

Chapter 6

FEES

6.1 OVERVIEW

The Fee Accounting module tracks assessment and payment of general, course and miscellaneous student fees. The screens, reports and batch jobs listed below are included in the Fee Accounting module.

6.1.1 Screens

FEES On-line Student Fees Screen for Display and Maintenance

6.1.2 Reports

R108 Student Fee Collection List/Fees Receipts
 (P405: Common Text for Student Fee Receipt)
 (P406: Heading for Student Fee Receipt)

After all general fees and/or class fees are entered into P303 and/or P304, R108 may be generated. If you are generating R108 prior to the creation of fee records by B125, set the P030 "FEES_ACCOUNTING" flag to "N". Density should be high if you wish to print the report on narrow paper. If you wish to produce the report which lists all fees owed by each student, enter "Y" at the "print student fees collection list?" field. If you wish to produce the student fees receipt, enter "Y" at this field. (This prints two receipts per page at 8 lines per vertical inch.) NWOCA can print these on half-sheet perfed paper.

R109	Student Fee Detail Report
R110	Student Fee Summary Report
R111	Student Fee Payment Report

6.1.3 Batch Jobs

B125	Batch Creation of Student Fees
B126	Batch Creation of P149

B125 is processed after scheduling is completed for the applicable school year/term. This batch job is executed after B105 is run to advance the school into the new school year and create CLIS record.

The B125 batch job is used to create student fee records based on schedules and fees defined in P303 and P304 (General and Class fees). Student fee records can be displayed individually on the FEES screen.

Miscellaneous fees can be added to student fee records on the FEES screen. R108 - Student Fee Collection List/Fee Receipt can be used to generate fee receipts for each student when all fees have been added. R110 - Student Fee Summary Report can be used to produce a summary of all fees assessed for the school year.

Fees are automatically generated for students who enroll in school after Class List Records are generated. When a student enrolls in the school or withdraws from the school, general fees are debited or credited based on the fee proration code and the course start date.

Payment information can be entered on the FEES screen for each student who makes a payment. Partial, full, waiver and refund payments can be recorded.

R111 - Student Fee Payment Report can be generated to provide a detailed listing of all payment information. R109 - Student Fee Detail Report produces a detailed of all fee and payment information. B126 - Batch Creation of Student ID Table can be processed to create a P149 version can then be used with various reports.

If you DO NOT want to use the full Fee Accounting module, R108 can be used to print general and course fees owed for a school year. R108 produces the report and prints the assigned fees information but does NOT store the information within the system.

6.1.4 Parameters

P030 - Process Codes
Keyword "FEES_ACCOUNTING" Must be Set to "Y"

P105 - School Terms
Term beginning and ending dates must be defined.

P303 - General School Fees

P304 - Class Fees

P315 - Proration Tables
Fee proration rates used to access or refund fees for student enrolling or withdrawing after the first day of school must be defined.

P316 - Miscellaneous Fees

P317 - Accounting Codes

P405 - Common Text for Student Fee Receipt

P406 - Heading for Student Fee Receipt

6.2 STUDENT FEES

This screen is used in connection with the Fee Accounting module to display and maintain fee information for each student attending the school. Fees will be updated to this screen by B125, STUD, and SCHE. Fees will also be updated whenever a student is added or withdrawn from a course or school using CLIS, IMAD, IMMD, REQU or SLIS.

FEES can be used to:

- Display information relating to general, course and misc. fees
- Add misc. fees
- Record partial or full payments of a fee
- Waive a fee
- Record a fee refunded
- Change payment information (reference number or amount)
- Delete payment information for any payment with a corresponding Payment Type of "R", "P", or "W".
Payment records with a payment type of "D" CANNOT be deleted.

Once the student ID and school year have been entered, fee information will be displayed for the student. General and course fee records are updated by B125, STUD and SCHE and CANNOT be changed or deleted. Misc. fees can be

added through this screen. Once added, they CANNOT be changed or deleted. To reverse a fee, the user must enter a Waiver Payment record.

Payments can be added corresponding to full or partial payment of fees outstanding. Full payments entries allow the user to simply enter the payment date and reference number - the screen will automatically generate payment records for each outstanding fee. Partial payment entries allow the user to enter payment records for selected fees.

6.2.1 FEES Screen

```
-----  
| SIS - FEES                               Sample City Elementary           FEB 09, 1994  
| [DISPLAY]                               FEE ACCOUNTING                09:15 AM  
|                                           M-12-A-93/94-88-F  
| STUDENT ID: 94001                       FARQUHAR, JAMIE                 SCHOOL YR: 94/95  
| ----- FEES ----- PAYMENTS -----  
|   FEE  CRSE  SEC  DATE          DESC          AMT  DATE          REF T AMT  
| 1   1                SEP 01, 1994  BOOK          10.00  SEP 01, 1994  123 P 10.00  
| 2   2   101   1   SEP 15, 1994  SUPPLIES     5.00  SEP 15, 1994  836 P  5.00  
| 3  
| 4  
| 5  
| 6  
| 7  
| 8  
| 9  
|10  
|11  
|12  
|13  
|14  
|   ** BALANCE:      0.00          TOTAL FEES:      15.00          TOTAL PMTS: 15.00  
|  
| Command: DISPLAY  
| Message:  
|-----
```

Student ID Enter a student ID, to indicate the student for which you wish to display fee information.

