



SynergyTM

Student Information System

Synergy SISTM

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.

Software and Document History

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

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 – 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 Method	No	Yes
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 List	No	Yes
Reports – List		
Fees Collected Summary	No	Yes
Fee Code by Payment Method	No	Yes

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 [FRM Code](#) 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.

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status
1		PAY	Payment					
2		ACT	Activity Based Fees					
3		CRS	Course Related Fees					
4		ENR	Enrollment Based Fees					
5		OPT	Optional Fees					
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.

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status
1		OVPD	Overpaid					Year Start Year End
2		DPCL	Dropped Class					Year Start Year End
3		DPSP	Dropped Sport					Year Start Year End
4		DNA	Did Not Attend Event					Year Start Year End

Figure 1.2 – Fee Refund Code Lookup Table

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.

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status
1		OVCR	Overcharged					
2		DPCL	Dropped Class					
3		DPSP	Dropped Sport					
4		DNA	Did Not Attend Event					

Figure 1.3 – Fee Waiver Reason Lookup Table

5. Click **Add**. 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.

Lin	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status
0	1		NCLB Indicator 1		5			
0	2		NCLB Indicator 2		4			
0	F		Free		5			
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.

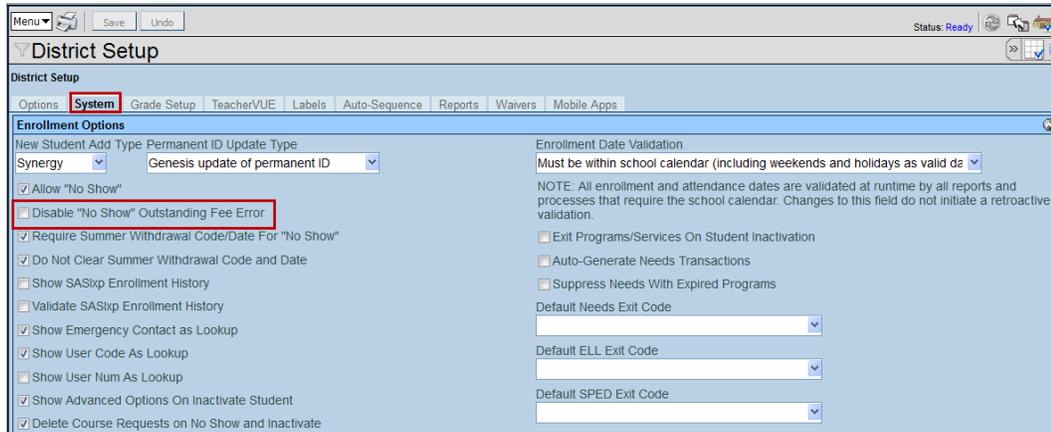


Figure 1.5 – District Setup Screen

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.

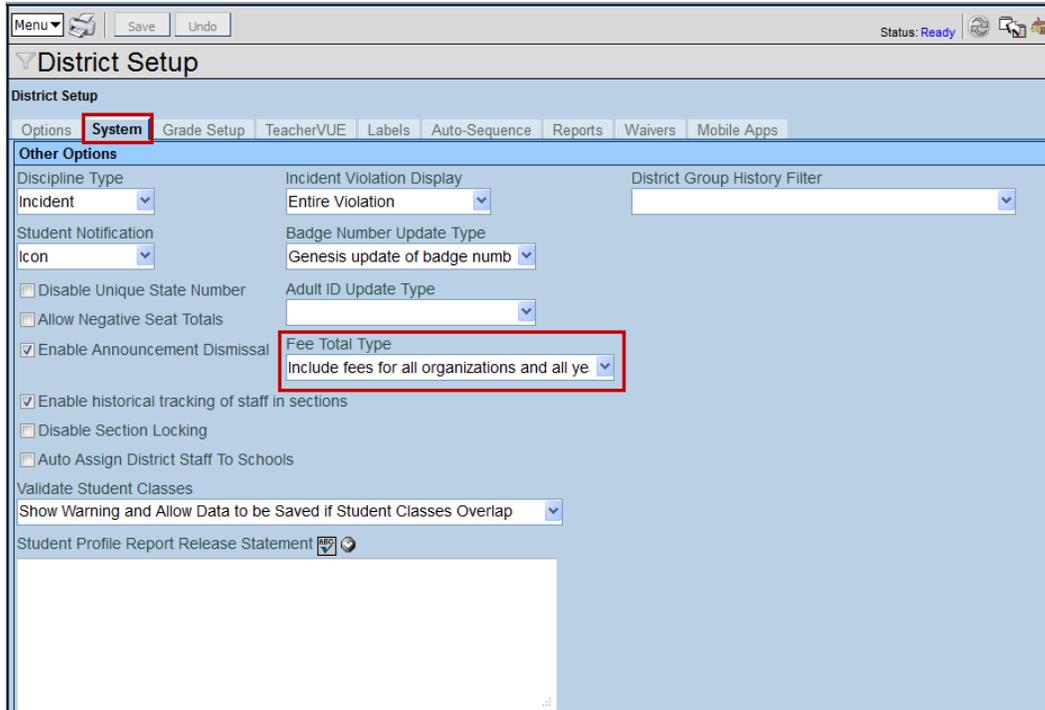


Figure 1.6 – District Setup Screen

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 Model** field, select Direct Payment.

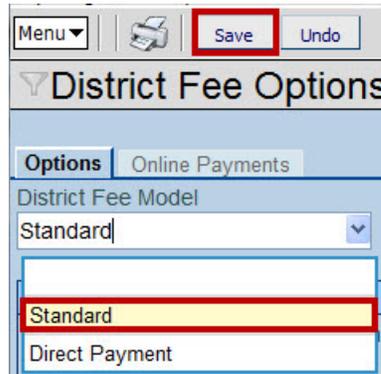


Figure 1.7 – District Fee Options Screen – District Fee Model field

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.

 A screenshot of the 'District Fee Options' web application. The 'Options' tab is selected. The 'District Fee Model' dropdown is set to 'Direct Payment'. The 'Proration Options' group box is expanded, showing:

- 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 Percentage (dropdown)
- Fixed Proration Percentage (0-100): 50 (text input)
- 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: Fixed Percentage (dropdown)
- Enrollment Fee Term Code: YR (dropdown)
- Enrollment Fee Proration Percentage (0-100): 75 (text input)

 Below the proration options is a 'Term Code Settings' table:

Line	Term Code	Term Name	Course Enrollment Grace Period	Course Term Locked-In Period	Proration Method Override	Proration Percentage Override
1	M1	Mini 1	0	0		0
2	Q1	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

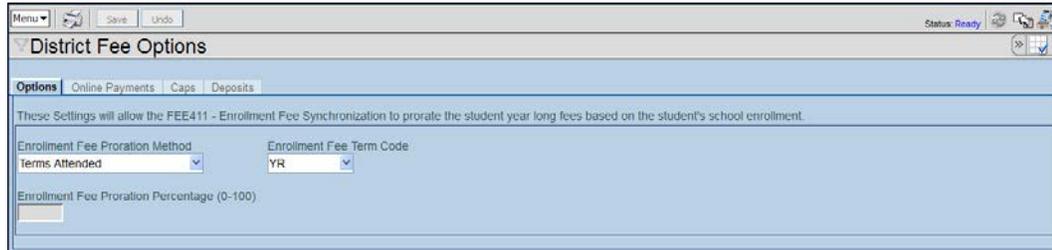


Figure 1.9 – District Fee Options screen – Enrollment Fee Proration Method

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.

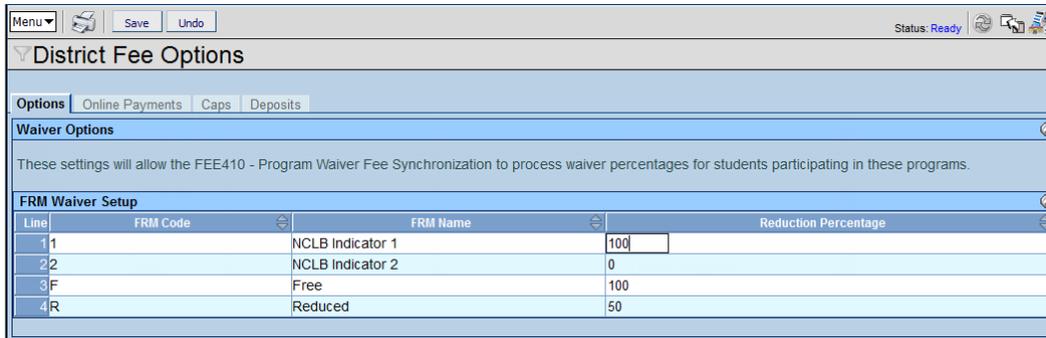


Figure 1.10 – District Fee Options screen – Waiver Options group box

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 [FDP415](#) 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.

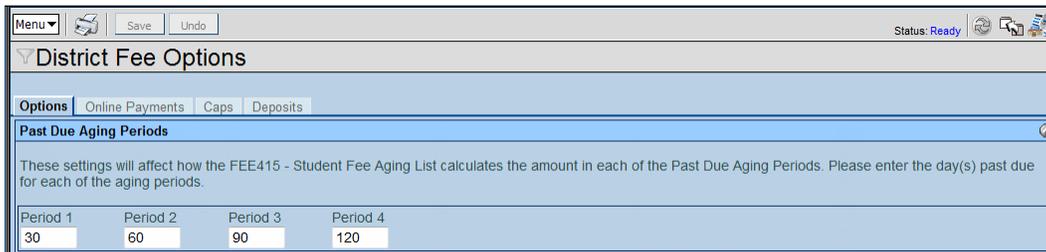


Figure 1.11 – District Fee Options screen – Past Due Aging Periods group box

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 Waiver Reason Lookup table to include a code for Family Activity Cap Met. Please see [Defining Lookup Tables](#).

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

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.

The screenshot shows the 'District Fee Options' application window. At the top, there is a menu bar with 'Menu', 'Save', and 'Undo' buttons, and a status indicator 'Status: Ready'. The main title is 'District Fee Options'. Below the title, there are tabs for 'Options', 'Online Payments', 'Caps', and 'Deposits', with 'Deposits' being the active tab. The 'Deposit Options' section contains a text input field for 'Fee Deposit ID Format' and a checkbox labeled 'Require Deposit Number'. Below this is the 'Deposit Types' section, which features a grid with columns for 'Line', 'Deposit Type', and 'Payment Method'. An 'Add' button is located to the right of the grid.

Figure 1.13 – District Fee Options screen – Online Payment 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 [Manually Recording Deposited Fees](#).

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.

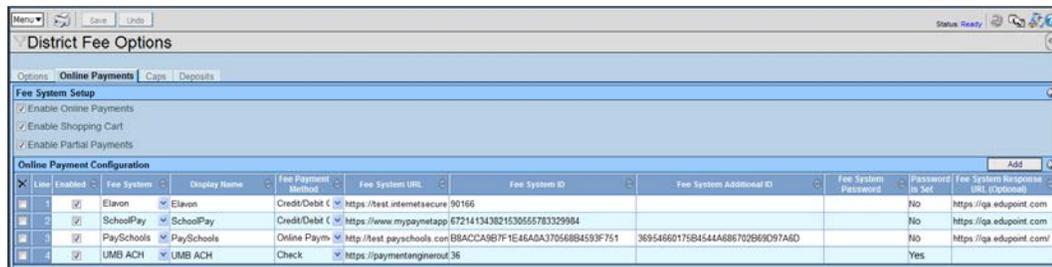


Figure 1.14 – District Fee Options screen – Online Payment tab

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.



Note: PaySchools requires two unique fields be passed when processing transactions. Each client receives a District ID, which is entered in the **Fee System ID** field, and a Category ID, which is entered in the **Fee System Additional ID** field.

- **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.

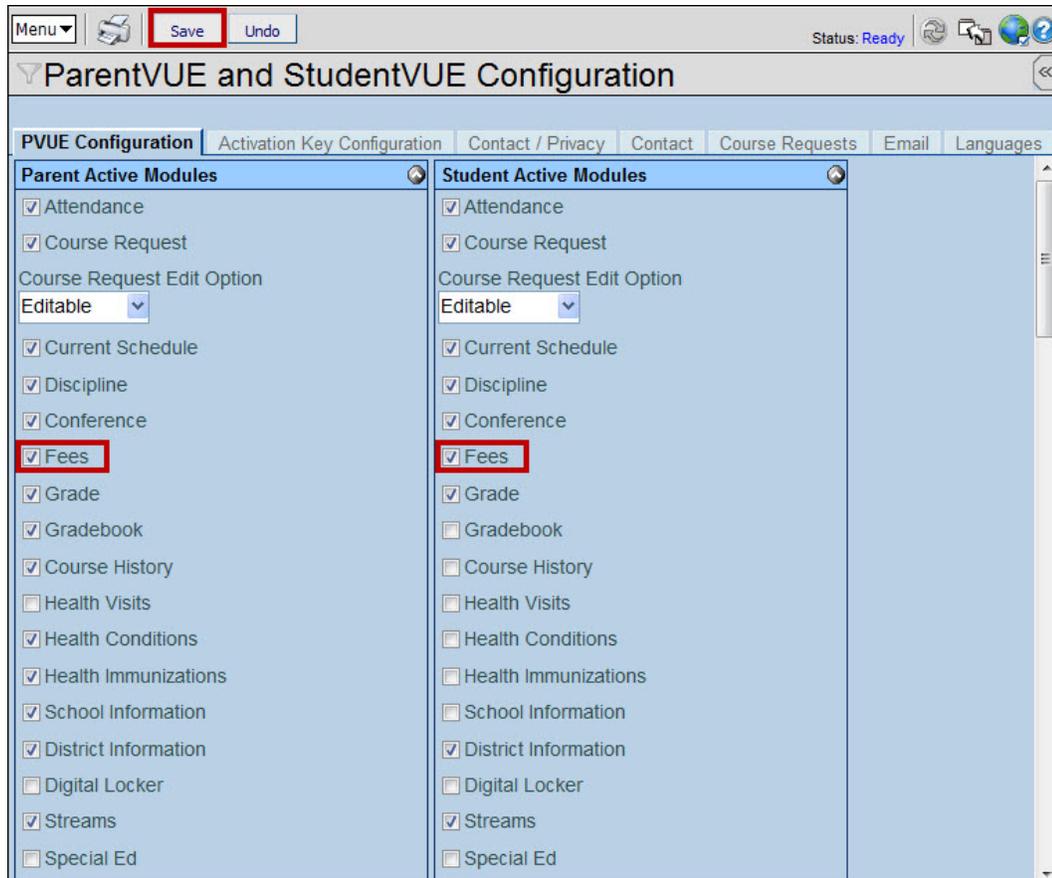


Figure 1.15 – ParentVUE and StudentVUE Configuration screen

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.

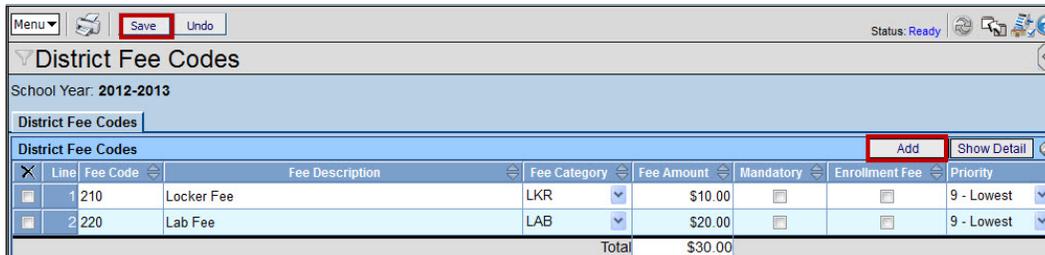


Figure 1.16 – District Fee Codes screen

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

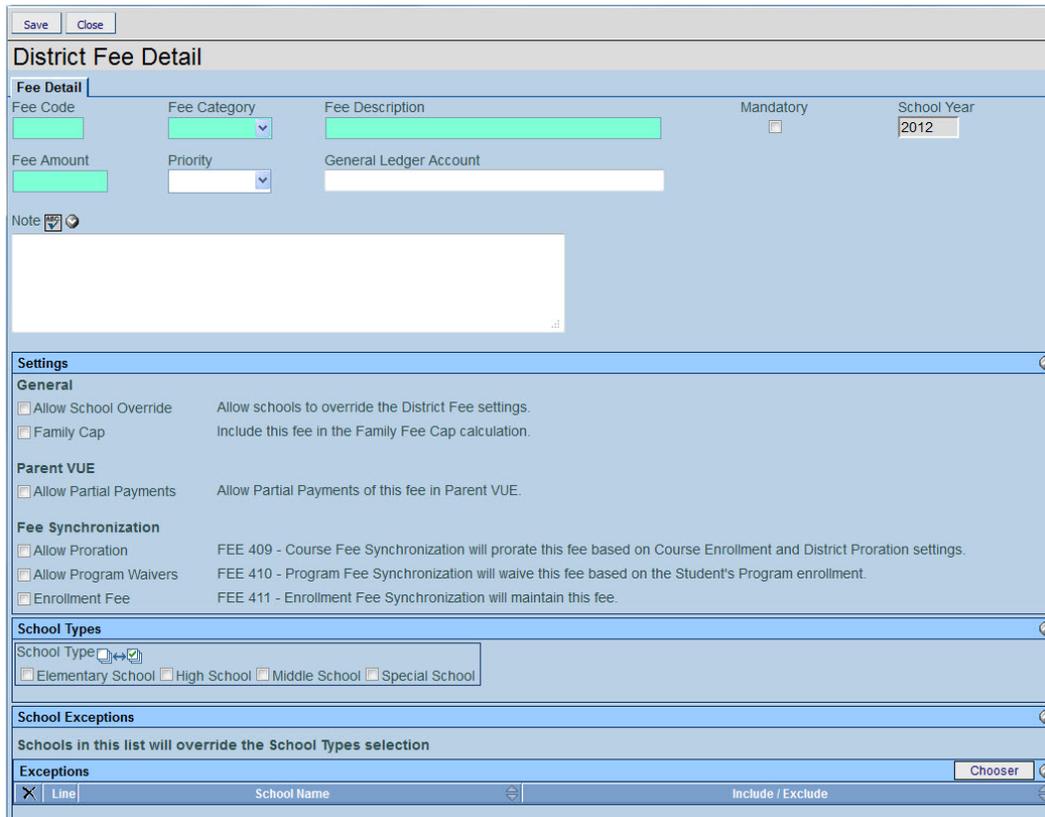


Figure 1.17 – District Fee Detail screen

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 [Fee Category](#) 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 [district course fee](#), 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 [partial payment option](#) 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. [Proration calculations](#) 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 [amount of program-based waivers](#) 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 [enrollment-based calculations](#) 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

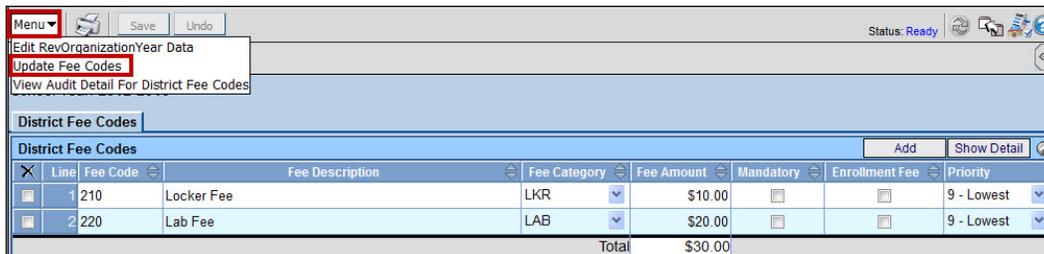
If the District Fee Codes are changed or updated, the district can send those revised codes to the appropriate schools. The codes automatically update at the school level. The school does not have to opt-in to the codes.



