Fees Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
10/03/17	Entire doc	Update screenshots
10/14/15	Run Fee Payments by Accounting Code Detail	15.1.0 Updates – updated screenshot – add Payment Type back to the submission page
2/19/15	Run Fee Payments by Accounting Code Detail Run Fee Payments by Accounting Code Summary	14.7.0 Updates – updated screenshots – remove Payment Type from submission page and remove Pmt Type column from the report output – report now only displays "Payment" Fee Type
	Student Eligible for a Refund	Updated screenshot – renamed was Student with Unrefunded Payments
10/9/14	Run Fee Payments by Accounting Code Detail Run Fee Payments by Accounting Code Summary	14.5.0 Updates – Updated screenshots – Activity Type field changed to Payment Type – also shows Misc Credit Payment Type Add section
	Issue a Miscellaneous Credit Student Fee Assignment	New screenshots – Assignments tab – new Apply All Waivers option
	Entire doc	Update screenshots
6/17/13	Document	Fix typos

2/7/13	Appendix A	Added
3/23/12	Task #16	12.4.0 Updates – Updated text describing overpayments

Before Using Fee Accounting

Verify that all necessary codes and parameters are defined properly before using the Fee Accounting module. If you are confident that these steps have been properly completed previously, then you may continue to the second part of this checklist, "Using Fee Accounting." *Unless otherwise noted, see Fees End User Documentation for details.*

Please note that the entire Fee Accounting module is optional. You may use as much or as little of the Fee Accounting module as needed for your building situation.

Fee Entry Hint – The valid range for fee amounts is 0.01 to 99999.99. If you have a fee for less than a dollar, it must be entered with the leading zero – i.e. 0.99. You will receive an error message if you do not enter the leading zero as the dollar amount.

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Task #1: Verify StudentInformation Options

Verify StudentInformation Options - Fees tab and adjust as necessary. If students with a "Free/Reduced Lunch Status" of "Free" or "Reduced" should have waivers applied to their fees for all or part of their fees, respectively, check the appropriate Fee Waivers checkboxes and enter a "Reduced Fee – Fraction Applied to Student" for the amount reduced by Waiver for "Reduced" status students. Schools not using these Waivers should set this value to 0.00. The Ignore checkboxes determine how past, future or other buildings' fees affect all fees pages and reports.

See School Setup and Configuration End User Documentation for detail.

StudentInformation Options

From this screen, you can display and change data pertaining to school year configuration functions.

Scheduling	Marks	Fees	Attendance	Prog Track	INFOhio Export

Uses Fees: ✔

Has Fees Assigned: ✔

Reduced Fee - Fraction Reduced from Fee:* 0.50

Use General Fee Waivers: ☐

Use Course Fee Waivers: ✔

Use Program Fee Waivers: ☐

Use Membership Fee Waivers: ☐

Show Fees from Past School Years: ✔

Show Fees from Future School Years: ✔

Show Fees from All Buildings: ☐

Save

Trainer Tips:

- "Uses Fees" and "Has Fees Assigned" options must both be marked or the fees program will not work correctly.
- Select "Show Fees from Past School Years" to display fees that a student owed from previous years.
- Select "Show Fees from Future School Years" to display future fees that have been assigned to the student for future charges in a future year. Note: At this time, there is no way to ignore 2nd semester fees owed.
- Select "Show Fees from All Buildings" to display fees the student owes while enrolled at another building in the district.

Task #2: Define Accounting Codes (optional)

Define Accounting Codes to be used with various types of fees for accounting and reporting purposes. Accounting Codes are specific to each school building.

IMPORTANT NOTE: Accounting Code can be up to 8 characters in StudentInformation. However, if you are using the StudentInformation STUFEES Export, please note that the USAS STUFEES Import only accepts 6 characters for Accounting Code. You will need to rename your codes to fit into this 6 character limit if you are using the StudentInformation STUFEES Export with the USAS STUFEES Import.

Accounting Codes Maintenance

From this screen, you can display, add, change and delete Accounting codes.

Add Accounting Code

		Accounting Code	Allocation Code ▲	Active
🗑	✏	001-1212	001-1212-9005 APEX - Summer School	🟢
🗑	✏	001-1219	001-1219 APEX-Credit Recovery High School Fee	🟢
🗑	✏	1860	001-1860 Prosecutor Fee	🟢
🗑	✏	001-1860	001-1860 Returned Check Fee	🟢
🗑	✏	0000	009-1740-003 High School Fees	🟢

Task #3: Define Prorated Fee Schedules (Optional - Highly Recommended)

Define Prorated Fee Schedules to be used with general, course, and program fee assessments and credits. As of 11.3.0.1154, the Prorated Fee Schedules are school year specific to facilitate the viewing of historic data.

