

Fee Management Intro

Pearland ISD

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FEE MANAGEMENT

Key Questions

- ▶ **Security Role:** Who will be allowed to take payments?
- ▶ **Configuration:** What is your district policy on Free and Reduced students?
Will full payment be expected on each of the billcodes?
Which fees can be waived?
Will the district have any payment plans for any of the billcodes?
Any Fee Cap? Ex. Family Cap
Request list of fees, account numbers, general and course fees.
- ▶ **Best Practice:** Who has the ability to waive a student?
Who has can mark and remove NSF (Non-Sufficient Funds checks)?
What reports will your business office accept from bookkeepers?

GENERAL FEES

- ▶ Establish a Billcode Description, Dollar Amount & Account code Approval Process
- ▶ When and How to add General Fees?
 - ▶ Determine if parents have the option to add to their cart any of the fees as an optional fee.
 - ▶ Naming convention when creating billcodes. VERY important!
- ▶ Mass Fee Creation utility is a great tool to use to mass add or delete fees.
**This utility can be run based on student ranges or processing lists.
Example: Field trips, t-shirts, musical instruments, etc.

COURSE FEES

- ▶ Course fees and bill codes may be created using the utility **WSIADIFMIPSICF**
- ▶ Determine when campus is ready for fees to be added and how often to be refreshed
 - ▶ May add second semester and change the due date, that way payors will not get the notification of owing if those fees are due until second semester.

TAKING PAYMENTS

- ▶ Encourage the use of **PIF**. **Fewer mistakes are made this way.*
- ▶ Set Payment Billcode default to be **PAYCASH** *(recommended)*.
- ▶ Allow users to **VOID** receipts *(when necessary)*.
- ▶ We recommend that all users who are allowed to post payments, create their own **RECEIPT TOTALS** report to be able to balance funds prior to turn into their campus bookkeeper.

HELPFUL REPORTS

- ▶ Coordinate with your district's business office to establish the necessary reports for bookkeepers to turn in with their deposits.
- ▶ There are several useful reports in Fee Management!

Fees paid report: this report will give you total payments received within a date range.
*used to turn into the business office.

Fee Code Totals: Great for club sponsors since you can print this report for specific billcodes, for instance: Choir. This report will reflect who has paid or unpaid fees for that specific activity.

Billing Detail Report: this report will give a summary of the paid and/or outstanding fees by student.

Receipt Totals: Great for club sponsors to print prior turning in money to the bookkeeper.

Handouts

**To be provided during the session.