# ProgressBook StudentInformation Fees Guide

**ProgressBook® StudentInformation**

Ohio

# ProgressBook StudentInformation Fees Guide

**(This document is current for v17.3.1 or later.)**

# Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation Fees Guide* have been made.

| Product Version | Heading | Page | Reason |
|---|---|---|---|
| N/A | *"Student Fee Assignment"* | *21* | Updated information regarding when course fees can be bulk assigned. |
| 17.2.2 | *Entire Guide* | N/A | Updated all images and text to match style guide. |
| 17.2.0 | *Entire Guide* | N/A | Updated inactive icon. |

# Table of Contents

# Fees Overview

You can use fees accounting to assign any number of fees to students. The following types of fees are available:

- General fees
- Course fees
- Miscellaneous fees
- Program fees
- Membership fees

Each type of fee is explained in detail in the following documentation. You can assign fees manually to a specific student or assign fees to multiple students through several available batch processes. Fees automatically apply when the appropriate condition has been met (e.g., course fees automatically apply to all students scheduled for the course; program fees automatically apply to all students in the program, etc.). Once fees are assigned, they can be paid, refunded, transferred, waived, or credited for a specific student.

The following two batch jobs are available to assist in the fee assignments:

- Clear Fees
- Student Fee Assignment (for general, course, program, and membership fees)

Fees can be collected in the office (by a secretary or office personnel) or by homeroom teacher.

There are numerous fee reports. Some fee reports are new to StudentInformation while other fee reports are very similar to previously available reports in SIS.

Fees accounting works with other StudentInformation modules in the following ways:

- Printing outstanding fees on grade cards

- Displaying $ or $ in the student context area
- Batch jobs that clear and update fees

# Understanding the Fees Module

Below are some key concepts to understanding the fees module.

## Prior Year Fees

The StudentInformation application does not copy fees forward to subsequent school years. Fees from previous years can be viewed on the **Student Fee Details** screen. If the fees were assigned before the production implementation of the StudentInformation system, the fees can only be viewed—even if any portion of a fee is unpaid. However, if the fee was assigned after the production implementation of the StudentInformation system, you can post a payment to any outstanding fee. This is due to the way SIS has historically handled fees. SIS is unable to accept payments for fees assigned in previous school years, so unpaid fees in SIS must be copied if the school plans to accept payments for the unpaid amount. StudentInformation continues to handle fees assigned by the SIS application in the same manner. Any fees from a previous school year that the school wishes to attempt to collect in subsequent years must be copied forward in SIS prior to the production implementation of the StudentInformation system.

## Student Fees for Other Schools

You can collect fees assigned to a student at a previously attended school if the school where the fee was assigned is in the same school district as the school the student is currently attending. This situation most commonly applies to students transferring to a new school for grade promotion, such as a student moving from junior high to a high school. However, it can also apply to students transferring to another school midyear within the same district for reasons such as a change of address.

A student's current school may only accept payment for fees assigned at other schools. The current school may not waive or otherwise adjust/cancel any fee assigned or payment accepted by the original school. If you need to waive, credit, or remove any fee assigned or managed by the student's previous school, the school that originally assigned the fee must make the required changes.

## Prorated Fees

General fee, course fee, and program fee assignment and credits can be prorated if a student does any of the following:

- Enrolls after the beginning of the school year
- Withdraws before the end of a school year
- Registers for a course after the beginning of a term (course fee)
- Drops a course before the end of a term (course fee).

You can create a prorated fee schedule and associate it with any number of fees. A prorated fee schedule must contain a start and end day, and a percentage rate that is applied to the fee. The start and end day values are defined based on actual school days as opposed to calendar days. Fees can have different prorated schedules for late enrollment versus early withdrawal.

If a prorated schedule exists for a fee but the number of days elapsed since the beginning of the term are not defined in the schedule, the assigned fee is not prorated and is assigned at 100%. In the event that a fee should be credited, such as for dropping a course or for withdrawing from a course, the absence of a prorated ration results in no credits being applied. Again, the original fee is assigned at 100% as a result.

When prorating general fees for late registration, the prorated amount is based on the number of school days since the beginning of the year. When prorating general fees associated with a student withdrawal, the prorated amount is based on the number of school days from the first day of the school year or the student's admission date, whichever is later, to the withdraw date. If a student registers for the school year after it has begun and then withdraws early, the student's general fees are prorated based on the number of school days between the late registration date and the withdrawal date.

Course fees are always prorated based on the course registration or drop date and the beginning date of the term in which the course begins. If the student registered for the class after the beginning of the term, the course fees are prorated from the first day of the term in which the course began. If a student drops a course, the applicable course fees are prorated and credited based on the number of school days that have elapsed since the first day of the term in which the course began regardless of when the student registered for the class.

It is important to note that when prorating fees for a course, only the number of school days during the terms when a course is scheduled to meet are counted. This is important for courses that do not meet in consecutive terms and courses that do not begin during the first term of the school year. For example, if a student in a school with four 45-day terms is taking a course scheduled for the first and third terms (not meeting during the second term) and the student drops the course on the second day of the third term, the number of days used to calculate the prorated fee amount is 47. This is the number of school days the course was actually scheduled to meet, even though a total of 92 actual school days have transpired. Similarly, if the same student is registered for a course that meets during the third and fourth terms and the student drops the course on the second day of the third term, the fees are prorated for 2 days. Again, this is the number of school days that have elapsed during the terms the course was scheduled to meet.

Program fees are always prorated based on the number of school days since the first day of the school year. This is true for students registering late for school or withdrawing early from school, as well as students joining or leaving a program any time during the school year.

In cases where a student registers late for school or for a course and then withdraws prior to the end of the school year or drops a course before the end of the final course term, it is possible for prorated fee schedules to be configured in such a way that the prorated fee amounts result in a prorated drop payment that exceeds a prorated admission fee assessment. In this situation, the application ensures that the prorated drop payment does not exceed the initial fee assessment.

Prorated fee schedules are configured per school.

# Fee Entry Amounts

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

# Fees Outline and Flow

1. **Fees Accounting System Maintenance**
   a. **StudentInformation Options Fees Configuration tab** – Specify how the fees module of StudentInformation functions.
   b. **Prorated Fee Schedules** – Set up proration tables for use with general, course, and program fees**.**
   c. **Accounting Codes –** Codes defined for use with accounting system and reporting.
   d. **General Fees** – Fees that are assigned to a group of students or to all students in the building.
   e. **Course Fees** – Fees that are applicable to specific courses in the building.
   f. **Miscellaneous Fees** – Fees that can be assigned but do not fit into any other fee type.
   g. **Program Fees** – Fees that are applicable to specific programs to which students may be assigned.
   h. **Membership Fees** – Fees that are applied to specific student memberships in StudentInformation**.**
2. **Fee Batch Process**
   a. **Clear Fees** – Batch process to clear student fees.
   b. **Student Fee Assignment** – Batch process to assign student fees.
3. **Student Fees**
   a. **Students Needing Adjustment** – An interactive screen where all students in the building with open fees (credit balance) are listed.
   b. **Outstanding Fees** – An interactive screen where all students in the building with outstanding fees (debit balance) are listed.
   c. **Student Open Fees** – Screen for viewing the selected student's open fees with options to apply, add, transfer, waive, refund, etc.
   d. **Add Fees** – Screen used to add fees to selected student.
   e. **Apply Payment** – Screen used to apply payments for selected student.
   f. **Issue Refund** – Screen used to issue a refund to the selected student.
   g. **Transfer Payment**– Screen used to transfer payments for selected student.
   h. **Apply Waiver** – Screen used to apply waivers for selected student.
   i. **Issue Miscellaneous Credit** – Screen used to issue credit for selected student.

j. **Fee Details** – Interactive screen used to view and/or delete student fee detail information.

k. **Homeroom Collection** – Interactive screen used for homeroom collection of student fees balances.

4. **Fee Reports**

    a. **Fee Payments By Accounting Code Detail** – This report generates a fee payment listing by account code and prints details and subtotals of all fees by account code.

    b. **Fee Payments By Accounting Code Summary** – This report generates a summary fee payment listing by account code.

    c. **Students Eligible for a Refund** – This report generates a list of students who are eligible for a refund.

    d. **Student Fees Requiring Adjustment** – This report generates a detailed listing of students needing a payment adjustment for the selected school year. The student may or may not have a credit balance depending on whether the student has other outstanding fee amounts on his account.

    e. **Student Fee Payment (R111)** – This report generates a list of payments received from each student.

    f. **Student Fee Detail (R109)** – This report generates a detailed listing of fees assessed for each applicable student. Details may be printed for any combination of fees.

    g. **Student Fee Summary (R110)** – This report generates a summary by student and fee type of all fees that are currently outstanding for the selected school year with a grand total for all fees at the end of the report.

    h. **Student Fee Receipt (R108-C)** – This report is used to print a list of fees and payments assigned to students, and prints one student per page to act as a receipt for fees paid.

    i. **Student Fee Collection Summary (R108-B)** – This report is used to print a list of fees assessed to students. The list includes student information and a summary of assigned fee totals by type.

    j. **Student Fee Collection Detail (R108-A)** – This report is used to print a detailed list of fees assigned to students. The list includes student information, all fees assigned, and their detail information.

# Fees System Maintenance

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## StudentInformation Options – Fees Configuration Tab

**Navigation: StudentInformation – Management – School Administration – StudentInformation Options**

The **Fees** tab defines if the school is using the fees accounting module of StudentInformation.



**Uses Fees** – Select this check box if the building is using fees accounting so that fees are automatically assessed as per the defined fee code tables. De-select this check box to manually assign fees.

**Has Fees Assigned** – If you have selected the **Uses Fees** check box, this check box is automatically selected to indicate that fees have been assigned by the **Student Fee Assignment** batch process.

**Reduced Fee – Fraction Reduced from Fee** (required) – Input the percentage of the fee that is reduced; for instance, entering 0.25 reduces fees by 25% for students marked with a reduced lunch status (on the **Edit Student Profile** screen **FD-Attributes** tab).

**Use General Fee Waivers** – Select this check box if free/reduced waivers should apply to general fees.

**Use Course Fee Waivers** – Select this check box if free/reduced waivers should apply to course fees.

**Use Program Fee Waivers** – Select this check box if free/reduced waivers should apply to program fees.

**Use Membership Fee Waivers** – Select this check box if free/reduced waivers should apply to membership fees.

**Show Fees from Past School Years** – Select this check box if past fees should display on all fees pages and reports.

**Show Fees from Future School Years** – Select this check box if future fees should display on all fees pages and reports.

**Show Fees from All Buildings** – Select this check box if other buildings should display on all fees pages and reports.

**Save** – Click to save changes made to the **Fees** tab. You can also click a different tab on the **School Year Configuration** screen to save any changes made to the **Fees** tab.

# Prorated Fee Schedules

**Navigation: StudentInformation – Management – School Administration – Fees Administration – Prorated Fee Schedules**

Prorated fee schedules are tables set up for use with general, course, and program fees for students who are admitted late or withdraw early and should have their fees prorated per a specific set of rules. See *"Understanding the Fees Module"* for additional information about prorated fees.

The **Prorated Fee Schedules** screen displays a summary of all prorated fee schedules for the working school for the current school year and the current schedule. Each prorated fee schedule displays in a grid that lists the schedule name and the proration period and ratio details for the schedule.
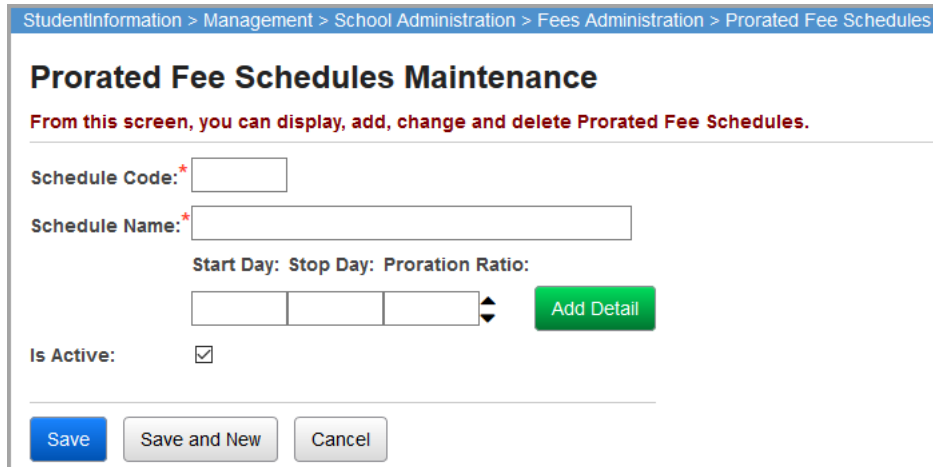
**Show Active Only** – Select this check box to show only active prorated fee schedules; de-select this check box to show both active and inactive prorated fee schedules. Inactive prorated fee schedules display in a darkened grid.

## Add/Edit Prorated Fee Schedules

StudentInformation > Management > School Administration > Fees Administration > Prorated Fee Schedules

**Prorated Fee Schedules Maintenance**

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

Schedule Code:*

Schedule Name:*

Start Day: Stop Day: Proration Ratio:

Add Detail

Is Active: ☑

Save   Save and New   Cancel

**Schedule Code** (required) – Enter up to 4 alphanumeric characters. If you try to use an existing inactive prorated fee schedule code, you are prompted to reactivate this inactive prorated fee schedule if you wish.

**Schedule Name** (required) – Enter the name or description for the prorated fee schedule.

**Start Day** (required) – Enter the start day for this proration schedule detail entry. Among multiple rows of proration detail entries, the start and end days may not overlap in any combination; however, the start and end day ranges do not have to be contiguous. You must enter at least one row of detail.

**End Day** (required) – Enter the stop day for this proration schedule detail entry. Among multiple rows of proration detail entries, the start and end days may not overlap in any combination; however, the start and end day ranges do not have to be contiguous. You must enter at least one row of detail.

The following example is valid:

| Start Day | End Day | Proration Ratio |
| --- | --- | --- |
| 1 | 10 | 100 |
| 11 | 15 | 75 |
| 20 | 30 | 25 |

The following is an example of overlapping ranges and is **not valid**:

| Start Day | End Day | Proration Ratio |
| --- | --- | --- |
| 1 | 15 | 100 |
| 10 | 25 | 75 |
| 25 | 30 | 25 |

**Proration Ratio** (required) – Enter the proration ratio. If you specify any of the values in a given proration detail entry, then all three values must be entered.

**Add Detail** – Click to add a prorate fee schedule detail entry (another row to a prorated fee schedule).

**Active** (optional) – Select this check box to indicate that this prorated fee schedule code is active and can be used on new fee records.

# Accounting Codes

**Navigation: StudentInformation – Management – School Administration – Fees Administration – Accounting Codes**

Accounting codes are defined for use with the Accounting System and Reporting and can be assigned to various fees. Accounting codes are optional.



This page has standard add record, edit record, and delete record controls.

Records on this page are not deleted, but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

**Sorting** – You may sort by any column (**Accounting Code**, **Allocation Code**, **Active**) in ascending or descending order by clicking on the column header.

🟢 – Indicates an active accounting code that can be applied to new fee records.

⭕ – Indicates an inactive accounting code that cannot be applied to new fee records.

## Add/Edit Accounting Codes

StudentInformation > Management > School Administration > Fees Administration > Accounting Codes

**Accounting Codes Maintenance**

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

Accounting Code:* [        ]

Allocation Code:* [                        ]

Is Active: ☑

[Save]  [Save and New]  [Cancel]

**Accounting Code** (required) – Enter up to 8 alphanumeric characters. If you try to use an existing inactive accounting code, you are prompted to reactivate this inactive accounting code if you wish.

> ***Note****: If you are using the StudentInformation STUFEES Export, please note that the USAS STUFEES Import only accepts 6 characters for the* **Accounting Code***. You must rename your codes to fit this 6 character limit if you are using the StudentInformation STUFEES Export with the USAS STUFEES Import.*

**Allocation Code** (required) – Enter the alphanumeric allocation code (up to 50 characters). Allocation codes are entered as required; enter spaces, hyphens, and/or other separators as necessary. There is no specific format for the allocation code.

**Active** (optional) – Select this check box to indicate that the accounting code is active and can be applied to new fee records.

# General Fees

**Navigation: StudentInformation – Management – School Administration – Fees Administration – General Fees**

General fees are assigned automatically by the Student Fee Assignment batch process. General fees are specific to the school, school year, and student schedule. General fees can be assigned to all students in a school or be limited by gender and/or grade. An unlimited number of general fees can be configured and assigned to any number of students.



This page has standard add record, edit record, and delete record controls.

Records on this page are not deleted, but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide.*

**Sorting** – You may sort by any column (**Fee Code**, **Grade Year**, **Gender**, **Fee Text**, **Fee Amount**, **AD**, **WD**, **Acct Code**, **Active**) in ascending or descending order by clicking on the column header.

🟢 – Indicates an active general fee code and can be applied to new fee records.

⭕ – Indicates an inactive general fee code and cannot be applied new fee records.

## Add/Edit General Fees



**Fee Code** (required) – Enter up to 8 alphanumeric characters. If you try to use an existing inactive general fee code, you are prompted to reactivate this inactive general fee code if you wish.

