

Section B – Intouch Manager Guide

Updated 06/15/2021





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INTRODUCTION

Overview

Intouch Receipting Suite is a fully integrated payment software created for School Districts that 1) Has the capability of collecting payment thru cash, checks and/or debit cards and issuing and storing electronic receipts for any student anywhere in the District; 2) Is able to create comprehensive and customized reports in real-time for all collections and; 3) Enables the District to maintain a secure online store for the convenience of our families and students.

The 3-in-1 receipting systems will be discussed in the following sections:

Section A – InTouch Terminal: The point-of-sale portion of the application. Think of this as the cash register where users will receipt payments into the system. Intouch Receipting replaces the issuance of hand paper receipts. Refer to Section A – Terminal for procedures manual.

Section B – InTouch Manager: The administrative back-end portion of the program where users have access to various reporting options and are able to create new items, buttons and customer groups.

Section C – Touch Base (Online Store): The online payments portion of the program that allows district customers the ability to access an account online where card payments can be applied toward or purchase items anytime, anywhere. Customers are also able to review individual past purchase history or outstanding fees on their own time, 24/7. Log in information to the website is typically communicated to customers via District Administration. Refer to Section C – Online Store for procedures manual.

Conversion Information

Student Information – The individual student identification number and related student data have been loaded into the InTouch Cash Receipting System directly from Skyward Student Database. There is a process that runs each night to update the student information and add new students. Students that leave the district remain in InTouch to retain the student record by can be inactivated for reporting purposes.

Student Fees – Student fees outstanding will be loaded into the InTouch Cash Receipting System as follows:

Lost textbooks and technology items	Uploaded from TipWeb (implementation TBD)
Lost library books	Uploaded from Destinty (implementation TBD)

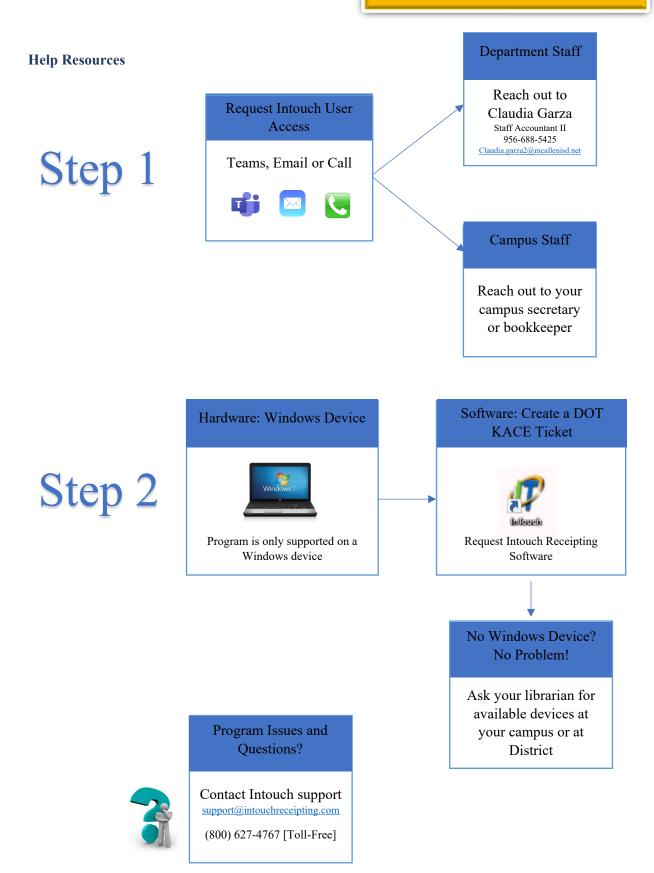
Contacting Intouch Support

For any additional questions or assistance, reach out to Intouch Support team at any time between 8:00 AM and 5:00 PM PST via any of the following methods below:

Email: support@intouchreceipting.com

Phone: (253) 922-6077 or (800) 627-4767 [Toll-Free]

McAllen Independent School District Section B – Intouch Manager



SECTION B – INTOUCH MANAGER

How to Log into Intouch Manager

Log in to Intouch Manager to run reports, set up new items, create or edit cash terminal buttons.

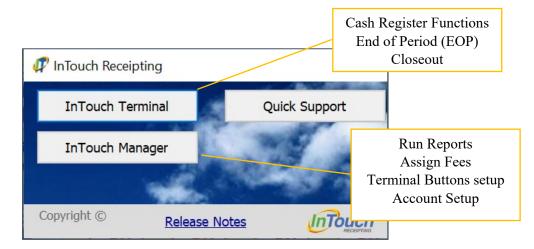
- 1. Launch InTouch shortcut from the desktop or start menu.
- 2. Click on InTouch manager:



3. Enter your username and password and click "OK"

Help			
Account Cotur	User Name	1	
	Password		
		Cancel	ОК
Functions			
Misc			

4. Differences between Intouch Terminal and Intouch Manager



Account Setup – Item Setup

Account Setup - Item Setup is used to create and edit items for InTouch Terminal.

General Data	Price Levels Misc	
Item Number	840-C5PROM1 *	Active 🔽 *
Account Code	840 R 00 5749 C5 001 0 00 0 00 (840 STUDENT ACTIVITY) ~	Comment
Description	Ticket for One to the 2021 Junior/Senior Prom	Prom will be held on May 15th at Quinta Mazatlan in
Receipt Desc	SINGLE PROM TICKET *	McAllen from 8-11pm. Once you leave, you may not return. Coffee/Tea Bar/Water/Light Dessert will be
Price	25.00 *	provided.
	Includes Tax	Sold Out Warning 🔽 *
Qty	0 🔹 *	
		Cancel Save

Item Number	McAllen ISD item numbers are set up for 3 digits for the fund, a dash, then 2 digits for the sub object and a brief description of the item. For example: 840-C5PROM1 for McAllen HS Student Activity Club – Class of 2022 (sub object C5) Prom ticket sales.
Account Code	The account code is essential for proper budget reporting and for the accounting interface to properly function.
Description / Receipt Description	The receipt description is what displays on the customer receipt. Be clear, concise, and check spelling.
Price	Item price
Quantity	Used to track inventory when there is a limited supply available – leave as 0 during initial setup if not associated with an inventory item (most items will NOT be inventory items)
Tax Rate	Leave this as Not Taxable
Comment	This is printed on the customer receipt and customer ledger. Adding descriptive notes can provide better customer understanding and support. Be clear, concise, and check spelling.
Active	If an item is no longer needed, make the item inactive to remove the item from the 'active' list and also from TouchBase. Inactive items remain fully available for historical reporting.

Adding and Maintaining Intouch Items

During the initial implementation stage, basic items for campus cash collections and fees were created for all the campuses. If additional items are needed, Intouch users with a security access "All" and "Site Manager" are able to add codes or make codes inactive as they are not utilized.

Data Elements

Data elements are separate data fields attached to an InTouch item. These elements allow the capture of information related to the item. You can assign more than one data element to an item. A data element is added when information needs to be captured/requested at the time of sales and attached to the report.

An example of a data element would be vehicle make/model, DL#, insurance name and insurance policy number for a parking pass. All data elements will print on the receipt.

Sample data element for parking permit:

General	Data	Price Levels	Misc										
Title				Default Value	Туре		Pick List	S	System Field	Link	Required	Confidential	
DRIVER	LICENC	E			Text	~		~	~	~			Remove
INSURA	NCE				Text	~		×.	~	×.			Remove
POLICY	NUMBER	L .			Text	~		×.	~	×			Remove
						~		~	~	~			

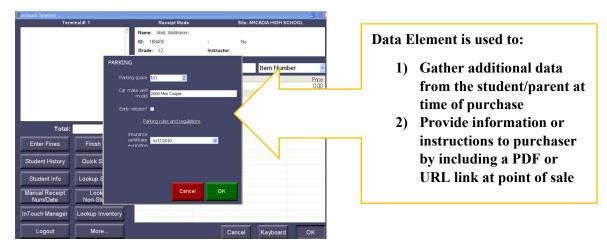
Data Elements are located on the Data tab of the Item Setup screen. Contact InTouch Support and/or Accounting Office Staff for requests to add, edit, delete data element setup.

Data Element Type	Purpose / Application
Checkbox	A check box to be either checked or unchecked
	– a check in the box makes a "yes" or a "true".
	This box checked at terminal could indicate the
	form received or the customer acknowledges a
	question. A check in this box will print on the
	receipt and all student ledgers with the question
	and the result = "True". <i>Receipt example: "will</i>
	not park in principal's spot" the receipt says
	"True" if checked.
	All data elements except for the URL type will
	print on the receipt.
Date	This option will present a calendar and date
	entry.
	Example: "No refunds after" and the date time
	entry would be the date entered.

Data Element Type	Purpose / Application
Decimal	This allows data entry with a decimal point.
Integer	This type allows only integer entry. This is great where numerical entry is the only common sense entry such as <i>space number</i>
Text	The most common data element entry and will allow the terminal operator or the online purchaser to enter any character set. Common uses:
	 Parent or Student Last name Phone number Date's name (for dances) Virtually anything
URL	An extremely powerful tool for the online purchaser. This selection allows for any individual item to be linked to a .pdf, website or other document for additional information.
	The online purchaser may need additional information to either complete the purchase or know what to bring or compliance policies which need to be printed and signed.
	Example: Athletic participation requires the parent/athlete to understand district policies and print them out. The URL to the policies can be attached to the item and printed out.
	There could be a pdf attached to many items making the parent's on line experience much more informative. Touchbase will lower calls to the school building and make a better informed consumer.
	Unlimited pdf or word documents can be attached. Additionally, the user can be directed to the District's website for information provided there.

