

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 <u>support@osmsinc.com</u> 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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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.

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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

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Teacher sername: Iziegler	Last: Ziegler	First: Lauren		Receipt Number:	
lect: - Student - Enter ID:	Filter Student Lis C Last:	t: My Students My School First:	Il Schools Edit My Student List	🗿 Email:	No Student ID Required
Obligation ID No Student Detailed Obligations	Description are due	Obligation Type	Oblig. Date	Amt. Due	Amt. to Pay 🖉 Pa
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	Oblig. Date	Amt. Due	Amt. to Pay 🖉 Pay

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.

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۲	View Last 30 Da	ys 🔍 View Last	90 Days 🔍 V	iew All				
	Stud	ent Last Name :					🔲 Show All R	eceipts
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

			L	ist of R	eceipts			
۲	View Last 30 E	Days 🔍 View L	.ast 90 Days 🔘	View All				
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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
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Teacher Receipting

—Teacher—												
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CI701-47			5th Grade F	Field Trip To The I	Museum						\$10.00	
CI701-51			Cheerleadin	ng Fees - Payment	t 1 of 4						\$200.00	
CI701-67			Class T-Shi	rt - Large						Total	\$10.00 \$ 220.00	
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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 <u>do not</u> 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

-reactier-													
Username:	Iziegler	Last:	Ziegler		First:	Lauren				Receipt N	umber:	TR-106562	P
—Student—													
Select:	- Student -	* Filte	er Student List:	My St	udents 🔍 N	1y School 🤇	All Schools	Edit My S	tudent List			No Student II)Required 📃
or Enter ID:	1RUZH	C Last:	ABRAMS	0	First:	MICAELA	0	Grade:	08	0	Email:		
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			Cheerleadin	g Fees - Payme	nt 1 of 4							\$10.00 \$200.00	
CI701-67			Cheerleadin Class T-Shir	ig Fees - Payme t - Large	nt 1 of 4							\$10.00 \$200.00 \$10.00	
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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?		
	ОК	Cancel

Void	Cancel	
	Calicer	

Please select a reason for voiding this receipt:	Select Void Reason 🔹
Void	Select Void Reason
	Entered in Receipt Twice by Accident
	Entered in Wrong Payment Amount
	Entered in Wrong Receipt Date
	Selected an Incorrect Student



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.

Student Last Name :								
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
17	TR-106508	5/26/2017	\$25.00	165	1850349	Hartnett	Michael	Selec

Teacher Rec	eipting													
VOIDED														
—Teacher—														
Username:	Iziegler		Last:	Ziegler		First	Lauren				Receipt N	umber:	TR-106562	P
-Student-														
Select:	- Student -	Ψ.	Filter S	Student List:	My Stud	ents 🔍	My School 🛛	All Schools	Edit My St	udent List			No Student ID Req	uired 📃
or Enter ID:	1RUZH	0	Last:	ABRAMS	0	First:	MICAELA	0	Grade:	08	0	Email:		
Student De	tailed Obligations													

Galaxy Middle

х



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**.

Receipt Number:		P
	No Student ID R	lequired 📃
😋 Email:		
Amt. Due	Amt. to Pay	🖉 Pay
	Receipt Number:	Receipt Number: No Student ID R

🔲 🛛 🖓 Transa	ctions > Teacher Receipting										🗟 Gal	laxy Middle	• L	ogout
Teacher Rec	eipting													
—Teacher—														
Username:	Iziegler	Last:	Ziegler		First:	Lauren]		Receipt N	umber:		P	
—Student—		rit.	on the state of the state					C dia Marcha				No Student ID F	Required 💌	
Select:	- Student - 🔻 🊩	FIIG	er Student List:	• My Si	tudents UM	y School 🔍 All Sch	ools	Edit My Stu	dent List				ioquiou 🕑	_
or Enter ID:	not required	Last:	not required	0	First: n	not required	0	Grade:		0	Email:			

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 Variab	e Payments		
Enter Activity #: 🔎	Or Select Type: and Select Activ -Select Activity	All Activities vity Name:	Assigned Activities Grade Level:
Shopping Cart	t.		
Payment Type:		Check Number:	
Cash Check	Card	NA	
Notes:	Clea	r/Cancel Email Receipt	Print Receipt V

