

# Fees Management

May 2024 v2.3







#### **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
2.3	Apr 2023	Section 2.13 – BC Student Payment Distribution Detail, BC Outstanding Balance Report

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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 **Schoo**l 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**.

Pages	School	Student	Staff	Attendance	Conduct 6	Grades Assessment	Schedule	Extracurriculars	Global	Tools	Admin				
Cashier's	s office i	nput													
Setup	Ор	tions 👻 🛛 Re	ports 🕶	Help 👻	Search on LegalLast	9 78 II	az th	8							Ø
Online Registration	,					Name/ID				₽Add	Multi-Add				
Schedules								0.40.41.444					n	20.0000	
Calendars	N	ame	Type	Ref #	Fee type	Description		Date Due	Amou	int	Amount paid	Comment	Date 4	Voided?	► ==
Events								No matching records							
Lockers															
Membershi	р														
Journals															
Cashier's Office	]														
Cashier's Office Detaile															
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
<b>Fee Type</b>	s :: New	Reference	e Code				
Setup	Opti	ions 🔻 🛛 Rep	oorts 🔻	Help 🔻			
Schedules	🖺 s	iave 🗙 Ca	ncel				
Calendars	Code	.*	GRA	D 2019			
Events	Desc	ription	Grad	Frees 2019			
Lockers	Defa	ult Amount	\$ 150	)			
Membershi	p Defa	ult Quantity	1				
Journals	Own	er *	Wests	syde Secondary (Sci	hool) <b>Q</b>		
Cashier's Office	ls a d	category?					
Cashier's Office	Cate	gory	ncel	T			
Fees							
Payments							
Online Payment Receipt History							
Fee Types							

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





Field	Description
	Types can be added in School or District View Admin Top Tab>Reference Side Tab>General Ledger Account Type
Owner*	Click the $\bigcirc$ 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 **Schoo**l 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.

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedu	ule Extract	urriculars	Global	Tools	Admin	
<b>Fee Type</b>	s													
Setup	Opt	tions 🔻 🛛 F	teports 🔻	Help 🔻 🛛 S	earch on Code	0	70 1	a+z	1 B					
Schedules	A	dd	Categ	ories Only					2					
Calendars		)elete					10	4 selected						Enabled and
Events	N N	lodify List 1ass Update			Descriptio	n			Default Amt		Default G	ty	Ac	ct Type
Lockers	C	uery	96		Intermedia	e School Fee			\$45.00		1		Ge	neral Fund
Mamharahi	s	how Selecte	ed 30		Primary So	hool Fee			\$30.00		1		Ge	neral Fund
wembersni		min Selecter	da		Student Ag	enda Book Fe	e		\$7.00		1		Ge	neral Fund
Journals		YPC			Young Peo	ple's Concert			\$15.00		1		Ge	neral Fund
Cashier's Office														
Cashier's Office														
Fees														
Payments														
Online Payment Receipt History														
Fee Types Details														
Ed. Plans														
Grid Codes														

#### 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 **Schoo**l 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**.

Pages	School	Student	Staff	Attend	lance	Cond	uct	Grades	Ass	essment	Schedule	Extracurric	ulars	Global	Tools	Adr
Cashier's	office inp	ut														
Setup	Options	s▼ R	eports 🔻	Help 🔻	Sea	arch on L	egalLa	st 🔍	5	79	a-z I					
Schedules	_						<b>V</b>				-					]
Calendars	-				Name/I	D smi						B		Multi-Add		
Events							Filte	ſ		Student	⊖Staff ⊖Co	ntact O All				Date
Lockers	Name	٦	Туре	Ref #	Fee	type	<	4:			♥ > 45	records 🥖	Am	ount paid		Comm
Membership							Sea	arch on Nam	e	0						
Journals							0	Name				Pupil #				
Cashier's							0	)								
Office	_						0	)								
Cashier's Office							0	)								
Details							0	)								
Fees							0	)								
Payments							0	)								
Online							0	)								
Payment Receipt							0	)								
History							0	)								
Fee Types								ок	Cancel							
Ed. Plans						l	-			_						

- 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.





