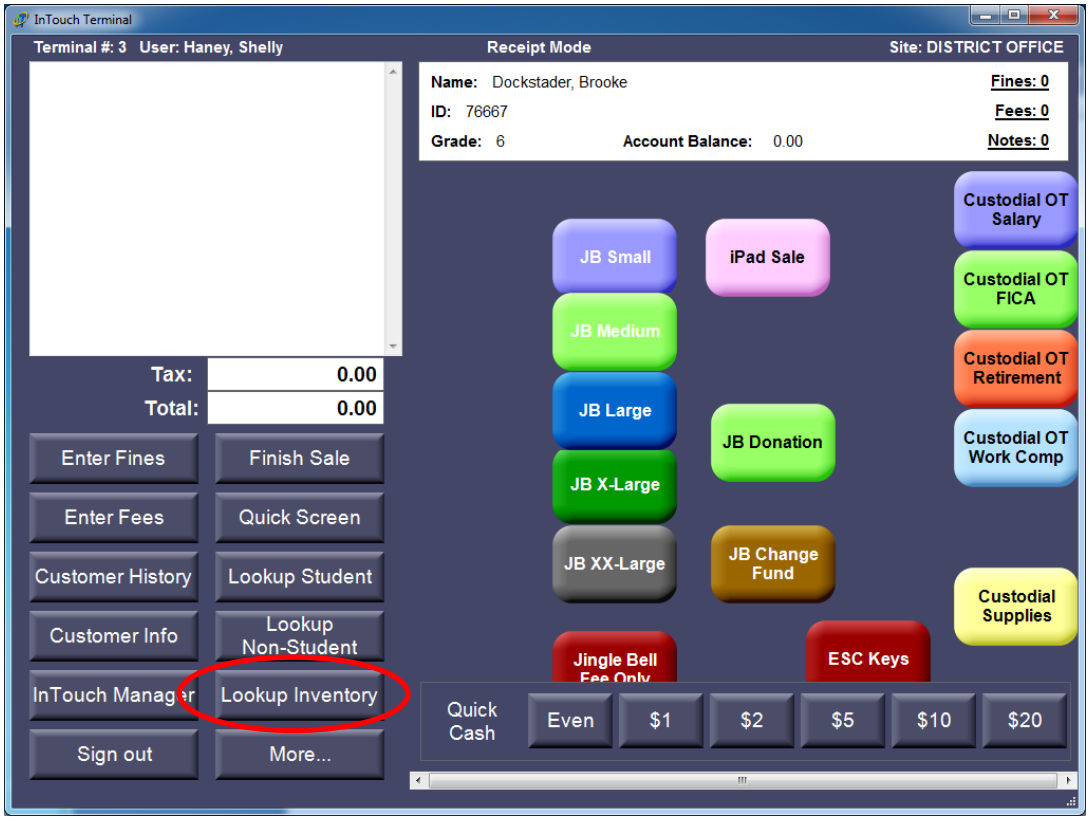
Lakeway Learning Center - Instrument Rental and Calculators
District Office – Rec Mill Programs
School Student Attending - Lunch



Click **Previous…**

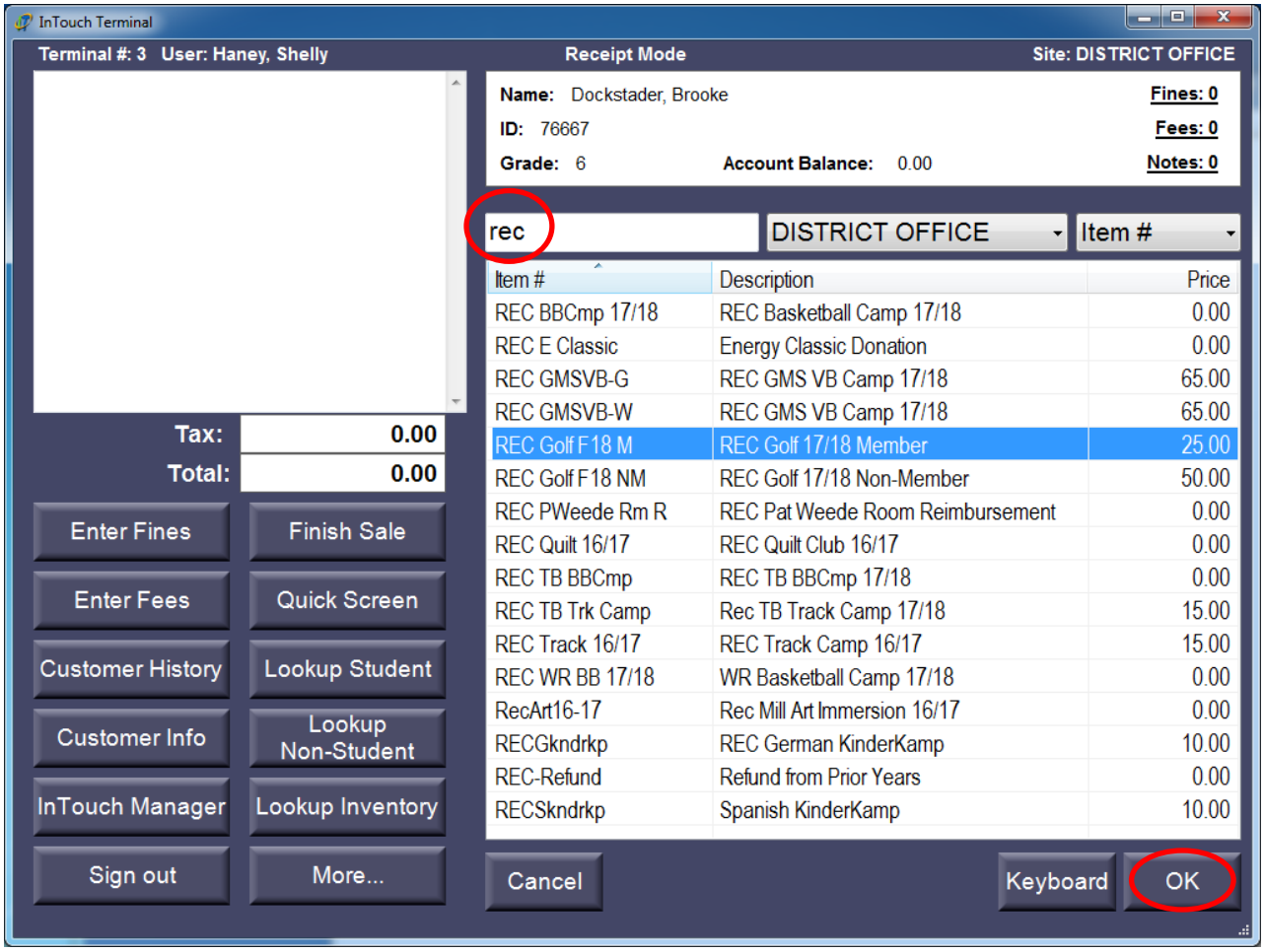


Click **Lookup Inventory**



Type the first few letters of the item in the index field

Select the appropriate item and click **OK**



To add additional items:

- Select Lookup Inventory
- Type the first few letters of the items in the index field (where the cursor is blinking)
- Select the appropriate item and click OK

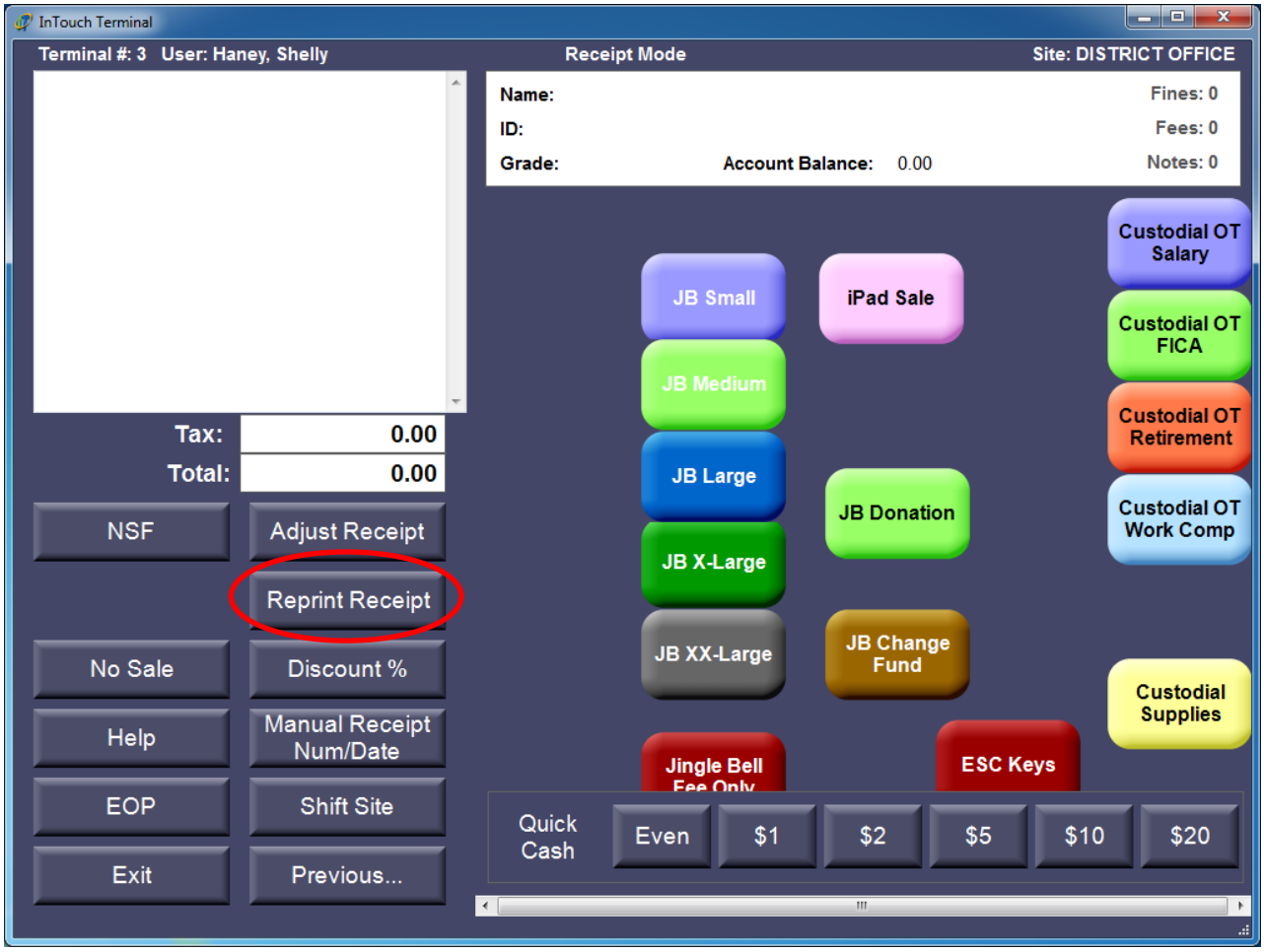
Proceed through the **Finish Sale** Process

Entering the item in this way allows the item to be tracked under one item number and the receipt will be included on the appropriate location's reports.

Re-Print Receipt

Steps:

- Select the Reprint Receipt Tab



- Type in the receipt number to be printed
    - Click OK

- Receipt will print, indicating a re-printed receipt

Note: Many things can happen to a receipt (refund, adjusted, NSF, etc.).

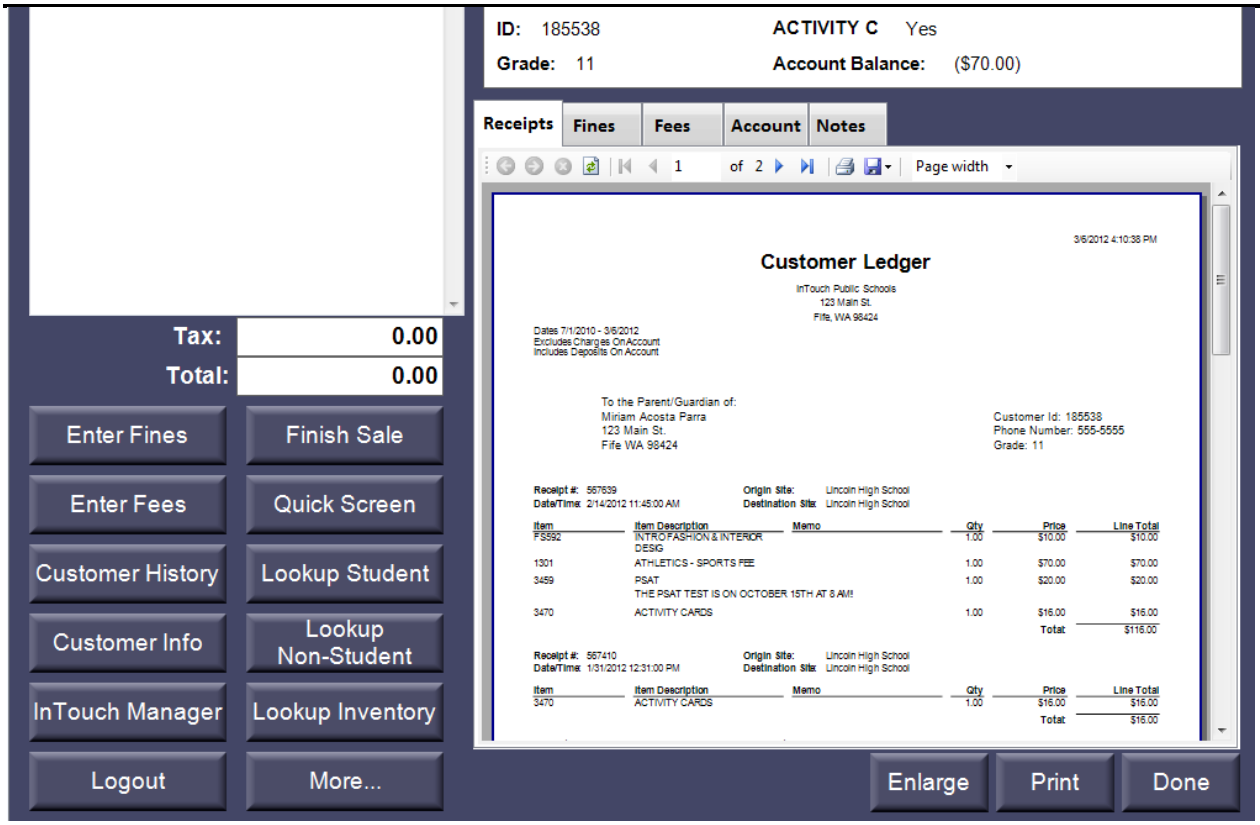
No Sale

To open your cash drawer when you are not entering a transaction use the No Sale button.

