

Fee Billing Batch Report

Last Modified on 10/22/2022 9:49 am CDT

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Search Terms: Billing Batch

The **Fee Billing Batch Report**, also called the **Batch Fee Billing Statement** report, builds a billing statement for each student, person or household that meet the criteria selected on the report editor. The report includes people or households that are carrying an unpaid balance even if they have an inactive enrollment.

Fee Billing Batch ☆

[Fees](#) > [Reports](#) > Fee Billing Batch

Batch Fee Billing Statement Report

Batch version of the Fee Billing Statement Report. This report may be run for students, people or households. By default, the report includes people or households that are carrying a balance, have either an active or inactive enrollment and prints an additional statement for anyone with a 2nd Mailing Address. Use the report options to modify the default behavior.

You'll notice that there is a generous amount of whitespace in the address area of the statement. This is because the statement is printed in the address letter format which is compatible with business size window envelopes.

Which type of report would you like to run?

Student Person Household

Grade

All Students
EC
HK
KE
PA

Ad Hoc Filter

Active Students Only
Enrollment Effective Date: 11/24/2020

Include \$0 Balance and Paid Fees **Warning: Selection will result in a large amount of data.**

Which fees would you like to include in the report?
Ctrl-click or Shift-click to select multiple

All Fees
*District fee \$15.00
*Kennedy Fee \$20.00
All Book fine \$35.00 (inactive)
All Schools Reg Waived Fee \$0.00 (inactive)
FS Classroom Healthy Treat \$0.00*

Fee Assigned School Year
All Years
20-21
19-20
18-19
17-18
16-17

Only include overdue fees
 Include Fees from All Schools

Print Options

Prepare report for duplex printing
 Include 2nd Mailing Addresses
 Include Guardian's name
 Include Salutation To Parent/Guardian of:
 Hide Comments
Address Font Size 8 pt

Notes: (displayed on page 1 of each billing statement)

Notes Font Size 8 pt

Sort Options Student Name Grade

Fee Billing Batch Editor Example

Report Logic

- A Fee Billing Statement prints for the students who have or had an enrollment in the School or Calendar you select in Campus.
- The return address on the Fee Billing Statement is the address for the School or Calendar selected in the toolbar.
- You can generate the Batch Fee Billing Statement for students, persons or households. The options available in the Fee Billing Batch Report editor vary based on whether *Student*,

Person or *Household* is selected. See the following section called [Report Types and Examples](#) for more information.

- The student/person's name prints on the billing statement where it is visible when folded and placed in a #10 envelope with an address window.

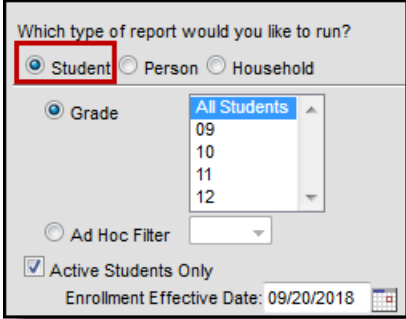
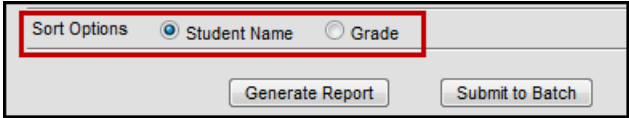
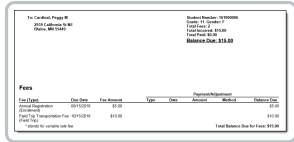
See the [Printing Labels](#) documentation for information on folding reports for window envelopes.

