	FRONTLINE PROCEDURES Pasadena ISD	ENTRY POINT: Campus Cash Receipts
DATE DEVELOPED: 07/15/2021	REVISED DATE: 02/17/2023	
SUBJECT:	Campus Cash Receipts	

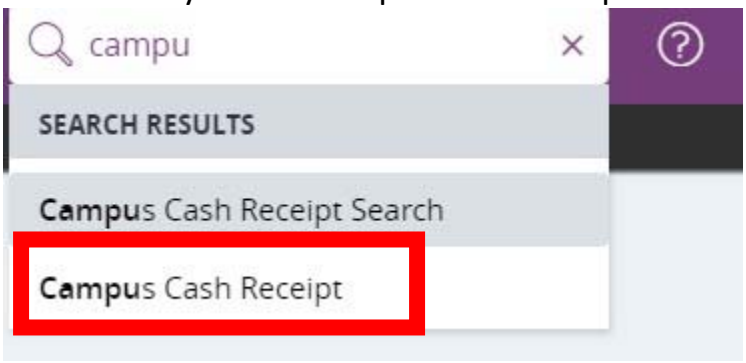
Teachers & Bookkeepers/Secretaries will Follow Normal Lawson Receipting Process

Don't forget to Release your deposit to Cashier in Lawson

Once the Principal signs the deposit ROC paperwork, the bookkeeper will enter the ROC into Frontline-you can combine same accounts together in Frontline

Campus Cash Receipts

1. Go to the Entry Point "Campus Cash Receipts"



2. Click on the Order Entry

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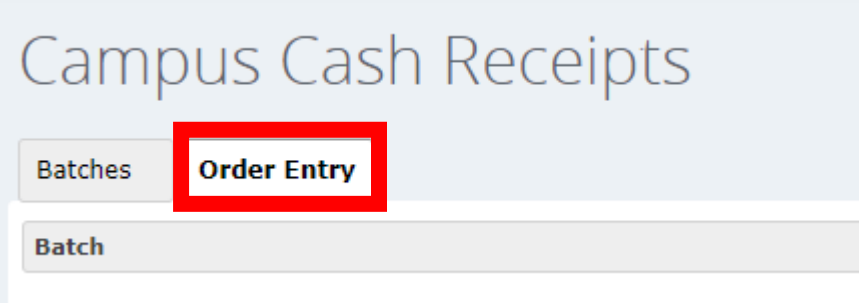

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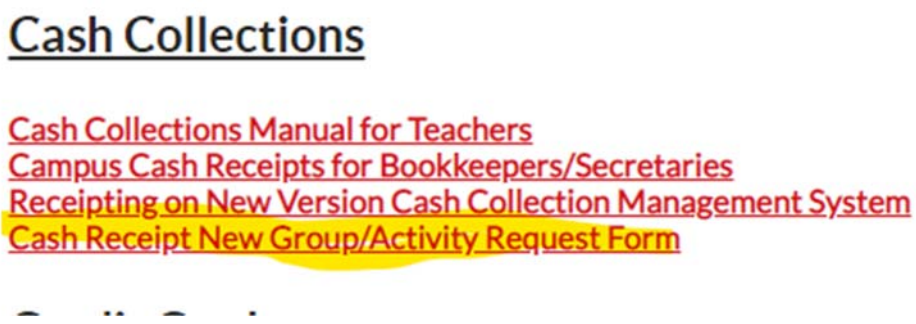
3. Complete the following: Receipt Date (use Lawson receipt date), Enter Person ID (Enter Employee ID. If name not found you can manually enter First Name, Middle Name, Last Name), Notes-Enter Lawson receipt number and the reason for deposit.
   Click drop down and choose Group, Activity, Org-these drop downs will determine the account code. If the drop down does not give the option you need please add to google doc on PISD website under cash collections or copy and paste link in your browser
   https://docs.google.com/forms/d/e/1FAIpQLSemKAYbqso5-kmjyMp4gBMIBx4WjwBaBcHws_6NnTHBqRzX4A/viewform



