

# Adjust Fees [.2211 - .2227]

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

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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.

Unpaid Fees : \$200.00		Surplus : \$20.00		Assignment	
<b>Years to Print</b> 21-22 ✕				<b>Fee</b> AD - 16/17 REG FEE GR 9-12	
	<b>Year</b>	<b>Household Max</b>	<b>Student Max</b>	<b>Amount</b>	160.00
-	2020	800.00	450.00	<b>Balance</b>	160.00
<b>Fee</b>					
+ 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					
<b>Surplus</b>					
+ Deposit				<b>Date</b>	04/14/2021
				<b>Calendar</b>	19-20 Dundee-Crown High School
				<b>Created By</b>	Chavez, Sandra
				<b>Created Date</b>	4/14/2021 12:38:00 PM
<a href="#">New Fee Assignment</a>		<a href="#">Make Payment</a>	<a href="#">Make Deposit</a>	<a href="#">Make Refund</a>	<a href="#">Make Payment</a>
				<a href="#">Make Adjustment</a>	<a href="#">Void</a>
				<a href="#">Close</a>	

## 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 *mmdyyyy* 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.