Create Fee Assignments (Fees Wizard)

Last Modified on 08/21/2026 2:40 pm CDT

This section applies when the **Create Fee Assignments** option was selected in the first step of the Fees Wizard.

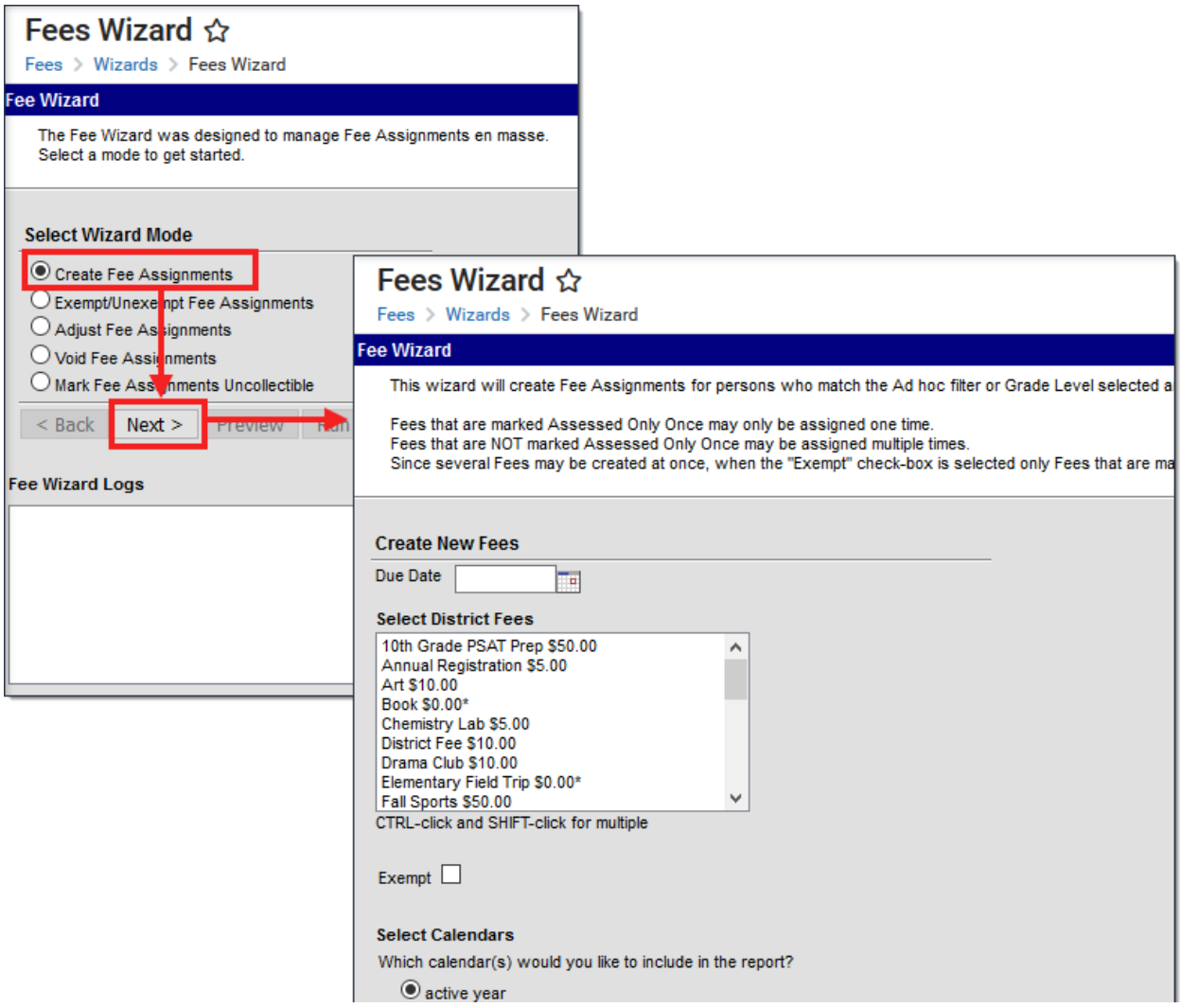
Tool Search: Fees Wizard

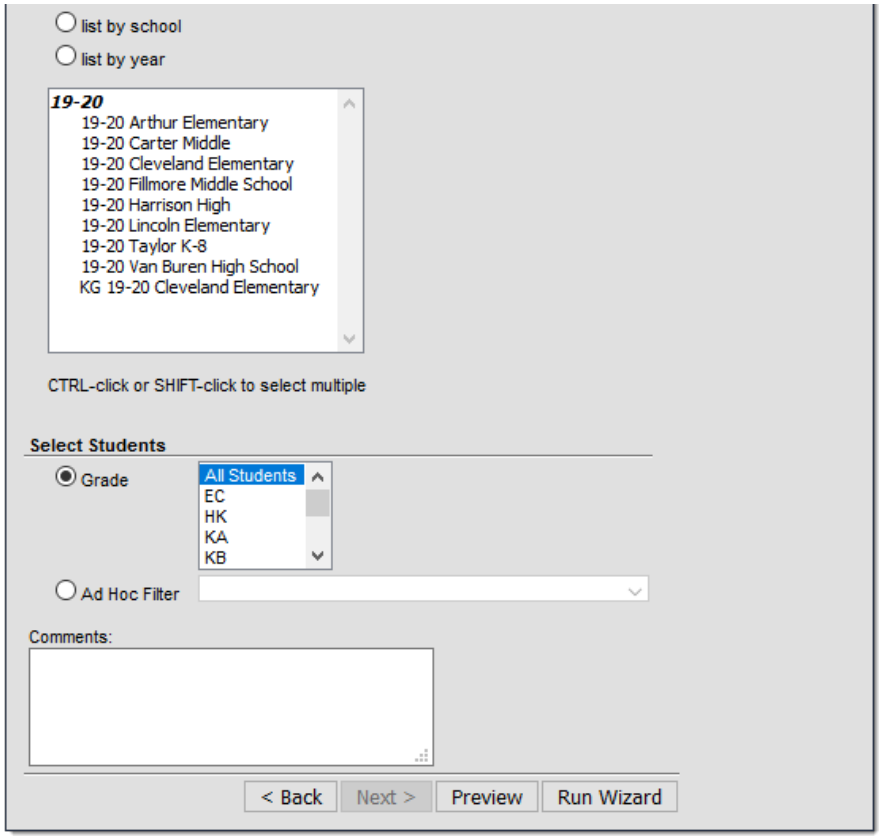
The Create Fee Assignments mode assigns the selected fee to students matching the selected criteria (enrolled in the selected calendar and grade level or included in the selected ad hoc filter).

Assigned Fees are visible on the student' 's Fees tab. A Fees Wizard log entry is also created and visible from the first page of the Fees Wizard.

When assigning fees, note the following:

- Fees marked as Assessed Only Once may only be assigned one time.
- Fees **NOT** marked as Assessed Only Once may be assigned multiple times.





Create Fee Assignments Editor Options

The following options are available when using the Create Fee Assignments mode:

Field	Description
Due Date	Entered date determines when the fee is due for payment. This date appears on the student's Fees tab.
Select Fees	List of fees that can be assigned to the students.
Exempt	When marked, indicates the selected fees can be exempted from payment by the student. Only fees that are marked as May be Exempted on the Fees editor are available for selection.
Select Calendars	Students who have active enrollments in the selected calendar will be assigned the selected fees. The Year and School selected in the Campus toolbar will automatically be selected. If a school is not selected in the Campus toolbar, all calendars for all years appear in the calendar list.
Select Students	Students can be selected by a Grade Level or an Ad hoc Filter. If a school is selected in the Campus toolbar, only those grade levels in the selected school are available for selection. When an ad hoc filter is selected, only those students included in the filter will have fees assigned to them.

Field	Description
Comments	Enter comments related to the assignment of the selected fee. Comments appear when selecting a fee from the student's Fees tab on the Edit Fee Assignment window.

Using the Create Fee Assignments Mode

The following procedures walk you through assigning fees to students.

Mode Selection

1. Select the **Create Fee Assignment Mode** from the main Fees Wizard page.
2. Click the **Next** button. The **Create New Fees** editor displays.

