

Fees (Person) [.2215 - .2227]

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

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

[Assign and Edit Fees](#) | [Adjust Fees](#) | [Pay Fees](#) | [Void a Fee Assignment, Payment, or Adjustment](#) | [Make a Deposit \(Surplus\)](#) | [Make Refund from Surplus Amount](#)

Classic View: Census > People > Fees

Search Terms: Fees

The Fees tool lists all fees that have been assigned to a person, including all payments and adjustments and a total of how much is still owed or if a surplus exists. If the person has reached the maximum fee amount established by the school and/or district, that will be noted in the Fees Editor.

If a fee was paid using an online payment, the fee Assignment, Payment or Adjustment should NOT be made void or exempt. If necessary, use the [Payments Reporter](#) to refund the payment.

What can I do?

- [Assign and Edit Fees](#)
- [Adjust Fees](#)
- [Pay Fees](#)
- [Void a Fee Assignment, Payment, or Adjustment](#)
- [Make a Deposit \(Surplus\)](#)
- [Make Refund from Surplus Amount](#)

Fees ★
Census > People > Fees

Aablock, Jeffery DOB:
Related Tools ^

Unpaid Fees : \$10.00
Surplus : \$0.00
Balance : \$10.00

Years to Print

21-22
×

	Year		Balance								
-	21-22		10.00								
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0f0ff;"> <th style="width: 5%;"></th> <th style="width: 40%;">Fee</th> <th style="width: 35%;">Due Date</th> <th style="width: 20%;">Balance</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">+</td> <td>District Fee</td> <td>03/31/2022</td> <td style="text-align: right;">10.00</td> </tr> </tbody> </table>		Fee	Due Date	Balance	+	District Fee	03/31/2022	10.00	
	Fee	Due Date	Balance								
+	District Fee	03/31/2022	10.00								

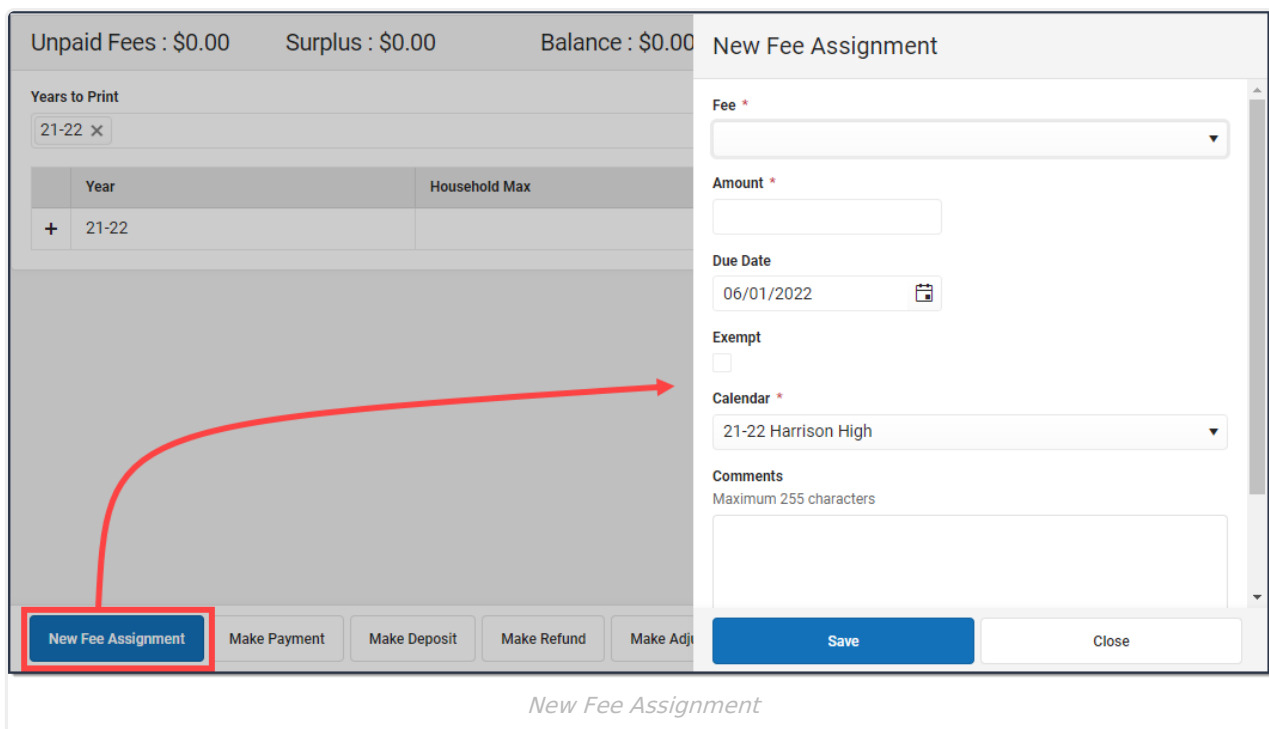
New Fee Assignment
Make Payment
Make Deposit
Make Refund
Make Adjustments
Print