NOTE: If you are using fees, you should use Prorated Fee Tables. If you don't use Prorated Fee Schedules, fees will not be dropped when a student withdraws (even before the start of school), and course fees will not be dropped if the student's schedule changes.

Prorated Fee Schedules can also be used to assign partial fees to students who enroll or add a class after the start of the school year (or withdraw or drop before the end of the school year). Prorated Fee Schedules are building-specific. Once Prorated Fee Schedules are set up, the building must assign Prorated Fee Schedules to the fees they wish prorated.

The Start Day/ End Day for general and program fees are based off the school year. The Start Day/End Day for course fees are based off the course term for each course. Membership fees and miscellaneous fees are not prorated. The Prorated Fee Schedule answers the question, "How much will the student be refunded if he drops the course on a specific day of the year?"

Prorated Fee Schedules Maintenance

From this screen, you can display, add, change and delete Prorated Fee Schedules.

Add Schedule ✔ Show Active Only

02 - Early Course Withdraw Last Modified: 9/19/2017 9:04:00 AM By: devin.launder

Start Day	End Day	Proration Ratio
1	15	100%
16	45	75%
46	90	50%
91	135	25%
136	180	0%

03 - Early School Withdraw Last Modified: 9/19/2017 9:04:00 AM By: devin.launder

Start Day	End Day	Proration Ratio
1	45	75%
46	90	50%
91	135	25%
136	180	0%

01 - Late Enrollment Last Modified: 9/19/2017 9:05:00 AM By: devin.launder

Start Day	End Day	Proration Ratio
1	45	100%
46	90	75%
91	135	50%
136	180	25%

Task #4: Define Course Fees

Define Course Fees to be assigned to specific course and/or course sections. Different sections of the same course may have different fees if the building determines that is appropriate. Course Fees are specific for each school year and school building. (If you have not yet finalized a Schedule, you will need to select a Schedule from the Schedule Result Selector drop-down and click the Reload Screen button.)

Course Fees Maintenance

From this screen, you can display, add, change and delete data pertaining to Course Fees.

[Add Course Fee]

		Course Code	Course Name	Course Section	Fee Code	Fee Text	Fee Amount	AD	WD	Acct Code	Active
🗑	✏	CT2CH	Advanced Computer Hardware		CT2CH	Advance Computer Hardware	$5.00	03	01	TECH-WEB-PROGRAMMING	🟢
🗑	✏	AG1FN	Ag. Food & Natural Resources		AG1FN	Ag. Food/Natural Resource	$20.00	03	01	FFA	🟢
🗑	✏	AG2AS	Animal and Plant Science		AG2AS	Animal Science/Technology	$20.00	03	01	FFA	🟢
🗑	✏	EN4AP	AP English Language		EN4AP	AP English 12	$15.00	03	01	ENGLISH	🟢
🗑	✏	AR1	Art I		AR1	Art Fundamentals	$25.00	03	01	ART	🟢

Task #5: Define General Fees

Define General Fees to be assigned to all students or a specific group of students. The Student Fee Assignment batch process assigns General Fees automatically. General Fees are specific to a school building, a school year, and/or grade level. They can be limited according to gender and/or grade level.

General Fees Maintenance

From this screen, you can display, add, change and delete general fees.

[Add General Fee]

		Fee Code ▲	Grade Year	Gender	Fee Text	Fee Amount	AD	WD	Acct Code	Active
🗑	✏	03			Paper Fee	$5.00			009-1740-003 High School Fees	🟢
🗑	✏	04			AGENDA	$5.95			009-1740-003 High School Fees	🟢

Task #6:Define Program Fees

Define Program Fees to be assigned to specific student programs. Vocational schools often use this fee to assign different fees to different student programs.

Program Fees Maintenance

From this screen, you can display, add, change and delete data pertaining to Program Fees.

[Add Program Fee]

		Fee Code ▲	Fee Text	Program	Grade Year	Gender	Fee Amount	AD	WD	Acct Code	Active
🗑	✏	AUTO	Automotive	ACT1			$65.00				🟢
🗑	✏	COS1	58.00	COS1			$41.00				🟢

☑ Show Active Only

Task #7:Define Membership Fees

Define Membership Fees to be assigned to specific student memberships. Students enrolled in groups can be assessed fees by using Membership Fees.

Note: Membership fees cannot be prorated.

