

Fees Reports Tool Rights

Last Modified on 06/18/2026 1:20 pm CDT

Since generating a report doesn't add or change existing data, only Read rights are required. Write/Add/Delete rights, if granted, have no impact. This article includes screenshots of the Fees Reports and summaries of their uses.

See the individual articles in [Fees Reports](#) to learn more about these reports and how to run them.

User Tool Rights Editor					
▼ Fees	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete
▶ Wizards	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Student Fees	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▼ Reports	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete
Fee Audit Report	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete
Fee Billing Batch Report	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete
Fee Billing Batch All Schools	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete
Fee Receivable Summary Report	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete
Payments Reporter	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete
District Payments	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete
Recurring Payments Report	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete
▶ Setup	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete

Tool Rights Editor for Fees Reports

Fee Audit Report

The [Fee Audit Report](#) audits fee transactions related to student fees. It can be generated for fee assignments, fee adjustments, fee payments, fee surpluses, fee refunds, and fee deposits.

Fee Audit Report ☆

Fees > Reports > Fee Audit Report

Fee Audit Report

The Fee Audit report is a collection of wizards that can pull information regarding Fees. Select the transaction type to report, then Click 'Next'.

Select Wizard Mode

☒ Assignments
 ☐ Adjustments
 ☐ Payments
 ☐ Surplus
 ☐ Refunds
 ☐ Deposits

Fee Audit Report

Available Tool Rights

R	W	A	D
Access and generate the Fee Audit Report.	N/A	N/A	N/A

Fee Billing Batch Report

The [Fee Billing Batch Report](#), also called the Batch Fee Billing Statement report, builds a billing statement for each student, person, or household that meets the criteria selected on the report editor. The report includes people or households with an unpaid balance, even if they have an inactive enrollment.

Fee Billing Batch Report ☆

Fees > Reports > Fee Billing Batch Report

Which type of report would you like to run?

☒ Student
 ☐ Person
 ☐ Household

☒ Grade

All Students
 PK

☐ Ad Hoc Filter

☒ Active Students Only

Enrollment Effective Date: 06/18/2026

☐ Include \$0 Balance and Paid Fees

Warning: Selection will result in a large amount of data.

Which fees would you like to include in the report?
Ctrl-click or Shift-click to select multiple

All Fees

CypressVariableOptionalFee \$0.00*
 Device Protection Plan \$25.00*
 Device/Technology Fines \$0.00*
 Foreign Language Trip Payment \$250.00
 Graduation Fee \$125.00

Fee Assigned School Year

All Years

25-26
 24-25
 23-24
 22-23
 21-22

☐ Only include overdue fees

☐ Include Fees from All Schools

Print Options

☒ Prepare report for duplex printing
☒ Include 2nd Mailing Addresses
☒ Include Guardian's name
☐ Include Salutation

To Parent/Guardian of:

☐ Hide Comments

Address Font Size 8 pt

Notes: (displayed on page 1 of each billing statement)

Fee Billing Batch Report

Available Tool Rights

R	W	A	D
Access and generate the Fee Billing Batch Report	N/A	N/A	N/A
<i>Fee Billing Batch All Schools</i>			
Select the Include Fees from All Schools checkbox on the billing statement. When marked, the Fee Billing Batch Report includes fees assigned at schools other than the School/Calendar selected in the context switcher.	N/A	N/A	N/A

Fee Receivable Summary Report

The Fee Receivable Summary Report displays fee-related details for all students who 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 student's name.

Fee Receivable Summary Report ☆

[Fees](#) > [Reports](#) > Fee Receivable Summary Report

Fee Receivable Summary Report

The summary of all assigned fees listing paid and due. Break down summaries by Fee and Grade level.

