


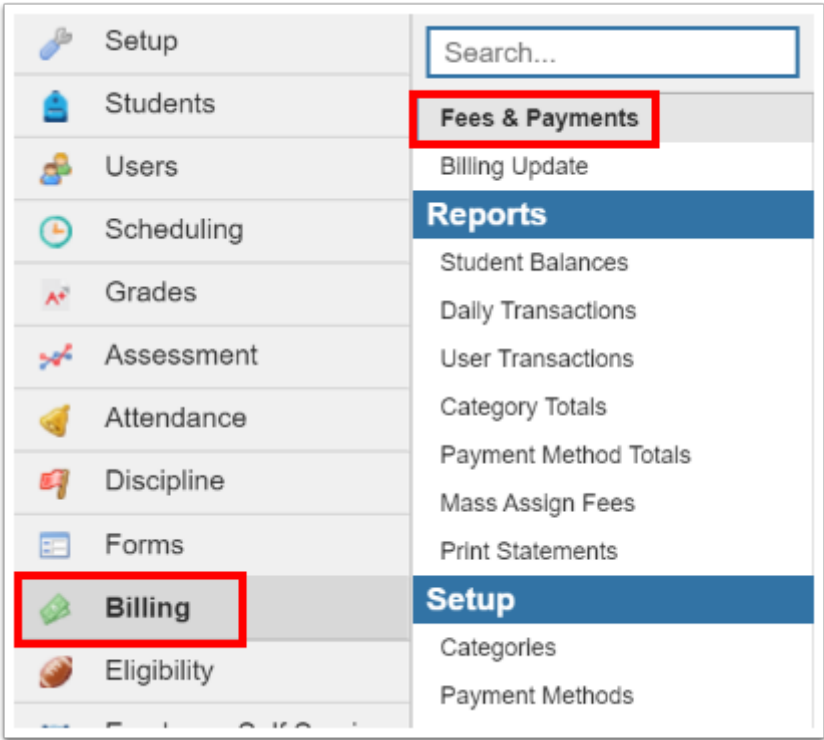
Fees & Payments

The Fees & Payments screen is used to add fees to an individual student, such as fees for sports, field trips, and overdue library books. Payments received by the school can also be documented.

 Fees can be mass assigned to a group of students using [Mass Assign Fees](#).

Adding a Fee to an Individual Student

1. In the **Billing** menu, click **Fees & Payments**.



2. On the Search Screen, enter search criteria to locate the student and click **Search**.

Search Screen Simple List Customized List

Student Search

Student

Student Group

☐ Search All Schools

☐ Include Inactive Students

[More Search Options](#)

3. In the search results, click the appropriate student.

Search Screen Simple List **Customized List** Customize Student List

Student: albury

2 Students

Photo	Student	Student ID	Grade
	Albury, <input type="text"/>	<input type="text"/>	09
	Albury, <input type="text"/>	<input type="text"/>	12

4. In the blank row next to the plus sign, select the **School Year** and **School**.

☐ Display Paid Fees - ☐ Include Voided Fees -

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Grad SSS **Fees & Payments**

No Fees were found.

	Status	ID	School Year	School	Category	Created By	Description
+			2019-2020	Owl High School - 0041	Library Fees	Weiss, <input type="text"/>	<input type="text"/>

5. Select the fee **Category**.

☐ Display Paid Fees - ☐ Include Voided Fees -

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Grad SSS **Fees & Payments**

No Fees were found.

	Status	ID	School Year	School	Category	Created By	Description
+			2019-2020	Owl High School - 0041	Library Fees	Weiss, <input type="text"/>	<input type="text"/>

The Created By field is auto-populated with your name.

6. Enter a **Description** of the fee.

☐ Display Paid Fees - ☐ Include Voided Fees -

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Grad SSS **Fees & Payments** Search...

No Fees were found. Search

	Category	Created By	Description	Publish Date	Due Date	Amount	Amount Due
	Library Fees	Weiss, [redacted]	Overdue book	Jun 9, 2020	Jun 9, 2020		N/A
						Total:	\$0.00

7. Edit the **Publish Date** as needed. This is the date the fee will be published to the Parent/Student Portal.

8. Edit the **Due Date**.

☐ Display Paid Fees - ☐ Include Voided Fees -

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Grad SSS **Fees & Payments** Search...

