

**Synergy**<sup>TM</sup>

Student Information System

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# ***Synergy SIS***<sup>TM</sup>

## **Fees – Standard Mode - Administrator and User Guide**



**Edupoint Educational Systems, LLC**

1955 South Val Vista Road, Ste 210

Mesa, AZ 85204

Phone (877) 899-9111

Fax (800) 338-7646

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# TABLE OF CONTENTS

<b>CHAPTER ONE: OVERVIEW &amp; SETTING UP FEES .....</b>	<b>7</b>
Overview of Fees.....	8
Defining Lookup Tables.....	11
Setting up the Fee Category table.....	11
Configuring District Fee Options.....	13
Disable fee check during No Show process.....	13
Setting the District Fee Total Type.....	14
Selecting the District Fee Model.....	15
Configuring Payment Services .....	15
Enabling online payments systems.....	15
Enabling fee payment through ParentVUE/StudentVUE.....	17
Defining School Fees .....	18
Entering School Fee Codes.....	18
Setting up Optional Fees .....	20
Entering optional School Fee Codes.....	20
<b>CHAPTER TWO: ASSIGNING FEES .....</b>	<b>23</b>
Assigning Fees en Mass .....	24
Mass assigning a fee.....	24
Assigning Fees to an Individual.....	30
Assigning a fee to a student .....	30
<b>CHAPTER THREE: ENTERING FEE PAYMENTS.....</b>	<b>31</b>
Entering Payments .....	32
Recording a payment to an individual fee .....	32
Recording a general payment .....	33
<b>CHAPTER FOUR: VIEWING FEE &amp; PAYMENT HISTORIES .....</b>	<b>34</b>
Viewing Fee History.....	35
Accessing the fee history .....	35
Viewing Fee System Transactions .....	35
Accessing the fee system history .....	35
<b>CHAPTER FIVE: RUNNING REPORTS .....</b>	<b>36</b>
To Access Reports .....	37
FEE201 – Student Fee Profile .....	38

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FEE401 – Student Fee List.....	40
FEE402 – Student Fee Collection List .....	42
<b>CHAPTER SIX: SETTING SECURITY .....</b>	<b>44</b>
School Fee Codes Security .....	45
Student Fees Security.....	46
Fees Reports Security .....	46
<b>INDEX .....</b>	<b>47</b>

# 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 documentation. The original Fees guide was broken into two separate guides for each mode.

## 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](mailto: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 Payment Services](#)
- ▶ [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 Standard fee mode.

Feature	Standard fee mode	Direct Payment fee mode
<b>Basic Features</b>		
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
<b>Advanced Features</b>		
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
<b>Payments</b>		
Payments in Synergy	Yes	Yes
Quick Payment in Synergy	No	Yes
Payment History	No	Yes
<b>ParentVUE Payments</b>		
Payschool Payment	Yes	Yes
Evalon Payment	Yes	Yes
UMB-ACH (e-check) Payment	No	Yes
SchoolPay Payment	Yes	Yes
ParentVUE shopping cart	No	Yes
<b>Synchronization</b>		
Course Fee Sync	No (uses Mass Assign)	Yes
Program Waiver Sync	No	Yes
Enrollment Fee Sync	No	Yes
Family Fee Cap Sync	No	Yes
<b>Reports – Individual</b>		
Student Fee Profile	Yes	Yes
Student Fee Receipt	No	Yes
<b>Reports – List</b>		
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
<b>Reports – List</b>		
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

The Fee Category table must be setup in Synergy SIS before you configure the rest of the fees options.

### 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	Year Start	Year End
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 drop-down 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**.

## CONFIGURING DISTRICT FEE OPTIONS

The following items should be configured at the district level.

- [Disable fee check during No Show process](#)
- [District Fee Total Type](#)
- [District Fee Model](#)

### 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.

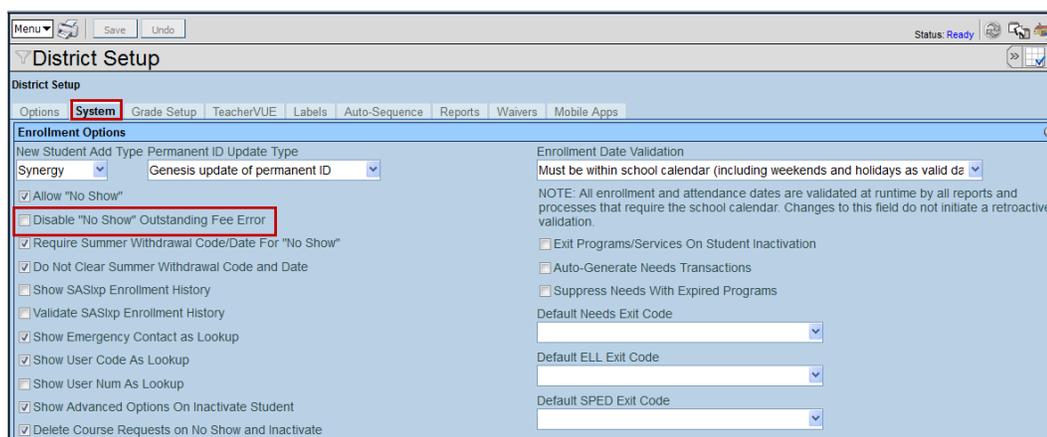


Figure 1.2 – District Setup Screen

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.

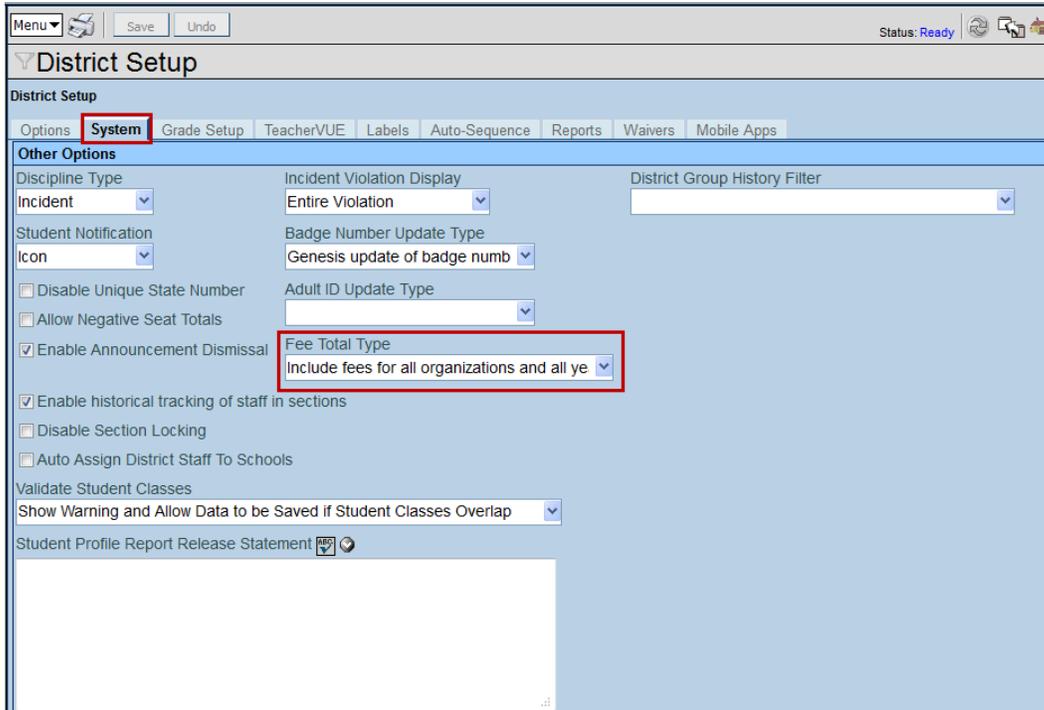


Figure 1.3 – District Setup Screen

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 Standard.

