

# Cash Collections Management Manual

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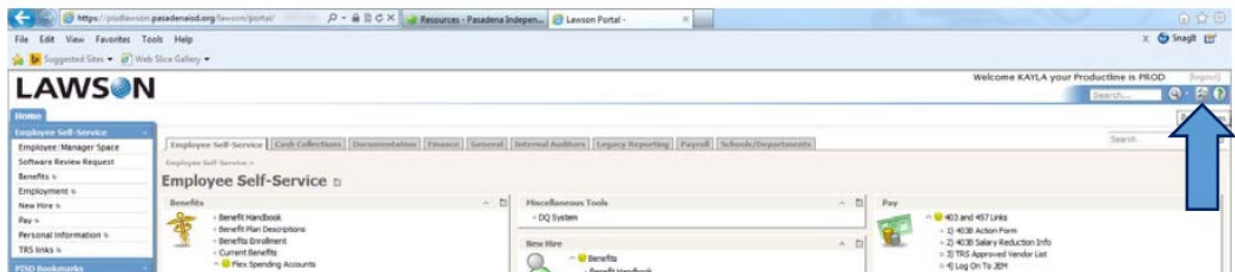
PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

## Getting Started

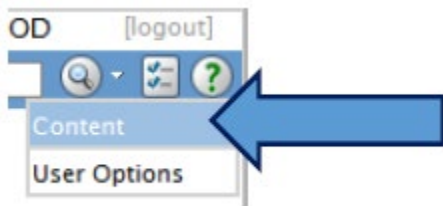
### Accessing Cash Collections in Lawson

Login to the **Lawson** Portal

Locate and select the **Preferences** icon under the logout button (Grey box with two little blue check marks)



Click the **Content** button that appears



Locate **Cash Collections** under Subscriptions

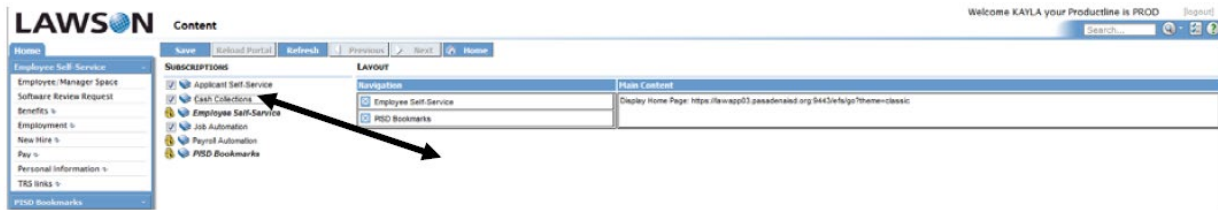


Place your cursor in the middle of the word cash collections

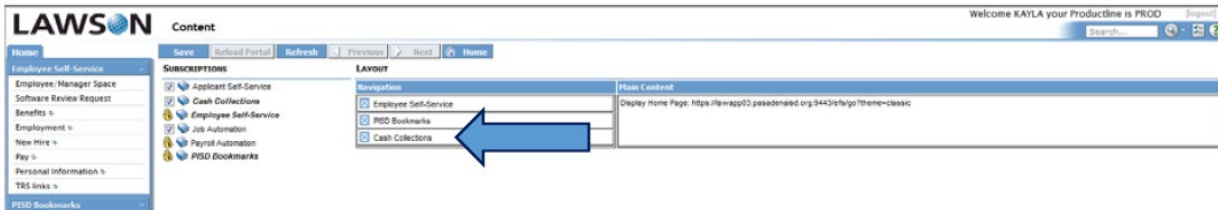


**Double Click** or **Drag and Drop** the word cash collection under the **Layout/Navigation** pane

PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS



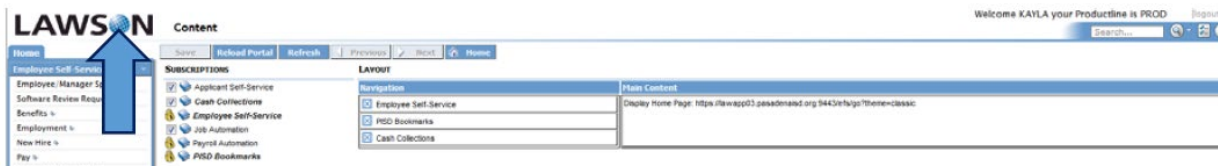
Once you see **Cash Collections** under the **Navigation Pane** you have completed this step correctly



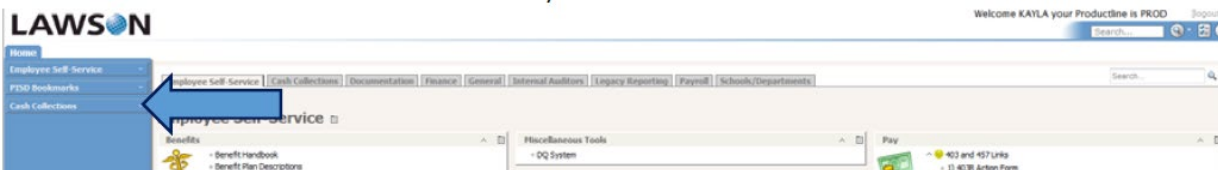
Click **Save** under the Content button at the top of the screen.



Click the O or globe in the word Lawson in the top left hand corner to refresh the page



You should now see Cash Collections as one of your shortcuts on the left hand side of the screen in the blue bar



Select the blue word **Cash Collections**

Select the grey drop down **Cash Collections** box

**You may get a pop up when you do this.**



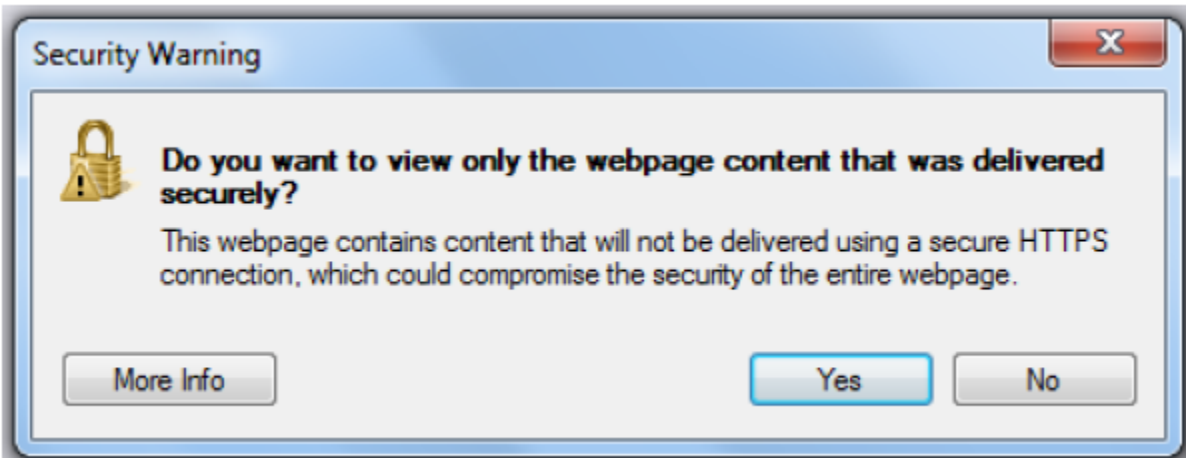
One of the pop ups will appear across bottom of the screen and you will have to select **Show All Content**

You may have to go back and select the blue Cash Collections word and the drop down white Cash Collections word in order to get into the correct page.

