



MyEducationBC

Fees Management

September 2022 v2.2

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
1.3	April 18, 2019	Added hyperlinks to Table of Contents
1.4	Sep 06 2019	Added updated application Images
2.0	Aug 30, 2020	6.1 Release
2.1	Aug. 13, 2021	Added updated application images and some content in section 2.1
2.2	Sep 2022	Added section 2.7 Mass assign student fees

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1.0 Introduction

MYEDBC provides a flexible system for recording fees, such as sporting equipment, art supplies and field trips. You can create fees, record payments and print receipts.

Note: fees and fines are treated the same – they are both charges assigned to a user.

1.1 Access

1.1.1 Security Roles

Clerical-School Admin and Administrator roles can access the Cashiers Office Side tab and School View

1.1.2 Navigation

The Cashiers Office is only available in the:

District View>District Top Tab>Cashiers Side Tab

School View>School Top Tab>Cashiers Office Side Tab

2.0 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.

2.1 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**.

Cashier's office input

Setup: Options Reports Help Search on LegalLast

Name/ID: Add Multi-Add

0 of 0 selected Date: 7/28/2020

Name	Type	Ref #	Fee type	Description	Date Due	Amount	Amount paid	Comment	Voided?
No matching records									

Left sidebar menu: Online Registration, Schedules, Calendars, Events, Lockers, Membership, Journals, Cashier's Office (highlighted), Cashier's Office Details, Fees, Payments, Online Payment Receipt History, Fee Types, Ed. Plans, Grid Codes, Groups.

5. The *New Reference Code – Common* page appears:

Pages School Student Staff Attendance Conduct Grades Assessment

Fee Types :: New Reference Code

Setup: Options Reports Help

Schedules: Save Cancel

Code * GRAD 2019

Description Grad Frees 2019

Default Amount \$ 150

Default Quantity 1

GL Account Type

Owner * Westsyde Secondary (School) Q


Is a category?

Category

Save Cancel

Left sidebar menu: Cashier's Office, Fees, Payments, Online Payment Receipt History, Fee Types (highlighted), 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. Used for categorizing and tracking. New GL Account Types can be added in School or District View Admin Top Tab>Reference Side Tab>General Ledger Account Type
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	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 Grad 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**.

2.2 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**.
- Click **OK** to confirm the deletion.

The screenshot shows the 'Fee Types' page in the MyEducationBC system. The 'Options' menu is open, and the 'Delete' option is highlighted. The table below lists the fee types:

Description	Default Amt	Default Qty	Acct Type
Intermediate School Fee	\$45.00	1	General Fund
Primary School Fee	\$30.00	1	General Fund
Student Agenda Book Fee	\$7.00	1	General Fund
Young People's Concert	\$15.00	1	General Fund