	Se	lect Activitie	5			X
Category	-Select Category-	•				P
Activity No	Activity Name	Price	Account No	Check All	Quantity	
CI701-32	Gold Your Silver!	\$999,999.00	150.001.015			1
CI701-31	Movie Tickets	\$150.00	150.001.015			1
CI701-33	Prom Tickets	\$75.00	150.1100.25			1
CI701-26	School T-Shirt - All Sizes	\$25.00	150.001.015			1
CI701-29	School T-Shirt - Large	\$25.00	150.001.015			1
CI701-28	School T-Shirt - Medium	\$25.00	150.001.015			1
CI701-27	School T-Shirt - Small	\$25.00	150.001.015			1
CI701-34	Science Lab Experiment Booklet	\$1.00	9.000			1
		Cancel	Ac	ld To Cart		

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.

obligation ID	Description	Obligation	Туре	Oblig. Date	Amt. Due	Amt. to Pay	
000090000144	Ice Hockey	Pay to Partie	cipate - 1 Sport	06/01/2015	\$125.00		
000090000145	Football	Pay to Partie	cipate - 1 Sport	06/01/2015	\$100.00		
000090000146	2015-2016	Agendas		06/01/2015	\$10.00		
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	Receipt Number:						
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ols <u>Edit My Student L</u> Grade: 04	ist C Email	No Student ID Req					
ols Edit My Student I Grade: 04 Oblig. Date	ist C Email Amt. Due	No Student ID Req : writnsew@gmail.com Amt. to Pay	uired				
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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.

Activity #: 👂	and Select Activity Name: -Select Activity-	Activities CAssign	Grade Level:	Course/Class:	Description: Lost copy of Cat in the Hat	Quantity:	Price/Item:	Add To Cart
hopping Cart								
Activity Number	Activity Name	(Grade Level	Course/Class	Description		Price	
1701-28	Lost Library Book	4	All				\$ 25	Delet
						Total :	\$ 25.00	

Lost c	opy of Cat in the Hat	A	dd To Cart
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**.

Shop	ping Cart						
Activi	ity Number	Activit	y Name		Grade Leve	el	C
CI701	-28	Lost Library Book			All		
- Paym	ent						
Paym	ient Type:			Check Number:			
• c	Cash 🔍 Check 🔍 Card			NA			
Notes:	Lost copy of Cat in the Hat	Cle	ar/Cancel	Email Receipt	Print Receipt	Void Receipt	Diff

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

Credit Card Payn	ent	X
Swipe Card Key	pad	
Credit Card Number:	•••••	
Credit Card Exp. Date:	08 • 2021 •	-
Billing Zip:	20166	
CVV:	123	
Name On the Card:	Brad X Pitt	7
		Sub Total: \$ 75.00 Convenience Fee: \$ 0.00 Payment Amount: \$ 75.00
By selecting this be Inc. Credit Card and et direct all billing disput	ox the user agrees to the <u>paym</u> Check transactions will appear tes to your local school adminis	<u>ent terms</u> outlined by Online School Management Systems as ONLINE SCHOOL PYMNT on your billing statement. Please trator.
Cancel Submit		

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

Delata	Price		Description							
Delate	Price		Description	1 - 1						Shopping Cart
Doloto	é 1		Description	Class	Course/Cla	Grade Level	Gra	ity Name	Activit	Activity Number
Delete	φī					AII	ooklet All	ce Lab Experiment Book	Science	CI701-34
	il : \$ 1.00	Total :								
										Payment
	Payment	Pa		Name On the Card	CVV N	ate BillingZip	ber Exp Dat	Card Numbe	Card Type	Payment Type
	\$ 1.00			E Ziegler	123 Lauren E 2	D 12345	12/20	**************	V	Cash Check Card
	Payment \$ 1.00	Pa		Name On the Card	CVV Na 123 Lauren E 2	ate BillingZip	ber Exp Dat	Card Numbe	Card Type	Payment Type Cash Check Card

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).

	<u>Galaxy Middle</u>	х
		<u> </u>
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 1 CI701-34	Activity Name Science Lab Experiment Booklet	Price \$1.00
		Sub Total: \$ 1.00
		Convenience Fee: \$ 0.00
		Payment Amount: \$ 1.00
By selecting this box the user agr Systems Inc. Credit Card and eCh statement. Please direct all billing	ees to the <u>payment terms</u> outlined by eck transactions will appear as ONLIN g disputes to your local school admini	Online School Management IE SCHOOL PYMNT on your billing strator.
		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.

