Fees Management Program for Damaged Device

NOT A BOOKKEEPING SYSTEM, YOU STILL NEED TO USE A RECEIPT BOOK
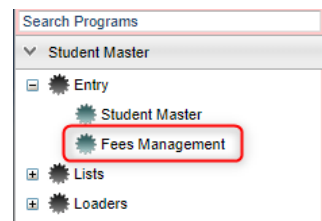**ANYTHING PRINTED FROM JCAMPUS CANNOT REPLACE AN OFFICIAL DOCUMENT USED FOR ACCOUNTING PURPOSES.**

You will need to create a Tech Ticket before entering this fee in JCampus

Fees Management

This program lets you enter/edit/delete fees on individual students and update account receivable on fees.

Note: *If a student transfers within district and they owe a fee at the previous school, the fee is transferred to the new school but is identified with the previous school number.*

On the left navigation panel, select **Student Master**, **Entry**, and **Fees Management**.

Setup Box Options:

Active Only and As of Date - Check to list only those students who are actively enrolled as of the date selected in the date field.

Clubs - Leave the field blank if all clubs are to be included. Otherwise, choose the desired club.

Program - Leave the field blank if all programs are to be included. Otherwise, choose the desired program.

Special Codes - Leave the field blank if all special codes are to be included. Otherwise, choose the desired special code.

Show Only Open Fees - Check to show fees that have balances due.

Print Closed Fees on Statement - Check to print the students marked with closed fees on the statement.
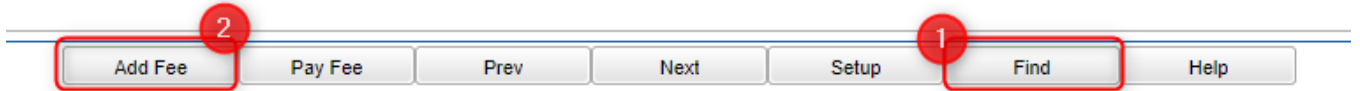
Enter Fees

Fees is where you add your fees to a student.

You can add an unlimited number of fees to a student and keep track of payment.

1. Find the student using the **Find** tab at the bottom of the screen.

   After choosing the student, you will see in the header, the student's name, ID number and grade level.

2. Click the **Add Fee** tab to display a box to enter the information about fee to be added.

3. **Fee Name**: Select the name of the Fee from the drop down list.

   -Select **Device Repair** from the select fee box.

4. **Fee Amount**: Enter the amount of the fee here. *Refer to Tech ticket for amounts*. ***Required***

5. **Received Date**: Enter the Accounts receivable date. ***Required***   (Defaults to current date)

6. **Pay Plan**: Select from the drop down one of the following: 0-Due Now, 1-30 Days, 2-30/60 Days, 3-30/60/90 Days, 4-Monthly Due, 5-Monthly Accrued, 6-Monthly Reduced

   -***Not required***

7. **Due Date**: Click to set the Fee Due Date. (Defaults to current date)

8. **Close Date**: Click to set the actual payoff date of the fee. Not required to Add fee.

9. **Comment**: Enter the damaged part & Help ticket #. ***Required***

10. **Save**: Click to Save the transaction.

Column Headers
- **Edit** - Edit fee
- **Fee** - Name of fee
- **Comment** - Fee comment
- **Total** - Total amount of fee
- **Due** - Fee due date
- **Last Pay Date** - Date of last payment
- **Delete** - Delete this fee

Fees									
Edit	Sch	Fee	Comments	Total	Due	Due Date	Last Pay Date	Create User	Delete
	039	COM COMPUTER FEE	cracked screen-Ticket 443	$25.00	$25.00		11/08/2021	WINN TRACEY -...	
		Total		$25.00	$25.00				

Once a fee has been added and saved, it can be **edited** by:

Edit	Sch
	062
	004

1. **Clicking** on the edit symbol .

