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## **PREFACE**

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### **About This Book**

The AS/400 CIMS III School Fees guide is intended for management and staff-level users of CIMS Student. Student fees are an integrated and associated set of programs that work with CIMS student and master schedule courses for the student to append fee assessment and payment information.

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### **How This Book Is Organized**

Each chapter in this book is numbered with the chapter number and page number within the chapter. The Table of Contents lists each chapter by number as well as the chapter subsections.

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## TABLE OF CONTENTS

<b>INTRODUCTION</b> .....	<b>3</b>
<b>FLOW OF OPERATIONS</b> .....	<b>4</b>
<b>ASSESSMENT MAINTENANCE SGH.410</b> .....	<b>7</b>
<b>PAYMENT MAINTENANCE SGH.420</b> .....	<b>9</b>
<b>MASTER SCHEDULE SCH.320 - DEFINING FEE COURSES</b> .....	<b>10</b>
<b>AUTO CREATE ASSESSMENT LINES SGH.910</b> .....	<b>12</b>
<b>AUTO CREATE PAYMENT LINES SGH.920</b> .....	<b>12</b>
<b>STUDENT ASSESSMENT REPORTS</b> .....	<b>13</b>
PRINT FEE COURSE DEFINITIONS REPORT (SGH.905).....	13
ADD/DROP REPORT (SCH.593).....	13
DAYEND ASSESSMENT LISTING (SGH.550).....	13
OUTSTANDING FEE LISTING (SGH.520).....	13
STUDENT STATEMENT PRINT (SGH.526).....	13
STUDENT RECEIPT PRINT (SGH.527).....	14
<b>CARRY FORWARD PREVIOUS YEARS OUTSTANDING FEES DETAIL SGH.528</b> .....	<b>15</b>
<b>DAY END POSTING SGH.550</b> .....	<b>15</b>
<b>SPECIAL CASES</b> .....	<b>16</b>
CONSIDERATION REGARDING REFUNDS.....	16
CONSIDERATIONS FOR WAIVED FEES.....	16
CONSIDERATION REGARDING CHANGING COURSE/SECTIONS AND MOVING THE PAYMENT.....	16

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## INTRODUCTION

The Student Fees module consists of two operations, namely:

- a) assessing/assigning fees to a student or group of students
- b) record payments received from students