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

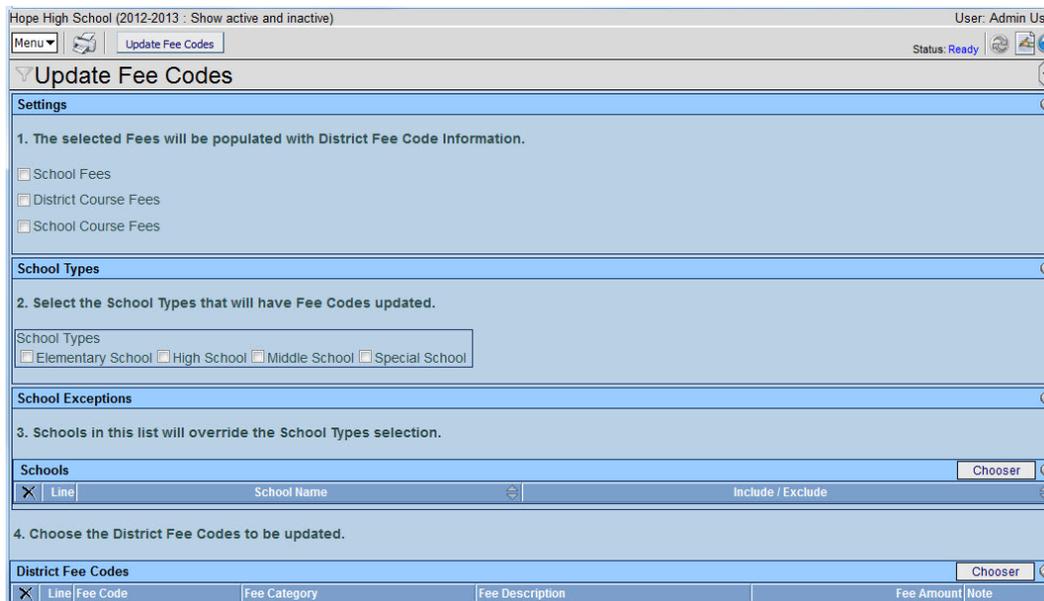
1. Navigate to **Synergy SIS > Fees – Direct Payment > Setup > District Fee Codes**. The **District Fee Codes** screen displays.



Line	Fee Code	Fee Description	Fee Category	Fee Amount	Mandatory	Enrollment Fee	Priority
1	210	Locker Fee	LKR	\$10.00	<input type="checkbox"/>	<input type="checkbox"/>	9 - Lowest
2	220	Lab Fee	LAB	\$20.00	<input type="checkbox"/>	<input type="checkbox"/>	9 - Lowest
Total				\$30.00			

Figure 1.18 – District Fee Codes screen

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



Update Fee Codes

Settings

1. The selected Fees will be populated with District Fee Code Information.

School Fees
 District Course Fees
 School Course Fees

School Types

2. Select the School Types that will have Fee Codes updated.

School Types
 Elementary School High School Middle School Special School

School Exceptions

3. Schools in this list will override the School Types selection.

Schools

Line	School Name	Include / Exclude

4. Choose the District Fee Codes to be updated.

District Fee Codes

Line	Fee Code	Fee Category	Fee Description	Fee Amount	Note

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.



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**.

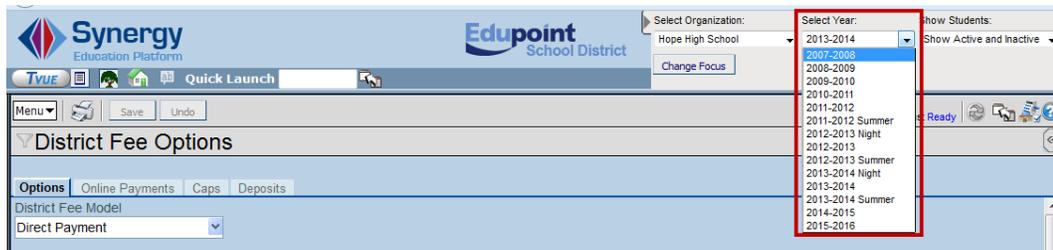


Figure 1.21 - Focus Selection

2. Select the focus school year.



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.

Line	Opt In	Fee Code	Fee Description	Fee Category	Fee Amount	Note
1	<input checked="" type="checkbox"/>	200	Enrollment fee - textbook	TXT	\$20.00	
2	<input checked="" type="checkbox"/>	240	PE locker fee	GYM	\$7.00	
3	<input checked="" type="checkbox"/>	210	Locker Fee	LKR	\$10.00	
4	<input checked="" type="checkbox"/>	220	Lab Fee	LAB	\$20.00	
5	<input checked="" type="checkbox"/>	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.

The screenshot shows the 'School Fee Codes' interface for Hope High School, Full Year 2012-2013. It is divided into two main sections: 'District Defined Fee Codes' and 'School Defined Fee Codes'.

District Defined Fee Codes:

Line	Fee Code	Fee Description	Fee Category	Fee Amount	Enrollment Fee	Priority
1	200	Enrollment fee - textbook	TXT	\$20.00	<input checked="" type="checkbox"/>	9 - Lowest
2	210	Locker Fee	LKR	\$10.00	<input type="checkbox"/>	9 - Lowest
3	220	Lab Fee	LAB	\$20.00	<input type="checkbox"/>	9 - Lowest
4	230	Shop fee	LAB	\$10.00	<input type="checkbox"/>	9 - Lowest
5	240	PE locker fee	GYM	\$7.00	<input type="checkbox"/>	9 - Lowest
				Total		\$67.00

School Defined Fee Codes:

Line	Fee Code	Fee Description	Fee Category	Fee Amount	Enrollment Fee	Priority
1	BK	Book Damages	TXT		<input type="checkbox"/>	1 - Highest
2	BUS	Football Transportation	BUS	\$25.00	<input type="checkbox"/>	9 - Lowest
3	LAB	Lab Materials	LAB	\$25.00	<input type="checkbox"/>	9 - Lowest
4	LKR	Locker Damages	LKR	\$10.00	<input type="checkbox"/>	9 - Lowest
5	PE	Gym locker	GYM	\$15.00	<input type="checkbox"/>	9 - Lowest
6	PKP	Parking Permit	PKP	\$25.00	<input type="checkbox"/>	1 - Highest
7	YBK	Year Book	YBK	\$50.00	<input type="checkbox"/>	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.

This screenshot is identical to Figure 1.24, showing the 'School Fee Codes' interface. The 'Add' button in the 'School Defined Fee Codes' section is highlighted with a red box, indicating the next step in the process.

Figure 1.25 – School Fee Codes screen

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

The screenshot shows the 'School Fee Detail' screen. At the top, there are 'Save' and 'Close' buttons. The main title is 'School Fee Detail'. Below this, there is a 'Fee Detail' section with the following fields:

- Fee Code: [Text Field]
- Fee Category: [Dropdown Menu]
- Fee Description: [Text Field]
- Fee Amount: [Text Field]
- Priority: [Dropdown Menu]
- General Ledger Account: [Text Field]

Below these fields is a 'Note' field with a text area and a small icon. At the bottom of the screen is a 'Settings' section with three categories:

- General**
 - Family Cap: Include this fee in the Family Fee Cap calculation.
- Parent VUE**
 - Allow Partial Payments: Allow Partial Payments of this fee in Parent VUE.
- Fee Synchronization**
 - Allow Proration: FEE 409 - Course Fee Synchronization will prorate this fee based on Course Enrollment and District Proration settings.
 - Allow Program Waiver: FEE 410 - Program Fee Synchronization will waive this fee based on the Student's Program enrollment.
 - Enrollment Fee: FEE 411 - Enrollment Fee Synchronization will maintain this fee.

Figure 1.26 – School Fee Detail screen

- 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 [Fee Category](#) 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 [partial payment option](#) 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. [Proration calculations](#) 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 [amount of program-based waivers](#) 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 [enrollment-based calculations](#) 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.



The screenshot shows the 'School Fee Codes' interface for 'Hope High School' in the 'FullYear: 2012-2013' period. It features two main sections: 'District Defined Fee Codes' and 'School Defined Fee Codes'. The 'District Defined Fee Codes' table lists five items, with the first one highlighted in yellow. The 'School Defined Fee Codes' table lists seven items, each with a padlock icon in the first column.

Line	Fee Code	Fee Description	Fee Category	Fee Amount	Enrollment Fee	Priority
1	200	Enrollment fee - textbook	TXT	\$20.00	<input checked="" type="checkbox"/>	9 - Lowest
2	210	Locker Fee	LKR	\$10.00	<input type="checkbox"/>	9 - Lowest
3	220	Lab Fee	LAB	\$20.00	<input type="checkbox"/>	9 - Lowest
4	230	Shop fee	LAB	\$10.00	<input type="checkbox"/>	9 - Lowest
5	240	PE locker fee	GYM	\$7.00	<input type="checkbox"/>	9 - Lowest
Total				\$67.00		

Line	Fee Code	Fee Description	Fee Category	Fee Amount	Enrollment Fee	Priority
1	BK	Book Damages	TXT		<input type="checkbox"/>	1 - Highest
2	BUS	Football Transportation	BUS	\$25.00	<input type="checkbox"/>	9 - Lowest
3	LAB	Lab Materials	LAB	\$25.00	<input type="checkbox"/>	9 - Lowest
4	LKR	Locker Damages	LKR	\$10.00	<input type="checkbox"/>	9 - Lowest
5	PE	Gym locker	GYM	\$15.00	<input type="checkbox"/>	9 - Lowest
6	PKP	Parking Permit	PKP	\$25.00	<input type="checkbox"/>	1 - Highest
7	YBK	Year Book	YBK	\$50.00	<input type="checkbox"/>	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 230	Fee Category LAB	Fee Description Shop fee
Fee Amount \$10.00	Priority 9 - Lowest	General Ledger Account

Note

Reset to Current District Fee information.

Settings

General

Family Cap Include this fee in the Family Fee Cap calculation.

Parent VUE

Allow Partial Payments Allow Partial Payments of this fee in Parent VUE.

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.

Enrollment Fee FEE 411 - Enrollment Fee Synchronization will maintain this fee.

Current District Fee Information

Fee Code 230	Fee Category LAB	Fee Description Shop fee
Fee Amount \$10.00	Priority 9 - Lowest	General Ledger Account

Note

Current District Fee Settings

General

Allow School Override Allow schools to override the District Fee Setting.

Family Cap Include this fee in the Family Fee Cap calculation.

Parent VUE

Allow Partial Payments Allow Partial Payments of this fee in Parent VUE.

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.

Enrollment Fee FEE 411 - Enrollment Fee Synchronization will maintain this 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 [Fee Category](#) 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 [partial payment option](#) 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. [Proration calculations](#) 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 [amount of program based waivers](#) 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 [enrollment based calculations](#) 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.

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

The screenshot shows the 'School Fee Codes' screen. At the top, there is a menu bar with 'Menu', 'Save', and 'Undo' buttons. Below the menu bar, there are several tabs: 'Edit RevOrganizationYear Data', 'School Synchronization of Student Fee Totals' (which is highlighted with a red box), and 'View Audit Detail For School Fee Codes'. The main content area is divided into two sections: 'District Defined Fee Codes' and 'School Defined Fee Codes'. Each section contains a table with columns for Line, Fee Code, Fee Description, Fee Category, Fee Amount, Enrollment Fee, and Priority. The 'District Defined Fee Codes' table has a total of \$261.00. The 'School Defined Fee Codes' table has 12 rows of data.

District Defined Fee Codes							Show Detail
Line	Fee Code	Fee Description	Fee Category	Fee Amount	Enrollment Fee	Priority	
1	070	Dist Materials Fee	CRSE	\$70.00	<input type="checkbox"/>	9 - Lowest	
2	080	Testing Dist Course fee	CRSE	\$80.00	<input type="checkbox"/>	2	
3	090	Additional Dist Course Fee	REQ	\$90.00	<input type="checkbox"/>	4	
4	LCK	Locker and Lock	SCH	\$10.00	<input type="checkbox"/>	1 - Highest	
5	PRK	Parking Pass	SCH	\$10.00	<input type="checkbox"/>	1 - Highest	
6	test	test course Fe	CRSE	\$1.00	<input type="checkbox"/>	9 - Lowest	
				Total	\$261.00		

School Defined Fee Codes							Add	Show Detail
Line	Fee Code	Fee Description	Fee Category	Fee Amount	Enrollment Fee	Priority		
1	800	Lab Fee	CRSE	\$200.00	<input type="checkbox"/>	9 - Lowest		
2	APF	Activity Programming Fee 12-13 BVH	REQ	\$100.00	<input checked="" type="checkbox"/>	3		
3	BVEF	BV Ed Foundation Gift (\$30 requested) 12-13 BVH	BVEF	\$1.00	<input type="checkbox"/>	9 - Lowest		
4	COURSE	Course Fee BVH 12-13	CRSE	\$80.00	<input type="checkbox"/>	9 - Lowest		
5	FAMAP	Family Activity Pass 12-13 BVH	OPT	\$85.00	<input type="checkbox"/>	9 - Lowest		
6	IAAP	Individual Adult Activity Pass 12-13 BVH	OPT	\$55.00	<input type="checkbox"/>	9 - Lowest		
7	LDLIBR	Lost/Damaged Library Book 12-13 BVH	FINES		<input type="checkbox"/>	9 - Lowest		
8	LDTEXT	Lost/Damaged Textbook 12-13 BVH	FINES		<input type="checkbox"/>	9 - Lowest		
9	LRF	Learning Resources 12-13 BVH	REQ	\$100.00	<input checked="" type="checkbox"/>	3		
10	MEALS	Meals - Minimum \$30.00 12 -13 BVH	LUNCH	\$1.00	<input type="checkbox"/>	1 - Highest		
11	NEWS	Student Newspaper 12-13 BVH	OPT	\$25.00	<input type="checkbox"/>	9 - Lowest		
12	NSF	NSF Check Charge 12-13 BVH	FINES	\$20.00	<input type="checkbox"/>	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.

The screenshot shows the ParentVUE interface for a student named Billy at Hope High School. The 'Fee Payment' section displays a balance of \$600.00 and a table of required fees:

Select	Date	Fee Code	Description	Priority	Fees	Payments	Balance	Fee Category	Course
<input type="checkbox"/>	05/04/2012	BDI	Band Instrument Rental	9	\$50.00	\$0	\$50.00	Sports	
<input type="checkbox"/>	05/04/2012	BDU	Band Uniform	9	\$25.00	\$0	\$25.00	Sports	
<input type="checkbox"/>	05/09/2012	BUS	Sports Transportation	9	\$25.00	\$0	\$25.00	Sports	
<input type="checkbox"/>	05/09/2012	LAB	test	9	\$500.00	\$0	\$500.00	(BUS)	
Totals:					\$600.00	\$0.00	\$600.00		

The 'Optional Fees' section lists the following fees:

Select	Fee Code	Description	Amount	Quantity	Fee Category
<input type="checkbox"/>	YBK	Yearbook	\$25.00	1	Optional Fees
<input type="checkbox"/>	FTS	Field Trip - Sports	\$10.00	1	Sports
<input type="checkbox"/>	FTB	Field Trip - Band	\$10.00	1	Sports
<input type="checkbox"/>	CLS	Club Shirts	\$10.00	1	Activity Based Fees
<input type="checkbox"/>	PKP	Parking Pass	\$25.00	1	Optional Fees

Figure 1.30 – ParentVUE Fees – Direct Payment model

Entering optional School Fee Codes

1. 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.

The screenshot shows the 'ParentVUE and StudentVUE School Configuration' screen. The 'Options' tab is selected. The 'School Optional Fees' section is visible, showing a table with one entry:

Line	Fee Code	Fee Description	Amount	Max Units	Frequency
1	BUS	Football Transportation	\$25.00		Unlimited purchasing

A 'Chooser' button is highlighted in the bottom right corner of the 'School Optional Fees' section.

Figure 1.31 – ParentVUE and StudentVUE School Configuration

3. Click **Chooser**. The **Fees Chooser** screen displays.

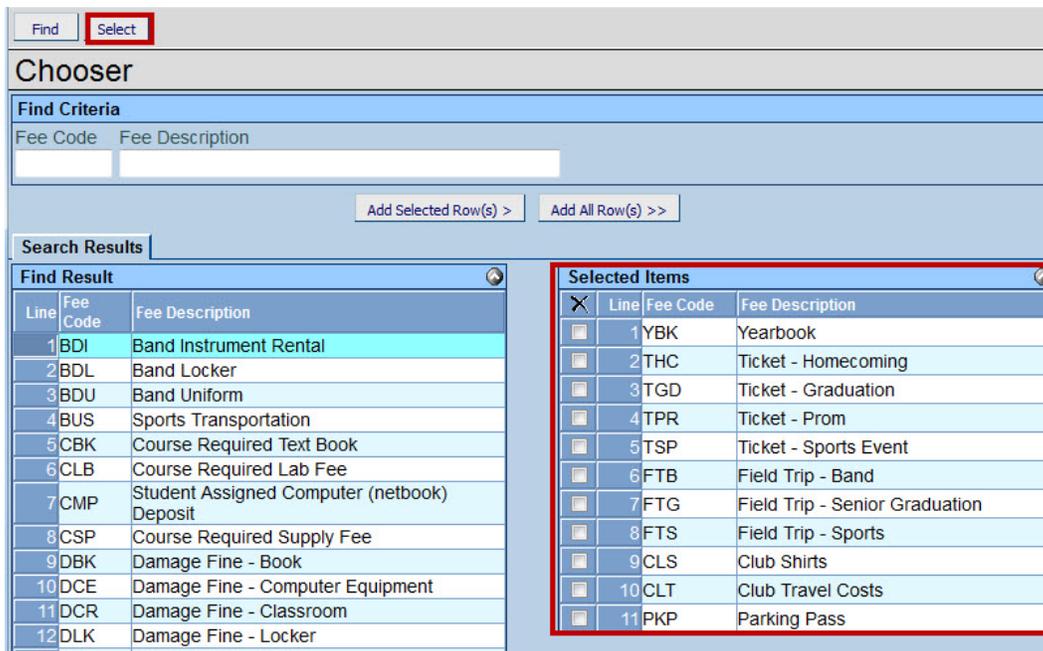


Figure 1.32 – Fees Chooser screen

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.

