

Assignments Mode (Fee Audit Report)

Last Modified on 12/14/2025 8:45 pm CST

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

Tool Search: Fee Audit Report

The Fee Audit Report in Assignments mode collects information about 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 that can pull information from the system to generate reports.

Select Wizard Mode

Assignments

Adjustments

Payments

Surplus

Refunds

Deposits

Fee Audit ☆

Fees > Reports > Fee Audit

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

Fee Audit ☆

Fees > Reports > Fee Audit

Fee Audit Report

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Sort By

Fee Assignment Due Date
 Fee
 Student

Report Format

PDF CSV

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.
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	<p>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).</p> <div data-bbox="489 406 1394 480" style="border: 1px solid #f0e68c; padding: 5px; background-color: #fff9c4;"> <p style="margin: 0;">Fees marked with Exempted from Fee Maximums will not be reported under this classification.</p> </div>
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.

16-17 Fillmore Middle School 610 James Burgess Rd, Suwanee MN 45666 Generated on 12/19/2016 12:29:51 PM Page 1		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)																																																										
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