



Online Teacher Receipting: Version 3.0 Upgrades 7.10.2017

Hi Everyone,

We're very excited to announce that OTR Version 3.0 is completed! The upgrade is expected to be **fully deployed by ~6am EDT on Friday 7/21**.

Please note, you will be able to use options from the new OSP upgrades (like the new OSP Products page) in conjunction with this OTR upgrade.

OTR 3.0 is the largest overhaul of OTR in over three years. Among the biggest enhancements includes receipting payments made via credit card and a "view all" feature so bookkeepers can now view the work for their school staff. A full list of the new enhancements is below. Additional features are currently being developed and we are expecting a OTR 3.1 (or "phase 2") sometime in winter 2017. If you would like a feature that is not yet available, please be sure to let us know so it can be considered for development.

As always, if you have any questions or any comments please contact the **OSMS Support Desk** by email support@osmsinc.com or by phone at 703-378-8298 x204.

Have a good summer break and a great Back-To-School season!

-The OSMS Support Desk



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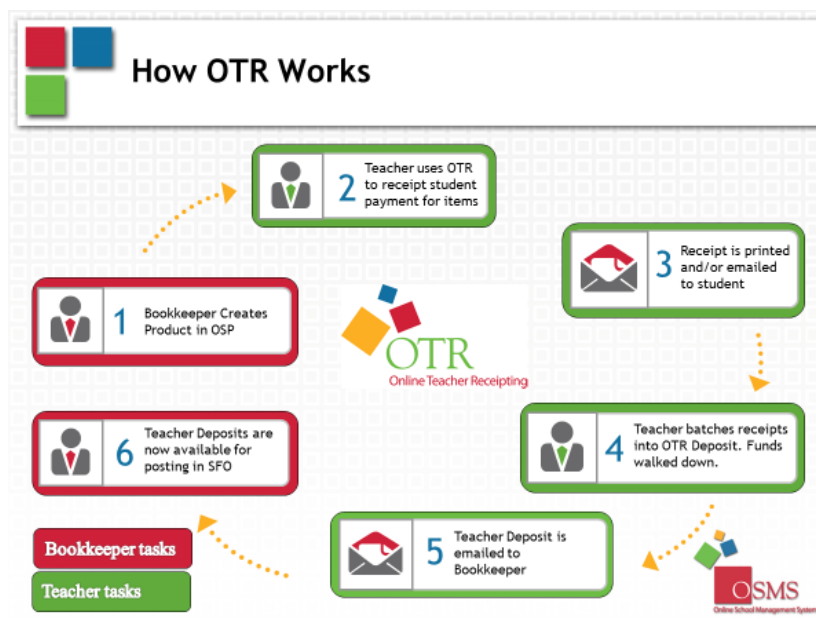
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1) OTR 3.0 – Summary

Online Teacher Receipting (OTR) is a full Point of Sale (POS) system for schools to receipt payments of school activity funds. Think of it as cashier for things like field trips, donations, lost library books or any school item made in person. Effectively it is an upgrade to your **Online School Payments (OSP)** accounts. Any products made in OSP can “double dip” as products in OTR as well.

OTR works by utilizing 2 different roles: the **bookkeeper** role and the **teacher** role.

- The bookkeeper act in charge of the entire school, makes the products to sell in OTR, ensures funds go to the bank, does receipting in other school activity fund software (like School Funds Online). Bookkeepers are above the teacher role. Typically, there’s only 1-3x bookkeepers per school or program.
- A teacher is typically the individual making the receipts, and batching them into a OTR Teacher Deposit. Teachers are below bookkeepers. Typically, there are 10-100+ teachers per school site.

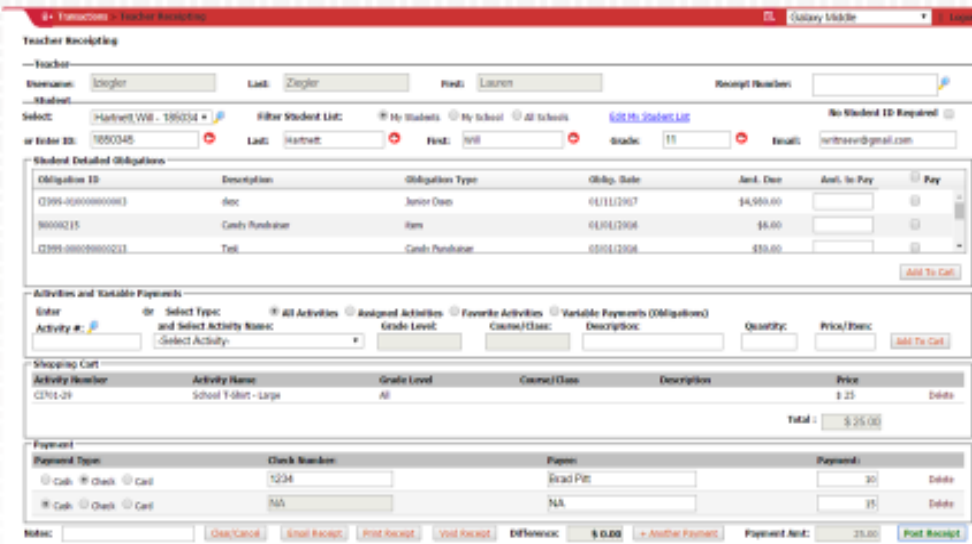


2) New Features – OTR Receipting Page

OTR Receipting Sections

The OTR Receipting page has been completely redone.

