

# **Fees Management User Guide**

---

PowerSchool 7.x  
Student Information System

**Released December 2013**

Document Owner: Documentation Services

This edition applies to Release 7.10.0 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

PowerSchool is a trademark, in the U.S. and/or other countries, of Pearson Education, Inc. or its affiliate(s).

Copyright © 2013 Pearson Education, Inc. or its affiliates. All rights reserved. All trademarks are either owned or licensed by Pearson Education, Inc. or its affiliates. Other brands and names are the property of their respective owners.

# Contents

<b>Preface</b> .....	<b>4</b>
<b>Introduction</b> .....	<b>5</b>
<b>Setup</b> .....	<b>6</b>
Fee Categories.....	6
Payment Methods.....	7
Fee Types .....	8
School Enrollment Fees .....	10
Course Enrollment Fees .....	11
<b>Work With Students</b> .....	<b>14</b>
Fee Exemption Status .....	14
Fee Transactions .....	15
Fee Functions .....	23
Search for Students by Fees/Transactions .....	30
End-of-Year Process: Clear or Transfer Balances .....	33
<b>Reports</b> .....	<b>34</b>
Fees/Transactions Object Reports.....	34

## Preface

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool online help is updated as PowerSchool is updated. Not all versions of the PowerSchool online help are available in a printable guide. For the most up-to-date information, click **Help** on any page in PowerSchool.

### Referenced Sections

This guide is based on the PowerSchool online help, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

### Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

### Navigation

This guide uses the > symbol to move down a menu path. If instructed to “Click **File** > **New** > **Window**,” begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

### Notes

It is easy to identify notes because they are prefaced by the text “**Note:**.”

# Introduction

Fees Management spans PowerSchool, PowerSchool Parent Portal, and PowerTeacher. To get started immediately, set up fees. Once you have completed setting up fees, you can begin performing a variety of fee functions for individual students using Fee Transactions or for a group of students using Fee Functions.

**Note:** Fee Transactions does not apply to lunch account balances. For information about lunch transactions, see *Lunch Transactions*.

# Setup

## Fee Categories

Fee categories are used as an organizational tool to group fee types. The fee category indicates the manner in which fee types are assessed. PowerSchool includes two default fee categories, School and Course. Using the School fee category, you can create school enrollment fees that are automatically assessed at the school level when a student enrolls in school. Using the Course fee category, you can create course enrollment fees that are automatically assessed at the course level when a student enrolls in a course. In addition, you can create as many other fee categories as your district needs. These other fee categories are called Student fees and are assessed manually for an individual student or for a group of students. Once you have finished creating the fee categories you will need, you can then create fee types using those fee categories.

**Note:** A third non-editable fee category called Start of Year Balance, or SOY Balance, may appear if balances have been transferred using the End-of-Year process or if you have performed the Fee Conversion. You cannot associate fee types to this category, nor can you create fees using it. This information acts “behind the scenes” and appears on the student Fee Transactions page. For more information, see *End-of-Year Process*.

### Example

Fee Category	Assessed
School	Automatically when students enroll in school.
Course	Automatically when students enroll in a course.
[Student]	Manually by district or school administrator.

## How to Add a Fee Category

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Fee Categories**. The Fee Categories page appears.
3. Click **New**. The New Fee Category page appears.
4. Enter the name of the fee category in the **Fee Category** field, such as **Field Trip**.
5. Click **Submit**. The Fee Categories page displays the new fee category.

## How to Edit a Fee Category

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Fee Categories**. The Fee Categories page appears.
3. Click the fee category you want to edit. The Edit Fee Category page appears.

4. Edit the name of the fee category in the **Fee Category** field.
5. Click **Submit**. The Fee Categories page displays the edited fee category.

## How to Delete a Fee Category

Once you have created a fee category, later you may find it necessary to delete it. If so, you can delete it. Note, however, it is recommended that you do not delete or modify the default fee categories. If you delete a fee category, you must then update any fee record containing that category and select a new category. Transaction records already created are not affected.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Fee Categories**. The Fee Categories page appears.
3. Click the fee category you want to delete. The Edit Fee Category page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

## Payment Methods

When setting up Fees Management, it is recommended that you review PowerSchool's payment methods to determine if they meet your district's needs. PowerSchool includes six default payment methods, cash, credit card, check, electronic fund transfer, money order, and other. In needed, you can create as many other payment methods as your district requires.

## How to Add a Payment Method

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Payment Methods**. The Payment Methods page appears.
3. Click New. The New Payment Methods page appears.
4. Use the following table to enter information in the fields:

Field	Description
Code	Enter the name of the method of payment, such as <b>CP</b> .
Description	Enter a description of the method of payment, such as <b>Coupon</b> .

5. Click **Submit**. The Payment Methods page displays the new payment method.

## How to Edit a Payment Method

1. On the start page, choose **District** from the main menu. The District Setup page appears.

2. Under General, click **Payment Methods**. The Payment Methods page appears.
3. Click the payment method you want to edit. The Edit Payment Method page appears.
4. Edit the information as needed. For field descriptions, see *How to Add a Payment Method*.
5. Click **Submit**. The Payment Methods page displays the edited payment method.