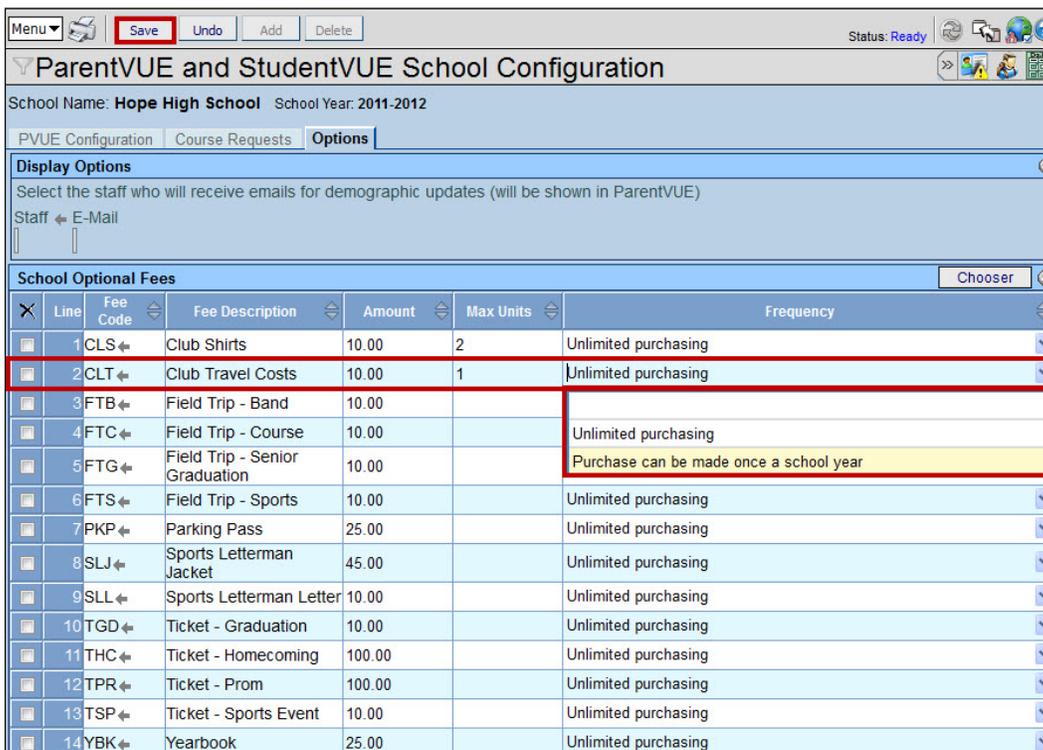


Figure 1.33 – School Course Fees tab - School Course screen

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

- **Fee Code** - the abbreviated School Fee Code. This value is set on the [School Fee Codes](#) 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 << >> Save Undo Add Delete Status: Ready

District 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	Inactive	Always Show In Course History	Add
AC10	Air Cond Tech	Air Cond Tech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Course Fees Show Detail Chooser

Line	Fee Code	Fee Category	Fee Description	Fee Amount	Priority
Total					\$0.00

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

Chooser

Find Criteria

Fee Code	Fee Category	Fee Description

Add Selected Row(s) > Add All Row(s) >>

Search Results

Line	Fee Code	Fee Category	Fee Description
1210	LKR		Locker Fee
2230	LAB		Shop fee
3240	GYM		PE locker fee

Line	Fee Code	Fee Category	Fee Description
<input checked="" type="checkbox"/>	1210	LKR	Locker Fee
<input checked="" type="checkbox"/>	2230	LAB	Shop fee

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.

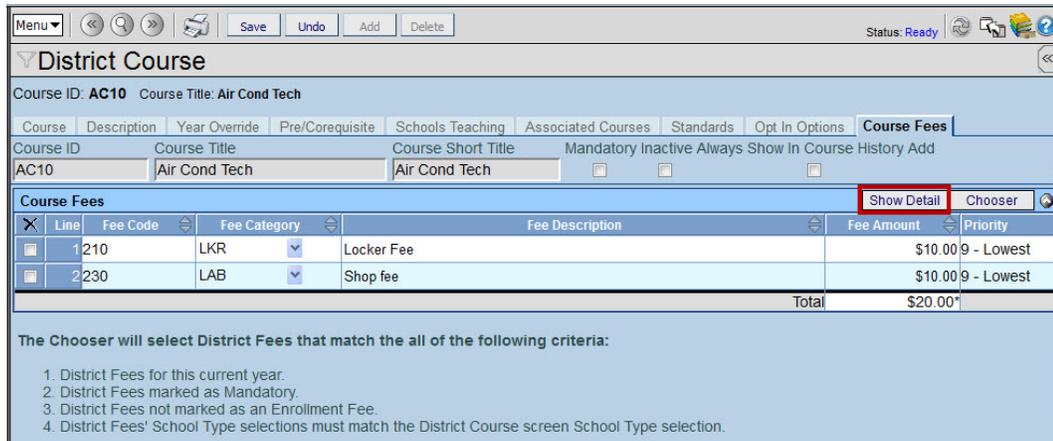


Figure 2.3 – District Course screen – Show Detail

2. Edit the fees information.

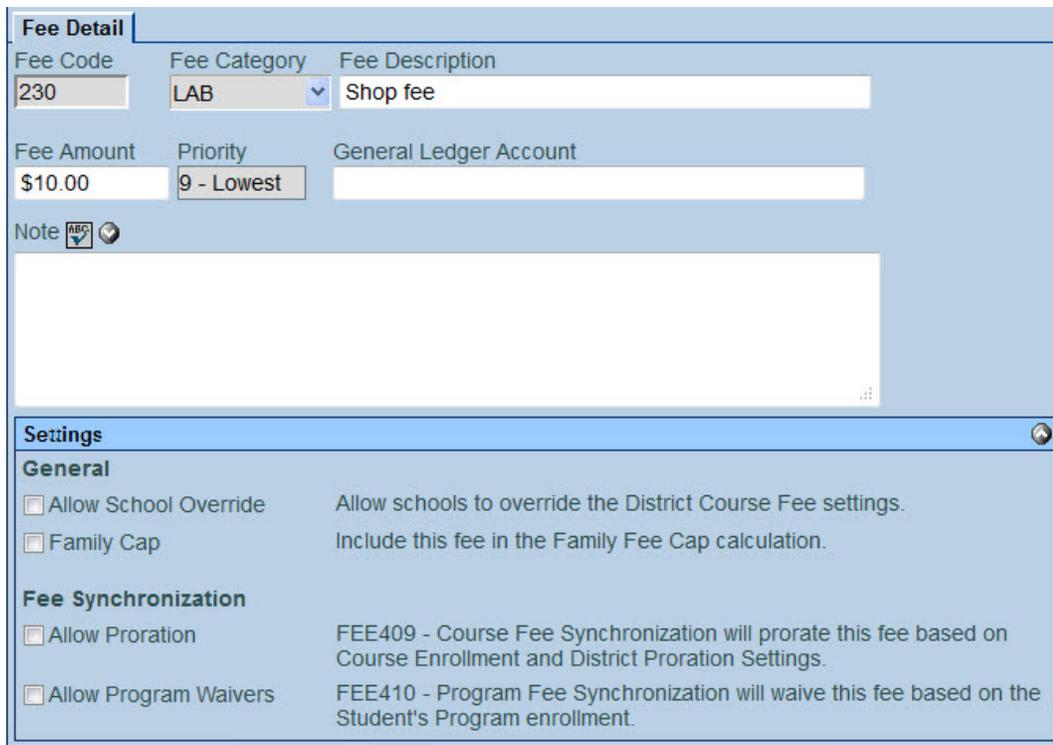


Figure 2.4 – School Course screen - School Course Fees tab

- **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 [Fee Category](#) 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. [Proration calculations](#) 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 [amount of program-based waivers](#) 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.

Course ID	Course Title	Course Short Title	Course Duration	Credit
AC10	Air Cond Tech	Air Cond Tech	S2	0.50

District Defined Course Fee Codes						Show 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	
Total				\$20.00		

School Defined Course Fee Codes						Show Detail	Chooser
Line	Fee Code	Fee Description	Fee Category	Fee Amount	Priority		
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.

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
Total				\$20.00	

Line	Fee Code	Fee Description	Fee Category	Fee Amount	Priority
Total				\$0.00	

Figure 2.5 – School Course Fees tab - School Course screen

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

Line	Fee Code	Fee Category	Fee Description
1	BK	TXT	Book Damages
2	BUS	BUS	Football Transportation

Line	Fee Code	Fee Category	Fee Description
1	LAB	LAB	Lab Materials

Figure 2.6 – Fees Chooser 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**.

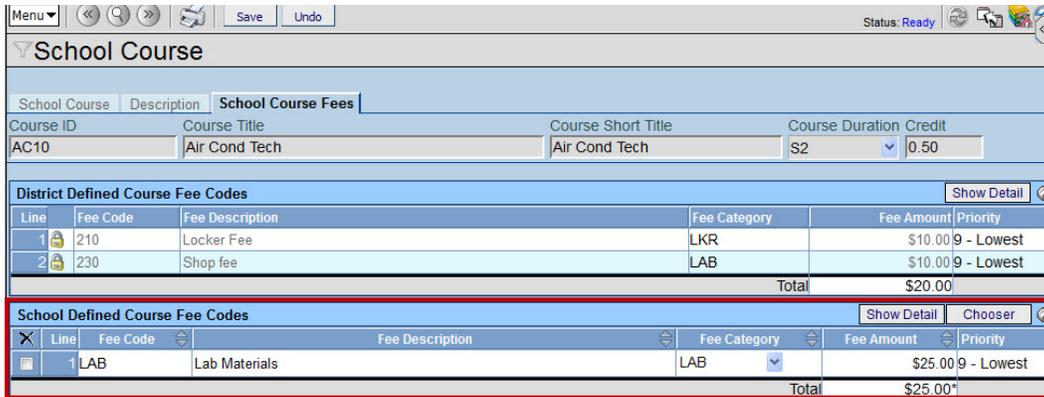


Figure 2.7 – School Course Fees tab - School Course screen

Editing a School Course Fee

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

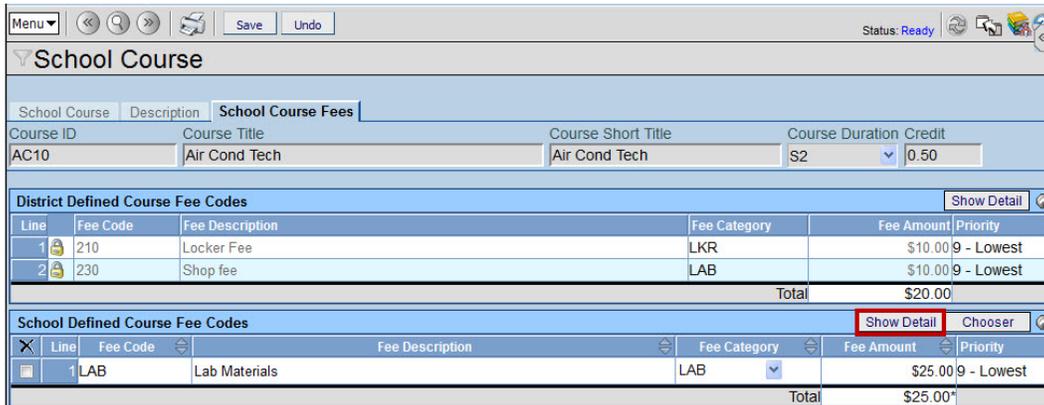


Figure 2.8 – District Course screen – Show Detail

2. Edit the fees information.

Fee Detail

Fee Code	Fee Category	Fee Description
LAB	LAB	Lab Materials

Fee Amount	Priority	General Ledger Account
\$25.00	9 - Lowest	

Note

Settings

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 [Fee Category](#) 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. [Proration calculations](#) 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 [amount of program-based waivers](#) 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

Mass Assign Fees

Mass Assign

Action: Assign Fees Transaction Date: 09/25/2013 Mass Assign Fees

Process Validation

Mass Assign Input Validation Rules
Transaction Date / Fee Code / Mass Assign Indicator (Default)

Note

Student School Processing

Apply fees changes to students in their home school
 Apply fees changes to students in concurrent schools

1. Select Fee Codes Select the fee codes that will be applied to the selected students.

Fee Codes Chooser

Line	Fee Code	Description	Fee Category	Fees

2. Student Selection Criteria Schools must have the selected fee code. Students that meet the selection criteria will have the fee codes applied to them. If no selection criteria is provided, the fee codes changes will be applied to all the students.

Select Students By

Gender: [Dropdown]
Grade: [09] [10] [11] [12]

Courses Chooser

Line	Course ID	Course Title

Students Chooser

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.

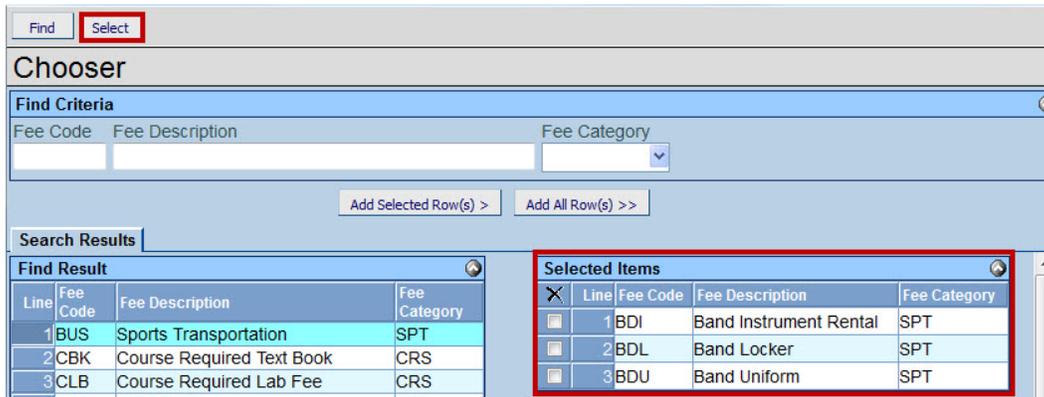


Figure 2.11 – School Fee Chooser screen

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.

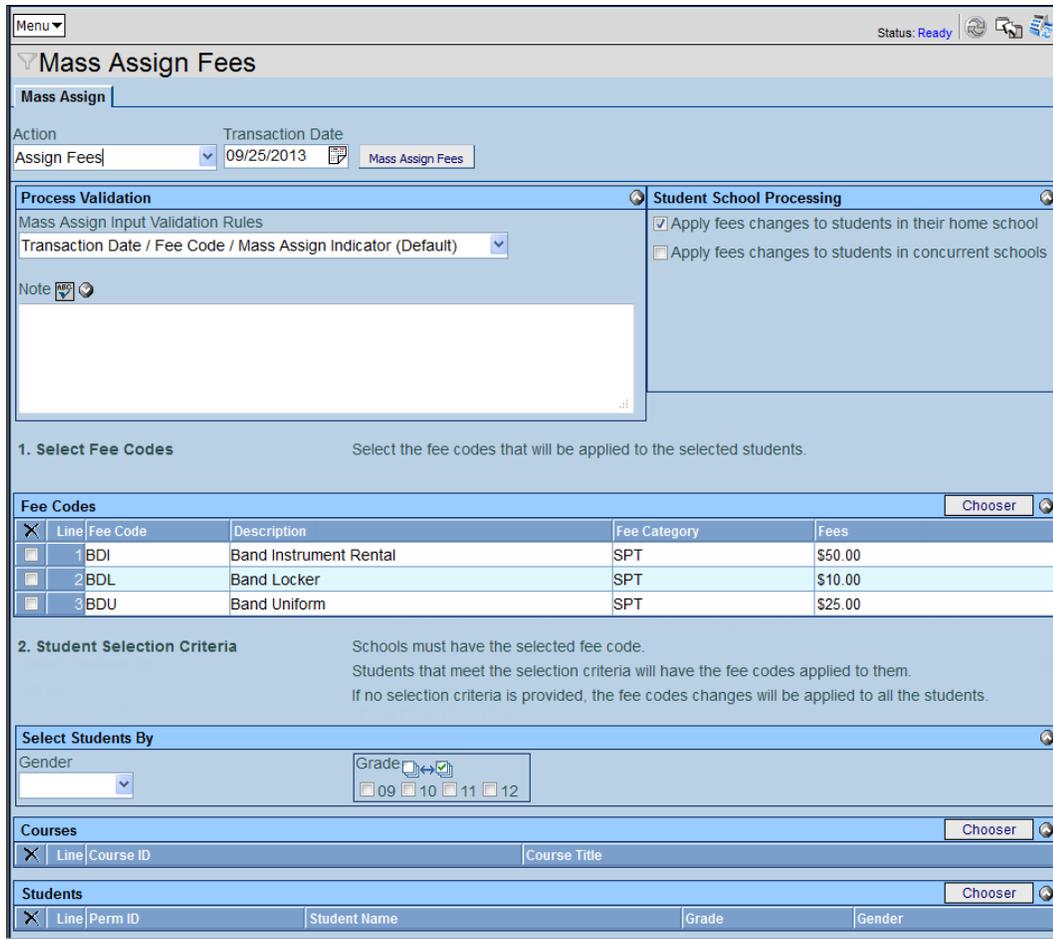


Figure 2.12 – Mass Assign Fees screen

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.

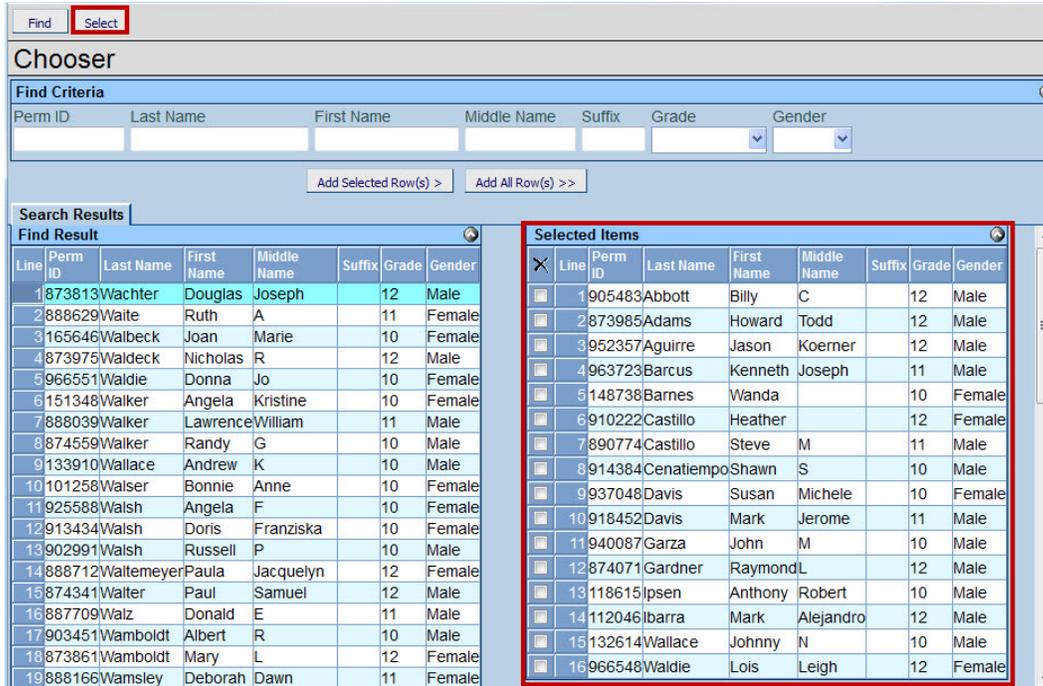


Figure 2.13 – Student Chooser screen

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.