Steps:

- Select the “More” Tab from the Main Screen
- Select the “No Sale” Tab
    - Your drawer will open!

Customer History



Steps:

- Lookup a Student (or non-student)
- Select the "Customer History" Button
- Select a Tab to view (Receipts, Fines or Fees, Account, Notes)
- Print as needed

Tabs

Receipts: items paid for with any tender

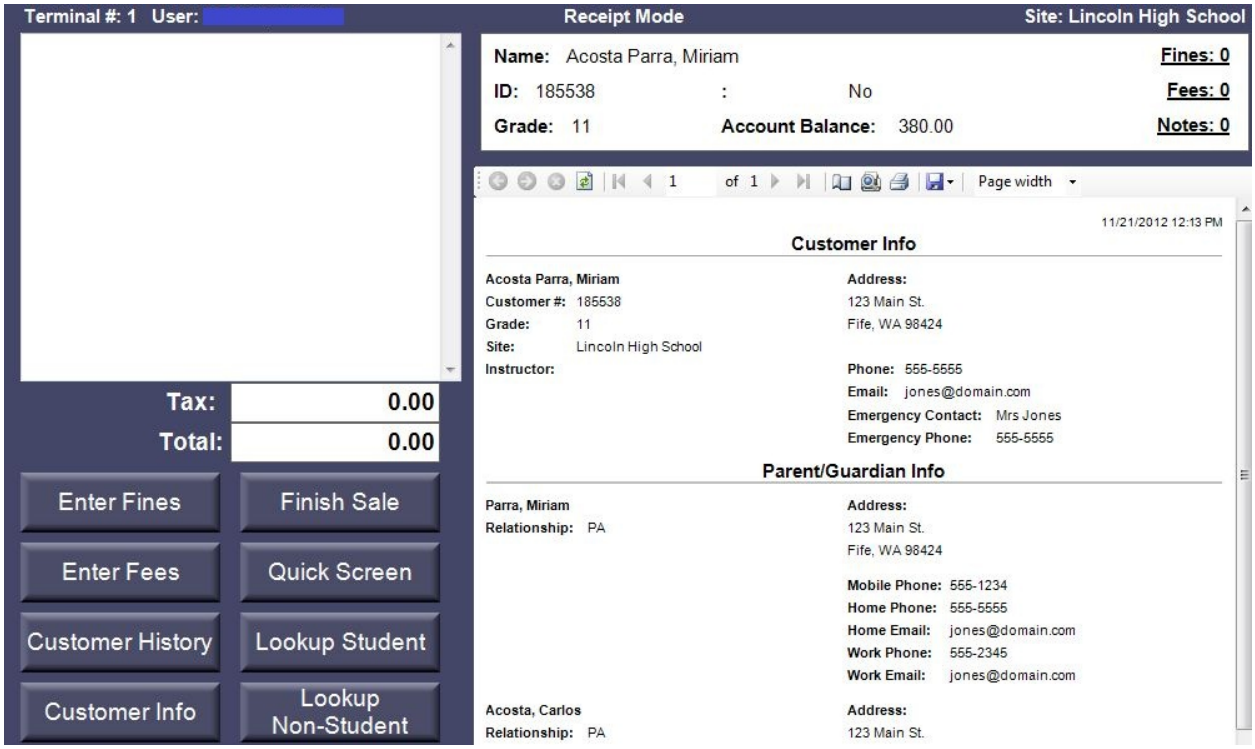
- PRINT at the bottom of the screen will print on the receipt printer
- Selecting the printer at the top of screen will print to laser printer

Fines: Fine ledger for open fines only and payment history on open fines[1]
Fees: Fees charged from the terminal or mass fee interface, only open fees and their payment history
Account: an account ledger for all account-related activities
Notes: Ability to add notes to a student's records – viewed only by InTouch terminal users, notes are not viewable by the parent over the counter or online

ENLARGE makes the report fill the entire screen
PRINT will print the report to the roll printer

[1] Open fines and fees are fines/fees with a balance due, not fines fully paid or cleared. For a complete fine/fee history, use the manager report for fines/fees and select, "include paid fine and fees"

Customer Info



Steps:

- Lookup a Student (or non-student)
- Select the “Customer Info” Button
- Displays all demographics coming from PowerSchool
- Print or view – easy access to use as needed

InTouch Manager

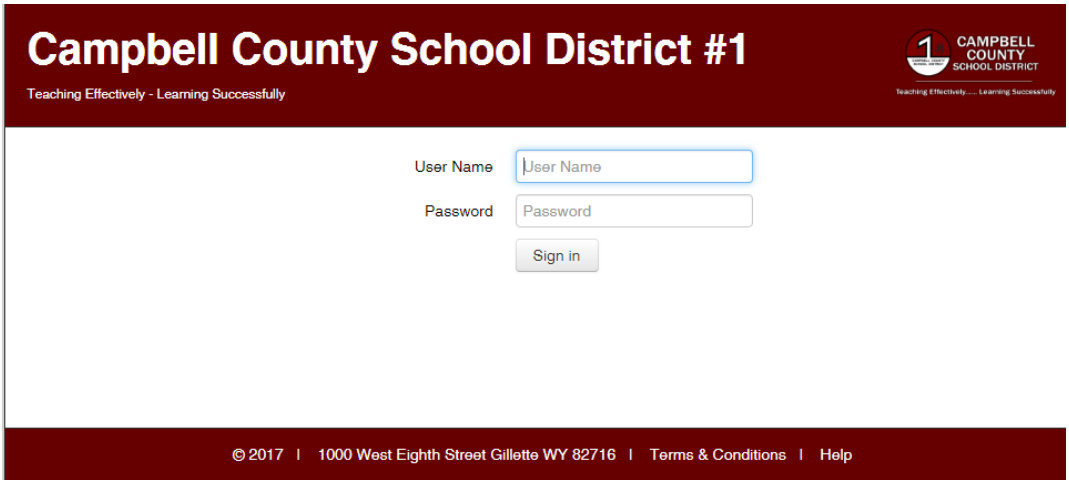
This tab will quickly take you to InTouch Manager. When you close InTouch Manager it will take you back to InTouch Terminal.

Parent Online Payments

Parents will have online access to pay student fees via credit card. The online system will show all outstanding fines and fees that are in InTouch and to deposit money on their student's meal account or to purchase items.

The TouchBase page is available on the district website on the Families tab

Parents will click on TouchBase. The log in screen shown below will come up.

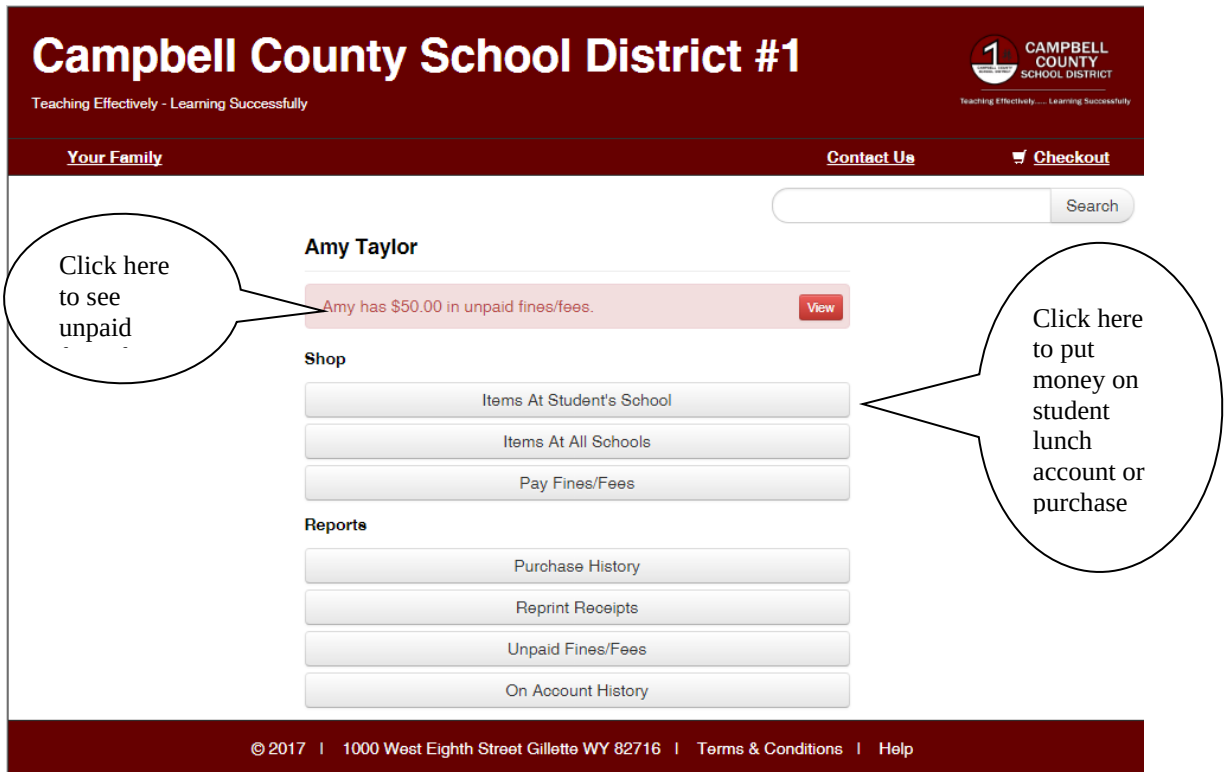


Parents login are set up as follows:

User Name: Student Id

Password: Student Last Name (including capital letters where appropriate)

Below is the first screen parents will see. Any of the titles in blue will link you to additional information

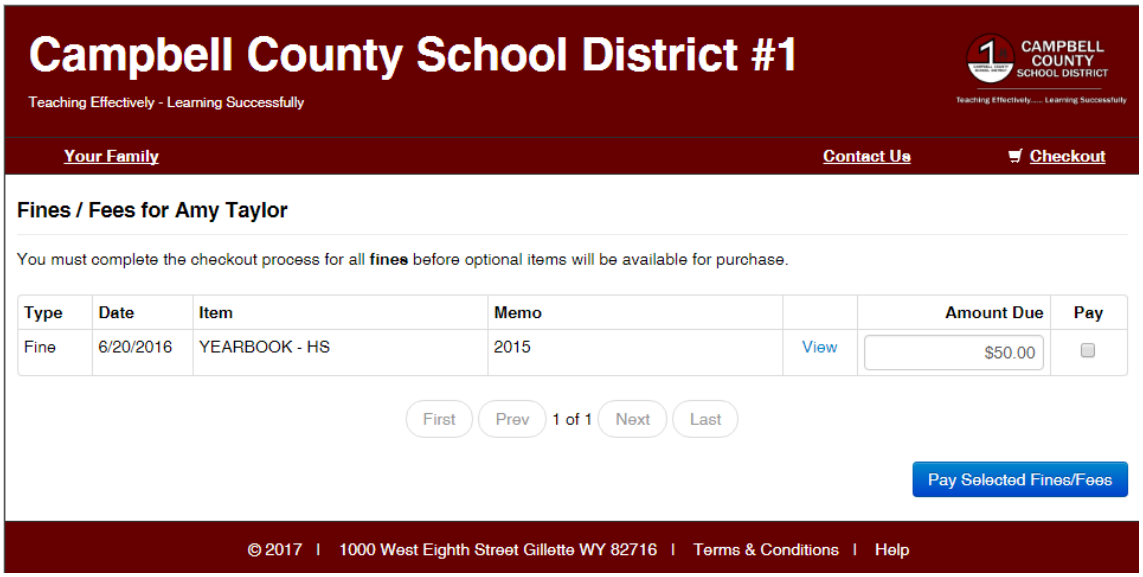


View Items Available

Click on 'Items At Student's School"
Click on "Items"

To purchase, click on the Buy button. This will add the item to the cart.