**Grade Year** (optional) – Select the grade from the drop-down list to which this general fee applies.

**Gender** (optional) – Select the gender from the drop-down list to which this general fee applies.

**Fee Description** (required) – Enter the name or description of the general fee.

**Fee Amount** (required) – Enter the fee amount.

**Prorated Fee Schedule (Admission)** (optional) – If this fee is adjusted and prorated because of late admission, choose the appropriate schedule from the drop-down list.

**Prorated Fee Schedule (Withdraw)** (optional) – If this fee is adjusted and prorated because of early withdrawal, choose the appropriate previously defined prorated fee schedule from the drop-down list.

**Accounting Code** (optional) – Choose the appropriate previously defined accounting code from the drop-down list.

**Active** (optional) – Select this check box to indicate that the general fee code is active and can be applied to new fee records.

# Course Fees

**Navigation: StudentInformation – Management – School Administration – Fees Administration – Course Fees**

Course fees are associated with specific academic courses and are automatically assigned by the Student Fee Assignment batch process, the scheduling process, and other processes. Course fees are specific to a course section or can apply to all sections of a specific course. Course fees are school specific for each school year and for each schedule configured for the school.

Any number of course fees may be configured for a course (and all its sections) or for a specific course section. If a course has fees that apply to all sections as well as fees that apply to specific sections, students are assigned all fees configured for the section in which they are registered **as well as** all fees configured that apply to all sections. Only use a section code if you intend to have fees of different amounts for different sections of the course or if one section of a course has an additional fee amount.

[Find Students] 🔍 [Go To] 🔍

## 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 🗑 | ✏ | 861 | A CAPELLA CHOIR | | 861~1 | A CAPELLA CHOIR | $7.50 | 02 | 05 | 009-1710-900H-120400-002 | 🟢 |
| 🗑 | ✏ | 470 | ACCOUNTING I | | 470~1 | WRKBK ACCT I | $40.00 | 04 | 03 | 009-1720-900H-000000-002 | 🟢 |
| 🗑 | ✏ | 473 | ACCOUNTING III | | 473~1 | WRKBK ACCT III | $35.00 | 04 | 03 | 009-1720-900H-000000-002 | 🟢 |
| 🗑 | ✏ | 249 | ADVANCED BIOLOGY | | 249~1 | ADV. BIOLOGY | $12.50 | 02 | 05 | 009-1710-900H-132330-002 | 🟢 |
| 🗑 | ✏ | 259 | ADVANCED CHEMISTRY | | 259~1 | ADV CHEMISTRY | $16.00 | 02 | 05 | 009-1710-900H-132326-002 | 🟢 |
| 🗑 | ✏ | 046 | ADVANCED COMPOSITION | | 46~1 | Adv. Comp. w/Computer | $30.00 | 04 | 03 | 009-1710-900H-050000-002 | 🟢 |
| 🗑 | ✏ | 268 | ADVANCED INORGANIC CHEMISTRY | | 268~1 | INORGANIC CHEMISTRY | $16.00 | 01 | 01 | 009-1710-900H-132326-002 | 🟢 |
| 🗑 | ✏ | 269 | ADVANCED ORGANIC CHEMISTRY | | 269~1 | ORGANIC CHEMISTRY | $16.00 | 01 | 01 | 009-1710-900H-132326-002 | 🟢 |

This page has standard add record, edit record, and delete record controls.

Records on this page are not deleted, but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide.*

**Sorting** – You may sort by any column (**Course Code**, **Course Name**, **Course Section**, **Fee Code**, **Fee Text**, **Fee Amount**, **AD**, **WD**, **Acct Code**, **Active**) in ascending or descending order by clicking on the column header.

🟢 – Indicates an active course fee code that can be applied to new fee records.

⚪ – Indicates an inactive course fee code that cannot be applied to new fee records.

## Add/Edit Course Fees

StudentInformation > Management > School Administration > Fees Administration > Course Fees

**Course Fees Maintenance**

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

Course/Section:* [                    ] [      ] [...]

Fee Description:* [                    ]

Fee Code:* [          ]

Fee Amount:* [          ]

Prorated Fee Schedule: [          v]
(Admission)

Prorated Fee Schedule: [          v]
(Withdraw)

Accounting Code: [                    v]

Active: ☑

[ Save ] [ Save and New ] [ Cancel ]

**Course** (required) **/ Section** (optional) – Enter the course number or course and section number that this fee applies to. Any number of course fees may be configured for a course section or a course (all sections).

> *Note: The course section is **optional** for adding a course fee. If you leave the section code field blank, this fee applies to all sections of this course.*

You can click [...] to search for a specific course or course/section.

**Fee Description** (required) – Enter the name or description of the course fee.

**Fee Code** (required) – Enter up to 8 alphanumeric characters. If you try to use an existing inactive course fee code, you are prompted to reactivate this inactive course fee code if you wish.

**Fee Amount** (required) – Enter the fee amount for this course fee.

**Prorated Fee Schedule (Admission)** (optional) – If this fee is adjusted and prorated because of late admission, choose the appropriate previously defined prorated fee schedule from the drop-down list.

**Prorated Fee Schedule (Withdraw)** (optional) – If this fee is adjusted and prorated because of early withdrawal, choose the appropriate previously defined prorated fee schedule from the drop-down list.

**Accounting Code** (optional) – Choose the appropriate previously defined accounting code from the drop-down list.

**Active** (optional) – Select this check box to indicate that the course fee code is active and can be used on new fee records.

# Miscellaneous Fees

**Navigation: StudentInformation – Management – School Administration – Fees Administration – Miscellaneous Fees**

Miscellaneous fees are fees that can be assigned but do not fit into any other fee type. Examples for miscellaneous fees could be fees for lost textbooks, damage to books or lockers, athletic fees, etc. Miscellaneous fees are the only types of fees where the fee amount can be adjusted when the fee is assigned to a student. The same miscellaneous fee can be assigned to the same student multiple times.



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**Sorting** – You may sort by any column (**Fee Code**, **Fee Text**, **Fee Amount**, **Acct Code**, **Active**) in ascending or descending order by clicking on the column header.

🟢 – Indicates an active miscellaneous fee code that can be applied to new fee records.

⭕ – Indicates an inactive miscellaneous fee code that cannot be applied to new fee records.

## Add/Edit Miscellaneous Fees



**Fee Code** (required) – Enter up to 8 alphanumeric characters. If you try to use an existing inactive miscellaneous fee code, you are prompted to reactivate this inactive miscellaneous fee code if you wish.

**Fee Description** (required) – Enter the name or description of the miscellaneous fee.

**Fee Amount** (required) – Enter the fee amount. This fee amount is the default fee amount when this particular miscellaneous fee is assigned to a student—it can be adjusted for each student as necessary. For example, if the majority of students paid $1.00 for a parking fee but a few paid $2.00, you could set up the default fee amount as $1.00 for the miscellaneous parking fee and then change the fee amount to $2.00 when assigning the fee to those specific students.

**Accounting Code** (optional) – Choose the appropriate previously defined accounting code from the drop-down list.

**Active** (optional) – Select this check box to indicate that the miscellaneous fee code is active and can be used on new fee records.

# Program Fees

**Navigation: StudentInformation – Management – School Administration – Fees Administration – Program Fees**

Program fees are generally used by joint vocational schools (JVS) to assign fees to students enrolled in certain courses of study. Program fees can be assigned manually or automatically by the Student Fee Assignment batch process. Program fees can apply to all students in a specific program or be further limited by gender and/or grade. Program fees are school specific for each school year and for each schedule configured for the school. A program can have any number of fees configured for it. Any student associated with a program is assigned all fees for the program.

| | | Fee Code ▲ | Fee Text | Program | Grade Year | Gender | Fee Amount | AD | WD | Acct Code | Active |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 🗑 | ✎ | AB1 Club | Skills USA Dues | AB1 | | | $25.00 | | | 200-1630-914V AB/SKILLS DUES | 🟢 |
| 🗑 | ✎ | AB1 Sup | SG; UFS; RS; PG | AB1 | | | $164.00 | | | 009-1710 SALE OF SUPPLIES | 🟢 |
| 🗑 | ✎ | AB2 Club | Skills USA | AB2 | | | $25.00 | | | 200-1630-914V AT/SKILLS DUES | 🟢 |
| 🗑 | ✎ | AB2 Sup | RS; SG | AB2 | | | $24.00 | | | 009-1710 SALE OF SUPPLIES | 🟢 |
| 🗑 | ✎ | AT1 Club | Skills USA | AT1 | | | $25.00 | | | 200-1630-914V AT/SKILLS DUES | 🟢 |

This page has standard add record, edit record, and delete record controls.

Records on this page are not deleted, but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide.*

**Sorting** – You may sort by any column (**Fee Code**, **Fee Text**, **Program**, **Grade Year**, **Gender**, **Fee Amount**, **AD**, **WD**, **Acct Code**, **Active**) in ascending or descending order by clicking on the column header.

🟢 – Indicates an active program fee code that can be applied to new fee records.

⭕ – Indicates an inactive program fee code that cannot be applied to new fee records.

## Add/Edit Program Fees



**Fee Code** (required) – Enter up to 8 alphanumeric characters. If you try to use an existing inactive program fee code, you are prompted to reactivate this inactive program fee code if you wish.

**Fee Description** (required) – Enter the name or description of the program fee.

**Program** (required) – Choose the program from the drop-down list to which this program fee applies.

**Grade Year** (optional) – Choose the grade from the drop-down list to which this program fee applies.

**Gender** (optional) – Choose the gender from the drop-down list to which this program fee applies.

**Fee Amount** (required) – Enter the fee amount.

**Prorated Fee Schedule (Admission)** (optional) – If this fee is adjusted and prorated due to late admission, choose the appropriate schedule from the drop-down list.

**Prorated Fee Schedule (Withdraw)** (optional) – If this fee is adjusted and prorated due to early withdrawal, choose the appropriate previously defined prorated fee schedule from the drop-down list.

**Accounting Code** (optional) – Choose the appropriate previously defined accounting code from the drop-down list.

**Active** (optional) – Select this check box to indicate that the program fee code is active and can be applied to new fee records.

# Membership Fees

**Navigation: StudentInformation – Management – School Administration – Fees Administration – Membership Fees**

You can use membership fees to assign fees to a student belonging to a fixed membership group (such as an athletic team, club, etc.). You can assign membership fees manually on the **Add a Student Fee** screen. You can also set up the system to automatically assign membership fees on the **Student Fee Assignment** screen. In addition, if you have selected both the **Uses Fees** and **Has Fees Assigned** check boxes on the **Fees** tab of the **StudentInformation Options** screen, when you assign students to a membership group, the system automatically assigns the fees to the students.



This page has standard add record, edit record, and delete record controls

Records on this page are not deleted, but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

**Sorting** – You may sort by any column (**Fee Code**, **Fee Text**, **Membership**, **Grade**, **Gender**, **Fee Amount**, **Acct Code**, **Active**) in ascending or descending order by clicking on the column header.

🟢 – Indicates an active membership fee code that can be applied to new fee records.

🟡 – Indicates an inactive membership fee code that cannot be applied to new fee records.

## Add/Edit Membership Fees



**Fee Code** (required) – Enter up to 8 alphanumeric characters. If you try to use an existing inactive membership fee code, you are prompted to reactivate this inactive membership fee code if you wish.

**Fee Description** (required) – Enter the name or description of the membership fee.

**Membership Group** (required) – Choose the membership group from the drop-down list to which this membership fee applies. Any number of fees can be configured for a membership group. Any student associated with a membership is assigned all fees for the membership.

**Membership** (required) – Choose the membership from the drop-down list to which this membership fee applies.

**Grade Year** (optional) – Choose the grade from the drop-down list to which this membership fee applies.

**Gender** (optional) – Choose the gender from the drop-down list to which this membership fee applies.

**Fee Amount** (required) – Enter the fee amount.

**Accounting Code** (optional) – Choose the appropriate previously defined accounting code from the drop-down list.

**Active** (optional) – Select this check box to indicate that the membership fee code is active and can be applied to new fee records.

# Fee Batch Processes

## Clear Fees

**Navigation: StudentInformation – Management – Ad-Hoc Updates – Clear Fees**

This batch process allows you to zero all fees with a credit balance. The process applies an **Unrefunded** payment (type **U**) to fees with a credit balance. An additional option allows the user to zero all outstanding fees. This should be performed at the end of the school year in a building that does not wish to copy outstanding fee balances forward to the next school year. Fee payment records with a pay status of **A** (Amnesty) are posted. This batch process may only be used by schools using the Fees Accounting Application.

See the *ProgressBook StudentInformation Ad-Hoc Updates Guide* for detailed information about the Clear Fees Batch Process.

## Student Fee Assignment

**Navigation: StudentInformation – Management – Ad-Hoc Updates – Student Fee Assignment**

This batch process generates fee entries for students based on defined general fees; course fees based on each student's course schedule; membership fees for students belonging to specific membership groups; and program fees for students enrolled in specific programs. The fee types to be assigned can be selected in any combination. Fees are assigned only to students who are enrolled in the working school for the current school year in context. You can only bulk assign course fees once the schedule has been finalized on the **StudentInformation Options** screen **Scheduling** tab.

## Students Tab – Search Criteria



**Select Students By** (optional) – Choose selection by **Search Criteria**.

**Grade Level** (optional) – If no grade levels are selected, the assignment selects all grades levels. You can also select specific grade levels for the assignment.

**Homeroom** (optional) – If no homerooms are selected, the assignment selects all homerooms. You can also select specific homerooms for the assignment.

**Student Status** (optional) – If no student statuses are selected, the assignment selects all student statuses. You can also select specific student statuses for your assignment.

**Gender** (optional) – If no genders are selected, the assignment selects all genders. You can also select specific genders for your assignment.

**Cancel** – Click to cancel the process.

**Next>** – Click to process the student selection on the **Students** tab and proceed to the **Assignments** tab

## Students Tab – Ad-Hoc Membership



**Select Students By** (optional) – Choose selection by **Ad-Hoc Membership**.

**Ad-Hoc Membership** (required) – Select from the pre-defined ad-hoc memberships listed.

[...] – Click to find or create an ad-hoc membership. For more detail on ad-hoc memberships, please refer to the *ProgressBook StudentInformation Getting Started Guide*.

**Cancel** – Click to cancel out of **Student Fee Assignment** and return to **Ad-Hoc Updates** menu.

**Next>** – Click to process the student selection on the **Students** tab and proceed to the **Assignments** tab.

## Assignments Tab

**Fee Date** (required) – Enter the date the fee(s) should be assigned to the selected students. This field defaults to today's date.

**Fee Types to Assign** (optional) – Choose one or more fee types (general, course, program, membership, miscellaneous) to assign to the selected students. Please note that **Course Fees** can only be assigned after the schedule result set is finalized.

**Existing Fee Assignments** (required) – Choose one from the following:

- **Skip fee assignment if assignment already exists** – If a student was already assigned the fee, they do not receive a duplicate assignment of this fee. The fees are matched based on Fee ID and the amount of the fee.

- **Replace fee assignments if fee definition has changed (non-Misc Fees)** – If you changed a fee amount after fees were already assigned, you can run the bulk assignment with this option selected. As a result, the new fee amount is charged, which replaces the old amount, provided that the student has not 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 only the Fee ID, so any assignment of that fee, for whatever amount, counts as a duplicate.

- **Create adjustment fees/waivers if fee definition has changed (non-Misc Fees)** – If a specific fee has already been assigned to the student and subsequently, the fee amount was changed, this option creates an adjustment or waiver fee for the difference between the old and new fee. It does not adjust the existing fee amount. This does not apply to miscellaneous fees. The fees are matched based on only the Fee ID, so any assignment of that fee, for whatever reason, counts as a duplicate.

  **Example 1:** The general fee **SF** increased from $30 to $45. The existing general fee **SF** for $30 stays as is and an adjustment fee for $15 is created.

  | The following fee assignments were made | | | | | | |
  | --- | --- | --- | --- | --- | --- | --- |
  | **Student** | **Grade** | **Status** | **Fee Type** | **Fee Code** | **Fee Amount** | **Details** |
  | Adkins, Arpad | 12 | A | General Fee | SF | $45.00 | Adjustment fee created for $15.00. The existing fee total was $30.00, but the defined fee has an amount of $45.00. |

  **Example 2:** The general fee **Tech** decreased from $5 to $3. The existing general fee **Tech** for $5 stays as is and an automatic adjustment waiver for $2 is created.

  | The following fee assignments were made | | | | | | |
  | --- | --- | --- | --- | --- | --- | --- |
  | **Student** | **Grade** | **Status** | **Fee Type** | **Fee Code** | **Fee Amount** | **Details** |
  | Barnett, Griffin | 10 | A | General Fee | Tech | $3.00 | Adjustment waiver made for $2.00. The existing fee total was $5.00, but the defined fee has an amount of $3.00. |

- **Ignore existing assignments, possibly creating duplicate assignments** – Assigns duplicate or similar fees in spite of existing fees.

  **Caution:** If students were already assigned fees and you choose to run the bulk assignment of fees with this option selected, students will most likely receive duplicate fees.

- **Reset Fees - Remove fee assignments and do not create new assignments** – Select this option to delete all fees in order to start fee assignments over again.

  ⚠️ **Caution:**If a fee has been paid or a waiver has been applied, the fee cannot be deleted.

