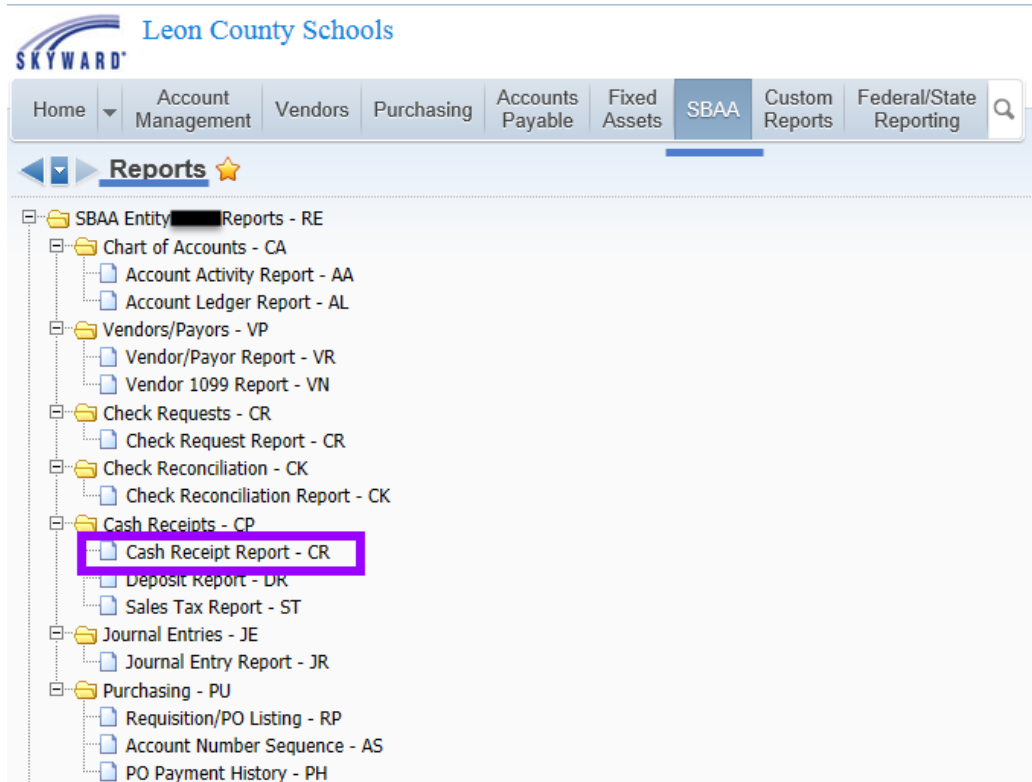


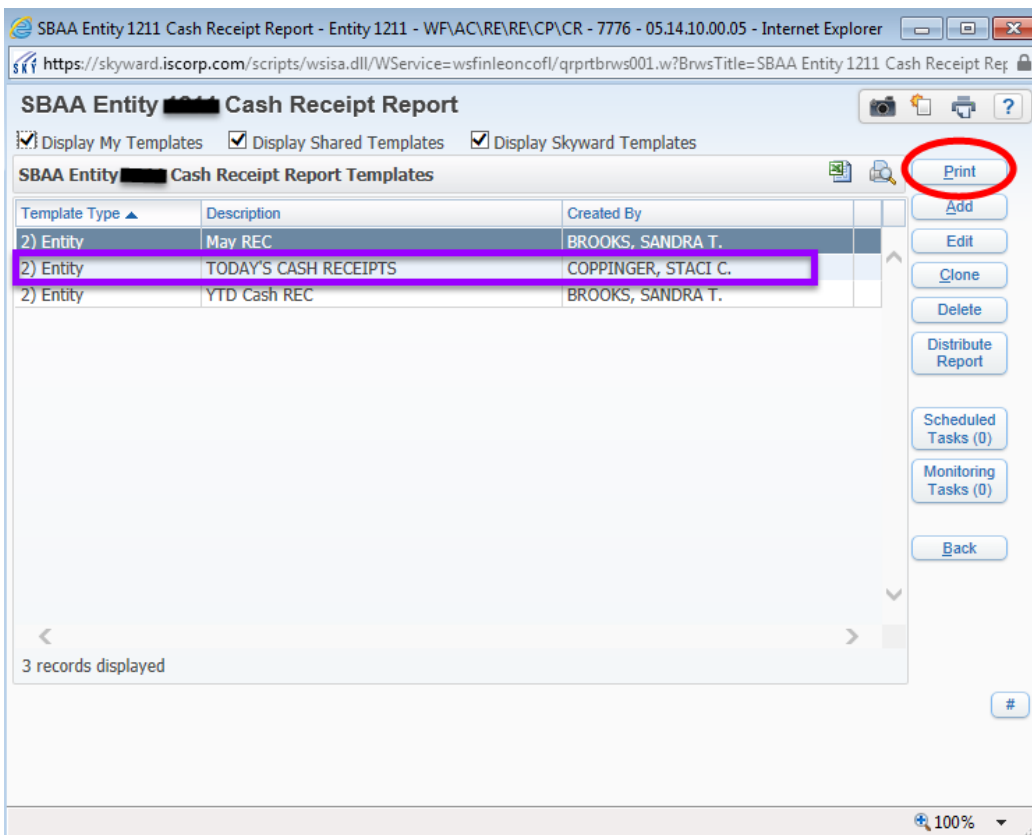
# End-of-Day TODAY'S CASH RECEIPTS Report

At the end of the day when it's time to get your bank deposit ready, the following report needs to be printed. It is easier to find a data entry error in 1 day's work instead of looking in a full month's worth.