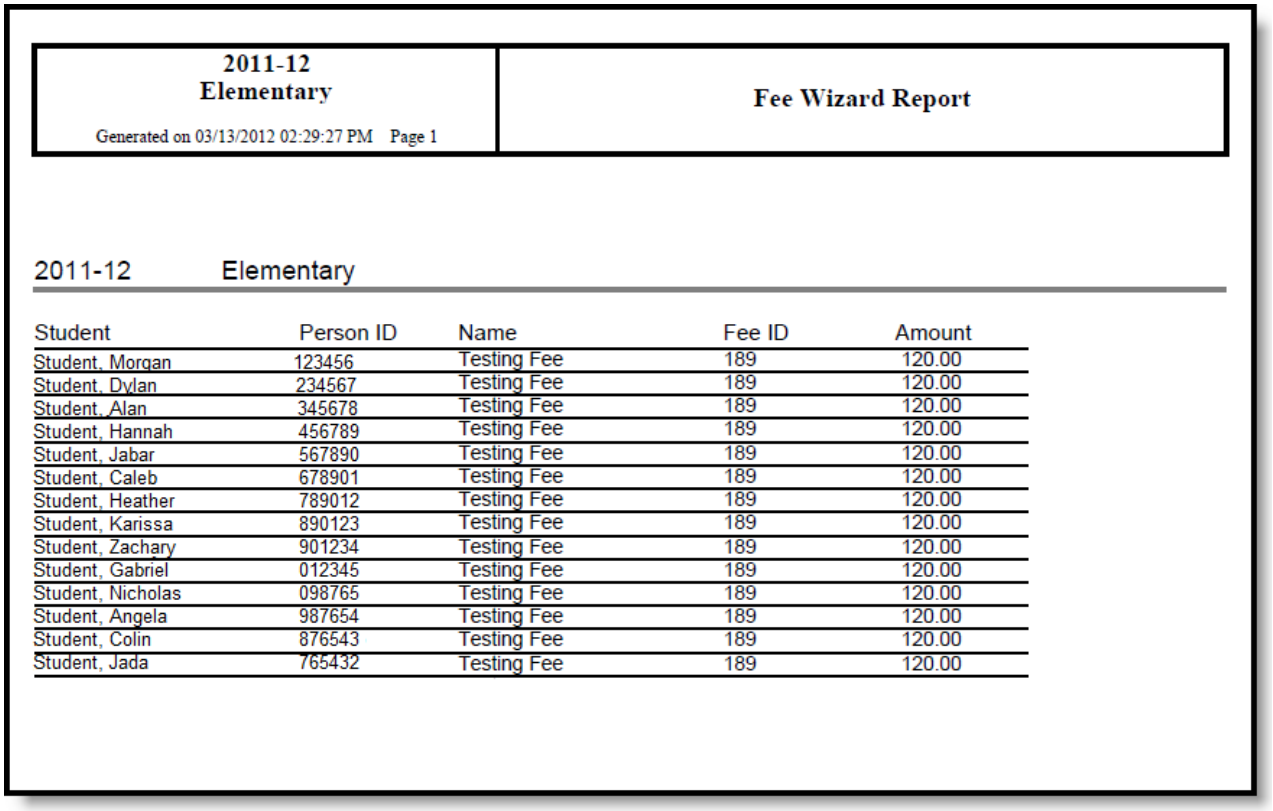
Create New Fees

1. Enter a **Due Date** for the fee. Dates are entered in *mmddyy* format or use the calendar icon to select a date.
2. Select the **Fee** to assign to the students.
3. If students can be exempt from making a payment for this fee, mark the **Exempt** checkbox.
4. Select the **Calendar**.
5. Select the **Students** either by **Grade level** or an **Ad hoc filter.**
6. Enter any **Comments** related to this fee assignment.

Preview Fee Assignment

1. Click the **Preview** button. A **Fee Wizard Report** displays in a new browser window, listing the students who will be assigned the selected fee.
2. Return to the **Fees Wizard** window to assign the fees.

Fees will not be assigned to a student until the **Run Wizard** button is selected.