2. Make changes to your **Edit Fee** page.

Fees									
Edit	Sch	Fee	Comments	Total	Due	Due Date	Last Pay Date	Create User	Delete
	039	COM COMPUTER FEE	cracked screen-Ticket 443	$25.00	$25.00		11/08/2021	WINN TRACEY -...	
		Total		$25.00	$25.00				

Edit Fee ☒

Fee Name : COM COMPUTER FEE
Fee Amount : 25.00
Received Date : Oct ⌄ 06 ⌄ 2021 ⌄ 🔲
Pay Plan : ⌄
Due Date : Nov ⌄ 08 ⌄ 2021 ⌄ 🔲
Close Date : ⌄ ⌄ ⌄ 🔲
Comment : cracked screen-Ticket 443

[Save] [Close]

3. Click **Save**.

The only way to delete a fee added is using the Delete field under the Delete column. The entire entry must be deleted. Once you click the delete field, you will get the following confirmation question.

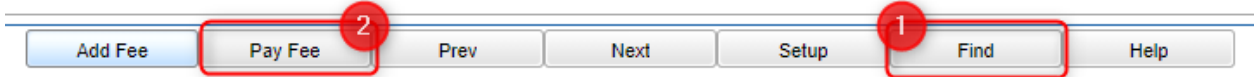| Fees									
Edit	Sch	Fee	Comments	Total	Due	Due Date	Last Pay Date	Create User	Delete
	039	COM COMPUTER FEE	cracked screen-Ticket 443	$25.00	$25.00		11/08/2021	WINN TRACEY -...	
		Total		$25.00	$25.00				

? Are you sure you wish to delete this Fee record?
Doing so will permanently delete this record and ALL
the history records associated with the fee record.

[Yes] [No]

History (Pay or Adjustment Fee)

History is where payments/adjustments are made to fees.

1. Find the student using the **Find** tab.

2. Click **Pay fee** tab at the bottom and a list of fee(s) owed by the student will appear.

3. **Highlight** the fee to be paid.

4. **Fee Comment** cannot be edited.

5. Enter the **Amount** to be paid on the fee.

6. Select the **Payment Type**. ****Required**

7. Click to set the **Date** fee was paid. ****Required**

8. Click in the **Payment Comment** cell to enter additional information about the payment.

9. Click the **Close** box to close this fee. This will enter a Close date for that fee.

10. Click the **SAVE** button.

11. Or, after you have saved the final payment, click on the **Edit** tab, and enter a close date for the fee.

12. By clicking on a **Fee** name from the Fees portion of the screen(bottom half), you can see payments/adjustments to   the fee highlighted in the **History** portion of the screen.

13. To **Edit** an amount entered for **payment** on a fee, you must **Delete** it using the Delete field under the Delete column on the **History** for the fee. Then go back to Edit in the Fees section of the screen to change any information needed.

History-COM COMPUTER FEE					
Date	Debit	Credit	Payment Type	Comments	Delete
2021-10-06	$25.00			Cracked screen-Ticket 443	
2021-10-08		$25.00	Check	chk 324	
Total	$25.00	$25.00			

Action Tab

All Printing is done under the Action Tab in the upper right corner

1. Printing All Invoices - prints a per page invoice for students based on the setup.

- **Additional Comments** - you may add a comment to the invoice. It will print on every invoice. (*Only 3 lines show*)

- **Print Student invoices with No balance** - In addition to students with a balance, this will also print student invoices with a Zero balance.
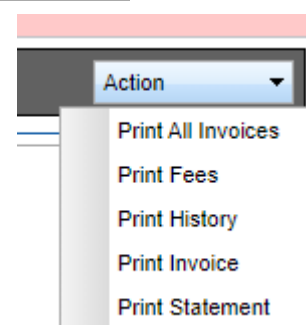
Action
- Print All Invoices
- Print Fees
- Print History
- Print Invoice
- Print Statement

Additional Comments

Comments :

Examples:
-Methods of Payment
-Please make check payable to:
-Explanation of fee

☐ Print Student Invoices with No Balance

Order To List : Alpha Order

OK   Cancel

2. Print Fees - prints a list all fees for the student that was previously chosen under the **Find** tab.

- A print preview will appear.

- Click the print button at the top right to print the report.

- Click the print preview.