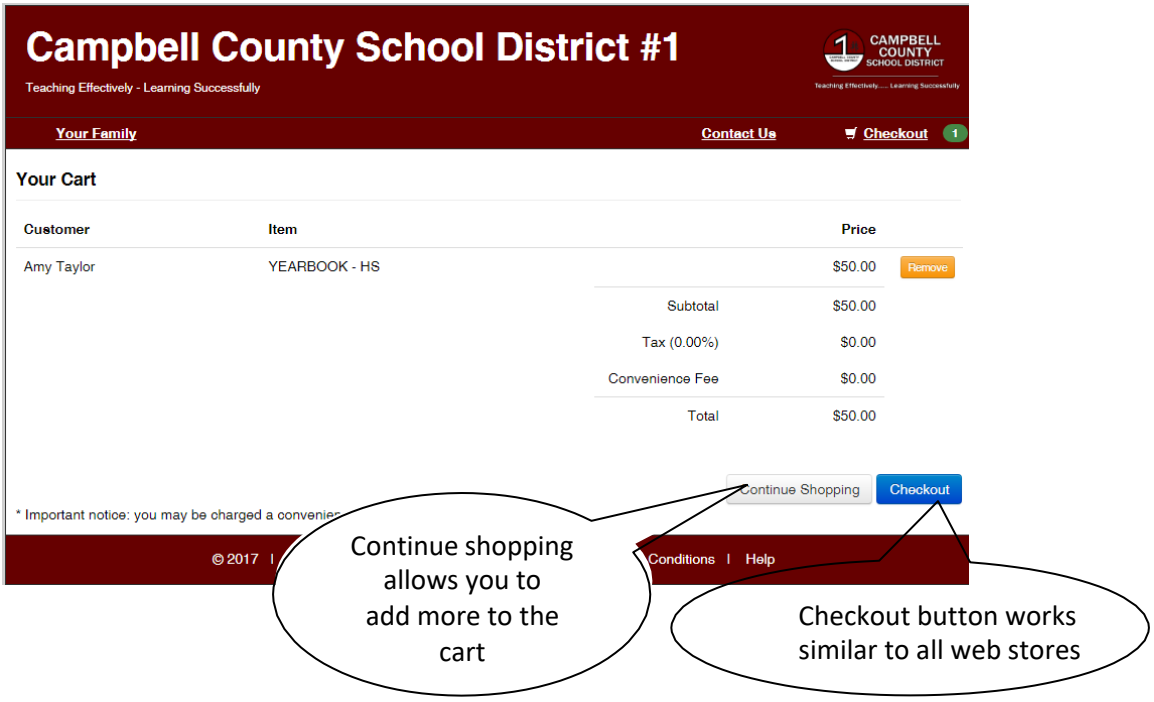
View Open Fines/Fees



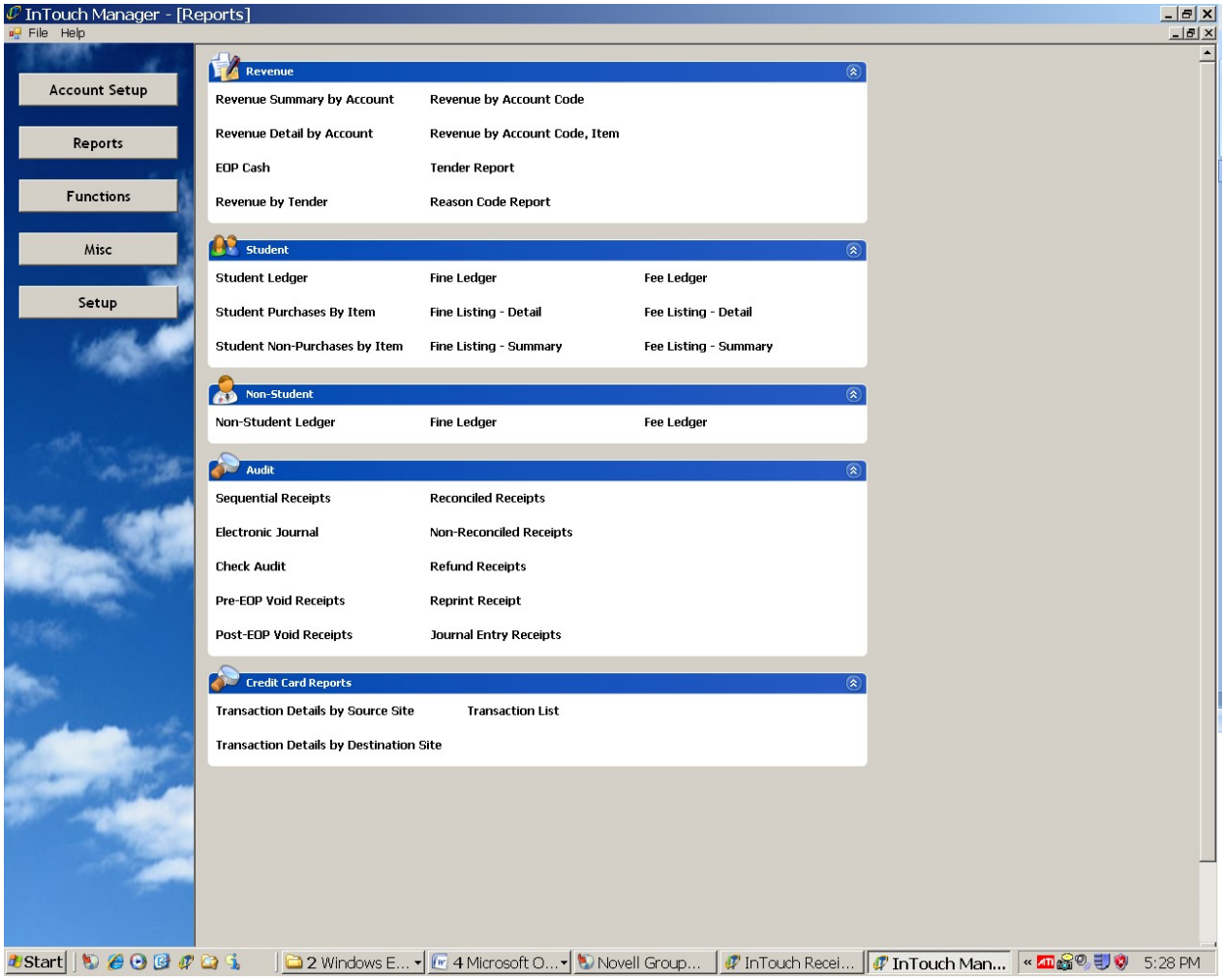
To view details regarding a fine/fee, click on view.

To pay a student fee put a check mark in the box in the select column. Next, click on Pay Selected Fines/Fees.

This brings you to a shopping cart that looks like other websites that accept payments. The district is utilizing the services of Pay Pal and does not store any credit card information in the district database.



Reports



Revenue

Revenue Summary and **Detail** – the accounting transmittal reports, broken by fund and general ledger account

Student based

Student Ledger - provides all revenue transactions for a selected student

Student Purchases by Item – provides a listing of all students/non-students purchasing an item (Use this report to print a list of daily lunch transactions to enter into QSP at the secondary level or to double check the import into PowerLunch at the elementary level.

Fine Ledger – listing by student or group of the students open fines.

Non-Student

Non-Student ledger – similar to the student ledger, but for non-students

Audit

Check audit – listing of all collected checks

Reconciled receipts – listing of all reconciled receipts with tender Refund receipts – listing of refunding receipts

Credit Card Reports

Transaction reports can be run to see credit card activity.

Report generation

- reports will have selection criteria on the right hand side of the report
- be aware of date ranges on running reports
- including and excluding – note what type of transaction should be included by setting the correct toggle button
- reports are all generated in Crystal reports
- export to a PDF for emailing

Report formats

Reports can be printed or exported to a file. The option to Export or Print is listed on the top right hand side of the screen. InTouch offers three export file options:

- Excel (information in excel as text –not in columns)
- PDF
- Comma Delimited (information in excel with data separated into columns)

It is important to note that each file format has some differences in the data presented. This means that the excel file may not have all of the data you see on the PDF version. The software vendor is working to achieve consistency between the report formats but differences may exist. This means that it is important for you to review the reports when exporting data to ensure you have the appropriate information.

Common Reports

All purchases for an item:

- Select Student Purchases By Item Report
- Select All sites if the item is available at multiple sites
- Select the item number
- Select the date range
- If you want a signature line, select Include Signature Line. A signature line can be used as a check off list for distribution of items that were presold such as T-shirts
- Click Show Report

Outstanding fines list:

- Select Customer Fine/Fee Listing Summary
- Select the grade level
- Select the date range (make sure the date range goes back far enough to include old fines for a student)
- Click Show Report

Outstanding fines letter:

- Report can be run with a message on the report but cannot generate a full letter
- Select Customer Fine/Fee Ledger
- Select individual student or grade level
- Include fines for all sites
- Select date rage (make sure the date range goes back far enough to include old fines for a student)
- Report Comments is the box where a message is entered. The message will appear below the name and address of the student.

Assessing Fines/Fee

Fine and Fee Basics

Both buttons generate a balance due from the student/non-student. Fees are an amount due for participation in a class/activity. Fines are generally for a loss of or damage to district property, such as a textbook, library book or furniture. Both fine and fees are used to enter an amount owed by a student. The fines and fees show on the student's account and can have a partial payment or full payment applied to the amount owed. In addition, fees and fines can be cleared for reasons other than payment. Fines and fees will remain on the student's account until paid, adjusted or cleared.

Assessing Fines – Automatic Process

Fines for the library and bookroom entered through the Destiny program will be automatically loaded into InTouch each night. Library staff must not pay fines in Destiny. The payment must be made in InTouch. An overnight process will then automatically post and clear the fine in Destiny **once an EOP is completed**.

Steps to Assess a Fine:

Steps:

- Lookup a Student (or non-student)
  - Select the "Enter Fines" or" Enter Fees" Button. Notice the top of your terminal now says "Fine Mode" or "Fee Mode". The Fines/Fee buttons is a "toggle" button. Click again to de-select.
  - Enter the item(s) using terminal button or "lookup inventory" feature
- Select the item on your screen to add a memo and/or a price (fines almost always have a memo)
- Note the fines or fees are in Red
- Repeat as necessary
- Select *Finish Sale*
  - Select *Commit* – your receipt will print *(unless receipts are turned off in Manager/Setup/Terminal)*

Note: Only the site originating the fine can clear or adjust the fine.

Adjust Fine

Fines/Fees appear as you look up a student/non-student. Fines may be paid in full, partially paid, cleared or adjusted.

See Assessing Fees/Fines for basic processing of a fine, adding a fine, remitting payment or partially paying a fine. The process for adjusting a fine is covered in this section.

Adjusting a fine is the process to reduce the balance of a fine by an amount or to clear the fine completely. Fine adjustments are included in the fine ledger reports.

ONLY the originating site can adjust or clear a fine (other sites are allowed to accept payment on fines but only the originating site can adjust or clear a fine).

Steps:

- find the fine by looking up the student and selecting the fine check box
- select **Clear** to clear the fine *or*
- Type in the amount the fine is adjusted to
- select Adjust Balance
- confirm Yes (or No)
- select the reason code
- select OK
- a receipt will print

Mass Fees

Mass fees – definition

Mass fees are a specific fee or fine, such as a class or a lab fee, that can be assigned to a selected group of students at one time.