Membership Fees Maintenance

From this screen, you can display, add, change and delete data pertaining to Membership Fees.

[Add Membership Fee]

		Fee Code ▲	Fee Text	Membership	Grade	Gender	Fee Amount	Acct Code	Active
🗑	✏	BB	Basketball	420003 - Basketball			$50.00		🟢

☑ Show Active Only

Task #8: Define Miscellaneous Fees

Define Miscellaneous Fees to be applied to students as needed. These are fees that do not fit into any other fee type. Fees could include fees for lost textbooks or damage to books or lockers. The same fee can be assessed to a student multiple times.

Note: Miscellaneous fees can not be prorated.

Miscellaneous Fees Maintenance

From this screen, you can display, add, change and delete data pertaining to miscellaneous fees.

Add Misc Fee

		Fee Code ▲	Fee Text	Fee Amount	Acct Code	Active
🗑	✏	02	PRIOR YR FEES	$1.00		🟢
🗑	✏	AB	AGENDA BOOK	$7.00	009-1720-009	🟢
🗑	✏	AG	AG FEE	$17.00	001-1311-511-010000-009	🟢

Using Fee Accounting

 Follow these steps to add Fees to students in StudentInformation and to use the full functionality of the Fee Accounting module.

Please note that the entire Fee Accounting module is optional. You may use as much or as little of the Fee Accounting module as needed for your building situation.

Task #9: Clear Fees if needed

Perform Clear Fees to zero out various types of fees. Typically, a clear fee is performed before fees are calculated for the new school year. The process will apply an unrefunded payment (type "U") to fees with a credit balance. An additional option will allow the user to zero all outstanding fees. This will be performed at the end of the school year in a building that does not wish to carry outstanding fee balances forward for the next school year. Fee payment records with a pay status of "A" (Amnesty) will be posted.

   See Ad-Hoc Updates End User Documentation for detail.

Trainer Tip: A School could also mark "Ignore Past Fees" and then StudentInformation would not include any prior year's fees owed in the current year's fee balance. (See Verify StudentInformation Options section for explanation).

Clear Fees

Enter the criteria for the fees to zero. Click Submit to create a batch job which will zero the fees.

Clear Credit Fees:	✔
Clear Debit Fees:	☐

Pay reference for credit balance fees: Unrefunded

Pay reference for fees owed: Amnesty

Pay Date: * 10/3/2017 📅

Fee Types to process:

General Fees: ✔   Course Fees: ✔   Misc Fees: ✔   Program Fees: ✔   Membership Fees: ✔

[Submit Job]

Task #10: Student Fee Assignment
(aka Bulk Assignment of Fees)

This processes the bulk assignment of fees.

Before Assigning Fees:
1. Schedule must be finalized.
2. Setup proration tables and link the proration tables to course fees, general fees, and programs fees.
3. Check fee amounts in Fees Maintenance for accuracy before you assign fees.
4. Go into StudentInformation Options – Fees tab. Check "Uses Fees" and "Has Fees Assigned" options.

Attention: "Uses Fees" and "Has Fees Assigned" must both be checked in order for the Fees Module to work properly in StudentInformation.

Attention: If a student drops a course with a fee and proration tables are not set up, the student will not get a refund.

See the Trainer Tips under StudentInformation Options of this document.
See Ad-Hoc Updates End User Documentation for detail.

Student Fee Assignment

Create and update student fee assignments in bulk

Students	Assignments	Options	Confirmation	Results

Select Students By: ⦿ Search Criteria   ◯ Ad-Hoc Membership

Grade Level

```
PS - PS
08 - 08
09 - 09
10 - 10
11 - 11
```

Homeroom

```
H-IMC - SALAZAR (Full Year Term)
H101 - ARMSTRONG (Full Year Term)
H117 - BUSH (Full Year Term)
H118 - LAMBERT (Full Year Term)
H119 - FREEMAN (Full Year Term)
```

Student Status

```
A - ACTIVE RES
ACDD - MARIMOR
AJVS - RES ATTENDS APOLLO FT
ALT - ALTERNATIVE SCHOOL
ASP - AUTISM SCHOLARSHIP PROGRAM
```

Gender

```
F
M
```

[Cancel]   [Next >]

Student Fee Assignment

Create and update student fee assignments in bulk

Students	Assignments	Options	Confirmation	Results

Fee Date: * 09/13/2017   📅

Fee Types to Assign:

- ☐ **General Fees**
- ☐ **Course Fees (schedule result must be finalized)**
- ☐ **Program Fees**
- ☐ **Membership Fees**
- ☐ **Miscellaneous Fees**

Existing Fee Assignments:

- ⦿ **Skip fee assignment if assignment already exists**
- ◯ **Replace fee assignments if fee definition has changed (non-Misc fees)**
- ◯ **Create adjustment fees/waivers if fee definition has changed (non-Misc fees)**
- ◯ **Ignore existing assignments, possibly creating duplicate assignments**
- ◯ **Reset Fees - Remove fee assignments and don't create new assignments**
- ◯ **Clear Fee Balances - Zero fee balances with credits/debits**
- ◯ **Apply All Waviers**

[Cancel]   [< Back]   [Next >]

Skip Fee Assignment… - If a student was already assigned the fee, they will not get a duplicate assignment of this fee.

