



# Student and Campus Activity Cash Receipts and Deposits Creating deposits and Cash Receipts through TEAMS

Business Information and  
Technology Services



## Campus Cash Receipt

Use this entry point to deposit money into Student Activity and Campus Activity accounts.

The screenshot shows a web application interface for entering a cash receipt. At the top, there are tabs for 'Batches' and 'OrderEntry'. Below this is a 'Batch' header with fields for 'Batch: 1175', 'Created: 08-18-2014', 'Last Modified: 08-18-2014', and 'Status: Open'. A 'Submit' button is located to the right. The main section is titled 'Cash Receipt Detail' and contains fields for 'Receipt Date' (08-19-2014), 'Person ID', and 'Notes'. Below these fields, it shows 'Total Due: \$0.00' and 'Payment: \$0.00'. A table with columns 'Group', 'Activity', 'Org', 'Description', and 'Price' is present, with a trash icon next to the 'Price' column. Below the table, there are buttons for 'Clear', 'Add', and 'Add and Print Receipt'. The bottom section is titled 'Cash Receipts List' and shows 'Page: < 1 > | of 0'. At the very bottom, there are buttons for 'Delete', 'Print Receipt Slip', and 'Print Batch Receipt'.

Receipt Date- Date deposit

Person ID- Who you received the money from

Notes- What the money was for





KCampusCashReceiptsOrderEntry.jsp

Batches OrderEntry

**Batch**  
 Batch: 1175 Created: 08-18-2014 Last Modified: 08-18-2014 Status: Open Submit

**Cash Receipt Detail**

Receipt Date: 08-19-2014  
 Person ID:     
 Notes:

Total Due: \$0.00 Payment: \$0.00

Group	Activity	Org	Description	Price	[...]
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Auto Complete: on

Clear Add Add and Print Receipt

**Cash Receipts List**  
 Page: |< 1 >| of 0

Delete Print Receipt Slip Print Batch Receipt

Person ID- Any employee, student, or person connected to a student (parent, guardian, etc...) will be available to use.

You may use the Person ID Look Up to search for a person ID



Campus Cash Receipts Person Search - - Mozilla Firefox

https://teams.beaumont.k12.tx.us/fin-admin2/KCampusCashReceiptsPersonSearchAction.do

Home Security Maintenance Employee Self-Serve Student Activity Help

Sign Out

KCampusCashReceiptsPersonSearch.jsp

TEAMS

Search Person

**Search Criteria**

Search By: \*  Name  Person ID

Last Name: gohlke  Begins With  Exact

First Name:   Begins With  Exact

Search Clear

**Persons**

Sort | Clear Sorted by: (default)

Name	Person ID	Gender	Birth Date	Home Address	Home Phone	Cell Phone
Jillian Gohlke	3206918	F	07-05-1987	BEAUMONT, TX 77706-4139	(409) [REDACTED]	(409) [REDACTED]

record count: 2 of 2

Select

- Change the “Search By:” criteria to Name
- Enter your search criteria
- Highlight the person you are receiving the money from
- Click Select



Batches OrderEntry

**Batch**

Batch: 1171 Created: 08-19-2014 Last Modified: 08-19-2014 Status: Open [Submit](#)

**Cash Receipt Detail**

Receipt Date: 08-19-2014  
 Person ID: 3206918 Gohlke, Jillian  
 Notes: Test Deposit

Total Due: \$0.00 Payment: \$0.00

Group	Activity	Description	Price	[...]
West Brook HS				
King MS				
Vincent MS				
Ozen Magnet HS				
South Park MS				
Austin MS				

Auto Complete: on

[Add and Print Receipt](#)

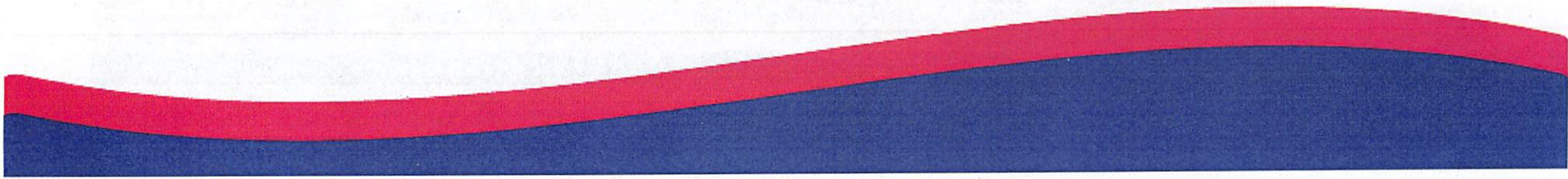
**Cash Receipts List**

Page: |< 1 >| of 0

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

Choose your school in the “Group” drop down. The group will always be the school.