There are 3 distinct sections to the page: **receipt/basic data**, **product details**, and **payment details**.



The screenshot shows the 'Teacher Receipting' page with the following sections highlighted:

- Basic Data:** Includes fields for Teacher (Name, Last, First), Receipt Number, Student (Name, Last, First, Grade, Email), and Student Detailed Obligations table.
- Product Details:** Includes 'Activities and Rentable Payments' section with a table for 'Shopping Cart'.
- Payment Details:** Includes 'Payment' section with fields for Payment Type, Check Number, Paper, and Payment amount.

Obligation ID	Description	Obligation Type	Orig. Date	Am't. Due	Am't. to Pay	Pay
0395-000000000000	Disc	Junior Debt	01/11/2007	\$4,500.00		
80000215	Cash Purchase	Item	01/01/2006	\$6.00		
0395-000000000211	Tell	Cash Purchase	05/01/2006	\$30.00		

Activity Number	Activity Name	Grade Level	Course/Class	Description	Price	Debit
0274-01	School Y-ellor - Large	All			\$ 25	
Total:					\$ 25.00	

Payment Type	Check Number	Paper	Payment	Debit
<input type="radio"/> Cash <input checked="" type="radio"/> Check <input type="radio"/> Card	1234	Brack Pitt	20	Debit
<input checked="" type="radio"/> Cash <input type="radio"/> Check <input type="radio"/> Card	NA	NA	15	Debit

Show All Users' Receipts

We have now added a Show All Users List of Receipts feature. Teachers and bookkeepers will be able to confirm any previously made receipts, and can also re-email or reprint them as needed.

To use, go to the **magnifying glass** adjacent to the **Receipt Number field**. This will open up the **List of Receipts page**. Check mark the box called **Show All Receipts**, and you should now see

Transactions > Teacher Receipting Galaxy Middle | Logout

Teacher Receipting

—Teacher—
 Username: Last: First: Receipt Number:

—Student—
 Select: [Filter Student List:](#) My Students My School All Schools [Edit My Student List](#) No Student ID Required
 or Enter ID: Last: First: Grade: Email:

Student Detailed Obligations

Obligation ID	Description	Obligation Type	Oblig. Date	Amt. Due	Amt. to Pay	<input checked="" type="checkbox"/> Pay
No Student Detailed Obligations are due						

Activities and Variable Payments

Enter Or Select Type: All Activities Assigned Activities Favorite Activities Variable Payments (Obligations)
 Activity #: and Select Activity Name: Grade Level: Course/Class: Description: Quantity: Price/Item:

Receipt Number:

chools [Edit My Student List](#) No Student ID Required

Grade: Email:

Oblig. Date	Amt. Due	Amt. to Pay	<input checked="" type="checkbox"/> Pay
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This will open up the **List of Receipts page**. Check mark the box called **Show All Receipts**, and you should now see all the receipts at your school.

List of Receipts



View Last 30 Days
 View Last 90 Days
 View All

Student Last Name :

Show All Receipts

SN	Order Id	Order Date	Amount(\$)	Voided	Student Id	Last Name	First Name	
1	TR-106545	6/3/2017	\$25.00		1850345	Hartnett	Will	Select
2	TR-106508	5/26/2017	\$25.00		1850349	Hartnett	Michael	Select

List of Receipts



View Last 30 Days
 View Last 90 Days
 View All

Student Last Name :

Show All Receipts

SN	Order Id	Order Date	Amount(\$)	Voided	Student Id	Last Name	First Name	
1	TR-106548	6/3/2017	\$175.00		1UTMR	ZAMORA	STEVEN	Select
2	TR-106547	6/3/2017	\$75.00		1RUWO	SMITH	RYAN	Select
3	TR-106546	6/3/2017	\$150.00		1RUZH	ABRAMS	MICAELA	Select
4	TR-106545	6/3/2017	\$25.00		1850345	Hartnett	Will	Select
5	TR-106544	6/1/2017	\$70.00		850341	Hartnett	Mary	Select
6	TR-106543	6/1/2017	\$15.00		123456	Hartnett	Connie	Select
7	TR-106542	5/31/2017	\$0.01	Yes	10GJR	ABUSAD	LAYLA	Select
8	TR-106541	5/31/2017	\$50.00		1RFXH	ALLEN	TRONE	Select
9	TR-106540	5/31/2017	\$2.00		1TWBK	BROWNING	ASHLYN	Select
10	TR-106539	5/31/2017	\$1.00		1NPLH	BROOKS	ASHLEY	Select
11	TR-106538	5/31/2017	\$7.00		1WCXI	AGRESTA	TYLER	Select
12	TR-106537	5/31/2017	\$7.00		1SSWI	HOWARD	LANDON	Select
13	TR-106536	5/31/2017	\$7.00		1VGIL	BROOKINS	ISIS	Select
14	TR-106535	5/31/2017	\$50.00		1WCXI	AGRESTA	TYLER	Select
15	TR-106534	5/31/2017	\$1.00		1VYBC	MOHAMED	RENAD	Select
16	TR-106533	5/30/2017	\$150.00		1234567	Hartnett	Jim	Select
17	TR-106532	5/30/2017	\$5.00		not Required			Select
18	TR-106531	5/30/2017	\$25.00		not Required			Select
19	TR-106530	5/30/2017	\$1.00		TST001	test	test	Select
20	TR-106529	5/30/2017	\$1.00	Yes	TST001	test	test	Select
21	TR-106528	5/30/2017	\$1.00	Yes	TST001	test	test	Select
22	TR-106527	5/30/2017	\$75.00	Yes	TST001	test	test	Select

