

# Fees Setup Tool Rights

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Tools in the Fees Setup category allow administrators to create and manage district-wide fees, set fee maximums, and configure other fee preferences.

## Fee Editor

Fees entered in the Fees Editor can be selected and assigned to individuals, allowing payments and adjustments to be tracked. These fees can be managed for individuals through the Student Fees, Person Fees, or Household Fees tools.

See the [Fees Editor](#) article for information on creating and managing fees.

The screenshot shows the 'Fee Editor' interface. On the left is a table with columns: Name, School, Fee Type, and Amount. On the right is a 'Fee Detail' panel for the selected fee '10th Grade PSAT Prep'.

Name	School	Fee Type	Amount
10th Grade PSAT Prep	District (All Schools)	Activity	\$50.00
Annual Registration	District (All Schools)	Enrollment	\$5.00
Art	District (All Schools)	Course	\$10.00
Book	District (All Schools)	Library Fee	\$0.00(Variable Rate)*
Chemistry Lab	District (All Schools)	Course	\$5.00
Chromebook Misc Repair	District (All Schools)	Chromebook Repair	\$0.00(Variable Rate)*
Chromebook Screen Repair	District (All Schools)	Technology	\$80.00(Variable Rate)*
District Fee	District (All Schools)	Enrollment	\$10.00
Drama Club	District (All Schools)	Activity	\$10.00

**Fee Detail for 10th Grade PSAT Prep:**

- Name:** 10th Grade PSAT Prep
- Amount:** \$ 50.00
- School:** District (All Schools)
- Fee Type:** Activity
- Account Number:** [Empty field]
- Description:** [Empty field]
- Assessed Only Once:**
- Variable Rate:**
- May be Exempted:**
- Active:**
- May be Adjusted:**
- Optional:**
- Exempted From Fee Maximums:**
- Allow Recurring Pmts:**
- Display on Parent Portal:**
- Display on Student Portal:**

Fee Editor

The selected calendar determines which fees are displayed. When only calendar rights to a specific calendar are assigned to a user, fees cannot be edited or deleted for other schools, including fees created at the district level.

To edit or delete District fees, you must have rights to All Schools.