Another pop up could appear in the middle of the screen in a **Yes/No** question – You must select No.

## PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

If you click Yes you will have to select the globe in the word Lawson and refresh the page in order to proceed.



When you reach the main page of the cash collection system you will see your name with a Fundraiser Calendar and some blue options that look similar to the picture below.

PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

←
October 2019
→

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

**Key:** Fundraiser Selected Day

Today

Other Month  
Day

New Collection

Student / Course Groups

Collect by Student

Refund by Student

Booked Receipts

Cancelled Receipts

## PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

## Cash Collections Process

## Step 1 – Adding a Collection and Authorized Collectors

## Setting Up a New Cash Collection

Click New Collection in your left navigation bar.

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Key: **Fundraiser** Selected Day

Today Other Month Day

**New Collection**

Student / Course Groups

Collect by Student

Refund by Student

Booked Receipts

Cancelled Receipts

PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

[Back to Collections](#)

[Collections Policy](#) [Collection Details](#)

Collection Details for New Collection

Please enter the required information below and click Save.

Collection Title:

Long Description:

Characters remaining (500 max): 500

Category:

Club/Organization:

Begin Date:  

End Date:  

Scope 1:

Scope 2:  (Leave empty for Campus-Wide or Mass)

Fixed Fee:  (Do not fill in if amounts collected may vary.)

With Teacher:

With Bookkeeper:

Taxable:

Authorized Collectors:

**Additional Details:** What type of merchandise or service will be sold or provided?

**How will the merchandise or service be sold or provided (e.g. catalog sales, individual sales to students on campus, prepaid orders, etc.)?**

Characters remaining (500 max): 500

**What will funds generated be used for?**

**How will funds be secured?**

By submitting this application, you are agreeing to adhere to the stipulations above.

[Submit New Collection](#) [Cancel](#)

## PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

## Fields

**Collection Title (Required)**

This is where you are going to name your collection something meaningful. This name will appear when someone goes to collect cash for this collection. For example if you are collecting PE Laundry Fees you might call your collection **Spring 20XX Athletics Laundry Fees**

**Long Description (Not Required)**

Provide more details on the collection in this field if you think this would be beneficial. (Type of items, prices of items, special instructions)

For example if you are collecting PE Laundry Fees you could put **Collection of \$10.00 laundry fee from Coach \_\_\_\_\_ PE students for Spring 20XX**

**Category (Required)**

Drop down selection (See the **Cash Collection Category Guide** for a detailed list)

Fee  
Fundraiser  
Concessions  
Extended Year  
Non-Profit Sales  
Student Device Insurance

**Club/Organization (Required)**

This is a district wide drop down list with every organization commonly used throughout the district. Please find and select the selection that best fits to your cash collection. If you absolutely cannot find a specific name that represents your cash collection you can select **Activity, Other, or Miscellaneous**.

**Begin Date (Required)**

This is when you anticipate to start collecting cash. This gives your secretary/bookkeeper and administrator an approximate time frame for when funds will be collected. You can collect **before** the date you select if needed.

\*Click and use the calendar icon to select the date.

**End Date (Required)**

This is when you anticipate your cash collection will be over. You can still collect cash on collection **after** the collection end date. This is simply used for a general time frame.

**Scope 1 (Required)**

This is the most **difficult** field on the New Collection set up. Your scope is who you will be **collecting cash from**. If you choose your second period class as your scope these students in your second period will be the only students available for you to collect any cash from. The cash collection system does talk to Skyward and is updated nightly, so as long as Skyward is up to date you should see an accurate scope.



## PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

**Scope Scenarios:**

**Individual class** – If you are collecting t-shirt money from just your homeroom class.

**All my classes** – If you could be collecting from all of your students for an art fee.

**Grade Level** – If you are collecting field trip money for a 10<sup>th</sup> grade field trip to the Houston Zoo.

**Mass Collection** – If you are having a car wash/event open to the public or done after school where you do not receipt each student individually. (Tickets sold at the door of an event, or concessions at an athletic event) On a Mass Collection just take all funds collected to secretary/bookkeeper to be receipted.

**Campus Wide** – If you collect funds for cell phone/ID fees for the campus

**District Wide** – If you are creating a collection for summer school

**Student/Course Groups** – Custom classes/students you select to create a define scope (You must create your student/course group before you create collection)

**Scope 2 (Not Required)**

This allows you to select an additional choice for your scope if needed.

**Fixed Fee (Not Required)**

If the cash you will be collecting will be the same for each student you can fill this field in. If you do not know the price, or it could vary just leave it blank. (You can modify a fixed fee when you are in the collection pages.)

**Taxable (Not Required)**

Only check the Taxable box if your item is taxable. For many items the rule of thumb is:

- Something that will become their possession is taxable
- Food/Concessions is not taxable
- Fees are not taxable

**Additional Details - 4 questions (Required)**

1. **What type of merchandise or service will be sold or provided?**
2. **How will the merchandise or service be sold or provided?**  
(e.g. catalog sales, individual sales to students on campus, prepaid orders, etc.)?
3. **What will funds generated be used for?**
  - a. Activity group, certain club/organization, a specific item/occasion, etc. or it could just be for the general campus fund/use.
4. **How will funds be secured?**
  - a. How will you be securing the funds until you receipt it with the secretary/bookkeeper? In a desk, file cabinet, locked box in a locked cabinet, locked blue zipper bag, or other place?

Click **Submit New Collection** when you are completed with all required portions of the form.

By submitting this application, you are agreeing to adhere to the stipulations above.

Submit New Collection Cancel

## PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS



Submitted Cash Collection will be forwarded to Campus Bookkeeper/Secretary and Principal for approval. Approval must be obtained prior to collecting money.

Once approved by both the Campus Bookkeeper/Secretary and Principal you can start the collection of funds and receipting process.

**\*Cash Collection System is only for "CASH payments" ....Not for CREDIT CARD PAYMENTS.\***

PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

Adding or Removing Collector(s) to a Cash Collection

Adding Authorized Collector(s)

Go to your open collections listing, which is what you see when you first click Cash Collections in Lawson. Click Details of the cash collection you want to add the authorized collector(s).

Collections for All Dates: Sec Physics Teacher, 004 - Dobie High School

You may click Details for each collection to view/edit. Collections count: 3 View 5 rows at a time.

Collection ID	Employee Name	Collection Name	Start Date/Time	End Date/Time	Status	Description	Teacher
24013	[Redacted]	2019-20 Astronomy field trip fees	09/30/2019	05/28/2020	APPROVED	fees collected for astronomy f...	0.00
24132	[Redacted]	2019-20 Golf fees	09/30/2019	01/31/2020	APPROVED	golf fee to alleviate the cost...	0.00
24012	[Redacted]	2019-20 Aquatics field trips	09/26/2019	05/28/2020	APPROVED	collections for aquatics stude...	0.00

Scroll to the bottom of the page and click the **Authorized Collectors** button.



