

Teachers (and other School Staff) - Acorn User Guide

Logging in:

Go to <https://pos.rycor.net/login/pasco>

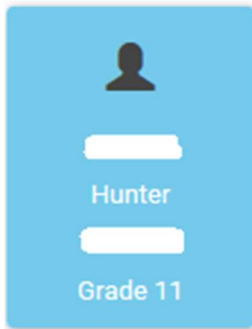
Login using your email (excluding @pasco.k12.fl.us)

Recording a payment:

1. Confirm that the school listed at the top of the page is the school where payments are being collected.
2. Search for students using Student ID or name.




3. Select box for Student making payment.




4. A smaller box for this student will open on top of the student boxes, select this smaller box.



5. To collect fees assessed to the student, select the Fees Tab.
 - a. Note: Fees previously paid will show as paid on the bottom of this screen.

6. To select individual fees, select the  next to the fee.



7. To add all fees, select the  button.
8. Added fees will appear in the cart to the right of the screen.
9. To add Other items, select the Other Items Tab.
10. Selecting the individual items will add them to the cart.
11. Additional students can be added to one transaction by repeating steps 2-10. Please note that both Fees and Other Items are tied to the student selected at the time the item is added to the cart.

12. Once all items to be paid are added, select the Pay button on the right at the top.



a. If paying less than the full amount, enter the amount in the amount field.

13. Next, select the method of payment:



(Continued)

14. If accepting a Cash payment, simply select Pay at the bottom.



If accepting a Check payment, enter Name (Payer name on check) and Check No. before selecting Pay at the Bottom.

Name

Name

Check No.

Check No.

If accepting a Credit Card payment, enter or have parent enter Name on Card, Card Number, Expiration Date and CVV code before selecting Pay

Name (as it appears on the front of your card)

Name

Card Number (the 16 digits on the front of your card)

Card Number

Expiration date

CVV2/CVC2

Month



Year



CVV

Click pay to charge the card the specified amount.






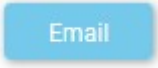
15. Once payment is completed, a receipt will load on the page.

Start New Transaction






16. From here, select to begin taking the next student payment.

Creating Batch Report and submitting funds




Once all student payments are recorded, a Batch Report needs to be created to send to the school Bookkeeper with the money collected instead of the Monies Collected Form.

1. Select the  to the left of the school name.
2. Select  **Batches**. Your current batch will show with the date the first payment in that batch was recorded and will not show a close date.
3. To review the batch, select the  option. This will generate a pdf report to use to verify the funds collected match the batch total. The report is grouped between cash and checks showing a total of each.
 - a. Note: Credit card payments taken do not show in this batch. Credit card payments are batched separately as there is no review required by the teacher.
4. Once the report is verified to the funds collected,
 - a. To email the report, close the report window and select  from the prior screen. Enter your email address and your bookkeeper's email address separated by a semicolon ";". If the report is emailed to your bookkeeper, write the batch number on the envelope with the funds when given to the bookkeeper or placed in the overnight cash safe.
 - b. Alternatively, print the report, sign and date it and include with the funds provided to the bookkeeper or placed in the overnight cash safe.


Correcting Batch Errors

1. Select the  to the left of the school name.
2. Select  **Recent Transactions**, entries for all open batches will populate
3. Select the transaction that was entered incorrectly
4. Select , this will remove the transaction from the batch
5. If the transaction needs to be re-entered correctly, search for student using Student ID or name  , complete the payment. Be aware that this transaction will be entered into a different batch if it is entered on a different day than the original entry.

Creating an Account for a new student

1. Confirm that the school listed at the top of the page is the school where payments are being collected.
2. Select the  to the left of the school name.
3. Select .
4. Fill out only the First Name, Last Name, Date of Birth and Grade Fields.
5. Select .
6. School or Grade wide fees for new students will populate on their account upon creation. Other Fees taken, such as course fees, for students created manually in Acorn will be from the Other Items Tab when taking payment.

Running Reports

1. Confirm that the school listed at the top of the page is the school where payments are being collected.
2. Select the  to the left of the school name.
3. Select Reports.
4. Select the fee to report.
5. Select Paid, Unpaid or All
6. Select Generate Report.