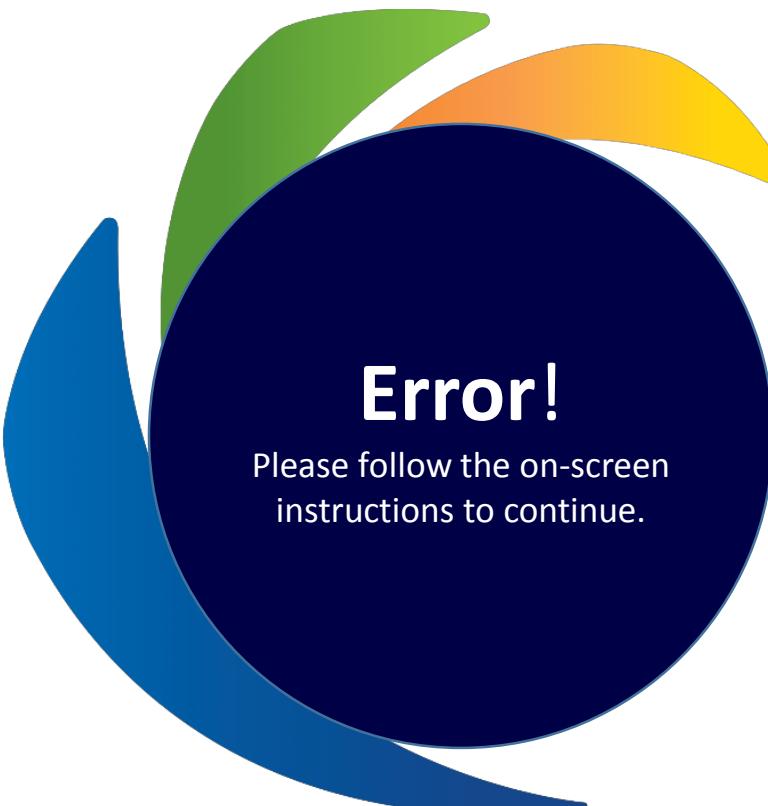




Cash Receipts

Click to Begin



Error!

Please follow the on-screen
instructions to continue.

[Go Back](#)



Complete

Please navigate to the next module
in the course to continue.

[Restart Course](#)

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City of Carlsbad

Front Desk Menu

Favorites

FlexReg/Private Lessons

Membership

Population

Receipts

Refund

Registrations

Reserve

Help Center

Active Support

Front Desk

Customers

Organizations

POS

Reports

Admin

Front Desk x + Pending Receipt #1

Pending Receipt #1

Help

Receipt Actions

Registration

Enroll

Enroll from Waiting List

Transfer

POS

Sell

Refund/Withdraw

Refund/Withdraw Transaction

Membership

Renew Membership

Sell Membership

Account Actions

Refund from Account

Pay on Account

Donation

Make Donation

Trainer Site Pay Finish Cancel

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Tip:

Select the **Reports** module

This is where we print all reports

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City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Reports Menu

Favorites Campaign Reports Daily Close Reports Financial Reports FlexReg/Private Lessons Reports General Reports Inventory Reports Membership Reports Population Reports Registration Reports Reservation Reports Help Center Active Support

Reports * Reports Home Reports Home

Favorites

- Activity Totals
- Enroll
- Enroll In Class
- Instructor Payment Due
- Roster - with Payments

Reservation Reports

- Calendar - Daily
- Calendar - Weekly
- Calendar - Monthly
- Permit Master
- Reservation Master

Registration Reports

- Activity Attendance Sheet
- Activity Attendance Sheet - Daily
- Activity Overview
- Activity Totals
- Roster - Brief
- Roster - with Payments
- Roster - Expanded
- Facility Usage

FlexReg/Private Lessons Reports

- Attendance Sheet
- Attendance Sheet - Daily
- Programs
- Roster

Daily Close Reports

- Account Distribution
- Cash Distribution by Account
- Cash Receipts**
- Refunds

Membership Reports

- Membership Usage
- Membership Autorenewal
- Membership by Customer
- Membership by Package

Financial Reports

- A/R Aging
- A/R Statements
- A/R Summary
- A/R Transactions
- Payment Plan
- Receipt Audit

Help

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Tip:

Select the **Cash Receipts** option from the **Daily Close Reports** section.