Select the drop down option **Select a Campus Employee** or **Enter an Employee Number**

Back to Collections | Back to Edit Collection

Authorize Collectors for Collection 2019-20 Astronomy field trip fees (24013)

Please use this screen to authorize additional employees to collect on your behalf. The dropdown contains employees from your campus only. Use the Employee Lookup to find employee numbers at other campuses.

Collection Code: 0040923201924013  
 Collection Title: 2019-20 Astronomy field trip fees  
 Select a Campus Employee: Select Employee  
 Enter an Employee Number: [Input Field]

Authorize

You may click Delete to remove the authorization to collect from the employee. Total Number of Authorized Collectors: 0

No authorized collectors found.

PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

Click the **Authorize** button

**Collection Code:** 0040923201924013  
**Collection Title:** 2019-20 Astronomy field trip fees  
**Select a Campus Employee:**    
**or Enter an Employee Number:**




Once the **Authorize** button is clicked, added **Authorized Collector** name will appear in the grid and a green success message will appear at the top of the screen.


Cash Collections Management


**You successfully authorized the employee.**

[Back to Collections](#) [Back to Edit Collection](#)


Authorize Collectors for Collection 2019-20 Astronomy field trip fees (24013) 

Please use this screen to authorize additional employees to collect on your behalf. The dropdown contains employees from your campus only. Use the Employee Lookup to find employee numbers at other campuses.

**Collection Code:** 0040923201924013  
**Collection Title:** 2019-20 Astronomy field trip fees  
**Select a Campus Employee:**    
**or Enter an Employee Number:**



You may click Delete to remove the authorization to collect from the employee. Total Number of Authorized Collectors: 1

	Employee ID	First Name	Last Name	EMP_LOCATION	Collected Amount
		LES,	r	Dobie High School	0.00

Continue adding additional authorized collectors by repeating steps shown above.

**Removing Authorized Collector(s)**

Go to your open collections listing, which is what you see when you first click Cash Collections in Lawson. Click Details of the cash collection you want to remove the authorized collector(s).

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Scroll to the bottom of the page and click the **Authorized Collectors** button.



Click **Delete** on the staff's name that no longer needs access.

The staff's name should disappear from the grid and a green success message will be displayed at the top upon successful removal.

PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

Cash Collections Management

You successfully removed the employee's authorization on this collection.

[Back to Collections](#) [Back to Edit Collection](#)

Authorize Collectors for Collection 2019-20 Astronomy field trip fees (24013)

Please use this screen to authorize additional employees to collect on your behalf. The dropdown contains employees from your campus only. Use the Employee Lookup to find employee numbers at other campuses.

Collection Code: 0040923201924013

Collection Title: 2019-20 Astronomy field trip fees

Select a Campus Employee:

or Enter an Employee Number:

Authorize

You may click Delete to remove the authorization to collect from the employee.

Total Number of Authorized Collectors: 0

No authorized collectors found.

Continue removing staff as needed by clicking the **Delete** button next to each authorized collector.

### Step 2 – Receipting Students and/or Employees

#### Receipting Cash from Students on Cash System

**Cash Collection System is only for "CASH payments"....Not for CREDIT CARD PAYMENTS.**

Option 1: Collect by Student

Click **Collect By Student**

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October 2019

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27	28	29	30	31	1	2
3	4	5	6	7	8	9

Key: **Fundraiser** Selected Day

Today Other Month Day

New Collection

Student / Course Groups

Collect by Student

Refund by Student

Booked Receipts

Cancelled Receipts

Enter "**Student Number:**" or "**Combination of a Name**" for Student that is making a payment.

**Location Scope:** The default location scope is your Campus Only. If you would like to search the entire district, change the location scope to District Wide.

Click **Search**.

PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

Cash Collections Management

Location Scope: Campus Only ▼

Student Number:

OR...

First Name:

Middle Name:

Last Name:

Search Clear Selections

[Back to Collections](#)

Search for Student ( ) Sec Physics Teacher, 004 - Dobie High School

Enter search criteria above and then click search to find a student. Student count: 0 View 5 ▼ rows at a time.

Click **Collect** on Student

Cash Collections Management

Location Scope: Campus Only ▼

Student Number:

OR...

First Name:

Middle Name:

Last Name:

Search Clear Selections

[Back to Collections](#)

Search for Student ( ) Sec Physics Teacher, 004 - Dobie High School

Enter search criteria above and then click search to find a student. Student count: 39 View 5 ▼ rows at a time.

	Campus ID	Campus Name	Student Number	First Name	Middle Name	Last Name	Birth Date	Grade Level
<span>Statement</span> <span>Collect</span> <span>Refund</span>	004	DOBIE H S	027	AN			04/	11
<span>Statement</span> <span>Collect</span> <span>Refund</span>	004	DOBIE H S	017	AN	E		05,	11
<span>Statement</span> <span>Collect</span> <span>Refund</span>	004	DOBIE H S	03	KE/	DEV	C	04	12
<span>Statement</span> <span>Collect</span> <span>Refund</span>	004	DOBIE H S	020	AN			1	10
<span>Statement</span> <span>Collect</span> <span>Refund</span>	004	DOBIE H S	019	AN	E		08/	12
1	2	3	4	5	6	7	8	



PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

**Find Collection.**

**Enter the Student Non-District Email** and Optional Comment. Then, **enter the New Amount** you are collecting and confirm you want to create the receipt by **check the Receipt box** next to it. You may create more than one receipt at a time on this screen.

Once you have chosen all the collections to receipt, click the green **Create Receipt(s) for all Checked Boxes Below** button. A green success message will be displayed at the top and the collected amounts will be updated in the grid.

Receipt Student Open Collections

For each open collection below, enter the New Amount you are collecting and check the Receipt box. When you click Create Receipt, a receipt will be created for each checked line with new amount above 0. Lines with Unchecked boxes will be skipped.

Student Picture:

Student Number:

Student Name:

Student DOB:

Grade Level: 11

Student Non-District Email:

Comment:

Characters remaining (500 max): 500

[Create Receipt\(s\) for all Checked Boxes Below](#) [Student Statement Summary](#)

Collection ID	Owner	Campus	Collection Name	Description	Type	Default Fixed Fee	Collected Amount	New Amount	Receipt
24012		004	2019-20 Aquatics field trips	collections for aquatics students field trips/ field studies	Fee	0.00	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
24013		004	2019-20 Astronomy field trip fees	fees collected for astronomy field trip/ experiences during school year	Fee	0.00	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
24132		004	2019-20 Golf fees	golf fee to alleviate the cost of course fees, equipment, etc.	Fee	25.00	0.00	<input type="text" value="25.00"/>	<input type="checkbox"/>

PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

Option 2: Collect from Collections List using the drop down (or Find)

On your collections listing, find the collection you want to receipt for and press the **Collect** button.

Collections for All Dates: Sec Physics Teacher, 004 - Dobie High School

You may click Details for each collection to view/edit. Collections count: 3 View 5 rows at a time.

