

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.

Household Fees ☆ Census > Households > Household Fees
 Torres Phone: (555)555-7978 Related Tools ^

Unpaid Fees : \$120.00 Surplus : \$0.00 Balance : \$120.00

Years to Print
21-22 x

Year	Household Max
21-22	

Name	Unpaid Fees
Howard, Nina (13010500)	120.00

Fee	Due Date
+ 11th Grade Retreat	
- Yearbook	

Description	Type
Assignment	Technology

Assignment

Fee
Yearbook

Amount
75.00

Balance
75.00

Due Date
10/28/2019

Exempt

Comments
Maximum 255 characters

Calendar
21-22 Harrison High

Created By
Administrator, ASystem

Household Fees ☆ Census > Households > Household Fees
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Unpaid Fees : \$120.00 Surplus : \$0.00 Balance : \$120.00

Years to Print
21-22 x

Adjustments

Adjustment Date * Adjustment Type

Fee	Due Date	Fee Amount	Fee Balance	Amount	Percent
Yearbook		75.00	75.00		

Comments
Maximum 255 characters

Make an Adjustment

Make an Adjustment

1. Select the Fee Assignment to which you want to make an adjustment.
Result: The Assignment panel displays.
2. 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).

7. 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
Balance :

Description	Type
Assignment	Technology
Adjustment	

Adjustment

Amount
10.00

Adjustment Date
7/21/2022

Adjustment Type

Comments
Maximum 255 characters
Discount: Yearbook Editor

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
Make Adjustments
Print

Save
Void
Close

Edit an Adjustment

Previous Versions

[Adjust Fees for Household Members \[.2211 - .2227\]](#)

[Adjust Fees for Household Members \[.2124 - .2207\]](#)