Student Records System User Guide

Table of Contents
Section 11

S t u d e n t   R e c o r d s   S y s t e m   U s e r   G u i d e

Table of Contents
Section 11

Section Title

From the STUDENT RECORD SYSTEM MASTER MENU (Figure 0), press F11 to display the
STUDENT FEE ACCOUNTING MENU (Figure 11).

```
                     Student Fee Accounting Menu


          Add/Update Daily Fee Payments ............. F1
          Display/Update Individual Student's Fees .. F2
          Review Payments by Date ................... F3
          Maintain Daily Balancing File ............. F4

          Fee Description/Message File Menu ........ F5
          Student Fee Reporting Menu ............... F8
          Mass Update Menu ......................... F10

          Kindergarten Fee Accounting Menu ......... F12
          Special Functions Menu ................... F14

                         Session Defaults ........ F23
                         Display Print Files ...... F15
                         Exit ................... F16
```
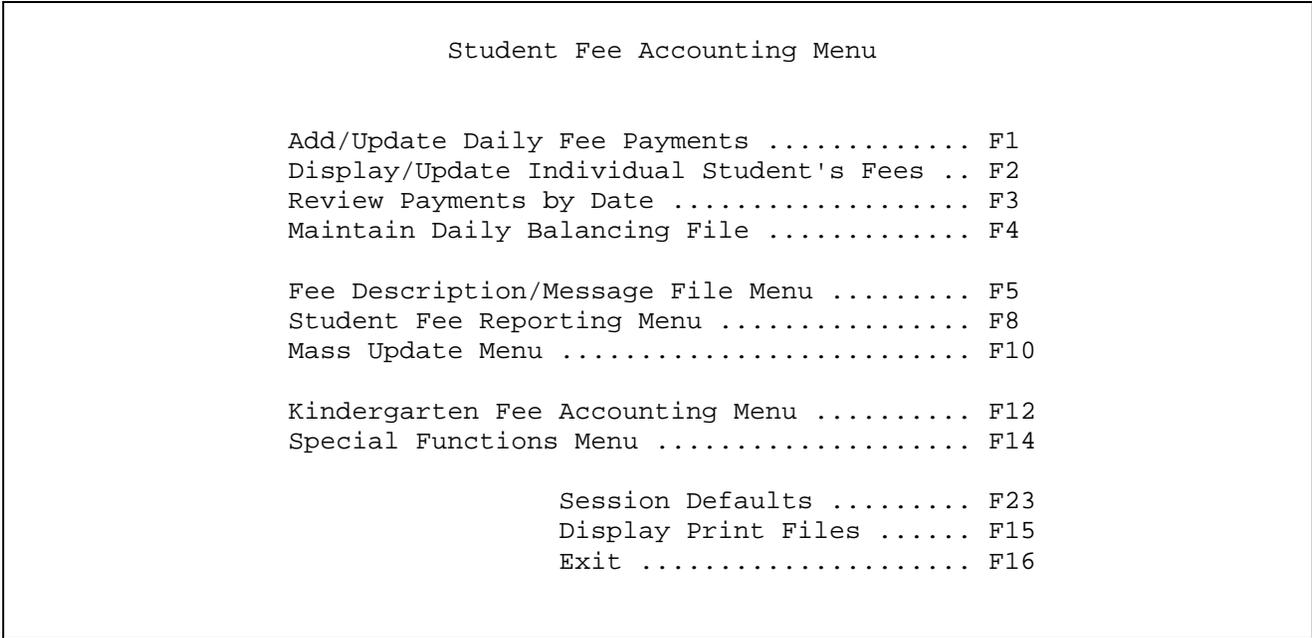
Figure 11.   STUDENT FEE ACOUNTING MENU

The Student Fee Accounting System provides for the recording of fees owed and
payments received for all students, elementary through secondary.

Getting_Started - Elementary Level (K-5 or K-6)

1. Before the school year starts, be sure to put fee procedures in place
    as they relate to enrolling and withdrawing students.

    Enrollment_considerations -
    Generally, the system administrator does not record fees in mass into
    the Fee Accounting System until enrollment has been completed after
    the beginning of the school year. Once those fees have been
    recorded, a procedure needs to be put in place for the bookkeeper to
    be notified of new enrollments. This procedure should include the
    running of the "Entries and Withdrawals" report in F8-9-3, weekly, or
    as desired. This report should be run using the "Operator entry
    date" option.

    Withdrawal_considerations -
    When withdrawing a student, the registrar is given the option of
    erasing a student's schedule. At the beginning of the school year,
    it is important to outline which situations should require a
    student's schedule to be erased (dropped). For all students who are
    enrolled at least one day (and maybe just those who are free lunch
    students), you may want to keep their schedules so they can be
    included in the textbook reimbursement report. You may want to
    adjust your procedures after the textbook reimbursement report has
    been run.

Getting_Started – Elementary Level (K-5 or K-6)

2. Fees owed by grade/level and/or homeroom must be defined in F11-5-1. If this is the start of a new school year and not just your first time using the system, all prior year fee description records can first be cleared in F11-5-24 -- OR -- you can simply edit your prior year's fee description file in F11-5-1. Textbook assistance amounts can be entered at any time in F11-5-2 after the fees have been entered in F11-5-1.

3. Consideration should be given to the sequence in which the fees should appear on each student's statement. Basically, the fees are going to be listed in fee code sequence; which may equate to course number sequence. This means that a fee called MISC (miscellaneous) is going to sort in the middle of all the other fees. To separate the MISC fee from the others, devise a fee type structure like this:

    1) All regular fees will have no fee type and will sort first.
    2) All miscellaneous fees will have a fee type of "M."

   But remember, the "M" doesn't mean anything other than the sequence in which the fees will be printed. Therefore, think of A-Z and 0-9 as sequence groupings. (The "M" will not be printed on the fee statement.) Fee type codes are maintained in F11-5-1.

4. THIS STEP MUST BE COORDINATED TO BE DONE FOR ALL SCHOOLS AT THE SAME TIME. Prior year payments must be cleared at the district level by the system administrator (F11-10-1). Optionally, prior year balances due can be rolled forward.

5. A final check on enrollment should be done before starting to use the fee accounting system. The following reports can optionally be run to accomplish this:

    a. Enrollment Count (detail report), F9-1.
    b. Homeroom Lists, F9-8.

6. A fee record must be created for each student to record the amount due. This can be done in mass for all students or for selected grade levels (F11-10-2).

7. Any messages to be printed on fee statements need to be entered in the Fee Statement Message File (F11-5-4). Messages can vary by grade level, if desired.

8. Fee statements can be printed (F11-8-1), along with various reports to show amounts due.

9. Fee payment codes need to be defined (F11-5-5), when using the system for the first time. Thereafter, this step can be skipped unless the codes for the current year need to be adjusted in some way. **NOTE**: A payment code of **RD** must be entered as a type "P" (payment type). The "RD" payment code is used whenever the software redistributes payments

Getting_Started – Elementary Level (K-5 or K-6)

in processes such as F11-2 and F11-10-2. Customers must also enter a payment code of **ML** as a type "A"(adjustment). The "ML" code (meaning "Mass load" of fees) is used whenever the F11-10-2 process is used.

10.   Fee payments can be entered in F11-1 and F11-2 for Fee Version 1 and F11-2 for Fee Version 2.

11.   After payments have been entered and balanced for a particular day, that day should be marked as closed in F11-4 to keep additional entries from being posted for that day.

12.   As student enrollment changes (entries and withdrawals), the bookkeepers need to be advised of these changes. This can be accomplished by providing the bookkeeper with the "Entries and Withdrawals by Date Range" report (F8-9-3). Adjustments to students' fees can be made in F11-2.

13.   For free lunch students, their fees can be eliminated "in mass" using F11-10-3. If you choose not to eliminate their fees, there are selection features to optionally skip free lunch students when running reports, labels, or letters.

Getting_Started – Secondary Level (6-12 or 7-12)

1.   Before the school year starts, be sure to put in place fee procedures as they relate to enrolling and withdrawing students.

Enrollment_considerations –
Generally, the system administrator does not record fees in mass into the Fee Accounting System until enrollment has been completed after the beginning of the school year. Once those fees have been recorded, a procedure needs to be put in place for the bookkeeper to be notified of new enrollments. This procedure should include the running of the "Entries and Withdrawals" report in F8-9-3, weekly, or as desired. This report should be run using the "Operator entry date" option.

Withdrawal_considerations –
When withdrawing a student, the registrar is given the option of erasing a student's schedule. At the beginning of the school year, it is important to outline which situations should require a student's schedule to be erased (dropped). For all students who are enrolled at least one day (and maybe just those who are free lunch students), you may want to keep their schedules so they can be included in the textbook reimbursement report. You may want to adjust your procedures after the textbook reimbursement report has been run.

Getting_Started – Secondary Level (6-12 or 7-12)

    2. Depending on when you want to start entering your school's fees, you have the following choices (CHOOSE STEP a1 OR STEP b1 BELOW):

        a. Loading fees in Next Year Scheduling for the following school year.

            1. Print a Course Fee Edit Listing in F12-4-10 to use as a worksheet for the new fees. The listing can be run at the district level only if you have defined courses at that level. Optionally, you may also want to run the TBA Edit Listing in F12-4-11.

            2. Go into Data Base Management for the Course Title File in F12-4-23, and load the fees into field #6. If courses have been defined at the district level, fees may be entered at that level. If you want to enter the textbook assistance amounts, they can be entered in field #11 in Course Title Data Base Management, F12-4-23.

            3. If fees were not entered at the district level, go on to step 2-a-4. Otherwise, you are ready to load the fees from the district to the school title files using F12-4-18. If textbook assistance amounts were entered, they will also be transferred using F12-4-18.

            4. After the Course Master has been completed for the next school year, fees need to be loaded into the Course Master to record each section's fees. This can be done "in mass" using F12-4-19. If textbook assistance amounts were entered, they will also be transferred using F12-4-19.

            5. Stop here until after rollover!

Getting_Started – Secondary Level (6-12 or 7-12)

       b. Loading fees in Current Year Scheduling after the rollover has been completed.

           1. Print a Course Fee Edit Listing in F4-10 to use as a worksheet for the new fees. The listing can be run at the district level only if you have defined courses at that level. Optionally, you may also want to run the TBA Edit Listing in F4-11.

           2. Go into Data Base Management for the Course Title File in F4-23, and load the fees into field #6. If courses have been defined at the district level, fees may be entered at that level. If you want to enter the textbook assistance amounts, they can be entered in field #11 in Course Title Data Base Management, F4-23.

           3. If fees were not entered at the district level, go on to step 2-b-4. Otherwise, you are ready to load the fees from the district to the school title files using F4-18. If textbook assistance amounts were entered, they will also be transferred using F4-18.

           4. The fees can then be loaded into the Course Master from the school's Course Title File, to record each section's fees. This can be done "in mass" using F4-19. If textbook assistance amounts were entered, they will also be transferred using F4-19.

    3. Fees owed for each course and miscellaneous fees must be defined in F11-5-1. This can be done "in mass" using F11-5-19. HOWEVER ... if this is the start of a new school year and not just your first time using the system, all prior year fee description records must first be cleared in F11-5-24. Do not be concerned yet about any miscellaneous fees (e.g., fees such as yearbook, student ID, handbook, etc). Refer to step 6 for more information on miscellaneous fees.

    4. THIS STEP MUST BE COORDINATED TO BE DONE FOR ALL SCHOOLS AT THE SAME TIME. Prior year payments must be cleared at the district level by the system administrator (F11-10-1). Optionally, prior year balances due can be rolled forward.

    5. A final check on enrollment should be done before starting to use the fee accounting system. The following reports can optionally be run to accomplish this:

          a. Enrollment Count (detail report), F9-1.
          b. Course Tallies, F9-2.

                                                                 (Continued)

Getting_Started – Secondary Level (6-12 or 7-12)

    6. A fee record must be created for each student to record the amounts
        due. This can be done "in mass" for all students or for selected
        grade levels (F11-10-2). It is at this time that the miscellaneous
        fees can be defined while you are loading your fees based on the
        students' schedules. The second screen presented to you during this
        process will ask you to define the miscellaneous fees. A fee
        description record will automatically be created for you during this
        process (the miscellaneous fee description records can be viewed in
        F11-5-1 after this process has completed).

    7. Any messages to be printed on fee statements need to be entered in
        the Fee Statement Message File (F11-5-4). Messages can vary by grade
        level, if desired. If messages are going to be consistent for all
        schools, the messages can first be entered at the district level (in
        F11-5-4) and then loaded into each school (in F11-5-21).

    8. Fee statements can be printed (F11-8-1), along with various reports
        to show amounts due.

    9. Fee payment codes need to be defined (F11-5-5), when using the system
        for the first time. Thereafter, this step can be skipped unless the
        codes for the current year need to be adjusted in some way. **NOTE:** A
        payment code of **RD** must be entered as a type "P" (payment type). The
        "RD" payment code is used whenever the software redistributes payments
        in processes such as F11-2 and F11-10-2. The RD code can only be used
        when recording a payment whose "total amount" is zero. Customers that
        use Fee Version 2 must also enter a payment code of **ML** as a type "A"
        (adjustment). The "ML" code (meaning "Mass load" of fees) is used
        whenever the F11-10-2 process is used.

    10. Fee payments can be entered in F11-1 and F11-2 for Fee Version 1 and
        in F11-2 for Fee Version 2.

    11. After payments have been entered and balanced for a particular day,
        that day should be marked as closed in F11-4 to keep additional
        entries from being posted for that day.

    12. As schedule changes occur, along with entries and withdrawals, the
        bookkeepers need to be advised of these changes. This can be
        accomplished by providing the bookkeeper with the "Schedule Changes
        by Date Range" report (F8-9-2). Adjustments to students' fees can be
        made in F11-2.

    13. For free lunch students, their fees can be eliminated "in mass" using
        F11-10-3. If you choose not to eliminate their fees, there are
        selection features to optionally skip free lunch students when
        running reports, labels, or letters.

(Continued)

PROCESSING_SUMMER_SCHOOL_FEES

Follow the steps outlined below to process summer school fees.

1.   Enter summer school courses on current year course title file and then
        in course master, if not already defined.

2.   Enter summer school fees while entering the courses in step 1, or
        separately using Data Base Management, F4-22, field #13 (optional) and
        F4-23, field #6 (required). When using F4-22, delimit term = S for
        easier entry. IMPORTANT: Enter the summer school fees into the
        Semester 1 fee fields.

3.   Add these fee amounts to the fee description file (F11-5-19). Select
        term code "S".

4.   In F11-10-2, load summer school fees (semester = 3).

5.   Verify amounts by printing the List of Fees Due, F11-8-9. Select
        semester 3 only, if desired.

6.   Letters (F11-8-11) and fee statements (F11-8-14) can be produced for
        summer school only, if desired.

From the STUDENT FEE ACCOUNTING MENU (Figure 11), press F1 to **enter payments against current charges only**. The ADD/UPDATE DAILY FEE PAYMENTS SELECTION screen (Figure 11-1A) is displayed.

C11   **STUDENT FEE ACCOUNTING SYSTEM**
                              Add/Update Daily Fee Payments

                            Enter Date of Payments
                                 09 / 15 / 09
                         Enter default payment code: __

A default is not required. If a default is entered, it can be overridden as
the payments are entered.

ENTER=Continue, F16=Exit

Figure 11-1A. ADD/UPDATE DAILY FEE PAYMENTS SELECTION SCREEN

Enter the date of payments to be added/updated. (The system will
automatically default to the current date.) Enter the default payment code if
desired. For example, if most payments will be posted with a payment code of
"CK" (which you defined as meaning "CHECK"), then enter a "CK" in this
field. Your payment codes can be very general or very specific (e.g. "CK,
"MO", "CA", etc.) and are defined in section 11-5-5. A default is not
required, but if entered can be overridden as payments are entered. Press
ENTER to continue. The ADD/UPDATE DAILY FEE PAYMENTS screen, (Figure 11-1B)
will be displayed.

NOTE: Adjustments to fees cannot be entered here. Use F11-2 instead.

Also, payments cannot be accessed for a closed day (i.e., a day that the
bookkeeper has balanced and closed through section 11-4).

(Continued)

```
_____
C11                        Add/Update Daily Fee Payments    F2=Refresh Screen
Default code:                   Date: 09 / 15 / 09          F3=Payment Code Help

          (F12) Position to:
Student                         Current   Prior
__ID___  ___Student_Name_____  Gr Payment Balance Cd Receipt _____Comment_____
O960030 Bailey, xxxxxx          12  72.85   72.84  CA 1040___ don't_refund_$.01___
E980570 Bailey, xxxxxx          10  25.00   77.34  CA 1041___ will_pay_bal._10/2__
H970132 Bainter, xxxxxxx        11  69.63   69.63  CK 1042___ _____
O980020 Baker, xxxxxx           10  79.02   79.02  MO 1043___ _____
E960000 Balyeat, xxxxxxx        12  59.53   59.53  CK 1044___ _____
J980023 Banks, xxxxxx           10 101.05  101.05  MO 1045___ _____
E960010 Barber, xxxxxx          12  40.00   86.26  CA 1046___ will_pay_bal._10/2__
H980134 Barber, xxxxxxx         10  59.16   59.16  CG 1047___ _____
W970030 Barbieri, xxxxx         11  36.98   36.98  CG 1048___ _____
J990084 Barnes, xxxxxxxx        09  64.96   64.96  CG 1049___ _____
W980030 Baron, xxxxxxxx         10  25.00   83.58  CA 1050___ monthly_installments
E970710 Barrentine, xxxxxxxx 11   4.00    4.00  CA 1051___ _____

          (To delete a student's entry, erase the student's ID number)

F7=Student#/Payments, F8=Pymt Cd, F9=Receipt, F10=Comment
ENTER=Validate, F1=1st Screen, F4=Student Roster, F5=Next Screen, F16=Exit
_____
```

Figure 11-1B. ADD/UPDATE DAILY FEE PAYMENTS SCREEN

Follow the guidelines below when adding:

                 ------------------ **DATA ENTRY REQUIREMENTS** ------------------

STUDENT   Required. Enter the student's ID number. (The system will
ID   automatically fill in the student's name once the screen has been
          validated.) For help in locating a student's ID number, use F4
          (Student Roster). Once you have processed payments on the screen,
          the Student ID field is no longer modifiable. (7 A)

CURRENT   Required. Enter the current amount being paid. If this amount is
PAYMENT   left blank, the amount will default to payment in full. Once you have
          processed payments on the screen, the Current Payment field is no
          longer modifiable. Payment cannot be greater than 999.99. (3N 2DEC)

CD   Required. Enter the payment code for this payment. The code must
          be defined on the payment code file as a type "P" record. If left
          blank, this field will default to the code shown in the upper left
          corner of this screen. Refer to figure 11-1A to see where the
          default payment code can be entered. (2 A/N)

**NOTE: Type "P" records are payments. Type "A" records are adjustments.
Adjustments_cannot_be_posted_here. Use F11-2 to post adjustments.**

RECEIPT   Optional. The receipt number can be entered. If this field is left
              blank and the Display/Update Control Screen (F11-14-12) has a "Y" in
              the "Assign receipt # when payment is entered and receipt # is blank?"
              field, a receipt number will be assigned after ENTER is pressed twice.
              The receipt number assigned will be based on the entry in the "Last
              receipt number assigned" field. This field is also located on the
              Display/Update Control Screen (F11-14-12).

COMMENT   Optional. Any comment relating to this payment can be entered.(20 A/N)

Press_F2 to refresh the screen after remaining idle for more than a minute or
two when you know that someone else is entering payments for the same day.

CAUTION: Be careful when using this function key because all unprocessed data
will be erased. Data is not processed until you have pressed ENTER to validate,
and then ENTER or F1 or F5 to update/post.

Press_F3 for help with payment codes. The PAYMENT REASON CODE HELP SEARCH
screen, (Figure 11-1C) will be displayed.

```
                    Payment Reason Code File for District
                               Help Screen

                     Enter code to begin searching: __
                   (Leave blank to start at beginning of code file)

        NOTE:  If a code is selected from the help screen, that code will be
               placed in the code field on the previous screen on the line
               where the cursor was positioned before F3 was selected for help.


ENTER=Continue, F16=Return
```

Figure 11-1C. PAYMENT REASON CODE HELP SEARCH SCREEN

Enter the desired code to begin the search for codes or leave the field blank
and press ENTER to start at the beginning of the code file. The PAYMENT
REASON CODE HELP SCREEN, (Figure 11-1D) will be displayed.

```
                    Payment Reason Code File for District
                               Help Screen

          F      Type     Code     Description        Long Description_____
          1       P        BC      Bad Check       Bad Check / NSF
          2       P        CA      Cash            Cash
          3       P        CC      Credit Crd      Credit Card Payment
          4       P        CK      Check           Check
          5       P        MO      Money Ordr      Money Order
          6       P        OL      Online Pmt      Online Payment
          7       P        RD      Redistrib       System Redistribution
          8       P        RE      Refund          Refund


ENTER=More, F1-F15=Select Particular Code, F16=Exit
```

Figure 11-1D. PAYMENT REASON CODE HELP SCREEN

Selecting a payment code by pressing its associated function key will place
that code in the ADD/UPDATE DAILY FEE PAYMENTS screen on the line where the
cursor was positioned before F3 was selected for help. Payment codes are
defined in section F11-5-5.

Press F4 from the ADD/UPDATE DAILY FEE PAYMENTS screen (Figure 11-1B) for
assistance with entering student ID numbers. The STUDENT ROSTER OPTION SEARCH
screen (Figure 11-1E) will be displayed.

_____
C11   Add/Update Daily Fee Payments

                         Student Roster Option

          Optional beginning student name: _____

             Optionally, restrict to grade __ and/or sex _

      NOTE: If a student is selected from the roster, that student's ID
             number will be placed in the first blank slot on the previous
             screen in the 'Student ID' column. If there are no available
             slots, the selected ID will NOT be placed on the previous screen.

ENTER=Search for Student, F16=Exit
_____
Figure 11-1E. STUDENT ROSTER SEARCH SCREEN

Enter a full name (upper and lower case) to start the search at a specific
student or a partial name to begin the search at a particular position in the
alphabet. Leave blank to start at the beginning of the student roster
alphabetically. You have the option of restricting the search by grade and/or
sex. After the selection criteria has been filled in, press ENTER to begin
the search. The STUDENT ROSTER screen (Figure 11-1F) will be displayed.

```
_____
Student Name Sequence      Add/Update Daily Fee Payments      F22=Show Address
CHS F20=Print Screen                                          F23=Show Parent Name
                                  S
  F Number_ _____Student_Name_____ Gr x _Phone__ Sch_WD__Date____Fees__Homerm
  1 E980710 Aaron, XXXXXX              09 F 222-1111 CHS                    131
  2 J950020 Adams, XXXX               12 F 333-3333 CHS           29.45     110
  3 H900020 Adams, XXXXXX             11 M    -      CHS W1 010109
  4 W960010 Adams, XXXX               11 M 444-4444 CHS           60.69     101
  5 J950030 Adams, XXXXXXX            12 F 555-5555 CHS                     110
  6 J950040 Adkins, XXXXXXX           12 M 666-6666 CHS           66.82     110
  7 S970010 Adkins, XXXXX             10 M 777-7777 CHS           71.33     146
  8 S970020 Adkins, XXXXXX            10 M 888-8888 CHS                     146
  9 H955400 Agge, XXX                 12 F 999-9999 CHS           56.84     110
 10 O981070 Agge, XXXXXXX             09 M 123-4567 CHS           54.99     131
 11 J950050 Akers, XXXXXXXX X         12 F 894-1011 CHS           51.37     110
 12 S980700 Albright, XXXXX           09 M 121-3141 CHS                     131
 13 J980058 Allison, XXXXXXX          09 F 161-1718 CHS           94.61     131
 14 E970000 Altiere, XXXXXXXX         10 M 192-2100 CHS           73.03     146
 15 J950080 Andersen, XXXXXXXXX       12 F 415-4227 CHS           29.27     110

ENTER=More Students, F1-15=Select Corresponding Student, F18=Prev, F16=Exit
_____
```

Figure 11-1F. STUDENT ROSTER SCREEN

From the STUDENT ROSTER screen (Figure 11-1F), one of the following options
can be taken:

ENTER   View the next screen of students alphabetically.

F1-15   Select the corresponding student's record. That student's ID number
         will be placed in the first blank slot on the ADD/UPDATE DAILY FEE
         PAYMENTS screen in the "Student ID" column. If there are no
         available slots, the selected ID will NOT be placed on the screen.

F18   Return to the previous full screen of students. This function will
         work for up to 20 previous screens. However, it will never go
         further back than the point that you started!

F20   Print a copy of the screen currently being displayed.

F22   Change the last column which currently shows withdrawn status, date,
         fees, and homeroom number to instead show the student's address.

F23   Change the last column which currently shows withdrawn status, date,
         fees, and homeroom number to instead show parent names.

Function keys F7-F12 can be used to facilitate data entry on the ADD/UPDATE
DAILY FEE PAYMENTS screen (Figure 11-1B).

Press_F7 to open any blank or non-processed "Student ID" and "Current
         Payment" fields; and closing the "Cd", "Receipt", and "Comment"
         fields. Pressing F7 again will reopen the "Cd", "Receipt", and
         "Comment" fields. NOTE: The Student ID and Current Payment fields
         cannot be altered once they have been processed.

Press_F8   to open the "Payment Code" field only; pressing F8 again will
           reopen the other fields.

Press_F9   to open the "Receipt" field.

Press_F10 to open the "Comment" field.

Press_F12 for quick access to another student for the same day. Enter a full
           or partial name and press ENTER.

_____
C11   Add/Update Daily Fee Payments
Default code: Date: 09 / 15 / 09

                   Position to: _____
                   Enter full or partial name and press ENTER
_____

When all data entry is completed on the ADD/UPDATE DAILY FEE PAYMENTS screen
(Figure 11-1B), press ENTER to validate. Press ENTER again to process the
information and remain on that screen. Press F1 to process the information
and go to the first student entered for that day. Or, press F5 to process the
information and go to the next screen. F16 can be used to open up the screen
for reentering data.

NOTE: If you have made entries to the screen that need to be recorded, be sure
not to select F1 or F5 BEFORE pressing ENTER to validate!

From the STUDENT FEE ACCOUNTING MENU (Figure 11), press F2 to display or
update an individual student's fees. The STUDENT RECORDS SELECTION screen
(Figure 11-2A) is displayed.

```
C11                 Display/Update Individual Student's Fees
 --------------------------------------------------------------------------
 F12=Change to ___                                                (C)urrent
                          Direct Access Option                        or
                                                                 (H)istory
          Number: _____   or Name: _____     C



                     ENTER=Access Student, F16=Exit

 --------------------------------------------------------------------------


                          Student Roster Option

        Number of years to show fee balances on roster screen: 4 (1-9)

        F5 C11               F6                F7                F8
     Student Name        Student ID       Student Name       Student ID
    Current Master      Current Master   History Master     History Master
   _____     _____       _____     _____

              Optionally, restrict to grade __ and/or sex _
              Grade level entry is valid only for F5 & F6 options.
 --------------------------------------------------------------------------
```
        Figure 11-2A.   STUDENT RECORDS SELECTION SCREEN

NOTE: An adjustment and/or payment cannot be made to a student's fee record
who is currently withdrawn from your school but enrolled in another school in
the district. Access to that student will be denied and the message "STUDENT
ACTIVE AT XXX" (XXX = the school ID) will be displayed. Adjustments and/or
payments can be made to a withdrawn student's fee record if the student is
currently not enrolled anywhere else in the district. **FOR EVSC ONLY:** The
restriction has been removed for a previous school to view fees of a student who
has transferred to another school in the district.

If you have security access rights to more than one school, you can switch to
another school without having to exit back to the menu by using the F12
function key. The F12 option is located in the upper left corner of the
STUDENT RECORDS SELECTION screen (Figure 11-2A). This function key will not
appear if you do not have access to more than one school. You will not be
allowed to change to the district level.

There are two access methods available from this screen: Direct Access Option
and Student Roster Option.

                          DIRECT ACCESS OPTION

To access a student directly, enter either the student's ID number or name
(use upper case & lower case letters).

Then key in a "C" to indicate "Current" or "H" to indicate "History" in the
appropriate field, (this field defaults to a "C"). Then press ENTER.

Entering_the_student_ID_number (and pressing ENTER) will directly find that
student's record. If an invalid number is entered, the message:

STUDENT NOT FOUND IN THIS SCHOOL

will appear on the screen. Enter the correct number and press ENTER again to
display the student's record.

Entering_the_name or partial name (and pressing ENTER) will display the record
of the student whose name most closely matches the name entered. If the
record displayed is not the correct student, F13 or F19 can be used to
continue searching alphabetically through the students until the desired
student is found. F13 will display the next student within the same grade
level, F19 will display the next student regardless of grade level.

STUDENT ROSTER OPTION

This method of access (i.e., F5, 6, 7, and 8) will display a full screen of
students to review for selection. F5 and 6 will access current student files,
F7 and 8 will access historical student files.

Optionally, you may restrict the students to be displayed for a certain grade
level or sex by filling in either or both of those fields shown on the STUDENT
RECORDS SELECTION screen (Figure 11-2A).

If you want to start at the beginning of your students alphabetically, simply
press F5. Nothing has to be filled in on the screen, and the cursor does not
have to be positioned in the F5 option area.