## How to Delete a Payment Method

Although payment methods can be deleted, it is recommended that you do not delete them to maintain uniformity across the states for state reporting purposes. If you delete a payment method, you must then update any fee record containing that payment method and select a new payment method. Transaction records already created are not affected.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Payment Methods**. The Payment Method page appears.
3. Click the payment method you want to delete. The Edit Payment Method page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

## Fee Types

Fee categories are used as an organizational tool to group fee types. The fee category indicates the manner in which fee types are assessed. Once you have finished creating the fee categories you will need, you can then create fee types using those fee categories.

### Example

Fee Category	Fee Type
School	Enrollment Uniform
Course	Textbook Materials
[Student], such as Field Trip	Instructional Recreational

## How to Add a Fee Type

Before adding fee types, fee categories must be created. For more information, see *Fee Categories*.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under General, click **Fee Types**. The Fee Types page appears.
3. Click **New**. The New Fee Type page appears.

- Use the following table to edit information in the fields:

Field	Description
Fee Type	Enter the name of the fee type, such as <b>Recreational</b> .
Fee Category	Choose the fee category you want to associate the fee type to from the pop-up menu, such as <b>Field Trip</b> .
Fee Type Description	Enter an explanation of the fee type, such as <b>Excursions for entertainment</b> .

- Click **Submit**. The Fee Types page displays the new fee type.

## How to Edit a Fee Type

- On the start page, choose **School** from the main menu. The School Setup page appears.
- Under General, click **Fee Types**. The Fee Types page appears.
- Click the fee type you want to edit. The Edit Fee Type page appears.
- Edit the information as needed. For field descriptions, see *How to Add a Fee Type*.
- Click **Submit**. The Fee Types page displays the edited fee type.

## How to Delete a Fee Type

Once you have created a fee type, later you may find it necessary to delete it. If so, you can delete it. If you delete a fee type, you must then update any fee record containing that fee type and select a new fee type. Transaction records already created are not affected.

- On the start page, choose **School** from the main menu. The School Setup page appears.
- Under General, click **Fee Types**. The Fee Types page appears.
- Click the fee type you want to delete. The Edit Fee Type page appears.
- Click **Delete**.
- Click **Confirm Delete**. The Selection Deleted page appears.

## How to Rank Fee Types

Once you have created fee types, you can rank them in order by which you want the fees to be paid. A lower value, such as **1**, indicates the fee type that will be paid before a fee type with a higher value, such as **3**. You can also assign a Priority value of **0** for one-off fees, such as a specific event.

- On the start page, choose **School** from the main menu. The School Setup page appears.
- Under General, click **Fee Types**. The Fee Types page appears.
- Note the **Priority** field for each fee type.
- Enter a numeric value for each fee type indicating the order in which payments are to be distributed.

5. Click **Submit**. The Fee Types page appears.

## School Enrollment Fees

School enrollment fees are used to automatically assess certain fees when a student enrolls in school, such as Enrollment, Uniform, etc. When creating school enrollment fees, you can indicate whether you want the fee to be prorable.

**Note:** When importing students, school enrollment fees are not automatically assessed. You must manually assess school enrollment fees using Fee Functions. For more information, see *Fee Functions*.

### How to Add a School Enrollment Fee

Before adding school enrollment fees, fee types must be created using the fee category of School. For more information, see *Fee Categories* and *Fee Types*.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Schools/School Info**. The Schools/School Info page appears.
3. Click the name of a school. The Edit School page appears.
4. In the School Enrollment Fees section, click **New**. The New School Enrollment Fee page appears.
5. Use the following table to edit information in the fields:

Field	Description
School Name	The selected school's full name appears.
Fee Type	Choose the type of fee from the pop-up menu. <b>Note:</b> Only those fee types with the fee category of School appear in the pop-up menu. For more information, see <i>Fee Types</i> .
Department	Choose the department you want to associate the fee to from the pop-up menu, if any.
Amount	Enter the amount of the fee to be assessed.
Date	Enter the date the fee becomes applicable. The default is set to today's date.
Prorable	Select the checkbox to indicate that the fee is to be assessed based on the number of school days in the year. If a student enrolls in school after the start date or withdraws from school before the end date, the student will only be charged for that portion of the school year.

6. Click **Submit**. The Fee Types page displays the new fee type.

## How to Edit a School Enrollment Fee

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Schools/School Info**. The Schools/School Info page appears.
3. Click the name of a school. The Edit School page appears.
4. In the School Enrollment Fees section, click the fee type you want to edit. The Edit School Enrollment Fee page appears.
5. Edit the information as needed. For field descriptions, see *How to Add a School Enrollment Fee*.
6. Click **Submit**. The Fee Types page displays the updated fee type.

