



Need Help Getting Your
FEES
Set Up?

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OVERVIEW

The Fee Accounting module can be used from its simplest form of printing on schedules only, to its entire form of tracking assessments and payments of general, course, and miscellaneous student fees, while utilizing pro-ration tables and accounting codes.

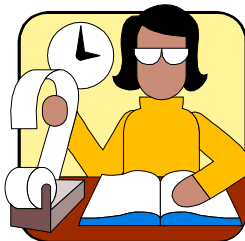
FEES FOR SCHEDULES ONLY:

You can use a portion of the Fee Accounting Module and have fees printed on schedule cards only.

Since this is a projection of the scheduling, this option would only be used at the beginning of the year and no maintenance is required after the schedules are printed. It is for information only and would not be correct after a schedule change involving a class with fees is made

To use this option you would need to do the following:

- Define General School Fees on P303
- Define Course Fees on P304
- Check with TCCSA to be sure the commands that cause fees to print on schedule are in place
- Run the R701 to print student schedules
- Run the R108 to print student invoices and/or the office collection list (optional)



FEE ACCOUNTING MODULE:

This could include the Schedule Only option. However, in addition to Schedule Only option function the fees would be maintained with assessments and payments. The FEES screen is automatically updated with schedule changes for courses or grade levels that have a fee assigned.

There are various reports that can be produced with the information that is stored on the FEES screen; Invoices, Payment reports, Summary of Activity reports, etc.

To use this option you would need to do the following:

- Define at least one Fee Pro-ration Table on P315
- Optionally define Accounting Codes on P317
- Define General School Fees on P303
- Define Course Fees on P304
- Optionally define Miscellaneous Fees on P316
- Maintain semester dates for pro-ration table on P105
- Set up class lists with the B105
- Set up the fees with the B125
- Optionally enter text for Student Fee Receipt on P405
- Optionally enter Heading for Student Fee Receipt on P406
- Optionally run any of the following reports:
 - R108 - Student Fee Collection List/Fee Receipt
 - R109 - Student Fee Detail Report
 - R110 - Student Fee Summary Report
 - R111 - Student Fee Payment Report
 - R701 - Student Schedules
 - B126 - Batch Creation of Student Id Table

Note: If you wish to use this module, please check with TCCSA to verify all parameters and screens will be available. Once this has been done once and you continue to use FEES, you do not need to verify each year.

Parameters Used for Fees

P315 - PRO-RATION TABLE

This parameter is used to define the percentage of an assigned fee (P303, P304, and P316) to be charged whenever a student withdraws from school or a course or enters school or a course.

There can be as many different tables as is necessary to charge the proper amount. Each line on the P303, P304, and P316 has a place for a table number for entering and another place for a table for withdrawing. The appropriate table number would be filled into the proper place. If the same table applies to both entering and withdrawing, the same table number can be used. Usually there will be 1 for each.

SIS - P315 [DISPLAY]	TCCSA Test School School Control Parameters Pro-ration Table	Jan 11, 2002 03:56 PM
Pro-ration Code: 01		
Week From:	Week To:	Pro-ration Rate(%) :
1	1 4	100
2	5 9	75
3	10 23	50
4	24 30	25
5	31 38	0
6		
7		
8		
9		
10		
11		
12		
13		
Command: DISPLAY		
Message:		

Data Fields:

Pro-ration Code - enter up to two digits to identify this set of percentages.

Week From - enter up to two digits to define the week of the school year this percentage rate is to begin.

P315 - PRO-RATION TABLE (continued)

Week To - enter up to two digits to define the week of the school year this percentage rate is to end.

NOTE: The number of weeks that each applicable course has been in session is determined based on the term start and end date indicated in P105 - School Terms.

Fees WILL NOT be prorated for weeks which are not defined within the fee pro-ration table - the full fee will be charged/refunded for any student withdrawing or enrolling in a course/school after the course/school year has begun.

Pro-ration Rate (%) - enter a number 1 to 100 to define the percentage of the original fee that will be charged or refunded if a student enters or withdraws from a course or from a school within the specified week range.

Examples:

<u>Week From</u>	<u>Week To</u>	<u>Pro-ration Rate</u>
1	2	100
3	6	75
7	9	50

<u>Fee</u>	<u>Refund/ Prorated Fee</u>	<u>Explanation</u>
\$20.00	\$15.00	Luke Skywalker withdraws from Biology in the THIRD WEEK of the course. Based on the above Pro-ration table, Luke will be refunded 75% of the amount of the fee originally assessed ($\$20.00 \times 75\% = \15.00).
\$45.00	\$22.50	Hans Solo is admitted to Food & Nutrition in the NINTH WEEK, Based on the above pro-ration table, Hans will be charged a prorated fee equal to 50% of the course fee ($\$45.00 \times 50\% = \22.50).
\$18.00	\$18.00	Chu Bacca enrolled in school in the TWELFTH WEEK. All students are charged an \$18.00 Student Government Fee. As a pro-ration rate is not defined for WEEK 12 in the above pro-ration table, Chu will be charged the full fee of \$18.00.

P317 - ACCOUNTING CODES

This parameter can be used to define allocation codes used in connection with third party accounting systems (USAS). You may cross reference these codes through the report writer facility.

Some departments (or grades for elementary) request an account of how much has been collected in fees for courses or grades.

The accounting codes can be set in any manner (alphanumeric) you want to use.

The accounting codes should then be entered in the appropriate columns on the P303, P304 and P316.

SIS - P317 [DISPLAY]	TCCSA TEST SITE School Control Parameters Accounting Codes	JAN 12, 2002 10:26 PM
Accounting Code:	Allocation Code:	
1 100	ENG - GEN	
2 130	ENGIII - BRITISH	
3 170	ADV COMP	
4 310	SCIENCE	
5 ACC	001-1790-030100-526	
6 AES	012	
7 ART	011-1740-020020-526	
8 ATH	300-960D-526	
9		
10		
Command: DISPLAY		
Message:		

Data fields:

Accounting Code - enter up to 3 alphanumeric characters to define the accounting code to be used on the P303, P304, and P316 to reference the allocation code you are to use.

Allocation Code - enter up to 30 alphanumeric characters to define the allocation code for which you want the P303, P304, and P316 assigned fees to be stored in CSSPAYS.