If you want to start with a specific student name, you must tab to the F5
option field and type all or part of a student's name (last name first, using
upper and lower case) **and_then_select_F5**. Students will be displayed in
alphabetical sequence beginning with the name most closely matching the entire
or partial name entered. The STUDENT NAME SEQUENCE screen 1 (Figure 11-2B)
will be displayed.

```
Student Name Sequence       CURRENT STUDENT MASTER      F22=Show Address
F20=Show Fees by Year                                   F23=Show Parent Name
                                     S
 F Number_ _____Student_Name_____ Gr x _Phone__ F/R_WD__Date____Fees__Homerm
 1 J970041 Smith, XXXXXXXX            10 F 999-9999    WS 041500 70.00 205
 2 J952790 Smith, XXXX X              12 M 875-8888  F           48.00 123
 3 O980580 Smith, XXXXXXX             09 M 875-8880             80.00 144
 4 S970600 Smith, XXXXXX              10 M 875-6666  R          68.00 205
 5 J970011 Smith, XXXXXXXXX           10 F 293-7777    WA 020100 58.00 205
ENTER=More Students, F1-15=Select Corresponding Student, F18=Prev, F16=Exit
```

Figure 11-2B. STUDENT NAME SEQUENCE SCREEN 1

If F22 is selected from the STUDENT NAME SEQUENCE screen 1 (Figure 11-2B), the
"Free-Reduced Code, Withdraw Code, Withdraw Date, Fees and Homeroom" column
will be changed to show "Address & Zip" as shown next in the STUDENT NAME
SEQUENCE screen 2 (Figure 11-2C).

```
Student Name Sequence       CURRENT STUDENT MASTER      F23=Show Parent Name
F20=Show Fees by Year                                   F24=Show Fees, HR, WD
                                         S
 F Number_ _____Student_Name_____  Gr x _Phone__ Address_____Zip__
 1 J970041 Smith, XXXXXX X             10 F 999-9999 81234 CR 9             46517
 2 J952790 Smith, XXXXXX               12 M 875-8888 55555 Merrimac Ln      46517
 3 O980580 Smith, XXXXXXX              09 M 875-8880 66666 Oakwood Ct       46516
 4 S970600 Smith, XXXX X               10 M 875-6666 99999 Glenmore Ave     46517
 5 J970011 Smith, XXXXXXX X            10 F 293-7777 3333 Polo Ave          46517
 6 W970400 Smith, XXXX X               10 M 294-7771 22221 Benham           46517
 7 O960530 Smith, XXXXXXX              11 F 875-7772 44444 Oakwood Ct       46516
 8 O970590 Smith, XXXXX X              10 M 875-7773 10000 Broadway Blvd    46516
 9 J953560 Smith, XXXXXXX              12 M 293-1231 1900 CR 15 #135        46516
10 J952800 Smith, XXXXXX               12 F 294-1234 23460 Cedar Knoll Cir  46516

ENTER=More Students, F1-15=Select Corresponding Student, F18=Prev, F16=Exit
```

Figure 11-2C.   STUDENT NAME SEQUENCE SCREEN 2

If F23 is selected from STUDENT NAME SEQUENCE screen 1 (Figure 11-2B), the
"Free-Reduced Code, Withdraw Code, Withdraw Date, Fees and Homeroom" column
will be changed to show "Parent/Guardian Name" as shown in STUDENT NAME
SEQUENCE screen 3 (Figure 11-2D).

```
Student Name Sequence       CURRENT STUDENT MASTER      F22=Show Address
F20=Show Fees by Year                                   F24=Show Fees, HR, WD
                                         S
 F Number_ _____Student_Name_____  Gr x _Phone__ Parent/Guardian_Name_____
 1 J970041 Smith, XXXXXXXX             10 F 999-9999 Albertsen, XXXXXX & XXXXXXX
 2 J952790 Smith, XXXXXX               12 M 875-8888 Smith, XXXXX & XXXXXX
 3 O980580 Smith, XXXXXXX              09 M 875-8880 Smith, XXXXXX & XXXXXX
 4 S970600 Smith, XXXX X               10 M 875-6666 Smith, XXXXX & XXXXXX
 5 J970011 Smith, XXXXXXXXX            10 F 293-7777 Smith, XXXXXX & XXXXX
 6 W970400 Smith, XXXX X               10 M 294-7771 Smith, XXXXXX & XXXX
 7 O960530 Smith, XXXXXXX              11 F 875-7772 Smith, XXXXXX & XXXXXX
 8 O970590 Smith, XXXXX X              10 M 875-7773 Smith, XXXXX & XXXXXX
 9 J953560 Smith, XXXXX X              12 M 293-1231 Smith, XXXX
10 J952800 Smith, XXXX X               12 F 294-1234 Smith, XXXXXXX

ENTER=More Students, F1-15=Select Corresponding Student, F18=Prev, F16=Exit
```

Figure 11-2D.   STUDENT NAME SEQUENCE SCREEN 3

F6_-_REVIEW_STUDENTS_IN_STUDENT_NUMBER_SEQUENCE

To start at the beginning of your students numerically, simply press F6.
Nothing has to be filled in on the screen, and the cursor does not have to be
positioned in the F6 option area.

                                                                            (Continued)

To start with a specific student number, you must tab to the F6 option field and
type all or part of a student's number **and_then_select_F6.** Students will be
displayed in numerical sequence beginning with the number most closely matching
the entire or partial number entered. The STUDENT NUMBER SEQUENCE screen
(Figure 11-2E) will be displayed.

Student Number Sequence   CURRENT STUDENT MASTER   F22=Show Address
F20=Show Fees by Year   F23=Show Parent Name

_F	Number_	_____Student_Name_____	Gr	S x	_Phone__	F/R	WD	_Date____	__Fees__	Homerm
1	9600018	Neukom, xxxxxxxx	12	F	999-9999				56.60	107
2	E900080	Brown, xxxxxxx x	11	F	888-8888				61.87	147
3	E960000	Balyeat, xxxxxxx x	12	M	777-7777		WK	041800		101
4	E960010	Barber, xxxxx x	12	M	666-6666				46.26	101
5	E960020	Becker, xxxxx x	12	F	555-5555	F			49.91	101
6	E960050	Borneman, xxxxxxx x	12	F	444-4444				67.32	101
7	E960060	Briganti, xxxxxxx x	12	F	333-3333	R			46.40	101
8	E960070	Clark, xxxx x	12	M	222-2222				29.80	101
9	E960080	Colglazier, xxxxxxx	12	F	111-1111	F			55.99	102
10	E960090	Craigo, xxxxx x	12	M	121-2121		WK	033100		102
11	E960100	Davis, xxxx x	12	M	232-3232					102
12	E960110	Dickey, xxxxxxx x	12	F	343-4343				73.28	102
13	E960120	Dirmyer, xxxxxxxxxx	12	M	454-5454				38.99	102
14	E960130	Dues, xxxxxxx x	12	M	565-6565	F			61.82	102
15	E960140	Dunafin, xxxx x	12	M	676-7676		WS	091500		102

ENTER=More Students, F1-15=Select Corresponding Student, F18=Prev, F16=Exit

---

Figure 11-2E. STUDENT NUMBER SEQUENCE SCREEN

From the STUDENT NUMBER SEQUENCE screen (Figure 11-2E), one of the following
options can be taken:
ENTER   View the next screen of students numerically.

F1-15   Select the corresponding student's record.

F18   Return to the previous full screen of students. This function will
          work for up to 20 previous screens. However, it will never go
          further back than the point that you started!

F20   This option will display the balance due for the each year indicated in
          the "Number of years to show fees balances on roster screen" field.
          This field is available on the STUDENT RECORDS SELECTION SCREEN (Figure
          11-2A). See the sample screen shown on the next page. Up to 5 prior
          school years can be displayed at a time. There is an F20 option that
          will allow the user to display additional prior school year balances.

```
+------------------------------------------------------------------------+
| C11 Student Number Seq     CURRENT STUDENT MASTER     F22=Show Address  |
|  F20=Show Fees by Year      BALANCE OF FEES DUE       F23=Show Parent Name |
|  F20 again to rotate years    BY SCHOOL YEAR          F24=Show Fees, HR, WD |
|      F/                                                                 |
|  F Gr R     Student Name     2008/09 W 2007/08 W 2006/07 W 2005/06 W   TOTAL |
|  1 10 P Smith, Angie                                                    |
|  2 09 P Smith, Avery         169.24                                   169.24 |
|  3 12 P Smith, Beth           70.00                           7.00    77.00 |
|  4 11 P Smith, Bill                    193.24    204.40    114.80    512.44 |
|  5 09 P Smith, Carrie                                                   |
|  6 09 F Smith, Charles        93.50 F  107.27-F                       13.77- |
|  7 09 P Smith, David                                                    |
|  8 09 P Smith, Everett                                                  |
|  9 09 P Smith, Hal            17.72-                                  17.72- |
| 10 09 P Smith, Ivan                                                     |
| 11 09 C Smith, John           89.72 C  171.80                        261.52 |
| 12 09 R Smith, Judd           83.86 R  126.10-R                      42.24- |
| 13 09 P Smith, Pamela                                                   |
| 14 09 P Smith, Paula                                                    |
| 15 09 P Smtih, Roger             .20                                    .20 |
|                                                                        |
|  W=Waiver of fees due to the free lunch code listed in the W column    |
|                                                                        |
|  ENTER=More Students, F1-15=Select Corresponding Student, F18=Prev, F16=Exit |
+------------------------------------------------------------------------+
```

   STUDENT NAME SEQUENCE SCREEN SHOWING BALANCE OF FEES DUE BY SCHOOL YEAR

F23   Change the last column which currently shows "Free-Reduced Code,
            Withdrawal Code, Withdrawal Date, Fees and Homeroom" to instead show
            address and zip code.

F24   Change the last column which currently shows "School, Withdrawal
            Code, Withdrawal Date, Fees and Homeroom" to instead show
            Parent/Guardian Name.

F7_-_REVIEW_STUDENTS_IN_STUDENT_NAME_SEQUENCE_-_HISTORY_MASTER

To start at the beginning of your students alphabetically in the History
Master file, simply press F7. Nothing has to be filled in on the screen, and
the cursor does not have to be positioned in the F7 option area. To start
with a specific student name, you must tab to the F7 option field and type all
or part of a student's name (use upper and lower case) **and_then_select_F7.**
Students will be displayed in alphabetical sequence beginning with the name
most closely matching the entire or partial name entered. The STUDENT NAME
SEQUENCE - HISTORY screen (Figure 11-2F) will be displayed.

```
_____
Student Name Sequence        STUDENT MASTER HISTORY      F22=Show Address
F20=Show Fees by Year                                    F24=Show Fees, HR, WD
                                       S
 F Number_ _____Student_Name_____ Gr x _Phone__ Parent/Guardian_Name_____
 1 E980710 Aaron, XXXXXX              09 F 295-8888 Aaron, XXXXXXX & XXXXXXXXX
 2 H942930 Abla,  XXXX X                 M 875-3333 Abla, XXXXX & XXXXXX
 3 H900010 Adams, XXXXXX                 F 999-6666 Adams, XXXXXX
 4 J950020 Adams, XXXX X               12 F 294-5555 Adams, XXXX & XXXXXX
 5 H900020 Adams, XXXXXX                 M    -     Adams, XXXXXXXX
 6 W960010 Adams, XXXX                 11 M 875-4444 Adams, XXXXXX
 7 H920010 Adams, XXXXX X                F 875-2222 Adams, XXX & XXXXXX
 8 J950030 Adams, XXXXX X              12 F 294-1111 Adams, XXXX & XXXXXX
 9 J960070 Adams, XXXXXXX                M 293-1234 Adams, XXXX
10 H930010 Adams, XXXXXX X               F 875-5678 Adams, XXXXXX & XXXXXX
11 H930020 Adcock, XXXXX X               M 534-9101 Adcock, XXXX
12 H960077 Adduddell, XXXXX X            M 875-1112 Carpenter, XXXX & XXXXXX
13 J950040 Adkins, XXXXX X             12 M 875-1314 Adkins, XXXXX & XXX
14 S970010 Adkins, XXXXX X             10 M 875-1516 Adkins, XXXXX & XXX
15 H960053 Adkins, XXXX X                M 999-1718 Adkins, XXXX & XXXXX

ENTER=More Students, F1-15=Select Corresponding Student, F18=Prev, F16=Exit
_____
```

Figure 11-2F. STUDENT NAME SEQUENCE - HISTORY SCREEN

From the STUDENT NAME SEQUENCE - HISTORY screen (Figure 11-2F), one of the
following options can be taken:

ENTER   View the next screen of students alphabetically.

F1-15   Select the corresponding student's record.

F18   Return to the previous full screen of students. This function will
            work for up to 20 previous screens. However, it will never go
            further back than the point that you started!

F20   Show Fees by Year.

F23   Change the last column which currently shows "Parent/Guardian Name"
            to instead show addresses.

F24   Change the last column which currently shows "Parent/Guardian Name"
            to instead show free-reduced status, withdrawn status and date, fees,
            and homeroom assignment.

F8_-_REVIEW_STUDENTS_IN_STUDENT_NUMBER_SEQUENCE_-_HISTORY_MASTER

To start at the beginning of your students numerically in the History Master
file, simply press F8. Nothing has to be filled in on the screen, and the
cursor does not have to be positioned in the F8 option area. To start with a
specific student number, you must tab to the F8 option field and type all or
part of a student's number **and_then_select_F8**. Students will be displayed in
numerical sequence beginning with the number most closely matching the entire
or partial number entered. The STUDENT NUMBER SEQUENCE - HISTORY screen
(Figure 11-2G) will be displayed.

```
_____
Student Number Sequence    STUDENT MASTER HISTORY      F22=Show Address
F20=Show Fees by Year                                  F24=Show Parent Name
                                  S
_F Number_ _____Student_Name_____ Gr x _Phone__ F/R_WD__Date____Fees__Homerm
 1 0970790 Ross, XXXXXXX            10 M 999-9999    W2 082300         203
 2 9600018 Neukom, XXXXXXXX         11 F 875-8888  F            81.75  107
 3 E900080 Brown, XXXXXXXXX         10 F 522-7777               71.26  147
 4 E960000 Balyeat, XXXXXXX X       11 M 522-6666               97.63  101
 5 E960010 Barber, XXXXX            11 M 293-5555    W2 082300
 6 E960020 Becker, XXXXX X          11 F 875-4444  F            75.36  101
 7 E960030 Bidlingmeyer, XXXXX         F 875-3333               66.58  101
 8 E960050 Borneman, XXXXXXXXX      11 F 294-2222               41.25  107
 9 E960060 Briganti, XXXXXXX X      11 F 862-1111               88.26  107
10 E960070 Clark, XXXXX             11 M 875-1001               95.25  107
11 E960080 Colglazier, XXXXXXX      11 F 294-1234  R            49.23  148
12 E960090 Craigo, XXXXXXX          11 M 875-5678               78.47  148
13 E960100 Davis, XXXXX             11 M 522-9101               58.98  148
14 E960110 Dickey, XXXXXXXXX        11 F 293-1112  F            66.59  148
15 E960120 Dirmyer, XXXXXXXXX       11 M 875-1314               78.13  148

ENTER=More Students, F1-15=Select Corresponding Student, F18=Prev, F16=Exit
_____
```

Figure 11-2G. STUDENT NUMBER SEQUENCE - HISTORY SCREEN

From the STUDENT NUMBER SEQUENCE - HISTORY screen (Figure 11-2G), one of the
following options can be taken:

ENTER   View the next screen of students numerically.

F1-15   Select the corresponding student's record.

F18   Return to the previous full screen of students. This function will
            work for up to 20 previous screens. However, it will never go
            further back than the point that you started!

F20   Show fees due broken down by year.

F22   Change the last column which currently shows "Free-Reduced Code,
            Withdraw Code, Withdraw Date, Fees and Homeroom" to instead show
            address and zip.

F23   Change the last column which currently shows "Free-Reduced Code,
            Withdraw Code, Withdraw Date, Fees and Homeroom" to instead show
            parent/guardian names.

After you have selected a student from the STUDENT RECORDS SELECTION screen
(Figure 11-2A), the FEE SUMMARY screen(Figure 11-2H) will be displayed.

```
┌─────────────────────────────────────────────────────────────────────────┐
│  C11 3333333 Aboutme, Mary                       Gr: 12 Sx: F Cur: P Mass:│
│   Sem: _ (1-4,C,P,T)                 Collection         Approved Textbook: N│
│  Code: __   Amount: _____  Date: _3_ _24_ _9_  Receipt#: _____  Check#: _____│
│        Comment: _____   Statement #:      F7=Collection/Plan│
│  ***************************** Summary Screen *****************************│
│       ------------ Fees ------------   ---------- Payments ---------- Balance│
│       Textbk  Consum   Fees    Total   Textbk  Consum   Fees    Total   Due_│
│  1) S1  72.22          15.50   87.72   72.22           15.50   87.72        │
│  9) S9                 14.50   14.50                   14.50   14.50        │
│  C) Cur 72.22          30.00  102.22   72.22          30.00  102.22        │
│  P) Pri 20.46                   20.46                                 20.46│
│  T) Tot 92.68          30.00  122.68   72.22          30.00  102.22   20.46│
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│  _____ │
│  _____ │
│  _____ │
│  _____ │
│  _____ │
│  Letters:                                                                  │
│                                                                            │
│   ENTER=Val F4=Schd F5=Hist F6=Pymts F8=Post Det F9=Adj F12=Ltr F13/19=Nxt F16=E│
└─────────────────────────────────────────────────────────────────────────┘
```
                    Figure 11-2H. FEE SUMMARY SCREEN

This function can be used for several reasons: to post a payment, reverse a
payment, adjust fees due, enter fee notes, review a list of payments made, or,
view a history of fees charged/paid for prior school years including detail.
You will be able to edit the open fields on this screen. Follow the guidelines
below when **entering a payment**:

                ------------------- DATA ENTRY REQUIREMENTS -------------------
CUR   NON-MODIFIABLE. This letter represents the student's current lunch
              status. In the example above, the student's lunch status is a "P".

MASS   NON-MODIFIABLE. This letter represents the student's lunch status as
              of the date that fees were mass reduced (refer to F11-10-3).

SEM   Required. This field will default to a value (including blank), as
              established on the fee control screen (F11-14-12). Valid values are:
                  1=semester 1 fees only   9=all year fees only
                  2=semester 2 fees only   C=Current years fees only
                  3=semester 3 fees only   P=prior year fees only
                  4=semester 4 fees only   T=all fees

APPROVED NON-MODIFIABLE. The date a student was "Approved" to receive free
TEXTBOOK textbooks will appear here along with the approval status. Valid
              entries are: A=Approved, D=Denied, N=N/A. These fields will only
              appear if you use RDS Food Service Software. (1 A)

CODE   Required. Enter the payment code for this payment. The code must be
          defined on the payment code file. Payment codes are defined in
          section 11-5-5. (2A/N)

AMOUNT   Required. Enter the amount being paid. This field will accommodate
          amounts up to 9999.99. Multiple payments will need to
          be entered if a payment is over the 9999.99 limit. (4 N + 2 D)

          NOTE: If a payment is entered that causes an OVERPYMT in excess of
          $999.99, the software will create multiple OVERPYMT entries to handle
          this. Each entry will hold a maximum of $999.99.

DATE   Required. Enter the date in MMDDYY format. This date may be edited
          against the Grade Period Calendar based on the entry in the "Edit
          payment dates against G.P. Calendar field on the Student Fee Accounting
          Control Screen (F11-14-12). (6N)

RECEIPT   Optional. Enter the receipt number. (7 N) A receipt number will
          automatically be assigned if the following is true:
          1. The "Code" entered is a payment code.
          2. The "Amount Paid" is positive.
          3. The "Rcpt#" field is blank.
          4. The "Assign receipt # when payment is entered and receipt # is
             blank?" field on the Display/Update Control Screen (F11-14-12)
             contains a "Y".

CHECK   Optional. Enter the check or money order number. (7 N)

COMMENT   Optional. Enter any relevant comments regarding this
          payment. (20 A/N)

STATE-   NON-MODIFIABLE. The student's initial fee statement number can
MENT_#   be viewed here. This number is created when statement numbers are
          generated in F11-8-2 (Load Fee Statement Numbers).

FEES   NON-MODIFIABLE. The total amount of fees owed by this student are
          listed here.

PAYMENTS NON-MODIFIABLE. The total amount of payments made by this student
          are listed here.

BALANCE   NON-MODIFIABLE. This field will display the total amount due and
DUE   will include any prior year amounts due as well as a current year
          amount. This field will accommodate amounts up to 9999.99. (4 N + 2
          DEC)

PRIOR_YEAR_AMOUNTS

If your school has chosen the option to calculate and bring forward prior year
amounts, the Fee Summary Screen will show the total of the prior year balance on
the "Pri" line.

FREE   OPTIONAL. Fee notes can be entered for the student in these five lines
FORMAT   which allow for 74 character comments each. Information entered here
NOTES   will transfer with he student between schools and will not be cleared
              when fees are updated for the next school year.

LETTERS   NON-MODIFIABLE. The number and date of fee letters sent to this
              student are listed here. (3 N + 6 N)

After all necessary entries have been made on the screen, press ENTER to
validate. The screen will be redisplayed showing the payment distribution, but
will be closed for modification. If correct, press ENTER again to update. If a
payment has been entered, the Generate Receipt Screen (Figure 11-2I) will be
displayed.

```
C11                         Generate Receipt


                            Student: 6120073 Abby, Michelle
                  Letter # or form: 000 (Enter 999 to generate an Acom rcpt form)
                                        (Enter 001-998 to use a letter format)
                                        (Enter 000 to NOT generate a receipt)
                   Receipt number: 0000279
                     Receipt date: 04-23-09
                   Receipt amount:       1.00



          Breakdown ... Cash:  _____
                       Check:  _____1.00_
                        M.O.:  _____
                         EFT:  _____
                       CC/BC:  _____
                       Other:  _____
                                      .00

                 Number of copies: 01  (01-99)
      Include prior balance on rcpt? Y   (Y/N)
                       Treasurer: Beth Sanchez_____



 ENTER=Print Receipt, F16=Exit w/o Printing
```

                 Figure 11-2I. GENERATE RECEIPT SCREEN

LETTER # Optional. If you want to generate a receipt in this process, enter
OR FORM   001-998 to select a letter defined in the letter function (F11-8-10),
              or enter 999 to indicate you want to generate an ACOM receipt. This
              field will default to the last number used.

RECEIPT # NON-MODIFIABLE. This field will display the receipt number assigned
              to this payment.

RECEIPT   NON-MODIFIABLE. This field will display the receipt date.
DATE

RECEIPT NON-MODIFIABLE. This field will display the payment amount.
AMOUNT

BREAKDOWN Required. The amount of the payment will be displayed on the
          appropriate payment type line. This can be modified.

COPIES   Optional. Indicate the number of copies (01-99) to be generated.

PRIOR   Required. Indicate Y, yes or N, no as to whether or not prior
BALANCE balances should be included in the total balance due on the receipt.
          NOTE: This field will be ignored when you post a payment against
          "Prior" fees. The receipt will include the "Prior" fee balance even
          when placing an "N" in this field.

TREASURER Optional. Enter the name of the treasurer to have it print on the
          receipt. NOTE: in order for the treasurer's name to print in a
          letter, the reserved word for treasurer would need to be in the
          letter. If printing an ACOM receipt, the treasurer name will print on
          the line above "Issuing Officer/Bookkeeper". To NOT print the name on
          the receipt, leave this field blank.

When recording a payment that results in the printing of a receipt, the software
will include the entire year's fees in the "PLEASE PAY THIS AMOUNT" area of the
receipt when the payment is recorded for a single semester.

Press ENTER to print the receipt or press F16 without printing. You will be
returned to the STUDENT RECORDS SELECTION screen(Figure 11-2A).

NOTE: FOR MICHIGAN CITY AREA SCHOOLS ONLY – the SEM code must be entered on the
FEE SUMMARY screen to represent the semester information that will be printed on
the receipt. Codes 1,2,3 and 4 will show *only* the fees/payments for that
specific semester, and will never include prior amounts.

OTHER FEE SUMMARY SCREEN OPTIONS

F4   To view the student's current schedule and optionally print it. When
         you are viewing the schedule of a student that has more than 15
         courses, the total fees will appear at the end of the list of fees, not
         at the bottom of each screen.

F5   To view history of fees charged per school year. A record will be
         created for this screen each year when F11-10-1 is processed for the
         district. Records will be presented in descending sequence with the
         most recent school year first as shown on the REVIEW INDIVIDUAL STUDENT'S
         HISTORY screen (Figure 11-2J).

```
C11 3333333 Aboutme, Mary                        Gr: 12 Sx: F Cur: P Mass:
 *********** Fee History Detail Screen -- One Record Per School Year ***********
  School   School Yr  Fees Charged  Fees Paid  F/R Code      Comment_____
  C11      07-08        165.92       _165.92      _      _____
  C11      06-07        240.81        220.35      _      _____
  C11      05-06        220.21        220.21      _      _____
  C22      04-05        136.35        136.35      _      _____
  C22      03-04        151.60        151.60      _      _____
  C33      02-03        137.00        137.00      _      _____
  ___      _____        _____       _____      _      _____
  ___      _____        _____       _____      _      _____
  ___      _____        _____       _____      _      _____
  ___      _____        _____       _____      _      _____


            F1=1st, F5=Next, F8=VIEW DETAIL, F18=Previous, F16=Return
```
        Figure 11-2J.   REVIEW INDIVIDUAL STUDENT'S HISTORY SCREEN

You can view the detail of the fees charged for a prior year. To do this,
position the cursor on the school year you want to view and press F8. If the
history isn't available, a message will appear at the bottom of the screen
telling you that the library for that school year does not exist. If the
history does exist, the VIEW HISTORY DETAIL screen (Figure 11-2K) will appear.


```
C11 3333333 Aboutme, Mary                        Gr: 11 Sx: F Cur: P Mass:

 Sch Yr: 07 08                                              F7=Collection Info


 ****************************** Summary Screen ******************************
        ------------ Fees -----------  --------- Payments ----------  Balance
        Textbk  Workbk  Consum   Total  Textbk  Workbk  Consum   Total    Due
 1) S1   53.99    8.97   31.00   93.96   14.99            8.00   22.99   70.97
 2) S2   26.97     .75   27.00   54.72    1.01                   1.01   53.71
 3) S3   27.93           32.00   59.93   11.00           15.00   26.00   33.93
 9) S9                  104.47  104.47   73.65           32.00  105.65    1.18-
 C) Cur 108.89    9.72  194.47  313.08  100.65           55.00  155.65  157.43
 P) Pri  21.03-  37.71   77.67   94.35   21.03-  37.71   77.67   94.35
 T) Tot  87.86   47.43  272.14  407.43   79.62   37.71  132.67  250.00  157.43


   05-08-08 ckd_____
   _____
   _____
   Letters: 805 05-22-08  808 07-01-08

F4=Prior, F5=Next, F6=Pymts, F16=Exit
```
              Figure 11-2K.   VIEW HISTORY DETAIL

The options available from the VIEW HISTORY DETAIL screen are:

     Press F4 to view the PRIOR year record.

     Press F5 to view the next year record.

      Press F6 to display the payments for the year being viewed. (No changes
will be allowed to the payments from a previous year.)

      Press F16 to exit.

Viewing Payment Information from F11-2 Summary Screen

Press F6 to review individual student payments. The PAYMENT AND ADJUSTMENTS
HISTORY screen (Figure 11-2L) will be displayed.

```
C11        Position cursor on payment line, press ENTER to see detail.
******************** Payment and Adjustment History Screen ********************
 Id: 3090161    Name: Aboutme, Mary              Grade: 12       Sex: F      P

 Fees:  122.68              Payments:  102.22         Balance Due:   20.46

  Date   Cd Descript     Amount   Check  Receipt        Comment       ID  Ent Dt
 10-27-08 CK Check       102.22   3396   1067                         BGS 102708
 09-04-08 ML Mass Load   102.22                                       BGS 090408
 09-04-08 ML Mass Load   102.22-                                      BGS 090408




   F1=1st, F5=Next, F18=Previous, F16=Return
```
Figure 11-2L. PAYMENTS AND ADJUSTMENTS HISTORY SCREEN

From the REVIEW INDIVIDUAL STUDENT'S PAYMENTS screen (Figure 11-2L), one of
the following options can be taken:

F1   Press F1 to view the first screen of payments for this student.

F5   Press F5 to view the next screen of payments for this student.

F18   Press F18 to return to the previous full screen of payments. This
           function will work for up to 20 previous screens. However, it will
           never go further back than the point that you started!

Reversing a payment due to a posting error

This process should be done when a posting is made to the wrong student or when
the wrong amount is posted. From the fee summary screen, select F6 (Payment
History). A list of payments and fee adjustments will be presented to you.
Select the payment to be reversed by positioning the cursor anywhere on the line
of the payment to be selected, then press ENTER. A screen will be presented to
show you the detail of the payment you are about to reverse. Press F12 to
reverse the payment. The screen will close up from modification and let you
take one final look before pressing ENTER to actually post the reversal. **NOTE:**
a redistribution "RD" payment can not be reversed.

NSF Check

For an NSF check, you will basically be following the same procedures as *reversing a payment*. From the fee summary screen, select F6 (Payment History). A list of payments and fee adjustments will be presented to you. Look for the check number of the NSF check in the check column. Select the payment to be reversed by positioning the cursor anywhere on the line of the payment to be selected, then press ENTER. A screen will be presented to show you the detail of the payment you are about to reverse. At the top of the screen, type in a payment code that has been defined to mean "bad check" and then type "NSF check" or something similar in the comment area. Press F12 to reverse the payment. The screen will close up from modification and let you take one final look before pressing ENTER to actually post the reversal. The computer will automatically reverse the account breakdowns.

Changing information on a previously posted payment

From the fee summary screen, select F6 (Payment History). A list of payments and fee adjustments will be presented to you. Select the payment to be modified by positioning the cursor anywhere on the line of the payment to be selected, then press ENTER. A screen will be presented to show you the detail of the payment you are about to modify. You will not be allowed to modify the amount, Receipt number, or original date. If the payment amount or receipt number is incorrect, you will need to reverse the payment and repost it correctly. Fields that can be modified are: Code, Comment, Check and New Date. After changing the desired information, press ENTER to validate. The screen will be closed to modification but you can take one final look before pressing ENTER to post the changes. You can optionally press F8 to print a new receipt. The new receipt will print with the original receipt number.

You can pull up a previously-entered payment, change the date and request it to be reprinted. If there is no receipt number, it will be automatically assigned during this process if you use the "auto-assign receipt #" feature.

Refunding payments

1. If a payment needs to be refunded due to a schedule change, withdrawal, or overpayment, a payment code (RE) must be entered followed by the amount of the refund. **The amount should be negative** (place the minus sign immediately after the amount).

2. The payment date initially defaults to the current date, but can be modified. The date entered should be the date the money is being refunded.

3. Each fee the student owes is coded by semester. Therefore, you will need to tell the computer which semester fees should be refunded. Place one of the following values in the "Sem:" field:
   1 = semester 1 fees only   9 = all-year fees only
   2 = semester 2 fees only   C = current year fees only
   3 = semester 3 fees only   P = prior year fees only
   4 = semester 4 fees only   T = all fees

4. If the amount of the refund is equal to the balance due, then you may simply
   press ENTER to validate and ENTER to post the refund. If not, **STOP HERE** and
   think about the situation!

   a. If you are not refunding the entire amount, are you trying to **correct a
      previous payment**? If so, you should reverse the incorrect payment and
      post it again correctly (refer to the section on *Reversing a Payment*).

   b. If you see an OVERPYMT line on your payment detail screen, is the amount
      of the refund equal to the overpayment? If so, you should enter the
      negative amounts in the *This Payment* section of the screen, under the same
      column or columns that the OVERPYMT amounts appear. For example, if the
      overpayment is shown in the first column, enter the refund amount in the
      first column of the *This Payment section.*

   c. WARNING! IT IS STRONGLY RECOMMENDED THAT YOU DO NOT PROCEED UNLESS YOU
      ARE ABSOLUTELY CERTAIN OF HOW TO DISTRIBUTE THE REFUND! Distribute the
      negative amounts in the appropriate columns in the *This Payment* section.
      All of the amounts entered should add up to the amount of the refund.
      Then, press ENTER to validate and ENTER to post the refund.

Press F8 to post a payment to specific charges. The POST PAYMENT DETAIL screen,
(Figure 11-2M) will be displayed.

```
C11 3090161 Aboutme, Mary                        Gr: 12 Sx: F Cur: P Mass:
************************* Post Payment Detail Screen *************************
 Code:___   Amount:_____   Date: _4 30_ 9_  Receipt#:_____   Check#: _____
 Comment:_____      Fees:  532.66   Paid:     .00   Due:  532.66
                    ------- Balance -------   ---- This Payment -----    Final
 Sch  S  Fee Code    Textbk  Consum   Fees    Textbk  Consum   Fees     Balance
 C11  1  B02170 03   26.30             1.00   _____ _____ _____      27.30
 C11  1  E04690 03   10.95             7.50   _____ _____ _____      18.45
 C11  1  E04770 07   13.35             4.00   _____ _____ _____      17.35
 C11  1  R01070 01     .83            40.00   _____ _____ _____      40.83
 C11  1  S13090 03    7.24             1.00   _____ _____ _____       8.24
 C11  1  S13110 03    7.38             1.00   _____ _____ _____       8.38
 C11  1  S13170 02    7.00             1.00   _____ _____ _____       8.00
 C11  2  B02150 01   22.84             1.00   _____ _____ _____      23.84
 C11  2  B02310 01   30.74             1.00   _____ _____ _____      31.74
 C11  2  H07060 06    5.13            25.00   _____ _____ _____      30.13
 C11  2  R01240 01     .83            35.00   _____ _____ _____      35.83
 C11  2  R01290 01     .83            40.00   _____ _____ _____      40.83
 C11  2  U10260 02                    32.00   _____ _____ _____      32.00
 C11  9  MISC2  12                     9.50   _____ _____ _____       9.50
 C11  9  MISC3  12                     5.00   _____ _____ _____       5.00
 C11     PRIOR  06    9.23                    _____ _____ _____       9.23

 ENTER=Val F1=1st F5=Nxt F6=Up F7=Down F16=Exit
```
                   Figure 11-2M. POST PAYMENT DETAIL SCREEN

Payments can be applied against specific Fee Codes following the data entry
guidelines:

CODE   Required. Enter the payment code for this payment. The code must be
          defined on the payment code file. Payment codes are defined in
          section 11-5-5. (2A/N)

AMOUNT   Required. Enter the amount being paid. This field will accommodate
          amounts up to 9999.99. Multiple payments will need to
          be entered if a payment is over the 9999.99 limit. (4 N + 2 D)

DATE   Required. Enter the date in MMDDYY format. (6N)

RECEIPT   Optional. Enter the receipt number. (7 N) A receipt number will
          automatically be assigned if the following is true:
              5. The "Code" entered is a payment code.
              6. The "Amount Paid" is positive.
              7. The "Rcpt#" field is blank.
              8. The "Assign receipt # when payment is entered and receipt # is
                 blank?" field on the Display/Update Control Screen (F11-14-12)
                 contains a "Y".

