British Columbia | MyEducationBC

Fees Management

July 2015 v1.2

FUJITSU

Version History

Version	Date	Description
1.0	June 16, 2015	Initial document created
1.1	June 25, 2015	Added Assigning Multiple Fees to an Individual Student Added Voiding a Fee Added Refunding a Payment
1.2	July 20, 2015	Added information on fee management for withdrawing students

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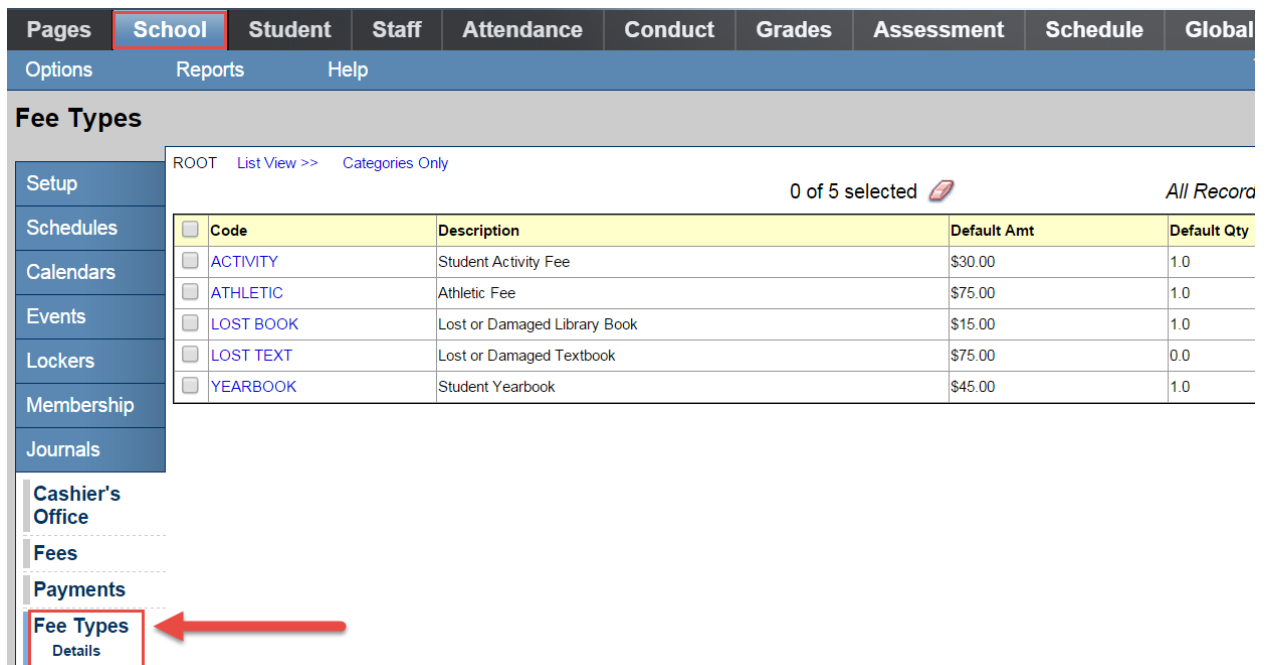
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1.0 Fees

Fees setup is done at the school level. Once fee types are created, fees can be assigned to individual students or to a group of students. Payments can be made to individual student fee records.

1.1 Creating Fee Types

To add a new fee type to your school:

1. Click on the **School** top tab.
2. Click on the **Cashier's Office** side tab.
3. Click on the **Fee Types** sub-side tab.

4. In the **Options** menu, select **Add**.
5. The *New Reference Code – Common* page appears:

6. Use the following table to complete the fields:

Field	Description
Code	Type the name of the fee as it will appear in the Code column on the Fee Types page.
Description	Type a brief description of the fee type.
Default Amount	Type the fee amount as it will appear by default. The default fee can be modified when assigning a fee to a student.
Default Quantity	Type the quantity as it will appear by default. The default quantity can be modified when adding a fee.
GL Account Type	Click this drop-down to select the accounting ledger for the fee. This field has no accounting functionality. It is just for categorizing and tracking.
Owner*	Click the 🔍 to select the school name if not automatically populated. The fee type will be added to the Fees and Fines reference table for the school indicated.
Is a category?	This box can be checked if the fee is a category. For example, the school may have an overall Grad Fees category that contains a $25.00 fee fee for dinner, a $60.00 fee for cap and gown and a $40.00 fee for Dry Grad.
Category	This drop-down will populate if a previous fee type has been identified as a category. Any new fee type can then be identified as part of the category. For example, the Fee Type of Grade Fees was created as a category. Then the fee type of Cap and Gown could be created and the Category of Grad Fees selected. The "Is a category?" and "Category" field would not both be used on the same fee type. The Default Amount field can be left blank on a category, if desired, as the fees within the category will usually have the amount assigned to them.