## How to Delete a School Enrollment Fee

Once you have created a school enrollment fee, later you may find it necessary to delete it. If so, you can delete it.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Schools/School Info**. The Schools/School Info page appears.
3. Click the name of a school. The Edit School page appears.
4. In the School Enrollment Fees section, click the fee type you want to delete. The Edit School Enrollment Fee page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

## Course Enrollment Fees

Course enrollment fees are used to automatically assess certain fees when a student enrolls in a course, such as Textbook, Materials, etc. When creating course enrollment fees, you can indicate whether you want the fee to be proratable.

**Note:** When importing students, course enrollment fees are not automatically assessed. You must manually assess course enrollment fees using Fee Functions. For more information, see *Fee Functions*.

## How to Add a Course Enrollment Fee

Before adding course enrollment fees, fee types must be created using the fee category of Course. For more information, see *Fee Categories* and *Fee Types*.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under General, click **Courses**. The Courses page appears.
3. To narrow the list of courses, see Step 3 of *How to View the Course List*.
4. Click the Number, Name, or Department of a course. The Edit Course District Information page appears.
5. Click the **Fees** tab. The Edit Course Enrollment Fees page appears.
6. Click **New**. The New Course Fee page appears.
7. Use the following table to enter information in the fields:

Field	Description
Course Name	The name of the course appears.
Course Number	The number used to identify the course appears.
Fee Type	Choose the type of fee from the pop-up menu. <b>Note:</b> Only those fee types with the fee category of Course appear in the pop-up menu. For more information, see <i>Fee Types</i> .
Department	Choose the name of the department you want to associate the fee to from the pop-up menu.
Amount	Enter the amount of the fee to be assessed.
Date	Enter the date the fee becomes applicable. The default is set to today's date.
Description	Enter an descriptive explanation of the fee.
Proratable	Select the checkbox to indicate that the fee is to be assessed based on the number of days within the term for the course section. If a student enrolls in the course after the start date or drops the course before the end date, the student will only be charged for that portion of the course.

8. Click **Submit**. The Courses page appears.

## How to Edit a Course Enrollment Fee

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under General, click **Courses**. The Courses page appears.
3. To narrow the list of courses, see Step 3 of *How to View the Course List*.
4. Click **Yes** in the Fee column of the course you want to edit. The Edit Course Enrollment Fees page appears.
5. Click the course enrollment fee in the Fee Type column that you want to edit. The Edit Course Fee page appears.
6. Edit the information as needed. For field descriptions, see *How to Add a Course Enrollment Fee*.
7. Click **Submit**. The Courses page appears.

## How to Delete a Course Enrollment Fee

Once you have created a course enrollment fee, later you may find it necessary to delete it. If so, you can delete it.

1. On the start page, choose **School** from the main menu. The School Setup page appears.

2. Under General, click **Courses**. The Courses page appears.
3. To narrow the list of courses, see Step 3 of *How to View the Course List*.
4. Click **Yes** in the Fee column of the course you want to delete. The Edit Course Enrollment Fees page appears.
5. Click the course enrollment fee in the Fee Type column that you want to delete. The Edit Course Fee page appears.
6. Click **Delete**. The Courses page appears.

# Work With Students

## Fee Exemption Status

Using the **Fee Exemption Status** pop-up menu, you can indicate whether or not a student is subject to school or course enrollment fees. While you can indicate that school or course fees not be automatically assessed, this does not prohibit fees from being manually assessed.

### How to Assign Fee Exemption Status to an Individual Student

Use this procedure to exempt an individual student from course enrollment fees, school enrollment fees, or all fees. For more information, see *Other Information*.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Other Information** from the student pages menu. The Other Information page appears.
3. Choose the student's exemption status from the **Fee Exemption Status** pop-up menu:
  - **Student not Exempted**
  - **Student Exempted from Course Fees**
  - **Student Exempted from School Fees**
  - **Student Exempted from All Fees**
4. Click **Submit**. The Other Information page displays the changes.

### How to Assign Fee Exemption Status to a Group of Students

Use this procedure to exempt all students within a given school from course enrollment fees, school enrollment fees, or all fees. For more information, see *School Information*.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Schools/School Info**. The Schools/School Info page appears.
3. Click the name of the school in the Schools column that you want to exempt from fees. The Edit School page appears.
4. Choose the fee exemption status you want to assign to the school from the **Fee Exemption Status** pop-up menu:
  - **Student not Exempted**
  - **Student Exempted from Course Fees**
  - **Student Exempted from School Fees**
  - **Student Exempted from All Fees**
5. Click **Submit**. The Schools/School Info page displays the new school.

## Fee Transactions

Fee Transactions represent the exchanges of funds for a student within the PowerSchool system. You can use the Fee Transactions page to view a wide variety of transaction information, including fee record information, transactions associated with a fee, all transactions associated with a student for the current school and year, and global balances associated to a student for each school and year combination. Additionally, you can create transactions, distribute payments, and issue refunds for individual students. For information about fee functions for a group of students, see *Fee Functions*.

**Note:** Fee Transactions do not apply to lunch account balances. For information about lunch transactions, see *Lunch Transactions*.