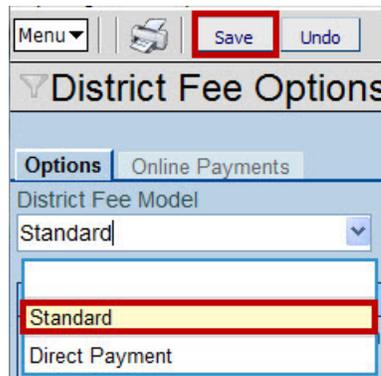


Figure 1.4 – District Fee Options Screen – District Fee Model field

3. Click **Save**.

## CONFIGURING PAYMENT SERVICES

You can give parents and students the ability to view student fees on ParentVUE and StudentVUE. If you 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.

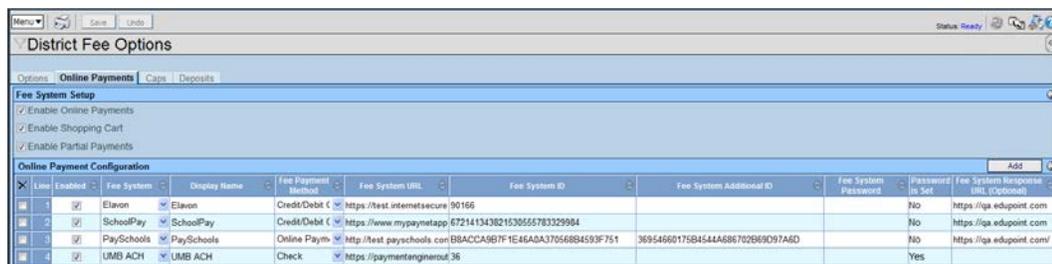


Figure 1.5 – District Fee Options screen – Online Payment tab

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.

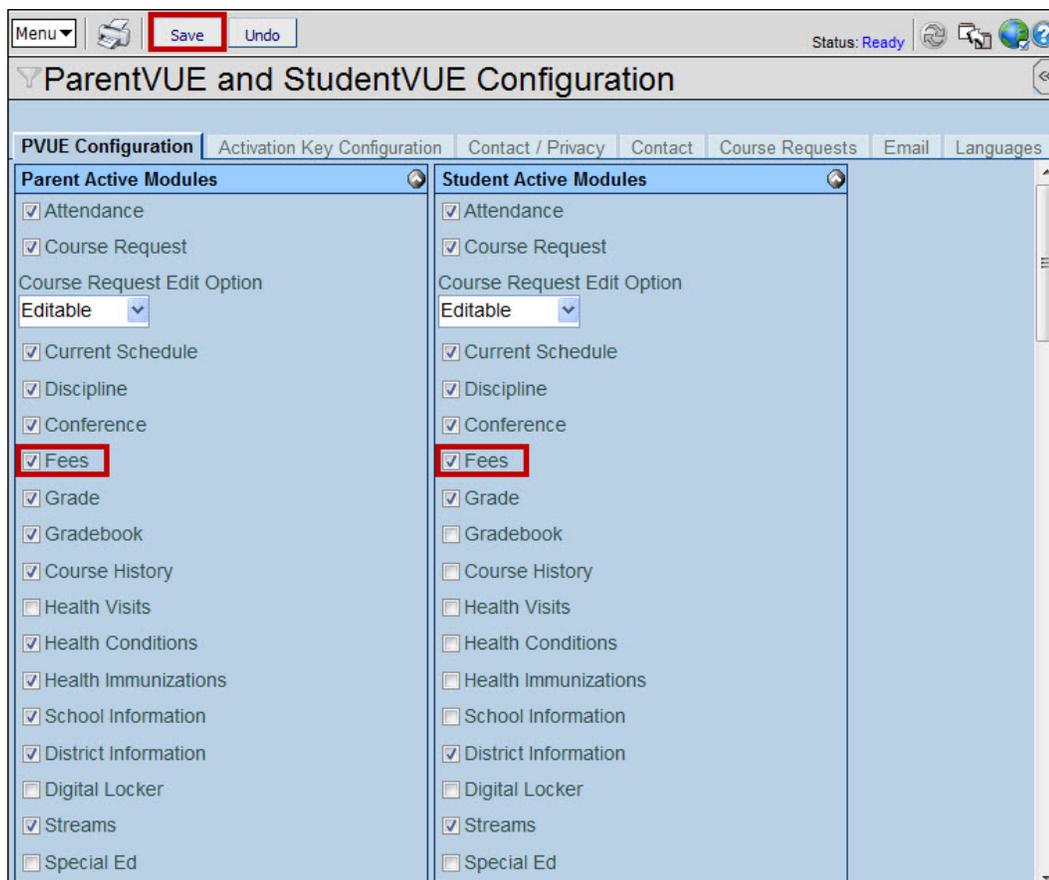


Figure 1.6 – ParentVUE and StudentVUE Configuration screen

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

# DEFINING SCHOOL FEES

Once you define the fee categories and configure 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.

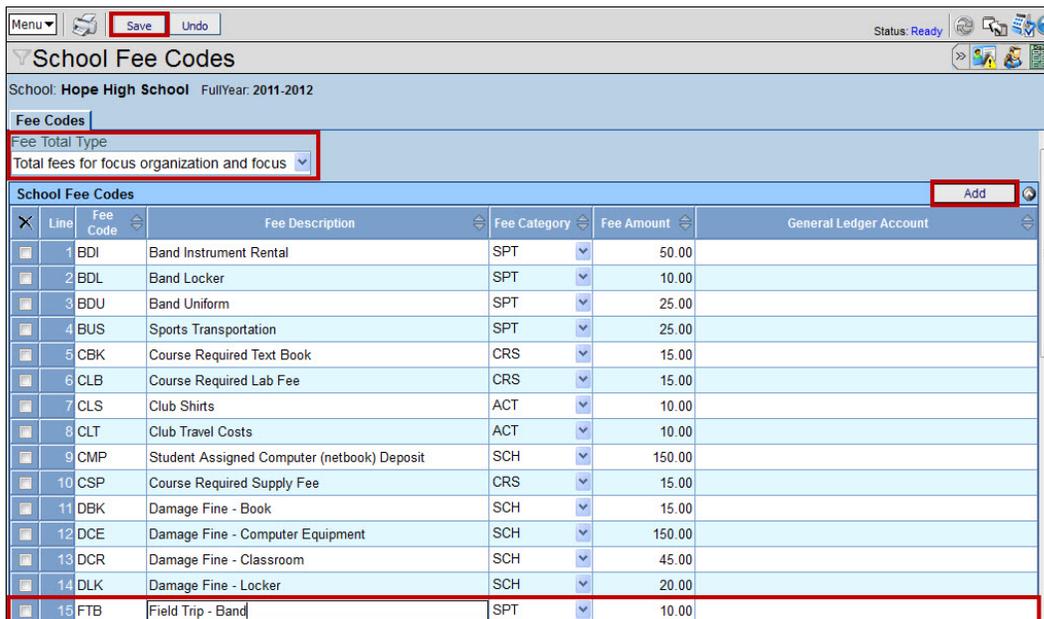
## Entering School Fee Codes

1. Navigate to **Synergy SIS > Fees - Standard > Setup > School Fee Codes**. The **School Fee Codes** screen displays.
2. In the **Fee Total Type** field, select how the fees will be displayed and summarized. The options include:
  - **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)



**Note:** The School Fee Total Type does not override the Fee Total Type set at the district level. If the Fee Total Type is changed at any school, it only changes it at that particular school, not at the district level.