Data Element Type	Purpose / Application
Pick List	Set up in InTouch Manager, Account Setup
	under the selection: Item Data Pick Lists,
	the pick list restricts a customer's
	selections in a web or counter transaction
	to a limited, defined set of selections (e.g.
	small, medium, large)
System Field	Uses information from your SIS system to
	automatically fill information in such as
	guardian names, addresses or any other key
	information that can be extracted from the
	Student Information system

Sample Data Element Screen in Intouch Manager:



Creating a Data Element - Accounting Staff Only

1. Find your item. Once your item is selected, go to the "Data" tab located above the item number.

Items			
	Item #	✓	
Item #		Description	Price
4GRADEDUES		4TH GRADE MEMBERSHIP DUES	0.00
4GRADEFIELD		4TH GRADE FIELD TRIP	0.00
5GRADEDON		DONATION TO 5TH GRADE	0.00
5GRADEDUES		5TH GRADE MEMBERSHIP DUES	0.00
5GRADEFIELD		5TH GRADE FIELD TRIP	0.00
ACCDEPO		ACCOUNT DEPOSIT	0.00
BANDDON		DONATION TO BAND	0.00
BANDDUES		BAND MEMBERSHIP DUES	0.00
BANDFIELD		BAND FIELD TRIP	0.00
BANDTSHIRT		BAND T-SHIRT SALE	0.00
CAMPUSDON		DONATION CAMPUS WIDE	0.00
CASH		CASH	0.00
CHARITYAHA		AMERICAN HEART ASSOCIATION DONATION	0.00
General Data rice Levels	Misc		
Title	Default Value	Type Pick List System Field Link	Required Confidential
		Text v v v	

Creating a Data Element - Accounting Staff Only (Continued)

2. Once you are in the Data Elements page, you will notice one blank line.

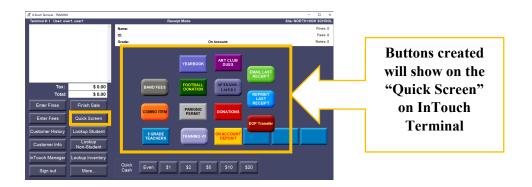
Listed is what these fields mean:

- Title What will your data Element say to the customer:
 - Examples: Student name, parent phone number, address.
- Default Value This can be used for a number of things such as:
 - A clue to the correct answer
 - A URL if you are linking a document or web page
- Type There are many different kinds of data elements to choose from
 - \circ Yes/No offers and affirmative answer to a question such as:
 - Do you understand the requirements for Football
 - Date opens a calendar for the parent to fill in the date
 - This can be used to enter the expiration date a student's auto insurance for parking privileges.
 - Decimal used for fractional quantities
 - Integer Only numbers can be used; perfect for phone numbers
 - \circ Text this is the most commonly used Type. This allows for numbers, characters and letters to be entered.
 - URL allows you to link websites and documents to an item; anything with a URL
- Pick List Uses a pre-defined menu to capture anything you create. (Please see Pick List setup for more details.)
 - System Field Uses information from your SIS system to automatically fill information in such as guardian names, addresses or any other key information that can be extracted from the Student Information system
- Pick List once your Type is set to Pick List, this is where you select what Pick List to use.
 - System Type Tells InTouch what field to use from your SIS system
 - Link This is used to link similar data elements so the parent only has to enter information one time per transaction
 - Required The transaction cannot be completed until the data element has been filled out completely
 - Confidential If this box is checked the data element will not show on the receipt for confidentiality. Only administrators will be able to access the information in the reports.

Quick Screen – Terminal Buttons

Intouch home screen includes a "button" selection which allows the cashier to sell an item by touching or clicking on the button. A button acts as a shortcut that is linked to a transaction item and an account number. Buttons can be set to either directly sell an item, group of items or to jump to another layer with more buttons.

The following information provides a guide to setting, adding, changing or deleting buttons present in the "Quick Screen" tab on InTouch Terminal. As a reminder, the use of buttons are highly recommended to allow for a faster checkout process when receipting in heavy volume times.



How to Add a Button on your Quick Screen

Use Intouch Manager to add, change or delete existing buttons.

1. Log into Intouch Manager, then select **"Functions"** tab from the main menu and then select **"Button Editor"** to open the button editor screen.



How to Add a Button on your Quick Screen (Continued)

2. Once the following button editor screen appears, select your campus site and select your terminal number (for example terminal #1 for site managers) and select the layer number.

InTouch Manager - Button Editor File	
Site JOSE DE ESCANDON ELEMENTARY V Terminal # 1 V Layer 1 V	

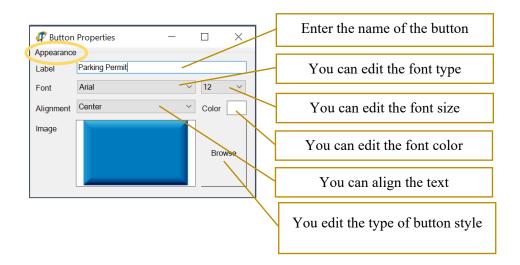
Remember: Button setup is specific and unique to each terminal.

- 3. Click on "**New**" to get a new button. A blue button will appear in the top left corner of the screen. The upper left corner is the default location for new buttons.
- 4. The button properties screen will automatically appear.

REPRINT LAST RECEIPT	Image: Weight of Properties - - × Appearance - - × Label - - - - Font Arial × 12 ×
EMAIL LAST RECEIPT	Alignment Center Color
	Function
	Sell Item ~
	Sell Item
	Change Button Layer
	1 ~
	Cancel Ok

How to Add a Button on your Quick Screen (Continued)

5. On the appearance section you can enter an appropriate description to display on the button by entering it on the label field.



You can customize the font size, font color or button background color.

- To change the font, select a new font name from the drop-down menu
- To change the font color, click on the color box and select your color, then click "OK"
- To change the button background color, click on the "Browse" button and select the button color and style you wish, then click "Open".
- 6. On the function section, there are several function options:
 - Sell item Most common button set up. Use for fundraiser sales, field trip collections and donations
 - Must select the specific item you are selling from the drop-down menu
 - **Go to layer** To create a layer/new button screen.
 - Receive form, Add to Roster and Lockers
 - **EOP Transfer** Button to transfer EOP receipts
 - Reprint Last Receipt
 - Email Last Receipts

Function	
Sell Item	~
Sell Item	
Go To Layer Receive Form	
-(Add to Roster	
Lockers EOP Transfer	
Reprint Last Receipt	
Email Last Receipt	
	Cancel Ok

How to Add a Button on your Quick Screen (Continued)

Appearanc	e			_			
Label	Yearbook						
Font	Arial	~	12	\sim			
Alignment	Center	~	Color				
Image			Bro	wse			
Function				_	1		
Sell Item				\sim		Sele	ct item
Sell Item	984-YBPREORDER, Y	EARBOOK	SALE PF	RE- V		dron	-down 1
Change Bu	984-L2PENCILS, SALE 984-OVERSHORT, CA	OF PENS, SH OVER/	PENCIL	58 ^			uo wii i
1	984-PEADMISSION, PI 984-PKDONATION, DO	HYSICAL E	DUCATI				
	984-PKDUES, PRE-KIN	NDER MEM					
	984-PRBOXTOPS, BO 984-PRCOOKIE, COOK						
	984-PRDONATION, DO						
	984-PRFDANCE, FALL			EF			
			.ARD				
	984-PRIDCARDS, STU 984-PRJEANDAY, JEA						

Sample Button Design for Yearbook Sale Pre-Orders

7. When customization is finished, click **"Save"**. Drag the button to where you want it to appear on your "Quick Screen"

Note: Make it a habit to click the "Save" button every time you edit or move a button. The changes you make will not be reflected if you do not hit save with every move or edit you make.

Modifying an Existing Button

- 1. Click on the current button and revise/edit settings to the right of the screen
- 2. Click the "Save" button when finished.

Layers

Use this option if you want to have buttons on your home Quick Screen that move you to other layers containing buttons for a specific sale.

- 1. Log into InTouch Manager
- 2. Click on "Functions" tab and then "Button Editor".
- 3. Select your Terminal # from the drop-down list.
- 4. Select Layer#1 from the drop-down list at the top left corner of the window.

Layers (Continued)

- 5. Click on the "New" button at the bottom right and a new button will appear at the top left corner of the window click on this button.
- 6. Customize your button as desired to the right of the window (label, colors, fonts, etc.).
- 7. In the Function field, select "Go to Layer" from the drop-down list.
- 8. Use the drop-down list in the Layer field below it to tell this button which layer to display wen the button is pushed in Terminal.
- 9. Click on the **"Save"** button.

Customer Groups

Customer groups are a very convenient method of focusing reporting, mass fees and mass billings as a group instead of processing at the individual student level.

There are three types of customer groups:

- 1. Pricing groups which will apply to the InTouch item being processed, fee'd and/or billed;
- 2. Reporting groups generate reporting based on the students and non-student in a group;
- 3. Billing and mass fee processing groups which students and non-students accounts will be processed.

Example of Customer Groups:

- Price shifting groups: fee group, reduced group, district employee group
- **Reporting groups**: students in the DECA club, students in Ms. Evans' class and volleyball players.
- **Billing/mass fee processing groups:** all volleyball players, all seventh graders, all students in the club, pre-k students at the building (before and after school care), participants in a summer camp program.

How to Set Up Customer Groups

- 1. Log in to Intouch Manager
- 2. Click on the "Misc" tab then, select "Customer Groups"

🌮 InTouch Manager - [Misc] 🕼 File Help			_	□ ×
Account Setup	Customers Students Non-Students	Customer Groups	Users Users Security Zones	
Reports	Fees and Billing		Other	
	Mass Fees	Mass Account Billing	Reason Codes	
Functions	Mass Fee Adjustment	Account Charge Adjustment	Other Tender Types	
	Fee Batch Management	Account Refund		
Misc	Schedules			
Setup	Course Fees	Schedule Interface Settings		
- Alton - and				

3. Add a description to the customer group for a new group

ar InTouch Manager - Customer Groups		- 🗆 X
File Site CENTRAL OFFICE		
 Description	Memo	System
 PRE-K STUDENTS - TUITION BASED		Delet

- 4. The bottom left hand corner of the screen allows selection of the current non-members of the group to become members of the group.
 - a. Select a site or all sites (selection is not limited to just the one site's customer)
 - b. Find customers by
 - i. Selecting from the list.
 - ii. Customer ID sort, last name sort or grade sort the grade sort is a good way to build all seventh graders for example.

