



ProgressBook StudentInformation Fees Guide



StudentInformation

ProgressBook StudentInformation Fees Guide

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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	<i>"Membership Fees"</i>	19	Added note indicating that when students are bulk assigned to a membership, the fees are not automatically added.
N/A	<i>"Student Fee Assignment"</i>	21	Updated information regarding when course fees can be bulk assigned.
17.2.2	<i>Entire Guide</i>	N/A	Updated all images and text to match style guide.
17.2.0	<i>Entire Guide</i>	N/A	Updated inactive icon.

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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

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 checkbox if the building is using fees accounting so that fees are automatically assessed as per the defined fee code tables. Deselect this checkbox to manually assign fees.

Has Fees Assigned – If you have selected the **Uses Fees** checkbox, this checkbox 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 checkbox if free/reduced waivers should apply to general fees.

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

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

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

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

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

Show Fees from All Buildings – Select this checkbox 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.

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.

[Add Schedule](#) Show Active Only

CB - Chromebook 1:1

Last Modified: 8/22/2017 1:48:00 PM By:

Start Day	End Day	Proration Ratio
1	42	100%
43	89	75%
90	130	50%
131	176	25%

EFY - Enter Full Year

Last Modified: 1/1/2018 12:47:00 PM By:

Start Day	End Day	Proration Ratio
1	42	100%
43	88	75%
89	132	25%
133	179	0%

GENFEE - General Fee

Last Modified: 8/22/2017 1:47:00 PM By:

Start Day	End Day	Proration Ratio
1	89	100%
90	176	0%

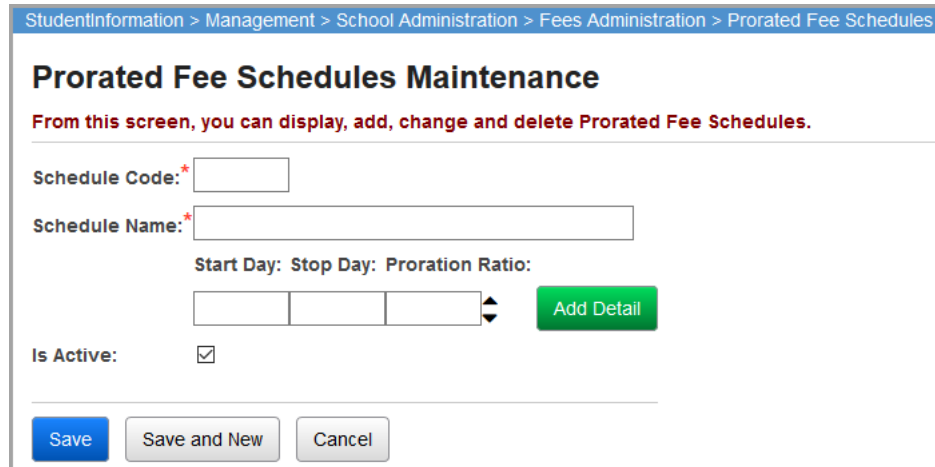
WDFY - WD Full Year

Last Modified: 1/1/2018 12:47:00 PM By:

Start Day	End Day	Proration Ratio
1	42	0%
43	88	25%
89	132	75%
133	179	100%

Show Active Only – Select this checkbox to show only active prorated fee schedules; deselect this checkbox to show both active and inactive prorated fee schedules. Inactive prorated fee schedules display in a darkened grid.

Add/Edit Prorated Fee Schedules



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 checkbox 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.

	Accounting Code	Allocation Code ▲	Active
	Summer	001-1212-0000-000000-001	●
	SINGSWIN	001-1690-9999-000000-002	●
	OBL.	001-1890-0000-000000-001	●
	LCK	009-1710-900H-000000-002	●
	615	009-1710-900H-010155-002	●

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 (**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:

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 STUFEEES Export, please note that the USAS STUFEEES 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 STUFEEES Export with the USAS STUFEEES 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 checkbox 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.

StudentInformation > Management > School Administration > Fees Administration > General Fees

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
		10	09		GENERAL	\$3.75			009-1890-900H-000000-002	
		11	10		GENERAL	\$3.75			009-1890-900H-000000-002	
		12	11		GENERAL	\$3.75			009-1890-900H-000000-002	
		13	12		GENERAL	\$3.75			009-1890-900H-000000-002	
		14	09		LOCK	\$4.75			009-1710-900H-000000-002	

Show Active Only

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

StudentInformation > Management > School Administration > Fees Administration > General Fees

General Fees Maintenance

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

Fee Code:*

Grade Year:

Gender:

Fee Description:*

Fee Amount:*

Prorated Fee Schedule: (Admission)

Prorated Fee Schedule: (Withdraw)

Accounting Code:

Active:

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 checkbox 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.

























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

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.

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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: (Admission)

Prorated Fee Schedule: (Withdraw)

Accounting Code:

Active:

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 checkbox 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.

StudentInformation > Management > School Administration > Fees Administration > Miscellaneous Fees

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
		AG ED	Ag Ed Apparel	\$1.00	200-1633-942H-000000-002	
		ART	ART TEXTBOOK	\$1.00	001-1890-0000-000000-001	
		ATHLETIC	ATHLETIC	\$1.00		
		BND	Band Obligations	\$1.00		
		BUSINESS	BUSINESS TEXTBOOK	\$1.00	001-1890-0000-000000-001	
		CD	FOREIGN LANGUAGE CD	\$1.00	001-1890-0000-000000-001	
		CD-ROM	ENGLISH CD-ROM	\$1.00	001-1890-0000-000000-001	

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**, **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

StudentInformation > Management > School Administration > Fees Administration > Miscellaneous Fees

Miscellaneous Fees Maintenance

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

Fee Code:*

Fee Description:*

Fee Amount:*

Accounting Code:

Active:

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 checkbox 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.

StudentInformation > Management > School Administration > Fees Administration > Program Fees

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
		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

StudentInformation > Management > School Administration > Fees Administration > Program Fees

Program Fees Maintenance

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

Fee Code:*

Fee Description:*

Program:*

Grade Year:

Gender:

Fee Amount:*

Prorated Fee Schedule: (Admission)

Prorated Fee Schedule: (Withdraw)

Accounting Code:

Active:

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 checkbox 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** checkboxes 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.