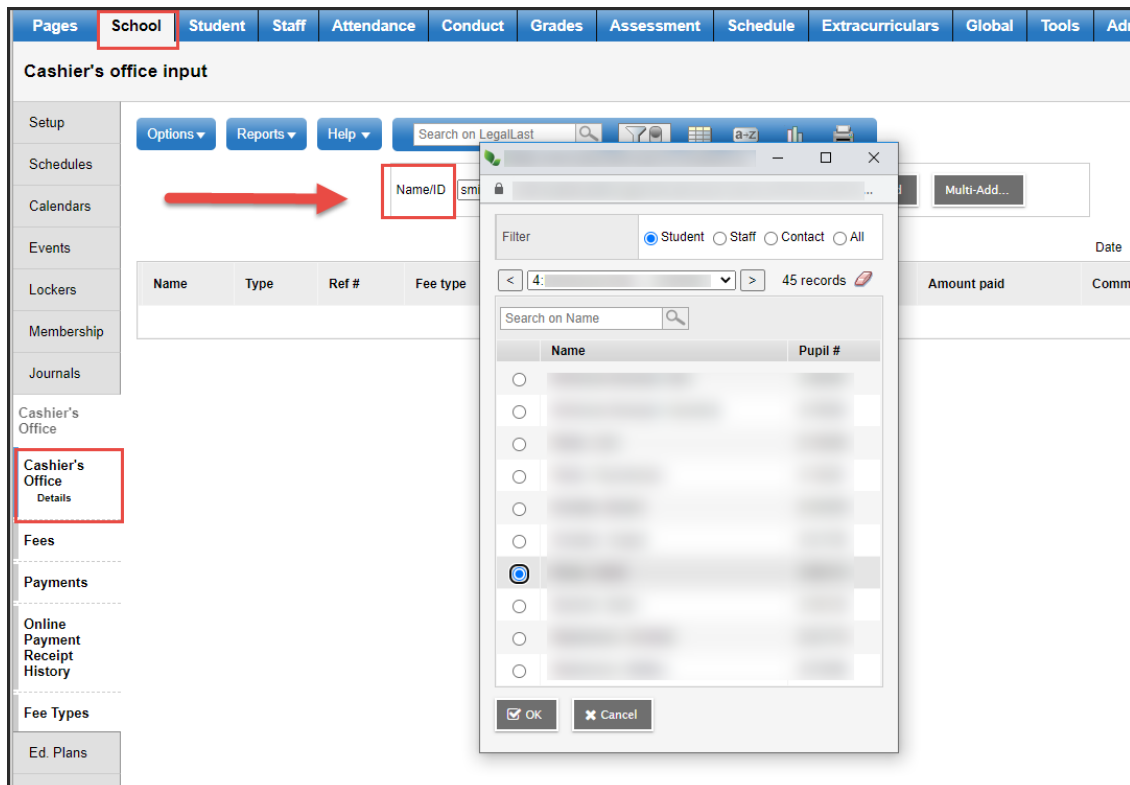
2.3 Deleting a Category

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:

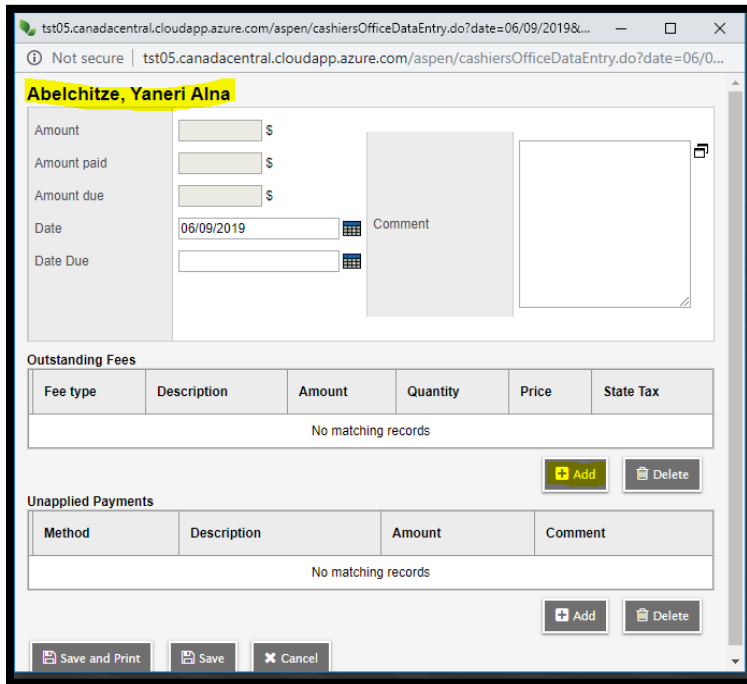
1. Click on the **School** top tab.
2. Click on the **Cashier's Office** side tab.
3. Click on the **Fee Types** sub-side tab.
4. Click on the blue hyperlink of the category fee type to be deleted.
5. Uncheck the **Is a Category?** box.
6. Click **Save**.
7. On the **Options** menu, select **Delete**.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