3. Click **Add**.



Line	Fee Code	Fee Description	Fee Category	Fee Amount	General Ledger Account
1	BDI	Band Instrument Rental	SPT	50.00	
2	BDL	Band Locker	SPT	10.00	
3	BDU	Band Uniform	SPT	25.00	
4	BUS	Sports Transportation	SPT	25.00	
5	CBK	Course Required Text Book	CRS	15.00	
6	CLB	Course Required Lab Fee	CRS	15.00	
7	CLS	Club Shirts	ACT	10.00	
8	CLT	Club Travel Costs	ACT	10.00	
9	CMP	Student Assigned Computer (netbook) Deposit	SCH	150.00	
10	CSP	Course Required Supply Fee	CRS	15.00	
11	DBK	Damage Fine - Book	SCH	15.00	
12	DCE	Damage Fine - Computer Equipment	SCH	150.00	
13	DCR	Damage Fine - Classroom	SCH	45.00	
14	DLK	Damage Fine - Locker	SCH	20.00	
15	FTB	Field Trip - Band	SPT	10.00	

Figure 1.7 – School Fee Codes screen – Standard model

4. 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 Description** - the name of the School Fee Code.
- **Fee Category** - the fee group that this school fee should fall under. The fee category is set in the [Fee Category](#) Lookup table.
- **Fee Amount** - the standard price for this fee. This amount can be edited after it is assigned to a student or course.
- **General Ledger Account** - indicates if this fee should be associated with a specific general ledger account in an accounting system.

5. Click **Save**.



**Caution:** Be sure to include a payment type for each category of fees so that the fees and payments balance correctly. For example, if one of the categories used at the school is Course, add a School Fee Code for Payment of Course Fees.



Line	Fee Code	Fee Description	Fee Category	Fee Amount	General Ledger Account
BKD		Book Damages	CRS		GL0001-0114
BUS		Football Transportation	SPT	10.00	GL0001-0214
LAB		Lab Materials	CRS		GL0001-0114
LKR		Locker Damages	LKR	5.00	GL0001-0314
PCRS		Payment for Course Fees	CRS		
PLKR		Payment for Locker Fees	LKR		
PSP1		Payment for Sports Fees	SPT		

# 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. Parents and students can pay the optional fees or purchase the items through the ParentVUE and StudentVUE portals.

Fee Summary						
Balance that you owe: \$712.50						
Date	Fee Code	Description	Fees	Payments	Fee Category	Course
11/15/2011	CBK	Book Damages		\$5.00	Payment	
01/12/2012	CBK	Lost Book: Algebra II	\$45.00		Textbook	
03/01/2012	CBK	Book Damage: Invisible Man - spilled drink	\$15.00		Textbook	
03/08/2012	CBK	tom	\$5.00		Textbook	
03/08/2012	CBK	Damage			Textbook	
03/30/2012	LAB	Lab Materials	\$12.00		Textbook	AG31 - Animal Sci
03/30/2012	LAB	Lab Materials	\$35.00		Textbook	EN46 - Prin Eng III
05/01/2012	BUS	Fieldtrip Transportation	\$10.00		(BUS)	
05/04/2012	BDI	Band Instrument Rental	\$50.00		Sports	
05/04/2012	BDU	Band Uniform	\$25.00		Sports	
05/04/2012	BDL	Band Locker	\$10.00		Sports	
05/09/2012	BUS	Sports Transportation	\$25.00		Sports	
05/09/2012	LAB	test	\$500.00		(BUS)	
Totals:			\$732.00	\$5.00		

Figure 1.9 – ParentVUE Fees – Standard 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.

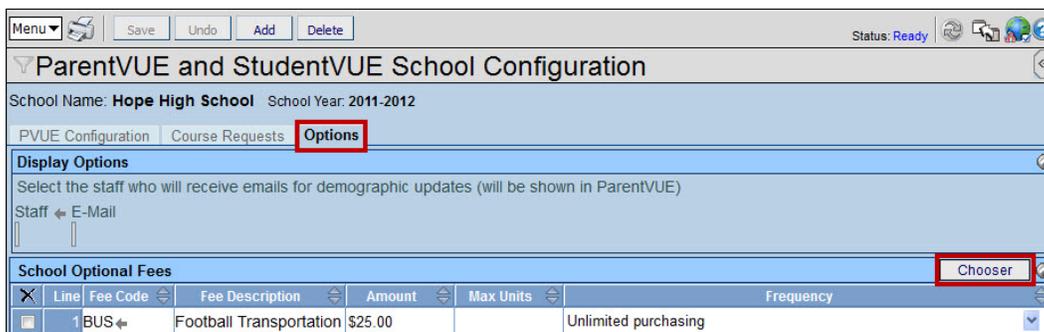


Figure 1.10 – ParentVUE and StudentVUE School Configuration

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

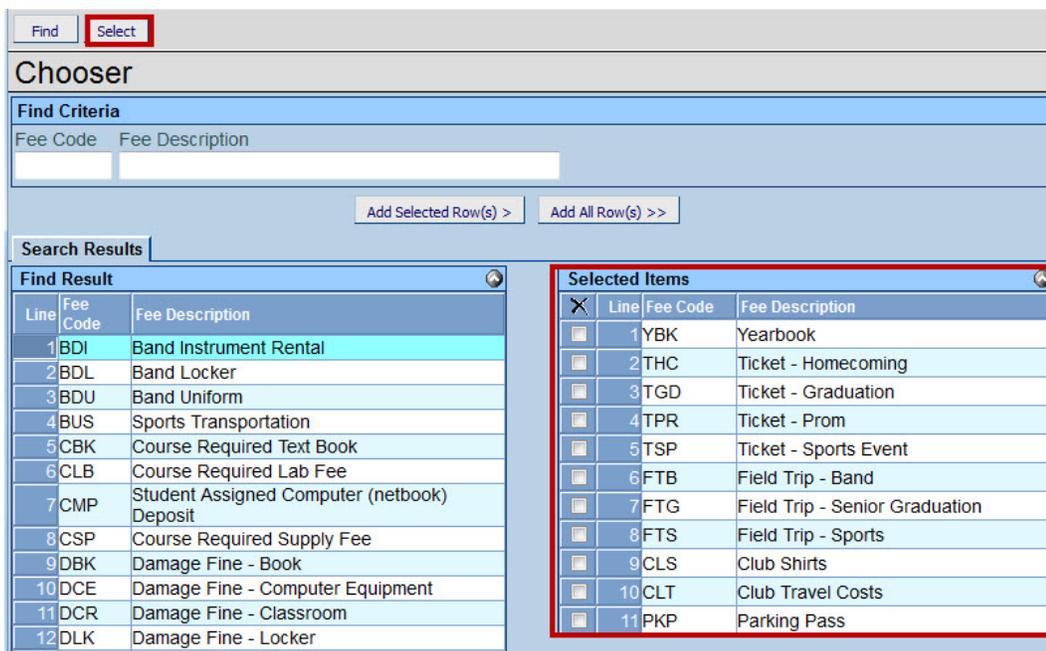


Figure 1.11 – Fees Chooser screen

- Find and select the appropriate optional fee types for your school.
- Click **Select**. The optional fees display on the **School Optional Fees** grid on the **ParentVUE and StudentVUE School Configuration** screen.

