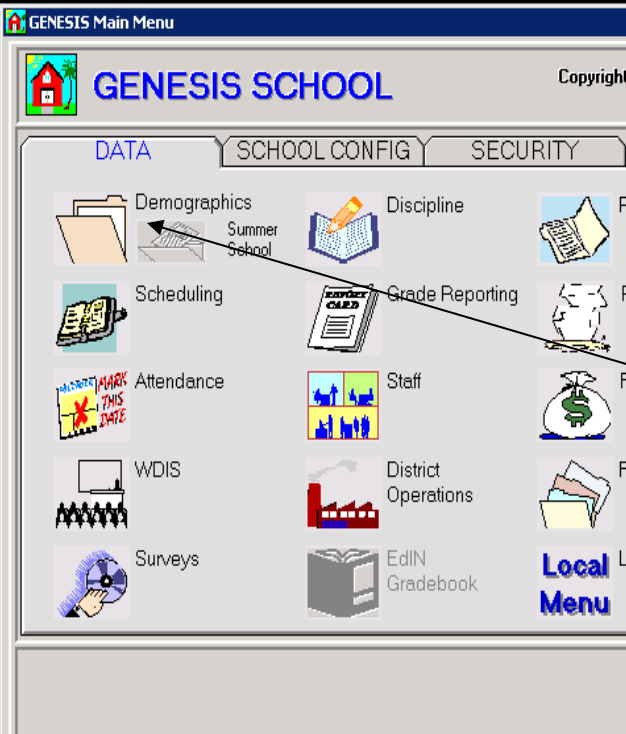
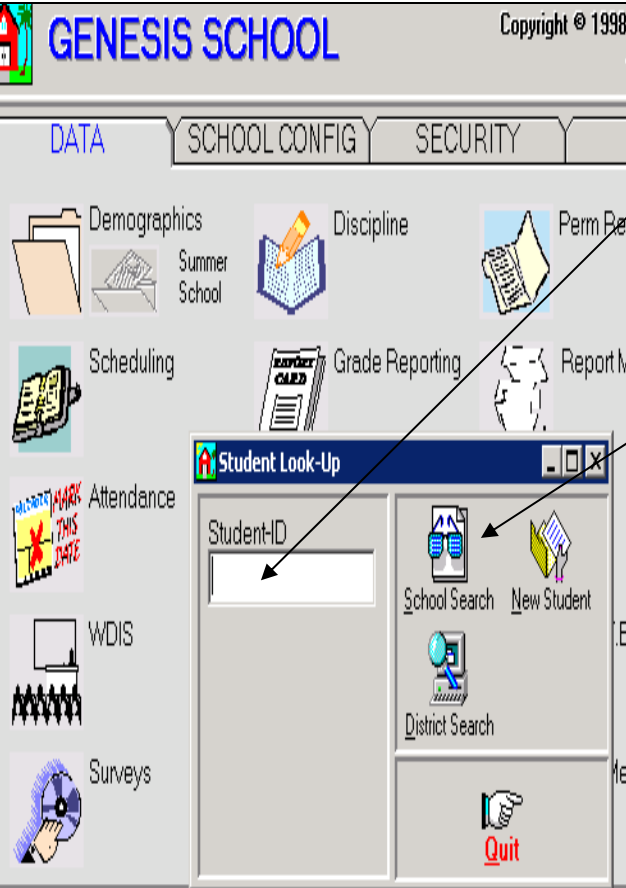
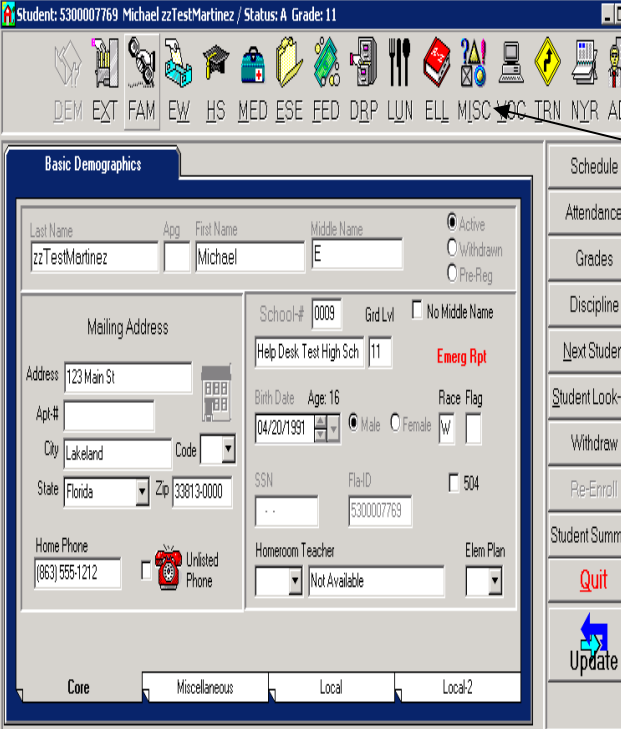