Activity #: 👂 and -Se	Select Activity Name: lect Activity-	Grade Level:	Course/Class: Descript	tion:	Quantity: Price/Ite	Add To Cart
hopping Cart						
Activity Number	Activity Name	Grade Level	Course/Class	Description	Price	
1701-33	Prom Tickets	All			\$ 75	Dele
ayment	Chock Number		Bayoot		rotal : \$ /	5.00
ayment Type.	Check Number	•	Payee.		Payment	
Cash Check Card Card	1234		Brad X Pitt			25 Del
Cash Check Card	NA		NA			50 Del
es:	Clear/Cancel Email Recei	pt Print Receipt Void R	eceipt Difference: \$ 0.00	+ Another Payment	Payment Amt: 7	5.00 Post Rec

Grade Level		Course/Class	Description		Price	
All					\$ 75	Delete
				Total	\$ 75.00	
		Payee:			Payment:	
		Brad X Pitt			25	Delete
		NA			50	Delete
nt 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 \rightarrow Additional Reports \rightarrow Transactions with Purchase Notes.

Enter Activity #: <i>P</i>	Or Select Type: and Select Activity Name: -Select Activity-	All Activities Assi	gned Activities OFa Grade Level:	vorite Activities Course/Cla
Shopping Cart				
Activity Number	Activity Name		Grade Level	Cour
CI701-28	Lost Library Book		All	
Payment				
Payment Payment Type:	C	heck Number:		
Payment Payment Type: Cash Check	Card	Check Number: NA		

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.

User Banke	loogler	Last 1	Sigler I	Inti Lauren	Orgo	nil Date (6-5/20)	7 D	post Bunder:		· · · ·	Deperit	Data
Cash,)Check:	AU		All Dates: 2 or	Begint		link	-	todat.	in U s	ane All Users	Deposit	Data
Receipt	Number	User	Date	Amount	Hellod	Check #	Shudoot Id	Lot Hame	First Name	a - 1		
TR-200411	#1001		83/08/28127	160.00	Check	1114	1850045	Radied	Billy	0	Bacaint	
TB-300433	19004		10/06/3117	\$5.00	Cash	195	1850045	Retret	\$40y	0	Receip	
TR-200429	P2005.		10(21,012)	\$55.00	CHA	799	1000045	RADING	any		Inform	tion
TR-200448	P\$005		83(26)28127	\$22.0.00	Chech	1116	1800040	Arbeit	Billy	0	Informa	ation
TB-306449	R\$104		10/28/28/2	\$05.00	Cash	194	1050040	Radivell.	Nchui			
18-20480	P2001		83/28/2827	(0.20	CHA	785				0		
TRAINING IN	(Panel		#B/NOW/7	6005.00	Coh	100	LANDARS.	Harbort	Ally .	×	-	
11 - 64 545 194	10		Selected Totals		Enter Count Tob	da.	Billionance					
Total Cash Ann	and.		\$ 0.00		5	0.00		8-0.00			Deposit	Total
Total Chock An	wound:		\$4.00		5	0.00		\$-0.00				
Report Total			\$-0.00		5	0.00		\$ 0.00				
	Canad			Report		mail			Deposit.			
											_	

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:	lziegler	Last : Zie	gler	First : Lauren	Dep	oosit Date: 6/3/20)17 De	posit Number:		<i>P</i>
Cash/Check:	All	•	All Dates: 🖉 or	Begin:		End:		<u>Update F</u>	ilter S	how All Users
Receipt	Number	User	Date	Amount	Method	Check #	Student Id	Last Name	First Name	Ali 🗆 🔺
TR-106412	P1001		03/09/2017	\$60.00	Check	1234	1850345	Hartnett	Billy	
TR-106413	P1001		03/09/2017	\$5.00	Cash	NA	1850345	Hartnett	Billy	
TR-106439	P1001		03/21/2017	\$55.00	Cash	NA	1850345	Hartnett	Billy	
TR-106448	P1001		03/29/2017	\$110.00	Check	1234	1850345	Hartnett	Billy	
TR-106449	P1001		03/29/2017	\$35.00	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	Billv	

