

Synergy SIS[™] Fees Direct Payment Mode -Administrator and User Guide



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ABOUT THIS MANUAL

Edupoint Educational Systems develops software with multiple release dates for the software and related documentation. The documentation is being released in multiple volumes to meet this commitment.

The table below lists the release date, software version, documentation volume number, and the content included in each volume of documentation to date.

Date Volume Edition Revision Content 1 0 September 2013 1 Initial release of this document -Separated Fees guides into different guides for each mode 1 1 1 Update info on FDP201 interface December 2013 (131117)

Software and Document History

CONVENTIONS USED IN THIS MANUAL

Bold Text	Bold Text - Indicates a button or menu or other text on the screen to click, or text to type.
	Tip – Suggests advanced techniques or alternative ways of approaching the subject.
	Note – Provides additional information or expands on the topic at hand.
	Reference – Refers to another source of information, such as another manual or website
CAUTION	Caution – Warns of potential problems. Take special care when reading these sections.

BEFORE YOU BEGIN

Before installing any of the Edupoint family of software products, please be sure to rescreen the system requirements and make sure the district's computer hardware and software meet the minimum requirements. If there are any questions about the system requirements, please contact an Edupoint representative at (877) 899-9111.

Caution: The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy SIS. Please disable any pop-up blockers (also known as pop-up ad blockers) and extra toolbars in the browser before logging into any Edupoint product.

At any point, if there are any technical difficulties, please contact the Edupoint technical support team at support@edupoint.com or by phone at 1-877-899-9111 option 1.

Chapter One: OVERVIEW & SETTING UP FEES

In this chapter, the following topics are covered:

- Overview of Fees
- Defining Lookup Tables
- Configuring District Fee Options
- Configuring Deposits
- Configuring Payment Services
- Defining District Fees
- Updating Fee Codes
- Opting in to Fees
- Defining School Fees
- Setting up Optional Fees

OVERVIEW OF FEES

This guide describes how to setup and configure the Fees screens, where student fees and payments for items such as library fines and lab materials can be tracked. It also shows the security options available. It illustrates how to enter and modify fee information, synchronize fees, and print related reports.

Synergy SIS can track fees charged to student for a variety of activities, as well as the payments made. There are two methods by which fees can be tracked: Standard and Direct Payment. The Standard fee mode has basic fee recording capabilities. The Direct Payment fee mode offers expanded functionality including fee waivers, proration, quick payment options, and mass assigning fees based on grade, gender, or course.

This guide covers the Direct Payment fee mode.

Feature	Standard fee mode	Direct Payment fee mode
Basic Features		
Add Fees	Yes	Yes
Update Fees	Yes	Yes
Delete Fees	Yes	Yes
School Fees Code Setup	Yes	Yes
Mass Assign Fees	Yes	Yes
Group Fees	Yes	Yes
Advanced Features		
Fee Proration	No	Yes
Fee Waivers	No	Yes
Fee Refunds	No	Yes
School Course Fees	No	Yes
Enrollment Fees	No	Yes
Family Fee Caps	No	Yes
District Fee Code Setup	No	Yes
District Course Fees	No	Yes
Fee Deposit	No	Yes
Payments		
Payments in Synergy	Yes	Yes
Quick Payment in Synergy	No	Yes
Payment History	No	Yes
ParentVUE Payments		
Payschool Payment	Yes	Yes
Evalon Payment	Yes	Yes
UMB-ACH (e-check) Payment	No	Yes
SchoolPay Payment	Yes	Yes
ParentVUE shopping cart	No	Yes
Synchronization		
Course Fee Sync	No (uses Mass Assign)	Yes
Program Waiver Sync	No	Yes
Enrollment Fee Sync	No	Yes
Family Fee Cap Sync	No	Yes
Reports – Individual		

Student Fee Profile	Yes	Yes
Student Fee Receipt	No	Yes
Reports – List		
Student Fee List	Yes	Yes
Student Fee Collection List	No	Yes
Student Fee Refund List	No	Yes
Fee Code Detail by Payment	No	Yes
Method		
Fee by Class	No	Yes
Fees Collected Detail	No	Yes
Course Fee Collected Detail	No	Yes
Student Fee Aging List	No	Yes
Student Fees Daily Deposit		
Course Fees Totals List	No	Yes
Student Fees Refund Paid	No	Yes
List		
Reports – List		
Fees Collected Summary	No	Yes
Fee Code by Payment	No	Yes
Method		

Your district should select one fee model for all your schools. It is not possible to switch from one mode to the other without the possibility of losing historical data.

After selecting the District's fee mode, a list of the fees and associated activities will be needed. Fees can also be categorized for reporting and tracking. A standard list of these categories should be developed by your district as well.

DEFINING LOOKUP TABLES

You need to define several Lookup tables in Synergy SIS before the rest of the fees options can be configured.

- the Fee Category,
- Fee Refund Code,
- Fee Waiver Reason,
- And <u>FRM Code</u> tables must be set up.

Setting up the Fee Category table

These categories should describe the area in which the fee or payment is incurred. They can be high-level categories, such as Enrollment based fees. Individual fees such as a locker fee or a laptop deposit fee fall under these categories. Examples of high-level categories include, Enrollment based fees, District related fees, School related fees, Course related fees, Activity based fees, and Optional fees.

Fee categories also can be more specific, such as Lab, Textbook, Lockers, Library, Sports, or Field trips. Whether you use high level or individual fee categories, a Payment category should be included on the list. The payment category should have a ListOrder of "1", so that it appears at the top of the list.

- 1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition** icon. The Lookup Table Definition screen displays.
- 2. On the Lookup Table Definition screen, navigate to **K12.FeeInfo > Fee Category**. The Fee Category lookup table displays.

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 K12 K12.Accommodation K12.Accommodation.Setup 	Nam	e: Fe se Ci	ee Ca ode a	ategory Na as the State	amespace: K12.F Code - all valu	eeInfo Locked: N es reported to state will be used from the lo	ookup code and	not evaluate to th	e State Code uni	ess the State Cod	e is non-blank fo	r a given value
K12.AddressInfo	Loo	kup \	Value	5								Add 🔇
K12.AttendanceInfo	~										Stat	tus
K12.AZ.SAIS		Line				Description	Ouler SIS 👄		All Code 5 🡳	All Code Sir 👳	Year Start 👙	Year End 🍦
K12 CA CAL PADS			1		PAY	Payment					*	~
K12.CA.CBEDS			2		ACT	Activity Based Fees					~	~
K12.CareerPlan			3		CRS	Course Related Fees					*	~
K12.Census			4		ENR	Enrollment Based Fees					~	~
K12.CourseHistoryInfo			5		OPT	Optional Fees					*	*
K12.CourseInfo		6	6		SCH	School Related Fees					*	~

Figure 1.1 – Fee Category Lookup Table

- 3. Click Add. A new row is added to the Lookup Values grid.
- 4. Enter the appropriate values in the new row.
 - ListOrder sets the order in which the values are displayed. If the numbers in the ListOrder field are the same or are blank, the Code is used to sort the list and then the Description.
 - **Code** the abbreviated Fee Category. This value must be unique since it is used internally to link the tables in the database and it displays in the list.
 - **Description** the name of the Fee Category.

- Other SIS used to import data during the conversion process from another student records system. This field is optional. Enter any code used in the old system in this column.
- The State Code, Alt Code 3, and Alt Code SIF are not used in this table. The checkbox at the top of the table Use Code as the State Code is not used either.
- If appropriate, a start date and end date may be entered for the code in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but it is not available for selection for new records. For example, if a code is no longer valid for records beginning FY2011, select 2011 for the end year.
- 5. Click Save.



Tip: To delete a code, click the box under the X column, and click Save.

Setting up the Refund Code table

These categories should describe the different reasons that a student may be eligible for a refund. They should reflect any refund codes that are already used in your districts' general ledger system.

- 1. Navigate to **Synergy SIS > System > Setup**.
- 1. Click on the **Lookup Table Definition** icon. The Lookup Table Definition screen displays.
- 2. Click on the triangle next to K12.FeeInfo to expand the list of tables.
- 3. Select the Fee Refund Code table.

Menu 🕶 🏹 Save Undo											Status: R	eady 😂 🖓 🚽		
VLookup Table Defi	niti	on												
Lookup Table Maintenance												Q		
 K12 K12.Accommodation K12.Accommodation.Setup 	Name: Fee Refund Code Namespace: K12.FeeInfo Locked N Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value													
K12.AddressInfo	Lo	kup \	kup Values Add 🕥											
 K12.AttendanceInfo K12.AZ.SAIS 	×								Alt Code 3 🖨		Sta Year Start	tus Year End 🔶		
K12.CA			1	OVPD	Overpaid						~	~		
K12.CA.CBEDS			2	DPCL	Dropped Class						~	~		
K12.CareerPlan		3	3	DPSP	Dropped Sport						~	~		
K12.ConferenceInfo		4	4	DNA	Did Not Attend Event						>	~		



- 4. Click the **Add** button to add a new code. A new row appears in the Lookup Values grid.
- 5. Enter the appropriate values in the new row.
 - ListOrder sets the order in which the values are displayed. If the numbers in the ListOrder field are the same or are blank, the Code is used to sort the list and then the Description.
 - **Code** the abbreviated Fee Refund Code. This value must be unique since it is used internally to link the tables in the database and it displays in the drop-down list.
 - **Description** the name of the Fee Refund Code.
 - Other SIS used to import data during the conversion process from another student records system. This field is optional. Enter any code used in the old system in this column.
 - The State Code, Alt Code 3, and Alt Code SIF are not used in this table. The checkbox at the top of the table Use Code as the State Code is not used either.
 - If appropriate, a start date and end date may be entered for the code in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but it is not available for selection for new records. For example, if a code is no longer valid for records beginning FY2011, select 2011 for the end year.
- 6. Click Save.

Setting up the Fee Waiver Reason table

These categories should describe the different reasons that a student may be eligible for a non-program based fee waiver. They should reflect any refund codes that are already used in your districts' general ledger system.

- 1. Navigate to **Synergy SIS > System > Setup**.
- 2. Click on the **Lookup Table Definition** icon. The Lookup Table Definition screen displays.
- 3. Click on the triangle next to K12.FeeInfo to expand the list of tables.
- 4. Select the Fee Waiver Reason table.

Menu 🕶 🍏 Save Undo												Status: Ready	a 🖓 📝
VLookup Table De	efinit	tion											«
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 K12 K12.Accommodation K12.Accommodation.Setup K12.Addressinfo 	Name Use	Fee Cod	Waiver Reas e as the State	On Names Code - all v	pace value	: K12.FeeInfo Locked: N es reported to state will be used from the k	ookup code	and	I not evaluate to t	he State Code ur	nless the State Cod	e is non-blank fo	r a given value
K12.AttendanceInfo	Look	up Va	lues										Add 🔇
K12.AZ.SAIS K12.CA	×											Stat Year Start 🖨	tus Year End 🖨
K12.CA.CALPADS		1 1		OVCR		Overcharged						~	~
K12.CareerPlan		2 2		DPCL		Dropped Class						~	~
K12.Census		3 3		DPSP		Dropped Sport						~	*
K12.ConferenceInfo K12.CourseHistoryInfo		44		DNA		Did Not Attend Event						>	~

Figure 1.3 – Fee Waiver Reason Lookup Table

- 5. Click Add t. A new row appears in the Lookup Values grid.
- 6. Enter the appropriate values in the new row.
 - **ListOrder** the order in which the values display. If the numbers in the ListOrder field are the same or are blank, the Code is used to sort the list and then the Description.
 - **Code** the abbreviated Fee Waiver Reason. This value must be unique since it is used internally to link the tables in the database and it displays in the drop-down list.
 - **Description** the name of the Fee Waiver Reason.
 - Other SIS used to import data during the conversion process from another student records system. This field is optional. Enter any code used in the old system in this column.
 - The State Code, Alt Code 3, and Alt Code SIF are not used in this table. The checkbox at the top of the table Use Code as the State Code is not used either.
 - If appropriate, a start date and end date may be entered for the code in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but it is not available for selection for new records. For example, if a code is no longer valid for records beginning FY2011, select 2011 for the end year.
- 7. Click Save.

Setting up the FRM Code table

These categories should describe the different mean by which your district tracks student poverty, such eligibility for the Free and Reduced Price Meal (FRM) program and/or No Child Left Behind (NCLB) Indicators.

- 1. Navigate to **Synergy SIS > System > Setup**.
- 2. Click on the **Lookup Table Definition** icon. The Lookup Table Definition screen displays.
- 3. Click on the triangle next to K12.ProgramInfo to expand the list of tables.
- 4. Select the **FRM Code** table.

Menu 🕶 🍏 Save Undo]									Status: Ready	2 🖓 😡	
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Lookup Table Maintenance											Q	
 K12 K12.Accommodation K12.Accommodation.Setup 	Name: Frm Code Namespace K12Programinto Locked N Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value											
K12.Addressinfo	Lookup Valu	xokup Values										
 K12.AttendanceInfo K12.AZ.SAIS 	X Line L	ListOrder 🖨								Star Year Start 🖨	tus Year End 💲	
K12.CA	10		1	NCLB Indicator 1			5			~	~	
K12.CA.CBEDS	20		2	NCLB Indicator 2			4			~	~	
K12.CareerPlan	30		F	Free			5			~	~	
 K12.Census K12.ConferenceInfo 	4 0		R	Reduced			4			~	>	

Figure 1.4 – FRM Code Lookup Table

- 5. Click Add. A new row appears in the Lookup Values grid.
- 6. Enter the appropriate values in the new row.
 - ListOrder sets the order in which the values are displayed. If the numbers in the ListOrder field are the same or are blank, the Code is used to sort the list and then the Description.
 - **Code** the abbreviated FRM Code. This value must be unique since it is used internally to link the tables in the database and it displays in the drop-down list.
 - **Description** the name of the FRM Code.
 - Other SIS used to import data during the conversion process from another student records system. This field is optional. Enter any code used in the old system in this column.
 - The State Code, Alt Code 3, and Alt Code SIF are not used in this table. The checkbox at the top of the table Use Code as the State Code is not used either.
 - If appropriate, a start date and end date may be entered for the code in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but it is not available for selection for new records. For example, if a code is no longer valid for records beginning FY2011, select 2011 for the end year.
- 7. Click Save.

CONFIGURING DISTRICT FEE OPTIONS

You should configure the following district based items.

- Disable fee check during No Show process
- District Fee Total Type
- District Fee Model
- Proration Options
- Term Code Proration Setup
- Waiver Options
- Past Due Aging Periods
- Family Fee Caps

Disable fee check during No Show process

When a student does not attend school (a no show"), they are withdrawn using the No Show process. By default, the system requires the student pay any outstanding fees before allowing the No Show process to finalize. This setting can be overridden, allowing students to be withdrawn using the No Show process even if they have unpaid fees.

1. Navigate to Synergy SIS > System > Setup > District Setup. The District Setup screen displays.

Menu V 🔊 Save Undo	Status: Ready 😂 🖓 🖏
♥District Setup	» 🗸
District Setup	
Options System Grade Setup TeacherVUE Labels Auto-Sequence Reports Waivers	s Mobile Apps
Enrollment Options	Q
New Student Add Type Permanent ID Update Type	Enrollment Date Validation
Synergy Genesis update of permanent ID	Must be within school calendar (including weekends and holidays as valid da 💌
Allow "No Show" Disable "No Show" Outstanding Fee Error	NOTE: All enrollment and attendance dates are validated at runtime by all reports and processes that require the school calendar. Changes to this field do not initiate a retroactive validation.
Require Summer Withdrawal Code/Date For "No Show"	Exit Programs/Services On Student Inactivation
Jo Not Clear Summer Withdrawal Code and Date	Auto-Generate Needs Transactions
Show SASIxp Enrollment History	Suppress Needs With Expired Programs
Validate SASIxp Enrollment History	Default Needs Exit Code
Show Emergency Contact as Lookup	×
Show User Code As Lookup	Default ELL Exit Code
Show User Num As Lookup	<u> </u>
Show Advanced Options On Inactivate Student	Default SPED Exit Code
Delete Course Requests on No Show and Inactivate	

Figure 1.5 – District Setup Screen

- 2. Select the **System** tab.
- 3. Select the **Disable "No Show" Outstanding Fee Error** option.
- 4. Click Save.

Setting the District Fee Total Type

1. Navigate to Synergy SIS > System > Setup > District Setup. The District Setup screen displays.



Figure 1.6 – District Setup Screen

- 2. Select the System tab and scroll to the Other Options group box.
- 3. In the **Fee Total Type** field, select how the fees are displayed and summarized. The options include:
 - Total fees for focus organization and focus year (school focused only)
 - Total fees for focus organization and all years (school focused only)
 - Total fees for all organizations and focus year (district focused only)
 - Total fees for all organizations and all years (district focused only)
- 4. Click Save.

Selecting the District Fee Model

- 1. Navigate to Synergy SIS > System > Setup > District Fee Options. The District Fee Options screen displays.
- 2. In the **District Fee Mode**l field, select Direct Payment.



Figure 1.7 – District Fee Options Screen – District Fee Model field

3. Click Save.

Setting Proration Options

1. On the **Options tab** of the **District Fee Options** screen, scroll down to the **Proration Options** group box.

Options Online Payments Caps Deposits District Fee Model Direct Payment Image: Caps Image: Caps Image: Caps Proration Options Image: Caps	(
Options Online Payments Caps Deposits District Fee Model Direct Payment • Piroration Options • IV Enable Automated Fee Proration •	
Options Online Payments Caps Deposits District Fee Model Image: Caps Image: Caps Image: Caps Direct Payment Image: Caps Image: Caps Image: Caps Proration Options Image: Caps Image: Caps Image: Caps Image: Caps Image: Caps Image: Caps Image: Caps </td <td><u></u></td>	<u></u>
District Fee Model Direct Payment	<u>()</u>
Direct Payment	0
Proration Options I Charles Automated Fee Proration	()
▼ Enable Automated Fee Proration	
These settings will allow the FEE409 - Course Fee Synchronization to prorate the course fees based on the student's course enrollment.	
Default Proration Method Fixed Proration Percentage (0-100)	
Fixed Percentage 50	
These Settings will allow the FEE411 - Enrollment Fee Synchronization to prorate the student year long fees based on the student's school enrollment.	
Enrollment Fee Proration Method Enrollment Fee Term Code	
Fixed Percentage V YR V	
Enrollment Fee Proration Percentage (0-100)	
75	
	_
Term Code Settings	
Line Term Code Term Name Course Enrollment Grace Period	₽
1M1 Mini 1 0 0 💌 0	
2Q1 Quarter 1 0 0 · · ·	

Figure 1.8 – District Fee Options screen – Proration Options group box

- 2. Click the Enable Automated Fee Proration checkbox.
- 3. Set the default method to prorate a student's course fees based on their enrollment in the course in the **Default Proration Method** field. The options include:
 - **None** no proration of course fees.

- **Terms Attended** prorated based on the course terms the student attended, regardless of if they completed the term.
- **Terms Completed** prorated based on the course terms the student completed.
- **Percentage of Term** prorated based on the percentage of the term the student attended.
- **Fixed Percentage** only prorated a fixed percentage regardless of how long the student has attended the course. If selected, set the percentage in the **Fixed Proration Percentage** field.
- 4. In the **Term Code Proration Setup** group box, set the **Course Enrollment Grace Period**, the **Course Term Locked-In Period**, and any **Proration Method Override** for the each term code.
 - Course Enrollment Grace Period the number of days into the term that the student is allowed to drop the class and will be refunded all the course fees.
 - **Course Term Locked-In Period** the number of days into the term after which if a student drops a course, they will not be refunded any of the course fees.
 - Proration Method Override the proration calculation method used for this specific term, overriding the method indicated in the Default Proration Method field. The options include:
 - None no proration of course fees.
 - **Terms Attended** prorated based on the course terms the student attended, regardless of if they completed the term.
 - Terms Completed prorated based on the course terms the student completed.
 - Percentage of Term prorated based on the percentage of the term the student attended.
 - Fixed Percentage only prorated a fixed percentage regardless of how long the student has attended the course. If selected, set the percentage in the Proration Percentage Override field.

5. Click Save.

Configuring the Enrollment Fee Proration

The Enrollment Fee is a fee that every student is assigned when they enroll in a particular school, such as a locker fee or a student computer deposit. The fee can be prorated based on how long the student has been enrolled in school this year.

1. On the Options tab, scroll down to the Enrollment Fee Proration Method field

» 🚽
vear long fees based on the student's school enrolment.

Figure 1.9 – District Fee Options screen – Enrollment Fee Proration Method

- 2. Set the method to prorate a student's yearlong fees based on their enrollment in the school in the **Enrollment Fee Proration Method** field. The options include:
 - None no proration of enrollment fees.
 - **Terms Attended** prorated based on the school terms the student attended, regardless of if they completed the term.
 - **Terms Completed** prorated based on the school terms the student completed.
 - **Percentage of Term** prorated based on the percentage of the term the student attended.
 - **Fixed Percentage** only prorated a fixed percentage regardless of how long the student has attended the school. If selected, set the percentage in the **Fixed Proration Percentage** field.
- 3. In the **Enrollment Fee Term Code** field, select the time period that defines the "term" used to calculate the proration.

For instance, if you select "Percentage of Term" in the **Enrollment Fee Proration Method** field, and "YR" as the **Enrollment Fee Term Code**, the enrollment proration will be based off the percentage of the entire school year the student was enrolled in the school.

4. Click Save.

Setting Waiver Options

1. On the **Options tab**, scroll down to the **Waiver Options** group box.

Aenu▼ 🗐 Save Undo Status: Ready 🗟 🖓 🕯						
♥District Fee Options						
Options Online Payments Caps Depos	its					
Waiver Options		۵				
These settings will allow the FEE410 - Prog	ram Waiver Fee Synchronization to process waive	r percentages for students participating in these programs.				
	ERM Name 🛆	Reduction Percentage				
11	NCLB Indicator 1					
22	NCLB Indicator 2	0				
3F	Free	100				
4 R	Reduced	50				

Figure 1.10 – District Fee Options screen – Waiver Options group box

- 2. Set the percentage of the fees that will be waived for each FRM status type in the **Reduction Percentage** field.
- 3. Click Save.

Defining Past Due Aging Period

The Past Due Aging Periods are the time periods that an account can be past due, such as 30 days, 60 days, 90 days, or 120 days. The <u>FDP415</u> report displays the fees that are past due based on these period settings.

1. On the **Options tab**, scroll down to the **Past Due Aging Periods** group box.

Menu 🔻	Save	Undo		Status: Ready 😂 🖓 🧦
∀Dist	rict Fee O	ptions		
Options	Online Payments	s Caps Depo	sits	
Past Due	Aging Periods			۵
These se for each	ettings will affect I of the aging perio	now the FEE415 ods.	- Student Fee Ag	ing List calculates the amount in each of the Past Due Aging Periods. Please enter the day(s) past due
Period 1	Period 2	Period 3	Period 4	
30	60	90	120	

Figure 1.11 – District Fee Options screen – Past Due Aging Periods group box

- 2. Enter the days past due in each period field.
- 3. Click Save.

Setting Family Fee Caps

Fee caps are the maximum amount of fees a family can be required to pay during a school year. If the family incurs any fees over set cap amount, the fees are waived.

A family is defined as students who reside at the same address and/or share parents.

Note: When you first begin using Family Fee Caps, you will need to update the Fee Wavier Reason Lookup table to include a code for Family Activity Cap Met. Please see <u>Defining Lookup Tables</u>.

1. Navigate to Synergy SIS > System > Setup > District Fee Options. The District Fee Options screen displays.

Menu V Save Undo	Status: Ready 🗟 🖓 🥸
♥District Fee Options	» 🔜 🕷
Options Online Payments Caps Deposits	
Cap Waiver Reason	
Family Activi 💌	
Fee Caps	Add 🔇
X Line School Year	⇒ Cap Amount ⇒
1 2012	\$100.00

Figure 1.12 - District Fee Options, Caps tab

- 2. Select the **Caps** tab.
- 3. Click Add. A new row appears in the Fee Caps grid.
- 4. Enter the School Year for the cap.
- 5. Enter the Cap Amount for the year.
- 6. Click Save.

CONFIGURING DEPOSITS

Your district may require that collected fees be deposited on a regular basis. The system tracks the deposit of collected fees into the schools general ledger accounts.

Setting Deposit Options

- 1. Navigate to Synergy SIS > System > Setup > District Fee Options. The District Fee Options screen displays.
- 2. Select the **Deposits** tab.

Menu 🔻 🛛 🍏 🔤	Save Undo		Status: Ready	r 🖓 🤹
VDistrict F	ee Options			» 🖌 😽
Options Online F	Payments Caps Deposits			
Deposit Options				٨
Fee Deposit ID Fo	ormat			
Require Depos	it Number			
Deposit Types				Add 🔇
X Line	Deposit Type	\Leftrightarrow	Payment Method	Ş
	Figure 1,13 – District Fe	e Options screen	– Online Pavment tab	

3. Enter the Fee Deposit ID Format.

This option enables you to define the format of the Deposit ID. If left blank, the system assigns numbers in ascending order. If you use zeros in the format, the zeros define a fixed number position. For example, if you use the format "SP000," the system assigns Deposit ID numbers beginning with "SP001" in ascending order.

- 4. Select **Require Deposit Number** to require users to enter a deposit number before the system records a deposit.
- 5. Click Add. A new row displays in the Deposit Types grid.

The grid indicates which payment methods the system adds automatically, and which the users add manually. See <u>Manually Recording Deposited Fees</u>.

- 6. Select a **Deposit Type** from the column.
- 7. Select a Payment Method from the next column.
- 8. Click Save.

CONFIGURING PAYMENT SERVICES

You can give parents and students the ability to view student fees on ParentVUE and StudentVUE. If you have are using a payment service provider, those fees can be paid directly through the ParentVUE and StudentVUE portals.

If your district partners with an online payment service provider, such as PaySchool, Elavon, ACH, or SchoolPay some basic setup must be done before using the payment services.

Enabling online payments systems

- 1. Navigate to Synergy SIS > System > Setup > District Fee Options. The District Fee Options screen displays.
- 2. Select the Online Payments tab and go to the Fee System Setup group box.

Menu V 🗐 Save Undo	J					Sta	
VDistrict Fee Opti	ons					5.0	(**
Octoos Online Payments	Cans Denosits						
Fee System Setup							9
Enable Online Payments							
Enable Shopping Cart							
VEnable Partial Payments							
Online Payment Configuratio							Add Q
X Line Enabled 🖯 Tee Syste		(e) Fee Payment (e) Fee System URL (e)			Fee System Password	C Password	fee System Response URL (Optional)
Elavon	Elavon	Credit/Debit C Mttps://test.internetsecure	90166			No	https://qa.edupoint.com
🔄 2 😥 SchoolPay	SchoolPay	Credit/Debit (👻 https://www.mypaynetapp	672141343821530555783329984			No	https://qa.edupoint.com
PaySchool	s 🔮 PaySchools	Online Payme Mttp://test payschools.com	B8ACCA9B7F1E46A0A370568B4593F751	36954660175B4544A686702B69D97A6D		No	https://qa.edupoint.com/
UMB ACH	MIMB ACH	Check Mttps://paymentenginerout	36			Yes	and the second

Figure 1.14 – District Fee Options screen – Online Payment tab

- 3. Select the **Enable Online Payments** option.
- 4. Select the **Enable Shopping Cart** option to allow parents to pay for more than one student's fees in a single online transaction.
- 5. Select the **Enable Partial Payments** option to allow parents or students to pay a portion of a fee over multiple payments via ParentVUE, rather than the total amount in one payment.
- 6. Click Add. A blank row displays in the Online Payment Configuration grid.
- 7. Fill in the fields in the Online Payment Configuration grid.
 - Enable Fee System check to enable the fee system.
 - Fee System Type selects which fee system provider to use from all available fee system.
 - Display Name the name of the fee system displayed to users.
 - Fee System Online Payment Method select if the fee system will accept cash, check, credit, or online payments.
 - Fee System URL the secure fee processing web address provided by the fee system provider.
 - Fee System ID the ID assigned to your district by the fee system provider.
 - Fee System Additional ID the additional ID assigned to your district by the fee system provider.



- Fee System Password the password assigned by your district to use this fee system provider.
- **Password is Set** indicates if a password is set for this provider.
- Fee System Response URL (Optional) your district URL that will receive payment status updates from the fee system provider.
- 8. Click Save.

Enabling fee payment through ParentVUE/StudentVUE

1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration. The ParentVUE and StudentVUE Configuration screen displays.