P303 - GENERAL SCHOOL FEES

This parameter is used to define the general school fees that are to be assigned to student at your school. Additionally, P303 is used to define the pro-ration codes which are to be used in determining refunds and course fees for students who are admitted late or withdrawn early from school. The option to assign fees based on grade and/or sex is provided

SIS - P303		TCCSA TEST SITE		JAN 12, 2002					
[ADD]		School Control Parameters		10:37 PM					
		General School fees							
Fee Code:	From Year:	To Year:	Gr:	Sex:	Fee Text:	Fee Amount:	Pro-ration AD:	Code WD:	Acct Code:
1	1	89/90	09		General Fees:	5.00	1	1	
2	2	89/90	10		General fees:	4.00	1	1	
3	3	89/90	11		General Fees:	3.00	1	1	
4	4	89/90	12		General Fees:	2.00	1	1	
5	5	89/90		F	Girls PE Fee:	3.00	1	3	
6	6	89/90		M	Boys PE Fee:	3.00	1	3	
7									
8									
9									
10									
11									
12									
Command: ADD									
Message:									

Data Fields:

Fee Code - enter up to two digits to define codes. Up to 99 can be assigned

From Year - enter a two digit school year to indicate the year the fee is valid from.

To Year - enter a two digit school year to indicate the year the fee is valid to. This can be left blank as long as the fee is valid

P303 - GENERAL SCHOOL FEES (continued)

Student Grade/Sex - leave blank if the fee is to apply to everyone. Enter appropriate grade and/or sex if either is applicable.

Fee Text - enter up to 15 characters of text to describe the fee. This description appears on the FEES screen.

Fee Amount - enter up to 5 digits without the decimal to indicate the amount of this fee.

Pro-ration Code - enter a code as described on P315 if you wish to have the fee adjusted for a student entering or withdrawing. This can be left blank if the fee is to remain as entered on P303

NOTE - Fees will only be adjusted for student who have an I or status and a withdrawal date and code. Not just a grade level change.

Accounting Code - enter a code as described on P317. See the P317 page for further explanation of the Accounting Code option.

NOTES: Of the three types of fees, the P303 is type 1. This number is assigned by the system and cannot be changed. These fees will always print first on the FEES screen.

P303 is generally used by the elementary schools for their fee assessments; i.e. workbook fees. You can add as many different fees per grade or group as you need.

A student's general fees (P303) will not change if the grade level is changed on the STUD screen; i.e. if a 3rd grader is changed to a 4th grade on the STUD screen, the fee for the 3rd grade will not drop nor will the fee for the 4th grade be added. The maintenance must be manual.



P304 - COURSE FEES

This parameter is used to define the course related fees, which are to be assigned to students enrolled in the specific courses. Additionally, P304 is used to define the pro-ration codes which are to be used in determining course fees and refunds for students who are admitted late or withdraw early from a class(es).

SIS - P304		TCCSA Test School				Jan 12, 2002			
[DISPLAY]		School Control Parameters				03:04 PM			
		Class Fees							
Course ID:	Fee Sec:	Code:	From Year:	To Year:	Fee Text:	Fee Amount:	Pro-ration AD:	Code WD:	Acct Code:
1	525	0	1	97/98	Biology Lab Fee	14.95	1	1	
2	600	0	1	97/98	Art Fee	10.00	1	1	
3	601	0	1	97/98	Art Fee	10.00	1	1	
4	611	1	1	97/98	Art Fee	10.00	1	1	
5	611	1	2	97/98	Art Fee (Clay)	4.50	1	1	
6	611	2	1	97/98	Art Fee	6.00	1	1	
7	611	2	2	97/98	Art Fee (Paper)	2.50	1	1	
8									
9									
10									
11									
12									
13									
14									

Command: DISPLAY
Message:

Data Fields:

Course id – enter the CRSE id to which you want to assign a fee

Section – enter a 0 if the fee is to be assigned to all sections of the course as defined in CMST or CGRP. If it is for a Specific section(s), enter that section number

Fee Code – enter up to two digit fee code. If there is only one fee for the course (or crse and sec), the fee code would be 1 . If there are more than one, enter consecutive numbers for each fee; ie first fee is 1, second fee for the same course is 2, third fee for the same course is 3, etc.

Fee Text – enter up to fifteen characters to describe the fee, this is what will print on all reports.

P304 - COURSE FEES (Continued)

Fee Amount – enter up to five digits without the decimal to indicate the amount to be assigned; ie enter 1000 for a \$10.00 fee, the system will automatically place the decimal and dollar signs.

Pro-ration Codes – AD and WD – enter the appropriate pro-ration code previously defined on P315. You must have at least one, if the schedule changes are to automatically update the FEES screen.

NOTES: Of the three types of fees, the P304 is type 2. This screen is used to define the fees that are related to courses. They can be assigned to the course for all sections or particular section(s).

To have the fees add/drop automatically when schedules are changed, there MUST be a pro-ration code in AD and WD columns. It can be a simple one that encompasses the entire year, but it must be in place.

New Note: For adds/drops to be done properly the SCHE screen must be used. If using SLIS and changing course id's the fees are not updated and must be done manually.

Each line can have it's own pro-ration code. If you have more than one fee for the same course, each can be prorated individually.



P316 – MISCELLANEOUS FEES

This parameter is used to define the miscellaneous fees that can be charged to a student. Once defined, miscellaneous fees can be entered for each applicable student using FEES – student Fees screen.

SIS - P316		TCCSA Test School		Jan 12, 2002
[DISPLAY]		School Control Parameters		03:25 PM
		Misc Fees		
	Fee	Fee	Fee	Acct
	Code:	Text:	Amount:	Code:
1	99	Previous Year	10.00	
2	BR	Breakage Fee	25.00	
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Command: DISPLAY				
Message:				

Data Fields:

Fee Code – enter up to two digit alphanumeric characters to define a code to be used for the following Fee Text. These MUST BE a different code entered for each different text.

Fee Text – enter up to 15 characters to describe the Fee Code. This text cannot be changed once it is posted.

Fee Amount – enter up to 5 digits without the decimal to indicate the fee amount. The fee that is entered here is insignificant. The amount can be overridden when the fee is posted to the individual student FEES screen.