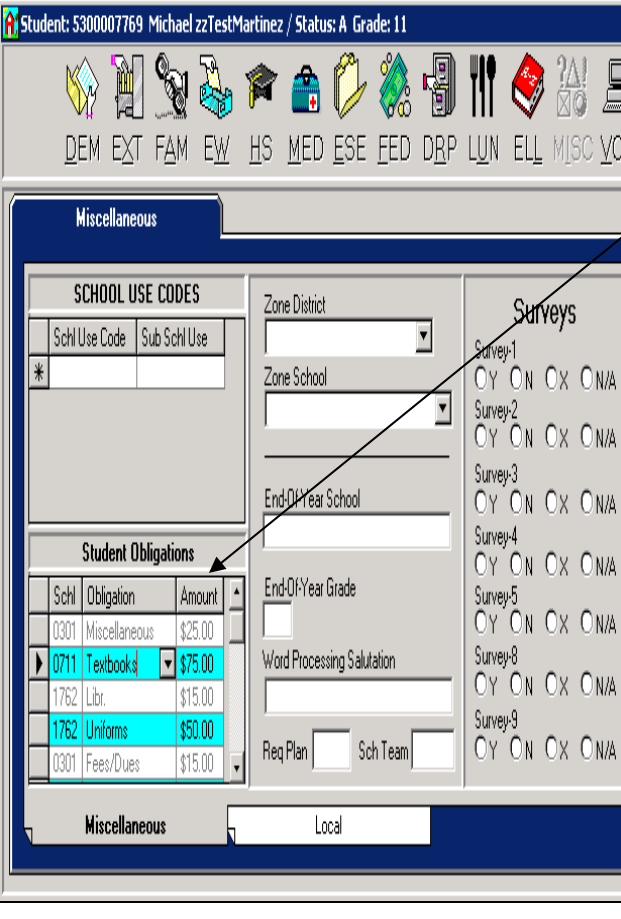
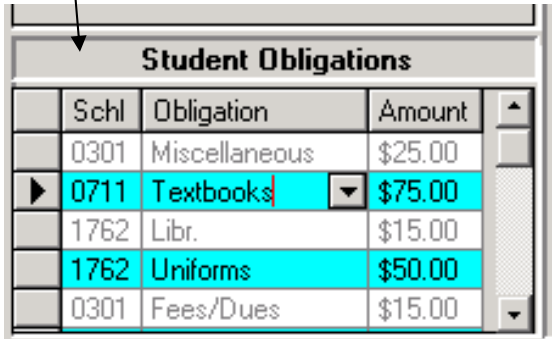


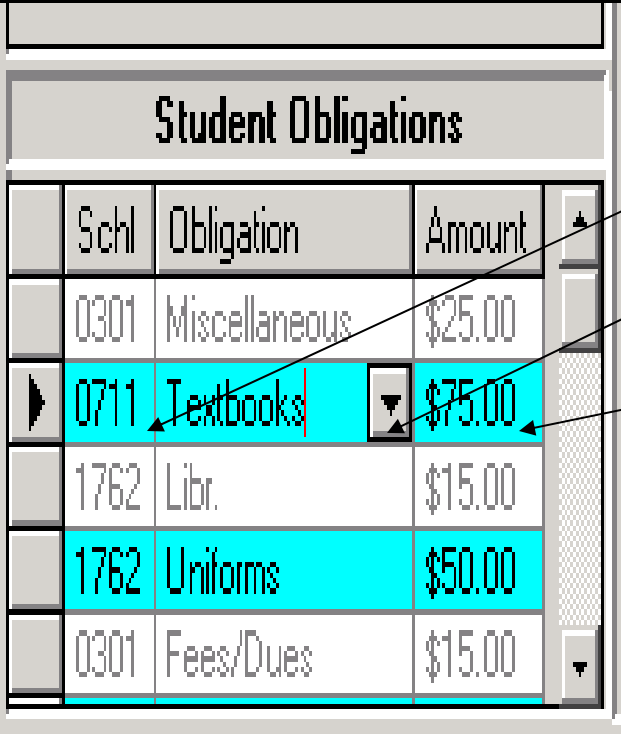
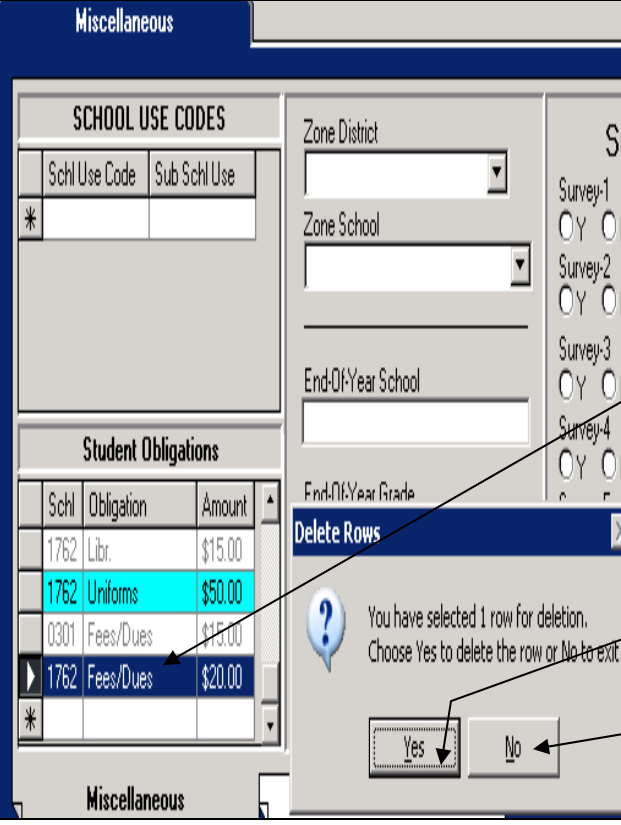
# Entering Student Obligations in Demographic Record

