Cash Collections Management Manual

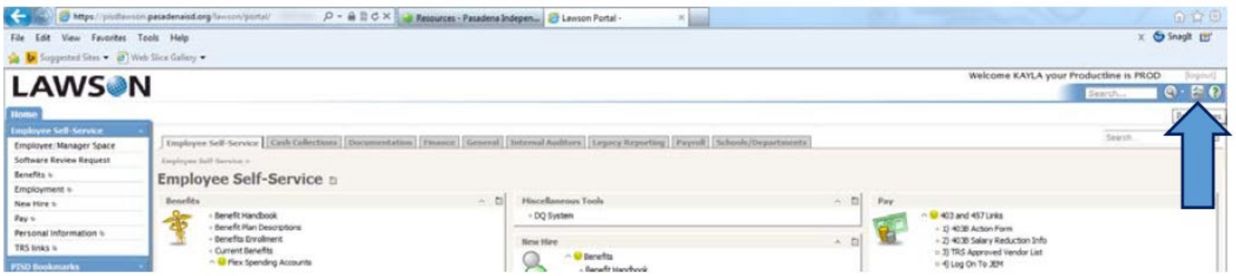
Contents

Getting Started

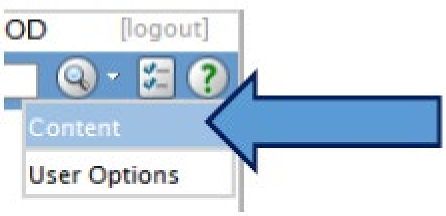
Accessing Cash Collections in Lawson

Login to the **Lawson** Portal

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

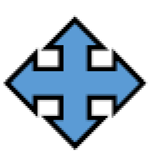


Click the **Content** button that appears



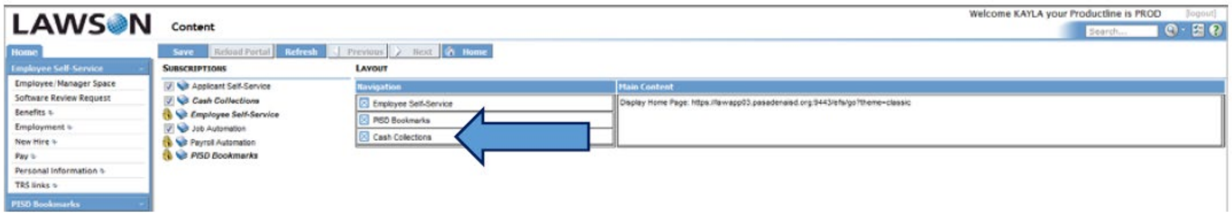
Locate **Cash Collections** under Subscriptions

Place your cursor in the middle of the word cash collections



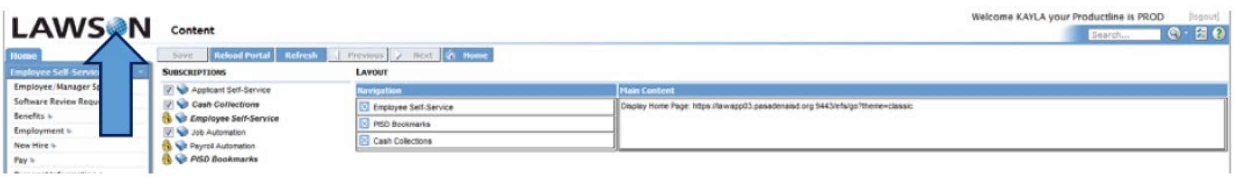
Double Click or **Drag and Drop** the word cash collection under the **Layout/Navigation** pane

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

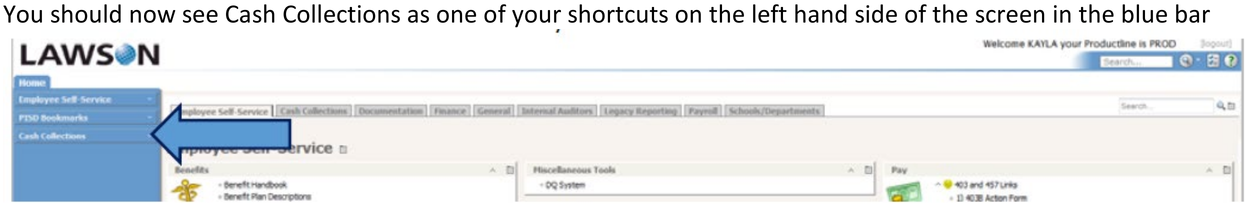


Click **Save** under the Content button at the top of the screen.

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

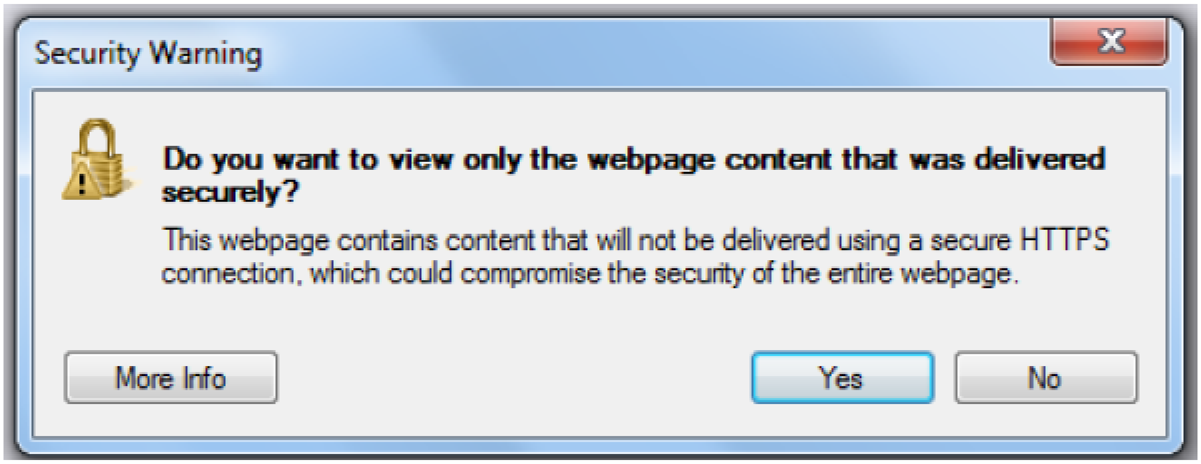
You may get a pop up when you do this.

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

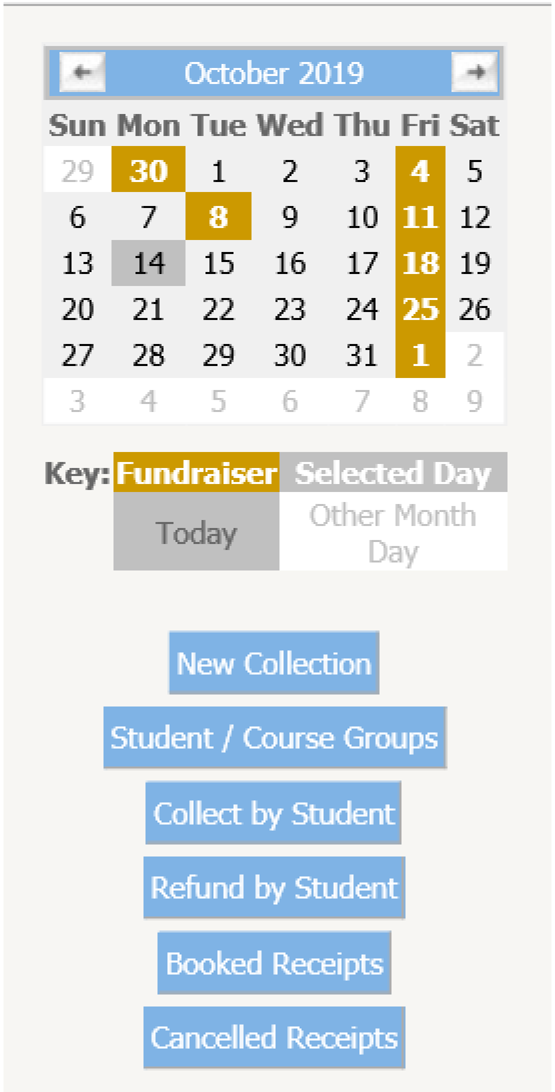
You may have to go back and select the blue Cash Collections word and the drop down white Cash Collections word in order to get into the correct page.

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

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.

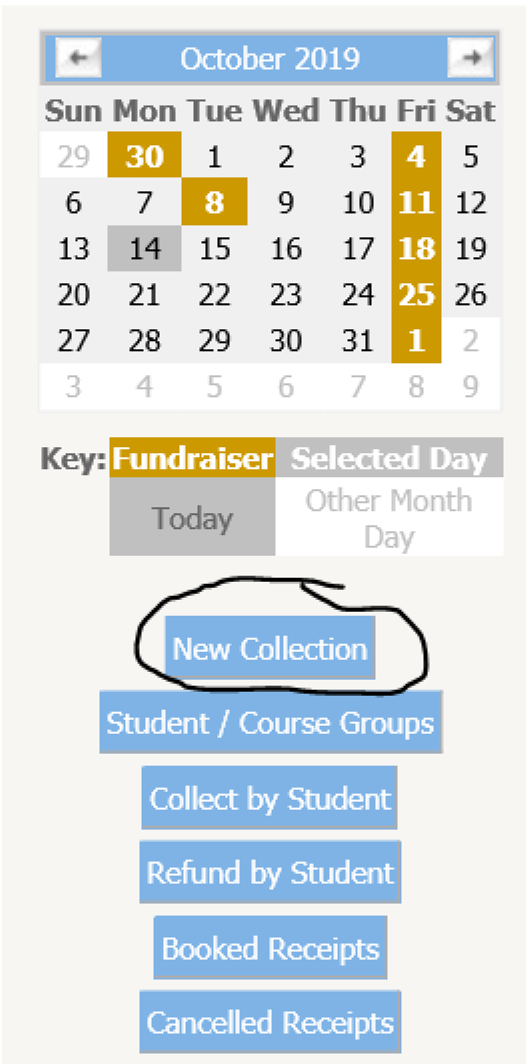

October 2019
Sun Mon Tue Wed Thu Fri Sat
29 30 1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31 1 2
3 4 5 6 7 8 9
Key: Fundraiser Selected Day
Today
Other Month Day
New Collection
Student / Course Groups
Collect by Student
Refund by Student
Booked Receipts
Cancelled Receipts

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.



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

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

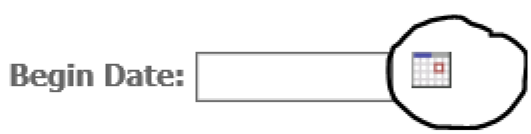
Club/Organization (Required)

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.

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 if your students for an art fee.
Grade Level – If you are collecting field trip money for a 10th 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.

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

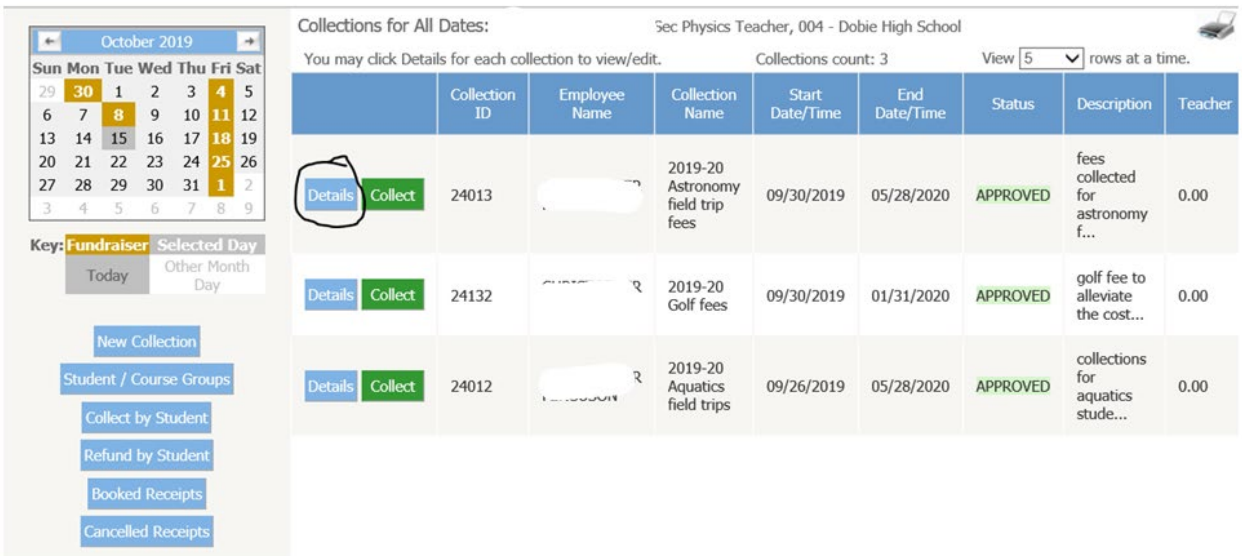
Once approved by both the Campus Bookkeeper/Secretary and Principal you can start the collection of funds and receipting process.