No Fees were found. Search

	Created By	Description	Publish Date	Due Date	Amount	Amount Due
	Weiss, [redacted]	Overdue book	June 9, 2020	June 16, 2020		N/A
						Total: \$0.00

9. Enter the **Amount** of the fee. For whole dollar amounts, such as 5 dollars, simply enter 5. The ".00" will be automatically added after clicking Save.

☐ Display Paid Fees - ☐ Include Voided Fees -

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Grad SSS **Fees & Payments** Search...

No Fees were found. Search

	Created By	Description	Publish Date	Due Date	Amount	Amount Due
	Weiss, [redacted]	Overdue book	June 9, 2020	June 16, 2020	5	N/A
						Total: \$0.00


10. Click **Save**.

☐ Display Paid Fees - ☐ Include Voided Fees -

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Grad SSS **Fees & Payments** Search...

No Fees were found. Search

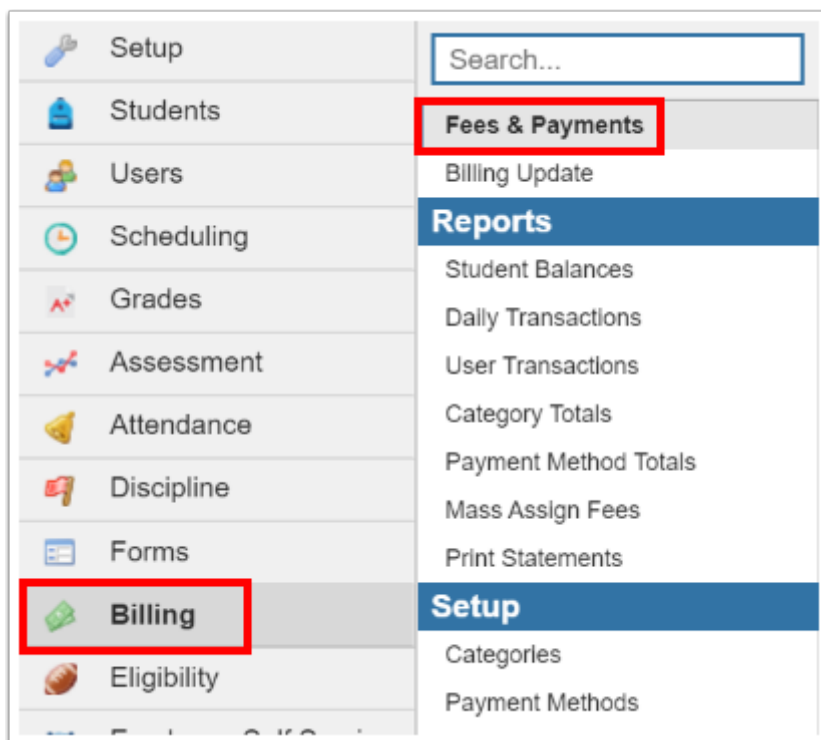
	Created By	Description	Publish Date	Due Date	Amount	Amount Due
	Weiss, [redacted]	Overdue book	June 9, 2020	June 16, 2020	5	N/A
						Total: \$0.00

 After being added, fee information cannot be edited. If there is a mistake in the fee, it must be voided. The fee will remain on the student's record as a void. See [Voiding a Fee](#) for more information.

Adding a Payment

When the school receives a non-special type payment (such as a check or cash) for a student's fee, the payment can be documented in Fees & Payments. Special type payments (PayPal.com - Credit Card, PayPal.com - Checkout, eCheck.Net, and Authorize.Net) must be completed by the parent or student in the Parent/Student Portal.

1. In the **Billing** menu, click **Fees & Payments**.



2. On the Search Screen, enter search criteria to locate the student and click **Search**.

☐ Display Paid Fees -
 ☐ Include Voiced Fees -

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Grad SSS **Fees & Payments** Search...