Replace Fee Assignment… - If you changed a fee amount after fees were already assigned, you could run the bulk assignment with this option checked. As a result, the new fee amount would be charged, replacing the old amount, provided the student hasn't made any payments or had any waivers applied to the fee definition that changed. This does not apply to Miscellaneous Fees. The fees are matched based on just the Fee ID, so any assignment of that fee, for whatever amount, counts as a duplicate.

Create adjustment fees/waivers… - If a specific fee has already been assigned to the student and subsequently, the fee amount has changed, this option will create an adjustment or waiver fee for the difference between the old and new fee. It will not adjust the existing fee amount. This does not apply to Miscellaneous Fees. The fees are matched based on just the Fee ID, so any assignment of that fee, for whatever reason, counts as a duplicate.

Ignore Existing Assignments… - USE THIS FEATURE WITH CAUTION! If students were already assigned fees and you choose to run the bulk assignment of fees with this option checked, then the student fees will most likely double as a result.

Reset Fees… - Use this option to delete all fees in order to start over again with fee assignments. Important: If the fee has been paid or a waiver has been applied, the fees can not be deleted.

Clear Fee Balances… - Provides the same functionality as the StudentInformation – Management – Ad-Hoc – Clear Fees feature. The fees will still remain on the student's fee page (whereas Reset Fees deletes them), but will show the student owes zero.

Apply All Waivers – Applies all fee waivers (except for miscellaneous fees), including retroactively waiving fees for students with free or reduced lunch status.

Note: The Options Tab will display different options per assignment type chosen.

Student Fee Assignment

Create and update student fee assignments in bulk

Students	Assignments	Options	Confirmation	Results

Miscellaneous Fee:* `39 - SHOP SUPPLIES`

Miscellaneous Fee Amount:* `25.00`

[Cancel] [< Back] [Next >]

Student Fee Assignment

Create and update student fee assignments in bulk

Students	Assignments	Options	Confirmation	Results

Fee Date:	9/13/2017
Included General Fees:	Not Selected
Included Course Fees:	Not Selected
Included Miscellaneous Fees:	55
Included Program Fees:	Not Selected
Included Membership Fees:	Not Selected
Students to be Processed:	943
Existing Fee Assignments:	1
Existing Fee Handling:	Skip fee assignment if assignment already exists

[Cancel] [< Back] [Finish]

Student Fee Assignment

Create and update student fee assignments in bulk

Students	Assignments	Options	Confirmation	Results

The following assignments could not be made

Student	Fee Type	Fee Code	Fee Amount	Reason for Failure
There are no records to display				

The following fee assignments were made

Student	Grade	Status	Fee Type	Fee Code	Fee Amount	Details
ACOSTA, CHRIS	12	A			$25.00	New student fee created
ADAMS, WANDA	11	NROE			$25.00	New student fee created
AGUILAR, JEAN	09	A			$25.00	New student fee created

Trainer Tip: Create a printout of this screen using Print Screen on your keyboard.

Example: The most common way to bulk assign fees from the Student Fee Assignment page:

1st Tab Students
- o Select all grade levels
- o Select "A" and "N" status
- o Select no other filters (in most cases)

2nd Tab Assignments
- o Fee Date = today's date
- o Fee Types to assign = all fee types your school uses
- o Existing Fee Assignments = select "Skip fee assignment if assignment already exists"

3rd Tab Options
- o Complete the options based on the assignment type chosen.

4th Tab Confirmation
- o Verify your selections (choose the Back button if necessary)
- o Click Finish to assign the fees

5th Tab Results
- o This page will list all students updated by the bulk process. A student might be listed more than once depending on the number of courses and general fee associated with the student.
- o HINT: Print this page for your records.