2.4 Assigning a Fee to an Individual Student

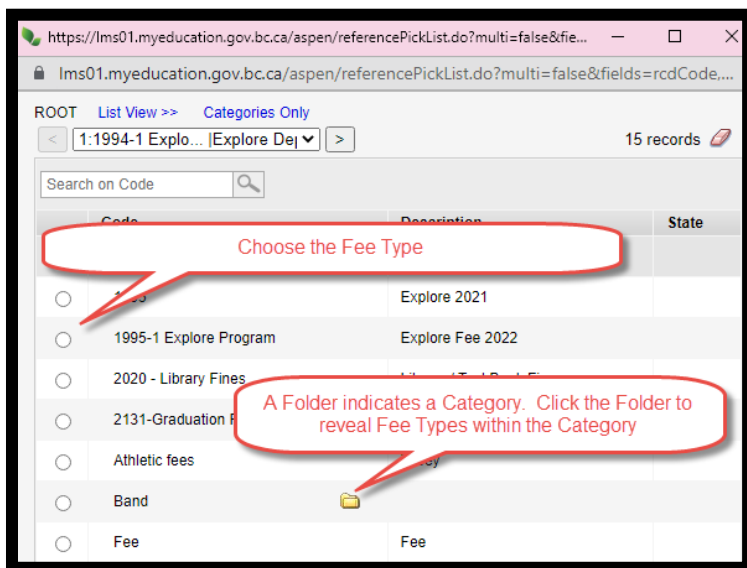
1. Click on the **School** top tab.
2. Click on the **Cashier's Office** side tab.
3. In the **Name/ID** field, type the name of the student receiving the fee and click the **Add** button, or use the **Add** button to select a student from the *Student Pick List* pop-up window and click **OK**.



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.



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.
- Note:
 - If you adjust the quantity, you will also have to update the amount owing. This does not automatically update.

- The adjusted values also do not appear automatically on the main screen in the Cashier's Office side tab. To save adjusted values (quantity and amount), you must click into the details of the record in question, click to **SAVE**; the values will display properly.
 - The **Comment** field can be used to add additional details, if required.
7. Click **OK**.

Cashiers Entry - Google Chrome
 Not secure | tst05.canadacentral.cloudapp.azure.com/aspden/childDetail.do

Fee type: BABY PIC GRAD for YRBK

Description: GRAD for YRBK

Date: 06/09/2019

Itemized fees

	Fee type	Description	Quantity	Price	Amount
<input type="checkbox"/>	GRAD for YRBK	GRAD for YRBK	1.0000	\$25.00	\$25.00

Quantity: 1.0000

Price: \$ 25.00

Amount: \$ 25.00

Comment:

Applicable school: Westsyde Secondary

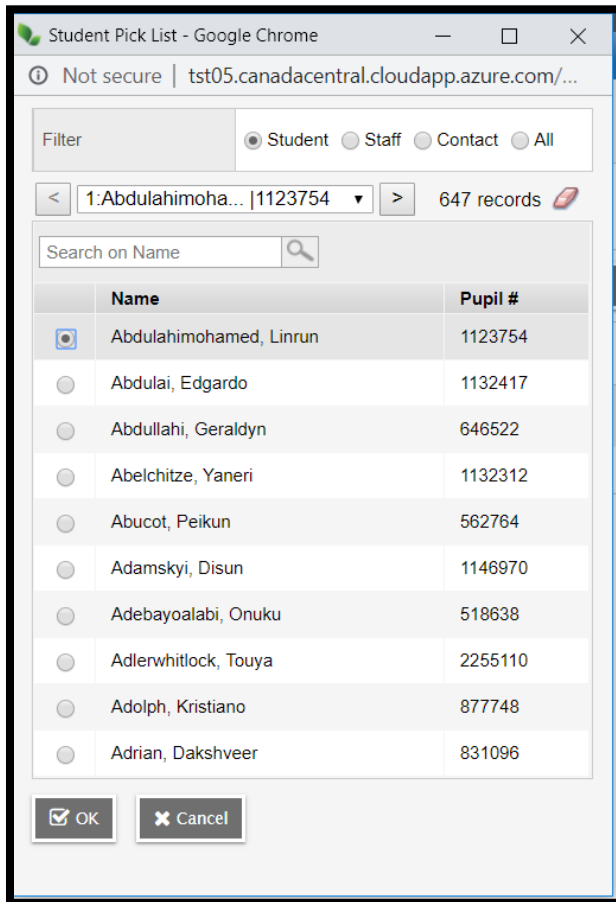
8. Confirm you have the correct fee assigned. If not, click the box beside the student name and use the **Options** menu to select **Delete**.
9. Click **Save**.