1 Fee

Status	ID	School Year	School	Category	Created By	Description	Publish Date	Due Date
Unpaid	14	2019-2020	Owl High School - 0041	Library Fees	Weiss, [redacted]	Overdue book	Jun 9, 2020	Jun 16, 2020

ID	Payment Entered By	Date Paid	Payment Method	Payment Info	Amount
	Weiss, [redacted]	June 9, 2020	Check		

7. Enter any **Payment Info**, such as a check number when paid by check.

☐ Display Paid Fees -
 ☐ Include Voiced Fees -

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Grad SSS **Fees & Payments** Search...

1 Fee

Status	ID	School Year	School	Category	Created By	Description	Publish Date	Due Date
Unpaid	14	2019-2020	Owl High School - 0041	Library Fees	Weiss, [redacted]	Overdue book	Jun 9, 2020	Jun 16, 2020

ID	Payment Entered By	Date Paid	Payment Method	Payment Info	Amount
	Weiss, [redacted]	June 9, 2020	Check	Check # 1234	

8. Enter the **Amount** of the payment. For whole dollar amounts, such as 5 dollars, simply enter 5. The ".00" will be automatically added after clicking Save.

☐ Display Paid Fees -
 ☐ Include Voiced Fees -

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Grad SSS **Fees & Payments** Search...

1 Fee

Category	Created By	Description	Publish Date	Due Date	Amount	Amount Due
Library Fees	Weiss, [redacted]	Overdue book	Jun 9, 2020	Jun 16, 2020	\$5.00	\$5.00

Date Paid	Payment Method	Payment Info	Amount	Running Total
June 9, 2020	Check	Check # 1234	5	N/A

9. Click **Save**.

☐ Display Paid Fees -
 ☐ Include Voiced Fees -

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Grad SSS **Fees & Payments** Search...

1 Fee

Category	Created By	Description	Publish Date	Due Date	Amount	Amount Due
Library Fees	Weiss, [redacted]	Overdue book	Jun 9, 2020	Jun 16, 2020	\$5.00	\$5.00

Date Paid	Payment Method	Payment Info	Amount	Running Total
June 9, 2020	Check	Check # 1234	5	N/A

If the fee was fully paid, the fee is removed from the screen. Paid fees can be viewed by selecting **Display Paid Fees** at the top of the screen. The **Status** displays as Paid on the fee.

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Grad SSS **Fees & Payments** Search... [➔](#)

☒ Display Paid Fees ☐ Include Voiced Fees - [Save](#)

1 Fee [+](#) Search [\[x\]](#)

Status	ID	School Year	School	Category	Created By	Description	Publish Date	Due Date
Paid	14	2019-2020	Owl High School - 0041	Library Fees	Weiss, [redacted]	Overdue book	Jun 9, 2020	Jun 16, 2020
+		2019-2020	Owl High School - 0041	Library Fees	Weiss, [redacted]		Jun 9, 2020	Jun 9, 2020

If a fee was partially paid, the **Amount Due** on the fee will be updated to display the balance that is due. The **Status** displays as Partial.

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Grad SSS **Fees & Payments** Search... [➔](#)

☐ Display Paid Fees ☐ Include Voiced Fees - [Save](#)

1 Fee [+](#) Search [\[x\]](#)

Status	ID	School Year	School	Category	Created By	Description	Publish Date	Due Date	Amount	Amount Due
Partial	15	2019-2020	Owl High School - 0041	Field Trip Fees	Weiss, Ashley	End of Year Trip	Jun 9, 2020	Jun 19, 2020	\$100.00	\$25.00

ID	Payment Entered By	Date Paid	Payment Method	Payment Info	Amount	Running Total
9	Weiss, [redacted]	Jun 9, 2020	Cash		\$50.00	\$50.00
10	Weiss, [redacted]	Jun 11, 2020	Cash		\$25.00	\$25.00
	Weiss, [redacted]	June 9, 2020	Check			N/A

10. To print a receipt for a payment, click the printer icon next to the payment. Follow your printer's prompts to print the receipt.

