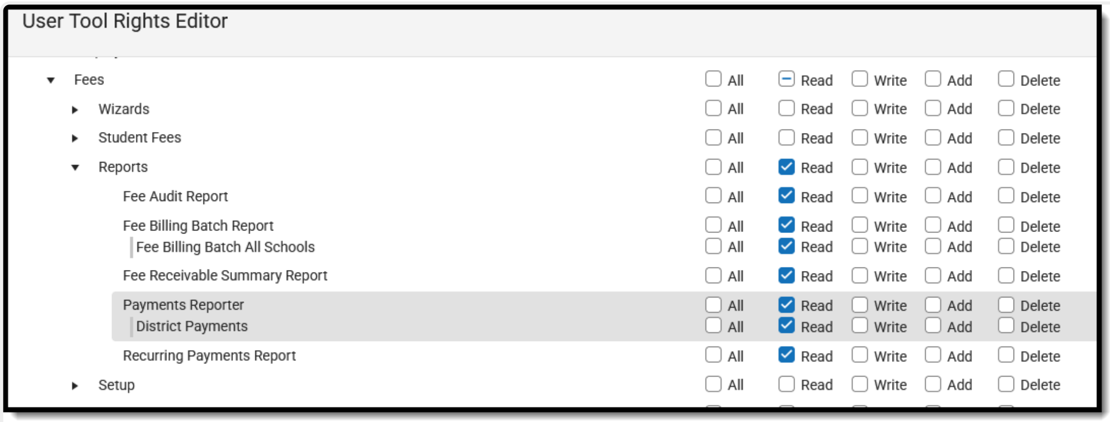
Fees Reports Tool Rights

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.



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.