To record to J

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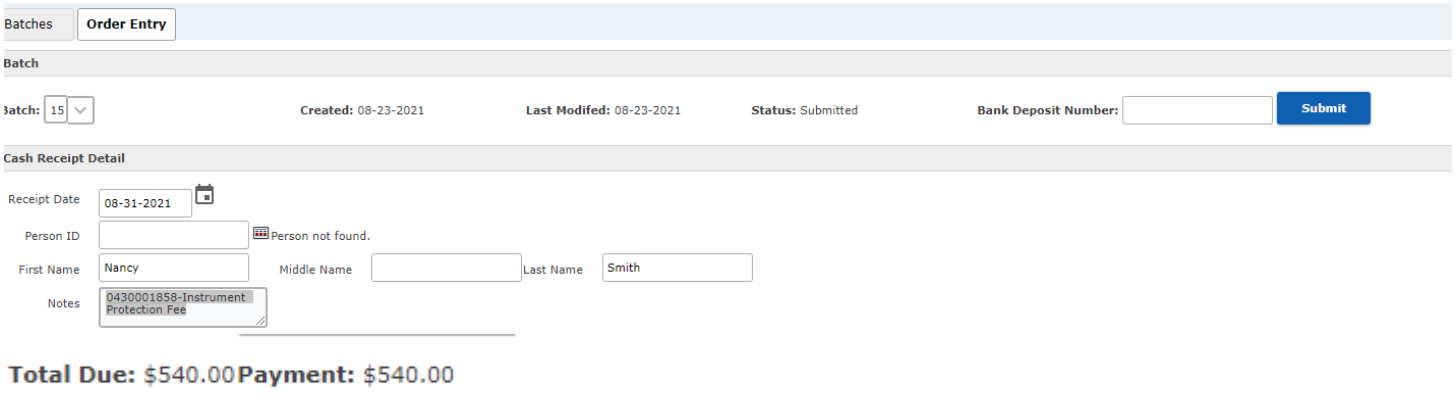
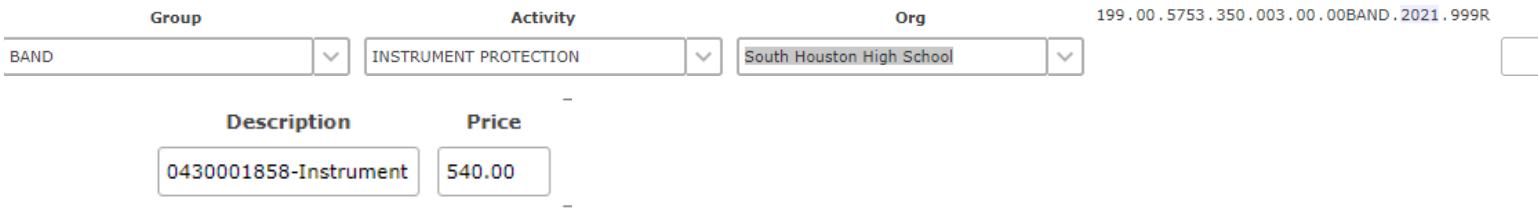
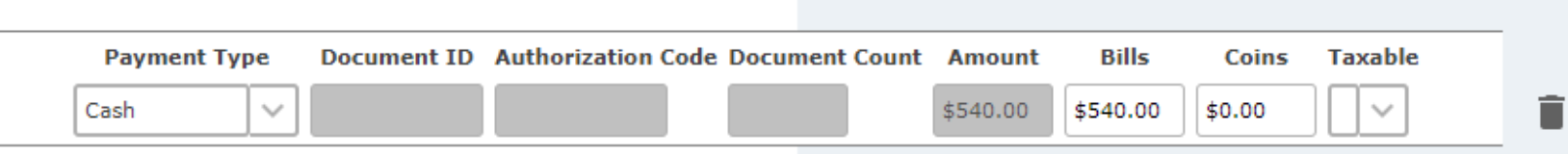
Please make sure the correct account code has populated. If the account code is not correct please email cbeyer@pasadenaisd.org.
Enter-Description (copy note field above here), Price, Payment Type, Bills, Coins, Taxable Select: Yes or No. Delete second line that populates if not needed. Hit + to add any additional lines.