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Grad SSS **Fees & Payments** Search... [➔](#)

☐ Display Paid Fees ☐ Include Voiced Fees - [Save](#)

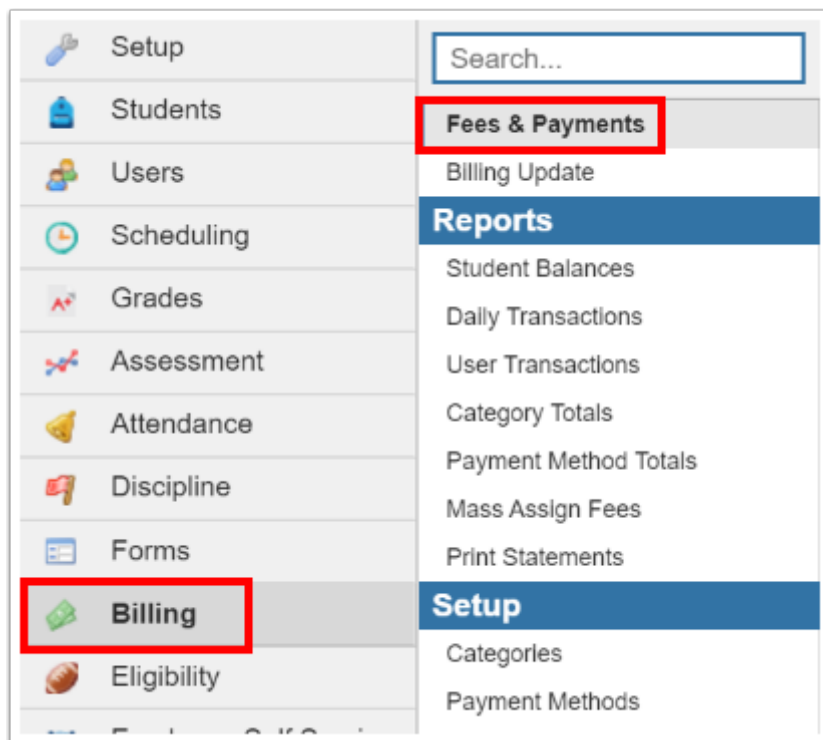
1 Fee [+](#) Search [\[x\]](#)

Status	ID	School Year	School	Category	Created By	Description	Publish Date	Due Date	Amount	Amount Due
Partial	15	2019-2020	Owl High School - 0041	Field Trip Fees	Weiss, [redacted]	End of Year Trip	Jun 9, 2020	Jun 19, 2020	\$100.00	\$25.00

ID	Payment Entered By	Date Paid	Payment Method	Payment Info	Amount	Running Total
9	Weiss, [redacted]	Jun 9, 2020	Cash		\$50.00	\$50.00
10	Weiss, [redacted]	Jun 11, 2020	Cash		\$25.00	\$25.00
	Weiss, [redacted]	June 9, 2020	Check			N/A

Refunding a Payment

1. In the **Billing** menu, click **Fees & Payments**.



2. On the Search Screen, enter search criteria to locate the student and click **Search**.

The screenshot shows the 'Search Screen' with tabs for 'Search Screen', 'Simple List', and 'Customized List'. The 'Student Search' section contains a 'Student' text input field, a 'Student Group' dropdown menu (set to 'N/A'), and two checkboxes: 'Search All Schools' and 'Include Inactive Students'. A 'More Search Options' link is also present. At the bottom right are 'Search' and 'Reset' buttons.

3. In the search results, click the appropriate student.

The screenshot shows the search results for 'Student: albury'. It displays '2 Students' and a table with the following columns: Photo, Student, Student ID, and Grade. The first row shows a student named 'Albury, [redacted]' with a grade of '09'. The second row shows a student named 'Albury, [redacted]' with a grade of '12'. The 'Student' column is highlighted with a red box.

