

# Fee Preferences

Last Modified on 10/21/2024 8:20 am CDT

Tool Search: Fee Preferences

Use the Fee Preferences tool to display or hide Fees in Campus Parent and Campus Student. Districts can also define whether fees display for future, active, or past years as well as whether comments display.

What Can I do?	What do I need to know?
<ul style="list-style-type: none"> <li>• <a href="#">Display or Hide Fees on the Portal</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Important Information About this Tool</a></li> <li>• <a href="#">Field Descriptions</a></li> </ul>

## Fee Preferences ☆

[Fees](#) > [Setup](#) > [Fee Preferences](#)

### Fee Preferences

**Display Fees on Portal**

**Years to Display**

Future Years

Active Year

Past Years

**Display Fee Comments on Portal**

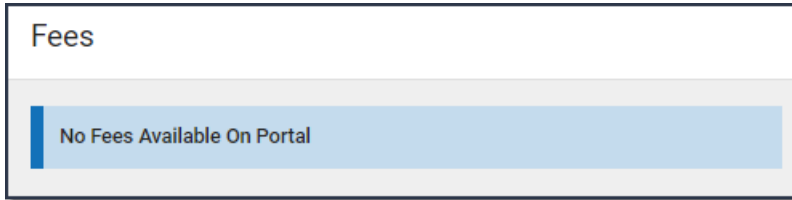
**Displayed Text in Fees Tool**

Fees must be enabled for HTML text to display in portal.

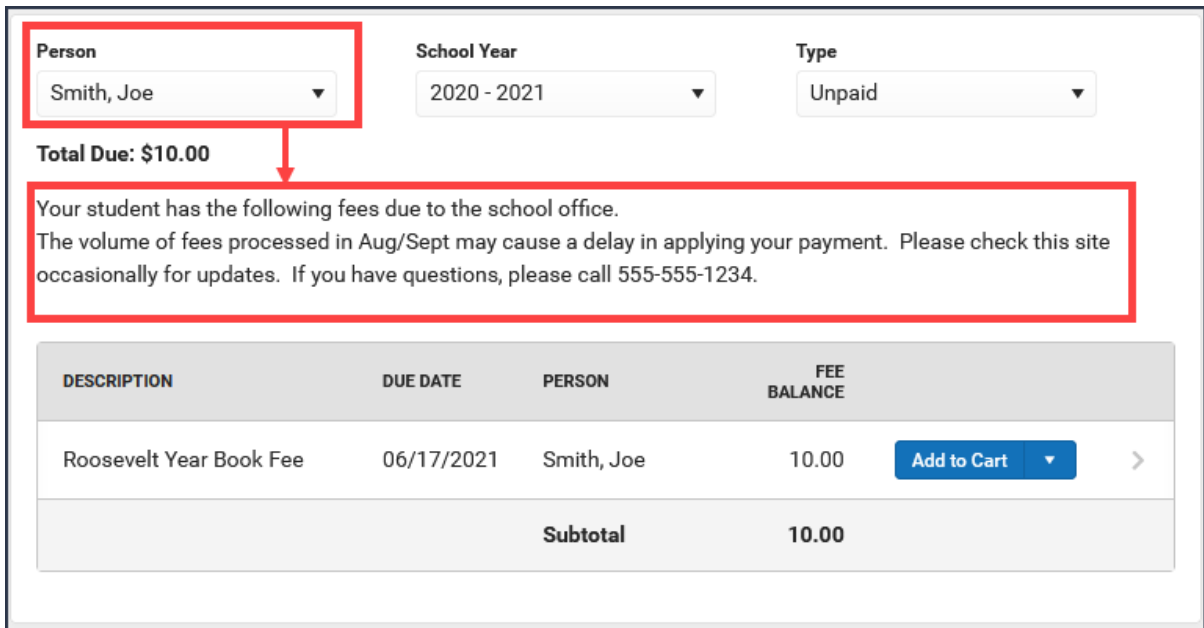
Format ▼ B I U ☰ ☰ ☰ ☰

## Important Information About this Tool

- The Fees tool always displays in the portal. If Fees are hidden, the following message displays:

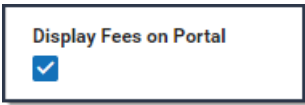
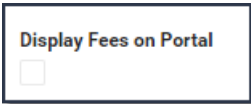


- You can enter text to display above the list of Fees on the portal. The text that displays is unique for each school and only displays when a student is selected in the *Person* dropdown list.



