

FEES AND FINES PROCEDURE

12/13/2011

The Fees and Fines form can be used to store fines that are owed for textbooks, sports equipment etc. This form will also keep a running balance of all fees owned by the student.

Then allows you to print out reports.

There are also letters you can send to parents reminding them that FEE's are still due.

This is an example of Elementary school – Middle and High School Budget clerks already complete this.

1. From the Aeries control panel.
2. Click on “8 Fees”

The screenshot shows the Aeries Student Data form for student Mia Leigh Moore. The form is titled "Students" and "Eastshore Elementary" with the date "12/13/2011". The student's information includes Stu# 003474, Last Name Moore, First Name Mia, Middle Name Leigh, Suffix Perm ID No. 191104239, Sex F, Grade 6, and Birthdate 6/01/2000. The parent/guardian is Ms Leigh Corey Moore with area telephone (949) 262-1403 and mother's work telephone (949) 466-0918. The mailing address is 12 Brookdale, Irvine, CA 92604. The residence is also 12 Brookdale, Irvine, CA 92604, with school entry date 09/02/2010. The form includes a menu of options at the bottom, with "8 Fees" circled in blue. A blue arrow points from the instruction "Click on '8 Fees'" to this menu item. Other menu items include Attendance, Supplemental, Medical, Discipline, Siblings, Contacts, Quick Con, Acad Plan, and Enrollment Hist. The form also has buttons for "Backward", "Get", "Forward", "Add", "Change", "Delete", "UpdATT", "Print", "eXit", and "Reports".

3. To add information to the Fees form,
4. Click on the - Add button
5. Asterisk * indicates new record.
6. Type the data into the field - (See page 3.)
7. Press the Tab key to navigate to the next field.
8. Enter Amount Charged - Or enter zero if no charge.
9. Enter Date Charged - This defaults to Today's date.
10. Enter the Amount Paid - Dollar signs and decimals default.
11. Enter Date Paid - The slashes default for you.
12. When entry is complete - Press Enter
 - a. TOTALS: Will change according to your entry.

2011-2012 Eastshore Elementary 12/13/2011

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Sex	Grade	Prog	Track	Tag
3474	Moore	Mia	Leigh	191104239	F	6		A	
Parent/Guardian		Area/Telephone		Fathers Work / Extension		Mothers Work / Extension			
Ms Leigh Corey Moore		(949) 262-1403				(949) 466-0918 cell			

Code:	Description	Amount Charged	Date Charged	Amount Paid	Date Paid	Balance Due	
▶ DEST	Fee owed in Destiny/See Library	\$100.00	12/13/2011	\$0.00		\$100.00	Paid
Check #				Eastshore Elementary			
ODED	Outdoor Education@CIMI	\$0.00	11/14/2011	\$256.00	11/14/2011	(\$256.00)	Paid
Check # 1870				Eastshore Elementary			
ODED	Outdoor Education@CIMI	\$456.00	10/07/2011	\$200.00	10/07/2011	\$256.00	Paid
Check #1865				Eastshore Elementary			
*	Default - No Fees	\$0.00	12/13/2011	\$0.00		\$0.00	Paid
				Eastshore Elementary			
TOTALS:		\$556.00		\$456.00		\$100.00	

Record: 1 of 3 No Filter Search

Red Flag

LOCATE Limit to TXTBK Fines UPDATE Print Preview OTHER TXTBK Fields

Backward Get Forward Add Change Delete Pay All Letters eXit Report

How to Add Fee codes

Example of FEE code at an Elementary – (includes ODED Outdoor Education)

- Work with IT/Operations to add/change the FEE codes and amounts you want to use.
 1. Code
 2. Description
 3. Amount

2011-2012		Eastshore Elementary		
Table:	FEE	Fees and Fines	Field: CD	Fee code
Code	Description	Amount		
▶	Default - No Fees	0.00		
	DEST Fee owed in Destiny/See Library	0.00		
	DESTIN Fee owed in Destiny/See Library	0.00		
	ODED Outdoor Education@CIMI	465.00		
*		0.00		

- Printing the student you are working on.

2011-2012 Eastshore Elementary 12/13/2011

Stu# 3474 Last Name Moore First Name Mia Middle Name Leigh Perm ID No. 191104239 Sex Grade Prog Track Tag F 6 A

Parent/Guardian Area/Telephone Fathers Work / Extension Mothers Work / Extension
 Ms Leigh Corey Moore (949) 262-1403 (949) 466-0918 cell