Please note: users will only see the groups they are entitled to see.



Campus Cash Receipts - - Mozilla Firefox

https://teamsua.beaumont.k12.tx.us/fin-admin/KCampusCashReceiptsOrderEntryEntryPointAction.do?fromMenu=Student+Activity&selected+drop+down+menu=security%2CBISD+--+Employee+Self-Ser

Home Security Maintenance Employee Self-Serve Student Activity Help

Sign Out

TEAMS

Batches OrderEntry

**Batch:** 1171 **Created:** 08-19-2014 **Last Modified:** 08-19-2014 **Status:** Open **Submit**

**Cash Receipt Detail**

Receipt Date: 08-19-2014  
 Person ID: 3206918 Gohlke, Jillian  
 Notes: Test Deposit

**Total Due:** \$0.00 **Payment:** \$0.00

Group	Activity	Description	Price
Vincent MS	MATH		
	SHOP		
	PEP SQUAD		
	FACULTY FUND		
	PE BOYS		
	PE GIRLS		

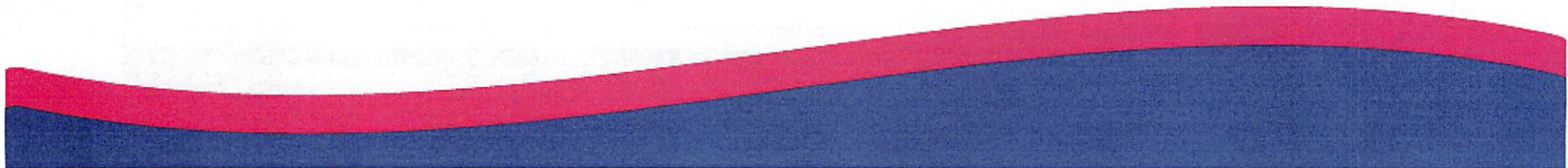
Auto Complete: on

**Cash Receipts List**

Page: |< 1 >| of 0

Delete Print Receipt Slip Print Batch Receipt

Choose the "Activity" the money is for.  
 Activities will be your clubs or groups.





K:\ampus\CashReceipts\OrderEntry.jsp

Batches OrderEntry

**Batch**

Batch: 1175 Created: 08-18-2014 Last Modified: 08-18-2014 Status: Open [Submit](#)

**Cash Receipt Detail**

Receipt Date: 08-19-2014  
 Person ID:   
 Notes:   
 Total Due: \$0.00 Payment: \$0.00

Group	Activity	Org	865.00.2190.00.048.00.A01.2014.048	Description	Price	[...]
Vincent MS	MATH	Vincent Middle School				

Auto Complete: on

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

**Cash Receipts List**

Page: |< 1 >| of 0

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

Choose the "Org." This will also be the school.





Batches OrderEntry

Batch

Batch: 1175

Created: 08-18-2014

Last Modified: 08-18-2014

Status: Open

Submit

Cash Receipts Detail

Receipt Date: 08-19-2014

Person ID: [input field]

Notes: [input field]

Total Due: \$0.00 Payment: \$0.00

Group	Activity	Org	Description	Price
Vincent MS	MATH	Vincent Middle School		[...]

Auto Complete: on

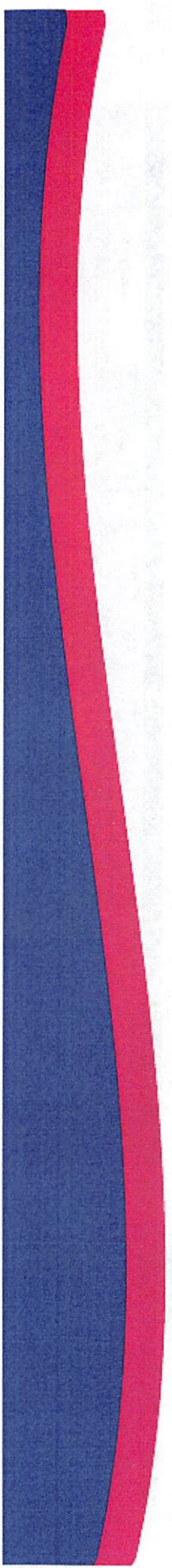
Clear Add Add and Print Receipt

Cash Receipts List

Page: < 1 > of 0

Delete Print Receipt Slip Print Batch Receipt

Once you choose all 3 items from the drop downs, the account number will default.  
You will not be able to change this account number.