Photo	Student	Student ID	Grade
	Albury, [redacted]	[redacted]	09
	Albury, [redacted]	[redacted]	12

4. Next to the appropriate fee, click the triangle.

☒ Display Paid Fees -
 ☐ Include Voided Fees -

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[SSS](#)
[Fees & Payments](#)

2 Fees

	Status	ID	School Year	School	Category	Created By	Description	Publish Date	Due Date
	Paid	Void	14	2019-2020	Owl High School - 0041	Library Fees	Weiss, [redacted]	Overdue book	Jun 9, 2020 Jun 16, 2020
	Partial	Void	15	2019-2020	Owl High School - 0041	Field Trip Fees	Weiss, [redacted]	End of Year Trip	Jun 9, 2020 Jun 19, 2020
			2019-2020	Owl High School - 0041	Library Fees	Weiss, [redacted]		Jun 9, 2020	Jun 9, 2020

5. Next to the payment, click **Refund**.

☒ Display Paid Fees -
 ☐ Include Voided Fees -

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2 Fees

	Status	ID	School Year	School	Category	Created By	Description	Publish Date	Due Date
	Paid	Void	14	2019-2020	Owl High School - 0041	Library Fees	Weiss, [redacted]	Overdue book	Jun 9, 2020 Jun 16, 2020

	ID	Payment Entered By	Date Paid	Payment Method	Payment Info	Amount
	8	Weiss, [redacted]	Jun 9, 2020	Check	Check # 1234	\$5.00
		Weiss, [redacted]	June 9, 2020	Check		

6. At the top of the screen, enter the **Refund Reason**.

7. For a partial refund, enter the **Refund Amount**. For a full refund, leave the Refund Amount blank.

8. Click **OK**.

Confirm Refund

Are you sure you would like to refund this payment?

Payment ID: 8
 Fee ID: 14
 Amount: \$5.00

Refund Reason:

Refund Amount(Leave Blank if Full):

The **Status** on the fee updates to Refund. The **Amount Due** is updated to reflect the balance due.

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Grad SSS **Fees & Payments** ☐ Display Paid Fees - ☐ Include Voided Fees - Save

2 Fees

Status	ID	School Year	School	Category	Created By	Description	Publish Date	Due Date	Amount	Amount Due	
Refund	Void	14	2019-2020	Owl High School - 0041	Library Fees	Weiss	Overdue book	Jun 9, 2020	Jun 16, 2020	\$5.00	\$5.00

ID	Payment Entered By	Date Paid	Payment Method	Payment Info	Amount	Running Total
8	Weiss	Jun 9, 2020	Check	Check # 1234	\$5.00	\$0.00
11	Weiss	Jun 9, 2020	Refund	Refund for Payment #8: Fee waived	-\$5.00	\$5.00
	Weiss, Ashley	June 9 2020	Check			N/A

The refund is added as a line in the payment info. The **Payment Method** displays as Refund, and the **Payment Info** includes the refund reason that was entered.

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Grad SSS **Fees & Payments** ☐ Display Paid Fees - ☐ Include Voided Fees - Save

2 Fees

Status	ID	School Year	School	Category	Created By	Description	Publish Date	Due Date	Amount	Amount Due	
Refund	Void	14	2019-2020	Owl High School - 0041	Library Fees	Weiss	Overdue book	Jun 9, 2020	Jun 16, 2020	\$5.00	\$5.00

ID	Payment Entered By	Date Paid	Payment Method	Payment Info	Amount	Running Total
8	Weiss	Jun 9, 2020	Check	Check # 1234	\$5.00	\$0.00
11	Weiss	Jun 9, 2020	Refund	Refund for Payment #8: Fee waived	-\$5.00	\$5.00
	Weiss,	June 9 2020	Check			N/A

9. To print a receipt for the refund, click the printer icon next to the refund. Follow your printer's prompts to print the receipt.

