

# Refunds Mode (Fee Audit Report)

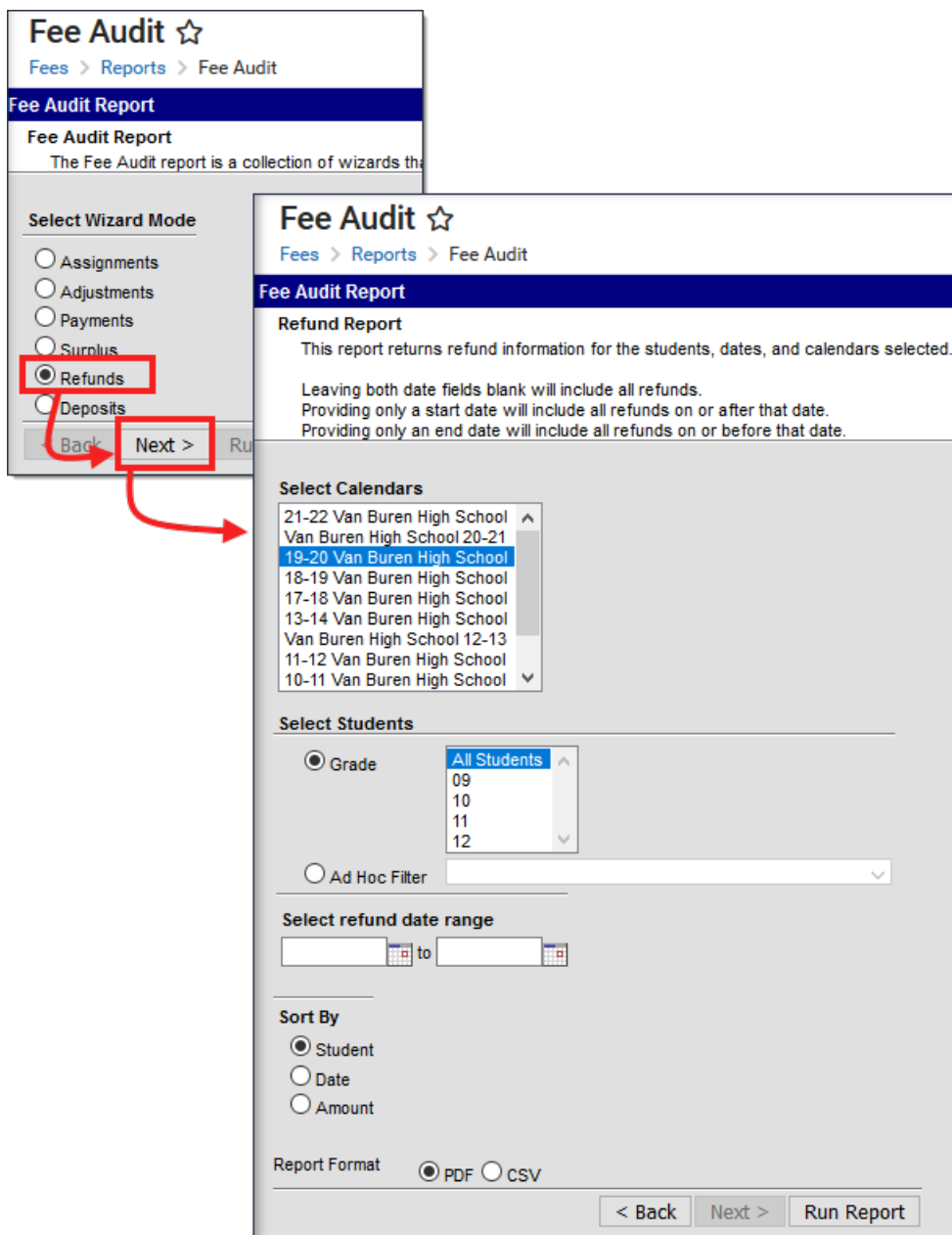
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**Classic View:** Fees > Reports > Fee Audit

**Search Terms:** Fee Audit

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



## Fee Audit ☆

[Fees](#) > [Reports](#) > Fee Audit

### Fee Audit Report

The Fee Audit report is a collection of wizards that...

**Select Wizard Mode**

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

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## Fee Audit ☆

[Fees](#) > [Reports](#) > Fee Audit

### Fee Audit Report

#### Refund Report

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

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

**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 refund date range**

to

**Sort By**

- ☒ Student
- ☐ Date
- ☐ Amount

**Report Format** ☒ PDF ☐ CSV

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*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
<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>Date Range</b>	Entering a date range returns just those refunded fees within the entered dates. Dates are entered in <i>mmdyy</i> format or by selecting the calendar icon to choose a date. The Refunds Audit Report can be generated without entering a date range. <ul style="list-style-type: none"> <li>• Leaving both date fields blank returns all refunds.</li> <li>• Entering only a start date returns all refunds processed on or after that date.</li> <li>• Entering only an end date returns all refunds processed on or before that date.</li> </ul>
<b>Sort By Options</b>	<b>Sort By</b> options control in what order information will appear on the audit report. <ul style="list-style-type: none"> <li>• Student Sort prints refund information alphabetically by the student's last name.</li> <li>• Date Sort prints refund information in date order.</li> <li>• Amount Sort prints refund information in order of the amount that was refunded, with the lowest amount printed first.</li> </ul>

## 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*