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

Adding or Removing Collector(s) to a Cash Collection

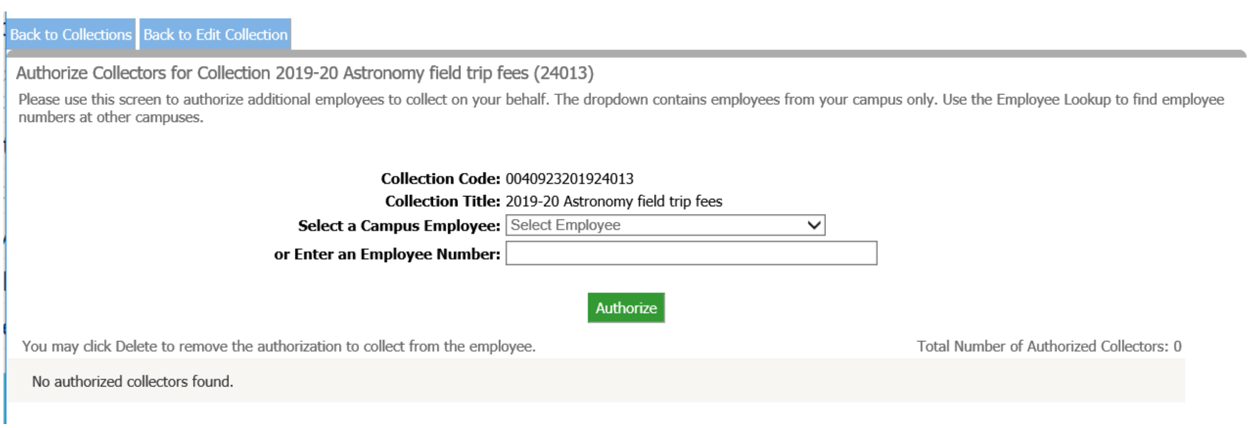
Adding Authorized Collector(s)

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).

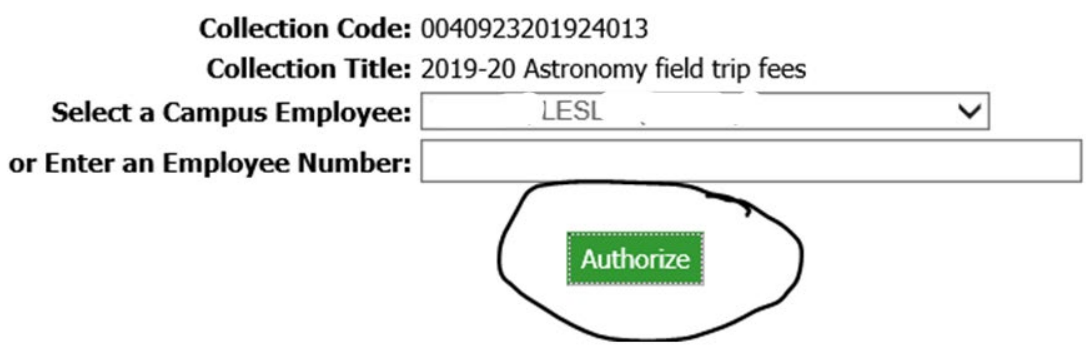


Scroll to the bottom of the page and click the **Authorized Collectors** button.

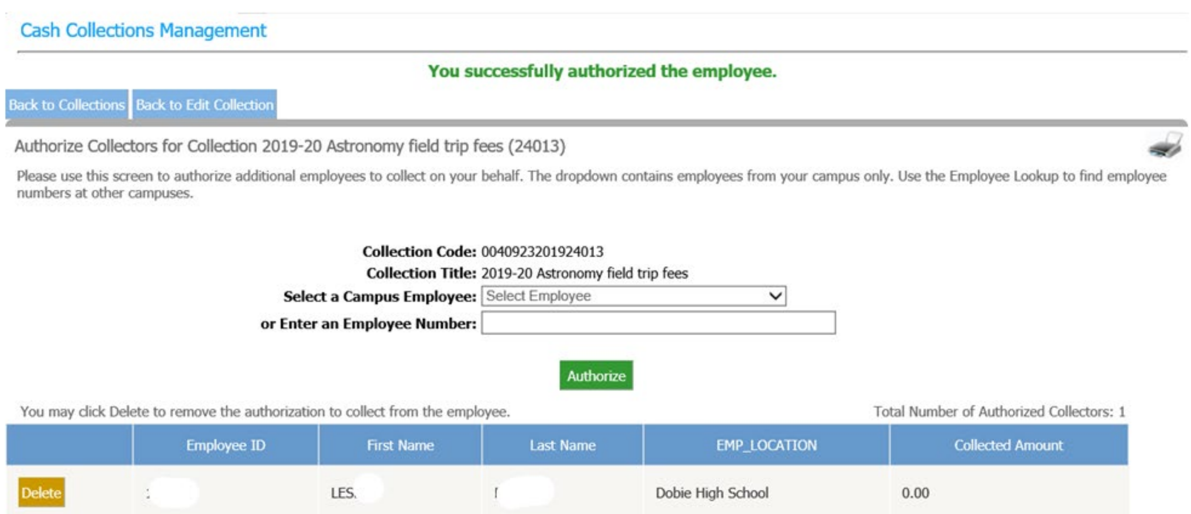
Select the drop down option **Select a Campus Employee** or **Enter an Employee Number**



Click the **Authorize** button



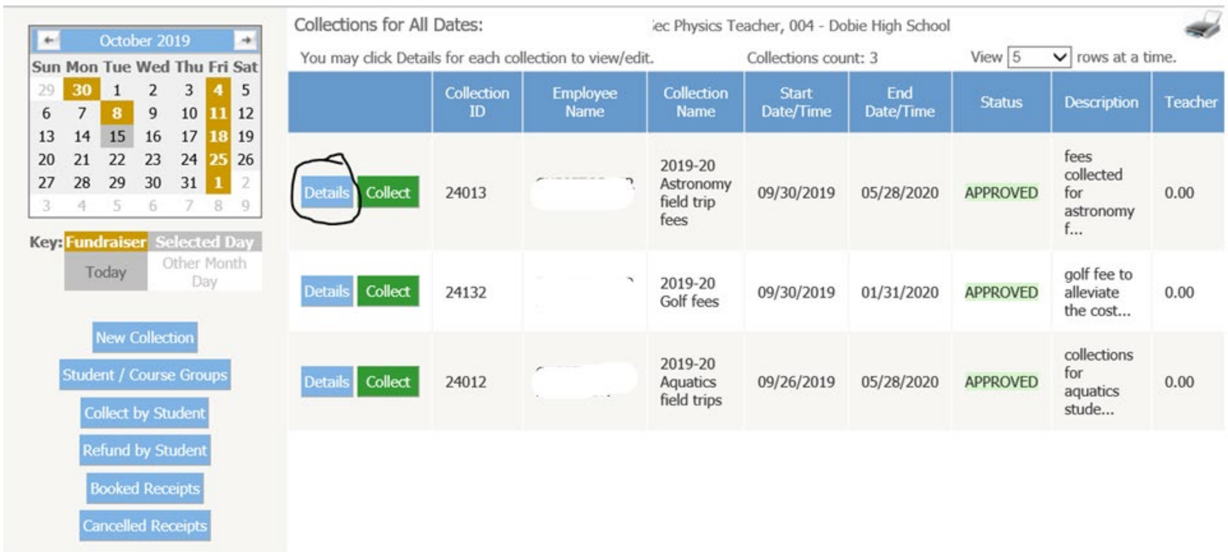
Once the **Authorize** button is clicked, added **Authorized Collector** name will appear in the grid and a green success message will appear at the top of the screen.



Continue adding additional authorized collectors by repeating steps shown above.

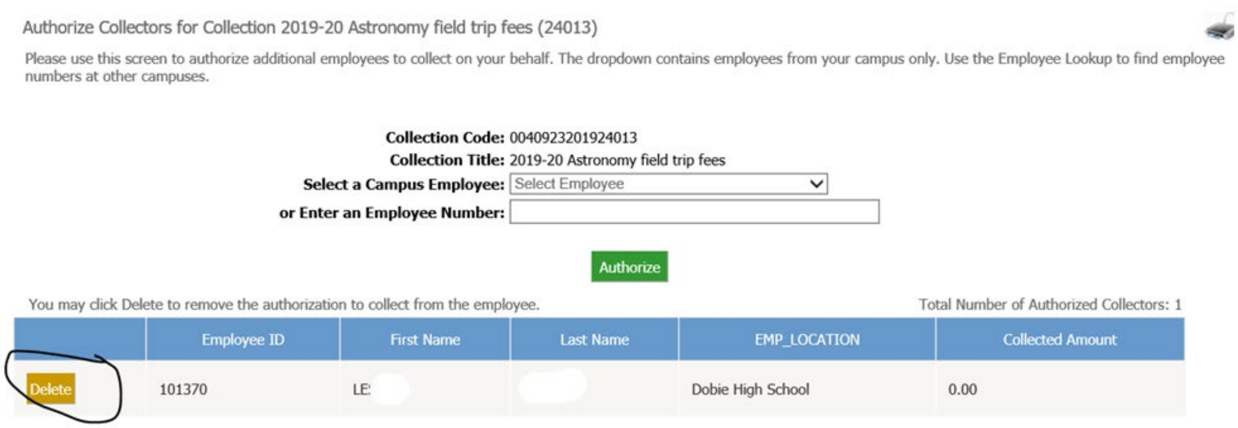
Removing Authorized Collector(s)

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).

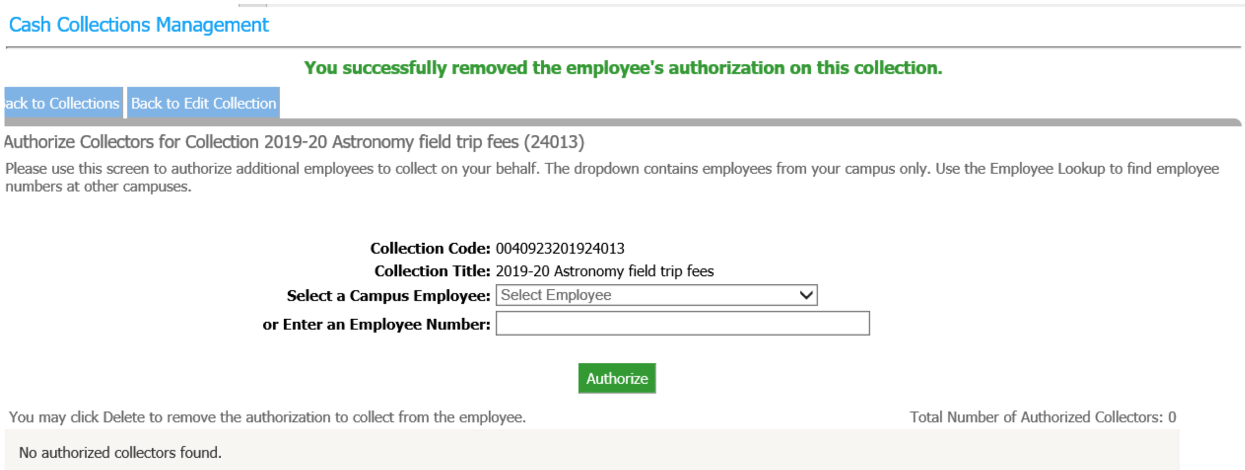


Scroll to the bottom of the page and click the **Authorized Collectors** button.

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.