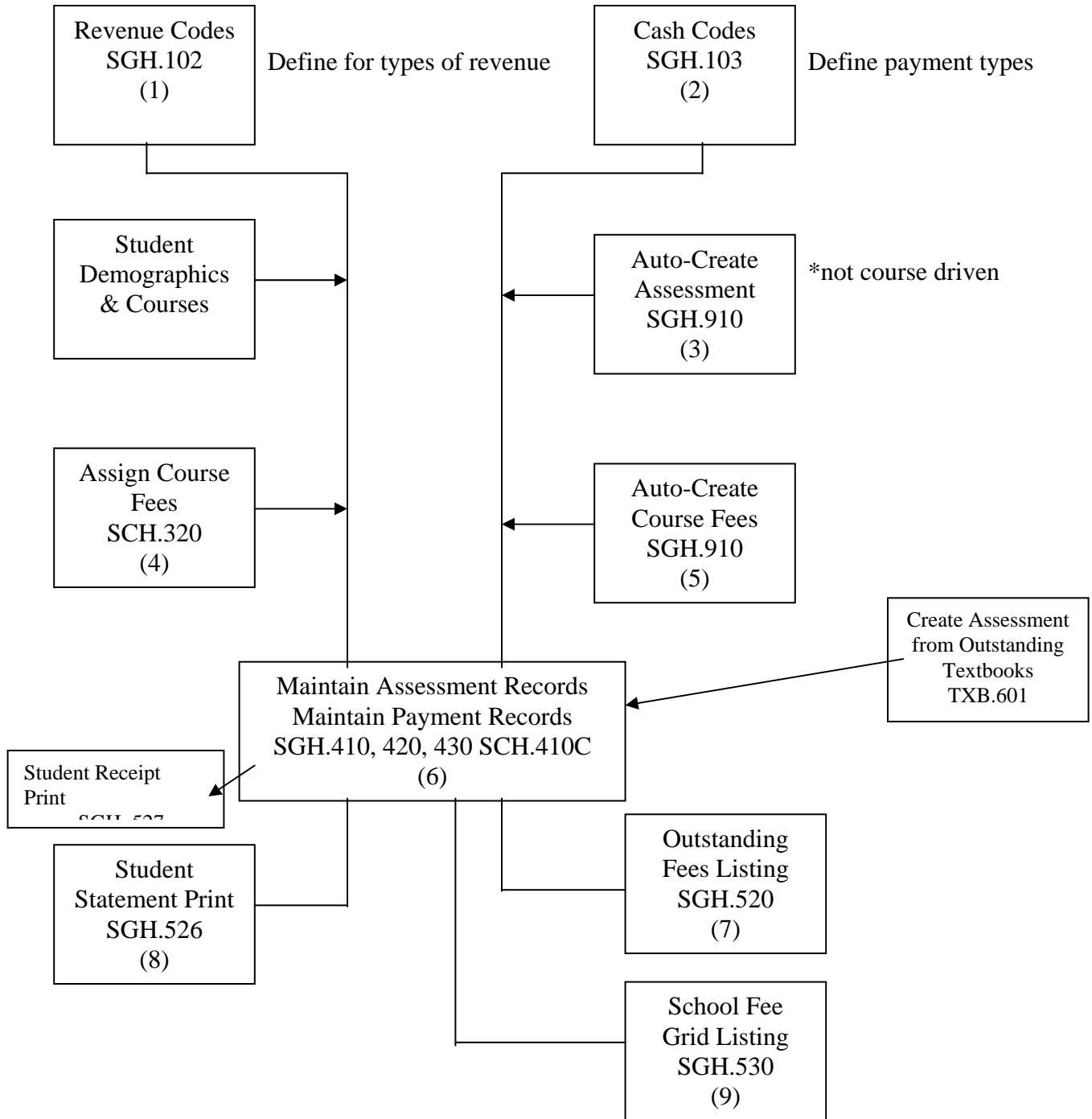
Fees can be associated to a course and/or section or a tag, but this is not mandatory. The only mandatory fields for assessment are the revenue code, a description, and amount!

Payment maintenance accepts partial payments, or payment by cheque, cash or a combination. Mandatory fields for recording payment are payment type, amount, and description.

Student owing is tightly integrated into CIMS student. Class rolls can be produced indicating fees owing (SCH.538) as well as student timetables and student transcripts.

Student assessment and payment is school specific. If a student attends one school and assumes assessment and payment lines, these lines remain with the school even if the student transfers. Student owing and payment details are not carried forward to the other school. At the second location the student may also accumulate assessment and payment. A student statement print at the new location will only show that school's details.

## Flow of Operations



- (1) REVENUE CODES - Use this program to define revenue types. Each revenue type will associate with an appropriate account code for posting to school finance. Revenue codes will allow for reporting of assessment by type (eg: GRA - grad fees, SHP - shop fees).
- (2) CASH CODES - Use this program to identify types of payment, eg: cash, VISA, cheque. Also define code for Textbook return RET.