Teacher Receipting

Teacher
 Username: Last: First: Receipt Number:

Student
 Select: Filter Student List: My Students My School All Schools [Edit My Student List](#) No Student ID Required

or Enter ID: Last: First: Grade: Email:

Student Detailed Obligations

Activities and Variable Payments

Enter Activity #: Or Select Type: All Activities Assigned Activities Favorite Activities Variable Payments (Obligations)

and Select Activity Name: Grade Level: Course/Class: Description: Quantity: Price/Item:

Shopping Cart

Activity Number	Activity Name	Price
CI701-47	5th Grade Field Trip To The Museum	\$10.00
CI701-51	Cheerleading Fees - Payment 1 of 4	\$200.00
CI701-67	Class T-Shirt - Large	\$10.00
Total :		\$ 220.00

Payment

Payment Type:	Check Number:	Payee:	Payment:
<input type="radio"/> Cash <input checked="" type="radio"/> Check <input type="radio"/> Card	<input type="text" value="9876"/>	<input type="text" value="Beth Hartnett"/>	<input type="text" value="\$ 45.00"/> <input type="button" value="Delete"/>
<input type="radio"/> Cash <input checked="" type="radio"/> Check <input type="radio"/> Card	<input type="text" value="1234"/>	<input type="text" value="Brad Pitt"/>	<input type="text" value="\$ 100.00"/> <input type="button" value="Delete"/>
<input checked="" type="radio"/> Cash <input type="radio"/> Check <input type="radio"/> Card	<input type="text" value="NA"/>	<input type="text" value="NA"/>	<input type="text" value="\$ 75.00"/> <input type="button" value="Delete"/>

Notes: Difference: Payment Amt:

Void Another User's Receipts

Bookkeepers only will be able to void another user's receipts. Any void done this way will appear under the bookkeeper's name. Teachers **do not** have the ability to void another teacher's receipts.

To do, simply bring up the receipt like you would to view, then select the **Void Receipt button**.

Teacher Receipting

—Teacher—
Username: Last: First: Receipt Number:

—Student—
Select: Filter Student List: My Students My School All Schools [Edit My Student List](#) No Student ID Required

or Enter ID: Last: First: Grade: Email:

Student Detailed Obligations

Activities and Variable Payments

Enter Activity #: Or Select Type: All Activities Assigned Activities Favorite Activities Variable Payments (Obligations)

and Select Activity Name: Grade Level: Course/Class: Description: Quantity: Price/Item: [Add To Cart](#)

Shopping Cart

Activity Number	Activity Name	Price
CI701-47	5th Grade Field Trip To The Museum	\$10.00
CI701-51	Cheerleading Fees - Payment 1 of 4	\$200.00
CI701-67	Class T-Shirt - Large	\$10.00
Total :		\$ 220.00

Payment

Payment Type:	Check Number:	Payee:	Payment:	
<input type="radio"/> Cash <input checked="" type="radio"/> Check <input type="radio"/> Card	<input type="text" value="9876"/>	<input type="text" value="Beth Hartnett"/>	<input type="text" value="\$ 45.00"/>	Delete
<input type="radio"/> Cash <input checked="" type="radio"/> Check <input type="radio"/> Card	<input type="text" value="1234"/>	<input type="text" value="Brad Pitt"/>	<input type="text" value="\$ 100.00"/>	Delete
<input checked="" type="radio"/> Cash <input type="radio"/> Check <input type="radio"/> Card	<input type="text" value="NA"/>	<input type="text" value="NA"/>	<input type="text" value="\$ 75.00"/>	Delete

Notes: [Clear/Cancel](#) [Email Receipt](#) [Print Receipt](#) [Void Receipt](#) Difference: [+ Another Payment](#) Payment Amt: [Post Receipt](#)

Select OK to confirm the void. You will also need to select a **Void reason** then click **OK**. A message will confirm the void was completed successfully.

osp.osmsinc.com says:

Void the selected receipt?

OK

Cancel

Please select a reason for voiding this receipt:

Void

Cancel

Please select a reason for voiding this receipt:

Void

- Select Void Reason
- Entered in Receipt Twice by Accident
- Entered in Wrong Payment Amount
- Entered in Wrong Receipt Date
- Selected an Incorrect Student



Void receipt done successfully.

The Voided Receipt can still be found and verified by going back to the List of Receipts page. You can also view and print the voided receipt.

