

Assignments Mode (Fee Audit Report)

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Classic View: Fees > Reports > Fee Audit

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The Fee Audit Report in Assignments mode collects information about fee assignments based on the options selected in the wizard.

Fee Audit ☆

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Fee Audit Report

The Fee Audit report is a collection of wizards that can pull information

Select Wizard Mode

☒ Assignments

☐ Adjustments

☐ Payments

☐ Surplus

☐ Refunds

☐ Deposits

< Back **Next >** Run Report

Fee Audit ☆

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Fee Audit Report

Assignments Report

This report returns fee assignment information for the students, dates, and calendars selected.

For transactions with date fields, leaving both date fields blank will include all transactions.
Providing only a start date will include all transactions on or after that date.
Providing only an end date will include all transactions on or before that date.

Select Van Buren High School Fees

10th Grade PSAT Prep \$50.00
Annual Registration \$5.00
Art \$10.00
Book \$0.00*
Chemistry Lab \$5.00
District Fee \$10.00
Drama Club \$10.00
Elementary Field Trip \$0.00*
Fall Sports \$50.00

CTRL-click and SHIFT-click for multiple

Select Calendars

21-22 Van Buren High School
Van Buren High School 20-21
19-20 Van Buren High School
18-19 Van Buren High School
17-18 Van Buren High School
13-14 Van Buren High School
Van Buren High School 12-13
11-12 Van Buren High School
10-11 Van Buren High School

Select Students

☒ Grade **All Students**
09
10
11
12

☐ Ad Hoc Filter

Select the transactions to report on.

☒ Current Unbalanced Fee Assignments
☒ Current Balanced Fee Assignments
☒ Current Overdue Fee Assignments
☒ Voided Fee Assignments
to

☒ Exempted Fee Assignments
to

Sort By

☒ Fee Assignment Due Date
☐ Fee
☐ Student

Report Format ☒ PDF ☐ CSV

< Back Next > Run Report

Fee Audit Report Editor - Assignments Mode

The Fee Audit Report can be generated in other modes as well:

- [Adjustments Mode](#)
- [Payments Mode](#)
- [Surplus Mode](#)
- [Refunds Mode](#)
- [Deposits Mode](#)

Assignments Mode Report Editor

The following options are available on the Assignments Mode Report editor.

Field	Description
Fees Selection	The Select District Fees section is populated with all fees entered for the district. Multiple fees can be selected. If a School is set in the Campus Toolbar, only fees for that school will appear.
Calendar Selection	Calendar Options are dependent on the Year and School selected in the Campus Toolbar. If a school is selected, only calendars for that school will appear in the Select Calendars list. If a school is not selected in a school bar, calendars from all schools will display for selection. Calendars are listed in descending year order (2013-14, 2012-13, etc.).
Student Selection	When selecting the Students for which the audit report should be run, users can select a previously created Ad hoc Filter (created in the Ad hoc Reporting Filter Designer) or a specific Grade level. Available grade levels are based on the school selected in the Campus toolbar.
Transaction Selection	Users can select which Transactions to include in the report. Entering a date range will limit the results to records created on or between those dates. See the Transaction Selection table for descriptions of the available options.
Sort By Options	Sort By options control in what order information will appear on the audit report. Fee Assignment Due Date will be selected by default, which will sort results by the due date of the fee assignment. Fee and Student options will sort results alphabetically by Fee name or Student name.

Transaction Selection

Option	Description
Current Unbalanced Fee Assignments	Selecting this option will include all fees that <i>have not yet been fully paid</i> for the indicated students and calendar(s).
Current Balanced Fee Assignments	Selecting this option will include all fees that <i>have been paid in full</i> for the indicated students and calendar(s).