Steps	Screen Displayed	Procedures
1		<p>After logging on to Genesis, the <b>Genesis Main Menu</b> is displayed.</p> <p>To <i>Add, Delete, or Correct Student Obligation</i> from <b>Demographics</b> record:</p> <p style="text-align: right;">Click on <b>Demographics icon</b></p>
2		<p>From the <b>Student Lookup</b> Screen:</p> <p>Type in the <b>Student-ID Number</b> and <b>Press Enter</b> on your keyboard.</p> <p style="text-align: center;"><b>Or</b></p> <p>Click on the <b>School Search icon</b></p> <p><b>NOTE:</b> To learn how to use the <b>School Search icon</b> please refer to <b>Genesis School Search-Look up Documentation</b> located on the Help Desk website.  <a href="http://www.polk-fl.net/staff/technology/helpdesk/documentation/genisis/demographics/StudentSearchSchool.pdf">http://www.polk-fl.net/staff/technology/helpdesk/documentation/genisis/demographics/StudentSearchSchool.pdf</a>)</p>

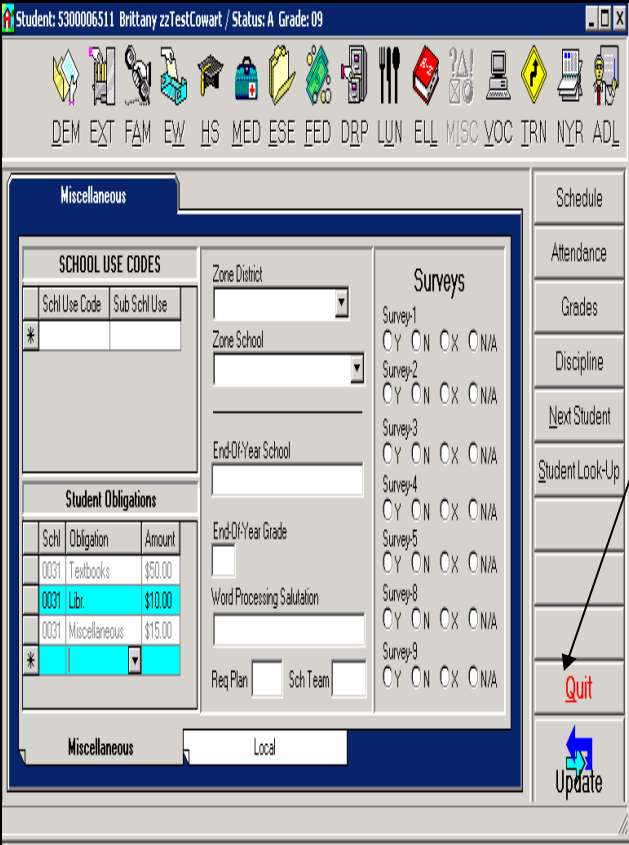

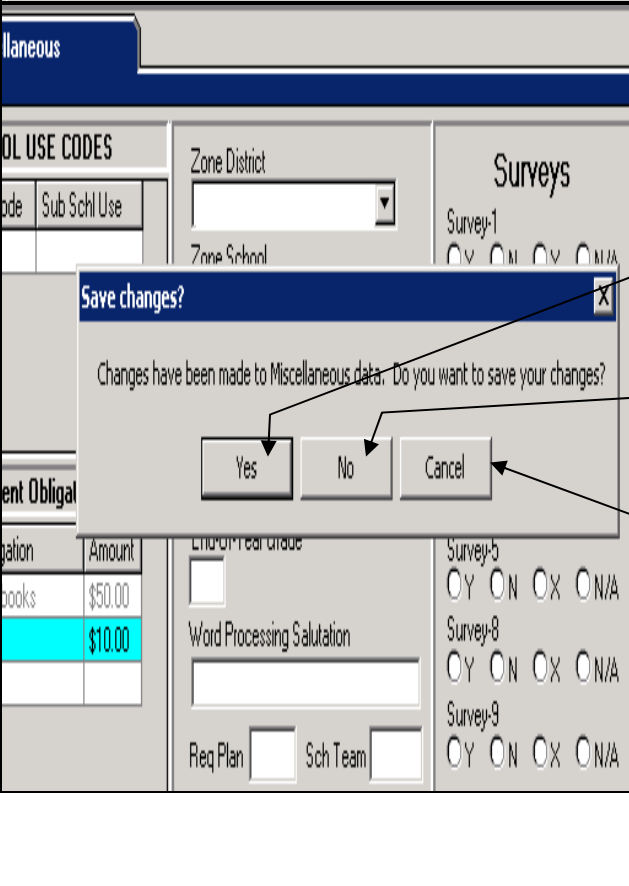
# Entering Student Obligations in Demographic Record