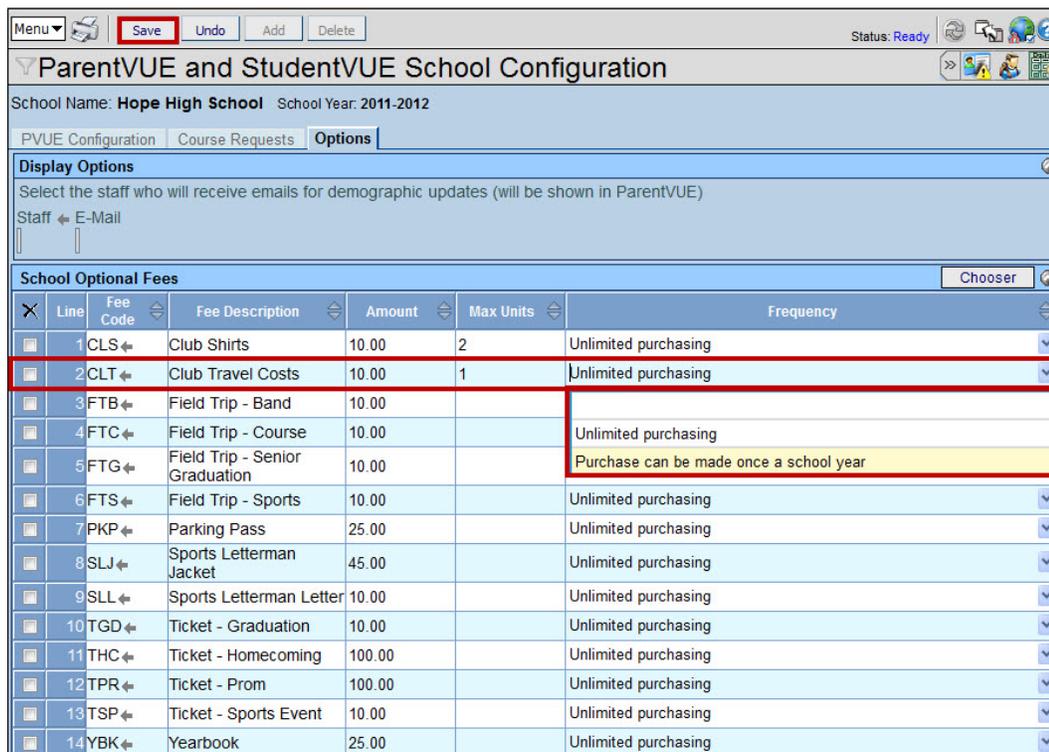


Figure 1.12 – School Course Fees tab - School Course screen

- 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 the School Fee Code.
  - **Amount** - the standard price for this fee. This amount can be edited here.
  - **Max Units** - 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** - 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 en Mass](#)
- ▶ [Assigning Fees to an Individual](#)

# ASSIGNING FEES EN MASS

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.

## Mass assigning a fee



**Note:** This process only runs while focused at an individual school. It does not run when focused on the district level. Only school-based fees are available for mass assignment.

1. Navigate to **Synergy SIS > Fees - Standard > Mass Assign Fees**. The **Mass Assign Fees** screen displays.

Figure 2.1 – Mass Assign Fees screen

2. In the **Action** field, select either to assign or un-assign fees.
3. Set the **Transaction Date**. This is the date the system assigns these fees.
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 **Chooser**. The **Chooser** screen displays.

Line	Fee Code	Fee Description	Fee Category
1	BUS	Sports Transportation	SPT
2	CBK	Course Required Text Book	CRS
3	CLB	Course Required Lab Fee	CRS

Line	Fee Code	Fee Description	Fee Category
1	BDI	Band Instrument Rental	SPT
2	BDL	Band Locker	SPT
3	BDU	Band Uniform	SPT

Figure 2.2 – School Fee Chooser screen

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

The screenshot shows the 'Mass Assign Fees' interface. At the top, there's a 'Menu' dropdown and a 'Status: Ready' indicator. The main section is titled 'Mass Assign' and includes fields for 'Action' (set to 'Assign Fees') and 'Transaction Date' (set to '09/25/2013'). Below this are two expandable sections: 'Process Validation' and 'Student School Processing'. 'Process Validation' includes a dropdown for 'Mass Assign Input Validation Rules' (set to 'Transaction Date / Fee Code / Mass Assign Indicator (Default)') and a 'Note' field. 'Student School Processing' has two checkboxes: 'Apply fees changes to students in their home school' (checked) and 'Apply fees changes to students in concurrent schools' (unchecked). A step indicator shows '1. Select Fee Codes' with the instruction 'Select the fee codes that will be applied to the selected students.' Below this is a 'Fee Codes' table with a 'Chooser' button. The table has columns for Line, Fee Code, Description, Fee Category, and Fees. The data rows are: Line 1, Fee Code BDI, Description Band Instrument Rental, Fee Category SPT, Fees \$50.00; Line 2, Fee Code BDL, Description Band Locker, Fee Category SPT, Fees \$10.00; Line 3, Fee Code BDU, Description Band Uniform, Fee Category SPT, Fees \$25.00. Below the table is section '2. Student Selection Criteria' with instructions: '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.' The 'Select Students By' section has a 'Gender' dropdown and a 'Grade' selector with checkboxes for 09, 10, 11, and 12. At the bottom are 'Courses' and 'Students' sections, each with a 'Chooser' button. The 'Students' section has a table with columns for Line, Perm ID, Student Name, Grade, and Gender.

Figure 2.3 – 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 the **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 12<sup>th</sup> graders.



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

Find

### Chooser

**Find Criteria**

Perm ID  Last Name  First Name  Middle Name  Suffix  Grade  Gender

**Search Results**

**Find Result**

Line	Perm ID	Last Name	First Name	Middle Name	Suffix	Grade	Gender
1	873813	Wachter	Douglas	Joseph		12	Male
2	888629	Waite	Ruth	A		11	Female
3	165646	Walbeck	Joan	Marie		10	Female
4	873975	Waldeck	Nicholas	R		12	Male
5	966551	Waldie	Donna	Jo		10	Female
6	151348	Walker	Angela	Kristine		10	Female
7	888039	Walker	Lawrence	William		11	Male
8	874559	Walker	Randy	G		10	Male
9	133910	Wallace	Andrew	K		10	Male
10	101258	Walsler	Bonnie	Anne		10	Female
11	925588	Walsh	Angela	F		10	Female
12	913434	Walsh	Doris	Franziska		10	Female
13	902991	Walsh	Russell	P		10	Male
14	888712	Waltemeyer	Paula	Jacquelyn		12	Female
15	874341	Walter	Paul	Samuel		12	Male
16	887709	Walz	Donald	E		11	Male
17	903451	Wamboldt	Albert	R		10	Male
18	873861	Wamboldt	Mary	L		12	Female
19	888166	Wamsley	Deborah	Dawn		11	Female

**Selected Items**

Line	Perm ID	Last Name	First Name	Middle Name	Suffix	Grade	Gender
1	905483	Abbott	Billy	C		12	Male
2	873985	Adams	Howard	Todd		12	Male
3	952357	Aguirre	Jason	Koerner		12	Male
4	963723	Barcus	Kenneth	Joseph		11	Male
5	148738	Barnes	Wanda			10	Female
6	910222	Castillo	Heather			12	Female
7	890774	Castillo	Steve	M		11	Male
8	914384	Cenatiempo	Shawn	S		10	Male
9	937048	Davis	Susan	Michele		10	Female
10	918452	Davis	Mark	Jerome		11	Male
11	940087	Garza	John	M		10	Male
12	874071	Gardner	Raymond	L		12	Male
13	118615	Ipsen	Anthony	Robert		10	Male
14	112046	Ibarra	Mark	Alejandro		12	Male
15	132614	Wallace	Johnny	N		10	Male
16	966548	Waldie	Lois	Leigh		12	Female

Figure 2.4 – Student Chooser screen

11. Find and select the appropriate student.
12. Click **Select**. The students display in the **Students** grid on the **Mass Assign Fees** screen.