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

Comox Valley		Georges P Vanier Secondary				
Account Statement						
						8/13/2021
To the parent/guardian of:						
Shaoqi Smith			YOG 2024			
3611 Jacobs St Rd			Homeroom 124			
Duncan, BC V4Z 2L3						
Fees						
Date	Fee Type	Name	Comment	Amount Due	Amount Paid	Balance
9/15/2020	Student Fee	Student Fee 2020-21		\$ 25.00	\$ 25.00	\$ 0.00
8/12/2021	Athletic fees	jersey		\$ 60.00	\$ 0.00	\$ 60.00
				\$85.00	\$25.00	\$ 60.00
Payments						
Date	Method	Name	Comment	Amount Due	Amount Paid	Balance
9/14/2020	02	Student Fee 2020-21		\$ 25.00	\$ 25.00	\$ 0.00
				\$25.00		
This is a current statement of your account. The total amount due is <u>\$ 60.00</u> and is payable upon the indicated date.						
Remit Payment to:						
Georges P Vanier Secondary						
9964 Glenfir Road						
Garibaldi Highlands, BC V6Z 6L2						


2.5 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.

The screenshot shows a web browser window with the URL <https://lms01.myeducation.gov.bc.ca/asp/cashiersOfficeDataEntry.do?date=8/12/2021&pers...>. The student name "Abdalhasan, Sunchae Lengoc" is highlighted in a red box. The form includes input fields for "Amount", "Amount paid", "Amount due", "Date" (set to 8/12/2021), and "Date Due". A "Comment" text area is also present. Below the form are two tables: "Outstanding Fees" and "Unapplied Payments", both showing "No matching records". There are "Add" and "Delete" buttons for each table. At the bottom, there are "Save and Print", "Save", and "Cancel" buttons.

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.

6. Click **OK**.
7. 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.
8. Repeat until all fees have been assigned.
9. Click **Save**. An individual record will appear in the cashier's window for each fee assigned to the student.

2.6 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  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.

Cashier's Office Multi-Add Fee - Google Chrome

Not secure | tst05.canadacentral.cloudapp.azure.com/asper/cashiersOfficeMultiAdd.do

Students

- Section
- Homeroom
- Group
- Query
- Snapshot
- Selection

Selected students: 10

Fee type: BABY PIC


Date: 06/09/2019

Quantity	1
Price	\$ 25.00
State Tax	\$ 0.00
Federal Tax	\$ 0.00
Local Tax	\$ 0.00
Amount	\$ 25.00

Comment

Applicable school: Westsyde Secondary

Save Cancel

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**

2.7 Mass Assign Student Fees

Create Batch Fees – Mass Assign Student Fees

Use this to mass assign fees to students multiple times, with fees only posting to those accounts that did not have the fee assigned previously in the current year.

Selection is by student, courses or schedule terms for the current school year.

School top tab > Cashier's Office > Options > Create Batch Fees – Mass Assign Student Fees


In the pop-up window, select the students and the fee type/s to be mass assigned

On the first tab **ALWAYS** select the fee type/s to be mass assigned

1. **Student Selection** top tab – Optionally select student group by YOG or Grade level AND select the Fee Type(s)
 - **Students to Include:** YOG (or use other tabs to select students)
 - **Fee Type:** **Required** Select the fee type/s using the magnifying glass picklist



- **Student Grade Level Selection** top tab – to assign a fee by grade level, select the grade from the picklist



- **Student Course Selection** top tab – to assign a fee type/s selected on first tab to students by course section
 - **Schedule Term:** Single or multiple Schedule Terms can be selected from the picklist
 - **Course:** Single or multiple course sections can be selected from the picklist.



Create Batch Fees - Mass Assign Student Fees 

Mass assign fees to students multiple times, with fees only posting to those accounts that did not have the fee assessed previously for the current year.
Selection is by student, courses or schedule terms for the current school year.


Student Selection | Student Grade Level Selection | **Student Course Selection** | Student Program Selection | Student Group Selection

Select one or more schedule terms, if none are selected default is all schedule terms for the year. One or more must be selected to select specific courses.  

Select one or more courses after selecting schedule terms, if none are selected default is all courses for the year/schedule terms  



 Run  Cancel



- **Student Program Selection** top tab – to assign fee type/s selected on the first tab to primary students in an active program defined by program start and end date. Note: No fees will be assigned if the group is created by Snapshot.

Create Batch Fees - Mass Assign Student Fees 

Mass assign fees to students multiple times, with fees only posting to those accounts that did not have the fee assessed previously for the current year.
Selection is by student, courses or schedule terms for the current school year.

Student Selection | Student Grade Level Selection | Student Course Selection | **Student Program Selection** | Student Group Selection

Select one or more student programs  

 Run  Cancel

- **Student Group Selection**: Single or multiple student groups can be selected from the picklist. Groups must be open, defined by a start and end date, and membership in the group created by Grade Level or individual student selection. Note: No fees will be assigned if the group is created by Snapshot.