Campus Cash Receipts - Mozilla Firefox

https://teamsua.beaumont.k12.tx.us/fin-admin/KCampusCashReceiptsOrderEntryEntryPointAction.do?fromMenu=Student+Activity%selected+drop+down+menus=security%2CBI5D++Employee+Self-Ser

Home Security Maintenance Employee Self-Serve Student Activity Help

Sign Out

TEAMS

Batches OrderEntry

Batch

Batch: 1171 Created: 08-19-2014 Last Modified: 08-19-2014 Status: Open Submit

Cash Receipt Detail

Receipt Date: 08-19-2014

Person ID: 3206918 Gohlke, Jillian

Notes: TEST

Total Due: \$0.00 Payment: \$0.00

Group	Activity	865.00.2190.00.048.00.A01.2014.048	Description	Price
Vincent MS	MATH		TEST	300.00

Auto Complete: on

Clear Add Add and Print Receipt

Cash Receipts List

Page: |< 1 >| of 0

Delete Print Receipt Slip Print Batch Receipt

Enter the description and the amount of money collected.

Batches OrderEntry

**Batch**  
 Batch: 1171 Created: 08-19-2014 Last Modified: 08-19-2014 Status: Open Submit

**Cash Receipt Detail**

Receipt Date: 08-19-2014  
 Person ID: 3206918 Gohlke, Jillian  
 Notes: TEST

Total Due: \$300.00 Payment: \$300.00

Activity	Description	Price	Payment Type	Document ID	Authorization Code	Document Count	Amount	Bills	Coins	Taxable
MATH	TEST	300.00	Cash				300.00	\$299.00	\$1.00	

Clear Add Add and Print Receipt

**Cash Receipts List**  
 Page: |< 1 >| of 0

Delete Print Receipt Slip Print Batch Receipt

Once you enter the price (amount of money collected) more boxes will appear. This is where you will choose the payment type (check, checks, cash, etc...)

If you choose check or money order, you will be able to enter the document number.

If you choose cash, you can enter the amount in bills and coins.

Indicate whether the money is taxable.

Click "Add and Print Receipt"



Batches OrderEntry

**Batch**  
 Batch: 1171 Created: 08-19-2014 Last Modified: 08-19-2014

**Cash Receipt Detail**

Receipt Date: 08-19-2014  
 Person ID: Gohlke, Jillian  
 Notes:

Total Due: \$0.00 Payment: \$0.00

Group Activity Description

Auto Complete: on

Clear Add Add and Print Receipt

**Cash Receipts List**

Page: | < 1 > | of 1

Modified	Status	Received From	Receipt Number	Amount
08-19-2014	Entered	Gohlke, Jillian	19281	\$300.00

Delete Print Receipt Slip Print Batch Receipt

**Opening Receipt.pdf**

You have chosen to open:

**Receipt.pdf**  
 which is: Adobe Acrobat Document (2.8 KB)  
 from: https://teamsua.beaumont.k12.tx.us

What should Firefox do with this file?

Open with Adobe Acrobat 8.1 (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

Depending on the internet browser you are using, you may get a pop up from Adobe Reader.

Click “Open With” and “OK”

BEAUMONT INDEPENDENT SCHOOL  
DISTRICT  
3395 HARRISON  
BEAUMONT, TEXAS 77706

Sales Receipt

**Receipt Number:** 19281

**Date:** 08-19-2014

**Clerk:** Jillian Gohlke

**Printed on:** 08-19-2014 11:31

**Received From:** 3206918

AM

Gohlke, Jillian

**Notes:** TEST

Group	Activity	Account Number	Paid By	Amount
Vincent MS	MATH	865.00.2190.00.048.00.A01	Cash	\$300.00
			<b>Total:</b>	<b>\$300.00</b>

THANK YOU FOR YOUR PAYMENT.

The receipt will be displayed in a separate window.

Each receipt will have 2 half sheet copies.

Give one half to the person you collected the money from and keep the other for your records.



[Batches](#) | [OrderEntry](#)

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**Batch**  
 Batch:  Created: 08-19-2014 Last Modified: 08-19-2014 Status: Open [Submit](#)

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**Cash Receipt Detail**

Receipt Date:

Person ID:  Gohlke, Jillian

Notes:

**Total Due: \$0.00 Payment: \$0.00**

Group	Activity	Description	Price
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Auto Complete: on

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

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**Cash Receipts List**

Page: |< 1 >| of 1

Modified	Status	Received From	Receipt Number	Amount
08-19-2014	Entered	Gohlke, Jillian	19281	\$300.00

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

You may continue to add receipts to the same batch. They will display at the bottom of the page

Once you are done with a batch, click "Submit."

The business office will complete the deposit and the funds will be available after that.