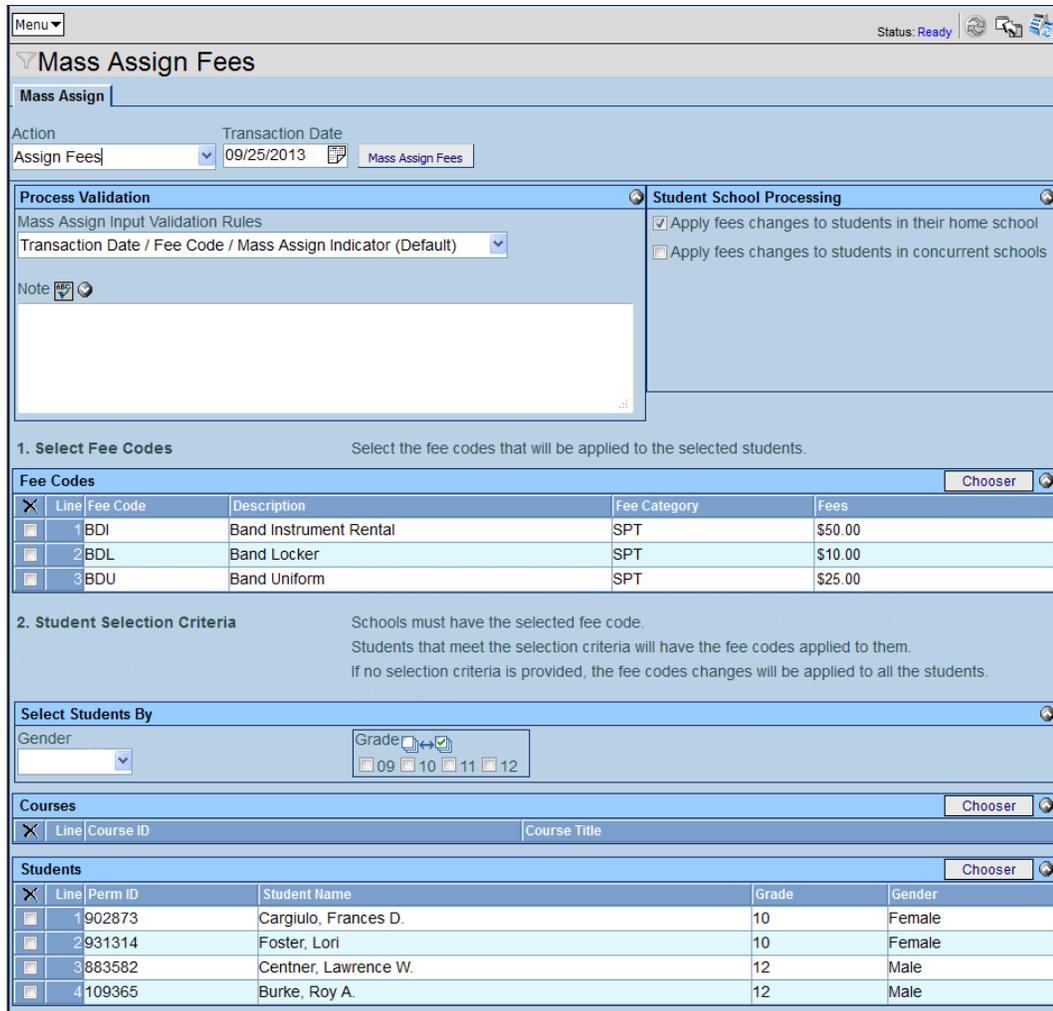


Figure 2.14 – Mass Assign Fees screen

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.

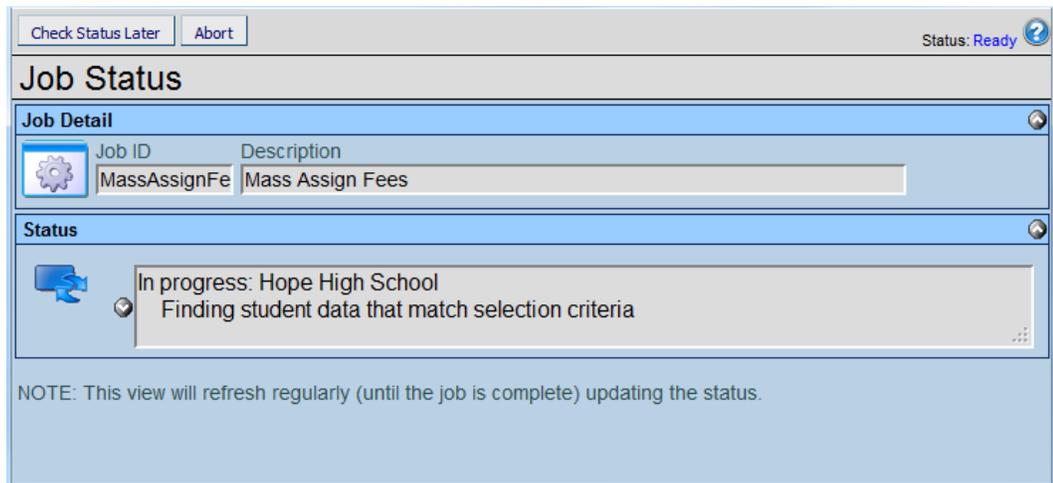


Figure 2.15 – Job Status screen

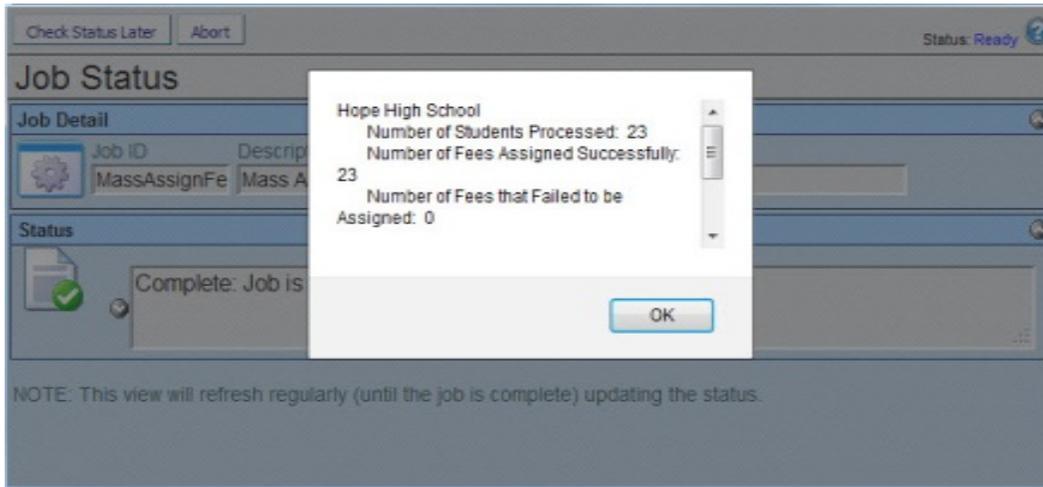


Figure 2.16 – Confirmation message

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.

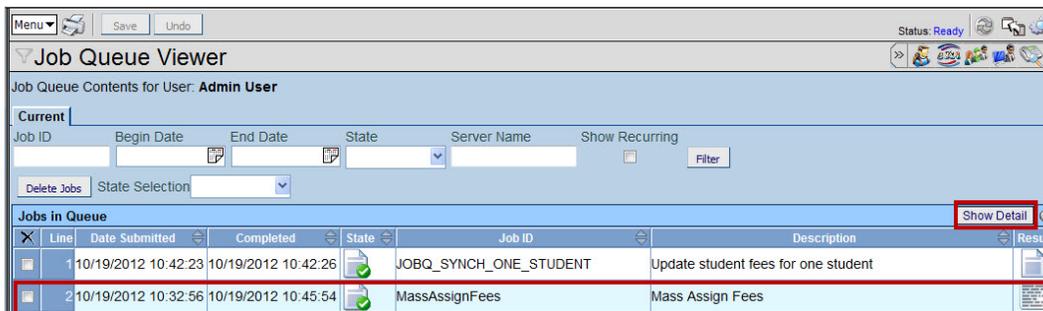


Figure 2.17 – Confirmation message

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.

Details				Recurring Pattern				Results				System Info					
User Name				State				Priority									
User_Admin				Complete				Normal									
<input type="checkbox"/> Force Download Prompt																	
Job Result 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
-----
No Course criteria selected

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.

The screenshot shows the 'Student Fees' interface. At the top, there are buttons for 'Save', 'Close', and 'Quick Payment'. Below that, the student's name and school are displayed. A table of 'Current Fees' is shown with columns for Line, Transaction Date, Fee Code, Description, Priority, Fee, Payment, Amount, Fee Category, and Course. The 'Add' button is highlighted in red. Below the current fees, there is a 'Paid Fees' section with a similar table.

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.

The screenshot shows the 'Add Student Fee' form. At the top, there are 'Save' and 'Close' buttons. Below that, there are input fields for 'Fee Code', 'Fee', 'Payment', 'Amount Waived', 'Refund Needed', 'Refund Amount', and 'Balance'. The 'Fee Information' group box is highlighted with a red border and contains fields for 'Fee Status', 'Fee Code', 'Fee', 'Description', and 'Fee Category'. The 'School Information' group box shows 'School: Hope High School' and 'School Year: 2012-2013'. At the bottom, there are sections for 'Payment History' and 'Waiver History' with 'Add' buttons.

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 [School Fee Codes](#) 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 [Fee Category](#) 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 indicate if the student requires a refund of fees based on the setting in the [Proration Options](#).

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.

The screenshot shows the FDP409 Report Interface with the 'Options' tab selected. The interface includes the following elements:

- Buttons: Print, Save Default, Reset Default, Email Me.
- Status: Ready.
- Report Interface title bar.
- Name: Course Fee Synchronization, Number: FDP409, Page Orientation: Portrait.
- Options tabs: Options (selected), Sort / Output, Conditions, Selection, Advanced.
- As Of Date: 10/01/2013. Description: Set the process date for all of the student course fees. There is a checkbox for 'Use the Section Start Date' which is currently unchecked.
- Filters: Course ID (text input field).
- Settings:
 - 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 enrolled.
 - Refund Code: (dropdown menu) Default Refund Code for FDP409 processing.
 - Waiver Reason: (dropdown menu) 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 fees 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.

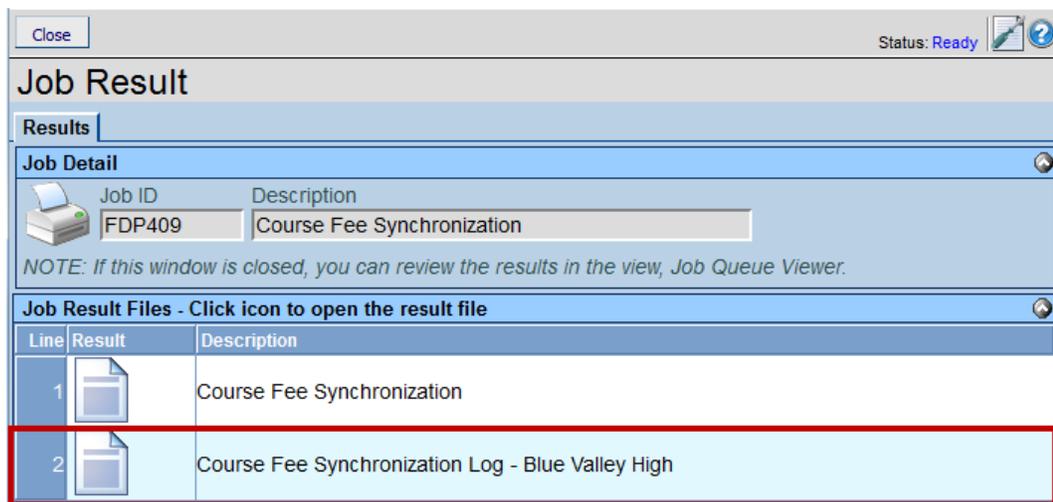


Figure 3.2 – Job Results Files

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	Thongsombatspanach, Chairat	0101	ENGLISH 10-1	12/16/2011	100	\$15.00
11046	Thorson, Mason E.	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	Tvardik, 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
12989	Waltin, Ian W.	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 F.	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 Student Fee Summary records Updated: 127						

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

Schedule Task	Start Time	Start Date	Stop Date
Weekly	11:45 AM	10/02/2013	

Schedule Task Weekly

Every 4 Week(s) on:

Monday Saturday
 Tuesday Sunday
 Wednesday
 Thursday
 Friday

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

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 be indicated if the student requires a refund of fees based on the setting in the [Waiver Options](#).

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.

The screenshot shows the 'Options' tab of the FDP410 Report Interface. At the top, there are buttons for 'Print', 'Save Default', 'Reset Default', and 'Email Me'. The status is 'Ready'. Below the title bar, the report name is 'Program Waiver Fee Synchronization' with number 'FDP410' and page orientation 'Portrait'. The 'Options' tab is active, showing sub-tabs for 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. The 'As Of Date' field is set to '10/01/2013' with a calendar icon. Below it, there is a checkbox for 'Date Processing' which is unchecked. The 'Filters' section has a 'Perm ID' field which is empty. The 'Settings' section has a 'Waiver Reason' dropdown menu.

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.

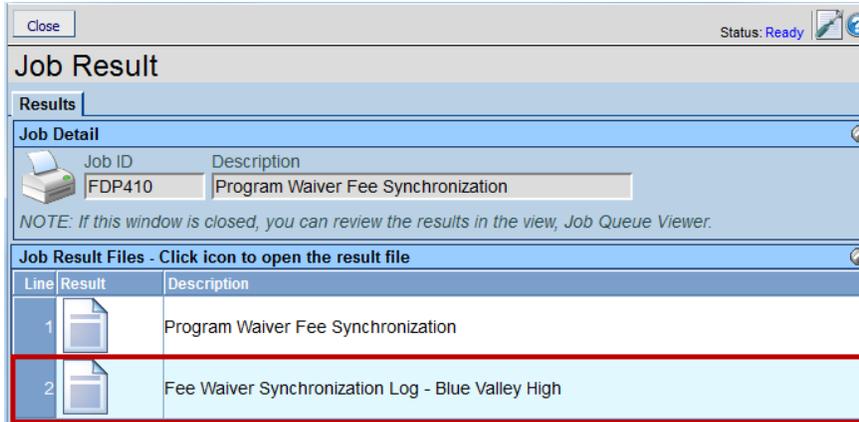


Figure 3.6 – Job Results Files

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

FEE410 - Program Waiver Fee Synchronization - Hope High School - run date: 5/14/2012 3:36:02 PM

SIS Number	Name	Course	Fee Code	Fee Amount
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 Programs Processed: 4
 Total Students Processed: 1
 Total Fees Waived: 11
 Total Fees Waived needing refund: 4

Figure 3.7 – Program Waiver Fee Synchronization Log

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.

The screenshot displays the 'Report Interface' for 'Program Waiver Fee Synchronization' (Number: FDP410). The 'Advanced' tab is selected. The 'Schedule Job' section is configured with a 'Weekly' schedule task, a start time of 12:02 PM, and a start date of 10/02/2013. The 'Schedule Task Weekly' section shows a frequency of 'Every 4' and checkboxes for days of the week: Monday, Tuesday, Wednesday, Thursday, and Friday are checked, while Saturday and Sunday are unchecked. The 'Notification' section includes a text area for email addresses and a checkbox for 'Include the result report as an attachment'.

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 [School Fee Codes](#) screen. The Enrollment Fee Synchronization assigns enrollment fees and can prorate fees based on the [Proration Options](#).

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.

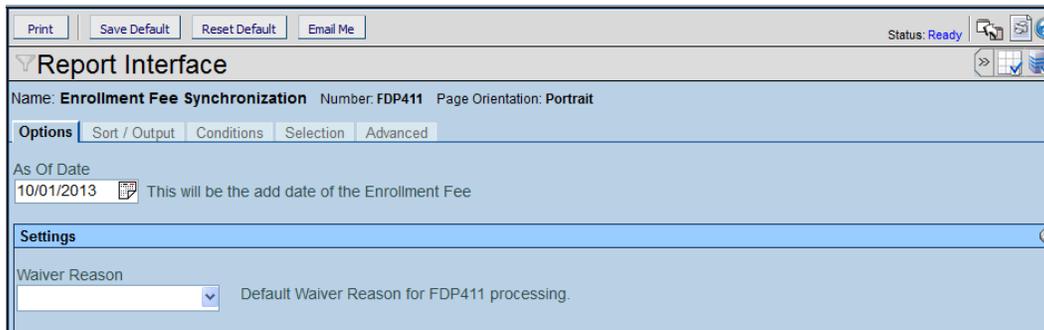


Figure 3.9 – FDP411 Report Interface, Options tab

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.

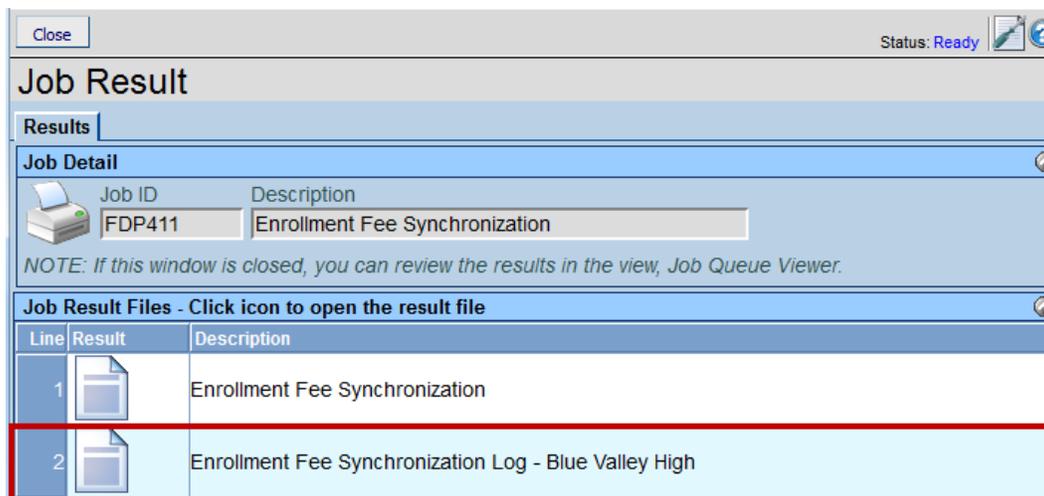


Figure 3.10 – Job Results Files

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

SIS Number	Name	Trans Date	Fee Code
		05/14/2012	400

Summary

Total Enrollment Fees to Process: 1
 Total Students to Process: 962
 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 Synchronization Log

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

Report Interface

Name: **Enrollment Fee Synchronization** Number: FDP411 Page Orientation: Portrait

Options Sort / Output Conditions Selection **Advanced**

Schedule Job

Schedule Task	Start Time	Start Date	Stop Date
Weekly	10:45 AM	10/03/2013	

Schedule Task Weekly

Every 4 Week(s) on:

Monday Saturday
 Tuesday Sunday
 Wednesday
 Thursday
 Friday

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

Figure 3.12 – FDP411 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**.