🍬 tst05.canadacentra	al.cloudapp.azure.com/as	pen/cashiersOffic	eDataEntry.do?date=	06/09/2019&	- 🗆 ×	
Not secure   t	tst05.canadacentral.cl	oudapp.azure.o	om/aspen/cashier	sOfficeDataE	ntry.do?date=06/0	
Abelchitze, Ya	aneri Alna					
Amount Amount paid Amount due Date Date Due	\$ \$ 06/09/2019	C	omment		7	
Outstanding Fees						H
Fee type	Description	Amount	Quantity	Price	State Tax	H
		No matching	records			H
Unapplied Payment	s			🛨 Add	d 🗎 Delete	
Method	Description		Amount	Comme	ent	I
		No matching	records			
🖺 Save and Print	🖺 Save 🗶 C	Cancel		🖬 Ada	d 🗎 Delete	•

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

🔖 https:/	/Ims01.myeducation.gov.b	oc.ca/aspen/referenc	cePickList.do?multi=false&fie	_		$\times$
🔒 Ims0	)1.myeducation.gov.bc	ca/aspen/refere	ncePickList.do?multi=false&	tfields=	rcdCode	e,
ROOT	List View >> Categori 1994-1 Explo  Explor	es Only e Dej ❤ >		15 r	ecords	0
Search	n on Code	]				
	Codo		Description	_	State	
	Ch	oose the Fee T	уре			
0			Explore 2021			
0	1995-1 Explore Progra	im	Explore Fee 2022			
0	2020 - Library Fines		10 (T 10 1 C			
0	2131-Graduation F	A Folder indica reveal F	ates a Category. Click th ee Types within the Cate	e Fold gory	er to	
0	Athletic fees		cy			~
0	Band	6				
0	Fee		Fee			

- 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.**

🍤 Cashie	Cashiers Entry - Google Chrome - 🗆 🗙											
(i) Not	secure	tst05.	canadace	ntral.cloudapp.azure.	com/aspen/childl	Detail.do						
Fee typ	е		BABY PIC			Q GRAE	D for YRBK					
Descrip	tion		GRAD for	YRBK								
Date			06/09/2019									
Itemize	d fees											
	Fee typ	е		Description	Quantity	Price	Amount					
	GRAD f	or YRB	¢	GRAD for YRBK	1.0000	\$25.00	\$25.00					
						🛨 Add	Delete					
Quantit	y		1.0000									
Price			\$ 25.00									
Amount	t		\$ 25.00									
							đ					
Comme	ent											
Applica	ble school	*	Westsyde	Secondary		Q						
🕑 ок	<b>×</b> 0	Cancel										
_												

- 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 Valle	у				Georges P Vanie	r Secondary
		Ac	count Statemer	nt		
					8/13	/2021
To the pare	ent/guardian of:					
Shaoqi S	Smith			YC	<b>DG</b> 2024	
3611 Jac	obs St Rd			Homeroo	om 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	I	\$ 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	1	\$ 25.00	\$ 25.00	\$ 0.00
					\$25.00	
This is a cu Remit Payr Georges 9964 Gle Garibalio	urrent statement ment to: P Vanier Secor enfir Road d Highlands, BC	of your account. The ndary : V6Z 6L2	total amount due is ,	<u>\$ 60.00</u> and is paya	ble upon the indic	ated date.