Accounting Code – enter the accounting code previously set up on the P317 to indicate a reference to used with this fee.

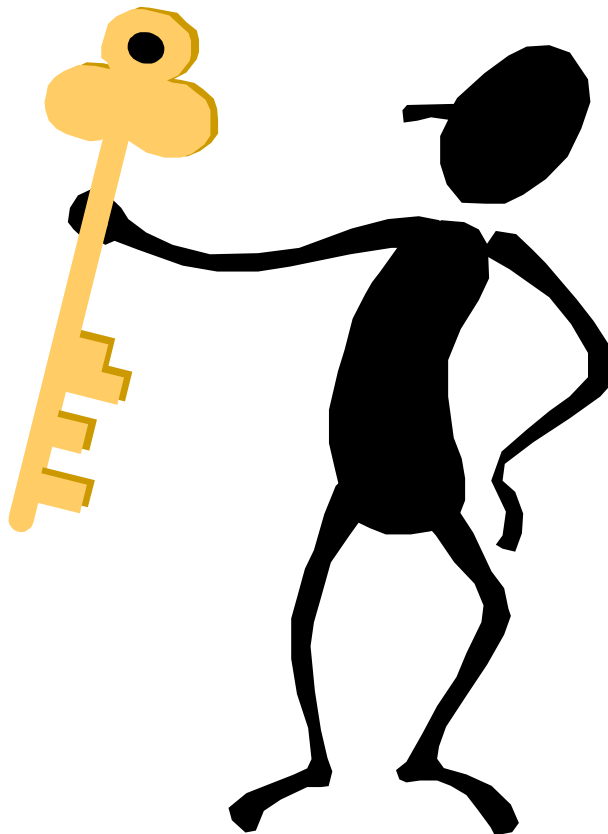
NOTES: Of the three types of fees, P116 is type 3. If using the miscellaneous fees option a Fee Code that is easily understood. 99 Has to be used for previous school year's fees for the program to "roll" the information over properly.

NOTES ON P303, P304, AND P316

If you delete an entry on the P303, P304, or P316 after the student FEES screen has been posted (via B125), the amount will not be deleted from the FEES screen, the description will change to ????????????????

Any typographical error corrections on the P303, P304, or P316 fee text will automatically update the information on the FEES screens. However, the Fee Amount WILL NOT update from a correction.

New Note: Make sure all fees (P303's and P304's) have been updated prior to the submission of the B125.



P105 – SCHOOL TERMS

This parameter is used to define the number of terms in the school year – up to 4 terms may be defined. Schools on the semester system would have only 2/terms.

If you intend to make full use of the Pro-ration Codes, this screen must be correct in the beginning Month/Day; Ending Month/Day section.

SIS - P105 [DISPLAY]		TCCSA Test School School Control Parameters School Terms			Jan 12, 2002 03:37 PM	
	Term Code:	Valid From Year:	Valid To Year:	Term Text:	Beginning Mon: Day:	Ending Mon: Day:
1	1	86/87		1ST SEMESTER	8 25	1 15
2	2	86/87		2ND SEMESTER	1 19	6 3
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
Command: DISPLAY						
Message:						

Data Fields:

Term Code – enter a one digit code to indicate the term

Valid From Year – enter a two digit school year for which the term and dates are valid

Valid To Year – leave blank for current year. (This is only necessary to fill in if you are changing from a two term to four term school, etc.)

Term Text – enter up to 15 characters to describe the term

Beginning Month/Day; Ending Month/Day – enter 2 digits in each field to indicate the beginning or ending day for each term

NOTES: These dates will be used by the pro-ration tables to determine the amount of fees to be assessed.

Since we are tracking fees only on the current school year at this, be sure to check this screen and make corrections each year to the date fields.

P405 – Common Text for Student Fee Receipt

This parameter is used to define the text to be optionally printed along the bottom of the R108 – Student Fee Receipt.

SIS - P405 [DISPLAY]	TCCSA Test School School Control Parameters Common Text for Student Fee Receipt (Maximum 6 Lines per Grade)	Jan 12, 2002 03:52 PM
Grade: (If Grade is Blank the Same Text Applies to all Grades)		
Line No:	Text:	
1 1	All fees are due by September 30, 2002.	
2 2	If fees are not received prior to the first reporting	
3 3	period, you will not receive your report card until all	
4 4	fees are paid.	
5		
6		
Command: DISPLAY Message:		

Data Fields:

Grade – enter a specific grade level here to have the message only for that grade level. Enter a 0 if you wish this to apply to all grades.

Line Number – enter a line number for each line of text up to 6 lines. The lines will be printed in ascending order.

Text – enter up to 55 characters of text for each line number. If you want a blank line you must number it and leave it blank.

NOTE: This parameter is optional, but a very good place to put a message of information on when and how to make fee payments.

P406 – Heading for Student Fee Receipt

This parameter is used to define the heading to be printed on the R108 – Student Fee Receipt.

SIS - P406 [DISPLAY]	TCCSA Test School School Control Parameters Heading for Student Fee Receipt	Jan 12, 2002 03:56 PM
Grade:	(If Grade is Blank the Same Heading Applies to all Grades)	
Heading:	TCCSA Test School	
Command: DISPLAY	Message:	

Data Fields:

Grade – enter a specific grade level here to have the message only for that grade level. Enter a 0 if you wish this to apply to all grades.

Heading – enter up to 40 characters to be printed on the R108

Yearly Procedures for Fees

SET UP FOR FEES

Each year you must run the following two batch jobs to create the FEES – Student Fees screen.

- B105 – Batch Creation of Class Lists
- B125 – Batch Creation of Student Fees

B105 – BATCH CREATION OF CLASS LISTS

This batch job is used to create class list records for all course sections meeting in the specified term and reporting period.

SIS - B105 [DISPLAY]	TCCSA Test School Batch Job Requesting	Jan 12, 2002 04:03 PM
Batch Job ID: B105	SET UP CLASS LIST RECORDS	
Version: 01	B105 - DEFAULT VERSION	
Version Date: 09/12/02	Run Day or Night (D/N): N	
----- Batch Job Control -----		
School Year:	02/03	
Previous Term:		
Previous Report Period:		
New Term:	1	
New Report Period:	1	
----- Print Control -----		
Density: H	Suppress Message (Y/N): N	
Spacing: 1	Auto Status Change (Y/N): N	
Copies: 1	Active Status Code: A	
Printer: P4	Inactive Status Code: I	
Save (Y/N): Y		
Submit For Processing (Y/N): N		
Message:		

Data Fields:

School Year – enter a two digit school year to indicate the school year for which you are creating List records.