Figure 1.15 – ParentVUE and StudentVUE Configuration screen

- 2. Select the Fee check boxes in the Parent and/or Student columns.
- 3. Click Save.

DEFINING DISTRICT FEES

Once the fee categories are defined and the district fee options are configured, you can set up the list of fees used in your district. Since the fees are set up at the district level, unless they are marked as mandatory, schools have to opt-in to use the fees.

Entering District Fee Codes

1. Navigate to Synergy SIS > Fees – Direct Payment > Setup > District Fee Codes. The District Fee Codes screen displays.

Menu V Status: Ready							
VDistrict Fee Codes							
School Year: 2012-2013							
District Fee Codes							
District Fee Codes Add Show Detail	0						
🗙 Line Fee Code 🗧 Fee Description 🗧 Fee Category 😂 Fee Amount 😂 Mandatory 🕀 Enrolmment Fee 😂 Priority							
210 Locker Fee LKR 💌 \$10.00 🗐 🧐 - Lowest	~						
220 Lab Fee LAB S20.00 9 - Lowest	~						

Figure 1.16 – District Fee Codes screen

2. Click **Add**. The District Fee Detail screen displays.

Save Close							
District Fee	Detail						
Fee Detail							
Fee Code	Fee C	ategory	Fee Description			Mandatory	School Year 2012
Fee Amount	Priorit	y	General Ledger Acco	ount			
Note 🅎 📀				12			
Settings							6
General							
Allow School Ove	erride	Allow schools	to override the District F	Fee settings.			
Family Cap		Include this fe	e in the Family Fee Cap	calculation.			
Parent VUE							
Allow Partial Pay	ments	Allow Partial F	ayments of this fee in P	arent VUE.			
Fee Synchronizat	tion						
Allow Proration		FEE 409 - Co	urse Fee Synchronizatio	on will prorate this fee b	ased on Course	Enrollment and District	Proration settings.
Allow Program W	/aivers	FEE 410 - Pro	ogram Fee Synchronizat	tion will waive this fee b	ased on the Stud	ent's Program enrollme	nt.
Enrollment Fee		FEE 411 - En	rollment Fee Synchroniz	ation will maintain this f	fee.		
School Types							6
School Type	h						
Elementary Sch	ool 🗖 High	School 🗖 Midd	le School 🔲 Special Sch	loor			
School Exceptions							6
Schools in this lis	st will ove	rride the Scho	ol Types selection				
Exceptions							Chooser
X Line		School N	ame	\ominus		Include / Exclude	

Figure 1.17 – District Fee Detail screen

- 3. Enter the appropriate values on the screen.
 - **Fee Code** the abbreviated Fee Code. This value must be unique since it is used internally to link the tables in the database and it displays in the list.

- **Fee Category** the fee group that this school fee should fall under. The fee category is set in the <u>Fee Category</u> Lookup table.
- Fee Description the name of the fee.
- **Mandatory** a fee automatically included in all district schools' fee codes. Schools do not have the option to select it. If this district fee will be assigned as a <u>district course fee</u>, it must be marked as Mandatory.
- Fee Amount the standard price for this fee. This amount can be edited after it is assigned to a student or course.
- **Priority-** sets the fee's priority relative to other fees, indicating if it should be paid before another fee can be paid. The default priority is 9-Lowest.
- **General Ledger Account** marks if this fee should be associated with a specific general ledger account in an accounting system.
- Notes explanations or details relevant to this district fee to be recorded.
- Allow School Override marks that this fee code is unlocked at the school level, and can be edited. By default, district fee code values are locked and cannot be edited by a school. A padlock icon in the School Fee Codes screen grid indicates that the fee is locked.
- Family Cap indicates this fee counts towards a family's total fee cap amount.
- Allow Partial Payments enables parents or students to pay a portion of a fee over multiple payments via ParentVUE, rather than the total amount in one payment. The <u>partial payment option</u> is set on the District Fee Options screen.
- Allow Proration marks that this course fee can be prorated based on the student's enrollment in the course. <u>Proration calculations</u> are set on the District Fee Options screen.
- Allow Program Waivers marks that a portion of the course fee can be waived based on the student's FRM or NCLB eligibility. The <u>amount of program-based</u> <u>waivers</u> is set on the District Fee Options screen.
- Enrollment Fee marks a fee associated with the student's enrollment in the school and not a specific course or program. The <u>enrollment-based calculations</u> are set on the District Fee Options screen.
- **School Types** marks the type of school that will have access to this district fee code. At least one school type must be selected.
- School Exceptions a list of schools that override the School Types selection.
 - a. Click Chooser. The Chooser screen displays.
 - b. Select the school that is an exception to the School Types selected.
 - c. Click Select. The school name appears in the Exceptions grid.
 - d. Select if the school is to be excluded from the school types selected, or included along with the school types selected.
- 4. Click Save.

UPDATING FEE CODES

If the District Fee Codes are changed or updated, the district can send those revised codes to the appropriate schools. The codes automatically update at the school level. The school does not have to opt-in to the codes.



Caution: When you update School Fee Codes, you will override any changes that have been made at the school level.

Updating Fee Codes from the District

1. Navigate to Synergy SIS > Fees – Direct Payment > Setup > District Fee Codes. The District Fee Codes screen displays.

Menu	-	Save	Undo							Status: Ready	2 Ra 🏅	<u>;</u> 0
Edit F	dit RevOrganizationYear Data							(11)				
Upda	te Fee	e Codes										6
View	Audit	Detail For Dist	rict Fee Codes									
			-									
Dist	rict F	ee Codes										
Dist	rict F	ee Codes								Add	Show Detail	
X	Line	Fee Code 👙		Fee Description		Fee Category		Fee Amount 👙	Mandatory 😂	Enrollment Fee 🔶	Priority	
		210	Locker Fee			LKR	*	\$10.00			9 - Lowest	~
	2	220	Lab Fee			LAB	*	\$20.00			9 - Lowest	~
						Т	otal	\$30.00	ā			

Figure 1.18 – District Fee Codes screen

2. From the **Menu** drop down, select **Update Fee Codes**. The **Update Fee Codes** screen appears.



Figure 1.19 – Update School Fee Codes screen

- 3. Select the type of fees to update with the District fee code information.
- 4. Select the **School Types** to update. You must select at least one School Type.
- 5. Select any schools that should be included or excluded from the school types selected.

- 6. Select the District Fee Codes to update.
- 7. Click **Update School Fee Codes**. The job of updating the codes runs and the Job Results screen displays the logs for all the schools whose fees have been update.

Recurring Patter ne State Imin Complete	m Results System Info Priority v Normal v
Download Prom	pt.
ult Files	Add Q
e Result	Description
	Update School Fee Codes
	Update School Fee Code Criteria Log
	Update School Fee Code Change Log - Adams Elementary
	Update School Fee Code Change Log - Roosevelt Middle School
	Update School Fee Code Change Log - Truman Middle School
	Recurring Patte ne State Emmi Complete Download Prom ult Files

Figure 1.20 – Job Results screen

Updating Student Fee Totals at the District Level

Occasionally the student fee totals or fee statuses may need to be updated to synchronize the fees across all other screens where fees are entered. Edupoint recommends synchronizing student fee totals for every school year in the system.

1. Go to the **District Fee Options** screen, found under **Synergy SIS > System > Setup**.

	Estructure	Select Organization:	Select Year:	how Students:
Synergy		Hope High School	2013-2014 👻	Show Active and Inactive 👻
W Education Platform	Concordination	Change Focus	2007-2008	
🔄 🚺 🖪 🧖 🕮 Quick Launch			2009-2010	
Menu V Save Undo			2010-2011 2011-2012 2011-2012 Summer	s: Ready 🗟 🖓 🧞
♥District Fee Options			2012-2013 Night 2012-2013	(«
			2012-2013 Summer 2013-2014 Night	
Options Online Payments Caps Deposits			2013-2014	
District Fee Model			2013-2014 Summer 2014-2015	<u>^</u>
Direct Payment			2015-2016	

Figure 1.21 - Focus Selection

2. Select the focus school year.

Menu 🕶 🏹 Save Undo	, Status: Ready 😂 🖓 🖓
Edit DistrictSetup Data	
District Synchronization of Student Fee Totals	
View Audit Detail For District Fee Options	
Options Online Payments Caps Dep	osits
District Fee Model	
Direct Payment	
·	

Figure 1.22 – District Fee Options Screen

3. Click on the **Menu** button, and select **District Synchronization of Student Fee Totals**. The student fees totals synchronize for every school in the district for the selected year.

OPTING IN TO FEES

Once the district fee codes have been defined, schools within your district have the ability select which district fees they will use.



Note: Schools automatically receive any District Fees that are marked as mandatory. Mandatory fees appear in yellow in the opt-in search results.

Opting in to District Fee Codes

1. Navigate to Synergy SIS > Fees – Direct Payment > Setup > School Fee Opt-In. The School Fee Opt-In screen displays.

Mer	nu 🔻	Status: Ready 😂 🖓 🏄 🖉								
Y	VSchool Fee Opt-In									
Sch	lool	Nan	ne: Hope	High School School Y	ear: 2012-2013	3				
Fe	es (Opt I	n							
Fee	e Co	de	Fee Ca	ategory Fee De	scription					
				~			Search			
Se	arc	h Re	sults				0			
Li	ne	Opt In	Fee Code	Fee Description	Fee Category	Fee Amount	Note			
	1		200	Enrollment fee - textbook	тхт	\$20.00	•			
	2		240	PE locker fee	GYM	\$7.00	•			
	3		210	Locker Fee	LKR	\$10.00	۵ 			
	4	V	220	Lab Fee	LAB	\$20.00	٩			
	5	V	230	Shop fee	LAB	\$10.00	© 			

Figure 1.23 – School Fee Opt-In screen

- 2. Enter a value in the Fee Code, Fee Category, or Fee Description fields.
- 3. Click Search. A list of matching District Fee Codes displays.
- 4. Select the checkbox in the **Opt In** column for each District Fee your school will use.
- 5. Click Save. The District Fees Codes appear on the School Fee Codes screen.

Menu V Save Undo Status: Ready									
∇	Scl	hool Fee Co	odes						
Scho	ool: H	Hope High School	FullYear: 2012-2013						
Fee	e Coo	des							
Dis	trict	Defined Fee Codes					Show Detail		
Lin	е	Fee Code	Fee Description	Fee Category	Fee Amount	Enrollment Fee	Priority		
1.0	1 🔒	200	Enrollment fee - textbook	ТХТ	\$20.00		9 - Lowest		
	2 🔒	210	Locker Fee	LKR	\$10.00		9 - Lowest		
	3 🔒	220	Lab Fee	LAB	\$20.00		9 - Lowest		
- 33	4	230	Shop fee	LAB	\$10.00		9 - Lowest		
- 3	5 🔒	240	PE locker fee	GYM	\$7.00		9 - Lowest		
				Tota	\$67.00				
Sch	lool	Defined Fee Codes				Add	Show Detail		
×	Lin	ie 🛛 Fee Code 🛛 🈂	Fee Description	😂 🛛 Fee Category 😂	Fee Amount 🔤	Enrollment Fee 🖨	Priority		
		1 BK	Book Damages	TXT 💌			1 - Highest 🛛 🕙		
		2 BUS	Football Transportation	BUS 💌	\$25.00		9 - Lowest 🛛 👻		
		3 LAB	Lab Materials	LAB 💌	\$25.00		9 - Lowest 🛛 💌		
		4 LKR	Locker Damages	LKR 💌	\$10.00		9 - Lowest 🛛 👻		
		5 PE	Gym locker	GYM 🔽	\$15.00		9 - Lowest 🛛 🚩		
		6 PKP	Parking Permit	РКР 💌	\$25.00		1 - Highest 🛛 👻		
		7 YBK	Year Book	ҮВК 💌	\$50.00		9 - Lowest 🛛 💌		
				Total	\$150.00				

Figure 1.24 – School Fee Codes screen

DEFINING SCHOOL FEES

Once the fee categories have been defined and the district fee options have been configured, you can set up the list of fees used by each school. Since the fees are setup at the school level, these steps need to be repeated at every school that charges fees.

Entering School Fee Codes

1. Navigate to Synergy SIS > Fees - Direct Payment > Setup > School Fee Codes. The School Fee Codes screen displays.

Menu 🗸 🔝 Save Undo Status: Ready 😂 🖓 🐝 🖉											
School Fee Codes											
School: Hope High School FullYear: 2012-2013											
Fee Codes											
District Defined Fee Codes Show C											
Lin	е	Fee Code	Fee Description	Fee Ca	tegory	Fee Amount	Enrollment Fee	Priority			
	1 🔒	200	Enrollment fee - textbook	TXT		\$20.00	V	9 - Lowes	t		
	2 🔒	210	Locker Fee	LKR		\$10.00		9 - Lowes	t		
	3 🔒	220	Lab Fee	LAB		\$20.00		9 - Lowes	t		
	4 230 Shop fee		LAB		\$10.00		9 - Lowes	t			
5 👌 240 PE locker fee		GYM		\$7.00		9 - Lowes	t .				
Total \$67.00											
Sch	lool l	Defined Fee Codes		14			Add	Show Deta	il 🔕		
×	Lin	e 🛛 Fee Code 🛛 🖨	Fee Description	Fee (Category 🌲	Fee Amount 🖨	Enrollment Fee 🈂	Priority			
		1 BK	Book Damages	TXT	~			1 - Highest	*		
		2 BUS	Football Transportation	BUS	~	\$25.00		9 - Lowest	~		
		3 LAB	Lab Materials	LAB	~	\$25.00		9 - Lowest	*		
		4 LKR	Locker Damages	LKR	~	\$10.00		4	~		
		5 PE	Gym locker	GYM	~	\$15.00		9 - Lowest	~		
		6 PKP	Parking Permit	PKP	~	\$25.00		1 - Highest	~		
		7 YBK	Year Book	YBK	~	\$50.00		9 - Lowest	*		
					Total	\$150.00					

Figure 1.25 – School Fee Codes screen

2. Click Add. The School Fee Detail screen displays.

Save Close							
School Fee Deta	ail	(«					
Fee Detail							
Fee Code Fee	Category	Fee Description					
Fee Amount Prior	rity	General Ledger Account					
Note 🕸 🎯							
		.d					
Settings		Q					
General	Include this f	ee in the Family Fee Cap calculation.					
Parent VUE	Allow Partial	Payments of this fee in Parent VUE.					
Fee Synchronization							
Allow Proration	Allow Proration FEE 409 - Course Fee Synchronization will prorate this fee based on Course Enrollment and District Proration setting						
Allow Program Waiver FEE 410 - Program Fee Synchronization will waive this fee based on the Student's Program enrollment.							
Enrollment Fee	FEE 411 - Er	rollment Fee Synchronization will maintain this fee.					

Figure 1.26 – School Fee Detail screen

- 3. Enter the appropriate values in the new row.
 - Fee Code the abbreviated School Fee Code. This value must be unique since it is used internally to link the tables in the database and it displays in the drop-down list.
 - **Fee Category** the fee group that this school fee should fall under. The fee category is set in the <u>Fee Category</u> Lookup table.
 - Fee Description the name of the School Fee Code.
 - Fee Amount the standard price for this fee. This amount can be edited after it is assigned to a student or course.
 - **Priority** the fee's priority relative to other fees, indicating if it should be paid before another fee can be paid. The default priority is 9-Lowest.
 - **General Ledger Account** marks if this fee should be associated with a specific general ledger account in an accounting system.
 - Notes explanations or details relevant to this district fee to be recorded.
 - Family Cap marks this fee to counts towards a family's total fee cap amount.
 - Allow Partial Payments allows parents or students to pay a portion of a fee over multiple payments via ParentVUE, rather than the total amount in one payment. The <u>partial payment option</u> is set on the District Fee Options screen.
 - Allow Proration marks that this course fee can be prorated based on the student's enrollment in the course. <u>Proration calculations</u> are set on the District Fee Options screen.
 - Allow Program Waivers allows a portion of the course fee to be waived based on the student's FRM or NCLB eligibility. The <u>amount of program-based waivers</u> is set on the District Fee Options screen.

- Enrollment Fee indicates a fee associated with the student's enrollment in the school and not a specific course or program. The <u>enrollment-based calculations</u> are set on the District Fee Options screen.
- 4. Click Save.

Modifying District Defined Fee Codes

Note: Schools automatically receive any District Fees that are marked as mandatory. Mandatory fees appear in yellow in the District Defined Fee Codes grid. Some fees are locked and cannot be edited at the school level.

Locked fees are indicated by the padlock icon.

1. Select a fee code line from the **District Defined Fee Code** grid.

r				•						
Menu V 🗐 Save Undo Status: Ready 🥴 🖓										
School Fee Codes										
School	Hope High Schoo	FullYear: 2012-2013								
Fee C	odes									
Distric	t Defined Fee Codes					Show Detail				
Line	Fee Code	Fee Description	Fee Category	Fee Amount	Enrollment Fee	Priority				
1 🖁	200	Enrollment fee - textbook	ТХТ	\$20.00	V	9 - Lowest				
2	210	Locker Fee	LKR	\$10.00		9 - Lowest				
3 🖁	220	Lab Fee	LAB	\$20.00		9 - Lowest				
4	230	Shop fee	LAB	\$10.00		9 - Lowest				
5 🖁	240	PE locker fee	GYM	\$7.00		9 - Lowest				
			Tota	\$67.00						
Schoo	ol Defined Fee Codes	ь.,			Add	Show Detail 🔇				
Χι	.ine 🛛 Fee Code 🗧 🗧	Fee Description	😂 🛛 Fee Category 👙	Fee Amount 🔤	Enrollment Fee 😂	Priority				
	1 BK	Book Damages	TXT 🗠			1 - Highest 🛛 🚩				
	2 BUS	Football Transportation	BUS 💌	\$25.00		9 - Lowest 🛛 🚩				
	3 LAB	Lab Materials	LAB	\$25.00		9 - Lowest 🛛 👻				
	4 LKR	Locker Damages	LKR 💌	\$10.00		9 - Lowest 🛛 👻				
	5 PE	Gym locker	GYM 💌	\$15.00		9 - Lowest 🛛 🚩				
	6 PKP	Parking Permit	РКР 🔽	\$25.00	[]	1 - Highest 🛛 🝸				
	7 YBK	Year Book	ҮВК 💌	\$50.00		9 - Lowest 🛛 👻				
			Total	\$150.00						

Figure 1.27 – School Fee Codes screen

- 2. Click the Show Detail button to view the Fee Detail tab.
- 3. Enter or edit the detail values.



Note: The **Reset** button deletes any changes you make and restores the fee details to the current district defined values. The current district defined values are displayed in the **Current District Fee Information** and **Current District Fee Settings** group boxes on the **Fee Detail** tab.

Fee Detail								
Fee Code	Fee Categor	v	Fee Description					
230	LAB	~	Shop fee					
Fee Amount	Priority		General Ledger Account					
\$10.00	9 - Lowest	~						
Note 🅎 🔇				A				
				Reset to Current District Fee information.				
Sottings								
General								
Family Cap		Includ	e this fee in the Family Fee Cap calculation.					
Parent VUE								
Allow Partial Pa	ayments	Allow	Partial Payments of this fee in Parent VUE.					
Fee Synchroniza	ation							
Allow Proration		FEE 409 - Course Fee Synchronization will prorate this fee based on Course Enrollment and District Proration settings.						
Allow Program	Waivers	FEE 410 - Program Fee Synchronization will waive this fee based on the Student's Program enrollment.						
Enrollment Fee		FEE 4	11 - Enrollment Fee Synchronization will maintain this fe	ee.				
Current District Fe	e Information	r,		۵				
Fee Code 230	Fee Catego	ry	Fee Description Shop fee					
Fee Amount \$10.00	Priority 9 - Lowest]	General Ledger Account					
Note 🧿								
Current District Fe	ee Settings			Q				
General								
Allow School Ov	verride	Allow	schools to override the District Fee Setting.					
Family Cap		Include this fee in the Family Fee Cap calculation.						
Parent VUE								
Allow Partial Pa	yments	Allow Partial Payments of this fee in Parent VUE.						
Fee Synchroniz	Fee Synchronization							
Allow Proration		FEE A	FEE 409 - Course Fee Synchronization will prorate this fee based on Course Enrollment and District Proration settings.					
Allow Program	Waivers	FEE 4	EE 410 - Program Fee Synchronization will waive this fee based on the Student's Program irollment.					
Enrollment Fee	6	FEE	11 - Enrollment Fee Synchronization will maintain this f	fee.				

- Figure 1.28 School Fee Details screen
- Fee Code the abbreviated Fee Code. This value must be unique since it is used internally to link the tables in the database and it displays in the drop-down list.
- **Fee Category** the fee group that this school fee should fall under. The fee category is set in the <u>Fee Category</u> Lookup table.
- Fee Description the name of the Fee Code.
- **Fee Amount** the standard price for this fee. This amount can be edited after it is assigned to a student or course.
- **Priority** the fee's priority relative to other fees, indicating if it should be paid before another fee can be paid. The default priority is 9-Lowest.
- **General Ledger Account -** indicates if this fee should be associated with a specific general ledger account in an accounting system.
- Notes explanations or details relevant to this district fee to be recorded.
- Family Cap indicates that this fee will count towards a family's total fee cap amount.
- Allow Partial Payments allows parents or students to pay a portion of a fee over multiple payments via ParentVUE, rather than the total amount in one payment. The <u>partial payment option</u> is set on the District Fee Options screen.
- Allow Proration indicates that this course fee can be prorated based on the student's enrollment in the course. <u>Proration calculations</u> are set on the District Fee Options screen.
- Allow Program Waivers indicates that a portion of the course fee can be waived based on the student's FRM or NCLB eligibility. The <u>amount of program</u> <u>based waivers</u> is set on the District Fee Options screen.
- Enrollment Fee indicates a fee associated with the student's enrollment in the school and not a specific course or program. The <u>enrollment based calculations</u> are set on the District Fee Options screen.
- 4. Click Save.

Updating Student Fee Totals at the School Level

After school fees are entered, occasionally the totals may need to be updated to synchronize the fees across all other screens where fees are entered.

 Go to the School Fee Codes screen, found under Synergy SIS > Fees - Direct Payment > Setup.

Men	Menu 🗸 🥱 Save Undo Status: Ready 🕺 🖓											
Edit	Rev0	organizationYear Da	ta						>> _			
VIEV	/ AUG	It Detail For School	Fee Codes									
 -												
Fee												
Dis	trict	Defined Fee Code	95						Show Detail			
Lin	e	Fee Code	Fee Description	F	ee Category		Fee Amount	Enrollment Fee	Priority			
	1	070	Dist Materials Fee	C	RSE		\$70.00		9 - Lowest			
	2 🎒	080	Testing Dist Course fee	C	RSE		\$80.00		2			
	3	090	Additional Dist Course Fee	R	EQ		\$90.00		4			
	4 🎒	LCK	Locker and Lock	S	СН		\$10.00		1 - Highest			
	5 🎒	PRK	Parking Pass	S	СН	_	\$10.00		1 - Highest			
	6 🎒	test	test course Fe	C	RSE		\$1.00		9 - Lowest			
					То	tal	\$261.00					
Sc	lool	Defined Fee Code	es					Add	Show Detail 🔇			
×	Line	e Fee Code 🔶	Fee Description	Ę	Fee Catego	ny 🍣	Fee Amount 🖨	Enrollment Fee	Priority			
		1 800	Lab Fee		CRSE	*	\$200.00		9 - Lowest 🛛 👻			
	2	2 APF	Activity Programming Fee 12-13 BVH		REQ	*	\$100.00		3 🗸			
		BVEF	BV Ed Foundation Gift (\$30 requested) 12	-13 BVH	BVEF	*	\$1.00		9 - Lowest 🛛 👻			
	4	4 COURSE	Course Fee BVH 12-13		CRSE	*	\$80.00		9 - Lowest 🛛 👻			
		FAMAP	Family Activity Pass 12-13 BVH		OPT	*	\$85.00		9 - Lowest 🛛 👻			
	6	IAAP	Individual Adult Activity Pass 12-13 BVH		OPT	*	\$55.00		9 - Lowest 🛛 👻			
		7 LDLIBR	Lost/Damaged Library Book 12-13 BVH		FINES	*			9 - Lowest 🛛 👻			
	ε		Lost/Damaged Textbook 12-13 BVH		FINES	*			9 - Lowest 🛛 👻			
	9	RF	Learning Resources 12-13 BVH		REQ	*	\$100.00		3 💌			
	10	MEALS	Meals - Minimum \$30.00 12 -13 BVH		LUNCH	*	\$1.00		1 - Highest 🛛 👻			
	11	I NEWS	Student Newspaper 12-13 BVH		OPT	*	\$25.00		9 - Lowest 🛛 👻			
	12	2 NSF	NSF Check Charge 12-13 BVH		FINES	*	\$20.00		3 🗸			

Figure 1.29 – School Fee Codes Screen

2. Select the **Menu** drop-down, and select **School Synchronization of Student Fee Totals**. The system updates the student fees at the school level.

SETTING UP OPTIONAL FEES

School can have some of their optional fees available on ParentVUE and StudentVUE. Optional fees would include such items as yearbooks, varsity athlete jackets, prom or dance tickets, and parking passes. In the Direct Payment model, they are clearly designated as optional (not required) fees. Parents and students can pay the optional fees or purchase the items through the ParentVUE and StudentVUE portals.

	No Photo	Billy								FEI
Calendar	On file	Hope High S	School	(949-555-1212)					S	Summary Paymer
Attendance					Fee	Payme	nt			
Class Schedule	Baland	ce that you o	owe: \$	600.00						Submit Fees
Conference	Select	Date	Fee	Description	Priority	Fees	Payments	Balance	Fee	Course
Course History	C		Code				1		Category	
Course Request		05/04/2012	BDI	Band Instrument Rental	9	\$50.00	\$0	\$50.00	Sports	
Discipline		05/04/2012	BDU	Band Uniform	9	\$25.00	\$0	\$25.00	Sports	
Fee		05/09/2012	BUS	Sports Transportation	ts 9 \$2		\$0	\$25.00	Sports	
Grade Book		05/09/2012	LAB	test	9	\$500.00	s	\$500.00	(BUS)	
Health					Totals:	\$600.00	\$0.00	\$600.00		Submit Fees
Report Card										
School Information										
Student Info					Optic	onal Fe	es			
Custom Tab	The fo	llowing fees	are o	ptional:						Submit Fees
	Select	Fee Code	Des	cription		Ar	nount	Quantity	Fee Cat	egory
		YBK	Year	book			\$25.00	1	Optiona	l Fees
		FTS	Field	d Trip - Sports			\$10.00	1	Sports	
		FTB	Field	d Trip - Band			\$10.00	1	Sports	
		CLS	Club	Shirts			\$10.00	1	Activity	Based Fees
		PKP	Park	king Pass			\$25.00	1	Optiona	l Fees

Figure 1.30 - ParentVUE Fees - Direct Payment model

Entering optional School Fee Codes

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration. The ParentVUE and StudentVUE School Configuration screen displays.
- 2. Select the **Options** tab and go to the **School Optional Fees** group box.

Menu V Save Undo Add Delete Status: Ready	2 🖓 🚱								
✓ParentVUE and StudentVUE School Configuration	×								
School Name: Hope High School School Year: 2011-2012									
PVUE Configuration Course Requests Options									
Display Options	٨								
Select the staff who will receive emails for demographic updates (will be shown in ParentVUE)									
Staff 🔶 E-Mail									
School Optional Fees	Chooser 🔇								
X Line Fee Code ⊕ Fee Description ⊕ Amount ⊕ Max Units ⊕ Frequency	∂								
BUS Football Transportation \$25.00 Unlimited purchasing	*								

Figure 1.31 – ParentVUE and StudentVUE School Configuration

3. Click Chooser. The Fees Chooser screen displays.

Find Sele	ect				
Choose	r				
Find Criteria					
Fee Code	Fee Description				
	Add Selected Row(s)	A	dd All	Row(s) >>	
Search Resu	lts				
Find Result	Q	[Sel	ected Items	\sim
Line Fee	Fee Description		X	Line Fee Code	Fee Description
1 BDI	Band Instrument Rental			1 YBK	Yearbook
2 BDI	Band Locker			2 THC	Ticket - Homecoming
3 BDU	Band Uniform			3 TGD	Ticket - Graduation
4 BUS	Sports Transportation			4 TPR	Ticket - Prom
5 CBK	Course Required Text Book			5 TSP	Ticket - Sports Event
6 CLB	Course Required Lab Fee			6 FTB	Field Trip - Band
7 CMP	Student Assigned Computer (netbook) Deposit			7 <mark>FTG</mark>	Field Trip - Senior Graduation
8 CSP	Course Required Supply Fee			8 FTS	Field Trip - Sports
9 DBK	Damage Fine - Book			9 CLS	Club Shirts
10 DCE	Damage Fine - Computer Equipment			10 CLT	Club Travel Costs
11 DCR	Damage Fine - Classroom			11 PKP	Parking Pass
12 DLK	Damage Fine - Locker				

Figure 1.32 – Fees Chooser screen

- 4. Find and select the appropriate optional fee types for your school.
- 5. Click Select. The optional fees are added to the School Optional Fees grid on the ParentVUE and StudentVUE School Configuration screen.