Assign and Edit Fees

[Assign a Fee](#) | [Edit a Fee Assignment](#)

For a fee to appear in the Fees Editor, it must first be assigned to the person, either individually or *en masse* using the [Fee Wizard](#) in the Fees section. Fees available for assignment depend on the options set by the school or district and are created in the Fees tool. Only fees that are marked as active can be assigned to students.

Once a fee is assigned to a person, it cannot be deleted, only voided.



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

Years to Print
21-22 x

Year	Household Max
+ 21-22	

New Fee Assignment

Fee *

Amount *

Due Date
06/01/2022

Exempt

Calendar *
21-22 Harrison High

Comments
Maximum 255 characters

New Fee Assignment Make Payment Make Deposit Make Refund Make Adj Save Close

New Fee Assignment

Assign a Fee

1. Click the **New Fee Assignment** button.
Result: The New Fee Assignment panel displays.
2. Select a **Fee** from the dropdown list.

If the fee amount is predetermined, this value appears after the fee description. Otherwise the value will show as 0.00.
If the fee amount is variable, an asterisk (*) appears after the amount.

3. If applicable, enter the **Amount** of the fee.

If the description of the fee ends in an asterisk (*), the fee amount can be edited.

4. Enter a **Due Date** for the fee in *mmdyyy* format. Clicking the date field opens a calendar of the current month which defaults to the current date.
5. If the person is exempt from paying this fee, mark the **Exempt** checkbox.
6. Select the **Calendar** to which the fee should be assigned.

The enrollment record from the school/calendar selected in the toolbar is selected by default.

7. Enter any comments related to the fee assignment in the **Comments** field.
8. Click the **Save** button.

Result

The new fee displays in the **Fee Editor** with the Unpaid Fees total adjusted appropriately.

Edit a Fee Assignment

Once a fee is assigned, click the Assignment line to display the Assignment panel. The Assignment panel displays the **Fee**, the **Amount** and the **Due Date**, the **Exempt** checkbox, any **Comments** attached to the fee, the calendar in which the fee was created and the name of the user(s) who created and modified the fee. To edit a Fee Assignment,

Only the **Due Date**, **Exempt**, and **Comments** fields can be modified in this panel. To change the amount of a fee, [make an adjustment](#).

Unpaid Fees : \$52.00 Surplus : \$0.00 Balance : \$0.00

Years to Print: 21-22

Year	Household Max	Student Max	Debit
- 2020	800.00	450.00	78.00

Fee	Due Date	Debit
+ AD - 16/17 P.E. SHIRTS	03/31/2021	6.00
+ AD - 16/17 P.E. SHORTS	03/31/2021	12.00
+ DCHS-YEARBOOK	04/08/2021	45.00
- AMS-LOST TEXTBOOK	04/14/2021	15.00

Description	Type	Date	Debit
Assignment	FINES AND MISC. CHARGES	04/14/2021	15.00

Assignment

Fee: AMS-LOST TEXTBOOK

Amount: 15.00

Due Date: 04/14/2021

Exempt:

Comments: Maximum 255 characters

Calendar: 19-20 High School

Created By: Johnson, Anne

Created Date: 4/14/2021 10:27:00 AM

Buttons: New Fee Assignment, Make Payment, Make Deposit, Make Refund, Make Adjustments, Print, Save, Void, Close

Adjust Fees

[Make an Adjustment](#) | [Edit an Adjustment](#)

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.