*Scroll over to see entire line on screen

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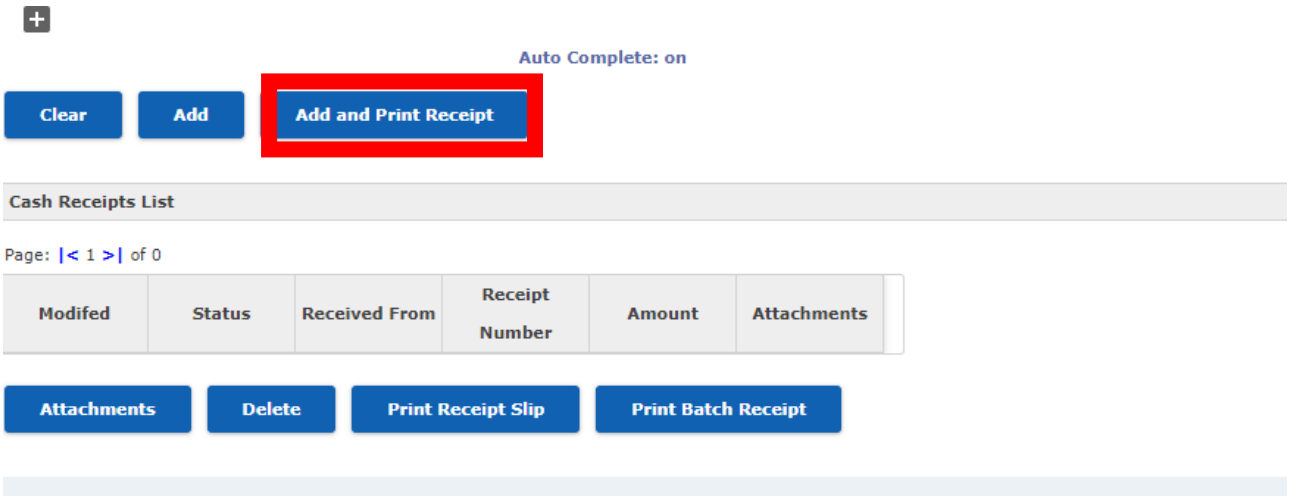
4. Click Add and Print Receipt. There will be two copies of the receipt. Cut bottom half for the teacher's records and keep other half for deposit records.



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Pasadena ISD
1515 Cherrybrook Ln
Pasadena, TX 77502

Sales Receipt

Batch Number: 31
Receipt Number: 13 **Date:** 10-01-2021 **Clerk:** Christine Beyer
Printed on: 08-31-2021 12:26 PM **Received From:** 33 smith, test
Notes: Instrument Fee

Group	Activity	Account Number	Paid By	Amount
BAND	INSTRUMENT PROTECTION	199-00-5753-350-051-00-00BAND	Cash	$540.00
			Total:	**$540.00**

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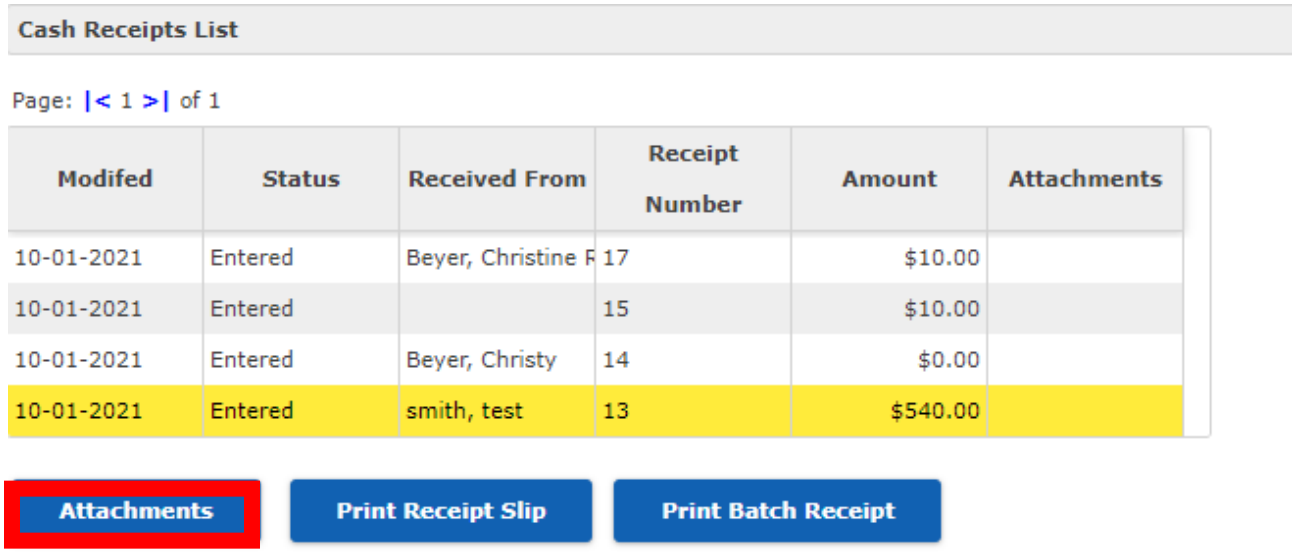
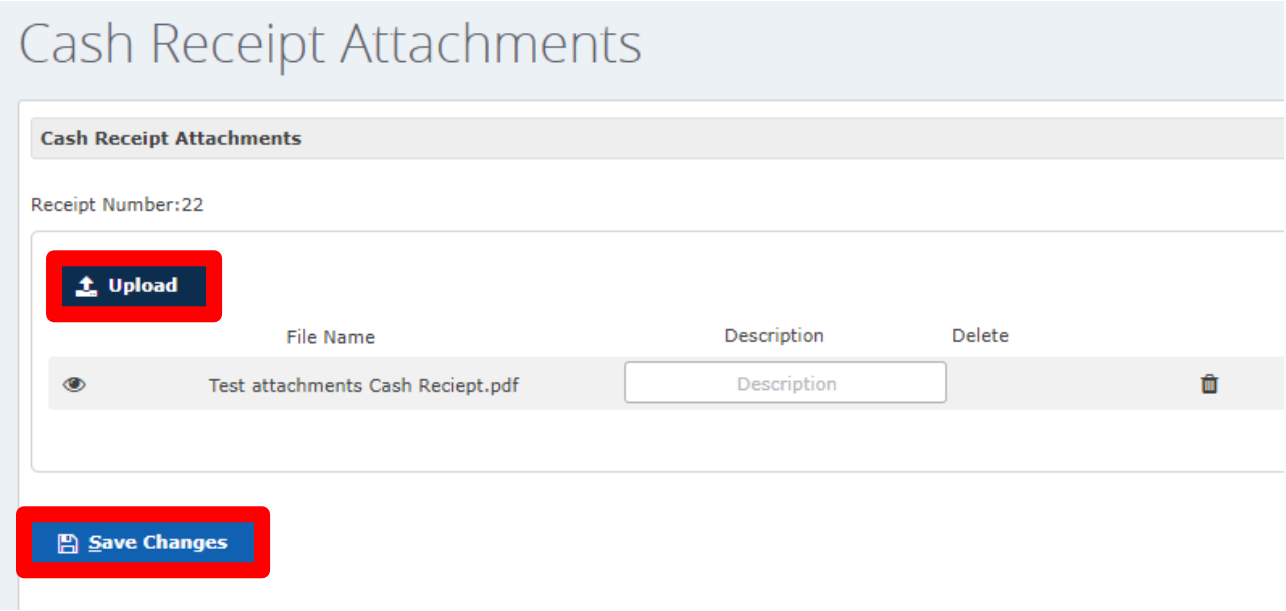
5. Close this box to close the copy of the receipt