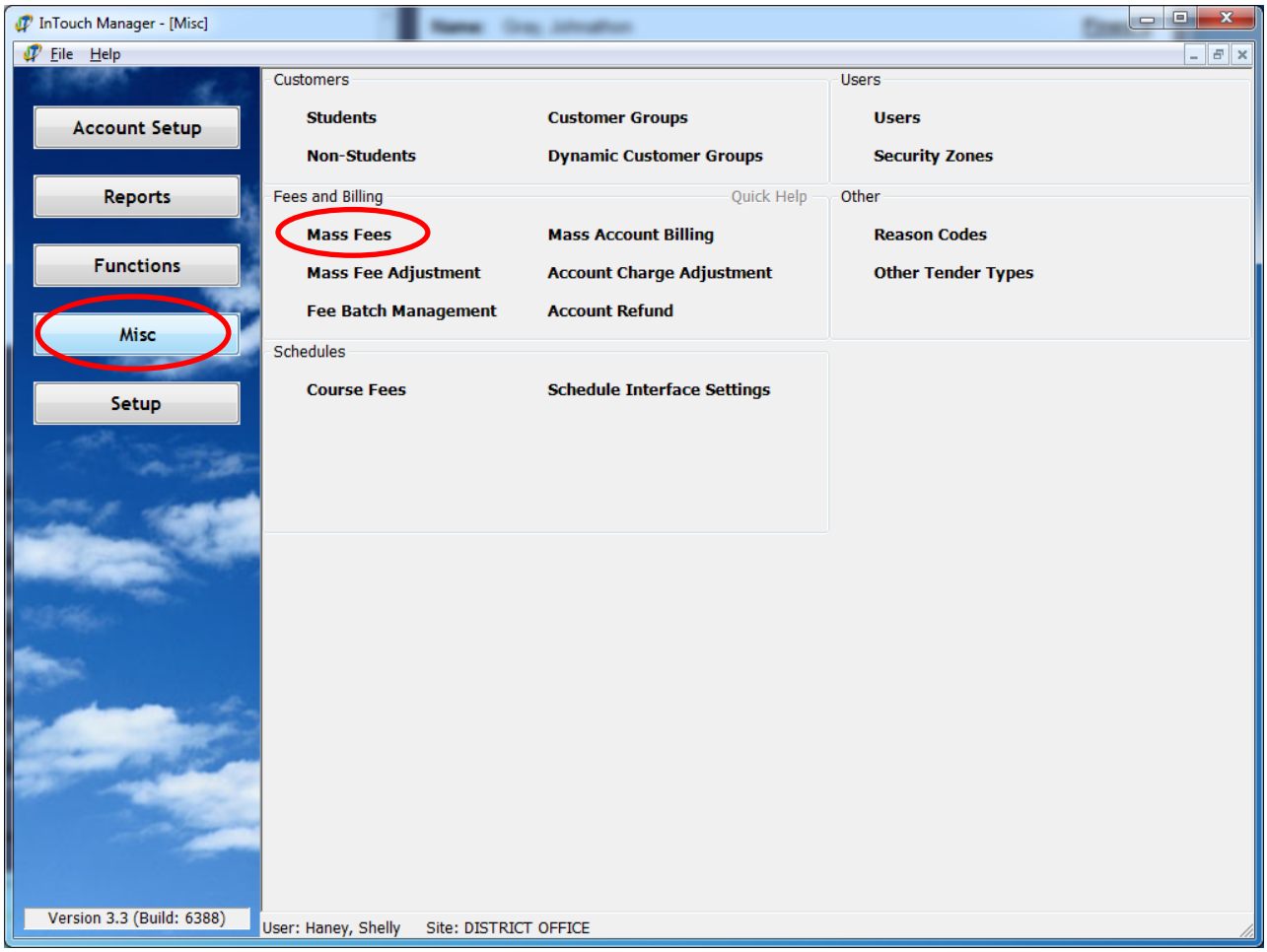
Auto Fine – definition

An Auto Fine is the option to have a fee automatically turn into a fine on a specified date. For instance, if a class fee is not paid by a certain date, it can be automatically converted to a fine on the selected date.

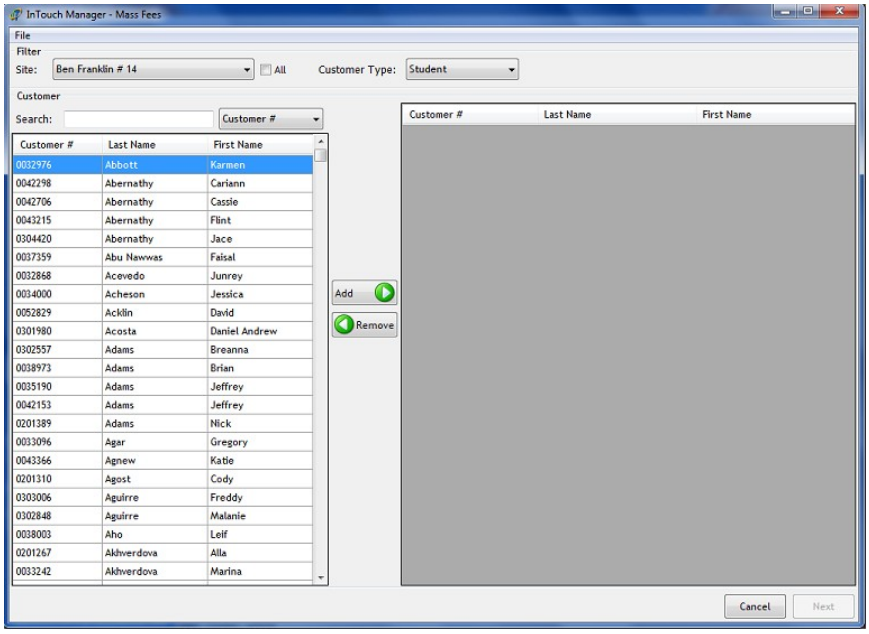
Assigning Fee's to a group of students in InTouch Manager

Step 1:

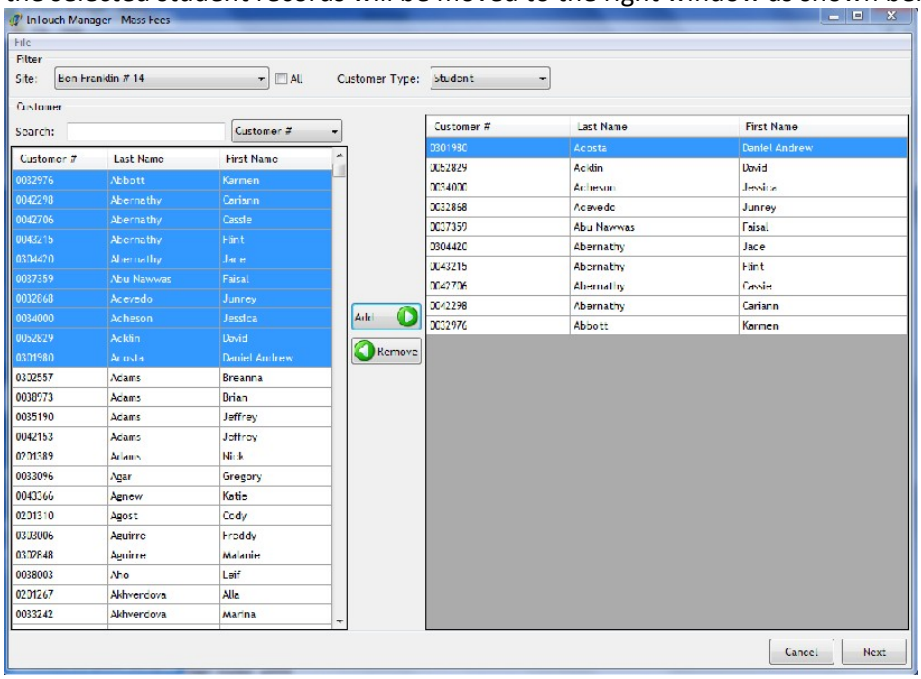
InTouch Manager | Misc Tab | Mass Fees



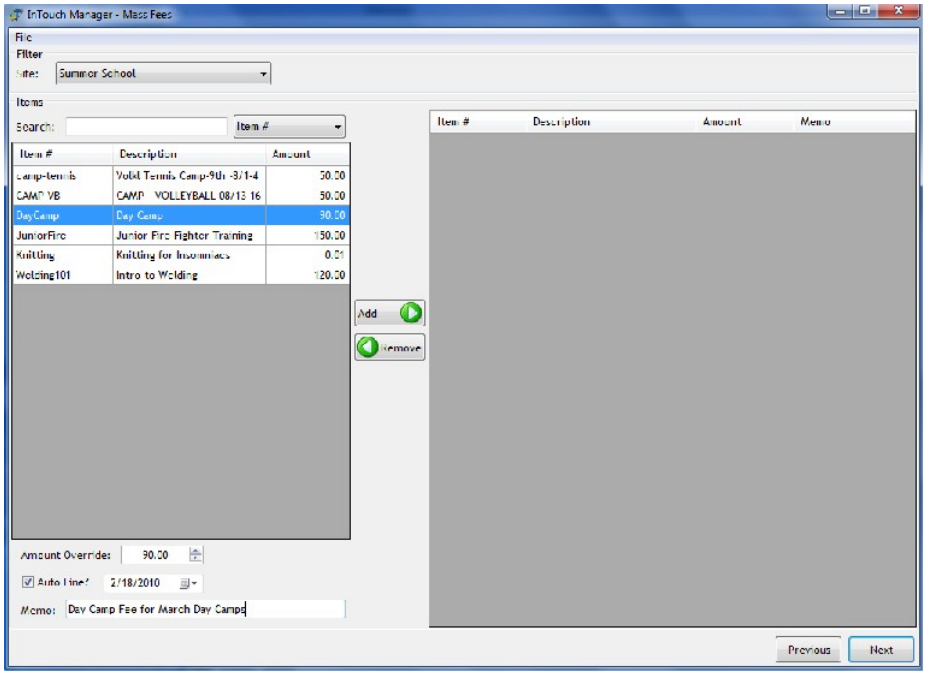
You will be presented with a screen where you can select the students that will be assessed the fee.



In order to select the appropriate students, highlight them and click the add button. By using the standard Windows shift and ctrl features you can select multiple students at once. When you click the add button, the selected student records will be moved to the right window as shown below.



Once you have selected all of the students to receive this fee, click the Next button. You will be presented with the list of items that can be assessed as fees to the student accounts.

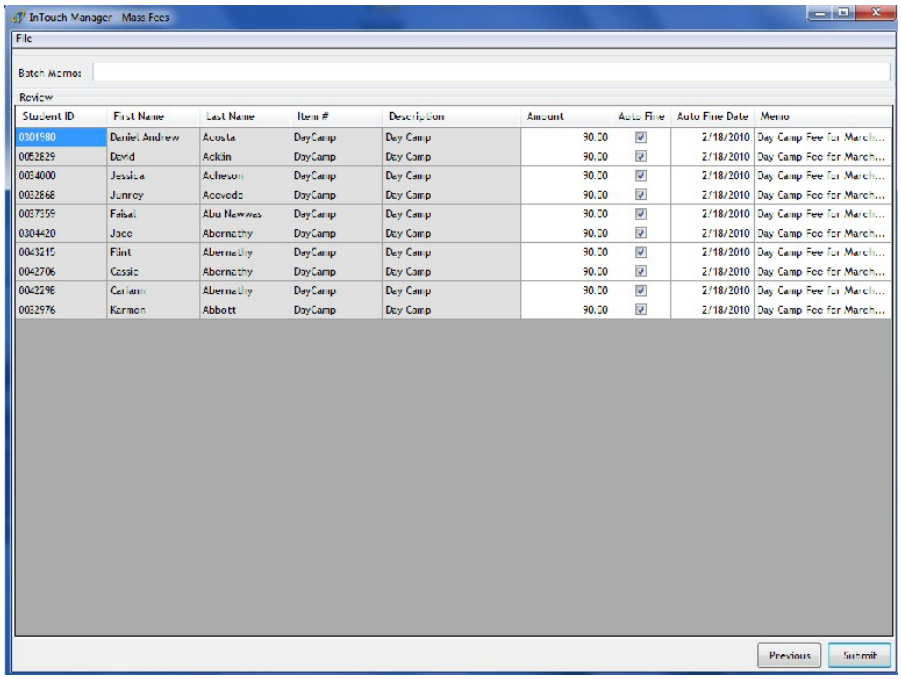


Find and highlight the appropriate item in the list. Before you click add to move the item to the right window, confirm the following:

- The amount of the fee is correct. If it is not correct, enter the proper amount in the Amount Override box.
- If the fee is to be converted to a fine eventually, check the Auto Fine box and enter the date the fee turns into a fine. **NOTE: If you wish to assess a fine immediately, leave the date as today's date.**
- Enter a memo to be included with the fee on the students account.

Click Add and the fine will be listed on the right side of the screen.

Click Next. You will be presented with a screen to review the fee batch and confirm it is accurate.

