

# Payments Mode (Fee Audit Report)

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**Classic View:** Fees > Reports > Fee Audit

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The Fee Audit Report in Payments mode collects information about payments made to 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 be used to generate various fee reports.

**Select Wizard Mode**

☐ Assignments  
☐ Adjustments  
☒ **Payments**  
☐ Surplus  
☐ Refunds  
☐ Deposits

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## Fee Audit ☆

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### Fee Audit Report

#### Payment Report

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

Leaving both date fields blank will include all payments.  
 Providing only a start date will include all payments on or after that date.  
 Providing only an end date will include all payments 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.**

☒ All Payments (Excluding voids)  
☐ Voided Fee Payments

**Select fee payment date range**

to

**Sort By**

☒ Payment Date  
☐ Payment Amount  
☐ Payment Method  
☐ Student Name  
☐ Fee

**Show Fee Comments** ☒ No ☐ Yes

**Report Format** ☒ PDF ☐ CSV

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

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

## Payments Mode Report Logic

The following logic applies to the calculations used when reporting fee totals in the Payments Mode.

- Any voided payments that are returned (canceled) are not included in report totals.
- Any voided payments that are converted into a deposits are included in report totals.
- Adjustments are not considered payments and are not included in report totals.
- Over-payments (deposits) are included in report totals.
- Deposits made when the student is not affiliated with any fee assignments and has a zero balance or a surplus balance are included in report totals.
- Payments made out of surplus balances are included in report totals.
- When optional fees are paid, the payment is assigned to the student's primary calendar of enrollment. If there is more than one primary enrollment, Campus uses the oldest active calendar of enrollment.

When a payment is made for multiple fees and one of those fees is voided after the payment is made:

- Generating the report for All Payments (Excluding Voids) does not include the voided payment. All other non-voided fees from the payment do still display.
- Generating the report for Voided Fee Payments displays only the voided payment. All other non-voided fees made in that same payment do not display.

## Fee Definitions

For the purpose of this report, the following definitions apply.

| Term           | Definition  |
|----------------|---|
| <b>Payment</b> | Includes any money made toward a fee assignment (full or partial), any overpayment and any payment voids that create a deposit or a simple deposit. |
| <b>Amount</b>  | Total money of payment made toward a fee assignment, minus the total voided payments.   |
| <b>Fees</b>    | Total number of fees paid by the fee payment.   |

| Term                  | Definition   |
|-----------------------|--|
| <b>Fee Assignment</b> | Total number of money paid toward a fee assignment.  |
| <b>Students</b>       | Total number of students who received a fee payment. |

## Payments Mode Report Editor

The following options are available on the Payments Mode Report Editor.

| Field                        | Description   |
|------------------------------|---|
| <b>Fees Selection</b>        | The <b>Select District Fees</b> section is populated with all fees entered for the district. Multiple fees can be selected. If a <b>School</b> is set in the Campus Toolbar, only fees for that school will appear.   |
| <b>Calendar Selection</b>    | Calendar Options are dependent on the <b>Year</b> and <b>School</b> selected in the Campus Toolbar. If a school is selected, only calendars for that school will appear in the <b>Select Calendars</b> 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.).  |
| <b>Student Selection</b>     | When selecting the <b>Students</b> for which the audit report should be run, users can select a previously created <b>Ad hoc Filter</b> (created in the Ad hoc Reporting <a href="#">Filter Designer</a> ) or a specific <b>Grade</b> level. Available grade levels are based on the school selected in the Campus toolbar.   |
| <b>Transaction Selection</b> | Users can select which <b>Transactions</b> to include in the report. Entering a date range will limit the results to records created on or between those dates. <ul style="list-style-type: none"> <li>Leaving both date fields blank will include all payments.</li> <li>Entering only a start date will include all payments on or after that date.</li> <li>Entering only an end date will include all payments on or before that. date.</li> </ul> See the <a href="#">Transaction Selection</a> table for descriptions of the available options. |
| <b>Sort By Options</b>       | <b>Sort By</b> 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.   |
| <b>Show Fee Comments</b>     | When set to <b>Yes</b> , comments that were added when the Fees were paid are included on the report.   |
| <b>Report Format</b>         | The report can be generated in CSV or PDF format.   |

## Transaction Selection

| Options                                   | Description   |
|---|---|
| <b>All Fee Payments (Excluding voids)</b> | Selecting this option will include all fee payments made for the indicated students and calendar(s) in the entered date range, but not include voided payments. |
| <b>Voided Fee Payments</b>                | Selecting this option will include all fee payments that have been voided for the indicated students and calendar(s) in the entered date range.                 |

## Sort By Options

The Fee Audit report in payment mode can be sorted in the following ways:

- Payment Date - payments are listed in date order, with the most recent payments first.
- Payment Amount - payments are listed in amount order, with the highest payment amounts first.
- Payment Type - payments are listed in the following order: Cash, then Check, then Credit Card, then Online payments.
- Student Name - students are listed in alphabetical last name order.
- Fee - fees that were paid are listed in alphabetical order.

