

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.

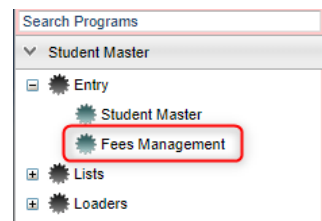
****You will need to create a Tech Ticket before entering this fee in JCampus****

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:

A screenshot of a 'Setup' dialog box titled 'Setup - 07.28.2021'. The dialog box contains several input fields and checkboxes. The 'Year' field is set to '2122', 'District' to '010', and 'School' to '001'. The 'Grades' field is empty. The 'Active Only' checkbox is checked and highlighted with a red box. The 'As Of Date' field is set to 'Oct 05 2021'. Below this are fields for 'Clubs', 'Sports', 'Program', and 'Special Codes'. At the bottom, there are two checkboxes: 'Show Only Open Fees' and 'Print Closed Fees on Statement'. The 'OK' button at the bottom is also highlighted with a red box. A callout bubble points to the 'As Of Date' field with the text 'Defaults to current date'.

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.

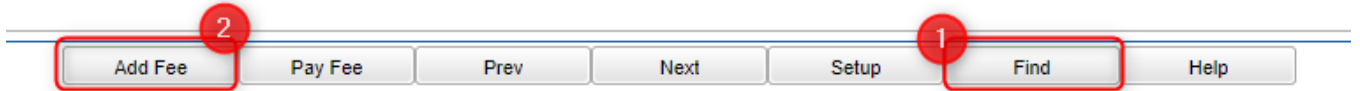
Enter Fees

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.



Use Fee Name: Device Repair

Enter damaged part & Help ticket #.


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

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:

1. **Clicking** on the edit symbol  062
2. Make changes to your **Edit Fee** page.

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.

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				

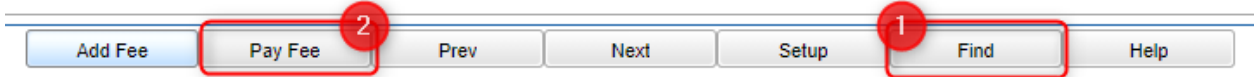
 Are you sure you wish to delete this Fee record?
Doing so will permanently delete this record and ALL the history records associated with the fee record.

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.

The 'Pay Fee' window displays a table with the following data:

Pay Fee	Fee Comment	Amount	Payment Type	Date	Payment Comm...	Due	Close
COM COMPUTER FEE	Cracked screen...	25				\$25.00	<input type="checkbox"/>

A dropdown menu for 'Payment Type' is open, showing the following options:

- 01 Cash
- 02 Check
- 03 Credit/Debit Card
- 04 Money Order
- 05 Cashier's Check
- 99 Void

Callout boxes provide instructions: 'Highlight the fee by selecting the row.' and 'If paying with a check, you can enter the check # in this field.' The 'Close' button in the table is highlighted with a red box.

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.

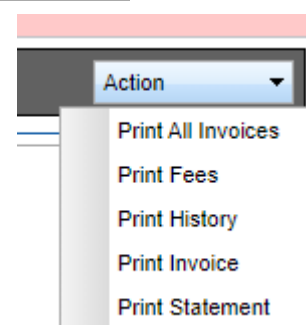
Additional Comments ✕

Comments :

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

Print Student Invoices with No Balance

Order To List : ▼



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

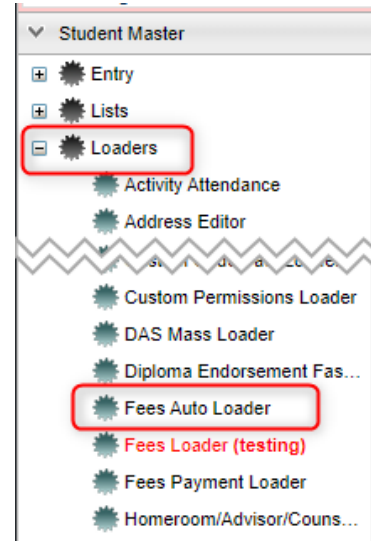
This program allows you to add, delete or create a fee to a group of students at a time.

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

Setup Box Options

Setup-04.13.2020

Year: 2122
District: 010
School: 001
Grades:
Gender:
Ethnic:
Student: 4719984,1271062,5829955
Homeroom:
Team:
As Of Date: Oct 06 2021
Special Ed: All Sped Only Non Sped
504: All 504 Only Non 504
Special Codes:
Programs:
Clubs:
Sports:
Next



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.

