

Online School Receipting Checklist

Below is a checklist that will assist you in recording receipts and deposits you collect through the Online School Receipting (OSR) program.

Receipting in OSR:

- Log into [OSP](#) as your school site administrator to select Transaction tab.
- Open School Receipting page to record funds collected from individual students/individuals.
- Under Student section, select a student or select no student ID required. You may enter e-mail address if needed.
- Select the product(s) being purchased in the area of Student Detailed Obligations section or Activities and Variable Payments section. This can be an obligation or activity. You may include product details if desired.
- Add product(s) to shopping cart, add payment information (check, cash or card) and any notes.
- When Post Receipt button turns green, the receipt is in balance and ready to post receipt and print for student/individual.

Depositing funds collected in OSR:

- Open School Receipting Deposit page to record all cash and check payments made for the day per staff member. All credit card payments will be deposited by ACH just like current OSP purchases.
- Then select all receipts to be batched in deposit. If more than 25 please break up into multiple deposits.
- Add payment information. Any difference must be zero.
- Post deposit to generate the Deposit Analysis Report. Financial agent (FA) will be e-mailed a copy. Print analysis to attach to bank deposit slip.

Posting Funds Collected in OSR to SFO: This is to be done daily

- Setup a Receiptee named “OSR” (This only has to be done once)
- Go to Receipts menu, Post Electronic Deposit
- Select “Payments Received from OTR”

- Select the receipt from the drop down that corresponds with the OTR deposit. Once selected, the account(s), name(s), and amount(s) appear in the grid.
- Click on Print/Post Receipts. The receipt preview appears numbered as the next available receipt number. Click on the printer icon to print and post receipt. The receipt prints with OTR as the receiptee and detailing the accounts and amounts.
- After the receipts print, you will immediately click on the Post Deposit to generate the Deposit Analysis Preview. The Deposit Analysis will print the same account information that displayed on the receipt and will automatically number the Deposit ID as the next consecutive number.
- Click on the printer icon to print the Deposit Analysis to complete the deposit posting process.

Posting Funds Collected in OSR to Filemaker:

- Log into OSP as system administrator, go to Reports tab and select Additional Reports.
- In the left box select report “Detailed Obligation Paid to Export” and click Display button on the right side.
- Pick the beginning date and ending date in the calendar (yyyy-mm-dd)
- After the report generates, click the very left icon to export the report.
- On the Export the Report screen, select the Microsoft Excel 97-2003(XLS) in the file format box before clicking OK button.
- Then save the file to local drive before running the script to import the payment file to Filemaker.