Create Batch Fees - Mass Assign Student Fees

Mass assign fees to students multiple times, with fees only posting to those accounts that did not have the fee assessed previously for the current year.

Selection is by student, courses or schedule terms for the current school year.

Student Selection Student Grade Level Selection Student Course Selection Student Program Selection **Student Group Selection**

Select one or more student groups

9. Click **Run**

2.8 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.

2.9 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: 0000906587

Name: Jchiardordonez, Mohammadsajjad

Date: 06/09/2019

Method: 01

Description: fess payment

Amount: \$ 100.00

Amount Applied: \$ 100.00

Outstanding credit: \$ 0.00

Name: [Search]

Comment: [Text Area]

Name: Westsyde Secondary

Fee type	Description	Ref #	Date	Amount	Amount due	Comment	Amount	Comment
GRAD	GRAD	0000451837	29/09/2018	\$100.00	\$0.00		\$100.00	paid

Outstanding Fees \$0.00 Unapplied Payments \$0.00 Balance \$0.00

Save Cancel

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

2.10 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**.

2.10.1 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.

2.11 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**.

2.12 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.

2.13 Reports

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

2.13.1 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.

2.13.2 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.

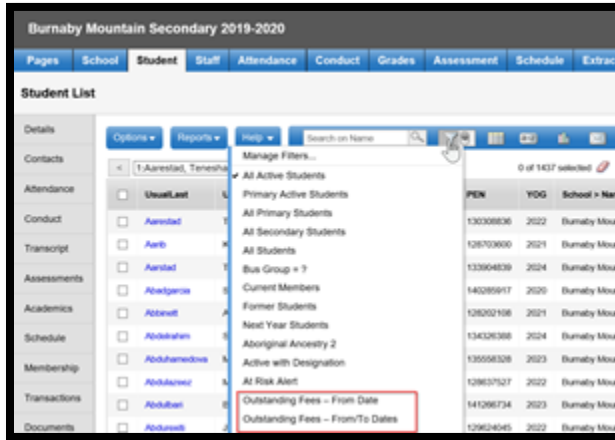
2.13.3 Payments sub-side tab

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.

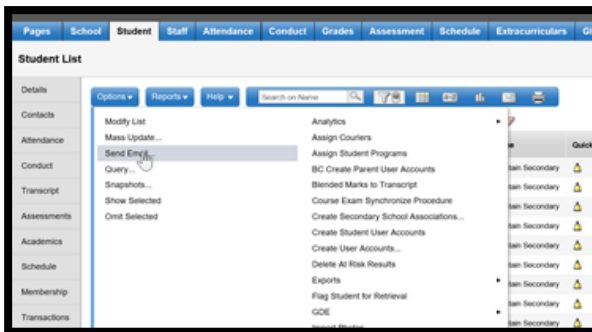
- **Transaction Detail:** school report that details fee payments and balances due by account type.

2.14 Filter to notify the parents for assigned fee

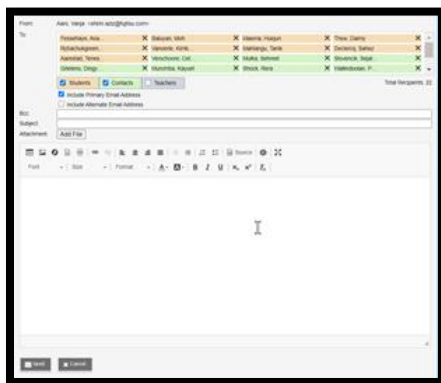
User can use the filter under Student TT> Filter> Select Filter 'Outstanding Fees – From Date' or 'Outstanding Fees – From/To Dates' to list the student in that school with outstanding fee to/from the date selected in the filter.



Once the list is generated, parent can be send email using 'Send Email' functionality under options



User can select the student or contact to send out the email.



PS- 'Receive Email' checkbox should be checked under Contact>Details, for parents to receive the email.

3.0 Appendix A

3.1 Setup schools for the Online Payment

For directions for the Online Payment refer to the following documentation

- Online Payments Setup
- Online Payments

3.2 Family Portal View

Family Portal>Family Top Tab>Transactions Side Tab