2011-12
Elementary

Generated on 03/13/2012 02:29:27 PM Page 1

Fee Wizard Report

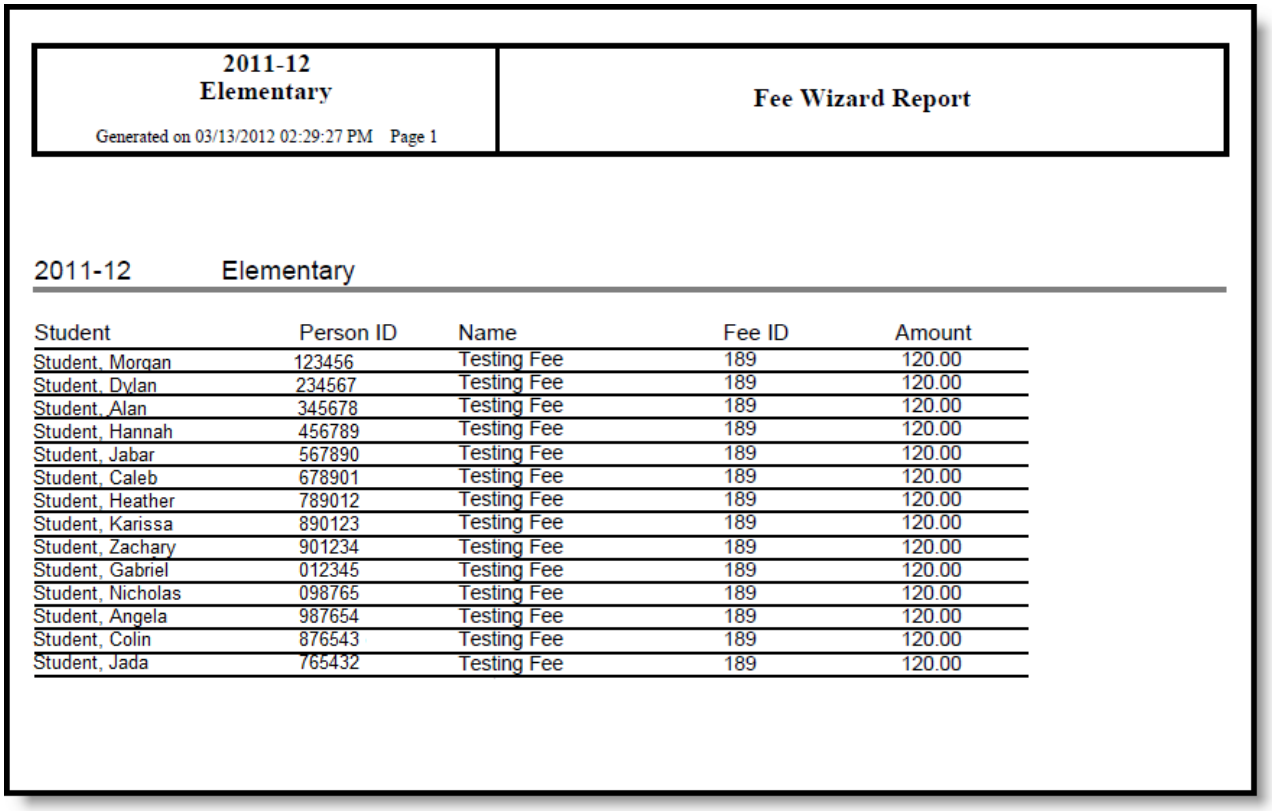
2011-12 Elementary

Student	Person ID	Name	Fee ID	Amount
Student, Morgan	123456	Testing Fee	189	120.00
Student, Dylan	234567	Testing Fee	189	120.00
Student, Alan	345678	Testing Fee	189	120.00
Student, Hannah	456789	Testing Fee	189	120.00
Student, Jabar	567890	Testing Fee	189	120.00
Student, Caleb	678901	Testing Fee	189	120.00
Student, Heather	789012	Testing Fee	189	120.00
Student, Karissa	890123	Testing Fee	189	120.00
Student, Zachary	901234	Testing Fee	189	120.00
Student, Gabriel	012345	Testing Fee	189	120.00
Student, Nicholas	098765	Testing Fee	189	120.00
Student, Angela	987654	Testing Fee	189	120.00
Student, Colin	876543	Testing Fee	189	120.00
Student, Jada	765432	Testing Fee	189	120.00

Run Wizard

Click the **Run Wizard** button to assign the selected fees. A **Fees Wizard Report** will display in a new browser window listing the students to whom the selected fee will be assigned.

This is the only indication a user receives that fees have been assigned to students.



2011-12
Elementary

Generated on 03/13/2012 02:29:27 PM Page 1

Fee Wizard Report

2011-12 Elementary

Student	Person ID	Name	Fee ID	Amount
Student, Morgan	123456	Testing Fee	189	120.00
Student, Dylan	234567	Testing Fee	189	120.00
Student, Alan	345678	Testing Fee	189	120.00
Student, Hannah	456789	Testing Fee	189	120.00
Student, Jabar	567890	Testing Fee	189	120.00
Student, Caleb	678901	Testing Fee	189	120.00
Student, Heather	789012	Testing Fee	189	120.00
Student, Karissa	890123	Testing Fee	189	120.00
Student, Zachary	901234	Testing Fee	189	120.00
Student, Gabriel	012345	Testing Fee	189	120.00
Student, Nicholas	098765	Testing Fee	189	120.00
Student, Angela	987654	Testing Fee	189	120.00
Student, Colin	876543	Testing Fee	189	120.00
Student, Jada	765432	Testing Fee	189	120.00