The screenshot shows the 'Student Fees' interface for a student named Billy C. Abbott. At the top, there is a menu bar with options like 'Save', 'Undo', and 'Quick Payment'. Below the menu, the student's information is displayed: Last Name: Abbott, First Name: Billy, Middle Name: C, Perm ID: 905483, Grade: 12, Gender: Male. Summary statistics show Fees: \$358.00, Payments: \$140.00, Balance: \$18.00. The 'Current Fees' table lists three items: Shop fee (\$10.00), Locker Fee (\$10.00), and Test (\$3.00). The 'Paid Fees' table lists three items: District Parking Permit (\$200.00), Enrollment fee - textbook (\$20.00), and Football Transportation (\$25.00). A red box highlights the 'Synchronization of Student Fee Totals' option in the menu.

Line	Transaction Date	Fee Code	Description	Priority	Fees	Payment	Balance	Fee Category	Course	Fee Status	Quick Pay
1	12/06/2012	230	Shop fee	9	\$10.00	\$0.00	\$5.00	LAB		Refund Needed	
2	01/03/2013	210	Locker Fee	9	\$10.00	\$0.00	\$10.00	LKR		Balance Due	Quick Pay
3	01/16/2013	304	Test	9	\$3.00	\$0.00	\$3.00	LAB		Balance Due	Quick Pay
Total					\$23.00	\$0.00	\$18.00				

Line	Transaction Date	Fee Code	Description	Priority	Fees	Payment	Balance	Fee Category	Course	Fee Status	Quick Pay
1	08/28/2012	01162	District Parking Permit	9	\$200.00	\$50.00	\$0.00	PKP		Paid in Full	
2	09/03/2012	200	Enrollment fee - textbook	9	\$20.00	\$20.00	\$0.00	TXT		Paid in Full	
3	10/18/2012	BUS	Football Transportation	3	\$25.00	\$25.00	\$0.00	BUS		Paid in Full	

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)

1. 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.

The screenshot shows the 'Advanced' tab of the FDP419 Report Interface. At the top, there are buttons for 'Print', 'Save Default', 'Reset Default', and 'Email Me', along with a 'Status: Ready' indicator. The main title is 'Report Interface'. Below the title, the report name is 'Family Fee Cap Sync', the number is 'FDP419', and the page orientation is 'Portrait'. The 'Advanced' tab is selected, showing the following configuration:

- Schedule Job**: Schedule Task: Daily, Start Time: 10:55 AM, Start Date: 10/03/2013, Stop Date: (empty).
- Schedule Task Daily**: Every 7 Day(s).
- Notification**: Email the following address(es) upon completion: e.g. user@server.net, user2@server2.com. There is an empty text input field for the email address. A checkbox labeled 'Include the result report as an attachment' is present and unchecked.
- External Interface**: (empty)

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.

Address:		Parents:				
		Fees:	Payments:	Waivers:	Cap Waivers:	Refunds:
		165.00	0	0	35.00	0

Student Name	SIS Number	Date	Fee Code	Fee Description	Fee	Paymt	Waiver	Refund	Cap Waiver	Action
		04/25/2012	FTFEE3	Field Trip Fee - 3rd 12-13 M	30.00	0	0	0	0	
		04/25/2012	FTFEE2	Field Trip Fee - 2nd 12-13 M	25.00	0	0	0	5.00	Ins
		04/25/2012	FTFEE1	Field Trip Fee - 1st 12-13 M	30.00	0	0	0	30.00	Ins
		04/25/2012	FTFEE2	Field Trip Fee - 2nd 12-13 M	25.00	0	0	0	0	
		04/25/2012	FTFEE1	Field Trip Fee - 1st 12-13 M	30.00	0	0	0	0	
		04/25/2012	FTFEE2	Field Trip Fee - 2nd 12-13 M	25.00	0	0	0	0	

Printed by Admin User at 08/21/2013 12:03 PM	Part 1 of 1 / Page 1 of 1
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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.

Transaction Date	Fee Code	Description	Priority	Fees	Payment	Balance	Fee Category	Course	Fee Status
07/01/2012	TSF	Technology Supply Fee 12-13 BVH	2	\$15.00	\$4.00	\$9.00	REQ		Balance Due
07/01/2012	COURSE	Course Fee BVH 12-13	2	\$35.00	\$10.00	\$24.00	CRSE	AR0116 - Ceramics I	Balance Due
11/29/2012	LRF	Learning Resources 12-13 BVH	2	\$100.00	\$0.00	\$90.00	REQ		Refund Needed
01/03/2013	APF	Activity Programming Fee 12-13 BVH	2	\$120.00	\$0.00	\$120.00	REQ		Balance Due
01/04/2013	APF	Activity Programming Fee 12-13 BVH	2	\$120.00	\$0.00	\$120.00	REQ		Balance Due
11/27/2012	en1	Enrollment test 1	0	\$10.00	\$2.00	\$8.00	SCH		Balance Due
				Total	\$400.00	\$16.00			\$384.00

Transaction Date	Fee Code	Description	Priority	Fees	Payment	Balance	Fee Category	Course	Fee Status
07/01/2012	COURSE	Course Fee BVH 12-13	2	\$60.00	\$60.00	\$0.00	CRSE	AR0124 - Photography I	Paid in Full
07/09/2012	APF	Activity Programming Fee 12-13 BVH	2	\$120.00	\$116.00	\$0.00	REQ		Paid in Full
11/29/2012	PRKFIN	Parking Fine 12-13 BVH	2	\$25.00	\$25.00	\$0.00	SCH		Paid in Full
11/28/2012	APF	Activity Programming Fee 12-13 BVH	2	\$120.00	\$120.00	\$0.00	REQ		Paid in Full
11/29/2012	PRKFIN	Parking Fine 12-13 BVH	2	\$25.00	\$0.00	\$0.00	FINES		Waived
				Total	\$350.00	\$321.00			\$0.00

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.

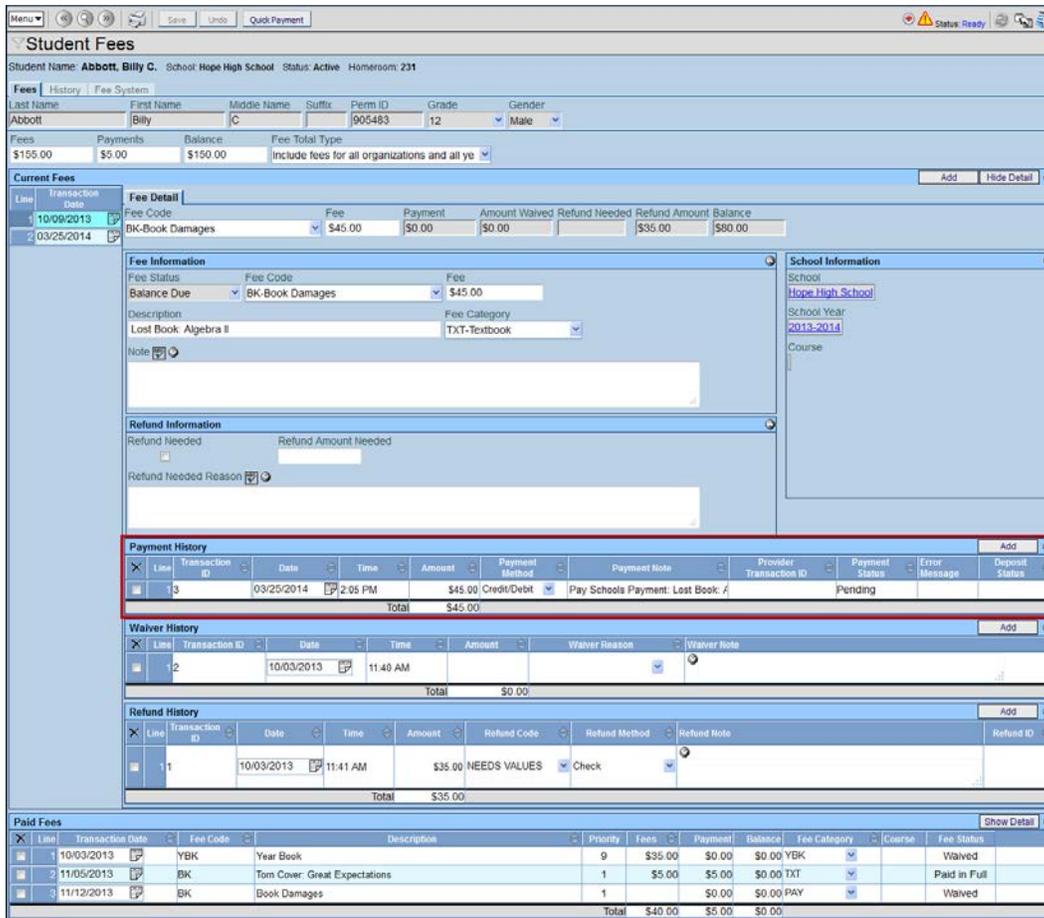


Figure 4.2 – Student Fees screen - Fee Detail tab - Add Payment History

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.

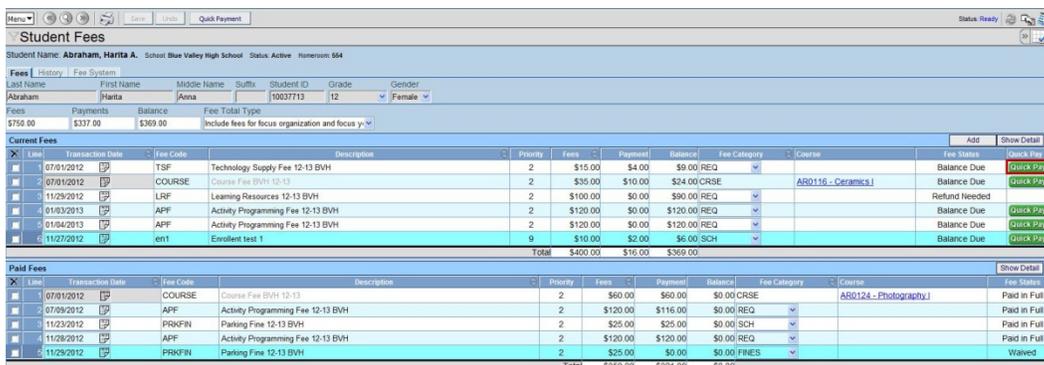


Figure 4.3 – Student Fees screen – Quick Pay button

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.

The screenshot shows the 'Student Fees Quick Payment' interface. At the top, there are buttons for 'Pay Fees' (highlighted in red) and 'Print Receipt'. Below this is a header for 'Student Fees Quick Payment'. The main form area is divided into sections: 'Quick Payment' with fields for student information (Last Name: Abbott, First Name: Billy, Middle Name: C, Grade: 12, Perm ID: 905483, Gender: Male), 'Total Amount Due' (\$12.50) and 'Transaction Date' (05/16/2012). The 'Payment Information' section (highlighted in red) includes 'Payment' (\$12.50), 'Payment Method' (Check), and a red-bordered 'Apply Payment to Fees' button. Below this is a 'Payment Note' field. At the bottom, the 'Student Fees' table is visible:

Line	Transaction Date	Fee Code	Description	Priority	Course	Fees	Balance	Payments	New Balance
1	05/04/2012	BDI	Band Instrument Rental	9		\$50.00	\$12.50		

Figure 4.4 – Student Fees Quick Payment screen – Payment Information

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.

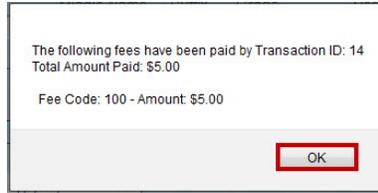


Figure 4.5 – Confirmation box

- 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.

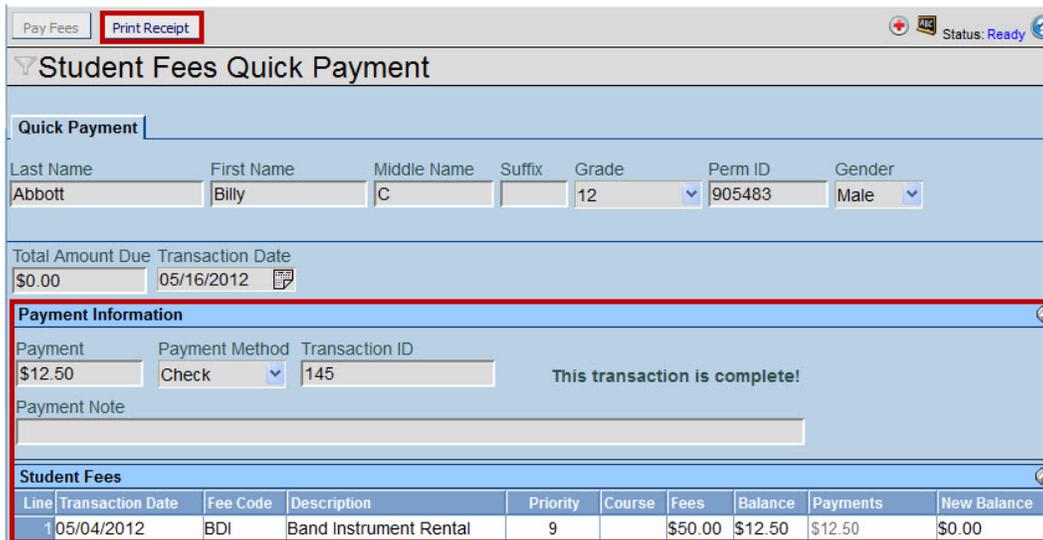


Figure 4.6 – Student Fees Quick Payment screen – Payment Information and Print Receipt

- 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.

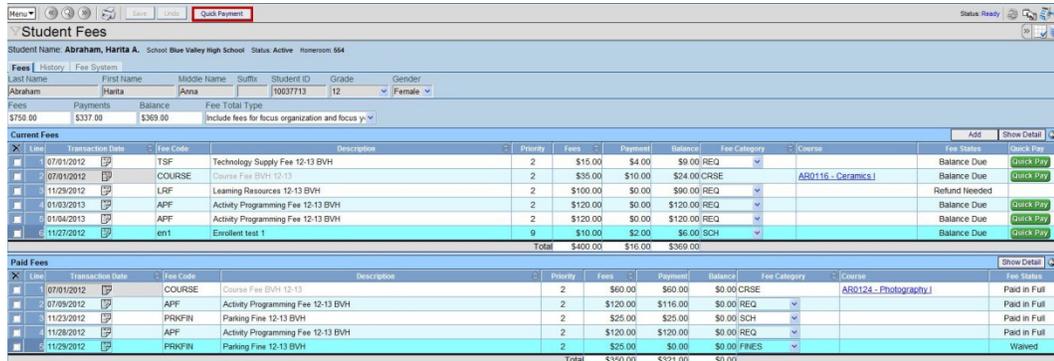


Figure 4.7 – Student Fees screen – Quick Payment button

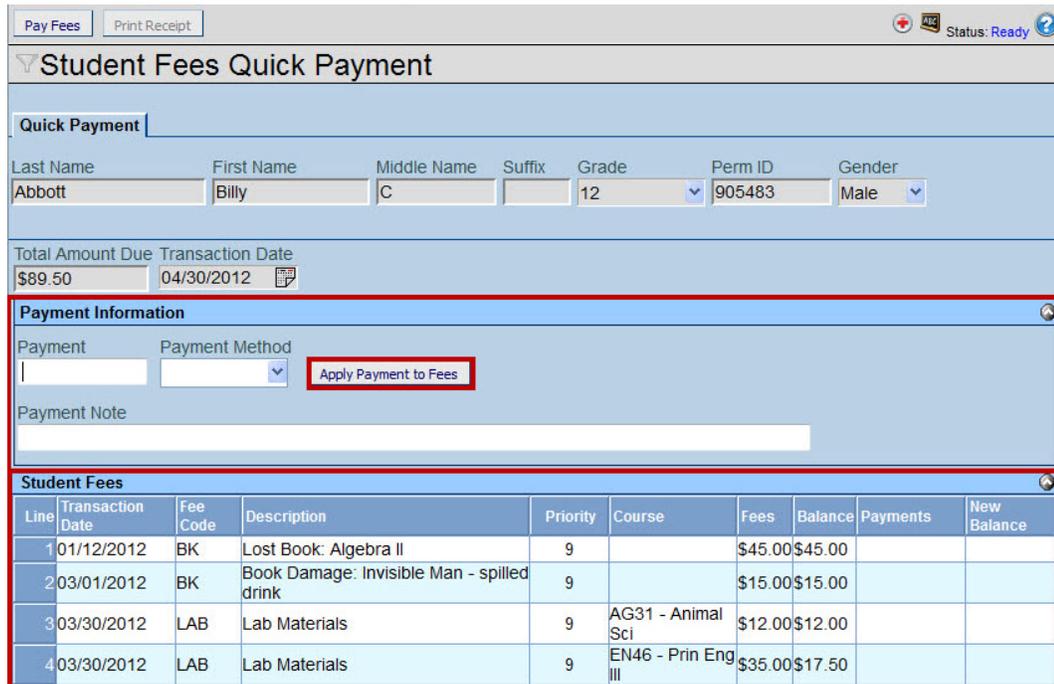


Figure 4.8 – Student Fees screen – Quick Payment button

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.

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

Student Fees Quick Payment

Quick Payment

Last Name: Abbott, First Name: Billy, Middle Name: C, Suffix: , Grade: 12, Perm ID: 905483, Gender: Male

Total Amount Due: \$4.50, Transaction Date: 04/30/2012

Payment Information

Payment: \$85.00, Payment Method: Check, Apply Payment to Fees

Payment Note

Student Fees

Line	Transaction Date	Fee Code	Description	Priority	Course	Fees	Balance	Payments	New Balance
1	01/12/2012	BK	Lost Book: Algebra II	9		\$45.00	\$45.00	\$45.00	\$0.00
2	03/01/2012	BK	Book Damage: Invisible Man - spilled drink	9		\$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 4.9 – Student Fees Quick Payment screen – Payments column and Pay Fees button

The following fees have been paid by Transaction ID: 107
Total Amount Paid: \$85.00

Fee Code: BK - Amount: \$45.00
Fee Code: BK - Amount: \$15.00
Fee Code: LAB - Amount: \$12.00
Fee Code: LAB - Amount: \$13.00

OK

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.