- **Clear Fee Balances - Zero fee balances with credits/debits** – Provides the same functionality as the **Clear Fees** screen. The fees still remain on the **Student Open Fees** screen (whereas **Reset Fees** deletes them) but display that 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

**Cancel** – Click to cancel the student fee assignment process and return to your previous screen.

**<Back** – Click to return to the **Students** tab. Your selections are retained.

**Next>** – Click to proceed to the **Options** tab.

## Options Tab



*Note: The **Options** tab displays differently depending on the **Fee Types to Assign** you selected on the **Assignments** tab.*

**Course Terms** (optional) – If no course terms are selected, the assignment selects courses in all course terms. You can also select specific course terms for the assignment.

**Programs** (optional) – If no programs are selected, the assignment selects all programs.

**Memberships** (optional) – If no memberships are selected, the assignment selects all memberships. You can also select specific Memberships for the assignment.

**Miscellaneous Fee** (required) – Select the type of the miscellaneous fee to be assigned to the selected students.

**Miscellaneous Fee Amount** (required) – Enter the amount of the miscellaneous fee to be assigned to the selected students.

**Cancel** – Click to cancel the student fee assignment process and return to the previous screen.

**<Back** – Click to return to the **Assignments** tab. Your changes are retained.

**Next>** – Click to proceed to the **Confirmation** tab.

## Confirmation Tab



**Fee Date** – The date that the fee(s) are assigned to the selected students.

**Included General Fees** – Number of general fees that will be assigned to students.

**Included Course Fees** – Number of course fees that will be assigned to students.

**Included Miscellaneous Fees** – Number of miscellaneous fees that will be assigned to students.

**Included Membership Fees** – Number of membership fees that will be assigned to students.

**Students to be Processed** – Number of students that will be assigned fees.

**Existing Fee Assignments** – Number of existing fee assignments on students.

**Existing Fee Handling** – Description of how existing fees will be handled with this new student fee assignment.

**Cancel** – Click to cancel the student fee assignment process and return to the previous screen.

**<Back** – Click to return to the **Options** tab.

**Finish** – Click to process student fee assignments for the selected students.

*Fee Batch Processes*

The process determines the appropriate fees for each student based on their student record, their course schedule, their program, and their memberships in conjunction with all defined fees for the current school year. If the student already has a particular fee assigned, the process does not assign duplicate fees to students. If the definition for a particular fee (identified by its fee ID) has changed, those changes are not written to the student's fee records; the original values recorded in the fee record remain.

The process examines the student record for students who are eligible for free or reduced workbooks. These students are eligible to have all fees waived for their full amounts or are eligible to have all fees waived at a prorated amount. If a student is eligible to have all fees waived for the full amount, the fee assignment process also assigns waiver payments (type **W**) for the full amount of each assigned fee. If a student is eligible to have all fees waived for a prorated amount, the fee assignment process looks up the prorated waiver ratio (this is the same value for all students eligible for reduced fees within a given district) and calculates the waiver amount for each fee and assigns a waiver payment (type **W**) for each assigned fee.

The process does not prorate any fees. All applicable fees are assigned for the full amount defined at the time the process is run.

Unsuccessful fee assignments display.



**Student** – Name of the student who could not be assigned the fee(s).

**Fee Type** – Type of the fee(s) that could not be assigned.

**Fee Code** – Code of the fee(s) that could not be assigned.

**Fee Amount** – Amount of the fee(s) that could not be assigned.

**Reason for Failure** – Description of the fee(s) assignment failure.

**<number> Records Displayed** – The total number of unsuccessful fee assignments.

Successful fee assignments also display.



**Student** – Name of the student with the assigned fee(s).

**Grade** – Grade of the student with the assigned fee(s).

**Status** – Status of the student with the assigned fee(s).

**Fee Type** – Type of the assigned fee(s).

**Fee Code** – Code of the assigned fee(s).

**Fee Amount** – Amount of the assigned fee(s).

**Details** – Description of the fee assignment.

**<number> Records Displayed** – The total number of successful fee assignments.

**Start Over** – Click to return to the **Students** tab and start another student fee assignment process.

# Student Fees

## Students Needing Adjustment

**Navigation: StudentInformation – SIS – Fees – Students Needing Adjustment**

The **Students Needing Adjustment** screen displays a listing of all students in the building that have fees marked as needing adjustment. Typically, fees needing adjustment are fees with a credit balance that require attention and possibly adjustment. Payments on these fees may be refunded, zeroed, or transferred to other fees.



**Sorting** – You can sort by any column (**Student**, **Grade**, **Homeroom**, **Fees Flagged**) in ascending or descending order by clicking on the column header.

**Student** – Name of the student with open fees. Click on a student to be taken to their **Student Open Fees** screen. See *"Student Open Fees"* for more details.

**Grade** – Grade of the student with open fees.

**Homeroom** – Homeroom of the student with open fees.

**Fees Flagged** – Total amount of open unpaid fees assigned to the student.

**Total Fees: $194.38** – Indicates the total amount of outstanding fees that need adjustment.

**Include Prior Years** – Select this check box to display all outstanding fees that need adjustment. De-select this check box to only display current year fees that need adjustment.

# Outstanding Fees

**Navigation: StudentInformation – SIS – Fees – Outstanding Fees**

The **Outstanding Fees** screen displays a listing of all students in the building with outstanding fees (credit or debit).



> *Note: On this screen, you can set several criteria to filter the list of students. Filter criteria only apply to the year in context; if any filter criteria is chosen, the selected **Fee Options** are disregarded and only information for the year in context is displayed.*

**Membership Group** / **Membership** – Select the membership group and membership from which to view students.

**Public and Private** – Select this check box to display both public and private memberships in the drop-down list. De-select this check box to display only private memberships.

**Students Owing Fees** – Select this check box to enable the **Minimum Amount Owed** field; enter a value in this field to have the report display only students who owe at least this value.

**Course Terms** – If no course terms are selected, the report selects fees in all course terms. You can also filter by selecting specific course terms for your report.

**Accounting Code** – If no accounting codes are selected, the report selects all accounting codes. You can also filter by selecting specific accounting codes for your report.

**General Fee Code** – If no general fee codes are selected, the report select all general fee codes. You can also filter by selecting specific general fee codes for your report.

**Membership Fee Code** – If no membership fee codes are selected, the report selects all membership fee codes. You can also filter by selecting specific membership fees for your report.

**Program Fee Code** – If no program fee codes are selected, the report selects all program fee codes. You can also filter by selecting specific program fees codes for your report.

**Misc Fee Code** – If no miscellaneous fee codes are selected, the report selects all miscellaneous fee codes. You can also filter by selecting specific miscellaneous fee codes for your report.

**Course** – If no courses are selected, the report selects all courses. You can also filter by selecting specific courses for your report.

**Course Section** – If no course sections are selected, the report selects all course sections. You can also filter by selecting specific course sections for your report.

**Students With Credits** – Select this check box to enable the **Minimum Credit Amount** field; enter a value in this field to have the report display only students who are credited at least this value.

**Fee Options** – You can expand or limit the types of fee details that display using the following check boxes

- **Show Fees from Past School Years** – Select this check box to display fees from past school years.
- **Show Fees from Future School Years** – Select this check box to display fees from future school years.
- **Show Fees from All Buildings** – Select this check box to display fees from all buildings.

   *Note: The **Fee Options** check boxes control whether fees from past years, future years, and other buildings display. The default selections for the check box(es) are set at the school level and are applied when the screen loads. Although the initial values for the check boxes are set on the **StudentInformation Options** screen **Fees** tab, users can select or de-select these check boxes before running the report.*

**Search** – Click to run the report. The results display.

| Student ▲ | Status | Grade | Homeroom | Fees Flagged |
|---|---|---|---|---|
| Carroll, Jase | A - ACTIVE RES | 10 | | $55.00 |
| Goodman, Judd | A - ACTIVE RES | 12 | DOHS129 | $113.00 |
| Greene, Jagger | A - ACTIVE RES | 10 | | $55.00 |
| Hubbard, Javier | A - ACTIVE RES | 12 | DOHS126 | $113.00 |
| Ingram, Jasen | A - ACTIVE RES | 12 | DOHS128 | $113.00 |
| Love, Jett | A - ACTIVE RES | 12 | DOHS124 | $113.00 |
| Lyons, Josh | A - ACTIVE RES | 12 | DOHS125 | $113.00 |
| Mcgee, Jose | A - ACTIVE RES | 12 | DOHS127 | $113.00 |
| Perkins, Jarret | A - ACTIVE RES | 10 | | $55.00 |

*Total Fees Owed: $843.00*

You can click on a student's name to be taken to their **Student Open Fees** screen (**StudentInformation – SIS – Student – Fees**).

**Total Fees Owed: <amount>** – Displays the total fees owed by all students in the results list.

# Student Open Fees

**Navigation: StudentInformation – SIS – Student – Fees**

The **Student Open Fees** screen displays all fees for the student in context that are either 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 | $88.00 |
| P - Payment | $55.00 |
| Overall Balance | $33.00 |

**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 | PP | Sep 01, 2017 | | | Parking Pass | $10.00 | $0.00 | $10.00 | DOHS |
| 2017 | 12 | Course Fee | CF | Mar 08, 2018 | COMPUTER APPLICATION | | Computer Fee | $25.00 | $0.00 | $25.00 | DOHS |
| 2017 | 12 | General Fee | SF | Mar 08, 2018 | | | School Fee | $45.00 | $55.00 | ($10.00) | DOHS |
| 2017 | 12 | General Fee | 12 | Mar 08, 2018 | | | General | $8.00 | $0.00 | $8.00 | DOHS |
| | | | | | | | **Total** | **$88.00** | **$55.00** | **$33.00** | |

**Sorting** – You may sort by any column (**School Year**, **Grade Level**, **Fee Type**, **Fee Code**, **Date**, **Course**, **Section**, **Description**, **Amount Assessed**, **Amount Paid**, **Amount Owed**, **School Code**) in ascending or descending order by clicking on the column header.

**I want to…** – This drop-down list allows you to perform fee maintenance on the student's open fees. Options are **Add Fees**, **Apply a Payment**, **Issue a Refund**, **Transfer a Payment**, **Apply a Waiver**, **Issue a Misc Credit**, and **View Fee Details**.

**Total Fees Assessed** – The total value of all assigned fees for the student.

**D – Drop** – The total of all drop payments for the student.

**P – Payment** – The total of all fee payments for the student.

**W – Waiver** – The total of all waivers for the student.

**Overall Balance** – The overall fee balance for this student using the calculation as follows:

> **Total Fees Assessed** – (**Drops** + **Payments** + **Waivers - Refunds - Misc Credit**) = **Overall Balance**

**Fee Options** – You can expand or limit the types of fee details that display using the following check boxes:

- **Show Fees from Past School Years** – Select this check box to display fees from past school years.
- **Show Fees from Future School Years** – Select this check box to display fees from future school years.
- **Show Fees from All Buildings** – Select this check box to display fees from all buildings.

    *Note: The **Fee Options** check boxes control whether fees from past years, future years, and other buildings display. The default selections for the check box(es) are set at the school level and are applied when the screen loads. Although the initial values for the check boxes are set on the **StudentInformation Options** screen **Fees** tab, users can select or de-select these check boxes at any time on this screen.*

**Fee Type** – Indicates the specific fee type.

**School Year** – The school year in which the fee was assigned.

**Grade Level** – The grade level of the student when the fee was assigned.

**Fee Code** – The fee code, which depends on the fee type.

**Date** – The date that the fee was assigned.

**Course** – The course number assigned to a course fee.

**Section** – The course section number assigned a course fee.

**Description** – The description of this fee based on the fee code.

**Amount Assessed** – The amount assigned for this specific fee.

**Amount Paid** – The amount paid on this specific fee.

**Amount Owed** – The amount owed on this specific fee on today's date.
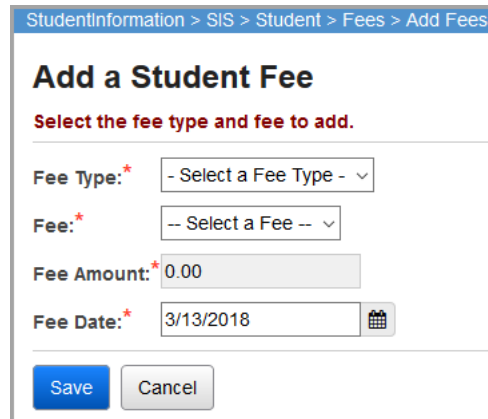
**School Code** – The code of the school where the fee was incurred.

# Add Fees

**Navigation: StudentInformation – SIS – Student – Fees**

On the **Student Open Fees** or **Student Fee Details** screen, from the **I want to...** drop-down list, select **Add Fees**.

The **Add a Student Fee** screen lets you manually add a new fee to a student's record. The user may manually assign general fees, course fees, miscellaneous fees, program fees, or membership fees.



**Fee Type** (required) – Select the fee type from the drop-down list.

**Fee** (required) – Select a previously defined fee that is specific to the fee type selected from the drop-down list.

> *Note: When adding a miscellaneous fee, once the **Fee** is chosen, a **Misc Fee Description** field displays, allowing you to enter a description (free form text) for the miscellaneous fee.*

**Fee Amount** (required) **–** The fee amount defaults to the value of the previously defined fee type. For miscellaneous fees, you can change the fee amount if needed. General fees, course fees, membership fees, and program fees may only be assigned with the preconfigured amount. The fee amount for these particular fee types displays as a label and may not be changed. The fee amount cannot be negative.

**Fee Date** (optional) – Enter the date the fee was assigned.

**Save** – Click to add the fee and return to **Student Open Fees** screen.

**Cancel** – Click to cancel adding the fee and return to the **Student Open Fees** screen.

# Apply Payment

**Navigation: StudentInformation – SIS – Student – Fees**

On the **Student Open Fees** or **Student Fee Details** screen, from the **I want to...** drop-down list, select **Apply a Payment**.

The **Apply a Student Payment** screen lets you post a full or partial payment against the student's unpaid fees.



**Total Payment Amount** (required) – Enter the amount of the full or partial payment. Defaults to the total fee amount owed—you can enter any amount including a partial payment. The application compares the payment amount entered in the **Total Payment Amount** field to the total amount of the outstanding fees at screen load and any time the user changes the amount in the **Total Payment Amount** field. If the amount entered is equal to the total outstanding fees value (full payment), the fields in the fee table are disabled. If the amount is less than the total outstanding fees value (partial payment), the fields in the fee table are enabled and you can enter the amount applied to each fee. You can enter overpayments, but the overpayment value must be fully allocated to the fee(s). The **Payment Amount Remaining** value must be zero before the payment can be made.

**Payment Type** (optional) – Select the payment type.

**Payment Date** (optional) – Enter the date the fee was paid.

**Reference Description** (optional) – Enter a description of this payment.

**Fee Type** – Indicates the specific fee type.

**Fee Code** – The fee code, which depends on the fee type.

**Date** – The date that the fee was assigned.

**Course** – The course number assigned to a course fee.

**Section** – The course section number assigned a course fee.

**Description** – The description of this fee based on the fee code.

**Amount** – The outstanding amount of each fee on today's date.

`25.00` – Enter the payment amount you are making on each specific fee. Fields in this column are only active if the **Total Payment Amount** is less than the total fee amount owed (partial payment).

**Payment Amount Remaining** – As you enter in payment amounts for specific fees, this field automatically recalculates the unallocated or missing payments based on the **Total Payment Amount** entered. The **Payment Amount Remaining** value must be zero before the payment can be made.

**Make Payments** – Click to apply the payments entered to the student fee record and return to the **Student Fee Details** or **Student Open Fees** screen (see **Show Receipt** below). A standard payment (type **P**) is used for each student payment record.

When you click **Make Payments**, if you have allocated payments manually (partial payment), the application totals the manually allocated amounts. If the total amount allocated differs from the **Total Payment Amount** entered, the application notifies you that the total amount allocated to the individual fees does not match the total payment amount entered and you must correct this before continuing. If you wish to allocate a partial payment, you must allocate the entire amount of the partial payment.

**Cancel** – Click to cancel applying the student payment.

**Show Receipt** – Select this check box to display the **Student Fee Details** screen when you click **Make Payments**. The **Student Fee Details** screen displays the payments made and the open fee balance. De-select this check box to return to the **Student Open Fees** screen after the payment is made.

# Issue a Refund

**Navigation: StudentInformation – SIS – Student – Fees**

On the **Student Open Fees** or **Student Fee Details** screen, from the **I want to...** drop-down list, select **Issue a Refund**.

The **Issue a Student Refund** screen lets you issue a refund for student fees. All fees with a credit balance are listed in a table for the student in context.

**Total Refund Amount** (required) – Enter the amount of the refund. This field defaults to the total amount of credit balances. You cannot apply a refund to an individual fee greater than the amount of the fee, nor can you indicate a total refund amount greater than the sum of the credit balances of all fees.

**Refund Date** (optional) – Enter the date of the fee refund.

**Reference Description** (optional) – Enter a description of this refund.

**Fee Type** – Indicates the specific fee type.

**Fee Code** – The fee code, which depends on the fee type.

**Date** – The date that the fee was assigned.

**Course** – The course number assigned to a course fee.

**Section** – The course section number assigned a course fee.

**Description** – The description of this fee based on the fee code.

**Amount** – The amount of each fee on today's date.

`25.00` – Enter the amount of the refund you are making on this specific fee. This fee payment amount only becomes active if the **Total Refund Amount** value is less than the total fee credit amount and you click **Go**.

