

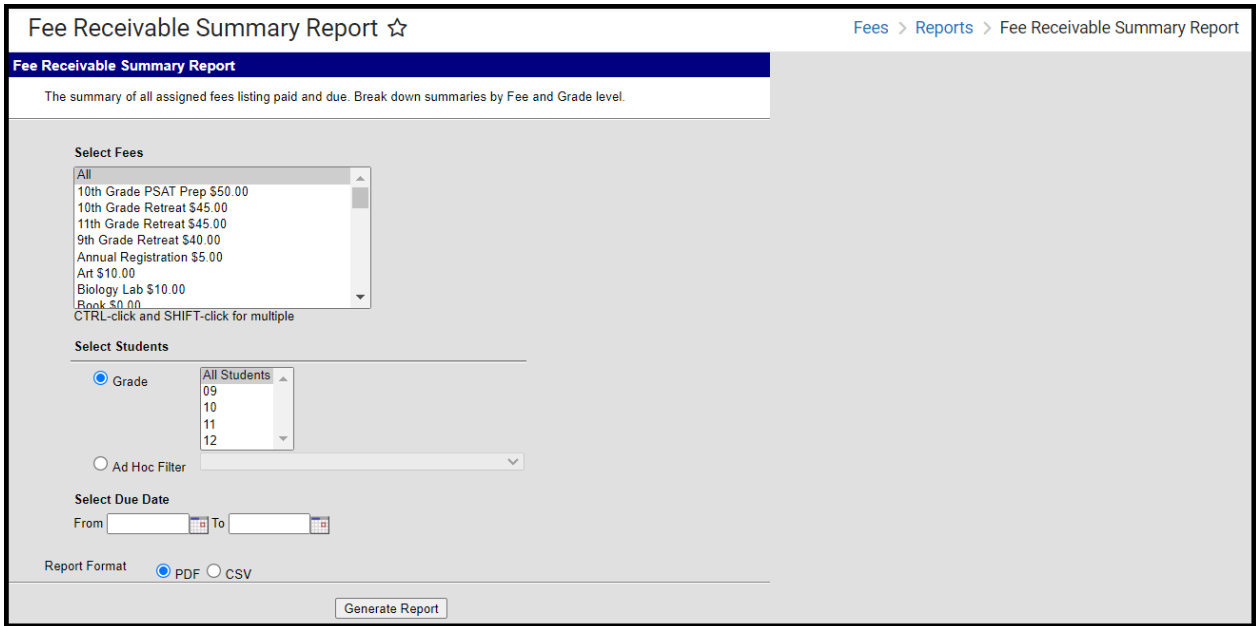
# Fee Receivable Summary Report

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Tool Search: Fee Receivable Summary Report

The Fee Receivable Summary Report displays fee related details for all students that are or have been enrolled (currently active and currently not active) in the selected school. Fees Assignments that were created in another school display with an asterisk next to the students name.



The screenshot shows the 'Fee Receivable Summary Report' interface. At the top, there is a breadcrumb trail: 'Fees > Reports > Fee Receivable Summary Report'. Below this is a title bar 'Fee Receivable Summary Report ☆' and a subtitle 'The summary of all assigned fees listing paid and due. Break down summaries by Fee and Grade level.' The main content area contains several sections: 'Select Fees' with a list of fees including '10th Grade PSAT Prep \$50.00', '10th Grade Retreat \$45.00', '11th Grade Retreat \$45.00', '9th Grade Retreat \$40.00', 'Annual Registration \$5.00', 'Art \$10.00', 'Biology Lab \$10.00', and 'Book \$0.00'. Below this is 'Select Students' with radio buttons for 'Grade' (selected) and 'Ad Hoc Filter'. The 'Grade' section has a dropdown menu showing 'All Students', '09', '10', '11', and '12'. The 'Ad Hoc Filter' section has a dropdown menu. Below that is 'Select Due Date' with 'From' and 'To' date pickers. At the bottom, there is a 'Report Format' section with radio buttons for 'PDF' (selected) and 'CSV', and a 'Generate Report' button.

## Report Logic

The Fee Receivable Summary Report generates fee information based on selected **Grade** levels or an **Ad Hoc filter**. Multiple grade levels can be selected, but only one Ad hoc filter can be selected. Grades available for selection depend on the School selected in the Campus toolbar. A School and Calendar must be selected to run the report.

All fees (both active and inactive) will appear for selection in the list of fees to include on the report. To narrow the scope of the report, select which fee(s) should appear in the report.

Report results can be narrowed to fees due within a specified date range. If only a **From** date is entered, fees due on or after the date will appear in the report. If only a **To** date is entered, fees due on or before the date will report. Entering both dates will pull fees due within that date range and leaving both fields blank will report fees regardless of whether or not they have a due date.

## Report Editor Field Descriptions

Option	Description
<b>Fee Selection</b>	List of fees available to be assigned to students. Select one or all fees. When you select ALL fees, the report only includes fees for the school selected in the Campus toolbar.
<b>Grade</b>	Student's grade level of enrollment.
<b>Ad hoc Filter</b>	A pre-saved list of students built in the Ad hoc Filter Designer.
<b>Date Range</b>	Set of dates the report uses to return fee information.
<b>Report Format</b>	The format in which the report should generate. Options are PDF or CSV.