***Note:** If students are bulk assigned to a membership fee, the fees are not added automatically. You must run the Student Fee Assignment process to add those fees (see “Student Fee Assignment”).*

StudentInformation > Management > School Administration > Fees Administration > Membership Fees Find Students

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
	bksballb	Basketball Boys	420003 - Basketball		M	\$20.00		●
	drama	Drama Club	405003 - Drama Club/Theatians			\$15.00		●

Show Active Only

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

StudentInformation > Management > School Administration > Fees Administration > Membership Fees

Membership Fees Maintenance

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

Fee Code:*

Fee Description:*

Membership Group: -- Select a Membership Group --

Membership:* -- Select a Membership --

Grade Year:

Gender:

Fee Amount:*

Accounting Code:

Active:

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 checkbox 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

The screenshot shows the 'Student Fee Assignment' window with the following elements:

- Breadcrumb:** StudentInformation > Management > Ad-Hoc Updates > Student Fee Assignment
- Title:** Student Fee Assignment
- Subtitle:** Create and update student fee assignments in bulk
- Tabs:** Students (selected), Assignments, Options, Confirmation, Results
- Selection Method:**
 - Search Criteria
 - Ad-Hoc Membership
- Grade Level:** A list box containing '09 - 09', '10 - 10', '11 - 11', '12 - 12', and 'GR - GR'. It has a right-pointing arrow to an empty list box on the right.
- Homeroom:** A list box containing '0-106 -', '0-108 -', '0-120 -', '0-124 -', and '0-127 -'. It has a right-pointing arrow to an empty list box on the right.
- Student Status:** A list box containing 'A - ACTIVE RES', 'ACCA - ASHLAND ACADEMY', 'AE - ACTIVE ELSEWHERE', 'D - DELETED', and 'EG - EARLY GRADUATE'. It has a right-pointing arrow to an empty list box on the right.
- Gender:** A list box containing 'F' and 'M'. It has a right-pointing arrow to an empty list box on the right.
- Buttons:** 'Cancel' and 'Next >' at the bottom.

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

StudentInformation > Management > Ad-Hoc Updates > Student Fee Assignment

Student Fee Assignment

Create and update student fee assignments in bulk

Students Assignments Options Confirmation Results

Select Students By: Search Criteria Ad-Hoc Membership

Ad-Hoc Membership: *

Cancel Next >

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

StudentInformation > Management > Ad-Hoc Updates > Student Fee Assignment

Student Fee Assignment

Create and update student fee assignments in bulk

Students Assignments Options Confirmation Results

Fee Date: * 07/06/2018

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 >

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

StudentInformation > Management > Ad-Hoc Updates > Student Fee Assignment

Student Fee Assignment

Create and update student fee assignments in bulk

Students Assignments Options Confirmation Results

Course Terms

1SEM - 1st Sem Only
2SEM - 2nd Sem Only
ALYR - All Year

Programs

** - NOT APPLICABLE
01 - Multiple Disabilities (other than Deaf - Blind)
02 - Deaf-Blindness
03 - Deafness (Hearing Impairments)
04 - Visual Impairments

Memberships

15 - Extended Learning Time (Each Week)
15 - Guided Reading (Small Group Instruction)
15 - Increase Reading Time
15 - Interactive Writing
15 - Leveled Literacy Intervention

Miscellaneous Fee:*

Miscellaneous Fee Amount:*

Cancel < Back Next >

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

StudentInformation > Management > Ad-Hoc Updates > Student Fee Assignment

Student Fee Assignment

Create and update student fee assignments in bulk

Students Assignments Options Confirmation Results

Fee Date: 7/6/2018
 Included General Fees: 5
 Included Course Fees: 41
 Included Miscellaneous Fees: 28
 Included Program Fees: 0
 Included Membership Fees: 0
 Students to be Processed: 1
 Existing Fee Assignments: 8
 Existing Fee Handling: Skip fee assignment if assignment already exists

Cancel < Back Finish

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.

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.

StudentInformation > Management > Ad-Hoc Updates > Student Fee Assignment

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
Adkins, Arpad	General Fee	SF	\$45.00	The student already has this fee assigned
Aguilar, Taylen	General Fee	SF	\$45.00	The student already has this fee assigned

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.

The following fee assignments were made

Student	Grade	Status	Fee Type	Fee Code	Fee Amount	Details
Adkins, Arpad	12	A	General Fee	12	\$5.00	New student fee created
Aguilar, Taylen	12	A	General Fee	12	\$5.00	New student fee created
Alvarado, Gram	12	A	General Fee	12	\$5.00	New student fee created
Baldwin, Malcom	12	A	General Fee	12	\$5.00	New student fee created

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.

StudentInformation > SIS > Fees > Students Needing Adjustment			
Students Needing Adjustment			
From this screen, you can view students' overpaid fees.			
Total Fees: \$194.38			
Student ▲	Grade	Homerroom	Fees Flagged
Adkins, Arkpad	10		\$32.13
Aguilar, Taylen	09	0-120	\$20.00
Alvarado, Gram	11	8-126	\$1.00

Sorting – You can sort by any column (**Student**, **Grade**, **Homerroom**, **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.

Homerroom – Homerroom 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 checkbox to display all outstanding fees that need adjustment. Deselect this checkbox 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).

StudentInformation > SIS > Fees > Outstanding Fees Find Students

Outstanding Fees

From this page, you can view students' outstanding fees.

Membership Group:

Membership: Public and Private

Students Owing Fees: Minimum Amount Owed:

Course Terms:

Accounting Code:

General Fee Code:

Membership Fee Code:

Program Fee Code:

Misc Fee Code:

Course:

Course Section:

Students With Credits: Minimum Credit Amount:

Fee Options

Show Fees from Past School Years

Show Fees from Future School Years

Show Fees from All Buildings

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 checkbox to display both public and private memberships in the drop-down list. Deselect this checkbox to display only private memberships.