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City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

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Reports x * Reports Home > Cash Receipts Report Cash Receipts Report Recall / Schedule a saved report definition

Filters

Selection Value

Receipt Date/Time From: Jan 11, 2017 12:00 AM Through: Jan 11, 2017 11:59 PM

System User Remove

Transaction Site Carlsbad Parks & Recreation Remove

Workstations Remove

Payment Types Remove

Alternate Key Value Remove

Cash Out Reports Remove

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NOTE:
Today's date is automatically input for you.

Tip:

After verifying the date, select Workstations

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Reports x * Reports Home > Cash Receipts Report

Cash Receipts Report

Recall / Schedule a saved report definition

Filters

Selection Value

Receipt Date/Time From: Jan 11, 2017 12:00 AM Through: Jan 11, 2017 11:59 PM

System User

Transaction Site Carlsbad Parks & Recreation

Workstations

Payment Types

Alternate Key Value

Cash Out Reports

Remove Remove Remove Remove Remove Remove

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Recreation

Workstation	Location	Category
Stagecoach-032	--	Carlsbad Parks & Recreation
Stagecoach-033	--	Carlsbad Parks & Recreation
Stagecoach-034	--	Carlsbad Parks & Recreation
z - ActiveNet Support	--	Carlsbad Parks & Recreation
z - Administration	--	Carlsbad Parks & Recreation
Z-Rec Admin-035	--	Carlsbad Parks & Recreation
Z-Rec Admin-036	--	Carlsbad Parks & Recreation
Z-Rec Admin-037	--	Carlsbad Parks & Recreation

Add All Selected Remove All Selected Done

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Tip:

Select all workstations for your location.

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Recall / Schedule a saved report definition

Filters

Selection Value

Receipt Date/Time From: Jan 11, 2017 12:00 AM Through: Jan 11, 2017 11:59 PM

System User Remove

Transaction Site Carlsbad Parks & Recreation Remove

Workstations Remove

Payment Types Remove

Alternate Key Value Remove

Cash Out Reports Remove

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Recreation

<input checked="" type="checkbox"/>	Stagecoach-032	--	Carlsbad Parks & Recreation
<input type="checkbox"/>	Stagecoach-033	--	Carlsbad Parks & Recreation
<input type="checkbox"/>	Stagecoach-034	--	Carlsbad Parks & Recreation
<input type="checkbox"/>	z - ActiveNet Support	--	Carlsbad Parks & Recreation
<input type="checkbox"/>	z - Administration	--	Carlsbad Parks & Recreation
<input type="checkbox"/>	Z-Rec Admin-035	--	Carlsbad Parks & Recreation
<input type="checkbox"/>	Z-Rec Admin-036	--	Carlsbad Parks & Recreation
<input type="checkbox"/>	Z-Rec Admin-037	--	Carlsbad Parks & Recreation

Add All Selected Remove All Selected Done

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Tip:

Select the next workstation in the list

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Reports Home > Cash Receipts Report

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Recall / Schedule a saved report definition

Filters

Selection Value

Receipt Date/Time From: Jan 11, 2017 12:00 AM Through: Jan 11, 2017 11:59 PM

System User Remove

Transaction Site Carlsbad Parks & Recreation Remove

Workstations Remove

Payment Types Remove

Alternate Key Value Remove

Cash Out Reports Remove

Help

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Recreation

<input checked="" type="checkbox"/>	Stagecoach-032	--	Carlsbad Parks & Recreation
<input checked="" type="checkbox"/>	Stagecoach-033	--	Carlsbad Parks & Recreation
<input type="checkbox"/>	Stagecoach-034	--	Carlsbad Parks & Recreation
<input type="checkbox"/>	z - ActiveNet Support	--	Carlsbad Parks & Recreation
<input type="checkbox"/>	z - Administration	--	Carlsbad Parks & Recreation
<input type="checkbox"/>	Z-Rec Admin-035	--	Carlsbad Parks & Recreation
<input type="checkbox"/>	Z-Rec Admin-036	--	Carlsbad Parks & Recreation
<input type="checkbox"/>	Z-Rec Admin-037	--	Carlsbad Parks & Recreation

