

Adjust Fees for Household Members

Last Modified on 10/22/2022 9:43 am CDT

Make an Adjustment | Edit an Adjustment

Classic View: Census > Household > Fees

Search Terms: Fees

Fee adjustments are used to modify the amount due for a fee. Fee adjustments may only be made for up to the amount of the fee assignment.

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- 21-23	22					Balance				
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Make an Adjustment

Infinite Campus

- Select the Fee Assignment to which you want to make an adjustment.
 Result: The Assignment panel displays.
- Click the Make Adjustment button.
 Result: The Adjustments panel displays.
- 3. Enter an **Adjustment Date** in *mmddyyyy* format.



Clicking the date field opens a calendar from which you can pick a date.

- 4. Select the **Type** of adjustment. (Optional)
- 5. Enter any **Comments** associated with the adjustment.
- 6. Enter the amount to be removed from the fee(s) in the **Amount** or % field.

The subtracted amount cannot exceed the amount of the fee assignment. Enter a dollar amount in the **Amount** field OR a **Percentage** amount (do not enter the '%' sign, just a number up to three decimal points like 10 or 10.567).

Click Make Adjustment when finished.
 Result: The entered adjustment displays below the fee to which it was applied with the date of the adjustment, the amount deducted in the Credit column and Balances and Totals updated accordingly.

Edit an Adjustment

After an adjustment is made, clicking on the adjustment displays the Adjustment panel which includes the adjusted **Amount**, the **Adjustment Date**, the **Type** of adjustment, as well as any **Comments** attached to the adjustment.

Only adjustment **Type** and **Comments** can be added or modified. Click **Save** when finished.



Surplus : \$0.	.00 Balanc	e: Adjustment
vard, Nina (13010500) Fee + 11th Grade Retreat - Yearbook		Amount 10.00 Adjustment Date 7/21/2022 Adjustment Type Comments Maximum 255 characters Discount: Yearbook Editor
Description Assignment Adjustment	Type Technology	Calendar 21-22 Harrison High Created By Administrator, System Created Date 7/21/2022 3:17:00 PM Modified By Administrator, System Modified Date 7/21/2022 3:17:00 PM
ent Make Payment Ma	ke Adjustments Print	Save Void Close
	E	dit an Adjustment

Previous Versions

Adjust Fees for Household Members [.2211 - .2227] Adjust Fees for Household Members [.2124 - .2207]