Students Owing Fees – Select this checkbox 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 checkbox 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 checkboxes

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

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

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

Total Fees Owed: \$843.00				
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

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.

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:

$$\text{Total Fees Assessed} - (\text{Drops} + \text{Payments} + \text{Waivers} - \text{Refunds} - \text{Misc Credit}) = \text{Overall Balance}$$

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

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

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

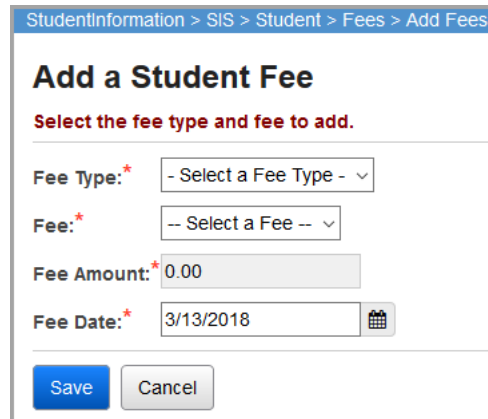
School Code – The code of the school where the fee was incurred.

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.

StudentInformation > SIS > Student > Fees > Apply Payment

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	
Misc	PP	Sep 01, 2017			Parking Pass	\$10.00	<input type="text" value="10.00"/>
Course Fee	CF	Mar 08, 2018	COMPUTER APPLICATION		Computer Fee	\$25.00	<input type="text" value="25.00"/>
General Fee	12	Mar 08, 2018			General	\$8.00	<input type="text" value="8.00"/>

Payment Amount Remaining:

Show Receipt

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.

– 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 checkbox 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. Deselect this checkbox to return to the **Student Open Fees** screen after the payment is made.

StudentInformation > SIS > Student > Fees > View Fee Details Find Students | Go To

Student Fee Details

View/Delete fees and fee activity for the student I want to... ▾

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: 3/15/2018 Filter

Fee Options

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

Total Balance:	\$8.00
Total Assessed:	\$88.00
Total Waived:	\$0.00
Total Dropped:	\$0.00
Total Paid:	\$80.00

Display Active Fees:

2017

School	Student Grade Level	Code	Grade Year	Gender	Date	Type	Status	Amount	Balance										
DOHS	12	SF			Mar 08, 2018	General Fee	Credit	\$45.00	(\$10.00)										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td>Mar 09, 2018</td> <td>P - Payment</td> <td></td> <td></td> <td>\$55.00</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>											Mar 09, 2018	P - Payment			\$55.00				
	Mar 09, 2018	P - Payment			\$55.00														

School	Student Grade Level	Code	Grade Year	Gender	Date	Type	Status	Amount	Balance
	DOHS	12	12		Mar 08, 2018	General Fee	Balance Due	\$8.00	\$8.00

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	\$15.00										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td>Mar 13, 2018</td> <td>P - Payment</td> <td></td> <td></td> <td>\$10.00</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>											Mar 13, 2018	P - Payment			\$10.00				
	Mar 13, 2018	P - Payment			\$10.00														

School	Student Grade Level	Code	Description	Additional Fee Info	Date	Type	Status	Amount	Balance										
DOHS	12	PP	Parking Pass		Sep 01, 2017	Misc	Credit	\$10.00	(\$5.00)										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td>Mar 13, 2018</td> <td>P - Payment</td> <td>Cash</td> <td></td> <td>\$15.00</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>											Mar 13, 2018	P - Payment	Cash		\$15.00				
	Mar 13, 2018	P - Payment	Cash		\$15.00														

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.

StudentInformation > SIS > Student > Fees > Issue Refund

Issue a Student Refund

Enter the total refund amount and apply the refund to fees

Total Refund Amount:*

Refund Date:

Reference Description:

Fee Type	Fee Code	Date	Course	Section	Description	Amount	
Misc	PP	Sep 01, 2017			Parking Pass	(\$5.00)	<input type="text" value="0.00"/>
General Fee	SF	Mar 08, 2018			School Fee	(\$10.00)	<input type="text" value="10.00"/>
General Fee	12	Mar 08, 2018			General	(\$2.00)	<input type="text" value="0.00"/>

Refund Amount Remaining:

Standard Refund Payment Unrefunded Payment

Show Receipt

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.

– 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.

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.

– 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.

StudentInformation > SIS > Student > Fees > Apply Waiver

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	
Misc	PP	Sep 01, 2017			Parking Pass	\$10.00	<input type="text" value="0.00"/>
Misc	BF	Sep 01, 2017			Band Fee	\$25.00	<input type="text" value="0.00"/>
General Fee	12	Mar 08, 2018			General	\$8.00	<input type="text" value="8.00"/>
Course Fee	CF	Mar 08, 2018	COMPUTER APPLICATION		Computer Fee	\$25.00	<input type="text" value="0.00"/>

Waiver Amount Remaining:

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.

– 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**.

StudentInformation > SIS > Student > Fees > Miscellaneous Credit

Find Students! Q Go To! Q

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	CF	Mar 08, 2018	COMPUTER APPLICATION		Computer Fee	\$25.00	\$0.00	\$0.00	\$25.00	<input type="text" value="0.00"/>
General Fee	SF	Mar 08, 2018			School Fee	\$45.00	\$0.00	\$0.00	\$45.00	<input type="text" value="0.00"/>
Misc	BF	Sep 01, 2017			Band Fee	\$25.00	\$0.00	\$0.00	\$25.00	<input type="text" value="0.00"/>
Misc	PP	Sep 01, 2017			Parking Pass	\$10.00	\$0.00	\$0.00	\$10.00	<input type="text" value="0.00"/>

Credit Amount Remaining:

Show Receipt

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

Student Fees

- 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**.