Unpaid Fees : \$200.00 Surplus : \$20.00

Assignment

Years to Print
21-22 x

Year	Household Max	Student Max
- 2020	800.00	450.00

Fee

- + AD - 16/17 P.E. SHIRTS
- + AD - 16/17 P.E. SHORTS
- + DCHS-YEARBOOK
- + AMS-LOST TEXTBOOK
- + AD - 16/17 REG FEE GR 9-12**

Surplus

Surplus	Date
+ Deposit	04/14/2021

Amount
160.00

Balance
160.00

Calendar
19-20 Dundee-Crown High School

Created By
Chavez, Sandra

Created Date
4/14/2021 12:38:00 PM

Make an Adjustment

1. Select the Fee Assignment(s) for which the adjustment is being made.

Result: The Assignment panel displays.

2. Click **Make Adjustment** button.

Result: The Adjustments panel displays.

Adjustments

Adjustment Date *
04/15/2021

Adjustment Type *

Fee	Due Date	Fee Amount	Fee Balance	Amount	Percent
AD - 16/17 REG FEE GR 9-12	04/30/2021	160.00	160.00	<input type="text"/>	<input type="text"/>

Comments
Maximum 255 characters

3. Enter an **Adjustment Date** in *mmddyyyy* format.

Click the date field to open a calendar of the current month which defaults to the current

date.

4. If applicable, select the **Adjustment Type** such as Activity Cancelled, Cost Adjustment or Uncollectible.
5. Enter the amount to be removed from the fee(s) in the **Adjustment Amount** or % field.

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

6. Enter any **Comments** associated with the adjustment.
7. Click **Save** when finished.
Result: Upon saving, 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.

Edit an Adjustment

Once an adjustment is made, clicking on the adjustment displays the **Adjustment** panel which includes the adjusted Fee, the **Adjustment Date**, the **Adjustment Type**, any **Comments** attached to the adjustment, the calendar in which the adjustment was made and the name of the user(s) who created and modified the adjustment.

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

Pay Fees

Fees can be paid one at a time or you can pay multiple fees with a single payment.

Payment

Payment Total * **Pay All**
Payment Date *
Payment Method *

Fee	Fee Max	Due Date	Fee Balance	Payment Amount
AMS-LOST TEXTBOOK	Applies	04/14/2021	15.00	<input type="text"/>
DCHS-YEARBOOK	Applies	04/08/2021	25.00	
AD - 16/17 P.E. SHORTS	Applies	03/31/2021	12.00	
		Total	52.00	0.00

Comments
 Maximum 255 characters

Example of Paying Multiple Fees with One Payment

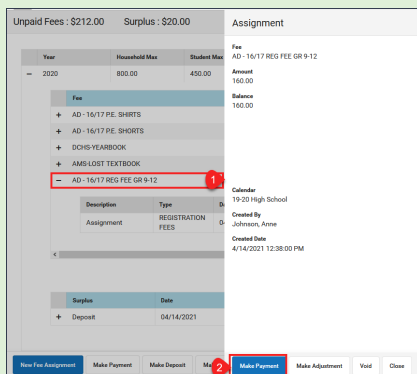
Make a Payment

1. Click the **Make Payment** button at the bottom of the screen.

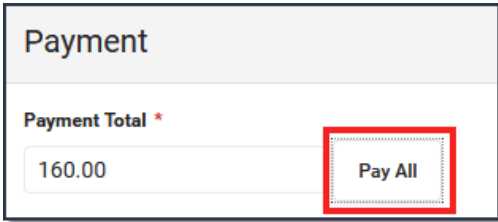
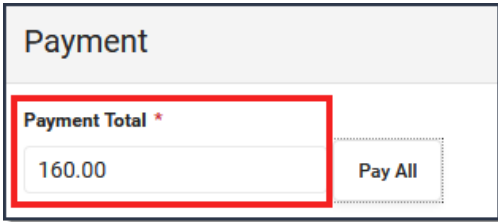
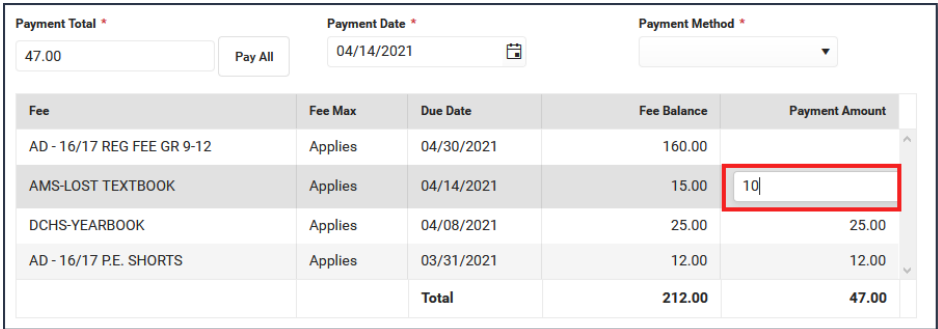
Result: The **Payment** panel displays all fees from all years for which a payment is needed.

