Surplus Mode (Fee Audit Report)

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Surplus Mode Report Editor | Generating the Fee Audit Report in Surplus Mode

Tool Search: Fee Audit Report

The Fee Audit Report in Surplus mode collects information about any existing surplus balances carried by users.

Fee Audit Report - Surplus Mode

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

- Assignments Mode
- Adjustments Mode
- Payments Mode
- Refunds Mode
- Deposits Mode

Surplus Mode Report Editor

The following options are available on the Surplus Mode Report Editor.

Field	Description
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.

Generating the Fee Audit Report in Surplus Mode

Mode Selection

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

Report Options

1. Indicate which students should appear in the report by selecting an **Ad hoc Filter** or a **Grade Level**.
2. Select which **Calendar(s)** should appear in the report.
3. 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
Harrison High
585 Peachtree Parkway, Metro City MN 55436
Generated on 12/19/2016 12:41:43 PM   Page 1

Surplus Balance Report
Students: 9 Total Surpluses: $459.00

Summary

Grade	Students	Amount
11	1	$50.00
12	8	$409.00
Totals:	**9**	**$459.00**

Student Name	Student#	Surplus Balance
Aarons, Stephanie	665155	$164.00
Ackland-Snow, Peter	103705	$30.00
Adeldinger, Ray	103733	$35.00
Adele, Anjeli	103739	$10.00
Alborough, Ciro	103824	$40.00
Allison, Liffey	103914	$20.00
Bethge, Eva	105719	$10.00
Ray, Debi	4043	$100.00
Zopf, Niamh	137442	$50.00

Fee Surplus Audit Report