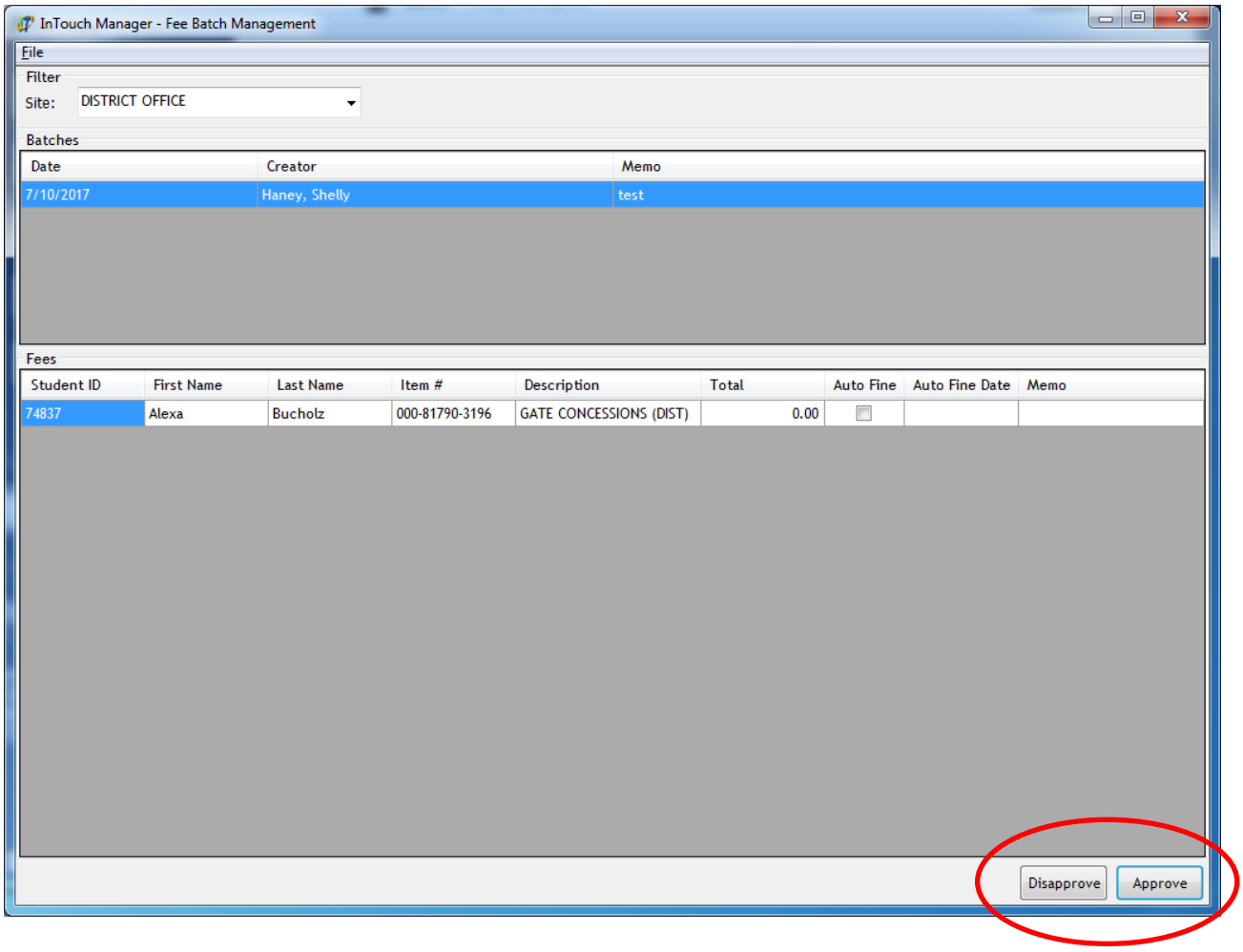


This screen gives you a field to enter a “Batch Memo”. This is a memo that will attach to the batch itself as opposed to the memo for the individual items. Confirm all is accurate and when you are satisfied, click Submit. The batch will be created for approval by the site administrator.

Step 2

Approve or disapprove the fee batch and finalize the fee assessment to the student's accounts. Generally, it is completed by the site administrator.

- Log into InTouch Manager
- From the Misc page, select Fee Batch Management
- Select the fee batch to be reviewed and confirm its accuracy.
- When you are satisfied the batch is correct, click on Approve. At this point the fees will be assessed to the student.
- If you are dissatisfied with the accuracy of the batch you can click Disapprove and the fees will not be assessed to the student's accounts. NOTE: you will need to notify the staff that created the batch that the batch was not approved.



Manual Receipting Processing

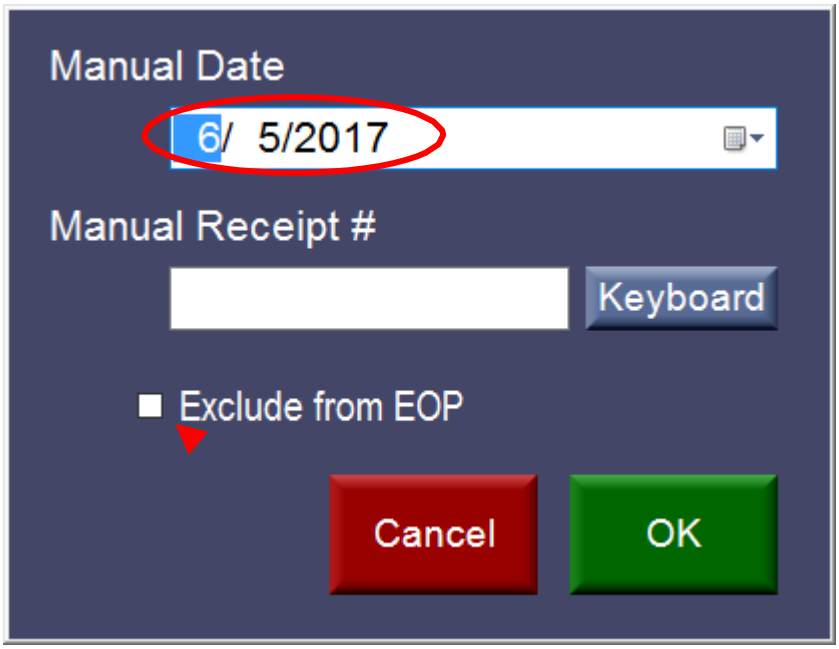
This process is used for entering funds that were not receipted into InTouch at the time the staff member accepted the monies

From the InTouch Terminal select the *More* button

1) Then select then the *Manual Receipt Num/Date* button

2) You may change the date if you wish to reflect the actual date that the Manual Receipt was issued

3) Enter the number of the paper Manual Receipt. Each site should have preprinted pre-numbered receipt books. If you do not have a manual receipt book, please make sure to get one.



4) **Make sure that the Exclude from EOP box is NOT marked**.
- If the money is in hand and must be included in the deposit DO NOT select this.

5) When ready select the *OK* button. This will close the Manual Receipt window

6) Select the Student or Non-Student associated with this Manual Receipt

7) Select the Item(s) that were sold on the Manual Receipt

8) Select the *Finish Sale* button and tender the transaction accordingly (use cash or check etc depending on how the Manual Receipt was tendered)

A receipt will print with an additional line at the header stating "Manual Receipt: XXX" where XXX is the Manual Receipt number that you entered.

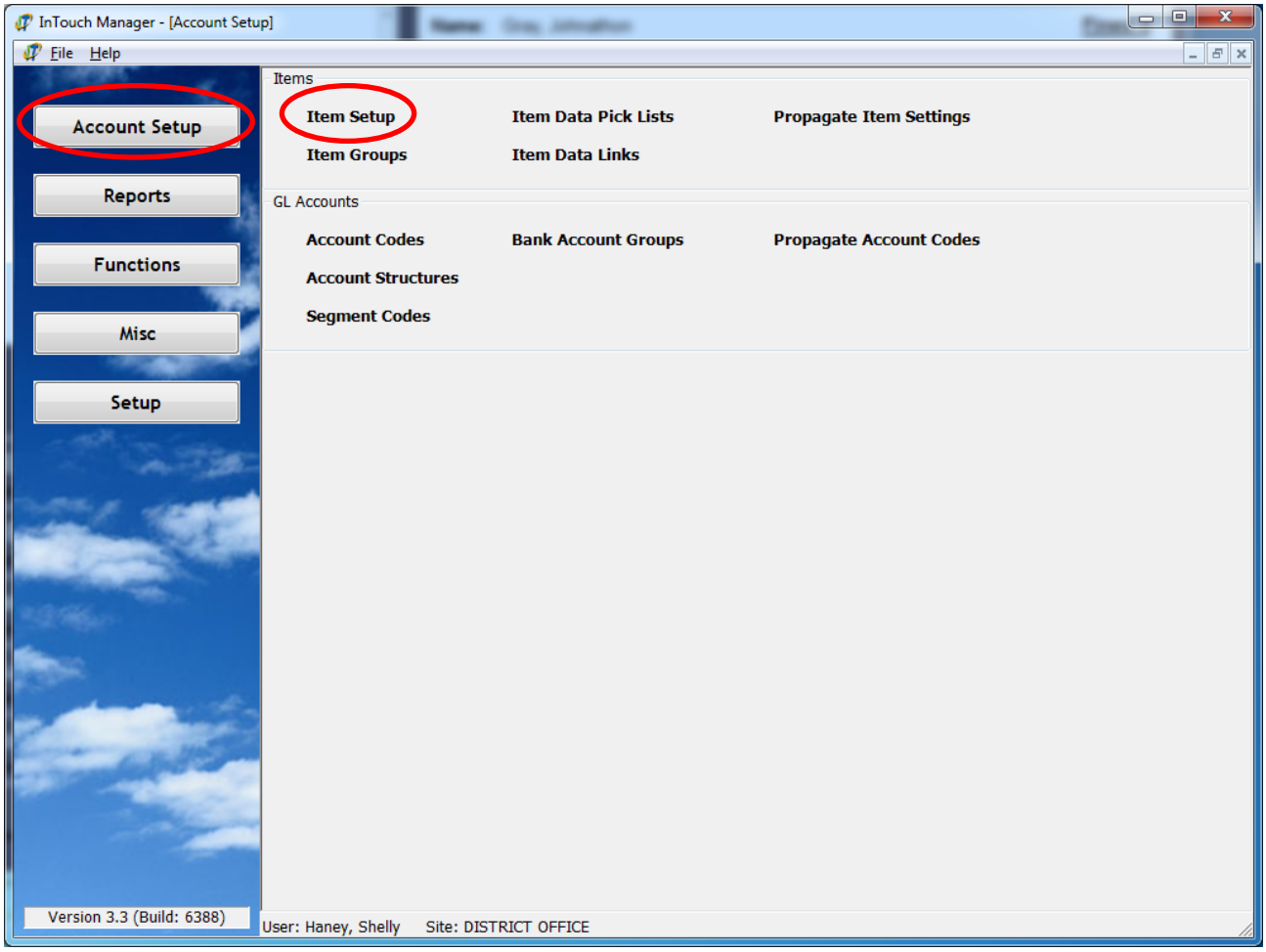
No Customer Sale

In very limited situations a customer is not required, examples include concessions or gate sales. If you need this setup, please contact either Shelly or Amy and a terminal can be setup with these special permissions.

Item Setup

Item numbers are created using InTouch Manager. Items are the core of point of sale transactions.

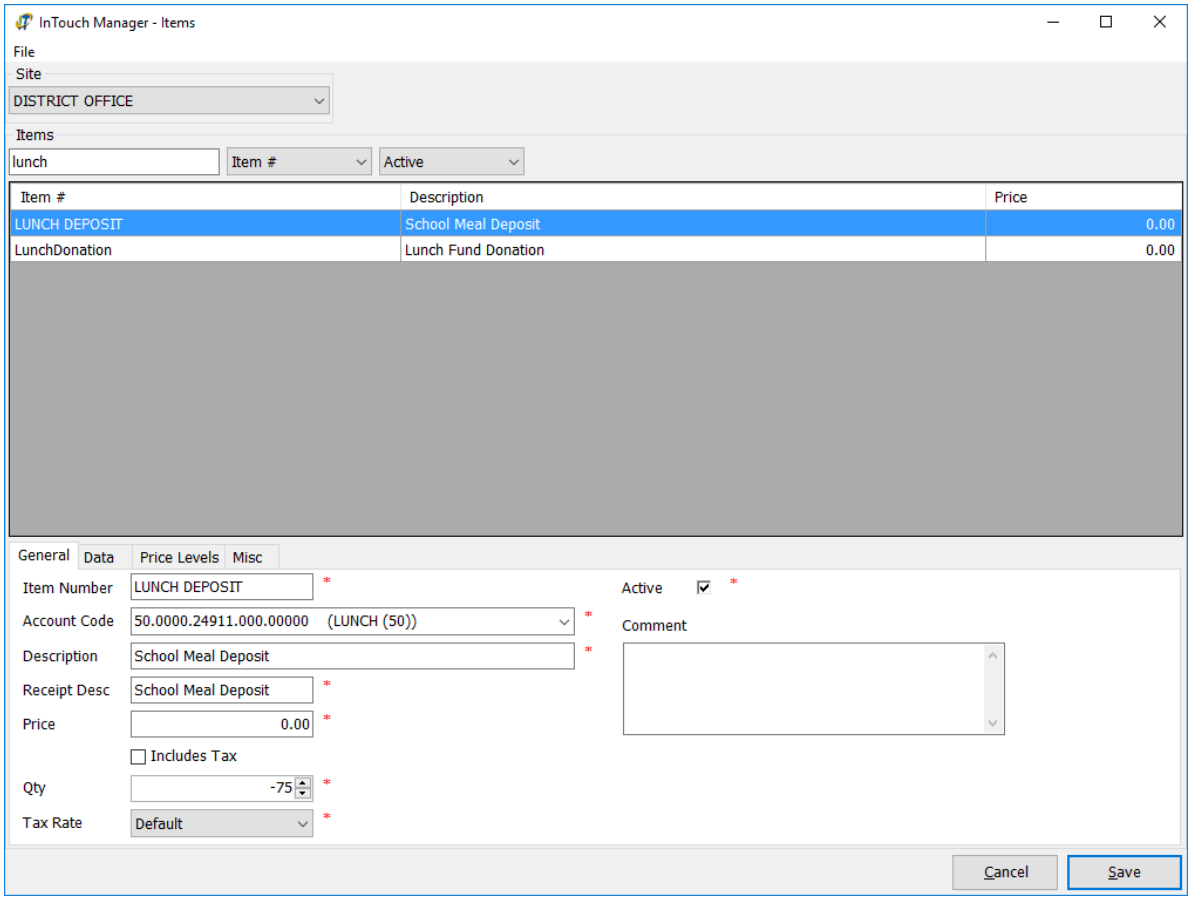
- Transaction description and item number is maintained at the site level – the site can organize the items to meet their needs.
- Items will need to be created for specific fundraisers before they start.
- Item description is what the customer sees on a receipt. Make sure the item description is understandable for the customer.
- Transactions can be set for active and inactive – seasonal items may be made inactive (i.e. fall sports, spring sports).