Men	u 🔻 🍏 🛛 Save	Undo Add Dele	te		Status: Ready	2 5. 👷					
Y	ParentVU	E and Student	VUE Sch	ool Confi	guration	» 🛂 💰 🔡					
Scho	ool Name: Hope	High School School Yea	ar: 2011-2012								
PV	PVUE Configuration Course Requests Options										
Dis	Display Options										
Sel	ect the staff who	will receive emails for de	emographic upd	lates (will be sh	own in ParentVUE)						
Stat	ff 🔶 E-Mail										
U											
Sch	ool Optional Fe	es				Chooser 🔇					
×	Line Fee Code	Fee Description 🔤	Amount 🖨	Max Units 🖨	Frequency						
	1 CLS ←	Club Shirts	10.00	2	Unlimited purchasing	*					
	2 CLT 🔶	Club Travel Costs	10.00	1	Unlimited purchasing	*					
	3 <mark>FTB</mark> €	Field Trip - Band	10.00								
	4 FTC←	Field Trip - Course	10.00		Unlimited purchasing						
	5 FTG (Field Trip - Senior Graduation	10.00		Purchase can be made once a school year						
	6 <mark>FTS</mark> ←	Field Trip - Sports	10.00		Unlimited purchasing	*					
	7 PKP 🗲	Parking Pass	25.00		Unlimited purchasing	*					
	8 SLJ 🗲	Sports Letterman Jacket	45.00		Unlimited purchasing	*					
	9 <mark>SLL (</mark>	Sports Letterman Letter	10.00		Unlimited purchasing	*					
	10 TGD 🗲	Ticket - Graduation	10.00		Unlimited purchasing	*					
	11 THC 🗲	Ticket - Homecoming	100.00		Unlimited purchasing	*					
	12 TPR 🖨	Ticket - Prom	100.00		Unlimited purchasing	*					
	13 TSP 🗲	Ticket - Sports Event	10.00		Unlimited purchasing	*					
	14YBK ←	Yearbook	25.00		Unlimited purchasing	~					

Figure 1.33 – School Course Fees tab - School Course screen

6. Edit the **School Optional Fees** information as necessary.

- **Fee Code** the abbreviated School Fee Code. This value is set on the <u>School</u> <u>Fee Codes</u> screen.
- Fee Description the name of School Fee Code.
- **Amount** the standard price for this fee. This amount can be edited here.
- **Max Units indicates** the maximum number of times this item can be purchased. For example, if each family can only purchase six extra graduation tickets, the Max Unit should be six. If no Max Unit is designated, there is no limit.
- **Frequency** indicates the number of times throughout the year that the item can be purchased. The options are Unlimited purchasing or Purchase can be made once a school year. For example, you may want to limit each family to one parking pass a year, but each family can buy tickets to sports events (football games, basketball games, etc.) throughout the year.
- 7. Click Save.

Chapter Two: Assigning Fees

In this chapter, the following topics are covered:

- Assigning Fees to a District Course
- Assigning Fees to a School Course
- Assigning Fees to a Group
- Assigning Fees to an Individual

ASSIGNING FEES TO A DISTRICT COURSE

Fees can be added to a course at the district level. When a school opts into the district course, the associated course fees are automatically populated at the school level.

Adding a Fee to a District Course

Note: You can only add fees that meet the following criteria to a district course:

- The district fee must be active in the current year.
- The district fee must be marked as a mandatory fee.
- The district fee cannot be marked as an enrollment fee.
- The school type that the district fee is assigned to must be the same as the school types that can select the course.
- 1. Navigate to Synergy SIS > Course > District Course.
- 2. Find or scroll to the appropriate district course and select the Course Fees tab.

Menu 🔻	Menu V 🛞 🛞 😹 Save Undo Add Delete Status: Ready 🗟 🖓 📚 🎱										
VDistrict Course											
Course ID: AC10 Course Title: Air Cond Tech											
Course	Description	Year Override	Pre/Corequisite	Schools Teaching	Associated Courses	Standards	Opt In Options	Course Fees			
Course ID) (Course Title		Course Short Title	Mandatory Ina	active Always	Show In Course	e History Add			
AC10	ļ	Air Cond Tech		Air Cond Tech							
Course F	Fees							Show Detail	Chooser 🔇		
X Line	e Fee	Code 🔤	Fee Cate	egory 😂	Fee Description	n	Fee	Amount 🔶	Priority		
						To	otal	\$0.00			
The Cho 1. Dis 2. Dis 3. Dis 4. Dis	Intelligence S0.00 The Chooser will select District Fees that match the all of the following criteria: 1. District Fees for this current year. 2. District Fees marked as Mandatory. 3. District Fees not marked as an Enrollment Fee. 4. District Fees' School Type selections must match the District Course screen School Type selection.										

Figure 2.1 - Course Fees tab - District Course screen

3. Click the **Chooser** button. The **Course Fees Chooser** screen displays.

Find Select	Find Select										
Chooser											
Find Criteria							0				
Fee Code Fee	ee Code Fee Category Fee Description										
Cooreb Desults	Add Selected Row(s) > Add All Row(s) >>										
Find Result				Selected Items							
Line Fee Code	Fee Category	Fee Description	-	X Line Fee Code	Fee Category	Fee Description	-				
1210	LKR	Locker Fee		1 210	LKR	Locker Fee					
2230	LAB	Shop fee		2230	LAB	Shop fee					
3240	GYM	PE locker fee			Lapozer	Long Contra					

Figure 2.2 – Fees Chooser screen

- 4. Find and select the appropriate fees for this course.
- 5. Click the **Select** button. The course fees are added to the **Course Fees** grid on the **District Course** screen.
- 6. Click Save.

Editing a District Course Fee

1. Select a fee and click **Show Detail**. The Fee Detail tab displays.

Menu	- < 9 > £	Sa Sa	ve Undo	Add Delete				Status: Ready	2 4		
VDistrict Course											
Cours	se ID: AC10 Course	Title: Air Co	nd Tech								
Cour	rse Description Ye	ear Overrid	e Pre/Core	quisite Schools Teaching	Associated Courses	Standards	Opt In Options	Course Fees			
Cours	se ID Cour	se Title		Course Short Title	Mandatory Ina	active Always S	Show In Course	History Add			
AC10) Air C	ond Tech		Air Cond Tech							
Cour	rse Fees							Show Detail	Chooser 🔇		
X	Line Fee Code 👙	Fee C	ategory 🍦)	Fee Description		\$	ee Amount 🛛 🍦	Priority		
	1 <mark>210</mark>	LKR	*	Locker Fee				\$10.00	09 - Lowest		
	2 <mark>230</mark>	LAB	*	Shop fee				\$10.00	09 - Lowest		
							Total	\$20.00	*		
The 1 2 3 4	Interference Interference 1. District Fees for this current year. 2. District Fees for this current year. 2. District Fees marked as Mandatory. 3. District Fees on marked as an Enrollment Fee. 4. District Fees' School Type selections must match the District Course screen School Type selection.										

Figure 2.3 – District Course screen – Show Detail

2. Edit the fees information.

Fee Detail			
Fee Code	Fee Category	Fee Description	
230	LAB	Shop fee	
Fee Amount \$10.00	Priority 9 - Lowest	General Ledger Account	
Note 🕎 📀			
Settings			0
General			
Allow Schoo	ol Override	Allow schools to override the District Course Fee settings.	
Family Cap		Include this fee in the Family Fee Cap calculation.	
Fee Synchro	nization		
Allow Prorat	tion	FEE409 - Course Fee Synchronization will prorate this fee based or Course Enrollment and District Proration Settings.	1
Allow Progra	am Waivers	FEE410 - Program Fee Synchronization will waive this fee based on Student's Program enrollment.	the

Figure 2.4 – School Course screen - School Course Fees tab

- Fee Code is the abbreviated Fee Code. This value must be unique since it is used internally to link the tables in the database and it displays in the drop-down list.
- **Fee Category** is the fee group under which this school fee should fall. The fee category options are set in the <u>Fee Category</u> Lookup table. A different Fee Category can be selected here.

- Fee Description explains the abbreviated Fee Code.
- Fee Amount is the standard price for this fee. This amount can be edited after it is assigned to a student or course.
- **Priority** sets the fee's priority relative to other fees, indicating if it should be paid before another fee can be paid. The default priority is 9-Lowest.
- **General Ledger Account** indicates if this fee should be associated with a specific general ledger account in an accounting system.
- Notes allow explanations or details relevant to this district fee to be recorded.
- Allow School Override indicates that this fee code is unlocked at the school level, and can be edited. By default, district fee code values are locked and cannot be edited by a school. A padlock icon in the School Fee Codes screen grid indicates that the fee is locked.
- Family Cap indicates this fee counts towards a family's total fee cap amount.
- Allow Proration indicates that this course fee can be prorated based on the student's enrollment in the course. <u>Proration calculations</u> are set on the District Fee Options screen.
- Allow Program Waivers indicates that a portion of the course fee can be waived based on the student's FRM or NCLB eligibility. The <u>amount of program-based waivers</u> is set on the District Fee Options screen.
- 3. Click the **Save** button. When a school opts into the course, the district defined course related fees appear on the **School Course Fees** tab.

Menu 🔻	Aenu V 🛞 🛞 😓 Ludo Status: Ready 🗟 🖓 🏀											
VSc	VSchool Course											
School	Course Descri	ption School Co	urse Fees									
Course II	D	Course Title			Course Short Title		Course Duration	Credit				
AC10		Air Cond Tech			Air Cond Tech		S2 💌	0.50				
District	Defined Course	Fee Codes						S	how Detail 🔇 🐼			
Line	Fee Code	Fee Description				Fee Category	Fee	Amount	Priority			
1 🔒	210	Locker Fee				LKR		\$10.00 9	- Lowest			
2 🔒	230	Shop fee				LAB		\$10.00 9	- Lowest			
						To	otal	\$20.00				
School	Defined Course	Fee Codes					Show	Detail	Chooser			
X Lin	ne Fee Co	de 🔶	Fee Description	\	Fee Category	¢	Fee Amount	€ F	Priority			
	- Al-					Total		\$0.00				

ASSIGNING FEES TO A SCHOOL COURSE

Adding a Fee to a School Course

- 1. Navigate to **Synergy SIS > Course > School Course**.
- 2. Find the appropriate school course and select the School Course Fees tab.

Menu 🗸 🔇 🛞	Save Undo				Status:	Ready	G 6
School Cou	irse						~
School Course Descr	iption School Course Fees						
Course ID	Course Title		Course Short Title		Course Duration	Credit	
AC10	Air Cond Tech	1	Air Cond Tech		S2 💌	0.50	
District Defined Course	e Fee Codes					Sh	ow Detail 🔕
Line Fee Code	Fee Description			Fee Category	Fee	Amount Pr	iority
1 🔒 210	Locker Fee			LKR		\$10.00 9 -	Lowest
2 🔒 230	Shop fee			LAB		\$10.00 9 -	- Lowest
				To	otal	\$20.00	
School Defined Cours	e Fee Codes				Show	Detail C	hooser 🔕
🗙 Line Fee C	ode 😂 Fee Description	¢	Fee Category	♦	Fee Amount	🔶 Pri	iority
				Total		\$0.00	

Figure 2.5 – School Course Fees tab - School Course screen

3. Click the **Chooser** button. The **Course Fees Chooser** screen displays.

Find Select										
Chooser										
Find Criteria										
ee Code Fee Category Fee Description										
· · · · · · · · · · · · · · · · · · ·										
	Add Selected Row(s) >	Ad	Id All Row(s) >>							
Search Results										
Find Result	(Selected Items		0					
Line Fee Code Fee Category	Fee Description		X Line Fee Co	de Fee Catego	ry Fee Description					
1 BK TXT	Book Damages		LAB	LAB	Lab Materials					
2 BUS BUS	Football Transportation									
	⊢ıgure 2.6 – Fee	s Cho	oser screen							

- 4. Find and select the appropriate fees for this course.
- 5. Click the **Select** button. The course fees appear on the **School Defined Course Fee Codes** grid.
- 6. Click Save.

Menu 🔻	(((((((((((((((((((Save Undo					Status: Ready) Fi 😽 😤
Sch	nool Cours	se						
School (Course Descript	ion School Course Fees						
Course II	D	Course Title		Course Short Title		Course	Duration Credit	
AC10		Air Cond Tech		Air Cond Tech		S2	✓ 0.50	
District I	Defined Course F	ee Codes					S	how Detail 🔇 🔕
Line	Fee Code	Fee Description			Fee Category		Fee Amount F	Priority
1 🔒	210	Locker Fee			LKR		\$10.00 9	- Lowest
2 🔒	230	Shop fee			LAB		\$10.00 9	- Lowest
					Т	otal	\$20.00	
School	Defined Course F	ee Codes					Show Detail	Chooser 🔕
X Lin	e 🛛 Fee Code 🗧	2	Fee Description	Q	Fee Category	₽	Fee Amount 🛛 🈂	Priority
	1 LAB	Lab Materials		L	AB 🔽		\$25.00	9 - Lowest
						Total	\$25.00*	

Figure 2.7 – School Course Fees tab - School Course screen

Editing a School Course Fee

1. Select a fee and click **Show Detail**. The Fee Detail tab displays.

Menu 🕶 🔍 🛞	Save Undo				Stat	us: Ready) F a 🍖?
School Cou	irse						
School Course Desc	Course Title		Course Short Title		Course Durati	on Credit	
AC10	Air Cond Tech		Air Cond Tech		S2	• 0.50	
District Defined Cours	e Fee Codes					SI	how Detail
Line Fee Code	Fee Description			Fee Category		ee Amount P	Priority
1 🎒 210	Locker Fee			LKR		\$10.00 9	- Lowest
2 🔒 230	Shop fee			LAB		\$10.00 9	- Lowest
				To	otal	\$20.00	
School Defined Cours	e Fee Codes				Sh	ow Detail	Chooser 🔇
X Line Fee Code	- €	ee Description	A	Fee Category	😂 🛛 Fee Ar	nount 🔤 I	Priority
I 1 LAB	Lab Materials		L	AB 💙		\$25.00 9) - Lowest
					Total	\$25.00*	

Figure 2.8 – District Course screen – Show Detail

2. Edit the fees information.

Fee Detail	
Fee Code Fee Category	Fee Description
LAB V LAB	Lab Materials
Fee Amount Priority	General Ledger Account
\$25.00 9 - Lowest	
Note 🕎 📀	
Settings	Q
General	
Family Cap	Include this fee in the Family Fee Cap calculation.
Fee Synchronization	
Allow Proration	FEE 409 - Course Fee Synchronization will prorate this fee based on Course Enrollment and District Proration settings.
Allow Program Waivers	FEE 410 - Program Fee Synchronization will waive this fee based on the Student's Program enrollment.

Figure 2.9 – School Course screen – Fee Detail tab

- Fee Code is the abbreviated Fee Code. This value must be unique since it is used internally to link the tables in the database and it displays in the drop-down list.
- **Fee Category** is the fee group under which this school fee should fall. The fee category options are set in the <u>Fee Category</u> Lookup table. A different Fee Category can be selected here.
- Fee Description explains the abbreviated Fee Code.
- Fee Amount is the standard price for this fee. This amount can be edited after it is assigned to a student or course.
- **Priority** sets the fee's priority relative to other fees, indicating if it should be paid before another fee can be paid. The default priority is 9-Lowest.
- **General Ledger Account** indicates if this fee should be associated with a specific general ledger account in an accounting system.
- Notes allow explanations or details relevant to this district fee to be recorded.
- Family Cap indicates this fee counts towards a family's total fee cap amount.
- Allow Proration indicates that this course fee can be prorated based on the student's enrollment in the course. <u>Proration calculations</u> are set on the District Fee Options screen.
- Allow Program Waivers indicates that a portion of the course fee can be waived based on the student's FRM or NCLB eligibility. The <u>amount of programbased waivers</u> is set on the District Fee Options screen.

3. Click the **Save** button. When a student enrolls in this course, they are automatically assigned these associated fees.

ASSIGNING FEES EN MASS

Mass assigning a fee

The Mass assign fees function enables you to assign fees to a specific group of students based on a course, gender, grade, or select individual students.

Note: The mass assign fees process can be run when focused to the
district level or to an individual school.When focused to the district, only district-based fees that are marked as
mandatory are available for mass assignment. No school-based fees are
available.When focused to the school level, only district-based fees that are marked
as mandatory or have been opted into by the school are available for mass
assignment. All school-based fees are also available.

1. Navigate to Synergy SIS > Fees - Direct Payment > Mass Assign Fees. The Mass Assign Fees screen displays.

Menu 🔻		Status: Ready 🖉 🛱	in 🖏
Mass Assign			
Action Transaction Assign Fees 09/25/2013	1 Date Mass Assign Fees		
Process Validation	٩	Student School Processing	0
Mass Assign Input Validation Rules		Apply fees changes to students in their home scl	hool
Transaction Date / Fee Code / Mass Ass	sign Indicator (Default) 🛛 👻	Apply fees changes to students in concurrent sc	hools
Noto MEC (A			
Note 🔊 🛇			
]	
1. Select Fee Codes	Select the fee codes that will be applied to	o the selected students.	
Fee Codes		Choose	er 🔕
X Line Fee Code	Description Fee C	Category Fees	
2. Student Selection Criteria	Schools must have the selected fee code.	e. 	
	If no soloction criteria is provided, the fee	will have the ree codes applied to them.	
	in no selection chiena is provided, the ree	codes changes will be applied to all the students.	
Select Students By			4
Gender	Grade		
~			
		Observe	
	Course Title	Choose	
Students		Choose	r 🔕
X Line Perm ID	Student Name	Grade Gender	

Figure 2.10 – Mass Assign Fees screen

2. Select if you would like to assign or un-assign fees in the Action field.

- 3. Set the date that you would like these fees assigned in the **Transaction Date** field.
- 4. In the **Mass Assign Input Validation Rules** field, select how the system should validate the mass assign fees. This helps prevent the duplication of fees entered manually. Options include:
 - Transaction Date / Fee Code / Mass Assign Indicator this is the default validation rule. It checks to see if there is another mass assigned fee on the same date, with the same fee code. If there is, the system does not assign the new fee.
 - **Transaction Date / Fee Code** The system checks to see if there is another fee (either manually entered or mass assigned) entered on the same date with the same fee code. If there is, the system does not assign the new fee.
 - Fee Code They system checks to see if there is another fee (either manually entered or mass assigned) entered with the same fee code, regardless of date. If there is, the system does not assign the new fee.
- 5. Enter a **Note** to record any details or instructions related to this particular fee.
- 6. In the **Student School Processing** area, select if the changes apply to student in their home school and/or in their concurrent school.
- 7. Click the Chooser button in the Fees Codes grid. The Chooser screen displays.

Find Se	lect						
Choose	er						
Find Criteria	a						Ç
Fee Code	Fee Description			Fee	Category		
					~		
Search Res	sults	Add Selected Row(s)	> _ A	dd All	Row(s) >>		
Find Result	ti	Q		Sel	ected Items		<u> </u>
Line Fee Code	Fee Description	Fee Category		×	Line Fee Code	Fee Description	Fee Category
1 BUS	Sports Transportation	SPT				Banu instrument Rental	3P1
2 CBK	Course Required Text Book	CRS			2 BDL	Band Locker	SPT
3 CLB	Course Required Lab Fee	CRS			3 BDU	Band Uniform	SPT
				-			

Figure 2.11 – School Fee Chooser screen

- 8. Find and select the appropriate fees to mass assign.
- 9. Click the **Select** button. The optional fees are added to the **Fee Codes** grid on the **Mass Assign Fees** screen.

Menu V			Status: Ready 🕺 🖓 🏹
Mass Assign Fees			
Mass Assign			
Action Trans Assign Fees 909/25	action Date 5/2013		
Process Validation		Student School Proces	sing 🔇
Mass Assign Input Validation Rules	2	Apply fees changes	to students in their home school
Transaction Date / Fee Code / Mas	ss Assign Indicator (Default)	Apply fees changes	to students in concurrent schools
Note 🕎 🥥			
1. Select Fee Codes	Select the fee codes that will be applied	i to the selected students.	Chooser
X Line Fee Code Desc	cription Fe	e Category	Fees
BDI Band	d Instrument Rental SF	рт	650.00
2 BDI Ban			ap0.00
200L Dan	d Locker SF	т	\$10.00
Band Band	d Locker SF d Uniform SF	эт γт	\$10.00 \$25.00
2. Student Selection Criteria	d Locker SF d Uniform SF Schools must have the selected fee coo Students that meet the selection criteria If no selection criteria is provided, the fe	PT de. a will have the fee codes ap ee codes changes will be a	\$0.00 \$10.00 \$25.00 pplied to them. pplied to all the students.
2. Student Selection Criteria Select Students By	d Locker SF d Uniform SF Schools must have the selected fee coc Students that meet the selection criteria If no selection criteria is provided, the fe	PT de. a will have the fee codes ap ee codes changes will be a	source \$10.00 \$25.00 pplied to them. pplied to all the students.
Select Students By Gender	d Locker SF d Uniform SF Schools must have the selected fee coo Students that meet the selection criteria If no selection criteria is provided, the fe	PT DT de. a will have the fee codes ap ee codes changes will be a	sou do \$10.00 \$25.00 pplied to them. pplied to all the students.
Select Students By Gender Courses	d Locker SF d Uniform SF Schools must have the selected fee coc Students that meet the selection criteria If no selection criteria is provided, the fe Grade HOME TO THE TO THE TO THE TO 09 10 11 12	PT DT de. a will have the fee codes ap ee codes changes will be a	\$30.00 \$10.00 \$25.00 pplied to them. pplied to all the students.
Select Students By Gender Courses Line Course ID	d Locker SF d Uniform SF Schools must have the selected fee coo Students that meet the selection criteria If no selection criteria is provided, the fe Grade How The State Stat	PT DT de. a will have the fee codes ap ee codes changes will be a	\$30.00 \$10.00 \$25.00 pplied to them. pplied to all the students.
Select Students By Gender V Courses Line Course ID	d Locker SF d Uniform SF Schools must have the selected fee coo Students that meet the selection criteria If no selection criteria is provided, the fe Grade	PT DT de. a will have the fee codes ap ee codes changes will be a	Source \$10.00 \$25.00 pplied to them. pplied to all the students.

Figure 2.12 – Mass Assign Fees screen

10. Select the students you would like to assign the school fees to by using the filters in the **Select Students By** group box, or by **Chooser** button in either the **Courses** or **Students** group boxes.



Tip: You can make multiple filter selections. When you select a combination of filter options, they act as "AND" selections, such as males AND 12th graders.



Note: In this example, we are selecting students. However, the process is the same to add courses to the **Courses** grid.

Find Se	lect																
Choose	er																
Find Criteria	a																6
Perm ID	Last Na	ame	Fi	rst Nan	ne		Middle N	lame	e i	Suffix	Grade	Ge	nder				
												*	~				
	Add Selected Row(s) > Add All Row(s) >>																
Search Res	ults																
Find Result					,	(2	Se	lecte	d Items						٨	-
Line Perm	Last Name	First	Middle	Suffix	Grade	Gende	er	×	Line	Perm	Last Name	First	Middle	Suffix	Grade	Gender	
1873813	Wachter	Douglas	Joseph		12	Male				905483	Abbott	Billy	C	1	12	Male	
2 888629	Waite	Ruth	A		11	Fema	le			873085	Adams	Howard	Todd	6	12	Male	
3 165646	Walbeck	Joan	Marie		10	Fema	le		2	052357	Aquirre	lacon	Koerner		12	Male	1
4 873975	Waldeck	Nicholas	R		12	Male				932337	Aguire	Jasun -	Roemer		12	Mala	
5 966551	Waldie	Donna	Jo		10	Fema	le		4	963723	Barcus	Kenneth	Joseph		11	Male	
6 151348	Walker	Angela	Kristine	11	10	Fema	le		5	148738	Barnes	Wanda			10	Female	
7 888039	Walker	Lawrence	William		11	Male				910222	Castillo	Heather		1	12	Female	
874559	Walker	Randy	G		10	Male			7	890774	Castillo	Steve	M		11	Male	
9 133910	Wallace	Andrew	K	1	10	Male			8	914384	Cenatiempo	Shawn	S		10	Male	
10 101258	Walser	Bonnie	Anne		10	Fema	le			937048	Davis	Susan	Michele		10	Female	
11 925588	Walsh	Angela	F		10	Fema	le		10	019452	Davie	Mark	lerome	9	11	Male	
12913434	Walsh	Doris	Franziska		10	Fema	le		10	910432	Davis	IVICI IN	Jerome		11	IVIAIC	
13902991	Walsh	Russell	Р		10	Male			11	940087	Garza	Jonn	M		10	Male	
14888712	Waltemeyer	Paula	Jacquelyn		12	Fema	le		12	874071	Gardner	Raymond	1L		12	Male	
15874341	Walter	Paul	Samuel		12	Male				118615	lpsen	Anthony	Robert		10	Male	
16887709	Walz	Donald	E		11	Male			14	112046	Ibarra	Mark	Alejandro	1	12	Male	
17 903451	Wamboldt	Albert	R		10	Male			15	132614	Wallace	Johnny	N		10	Male	
18 873861	Wamboldt	Mary	L		12	Fema	le		16	966548	Waldie	Lois	Leigh		12	Female	
19888166	Wamsley	Deborah	Dawn		11	Fema	le		1 10	500040	Taluic	2013	Loigh		12	r cmale	-

Figure 2.13 – Student Chooser screen

- 11. Find and select the appropriate student.
- 12. Click the **Select** button. The students are added to the **Students** grid on the **Mass Assign Fees** screen.

Menu	▼				Status: Ready	2 Ra 🍪
∇	/lass Assign Fe	es				(
Mas	s Assign					
Actio	n -	Transaction Date				
Assic	in Fees	09/25/2013 Mass Assign	Fees			
1.0015						
Pro	cess Validation		<u></u>	Student School Proces	ssing	
Mas	s Assign Input Validation I	Rules		Apply fees changes	to students in their ho	me school
Trar	nsaction Date / Fee Code	/ Mass Assign Indicator (Defa	ult) 🚩	Apply fees changes	to students in concurr	rent schools
Note	- ARC (A)					
	· 🖌 🗸					
			.#			
1. S	elect Fee Codes	Select the fe	ee codes that will be applied to	the selected students.		
Fee	Codes					Chooser 🛛 🔕
X	Line Fee Code	Description	Fee C	Category	Fees	shooson 16
	1 BDI	Band Instrument Rental	SPT		\$50.00	
	2 BDL	Band Locker	SPT		\$10.00	
	3 BDU	Band Uniform	SPT		\$25.00	
	udent Colection Criteri	in Caboola mu	at have the colocted fee code			
2. 5	iddent Selection Chief	Students the	at meet the selection criteria wi	Il have the fee codes a	nnlied to them	
		If no selection	ar meet the selection chiena w		pplied to all the stude	nte
Gen		II NO SCIECTIO	on cinteria is provided, the ree t	Loues changes will be a	applied to all the stude	111.5.
Sele	ect Students By					٥
Gen	der	Grade				
	*	09 10	11 12			
Cou	rses					Chooser 🛛 🐼
	Line Course ID		Course Title			
Stud	lents					Chooser 🔕
×	Line Perm ID	Student Name		Grade	Gender	
	1 902873	Cargiulo, Frances D.		10	Female	
	2931314	Foster, Lori		10	Female	
	3 883582	Centner, Lawrence W.		12	Male	
	4 109365	Burke, Roy A.		12	Male	

Figure 2.14 – Mass Assign Fees screen

13. Select the **Mass Assign Fees** button. The **Job Status** screen will display the job's process. When the job is complete, a confirmation message displays and the fees are reflected on the appropriate students' Student Fee screen.

Check Status Later Abort	Status: Ready 📀
Job Status	
Job Detail	0
Job ID Description MassAssignFe Mass Assign Fees	
Status	۵
In progress: Hope High School Finding student data that match selection criteria	.::
NOTE: This view will refresh regularly (until the job is complete) updating the status.	

