

# Mark Fee Assignments Uncollectible (Fees Wizard)

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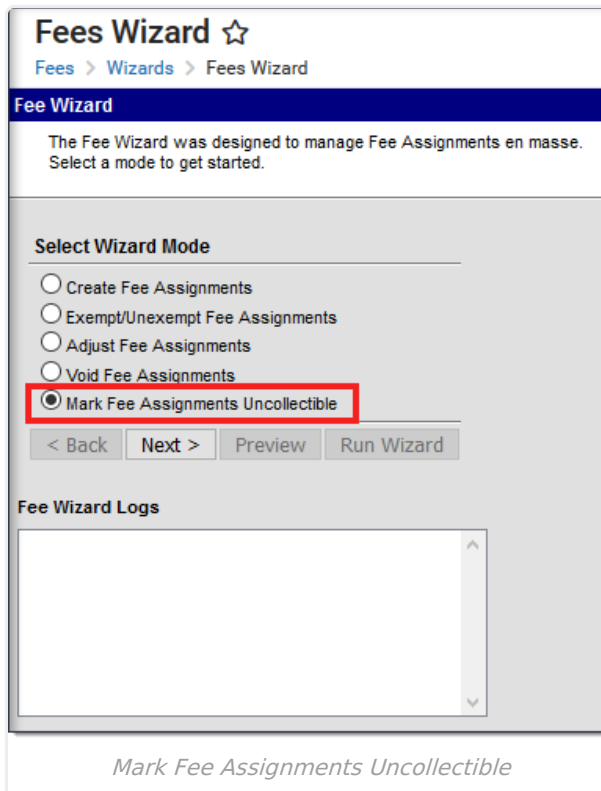
This section applies when the **Mark Fee Assignments Uncollectible** option was selected in the first step of the Fees Wizard.

**Classic View:** Fees > Wizards > Fee Wizard

**Search Terms:** Fee Wizard

Marking a fee as uncollectible adjusts the balance owed for that fee to \$0. No additional date information is needed when marking fees uncollectible.

Uncollectible fees are visible on the student's [Fees](#) tab. A Fees Wizard log entry is also created and visible from the first page of the [Fees Wizard](#).



The screenshot shows the 'Fees Wizard' interface. At the top, there is a breadcrumb trail: 'Fees > Wizards > Fees Wizard'. Below this, the title 'Fee Wizard' is displayed. A message states: 'The Fee Wizard was designed to manage Fee Assignments en masse. Select a mode to get started.' Under the heading 'Select Wizard Mode', there are five radio button options: 'Create Fee Assignments', 'Exempt/Unexempt Fee Assignments', 'Adjust Fee Assignments', 'Void Fee Assignments', and 'Mark Fee Assignments Uncollectible'. The 'Mark Fee Assignments Uncollectible' option is selected and highlighted with a red box. Below the options are four buttons: '< Back', 'Next >', 'Preview', and 'Run Wizard'. At the bottom, there is a section for 'Fee Wizard Logs' with an empty text area and a scroll bar. Below the screenshot, the text 'Mark Fee Assignments Uncollectible' is displayed.

## Mark Fee Assignments Uncollectible Options

The following options are available when using the Mark Fee Assignments Uncollectible mode.

### Fees Wizard ☆

Fees > Wizards > Fees Wizard

Fee Wizard

This wizard will Mark Fee Assignments as Uncollectible for people who match the Ad hoc filter of

Each Fee Assignment marked as Uncollectible will be adjusted so that the balance due for that fee of the school year.

The Fee Audit Report may be run to report the details regarding uncollected Fees.

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**Marking Fees Uncollectible**

**Select Van Buren High School Fees**

10th Grade PSAT Prep \$50.00 ▲  
 Annual Registration \$5.00  
 Art \$10.00  
 Book \$0.00\*  
 Chemistry Lab \$5.00  
 District Fee \$10.00  
 Drama Club \$10.00  
 Elementary Field Trip \$0.00\*  
 Fall Sports \$50.00 ▼

CTRL-click and SHIFT-click for multiple

**Select Calendars**

08-09 Van Buren High School ▲  
 09-10 Van Buren High School  
 10-11 Van Buren High School  
 11-12 Van Buren High School  
 Van Buren High School 12-13  
 13-14 Van Buren High School  
 17-18 Van Buren High School  
 18-19 Van Buren High School  
 19-20 Van Buren High School ▼

**Select Students**

Grade 
 All Students ▲  
 09  
 10  
 11  
 12 ▼

Ad Hoc Filter ▼

Comments:

< Back
Next >
Preview
Run Wizard

Field	Description
<b>Select Fees</b>	List of fees that can be assigned to the students.
<b>Select Calendars</b>	Students who have active enrollments in the selected calendar will have the selected fee marked as uncollectible. The Year and School selected in the Campus toolbar will automatically be selected. If a school is not selected in the Campus toolbar, all calendars for all years appear in the calendar list.