## 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 <sup>[Add]</sup> button, or use the <sup>[Add]</sup> 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 <sup>Add</sup> button.



https://lms01.myeducation.gov.bc.ca/aspen/cashiersOfficeDataEntry.do?date=8/12/2021&pers							
lms01.myeducati	on.gov.bc.ca/aspen/	cashiersOffice	DataEntry.do?d	ate=8/12/2021&	personOid=PSN		
Abdalhasan, Sunchae Lengoc							
Amount Amount paid Amount due Date Date Due	\$ \$ \$ 8/12/2021		Comment		7		
Outstanding Fees	Description	Amount	Quantity	Price	State Tax		
		No matchin	g records				
Unapplied Payments							
Method	Description		Amount	Comme	ent		
No matching records							
ID caused black				Add	📋 Delete		
Save and Print	Save X C	ancel					

In the *Cashier's Entry* pop-up window, click the  $\bigcirc$  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 Add 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 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.

🍬 Cashier's Office Multi-A	dd Fee - Google Chrome — 🗆 🗙
<ol> <li>Not secure tst05</li> </ol>	.canadacentral.cloudapp.azure.com/aspen/cashiersOfficeMultiAdd.do
Students	
Section Homeroom Group Query Snapshot Selection Selected students: 10	
Fee type Date	BABY PIC Q 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 X Cance	

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



- 6. In the **Fee Type** field, type or use the <sup>Q</sup> 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

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				
School     Belmont Secondary       Students to include, if none are selected default is all students     Image: Comparison of the selected default is all students       Search value     Image: Comparison of the selected default is all students       Fee types     Q								
🔊 Run 🗶 Can	cel							

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

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 grade levels, if none are selected default is all grade levels.
O Run  Cancel

- 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 s	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 studen	t, courses or schedule terms for the	e 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 selecte	ed default is all schedule terms fo	or the year. One or more must b	e selected to select specific courses.	QX				
Select one or more	courses after selecting schedule te	erms, if none are selected defaul	t is all courses for the year/sche	dule terms	QX				
🕑 Run 🗶 Ca	ncel								

 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. <u>Note</u>: 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 L	evel Selection	Student Course Selection	Student Program Selection	Student Group Selection		
Select one or more student programs							
Select one or more student programs QX							

• **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.

BRITISH COLUMBIA	<b>MyEducation</b> BC



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 studen	t, courses or schedule terms for the	e current school year.					
Student Selection	Student Grade Level Selection	Student Course Selection	Student Program Selection	Student Group Selection			
Select one or more student groups QX							
Selectione of more student groups       Image: Run       X Cancel							

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	0000506587								8
Name *	Achiardiordonez, Mohammadsajjad								
Date	06/09/2019			Comment					
Method	01 Q Cash								
Description	fess payment								
Amount	\$ 100.00			Name	Westsyde Secondary		QX		
Amount Applied	\$ 100.00								
Outstanding credit	\$ 0.00								
Name		Q							
Payment distribution									_
Fee type	Description	Ref #	Date	Amount	Amount due	Comment	Amount	Comment	
GRAD	GRAD	0000451837	20/09/2018	\$100.00	\$0.00		\$100.00	paid	
Outstanding Fees	Outstanding Fees \$0.00 Unapplied Payments \$0.00 Balance \$0.00								
Save Cancel									





#### 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.





#### **Reports**

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

#### 2.12.1 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.
- **BC Student Payment Distribution Detail:** school report that details payments made on all fees and displays the method of payment.

🔖 tst01.myeducation.gov.bc.ca/aspen/runTool.do?maximized=false&oid=RPT0000 — 🗆 🗙								
https://tst01.myeducation.	gov.bc.ca/aspen/runTool.do?maximized=false&o	id=R	A∌					
BC Student Payment Distribution Detail								
School	École Beairsto Elementary							
Start date	30/04/2024							
End date	30/04/2024							
Group by	Fee Type, Payment Method							
Format	Fee Type, Payment Method Fee Type, Student Name Fee Type, Payment Method, Student Name Payment Method, Fee Type, Student Name							
Nun X Cancel	Summary, Payment Method, Student Name Summary, Fee Type, Student Name							

• BC Outstanding Balance by Homeroom: Student report that reports outstanding balances sorted by homeroom. One page per student.