3. Print History –prints the history of a fee highlighted from the **Fees** section of the report

- A print preview will appear.
- Click the print button at the top right to print the report.
- Click the print preview.

4. Print Invoice – prints a statement that shows charges/payments for a student.

- Type in comments and choose OK.
- A print preview will appear.
- Click the print button at the top right to the print the report.
- Close the print preview.

5. Print Statement - statement that shows all transactions on a from date/to date with a closing balance as of the to date.

- Type in comments and choose OK.
- A print preview will appear.
- Click the print button at the top right to the print the report.
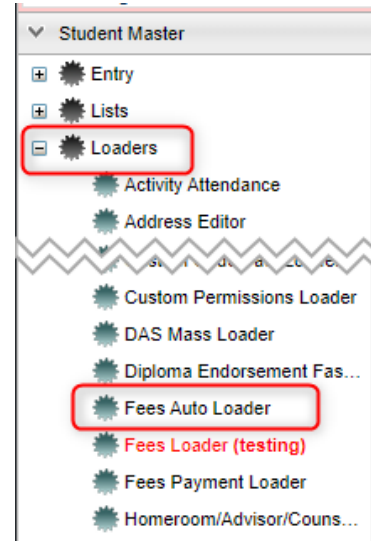- Close the print preview.

Fees Auto Loader

This program allows you to add, delete or create a fee to a <u>group of students</u> at a time.

On the left navigation panel, select **Student Master**, **Loaders**, and **Fees Auto Loader** .

Setup Box Options

Grade - Leave blank or select all to include all grade levels. Otherwise, choose the desired grade level.
Gender - Leave blank or select all to include all genders. Otherwise, choose the desired gender.
Ethnic - Leave blank or select all to include all ethnicities. Otherwise, choose the desired ethnicity.
Students - This will generate a list of students to select from.
Homeroom - This will generate a list of homeroom teachers to be able to filter the report by homeroom teacher.
Team - Leave blank if all team names are to be included into the report. Otherwise, choose the desired team.
As of Date - This choice will list only those students who are actively enrolled as of the date selected in the date field.
Special Codes - Leave blank if all special codes are to be included into the report. Otherwise, choose the desired special code.
Program- Leave blank if all program codes are to be included into the report. Otherwise, choose the desired program.
Club - Leave blank if all clubs are to be included into the report. Otherwise, choose the desired club.
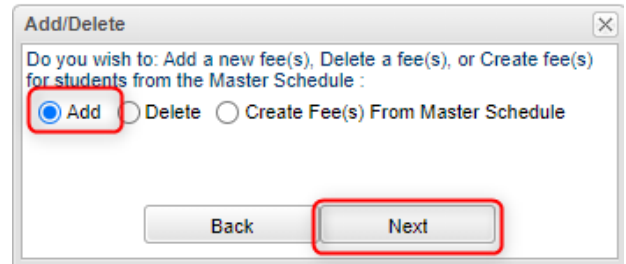**Sport** - Leave blank if all sports are to be included into the report. Otherwise, choose the desired sport.
Next - Click to advance.

NOTE--To load a fee to a small group of students, click the **Student** field on the Setup box. Select the student(s) using the **check box** found to the left of the student names.
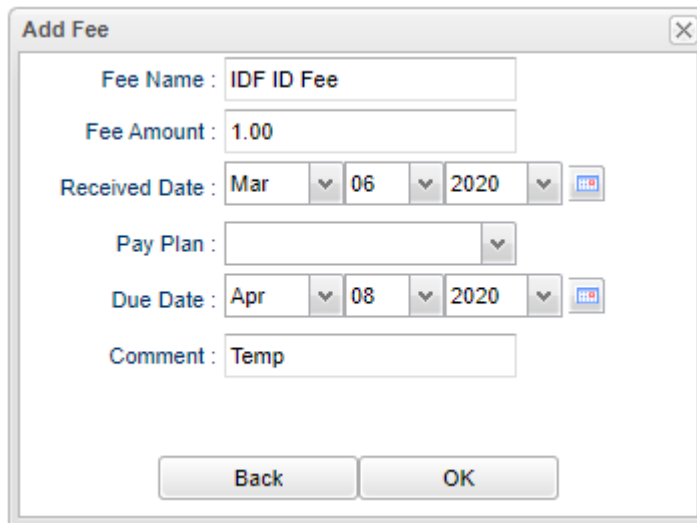
Click **Next**.