**Refund Amount Remaining** – As you enter in refund amounts for specific fees, this field automatically recalculates the unallocated or missing refunds based on the **Total Payment Amount** entered.

**Standard Refund Payment** or **Unrefunded Payment** (required) – Select **Standard Refund Payment** to indicate that this refund is disbursed to the student. Select **Unrefunded Payment** to indicate that the refund is applied but not disbursed to the student.

**Submit** – Click to apply the refunds to the student fee record. A refund (type **R**) is used for each student activity record.

**Cancel** – Click to cancel applying the refund.

Once the refund is applied, it displays on the **Student Fee Details** screen.

| School | Student Grade Level | Code | Grade Year | Gender | Date | Type | Status | Amount | Balance |
|---|---|---|---|---|---|---|---|---|---|
| DOHS | 12 | SF | | | Mar 08, 2018 | General Fee | Paid | $45.00 | $0.00 |

| | | | | | |
|---|---|---|---|---|---|
| 🗑 | Mar 16, 2018 | R - Refund | | | ($10.00) |
| 🗑 | Mar 09, 2018 | P - Payment | | | $55.00 |

# Transfer a Payment

**Navigation: StudentInformation – SIS – Student – Fees**

On the **Student Open Fees** or **Student Fee Details** screen, from the **I want to...** drop-down list, select **Transfer a Payment**.

The **Transfer a Student Payment** screen lets you transfer payments from fees with credit balances to any unpaid fees.

StudentInformation > SIS > Student > Fees > Transfer Payment          [Find Students]  🔍  [Go To]  🔍

**Transfer a Student Payment**

Enter the total transfer amount and apply the refunds and payments

Total Transfer Amount:* 15.00  [Go]

Transfer Date: 3/16/2018 📅

Reference Description: 

Fees with Credit Balances:

| Fee Type | Fee Code | Date | Course | Section | Description | Amount | |
|---|---|---|---|---|---|---|---|
| General Fee | SF | Mar 08, 2018 | | | School Fee | ($15.00) | 15.00 |

Refund Amount Remaining: 0.00

Outstanding Fees:

| Fee Type | Fee Code | Date | Course | Section | Description | Amount | |
|---|---|---|---|---|---|---|---|
| Misc | PP | Sep 01, 2017 | | | Parking Pass | $10.00 | 0.00 |
| Course Fee | CF | Mar 08, 2018 | COMPUTER APPLICATION | | Computer Fee | $25.00 | 0.00 |
| General Fee | 12 | Mar 08, 2018 | | | General | $8.00 | 0.00 |

Payment Amount Remaining: 15.00

[Process Transfer]  [Cancel]

**Total Transfer Amount** (required) – Enter the amount of the transfer. Defaults to the total credit amount available for transfer or the total amount of outstanding fees (whichever is lower) as this is the maximum amount that you can transfer. If the maximum value in the **Total Transfer Amount** is equal to or less than the total credit balance of the fees with credit balances, the fields in the **Fees with Credit Balances** grid are disabled; otherwise, these fields are enabled. If the maximum value in the **Total Transfer Amount** is equal to the sum of the outstanding balances for the outstanding fees, the fields in the **Outstanding Fees** grid are disabled; otherwise, these fields are enabled. Any time the value in the **Total Transfer Amount** field changes, the application examines the amount entered against the total fees with credit balances and the total outstanding fees and then enables or disables the fields in the grids as described above. You cannot enter a transfer amount in excess of the total amount of fees with credits or the total outstanding fees, whichever is lower.

**Transfer Date** (optional) – Enter the date of the transfer.

**Reference Description** (optional**)** – Enter a description of this transfer.

**Fee Type** – Indicates the specific fee type.

**Fee Code** – The fee code, which depends on the fee type.

**Date** – The date that the fee was assigned.

**Course** – The course number assigned to a course fee.

**Section** – The course section number assigned a course fee.

**Description** – The description of this fee based on the fee code.

**Amount** – The amount of each fee on today's date. Credits display in the **Fees with Credit Balances** grid and amounts due display in the **Outstanding Fees** grid.

`25.00` – Enter the amount of the transfer you are applying to the specific fee. This field only becomes active if the **Total Transfer Amount** value is less than the total of the **Outstanding Fees**.

**Refund Amount Remaining** – As you enter in transfer amounts for specific fees, this field automatically recalculates the unallocated or missing refunds based on the **Total Payment Amount** entered.

**Payment Amount Remaining** – As you enter in transfer amounts for specific fees, this field automatically recalculates the unallocated or missing amounts based on the **Total Transfer Amount**.

**Process Transfer** – Click to apply the transfers to the student fee record and return to the **Student Open Fees** screen. A negative transfer payment (type **T**) is applied to each of the fees with a credit balance and transfer amount; and a positive transfer payment (type **T**) is applied to each of the outstanding fees with a transfer amount.

When you click **Process Transfer**, the application verifies that the **Total Transfer Amount** value matches the total negative transfer payment allocated in the **Fees with Credit Balances** grid and the total positive transfer payment allocated in the **Outstanding Fees** grid. If the total negative transfer payment amount allocated in the **Fees with Credit Balances** grid matches the total positive payment amount allocated in the **Outstanding Fees** grid but both numbers **do not match** the **Total Transfer Amount** value, you are notified and must confirm before proceeding with the transfer. The application does not allow the transfer to proceed if the total negative transfer payment allocated in the **Fees with Credit Balances** grid does not equal the total positive transfer payment allocated in the **Outstanding Fees** grid.

**Cancel** – Click to cancel the transfer.

# Apply a Waiver

**Navigation: StudentInformation – SIS – Student – Fees**

On the **Student Open Fees** or **Student Fee Details** screen, from the **I want to...** drop-down list, select **Apply a Waiver**.

The **Apply a Waiver** screen lets you apply fee waivers (payment no longer required) for the student in context.



**Total Waiver Amount** (required) – Enter the total amount of the waiver; defaults to the total fee amount owed. All outstanding fees for the student display in the grid.

**Waiver Date** (required) – Enter the date the waiver was issued.

**Reference Description** (optional**)** – Enter a description of this waiver.

**Fee Type** – Indicates the specific fee type.

**Fee Code** – The fee code, which depends on the fee type.

**Date** – The date that the fee was assigned.

**Course** – The course number assigned to a course fee.

**Section** – The course section number assigned a course fee.

**Description** – The description of this fee based on the fee code.

**Amount** – The amount of each fee on today's date.

25.00 – Enter the waiver amount you are applying to the specific fee. This field is active if the **Total Waiver Amount** value is less than the total fee amount owed.

**Waiver Amount Remaining** – As you enter in waiver amounts for specific fees, this field automatically recalculates the unallocated or missing waiver amounts based on the **Total Waiver Amount** entered.

**Apply Waivers** – Click to apply the waivers to the student fee record. A waiver (type **W**) is used for each student activity record.

**Cancel** – Click to cancel the waiver.

# Issue a Miscellaneous Credit

**Navigation: StudentInformation – SIS – Student – Fees**

You can 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 it).

1. On the **Student Open Fees** or **Student Fee Details** screen, in the **I want to…** drop-down list, select **Issue a Misc Credit**.

   The **Issue a Misc Credit** screen displays with the student's fees, waivers and credit information display in a grid.

2. In the **Total Misc Credit Amount** field, enter the total amount of the credit.

3. In the **Credit Date** field, enter or select the date on which you are issuing the credit.

4. (Optional) In the **Reference Description** field, enter a description of this credit.

5. Click **Go**.



The screen updates to show the amount you entered as the **Credit Amount Remaining**.

6.  If the student has any outstanding fees, in the final column, enter the amount(s) to assign to the appropriate fees until the **Credit Amount Remaining** is **0.00**.



7.  Click **Issue Misc Credit**.

    The **Student Fee Details** screen displays the applied miscellaneous credit.

# View Fee Details

**Navigation: StudentInformation – SIS – Student – Fees**

On the **Student Open Fees** screen, from the **I want to...** drop-down list, select **View Fee Details**.

The **Student Fee Details** screen displays all fees and any associated payments for the student. You can delete fees and payments on this screen.



**I want to…** – This drop-down list allows you to perform fee maintenance on the student's open fees. Options are **Add Fees**, **Apply a Payment**, **Issue a Refund**, **Transfer a Payment**, **Apply a Waiver**, **Issue a Misc Credit**, and **View Open Fees**.

**School Year Enrolled** – Select the school year from the drop-down list to automatically display the student's fee details from only that particular school year; the list contains all school years for which the student has a registration record for the school in context.

**Fee Status** – Select a fee status (**-- All --**, **Open**, **Paid**, **Credit Due**, **Balance Due**) from the drop-down list to automatically display only fees with that status.

**Filter By Payment Date** – If you wish to limit the display of the student's fee activity by a specific payment date, select a date by which to filter then click **Filter**. If you have filtered by date, you can click the **Remove Filter** button that displays to remove the date filter.

**Fee Options** – You can expand or limit the types of fee details that display using the following check boxes:

- **Show Fees from Past School Years** – Select this check box to display fees from past school years.

- **Show Fees from Future School Years** – Select this check box to display fees from future school years.

- **Show Fees from All Buildings** – Select this check box to display fees from all buildings.

  *Note: The **Fee Options** check boxes control whether fees from past years, future years, and other buildings display. The default selections for the check box(es) are set at the school level and are applied when the screen loads. Although the initial values for the check boxes are set on the **StudentInformation Options** screen **Fees** tab, users can select or de-select these check boxes at any time on this screen.*

**Total Balance** – Total fee balance.

**Total Assessed** – Total value of assigned fees.

**Total Waived** – Total value of waived fees.

**Total Dropped –** Total value of dropped fees.

**Total Paid** - Total value of paid fees.

**Display Active Fees** – Select this check box to display only active fees. De-select this check box to display only inactive fees. Deleted fees are only inactivated.

**Open Course Fee Example**

| | School | Student Grade Level | Code | Name | Section | Date | Type | Status | Amount | Balance |
|---|---|---|---|---|---|---|---|---|---|---|
| 🗑 | DOHS | 12 | CF | COMPUTER APPLICATION | | Mar 08, 2018 | Course Fee | Balance Due | $25.00 | $25.00 |

**Open General Fee Example**

| | School | Student Grade Level | Code | Grade Year | Gender | Date | Type | Status | Amount | Balance |
|---|---|---|---|---|---|---|---|---|---|---|
| 🗑 | DOHS | 10 | SF | | | Sep 01, 2017 | General Fee | Balance Due | $30.00 | $30.00 |

**Paid General Fee with Waiver Example**

| | School | Student Grade Level | Code | Grade Year | Gender | Date | Type | Status | Amount | Balance |
|---|---|---|---|---|---|---|---|---|---|---|
| | DOHS | 12 | 12 | 12 | | Mar 08, 2018 | General Fee | Paid | $8.00 | $0.00 |
| 🗑 | Mar 16, 2018 | W - Waiver | | | $8.00 | | | | | |

**Paid General Fee with Payment Example**

| School | Student Grade Level | Code | Grade Year | Gender | Date | Type | Status | Amount | Balance |
|---|---|---|---|---|---|---|---|---|---|
| DOHS | 12 | SF | | | Mar 08, 2018 | General Fee | Paid | $45.00 | $0.00 |
| 🗑 Mar 16, 2018 | P - Payment | Cash | | | $45.00 | | | | |

Click 🗑 to delete a fee. Fees may only be removed if no payment is applied to the fee. If the fee has associated payments, then 🗑 is not be visible. It is possible to delete a fee with payments if all associated payments are first removed. Student fee records created prior to the implementation of StudentInformation cannot be removed. Fees for school years prior to the school's current year also cannot be removed.

Click 🗑 to inactivate a payment. You can only inactivate payment types **Payment** (**P**), **Refund** (**R**), **Unrefunded** (**U**) and **Waiver** (**W**). You cannot inactivate payment records created prior to the implementation of StudentInformation or payments for school years prior to the school's current year.

You receive the following message when you try to delete a fee:

StudentInformation > SIS > Student > Fees > View Fee Details

## Student Fee Details
**View/Delete fees and fee activity for the student**

Are you sure you want to delete this fee?

[ OK ]  [ Cancel ]

**OK** – Click to delete the fee. You are taken to the **Student Fee Details** screen where the **Total Balance** reflects the deleted fee, payment, refund, or waiver.

**Cancel** – Click to cancel the fee deletion.

# Homeroom Fee Collection

**Navigation: StudentInformation – Teacher Menu – Homeroom Fee Collection**

The **Homeroom Fee Collection** screen facilitates the collection of student fees in the student's homeroom. The teacher can accept only the full amount of fees due through this screen. If the student is making a partial payment or the student is presenting a payment in excess of the total fees due, you cannot collect the fees in the classroom. Instead, the student must pay their fees with the payment clerk or in the office, as appropriate for your school.

See the *ProgressBook StudentInformation Teacher Menu Guide* for detailed information about the **Homeroom Fee Collection** screen.

# Fee Reports

## Fee Payments by Accounting Code Detail

**Navigation: StudentInformation – SIS – Fees – Fee Reports – Fee Payments by Accounting Code Detail**

This report generates a detailed fee payment listing broken down by accounting code/allocation code combination. This is necessary since different schools or years can have different combinations of these codes assigned.

**Fee Options** – You can expand or limit the types of fee details that display using the following check boxes

- **Show Fees from Past School Years** – Select this check box to display fees from past school years.

- **Show Fees from Future School Years** – Select this check box to display fees from future school years.

- **Show Fees from All Buildings** – Select this check box to display fees from all buildings.

    *Note: The Fee Options check boxes control whether fees from past years, future years, and other buildings display. The default selections for the check box(es) are set at the school level and are applied when the screen loads. Although the initial values for the check boxes are set on the StudentInformation Options screen Fees tab, users can select or de-select these check boxes before running the report.*

**Payment Date Range** (required) – Specify the date range in which to look for fee payments. Both the **From** and **To** fields default to today's date.

**Homeroom Date** (required) – Specify the date for retrieving the students' homerooms. Defaults to today's date.

**Payment Type** (optional) – If no payment types are selected, the report selects all payment types. You can also filter by selecting specific payment types for your report.

**Payment Method** (optional) – If no payment methods are selected, the report selects all payment methods. You can also filter by selecting specific payment methods for your report.

**Accounting Code** (optional) – If no accounting codes are selected, the report selects all accounting codes. You can also filter by selecting specific accounting codes for your report. Because some fees do not have accounting codes, the accounting code selection includes the option of **(none) – (none)**, which means that no accounting code was assigned. The accounting codes and allocation codes are shown together for selection. All past and future fee codes that apply to the current year's students display. This lets you isolate any subset of fees that may have had activity during the relevant time period.

**Sorting Options** (optional) – Select one or more sort options for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (auto populated from your StudentInformation profile)

**Report Format** – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML.

**Description** (optional) – Displays on the **Batch/Report Management** screen.

**Submit** – Click to submit this report to the Batch/Report Management application. See the Batch/Report Management documentation for further details.

**HIGH SCHOOL**
**2010-2011**
**Fee Payments By Accounting Code Detail**

**Account: 100 - 001-1720-0000-000000-001 WKBK**                         Payment Date: 09-15-2010 to 09-15-2010

| Student Name | Std. Number | Grade | Homeroom | Fee Code | Pmt. Date | Ref. Number | Pmt. Amount |
|---|---|---|---|---|---|---|---|
| EMIL | 11108 | 12 | IN19 | 116~1 | 09-15-2010 | | $ 15.50 |
| BRITTANY | 11122 | 12 | IN22 | 116~1 | 09-15-2010 | | $ 15.50 |
| SAM | 11149 | 12 | IN24 | 116~1 | 09-15-2010 | | $ 15.50 |
| MOLLY | 11539 | 12 | IN21 | 116~1 | 09-15-2010 | | $ 15.50 |
| JENNA | 11807 | 12 | IN23 | 116~1 | 09-15-2010 | | $ 15.50 |

Total Receipts for 100 - 001-1720-0000-000000-001 WKBK: $ 77.50

**Account: 203 - 001-1740-0000-031700-001 COMP**                         Payment Date: 09-15-2010 to 09-15-2010

| Student Name | Std. Number | Grade | Homeroom | Fee Code | Pmt. Date | Ref. Number | Pmt. Amount |
|---|---|---|---|---|---|---|---|
| RO | 11659 | 12 | IN19 | 058~5 | 09-15-2010 | partial payment - # 1234 | $ 5.00 |

Total Receipts for 203 - 001-1740-0000-031700-001 COMP: $ 5.00

**Account: 900 - 018-2421-510-9819-000000-001 PRINCIPAL**                         Payment Date: 09-15-2010 to 09-15-2010

| Student Name | Std. Number | Grade | Homeroom | Fee Code | Pmt. Date | Ref. Number | Pmt. Amount |
|---|---|---|---|---|---|---|---|
| BILL | 11590 | 12 | IN19 | 12 | 09-15-2010 | | $ 5.00 |

Total Receipts for 900 - 018-2421-510-9819-000000-001 PRINCIPAL: $ 5.00

Gross Receipts for All Accounts: $ 87.50

# Fee Payments by Accounting Code Summary

**Navigation: StudentInformation – SIS – Fees – Fee Reports – Fee Payments by Accounting Code Summary**

This report generates a summary fee payment listing broken down by accounting code/allocation code combination. This is necessary since different schools or years can have different combinations of these codes assigned.