- (3) **AUTO CREATE ASSESSMENT LINES** - Use this program to auto-generate assessment for a selected group of students. Assessment can be done by course or tag (or leave blank to assign to all students). Note: Fees may be assigned by course using course selection here. If large volumes of course fees are being assigned, use SCH.320 course fees options! When the option is run, it is smart enough to know NOT to add another line of assessment if the student already has the charge type being requested. Make sure to leave "All course fees from SCH.320" default to 'N'. Note: A report is generated indicating who the assessment was given to.
- (4) **ASSIGN COURSE FEES** - Use SCH.320, Fees 'Y' to assign course related fees to appropriate course and section(s). Fees will not automatically be assessed for a student or refunded when the course is dropped. Use SGH.910 (auto create assessment) to automatically assign fees to enrolled students as defined in the master schedule SCH.320.
- (5) **AUTO CREATE ASSESSMENT LINES** - Use this program to auto-generate assessment for all courses that are marked course fees 'Y'.  
When the option is run, it is smart enough to know NOT to add another line of assessment if the student already has the charge type being requested. Make sure to change "All course fees from SCH.320" default to 'Y'. Note: with the exception of date and report only, all other selection fields are irrelevant. Note: A report is generated indicating who the assessment was given to.
- (6) **MAINTAIN ASSESSMENT** - Use this program to modify assessment or payment for a student. The student's courses appear first, then assessment, then payment lines. Assessment lines can be added, adjusted, or deleted as necessary. Payment lines cannot be altered after amounts have been reconciled. When Payment is made, user can 'P'rint receipt at time of payment or by report.
- (7) **STATEMENT PRINT** - The statement consists of a letter format (use ATT.280 to create) and statement of fees assessed and paid per student. For each report, user select what letter format to use and what students or revenue types to include. OPTIONAL, you can request to update a student tag. This will provide a history of what/when statements were sent for this student.
- (8) **OUTSTANDING FEE LIST** - Use this report to list all students who have outstanding balance owing for any given date range.
- (9) **SCHOOL FEE GRID LISTING** - Use this report for several reasons:
  - a) Provide course grids to teachers showing outstanding assessment (use this grid instead of SCH.522)
  - b) Investigate student assessment for selected courses and revenue types to ensure charges have been added/deleted as necessary.
  - c) Report on student assessment alphabetically, for a selected/by grade or for a selected/by homeroom and include selected revenue codes or all.

Assessment and payments are school based, i.e.: a student may have outstanding amounts at several schools concurrently. Each school maintains and sees only the assessment and payment relating to their own building. Fees and payments DO NOT transfer to another school if/when a student transfers to a new school. The only exception to viewing total owing is with transcripts. When you view or print a student transcript total owing (ALL SCHOOLS) will be shown.

All history for a student's fees assessed and payments made can be seen through a single menu option SGH.430. At each day or date range end, a report can be run (similar to a bank tape) by USER (optional) to balance fees assessed and money collected.

At yearend, all assessment records with a balance owing can be copied into the new year for each school. Careful to run this live only once, ie: there is a report only option 'Y' that should be used to know what will be carried.

In order to maintain accountability, payment line amounts cannot be overwritten or deleted once dayend has processed. A user must use an adjustment value or add a new credit line to make changes.

A student can have an unlimited amount of assessment and payment lines.

Student owing information is automatically shown on transcript lookup and print and when reviewing a student's course requests. Course grids are available (print instead of SCH.522) that indicates outstanding debt.

# Assessment Maintenance SGH.410

Assessment is maintained per student by accessing the student using SGH.410 or SGH.430.

There are two methods of auto generating assessment for students:

- a) Assign fees generically/randomly without having to define course fees. Use SGH.910 to auto-assign fees for students per course, per class, or per tag ie: in order to assign a \$10 social fund fee to all grade 7s, input a course that all grade 7s take (eg: MATH7), amount to charge, and revenue code. The system will review anyone who has that course scheduled and assign a \$10 charge.
- b) Assign all/specific course related fees. Use SCH.320 to assign fees to appropriate course and sections. Use SGH.910 to assess all fees for students scheduled in course fee related courses.

12/21/01 FY 00 DEMONSTRATION SCHOOL DISTRICT 15:14:23 QPADEV0002  
 CANSMS Student Assessment/Payment Maintenance Ref: SGH\_410L\_01  
 Stu#: 11 BECKETT, CHRISTOPHER M. 95.53 STU OWES: 39.00  
 Schl: 006 030

CMD	Course	Sec	Tag	AssessDT	Rev	Descriptn	Amount	Adjust	Paid
BEGIN				0/00/00					
0001.000	SS9	1	ARB	7/10/97	FIL	FILLER	10.00		5.00
0002.000				11/19/97	TUI	TUITIO	25.53	30.00	50.53
0003.000				2/08/01	STU	STUDEN	15.00		1.00
0003.900				8/08/01	TXT	TEXTBO	15.00		

COMMANDS: A C D L F T E POSITION: +n,n,n,-n, Roll-up, Roll-down

M0 a 07/002

12/21/01 FY 00 DEMONSTRATION SCHOOL DISTRICT 15:14:53 QPADEV0002  
 CANSMS Student Assessment/Payment Maintenance Ref: SGH\_410L\_11  
 Stu#: 11 BECKETT, CHRISTOPHER M. 95.53 STU OWES: 39.00  
 Schl: 006 030