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

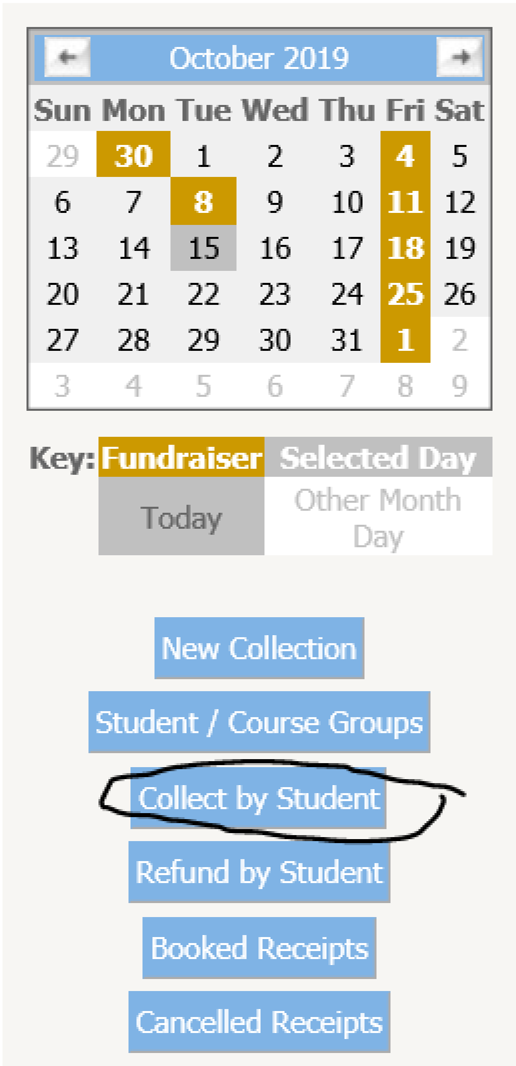
Step 2 – Receipting Students and/or Employees

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

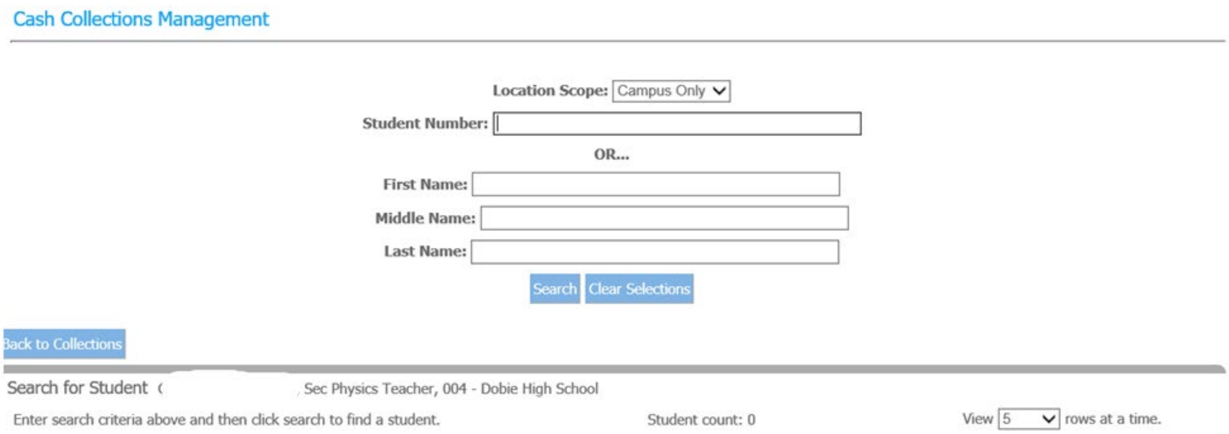
Click **Collect By Student**



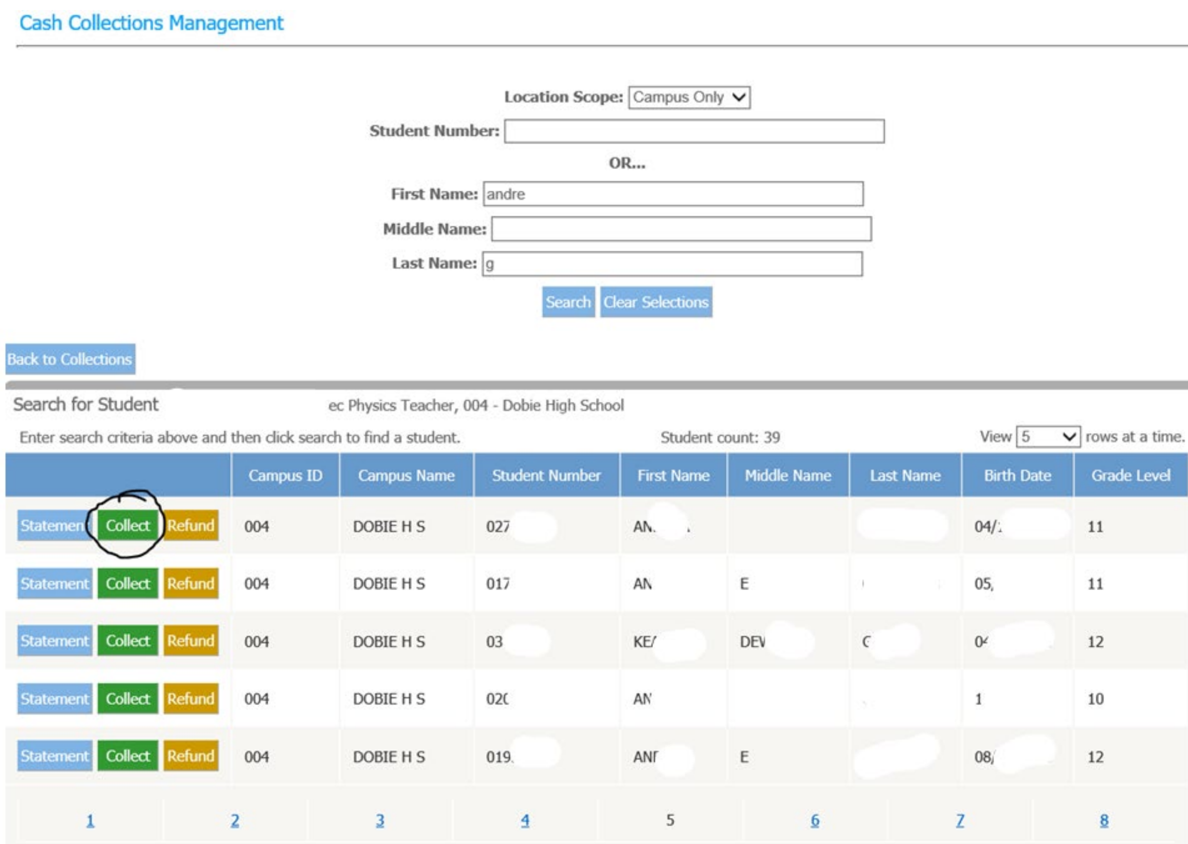
Enter **"Student Number:" or "Combination of a Name"** for Student that is making a payment.

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.**



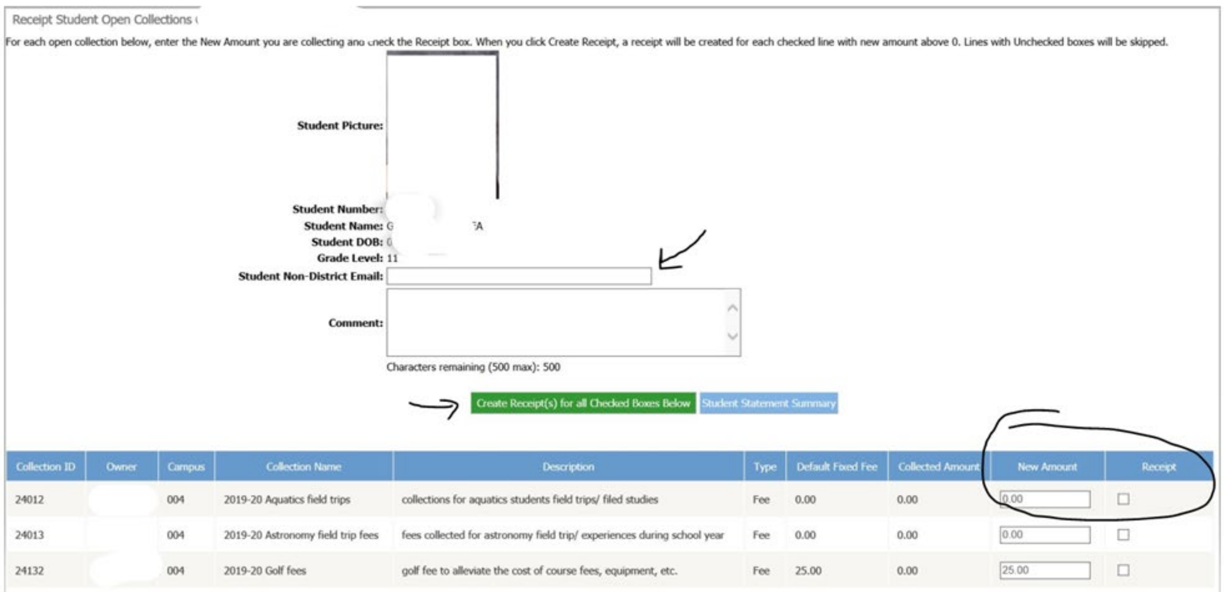
Click **Collect** on Student



Find **Collection.**

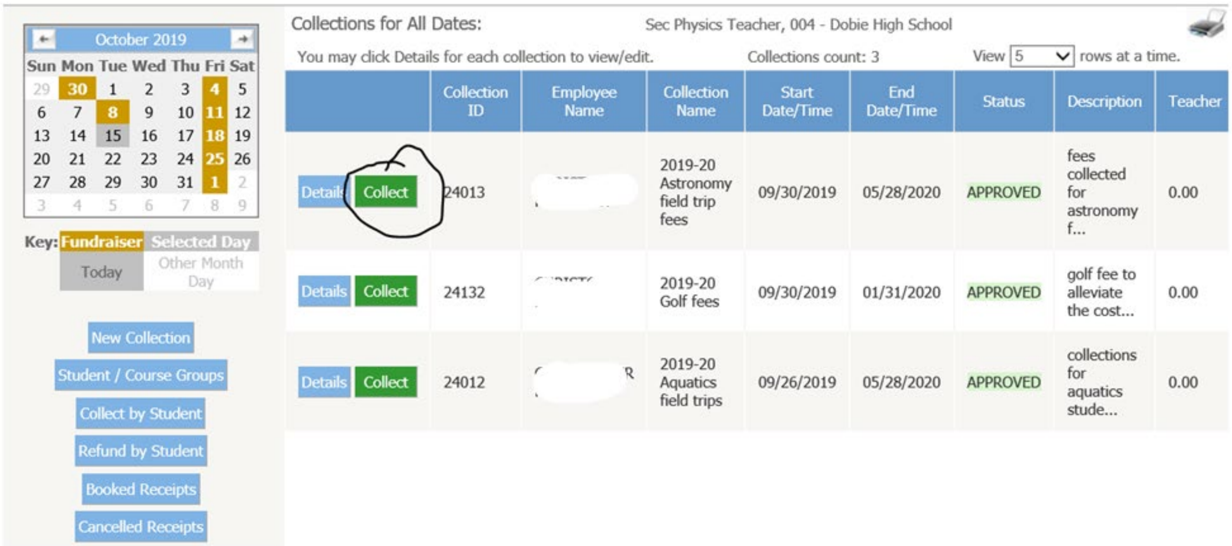
Enter the Student Non-District Email and Optional Comment. Then, **enter the New Amount** you are collecting and confirm you want to create the receipt by **check the Receipt box** next to it. You may create more than one receipt at a time on this screen.

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.



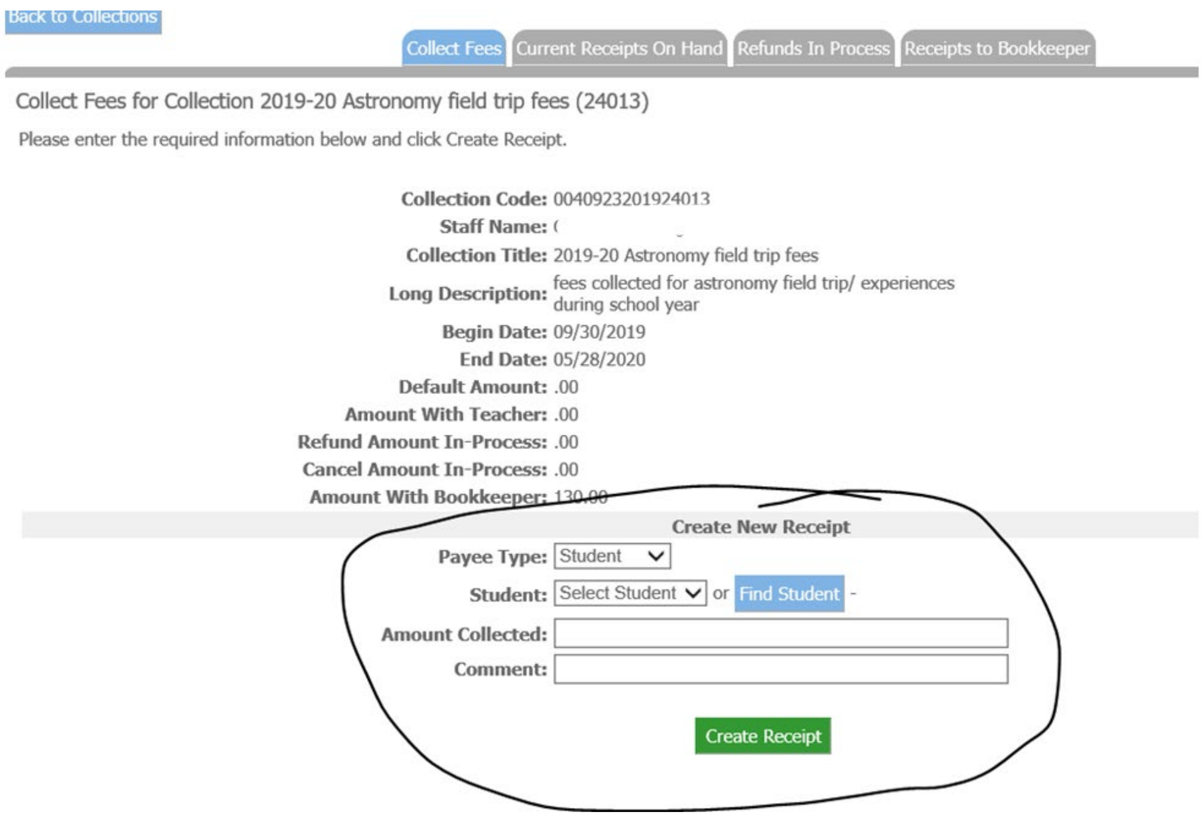
Option 2: Collect from Collections List using the drop down (or Find)

