



FEES AND ASSISTANCE

Features and Functions

Release 8.0



"I am convinced that the best learning takes place when the learner takes charge."

Papart

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Administration/Setup

System Codes

SYS776 Master Fee Codes

Path: Administration > System Codes > School Category > Fee Button

This form is used to identify the various types of fees that schools can levy against students. Some Districts may have a policy where students who are participating in the FARMS program are automatically eligible to receive discounts on other fees, due to their economic status.

Code	Description	Ext. Code	General Ledger #
INSTR	Instructional Fees		
SUPPLY	Supply Fees		
ATH	Athletic Fees/Pay to Play		
PRK	Parking Fees		
FLDTR	Field Trip Fees		
TUT	Tuition Fees		
MISC	Miscellaneous		
CAFE	Cafeteria Fees	99CAFE	1000
MUSIC	Musical Instrument Rental		
TBR	Textbook Rentals	TBR	100
NON	Not Applicable	NON	20
ACTV	School Activity Fee		
TECH	Technology Charge		
COMP	Computer		

<i>Field Name</i>	<i>Description</i>
Code	The fee code.
Description	A description of the fee. Posts to SCH777 Fee Codes > Description field.
Ext. Code	An external fee code if applicable.
General Ledger #	A general ledger number if applicable. Posts to SCH777 Fee Codes > General Ledger # field.
Free/Reduced Discounts	Calls the Free/Reduced Discounts Canvas.

SYS776 Master Fee Codes - Free/Reduced Discounts Canvas

Path: Administration > System Codes > School Category > Fee Button > Free/Reduced Discounts Button

Use this form to attach a discount for a fee to a FARMS eligibility.

Field Name	Description
Free & Reduced Meal Fee Discounts for Master Fee	Field populates based on the record selected from the main canvas
FARM Eligibility Type	List item populates from FARM01 FARMS Eligibility Types (Advanced) Select the eligibility available to receive a discount
Discount %	Enter the percentage that the fee amount is to be discounted – e.g., enter “5” on tab will auto-format “5.00”, enter “.5” on tab will auto-format “.50” Number, 4 digits + 2 decimals
Fee Adjustment/Payment	List item is hard-coded Fee Adjustment – will create a Fee Adjustment record on STU107 Student Fee Payments & Assistance – original value of fee and adjusted value of fee will appear Payment – will create a Payment record on STU107 Student Fee Payments & Assistance > Payment Canvas
Payment Method	List item populates from FBS941 Financial Payment Methods In this instance, an informational item

Board/District Setup

SYS002 Boards/Districts Detail

Path: Administration > Boards/Districts > Detail Button

Select the Board Uses Maximum Family/Fee checkbox to establish a limit to the maximum fee amount that can be charged for:

- Any given program
- A family

The screenshot shows a software window titled "Board/District Detail". The form contains the following fields and values:

- BSID No.: 444
- Board Type: Public
- District Group: easter's District
- Company Key: TODD
- Enterprise District?:
- Board Name: Burloak School Board
- Report Name: Burloak School Board
- District Type: PUBLIC
- Property Address: 444 Burloak Drive, Burlington, Ontario
- Mailing Address: 444 Burloak Drive, Burlington, Ontario
- Street No/Name: 444 Burloak Drive
- Municipality: Halton
- Phone: (999)333-3374
- Fax:
- State/Province:
- Postal/Zip Code:
- County:
- Regional Office:
- City, State:
- Number:
- Board Uses Maximum Family Fee?: (indicated by an arrow)
- Max High School / Mixed Family Fee: \$40.00 / \$60.00
- Director:
- Director Position:
- Data Processing Site Contact:
 - Site Name:
 - First Name:
 - Surname:
 - Email:
 - DP Site Contact Phone:
 - DP Site Contact Ext.:
- Calculations for Attendance Intervention by:

Buttons at the bottom: Logo, Police Message, Receipt Comment, Enter Adhoc Fields, Dist-Multi.Counties, and navigation icons.

School-Level Forms

SCH777 Fee Codes

Path: *School > Fee Management > Student Fee Codes*

This form is used by individual schools to create their master list of fee codes, based on SYS776 Master Fee Codes.