Special Notes regarding the Bulk Assignment of Fees:
1. The Bulk Assignment of Fees can be run multiple times. As long as you select "Skip fee assignment if assignment already exists" option, the fees will not double.
2. You can delete the fees you already assigned by choosing the "Reset Fee" option. Any assigned fee that has already had a payment or waiver applied will not be deleted. The only way to delete fees in which payments or waivers were applied is through the StudentInformation State Support Database Administrator.
3. Use the "Ignore Existing Assignments" option with extreme caution.

Task #11: Students Needing Adjustment

View Students Needing Adjustment for a list of all students with credit (overpaid) fees. Payments on these fees may be refunded, zeroed, or transferred to other fees.

Students Needing Adjustment

From this screen, you can view students' overpaid fees.

Total Fees: $356.40

Student ▲	Grade	Homeroom	Fees Flagged
AGUILAR, LESTER	12		$30.00
ARNOLD, JACQUELINE	10		$20.00
AYERS, BYRON	10		$5.00
BASS, KURT	11		$5.00
BEACH, REGINALD	10		$5.55
BROCK, MAE	11		$0.50

Task #12: Student Open Fees

View Student Open Fees for a listing of the detailed fees for a selected student. This screen will display all fees that are unpaid or have a credit balance.

Student Open Fees

This page lists all of the student's fees that have a balance or credit due

I want to... ▾

Total Fees Assessed	$998.25
D - Drop	$40.00
P - Payment	$943.25
R - Refund	($10.00)
Overall Balance	**$25.00**

Fee Options

☑ Show Fees from Past School Years
☑ Show Fees from Future School Years
☑ Show Fees from All Buildings

School Year ▾	Grade Level	Fee Type	Fee Code	Date	Course	Section	Description	Amount Assessed	Amount Paid	Amount Owed	School Code
2017	12	Misc	39	Sep 13, 2017			SHOP SUPPLIES	$25.00	$0.00	$25.00	ELHS
2016	11	Course Fee	CHEM 111	Mar 28, 2017	Basic Chemistry Lecture (UF)		CCP - CHEM	$30.00	$0.00	$30.00	ELHS
2016	11	Course Fee	1232~11	Aug 12, 2016	CHEMISTRY II		CHEMISTRY II	$30.00	$60.00	($30.00)	ELHS
							Total	**$85.00**	**$60.00**	**$25.00**	

Task #13: Add Fees

Add fees to a selected student.

Add a Student Fee

Select the fee type and fee to add.

Fee Type:* General Fee ▾

Fee:* 02 - AGENDA ▾

Fee Amount:* 6.00

Fee Date:* 09/25/2017 ✕ 📅

Save   Cancel

⭐ Trainer Tip: You can add a course fee to a student using the Add Fees option. NOTE: When adding a Miscellaneous Fee, once the Fee is chosen, a Misc Fee Description field displays allowing the user to enter a description (free form text) for the Miscellaneous Fee.

Task #14: Apply Payment

To apply a Full Payment, select Apply a Payment. The amount in the Total Payment Amount box defaults to the full payment amount. Click Go to allocate payment. If desired, specify a Payment Type and enter a Reference Description, and then enter the Payment Date. Click Make Payments.

Apply a Student Payment

Enter the total payment amount and apply the payment to fees

Total Payment Amount: * 55.00   [Go]   Press GO to allocate payment

Payment Type: [⌄]

Payment Date: 10/3/2017 📅

Reference Description: [ ]

Fee Type	Fee Code	Date	Course	Section	Description	Amount	
Misc	39	Sep 13, 2017			SHOP SUPPLIES	$25.00	25.00
Course Fee	CHEM 111	Mar 28, 2017	Basic Chemistry Lecture (UF)		CCP - CHEM	$30.00	30.00

[Recalculate]   Payment Amount Remaining: 0.00

[Make Payments]   [Cancel]   ✔ Show Receipt

Task #15: Partial Payment

To apply a Partial Payment, select Apply a Payment. Enter the amount of the partial payment in the Total Payment Amount box. Click Go to allocate payment, the textboxes in the table will be enabled and the user will enter the amount of payment to be applied to each fee and click Recalculate. If desired, specify a Payment Type and enter a Reference Description, and then enter the Payment Date. Click Make Payments.

