Fee Accounting Quick Reference

Task	Completed	Initials
Task #1 – Verify StudentInformation Options *StudentInformation – Management – School Administration – StudentInformation Options – Fees tab*	☐	
Task #2 - Define Accounting Codes (optional) *StudentInformation – Management – School Administration – Fees Administration – Accounting Codes*	☐	
Task #3 - Define Prorated Fee Schedules (Optional - Highly Recommended) *StudentInformation – Management – School Administration – Fees Administration – Prorated Fee Schedules*	☐	
Task #4 - Define Course Fees *StudentInformation – Management – School Administration – Fees Administration – Course Fees*	☐	
Task #5 – Define General Fees *StudentInformation – Management – School Administration – Fees Administration – General Fees*	☐	
Task #6 – Define Program Fees *StudentInformation – Management – School Administration – Fees Administration – Program Fees*	☐	
Task #7 – Define Membership Fees *StudentInformation – Management – School Administration – Fees Administration – Membership Fees*	☐	
Task #8 – Define Miscellaneous Fees *StudentInformation – Management – School Administration – Fees Administration –Miscellaneous Fees*	☐	
Task #9 – Clear Fees – if needed *StudentInformation – Management – Ad-Hoc Updates – Clear Fees*	☐	
Task #10 - Student Fee Assignment (aka Bulk Assignment of Fees) *StudentInformation – Management – Ad-Hoc Updates – Student Fee Assignment*	☐	
Task #11 – Students Needing Adjustment *StudentInformation – SIS – Fees – Students Needing Adjustment*	☐	
Task #12 – Student Open Fees *StudentInformation – SIS – Student – Fees*	☐	
Task #13 – Add Fees *StudentInformation – SIS – Student – Fees - I want to….Add Fees*	☐	
Task #14 – Apply Payment *StudentInformation – SIS – Student – Fees - I want to….Apply a Payment*	☐	
Task #15 – Partial Payment *StudentInformation – SIS – Student – Fees – I want to… Apply Payment – Enter amount of partial payment in Total Payment Amount box – Apply payment to selected items – Make Payments button*	☐	
Task #16 – Apply Overpayment *StudentInformation – SIS – Student – Fees – I want to… Apply Payment – Enter amount of overpayment in Total Payment Amount box – Apply payment to selected items – Make Payments button*	☐	
Task #17 – Issue Refund *StudentInformation – SIS – Student – Fees – I want to… Issue Refund*	☐	
Task #18 – Transfer a Payment *StudentInformation – SIS – Student – Fees – I want to… Transfer a Payment*	☐	
Task #19 – Apply Waiver *StudentInformation – SIS – Student – Fees – I want to… Apply Waiver*	☐	
Task #20 – Issue a Miscellaneous Credit *StudentInformation – SIS – Student – Fees – I want to… Issue a Misc Credit*	☐	

Task #21 – View Fee Details *StudentInformation – SIS – Student – Fees – I want to… View Fee Details*	☐	
Task #22 – Perform Homeroom Fee Collection *StudentInformation – Teacher Menu – Homeroom Fee Collection*	☐	
Task #23: Run Fee Payments By Accounting Code Detail *StudentInformation – SIS – Fees – Fee Reports – Fee Payments by Accounting Code Detail*	☐	
Task #24: Run Fee Payments By Accounting Code Summary *StudentInformation – SIS – Fees – Fee Reports – Fee Payments By Accounting Code Summary*	☐	
Task #25: Run Students Eligible for a Refund *StudentInformation – SIS – Fees – Fee Reports – Students Eligible for a Refund*	☐	
Task #26: Run Student Fees Requiring Adjustment *StudentInformation – SIS – Fees – Fee Reports – Student Fees Requiring Adjustment*	☐	
Task #27: **:** Run Student Fee Payment (R111) *StudentInformation – SIS – Fees – Fee Reports – Student Fee Payment (R111)*	☐	
Task #28: Run Student Fee Detail (R109) *StudentInformation – SIS – Fees – Fee Reports – Student Fee Detail (R109)*	☐	
Task #29: Run Student Fees Summary (R110) *StudentInformation – SIS – Fees – Fee Reports – Student Fees Summary (R110)*	☐	
Task #30: Run Student Fee Invoice (R108-C) *StudentInformation – SIS – Fees – Fee Reports – Student Fee Invoice (R108-C)*	☐	
Task #31: Run Student Fee Collection Summary (R108-B) *StudentInformation – SIS – Fees – Fee Reports – Student Fee Collection Summary (R108-B)*	☐	
Task #32: Run Student Fee Collection Detail (R108-A) *StudentInformation – SIS – Fees – Fee Reports – Student Fee Collection Detail (R108-A)*	☐	