### How to View Fee Transaction Summary

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Administration, choose **Fee Transactions** from the student pages menu. The Fee Transactions page displays the following information:

Field	Description
Balance	The student's total debits and credits for the current year and school.  <b>Note:</b> The Balance and the Totals may not be the same in cases where the student has a negative balance.
Date	The date the fee transaction occurred. Click to access the Transactions page, which displays information about the fee record. For more information, see <i>How to View Fee Record Information</i> .
Course	The number of the associated course.
Fee Type	The fee type from which the fee transaction was created. For more information, see <i>Fee Types</i> .
Priority	The priority in which this fee is to be paid in respect to the other fee types. For more information, see <i>How to Rank Fee Types</i> .
Description	An explanation of the fee.
Charged	The total amount charged to the student, considering any adjustments.
Adjust	If a prorated course fee, this is the amount of the fee adjusted for the number of days the student is enrolled within the term for the course section. If a student enrolls in the course after the start date or drops the course before the end date, the student will only be charged an adjusted, prorated fee for that portion of the course.

Field	Description
	For more information, see <i>School Enrollment Fees</i> or <i>Course Enrollment Fees</i> .
Fee	The total amount of the fee.
Paid	The amount of the fee that the student has paid. Click to access the Transactions page, which displays the transactions associated with the fee. For more information, see <i>How to View Transactions Associated with a Fee</i> .
Balance	The amount of the fee that the student owes.

## How to Add Student Fees for an Individual Student

Using the Fee Transactions page, you can manually assess an individual student with student fees, such as Recreational Field Trip. Be sure the information you enter is accurate, as there is no edit or delete function for student fees (to preserve the history of the transaction). If you inadvertently make a mistake, you will have to create a transaction using payment, credit, or void to reverse the effect.

**Note:** To manually assess a group of students with student fees, see *Fee Functions*.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Administration, choose **Fee Transactions** from the student pages menu. The Fee Transactions page appears.
3. Choose a fee type from **Create New Fee** pop-up menu. The New Fee Transaction page appears.
4. Use the following table to enter information in the fields:

Field	Description
New Fee	The selected fee type appears, such as <b>Recreational</b> . <b>Note:</b> For more information, see <i>Fee Types</i> .
Category	The category associated to the fee type appears, such as <b>Field Trip</b> . <b>Note:</b> For more information, see <i>Fee Categories</i> .
Department	Choose the appropriate department from the pop-up menu.
Transaction Date	Enter the date the student fee is to be assessed. The default is set to today's date. <b>Note:</b> If you enter a different date, be sure to use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

Field	Description
Description	Enter an explanation of the student fee being created, such as <b>Excursion to water park</b> .
Amount of Fee	The dollar amount to be assessed to the student's account balance, such as <b>75.00</b> .
Amount of Credit	If the student is providing full or partial payment at the time this fee is being created, enter the payment amount in this field, such as <b>25.00</b> .  <b>Note:</b> If the student's payment is greater than the fee, the extra money will be applied as payment to other unpaid fees based on fee type priority.
Payment Method	If the student is providing full or partial payment at the time this fee is being created, choose the method of payment from the pop-up menu, such as <b>Check/Draft (Check)</b> .
Payment Reference Number	If the student is providing full or partial payment at the time this fee is being created, enter the payment reference number in this field, such as <b>Check Number 4076</b> .
Course Number	If this fee is related to a course, enter the number used to identify the course in this field, such as <b>1511 (Biology)</b> .

5. Click **Submit**. The Changes Recorded page appears.

## How to View Fee Record Information

Use this procedure to view fee record information for a line.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Administration, choose **Fee Transactions** from the student pages menu. The Fee Transactions page appears.
3. Click the date in the Date column of the transaction line item you want to view. The View Fee Transaction page displays the following information:

Field	Description
New Fee	The selected fee type. For more information, see <i>Fee Types</i> .
Category	The category associated to the fee type. For more information, see <i>Fee Categories</i> .
Transaction Date	The date the student fee was created.
Description	The explanation of the fee.

Field	Description
Amount of Fee	The total amount of the fee.
Amount Paid	The amount of the fee that the student has paid.
Balance	The amount of the fee that the student owes.
Department Name	The name of the department associated to this fee, if any.
Course Number	The number of the course associated to this fee, if any.
Course Name	The name of the course associated to this fee, if any.
Payment Method	The method by which the student has paid for the fee. For more information, see <i>Payment Methods</i> .
Priority	The priority in which this fee is to be paid in respect to the other fee types. For more information, see <i>How to Rank Fee Types</i> .
Pro Rated	Indicates whether or not the fee is prorated. For more information, see <i>School Enrollment Fees</i> or <i>Course Enrollment Fees</i> .
Original Fee	The amount of the original fee.
YearID	The year in which the fee was created.
Group Transaction ID	If the fee was created using Fee Functions, a system-generated group transaction identification number appears. For more information, see <i>Fee Functions</i> .