	Collection ID	Employee Name	Collection Name	Start Date/Time	End Date/Time	Status	Description	Teacher
Details Collect	24013		2019-20 Astronomy field trip fees	09/30/2019	05/28/2020	APPROVED	fees collected for astronomy f...	0.00
Details Collect	24132		2019-20 Golf fees	09/30/2019	01/31/2020	APPROVED	golf fee to alleviate the cost...	0.00
Details Collect	24012		2019-20 Aquatics field trips	09/26/2019	05/28/2020	APPROVED	collections for aquatics stude...	0.00

To **select a student to receipt**, choose a student from the drop down box in the Create Receipt area.

If there are no students in the drop down, your collection is returning too many student to return in the drop down. In this case, use the **Find Student** button.

PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

[Back to Collections](#)

[Collect Fees](#)

[Current Receipts On Hand](#)

[Refunds In Process](#)

[Receipts to Bookkeeper](#)

Collect Fees for Collection 2019-20 Astronomy field trip fees (24013)

Please enter the required information below and click Create Receipt.

**Collection Code:** 0040923201924013  
**Staff Name:** (-)  
**Collection Title:** 2019-20 Astronomy field trip fees  
**Long Description:** fees collected for astronomy field trip/ experiences during school year  
**Begin Date:** 09/30/2019  
**End Date:** 05/28/2020  
**Default Amount:** .00  
**Amount With Teacher:** .00  
**Refund Amount In-Process:** .00  
**Cancel Amount In-Process:** .00  
**Amount With Bookkeeper:** 130.00

Create New Receipt

**Payee Type:** Student

**Student:**  or [Find Student](#) (-)

**Amount Collected:**

**Comment:**

**Find the student** by using the search criteria and **then click Select** next to the student to receipt.

Student Number:

OR...

First Name:

Middle Name:

Last Name:

[Go Back without Selecting a Student](#)

Find Student for Collection 2019-20 Astronomy field trip fees (24013)

Enter search criteria above and then click search to find a student.

Student count: 2

View  rows at a time.

	Campus ID	Campus Name	Student Number	First Name	Middle Name	Last Name	Birth Date	Grade Level
<input type="button" value="Select"/>	004	DOBIE H S		AN			04/	
<input type="button" value="Select"/>	004	DOBIE H S		AI	MAI	G	02/	

**After selecting a student from the find screen**, you will see the selected student beside the button. Note: if the drop down box has students in it, you will not see the Find Student button.

PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

Next, **enter the Amount Collected** and optional Comment. **Click Create Receipt** to complete the process. You will see a green success message at the top of the screen.

**Create New Receipt**

Payee Type: Student ▼

Student: Select Student ▼ or Find Student 027 - ( ; AND

Amount Collected: 1

Comment: test x

**Create Receipt**

Receipting Cash from Employees on Cash System

**Cash Collection System is only for “CASH payments”....Not for CREDIT CARD PAYMENTS.**

On your collections listing, find the collection you want to receipt for and press the **Collect** button.

Collections for All Dates: Sec Physics Teacher, 004 - Dobie High School

You may click Details for each collection to view/edit. Collections count: 3 View 5 rows at a time.

	Collection ID	Employee Name	Collection Name	Start Date/Time	End Date/Time	Status	Description	Teacher
Details Collect	24013		2019-20 Astronomy field trip fees	09/30/2019	05/28/2020	APPROVED	fees collected for astronomy f...	0.00
Details Collect	24132		2019-20 Golf fees	09/30/2019	01/31/2020	APPROVED	golf fee to alleviate the cost...	0.00
Details Collect	24012		2019-20 Aquatics field trips	09/26/2019	05/28/2020	APPROVED	collections for aquatics stude...	0.00

To **select an employee to receipt**, choose an employee from the drop down box in the Create Receipt area.

The default Employee Location is your campus. You may change the location to view different employees if you wish.


## PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

Next, select the **Employee to receipt**, enter the **amount collected** and optional comment.

Click **Create Receipt** to complete the process. You will see a green success message at the top of the screen.

**Create New Receipt**

<b>Payee Type:</b>	<input type="text" value="Employee"/>
<b>Employee Location:</b>	<input type="text" value="004 Dobie High School"/>
<b>Employee:</b>	<input type="text" value="Select Employee"/>
<b>Amount Collected:</b>	<input type="text" value="1"/>
<b>Comment:</b>	<input type="text" value="test"/>



## PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

## Miscellaneous

Print a Student Statement

Click **Collect By Student**

October 2019							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
29	30	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	

**Key:** Fundraiser Selected Day

Today Other Month Day

New Collection

Student / Course Groups

Collect by Student

Refund by Student

Booked Receipts

Cancelled Receipts

Enter "**Student Number:**" or "**Combination of a Name**" for Student that is making a payment.

**Location Scope:** The default location scope is your Campus Only. If you would like to search the entire district, change the location scope to District Wide.

Click **Search**.

Click **Statement** beside for Student that is needing a receipt.

PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

Cash Collections Management

Location Scope: Campus Only

Student Number:

OR...

First Name:

Middle Name:

Last Name:

[Back to Collections](#)

Search for Student , Sec Physics Teacher, 004 - Dobie High School

Enter search criteria above and then click search to find a student. Student count: 4 View 5 rows at a time.

	Campus ID	Campus Name	Student Number	First Name	Middle Name	Last Name	Birth Date	Grade Level
<a href="#">Statement</a> <a href="#">Collect</a> <a href="#">Refund</a>	004	DOBIE H S	017	AND		C		
<a href="#">Statement</a> <a href="#">Collect</a> <a href="#">Refund</a>	004	DOBIE H S	027	AND		C		
<a href="#">Statement</a> <a href="#">Collect</a> <a href="#">Refund</a>	004	DOBIE H S	00	AN	M	IZ		
<a href="#">Statement</a> <a href="#">Collect</a> <a href="#">Refund</a>	004	DOBIE H S	02	AND		C		

A new tab will open with the student statement. If you need to print, you have 3 options at the top right. You can click the printer icon to print the screen. You can click the pdf icon for a report version of the screen in pdf format. You can click the Excel icon for a report version of the screen in Excel format.

Receipts Statement

Statement for: JREA /  
 DOB:  
 Grade Level  
 Location: DOBIE H S (004)

The previous 12 months of receipts are shown below.

Receipt Number	Date	Collection Name	Type	Amount	Comments
916179	09/30/2019	2019-2020 AP Tests	Fee	30.00	AP World History
910342	09/23/2019	2019 Pasadena High School Tournament	Fee	15.00	
909466	09/20/2019	Key Club Fees	Fee	20.00	
906238	09/14/2019	2019-20 Theatre Class Fee	Fee	25.00	
862387	05/06/2019	ID Badge Fees	Fee	3.00	
788238	11/30/2018	Cell phones 2017-2018	Fee	15.00	cell phone fee
760801	10/15/2018	Lab Fee 2018 - 2019	Fee	5.00	
755897	10/08/2018	Dobie9 Class of 2022 T-Shirt	Fundraiser	10.00	
744244	09/24/2018	2018-19 Theatre Class Fee	Fee	25.00	

PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

PDF

**Receipts Statement**  
 An  
 DOB: 02  
 Grade :  
 Dobie H S (004)

Receipt #	Receipt Date	Collection Name	Type	Amount
744244	09/24/2018	2018-19 Theatre Class Fee	Fee	25.00
755897	10/08/2018	Dobie9 Class of 2022 T-Shirt	Fundraiser	10.00
760801	10/15/2018	Lab Fee 2018 - 2019	Fee	5.00
788238	11/30/2018	Cell phones 2017-2018	Fee	15.00
<b>Comments:</b> cell phone fee				
862387	05/06/2019	ID Badge Fees	Fee	3.00
906238	09/14/2019	2019-20 Theatre Class Fee	Fee	25.00
909466	09/20/2019	Key Club Fees	Fee	20.00
910342	09/23/2019	2019 Pasadena High School Tournament	Fee	15.00
916179	09/30/2019	2019-2020 AP Tests	Fee	30.00
<b>Comments:</b> AP World History				

Excel

Receipts Statement[1].xls [Read-Only] [Compatibility Mode] - Excel

File Home Insert Page Layout Formulas Data Review View Team Tell me what you want to do...