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

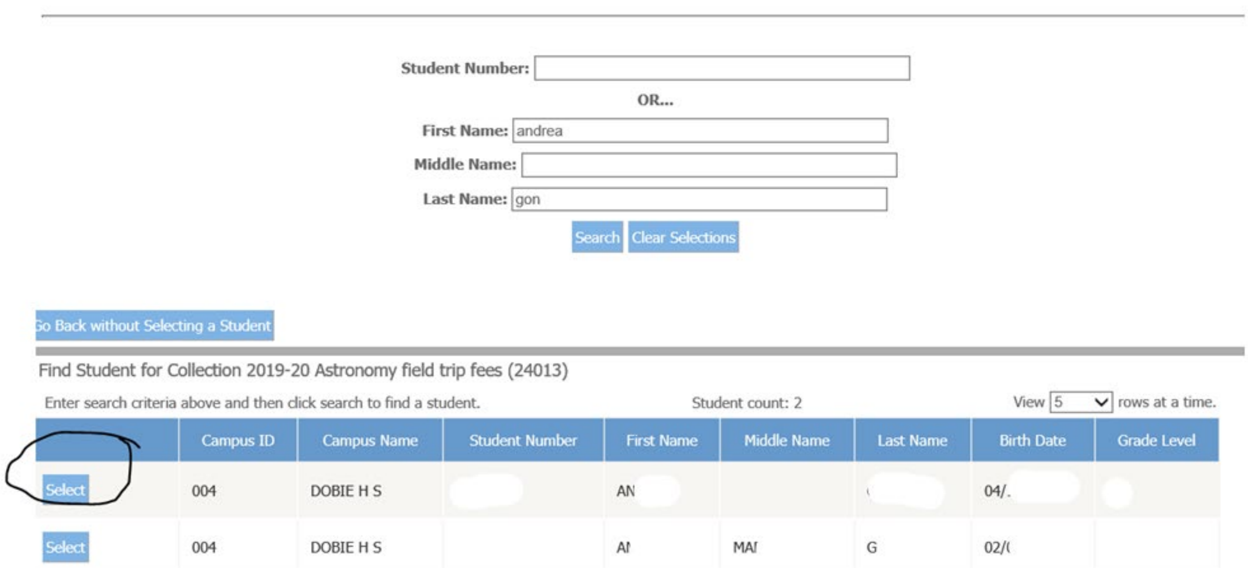


To **select a student to receipt**, choose a student from the drop down box in the Create Receipt area.

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.

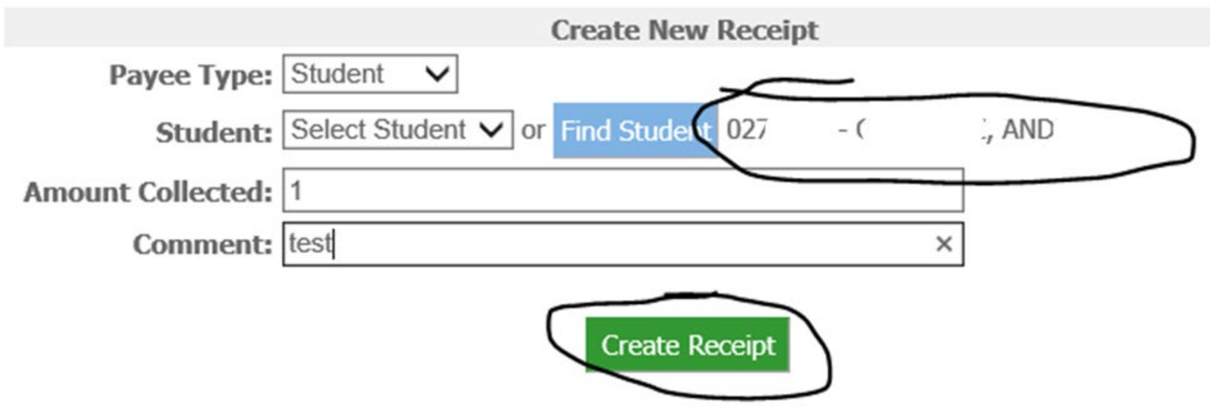


Find the student by using the search criteria and **then click Select** next to the student to receipt.



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.

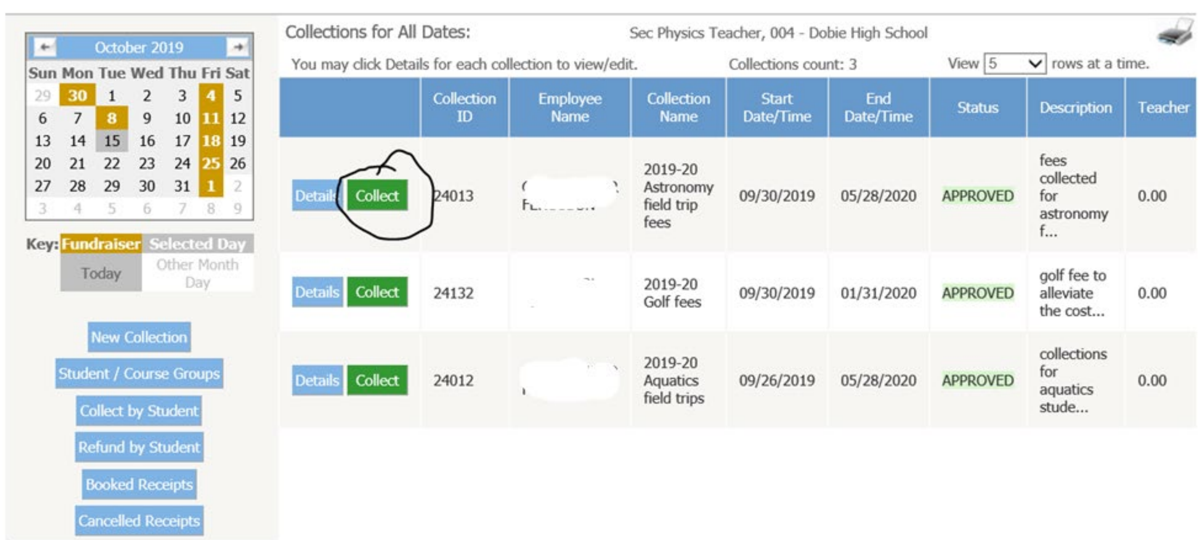
Next, **enter the Amount Collected** and optional Comment. **Click Create Receipt** to complete the process. You will see a green success message at the top of the screen.



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.

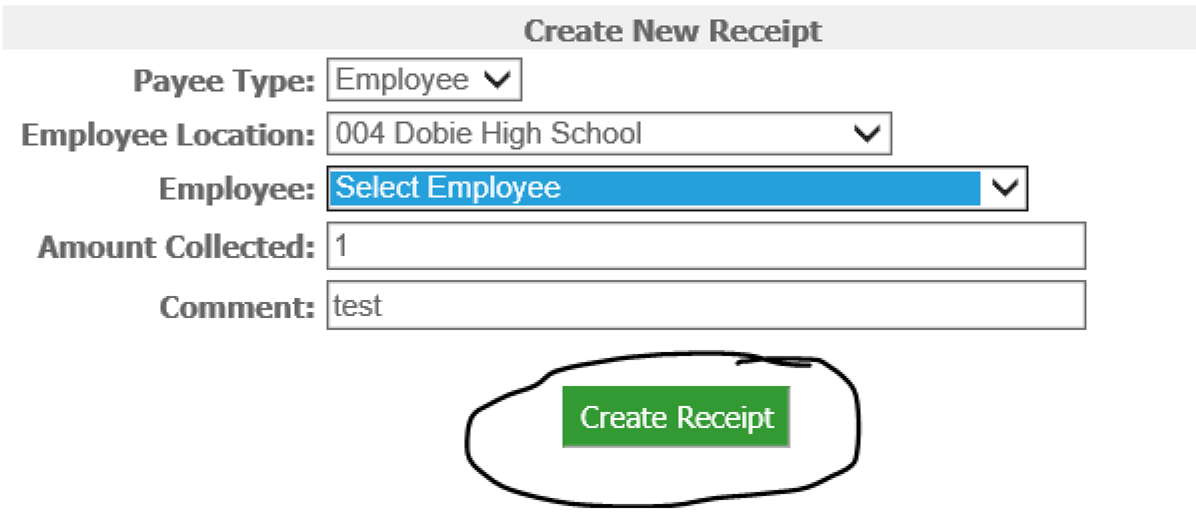


To **select an employee to receipt**, choose an employee from the drop down box in the Create Receipt area.

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

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

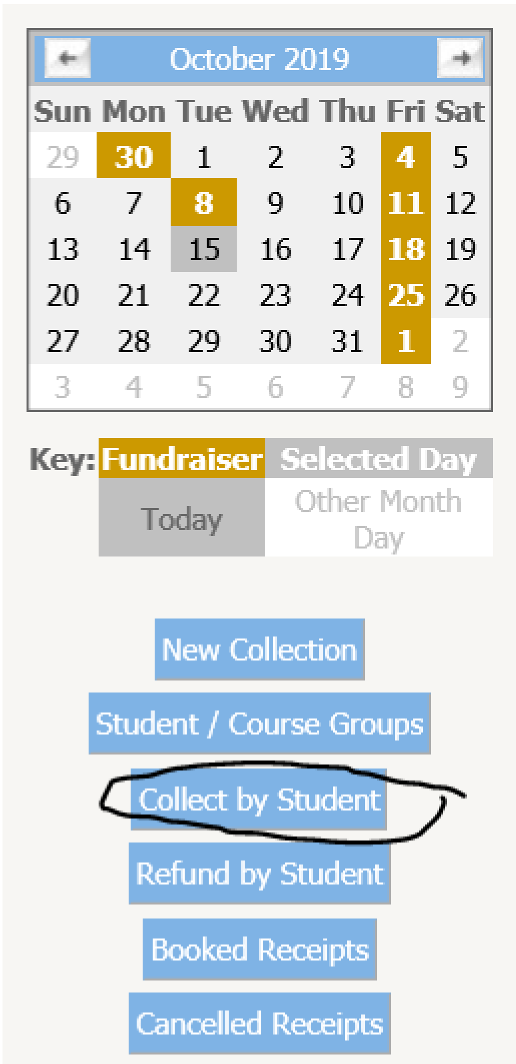
Click Create Receipt to complete the process. You will see a green success message at the top of the screen.