Student Fees Quick Payment

Quick Payment

Last Name: Abbott, First Name: Billy, Middle Name: C, Grade: 12, Perm ID: 905483, Gender: Male

Total Amount Due: \$4.50, Transaction Date: 04/30/2012

Payment Information

Payment: \$85.00, Payment Method: Check, Transaction ID: 107. **This transaction is complete!**

Student Fees

Line	Transaction Date	Fee Code	Description	Priority	Course	Fees	Balance	Payments	New Balance
1	01/12/2012	BK	Lost Book: Algebra II	9		\$45.00	\$45.00	\$45.00	\$0.00
2	03/01/2012	BK	Book Damage: Invisible Man - spilled drink	9		\$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

Student Fees

Student Name: Abbott, Billy C. School: Hope High School Status: Active Homeroom: 108

Fees: \$358.00, Payments: \$153.00, Balance: \$5.00

Current Fees

Line	Transaction Date	Fee Code	Description	Priority	Fees	Payment	Balance	Fee Category	Course	Fee Status	Quick Pay
1	12/06/2012	230	Shop fee	9	\$10.00	\$0.00	\$5.00	LAB		Refund Needed	
					Total	\$10.00	\$0.00	\$5.00			

Paid Fees

Line	Transaction Date	Fee Code	Description	Priority	Fees	Payment	Balance	Fee Category	Course	Fee Status	
1	08/28/2012	01162	District Parking Permit	9	\$200.00	\$50.00	\$0.00	PKP		Paid in Full	
2	09/03/2012	200	Enrollment fee - textbook	9	\$20.00	\$20.00	\$0.00	TXT		Paid in Full	
3	10/18/2012	BUS	Football Transportation	3	\$25.00	\$25.00	\$0.00	BUS		Paid in Full	
4	11/06/2012	BK	Tom Cover: Great Expectations	3	\$5.00	\$5.00	\$0.00	TXT		Paid in Full	
5	11/13/2012	BK	Book Damages	3		\$0.00	\$0.00	PAY		Waived	
6	12/04/2012	PKP	Parking Permit	1	\$25.00	\$25.00	\$0.00	PKP		Paid in Full	
7	12/07/2012	PKP	(1 @ \$15.00) Parking Permit	1	\$15.00	\$15.00	\$0.00	PKP		Paid in Full	
8	01/03/2013	210	Locker Fee	9	\$10.00	\$10.00	\$0.00	LKR		Paid in Full	
9	01/10/2013	BK	Lost Book: Algebra II	9	\$45.00	\$0.00	\$0.00	TXT		Waived	
10	01/16/2013	304	Test	9	\$3.00	\$3.00	\$0.00	LAB		Paid in Full	
					Total	\$348.00	\$153.00	\$0.00			

Figure 4.12 – Student Fees screen – Fee Status

- 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 [FRM waiver settings](#) when the [FDP410 – Program Waiver Fee Synchronization process](#) is run. Any other non-program based waivers can be entered into the system manually.



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.

The screenshot shows the 'Student Fees' interface for a student named Abraham, Harita A. The interface includes a 'Fees' tab and a 'Show Detail' button. The 'Current Fees' section displays a table with columns: List, Transaction Date, Fee Code, Description, Priority, Fees, Payment, Balance, Fee Category, Course, Fee Status, and Quick Pay. The 'Paid Fees' section displays a similar table. The 'Show Detail' button is highlighted in red.

List	Transaction Date	Fee Code	Description	Priority	Fees	Payment	Balance	Fee Category	Course	Fee Status	Quick Pay
07/01/2012		TSF	Technology Supply Fee 12-13 BVH	2	\$15.00	\$4.00	\$9.00 REQ			Balance Due	Quick Pay
07/01/2012		COURSE	Course Fee BVH 12-13	2	\$35.00	\$10.00	\$24.00 CRSE		AB0116...Ceramics	Balance Due	Quick Pay
11/29/2012		LRF	Learning Resources 12-13 BVH	2	\$100.00	\$0.00	\$90.00 REQ			Refund Needed	
01/03/2013		APF	Activity Programming Fee 12-13 BVH	2	\$120.00	\$0.00	\$120.00 REQ			Balance Due	Quick Pay
01/04/2013		APF	Activity Programming Fee 12-13 BVH	2	\$120.00	\$0.00	\$120.00 REQ			Balance Due	Quick Pay
11/27/2012		en1	Enrollment 1	9	\$10.00	\$2.00	\$8.00 SCH			Balance Due	Quick Pay
Total					\$400.00	\$16.00	\$389.00				

List	Transaction Date	Fee Code	Description	Priority	Fees	Payment	Balance	Fee Category	Course	Fee Status	Quick Pay
07/01/2012		COURSE	Course Fee BVH 12-13	2	\$60.00	\$60.00	\$0.00 CRSE		AB0124...Photography	Paid in Full	
07/09/2012		APF	Activity Programming Fee 12-13 BVH	2	\$120.00	\$116.00	\$0.00 REQ			Paid in Full	
11/23/2012		PRKFIN	Parking Fine 12-13 BVH	2	\$25.00	\$25.00	\$0.00 SCH			Paid in Full	
11/28/2012		APF	Activity Programming Fee 12-13 BVH	2	\$120.00	\$120.00	\$0.00 REQ			Paid in Full	
11/29/2012		PRKFIN	Parking Fine 12-13 BVH	2	\$25.00	\$0.00	\$0.00 FINES			Waived	
Total					\$350.00	\$321.00	\$0.00				

Figure 5.1 – Student Fees screen – Show Detail button

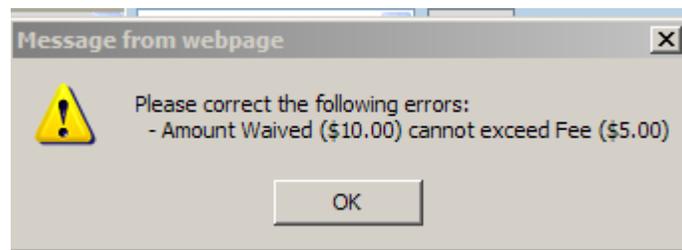
The screenshot shows the 'Student Fees' interface for a student named Billy C. Abbott at Hope High School. The 'Fee Detail' tab is active, showing a fee for 'BK-Book Damages' with a fee amount of \$45.00 and a balance due of \$80.00. Below this, the 'Waiver History' grid is highlighted with a red box. It contains one entry with a waiver amount of \$0.00. An 'Add' button is visible at the top right of the grid. Below the grid is the 'Refund History' section, which shows a refund of \$35.00. At the bottom, the 'Paid Fees' section shows a list of previously paid fees.

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

- In the **Waiver History** grid, click the Add button. A new row is added to the grid.
- 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.



- 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.

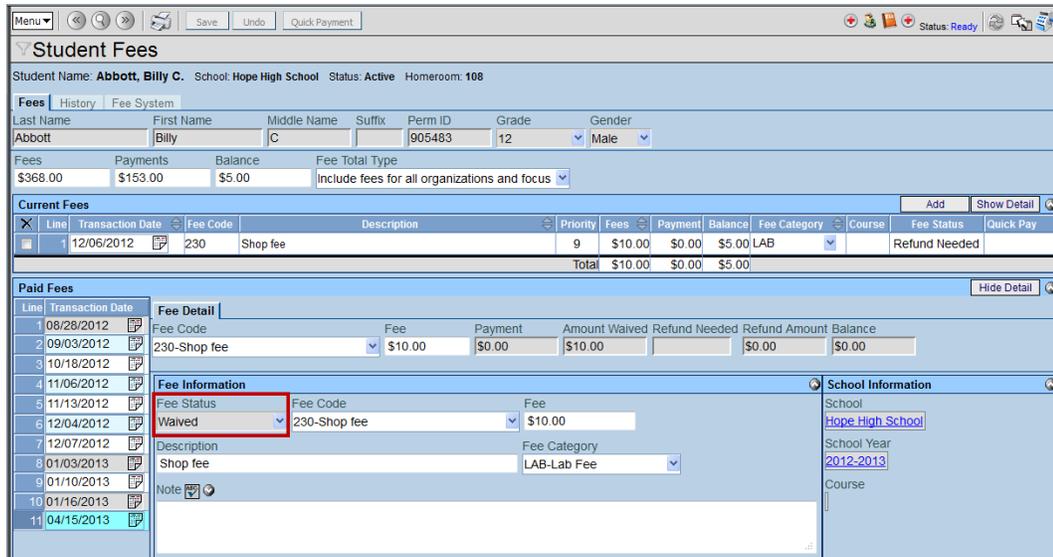


Figure 5.3 – Student Fees screen – Fee Detail tab – Fee Information

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 [School Fee Codes](#), 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 [assigned to an individual](#) or [mass assigned](#) 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.
2. Find the student using the find function or scroll through the available students using the scroll buttons.



The screenshot shows the 'Student Fees' interface for a student named Aaron, Ian. It displays a summary of fees, payments, and balance, along with two tables: 'Current Fees' and 'Paid Fees'. The 'Current Fees' table has two rows, with the second row (Line 2) highlighted in red and having a 'Quick Pay' button. The 'Paid Fees' table has three rows, with the second row (Line 2) having a 'Waived' status.

Line	Transaction Date	Fee Code	Description	Priority	Fees	Payment	Balance	Fee Category	Course	Fee Status	Quick Pay
1	02/25/2013	TRP	Field trip: Art Museum	4	\$10.00	\$15.00	(\$5.00)	BUS		Refund Needed	
2	03/01/2013	TRP	Field Trip	4	\$10.00	\$0.00	\$10.00	BUS		Balance Due	Quick Pay
Total					\$20.00	\$15.00	\$5.00				

Line	Transaction Date	Fee Code	Description	Priority	Fees	Payment	Balance	Fee Category	Course	Fee Status
1	08/13/2012	MUS	Trumpet Rental	9	\$40.00	\$40.00	\$0.00	TXT		Paid in Full
2	08/24/2012	MUS	Payment	9		\$0.00	\$0.00	PAY		Waived
3	12/20/2012	LAB	Football Laboratory Experimental Fee	2	\$0.00	\$0.00	\$0.00	SPT		Waived
Total					\$40.00	\$40.00	\$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.

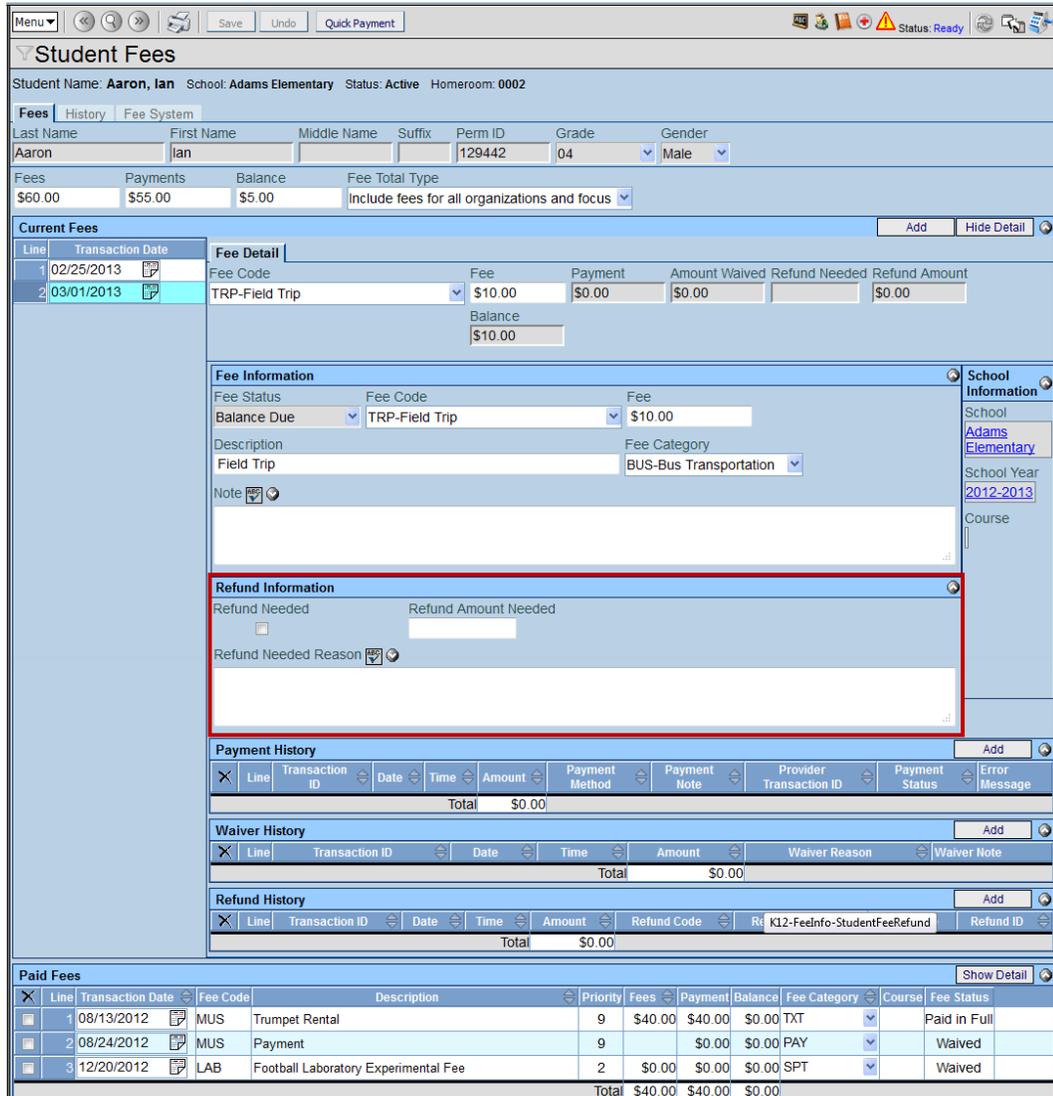


Figure 5.5 – Student Fees screen – Fee Detail tab - Refund Information

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.

Menu [Navigation icons] Save Undo Quick Payment [Status: Ready]

Student Fees

Student Name: **Aaron, Ian** School: **Adams Elementary** Status: **Active** Homeroom: **0002**

Feeds | History | Fee System

Last Name: **Aaron** First Name: **Ian** Middle Name: Suffix: Perm ID: **129442** Grade: **04** Gender: **Male**

Fees: **\$60.00** Payments: **\$55.00** Balance: **\$0.00** Fee Total Type: **Include fees for all organizations and focus**

Current Fees [Add] [Show Detail]

X	Line	Transaction Date	Fee Code	Description	Priority	Fees	Payment	Balance	Fee Category	Course	Fee Status	Quick Pay
	1	02/25/2013	TRP	Field trip: Art Museum	4	\$10.00	\$15.00	(\$5.00)	BUS		Refund Needed	
	2	03/01/2013	TRP	Field Trip	4	\$10.00	\$0.00	\$5.00	BUS		Refund Needed	
Total						\$20.00	\$15.00	\$0.00				

Paid Fees [Show Detail]

X	Line	Transaction Date	Fee Code	Description	Priority	Fees	Payment	Balance	Fee Category	Course	Fee Status	Quick Pay
	1	08/13/2012	MUS	Trumpet Rental	9	\$40.00	\$40.00	\$0.00	TXT		Paid in Full	
	2	08/24/2012	MUS	Payment	9		\$0.00	\$0.00	PAY		Waived	
	3	12/20/2012	LAB	Football Laboratory Experimental Fee	2	\$0.00	\$0.00	\$0.00	SPT		Waived	
Total						\$40.00	\$40.00	\$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.

The screenshot shows the 'Student Fees' interface for a student named Aaron, Ian. The 'Current Fees' section is expanded, showing a table with columns: Line, Transaction Date, Fee Code, Description, Priority, Fees, Payment, Balance, Fee Category, Course, Fee Status, and Quick Pay. Two rows are visible, both with a 'Refund Needed' status. The 'Show Detail' button is highlighted in red in the top right corner of the 'Current Fees' table.

Line	Transaction Date	Fee Code	Description	Priority	Fees	Payment	Balance	Fee Category	Course	Fee Status	Quick Pay
1	02/25/2013	TRP	Field trip: Art Museum	4	\$10.00	\$15.00	(\$5.00)	BUS		Refund Needed	
2	03/01/2013	TRP	Field Trip	4	\$10.00	\$0.00	\$5.00	BUS		Refund Needed	
Total					\$20.00	\$15.00	\$0.00				

Line	Transaction Date	Fee Code	Description	Priority	Fees	Payment	Balance	Fee Category	Course	Fee Status	Quick Pay
1	08/13/2012	MUS	Trumpet Rental	9	\$40.00	\$40.00	\$0.00	TXT		Paid in Full	
2	08/24/2012	MUS	Payment	9	\$0.00	\$0.00	\$0.00	PAY		Waived	
3	12/20/2012	LAB	Football Laboratory Experimental Fee	2	\$0.00	\$0.00	\$0.00	SPT		Waived	
Total					\$40.00	\$40.00	\$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.

The screenshot shows the 'Student Fees' application for student Aaron, Ian. The 'Fee Detail' tab is active, showing a fee for 'TRP-Field Trip' with a balance of \$5.00. The 'Refund Information' section is expanded, showing a refund of \$5.00 with the reason 'Both parent inadvertently paid the same fee.' The 'Waiver History' section is also visible, showing a total of \$0.00. The 'Paid Fees' section at the bottom shows a list of previous fees, including Trumpet Rental, Payment, and Football Laboratory Experimental Fee.

Line	Transaction Date	Fee Code	Description	Priority	Fees	Payment	Balance	Fee Category	Course	Fee Status
1	08/13/2012	MUS	Trumpet Rental	9	\$40.00	\$40.00	\$0.00	TXT		Paid in Full
2	08/24/2012	MUS	Payment	9	\$0.00	\$0.00	\$0.00	PAY		Waived
3	12/20/2012	LAB	Football Laboratory Experimental 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

- 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 [deposit options](#), 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**.

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**.

The screenshot shows the 'Fee Deposit' screen with the following details:

- Payments:** Deposit Date: 10/07/2013, Deposit Time: 2:30 PM, Deposit Status: Open, User Name: [blank], Deposit ID: 7.
- Deposit Info:**

Payments	Total Payments	Adjustment	Total Deposit
			0.00
- Setup Deposit:** Load Payments button.
- Complete Deposit:** Complete Deposit button, Allow Blank General Ledger Accounts checkbox (unchecked).
- Payment Info:** Payments table with columns: Line, General Ledger Account, Transaction ID, Payment Date, Payment Time, Payment Method, Fee Code, Fee Description, Amount.

Figure 6.3 – Fee Deposit screen

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

The screenshot shows the 'Fee Deposit' screen after loading payments. The 'Payments' grid is populated with the following data:

Line	General Ledger Account	Transaction ID	Payment Date	Payment Time	Payment Method	Fee Code	Fee Description	Amount
1		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
3		25	10/07/2013	2:54 PM	2-Check	PE	Gym locker	\$10.00
4		26	10/07/2013	2:55 PM	2-Check	LAB	Lab Materials	\$15.00
5		26	10/07/2013	2:55 PM	2-Check	PE	Gym locker	\$10.00
6		27	10/07/2013	2:55 PM	1-Cash	PE	Gym locker	\$10.00
7		28	10/07/2013	2:56 PM	2-Check	PE	Gym locker	\$10.00

The 'Deposit Info' table now shows a total deposit of 75.00.

Figure 6.4 - Fee Deposit screen

- Enter any adjustments to the total deposit amount in the **Adjustments** field.
- Enter a **Deposit Number**.
- Enter a **Deposit Description**.
- 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.