Clipboard Font Alignment Number Styles

Normal Neutral

A1

Receipt #	Receipt Date	Collection Name	Type	Amount
744244	09/24/2018	2018-19 Theatre Class Fee	Fee	25.00
755897	10/08/2018	Dobie9 Class of 2022 T-Shirt	Fundraiser	10.00
760801	10/15/2018	Lab Fee 2018 - 2019	Fee	5.00
788238	11/30/2018	Cell phones 2017-2018	Fee	15.00
<b>Comments:</b> cell phone fee				
862387	05/06/2019	ID Badge Fees	Fee	3.00
906238	09/14/2019	2019-20 Theatre Class Fee	Fee	25.00
909466	09/20/2019	Key Club Fees	Fee	20.00
910342	09/23/2019	2019 Pasadena High School	Fee	15.00
916179	09/30/2019	2019-2020 AP Tests	Fee	30.00
<b>Comments:</b> AP World History				



PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

Edit a Cash Receipt

**Edit feature is to be used to correct mistakes before 7pm the day you receipt the student.** You can edit the dollar amount and student/staff name. If you selected a Campus Wide or District Wide as your scope you will not be able to edit the student name.

On your collections listing, find the collection you want to edit a receipt for and press the **Collect** button.

The screenshot displays the 'Collections for All Dates' interface for 'Sec Physics Teacher, 004 - Dobie High School'. On the left, there is a calendar for October 2019 with a 'Key' indicating 'Fundraiser' (yellow) and 'Selected Day' (grey). Below the calendar are buttons for 'New Collection', 'Student / Course Groups', 'Collect by Student', 'Refund by Student', 'Booked Receipts', and 'Cancelled Receipts'. The main area shows a table of collections with columns: Collection ID, Employee Name, Collection Name, Start Date/Time, End Date/Time, Status, Description, and Teacher. Three collections are listed, each with a 'Details' button and a 'Collect' button. The 'Collect' button for the first collection (ID 24013) is circled in black. The table data is as follows:

Collection ID	Employee Name	Collection Name	Start Date/Time	End Date/Time	Status	Description	Teacher
24013	[Redacted]	2019-20 Astronomy field trip fees	09/30/2019	05/28/2020	APPROVED	fees collected for astronomy f...	0.00
24132	[Redacted]	2019-20 Golf fees	09/30/2019	01/31/2020	APPROVED	golf fee to alleviate the cost...	0.00
24012	[Redacted]	2019-20 Aquatics field trips	09/26/2019	05/28/2020	APPROVED	collections for aquatics stude...	0.00

PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

Click the **Current Receipts On Hand** tab at top. Then, click the Edit button next to the receipt you want to edit.

Cash Collections Management

Back to Collections

Collect Fees **Current Receipts On Hand** Refunds In Process Receipts to Bookkeeper

Current Receipts On Hand for Collection 2019-20 Astronomy field trip fees (24013)

You may click Statement to review the student/employee summary statement.  Show Only My Receipts Total Number of Receipts On Hand: 12 Total Amount Receipts On Hand: \$120.00

	Receipt Number	Collector	Payee Type	Payee Number	Payee Name	Amount	Cancelled	Date/Time
Statement <b>Edit</b> Cancel	925049	[Redacted]	Student	02	JONATHAN	10.00	No	10/14/2019 12:06:46 PM
Statement <b>Edit</b> Cancel	921293	[Redacted]	Student	0	[Redacted]	10.00	No	10/9/2019 8:34:42 AM
Statement <b>Edit</b> Cancel	921302	[Redacted]	Student	0	KRISTENE	10.00	No	10/9/2019 8:37:32 AM
Statement <b>Edit</b> Cancel	921296	[Redacted]	Student	03	ELYSSA	10.00	No	10/9/2019 8:36:02 AM
Statement <b>Edit</b> Cancel	921299	[Redacted]	Student	02	[Redacted], VALERIE	10.00	No	10/9/2019 8:37:01 AM
Statement <b>Edit</b> Cancel	921314	[Redacted]	Student	[Redacted]	HAWN	10.00	No	10/9/2019 8:40:51 AM
Statement <b>Edit</b> Cancel	921307	[Redacted]	Student	03	LAUREN	10.00	No	10/9/2019 8:38:40 AM

Edit the **Student** (use the drop down/find) and/or **Amount Collected**  
 Enter a detailed description (reason for edit) in the **Comment** box which is a **Required** field

## PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

Click **Update Receipt** to complete the edit process

---

Collect Fees for Collection 2019-20 Astronomy field trip fees (24013)

Please enter the required information below and click Update Receipt.

**Collection Code:** 0040923201924013  
**Staff Name:**  
**Collection Title:** 2019-20 Astronomy field trip fees  
**Long Description:** fees collected for astronomy field trip/ experiences during school year  
**Begin Date:** 09/30/2019  
**End Date:** 05/28/2020  
**Default Amount:** .00  
**Amount With Teacher:** 120.00  
**Refund Amount In-Process:** .00  
**Cancel Amount In-Process:** .00  
**Amount With Bookkeeper:** .00

---

Update Receipt 925049

**Payee Type:** Student

**Student:**  or  027 - , JONATHAN

**Amount Collected:**

**Comment:**

### Cancel a Cash Receipt

**Cancel feature is to be used for mistakes such as a duplicate receipt, entering incorrect amount, or selecting the incorrect student.** Money being issued back to students should only be handled by the campus secretary/bookkeeper and **Refund By Student** module should be used.

On your collections listing, find the collection you want to edit a receipt for and press the **Collect** button.

PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

Collections for All Dates: / Sec Physics Teacher, 004 - Dobie High School

You may click Details for each collection to view/edit. Collections count: 3 View 5 rows at a time.

	Collection ID	Employee Name	Collection Name	Start Date/Time	End Date/Time	Status	Description	Teacher
Details Collect	24013		2019-20 Astronomy field trip fees	09/30/2019	05/28/2020	APPROVED	fees collected for astronomy f...	0.00
Details Collect	24132		2019-20 Golf fees	09/30/2019	01/31/2020	APPROVED	golf fee to alleviate the cost...	0.00
Details Collect	24012		2019-20 Aquatics field trips	09/26/2019	05/28/2020	APPROVED	collections for aquatics stude...	0.00

Click the **Current Receipts On Hand** tab at top. Then, click the Cancel button next to the receipt you want to cancel.