▶ [Click here to expand...](#)

You can also access the Payment panel by clicking an individual fee then clicking the **Make Payment** button on the Assignment panel.



2. Enter a **Payment Date** in *mmddyyyy* format.
3. Enter the amount of the payment using one of the following options.

Option	Description
Pay All	<p>Click Pay All to populate this field with the total amount remaining to be paid.</p> 
Payment Total	<p>The Payment Total field at the top of the panel allows you to enter the amount to be paid. If the total amount exceeds the Fee Assignment amount, the remaining amount is deposited as a surplus.</p> 
Payment Amount	<p>The Payment Amount column allows you to manually enter a unique value for each line. Campus automatically updates the Payment Total to match the values you enter.</p> 

4. Enter any **Comments** associated with the payment.
5. Select one of the following **Payment Methods** and complete the payment.

Payment Method	Description
Cash	<p>Click the Make Payment button.</p> <p>Result If more than the amount of the fee selected is paid, the extra amount becomes a Surplus. Campus saves the surplus amount and it can be applied to other fees.</p>
Check	<p>The Check # field displays when you select this option. Enter the Check # then click the Make Payment button.</p>

Payment Method	Description															
	<p>Payment Total 200.00 <input type="button" value="Pay All"/> Payment Date * 04/14/2021 <input type="button" value="Calendar"/> Payment Method * Check</p> <p>Check Number * 98765</p> <table border="1"> <thead> <tr> <th>Fee</th> <th>Fee Max</th> <th>Due Date</th> <th>Fee Balance</th> <th>Payment Amount</th> </tr> </thead> <tbody> <tr> <td>AD - 16/17 REG FEE GR 9-12</td> <td>Applies</td> <td>04/30/2021</td> <td>160.00</td> <td>160.00</td> </tr> </tbody> </table> <p>Result The payment displays below the fee(s) with the type and date of the payment, the amount paid in the Credit column.</p> <p>If more than the amount of the fee selected is paid, the extra amount becomes a Surplus. Campus saves the surplus amount and it can be applied to other fees.</p>	Fee	Fee Max	Due Date	Fee Balance	Payment Amount	AD - 16/17 REG FEE GR 9-12	Applies	04/30/2021	160.00	160.00					
Fee	Fee Max	Due Date	Fee Balance	Payment Amount												
AD - 16/17 REG FEE GR 9-12	Applies	04/30/2021	160.00	160.00												
<p>Surplus (Balance: \$XX.XX)</p>	<p>This option only displays if a surplus is available on the account. Click the Make Payment button.</p> <div data-bbox="568 813 1422 1005"> <p>Payment Total * 15.00 <input type="button" value="Pay All"/> Payment Date * 04/14/2021 <input type="button" value="Calendar"/> Payment Method * Surplus (Balance: \$20.00)</p> <table border="1"> <thead> <tr> <th>Fee</th> <th>Fee Max</th> <th>Due Date</th> <th>Fee Balance</th> <th>Payment Amount</th> </tr> </thead> <tbody> <tr> <td>AMS-LOST TEXTBOOK</td> <td>Applies</td> <td>04/14/2021</td> <td>15.00</td> <td>15.00</td> </tr> <tr> <td colspan="3">Total</td> <td>15.00</td> <td>15.00</td> </tr> </tbody> </table> </div> <p>Result The Surplus Balance is reduced by the amount used to pay the fee. The payment displays below the fee(s) with the type and date of the payment, the amount paid in the Credit column.</p>	Fee	Fee Max	Due Date	Fee Balance	Payment Amount	AMS-LOST TEXTBOOK	Applies	04/14/2021	15.00	15.00	Total			15.00	15.00
Fee	Fee Max	Due Date	Fee Balance	Payment Amount												
AMS-LOST TEXTBOOK	Applies	04/14/2021	15.00	15.00												
Total			15.00	15.00												
<p>Record Credit/Debit Card</p>	<p>If your district does NOT use Online Payments or a Desktop Card Reader, enter the Reference Number then click the Make Payment button.</p> <div data-bbox="568 1391 1422 1606"> <p>Payment Total * 15.00 <input type="button" value="Pay All"/> Payment Date * 04/14/2021 <input type="button" value="Calendar"/> Payment Method * Record Credit/Debit Card</p> <p>Reference Number * 85207496</p> <table border="1"> <thead> <tr> <th>Fee</th> <th>Fee Max</th> <th>Due Date</th> <th>Fee Balance</th> <th>Payment Amount</th> </tr> </thead> <tbody> <tr> <td>AMS-LOST TEXTBOOK</td> <td>Applies</td> <td>04/14/2021</td> <td>15.00</td> <td>15.00</td> </tr> </tbody> </table> </div> <p>Result The payment displays below the fee(s) with the type and date of the payment, the amount paid in the Credit column. If more than the amount of the fee selected is paid, the extra amount becomes a Surplus. Campus saves the surplus amount and it can be applied to other fees.</p>	Fee	Fee Max	Due Date	Fee Balance	Payment Amount	AMS-LOST TEXTBOOK	Applies	04/14/2021	15.00	15.00					
Fee	Fee Max	Due Date	Fee Balance	Payment Amount												
AMS-LOST TEXTBOOK	Applies	04/14/2021	15.00	15.00												
<p>Process Credit/Debit Card (Card Swipe)</p>	<p>Complete these steps if you are using a Desktop Card Reader. ▶ Click here to expand...</p>															

