

Adjust Fees for Household Members [.2211 - .2227]

Last Modified on 10/22/2022 10:48 am CDT

You are viewing a previous version of this article. See [Adjust Fees for Household Members](#) for the most current information.

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Search Terms: Fees

Fee adjustments are used to modify the amount due for a fee. Fee adjustments may only be made for up to the amount of the fee assignment.

If a fee was paid using an online payment, the fee assignment should **NOT** be adjusted. If necessary, use the [Payments Reporter](#) to refund the payment.

Household Fees Census > Households > Household Fees

Sutton Phone: (555)555-9733 Related Tools ^

Unpaid Fees : \$80.00 Surplus : \$0.00 Balance : \$80.00

Years to Print: 21-22 x

Year	Name	Unpaid Fees
- 21-22	Sutton, Erin (133145)	60.00

Fee	Description	Type
-	District Fee	Enrollment
+	Chromebook Misc Repair	

+ Sutton, Abir	10.00
+ Sutton, Sandia	10.00

Assignment

Fee: District Fee

Amount: 10.00

Balance: 10.00

Due Date: 03/01/2022

Exempt:

Comments: Maximum 255 characters

Calendar: 21-22 Harrison High

Created By: Administrator, Demo (123456789)

New Fee Assignment Make Payment Make Adjustments Print Save Make Payment Make Adjustment Void Close

Household Fees Census > Households > Household Fees

Sutton Phone: (555)555-9733 Related Tools ^

Unp: Adjustments

Adjustment Date *: 02/28/2022 Adjustment Type: [Dropdown]

Fee	Due Date	Fee Amount	Fee Balance	Amount	Percent
District Fee	03/01/2022	10.00	10.00		

Comments: Maximum 255 characters

New Make Adjustment Cancel

Make an Adjustment

1. Select the Fee Assignment to which you want to make an adjustment.

Result: The Assignment panel displays.

2. Click the **Make Adjustment** button.
Result: The Adjustments panel displays.
3. Enter an **Adjustment Date** in *mmddyyyy* format.

Clicking the date field opens a calendar from which you can pick a date.

4. Select the **Type** of adjustment. (*Optional*)
5. Enter any **Comments** associated with the adjustment.
6. Enter the amount to be removed from the fee(s) in the **Amount** or % field.

The subtracted amount cannot exceed the amount of the fee assignment. Enter a dollar amount in the **Amount** field OR a **Percentage** amount (do not enter the '%' sign, just a number up to three decimal points like 10 or 10.567).

7. Click **Save** when finished.

Result: The entered adjustment displays below the fee to which it was applied with the date of the adjustment, the amount deducted in the **Credit** column and **Balances** and **Totals** updated accordingly.

Edit an Adjustment

After an adjustment is made, clicking on the adjustment displays the Adjustment panel which includes the adjusted **Amount**, the **Adjustment Date**, the **Type** of adjustment, as well as any **Comments** attached to the adjustment.

Only adjustment **Type** and **Comments** can be added or modified. Click **Save** when finished.

Surplus : \$0.00 Balance : \$

Household Max	
me	Unpe
ttton, Erin (133145)	58.0

Fee

- District Fee

Description	Type
Assignment	Enrollment
Adjustment	

+ Chromebook Misc Repair

ttton, Abir	10.0
ttton, Sandia	10.0

Adjustment

Amount
2.00

Adjustment Date
2/28/2022

Adjustment Type

Comments
Maximum 255 characters

Calendar
21-22 Harrison High

Created By
Administrator, Demo (123456789)

Created Date
2/28/2022 2:07:00 PM

Modified By
Administrator, Demo (123456789)

Modified Date
2/28/2022 2:07:00 PM

Make Payment
Make Adjustments
Print

Save
Void
Close