Steps	Screen Displayed	Procedures																												
<p>3</p>		<p>From the students <b>Basic Demographics</b> folder:</p> <p>Click on the <b>MISC</b> icon from icons shown above folder</p> 																												
<p>4</p>		<p>This will display the <b>Student Obligations</b> area:</p>  <table border="1" data-bbox="966 1249 1518 1585"> <thead> <tr> <th colspan="4">Student Obligations</th> </tr> <tr> <th>Schl</th> <th>Obligation</th> <th>Amount</th> <th></th> </tr> </thead> <tbody> <tr> <td>0301</td> <td>Miscellaneous</td> <td>\$25.00</td> <td></td> </tr> <tr style="background-color: #00FFFF;"> <td>0711</td> <td>Textbooks</td> <td>\$75.00</td> <td></td> </tr> <tr> <td>1762</td> <td>Libr.</td> <td>\$15.00</td> <td></td> </tr> <tr style="background-color: #00FFFF;"> <td>1762</td> <td>Uniforms</td> <td>\$50.00</td> <td></td> </tr> <tr> <td>0301</td> <td>Fees/Dues</td> <td>\$15.00</td> <td></td> </tr> </tbody> </table>	Student Obligations				Schl	Obligation	Amount		0301	Miscellaneous	\$25.00		0711	Textbooks	\$75.00		1762	Libr.	\$15.00		1762	Uniforms	\$50.00		0301	Fees/Dues	\$15.00	
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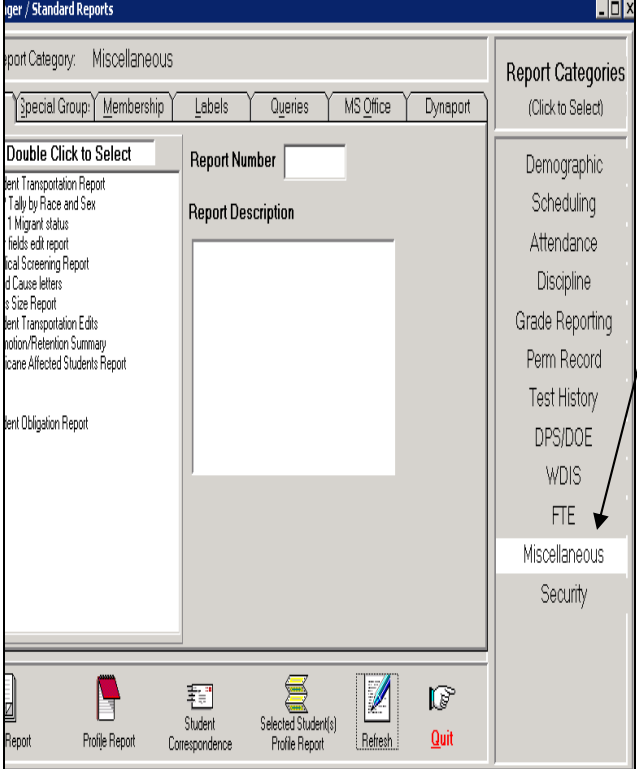
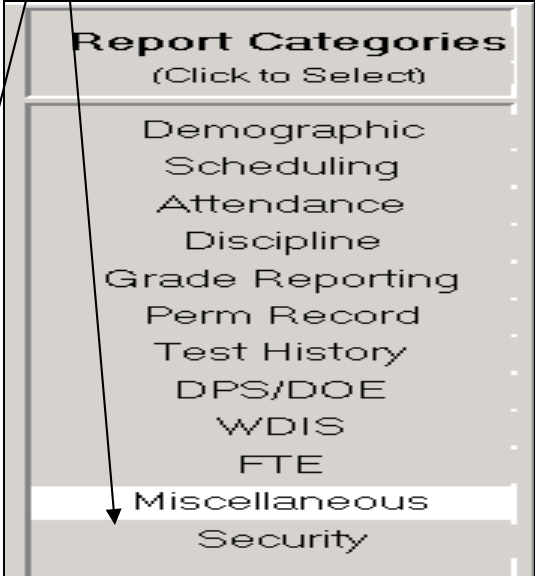
## Entering Student Obligations in Demographic Record