7. Click **Save.**

1.2 Deleting a Fee Type

1. Click on the **School** top tab.
2. Click on the **Cashier's Office** side tab.
3. Click on the **Fee Types** sub-side tab.
4. Check the box beside the fee for deletion.
5. On the **Options** menu, select **Delete.**
6. Click **OK** to confirm the deletion.

1.3 Deleting a Category

If a fee type has been created as a category, the fee types within the category should be deleted first. Then, to delete the category:

1. Click on the **School** top tab.
2. Click on the **Cashier's Office** side tab.
3. Click on the **Fee Types** sub-side tab.
4. Click on the blue hyperlink of the category fee type to be deleted.
5. Uncheck the **Is a Category?** box.
6. Click **Save**.
7. On the **Options** menu, select **Delete.**
8. Click **OK** to confirm the deletion.

1.4 Assigning a Fee to an Individual Student

1. Click on the **School** top tab.
2. Click on the **Cashier's Office** side tab.
3. In the **Name/ID** field, type the name of the student receiving the fee and click the Add button, or use the Add button to select a student from the *Student Pick List* pop-up window and click **OK**.

4. You will be presented with a fee assignment pop-up window. Ensure the student selected is correct.
5. In the **Outstanding Fees** section, click the Add button.

Addison, Jackie

Amount	___ $	
Amount paid	___ $	
Amount due	___ $	
Date	6/16/2015	Comment
Date Due	___	

Outstanding Fees

Fee type	Description	Amount	Quantity	Price	State Tax
No matching records					

Add   Delete

Unapplied Payments

Method	Description	Amount	Comment
No matching records			

Add   Delete

Save and Print   Save   Cancel

6. In the *Cashier's Entry* pop-up window, click the 🔍 icon to select a fee from the list, or start typing the fee code in the **Fee type** field. In the **Itemized Fees** section, you will see the fee added to the student.

- To edit the amount or quantity, click on the blue hyperlink of the fee name. Once the fee is created, you will need to click into it's detail in the Cashier's Office and click Save to have the changed amount reflected properly in the record.
- The **Comment** field can be used to add additional details, if required.

7. Click **OK.**

Fee type	ATHLETIC	🔍 Athletic Fee
Description	Athletic Fee	
Date	6/16/2015	

Itemized fees

	Fee type	Description	Quantity	Price	Amount
☐	Athletic Fee	Athletic Fee	1.0000	$75.00	$75.00

Add   Delete

Quantity	1.0000
Price	$ 75.00
Amount	$ 75.00
Comment	

8. Confirm you have the correct fee assigned. If not, click the box beside the student name and use the **Options** menu to select **Delete**.
9. Click **Save.**

Once fees have been assigned to students, the **Account Statement** report can be run from the **Cashier's Office** side tab > **Reports** menu.

1.5 Assigning Multiple Fees to an Individual Student

1. Click on the **School** top tab.
2. Click on the **Cashier's Office** side tab.
3. In the **Name/ID** field, type the name of the student receiving the fee and click the Add button, or use the Add button to select a student from the *Student Pick List* pop-up window and click **OK**.
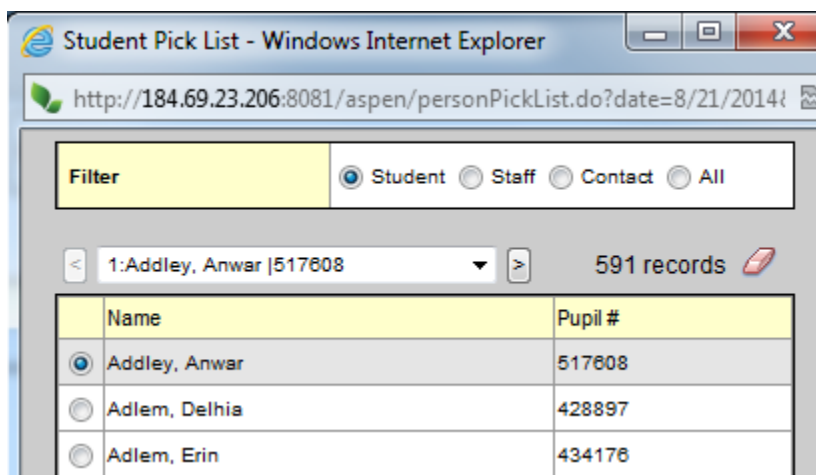
4. You will be presented with a fee assignment pop-up window. Ensure the student selected is correct.
5. In the **Outstanding Fees** section, click the Add button.

