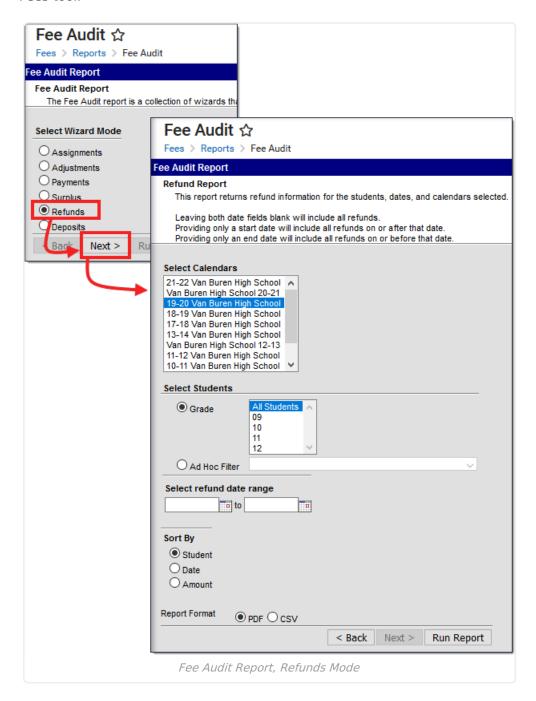# Refunds Mode (Fee Audit Report)

Last Modified on 10/21/2024 8:21 am CDT

[Refunds Mode Report Editor](#) | [Generating the Fee Audit Report in Refunds Mode](#)

Tool Search: Fee Audit Report

The Refunds mode reports refund information for the selected students as noted on the student's Fees tool.

Fee Audit Report, Refunds Mode

The Fee Audit Report can be generated in other modes as well:
- [Assignments Mode](#)

- Adjustments Mode
- Payments Mode
- Surplus Mode
- Deposits Mode

Refunds Mode Report Editor

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

Field	Description
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.
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.
Date Range	Entering a date range returns just those refunded fees within the entered dates. Dates are entered in *mmddyy* format or by selecting the calendar icon to choose a date. The Refunds Audit Report can be generated without entering a date range. • Leaving both date fields blank returns all refunds. • Entering only a start date returns all refunds processed on or after that date. • Entering only an end date returns all refunds processed on or before that date.
Sort By Options	**Sort By** options control in what order information will appear on the audit report. • Student Sort prints refund information alphabetically by the student's last name. • Date Sort prints refund information in date order. • Amount Sort prints refund information in order of the amount that was refunded, with the lowest amount printed first.

Generating the Fee Audit Report in Refunds Mode

Mode Selection

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

Report Options

1. Select the **Calendars** from which to pull refund information.
2. Select the **Students** to include on the report, either by **Grade** level or an **Ad hoc Filter**.
3. Enter a **Date Range**, if desired.
4. Select the desired **Sort By** option.
5. Click the **Run Report** button. The Refunds Report generates in a new browser window, listing the refunds in the entered date range.

16-17 **Harrison High** 585 Peachtree Parkway, Metro City MN 55436 Generated on 12/19/2016 12:46:16 PM Page 1	**Refund Report** Students: 2 Refunds: 2 ($90.00)

Summary

Transaction	Grade	Students	Refunds	Amount
Refund	11	2	2	$90.00
	Totals:	**2**	**2**	**$90.00**

Student Name	Student#	Date	Amount	Comments
Wiseman, Risa	136619	08/09/2016	$45.00	
Wittner, Josie	136704	08/15/2016	$45.00	Student is transferring to another district.

Refunds Print View