StudentInformation > SIS > Student > Fees > Miscellaneous Credit

Issue a Misc Credit

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

Total Misc Credit Amount: *20.00

Credit Date: 3/16/2018

Reference Description:

Fee Type	Fee Code	Date	Course	Section	Description	Fee Amount	Total Waivers	Existing Misc Credit	Max Misc Credit	
Course Fee	CF	Mar 08, 2018	COMPUTER APPLICATION		Computer Fee	\$25.00	\$0.00	\$0.00	\$25.00	<input type="text" value="20.00"/>
General Fee	SF	Mar 08, 2018			School Fee	\$45.00	\$0.00	\$0.00	\$45.00	<input type="text" value="0.00"/>
Misc	BF	Sep 01, 2017			Band Fee	\$25.00	\$0.00	\$0.00	\$25.00	<input type="text" value="0.00"/>
Misc	PP	Sep 01, 2017			Parking Pass	\$10.00	\$0.00	\$0.00	\$10.00	<input type="text" value="0.00"/>

Credit Amount Remaining:

Show Receipt

- Click **Issue Misc Credit**.

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

StudentInformation > SIS > Student > Fees > View Fee Details

Student Fee Details

View/Delete fees and fee activity for the student

I want to...

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: *3/16/2018

Fee Options

Show Fees from Past School Years

Show Fees from Future School Years

Show Fees from All Buildings

Total Balance:	\$5.00
Total Assessed:	\$113.00
Total Waived:	\$8.00
Total Dropped:	\$0.00
Total Paid:	\$100.00

Display Active Fees:

2017

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	\$5.00

<input type="button" value="Calendar"/>	Mar 16, 2018	M - Misc Credit			\$20.00
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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.

StudentInformation > SIS > Student > Fees > View Fee Details

Find Students Go To

Student Fee Details

View/Delete fees and fee activity for the student

I want to...

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: 3/15/2018

Fee Options

Show Fees from Past School Years

Show Fees from Future School Years

Show Fees from All Buildings

Total Balance:	\$8.00
Total Assessed:	\$88.00
Total Waived:	\$0.00
Total Dropped:	\$0.00
Total Paid:	\$80.00

Display Active Fees:

2017

School	Student Grade Level	Code	Grade Year	Gender	Date	Type	Status	Amount	Balance
DOHS	12	SF			Mar 08, 2018	General Fee	Credit	\$45.00	(\$10.00)
<input type="button" value="Delete"/>	Mar 09, 2018	P - Payment						\$55.00	

School	Student Grade Level	Code	Grade Year	Gender	Date	Type	Status	Amount	Balance
<input type="button" value="Delete"/>	DOHS	12	12		Mar 08, 2018	General Fee	Balance Due	\$8.00	\$8.00

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	\$15.00
<input type="button" value="Delete"/>	Mar 13, 2018	P - Payment						\$10.00	

School	Student Grade Level	Code	Description	Additional Fee Info	Date	Type	Status	Amount	Balance
DOHS	12	PP	Parking Pass		Sep 01, 2017	Misc	Credit	\$10.00	(\$5.00)
<input type="button" value="Delete"/>	Mar 13, 2018	P - Payment	Cash					\$15.00	

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 checkboxes:

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

***Note:** The **Fee Options** checkboxes control whether fees from past years, future years, and other buildings display. The default selections for the checkbox(es) are set at the school level and are applied when the screen loads. Although the initial values for the checkboxes are set on the **StudentInformation Options** screen **Fees** tab, users can select or deselect these checkboxes 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 checkbox to display only active fees. Deselect this checkbox 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	

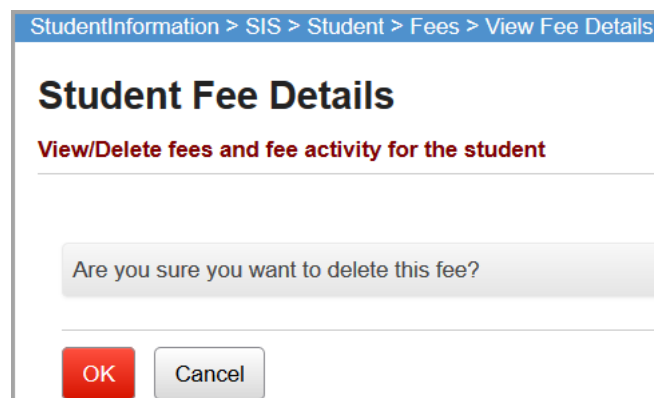
Paid General Fee with Payment Example

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 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:



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.

StudentInformation > SIS > Fees > Fee Reports > Fee Payments By Accounting Code Detail (Find Student)

Fee Payments By Accounting Code Detail

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

FROM TO

Payment Date Range: 3/16/2018 3/16/2018

Homeroom Date: * 3/16/2018

Payment Type

Amnesty
Drop
Misc Credit
Payment

Payment Method

Cash
Check
Credit
Online Payment

Accounting Code

(none) - (none)

Sorting Options

Student Name (ASC)
Student Name (DESC)
Student Number (ASC)
Student Number (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 checkboxes

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

***Note:** The **Fee Options** checkboxes control whether fees from past years, future years, and other buildings display. The default selections for the checkbox(es) are set at the school level and are applied when the screen loads. Although the initial values for the checkboxes are set on the **StudentInformation Options** screen **Fees** tab, users can select or deselect these checkboxes 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 – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

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

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Fee Reports

Report: R901		HIGH SCHOOL					
Printed Wed, May 18, 2011, 11:51 AM		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:  TO 

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:

Email Address:

Report Format:

Description:

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

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

***Note:** The **Fee Options** checkboxes control whether fees from past years, future years, and other buildings display. The default selections for the checkbox(es) are set at the school level and are applied when the screen loads. Although the initial values for the checkboxes are set on the **StudentInformation Options Fees** tab, users can select or deselect these checkboxes 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) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

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

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.