List of Receipts



View Last 30 Days
 View Last 90 Days
 View All

Student Last Name :


Show All Receipts

SN	Order Id	Order Date	Amount(\$)	Voided	Student Id	Last Name	First Name	
1	TR-106569	6/20/2017	\$10.00		1850345	Hartnett	Will	Select
2	TR-106563	6/7/2017	\$20.00	Yes	1850345	Hartnett	Will	Select
3	TR-106562	6/7/2017	\$220.00	Yes	1RUZH	ABRAMS	MICAELA	Select
4	TR-106560	6/6/2017	\$800.00		1PUZV	MATHEWS	TYREE	Select
5	TR-106559	6/6/2017	\$40.00		1QZEK	MARRERO	CHRISTIAN	Select
6	TR-106558	6/6/2017	\$1,863.50		1VJYC	ORENSKY	EDEN	Select
7	TR-106557	6/6/2017	\$940.00		1QUVQ	ZEHRING	COLLIN	Select
8	TR-106556	6/6/2017	\$10.00		1RKUG	SARVIS	KATELYN	Select
9	TR-106555	6/6/2017	\$150.00		1QPKU	LAPURA	CHEYENNE	Select
10	TR-106554	6/6/2017	\$20.00		1RUZH	ABRAMS	MICAELA	Select
11	TR-106548	6/3/2017	\$175.00		1UTMR	ZAMORA	STEVEN	Select
12	TR-106547	6/3/2017	\$75.00		1RUWO	SMITH	RYAN	Select
13	TR-106546	6/3/2017	\$150.00		1RUZH	ABRAMS	MICAELA	Select
14	TR-106545	6/3/2017	\$25.00		1850345	Hartnett	Will	Select
15	TR-106510	5/26/2017	\$999,999.00		1RUZH	ABRAMS	MICAELA	Select
16	TR-106509	5/26/2017	\$50.00	Yes	1RUZH	ABRAMS	MICAELA	Select
17	TR-106508	5/26/2017	\$25.00		1850349	Hartnett	Michael	Select

Teacher Receipting





VOIDED

Teacher

Username: Last: First: Receipt Number: 

Student

Select: Filter Student List: My Students My School All Schools [Edit My Student List](#) No Student ID Required

or Enter ID:  Last:  First:  Grade:  Email:

Student Detailed Obligations

Galaxy Middle

X



Receipt Number : TR-106562 VOIDED

Receipt Date : 6/7/2017 12:57:42 PM

Teacher Name : Ziegler Lauren

Student ID : 1RUZH

Student Name : ABRAMS MICAELA

Payment Method : Check,Check,Cash

Payment Amount: \$ 45.00,\$ 100.00,\$ 75.00

Check Number : 9876,1234,NA

Name On Check : Beth Hartnett,Brad Pitt,NA

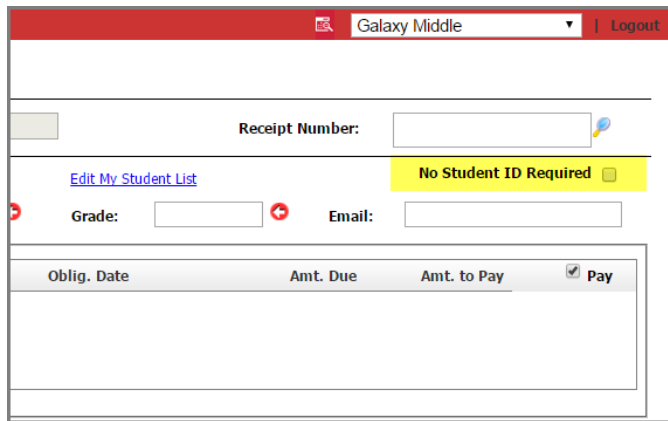
SN	Activity Number	Activity Name	Price
1	CI701-47	5th Grade Field Trip To The Museum	\$10.00
2	CI701-51	Cheerleading Fees - Payment 1 of 4	\$200.00
3	CI701-67	Class T-Shirt - Large	\$10.00

Total: \$ 220.00

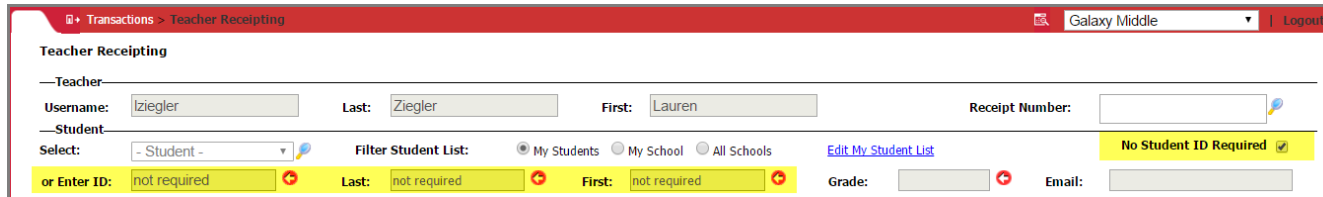
No Student ID Required

Receipts now can be made without requiring student info. This means you can do payments that don't require student info like student names or IDs.

Simply select the **No Student ID Required button** and the system will autofill the relevant fields below with **not required**.



The screenshot shows a web interface for creating a receipt. At the top, there is a search bar with 'Galaxy Middle' and a 'Logout' button. Below this is a 'Receipt Number:' field. A yellow button labeled 'No Student ID Required' is visible. Underneath, there are 'Grade:' and 'Email:' fields. At the bottom, there is a table with columns for 'Oblig. Date', 'Amt. Due', 'Amt. to Pay', and a checked 'Pay' checkbox.