CHECK   Optional. Enter the check or money order number. (7 N)

COMMENT   Optional. Enter any relevant comments regarding this
          payment. (20 A/N)

THIS   Required. Enter the payment amount in the appropriate column. For
PAYMENT   example, if you see a 9.24 "Balance" in the "Textbk" column for a line
          item, you can enter 9.24 in the "Textbk" column under "This Payment".
          Be sure to enter the payment on the same line as the "Fee Code".

Press ENTER to validate. The screen will be redisplayed with all fields closed
for entry. Press ENTER a second time if the payment is correct. You will be
presented with the GENERATE RECEIPT screen (Figure 11-2I).

34

Adjusting Fees

On the FEE SUMMARY screen,(Figure 11-2H), enter the semester of the fees to be
affected in the "Sem:" field then press F9 to go to the adjustment screen. The
FEE ADJUST screen, (Figure 11-2N) will be displayed.

```
C11 3090161 Aboutme, Mary                *** FEE ADJUST SCREEN *** Gr: 12 Sx: F
 Date:  5 11  9   Code:___  Comment:_____ Sem: T Cur: P Mass:
 Adjust fees down by _____%, excluding items marked (X)   Original:   500.66
 F12=Copy original to adjusted      F13=X All                Adjusted:      .00
                    ( _ )        ( _ )        ( _ )     ----- Adjusted to -----
 Sch  S  Fee Code       Textbk     Consum         Fees  Textbk  Consum   Fees
 C11  1  B02170 03  _   26.30  _          _    1.00   _____ _____ _____
 C11  1  E04690 03  _   10.95  _          _    7.50   _____ _____ _____
 C11  1  E04770 07  _   13.35  _          _    4.00   _____ _____ _____
 C11  1  R01070 01  _     .83  _          _   40.00   _____ _____ _____
 C11  1  S13090 03  _    7.24  _          _    1.00   _____ _____ _____
 C11  1  S13110 03  _    7.38  _          _    1.00   _____ _____ _____
 C11  1  S13170 02  _    7.00  _          _    1.00   _____ _____ _____
 C11  2  B02150 01  _   22.84  _          _    1.00   _____ _____ _____
 C11  2  B02310 01  _   30.74  _          _    1.00   _____ _____ _____
 C11  2  H07060 06  _    5.13  _          _   25.00   _____ _____ _____
 C11  2  R01240 01  _     .83  _          _   35.00   _____ _____ _____
 C11  2  R01290 01  _     .83  _          _   40.00   _____ _____ _____
 C11  9  MISC2  12  _          _          _    9.50   _____ _____ _____
 C11  9  MISC3  12  _          _          _    5.00   _____ _____ _____
 C11  9  PRIOR  06  _    9.23  _          _          _____ _____ _____
 C11  9  OVERPY MT


 ENTER=Val F1=1st F5=Nxt F6=Up F7=Down F8=Load Fee Desc F9=Load Sched 16=Exit
```
              Figure 11-2N. FEE ADJUST SCREEN

The FEE ADJUST screen can be used to add charges, or adjust existing charges.
You will be able to edit the open fields on this screen. Follow the guidelines
below when adjusting fees:

DATE   Required. Enter the date in MMDDYY format. (6N)

CODE   Optional. Enter a valid adjustment code. The code must be defined on
           the payment code file. Codes are defined in section 11-5-5. (2A/N)

COMMENT   Optional. Enter any relevant comment regarding this adjustment.
           (20 A/N)

ADJUST   Optional. Enter a percentage amount to reduce the currently displayed
FEES   charges down by. You can enter a number up to two positions after the
DOWN BY   decimal point. For example, 24.51 could be entered. To exclude
           certain fields from adjustment, place an 'X' in either the (_) fields
           above each column, or the _ fields appearing to the left of each
           charge, indicating that you don't want these fees affected when the
           "Adjust Fees Down By" option is used. **Pressing F13** will place an X
           next to each charge. Use this function when most of the charges should
           not be affected. Then remove the X from those charges that should be
           percentage adjusted.

SCH   NON-MODIFIABLE. This field identifies the school that charged the fee.

S   NON-MODIFIABLE. This field identifies the semester for which the fee
        was charged. The number 0 can be used for a prior fee, or any fee
        that you would like to sort to the first position on the screen. The
        numbers 1, 2, and 3 indicate first semester, second semester and
        summer school respectively. The number 9 can be used for an all year
        fee such as a miscellaneous locker or yearbook charge, or can be used
        to sort any fee to the last position on the screen.

FEE CODE Required. This code must be defined in the Maintain/Print Fee
        Description File (F11-5-1).

ADJUSTED Required. These columns display the changes made to the original
TO   charges appearing in the columns to the left.

Dropping Courses

    a. The adjustment screen will list only the fees for the semester specified.

    b. Enter the effective date of the adjustment.

    c. Enter a comment to describe why the fees are being dropped.

    d. Leave the "adjust fees down by" field blank.

    e. Press F12 to copy the original fees to the "Adjusted to" columns. By
       doing this, you are telling the computer what the new amounts are. In
       this case, most will be staying the same.

    f. Erase the course number(s) or amount(s) of the course(s) to be dropped.

    g. Press ENTER to validate.

    h. Look at the "Original" and "Adjusted" amounts in the upper right area of
       the screen. Also, review the individual course amounts in the "Adjusted
       to" columns.

    i. If the new amounts are correct, press ENTER to update the student's fee
       records. If not, press F16 to open up the screen to make the corrections
       and return to step f.

Adding Courses

    a. The adjustment screen will list only the fees previously recorded for the
       semester specified.

    b. Enter the effective date of the adjustment.

    c. Enter a comment to describe why the fees are being added.

    d. Leave the "*Adjust fees down by*" field blank.

   e. Press F12 to copy the original fees to the "Adjusted to" columns.

   f. Add the semester, course and section number(s) for the new course(s).

   g. Press ENTER to validate.

   h. Look at the "Original" and "Adjusted" amounts in the upper right area of
      the screen. Also, review the individual course amounts in the "Adjusted
      to" columns.

   i. If the new courses are correct, press ENTER to update the student's fee
      records. **NOTE: adjustment(s) to the fee(s) for the course(s) being added
      must be made after the course(s) and fee(s) are updated, see step (m).** If
      not, press F16 to open up the screen to make the corrections and return to
      step 2i.

   j. To adjust new course fees, fill out date, code, comments, and enter the %
      adjustment in the "*Adjust fees down by*" field.   Press F13 "X All"
      (excludes adjustment of fees by %. This places an "X" in the single
      character field to the left of <u>all existing fees</u>.

   k. Any fees you need to adjust down by a %, remove the "X" from the
      corresponding field(s).

   l. Then PRESS ENTER to validate.

   m. Look at the "Original" and "Adjusted" amounts in the upper right area of
      the screen. Also, review the individual course amounts in the "Adjusted
      to" columns.

   n. If the new amounts are correct, press ENTER to update the student's fee
      records. If not, press F16 to open up the screen to make the corrections
      and return to the previous step.

<u>% *Adjustment to All Fees*</u>

   **NOTE: You cannot percentage adjust fees and adjust a fee amount
   simultaneously. You need to adjust fees first, then use the percentage
   adjustment option.**

   a. Fill out date, comment, and enter the % adjustment in the "*Adjust fees
      down by*" field.

   b. Then PRESS ENTER to validate.

   c. Look at the "Original" and "Adjusted" amounts in the upper right area of
      the screen. Also, review the individual course amounts in the "Adjusted
      to" columns.

   d. If the new amounts are correct, press ENTER to update the student's fee
      records. If not, press F16 to open up the screen to make the corrections.

Reducing Fees Using A Negative Adjustment Amount

    a. Fill out date, comment, and press F12 to "Copy original to adjusted".

    b. Enter an adjustment Fee Code previously defined on the Fee Description File. Enter a negative amount in the appropriate column in the "Adjusted to" column. (Enter the negative sign after the amount.)

    c. Then PRESS ENTER to validate.

    d. Look at the "Original" and "Adjusted" amounts in the upper right area of the screen. The original amount should be reduced by the negative adjustment.

    e. If the new amounts are correct, press ENTER to update the student's fee records. If not, press F16 to open up the screen to make the corrections.

Loading Fees for Individual Students

F8   To load fees from the Fee Description file. This process will look at the grade level, homeroom, or team assignment when determining which fees to load. Press ENTER twice to update and validate.

F9   To load fees from the student's schedule. Press ENTER twice to update and validate.

F12   Pressing F12 will copy the current charges into the "Adjusted to" columns.

Continuing with the options available from the DISPLAY/UPDATE INDIVIDUAL STUDENT'S FEES screen (Figure 11-2H):

F16   Press F16 to exit to previous screen, DISPLAY/UPDATE INDIVIDUAL STUDENT'S FEES screen (Figure 11-2H) will be displayed.

F7   Allows for recording fee collection information. When information is entered in the "collection information" screen, "F7=Collection Info" will appear highlighted on a student's DISPLAY/UPDATE INDIVIDUAL STUDENT'S FEES screen(Figure 11-2H). When F7 is pressed, the COLLECTION SCREEN (Figure 11-2O) will be displayed.

```
┌──────────────────────────────────────────────────────────────────────┐
│ C11                      Collection Screen                             │
│                                                                        │
│                                                                        │
│   Payment Plan: ____  Date: __ __ __  (MM DD YY)                       │
│                                                                        │
│   Date sent to collection: _3 12 _9 (MM DD YY)                         │
│                                                                        │
│          Date of judgement: __ __ __   (MM DD YY)                      │
│                                                                        │
│ Date of judgement payment: __ __ __   (MM DD YY)                       │
│                                                                        │
│  Judgement payment amount: _____                                  │
│                                                                        │
│                     Hold: N (Y/N)                                      │
│                                                                        │
│ Collection notes:                                                      │
│       Phase 1 Collection Agency Fee_____ │
│                                                                        │
│                                                                        │
│    ENTER=Validate, F16=Return to previous screen                       │
└──────────────────────────────────────────────────────────────────────┘
```
                    Figure 11-2O. COLLECTION SCREEN

F13   To move to the next student in alphabetical order in the same grade
        level as the one being displayed.

F19   To move to the next student in alphabetical order within the school,
        disregarding grade level.

F16   Use at any time to exit this function.

From the STUDENT FEE ACCOUNTING MENU (Figure 11), press F3 to display the
REVIEW PAYMENTS BY DATE screen (Figure 11-3A). This process allows for online
reviewal of payments for balancing purposes.

_____
CHS   Review Payments by Date
                        Date to be reviewed: 10 17 08 (MMDDYY)
                        By payment date or entry date: P (P/E)
                        Show payments/adjustments/both: B (P/A/B)
ENTER=Continue, F16=Exit
_____
Figure 11-3A. REVIEW PAYMENTS BY DATE SCREEN

Fill in the appropriate selection criteria based on the following data entry
requirements:

          ------------------- **DATA ENTRY REQUIREMENTS** -------------------

DATE_TO_BE_REVIEWED
          Enter the date to be reviewed in MMDDYY format. (6N)

PAYMENT_DATE_OR_ENTRY_DATE
          Enter a "P" if you want to review payments by the payment date; enter
          an "E" if you want to review payments by the entry date. The entry
          date is the actual date the payments were entered. For example,
          payments for 10-18-04 might not actually be entered in the computer
          until 10-20-04. In this case, the payment date is 10-18-04 and the
          entry date is 10-20-04.

SHOW_PAYMENTS/ADJUSTMENTS/BOTH
          Enter a "P" if you want to show payments, enter an "A" if you want to
          show adjustments, or enter a "B" if you want to show both.

After all necessary entries have been made on the screen, press ENTER. The
PAYMENT/ADJUSTMENT screen (Figure 11-3B) will be displayed.

_____
CHS   Payment date to be reviewed: 10 18 04
--Daily totals on next line. Cumulative totals thru each screen near bottom.--
Adjust: 0 Adjust Amt: .00   # Pymt: 30   Pymt Amt: 1,801.61
                                                          -----Entry-----
Student _____Name_____ Gr Cd Description _Amount Receipt ID_ Time _Date_
O960030 Bailey, xxxxxx   12 CA Cash   72.84 1040   BGS 1353 102004
E980570 Bailey, xxxxxxx   10 CA Cash   25.00 1041   BGS 1353 102004
H970132 Bainter, xxxxx   11 CK Check   69.63 1042   BGS 1353 102004
O980020 Baker, xxxxxx   10 MO Payment   79.02 1043   BGS 1353 102004
E960000 Balyeat, xxxxxxx   12 CK Check   59.53 1044   BGS 1353 102004
J980023 Banks, xxxxxxxx   10 MO Payment   101.05 1045   BGS 1353 102004
E960010 Barber, xxxxxxx   12 CA Cash   40.00 1046   BGS 1353 102004
H980134 Barber, xxxxxxx   10 CG Charge   59.16 1047   BGS 1353 102004
W970030 Barbieri, xxxxx   11 CG Charge   36.98 1048   BGS 1353 102004
J990084 Barnes, xxxxxxxx   09 CG Charge   64.96 1049   BGS 1353 102004
W980030 Baron, xxxxxxxx   10 CA Cash   25.00 1050   BGS 1353 102004
E970710 Barrentine, xxxxx   11 CA Cash   4.00 1051   BGS 1353 102004
S970080 Bates, xxxxxx   11 CA Cash   50.00 1052   BGS 1402 102004
H980103 Baugher, xxxxxx   10 CA Cash   40.00 1053   BGS 1402 102004
W980040 Beachy, xxxxx   10 CK Check   64.29 1054   BGS 1402 102004
Adjust: 0 Adjust Amt: .00   # Pymt: 15   Pymt Amt: 791.46

F1=1st, F5=Next, F18=Previous, F16=Return to previous screen
_____
Figure 11-3B. PAYMENT/ADJUSTMENT SCREEN

From the PAYMENT/ADJUSTMENT screen (Figure 11-3B), one of the following
options can be taken:

F1   Press F1 to view the first screen of payments.

F5   Press F5 to view the next screen of payments.

F18   Press F18 to return to the previous full screen of payments. This
           function will work for up to 20 previous screens. However, it will
           never go further back than the point that you started!

F16   Press F16 to exit to previous screen, REVIEW PAYMENTS BY DATE screen
           (Figure 11-3A) will be re-displayed.

From the STUDENT FEE ACCOUNTING MENU (Figure 11), press F4 to display the
MAINTAIN DAILY BALANCING FILE SELECTION screen (Figure 11-4A).

```
CHS                          Maintain Daily Balancing File
                             Start with Date: 08 11 04
                             Show Open/Close: B (O=Open, C=Closed, B=Both)
ENTER=Continue, F15=Print File, F16=Exit
```

Figure 11-4A. MAINTAIN DAILY BALANCING FILE SELECTION SCREEN

The purpose of this function is to mark those posting dates that have been
balanced as CLOSED. This restricts any further entry of payments for that
date. ADJUSTMENTS CAN BE POSTED TO A CLOSED DATE.

Fill in the appropriate selection criteria based on the following data entry
requirements:

                    ------------------- **DATA ENTRY REQUIREMENTS** -------------------

START   Enter the date of the first day to be maintained in MMDDYY format.
WITH   (6N)
DATE

SHOW   Enter an "O" to show open posting dates, enter a "C" to show closed
OPEN/   posting dates or a "B" to show both open and closed.
CLOSE

Press **ENTER** to continue, F15 to print the file or F16 to exit this function.

If ENTER is pressed, the MAINTAIN DAILY BALANCING FILE screen (Figure 11-4B)
is displayed.

```
CHS                          Maintain Daily Balancing File
```

Payment_Date	#_Adjustments	Adjust_Amount	#_Payments	Payment_Amount	Open/Closed
11-08-04			7	62.23	O
11-18-04	5	-12.89	6	44.56	C
11-22-04			2	17.78	O

```
End of file has been reached
ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit
```

Figure 11-4B. MAINTAIN DAILY BALANCING FILE SCREEN

Press ENTER to update the "Open/Closed" status (O=Open, C=Closed) and go to
the next screen. Press F5 to go to the next screen without updating or F18 to
go to the previous screen without updating. Pressing F20 will print the
screen. F16 can be used at any time to exit this function.

<u>To_delete</u> an entry from this file, enter the letter "D" in the Open/Closed column and press ENTER. It is recommended that only ERRORS or PRIOR YEAR'S DATES be deleted. This will delete the daily balancing record but does not delete adjustments/payments entered for that day. If no daily balancing record exists for a particular day, payments can be posted to that date. To restrict any further posting of payments to a particular day, mark that day's "Open/Closed" column with the letter "C".

When a day has been marked as closed, fee adjustments can still be made for that day. However, no fee payments or refunds can be entered.

If a daily balancing record has been deleted in error, select F11-3 (Review Payments by Date). In the field "Date to be reviewed", enter the date that was deleted in error. In the "By payment date or entry date" field, enter the letter "P". In the "Show payments/adjustments/both" field, enter the letter "B". Then press ENTER. A daily balancing record will be automatically recreated. Press F16 and return to this function and you will see that the daily balancing record has been recreated.

From the STUDENT FEE ACCOUNTING MENU (Figure 11), press F5 to display the FEE
DESCRIPTION/MESSAGE FILE MENU (Figure 11-5).

Fee Description/Message File Menu

```
        Maintain/Print Fee Description File ........ F1
        Maintain/Print Textbook Assistance Amounts .. F2
        Maintain/Print Fee Statement Message File ... F4
        Maintain/Print District Fee Payment Codes ... F5

        Load Fee Descriptions
             from District or School Course Title .... F18
             from School's Course Master File ....... F19
             from District Desc to School Desc File .. F20
        Load Fee Statement Messages
             from District to School File ........... F21
        Clear Fee Description File ................. F24

                            Session Defaults ........ F23
                            Display Print Files ...... F15
                            Exit .................... F16
```

   (C) Copyrighted by Regional Data Services, Inc. 1990 - All Rights Reserved

---

Figure 11-5.   FEE DESCRIPTION/MESSAGE FILE MENU

The options available on this menu are used for the purpose of defining code
structure for payments and adjustments, and to define the code structure and
amounts for fees due.

11-5-1.__MAINTAIN/PRINT_FEE_DESCRIPTION_FILE   11-5-1

From the FEE DESCRIPTION/MESSAGE FILE MENU (Figure 11-5), press F1 to display
the MAINTAIN FEE DESCRIPTION FILE SEARCH screen (Figure 11-5-1A).

```
E72                     Maintain Fee Description File


                    Start with Code: _____ __

ENTER=Continue, F15=Print File, F16=Exit
```

Figure 11-5-1A.   MAINTAIN FEE DESCRIPTION SEARCH SCREEN

Enter all or part of the fee code you wish to display/update or press ENTER to
bring up the first fee code on file. Press F15 to print the Fee Description
file.

After keying in the fee code and pressing ENTER, the MAINTAIN FEE DESCRIPTION
FILE screen (Figure 11-5-1B) will be displayed.

NOTE: Fee description records can be mass loaded through F11-18, 19 or 20,
rather than individually entering fees in this section.

SECONDARY_example:
_____

```
C11                    Maintain Fee Description File                      t
                                                                          y
                                                                          p
                                                    Lo-Hi  Team/          e
Fee_Code_  S  Textbk Consum __Lab_ _____Description_____ Gr-Gr Homerm e
216006 01  1  __3.69 _____ __1.50 BUS_LAW_____ __ __ _____ _
216403 01  1  __2.88 __7.69 __1.50 BUS_MG/ENT_____ __ __ _____ _
216403 01  2  __2.88 _____ _____ BUS_MG/ENT_____ __ __ _____ _
216806 01  1  __8.86 _____ __1.50 COMP_APPL_____ __ __ _____ _
216806 02  1  __8.86 _____ __1.50 COMP_APPL_____ __ __ _____ _
216806 03  1  __8.86 _____ __1.50 COMP_APPL_____ __ __ _____ _
216806 04  1  __8.86 _____ __1.50 COMP_APPL_____ __ __ _____ _
216806 05  1  __8.86 _____ __1.50 COMP_APPL_____ __ __ _____ _
216806 06  1  __8.86 _____ __1.50 COMP_APPL_____ __ __ _____ _
217206 01  1  __8.42 _____ __1.50 COMP_APPII_____ __ __ _____ _
217206 02  1  __8.42 _____ __1.50 COMP_APPII_____ __ __ _____ _
217406 01  1  _11.29 _____ __1.50 COM_APPIII_____ __ __ _____ _
540403 01  1  __9.79 __9.04 _____ ENGLISH_9H_____ __ __ _____ _
540403 01  2  __9.79 _____ _____ ENGLISH_9H_____ __ __ _____ _
540803 01  1  __8.70 __9.04 _____ ENGLISH_9_____ __ __ _____ _

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit
```
_____
Figure 11-5-1B. MAINTAIN FEE DESCRIPTION FILE SCREEN

ELEMENTARY_example:
_____

```
C10                    Maintain Fee Description File                      T
                                                                          y
                                                                          p
                                                    Lo-Hi  Team/          e
Fee_Code_ S Textbk Workbk Consum _____Description_____ Gr-Gr Homerm e
04M___ 03 _ _10.69 __5.11 _____ Reading_____ __ __ 4M____ _
04M___ 05 _ __8.13 _____ _____ Social_Studies_____ __ __ 4M____ _
04M___ 11 _ _____ __1.50 _____ Handwriting_____ __ __ 4M____ _
04M___ 14 _ __6.39 _21.20 _____ Science_____ __ __ 4M____ _
04M___ 15 _ __2.78 _____ _____ Health_____ __ __ 4M____ _
04M___ 17 _ __2.51 __1.51 _____ Music_____ __ __ 4M____ _
04M___ 18 _ __3.50 __1.50 _____ Art_____ __ __ 4M____ _
04M___ 40 _ _____ _____ __1.00 Basic_Fee_____ __ __ 4M____ _
04M___ 42 _ _____ _____ __3.05 Shipping_____ __ __ 4M____ _
05____ 03 _ _10.22 _28.15 _____ Reading_____ 05 05 _____ _
05____ 05 _ __9.28 _____ _____ Social_Studies_____ 05 05 _____ _
05____ 1_ _ __8.13 _____ _____ Math_____ 05 05 _____ _
05____ 11 _ __1.50 _____ _____ Handwriting_____ 05 05 _____ _
05____ 14 _ __6.90 _23.78 _____ Science_____ 05 05 _____ _
05____ 15 _ __2.85 _____ _____ Health_____ 05 05 _____ _

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit
```
_____
Figure 11-5-1B. MAINTAIN FEE DESCRIPTION FILE SCREEN

Follow the guidelines below when entering data:

------------------- DATA ENTRY REQUIREMENTS -------------------

FEE   Required. Enter the code of the fee to be updated. (6A/N + 2A/N)
CODE

The following are examples of fee codes:

        LOCKER 09   a locker fee for 9th grade students
        LOCKER __   a locker fee for all students
        01____ __   first grade fees
        01____ 01   the first of 3 fees for first graders
        01____ 02   the second of 3 fees for first graders
        01____ 03   the third of 3 fees for first graders
        A50100 01   a specific course and section number, used by
                         secondary.

NOTE: The only restriction is that the fee code cannot be the letters MESSAG,
which is reserved for the Fee Statement Message File (Section 11-5-4), and
cannot be the letters PRIOR, which is reserved for prior years balances due.

S   Optional. This field is generally left blank at the elementary
            level, and is used to designate the semester at the secondary level,
            but is NOT required. Valid entries are: 0, 1, 2, 3, or 9. Entering
            a "0" will force this particular fee to be listed first on the
            students fee screen (F11-2). Similarly, entering a "9" will force
            the fee to be listed last. (1 A/N)

The next three fields have user definable field names which can be defined by
the System Administrator in Section 1-2.

TEXTBK   Optional. Enter the amount due for this fee. (3N + 2DEC)

WORKBK   Optional. Enter the amount due for this fee. (3N + 2DEC)

CONSUM   Optional. Enter the amount due for this fee. (3N + 2DEC)

DESC   Required. Enter a description for this fee. (25A/N)

LO_GRADE Optional. If this fee applies to specific grade levels, enter the
            lowest grade here and then enter the highest grade in the next
            field. Be careful if the range is a combination of alpha and numeric
            characters.

For example, a range of KA-05 would mean "kindergarten a.m." through 5th
grade. A grade level of "K" (all-day kindergarten) would be "less than" KA
(the beginning grade level in the example) and therefore not included. A
grade level of "RR" (Reading Readiness) is "greater than" KA and therefore
would be included. On some computer systems alpha characters collate before
numbers and on some computer systems, alpha characters collate after numbers.
If alpha characters collate after numbers, you would need to make two entries
for KA-05: KA-KP and 01-05.

HI_GRADE Optional. If the fee applies to specific grade levels, enter the highest grade here based on the example provided above.

TEAM/ Optional. Enter either a team code or a homeroom number to load the **HOMEROOM** fees based on a specific team or homeroom. (6 A/N)

TYPE Optional. Enter a user definable type code. This code will be used for the organization of fees presented on the FEE PAYMENTS BY COURSE/DEPT report (F11-8-17). Those fees with a different type code will generate a separate total on the report. For example, all fees whose TYPE field is left blank will sort first on the report followed by those fees that have a letter, then those that have a number in the field.

Press ENTER to update and go to the next screen. Press F5 to go to the next screen without updating or F18 to go to the previous screen without updating. Pressing F20 will print the screen. F16 can be used at any time to exit this function.

From the FEE DESCRIPTION/MESSAGE FILE MENU (Figure 11-5), press F2 to display
the MAINTAIN FEE DESCRIPTION SEARCH screen (Figure 11-5-2A).

```
    E72                      Maintain Fee Description File
                                 for Textbook Assistance


                           Start with Code: _____ __

      ENTER=Continue, F15=Print File, F16=Exit
```

Figure 11-5-2A. MAINTAIN FEE DESCRIPTION SEARCH SCREEN

Enter all or part of the code number of the textbook assistance description
file you wish to display/update. Press F15 if you would like to print the Fee
Description file or press ENTER to bring up the first Fee Description on file.

After keying in the code number and pressing ENTER, the MAINTAIN FEE
DESCRIPTION FILE FOR TEXTBOOK ASSISTANCE screen, (Figure 11-5-2B) will be
displayed.

SECONDARY_example:

```
    E72                      Maintain Fee Description File
                                 for Textbook Assistance
                   TBA for  TBA for  TBA for                           Lo-Hi
    Fee_Code_  S  Textbk_  Workbk_  Consum_  _____Description_____  Gr-Gr Homerm
    BBU432 24  2  ____.72  _____   _____   WORD_PROC2_____  __ __ _____
    BBU436 11  1  __2.95   __7.95   _____   BUSN_LAW_____  __ __ _____
    BBU436 13  1  __2.95   __7.95   _____   BUSN_LAW_____  __ __ _____
    BBU436 22  2  __2.95   __7.95   _____   BUSN_LAW_____  __ __ _____
    BBU456 16  1  __2.10   _____   _____   PERS_FINAN_____  __ __ _____
    BBU466 12  1  __2.58   _21.90   _____   INTRO_BUSN_____  __ __ _____
    BBU606 22  2  __7.55   _____   _____   ENTREPRENE_____  __ __ _____

      ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit
```

Figure 11-5-2B. MAINTAIN FEE DESCRIPTION FILE FOR TEXTBOOK ASSISTANCE SCREEN

ELEMENTARY_example:

```
    E52                      Maintain Fee Description File
                                 for Textbook Assistance

                   TBA for  TBA for  TBA for                           Lo-Hi
    Fee_Code_  S  Textbk_  Workbk_  Consum_  _____Description_____  Gr-Gr Homerm
    BG____ 07  _  _____   _____   _15.00   _____MATERIALS_FEE_____  AD BG _____
    K_____ 01  _  _____   __5.73   _____   SUNDROPS_____  K_ KP _____
    K_____ 02  _  _____   __9.50   _____   EXPLORING_WORLD_MATH____  K_ KP _____
    K_____ 03  _  ___.57   __1.18   _____   SCIENCE_UNITS_1_&_3____  K_ K_ _____
    RR____ 01  _  _____   _31.17   _____   READING_WORKBOOKS_____  RR RR _____
    RR____ 02  _  _____   _13.05   _____   EXPLORING_MATHEMATICS___  RR RR _____
    ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit
```

Figure 11-5-2B. MAINTAIN FEE DESCRIPTION FILE FOR TEXTBOOK ASSISTANCE SCREEN

Textbook assistance amounts are normally entered after the fee description
records have already been created.

Follow the guidelines below when entering data:

------------------- **DATA ENTRY REQUIREMENTS** -----------------------

FEE   Required. Enter the number of the fee code to be updated. (6A/N + 2A/N)
CODE

S_   Optional. If used, a semester number would be entered here (1A/N).

TBA_FOR Optional. Enter the TBA amount for this fee. (3N + 2DEC)
TEXTBK

TBA_FOR   Optional. Enter the TBA amount for this fee. (3N + 2DEC)
WORKBK

TBA_FOR   Optional. Enter the TBA amount for this fee. (3N + 2DEC)
CONSUM

DESC   Required. Enter a description for this fee. (25 A/N)
LO_GRADE Optional. If this fee applies to specific grade levels, enter the
                       Lowest grade here and then enter the highest grade in the
                       next field. Be careful if the range is a combination of
                       alpha and numeric characters.

For example, a range of KA-05 would mean "kindergarten a.m." through 5th grade.
A grade level of "K" (all-day kindergarten) would be "less than" KA (the
beginning grade level in the example) and therefore not included. A grade level
of "RR"(Reading Readiness) is "greater than" KA and therefore would be included.
On some computer systems alpha characters collate before numbers and on some
computer systems, alpha characters collate after numbers. If alpha characters
collate after numbers, you would need to make two entries for KA-05: KA-KP and
01-05.

HI_GRADE Optional. If the fee applies to specific grade levels, enter the
                       Highest grade here based on the example provided above.

HOMERM   Optional. Enter a homeroom number here only if the fees apply to a
                       specific homeroom.

Press ENTER to update and go to the next screen. Press F5 to go to the next
screen without updating or F18 to go to the previous screen without updating.
Pressing F20 will print the screen. F16 can be used at any time to exit this
function.

From the FEE DESCRIPTION/MESSAGE FILE MENU (Figure 11-5), press F4 to display
the MAINTAIN FEE STATEMENT MESSAGE SEARCH screen (Figure 11-5-4A).

_____

```
   E72                    Maintain Fee Statement Message File




                          Start with Code: _____ __




      ENTER=Continue, F15=Print File, F16=Exit
```
_____
Figure 11-5-4A. MAINTAIN FEE STATEMENT MESSAGE SEARCH SCREEN

Enter all or part of the code number of the statement message you wish to
display/update. Press F15 if you would like to print the Fee Statement Message
file or press ENTER to bring up the first message on file.

After keying in the code number and pressing ENTER, the MAINTAIN FEE STATEMENT
MESSAGE FILE screen (Figure 11-5-4B) will be displayed.