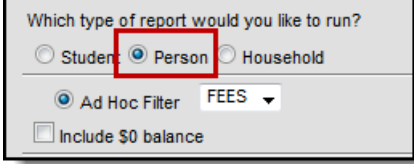
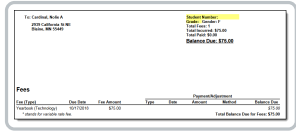
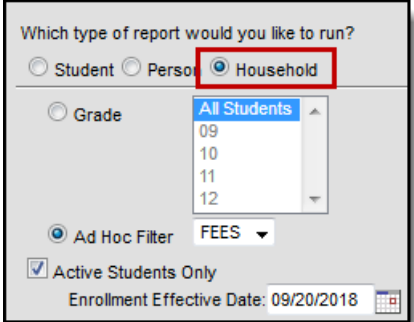
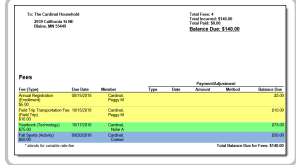
- Mailing addresses are printed for households that have the **Mailing** checkbox selected in *Census > Household > Addresses*.
 - ▶ [Click here to expand...](#)
- A relationship between the student and the person who has the **Mailing** checkbox selected is also required for the report to generate (*Census > People > Relationships*).
 - ▶ [Click here to expand...](#)
- Fee information for any report type (student, person or household) will NOT print when the following is true:
 - When there is no primary household assigned for the student.
 - When the primary household for the student has an end date that is the current date or a previous date.
 - When there is no primary address for the student.
 - When the primary address for the student has an end date that is the current date or a previous date.
- Keep the following items in mind when generating the Fee Billing Batch Report for each report type:
 - Deposits are included in the Total Paid value.
 - Surpluses are printed ONLY if the surplus amount is greater than zero.
 - If the student has mailings sent to multiple households, multiple statements will print.
 - If the option for Duplex Printing is selected, a single blank page may be added between statements to ensure different statements do not print on the same sheet of paper. If the results have voided fees, a No Record Found message displays.

Report Types and Examples

There are three different types of Fee Billing Statement Reports. Some options on the report editor are unique to the type of report you select.

Type	Description	Example
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Type	Description	Example
<p>Student</p>	<p>This option allows you to print billing statements for students in specific grade levels. In addition to the standard options, this report type includes the following additional options.</p> <ul style="list-style-type: none"> <p>Grade or Ad Hoc Filter - You must select one of these options to narrow your report results.</p>  <p>A screenshot of a web form titled "Which type of report would you like to run?". It has three radio buttons: "Student" (selected and highlighted with a red box), "Person", and "Household". Under "Student", there are two sub-options: "Grade" (selected) and "Ad Hoc Filter". The "Grade" option has a dropdown menu showing "All Students", "09", "10", "11", and "12". There is also a checkbox for "Active Students Only" which is checked, and a date field for "Enrollment Effective Date" set to "09/20/2018".</p> <p>Active Students Only - When this checkbox is marked, the report only includes students in the selected grade(s) or Ad Hoc filter that have or had an active enrollment as of the Enrollment Effective Date.</p> <p>Sort Options - This field determines the order in which the statements print. Select Student Name to print the statements alphabetically by the student's last name. Select Grade to print the statements according the grade starting with the earliest grade selected.</p>  <p>A screenshot of the "Sort Options" section of the form. It has two radio buttons: "Student Name" (selected and highlighted with a red box) and "Grade". Below the radio buttons are two buttons: "Generate Report" and "Submit to Batch".</p> 	 <p>An example of a billing statement. It shows a header with "To: Student Name", "From: Infinite Campus", and "Billing Period: 09/20/2018". Below that is a table with columns: "Fee Type", "Due Date", "Fee Amount", "Type", "Payment Method", "Balance Due", and "Status". The table contains one row for "Campus Fee" with a due date of "09/20/2018" and a fee amount of "\$100". At the bottom, it says "Total Amount Due for Course \$100.00".</p>

Type	Description	Example
<p>Person</p>	<p>This option allows you to print billing statements for any person entered in Campus even if they are not a student. You must select an Ad Hoc Filter to narrow your report results.</p>  <p>In the example, the Student Number and Grade are blank since the fee being reported is for a person who is not a student. The Yearbook fee was assigned to a guardian.</p>	
<p>Household</p>	<p>This option allows you to print billing statements for households. When a person meets the criteria selected on the editor, members of their household that have fees that meet the report criteria are also included in the report.</p> <p>In addition to the standard options, this report type includes the following additional options.</p> <ul style="list-style-type: none"> • Grade or Ad Hoc Filter - You must select one of these options to narrow your report results. Household members that are included may not be in the Grade or Ad Hoc Filter you select. This option determines the initial student or person for whom a billing statement is needed. • Active Students Only - When this checkbox is marked, the report only includes students in the selected grade(s) or Ad Hoc filter that have or had active an active enrollment as of the Enrollment Effective Date. 	

