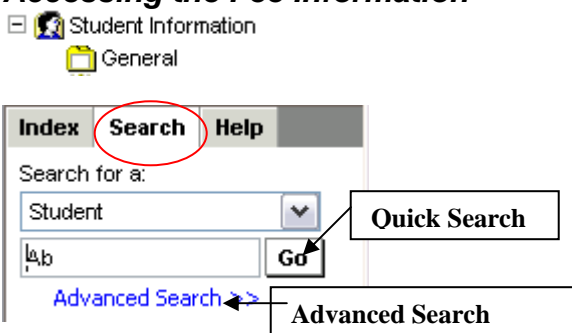
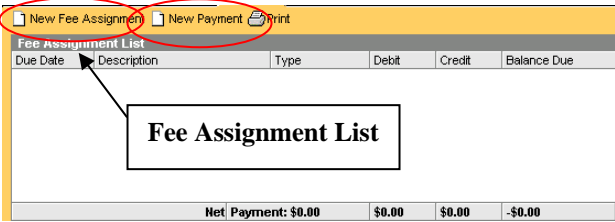


# Objectives I.

# Fees

1. Overview of **Fees** Tab
2. Viewing the **Fees** information
3. Add a new **Fee Assignment**
4. Printing **Fee Billing Statement** – balance due
5. Entering a **New Payment**
6. Printing **Fee Billing Statement** – showing payment
7. **Deleting a Record Entered by Mistake**

Window	Information
<p><b>Accessing the Fee Information</b></p> 	<ol style="list-style-type: none"> <li>1. From the <b>Index</b> tab, select the <b>Student Information</b> folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder.</li> <li>2. Select the <b>General</b> folder within <b>Student Information</b> folder.</li> <li>3. Search for a student using either the quick <b>Search</b> tab or the <b>Advanced Search &gt;&gt;</b> option.</li> <li>4. After selecting a student, click the <b>Fees</b> tab.</li> </ol>
<p><b>Viewing Fees Information</b></p>  <p><b>Fees tab is similar to Fees atom in SASI.</b></p>	<p>Fee types are created DPS System Administration. Once created, the fees can be assigned to students.</p> <p>The <b>Fee Assignment List</b> shows the fees that have been entered on the student's record, listing all payments/credits and a total due.</p> <p>Complete fee payments should be entered in the <b>Fee Payment</b> fields. If distributing one payment among many fees, use the <b>Fee Payment Detail</b> fields.</p> <p><b>Note: Past Due fees are listed in red in the Fee Assignment List.</b></p>

### Entering Fee Information

**Fee Assignment Detail**

\*Fee: ## Athletic Equipment \$0.00\*

\*Amount: \$ 30.00

\*Due Date: 06/16/2003

Exempt:

Comments: Ceramics/Twardzik

1. From the **Fees** tab, select the  icon. A **Fee Assignment Detail** table will appear below the **Fee Assignment List**.
2. Select a **\*Fee** from the drop-down list using only the Fees assigned to the double ## sign. **All other Fee options will be deleted by January 2006**
3. Enter the amount of the fee in the **\*Amount** field
4. Enter a **\*Due Date** for this fee by typing in mmddyy format or by clicking the calendar icon to select a date.
5. If there is no due date for this fee, check the **Exempt** box.
6. Enter any **Comments** that are associated with this fee.
7. Click the  icon located at the top of the Fees window when finished.

### Entering Payment Information

**Fee Payment Detail**

\*Payment Date: [Calendar Icon]

\*Payment Amount: [Field]

Balance: -0

Payment Type:  Cash  Check  Credit Card

\*Check Number: [Field]

Comments: [Field]

**Payment Distribution**

Fee Amount	Balance	Old Credit	New Credit

1. From the  tab, select the  icon. A **Fee Payment Detail** table will appear.
2. Enter the **\*Payment Date** by typing in mmddyy format or by clicking the calendar icon to select a date.
3. Enter the **\*Payment Amount**.
4. Check the box if the payment was a **Cash or Check** payment (DPS doesn't accept Credit Cards).
5. Enter the **\*Check Number** if check is received for payment.
6. Enter any **Comments** associated with the payment.
7. Click the  icon when finished. The payment will be deducted from the fees listed.