SECONDARY_example:

_____

```
   E72                    Maintain Fee Statement Message File

                                                        Lo-Hi
          Mesg_Code          _____Statement_Message_____  Gr-Gr    Homerm
          MESSAG 01   _____  __ __    _____
          MESSAG 02   _____Fees_will_be_collected_on____       __ __    _____
          MESSAG 03   __Tuesday,_October_11.__Please_____      __ __    _____
          MESSAG 04   __make_checks_payable_to_New_Haven_        __ __    _____
          MESSAG 05   __High_School,_one_for_each_____        __ __    _____
          MESSAG 06   __student_enrolled_at_NHHS.__Make__        __ __    _____
          MESSAG 07   __time-payment_arrangements_with___        __ __    _____
          MESSAG 08   __the_school_treasurer_after_____        __ __    _____
          MESSAG 09   __October_11._____        __ __    _____
          MESSAG 10   _____All_questions_should_be_____        __ __    _____
          MESSAG 11   __referred_to_the_school_____        __ __    _____
          MESSAG 12   __treasurer_at_769-7222,_Ext._222._        __ __    _____
          MESSAG 13   _____Your_prompt_attention_to_this        __ __    _____
          MESSAG 14   __matter_is_greatly_appreciated.___        __ __    _____

     ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit
```
_____
Figure 11-5-4B. MAINTAIN FEE STATEMENT MESSAGE FILE SCREEN (SECONDARY)

ELEMENTARY_example:

_____

```
    E52                    Maintain Fee Statement Message File
                                                        Lo-Hi
          Mesg_Code         _____Statement_Message_____   Gr-Gr   Homerm
          MESSAG 01    ____Fees_for_the_2009-10_school____   AD 06   _____
          MESSAG 02    year_are_to_be_paid_on_Wednesday,__   AD 06   _____
          MESSAG 03    October_5.__Please_make_checks_____   AD 06   _____
          MESSAG 04    payable_to_your_Washington_____   AD 06   _____
          MESSAG 05    Elementary.__If_it_is_necessary_for   AD 06   _____
          MESSAG 06    you_to_use_a_time-payment_plan,____   AD 06   _____
          MESSAG 07    please_make_arrangements_with_the__   AD 06   _____
          MESSAG 08    school_secretary_by_October_5._____   AD 06   _____
          MESSAG 09    ____Consumable_materials_become_the   AD 06   _____
          MESSAG 10    property_of_the_student._____   AD 06   _____
          MESSAG 11    *Adopted_text(s)_or_workbook(s).___   AD 06   _____
          MESSAG 12    **These_materials_or_those_of_____   AD 06   _____
          MESSAG 13    like_value_will_be_furnished_as____   AD 06   _____
          MESSAG 14    needed._____   AD 06   _____

      ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit
```
_____

Figure 11-5-4B. MAINTAIN FEE STATEMENT MESSAGE FILE SCREEN (ELEMENTARY)

Follow the guidelines below when entering data:

-------------------- **DATA ENTRY REQUIREMENTS** --------------------

MESG   Enter the message code to be updated. The first 6 characters must
CODE   contain the letters MESSAG. The remaining 2 characters are
             free-format. There is no direct relationship between the 2
             characters and the line on which the message will be printed. If a
             blank line is needed, be sure to assign a message code and leave the
             "statement message" field blank. (6A/N + 2A/N)

STATE-   Optional. This area should contain one line of free-format message
MENT   for the fee statements. (35A/N)
MESSAGE

LO_GRADE Optional. If this fee statement message applies to specific grade
             levels, enter the lowest grade here and then enter the highest grade
             in the next field. Be careful if the range is a combination of alpha
             and numeric characters.

For example, a range of KA-05 would mean "kindergarten a.m." through 5th grade.
A grade level of "K" (all-day kindergarten) would be "less than" KA (the
beginning grade level in the example) and therefore not included. A grade level
of "RR" (Reading Readiness) is "greater than" KA and therefore would be
included. On some computer systems alpha characters collate before numbers and
on some computer systems, alpha characters collate after numbers. If alpha
characters collate after numbers, you would need to make two entries for KA-05:
KA-KP and 01-05.

HI_GRADE Optional. If the fee statement message applies to specific grade
            levels, enter the highest grade here based on the example provided
            above.

HOMERM Optional. Enter a homeroom number here only if the fee statement
            message applies to a specific homeroom.

Press ENTER to update and go to the next screen. Press F5 to go to the next
screen without updating or F18 to go to the previous screen without updating.
Pressing F20 will print the screen. F16 can be used at any time to exit this
function.

From the FEE DESCRIPTION/MESSAGE FILE MENU (Figure 11-5), press F5 to display
the MAINTAIN FEE PAYMENT CODE SEARCH screen (Figure 11-5-5A).

_____

```
    T11                 Maintain Payment Code File for District


                            Start with Code: __

      ENTER=Continue, F15=Print File, F16=Exit
```
_____

Figure 11-5-5A. MAINTAIN PAYMENT CODE FOR DISTRICT SEARCH SCREEN

Enter all or part of the code number of the payment code you wish to
display/update. Press F15 if you would like to print the Payment Code file or
press ENTER to bring up the first message on file.

After keying in the code number and pressing ENTER, the MAINTAIN PAYMENT CODE
FILE FOR DISTRICT screen (Figure 11-5-5B) will be displayed.

```
┌──────────────────────────────────────────────────────────────────────────┐
│ C00                 Maintain Payment Code File for District                │
│                                                                            │
│            Code   Type   Method   Short Desc    ____ Long Description_____  │
│            AD      A        _      Adjustment    Adjustment_____ │
│            BC      P        2      Bad Check     Bad Check / NSF_____   │
│            CA      P        1      Cash          Cash_____   │
│            CC      P        5      Credit Crd    Credit Card Payment_____  │
│            CF      A        _      COLL FEE      Collection Fee_____   │
│            CK      P        2      Check         Check_____   │
│            FL      A        _      Free/Lunch    Free/Red Mass Reduce_____  │
│            IN      P        2      TBR State     State TBR Reimbursement__   │
│            ML      A        _      Mass Load     Mass Loading of Fees_____  │
│            MO      P        3      Money Ordr    Money Order_____   │
│            OL      P        5      Online Pmt    Online Payment_____   │
│            OT      P        6      Comb.paymt    Cash and Check_____   │
│            RD      P        6      Redistrib     System Redistribution____   │
│            RE      P        2      Refund        Refund_____   │
│            SC      A        _      Write off     SCA write off_____    │
│                                                                            │
│                 Method: 1=Cash 2=Ck 3=MO 4=EFT 5=CC 6=Other                │
│                                                                            │
│                                                                            │
│                                                                            │
│  ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit    │
└──────────────────────────────────────────────────────────────────────────┘
```
          Figure 11-5-5B. MAINTAIN PAYMENT CODE FILE FOR DISTRICT SCREEN

Follow the guidelines below when entering data:

-------------------- **DATA ENTRY REQUIREMENTS** --------------------

CODE   Required. Enter the payment code to be updated. It is recommended
            that you reserve "AD" for adjustments. **NOTE**: a code of RD must be
            entered as a type "P" (payment type) and is used whenever the software
            redistributes payments in processes such as F11-2 and F11-10-2. (2A/N)

TYPE   Required.   Enter the payment type of A(adjustment) or P(payment). (1
             A).

METHOD   Required.   This field must be entered for all type "P" records and
             Cannot be entered for type "A" records. Valid entries are: 1=Cash,
             2=Check, 3=Money Order, 4=E.F.T., 5=C.C., 6=Other

SHORT   Required.   Enter up to 10 characters of descriptions for the payment
DESC   code. (10A/N)

LONG   Required.   Enter up to 25 characters of descriptions for the payment
DESC   code. (25A/N)

Press ENTER to update and go to the next screen. Press F5 to go to the next
screen without updating or F18 to go to the previous screen without updating.
Pressing F20 will print the screen. F16 can be used at any time to exit this
function.

From the FEE DESCRIPTION/MESSAGE FILE MENU (Figure 11-5), press F18 to load fee descriptions from the district or school course title file, depending on whether or not a district or school code is entered on the system security screen. If a school code is entered, the LOAD FEE DESCRIPTIONS FROM SCHOOL'S COURSE TITLE FILE screen, (Figure 11-5-18A) will be displayed.

_____

```
  CHS                        Load Fee Descriptions
                          from School's Course Title File


   This procedure will create or update fee description records for the courses
   entered below.  The amounts and descriptions will be loaded from the Course
   Title File.


       Type code to be assigned: _ (Optional)


       Enter courses to be mass updated.  Leave blank to update all courses.


       _____  _____  _____  _____  _____  _____  _____  _____  _____  _____


    F1=Load Textbk, F2=Load Workbk, F3=Load Consum, F7=Load ALL, F16=Exit
```
_____

Figure 11-5-18A. LOAD FEE DESCRIPTIONS FROM SCHOOL'S COURSE TITLE FILE SCREEN

Optionally enter a "type code" to be assigned to the courses being loaded. An example of a "type code" is "C" for course. Usually this field is left blank, but if you want to separate course fees by type on the F11-8-17 report, then enter a type code here. Enter the course numbers of up to ten courses to be mass updated, or leave course numbers blank to update all. Press F1 to load textbook description records only, the screen will close up. Press ENTER to continue with the update or F16 to reenter any information. Similarly, press F2 to load workbook description records only, press F3 to load consumable description records only, or press F7 to mass update all fee description records.

From the FEE DESCRIPTION/MESSAGE FILE MENU (Figure 11-5), press F19 to load fee descriptions from a school's course master file. The LOAD FEE DESCRIPTIONS FROM SCHOOL'S COURSE MASTER FILE screen, (Figure 11-5-19A) will be displayed.

_____

```
   C11                       Load Fee Descriptions
                        from School's Course Master File


    This procedure will create or update fee description records for the courses
    entered below.  The amounts and descriptions will be loaded from the Course
    Master File.  The amounts loaded will be the three class fees (refer to
    field #13 in F4-22) and the three textbook assistance amounts (refer to
    field #22 in F4-22).  These amounts may originally have been entered in
    the Course Title file (fields 6 and 11 in F4-23) and then transferred to
    the Course Master in F4-19.

        Terms to be loaded: _ _ _ _ _ _ (0-9, A-F, S, or blank for all terms)

        Type code to be assigned: _ (Optional)

        Enter courses to be mass updated.  Leave blank to update all courses.
        _____ _____ _____ _____ _____ _____ _____ _____ _____ _____




      F1=Load Textbk, F2=Load Workbk, F3=Load Consum, F7=Load ALL, F16=Exit
```
_____
Figure 11-5-19A. LOAD FEE DESCRIPTIONS FROM SCHOOL'S COURSE MASTER FILE SCREEN

You have the option of loading fees for specific terms. For example, if you simply want to load the summer school fees you would enter an "S" in the "Terms to be loaded" field. You can leave the term fields blank to load the fees for all terms. (If you leave this field blank then summer school fees will also be included.)

Optionally enter a "type code" to be assigned to the courses being loaded. An example of a "type code" is "C" for course.

Enter the course numbers of up to ten courses to be mass updated, or leave course numbers blank to update all. Press F1 to load textbook description records only, the screen will close up. Press ENTER to continue with the update or F16 to reenter any information. Similarly, press F2 to load workbook description records only, press F3 to load consumable description records only, or press F7 to mass update all fee description records.

NOTE: If textbook assistance amounts have been entered in the Course Master File, then they will also be transferred to the Fee Description File when you process this function.

From the FEE DESCRIPTION/MESSAGE FILE MENU (Figure 11-5), press F20 to load fee descriptions from the district file. This is a district function only and cannot be accessed by an individual school. The LOAD FEE DESCRIPTIONS FROM DISTRICT TO SCHOOL screen, (Figure 11-5-20A) will be displayed.

```
   C00                 Load Fee Descriptions from District to School


   This procedure will take the fee description records entered below (or all)
         on the District Fee Description File and automatically load the amounts
         and descriptions into the file of the school entered below.


                Enter the ID of the school to be updated: ___
                Type code to be assigned: _ (Optional)
                Should only non-section be loaded into sections? _ (Y/N)
                Should fee descriptions be loaded?          _ (Y/N)
                Should low-high grade ranges be loaded?     _ (Y/N)
                Should textbook assistance fees also be loaded?  _ (Y/N/O=Only)


            Enter codes to be mass updated.  Leave blank to update all fee codes.
            _____ _____ _____ _____ _____ _____ _____ _____ _____ _____


      F1=Load Textbk, F2=Load Workbk, F3=Load Consum, F7=Load ALL, F16=Exit
```

Figure 11-5-20A. LOAD FEE DESCRIPTIONS FROM DISTRICT TO SCHOOL SCREEN

Follow the guidelines below when entering data:

------------------- DATA ENTRY REQUIREMENTS -------------------

SCHOOL   Required. Enter the ID of the school to be updated. (3 A/N)

TYPE   Optional. Optionally enter a type code to be assigned to the courses
CODE   being loaded. An example of a type code is C for course. (1 A/N)

Should_only_non-section_be_loaded_into_sections? When loading fees from the district fee file, a "Y" response to this option lets you skip any records on the district fee file that have section numbers (i.e., the 2-character portion of the fee code after the 6 characters). This feature will match on the first 6 characters only. Any fee description record on the school file that matches those 6 characters will be updated, EVEN IF THE SCHOOL RECORD HAS A NON-BLANK SECTION FIELD. An "N" response will match up all 8 characters of the fee code before updating the school's records.

Should_fee_descriptions_be_loaded? A "Y" response will cause the school's fee descriptions to be overlaid with those defined at the district level. An "N" response leaves the school's fee descriptions unchanged.

Should_low-high_grade_ranges_be_loaded? A "Y" response will cause the school's low-high grade ranges to be overlaid with those defined at the district level. An "N" response leaves the school's grade ranges unchanged.

Should_textbook_assistance_fees_also_be_loaded? A "Y" response will cause the school's textbook assistance fees to be overlaid with those defined at the district level. An "N" response leaves the school's textbook assistance fees unchanged. A response of "O" indicates that only TBA amounts will be loaded, regardless if F1, F2, F3, or F7 is selected.

Enter up to ten codes to be mass updated or leave these fields blank to update all fee codes. Press F1 to load textbook records only, the screen will close up. Press ENTER to continue with the update or F16 to reenter any information. Similarly, press F2 to load workbook records only, press F3 to load consumable records only, or press F7 to mass update all fee records.

From the FEE DESCRIPTION/MESSAGE FILE MENU (Figure 11-5), press F21 to load fee statement messages from district to school file. This is a district function only and cannot be accessed by an individual school. The LOAD FEE MESSAGES FROM DISTRICT TO SCHOOL FILE screen, (Figure 11-5-21A) will be displayed.

_____

```
   C00                         Load Fee Statement Messages
                               from District to School File



         This procedure will take the fee statement message numbers entered below
         (or all) on the District Message File and automatically load the messages
         into the file of the school entered below.



                    Enter the ID of the school to be updated: ___

         Enter messages to be mass loaded.  Leave blank to load all messages.


         __  __  __  __  __  __  __  __  __  __  __  __  __  __  __  __  __  __



   ENTER=Validate, F16=Exit without updating
```
_____

Figure 11-5-21A. LOAD FEE STATEMENT MESSAGES FROM DISTRICT TO SCHOOL FILE SCREEN

Follow the guidelines below when entering data:

-------------------- **DATA ENTRY REQUIREMENTS** --------------------

SCHOOL   Enter ID of the school to be updated. (3 A/N)
ID

Enter up to eighteen message numbers to be mass loaded, or leave blank to load all messages.

Press ENTER to validate. Then press ENTER again to update or F16 to reenter any information.

59

From the FEE DESCRIPTION/MESSAGE FILE MENU (Figure 11-5), press F24 to remove all fee description records for the district or for one school. The CLEAR FEE DESCRIPTION FILE SCREEN 1 (Figure 11-5-24A) will be displayed.

_____

  C00   Clear Fee Description File

        This procedure will remove all of the records in the fee description

        file. Fee message records will NOT be cleared.

   ENTER=Continue, F16=Exit without updating
_____

Figure 11-5-24A. LOAD FEE DESCRIPTIONS FROM DISTRICT TO SCHOOL SCREEN

Press ENTER to remove the records. You will be returned to the FEE DESCRIPTION/MESSAGE FILE MENU (Figure 11-5) upon completion.

This process is normally done at the beginning of a school year, and can only be run by a fee accounting system administrator.

From the STUDENT FEE ACCOUNTING MENU (Figure 11), press F8 to display the
STUDENT FEE REPORTING MENU (Figure 11-8).

```
                          Student Fee Reporting Menu


 Print Initial Fee Statements ........... F1  List of Fees Due ............ F9
 Load Fee Statement Numbers ............. F2  Maintain Fee Letters ....... F10
 Print Initial Fee Register ............. F3  Print Fee Letters .......... F11
 Educational Materials Fee Distribution .. F4  Print Fee Labels ........... F12

 * Fee Summary by Grade Level ........... F5  Print Blank Fee Statements .. F13
 ** TBA Summary or Detail ................ F6  Print Selected Statements ... F14
 State Textbook Assistance Reimbursement . F7  Fee Pymts by Course/Dept .... F17
 Daily Fee Payment Report and/or              Approved Subject Fees by Crs  F18
     Print Receipts by Date Range ........ F8  Overpayment Report .......... F19
                                              FRP Status Change Report..... F20

 *   Includes options to show fees charged
       or balance due by fee column          Session Defaults ............ F23
                                             Display Print Files ......... F15
 ** Includes options to print in the fall    Exit ........................ F16
       and later in the school year
```

Figure 11-8. STUDENT FEE REPORTING MENU

NOTE: The FRP Status Change Report (F20) is only available to those customers
using RDS's Meal Tracking software.

From the STUDENT FEE REPORTING MENU (Figure 11-8), press F1 to display the
PRINT INITIAL FEE STATEMENTS screen (Figure 11-8-1A). **NOTE: Prior year
amounts will not be included when you print the initial fee statements**.

```
C11                      Print Initial Fee Statements

 The purpose of this process is to print fee statements which show the fees
 charged at the beginning of the school year.  Withdrawn students are skipped.
 Before running this step, be sure that the following items have been done.

 1.  For elementary students, enter the fee sets for each grade level or home-
     room on the Fee Description File.
 2.  For secondary students, load the fees from the Course Master into the Fee
     Description File.
 3.  For all students, mass load each student's fees on the Mass Update Menu.
 4.  For all students, enter the fee statement messages for the entire school
     or for each grade level on the Fee Statement Message File.

 Enter 'X' for grade level to be printed (blank for all):
       07 08 09 10 11 12 13 GR
             X  X  X  X

 Sort: 1 (1=Alpha 2=HR/Alpha 3=Gr/Alpha) Sem: 4 (1-4,9=1+2)Left marg: 0 (0/4/8)
 Form: 01 (01-06) Starting stmt # for Form 2-6 ONLY (opt): 000000
 Address: 1 (1=Home, 2=Parent/Guardian #1 but if blank, use home)
 Print student's homeroom on fee statement: Y (Y/N) Print fee stmt rpt: N (Y/N)

  ENTER=Continue, F16=Exit
```

         Figure 11-8-1A. PRINT INITIAL FEE STATEMENTS SCREEN

Follow the guidelines below when entering data:

           -------------------- **DATA ENTRY REQUIREMENTS** -------------------

GRADE   Optional. Put an 'X' under the grade levels desired or leave blank
LEVEL   to print all grade levels. A maximum of 21 grade levels can be
           processed from this screen. The grade levels presented on this
           screen are the "Valid Grade Levels" defined by the system
           administrator on your School Control Information screen (F1-2).

SORT   Required. Valid entries are as follows: 1=Alpha, 2=Homeroom/Alpha,
           3=Grade/Alpha. (1A/N)

SEM   Required. Enter the number that corresponds to the semester you want
           fee statements printed for. Valid entries are as follows: 1=first
           semester, 2=second semester, 3=third semester (for trimester schools)
           9=all year. (1A/N)

LEFT   Required. Specify a left margin of 0, 4, or 8 characters.
MARGIN

FORM   Required. Enter the desired form. Form 01 is for a tractor fed
              form. Form 02 is for use with the EZPRINT document development tool
              from ACOM. Form 02 cannot be produced unless you have licensed
              EZPRINT from ACOM. A system administrator must assign a laser
              printer in user security (F24-2) under "Fee Statements" prior to using
              the ACOM feature. Form 02 is a direct print option; the output will
              not be held in your AS400 print queue. (2A/N)

FORM_#2-6 Optional. If you are using forms 2-6, you have the option of entering
BEGINNING the beginning statement number. If nothing is entered in this field,
NUMBER   the statement number area on the fee statement will be blank. (7 N)

ADDRESS   Required. Enter a 1 if the home address should be printed. Enter a
              2 if the Parent/Guardian 1 address should be printed. With option 2,
              the home address will print if the Parent/Guardian 1 address is blank.

              NOTE: The home address is the address on a student's schedule and
              demographics screen (F8-8-4). This address is also viewable on a
              student's Emergency Screen (F8-8-5). The Parent/Guardian 1 address is
              on a student's Emergency Screen (F8-8-5).

PRINT   Required. Enter a "Y" to indicate you want each student's homeroom
HOMEROOM number to print on the fee statement. Enter an "N" to indicate that
              you don't want the homeroom number to print on the statement.

PRINT FEE Required. Enter a "Y" if you want to print a report of students
STATEMENT who had statements printed. Enter an "N" if you don't want this
REPORT   listing. (1 A)

The courses will be listed by fee type (as defined on the fee description file)
and course number on the fee statement. The fee type is helpful in grouping
fees. For example, those courses with no fee type code will be listed first,
then you might want to list miscellaneous fees next by assigning a fee type code
of "M" and then transportation fees last by assigning a fee type code of "T".

Press ENTER to continue, you will be returned to the STUDENT FEE REPORTING
MENU upon completion.

IMPORTANT: Fee statements will not be printed for any student who:

          1. Has an entry code of "F" (meaning future student).
          2. Has no fee record (refer to student's fee record in F11-2).
          3. Has only prior year fees.
          4. Has no fees for the semester selected.
          5. Is withdrawn.

From the STUDENT FEE REPORTING MENU (Figure 11-8), press F2 to display the
LOAD FEE STATEMENT NUMBERS screen (Figure 11-8-2A).

_____

    CJH   Load Fee Statement Numbers

    The purpose of this process is to load the fee statement numbers into the
    fee statement file that was generated when you ran the fee statements for
    your school. After loading the statement numbers, you can then print the
    initial fee register by using F3 on the Student Fee Reporting Menu.

    Enter range(s) of numbers used:

                            000000 thru 000000

                            000000 thru 000000

                            000000 thru 000000

                            000000 thru 000000

                            000000 thru 000000

    ENTER/F16=Exit
_____

Figure 11-8-2A. LOAD FEE STATEMENT NUMBERS SCREEN

Enter the ranges of fee statement numbers that were used when your school
printed fee statements using section 11-8-1. Press ENTER and the bottom of
the screen will give you the total for the range of numbers you selected. It
will also give you the total number of statements in the fee statement file.
Make sure that the range of numbers matches the total number of statements in
the fee statement file.

By loading the fee statement numbers on this screen, you avoid having to run
the fee statements in section 11-8-1 in an online interactive mode. After
loading the statement numbers, you can then go on to print the initial fee
register using section 11-8-3.

From the STUDENT FEE REPORTING MENU (Figure 11-8), press F3 to display the
PRINT INITIAL FEE REGISTER screen (Figure 11-8-3A).

```
C11                        Print Initial Fee Register

   The purpose of this register is to list the fees billed at the beginning
   of the school year so that the bookkeeper can have a register to work with
   as the initial payments are collected.  This register does not show prior
   year amounts due, and does not account for current year payments.

   If fee statement numbers should appear on this listing, make sure that you
   have loaded the statement numbers through function key 2 on the Student Fee
   Reporting Menu.  This register can be rerun as many times as necessary after
   loading the statement numbers.

   If you do not use statement numbers, a blank area on the register will allow
   for the bookkeeper to hand-write statement or receipt numbers.  Also, this
   means that you do not need to use function key 2 on the Student Fee
   Reporting Menu.

   Should fees be printed from Course Master or Fee Accounting System?   C (C/F)
     'C' will print active students only.  'F' will print those who received a
     statement.  If statements were not printed, 'F' will print active only.

   Should data file called FEEQUERY be created in your school's library? N (Y/N)

       ENTER=Continue, F16=Exit
```

        Figure 11-8-3A. PRINT INITIAL FEE REGISTER SCREEN

Enter either a "C" to indicate fees should be printed from the Course Master
file or an "F" to indicate that fees should be printed from the Fee Accounting
System. If you choose "C", only active students will print and the
Miscellaneous fees will be put into first semester. So, if you are printing the
fee register for second semester, use "F" to pick up any second semester
miscellaneous fees. The "F" option will print the register for any student who
received a statement.

If you want to create a file called FEEQUERY in your school's data library,
answer "Y" yes, to this question. Otherwise, enter an "N" for no. If you
choose to create a file called FEEQUERY in your school's data library, you can
access the following data fields using your QUERY product: student ID, student
name, grade, homeroom, sex, ethnic, fees owed by the student broken down in the
three categories used by your school, plus a total of fee category one and two,
and a total of all three fee categories. Do not create this file if you do not
plan to develop your own fee reports. **NOTE**: This process will sort the same
way function F11-8-1 was sorted and the "total" fields will include third
semester for trimester schools.

Press ENTER to continue. If an "F" is entered, the fee register will be created and you will be returned to the STUDENT FEE REPORTING MENU upon its completion. If a "C" is entered, the MISCELLANEOUS FEES screen (Figure 11-8-3B.) will be displayed.

_____

C11   Print Initial Fee Register

 Enter below the miscellaneous fees to be included by grade level:

```
    Grade   Fee 1/Description    Fee 2/Description    Fee 3/Description
     09    __5.00 HANDBOOK____   __1.00 STUDENT_I.D.  _____ _____
     10    __5.00 HANDBOOK____   __1.00 STUDENT_I.D.  _____ _____
     11    __5.00 HANDBOOK____   __1.00 STUDENT_I.D.  _____ _____
     12    __5.00 HANDBOOK____   __1.00 STUDENT_I.D.  _____ _____
     __    _____ _____   _____ _____  _____ _____
     __    _____ _____   _____ _____  _____ _____
```

ENTER=Continue, F16=Return to previous screen

_____

Figure 11-8-3B. MISCELLANEOUS FEES SCREEN

Fill in the appropriate selection criteria based on the following data entry requirements:

------------------- **DATA ENTRY REQUIREMENTS** -------------------

GRADE   Required. Enter the grade level that the next three fields of fee descriptions will refer to. (2 A/N)

FEE_1/ Optional. Enter the first miscellaneous fee and description for the
DESC   specified grade level. (3 N + 2 DEC) + (12 A/N)

FEE_2/ Optional. Enter the second miscellaneous fee and description for the
DESC   specified grade level. (3 N + 2 DEC) + (12 A/N)

FEE_3/ Optional. Enter the third miscellaneous fee and description for the
DESC   specified grade level. (3 N + 2 DEC) + (12 A/N)

Press ENTER after verifying that all the entered data is correct. The fee register will automatically begin processing if you have already printed initial fee statements (F11-8-1). If you have not printed your initial fee statements (F11-8-1) for the current school year, then, the following GRADE LEVEL SELECTION screen (Figure 11-8-3C) will be displayed. Once you have processed your initial fee statements (F11-8-1) the fee statement file is created for the grade levels at your school and this screen will not be displayed.

```
C33                        Print Initial Fee Register




     Enter 'X' for grade level to be printed (blank for all):

                    KA  KP  01  02  03  04  05  06
                    _   _   _   _   _   _   _   _








   ENTER=Continue, F16=Return to previous screen
```

Figure 11-8-3C. GRADE LEVEL SELECTION SCREEN

Place an "X" under the grade levels to include on the fee register. Press
ENTER to begin processing. You will be returned to the STUDENT FEE REPORTING
MENU upon completion.

From the STUDENT FEE REPORTING MENU (Figure 11-8), press F4 to display the
PRINT EDUCATIONAL MATERIALS FEE DISTRIBUTION screen (Figure 11-8-4A).

_____

```
   CJH                Print Educational Materials Fee Distribution


   The purpose of this report is to list all fees owed by course and depart-
   ment at the beginning of the school year.  This information comes from the
   number of students currently enrolled in each class.  It is recommended
   that course tallies (section 9-2) be run before printing this listing.
   Also, this report should be run as close as possible to the time that the
   initial fee statements are printed so that the Initial Fee Register totals
   will match the totals on this report.

   Enter below the miscellaneous fees to be included by grade level:

        Grade    Fee 1/Description     Fee 2/Description     Fee 3/Description
     X   07    _10.00 YEARBOOK____   _15.50 NEWS_&_DUES_   _____ _____
     X   08    _10.00 YEARBOOK____   _____ _____   _____ _____
     _   __    _____ _____   _____ _____   _____ _____
     _   __    _____ _____   _____ _____   _____ _____
     _   __    _____ _____   _____ _____   _____ _____
     _   __    _____ _____   _____ _____   _____ _____


   ENTER/F16=Exit
```
_____

Figure 11-8-4A. PRINT EDUCATIONAL MATERIALS FEE DISTRIBUTION SCREEN

Fill in the appropriate selection criteria based on the following data entry
requirements:

           ------------------- DATA ENTRY REQUIREMENTS -------------------

*   Required. Enter an "X" in this field to select a grade level to be
          printed. If left blank, the following fields do not have to be erased
          if you think that you will want to use them again in the future.. (1 A)

GRADE Required. Enter the grade level that the next three fields of fee
          descriptions will refer to. (2 A/N)

FEE_1/ Optional. Enter the first miscellaneous fee and description for the
DESC   specified grade level. (3 N + 2 DEC) + (12 A/N)

FEE_2/ Optional. Enter the second miscellaneous fee and description for the
DESC   specified grade level. (3 N + 2 DEC) + (12 A/N)

FEE_3/ Optional. Enter the third miscellaneous fee and description for the
DESC   specified grade level. (3 N + 2 DEC) + (12 A/N)

After verifying that all the entered data is correct, press ENTER to create
the fee distribution report.

From the STUDENT FEE REPORTING MENU (Figure 11-8), press F5 to display the FEE
SUMMARY BY GRADE LEVEL screen, (Figure 11-8-5A).

```
┌─────────────────────────────────────────────────────────────────────────┐
│                                                                           │
│   C32                     Fee Summary by Grade Level                      │
│                                                                           │
│                                                                           │
│   The purpose of this process is to print the summary of fees charged by  │
│   grade                                                                   │
│   level at the beginning of the school year.  Before running this step,   │
│   be                                                                      │
│   sure that the following items have been done:                           │
│                                                                           │
│   1.  For elementary students, enter the fee sets for each grade level or │
│       home-                                                               │
│       room on the Fee Description File.                                   │
│   2.  For secondary students, load the fees from the Course Master into   │
│       the Fee                                                             │
│       Description File.                                                   │
│   3.  For all students, mass load each student's fees on the Mass Update  │
│       Menu.                                                               │
│                                                                           │
│   Are fees charged by course or by grade level? _ (C/G/B=Balance Due)     │
│        Enter a 'B' above to show the balance due rather than the amount   │
│        charged.                                                           │
│                                                                           │
│   Enter 'X' for grade level to be printed (blank for all):                │
│                                                                           │
│             05  04  03  02  01  KA  KP  KG  PA  PP                         │
│             _   _   _   _   _   _   _   _   _   _                          │
│                                                                           │
│                                                                           │
│  ENTER=Continue, F16=Exit                                                 │
└─────────────────────────────────────────────────────────────────────────┘
```
               Figure 11-8-5A. FEE SUMMARY BY GRADE LEVEL SCREEN

Answer "C" (by course), or "G" (by grade), or "B" (by balance due), to the
question, "Are fees charged by course or by grade level? ". NOTE: If the "B"
option is used, the report will show the average amount owed per student at both
the grade level break and the total break. The response entered here greatly
impacts the "PER STUDENT" amount shown on the report. If fees are charged per
course, the "PER STUDENT" amount will be the total charged in each of the 3 fee
columns divided by the number of students in the grade level. If fees are
charged by grade level, the "PER STUDENT" amount will be the total of all unique
fees found for all students in that grade level. For example, if the software
encounters a first grader with art, music, textbook, and consumable fees
totaling $125, all first graders will be assumed to have the same fees due. If
another first grader is found to have fees in art, textbook, consumables, and
Internet, then the computer will believe the total should include art, music,
textbook, consumables, and Internet.