CMD	Course	Sec	Tag	AssessDT	Rev	Descriptn	Amount	Adjust	Paid
BEGIN				0/00/00					
->	SS9	1	ARB	7/10/97	FIL	FILLER	10.00		5.00
0002.000				11/19/97	TUI	TUITIO	25.53	30.00	50.53
0003.000				2/08/01	STU	STUDEN	15.00		1.00
0003.900				8/08/01	TXT	TEXTBO	15.00		

1.000 Course: SS9 Sect: 1 Tag: ARB Assess Date: 7/10/97  
 Rev Cd: FIL Desc: FILLER  
 Amount: 10.00 Adjust\$: Adj Typ:  
 Paid: 5.00 Dis: 006 Sch: 030 User: DONNA 7/10/97

F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

M0 a 23/079

**COURSE:** If the assessment relates to a particular course and or section, use these two fields to identify the course ID and section. These fields DO NOT have to be filled in. Course related fees MUST indicate

what course and section the charge is associated with. If SGH.910 is used for course fees, course and section will autofill when assigning the fee to the student.

**TAG:** If the payment relates to a certain tag of students, identify the tag ID in this field (optional). If SGH.910 is used by tag, it will auto-fill automatically.

**USER:** The system automatically updates USER with the USERID making the addition or change to an assessment line.

**REV CODE:** This field is MANDATORY. Indicate what the fee is being assessed for (eg: GRA grad fees). Revenue types must be defined in SGH.102. A line can contain only one revenue type.

**DESC:** Use this 30 character field to further explain the assessment if necessary. This field is "information only".

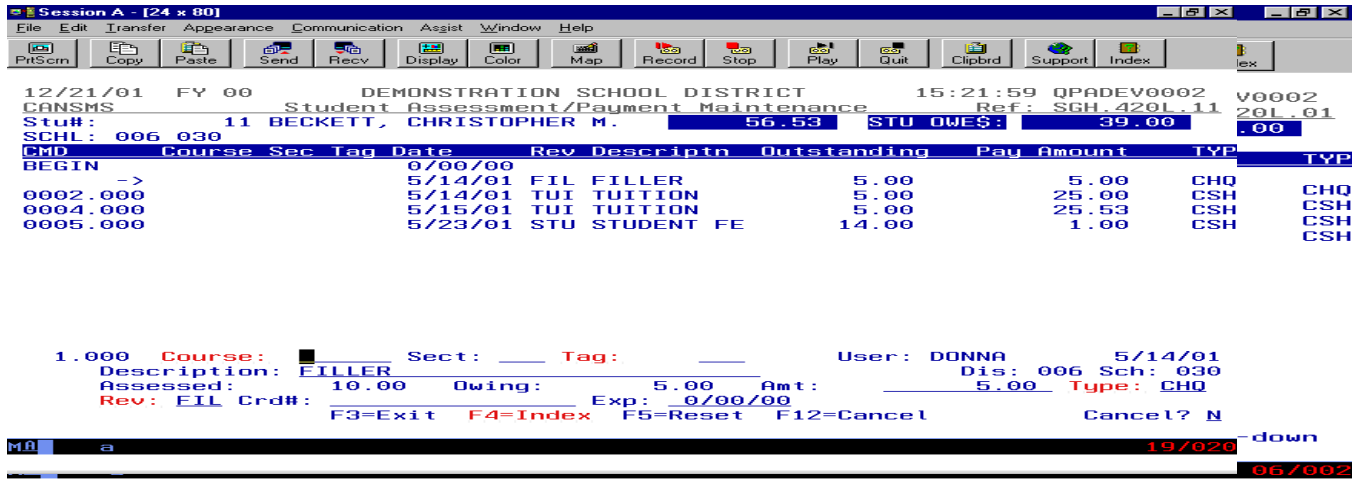
**ADJUST\$:** Once an assessment line has been added, the original amount can be changed and the line can be deleted but you then lose information about why the line was deleted or adjusted (ie: student cannot afford to pay, offered services instead...). For situations where it is useful to have description/history regarding the adjusted amount use the adjustment amount. In order to adjust the amount assessed for a student, use this field to add or subtract additional fees. If the AMOUNT field was \$15.00 and you want to credit the student the entire amount, use an adjust value of -15.00. Include description as to why the fee was adjusted.

