

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

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Make an Adjustment | Edit an Adjustment

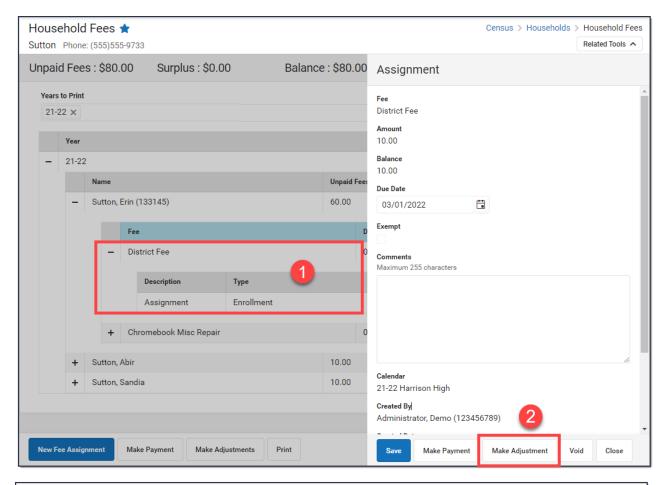
Classic View: Census > Household > Fees

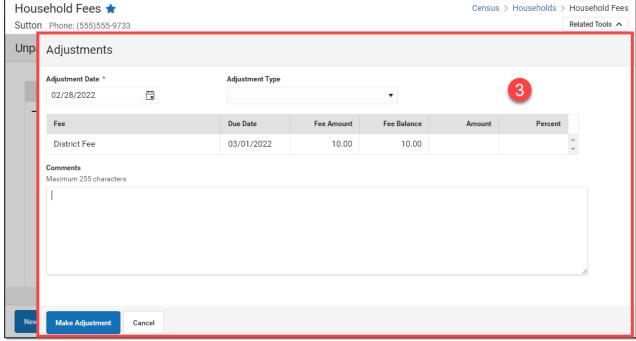
Search Terms: Fees

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.







Make an Adjustment

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.



