



MyEducationBC

Fees Management

July 2015 v1.2

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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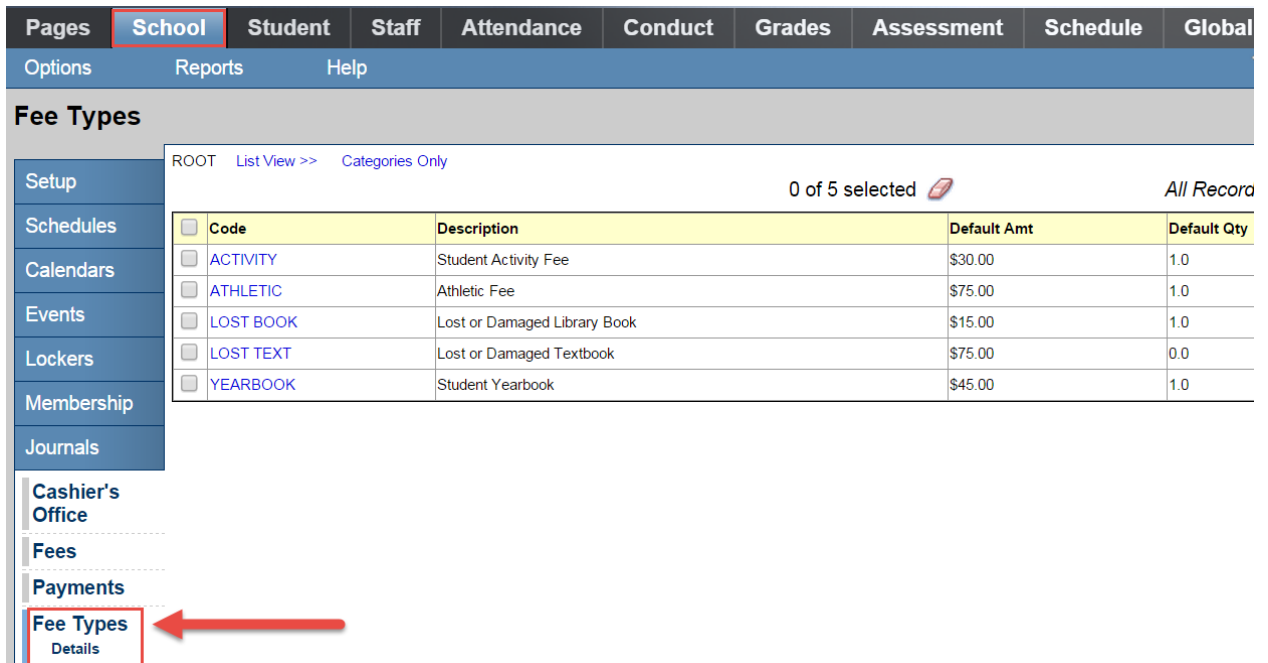
1.0 Fees

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:

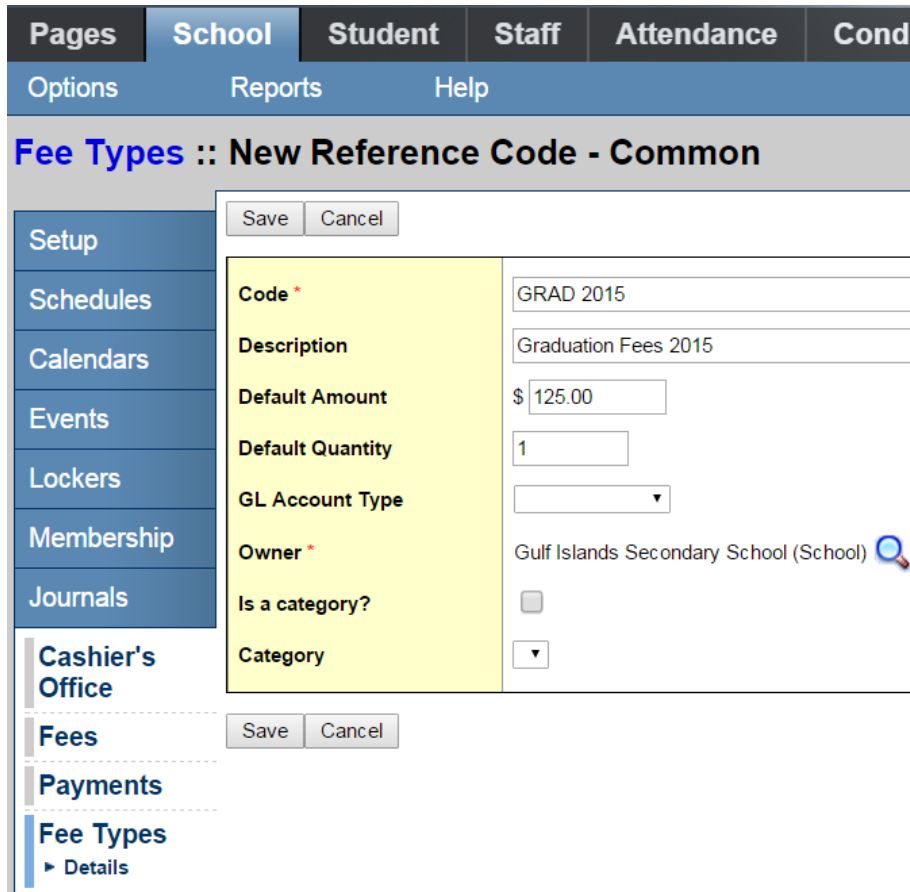
1. Click on the **School** top tab.
2. Click on the **Cashier's Office** side tab.
3. Click on the **Fee Types** sub-side tab.