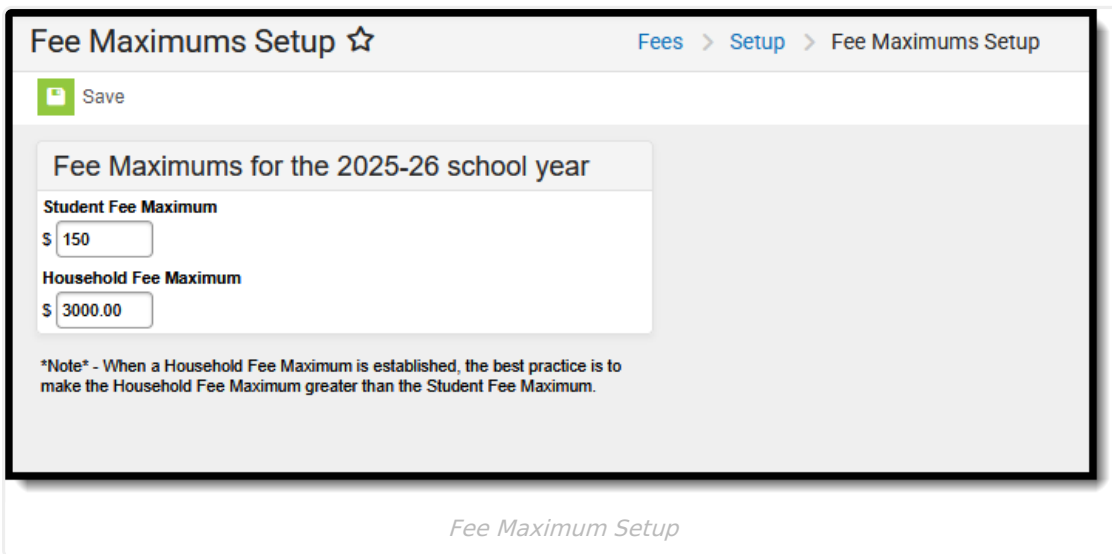
## Available Tool Rights

R	W	A	D
<ul style="list-style-type: none"> <li>• Access and view the Fee Editor.</li> <li>• Review the Fee Details for existing fees.</li> <li>• Print the Fees list.</li> </ul>	<ul style="list-style-type: none"> <li>• Modify existing fees.</li> </ul>	<ul style="list-style-type: none"> <li>• Create and save new fees.</li> </ul>	<ul style="list-style-type: none"> <li>• Delete fees.</li> </ul>

## Fee Maximums Setup

The Fee Maximum Setup tool sets a cap on the amount of fees a family pays for a school year.

See the [Fee Maximum Setup](#) article for information on using the tool.



## Available Tool Rights

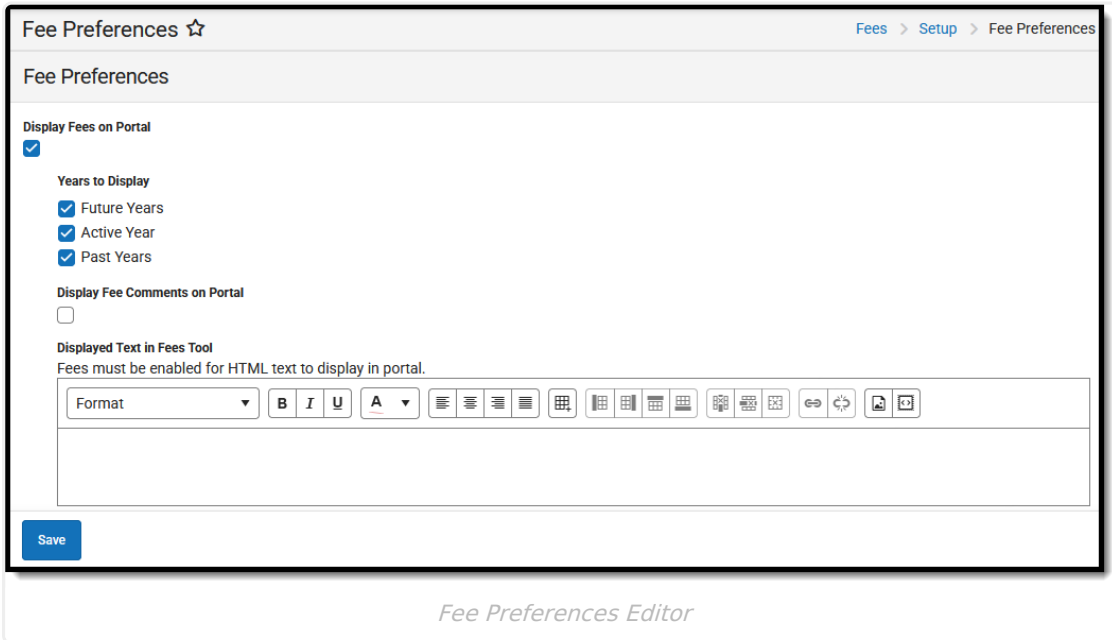
R	W	A	D
Access and view the Fee Maximum Setup tool.	Modify and save existing fee maximums.	N/A	N/A

## Fee Preferences

The Fee Preferences tool determines which fees display in Campus Parent and Campus Student.

Districts can also define whether fees display for future, active, or past years, and whether comments display.

See the [Fee Preferences](#) article for information on using the tool.



## Available Tool Rights

R	W	A	D
Access and view the Fee Preferences tool.	Modify and save existing fee preferences.	N/A	N/A

## Suggested User Groups

- [Front Office Staff](#)

See [User Groups and Suggested Roles](#) for more information.