Non-Members Customers					Checkmark "ALL" box to look for all students in the District
CENTRAL OFFICE		∼ 🗌 All			
	Customer #	 ✓ Students 	~ Active	~	
Customer #	Last Name	 First Name 	Grade	^	
56	A	PATRICIO	PK		
82	A	TRISTAN			
82	A	ESBEYDI	Sear	ch b	by entering student ID
82	A	ISABELLA	Sea		sy entering student ID
82	A	JULIAN	PK		
82	A	CALVIN	PK		
82	A	XIMENA	PK		
82 82 82 82 82 82 82 82 82 82	A	ANASTASIA	PK		
82	A	ALEXIS	PK		
82	A	ALFREDO	PK	\sim	

How to Set Up Customer Groups (Continued)

- c. Add customers by
 - i. Click on customer (highlighted in blue) and then clicking "Add"
 - ii. Basic windows using shift + select or control + click to highlight customers

🥼 InTouch Mana	ger - Customer Groups						-		×
File									
Site									
CENTRAL OFFICE		~							
CENTIFICE OFFICE									
Description					Memo			System	
PRE-K STUDENTS -	TUITION BASED							De	elete
Non-Members					Members				_
Customers					Customer #	Last Name	 First Name 	Grade	~
					72	A	EMMANUEL	PK	
CENTRAL OFFICE		∼ □ All			72	A	MARIAM MOHAMMAD	PK	1
	Customer #	 Students 	Active		72	AB	RAINA	PK	
Customer #	Last Name	∽ First Name	Grade A	1 <u> </u>	72 72 72 72 44 72 72 72	D	DANIELLA	PK	
	Last Name	PATRICIO	Grade A		72	G	EMMA	PK	
56		TRISTAN	PK		44	G	LOGAN	PK	
82	P		PK		72	G	GABRIELA	PK	
82	P	ESBEYDI			72	G	ISABELLA	PK	
82	P	ISABELLA	PK		72	JJ	RISHIK	PK	
82	A	JULIAN	PK	Add 🚺	72	ĸ	BODHI	PK	
82	A	CALVIN	PK		72	N	CHARLES	PK	
82 83 83 83 83 83 83 83 84 84 84	A	XIMENA	PK	C Remove	50	P.	LUKE	PK	1
82	A	ANASTASIA	PK	-	50 72 72 72	R	GABRIELLE	PK	1
82	A	ALEXIS	PK		72	B	ALEXANDRO	PK	1
82	A	ALFREDO	PK 🗸	<u></u>	72	s	NATALIA	PK	~

How to Delete a Customer Group

Select group at tip of screen and click on "Delete" at the right side

🛷 InTouch Manager - Customer Groups	-		×
File Site CENTRAL OFFICE			
Description	Memo	Syster	
PRE-K STUDENTS - TUITION BASED			Delete

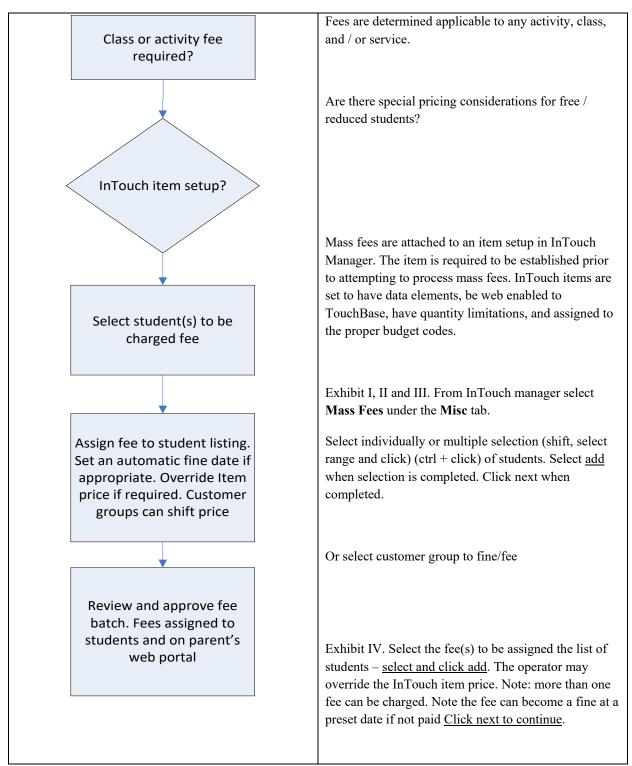
How to Lock a Customer Group

The system property of a customer group indicates the group is not able to be edited by a user, and is usually updated by an automated process (e.g. maintenance of free and reduced groups).

🧬 InTouch Manager - Customer Groups		-		×
File Site CENTRAL OFFICE				
Description PRE-K STUDENTS - TUITION BASED	Memo		Syste	en Delete

Mass Fees

Mass Fee is a function allowing a user to apply one or more fees to a group of students. The purpose of the mass fees is to make assessing single and multiple fees very efficient for the InTouch user.



Process Mass Fees

- 1. Log into "Intouch Manager"
- 2. Click on the "Misc" tab then, select "Mass Fees"

æ	InTouch Manager - [Misc]			>
æ	File Help			- 8
	Account Setup	Customers Students	Customer Groups	Users Users
		Non-Students	Dynamic Customer Groups	Security Zones
	Reports	Fees and Billing Mass Fees	Mass Account Billing	Other Reason Codes
	Functions	Mass Fee Adjustment	Account Charge Adjustment	Other Tender Types
	Misc	Fee Batch Management	Account Refund	
	Setup	Course Fees	Schedule Interface Settings	

3. Click on the customer group to be billed from the drop-down box. The interface allows for the single selection of students OR the use of customer groups. Once you have selected all of the students to receive a fee, click "Next".

🕼 InTouch Mana	ger massives						- 0	- X
File								
Customer Search								
CENTRAL OFFICE			/ []/	411	CENTRAL OFFICE	E		~
	Customer # V	Students	 Active 		Customer Group			
Customer #	Last Name	First Name	Grade	/	PRE-K STUDENTS	5 - TUITION BASED		~
56	A	PATRICIO	PK					
32	A	TRISTAN	PK		Schedule			
32	A	ESBEYDI	PK		Year:	Course:		~
32	A	ISABELLA	PK					
82	A	JULIAN	PK		Customer #	Last Name	First Name	Grad
36 36 82 32 83 32	A	CALVIN	PK		72:	A	EMMANUEL	PK
82	A	ALEXIS	PK		727	A	MARIAM MOHAMMAD	PK
32	A	ANASTASIA	PK		72 72 72 72 72 72 72 72 72 72 72 72 72 7	В	RAINA	PK
32	A	XIMENA	PK		727	D	DANIELLA	PK
32	A	ALFREDO	PK	Add 🚺	727	G	EMMA	PK
32	A	VALENTINA	PK	~~~ U	447	G	LOGAN	PK
32	A	ISAAC	PK	0	727	G	GABRIELA	PK
82	A	LIAM	PK	Remove	727	G	ISABELLA	PK
82	A	TYLER	PK		721	J.	RISHIK	PK
32	A	ADALYNN	PK		727	к	BODHI	PK
32	A	ARATH	PK		727	N	CHARLES	PK
32	A	LESLIE	PK		507	P	LUKE	PK
32	A	MARTIN	PK		727	R	GABRIELLE	PK
32	A	LEONEL	PK		727	R	ALEXANDRO	PK
82	A	JAYLA	PK		727	s	NATALIA	PK
32	A	DAMIAN	PK		727	т	LOUANE	PK
32	A	PEDRO	PK		727	U	CARLOS	PK
32	A	EMILY	PK		727	Y	DECLAN	PK
32	A	SCARLETT	PK					
32	A	PENELOPE	PK					
32	В	CHLOE	PK					
14	В	EMMA	PK					
32	В	MADISSON	PK					
32	в	JULIAN	PK					
32	В	DARIANNA	PK					
32	в	HERIBERTO	PK					
32	В	PAULINA	PK					
32	В	KENYA	PK	~				

Process Mass Fees (Continued)

4. You will be presented with the list of items that can be assessed as fees to the student accounts. Look for the fee from the list by either searching for the Item # or by description. One or more items can be selected to fee this group.

File Items												
LEONELO H. GONZ			~							Auto	Auto Fine	
LEONELO H. GONZ						Item #	Description		Memo	Fine	Date	Amount
	It	tem #	\sim			PREKDEC20	PRE-K PROGRAM D	ECEMBER FEE				495.0
		Include Used Item	s									1
Item #	Description	Amount	^									
5GRADEDON	DONATION TO 5TH GRADE	0.0						¬ /				
5GRADEDUES	5TH GRADE MEMBERSHIP DU	ES 0.0	2		L	a ant N	<i>M</i> emo					
5GRADEFIELD	5TH GRADE FIELD TRIP	0.0	0		п	isen r	vienno					
ACCDEPO	ACCOUNT DEPOSIT	0.0	0								/	
AMBCLUBDON	DONATION TO AMBASSADOR.	0.0						_			/	
AMBCLUBDUES	AMBASSADORS CLUB MEMBE	0.0										
AMBCLUBFIELD	AMBASSADORS CLUB FIELD .	0.0										
CAMPUSDON	DONATION CAMPUS WIDE	0.0)	Add								
CASH	CASH	0.0			-							
CHORALDVD	CHORAL FESTIVAL DVD SALES	5 0.0		0	Remove						/	
CHORALTICKET	CHORAL FESTIVAL TICKET S.	0.0		•							/	
CONVEFEE	CONVENIENCE FEE	0.0								/		
GRANTSDON	DONATION TO GRANTS	0.0								¬ /		
LIBRARYBOOK	LOST LIBRARY BOOK FEES	0.0					Amour	nt can	he			
LIBRARYDON	DONATION TO LIBRARY ACC	. 0.0					Amou	n can				
LIBRARYDUES	LIBRARY MEMBERSHIP DUES	0.0					modified	lifnor	holo	Y		
LIBRARYFAIR	SCHOLASTIC BOOK FAIR	0.0)				mounnee	i II liec	ueu			
LIBRARYFIELD	LIBRARY FIELD TRIP	0.0										
LIBRARYFINES	LIBRARY BOOK FINES	0.0								_		
LIBRARYPEN	SALE OF PENS, PENCILS & E.	0.0										
OVERSHORT	CASH OVER/SHORT	0.0										
PRACCTCOOKIE	COOKIE DOUGH FUNDRAISER	0.0										
PRACCTDON	DONATION TO PRINCIPALS A.	0.0										
PRACCTFALL	FALL DANCE ENTRANCE FEE	0.0										
PRACCTFIELD	FIELD TRIP	0.0)									
PRACCTIDCARDS	STUDENT ID CARD	0.0										
PRACCTJEAN	JEAN DAY FEES	0.0)									
PRACCTMARQUEE	STUDENT MARQUEE ANNOU.	0.0)									
PRACCTPOPCORN	POPCORN FUNDRAISER	0.0										
PRACCTUNIF	SALE OF STUDENT UNIFORMS	0.0)									
PRACCTVALEDAN	VALENTINE'S DAY DANCE EN.											
PRACCTWINTER	WINTER DANCE ENTRANCE E	FF 0.0	\sim									