Apply a Student Payment

Enter the total payment amount and apply the payment to fees

Total Payment Amount: *25.00   [Go]   Press GO to allocate payment

Payment Type: [∨]

Payment Date: 10/3/2017   📅

Reference Description: [   ]

Fee Type	Fee Code	Date	Course	Section	Description	Amount	
Misc	39	Sep 13, 2017			SHOP SUPPLIES	$25.00	0.00
General Fee	02	Oct 27, 2016			AGENDA	$6.00	0.00
General Fee	01	Oct 27, 2016			SUPPLY FEE	$25.00	25.00
General Fee	03	Oct 27, 2016			TECHNOLOGY FEE	$2.00	0.00

[Recalculate]   Payment Amount Remaining: 0.00

Task #16: Apply Overpayment

To apply an Overpayment, select Apply a Payment. Enter the amount of the overpayment in the Total Payment Amount box. Click Go to allocate payment, the textboxes in the table will be enabled and the user will enter the amount of payment to be applied to each fee and click Recalculate. The overpayment value must be fully allocated to the fees. The Payment Amount Remaining value must be zero before the payment can be made. If desired, specify a Payment Type and enter a Reference Description, and then enter the Payment Date. Click Make Payments.

Apply a Student Payment

Enter the total payment amount and apply the payment to fees

Total Payment Amount: *70.00   [Go] **Press GO to allocate payment**

Payment Type: [⌄]

Payment Date: [10/3/2017   📅]

Reference Description: [   ]

Fee Type	Fee Code	Date	Course	Section	Description	Amount	
Misc	39	Sep 13, 2017			SHOP SUPPLIES	$25.00	37.00
General Fee	02	Oct 27, 2016			AGENDA	$6.00	6.00
General Fee	01	Oct 27, 2016			SUPPLY FEE	$25.00	25.00
General Fee	03	Oct 27, 2016			TECHNOLOGY FEE	$2.00	2.00

[Recalculate]   Payment Amount Remaining: 0.00

Task #17: Issue Refund

Issue a fee refund to a selected student with a credit balance. Enter the amount of the refund and press the Submit button. A user cannot apply a fee refund greater than the credit balance.

Issue a Student Refund

Enter the total refund amount and apply the refund to fees

Total Refund Amount: *12.00 ✕ [Go]

Refund Date: 10/3/2017 📅

Reference Description: [   ]

Fee Type	Fee Code	Date	Course	Section	Description	Amount	
Misc	39	Sep 13, 2017			SHOP SUPPLIES	($12.00)	12.00

Refund Amount Remaining: 0.00

⦿ Standard Refund Payment ◯ Unrefunded Payment

[Submit] [Cancel] ☑ Show Receipt

Task #18: Transfer Payment

Transfer payment from a fee with a credit balance to an unpaid fee for a selected student. The transfer amount will default to the total credit balance. If the transfer is less than the credit balance, enter the amount and tab to the specific fee receiving the transfer. Enter the amount and press Process Transfer.

Trainer Tip: If the student has a credit for one fee but owes for another, the credit isn't automatically applied to the outstanding balance. You should use the Transfer Payment function to transfer the credit balance to the outstanding fee.

Transfer a Student Payment

Enter the total transfer amount and apply the refunds and payments

Total Transfer Amount: *5.00   [Go]

Transfer Date: 10/3/2017

Reference Description:

Fees with Credit Balances:

Fee Type	Fee Code	Date	Course	Section	Description	Amount	
Course Fee	640-7	Aug 12, 2016	LATIN IV		LATIN IV	($5.00)	5.00

Refund Amount Remaining: 0.00

Outstanding Fees:

Fee Type	Fee Code	Date	Course	Section	Description	Amount	
Misc	39	Sep 13, 2017			SHOP SUPPLIES	$25.00	5.00

Payment Amount Remaining: 0.00

[Process Transfer]   [Cancel]

Task #19:Apply Waiver

Apply a fee waiver to a selected student when a payment is no longer required. Enter the amount of the waiver and tab if it is a less than the total fees. If the total fee amount is to be forgiven, press Apply Waivers.

Apply a Student Waiver

Enter the total Waiver amount and apply the Waiver to fees

Total Waiver Amount:* 25.00   Go

Waiver Date: 10/3/2017 📅

Reference Description: [   ]

Fee Type	Fee Code	Date	Course	Section	Description	Amount	
Misc	39	Sep 13, 2017			SHOP SUPPLIES	$25.00	25.00
Waiver Amount Remaining: 0.00							

Apply Waivers   Cancel

Task #20: Issue a Miscellaneous Credit

Issue a miscellaneous credit to a student as a refund or waiver even if the student has no outstanding fee balance (for example: a student who paid for a trip but now cannot attend). Enter the amount of the Misc Credit, tab and click GO. If the total fee amount is to be forgiven, press Issue Misc Credit.