Figure 2.15 – Job Status screen

Check Status Later Abort		Status Ready
Job Status Job Detail Job ID Descrip MassAssignFe Mass A Status Complete: Job is	Hope High School Number of Students Processed: 23 Number of Fees Assigned Successfully: 23 Number of Fees that Failed to be Assigned: 0	
NOTE: This view will refresh regula	arly (until the job is complete) updating th	e status.

Figure 2.16 – Confirmation message

The Job Queue Viewer contains detailed reports of the mass assign fees process. The report indicates which fees were assigned or unassigned, at which schools, and which students were processed.

Menu Vindo		Status: Ready 😂 🖓 🔅
♥Job Queue Viewer		> 🔊 🚧 🖏 😪 🛞
Job Queue Contents for User: Admin User		
Current		
Job ID Begin Date End Date State	Server Name Show Recur	ring
		Filter
Delete Jobs State Selection		
Jobs in Queue		Show Detail 🔕
🗙 Line Date Submitted \ominus Completed 😂 State 🖨	Job ID 🔶	Description 🔶 Result
10/19/2012 10:42:23 10/19/2012 10:42:26	JOBQ_SYNCH_ONE_STUDENT	Jpdate student fees for one student
2 10/19/2012 10:32:56 10/19/2012 10:45:54	MassAssignFees	Aass Assign Fees

Figure 2.17 – Confirmation message

Click on the **Show Detail** button to see the individual logs for each school that was included in the process.

The logs are displayed on the Results tab of the detail screen.

1	Deta	ails	Recurring Pa	attern Results System Info	
l	Jser	Name	e State	Priority	
	User.	Admi	in Complete	e 🛛 Normal 🖉	
	F	orce [Download P	rompt	-
	Job	Resu	It Files		Add 🔇
	×	Line	Result	Description	
		1		Mass Assign Fees	
		2		Mass Assign Fees - Criteria / Summary Log	
		3		Mass Assign Fees - Adams Elementary - Change Log	
		4		Mass Assign Fees - Continuation High School - Change Log	
		5		Mass Assign Fees - Eisenhower Middle School - Change Log	
		6		Mass Assign Fees Change Log	

Figure 2.18 – Confirmation message

Mass Assign Fees - Criteria / Summary log - Run Date: 10/19/2012
Transaction Date: 10/19/2012 - Transaction Type: Assign Fees - Focus Year: 2012
Organizations to process (Based on Focus)
Adams Elementary Central Enrollment Continuation High School Eisenhower Middle School
Grant Elementary Hope High School Jefferson Elementary Kennedy High School King High School Lincoln Elementary Nixon High School Roosevelt Middle School
Truman Middle School Washington Elementary
Student School Processing
Apply fees to students in thier home school: YES Apply fees to students in concurrent schools: NO
Selected Fee Codes
240 PE locker fee GYM \$7.00
Selected Gender Criteria
No Gender criteria selected
Selected Grade Criteria
Grades: 09, 10
Selected Courses Criteria
Selected Student Criteria
No Student criteria selected
Summary of Mass Assign changes
Adams Elementary Selected Fee Codes not at this School: 240 Number of Students Processed: 0 Number of Fees Assigned Successfully: 0 Number of Fees that Failed to be Assigned: 0

Figure 2.19 – Confirmation message

ASSIGNING FEES TO AN INDIVIDUAL

Assigning a fee to a student

1. Navigate to Synergy SIS > Fees - Direct Payment > Student Fees. The Student Fees screen displays.

Menu 🕶		5 5	we Undo C	Juick Payment															Status: Rec	a an Ita
Stu	lent Fees	3							 											> _
Student Na	me: Abraham,	Harita A	School Blue Valley	High School	Status: Active	Homeroom	t 664		 											
Fees H	tory Fee Sys																			
Last Name		First Nam	e Middle	Name Suff	Ix Studen	ID	Grade	Gender												
Abraham		Harita	Anna		100377	13	12	✓ Female ✓												
Fees	Paymen	ts	Balance	Fee Total Ty	pe															
\$750.00	\$337.00		\$369.00	Include fees f	or focus organ	ization an	nd focus ye													
Current Fe	es																		bbA	Show Detail 🔕
X Line																				
	07/01/2012	9	TSF	Technology	Supply Fee 1	2-13 BVH	н		2	S	5.00	\$4.00	\$9.00	REQ	~				Balance Due	Quick Pay
2	07/01/2012	7	COURSE	Course Fee	BVH 12-13				2	\$	5.00 \$	10.00	\$24.00	CRSE		AR01	16 - Cera	amics I	Balance Due	Quick Pay
	1/29/2012	7	LRF	Learning Re	sources 12-1	3 BVH			2	\$10	0.00	\$0.00	\$90.00	REQ	~				Refund Needed	1
- 4	01/03/2013 (7	APF	Activity Pro	gramming Fee	12-13 B	VH		2	\$12	0.00	\$0.00	\$120.00	REQ	~				Balance Due	Quick Pay
5	01/04/2013 [7	APF	Activity Pro	gramming Fee	12-13 B	VH		2	\$12	0.00	\$0.00	\$120.00	REQ	~				Balance Due	Quick Pay
- 6	1/27/2012	9	en1	Enrollent te	st 1				9	S	0.00	\$2.00	\$6.00	SCH	~				Balance Due	Quick Pay
									To	tal \$40	0.00 \$	16.00	\$369.00							
Paid Fees																				Show Detail
× Line																				
— 1	07/01/2012	P	COURSE	Course F	ee BVH 12-1	3				2	\$60.0	00	\$60.00	\$0.00	CRSE		AB	0124 - Photogr	aphy I	Paid in Full
2	07/09/2012 [7	APF	Activity F	Programming	Fee 12-13	3 BVH			2	\$120.0	00	\$116.00	\$0.00	REQ	~				Paid in Full
3	1/23/2012	9	PRKFIN	Parking	Fine 12-13 BV	н				2	\$25.0	00	\$25.00	\$0.00	SCH	~				Paid in Full
- 4	1/28/2012	7	APF	Activity 8	Programming	Fee 12-13	3 BVH			2	\$120.0	00	\$120.00	\$0.00	REQ	~				Paid in Full
= 5	1/29/2012 [7	PRKFIN	Parking	Fine 12-13 BV	н				2	\$25.0	00	\$0.00	\$0.00	FINES	*				Waived
										Tota	\$350.0	00	\$321.00	\$0.00						

Figure 2.20 - Student Fees screen - Direct Payment model - Add button

2. Find or scroll to the appropriate student record and select the **Add** button. The **Add Student Fee** screen appears.

Save Close										
Add Studen	t Fee									«
Fee Detail										
Fee Code		Fee	Payment	Amount Waived	d Refund Needed	Refund Amoun	t Balance			
	~	·]]			
Fee Information						0	Cohool Informa	lon		
Fee momation						a	School morma	1011		
Fee Status	Fee Code		Fee				School			_
	×		×				Hope High Scho	lol		
Description			Fee C	ategory			School Year			
					~		2012-2013			
Note 🕎 📀										
						h				
Payment History							<u> </u>		Add	70
X Line Transact	tion ID 🔤 Date 🤤	Time 🔶 Am	iount 🔶 Payme	nt Method 🛭 🍣	Payment Note	Provider Tra	nsaction ID 🔤	Payment Status	Error Messa	ge
Waiver History									Add	70
X Line	Transaction ID		ate 🤤 1	Fime 🔤	Amount		Waiver Reason	⇔Waiver	Note	

Figure 2.21 – Student Fees Payment screen – Fee Information

- 3. Enter the appropriate information in the Fee Information group box.
 - **Fee Code** is the abbreviated School Fee Code. This value is set on the <u>School</u> <u>Fee Codes</u> screen.
 - Fee is the standard amount charged for this fee. This amount can be adjusted.
 - **Description** is the standard description based on the fee code selected. This description can be edited.
 - Fee Category is the fee group that this school fee should fall under. The fee category options are set in the <u>Fee Category</u> Lookup table. A different Fee Category can be selected here.
 - **Notes** enable you to record any details or instructions related to this particular fee.

4. Click Save. The fee appears on the **Student Fee** grid on the **Fees** tab of the **Student Fee** screen.



Note: When you select the **Fee Code**, the pre-assigned fee information automatically populates the fields. You can overwrite this information if needed.

Chapter Three: SYNCHRONIZING FEES

In this chapter, the following topics are covered:

- Course Fee Synchronization
- Program Waiver Fee Synchronization
- Enrollment Fee Synchronization
- Family Fee Cap Synchronization

SYNCHRONIZING COURSE FEE

The Course Fee Synchronization process updates the fees assigned to a student based on their current course enrollment. If any changes are made to school course fees, the Course Fee Synchronization process updates the fees for all the students in the associated courses.

The Course Fee Synchronization processes student withdrawals from course, and will indicated if the student requires a refund of fees based on the setting in the <u>Proration</u> <u>Options</u>.

Running the Course Fee Synchronization process (FDP409)

1. Navigate to Synergy SIS > Fees – Direct Payment > Reports > List > FDP409 - Course Fee Synchronization. The FDP409 Report Interface displays.

Print Save Default Reset Default Email Me	Status: Ready
	» 🖌 😽
Name: Course Fee Synchronization Number: FDP409 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
As Of Date 10/01/2013 Image: Set the process date for all of the student course fees.	
Use the Section Start Date	
Filters	٩
Course ID	
Settings	٩
Process Teacher Aides Assign course fees to teacher aides.	
Process Duplicate Courses Apply fees to all sections of the same course (duplicate Course ID) in which a student is enror	lled.
Refund Code Default Refund Code for FDP409 processing.	
Waiver Reason Default Waiver Reason for FDP409 processing.	

Figure 3.1 – FDP409 Report Interface, Options tab

2. In the **As Of Date** field, enter the process date for all of the student course fees created during the synchronization process.

OR

Select the **Use the Section Start Date** checkbox to set the transaction date of the course fees created during the synchronization process to the course start date.

- 3. Enter a **Course ID** to run the process for a specific course, or leave the field blank to process all course fees.
- 4. Select the **Process Teacher Aides** checkbox to assign course fees to teacher aides.
- 5. Select the **Process Duplicate Courses** checkbox to apply fess to all sections of the same course in which a student is enrolled.

For example, a student may be allowed to enroll in two sections of a theater course

during the same semester. If the course has a fee associated with it, the system default is only to charge the fee once for the course.

This checkbox overrides that default and charges the fee for each section of the course.

- 6. Select a **Waiver Reason** from the drop down to assign all waivers processed during this synchronization the selected reason.
- 7. Select a **Refund Code** from the drop down to assign all refund processed during this synchronization the selected code.
- 8. Select **Print** to execute the process. The process produces a Course Fee Synchronization file and a Course Fee Synchronization Log.

Close		Status: Ready
Job Result		
Results		
Job Detail		٩
Job ID	Description	
FDP409	Course Fee Synchronization	
NOTE: If this wind	low is closed, you can review the results in the view, Job Queue Viewer.	
Job Result Files -	Click icon to open the result file	٥
Line Result	Description	
	Course Fee Synchronization	
2	Course Fee Synchronization Log - Blue Valley High	

Figure 3.2 – Job Results Files

9. Click on the log to view the fees that were synchronized.

15282	Thomas, Kristin D.	0101	ENGLISH 10-1	12/16/2011	100	\$15.00
20675	Thomson, Zachary A.	0101	ENGLISH 10-1	12/16/2011	100	\$15.00
23572	Thongsombatpanich, Chairat	0101	ENGLISH 10-1	12/16/2011	100	\$15.00
11046	Thorson, Mason L.	0101	ENGLISH 10-1	12/16/2011	100	\$15.00
10922	Tischer, Isaac J.	0101	ENGLISH 10-1	12/16/2011	100	\$15.00
20559	Tracy, Katelyn J.	0101	ENGLISH 10-1	12/16/2011	100	\$15.00
10781	Turdik, Jerry T.	0101	ENGLISH 10-1	12/16/2011	100	\$15.00
17516	Vance, Rachel E.	0101	ENGLISH 10-1	12/16/2011	100	\$15.00
12359	Weltin, Ian K.	0101	ENGLISH 10-1	12/16/2011	100	\$15.00
15130	Winter, John M.	0101	ENGLISH 10-1	12/16/2011	100	\$15.00
10807	Wirtjes, Maxwell P.	0101	ENGLISH 10-1	12/16/2011	100	\$15.00
Total Fees	Inserted: 127					
Total Fees	Deleted: 0					
Total Fees	Updated: 0					
Total Fees	Updated - Refund Needed: 0					
Total Stud	ent Fee Summary records Updated: 127					
1						525

Figure 3.3 – Course Fee Synchronization Log

Scheduling the Course Fee Synchronization process (FDP409)

- 1. Navigate to Synergy SIS > Fees Direct Payment > Reports > List > FDP409 Course Fee Synchronization. The FDP409 Report Interface displays.
- 2. Select the **Advanced** tab.

Print Save Default Reset Default Email Me	Status: Ready
✓Report Interface	» 🖌 😽
Name: Course Fee Synchronization Number: FDP409 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Schedule Job	٥
Schedule Task Start Time Start Date Stop Date	
Weekly 11:45 AM 10/02/2013 11:45 AM	
Schedule Task Weekly	0
Every 4 Week(s) on: V Monday Saturday	
🔽 Tuesday 📄 Sunday	
Wednesday	
✓ Thursday	
✓ Friday	
Notification	0
Email the following address(es) upon completion	
e.g. user@server.net, userz@serverz.com	
External Interface	٩

Figure 3.4 - FDP409 Report Interface, Advanced tab

- 3. In the **Schedule Job** group box, select how often you would like to run the process. The options are **Once**, **Daily**, **Weekly**, or **Monthly**.
- 4. In the **Schedule Task** group box, indicate how frequently the process should be run based on the selections made in the Schedule Job group box.
- 5. Enter an email address in the **Notification** group box, if you would like to receive an email notification once the process is complete.
- 6. Check the **Include the result report as an attachment** if you want the report attached to the notification email.
- 7. Select **Print** to execute and schedule the process. The process will run immediately, and the process will be run in the future based on the indicated schedule.

SYNCHRONIZING PROGRAM FEE WAIVERS

The Program Waiver Fee Synchronization processes student fee waivers based on a student's eligibility for FRPM programs. Once the synchronization is run, the student's fees will reflect reduction and will indicated if the student requires a refund of fees based on the setting in the <u>Waiver Options</u>.

Running the Program Waiver Fee Synchronization process (FDP410)

1. Navigate to Synergy SIS > Fees – Direct Payment > Reports > List > FDP410 – Program Waiver Fee Synchronization. The FDP410 Report Interface displays.

Print Save Default Reset Default Email Me	Status: Ready
	» 🖌 😽
Name: Program Waiver Fee Synchronization Number: FDP410 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
As Of Date 10/01/2013 Process student programs that are active on the As Of Date.	
Date Processing Waive Student Fees that have a Transaction Date that falls within the Enter / Exit Date of the	Student Program
Filters	<u></u>
Perm ID	
Settings	٥
Waiver Reason Default Waiver Reason for FDP410 processing.	

Figure 3.5 – FDP410 Report Interface, Options tab

1. Enter an **As of Date** to run the process for students who are active in the programs as of that date. The default is today's date.

OR

Select the **Date Processing** checkbox to process only fee waivers with transaction dates that fall within the student programs' enter and exit dates.

- 2. Enter a **Perm ID** to run the process for a specific student, or leave the field blank to process all students.
- 3. Select a **Waiver Reason** from the drop down to assign all waivers processed during this synchronization the selected reason.
- 4. Select **Print** to execute the process. The process produces a Program Waiver Fee Synchronization file and a Program Waiver Fee Synchronization Log.

Close	Status: Ready 🗾 🥝
Job Result	
Results	
Job Detail	۵
Job ID FDP410	Description Program Waiver Fee Synchronization
NOTE: If this wind	ow is closed, you can review the results in the view, Job Queue Viewer.
Job Result Files -	Click icon to open the result file 🛛 📀
Line Result	Description
	Program Waiver Fee Synchronization
2	Fee Waiver Synchronization Log - Blue Valley High

Figure 3.6 – Job Results Files

5. Click on the log to view the fees that were synchronized.

CTC Mumber	Mamo		Course	Foo Code	Foo Imount
DID NUMBEL	AND AND		COULDE	ree code	ree Autount
905483	Abbott,	Billy C.		CBK	
905483	Abbott,	Billy C.		CBK	\$45.00
905483	Abbott,	Billy C.		CBK	\$15.00
905483	Abbott,	Billy C.		CBK	
905483	Abbott,	Billy C.		CBK	\$5.00
905483	Abbott,	Billy C.		BDL	\$10.00
905483	Abbott,	Billy C.		BDI	\$50.00
905483	Abbott,	Billy C.		BDU	\$25.00
905483	Abbott,	Billy C.		LAB	\$500.00
905483	Abbott,	Billy C.		BUS	\$25.00
905483	Abbott,	Billy C.		BDU	\$15.00
Waiver Progra	ums Process	ed: 4			
Total Student	s Processe	d: 1			
Total Fees Wa	ived: 11				



Scheduling the Program Waiver Fee Synchronization process (FDP410)

- 1. Navigate to Synergy SIS > Fees Direct Payment > Reports > List > FDP410 Program Waiver Fee Synchronization. The FDP410 Report Interface displays.
- 2. Select the **Advanced** tab.

Print Save Default Reset Default Email Me	Status: Ready
	» 🖌 🐳
Name: Program Waiver Fee Synchronization Number: FDP410 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Schedule Job	٥
Schedule Task Start Time Start Date Stop Date	
Weekly V 12:02 PM 10/02/2013	
Schedule Task Weekly	0
Every 4 Week(s) on: V Monday Saturday	
Tuesday Sunday	
✓ Wednesday	
✓ Thursday	
✓ Friday	
Notification	0
Email the following address(es) upon completion e.g. user@server.net, user2@server2.com	
Include the result report as an attachment	
External Interface	٢

Figure 3.8 – FDP410 Report Interface, Advanced tab

- 3. In the **Schedule Job** group box, select how often you would like to run the process. The options are **Once**, **Daily**, **Weekly**, or **Monthly**.
- 4. In the **Schedule Task** group box, indicate how frequently the process should be run based on the selections made in the Schedule Job group box.
- 5. Enter an email address in the **Notification** group box, if you would like to receive an email notification once the process is complete.
- 6. Check the **Include the result report as an attachment** if you want the report attached to the notification email.
- 7. Select **Print** to execute and schedule the process. The process will run immediately, and the process will be run in the future based on the indicated schedule.

SYNCHRONIZING ENROLLMENT FEES

Enrollment fees are fees that are assigned based on a student's enrollment in a school and not a particular course. You configure these fees on the <u>School Fee Codes</u> screen. The Enrollment Fee Synchronization assigns enrollment fees and can prorate fees based on the <u>Proration Options</u>.

Running the Enrollment Fee Synchronization process (FDP411)

1. Navigate to Synergy SIS > Fees – Direct Payment > Reports > List > FDP411 – Enrollment Fee Synchronization. The FDP411 Report Interface displays.

Print Save Default Reset Default Email Me	Status: Ready
	» 🖌 📑
Name: Enrollment Fee Synchronization Number: FDP411 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
As Of Date 10/01/2013 This will be the add date of the Enrollment Fee	
Settings	(
Waiver Reason Default Waiver Reason for FDP411 processing.	

Figure 3.9 – FDP411 Report Interface, Options tab

- 2. Select an **As Of Date**, which is the date you would like to assign the enrollment fees to students.
- 3. Select a **Waiver Reason** from the drop down to assign all waivers processed during this synchronization the selected reason.
- 4. Select **Print** to execute the process. The process produces an Enrollment Fee Synchronization file and an Enrollment Fee Synchronization Log.

Close	Status: Ready 📝 🕝
Job Result	
Results	
Job Detail	() ()
Job ID Description FDP411 Enrollment Fee Synchronization	
NOTE: If this window is closed, you can review the results in the view, Job Queue Viewe	r.
Job Result Files - Click icon to open the result file	(
Line Result Description	
1 Enrollment Fee Synchronization	
2 Enrollment Fee Synchronization Log - Blue Valley High	

Figure 3.10 – Job Results Files

5. Click on the log to view the fees that were synchronized.

FEE411 - Enrollment Fee Synchronization -	High School	- Run Date:	5/14/2012 4:42:56
Inserted Fees			
SIS Number Name		Trans Date	Fee Code
		05/14/2012	400
Summary			
Total Enrollment Fees to Process: 1 Total Students to Process: 982 Total Fees Inserted: 1 Total Fees Updated: 0 Total Fees Updated - Refund Needed: 0 Total Student Fee Summary records Updated: 1			
Proration Key			
PM: Proration Method PP: Proration Percentage			
Figure 3.11 – Enrollment Fee S	Svnchroni	zation Lo	a

Scheduling the Enrollment Fee Synchronization process (FDP411)

- 1. Navigate to Synergy SIS > Fees Direct Payment > Reports > List > FDP411 Program Waiver Fee Synchronization. The FDP411 Report Interface displays.
- 2. Select the **Advanced** tab.

Print Save Default Reset Default Email Me	Status: Ready
	» 🖌 駴
Name: Enrollment Fee Synchronization Number: FDP411 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Schedule Job	٥
Schedule Task Start Time Start Date Stop Date	
Weekly View 10:45 AM 10/03/2013	
Schedule Task Weekly	۵
Every 4 Week(s) on: V Monday Saturday	
🔽 Tuesday 📄 Sunday	
✓ Wednesday	
Thursday	
✓ Friday	
Notification	۵
Email the following address(es) upon completion e.g. user@server.net, user2@server2.com	
Include the result report as an attachment	
External Interface	٢

Figure 3.12 – FPD411 Report Interface, Advanced tab

- 3. In the **Schedule Job** group box, select how often you would like to run the process. The options are **Once**, **Daily**, **Weekly**, or **Monthly**.
- 4. In the **Schedule Task** group box, indicate how frequently the process should be run based on the selections made in the Schedule Job group box.
- 5. Enter an email address in the **Notification** group box, if you would like to receive an email notification once the process is complete.
- 6. Check the **Include the result report as an attachment** if you want the report attached to the notification email.

7. Select **Print** to execute and schedule the process. The process will run immediately, and the process will be run in the future based on the indicated schedule.

Updating Student Fee Totals at the Student Level

Occasionally student fee totals may need to be updated to synchronize the fees across all other screens where fees are entered.

1. Go to the **Student Fees** screen, found under **Synergy SIS > Fees – Direct Payment**.

-																				
Menu	-	$\langle \langle Q \rangle \rangle$	S.	Sav	/e Undo	Quid	k Paymen	t							۲) 🌉 🕹	🖲 Statu	s: Ready	æ (7
Edit St	uder	nt Data																		
Synchi	roniz	ation of Student	Foo	Totals																
View A	Audit	Detail For Stude	nt E	ees	nool: Hope H	ligh Scho	ol Statu	is: Active	Homeroom: *	108										
Fees	Н	istony Fee Sv	etan	0																
Lact N	lame	story ree by	Eire	et Name		Middle	lamo	Quiffiv	Porm ID		Grade		Conde	ur.						
Lastin		;		st ivallie	;		vanie	Juliix	Permit		Graue	1.1	Genue	1						
IODDA			BII	iy		μ		ļ	905483		12	×	Male							
Fees		Payme	ents		Balance		Fee To	otal Type												
\$358	.00	\$140.	00		\$18.00		Includ	e fees for	all organiza	tions	s and fo	cus 💙								
Curre	ent F	ees															Ado	i si	now D	etail 🔇
\times		Transaction Date	Ş	Fee Code			Descript			⊜	Priority	Fees 🔶 P	ayment	Balance	Fee Cate	gory 🈂	Course	Fee Status	Quic	k Pay
	1	12/06/2012	P	230 SI	hop fee						9	\$10.00	\$0.00	\$5.00	LAB	*		Refund Needed		
		01/03/2013	P	210 Lo	ocker Fee						9	\$10.00	\$0.00	\$10.00	LKR		l	Balance Due	Quic	k Pay
		01/16/2013	P	304 Te	est						9	\$3.00	\$0.00	\$3.00	LAB			Balance Due	Quic	k Pay
	_										Total	\$23.00	\$0.00	\$18.00						
	_												-							
Paid	Fee	S																S	now D	etail 🚳
\times		Transaction Date		Fee Code				ription				ity Fees 🖨	Payme	nt Balan	ce Fee Ca		😂 Cour	se Fei Stat	e US	
	1	08/28/2012	P	01162	District Pa	arking Pe	rmit				9	\$200.0	\$50.0	00 \$0 .	00PKP			Paid Fu	in II	
		09/03/2012	P	200	Enrollmen	nt fee - tex	tbook				9	\$20.0	\$20.0	00 \$0 .	00 TXT	1	*	Paid Fu	in II	
		10/18/2012		BUS	Football T	rancoorta	tion				3	\$25.0	\$25.0	0 60			~	Paid	in	

Figure 3.13 – Student Fees screen

- 2. Find or select a student.
- 3. Click on the Menu button, and select Synchronization of Student Fee Totals.

SYNCHRONIZING FAMILY FEE CAPS

Some districts have a cap on the amount of fees a family can pay in a school year. If your district has a family fee cap, the Family Fee Cap Sync must be run in order to create waivers. You cannot run the synchronization process from the Options tab of the report interface. You must set it up as a scheduled task from the Advanced tab.

Scheduling the Family Fee Cap Synchronization process (FDP419)

- Navigate to Synergy SIS > Fees Direct Payment > Synchronization > FDP419 – Family Fee Cap Sync. The FDP419 Report Interface displays. The Options tab is blank.
- 2. Select the **Advanced** tab.

Print Save Default Reset Default Email Me	Status: Ready
✓Report Interface	» 🖌 駴
Name: Family Fee Cap Sync Number: FDP419 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Schedule Job	٥
Schedule Task Start Time Start Date Stop Date	
Daily 🔽 10:55 AM 10/03/2013 🗊 📰	
Schedule Task Daily	<u></u>
Every 7 Day(s)	
Notification	()
Email the following address(es) upon completion e.g. user@server.net, user2@server2.com	
Include the result report as an attachment	
External Interface	٢

Figure 3.14 – FDP419 Report Interface, Advanced tab

- 3. In the **Schedule Job** group box, select how often you would like to run the process. The options are **Once**, **Daily**, **Weekly**, or **Monthly**.
- 4. In the **Schedule Task** group box, indicate how frequently the process should be run based on the selections made in the Schedule Job group box.
- 5. Enter an email address in the **Notification** group box, if you would like to receive an email notification once the process is complete.
- 6. Check the **Include the result report as an attachment** if you want the report attached to the notification email.
- 7. Select **Print** to execute and schedule the process. The process will run immediately, and the process will be run in the future based on the indicated schedule.

			Fd	mily Fee C	.ap sy	nc		Re	port:	FEE419	
Address:			Parents:								
		ł	Fees:	Payments:	Wal	vers:	Cap	Walvers	c	Refunds:	
			165.00 Fee	0	U		3	5.00		0	
Student Name	SIS Number	Date	Code	Fee Description		Fee	Paymt W	alver Re	fund	Walver Action	
		04/25	5/2012 FTFEE	3 Field Trip Fee -	3rd 12-13 N	30.00	0	0		0 6 00 lps	
		04/2	5/2012 FTFEE	1 Field Trip Fee -	1st 12-13 N	30.00	0	0	0	30.00 ins	
		04/25	5/2012 FTFEE	2 Field Trip Fee -	2nd 12-13 P	25.00	0	0	0	0	
		04/25	5/2012 FTFEE	1 Field Trip Fee -	1st 12-13 N	30.00	0	0	0	0	
		04/25	5/2012 FTFEE	2 Field Trip Fee -	2nd 12-13 I	25.00	0	0	0	0	

Figure 3.15 - Fee419 - Family Fee Cap Sync report
SYNCHRONIZING FEE DEPOSITS

Currently only schools working using Bitech can use the Synchronize Fee Deposit (FDP801) functionality. If your school or district does not use Bitech, Edupoint recommends hiding this module via PAD Security.

Chapter Four: ENTERING FEE PAYMENTS

In this chapter, the following topics are covered:

Entering Payments

ENTERING PAYMENTS

There are three ways to record a payment. You can record an individual payment using the Fee Detail tab or using the Quick Pay button. You can also record a general payment against the total fee balance using the Quick Payment button at the top of the screen.

Entering an individual payment using the Fee Detail

- 1. Navigate to **Synergy SIS > Fees Direct Payment > Student Fees > Fees** tab.
- 2. Find the student using the find function or scroll through the available students using the scroll buttons.
- 3. Select the row of the fee for which the payment will apply and click the **Show Detail** button The **Fee Detail** tab appears.