Steps

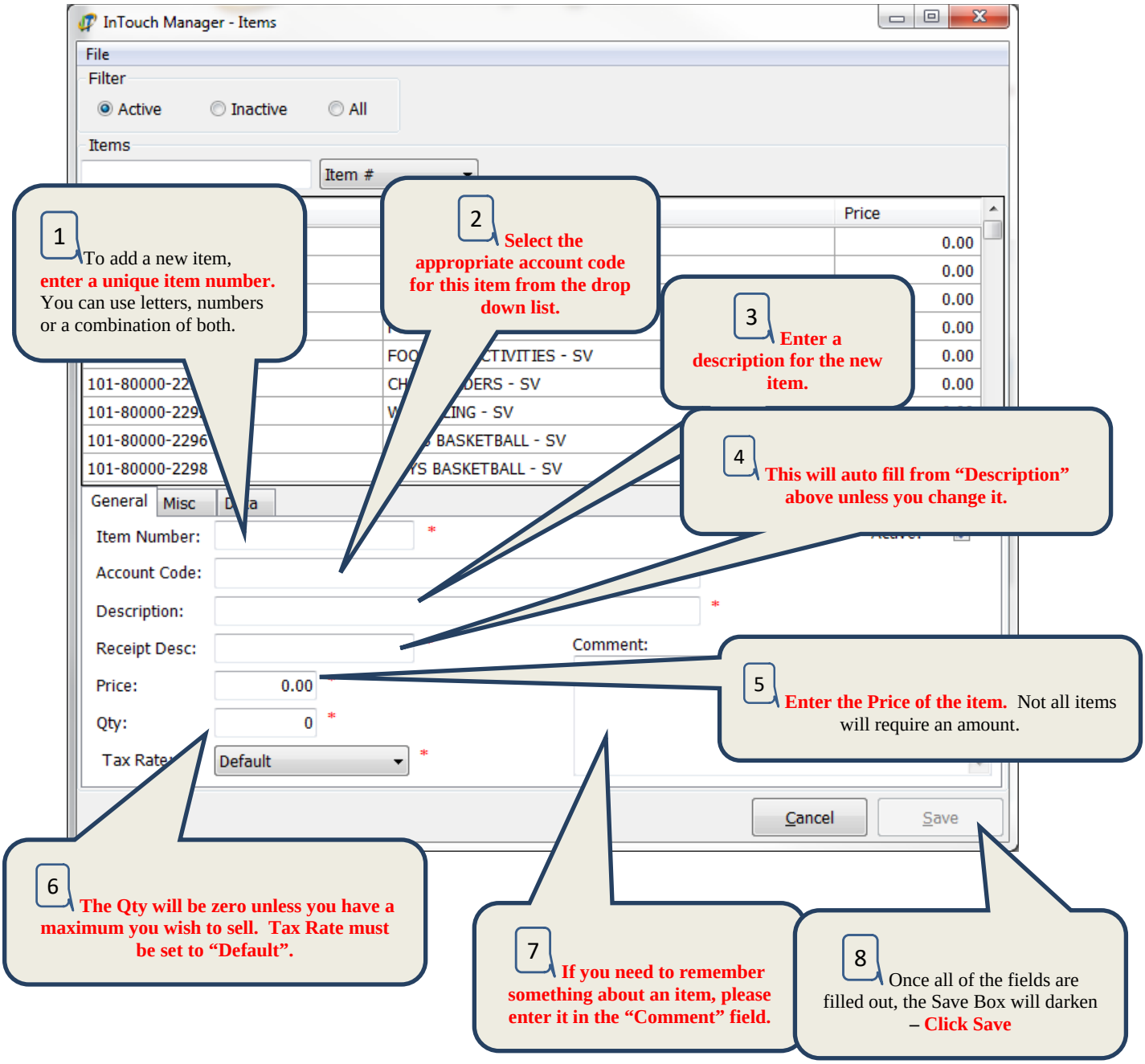
- Log into Account Manager
- Click on Account Setup
- Click on Item Setup
- Item Setup screen will display – see print screen below

To see the information related to an item click on the item. An example of the screen is below.



Steps to view an item:

- Use the search bar shown on the screen above
- Select search by item number or search by description
- Click on the item that you want to view or edit
- The detail of the item will show on the screen
- To edit the item, click on the field to be updated and update the information
- Click save to save the changes



Steps to add a new item:

- Click on cancel. Note if an item is displayed and information is typed on the screen and saved, it changes the existing item.
- Enter an item number.
- Enter an account number or use the drop down box. Please note that account numbers have a period (.) between account segments. The account must be created before it can be assigned to an item. Contact Shelly in Finance to have an account added.

- Enter a description
- Enter a receipt description. This is the description that will show on a receipt so make sure it will make sense to students and parents.
- Enter a price if there is a fixed price. A fixed price can be used for items such as throat cultures and yearbooks. If the price is set at $0.00 you will need to enter a price each time such as lunch deposits.
- Enter a quantity if you have a limited number of the item to sell. For example, 20 t-shirts are available to sell. If you leave 0 in the quantity box, it will count the quantity of the item sold.
- Tax rate – not used at this time
- Comments can be used to provide additional information. For example, an item description, clarify refund policy or provide information on how to pick up the item purchases.

Data

The Data Tab provides the ability to request standard information for an item. For example, the sale of an AP exam requires the student name and test to be taken.

Data elements are determined at the site level. The following list identifies the data formats in which data can be collected:

- Checkbox
- Date: Calendar where one can select a specific day
- Decimal: a number available to the 100th decimal place
- Integer: a whole number
- Text
- URL: a pre-assigned link
- Pick list: designated list of items
- System field

There are options for each field, Title, Default Value, Type and Required. If data element of a String is marked as required, the system will not let you progress until the data has been received

Button Editor

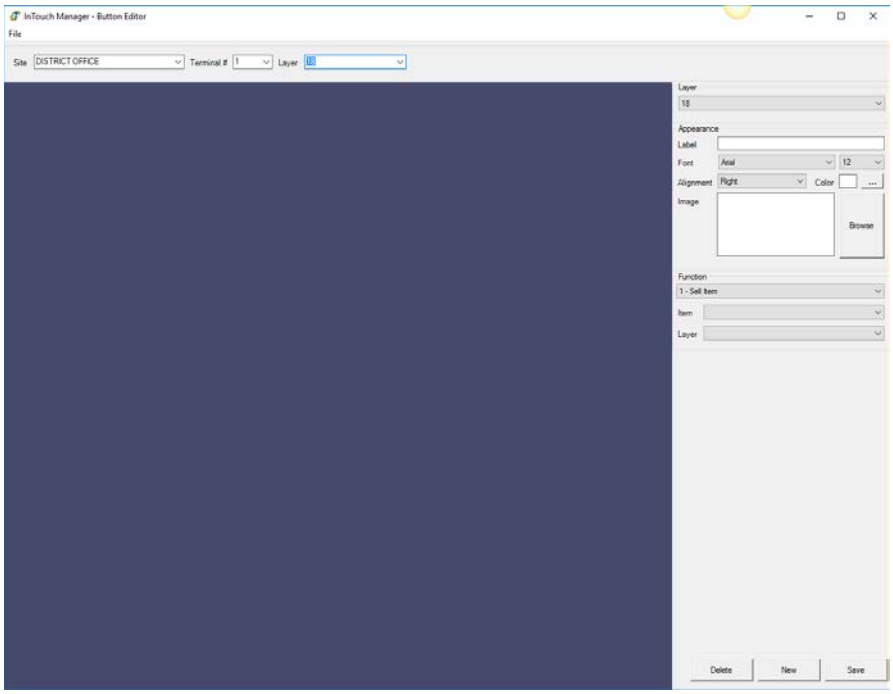
Sale (Home/Quick Screen) Buttons

The InTouch sale (home) screen includes a "button" section which allows the cashier to sell an item by touching or clicking on the button. A button acts as a shortcut that is linked to an item and an account number. Buttons can be set to either directly sell an item, group of items, or to jump to another layer with more buttons. Use **InTouch Manager** to add, change or delete existing buttons.

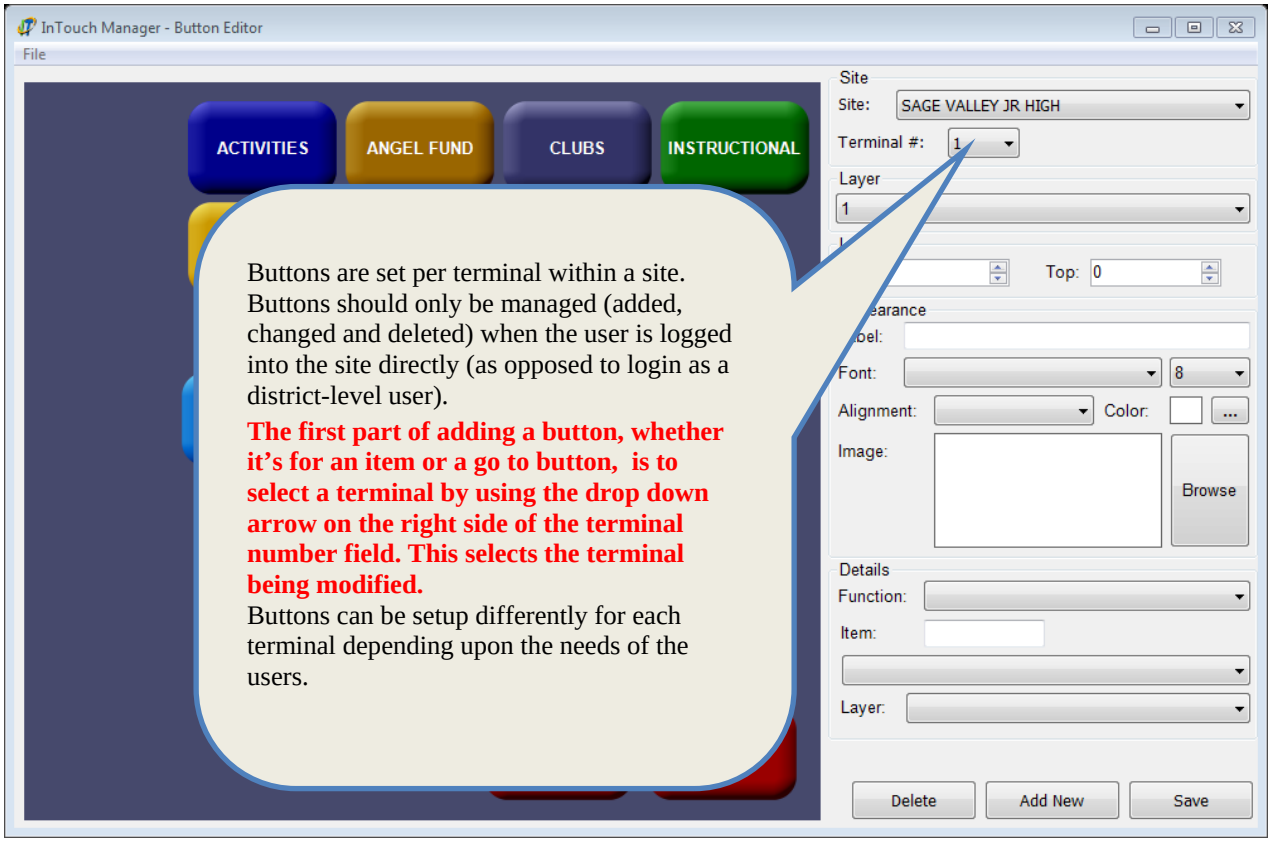
- Step-by-step:
  - Log on to InTouch Manager
  - Select **Functions** from the main manager menu
  - Select **Button editor** to open the Button Editor screen

On initial implementation and prior to any home screen setup, the button editor screen is blank. Each site is able to add, change and customize buttons and each cashier can further customize buttons for frequently used transactions.

Blank Button Editor Screen

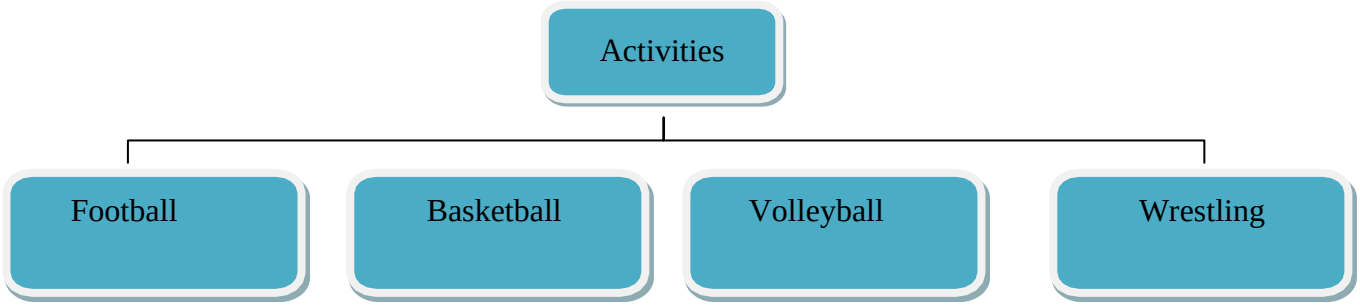


Site: Drop down menu to select site
Terminal: Use terminal 1 to establish common buttons for the site. Use assigned terminal to customize by cashier.
Layer: Indicates location of the button. Layer 1 is "home screen". Layer 1 buttons can link to other layers.
Appearance
Label: Name of button
Font: Select type, size, alignment, color.
Image: Click browse to select button shape and color.
Function: Defines how the button works. (Most common functions are 1 and 2).
1-Sell item: To sell an item directly. Select (associate) an item to
2- Go to layer: Jumps to the another layer.