StudentInformation > SIS > Fees > Fee Reports > Fee Payments By Accounting Code Summary

# Fee Payments By Accounting Code Summary

**From this screen, you can select parameters to generate a report.**

| **Selection Criteria** | Selection Summary | Load Settings |
|---|---|---|

**Fee Options**

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

**Payment Date Range:** 3/19/2018 🔲 **TO** 3/19/2018 🔲

**Payment Type**

| Amnesty | |
| Drop | |
| Misc Credit | |
| Payment | |

**Payment Method**

| Cash | |
| Check | |
| Credit | |
| Online Payment | |

**Accounting Code**

| (none) - (none) | |

**Primary Sorting Options**

| Account Code (DESC) | Account Code (ASC) |
| Account Name (ASC) | |
| Account Name (DESC) | |

**Secondary Sorting Options**

| Payment Date (ASC) | |
| Payment Date (DESC) | |

**Delivery Method:** Pickup [Set As Default]

**Email Address:** Principal1@SADoc.edu

**Report Format:** Adobe PDF

**Description:** [_____]

[Submit]

**Fee Options** – You can expand or limit the types of fee details that display using the following check boxes

- **Show Fees from Past School Years** – Select this check box to display fees from past school years.
- **Show Fees from Future School Years** – Select this check box to display fees from future school years.
- **Show Fees from All Buildings** – Select this check box to display fees from all buildings.

  *Note: The **Fee Options** check boxes control whether fees from past years, future years, and other buildings display. The default selections for the check box(es) are set at the school level and are applied when the screen loads. Although the initial values for the check boxes are set on the **StudentInformation Options** screen **Fees** tab, users can select or de-select these check boxes before running the report.values separately, so different reports can have different combinations of settings.*

**Payment Date Range** (required) – Specify the date range in which to look for fee payments. Both the **From** and **To** fields default to today's date.

**Payment Type** (optional) – If no payment types are selected, the report selects all payment types. You can also filter by selecting specific payment types for your report.

**Payment Method** (optional) – If no payment methods are selected, the report selects all payment methods. You can also filter by selecting specific payment methods for your report.

**Accounting Code** (optional) – If no accounting codes are selected, the report selects all accounting codes. You can also filter by selecting specific accounting codes for your report. Because some fees do not have accounting codes, the accounting code selection includes the option of **(none) – (none)**, which means that no accounting code was assigned. The accounting codes and allocation codes are shown together for selection. All past and future fee codes that apply to the current year's students display. This lets you isolate any subset of fees that may have had activity during the relevant time period.

**Primary Sorting Options** (optional) – Select one or more primary (accounting code) sort options for your report.

**Secondary Sorting Options** (optional) – Select one or more secondary (payment) sort options for your report.

  *Note: The separate sets of sorting options help prevent the garbled formatting that would arise if a report was sorted by payment date and then subtotaled by allocation code.*

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (auto populated from your StudentInformation profile)

**Report Format** – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML.

**Description** (optional) – Displays on the **Batch/Report Management** screen.

**Submit** – Click to submit this report to the Batch/Report Management application. See the Batch/Report Management documentation for further details.

## Outstanding Fee Balances by Account Code (Report Builder)

**Navigation: StudentInformation − Local − Report Builder Links − Report Builder Reports**

The **Outstanding Fee Balances by Account Code** report lists the outstanding fees for students by account code.

1. With the school or district for which you want to run the report in context, on the **Report Builder** screen, in the **View Report** column for the **Outstanding Fee Balances by Account Code** report, click ▱.

    The **Report Viewer** screen displays.



2. In the **Report Header** field, modify the heading you want to display at the top of the report, if desired.

3. In the **Select Required Parameters** grid, select the following options:

    • **Show Past Years** – Select **Yes** to include outstanding fees for student from past school years; otherwise, select **No**.

    • **Show Future Years** – Select **Yes** to include outstanding fees for students from a future school year; otherwise, select **No**.

    • **Show All Buildings** – Select **Yes** to include outstanding fees for students from all buildings in the district; otherwise, select **No** to only include students from the building in context.

        *Note: The **Show All Buildings** option only applies when the report is run with a building in context. If a district is in context, the report always returns the outstanding fees for students from all buildings in the district.*

4. In the **Fee Type** field, select the fee type(s) you want to display on the report.

5. If you would like to apply an additional filter to the report results, in the **Set Optional Filters** grid, perform the following steps:

    a. In the **Field Name** drop-down list, select the field on which you want to filter the report.

b.   In the **Operation** drop-down list, select the operation you want to apply to the filter. The available options may vary depending on the field you selected in the **Field Name** drop-down list. For more information about the filter operations, refer to the *ProgressBook StudentInformation Report Builder User Guide*.

c.   Enter or select the appropriate value in the **Value** field, if applicable.

   ***Note:*** *The available options and acceptable values vary depending on the option you selected in the **Field Name** drop-down list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the **Field Name** drop-down list. If you selected an option in the **Field Name** drop-down list that requires a date, a calendar becomes available in the **Value** field. If you select **Has a Value** or **Does Not Have a Value** in the **Operation** drop-down list, then the **Value** field is unavailable.*

d.   To add an additional filter, repeat *step a* through *step c* in the line below the previous filter.

6.   Click **View Report.**

The report displays at the bottom of the screen.

## Outstanding Fee Balances by Account Code

**Account Code:**

| Student Id | Last Name | First Name | Middle Name | Fee Type | Fee Code | Fee Description | Balance | Home School |
|---|---|---|---|---|---|---|---|---|
| 268257 | ACOSTA | JIMMIE | | Misc | ENGLISH | ENGLISH TEXTBOOK | $25.00 | |
| 190237 | ADAMS | MITCHELL | | Misc | ENGLISH | ENGLISH TEXTBOOK | $15.19 | |
| 190237 | ADAMS | MITCHELL | | Misc | HISTORY | HISTORY TEXTBOOK | $30.00 | |
| 190237 | ADAMS | MITCHELL | | Misc | LIBRARY | LIBRARY | $13.41 | |
| 777500 | ALBERT | DONNA | | Misc | ENGLISH | ENGLISH TEXTBOOK | $52.43 | |
| 590184 | ALEXANDER | ARMANDO | | Misc | MATH | MATH TEXTBOOK | $24.00 | |
| 794049 | ALSTON | BEVERLY | | Misc | LIBRARY | LIBRARY | $12.40 | |
| 192049 | ANTHONY | JEFFREY | | Misc | HEALTH | HEALTH TEXTBOOK | $60.00 | |
| 192049 | ANTHONY | JEFFREY | | Misc | ENGLISH | ENGLISH TEXTBOOK | $52.43 | |
| 192049 | ANTHONY | JEFFREY | | Misc | ENGLISH | ENGLISH TEXTBOOK | $4.50 | |
| 192049 | ANTHONY | JEFFREY | | Misc | DAMAGE | BOOK DAMAGE | $2.00 | |
| 590137 | ATKINSON | CARLOS | | Misc | ENGLISH | ENGLISH TEXTBOOK | $58.25 | |
| 590137 | ATKINSON | CARLOS | | Misc | DAMAGE | BOOK DAMAGE | $8.50 | |

7.   To save the report with your selected parameters and filters, perform the following steps:

a.   Click **Save Setup As**.

b.   Enter a unique report name in the **New report name** field.

c.   Enter a description of the report in the **New description** field.

d.   Click **Save**.

The following message displays at the bottom of the screen: "Report setup saved successfully."

The report is saved. You can now run it directly from the user reports area on the **Report Builder** screen.

8.   Click ⊙ to close the **Report Viewer** screen and return to the **Report Builder** screen.

# Course Fee Analysis Report (Report Builder)

**Navigation: StudentInformation − Local − Report Builder Links − Report Builder Reports**

The **Course Fee Analysis** report lists the unpaid course fees for students. You can select to display past and future unpaid course fees in addition to the unpaid course fees for the current year.



1. With the school or district for which you want to run the report in context, on the **Report Builder** screen, in the **View Report** column for the **Course Fee Analysis** report, click .

   The StudentInformation **Report Viewer** screen displays.

2. In the **Report Header** field, modify the heading as you want it to display at the top of the report, if desired.

3. In the **Select Required Parameters** grid, select the following options:

   • **Show Past Years** – Select **Yes** to include outstanding fees for student from past school years; otherwise, select **No**.

   • **Show Future Years** – Select **Yes** to include outstanding fees for students from a future school year; otherwise, select **No**.

   • **Show All Buildings** – Select **Yes** to include outstanding fees for students from all buildings in the district; otherwise, select **No** to only include students from the building in context.

      *Note: The **Show All Buildings** option only applies when the report is run with a building in context. If a district is in context, the report always returns the outstanding fees for students from all buildings in the district.*

   • **Expand All Details** – Select **Yes** to display the details in the report by default; otherwise, select **No** to hide the details by default.

      *Note: You can expand and collapse the details in the generated report as desired by clicking* ⊞ *or* ⊟ *next to each fee code. This option only determines if the details are expanded or not by default when the results display.*

4. If you would like to apply an additional filter to the report results, in the **Set Optional Filters** grid, perform the following steps:

   a. In the **Field Name** drop-down list, select the field on which you want to filter the report.

b.  In the **Operation** drop-down list, select the operation you want to apply to the filter. The available options may vary depending on the field you selected in the **Field Name** drop-down list. For more information about the filter operations, refer to the *ProgressBook StudentInformation Report Builder User Guide*.

c.  In the **Value** field, enter or select the appropriate value, if applicable.

   ***Note:*** *The available options and acceptable values vary depending on the option you selected in the **Field Name** drop-down list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the **Field Name** drop-down list. If you selected an option in the **Field Name** drop-down list that requires a date, a calendar becomes available in the **Value** field. If you select **Has a Value** or **Does Not Have a Value** in the **Operation** drop-down list, then the **Value** field is unavailable.*

d.  To add an additional filter, repeat *step a* through *step c* in the line below the previous filter.

5.  Click **View Report**.

   The report displays at the bottom of the screen.

## Course Fee Analysis

**Fee Code: 722, Film Photography II**

| Student Id | Student Name | Home School | Homeroom | Grade | Accounting Code | Assessed | Paid | Balance |
|---|---|---|---|---|---|---|---|---|
| 323787 | KNOWLES, MICHELE | | HR25 | 10 | FE1741 | $22.00 | $0.00 | $22.00 |
| | | | | | Sub Total: | $22.00 | $0.00 | $22.00 |

**Fee Code: 704, Art IV**

| Student Id | Student Name | Home School | Homeroom | Grade | Accounting Code | Assessed | Paid | Balance |
|---|---|---|---|---|---|---|---|---|
| 370593 | KNAPP, ERICA | | | 12 | FE1741 | $22.00 | $0.00 | $22.00 |
| | | | | | Sub Total: | $22.00 | $0.00 | $22.00 |

**Fee Code: 108, English 12**

| Student Id | Student Name | Home School | Homeroom | Grade | Accounting Code | Assessed | Paid | Balance |
|---|---|---|---|---|---|---|---|---|
| 230615 | KOCH, CARL | | HR12 | 12 | FE1741 | $17.00 | $7.00 | $10.00 |
| | | | | | Sub Total: | $17.00 | $7.00 | $10.00 |

**Fee Code: 724, Photography-Digital**

| Student Id | Student Name | Home School | Homeroom | Grade | Accounting Code | Assessed | Paid | Balance |
|---|---|---|---|---|---|---|---|---|
| 230615 | KOCH, CARL | | HR12 | 12 | FE1741 | $14.00 | $0.00 | $14.00 |
| | | | | | Sub Total: | $14.00 | $0.00 | $14.00 |

**Fee Code: 320, Honors Biology**

| Student Id | Student Name | Home School | Homeroom | Grade | Accounting Code | Assessed | Paid | Balance |
|---|---|---|---|---|---|---|---|---|
| 247248 | KIRBY, CAROLYN | | HR10 | 10 | FE1741 | $12.00 | $0.00 | $12.00 |
| | | | | | Sub Total: | $12.00 | $0.00 | $12.00 |
| | | | | | Grand Total: | $87.00 | $7.00 | $80.00 |

12/7/2012 12:24:37 PM

6.  To save the report with your selected parameters and filters, perform the following steps:

a.  Click **Save Setup As**.

     b.  In the **New report name** field, enter a unique report name.

     c.  In the **New description** field, enter a description of the report.

     d.  Click **Save**.

        The following message displays at the bottom of the screen: "Report setup saved successfully."

        The report is saved. You can now run it directly from the user reports area on the **Report Builder** screen.

7.  Click  to close the **Report Viewer** screen and return to the **Report Builder** screen.

# Students Eligible for a Refund

**Navigation: StudentInformation – SIS – Fees – Fee Reports – Students Eligible for a Refund**

This report generates a list of students who are eligible for a refund. An unrefunded fee is generated in any of the following circumstances:

- A student pays an assigned fee and then drops the course for which the fee was assigned.
- A miscellaneous credit is issued.
- An overpayment of a fee has occurred.

These scenarios result in a credit balance. The building can choose to either refund the money or apply the amount to another fee for the selected student.

## Students Eligible for a Refund

**From this screen, you can select parameters to generate a report.**

| Selection Criteria | Selection Summary | Load Settings |

**Selecting an Ad-Hoc Membership Group will limit the report the the students associated with that membership group. All other criteria will be ignored.**

**Ad-Hoc Membership:**   -- Select an Ad-Hoc Membership --

**Public And Private** ☐

**If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.**

**Homeroom Date:** * 3/20/2018

**Fee Options**

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

**Grade**

```
9 - 09
10 - 10
11 - 11
12 - 12
```

**Student Status**

```
A - ACTIVE RES
D - DELETED
I - INACTIVE
J - JVS RES
```

**Program**

```
** - NOT APPLICABLE
1 - Multiple Disabilities
10 - Specific Learning Disabil
11 - Preschool disability 0-5
```

**Fee Type**

```
General Fee
Course Fee
Misc
Program
```

**Sorting Options**

```
Student Name (DESC)          Student Name (ASC)
Program Code (DESC)
Grade (ASC)
Grade (DESC)
```

**Delivery Method:**   Pickup    [Set As Default]

**Email Address:**   Principal1@SADoc.edu

**Report Format:**   Adobe PDF

**Description:**

[Submit]

**Ad-Hoc Membership** (optional) – Select an ad-hoc membership group to only include students within that group in the report. All other selection criteria is ignored. Select the **Public And Private** check box to view memberships created by other users in your drop-down list.

**Homeroom Date** (required) – Specify the date to use to retrieve student's homeroom. This field defaults to today's date.

**Fee Options** – You can expand or limit the types of fee details that display using the following check boxes

- **Show Fees from Past School Years** – Select this check box to display fees from past school years.
- **Show Fees from Future School Years** – Select this check box to display fees from future school years.
- **Show Fees from All Buildings** – Select this check box to display fees from all buildings.

  *Note: The **Fee Options** check boxes control whether fees from past years, future years, and other buildings display. The default selections for the check box(es) are set at the school level and are applied when the screen loads. Although the initial values for the check boxes are set on the **StudentInformation Options** screen **Fees** tab, users can select or de-select these check boxes before running the report.values separately, so different reports can have different combinations of settings.*

**Grade** (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

**Student Status** (optional) – If no student statuses are selected, the report selects all student status. You can also filter by selecting specific student statuses for your report.

**Program** (optional) – If no programs are selected, the report selects all programs. You can also filter by selecting specific programs for your report.

**Fee Type** (optional) – If no fee types are selected, the report selects all fee types. You can also filter by selecting specific fee types for your report.

**Sorting Options** (optional) – Select one or more sort options for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (auto populated from your StudentInformation profile)

**Report Format** – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

**Description** (optional) – Displays on the **Batch/Report Management** screen.

**Submit** – Click to submit this report to the Batch/Report Management application. See the Batch/Report Management documentation for further details.

| Report: REFUND | | | | | | | | ASHLAND HIGH SCHOOL |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | ---: |
| Printed Fri, Dec 19, 2014, 11:56 AM | | | | | | | | 2014-2015 |
| | | | | | | | | Students Eligible for a Refund |

| | | | Grade: 10  Status: R | | Gender: F | | | |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | ---: |
| | | | Home District Name: Ashland City Schools | | | | | |
| Fee Type | Fee Code | Fee Description | Fee Amount | Fee Balance | Date | Payment | Pmt/Cr | Unrefunded Amount |
| General | 10 | GENERAL | $ 3.75 | $ 3.75 | 12/17/2014 | | | |
| Course | 260~1 | CHEMISTRY | $ 16.00 | | 12/17/2014 | P | $ 16.00 | |
| Miscellaneous | SCIENCE | SCIENCE TEXTBOOK | $ 1.00 | -$ 5.00 | 12/17/2014 | P | $ 5.00 | $ 4.00 |
| | | | | | 12/17/2014 | M | $ 1.00 | $ 5.00 |
| | | Totals: | $20.75 | -$1.25 | | | $22.00 | $1.25 |

# Student Fees Requiring Adjustment

**Navigation: StudentInformation – SIS – Fees – Fee Reports – Student Fees Requiring Adjustment**

The **Student Fees Requiring Adjustment** report generates a detailed listing of students needing a payment adjustment for the school year in context. 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 assigned to the student is dropped or credited to the student's account, causing the school to owe the student money. The student may have a credit balance depending on whether or not the student has other outstanding fee amounts on this account. You can only generate this report if the school is using fee accounting.

