Fee Receivable Summary Report

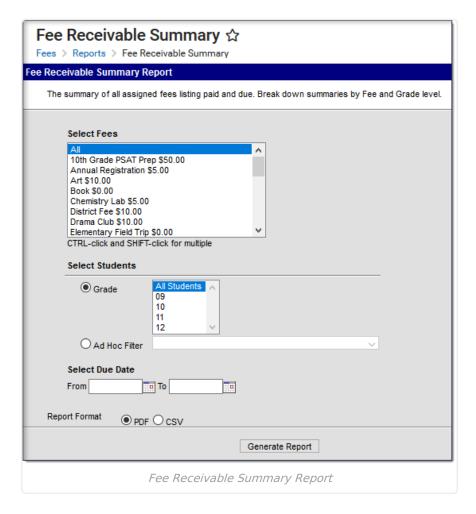Last Modified on 10/22/2022 9:49 am CDT

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Classic View: Fees > Reports > Fee Receivable Summary

Search Terms: Receivable Summary

The Fee Receivable Summary Report displays fee related details for all students that are or have been enrolled (currently active and currently not active) in the selected school. Fees Assignments that were created in another school display with an asterisk next to the students name.

Fee Receivable Summary Report

Report Logic

The Fee Receivable Summary Report generates fee information based on selected **Grade** levels or an **Ad Hoc filter**. Multiple grade levels can be selected, but only one Ad hoc filter can be selected. Grades available for selection depend on the School selected in the Campus toolbar. A School and Calendar must be selected to run the report.

All active fees will appear for selection in the list of fees to include on the report. To narrow the scope of the report, select which fee(s) should appear in the report.

Report results can be narrowed to fees due within a specified date range. If only a **From** date is entered, fees due on or after the date will appear in the report. If only a **To** date is entered, fees due on or before the date will report. Entering both dates will pull fees due within that date range and leaving both fields blank will report fees regardless of whether or not they have a due date.

Report Editor Field Descriptions

Option	Description
Fee Selection	List of fees available to be assigned to students. Select one or all fees. When you select ALL fees, the report only includes fees for the school selected in the Campus toolbar.
Grade	Student's grade level of enrollment.
Ad hoc Filter	A pre-saved list of students built in the Ad hoc Filter Designer.
Date Range	Set of dates the report uses to return fee information.
Report Format	The format in which the report should generate. Options are PDF or CSV.

Fee Receivable Summary Report Example

<table>
<tr><td colspan="2">

2009-10
High School
1234 West St, Central, MN 54321
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</td><td>

Receivable Summary Report
All Fees
All Grades
Fees: 5 Students: 534 Fee Assignments: 541 Amount: $21,369.88 Adjustments: $136.22
Received: $15.00

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Summary

	Fee ($Amount)	Type	Grade	Students	Assignments	Exempt	Debit	Adjustments	Received	Balance
1.	BIG Fee($1,234.00)		11	1	1	0	$1,234.00	$0.00	$0.00	$1,234.00
			12	1	1	0	$1,234.00	$0.00	$0.00	$1,234.00
2.	Fee (var rate)($25.00)		09	531	532	0	$13,300.00	$20.00	$5.00	$13,275.00
			11	1	1	0	$25.00	$0.00	$0.00	$25.00
3.	Large Non-Variable Fee($2,222.33)	Field Trip	11	1	1	0	$2,222.33	$0.00	$0.00	$2,222.33
			12	1	1	0	$2,222.33	$0.00	$0.00	$2,222.33
4.	Large Variable Fee($1,111.22)	Field Trip	09	1	1	0	$1,111.22	$111.22	$0.00	$1,000.00
5.	Testing Books($7.00)	Course	11	1	1	0	$7.00	$5.00	$10.00	-$8.00
			12	1	2	0	$14.00	$0.00	$0.00	$14.00
			Total:	**534**	**541**	**0**	**$21,369.88**	**$136.22**	**$15.00**	**$21,218.66**

Detail
* Students received their Fee Assignment from a different school.

1. Fee: BIG Fee ($1,234.00) Type:
   Grade: 11 Students: 1 Assignments: 1
   Amount: $1,234.00 Adjustments: $0.00 Received: $0.00

Student Name(Student#)	Due Date	Credits	Balance
*Test, Student M (#12345)		$0.00	$1,234.00

1. Fee: BIG Fee ($1,234.00) Type:
   Grade: 12 Students: 1 Assignments: 1
   Amount: $1,234.00 Adjustments: $0.00 Received: $0.00

Student Name(Student#)	Due Date	Credits	Balance
Test, Student R(#98765)		$0.00	$1,234.00

Fee Receivable Summary Report