Miscellaneous

Print a Student Statement

Click **Collect By Student**

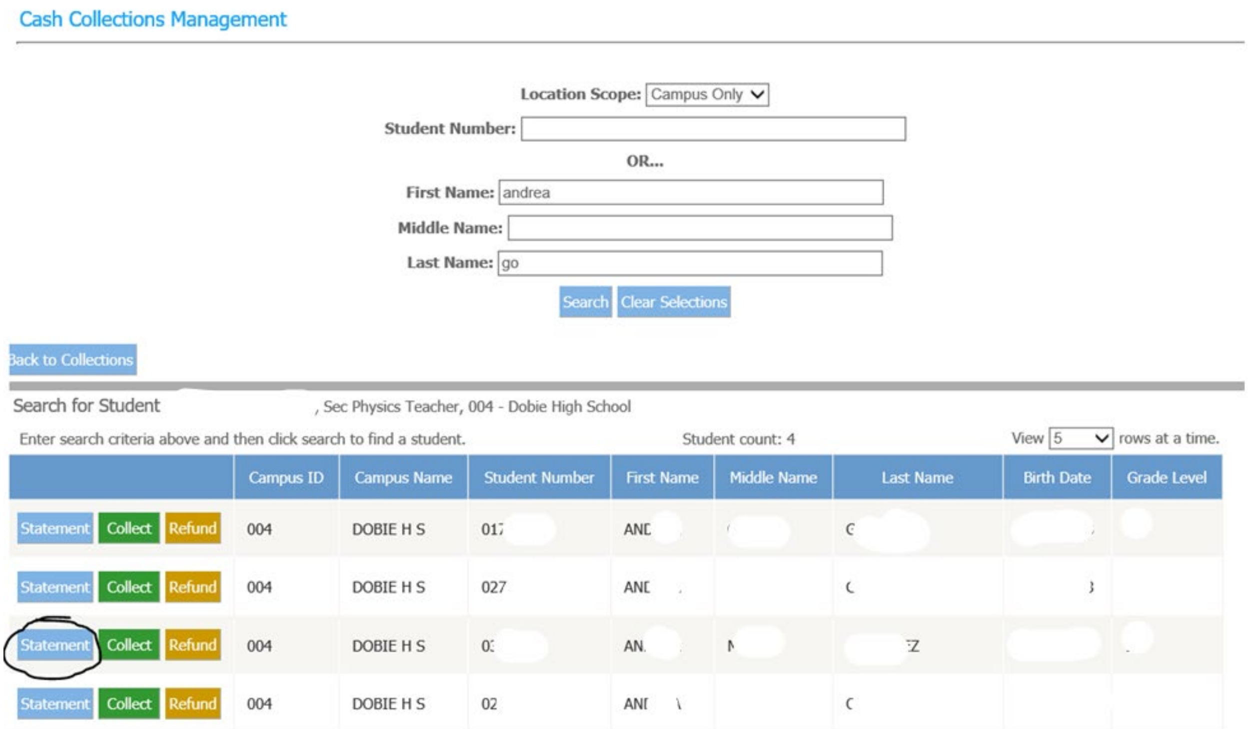


Enter **"Student Number:" or "Combination of a Name"** for Student that is making a payment.

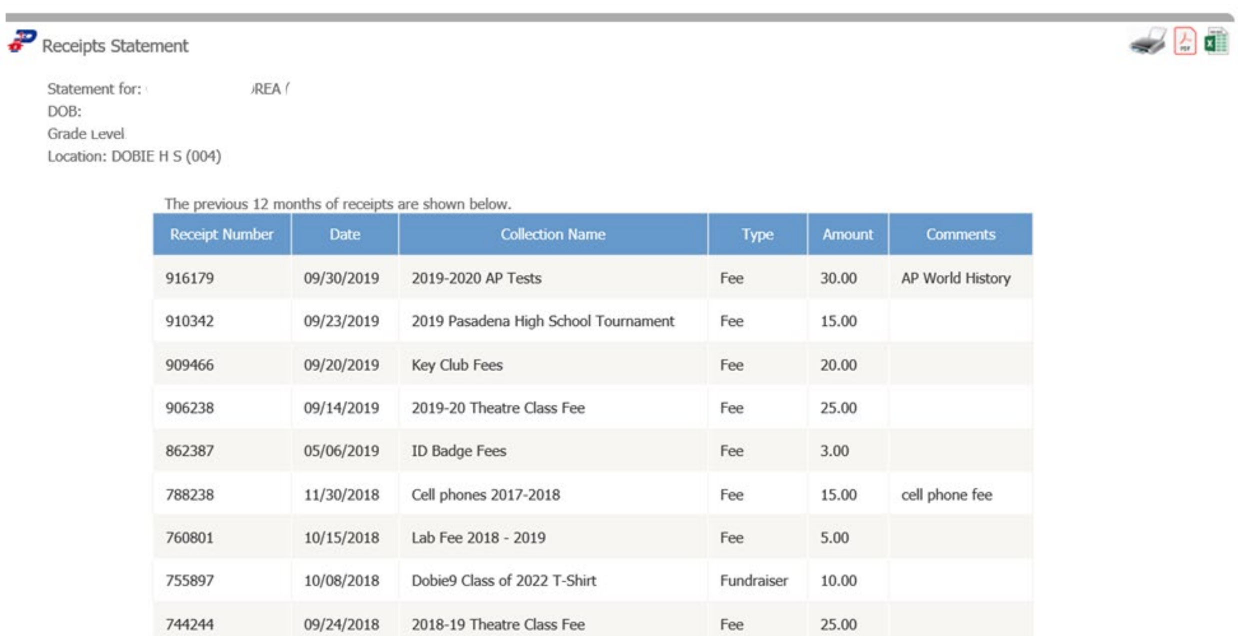
Location Scope: The default location scope is your Campus Only. If you would like to search the entire district, change the location scope to District Wide.

Click **Search.**

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



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:

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	

PDF

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

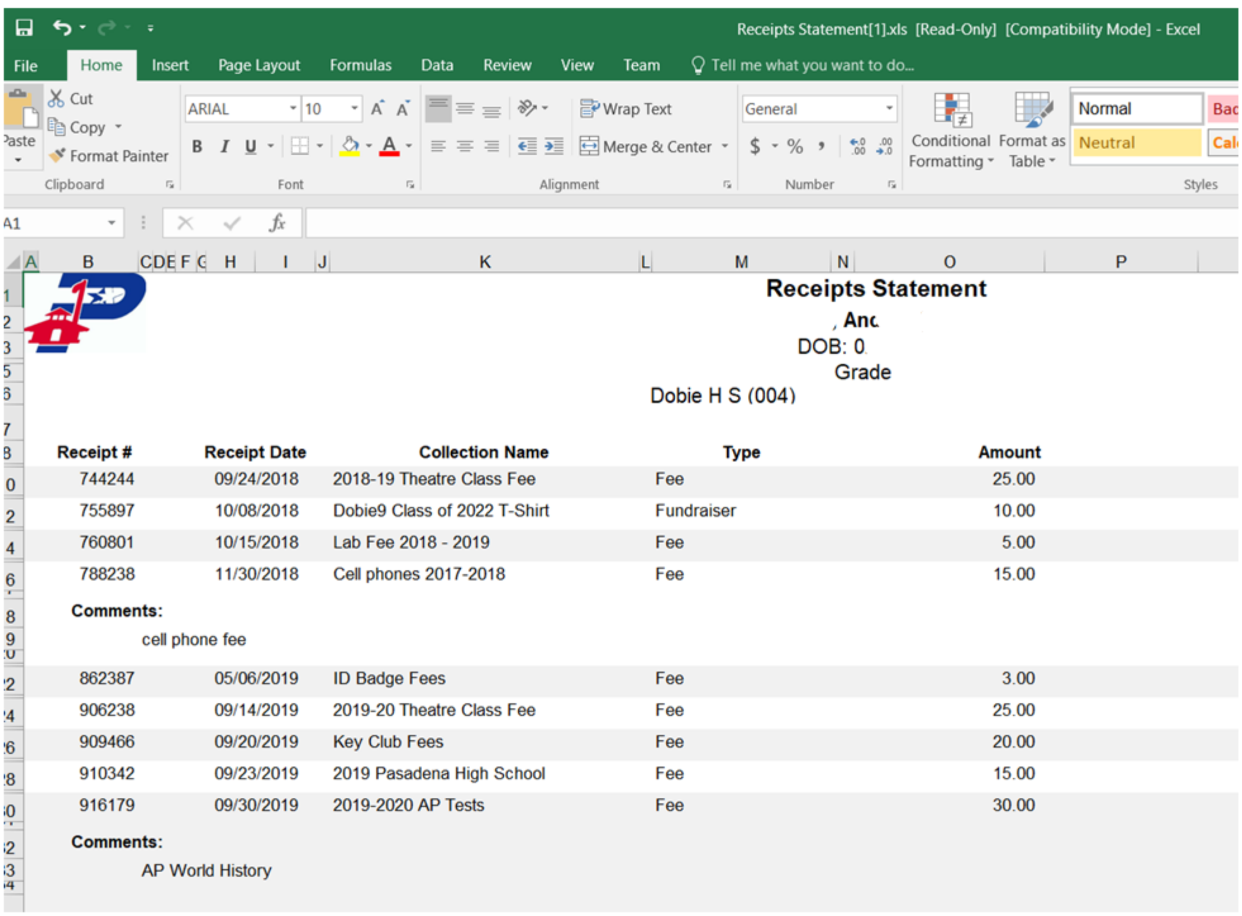
Receipt #	Receipt Date	Collection Name	Type	Amount
744244	09/24/2018	2018-19 Theatre Class Fee	Fee	25.00
755897	10/08/2018	Dobie9 Class of 2022 T-Shirt	Fundraiser	10.00
760801	10/15/2018	Lab Fee 2018 - 2019	Fee	5.00
788238	11/30/2018	Cell phones 2017-2018	Fee	15.00

Comments:
cell phone fee

Receipt #	Receipt Date	Collection Name	Type	Amount
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

Comments:
AP World History

Excel



Receipts Statement
, Anc
DOB: 0
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

Comments:
cell phone fee

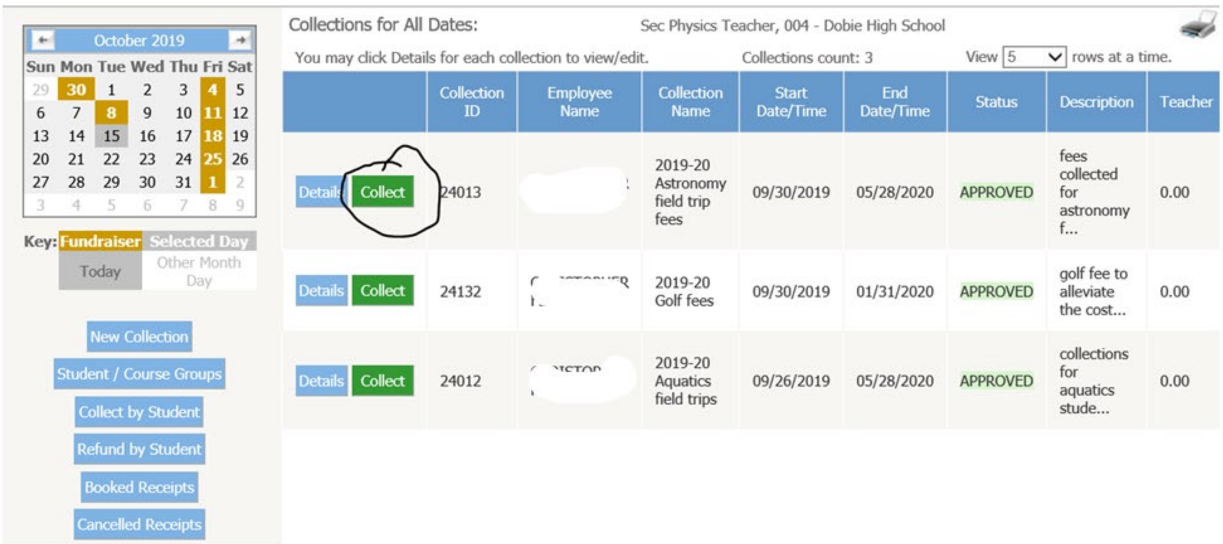
Receipt #	Receipt Date	Collection Name	Type	Amount
862387	05/06/2019	ID Badge Fees	Fee	3.00
906238	09/14/2019	2019-20 Theatre Class Fee	Fee	25.00
909466	09/20/2019	Key Club Fees	Fee	20.00
910342	09/23/2019	2019 Pasadena High School	Fee	15.00
916179	09/30/2019	2019-2020 AP Tests	Fee	30.00

Comments:
AP World History

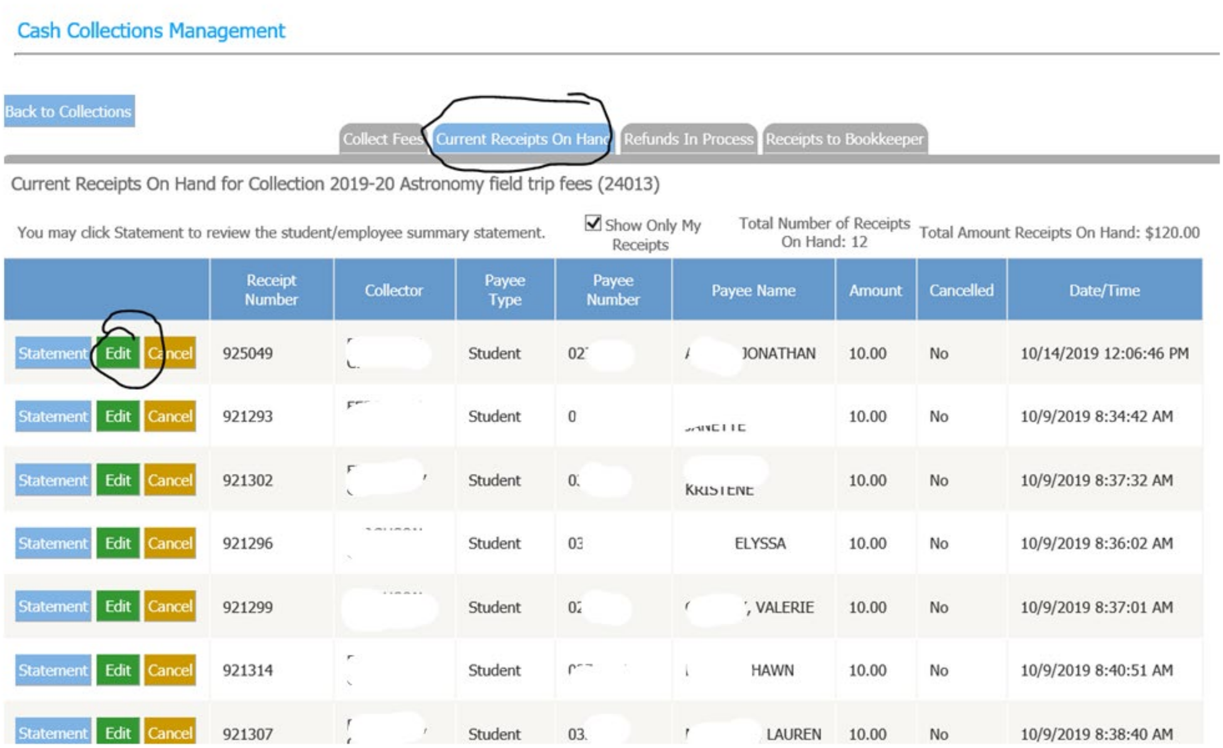
Edit a Cash Receipt

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.