Report: R900 Printed Wed, May 18, 2011, 1:41 PM	HIGH SCHOOL																														
Fee Payments By Accounting Code Summary																															
Account: 100 - 001-1720-0000-000000-001 WKBK	Payment Date: 09-15-2010 to 10-01-2010																														
	<table border="1"> <thead> <tr> <th>Payment Date</th> <th>Payment Amount</th> </tr> </thead> <tbody> <tr><td>09-15-2010</td><td>\$ 77.50</td></tr> <tr><td>09-16-2010</td><td>\$ 62.00</td></tr> <tr><td>09-17-2010</td><td>\$ 362.00</td></tr> <tr><td>09-20-2010</td><td>\$ 2,170.00</td></tr> <tr><td>09-21-2010</td><td>\$ 2,713.25</td></tr> <tr><td>09-22-2010</td><td>\$ 966.50</td></tr> <tr><td>09-23-2010</td><td>\$ 312.00</td></tr> <tr><td>09-24-2010</td><td>\$ 1,661.25</td></tr> <tr><td>09-27-2010</td><td>\$ 1,436.00</td></tr> <tr><td>09-28-2010</td><td>\$ 3,013.75</td></tr> <tr><td>09-29-2010</td><td>\$ 679.75</td></tr> <tr><td>09-30-2010</td><td>\$ 1,159.50</td></tr> <tr><td>10-01-2010</td><td>\$ 4,416.75</td></tr> <tr><td>10-01-2010</td><td>\$ 27.00</td></tr> </tbody> </table>	Payment Date	Payment Amount	09-15-2010	\$ 77.50	09-16-2010	\$ 62.00	09-17-2010	\$ 362.00	09-20-2010	\$ 2,170.00	09-21-2010	\$ 2,713.25	09-22-2010	\$ 966.50	09-23-2010	\$ 312.00	09-24-2010	\$ 1,661.25	09-27-2010	\$ 1,436.00	09-28-2010	\$ 3,013.75	09-29-2010	\$ 679.75	09-30-2010	\$ 1,159.50	10-01-2010	\$ 4,416.75	10-01-2010	\$ 27.00
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10-01-2010	\$ 27.00																														
Total Receipts for 100 - 001-1720-0000-000000-001 WKBK: \$ 19,057.25																															

Outstanding Fee Balances by Account Code (Report Builder)

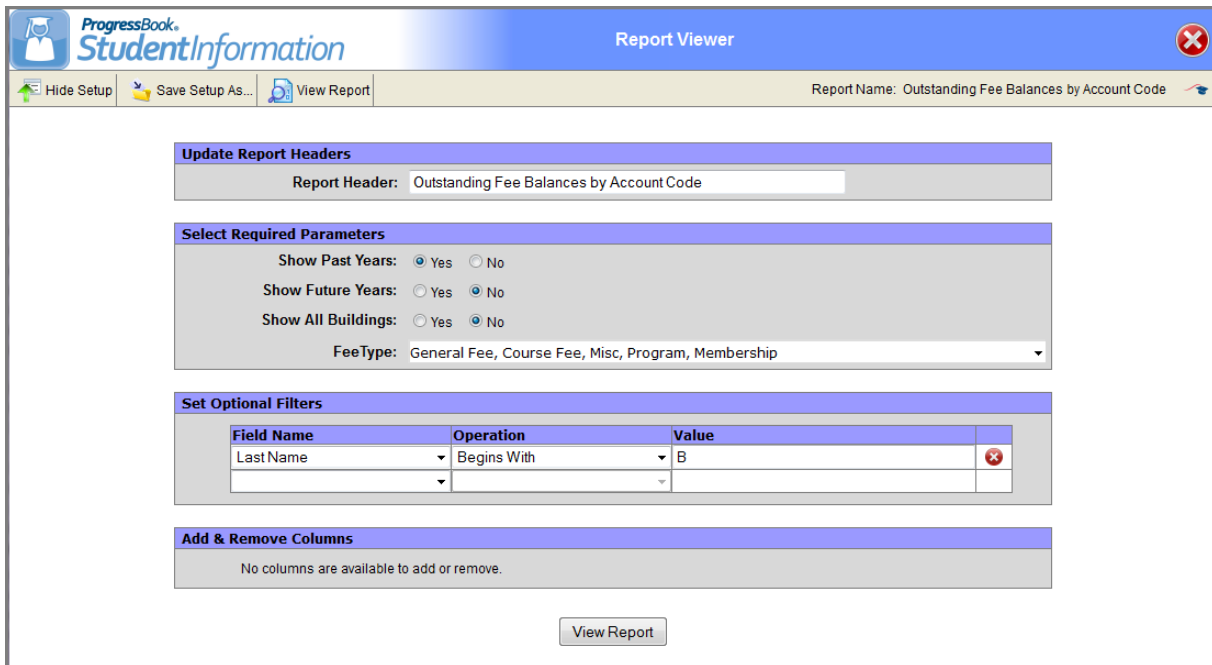
Navigation: StudentInformation > Local > Report Builder Links > Report Builder Reports

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

Home » Local » Report Builder		Advanced Search Feedback
Report Builder		
From this screen, you can manage Regular and User Reports created in ProgressBook Report Builder		
[Hide Regular Reports]		
View Report	Name	Description
	Class Master Schedule with Disabilities R407	Class Master Schedule with Disabilities (R407)
	Outstanding Fee Balances by Account Code	Provides a list of outstanding student fees and groups them by account code.
	Period G Student Core Summary Report	Provide a listing of period G Core Summary records by student for verification of core records for graduating students.
	Period K NonGraduate Core Summary Report	Providing a listing of period K Core Summary records by student for verification of core records for non-graduating students.
	Course Fee Analysis	Fee report that shows the outstanding balance, if any, of a student's course fees in each course fees were assessed.
	Discipline Action	Discipline Action report that filters on selected discipline actions and when the punishment is to be served.
	Locker Combinations	Locker report listing all lockers and the all combinations assigned to each one.
	Payments Posted by User	Fee reporting listing payments posted by username for balancing receipts.
	Student Location	Student report that shows where a student is at in the building each period of the day.
[Hide User Reports]		
View Report	Name	Description
	Class Master Schedule for Geometry	This report lists the Class Master Schedule for all geometry classes.
	My Outstanding Fee Balances by Account Code	Provides a list of outstanding student fees and groups them 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.



Update Report Headers

Report Header: Outstanding Fee Balances by Account Code

Select Required Parameters

Show Past Years: Yes No

Show Future Years: Yes No

Show All Buildings: Yes No

Fee Type: General Fee, Course Fee, Misc, Program, Membership

Set Optional Filters

Field Name	Operation	Value
Last Name	Begins With	B

Add & Remove Columns

No columns are available to add or remove.

