

Fees Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
10/5/21	Table of Contents	Fix Table of Contents
8/27/21	Task #10	Added note about the Fee Date
08/11/20	Entire document	Update screenshots
04/23/20	Entire document	Update screenshots
08/06/19	Task #21	Updated note
10/03/17	Entire doc	Update screenshots

Before Using Fee Accounting

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



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



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

Table of Contents

Before Using Fee Accounting	2
Task #1: Verify Student Information Options	4
Task #2: Define Accounting Codes	5
Task #3: Define Prorated Fee Schedules	6
Task #4: Define Course Fees	7
Task #5: Define General Fees	7
Task #6: Define Program Fees	8
Task #7: Define Membership Fees	8
Task #8: Define Miscellaneous Fees	9
Using Fee Accounting	10
Task #9: Clear Fees if needed	10
Task #10: Student Fee Assignment (aka Bulk Assignment of Fees)	11
Task #11: Students Needing Adjustment	16
Task #12: Student Open Fees	17
Task #13: Add Fees	17
Task #14: Apply Payment	18
Task #15: Partial Payment	19
Task #16: Apply Overpayment	20
Task #17: Issue Refund	21
Task #18: Transfer Payment	21
Task #19: Apply Waiver	22
Task #20: Issue a Miscellaneous Credit	22
Task #21: View Fee Details	23
Task #22: Perform Homeroom Fee Collection	24
Task #23: Run Fee Payments By Accounting Code Detail	25
Task #24: Run Fee Payments By Accounting Code Summary	25
Task #25: Run Students Eligible for a Refund	25
Task #26: Run Student Fees Requiring Adjustment	25
Task #27: Run Student Fee Payment (R111)	26
Task #28: Run Student Fee Detail (R109)	27
Task #29: Run Student Fees Summary (R110)	27
Task #30: Run Student Fee Invoice (R108-C)	27
Task #31: Run Student Fee Collection Summary (R108-B)	27
Task #32: Run Student Fee Collection Detail (R108-A)	27
Appendix A: How Fees are affected by student schedule changes	28

Task #1: Verify StudentInformation Options

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

See School Setup and Configuration End User Documentation for detail.

StudentInformation Options

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

Scheduling Marks **Fees** Attendance Prog Track INFOhio Export

Uses Fees:

Has Fees Assigned:

Reduced Fee - Fraction Reduced from Fee: * 0.50

Use General Fee Waivers:

Use Course Fee Waivers:

Use Program Fee Waivers:

Use Membership Fee Waivers:

Show Fees from Past School Years:

Show Fees from Future School Years:

Show Fees from All Buildings:

Save



Trainer Tips:

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

Task #2: Define Accounting Codes (optional)













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

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

Accounting Codes Maintenance

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

[Add Accounting Code](#)

		Accounting Code	Allocation Code ▲	Active
		JH G Fee	001-1740-0003	
		CRSE	001-1740-0004	
		JH CRSE	001-1740-0004	
		Library	001-1890-0001	

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

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



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

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

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

Prorated Fee Schedules Maintenance

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

Add Schedule
 Show Active Only

01 - Full Year Courses 🗑️ ✎️			02 - Semester Courses 🗑️ ✎️		
Last Modified: 8/7/2020 2:30:00 PM By: LaunderD			Last Modified: 8/7/2020 2:32:00 PM By: LaunderD		
Start Day	End Day	Proration Ratio	Start Day	End Day	Proration Ratio
0	90	100%	0	45	100%
91	180	75%	46	90	75%

Task #4: Define Course Fees

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

Course Fees Maintenance										
From this screen, you can display, add, change and delete data pertaining to Course Fees.										
Add Course Fee										
	Course Code	Course Name	Course Section	Fee Code	Fee Text	Fee Amount	AD	WD	Acct Code	Active
	761	Acting		761~1	Acting	\$10.00			001-1710-0000-000000-002	
	765	Advanced Theatre Seminar		765~1	Advanced Theatre Seminar	\$15.00			001-1710-0000-000000-002	
	157	Advanced Yearbook Prod III		157~1	Pay to Part. Yearbook	\$100.00			001-1690-1600-002	
	158	Advanced Yearbook Prod IV		158~1	Advanced Yearbook	\$100.00			001-1690-1600-002	
	720	Adventure in the Arts		720~1	Adventure in the Arts	\$18.00			001-1710-0000-000000-002	