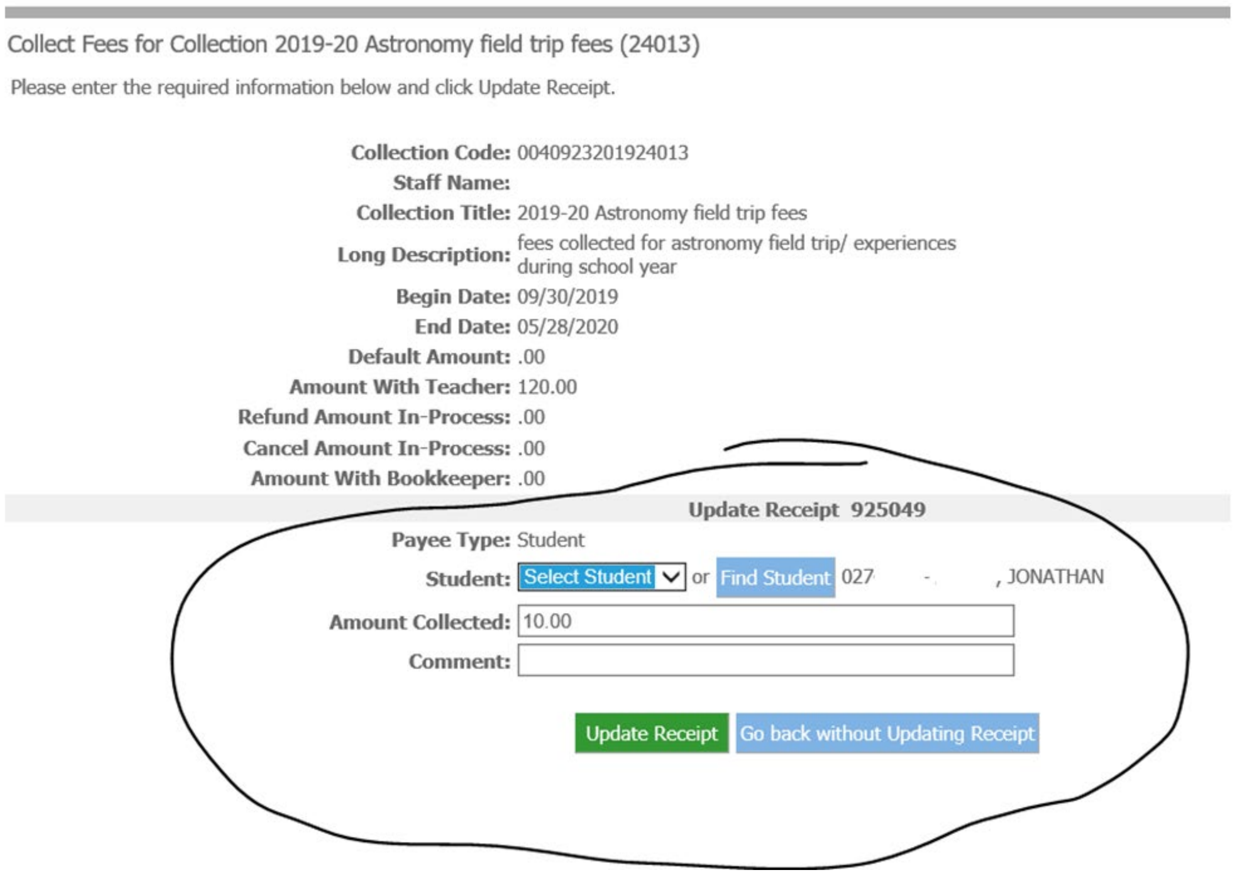


Click the **Current Receipts On Hand** tab at top. Then, click the Edit button next to the receipt you want to edit.



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

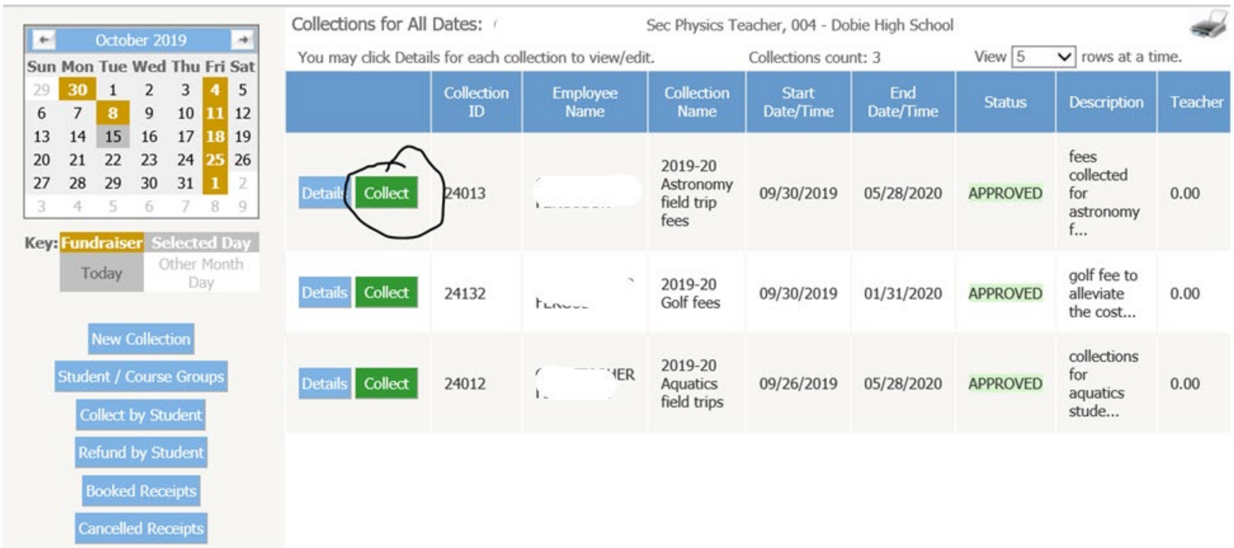
Click **Update Receipt** to complete the edit process



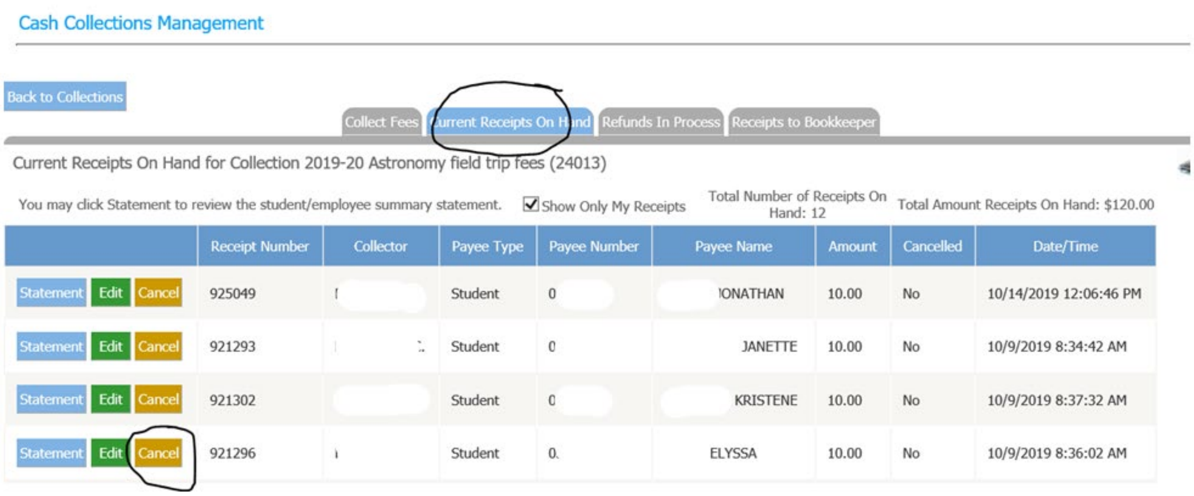
Cancel a Cash Receipt

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.

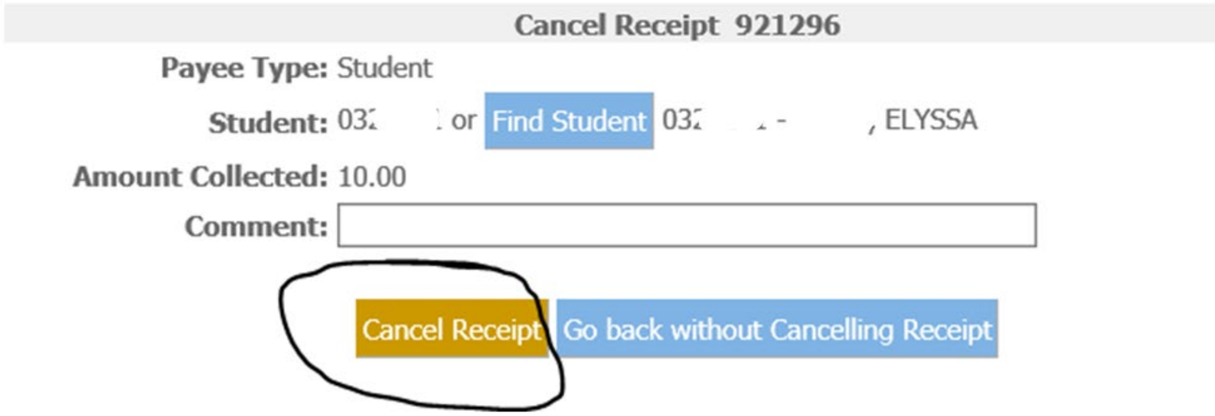


Click the **Current Receipts On Hand** tab at top. Then, click the Cancel button next to the receipt you want to cancel.



(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.