- Step-by-step:
  - From the Button Editor Screen
  - Select your site and select the terminal you want to edit
  - Click on "add new" to get a new button. A blank button will appear in the upper left corner of the button editor screen. The upper left corner is the default location for new buttons.
  - In the Appearance section of the editor screen complete
    - Label: Type the name of the button
    - Font: Select font type and size from the drop down menus
    - Alignment: Select left, center or right for the label name
    - Image: Click on browse to select the button shape and color, click open
  - Function
    - From the drop down menu select how the button will operate
      - Sell item – to directly select and sell an item to a customer -Example:
        - Label name: Lunch Deposit
        - Font: Ariel
        - Alignment: Center
        - Image: Round, color Orange
        - Function: 1-Sell item
        - Item attached: Lunch Deposit

- Go to layer – to jump to another layer for additional buttons – Example
  - Label name: Activities
  - Function: 2 – Go to Layer
  - Layer: 8 (jumps to layer 8)
  - Items for sale on Layer 8



Note: Items or Go To Layers must be attached to each Layer 8 button. For example, the item for Football can take you to another layer with all of the items the football program may be selling.

- Click **SAVE.**
- Drag the button to the desired screen location and **SAVE** again. Do NOT save in the New Button Default location (upper left corner). To retain a button's position, save each time the button is moved to a new location. When in doubt, save after each action while working in the button editor screen.

Change an Existing Button

- Step-by-step:
- Log on to InTouch Manager
- Select **Functions** from the main menu
- Select **Button editor** to open the Button Editor screen
- Select site and terminal
- Click on the button to be changed
- Update and/or change the Appearance and Detail fields as needed to update/change the button label name, image color, function, the item, etc.
  - **SAVE**

Delete an Existing Button

- Step-by-step:
- Log on to InTouch Manager
- Select **Functions** from the main menu
- Select **Button editor** to open the Button Editor screen
- Select site and terminal
  - Click on the button to be DELETED
- Click on DELETE
  - **SAVE**

Button Editor Tips

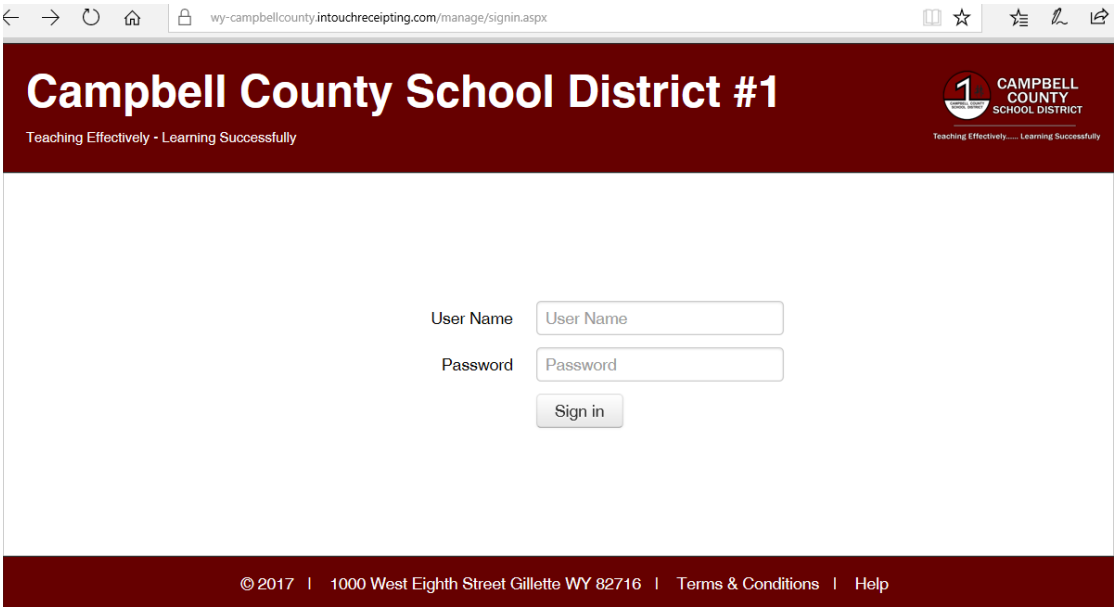
- Never save a button in the top left corner of the screen. This is the InTouch default location for new buttons when the "add new" button function is selected. Follow the steps for adding a new button, save, drag the button to the desired location and save again.
- When in doubt, click SAVE. You can never save too often while working in the button editor screen.
- To view, add, or delete buttons for a particular layer, go to the Layer section of the screen (below Site), select the layer number from the drop down menu.

Copy Buttons from Site Terminal #1

- Step-by-step:
  - Logon to InTouch **Manager**
    - Logon ID must have Site Manager security access
  - Select **Functions** from the main manager menu
  - Select **Button editor** to open the Button Editor screen
    - Select Site
    - Select Terminal 1
  - In the upper left corner, select **File**
  - Click **Copy**
  - Select Source Terminal #
  - Select the Destination Terminal #
  - Click **Save**
    - All buttons from the source terminal 1 will be copied to the destination terminal #

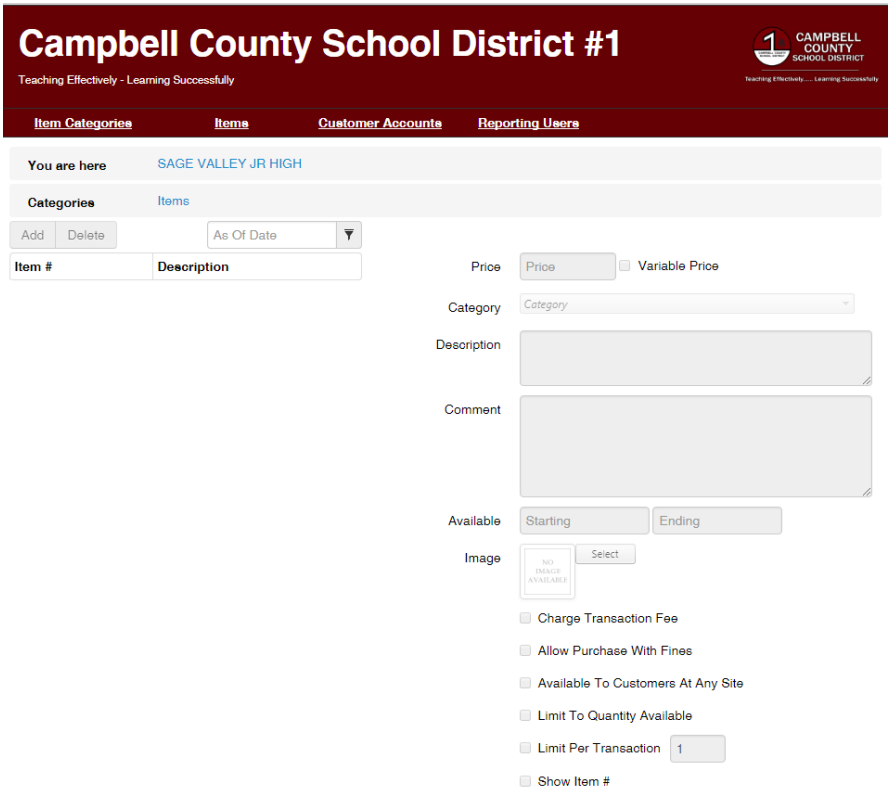
Adding Items in Touchbase

From a web browser, go to: https://wy-campbellcounty.intouchreceipting.com/manage/signin.aspx

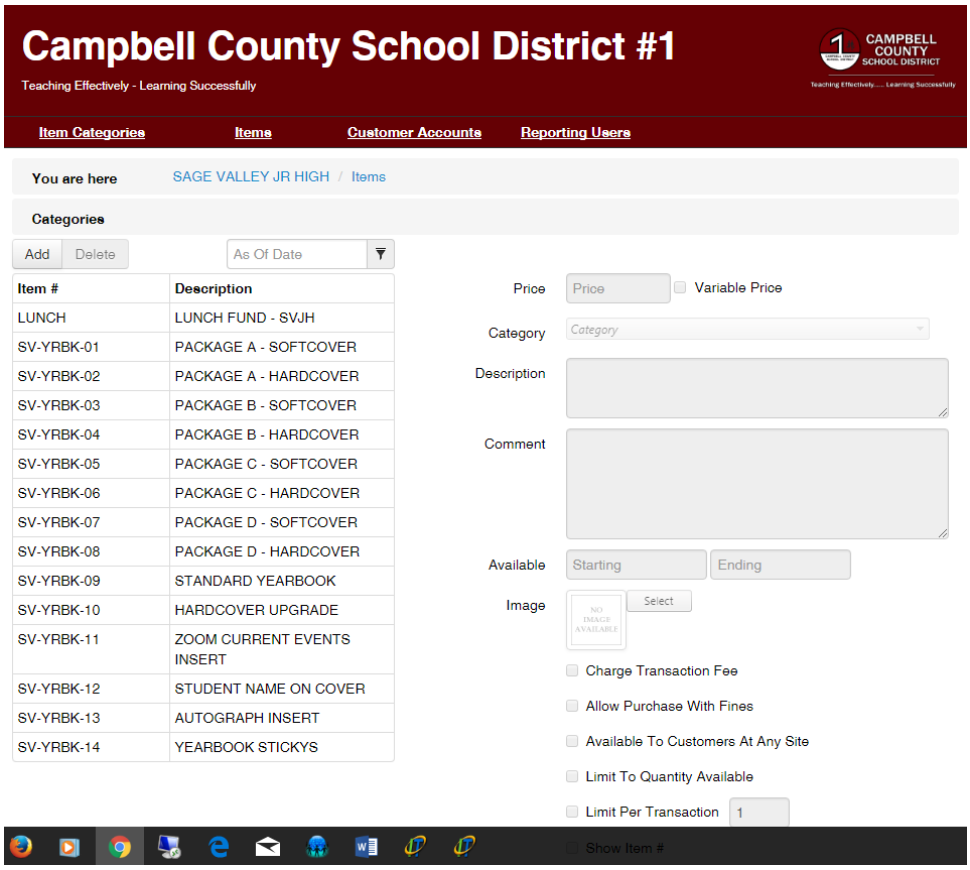


If you do not have a User Name and password, call Amy Taylor to have one set up.

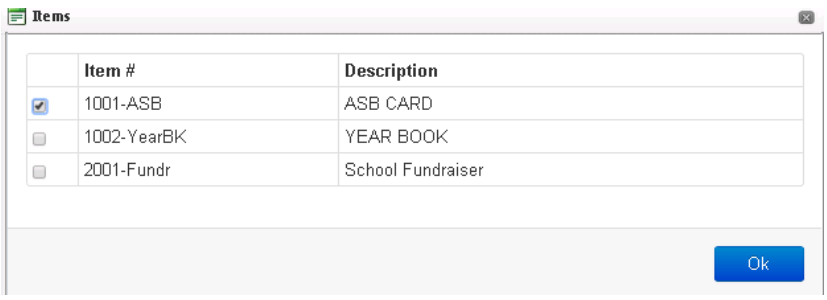
1. Log into TouchBase manager
2. Select Items
3. Select an Item Category you wish to publish items under (usually Items)



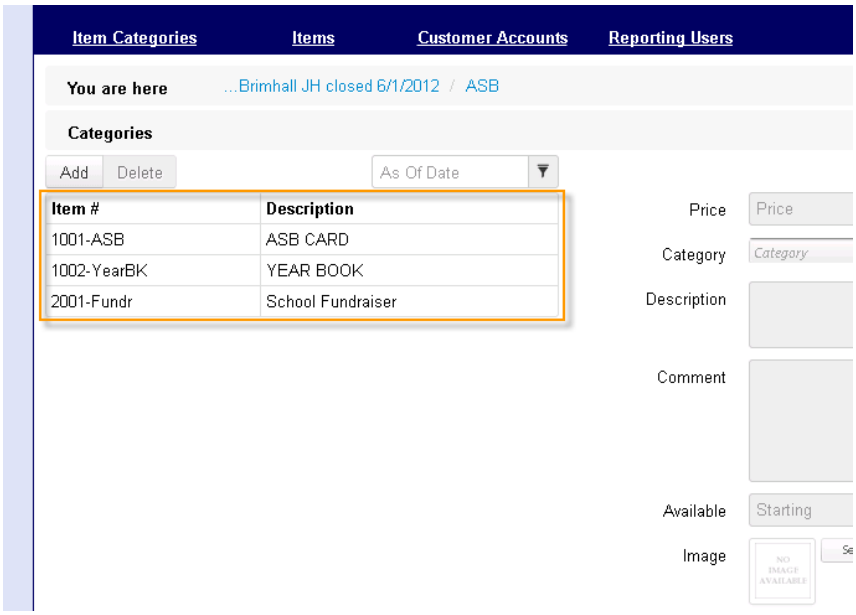
4. Select Add once an Item Category has been selected *(Note: The Add button will only be highlighted once an Item Category has been selected.)*