## Student Fees Requiring Adjustment

**From this screen, you can select parameters to generate a report.**

| Selection Criteria | Selection Summary | Load Settings |

**Selecting an Ad-Hoc Membership Group will limit the report the the students associated with that membership group. All other criteria will be ignored.**

**Ad-Hoc Membership:**   -- Select an Ad-Hoc Membership -- ∨

**Public And Private** ☐

**If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.**

**Homeroom Date:** * 3/20/2018  📅

---

**Fee Options**

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

---

**Grade**

```
9 - 09
10 - 10
11 - 11
12 - 12
```

**Student Status**

```
A - ACTIVE RES
D - DELETED
I - INACTIVE
J - JVS RES
```

**Program**

```
** - NOT APPLICABLE
1 - Multiple Disabilities
10 - Specific Learning Disabil
11 - Preschool disability 0-5
```

**Fee Type**

```
General Fee
Course Fee
Misc
Program
```

**Sorting Options**

```
Grade (DESC)            Grade (ASC)
Student Name (DESC)     Student Name (ASC)
```

---

**Delivery Method:**   Pickup  ∨   [ Set As Default ]

**Email Address:**   Principal1@SADoc.edu

**Report Format:**   Adobe PDF  ∨

**Description:**   [                    ]

[ Submit ]

---

**Ad-Hoc Membership** (optional) – Select an ad-hoc membership group to only include students within that group in the report. All other selection criteria is ignored. Select the **Public And Private** check box to view memberships created by other users in your drop-down list.

**Homeroom Date** (required) – Specify the date to use to retrieve student's homeroom. This field defaults to today's date.

**Fee Options** – You can expand or limit the types of fee details that display using the following check boxes

- **Show Fees from Past School Years** – Select this check box to display fees from past school years.
- **Show Fees from Future School Years** – Select this check box to display fees from future school years.
- **Show Fees from All Buildings** – Select this check box to display fees from all buildings.

  *Note: The **Fee Options** check boxes control whether fees from past years, future years, and other buildings display. The default selections for the check box(es) are set at the school level and are applied when the screen loads. Although the initial values for the check boxes are set on the **StudentInformation Options** screen **Fees** tab, users can select or de-select these check boxes before running the report.values separately, so different reports can have different combinations of settings.*

**Grade** (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

**Student Status** (optional) – If no student statuses are selected, the report selects all student status. You can also filter by selecting specific student statuses for your report.

**Program** (optional) – If no programs are selected, the report selects all programs. You can also filter by selecting specific programs for your report.

**Fee Type** (optional) – If no fee types are selected, the report selects all fee types. You can also filter by selecting specific fee types for your report.

**Sorting Options** (optional) – Select one or more sort options for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (auto populated from your StudentInformation profile)

**Report Format** – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML.

**Description** (optional) – Displays on the **Batch/Report Management** screen.

**Submit** – Click to submit this report to the Batch/Report Management application. See the Batch/Report Management documentation for further details.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Report: SFRQA | | | | | | ASHLAND HIGH SCHOOL | | |
| Printed Fri, Dec 19, 2014, 3:10 PM | | | | | | | 2014-2015 | |
| | | | | | | **Student Fees Requiring Adjustment** | | |

| | | | Grade: 10 Status: A | | Gender: M Homeroom: | | | |
|---|---|---|---|---|---|---|---|---|
| | | | Program: Ashland City Schools | | | | | |
| Fee Type | Fee Code | Fee Description | Fee Amount | Fee Balance | Date | Payment | Pmt. | Adjustment |
| General | 01 | GENERAL FEES | $ 28.00 | | 02/28/2007 | P | $ 28.00 | |
| General | 01 | HANDBOOK | $ 5.00 | | 10/04/2013 | P | $ 5.00 | |
| General | 02 | HANDBOOK | $ 5.00 | $ 5.00 | 08/19/2014 | | | |
| General | 04 | grade level fees 08-09 | $ 42.13 | | 10/16/2008 | P | $ 42.13 | |
| General | 05 | grade level fees 09-10 | $ 31.00 | | 10/15/2009 | P | $ 31.00 | |
| General | 06 | grade level fees 10-11 | $ 5.00 | | 10/29/2010 | P | $ 5.00 | |
| General | 10 | Homework Organizer | $ 5.00 | | 09/01/2011 | P | $ 5.00 | |
| General | 10 | GENERAL | $ 3.75 | | 10/04/2013 | P | $ 3.75 | |
| General | 11 | GENERAL | $ 3.75 | $ 3.75 | 08/19/2014 | | | |
| General | 14 | LOCK | $ 4.25 | | 10/04/2013 | P | $ 4.25 | |
| General | 20 | Homework Organizer | $ 5.00 | | 08/17/2012 | P | $ 5.00 | |
| Course | 0610~1 | Ag. Science I | $ 5.00 | | 10/04/2013 | P | $ 5.00 | |
| Course | 0610~2 | Ag. Science I Dues | $ 15.00 | | 10/04/2013 | P | $ 15.00 | |
| Course | 0800~1 | Introduction to Art | $ 40.00 | | 10/04/2013 | P | $ 40.00 | |
| Course | 241~1 | PHYSICAL SCIENCE I | $ 3.00 | | 10/04/2013 | P | $ 3.00 | |
| Course | 242~1 | PHYSICAL SCIENCE II | $ 3.00 | -$ 1.50 | 10/04/2013 | P | $ 3.00 | |
| | | | | | 04/02/2014 | D | $ 1.50 | $ 1.50 |
| Course | 250~1 | BIOLOGY | $ 12.50 | $ 12.50 | 08/19/2014 | | | |
| Course | 344~1 | Practical Geometry | $ 6.75 | $ 6.75 | 08/19/2014 | | | |
| Course | 633~1 | DECISIONS LIV | $ 10.00 | $ 10.00 | 08/19/2014 | | | |
| Course | 7200~1 | Language Arts 7 | $ 2.00 | | 09/01/2011 | P | $ 2.00 | |
| Course | 7210~1 | Science 7 | $ 4.00 | | 09/01/2011 | P | $ 4.00 | |
| Course | 7251~2 | Computer | $ 6.00 | | 09/01/2011 | P | $ 6.00 | |
| Course | 7330~1 | Art 7 | $ 6.00 | | 09/01/2011 | P | $ 6.00 | |
| Course | 8110~1 | Science 8 | $ 4.00 | | 08/17/2012 | P | $ 4.00 | |
| Course | 8120~1 | Computer App. | $ 5.00 | | 08/17/2012 | P | $ 5.00 | |
| Course | 8301~1 | French Workbook | $ 18.50 | | 08/17/2012 | P | $ 18.50 | |
| Course | 8305~1 | Art II | $ 10.00 | | 08/17/2012 | P | $ 10.00 | |
| | | Totals: | $288.63 | $36.50 | | | $252.13 | $1.50 |

# Student Fee Payment (R111)

**Navigation: StudentInformation – SIS – Fees – Fee Reports – Student Fee Payment (R111)**

The **Student Fee Payment** report generates a listing of payment received from each student. You can only generate this report if the school is using fee accounting.

You can exclude students with no fees for the fee type selected. If you choose to include students with no fees in the report, a message displays for each student with no fees indicating that they have no fees.

Student fees are validated against the list of valid fees. Any student with fees assigned that do not have corresponding valid fee IDs for the school year in context are printed at the top of the report with the student's ID, the fee code, and the following message: "No Matching Fee Record Found – Record Bypassed."

StudentInformation > SIS > Fees > Fee Reports > Student Fee Payment (R111)

## Student Fee Payment (R111)

**From this screen, you can select parameters to generate a report.**

| Selection Criteria | Selection Summary | Load Settings |
|---|---|---|

**Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.**

**Ad-Hoc Membership:**  -- Select an Ad-Hoc Membership -- ⌄

**Public And Private** ☐

**Entering one or more Student Numbers will limit the report to the those students.**

**Student Numbers:**

**If not limiting to an Ad-Hoc Membership Group or one or more Student Numbers, you may select as many other criteria as desired. Each selection will limit your results further.**

**Fee Options**

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

**Homeroom Date:** * 3/20/2018  📅

**Payment Date Range**

FROM               TO
7/31/2017  📅       3/20/2018  📅

**Grade**

9 - 09
10 - 10
11 - 11
12 - 12

**Student Status**

A - ACTIVE RES
D - DELETED
I - INACTIVE
J - JVS RES

**Administrative Homeroom**

DOHS114 - Ellis (Full Year)
DOHS115 - Harrison (Full Year)
DOHS116 - Gibson (Full Year)
DOHS117 - Mcdonald (Full Year)

**Program**

** - NOT APPLICABLE
1 - Multiple Disabilities
10 - Specific Learning Disabil
11 - Preschool disability 0-5

**Fee Type**

General Fee
Course Fee
Misc
Program

**Payment Method**

Cash
Check
Credit
Online Payment

**Payment Type**

Amnesty
Drop
Misc Credit
Payment

**Home School**

300433 - SADoc High School (Sch)

Include students with a zero balance: ☑
Print only one student per page: ☐

**Student Sorting Options**

Grade (DESC)
Home School (ASC)
Home School (DESC)
Student Name (DESC)

Grade (ASC)
Student Name (ASC)

**Fee Sorting Options**

Fee Type (ASC)
Fee Type (DESC)
Fee Code (ASC)
Fee Code (DESC)

**Delivery Method:**   Pickup   Set As Default

**Email Address:**   Principal1@SADoc.edu

**Report Format:**   Adobe PDF

**Description:**

Submit

**Ad-Hoc Membership** (optional) – Select an ad-hoc membership group to only include students within that group in the report. All other selection criteria is ignored. Select the **Public And Private** check box to view memberships created by other users in your drop-down list.

**Student Numbers** (optional) – If you need fee details for individual students, you can enter student numbers (comma-separated) to have fee details for only these students in the report.

> *Note: The **Student Numbers** field and the **Ad-Hoc Membership** selection are mutually exclusive: you can only use one at a time to narrow down your report results.*

**Fee Options** – You can expand or limit the types of fee details that display using the following check boxes

- **Show Fees from Past School Years** – Select this check box to display fees from past school years.
- **Show Fees from Future School Years** – Select this check box to display fees from future school years.
- **Show Fees from All Buildings** – Select this check box to display fees from all buildings.

    *Note: The **Fee Options** check boxes control whether fees from past years, future years, and other buildings display. The default selections for the check box(es) are set at the school level and are applied when the screen loads. Although the initial values for the check boxes are set on the **StudentInformation Options** screen **Fees** tab, users can select or de-select these check boxes before running the report.values separately, so different reports can have different combinations of settings.*

**Homeroom Date** (required) – Specify the date to use to retrieve student's homeroom. This field defaults to today's date.

**Payment Date Range** (required) – Specify the date range to look for fee payments. This range defaults to the school year's start date to today's date.

**Grade** (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

**Student Status** (optional) – If no student statuses are selected, the report select all student statuses. You can also filter by selecting specific student statuses for your report.

**Administrative Homeroom** (optional) – If no administrative homerooms are selected, the report selects all administrative homerooms. You can also filter by selecting specific administrative homerooms for your report.

**Program** (optional) – If no programs are selected, the report selects all programs. You can also filter by selecting specific programs for your report.

**Fee Type** (optional) – If no fee types are selected, the report selects all fee types. You can also filter by selecting specific fee types for your report.

**Payment Method** (optional) – If no payment methods are selected, the report selects all payment methods. You can also filter by selecting specific payment methods for your report.

**Payment Type** (optional) – If no payment types are selected, the report selects all payment types. You can also filter by selecting specific payment types for your report.

**Home School** (optional) – If no home schools are selected, the report selects all home schools. You can also filter by selecting specific home schools for your report. This field is populated based on the values entered in the **Home School** field on the **Edit Student Profile** screen **General** tab.

**Include students with a zero balance** (optional) – Select this check box to include students with zero fee balances; otherwise, de-select this check box.

**Print only one student per page** (optional) – Select this check box to include a page break after each student; otherwise, de-select this check box.

**Student Sorting Options** (optional) – Select one or more student sort options for your report.

**Fee Sorting Options** (optional) – Select one or more fee sort options for your report.

> *Note: The separate sets of sorting options help to avoid the garbled formatting that would arise if a report was sorted by fee code and then subtotaled by student.*

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (auto populated from your StudentInformation profile)

**Report Format** - Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML.

**Description** (optional) – Displays on the **Batch/Report Management** screen.

**Submit** – Click to submit this report to the Batch/Report Management application. See the Batch/Report Management documentation for further details.

| Report: R111 | | | | | | | | XXXXXXXX **HIGH SCHOOL** |
|---|---|---|---|---|---|---|---|---|
| *Printed Mon, Oct 03, 2011, 10:11 AM* | | | | | | | | |
| Date Range:  8/23/2011 - 10/3/2011 | | | | | | | | **Student Fee Payment** |

| 999999 | **LAST, FIRST** | | Grade: 09  Sts: A | | Gender: F  HmRm: 5-101 | | | |
|---|---|---|---|---|---|---|---|---|
| **Fee Type** | **Fee Code** | **Fee Description** | **Fee Date** | **Fee Amt.** | **Pmt. Date** | **Pmt. Reference** | **Type** | **Amt.** |
| Course | 859~1 | SYMPHONIC CHOIR | 08/22/2011 | $ 5.00 | 09/02/2011 | 321 | P | $ 5.00 |
| General | 14 | LOCK | 08/22/2011 | $ 4.25 | 09/02/2011 | 321 | P | $ 4.25 |
| General | 01 | HANDBOOK | 08/22/2011 | $ 5.00 | 09/02/2011 | 321 | P | $ 5.00 |
| Course | 241~1 | PHYSICAL SCIENCE I | 08/22/2011 | $ 3.00 | 09/02/2011 | 321 | P | $ 3.00 |
| Course | 242-1 | PHYSICAL SCIENCE II | 08/22/2011 | $ 3.00 | 09/02/2011 | 321 | P | $ 3.00 |
| Course | 870~1 | PE I | 08/22/2011 | $ 5.00 | 09/02/2011 | 321 | P | $ 5.00 |
| General | 10 | GENERAL | 08/22/2011 | $ 3.75 | 09/02/2011 | 321 | P | $ 3.75 |

| | |
|---|---|
| **Total Assessed:** | $29.00 |
| **Total Paid Within Date Range:** | $29.00 |
| **Outstanding Balance Within Date Range:** | $0.00 |
| **Outstanding Balance To Date:** | $0.00 |

# Student Fee Detail (R109)

**Navigation: StudentInformation – SIS – Fees – Fee Reports – Student Fee Detail (R109)**

The **Student Fee Detail** report generates a detailed listing of the assigned fees for each applicable student. Details may be printed for each and any combination of fees. You can only generate this report if the school is using fee accounting.

You can exclude students with no fees for the fee type selected. If you choose to include students with no fees in the report, a message displays for each student with no fees indicating that they have no fees.

The report includes all students. It is not limited to currently-enrolled students, so students with fees that were recently withdrawn also display on the report.

StudentInformation > SIS > Fees > Fee Reports > Student Fee Detail (R109)

## Student Fee Detail (R109)

**From this screen, you can select parameters to generate a report.**

| Selection Criteria | Selection Summary | Load Settings |

**Selecting an Ad-Hoc Membership Group will limit the report to the students associated with that membership group. All other criteria will be ignored.**

**Ad-Hoc Membership:**     -- Select an Ad-Hoc Membership --

**Public And Private** ☐

**Entering one or more Student Numbers will limit the report to the those students.**

**Student Numbers:**

**If not limiting to an Ad-Hoc Membership Group or one or more Student Numbers, you may select as many other criteria as desired. Each selection will limit your results further.**

**Fee Options**

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

**Homeroom Date:*** 3/20/2018

**Grade**

9 - 09
10 - 10
11 - 11
12 - 12

**Student Status**

A - ACTIVE RES
D - DELETED
I - INACTIVE
J - JVS RES

**Administrative Homeroom**

DOHS114 - Ellis (Full Year)
DOHS115 - Harrison (Full Year)
DOHS116 - Gibson (Full Year)
DOHS117 - Mcdonald (Full Year)

**Program**

** - NOT APPLICABLE
1 - Multiple Disabilities
10 - Specific Learning Disabil
11 - Preschool disability 0-5

**Fee Type**

General Fee
Course Fee
Misc
Program

**Home School**

300433 - SADoc High School (Sch)

**Display Payment Information:** ☑
**Display Students with Zero Balance:** ☑
**Display Only Students with Outstanding Fees:** ☑
**Print only one student per page:** ☐

**Student Sorting Options**

Grade (DESC)                    Grade (ASC)
Student Name (DESC)             Student Name (ASC)
Home School (ASC)
Home School (DESC)

**Fee Sorting Options**

Fee Code (ASC)
Fee Code (DESC)
Fee Date (ASC)
Fee Date (DESC)

**Delivery Method:**     Pickup          Set As Default

**Email Address:**     Principal1@SADoc.edu

**Report Format:**     Adobe PDF

**Description:**

Submit

**Ad-Hoc Membership** (optional) – Select an ad-hoc membership group to only include students within that group in the report. All other selection criteria is ignored. Select the **Public And Private** check box to view memberships created by other users in your drop-down list.

