

Payments Mode (Fee Audit Report)

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Classic View: Fees > Reports > Fee Audit

Search Terms: Fee Audit

The Fee Audit Report in Payments mode collects information about payments made to fee assignments based on the options selected in the wizard.

Fee Audit ☆
 Fees > Reports > Fee Audit

Fee Audit Report

Fee Audit Report
 The Fee Audit report is a collection of wizards that ca

Select Wizard Mode

Assignments
 Adjustments
 Payments
 Surplus
 Refunds
 Deposits

< Back Next > Run Report

Fee Audit ☆
 Fees > Reports > Fee Audit

Fee Audit Report

Payment Report
 This report returns fee payment information for the students, dates, and calendars selected.

Leaving both date fields blank will include all payments.
 Providing only a start date will include all payments on or after that date.
 Providing only an end date will include all payments 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.

All Payments (Excluding voids)
 Voided Fee Payments

Select fee payment date range

to

Sort By

Payment Date
 Payment Amount
 Payment Method
 Student Name
 Fee

Show Fee Comments No Yes

Report Format PDF CSV

< Back Next > Run Report

Fee Audit Report - Payments Mode

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

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

Payments Mode Report Logic

The following logic applies to the calculations used when reporting fee totals in the Payments Mode.

- Any voided payments that are returned (canceled) are not included in report totals.
- Any voided payments that are converted into a deposits are included in report totals.
- Adjustments are not considered payments and are not included in report totals.
- Over-payments (deposits) are included in report totals.
- Deposits made when the student is not affiliated with any fee assignments and has a zero balance or a surplus balance are included in report totals.
- Payments made out of surplus balances are not included in report totals.

- When optional fees are paid, the payment is assigned to the student's primary calendar of enrollment. If there is more than one primary enrollment, Campus uses the oldest active calendar of enrollment.

When a payment is made for multiple fees and one of those fees is voided after the payment is made:

- Generating the report for All Payments (Excluding Voids) does not include the voided payment. All other non-voided fees from the payment do still display.
- Generating the report for Voided Fee Payments displays only the voided payment. All other non-voided fees made in that same payment do not display.

Fee Definitions

For the purpose of this report, the following definitions apply.

Term	Definition
Payment	Includes any money made toward a fee assignment (full or partial), any overpayment and any payment voids that create a deposit or a simple deposit.
Amount	Total money of payment made toward a fee assignment, minus the total voided payments.
Fees	Total number of fees paid by the fee payment.
Fee Assignment	Total number of money paid toward a fee assignment.

Term	Definition
Students	Total number of students who received a fee payment.

Payments Mode Report Editor

The following options are available on the Payments Mode Report Editor.

Field	Description
Fees Selection	The Select District Fees section is populated with all fees entered for the district. Multiple fees can be selected. If a School is set in the Campus Toolbar, only fees for that school will appear.
Calendar Selection	Calendar Options are dependent on the Year and School selected in the Campus Toolbar. If a school is selected, only calendars for that school will appear in the Select Calendars 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.).
Student Selection	When selecting the Students for which the audit report should be run, users can select a previously created Ad hoc Filter (created in the Ad hoc Reporting Filter Designer) or a specific Grade level. Available grade levels are based on the school selected in the Campus toolbar.
Transaction Selection	Users can select which Transactions to include in the report. Entering a date range will limit the results to records created on or between those dates. <ul style="list-style-type: none"> Leaving both date fields blank will include all payments. Entering only a start date will include all payments on or after that date. Entering only an end date will include all payments on or before that. date. See the Transaction Selection table for descriptions of the available options.
Sort By Options	Sort By 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.
Show Fee Comments	When set to Yes , comments that were added when the Fees were paid are included on the report.
Report Format	The report can be generated in CSV or PDF format.

Transaction Selection

Options	Description
All Fee Payments (Excluding voids)	Selecting this option will include all fee payments made for the indicated students and calendar(s) in the entered date range, but not include voided payments.
Voided Fee Payments	Selecting this option will include all fee payments that have been voided for the indicated students and calendar(s) in the entered date range.

Sort By Options

The Fee Audit report in payment mode can be sorted in the following ways:

- Payment Date - payments are listed in date order, with the most recent payments first.
- Payment Amount - payments are listed in amount order, with the highest payment amounts first.
- Payment Type - payments are listed in the following order: Cash, then Check, then Credit Card, then Online payments.
- Student Name - students are listed in alphabetical last name order.
- Fee - fees that were paid are listed in alphabetical order.

Generating the Fee Audit Report in Payments Mode

Mode Selection

1. Select **Payments** as the **Mode** for which the report.
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 the desired **Sort Option**.
6. Select whether you want to **Show Fee Comments**.
7. Select the **Report Format**.
8. Click **Run Report** to generate the audit report in PDF format.

16-17 Harrison High 585 Peachtree Parkway, Metro City MN 55436 Generated on 08/02/2017 10:32:03 AM Page 1	Fee Payment Report All Payments Fees: 1 Students: 11 Payments: 11 Fee Assignments: 11 Cash: 1 (\$25.00) Check: 4 (\$200.00) Credit Card: 1 (\$50.00) Online Payments: 5 (\$250.00)
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Summary

Fee(\$Amount)	Type	Grade	Students	Payments	Cash	Check	Credit Card	Online Payments
1. Fall Sports (\$50.00)	Activity		4	4	\$25.00	\$50.00	\$50.00	\$50.00
		10	1	1	\$0.00	\$0.00	\$0.00	\$50.00
		11	1	1	\$0.00	\$50.00	\$0.00	\$0.00
		12	5	5	\$0.00	\$100.00	\$0.00	\$150.00
Totals:			11	11	\$25.00	\$200.00	\$50.00	\$250.00

Payment Information

Assignment Information

Payment Date	Credit	Method	Student (#)	Item	Amount	Type	Due Date
03/16/2017	\$50.00	Check: 2211	Fleischmann, Kristen 16450003	Fall Sports	\$50.00	Activity	10/03/2016
Comments:							
08/09/2016	\$50.00	Check: 6492	Wiseman, Risa 136619	Fall Sports	\$50.00	Activity	10/03/2016
Comments:							
08/02/2016	\$50.00	Check: 10023	Wittner, Josie 136704	Fall Sports	\$50.00	Activity	10/03/2016
Comments:							
07/22/2016	\$50.00	Online	Seaman, Brandon 130586	Fall Sports	\$50.00	Activity	10/03/2016
Comments: VISA							
07/22/2016	\$50.00	Online	Smith, Teddie 130587	Fall Sports	\$50.00	Activity	10/03/2016
Comments: VISA							
07/22/2016	\$50.00	Online	Diller, Maricia 843	Fall Sports	\$50.00	Activity	10/03/2016
Comments: MASTERCARD							
07/22/2016	\$50.00	Online	Lumpp, Tim 122419	Fall Sports	\$50.00	Activity	10/03/2016
Comments: C							
07/22/2016	\$50.00	Online	Mahnberg, Samiya 122664	Fall Sports	\$50.00	Activity	10/03/2016
Comments: DISCOVER							
07/22/2016	\$50.00	Check: 10203040	Aarons, Stephanie 665155	Fall Sports	\$50.00	Activity	10/03/2016
Comments:							
07/22/2016	\$25.00	Cash	Allison, Liffey 103914	Fall Sports	\$50.00	Activity	10/03/2016
Comments:							
07/22/2016	\$50.00	Credit Card	Howard, Aden 104637	Fall Sports	\$50.00	Activity	10/03/2016
Comments:							

Example Fee Audit Report - Payments