Field Name	Description
Master Code	The type of fee from SYS776 Master Fee Codes.
Fee Code	A short identifier for the fee. Required field
Applied To Family Max?	Indicates that this fee should be applied to the family maximum if entered on SYS776 Master Fee Codes.
Description	Enter a description for the fee. NOTE: The same Master Code may be used several times with different Descriptions.
General Ledger #	A general ledger number associated with the fee if applicable.
Short Name to be Used in Report	Used in reporting. Create (up to) a 3 – line stacked column header.
Default Amount	The amount of the fee.
Taxable	Indicates that the fee is taxable.
Copy Fees Button	Takes all the fee code records for the current year and duplicates them for next year.

Student-Level Forms

STU107 Student Fees/Assistance

Path: *Common View > Fees and Assistance*

This form is used to facilitate the administration of all fees for a student. Assignments can be made here or through other functions such as Teams, Courses or Mass Assignment.

BLUE fields = student is no longer enrolled in course but still has payment towards it.

RED fields = outstanding balance.

The form has two modes. Use the radio buttons to toggle between the modes.

- **Fees** are items charged by the school/district. This form is used to view and record any fees for the Current, Previous and Next school years that a selected student must pay.
- **Assistance** refers to items provided for the student through some type of funding to the school or district. This screen is used to view and record any Assistance paid, on behalf of a student and for the current year, to the school or district. The Assistance screen records any assistance that may have been allocated to the District / School for a particular student. There is no logic behind this screen and it DOES NOT trigger any payments to the student.

Assistance Mode

This form displays a list of all types of assistance that a student has received for the current year.

Use the radio buttons (Fees and Assistance) to toggle between the two modes of the form. **Fees** are items charged by the school/district and **Assistance** refers to items provided to the student through some type of funding.

Field Name	Description
Fees	Default setting.
Assistance	Select radio button to switch to Assistance mode.
Previous	Select to display information for the previous year. A blue button displays as a reminder that "You are in Previous Year".
Current	Select to display information for the current year.
Next	Select to display information for next year. A red button displays as a reminder that "You are in Next Year".
Paid	Total amount of assistance paid to the student to date. System calculated. Increases when payment is entered. Display only.
Owing	Total amount of assistance owed to the student. Display only.
Fee Adjustments	Displays the total amount of any fee adjustments that have been made. Display only.
Outstanding	Difference between Owing and Paid. Calculated by eSIS. Decreases when payment is entered. Display only.
Assistance Type	Select the Type of assistance given to the student. List populates from SYS888 Student Assistance.
Frequency	Select how often the Assistance will be paid out, (monthly, etc.).
Start Date	The date that the assistance payments start. The current date auto-populates but can be changed.
Ending Date	The date that the assistance payments end. The current date auto-populates but can be changed.
Amount	Enter the total amount of assistance to the student.
Assistance to Date	Amount paid to student to date. Calculated by eSIS. Increases when amount entered.
Button Block	
Payments Button	Calls the Fee Payments/Adjustments canvas.

Fees Mode

Note: Fees can be kept active on a withdrawn student's record. Payments and refunds can be made as long as another school has not picked up the student.