BC Outstanding Balance by Homeroom							
General	Publish						
School Print on Both S	ides	École Beairsto Elementary					
Format		Adobe Acrobat (PDF)					
Run	X Cancel						

#### 2.12.2 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.

#### 2.12.3 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.

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### 2.13 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.

Burnaby Mountain Secondary 2019-2020										
Pages	School	Student	Staff	Attendance	Conduct	Grades	Asses	isment	Schedu	de Extrac
Student	List									
Details	00	ions - R	eports +	149.4	Search on Nam	. 0.	170	1 11	83	6 83
Contacts	4	1:Aarestad	Tenesha	Manage Filter	s		-0		0 of 143	r solucion Ø
Attenduno		UsualLas		Primary Active	ents Students			PEN	YOG	School > Nar
Conduct		Aarestad		Al Primary Sh	All Primary Students					Durnaby Mou
Transcript		Awb		Al Students	property.			128703600	2021	Durnaby Mou
Assessme	-	Aarstad	1	Bus Group + 1	,			133904839	2024	Durnaby Mou
	0	Abedgero		Current Memb	iers			140285917	2020	Durnaby Mou
Academics	•	Abbendt		Former Stude	105			128202108	2021	Durneby Mou
Schedule		70.04 M		Aboriginal And	Next Year Students Aborional Ancestry 2					Durnally Mou
Membersh	. 0	Abotem	dana k	Active with De	signation			135556328	2023	Durneby Mou
		Abdulaces	e 8	At Risk Alert				120637527	2022	Durnatly Mou
Transactio	<sup>ns</sup>	Abdullari		Outstanding F	ees - From Da	/e		141206734	2023	Durnaby Mou
Documents		Access		Outstanding #	ees - From/To	Dates		129524045	2022	Durneby Mou

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

Pages Sch	ool Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Extracurriculars	۶ 6
Student List									
Details	Options • R	eports +	Help +	Search on Nan		178 m	933 II.		
Contacts	Modity List				Analytics			. 9	
Attendance	Mass Update. Send Emcil				Assign Courie Assign Stude	ers of Programs			Quick
Conduct	Query				BC Create Pr	arent User Accoun	ta	tain Secondary	Δ
Transcript	Snapshots				Biended Mari	ks to Transcript		tain Secondary	Δ.
	Show Selecter	\$			Course Exam	1 Synchronize Pro	sedure	Bain Secondary	Δ
Assessments	Crist Selected				Create Stude	nt User Accounts	ciacionis	tain Secondary	Δ.
Academics					Create User	Accounts		tain Secondary	Δ.
Schedule					Delete At Ris	k Results		tain Secondary	4
Herebership					Exports			* tain Secondary	Δ
menderarip					Flag Student	for Retrieval		tain Secondary	4
Transactions								tain Secondary	4

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

Franc .	Any years on	In a standard in the	-			
16	Taxable A		N Descention	W Shares make	W Then Dates	4.2
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	Asientad, Terr	-	× Venchoore Det.	X SARA Served	X Steenix box	×
	Givens, Dro		X IAMMER RAVE	X shot litre	X visitedooter. P.	Χ
	di mara	Conterts	Thates (			Tital Requests 32
	Ci anchada Prin	wy Ervel Address				= MAN SOLLAR
concer 14	C Include Alle	male Sinue Addres				
800						
Subject	Concerning 11					
Alsohrent	Add File					
<b>E</b> 12 -			A REAL PLAN	11 10 million 10 12		
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				*		
Link	A.L.					

