View Fundraising Accounts and Add Deposits

Financials & Trips · https://docs.dacapoinventory.com/doc/view-fundraising-accounts-and-add-deposits/

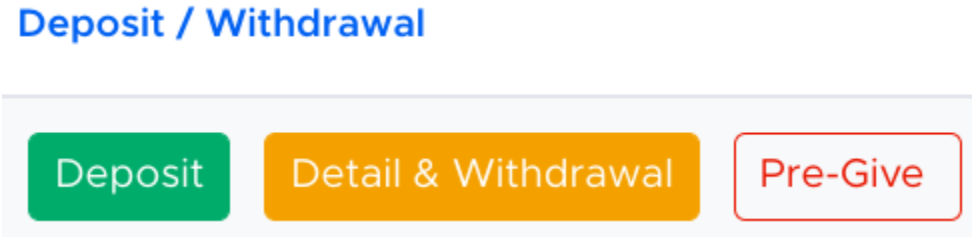
To view student details and fundraising progress, click Fundraising Accounts.

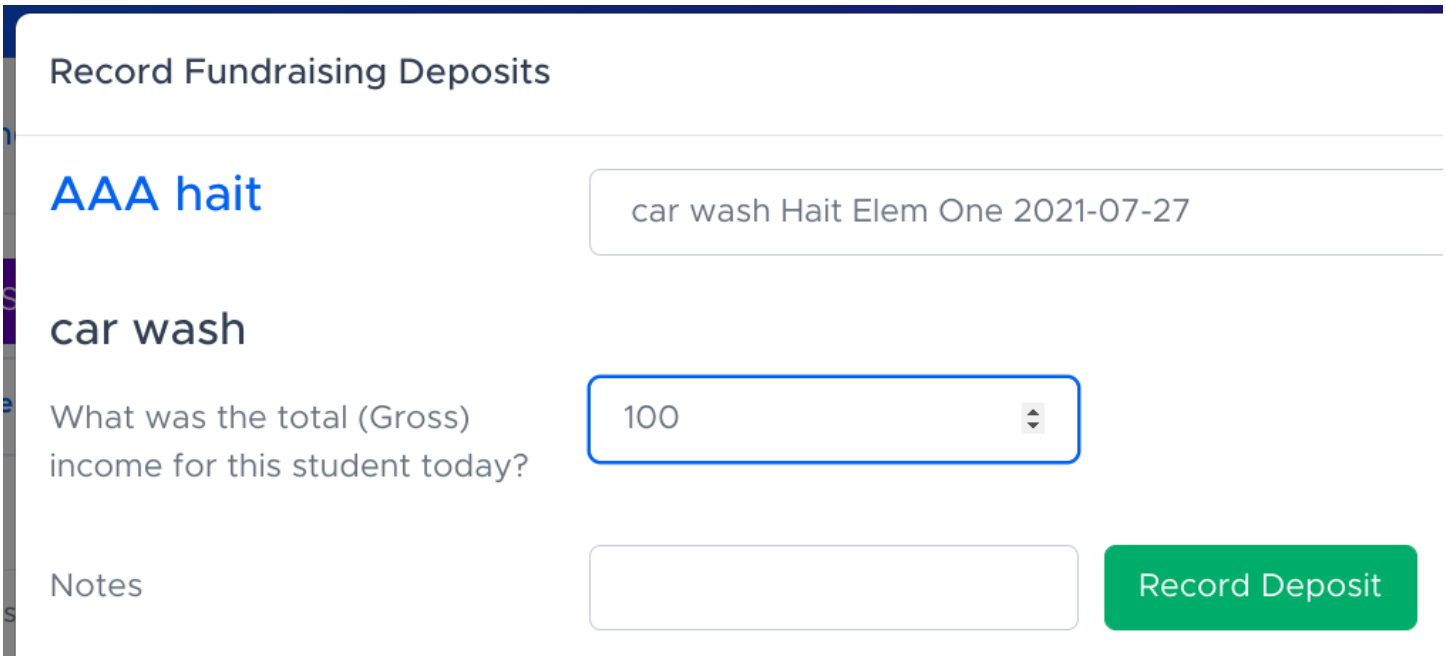


Record a Deposit to Student Balance

Example 1: Car Wash where 10 students participate. $1000 was earned.

> **This means that each student who participated will have $100 added to their balance. However, in Example 1 from our previous page, the student only actually receives 90% of the benefit.**
> Click Deposit
> Choose ‘Car Wash September’
> Total Gross Income: 100
> Click ‘Record Deposit’
> You will notice that the student balance will increase by $90 and the general fund balance will increase by $10
> Do this for the other nine students who participated in the fundraiser





Example 2a: “Pre-Give” a student one box of chocolate.

> Click the Red ‘Pre-Give’ button, select “Box of Chocolate October” as per the example on the previous page Number of items: 1

Example 2b: Record a deposit now that the student has submitted payment ($60) for the box of chocolate

> Click the Green ‘Deposit’ button, select “Box of Chocolate October” as per the example on the previous page
> Number of items returned: 1
> The system will automatically credit the $18 profit to the student’s balance, as per the example we created on the previous page.

Withdraw or Transfer money from a Student Balance

> There are three ways to record a withdrawal from a student balance. By clicking ‘Complete Fundraising Ledger’ near the top of the page, you can export each and every transaction to an

> excel spreadsheet and sort by date.

1. Transfer to Trip: Click ‘Detail and Withdrawal’ and click ‘Transfer to Trip’. This option can only be completed if the student is *on a trip*.
2. Transfer to another student: Fundraising money is designed, by default, to ‘stay in the building’. If an eighth grader is leaving middle school and going to high school, their balance will revert to the middle school general fund when the district leadership completes the annual rollover. If a student wishes to transfer their balance to a peer, use this method.
3. Other Withdrawal: If a student wants to pay for valve oil out of their fundraising balance, use this method.