6. Scan ALL deposit paperwork (Deposit slip, ROC, Bookkeeper receipts statements, PISD Non-student receipts, copies of checks, etc.) to computer. Highlight cash receipt then clickon Attachments to upload scanned paperwork. Attachments can be added to the first receipt in your batch. You do not need to attach the Frontline generated receipt slip or batch receipt. ***PLEASE EMAIL A LEGIBLE COPY OF THE DEPOSIT SLIP (ONLY) with the Frontline Batch # written on the deposit slip to deposits@pasadenaisd.org Keep original deposit paperwork at your campus.**



7. Click upload button. Attach file and save changes. Exit to go back to previous screen



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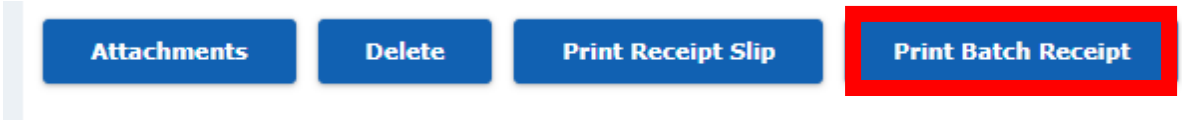
8. Click on Print Batch Receipt



Batch ID: 15 Bank Deposit Number: null

Payment Type	Qty	Total Amt	
ACH	0	$0.00	
Cash	1	$540.00	$540.00 in bills $0.00 in coins
Check	0	$0.00	
Checks	0	$0.00	
Credit Card	0	$0.00	
Money Order	0	$0.00	
Money Orders	0	$0.00	
Total	1	$540.00	