**Student Numbers** (optional) – If you need fee details for individual students, you can enter student numbers (comma-separated) to have fee details for only these students in the report.

> *Note: The **Student Numbers** field and the **Ad-Hoc Membership** selection are mutually exclusive: you can only use one at a time to narrow down your report results.*

**Fee Options** – You can expand or limit the types of fee details that display using the following check boxes

- **Show Fees from Past School Years** – Select this check box to display fees from past school years.
- **Show Fees from Future School Years** – Select this check box to display fees from future school years.
- **Show Fees from All Buildings** – Select this check box to display fees from all buildings.

> *Note: The **Fee Options** check boxes control whether fees from past years, future years, and other buildings display. The default selections for the check box(es) are set at the school level and are applied when the screen loads. Although the initial values for the check boxes are set on the **StudentInformation Options** screen **Fees** tab, users can select or de-select these check boxes before running the report.values separately, so different reports can have different combinations of settings.*

**Homeroom Date** (required) – Specify the date to use to retrieve student's homeroom. This field defaults to today's date.

**Grade** (optional) – If no grades are selected, the report will selects all grades. You can also filter by selecting specific grades for your report.

**Student Status** (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

**Administrative Homeroom** (optional) – If no administrative homerooms are selected, the report selects all administrative homerooms. You can also filter by selecting specific administrative homerooms for your report.

**Program** (optional) – If no programs are selected, the report selects all programs. You can also filter by selecting specific programs for your report.

**Fee Type** (optional) – If no fee types are selected, the report selects all fee types. You can also filter by selecting specific fee types for your report.

**Home School** (optional) – If no home schools are selected, the report selects all home schools. You can also filter by selecting specific home schools for your report. This field populates based on the values entered in the **Home School** field on the **Student Profile** screen **General** tab.

**Display Payment Information** (optional) – Select this check box to show student payment information; otherwise, de-select this check box.

**Display Students with Zero Balance** (optional) – Select this check box to display all students in the building in the report; de-select this check box to exclude students that have a zero fee balance.

**Display Only Students with Outstanding Fees** (optional) – Select this check box to display only students with an outstanding fee balance; otherwise, de-select this check box.

**Print only one student per page** (optional) – Select this check box to include a page break after each student; otherwise, de-select this check box.

**Student Sorting Options** (optional) – Select one or more student sort options for your report.

**Fee Sorting Options** (optional) – Select one or more fee sort options for your report.

> *Note: The separate sets of sorting options help to avoid the garbled formatting that would arise if a report was sorted by fee code and then subtotaled by student.*

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (auto populated from your StudentInformation profile)

**Report Format** - Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML.

**Description** (optional) – Displays on the **Batch/Report Management** screen.

**Submit** – Click to submit this report to the Batch/Report Management application. See the Batch/Report Management documentation for further details.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| *Report: R109* | | | | | | | **HIGH SCHOOL** | |
| *Printed Wed, May 18, 2011, 10:14 AM* | | | | | | | 2010-2011 | |
| | | | | | | | **Student Fee Detail** | |

**13589          , TOR**    Grade: 10    Status: N    Gender: F    Homeroom: IN08

**General Fees**

| Fee Code | Fee Description | Date | Fee Amount | Payment Date | | Payment Type | Pmt. Amt. | Balance |
|---|---|---|---|---|---|---|---|---|
| 901 | GRADE 9 CLASS FEE | 09/16/2009 | $ 2.00 | 10/02/2009 | 3270 | P | $ 2.00 | $ 0.00 |
| 07 | STUDENT PLANNER | 09/16/2009 | $ 5.50 | 10/02/2009 | 3270 | P | $ 5.50 | $ 0.00 |
| 07 | STUDENT PLANNER | 09/13/2010 | $ 5.50 | 10/01/2010 | 572 | P | $ 5.50 | $ 0.00 |
| 10 | PARKING PERMIT | 09/13/2010 | $ 5.00 | 10/01/2010 | 572 | P | $ 5.00 | $ 0.00 |
| | | Total Fees: $ 18.00 | | Total Payments: $ 18.00 | | Total Adjustments: $ 0.00 | | Balance: $ 0.00 |

**Course Fees**

| Fee Code | Fee Description | Date | Fee Amount | Payment Date | | Payment Type | Pmt. Amt. | Balance |
|---|---|---|---|---|---|---|---|---|
| 064~1 | WB-GERMAN I | 09/16/2009 | $ 15.25 | 10/02/2009 | 3270 | P | $ 15.25 | $ 0.00 |
| 064~2 | WB-DICTIONARY ETC. | 09/16/2009 | $ 2.25 | 10/02/2009 | 3270 | P | $ 2.25 | $ 0.00 |
| 120~2 | WB-WRITERS INC | 09/16/2009 | $ 25.00 | 10/02/2009 | 3270 | P | $ 25.00 | $ 0.00 |
| 180~5 | F-PEC SCIENCE | 09/16/2009 | $ 3.00 | 10/02/2009 | 3270 | P | $ 3.00 | $ 0.00 |
| 120~1 | WB-VOC WORKSHOP | 09/16/2009 | $ 9.25 | 10/02/2009 | 3270 | P | $ 9.25 | $ 0.00 |
| 065~1 | WB-GERMAN II | 09/13/2010 | $ 15.50 | 10/01/2010 | 572 | P | $ 15.50 | $ 0.00 |
| 182~5 | F-BIOLOGY | 09/13/2010 | $ 10.00 | 10/01/2010 | 572 | P | $ 10.00 | $ 0.00 |
| 011~5 | F-ART I | 09/13/2010 | $ 25.00 | 10/01/2010 | 572 | P | $ 25.00 | $ 0.00 |
| 121~1 | WB-VOC WORKSHOP | 09/13/2010 | $ 9.50 | 10/01/2010 | 572 | P | $ 9.50 | $ 0.00 |
| | | Total Fees: $ 114.75 | | Total Payments: $ 114.75 | | Total Adjustments: $ 0.00 | | Balance: $ 0.00 |

| | | | |
|---|---|---|---|
| **Total fees: $ 132.75** | **Total payments: $ 132.75** | **Total adjustments: $ 0.00** | **Total unpaid balance: $ 0.00** |

# Student Fees Summary (R110)

**Navigation: StudentInformation – SIS – Fees – Fee Reports – Student Fees Summary (R110)**

The **Student Fees Summary** report generates a summary of all fees by student and fee type that are currently outstanding for a selected school year. The report displays a grand total for all fee types at the end of the report. You can only generate this report if the school is using fee accounting.

**Ad-Hoc Membership** (optional) – Select an ad-hoc membership group to only include students within that group in the report. All other selection criteria is ignored. Select the **Public And Private** check box to view memberships created by other users in your drop-down list.

**Student Numbers** (optional) – If you need fee details for individual students, you can enter student numbers (comma-separated) to have fee details for only these students in the report.

> *Note: The **Student Numbers** field and the **Ad-Hoc Membership** selection are mutually exclusive: you can only use one at a time to narrow down your report results.*

**Fee Options** – You can expand or limit the types of fee details that display using the following check boxes

- **Show Fees from Past School Years** – Select this check box to display fees from past school years.

- **Show Fees from Future School Years** – Select this check box to display fees from future school years.

- **Show Fees from All Buildings** – Select this check box to display fees from all buildings.

  *Note: The **Fee Options** check boxes control whether fees from past years, future years, and other buildings display. The default selections for the check box(es) are set at the school level and are applied when the screen loads. Although the initial values for the check boxes are set on the **StudentInformation Options** screen **Fees** tab, users can select or de-select these check boxes before running the report.values separately, so different reports can have different combinations of settings.*

**Homeroom Date** (required) – Specify the date to use to retrieve student's homeroom. This field defaults to today's date.

**Grade** (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

**Student Status** (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

**Administrative Homeroom** (optional) – If no administrative homerooms are selected, the report selects all administrative homerooms. You can also filter by selecting specific administrative homerooms for your report.

**Program** (optional) – If no programs are selected, the report selects all programs. You can also filter by selecting specific programs for your report.

**Fee Type** (optional) – If no fee types are selected, the report selects all fee types. You can also filter by selecting specific fee types for your report.

**Home School** (optional) – If no home schools are selected, the report selects all home schools. You can also filter by selecting specific home schools for your report. This field populates based on the values entered in the **Home School** field on the **Edit Student Profile** screen **General** tab.

**Include Students that have Outstanding Fee Balances** (optional) – Select this check box to include students with outstanding fee balances; otherwise, de-select this check box.

**Include Students that have Zero Fee Balances** (optional) – Select this check box to include students with zero fee balances; otherwise, de-select this check box.

   *Note: At least one of the above check boxes must be selected to submit the report.*

**Sorting Options** (optional) – Select one or more sort options for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (auto populated from your StudentInformation profile)

**Report Format** - Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML.

**Description** (optional) – Displays on the **Batch/Report Management** screen.

**Submit** – Click to submit this report to the Batch/Report Management application. See the Batch/Report Management documentation for further details.

| Report: R110<br>Printed Tue, May 17, 2011, 3:46 PM | | | | | | | | HIGH SCHOOL<br>2010-2011<br>Student Fee Summary Report | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Fees | | |
| Student Name | Student Number | Gender | Status | Grade | Homeroom | Pgm | Home School | General | Course | Misc | Program | Membership | Total |

| Student Name | Student Number | Gender | Status | Grade | Homeroom | Pgm | Home School | General | Course | Misc | Program | Membership | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| KAITLIN | 14142 | F | A | 09 | IN02 | | | $ 7.50 | $ 55.50 | $ 0.00 | $ 0.00 | $ 0.00 | $ 63.00 |
| ALEXANDRIA | 14575 | F | A | 09 | IN02 | FREE | | $ 5.50 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 5.50 |
| JOSHUA | 14518 | M | A | 09 | IN02 | | | $ 5.50 | $ 47.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 52.50 |
| JULIAN | 14516 | M | A | 09 | | | | $ 5.50 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 5.50 |
| KATHRYN | 14303 | F | N | 09 | IN05 | | | $ 5.50 | $ 57.30 | $ 0.00 | $ 0.00 | $ 0.00 | $ 62.80 |

# Student Fee Invoice (R108-C)

**Navigation: StudentInformation – SIS – Fees – Fee Reports – Student Fee Invoice (R108-C)**

The **Student Fee Invoice** report is used to print a list of fees assigned to students. This report is commonly used as an aid in collecting fees. The list includes student information and a summary of assigned fees and payments by type. Only one student is printed per page and the report can act as a receipt for fees paid.

StudentInformation > SIS > Fees > Fee Reports > Student Fee Invoice (R108-C)

## Student Fee Invoice

From this screen, you can select parameters to generate a report.

**Selection Criteria** | Selection Summary | Load Settings

Selecting an Ad-Hoc Membership Group will limit the report the the students associated with that membership group. All other criteria will be ignored.

**Ad-Hoc Membership:** -- Select an Ad-Hoc Membership -- ⌄
**Public And Private** ☐

Entering one or more Student Numbers will limit the report to the those students.

**Student Numbers:**

If not limiting to an Ad-Hoc Membership Group or one or more Student Numbers, you may select as many other criteria as desired. Each selection will limit your results further.

**Homeroom Date:** * 3/20/2018  📅

**Fee Options**
☑ Show Fees from Past School Years
☑ Show Fees from Future School Years
☑ Show Fees from All Buildings

**Grade**
9 - 09
10 - 10
11 - 11
12 - 12

**Student Status**

| | |
|---|---|
| A - ACTIVE RES<br>D - DELETED<br>I - INACTIVE<br>J - JVS RES | |

**Course Term**

| | |
|---|---|
| All Year | |

**Administrative Homeroom**

| | |
|---|---|
| DOHS114 - Ellis (Full Year)<br>DOHS115 - Harrison (Full Year)<br>DOHS116 - Gibson (Full Year)<br>DOHS117 - Mcdonald (Full Year) | |

**Fee Type**

| | |
|---|---|
| General Fee<br>Course Fee<br>Misc<br>Program | |

**Home School**

| | |
|---|---|
| 300433 - SADoc High School (Sch) | |

**Free-Form Text**

Include Students that have Outstanding Fee Balances: ☑
Include Students that have Negative Fee Balances: ☐
Include Students that have Zero Fee Balances: ☐

**Student Sorting Options**

| | |
|---|---|
| Grade (DESC)<br>Student Name (DESC)<br>Home School (ASC)<br>Home School (DESC) | Grade (ASC)<br>Student Name (ASC) |

**Fee Sorting Options**

| | |
|---|---|
| Fee Code (ASC)<br>Fee Code (DESC) | |

**Output:** ◉ Report  ○ Labels  ○ Both Report and Labels

**Label Type:** Avery Label 5160 - 1" X 2 5/8" 3-columns ▾

**Address:** ◉ Use Student Address  ○ Use Parent Address
☐ Use custom address text

**Include Copied On Correspondence:** ○ Yes  ◉ No

**Delivery Method:** Pickup ▾   [Set As Default]

**Email Address:** Principal1@SADoc.edu

**Report Format:** Adobe PDF ▾

**Description:**

[Submit]

**Ad-Hoc Membership** (optional) – Select an ad-hoc membership group to only include students within that group in the report. All other selection criteria is ignored. Select the **Public And Private** check box to view memberships created by other users in your drop-down list.

**Student Numbers** (optional) – If you need fee details for individual students, you can enter student numbers (comma-separated) to have fee details for only these students in the report.

> *Note: The **Student Numbers** field and the **Ad-Hoc Membership** selection are mutually exclusive: you can only use one at a time to narrow down your report results.*

**Homeroom Date** (required) – Specify the date to use to retrieve student's homeroom. This field defaults to today's date.

**Fee Options** – You can expand or limit the types of fee details that display using the following check boxes

- **Show Fees from Past School Years** – Select this check box to display fees from past school years.
- **Show Fees from Future School Years** – Select this check box to display fees from future school years.
- **Show Fees from All Buildings** – Select this check box to display fees from all buildings.

> *Note: The **Fee Options** check boxes control whether fees from past years, future years, and other buildings display. The default selections for the check box(es) are set at the school level and are applied when the screen loads. Although the initial values for the check boxes are set on the **StudentInformation Options** screen **Fees** tab, users can select or de-select these check boxes before running the report.values separately, so different reports can have different combinations of settings.*

**Grade** (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

**Student Status** (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

**Course Term** (optional) – If no course terms are selected, the report selects all course terms. You can also filter by selecting specific Course Terms for your report.

**Administrative Homeroom** (optional) – If no administrative homerooms are selected, the report selects all administrative homerooms. You can also filter by selecting specific administrative homerooms for your report.

**Fee Type** (optional) – If no fee types are selected, the report selects all fee types. You can also filter by selecting specific fee types for your report.

**Home School** (optional) – If no home schools are selected, the report selects all home schools. You can also filter by selecting specific home schools for your report. This field populates based on the values entered in the **Home School** field on the **Edit Student Profile** screen **General** tab.

**Free-Form Text (**optional) – Enter any text that you would like to display on each page of the report. Currently, there is no limit to the number of characters allowed in this field.

**Include Students that have Outstanding Fee Balances** (optional) – Select this check box to include students with outstanding fee balances; otherwise, de-select this check box.

**Include Students that have Negative Fee Balances** (optional) – Select this check box to include students with negative fee balances; otherwise, de-select this check box.

**Include Students that have Zero Fee Balances** (optional) – Select this check box to include students with zero fee balances; otherwise, de-select this check box.

**Student Sorting Options** (optional) – Choose one or more student sort options for your report.

**Fee Sorting Options** (optional) – Choose one or more fee sort options for your report.

> *Note: The separate sets of sorting options help to avoid the garbled formatting that would arise if a report was sorted by fee code and then subtotaled by student.*

**Output** – Select **Report**, **Labels**, or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

- For Adobe 9:
    - Page Scaling = None
    - Auto Rotate and Center = Unchecked
- For Adobe 10:
    - Size Options = Actual Size
    - Orientation = Portrait

> *Note: If you are using Firefox, you must change a setting before printing labels. In Firefox, go to **Options**. On the **Applications** window, under **Content Type**, locate **Portable Document Format (PDF)**. In the **Action** column of that row, change the selection from **Preview** in Firefox to an Adobe option (such as **Use Adobe Acrobat**).*

**Label Type** – If you select **Labels**, specify the size of the labels in the **Label Type** by selecting the appropriate label format from the drop-down list.

**Address** – Select the address to use for labels. If you select the **Use custom address text** check box, the text you enter in the field is added to the top of each label.

**Include Copied On Correspondence** – **Yes** or **No**. If you select **Yes**, address labels for contacts with the **Copied on Correspondence** check box selected are included when creating labels.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (auto populated from your StudentInformation profile)

**Report Format** – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML.

**Description** (optional) – Displays on the **Batch/Report Management** screen.

**Submit** – Click to submit this report to the Batch/Report Management application. See the Batch/Report Management documentation for further details.