Issue a Misc Credit

Enter the total Misc Credit amount and apply the credit to fees

Total Misc Credit Amount:* 0.00   Go

Credit Date: 10/3/2017 📅

Reference Description: [   ]

Fee Type	Fee Code	Date	Course	Section	Description	Fee Amount	Total Waivers	Existing Misc Credit	Max Misc Credit	
General Fee	01	Aug 23, 2005			Workbook	$78.00	$0.00	$0.00	$78.00	0.00
General Fee	F TRIP	Oct 02, 2006			FIELD TRIP	$8.00	$5.00	$0.00	$3.00	0.00
Misc	39	Sep 13, 2017			SHOP SUPPLIES	$25.00	$0.00	$0.00	$25.00	0.00

Credit Amount Remaining: 0.00

Issue Misc Credit   Cancel   ✔ Show Receipt

Task #21:View Fee Details

 View and/or delete fee details for a selected student. This screen will display all fees and any associated payments. Click ✗ to delete a fee. Fees can only be deleted if they have no payments applied.   It is possible to delete a fee if all associated payments are removed. Click ✗ to delete a payment. Only payment types Payment (P), Refund (R), Unrefunded (U), and Waiver (W) may be deleted. All other payments cannot be removed.

Important: Once you delete a payment or a waiver, it is permanently deleted in addition to all records associated with the payment/fee. However, as of 11.3.0.1154, deleted fees are set to Inactive and not hard deleted. With the Display Active Fees option unchecked, you can view inactivated fees for historical reasons.

Student Fee Details

View/Delete fees and fee activity for the student

I want to...

ℹ Select a School Year and/or Fee Status to filter the fees listed. Optionally filter results by Payment Date.

School Year Enrolled: -- All -- ∨ Fee Status: -- All -- ∨ Filter By Payment Date: * 10/3/2017 📅 Filter

Fee Options
✓ Show Fees from Past School Years
✓ Show Fees from Future School Years
✓ Show Fees from All Buildings

Total Balance:	*$0.00*
Total Assessed:	$838.10
Total Waived:	$0.00
Total Dropped:	$0.00
Total Paid:	$838.10

Display Active Fees: ✓

2017

	School	Student Grade Level	Code	Grade Year	Gender	Date	Type	Status	Amount	Balance
	ELHS	11	01			Aug 18, 2017	General Fee	Paid	$25.00	$0.00
🗑 Aug 22, 2017	P - Payment	Check	4355	$25.00						

	School	Student Grade Level	Code	Grade Year	Gender	Date	Type	Status	Amount	Balance
	ELHS	11	02			Aug 18, 2017	General Fee	Paid	$6.00	$0.00
🗑 Aug 22, 2017	P - Payment	Check	4355	$6.00						

Task #22: Perform Homeroom Fee Collection

Teachers can perform fee collection by homeroom. See the StudentInformation Teacher Menu End User Documentation.

Homeroom Fee Collection

Select the students making exact payments and click 'Submit'

Collection Date: 10/3/2017 [×] [📅] [Go]

Select a homeroom for which to collect fees: 2JK ▾

Student	Fees	Payment Reference	Paid in Full
BOYLE, BERNICE	$0.00	No Outstanding Fees	
BRADLEY, ERIN	$42.00		☐
CARSON, BILLY	$91.50		☐

Trainer Tip: Teachers can only collect full payments. Partial payments must be submitted through the student fee pages.
Use the Payment Reference box to record a check # or special note. *Only full payments are recorded on this page.*

Task #23: Run Fee Payments By Accounting Code Detail

Run StudentInformation > SIS > Fees > Fee Reports > Fee Payments By Accounting Code Detail to generate a detailed fee payment listing by accounting code.

Task #24: Run Fee Payments By Accounting Code Summary

Run StudentInformation > SIS > Fees > Fee Reports > Fee Payments By Accounting Code Summary to generate a fee payment summary by accounting code.

Task #25: Run Students Eligible for a Refund

Run StudentInformation > SIS > Fees > Fee Reports > Students Eligible for a Refund to generate a listing of students with a credit balance. The unrefunded fee is generated when a student pays an assessed fee and then drops the course for which the fee was assessed. This results in a credit balance. The building can either choose to refund the money or apply the amount to another fee for the selected student. Students with a $0 balance will not display on the report.

Task #26: Run Student Fees Requiring Adjustment

Run StudentInformation > SIS > Fees > Fee Reports > Student Fees Requiring Adjustment to generate a detailed listing of students needing a payment adjustment for the selected school year. Payment adjustments are needed when a student has paid their fees in full and then has a schedule change where a portion or the entire fee amount originally charged to the student is dropped or credit to the student's account causing the school to owe the student money. The student may or may not have a credit balance depending on whether the student has other outstanding fee amounts on this account. This report can only be generated if the school is using Fee Accounting. Records will be selected only for the school year displayed in the context area.