Figure 4.1 – Student Fees screen – Show Detail button

4. In the **Payment History** group box, click the **Add** button. A row is added to the bottom of the Payment History grid.

Menu V () ()	Save Un	0 Quick Payment									The A Status Ready	0 m +
Student Fee	es											
Student Name: Abbott,	Billy C. School: Hope	High School Status: Acti	e Homeroom:	231								
Fees History Fee S	System											
Last Name	First Name	Middle Name Suffit	Perm ID	Grade	Gender							
Abbott	Billy	jc j	905483	12	Male Male	K.						
Fees Payn	nents Balance	Fee Total Ty	pe for all emploits	tions and all u								
3100.00 30.0	13130.0	o Include lees	for all organiza	mons and all y								
Current Fees	too normal										Add H	ide Detail
Line Date	Fee Code	F	ee.	Payment	Amount Waived	Refund Needer	Refund Amo	unt Balance				
10/09/2013	BK-Book Damages	× :	\$45.00	\$0.00	\$0.00		\$35.00	\$80.00				
2 03/25/2014												
	Fee Information							9	School Info	rmation		٩
	Fee Status	Fee Code		Fee					School	Park and		
	Balance Due	BK-Book Damage	ş	¥ \$45	00				Hope High	school		
	Description			Fee	Category				School Yea	P)		
	Lost Book: Algebra			TXT-	Textbook	*			2013-2014			
	Note 🕎 📀								Course			
	1.000								1.0			
	Refund Information	13.										
	Refund Needed	Refund Am	ount Needed									
	Retund Needed Re	ason 🖭 🔾										
									- <u>-</u>			
	Payment History											Add 🔾
	X Line Transacti	on Date	Time	Amount		Pav	ment Note			Payment	Error	Deposit _
		03/25/2014	D D DE DM	\$46.0	Method	Day Sahaala I	Davement: Last	Bank: C	ICDON ID	Status	Message	Status
	L. Harris	DOVEDRUIN E	Tot	al \$45.0	XI CIEGO DE CIE	Pay Sunuois I	rayment. Lost	0001.7		enung		-
	Waiver History			u) 9404								Add O
	X Line Transact	ion ID 🗧 🛛 Date	3 Tr	ne SLA	mount C	Waiver Reaso	n elw	laiver Note				
	= 12	10/03/2013	FT 11.40 A					>				
	-	10100/2010	EP 11.40 A	m								4
				Total	\$0.00							
	Refund History											Add Q
	X Line ID						third 🗧 🖯 Ref					
							9	2				
	11	10/03/2013	1:41 AM	\$35.00	NEEDS VALUES	Check	~					
			Total	\$35.00		-					-14	
D.U.C.	1										[at	
X Line Transactio	n Date 🗧 Fee Co	de S	De	scription		C Priorite	Fees C	Payment Balan	ce Fee Cates	or alco	urse Fee Status	iow Liesas 🔾
10/03/2013	YBK	Year Book				9	\$35.00	\$0.00 \$0	O YEK	~	Waived	
2 11/05/2013	D BK	Tom Cover: Great	Expectations			1	\$5.00	\$5.00 \$0	TXT OC	*	Paid in Full	-
11/12/2013	P2 BK	Book Damages				1		\$0.00 SO	DO PAY	~	Waived	-
						Total	540.00	\$5.00 \$0	20	-		-

Figure 4.2 – Student Fees screen - Fee Detail tab - Add Payment History

- 5. Enter the information for the payment in the new row.
- 6. Click **Save**. The payment is recorded and the amount is reflected in the balance at the top of the **Fee Detail** tab as well as on the **Fee** tab. The **Fee Status** is also updated in the **Fee Information** group box on the **Fee Detail** tab.

Paying an individual fee using Quick Pay

- 1. Navigate to Synergy SIS > Fees Direct Payment > Student Fees > Fees tab.
- 2. Find the student using the find function or scroll through the available students using the scroll buttons.

	001	21		int Deserved														and the second	D. 210
Menu	999918	Sal	unto de	ack Payment													54	us. Ready	1403576
Stud	ent Fees	;																	(» 🖌 🕷
Student Na	ne: Abraham,	Harita A. s	School Blue Valley I	High School Sta	tus Active Homen	iom: 664													
Fees His	tory Fee Sys	tem																	
Last Name		First Name	Middle N	lame Suffix	Student ID	Grade	Gender												
Abraham		Harita	Anna		10037713	12	✓ Female ✓												
Fees	Paymen	ts Ba	lance F	Fee Total Type	2														
\$750.00	\$337.00	\$3	69.00	include fees for t	focus organization	and focus ye	X												
Current Fe	es																	Add Sho	w Detail 🔕
× Line	Transactio	n Date	Fee Code			Descripti	xa	e	Priority	Fees	Payme	nt Balanc	a Fee	Category	Course		Fee St	tus Q	luick Pay
	7/01/2012	9	TSF	Technology Si	upply Fee 12-13 E	WH			2	\$1	5.00 \$4.0	0 \$9.0	0 REQ	~			Balance	Due 0	Juick Pay
2	7/01/2012	7	COURSE	Course Fee B					2	\$3	5.00 \$10.0	0 \$24.0	0 CRSE		AR0116 -	Ceramics I	Balance	Due 🔮	Juick Pay
31	1/29/2012	2	LRF	Learning Reso	surces 12-13 BVH				2	\$10	0.00 \$0.0	0 \$90.0	0 REQ	~			Refund N	eeded	
40	1/03/2013	7	APF	Activity Progra	amming Fee 12-13	BVH			2	\$12	0.00 \$0.0	0 \$120.0	0 REQ	~			Balance	Due 2	Juick Pay
50	1/04/2013	7	APF	Activity Progra	amming Fee 12-13	BVH			2	\$12	0.00 \$0.0	0 \$120.0	0 REQ	~			Balance	Due C	Juick Pay
6	1/27/2012	9	en1	Enrollent test	1				9	\$1	0.00 \$2.0	0 \$6.0	0 SCH	~			Balance	Due 🧧	Juick Pay
									Tota	\$40	0.00 \$16.0	0 \$369.0							
Paid Fees																		Sho	w Detail 🔕
X Line	Transactio	on Date	🗧 Fee Code			Des	cription		8	Priority	Fees 😌	Payment	Balance	F	e Category	Course		Fee	e Status
	7/01/2012	7	COURSE	Course Fee	BVH 12-13					2	\$60.00	\$60.00	\$0.00	CRSE		AR0124 - F	hotography I	Pai	id in Full
20	7/09/2012	9	APF	Activity Pro	ogramming Fee 12	-13 BVH				2	\$120.00	\$116.00	\$0.00	REQ	~			Pai	id in Full
31	1/23/2012	9	PRKFIN	Parking Fin	te 12-13 BVH					2	\$25.00	\$25.00	\$0.00	SCH	~			Pai	id in Full
41	1/28/2012	7	APF	Activity Pro	gramming Fee 12	-13 BVH				2	\$120.00	\$120.00	\$0.00	REQ	~			Pai	id in Full
 5	1/29/2012	7	PRKFIN	Parking Fin	e 12-13 BVH					2	\$25.00	\$0.00	\$0.00	FINES	*			W	Valved
										Total	\$350.00	\$321.00	\$0.00						

Figure 4.3 – Student Fees screen – Quick Pay button

3. Select the row of the fee for which the payment will apply and click the **Quick Pay** button. The **Students Fees Quick Payment** screen appears.

Pay Fees Print F	teceipt							Status: Ready 🙆
Student	Fees Quid	k Payment						
Quick Payment								
Last Name	First Nan	Middle Name	Suffix G	Grade	Pe	rm ID	Gender	
Abbott	Billy	C	1	2	✓ 90)5483	Male 💌	
Total Amount Due \$12.50	Transaction Dat 05/16/2012	e P						
Payment Informa	tion							۵
Payment	Payment Metho	d						
\$12.50	Check 🖌	Apply Payment to Fees						
Payment Note								
Student Fees								
Student Fees	Data Eas Coda	Description	Driority	Course	Faan	Dalanco	Daymonto	Now Palanco
1 05/04/2012	BDI	Band Instrument Rental	9	Course	\$50.00	\$12.50	Fayments	New Dalalice
		Student Free Ouisle F			2.2.00	1 1		

- 4. Enter the information for the payment in the **Payment Information** group box.
- 5. Click **Apply Payments to Fees**. The payment is reflected in the **Payments** column of the **Student Fees** group box.
- 6. Click **Pay Fees**. A confirmation box displays stating that the fee has been paid and indicating the transaction ID number.



Figure 4.5 – Confirmation box

7. Click **OK** on the confirmation screen. A message stating that the transaction is complete displays in the **Payment Information** group box, along with the transaction ID number. The payment is also reflected in the balance at the top of the Fee tab of the Student Fees screen.

Pay Fees Print R	leceipt						•) 💐 Status: Ready 🙆
Student	Fees Quid	k Payment						
Quick Payment								
Last Name	First Nan	Middle Name	Suffix G	ade	Pe	rm ID	Gender	
Abbott	Billy	C	1:	2	✓ 90	5483	Male	~
Total Amount Due \$0.00 Payment Informa	Transaction Dat 05/16/2012	e P						ہ ک
Payment \$12.50	Payment Metho Check	d Transaction ID 145	This	transact	ion is co	omplete!		
Payment Note								
Student Fees	(1		0
Line Transaction I	Date Fee Code	Description Band Instrument Pental	Priority	Course	Fees	Balance	Payments	New Balance

Figure 4.6 – Student Fees Quick Payment screen – Payment Information and Print Receipt

8. Click Print Receipt to provide the student or parent with a printed record of the transaction (FDP202 – Student Fee Receipt).

Paying all fees using Quick Payment

- 1. Navigate to Synergy SIS > Fees Direct Payment > Student Fees > Fees tab.
- 2. Find the student using the find function or scroll through the available students using the scroll buttons.
- 3. Click the **Quick Payment** button at the top of the screen. The **Students Fees Quick Payment** screen appears and displays all the student fees that are currently owed in the **Student Fees** grid.

Hanne	@@@	4	a I tanka I T	Duick Davroa	ter														Status Day	1 (3) (7- SLO
Stu	Ident Fee	<u></u>		galor, raying															Status, Hau	
Charlend		Diantes A																		CLAR
Student	vame. Abranam,	narita A.	School Blue Valley	y nigh Schi	DOI Statu	us. Active nomero	20m 054													
Fees	History Fee Sys	item	A list of a	Marrie	0	Ob ident ID	Oreda	Overdee												
Abreham	le	Horito	Middle	Name	SUIIIX	Student ID	Grade	Gender												
Foor	Daumon	nana p	prima la	Eee Tot	al Tuno	110037713	12	e fremale e												
\$750.00	\$337.00	1.5	5369.00	Include fi	es for fo	cus organization	and focus w	~												
Cument						rear angunzana.													644	Cherry Datail
Current	rees .	n Data	A Tan Cate				Denesia			Describe		- Daras	Deter		Catagoria	Courses			Aug	Show Decar
-	07/01/2012	11 Dano 371	TEE	Techor	Joan Cu	only Eas 12 12 E	2005CTID	2011	8	2	1005	5.00 \$4	00 \$0	00 050	Category	Course			Palance Duo	Quick Pay
	07/04/2012	-52	COUDEE	Count	Eas Di	ppy ree 12-15 L				2	61	5.00 \$10	00 \$24	00 CDPE	100	40011	6 Corom	ice I	Balance Due	Onick Day
	11/20/2012	9 10	LDE	Learnin	Da Dasou	mon 12.12 D\/H				2	610	0.00 50	00 \$00	00 PEO		ABUT	0 - Cerdin	5.2.1	Datance Due	CONCERT 2007
	01/02/2012	10	ADE	Activity	Descent	mmine Eee 12 13	D AL			2	845	0.00 50	00 \$120	00 REQ		-			Ralance Due	Outek Day
	01/03/2013	97 TE	APE	Anticity	Deserve	mming Fee 12-13				2	012	0.00 50	00 \$120						Balance Due	Quick Pay
	11/04/2013	-97 TUI	APT	Eccelle	reiogiai	mining ree 12-13	DVH				012	0.00 80	00 \$120.						Balance Due	Onick Day
	11/2//2012	9	ent	Eniore	nit test i					Tot	3 C.4/	0.00 \$10	00 \$250	00 304					balance Due	Context Proy
	200									100	01 340	0.00 310	00 3009.	00						[marging] (2)
Paid Fee	15														-					Show Detail
A LUR	Transact	on Date	COURSE	Cau	rea Eas	D1/LL 12 12	Ue	scription		9	Priority	FC05 (0)	Payment 6c0.00	Ealance \$0.00	CRSE	Category	AD0:	0	aobu I	Pee Status Daid in Full
	07/01/2012	7	LOURSE	000	ise ree	DVH 12-13	43 (34)				2	\$400.00	\$60.00	\$0.00	DECASE	22	ARU	124 - Photogri	apriy	Paid in Full
	07/09/2012	22	APF	Acti	wity Prog	gramming Fee 12	-13 BVH				2	\$120.00	\$116.00	\$0.00	REQ	~				Paid in Full
	11/25/2012	57	PRKEIN	Par	king Fine	e 12-13 BVH	42 (24.0)				2	\$25.00	\$25.00	\$0.00	DE0		-			Paid in Full
	11/26/2012	7	APE	Acti	wity Prog	gramming Fee 12	-13 DVH			_	2	\$120.00	\$120.00	\$0.00	REG	*				Paid in Full
	11/29/2012	2	PRKFIN	Par	king Fine	12-13 BVH					2	\$25.00	\$0.00	\$0.00	FINES	Y				warved
											I ota	\$350.00	\$321.00	\$0.00	1					

Figure 4.7 – Student Fees screen – Quick Payment button

Pay Fees Print Re	ceipt						📀 🜉 s	tatus: Ready 🕝
Student F	Fees (Quick Payment						
Quick Payment								
Last Name	Firs	st Name Middle Name Su	ffix Gra	ide Pe	erm ID	Ge	ender	
Abbott	Bill	ly C	12	✓ 9	05483	M	ale 💌	
Total Amount Due	Transactio	on Date						
\$89.50	04/30/201	12						
Payment Informati	ion							6
Payment I	Payment I	Method						
		Apply Payment to Fees						
Payment Note								
Chudent Free								
Transaction	Fee		[New
Line Date	Code	Description	Priority	Course	Fees	Balance	Payments	Balance
1 01/12/2012	BK	Lost Book: Algebra II	9		\$45.00	\$45.00		
2 03/01/2012	BK	Book Damage: Invisible Man - spilled drink	9		\$15.00	\$15.00		
3 03/30/2012	LAB	Lab Materials	9	AG31 - Animal Sci	\$12.00	\$12.00		
4 03/30/2012	LAB	Lab Materials	9	EN46 - Prin En III	^g \$35.00	\$17.50		

Figure 4.8 – Student Fees screen – Quick Payment button

- 4. Enter the information for the payment in the **Payment Information** group box.
- 5. Click **Apply Payments to Fees**. The payment is reflected in the **Payments** column of the **Student Fees** group box.

6. Click **Pay Fees**. A confirmation box displays stating that the fee has been paid and indicating the transaction ID number.

Pay Fees Print Re	eceipt								۲	Status: Ready 🙆				
Student	Fees (Quick Payr	ment											
Quick Payment														
Last Name	Firs	t Name	Middle Name	Suffix	Gra	de Pe	rm ID	G	ender	_				
Abbott	Bill	у	c		12	Y 90	05483	N	lale 🚩					
Total Amount Due	Transactic 04/30/201	n Date 2												
Payment Information														
Payment	Payment N	Nethod												
\$85.00	Check	Apply Pa	yment to Fees											
Payment Note														
Student Fees		-				<u></u>				<u></u>				
Line Transaction Date	Fee Code	Description		Pri		Course	Fees	Balance	Payment	ts New Balance				
1 01/12/2012	BK	Lost Book: Algeb	ora II		9		\$45.00	\$45.00	\$45.00	\$0.00				
2 03/01/2012	ВК	Book Damage: Ir drink	nvisible Man - sp	illed	9		\$15.00	\$15.00	\$15.00	\$0.00				
3 <mark>03/30/2012</mark>	LAB	Lab Materials			9	AG31 - Animal Sci	\$12.00	\$12.00	\$12.00	\$0.00				
4 03/30/2012	LAB	Lab Materials			9	EN46 - Prin Eng III	\$35.00	\$17.50	\$13.00	\$4.50				

Figure 4.9 – Student Fees Quick Payment screen – Payments column and Pay Fees button

The follo Total Am	wing fees ha ount Paid: \$	ave been pai 85.00	d by Trans	action ID: 107
Fee Co Fee Co Fee Co Fee Co	de: BK - Amo de: BK - Amo de: LAB - Am de: LAB - Am	ount: \$45.00 ount: \$15.00 ount: \$12.00 ount: \$12.00	D D	
			ſ	ОК

Figure 4.10 – Confirmation box

 Click OK on the confirmation screen. A message stating that the transaction is complete displays in the Payment Information group box, along with the transaction ID number. The payment is also reflected in the balance at the top of the Fee tab of the Student Fees screen.

Pay Fees Print Re	eceipt								📀 🖳	Status: Ready 🕗					
Student	Fees (Quick Payr	nent												
Quick Payment															
Last Name	Firs	st Name	Middle Name	Suffix	Grad	de Pe	rm ID	G	ender						
Abbott	Bill	ly	C		12	✓ 90	5483	M	ale 🞽						
Total Amount Due \$4.50 Payment Information	Transactic 04/30/201 tion	n Date								۵					
Payment Payment Method Transaction ID \$85.00 Check Image: The stransaction is complete! Payment Note															
Student Fees	Payment Note														
Line Transaction Date	Fee Code	Description		Pric	ority	Course	Fees	Balance	Payments	New Balance					
1 01/12/2012	BK	Lost Book: Algeb	ra II	9)		\$45.00	\$45.00	\$45.00	\$0.00					
203/01/2012	ВК	Book Damage: Ir drink	ivisible Man - spi	illed	•		\$15.00	\$15.00	\$15.00	\$0.00					
3 03/30/2012	LAB	Lab Materials		9		AG31 - Animal Sci	\$12.00	\$12.00	\$12.00	\$0.00					
4 03/30/2012	LAB	Lab Materials		9)	EN46 - Prin Eng III	\$35.00	\$17.50	\$13.00	\$4.50					

Figure 4.11 - Student Fees Quick Payment screen - Print Receipt button

Menu	•	«		Sav	ve Undo	Quid	k Payment	:							۰.) 📓 🕹	Status: F	Ready 🗟	R
75	Stu	dent Fee	s																
Stude	ent Na	ame: Abbott, I	Billy	C. Sch	nool: Hope I	High Scho	ol Statu	is: Active	Homeroom: 108										
Fee	s H	istory Fee Sy	/sten	n															
Last	Name	;	Fin	st Name		Middle I	Vame	Suffix	Perm ID	Grad	е		Gender						
Abbo	ott		Bil	ly		C			905483	12		~	Male	*					
Fees	;	Paym	ents		Balance		Fee To	tal Type											
\$35	8.00	\$153	.00		\$5.00		Includ	e fees for	r all organization	ns and f	ocus	*							
Curr	rent F	ees															Add	Show	/ Detail 🔇
×	Line	Transaction Date	Ş	Fee Code			Descripti	on		Priority	Fees	s 🍣 Pa	iyment E	Balance	Fee Categ	ory 🔶 🕻	Course s	Fee tatus Qu	ick Pay
		12/06/2012	P	230 S	nop fee					9	\$10	0.00	\$0.00	\$5.00 l	.AB	~	Re	efund eded	
										Tota	\$10	0.00	\$0.00	\$5.00					
Paid	l Fee	S																Show	/ Detail 🔕
\mathbf{x}		Transaction Date		Fee Code				iption		🔶 Prio	rity F		Paymen	nt Balanc	e Fee Ca	tegory	Course	Fee Status	
		08/28/2012	7	01162	District P	arking Pe	rmit			g	\$2	200.00	\$50.0	0 \$0.0	0PKP			Paid in Full	
		09/03/2012	P	200	Enrollmer	nt fee - tex	dbook			g	9	\$20.00	\$20.0	0 \$0.0	0 TXT	•	1	Paid in Full	
	3	10/18/2012	P	BUS	Football T	ransporta	ition			3		\$25.00	\$25.0	0 \$0.0	0 BUS	•	1	Paid in Full	
		11/06/2012	P	вк	Torn Cove	r: Great E	Expectat	ions		3		\$5.00	\$5.0	0 \$0.0	0 TXT	`	1	Paid in Full	
	5	11/13/2012	7	BK	Book Dar	nages				3			\$0.0	0 \$0.0	0 PAY	`	1	Waived	
	6	12/04/2012	P	РКР	Parking F	ermit				1		\$25.00	\$25.0	0 \$0.0	0 PKP	•	1	Paid in Full	
		12/07/2012	P	РКР	(1 @ \$15	.00) Parki	ng Perm	it		1	\$	\$15.00	\$15.0	0 \$0.0	0 PKP	•	-	Paid in Full	
	8	01/03/2013	P	210	Locker Fe	ee				g		\$10.00	\$10.0	0 \$0.0	0LKR			Paid in Full	
	9	01/10/2013	P	BK	Lost Bool	k: Algebra	i II			3		\$45.00	\$0.0	0 \$0.0	0 TXT	1	1	Waived	
	10	01/16/2013	7	304	Test					g		\$3.00	\$3.0	0 \$0.0	0 LAB			Paid in Full	
										Te	otal \$3	348.00	\$153.0	0 \$0.0	0				

Figure 4.12 – Student Fees screen – Fee Status

8. Click **Print Receipt** to provide the student or parent with a printed record of the transaction (FDP202 – Student Fee Receipt).

Chapter Five: ENTERING FEE WAIVERS & REFUNDS

In this chapter, the following topics are covered:

- Manually Waiving Fees
- Calculating Refunds
- Paying Refunded Fees

MANUALLY WAIVING FEES

The system automatically processes waivers based on the <u>FRM waiver settings</u> when the <u>FDP410 – Program Waiver Fee Synchronization process</u> is run. Any other non-program based waivers can be entered into the system manually.

		-	7
17		-	4
1			

Note: Manually refunded or waived fees will not be reflected in the FDP409, FDP410, or FDP411 log files.

Applying a fee waiver manually

- 1. Navigate to Synergy SIS > Fees Direct Payment > Student Fees > Fees tab.
- 2. Find the student using the find function or scroll through the available students using the scroll buttons.
- 3. Select the row of the fee for which the payment will apply and click the **Show Detail** button. The **Fee Detail** tab appears.

_		001.01	1 1		1													100 - 114
Menu*	9	30121	Save Lindo	Quick Paym	ent												Status	Ready 2 - St
YS	tuder	nt Fees																(> 🖌
Stude	nt Name:	Abraham, Harit	A. Schoot Blue Vall	ey High Sch	ool Statu	s Active Homer	oom: 654											
Fees	History	Fee System																
Last N	ame	First N	ame Middl	e Name	Suffix	Student ID	Grade	Gender										
Abrah	m	Harita	Anna			10037713	12	Y Female Y										
Fees		Payments	Balance	Fee Tot	al Type													
\$750.0	10	\$337.00	\$369.00	Include 1	lees for fo	cus organizatio	and focus y-	~										
Curre	nt Fees																Ad	5 Show Detail 🔕
×																		a Quick Pay
	1 07/0	1/2012	TSF	Techn	ology Sup	pply Fee 12-13 8	8VH		2	\$1	5.00 \$4	.00 \$9	00 REQ	~			Balance D	ue Quick Pay
	2 07/0	1/2012	COURSE		e Fee BV				2	\$3	5.00 \$10	.00 \$24	00 CRSE		AR0116 - 0	Ceramics I	Balance D	ue Quick Pay
	3 11/2	9/2012	LRF	Learni	ng Resou	rces 12-13 BVH			2	\$10	0.00 \$0	.00 \$90	00 REQ	~			Refund Nee	ded
	4 01/0	3/2013 🔛	APF	Activit	y Program	nming Fee 12-1	BVH		2	\$12	0.00 \$0	00 \$120	00 REQ	~			Balance D	Ue Quick Pay
	5 01/0	4/2013	APF	Activit	y Program	nming Fee 12-1	BVH		2	\$12	0.00 \$0	00 \$120	00 REQ	~			Balance D	ue Quick Pay
	6 11/2	7/2012	en1	Enrolle	ent test 1				9	\$1	0.00 \$2	00 \$6	00 SCH	*			Balance D	ue Quick Pay
									Tota	\$40	0.00 \$16	00 \$369	00					
Paid	Fees																	Show Detail
×																		Fee Status
	1 07/0	1/2012	COURSE	Col	urse Fee I					2	\$60.00	\$60.00	\$0.00 CRS	E		AR0124 - Ph	otography.	Paid in Full
	2 07/0	3/2012	APF	Act	ivity Prog	ramming Fee 12	-13 BVH			2	\$120.00	\$116.00	\$0.00 REQ					Paid in Full
	3 11/2	3/2012	PRKFIN	Par	king Fine	12-13 BVH				2	\$25.00	\$25.00	\$0.00 SCH	~	1			Paid in Full
	4 11/2	8/2012	APF	Act	ivity Prog	ramming Fee 12	-13 BVH			2	\$120.00	\$120.00	\$0.00 REQ	~	-			Paid in Full
	5 11/2	3/2012	PRKFIN	Par	king Fine	12-13 BVH				2	\$25.00	\$0.00	\$0.00 FINE	S v				Waived
										Total	\$350.00	\$321.00	\$0.00					

Figure 5.1 – Student Fees screen – Show Detail button

Menu 🔻 🔇 🔇 📎	Save Und	0 Quick Payme	nt											•	Status: Rea	
VStudent Fee	s														010100.1100	(
Student Name: Abbott.	Billy C. School: Hope	High School Sta	tus: Active	Homeroom	231											
Fees History Fee St	(stem															
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender										
Abbott	Billy	С		905483	12	Male	~									
Fees Paym	ents Balance	Fee	Total Type													
\$155.00 \$5.00	\$150.00) Inclu	de fees foi	r all organiza	itions and all y	ye 💌										
Current Fees															Add	Hide Detail 🔕
Line Transaction Date	Fee Detail															
1 10/09/2013 📅	Fee Code		Fee	5.00	Payment	Amount Waived	I Refu	nd Needeo	d Refund A	mount Bala	nce	-				
2 03/25/2014 📅	BK-BOOK Damages		¥ \$4:	5.00	\$0.00	150.00			355.00	J\$60.	.00					
	Fee Information										0	Schoo	I Information	1		٥
	Fee Status	Fee Code			Fee	:						Schoo				
	Balance Due	BK-Book D	Damages		✓ \$45	5.00						Hope	ligh School			
	Description				Fee	Category						Schoo	Year			
	Lost Book: Algebra	11			TXT	-Textbook	~					2013-	2014			
	Note 🕎 🔇											Course	9			
												J				
	Refund Information	D-4		at Manada d							<u>د</u>					
	Refund Needed	Rei	und Amou	nt Needed												
	Refund Needed Rea	ison 🎯 🔕														
	Payment History															Add 🔇
	X Line Transactic					Payment Method					Provi Transac	ider tion ID		ent ⊜ <mark>E</mark> Is	rror lessage	Deposit Status
	13	03/25/20	14 🕎 2	2:05 PM	\$45	.00 Credit/Debit	Pa	y Schools	Payment: L	ost Book: A			Pending			
				Tot	al \$45	.00										
	Waiver History	- 1														Add 🔇
	X Line Transacti	on ID 👙	Date	🔶 Tin	ne 🔶 .	Amount 🔤	W	aiver Reaso	n 🗧	Waiver Not	e					
	🔲 1 <mark>2</mark>	10/03	/2013 [🖻 11:40 A	м				~	Ŭ						
					Total	\$0.00										
	Refund History															Add 🔇
	Line Transaction				Amount 🔶	Refund Code		Refund Me		Refund Note						Refund ID 🔶
							_		_	٢						
		10/03/2013	11:4	1 AM	\$35.00	NEEDS VALUES	~ C	heck	~							
				Total	\$35.00											
Paid Eees																Show Detail
X Line Transaction	1 Date 😂 Fee Cod	e 👙		Des	scription		4	Priority	Fees 🚖	Payment	Balance	Fee (ategory	Course	Fee State	us
1 10/03/2013	🖓 ҮВК	Year Boo	k					9	\$35.00	\$0.00	\$0.00	YBK	~		Waiveo	t
2 11/05/2013	ВК	Torn Cov	er: Great Ex	xpectations				1	\$5.00	\$5.00	\$0.00	TXT	~		Paid in F	ull
3 11/12/2013	ВК	Book Da	mages					1		\$0.00	\$0.00	PAY	~		Waived	t l
									A 10.00	AC 00						· · · · · · · · · · · · · · · · · · ·

Figure 5.2 – Student Fees screen – Fee Detail tab - Waiver Information

- 4. In the **Waiver History** grid, click the Add button. A new row is added to the grid.
- 5. In the new row, enter the information for the fee waiver.