**ADJ TYPE:** If an adjustment amount is used to correct an assessment amount, this field must be filled indicating why the amount was adjusted. Currently the system does not validate for appropriate codes.

**ASSESS:** The system automatically maintains the original date of assessment as well as when changes to the line were made.

# Payment Maintenance SGH.420

In order to record payment for a student, you must provide the type of payment (cash, cheque, VISA, debit card) and the amount for payment.



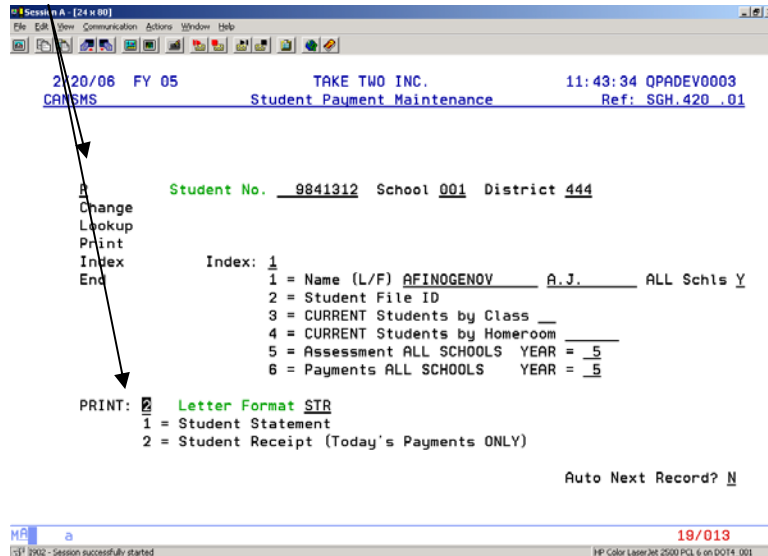
Payment lines are auto-built using F21 against any assessment line with an outstanding balance. The course, section, tag, description, assessed amount and revenue code all default from the original assessment line. Payment lines then only need to be changed to indicate the amount and type of payment.

**AMOUNT:** Indicate the payment amount. If the student pays by different cash types (eg: part cash, part cheque), 2 payment lines must be entered.

**TYPE:** This field is MANDATORY. Indicate what type of payment is being received (eg: CAS - cash). Cash types must first be defined in SGH.103.

**CRD#:** If the student is paying by credit card, indicate the card number and expiry date in the space provided. The day end report will show all information.

A User Receipt can be generated at time of payment or in group (SGH.527). As you are collecting payment there is a 'P' option. A suitable letter format must be preset using ATT.280 for format STR.



## Master Schedule SCH.320 - Defining Fee Courses

If your goal is to be able to assess all course fees for students by running a "mass assign" option then fees must be assigned to each course and section and SGH.910 can be issued to review each student assigned to courses and assess appropriately.

Re-assessment of course fees for refunds (student drops) or new adds is not automatic. SCH.593 will assist in identifying fee course adds and drops

Use SGH.530 to verify student charges and owings. You can easily identify unpaid and uncharged fees based on revenue code.

In order for SGH.910 to mass assess appropriately:

- In master schedule (SCH.320) course fees must say 'Y' on all appropriate course and sections
- Within course fees screen in SCH.320 at least one revenue code and amount must be entered
- Students must be 'S'cheduled in the course. DO NOT run SGH.910 too early, you may miss late adds and include the assessment for too many students that will drop. Deleting assessment or creating a refund for students are manual processes.

Note SGH.910 can be run multiple times. The system will not double assess a student if it already sees an assessment line there for a student.