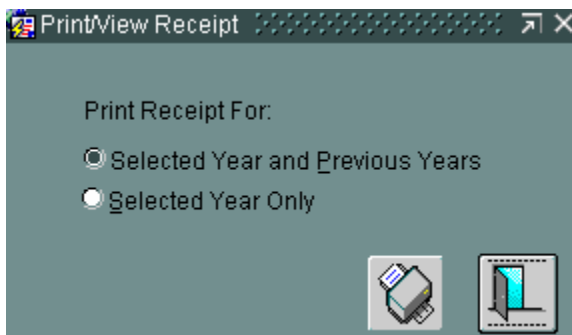
Field Name	Description
School Years Block	
Fees	Default setting.
Assistance	Select radio button to switch to Assistance mode.
Previous	Select to display information for the previous year. A blue button displays as a reminder that "You are in Previous Year".
Current	Select to display information for the current year.
Next	Select to display information for next year. A red button displays as a reminder that "You are in Next Year".
Previous Balance	If the current school year is selected the balance outstanding from last year displays. System calculated. Display only.
Next Balance	If the current school year is selected the balance outstanding for next year displays. System calculated. Display only.
Paid	Total amount of fees paid by the student to date. System calculated. Increases when payment is entered. Display only.
Owing	Total amount of fees owed by the student. Display only.
Fee Adjustments	Displays the total amount of any fee adjustments that have been made. Display only.
Outstanding/Total Outstanding	Difference between Owing and Paid. Calculated by eSIS. Decreases when payment is entered. Display only. Total Outstanding shows the sum of the Previous and Current Year fees.
Account Number	Automatically generated after the first payment is made towards a fee. The number includes the School Number and the student's unique account number. Display only.
Fee Description	Select the type of fee being paid by the student. List populates from SCH777 Fee Codes.
Course Description	If a course is associated with a fee (entered on SCH050 Course Maintenance) the description displays. Cannot be modified.
Fee Due	The current date auto-populates but can be changed.
Amount	The total amount of the fees owed and fee adjustments. Cannot be

Field Name	Description
	modified. To enter a payment or adjustment select the Payment button.
Fee Adjustments	Displays the amount of fee adjustments made for this fee description. Cannot be modified. To enter a payment or adjustment, select the Payment button.
Balance	Balance remaining to be paid. Fee amount minus fee adjustment. Cannot be modified.
Memo Button	Calls the Fee Memo canvas. Text entered here appears on the receipt.
Help Button	Calls the General Help canvas.
Payments Button	To make a payment or adjustment to a fee, select the fee and choose the Payments button. Calls the Fee Payments/Adjustments canvas.
Transfer Button	Calls the Transfer Funds from One Fee to Another canvas for the selected record. If excess money has been paid toward a fee, all or some of the excess can be transferred to another fee that is due. If the first fee which the payment was applied to is meant to be waived, an adjustment record can be automatically created.
Print Receipt Button	Prints a receipt for the payment just recorded. The printed receipt includes all fees, payments, adjustments and balances.
View Receipt Button	Calls the View Receipt canvas. The receipt includes all fees, payments, adjustments and balances.
Quick Fee Button	To quickly add fees or refund fees for a student (possibly a new student) select this button. Multiple fees can be assigned or refunded. A list of standard fees displays on the Quick Fee canvas.
History Button	Calls STU117 Student Fees Archive showing a record of all past fees and assistance for the student. The fees and assistance archive is updated every year or when a student is withdrawn.

STU810R.REP Fee Receipt

Path: *Common View > Fees and Assistance > Print Receipt Button*

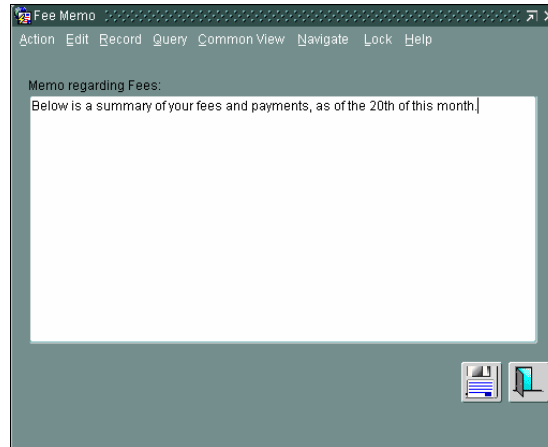
Choose to either print a receipt to include “Selected Year and Previous Years” or “Selected Year Only”.



Fee Memo Canvas

Path: *Common View > Fees and Assistance > Memo Button*

This form is used to enter a text description regarding fees. Text entered here displays above the itemized list of fees on the receipt.