## How to View Transactions Associated with a Fee

Use this procedure to view transactions associated with a fee for a line item.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Administration, choose **Fee Transactions** from the student pages menu. The Fee Transactions page appears.
3. Click the amount in the Paid column of the transaction line item you want to view. The Transactions page displays the following information:

Field	Description
Date	The date the transaction occurred. Click to view detailed information about the transaction record.
Time	The time the transaction occurred.
Type	The type of fee associated to the transaction.

Field	Description
Debit	The amount paid.
Credit	The amount overpaid.
Balance	The amount of the fee that the student owes.
Payment Method	The method by which the fee was paid.
Description	An explanation for creating the transaction.

## How to View All Transactions

Use this procedure to view all transactions associated with a student for the current school and year.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Administration, choose **Fee Transactions** from the student pages menu. The Fee Transactions page appears.
3. Click **All Transactions**. The All Transactions page displays the following information:

Field	Description
Date	The date the transaction occurred. Click to view detailed information about the transaction record.
Time	The time the transaction occurred.
Type	Type of the transaction, such as <b>Payment</b> or <b>Refund</b> .
Starting Bal.	The student's balance before the transaction.
Amount	The amount of the transaction.
Net Effect	The student's balance after the transaction.
Method	The method of payment, such as <b>cash</b> or <b>check</b> .
Reference	Payment reference information entered during the transaction, if any. For example, if the student paid by check or credit card, the check number or credit card number may appear in this column.
Description	A brief explanation of the transaction.

## How to View Fee Balances

Use this procedure to view global balances associated to a student for each school and year combination.

**Note:** Student fee balances can also be viewed in PowerTeacher as well as PowerSchool Parent if the **Do not show the lunch balance on parent/student pages** checkbox on the Miscellaneous district settings page is selected. For more information, see *Miscellaneous District Settings*.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Administration, choose **Fee Transactions** from the student pages menu. The Fee Transactions page appears.
3. Click **Fee Balances**. The Fee Balances page displays the following information:

Field	Description
School	The school identification number.
Year	The current year.
Debit	The total amount the student owes.
Credit	The total amount the student is owed.
Balance	The difference between what the student owes and what is owed to the student.

## How to Receive a Fee Payment

When a student's payment is received, use this procedure to enter the payment and have it distributed across all outstanding fees based on fee type priority, see *How to Distribute Payments*.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Administration, choose **Fee Transactions** from the student pages menu. The Fee Transactions page appears.
3. Locate the fee for which you want to enter a payment.
4. Click **Payment** in the Transaction column. The New Transaction page appears.
5. Use the following table to enter information in the fields:

Field	Description
Transaction For	The fee type from which the fee was created appears, such as <b>Enrollment</b> . For more information about fee types, see <i>Fee Types</i> .
Course	The number used to identify the course appears. The information only displays if a course was associated to the fee.
Transaction Date	Enter the date of the transaction. The default is set to today's date. <b>Note:</b> If you enter a different date, be sure to use the

Field	Description
	format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Transaction Type	Choose the type of transaction you want to create from the pop-up menu: <ul style="list-style-type: none"> <li>• <b>Payment</b></li> <li>• <b>Credit</b></li> <li>• <b>Void</b></li> </ul>
Description	Enter an explanation for creating the transaction.
Amount	Enter the amount of the payment. If the Transaction Type selected is <b>Void</b> , there is no need to enter a value in this field. The fee balance will set the amount.  <b>Note:</b> If the payment is higher than the balance, the payment will be rejected.
Payment Method	Choose the method by which the payment is being made from the pop-up menu. For more information, see <i>Payment Methods</i> .
Payment Reference Number	You can use this field to record additional payment information, such as a check number.

6. Click **Submit**. The Changes Recorded page appears.

## How to Distribute Payments

Use this procedure to enter a payment into the system and have it allocated across all outstanding fees based on fee type priority. For more information about fee type priority, see *How to Rank Fee Types*. To enter a payment for a selected fee, see *How to Receive a Payment*.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Administration, choose **Fee Transactions** from the student pages menu. The Fee Transactions page appears.
3. Click **Distribute** in the Transaction column. The Distribute Payment page appears.
4. Use the following table to enter information in the fields:

Field	Description
Transaction Date	Enter the date of the transaction. The default is set to today's date.  <b>Note:</b> If you enter a different date, be sure to use the

Field	Description
	format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Description	Enter an explanation for creating the transaction.
Amount	Enter the amount of the payment.
Payment Method	Choose the method by which the payment is being distributed from the pop-up menu. For more information, see <i>Payment Methods</i> .
Payment Reference Number	You can use this field to record additional payment information, such as a check number.

5. Click **Submit**. The Changes Recorded page appears.

## How to Issue Refunds

Use this procedure to issue a refund. Refunds can be issued when the student's global balance is negative (the school owes money to the student). Refunds cannot be issued when the student's global balance is positive (the student owes money to the school) or null (global balance of zero).