Process Credit/Debit Payment Method Card (Manual Entry)	Description Complete these steps if you do not have a Desktop Card Reader. ▶ Click here to expand...
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Payment Panel

Only **Comments** can be added or modified in this panel.

After a payment is made, you can click the payment to display the Payment panel. This panel includes the **Payment Date**, the total **Amount**, the **Payment Method**, and any **Comments** attached to the payment. The calendar in which the payment was made and the name of the user(s) who created the payment also display.

Below the **Comments** section, the panel displays all fees paid with that payment, the due dates of each fee, and the amount paid for each fee.

Year	Household Max	Student Max	Balance
- 21-22	500.00	200.00	- 75.00

Fee	Due Date	Balance
- Senior Trip		0.00

Description	Type	Date	Debit
Assignment	Field Trip	10/28/2019	100.00
Payment	In Office	02/16/2022	0.00

+ Yearbook			0.00
------------	--	--	------

Payment

Amount 200.00 **Payment Date** 2/16/2022 **Payment Type** In Office

Payment Method
Check - Check# 6547

Created By Administrator, Demo (123456789) **Created Date** 2/16/2022 2:21:00 PM

Modified By Administrator, Demo (123456789) **Modified Date** 2/16/2022 2:21:00 PM

Comments
Maximum 255 characters

Description	Due Date	Name	Calendar	Payment Sta...	Payment Amount
Senior Trip		Alborough, Dallas (109301)	21-22 Harrison High	Paid	100.00
				Payment Total	200.00

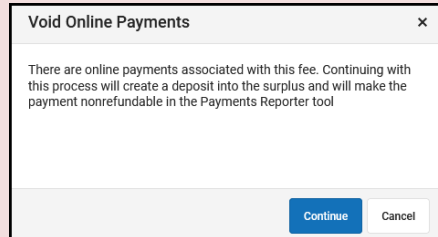
Save Comments
Void
Close

Void a Fee Assignment, Payment, or Adjustment

Transactions may NOT be deleted. Instead, they are voided which reverses the transaction. The procedures in this article describe voiding Fee Payments and Adjustments that were entered using the Fees tool in Campus.

Important Information About this Process

- Deposits cannot be voided, only refunded.
- Voiding a Fee Assignment also voids all Payments and Adjustments attached to the assignment.
- If a payment transaction originally included surplus funds which were then reallocated to another fee, the original payment cannot be voided. Later payments made with the surplus funds must first be voided before the original payment can be voided.
- When voiding a fee that was paid using an online payment, this message appears:



Clicking **Continue** voids the payment and deposits the amount of the online payment into the surplus, and the payment can **NOT** be refunded in the [Payments Reporter](#) tool.

Clicking **Cancel** does **NOT** void the online payment through the Fees tool. Instead, you can use the [Payments Reporter](#) to refund the payment.