Addison, Jackie

Amount	_____ $
Amount paid	_____ $
Amount due	_____ $
Date	6/16/2015
Date Due	_____

Comment

Outstanding Fees

Fee type	Description	Amount	Quantity	Price	State Tax
No matching records					

Add | Delete

Unapplied Payments

Method	Description	Amount	Comment
No matching records			

Add | Delete

Save and Print | Save | Cancel

6. In the *Cashier's Entry* pop-up window, click the 🔍 icon to select a fee from the list, or start typing the fee code in the **Fee type** field. In the **Itemized Fees** section, you will see the fee added to the student.

7. Click **OK.**

8. In the **Outstanding Fees** section, click the Add button again. Select the next fee to assign. Click **OK**. This fee will also appear in the window below the first one.

9. Repeat until all fees have been assigned.

10. Click **Save.** An individual record will appear in the cashier's window for each fee assigned to the student.

1.6   Assigning Fees to Multiple Students

1. Click on the **School** top tab.
2. Click on the **Cashier's Office** side tab.
3. In the **Name/ID** field, click the Multi-Add... button.
4. In the pop-up window, select how you want to mass assign the fee:
   - **Section**: assigns by course section. Multiple course sections can be queried and selected at once.
   - **Homeroom**: requires that Staff have homeroom assignments in the Staff List and those homerooms are also attached to students.
   - **Group**: assigns to all students who are members of a group created by the school. Only groups who have members will appear in the selection list.
   - **Query**: presents a variety of queries to identify a group of students for assigning the fee.

- **Snapshot**: assigns to all students who are members of a snapshot created by the school. Only snapshots containing members will appear in the selection list.
- **Selection:** allows the user to select multiple, random students for the fee assignment.

Students

- ● Section
- ○ Homeroom
- ○ Group
- ○ Query
- ○ Snapshot
- ○ Selection

Selected students: 13 ←

| Fee type | ART | 🔍 |
| Date | 6/16/2015 | 📅 |

Quantity	1
Price	$ 25.00
Amount	$ 25.00

5. Check the *Selected students* count to ensure the number is correct.

6. In the **Fee Type** field, type or use the 🔍 icon to select the fee you want to assign to the selected students.

7. Confirm the date and fee details.

8. Click **Save**.

1.7 Voiding a Fee

Fees may be voided if a student is not expected to pay the fee or if the student is leaving the school. Fees can only be voided if no payments have been made on them and there is no ability to void only a portion of a fee.

In the case where a partial payment was made and there is still an outstanding balance on the fee, schools will need to either make a payment with a notation that the balance was voided or delete the fee and re-enter it with the fee amount and payment being the same amount so there is no outstanding balance.

To void an assigned fee:

1. Click on the **School** top tab.
2. Click on the **Cashier's Office** side tab.
3. Click on the **Fees** sub side tab.
4. Click on the blue hyperlink of the student's name and fee to be voided. This will present the details of the fee.
5. In the **Options** menu, select **Void Fee.** In the *Itemized Fees* section, a new row will automatically appear, voiding the entire fee amount.
6. Click **Save.**

Voided fees will not appear on a student's account statement.

1.8   Making a Payment on a Student Fee

1. Click on the **School** top tab.
2. Click on the **Cashier's Office** side tab.
3. Click on the **Payments** sub side tab.
4. Go to the **Options** menu and select **Add.**
5. From the pop-up pick list window, select the student making the payment. Click **OK**.
6. In the pop-up window for the student, record the details of the payment.
7. Click **Save.**
8. If multiple fees have been assigned to the student, you will have the opportunity to adjust the payment distribution as required. You can do this by clicking on the blue hyperlink of the payment and adjusting the amount in the *Payment distribution* area.