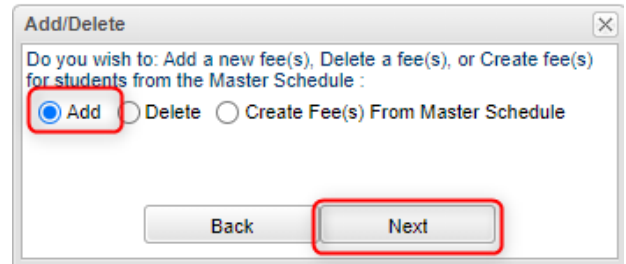
Sport - Leave blank if all sports are to be included into the report. Otherwise, choose the desired sport.

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.

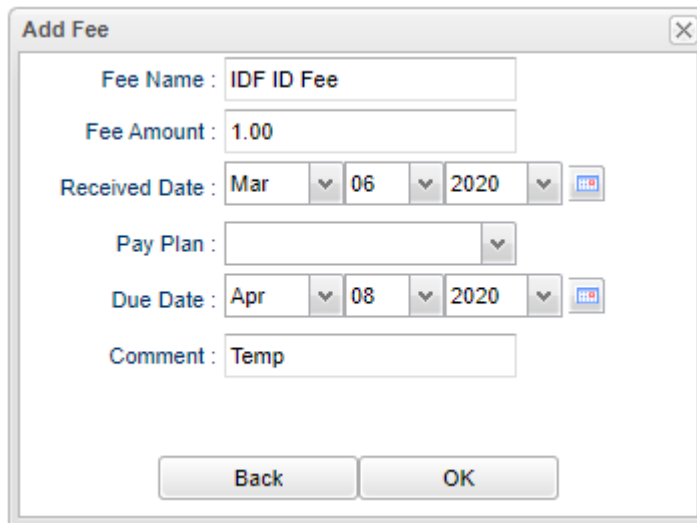
Click **Next**.

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



The 'Add/Delete' dialog box contains the following text: 'Do you wish to: Add a new fee(s), Delete a fee(s), or Create fee(s) for students from the Master Schedule :'. Below this text are three radio buttons: 'Add' (which is selected and circled in red), 'Delete', and 'Create Fee(s) From Master Schedule'. At the bottom of the dialog are two buttons: 'Back' and 'Next' (which is also circled in red).

Add a Fee



The 'Add Fee' dialog box contains the following fields: 'Fee Name' with the value 'IDF ID Fee', 'Fee Amount' with the value '1.00', 'Received Date' with a dropdown menu showing 'Mar' and '06' and a year dropdown showing '2020', 'Pay Plan' with a dropdown menu, 'Due Date' with a dropdown menu showing 'Apr' and '08' and a year dropdown showing '2020', and 'Comment' with the value 'Temp'. At the bottom are two buttons: 'Back' and 'OK'.

Only one fee can be added at a time.

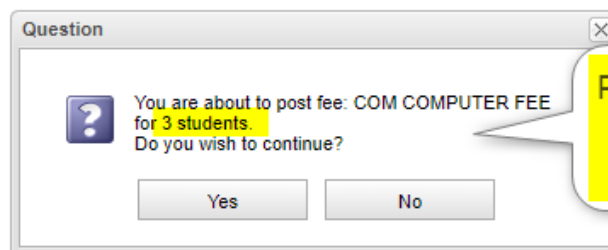
- **Fee Name** - The name of the fee. The fee is chosen from a drop down box.
- **Fee Amount** - The amount of the fee.
- **Received Date** - Accounts receivable date.
- **Pay Plan** - Payment plan for the fee. Choose from the drop down box if you choose a payment plan.
- **Due Date** - The date the 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.



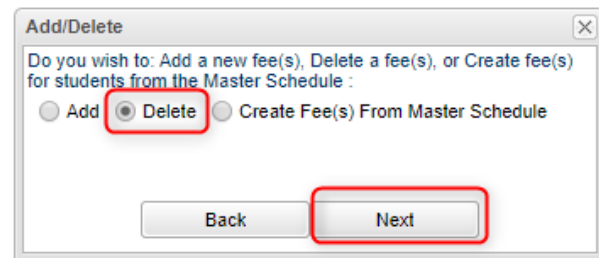
The 'Question' dialog box contains a question mark icon and the text: 'You are about to post fee: COM COMPUTER FEE for 3 students. Do you wish to continue?'. Below the text are two buttons: 'Yes' and 'No'.