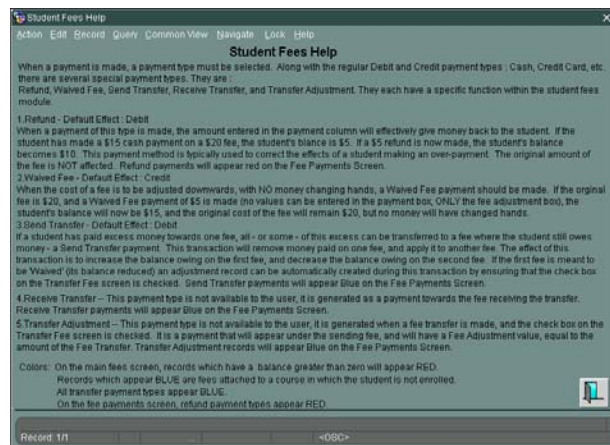


The screenshot shows a window titled "Fee Memo" with a menu bar containing "Action", "Edit", "Record", "Query", "Common View", "Navigate", "Lock", and "Help". The main area contains the text: "Memo regarding Fees:" followed by "Below is a summary of your fees and payments, as of the 20th of this month." Below this text is a large, empty rectangular box for entering a memo. At the bottom right of the window are two small icons: a printer and a speech bubble.

Student Fees Help

Path: *Common View > Fees and Assistance > Help Button*

This Help form contains general information about Student Fees.



The screenshot shows a window titled "Student Fees Help" with a menu bar containing "Action", "Edit", "Record", "Query", "Common View", "Navigate", "Lock", and "Help". The main area contains the following text:

Student Fees Help

When a payment is made, a payment type must be selected. Along with the regular Debit and Credit payment types - Cash, Credit Card, etc. there are several special payment types. They are:

Refund, Waived Fee, Send Transfer, Receive Transfer, and Transfer Adjustment. They each have a specific function within the student fees module.

1. Refund - Default Effect: Debit
When a payment of this type is made, the amount entered in the payment column will effectively give money back to the student. If the student has made a \$15 cash payment on a \$20 fee, the student's balance is \$5. If a \$5 refund is now made, the student's balance becomes \$10. This payment method is typically used to correct the effects of a student making an over-payment. The original amount of the fee is NOT affected. Refund payments will appear on the Fee Payments Screen.

2. Waived Fee - Default Effect: Credit
When the cost of a fee is to be adjusted downwards, with NO money changing hands, a Waived Fee payment should be made. If the original fee is \$20, and a Waived Fee payment of \$5 is made (no values can be entered in the payment box, ONLY the fee adjustment box), the student's balance will now be \$15, and the original cost of the fee will remain \$20, but no money will have changed hands.

3. Send Transfer - Default Effect: Debit
If a student has paid excess money towards one fee, all - or some - of this excess can be transferred to a fee where the student still owes money - a Send Transfer payment. This transaction will remove money paid on one fee, and apply it to another fee. The affect of this transaction is to increase the balance owing on the first fee, and decrease the balance owing on the second fee. If the first fee is meant to be 'Waived' (its balance reduced) an adjustment record can be automatically created during this transaction by ensuring that the check box on the Transfer Fee screen is checked. Send Transfer payments will appear Blue on the Fee Payments Screen.

4. Receive Transfer - This payment type is not available to the user, it is generated as a payment towards the fee receiving the transfer. Receive Transfer payments will appear Blue on the Fee Payments Screen.

5. Transfer Adjustment - This payment type is not available to the user, it is generated when a fee transfer is made, and the check box on the Transfer Fee screen is checked. It is a payment that will appear under the sending fee, and will have a Fee Adjustment value, equal to the amount of the Fee Transfer. Transfer Adjustment records will appear Blue on the Fee Payments Screen.

Colors: On the main fees screen, records which have a balance greater than zero will appear RED.
Records which appear BLUE are fees attached to a course in which the student is not enrolled.
All transfer payment types appear BLUE.
On the fee payments screen, refund payment types appear RED.

At the bottom of the window, there is a status bar showing "Record 1/1" and a "-DBC-" button.

Fee Payments/Adjustments Canvas

Path: *Common View > Fees and Assistance > Payments Button*

This form is used to enter payment information for fees. Select the fee to be paid from the main canvas and choose the Payments button.