Previous Term – enter a term code, as defined in P105 – School Terms, to indicate the previous term Class List records were created for the above school year.

B105 – BATCH CREATION OF CLASS LISTS (Continued)

Previous Report Period – enter a reporting period, as defined in P106 - Reporting Periods, to indicate the previous reporting period Class List records were created for in the above school year.

NOTE: Previous Term and Previous Reporting Period should be LEFT BLANK when this job is run for the FIRST time after scheduling.

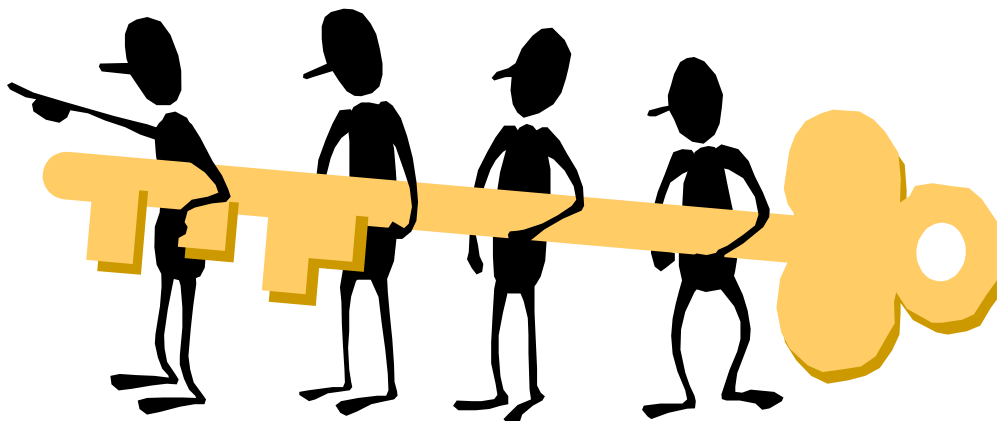
New Term – enter a term code, as defined in P105 – School Terms, to indicate the new Class List records are to be created for.

New Report Period – enter a reporting period, as defined in P106 – Reporting Periods, to indicate the new reporting period Class List records are to be created for.

Notes: If you are NOT the scheduling person, you need to coordinate with the person to run the batch process. Schedules MUST be in place before this batch job is run.

New Note: Timing is very important. If the B105 is NOT run prior to the B125, the SCHE adds/drops do not get reflected to the FEES screen and a manual adjustment will be necessary.

Regardless this batch job MUST be run PRIOR to the first day of school.



B125 – BATCH CREATION OF STUDENT FEES

This batch job is used to assess and create general and/or course related fees for the specified school year and term range.

SIS - B125 [DISPLAY]	TCCSA Test School Batch Job Requesting	Jan 12, 2002 04:07 PM
Batch Job ID: B125	BATCH CREATION OF STUDENT FEES	
Version: 01	STANDARD DEFAULT	
Version Date: 09/12/02	Run Day or Night (D/N): D	
----- Batch Job Control -----		
From	To	
Grade:	P149 Version:	
Homerom:	Clear P149 (Y/N): N	
Term:		1 2 3 4 5
Create General Fees (Y/N): Y	Exclude Data Flags:	
Create Course Fees (Y/N): Y		
School Year: 02/03		
----- Print Control -----		
Density: H		
Spacing: 1	Use Current (C) or New (N) Homerom (C/N): C	
Copies: 1		
Printer: P1		
Save (Y/N): Y		
Submit For Processing (Y/N): N		
Message:		

Data Fields:

Grade – enter a grade range or leave blank to build for all students

Homerom – enter the range or leave blank to include all homeroms

Term – enter a term range, if you want to create for only specific term(s), leave blank if you want to create FEES for the entire year

Create General (P303) and Course (P304) Fees – enter Y to the one(s) that you will be using, enter N if you are not using that fee type.

School Year – enter a two digit school year

P149 Version – if you wish to run the batch for only specific students, enter them on a version of P149 and indicate that version number here

B125 – BATCH CREATION OF STUDENT FEES (Continued)

Clear P149 – Y to delete the P149 version you used to exclude students from this batch job. If the flag on the B125 matches the same data flag on the STUD screen, that student will be excluded from receiving FEES.

Use Current or New Homeroom – enter C for students with current homerooms for N for students with new homerooms on the SYUD screen.

New Note: If you add a new fee to the P303 and/or the P304, the B125 can be re-ran to update. If you are changing a fee amount, after the processing of the B125, you will want to contact TCCSA and see what can be done.



FEES – STUDENT FEES

This screen is used in connection with the Fee Accounting module to display and maintain fee information for each student attending the school. Fees will be updated to this screen by B125 – Batch Creation of Student Fees, STUD – Student Master Record and SCHE – Online Schedule. FEES will also be updated whenever a student is added or withdrawn from a course or school using any of the following screens: ADWD, CLIS, IMAD, IMMD, REQU or SLIS.

FEES can be used to:

- > Display information relating to general, course and miscellaneous fees
- > Add miscellaneous fees
- > Record partial or full payment of fees
- > Waive a fee
- > Record a fee refunded
- > Change payment information (reference number or amount)
- > Delete payment information for any payment with a corresponding Payment Type of “R”, “P”, or “W”. Payment records with type of “D” (withdrawal) cannot be deleted.

Once the student ID and school year have been entered, fee information will be displayed for the student. General and Course fee records are updated by B125, STUD and SCHE and cannot be changed or deleted. Miscellaneous fees can be added through this screen. Once added, they cannot be changed or deleted. To reverse a fee, the user must enter a waiver payment record.

Payments can be added corresponding to full or partial payment of fees outstanding. Full payment entries allow the user to simply enter the payment data and reference number – the screen will automatically generate payment records for each outstanding fee. Partial entries allow the user to enter payment records for selected fees.