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.



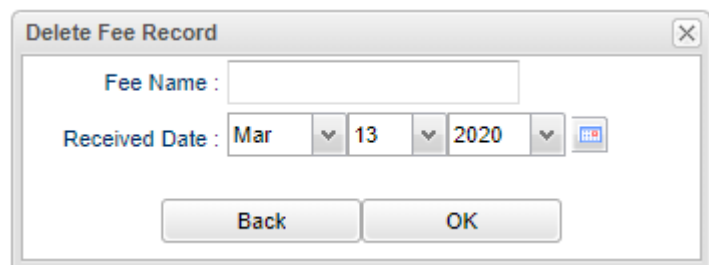
Add/Delete

Do you wish to: Add a new fee(s), Delete a fee(s), or Create fee(s) for students from the Master Schedule :

Add Delete Create Fee(s) From Master Schedule

Back Next

- **Fee Name** - Choose a fee name from the pick box that you want to delete.
- **Received Date** - Choose your received date.



Delete Fee Record

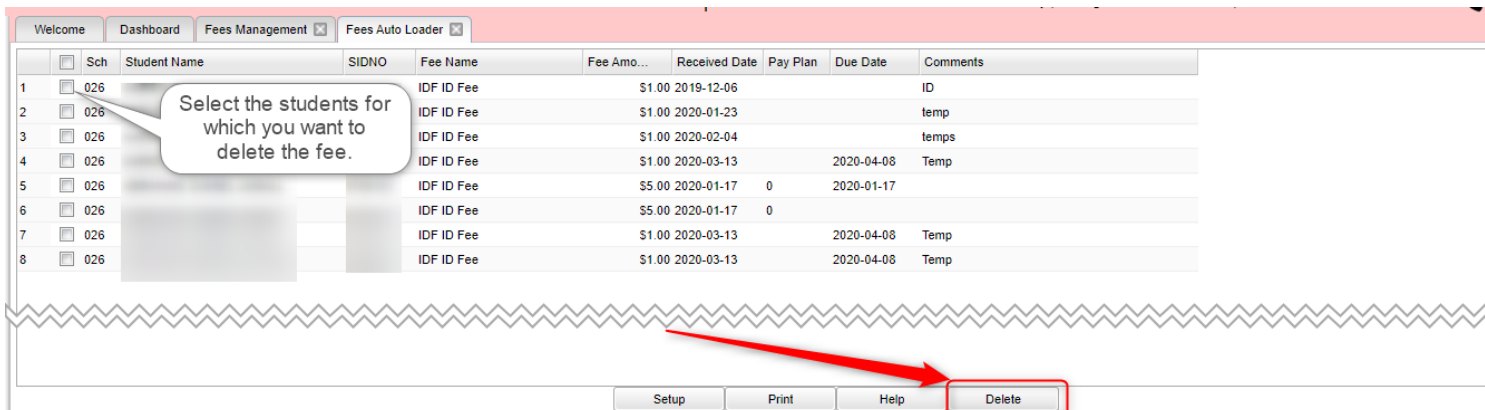
Fee Name :

Received Date : Mar 13 2020

Back OK

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.



Welcome Dashboard Fees Management Fees Auto Loader

	Sch	Student Name	SIDNO	Fee Name	Fee Amo...	Received Date	Pay Plan	Due Date	Comments
1	<input type="checkbox"/>	026		IDF ID Fee	\$1.00	2019-12-06			ID
2	<input type="checkbox"/>	026		IDF ID Fee	\$1.00	2020-01-23			temp
3	<input type="checkbox"/>	026		IDF ID Fee	\$1.00	2020-02-04			temps
4	<input type="checkbox"/>	026		IDF ID Fee	\$1.00	2020-03-13		2020-04-08	Temp
5	<input type="checkbox"/>	026		IDF ID Fee	\$5.00	2020-01-17	0	2020-01-17	
6	<input type="checkbox"/>	026		IDF ID Fee	\$5.00	2020-01-17	0		
7	<input type="checkbox"/>	026		IDF ID Fee	\$1.00	2020-03-13		2020-04-08	Temp
8	<input type="checkbox"/>	026		IDF ID Fee	\$1.00	2020-03-13		2020-04-08	Temp

Select the students for which you want to delete the fee.

