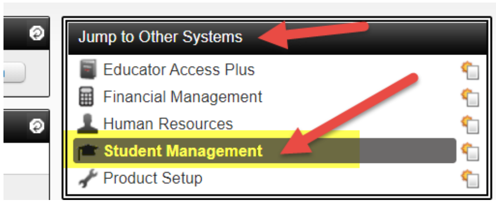
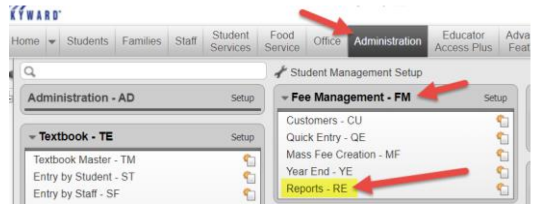
FEE MANAGEMENT

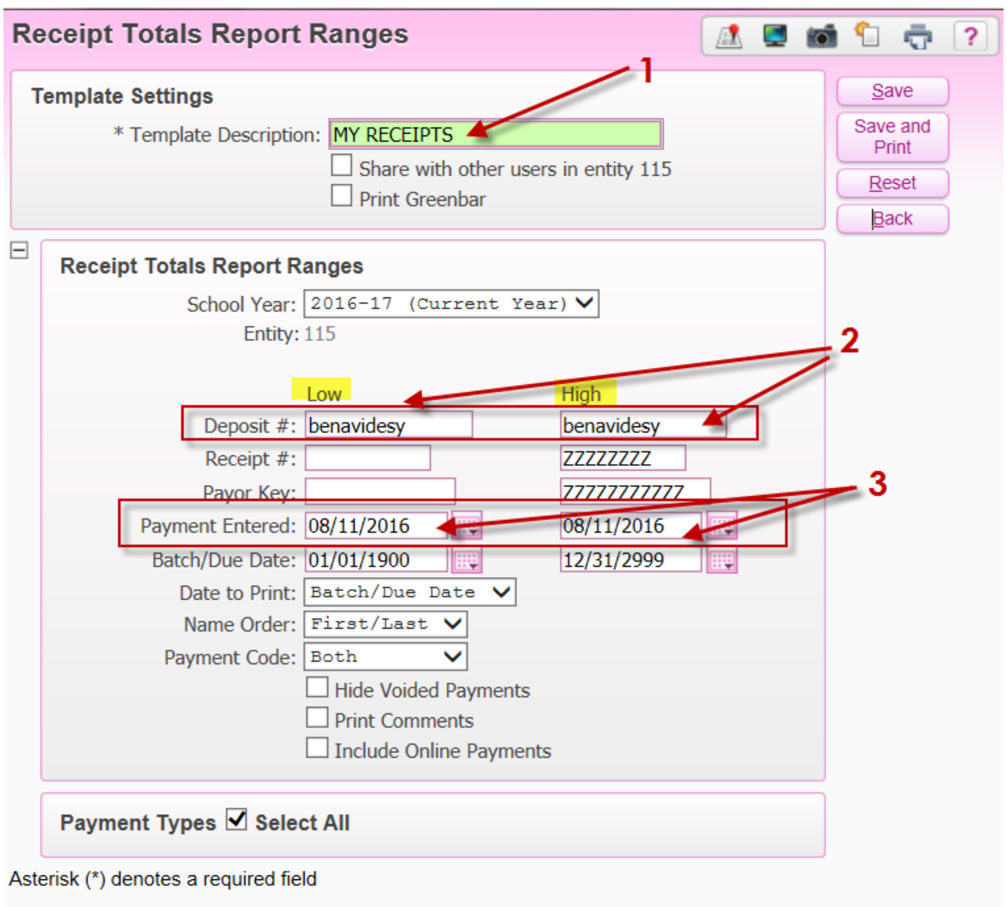
MY RECEIPT TOTALS

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.



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.