FEES – STUDENT FEES (Continued)

SIS - FEES		TCCSA Test School		Jan 12, 2002					
[DISPLAY]		Student Fees		04:19 PM					
Student ID: 85		GOOD, JONNIE BEA		F-11-A-02/03-CAFE					
				School Yr: 02/03					
----- Fees -----			----- Payments -----						
Fee	Crse	Sec No	Date	Desc	Amt	Date	Ref	T	Amt
1	1	03	09/12/02	Class Du	15.00				
2									
3	2	300	0	1	09/12/02	Biology	24.95		
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
				Total Existing Fees:	39.95	Total Adjustments:	0.00		
** Balance:	39.95		Total Fees:	39.95	Total Payments:	0.00			
Command: DISPLAY									
Message									

Data Fields:

Student ID – enter a student ID, as defined on STUD – Student Master Record, to indicate the student for which you wish to display fee information. You may also hit the delete key to be prompted for name information.

NOTE: The following fields contain information pertaining to fees that have been charged to a student. General and course fee records are updated by B125, STUD and SCHE and cannot be changed or deleted.

Miscellaneous fees can be added through this screen. Once added, they cannot be changed or deleted.

Fee Type – enter <1>, <2>, or <3> to indicate which type of fee you wish to begin displaying. Press <RETURN> to display all fees.

<u>Fee Type</u>	<u>Description</u>
1	General Fees
2	Course Fees
3	Miscellaneous Fee

FEES – STUDENT FEES (Continued)

Course/Section Number – if the fee displayed is a course fee, the course and section number corresponding to the fee, as defined in P304 – Course Fees, will be displayed.

Date – the date the applicable fee was added is displayed. If you are added a Miscellaneous fee, enter a date in the format defined in P116 – Date input/output Formats. The current date is displayed as the default date.

Description – the fee description, as defined in P303 – General School Fees, P304 – Course fees, or P316 is provided

Amount – the amount of the fee, as defined in P303, P304, or P316 will be displayed. If you are adding a miscellaneous Fees, the ability to override the fee amount defined in P316 is provided.

NOTE: The following four fields contain information pertaining to payments that have been made corresponding to the above fees.

Date – enter a date, in the format defined in P316, to indicate the date the payment was made. The current date is displayed as the default date.

Reference Number – enter up to 6 alphanumeric characters to indicate a reference number; i.e. credit memo number, check number, etc. Leave this field blank if you do not wish to store a reference number corresponding to this payment record.

Payment Type – enter one of the following payment types to indicate the type of payment added:

P – received cash or check from student in partial or full payment of fee.

W – waive full or partial amount of fee.

D – update automatically by the system whenever a student withdraws from a specific course or from school.

R – issued a refund of moneys owed to the student.

FEES – STUDENT FEES (Continued)

Amount – enter a number to indicate the amount of payment. The amount corresponding to the payment type “D” is automatically calculated based on the withdrawal pro-ration code indicated for the fee in P303 and/or P304.

Balance – the balance that is owed by/to the student is displayed.

Total Fees – the total charged to the student are displayed.

NOTE: Balance, Total Fees, and the Total Payments change automatically as the information is updated. They will always show current information.



FEES – STUDENT FEES (Continued)

PAYMENT TYPES – PAID

When making a payment against the FEES screen you will need to be the ADD mode. Enter the student ID and the school year to be displayed that students fee information. The first question it will ask you:

ADD FEES OR PAYMENTS (F/P)

P is the default, so you may hit the return. It will then ask:

ADD FULL OR PARTIAL PAYMENTS (F/P)

P is the default, so you may hit the return.

NOTE: This prompt refers to the entire balance due NOT the individual line amount. If F is entered, it will indicate the entire invoice has been paid. P will prompt for the line(s) you want to make payments against. If you use the default P it will then proceed to ask:

AMOUNT OF PARTIAL PAYMENT?

At this point you will want to enter the full amount of money that the student is giving to you, i.e. 1000 would equal \$10.00. It will then prompt you for the line number you want to pay against:

ENTER LINE NUMBER OF FEE

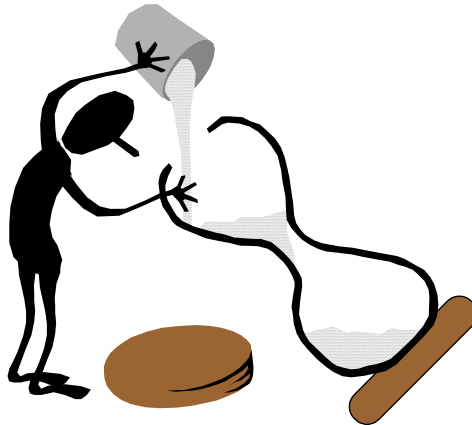
Enter which line number you are paying against, it will put your cursor on the date field under the payments column, it defaults to the current date, you may accept the current date, or enter the specific date, the you may enter the reference number, i.e. the check number from the student, cash, etc.; then it prompts for the Type: P for payment, W for waiver and R for refund. This example is for a payment so enter a P. It then prompts for the amount to be paid against this fee. This amount can be partial or the entire fee amount. If you are only using part of the original amount it will ask for a new line number to make a payment against.

On the following page is an example of the FEES screen after a payment has been made

FEES – STUDENT FEES (Continued)

FEES SCREEN AFTER PAYMENT

SIS - FEES		TCCSA Test School			Jan 12, 2002		
[DISPLAY]		Student Fees			04:19 PM		
Student ID: 85		GOOD, JONNIE BEA			F-11-A-02/03-CAFE		
					School Yr: 02/03		
----- Fees -----				----- Payments -----			
Fee	Crse	Sec No	Date	Desc	Amt	Date	Ref T Amt
1	1	03	09/12/02	Class Du	15.00	09/12/02	CK 234 P 10.00
2							
3	2	300 0 1	09/12/02	Biology	24.95		
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
				Total Existing Fees:	39.95	Total Adjustments:	0.00
** Balance:	29.95	Total Fees:	39.95	Total Payments:	10.00		
Command: DISPLAY							
Message							



FEES – STUDENT FEES (Continued)

PAYMENT TYPES – WAIVER

When making a payment against the FEES screen you will need to be in the ADD mode. Enter the student ID and the school year to display that student's fee information. The first question will ask you:

ADD FEES OR PAYMENTS (F/P)

P is the default, so you may hit the return.