To setup course and sections for assessment:

```

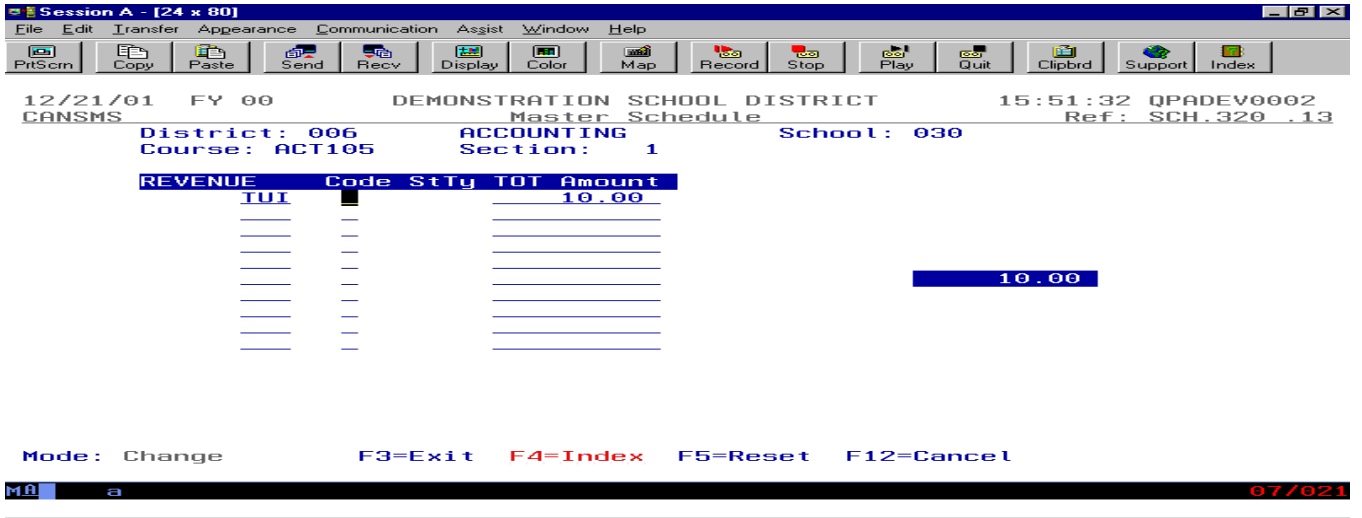
12/21/01  FY 00      DEMONSTRATION SCHOOL DISTRICT      15:27:07  QPADEV0002
CANSMS      Master Schedule      Ref: SCH.320 .11

District: 006      ACCOUNTING      School: 030
Course: AC1195      Section: 1      Instructor: ELLIO
MAXIMUM Students Preferred: 25      Limit to: Class Sex _
Absolute Maximum: 25      Match Group Number:
Grade: 11      Enrolled: 20      Alternate:
Sped Ed: 1

Slot: D Fee Ty: Y Cst/Hr: 3.00      Start: 3/01/99 Time: 6:00
Comm: Y #Weeks: 1 Hrs/Wk: 5.00      Stop: 4/01/99 Time: 10:00

Taught: Terms Period Room Days Class Attendance
1 - 2 07 - 07 AUDIT T N Y
1 - 2 08 - 08 AL F N Y
1 - 2 09 - 09 AL M N Y

Mode: Change      F3=Exit F4=Index F5=Reset F12=Cancel
  
```



\*\* In order to identify this course as fee paying, enter a fee type in the "Fee Ty" field. Any entry is accepted. The system has future capability to charge different fee amounts based on student type.

A single course can have one or multiple charges. Identify the charge/revenue type (must first be defined in SGH.102) and charge amount.

Note that defined fee amounts are default amounts. You can manually override an assessment amount for a particular student(s) by using adjusting the amount on each student's assessment screen (SGH.430).

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## Auto Create Assessment Lines SGH.910

This program can be used to mass add assessment records for all fee courses, students in a specific course and/or section, students with a specific tag, all students in a specific class or all students in the school. If autobuilding for fee courses, run SGH.905 – Print Fee Course Definitions Report to verify courses and/or amounts that will be built.