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Administration, choose **Fee Transactions** from the student pages menu. The Fee Transactions page appears.
3. Click **Refund**. The Refund page appears.
4. Use the following table to enter information in the fields:

Field	Description
Transaction Date	Enter the date of the refund. The default is set to today's date.  <b>Note:</b> If you enter a different date, be sure to use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Description	Enter an explanation for creating the refund.
Amount	Enter the amount of the credit.
Payment Method	Choose the method by which the credit is being made from the pop-up menu. For more information, see <i>Payment Methods</i> .

Field	Description
Payment Reference Number	You can use this field to record additional payment information, such as a check number.

- Click **Submit**. The Changes Recorded page appears.

## Fee Functions

Fee Functions offers similar functionality as Fee Transactions, but these functions are used for a selected group of students. You can access Fee Functions one of two ways: click **Special Functions** on the start page or search for and select a group of students and then choose **Fee Functions** from the pop-up menu on the Student Selection page. From the Fee Functions page, you can create transactions, assess school enrollment and course enrollment fees, and clear current balances. Each time you perform a group fee function, the system generates a group ID. The group ID can then be used to perform additional actions, such as reversing fee assessments or transactions and for generating reports.

### Group Transaction IDs Warning

Each time such a group transaction is performed, a new Group Transaction ID is generated and assigned to each record created by the transaction. When running any of the group functions that require entering a Group Transaction ID, be sure to enter the correct Group Transaction ID. If you inadvertently enter the wrong Group Transaction ID, you may be affecting a large amount of data and reversing the error may take considerable time. To find the group transaction ID, check at least one fee or transaction record that has been created by the group fee functions.

## How to Add Student Fees for Group of Students

Using the Fee Functions page, you can manually assess a group of students with student fees, such as Recreational Field Trip. Be sure the information you enter is accurate, as there is no edit or delete function for student fees (to preserve the history of the transaction). If you inadvertently make a mistake, you will have to create a transaction using payment, credit, or void to reverse the effect.

**Note:** To manually assess an individual student with student fees, see *Fee Transactions*.

- On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
- Choose **Fee Functions** from the **Select a function for this group of students** pop-up menu. The Fee Functions page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

- Click **New Fee**. The New Fee page appears.
- Use the following table to enter information in the fields:

Field	Description
Add Fee For	The selected number of students appears.
Fee Type	Choose the fee type you want use to create the fee.
Department	Choose the department you want to associate to this fee, if any.
Transaction Date	Enter the date the student fee is to be assessed. The default is set to today's date.  <b>Note:</b> If you enter a different date, be sure to use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Description	Enter an explanation of the fee being created.
Amount of Fee	The dollar amount to be assessed to the students' account balance appears.
Amount of Credit	If the students are providing full or partial payment at the time this fee is being created, enter the payment amount in this field.  <b>Note:</b> If the students' payment is greater than the fee, the extra money will be applied as payment to other unpaid fees based on fee type priority.
Payment Method	If the students are providing full or partial payment at the time this fee is being created, choose the method of payment from the pop-up menu.
Payment Reference Number	If the students are providing full or partial payment at the time this fee is being created, enter the payment reference number in this field.
Course Number	If this fee is related to a course, enter the number used to identify the course in this field.

5. Click **Submit**. The system generates a Group Transaction ID. The Changes Recorded page appears.

## How to Add School Enrollment Fees

School enrollment fees are used to automatically assess certain fees when students enroll in school. For more information, see *School Enrollment Fees*. If school enrollment fees are created after students have enrolled in school, then the new school enrollment fees need to be manually assessed.

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
2. Choose **Fee Functions** from the **Select a function for this group of students** pop-up menu. The Fee Functions page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Click **New School Enrollment Fee**. The New School Enrollment Fee page appears.
4. Use the following table to enter information in the fields:

Field	Description
Add Selected School Enrollment Fees For	The selected number of students appears.
School Enrollment Fees For	The name of the selected students' school appears.
Description (Fee Type)	Select each school enrollment fee checkbox you want to be applied to the selected students.
Amount	The dollar amount to be assessed to the selected students' account balance appears.
Transaction Date	Enter the date the fees are to be assessed. The default is set to today's date.  <b>Note:</b> If you enter a different date, be sure to use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

5. Click **Submit**. The system generates a Group Transaction ID. The Changes Recorded page appears.

**Note:** If a fee is marked as proratable, it will be assessed on the basis of the number of school days in the year.

## How to Add Course Enrollment Fees

Course enrollment fees are used to automatically assess certain fees when students enroll in a course that has fees associated to it. For more information, see *Course Enrollment Fees*. If course enrollment fees are created after students have enrolled in a course, then the new course enrollment fees need to be manually assessed.

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
2. Choose **Fee Functions** from the **Select a function for this group of students** pop-up menu. The Fee Functions page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Click **New Course Enrollment Fee**. The New Course Enrollment Fee page appears.
4. Use the following table to enter information in the fields:

Field	Description
Add Course Enrollment Fees For	The selected number of students appears.
Course Number	Enter the course code for which you want to assess course enrollment fees.