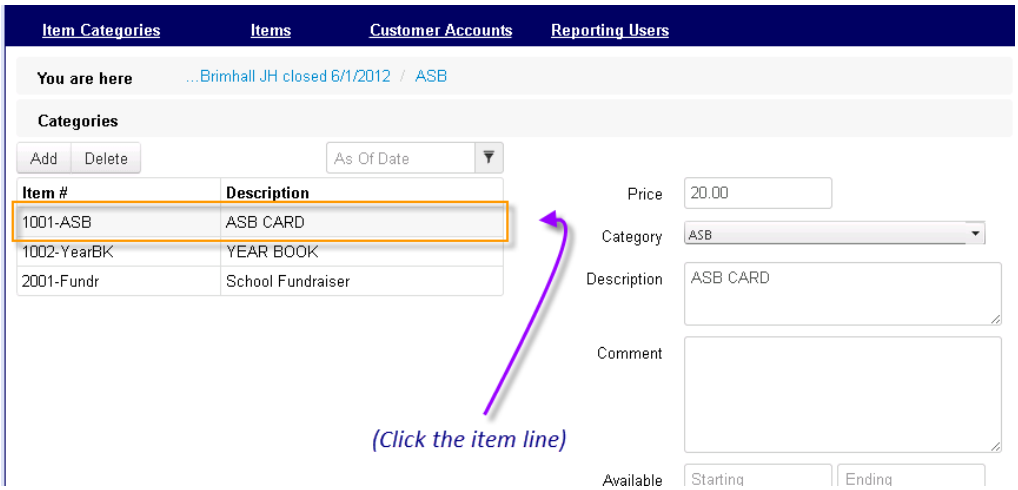
5. A full listing of InTouch items for your site will appear



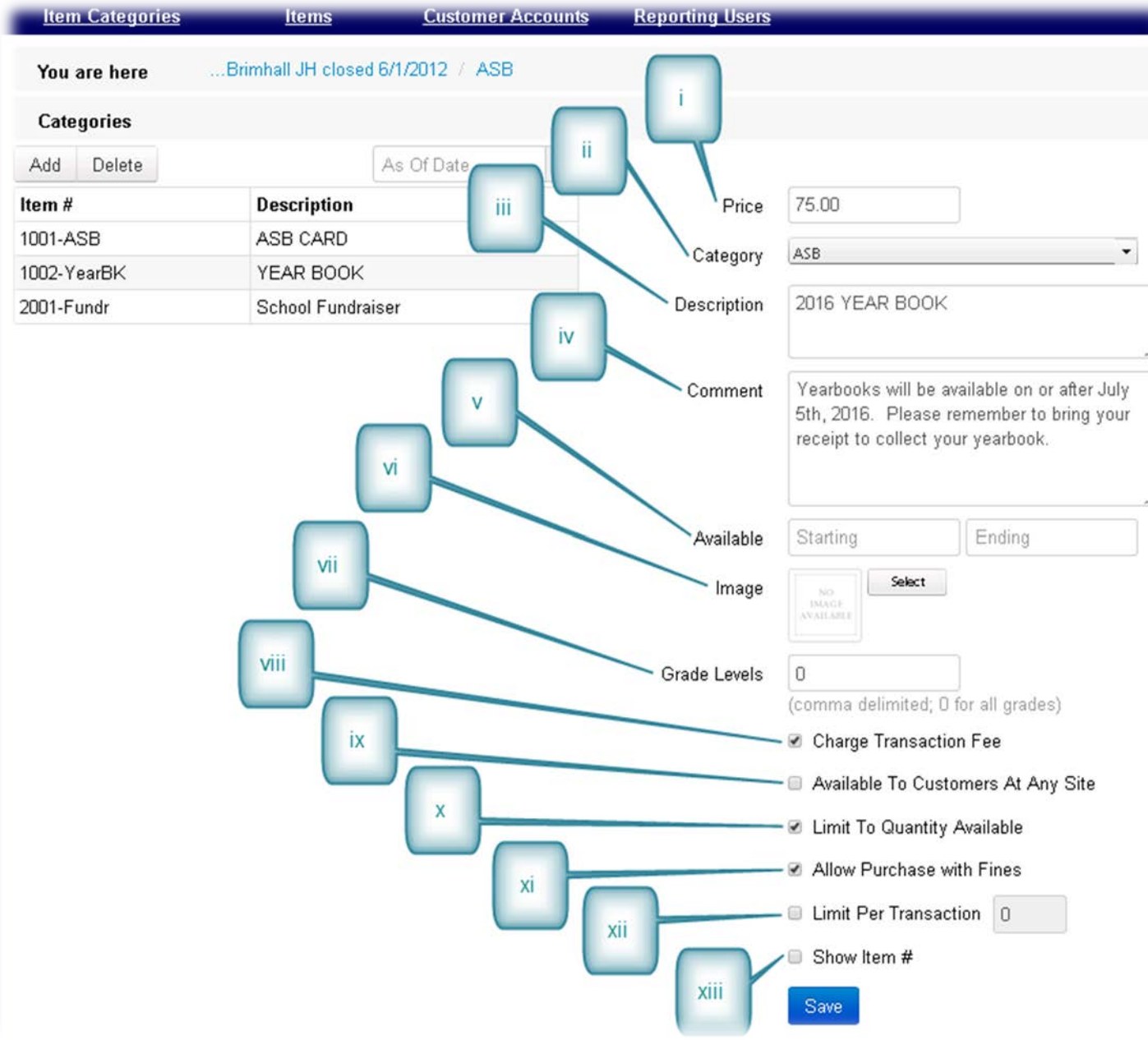
6. Once you have selected the items to publish under an Item Category, the items will be available to edit. The selected items will be displayed in your "Items Published" list.



7. To edit the selected item or to edit currently published items, simply highlight the item of your choice and complete the associated Item Details.
    a. Highlight the item you wish to edit



b. Complete the “Items Settings”



i. PRICE: TouchBase items can have a different price than items in InTouch, but by default, TouchBase will display the price – as listed – in InTouch Manager.
    1. To make an Item Price VARIABLE – highlight the price listed in the box and press “Delete” on your keyboard. The box must be BLANK in order to allow variable pricing.

ii. CATEGORY: This will display your current Item Category, and this was created to confirm the Item is in the correct Item Category. If you mistakenly added an item to the wrong Item Category, simply select the drop-down box and move the item to the correct category.
iii. DESCRIPTION: The "description" is the default "Item Description" found within InTouch Manger → Items. This is also what the customers will see in the web store, so you want this to be clear and readable. Changing this description *will NOT* change the Item Description in InTouch Manager → Items.
iv. COMMENT: Comments are highly recommended for use within TouchBase. This is your primary communication tool with parents and the community. This should contain any details or important information about the item they are purchasing.
    1. EXAMPLE: If yearbooks are going to be available starting "June 5th, 2016", your Item Comment should have that information listed.
v. AVAILABLE: This is where you can set an automatic START and END date for when an item is published and unpublished from the web store.
vi. IMAGE: Images are highly recommended for use within TouchBase to increase the aesthetic appearance of TouchBase. Even if you do not have an image of your product – use something like the district logo.
vii. GRADE LEVELS: This is where you can restrict a purchase to a particular grade level.
    1. EXAMPLE: If you want only seniors (12th graders) to purchase a parking permit, you would add "12" to this box. To add multiple grade levels, you would separate the numbers with a comma (11, 12).
    2. NOTE: The grade level must match the same format that is being sent via your SIS
        a. EXAMPLE: "07" or "7" for single digit numbers.
viii. CHARGE TRANSACTION FEE: This check box turns on the ability to assess or not assess a transaction fee. We do not assess a transaction fee to our customers – please do not check this box.
ix. AVAILABLE TO CUSTOMERS AT ANY SITE: Checking this box allows any customer type from any building or people from the community to purchase an item. This is typically only used for items like fundraisers and donations.
x. LIMIT TO QUANTITY AVAILABLE: This box makes the item contingent on the "Qty." listed in InTouch Manager → Items. Once the item quantity hits "0", the item will say "Sold Out" online. The

quantity is reduced on both terminal and web sales – any time that item is sold regardless of method.

xi. ALLOW PURCHASE WITH FINES: This lets you control what items you wish to restrict if a student has an outstanding fine on their account. If you wish to drive more fine payments, the recommendation would be to leave this box unchecked. When the box is not checked, the customer will see a red “Pay Fines” button rather than a blue “Buy” button. This only applies to those with outstanding fines. Fees do apply to this restriction.

xii. LIMIT PER TRANSACTION: This does not control inventory or quantity available, it only controls how many of ‘X’ product can be added to the cart and purchased.

xiii. SHOW ITEM NUMBER: This function is primarily only used in Community Education applications. Typically, in this environment, the InTouch Item number also matches the course number/course code, thus using the Item Number over the default Item Description, creates a tie between a course catalog and the TouchBase web store.

c. SAVE

Note: *Changing Item settings on TouchBase does NOT change the item settings in InTouch Terminal or Manager.*
Note: *Changes completed to either a new item or an existing item take effect immediately and do not require a reboot or any other action by you or the customer.*

Tips and Quick Operational Cheat Sheets

- Give a receipt to everyone when they give you money. If InTouch is down, issue a manual receipt.
- Stamp all checks as you receive them.
- Do not touch the customer's credit card – have them swipe it themselves.
- Do not give out your password or let anyone use your logon account – log off when not taking money.
- Make deposits at minimum of weekly or when you've receipted $250, whichever comes first. Daily deposits are easier if you end up having questions.
- Avoid using generic customers. Be as specific as possible.
- Only use Blue or Black ink on the bank deposit slip.
- Backup paperwork to Accounting in the following order:
  - Yellow Deposit Slip on top
  - Tender Report
  - Then the rest of the backup (other receipts, etc.)

All Cash Receipting Forms can be found in IVisions | Workflow | Business Resources | Cash Handling

Cash Receipt Log

Money Transfer Log

Name of Person Collecting $:				Location:			
	Item(s) Sold:	Price Per Item:		Item(s) Sold:	Price/Item:	Description of Fundraiser/Activity:	
1			5				
2			6				
3			7			Beginning Date of Sale:	
4			8			Ending Date of Sale:	

Receipts and money transfers:

	Date	Time	Given to	Manual Receipt Numbers	Cash	Checks	Coin	Total	Initials of Person Receiving $	Initials of Person Turning Over $	InTouch Receipt #(s)
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

Vending Machine Log

CCSD Location:_____ **Vending Machine Location:**_____

Activity/Group:_____ **Sponsor:**_____

Item Description	Date: / / Price	/ / QTY IN	/ / QTY OUT	/ / QTY IN	/ / QTY OUT	/ / QTY IN	/ / QTY OUT	/ / QTY IN	/ / QTY OUT	/ / QTY IN	/ / QTY OUT	Qty Sold	$ Value	Qty Expired / Removed
Example: Aquavista 20oz	$ 1.50	12	1	15	0	40	0	65	2	25	1	157	$ 235.50	6

Date: / / *Who (Initials):*	/ /	/ /	/ /	/ /	/ /	$ Total
$ Amount Pulled	$	$	$	$	$	$

Signatures Signatures Signature Signatures Signatures

Sheet1 Sheet2 Sheet3

Common Revenue Codes Used by Schools/Departments

Object Name/Description
Sample list of items that would be coded to this object.

80100 Cash Carry Over.

81510 Interest on Investments.
Interest revenue on temporary or permanent investments in United States treasury bills, notes, savings accounts, time certificates of deposits, or other interest-bearing investments.

817XX Student Activities.
Revenue received from school-sponsored activities.

81710 Admissions.
Revenue received from patrons of a school-sponsored activity such as a concert or football game.

81720 Bookstore Sales.
Revenue from sales resulting from the operation of a bookstore established to sell books and supplies to students.
Yearbooks, book fairs, quarter book sales

81730 Student Organization Membership Dues and Fees.
Revenue from students for memberships in school clubs or organizations.

81740 Fees.
Revenue from students for fees such as locker fees, towel fees and equipment fees.
Alterations, costume cleaning, audition fees, CPR mask, WSI book, lifeguard certification, heart rate straps, camp fees, entry fees

81790 Other Student Activity Income.
Other revenue from student activities not otherwise classified in another account.
Purchase of an item or a service including lost or damaged items, fundraisers, advertising, national travel reimbursement, parking fines, commissions, sewing kits

81910 Rental – School Facilities.
Revenue received from the rental of either real or personal property owned by the district. Income received from the rental of teacherage may be kept separate from periodic rental of school facilities.

Common Revenue Codes Used by Schools/Departments

Object Name/Description
Sample list of items that would be coded to this object.

81920 Contributions and Donations from Private Sources.

Revenue from philanthropic foundation, private individuals or private organizations for which no repayment or special service to the contributor is expected. Special trust receipts would be accounted for in either expendable or non-expendable trust funds depending on the nature of the trust agreement.

Including the purchase of a chance to win a prize i.e.raffles, 50/50 drawing

81950 Refund of Prior Year's Expenditures.
Revenue received in refund of an expenditure charged to a prior fiscal year's budget.