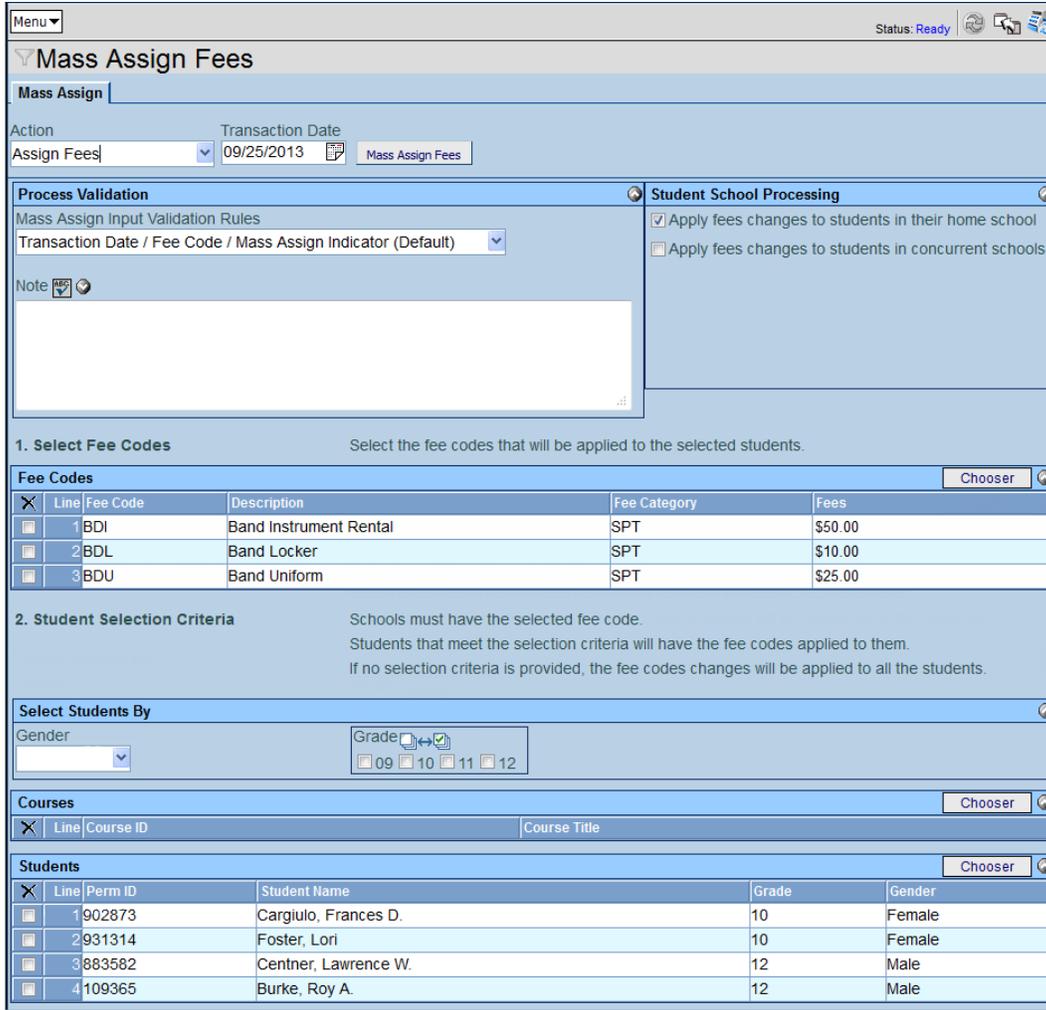


Figure 2.5 – Mass Assign Fees screen

13. Click **Mass Assign Fees**. The **Job Status** screen displays the job’s process. When the job is complete, a confirmation message displays and the fees appear on the appropriate students’ Student Fee screen.

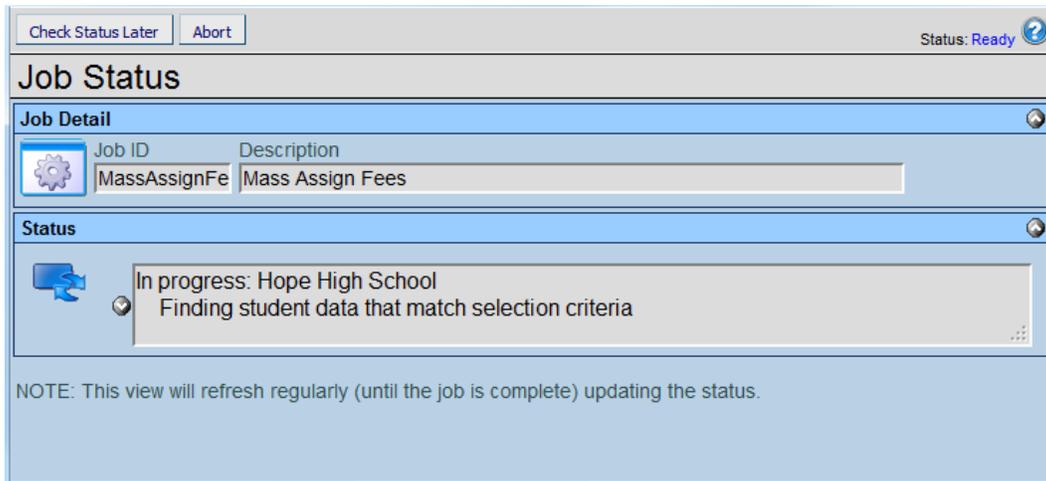


Figure 2.6 – Job Status screen

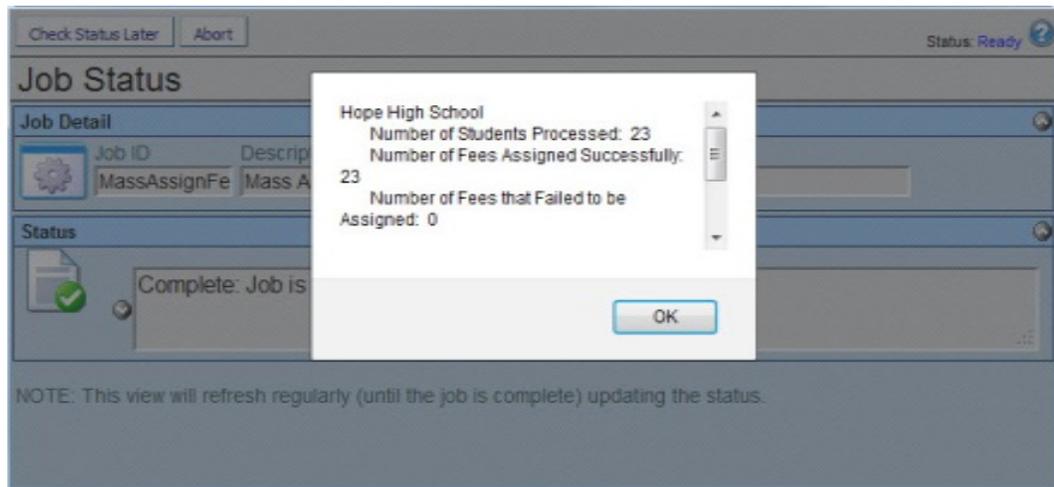


Figure 2.7 – Confirmation message

# ASSIGNING FEES TO AN INDIVIDUAL

## Assigning a fee to a student

1. Navigate to **Synergy SIS > Fees - Standard > Student Fees**. The **Student Fees** screen displays.

The screenshot shows the 'Student Fees' interface. At the top, there are navigation buttons (Menu, Save, Undo) and a status indicator 'Status: Ready'. Below this, the student's name 'Abrigo, Scott' and school 'Hope High School' are displayed. The 'Fees' section includes fields for Last Name, First Name, Middle Name, Suffix, Perm ID, Grade, and Gender. Below these are summary fields for Fees, Payments, and Balance, all showing \$0.00. A table titled 'Student Fees' is visible at the bottom, with columns for Line, Transaction Date, Fee Code, Description, Fee, Payments, Balance, Fee Category, and Note. A red box highlights the 'Add' button in the top right corner of the table.