Task #27: Run Student Fee Payment (R111)

Run StudentInformation > SIS > Fees > Fee Reports > Student Fee Payment (R111) to generate a list of payments received from each student.

Report: R111								HIGH SCHOOL
Printed Tue, Oct 03, 2017, 2:12 PM								
Date Range: 8/1/2017 - 10/3/2017								Student Fee Payment

00020311   **ARNOLD, JACQUELINE**   Grade: 10   Sts: A   Gender: F   Program: 05

Fee Type	Fee Code	Fee Description	Fee Date	Fee Amt.	Pmt. Date	Pmt. Reference	Type	Amt.
General	02	AGENDA	08/12/2016	$ 6.00	08/15/2017		P	$ 6.00
Course	1217B-11	PHYSICAL SCIENCE-PHYSICS	08/12/2016	$ 8.00	08/15/2017		P	$ 8.00
General	01	SUPPLY FEE	08/12/2016	$ 25.00	08/15/2017		P	$ 25.00
Course	510A~11	PERSONAL FINANCIAL MGMT	08/12/2016	$ 15.00	08/15/2017		P	$ 35.00
Course	1217~11	PHYSICAL SCI.	08/12/2016	$ 8.00	08/15/2017		P	$ 8.00
Course	910-11	ENGLISH 9	08/12/2016	$ 11.00	08/15/2017		P	$ 11.00
Course	1310-11	WORLD STUDIES 9	08/12/2016	$ 14.00	08/15/2017		P	$ 14.00
Course	200~1	ART FUNDAMENTAL	08/12/2016	$ 25.00	08/15/2017		P	$ 25.00
General	03	TECHNOLOGY FEE	08/12/2016	$ 2.00	08/15/2017		P	$ 2.00

Total Assessed:	**$114.00**
Total Paid Within Date Range:	**$134.00**
Outstanding Balance Within Date Range:	**-$20.00**

Total Assessed equals total fees owed in which a payment was applied during the selected payment date range.

Outstanding Balance Within Date Range equals the remaining balance of partial payments within the selected date range.

Task #28: Run Student Fee Detail (R109)

Run StudentInformation > SIS > Fees > Fee Reports > Student Fee Detail (R109) to generate a detailed listing of fees assessed for each student. Specific selections of programs or students can create a detailed list for a specific group. The user will have the option of whether to show payment information, and whether to include students with a zero balance for their fees.

Task #29: Run Student Fees Summary (R110)

Run StudentInformation > SIS > Fees > Fee Reports > Student Fees Summary (R110) to generate a summary by student and fee type of all fees that are currently outstanding for a selected school year. The report will display a grand total for all fee types at the end of the report.

Task #30: Run Student Fee Invoice (R108-C)

Run StudentInformation > SIS > Fees > Fee Reports > Student Fee Invoice (R108-C) to generate a list of fees assessed to individual students. The report is structured so that only one student is printed per page and the report can act as a receipt for fees paid.

Task #31: Run Student Fee Collection Summary (R108-B)

Run StudentInformation > SIS > Fees > Fee Reports > Student Fee Collection Summary (R108-B) to generate a list of fees assessed to students. The list will include student information, all fees assessed, and their detail information – fee code, fee type, fee description, and fee amount. This report may be helpful in tracking fee and corresponding payments.

Task #32: Run Student Fee Collection Detail (R108-A)

Run StudentInformation > SIS > Fees > Fee Reports > Student Fee Collection Detail (R108-A) to generate a list of students, all fees assessed, and detail fee information. This report will commonly be used as an aid in collecting fees. The list will include student information, all fees assessed, and their detail information – fee code, fee type, fee description, and fee amount.

Appendix A: How Fees are affected by student schedule changes

Adding a course section – StudentInformation looks at proration tables and acts accordingly. If proration tables aren't defined then student will be charged the full fee.

Dropping a course section - StudentInformation looks at proration tables and acts accordingly. If proration tables aren't defined then student will receive zero refund.

Removing a course section – If no fee activity then the entire fee inactivated. If the fee does have activity (a payment) then the fee is not inactivated. StudentInformation will post a credit equal to the amount originally charged when the student added the section. Removes ignore proration tables.

Transfer to same course but different section – No change to fee

Transfer to different course - If no activity StudentInformation will do inactivate the fee for original section and then charge the student the new fee. If there is activity on the original fee then StudentInformation gives a credit and then charges the student the fee for the new section.