Void an Assignment, Payment, Or Adjustment

1. Select the Assignment, Adjustment or Payment and click the **Void** button.

Result: A **Void Detail** screen displays.

When voiding...	The Void Detail Screen...
an Assignment	includes the Fee assigned, the Amount, the Due Date and any Fee Comments. Expand the area below to see an example of this screen. ▶ Click here to expand...
a Payment	includes the Payment Date, the Amount paid, the Payment Method and any Fee Payment Comments. A table detailing the payment transaction appears following the summary information which includes the Fee, the Due Date, the Amount owed and the Payment Amount, as well as any deposits made as a result of the payment. When voiding a Payment, indicate the Payment Void Type . <ul style="list-style-type: none"> ◦ Void payment to this fee and create deposit voids the selected payment only and creates a surplus with the amount paid. ◦ Void payments to all fee assignments paid with this fee payment voids the selected payment and any other payments made in the same transaction. All payments made in the transaction payment are listed in the payment transaction table. Expand the area below to see an example of this screen. ▶ Click here to expand...
an Adjustment	includes the Void Date, Void Reason, and any Adjustment Comments. Expand the area below to see an example of this screen. ▶ Click here to expand...

When voiding...

The Void Detail Screen...

2. Enter a **Void Date** in *mmddyyyy* format. Clicking the date field will open a calendar of the current month below. This field defaults to the current date.
3. Select a **Void Reason** from the dropdown list, such as Activity Cancelled, Office Mistake or Uncollectible.
4. Enter any **Comments** associated with the void transaction.
5. Click **Void** when finished.

Result: After a Payment or Adjustment is void, Campus adds a line to the editor to reverse the credit. When an Assignment is void, Campus adds a line to reverse the debit and labels the assignment as Void.

Fee	Due Date	Balance		
- Senior Trip (Void)	02/17/2022	0.00		
Description	Type	Date	Debit	Credit
Assignment	Field Trip	02/16/2022	100.00	0.00
Payment	In Office	02/16/2022	0.00	100.00
Void Payment	Cancellation Related	02/17/2022	100.00	0.00
Void Assignment	Cancellation Related	02/17/2022	0.00	100.00

Make a Deposit (Surplus)

Deposits create a **surplus** that can be applied to future fee assignments.

Note

If *Autopay Fees with Surplus Balance* set to Yes in System Preferences, the surplus created by the deposit is **automatically** applied to any outstanding fees for that student.

Unpaid Fees : \$0.00

Years to Print
21-22 ✕

	Year	Household Max	Student Max
+	2020	800.00	450.00

Payment

Payment Total *

Payment Date *

04/15/2021

Payment Method *

Comments
Maximum 255 characters

1. Click the **Make Deposit** button.

Result

The Payment panel displays.

2. Enter the amount of the deposit in the **Payment Total** field.
3. Enter the **Payment Date** in *mmdyyyyy* format.
4. Select a **Payment Method** from the dropdown list.
 - **Cash**
 - **Check** - enter a **Check #**
 - **Record Credit/Debit Card** - enter a **Reference #**
5. Enter any **Comments** associated with the deposit.
6. Click **Make Deposit**.

Result

The Surplus amount is updated and can be applied to an unpaid fee at any time.

Unpaid Fees : \$0.00

Surplus : \$20.00

Years to Print
21-22 ✕

	Year	Household Max	Student Max
+	2020	800.00	450.00

Make Refund from Surplus Amount

Deposits create a **surplus** that can be applied to future fee assignments. Any amount paid which exceeds the amount owed also becomes a **Surplus**. The **Surplus** amount appears at the top of the

Fees Editor.

To refund all or part of a Surplus, click the **Make Refund** button. The Refund panel displays and you can enter a **Refund Amount**, a **Transaction Date**, any **Comments** associated with the refund and click **Make Refund**. Campus subtracts the refund amount from the surplus total.

The district or school is responsible for returning the refund to the account holder.

Unpaid Fees : \$0.00
Surplus : \$20.00

Years to Print

21-22 x

	Year	Household Max	Student Max
+	2020	800.00	450.00

Refund

Total Surplus
20.00

Refund Amount *

Transaction Date *

Comments
Maximum 255 characters

[New Fee Assignment](#)

[Make Payment](#)

[Make Deposit](#)

[Make Refund](#)

[Make Refund](#)

[Cancel](#)