On the next page you will have the option to add a fee, delete a fee or create fees from the Master Schedule.

Add a Fee
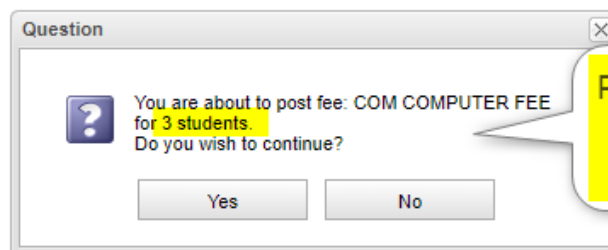

Only one fee can be added at a time.

- **Fee Name** - The name of the fee. The fee is chosen from a drop down box.

- **Fee Amount** - The amount of the fee.

- **Received Date** - Accounts receivable date.

- **Pay Plan** - Payment plan for the fee. Choose from the drop down box if you choose a payment plan.

- **Due Date** - The date the fee is due.

- **Comment** - Comment about the fee.

- **Back** - If you need to go back and change something on the previous setup page.

Click **OK** and you will get a **question box** stating that you are about to add a fee to several students.

Do you wish to continue?

You will need to respond yes or no.

**Important to check the # of students in Question box. This will keep you from posting to entire student body by accident.
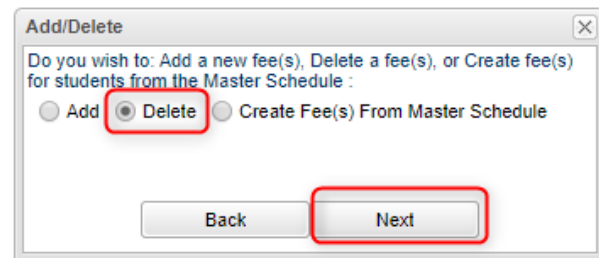

Pay close attention to the # of students in this Question box.

Based on the setup pages, a list of students with the fee and the amount chosen will be generated.

	Sch	Student Name	SIDNO	Fee Name	Fee Amo...	Received Date	Pay Plan	Due Date	Comments
1	001			COM COMPUTER FEE	10.00	2021-10-05			lost charger-Ticket 653
2	001			COM COMPUTER FEE	10.00	2021-10-05			lost charger-Ticket 653
3	001			COM COMPUTER FEE	10.00	2021-10-05			lost charger-Ticket 653

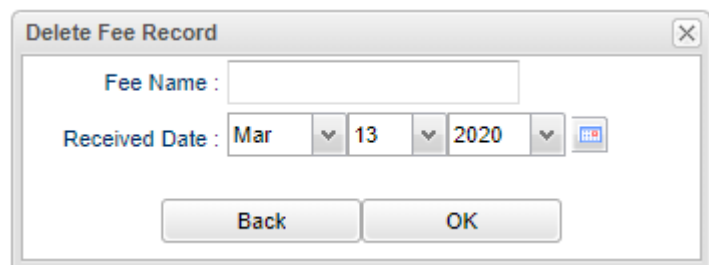# Delete a Fee – You may have to go back to your Setup box then choose Next to get this box.

- **Fee Name** - Choose a fee name from the pick box that you want to delete.