Report Editor Field Descriptions

Field	Description
Which type of report would you like to run?	<p>Identifies the type of billing statement you want to create.</p> <ul style="list-style-type: none"> • Student • Person • Household <p>See the previous section Report Types and Examples for more information.</p>
Active Students Only	<p>When this checkbox is marked, the report only includes students in the selected grade(s) or Ad Hoc filter that have or had an active enrollment as of the Enrollment Effective Date. This field is only available for Student and Household report types.</p>

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<p>Include \$0 Balance and Paid Fees Warning: Selection will result in a large amount of data.</p>	<p>When this checkbox is marked, the billing statements include</p> <ul style="list-style-type: none"> accounts that were previously assigned fees but now have a \$0.00 balance. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>To: Echard, Cassa Echard, Krysten 864 Seventh Avenue N Clear Lake, MN 55319</p> <p style="text-align: right;">Student Number: 935 Grade: 11 Gender: F Total Fees: 1 Total Incurred: \$5.00 Total Paid: \$5.00 Balance Due: \$0.00</p> <p>Fees</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Fee (Type)</th> <th rowspan="2">Due Date</th> <th rowspan="2">Fee Amount</th> <th colspan="4">Payment/Adjustment</th> <th rowspan="2">Balance Due</th> </tr> <tr> <th>Type</th> <th>Date</th> <th>Amount</th> <th>Method</th> </tr> </thead> <tbody> <tr> <td>Annual Registration (Enrollment)</td> <td>10/24/2018</td> <td>\$5.00</td> <td>Payment</td> <td>10/17/2018</td> <td>\$5.00</td> <td>Credit Card Auth # *3444 - Checking</td> <td>\$0.00</td> </tr> </tbody> </table> <p style="font-size: small; text-align: center;">Comments: ECHECK</p> <p style="font-size: small;">* stands for variable rate fee.</p> <p style="text-align: right; background-color: yellow;">Total Balance Due for Fees: \$0.00</p> </div> <p>AND</p> <ul style="list-style-type: none"> lines for fees that are paid in full. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>To: Cardinal, Peggy M 2939 California St NE Blaine, MN 55449</p> <p style="text-align: right;">Student Number: 161900006 Grade: 11 Gender: F Total Fees: 4 Total Incurred: \$120.00 Total Paid: \$55.00 Balance Due: \$65.00</p> <p>Fees</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Fee (Type)</th> <th rowspan="2">Due Date</th> <th rowspan="2">Fee Amount</th> <th colspan="4">Payment/Adjustment</th> <th rowspan="2">Balance Due</th> </tr> <tr> <th>Type</th> <th>Date</th> <th>Amount</th> <th>Method</th> </tr> </thead> <tbody> <tr> <td>Annual Registration (Enrollment)</td> <td>08/15/2018</td> <td>\$5.00</td> <td>Payment</td> <td>08/20/2018</td> <td>\$5.00</td> <td>Cash</td> <td>\$0.00</td> </tr> <tr> <td>Field Trip Transportation Fee (Field Trip)</td> <td>10/15/2018</td> <td>\$10.00</td> <td>Payment</td> <td>08/20/2018</td> <td>\$10.00</td> <td>Cash</td> <td>\$0.00</td> </tr> <tr> <td>Chemistry Lab (Course)</td> <td>09/20/2018</td> <td>\$5.00</td> <td>Payment</td> <td>08/20/2018</td> <td>\$5.00</td> <td>From Surplus</td> <td>\$0.00</td> </tr> <tr> <td>Computer Repair (Technology)</td> <td>11/20/2018</td> <td>\$100.00</td> <td>Payment</td> <td>08/20/2018</td> <td>\$35.00</td> <td>From Surplus</td> <td>\$65.00</td> </tr> </tbody> </table> <p style="font-size: small; text-align: center;">Comments: Auto payment from fee surplus balance</p> <p style="font-size: small;">* stands for variable rate fee.</p> <p style="text-align: right; background-color: yellow;">Total Balance Due for Fees: \$65.00</p> </div>	Fee (Type)	Due Date	Fee Amount	Payment/Adjustment				Balance Due	Type	Date	Amount	Method	Annual Registration (Enrollment)	10/24/2018	\$5.00	Payment	10/17/2018	\$5.00	Credit Card Auth # *3444 - Checking	\$0.00	Fee (Type)	Due Date	Fee Amount	Payment/Adjustment				Balance Due	Type	Date	Amount	Method	Annual Registration (Enrollment)	08/15/2018	\$5.00	Payment	08/20/2018	\$5.00	Cash	\$0.00	Field Trip Transportation Fee (Field Trip)	10/15/2018	\$10.00	Payment	08/20/2018	\$10.00	Cash	\$0.00	Chemistry Lab (Course)	09/20/2018	\$5.00	Payment	08/20/2018	\$5.00	From Surplus	\$0.00	Computer Repair (Technology)	11/20/2018	\$100.00	Payment	08/20/2018	\$35.00	From Surplus	\$65.00
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<p>Which fees would you like to include in the report?</p>	<p>Campus provides a list of fees, even those marked as inactive, for which you can create a Fee Billing Statement. To report, the student or person must have an outstanding balance for that fee in the School Year(s) you select on the report editor.</p>																																																																
<p>Fee Assigned School Year</p>	<p>Identifies the calendar in which the fee(s) were assigned. A school year must be selected in order to generate the report.</p>																																																																
<p>Only include overdue fees</p>	<p>When this checkbox is marked, Campus only creates billing statements for fees that are NOT paid as of their due date.</p>																																																																