*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:

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: __________

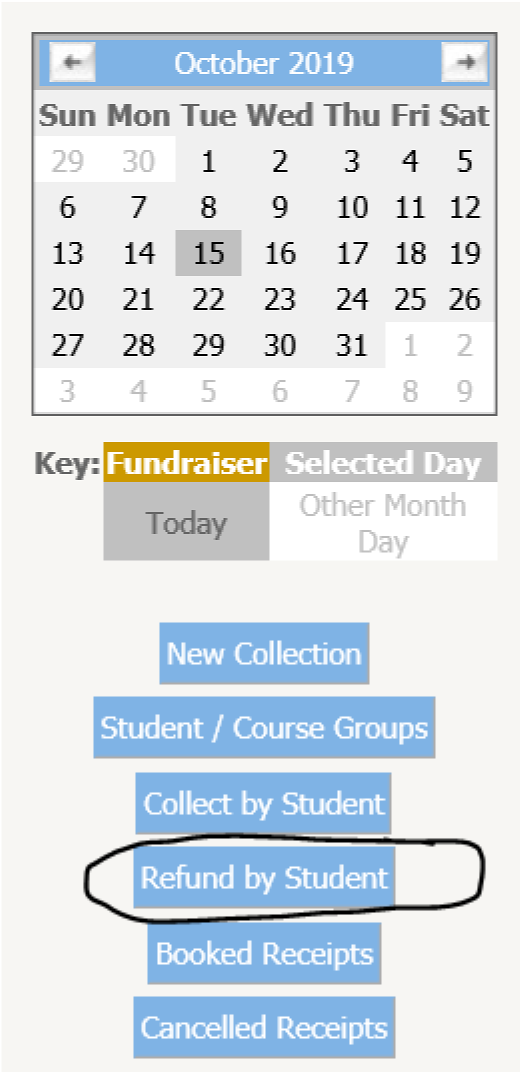
Account Code: ______________________

Bookkeeper's Signature: ______________ Date: __________

Bookkeeper's Notes

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

Click **Refund By Student**

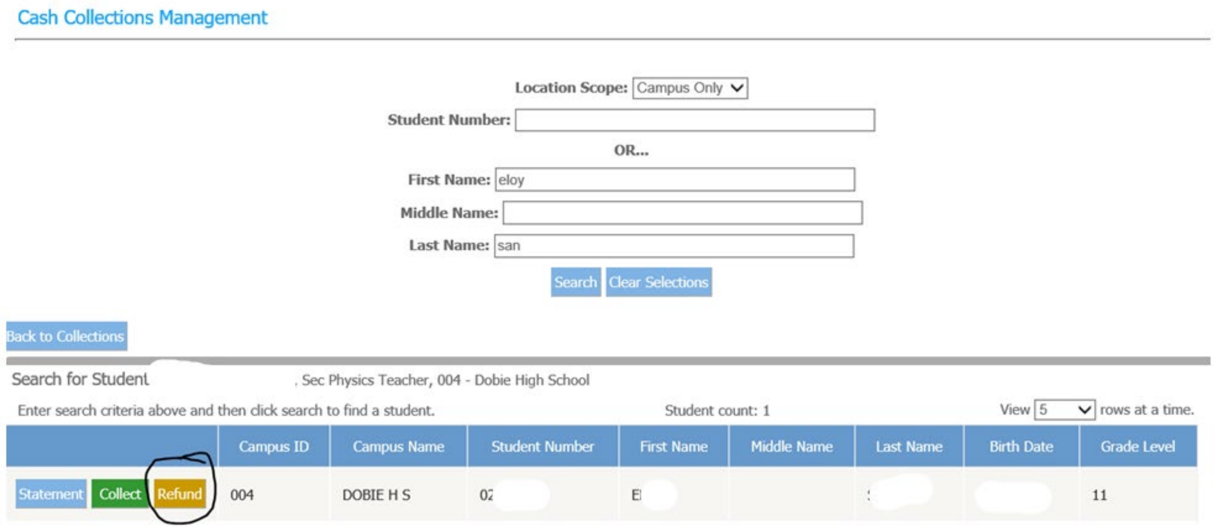


Enter **"Student Number:" or "Combination of a Name"** for Student that is making a payment.

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.



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.

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
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

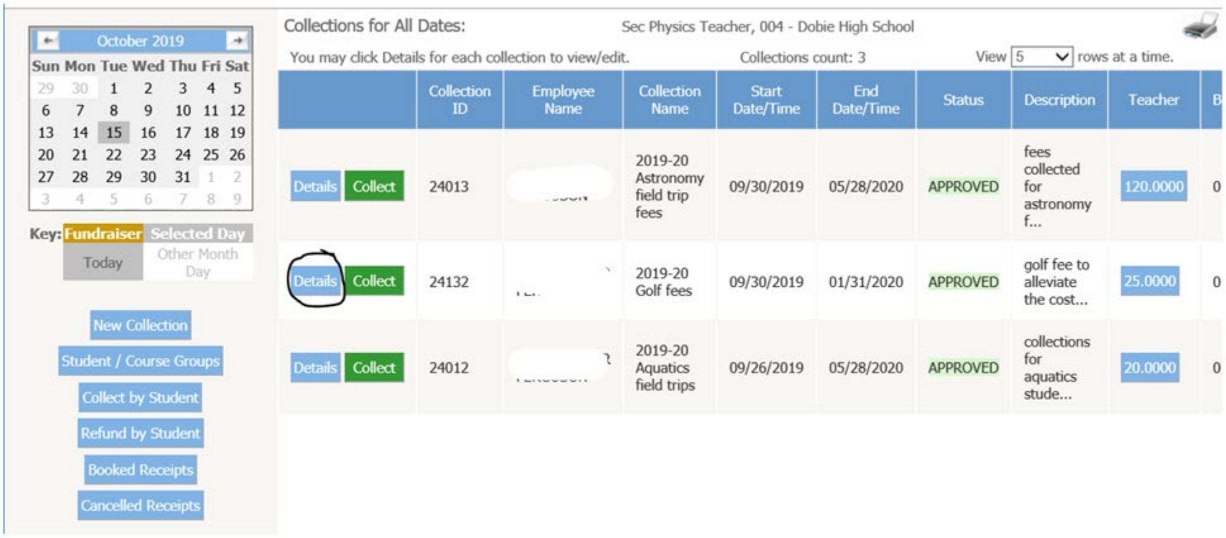
Collection ID	Owner	Campus	Collection Name	Description	Type	Default Fixed Fee	Collected Amount	Pending Amount	Refund Amount	Refund
18214		004	Golf Banquet	collection of money from students to offset cost of end-of-year banquet	Fee	10.00	10.00	0.00	10.00	☐

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

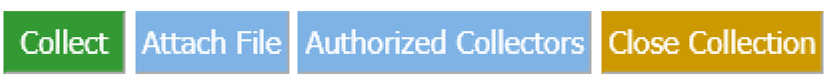
The individuals that can return money back to students and parents are bookkeepers/secretaries.

Close a Cash Collection

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



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



Advanced Features

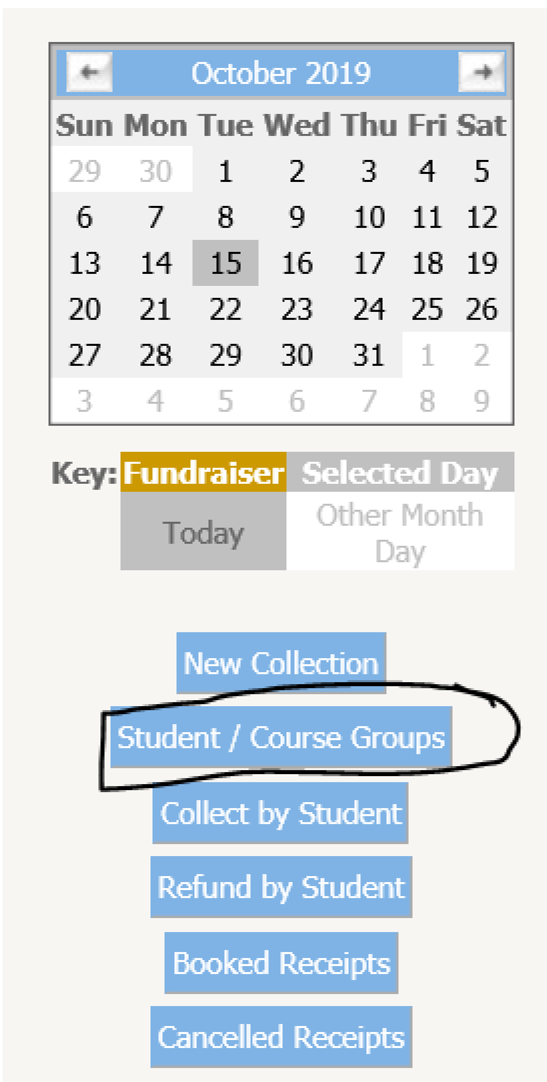
Creating a Student Group

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.

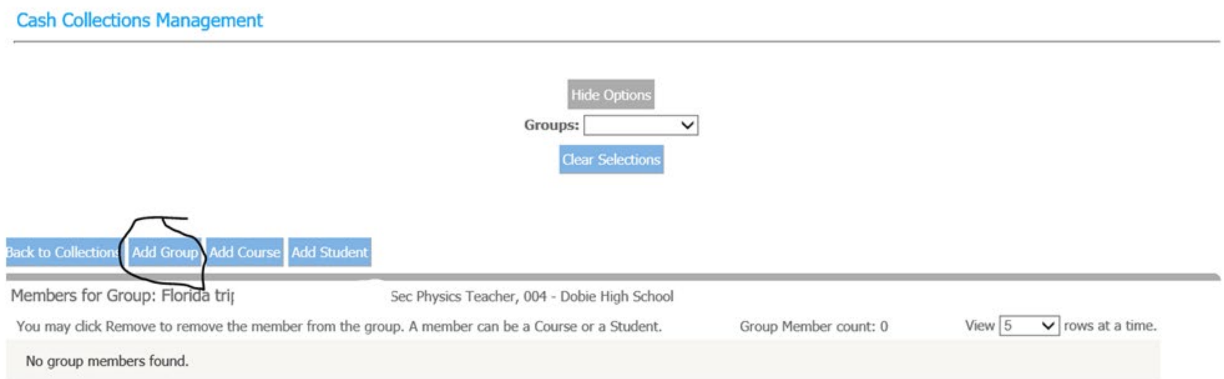
2) The choir teacher creates a region choir competition group containing 24 students who compete in periodic contests.

3) Chess club sponsor adding all of the chess club members from the student club to form a chess student group.

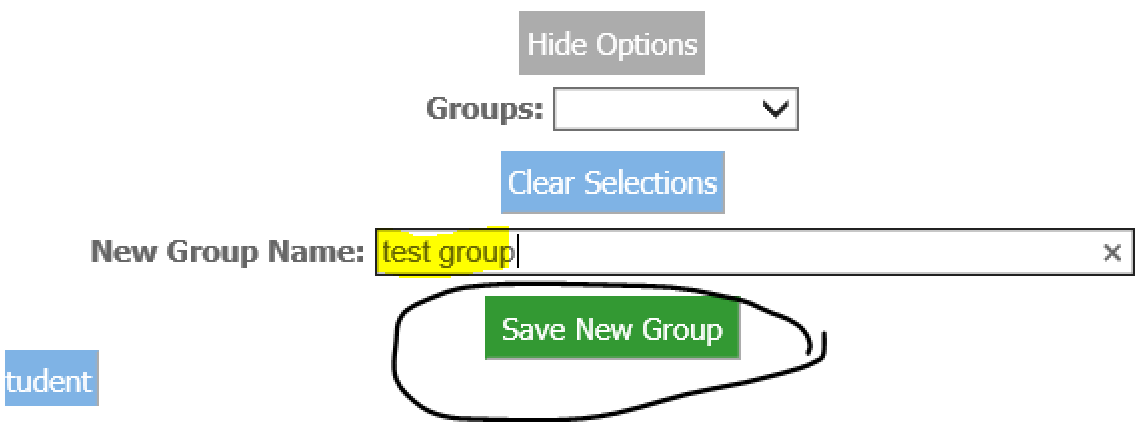
Click **Student / Course Groups**



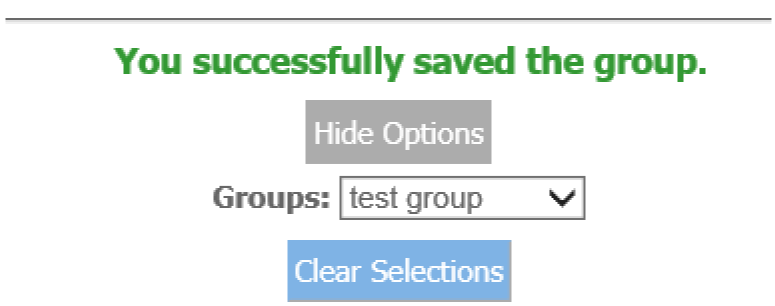
First, Add a New Group by clicking Add Group.



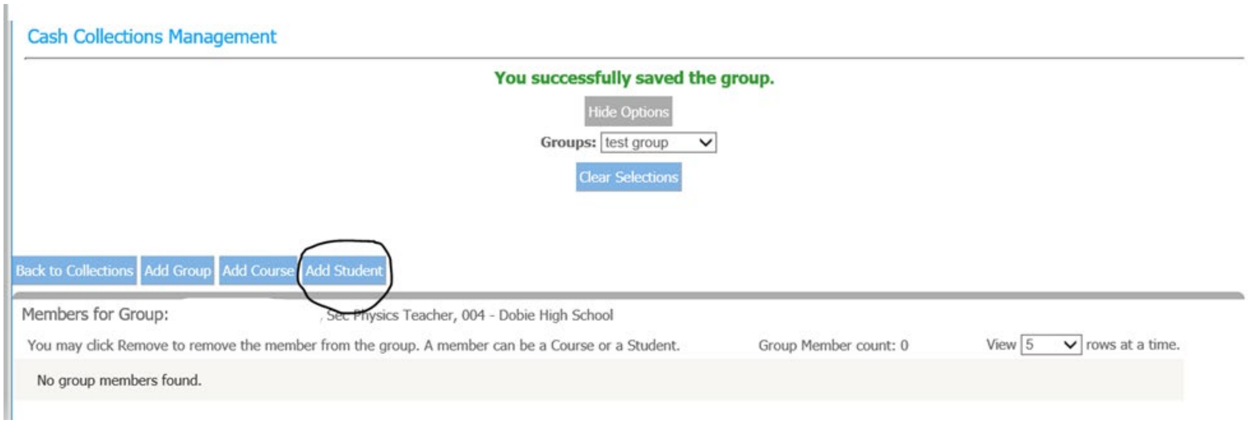
Enter New Group Name and then click Save New Group.