Steps	Screen Displayed	Procedures
5		<p>To <b>ADD</b> a <b>Student Obligation</b> complete the following fields:</p> <ul style="list-style-type: none"> <li>• Click on the <b>Schl</b> – (Type the <b>Center #</b> where obligation is due)</li> <li>• Click on the <b>Obligation</b> – (Select from the <b>dropdown</b> button)</li> <li>• Click on the <b>Amount</b> – (Enter the total <b>amount</b> for all that applies in this category per center/school)</li> </ul> <p>After information is complete on the line:</p> <ul style="list-style-type: none"> <li>• Click the <b>cursor</b> in the line below, this will update previous line.</li> </ul> <p>Once the information is entered it will follow the student as they move from school to school.</p>
6		<p><b><u>IMPORTANT</u></b> – Only the school where student is enrolled will have access to delete/add/correct data in these fields. Schools will need to work together to make sure the data is as accurate as possible.</p> <p>To <b>Delete</b> a <b>Student Obligation</b>:</p> <ul style="list-style-type: none"> <li>• Click on obligation to <b>highlight</b>, then <i>select</i> the <b>Delete</b> key from your keyboard</li> </ul> <p>This will give you a prompt to make sure that deleting is what you intended.</p> <ul style="list-style-type: none"> <li>• Click on the <b>Yes</b> button to <b>Delete</b> the row of data</li> <li style="text-align: center;"><b>Or</b></li> <li>• Click on the <b>No</b> button to <b>Exit</b> the <b>Delete Rows</b> Window</li> </ul>

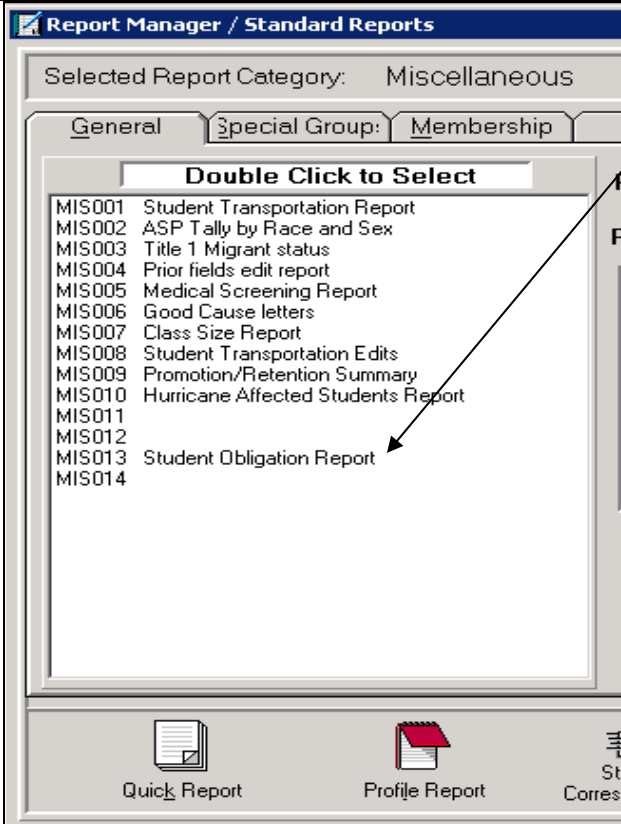
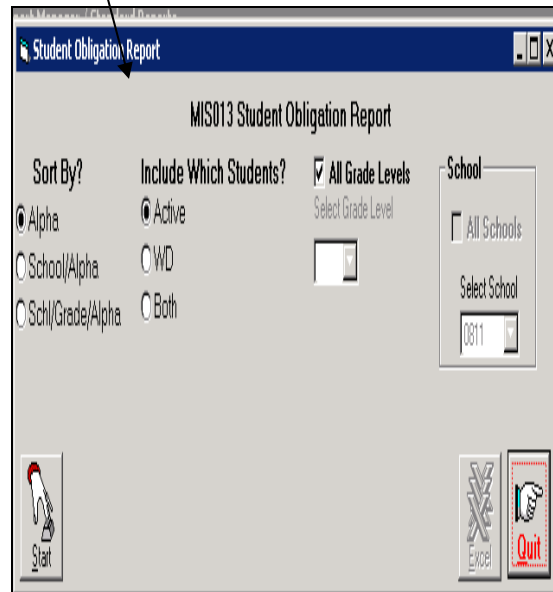
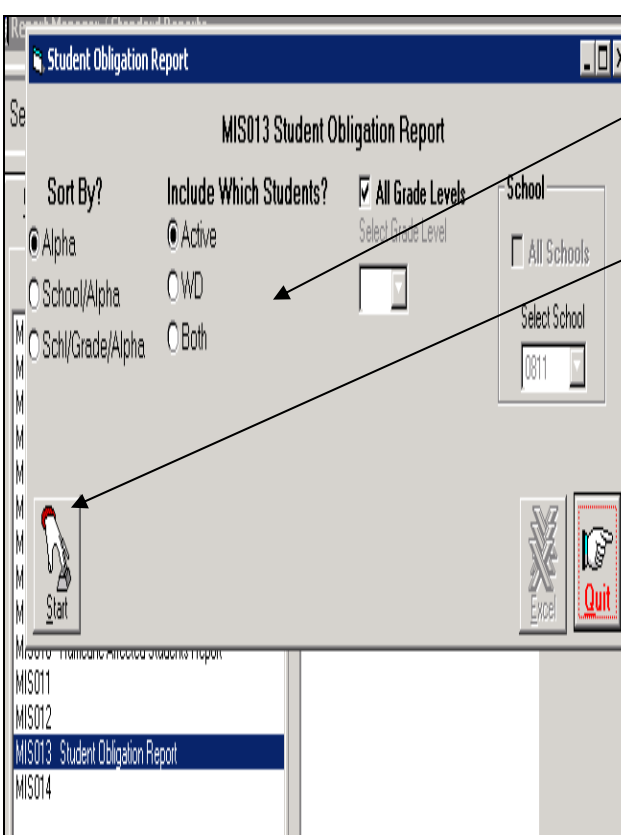
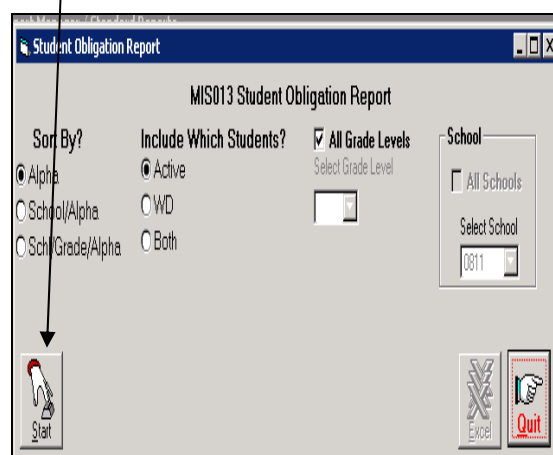
# Entering Student Obligations in Demographic Record