Account	Total
199-00-5753-350-003-00-00BAND	$540.00

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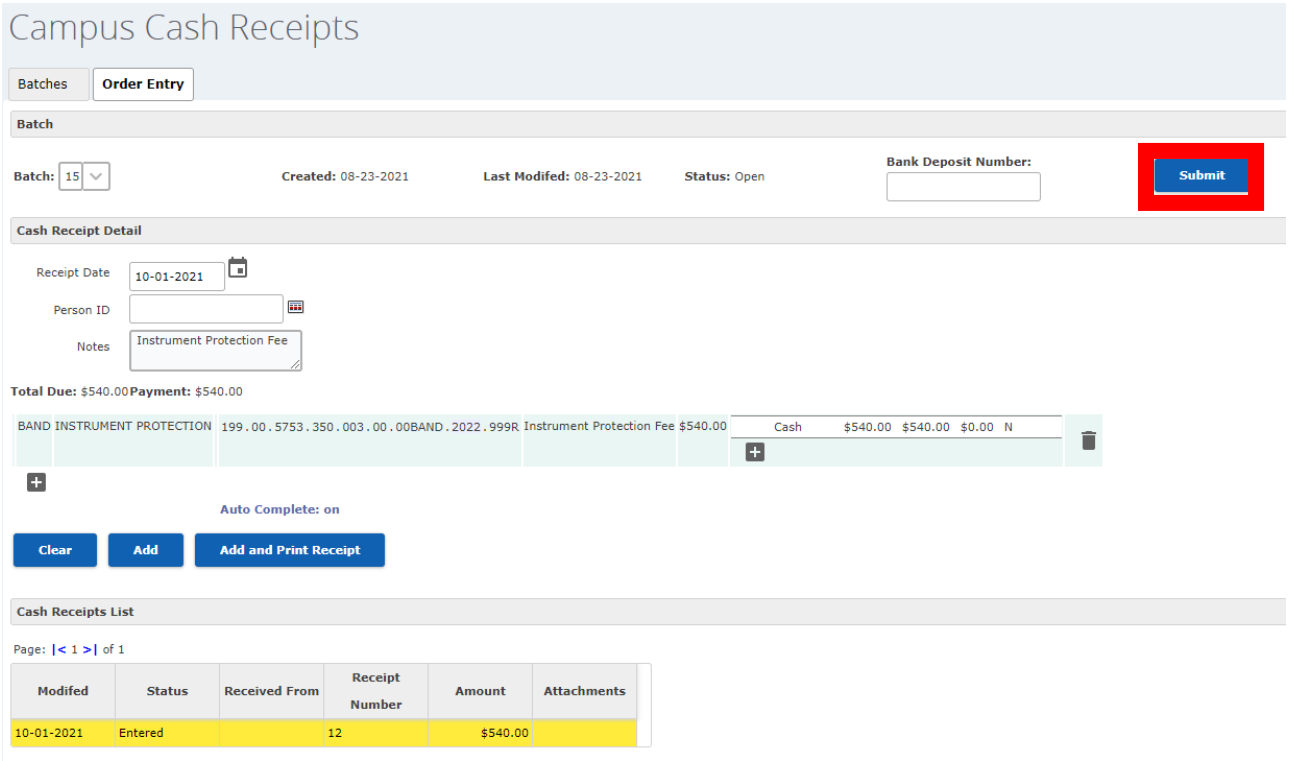
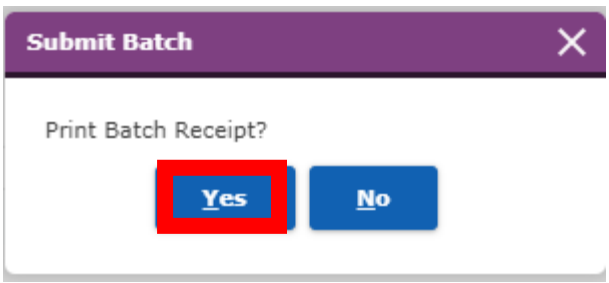
9. View batch for accuracy. If everything is good click Submit. (DO NOT ENTER BANK DEPOSIT NUMBER)