Cash Collections Management

Back to Collections

Collect Fees **Current Receipts On Hand** Refunds In Process Receipts to Bookkeeper

Current Receipts On Hand for Collection 2019-20 Astronomy field trip fees (24013)

You may click Statement to review the student/employee summary statement.  Show Only My Receipts Total Number of Receipts On Hand: 12 Total Amount Receipts On Hand: \$120.00

	Receipt Number	Collector	Payee Type	Payee Number	Payee Name	Amount	Cancelled	Date/Time
Statement Edit Cancel	925049		Student	0	IONATHAN	10.00	No	10/14/2019 12:06:46 PM
Statement Edit Cancel	921293		Student	0	JANETTE	10.00	No	10/9/2019 8:34:42 AM
Statement Edit Cancel	921302		Student	0	KRISTENE	10.00	No	10/9/2019 8:37:32 AM
Statement Edit Cancel	921296		Student	0	ELYSSA	10.00	No	10/9/2019 8:36:02 AM

(Ensure correct receipt number is cancelled. Cancel link is only available if not receipted with Bookkeeper/Secretary.)

**Comment** field is required. Enter detailed reason for cancellation.

PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

**Cancel Receipt 921296**

**Payee Type:** Student

**Student:** 032111 or [Find Student](#) 032111 - , ELYSSA

**Amount Collected:** 10.00

**Comment:**

[Cancel Receipt](#) [Go back without Cancelling Receipt](#)

\*Once submitted, the cancel request must be approved/rejected by campus secretary/bookkeeper.

[Initiate a Refund](#)

**Completed** Refund Form will need to be received from Parent/Guardian/Student. Form can be obtained from bookkeeper/secretary.

Sample:

PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

Pasadena Independent School District
Request for a Refund

Campus Name: \_\_\_\_\_

PISD Policy states that total refunds \$10.00 and under will be given in cash. Any total refund in the amount of \$10.01 and over will be in the form of a district check mailed to address given in the details listed below.

Student's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Reason for Refund Request: \_\_\_\_\_

Amount of Refund \$ \_\_\_\_\_ Email Address: \_\_\_\_\_

Home/Cell Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

MAKE CHECK PAYABLE TO:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APT #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

If a student, please list schedule below:

- 1) \_\_\_\_\_ 5) \_\_\_\_\_
2) \_\_\_\_\_ 6) \_\_\_\_\_
3) \_\_\_\_\_ 7) \_\_\_\_\_
4) \_\_\_\_\_ 8) \_\_\_\_\_

Signature of Student/Parent: \_\_\_\_\_ Date: \_\_\_\_\_

This portion is for district use only:

\*(Choose One) Student will receive: [ ] Cash [ ] District Check

If a Textbook, Title: \_\_\_\_\_ Accession #: \_\_\_\_\_

\*Cash System Receipt Number: \_\_\_\_\_

\* I have entered refund into Cash System/Lawson for bookkeeper's review: [ ]

\*Sponsor's Signature: \_\_\_\_\_ \*Date: \_\_\_\_\_

Account Code: \_\_\_\_\_

Bookkeeper's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bookkeeper's Notes

Items with \* indicate required fields before bookkeeper will complete refund.

Click Refund By Student

## PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

October 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Key: **Fundraiser** Selected Day

Today Other Month Day

New Collection

Student / Course Groups

Collect by Student

Refund by Student

Booked Receipts

Cancelled Receipts

Enter "**Student Number:**" or "**Combination of a Name**" for Student that is making a payment.

**Location Scope:** The default location scope is your Campus Only. If you would like to search the entire district, change the location scope to District Wide.

Click **Search**.

Click **Refund** beside for Student that is needing a refund.

PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

Cash Collections Management

Location Scope:  ▼

Student Number:

OR...

First Name:

Middle Name:

Last Name:

[Back to Collections](#)

Search for Student:  Student count: 1 View  rows at a time.

Enter search criteria above and then click search to find a student.

	Campus ID	Campus Name	Student Number	First Name	Middle Name	Last Name	Birth Date	Grade Level
<input type="button" value="Statement"/> <input checked="" type="button" value="Collect"/> <input checked="" type="button" value="Refund"/>	004	DOBIE H S	02	Ei		:		11

Find **Collection that needs a refund.**

**Enter the Student Non-District Email** and Optional Comment. Then, **enter the Refund Amount** you are refunding and confirm you want to create the refund by **checking the Refund box** next to it. You may create more than one refund at a time on this screen.


Once you have chosen all the collections to refund, click the green **Refund Receipt(s) for all Checked Boxes Below** button. A green success message will be displayed at the top and the collected/pending amounts will be updated in the grid.



PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

Student Refundable Collections . ELOY

For each refundable collection below, enter the Refund Amount you are collecting and check the Refund box. When you click Process Refund, a refund will be created for each checked line with Refund Amount above 0. Lines with Unchecked boxes will be skipped.

**Student Picture:** 

**Student Number:** ELOY

**Student Name:** ELOY

**Student DOB:** :002

**Grade Level:** 11

**Student Non-District Email:**

**Comment:**

Characters remaining (500 max): 500

[Process Refund\(s\) for all Checked Boxes Below](#) [Student Statement Summary](#)

Collection ID	Owner	Campus	Collection Name	Description	Type	Default Fixed Fee	Collected Amount	Pending Amount	Refund Amount	Refund
18214		004	Golf Banquet	collection of money from students to offset cost of end-of-year banquet	Fee	10.00	10.00	0.00	<input type="text" value="10.00"/>	<input type="checkbox"/>

Refund form will need to be given to the bookkeeper/secretary in order for a refund to be processed to the student.

The individuals that can return money back to students and parents are bookkeepers/secretaries.

PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

Close a Cash Collection

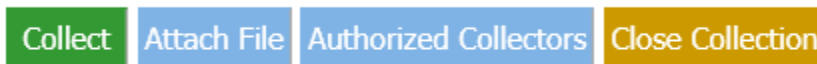
On your collections listing, find the collection you want to close and press the **Details** button.

Collections for All Dates: Sec Physics Teacher, 004 - Dobie High School

You may click Details for each collection to view/edit. Collections count: 3 View 5 rows at a time.

	Collection ID	Employee Name	Collection Name	Start Date/Time	End Date/Time	Status	Description	Teacher	B
<a href="#">Details</a> <a href="#">Collect</a>	24013	[Redacted]	2019-20 Astronomy field trip fees	09/30/2019	05/28/2020	APPROVED	fees collected for astronomy f...	120.0000	0
<a href="#">Details</a> <a href="#">Collect</a>	24132	[Redacted]	2019-20 Golf fees	09/30/2019	01/31/2020	APPROVED	golf fee to alleviate the cost...	25.0000	0
<a href="#">Details</a> <a href="#">Collect</a>	24012	[Redacted]	2019-20 Aquatics field trips	09/26/2019	05/28/2020	APPROVED	collections for aquatics stude...	20.0000	0

Scroll to the bottom of the page and click the **Close Collection** button.



## PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

## Advanced Features

### Creating a Student Group

The Student Group module is used to further define a scope when setting up a cash collection.

Examples:

- 1) The cheer sponsor creates a student group for the 12 cheerleaders on the squad. This will make it easier for the sponsor to collect money throughout the school year from these students.
- 2) The choir teacher creates a region choir competition group containing 24 students who compete in periodic contests.
- 3) Chess club sponsor adding all of the chess club members from the student club to form a chess student group.