Select Fees

All

CypressVariableOptionalFee \$0.00
 Device Protection Plan \$25.00
 Device/Technology Fines \$0.00
 Foreign Language Trip Payment \$250.00
 Graduation Fee \$125.00
 Library/Textbook Fines \$0.00

CTRL-click and SHIFT-click for multiple

Select Students

☒ Grade

All Students

PK

☐ Ad Hoc Filter

Select Due Date

From To

Report Format

☒ PDF ☐ CSV

Generate Report

Fee Receivable Summary Report

Available Tool Rights

R	W	A	D
Access and generate the Fee Receivable Summary Report.	N/A	N/A	N/A

Payments Reporter

The [Payments Reporter](#) lists all transactions completed through the online payment process. With this tool, you can check the status of a specific payment, issue refunds, and revoke transactions.

Payments Reporter ☆

System Settings > Payments > Payments Reporter

Load Template

Dates

Update

Delete

Show Filters

Reset

Export Type

CSV

Export

Select Columns: ||

↑ Payment Date

↑ Fund ID

Payment Date	Payer Name	Payment Method Accou...	Description	Payment Reference Num...	Transaction Status	Return Date	Settlement Date	Deposit Date
month/day/year						month/day/year	month/day/year	month/day/year
▼ Payment Date: 08/20/2024 01:27 PM								
▼ Fund ID: Service FEES								
08/20/2024 01:27 PM	Quinn, Chloe	Chloe Quinn	Service Fee	t1_txn_66c4e0182aa44...	COMPLETED		08/20/2024	
▼ Fund ID: Transaction FEES								
08/20/2024 01:27 PM	Quinn, Chloe	Chloe Quinn	\$0.35 Card Flat Fee	t1_txn_66c4e0182aa44...	COMPLETED		08/20/2024	
08/20/2024 01:27 PM	Quinn, Chloe	Chloe Quinn	3.5% VMCD Card Transaction Fee	t1_txn_66c4e0182aa44...	COMPLETED		08/20/2024	
▼ Payment Date: 08/20/2024 01:28 PM								
▼ Fund ID: Service FEES								
08/20/2024 01:28 PM	Quinn, Avery	Jon Smyth	Service Fee	t1_txn_66c4e04851157...	COMPLETED		08/20/2024	

Payments Reporter

Available Tool Rights

R	W	A	D
Access and generate the Payments Reporter.	N/A	N/A	N/A
<i>District Payments</i>			
Set the Payments Reporter Include District Payments toggle on or off. When on, payments from all schools in the district are included in the report.	N/A	N/A	N/A

Recurring Payments Report

The [Recurring Payments Reports](#) provides a summary view of all active recurring payments set up in Campus and which recurring payments were not successful.

Recurring Payments Report
System Settings > Payments > Recurring Payments Report

Recurring Payment Run History

Display Inactive Recurring Payments
OFF

Export
Select Columns:

Drag a column header and drop it here to group by that column

Payer Name	Student/Staff Name ↑	Type	Start Date	End Date	Frequency	Amount	Last Run Date	Last Run Status
			month/day/year	month/day/year			month/day/year	
Smith, Tina	Smith, Joe	Food Service	03/20/2020	06/30/2020	Weekly	\$25.00	04/03/2020	Successful
Smith, Tina	Smith, Amy	Food Service	03/20/2020	07/31/2020	Monthly	\$100.00	03/20/2020	Successful
Smith, Tina	Smith, Amy	BN Recurring Fee Test	01/25/2020	10/31/2020	Monthly	\$50.00	03/25/2020	Successful
Smith, Tina	Smith, Lisa	BN Recurring Fee Test	03/25/2020	07/25/2020	Semi-Monthly	\$62.50	04/01/2020	Successful
Smith, Tina	Smith, Lisa	Food Service	03/20/2020	06/30/2020	Semi-Monthly	\$50.00	04/01/2020	Successful
Smith, Tina	Smith, Pete	Food Service	03/24/2020	06/30/2020	Low Balance	\$50.00	03/27/2020	Successful
Thompson, Brian	Thompson, Brian	Food Service	03/20/2020	07/31/2020	Semi-Monthly	\$50.00	04/01/2020	Successful

Recurring Payments Report

Available Tool Rights

R	W	A	D
Access and generate the Recurring Payments report.	N/A	N/A	N/A

Suggested User Groups

- [Front Office Staff](#)

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