The screenshot shows the MyEducationBC interface. At the top, there are navigation tabs: Pages, **School**, Student, Staff, Attendance, Conduct, Grades, Assessment, Schedule, and Global. Below these are sub-tabs: Options, Reports, and Help. The main content area is titled 'Fee Types' and shows a table of fee types. The table has columns for Code, Description, Default Amt, and Default Qty. The table contains five rows of fee types: ACTIVITY, ATHLETIC, LOST BOOK, LOST TEXT, and YEARBOOK. On the left side, there is a sidebar with various menu items: Setup, Schedules, Calendars, Events, Lockers, Membership, Journals, Cashier's Office, Fees, Payments, and Fee Types Details. The 'Fee Types Details' item is highlighted with a red box and a red arrow pointing to it.


| Code | Description | Default Amt | Default Qty |
|-----------|------------------------------|-------------|-------------|
| ACTIVITY | Student Activity Fee | \$30.00 | 1.0 |
| ATHLETIC | Athletic Fee | \$75.00 | 1.0 |
| LOST BOOK | Lost or Damaged Library Book | \$15.00 | 1.0 |
| LOST TEXT | Lost or Damaged Textbook | \$75.00 | 0.0 |
| YEARBOOK | Student Yearbook | \$45.00 | 1.0 |

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



| Pages | School | Student | Staff | Attendance | Condu |
|---|-------------------------|--|-------|------------|-------|
| Options | Reports | Help | | | |
| Fee Types :: New Reference Code - Common | | | | | |
| Setup | Save Cancel | | | | |
| Schedules | Code * | GRAD 2015 | | | |
| Calendars | Description | Graduation Fees 2015 | | | |
| Events | Default Amount | \$ 125.00 | | | |
| Lockers | Default Quantity | 1 | | | |
| Membership | GL Account Type | ▼ | | | |
| Journals | Owner * | Gulf Islands Secondary School (School) 🔍 | | | |
| Cashier's Office | Is a category? | <input type="checkbox"/> | | | |
| Fees | Category | ▼ | | | |
| Payments | Save Cancel | | | | |
| Fee Types | ▶ Details | | | | |

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 for dinner, a \$60.00 fee for cap and gown and a \$40.00 fee for Dry Grad. |
| Category | <p>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.</p> <p>The “Is a category?” and “Category” field would not both be used on the same fee type.</p> <p>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.</p> |

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.

The screenshot shows the 'School' tab selected in the top navigation bar. On the left sidebar, the 'Cashier's Office' section is expanded, and the 'Fee Types' sub-tab is selected. The 'Options' menu is open, with 'Delete' highlighted. The main content area displays a table of fee types with the 'GRAD 2015' entry checked for deletion.

| Code | Description |
|---|------------------------------|
| <input type="checkbox"/> ACTIVITY | Student Activity Fee |
| <input type="checkbox"/> ATHLETIC | Athletic Fee |
| <input checked="" type="checkbox"/> GRAD 2015 | Graduation Fees 2015 |
| <input type="checkbox"/> LOST BOOK | Lost or Damaged Library Book |
| <input type="checkbox"/> LOST TEXT | Lost or Damaged Textbook |
| <input type="checkbox"/> YEARBOOK | Student Yearbook |

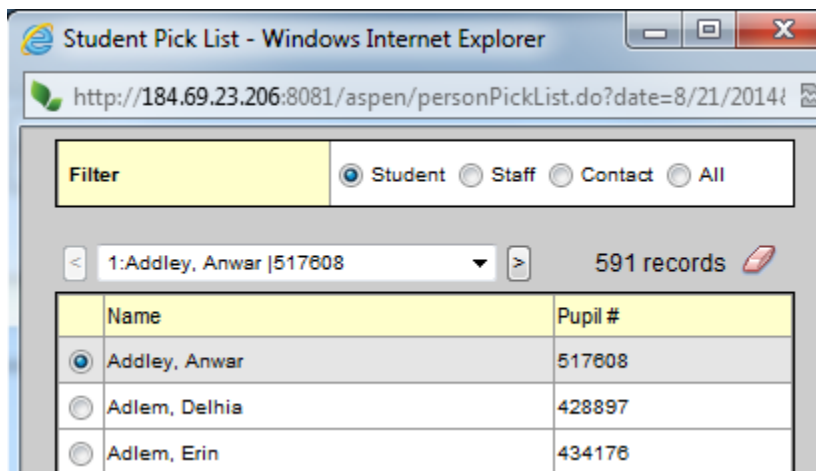
1.3 Deleting a Category

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 button, or use the 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 button.