In order to assess all scheduled students using fee assessment defined in SCH.320 use SGH.910 and fill-in the prompt screen as follows:

```
12/21/01 FY 00 DEMONSTRATION SCHOOL DISTRICT 15:29:53 QPADEV0002
CANSMS Auto Create Assessment Lines Ref: SGH.910P.01

BUILD for:
District: 006
School: 030
Course: _____ ALL Course Fees from SCH.320 ? Y
Section: _____
Class: _____
Tag: _____
Build Revenue Code: TUI
Amount: _____
Date M/D/Y: 12/21/01
REPORT ONLY: Y Change to "N" to create assessment

Will NOT create assessment if the student already has the
REVENUE CODE and COURSE/TAG

F3=Exit F4=Index F5=Reset F12=Cancel
```

- 1) Change "All course fees from SCH.320" to 'Y'
- 2) Input the MM/DD/YY that you want posted with the assessment
- 3) To run the process "live" change "report only" to 'N'

All other selection fields on SGH.910 are not applicable for mass assigning course fees.

Optionally you can limit the option to a course and section, class or tag to build assessment records for individual students. This report can be run multiple times and will not duplicate assessment records IF the same criteria is specified each time. Example: if you ask to build for a course and section one time and for a tag another time the system may duplicate the assessment if a student is in the course and section and also has the tag. We recommend that you run the option first with "Report Only" as 'Y' to validate which students will be assessed the fee based on the specified criteria.

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## Auto Create Payment Lines SGH.920

This program can be used to mass add payment records for all students in a specific course and/or section, students with a specific tag, all students in a specific class or all students in the school. This option is useful if the bulk of students have paid fees for specific criteria and it would be quicker/easier to mass add a payment for all students and manually delete the record for those students who have not paid.

## **Student Assessment Reports**

### ***PRINT FEE COURSE DEFINITIONS REPORT (SGH.905)***

This program produces a report of all courses defined in the master schedule as fee courses and the revenue codes and fee types associated to them. This report should be run before auto creating assessment lines to ensure all course definitions are accurate.

### ***ADD/DROP REPORT (SCH.593)***

CIMS maintains the add and drop dates each time that a student adds or drops a course. This report will identify in teacher course order for a selected date range all the new course/section adds and drops. The report can be limited to fee courses only.

### ***DAYEND ASSESSMENT LISTING (SGH.550)***

Use this report to balance with/for your school books. For a given date range a summary report will be generated indicating assessment charges by type and payments received by type (CSH,CHEQUE).

Once a date range has been balanced, we encourage users to **NO LONGER** make changes to assessment or payment amounts for entries meeting the date range. If adjustments are necessary, add additional lines with credit values!!

### ***OUTSTANDING FEE LISTING (SGH.520)***

This report selected for either all outstanding fees or only outstanding fees by class provides a summary of what students owe money. For each student total assessed, paid, and owing are shown. Totals are shown at the bottom indicating total school receivables and paid amounts. Only the alphabetical list can include/exclude students who are no longer at your school but still owe fees. The class and homeroom lists only include current students who owe fees to your school.

### ***STUDENT STATEMENT PRINT (SGH.526)***

A letter-like template must be created before printing student statements (use ATT.270). The template letter should generically indicate whatever message you would like included with the statement details of each student's account.

Each time a statement is generated, you have the option to automatically update student tag information with when each statement was sent and for how much was outstanding at the time of the statement/letter. The tag must first have been defined (STU.280). This makes it convenient for anyone to review what statements and when were sent regarding owings to a student.

Statements can be limited to a certain revenue code, i.e.: provide me a letter for everyone who still owes money. Include only assessment information for grad fees. Statements can be generated and sorted by tag, class, or homeroom or for selected students.

NOTE: If you use an automated phone dialer, e.g. Synrevoice, you can have CIMS automatically call all students with outstanding fees by using the tag update feature. Setup a text tag (STU.280) that is different than your statement tag (i.e. not STT), process statements for all students with outstanding fees

and update this text tag. Build your phone dialer file based on all students with this tag. After you have built the dialer file or before you process the statements for the next dialer file build REMOVE the old tag from the students using STU.640.

***STUDENT RECEIPT PRINT (SGH.527)***

A letter-like template must be created before printing student receipts (use ATT.270). The template letter should generically indicate whatever message you would like included with the receipt details of each student's account.