NOTE: 1200 is the maximum number of course sections supported by this program.

Enter an 'X' in the appropriate field for the desired grade level to be printed.
Leave the fields blank to print all grade levels. Press ENTER to continue. You
will be returned to the STUDENT FEE REPORTING MENU upon completion.

From the STUDENT FEE REPORTING MENU (Figure 11-8), press F6 to print the
Textbook Assistance Report. The TEXTBOOK ASSISTANCE REPORT screen, (Figure
11-8-6A) will be displayed. This process can be run at either the district or
school level. There are two options available, option 1 will print those
students selected for the Textbook Reimbursement Report in the fall. Option 2
will report only those students approved for free/reduced lunch between a range
of dates (usually November 1 through the end of the school year). The second
option can be used only if the RDS Food Service Software is used.

```
C32                      Textbook Assistance Report

 Run this report based on the Textbook Reimbursement Report created in
    F9-24-5 in the fall ........................................... F1


 Run this report at the end of the school year, based on a range of approval
    dates, to pick up additional students after the fall submission .... F2


 For option 2, enter the range of approval dates: __ __ __thru __ __ __(F2)


 Detail or Summary: B D=Detail, S=Summary, B=Both
 Meal Status codes to be selected: _ _ _ _ _ _ _ _ _ _ (blank for all)
 Kindergarten grades: __ __ __ __ __ __ __ __ __ __ __


 If fee codes in FA2FILE records have no amount (usually when fees are mass
    dropped), should amount be pulled in from the TBA file (F11-5-2)? N (Y/N)


 Enter 'X' to select grade level, 'S' for special ed only (blank for all):
         05  04  03  02  01  KA  KP  KG  PA  PP

         _   _   _   _   _   _   _   _   _   _




 F1=Base on Fall, F2=Base on End of Year, F16=Exit
```
              Figure 11-8-6A. TEXTBOOK ASSISTANCE REPORT SCREEN

Press F1 to run this report based on the Textbook Reimbursement Report created
in F9-24-5. The TEXTBOOK ASSISTANCE REPORT (FALL) screen, Figure 11-8-6B will
be displayed.

(Continued)

```
  C32                        Textbook Assistance Report


  The purpose of this process is to print a summary and/or detail report of
  textbook assistance amounts.  B D=Detail, S=Summary, B=Both.


  The students who appear on this report will be those who were included in the
  Summary Claim for Textbook Reimbursement (F9-24-5), with each student's fees
  frozen as they were on the date the report was created.  To see the date the
  Summary Claim was created, go to a command line.  Type DSPFD K12DATA/TBFA2
  and press ENTER.  Then, type B and press ENTER to go to the bottom of the view
  to see the date the file was created.
  Kindergarten grades: __ __ __ __ __ __ __ __ __ __ __ __
  Approved textbook only: _ (Y/N)
  If fee codes in FA2FILE records have no amount (usually when fees are mass
    dropped), should amount be pulled in from the TBA file (F11-5-2)? Y (Y/N)
  Enter 'X' to select grade level, 'S' for special ed only (blank for all):

          05  04  03  02  01  KA  KP  KG  PA  PP
          _   _   _   _   _   _   _   _   _   _




  ENTER=Continue, F16=Exit
```
       Figure 11-8-6B.   TEXTBOOK ASSISTANCE REPORT (FALL)SCREEN

Indicate the desired report output by placing a "D" for detail, an "S" for
summary or a "B" to print both a detail and a summary report.

Enter up to twelve grade levels that represent kindergarten. Those grade levels
will be summarized under grade "K" on the summary report.

The field "**Approved textbook only**" will only appear for those school districts
that use the RDS Food Service System. Enter a "Y" if your corporation uses this
field to determine whether or not a student is granted assistance. Otherwise
enter an "N".

If you want to include TBA amounts for students that had been charged fees
during the year but now have a zero amount due, enter a "Y" in the "**If fee codes
in FA2FILE records have no amount (usually when fees are mass dropped), should
amount be pulled in from the TBA file (F11-5-2)?**" field. Otherwise, enter an
"N". NOTE: In either case, the student will still be shown on the detail
report.

Place an 'X' under the grade level(s) to be printed or leave blank to include
all grade levels. Place an "S" under the grade level(s) where special ed
reporting only is desired. Press ENTER to continue, you will be returned to the
STUDENT FEE REPORTING MENU upon completion of the report.

This report will show all students originally reported in the TEXTBOOK file
created in F9-24-5 (Summary Claim for Textbook Reimbursement), even if the
student has no fees.

From the STUDENT FEE REPORTING MENU (Figure 11-8), press F7 to print the State
Textbook Assistance Reimbursement Report. The STATE TEXTBOOK ASSISTANCE
REIMBURSEMENT REPORT screen, (Figure 11-8-7A) will be displayed.

_____

```
  CHS                     State Textbook Assistance Reimbursement Report

   The purpose of this process is to print a summary and/or detail report of
   state textbook assistance reimbursements.

   D=Detail, S=Summary, B=Both: B        State %: _____ (999.99999999).

   Free/reduced lunch codes to be selected: _ _ _ _ _ _ _ _ _ _ (blank for all)


   Enter 'X' to select grade level, 'S' for special ed only (blank for all):

                    09  10  11  12
                    X   _   _   _


   ENTER=Continue, F16=Exit
```
_____
Figure 11-8-7A. STATE TEXTBOOK ASSISTANCE REIMBURSEMENT REPORT SCREEN

Indicate the desired report output by placing a "D" for detail, an "S" for
summary or a "B" to print both a detail and a summary report of textbook
assistance amounts. Enter the state textbook reimbursement percentage for
your school district in the State % field. Up to 10 free/reduced lunch codes
can be selected, leave blank to include all. Place an 'X' under the grade
level(s) to be printed or leave blank to include all grade levels. Place an
"S" under the grade level(s) where special ed reporting only is desired.
Press ENTER to continue, you will be returned to the STUDENT FEE REPORTING
MENU upon completion of the report.

This report will show all students originally reported in the TEXTBOOK file
created in F9-24-5 (Summary Claim for Textbook Reimbursement), even if the
student has no fees.

From the STUDENT FEE REPORTING MENU (Figure 11-8), press F8 to print the Daily
Fee Payment Report. The DAILY FEE PAYMENT REPORT screen, (Figure 11-8-8A) will
be displayed. This report can be processed at either the school or district
level.

```
C11                    DAILY FEE PAYMENT REPORT AND/OR
                          PRINT RECEIPTS BY DATE RANGE


 Date range: 12  1  8 thru 12 31  8 (MM DD YY)   Trans/Entry: T (T/E)
           (To run for a single day, enter a beginning date only.)


           Sort: 4   1 = Date/Alpha
                     2 = Date/Homeroom/Alpha       6 = Homeroom/Alpha
                     3 = Date/Grade/Alpha
                     4 = Date/Entry Time/Receipt #
                     5 = Dept/Course/Date/Alpha


 Print Receipts? N (Y/N) _ Letter #: ___ (001-999)  # of Rcpts Per Page: 1 (1-4)
                  (0-998=Letter, 999=Acom Form)
   Print Report? Y (Y/N)
 Type of Report: D (D=Dtl/S=Sum/B=Both/X=Sum by Dept) S and X only for Sort 5
 Show breakdown of payment methods in totals? Y (Y=Yes, N=No)
 Restrict report to payments posted by: ___ ___ ___ ___ ___   Leave blank for all


 Payment Codes: __ __ __ __ __ __ __ __ __ __ __ __   Include/Exclude: I (I/E)


 If printing receipts, enter treasurer's name: _____

 ENTER=Continue, F16=Exit
```
           Figure 11-8-8A. DAILY FEE PAYMENT REPORT SCREEN

Enter the selection criteria based on the following data entry requirements:

                -------------------- DATA ENTRY REQUIREMENTS -------------------

DATE   Required. Enter the desired date range in MMDDYY format. (12 N)
RANGE

SORT   Required. Enter the desired sort sequence. Valid entries are as
            follows: 1=Alpha, 2=Homeroom/Alpha, 3=Grade/Alpha,4=Date/Entry
            Time/Receipt #, 5=Dept/Course/Date/Alpha, and 6=Homeroom/Alpha. (1 N)

PRINT   Required. Enter a "Y" to indicate that you do want receipts to print.
RECEIPTS Enter an "N" to indicate that you do not want receipts to print.
            You cannot print receipts when using Sort #5 (Dept/Course/Date/Alpha).

LETTER   Optional. Enter a valid letter number to indicate that you want to
            generate receipts for payments posted for the date range entered above.
            You can define a "receipt" letter in F11-8-10, (Maintain Fee Letters).

 # OF   Required. Enter the number (1-4) that indicates how many receipts
RECEIPTS you would like to print on a page.
PER PAGE

PRINT   Required. Enter a "Y" to indicate that you do want a report to print.
REPORT   Enter an "N" to indicate that you do not want a report to print. You
              might want to use the "N" option if you are printing receipts and don't
              want a report at this time.

DETAIL/   Required. Enter a "D" to indicate you want the detailed report. Enter
SUMMARY   an "S" to indicate you want a summary report. The summary will print
BOTH   one line per course and is only available when using sort 5. Enter a
              "B" to indicate you want both a detail and summary report. Two
              separate print files will be generated if you select the "B" option.

SHOW   Required. Enter a "Y" to indicate you want a breakdown of money based
PAYMENT   on payment type. Enter an "N" to indicate you don't want this
              breakdown.

USER_ID   Optional. Enter up to five user ID's to limit the record selection
              based on the data entry activity of specific users. This is helpful
              when running a district report to review all payments posted at all
              schools by someone at the central administration office during the
              summer. Leave this option blank to select all payments for the date
              range specified regardless of who entered the payments. (3 N)

PAYMENT   Optional. Enter up to twelve payment codes to include/exclude
CODES   specific payment types. For example, if "RE" means "refund", you may
              want to exclude refunds by entering "RE" in the payment code area and
              "E" in the include/exclude area. To get refunds only, do the same
              except enter an "I" in the include/exclude area.

TREASURER Optionally enter the treasurer's name for the purpose of printing on
              the receipt.

Press ENTER to continue, you will be returned to the STUDENT FEE REPORTING
MENU upon completion.

Note: In RDS's Financial Software, this same function can be run in F7-9. When
run on the financial side, the following question appears on the screen:

"Generate Central Office Financial Receipts?"

When responding "Y", financial receipts are generated with the account number
constructed as follows:

YR (receipt date year)
FUND (090)
FISC (0)
PROG (0000)
INDEX/FUNCT (01942)
OBJECT (00000)
LOC/FACILITY *

For the LOC/FACILITY piece of the account number, a crosswalk must be predefined
to take the student management 3-character school ID and convert it to a 4-digit
financial location/facility code.

From the STUDENT FEE REPORTING MENU (Figure 11-8), press F9 to print the List of
Fees Due. The LIST OF FEES DUE screen 1, (Figure 11-8-9A) will be displayed.
This function can be processed at either the school or district (school = 00)
level.

```
C11                          LIST OF FEES DUE
 Sort: 1  1 = Alpha            Screen 1 of 3
          2 = Homeroom/Alpha    Select: 1  1 = All with a balance due
          3 = Grade/Alpha                  2 = Only those who have made no pymts
          4 = Statement #                  3 = Only those who have made any pymt
          5 = Family                       4 = All Students
          6 = Team                         5 = Those who made pymt
 Select fee types: _ _ _ _ _ _ _ _ _ _ _  I/E: I  Fee term code: _ ( ,2,5,8,9,S)
 Optionally, only include if enrolled before: __ __ __ or after: __ __ __ MMDDYY
 Print current year report? Y (Y=List of Fees Due, N=No)      Payment Plan: ____
 -----------------------------------------------------------------------------
 Historical Print Options: N  (01=Fee History, 02=Invoices, 03=Affidavits, N=No)
 Federal ID for Invoices: _____  (If entered, no dashes are needed)
 Skip codes for Invoices: __ __ __ __ __ __
 School years to include: 0809 thru 0809 (e.g., 0102 thru 0304)
 -----------------------------------------------------------------------------
 Show (P)rior only, (C)urrent only, (B)oth, Combine(d): C (P/C/B/D)
 Print students who have never been chgd? E (I/E/O) Print refunds due? I (I/E/O)
 Grade levels: __ __ __ __ __ __ (Blank=all)            I (I=Include, E=Exclude)
 Homerooms: _____ _____ _____ _____ (Blank=all)    I (I=Include, E=Exclude)
 Free lunch codes: F R C _ _ _ _ _ _ _ _ (Blank=all)   E (I=Include, E=Exclude)
 (Exclude free lunch students only if fees have NOT already been adjusted out.)


 ENTER=Continue, F16=Exit
```
Figure 11-8-9A. LIST OF FEES DUE SCREEN 1

Enter the selection criteria based on the following data entry requirements:

------------------- **DATA ENTRY REQUIREMENTS** -------------------

SORT   Required. Enter the desired sort sequence. Valid entries are as
              follows: 1=Alpha, 2=Homeroom/Alpha, 3=Grade/Alpha, 4=Statement
              Number, 5=Family, 6=Team. When processing at the district level, all
              sorts will sort first by school, except the family sort option. (1 N)
              **NOTE: When selecting sort #4, the statement number will appear in the
              area where the homeroom number usually appears.**

SELECT   Required. Enter the desired selection code to get the students you
              want reported. Valid entries are as follows: (1 N)
               1 = All students with a balance due
               2 = Only those students who have made no payments
               3 = Only those students who have made a payment, but still owe money
               4 = All Students. Historical print options will be restricted to
                   selecting "all" students.
               5 = Print students who have made payments. This will provide a
                   list of anyone who has made a payment, even if the balance
                   due is zero. This feature can be used to determine which
                   students can attend a school function based on the fact
                   that they made a payment on their fees, regardless of the
                   amount still due.

SELECT   Optional. Enter up to ten fee types to either include (I) or
FEE TYPES   exclude (E) when running this report. Fee types are defined in the
                 Fee Description File, F11-5-1, in the last column called "Type".
                 The type codes can mean anything you'd like them to mean. Values of
                 0-9, A-Z are accepted in the Type code column.

Optionally, only include if enrolled before:
                 Optional. Enter a date, in MMDDYY format, if you want to generate
                 the report and/or history/invoices for students enrolled <u>before</u> this
                 date.

Optionally, only include if enrolled after:
                 Optional. Enter a date, in MMDDYY format, if you want to generate
                 the report and/or history/invoices for students enrolled <u>after</u> this
                 date.

TERM_CODE   Optional. Enter the desired term code to list the balance due for
                 a particular semester. Valid entries are:
                          blank = all fees
                              2 = Semester 1 fees only
                              5 = Semester 2 fees only
                              8 = Semester 3 fees only
                              9 = Semester 1 and 2 only
                              S = Summer school (Semester 3) only

PRINT   Required. If a "Y" is entered in this field, the "List of Fees Due"
CURRENT   report will be generated. Enter an "N" to not generate this report
YEAR   which will indicate that one of the "Historical" options is being
REPORT   printed. You cannot print the current year report and generate any
                 of the historical reports at the same time.

PAYMENT   Optional. Enter a payment plan to select students in a particular
PLAN   plan. Payment plans are entered in individual student Collection
                 Screens (F11-2-7) in the "Payment Plan" field. This selection
                 option is only available when the current year report is printed.

HISTORICAL   Required.   Enter a 01 to print a Fee History Report for the
PRINT   students selected. When the 01 option is selected, you will get a
OPTIONS   summary and detail report of the history. Enter a 02 to generate an
                 invoice for each of the students selected. Enter a 03 to generate
                 an ACOM affidavit for each of the students selected. The affidavit
                 cannot be produced unless you have licensed EZPRINT from ACOM. A
                 system administrator must assign a laser printer and ACOM Definition
                 in user security (F24-2) under "Fee Affidavits" prior to using the
                 ACOM feature. Enter an "N" to not generate any of the print
                 options. The "N" will indicate that the current year report is being
                 printed.

FEDERAL ID   Optional. Enter your Federal ID number. Dashes will automatically
FOR   get plugged on the invoices so you don't need to enter them in this
INVOICES   field.

SKIP CODES   Optional. Enter up to six payment codes for the purpose of skipping
                records with these codes on the invoice. For example, you might
                want to skip those records where payments were incorrectly posted
                and then reversed due to an error. You could tag these records with
                a code of "XX" and then enter XX in this field to exclude them.
                NOTE: the XX code would need to be defined in the "Maintain/Print
                District Fee Payment Codes" function (F11-5-5).

SCHOOL   Optionally enter a range of school years in YYYY format to print
YEARS TO   the History Report for a range of years. Enter the current school
INCLUDE   year in both fields to isolate the report to the current year.
HISTORY

SHOW   Required. Enter a "P" to indicate that you want to show prior year
PRIOR   balances only. Enter a "C" to indicate that you want to show current
CURRENT   year balances only. Enter a "B" to indicate that you want to show
BOTH   prior and current year balances with the amounts printed separately.
                Enter a "D" to indicate that you want to show prior and current year
                balances with the amounts combined.(1 A)

PRINT   Required. Enter an "I" to indicate that you want to include a
STUDENTS   listing of students who have never been charged fees when printing
WHO_HAVE   this report. Enter an "E" to indicate that you want to exclude the
NEVER_BEEN   list of students who have never been charged fees. Enter an "O" to
CHARGED?   only print a list of students that have not been charged. (1 A)

PRINT   Required. Enter an "I" to indicate that you want to include a
REFUNDS   listing of students who have refunds due. Enter an "E" to indicate
DUE?   that you want to exclude a listing of students who have refunds due.
                Enter an "O" to only print a list of students that have refunds due.
                (1 A)

GRADE   Optional. Enter up to six grade level(s) to be printed or leave
LEVEL   blank to print all grade level(s). (2 N) Place an "I" in the
                "Include/Exclude" field to include the grade level(s) listed in the
                preceding field. Or, enter an "E" to exclude them. (1 A)

HOME-   Optional. Enter up to four homeroom(s) to be printed or leave blank
ROOMS   to print all homeroom(s). (6 A/N) Place an "I" in the
                "Include/Exclude" field to include the homeroom(s) listed in the
                preceding field. Or, enter an "E" to exclude them. (1 A)

FREE   Optional. Enter up to ten free lunch code(s) to be printed or leave
LUNCH   blank to print all code(s). (1 A/N) Place an "I" in the
CODES   "Include/Exclude" field to include the free lunch code(s) listed in
                the preceding field. Or, enter an "E" to exclude them. (1 A)

Press ENTER to continue. The LIST OF FEES DUE screen 2, (Figure 11-8-9B) will
be displayed.

```
C11                           LIST OF FEES DUE
                              Screen 2 of 3


 Approved Textbook: E (I=Include, E=Exclude, O=Only)

 Include students who were enrolled this school year and have since withdrawn
 to outside of the district? N (Y/N)

 Include students who were not enrolled this school year, but were enrolled in
 previous school years? N (Y/N) Print separator line between students? N (Y/N)

 Include active students? Y (Y/N)      Include parents, address, phone? N (Y/N)

 Print fee record notes for students? N (Y/N)   Print collection info? N (Y/N/O)

 Create FEESDUE file in KC11DATA to be transferred to EXCEL: N (Y/N)

 Include only those with fee activity from: __ __ __ thru __ __ __ (MMDDYY)
 Activity type for above date range: _ F=Fees, P=Pymts, E=Either
 Select student: _____ _____ _____ _____ _____ _____ _____ _____


 ENTER=Continue, F5=Roster search, F16=Return to previous screen
```
                Figure 11-8-9B. LIST OF FEES DUE SCREEN 2

Enter the selection criteria based on the following data entry requirements:

                ------------------- DATA ENTRY REQUIREMENTS -------------------

APPROVED   Required for Food Service Customers. Enter an "I" to indicate you
TEXTBOOK   want to include students who have been approved for free textbooks.
                  Enter an "E" to exclude students who have been approved for free
                  textbooks. Enter an "O" to only select students who have been
                  approved for free textbooks. This option will only appear if you are
                  using the RDS Food Service Software. (1 A)

INCLUDE   Required. Enter a "Y" to indicate yes, include students withdrawn to
STUDENTS   out-side of the district anytime during the current school year.
WITHDRAWN   Enter an "N" to indicate no, don't include current year withdrawn
OUTSIDE   out-of-district students. If withdrawn students are to be included,
DISTRICT   only those withdrawn students who did not transfer to another school
                  (in this district) will be included. (1 A)

INCLUDE   Required. Enter a "Y" to indicate yes, include previously enrolled
PREVIOUS   students. Enter an "N" to indicate no, don't include students that
ENROLLEES?   were enrolled in previous school years. (1 A)

PRINT   Required. Enter a "Y" to indicate yes, print a separator line
SEPARATOR   between each student. Enter an "N" to indicate no, don't print a
LINE   separator line. (1 A)

INCLUDE   Required. Enter a "Y" to indicate yes, include active students.
ACTIVE   Enter an "N" to indicate no, don't include active students. (1 A)
STUDENTS?

INCLUDE   Required. Enter a "Y" to indicate yes, include parent names,
PARENTS   addresses, and phone numbers. This will include parent #2
ADDRESS   information if data is entered in this field on the student's F8-8-5
PHONE?   screen. Enter an "N" to indicate you don't want to include this
                  information on the listing. (1 A)

PRINT_FEE   Required. Enter a "Y" to indicate yes, print notes entered in F11-2.
RECORD   Enter an "N" to indicate no, don't print fee notes. (1 A)
NOTES?

PRINT   Required. Enter a "Y" to indicate yes, print collection information
COLLECTION   entered in F11-2-7. If a "Y" is entered here, collection information
INFO?   will be included on the FEESDUE file if it is selected to be created.
                  Enter an "N" to indicate not to print collection information. (1 A)

CREATE   Required. Enter a "Y" to indicate that you want to create a file
FEESDUE   called FEESDUE in KXXXDATA (XXX = school ID) which can then be
FILE?   transferred to your PC using client access. The file should be
                  transferred as a comma separated variable file with a file extension
                  of .csv. Once loaded to your PC, the file can be opened in EXCEL or
                  other spreadsheets.

INCLUDE   Optional. Enter a date range (MMDDYY format), to restrict the
ONLY THOSE   selection of students to only include students that had
STUDENTS   fees or payments or either during the date range entered.
WITH FEE
ACTIVITY
FROM

ACTIVITY   Required. This field will be required if the previous field has
TYPE   a date range entered. Valid entries are: F=Fees, P=Payments, E=
FOR DATE   either fees or payments.
RANGE

SELECT   Optional. Optionally enter up to eight student ID numbers to print
STUDENT   this report for selected students. You can press F5 for ROSTER help
                  with the student ID selection.

Press ENTER to continue. The LIST OF FEES DUE screen 3, (Figure 11-8-9C) will
be displayed.

```
C11                         LIST OF FEES DUE
                              Screen 3 of 3


 Complete this section if a collection fee should be posted to the records of
 each student selected in this process.  Otherwise, leave this screen blank.


                            Textbk_ Consum__ _Fees__
 Collection fee to be charged: _____ _____ _____ For min bal of: _____

 Payment adjustment code: __ (Must be valid in F11-5-5, as type 'A')

 Semester: _ (0-3, 9, or blank)

 Fee code: _____    (Must be valid in F11-5-1, along with sem above)

 Type of fee: _ (opt, used for sorting pymts in F11-8-8, e.g., L=Late Fee)

 Reason for fee: _____ (e.g., 1st Collection)

 Date sent to collection: __ __ __
                           (MM DD YY)
 Collection notes: _____

 ENTER=Continue, F1=Load last params, F16=Return to previous screen
```
            Figure 11-8-9C. LIST OF FEES DUE SCREEN 3

This screen is for either posting a collection fee charge to each student with a
specified minimum balance due. Or, for entering selection criteria if Print
option 03 is being used. Leave this screen blank and press ENTER to continue
without adding the collection charge. If ENTER is pressed, you will be returned
to the STUDENT FEE REPORTING MENU upon completion of the report.

AFFIDAVITS:
If you have selected Print option 03 (Affidavits) on the LIST OF FEES DUE screen
1, the following fields are required entries on the LIST OF FEES DUE SCREEN 3:
*NOTE: When printing Affidavits for a prior year, you need to edit your library
list and change K12DATA to the year you need e.g. K120708, K120809. Contact your
system administrator if you don't have access to your library list.*

FOR MIN BAL OF Enter the minimum dollar amount due to establish the records that
should be selected. This field will accommodate amounts up to 999.99.

DATE SENT TO COLLECTION
The date entered here will populate the "Date sent to collection" field on the
Collection screen (F7 from a student's F11-2 screen). This date can be edited
as being a valid date on the current school year's grade period calendar if a
"Y" is entered in the "*Edit payment dates against G.P. Calendar?*" field on the
Fee Accounting Control Screen (F11-14-12).

ALWAYS PRINT CURRENT PARENT NAME/ADDRESS
Enter a "Y" to pull the current parent's name and address. Entering an "N" in
this field will indicate you want to use the parent name/address information
reflected in the prior data files for the year you are running the affidavits.
NOTE: when indicator to pull current parent name/address is set to "Y", K12DATA
files will always be used.

An Excel file, XLAFFDVT, will be created each time the Affidavit option is used.
This file will be placed in the school library.

If you have selected Historical print option 02 (Invoices) on the LIST OF FEES
DUE screen 1 (Figure 11-8-9A), the LIST OF FEES DUE INVOICES screen (Figure 11-
8-9D) will be displayed.

```
C11                          LIST OF FEES DUE
                                 Invoices


   The optional date range below is used to produce a statement of payments
 made within the date range specified. It is intended to be used for tax
 purposes and should be left blank if you do not wish to produce this type of
 statement. The statement will include the corporation name, address and
 Federal ID number. It will also include the current parent name and address as
 well as the total payments made to the corporation for the specified dates.


 Tax statement date range:__ __ __ to __ __ __
                          (MM DD YY)  (MM DD YY)

        Summary or detail: S S=Summary statements, D=Detail




 ENTER=Continue, F16=Return to previous screen
```
                 Figure 11-8-9D. LIST OF FEES DUE INVOICES SCREEN

TAX STATEMENT DATE RANGE
The date range is used to produce a statement of payments made within the date
range specified. It is intended to be used for tax purposes and should be left
blank if you do not wish to produce this type of statement. The statement will
include the corporation name, address and Federal ID number. It will also
include the current parent name and address as well as the total payments made
to the corporation for the specified dates.

SUMMARY OR DETAIL
Enter an S to generate a summary or a D to generate a detailed invoice. This
option will only apply when using the date range.

NOTE: When printing invoices, a total line will appear after the list of fee
charges and payments. Due to "overprinting" the underlines, the heading for
this total line will not be visible when looking at the spoolfile but will print
on the invoices.

From the STUDENT FEE REPORTING MENU (Figure 11-8) press F10 to display the
MAINTAIN FEE LETTER MASTER FILE screen (Figure 11-8-10A). This feature allows
for the definition of letters to be used for letter-writing purposes
pertaining to student fees. These letters are in addition to and separate
from the letters available in the Attendance, Discipline, and general
letters. Each school can define its own letters (up to 999) for use with the
fee letter writing system in F11-8-11.

    CHS   **Maintain Fee Letter Master File**

                 Letter number: ___ (1-999)

As you maintain each letter, you will notice that you have the capability
to define letters that contain up to 130 characters per print line, with
up to 62 print lines per letter. Due to the fact that you may want to
direct different letters to different printers, you may want to enter the
same letter twice using two different letter numbers. The width code that
is defined for the letter will restrict entering text past that width, and
will also have an effect on the centering option (F14). You may optionally
enter a one-line description for each letter which will appear on each
maintenance screen.

F8 = Help for existing letters. Enter starting letter number above.
store the text.

NOTE: This is not a word processing application. This Fee Letter Master
File is separate from the Attendance, Discipline and general letters.

ENTER=Continue, F1=First, F12=Print ALL Letters, F16=Exit

Figure 11-8-10A. MAINTAIN FEE LETTER MASTER FILE SCREEN

Press F1 to display the first letter on file, F12 to print all letters on
file, or enter the number of the letter you wish to add or update and press
ENTER. The MAINTAIN FEE LETTER MASTER FILE SCREEN 2 (Figure 11-8-10B) will be
displayed.

```
_____
001    ENTER=Val, F2=1st F3=Up F4=Down F5=Next-10 F6=Prev-10 F7=Insert F8=Remove
F9=Nxt-Ltr F10=Copy/Move F12=Print F14=Center F15=Width F18=Res Words, F16=Exit
Width G  Desc Outstanding_Balance_____
F1=Line Pos          F22=Delete letter           Page Eject: _  Left Margin:___
11A    _____
11B    _____
12A    RE:_Outstanding_Balance_____
12B    _____
13A    _____
13B    _____
14A    _____
14B    _____
15A    Dear_[PARENT]:_____
15B    _____
16A    _____
16B    _____
17A    A_check_of_our_records_indicates_that_the_outstanding_balance_of_
17B    [FIRST]'s_____
18A    textbook_rental_and_fees_is_[DUE]._____
18B    _____
19A    _____
19B    _____
20A    This_amount_is_now_due_and_may_be_paid_at_the_bookstore._____
20B    _____
_____
```

Figure 11-8-10B. MAINTAIN FEE LETTER MASTER FILE SCREEN 2

Due to the wide range of word processing applications being used by our
customers, and due to the various levels of ease and difficulty in interfacing
with them, this function to MAINTAIN FEE LETTERS has been developed in "Data
Processing" mode. This is not a word processing application. Therefore,
there is not automatic word wrap-around at the end of a line, nor will you
find any of the other features of a word processing application. This
function was designed to give you the opportunity to structure a free-format
letter which can include "RESERVED WORDS" enabling you to plug variable
student data elements into the letter.

As you maintain each letter, you have the capability to define letters with up
to 130 characters per print line and up to 62 print lines per letter. The
first 65 characters of a print line should be typed on the "A" portion of the
line, while the last 65 characters of a print line should be typed on the "B"
portion of the line.

If there will be a need to direct the same letter to two different printers
(e.g., one printer might be set to print at 10 characters per inch, while
another printer is set to print at 12 characters per inch), you should enter
the letter twice using two different numbers.

Optionally, a one-line description can be entered for each letter and will
appear on the top of each screen while maintaining the letter. This
description will be used in the HELP FOR LETTERS SCREEN (Figure 11-8-11B) to
assist users in selecting the appropriate letter to be printed.

The width code defined for the letter will restrict entering text past that
width, and will also have an effect on the centering option (F14). If you
happen to exceed the maximum allowed characters, the PRINTLINE WARNING SCREEN
(Figure 11-8-10C) is displayed after you press ENTER once.

W A R N I N G !

    The following print lines exceed your desired report width of 75
characters.

Print line # 8

    F1=Allow overflow, F16=Return to shorten print line(s)

Figure 11-8-10C. PRINTLINE WARNING SCREEN

Press F1 to allow the overflow or press F16 to shorten the print line.

When adding or updating lines of a letter or its description or width code,
ENTER must be pressed twice to store the text.

Once within the maintain function (Figure 11-8-10B), several options are
available:

F1 Gives the line position of the cursor.

