

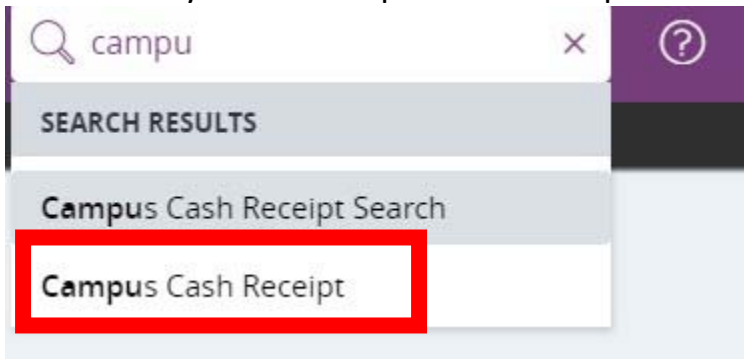
|                               |   |                                      |
|-------------------------------|---|--------------------------------------|
|                               | <b>FRONTLINE PROCEDURES</b><br>Pasadena ISD | ENTRY POINT:<br>Campus Cash Receipts |
| DATE DEVELOPED: 07/15/2021    |   | 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

|  |   |   |
|--|---|---|
|  | <b>FRONTLINE PROCEDURES</b><br>Pasadena ISD | ENTRY POINT:<br>Campus Cash<br>Receipts |
| DATE DEVELOPED: 07/15/2021      REVISED DATE: 02/17/2023 |   |   |
| <b>SUBJECT:</b> Campus Cash Receipts                     |   |   |

# Campus Cash Receipts

Batches      **Order Entry**

Batch

|  |   |   |
|--|---|---|
|  | <b>FRONTLINE PROCEDURES</b><br>Pasadena ISD | ENTRY POINT:<br>Campus Cash<br>Receipts |
| DATE DEVELOPED: 07/15/2021      REVISED DATE: 02/17/2023 |   |   |
| <b>SUBJECT:</b> Campus Cash Receipts                     |   |   |

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, LastName), 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](https://docs.google.com/forms/d/e/1FAIpQLSemKAYbqso5-kmjyMp4gBMIBx4WjwBaBcHws_6NnTHBqRzX4A/viewform)

### Cash Collections

- [Cash Collections Manual for Teachers](#)
- [Campus Cash Receipts for Bookkeepers/Secretaries](#)
- [Receipting on New Version Cash Collection Management System](#)
- [Cash Receipt New Group/Activity Request Form](#)

|                               |   |   |
|-------------------------------|---|---|
|                               | <h2 style="margin: 0;">FRONTLINE PROCEDURES</h2> <p style="margin: 0;">Pasadena ISD</p> | <p style="margin: 0;">ENTRY POINT:<br/>Campus Cash Receipts</p> |
| DATE DEVELOPED: 07/15/2021    |   | REVISED DATE: 02/17/2023  |
| SUBJECT: Campus Cash Receipts |   |   |

Please make sure the correct account code has populated. If the account code is not correct please email [cbeyer@pasadenaisd.org](mailto: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.

Batches
Order Entry

Batch

Batch: 15
Created: 08-23-2021
Last Modified: 08-23-2021
Status: Submitted
Bank Deposit Number: 
Submit

Cash Receipt Detail

Receipt Date: 08-31-2021

Person ID:  Person not found.

First Name: Nancy Middle Name:  Last Name: Smith

Notes: 0430001858-Instrument Protection Fee

**Total Due: \$540.00 Payment: \$540.00**

|       |                       |                           |   |
|-------|-----------------------|---------------------------|---|
| Group | Activity              | Org                       | 199.00.5753.350.003.00.00BAND.2021.999R |
| BAND  | INSTRUMENT PROTECTION | South Houston High School |   |


|                       |        |
|-----------------------|--------|
| Description           | Price  |
| 0430001858-Instrument | 540.00 |

| Payment Type | Document ID | Authorization Code | Document Count | Amount   | Bills    | Coins  | Taxable |
|--------------|-------------|--------------------|----------------|----------|----------|--------|---------|
| Cash         |             |                    |                | \$540.00 | \$540.00 | \$0.00 |         |

\*Scroll over to see entire line on screen

|                                      |   |   |
|--------------------------------------|---|---|
|                                      | <b>FRONTLINE PROCEDURES</b><br>Pasadena ISD | ENTRY POINT:<br>Campus Cash<br>Receipts |
| DATE DEVELOPED: 07/15/2021           |   | REVISED DATE: 02/17/2023                |
| <b>SUBJECT:</b> Campus Cash Receipts |   |   |

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.