# Student Fee Collection List Summary (R108-B)

**Navigation: StudentInformation – SIS – Fees – Fee Reports – Student Fee Collection List Summary (R108-B)**

The **Student Fee Collection List Summary** report is used to print a list of fees assigned to students based on the school year in context. This report is commonly used as an aid in collecting fees. The list includes student information and the fee type and fee amount for all assigned fees.

This report can be used by schools not using the fees accounting application to specifically track fees and corresponding payments. The source of the data for the reports differs for schools that have not been configured to use the fees accounting application. If the school is configured for fees accounting, fees are determined from the student fee records. If fees accounting is not being used, the fees are projected from the fee definitions and student profile information.

## Student Fee Collection List Summary (R108-B)

**From this screen, you can select parameters to generate a report.**

| Selection Criteria | Selection Summary | Load Settings |

**Selecting an Ad-Hoc Membership Group will limit the report the the students associated with that membership group. All other criteria will be ignored.**

**Ad-Hoc Membership:**   -- Select an Ad-Hoc Membership -- ⌄

**Public And Private** ☐

**If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.**

**Homeroom Date:** * 3/20/2018  📅

**Fee Options**

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

**Grade**

```
9 - 09
10 - 10
11 - 11
12 - 12
```

**Student Status**

```
A - ACTIVE RES
D - DELETED
I - INACTIVE
J - JVS RES
```

**Administrative Homeroom**

```
DOHS114 - Ellis (Full Year)
DOHS115 - Harrison (Full Year)
DOHS116 - Gibson (Full Year)
DOHS117 - Mcdonald (Full Year)
```

**Program**

```
** - NOT APPLICABLE
1 - Multiple Disabilities
10 - Specific Learning Disabil
11 - Preschool disability 0-5
```

**Fee Type**

```
General Fee
Course Fee
Misc
Program
```

**Home School**

```
300433 - SADoc High School (Sch)
```

**Sorting Options**

```
Grade (DESC)              Grade (ASC)
Student Name (DESC)       Student Name (ASC)
Homeroom (ASC)
Homeroom (DESC)
```

**Delivery Method:**   Pickup ⌄   [ Set As Default ]

**Email Address:**   Principal1@SADoc.edu

**Report Format:**   Adobe PDF ⌄

**Description:**   

[ Submit ]

**Ad-Hoc Membership** (optional) – Select an ad-hoc membership group to only include students within that group in the report. All other selection criteria is ignored. Select the **Public And Private** check box to view memberships created by other users in your drop-down list.

**Homeroom Date** (required) – Specify the date to use to retrieve student's homeroom. This field defaults to today's date.

**Fee Options** – You can expand or limit the types of fee details that display using the following check boxes

- **Show Fees from Past School Years** – Select this check box to display fees from past school years.

- **Show Fees from Future School Years** – Select this check box to display fees from future school years.

- **Show Fees from All Buildings** – Select this check box to display fees from all buildings.

    *Note: The **Fee Options** check boxes control whether fees from past years, future years, and other buildings display. The default selections for the check box(es) are set at the school level and are applied when the screen loads. Although the initial values for the check boxes are set on the **StudentInformation Options** screen **Fees** tab, users can select or de-select these check boxes before running the report.values separately, so different reports can have different combinations of settings.*

**Grade** (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

**Student Status** (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

**Administrative Homeroom** (optional) – If no administrative homerooms are selected, the report selects all administrative homerooms. You can also filter by selecting specific administrative homerooms for your report.

**Program** (optional) – If no programs are selected, the report selects all programs. You can also filter by selecting specific programs for your report.

**Fee Type** (optional) – If no fee types are selected, the report selects all fee types. You can also filter by selecting specific fee types for your report.

**Home School** (optional) – If no home schools are selected, the report selects all home schools. You can also filter by selecting specific home schools for your report.

**Sorting Options** (optional) – Select one or more sort options for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (auto populated from your StudentInformation profile)

**Report Format** – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML.

**Description** (optional) – Displays on the **Batch/Report Management** screen.

**Submit** – Click to submit this report to the Batch/Report Management application. See the Batch/Report Management documentation for further details.

| Student Name | Student Nbr | Gender | Status | Grade | Homeroom | Pgm | Home School | General | Course | Misc | Program | Membership | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Student24216, MORGAN | 00012188 | F | A | 10 | | | | $ 2.00 | $ 3.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 5.00 |
| Student24349 JR, STEVEN | 00011658 | M | U | 11 | | | | $ 10.25 | $ 52.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 62.25 |
| Student24351, NOE (JOEL) | 00011656 | M | A | 11 | | | | $ 10.25 | $ 60.75 | $ 0.00 | $ 0.00 | $ 0.00 | $ 71.00 |
| Student24400, JEREMY | 00011525 | M | A | 11 | | | | $ 18.25 | $ 98.80 | $ 0.00 | $ 0.00 | $ 0.00 | $ 117.05 |
| Student24403, JACOB | 00011522 | M | U | 11 | | | | $ 10.25 | $ 41.75 | $ 0.00 | $ 0.00 | $ 0.00 | $ 52.00 |
| Student24417, AMANDA | 00011204 | F | A | 11 | | | | $ 0.00 | $ 25.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 25.00 |
| Student24556, EVONNE | 00010588 | F | N | 11 | | | | $ 13.13 | $ 74.05 | $ 0.00 | $ 0.00 | $ 0.00 | $ 87.18 |
| Student24480, STEPHANIE | 00010835 | F | A | 12 | | | | $ 0.00 | $ 0.02 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.02 |
| Student24555, BRETT (BRETT) | 00010591 | M | A | 12 | | | | $ 0.00 | $ 18.75 | $ 0.00 | $ 0.00 | $ 0.00 | $ 18.75 |
| Student24573, JEREMY | 00010540 | M | A | 12 | | | | $ 16.25 | $ 219.55 | $ 0.00 | $ 0.00 | $ 0.00 | $ 235.80 |
| Student24633, TYLER (TYLER) | 00010156 | M | A | 12 | | | | $ 16.25 | $ 176.25 | $ 0.00 | $ 0.00 | $ 0.00 | $ 192.50 |
| | | | | | | | | $ 96.63 | $ 769.92 | $ 0.00 | $ 0.00 | $ 0.00 | $ 866.55 |

# Student Fee Collection List Detail (R108-A)

**Navigation: StudentInformation – SIS – Fees – Fee Reports – Student Fee Collection Detail (R108-A)**

The **Student Fee Collection Detail** report is used to print a list of fees assigned to students based on the school year in context. This report is commonly used as an aid in collecting fees. This report is commonly used as an aid in collecting fees. The list includes student information and all assigned fees, including the following fee details: fee code, fee type, fee description, and fee amount.

This report can be used by schools not using the fees accounting application to specifically track fees and corresponding payments. The source of the data for the reports differs for schools that have not been configured to use the fees accounting application. If the school is configured for fees accounting, fees are determined from the student fee records. If fees accounting is not being used, the fees are projected from the fee definitions and student profile information.

**Grade**

| | |
|---|---|
| 9 - 09 | |
| 10 - 10 | |
| 11 - 11 | |
| 12 - 12 | |

**Student Status**

| | |
|---|---|
| A - ACTIVE RES | |
| D - DELETED | |
| I - INACTIVE | |
| J - JVS RES | |

**Administrative Homeroom**

| | |
|---|---|
| DOHS114 - Ellis (Full Year) | |
| DOHS115 - Harrison (Full Year) | |
| DOHS116 - Gibson (Full Year) | |
| DOHS117 - Mcdonald (Full Year) | |

**Program**

| | |
|---|---|
| ** - NOT APPLICABLE | |
| 1 - Multiple Disabilities | |
| 10 - Specific Learning Disabil | |
| 11 - Preschool disability 0-5 | |

**Fee Type**

| | |
|---|---|
| General Fee | |
| Course Fee | |
| Misc | |
| Program | |

**Home School**

| | |
|---|---|
| 300433 - SADoc High School (Sch) | |

**Student Sorting Options**

| | |
|---|---|
| Grade (DESC) | Grade (ASC) |
| Homeroom (ASC) | Student Name (ASC) |
| Homeroom (DESC) | |
| Home School (ASC) | |

**Fee Sorting Options**

| | |
|---|---|
| Fee Code (ASC) | |
| Fee Code (DESC) | |

**Output:** ⦿ Report ◯ Labels ◯ Both Report and Labels

**Label Type:** Avery Label 5160 - 1" X 2 5/8" 3-columns ▾

**Address:** ⦿ Use Student Address ◯ Use Parent Address

☐ Use custom address text [                    ]

**Include Copied On Correspondence:** ◯ Yes ⦿ No

**Delivery Method:** Pickup ▾ [Set As Default]

**Email Address:** Principal1@SADoc.edu

**Report Format:** Adobe PDF ▾

**Description:** [                    ]

[Submit]

**Ad-Hoc Membership** (optional) – Select an ad-hoc membership group to only include students within that group in the report. All other selection criteria is ignored. Select the **Public And Private** check box to view memberships created by other users in your drop-down list.

**Homeroom Date** (required) – Specify the date to use to retrieve student's homeroom. This field defaults to today's date.

**Fee Options** – You can expand or limit the types of fee details that display using the following check boxes

- **Show Fees from Past School Years** – Select this check box to display fees from past school years.
- **Show Fees from Future School Years** – Select this check box to display fees from future school years.
- **Show Fees from All Buildings** – Select this check box to display fees from all buildings.

    *Note: The **Fee Options** check boxes control whether fees from past years, future years, and other buildings display. The default selections for the check box(es) are set at the school level and are applied when the screen loads. Although the initial values for the check boxes are set on the **StudentInformation Options** screen **Fees** tab, users can select or de-select these check boxes before running the report.values separately, so different reports can have different combinations of settings.*

**Grade** (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

**Student Status** (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

**Administrative Homeroom** (optional) – If no administrative homerooms are selected, the report selects all administrative homerooms. You can also filter by selecting specific administrative homerooms for your report.

**Program** (optional) – If no programs are selected, the report selects all programs. You can also filter by selecting specific programs for your report.

**Fee Type** (optional) – If no fee types are selected, the report selects all fee types. You can also filter by selecting specific fee types for your report.

**Home School** (optional) – If no home schools are selected, the report selects all home schools. You can also filter by selecting specific home schools for your report.

**Student Sorting Options** (optional) – Choose one or more student sort options for your report.

**Fee Sorting Options** (optional) – Choose one or more fee sort options for your report.

    *Note: The separate sets of sorting options help to avoid the garbled formatting that would arise if a report was sorted by fee code and then subtotaled by student.*

**Output** – Select **Report**, **Labels**, or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

- For Adobe 9:
  - Page Scaling = None
  - Auto Rotate and Center = Unchecked
- For Adobe 10:
  - Size Options = Actual Size
  - Orientation = Portrait

    *Note: If you are using Firefox, you must change a setting before printing labels. In Firefox, go to Options. On the Applications window, under Content Type, locate Portable Document Format (PDF). In the Action column of that row, change the selection from Preview in Firefox to an Adobe option (such as Use Adobe Acrobat).*

**Label Type** – If you select **Labels**, specify the size of the labels in the **Label Type** by selecting the appropriate label format from the drop-down list.

**Address** – Select the address to use for labels. If you select the **Use custom address text** check box, the text you enter in the field is added to the top of each label.

**Include Copied On Correspondence** – **Yes** or **No**. If you select **Yes**, address labels for contacts with the **Copied on Correspondence** check box selected are included when creating labels.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (auto populated from your StudentInformation profile)

**Report Format** – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML.

**Description** (optional) – Displays on the **Batch/Report Management** screen.

**Submit** – Click to submit this report to the Batch/Report Management application. See the Batch/Report Management documentation for further details.

# Payments Posted by User Report (Report Builder)

**Navigation: StudentInformation − Local − Report Builder Links − Report Builder Reports**

The **Payments Posted by User** report lists the payments made on a specified day by the users who posted the payments.



1. With the school or district for which you want to run the report in context, on the **Report Builder** screen, in the **View Report** column for the **Payments Posted by User** report, click 🗔.

   The **Report Viewer** screen displays.

2. In the **Report Header** field, you can modify the heading name that displays at the top of the report.

3. In the **Select Required Parameters** area, in the **Fee Type** drop-down list, select the fee type(s) you want to display in the report.

4. In the **Date** field, enter the date for which you want to view the posted fees in the report.

   *Note: You can also click the date picker in the **Date** field to select a date from a calendar.*

5. For **Expand All Details**, select **Yes** to display the details in the report by default; otherwise, select **No** to hide the details by default.

   • You can expand and collapse the details in the generated report as desired by clicking ⊞ or ⊟ next to each fee code. This option only determines if the details are expanded or not by default when the results display.

6. If you would like to apply an additional filter to the report results, in the **Set Optional Filters** grid, perform the following steps:

   a. In the **Field Name** drop-down list, select the field on which you want to filter the report.

   b. In the **Operation** drop-down list, select the operation you want to apply to the filter. The available options may vary depending on the field you selected in the **Field Name** drop-down list. For more information about the filter operations, refer to the *ProgressBook StudentInformation Report Builder User Guide*.

   c. In the **Value** field, enter or select the appropriate value, if applicable.

      *Note: The available options and acceptable values vary depending on the option you selected in the **Field Name** drop-down list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the **Field Name** drop-down list. If you selected an option in the **Field Name** drop-down list that requires a date, a calendar becomes available in the **Value** field. If you select **Has a Value** or **Does Not Have a Value** in the **Operation** drop-down list, then the **Value** field is unavailable.*

   d. To add an additional filter, repeat *step a* through *step c* in the line below the previous filter.

7. Click **View Report**.

The report displays at the bottom of the screen.

## Payments Posted by User

| Report For: | 12/7/2012 | | | | |
|---|---|---|---|---|---|
| User Name ⇳ | School Name ⇳ | Fee Accounting Code ⇳ | Fee Description ⇳ | Fee Type ⇳ | Fee Sum ⇳ |
| ⊟ Emhoff, Heidi | BLACK RIVER HIGH SCHOOL | 001-1740-9910-000000-010 | 108 - English 12 | Course Fee | $7.00 |
| | | 200-1620-9013-000000-010 | 2015 - Class of 2015 fee | General Fee | $10.00 |
| | | 001-1740-9910-000000-010 | Lock - Lock fee | General Fee | $5.00 |
| | | | | | |
| | Total | | | | $22.00 |
| ⊟ Test, QA | BLACK RIVER HIGH SCHOOL | 001-1740-9910-000000-010 | 1000 - Woods 1 | Course Fee | $18.00 |
| | | 001-1740-9910-000000-010 | 1002 - Woods II | Course Fee | $18.00 |
| | | 001-1740-9910-000000-010 | 1003 - Woods III | Course Fee | $18.00 |
| | | | 11 wood - 11-12 Wood purchased | Misc | $49.00 |
| | | 200-1620-9012-000000-010 | 2012 - Class of 2012 fee | General Fee | $8.00 |
| | | 200-1620-9014-000000-010 | 2014 - Class of 2014 fee | General Fee | $20.00 |
| | | 200-1620-9013-000000-010 | 2015 - Class of 2015 fee | General Fee | $10.00 |
| | | 001-1740-9910-000000-010 | 300 - Physical Science | Course Fee | $7.00 |
| | | 001-1740-9910-000000-010 | 302 - Biology I | Course Fee | $54.00 |
| | | 001-1740-9910-000000-010 | 500 - Spanish I | Course Fee | $15.00 |
| | | 001-1740-9910-000000-010 | 616 - Personal Finance | Course Fee | $1.00 |
| | | 001-1740-9910-000000-010 | 710 - Graphic Design III | Course Fee | $5.00 |
| | | 001-1740-9910-000000-010 | 712 - Graphic Design IV | Course Fee | $5.00 |
| | | 001-1740-9910-000000-010 | 806 - Life Planning/Fin. Lit. | Course Fee | $8.00 |
| | | 001-1740-9910-000000-010 | 900 - Physical Education | Course Fee | $5.00 |
| | | 001-1740-9910-000000-010 | 910 - Health | Course Fee | $2.00 |
| | | | FFA - FFA Fundraiser | Misc | $91.00 |
| | | | FFA shop - FFA shop project | Misc | $18.00 |
| | | 001-1740-9910-000000-010 | Guidance - Guidance Fee | General Fee | $2.00 |
| | | 001-1740-9910-000000-010 | Handbook - Student Handbook | General Fee | $20.00 |
| | | | Lib Fee - Library Fee | Misc | $15.00 |
| | | 001-1740-9910-000000-010 | Lock - Lock fee | General Fee | $5.00 |
| | | | | | |
| | Total | | | | $394.00 |
| Total | | | | | $416.00 |

12/7/2012 3:52:09 PM

8. To save the report with your selected parameters and filters, perform the following steps:

   a. Click **Save Setup As**.

   b. In the **New report name** field, enter a unique report name.

   c. In the **New description** field, enter a description of the report.

   d. Click **Save**.

   The following message displays at the bottom of the screen: "Report setup saved successfully."

   The report is saved. You can now run it directly from the user reports area on the **Report Builder** screen.

9. Click ⊕ to close the **Report Viewer** screen and return to the **Report Builder** screen.