Steps	Screen Displayed	Procedures
7		<p>From the <b>Miscellaneous Tab</b> in the <b>Students Demographics</b> page:</p> <p>Click on the <b>Quit</b> button to get back to the <b>Genesis Main Menu</b>.</p> 
8		<p>The <b>Save Changes?</b> will display in a information box, asking if you want to save Student Obligation changes.</p> <ul style="list-style-type: none"> <li>Click on the <b>Yes</b> button to save changes</li> <li>Click on the <b>No</b> button to go back to <b>Genesis Main Menu</b> screen without saving changes</li> <li>Click on the <b>Cancel</b> button to go back one screen, to the <b>Miscellaneous Tab</b></li> </ul>

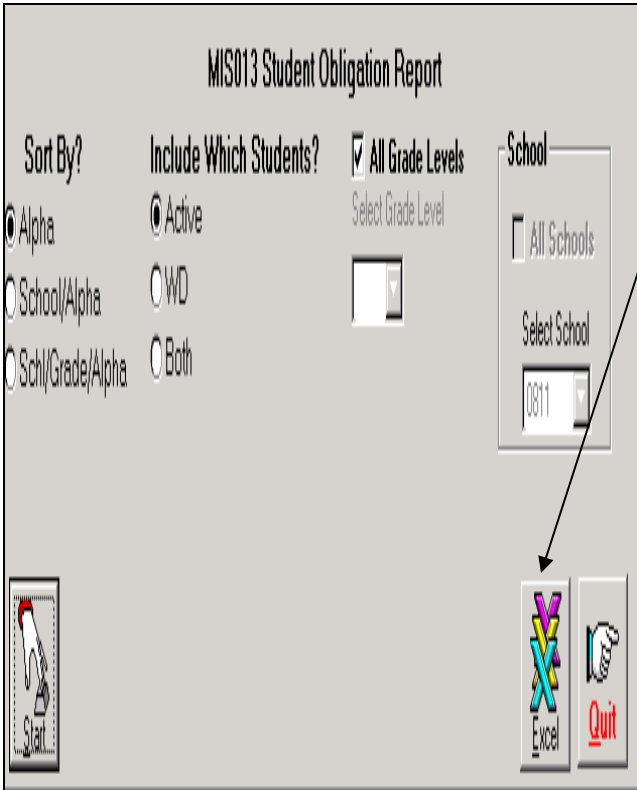
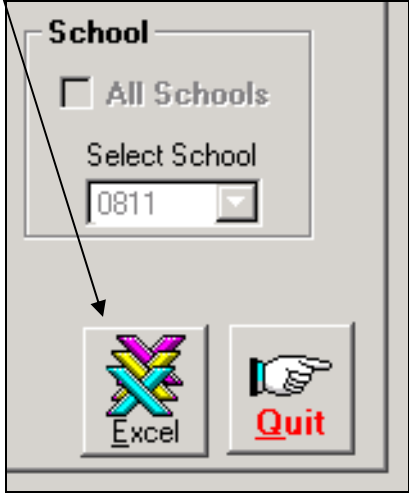
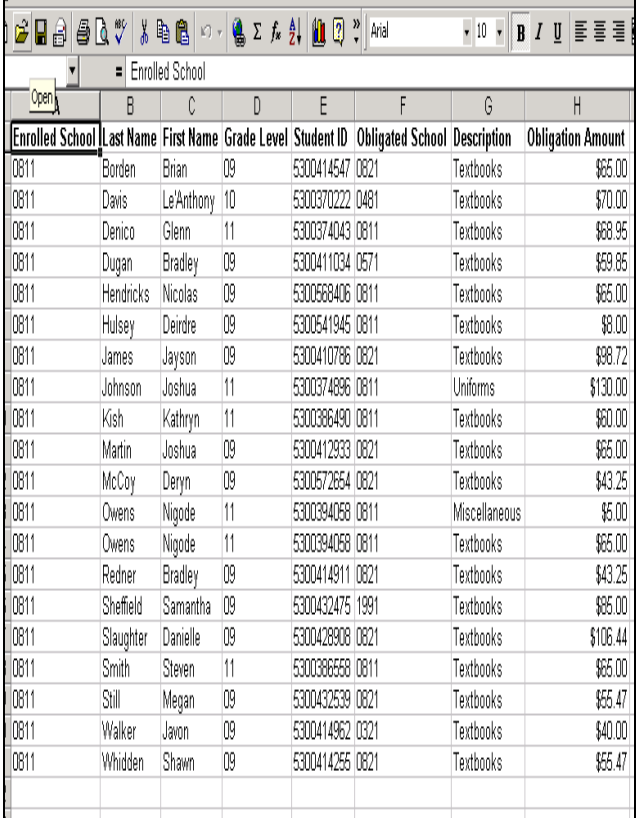
# Entering Student Obligations in Demographic Record