5. Click **Submit**. The second New Course Enrollment page appears.
6. Use the following table to enter information in the fields:

Field	Description
Add Course Enrollment Fees For	The selected number of students appears.
Course Number	The course code for which you want to assess course enrollment fees appears.
Description (Fee Type)	Select each course enrollment fee checkbox you want to be applied to the selected students.
Amount	The dollar amount to be assessed to the selected students' account balance appears.
Transaction Date	Enter the date the fees are to be assessed. The default is set to today's date.  <b>Note:</b> If you enter a different date, be sure to use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

7. Click **Submit**. The system generates a Group Transaction ID. The Changes Recorded page appears.

**Note:** If a fee is marked as prorable, it will be assessed on the basis of the number of days within the term for the course section.

## How to Create a New Transaction

Use this procedure to create a new transaction for the selected group of students.

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
2. Choose **Fee Functions** from the **Select a function for this group of students** pop-up menu. The Fee Functions page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Click **New Transaction**. The New Transaction page appears.
4. Use the following table to enter information in the fields:

Field	Description
Add Transaction For	The number of selected students for which their transaction is being created.
Fee Type	The fee type from which the fee was created appears, such as Enrollment.  <b>Note:</b> For more information about fee types, see <i>Fee Types</i> .
Transaction Date	Enter the date of the transaction. The default is set to today's date.  <b>Note:</b> If you enter a different date, be sure to use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Transaction Type	Choose from the pop-up menu the type of transaction you want to create: <ul style="list-style-type: none"> <li>• <b>Payment</b></li> <li>• <b>Credit</b></li> <li>• <b>Void</b></li> </ul>
Description	Enter an explanation for creating the transaction.
Amount	Enter the amount of the payment. If the Transaction Type selected is <b>Void</b> , there is no need to enter a value in this field. The amount will be set by the fee balance.  <b>Note:</b> If you make a mass payment and the payment is higher than the balance for a specific student, that student will receive a credit.
Payment Method	Choose the method from the pop-up menu by which the payment is being made: <ul style="list-style-type: none"> <li>• <b>Cash</b></li> <li>• <b>Credit Card/Bank Card</b></li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>• <b>Check/Draft</b></li> <li>• <b>EFT (Electronic Funds Transfer)</b></li> <li>• <b>Money Order</b></li> <li>• <b>Vouchers</b></li> </ul> <p>For more information, see <i>Payment Methods</i>.</p>
Payment Reference Number	You can use this field to record additional payment information, such as a check number.

5. Click **Submit**. The system generates a Group Transaction ID. The Changes Recorded page appears.

## How to Assess School Enrollment Fees

Use this procedure to assess school enrollment for the selected group of students. Performing this procedure automatically assigns school enrollment fees to the selected group of students. Before running this function, be sure that the fees have not already been assessed to the selected students. Otherwise, the fees may be duplicated.

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
2. Choose **Fee Functions** from the **Select a function for this group of students** pop-up menu. The Fee Functions page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Click **Assess School Enrollment Fees**. The Assess School Enrollment Fees page appears.
4. Select the appropriate option to indicate which students you want to apply the school enrollment fee to:
  - **For all currently enrolled students in [name of school]**
  - **For the selected [number] students only**
  - **For [name of student] only**

5. Click **Submit**. The Changes Recorded page appears.

## How to Assess Course Enrollment Fees

Use this procedure to assess course enrollment for the selected group of students. Performing this procedure automatically assigns course enrollment fees to the selected group of students. Before using this function, be sure that the fees have not already been assigned to the selected students. Otherwise, the fees may be duplicated.

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.

2. Choose **Fee Functions** from the **Select a function for this group of students** pop-up menu. The Fee Functions page appears.
3. Click **Assess Course Enrollment Fees**. The Assess Course Enrollment Fees page appears.
4. Select the appropriate option to indicate which students you want to apply the course fee to:
  - **For all currently enrolled students in [name of school]**
  - **For the selected [number] students only**
  - **For [name of student] only:**
5. Click **Submit**. The Changes Recorded page appears.

## How to Clear Current Balance

Use this procedure to clear current balances for the selected group of students. Performing this procedure removes school or course enrollment fees that have been assigned to a selected group of students.

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
2. Choose **Fee Functions** from the **Select a function for this group of students** pop-up menu. The Fee Functions page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Click **Clear Current Balance**. The Clear Current Balance page appears.
4. Use the following table to enter information in the fields:

Field	Description
[Student Selection]	Select the appropriate option to indicate which students you want to clear current balances for: <ul style="list-style-type: none"> <li>• <b>For all currently enrolled students in [name of school]</b></li> <li>• <b>For the selected [number] students only</b></li> <li>• <b>For [name of student] only</b></li> </ul>
Transaction Date	Enter the date for which you want the clearance to occur. The default is set to today's date.  <b>Note:</b> If you enter a different date, be sure to use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Description	Enter an explanation for clearing the balance.

5. Click **Submit**. The Changes Recorded page appears.

## How to Reverse Action Using Group Transaction ID

Use this procedure to reverse unpaid fees. This is the easiest way to correct an action that you have performed on a group of students. Performing this procedure will not reverse a transaction of type Void. Transactions that have been performed outside of the group function do not have a Group Transaction ID. In those cases, you have to reverse them manually.

