

# Assignments Mode (Fee Audit Report)

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[Assignments Mode Report Editor | Generating the Fee Audit Report in Assignments Mode](#)

**Classic View:** Fees > Reports > Fee Audit

**Search Terms:** Fee Audit

The Fee Audit Report in Assignments mode collects information about fee assignments based on the options selected in the wizard.

### Fee Audit ☆

Fees > Reports > Fee Audit

#### Fee Audit Report

The Fee Audit report is a collection of wizards that can pull information

**Select Wizard Mode**

- Assignments
- Adjustments
- Payments
- Surplus
- Refunds
- Deposits

< Back   **Next >**   Run Report

### Fee Audit ☆

Fees > Reports > Fee Audit

#### Fee Audit Report

##### Assignments Report

This report returns fee assignment information for the students, dates, and calendars selected.

For transactions with date fields, leaving both date fields blank will include all transactions.  
 Providing only a start date will include all transactions on or after that date.  
 Providing only an end date will include all transactions on or before that date.

**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**

21-22 Van Buren High School  
 Van Buren High School 20-21  
**19-20 Van Buren High School**  
 18-19 Van Buren High School  
 17-18 Van Buren High School  
 13-14 Van Buren High School  
 Van Buren High School 12-13  
 11-12 Van Buren High School  
 10-11 Van Buren High School

**Select Students**

Grade All Students

09  
 10  
 11  
 12

Ad Hoc Filter  

**Select the transactions to report on.**

Current Unbalanced Fee Assignments

Current Balanced Fee Assignments

Current Overdue Fee Assignments

Voided Fee Assignments

to

Exempted Fee Assignments

to

**Sort By**

- Fee Assignment Due Date
- Fee
- Student

Report Format    PDF    CSV

< Back   Next >   Run Report

*Fee Audit Report Editor - Assignments Mode*

The Fee Audit Report can be generated in other modes as well:

- [Adjustments Mode](#)
- [Payments Mode](#)
- [Surplus Mode](#)
- [Refunds Mode](#)
- [Deposits Mode](#)

## Assignments Mode Report Editor

The following options are available on the Assignments Mode Report editor.

Field	Description
<b>Fees Selection</b>	The <b>Select District Fees</b> section is populated with all fees entered for the district. Multiple fees can be selected. If a <b>School</b> is set in the Campus Toolbar, only fees for that school will appear.
<b>Calendar Selection</b>	Calendar Options are dependent on the <b>Year</b> and <b>School</b> selected in the Campus Toolbar. If a school is selected, only calendars for that school will appear in the <b>Select Calendars</b> list. If a school is not selected in a school bar, calendars from all schools will display for selection. Calendars are listed in descending year order (2013-14, 2012-13, etc.).
<b>Student Selection</b>	When selecting the <b>Students</b> for which the audit report should be run, users can select a previously created <b>Ad hoc Filter</b> (created in the Ad hoc Reporting <a href="#">Filter Designer</a> ) or a specific <b>Grade</b> level. Available grade levels are based on the school selected in the Campus toolbar.
<b>Transaction Selection</b>	Users can select which <b>Transactions</b> to include in the report. Entering a date range will limit the results to records created on or between those dates. See the <a href="#">Transaction Selection</a> table for descriptions of the available options.
<b>Sort By Options</b>	<b>Sort By</b> options control in what order information will appear on the audit report. Fee Assignment Due Date will be selected by default, which will sort results by the due date of the fee assignment. Fee and Student options will sort results alphabetically by Fee name or Student name.

## Transaction Selection

Option	Description
<b>Current Unbalanced Fee Assignments</b>	Selecting this option will include all fees that <i>have not yet been fully paid</i> for the indicated students and calendar(s).
<b>Current Balanced Fee Assignments</b>	Selecting this option will include all fees that <i>have been paid in full</i> for the indicated students and calendar(s).