Note: Synergy will not allow an amount to be saved that exceeds the Fee amount.



6. Click **Save**. The waiver is recorded and the waived amount is reflected in the balance at the top of the **Fee Detail** tab as well as on the **Fee** tab itself.

Menu - 🔇 🕄 测	Save Undo	Quick Payment							۽	Status: Ready	0 Fa 🐉
Student Fee	s										
Student Name: Abbott, E	Billy C. School: Hope Hig	h School Status: Act	tive Homeroom:	108							
Fees History Fee Sy	stem										
Last Name	First Name N	liddle Name Suffi	ix Perm ID	Grade	Gen	der					
Abbott	Billy	c	905483	12	Male Male	e 💌					
Fees Payme	ents Balance	Fee Total T	уре								
\$368.00 \$153.	.00 \$5.00	Include fee:	s for all organiza	ations and focu	is 🞽						
Current Fees										Add	Show Detail 🔕
X Line Transaction Da	ate \ominus Fee Code 🛛	Des	cription		Priority F	ees 🌲 Pa	iyment Bala	ince Fee Categ	ory 🔶 Cours	e Fee Status	Quick Pay
1 12/06/2012	230 Shop f	ee			9	\$10.00	\$0.00 \$	5.00 LAB	~	Refund Needer	t
					Total	\$10.00	\$0.00 \$	5.00			
Paid Fees										[Hide Detail 🔇
Line Transaction Date	Fee Detail										
1 08/28/2012	Fee Code		Fee	Payment	Amount V	Vaived Ref	fund Neede	ed Refund Amo	ount Balance		
2 09/03/2012	230-Shop fee	*	\$10.00	\$0.00	\$10.00			\$0.00	\$0.00		
3 10/18/2012	Too lafe media								@ C-111	6	
5 11/13/2012	Fee Status	Fee Code		Fee	2				School	normation	`
6 12/04/2012	Waived	 230-Shop fee 		✓ \$1	0.00				Hope Hig	h School	
7 12/07/2012	Description			Eoc	Category				School Ye	ar	
8 01/03/2013	Shop fee			LAF	B-Lab Fee	-	~		2012-201	3	
9 01/10/2013	Note MTI (A								Course		
10 01/16/2013	Note 🖾 🖉								- 1		
11 04/15/2013 📝											
									a		

Figure 5.3 – Student Fees screen – Fee Detail tab – Fee Information

CALCULATING REFUNDS

Refunds are calculated differently depending on the way the fees were assigned.

If fees are either course fees or enrollment fees assigned using <u>School Fee Codes</u>, the refund information is calculated during the synchronization process. For example, if a student drops a course and is eligible for a refund of their course fees, the synchronization process calculates the refund amount and updated the **Refund** information on the **Fee Detail** tab.

If the fee was <u>assigned to an individual</u> or <u>mass assigned</u> and not associated with a student's school or course enrollment, the refunds are generated manually.

Generating a fee refund manually



Note: Manually refunded or waived fees are not reflected in the FDP409, FDP410, or FDP411 log files.

- 1. Navigate to Synergy SIS > Fees Direct Payment > Student Fees > Fees tab.
- Find the student using the find function or scroll through the available students using the scroll buttons.

Menu	• («	5	Save	Undo	Quid	k Payment										ی	. • 🎑	A Sta	atus: Ready	3 5	a 🐉 🕜
VS.	stud	dent Fee	es																			«
Stude	ent Na	ame: Aaron, I	an s	School: A	lams Elerr	nentary	Status: A	ctive Hor	meroom: 0002													
Fees	Hi	story Fee S	ystem	1																		
Last I	lame		Firs	st Name		Middle	Vame	Suffix	Perm ID	Gr	rade		Ge	nder								
Aaro	n		lan	1					129442	04	4		🖌 Ma	le	~							
Fees		Paym	ents	I	Balance		Fee Tot	al Type														
\$60.	00	\$55.0	00		\$5.00		Include	fees for a	all organizations	and	d focus	~										
Curr	ent F	ees																		Add	Show [Detail 🔕
×		Transaction Date		Fee Code				iption		Ş	Priority		🔶 Pa	yment	Balar	ice Fee	Categor	y 🔶 Co	ourse	Fee Status	Quic	k Pay
		02/25/2013	P	TRP	Field trip:	Art Mus	eum				4	\$10	00 \$	15.00	(\$5.0	00) BUS	;	*		Refund Needed		
	2	03/01/2013	P	TRP	Field Trip						4	\$10	00	\$0.00	\$10.	00 BUS	;	~		Balance Due	Quio	k Pay
											lotal	\$20	00 \$	15.00	\$5.	00						
Paid	Fee	3																			Show [)etail 🔕
X	Line	Transaction D	ate 🍣	Fee Co	de		De	scription			🔶 Prio	ority I	iees 🍕	Payr	nent	Balance	Fee Ca	tegory	⊜ Co	ourse Fee St	atus	
		08/13/2012	7	MUS	Trumpe	et Rental					g)	\$40.0	0 \$40	0.00	\$0.00	TXT		~	Paid in	Full	
	2	08/24/2012	P	MUS	Payme	ent					g)		\$(0.00	\$0.00	PAY		~	Waiv	ed	
	3	12/20/2012	P	LAB	Footba	II Labora	tory Expe	erimental F	Fee		2	2	\$0.0	0 \$(0.00	\$0.00	SPT		~	Waiv	ed	
											Т	otal	\$40.0	0 \$40	0.00	\$0.00						

Figure 5.4 – Student Fees screen – Fee Detail tab - Refund Information

3. Select the row of the fee for which the refund will apply and click the **Show Detail** button. The **Fee Detail** tab appears.

Menu 🔻 🔍 🔇) () ()	3 Save Undo	Quick Paymen	t					ی 🛤	s 📔 💽 🚹	Status: Ready	2 Ra 🐉
⊽Studen	t Fees											(
Student Name: A	aron, lan	School: Adams Elen	nentary Status: A	ctive Hom	neroom: 0002							
Fees History	Fee Syster	m										
Last Name	Fir	st Name	Middle Name	Suffix	Perm ID	Grade	G	ender				
Aaron	jia	n			129442	04	Ľ N	lale 🞽				
Fees	Payments \$55.00	Balance	Fee To	al Type	II organization	as and focus						
\$00.00	\$00.00	\$5.00	Include	100 a	ii organizatioi	is and locus						
Line Transa	ction Date	Ess Datail									Add	Hide Detail
1 02/25/201	3	Fee Oode			Fee	Paymen	t	Amount W/a	ived Refund N	leeded Ret	fund Amount	
2 03/01/201	3 🗗	TRP-Field Tri	p	•	\$10.00	\$0.00		\$0.00		\$0	.00	
					Balance			,	,	,		
					\$10.00							
		Fee Informat	ion									School
		Fee Status	Fee	Code			Fee					Information [©]
		Balance Due	TRF	-Field Trip)	~	\$10.00)				School
		Description					Fee Ca	tegory				Adams Elementary
		Field Trip					BUS-Bu	us Transpor	tation 🕑			School Year
		Note 🕎 🕥										2012-2013
												Course
											.H.	
		Refund Inform	mation								٨	
		Refund Need	ed	Refund	Amount Need	ded						
		Refund Need	ed Reason 🕎 🤇	>								
		Payment His	ansaction 🔥 💷		A	Payment		avment 🔥	Provider	<u>^</u>	Payment 2	Add 🐼
		X Line	ID 🗟 Da	te 🔤 Time	Amount 🗧	Method	I	Note 🗟	Transaction	ıD ₹	Status	Message
				Т	otal \$0.0	00						
		Waiver Histo	ry				(1			Add 🔇
		X Line	Transaction ID		Date 🕀	Time	An T	nount 🔤	Waiver	Reason	⊜∣Waive	r Note
		Defund Histo	. .			1012	u	30.00				Add
		X Line T	ransaction ID =	Date 🗧	Time	Amount 🚖	Refund	Code 🚖	Rf K12-Feelof	o-StudentFee	Refund	Refund ID
			ranoucuon ib	- Dute C	Total	\$0.00	Nortallu		K12-reeinio	o studentree	and and a second s	
Paid Food		-										Show Dotail
X Line Trans	action Date	Eee Code	De	scription			Fees 4	Payment	alance Fee Cat	tegory 合 c	ourse Fee St	atus
1 08/13	/2012	MUS Trumpe	t Rental	- approved the second sec		9	\$40.0	0 \$40.00	\$0.00 TXT	v	Paid in	Full
2 08/24	/2012	MUS Pavme	nt			9		\$0.00	\$0.00 PAY	~	Waiv	ed
3 12/20	/2012	LAB Footba	I Laboratory Expe	rimental Fe	e	2	\$0.0	0 \$0.00	\$0.00 SPT	~	Waiv	ed
	<i>ر</i> ن		,,			Tata	£ 40.0	0.00	60.00			

Figure 5.5 – Student Fees screen – Fee Detail tab - Refund Information

- 4. In the **Fee Information** group box, check the **Refund Needed** check box; enter the **Refund Amount Needed** and the **Refund Reason**.
- 5. Click **Save**. The **Refund Amount Needed** is recorded, the refund need amount and status are reflected at the top of the **Fee Detail** tab as well as the balance on the **Fee** tab itself.

Men	u ▼ (<	S	Sav	ve Unde	Quid	k Payment	:								<u>i</u>	u 🕹 🔰	l 🖲 🖊	Status	Ready	3 F.	1 🐉 🕜
∇	Stuc	dent Fe	es																			«
Stud	lent Na	me: Aaron	lan 🤅	School: A	dams Eler	nentary	Status: A	ctive Ho	meroom: 0002	2												
Fee	es Hi	story Fee	Systen	1																		
Last	Name		Fire	st Name		Middle I	Name	Suffix	Perm ID	0	Grade		Ger	nder								
Aaro	on		lan	1					129442	C	04		Mal	e 🖪	·							
Fee	s	Pay	ments		Balance		Fee Tot	al Type														
\$60	0.00	\$55	i.00		\$0.00		Include	fees for	all organizat	ions ar	nd focus	~										
Cur	rrent F	ees																	A	dd	Show [)etail 🔕
×	Line	Transactio Date	n 🔶	Fee Code			Desc	ription			Priority	Fees	🔶 🛛 Pay	/ment E	Balance	Fee (Category	Cou	irse F	ee Status	Quic	k Pay
	1	02/25/2013	P	TRP	Field trip	Art Mus	eum				4	\$10.	00 \$ [.]	15.00 ((\$5.00)	BUS		*		Refund leeded		
	2	03/01/2013	P	TRP	Field Trip						4	\$10.	00 9	60.00	\$5.00	BUS		*	l N	Refund leeded		
											Total	\$20.	00 \$ 1	15.00	\$0.00							
Pai	id Fees	;																		[Show [)etail 🔕
×	Line	Transaction	Date 🗧	Fee Co	ode		De	escription			🔶 Pric	ority F	ees 🍣	Paym	ent Ba	ance	Fee Cate	egory 🍣	Cours	e Fee St	tatus	
	1	08/13/2012	P	MUS	Trump	et Rental					9	9	\$40.00	\$40	.00 9	0.00	TXT	~		Paid ir	n Full	
	2	08/24/2012	P	MUS	Paym	ent					ç	9		\$0	.00 9	0.00	PAY	~		Waiv	/ed	
	3	12/20/2012	P	LAB	Footba	all Labora	tory Exp	erimental	Fee		2	2	\$0.00	\$0	.00 9	0.00	SPT	~		Waiv	/ed	
			_								Т	otal	\$40.00	\$40	00 9	0.00						

Figure 5.6 – Student Fees screen – Fee Status

PAYING REFUNDED FEES

Once a refund has been generated either by the system or manually, the fee status will show that a refund is needed.

Recording the payment of a refund

- 1. Navigate to Synergy SIS > Fees Direct Payment > Student Fees > Fees tab.
- 2. Find the student using the find function or using the scroll buttons.
- 3. Select the row of the fee for which the payment will apply and click the **Show Detail** button. The **Fee Detail** tab appears.

Menu 🗸 🔇	» Ş	Save	Undo	Quick Paymer	nt									🖳 💰 🖾	<u>۸</u>	Status: R	leady 6) ra 🐉 (
∀Student	Fees																	(
Student Name: Aa	ron, lan S	School: Ad	lams Elementar	y Status:	Active Ho	meroom: 0002												
Fees History	Fee System																	
Last Name	Firs	t Name	Midd	le Name	Suffix	Perm ID	_ G	rade		Ger	nder							
Aaron	lan					129442	0	4		Mal	e 👌	~						
Fees	Payments	B	Balance	Fee To	otal Type													
\$60.00	\$55.00	9	\$0.00	Includ	e fees for	all organizatior	is an	d focus	~									
Current Fees																Ado	d S	how Detail
X Line Trans	action 🔶	Fee Code		Des	cription			Priority	Fees	s 🍣 Pay	/ment	Balanc	e Fee	Category 🗧	Cou	se Fee	Status	Quick Pay
1 02/25/2	013 📝	TRP	Field trip: Art N	useum				4	\$10	0.00 \$°	15.00	(\$5.00) BUS	6	1	Re Ne	efund eded	
2 03/01/2	013 📝	TRP	Field Trip					4	\$10	0.00	60.00	\$5.0	D BUS	6	-	Re Ne	efund eded	
								Total	\$20	0.00 \$1	15.00	\$0.0	0					
Paid Fees																	S	how Detail 🕻
X Line Transac	tion Date 🍦	Fee Cod	le		escription)			🔶 Pric	ority			ient Ba	Ilance	Fee Categ		Course	Fee Sta	itus
1 08/13/2	012 📝	MUS	Trumpet Ren	tal				9	9	\$40.00	\$40	.00	\$0.00	TXT	~		Paid in	Full
2 08/24/2	012 📝	MUS	Payment					ç	9		\$0	.00	\$0.00	PAY	*		Waive	ed
3 12/20/2	012 📝	LAB	Football Lab	oratory Exp	perimental	Fee		2	2	\$0.00	\$0	.00	\$0.00	SPT	*		Waive	d
									-	A 40.00	0.40		*0.00					

Figure 5.7 – Student Fees screen – Show Detail button

- 4. In the **Refund History** grid, click the Add button. A new row is added to the grid.
- 5. In the new row, enter the information for the refund paid to the student or parent.

Menu 🔻 🔍 🍳	$\otimes \varepsilon$	🖇 🛛 Sav	ve Undo	Quick	Payment									🖳 🕹 🛤	€ <u> </u> st	atus: Ready) R _a 🙌
√Student	Fees																[
Student Name: Aa	ron, Ian	School:	Adams Elen	nentary S	Status: Active H	lomeroom: 00)2										
Fees History	Fee Syst	em															
Last Name	F	irst Name	e	Middle N	ame Suffix	Perm ID	Gra	de	Gende	er							
Aaron	ļ	an]		129442	04		Male	~							
Fees	Paymen	ts	Balance		Fee Total Typ	e											
\$60.00	\$00.00		\$0.00		include tees t	or all organiz	ations and	tocus									
Current Fees			-												,	Add Hic	le Detail 🔇
Line Date	<u> </u>	ee Detail					Baymon		Amount Moi	und Dofu	nd Noodor	d Dofund /	Amoun	t Ralanso			
1 02/25/2013	- 🖓 T	RP-Field	Trip		✓ S	10.00	\$0.00		\$0.00	\$5.0		\$0.00	Anoun	\$5.00			
2 03/01/2013							1					1.					
	F	ee Inforn	nation										٥	School In	formatior	ı	٨
	F	ee Status	5	Fee	Code		1993	Fee						School			
		Refund Ne	eded	TRP	-Field Trip		~	\$10.0	0					Adams Ele	ementary		
		escription	n					Fee Ca	ategory	ation is				School Ye 2012-201	ar		
		leid mp						BUS-B	us transpon	lation 💌				Course	<u>z</u>		
		lote 🍄 🔇)														
													- 1	u			
													а				
		ofund Inf	formation														
		efund Ne	eded		Refund Amo	ount Needed											
					\$5.00												
	R	lefund Ne	eded Rea	son 🕎 🔮	•												
	Ī	Both pare	ent inadve	ertently p	aid the same	fee.											
													, d				
	F	ayment H	History														Add 🔇
		X Line	Transactio	n ID 🔶	Date 😂 Time	🔶 Amount	🔶 Payn	ient Mei	thod 🤤 Pa	yment Note	e 🔤 Pro	vider Trans	action	D 🍣 Pa	yment Sta	itus ⊜ Erro	r Message
	L					otal \$0	0.00									_	
		Vaiver His	story				_										Add 🔇
	2	< Line "	ID	⇒ u	Date 🔤	Time 🖨	Amount	Ş	Waiver Re	eason		r Note					
		1			EV												
						Total	\$0	.00*									
	F	Refund His	story														Add 🔇
		X Line	Transa	ction ID	⇒ Date	⇒ Time	🔶 Ar	nount	🔷 Refi	ind Code	\$	Refund Me	ethod	⊜ Refu	nd Note	Refu	ind ID 🛛 🍣
							Total	\$	0.00								
Paid Fees																Sho	w Detail 🔕
🗙 Line Transa	iction Dat	e 🍦 Fee	Code		De	scription			🔶 Priority	Fees 🔶	Payment	Balance	Fee Ca	ategory 🄤	Course	Fee Status	
1 08/13/2	012	MU:	S Tru	mpet Rent	tal				9	\$40.00	\$40.00	\$0.00	TXT	~		Paid in Full	
2 08/24/2	012	MU	S Pa	/ment					9		\$0.00	\$0.00 F	PAY	~		Waived	
3 12/20/2	012		3 For	otball Labo	oratory Experim	ental Fee			2	\$0.00	\$0.00	\$0.00	SPT	*		Waived	
									Total	\$40.00	\$40.00	\$0.00					

Figure 5.8 – Student Fees screen – Fee Detail tab - Refund Information

6. Click **Save**. The balance and status will reflect that the refund was paid on both the **Fees Detail** tab and on the **Fees** tab.

Chapter Six: DEPOSITING INTO A GENERAL LEDGER

In this chapter, the following topics are covered:

Manually Recording Deposited Fees

MANUALLY RECORDING DEPOSITED FEES

Deposited fees are payments that have been collected directly at the school from students or parents. Some districts require that when these fees are deposited into the school or district account, they be recorded to a general ledger. During the process to set up <u>deposit</u> <u>options</u>, your district may have indicated that certain types of fee payments must be manually deposited. Typically, these are cash and checks.

Recording fee deposits manually

1. Navigate to Synergy SIS > Fees – Direct Payment > Fee Deposit.

Menu V 🛞 🛞 👼 Find Undo Add Delete	Status: Find 🕺 🗟 🏟
√Fee Deposit	» 🔪 駴
Payments Depend Date Depend Time Depend Statue Licer Name Depend D	
	_
Deposit Info	🔉 Setup Deposit 🛛 📀
Payments Total Payments Adjustment Total Deposit	Load Payments
Deposit Number	Complete Deposit
	Complete Deposit
Deposit Description 🕎 🛇	Allow Blank General Ledger Accounts

Figure 6.1 - Fee Deposit screen

2. On the Fee Deposit screen, click Add. The Fee Deposit (Add) screen opens.



Figure 6.2 - Fee Deposit Add screen

- 3. Enter the **Deposit Date**.
- 4. Enter the **Deposit Time**.
- 5. Click Save.

Menu V ()) Save Undo Add Delete	Status: Ready 🗟 🖓 🌒
∀Fee Deposit	» 💰
Daumante	
Deposit Date Deposit Time Deposit Status User Name Deposit ID	
10/07/2013 🗗 2:30 PM Open 🗸 7	
Deposit Info	Setup Deposit 🔷
Payments Total Payments Adjustment Total Deposit	Load Payments
	Complete Deposit
Deposit Number	Complete Depent
	Complete Deposit
Deposit Description 🕎 📀	Allow Blank General Ledger Accounts
Payment Info	
Payments	 ()
🗙 🛛 Line 🛛 General Ledger Account \ominus 🗍 Transaction ID 🔤 🖓 Payment Date 🔤 🖓 Payment Time 😂 🖓 Payment Meth	iod \Leftrightarrow Fee Code \Leftrightarrow Fee Description \Leftrightarrow Amount \Leftrightarrow

Figure 6.3 – Fee Deposit screen

6. Click **Load Payments**. All unprocessed payments marked for manual deposit display in the Payments grid.

Menu V 🛞 🛞 🥳 Save Undo Add Delete Status: Ready 🗟 🖓 🌒
♥Fee Deposit
Payments
Deposit Date Deposit Time Deposit Status User Name Deposit ID 10/07/2013 🗊 2:30 PM Open V 7
Deposit Info
Payments Total Payments Adjustment Total Deposit
7 75.00 75.00 Complete Deposit
Deposit Number
Complete Deposit
Deposit Description 🕎 🛇 🔤 Allow Blank General Ledger Accounts
Payment Info
Payments 0
🗙 🗌 Line General Ledger Account 🚖 Transaction ID 🚔 Payment Date 🚓 Payment Time 🚓 Payment Method 🚓 Fee Code 🚓 Fee Description 🚓 Amount 🗧
23 10/07/2013 2:53 PM 1-Cash PE Gym locker \$10.00
2 24 10/07/2013 2:54 PM 1-Cash PE Gym locker \$10.00
25 10/07/2013 2:54 PM 2-Check PE Gym locker \$10.00
26 10/07/2013 2:55 PM 2-Check LAB Lab Materials \$15.00
26 10/07/2013 2:55 PM 2-Check PE Gym locker \$10.00
Image: Constraint of the system 27 10/07/2013 2:55 PM 1-Cash PE Gym locker \$10.00
28 10/07/2013 2:56 PM 2-Check PE Gym locker \$10.00

Figure 6.4 - Fee Deposit screen

- 7. Enter any adjustments to the total deposit amount in the Adjustments field.
- 8. Enter a **Deposit Number**.
- 9. Enter a **Deposit Description**.
- 10. If your accounting system accepts deposits without specifying a general ledger account, select the **Allow Blank General Ledger Accounts** checkbox.



Note: The system generates an error when trying to process payments without a general ledger account specified, unless you select the **Allow Blank General Ledger Accounts** checkbox.

11. Click **Complete Deposit**. The Job Status screen displays. When the system records the deposit, a confirmation message displays.

					 	 Status:	Ready S
Job Status					 		
Job Detail							(
Job ID Description COMPLETE_C COMPLETE I	Depo	osit Recorded!					
Status		ОК					(
NOTE: This view will refresh regularly (un	itil the job is c	complete) upda	ting the	status			

Figure 6.5 – Job Status screen, confirmation message

12. Click **OK**. The FDP420 – Fee Deposit report displays.

		Fee Dep	osit	Year: 20 Report FD	P420
2013 Hope High School Deposit Date: 10/07/2013	Deposit ID:	7		Payment Total:	75.00
Deposit Status: Complete	Cashler:	User, Admin		Deposit Total:	75.00
General Ledger Account	Transaction ID	Payment Date	Fee Description		Amour
*	23	10/07/2013	Gym locker		10.0
	27	10/07/2013	Gym locker		10.0
	24	10/07/2013	Gym locker		10.0
	26	10/07/2013	Gym locker		10.0
	28	10/07/2013	Gym locker		10.0
	25	10/07/2013	Gym locker		10.0
	26	10/07/2013	Lab Materials	SubTotal:	15.0
Descelli Talala				Payment Total:	75.0
Deposit Totals				Adjustment:	

Figure 6.6 - FDP420 - Fee Deposit Report

Chapter Seven: VIEWING FEE & PAYMENT HISTORIES

In this chapter, the following topics are covered:

- Viewing Fee History in the Direct Payment model
- Viewing Fee System Transactions

VIEWING FEE HISTORY

The **History** tab of the **Student Fees** screen shows all the student's fees. Each line item fee shows the transaction date, fee code, description, the fee, any payments, the balance, fee category, any related course id and course title, and the fee status. Additional details are available for each line item using the Show Detail feature.

Accessing the fee history and fee details

- 1. Navigate to Synergy SIS > Fees Direct Payment > Student Fees > History tab.
- 2. Find the student using the find function or scroll through the available students using the scroll buttons.



Figure 7.1 – Student Fees History Screen

3. Select the row of the fee for which the refund will apply and click the **Show Detail** button. The **Fee Detail** tab appears detailing the fee and any payments, waivers, or refunds associated with it.

Menu 🗸 🔍 🛞 🕅	Save Undo Quick Payment	📀 🔕 隘 💿 Status: Ready 🕺 🖓
Student F	ees	(
Student Name: Abbo	tt, Billy C. School: Hope High School Status: Active Homeroom: 108	
Fees History Fe	s System	
Last Name	First Name Middle Name Suffix Perm ID Grade	Gender
Abbott	Billy C 905483 12	Male Y
History - Outstanding	l Fees	Show Detail
Line Transaction Da	te	\ominus Fee Status School \ominus School Year Course ID And Title
L	Total \$0.00 \$0.00 \$0.00	
History - Paid Fees		Hide Detail
Line Transaction	Fee Detail	
1 12/01/2011	Fee Payment Amount Waived Refund Needed Refund Amou	nt Balance
	\$75.00 \$75.00 \$0.00 \$0.00	\$0.00
	Fee Information	School
	Pee Status Fee Code Fee	School
		Hope High
	Literature Guide	ok Y
	Note 🕎 📀	School Year 2011-2012
		Course
	Refund Needed Refund Amount Needed Refund Needed Reason 🗐 📀	
		E.
	Payment History	
	Line Payment Date \ominus Amount \ominus Payment Method \ominus Payment Note 🖨	* Transaction ID \ominus Payment Status ᅌ Error Message
	112/01/2011 \$75.00Cash	82 Successful
	Waiver History	
	Xarver History X Line Transaction ID ⇔ Date ⇔ Time ⇔ Amoun Total	t \ominus Waiver Reason \ominus Waiver Note
	Refund History	30.00
	X Line Transaction ID ⊖ Date ⊖ Time ⊖ Amount ⊖ Refund Cod	e 🕀 Refund Method 🕀 Refund Note <u>Refund ID</u> 🖨
	Total \$0.00	

Figure 7.2 – Student Fees History Screen

VIEWING FEE SYSTEM TRANSACTIONS

The **Fee System** tab of the **Student Fees** screen displays a list of student fees that were paid using an <u>online payment service</u>. The Fee System Transaction grid lists each transaction, including the Parent's name, the fee code, fee description, fee, fee date, payment, payment date, and any errors the fee system may have encountered.

Accessing the fee system history

- 1. Navigate to Synergy SIS > Fees Direct Payment > Student Fees > Fee System tab.
- 2. Find the student using the find function or scroll through the available students using the scroll buttons.