10. Click on YES



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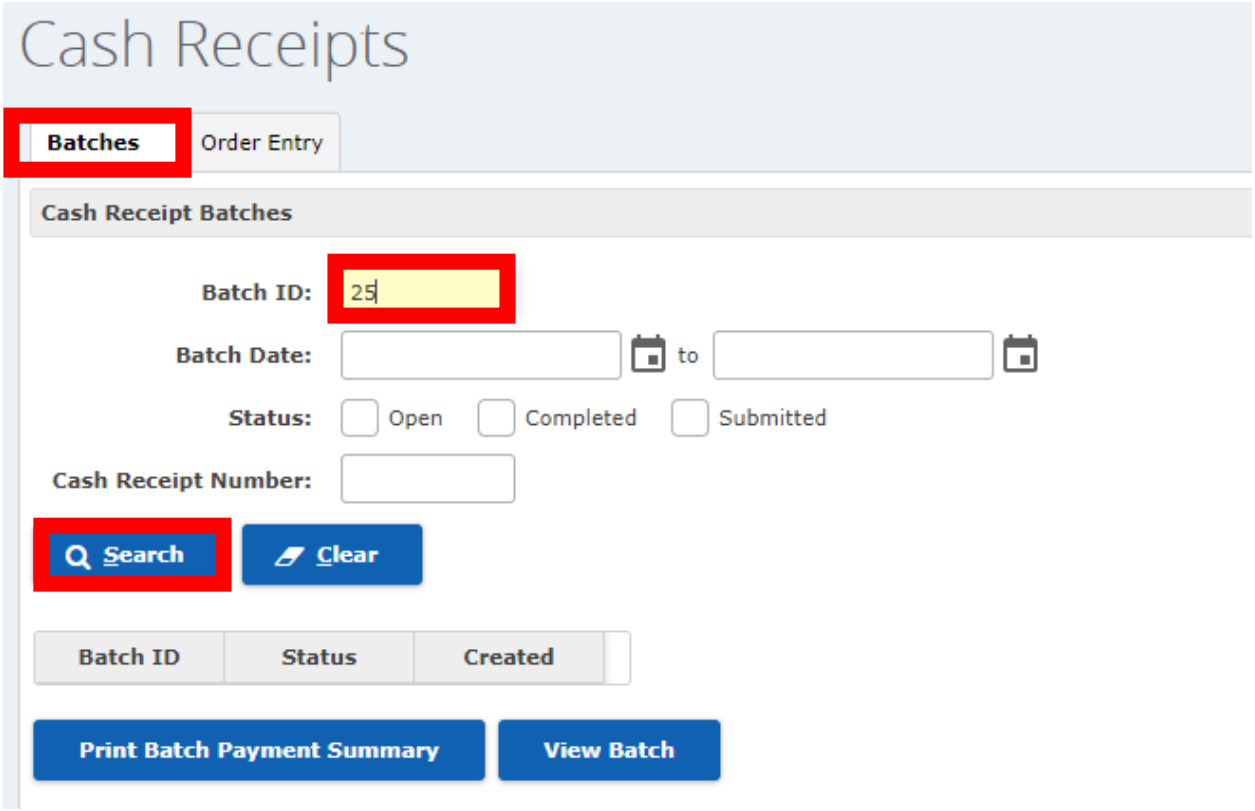
CAMPUS CASH RECEIPTS ATTACHMENTS

To add or revise attachments to your batch after submitting

Go to Campus cash receipts

Click on Batches tab

Enter your Batch ID number or search by date and click the search button



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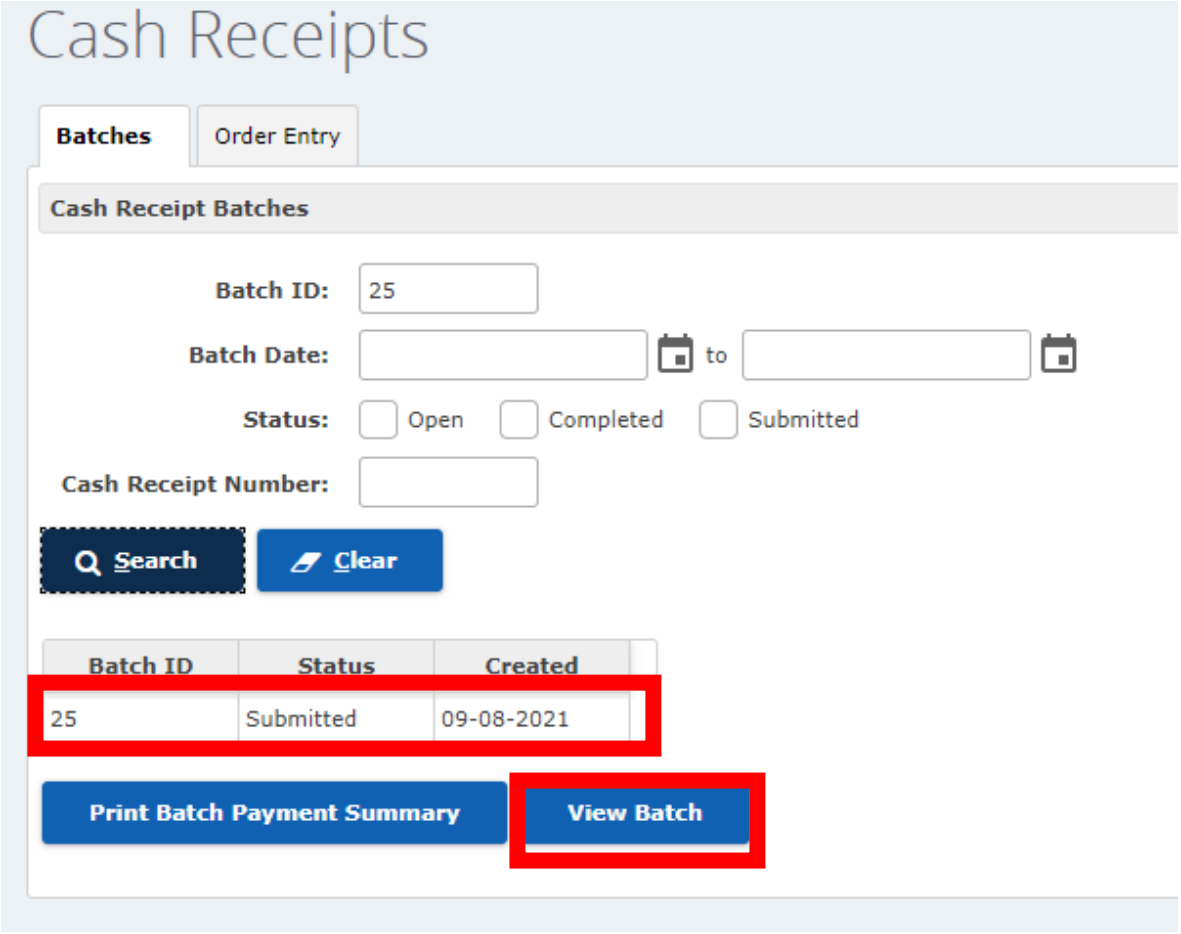
Hightlight batch ID number and click view batch