- 5. Before you click on "Add" to move the item to the right window, confirm the following:
 - a. The amount of the fee is correct,
 - i. If it is not correct, enter the proper amount in the Amount box
 - b. If the fee is to be converted to a fine eventually, then click on Auto Fine box and enter the date the Fee turns into a Fine.
 - i. If you wish to assess a fine immediately, leave the date as today's date.
- 6. Click "Next". You will be presented with a screen to review the fee batch and confirm that it is accurate.
- 7. This screen gives you a field to enter "Batch Memo". This is a memo that will attach to the batch itself as opposed to the memo to the individual items. Confirm all is accurate and when you are satisfied, click "Submit". The batch will be created for approval by the site bookkeeper.

Approve or Disapprove the Fee Batch

- 1. Log in to InTouch Manager
- 2. Select the "Misc" tab and then select "Fee Batch Management"
- 3. Select the fee batch to be reviewed and confirm its accuracy.
- 4. When you are satisfied that the batch is correct, click on Approve. At this point the fees will be assessed to the student.
- 5. If you are dissatisfied with the accuracy of the batch, you can click "Disapprove" and the fees will not be assessed to the student's accounts.
 - a. Note: You will need to notify the staff that created the batch that the batch was not approved.

APPENDIX A – WHAT INTOUCH REPORT SHOULD I USE?



View Online Payments Revenue by Tender Use "for site by all sites" Tender Type - Credit



See Who Owes Money Customer Fine/Fee Ledger or Customer Fine/Fee Listing



See Who Has Paid Dues/Fees or Purchased Items Customer Purchases by Item







Credit Card Reconciliation Revenue by Tender Required report to be attached to

each credit card deposit upload

Forgot to Print the Receipt? Reprint Receipt

Forgot to do the EOP? Non-Reconciled Report Run report to verify any receipts that are pending to be reconciled



EOP Reconciliation

Report

Tender Report Required report to be attached to each cash receipt deposit EOP Deposits by Account Code

Revenue Summary by Account Required report to be attached to each cash receipt deposit



Reports Overview

All users have access to all reports available in InTouch.

- After selecting a report to run, the criteria selections will display on the right side of the screen.
- Be aware of date ranges when running reports.
- Some criteria will have an include/exclude option.
- Once the report is run and shown on the screen, you have options to print or to export to several formats including PDF and excel.

All campus deposits (with the exception of the Cafeteria) must be entered into InTouch. Do NOT process deposits without entering them into InTouch unless there is an emergency situation and you have obtained prior approval from the designated person in the Accounting Department.

Printing/Saving Report

- 1. Printing: In the top options bar, select the printer option to select a printer or
- 2. Saving Report: In the top options bar, select the save option
 - a. From the drop-down menu, select Acrobat (PDF) file to save in PDF or
 - b. From the drop-down menu, select Excel 97-2002 to save in excel format

🕼 Tender Report						
🔇 🕄 🕄 🛃 M 🖪 1	of 8 🕨		2 🔿	100% -		
				Acrobat (PDF) file		
				CSV (comma delimit	ted)	
				Excel 97-2003		ŀ
				Rich Text Format		ISTRICT
Site: 001 MCALLEN HIGH SCHOOL Terminal: 1				TIFF file		
Reconciled Dates: 5/1/2021 - 5/7/2021 Post EOP Voided Items: Excluded				Web Archive		

Tender Report (Campus Bookkeepers/Secretaries Required Report)

- 1. Log in to InTouch Manager, then select "Reports" on the left-hand side of the screen
- 2. Under the Revenue section, click on "Tender Report"

	🛿 InTouch Manager - [Reports] 🕼 File Help			
	South the	Revenue		
	Account Setup	Revenue Summary by Account	Revenue by Account Code	
		Revenue by Account Code, Item	Revenue by Tender	
	Reports	Revenue by Account Code, Item with Tax	Tender Report 🖌	Tender Due Report
1	Functions	EOP Cash Denominations	Tender Summary Report	

3. The following information must be selected:

Site	
001 MCALLEN HIGH SCHOOL V All	
☑ Terminal 1 ·	Campus secretaries/bookkeepers will use terminal 1
Range	
Reconciled Date	
5/ 6/2021 🗐 🔭 to 5/ 6/2021 🗐 🗸	Select reconciled date (today's date, i.e. example:
O Date Range	05/06/2021 - 05/06/2021)
6/12/2021 To 6/12/2021	
Deposit Reference	
Post-EOP Voided Items	
Exclude O Include	
Reconcile Number 🛞	
Show Report	Select "Show Report"

Date and

time printed

Tender Report (Campus Bookkeepers/Secretaries Required Report)

4. Scroll down and click on **"Show Report"** button, then save and/or print report. For instructions on how to save or print report, see page 23.

Sample Report

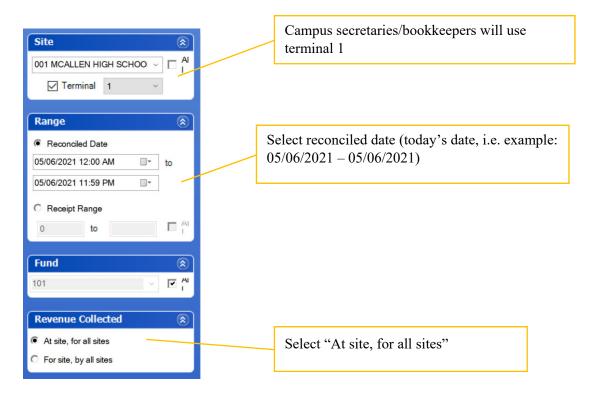
				Tend	er Rep	ort			6/10/	/2021 5:38 PM
			м	CALLEN INDEPE	-					
Terminal: 1 Reconcile	CALLEN HIGH: d Dates: 5/6/202 foided Items: E #• 422	21 - 5/6/2021	Deposit Reference: 0013705		Depo	sit Slip Num	ber			
	ICALLEN HIGH	SCHOOL	Terminal: 1		С	ashier: RAGSDALE,	MARIA			
		Customer#	Name	Cash	Check	Deposit Total	Credit	Account	Other	Total
Receipt #	Date									
	5/6/2021	-		\$17.00	\$0.00	\$17.00	\$0.00	\$0.00	\$0.00	\$17.00
1889				\$17.00 \$20.00	\$0.00 \$0.00	\$17.00 \$20.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$17.00 \$20.00
Receipt# 1889 1890	5/6/2021		Over/Short:							

Revenue Summary by Account (Campus Bookkeepers/Secretaries Required Report)

1. Log in to **InTouch Manager**, then select **"Reports"** on the left-hand side of the screen, then Under the Revenue section, click on **"Revenue Summary by Account"**

	InTouch Manager - [Reports] File Help			
		Revenue		
	Account Setup	Revenue Summary by Account 💙	Revenue by Account Code	
		Revenue by Account Code, Item	Revenue by Tender	
_	Reports	Revenue by Account Code, Item with Tax	Tender Report	Tender Due Report
Ζ.				
	Functions	EOP Cash Denominations	Tender Summary Report	

2. The following information must be selected:

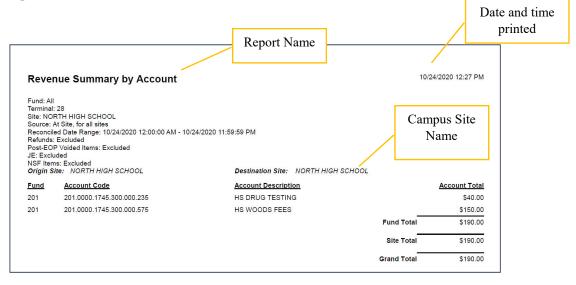


Revenue Summary by Account (Campus Bookkeepers/Secretaries Required Report)

- **Refund Receipts** Note: Use the scroll Exclude C Include bar to look over all the report filter options **Post-EOP Voided Items** C Include Exclude **NSF Items** C Include Exclude Select "Show Report" **Journal Entries** C Include Exclude Memo Show Report
- 3. Scroll down and click on "Show Report" button

4. Save or print the report. For instructions on how to save or print report, see page 23.

Sample Report



Customer Purchases by Item

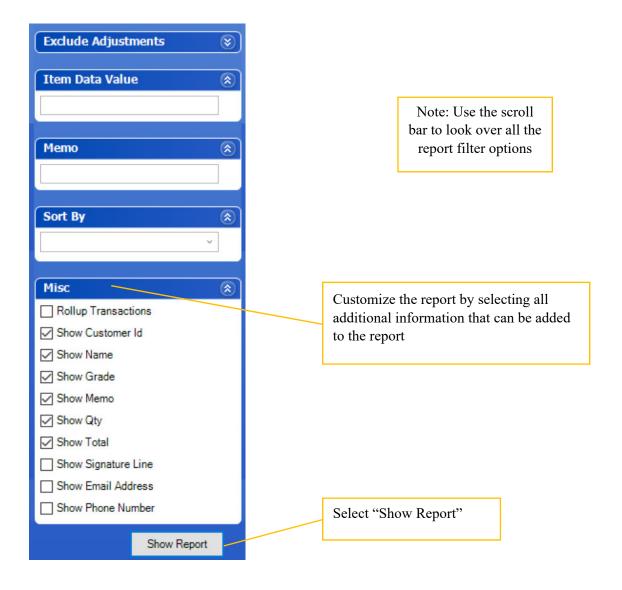
1. Log in to **InTouch Manager**, then select **"Reports"** on the left-hand side of the screen, then select **"Customer Purchases by Item"** under the Customer section.