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.



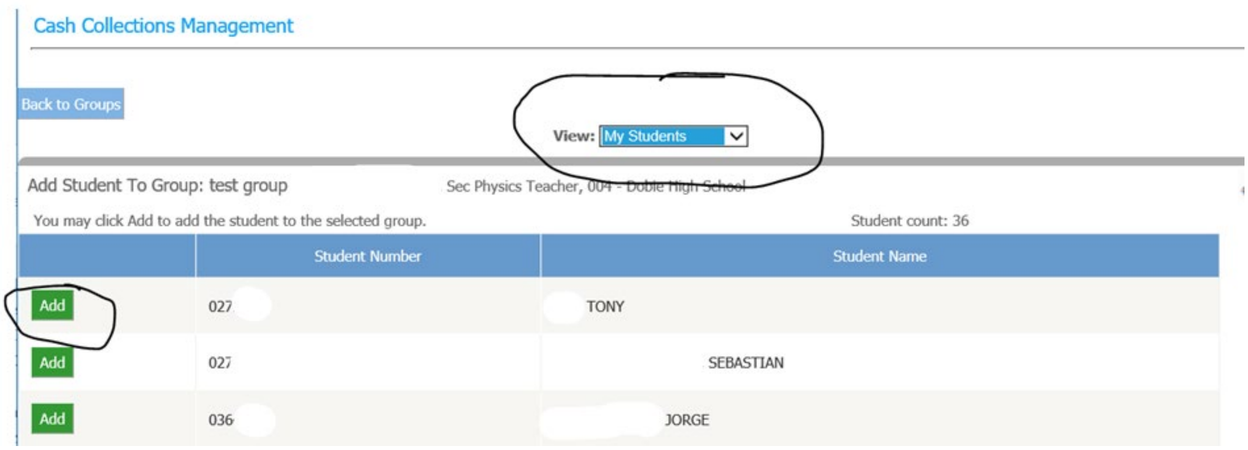
Click Add Student



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.



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.

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 5 rows at a time.

	Group Member Type	Student or Course #	Student or Course Name
Remove	Student	02	TONY
Remove	Student	0.	SEBASTIAN
Remove	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

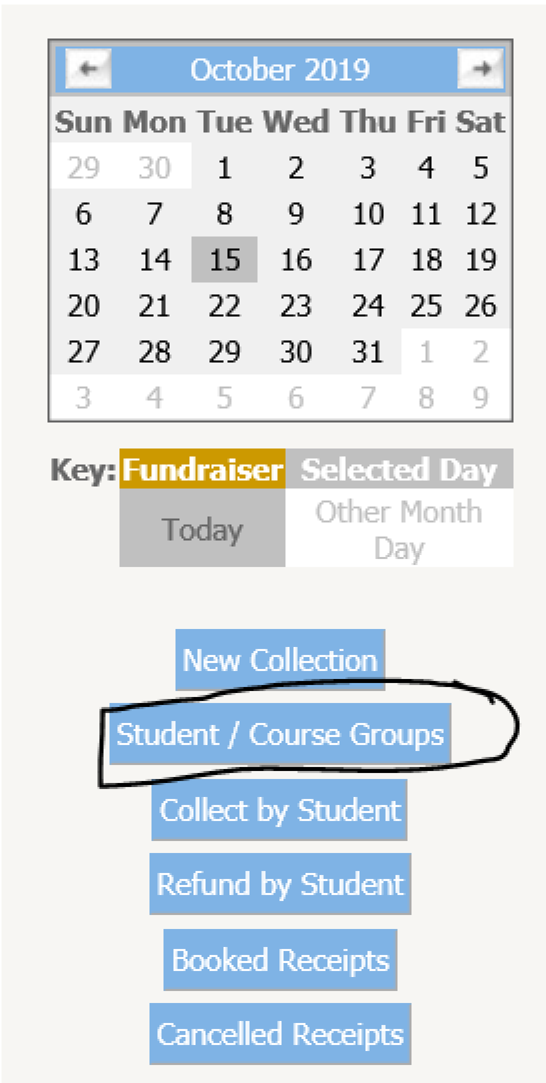
You may click Remove to remove the member from the group. A member can be a Course or a Student. Group Member count: 5 View 5 rows at a time.

	Group Member Type	Student or Course #	Student or Course Name
Remove	Course	004-HSCAQR002-18	AQUATIC SCI B - HSCAQR002-18
Remove	Course	004-HSCASR002-01	ASTRONOMY B - HSCASR002-01
Remove	Course	004-HSCASR002-02	ASTRONOMY B - HSCASR002-02
Remove	Student	0.	TONY
Remove	Student	0:	JORGE

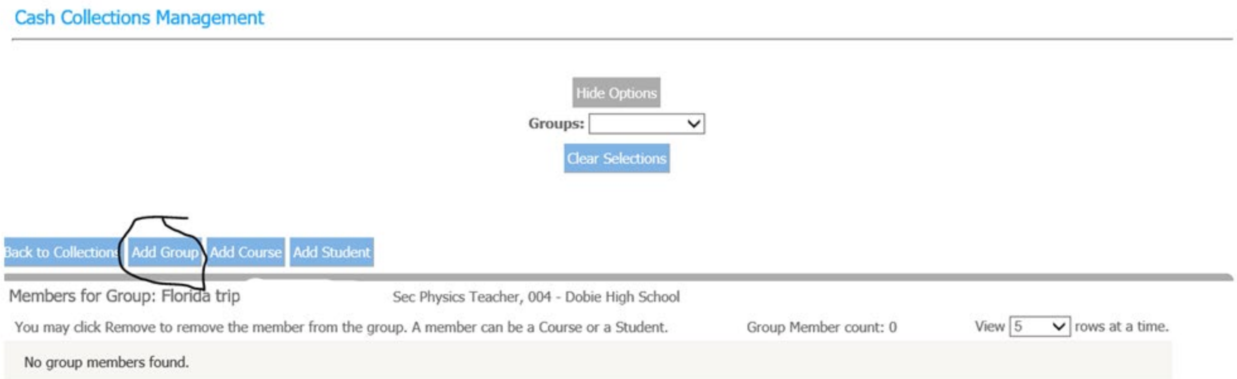
Creating a Course Group

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**

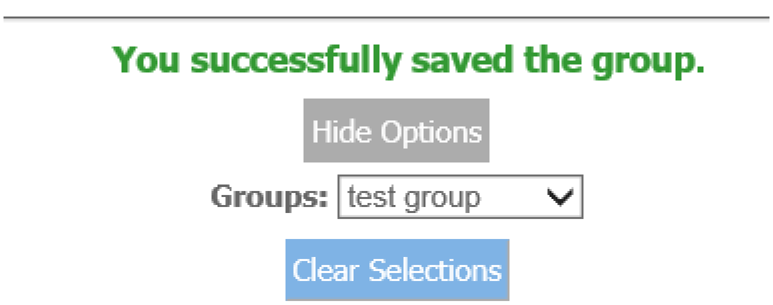


First, Add a New Group by clicking Add Group.

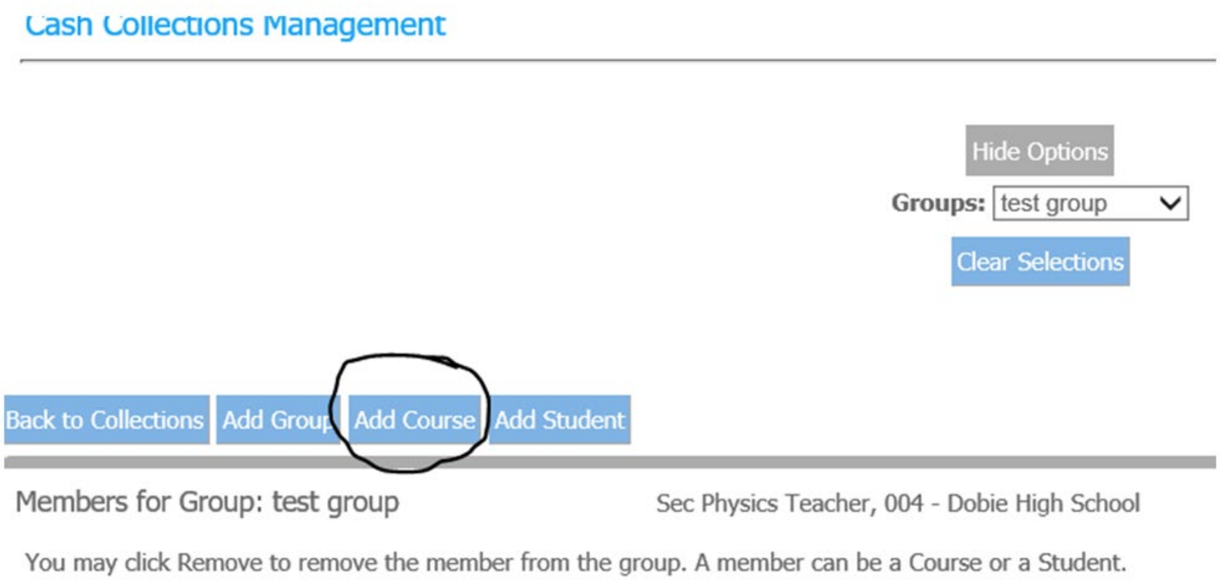


Enter New Group Name and then click Save New Group.

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



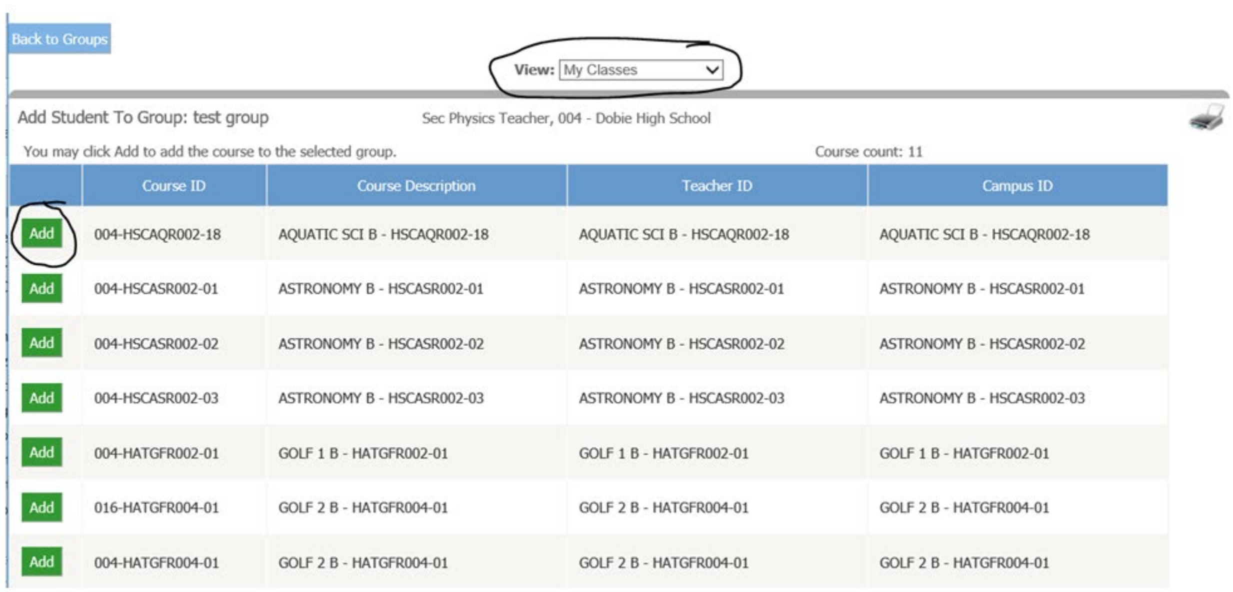
Click Add Course



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.



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

View: Campus Classes

View: District Wide Classes

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

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. Group Member count: 3 View 5 rows at a time.

	Group Member Type	Student or Course #	Student or Course Name
Remove	Course	004-HSCAQR002-18	AQUATIC SCI B - HSCAQR002-18
Remove	Course	004-HSCASR002-01	ASTRONOMY B - HSCASR002-01
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 5 rows at a time.

	Group Member Type	Student or Course #	Student or Course Name
Remove	Course	004-HSCAQR002-18	AQUATIC SCI B - HSCAQR002-18
Remove	Course	004-HSCASR002-01	ASTRONOMY B - HSCASR002-01
Remove	Course	004-HSCASR002-02	ASTRONOMY B - HSCASR002-02
Remove	Student	0.	TONY
Remove	Student	0:	JORGE