NOTE: This prompt refers to the entire balance due NOT the individual line amount. If F is entered, it will indicate the entire invoice has been paid. P will prompt for the line(s) you want to make payments against. If you use the default P it will then proceed to ask:

AMOUNT OF PARTIAL PAYMENT?

At this point you will want to enter the full amount of money of the fees you are waiving. Enter the data with no decimals, i.e. 300 would be \$3.00. It will then prompt you for the line number you want to pay against:

ENTER LINE NUMBER OF FEE

Enter which line number you are making the waiver against, it will put your cursor on the data field under the payments column, it defaults to the current date, you may accept the current date, or enter the specific date, then you may enter the reference number; then it prompts for the type: P for payment, W for waiver and R for refund. This example is for a Waiver so enter a W. It then prompts for the amount to be paid against the fee. This amount can be partial or the entire fee amount. If you are only using part of the original amount it will ask for a new line number to make a Waiver against.

On the following page is an example of the FEES screen after a waiver has been made.

FEES – STUDENT FEES (Continued)

FEES SCREEN AFTER A WAIVER

SIS - FEES [DISPLAY]		TCCSA Test School Student Fees			Jan 13, 2002 02:02 PM			
Student ID: 85		GOOD, JONNIE BEA			F-11-A-02/03-CAFE School Yr: 02/03			
----- Fees -----				----- Payments -----				
Fee	Crse	Sec No	Date	Desc	Amt	Date	Ref T Amt	
1	1	03	09/12/02	Class Du	15.00	09/12/02	CK 234 P 10.00	
2						09/13/02	W 5.00	
3								
4	2	300	0 1 09/12/02	Biology	24.95			
5								
6								
7								
8								
9								
10								
11								
12								
13								
Total Existing Fees:					34.95	Total Adjustments:		5.00
** Balance:	24.95	Total Fees:		39.95	Total Payments:		10.00	
Command: DISPLAY								
Message								



FEES – STUDENT FEES (Continued)

PAYMENT TYPES – ADDING A MISCELLANEOUS FEE

When you need to add a Miscellaneous Fee to a student you will do it through the FEES screen also. Again you must be in the ADD mode. Once you identify the student it should prompt you with:

ADD FEES OR PAYMENTS (F/P)

This time do NOT take the default P, enter the letter F (must be uppercase) and hit your return key.

It will automatically place the Fee Type 3 and prompt you for the P316 Miscellaneous Fee Code, the date and the amount. It will put the fee amount in for which the P316 was set up, but you may override it at this point. When entering the fee amount do not put the decimals in: i.e. enter 2495 to get \$24.95.

FEES SCREEN AFTER ADDING A MISCELLANEOUS FEE

SIS - FEES		TCCSA Test School		Jan 13, 2002					
[DISPLAY]		Student Fees		02:02 PM					
Student ID: 85		GOOD, JONNIE BEA		F-11-A-02/03-CAFE					
				School Yr: 02/03					
----- Fees -----				----- Payments -----					
Fee	Crse	Sec No	Date	Desc	Amt	Date	Ref	T	Amt
1	<u>1</u>	<u>03</u>	<u>09/12/02</u>	Class Du	15.00	<u>09/12/02</u>	CK	234	P 10.00
2						<u>09/13/02</u>		W	5.00
3									
4	<u>2</u>	<u>300</u>	<u>0</u>	<u>1</u>	<u>09/12/02</u>	Biology			24.95
5									
6	<u>3</u>	<u>BR</u>	<u>09/13/02</u>	Breakage	12.50				
7									
8									
9									
10									
11									
12									
13									
					Total Existing Fees:	47.45	Total Adjustments:		5.00
**	Balance:	37.45	Total Fees:		52.45	Total Payments:		10.00	
Command: DISPLAY									
Message:									

FEES – STUDENT FEES (Continued)

NOTES ON FEES SCREEN

The DROP option is handled through the system whenever a student withdraws from the course or the school. You will still see the information on the FEES screen but the balance should adjust accordingly based in the P315 pro-ration tables. **The B105 must have been ran for automatic updates to occur.**

The Fee information can not be deleted, the payment information can be. If you have entered the payment information incorrectly, it can be deleted and reentered correctly.

If you want to clear credit balances, you can post refund by entering the amount as a negative i.e. -750 would equal \$7.50 - . If you use the pro-ration tables, they can produce a credit balance to be refunded.

You can do a PRINT/FULL to print out a fee receipt (you may need to change the page setup in Reflections to 132).



REPORTS

R108 – STUDENT FEE COLLECTION LIST/FEE RECEIPT

This report is used to generate a Student Fee Collection List to be used as an aid by the school in collecting general and course fees. In addition, it can be used to generate fee receipts which can be handed out to each applicable student.

NOTE: This report can be generated regardless of whether or not your school is using the Fee Accounting Module. If you are not using Fee Accounting, this report can be generated based on each student's schedule and the entries in P303 – General School Fees and/or P304 – Class Fees. If you are using Fee Accounting and created Fees records using B125 – Batch Creation of Student Fees, all fees in the records using B125 – Batch Creation of Student Fees, all fees in the file CSSFEES, including Miscellaneous Fees, will be automatically included on the report corresponding to each applicable student.

SIS - R108 [DISPLAY]	TCCSA Test School Report Requesting	Jan 13, 2002 02:14 PM
Report ID: R108	STUDENT FEE COLLECTION LIST/FEE RECEIPT	
Version: 01	Default Version	
Version Date: 09/13/02	Run Day or Night (D/N): D	
----- Selection Control ----- Sequence Control -----		
Grade: From To		Grade: 1
Term: 1 2		Homeroom:
Homeroom:		Last Name: 2
Current (C) or New (N) Homeroom: C		Program:
Include General School Fees (Y/N): Y		Prev School:
Include Class Fees (Y/N): Y		
School Year: 02/03		
----- Print Control -----		
Density: H	Print Student Fees Collection List (Y/N): Y	
Spacing: 1	Print Student Fees Receipt (Y/N): Y	
Copies: 1	Report Flag:	
Printer: P1	P149 Version:	
Save (Y/N): Y	Clear P149 (Y/N): N	
Submit For Processing (Y/N): N		
Message:		

REPORTS (Continued)

NOTE: Students with a zero balance or status "I" on STUD screen will not print on the Office List or the Fee Receipt.