Aller Ser	Revenue				۲
Account Setup	Revenue Summary by Account		Revenue by Account Code		
Reports	Revenue by Account Code, Item		Revenue by Tender		
	Revenue by Account Code, Item v	vith Tax	Tender Report	Tender Due Report	
Functions	EOP Cash Denominations		Tender Summary Report		
Misc	Customer				
	Customer Ledger	Customer P	urchases By Item	Customer Fine/Fee Ledger	
Setup	Customer Ledger w/ Account	Customer P	urchases By Item Group	Customer Fine/Fee Listing - Detail	
and the		Customer N	on-Purchases by Item	Customer Fine/Fee Listing - Summary	
LOG & SEALS					

2. The following information must be selected:

Site (8) 001 MCALLEN HIGH SCH V AI	Select campus, then select "All"
Item (*) 840-C5PROM1 - Ticket for One to tl ~) (*) Active C	
Customers (R) (a) All (b) Grade (b) All (c) Grade (c) All (c) All (c	Select the item from the drop-down inventory item list
O Course	For customers, select "All" (recommended)
O Customer Group	

Customer Purchases by Item (Continued)



3. Scroll down and click on **"Show Report"** button, then save or print the report. For instructions on how to save or print report, see page 23.

Customer Purchases by Item (Continued)

Sample Report

						6/12/2021	11:33 A
Custon	ner Purcha	ases by Item	1				
	CALLEN HIGH	00:00 AM - 5/6/2021 SCHOOL	11:59:00 PM				
Item #:	840-C5F	ROM					
Item Desc:	Ticketfo	or One to the 2021	Junior/Senior Prom				
Account C	ode: 840 R 00) 5749 C5 001 0 00	0 00				
Receipt #	Date	Customer ID	<u>Name</u>	Grade Memo	Qty	Total	
1926	5/6/2021			12	1	\$25.00	
1654	5/2/2021			11	1	\$25.00	
1728	5/4/2021			12	1	\$25.00	
1690	5/3/2021			12	1	\$25.00	
1832	5/5/2021			11	1	\$25.00	
1893	5/6/2021			11	1	\$25.00	
1689	5/3/2021			12	1	\$25.00	
				12	1	\$25.00	
1846	5/5/2021			12		020.00	

Revenue by Tender - Credit Card Sales Report

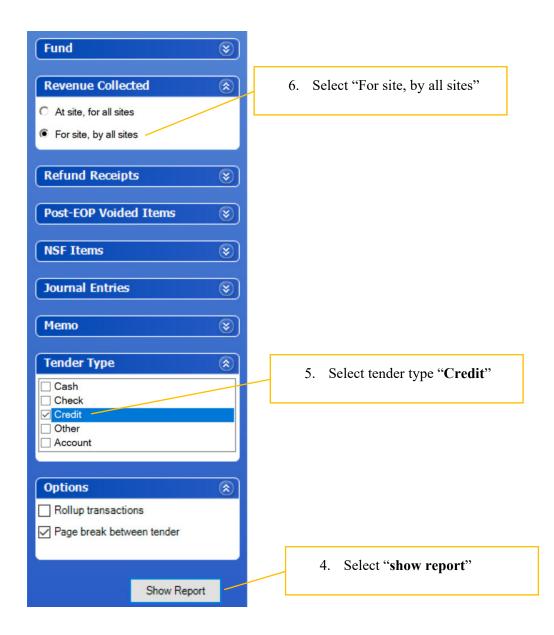
1. Log in to **InTouch Manager**, then select **"Reports"** on the left-hand side of the screen, then select **"Revenue by Tender"**

🛷 InTouch Manager - [Reports]				-	;	×
🦨 Eile Help					- 8	×
States der	Revenue				۲	^
Account Setup	Revenue Summary by Account		Revenue by Account Code			
Reports	Revenue by Account Code, Item		Revenue by Tender			
	Revenue by Account Code, Item v	vith Tax	Tender Report	Tender Due Report		
Functions	EOP Cash Denominations		Tender Summary Report			
Misc	Customer					
	Customer Ledger	Customer F	Purchases By Item	Customer Fine/Fee Ledger		
Setup	Customer Ledger w/ Account	Customer F	Purchases By Item Group	Customer Fine/Fee Listing - Detail		

2. The following information must be selected:

Site 🏾 🔅	l
001 MCALLEN HIGH SCHC 🗸 🗹 All	Select campus, then select "All"
Terminal 1	
Range 🏾 🛞	
Reconciled Date	Select reconciled date (today's date, i.e.
05/06/2021 12:00 AM	example: 05/06/2021 – 05/06/2021)
05/06/2021 11:59 PM	
O Receipt Date	
06/12/2021 12:00 AM	
06/12/2021 11:59 PM	
C Receipt Range	
0 to 🗆 All	
C Reconcile Num	
0 to 🗆 All	

Revenue by Tender - Credit Card Sales Report (Continued)



4. Scroll down and click on **"Show Report"** button, then save or print the report. For instructions on how to save or print report, see page 23.

Revenue by Tender - Credit Card Sales Report (Continued)

Sample Report

Revenu	ue by Te	ender					6/12/2	021 11:03 AM
Source: Fo Reconcile Refunds: E	CALLEN HI or Site, by al d Date Ran Excluded Voided Item ed	ge: 5/6/2021	L 12:00:00 AM - 5/6/2021 11:59:5	9 PM				
Tender:	Credit							
Origin Site	WEBSIT	E		Destination Site:	001 MCAL	LEN HIGH S	CHOOL	
Fund	Account							
199	199 R 00 5	749 CF 001	0 00 0 00	MISCELLANEOU	S REVENUE			
Receipt #	Date	EOP Date	Item	Customer		Memo		Total
1929	5/6/2021	5/6/2021	CONVENIENCE FEE					\$1.46
1926	5/6/2021	5/6/2021	CONVENIENCE FEE					\$1.06
1893	5/6/2021	5/6/2021	CONVENIENCE FEE					\$0.87
							Account Total	\$3.39
Origin Site	WEBSIT	E		Destination Site:	001 MCAL	LEN HIGH S	CHOOL	
Fund	Account							
840	840 R 00 8	5749 C5 001	0 00 0 00	MISCELLANEOU	SREVENUE			
Receipt #	Date	EOP Date	Item	Customer		Memo		Total
1893	5/6/2021	5/6/2021	Ticket for One to the 2021					\$25.00
1929	5/6/2021	5/6/2021	Ticket for Two to the 2021					\$40.00
1926	5/6/2021	5/6/2021	Ticket for One to the 2021					\$25.00
							Account Total	\$90.00
							Tender Total	\$93.39
							Grand Total	\$93.39
								Page 1

APPENDIX B – SECURITY ZONE

Security Zones Overview

Security Zones allow or restrict what an InTouch user can and cannot do in InTouch Terminal and InTouch Manager. Intouch system has created 5 security zones that allow different levels of access depending on the job title and review capabilities. The five (5) security levels are: All, cashier, site manager, teacher and view only.

To set up a security zone, go to Intouch Manager> Misc.>Security Zones

Security Zone Structure

Each security zone is compiled with options that affect the following areas of the InTouch Receipting system:

- Manager
 - Customize user control over critical setup areas in InTouch Manager.
- Manager Misc
 - Customize user control over operational functions available in InTouch Manager → Misc. Also control access to interface functions such as Mass Fees, Course Fees (schedule interface), Mass Fee Adjustment, and Customer Groups.
- Terminal
 - Controls most of the available operations in InTouch Terminal. This tab is usually the most critical when defining various user types and terminals, such as: gate receipts, teacher terminals, or casual/volunteers who will be using terminal to assist with a game or registration.

Individual security options may be set to allow users the ability to perform one of the following options:

- None
 - Denies user ability to view, add, or edit a function.
- View
 - \circ Allows a user to view the function.
- Add
 - \circ $\;$ Allows the user to view and ADD a function.
- Edit
 - Allows the user to view and EDIT a function.
- Full Control
 - Allows the user to view, add, AND, edit a function.

The View, Add, and Edit tabs have the same options that are dynamic based on your prior selection. For example: if on the view tab you don't have "Account Codes" selected, the "Account Codes" checkbox on the "Add" and "Edit" tabs would be unavailable.

Adding a Security Zone (Performed by Accounting Office Staff Only)

Adding a new security zone is rather simple, but there is a process to consider before starting. It is important to remember that many users can all use the same security zone, and it is not required (*or recommended*) that a security zone be setup for each user.

Once you've defined what you want this type of user to do (*or not do*), then you can setup the security zone in InTouch Manager.

- 1. InTouch Manager> Misc. >Security Zones
- 2. Click on the **Cancel** button to create a new blank row.
- 3. Add the description of the security zone in the blank row. This should describe the role/function of the user to make the assignment easier when creating the users.
- 4. Once you have a description you can start checking the applicable boxes for what you want this security zone to control.
 - a. If you want to create a "View Only" user, you simply need to add the description and check the "View Only" check box located to the RIGHT of the description field.