Addison, Jackie 

| | | | |
|-------------|----------------------|---|---------|
| Amount | <input type="text"/> | \$ | Comment |
| Amount paid | <input type="text"/> | \$ | |
| Amount due | <input type="text"/> | \$ | |
| Date | 6/16/2015 |  | |
| Date Due | <input type="text"/> |  | |


Outstanding Fees



| Fee type | Description | Amount | Quantity | Price | State Tax |
|---------------------|-------------|--------|----------|-------|-----------|
| No matching records | | | | | |



Unapplied Payments

| Method | Description | Amount | Comment |
|---------------------|-------------|--------|---------|
| No matching records | | | |

- 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.
- Click **OK**.

| | |
|-------------|--|
| Fee type | <input type="text" value="ATHLETIC"/>  Athletic Fee |
| Description | <input type="text" value="Athletic Fee"/> |
| Date | 6/16/2015  |

Itemized fees

| | Fee type | Description | Quantity | Price | Amount |
|--------------------------|------------------------------|--------------|----------|---------|---------|
| <input type="checkbox"/> | Athletic Fee | Athletic Fee | 1.0000 | \$75.00 | \$75.00 |

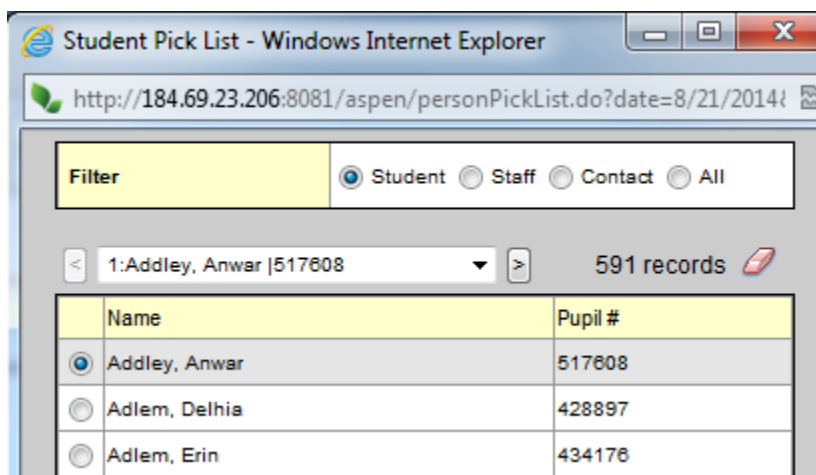
| | |
|----------|---------------------------------------|
| Quantity | <input type="text" value="1.0000"/> |
| Price | \$ <input type="text" value="75.00"/> |
| Amount | \$ <input type="text" value="75.00"/> |
| Comment | <input type="text"/> |

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 button, or use the 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 button.

Addison, Jackie ←

| | | | |
|-------------|----------------------|----|---------|
| Amount | <input type="text"/> | \$ | Comment |
| Amount paid | <input type="text"/> | \$ | |
| Amount due | <input type="text"/> | \$ | |
| Date | 6/16/2015 | | |
| Date Due | <input type="text"/> | | |

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


- 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.
- Click **OK**.
- In the **Outstanding Fees** section, click the button again. Select the next fee to assign. Click **OK**. This fee will also appear in the window below the first one.
- Repeat until all fees have been assigned.
- 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

- Click on the **School** top tab.
- Click on the **Cashier's Office** side tab.
- In the **Name/ID** field, click the button.
- 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 | |
| <input checked="" type="radio"/> Section <input type="radio"/> Homeroom <input type="radio"/> Group <input type="radio"/> Query <input type="radio"/> Snapshot <input type="radio"/> 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 Applicable school Gulf Islands Secondary School |
| Name * | Addison, Jackie | |
| Date | 6/16/2015 | |
| Method | 01 Cash | |
| Description | Cash payment towards any fee | |
| Amount | \$ 30.00 | |
| Amount Applied | \$ 30.00 | |
| Outstanding credit | \$ 0.00 | |
| Received by | | |

Payment distribution

| Fee type | Fee description | Fee Ref # | Fee date | Fee Total | Fee Amount Due | Fee Comment | Amount |
|---|------------------------------|------------|-----------|-----------|----------------|-------------|----------|
| <input type="checkbox"/> Art | Art | 0000002308 | 6/16/2015 | \$25.00 | \$5.00 | | \$ 20.00 |
| <input type="checkbox"/> 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

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.