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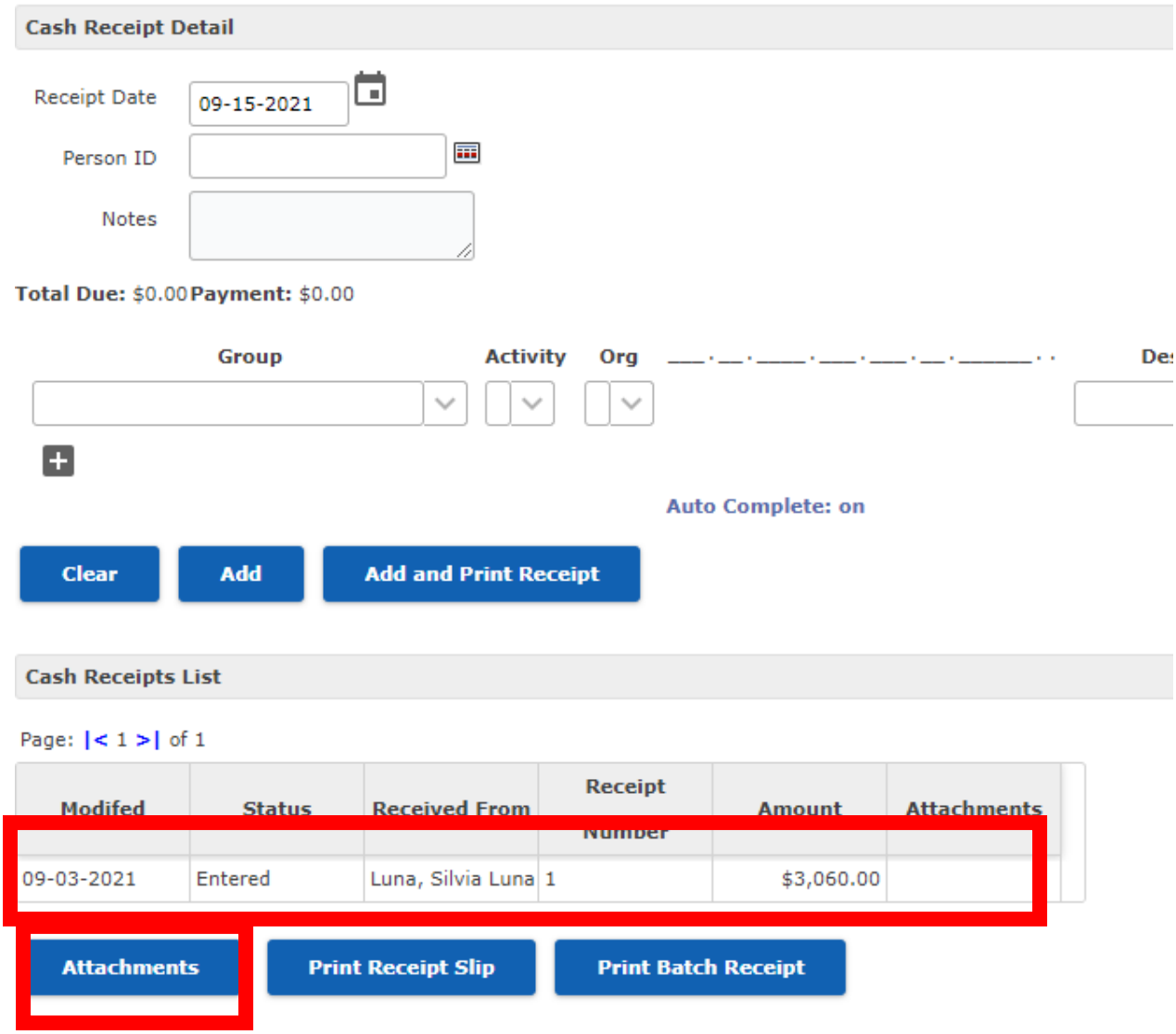
Highlight the receipt you want to attach documents to and click on attachments