NOTE: The following fields contain information pertaining to fees which have been charged to a student. General and course fee records are updated by B125, STUD and SCHE and CANNOT be changed or deleted. Misc. fees can be added through this screen. Once added, they CANNOT be changed or deleted.

Fee Type Enter 1, 2, or 3 to indicate which type of fee you wish to begin displaying. Press <RETURN> to display all fees.

Fee Type	Description
1	General Fees
2	Course Fees
3	Misc. Fees

Course/Sec No If the fee displayed is a course fee, the course and section number corresponding to the fee, as defined in P304 is displayed.

Date The date the applicable fee was added is displayed.

Description The fee description, as defined in P303, P304 or P316 will be displayed.

Amount The amount of the fee, as defined in P303, P304 or P316 will be displayed. If you are adding a misc. fee, the ability to override the fee amount defined is provided.

NOTE: The following four fields contain information pertaining to payments which have been made corresponding to the above fees.

Date Enter a date to indicate the date payment was made. The current date is displayed as the default date.

Ref. Number Enter up to 6 alphanumeric characters to indicate a reference number, eg., credit memo number, check number, etc. Leave this field blank if you do not wish to store a reference number corresponding to this payment record.

Payment Types: Enter one of the following:

P	Payment - Received cash or check from student in partial or full payment of fee.
W	Waiver - Full or partial amount of fee is waived.
D	Drop - This payment type is automatically entered by the system whenever a student withdraws from a course (or from school).
R	Refund - Issued a refund for all or part of the fee.
Amount	Enter a number to indicate the amount of the payment. The amount corresponding to payment type "D" is automatically calculated based on the withdrawal proration code indicated for the fee in P303 or P304.
Balance	The balance which is owed by/to the student is displayed.
Total Fees	The total fees which have been charged to the student is displayed.
Total Payments	The total payments which have been entered in connection with the student are displayed.

6.2.2 Print Screen Functions for FEES Screen

Another option on the FEES screen is the ability to print individual student fee invoices directly from the screen to either a slaved or queued printer, depending on the PQUE "PS" print queue assignment. To produce a print screen of the student's fees, the operator must first display the student's fee information.

PRINT	Type PRINT at the "Command" line to cause the contents of the FEES screen to print.
PRINT/FULL	If the student's fee information fills more than one screen, type this command at the "Command" line to produce a full printout of the student's fees.
CTRL/P	Type this command anywhere on the screen, and the current student's fees screen information will be printed.

6.3 R108 - STUDENT FEE COLLECTION LIST/FEE RECEIPT

This report is used to generate a Student Fee Collection List to be used as an aid by the school in collecting general and course related fees. In addition, it can be used to generate fee receipts which can be handed out to each applicable student.

NOTE: Use P405 to enter a message to be printed on each fees receipt. Use P406 to enter a heading for the fees receipt.

NOTE: This report can be generated regardless of whether or not your school is using the Fee Accounting Module.

NOTE: Entries to "Include General School Fees" and "Include Class Fees" prompts are ONLY required if you are NOT using the Fee Accounting Module to capture fees and payments.

6.4 R109 - STUDENT FEE DETAIL REPORT

This report is used to generate a detailed listing of the fees which have been assessed for each applicable student. Detail information can be printed based on general fees, course fees, misc. fees or a combination of the three. Additionally, the option to include payment information on the report is also provided.

6.5 R110 - STUDENT FEE SUMMARY REPORT

This report is used to generate a summary by student of all fees which are currently outstanding in the current school year. Fees will be summarized, broken out and reported for each student in the following categories: general fees, course fees, misc. fees and total fees. Overall totals will also be printed based on the above summary.

6.6 R111 - STUDENT FEE PAYMENT LIST

This report is used to generate a listing of payments received from each applicable student. Payment information can be printed based on general fees, course fees, misc. fees or a combination of the three. Additionally, the option to include payment information for fees which have been waived or for students who have withdrawn from the school or a course, is also provided.