Figure 2.8 – Student Fees screen – Add button

2. Find or scroll to the appropriate student record.
3. Click **Add**. A new row appears in the **Student Fees** grid.
4. Enter the appropriate information in the **Fee Information** group box.
  - **Transaction Date** - the date on which the fee was assigned or incurred.
  - **Fee Code** - the abbreviated School Fee Code. This value is set on the [School Fee Codes](#) screen.
  - **Description** - the standard description based on the fee code selected. This description can be edited.
  - **Fee** - the amount charged for this fee.
  - **Payments** - a payment made for this particular fee.
  - **Balance** - the remaining for this fee.
  - **Fee Category** - 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** - record any details or instructions related to this particular fee.
5. Click **Save**.

# Chapter Three: ENTERING FEE PAYMENTS

In this chapter, the following topics are covered:

- ▶ [Entering Payments](#)

# ENTERING PAYMENTS

A payment can be recorded against a specific fee. It also can be recorded as a general payment against the total balance.

## Recording a payment to an individual fee

1. Navigate to **Synergy SIS > Fees - Standard > Student Fees**. The **Student Fees** screen displays.
2. Find or scroll to the appropriate student record.

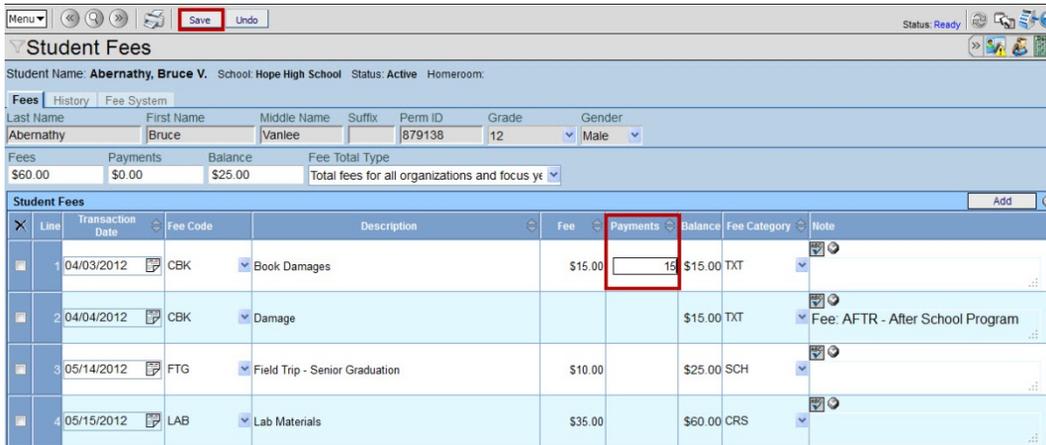


Figure 3.1 – Student Fees screen – Direct Payment model - Add button

3. Select the fee from the **Student Fees** grid.
4. Enter the amount of the payment received in the **Payments** column.
5. Click **Save**. The balance updates on the line item and on the student’s overall fee information.

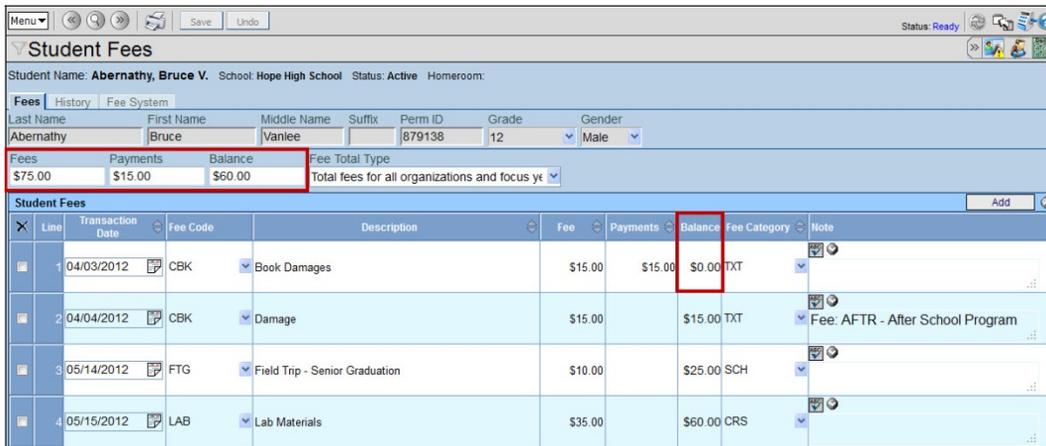


Figure 3.2 – Student Fees, Fee Added

## Recording a general payment

1. Navigate to **Synergy SIS > Fees - Standard > Student Fees**. The **Student Fees** screen displays.
2. Find or scroll to the appropriate student record.

The screenshot shows the 'Student Fees' screen for student Abernathy, Bruce V. The 'Fees' section shows a total fee of \$75.00 and a balance of \$60.00. The 'Student Fees' table has five rows. The 'Add' button is highlighted in red. A dropdown menu is open for the 'Fee Category' column of the fifth row, with 'PAY-Payment' selected and highlighted in red.

Line	Transaction Date	Fee Code	Description	Fee	Payments	Balance	Fee Category	Note
1	04/03/2012	CBK	Book Damages	\$15.00	\$15.00	\$0.00	TXT	
2	04/04/2012	CBK	Damage	\$15.00		\$15.00	PAY-Payment	After School Program
3	05/14/2012	FTG	Field Trip - Senior Graduation	\$10.00		\$25.00		
4	05/15/2012	LAB	Lab Materials	\$35.00		\$60.00		
5	5/16/2012		Fee Payment		\$60.00			

Figure 3.3 – Student Fees screen – Direct Payment model - Add button

3. Click **Add**. A row displays at the bottom of the **Student Fees** grid.
4. Enter the information for the payment in the row.
5. In the **Fee Category**, select the **Payment** option (if you have set a Payment option up in the [Lookup Tables](#).)
6. Click **Save**. The balance updates on the line item and on the student's overall fee information.

The screenshot shows the 'Student Fees' screen after a payment has been added. The 'Fees' section now shows a total fee of \$75.00 and a balance of \$0.00. The 'Student Fees' table has five rows. The 'Fee Category' for the fifth row is now 'PAY' and the balance is \$0.00. The 'Add' button is still visible.

Line	Transaction Date	Fee Code	Description	Fee	Payments	Balance	Fee Category	Note
1	04/03/2012	CBK	Book Damages	\$15.00	\$15.00	\$0.00	TXT	
2	04/04/2012	CBK	Damage	\$15.00		\$15.00	TXT	Fee: AFTR - After School Program
3	05/14/2012	FTG	Field Trip - Senior Graduation	\$10.00		\$25.00	SCH	
4	05/15/2012	LAB	Lab Materials	\$35.00		\$60.00	CRS	
5	05/16/2012	FTG	Fee Payment		\$60.00	\$0.00	PAY	

Figure 3.4 – Student Fees, Fee Added

# Chapter Four: VIEWING FEE & PAYMENT HISTORIES

In this chapter, the following topics are covered:

- ▶ [Viewing Fee History](#)
- ▶ [Viewing Fee System Transactions](#)

## VIEWING FEE HISTORY

The History tab of the Student Fees screen shows the student's fees for all school and all years. Each line item fee shows the transaction date, fee code, description, the fee, any payments, fee category, notes, as well as the associated school and year.