 Auto Complete: on

[Clear](#) [Add](#) [Add and Print Receipt](#)

---

Cash Receipts List

Page: | < 1 > | of 0

| Modified | Status | Received From | Receipt Number | Amount | Attachments |
|----------|--------|---------------|----------------|--------|-------------|
|----------|--------|---------------|----------------|--------|-------------|

[Attachments](#) [Delete](#) [Print Receipt Slip](#) [Print Batch Receipt](#)

|   |  |   |
|---|--|---|
| <b>FRONTLINE PROCEDURES</b><br>Pasadena ISD |  | ENTRY POINT:<br>Campus Cash<br>Receipts |
| DATE DEVELOPED: 07/15/2021                  |  | REVISED DATE: 02/17/2023                |
| <b>SUBJECT:</b> Campus Cash Receipts        |  |   |

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        |
|       |                       |                               | <b>Total:</b> | <b>\$540.00</b> |

Pasadena ISD  
1515 Cherrybrook Ln  
Pasadena, TX 77502

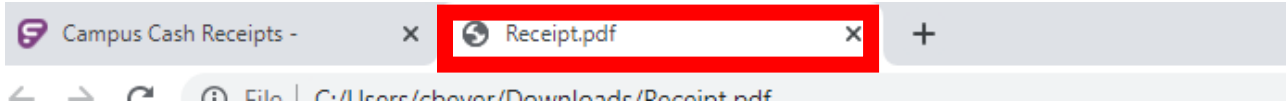
Sales Receipt

**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        |
|       |                       |                               | <b>Total:</b> | <b>\$540.00</b> |

|   |  |                                      |
|---|--|--------------------------------------|
| <b>FRONTLINE PROCEDURES</b><br>Pasadena ISD |  | ENTRY POINT:<br>Campus Cash Receipts |
| DATE DEVELOPED: 07/15/2021                  |  | REVISED DATE: 02/17/2023             |
| <b>SUBJECT:</b> Campus Cash Receipts        |  |                                      |

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 click on 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](mailto:deposits@pasadenaisd.org)** Keep original deposit paperwork at your campus.

Cash Receipts List

Page: |< 1 >| of 1

| Modifed    | Status  | Received From      | Receipt Number | Amount   | Attachments |
|------------|---------|--------------------|----------------|----------|-------------|
| 10-01-2021 | Entered | Beyer, Christine F | 17             | \$10.00  |             |
| 10-01-2021 | Entered |                    | 15             | \$10.00  |             |
| 10-01-2021 | Entered | Beyer, Christy     | 14             | \$0.00   |             |
| 10-01-2021 | Entered | smith, test        | 13             | \$540.00 |             |

Attachments
Print Receipt Slip
Print Batch Receipt

|                                      |   |   |
|--------------------------------------|---|---|
|                                      | <b>FRONTLINE PROCEDURES</b><br>Pasadena ISD | ENTRY POINT:<br>Campus Cash<br>Receipts |
| DATE DEVELOPED: 07/15/2021           |   | REVISED DATE: 02/17/2023                |
| <b>SUBJECT:</b> Campus Cash Receipts |   |   |

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

### Cash Receipt Attachments

Cash Receipt Attachments

Receipt Number:22

**Upload**

|  | File Name                         | Description                              | Delete |
|--|-----------------------------------|--|--------|
|  | Test attachments Cash Reciept.pdf | <input type="text" value="Description"/> |        |

**Save Changes**



|  |   |   |
|--|---|---|
|  | <b>FRONTLINE PROCEDURES</b><br>Pasadena ISD | ENTRY POINT:<br>Campus Cash<br>Receipts |
| DATE DEVELOPED: 07/15/2021      REVISED DATE: 02/17/2023 |   |   |
| <b>SUBJECT:</b> Campus Cash Receipts                     |   |   |

8. Click on Print Batch Receipt

[Attachments](#)   
 [Delete](#)   
 [Print Receipt Slip](#)   
 [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          |                                   |
| <b>Total</b> | <b>1</b> | <b>\$540.00</b> |                                   |

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

|   |  |                                      |
|---|--|--------------------------------------|
| <b>FRONTLINE PROCEDURES</b><br>Pasadena ISD |  | ENTRY POINT:<br>Campus Cash Receipts |
| DATE DEVELOPED: 07/15/2021                  |  | REVISED DATE: 02/17/2023             |
| <b>SUBJECT:</b> Campus Cash Receipts        |  |                                      |

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

Campus Cash Receipts

Batches **Order Entry**

Batch

Batch: 15  Created: 08-23-2021 Last Modified: 08-23-2021 Status: Open Bank Deposit Number:  **Submit**

Cash Receipt Detail

Receipt Date: 10-01-2021

Person ID:

Notes: Instrument Protection Fee

Total Due: \$540.00 Payment: \$540.00

|                            |        |          |        |                  |                           |          |      |          |          |        |   |
|----------------------------|--------|----------|--------|------------------|---------------------------|----------|------|----------|----------|--------|---|
| BAND INSTRUMENT PROTECTION | 199.00 | 5753.350 | 003.00 | 00BAND.2022.999R | Instrument Protection Fee | \$540.00 | Cash | \$540.00 | \$540.00 | \$0.00 | N |
|----------------------------|--------|----------|--------|------------------|---------------------------|----------|------|----------|----------|--------|---|

Auto Complete: on

**Clear** **Add** **Add and Print Receipt**

Cash Receipts List

Page: < 1 > of 1

| Modified   | Status  | Received From | Receipt Number | Amount   | Attachments |
|------------|---------|---------------|----------------|----------|-------------|
| 10-01-2021 | Entered |               | 12             | \$540.00 |             |

10. Click on YES

**Submit Batch**

Print Batch Receipt?