Manager Tab - Glossary of InTouch Functions

The following functions are listed in the security zone tabs:

- Items
 - (InTouch Manager \rightarrow Account Setup \rightarrow Item Setup) controls the creation, or edits on InTouch Items. Typical use: District office, and primary receipting users.
- Account Codes
 - \circ (*InTouch Manager* \rightarrow *Account Setup* \rightarrow *Account Codes*) manages the account codes/budget codes in InTouch, critical for recording revenue to the proper funds and accounts. Typical use: District office.
- Account Structures
 - (InTouch Manager → Account Setup → Account Structures) the account code matrix setup in InTouch, critical for recording revenue to the proper funds and accounts. Typical use: District office.
- Segment Codes
 - (InTouch Manager \rightarrow Account Setup \rightarrow Segment Codes) manages the account code structure (segments) in InTouch. Typical use: District office.
- Reason Codes
 - (InTouch Manager \rightarrow Misc. \rightarrow Reason Codes) Reason codes are used to outline why an adjustment was made and these should be detailed and fall in-line with district policy. Typical use: District office.

Manager Tab - Glossary of InTouch Functions (Continued)

- Students
 - (InTouch Manager → Misc. → Students) in most cases, students can't be edited in InTouch since they are being imported nightly from your Student Information System. There are some cases where this may vary. Typical use: All users. For districts importing from the Student Information System, the add/edit function is automatically restricted regardless of what privilege the user is.
- Non-Students
 - (InTouch Manager Misc. → Non-Students) Non-Students have many uses and span several functional areas. Many different user types will use Non-Students. Typical use: All users/most users.
- Users
 - (InTouch Manager → Misc. → Users) this is the management utility for users in InTouch. Note: any user in the system, regardless of security zone, has the ability to change their own password. Users with view, add, edit checked on 'Users' have the ability to add and manage all users (or users at their site). Typical use: District office.
- Zones
 - (InTouch Manager \rightarrow Misc. \rightarrow Security Zones) allows the creation/edits to new or existing security zones. Typical use: District office.
- Other Tender Types
 - (InTouch Manager \rightarrow Misc. \rightarrow Other Tender Types) used for various types of transactions that fall outside of a traditional tender including scholarships, and supplemental financial support. Typical use: District office.
- Sites
 - \circ (InTouch Manager \rightarrow Setup \rightarrow Sites) controls the licensed sites in InTouch. IMPORTANT: Do not add a site to the site list without receiving an updated license from InTouch – InTouch will lock and you will need to contact InTouch Support. Typical use: District office.
- Site Types
 - (*InTouch Manger* \rightarrow Setup \rightarrow Site Types) controls the site type listing, and allows for edits to the site name classification. Typical use: District office.
- District
 - \circ (*InTouch Manager* \rightarrow *Setup* \rightarrow *District*) controls the current InTouch license. IMPORTANT: Do not change any settings in the District window unless directed to do so by InTouch Support. Typical use: District office.

Manager Tab - Glossary of InTouch Functions (Continued)

- Preferences
 - (InTouch Manager → Setup → Terminal Settings/General Settings) allows changes to a site/users terminal settings. Terminal settings also allow for receipt header/footer text, printer/cash drawer settings, and Key Item settings. General Settings control the roll over date and the cash/cash-over short settings. Typical use: District office, primary receipting users.
- Settings
 - (InTouch Manager → Setup → Connection Settings) connection settings are primarily used to test connections, and these settings should not be changed unless directed to do so by InTouch Support. Typical use: District office.
- Credit Card Settings
 - (InTouch Manager → Setup → Credit Processor Settings) manages the processing account credentials in InTouch. These settings should not be changed unless directed to do so by InTouch Support. Typical use: District office.

Manager Misc Tab - Glossary of InTouch Functions

The Misc settings control a blend of interface settings and fee assessment tools in InTouch Manager. The features controlled in this section have the capability of assessing Mass Fees, Course Fees, and Mass Fee Adjustments. Take care in reviewing what tools each user-type will need when adding a new security zone.

- Course Fees
 - (InTouch Manager → Misc. → Course Fees) controls the mapping and settings for the schedule interface assesses a fee to a fee based course based on student enrollment. Typical use: District office, primary receipting users.
- Mass Fees
 - (InTouch Manager → Misc. → Mass Fees) one of the most common tools used in InTouch, and fits many district processes for assessing fees for one student or all students. Mass Fees greatly speeds up the process of assessing fees and/or payment plans to many students at once. Although most sites/buildings use this tool, it is important to evaluate any risk areas and configure the security zone appropriately. Typical use: Primary receipting users.
- Mass Fee Adjustment
 - (InTouch Manager → Misc. → Mass Fee Adjustment) there are many uses for the Mass Fee Adjustment. If you have not used this feature, please contact InTouch Support for uses. Typical uses: District office, advanced users.
- Fee Batch Management
 - (InTouch Manager → Misc. → Fee Batch Management) this is the second step of the Mass Fee assessment process. Most users that can use the Mass Fee utility have access to Fee Batch Management, but this affords the district the ability of enforcing a checks and balances policy to the fee assessment. Typical uses: Primary receipting users.

Manager Misc Tab - Glossary of InTouch Functions (Continued)

- Mass Account Billing
 - (InTouch Manager \rightarrow Misc. \rightarrow Mass Account Billing) typically used for pre/afterschool care and community education programs for billing. Typical uses: District office, applicable site users.
- Customer Groups
 - (InTouch Manager → Misc. → Customer Groups) allows for the creation and continued management of customer groups and dynamic customer groups. This is a common siteuser tool with many functions spanning fee assessment and report filtering. Typical uses: District office, primary site users.
- Journal Entry
 - (InTouch Manager → Functions → Journal Entry) allows a user to correct accounts and apply revenue to a different account/fund – used in certain types of adjustments. Typical uses: District office.
- View District Level
 - This is a global system setting that allows an InTouch user to select different sites in InTouch Manager without requiring additional logins. Most common while adding items, or viewing reports at district office. Typical uses: District office.
- View Reports
 - General system setting that allows or blocks a user from running reports in InTouch. Typical uses: All primary users.
- Lockers
 - Enables the locker options in InTouch Manager. If you are unfamiliar with the locker module, or would like additional information, please contact <u>sales@intouchreceipting.com</u>

Terminal Tab - Glossary of InTouch Functions

The terminal tab in security zones has seen many enhancements to better control what a user can do to better accommodate the expanded use of InTouch throughout districts.

- NSF
 - Allows the NSF function in terminal. Typical uses: District office.
- Adjust Receipt
 - Pre-EOP Void, Wrong Customer, Wrong Item, and Refund would be allowed if checked. Typical uses: District office, primary receipting users.
- Shift Site
 - Allows a terminal user to emulate another site to receipt items from another building (as if they were that site). Typical uses: District office, some primary users.
- Post-EOP Void
 - Allows a user to void a receipt that has already been reconciled. Typical uses: District office.

Terminal Tab - Glossary of InTouch Functions (Continued)

- Enter Fines
 - Allows a terminal user to manually assess a Fine. Typical uses: District office, primary users.
- Enter Fees
 - Allows a terminal user to manually assess a Fee. Typical uses: District office, Primary users.
- Adjust Fines and Fees
 - Allows a terminal user to adjust an assessed fine or fee. Fines and fees can only be adjusted at the site where the fee/fine was assessed. This is a system security policy that cannot be bypassed regardless of security level.
- Manual Receipts
 - Allows for a receipt to be manually added to the system. Used for off-site receipting where terminal could not be used. A manual receipt is entered in the same basic way, and a manual receipt can be added or excluded from the EOP. Typical uses: District office, some primary users.
- Edit Other's Notes
 - Allows/denies the ability to change notes created by other users in terminal. Typical uses: District office.
- Delete Other's Notes
 - Allows/denies the ability to change notes created by other users in terminal. Typical uses: District office.
- Lookup Inventory
- Allows a terminal user to lookup inventory. Typical uses: All uses, except teacher/gate/fundraising terminals. Lookup Students/Lookup Non-Students
 - Allows a terminal user to lookup students/lookup non-students. The lookup student function can be restricted to a particular schedule in a later security zone. Non-Students are used by most receipting users. Typical uses: District office, primary receipting users.
- Lookup Students/Non-Students at District
 - Allows a terminal user to lookup all students/non-students in the district to pay/assess/lookup payment history on a student or a non-student. Typical uses: District office, primary receipting users.
- Show Customer Info
 - Displays the customer contact/demographic information in terminal. Typical uses: District office, primary users.
- Show Customer History
 - Allows a terminal user to view a student's/non-student's/customer's purchase history, reprint receipt, and fine/fee ledger information – and print it. Typical uses: District office, primary users.