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

Pages Fa	mily Academics	Groups Calendar											
Students :: 1	11 - Gravador, Prat	mann 🖞 🛕									14	⊲ _2_	►
Details	Options - Report	Hep v St	irch on Date 🔍 🍞 🖲	III C2									Ø
Contacts	Outstanding Fees	\$0.00	Unap	plied Payments \$0.00 B	alance \$0.00		0 of 0 selected 🥒					Outstanding	Balances
Daily Attendance	Date	Ref #	Fee type	Description	Name	Comment	Amount	Amount due	Amount paid	Voided?	Date Due	Type	
Transcript							No matching records						
Assessments													
Schedule													
Membership													
Transactions													
Fees Details	-												
Payments													
Documents													
Notification													

#### 3.3 BC Student Payment Distribution Detail

This report can be found in: School View > School > Cashier Office Detail> Report > BC Student Payment Distribution Detail. This detailed report, available to users with school level view roles includes the following fields; payment method, GL code, description, date, reference number, and amount.

Vernon School District				École Be	eairsto Elementary
	BC Student Payment I	Distribution Report			
	Report Period: 06/09/	2023 - 20/09/2023			
Fee Type: Agenda / Kleenex Fees	- (EMPTY ACCOUNT NUMBER)				
Payment Method	GL Code	Description	Date	Ref #	Amount
01	107-054745-000-51000-07	Agenda / Kleenex Fees	14/09/2023	0000964693	10.00
01	107-054745-000-51000-07	Agenda / Kleenex Fees	14/09/2023	0000965031	10.00
01	107-054745-000-51000-07	Agenda / Kleenex Fees	14/09/2023	0000965115	10.00
01	107-054745-000-51000-07	Agenda / Kleenex Fees	14/09/2023	0000964858	10.00
01	107-054745-000-51000-07	Agenda / Kleenex Fees	14/09/2023	0000964677	10.00
01	107-054745-000-51000-07	Agenda / Kleenex Fees	14/09/2023	0000964788	10.00
01	107-054745-000-51000-07	Agenda / Kleenex Fees	14/09/2023	0000964710	10.00
01	107-054745-000-51000-07	Agenda / Kleenex Fees	14/09/2023	0000964830	10.00
01	107-054745-000-51000-07	Agenda / Kleenex Fees	14/09/2023	0000965093	10.00
01	107-054745-000-51000-07	Agenda / Kleenex Fees	14/09/2023	0000964708	10.00
01	107-054745-000-51000-07	Agenda / Kleenex Fees	14/09/2023	0000964949	10.00
01	107-054745-000-51000-07	Agenda / Kleenex Fees	14/09/2023	0000965140	10.00
01	107-054745-000-51000-07	Agenda / Kleenex Fees	14/09/2023	0000964872	10.00
01	107-054745-000-51000-07	Agenda / Kleenex Fees	14/09/2023	0000965099	10.00
01	107-054745-000-51000-07	Agenda / Kleenex Fees	14/09/2023	0000964951	10.00



# **3.4 BC Outstanding Balance by Homeroom**

This report can be found in: School View > School > Cashier Office Detail> Report > BC Student Outstanding Balance by Homeroom Report. The report, available to users with school level view roles includes information such as; date, fee type, comment, total due, amount paid, and balance.

ernon School D	istrict			École Beairsto Elementary				
		BC Outst	anding Balance by	Homeroom				
					30/0	04/2024		
To the parent/g	uardian of:							
Leeonie Alv	smuradas			Y	<b>DG</b> 2029			
7311 Crag R	oad Ave			Homeroe	m DIV 01 BE			
Notre Dame	Des Prairies	s, BC V2Z 8L3						
Date M	ethod	Name	Comment	Amount Due	Amount Paid	Balance		
07/09/2023		Agenda / Kleen	ex	\$ 10.00	\$ 0.00	\$ 10.00		
				\$10.00	\$0.00	\$ 10.00		
This is a currer	t statement	of your account.	The total amount due is	\$ 10.00 and is paya	ble upon the indic	ated date.		
Remit Paymen	t to:							
École Beairs	to Elementa	ary						
8452 Tuley V	Vest St							