Add All Selected Remove All Selected Done

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Tip:

Select the next workstation in the list

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Reports x

Reports Home > Cash Receipts Report

Cash Receipts Report

Recall / Schedule a saved report definition

Filters

Selection Value

Receipt Date/Time From: Jan 11, 2017 12:00 AM Through: Jan 11, 2017 11:59 PM

System User Remove

Transaction Site Carlsbad Parks & Recreation Remove

Workstations Remove

Payment Types Remove

Alternate Key Value Remove

Cash Out Reports Remove

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Recreation

<input checked="" type="checkbox"/> Stagecoach-032	--	Carlsbad Parks &	--
<input checked="" type="checkbox"/> Stagecoach-033	--	Carlsbad Parks &	--
<input checked="" type="checkbox"/> Stagecoach-034	--	Carlsbad Parks &	--
<input type="checkbox"/> z - ActiveNet Support	--	Carlsbad Parks &	--
<input type="checkbox"/> z - Administration	--	Carlsbad Parks &	--
<input type="checkbox"/> Z-Rec Admin-035	--	Carlsbad Parks &	--
<input type="checkbox"/> Z-Rec Admin-036	--	Carlsbad Parks &	--
<input type="checkbox"/> Z-Rec Admin-037	--	Carlsbad Parks &	--

Add All Selected Remove All Selected Done

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Tip:

Click **Done** when all are selected

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Reports x * Reports Home > Cash Receipts Report

Cash Receipts Report

Recall / Schedule a saved report definition

▼ Filters

Selection	Value
Receipt Date/Time	From: Jan 11, 2017 12:00 AM Through: Jan 11, 2017 11:59 PM
System User	[Text Box]
Transaction Site	Carlsbad Parks & Recreation
Workstations	Stagecoach-032 Stagecoach-033 Stagecoach-034
Payment Types	[Text Box]
Alternate Key Value	[Text Box]
Cash Out Reports	[Text Box]

Remove Remove Remove Remove Remove Remove

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Tip:

Collapse the first table.

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Front Desk Customers Organizations POS Reports Admin

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Reports x * Reports Home > Cash Receipts Report

Cash Receipts Report

Recall / Schedule a saved report definition

Filters

Options

Name Values
Notes

Summary Report Include Payment total of users

Include Cash Out ID?