Terminal Tab - Glossary of InTouch Functions (Continued)

- Paid Out Limit
 - Defines the amount able to be cashed out of the till, primarily for cash refunds. Typical uses: District office, trusted users.
- Charge on Account Limit
 - The amount that can be charged to a customers On-Account balance. On-Account requires additional setup please contact support@intouchreceipting.com. Typical uses: District office, community education, primary users.
- Show Fines/Fees/Notes Popup
 - This is the notification popup window in terminal that notifies the user if a customer/student has any outstanding fines/fees/notes present on their account. Typical uses: District office, primary users, any users that need to accept payment for fines and fees.
- Show Fines/Fees/Notes Link
 - Works in conjunction, or independent of the popup notification. Displays links in the top right of terminal. Shows the user if a customer/student has outstanding fines, fees, and notes. A user can click these links at any point in the transaction to view/pay a fine/fee.
 - Typical uses: District office, primary users, any users that need to accept payment for fines and fees.
- Require Deposit Reference
 - During the End of Period, a 'Deposit Reference' memo will display. This setting turns that deposit reference memo box off or on. Typical uses: All users allowed to perform an EOP based on district office policy.
- Lockers
 - Shows the locker module functions in terminal, such as: print locker combo. For more information regarding the locker module please email support@intouchreceipting.com
- Change Price
 - Allows a terminal user to change the price of an item in terminal. Typical uses: District office, all primary users.
- Discount
 - Allows a terminal user to discount the price of an item based on a percentage. Typical uses: District office, all primary users.
- Restrict to Default Terminal #
 - Allows district office to assign a terminal number to a user, and the user does not have the ability to change the terminal they are assigned to. Commonly used for teachers and gate receipt users. Typical uses: defined terminal users – gate receipts, teachers.
- Restrict Students to Schedule
 - Used for teachers who collect money in the classroom. Allows 'Lookup for Student' but only displays students enrolled in the user's class. Commonly used with 'EOP Transfer'. Typical uses: Teachers

Terminal Tab - Glossary of InTouch Functions (Continued)

- Perform EOP
 - Allows a user to perform an End of Period (reconcile) on their terminal. The EOP function is usually turned off for teachers and select receipting locations such as concessions and gate receipts.
- Perform EOP Transfer
 - Allows a user to assume another terminals EOP. This function is usually limited to primary receipting users. Typical uses: Primary receipting users.
- Perform Manual Credit Card Charge
 - Allows for a credit card to be manually entered into terminal. This should be looked at as an option, if supported by good business reason. Typical uses: District office, community education, pre/afterschool care.
- Refund to Credit Card
 - Allows users, with this box checked, to refund back to the original credit card.

Security Zones – Setup Screen Sample

All Access Security Zone (Accounting Office Only) – Manager Screen

Description							
All							
Cashier							
Site Manager							
Teacher							
View Only							
Desc: All	*	Active 🗹 * View	v Only				
Manager Manager Misc Te	erminal Registration						
Items	Full Control ~	Reason Codes	Full Control	Sites	Full Control		
Price,	Tax, Status & Data Only 📃	Students	Full Control	Site Types	Full Control		
	Qty 🔽	Non-Students	Full Control	District	Full Control		
Account Codes	Full Control	Users	Full Control	Preferences	Full Control		
Account Structures	Full Control	Zones	Full Control	Settings	Full Control		
Segment Codes	Full Control	Other Tender Types	Full Control	Credit Card Settings	Full Control		
Tax Rates	None ~						
						Cancel	Save
						Cancel	Jave

<u>All Access Security Zone (Accounting Office Only) – Manager Misc Screen</u>

Descrip	ation							
All								
Cashier								
Site Ma								
Teache								
View O	nly							
Desc:	All		* Active 🗸	* Viev	v Only			
Manage	er Manager Misc Ter	minal Regi	istration					
Cou	rse Fees	\checkmark	View District Level	\checkmark	Bank Account Groups			
Mas	s Fees	\checkmark	View Reports	\checkmark	Mass Email	\checkmark		
Mas	s Fee Adjustment	\checkmark	Lockers	\checkmark	Accounting Interface	\checkmark		
Fee	Batch Management	\checkmark	Button Editor	\checkmark				
Mas	s Account Billing	\checkmark	Account Charge Adjustment	\checkmark				
Cust	omer Groups	\checkmark	Account Refund	\checkmark				
Edit	Item Data	\checkmark	Search Receipts	\checkmark				
Item	Groups	\checkmark	Export Data	\checkmark				
Jour	nal Entry	\checkmark	Log Viewer	\checkmark				
							Cancel	Save

Descr	ntion								
All	peloti								
Cashie	r								
Site M									
Teach View (
view	miy								
Desc:	All		* Active	✓ *	View Only				
Manag	er Manager Misc	Termin	al Registration						
NS	=		Edit Others' Notes	\checkmark	Paid Out Limit	0.00 🗘	Restrict To Default Terminal #		
Ad	ust Receipt	\checkmark	Delete Others' Notes	\checkmark	Charge On Account Limit	0.00 🗘	Restrict Students To Schedule		
Sh	ft Site	\checkmark	Lookup Inventory	\checkmark	Show Fines/Fees/Notes Popup	\checkmark	Perform EOP	\checkmark	
Po	t-EOP Void	\checkmark	Lookup Students	\checkmark	Show Fines/Fees/Notes Links	\checkmark	Perform EOP Transfer	\checkmark	
En	er Fines	\checkmark	Lookup Students at District	\checkmark	Require Deposit Reference	\checkmark	Perform Manual Credit Card Charge	\checkmark	
En	er Fees	\checkmark	Lookup Non-Students	\checkmark	Lockers	\checkmark	Perform Refund To Credit Card		
Ad	ust Fines/Fees	\checkmark	Lookup Non-Students at District	\checkmark	Change Price	\checkmark	Perform Refund To Account		
Ma	nual Receipts	\checkmark	Show Customer Info	\checkmark	Discount	\checkmark	Perform Refund	\checkmark	
			Show Customer History	\checkmark	Show Credit Card Tender	\checkmark			
			Show Nutrition Balance	\checkmark	Show Other Tender	\checkmark			
					Show Account Tender				
								Cancel	Sav

All Access Security Zone (Accounting Office Only) – Terminal Screen

All Access Security Zone (Accounting Office Only) – Registration Screen

Description				
All				
Cashier				
Site Manager				
Teacher				
View Only				
Desc: All		* Ad	Active 🗹 * View Only 🗌	
Manager Manager Mise	Terminal Registration			
Enabled	\checkmark			
Notifications	Edit ~	s	System Settings Full Control V	
Registrations	Full Control ~			
Forms	Full Control ~			
Uploads	Full Control ~			
Data Fields	Full Control ~			
Pick Lists	Full Control ~			
Reporting	Full Control			
			Cancel	Save

🕼 InTouch Manager - Sec	urity Zones					_		×
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Active O Inactive 0								
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All								
Assistant Principal								
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Desc: Cashier	*	Active 🗹 * View	w Only					
Manager Manager Misc	: Terminal Registration							
	View ~		View		None ~			
10000		Reason Codes		Sites	None			
Item Num 📃	Item Desc 📃	Students	View	Site Types	None ~			
Comment 📃	Qty	Non-Students	None	District	None ~			
Price 🔄	Tax 🗌	Users	None	Preferences	None ~			
Status	Account Code	Zones	None	Settings	None ~			
Item Data 🗌	Price Levels							
		Other Tender Types	View	Credit Card Settings	None ~			
		Account Codes	View	Segment Codes	None ~			
		Account Structures	None	Tax Rates	None ~			
						Cancel	Sav	ve

Cashier Access Security Zone – Manager Screen

Cashier Access Security Zone – Manager Misc Screen

🥼 InTouch Manager - Secu	urity Zones						-		×
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Mass Fees		View Reports		Mass Email					
Mass Fee Adjustment		Lockers		Accounting Interface					
Fee Batch Manageme		Button Editor							
Mass Account Billing		Account Charge Adjustment							
Customer Groups		Account Refund							
Edit Item Data		Search Receipts							
Item Groups		Export Data							
Journal Entry		Log Viewer							
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🕼 InTouch Manager - Security Zones					-		\times
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Adjust Receipt 📃 Delete Others' Notes		Charge On Account Limit	0.00 ≑	Restrict Students To Schedule			
Shift Site 🗌 Lookup Inventory	\checkmark	Show Fines/Fees/Notes Popu	up 🔽	Perform EOP			
Post-EOP Void Lookup Students	\checkmark	Show Fines/Fees/Notes Link	s 🗹	Perform EOP Transfer			
Enter Fines Dookup Students at District	\checkmark	Require Deposit Reference		Perform Manual Credit Card Cha	rg 🗌		
Enter Fees Lookup Non-Students		Lockers		Perform Refund To Credit Card			
Adjust Fines/Fees 🗌 Lookup Non-Students at Dist	ric 🗹	Change Price	\checkmark	Perform Refund To Account			
Manual Receipts Show Customer Info	\checkmark	Discount		Perform Refund			
Show Customer History	\checkmark	Show Credit Card Tender	\checkmark				
Show Nutrition Balance		Show Other Tender					
		Show Account Tender					
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Cashier Access Security Zone - Terminal Screen

Cashier Access Security Zone – Registration Screen

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All Cashier				
Cashier				
Site Mana	ager			
Teacher				
View Only	ý			
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Site Manager Access Security Zone - Manager Screen

InTouch Manager - Security Zones					-		×
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Active Inactive All							
Description							1
District Administration							-
Site Manager							
Site Manager - Elementary							
Desc: Site Manager *	Active 🗹 🍍 View	w Only					
Manager Manager Misc Terminal Registration							
Items View ~	Reason Codes	View ~	Sites	None ~			
Item Num 🔄 Item Desc 🗌	Students	View ~	Site Types	None ~			
Comment Qty	Non-Students	Add ~	District	None ~			
Price Tax	Users	Add ~	Preferences	None ~			
Status Account Code	Zones	View ~	Settings	None ~			
Item Data Price Levels	Other Tender Types	None ~	Credit Card Settings	None ~			
	Account Codes	View ~	Segment Codes	None ~			
	Account Structures	None ~	Tax Rates	None ~			
					Cancel	Sa	ve

Site Manager Access Security Zone - Manager Misc Screen

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File Reports										
Filter										
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Description										^
District Administration										
Site Manager										
Site Manager - Elementar	у					 				~
Desc: Site Manager		* Active 🗹 *	View 0	Dnly						
Manager Manager Misc	Terminal	Registration								
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Mass Fees		View Reports		Mass Email						
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Mass Fee Adjustment		Lockers		Accounting Interface						
Fee Batch Manageme		Button Editor								
Mass Account Billing		Account Charge Adjustment								
Customer Groups		Account Refund								
Edit Item Data		Search Receipts								
Item Groups		Export Data								
Journal Entry		Log Viewer								
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Site Manager Access Security Zone - Terminal Screen