Field	Description
<b>Select Students</b>	Students can be selected by a Grade Level or an Ad hoc Filter. If a school is selected in the Campus toolbar, only those grade levels in the selected school are available for selection. When an ad hoc filter is selected, only those students included in the filter will have fees marked as uncollectible.
<b>Comments</b>	Enter comments related to the modification of the selected fee. Comments appear when selecting a fee from the student's <a href="#">Fees</a> tab on the Edit Fee Assignment window.

## Using the Mark Fee Assignments Uncollectible Mode

The following procedures walk the user through the marking of fees as uncollectible.

### Mode Selection

1. Select the **Mark Fee Assignments Uncollectible Mode** from the main Fees Wizard page.
2. Click the **Next** button. The **Marking Fees Uncollectible** editor displays.

### Mark Fees Uncollectible

1. Select the **Fees** to mark as uncollectible.
2. Select the **Calendars**.
3. Select the **Students** either by **Grade level** or an **Ad hoc filter**.
4. Enter any **Comments** related to this fee modification.

### Preview Fee Assignment

1. Click the **Preview** button. A **Fee Wizard Report** displays in a new browser window, listing the students who will have fees marked as uncollectible.
2. Return to the **Fees Wizard** window to assign the fees.

Fees will not be assigned to a student until the **Run Wizard** button is selected.

2011-12 Elementary		Fee Wizard Report		
Generated on 03/14/2012 02:57:08 PM Page 1				
<b>2011-12 Forest Elementary</b>				
Student	Person ID	Name	Assignment ID	Amount
Student, Morgan	123456	Book Fee	219143	5.00
Student, Dylan	234567	Book Fee	219144	5.00
Student, Alan	345678	Book Fee	219126	5.00
Student, Hannah	456789	Book Fee	219164	5.00
Student, Jabar	567890	Book Fee	219131	5.00
Student, Caleb	678901	Book Fee	219097	5.00
Student, Heather	789012	Book Fee	219119	5.00
Student, Karissa	890123	Book Fee	219195	5.00
Student, Zachary	901234	Book Fee	219128	5.00
Student, Gabriel	012345	Book Fee	219112	5.00
Student, Nicholas	098765	Book Fee	219082	5.00
Student, Angela	987654	Book Fee	219156	5.00
Student, Colin	876543	Book Fee	219170	5.00
Student, Jada	765432	Book Fee	219193	5.00

*Mark Fees Uncollectible Preview Report*

## Run Wizard

Click the **Run Wizard** button to assign the selected fees. A **Fees Wizard Report** will display in a new browser window, listing the students who will have fees marked as uncollectible.

This is the only indication a user receives that fees have been assigned to students.

2011-12  
Elementary

Fee Wizard Report

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2011-12 Forest Elementary

Student	Person ID	Name	Assignment ID	Amount
Student, Morgan	123456	Book Fee	219143	5.00
Student, Dylan	234567	Book Fee	219144	5.00
Student, Alan	345678	Book Fee	219126	5.00
Student, Hannah	456789	Book Fee	219164	5.00
Student, Jabar	567890	Book Fee	219131	5.00
Student, Caleb	678901	Book Fee	219097	5.00
Student, Heather	789012	Book Fee	219119	5.00
Student, Karissa	890123	Book Fee	219195	5.00
Student, Zachary	901234	Book Fee	219128	5.00
Student, Gabriel	012345	Book Fee	219112	5.00
Student, Nicholas	098765	Book Fee	219082	5.00
Student, Angela	987654	Book Fee	219156	5.00
Student, Colin	876543	Book Fee	219170	5.00
Student, Jada	765432	Book Fee	219193	5.00

*Mark Fees Uncollectible Run Wizard Report*