Voided Status Both

Credit Card Transaction All

Group By

Sort by Receipt Number

Output Type Adobe Acrobat Reader

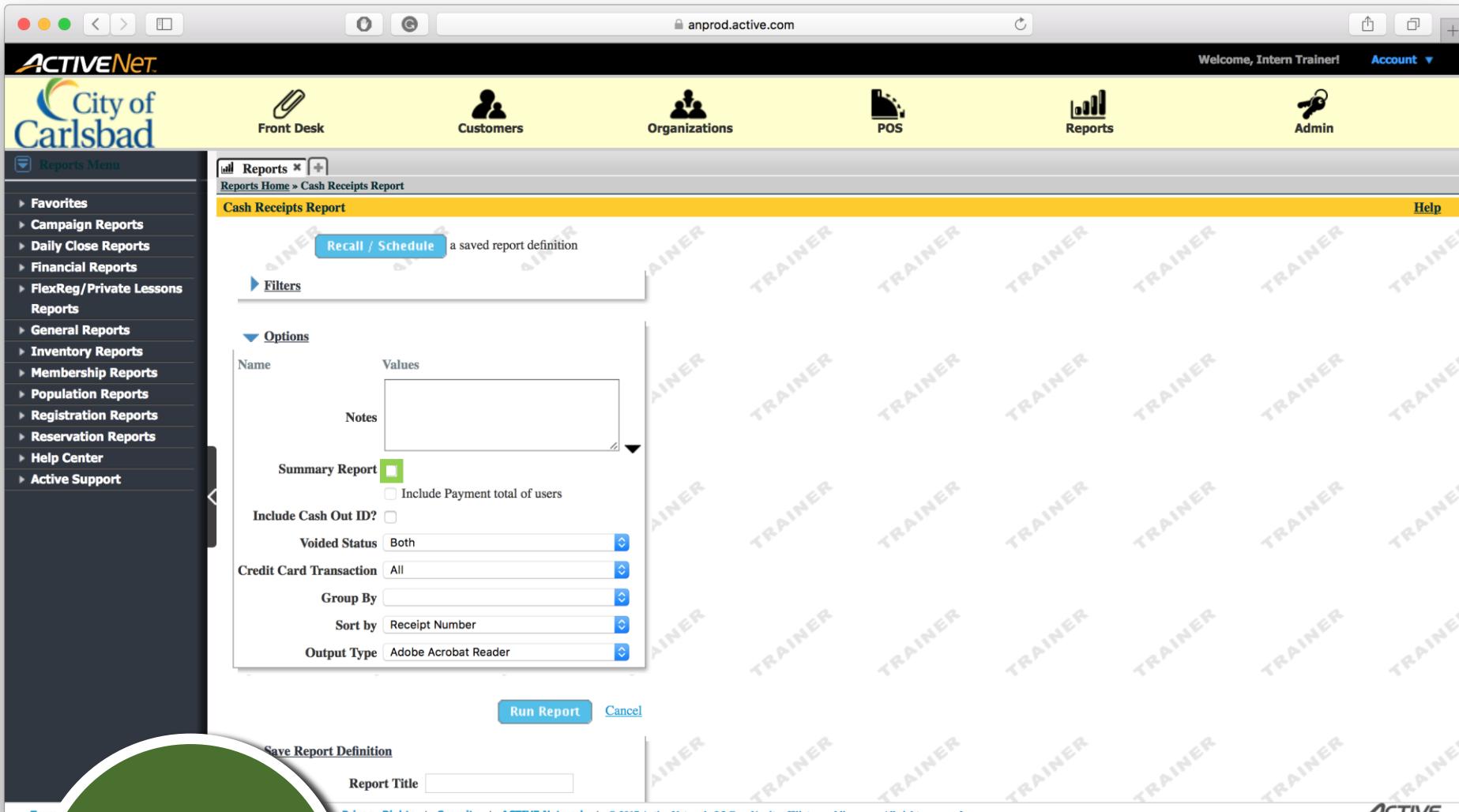
Run Report Cancel

Save Report Definition

Report Title

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Tip:

Click Summary Report.

This will only display subtotals and totals – not transaction numbers

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City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Reports Menu

Favorites Campaign Reports Daily Close Reports Financial Reports FlexReg/Private Lessons Reports General Reports Inventory Reports Membership Reports Population Reports Registration Reports Reservation Reports Help Center Active Support

Reports x * Reports Home > Cash Receipts Report

Cash Receipts Report

Recall / Schedule a saved report definition

Filters

Options

Name Values
Notes

Summary Report Include Payment total of users

Include Cash Out ID?

Voided Status Both

Credit Card Transaction All

Group By

Sort by Receipt Number

Output Type Adobe Acrobat Reader

Run Report Cancel

Save Report Definition

Report Title

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Tip:

Run the Report



Page 1 of 2

Jan 11, 2017

2:37 PM

Cash Receipts Report (Summary)

Receipt Date/Time: From Jan 11, 2017 12:00 AM through Jan 11, 2017 11:59 PM

Transaction Site: Carlsbad Parks & Recreation

Workstations: Stagecoach-032, Stagecoach-033, Stagecoach-034

Cash Drawer Totals

Cash: +	\$0.00
Cash Refunds: -	\$0.00
Sub-Total Cash: =	\$0.00
Check: +	\$0.00
Sub-Total Cash/Check: =	\$0.00
Gift Card: +	\$0.00
Cash/Check/GC: =	\$0.00
Memo: +	\$0.00
C/Memo: =	\$0.00

Grand Totals

Total Cash Drawer: +	\$0.00
Sub-Total Manual Deduct: +	\$0.00
Grand Total: =	\$0.00
Sub-Total From Account: +	\$0.00
Grand Total With From Account: =	\$0.00
Sub-Total From ECP: +	\$ 0.00
Grand Total With ECP: =	\$ 0.00

Tip:

This sheet is reported to Finance

Part of the Cash Out process includes printing this sheet.

When you are finished reviewing this report, click **Finish** to move on.

Finish