The screenshot shows the 'Teacher Receipting' form. It includes fields for 'Teacher' (Username: 'lziegler', Last: 'Ziegler', First: 'Lauren') and 'Receipt Number:'. Under 'Student', there is a dropdown menu set to '- Student -' and a 'Filter Student List' section with radio buttons for 'My Students', 'My School', and 'All Schools'. A yellow button 'No Student ID Required' is checked. Below this, the 'or Enter ID:' field is filled with 'not required', and the 'Last:', 'First:', 'Grade:', and 'Email:' fields are also filled with 'not required'.

Activity Quick Pick

A new, faster Quick Picks screen is now available to add Products to the Shopping Cart.

To use, select the **magnifying glass** adjacent to the Activities and Variables field. The system will bring up a new page called **Select Activities** where you can cherry pick multiple items and quantities at once. Be sure to select the **Add to Cart button** to save your changes.

Activities and Variable Payments

Enter Or Select Type: All Activities Assigned Activities
Activity #: and Select Activity Name: Grade Level:

Shopping Cart
No items added into Cart.

Payment
Payment Type: Cash Check Card Check Number:

Notes:

Select Activities X

Category:

Activity No	Activity Name	Price	Account No	<input type="checkbox"/> Check All	Quantity
CI701-32	Gold Your Silver!	\$999,999.00	150.001.015	<input type="checkbox"/>	<input type="text" value="1"/>
CI701-31	Movie Tickets	\$150.00	150.001.015	<input type="checkbox"/>	<input type="text" value="1"/>
CI701-33	Prom Tickets	\$75.00	150.1100.25	<input type="checkbox"/>	<input type="text" value="1"/>
CI701-26	School T-Shirt - All Sizes	\$25.00	150.001.015	<input type="checkbox"/>	<input type="text" value="1"/>
CI701-29	School T-Shirt - Large	\$25.00	150.001.015	<input type="checkbox"/>	<input type="text" value="1"/>
CI701-28	School T-Shirt - Medium	\$25.00	150.001.015	<input type="checkbox"/>	<input type="text" value="1"/>
CI701-27	School T-Shirt - Small	\$25.00	150.001.015	<input type="checkbox"/>	<input type="text" value="1"/>
CI701-34	Science Lab Experiment Booklet	\$1.00	9.000	<input type="checkbox"/>	<input type="text" value="1"/>

Detailed Obligations

Detailed Obligations (aka, student debts or invoices) can now be made with a **partial payment**. Previously, payments could only be made in full. You can also **cherry pick all or individual outstanding detailed obligations** to the Shopping Cart.

Student ID: [000000] Email: [writnsew@gmail.com]

Obligation ID	Description	Obligation Type	Oblig. Date	Amt. Due	Amt. to Pay	Pay
000090000144	Ice Hockey	Pay to Participate - 1 Sport	06/01/2015	\$125.00	<input type="text"/>	<input type="checkbox"/>
000090000145	Football	Pay to Participate - 1 Sport	06/01/2015	\$100.00	<input type="text"/>	<input type="checkbox"/>
000090000146	2015-2016	Agendas	06/01/2015	\$10.00	<input type="text"/>	<input type="checkbox"/>

[Add To Cart](#)

Receipt Number:

Schools: [Edit My Student List](#) No Student ID Required

Grade: Email:

Oblig. Date	Amt. Due	Amt. to Pay	Pay
06/01/2015	\$125.00	<input type="text"/>	<input type="checkbox"/>
06/01/2015	\$100.00	<input type="text"/>	<input type="checkbox"/>
06/01/2015	\$10.00	<input type="text"/>	<input type="checkbox"/>

[Add To Cart](#)

Variable Payments (Obligations)
 Class: Description: Quantity: Price/Item: [Add To Cart](#)

Variable Obligation Comment Field

Variable payment items like lost library books now come with a **description field**. This way, teachers can make a comment for what the specific item was for. For example, if doing a lost library book, you can now type in the name of the book.

Activities and Variable Payments

Enter Or Select Type: All Activities Assigned Activities Favorite Activities Variable Payments (Obligations)

Activity #: and Select Activity Name: Grade Level: Course/Class: Description: Quantity: Price/Item:

-Select Activity-

Shopping Cart

Activity Number	Activity Name	Grade Level	Course/Class	Description	Price	
CI701-28	Lost Library Book	All			\$ 25	Delete
Total :					\$ 25.00	

Favorite Activities Variable Payments (Obligations)

Course/Class: Description: Quantity: Price/Item:

Lost copy of Cat in the Hat

Course/Class	Description	Price	
		\$ 25	Delete
Total :		\$ 25.00	

Payments by Credit Card

One of the most exciting new additions to OTR 3.0 is **payments by credit card**. Previously, payments made in OTR could only be done via cash or check.

To use, select the **Card button** under the **Payment section**.

Shopping Cart

Activity Number	Activity Name	Grade Level	C
CI701-28	Lost Library Book	All	

Payment

Payment Type: Cash Check Card

Check Number:

Notes:

This will open up a new, green pop up window. Card information can be entered either via the keyboard or via a hardware, like a magnetic card reader/swipe device**.

Standard credit card info is required, liked the 16 digit card number on the front of the card, expiration date, billing zip code, 3 digit CVV (can be found on the back of the card), and name on the card. If your school district passes the **convenience fee** onto the parents, you will see this amount as part of the grand total. Finally, agree to the terms by check marking the **Payment Terms button**, and then select the **Submit button**.