Click **Student / Course Groups**

The screenshot displays a calendar for October 2019. The calendar grid shows days from 29 to 9. The date 15 is highlighted in grey, indicating it is the selected day. Below the calendar is a key: 'Fundraiser' (highlighted in yellow) and 'Selected Day' (highlighted in grey). Under 'Fundraiser' is the label 'Today'. Under 'Selected Day' is the label 'Other Month Day'. Below the key is a vertical menu of options: 'New Collection', 'Student / Course Groups' (circled in black), 'Collect by Student', 'Refund by Student', 'Booked Receipts', and 'Cancelled Receipts'.

October 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Key: **Fundraiser** Selected Day

Today Other Month Day

New Collection

**Student / Course Groups**

Collect by Student

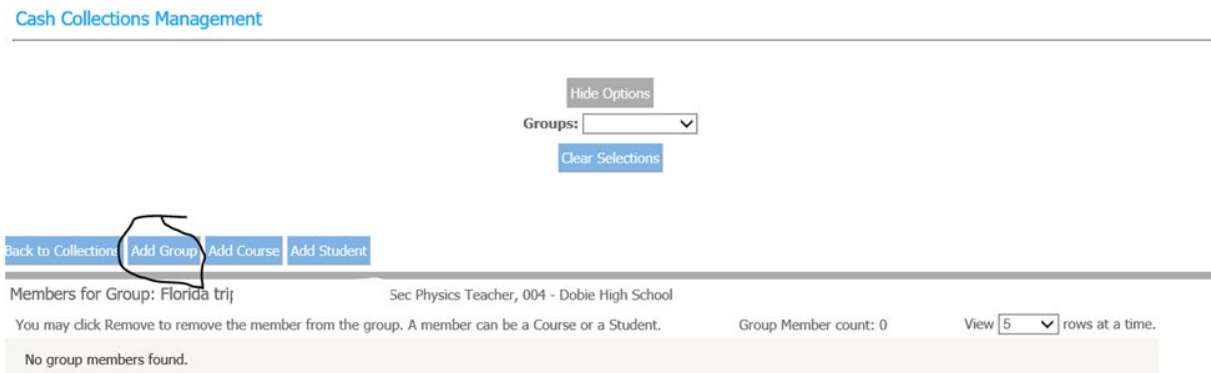
Refund by Student

Booked Receipts

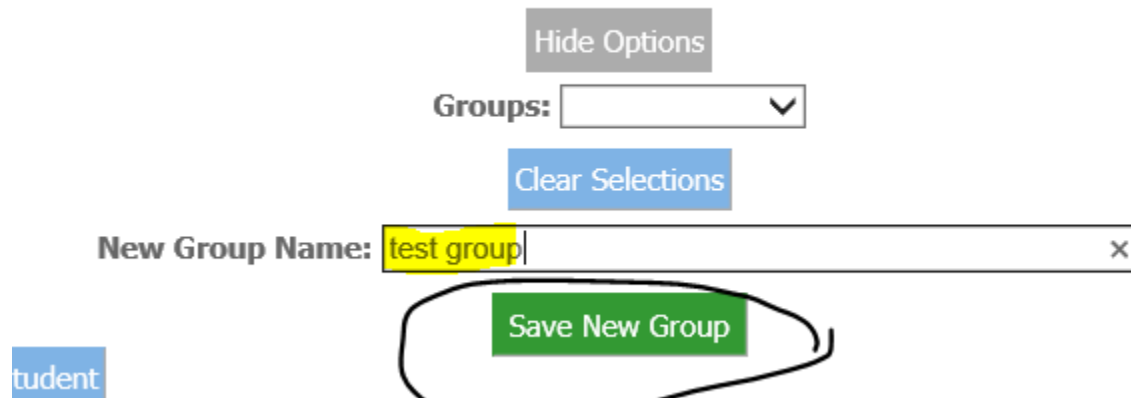
Cancelled Receipts

PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

First, Add a New Group by clicking Add Group.

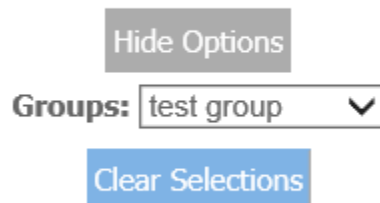


Enter New Group Name and then click Save New Group.



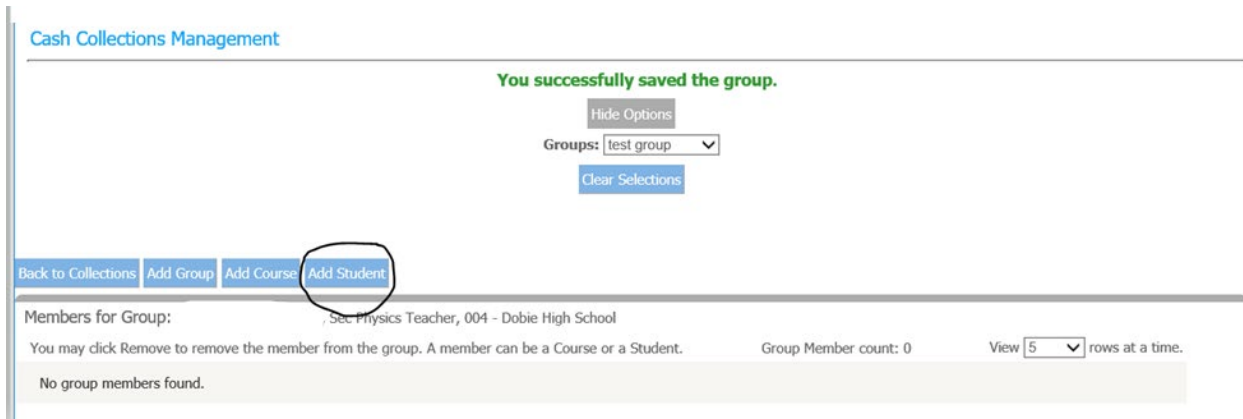
Once the group is saved, you can start adding Students. If you need to come back and add students later, just select the group from the dropdown.

**You successfully saved the group.**



Click Add Student

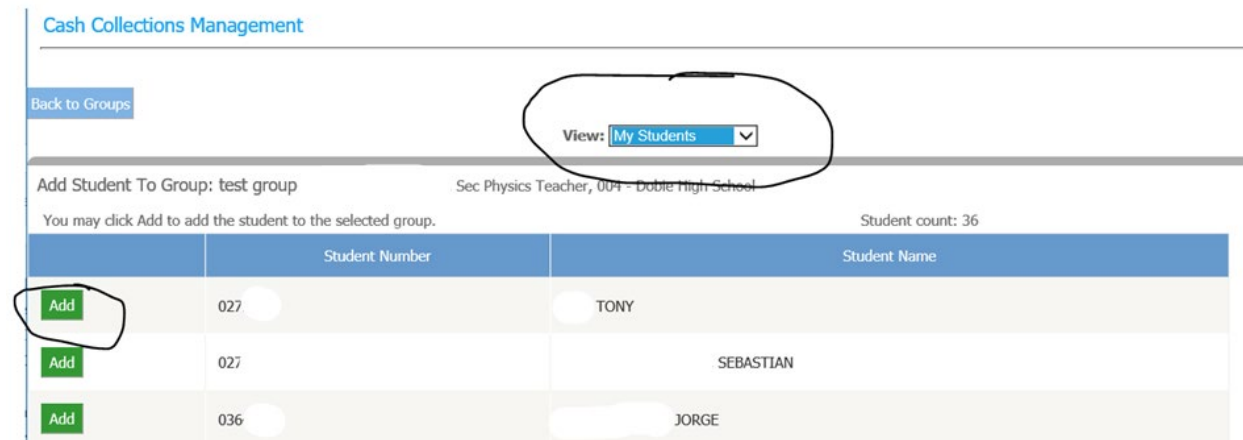
PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS



When you first get to the page, you are viewing your students only. To see all Campus Students, change the View selection to Campus Students.