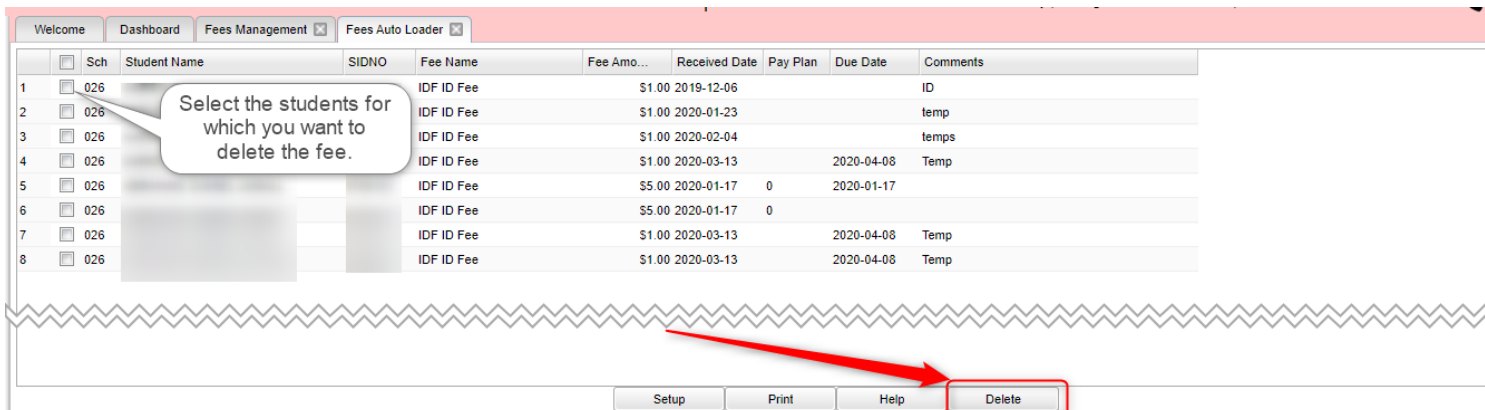- **Received Date** - Choose your received date.

A list of students that have that specific fee will appear.

- Select the students for which you want to delete the fee.
- Select **Delete** tab at the bottom of the page.

Fee List

Overview

The **Fee List** program will allow the user to create a list of students who owe fees. The user can customize the list by using the options in the setup box and the display options found in the drop-down list from the headers in the displayed report.

On the left navigation panel, select **Student Master -> Lists -> Fee Lists**

Fee List Setup Box

Clicking on the *Fee List* will bring up the setup box as shown in Figure 2 below:
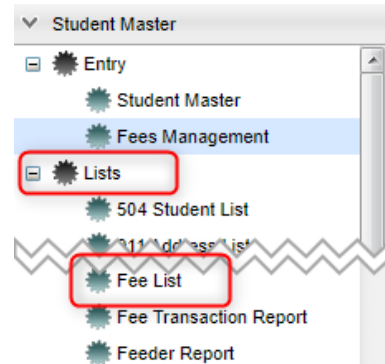
Year: The Year defaults to the *current* school year but can be changed by selecting a different year from the drop-down list.

District: The District defaults to the user's district and cannot be changed.

As of Date: The As of Date defaults to the current date but may be changed to meet the needs of the user.

Active Only: Selecting this option will choose only students active on the As of Date. If unselected, all students will be included.

Grades: Grade level of students whose records are to be included on a report. Leave the field blank if all grade levels are to be included. Otherwise, click in the field to the right of **Grade(s)** to select the desired grade level(s) to be included.

Gender: Gender of the student whose records are to be included on a report. Leave the field blank if both males and females are to be included. Otherwise, click in the field to the right of **Gender** to select Male or Female.

Ethnic: Ethnicity of students whose records are to be included on a report. Leave the field blank if all ethnicities are to be included. Otherwise, click in the field to the right of **Ethnic** to select the desired ethnicities to be included.

Fee: Fee types to be included on the report. Leave the field blank if all fee types are to be included. Otherwise, click in the field to the right of **Fee** to select the desired fee types to be included.

Order To List: Determines how the resulting report will be sorted.
- **Alpha Order**: Lists the students in alpha order by name.
- **Grade Order**: Lists the students by grade level and then by alpha order within each grade level.
- **Homeroom Order**: Lists the students by Homeroom Teacher and then by alpha order within each Homeroom Teacher group.
-

Show Address: Selecting this option will include the student's Address, City, State, and Zip.

Show Comments: Selecting this option will include the Comments field in the report. The actual comments are added in the Student Master from the Sports & Fees tab.

Show Fees Due Only: Shows only the Fees Due Column and **not individual fees**.

Click the **OK** button at the bottom of the setup box to create the report once you are satisfied with your settings.