**For schools interested in purchasing hardware for swiping credit cards, please note that these must be purchased from another vendor. That is, at this time OSMS Inc. does not supply them. One model that we use for testing purposes can be found in the link below:

<https://www.amazon.com/MagTek-21040145-SureSwipe-Magnetic-Interface/dp/B00EUMXPC4>

Credit Card Payment X

Swipe Card Keypad

Credit Card Number:

Credit Card Exp. Date:

Billing Zip:

CVV:

Name On the Card:

Sub Total: \$ 75.00
Convenience Fee: \$ 0.00
Payment Amount: \$ 75.00

By selecting this box the user agrees to the [payment terms](#) outlined by Online School Management Systems Inc. Credit Card and eCheck transactions will appear as ONLINE SCHOOL PYMNT on your billing statement. Please direct all billing disputes to your local school administrator.

The system will update the info in the **Payment section**. Finally, select the **Post Receipt** button.

Activities and Variable Payments

Enter Or Select Type: All Activities Assigned Activities Favorite Activities Variable Payments (Obligations)

Activity #: and Select Activity Name: Grade Level: Course/Class: Description: Quantity: Price/Item:

Shopping Cart

Activity Number	Activity Name	Grade Level	Course/Class	Description	Price	
CI701-34	Science Lab Experiment Booklet	All			\$ 1	Delete

Total : \$ 1.00

Payment


Payment Type	Card Type	Card Number	Exp Date	BillingZip	CVV	Name On the Card	Payment
<input type="radio"/> Cash <input type="radio"/> Check <input checked="" type="radio"/> Card	V	*****1234	12/20	12345	123	Lauren E. Ziegler	\$ 1.00

Notes: Difference: \$ 0.00 Payment Amt: \$ 1.00

The **OTR Receipt** will now appear as a new window. The **Payment Method** field will say **Credit Card for OTR**. You can print locally if needed.

Please note, that as an OTR credit card, these receipts will not be visible in your OTR Deposit page like your cash or check sales. The funds will be deposited on the 1st or 16th of the month (exactly like your standard OSP sales).

Galaxy Middle x



Receipt Number : 527003400
Receipt Date : 6/3/2017 2:41:12 PM
Teacher Name : Ziegler, Lauren
Student ID : 1850345
Student Name : Hartnett, Will
Payment Method : Credit Card For OTR
Payment Amount: \$ 1.00

SN	Activity Number	Activity Name	Price
1	CI701-34	Science Lab Experiment Booklet	\$1.00

Sub Total: \$ 1.00
 Convenience Fee: \$ 0.00
 Payment Amount: \$ 1.00

By selecting this box the user agrees to the [payment terms](#) outlined by Online School Management Systems Inc. Credit Card and eCheck transactions will appear as ONLINE SCHOOL PYMNT on your billing statement. Please direct all billing disputes to your local school administrator.

Signature

Split Payments

All districts should now have the upgraded **OTR Split Payment feature**. So, if a parent wants to pay for items with both multiple checks or a mixture of cash and check, the receipt will accurately reflect the multiple payment methods.

Please note that this feature cannot be used in conjunction with credit cards. Payments must be made in full via credit card.

To use, simply add the first payment, and then select the **+ Another Payment button**. This will add another line for the next payment amount. Continue as needed until the **Difference field** equals \$0.00, and you can post the receipt.

Activities and Variable Payments

Enter Or Select Type: All Activities Assigned Activities Favorite Activities Variable Payments (Obligations)
 and Select Activity Name: Grade Level: Course/Class: Description: Quantity: Price/Item: [Add To Cart](#)

Shopping Cart

Activity Number	Activity Name	Grade Level	Course/Class	Description	Price	
C1701-33	Prom Tickets	All			\$ 75	Delete
Total :					\$ 75.00	

Payment

Payment Type:	Check Number:	Payee:	Payment:	
<input type="radio"/> Cash <input checked="" type="radio"/> Check <input type="radio"/> Card	<input type="text" value="1234"/>	<input type="text" value="Brad X Pitt"/>	<input type="text" value="25"/>	Delete
<input checked="" type="radio"/> Cash <input type="radio"/> Check <input type="radio"/> Card	<input type="text" value="NA"/>	<input type="text" value="NA"/>	<input type="text" value="50"/>	Delete

Notes: [Clear/Cancel](#) [Email Receipt](#) [Print Receipt](#) [Void Receipt](#) **Difference: \$ 0.00** [+ Another Payment](#) **Payment Amt: 75.00** [Post Receipt](#)

Grade Level	Course/Class	Description	Price	
All			\$ 75	Delete
Total :			\$ 75.00	

Payee:	Payment:	
<input type="text" value="Brad X Pitt"/>	<input type="text" value="25"/>	Delete
<input type="text" value="NA"/>	<input type="text" value="50"/>	Delete

[Print Receipt](#) [Void Receipt](#) **Difference: \$ 0.00** [+ Another Payment](#) **Payment Amt: 75.00** [Post Receipt](#)

Purchase Notes

OTR Receipts now come with a **Purchase Notes field** located at the bottom of the Payment section. You can type a message or comment on this payment.

At this time, Purchase Notes can be viewed best either on the individually receipt or in the **Purchase Notes Report**, located under the **Reports tab** → **Additional Reports** → **Transactions with Purchase Notes**.