### Distributing One Payment Among Multiple Fees

**Fee Assignment List**

Due Date	Description	Type	Debit	Credit	Balance Due
06/30/2005	*English		\$8.00	\$0.00	\$8.00
06/30/2005	*Geometry #235		\$60.00	\$0.00	\$60.00
06/30/2005	*P2P G. Soccer		\$60.00	\$0.00	\$60.00
Net Payment: \$0.00			\$128.00	\$0.00	\$128.00

**The Fee Payment Detail Screen will not display unless there is a balance on the account.**

1. Select the  icon. A **Fees Payment Detail** will appear, as well as a **Payment Distribution** table, if there is a prior balance on the account.
2. Enter the **\*Payment Date** by typing in mmddyy format or by clicking the calendar icon to select a date.
3. Enter the **\*Payment Amount**.
4. Check the box if the payment was a **Cash or Check** payment (DPS doesn't accept Credit Cards).
5. Enter the **\*Check Number** if check is received for payment.
6. Enter any **Comments** associated with the payment.
7. In the **Payment Distribution** area, enter how much credit should be assigned to the particular fees in the **New Credit** fields. This area can be used for spreading the amount of payment over multiple fees.
8. Click the  icon when finished. The new payment will be shown in the **Fees Assignment List** with the appropriate money deducted from each fee, and the remaining balance will be reflected.

**Fee Payment Detail**

\*Payment Date:   \*Payment Amount:   Balance: 128

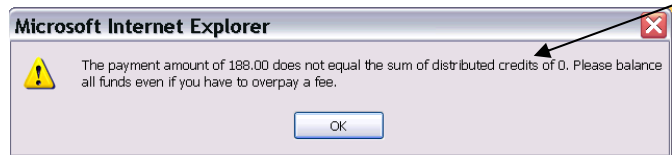
Payment Type:  Cash  Check  Credit Card

\*Check Number:

Comments:

**Payment Distribution**

Fee	Amount	Balance	Old Credit	New Credit
*English	\$8.00	\$8.00	\$0.00	<input type="text"/>
*Geometry #235	\$60.00	\$60.00	\$0.00	<input type="text"/>
*P2P G. Soccer	\$60.00	\$60.00	\$0.00	<input type="text"/>



If you receive this message you have entered more than the balance. There must be a fee associated with the payments. If parent is paying for a fee for start of school and school has not started yet, enter the fee date it correctly and enter a payment with the correct date.

### View/Print Billing Statement

**Fees**

New Fee Assignment New Payment **Print** Save Delete

Save a Copy **Print** Email Search

**Fee Billing Statement**  
06/13/2005

04-05 North High School  
2900 North Speer Boulevard  
Denver, CO 80211-3754  
Phone: (303)964-2700

To: Abeyta, Chantal J  
2625 W 33rd Ave  
Denver, CO 80211

Student Number: 420116  
Grade: 10 Gender: F  
Total Fees: 3  
Balance Due: \$0.00

Fee (Type)	Due Date	Course Fee	Payment		
			Pay Date	Amount	Type
*English	06/30/2005		06/13/2005	\$128.00	Cash
Amount: \$8.00				Balance Due: \$0.00	Total Credits: \$8.00
*Geometry #235	06/30/2005		06/13/2005	\$128.00	Cash
Amount: \$60.00				Balance Due: \$0.00	Total Credits: \$60.00
*P2P G. Soccer	06/30/2005		06/13/2005	\$128.00	Cash
Amount: \$60.00				Balance Due: \$0.00	Total Credits: \$60.00
Total Fees: 3			Total Debit: \$128.00	Total Credits: \$128.00	Balance Due: \$0.00

1. Click **Print** to View/Print Billing Statement for Receipt.
2. Acrobat Reader will display the information. Click the **Print** icon to send to printer.
3. Click icon to close the Acrobat Reader window.

This could be a receipt for the money due or money paid.

### Deleting a Fee or Payment Entry

**Fees**

New Fee Assignment New Payment **Print** Save **Delete**

**Fee Assignment List**

Due Date	Description	Type	Debit	Credit	Balance Due
06/30/2005	*English		\$8.00	\$0.00	\$8.00
06/30/2005	*Geometry #235		\$60.00	\$0.00	\$60.00
06/30/2005	*P2P G. Soccer		\$60.00	\$0.00	\$60.00
Net Payment: \$0.00			\$128.00	\$0.00	\$128.00

To delete a fee or payment, select the **Fee** or **Payment** from the **Fee Assignment List** and click the **Delete** icon.



**Fee Assignment Detail**

\*Fee  
\*P2P G. Soccer \$60.00

\*Due Date  
06/30/2005

Exempt

Comments  
Soccer Equipment Rental

**IMPORTANT!**

This will remove the fee or payment from the student's record and cannot be recovered. *If deleted by mistake the information will need to be reentered.*