### Accessing the fee history

1. Navigate to **Synergy SIS > Fees - Standard > Student Fees > History** tab.
2. Find or scroll to the appropriate student record.

Line	Transaction Date	Fee Code	Description	Fees	Payments	Fee Category	Note	School	School Year
1	03/01/2010	TXT	Torn cover	\$5.00		TXT		Hope High School	2009-2010
2	03/15/2010	TXT	Payment		\$5.00 PAY			Hope High School	2009-2010

Figure 4.1 – 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 - Standard > Student Fees > Fee System** tab.
2. Find or scroll to the appropriate student record.

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			

Figure 4.2 – Student Fees History Screen

# Chapter Five: RUNNING REPORTS

In this chapter, the following topics are covered:

- ▶ [Accessing Reports](#)
- ▶ [FEE201 – Student Fee Profile](#)
- ▶ [FEE401 – Student Fee List](#)
- ▶ [FEE402 – Student Fee Collection List](#)

## Accessing Available Reports

The following reports are available in Standard mode:

- [FEE201 – Student Fee Profile](#)
- [FEE401 – Student Fee List](#)
- [FEE408 – Fee by Class](#)

### To Access Reports

1. Navigating to **Synergy SIS > Fees - Standard > 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 **Print**. The report displays as a PDF file, which you can then send 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*.

## FEE201 – 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 Fee201 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:

The screenshot displays the 'Report Interface' for the 'Student Fee Profile' (Number: FEE201, Page Orientation: Portrait). The 'Options' tab is selected, showing the following configuration:

- Student Info:** Perm ID, Gender, Last Name, First Name, Middle Name, Grade.
- Options:** Sort and Display by Organization (checkbox).
- Fee Filters:** Transaction Date, Scope of Fees to Include (Include fees for focus organization and focus year).
- Fee Codes:** Fee Code dropdown, checkboxes for BK, BND, BUS, LAB, LKR, PE, PKP, YBK.
- Fee Categories:** Fee Category dropdown, checkboxes for Lab Fee, Payment, Parking Permit, Yearbook, Bus Transportation, PE Locker, Locker, Sports, Textbook.

Figure 5.1 – 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.
- **Sort and Display by Organization** – sorts the report by school name.

- **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.
- **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	Fees	Payments	Waived	Refund Needed	Refund	Balance	
11/06/2012		BK	Tom Cover: Great Expectations		5.00	5.00				0.00	
Payment Date	Trans. ID	Payment Method	Payment Note	Status	Payment Amount						
08/30/2012	19	Cash		Successful	5.00						
						5.00					
11/13/2012		BK	Book Damages		0.00					0.00	
		Trans. ID		Status	Payment Amount						
01/10/2013		BK	Lost Book: Algebra II		45.00	0.00	45.00	50.00	50.00	0.00	
		Trans. ID		Status	Payment Amount						
<b>Totals:</b>					50.00	5.00	45.00	50.00	50.00	0.00	

Printed by Admin User at 09/25/2012 4:44 PM      Edupoint School District      Page 1 of 1

Figure 5.2 – Student Fee Profile Report

## FEE401 – 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: FEE401, Page Orientation: Portrait). The 'Options' tab is active, showing several filter sections:

- Student Info:** Grade filter with two dropdown menus.
- Fee Filters:** Transaction Date (calendar icon), Balances To Include (All Balances), and Scope of Fees to Include (include fees for all organizations and all years).
- Fee Codes:** A grid of checkboxes for various fee codes such as 414 - District Course, APF - Activity Programming Fee 12-13 (...), BVEF - BV Ed Foundation Gift (\$30 req (...)), COURSE - Course Fee BVH 12-13, FAMES - Family Activity Pass 12-13 BVH, FINES - Fines/Holds 12-13 BVH, IAAP - Individual Adult Activity Pass (...), LDLIBR - Lost/Damaged Library Book 12-1 (...), LDTEXT - Lost/Damaged Textbook 12-13 BV (...), LRF - Learning Resources 12-13 BVH, MEALS - Meals - Minimum \$30.00 12-13 (...), NEWS - Student Newspaper 12-13 BVH, NSF - NSF Check Charge 12-13 BVH, PAPROM - PTO After Prom 12-13 BVH, PDON1 - PTO/PTA Donation (\$75 suggeste (...)), PMEM - PTO/PTA Membership 12-13 BVH, PRKFIN - Parking Fine 12-13 BVH, PRKPMT - Parking Permit 12-13 BVH, PSAT - PSAT (10th and 11th grades onl (...)), STAP - Student Activity Pass 12-13 BV (...), TSF - Technology Supply Fee 12-13 BV (...), and YRBOOK - Yearbook 12-13 BVH.
- Fee Categories:** Checkboxes for Course, Required, Optional, School, PTO/PTA/Booster, Fines/Penalties, Monthly, Installment, Meals, and Blue Valley Education Foundation.