Activities and Variable Payments

Enter Or Select Type: All Activities Assigned Activities Favorite Activities

Activity #: and Select Activity Name: Grade Level: Course/Class:

Shopping Cart

Activity Number	Activity Name	Grade Level	Course
CI701-28	Lost Library Book	All	

Payment

Payment Type: Cash Check Card Check Number:

Notes:

3) New Features – OTR Teacher Deposit Page

OTR Teacher Deposit Sections

The OTR Teacher Depositing page has also been completely redone.

There are 3 distinct sections to the page: **receipt/basic data**, **product details**, and **payment details**.

Transactions - Teacher Receipting Deposit

Utility Module

Teacher Deposit

User Name: Ziegler Last: Ziegler First: Lauren Deposit Date: 8/3/2017 Deposit Number:

Filter Receipts: Cash/Check: All All Dates: or Begin: End: [Go Back](#) Show All Users

Receipt #	Number	User	Date	Amount	Method	Check #	Student Id	Last Name	First Name	All
TR-20442	P001		8/3/2017	100.00	Check	1136	185040	Watson	Billy	<input type="checkbox"/>
TR-20443	P001		8/3/2017	50.00	Cash	99	185040	Watson	Billy	<input type="checkbox"/>
TR-20439	P001		8/31/2017	105.00	Cash	99	185040	Watson	Billy	<input type="checkbox"/>
TR-20448	P001		8/3/2017	228.00	Check	1136	185040	Watson	Billy	<input type="checkbox"/>
TR-20449	P001		8/3/2017	105.00	Cash	99	185040	Watson	Michael	<input type="checkbox"/>
TR-20430	P001		8/3/2017	22.20	Cash	99				<input type="checkbox"/>
TR-20441	P001		8/3/2017	6296.00	Cash	99	185040	Watson	Billy	<input type="checkbox"/>

11 - Receipts found

	Selected Totals	Enter Count Totals	Reference
Total Cash Amount:	\$ 0.00	\$ 0.00	\$ 0.00
Total Check Amount:	\$ 0.00	\$ 0.00	\$ 0.00
Deposit Total:	\$ 0.00	\$ 0.00	\$ 0.00

Buttons: Cancel, Deposit, Void, Reprint

Deposit Data

Receipt Information

Deposit Totals

School Wide Deposit Access

Show All Users' Deposits (Bookkeepers Only)

Bookkeepers will now be able to see receipts from all teachers at their school. Previously, they could only see their own deposits. This made it difficult if you needed to void or reprint another teacher's deposit. Bookkeepers only will be able to void another user's deposits. Any void done this way will appear under the bookkeeper's name.

To use, simply check mark the **Show All Users** box. The teachers' usernames will appear in a new **User** column.

User Name: Last: First: Deposit Date: Deposit Number:

Filter Receipts

Cash/Check: All Dates: or Begin: End: [Update Filter](#) Show All Users

Receipt	Number	User	Date	Amount	Method	Check #	Student Id	Last Name	First Name	All
TR-106412	P1001		03/09/2017	\$60.00	Check	1234	1850345	Hartnett	Billy	<input type="checkbox"/>
TR-106413	P1001		03/09/2017	\$5.00	Cash	NA	1850345	Hartnett	Billy	<input type="checkbox"/>
TR-106439	P1001		03/21/2017	\$55.00	Cash	NA	1850345	Hartnett	Billy	<input type="checkbox"/>
TR-106448	P1001		03/29/2017	\$110.00	Check	1234	1850345	Hartnett	Billy	<input type="checkbox"/>
TR-106449	P1001		03/29/2017	\$35.00	Cash	NA	1850349	Hartnett	Michael	<input type="checkbox"/>
TR-106450	P1001		03/29/2017	\$1.25	Cash	NA				<input type="checkbox"/>
TR-106451	P1001		03/29/2017	\$125.00	Cash	NA	1850345	Hartnett	Billy	<input type="checkbox"/>

12 - Records found

Please note that **teachers will not see this upgrade**. Teachers will instead see a blank spot instead.

User Name: Last: First: Deposit Date: Deposit Number:

Filter Receipts

Cash/Check: All Dates: or Begin: End: [Update Filter](#)

Receipt	Number	User	Date	Amount	Method	Check #	Student Id	Last Name	First Name	All
TR-106510	P1001		05/26/2017	\$999,999.00	Cash	NA	1RUZH	ABRAMS	MICAELA	<input type="checkbox"/>
TR-106546	P1001		06/03/2017	\$150.00	Cash	NA	1RUZH	ABRAMS	MICAELA	<input type="checkbox"/>

2 - Records found

Selected Totals

Enter Count Totals

Difference



Void A Teacher's Deposit

Bookkeepers can now void another user deposits. This will be helpful if you need to make a correction on behalf of a teacher, like a duplicate.




First, select the **Magnifying Glass button** next to the **Deposit Number field**.

Deposit Number : 

Then, on the **List of Deposited Statements** page, change your **date range** (View All is recommended) then select the **Show All Deposits** check mark box. This will get you a larger list of statements you can view. Click on the **Select** button to open that specific deposit.