View Report

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.

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.

Home » Local » Report Builder
Advanced Search | Feedback

Report Builder

From this screen, you can manage Regular and User Reports created in ProgressBook Report Builder

[\[Hide Regular Reports \]](#)

View Report	Name	Description
	Class Master Schedule with Disabilities R407	Class Master Schedule with Disabilities (R407)
	Outstanding Fee Balances by Account Code	Provides a list of outstanding student fees and groups them by account code.
	Period G Student Core Summary Report	Provide a listing of period G Core Summary records by student for verification of core records for graduating students.
	Period K NonGraduate Core Summary Report	Providing a listing of period K Core Summary records by student for verification of core records for non-graduating students.
	Course Fee Analysis	Fee report that shows the outstanding balance, if any, of a student's course fees in each course fees were assessed.
	Discipline Action	Discipline Action report that filters on selected discipline actions and when the punishment is to be served.
	Locker Combinations	Locker report listing all lockers and the all combinations assigned to each one.
	Payments Posted by User	Fee reporting listing payments posted by username for balancing receipts.
	Student Location	Student report that shows where a student is at in the building each period of the day.

[\[Hide User Reports \]](#)

View Report	Name	Description
	X Class Master Schedule for Geometry	This report lists the Class Master Schedule for all geometry classes.
	X My Outstanding Fee Balances by Account Code	Provides a list of outstanding student fees and groups them 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 **Course Fee Analysis** report, click . The StudentInformation **Report Viewer** screen displays.

The screenshot shows the 'Report Viewer' window for 'Course Fee Analysis'. It features a toolbar with 'Hide Setup', 'Save Setup As...', and 'View Report' buttons. The main content area is divided into four sections:

- Update Report Headers:** A text field containing 'Report Header: Course Fee Analysis'.
- Select Required Parameters:** Four radio button options:
 - Show Past Years: Yes No
 - Show Future Years: Yes No
 - Show All Buildings: Yes No
 - Expand All Details: Yes No
- Set Optional Filters:** A table with three columns: 'Field Name', 'Operation', and 'Value'. The 'Field Name' column has a dropdown arrow, and the 'Operation' column has a dropdown arrow.
- Add & Remove Columns:** A message stating 'No columns are available to add or remove.'

A 'View Report' button is located at the bottom center of the window.

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.

StudentInformation > SIS > Fees > Fee Reports > Students Eligible for a Refund

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 to the students associated with that membership group. All other criteria will be ignored.

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:

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:

Email Address:

Report Format:

Description:

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** checkbox 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 checkboxes

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

***Note:** The **Fee Options** checkboxes control whether fees from past years, future years, and other buildings display. The default selections for the checkbox(es) are set at the school level and are applied when the screen loads. Although the initial values for the checkboxes are set on the **StudentInformation Options** screen **Fees** tab, users can select or deselect these checkboxes 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 – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

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

Description – If entered, displays on the **Batch/Report Management** screen.

Fee Reports

Submit – Click to submit this report to the **Batch/Report Management** screen.

<i>Report: REFUND</i>			ASHLAND HIGH SCHOOL					
<i>Printed Fri, Dec 19, 2014, 11:56 AM</i>			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.

StudentInformation > SIS > Fees > Fee Reports > Student Fees Requiring Adjustment

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:
 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:

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:

Email Address:

Report Format:

Description:

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** checkbox 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 checkboxes

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

***Note:** The **Fee Options** checkboxes control whether fees from past years, future years, and other buildings display. The default selections for the checkbox(es) are set at the school level and are applied when the screen loads. Although the initial values for the checkboxes are set on the **StudentInformation Options** screen **Fees** tab, users can select or deselect these checkboxes 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 – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

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

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

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:
 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:

Payment Date Range

FROM TO

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)	
<input checked="" type="checkbox"/> Include students with a zero balance: <input type="checkbox"/> 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 <input type="button" value="Set As Default"/>
Email Address:	Principal1@SADoc.edu
Report Format:	Adobe PDF
Description:	
<input type="button" value="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** checkbox 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 checkboxes

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

***Note:** The **Fee Options** checkboxes control whether fees from past years, future years, and other buildings display. The default selections for the checkbox(es) are set at the school level and are applied when the screen loads. Although the initial values for the checkboxes are set on the **StudentInformation Options** screen **Fees** tab, users can select or deselect these checkboxes 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 checkbox to include students with zero fee balances; otherwise, deselect this checkbox.

Print only one student per page (optional) – Select this checkbox to include a page break after each student; otherwise, deselect this checkbox.

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) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

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

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Report: R111		XXXXXXXXX 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) Student Name (DESC) Home School (ASC) Home School (DESC) Grade (ASC) Student Name (ASC)

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:

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** checkbox 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 checkboxes

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

***Note:** The **Fee Options** checkboxes control whether fees from past years, future years, and other buildings display. The default selections for the checkbox(es) are set at the school level and are applied when the screen loads. Although the initial values for the checkboxes are set on the **StudentInformation Options** screen **Fees** tab, users can select or deselect these checkboxes 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 select 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 checkbox to show student payment information; otherwise, deselect this checkbox.

Display Students with Zero Balance (optional) – Select this checkbox to display all students in the building in the report; deselect this checkbox to exclude students that have a zero fee balance.

Display Only Students with Outstanding Fees (optional) – Select this checkbox to display only students with an outstanding fee balance; otherwise, deselect this checkbox.

Print only one student per page (optional) – Select this checkbox to include a page break after each student; otherwise, deselect this checkbox.

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) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

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

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

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.