Menu 🗸 🔍 🛞 🛛	Save Save	Undo Quick Payment			📀 🜉 s	tatus: Ready 🖉 🖓 🐝
Student Fee	S					(«
Student Name: Abbott, I	Billy C. School	Hope High School Status: Active	Homeroom	231		
Fees History Fee S	ystem					
Last Name	First Name	Middle Name Suffix	Perm ID	Grade	Gender	
Abbott	Billy	C	905483	12 🚩	Male 🚩	
Fee System Transaction	15					()
Line Parent Name	Fee Code 👙	Fee Description	🔶 Fee 🔶	Fee Date	⊜ Payment ⊜	Payment Date 👙 Error
1 Aaron, Kathleen	BUS	Sports Transportation	25.00	05/10/2012 12:39:52		
2 Aaron, Kathleen	CBK	Course Required Text Book	65.00	05/10/2012 12:39:52		
3 Aaron, Kathleen	BDI	Band Instrument Rental	50.00	05/10/2012 12:39:52		
4 Aaron, Kathleen	LAB	Lab Materials	542.50	05/10/2012 12:39:52		
5 Aaron, Kathleen	BDL	Band Locker	10.00	05/10/2012 12:39:52		
6 Aaron, Kathleen	BDU	Band Uniform	25.00	05/10/2012 12:39:52		
7 Aaron, Kathleen	BUS	Sports Transportation	25.00	05/10/2012 12:40:08		
8 Aaron, Kathleen	CBK	Course Required Text Book	65.00	05/10/2012 12:40:08		
9 Aaron, Kathleen	BDI	Band Instrument Rental	50.00	05/10/2012 12:40:08		
10 Aaron, Kathleen	BDU	Band Uniform	25.00	05/10/2012 12:40:08		
11 Aaron, Kathleen	BDL	Band Locker	10.00	05/10/2012 12:40:08		
12 Aaron, Kathleen	LAB	Lab Materials	542.50	05/10/2012 12:40:08		
13 Aaron, Kathleen	BUS	Sports Transportation	25.00	05/10/2012 12:40:38		
14 Aaron, Kathleen	BDI	Band Instrument Rental	50.00	05/10/2012 12:40:38		
15 Aaron, Kathleen	LAB	Lab Materials	542.50	05/10/2012 12:40:38		
16 Aaron, Kathleen	BDU	Band Uniform	25.00	05/10/2012 12:40:38		
17 Aaron, Kathleen	BDL	Band Locker	10.00	05/10/2012 12:40:38		
18 Aaron, Kathleen	CBK	Course Required Text Book	65.00	05/10/2012 12:40:38		

Figure 7.3 – Student Fees History Screen

Chapter Eight: RUNNING REPORTS

In this chapter, the following topics are covered:

- Accessing Available Reports
- FDP201 Student Fee Profile
- FDP202 Student Fee Receipt
- FDP401 Student Fee List
- FDP402 Student Fee Collection List
- FDP403 Student Fee Refund List
- FDP405 Fee Code Detail by Payment Method
- ► <u>FDP408 Fee by Class</u>
- FDP412 Fees Collected Detail
- ► FDP414 Course Fees Collected Detail
- FDP415 Student Fee Aging List
- FDP416 Student Fee Daily Deposit
- FDP417 Course Fee Totals List
- FDP418 Student Fee Refund Paid List
- FDP601 Fees Collected Summary
- ► FDP602 Fee Code by Payment Method

TO ACCESS REPORTS

- 1. Navigating to **Synergy SIS > Fees Direct Payment > Reports**.
- 2. Click on the name of the report.
- 3. Select the options to be used in generating the report (listed in the following sections.)
- 4. Click on the **Print** button to print the report. The report will be printed as a PDF file to the screen, which can then be sent to the printer.



Note: For the purposes of this manual, only the report settings and filters available on the **Options** tab of the report interface are detailed. Additional options are available on the other report interface tabs. For more information on the additional options on the report interface tabs, please refer to the manual titled *Synergy SIS – Query & Reporting Guide*.

FDP201 – STUDENT FEE PROFILE

The Student Fee Profile creates detailed individual reports of all fees assigned to each student. This report includes the date the fee was incurred, the fee code, fee category, a description of the fee, associated notes, the fee amount, any payments received, and the current balance due.

Note: The FDP201 report is also available on the **Student Fees** screen by selecting **Menu** > **Report > Student Fee Profile**.

This report can be filtered using the following settings on the **Options** tab:

Print Save Default Reset Default Email Me Status: Ready 🖓 🔊
VReport Interface
Name: Student Fee Profile Number: FDP201 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Student Info
Perm ID Gender
Last Name First Name Middle Name
Grade
Fee Filters
Transaction Date
Do Not Show Pending Payments
Do Not Show Students With No Fees
Scope of Fees to Include
Include fees for focus organization and focus ye 💌
Fee Codes and Fee Categories can only be selected when 'Scope of Fees to Include' is set to 'Include fees for focus organization and focus year'.
Fee Codes O
Fee Codes Here
BND - Jazz Band Fee BUS1 - Out of District Transportation
Fee Categories
Fee Category Gategory Lab Fee Payment Bus Transportation PE Locker Sports Textbook

Figure 8.1 – Student Fee Profile Report Interface

- Student Info select an individual student or group of students based on the Student ID, Gender, Last Name, First Name, Middle Name, or Grade. Example: if grade 12 is selected the report prints an individual report for each student in grade 12.
- Transaction Date includes fees for a particular date or date range. The dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar IP button.
- Do Not Show Pending Payments excludes students who have pending fee payments.

- Do Not Show Students With No Fees excludes students who have no fees assigned to them.
- **Scope of Fees to Include** selects how the fees will be displayed and summarized. The options include:
 - Total fees for focus organization and focus year (school focused only)
 - Total fees for focus organization and all years (school focused only)
 - Total fees for all organizations and focus year (district focused only)
 - Total fees for all organizations and all years (district focused only)
- Fee Code only includes selected fee codes in the report. Fee codes are defined in the <u>School Fee Codes</u> screen.
- Fee Category– only includes selected fee categories in the report. Fee categories are defined in the Fee Category Lookup Table.

Student Name	Billy C.			Perm ID: 905483	Gender: M	Grade: 12	Organization: Hope Hig	h School		
Date	Fee Code	Description / N	ote	Course	Fees	Paymen	ts Waived	Refund Needed	Refund	Balance
07/09/2013	IDE	Learning Resour	nes 13-14 RVH		100.00	100.0	0.00		0.00	0.00
01/00/2015	Deserved Des		Deserved Marchard	December 1 Notes						
	07/31/2013	1807950	Credit/Debit Card	(Approval Code: 0583	78)	50	atus	100.00		
	0110112010	1007038	Credit Debit Cald	(Approval code: 0505	(0)	50	ocession	100.00		
07/08/2013	TSF	Technology Supp	ly Fee 13-14 BVH		15.00	15.0	00.0 00		0.00	0.00
	Payment Dat	e Trans. ID	Payment Method	Payment Note		Sta	atus	Amount		
	07/31/2013	1607859	Credit/Debit Card	(Approval Code: 0563	7B)	Su	coessful	15.00		
								15.00		
07/31/2013	PRKPMT	(1 @ \$15.00) Pa	king Permit 13-14 BVH		15.00	15.0	00.0 00		0.00	0.00
	Payment Dat	e Trans. ID	Payment Method	Payment Note		Sta	atus	Amount		
	07/31/2013	1607859	Credit/Debit Card	(Approval Code: 0563	7B)	Su	ccessful	15.00		
								15.00		
07/31/2013	YRBOOK	(1 @ \$50.00) Ye	arbook 13-14 BVH		50.00	50.0	00.0 00		0.00	0.00
	Payment Dat	e Trans. ID	Payment Method	Payment Note		Sta	atus	Amount		
	07/31/2013	1607859	Credit/Debit Card	(Approval Code: 0563	7B)	Su	coessful	50.00		
								50.00		
08/15/2013	APF	Activity Program	ming Fee 13-14 BVH		120.00	120.0	00.00		0.00	0.00
	Payment Dat	e Trans. ID	Payment Method	Payment Note		Sta	atus	Amount		
	07/31/2013	1607859	Credit/Debit Card	(Approval Code: 0563	7B)	Su	coessful	120.00		
							L	120.00		
Hope High	School			Tota	ls: 300.00	300.0	0.00	0.00	0.00	0.00

Figure 8.2 – Student Fee Profile Report

FDP202 – STUDENT FEE RECEIPT

The Student Fee Receipt report prints out an individual receipt for a specific payment. A Transaction ID number is required to run the report.

Note: The FDP202 report can also be run from the **Student Fee Quick Payment** screen by clicking the **Print Receipt** button.



Figure 8.3 – Student Fee Profile Report Interface

 Transaction ID - find Transaction ID numbers by navigating to the History tab of the Student Fees screen. Select a fee from the Student Fees grid and click Show Detail. Transaction IDs is listed in the Payment History grid.

		Hope Hit Student F	gh School ee Receipt	Year Repo	: 2013-2014 ort: FDP202
Abbott, Billy (D.		Transaction ID:	1603	397
1959 S Val V	ista Dr		Payment Date:	07/14	4/2013
Mesa, AZ 852	234		Payment Time:	10:11	1 AM
udent ID:	905483		-		
Payment Am	ount	Payment Method			
\$12.50		Check			
^o ayment Note	e				
Fee Code		Description	Course		Amount
BDI	Band Instrume	ent Rental			\$12.50

Figure 8.4 – Student Fee Receipt

FDP401 – STUDENT FEE LIST

The Student Fee List report prints out a list of only those students with a fee balance. This report includes the student's name & Perm ID, the total fees & payments the student has incurred, and the student's current balance due. All students are compiled into a single list.

This report can be filtered using the following settings on the **Options** tab:

Print Save Default Reset Default Email Me		Status: Ready
✓Report Interface		» 🔽
Name: Student Fee List Number: FDP401 Page Orientation: Portrait		
Options Sort / Output Conditions Selection Advanced		
Student Info		Q
Grade		
Fee Filters		Q
Transaction Date		
Scope of Fees to Include Include fees for focus organization and focus ye Fee Codes and Fee Categories can only be selected when 'Scope of year'.	f Fees to Include' is set to 'Include fee	s for focus organization and focus
Fee Codes		()
Fee Codes → APF - Activity Programming BVEF - BV Ed Foundation Gift Fee 13-14 () (\$30 req () FINES - Fines/Holds 13-14 IAAP - Individual Adult Activity BVH Pass () LRF - Learning Resources MEALS - Meals - Minimum 13-14 BVH \$30.00 13-14 B () PAPROM - PTO After Prom IPDON1 - PTO/PTA Invest in 13-14 BVH BVHS 13-14 () PRRVPMT - Parking Permit PSAT - PSAT (10th and 11th grades onl () YRBOOK - Yearbook 13-14 BVH	COURSE - Course Fee 13-14 BVH LDLIBR - Lost/Damaged Library Book 13-1 () NEWS - Student Newspaper 13-14 BVH PMEM - PTO/PTA Membership 13-14 BVH STAP - Student Activity Pass 13-14 BV ()	 FAMAP - Family Activity Pass 13-14 BVH LDTEXT - Lost/Damaged Textbook 13-14 BV () NSF - NSF Check Charge 13-14 BVH PRKFIN - Parking Fine 13-14 BVH TSF - Technology Supply Fee 13-14 BV ()
Fee Categories		()
Fee Category Image: Course Required Optional School PTO/PTA Fines/Penalties Monthly Installment Meals Blue Valk	/Booster ey Education Foundation	

Figure 8.5 – Student Fee Profile Report Interface

- **Grade** select a group of students based on their grade. For example, if grade 12 is selected the report prints an individual report for each student in grade 12.
- Transaction Date includes fees for a particular date or date range. The dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar IP button.
- Balances To Include includes either all balances or only non-zero balances.
- Scope of Fees to Include selects how the fees will be displayed and summarized. The options include:
 - Total fees for focus organization and focus year (school focused only)
 - Total fees for focus organization and all years (school focused only)

- Total fees for all organizations and focus year (district focused only)
- Total fees for all organizations and all years (district focused only)
- Fee Code only includes selected fee codes in the report. Fee codes are defined in the <u>School Fee Codes</u> screen.
- **Fee Category** only includes selected fee categories in the report. Fee categories are defined in the <u>Fee Category Lookup Table</u>.

- School Merrint				Student Fee List All Orgs All Years			Year: 2013-2014 Report: FDP401	
Student Name	Perm ID	Gender	Grade	Total Fees Total Payments	Total Walved Ref	und Needed	Total Refunds	Balance
Abbott, Billy C.	905483	Male	12	173.00	35.00	0.00	35.00	0.00
Acevedo, Ashley	901830	Female	10	0.00	0.00	0.00	0.00	10.00
Acunia, Kenneth O.	110412	Male	10	0.00	0.00	0.00	0.00	10.00
Adair, Diane N.	903912	Female	10	0.00	0.00	0.00	0.00	10.00
Adair, Timothy S.	888621	Male	11	0.00	0.00	0.00	0.00	25.00
Adams, Billy A.	889314	Male	11	0.00	0.00	0.00	0.00	25.00
Adams, Stephen J.	901622	Male	10	0.00	0.00	0.00	0.00	10.00
Adamski, Alan M.	872035	Male	10	0.00	0.00	0.00	0.00	10.00
Aquado, Bobby J.	943822	Male	10	0.00	0.00	0.00	0.00	10.00
Aguilar, Carolyn C.	902692	Female	10	0.00	0.00	0.00	0.00	10.00
Ahistrom, Linda K.	120451	Female	10	0.00	0.00	0.00	0.00	10.00
Altchison, Karen L.	902998	Female	10	0.00	0.00	0.00	0.00	10.00
Akin, Andrea E.	902875	Female	10	0.00	0.00	0.00	0.00	10.00
Alarcon, Frank	886651	Male	10	0.00	0.00	0.00	0.00	10.00
Alcazar, Eugene	141666	Male	10	0.00	0.00	0.00	0.00	10.00
Alcazar, Eugene A.	141517	Male	10	0.00	0.00	0.00	0.00	10.00
Alder, Brenda I	967569	Female	10	0.00	0.00	0.00	0.00	10.00
Alexander, Joseph J.	901626	Male	10	0.00	0.00	0.00	0.00	10.00
Alger Phyllis A	149884	Female	10	0.00	0.00	0.00	0.00	10.00
Allen, Aaron L. JR	992938	Male	10	0.00	0.00	0.00	0.00	10.00
Allen Andrea	904134	Female	10	0.00	0.00	0.00	0.00	10.00
Allen Diane B	901507	Female	10	0.00	0.00	0.00	0.00	10.00
Allen, Donald J.	883223	Male	10	0.00	0.00	0.00	0.00	10.00
Allen Filzabeth	886019	Female	11	0.00	0.00	0.00	0.00	25.00
Allen Jeremy S	879215	Male	10	0.00	0.00	0.00	0.00	10.00
Allen Judith D	903040	Female	10	0.00	0.00	0.00	0.00	10.00
Allen Ruby D	888116	Female	11	0.00	0.00	0.00	0.00	25.00
Allen, Raby D.	001631	Eemple	10	0.00	0.00	0.00	0.00	10.00
Allen, Janura L.	001031	Female	10	0.00	0.00	0.00	0.00	35.00
Allred David A	888126	Mala	11	0.00	0.00	0.00	0.00	25.00
Ainse Kelly M	066707	Female	11	0.00	0.00	0.00	0.00	20.00
Alonso, Raymond G	920153	Male	11	0.00	0.00	0.00	0.00	25.00
Alston Douglas C	001630	Male	10	0.00	0.00	0.00	0.00	10.00
Amiri Marnaret M	871884	Female	12	0.00	0.00	0.00	0.00	25.00
Amos Billy B	965573	Male	10	0.00	0.00	0.00	0.00	10.00
Amos-Brown Datrick M	154480	Male	10	0.00	0.00	0.00	0.00	10.00
Andazola, Kathleen F	900923	Female	10	0.00	0.00	0.00	0.00	10.00
Andresen Harry &	971678	Male	10	0.00	0.00	0.00	0.00	10.00
Andraws, Dhillin D	803555	Male	10	0.00	0.00	0.00	0.00	10.00
Arambard Sean I	090000	Male	10	0.00	0.00	0.00	0.00	10.00
Araula Daelai I	100700	Male	10	0.00	0.00	0.00	0.00	10.00
Araber, Apple C	015423	Fomale	10	0.00	0.00	0.00	0.00	10.00
Aroliano, Lica P	915423	Female	10	0.00	0.00	0.00	0.00	10.00
ruenano, Lisa R.	904050	remale	10	0.00	0.00	0.00	0.00	10.00
Anas, Kelly M.	132436	Female	10	0.00	0.00	0.00	0.00	10.00
Armenta, Bhan A.	903942	Male	10	0.00	0.00	0.00	0.00	35.00
Amett, Janice	903731	Female	10	0.00	0.00	0.00	0.00	10.00

Figure 8.6 – Student Fee List Report

FDP402 – STUDENT FEE COLLECTION LIST

The Student Fee Collection List creates detailed individual reports of all fees that students currently owe. This report includes the date the fee was incurred, the fee code, fee category, a description of the fee, the fee amount, any payments received, any waived or refunded amounts, and the current balance due.

This report can be filtered using the following settings on the **Options** tab:

Report Interface	
Name: Student Fee Collection List Number: FDP402 Page Orientation: Landscape	
Options Sort / Output Conditions Selection Advanced	
Student Info	0
Student ID	
Last Name First Name Middle Name	
Grade	
Fee Filters	
Minimum Balance Amount Comments 🕎 🗘	
Scope of Fees to Include	
Include fees for focus organization and focus ye	
Fee Codes and Fee Categories can only be selected when Scope of Fees to Include is set to "Include fees for focus organization and focus	
year."	
Fee Codes	
Fee Codes □↔ 2	
ADE Adiute Deservation DV/ES DV/ES Exception Off DOUDOS Occurs Esc 40.44	<u></u>
PF - Activity Programming BVEF - BV Ed Foundation Gitt COURSE - Course Fee 13-14 FAMAP - Family Activity Pass Fee 13-14 () (\$30 req () BVH 13-14 BVH	
Image: Product of the second state	o ok
Image: Product of the second secon	ook 4
Image: Processing and the programming in the programming of the programing of the programming of the programming of	ook 4
Image: Processing and the programming in the programing in the prediction indicated in the progr	ook 4 VH
Image: Part - Activity Programming Image: Part - BV Ed Foundation Girl Image: Part - BV Ed Foundat	OOK 4 VH
Image: Part - Activity Programming Image: Part - BV Ed Foundation Girl Image: Part - BV Ed Foundat	Ook 4 VH
Image: Pert 3- Activity Programming Image: Pert 3- BV EF - BV EF 40 Foundation Gint Image: Pert 3-14 Image: Pert 3	Ook 4 VH
Image: Pert 1-4 () Image: Pert 1-4 (Ook 4 VH
Image: Pert 14 () Image: Pert 14 () <t< td=""><td>Ook 4 VH</td></t<>	Ook 4 VH
Image: Pert 14 () Image: Pert 14 () <t< td=""><td>Ook 4 VH</td></t<>	Ook 4 VH

Figure 8.7 – Student Fee Collection List Report Interface

• Student Info – select an individual student or group of students based on the Student ID, Last Name, First Name, Middle Name, or Grade. For example, if grade 12 is selected the report prints an individual report for each student in grade 12.
- Transaction Date includes fees for a particular date or date range. The dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar IP button.
- **Minimum Balance Amount** the minimum amount owed to be included on the list. If the minimum balance is \$100, then only students who owe more than \$100 will be included in the report.
- **Scope of Fees to Include** selects how the fees will be displayed and summarized. The options include:
 - Total fees for focus organization and focus year (school focused only)
 - Total fees for focus organization and all years (school focused only)
 - Total fees for all organizations and focus year (district focused only)
 - Total fees for all organizations and all years (district focused only)
- **Comments** is a message or description that appears on each student's collection fee list report.
- Fee Code only includes selected fee codes in the report. Fee codes are defined in the <u>School Fee Codes</u> screen.
- Fee Category– only includes selected fee categories in the report. Fee categories are defined in the Fee Category Lookup Table.

turient Information	All Orgs /	All Years		The second se	pore i bi 4	52	
tudent Name: Abbott, Billy C.	Perm ID: 905483	Gender: M	Grade: 12				
arent Information Parent Name:	Home Address:		Mail A	idress:			
Aaron, Phillip	1955 S Val Vista Dr Mesa, AZ 85234		195 Mes	5 S Val Vista Dr a, AZ 85234			
ee Information							
Date Code Category Description	Cou	irse	Fe	s Payments	Waived	Refund	Balance
V04/2013 PKP PKP Parking Permit			\$10.0	0 \$0.00	\$0.00	\$0.00	\$10.00
Payment Date Payment Method	Payment Notes				Sub To	Amount stal:	
		Totals:	\$10.0	0 \$0.00	\$0.00	\$0.00	\$10.00

Figure 8.8 – Student Fee List Report

FDP403 – STUDENT FEE REFUND LIST

The Student Fee Refund List creates detailed individual reports of all students that are owed refunds for fees. This report includes the date the fee was incurred, the fee code, fee category, a description of the fee, the fee amount, any payments received, any waived or refunded amounts, and the current balance due.

Print Save Default Reset Default Email Me		Status: Ready
		(» 🖌
Name: Student Fee Refund Needed List Number: FDP403 Page	Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced		
Student Info		Q
Student ID		
Last Name First Name Middle Name		
Crade		
▼ - ▼		
Eas Filters		
Minimum Defund Amount		
Minimum Refund Amount		
Scope of Fees to Include		
Include fees for focus organization and focus ye		
Fee Codes and Fee Categories can only be selected when 'Scope year'.	of Fees to Include' is set to 'Include fee	s for focus organization and focus
Fee Codes		
APF - Activity Programming BVEF - BV Ed Foundation Gi Fee 13-14 () (\$30 req ()	ft COURSE - Course Fee 13-14 BVH	FAMAP - Family Activity Pass 13-14 BVH
FINES - Fines/Holds 13-14 IAAP - Individual Adult Activity BVH Pass ()	 LDLIBR - Lost/Damaged Library Book 13-1 () 	LDTEXT - Lost/Damaged Textbook 13-14 BV ()
LRF - Learning Resources MEALS - Meals - Minimum 13-14 BVH \$30.00 13-14 B ()	NEWS - Student Newspaper 13-14 BVH	NSF - NSF Check Charge 13-14 BVH
PAPROM - PTO After Prom PDON1 - PTO/PTA Invest in 13-14 BVH BVHS 13-14 ()	PMEM - PTO/PTA Membership 13-14 BVH	PRKFIN - Parking Fine 13-14 BVH
PRKPMT - Parking Permit PSAT - PSAT (10th and 11th 13-14 BVH grades onl ()	STAP - Student Activity Pass 13-14 BV ()	TSF - Technology Supply Fee 13-14 BV ()
PYRBOOK - Yearbook 13-14		
Fee Categories		 (2)
Course Required Optio	onal 🗖 School	
PTO/PTA/Booster Fines/Penalties	thly Installment	
Meals Blue Valley Education Foundation		

Figure 8.9 – Student Fee Collection List Report Interface

- Student Info select an individual student or group of students based on the Perm ID, Last Name, First Name, Middle Name, or Grade. For example, if grade 12 is selected the report prints an individual report for each student in grade 12.
- **Minimum Refund Amount** the minimum refund owed to be included on the list. If the minimum refund is \$100, then only students who are owed more than \$100 will be included in the report.
- Scope of Fees to Include selects how the fees will be displayed and summarized. The options include:
 - Total fees for focus organization and focus year (school focused only)

- Total fees for focus organization and all years (school focused only)
- Total fees for all organizations and focus year (district focused only)
- Total fees for all organizations and all years (district focused only)
- Fee Code only includes selected fee codes in the report. Fee codes are defined in the <u>School Fee Codes</u> screen.
- Fee Category
 – only includes selected fee categories in the report. Fee categories
 are defined in the Fee Category Lookup Table.

		All Refun	nds for 2013-2014	
Student Name Fee Code	Perm ID Description	Grade	Course ID And Title	Refund Amount Needed
Hope High School				
Abbott, Billy C.	905483	12		
BK	Lost Book: Algebra I	1		45.00
			Total	45.00
			Hope High School Total	45.00
			Grand Total	45.00

Figure 8.10 – Student Fee List Report

FDP405 – FEE CODE DETAIL BY PAYMENT METHOD

The Fee Code Detail by Payment Method creates a detailed report of all payments made. This report is broken down by payment method and then fee code, and includes the fee was incurred, the fee code, fee category, a description of the fee, the fee amount, any payments received, and any waived or refunded amounts.

Print Save Default Reset Default Email Me	Status: Ready
	» (
Name: Fee Code Detail by Payment Method Number: FDP405 Page Orientation: Landscape	
Options Sort / Output Conditions Selection Advanced	
Payment Methods	(
Payment Method □ Cash □ Check □ Credit/Debit	
Fee Filters	(
Payment Date Payment Date Composition of Fees to Include Include fees for all organizations and all years Fee Codes and Fee Categories can only be selected when 'Scope of Fees to Include' is set to 'Include fees for focus organyear'. Fee Codes Fee Codes	nization and focus
Fee Codes Image: Codes Im	'n
Fee Categories	
Fee Category → Lab Fee Payment Bus Transportation PE Locker Textbook Textbook	

Figure 8.11 – Fee Code Detail by Payment Method Report Interface

- **Payment Method** select the payment types that will be included in the report.
- **Payment Date** includes payments for a particular date or date range. The dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar IP button. If left blank, the default date range is the current school year.
- **Scope of Fees to Include** selects how the fees will be displayed and summarized. The options include:
 - Total fees for focus organization and focus year (school focused only)
 - Total fees for focus organization and all years (school focused only)
 - Total fees for all organizations and focus year (district focused only)
 - Total fees for all organizations and all years (district focused only)

- Fee Code only includes selected fee codes in the report. Fee codes are defined in the <u>School Fee Codes</u> screen.
- Fee Category- only includes selected fee categories in the report. Fee categories are defined in the Fee Category Lookup Table.

School Dis	rikt		Fee	From: To: -	I by Payment All Orgs All Ye	Method ars	Report: FDF	°405
Payment Method	Fee Code	Fee Desc Perm ID	ription Student Name	Trans ID	Payment Note	Payment Date	Payment Amount	
Adams Elem	entary							
Cash	BUS1	Out of Dis	strict Transportation					
		156076	Youvella, Ann L.	6		09/09/2013	550.00	
						Fee Totals	550.00	
Cash	MUS	Instrumer	nt Rental					
		129442	Aaron, lan	2		03/25/2014	25.00	
						Fee Totals	25.00	
Cash	TRP	Field Trip						
		129442	Aaron, lan	2		03/25/2014	5.00	
						Fee Totals	5.00	
						Cash Totals	580.00	
Check	BND	Jazz Ban	d Fee					
		116796	Zamarripa, Jenna A.	4		09/09/2013	950.00	
						Fee Totals	950.00	
Check	BUS1	Out of Dis	strict Transportation					
		150613	Zamaripa Enrique, Thomas F.	5		09/09/2013	10.00	
						Fee Totals	10.00	
Check	MUS	Instrumen	nt Rental					
		129442	Aaron, lan	1	Check #116	03/25/2014	15.00	
						Fee Totals	15.00	

Figure 8.12 – Fee Code Detail by Payment Method Report

FDP408 – FEE BY CLASS

The Fee by Class report lists the students who have a balance due by section. This report includes section ID & period, course name & title, staff name and room name for the section listed, and then a list of the students with a balance. For each student, it shows the student's name and Perm ID, their grade and gender, and their total fees, total payments and balance due.

Print Save Default Reset Default Email Me		Status: Ready
✓Report Interface		» 💉
Name: Fee By Class Number: FDP408 Page Orientation: Portrait		
Options Sort / Output Conditions Selection Advanced		
Section		Q
Section ID		
Period Range		
Fee Filters		Q
Include Students With No Balance		
Scope of Fees to include		
Include fees for focus organization and focus ye 💌		
Fee Codes and Fee Categories can only be selected when 'Scope o	f Fees to Include' is set to 'Include fee	s for focus organization and focus
year'.		
Fee Codes		۵
Fee Codes↔		
APF - Activity Programming BVEF - BV Ed Foundation Gift	COURSE - Course Fee 13-14	FAMAP - Family Activity Pass
FINES - Fines/Holds 13-14 IAAP - Individual Adult Activity Pass ()	LDLIBR - Lost/Damaged Library Book 13-1 ()	LDTEXT - Lost/Damaged Textbook 13-14 BV ()
LRF - Learning Resources MEALS - Meals - Minimum 13-14 BVH \$30.00 13-14 B ()	NEWS - Student Newspaper 13-14 BVH	NSF - NSF Check Charge 13-14 BVH
PAPROM - PTO After Prom PDON1 - PTO/PTA Invest in 13-14 BVH BVHS 13-14 ()	PMEM - PTO/PTA Membership 13-14 BVH	PRKFIN - Parking Fine 13-14 BVH
PRKPMT - Parking Permit PSAT - PSAT (10th and 11th 13-14 BVH grades onl ()	STAP - Student Activity Pass 13-14 BV ()	TSF - Technology Supply Fee 13-14 BV ()
PRBOOK - Yearbook 13-14 BVH		
Fee Categories		 (A)
Course Required Option	al 🗖 School	
PTO/PTA/Booster Fines/Penalties Monthl	ly 🗖 Installment	
Meals Blue Valley Education Foundation		

Figure 8.13 – Fee By Class Report Interface

- Section ID includes only the selected section in the report.
- Period Range includes only selected class periods in the report.
- Include Students With No Balance includes the students who do not currently own any fees in the report.
- **Scope of Fees to Include** selects how the fees will be displayed and summarized. The options include:
 - Total fees for focus organization and focus year (school focused only)
 - Total fees for focus organization and all years (school focused only)

- Total fees for all organizations and focus year (district focused only)
- Total fees for all organizations and all years (district focused only)
- Fee Code only includes selected fee codes in the report. Fee codes are defined in the <u>School Fee Codes</u> screen.
- Fee Category– only includes selected fee categories in the report. Fee categories are defined in the Fee Category Lookup Table.