Figure 5.3 – 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 Student Fee List				Year: 2012-2013 Report: FEE401			
Student Name	Perm ID	Gender	Grade	Total Fees	Total Payments	Total Waived	Retard Needed	Total Refunds	Balance
Acoria, John A.	150265	Male	11	295.00	0.00	185.00	0.00	0.00	100.00
Acuria, Kenne H D.	110412	Male	10	295.00	0.00	178.57	0.00	0.00	116.43
Adair, Alan W.	871626	Male	11	290.00	0.00	150.00	0.00	0.00	140.00
Adair, Diane N.	903912	Female	10	312.00	0.00	225.57	0.00	0.00	86.43
Adair, Timothy S.	889621	Male	11	245.00	0.00	150.00	0.00	0.00	95.00
Adams, Albert L.	889644	Male	11	248.00	0.00	150.00	0.00	0.00	98.00
Adams, Bruce	142724	Male	10	245.00	0.00	150.00	0.00	0.00	95.00
Adams, Larry A.	889314	Male	11	245.00	0.00	150.00	0.00	0.00	95.00
Adams, Martin C.	887623	Male	11	270.00	0.00	150.00	0.00	0.00	120.00
Adams, Stephen J.	901622	Male	10	295.00	0.00	150.00	0.00	0.00	105.00
Adamski, Alan M.	872035	Male	10	295.00	0.00	150.00	0.00	0.00	105.00
Atkins, Ryan C.	924037	Male	10	245.00	0.00	150.00	0.00	0.00	95.00
Aguiar, Bobby J.	943822	Male	10	295.00	0.00	150.00	0.00	0.00	105.00
Agullar, Carolyn C.	902692	Female	10	295.00	0.00	150.00	0.00	0.00	105.00
Agullar, Stephen A.	108367	Male	11	290.00	0.00	150.00	0.00	0.00	140.00
Agutter, Mary R.	952375	Female	11	265.00	0.00	150.00	0.00	0.00	115.00
Ahrlson, Jack M.	888112	Male	11	245.00	0.00	150.00	0.00	0.00	95.00
Ahrlson, Linda K.	120451	Female	10	295.00	0.00	150.00	0.00	0.00	105.00
Ahrlson, Karen L.	902998	Female	10	295.00	0.00	150.00	0.00	0.00	105.00
Akagawa, Adam H.	165923	Male	11	310.00	0.00	150.00	0.00	0.00	160.00
Ake, Joshua J.	889794	Male	11	245.00	0.00	150.00	0.00	0.00	95.00
Akin, Andrea E.	902875	Female	10	395.00	0.00	150.00	0.00	0.00	205.00
Alicon, Frank	889651	Male	10	275.00	0.00	150.00	0.00	0.00	125.00
Alicazar, Eugene	141696	Male	10	300.00	0.00	150.00	0.00	0.00	150.00
Alicazar, Eugene A.	141517	Male	10	295.00	0.00	150.00	0.00	0.00	105.00
Alder, Brenda I.	967589	Female	10	295.00	0.00	150.00	0.00	0.00	105.00
Alexander, Joseph J.	901626	Male	10	272.00	7.00	150.00	0.00	0.00	115.00
Ayer, Phyllis A.	149884	Female	10	252.00	0.00	150.00	0.00	0.00	102.00
Allen, Aaron L. JR	992938	Male	10	312.00	0.00	150.00	0.00	0.00	162.00
Allen, Andrea	904134	Female	10	252.00	0.00	150.00	0.00	0.00	102.00
Allen, Donald J.	883223	Male	10	252.00	0.00	150.00	0.00	0.00	102.00
Allen, Elizabeth	889019	Female	11	245.00	0.00	150.00	0.00	0.00	95.00
Allen, Eugene C.	887238	Male	11	245.00	0.00	150.00	0.00	0.00	95.00
Allen, Jeremy S.	879216	Male	10	252.00	0.00	150.00	0.00	0.00	102.00
Allen, Judith D.	903040	Female	10	252.00	0.00	150.00	0.00	0.00	102.00
Allen, Karen	891589	Female	11	245.00	0.00	150.00	0.00	0.00	95.00
Allen, Ruby D.	888116	Female	11	245.00	0.00	150.00	0.00	0.00	95.00
Allen, Sandra E.	901631	Female	10	272.00	0.00	150.00	0.00	0.00	122.00
Allen, Tammy	901931	Female	10	252.00	0.00	150.00	0.00	0.00	102.00
Allen, Diane B.	901507	Female	10	252.00	0.00	150.00	0.00	0.00	102.00
Allinder, Benjamin R.	887820	Male	11	245.00	0.00	150.00	0.00	0.00	95.00
Allison, Kenne H B.	952737	Male	11	270.00	0.00	150.00	0.00	0.00	120.00
Allred, David A.	888126	Male	11	245.00	0.00	150.00	0.00	0.00	95.00
Almas, Kelly M.	966707	Female	11	245.00	0.00	150.00	0.00	0.00	95.00
Alonso, Raymond G.	920153	Male	11	270.00	0.00	150.00	0.00	0.00	120.00
Alston, Douglas G.	901639	Male	10	252.00	0.00	150.00	0.00	0.00	102.00

Figure 5.4 – Student Fee List Report

## FEE402 – 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 5.5 – 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](#).

Date		Code	Category	Description	Course	Fees	Payments	Waived	Refund	Balance																		
10/19/2012		240	GYM	PElocker fee	-	\$7.00	\$0.00	\$0.00	\$0.00	\$7.00																		
<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;">Payment Date</td> <td style="width: 25%;">Payment Method</td> <td style="width: 50%;">Payment Notes</td> <td style="width: 10%; text-align: right;">Amount</td> </tr> <tr> <td colspan="3"></td> <td style="text-align: right;">Sub Total:</td> </tr> <tr> <td colspan="6" style="text-align: right;">Totals:</td> <td>\$7.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$7.00</td> </tr> </table>										Payment Date	Payment Method	Payment Notes	Amount				Sub Total:	Totals:						\$7.00	\$0.00	\$0.00	\$0.00	\$7.00
Payment Date	Payment Method	Payment Notes	Amount																									
			Sub Total:																									
Totals:						\$7.00	\$0.00	\$0.00	\$0.00	\$7.00																		

Figure 5.6 – Student Fee List Report

# Chapter Six: SETTING SECURITY

In this chapter, the following topics are covered:

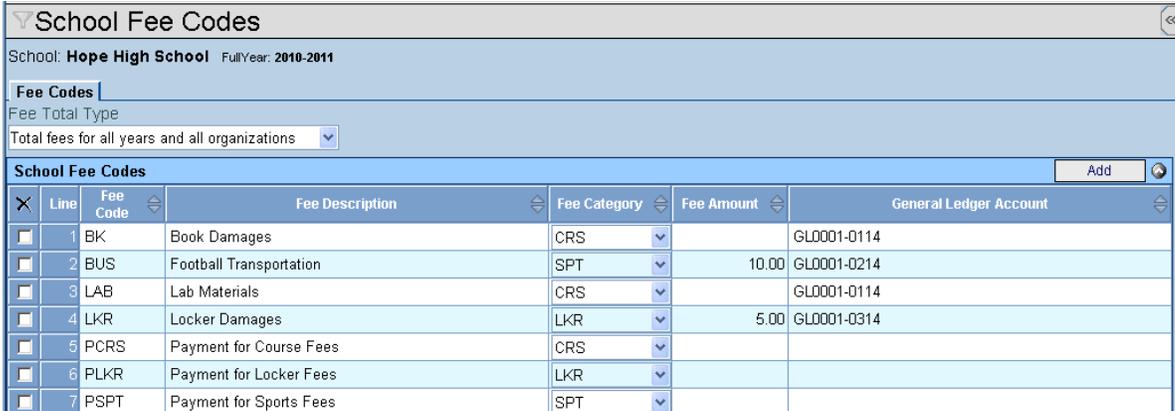
- ▶ [School Fee Codes Security](#)
- ▶ [Student Fees Security](#)
- ▶ [Fees Reports Security](#)

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 - Standard > Setup, is controlled by this security node:

### K12.FeeInfo.Setup.SchoolFee



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 6.1 – 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

**Student Fees**  
 Student Name: **Abbott, Billy C.** School: Hope High School Status: Active Homeroom: 231

**Fees** | History

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

Fees: **\$70.00** Payments: **\$5.00** Balance: **\$65.00** Fee Total Type: **Total fees for focus organization and year**

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 6.2 – 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 only to use the PAD tree security to control access to reports.

# INDEX

- District Fee Model
  - selecting, 15
- District Fee Options
  - configuring, 13
- Fee Category table
  - setting, 11
- Fee History
  - Accessing, 35
  - Viewing in Standard model, 35
- Fee System History
  - Accessing, 35
- Fee System Transactions
  - Viewing, 35
- Fee Total Type
  - setting, 14
- FEE201
  - Student Fee Profile, 38
- FEE401
  - Student Fee List, 40
- FEE402
  - Student Fee Collection List, 42
- Fees
  - overview, 8
- Lookup Tables
  - defining, 11
- Online payments systems
  - enabling, 15
- Optional Fees
  - setting up, 20
- ParentVUE/StudentVUE
  - Enabling fee payment, 17
- payment
  - recording for individual fee, 32
  - recording general payment, 33
- Payment Services
  - enabling, 15
- Payments
  - Entering in Standard model, 32
- Reports
  - Accessing, 37
- School Fee Codes
  - entering, 18
  - entering optional, 20
- School Fees
  - Defining, 18
- Security
  - Fee Reports, 46
  - School Fee Codes, 45
  - Student Fees, 46
- Standard model
  - mass assign fee, 24
- student
  - assigning fees to, 30
- Student Fee Collection List
  - FEE402, 42
- Student Fee List
  - FEE401, 40
- Student Fee Profile
  - FEE201, 38