F2 Display the first 10 lines of the letter for updating.

F3   This will move the screen up one line in the letter. For example, if
         the first line displayed on the screen is 11A, pressing F3 will change
         the screen so that line 10A is displayed first.

F4   This will move the screen down one line in the letter. For example, if
         the first line displayed on the screen is 1A, pressing F4 will change
         the screen so that line 2A is displayed first.

F5   Display the next 10 lines of the letter for updating.

F6   Display the previous 10 lines of the letter for updating.

F7   Insert spaces in a line for the purpose of being able to add a word(s)
         without having to retype a line. Position the cursor at the point in
         the letters where you want to insert one or more characters, then press
         F7. Make sure you ENTER twice to save any changes made.

F8   Remove characters/spaces from a line. Position the cursor at the point
         in the letter where you want to delete one or more characters, then
         press F8.

F9   Go to the next letter on file. Be careful! Do not make changes on the
         screen and then select F9. Changes are not stored until ENTER has been
         pressed twice. Select F9 only if there are no changes to store.

F10   To copy another letter into this letter, move a range of lines up or
         down within this letter, copy this letter into another school, or copy
         this letter from the district level into one or more schools. The
         COPY/MOVE screen (Figure 11-8-10D) will be displayed. You will use F1
         to copy a letter. Use F2 to move a line(s) up or down within this
         letter. Use F3 to copy this letter into another school from the school
         or district level. Enter the receiving school's ID in the blank
         provided and press F3. You must have a minimum of "Write" access rights
         at the receiving school to be able to do the copy. Following is the
         screen that will be presented when F10 is pressed.

_____
                                 COPY/MOVE
Option 1:   To copy another letter into this letter, enter the other letter #
            here and press F1. Select F12 for help for letters.
            Letter to copy into this letter: 000 (and press F1)

Option 2:   To move a range of lines up or down:
            Starting line: 00 Ending line: 00 Move up/down: ____ # of lines: 00
                                                           (and press F2)

Option 3:   To copy this letter into another school, enter the other school
            I.D. here and press F3.

            Copy this letter into school: ___ (and press F3)

LETTER ALREADY EXISTS AT THAT SCHOOL! F5 to continue, F16 to respecify!
            Press function key for selected option, or F16=Return
_____
Figure 11-8-10D. COPY/MOVE SCREEN

The warning message "LETTER ALREADY EXISTS AT THAT SCHOOL!" will appear only
if the letter being copied already exists at the school you are moving it into.

F12   Print a sample of the letter currently displayed.

F14   Center the line on which the cursor is positioned. Normally, text would
be entered starting at the first position on the line and then you would
press F14. However, text can be entered anywhere on the line and F14
will center it
based_upon_the_width_code_entered_at_the_top_of_the_screen.

F15   Display the HELP FOR WIDTH CODES SCREEN (Figure 11-8-10E).

_____

                                Letter_Width_Codes

                    A = 45 characters   J = 90 characters
                    B = 50 characters   K = 95 characters
                    C = 55 characters   L = 100 characters
                    D = 60 characters   M = 105 characters
                    E = 65 characters   N = 110 characters
                    F = 70 characters   O = 115 characters
                    G = 75 characters   P = 120 characters
                    H = 80 characters   Q = 125 characters
                    I = 85 characters   R = 130 characters
        ENTER=/F16 = Return to previous screen

_____

Figure 11-8-10E.   HELP FOR WIDTH CODES SCREEN

F22   Pressing F22 will give the user the option to delete the letter. The
message "F22=Confirm deletion of entire letter" will appear at the top
of the letter. Pressing F22 again will delete the letter. Pressing F16
returns the user to the MAINTAIN FEE LETTER MASTER FILE screen (Figure
11-8-10B).

F18   Display the HELP FOR RESERVED WORDS SCREENS to assist in determining the
names of data elements that can be plugged into the letter from student
records. Please note that the "[" and "<" can be used interchangeably
on the left side of a reserved word, while "]" and ">" can be used
interchangeably on the right side of a word. Refer to the following
pages for a more detailed description of each of the reserved words.

ENTER *After making any changes to a letter or its description or the width
code, be sure to press ENTER twice to update the information.* The
screen will then redisplay to enable you to select another option (such
as, F12 to print a sample of the letter). Press F16 to exit when done.

RESERVED WORDS

The reserved words that are available for use are described in Appendix L.
Please note that the "[" and "<" can be used interchangeably on the left side
of a reserved word, while "]" and ">" can be used interchangeably on the right
side of a word. **NOTE:** Using "[" and "<" for any purpose other than
designating the start of a reserved word may cause unpredictable results.

This function can also be used to generate various forms. For example, one
school corporation uses this letter-writing process to print out their
registration forms. The following features make form development easier:

1.   Fixed-length_RESERVED_WORDS.

            By adding a "$" to the end of any of your reserved words (with the
            exception of "SCHED" and "TEXT"), you will be telling the software
            to reserve space for the entire length of the field rather than
            doing the normal text compression. For example, you can use the
            reserved word [PARENT$] instead of [PARENT] to eliminate field
            compression.

2.   Underlined_RESERVED_WORDS.

            By adding the letter "U" to the end of any of your reserved words
            (with the exception of "SCHED" and "TEXT"), you will be telling
            the software to underline the field. For example, you can use the
            reserved word [PARENTU] instead of [PARENT] to underline the
            parent's name.

3.   Underlined_fixed-length_RESERVED_WORDS.

            By adding a "$" and the letter "U" to the end of any of your
            reserved words (with the exception of "SCHED" and "TEXT"), you can
            develop a more column/form structured look. For example, the
            reserved word [SSN$U] or [SSNU$], will print an underline for the
            length of SSN plus hyphens, even_if_the_field_is_blank!

                          PRINTING CONTROLS

--

        The printer control entries are optional.

```
_____
001    ENTER=Val, F2=1st F3=Up F4=Down F5=Next-10 F6=Prev-10 F7=Insert F8=Remove
F9=Nxt-Ltr F10=Copy/Move F12=Print F14=Center F15=Width F18=Res Words, F16=Exit
Width G  Desc Outstanding_Balance_____
F1=Line Pos        F22=Delete letter            Page Eject: N  Left Margin: 05
11A    _____
11B    _____
12A    RE:_Outstanding_Balance_____
_____
```
Figure 11-8-10B. MAINTAIN FEE LETTER MASTER FILE SCREEN 2

Two options are available for controlling the printer output:

1. **PAGE EJECT** (1 A/N):

     N = No, don't eject to the top of page before printing the letter. If
             this control is used, the letter will not eject to the top of the
             page for the first letter, but will eject for all of the letters
             that follow when doing a group (batch) of letters.
     Y = Yes, eject to the top of page before printing the letter.

     Note: Even if you enter an "N" for "Page Eject" control, your printer may
            be configured to automatically eject to the top of form regardless
            of this entry here. Please speak to your system administrator if
            you have entered the "N" in "Page Eject" field and your printer is
            still ejecting to the top of form before printing the letter.

            Normally,_the_printer_will_always_eject_to_the_top_of_form_when_printing_
            the_very_first_item_of_the_day, or right after forms have been changed.

2. **LEFT MARGIN CONTROL** (2 N):

        Type a 2-digit number to indicate the amount of the left margin.

From the STUDENT FEE REPORTING MENU (Figure 11-8) press F11 to display the
PRINT FEE LETTERS TO STUDENTS screen 1 (Figure 11-8-11A). This function can
be processed at either the district or school level.

```
C11                      Print Fee Letters to Students
 Number of letter to be generated: ___        Date of Letter:  4  8  9 (MM DD YY)
 Optionally, only include if enrolled before:___  ___  __ or after:__  __  _ MMDDYY
 Term code, if letter indicates schedule should be printed:__  ( ,0-9,S)
 Term code, to restrict which fees should be included:__       ( ,2,5,8,9,S)
 Sort: 4 (1=Alpha, 2=HR/Alpha, 3=Gr/Alpha, 4=Family) Status: A (A/W/B)
 Grade levels: __ __ __ __ __ __ __ __ (Blank for all) I (I=Include, E=Exclude)
 Homerooms: _____ _____ _____ _____ (Blank for all) E (I=Include, E=Exclude)
 Free lunch codes: _ _ _ _ _ _ _ _ _ _ (Blank for all) I (I=Include, E=Exclude)
 Approved Textbook: I (I=Include, E=Exclude, O=Only)      Log letter? N (Y/N)
 Select students with: 1 (1=Bal due, 2=Bal due no pymts, 3=Bal due, pymt made,
 Balance range: _____ thru: _____              R=Refund due, A=All)
 Fees to be included:  B (C=Current year only, P=Prior year only, B=Both)
 Optionally, enter individual student(s) to be printed: (F5=Student Roster)
 _____                                 _____
 _____                                 _____
 _____                                 _____
 _____                                 _____
 _____                                 _____
 _____                                 _____


 If individual students are selected, other selection options will be ignored.

 ENTER=Continue, F1=Help for letters, F16=Exit
```
                Figure 11-8-11A. PRINT FEE LETTERS TO STUDENTS SCREEN 1

Fill in the appropriate selection criteria based upon the following data entry
requirements:

                ------------------ **DATA ENTRY REQUIREMENTS** ------------------

LETTER   Required. This field must contain the number of the letter to
NUMBER   be printed. (3N) If you are unsure of the letter number, press
                F1 to display the LETTER MASTER FILE SCREEN (Figure 11-8-11B).
_____
                             Letter Master File

 _F_ Letter Description_____
 1   1   Outstanding Balance   N05
 2   2   Schedule Change resulting in new textbook rental amount   N05
 3   3   Second Notice   N05
 4   46   Delinquent Notice   N05
 5   48   Balance Due Notice - Second   N05
 6   63   Unpaid Letter Jan   N05
 7   65   Past Due Notice 2   N05

    Enter for Additional Letters, F1-15 to Select Particular Letter, F16=Exit
NO MORE LETTERS ON FILE
_____
Figure 11-8-11B. LETTER MASTER FILE SCREEN

Press the corresponding function key to plug the letter number on the PRINT LETTERS TO STUDENTS SCREEN 1 and continue, or press ENTER for additional letters. At any time F16 will return you to the PRINT LETTERS TO STUDENTS SCREEN 1 (Figure 11-8-11A).

DATE_OF LETTER

Required. Enter the date (MM DD YY format) you want to appear on the letter to be generated. This field will default to the current date on the system.

TERM_CODE_FOR LETTER

Optional. Enter the term code of the term to be reviewed in each student's schedule only if the letter contains a SCHEDULE reserved word. Valid entries are:

0=1st Quarter	4=4th Quarter
1=2nd Quarter	5=2nd Semester
2=1st Semester	9=1st & 2nd Semester
3=3rd Quarter	8=3rd Semester(Trimester schools)
S=Summer	

STUDENTS ENROLLED BEFORE OR AFTER DATES

Optional. Enter a date(s) (MMDDYY format) if you want to print letters for students enrolled before and/or after certain dates. (6 N)

TERM_CODE_TO RESTRICT_FEES

Required. Enter the term code for fees to be reported. For example, enter a "2" to report 1st semester fees only. Valid entries are:

blank=leave this field blank to pick up fees for all terms. Use this option if you have entered adjustment records without entering a semester code.

2=1st Semester	5=2nd Semester
8=3rd Semester (Trimester School	
9=All Year	S=Summer

SORT

Required. Enter the code indicating the desired sort sequence. Valid entries are:

1=Alpha
2=Homeroom/Alpha
3=Grade/Alpha
4=Family

NOTE: Sort numbers 1, 2, and 3 will always sort by school first. There are two reserved words that can be used to get fees due for the family: <DUE-F> will print the amount due for the family, <DUE-FC> will print the current amount due for the family. If your letter contains either one of these reserved words, sort number 4 must be used.

STATUS

Required. Enter the code indicating the status of the students you want this letter generated for. Valid entries are: A=Active; W=Withdrawn; B=Both Active and Withdrawn Students
If withdrawn students are to be included, only those withdrawn students who did not transfer to another school (in this district) will be listed.

GRADE   Optional. Enter the grade level(s) this letter should be
LEVELS   printed for, or leave blank to print for all grade levels.
               (2 A/N) Place an "I" in the "Include/Exclude" field to
               include the grade level(s) listed in the preceding field.
               Or, enter an "E" to exclude them. (1 A)

HOME   Optional. Enter the homeroom(s) this letter should be printed
ROOMS   for, or leave blank to print for all homerooms. (6 A/N)
               Place an "I" in the "Include/Exclude" field to include the
               homeroom(s) listed in the preceding field. Or, enter an "E"
               to exclude them. (1 A)

FREE_LUNCH   Optional. Enter the free lunch code(s) this letter should be
CODES   printed for, or leave blank to print for all free lunch
               codes. (1 A/N) Place an "I" in the "Include/Exclude" field
               to include the free lunch code(s) listed in the preceding
               field. Or, enter an "E" to exclude them. (1 A)

APPROVED   Enter a "I" to indicate you want to include students who have
TEXTBOOK   been approved for free textbooks. Enter an "E" to exclude
               students who have been approved for free textbooks. Enter an
               "O" to only select students who have been approved for free
               textbooks. This option will only appear if you are using the
               RDS Food Service Software. (1 A)

LOG_LETTER   Required. Enter a "Y" to indicate yes, log this letter in
               the student's record. Enter an "N" to indicate no, do not
               log this letter in the student's file. If the letter is
               logged, then the letter number and date of the letter will
               appear on the student's F11-2 screen.
               NOTE: The software will not log the same letter twice for the
               same date. Also, the maximum number of logged letters in a
               student's F11-2 screen is five. If five letters have already
               been logged for a student, the first entry will be dropped in
               order to keep the most current entries.

SELECT   Required. Enter the number that corresponds to the category
STUDENTS   of students these labels are being printed for. Valid
               entries are as follows: "1" refers to students with a
               balance due, "2" refers to students with a balance due
               towards which no payments have been made, "3" refers to
               students with a balance due towards which payments have been
               made, "R" refers to those students who have a refund due, and
               "A" refers to all students.

BALANCE   Optional. Enter beginning and ending amounts to select
RANGE   students based on the range of amounts entered. For example,
               enter 100.00 in the first field and 150.00 in the second field
               to print letters for students with a balance between $100 to
               $150.

FEES_TO_BE   Required. Specify which fees should be included. Valid
INCLUDED   entries are:
                              C=Current year fees only
                              P=Prior year fees only
                              B=Both current year and prior year fees

STUDENT_ID#   Optional. Enter individual student ID #'s if selected ones
                       are to have a letter printed. (7A/N) For individual
                       students, F5 can be used for help for a Student Roster. If
                       F5 is pressed, the STUDENT ROSTER SELECTION screen (Figure
                       11-8-11C) will be displayed. NOTE: When selecting
                       individual students, other selection options (such as grade
                       level, homeroom, and free lunch codes) should not be used at
                       the same time.

_____
C11   Print Fee Letters to Students

                           Student Roster Option

                Optional beginning student name: _____

                  Optionally, restrict to grade __ and/or sex _

       NOTE: If a student is selected from the roster, that student's ID
              number will be placed in the first blank slot on the previous
              screen in the 'Student ID' column. If there are no available
              slots, the selected ID will NOT be placed on the previous screen.

 ENTER=Search for Student, F16=Exit
_____
Figure 11-8-11C. STUDENT ROSTER SELECTION SCREEN

Optionally, enter the student name or leave blank to display a list of
students. The STUDENT ROSTER DISPLAY screen (Figure 11-8-11D) will display.

```
_____
Student Name Sequence          Print Fee Letters        F22=Show Address
F20=Print Screen                                        F23=Show Parent Name
                                       S
_F Number_ _____Student_Name_____ Gr x _Phone__ Sch_WD__Date____Fees__Homerm
 1 E980710 Aaron, xxxxxx              10 F 222-2222 C11            9.22  131
 2 H960128 Abney, xxxxx              12 F 111-1111 C11            8.61  110
 3 W960010 Adams, xxxxxxxxx          12 M 333-3333 C11           55.23  101
 4 S970010 Adkins, xxxx              11 M 444-4444 C11                  146
 5 S970020 Adkins, xxxxxx            11 M 555-5555 C11                  146
 6 O981070 Agge, xxxxxxx             10 M 666-6666 C11                  131
 7 E990000 Albaugh, xxxxx            09 F 777-7777 C11                  205
 8 H980151 Albion, xxxxxx            09 F 888-8888 C11                  146
 9 S980700 Albright, xxxxx           10 M 999-9999 C11                  131
10 E970000 Altiere, xxxxx            11 M 101-0101 C11                  146
11 H960122 Alwell, xxxxx             12 M 202-0202 C11                  101
12 J980017 Andersen, xxxxx           10 F 303-0303 C11                  131
13 E990002 Anderson, xxxx            09 F 404-0404 C11                  201
14 E990003 Anglemyer, xxxxxxx        09 F 505-0500 C11           34.96  106
15 J960410 Anglemyer, xxxxxx         12 M 606-0600 C11           15.42  101

ENTER=More Students, F1-15=Select Corresponding Student, F18=Prev, F16=Exit
_____
```

Figure 11-8-11D. STUDENT ROSTER DISPLAY SCREEN

From the STUDENT ROSTER DISPLAY screen (Figure 11-8-11D), one of the following
options can be taken:

ENTER   View the next screen of students alphabetically.

F1-15   Select the corresponding student's record.

F18   Return to the previous full screen of students. This function will
        work for up to 20 previous screens. However, it will never go further
        back than the point that you started!

F20   Print a copy of the screen currently being displayed.

F22   Change the last column which currently shows "School, Withdrawal Code,
        Withdrawal Date, Fees and Homeroom" to instead show address and zip
        code.

F23   Change the last column which currently shows "School, Withdrawal Code,
        Withdrawal Date, Fees and Homeroom" to instead show Parent/Guardian
        Name.

Press ENTER after all the selection criteria has been filled in on the PRINT
FEE LETTERS TO STUDENTS screen 1 (Figure 11-8-11A). The PRINT LETTERS TO
STUDENTS SCREEN 2 screen (Figure 11-8-11E) will be displayed.

_____
C11   Print Letters to Students

Optionally, limit selection of students based on parameters entered below.

Club/Honor/Award/Activity   School Year: __ __   Type: _   Code: ____   (F1=Help)

User Definable Fields A1:   _   _   _   _   _   _   _   _   _   _
                       B1:   _   _   _   _   _   _   _   _   _   _
                       C2:   __ __ __ __ __ __ __ __ __ __
                       D2:   __ __ __ __ __ __ __ __ __ __
                       E3:   ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
             Next Year A1:   _   _   _   _   _   _   _   _   _   _
             Next Year C2:   __ __ __ __ __ __ __ __ __ __

 ENTER=Continue, F16=Return to previous screen
_____
Figure 11-8-11E. PRINT LETTERS TO STUDENTS SCREEN 2

NOTE: The 11-8-11E screen will not appear if individual students are requested.

You have the option of restricting the selection of students for whom labels
will be printed by filling in the appropriate fields on this screen.

CLUB/HONOR/AWARD/ACTIVITY
Fill in the School Year, Type, and Code of the students in the
Club/Honor/Award/Activity you want labels to be printed for. Press F1 for
help with Clubs, Honors, Activities, etc.

USER_DEFINABLE
Fill in the User Definable Fields to restrict the selection of students based
on what has been entered in their file for these fields.

Press ENTER to continue after filling in the selection criteria. You will be
returned to the STUDENT FEE REPORTING MENU upon completion.

From the STUDENT FEE REPORTING MENU (Figure 11-8) press F12 to display the
PRINT FEE LABELS TO STUDENTS screen 1 (Figure 11-8-12A). This function can be
processed at either the district or school level.

```
C11                        Print Fee Labels to Students

 Sort: 1 (1=Alpha, 2=HR/Alpha, 3=Gr/Alpha, 4=Family)  Status: A (A/W/B)
 Optionally, only include if enrolled before:__ __ __ or after: __ __ __ MMDDYY
 Term code, to restrict which fees should be included: __ ( , 2, 5, 8, 9, S)

 Grade levels: __ __ __ __ __ __ __ __  (Blank for all) I (I=Include, E=Exclude)
 Homerooms: _____ _____ _____ _____(Blank for all) I (I=Include, E=Exclude)
 Free lunch codes: _ _ _ _ _ _ _ _ _ _ _(Blank for all) I (I=Include, E=Exclude)
 Approved Textbook: I (I=Include, E=Exclude, O=Only)
 Select students with: A (1=Bal due, 2=Bal due no pymts, 3=Bal due, pymt made,
 Balance range: _____ thru: _____              R=Refund due, A=All)
 Fees to be included:  C (C=Current year only, P=Prior year only, B=Both)
 Optionally, enter individual student(s) to be printed: (F5=Student Roster)
 _____                                      _____
 _____                                      _____
 _____                                      _____
 _____                                      _____
 _____                                      _____
 _____                                      _____
 _____                                      _____
 If individual students are selected, other selection options will be ignored.

 ENTER=Continue, F1=Load parameters from last letter (F11-8-11), F16=Exit
```
            Figure 11-8-12A.   PRINT FEE LABELS TO STUDENTS SCREEN 1

Press F1 if you are printing student labels for mailing letters you have
printed in section F11-8-11. This will automatically pull in the parameters
from the PRINT FEE LETTERS TO STUDENTS SCREEN 1 (Figure 11-8-11A). Otherwise,
enter the selection criteria based on the following data entry requirements:

               ------------------- **DATA ENTRY REQUIREMENTS** -------------------
SORT   Required. Enter the desired sort sequence. Valid entries are as
            follows: 1=Alpha, 2=Homeroom/Alpha, 3=Grade/Alpha, 4=Family. (1 N)
            NOTE: Sort numbers 1, 2, and 3 sort by school first. Sort 4 will
            sort by Family Name first. When sorting by "Family", only 1 label
            will be printed per family. Any specific student information to be
            printed will come from the record of the student in the highest grade
            level.

STATUS   Required. Enter the letter that corresponds to the "status" of
            students you want labels printed for. Valid entries are as follows:
            "A" refers to active students only, "W" refers to withdrawn students
            only, and "B" refers to both active and withdrawn students. (1 A)

            If withdrawn students are to be included, only those withdrawn
            students who did not transfer to another school (in this district)
            will be listed.

TERM CODE_TO RESTRICT FEES   Required. Enter the term code for fees to be reported. For example, enter a "2" to report 1st semester fees only. Valid entries are:

blank=leave this field blank to pick up fees for all terms.
   Use this option if you have entered adjustment records
   without entering a semester code.
2=1st Semester
5=2nd Semester
8=3rd Semester (Trimester School)
9=All Year
S=Summer

GRADE LEVEL   Optional. Enter the grade level(s) to be printed or leave blank to print all grade levels. (2 N) Place an "I" in the "Include/Exclude" field to include the grade level(s) listed in the preceding field. Or, enter an "E" to exclude them. (1 A)

HOME-ROOMS   Enter the homeroom(s) to be printed or leave blank to print all homerooms. (6 A/N) Place an "I" in the "Include/Exclude" field to include the homeroom(s) listed in the preceding field. Or, enter an "E" to exclude them. (1 A)

FREE LUNCH CODES   Enter the free lunch code(s) to be printed or leave blank to print all free lunch codes. (1 A/N) Place an "I" in the "Include/Exclude" field to include the free lunch code(s) listed in the preceding field. Or, enter an "E" to exclude them. (1 A)

APPROVED TEXTBOOK   Enter an "I" to indicate you want to include students who have been approved for free textbooks. Enter an "E" to exclude students who have been approved for free textbooks. Enter an "O" to only select students who have been approved for free textbooks. This option will only appear if you are using the RDS Food Service Software. (1 A)

SELECT STUDENTS   Required. Enter the number that corresponds to the category of students these labels are being printed for. Valid entries are as follows: "1" refers to students with a balance due, "2" refers to students with a balance due towards which no payments have been made, "3" refers to students with a balance due towards which payments have been made, "R" refers to those students who have a refund due, and "A" refers to all students.

BALANCE RANGE   Optional. Enter beginning and ending amounts to select students based on the range of amounts entered. For example, enter 100.00 in the first field and 150.00 in the second field to print labels for students with a balance between $100 to $150.

FEES_TO BE INCLUDED   Required. Specify which fees should be included. Valid entries are:
C=Current year fees only
P=Prior year fees only
B=Both current year and prior year fees

You have the option of printing fee labels for up to fourteen individual
students. If this option is used, other selection options will be ignored.

If you would like the option of printing fee labels for individual students
and do not have the student ID numbers available, press F5 to display the
STUDENT ROSTER OPTION screen (Figure 11-8-12B).

_____
C11   Print Fee Labels to Students

                         Student Roster Option
            Optional beginning student name: _____

            Optionally, restrict to grade __ and/or sex _

      NOTE: If a student is selected from the roster, that student's ID
             number will be placed in the first blank slot on the previous
             screen in the 'Student ID' column. If there are no available
             slots, the selected ID will NOT be placed on the previous screen.

     ENTER=Search for Student, F16=Exit
_____
Figure 11-8-12B. STUDENT ROSTER OPTION SCREEN

The STUDENT ROSTER OPTION screen (Figure 11-8-12B) allows you to enter a
partial or complete student name to access the STUDENT NAME SEQUENCE screen
(Figure 11-8-12C). You can also restrict the roster to grade level and/or sex.

_____
Student Name Sequence   Print Fee Labels   F22=Show Address
F20=Print Screen   F23=Show Parent Name
                                   S
F Number _____Student_Name_____ Gr x _Phone__ Sch_WD__Date____Fees__Homerm
 1 E980710 Aaron, xxxxxx   10 F 222-2222 C11   9.22 131
 2 H960128 Abney, xxxxx   12 F 111-1111 C11   8.61 110
 3 W960010 Adams, xxxxxxxxx   12 M 333-3333 C11   55.23 101
 4 S970010 Adkins, xxxx   11 M 444-4444 C11   146
 5 S970020 Adkins, xxxxxx   11 M 555-5555 C11   146
 6 O981070 Agge, xxxxxxx   10 M 666-6666 C11   131
 7 E990000 Albaugh, xxxxx   09 F 777-7777 C11   205
 8 H980151 Albion, xxxxxx   09 F 888-8888 C11   146
 9 S980700 Albright, xxxxx   10 M 999-9999 C11   131
10 E970000 Altiere, xxxxx   11 M 101-0101 C11   146
11 H960122 Alwell, xxxxx   12 M 202-0202 C11   101
12 J980017 Andersen, xxxxx   10 F 303-0303 C11   131
13 E990002 Anderson, xxxx   09 F 404-0404 C11   201
14 E990003 Anglemyer, xxxxxxx   09 F 505-0500 C11   34.96 106
15 J960410 Anglemyer, xxxxxx   12 M 606-0600 C11   15.42 101
ENTER=More Students, F1-15=Select Corresponding Student, F18=Prev, F16=Exit
_____
Figure 11-8-12C. STUDENT NAME SEQUENCE SCREEN

From the STUDENT NAME SEQUENCE screen (Figure 11-8-12C), one of the following
options can be taken:

ENTER   View the next screen of students alphabetically.

F1-15   Select the corresponding student's record.

F16   Exit this screen.

F18   Return to the previous full screen of students. This function
                will work for up to 20 previous screens. However, it will never
                go further back than the point that you started!

F20   Print a copy of the screen currently being displayed.

F22   Change the last column which currently shows "School, Withdrawal
                Code, Withdrawal Date, Fees and Homeroom" to instead show address
                and zip code.

F23   Change the last column which currently shows "School, Withdrawal
                Code, Withdrawal Date, Fees and Homeroom" to instead show
                Parent/Guardian Name.

If you select the corresponding function key, that student's number and name
will automatically be pulled into the PRINT FEE LABELS TO STUDENTS SCREEN 1
(Figure 11-8-12A) in the first blank space where up to 14 individual students
can be entered.

Pressing F1 from the PRINT FEE LABELS TO STUDENTS screen 1 (Figure 11-8-12A)
will pull in the selection criteria from the last letter printed in F11-8-11.
This function key will also pull in student ID numbers if any were entered in
F11-8-11.

After all the selection criteria has been filled in on the PRINT FEE LABELS TO
STUDENTS screen 1 (Figure 11-8-12A) press ENTER to continue. The PRINT LABELS
TO STUDENTS screen 2 (Figure 11-8-12D) will be displayed only if individual
students have NOT been selected.

_____
C11   Print Labels to Students

 Optionally, limit selection of students based on parameters entered below.

Club/Honor/Award/Activity   School Year: __ __   Type: _ Code: ____   (F1=Help)

User Definable Fields A1:   _   _   _   _   _   _   _   _   _   _
                       B1:   _   _   _   _   _   _   _   _   _   _
                       C2:   __ __ __ __ __ __ __ __ __ __
                       D2:   __ __ __ __ __ __ __ __ __ __
                       E3:   ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
           Next Year A1:   _   _   _   _   _   _   _   _   _   _
           Next Year C2:   __ __ __ __ __ __ __ __ __ __

ENTER=Continue, F16=Return to previous screen

_____
Figure 11-8-12D. PRINT LABELS TO STUDENTS SCREEN 2

You have the option of restricting the selection of students for whom labels
will be printed by filling in the appropriate fields on this screen.

CLUB/HONOR/AWARD/ACTIVITY
Fill in the School Year, Type, and Code of the students in the
Club/Honor/Award/Activity you want labels to be printed for. Press F1 for
help with Clubs, Honors, Activities, etc.

USER_DEFINABLE
Fill in the User Definable Fields to restrict the selection of students based
on what has been entered in their file for these fields.

Press ENTER to continue after filling in the selection criteria. The PRINT
LABELS TO STUDENTS SCREEN 3 screen (Figure 11-8-12E) will be displayed.

_____
C11   Print Labels to Students

Format of Labels (A,B,C,D): _ Side-by-side sets (1,2,3): 1 Copies (1-99): 01

Place an 'X' next to items to print on student labels:
  (An 'A', 'B', 'C', or 'D' indicates the availability of item by format type.)

    Student Name   ABCD _   Street Address   A C _   City and State   A C _
    Zip Code   A C _   Home Phone-1   A C _   Grade Level   AB   _
    Sex Code   ABCD _   Student Number   AB D _   Homeroom Number AB   _
    Locker Number   AB   _   Home Phone-2   AB   _   Emergency Phone AB   _
    Birthdate   ABCD _   School Number   AB   _   Counselor   B   _
    School Name   B   _   Place of Birth   C _   Team Code   A   _
    Social Sec. No.   D _   Parent/Guardian ABC _

Print Message or Parent Name: _ (M=Message, P=Parent, Blank=neither)
    Message: _____ (e.g., TO THE PARENT/GUARDIAN OF:)

    Address: _ H=Home address should be printed if address was selected
             1=Par/Guard #1 (uses home address if parent address is blank)
             2=Par/Guard #2 (prints label only if parent address not blank)

 ENTER=Continue, F1=Help for Label Formats, F16=Previous Screen
_____
Figure 11-8-12E. PRINT LABELS TO STUDENTS SCREEN 3

Building_a_label

You will need to decide which format of labels will be used (format A, B, C or
D; use F1 to view these formats). Then, review the 20 fields in the middle of
the screen to decide what information you would like to have appear on the
labels. If you are constructing a label in format A, you can only place an
'X' next to those items that have an 'A' after them. If you are constructing
a label in format B, you can only place an 'X' next to those items that have
an 'B' after them. The same restrictions apply to formats C and D. You will
notice that some fields are available for both format A and format B and
likewise for both format A and format C.

Label_Format_and_Copies
Side-by-side sets (1, 2, or 3)

This field defines the number of labels that are side-by-side on your sheet of
labels. If your labels are single labels in one long continuous row, then
your response here would be '1'. If your labels have two labels next to each
other in two long continuous rows, then your response here would be '2'. If
you have 3 side-by-side labels in three long continuous rows, then your
response here would be '3'.

