

Fees Wizard

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

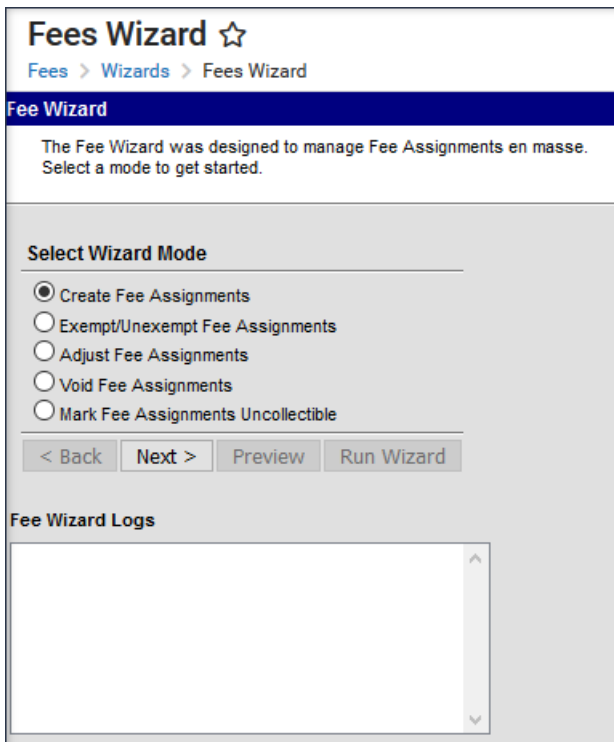
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Tool Search: Fee Wizard

The Fees Wizard may be used to create, void, exempt, remove an exemption from a fee, adjust fee assignments, or mark fee assignments as uncollectible. The Fees Wizard only assigns fees to students (defined as people records in Census who have an Enrollment record).

The Fees Wizard can be used at the School level or District level.

When used at the...	Then you MUST select...
School level	the school in the Campus toolbar. Only the selected school's calendars are available for selection.
District level	All Schools in the Campus toolbar. All calendars within the district are available for selection by school year, active year, or school name.



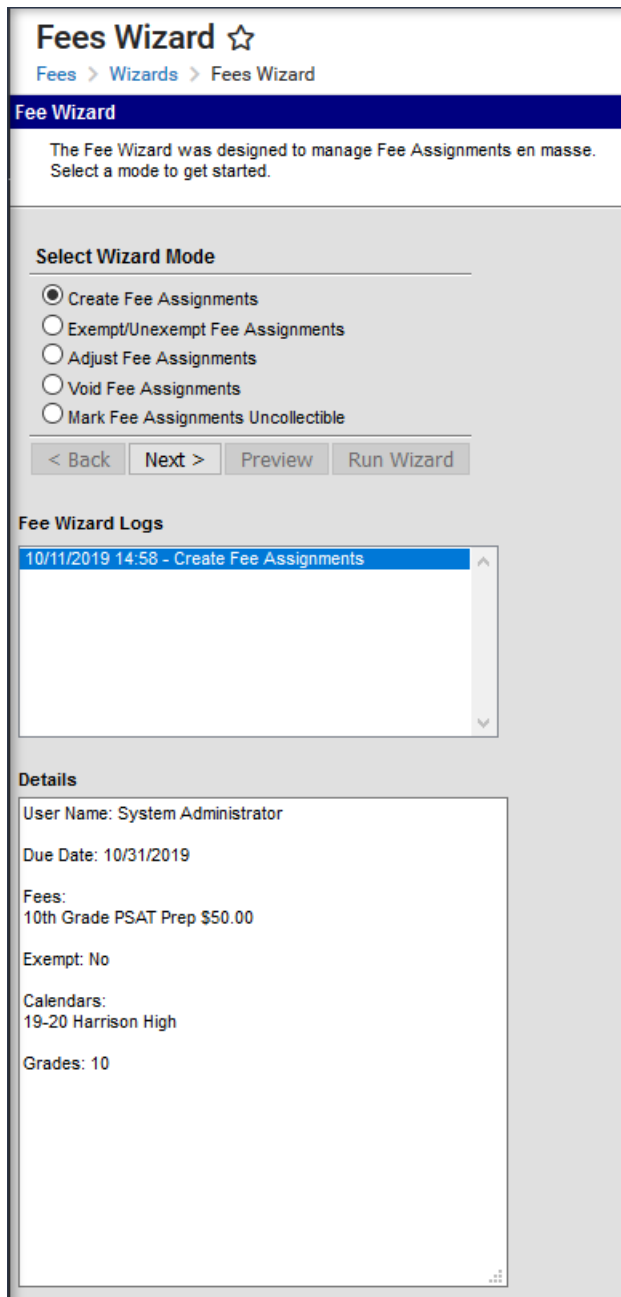
The screenshot shows the 'Fees Wizard' interface. At the top, there's a title 'Fees Wizard' with a star icon and a breadcrumb trail 'Fees > Wizards > Fees Wizard'. Below this is a section titled 'Fee Wizard' with a description: 'The Fee Wizard was designed to manage Fee Assignments en masse. Select a mode to get started.' The main area is titled 'Select Wizard Mode' and contains five radio button options: 'Create Fee Assignments' (selected), 'Exempt/Unexempt Fee Assignments', 'Adjust Fee Assignments', 'Void Fee Assignments', and 'Mark Fee Assignments Uncollectible'. Below these options are four buttons: '< Back', 'Next >', 'Preview', and 'Run Wizard'. At the bottom, there's a section titled 'Fee Wizard Logs' with a large, empty text area for displaying logs.

Fees Wizard Logs

The Fees Wizard Logs display the parameters selected each time the Fee Wizard was used through to completion (if a user did not click the Finish or Run buttons for any mode, the log is not kept). Logs are listed in chronological order with the Fees Mode that was performed. Selecting a log

displays the parameters.

To view the Fee Wizard Logs, a calendar must be selected in the Campus toolbar.



Fees Wizard ☆

Fees > Wizards > Fees Wizard

Fee Wizard

The Fee Wizard was designed to manage Fee Assignments en masse. Select a mode to get started.

Select Wizard Mode

☒ Create Fee Assignments
☐ Exempt/Unexempt Fee Assignments
☐ Adjust Fee Assignments
☐ Void Fee Assignments
☐ Mark Fee Assignments Uncollectible

Fee Wizard Logs

10/11/2019 14:58 - Create Fee Assignments

Details

User Name: System Administrator

Due Date: 10/31/2019

Fees:
10th Grade PSAT Prep \$50.00

Exempt: No

Calendars:
19-20 Harrison High

Grades: 10

Fees Wizard Modes

Different options are also available for each wizard mode. The following articles provide information on running the Fees Wizard in different modes.

- [Creating Fee Assignments](#)
- [Exempting/Unexempting Fee Assignments](#)
- [Adjusting Fee Assignments](#)
- [Voiding Fee Assignments](#)

- [Marking Fees as Uncollectible](#)

Within each mode, users can return to the previous page by selecting the **Back** button on the Wizard interface (not the browser back button). This will return the user to the immediately previous page.