NOTE:

- Refund payments appear in RED.
- Send transfer payments appear in BLUE.
- Receive transfer and transfer adjustments appear in BLUE

Field Name	Description
Fee	The selected record.
Payment Date	The date of the payment. The current date auto-populates but can be changed.
Payment Method	Select a payment method. List populates from FBS941 Financial Payment Methods.
Check/Credit Card Number	Enter the credit card or check number if applicable.
Amount	Enter the amount of the payment.
Fee Adjustment	To make an adjustment to a fee, enter the amount of the adjustment.
Refund Waive Fee Button	Select this button if the amount entered in the payment column will be returned to the student or when the cost of a fee is to be adjusted with no money changing hands.
Lump Sum Payment Button	Select this button to make a lump sum payment. Calls the Apply Lump Sum Payment canvas to specify information about the lump sum payment. NOTE: eSIS applies lump sum payments to the oldest existing fee and works forward.
Lump Invalid Check Button	Select this button if the check or credit card used to make a lump sum payment is invalid. Calls the Create Records for Invalid

<i>Field Name</i>	<i>Description</i>
	Checks/Credit Cards canvas to specify information about the invalid check or credit card payment. The system reverses the payment and applies the charge again.

Lump Sum Payment Canvas

Path: *Common View > Fees and Assistance > Payments Button > Lump Sum Payment Button*

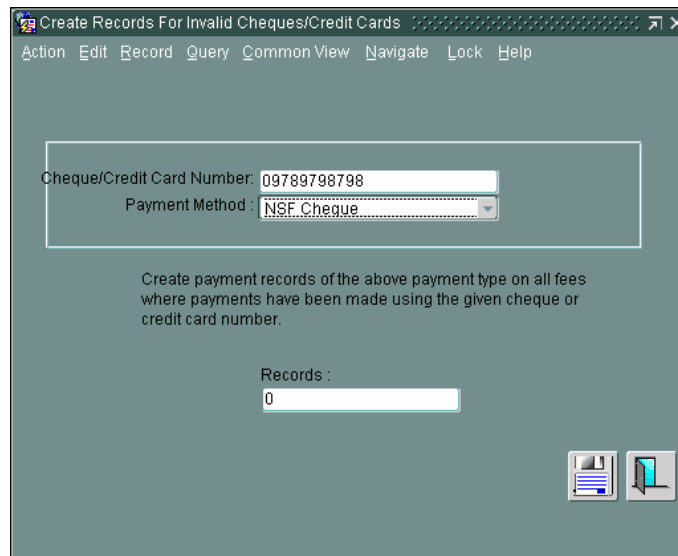
This form is used to apply a lump sum payment to a number of fees. The payment is applied to the fee with the smallest dollar value first.

<i>Field Name</i>	<i>Description</i>
Fee – Amount Outstanding	The total fee amount to which the lump sum amount is to be applied. Cannot be modified.
Payment Date	The date the lump sum payment is being applied. The current date auto-populates but can be changed.
Check/Credit Card Number	Enter the check or credit card number if appropriate.
Payment Amount \$	Enter the full payment amount.
Payment Method	Select the type of lump sum payment. List populates from FBS941 Financial Payment Methods.

Create Records for Invalid Check/Credit Cards Canvas

Path: *Common View > Fees and Assistance > Payments Button > Lump Invalid Check Button*

This form is used to record invalid check/credit card information for any lump sum payments made using the given check or credit card number.



Field Name	Description
Check/Credit Card Number	Enter the check or credit card number for any lump sum payment made using the given check or credit card number.
Payment Method	Select the reason that the check or credit card number could not be used.
Records	List populates from FBS941 Financial Payment Methods. Displays the number of records affected by the invalid check/credit card.

Transfer Funds From One Fee to Another Canvas

Path: *Common View > Fees and Assistance > Transfer Button*

This form is used to identify how to transfer excess payment to a different fee. An option on the transfer funds canvas allows the system to automatically create an adjustment record if the first fee which the payment was applied to is meant to be waived.

If excess money has been paid toward a fee, all or some of the excess can be transferred to another fee that is due. If the first fee which the payment was applied to is meant to be waived, an adjustment record can be automatically created.

Receive Transfer types are generated (cannot be entered) as a payment towards the fee receiving the transfer. Transfer adjustments are generated (cannot be entered) when a fee transfer is made and the checkbox is selected.