Setup Print Help Delete

Fee List

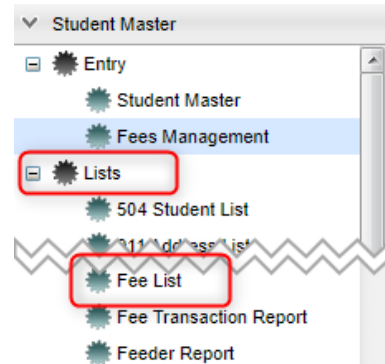
Overview

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:

A screenshot of a dialog box titled 'Setup-08.14.2019'. The dialog contains several fields and checkboxes. The fields are: 'Year' (1920), 'District' (010), 'School' (004), 'Fee From Date' (Aug 14 2019), 'As Of Date' (Mar 13 2020), 'Grade' (09), 'Gender', 'Ethnic', and 'Fee'. The checkboxes are: 'Active Only' (checked), 'Show Address', 'Show Comments', 'Show Fees Due Only' (checked), and 'Show Fees Paid'. The 'Order To List' dropdown is set to 'Alpha Order'. There is an 'OK' button at the bottom.

Shows individual fee names and comments.

Shows only total fees due and not individual fees.

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 [Fees Management](#).

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.

Sch	Last Name	First Name	Middle Name	SIDNO	Grade	Homerroom	Address 1	Apt/Lot/Ste	City	State	Zip	Total
1	004				09					LA	70607	\$16.24
2	004				09					LA	70630	\$25.00
3	004				09					LA	70630	\$13.00
4	004				09					LA	70647	\$14.79

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

Setup-08.11.2017 BES

Year: 1920

District: 010

School: 004

Homerroom:

Clubs:

Sports:

Fee to Post: IDF ID Fee

Fee Comment:

Special Ed: All Sped Only Non Sped

504: All 504 Only Non 504

LEP: All LEP Only Non LEP

Posting Options

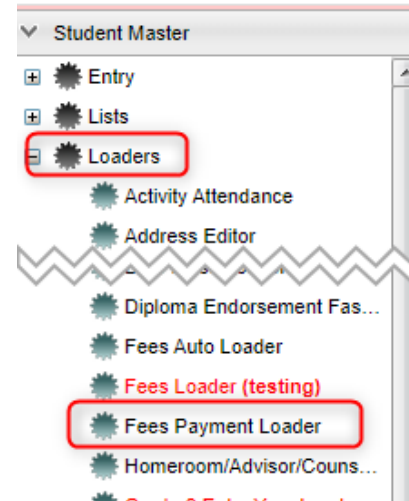
Date to Post: Mar 13 2020

Amount to Post: 1.00

Payment Type: 01 Cash

Payment Comment:

OK



- **Homerroom** - 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.

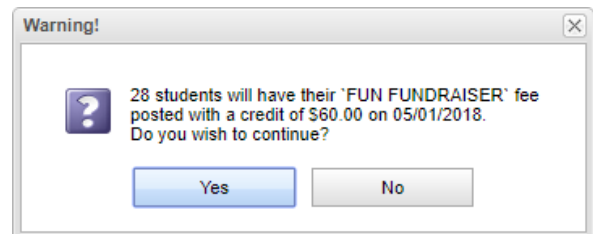
- **POST**-A list of students will appear. Select the students for which you want to Post a payment, then select **POST** tab at the bottom of the page.

	Sch	Last Name	First Name	SIDNO	Grade	Fee Name	Comments	Fee Amount	Due
1	<input type="checkbox"/>	004			10	IDF ID Fee	Temp	\$1.00	
2	<input type="checkbox"/>	004			06	IDF ID Fee	TEMP	\$1.00	
3	<input type="checkbox"/>	004			06	IDF ID Fee	TEMP	\$1.00	\$1.00
4	<input type="checkbox"/>	004			06	IDF ID Fee	TEMP	\$1.00	\$1.00
5	<input type="checkbox"/>	004			06	IDF ID Fee	CARD ONLY	\$5.00	\$5.00
6	<input type="checkbox"/>	004			06	IDF ID Fee	TEMP ID	\$1.00	\$1.00
7	<input type="checkbox"/>	004			11	IDF ID Fee	temp	\$1.00	
8	<input type="checkbox"/>	004			11	IDF ID Fee	TEMP	\$1.00	
9	<input type="checkbox"/>	004			06	IDF ID Fee	TEMP-Mrs. Miller	\$1.00	
10	<input type="checkbox"/>	004			06	IDF ID Fee	TEMP	\$1.00	

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.