Task #5: Define General Fees

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

General Fees Maintenance										
From this screen, you can display, add, change and delete general fees.										
Add General Fee										
	Fee Code ▲	Grade Year	Gender	Fee Text	Fee Amount	AD	WD	Acct Code	Active	
	1	01		Supplies	\$20.00			0010000000000004.R1720		
	2	02		Supplies	\$20.00			0010000000000004.R1720		
	KG	KG		Supplies	\$20.00			0010000000000004.R1720		

Show Active Only

Task #6: Define Program Fees

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

Program Fees Maintenance											
From this screen, you can display, add, change and delete data pertaining to Program Fees.											
Add Program Fee											
		Fee Code ▲	Fee Text	Program	Grade Year	Gender	Fee Amount	AD	WD	Acct Code	Active
		ABP1-1	LAB FEE	ABP1			\$43.50	01	04	0090000000000000-R1710	
		ABP1-2	FFA DUES	ABP1			\$25.00	01	04	200980A000000000-R-1633	

Task #7: Define Membership Fees

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



Note: Membership fees cannot be prorated.

Membership Fees Maintenance										
From this screen, you can display, add, change and delete data pertaining to Membership Fees.										
Add Membership Fee										
		Fee Code ▲	Fee Text	Membership	Grade	Gender	Fee Amount	Acct Code	Active	
		BB	Basketball P2P	420003 - Basketball			\$50.00			
<input checked="" type="checkbox"/> Show Active Only										

Task #8: Define Miscellaneous Fees

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



Note: Miscellaneous fees can not be prorated.

Miscellaneous Fees Maintenance						
From this screen, you can display, add, change and delete data pertaining to miscellaneous fees.						
Add Misc Fee						
		Fee Code ▲	Fee Text	Fee Amount	Acct Code	Active
		001	PE Lock	\$5.00		
		002	Literature Book	\$50.00		
		004	Math Book	\$30.00		

Using Fee Accounting

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



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

Task #9: Clear Fees if needed

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

See Ad-Hoc Updates End User Documentation for detail.



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

Clear Fees

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

Clear Credit Fees:	<input checked="" type="checkbox"/>
Clear Debit Fees:	<input type="checkbox"/>
Pay reference for credit balance fees:	<input type="text" value="Unrefunded"/>
Pay reference for fees owed:	<input type="text" value="Amnesty"/>
Pay Date:*	<input type="text" value="8/10/2020"/>
Fee Types to process:	
General Fees:	<input checked="" type="checkbox"/>
Course Fees:	<input checked="" type="checkbox"/>
Misc Fees:	<input checked="" type="checkbox"/>
Program Fees:	<input checked="" type="checkbox"/>
Membership Fees:	<input checked="" type="checkbox"/>

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

This processes the bulk assignment of fees.

Before Assigning Fees:

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



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



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

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

NOTE: The Fee Date on the Assignments tab defaults to today’s date. Make sure the date coincides with a date within the school year you are working with.

Student Fee Assignment

Create and update student fee assignments in bulk

Students Assignments Options Confirmation Results

Select Students By: Search Criteria Ad-Hoc Membership

Grade Level

KG - KG	
01 - 01	
02 - 02	
03 - 03	
04 - 04	

Homeroom

AB1 - BOLICK (Full Year Term)	
AC2 - CLINE (Full Year Term)	
AT3 - TROYER (Full Year Term)	
CB5 - BAIRD (Full Year Term)	
GHK - HUGHES (Full Year Term)	

Student Status

A - ACTIVE RES	
E - eLearning	
I - INACTIVE	
J - JVS RES	
N - NON-RES	

Gender


F	
M	

Cancel Next >

Student Fee Assignment

Create and update student fee assignments in bulk

Students Assignments Options Confirmation Results

Fee Date:* 8/10/2020 

Fee Types to Assign:

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

Existing Fee Assignments:

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

Cancel < Back Next >

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

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

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

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

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

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

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



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

Student Fee Assignment

Create and update student fee assignments in bulk

Students Assignments **Options** Confirmation Results

Miscellaneous Fee:* SS - Shop Supplies v

Miscellaneous Fee Amount:* 30.00

Cancel < Back Next >

Student Fee Assignment

Create and update student fee assignments in bulk

Students Assignments Options **Confirmation** Results

Fee Date: 8/10/2020

Included General Fees: Not Selected

Included Course Fees: Not Selected

Included Miscellaneous Fees: 1

Included Program Fees: Not Selected

Included Membership Fees: Not Selected

Students to be Processed: 268

Existing Fee Assignments: 0

Existing Fee Handling: Skip fee assignment if assignment already exists

Cancel < Back Finish

Student Fee Assignment

Create and update student fee assignments in bulk

Students Assignments Options Confirmation **Results**

The following assignments could not be made

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

The following fee assignments were made

Student	Grade	Status	Fee Type	Fee Code	Fee Amount	Details
	04	A			\$30.00	New student fee created
	KG	A			\$30.00	New student fee created
	05	A			\$30.00	New student fee created



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

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

1st Tab Students

- Select all grade levels
- Select “A” and “N” status
- Select no other filters (in most cases)

2nd Tab Assignments

- Fee Date = today’s date
- Fee Types to assign = all fee types your school uses
- Existing Fee Assignments = select “Skip fee assignment if assignment already exists”

3rd Tab Options

- Complete the options based on the assignment type chosen.

4th Tab Confirmation

- Verify your selections (choose the Back button if necessary)
- Click Finish to assign the fees

5th Tab Results

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



Special Notes regarding the Bulk Assignment of Fees:

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

Task #11: Students Needing Adjustment

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

Students Needing Adjustment			
From this screen, you can view students' overpaid fees.			
Total Fees: \$356.00			
Student ▲	Grade	Homeroom	Fees Flagged
	11	1-128	\$25.00
	11	1-128	\$4.00
	10	2-164	\$4.00

Task #12: Student Open Fees

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

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

I want to... ▾

Total Fees Assessed	\$118.49
D - Drop	\$4.00
P - Payment	\$97.25
W - Waiver	\$5.99
Overall Balance	\$11.25

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
2019	11	General Fee	11	Aug 10, 2019			GENERAL	\$3.75	\$0.00	\$3.75	ASHS
2019	11	Course Fee	861-1	Aug 10, 2019	A CAPELLA CHOIR		A CAPELLA CHOIR	\$7.50	\$0.00	\$7.50	ASHS
2017	09	Course Fee	242-1	Jan 16, 2018	PHYSICAL SCIENCE II		PHYSICAL SCIENCE II	\$4.00	\$0.00	\$4.00	ASHS
2017	09	Course Fee	242-1	Sep 12, 2017	PHYSICAL SCIENCE II		PHYSICAL SCIENCE II	\$4.00	\$8.00	(\$4.00)	ASHS
Total								\$19.25	\$8.00	\$11.25	

Task #13: Add Fees

Add fees to a selected student.

Add a Student Fee

Select the fee type and fee to add.

Fee Type: * General Fee ▾

Fee: * 14 - LOCK ▾

Fee Amount: * 4.75

Fee Date: * 08/05/2020

Save
Cancel



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

Task #14: Apply Payment

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

Apply a Student Payment

Enter the total payment amount and apply the payment to fees

Total Payment Amount: * Press GO to allocate payment

Payment Type:

Payment Date:

Reference Description:

Fee Type	Fee Code	Date	Course	Section	Description	Amount	
Course Fee	242~1	Jan 16, 2018	PHYSICAL SCIENCE II		PHYSICAL SCIENCE II	\$4.00	<input type="text" value="4.00"/>
General Fee	11	Aug 10, 2019			GENERAL	\$3.75	<input type="text" value="3.75"/>
Course Fee	861~1	Aug 10, 2019	A CAPELLA CHOIR		A CAPELLA CHOIR	\$7.50	<input type="text" value="7.50"/>

Payment Amount Remaining:

Show Receipt

Task #15: Partial Payment

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

Apply a Student Payment

Enter the total payment amount and apply the payment to fees

Total Payment Amount: * Press GO to allocate payment

Payment Type:

Payment Date:

Reference Description:

Fee Type	Fee Code	Date	Course	Section	Description	Amount	
Course Fee	242~1	Jan 16, 2018	PHYSICAL SCIENCE II		PHYSICAL SCIENCE II	\$4.00	<input style="width: 50px;" type="text" value="4.00"/>
General Fee	11	Aug 10, 2019			GENERAL	\$3.75	<input style="width: 50px;" type="text" value="0.00"/>
Course Fee	861~1	Aug 10, 2019	A CAPELLA CHOIR		A CAPELLA CHOIR	\$7.50	<input style="width: 50px;" type="text" value="0.00"/>

Payment Amount Remaining:

Show Receipt

Task #16: Apply Overpayment

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

Apply a Student Payment

Enter the total payment amount and apply the payment to fees

Total Payment Amount: * Press GO to allocate payment

Payment Type:

Payment Date:

Reference Description:

Fee Type	Fee Code	Date	Course	Section	Description	Amount	
Course Fee	242~1	Jan 16, 2018	PHYSICAL SCIENCE II		PHYSICAL SCIENCE II	\$4.00	<input type="text" value="4.00"/>
General Fee	11	Aug 10, 2019			GENERAL	\$3.75	<input type="text" value="3.75"/>
Course Fee	861~1	Aug 10, 2019	A CAPELLA CHOIR		A CAPELLA CHOIR	\$7.50	<input type="text" value="12.25"/>

Payment Amount Remaining:

Show Receipt

Task #17: Issue Refund

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

Issue a Student Refund

Enter the total refund amount and apply the refund to fees

Total Refund Amount: * 8.75

Refund Date: 8/10/2020

Reference Description:

Fee Type	Fee Code	Date	Course	Section	Description	Amount	
Course Fee	861~1	Aug 10, 2019	A CAPELLA CHOIR		A CAPELLA CHOIR	(\$4.75)	4.75
Course Fee	242~1	Sep 12, 2017	PHYSICAL SCIENCE II		PHYSICAL SCIENCE II	(\$4.00)	4.00

Refund Amount Remaining: 0.00

Standard Refund Payment Unrefunded Payment

Show Receipt

Task #18: Transfer Payment

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



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

Transfer a Student Payment

Enter the total transfer amount and apply the refunds and payments

Total Transfer Amount: * 25.00

Transfer Date: 8/10/2020

Reference Description:

Fees with Credit Balances:

Fee Type	Fee Code	Date	Course	Section	Description	Amount	
Course Fee	839~1	Aug 31, 2018	SCULPTURE		SCULPTURE	(\$25.00)	25.00

Refund Amount Remaining: 0.00

Outstanding Fees:

Fee Type	Fee Code	Date	Course	Section	Description	Amount	
Misc	CITRUS	Aug 10, 2020			AG ED CITRUS SALES	\$40.00	25.00

Payment Amount Remaining: 0.00

Task #19: Apply Waiver

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

Apply a Student Waiver

Enter the total Waiver amount and apply the Waiver to fees

Total Waiver Amount: *

Waiver Date:

Reference Description:

Fee Type	Fee Code	Date	Course	Section	Description	Amount	
General Fee	2020	Jul 25, 2018			Junior Class Dues	\$15.00	<input type="text" value="15.00"/>
Course Fee	LAB	Aug 08, 2018	Anatomy & Physiology		Anatomy & Physiology	\$15.00	<input type="text" value="0.00"/>
Course Fee	LAB	Aug 08, 2018	Chemistry		Chemistry	\$15.00	<input type="text" value="0.00"/>

Waiver Amount Remaining:

Task #20: Issue a Miscellaneous Credit

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

Issue a Misc Credit

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

Total Misc Credit Amount: *

Credit Date:

Reference Description:

Fee Type	Fee Code	Date	Course	Section	Description	Fee Amount	Total Waivers	Existing Misc Credit	Max Misc Credit	
Course Fee	ART	Aug 11, 2017	Art II		Art II	\$7.00	\$2.00	\$0.00	\$5.00	<input type="text" value="0.00"/>
General Fee	2021	Jun 16, 2017			Freshman Class Dues	\$5.00	\$0.00	\$0.00	\$5.00	<input type="text" value="0.00"/>
General Fee	2021	Jul 25, 2018			Sophomore Class Dues	\$10.00	\$0.00	\$0.00	\$10.00	<input type="text" value="0.00"/>

Credit Amount Remaining:

Show Receipt

Task #21:View Fee Details

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



Important: Once you delete a waiver, it is permanently deleted. Fee payments are not hard deleted, they are set to inactive & will be displayed below the fee assignment with date, time & user whom deleted the payment. Fee assignments are also set to inactive & can be displayed by unchecking Display Active Fees on the Student Fee Details page.