If your response is a '2', the same student will print on both labels across.
If your response is a '3', the same student will print on all 3 labels across.

Copies

Enter a value from 01 to 99 to print one or more copies of the side-by-side
sets specified in the previous field.

Format of Labels (A, B, C, & D)

Labels can be formatted in one of four ways. Enter the letters A, B, C or D
to designate which format you desire. Refer to figure 11-8-12F to view
Format A, figure 11-8-12G to view Format B, and figure 11-8-12H to view
Formats C and D. These screens can be accessed by selecting F1 from the PRINT
LABELS TO STUDENTS SELECTION screen 3 (Figure 11-8-12E).

```
                     Help for Defining Label Formats
                            (page 1 of 3)

                             ** Format A **
                 -----------------------------------
                 ------Line 1--------  Home Phone-1
                 ------Line 2--------         ID #
                 -------Street Address------- Grd X
                 --City/State-- -Zip-   Room  Lockr
                 Home Phone-2 Emerg. Phone Birthday
                 -----------------------------------
         1. If Message -OR- Parent Name -OR- Student Name is selected, it
            will print on Line 2 and Line 1 will be left blank.
         2. If Message -AND- Student Name are selected, the Message will
            print on Line 1 and the Student Name will print on Line 2.
         3. If Student Name -AND- Parent Name are selected, Student Name
            will print on Line 1 and Parent Name will print on Line 2.
         4. Home Phone-1 & 2 are the same, but have 2 choices of where to
            print.
         5. A team code and /or school number can be printed to the right of
            the student's name.  However, if Home Phone-1 is selected, then
            the team code and school will not appear.  Select Home Phone-2
            if you need to print both the phone # and the team &/or school
            number.

      ENTER=Continue Help, F16=Return to Entry Screen
```

Figure 11-8-12F. FORMAT_A SCREEN

    On label Format A the school number will print after the student name
    unless "Home Phone-1" is selected. If you need the phone number to print
    at the same time as the school number, select the "Home Phone-2" field.

_____

```
                    Help for Defining Label Formats
                            (page 2 of 3)

                            ** Format B **
                  ---------------------------------
                   ----Student Name----  Home Phone-1
                   Parent/Guardian Name
                   Gd X --ID #-  Lockr    Emerg. Phone
                   ----Line 4----- Room  Birthday Sch
                   ----Line 5----- Cnsl # School Name
                  ---------------------------------


          If Room Number is selected, Homeroom Teacher Name will print
          on Line 4.

          If Counselor Number is selected, Counselor Name will print
          on Line 5.


      ENTER=Continue Help, F16=Return to Previous Help Screen
```
_____

Figure 11-8-12G.   FORMAT_B SCREEN

_____

```
                    Help for Defining Label Formats
                            (page 3 of 3)

                            ** Format C **
                  ---------------------------------
                  -------Student Name--------   Sex
                  -------Street Address------------
                  -------City/State/Zip------------
                  -------Parent Name------- --Phone-
                  ---DOB-- --------Birthplace-------
                  ---------------------------------



                            ** Format D **
                  ---------------------------------
                  ---ID-- Sex
                  -------Student Name---------
                  --DOB---             ----SSN----
                  ---------------------------------
               DOB = Date of birth, printed as MM-DD-YY.

      ENTER=Return to Entry Screen, F16=Return to Previous Help Screen
```
_____

Figure 11-8-12H.   FORMAT_C/D SCREEN

Printing_a_Message_or_the_Student's_Parents_Name_on_the_Label
To print a message on the first line of the label, enter an "M" in the "Print
Message or Parent Name" field. Then, immediately below that field you can
enter the message that you would like to have printed.

Or, if you would rather print the student's parent/guardian name(s), enter a
"P" in the "Print Message or Parent Name" field and leave the message field
blank. When parent/guardian names are selected to be printed on the labels,
they will be printed last-name last instead of the way that they are stored in
each student's record (last-name first).

For example, "MILLER, M/M JOHN" will print as "M/M JOHN MILLER".

Select Address
        H= Enter an "H" if the home address should be printed on the
            labels.

        1= Sometimes, parents want their mail sent to a P.O. Box or
            another address other than their home address. If you
            enter a "1" here, the address that prints on the label
            will be the parent's address. If the parent's address is
            blank, then the home address will automatically be used.

        2= For printing labels to non-custodial parents only, enter
            a "2". This will cause labels to be produced ONLY for
            the Parent/Guardian #2 entries on the Emergency Screen if
            an address was entered.

Press ENTER to continue. You will be returned to the STUDENT FEE REPORTING
MENU upon completion.

NOTE: A printer override instructs the printer not to rotate the form. For
example, if your printer is set to PORTRAIT, it should not switch to
LANDSCAPED.

From the STUDENT FEE REPORTING MENU (Figure 11-8), press F13 to print Blank
Fee Statements. The PRINT BLANK FEE STATEMENTS screen, (Figure 11-8-13A) will
be displayed.

```
┌──────────────────────────────────────────────────────────────────────────┐
│ C11                     Print Blank Fee Statements                         │
│                                                                            │
│   The purpose of this process is to print blank fee statements for particular │
│   grade levels.  Before running this step, be sure that the following items │
│   have been done:                                                          │
│                                                                            │
│   1.  For elementary students, enter the fee sets for each grade level or home- │
│       room on the Fee Description File.                                     │
│                                                                            │
│   2.  For secondary students, load the fees from the Course Master into the Fee │
│       Description File.                                                     │
│                                                                            │
│   3.  For all students, enter the fee statement messages for the entire school │
│       or for each grade level on the Fee Statement Message File.           │
│                                                                            │
│   # of blank statements for each grade level selected: 01 (01-99)          │
│                                                                            │
│   Semester: _ (1-4,9=1+2)  Left margin: 0 (0/4/8)  Form: 01 (01-06)        │
│                                                                            │
│   Enter 'X' for grade level to be printed (blank for all):                 │
│                   07  08  09  10  11  12  13  GR                           │
│                   X   _   _   _   _   _   =   =                             │
│                                                                            │
│  ENTER=Continue, F16=Exit                                                  │
└──────────────────────────────────────────────────────────────────────────┘
          Figure 11-8-13A.  PRINT BLANK FEE STATEMENTS SCREEN
```

Place an 'X' under the grade levels to be printed or leave blank to print all
grade levels. Follow the guidelines below when entering data:

------------------- DATA ENTRY REQUIREMENTS -------------------

BLANKS   Required. Enter the number of blank statements desired for each
          grade level (01-99). (2 N)

SEM   Required. Enter the number that corresponds to the semester you want
          fee statements printed for. Valid entries are as follows: 1=first
          semester, 2=second semester, 3=third semester (for trimester schools)
          or summer for bimester school, 4=summer semester for a trimester
          school, 9=all year. (1A/N)

LEFT   Required. Specify a left margin of 0, 4, or 8 characters.
MARGIN

FORM   Required. Enter the desired form. Form 01 is for a tractor fed
          form. Form 02 is for use with the EZPRINT document development tool
          from ACOM. Form 02 cannot be produced unless you have licensed
          EZPRINT from ACOM. A system administrator must assign a laser
          printer in user security (F24-2) under "Fee Statements" prior to using
          the ACOM feature. Form 02 is a direct print option; the output will
          not be held in your AS400 print queue. (2A/N)

GRADE   Optional. Put an 'X' under the grade levels desired or leave blank
LEVEL   to print all grade levels.

The courses will be listed by fee type (as defined on the fee description file)
and course number on the fee statement. The fee type is helpful in grouping
fees. For example, those courses with no fee type code will be listed first,
then you might want to list miscellaneous fees next by assigning a fee type code
of "M" and then transportation fees last by assigning a fee type code of "T".

Press ENTER to continue, you will be returned to the STUDENT FEE REPORTING
MENU upon completion.

From the STUDENT FEE REPORTING MENU (Figure 11-8), press F14 to print Selected
Fee Statements. The PRINT SELECTED FEE STATEMENTS screen, (Figure 11-8-14A)
will be displayed. This function would primarily be used for printing
statements for late enrollees or delinquent students. **NOTE:** There is a logging
feature that will add a record every time a statement is printed. This record
will appear in an individual student's Summary of Letters/Stmts Sent to Student
Screen (F11-2-12).

```
C11                      Print Selected Fee Statements


Form: 05 (01-07) Starting stmt # for Form 2-7 only (opt): 000000
Sort: 1 (1=Alpha,2=HR,3=Gr,4=Zip/Alpha) Status: B (A/W/B) Print fee stmt rpt? N
Students enrolled on or after: __ __ __ (MMDDYY)  Incl Prior Yr Amts? N (Y/N)
Address: 1 (1=Home, 2=Parent/Guardian #1 but if blank, use home)
Select students with: 1 (1=Bal due, 2=Bal due no pymts, 3=Bal due, pymt made)
Left margin: 0 (0/4/8) Sem: 9 (1-4,9=1+2)                (R=Refund due, A=All)


To start at a certain name, enter full/partial: _____
Optionally, enter individual student(s) to be printed: (F5=Student Roster)

 _____                           _____
 _____                           _____
 _____                           _____
 _____                           _____
 _____                           _____
 _____                           _____
 _____                           _____
 _____                           _____
 _____                           _____
 _____                           _____
If individual students are selected, other selection options will be ignored.

ENTER=Continue, F16=Exit
```

Figure 11-8-14A. PRINT SELECTED FEE STATEMENTS SCREEN

Enter the selection criteria based on the following data entry requirements:

------------------- **DATA ENTRY REQUIREMENTS** -------------------

FORM   Required. Enter the desired form. Form 01 is for a tractor fed
            form. Forms 02 through 06 are for use with the EZPRINT document
            development tool from ACOM. These forms cannot be produced unless you
            have licensed EZPRINT from ACOM. A system administrator must assign a
            laser printer in user security (F24-2) under "Fee Statements" prior to
            using the ACOM feature. Form 07 is for EVSC ONLY. (2A/N)

STARTING   Optional. If you are using forms 2-6, you have the option of entering
STATMENT   the starting statement number. If nothing is entered in this field,
NUMBER   the statement number area on the fee statement will be blank. (7 N)

SORT   Required. Enter the desired sort sequence. Valid entries are as
            follows: 1=Alpha, 2=Homeroom/Alpha, 3=Grade/Alpha, 4=Zip/Alpha. (1 N)

STATUS   Required. Enter the letter that corresponds to the "status" of students you want statements printed for. Valid entries are as follows: "A" refers to active students only, "W" refers to withdrawn students only, and "B" refers to both active and withdrawn students. (1 A) **If withdrawn students are to be included, only those withdrawn students who did not transfer to another school (in this district) will be listed.**

PRINT FEE Required. Enter a "Y" if you want to print a report of students
STATEMENT who had statements printed. Enter an "N" if you don't want this
REPORT   listing. (1 A)

STUDENTS Optional. Enter a date (MMDDYY format) if you want to print
ENROLLED statements for students enrolled on or after a certain date. (6 N)
DATE

INCLUDE   Required. Enter a "Y" yes, to include prior year amounts. Enter
PRIOR   an "N" no, to exclude prior year amounts. (1 A)
YEAR
AMOUNTS?

ADDRESS   Required. Enter a 1 to print the address that appears on a student's schedule and demographics screen (F8-8-4). Enter a 2 to print the parent/guardian address that appears on a student's emergency screen (F8-8-5). Option 2 will print the home address if the parent/guardian field is blank.

SELECT   Required. Enter the number that corresponds to the category
STUDENTS of students these statements are being printed for. Valid entries are as follows: "1" refers to students with a balance due, "2" refers to students with a balance due towards which no payments have been made, "3" refers to students with a balance due towards which payments have been made, "R" refers to those students who have a refund due, and "A" refers to all students.

LEFT   Required. Specify a left margin of 0, 4, or 8 characters.
MARGIN

SEM   Required. Enter the number that corresponds to the semester you want fee statements printed for. Valid entries are as follows: 1=first semester, 2=second semester, 3=third semester (for trimester schools), 4= summer school, 9=all year. NOTE: If you request statements to be printed for semester 2, 3 or 4 only, a second screen will appear that will ask if you want the amount of prior semester fees to be shown (Figure F11-8-14B). Valid entries are: N = Don't show any prior semester amounts, or Y = Show the balance due from the prior semester(s) on a separate line. (1A/N)

```
 ┌──────────────────────────────────────────────────────────────────────┐
 │                                                                        │
 │                                                                        │
 │   C11                     Print Selected Fee Statements                │
 │                                                                        │
 │                                                                        │
 │                      You have selected the option to                   │
 │                          print semester 2 only.                        │
 │                      Please indicate whether you would                 │
 │                          like to see prior semesters                   │
 │                          shown on the fee statement.                   │
 │                                                                        │
 │                                                                        │
 │                              N (Y/N)                                   │
 │                              ‾                                         │
 │                                                                        │
 │                                                                        │
 │              N = Don't show any prior semester amounts.                │
 │              Y = Show the balance due from the prior                   │
 │                  semester(s) on a separate line.                       │
 │                                                                        │
 │                                                                        │
 │                                                                        │
 │                                                                        │
 │                                                                        │
 │                                                                        │
 │                                                                        │
 │  ENTER=Continue, F16=Exit                                              │
 └──────────────────────────────────────────────────────────────────────┘
```
        Figure 11-8-14B.   PRINT SELECTED FEE STATEMENTS SCREEN

TO START AT A CERTAIN NAME, ENTER FULL/PARTIAL
For helping in restarting a fee statement run, use this option to start printing
at a certain name (full or partial name can be entered, last name first, or even
a single letter). If sorting by homeroom or grade level and requesting to start
at a certain name, exactly one homeroom or grade level must be entered.
Otherwise, the software wouldn't know which homeroom/grades should be completely
printed and which ones should be partially printed.

You have the option of printing selected fee statements for up to twenty
individual students. If this option is used, other selection options will be
ignored.

If you would like the option of printing selected fee statements for
individual students, press F5 to display the STUDENT ROSTER OPTION screen
(Figure 11-8-14C).

_____

```
   CHS                    Print Selected Fee Statements

                          Student Roster Option

            Optional beginning student name: _____

                 Optionally, restrict to grade __ and/or sex _

         NOTE:  If a student is selected from the roster, that student's ID
                number will be placed in the first blank slot on the previous
                screen in the 'Student ID' column.  If there are no available
                slots, the selected ID will NOT be placed on the previous screen.

     ENTER=Search for Student, F16=Exit
```
_____

Figure 11-8-14C. STUDENT ROSTER OPTION SCREEN

The STUDENT ROSTER OPTION screen (Figure 11-8-14C) allows you to enter a partial
or complete student name to access the STUDENT NAME SEQUENCE screen (Figure 11-
8-14D). You can also restrict the roster to grade level and/or sex.

_____

```
Student Name Sequence        Print Fee Statements      F22=Show Address
F20=Print Screen                                       F23=Show Parent Name
                                   S
 F Number_ _____Student_Name_____ Gr x _Phone__ Sch_WD__Date____Fees__Homerm
 1 E980710 Aaron, xxxxxx              10 F 222-2222 CHS            9.22  131
 2 H960128 Abney, xxxxx               12 F 111-1111 CHS            8.61  110
 3 W960010 Adams, xxxxxxxxx           12 M 333-3333 CHS           55.23  101
 4 S970010 Adkins, xxxx               11 M 444-4444 CHS                  146
 5 S970020 Adkins, xxxxxx             11 M 555-5555 CHS                  146
 6 O981070 Agge, xxxxxxx              10 M 666-6666 CHS                  131
 7 E990000 Albaugh, xxxxx             09 F 777-7777 CHS                  205
 8 H980151 Albion, xxxxxx             09 F 888-8888 CHS                  146
 9 S980700 Albright, xxxxx            10 M 999-9999 CHS                  131
10 E970000 Altiere, xxxxx             11 M 101-0101 CHS                  146
11 H960122 Alwell, xxxxx              12 M 202-0202 CHS                  101
12 J980017 Andersen, xxxxx            10 F 303-0303 CHS                  131
13 E990002 Anderson, xxxx            09 F 404-0404 CHS                   201
14 E990003 Anglemyer, xxxxxxx         09 F 505-0500 CHS           34.96  106
15 J960410 Anglemyer, xxxxxx          12 M 606-0600 CHS           15.42  101

ENTER=More Students, F1-15=Select Corresponding Student, F18=Prev, F16=Exit
```
_____

Figure 11-8-14D. STUDENT NAME SEQUENCE SCREEN

Options available from the STUDENT NAME SEQUENCE screen (Figure 11-8-14C):

ENTER   View the next screen of students alphabetically.

F1-15   Select the corresponding student's record.

F16   Exit this screen.

F18   Return to the previous full screen of students. This function will
                 Work for up to 20 previous screens. However, it will never go
                 further back than the point that you started!

F20   Print a copy of the screen currently being displayed.

F22   Change the last column which currently shows "School, Withdrawal
                 Code, Withdrawal Date, Fees and Homeroom" to instead show address
                 and zip code.

F23   Change the last column which currently shows "School, Withdrawal
                 Code, Withdrawal Date, Fees and Homeroom" to instead show
                 Parent/Guardian Name.

If you select the corresponding function key, that student's number and name
will automatically be pulled into the PRINT SELECTED FEE STATEMENTS SCREEN
(Figure 11-8-14A) in the first blank space where up to 20 individual students
can be entered.

After all the selection criteria has been filled in on the PRINT SELECTED FEE
STATEMENTS screen (Figure 11-8-14A) press ENTER to continue. The PRINT
SELECTED FEE STATEMENTS screen (Figure 11-8-14E) will be displayed only if
individual students have NOT been selected.

```
 C11                    Print Selected Fee Statements


 Grade levels: __ __ __ __ __ __ __ __  (Blank for all) I (I=Include, E=Exclude)
 Homerooms: _____ _____ _____ _____  (Blank for all) E (I=Include, E=Exclude)
 Free lunch codes: _ _ _ _ _ _ _ _ _ _   (Blank for all) I (I=Include, E=Exclude)
 ------------------------------------------------------------------------------
 Club/Honor/Award/Activity   School Year: __ __  Type: _  Code: ____  (F1=Help)
 ------------------------------------------------------------------------------
 Select if charged a fee for one/more of these courses:

  _____       _____       _____       _____       _____       _____
  _____       _____       _____       _____       _____       _____
 ------------------------------------------------------------------------------
 User Definable Fields  A1:  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
                        B1:  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
                        C2:  __ __ __ __ __ __ __ __ __ __ __ __
                        D2:  __ __ __ __ __ __ __ __ __ __ __ __
                        E3: ___ ___ ___ ___ ___ ___ ___ ___ ___
           Next Year A1:  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
           Next Year C2:  __ __ __ __ __ __ __ __ __ __ __ __
 ------------------------------------------------------------------------------
 FT Codes (Form 07): _ _ _ _ _ _ _ _ _ _

 ENTER=Continue, F16=Return to previous screen
```
                     Figure 11-8-14E. PRINT SELECTED FEE STATEMENTS SCREEN

NOTE: This screen will not appear if individual students are requested.

You have the option of restricting the selection of students for whom statements
will be printed by filling in the appropriate fields on this screen.

GRADE   Optional. Enter the grade level(s) to be printed or leave blank to
LEVEL   print all grade levels. (2 N) Place an "I" in the "Include/Exclude"
         field to include the grade level(s) listed in the preceding field.
         Or, enter an "E" to exclude them. (1 A)

HOME-   Optional. Enter up to four homeroom(s) to be printed or leave blank
ROOMS   to print all homerooms. (6 A/N) Place an "I" in the
         "Include/Exclude" field to include the homeroom(s) listed in the
         preceding field. Or, enter an "E" to exclude them. (1 A)

FREE   Optional. Enter the free lunch code(s) to be printed or leave blank
LUNCH   to print all free lunch codes. (1 A/N) Place an "I" in the
CODES   "Include/Exclude" field to include the free lunch code(s) listed in
         the preceding field. Or, enter an "E" to exclude them. (1 A)

CLUB/HONOR/AWARD/ACTIVITY
Fill in the School Year, Type, and Code of the students in the
Club/Honor/Award/Activity you want labels to be printed for. Press F1 for help
with Clubs, Honors, Activities, etc.

SELECT BASED ON COURSE FEES
Fill in up to twelve fee codes to print statements for students that have one or
more of the fee codes entered on their Display/Update Individual Student's Fees
Screen (F11-2).

USER_DEFINABLE
Fill in the User Definable Fields to restrict the selection of students based on
what has been entered in their file for these fields.

FT CODES (FORM 07 ONLY)
These codes are defined by EVSC only.

The courses will be listed by fee type (as defined on the fee description file)
and course number on the fee statement. The fee type is helpful in grouping
fees. For example, those courses with no fee type code will be listed first,
then you might want to list miscellaneous fees next by assigning a fee type code
of "M" and then transportation fees last by assigning a fee type code of "T".

Press ENTER to begin processing after filling in the selection criteria. Or,
press F16 to return to the previous screen. You will be returned to the
STUDENT FEE REPORTING MENU upon completion.

After printing selected fee statements, you can use F11-8-2 (Load Fee
Statement Numbers) and F11-8-3 (Print Initial Fee Register) to generate a
register if desired.

From the STUDENT FEE REPORTING MENU (Figure 11-8), press F17 to print the FEES
PAID BY COURSE/DEPARTMENT report. The FEES PAID BY COURSE/DEPARTMENT
SELECTION screen, (Figure 11-8-17A) will be displayed. This report shows the
distribution of payments by course and department.

_____

 CHS   **FEES PAID BY COURSE/DEPARTMENT**
 Fees will be sorted by type, then code.

 To prorate adjustments, enter adj fee code(s): ADJUSTMT _____ _____

 Term code, to restrict which fees should be included: _ (,2,5,8,9,S)

 Grade levels: 09 __ __ __ __ __ (Blank=all)   I (I=Include, E=Exclude)

 Homerooms: _____ _____ _____ _____ (Blank=all)   I (I=Include, E=Exclude)

 Free lunch codes: _ _ _ _ _ _ _ _ _ _ (Blank=all)   I (I=Include, E=Exclude)

 Include withdrawn students? Y (Y/N)

 Show (P)rior only, (C)urrent only, (B)oth: B (P/C/B)   Show detail? N (Y/N)

 Exclude free lunch students only if fees have NOT already been adjusted out.

 ENTER=Continue, F16=Exit
_____

Figure 11-8-17A. FEES PAID BY COURSE/DEPARTMENT SELECTION SCREEN

Enter the selection criteria based on the following data entry requirements:

                    ----------------- DATA ENTRY REQUIREMENTS ------------------

ADJUSTMENT_FEE   Optional. Any fee adjustments made by the bookkeeper will
CODE   appear as a separate entry on this report. If you would
                    rather have adjustments distributed proportionately to the
                    students' fees, enter your adjustment codes in these fields.
                    (8 A/N)

TERM_CODE_TO   Required. Enter the term code for fees to be reported.
RESTRICT_FEES   For example, enter a "2" to report 1st semester fees only.
                    Valid entries are:
                         blank=leave this field blank to pick up fees for all
                               terms. Use this option if you have entered
                               adjustment records without entering a semester
                               code.
                         2=1st Semester   5=2nd Semester
                         8=3rd Semester   9=All Year
                         S=Summer

GRADE   Optional. Enter the grade level(s) this report should be
LEVELS   printed for, or leave blank to print for all grade levels.
                    (2 A/N) Place an "I" in the "Include/Exclude" field to
                    include the grade level(s) listed in the preceding field.
                    Or, enter an "E" to exclude them. (1 A)

HOME   Optional. Enter the homeroom(s) this report should be printed
ROOMS   for, or leave blank to print for all homerooms. (6 A/N)
                  Place an "I" in the "Include/Exclude" field to include the
                  homeroom(s) listed in the preceding field. Or, enter an "E"
                  to exclude them. (1 A)

FREE_LUNCH   Optional. Enter the free lunch code(s) this report should be
CODES   printed for, or leave blank to print for all free lunch
                  codes. (1 A/N) Place an "I" in the "Include/Exclude" field
                  to include the free lunch code(s) listed in the preceding
                  field. Or, enter an "E" to exclude them. (1 A)

INCLUDE   Required. Enter a "Y" (yes), to include withdrawn students.
WITHDRAWN   Enter an "N" (no), to not include withdrawn students.
STUDENTS   (1 A)

FEES_TO_BE   Required. Specify which fees should be included. Valid
INCLUDED   entries are:
                       C=Current year fees only
                       P=Prior year fees only
                       B=Both current year and prior year fees

SHOW_DETAIL   Required. Enter a "Y" (yes), to show the detail report.
                  Enter an "N" (no) to get a summary report.

Press ENTER to generate the report.

NOTE: Fees will be sorted first by type and then by code. If you want to have
certain fees appear separately (e.g., all class fees first, miscellaneous fees
second, etc.) then you will need to give the fee a different type code on the
fee description file.

From the STUDENT FEE ACCOUNTING MENU (Figure 11), press F10 to display the
MASS UPDATE MENU (Figure 11-10).

```
                           Student Fee Accounting
                             Mass Update Menu

         *** Mass Clear Prior Year Payments and
                 Amounts Due for Entire District ............ F1

             Mass Load Each Student's Fees Due
                 for Current School Year (for one school) ... F2

             Mass Reduce Fees for Free Lunch Students ....... F3

             Mass Load Fees Based on Course Enrollment ...... F4
             Mass Reduce Fees Based on Fee Code ............. F5

             Print List of Mass Updates Processed .......... F8


                                    Session Defaults ......... F23
                                    Display Print Files ....... F15
                                    Exit ..................... F16

      *** Do not run this if this process successfully ran during rollover!
```

Figure 11-10. MASS UPDATE MENU

From the MASS UPDATE MENU (Figure 11-10), press F1 to display the MASS CLEAR
PRIOR YEAR FEES FOR ENTIRE DISTRICT screen (Figure 11-10-1A). This procedure
should be one of the first steps processed each year in the fee accounting
system. This is a district function only and cannot be run at the school level.

```
 C00              Mass Clear Prior Year Payments and Amounts Due
                               for Entire District


  The purpose of this process is to clear all fees that remain from the prior
  school year.  After processing this step, the current year fees can be mass
  loaded by individual schools, using F11-10-2.

  How should files be cleared?
     1 = Clear all payments and all amounts owed.
     2 = Clear all payments and calculate balance owed from prior year.
         When calculating prior balance to be rolled forward, should a negative
         balance be dropped? _ (Y=Yes, N=No, negatives can be carried forward)




         The FP2FILE and the FPRFILE will be cleared in this process.
         A fee history record will always be created for the prior year
         to show the amount charged and amount paid (for F11-2-5).

  F12=Continue & Update, F16=Exit
```

Figure 11-10-1. MASS CLEAR PRIOR YEAR FEES FOR ENTIRE DISTRICT SCREEN

Enter a "1" if you want to clear all payments and amounts owed. Enter a "2" if
you want to clear all payments and calculate the balance owed from the prior
year. If option 2 is selected, a history record will be created for the prior
year. Also, respond to the "When calculating prior balance to be rolled
forward, should a negative balance be dropped?" question with either a "Y" or an
"N".

Press F12 to begin the process.

If option 2 is selected, a fee history record will be logged in a file called
FHFILE in K12DATA. This record will show the amount of fees and payments that
were recorded for the prior school year, along with the code of the school where
the fees were charged. The Display/Update Individual Student's Fees screen
(F11-2) will show a prior year balance due with the fee description of "PRIOR"
followed by a 2 digit "ending year".

From the MASS UPDATE MENU (Figure 11-10), press F2 to display the MASS LOAD
EACH STUDENT'S FEES DUE FOR CURRENT SCHOOL YEAR screen (Figure 11-10-2A).
**This procedure must be run at the school level, only after F11-10-1 has been
run at the district level for the current school year.**

```
C11                     Mass Load Each Student's Fees Due
                             for Current School Year

 The purpose of this process is to record the fees due for each student for
 the current school year.  Transaction date: __ __ __
 Optionally, process individual student: _____
                       07  08  09  10  11  12  13  GR
 Enter fee source:     N   N   S   S   S   S   N   N
       S = from student's current schedule
       F = from the fee description file
       B = both S and F (above)
       N = no fees apply to the grade level

             Semester to be loaded: 9 (1, 2, 3 or 9=All Year)
                   Include withdrawn? N (Y/N)
     Clear fees for all semesters? Y (Y/N)
         Clear prior year balances? N (Y/N)
   Clear payments or redistribute? R (C=Clear, R=Redistribute)
 Clear stmt/letter tracking slots? N (Y/N)
 Do not load/clear these fee cds: Z      COLFEE _____ _____ _____ _____
 Restore FA2FILE, FP2FILE, FP2FILE01, FP2FILE02, and FP2FILE03 in K12DATA (for
 all schools) if you encounter a problem with this mass update process.


 ENTER=Continue, F5=Roster, F16=Exit
```
Figure 11-10-2A.MASS LOAD EACH STUDENT'S FEES DUE FOR CURRENT SCHOOL YEAR SCREEN

Follow the guidelines below when entering selection criteria:

                ------------------ **DATA ENTRY REQUIREMENTS** ------------------

TRANS-   Required. Enter a date (MM DD YY format) to be logged as the
ACTION   date fees were loaded.
DATE

INDIVID-   Optional. Enter the student ID of the student you want to mass
UAL STU-   load. To assist in selecting the student, an F5 "Roster Search"
DENT   option is available.

FEES   Required. Enter the source of the fees under each grade level.
SOURCE   Valid entries are as follows:
                     S = from student's current schedule
                     F = from the fee description file
                     B = both from the student's current schedule and the fee
                         description file
                     N = no fees apply to the grade level

116

SEMESTER Required. Indicate the semester of the fees you want to load.
TO_BE   Valid entries are:
LOADED   1 = First Semester
                       2 = Second Semester
                       3 = Third Semester
                       9 = All Year

INCLUDE Required. Enter a "Y" to indicate yes, include withdrawn students.
WITH-   Enter an "N" to indicate no, do not include withdrawn students.
DRAWN?

CLEAR   Required. Enter a "Y" to indicate yes, clear the current year
FEES_FOR balance. Enter an "N" to indicate no, do not clear the current
ALL   year balance. The entry in this field can be a "Y" only when
SEMES-   the entry to "Semester to be loaded" is a "1" or "9".
TERS?

CLEAR   Required. Enter a "Y" to indicate yes, clear the prior year
PRIOR   balances. Enter an "N" to indicate no, do not clear the prior
YEAR?   year balances. The entry in this field can be a "Y" only when "Clear
             fees for all semesters" is a "Y".

CLEAR_PAYMENTS_OR_REDISTRIBUTE?
             Required. If payments have already been entered this school year,
             indicate how they should be handled. Valid entries are:

                  C = Clear the payments - only use "C" if the response to
                      "Semester to be loaded" is a "1" or a "9".
                  N = Do not touch the payments, leave them as is
                  R = Redistribute the payments

             NOTE: When selecting "R" to redistribute, payments associated to
             "PRIOR" fees will stay with prior fees unless the option "Clear Prior
             Year Balances" has a response of "Y". In that case, any payments
             against priors would be applied against current year fees, if possible.
             Once all current year fees have been paid in full, the remaining
             payments would be placed in an OVERPYMT slot.

CLEAR   Required. Enter a "Y" to indicate yes, clear the five letter
FIVE   tracking slots. Enter an "N" to indicate no, do not clear the five
LETTER   letter tracking slots. This is referring to the record of letters
TRACKING sent to each student which appears on the Display/Update Individual
SLOTS   Student's Fees Screen (Figure 11-2H).

DO NOT   Optional. These fields allow for up to six courses to be skipped in
LOAD/   the loading process; the courses can be masked. These fields can also
CLEAR   be used to preserve additional debt fees (fines, lost book, etc.) For
             example, if you have these types of fees defined with Z as the leading
             letter in the fee code (defined in F11-5-1), you can enter a Z as
             shown in the screen sample to preserve any fee code starting with a Z.