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

Cash/Check: All All Date: or Begin: End: Undate Filter Image: Comparison of the filter Receipt Number User Date Amount Method Check # Student Id Last Name First Name All Image: Comparison of the filter TR-106510 P1001 05/26/2017 \$999,999.00 Cash NA 1RUZH ABRAMS MICAELA Image: Comparison of the filter Ima	Jser Name: —Filter Receipt	LZOTR1	Last : Zi	egler	First : Lauren	Depos	it Date: 6/3/20	17 De	posit Number:		<i>P</i>
ReceiptNumberUserDateAmountMethodCheck #Student IdLast NameFirst NameAllTR-106510P100105/26/2017\$999,999.00CashNA1RUZHABRAMSMICAELAImage: CashImage: Cas	Cash/Check:	All	¥	All Dates: 🖉 or	Begin:		End:		<u>Update Filt</u>	<u>er</u>	
TR-106510 P101 05/26/2017 \$999,999.00 Cash NA 1RUZH ABRAMS MICAELA Image: Cash NA Image: Cash Imag	Receipt	Number	User	Date	Amount	Method	Check #	Student Id	Last Name	First Name	Ali 🗆
TR-106546 P101 06/03/2017 \$150.00 Cash NA IRUZH ABRAMS MICAELA	TR-106510	P1001		05/26/2017	\$999,999.00	Cash	NA	1RUZH	ABRAMS	MICAELA	
	TR-106546	P1001		06/03/2017	\$150.00	Cash	NA	1RUZH	ABRAMS	MICAELA	
											2

Entor Count Totale

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.

Difforence

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

Colortod Totale

Deposit Number :	۶

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 D	eposited Statement	ts		X
	Las	t 30 Days 🔍 Last 90 Days	View All			Show All Deposits	5
Beg	gin De	eposit Date :	End D	eposit Date :		<i>,</i>	
	CM	Deposit Numbe		Deposit Date	Amount	5)	
	3N 1	TDCI701-0005	13	6/3/2017	\$75.00	Select	
F	2	TDCI701-0005	16	6/6/2017	\$1,80-	Select	
	3	TDCI701-0005	17	6/6/2017	\$150.00	Select	
	4	TDCI701-0005	18	6/6/2017	\$30.00	Select	
	5	TDCI701-0005	20	6/7/2017	\$2,175.0	0 Select	

Select the **Void button** at the bottom. You will also now to 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

	gler	Last : Ziegle	er First :	Lauren	Deposit Date	: 6/3/2017	Deposit Num	ber: TDCI701-0	00513
Cash/Check:	All	T	All Dates: 🕢 or	Begin:	E	nd:		<u>Update Filter</u>	Show All U
Receipt	Number	User	Date	Amount	Method	Check #	Student Id	Last Name	First Name
IK-10654/	21001		06/03/2017	\$75.00	Check		1KUWO	SMITH	
Total Cash Amo	unt:	Γ	Selected Totals		Enter Count Totals		Difference		
Total Check Am	ount:	Ĺ	\$ 75.00		\$ 75.00		\$ 0.00		
Deposit Total:			\$ 75.00		\$ 75.00		\$ 0.00		
	Cancel			Reprint		Void		Deposit	
select a reas	on for voidii	ng this depo	sit: Select V	oid Reas	son		•		

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





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 \rightarrow Additional Reports page \rightarrow Reversing Transactions Reports Section.



OSP Reports

Select One Report		Description	
OTR Multi Deposit by Teacher - Summary Reversing Transaction Reports Refunded Transactions Voided Receipts - Current School	•	This report shows all the voided deposits between the defined date range.	Display
Voided Deposits - Current school			
User Reports			
User Access By Role - Current School			
OSC Reports			
Deposit Summary			
Student List			
Attendance Roster	-		

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.

Cash/Check:	All	▼ All Dates: 🖉 or	Begin:		End:		<u>Update Filter</u>	Sho	w All Users
IK-100449	P1001	03/29/2017	\$33.00	Casii	NA	1020348	нагитец	міспаеі	-
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	
FR-106545	P1002	06/03/2017	\$10.00	Check	1234	1850345	Hartnett	Billy	

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:	\$ 0.00	\$ 0.00	\$ 0.00
Total Check Amount:	\$ 0.00	\$ 0.00	\$ 0.00
Deposit Total:	\$ 0.00	\$ 0.00	\$ 0.00
Cancel	Reprint	Void	Deposit