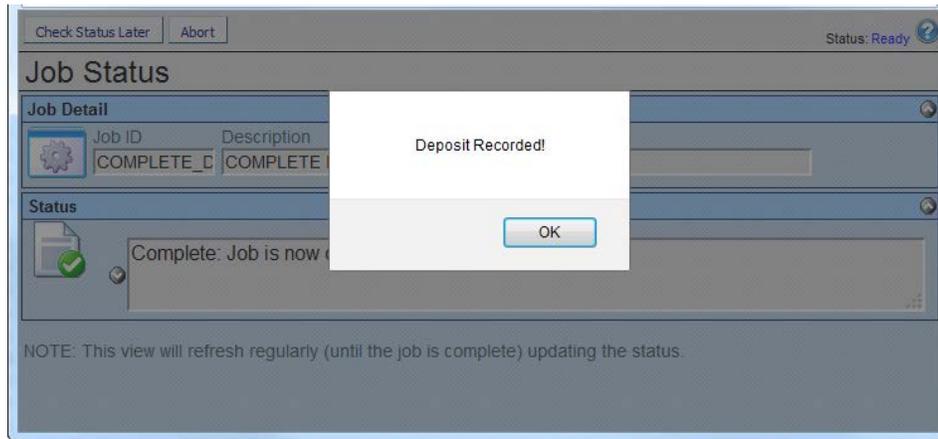


Figure 6.5 – Job Status screen, confirmation message

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

Edupoint		Hope High School		Year: 2013-2014	
		Fee Deposit		Report: FDP420	
2013 Hope High School					
Deposit Date:	10/07/2013	Deposit ID:	7	Payment Total:	75.00
Deposit Time:	10/07/2013	Deposit Number:	12346	Adjustment:	
Deposit Status:	Complete	Cashier:	User, Admin	Deposit Total:	75.00
General Ledger Account	Transaction ID	Payment Date	Fee Description	Amount	
	23	10/07/2013	Gym locker	10.00	
	27	10/07/2013	Gym locker	10.00	
	24	10/07/2013	Gym locker	10.00	
	26	10/07/2013	Gym locker	10.00	
	28	10/07/2013	Gym locker	10.00	
	25	10/07/2013	Gym locker	10.00	
	26	10/07/2013	Lab Materials	15.00	
				SubTotal:	75.00
Deposit Totals				Payment Total:	75.00
				Adjustment:	
				Deposit Total:	75.00
Printed by Admin User at 10/07/2013 3:00 PM		Edupoint School District		Page 1 of 1	

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.

The screenshot displays the 'Student Fees' interface for Billy C. Abbott. It includes a header with navigation buttons (Menu, Save, Undo, Quick Payment) and a status indicator (Ready). Below the student name and school information, there are tabs for 'Fees', 'History', and 'Fee System'. The 'History' tab is active, showing two sections: 'History - Outstanding Fees' and 'History - Paid Fees'. The 'Outstanding Fees' table is empty, showing a total of \$0.00. The 'Paid Fees' table contains one row for a fee of \$75.00 for 'Literature Guide' on 12/01/2011, with a payment of \$75.00 and a balance of \$0.00. A 'Show Detail' button is visible next to the first row of the 'Paid Fees' table.

Line	Transaction Date	Fee Code	Description	Fee	Payment	Balance	Fee Category	Fee Status	School	School Year	Course ID And Title
Total				\$0.00	\$0.00	\$0.00					
History - Paid Fees											
1	12/01/2011	456	Literature Guide	\$75.00	\$75.00	\$0.00	TXT	Paid in Full	Hope High School	2011-2012	
Total				\$75.00	\$75.00	\$0.00					

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 [Navigation Icons] Save Undo Quick Payment [Status: Ready]

Student Fees

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **108**

Fees | **History** | Fee System

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** Gender: **Male**

History - Outstanding Fees [Show Detail]

Line	Transaction Date	Fee Code	Description	Fee	Payment	Balance	Fee Category	Fee Status	School	School Year	Course ID And Title
Total				\$0.00	\$0.00	\$0.00					

History - Paid Fees [Hide Detail]

Line	Transaction Date	Fee	Payment	Amount Waived	Refund Needed	Refund Amount	Balance
1	12/01/2011	\$75.00	\$75.00	\$0.00		\$0.00	\$0.00

Fee Detail

Fee Information

Fee Status: **Paid in Full** Fee Code: Fee: **\$75.00**

Description: **Literature Guide** Fee Category: **TXT-Textbook**

Note:

Refund Needed: Refund Amount Needed: Refund Reason:

School Information

School: **Hope High School**

School Year: **2011-2012**

Course:

Payment History

Line	Payment Date	Amount	Payment Method	Payment Note	Transaction ID	Payment Status	Error Message
1	12/01/2011	\$75.00	Cash		82	Successful	
Total		\$75.00					

Waiver History

Line	Transaction ID	Date	Time	Amount	Waiver Reason	Waiver Note
Total				\$0.00		

Refund History

Line	Transaction ID	Date	Time	Amount	Refund Code	Refund Method	Refund Note	Refund ID
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 [online payment service](#). 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.

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](#)
- ▶ [FDP408 – Fee by Class](#)
- ▶ [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:

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 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 [School Fee Codes](#) screen.
- **Fee Category**– only includes selected fee categories in the report. Fee categories are defined in the [Fee Category Lookup Table](#).

Date		Fee Code	Description / Note	Course	Fees	Payments	Waived	Refund Needed	Refund	Balance
07/08/2013		LRF	Learning Resources 13-14 BVH		100.00	100.00	0.00		0.00	0.00
		Payment Date	Trans. ID	Payment Method	Payment Note	Status	Amount			
07/31/2013		1807859	Credit/Debit Card	(Approval Code: 05637B)	Successful	100.00				
07/08/2013		TSF	Technology Supply Fee 13-14 BVH		15.00	15.00	0.00		0.00	0.00
		Payment Date	Trans. ID	Payment Method	Payment Note	Status	Amount			
07/31/2013		1807859	Credit/Debit Card	(Approval Code: 05637B)	Successful	15.00				
07/31/2013		PRKPMT	(1 @ \$15.00) Parking Permit 13-14 BVH		15.00	15.00	0.00		0.00	0.00
		Payment Date	Trans. ID	Payment Method	Payment Note	Status	Amount			
07/31/2013		1807859	Credit/Debit Card	(Approval Code: 05637B)	Successful	15.00				
07/31/2013		YRBOOK	(1 @ \$50.00) Yearbook 13-14 BVH		50.00	50.00	0.00		0.00	0.00
		Payment Date	Trans. ID	Payment Method	Payment Note	Status	Amount			
07/31/2013		1807859	Credit/Debit Card	(Approval Code: 05637B)	Successful	50.00				
08/15/2013		APF	Activity Programming Fee 13-14 BVH		120.00	120.00	0.00		0.00	0.00
		Payment Date	Trans. ID	Payment Method	Payment Note	Status	Amount			
07/31/2013		1807859	Credit/Debit Card	(Approval Code: 05637B)	Successful	120.00				
Hope High School		Totals:			300.00	300.00	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.

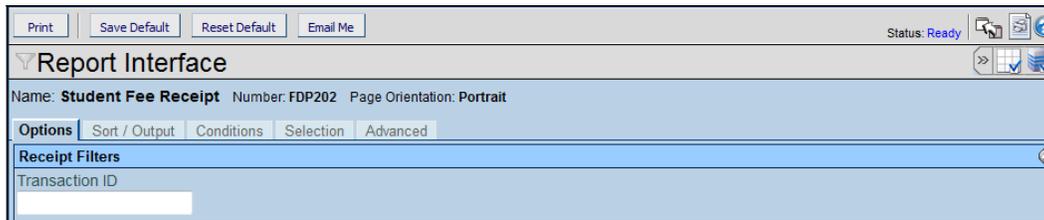


Figure 8.3 – Student Fee Profile Report Interface

- **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 High School
Student Fee Receipt**

Year: 2013-2014
Report: FDP202

Abbott, Billy C.
1959 S Val Vista Dr
Mesa, AZ 85234

Transaction ID: 1603397
Payment Date: 07/14/2013
Payment Time: 10:11 AM

Student ID: 905483

Payment Amount: Payment Method:

Payment Note

Fee Code	Description	Course	Amount
BDI	Band Instrument Rental		\$12.50

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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:

The screenshot displays the 'Report Interface' for 'Student Fee List' (Number: FDP401). The interface includes several filter sections:

- Student Info:** A dropdown menu for 'Grade'.
- Fee Filters:**
 - Transaction Date:** Two date pickers with a calendar icon between them.
 - Balances To Include:** A dropdown menu set to 'All Balances'.
 - Scope of Fees to Include:** A dropdown menu set to 'Include fees for focus organization and focus year'.
- Fee Codes:** A grid of checkboxes for various fee codes, including:
 - APF - Activity Programming Fee 13-14 (...)
 - FINES - Fines/Holds 13-14 BVH
 - LRF - Learning Resources 13-14 BVH
 - PAPROM - PTO After Prom 13-14 BVH
 - PRKPMT - Parking Permit 13-14 BVH
 - YRBOOK - Yearbook 13-14 BVH
 - BVEF - BV Ed Foundation Gift (\$30 req (...))
 - IAAP - Individual Adult Activity Pass (...)
 - MEALS - Meals - Minimum \$30.00 13-14 B (...)
 - PDON1 - PTO/PTA Invest in BVHS 13-14 (...)
 - PSAT - PSAT (10th and 11th grades onl (...))
 - 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:** A grid of checkboxes for fee categories:
 - Course
 - Required
 - Optional
 - School
 - PTO/PTA/Booster
 - Fines/Penalties
 - Monthly
 - Instalment
 - Meals
 - Blue Valley 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 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 [School Fee Codes](#) screen.
- **Fee Category**– only includes selected fee categories in the report. Fee categories are defined in the [Fee Category Lookup Table](#).

Edupoint		Hope High School				Year: 2013-2014			
Student Name		Student Fee List				Report: FDP401			
All Orgs. - All Years									
Student Name	Perm ID	Gender	Grade	Total Fees	Total Payments	Total Waived	Refund Needed	Total Refunds	Balance
Abbott, Billy C.	905483	Male	12		173.00	35.00	0.00	35.00	0.00
Aoevedo, Ashley	901830	Female	10		0.00	0.00	0.00	0.00	10.00
Acunla, 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.	886621	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
Aguado, Bobby J.	943822	Male	10		0.00	0.00	0.00	0.00	10.00
Aguliar, Carolyn C.	902692	Female	10		0.00	0.00	0.00	0.00	10.00
Ahlistrom, Linda K.	120451	Female	10		0.00	0.00	0.00	0.00	10.00
Aitohilson, 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
Aiarcon, Frank	886651	Male	10		0.00	0.00	0.00	0.00	10.00
Aicazar, Eugene	141666	Male	10		0.00	0.00	0.00	0.00	10.00
Aicazar, Eugene A.	141517	Male	10		0.00	0.00	0.00	0.00	10.00
Aider, 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, Elizabeth	886019	Female	11		0.00	0.00	0.00	0.00	25.00
Allen, Jeremy S.	879216	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, Sandra E.	901631	Female	10		0.00	0.00	0.00	0.00	10.00
Allen, Tammy	901931	Female	10		0.00	0.00	0.00	0.00	35.00
Allred, David A.	888126	Male	11		0.00	0.00	0.00	0.00	25.00
Alnas, Kelly M.	966707	Female	11		0.00	0.00	0.00	0.00	25.00
Alonso, Raymond G.	920153	Male	11		0.00	0.00	0.00	0.00	25.00
Aliston, Douglas G.	901639	Male	10		0.00	0.00	0.00	0.00	10.00
Amiri, Margaret 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, Patrick N.	154480	Male	10		0.00	0.00	0.00	0.00	10.00
Andazola, Kathleen E.	900923	Female	10		0.00	0.00	0.00	0.00	10.00
Andresen, Harry A.	971678	Male	10		0.00	0.00	0.00	0.00	10.00
Andrews, Phillip D.	893555	Male	10		0.00	0.00	0.00	0.00	10.00
Arambarr, Sean J.	980186	Male	10		0.00	0.00	0.00	0.00	10.00
Araujo, Daniel J.	120700	Male	10		0.00	0.00	0.00	0.00	10.00
Archer, Annie C.	915423	Female	10		0.00	0.00	0.00	0.00	10.00
Arellano, Lisa R.	904050	Female	10		0.00	0.00	0.00	0.00	10.00
Arias, Kelly M.	132436	Female	10		0.00	0.00	0.00	0.00	10.00
Armenta, Brian A.	903942	Male	10		0.00	0.00	0.00	0.00	35.00
Arnett, Janice	903731	Female	10		0.00	0.00	0.00	0.00	10.00

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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:

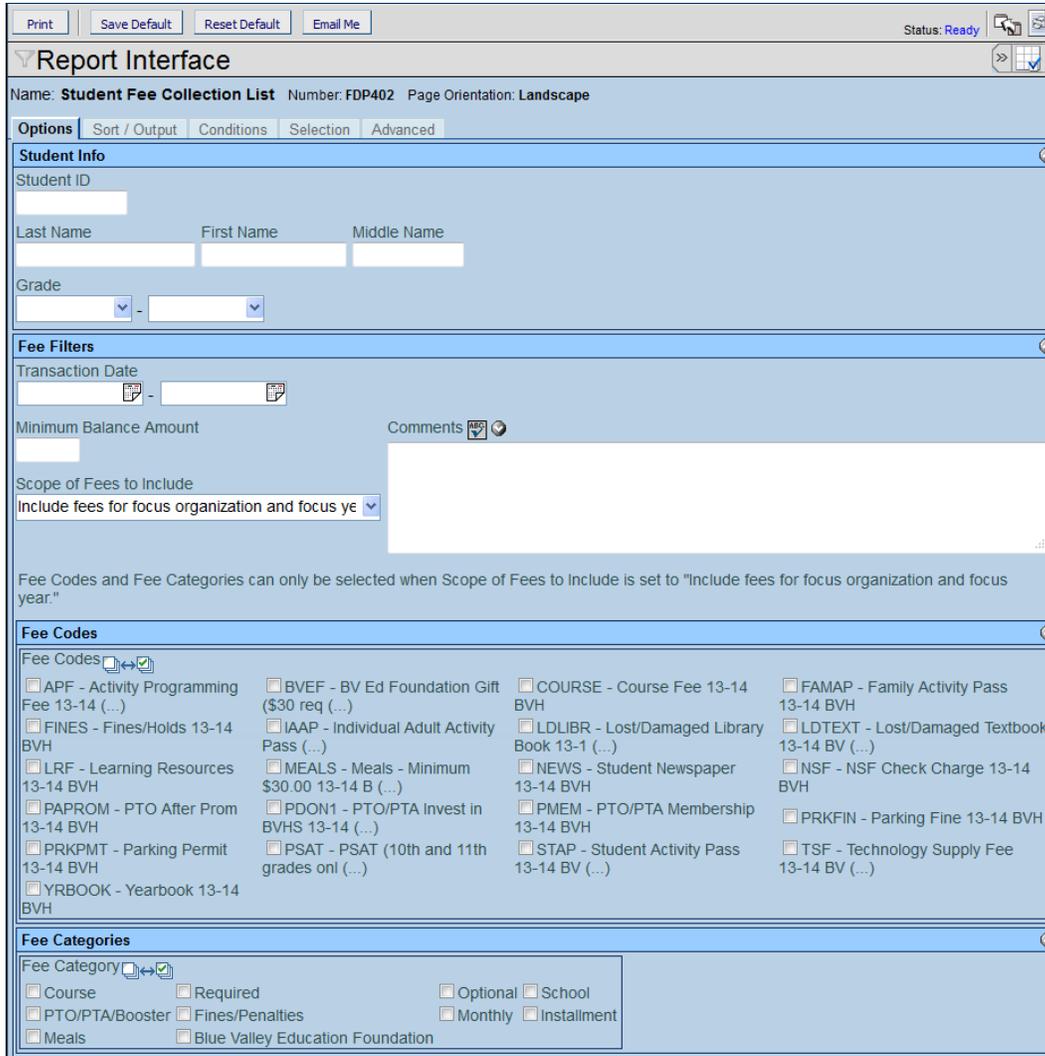


Figure 8.7 – Student Fee Collection List Report Interface

- **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  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 [School Fee Codes](#) screen.
- **Fee Category**– only includes selected fee categories in the report. Fee categories are defined in the [Fee Category Lookup Table](#).



Hope High School
Student Fee Collection List
 All Orgs. - All Years

Year: 2013-2014
 Report: FDP402

Student Information

Student Name: Abbott, Billy C.	Perm ID: 905483	Gender: M	Grade: 12
--	---------------------------	---------------------	---------------------

Parent Information

Parent Name: Aaron, Phillip	Home Address: 1955 S Val Vista Dr Mesa, AZ 85234	Mail Address: 1955 S Val Vista Dr Mesa, AZ 85234
--------------------------------	--	--

Fee Information

Date	Code	Category	Description	Course	Fees	Payments	Waived	Refund	Balance								
10/04/2013	PKP	PKP	Parking Permit		\$10.00	\$0.00	\$0.00	\$0.00	\$10.00								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"><u>Payment Date</u></th> <th style="width: 30%;"><u>Payment Method</u></th> <th style="width: 40%;"><u>Payment Notes</u></th> <th style="width: 10%;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: right;">Sub Total:</td> <td></td> </tr> </tbody> </table>					<u>Payment Date</u>	<u>Payment Method</u>	<u>Payment Notes</u>	<u>Amount</u>	Sub Total:								
<u>Payment Date</u>	<u>Payment Method</u>	<u>Payment Notes</u>	<u>Amount</u>														
Sub Total:																	
Totals:					\$10.00	\$0.00	\$0.00	\$0.00	\$10.00								

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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.

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

The screenshot shows the 'Report Interface' window for the 'Student Fee Refund Needed List' (Number: FDP403). The interface is divided into several sections:

- Student Info:** Fields for Student ID, Last Name, First Name, Middle Name, and Grade.
- Fee Filters:** A 'Minimum Refund Amount' field and a 'Scope of Fees to Include' dropdown menu set to 'Include fees for focus organization and focus year'.
- Fee Codes:** A grid of checkboxes for various fee codes, including APF, BVEF, COURSE, FAMES, FINE, IAAP, LDLIBR, LRF, MEALS, NEWS, PAPROM, PDON1, PMEM, PRKPMT, PSAT, STAP, and YRBOOK.
- Fee Categories:** A grid of checkboxes for various fee categories, including Course, Required, Optional, School, PTO/PTA/Booster, Fines/Penalties, Monthly, and Installment.

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 [School Fee Codes](#) screen.
- **Fee Category**– only includes selected fee categories in the report. Fee categories are defined in the [Fee Category Lookup Table](#).

Student Name		Perm ID	Grade	Course ID And Title	Refund Amount Needed
Fee Code	Description				
Hope High School					
Abbott, Billy C.	905483	12			
BK	Lost Book: Algebra II				45.00
				Total	45.00
				Hope High School Total	45.00
				Grand Total	45.00

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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.

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

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  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 [School Fee Codes](#) screen.
- **Fee Category**– only includes selected fee categories in the report. Fee categories are defined in the [Fee Category Lookup Table](#).

