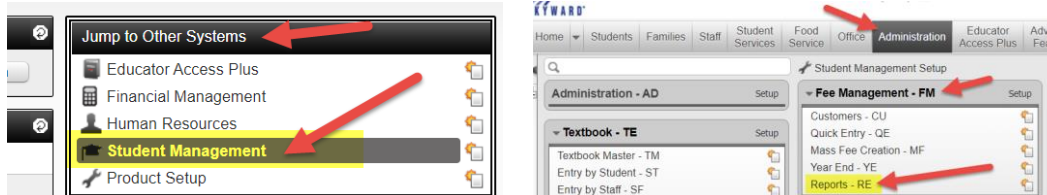


# FEE MANAGEMENT

## MY RECEIPT TOTALS

From your Skyward home page, select **STUDENT MANAGEMENT**

System Path: **Administration | Reports | Receipt Totals**



1. Add a report once and title it *MY RECEIPTS*
2. Enter your network login under the **Deposit #** Low and High fields.
3. Under the **Payment Entered** date fields, enter the dates you collected payments and are turning money in to your bookkeeper or campus secretary.

The screenshot shows the 'Receipt Totals Report Ranges' form. Red arrows point to the following fields:

- 1. Template Description: MY RECEIPTS
- 2. Deposit #: benavidesy (Low and High)
- 3. Payment Entered: 08/11/2016 (Low and High)

Other fields include: School Year: 2016-17 (Current Year), Entity: 115, Receipt #: ZZZZZZZZ, Payor Key: 7777777777, Batch/Due Date: 01/01/1900 to 12/31/2999, Date to Print: Batch/Due Date, Name Order: First/Last, Payment Code: Both, and checkboxes for Hide Voiced Payments, Print Comments, and Include Online Payments. A 'Payment Types' section has 'Select All' checked.

Asterisk (\*) denotes a required field

You will use the same report template all year long. You will just **edit** and update the **Payment Entered dates** that correspond with the dates that you turning money into the office secretary/bookkeeper.

If you have any questions contact your campus secretary or bookkeeper.