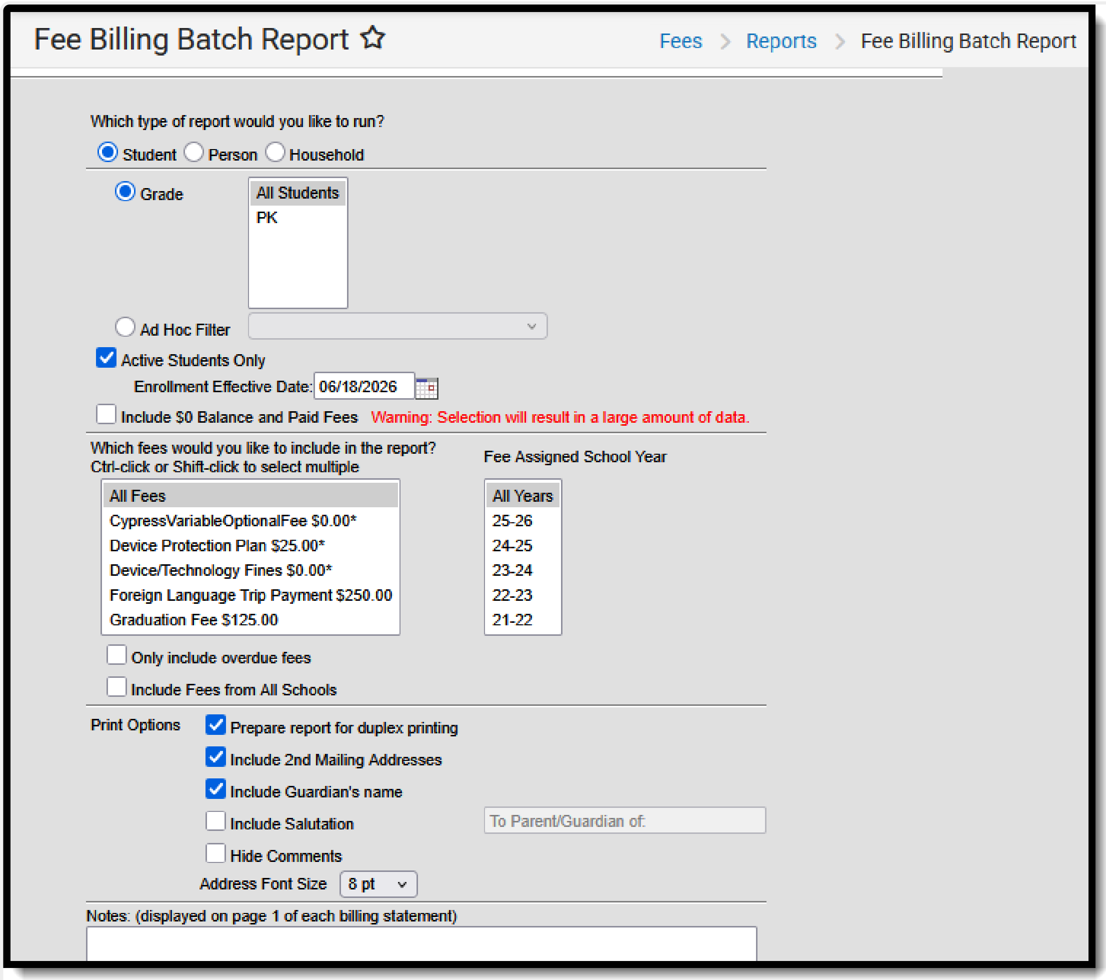
Fee Audit Report

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.



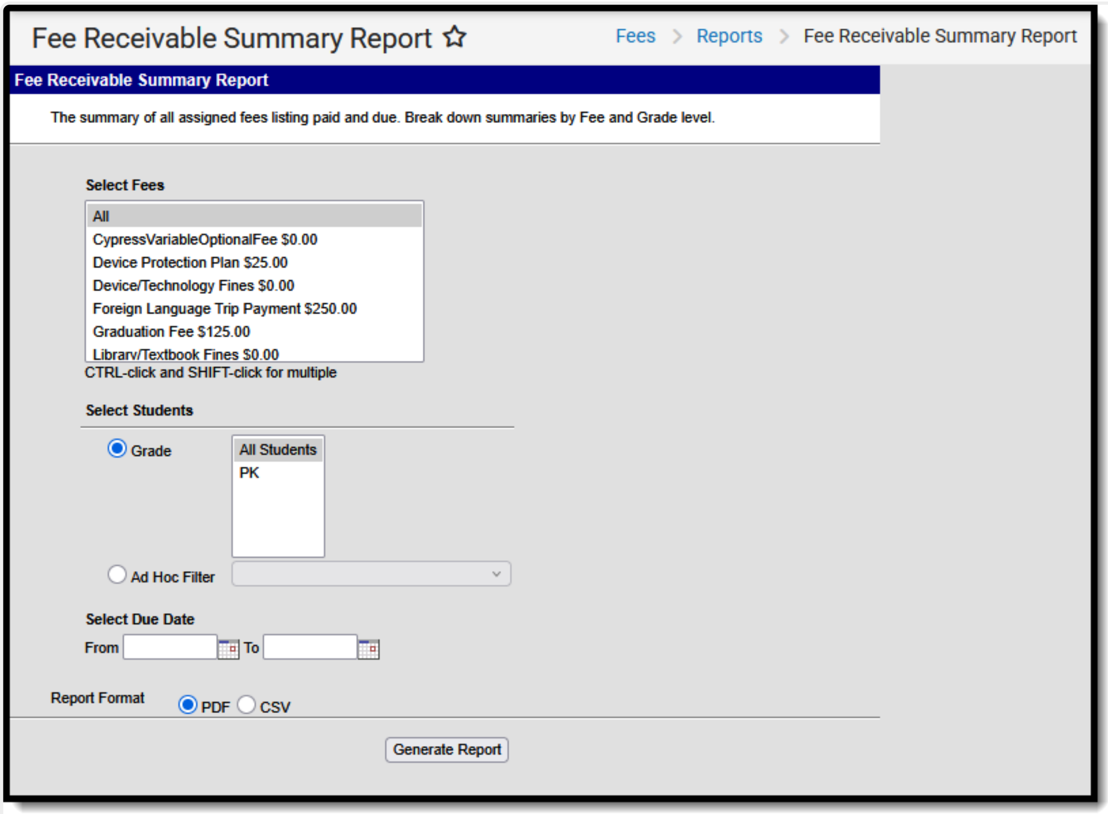
Fee Billing Batch Report

Available Tool Rights

R	W	A	D
Access and generate the Fee Billing Batch Report	N/A	N/A	N/A
Fee Billing Batch All Schools			
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.