## Display or Hide Fees on the Portal

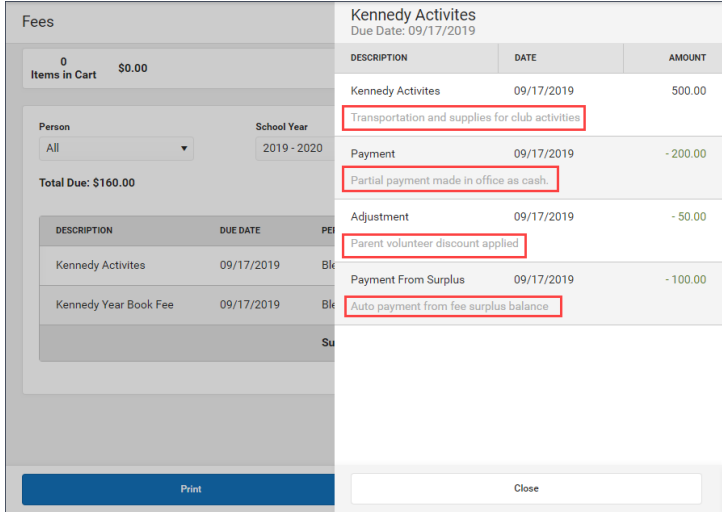
- Select the **School** in the Campus toolbar.
- Complete one of the following options.

Option	Description
<b>Display Fees</b>	Mark the <b>Display Fees on Portal</b> checkbox. 
<b>Hide Fees</b>	Clear the <b>Display Fees on Portal</b> checkbox. 

- Click **Save**.

Use the [Field Descriptions](#) provided in this article if you have questions about the other fields on this screen.

# Field Descriptions

Field	Description																				
<b>Display Fees on Portal</b>	This checkbox controls whether Fees display in Campus Parent and Campus Student. Mark the checkbox to display Fees or clear the checkbox to hide Fees.																				
<b>Years to Display</b>																					
<b>Future Years</b>	When this checkbox is marked, fees assigned by the school for <i>any</i> year <b>after</b> the active School Year display in the portal.																				
<b>Active Year</b>	When this checkbox is marked, fees assigned by the school for <i>any</i> School Year marked as active display in the portal.																				
<b>Past Years</b>	When this checkbox is marked, fees assigned by the school <b>prior</b> to the School Year currently marked active display in the portal.																				
<b>Display Comments on Portal</b>	<p>When this checkbox is marked, comments that are made when a Fee is assigned, paid, adjusted, or made void are visible in Campus Parent and Campus Student when the user is looking at the Fee details in the Fees tool.</p>  <p>The screenshot shows the 'Fees' tool interface for 'Kennedy Activites' with a due date of 09/17/2019. It displays a table of fees with the following rows and comments:</p> <table border="1"> <thead> <tr> <th>DESCRIPTION</th> <th>DATE</th> <th>AMOUNT</th> <th>COMMENT</th> </tr> </thead> <tbody> <tr> <td>Kennedy Activites</td> <td>09/17/2019</td> <td>500.00</td> <td>Transportation and supplies for club activities</td> </tr> <tr> <td>Payment</td> <td>09/17/2019</td> <td>-200.00</td> <td>Partial payment made in office as cash</td> </tr> <tr> <td>Adjustment</td> <td>09/17/2019</td> <td>-50.00</td> <td>Parent volunteer discount applied</td> </tr> <tr> <td>Payment From Surplus</td> <td>09/17/2019</td> <td>-100.00</td> <td>Auto payment from fee surplus balance</td> </tr> </tbody> </table>	DESCRIPTION	DATE	AMOUNT	COMMENT	Kennedy Activites	09/17/2019	500.00	Transportation and supplies for club activities	Payment	09/17/2019	-200.00	Partial payment made in office as cash	Adjustment	09/17/2019	-50.00	Parent volunteer discount applied	Payment From Surplus	09/17/2019	-100.00	Auto payment from fee surplus balance
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Payment From Surplus	09/17/2019	-100.00	Auto payment from fee surplus balance																		

Field	Description															
<p><b>Displayed Text in Fees Tool</b></p>	<p>Text entered in this field displays above the list of Fees on the portal. The text that is displayed is unique for each school and only displays when a student is selected in the <i>Person</i> dropdown list.</p> <div data-bbox="486 380 1225 757" style="border: 1px solid black; padding: 5px;"> <p>Person: <span style="border: 1px solid red; padding: 2px;">Smith, Joe</span>   School Year: 2020 - 2021   Type: Unpaid</p> <p><b>Total Due: \$10.00</b></p> <p style="border: 1px solid red; padding: 2px;">Your student has the following fees due to the school office. The volume of fees processed in Aug/Sept may cause a delay in applying your payment. Please check this site occasionally for updates. If you have questions, please call 555-555-1234.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">DESCRIPTION</th> <th style="width: 15%;">DUE DATE</th> <th style="width: 15%;">PERSON</th> <th style="width: 15%;">FEE BALANCE</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>Roosevelt Year Book Fee</td> <td>06/17/2021</td> <td>Smith, Joe</td> <td>10.00</td> <td style="text-align: right;"> <a href="#">Add to Cart</a> &gt;                 </td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>Subtotal</b></td> <td><b>10.00</b></td> <td></td> </tr> </tbody> </table> </div>	DESCRIPTION	DUE DATE	PERSON	FEE BALANCE		Roosevelt Year Book Fee	06/17/2021	Smith, Joe	10.00	<a href="#">Add to Cart</a> >	<b>Subtotal</b>			<b>10.00</b>	
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