Option	Description
Current Overdue Fee Assignments	Selecting this option will include any fees for which the <i>due date has passed and any balance remains to be paid</i> for the indicated students and calendar(s).
Voided Fee Assignments	<p>Selecting this option will include all fee assignments which <i>have been voided</i> for the indicated students and calendar(s). Users have the option of limiting results by entering a date range, which will cause only void records created within the indicated dates to be included.</p> <ul style="list-style-type: none"> • Leaving both date fields blank will include all voided transactions for the selected calendar(s). • Entering only a start date will include voided transactions on or after the entered date. • Entering only an end date will include voided transactions on or before the entered date.
Exempted Fee Assignments	<p>Selecting this option will include all fee assignments which have been exempted for the indicated students and calendar(s). Users have the option of limiting results by entering a date range, which will report only fees that were exempted within the entered dates to be included.</p> <ul style="list-style-type: none"> • Leaving both date fields blank will include all exempted transactions for the selected calendar(s). • Entering only a start date will include exempted transactions on or after the entered date. • Entering only an end date will include exempted transactions on or before the entered date.

Generating the Fee Audit Report in Assignments Mode

Mode Selection

1. Select *Assignment* as the **Mode** for which the report should generate.
2. Click **Next** to proceed to the next screen.

Report Options

1. Indicate which **Fee(s)** should appear in the report.
2. Select which **Calendar(s)** should appear in the report.
3. Indicate which students should appear in the report by selecting an **Ad hoc Filter** or a **Grade Level**.
4. Indicate which type of **Transaction(s)** should appear in the report.
5. Select a **Sort By** option.
6. Click **Run Report** to generate the audit report in PDF format.

The calendar, school, school address and report generation timestamp will appear in the top left

corner, with the details of the report in the top right.

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Fillmore Middle School

610 James Burgess Rd, Suwanee MN 55666

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Fee Assignment Audit Report

Assignments: -unbalanced -balanced -overdue -voided -exempted

Students: 6 Fee Assignments: 8 Unbalanced: 6 (\$59.00) Balanced: 1 (\$0.00) Overdue: 2 (\$19.00)

Voided: 1 (\$10.00) Exempted: 1 (\$10.00)

Summary

Fee(\$Amount)	Type	Grade	Students	Assignments	Unbalanced	Balanced	Overdue	Voided	Exempted
1. Art (\$10.00)	Course	06	1	1	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00
		07	1	1	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00
		08	4	6	\$39.00	\$0.00	\$19.00	\$10.00	\$10.00
Totals:			6	8	\$59.00	\$0.00	\$19.00	\$10.00	\$10.00

Unbalanced Assignments

Due Date	Fee(\$Amount)	Student	Student#	Balance	Comments
08/08/2016	Art (\$10.00)	Heintz, Staci K	618096	\$10.00	
08/29/2016	Art (\$10.00)	Anderson, Jack A	662478	\$9.00	
01/31/2017	Art (\$10.00)	Inman, Jessica	161050004	\$10.00	
01/31/2017	Art (\$10.00)	Kirkup, Randall	161000006	\$10.00	
01/31/2017	Art (\$10.00)	Kirkup, Rune	119618	\$10.00	
01/31/2017	Art (\$10.00)	Lohse, Allan	122159	\$10.00	

Balanced Assignments

Due Date	Fee(\$Amount)	Student	Student#	Balance	Comments
01/31/2017	Art (\$10.00)	Anderson, Jack A	662478	\$0.00	-EXEMPT

Overdue Assignments

Due Date	Fee(\$Amount)	Student	Student#	Balance	Comments
08/08/2016	Art (\$10.00)	Heintz, Staci K	618096	\$10.00	
08/29/2016	Art (\$10.00)	Anderson, Jack A	662478	\$9.00	

Voided Assignments

Due Date	Fee(\$Amount)	Student	Student#	Balance	Comments
01/31/2017	Art (\$10.00)	Heintz, Staci K	618096	\$0.00	-Void Reason: CAN (12/19/2016)

Exempted Assignments

Due Date	Fee(\$Amount)	Student	Student#	Balance	Comments
01/31/2017	Art (\$10.00)	Anderson, Jack A	662478	\$0.00	-EXEMPT

Fee Audit Report - Assignments Modes