Cash Receipts

To enter a cash receipt click on SBAA & Cash Receipts

Click on ADD

Fill in the PAYOR (Teacher's) name

Tab to Description and fill it in

Change the date ONLY if you received the money on a different date – otherwise do not change it

Tab to Detail Receipt Entry section and type description again (copy & paste from above or it could be different)
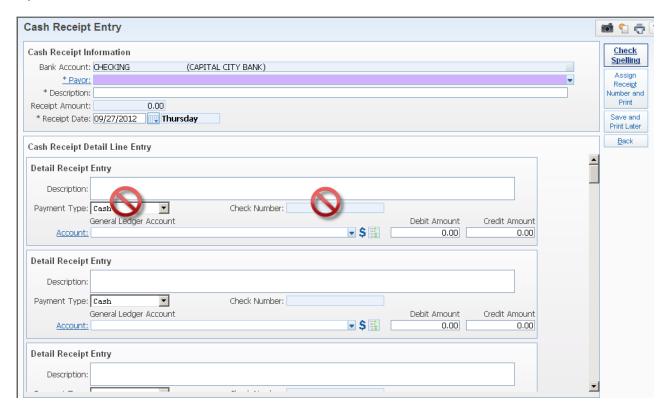
Tab over Payment Type – <u>we will not be using this field</u>

Tab to Account and type a **R** (for Revenue). A dropdown box will appear – choose the account you are putting the money in. Please note: the first 25 accounts will show up. You can click on ACCOUNT on the left to pick a specific account or type in the line of coding.
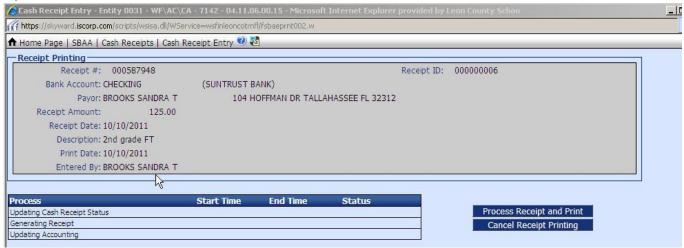
Tab over to CREDIT column (if you use TAB it will go right there) and enter the amount. <u>DO NOT USE DEBIT column.</u>

If you are finished click on ASSIGN RECEIPT NUMBER AND PRINT or SAVE AND PRINT LATER

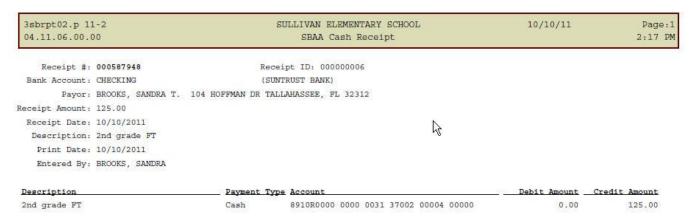If you clicked on ASSIGN RECEIPT NUMBER AND PRINT the next screen will be:

Verify your information and then click on PROCESS RECEIPT AND PRINT

Click DISPLAY CASH RECEIPT to view & print the PDF & print twice – one for you and one for the teacher's receipt book

Close the PDF and then click on RECEIPT PRINTING COMPLETE – PRESS TO CLOSE

There is no VOID CASH RECEIPT in Skyward
if you need to void (reverse) a receipt you will do a Journal Entry (see Journal Entry handout)