Field	Description
Include Fees from All Schools	<div data-bbox="443 304 1425 470" style="border: 1px solid #add8e6; padding: 10px; margin-bottom: 10px;"> <p>This checkbox is only available if your system administrator has assigned the Fee Billing Batch All Schools tool right to you. See the Tool Rights (Fees) article for more information.</p> </div> <p>When this checkbox is marked, the billing statement includes fees assigned at schools other than the School/Calendar selected in the Campus toolbar. Keep in mind, if you are creating billing statements for Households, the statement will include household member's fees if the member was assigned the same fee(s) at other schools or if you are reporting All Fees.</p>

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Notes	<p>General comments from the school or district about the fees included on the billing statement. Notes entered in the text box are printed on page one of each billing statement. This note prints on ALL fee billing statements.</p> <p>The screenshot shows a billing statement for 'The Cardinal Household' at 2939 California St NE, Blaine, MN 55449. It lists 'Total Fees: 1', 'Total Incurred: \$5.00', 'Total Paid: \$0.00', and 'Balance Due: \$5.00'. A note box contains the text 'Payments must be received by 3:00 PM on the Due Date shown below.' and a 'Notes Font Size' dropdown set to 8 pt. Below the note is a 'Fees' table:</p> <table border="1"> <thead> <tr> <th rowspan="2">Fee (Type)</th> <th rowspan="2">Due Date</th> <th rowspan="2">Member</th> <th colspan="2">Payment/Adjustment</th> <th rowspan="2">Balance Due</th> </tr> <tr> <th>Type</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Annual Registration (Enrollment) \$5.00</td> <td>08/20/2018</td> <td>Cardinal, Connor</td> <td></td> <td></td> <td>\$5.00</td> </tr> <tr> <td colspan="5" style="text-align: right;">* stands for variable rate fee.</td> <td>Total Balance Due for Fees: \$5.00</td> </tr> </tbody> </table>	Fee (Type)	Due Date	Member	Payment/Adjustment		Balance Due	Type	Date	Annual Registration (Enrollment) \$5.00	08/20/2018	Cardinal, Connor			\$5.00	* stands for variable rate fee.					Total Balance Due for Fees: \$5.00
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		Type	Date																		
Annual Registration (Enrollment) \$5.00	08/20/2018	Cardinal, Connor			\$5.00																
* stands for variable rate fee.					Total Balance Due for Fees: \$5.00																
Notes Font Size	Determines how large the text for the notes is on the billing statement.																				
Report Generation	<p>Two buttons are available for report generations:</p> <ul style="list-style-type: none"> • Generate Report - displays the report instantly. • Submit to Batch - sends the report to the Batch Queue for generation at a specified time. This option is recommended when generating the report for a large number of students. 																				