NOTE: A highlighted message appears near the bottom of the screen that lists the files to restore if a problem is encountered with this mass update. The fee files are shared by all schools. Therefore, it is best to keep all schools out of the fee system while mass updates are being processed. It is also best to do this update immediately following a backup.

Press ENTER to continue or F16 to exit. The screen will be closed for entry but will display the selection criteria for confirmation. If it looks good, press F12 to continue and update, if not, press F16 to reopen the screen. If F12 is pressed, the MISCELLANEOUS FEES screen (Figure 11-10-2B) will be displayed.

_____

CHS   **Mass Load Each Student's Fees Due**
                         for Current School Year
 Enter below the miscellaneous fees to be included by grade level:

Grade	Fee 1/Description	Fee 2/Description	Fee 3/Description
09	__4.00 HANDBOOK____	__1.00 STUDENT_ID__	_____ _____
10	__4.00 HANDBOOK____	__1.00 STUDENT_ID__	_____ _____
11	__2.00 CONVOCATION_	__1.80 GUIDANCE____	__5.00 TECHNOLOGY__
12	__4.00 HANDBOOK____	__1.00 STUDENT_ID__	_____ _____
__	_____ _____	_____ _____	_____ _____
__	_____ _____	_____ _____	_____ _____

 Semester Code for Miscellaneous Fees: 9 (1=1st, 2=2nd, 3rd, 9=All Year)
 Type code for miscellaneous fees: _ (Optional)

 RECORDS WILL AUTOMATICALLY BE ADDED TO THE FEE DESCRIPTION FILE FOR ANY MISCEL-
LANEOUS FEES ENTERED ON THIS SCREEN. IF MISCELLANEOUS FEE DESCRIPTION RECORDS
ALREADY EXIST WITH THE SAME SEMESTER CODE, THE RECORDS WILL BE UPDATED WITH ANY
CHANGED INFORMATION. IF THE SEMESTER CODE IS DIFFERENT, NEW RECORDS WILL BE
CREATED.

  ENTER=Continue, F16=Return to previous screen

_____
       Figure 11-10-2B. MISCELLANEOUS FEES SCREEN

Enter the grade level and corresponding fees for each level. Up to three different fee descriptions can be entered for each level.
If you have already processed student schedules (F9-9, 10, 11, or 13) this screen will default to what was entered on the SCHEDULE PARAMETERS screen (Figure 9-9A).

Specify the Semester Code for the Miscellaneous Fees to be charged. Valid entries are: 1 = first semester, 2 = second semester, 3 = third semester, and 9 = all year. This field will default to 9.

The semester code used will determine where the miscellaneous fees will be listed on the fee statements and in each student's fee screen (F11-2). For example, if semester code 9 is selected, the miscellaneous fees will be shown at the bottom of the fees charged. This process will place the miscellaneous fees in the Fee Description File (F11-5-1), or update any miscellaneous fees with the same semester code.

Optionally enter a TYPE code for the miscellaneous fees being included. For example, you might want to enter "M" for miscellaneous fees. This code will be used for the organization of fees presented on the FEE PAYMENTS BY COURSE/DEPT report (F11-8-17). Those fees with a different type code will generate a separate total on the report.

Press ENTER to continue or F16 to exit. You will be returned to the STUDENT FEE ACCOUNTING MASS UPDATE MENU upon completion.

From the MASS UPDATE MENU (Figure 11-10), press F3 to display the MASS REDUCE
FEES FOR FREE LUNCH STUDENTS screen (Figure 11-10-3A).

Special_Considerations

1.   If you plan to print the State Textbook Assistance Reimbursement Report
        (F11-8-7), it is recommended that you do not mass reduce fees until
        after that reporting period is completed. In the mean time, while free
        lunch students' records still show fees due, you have options available
        during the printing of reports and labels to skip these students.

2.   If you plan to carry forward "balance due" into the next school year,
        it is recommended that you run this option when closing your books for
        the school year.

3.   This option can be run more than once. If you run it a second time, it
        will only process free lunch students whose fees were not previously
        reduced by this function.

```
C11                 Mass Reduce Fees for Free Lunch Students
Fee Pymt Cd: FL  Comment: Mass Reduc Free/Red    Date: 04 01 09
Run in (T)rial or (F)inal mode? _ Option 'T' will produce a report that lists
students who WILL BE affected. Option 'F' will list students who WERE affected.


The purpose of this process is to reduce CURRENT YEAR FEES for free lunch
students.  Only those students whose lunch code matches one of those entered
below will be processed.  Lunch codes can be maintained on the Miscellaneous
Screen (F8-8-21) or in the Data Base Management System (F8-13), field #20.
If you use the RDS Food Service Software, lunch codes are maintained in that
software instead of the student management functions noted above.  If using the
Food Service Software, you may choose to limit selection to those students who
have been approved for free textbooks.
An adjustment record will be logged in the FP2FILE for each free lunch student.
In the FA2FILE (fee accounting master file), the fees will be reduced for the
columns marked here. Textbk  Consum   Fees
                      _       _       _  1=Reduce fees, 2=Reduce if not paid
The student's current lunch code will be stored in FA2FILE in a field called
FA2-LUNCH.  This will enable the software to know what the free lunch status
was at the time that the fees were reduced in mass.  Include withdrawn? N (Y/N)
  Skip fee types: _ _ _ _ _ _ _ _ _ _ (Blank=none)  Reduce prior year? N (Y/N)
Free lunch codes: F R C _ _ _ _ _ _ _ (Blank=all)      Approved only? _ (Y/N)

F12=Continue and Update, F16=Exit
```
        Figure 11-10-3. MASS REDUCE FEES FOR FREE LUNCH STUDENTS SCREEN

Follow the guidelines below when entering selection criteria:

                   ------------------- **DATA ENTRY REQUIREMENTS** -------------------

FEE   Required. Enter the fee payment code that should appear in the
PAYMENT   student's record for the fee reduction. This code must be defined
CODE   as an Adjustment code in the Fee Payment Code File (F11-5-5,)and
              should be unique for this process. (2 A/N)

COMMENT   Optional. Enter any comment you would like to appear in the
               student's record for this fee reduction. (20 A/N)

DATE   Required. Enter the date, (MMDDYY format), this mass reduction
               should become effective. (6 N)

TRIAL/   Required. Enter a "T" to indicate you want to run this process in
MODE   trial mode. This response will generate a report listing the
               students that will be affected if processed in "F" or final mode.

TEXTBK   Required. Enter a "1" to reduce fees. Enter a "2" to reduce fees
               only if not paid (e.g. if the student's fees are $35 and a payment of
               $10 has been made, only $25 will be reduced rather than $35 which
               would cause a refund to be due to the student).

CONSUM   Required. Enter a "1" to reduce fees. Enter a "2" to reduce fees
               only if not paid (e.g. if the student's fees are $35 and a payment of
               $10 has been made, only $25 will be reduced rather than $35 which
               would cause a refund to be due to the student).

FEES   Required. Enter a "1" to reduce fees. Enter a "2" to reduce fees
               only if not paid (e.g. if the student's fees are $35 and a payment of
               $10 has been made, only $25 will be reduced rather than $35 which
               would cause a refund to be due to the student).

INCLUDE   Required. Enter an "N" to indicate no, do not include withdrawn
WITHDRAWN   students. Enter a "Y" to indicate yes, include withdrawn students
               in the mass reduce process. If a "Y" is entered here, this process
               will skip any student if they are currently enrolled at another
               school within the district.

SKIP FEE   Optional. You can optionally skip fees to be reduced based on Fee
TYPES   types. Fee types are defined in the fee description file (F11-5-1),
               in the last column. The type codes can be 0-9, A-Z and can mean
               whatever you want them to mean. An example of how this feature would
               be used is if you have miscellaneous fees by grade level called
               MISC09, MISC10, MISC11, etc. You could code them with a fee type of
               "M" and then skip those fees by entering a type of M in this field
               when this using this mass reduction process.

REDUCE   Required. Enter a "Y" if you want prior year amounts cleared
PRIOR YEAR for any student selected in this process. Enter an "N" if you don't
               prior amounts should not be cleared.

FREE   Required. Enter the free lunch codes of the students this mass
LUNCH   fee reduction should apply to. At least one lunch code must be
CODES   entered. (1 A/N)

APPROVED   **Required for Food Service Customers ONLY**. This field will appear
ONLY   for customers that have licensed RDS's Food Service System software.
               Enter a "Y" if you want to select only those students that have been
               approved for free textbooks. Enter an "N" if student selection
               should not be based on this criteria.

Press F12 to start this process or press F16 to exit. You will be returned to the STUDENT FEE ACCOUNTING MASS UPDATE MENU upon completion of the process.

From the MASS UPDATE MENU (Figure 11-10), press F4 to display the MASS LOAD FEES
BASED ON COURSE ENROLLMENT screen (Figure 11-10-4A). This function will mass
load fees such as a "transportation" fee to student's fee records. The fees
will be based on student enrollment in one or more courses. This process should
be done after fees have been mass loaded for the current school year (F11-10-2,
Mass Load Each Student's Fees Due for Current School Year).

```
C11                   Mass Load Fees Based on Course Enrollment
    Course #   Textbk  Consum   Fees          Course #   Textbk  Consum   Fees
    _____    _____  _____  _____          _____    _____  _____  _____
    _____    _____  _____  _____          _____    _____  _____  _____
    _____    _____  _____  _____          _____    _____  _____  _____
    _____    _____  _____  _____          _____    _____  _____  _____
    _____    _____  _____  _____          _____    _____  _____  _____
    _____    _____  _____  _____          _____    _____  _____  _____
    _____    _____  _____  _____          _____    _____  _____  _____
    _____    _____  _____  _____          _____    _____  _____  _____
    _____    _____  _____  _____          _____    _____  _____  _____
    _____    _____  _____  _____          _____    _____  _____  _____
    _____    _____  _____  _____          _____    _____  _____  _____
    _____    _____  _____  _____          _____    _____  _____  _____

  Fees will be loaded into a student's fee record if the student is enrolled in
 any term for the course(s) listed above.  The Fee Description File will be up-
 dated with a record consisting of the 6-character course number followed by the
 type code.  If the course is E12345 and the type code is T, the fee code will
 be E12345T and the description will be the course title plus the description
 entered below (e.g., CHOIR Transportation).  Fees will not be loaded if the
 student has already been charged for the fee.
 Type of fee: _ Type desc: _____  e.g., Transportation) Adjust code: __

 F12=Continue and Update, F16=Exit
```
         Figure 11-10-4A. MASS LOAD FEES BASED ON COURSE ENROLLMENT SCREEN

Follow the guidelines below when entering selection criteria:

                 ------------------- DATA ENTRY REQUIREMENTS -------------------

COURSE   Required. Enter a valid course number to specify which courses
NUMBER   this fee should be charged for. Every section for the course numbers
         entered will be charged. Only one charge per course is allowed so be
         sure to enter the charge for the full year. (6 A/N X 24)

TEXTBK   Optional. (The heading for this column will be unique to each school
         corporation.) Enter the amount (up to $999.00) to be charged for the
         corresponding course number.

CONSUM   Optional. (The heading for this column will be unique to each school
         corporation.) Enter the amount (up to $999.00) to be charged for the
         corresponding course number.

FEES   Optional. (The heading for this column will be unique to each school
         corporation.) Enter the amount (up to $999.00) to be charged for the
         corresponding course number.

TYPE OF   Required. Enter the type of fee being charged. For example, if the
FEE   fee is for field trips you could enter the letter "F". The character
          entered in this field will be combined with the course number to create
          the fee code. For example, if the course number is H12345 and you
          entered a "Type of fee" of F, the fee description file (F11-5-1) will
          be updated with a fee code of H12345 F. Also, any student enrolled in
          any of the courses listed will have the fee code(s) added to
          their fee record. (1 A/N)

TYPE   Required. Enter the description for the fee being charged. For
DESC   example, for field trips you could enter "Field Trips". The
          description entered in this field will be combined with the course
          title to create the fee description. For example, if the course
          title is Nutrition and the "Type Desc" is Field Trips, the fee
          description file will be updated with a fee description of "Nutrition
          Field Trips". (14 A/N)

ADJUST   Required. Enter a valid "adjustment" type code from the Maintain/Print
CODE   District Fee Payment Codes file (F11-5-5). The adjustment code entered
          here will be used when creating the fee record for the students
          included in this mass update.

Press F12 to process the update. The PROCESS COMPLETE screen, Figure 11-10-4B
will be displayed upon completion. This screen will give you the total of how
many records were processed.

```
              * * *    C O M P L E T E    * * *


              Process:  Mass Load by Crse Enrollment

              This step has completed successfully.

              During processing, there were a total of

                          52

                   records processed!




              Press ENTER or F15 to Acknowledge and Exit
```
Figure 11-10-4B. PROCESS COMPLETE SCREEN

Press ENTER or F16 to acknowledge and exit this screen. You will be returned to
the Student Fee Accounting Mass Update Menu.

A report will be generated listing each student charged along with the course
number and fees. If a student was charged for more than one course, the
student's name will appear for each course charged.

From the MASS UPDATE MENU (Figure 11-10), press F5 to display the MASS REDUCE
FEES BASED ON FEE CODE screen (Figure 11-10-5A). This function allows for
dropping fees based on fee codes.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│                                                                               │
│  C11                   Mass Reduce Fees Based on Fee Code                      │
│                                                                               │
│                                                                               │
│   If a student has a fee charged for any of the following fee codes, the amount│
│   will be dropped. If a payment has already been posted to the fee being dropped,│
│   the payment will be applied to other fees due, or will be posted as an over- │
│   payment. Please backup files before running this process.                    │
│                                                                               │
│    _____    _____    _____    _____    _____    _____        │
│                                                                               │
│                                                                               │
│    _____    _____    _____    _____    _____    _____        │
│                                                                               │
│   Adjust code: __                                                              │
│                                                                               │
│                                                                               │
│                                                                               │
│                                                                               │
│                                                                               │
│   Restore FA2FILE, FP2FILE, FP2FILE01, FP2FILE02, and FP2FILE03 in K12DATA (for │
│   all schools) if you encounter a problem with this mass update process.       │
│                                                                               │
│   F12=Continue and Update, F16=Exit                                           │
└─────────────────────────────────────────────────────────────────────────────┘
```
Figure 11-10-5A. MASS REDUCE FEES BASED ON FEE CODE SCREEN

Follow the guidelines below when entering selection criteria:

------------------- **DATA ENTRY REQUIREMENTS** -------------------

FEE   Required. Enter up to twelve fee codes to indicate which fees
CODE   should be removed. Only those fee codes exactly matching what is
           entered on this screen will be dropped. If a payment was already
           posted to a fee being dropped, the payment will be posted to other fees
           due, or will be listed as an overpayment if no other fees are due.

ADJUST   Required. Enter a valid "adjustment" type code from the Maintain/Print
CODE   District Fee Payment Codes file (F11-5-5). The adjustment code entered
           here will be used when dropping the fees included in this mass update.

Press F12 to process the update. The PROCESS COMPLETE screen, Figure 11-10-5B
will be displayed upon completion. This screen will give you the total of how
many records were processed.

A report will be generated to show which fees were dropped. If a payment is
redistributed due to a fee being dropped, "RD" will appear in the report. If
the student was charged a fee at your school but is now enrolled at another
school within the district, the other school's code will appear in the comment
column of the report.

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
│                  * * *   C O M P L E T E   * * *                  │
│                                                                   │
│                                                                   │
│                                                                   │
│                   Process:  Mass Reduce Fees                      │
│              This step has completed successfully.                │
│                                                                   │
│             During processing, there were a total of             │
│                               26                                  │
│                      records processed!                           │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│              Press ENTER or F15 to Acknowledge and Exit           │
└─────────────────────────────────────────────────────────────────┘
```
Figure 11-10-5B. PROCESS COMPLETE SCREEN

Press ENTER or F16 to acknowledge and exit this screen. You will be returned to
the Student Fee Accounting Mass Update Menu.

The MASS REDUCE FEES BASE ON FEE CODE report will be generated. This report
will list each student whose fees were dropped and will show the course number
and amount. A student's name will appear for each code dropped.

From the MASS UPDATE MENU (Figure 11-10), press F8 to display the PRINT LIST OF
MASS UPDATES PROCESSED screen (Figure 11-10-8A). This report will print a
listing of mass updates of fees processed within the date range entered on the
screen. Mass update of fees can be processed in F11-10-2 and F11-12-10. When
processed in F11-12-10, the listing will show the "billing date" entered for the
mass update. This is a school level function only.

```
 C00                     Print List of Mass Updates Processed


                         Date: 08 01 09 thru 08 10 09 (MMDDYY)
















 ENTER=Continue, F16=Exit
```
            Figure 11-10-8B. PRINT LIST OF MASS UPDATES PROCESSED SCREEN

Enter a date range (MM DD YY format) to indicate which records should be
reported. Press ENTER to continue. The screen will be redisplayed for
confirmation. Press ENTER to generate the report or F16 to reopen the date
range field. You will be returned to the Student Fee Accounting Mass Update
Menu upon completion.

From the STUDENT FEE ACCOUNTING MENU (Figure 11), press F14 to display the
SPECIAL FUNCTIONS MENU (Figure 11-14).

```
                      Student Fee Accounting System
                          Special Functions Menu




        Edit Fee Accounting Records .................. F1

        Clear Prior Fees from All Students' Records .. F4

        Display/Update Control Screen ................ F12


                            Session Defaults .......... F23
                            Display Print Files ....... F15
                            Exit ...................... F16
```
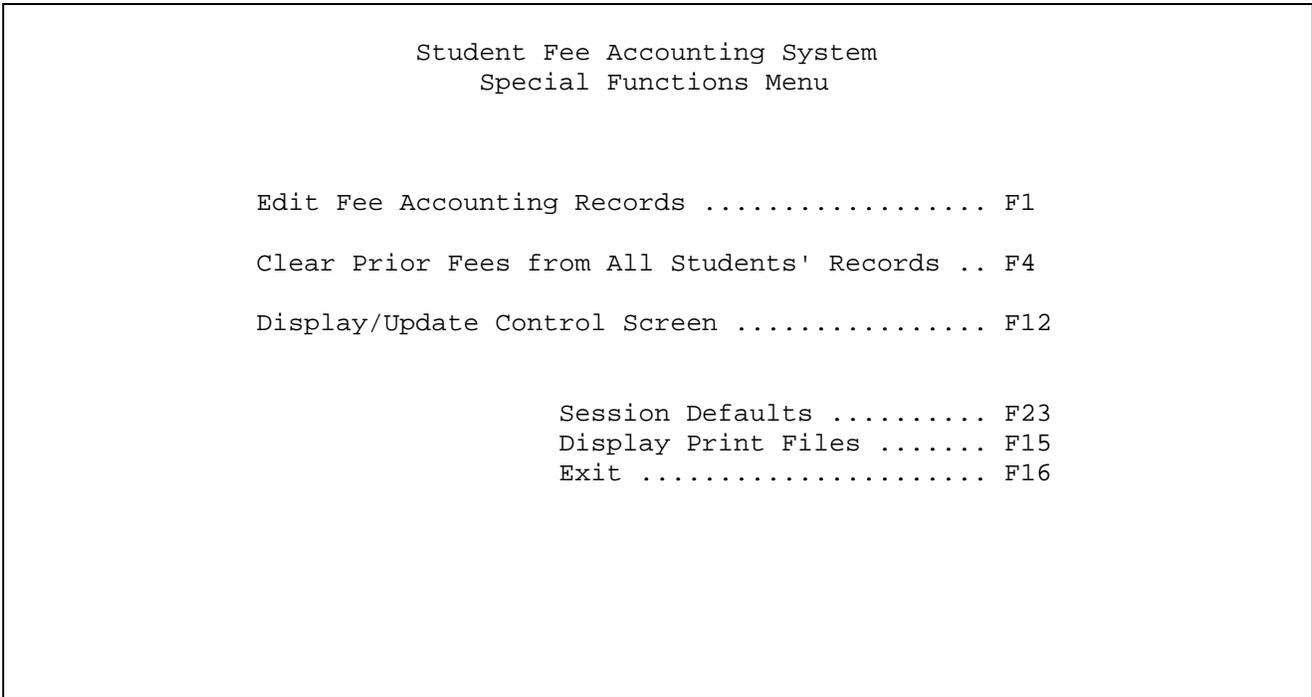
Figure 11-14.   SPECIAL FUNCTIONS MENU

11-14-1.   EDIT_FEE_ACCOUNTING_RECORDS   **11-14-1**

From the SPECIAL FUNCTIONS MENU (Figure 11-14), press F1 to display the EDIT
FEE ACCOUNTING RECORDS screen (Figure 11-14-1). This function will review the
summary FA2FILE and the detail FP2FILE and print a listing of any discrepancies.
This can be processed at either the school or district level.

Error Codes	Meaning
0	Same as error code 3, except student has never been enrolled this school year.
1	In the FA2FILE, the individual slots for payments and fees don't add up to the total fees in FA2-AMT and/or the total payments in FA2-PYMT.
2	When adding up every type "P" (payment) record (including RDs) on the FP2FILE, the total is not the same as the total payments in FA2-PYMT in FA2FILE. (School level message)
3	When adding up every type "P" (payment) record (including RDs) on the FP2FILE, the total is not the same as the total payments in FA2-PYMT in FA2FILE. (District level message)
6	This is a warning that more than 50 of the 60 slots in the FA2FILE record have already been used. If 60 slots is exceeded the record can become unstable.

128

7   This is a warning that shows an FP2FILE record with a PRIOR
            payment (to locate potential redistribution issues). There is
            a question on the screen for the version that can only be run by
            RDS to ask if "RD" (redistribution) records should be
            evaluated/listed for this warning item.

8   When adding up every slot in the FP2FILE record, the computed
            total does not match the total field in the FP2FILE record. (This
            can be fixed when using the RDS version of this process.) Extra
            lines print on the report to show the FP2 seq #, the totals of
            each of the three columns, and the difference in the totals.

9   When adding up every type "P" (payment) record (excluding RDs) on
            the FP2FILE, the total is not the same as the total payments in
            FA2-PYMT in FA2FILE. (District level message) *Note: sometimes
            error code 3 will appear after this error is fixed, which means
            that the RD records need to be reviewed on the FP2FILE.

```
C11                         Edit Fee Accounting Records


The purpose of this process is to review all of the detail payment records in

the file called FP2FILE and make sure that the total matches the summary field

in the file called FA2FILE.  Any discrepancies will be listed.






 Edit regular fees (F11-2) or kindergarten (F11-12-2)? R (R/K)




 ENTER=Continue, F16=Exit
```
                  Figure 11-14.   SPECIAL FUNCTIONS MENU

Indicate which edit you want to perform. Valid entries are: "R" for regular or
"K" for kindergarten. Press ENTER to process or F16 to exit. An 80-character
width override report will be generated showing "STUDENTS WITH POTENTIAL ERRORS
IN FEES". You will get a "NO MATCH" if this process determines that no errors
exist.

From the SPECIAL FUNCTIONS MENU (Figure 11-14), press F4 to display the Clear Prior Fees from All Students' Records screen (Figure 11-14-2).
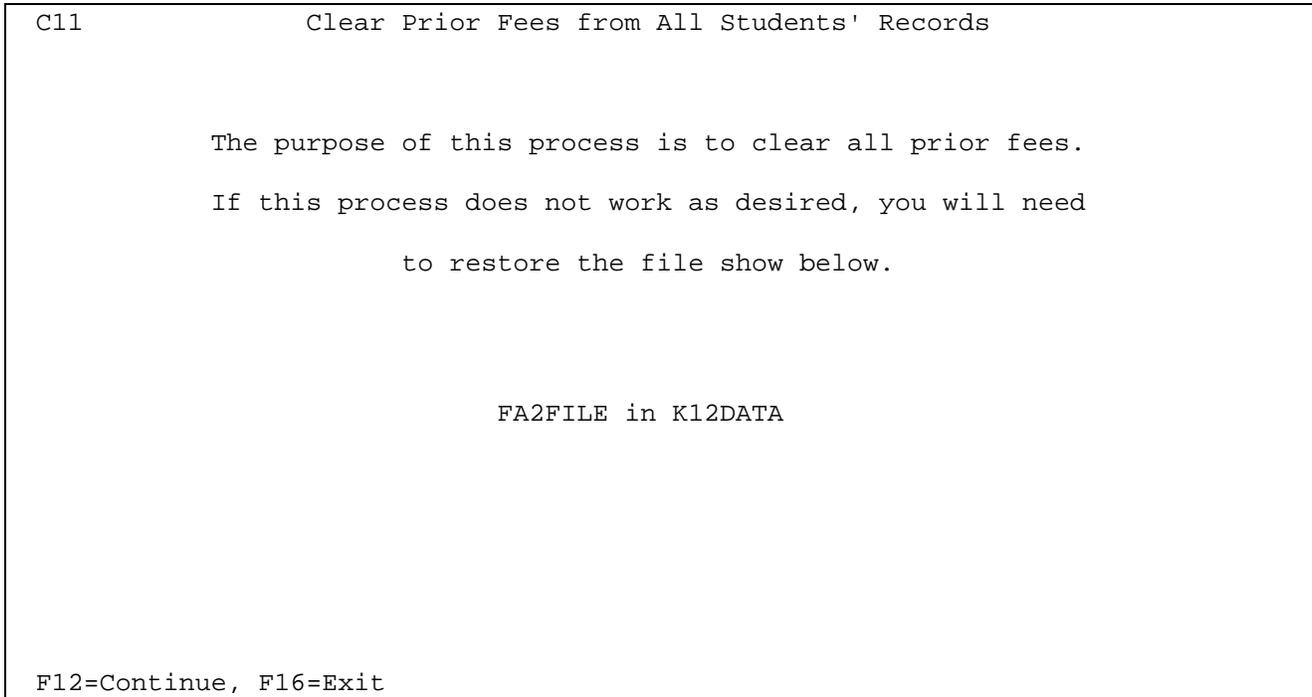
```
 C11                 Clear Prior Fees from All Students' Records



            The purpose of this process is to clear all prior fees.

            If this process does not work as desired, you will need

                        to restore the file show below.




                            FA2FILE in K12DATA







  F12=Continue, F16=Exit
```
Figure 11-14-4. CLEAR PRIOR FEES FROM ALL STUDENTS' RECORDS SCREEN

This process will clear prior fees in all students' records. Any student with a fee code starting with the word "PRIOR" will have that fee removed. This function can be processed at either the school or district level. Press F12 to continue. Processing will immediately begin. You will be returned to the SPECIAL FUNCTIONS MENU (Figure 11-14) upon completion.

NOTE: It would be a good idea to have a back up of the FAFILE in K12DATA (Fee Version 1) or the FA2FILE in K12DATA (Fee Version 2) before proceeding.

From the SPECIAL FUNCTIONS MENU (Figure 11-14), press F12 to display the
DISPLAY/UPDATE CONTROL screen (Figure 11-14-12).

```
C11                      Student Fee Accounting
                            Control Screen


 Last receipt number assigned:_____308 (1-9999999)
 Assign receipt # when payment is entered and receipt # is blank? Y (Y/N/C)
    Y=Yes, N=No, C=Yes, except when posting credit card payments
 Default value for 'Sem' field in F11-2: _ ( /1-4,C,P,T,*=last entered by user)
 Should redistributions be applied to priors?  N L=Last, N=Never
 Which payment code is used for Parent Access? OL (type 'P' code in F11-5-5)
 Edit payment dates against G.P. Calendar? N (Y=Yes, N=No)
 How should a partial payment be applied? 3
    1=by percentage, i.e., if the payment is 20% of the amount due, each total
      fee is reduced by 20%, distributing that amount to column 1, then column
      2, then column 3.
    2=3rd column first, top down, then 2nd column, then 1st.
    3=1st column first, top down, then 2nd column, then 3rd.
    4=Same as 1, except column 3, 2, 1
 In F11-2 F5 Roster, show which lunch code? 2
    1=current F/R lunch code (if prior year, show F/R code as of end of year)
    2=F/R lunch code value when the fees were mass reduced


ENTER=Validate, F16=Exit
```

                Figure 11-14-12. DISPLAY/UPDATE CONTROL SCREEN

Follow the guidelines below when entering selection criteria:

        ------------------- **DATA ENTRY REQUIREMENTS** -------------------
LAST   Optional. If the next field contains a response of "Y", this field
RECEIPT   will be kept up to date automatically with the last receipt number
NUMBER   assigned. If you would like to change the next receipt number to be
ASSIGNED   assigned, enter a number here that is one less than the next number
                you want assigned. (7 N)

ASSIGN RECEIPT NUMBER WHEN PAYMENT IS ENTERED AND RECEIPT NUMBER IS BLANK?
                Required. Enter a "Y" (yes) if you would like the system to
                automatically assign a receipt number when a payment is entered and
                the following is true:
                        1.   The "Code" entered is a payment code.
                        2.   The "Amount Paid" is positive.
                        3.   The "Rcpt#" field is blank.
                        4.   There is a "Y" in this field.
                Enter an "N" (no) if you do not want a receipt number automatically
                assigned. Enter a "C" to indicate no receipt number should be
                assigned nor a receipt printed when a payment is entered with a code
                whose "method" indicator (defined in F11-5-5) is a 5 (meaning Credit
                Card). This is helpful in a situation where the bookkeeper wants to
                record the fact that the parent made a payment but not print the
                receipt until the bank receives the money from the credit card
                company.

DEFAULT VALUE FOR 'SEM' FIELD IN F11-2?

Required. The entry in this field will establish the default value for the 'Sem' field in F11-2. Valid values are:

Blank this forces the bookkeeper to think about the response
     before posting the payment)
1-4=semester 1,2,3, or 4
  C=current year
  P=prior years
  T=total of current year and prior years
  *=default to whatever the user last entered in this field

SHOULD REDISTRIBUTIONSS BE APPLIED TO PRIORS?

Required. This question applies to the redistribution of fees due to fee adjustments in F11-2 and F11-10-2, and the entry of payments through F11-1. In the case of a standard payment entered through F11-2, the bookkeeper tells the software to which semester the payment should be applied, and therefore this control question is ignored. In any redistribution of payments, the software will leave payments "as is" for fees that did not change. If a payment is against priors, it will stay against priors, even if the prior amount changes or is zeroed out. Valid values are:
     L-Last
     N=Never
 If a value of L is used, any overpayment of current year fees will be recorded against priors, with the remainder posted as an OVERPYMT. If a value of N is used, any overpayment of current year fees will be recorded as an OVERPYMT.

EDIT PAYMENT DATES AGAINST G.P. CALENDAR?

If a "Y" is entered in this field, all of the following dates will be edited against the school's grade period calendar to ensure that the date is not before the first day of school or after the last day of school.
  1) Payment date on the student's summary screen
  2) New date on Payment History Detail Screen
  3) Payment date on Post Payment Detail Screen
  4) Date on Fee Adjust Screen
  5) 5 letter dates on Letter Screen
  6) 8 statement dates on Letter Screen
  7) Plan date on Collection Screen
  8) Collection date on Collection Screen
  9) Judgement date on Collection Screen
 10) Judgement payment date on Collection Screen

HOW SHOULD A PARTIAL PAYMENT BE APPLIED?

Required. **FOR FEE VERSION 2 ONLY:** If a partial payment is being made, you can optionally allow the software to distribute the payment. Enter a 1 here if you would like the distribution based on a percentage of the amount due. For example, if the payment is 20% of the amount due, each total fee is reduced by 20%, distributing that amount to column 1, then column 2, then column 3. This is the default method. Enter a 2 to have the distribution by columns starting with the third column, top down, then 2nd column, then 1st.

IN F11-2 F5 ROSTER, SHOW WHICH LUNCH CODE?

Press ENTER twice to update any changes made to this screen. You will be
returned to the SPECIAL FUNCTIONS MENU (Figure 11-14).