StudentInformation > SIS > Fees > Fee Reports > Student Fees Summary (R110)

Student Fees Summary (R110)

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

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

<div style="border: 1px solid gray; padding: 2px;"> General Fee Course Fee Misc Program </div>	← → ↔	<div style="border: 1px solid gray; height: 40px;"></div>
---	----------	---

Home School

<div style="border: 1px solid gray; padding: 2px;"> 300433 - SADoc High School (Sch) </div>	← → ↔	<div style="border: 1px solid gray; height: 40px;"></div>
---	----------	---

At least 1 Checkbox must be checked

Include Students that have Outstanding Fee Balances:

Include Students that have Zero Fee Balances:

Sorting Options

<div style="border: 1px solid gray; padding: 2px;"> Grade (DESC) StudentName (DESC) Program (ASC) Program (DESC) </div>	← → ↔	<div style="border: 1px solid gray; padding: 2px;"> Grade (ASC) StudentName (ASC) </div>
--	----------	---

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** checkbox 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 checkboxes

- **Show Fees from Past School Years** – Select this checkbox to display fees from past school years.
- **Show Fees from Future School Years** – Select this checkbox to display fees from future school years.

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

***Note:** The **Fee Options** checkboxes control whether fees from past years, future years, and other buildings display. The default selections for the checkbox(es) are set at the school level and are applied when the screen loads. Although the initial values for the checkboxes are set on the **StudentInformation Options** screen **Fees** tab, users can select or deselect these checkboxes 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 checkbox to include students with outstanding fee balances; otherwise, deselect this checkbox.

Include Students that have Zero Fee Balances (optional) – Select this checkbox to include students with zero fee balances; otherwise, deselect this checkbox.

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

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

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

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Report: R110 Printed Tue, May 17, 2011, 3:46 PM										HIGH SCHOOL 2010-2011			
										Student Fee Summary Report			
Student Name	Student Number	Gender	Status	Grade	Homeroom	Pgm	Home School	Fees					
								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 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.

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

Course Term
 All Year

Administrative Homeroom
 DOHS114 - Ellis (Full Year)
 DOHS115 - Harrison (Full Year)
 DOHS116 - Gibson (Full Year)
 DOHS117 - McDonald (Full Year)

Fee Type
 General Fee
 Course Fee
 Misc
 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)
 Student Name (DESC)
 Home School (ASC)
 Home School (DESC)

Grade (ASC)
 Student Name (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

Email Address: Principal1@SADoc.edu

Report Format: Adobe PDF

Description:

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** checkbox 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 checkboxes

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

***Note:** The **Fee Options** checkboxes control whether fees from past years, future years, and other buildings display. The default selections for the checkbox(es) are set at the school level and are applied when the screen loads. Although the initial values for the checkboxes are set on the **StudentInformation Options** screen **Fees** tab, users can select or deselect these checkboxes 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 checkbox to include students with outstanding fee balances; otherwise, deselect this checkbox.

Include Students that have Negative Fee Balances (optional) – Select this checkbox to include students with negative fee balances; otherwise, deselect this checkbox.

Include Students that have Zero Fee Balances (optional) – Select this checkbox to include students with zero fee balances; otherwise, deselect this checkbox.

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, below **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 selected the **Labels** or **Both Report and Labels** radio button, select a label type from the drop-down list.

Address – Select the address to use for labels. If you select the **Use custom address text** checkbox, 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** checkbox selected are included when creating labels.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Description – If entered, displays on the **Batch/Report Management** screen.

Fee Reports

Submit – Click to submit this report to the **Batch/Report Management** screen.

Report: R108C Printed Wed, May 18, 2011, 10:37 AM		HIGH SCHOOL 2010-2011 Student Fee Invoice			
		, HALEY			
		13669 Gender: F			
		Grade: 10 Status: N			
		Homeroom: IN08			
		Received/Residence IRN:			
General Fees		Course Fees			
Fee	Fee Description	Balance	Fee	Fee Description	Balance
10	PARKING PERMIT	\$5.00	185*5	F-GENERAL	\$7.00
07	STUDENT PLANNER	\$5.50	033*2	BIOLOGY	
			033*1	WB-ACCT 1 FJ	\$27.50
			121*1	WB-ACCT 1	\$24.00
				WB-VOC WORKSHOP	\$9.50
			020*5	F-CERAMICS	\$30.00
			180*5	F-PEC SCIENCE	\$3.00
		\$10.50			\$101.00
			Total Owed:		\$ 111.50

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.

StudentInformation > SIS > Fees > Fee Reports > Student Fee Collection Summary (R108-B)

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:
 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:

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:

Email Address:

Report Format:

Description:

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** checkbox 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 checkboxes

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

***Note:** The **Fee Options** checkboxes control whether fees from past years, future years, and other buildings display. The default selections for the checkbox(es) are set at the school level and are applied when the screen loads. Although the initial values for the checkboxes are set on the **StudentInformation Options** screen **Fees** tab, users can select or deselect these checkboxes 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 – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

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

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Report: R108B Printed Tue, Jul 28, 2009, 2:00 PM										HIGH SCHOOL 2009-2010				
										Student Fee Collection List - Summary				
										Fees				
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				\$ 18.25	\$ 219.55	\$ 0.00	\$ 0.00	\$ 0.00	\$ 235.80	
Student24633, TYLER (TYLER)	00010156	M	A	12				\$ 18.25	\$ 176.25	\$ 0.00	\$ 0.00	\$ 0.00	\$ 192.50	
								\$ 96.83	\$ 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.

StudentInformation > SIS > Fees > Fee Reports > Student Fee Collection Detail (R108-A)

Student Fee Collection List Detail (R108-A)