Steps	Screen Displayed	Procedures
<p>9</p>		<p>A report is available to identify any students that have obligations. The report (<b>MIS013</b>) is found in the <b>Report Manager/ Miscellaneous</b> category.</p> <p><b>Click on the Report Manager icon from the Genesis Main Menu</b></p> 
<p>10</p>		<p><b>Click on the Miscellaneous button from the Report Categories side panel.</b></p> 

# Entering Student Obligations in Demographic Record

Steps	Screen Displayed	Procedures
<p>11</p>		<p>Double Click on <b>MIS013</b> to pull up the <b>Student Obligation Report</b> criteria</p> 
<p>12</p>		<p>Select the <b>report criteria</b> of your choice.</p> <p>Click on the <b>Start</b> button to start report processing</p> 

# Entering Student Obligations in Demographic Record

Steps	Screen Displayed	Procedures																																																																																																																																																																								
<b>13</b>		<p>Click on the <b>Excel</b> icon to complete the report and create an <b>Excel</b> document.</p> 																																																																																																																																																																								
<b>14</b>	 <table border="1" style="margin: auto; border-collapse: collapse; font-size: 8pt;"> <thead> <tr> <th>Enrolled School</th> <th>Last Name</th> <th>First Name</th> <th>Grade Level</th> <th>Student ID</th> <th>Obligated School</th> <th>Description</th> <th>Obligation Amount</th> </tr> </thead> <tbody> <tr><td>0811</td><td>Borden</td><td>Brian</td><td>09</td><td>5300414547</td><td>0821</td><td>Textbooks</td><td>\$65.00</td></tr> <tr><td>0811</td><td>Davis</td><td>LeAnthony</td><td>10</td><td>5300370222</td><td>0481</td><td>Textbooks</td><td>\$70.00</td></tr> <tr><td>0811</td><td>Denico</td><td>Glenn</td><td>11</td><td>5300374043</td><td>0811</td><td>Textbooks</td><td>\$68.95</td></tr> <tr><td>0811</td><td>Dugan</td><td>Bradley</td><td>09</td><td>5300411034</td><td>0571</td><td>Textbooks</td><td>\$69.85</td></tr> <tr><td>0811</td><td>Hendricks</td><td>Nicolas</td><td>09</td><td>5300568406</td><td>0811</td><td>Textbooks</td><td>\$65.00</td></tr> <tr><td>0811</td><td>Hulsey</td><td>Deirdre</td><td>09</td><td>5300541945</td><td>0811</td><td>Textbooks</td><td>\$8.00</td></tr> <tr><td>0811</td><td>James</td><td>Jayson</td><td>09</td><td>5300410786</td><td>0821</td><td>Textbooks</td><td>\$98.72</td></tr> <tr><td>0811</td><td>Johnson</td><td>Joshua</td><td>11</td><td>5300374896</td><td>0811</td><td>Uniforms</td><td>\$130.00</td></tr> <tr><td>0811</td><td>Kish</td><td>Kathryn</td><td>11</td><td>5300366490</td><td>0811</td><td>Textbooks</td><td>\$60.00</td></tr> <tr><td>0811</td><td>Martin</td><td>Joshua</td><td>09</td><td>5300412933</td><td>0821</td><td>Textbooks</td><td>\$65.00</td></tr> <tr><td>0811</td><td>McCoy</td><td>Deryn</td><td>09</td><td>5300572654</td><td>0821</td><td>Textbooks</td><td>\$43.25</td></tr> <tr><td>0811</td><td>Owens</td><td>Nigode</td><td>11</td><td>5300394058</td><td>0811</td><td>Miscellaneous</td><td>\$5.00</td></tr> <tr><td>0811</td><td>Owens</td><td>Nigode</td><td>11</td><td>5300394058</td><td>0811</td><td>Textbooks</td><td>\$65.00</td></tr> <tr><td>0811</td><td>Redner</td><td>Bradley</td><td>09</td><td>5300414911</td><td>0821</td><