SBAA  
REPORTS  
CASH RECEIPT REPORT  
TODAY'S CASH RECEIPTS



The screenshot shows the Skyward SBAA Reports menu. The 'SBAA' tab is selected in the top navigation bar. In the 'Reports' section, the 'Cash Receipts - CP' folder is expanded, and the 'Cash Receipt Report - CR' option is highlighted with a purple box.



The screenshot shows the 'SBAA Entity 1211 Cash Receipt Report' screen. The 'Print' button is circled in red. The 'SBAA Entity 1211 Cash Receipt Report Templates' table is displayed with the following data:

Template Type	Description	Created By
2) Entity	May REC	BROOKS, SANDRA T.
2) Entity	TODAY'S CASH RECEIPTS	COPPINGER, STACI C.
2) Entity	YTD Cash REC	BROOKS, SANDRA T.

3 records displayed

Description: SBAA Entity Cash Receipt Report - TODAY'S CASH RECEIPTS

Bank Account: CHECKING (CAPITAL CITY BANK)

Rcpt Date	Receipt #	Receipt ID	Payer	Description	Account	Prt/Pst Dt	Payment Type	Amount	Receipt Amount
11/24/2014	61079	000120101	DAVIS, RENALDO A.	BOYS BASKETBALL	8910R0000 0000 17002 00001 00000	11/24/2014	Cash	505.00	505.00
			FEE	8910R0000 0000 17002 00001 00000	Cash		75.00	75.00	
			FUNDRAISER	8910R0000 0000 17002 00000 00000	Cash		430.00	430.00	
11/24/2014	61080	000120110	BELL, RILEY	FOOTBALL TRAVEL FEE & DISCOUNT CARDS	8910R0000 0000 17008 00001 00000	11/24/2014	Cash	12.00	652.00
			FUNDRAISER	8910R0000 0000 17008 00000 00000	Cash		640.00	640.00	
			TRAVEL FEE	8910R0000 0000 50008 00006 00000	Cash		25.00	25.00	
11/24/2014	61081	000120132	TIGUE, MICHELLE	NATIONAL ENGLISH HONOR SOCIETY DUES	8910R0000 0000 50008 00006 00000	11/24/2014	Cash	25.00	25.00
			NEHS DUES						
Subtotal for Receipt Date 11/24/2014								1,182.00	1,182.00
3 CHECKING Receipts for 11/24/2014-11/24/2014								1,182.00	1,182.00
5 Total Payments - Cash								1,182.00	1,182.00

Total will match  
ROMCs total and  
deposit

\*\*\*\*\* End of report \*\*\*\*\*

IF you discover a data entry error as exemplified below, just make a notation of the JE & correct deposit amount.

Description: SBAA Entity Cash Receipt Report - TODAY'S CASH RECEIPTS

Bank Account: CHECKING (CAPITAL CITY BANK)

Rcpt Date	Receipt #	Receipt ID	Payer	Description	Account	Prt/Pst Dt	Payment Type	Amount	Receipt Amount
11/24/2014	61079	000120101	DAVIS, RENALDO A.	BOYS BASKETBALL	8910R0000 0000 17002 00001 00000	11/24/2014	Cash	505.00	505.00
			FEE	8910R0000 0000 17002 00001 00000	Cash		75.00	75.00	
			FUNDRAISER	8910R0000 0000 17002 00000 00000	Cash		430.00	430.00	
11/24/2014	61080	000120110	BELL, RILEY	FOOTBALL TRAVEL FEE & DISCOUNT CARDS	8910R0000 0000 17008 00001 00000	11/24/2014	Cash	12.00	652.00
			FUNDRAISER	8910R0000 0000 17008 00000 00000	Cash		640.00	640.00	
			TRAVEL FEE	8910R0000 0000 50008 00006 00000	Cash		25.00	25.00	
11/24/2014	61081	000120132	TIGUE, MICHELLE	NATIONAL ENGLISH HONOR SOCIETY DUES	8910R0000 0000 50008 00006 00000	11/24/2014	Cash	25.00	25.00
			NEHS DUES						
Subtotal for Receipt Date 11/24/2014								1,182.00	1,182.00
3 CHECKING Receipts for 11/24/2014-11/24/2014								1,182.00	1,182.00
5 Total Payments - Cash								1,182.00	1,182.00

\*\*\*\*\* End of report \*\*\*\*\*

data entry error  
on rec# 61080  
corrected w/ JE #123456 \$1282.00