			нор		1001	Year: 2013-2014 Report FDP408
Section ID Period	Course ID	Cour	se Title Johna II	Fee By Clas	Staff Name Aderson Gordon	Room Name
Student Name	Dorm ID	Crd	Con	Balanca Dua No	nteo	120
Adams Billy A	889314	11	M	S25.00	0168	
Bowser, Kathryn J.	920454	10	F	\$10.00		
Cabrera, Daniel C.	115459	10	M	\$10.00		
Clark, Martha K.	101651	11	F	\$25.00		
Gardner, Adam L.	903175	10	M	\$10.00		
Jennings, Jacqueline E.	123020	10	F	\$10.00		
John, Mildred E.	995845	11	F	\$25.00		
Johnson, Bobby E.	163912	11	M	\$25.00		
McPeck, Joshua A.	901999	10	м	\$10.00		
Miller, Steve R.	888061	11	м	\$25.00		
Mortensen, Matthew K.	901880	10	м	\$10.00		
Nielsen, Robert J. JR	981787	10	м	\$10.00		
Rohde, Jack S.	888781	11	м	\$25.00		
Wamboldt, Albert R.	903451	10	м	\$10.00		
Ward, Jennifer L.	887407	11	F	\$25.00		

FDP412 – FEES COLLECTED DETAIL

The Fees Collected Detail creates a detailed report of fees paid by students for different fee categories. A total of all fees paid is included at the end of the report. This report is for the school in focus, and is broken down by fee code, then by payment method. It includes the fee category, a description of the fee, the fee amount, the student the fee was assigned to, and their student id.

Print Save Default Reset D	Default Email Me				Status: Ready	r. 3
						» 🖌
Name: Fees Collected Detail	Number: FDP412 Page Orientati	on: Portrait				
Options Sort / Output Conditi	ons Selection Advanced					
Payment Methods						4
Payment Method →						
Cash	Check	Credit/Debit Card	E-Check Send	d I	E-Check Receive	
Money Order/Cashier's Check	E-Check	E-Check NSF	ACH NSF		ACH Receipted at	DO
Bankruptcy Fee Adj	Collections Fee Adj	Disaster Displaced	Dropped Cou Refund	rse T	Credit Card Send	
Credit Card Receive Transfer	Eee Amt Adjustment	E Fund Transfer	Insufficient Fu	inds	Not Purchased	
Prior Year Reversal	Prorated Discount - ADM	Prorated Discount - WDR	Receipted at	do I	Send Transfer	
Receive Transfer	Returned Property Fee Adj	Transfer Adjustment	Uncollectible			
Fee Filtters						
Scope of Fees to Include Include fees for focus organizati Fee Codes and Fee Categories year'.	on and focus ye v can only be selected when 'S	Scope of Fees to Include' is	set to 'Include fee	s for focus	organization and foo	us .
Fee Codes						
Fee Code ↔ Fee Code ↔ Fee 13-14 () FINES - Fines/Holds 13-14 BVH LRF - Learning Resources 13-14 BVH PARROM - PTO After Prom 13-14 BVH PRKPMT - Parking Permit 13-14 BVH YRBOOK - Yearbook 13-14 BVH	 BVEF - BV Ed Foundati (\$30 req () IAAP - Individual Adult A Pass () MEALS - Meals - Minimi \$30.00 13-14 B () PDON1 - PTO/PTA Inve BVHS 13-14 () PSAT - PSAT (10th and grades onl () 	ion Gift COURSE - Cou BVH Activity LDLIBR - Lost/ Book 13-1 () um NEWS - Studer 13-14 BVH ist in PMEM - PTO/F 13-14 BVH 111th STAP - Studen 13-14 BV ()	urse Fee 13-14 Damaged Library nt Newspaper VTA Membership t Activity Pass	FAMAF 13-14 BVF LDTEX 13-14 BV NSF - 1 BVH PRKFII TSF - 1 13-14 BV	 Family Activity Pa T - Lost/Damaged T () ISF Check Charge ISF Check Charge ISF Check Charge ISF Check Charge () 	ss iextbook 13-14 14 BVH iee
Fee Categories						(
Fee Category → C Course Require PTO/PTA/Booster Fines/F Meals Blue Va	ed E Penalties E alley Education Foundation	Optional School Monthly Installment				

Figure 8.15 – Fees Collected Detail Report Interface

- **Payment Method** select the payment types that will be included in the report.
- **Payment Date** includes payments for a particular date or date range. The dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar 🕏 button. If left blank, the default date range is the current school year.

- **Scope of Fees to Include** selects how the fees will be displayed and summarized. The options include:
 - Total fees for focus organization and focus year (school focused only)
 - Total fees for focus organization and all years (school focused only)
 - Total fees for all organizations and focus year (district focused only)
 - Total fees for all organizations and all years (district focused only)
- Fee Code only includes selected fee codes in the report. Fee codes are defined in the <u>School Fee Codes</u> screen.
- Fee Category- only includes selected fee categories in the report. Fee categories are defined in the Fee Category Lookup Table.

Abbert Report			Fees From: To	Collected Detail		Year: Repor	2013-2014 t: FDP412
Fee Co	de Fee Description		FullYear	Fee Category			
	Student Name	Perm ID	Payment Method		Trans ID	Payment Date	Amount
Adams	Elementary						
BND	Jazz Band Fee		2013-2014	BUS			
	Zamarripa, Jenna A.	116796	Check		4	09/09/2013	950.00
						Total:	950.00
BUS1	Out of District Transp	ortation	2013-2014	BUS			
	Youvella, Ann L.	156076	Cash		6	09/09/2013	550.00
	Zamaripa Enrique, Thomas F.	150613	Check		5	09/09/2013	10.00
						Total:	560.00
MUS	Instrument Rental		2013-2014	TXT			
	Aaron, Ian	129442	Check		1	03/25/2014	15.00
	Aaron, Ian	129442	Cash		2	03/25/2014	25.00
						Total:	40.00
TRP	Field Trip		2013-2014	BUS			
	Aaron, Ian	129442	Cash		2	03/25/2014	5.00
						Total:	5.00
					Adan	ns Elementary Total:	1,555.00

Figure 8.16 – Fees Collected Detail Report

FDP414 – COURSE FEES COLLECTED DETAIL

The Course Fees Collected Detail creates a detailed report of course fees paid. A total of all fees paid is included at the end of the report. This report is for the school or district in focus, and is broken down by department and payment method. It includes the course, the student the fee was assigned to, and their student id.

This report can be filtered using the following settings on the **Options** tab:

Print Save Default Reset	Default Email Me			Status: Ready
				(> 🖌 😽
Name: Course Fees Collected	Detail Number: FDP414 Page	Orientation: Portrait		
Options Sort / Output Conditi	ions Selection Advanced			
Fee Filters				()
Payment Date				
-	1 7			
Currently, the report can only sh	now seven payment methods a	t one time.		
Payment Method				
Cash	Check	Credit/Debit Card	E-Check Send	E-Check Receive
Money Order/Cashier's Check	E-Check	E-Check NSF	ACH NSF	ACH Receipted at DO
Bankruptcy Fee Adj	Collections Fee Adj	Disaster Displaced	Dropped Course Refund	Credit Card Send Transfer
Credit Card Receive Transfe	r 🔲 Fee Amt Adjustment	Fund Transfer	Insufficient Funds	Not Purchased
Prior Year Reversal	Prorated Discount - ADM	Prorated Discount - WDR	Receipted at DO	Send Transfer
Receive Transfer	Returned Property Fee Adj	Transfer Adjustment		

Figure 8.17 – Course Fees Collected Detail Report Interface

- **Payment Date** includes payments for a particular date or date range. The dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar 🗊 button. If left blank, the default date range is the current school year.
- **Payment Method** select the payment types that will be included in the report.



Note: The FDP414 report can only accommodate seven payment methods headings across the report. If no payment method filters are selected, only the first seven payment methods will show on the report.

			Hope Course Fee Fr	High School s Collected Detail om: To:	Year: 2013-2014 Report: FDP414
		Cash	Check	Credit/Debit	
Hope High School					
Department FS	- Family and Consumer S	Sciences			
Course Title FS4	1 - Culinary Arts 1				
Werner, Jason M.	891204		15.00		
Wilbur, Stephen R.	889452		15.00		
Willhelm, Andrew M.	902994	15.00			
Winn, Joan E.	903695	15.00			
Wolf Black, Juan C.	904967			15.00	
Woodbury, Kenneth B.	874256		15.00		
	Course Totals:	30.00	45.00	15.00	

Figure 8.18 – Course Fees Collected Detail Report

FDP415 – STUDENT FEE AGING LIST

The Student Fee Aging List creates a detailed report of fees that are past due, divided by the period that the fee is overdue. The report includes the student, their school, and the overdue amount. This report is broken down by fee code. The students who have overdue fees are listed alphabetically under the fee code. Overdue amounts and totals are listed at the end of every fee code list and grand totals are listed on the last page of the report.

Print Save Default Reset Default Email Me Status: Ready 🖓 🗟 🕑
Report Interface
lame: Student Fee Aging List Number: FDP415 Page Orientation: Landscape
Options Sort / Output Conditions Selection Advanced
Configuration 📀
As Of Date
10/01/2013 📴
Past Due Aging Periods
Please enter the day(s) past due for each of the aging periods.
Period 1 Period 2 Period 3 Period 4

Figure 8.19 – Student Fee Aging List Report Interface

- As of Date includes fees up to a particular date. The date must be entered in MM/DD/YY format or it can be selected by clicking on the Calendar 🖗 button. The default date is the current school year.
- **Past Due Aging Periods** select the payment types that will be included in the report.

Tanatian			Student Fee Aging List As Of Date: 10/4/2013			Report: FDP415			
Hope High School									
LAB Lab Ma	aterials								
			Transaction			Past I	Due		
Name	Perm ID	Course	Date	Fee Amount	0 Days	30 Days	60 Days	90 Days	Total Du
Adair, Timothy S.	888621		10/04/2013	25.00	25.00				25.0
Adams, Billy A.	889314		10/04/2013	25.00	25.00				25.0
Adams, Sean B.	877340	FS41 - Culinary Arts 1	10/04/2013	15.00	15.00				15.0
Allen, Elizabeth	886019		10/04/2013	25.00	25.00				25.0
Allen, Ruby D.	888116		10/04/2013	25.00	25.00				25.0
Allen, Tammy	901931		10/04/2013	25.00	25.00				25.0
Allred, David A.	888126		10/04/2013	25.00	25.00				25.0
Alnas, Kelly M.	966707		10/04/2013	25.00	25.00				25.0
Alonso, Raymond G.	920153		10/04/2013	25.00	25.00				25.0
Amiri, Margaret M.	871884		10/04/2013	25.00	25.00				25.0
Anderson, Marie	886734	FS41 - Culinary Arts 1	10/04/2013	15.00	15.00				15.0
Arellano, Lisa R.	904050	FS41 - Culinary Arts 1	10/04/2013	15.00	15.00				15.0
Armenta, Brian A.	903942		10/04/2013	25.00	25.00				25.0
Arnow, Wayne M.	873840	FS41 - Culinary Arts 1	10/04/2013	15.00	15.00				15.0
Ashoor, Carl S.	873507		10/04/2013	25.00	25.00				25.0
Baker, Michael I.	972425		10/04/2013	25.00	25.00				25.0
Balls, Richard A.	163180		10/04/2013	25.00	25.00				25.0

Figure 8.20 – Student Fee Aging List Report

FDP416 – STUDENT FEE DAILY DEPOSIT

The Student Fee Daily Deposit lists the totals for all payment types that have been received on an individual day. This report is broken down by payment type and date. If a date range is selected, all the dates are totaled as well.

Print Save Default Reset Default Email Me			Status: Ready
			» 🖌 駴
Name: Student Fee Daily Deposits Number: FDP416 Pa	age Orientation: Landscape		
Options Sort / Output Conditions Selection Advance	ed		
Group box			٥
Payment Date			
FEE416 is limited to showing 9 Payment Methods across show on the report.	the report. If no Payment Meth	nod filters are selected, only the fir	st 9 Payment Methods will
Payment Method			
Cash Check	Credit/Debit Card	E-Check Send	
E-Check Receive Money Order/Cashier's Check	CE-Check	E-Check NSF	
ACH NSF ACH Receipted at DO	🗖 Bankruptcy Fee Adj	Collections Fee Adj	
Disaster Displaced Dropped Course Refund	Credit Card Send Transfer	Credit Card Receive Transfer	
Eee Amt Adjustment EFund Transfer	Insufficient Funds	Not Purchased	
Prior Year Reversal Prorated Discount - ADM	Prorated Discount - WDR	Receipted at DO	
Send Transfer Receive Transfer	Returned Property Fee Ad	j 🗖 Transfer Adjustment	

Figure 8.21 - Student Fee Daily Deposit Report Interface

- **Payment Date** includes payments for a particular date or date range. The dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar 🖗 button. If left blank, the default date range is the current school year.
- Payment Method select the payment types that will be included in the report.



School Sutrict			S	tudent Fee Daily Deposits Date Range: To:	Year: 2013-2014 Report: FDP416
Hope High School					
Date	Cash	Check	Credit/Debit	Total	
10/03/2013	5.00	88.00	80.00	173.00	
10/04/2013	75.00	105.00	25.00	205.00	
Totals:	80.00	193.00	105.00	378.00	
Grand Totals:	80.00	193.00	105.00	378.00	

Figure 8.22 – Student Fee Daily Deposits

FDP417 – COURSE FEE TOTALS LIST

The Course Fee Totals List creates a detailed report of fees for each course. The Fees are divided alphabetically by department and then by course. The report includes the total fees assessed for the course, the total amount of fees waived, the payment totals, the total amount of fees refunded, and the total current balance for the course. There is also a grand total of all these amounts on the last page of the report.

This report can be filtered using the following settings on the **Options** tab:

Print Save Default Reset Default Email Me	Status: Ready
✓Report Interface	(> 🖌 駴
Name: Course Fee Totals List Number: FDP417 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Configuration	٥
Payment Date	

Figure 8.23 – Course Fee Totals List Report Interface

Transaction Date – includes fees for a particular date or date range. The dates
must be entered in MM/DD/YY format or they can be selected by clicking on the
Calendar IP button.

ope High School								
Department: FS								
Course		Fee Amount	Waivers	Net	Payments	Refunds	Net Payments	Balance
FS41 - Culinary Arts 1		2010.00	0.00	2010.00	135.00	0.00	135.00	1875.0
FS42 - Culinary Arts 2		600.00	0.00	600.00	30.00	0.00	30.00	570.00
	Totals:	2610.00	0.00	2610.00	165.00	0.00	165.00	2445.00
	Grand Totals:	2610.00	0.00	2610.00	165.00	0.00	165.00	2445.00

Figure 8.24 – Course Fee Totals List Report

FDP418 – STUDENT FEE REFUND PAID LIST

The Student Fee Refund Paid List creates detailed individual reports of all fees refunded to students. This report includes the student refunded, the date of the refund, the fee code, fee category, a description of the fee, the refund amount, the refund code, reason, and the grand total of refund issued.

The system filters the report using the following settings on the **Options** tab:

Print Save Default Reset Default Email Me		Status: Ready
✓Report Interface		» 🖌
Name: Student Fee Refund Paid List Number: FDP418 Page Orienta	ation: Portrait	
Options Sort / Output Conditions Selection Advanced		
Student Info		٥
Student ID		
Last Name First Name Middle Name		
Grade		
· · · · · · · · · · · · · · · · · · ·		
Fee Filters		0
Refund Code		
Refund Refund Credit (Check) (E-Check) (ACH) Card)	Credit Card Send Dropped (Transfer Refund	Course Check Send Check Send Transfer Waived
Minimum Refund Amount		
Refund Date		
Include fees for focus organization and focus ye		
Eas Codes and Eas Categories can only be selected when Scope s	of Food to Included in cot to Unclude for	on for focus organization and focus
year'.	I Tees to include is set to include let	s for focus organization and focus
Fee Codes		Q
Fee Codes		
APF - Activity Programming BVEF - BV Ed Foundation Gift Fee 13-14 () (\$30 reg ()	COURSE - Course Fee 13-14 BVH	FAMAP - Family Activity Pass 13-14 BVH
FINES - Fines/Holds 13-14 IAAP - Individual Adult Activity	LDLIBR - Lost/Damaged Library	LDTEXT - Lost/Damaged Textbook
LRF - Learning Resources	NEWS - Student Newspaper	NSF - NSF Check Charge 13-14
13-14 BVH \$30.00 13-14 B ()	13-14 BVH	BVH
13-14 BVH BVHS 13-14 ()	13-14 BVH	PRKFIN - Parking Fine 13-14 BVH —
PRKPMT - Parking Permit PSAT - PSAT (10th and 11th 13-14 BVH grades onl ()	STAP - Student Activity Pass 13-14 BV ()	TSF - Technology Supply Fee 13-14 BV ()
PYRBOOK - Yearbook 13-14		
Fee Categories		
Course Required Option	nal 🗖 School	
PTO/PTA/Booster Fines/Penalties	ly 🔲 Installment	
Meals Blue Valley Education Foundation		

Figure 8.25 – Student Fee Refund Paid List Report Interface

- Student Info select an individual student or group of students based on the Perm ID, Last Name, First Name, Middle Name, or Grade. For example, if grade 12 is selected the report prints an individual report for each student in grade 12.
- Refund Code only includes selected refund codes in the report. Refund codes are defined in the <u>Refund Code</u> table.

- **Minimum Balance Amount** the minimum amount refunded to be included on the list. If the minimum balance is \$100, then only students who were refunded more than \$100 will be included in the report.
- Refund Date includes refunds for a particular date or date range. The dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar
 button. If left blank, the default date range is the current school year.
- **Scope of Fees to Include** selects how the fees will be displayed and summarized. The options include:
 - Total fees for focus organization and focus year (school focused only)
 - Total fees for focus organization and all years (school focused only)
 - Total fees for all organizations and focus year (district focused only)
 - Total fees for all organizations and all years (district focused only)
- Fee Code only includes selected fee codes in the report. Fee codes are defined in the <u>School Fee Codes</u> screen.
- Fee Category– only includes selected fee categories in the report. Fee categories are defined in the Fee Category Lookup Table.

Edupoint				Hope High Student Fee Refi All Orgs A		4		
Student Name	Perm ID	Grade	Fee Code	Description	Refund ID	Refund Date	Refund Code	Amou
Abbott, Billy C.	905483	12	BK	Lost Book: Algebra II		10/03/2013	8 NEEDS VALUES	\$35.0
Grand Total								\$35.0
		-E0 AM		Education School	d District			Dana 1 af

Figure 8.26 – Student Fee Refund Paid List Report

FDP601 – FEES COLLECTED SUMMARY

The Fees Collected Summary creates a report of total fees paid by fee code. A total of all fees paid is included at the end of the report. This report is for the school in focus. If the focus is on the district, the report includes all school in the district.

Print Save Default Reset Default Email Me Status: Ready 🔂 🗟
Name: Fees Collected Summary Number: FDP601 Page Orientation: Portrait
Options Sort / Output Conditions Selection Advanced
Payment Methods
Payment Method → ● Cash Check Credit/Debit Card E-Check Send E-Check Receive Money Order/Cashier's Check E-Check NSF ACH NSF ACH Receipted at DO Bankruptcy Fee Adj Collections Fee Adj Disaster Displaced Dropped Course Refund Credit Card Send Transfer Credit Card Receive Transfer Fee Amt Adjustment F und Transfer Insufficient Funds Not Purchased Prior Year Reversal Prorated Discount - ADM Prorated Discount - WDR Receipted at DO Send Transfer Receive Transfer Returned Property Fee Adj Transfer Adjustment Uncollectible
Fee Filters
Scope of Fees to Include Include fees for focus organization and focus ye Fee Codes and Fee Categories can only be selected when 'Scope of Fees to Include' is set to 'Include fees for focus organization and focus year'.
Fee Codes Codes
Fee Code Fee Code <td< td=""></td<>
LERF - Learning Resources MEALS - Meals - Minimum \$30.00 INEWS - Student Newspaper 13-14 NSF - NSF Check Charge 13-14 BVH 13-14 B () PAPROM - PTO After Prom PDON1 - PTO/PTA Invest in BVHS IPMEM - PTO/PTA Membership PDON1 - PTO/PTA Invest in BVHS
13-14 BVH 13-14 () 13-14 BVH Image: Constraint of the form of the f
Fee Categories
Fee Category Optional Course Required Optional School PTO/PTA/Booster Fines/Penalties Meals Blue Valley Education Foundation

Figure 8.27 – Fees Collected Summary Report Interface

- **Payment Date** includes payments for a particular date or date range. The dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar 🗊 button. If left blank, the default date range is the current school year.
- **Payment Method** select the payment types that will be included in the report.
- **Scope of Fees to Include** selects how the fees will be displayed and summarized. The options include:
 - Total fees for focus organization and focus year (school focused only)
 - Total fees for focus organization and all years (school focused only)
 - Total fees for all organizations and focus year (district focused only)
 - Total fees for all organizations and all years (district focused only)

- Fee Code only includes selected fee codes in the report. Fee codes are defined in the <u>School Fee Codes</u> screen.
- Fee Category– only includes selected fee categories in the report. Fee categories are defined in the Fee Category Lookup Table.

Fee Code	Fee Description	FullYear	Fee Category		Amount
Adams Elementary					
BND	Jazz Band Fee	2013-2014	BUS		950.00
BUS1	Out of District Transportation	2013-2014	BUS		560.00
MUS	Instrument Rental	2013-2014	ТХТ		40.00
TRP	Field Trip	2013-2014	BUS		5.00
				Total:	1,555.00
lope High School					
BK	Book Damages	2013-2014	TXT		85.00
LAB	Lab Materials	2013-2014	LAB		145.00
LKR	Locker Damages	2013-2014	LKR		18.00
PE	Gym locker	2013-2014	GYM		60.00
YBK	Year Book	2013-2014	YBK		70.00
				Total:	378.00
				Grand Total:	1,933.00

Figure 8.28 – Fees Collected Summary Report

FDP602 – FEE CODE BY PAYMENT METHOD

The Fee Code by Payment Method creates a report of all payments made. This report is broken down by payment method.

Print Save Default Reset Default Email Me	Status: Ready
	» 🗾
Name: Fee Code by Payment Method Summary Number: FDP602 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Payment Methods	۵
Payment Method → ♥ Payment Method → ♥ Cash Check E-Check Receive Money Order/Cashier's Check E-Check Cash E-Check Receive Money Order/Cashier's Check E-Check NSF ACH NSF ACH Receipted at DO Bankruptcy Fee Adj Collections Fee Adj Disaster Displaced Dropped Course Refund Credit Card Send Transfer Credit Card Receive Transfer Fee Ant Adjustment Fund Transfer Insufficient Funds Not Purchased Prior Year Reversal Prorated Discount - ADM Prorated Discount - WDR Receipted at DO Send Transfer Receive Transfer Returned Property Fee Adj Transfer Adjustment Uncollectible External External Property Fee Adj Transfer Adjustment	
Fee Filters	
Scope of Fees to Include Include fees for focus organization and focus ye v Fee Codes and Fee Categories can only be selected when 'Scope of Fees to Include' is set to 'Include fees for focus orga	nization and focus year'.
Fee Codes	
Image: Constant of the second state	AP - Family Activity Pass 13-14 EXT - Lost/Damaged Textbook V () - NSF Check Charge 13-14 BVH FIN - Parking Fine 13-14 BVH - Technology Supply Fee 13-14
YRBOOK - Yearbook 13-14 BVH	
Fee Categories	Q
Fee Category Optional Course Required Optional School PTO/PTA/Booster Fines/Penalties Meals Blue Valley Education Foundation	

Figure 8.29 - Fee Code by Payment Method Report Interface

- **Payment Method** select the payment types that will be included in the report.
- **Payment Date** includes payments for a particular date or date range. The dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar IP button. If left blank, the default date range is the current school year.
- Scope of Fees to Include selects how the fees will be displayed and summarized. The options include:
 - Total fees for focus organization and focus year (school focused only)
 - Total fees for focus organization and all years (school focused only)
 - Total fees for all organizations and focus year (district focused only)

- Total fees for all organizations and all years (district focused only)
- Fee Code only includes selected fee codes in the report. Fee codes are defined in the <u>School Fee Codes</u> screen.
- **Fee Category** only includes selected fee categories in the report. Fee categories are defined in the Fee Category Lookup Table.

School Service	Fee	From: To: - All	nt Method Su Orgs All Years	Immary Repo 8	ort: FDP602		
Organization Name							
Payment Method		Payment Amount	Count				
Adams Elementary							
Cash		580.00	3				
Check		975.00	3				
	Total	1,555.00	e				
Hope High School							
Cash		80.00	6				
Check		193.00	10				1
Credit/Debit		105.00	3				1
	Total	378.00	19				
	Grand Total	1,933.00	25				
							1
							1
							1
							1
							1
							1
							1
							1
							1
							1
							1
Printed by Admin User at 1	0/07/2013 12:53 PM	Edupoint Sci	hool District		P	age 1 of 1	1

Chapter Nine: SETTING SECURITY

In this chapter, the following topics are covered:

- School Fee Codes Security
- Student Fees Security
- Fees Reports Security

Security for each of the screens discussed throughout this manual is defined by two options: the **PAD Security** screen and the **Security Definition** screen. Both of these screens are found under Synergy SIS > System > Security. How each of these screens work and how security is defined is covered in detail in the **Synergy SIS - Security Administrator Guide**. This chapter outlines where the security for each part of each student information-related screen may be defined in the Security Definition screen.

SCHOOL FEE CODES SECURITY

The entire **School Fee Codes** screen, found under Synergy SIS > Fees - Direct Payment > Setup, is controlled by this security node:

School Fee Codes												
School: Hope High School FullYear: 2010-2011												
Fee Codes												
Fee	Total	Туре										
Tota	l fees t	for all years a	and all organizations 🛛 💌									
Sci	100l F	ee Codes							Add			
×	Line	Fee Code 🖨	Fee Description \ominus	Fee Category	⊜	Fee Amount 🔶		General Ledger Account		¢		
	1	BK	Book Damages	CRS	~		GL0001-0114					
		BUS	Football Transportation	SPT	~	10.00	GL0001-0214					
	3	LAB	Lab Materials	CRS	~		GL0001-0114					
	4	LKR	Locker Damages	LKR	~	5.00	GL0001-0314					
		PCRS	Payment for Course Fees	CRS	~							
	6	PLKR	Payment for Locker Fees	LKR	~							
		PSPT	Payment for Sports Fees	SPT	~							

K12.FeeInfo.Setup.SchoolFee

Figure 9.1 – School Fee Codes Screen

STUDENT FEES SECURITY

The entire **Student Fees** screen, found under Synergy SIS > Fees, is controlled by the node:

K12.FeeInfo.StudentFee

Stu	Student Fees												
Student Name: Abbott, Billy C. School Hope High School Status: Active Homerson: 231													
Fees History													
Last Name		First	First Name		iddle Name Suffix	Perm ID	Grade		Gender				
Abbott		Billy	ly .			905483	12	~	Male 💌				
Fees	Payment	s	Balance	I	Fee Total Type								
\$70.00	\$5.00		\$65.00		Total fees for focus orga	anization and	year 💌						
Student Fees Add													0
X Line			Fee Code		Description 🔅		Payments 🖨	Balance	Fee Category		Note		
1	11/09/2010	57	BK	~	Tom Cover: Great Ex	\$5.00		\$5.00	TXT	×	ي 🕲		*
2	11/16/2010	57	BK	~	Book Damages		\$5.00	\$0.00	PAY	×	1		A. T
3	01/12/2011	57	UNF	~	Jersey/shorts fee	\$10.00		\$10.00	SPT	×	🗑 🛛 Fee: BSK - Basketball		4. T
 4	01/12/2011	57	888	~	Transportation fee to	\$10.00		\$20.00	BUS	¥	🗑 🛛 Fee: BSK - Basketball		*
5	01/13/2011	17	ВК	v	Lost Book: Algebra II	\$45.00		\$65.00	TXT	v	ی 🕲		*
	1	_	-		F ' 0.0	01 1			-	-			

Figure 9.2 – Student Fees Screen

The following security nodes do not provide a visible change in security on the screens:

- K12.FeeInfo.StudentFeeUI
- K12.FeeInfo.SIFStudentFee
- K12.FeeInfo.StudentFeeSummary

FEES REPORTS SECURITY

While report security options are available under the Security Definition screen, it is recommended to use only the PAD tree security to control access to reports.

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