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Site Manager									
Site Manager - Eleme	ntary								
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Manager Manager M	lisc Te	erminal Registration							
NSF		Edit Others' Notes		Paid Out Limit	0.00 🔹	Restrict To Default Terminal #			
Adjust Receipt	\square	Delete Others' Notes		Charge On Account Limit	0.00 🜩	Restrict Students To Schedule			
Shift Site		Lookup Inventory	\square	Show Fines/Fees/Notes Popup		Perform EOP			
Post-EOP Void		Lookup Students	\square	Show Fines/Fees/Notes Links		Perform EOP Transfer	\square		
Enter Fines	\square	Lookup Students at District	\square	Require Deposit Reference		Perform Manual Credit Card Charg			
Enter Fees	\square	Lookup Non-Students	\square	Lockers		Perform Refund To Credit Card			
Adjust Fines/Fees	\bowtie	Lookup Non-Students at Distric		Change Price		Perform Refund To Account			
Manual Receipts		Show Customer Info	\square	Discount		Perform Refund	\square		
		Show Customer History	\square	Show Credit Card Tender					
		Show Nutrition Balance		Show Other Tender					
				Show Account Tender					
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Site Manager Access Security Zone - Registration Screen

🕼 In Touch Manager - Security Zones	-		×
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District Administration			
Site Manager			~
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Manager Misc Terminal Registration			
Enabled			
Ca	ncel	Sa	ve

🕼 InTouch Manager - Security Zones					-		×
File Reports							
Filter							
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Description							^
All							
Assistant Principal							~
Desc: Assistant Principal *	Active 🗹 🍍 Viev	v Only					
Manager Manager Misc Terminal Registration							
Items View ~	Reason Codes	View ~	Sites	None ~			
Item Num 🔄 Item Desc 🗌	Students	View ~	Site Types	None ~			
Comment Qty	Non-Students	View ~	District	None ~			
Price Tax	Users	View ~	Preferences	None ~			
Status Account Code	Zones	None ~	Settings	None ~			
Item Data Price Levels	Other Tender Types	None ~	Credit Card Settings	None ~			
	Account Codes	None ~	Segment Codes	None ~			
	Account Structures	None ~	Tax Rates	None ~			
					Cancel	Sav	ve

Assistant Principal Access Security Zone - Manager Screen

Assistant Principal Access Security Zone - Manager Misc Screen

🥼 InTouch Manager - Securit	ty Zones					-		×
File Reports								
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All								
Assistant Principal								~
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		View District Level		Bank Account Groups				
			_					
		View Reports		Mass Email				
Mass Fee Adjustment [Lockers		Accounting Interface				
Fee Batch Manageme		Button Editor						
Mass Account Billing [Account Charge Adjustment						
Customer Groups [Account Refund						
Edit Item Data		Search Receipts						
Item Groups [Export Data						
Journal Entry		Log Viewer						
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ø,	nTouch Manager -	Secu	rity Zones					-		×
	Reports									
Filte										
• A	ctive 🔘 Inactiv	e C) All							
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Assis	stant Principal									<u> </u>
Desc	: Assistant Prin	ncipal	* Active	2*	View Only					
Man	ager Manager M	lisc	Terminal Registration							
	SF		Edit Others' Notes	_	Decide and the D	0.00 ≑	Restrict To Default Terminal #	_		
					Paid Out Limit					
A	djust Receipt	\checkmark	Delete Others' Notes		Charge On Account Limit	0.00 🜩	Restrict Students To Schedule			
S	hift Site		Lookup Inventory	\checkmark	Show Fines/Fees/Notes Popup		Perform EOP	\checkmark		
P	ost-EOP Void		Lookup Students	\checkmark	Show Fines/Fees/Notes Links		Perform EOP Transfer			
E	nter Fines		Lookup Students at District	\checkmark	Require Deposit Reference		Perform Manual Credit Card Cl	harg 🗌		
E	nter Fees		Lookup Non-Students	\square	Lockers		Perform Refund To Credit Card			
A	djust Fines/Fees	\checkmark	Lookup Non-Students at Distric		Change Price		Perform Refund To Account			
м	anual Receipts		Show Customer Info		Discount		Perform Refund			
			Show Customer History	\square	Show Credit Card Tender					
			Show Nutrition Balance		Show Other Tender					
					Show Account Tender					
							c	Cancel	Sav	ve

Assistant Principal Security Zone – Terminal Screen

Assistant Principal Security Zone – Registration Screen

🧬 InTouch Manager - Security Zones	-		×
File Reports			
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Active O Inactive O All			
Description			^
All			
Assistant Principal			~
Desc: Assistant Principal * Active 🖉 * View Only 🗌			
Manager Misc Terminal Registration			
Enabled			
	Cancel	Sa	ve

View Only Access Security Zone - Manager Screen

File Reports Filter	🦨 InTou	ich Manager - Sec	urity Zones					-		×
	File Rep	ports								
Description Site Manager - Online Store View Only Centre of the store Desc: View Only Manager Manager Misc Terminal Registration Item Num Item Desc Students View Students View Orment Qty Non-Students View View District View View Status Account Code Zones View Other Tender Types View Account Codes View Account Structures View Account Structures View	Filter									
Site Manager - Online Store View Only Desc: View Only Active View View V Active V View V Manager Mise Terminal Registration Items View View Reason Codes View Sites View Sites View Site Types View V V V V V V V V V V V V V V V V V V V	Active	e 🔿 Inactive								
View Only * Active ()* View Only () Desc: View Only * Active ()* View Only () Manager Misc Terminal Registration Sites View () Items View () Reason Codes View () Sites View () Item Num Item Desc Students View () Site Types View () Ormment Qt/() Non-Students View () District View () Price Tax Users View () Preferences None () Item Data Price Levels Other Tender Types Settings None () Account Codes View () Segment Codes None () Account Structures View () Tax Rates None ()	Descript	ion								,
Desc: View Only * Active * View Only Manager Masc Terminal Registration Reason Codes View ~ Sites View ~ Item Num Item Desc Students View ~ Site Types View ~ Orment Qty Non-Students View ~ District View ~ Price Tax Users View ~ Preferences None ~ Status Account Code Zones View ~ Settings None ~ Other Tender Types View ~ Segment Codes None ~ Account Structures View ~ Tax Rates None ~	Site Man	ager - Online Sto	ore							
Manager Manager Misc Terminal Registration Items View Stadents View Sites View Site Item Num Item Desc Students View Site Types View Site View	View Onl	y								
View Reason Codes View Sites View Item Num Item Desc Students View Site Types View Comment Qty Non-Students View District View View Price Tax Users View Preferences None View Status Account Code Zones View Settings None View Other Tender Types View Credit Card Settings None Account Structures View Segment Codes None View	Desc:	View Only	*	Active 🗹 * View	w Only					
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Price Tax Users View District View Status Account Code Zones View Preferences None Item Data Price Levels Other Tender Types View Credit Card Settings None Account Codes View Segment Codes None Account Structures View Tax Rates None		Item Num	Item Desc	Students	View ~	Site Types	View ~			
Status Account Code Users View Preferences None Item Data Price Levels Zones View Settings None Other Tender Types View Credit Card Settings None Account Codes View Segment Codes None Account Structures View Tax Rates None		Comment 🗌	Qty 📃	Non-Students	View ~	District	View ~			
Item Data Price Levels Zones View Settings None View Other Tender Types View Credit Card Settings None View Account Codes View Segment Codes None View Account Structures View Tax Rates None View		Price 📃	Tax 🗌	Users	View ~	Preferences	None ~			
Other Tender Types View Credit Card Settings None Account Codes View Segment Codes None Account Structures View Tax Rates None			Account Code 📃	Zones	View ~	Settings	None ~			
Account Structures View V Tax Rates None V		Item Data 📃	Price Levels	Other Tender Types	View ~	Credit Card Settings	None ~			
Account Structures View ~ Tax Rates None ~				Account Codes	View ~	Segment Codes	None ~			
Cancel				Account Structures	View ~	-	None ~			
Cancel Save										
Canrel Save										
Cancel Save										
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View Only Access Security Zone - Manager Misc Screen

🕼 InTouch Manager - Securi	ity Zones					-		×
File Reports								
Filter								
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Description								^
Site Manager - Online Store	e							- 1
View Only								~
Desc: View Only		* Active 🗹 *	View C	Dnly				
Manager Manager Misc	Terminal	Registration						
Course Fees		View District Level		Bank Account Groups				
Mass Fees		View Reports		Mass Email				
Mass Fee Adjustment		Lockers		Accounting Interface				
Fee Batch Manageme		Button Editor						
Mass Account Billing		Account Charge Adjustment						
Customer Groups		Account Refund						
Edit Item Data		Search Receipts						
Item Groups		Export Data						
Journal Entry		Log Viewer						
					Cance	el	Sav	/e

View Only Access Security Zone - Terminal Screen

🥼 InTouch Manager - S	ecurity Zo	ones					_		×
File Reports									
Filter									
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Description									
Site Manager - Online S	Store								
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Desc: View Only		* Active 🗸	2 *	View Only					
Manager Manager Mi	sc Tern	ninal Registration							
NSF [Edit Others' Notes		Paid Out Limit	0.00 🜩	Restrict To Default Terminal #			
Adjust Receipt		Delete Others' Notes		Charge On Account Limit	0.00 🜩	Restrict Students To Schedule			
Shift Site [Lookup Inventory		Show Fines/Fees/Notes Po	pup 🗌	Perform EOP			
Post-EOP Void		Lookup Students		Show Fines/Fees/Notes Lin	nks 🗌	Perform EOP Transfer			
Enter Fines		Lookup Students at District		Require Deposit Reference		Perform Manual Credit Card Cha	rg 🗌		
Enter Fees [Lookup Non-Students		Lockers		Perform Refund To Credit Card			
Adjust Fines/Fees		Lookup Non-Students at Distric		Change Price		Perform Refund To Account			
Manual Receipts [Show Customer Info		Discount		Perform Refund			
		Show Customer History		Show Credit Card Tender					
		Show Nutrition Balance		Show Other Tender					
				Show Account Tender					
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View Only Access Security Zone - Registration Screen

🗭 InTouch Manager - Security Zones	-		×
File Reports			
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Site Manager - Online Store			
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