Edupoint School District		Hope High School Fee Code Detail by Payment Method				Year: 2013-2014 Report: FDP405			
Payment Method	Fee Code	Fee Description	Perm ID	Student Name	Trans ID	Payment Note	Payment Date	Payment Amount	
Adams Elementary									
Cash	BUS1	Out of District Transportation	156076	Youvella, Ann L.	6		09/09/2013	550.00	
								Fee Totals	550.00
Cash	MUS	Instrument Rental	129442	Aaron, Ian	2		03/25/2014	25.00	
								Fee Totals	25.00
Cash	TRP	Field Trip	129442	Aaron, Ian	2		03/25/2014	5.00	
								Fee Totals	5.00
								Cash Totals	580.00
Check	BND	Jazz Band Fee	116796	Zamarripa, Jenna A.	4		09/09/2013	950.00	
								Fee Totals	950.00
Check	BUS1	Out of District Transportation	150613	Zamarripa Enrique, Thomas F.	5		09/09/2013	10.00	
								Fee Totals	10.00
Check	MUS	Instrument Rental	129442	Aaron, Ian	1	Check #116	03/25/2014	15.00	
								Fee Totals	15.00
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Edupoint School District									
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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.

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

The screenshot shows the 'Report Interface' for 'Fee By Class' (Number: FDP408, Page Orientation: Portrait). The 'Options' tab is active, showing the following settings:

- Section:** Section ID (text input), Period Range (dropdown).
- Fee Filters:**
 - Include Students With No Balance
 - Scope of Fees to include: **Include fees for focus organization and focus year** (dropdown)
 - Note: 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:**
 - APF - Activity Programming Fee 13-14 (...)
 - BVEF - BV Ed Foundation Gift (\$30 req (...))
 - COURSE - Course Fee 13-14 BVH
 - FAMES - Family Activity Pass 13-14 BVH
 - FINES - Fines/Holds 13-14 BVH
 - IAAP - Individual Adult Activity Pass (...)
 - LDLIBR - Lost/Damaged Library Book 13-1 (...)
 - LDTEXT - Lost/Damaged Textbook 13-14 BV (...)
 - LRF - Learning Resources 13-14 BVH
 - MEALS - Meals - Minimum \$30.00 13-14 B (...)
 - NEWS - Student Newspaper 13-14 BVH
 - NSF - NSF Check Charge 13-14 BVH
 - PAPROM - PTO After Prom 13-14 BVH
 - PDON1 - PTO/PTA Invest in BVHS 13-14 (...)
 - PMEM - PTO/PTA Membership 13-14 BVH
 - PRKFIN - Parking Fine 13-14 BVH
 - PRKPMT - Parking Permit 13-14 BVH
 - PSAT - PSAT (10th and 11th grades onl (...))
 - STAP - Student Activity Pass 13-14 BV (...)
 - TSF - Technology Supply Fee 13-14 BV (...)
 - YRBOOK - Yearbook 13-14 BVH
- Fee Categories:**
 - Course
 - Required
 - Optional
 - School
 - PTO/PTA/Booster
 - Fines/Penalties
 - Monthly
 - 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 [School Fee Codes](#) screen.
- **Fee Category**– only includes selected fee categories in the report. Fee categories are defined in the [Fee Category Lookup Table](#).

Section ID 0140		Period 1	Course ID MA40	Course Title Algebra II	Staff Name Aderson, Gordon	Room Name 128
Student Name	Perm ID	Grd	Gen	Balance Due	Notes	
Adams, Billy A.	889314	11	M	\$25.00		
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	M	\$10.00		
Miller, Steve R.	888061	11	M	\$25.00		
Mortensen, Matthew K.	901880	10	M	\$10.00		
Nielsen, Robert J. JR	981787	10	M	\$10.00		
Rohde, Jack S.	888781	11	M	\$25.00		
Wamboldt, Albert R.	903451	10	M	\$10.00		
Ward, Jennifer L.	887407	11	F	\$25.00		
Whipple, Frances E.	901345	10	F	\$10.00		

Figure 8.14 – Fee By Class Report

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.

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

The screenshot displays the 'Report Interface' for 'Fees Collected Detail' (Number: FDP412, Page Orientation: Portrait). The 'Options' tab is active, showing various filter settings:

- Payment Methods:** A grid of checkboxes for various payment methods such as Cash, Check, Credit/Debit Card, E-Check Send, E-Check Receive, Money Order/Cashier's Check, E-Check, E-Check NSF, ACH NSF, ACH Received at DO, Bankruptcy Fee Adj, Collections Fee Adj, Disaster Displaced, Dropped Course Refund, Credit Card Send Transfer, Credit Card Receive Transfer, Fee Amt Adjustment, Fund Transfer, Insufficient Funds, Not Purchased, Prior Year Reversal, Prorated Discount - ADM, Prorated Discount - WDR, Received at DO, Send Transfer, Receive Transfer, Returned Property Fee Adj, Transfer Adjustment, and Uncollectible.
- Fee Filters:** Includes a 'Payment Date' field with a calendar icon, a 'Scope of Fees to Include' dropdown menu set to 'Include fees for focus organization and focus year', and a note: '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:** A grid of checkboxes for various fee codes including APF - Activity Programming Fee 13-14 (...), BVEF - BV Ed Foundation Gift (\$30 req (...)), COURSE - Course Fee 13-14 BVH, FAMES - Family Activity Pass 13-14 BVH, FINES - Fines/Holds 13-14 BVH, IAAP - Individual Adult Activity Pass (...), LDLIBR - Lost/Damaged Library Book 13-1 (...), LDTEXT - Lost/Damaged Textbook 13-14 BV (...), LRF - Learning Resources 13-14 BVH, MEALS - Meals - Minimum \$30.00 13-14 B (...), NEWS - Student Newspaper 13-14 BVH, NSF - NSF Check Charge 13-14 BVH, PAPROM - PTO After Prom 13-14 BVH, PDON1 - PTO/PTA Invest in BVHS 13-14 (...), PMEM - PTO/PTA Membership 13-14 BVH, PRKFIN - Parking Fine 13-14 BVH, PRKPMT - Parking Permit 13-14 BVH, PSAT - PSAT (10th and 11th grades onl (...), STAP - Student Activity Pass 13-14 BV (...), TSF - Technology Supply Fee 13-14 BV (...), and YRBOOK - Yearbook 13-14 BVH.
- Fee Categories:** A grid of checkboxes for fee categories including Course, Required, Optional, School, PTO/PTA/Booster, Fines/Penalties, Monthly, and Installment, as well as Meals and Blue Valley Education Foundation.

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 [School Fee Codes](#) screen.
- **Fee Category**– only includes selected fee categories in the report. Fee categories are defined in the [Fee Category Lookup Table](#).

Edupoint		Edupoint School District				Year: 2013-2014	
		Fees Collected Detail				Report: FDP412	
		From: To: - All Orgs. - All Years					
Fee Code	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 Transportation	2013-2014	BUS				
Youvella, Ann L.	156076	Cash		6	09/09/2013	550.00	
Zamarripa 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
						Adams 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:

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 High School Course Fees Collected Detail			Year: 2013-2014 Report: FDP414	
		From:	To:			
		Cash	Check	Credit/Debit		
Hope High School						
Department	FS - Family and Consumer Sciences					
Course Title	FS41 - 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:	<u>30.00</u>	<u>45.00</u>	<u>15.00</u>		

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.

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

The screenshot displays the 'Report Interface' for 'Student Fee Aging List' (Number: FDP415). The 'Options' tab is active, showing configuration settings. Under 'Configuration', the 'As Of Date' is set to 10/01/2013. Under 'Past Due Aging Periods', there are four input fields for Period 1, Period 2, Period 3, and Period 4, all of which are currently set to 0.

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.

Edupoint		Hope High School			Year: 2013-2014				
School District		Student Fee Aging List			Report: FDP415				
		As Of Date: 10/4/2013							
Hope High School									
LAB Lab Materials									
Name	Perm ID	Course	Transaction		Past Due				Total Due
			Date	Fee Amount	0 Days	30 Days	60 Days	90 Days	
Adair, Timothy S.	888821		10/04/2013	25.00	25.00				25.00
Adams, Billy A.	889314		10/04/2013	25.00	25.00				25.00
Adams, Sean B.	877340	FS41 - Culinary Arts 1	10/04/2013	15.00	15.00				15.00
Allen, Elizabeth	888019		10/04/2013	25.00	25.00				25.00
Allen, Ruby D.	888116		10/04/2013	25.00	25.00				25.00
Allen, Tammy	901931		10/04/2013	25.00	25.00				25.00
Allred, David A.	888126		10/04/2013	25.00	25.00				25.00
Alnas, Kelly M.	966707		10/04/2013	25.00	25.00				25.00
Alonso, Raymond G.	920153		10/04/2013	25.00	25.00				25.00
Amini, Margaret M.	871884		10/04/2013	25.00	25.00				25.00
Anderson, Marie	888734	FS41 - Culinary Arts 1	10/04/2013	15.00	15.00				15.00
Arellano, Lisa R.	904050	FS41 - Culinary Arts 1	10/04/2013	15.00	15.00				15.00
Armenta, Brian A.	903942		10/04/2013	25.00	25.00				25.00
Arnow, Wayne M.	873840	FS41 - Culinary Arts 1	10/04/2013	15.00	15.00				15.00
Ashoor, Carl S.	873507		10/04/2013	25.00	25.00				25.00
Baker, Michael I.	972425		10/04/2013	25.00	25.00				25.00
Balls, Richard A.	163180		10/04/2013	25.00	25.00				25.00

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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.

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

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.



Note: The FDP416 report can only accommodate nine payment methods headings across the report. If no payment method filters are selected, only the first nine payment methods will show on the report.

Hope High School				
		Hope High School		Year: 2013-2014
		Student Fee Daily Deposits		Report: FDP416
		Date Range: To:		
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

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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:

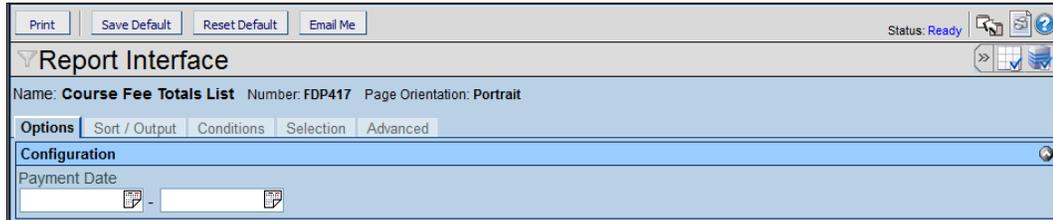


Figure 8.23 –Course Fee Totals List Report Interface

- **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 button.

Edupoint		Hope High School				Year: 2013-2014	
		Course Fee Totals List				Report: FDP417	
Hope 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	1875.00
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

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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:

The screenshot shows the 'Report Interface' for the 'Student Fee Refund Paid List' (Number: FDP418). The 'Options' tab is active, showing the following sections:

- Student Info:** Fields for Student ID, Last Name, First Name, Middle Name, and Grade.
- Fee Filters:**
 - Refund Code: Refund (Check), Refund (E-Check), Refund (ACH), Refund (Credit Card), Credit Card Send Transfer, Dropped Course Refund, Check Send Transfer, Waived.
 - Minimum Refund Amount: [Text Field]
 - Refund Date: [Date Range]
 - Scope of Fees to Include: Include fees for focus organization and focus year.
- Fee Codes:** A grid of checkboxes for various fee codes such as APF, FINES, LRF, PAPROM, PRKPMT, YRBOOK, BVEF, IAAP, MEALS, PDON1, PSAT, COURSE, LDLIBR, NEWS, PMEM, STAP, FAMAP, LDTEXT, NSF, and PRKFIN.
- Fee Categories:** Course, PTO/PTA/Booster, Meals, Required, Fines/Penalties, Blue Valley Education Foundation, Optional, Monthly, School, Installation.

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 [Refund Code](#) 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 [School Fee Codes](#) screen.
- **Fee Category**– only includes selected fee categories in the report. Fee categories are defined in the [Fee Category Lookup Table](#).

Edupoint		Hope High School				Year: 2013-2014		
		Student Fee Refund Paid List				Report: FDP418		
		All Orgs. - All Years						
Student Name	Perm ID	Grade	Fee Code	Description	Refund ID	Refund Date	Refund Code	Amount
Abbott, Billy C.	905483	12	BK	Lost Book: Algebra II		10/03/2013	NEEDS VALUES	\$35.00
Grand Total								\$35.00

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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.

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

The screenshot displays the 'Fees Collected Summary' report interface. At the top, there are buttons for 'Print', 'Save Default', 'Reset Default', and 'Email Me'. The status is 'Ready'. The report title is 'Fees Collected Summary' with number 'FDP601' and page orientation 'Portrait'. The 'Options' tab is active, showing several filter sections:

- Payment Methods:** A grid of checkboxes for various payment types such as Cash, Check, Credit/Debit Card, E-Check Send, E-Check Receive, Money Order/Cashier's Check, E-Check, E-Check NSF, ACH NSF, ACH Received at DO, Bankruptcy Fee Adj, Collections Fee Adj, Disaster Displaced, Dropped Course Refund, Credit Card Send Transfer, Fee Amt Adjustment, Fund Transfer, Insufficient Funds, Not Purchased, Prior Year Reversal, Prorated Discount - ADM, Prorated Discount - WDR, Received at DO, Send Transfer, Receive Transfer, Returned Property Fee Adj, Transfer Adjustment, and Uncollectible.
- Fee Filters:** Includes a 'Payment Date' field with calendar icons, a 'Scope of Fees to Include' dropdown menu set to 'Include fees for focus organization and focus year', and a note: '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:** A grid of checkboxes for numerous fee codes including APF - Activity Programming Fee 13-14 (...), BVEF - BV Ed Foundation Gift (\$30 req (...)), COURSE - Course Fee 13-14 BVH, FAMAP - Family Activity Pass 13-14 BVH, FINES - Fines/Holds 13-14 BVH, IAAP - Individual Adult Activity Pass (...), LDLIBR - Lost/Damaged Library Book 13-1 (...), LDTEXT - Lost/Damaged Textbook 13-14 BV (...), LRF - Learning Resources 13-14 BVH, MEALS - Meals - Minimum \$30.00 13-14 B (...), NEWS - Student Newspaper 13-14 BVH, NSF - NSF Check Charge 13-14 BVH, PAPROM - PTO After Prom 13-14 BVH, PDON1 - PTO/PTA Invest in BVHS 13-14 (...), PMEM - PTO/PTA Membership 13-14 BVH, PRKFIN - Parking Fine 13-14 BVH, PRKPMT - Parking Permit 13-14 BVH, PSAT - PSAT (10th and 11th grades onl (...), STAP - Student Activity Pass 13-14 BV (...), TSF - Technology Supply Fee 13-14 BV (...), and YRBOOK - Yearbook 13-14 BVH.
- Fee Categories:** A grid of checkboxes for categories like Course, Required, Optional, School, PTO/PTA/Booster, Fines/Penalties, Monthly, and Installment, along with Meals and 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 [School Fee Codes](#) screen.
- **Fee Category**– only includes selected fee categories in the report. Fee categories are defined in the [Fee Category Lookup Table](#).

		Edupoint School District Fees Collected Summary From: To: - All Orgs. - All Years		Year: 2013-2014 Report: FDP601	
Organization Name	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	TXT	40.00
	TRP	Field Trip	2013-2014	BUS	5.00
Total:					1,555.00
Hope 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.

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

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 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 [School Fee Codes](#) screen.
- **Fee Category**– only includes selected fee categories in the report. Fee categories are defined in the [Fee Category Lookup Table](#).

Organization Name	Payment Method	Payment Amount	Count
Adams Elementary			
	Cash	580.00	3
	Check	975.00	3
	Total	1,555.00	6
Hope High School			
	Cash	80.00	6
	Check	193.00	10
	Credit/Debit	105.00	3
	Total	378.00	19
	Grand Total	1,933.00	25

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Figure 8.30 –

Fee Code by Payment Method Report

Chapter Nine: SETTING SECURITY

In this chapter, the following topics are covered:

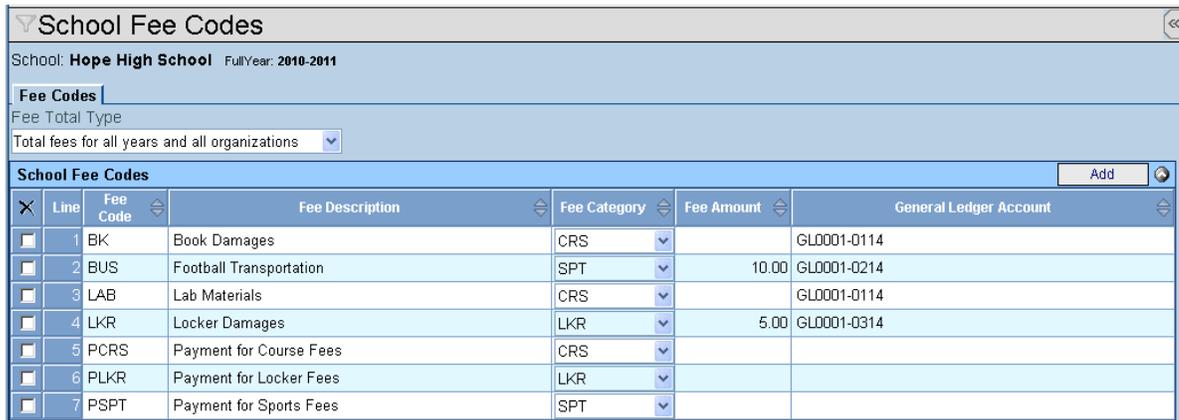
- ▶ [School Fee Codes Security](#)
- ▶ [Student Fees Security](#)
- ▶ [Fees Reports Security](#)

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:

K12.FeeInfo.Setup.SchoolFee



The screenshot shows the 'School Fee Codes' screen for 'Hope High School' in the '2010-2011' full year. It features a table with the following data:

Line	Fee Code	Fee Description	Fee Category	Fee Amount	General Ledger Account
1	BK	Book Damages	CRS		GL0001-0114
2	BUS	Football Transportation	SPT	10.00	GL0001-0214
3	LAB	Lab Materials	CRS		GL0001-0114
4	LKR	Locker Damages	LKR	5.00	GL0001-0314
5	PCRS	Payment for Course Fees	CRS		
6	PLKR	Payment for Locker Fees	LKR		
7	PSPT	Payment for Sports Fees	SPT		

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

The screenshot shows the 'Student Fees' interface for a student named Billy C. Abbott. It includes fields for student details and a summary of fees. Below is a table of the fee transactions shown in the screenshot.

Line	Transaction Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Note
1	11/09/2010	BK	Tom Cover: Great Ex	\$5.00		\$5.00	TXT	
2	11/16/2010	BK	Book Damages		\$5.00	\$0.00	PAY	
3	01/12/2011	UNF	Jersey/shorts fee	\$10.00		\$10.00	SPT	Fee: BSK - Basketball
4	01/12/2011	BBB	Transportation fee to	\$10.00		\$20.00	BUS	Fee: BSK - Basketball
5	01/13/2011	BK	Lost Book: Algebra II	\$45.00		\$65.00	TXT	

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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