The density of the report is important. The office List is a report that is wide and should be set to H density. The invoice (Fee Receipt) is smaller and should be set to L density. You can only specify one density when you submit the R108. To meet both of these situations we suggest you run once on H for the Fee Collection List and rerun on L for the Fees Receipt.

Example of FEES receipt.

SEP 21, 2002 14:04 TCCSA Test School		PAGE 1 OF 1	
TCCSA Test School 123 Test Lane Wooster OH 44691		STUDENT: MOUSE MINNIE 000990500	
02/03 School Year		GRADE: 12 SEX: F HOMEROOM: AUD ROOM NO: AUD PREV SCHL:	
----GENERAL SCHOOL FEES----		-----INDIVIDUAL CLASS FEES-----	
FEE ITEM	AMOUNT	COURSE	SEC FEE ITEM AMOUNT
Class Dues	10.00	BIOLOGY II	22 2 Biology Lab Fee 24.95
GENERAL FEE	30.00		
TOTAL SCHOOL FEES:	40.00		TOTAL CLASS FEES: 24.95
----MISCELLANEOUS FEES----			
FEE ITEM	AMOUNT		
TOTAL FEES PAYABLE:	64.95		
All fees are due by October 26, 2002. If fees are not received prior to the first reporting period, you will not receive your report card until all fees are paid.			
			----- RECEIVED

REPORTS (Continued)

R109 – STUDENT FEE DETAIL REPORT

This report generates a detailed listing of the fees assessed for each applicable student. You can print detail information based on general fees, course fees, miscellaneous fees or a combination of the three.

SIS - R109 [DISPLAY]	TCCSA Test School Report Requesting	Jan 13, 2002 02:19 PM
Report ID: R109	STUDENT FEE DETAIL REPORT	
Version: 01	Default Version	
Version Date: 09/13/02	Run Day or Night (D/N): D	
----- Selection Control -----		----- Sequence Control -----
From	To	
Grade:		Grade: 1
Homeroom:		Homeroom:
Include General Fees (Y/N): Y		Last Name: 2
Include Course Fees (Y/N): Y		Program:
Include Miscellaneous Fees (Y/N): Y		
School Year: 02/03	Program:	
Status:		
P115 Ext/Sys Status (E/S): E		
----- Print Control -----		
Density: H	P149 Version:	Page per student (Y/N): N
Spacing: 1	Clear P149 (Y/N): N	
Copies: 1	Omit Payment Information (Y/N): N	
Printer: P1	Use Current (C) or New (N) Homeroom (C/N): C	
Save (Y/N): Y	Suppress students with no fees (Y/N): Y	
Submit For Processing (Y/N): N		
Message:		

REPORTS (Continued)

R110 – STUDENT FEE SUMMARY REPORT

This report generates a summary by student of all fees which are currently outstanding in the current school year. Fees are summarized, broken out and reported for each student in the following categories: general fees, course fees, miscellaneous fees, and total fees. Overall fee totals are also printed on the report.

SIS - R110 [DISPLAY]	TCCSA Test School Report Requesting	Jan 13, 2002 02:21 PM
Report ID: R110	STUDENT FEE SUMMARY REPORT	
Version: 01	Default Version	
Version Date: 09/13/02	Run Day or Night (D/N): D	
----- Selection Control -----	----- Sequence Control -----	
From To		
Grade:	Grade: 1	
Homeroom:	Homeroom:	
Include Assigned or Outstanding Fees (A/O): 0	Last Name: 2 Program:	
School Year: 02/03	Program:	
Status:		
P115 Ext/Sys Status (E/S): E		
----- Print Control -----		
Density: H	P149 Version:	
Spacing: 1	Clear P149 (Y/N): N	
Copies: 1	Use Current (C) or New (N) Homeroom (C/N): C	
Printer: P1	Suppress students with no fees (Y/N): N	
Save (Y/N): Y		
Submit For Processing (Y/N): N		
Message:		

NOTE: This report will give one line summary per student, listing totals for each of the types and a total of all. It also gives an overall total at the end of each type for the total.

Note that you can have the report for A (assigned) fees or O (owed or outstanding) fees. The A option gives no consideration to any fees that have been dropped.

The students with no fees will all print out the beginning of this report before the student with fees begin to print.

REPORTS (Continued)

R111 – STUDENT FEE PAYMENT LIST

This report generates a listing of payments received from each applicable student. You can print payment information based on general fees, course fees, miscellaneous fees or combination of the three. You will also have the option to include payment information for fees which have been waived or for students who have withdrawn from the school or from the course.

SIS - R111 [DISPLAY]	TCCSA Test School Report Requesting	Jan 13, 2002 02:23 PM
Report ID: R111	STUDENT FEE PAYMENT LIST	
Version: 01	Default Version	
Version Date: 09/13/02		Run Day or Night (D/N): D
----- Selection Control -----		
From	To	Sequence Control
Payment Date:		Grade: 1
Grade:		Homeroom:
Homeroom:		Last Name: 2
Include General Fees (Y/N): Y		Payment Date:
Include Course Fees (Y/N): Y		Program: 0
Include Miscellaneous Fees (Y/N): Y		
School Year: 02/03	Program:	
Status: P115 Ext/Sys Status (E/S): S		
----- Print Control -----		
Density: H	P149 Version: 0	Clear P149 (Y/N): N
Spacing: 1	Omit Waivers (Y/N): N	
Copies: 1	Omit Withdrawals (Y/N): N	
Printer: P1	Use Current (C) or New (N) Homeroom (C/N): C	
Save (Y/N): Y	Suppress students with no fees (Y/N): N	
Submit For Processing (Y/N): N		
Message:		

REPORTS (Continued)

R701 – STUDENT SCHEDULES

This report is used to generate schedules indicating the courses in which each student has been enrolled in for the corresponding school year. Fee information can also print on the schedule cards.

NOTE: PLEASE NOTIFY TCCSA IF YOU WISH TO HAVE THE FEE INFORMATION ADDED TO YOUR SCHEDULE FORMAT.