**Yes** **No**

|                                      |   |   |
|--------------------------------------|---|---|
|                                      | <b>FRONTLINE PROCEDURES</b><br>Pasadena ISD | ENTRY POINT:<br>Campus Cash<br>Receipts |
| DATE DEVELOPED: 07/15/2021           |   | REVISED DATE: 02/17/2023                |
| <b>SUBJECT:</b> Campus Cash Receipts |   |   |

### 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

## Cash Receipts

**Batches** Order Entry

Cash Receipt Batches

Batch ID:

Batch Date:  to

Status:  Open  Completed  Submitted

Cash Receipt Number:

| Batch ID | Status | Created |
|----------|--------|---------|
|----------|--------|---------|

|                                      |   |                                      |
|--------------------------------------|---|--------------------------------------|
|                                      | <b>FRONTLINE PROCEDURES</b><br>Pasadena ISD | ENTRY POINT:<br>Campus Cash Receipts |
| DATE DEVELOPED: 07/15/2021           |   | REVISED DATE: 02/17/2023             |
| <b>SUBJECT:</b> Campus Cash Receipts |   |                                      |

Highlight batch ID number and click view batch

## Cash Receipts

**Batches** | Order Entry

**Cash Receipt Batches**

Batch ID:

Batch Date:  to

Status:  Open  Completed  Submitted

Cash Receipt Number:

| Batch ID | Status    | Created    |
|----------|-----------|------------|
| 25       | Submitted | 09-08-2021 |

|   |  |                                      |
|---|--|--------------------------------------|
| <b>FRONTLINE PROCEDURES</b><br>Pasadena ISD |  | ENTRY POINT:<br>Campus Cash Receipts |
| DATE DEVELOPED: 07/15/2021                  |  | REVISED DATE: 02/17/2023             |
| <b>SUBJECT:</b> Campus Cash Receipts        |  |                                      |

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

Cash Receipt Detail

Receipt Date

Person ID

Notes

Total Due: \$0.00 Payment: \$0.00

Group  Activity  Org  Des



Auto Complete: on

Cash Receipts List

Page: |< 1 >| of 1

| Modified   | Status  | Received From     | Receipt Number | Amount     | Attachments |
|------------|---------|-------------------|----------------|------------|-------------|
| 09-03-2021 | Entered | Luna, Silvia Luna | 1              | \$3,060.00 |             |


|  |   |   |
|--|---|---|
|  | <b>FRONTLINE PROCEDURES</b><br>Pasadena ISD | ENTRY POINT:<br>Campus Cash<br>Receipts |
| DATE DEVELOPED: 07/15/2021      REVISED DATE: 02/17/2023 |   |   |
| <b>SUBJECT:</b> Campus Cash Receipts                     |   |   |


Attach or drag documents and Click on Save Changes.

### Cash Receipt Attachments

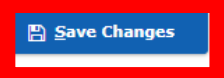
Cash Receipt Attachments

Receipt Number:

 Upload

  
**Drop files here**  
or use the Upload button to attach, up to 10 MB per file.

| File Name | Description | Delete |
|-----------|-------------|--------|
|-----------|-------------|--------|

 Save Changes

|                                      |   |   |
|--------------------------------------|---|---|
|                                      | <b>FRONTLINE PROCEDURES</b><br>Pasadena ISD | ENTRY POINT:<br>Campus Cash<br>Receipts |
| DATE DEVELOPED: 07/15/2021           |   | REVISED DATE: 02/17/2023                |
| <b>SUBJECT:</b> Campus Cash Receipts |   |   |

**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](mailto:cbeyer@pasadenaisd.org)**

\*If you disagree with bank adjustment and would like to dispute the adjustment, please email supporting documents to [deposits@pasadenaisd.org](mailto:deposits@pasadenaisd.org) to process dispute with bank.

|  |   |   |
|--|---|---|
|  | <b>FRONTLINE PROCEDURES</b><br>Pasadena ISD | ENTRY POINT:<br>Campus Cash<br>Receipts |
| DATE DEVELOPED: 07/15/2021      REVISED DATE: 02/17/2023 |   |   |
| <b>SUBJECT:</b> Campus Cash Receipts                     |   |   |

**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.