List of Deposited Statements X

Last 30 Days Last 90 Days View All Show All Deposits

Begin Deposit Date :  End Deposit Date :  

SN	Deposit Number	Deposit Date	Amount(\$)	
1	TDCI701-000513	6/3/2017	\$75.00	Select
2	TDCI701-000516	6/6/2017	\$1,800.00	Select
3	TDCI701-000517	6/6/2017	\$150.00	Select
4	TDCI701-000518	6/6/2017	\$30.00	Select
5	TDCI701-000520	6/7/2017	\$2,175.00	Select

Select the **Void** button at the bottom. You will also now need to record a **Void Reason**. Select the **OK** button to confirm the void. If the deposit is voided successfully, you will get a confirmation message.

Teacher Deposit

User Name : Last : First : Deposit Date : Deposit Number :

—Filter Receipts

Cash/Check: All Dates: or Begin: End: [Update Filter](#) Show All Users

Receipt	Number	User	Date	Amount	Method	Check #	Student Id	Last Name	First Name
TR-106547	P1001	LZOTR1	06/03/2017	\$75.00	Check	7894	1RUWO	SMITH	RYAN

Total Cash Amount:

Selected Totals

Enter Count Totals

Difference

Total Check Amount:

Deposit Total:

Please select a reason for voiding this deposit:

Please select a reason for voiding this deposit:

Select Void Reason ▼
Select Void Reason
Entered in wrong Deposit Date
Needed to void a Receipt included in this Deposit
Wrong Deposit Amount

osp.osmsinc.com says:

Void deposit done successfully.

OK

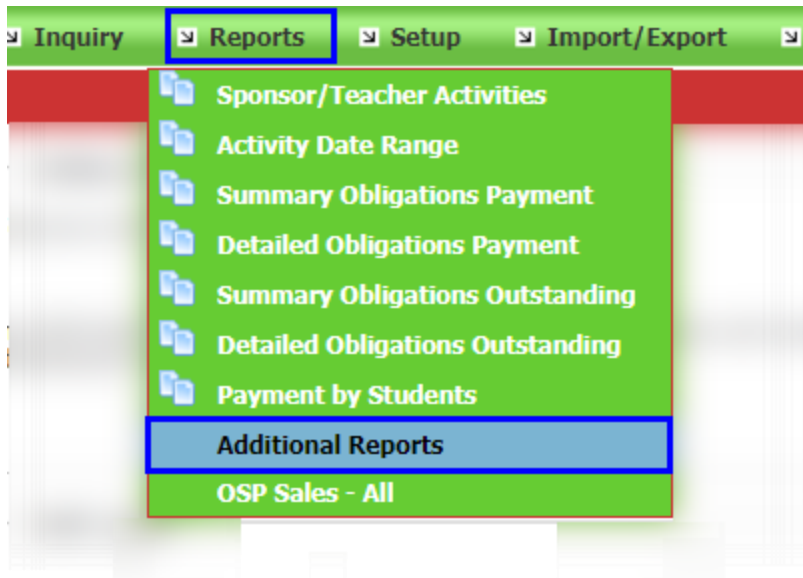
Teacher Deposit



Void deposit done successfully.

OTR Void Deposits Report

The best report to use to review any voided deposits is the **Voided Deposits – Current School Report**. It can be found under the Reports tab → **Additional Reports page** → **Reversing Transactions Reports Section**.



OSP Reports

Logged in as Super User

Select One Report

- OTR Multi Deposit by Teacher - Summary
- Reversing Transaction Reports-----
- Refunded Transactions
- Voided Receipts - Current School
- Voided Deposits - Current school**
- User Reports-----
- User Access By Role - Current School
- OSC Reports-----
- Deposit Summary
- Student List
- Attendance Roster
- Sign In / Sign Out Roster

Description

This report shows all the voided deposits between the defined date range.

Display

OTR Deposits with Split Payments

Any **OTR Receipts with split payments** will be indicated with **multiple lines**. For example, if a receipt has \$125.00 in cash and \$125.00 in check for a total of \$250, that receipt will appear twice in the OTR Teacher Depositing page, 1 line per payment method.

User Name: Last: First: Deposit Date: Deposit Number:

Filter Receipts

Cash/Check: All Dates: or Begin: End: [Update Filter](#) Show All Users

TR-106449	P1001	03/29/2017	\$25.00	Cash	NA	1850349	Hartnett	Michael	
TR-106450	P1001	03/29/2017	\$1.25	Cash	NA				
TR-106451	P1001	03/29/2017	\$125.00	Cash	NA	1850345	Hartnett	Billy	
TR-106451	P1002	03/29/2017	\$125.00	Check	252	1850345	Hartnett	Billy	
TR-106455	P1001	04/06/2017	\$141.00	Check	1324	1850345	Hartnett	Billy	
TR-106508	P1001	05/26/2017	\$25.00	Cash	NA	1850349	Hartnett	Michael	
TR-106545	P1001	06/03/2017	\$15.00	Cash	NA	1850345	Hartnett	Billy	
TR-106545	P1002	06/03/2017	\$10.00	Check	1234	1850345	Hartnett	Billy	

12 - Records found

OTR Deposit Total Changes

Among other efforts to consolidate or specify information in OTR, we have added a new **column to the totals**. This should make it easier to figure out when the totals don't match during a deposit.

12 - Records found

	Selected Totals	Enter Count Totals	Difference
Total Cash Amount:	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>
Total Check Amount:	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>
Deposit Total:	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>