td>Textbooks</td><td>\$43.25</td></tr> <tr><td>0811</td><td>Sheffield</td><td>Samantha</td><td>09</td><td>5300432475</td><td>1991</td><td>Textbooks</td><td>\$65.00</td></tr> <tr><td>0811</td><td>Slaughter</td><td>Danielle</td><td>09</td><td>5300428908</td><td>0821</td><td>Textbooks</td><td>\$106.44</td></tr> <tr><td>0811</td><td>Smith</td><td>Steven</td><td>11</td><td>5300366558</td><td>0811</td><td>Textbooks</td><td>\$65.00</td></tr> <tr><td>0811</td><td>Still</td><td>Megan</td><td>09</td><td>5300432539</td><td>0821</td><td>Textbooks</td><td>\$55.47</td></tr> <tr><td>0811</td><td>Walker</td><td>Javon</td><td>09</td><td>5300414962</td><td>0321</td><td>Textbooks</td><td>\$40.00</td></tr> <tr><td>0811</td><td>Whidden</td><td>Shawn</td><td>09</td><td>5300414255</td><td>0821</td><td>Textbooks</td><td>\$55.47</td></tr> </tbody> </table>	Enrolled School	Last Name	First Name	Grade Level	Student ID	Obligated School	Description	Obligation Amount	0811	Borden	Brian	09	5300414547	0821	Textbooks	\$65.00	0811	Davis	LeAnthony	10	5300370222	0481	Textbooks	\$70.00	0811	Denico	Glenn	11	5300374043	0811	Textbooks	\$68.95	0811	Dugan	Bradley	09	5300411034	0571	Textbooks	\$69.85	0811	Hendricks	Nicolas	09	5300568406	0811	Textbooks	\$65.00	0811	Hulsey	Deirdre	09	5300541945	0811	Textbooks	\$8.00	0811	James	Jayson	09	5300410786	0821	Textbooks	\$98.72	0811	Johnson	Joshua	11	5300374896	0811	Uniforms	\$130.00	0811	Kish	Kathryn	11	5300366490	0811	Textbooks	\$60.00	0811	Martin	Joshua	09	5300412933	0821	Textbooks	\$65.00	0811	McCoy	Deryn	09	5300572654	0821	Textbooks	\$43.25	0811	Owens	Nigode	11	5300394058	0811	Miscellaneous	\$5.00	0811	Owens	Nigode	11	5300394058	0811	Textbooks	\$65.00	0811	Redner	Bradley	09	5300414911	0821	Textbooks	\$43.25	0811	Sheffield	Samantha	09	5300432475	1991	Textbooks	\$65.00	0811	Slaughter	Danielle	09	5300428908	0821	Textbooks	\$106.44	0811	Smith	Steven	11	5300366558	0811	Textbooks	\$65.00	0811	Still	Megan	09	5300432539	0821	Textbooks	\$55.47	0811	Walker	Javon	09	5300414962	0321	Textbooks	\$40.00	0811	Whidden	Shawn	09	5300414255	0821	Textbooks	\$55.47	<p>A list of <b>Outstanding Student Obligations</b> is displayed.</p> <p>See next step (<b>Step 15</b>) for detailed <b>Instructions for Resolving Payment</b>.</p>
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## Entering Student Obligations in Demographic Record

*Steps*

**\*\* Instructions for Resolving Payment \*\***

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### **IMPORTANT!**

**Please Remember:** The obligation screen on Genesis was designed to flag students that transferred from school to school to indicate that there is money owed at another Center. It was never designed to be an accounting system.

1. Each school should keep a detailed list of student's obligations. This will be necessary in order to properly receive payment (sometimes at a much later date) and provide student with receipts for payment.
2. The school of Enrollment will advise students that they have an obligation at the specified Center. **It is the student's responsibility to take care of this obligation at the specified Center.**
3. Once the students have made payment in part or full, the obligation Center should advise the school of enrollment what the new amount should be. The Center of enrollment should adjust the obligation screen accordingly.