## Generating the Fee Audit Report in Payments Mode

### Mode Selection

1. Select **Payments** as the **Mode** for which the report.
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 the desired **Sort Option**.
6. Select whether you want to **Show Fee Comments**.
7. Select the **Report Format**.
8. Click **Run Report** to generate the audit report in PDF format.

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**Harrison High**

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**Fee Payment Report**

All Payments

Fees: 11 Students: 42 Payments: 66 Fee Assignments: 65 Cash: 3 (\$90.00)  
Check: 1 (\$50.00) Credit Card: 10 (\$450.00) Online Payments: 42 (\$2,294.95)  
Surplus: 10 (\$329.00)

**Summary**

| Fee(\$Amount)                              | Type        | Grade | Students  | Payments  | Cash           | Check          | Credit Card     | Online Payments   | Surplus         |
|--|-------------|-------|-----------|-----------|----------------|----------------|-----------------|-------------------|-----------------|
| 1. 10th Grade PSAT Prep (\$50.00)          | Activity    | 10    | 7         | 7         | \$0.00         | \$50.00        | \$0.00          | \$0.00            | \$240.00        |
| 2. Book (VR)                               | Library Fee | 09    | 1         | 2         | \$40.00        | \$0.00         | \$0.00          | \$14.95           | \$0.00          |
|  |             | 11    | 1         | 1         | \$0.00         | \$0.00         | \$0.00          | \$25.00           | \$0.00          |
| 3. Field Trip Transportation Fee (\$10.00) | Field Trip  | 09    | 2         | 2         | \$0.00         | \$0.00         | \$0.00          | \$10.00           | \$9.00          |
| 4. Fall Sports (\$50.00)                   | Activity    | 09    | 1         | 1         | \$0.00         | \$0.00         | \$50.00         | \$0.00            | \$0.00          |
| 5. Annual Registration (\$5.00)            | Enrollment  | 09    | 1         | 1         | \$0.00         | \$0.00         | \$5.00          | \$0.00            | \$0.00          |
| 6. 9th Grade Retreat (\$40.00)             | Activity    | 09    | 7         | 7         | \$40.00        | \$0.00         | \$160.00        | \$0.00            | \$70.00         |
| 7. Yearbook (\$75.00)                      | Technology  | 10    | 5         | 5         | \$0.00         | \$0.00         | \$225.00        | \$75.00           | \$10.00         |
|  |             | 11    | 15        | 15        | \$0.00         | \$0.00         | \$0.00          | \$1,075.00        | \$0.00          |
| 8. Materials (\$10.00)                     | Course      | 10    | 1         | 1         | \$0.00         | \$0.00         | \$10.00         | \$0.00            | \$0.00          |
| 9. Drama Club (\$10.00)                    | Activity    | 09    | 1         | 1         | \$10.00        | \$0.00         | \$0.00          | \$0.00            | \$0.00          |
| 10. 11th Grade Retreat (\$45.00)           | Field Trip  | 11    | 21        | 21        | \$0.00         | \$0.00         | \$0.00          | \$945.00          | \$0.00          |
| 11. Senior Trip (VR)                       | Field Trip  | 12    | 2         | 2         | \$0.00         | \$0.00         | \$0.00          | \$150.00          | \$0.00          |
| <b>Totals:</b>                             |             |       | <b>42</b> | <b>66</b> | <b>\$90.00</b> | <b>\$50.00</b> | <b>\$450.00</b> | <b>\$2,294.95</b> | <b>\$329.00</b> |

**Payment Information**

**Assignment Information**

| Payment Date | Credit  | Method      | Student (#)                  | Item                          | Amount  | Type        | Due Date   |
|--------------|---------|-------------|------------------------------|-------------------------------|---------|-------------|------------|
| 12/02/2022   | \$42.50 | Surplus     | Carr, Shayla 108283          | 10th Grade PSAT Prep          | \$50.00 | Activity    |            |
| 08/24/2022   | \$40.00 | Cash        | Gibson, Hector 116555        | Book                          | \$54.95 | Library Fee | 08/30/2022 |
| 08/24/2022   | \$14.95 | Online      | Gibson, Hector 116555        | Book                          | \$54.95 | Library Fee | 08/30/2022 |
| 08/24/2022   | \$10.00 | Online      | Gibson, Hector 116555        | Field Trip Transportation Fee | \$10.00 | Field Trip  | 09/09/2022 |
| 08/01/2022   | \$50.00 | Credit Card | Buick, Arlo 191900002        | Fall Sports                   | \$50.00 | Activity    | 08/05/2022 |
| 08/01/2022   | \$5.00  | Credit Card | Buick, Arlo 191900002        | Annual Registration           | \$5.00  | Enrollment  | 08/05/2022 |
| 08/01/2022   | \$40.00 | Credit Card | Buick, Arlo 191900002        | 9th Grade Retreat             | \$40.00 | Activity    | 08/12/2022 |
| 07/27/2022   | \$75.00 | Credit Card | Diefenbach, Christian 110215 | Yearbook                      | \$75.00 | Technology  |            |