Click Add next to each student you want to add to the group.

When you are done adding students, click Back to Groups.



View: Campus Students

Sec Physics Teacher, 004 - Dobie High School

After you click Back to Groups, you will see the group members you added. To remove any member, click Remove in the row of the student you want to remove.

PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

Members for Group: test group      Sec Physics Teacher, 004 - Dobie High School

You may click Remove to remove the member from the group. A member can be a Course or a Student.      Group Member count: 3      View  rows at a time.

	Group Member Type	Student or Course #	Student or Course Name
<a href="#">Remove</a>	Student	02	TONY
<a href="#">Remove</a>	Student	0.	SEBASTIAN
<a href="#">Remove</a>	Student	C	JORGE

Please note you can add a mix of students and classes to a group if you wish. The next section shows how to add a class.

Members for Group: test group      Sec Physics Teacher, 004 - Dobie High School

You may click Remove to remove the member from the group. A member can be a Course or a Student.      Group Member count: 5      View  rows at a time.

	Group Member Type	Student or Course #	Student or Course Name
<a href="#">Remove</a>	Course	004-HSCAQR002-18	AQUATIC SCI B - HSCAQR002-18
<a href="#">Remove</a>	Course	004-HSCASR002-01	ASTRONOMY B - HSCASR002-01
<a href="#">Remove</a>	Course	004-HSCASR002-02	ASTRONOMY B - HSCASR002-02
<a href="#">Remove</a>	Student	0.	TONY
<a href="#">Remove</a>	Student	0:	JORGE

## PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

## Creating a Course Group

Course Group feature further defines the scope. When creating a course group it will allow you to group classes you teach and/or other staff classes. When naming this group you will want to enter a title that is meaningful and reference the course group created.

Click **Student / Course Groups**

October 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

**Key:** Fundraiser Selected Day

Today Other Month Day

New Collection

Student / Course Groups

Collect by Student

Refund by Student

Booked Receipts

Cancelled Receipts

First, Add a New Group by clicking Add Group.

## PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

## Cash Collections Management

Hide Options

Groups:

Clear Selections

---

Back to Collection **Add Group** Add Course Add Student

---

Members for Group: Florida trip      Sec Physics Teacher, 004 - Dobie High School

You may click Remove to remove the member from the group. A member can be a Course or a Student.      Group Member count: 0      View  rows at a time.

No group members found.

Enter New Group Name and then click Save New Group.

Hide Options

Groups:

Clear Selections

New Group Name:

**Save New Group**

Once the group is saved, you can start adding Courses. If you need to come back and add courses later, just select the group from the dropdown.

**You successfully saved the group.**

Hide Options

Groups:

Clear Selections



PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

Click Add Course

### Cash Collections Management

Hide Options  
Groups: test group  
Clear Selections

Back to Collections Add Group **Add Course** Add Student

Members for Group: test group Sec Physics Teacher, 004 - Dobie High School

You may click Remove to remove the member from the group. A member can be a Course or a Student.

When you first get to the page, you are viewing your classes only. To see other classes, change the View selection to Campus Classes or District Classes.

Click Add next to each course you want to add to the group.

When you are done adding courses, click Back to Groups.

Back to Groups View: My Classes

Add Student To Group: test group Sec Physics Teacher, 004 - Dobie High School Course count: 11

You may click Add to add the course to the selected group.

	Course ID	Course Description	Teacher ID	Campus ID
<b>Add</b>	004-HSCAQR002-18	AQUATIC SCI B - HSCAQR002-18	AQUATIC SCI B - HSCAQR002-18	AQUATIC SCI B - HSCAQR002-18
<b>Add</b>	004-HSCASR002-01	ASTRONOMY B - HSCASR002-01	ASTRONOMY B - HSCASR002-01	ASTRONOMY B - HSCASR002-01
<b>Add</b>	004-HSCASR002-02	ASTRONOMY B - HSCASR002-02	ASTRONOMY B - HSCASR002-02	ASTRONOMY B - HSCASR002-02
<b>Add</b>	004-HSCASR002-03	ASTRONOMY B - HSCASR002-03	ASTRONOMY B - HSCASR002-03	ASTRONOMY B - HSCASR002-03
<b>Add</b>	004-HATGFR002-01	GOLF 1 B - HATGFR002-01	GOLF 1 B - HATGFR002-01	GOLF 1 B - HATGFR002-01
<b>Add</b>	016-HATGFR004-01	GOLF 2 B - HATGFR004-01	GOLF 2 B - HATGFR004-01	GOLF 2 B - HATGFR004-01
<b>Add</b>	004-HATGFR004-01	GOLF 2 B - HATGFR004-01	GOLF 2 B - HATGFR004-01	GOLF 2 B - HATGFR004-01

PISD CASH COLLECTIONS MANAGEMENT MANUAL FOR TEACHERS

View:  ▼

View:  ▼

After you click Back to Groups, you will see the group members you added. To remove any member, click Remove in the row of the student you want to remove.

Cash Collections Management

Groups:  ▼

Members for Group: test group, Sec Physics Teacher, 004 - Dobie High School

You may click Remove to remove the member from the group. A member can be a Course or a Student. Group Member count: 3 View  rows at a time.

	Group Member Type	Student or Course #	Student or Course Name
<input type="button" value="Remove"/>	Course	004-HSCAQR002-18	AQUATIC SCI B - HSCAQR002-18
<input type="button" value="Remove"/>	Course	004-HSCASR002-01	ASTRONOMY B - HSCASR002-01
<input type="button" value="Remove"/>	Course	004-HSCASR002-02	ASTRONOMY B - HSCASR002-02

Please note you can add a mix of students and classes to a group if you wish. The previous section shows how to add a student.

Members for Group: test group, Sec Physics Teacher, 004 - Dobie High School

You may click Remove to remove the member from the group. A member can be a Course or a Student. Group Member count: 5 View  rows at a time.

	Group Member Type	Student or Course #	Student or Course Name
<input type="button" value="Remove"/>	Course	004-HSCAQR002-18	AQUATIC SCI B - HSCAQR002-18
<input type="button" value="Remove"/>	Course	004-HSCASR002-01	ASTRONOMY B - HSCASR002-01
<input type="button" value="Remove"/>	Course	004-HSCASR002-02	ASTRONOMY B - HSCASR002-02
<input type="button" value="Remove"/>	Student	0.	TONY
<input type="button" value="Remove"/>	Student	0:	JORGE