Payment

Reference Number	0000002313						Comment	
Name *	Addison, Jackie							
Date	6/16/2015							
Method	01	Cash						
Description	Cash payment towards any fee							
Amount	$ 30.00							
Amount Applied	$ 30.00						Applicable school	Gulf Islands Secondary School
Outstanding credit	$ 0.00							
Received by								

Payment distribution

	Fee type	Fee description	Fee Ref #	Fee date	Fee Total	Fee Amount Due	Fee Comment	Amount
☐	Art	Art	0000002308	6/16/2015	$25.00	$5.00		$ 20.00
☐	Lost or Damaged Library Book	Lost or Damaged Library Book	0000002312	6/16/2015	$15.00	$5.00		$ 10.00

Outstanding Fees $10.00   Unapplied Payments $0.00 Balance $10.00

Print Receipt

Save Cancel

9. In the **Reports** menu, select **Payment Receipts - Letter** to generate a receipt, if necessary.

1.9 Deleting a Payment

If a payment has been recorded on the wrong student in error, it can be deleted from the record.

To delete a payment:

1. Click on the **School** top tab.
2. Click on the **Cashier's Office** side tab.
3. Click on the **Payments** sub side tab.
4. Click on the blue hyperlink of the payment that requires deletion so you are viewing the detail of the payment.
5. In the **Options** menu, select **Delete Payment.**

1.9.1 Tracking Deleted Payments

The Cashier's Office side tab will still show deleted payment records, but the amount returns to $0.00 and the Amount paid on the fee(s) becomes $0.00. This is the system's way of tracking all activity on an account. In the **Reports** menu, run the **Deleted Payments** report to see all deleted payments.

To remove these records permanently:

1. Click on the **School** top tab.
2. Click on the **Cashier's Office** side tab.
3. Click the blue hyperlink of the payment record to delete. This will open the payment detail.
4. In the **Options** menu, select **Delete**. Payment records deleted here will not appear on the Deleted Payments report.

1.10 Refunding a Payment

Refunds can be made on payments for fees. To refund a payment:

1. In the **School** top tab, click on the **Cashier`s Office** side tab.
2. Click on the **Payments** sub-side tab.
3. Check the blue hyperlink on the date beside the payment record to be refunded. This will open the payment detail.
4. If there is more than one payment record in the *Payment distribution* section of the payment detail screen, check the box beside the fee that the refund is being applied to.
5. In the **Options** menu, select **Create Refund**. A row in the *Payment distribution* section will appear, with the total amount of the fee showing. This amount may be adjusted as necessary if only a partial refund is being applied.
6. Click **Save.**

1.11 Fees & Withdrawing Students

Outstanding fees remain attached to a student when they withdraw from a school. If the student attends a different school, these outstanding fees will remain on the student record and appear on the account statements at the new school.

- The new school will not be able to make payment or remove the fee from the student record.
- The original school that assigned the fee will be able to delete or void the fee from the student record, even after they have moved to the new school.

Schools using fees in MyEducation BC may want to add deleting or voiding outstanding fee balances for students to their withdraw procedures.

1.12 Reports

The following is a brief description of the Fees reports currently available in MyEducation BC.

1.12.1 Cashier's Office side tab

- **Account Statement:**   student report that reports all account activity. One page per student.
- **Deleted Payments**: displays all payments deleted from the Payments sub-side tab unless they were permanently deleted from the Cashier's side tab as well.
- **Outstanding Balance Report**: school report that reports all outstanding balances for all fees for all students.
- **Student Payment Distribution Detail:** school report that details payments made on all fees and displays the method of payment.

1.12.2 Fees sub-side tab:

Account Statement, Outstanding Balance Report and Student Payment Distribution Detail are also available under the **Reports** menu when the **Fees** sub-side tab is selected.

1.12.3 Payments sub-side tab

Deleted Payments and Student Payment Distribution Detail are also available under the **Reports** menu when the **Payments** sub-side tab is selected.   In addition, the report below appears in this sub-side tab.

- **Transaction Detail**: school report that details fee payments and balances due by account type.