6.7 B125 - BATCH CREATION OF STUDENT FEES

This batch job is used to assess and create general and/or course related fees for the specified school year and term range. B125 can be processed for the current school year and for active students or for an upcoming year for both

6.10 P304 - CLASS FEES

```

-----
SIS - P304                Sample City Elementary                FEB 09, 1994
[DISPLAY]                School Control Parameters                09:15 AM
                          Class Fees
  
```

Course	Fee	From	To	Fee	Proration	Code	Acct		
ID:	Sec:	Code:	Year:	Year:	Fee Text:	Amount:	AD:	WD:	Code:
1 105	0	1	89/90		LAB	20.00	2	4	1
2 106	0	1	89/90		LAB	20.00	2	4	1
3 107	0	1	89/90		LAB	20.00	2	4	1
4 108	0	1	89/90		LAB	20.00	2	4	1
5 202	0	1	89/90		WKBK/MAG	18.50	1	3	2
6 203	0	1	89/90		WKBK/MAG	18.50	1	3	2
7 205	0	1	89/90		WKBK/MAG	17.75	1	3	2
8 205	0	2	89/90		NOVEL	11.00	1	3	2
9 208	0	1	89/90		WKBK	10.00	1	3	2
10 209	0	1	89/90		WKBK	10.00	1	3	2
11 211	0	1	89/90		WKBKS	11.50	1	3	2
12 212	0	1	89/90		WKBKS	14.00	1	3	2

(MORE)

Command: DISPLAY

Message:

1. If the fee should apply to all sections of a given course, enter section "0" (zero).
2. The "Fee Code" can be "1" in all records, UNLESS THERE ARE MULTIPLE FEES FOR A GIVEN COURSE/SECTION.
3. Enter a fee text of up to fifteen characters to describe the fee, such as "lab", "workbook", "magazine", etc.
4. Enter a code, as defined in P315, to indicate the proration rate to be applied to the fee for any students who are enrolled in the course after it has begun.
5. Enter a code, as defined in P315, to indicate the proration rate to be applied to the fee for any student who is withdrawn from the class prior to the completion of it.
6. Accounting Code: Enter a code, as defined in P317, to indicate a reference code to be used corresponding to this fee, as a cross reference to another accounting system.
7. After all fee processing and reports are finished for the current school year, you may update the class fees records in P304 for the next school year by simply using "CHANGE" mode to change the fee amounts on those that will be changing, or if a fee no longer will be in effect, you may enter the current school year in the "To Year" field to terminate it. Any new class fees can be added to this table at this time.

6.11 P315 - PRORATION TABLE

```
SIS - P315                Sample City Elementary                FEB 09, 1994
[DISPLAY]                 School Control Parameters                09:15 AM
                           Proration Table
```

```
Proration Code: 01
```

	Week	Week	Proration
	From:	To:	Rate(%):
1	01	01	100
2	02	09	75
3	10	18	50
4	19	27	25
5			
6			
7			
8			
9			
10			

```
Command: DISPLAY
```

```
Message:
```

1. Proration Code: Enter up to 2 digits to define a proration code. UP to 99 different codes may be defined.
 2. Week From: Enter up to two digits, from 1 to 99, to denote the week the corresponding proration code is valid from.
 3. Week To: Enter up to two digits, from 1 to 99, to denote the week the corresponding proration code is valid to.
- NOTE: The number of weeks that each course has been in session is determined based on the term start and end dates indicated in P105. Fees WILL NOT be prorated for weeks which are not defined within the fee proration table - the full fee will be charged/refunded for any student withdrawing from or enrolling in a course or school after the course or school year has begun. YOU MUST HAVE A PRORATION TABLE - EVEN IF NO PRORATION OF FEES IS TO TAKE PLACE.

6.12 P316 - MISCELLANEOUS FEES

SIS - P316
[DISPLAY]

Sample City Elementary
School Control Parameters
Misc. Fees

FEB 09, 1994
09:15 AM

	Fee Code:	Fee Text:	Fee Amount:	Acct Code:
1	CA	CAFETERIA	2.00	
2	CP	CAFE PAST YEAR	1.50	
3	LI	LIBRARY	5.00	
4	LP	LIBR. PAST YEAR	5.00	
5	GA	GEN. ASSEMBLIES	5.00	
6				
7				
8				
9				
10				

Command: DISPLAY

Message:

1. Fee Code: Enter up to two alphanumeric characters to define a miscellaneous fee code.
2. Fee Text: Enter up to 15 characters of text to describe this fee.
3. Fee Amount: Enter up to five digits, without a decimal, to indicate the amount of this fee. NOTE: The Fee Amount specified above is the DEFAULT amount. The user has the option to override any Miscellaneous Fee Amount when entering the fee for a student in the FEES screen.
4. Accounting Code: Enter a code, as defined in P317, to indicate a reference code to be used corresponding to this fee, as a cross reference to another accounting system.

6.13 P317 - ACCOUNTING CODES

SIS - P317
[DISPLAY]

Sample City Elementary
School Control Parameters
Accounting Codes

FEB 09, 1994
09:15 AM

	Accounting Code:	Allocation Code:
1	1	001-1740
2	2	009-1720-006
3	3	009-1710-006
4	4	018-1600-9006-338
5	5	001-2720-572-006
6	6	001-1100-520-0000-05-0000-006
7		
8		
9		
10		
11		
12		
13		
14		

Command: DISPLAY
Message:

1. Accounting Code: Enter up to three alphanumeric characters to define an accounting code to be used corresponding to general and/or course fees.
2. Allocation Code: Enter up to 30 alphanumeric characters to define the allocation code to which this accounting code should correspond.

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