Transfer Funds From One Fee To Another

Action Edit Record Query Common View Navigate Lock Help

Transfer Funds From Fee :
Not Attached to Course - Bal : \$0

Amount To Transfer :
\$0.00

Transfer Funds To Fee :
[Dropdown Menu]

Check if you would like to create a record which reduces the amount of the sending fee by the amount of this transfer?

Field Name	Description
Transfer Funds from Fee	The selected record.
Amount To Transfer	Enter the amount of the payment to be transferred.
Transfer Funds To Fee	Select the fee to which the excess payment is to be transferred.
Checkbox	Check to create an adjustment record, which reduces the amount of the fee, sent by the amount of the transfer.

Quick Fee Canvas

Path: *Common View > Fees and Assistance > Quick Fee Button*

This form displays a list of all standard fees and is used to quickly apply fees or refund fees for a student especially when multiple fees need to be assigned or refunded.

Fee Description	Course	Amount	Fee	Refund	Ref/Waive
Activity Fee		20.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Waive Fee
Art Supply Fees		10.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Waive Fee
Biology Fees		20.00	<input type="checkbox"/>	<input type="checkbox"/>	
Chemistry Supplies		20.00	<input type="checkbox"/>	<input type="checkbox"/>	
Computer Supplies, ie dis		25.00	<input type="checkbox"/>	<input type="checkbox"/>	
Course Fees		12.00	<input type="checkbox"/>	<input type="checkbox"/>	
Family Relations/Consum		10.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Refund
Foreign Language Fees		12.00	<input type="checkbox"/>	<input type="checkbox"/>	
Miscellaneous Shop Fee		25.00	<input type="checkbox"/>	<input type="checkbox"/>	
Parking Permit Fees		50.00	<input type="checkbox"/>	<input type="checkbox"/>	
Pay to Play Sport Equipme		30.00	<input type="checkbox"/>	<input type="checkbox"/>	
Supplies			<input type="checkbox"/>	<input type="checkbox"/>	
Technology Fees	CSC210	15.00	<input type="checkbox"/>	<input type="checkbox"/>	
Technology Fees		15.00	<input type="checkbox"/>	<input type="checkbox"/>	
Text Book Rentals		11.00	<input type="checkbox"/>	<input type="checkbox"/>	
Workbooks		15.00	<input type="checkbox"/>	<input type="checkbox"/>	

Field Name	Description
Fee Description	Displays a description of the fee, and the fee amount. Cannot be modified.
Course	If a course is associated with a fee (entered on SCH050 Course Maintenance) the description displays. Cannot be modified.
Amount	The amount of the fee. Cannot be modified.
Fee	Select the fees to be applied.
Refund	Select the fees to be refunded.
Refund/Waive	Select the reason that the fee is to be refunded or waived. List populates from FBS941 Financial Payment Methods.

STU117 Student Fees Archive

Path: *Common View > Fees and Assistance > History Button*

This read-only form shows a history of all past fees and assistance that the student has received while in your District (Board). History is updated every year through the Year-End Transition process or when the student is withdrawn.

Field Name	Description
Fee Code	Code identifier and the fee description. Cannot be modified.
School	The name of the school where the fee was incurred. Cannot be modified.
Year	The year the fee was incurred by this student. Cannot be modified.
Course Description	Course or other activity associated with the fee. Cannot be modified.
Amount	The amount of the fee. Cannot be modified.
Date	Date fee payment was due. Cannot be modified.
Balance	Balance remaining to be paid. Cannot be modified.
Details Button	Calls STU118 Student Fee Payments Archive.

STU118 Student Fee Payments Archive

Path: Common View > Fees and Assistance > History Button > Details Button

This read-only form shows a history of fee payments for the selected type of fee. History is updated every year through the Year-End Transition process or when the student is withdrawn.

Field Name	Description
Fee	The type of Fee. Populates from STU117 Student Fees Archive.
Date	The date the payment was made.
Charged	The date the fee was charged.
Balance	The balance owing for the fee.
Date	The date for each of the methods of payments.
Method	The method of payment for the fee.
Check/Credit Card	The check or credit card number used to pay the fee (if applicable).
Amount	The amount for this method of payment.
Adjustment	The adjusted amount (if applicable) for this method of payment.