Column Headers if "**Show Comments**" is selected.

- **School** - Site code of the school in which the student.
- **Last Name** - Student's last name.
- **First Name** - Student's first name.
- **Middle Name** - Student's middle name.
- **SIDNO** - Local ID of the student.
- **Grade** - Student's grade of enrollment.
- **Homeroom** - Student's homeroom teacher's name.
- **Fee Name** - Name of fee.
- **Due Date** - Fee due date.
- **Fee Amount** - Amount of the fee.
- **Last Pay Date** - Date of last payment.
- **Due** - Total amount due for fee.
- **Closed** - The date the fee was closed. It is looking at the "Close" dates as entered in the "Add Fee" or the "Edit" area in <u>Fees Management</u>.

	Sch	Last Name	First Name	Middle Name	SIDNO	Grade	Homeroom	Fee Name	Due Date	Fee Amount	Last Pay Date	Due	Closed	Comments
1	004					09		FRB Freshman Budget. All ...		$20.00	2019-08-12			Freshman Class ...
2	004					09		REG Registration Fee		$20.00	2019-08-12			1920 Reg Fee
3	004					09		FRB Freshman Budget. All ...		$20.00	2019-08-12			Freshman Class ...
4	004					09		LIB Library Fee	2020-03-11	$16.24		$16.24		The Prey
5	004					09		REG Registration Fee		$20.00	2019-08-16			1920 Reg Fee

Column Headers if "**Show Fees Due Only**" is selected.

- **School** - Site code of the school in which the student.
- **Last Name** - Student's last name.
- **First Name** - Student's first name.
- **Middle Name** - Student's middle name.
- **SIDNO** - Local ID of the student.
- **Grade** - Student's grade of enrollment.
- **Homeroom** - Student's homeroom teacher's name.
- **Address lines**- Student's address, City, State, and Zip.

- **Total** – Total amount due for all fees.

Fee Payment Loader

This program lets the user enter fee payment(s) for multiple students.

On the left navigation panel, select **Student Master > Loaders > Fees Payment Loader**

- ▪ **Setup Options**

- ▪ **Homeroom** - Leave blank if all homerooms are to be included into the report. Otherwise, choose the desired homeroom.

- ▪ **Clubs** - Leave blank if all clubs are to be included into the report. Otherwise, choose the desired club.

- ▪ **Sports** - Leave blank if all sports are to be included into the report. Otherwise, choose the desired sport.

- ▪ **Fee to Post** - Select a fee to post to. ***Required.** *(You can only choose 1 type at a time)*

- ▪ **Fee Comment** - Select a comment to post.

Posting Options
- **Date to Post** - Select the date to post to the student's account to pay for a fee.
- **Amount to Post** - Input the amount to post to the student's account. ***Required.**
- **Payment Type** - Select the type of payment the student needs to make. ***Required.**
- **Payment Comment** - Type in a comment about the payment.
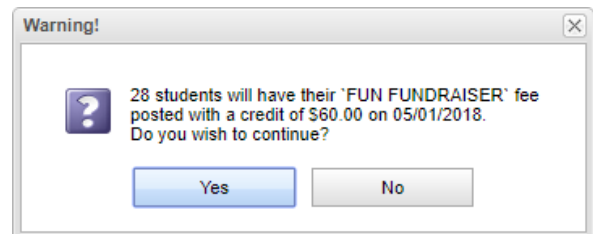- **OK** - Click to continue.

- **POST**-A list of students will appear. Select the students for which you want to Post a payment, then select **POST** tab at the bottom of the page.

Column Headers
- **Sch** - Student's school of enrollment.
- **Last Name** - Student's last name.
- **First Name** - Student's first name.
- **SIDNO** - Student's local identification.
- **Grade** - Student's grade of enrollment.
- **Fee Name** - The name of the fee.
- **Comments** - Comment about the fee.
- **Fee Amount** - The total amount of the fee.
- **Due** - The total amount due.

You will receive this message. This will allow the user to see how many students they have selected to receive the credit.

- **Yes** - Click to continue.
- **No** - Click to cancel.