SIS - R701 [DISPLAY]	TCCSA Test School Report Requesting	Jan 13, 2002 02:27 PM
Report ID: R701	STUDENT SCHEDULE FORMATTER	
Version: 01	DEFAULT VERSION	
Version Date: 09/13/02	Run Day or Night (D/N): D	
----- Selection Control ----- Sequence Control -----		
Grade: From To	Homeroom: 0	
Term: 1 2	Name: 2	
Period:	Student ID: 0	
	Grade: 1	
School Year: 02/03	Postal Code: 0	
	Conflicts: 0	
Exclude Data Flags: 1 2 3 4 5	Program: 0	
----- Print Control -----		
Density: H	Print Student or Parent Labels (S/P):	Format No: 42
Spacing: 1	Print Schedules Changed After:	
Copies: 1	Print Only Conflict Schedules (Y/N): N	
Printer: P2	Report Flag:	
Save (Y/N): Y	P149 Version: Clear P149 (Y/N): N	Timetable Term:
Submit For Processing (Y/N): N		
Message:		

REPORTS (Continued)

AN EXAMPLE OF A SCHEDULE FORMAT WITH FEES:

GOOD, JONNIE BEA		85 10/01/81 10F		555-1234	
123 EASY STREET			JOHN AND BEA GOOD		
WOOSTER, OH 44691		Locker # 999			
Per	Trm	Room	Course Title	Fees	Teacher
1	1	101	ENGLISH 10 101 02		SMITH
2	1	111	STUDY HALL 111 01		JONES
3	1	102	FIRST AID & C 102 03	15.00	SMEAD
5	1	103	CR WRITING 9- 103 03	2.00	HOOK
6	1	104	WORD PROCESSI 104 03	3.00	PAN
1	2	105	SPANISH I 105 02	6.50	BELL
2	2	106	INTER DESIGN 106 01	20.00	WILD
3	2	110	PHYSICAL EDUC 110 06		SOLO
5	2	111	STUDY HALL 111 01		JONES
				Class Dues:	7.00
				Fee Total:	53.50

New REPO report available. If you use the accounting codes (P317) and would like to see a total by code at the end of each day, you can run the new REPO report: **FEES version 01**.

REPORT ID: FEES	TEST HIGH SCHOOL	14:07 10/03/02
VERSION: 01	ACCOUNT CODE DAILY TOTALS	PAGE 1

ACCOUNT:	PAYMENT DATE: 10/03/02	

ACCOUNT: Art Fees	8.00	
ACCOUNT: Homework Organizer Fees	8.00	
ACCOUNT: Language Arts Fees	4.00	
ACCOUNT: Life Skills Fees	20.00	
ACCOUNT: Science Fees	8.00	
TOTAL RECEIPTS FOR ALL ACCOUNTS:		48.00

B126 – BATCH CREATION OF STUDENT ID TABLE P149

This batch job is used to create a version of P149 – Student ID Table based on students who have outstanding fees within a specific range. Once created, this version of P149 can be used to select in connection with various reports and/or batch jobs.

SIS - B126 [CHANGE]	TCCSA Test School Batch Job Requesting	Jan 13, 2002 02:29 PM
Batch Job ID: B126	BATCH CREATION OF P149	
Version: 01	Standard Defaults	
Version Date: 09/13/02	Run Day or Night (D/N): D	
----- Batch Job Control -----		
From	To	
Grade:		Create P149 Version: 8
Homeroom:		Build New/Update Current (B/U): B
Fee Balance: 0.01	999.99	
Status:		
P115 Ext/Sys Status (E/S): S		
	1 2 3 4 5	
Exclude Data Flags:		
----- Print Control -----		
Density: L		
Spacing: 1		
Copies: 1		
Printer: P1		
Save (Y/N): Y		
Enter Field Number To Change		
Message:		

NOTE: Some suggested usage might be:

- Build two P149 tables selection on those students who have outstanding fees and those who have 0 or credit balances.
The report cards could then be run in two passes – one with students owing fees and one for those who do not.
- Build the P149 for students with debit balances – could be used by the R108 to produce invoices for only those students owing fees.

SUGGESTIONS FOR YEAR END PROCEDURES

The B109 processing now gives us the option to roll students' fee records to the next year. If you do not wish to roll the fees to the next year, you will still have the option to delete FEES records.

You must contact TCCSA via  phone or  email and let us know which method you would like.

1. Delete ALL FEES records

OR

2. Sum Outstanding balance to next school year

OR

- 3. Detail balance to next school year**

Option 1 will do as stated and delete any FEES records when the B109 is processed.

Option 2 will sum together all of the credits and debits the student has, and if the balance is not zero, one record will be entered in the FEES file for the next school year. (All details of the FEES records will be wiped out).

Option 3 will take each detail fee and determine if the balance for the fee is non-zero by subtracting any payments or adjustments. If the balance is not zero, then a record will be created for next year with the outstanding balance for this detail record. The old detail record and any payments against this fee will be deleted.

The R110 will give a summary of all the activities on FEES that have happened during the school year. If you think you would need a hard copy backup for future reference, run R110 to include Assigned (A) Fees and keep on file.



APPENDIX A

CHECKLIST FOR SCHEDULES ONLY

To use option you would need to do the following:

- _____ Define General School Fees on P303
- _____ Define Course Fees on P304
- _____ Check with TCCSA to be sure the commands that cause fees to print on schedules are in place
- _____ Run the R701 to print student schedules
- _____ Run the R108 to print student invoices and/or the office collection list (optional)



APPENDIX B

CHECKLIST FOR FEE ACCOUNTING MODULE

To use this option you would need to do the following:

- _____ Define at least one Fee Pro-ration Table on P315
- _____ Optionally define Accounting Codes on P317
- _____ Define General School Fees on P303
- _____ Define Course Fees on P304
- _____ Optionally define Miscellaneous Fees on P316
- _____ Maintain semester dates for pro-ration table on P105
- _____ Set up class lists with the B105
- _____ Set up the fees with the B125
- _____ Optionally enter Text for Student Fee Receipt on P405
- _____ Optionally enter Heading for students Fee Receipts on P406

Optionally run any of the following reports:

- _____ R108 – Student Fee Collection List/Fee Receipt
- _____ R109 – Student Fee Detail Report
- _____ R110 – Student Fee Summary Report
- _____ R111 – Student Fee Payment Report
- _____ R701 – Student Schedules
- _____ B126 – Batch Creation of Student ID Table