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Grad SSS **Fees & Payments** ☐ Display Paid Fees - ☐ Include Voided Fees - Save

2 Fees

Status	ID	School Year	School	Category	Created By	Description	Publish Date	Due Date	Amount	
Refund	Void	14	2019-2020	Owl High School - 0041	Library Fees	Weiss	Overdue book	Jun 9, 2020	Jun 16, 2020	\$5.00

ID	Payment Entered By	Date Paid	Payment Method	Payment Info	Amount
8	Weiss	Jun 9, 2020	Check	Check # 1234	\$5.00
11	Weiss	Jun 9, 2020	Refund	Refund for Payment #8: Fee waived	-\$5.00
	Weiss,	June 9 2020	Check		

Voiding a Fee

Fees that do not have any payments can be voided. If you attempt to void a fee that has a payment, an error message will display. You must refund any associated payments before you can void the fee.

1. In the **Billing** menu, click **Fees & Payments**.

Navigation Menu:

- Setup
- Students
- Users
- Scheduling
- Grades
- Assessment
- Attendance
- Discipline
- Forms
- Billing**
- Eligibility

Search...

Fees & Payments

- Billing Update

Reports

- Student Balances
- Daily Transactions
- User Transactions
- Category Totals
- Payment Method Totals
- Mass Assign Fees
- Print Statements

Setup

- Categories
- Payment Methods

2. On the Search Screen, enter search criteria to locate the student and click **Search**.

Search Screen Simple List Customized List

Student Search

Student

Student Group

☐ Search All Schools

☐ Include Inactive Students

[More Search Options](#)

3. In the search results, click the appropriate student.

Search Screen Simple List Customized List Customize Student List

Student: albury

2 Students

Search

Photo	Student	Student ID	Grade
	Albury, [redacted]	[redacted]	09
	Albury, [redacted]	[redacted]	12

4. Next to the appropriate fee, click **Void**.

☐ Display Paid Fees -
 ☐ Include Voided Fees -

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Grad SSS **Fees & Payments** Search...

4 Fees

	Status	ID	School Year	School	Category	Created By	Description	Publish Date	Due Date
▶	Refund	<u>Void</u>	14	2019-2020	Owl High School - 0041	Library Fees	Weiss, [img]	Overdue book	Jun 9, 2020 Jun 16, 2020
▶	Partial	<u>Void</u>	15	2019-2020	Owl High School - 0041	Field Trip Fees	Weiss, [img]	End of Year Trip	Jun 9, 2020 Jun 19, 2020
▶	Refund	<u>Void</u>	16	2019-2020	Owl High School - 0041	Lunch Fees	Weiss, [img]	Lunch balance due	Jun 9, 2020 Jun 23, 2020
▶	Unpaid	<u>Void</u>	17	2019-2020	Owl High School - 0041	Lost/Damaged School Items	Weiss, [img]	Damaged math book	Jun 9, 2020 Jun 10, 2020
+			2019-2020	Owl High School - 0041	Library Fees	Weiss, [img]		Jun 9, 2020	Jun 9, 2020

5. At the top of the screen, enter the **Void Reason**.

6. Click **OK**.

Confirm Void

Are you sure you would like to void this fee?

Void Reason:

The fee is removed from the screen. To view fees that have been voided, select **Include Voided Fees** at the top of the screen.

Voided fees have a **Status** of Void.

☐ Display Paid Fees -
 ☒ Include Voided Fees -

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Grad SSS **Fees & Payments** Search...

4 Fees

	Status	ID	School Year	School	Category	Created By	Description	Publish Date	Due Date
▶	Refund	<u>Void</u>	14	2019-2020	Owl High School - 0041	Library Fees	Weiss, [img]	Overdue book	Jun 9, 2020 Jun 16, 2020
▶	Partial	<u>Void</u>	15	2019-2020	Owl High School - 0041	Field Trip Fees	Weiss, [img]	End of Year Trip	Jun 9, 2020 Jun 19, 2020
▶	Refund	<u>Void</u>	16	2019-2020	Owl High School - 0041	Lunch Fees	Weiss, [img]	Lunch balance due	Jun 9, 2020 Jun 23, 2020
▶	<u>Void</u>	<u>Void</u>	17	2019-2020	Owl High School - 0041	Lost/Damaged School Items	Weiss, [img]	Damaged math book	Jun 9, 2020 Jun 10, 2020
+			2019-2020	Owl High School - 0041	Library Fees	Weiss, [img]		Jun 9, 2020	Jun 9, 2020