Each time a receipt is generated, you have the option to automatically update student tag information with when each receipt was sent and for how much was paid at the time of the receipt/letter. The tag must first have been defined (STU.280). This makes it convenient for anyone to review what receipts and when were sent regarding fees paid by a student.

Receipts can be limited to a certain payment type, i.e. provide me a letter for everyone who paid today by cheque. Receipts can be generated and sorted by tag, class or homeroom or for selected students.

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## Carry Forward Previous Years Outstanding Fees DETAIL SGH.528

This program is used to copy from the previous school year to the current school year any assessment line with a balance owing (i.e. if the student was assessed \$25 Caution Fee and paid \$15 against it, then a \$10 assessment line would be created in the current year).

This report can be run in REPORT ONLY to validate who has a balance owing in the previous year and will receive a balance assessment line in the current year.

It is critical to run this as report only 'N' JUST ONCE ... If you accidentally run it more than once - the fees will carry forward more than once!!!

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## Day End Posting SGH.550

At dayend or an accumulation of days, SGH.550 can be run to provide a summary report of assessment and payment by revenue code. Optionally, the payment amount summary can automatically post a cash receipt directly to school books.

Only payments post to school books (the report will show both assessment and payments that have occurred) but the posting will consider only payment lines that are within the date range specified that have not already been posted.

```
Session B - [24 x 80]
File Edit View Communication Actions Window Help
2/25/10 FY 05 TAKE TWO INC. 13:51:25 QPADEV000D
CANSMS Dayend Assessment/Payment Total List/Posting Ref: SGH.550P.01

REPORT FOR:

District: 444
School: 001
User(s): _____
Date Range MM/DD/YY: 2/25/10 2/25/10
Mark Payments as Cleared? Y
Post Amounts to CIMS Schools Books? Y /R CR

** CLEARING/POSTING WILL BLOCK CHANGES/DELETIONS OF ITEMS **
** RECEIPTS ARE DATED WITH TODAY'S DATE **

F3=Exit F4=Index F5=Reset F12=Cancel
MR b 06/027
1902 - Session successfully started HP Color LaserJet 2500 PCL 6 on DOT4_001
```

Always run as a report first. 'Post amounts' N to ensure that the values are reasonable.

When you do select to Post 'Y' the system will automatically mark payments as cleared 'Y' indicating that the payment lines will be marked as reconciled and no further changes will be allowed to those payment lines.

If your system automatically numbers cash receipts – then leave the number blank. If your school books system forces you to input a cash receipt number, then make sure that as you select SGH.550 to post – that you have the next available cash receipt# inputted. The program will crash if you use a cash receipt number that already exists in your school books system.

## **Special Cases**

### ***Consideration regarding Refunds***

School Fees will summarize and post all lines positive or negative. Schools will have to assess what occurs within their own systems regarding refunds, ie: If a student pays \$100 for a lost textbook and then returns the textbook for credit this means a \$100- entry in payment. It is important to use an appropriate payment type to highlight these entries so that you know how to address them within schoolbooks.

CSH	73,060.51	
CHQ	5,000.00	
RFC	200.00-	(Refunds entered into school fees which will have to be reversed when we do Write a cheque from schoolbooks else entry will appear twice)
RFD	100.00-	(Refunded items where student was given cash back)

Use RFD for all items that should simply update the appropriate expense accounts

Use RFC for those items where you will be refunding the student from within schoolbooks. Any payment marked RFC will appear in the dayend report but will not post any values to schoolbooks.

### ***Considerations for Waived Fees***

If the student will not be paying for a fee the best way to handle this is to address it on the payment side. Technically you can just negative in the assessment line but this does not adhere to the standard assessment/payment practices we are used to.

- Leave the assessment as is with the whole charge (i.e.: \$100 student fee)
- In the payment screen indicate a paid amount of \$100 and a payment type of WAI. One time make sure to have that payment code setup and indicate to INCLUDE IN POST TO SCHOOL BOOKS as N (no).

### ***Consideration regarding changing Course/Sections and Moving the Payment***

For students who have already paid their fees for a course/section and then switch sections:

- Create an assessment line negative to 0 clear out the original assessment to that first course/section
- Create a new assessment (or it will already be there due to the auto-assess)
- On the Payment screen pay off both lines (net result is 0)