

# Adjustments Mode (Fee Audit Report)

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Tool Search: Fee Audit Report

The Fee Audit Report in Adjustments mode collects information about adjustments made to fee assignments based on the options selected in the wizard.

**Fee Audit** ☆

Fees > Reports > Fee Audit

**Fee Audit Report**

Fee Audit Report

The Fee Audit report is a collection of wizards th

**Select Wizard Mode**

Assignments

Adjustments

Payments

Surplus

Refunds

Deposits

< Back **Next >** Run Report

**Fee Audit** ☆

Fees > Reports > Fee Audit

**Fee Audit Report**

**Adjustment Report**

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

Leaving both date fields blank will include all adjustments.  
 Providing only a start date will include all adjustments on or after that date.  
 Providing only an end date will include all adjustments 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 Fee Adjustments

Voided Fee Adjustments

Uncollectible Fee Adjustments

**Select fee adjustment date range.**

to

**Sort By**

Adjustment Date

Fee

Student

Report Format  PDF  CSV

< Back Next > Run Report

*Fee Audit Report - Adjustments Mode*

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

- [Assignments Mode](#)
- [Payments Mode](#)
- [Surplus Mode](#)

- Refunds Mode
- Deposits Mode

# Adjustments Mode Report Editor

The following options are available on the Adjustments 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.
<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 reports all adjustment transactions.</li> <li>• Entering only a start date reports adjustment transactions on or after that date.</li> <li>• Entering only an end date reports adjustment transactions on or before that date.</li> </ul>
<b>Sort By Options</b>	<b>Sort By</b> options control the order of information 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. <b>Fee</b> and <b>Student</b> options will sort results alphabetically by fee name or student name.

## Transaction Selection

Option	Description
<b>All Fee Adjustments</b>	Selecting this option will include all fee adjustments for the indicated students and calendar(s).
<b>Voided Fee Adjustments</b>	Selecting this option will include all fee adjustments that have been voided for the indicated students and calendar(s).

Option	Description
<b>Uncollectible Fee Adjustments</b>	Selecting this option will include all fee adjustments that have been marked as uncollectible for the indicated students and calendar(s).

# Generate the Fee Audit Report in Adjustment Mode

## Mode Selection

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

## Adjustment 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.

16-17 Fillmore Middle School 610 James Burgess Rd, Suwanee MN 45666 Generated on 12/19/2016 12:37:13 PM Page 1		Fee Adjustment Report All Adjustments Fees: 3 Students: 1 Fee Assignments: 3 Adjustments: 3 (\$16.00)				
<b>Summary</b>						
Fee(\$Amount)	Type	Grade	Students	Assignments	Adjustments	
1. Fall Sports (\$50.00)	Activity	08	1	1	\$5.00	
2. Art (\$10.00)	Course	08	1	1	\$1.00	
3. Instrument Rental (\$100.00)	Course	08	1	1	\$10.00	
<b>Totals:</b>			<b>1</b>	<b>3</b>	<b>\$16.00</b>	
<b>Fee Adjustments</b>						
Adjustment Date	Student	Student#	Fee Name		Fee Amount	Adjustment Amount
07/28/2016	Anderson, Jack A	662478	Fall Sports		50.00	5.00
07/28/2016	Anderson, Jack A	662478	Art		10.00	1.00
07/28/2016	Anderson, Jack A	662478	Instrument Rental		100.00	10.00

*Example Fee Adjustment Audit Report - All Fee Adjustments*