Student Fee Details

View/Delete fees and fee activity for the student

I want to... v

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

School Year Enrolled: -- All -- Fee Status: -- All -- Filter By Payment Date: Filter

Fee Options

Show Fees from Past School Years

Show Fees from Future School Years

Show Fees from All Buildings

Total Balance:	\$10.00
Total Assessed:	\$29.00
Total Waived:	\$9.00
Total Dropped:	\$0.00
Total Paid:	\$10.00

Display Active Fees:

2018

	School	Student Grade Level	Code	Grade Year	Gender	Date	Type	Status	Amount	Balance
🗑	WHHS	10	2021	10		Jul 25, 2018	General Fee	Balance Due	\$10.00	\$10.00

2017

	School	Student Grade Level	Code	Grade Year	Gender	Date	Type	Status	Amount	Balance
	WHHS	09	2021	09		Jun 16, 2017	General Fee	Paid	\$5.00	\$0.00
🗑	Aug 16, 2017	P - Payment	Cash						\$5.00	

Task #22: Perform Homeroom Fee Collection

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

Homeroom Fee Collection

Select the students making exact payments and click 'Submit'

Collection Date:

Select a homeroom for which to collect fees:

Student	Fees	Payment Reference	Paid in Full
BOYLE, BERNICE	\$0.00	No Outstanding Fees	<input type="checkbox"/>
BRADLEY, ERIN	\$42.00	<input type="text"/>	<input type="checkbox"/>
CARSON, BILLY	\$91.50	<input type="text"/>	<input type="checkbox"/>



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

Task #23: Run Fee Payments By Accounting Code Detail

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

Task #24: Run Fee Payments By Accounting Code Summary

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

Task #25: Run Students Eligible for a Refund

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

Task #26: Run Student Fees Requiring Adjustment

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

Task #27: Run Student Fee Payment (R111)

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

Report: R111							HIGH SCHOOL	
Printed Tue, Oct 03, 2017, 2:12 PM								
Date Range: 8/1/2017 - 10/3/2017							Student Fee Payment	
00020311	ARNOLD, JACQUELINE	Grade: 10	Sts: A	Gender: F	Program: 05			
Fee Type	Fee Code	Fee Description	Fee Date	Fee Amt.	Pmt. Date	Pmt. Reference	Type	Amt.
General	02	AGENDA	08/12/2016	\$ 6.00	08/15/2017		P	\$ 6.00
Course	1217B-11	PHYSICAL SCIENCE-PHYSICS	08/12/2016	\$ 8.00	08/15/2017		P	\$ 8.00
General	01	SUPPLY FEE	08/12/2016	\$ 25.00	08/15/2017		P	\$ 25.00
Course	510A-11	PERSONAL FINANCIAL MGMT	08/12/2016	\$ 15.00	08/15/2017		P	\$ 35.00
Course	1217-11	PHYSICAL SCI.	08/12/2016	\$ 8.00	08/15/2017		P	\$ 8.00
Course	910-11	ENGLISH 9	08/12/2016	\$ 11.00	08/15/2017		P	\$ 11.00
Course	1310-11	WORLD STUDIES 9	08/12/2016	\$ 14.00	08/15/2017		P	\$ 14.00
Course	200-1	ART FUNDAMENTAL	08/12/2016	\$ 25.00	08/15/2017		P	\$ 25.00
General	03	TECHNOLOGY FEE	08/12/2016	\$ 2.00	08/15/2017		P	\$ 2.00
Total Assessed:								\$114.00
Total Paid Within Date Range:								\$134.00
Outstanding Balance Within Date Range:								-\$20.00

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

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

Task #28: Run Student Fee Detail (R109)

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

Task #29: Run Student Fees Summary (R110)

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

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

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

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

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

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

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

Appendix A: How Fees are affected by student schedule changes

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

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

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

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

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