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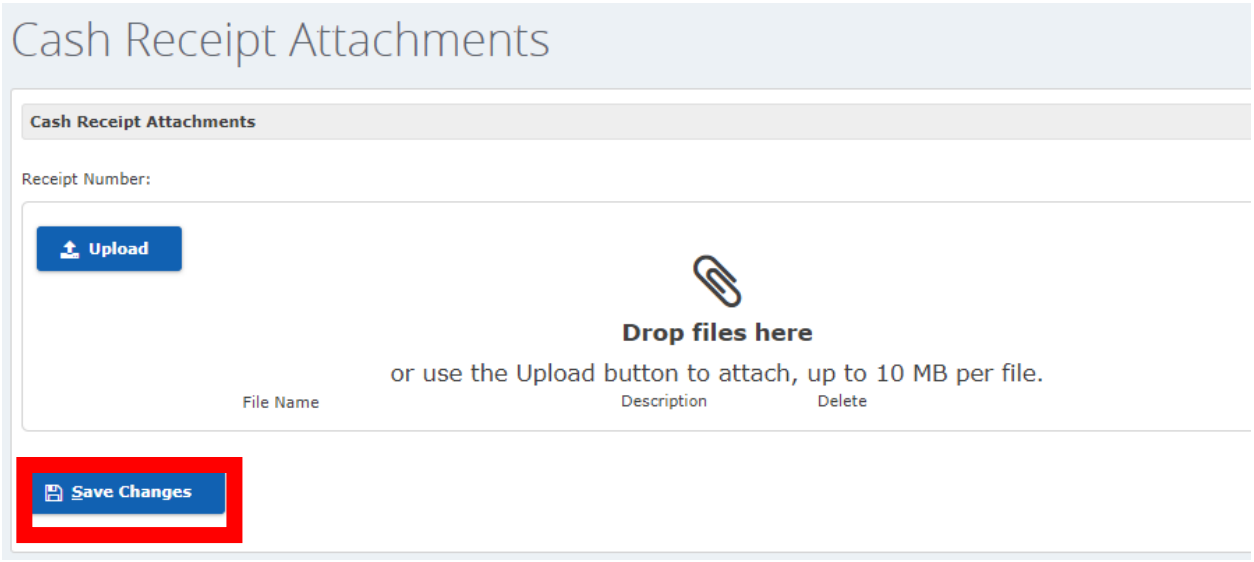
Attach or drag documents and Click on Save Changes.



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TO PROCESS ADJUSTMENTS/
TO YOUR ORIGINAL DEPOSIT
IN FRONTLINE ONLY

1. To correct your deposit due to over/under amount you would process a separate batch. Please only include the adjustment amount in this batch. In the notes section you would reference the original Lawson deposit number & Frontline batch number and enter bank correction. Group/activity use the same as from the original deposit that was over/under.
   For CR (over) deposit amount you would enter the amount as a normal deposit.
   For DR (less) you would enter a credit amount.

2. Click add and print receipt.

3. Attach the snip it from the bank showing the bank deposit credit or debit adjustment. Also, include your principal or budget holder's approval for the adjustment.

4. Submit batch

5. Email the Frontline batch number for the adjustment to: **cbeyer@pasadenaisd.org.**

*If you disagree with bank adjustment and would like to dispute the adjustment, please email supporting documents to **deposits@pasadenaisd.org** to process dispute with bank.

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Steps for Receipt of the Counterfeit Money.

1. Receipt the counterfeit money as normal.
2. ROC-Reference the same receipt number and enter a credit for the counterfeit money. In the description field put counterfeit money and attached police report as backup. Also, attach the email snip it from the bank showing the adjustment as counterfeit.
3. Code the credit to the same account code as the original receipt.