Option	Description
<b>Current Overdue Fee Assignments</b>	Selecting this option will include any fees for which the <i>due date has passed and any balance remains to be paid</i> for the indicated students and calendar(s).
<b>Voided Fee Assignments</b>	Selecting this option will include all fee assignments which <i>have been voided</i> for the indicated students and calendar(s). Users have the option of limiting results by entering a date range, which will cause only void records created within the indicated dates to be included. <ul style="list-style-type: none"> <li>• Leaving both date fields blank will include all voided transactions for the selected calendar(s).</li> <li>• Entering only a start date will include voided transactions on or after the entered date.</li> <li>• Entering only an end date will include voided transactions on or before the entered date.</li> </ul>
<b>Exempted Fee Assignments</b>	Selecting this option will include all fee assignments which have been exempted for the indicated students and calendar(s). Users have the option of limiting results by entering a date range, which will report only fees that were exempted within the entered dates to be included. <ul style="list-style-type: none"> <li>• Leaving both date fields blank will include all exempted transactions for the selected calendar(s).</li> <li>• Entering only a start date will include exempted transactions on or after the entered date.</li> <li>• Entering only an end date will include exempted transactions on or before the entered date.</li> </ul>

# Generating the Fee Audit Report in Assignments Mode

## Mode Selection

1. Select *Assignment* as the **Mode** for which the report should generate.
2. Click **Next** to proceed to the next screen.

## Report Options

1. Indicate which **Fee(s)** should appear in the report.
2. Select which **Calendar(s)** should appear in the report.
3. Indicate which students should appear in the report by selecting an **Ad hoc Filter** or a **Grade Level**.
4. Indicate which type of **Transaction(s)** should appear in the report.
5. Select a **Sort By** option.
6. Click **Run Report** to generate the audit report in PDF format.

The calendar, school, school address and report generation timestamp will appear in the top left

corner, with the details of the report in the top right.

16-17 Fillmore Middle School 610 James Burgess Rd, Suwanee MN 55666 Generated on 12/19/2016 12:29:51 PM Page 1				Fee Assignment Audit Report Assignments: -unbalanced -balanced -overdue -voided -exempted Students: 6 Fee Assignments: 8 Unbalanced: 6 (\$59.00) Balanced: 1 (\$0.00) Overdue: 2 (\$19.00) Voided: 1 (\$10.00) Exempted: 1 (\$10.00)						
<b>Summary</b>										
Fee(\$Amount)	Type	Grade	Students	Assignments	Unbalanced	Balanced	Overdue	Voided	Exempted	
1. Art (\$10.00)	Course	06	1	1	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		07	1	1	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		08	4	6	\$39.00	\$0.00	\$19.00	\$10.00	\$10.00	\$10.00
<b>Totals:</b>			<b>6</b>	<b>8</b>	<b>\$59.00</b>	<b>\$0.00</b>	<b>\$19.00</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>\$10.00</b>
<b>Unbalanced Assignments</b>										
Due Date	Fee(\$Amount)	Student	Student#	Balance	Comments					
08/08/2016	Art (\$10.00)	Heintz, Staci K	618096	\$10.00						
08/29/2016	Art (\$10.00)	Anderson, Jack A	662478	\$9.00						
01/31/2017	Art (\$10.00)	Inman, Jessica	161050004	\$10.00						
01/31/2017	Art (\$10.00)	Kirkup, Randall	161000006	\$10.00						
01/31/2017	Art (\$10.00)	Kirkup, Rune	119618	\$10.00						
01/31/2017	Art (\$10.00)	Lohse, Allan	122159	\$10.00						
<b>Balanced Assignments</b>										
Due Date	Fee(\$Amount)	Student	Student#	Balance	Comments					
01/31/2017	Art (\$10.00)	Anderson, Jack A	662478	\$0.00	-EXEMPT					
<b>Overdue Assignments</b>										
Due Date	Fee(\$Amount)	Student	Student#	Balance	Comments					
08/08/2016	Art (\$10.00)	Heintz, Staci K	618096	\$10.00						
08/29/2016	Art (\$10.00)	Anderson, Jack A	662478	\$9.00						
<b>Voided Assignments</b>										
Due Date	Fee(\$Amount)	Student	Student#	Balance	Comments					
01/31/2017	Art (\$10.00)	Heintz, Staci K	618096	\$0.00	-Void Reason: CAN (12/19/2016)					
<b>Exempted Assignments</b>										
Due Date	Fee(\$Amount)	Student	Student#	Balance	Comments					
01/31/2017	Art (\$10.00)	Anderson, Jack A	662478	\$0.00	-EXEMPT					

Fee Audit Report - Assignments Modes