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: 11/13/2018

Fee Options

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

Grade	
<input type="text" value="9 - 09"/> <input type="text" value="10 - 10"/> <input type="text" value="11 - 11"/> <input type="text" value="12 - 12"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Student Status	
<input type="text" value="A - ACTIVE RES"/> <input type="text" value="D - DELETED"/> <input type="text" value="I - INACTIVE"/> <input type="text" value="J - JVS RES"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Administrative Homeroom	
<input type="text" value="DOHS114 - Ellis (Full Year)"/> <input type="text" value="DOHS115 - Harrison (Full Year)"/> <input type="text" value="DOHS116 - Gibson (Full Year)"/> <input type="text" value="DOHS117 - Mcdonald (Full Year)"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Program	
<input type="text" value="** - NOT APPLICABLE"/> <input type="text" value="1 - Multiple Disabilities"/> <input type="text" value="10 - Specific Learning Disabil"/> <input type="text" value="11 - Preschool disability 0-5"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Fee Type	
<input type="text" value="General Fee"/> <input type="text" value="Course Fee"/> <input type="text" value="Misc"/> <input type="text" value="Program"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Home School	
<input type="text" value="300433 - SADoc High School (Sch)"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Student Sorting Options	
<input type="text" value="Grade (DESC)"/> <input type="text" value="Homeroom (ASC)"/> <input type="text" value="Homeroom (DESC)"/> <input type="text" value="Home School (ASC)"/>	<input type="text" value="Grade (ASC)"/> <input type="text" value="Student Name (ASC)"/>
Fee Sorting Options	
<input type="text" value="Fee Code (ASC)"/> <input type="text" value="Fee Code (DESC)"/>	<input type="text"/> <input type="text"/>
Output: <input checked="" type="radio"/> Report <input type="radio"/> Labels <input type="radio"/> Both Report and Labels	
Label Type:	<input 2="" 3-columns"="" 5="" 8"="" type="text" value="Avery Label 5160 - 1" x=""/>
Address:	<input checked="" type="radio"/> Use Student Address <input type="radio"/> Use Parent Address <input type="checkbox"/> Use custom address text <input type="text"/>
Include Copied On Correspondence: <input type="radio"/> Yes <input checked="" type="radio"/> No	
Delivery Method:	<input type="text" value="Pickup"/> <input type="button" value="Set As Default"/>
Email Address:	<input type="text" value="Principal1@SADoc.edu"/>
Report Format:	<input type="text" value="Adobe PDF"/>
Description:	<input type="text"/>
<input type="button" value="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** checkbox 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 checkboxes

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

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

Fee Reports

- 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, below **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 selected the **Labels** or **Both Report and Labels** radio button, select a label type from the drop-down list.

Address – Select the address to use for labels. If you select the **Use custom address text** checkbox, 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** checkbox selected are included when creating labels.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Report: R108A		HIGH SCHOOL																															
Printed Wed, Mar 21, 2018, 10:43 AM		2017-2018																															
Student Fee Collection List - Detail																																	
DILLON		Gender: M	Grade: 12 Sts: A Homeroom: 8-103 Received/Residence IRN: City SD																														
<table border="1"> <thead> <tr> <th colspan="3">General Fees</th> <th colspan="3">Course Fees</th> </tr> <tr> <th>Fee Code</th> <th>Fee Description</th> <th>Balance</th> <th>Fee Code</th> <th>Fee Description</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>GENERAL</td> <td>\$3.75</td> <td>72-1</td> <td>Power Reading</td> <td>\$15.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>70-1</td> <td>American Literature</td> <td>\$12.50</td> </tr> <tr> <td></td> <td></td> <td>\$3.75</td> <td></td> <td></td> <td>\$27.50</td> </tr> </tbody> </table>		General Fees			Course Fees			Fee Code	Fee Description	Balance	Fee Code	Fee Description	Balance	13	GENERAL	\$3.75	72-1	Power Reading	\$15.00				70-1	American Literature	\$12.50			\$3.75			\$27.50	Total Owed: \$ 31.25	
General Fees			Course Fees																														
Fee Code	Fee Description	Balance	Fee Code	Fee Description	Balance																												
13	GENERAL	\$3.75	72-1	Power Reading	\$15.00																												
			70-1	American Literature	\$12.50																												
		\$3.75			\$27.50																												
JOCELYN		Gender: F	Grade: 12 Sts: A Homeroom: 8-103 Received/Residence IRN: City SD																														
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General Fees			Course Fees																														
Fee Code	Fee Description	Balance	Fee Code	Fee Description	Balance																												
13	GENERAL	\$3.75	268-1	INORGANIC CHEMISTRY	\$16.00																												
			269-1	ORGANIC CHEMISTRY	\$16.00																												
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KAYLA		Gender: F	Grade: 12 Sts: A Homeroom: 8-103 Program: ** Received/Residence IRN: City SD																														
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General Fees			Course Fees																														
Fee Code	Fee Description	Balance	Fee Code	Fee Description	Balance																												
13	GENERAL	\$3.75	262-1	ENVIRONMENTAL	\$6.00																												
		\$3.75			\$6.00																												

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.

Home » Local » Report Builder Advanced Search | Feedback

Report Builder

From this screen, you can manage Regular and User Reports created in ProgressBook Report Builder

[Hide Regular Reports]

View Report	Name	Description
	Class Master Schedule with Disabilities R407	Class Master Schedule with Disabilities (R407)
	Outstanding Fee Balances by Account Code	Provides a list of outstanding student fees and groups them by account code.
	Period G Student Core Summary Report	Provide a listing of period G Core Summary records by student for verification of core records for graduating students.
	Period K NonGraduate Core Summary Report	Providing a listing of period K Core Summary records by student for verification of core records for non-graduating students.
	Course Fee Analysis	Fee report that shows the outstanding balance, if any, of a student's course fees in each course fees were assessed.
	Discipline Action	Discipline Action report that filters on selected discipline actions and when the punishment is to be served.
	Locker Combinations	Locker report listing all lockers and the all combinations assigned to each one.
	Payments Posted by User	Fee reporting listing payments posted by username for balancing receipts.
	Student Location	Student report that shows where a student is at in the building each period of the day.

[Hide User Reports]

View Report	Name	Description
	✗ Class Master Schedule for Geometry	This report lists the Class Master Schedule for all geometry classes.
	✗ My Outstanding Fee Balances by Account Code	Provides a list of outstanding student fees and groups them 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 **Payments Posted by User** report, click .

The **Report Viewer** screen displays.

ProgressBook StudentInformation Report Viewer

Hide Setup Save Setup As... View Report Report Name: Payments Posted by User Report

Update Report Headers

Report Header: Payments Posted by User

Select Required Parameters

Fee Type: General Fee, Course Fee, Misc, Program, Membership

Date: 12/07/2012

Expand All Details: Yes No

Set Optional Filters

Field Name	Operation	Value

Add & Remove Columns

No columns are available to add or remove.

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			
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.