



Adjusting a Fee

When entering fees that do not have a standard rate (ie: Lost/Damaged Library book, Athletic fees, etc) you can use a general fee type with no assigned amount then adjust accordingly.

Go to School (top tab), Cashier's Office (side tab)

- Enter Student name then click 'Add'

The screenshot shows the 'Cashier's office input' section of the MyEducationBC interface. At the top, there are navigation tabs for Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessment, Schedule, Global, Tools, and Accounts. Below these are sub-tabs for Options, Reports, and Help. A search bar for 'LegalLast' is visible. The main area contains a form for entering student information with a text box for 'Name/ID' containing 'Recchi, Carter' and buttons for 'Add' and 'Multi-Add...'. Below the form is a table with columns: UsualLast, UsualFirst, Type, Ref #, Fee type, Description, Date Due, Amount, Amount paid, and Comment. The table currently shows '0 of 0 selected' and 'No matching records'. A date selector is set to 08/01/2016. On the left side, there is a vertical menu with options: Setup, Schedules, Calendars, Events, Lockers, Membership, Journals, and Cashier's Office (which is highlighted).

In the next window go to Outstanding Fees section (second box from top) and click 'Add' then select Fee type from the next screen.

The screenshot shows a browser window titled 'Cashiers Entry - Mozilla Firefox' with the URL 'https://www.myeducation.gov.bc.ca/aspen/childDetail.do'. The interface is divided into several sections. The top section is for entering fee details, with fields for 'Fee type' (LIBR FINES), 'Description' (Library Books Lost or Damaged), and 'Date' (08/01/2016). Below this is an 'Itemized fees' table with columns: Fee type, Description, Quantity, Price, and Amount. The table contains one row: 'Library Books Lost or Damaged' with a quantity of 1.0000, price of \$0.00, and amount of \$0.00. There are 'Add' and 'Delete' buttons below the table. The bottom section contains input fields for 'Quantity' (1.0000), 'Price' (\$0.00), 'Amount' (\$0.00), and a 'Comment' text area.

- click on magnifying glass for drop down list of fees
- the fee details will autofil in the second box with no price assigned
- Click on the blue hyper linked fee under 'Fee type' to adjust the amount



Adjusting a Fee

Adjust the fee type in this pop up box. Note: you will need to enter the amount in both the 'Amount' box and the 'Price' box then click OK

Fee Item - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://www.myeducation.gov.bc.ca/aspen/childDetail.do?prefix=CJD&context=school.cash.list.detail.itemized&readOn

Fee type *	LIBR FINES Library Books Lost or Damaged
Description	Library Books Lost or Damaged
Amount	\$ 15.00
Quantity	1.0000
Price	\$ 15.00

OK Cancel

You will notice that the amounts have now changed in the second box (Itemized fees) but not in the bottom box. (This is normal)
Click OK to save the changes

Cashiers Entry - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://www.myeducation.gov.bc.ca/aspen/childDetail.do

Fee type	LIBR FINES Library Books Lost or Damaged
Description	Library Books Lost or Damaged
Date	08/01/2016

Itemized fees

Fee type	Description	Quantity	Price	Amount
<input type="checkbox"/> Library Books Lost or Damaged	Library Books Lost or Damaged	1.0000	\$15.00	\$15.00

Add Delete

Quantity	1.0000
Price	\$ 0.00
Amount	\$ 0.00
Comment	



Adjusting a Fee

Once you have returned to the main 'Cashier's office input' window the entry will appear on your list but you will notice that the amount remains \$0.00 (again, for now this is normal)

Cashier's office input

Setup | Schedules | Calendars | Events | Lockers | Membership | Journals | **Cashier's Office**

Name/ID Add Multi-Add...

0 of 1 selected Date 09/01/15

UsualLast	UsualFirst	Type	Ref #	Fee type	Description	Date Due	Amount	Amount paid
<input type="checkbox"/> Recchi	Carter	Fee/Debit	0000125751	Library Books Lost or Damaged	Library Books Lost or Damaged		\$0.00	\$0.00

- Click on the last name hyperlink to open the entry (amount will still say \$0.00)
- Change the Description to reflect book title and barcode number or other information

Cashier's office input ::

Save Cancel

Reference Number: 0000125751

Fee type: LIBR FINES Library Books Lost or Damaged

Description: The Martian T12456

Amount: \$ 15.00

Amount paid: \$ 0.00

Amount due: \$ 15.00

Date: 09/01/2016

Date Due:

Cashier's Office | Details

- Click 'Save'
- The amounts in the grey boxes should now have changed to reflect the entered amounts and when you go back to the main 'Cashier's office input' page the entry should reflect the correct amount and amended description

Cashier's office input

Setup | Schedules | Calendars | Events | Lockers | Membership | Journals | **Cashier's Office**

Name/ID Add Multi-Add...

0 of 1 selected Date 09/01/15

UsualLast	UsualFirst	Type	Ref #	Fee type	Description	Date Due	Amount	Amount paid
<input type="checkbox"/> i		Fee/Debit	0000125751	Library Books Lost or Damaged	The Martian T12456		\$15.00	\$0.00