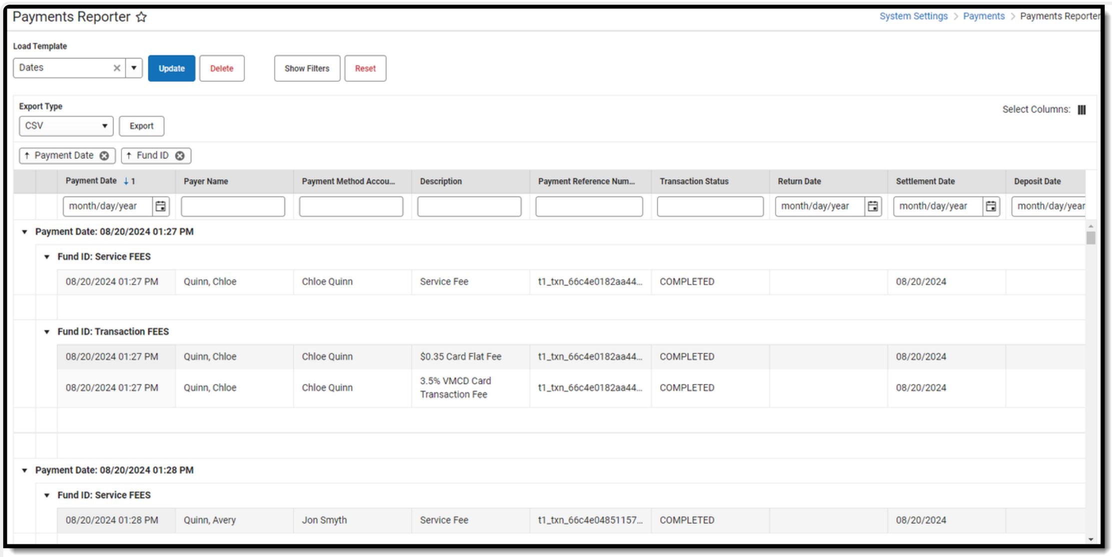
Fee Receivable Summary Report

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.



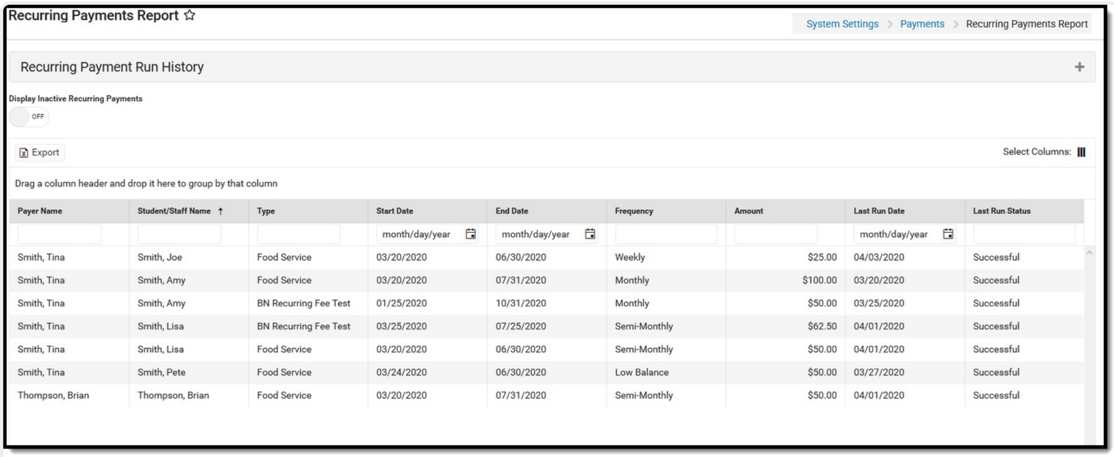
Payments Reporter

Available Tool Rights

R	W	A	D
Access and generate the Payments Reporter.	N/A	N/A	N/A
District Payments			
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

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.