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
2. Choose **Fee Functions** from the **Select a function for this group of students** pop-up menu. The Fee Functions page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Click **Reverse Action Using Group Transaction ID**. The Reverse Action Using Group Transaction ID page appears.
4. Use the following table to enter information in the fields:

Field	Description
Group Transaction ID	Enter appropriate Group Transaction ID. <b>Note:</b> It is very important that you enter the correct Group Transaction ID.
Transaction Date	Enter the date for which you want the reversal to occur. The default is set to today's date. <b>Note:</b> If you enter a different date, be sure to use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Description	Enter an explanation for reversing an action.

5. Click **Submit**. The system generates a Group Transaction ID. The Changes Recorded page appears.

## Search for Students by Fees/Transactions

To search for students based on fee or transaction information use any of the following tables and fields in combination with a valid comparator, such as \* <table\_name>.<field\_name> <comparator> <value>. Search results vary depending on the expression you enter. For more information about searching, see *Search and Select*.

**Note:** Fees search codes are designed for searches only. Although they do not work in reports or exports, there is a Fees List Object that you can use to print items such as balances and transactions on an object report. For more information, see *Fees List Objects*.

Table	Fields
[146]Fee	<p>Fields within this table include:</p> <ul style="list-style-type: none"> <li>• Course_Name</li> <li>• Course_Number</li> <li>• CreationDate</li> <li>• Custom</li> <li>• Date</li> <li>• DateTime</li> <li>• Department_Name</li> <li>• Description</li> <li>• Fee_Amount</li> <li>• Fee_Balance</li> <li>• Fee_Category_Name</li> <li>• Fee_Paid</li> <li>• Fee_Type_ID</li> <li>• Fee_Type_Name</li> <li>• Group_Transaction_ID</li> <li>• ID</li> <li>• ModificationDate</li> <li>• OriginalFee</li> <li>• Priority</li> <li>• Pro_Rated</li> <li>• SchoolFee_ID</li> <li>• SchoolID</li> <li>• StudentID</li> <li>• System_User_ID</li> <li>• TeacherID</li> <li>• Time</li> <li>• YearID</li> </ul>
[147]Transaction	<p>Fields within this table include:</p> <ul style="list-style-type: none"> <li>• Amount</li> <li>• Custom</li> <li>• Date</li> <li>• DateTime</li> <li>• Description</li> <li>• FeeID</li> <li>• Group_Transaction_ID</li> <li>• ID</li> <li>• NetEffect</li> <li>• Payment_Method</li> <li>• Payment_Ref_Nbr</li> <li>• Receipt_Nbr</li> <li>• SchoolID</li> <li>• Starting_Balance</li> </ul>

Table	Fields
	<ul style="list-style-type: none"> <li>• StudentID</li> <li>• System_User_ID</li> <li>• TeacherID</li> <li>• Time</li> <li>• Transaction_Type</li> <li>• YearID</li> </ul>
[148]Fee_Balance	<p>Fields within this table include:</p> <ul style="list-style-type: none"> <li>• Balance</li> <li>• Credit</li> <li>• Debit</li> <li>• ID</li> <li>• SchoolID</li> <li>• StudentID</li> <li>• TeacherID</li> </ul>

Additionally, you can use the following expressions to solicit more complex results:

Expression	Results
*fee.id=noschool	The students who are not related to a school [Fee] record.
*fee.id=nocourse	The students who are not related to a course [Fee] record.
*fee.fee_balance=partial	The students who have at least one fee with a partial balance (partially paid).
*fee_balance.balance=partial	The students who have a partial global balance (partially paid).
*fee_balance.balance=0	<p>The students who have a global balance equal to 0.</p> <p><b>Note:</b> The [Fee_balance] record for a student is created when a transaction is created. Some students may not have a [Fee_balance] record because they never had a transaction created. This expression looks for [Fee_balance] records with a zero balance. The students who do not have a [Fee_balance] record will not appear in the results even though their balance is zero.</p>
*fee_balance.balance=null	<p>The students who have no [Fee_balance] record.</p> <p><b>Note:</b> This expression complements <b>*fee_balance.balance=0</b> by returning the students who have no [Fee_balance] record.</p>

## End-of-Year Process: Clear or Transfer Balances

The End-of-Year Process is used to close out the current school year and transfer all students to the grade level and school that each will attend during the upcoming school year. In addition to transferring students to their next school enrollment, fee balances can be cleared or transferred from one year to the next. If fee balances are transferred, a third non-editable fee category called Start of Year Balance, or SOY Balance, is created. For more information about End-of-Year Process, visit [PowerSource](#).

# Reports

## Fees/Transactions Object Reports

Use object reports containing fee and transaction information to create a variety of reports to suit your needs. For example, using the tag `^(FEE_GetStudentBalance)` provides the current balance for a selected student during the current school year. The information is formatted as a decimal (\$00.00). For more information, see *Object Reports* and *Objects on an Object Report*.