Code	Description	Amount Charged	Date Charged	Amount Paid	Date Paid	Balance Due	
DEST	Fee owed in Destiny/See Library	\$100.00	12/13/2011	\$50.00		\$50.00	Paid
	Check #						Eastshore Elementary
ODED	Outdoor Education@CIMI	\$0.00	11/14/2011	\$256.00	11/14/2011	(\$256.00)	Paid
	Check # 1870						Eastshore Elementary
ODED	Outdoor Education@CIMI	\$456.00	10/07/2011	\$200.00	10/07/2011	\$256.00	Paid
	Check #1865						Eastshore Elementary
*	Default - No Fees	\$0.00	12/13/2011	\$0.00		\$0.00	Paid
							Eastshore Elementary
TOTALS:		\$556.00		\$506.00		\$50.00	

Record: 14 of 3 No Filter Search

Red Flag

LOCATE Limit to TXTBK Fines UPDATE Print Preview OTHER TXTBK Fields

Backward Get Forward Add Change Delete Pay All Letters eXit Report

1. Click on "Print Preview"
2. Click on "Report"

3. To print one student
 - a. Click on “None”
 - b. Click OK

To print All Data.

- a. Click “All”
- b. Click OK

OR

- a. Select any one of the Options.
- b. Click OK

Aeries Input Option Form

Select Fee Printing Options

All None

Select any or none of the following options:

- Print outstanding fees only
- Display textbook information
- Display totals by Fee Code
- Show Blank School as District

OK Cancel

Print-out one student record.

Eastshore Elementary

12/13/2011

2011-2012		Student Fee History							Page 1	
STU#	Student Name	Sex	GrdParent/Guardian	Home Phone	Fee Code	Amount Chgd	Date	Amount Paid	Date	Balance
003474	Moore, Mia	F	6 Ms Leigh Corey Moore	(949) 262-1403	ODED - Outdoor Education Check # 1870	\$0.00	11/14/2011	\$256.00	11/14/2011	(\$256.00)
					ODED - Outdoor Education Check #1865	\$456.00	10/7/2011	\$200.00	10/7/2011	\$256.00
										Eastshore Elementary
										Eastshore Elementary
					Total Fees:	\$456.00		\$456.00		\$0.00
									School Total:	\$0.00

Print out ALL student data Fee History.

Eastshore Elementary

12/13/2011

2011-2012		Student Fee History							Page 8	
STU#	Student Name	Sex	GrdParent/Guardian	Home Phone	Fee Code	Amount Chgd	Date	Amount Paid	Date	Balance
003000	Montresor, Andrea	M	6 Mrs Samantha Montres	(949) 733-0534	ODED - Outdoor Education Check # 249	\$456.00	10/3/2011	\$152.00	10/3/2011	\$304.00
					ODED - Outdoor Education Check # 252	\$0.00	11/14/2011	\$152.00	11/14/2011	(\$152.00)
										Eastshore Elementary
										Eastshore Elementary
					Total Fees:	\$456.00		\$304.00		\$152.00
003474	Moore, Mia	F	6 Ms Leigh Corey Moore	(949) 262-1403	DEST - Fee owed in Destin Check #	\$100.00	12/13/2011	\$50.00		\$50.00
					ODED - Outdoor Education Check # 1870	\$0.00	11/14/2011	\$256.00	11/14/2011	(\$256.00)
					ODED - Outdoor Education Check #1865	\$456.00	10/7/2011	\$200.00	10/7/2011	\$256.00
										Eastshore Elementary
					Total Fees:	\$556.00		\$506.00		\$50.00
002509	Nassif, Joseph	M	4 Mrs Marie-Rose Aude	(949) 910-8619	32SHAM - check#301 (IUSD employee	\$147.50	6/21/2010	\$147.50	6/22/2010	\$0.00
										Santiago Hills Elem Su
					Total Fees:	\$147.50		\$147.50		\$0.00
002551	Nassif, Shaday	F	5 Mrs Marie-Rose Aude	(949) 910-8619	76SHAM - check #300 (IUSD employee	\$147.50	6/21/2010	\$147.50	6/22/2010	\$0.00
										Santiago Hills Elem Su
					Total Fees:	\$147.50		\$147.50		\$0.00
003125	Neervannan, Anish	M	6 Mr Rajmohan Neervan	(512) 275-6084	ODED - Outdoor Education Check # 428	\$456.00	9/28/2011	\$456.00	9/28/2011	\$0.00
										Eastshore Elementary
					Total Fees:	\$456.00		\$456.00		\$0.00
003225	Nguyen, Joshua	M	3 Mr Tien Nguyen	(626) 488-7556	27ABPM - Check # 365	\$295.00	5/29/2010	\$295.00	6/5/2010	\$0.00
					42ABAM - Check # 366	\$300.00	5/22/2010	\$300.00	6/5/2010	\$0.00
										Alderwood Basics Plus
										Alderwood Basics Plus
					Total Fees:	\$595.00		\$595.00		\$0.00
003349	Nordback, Dylan	M	6 Ms Lauri Schmissraute	(949) 679-9083	ODED - Outdoor Education Scholarship	\$0.00	10/7/2011	\$341.00		(\$341.00)
					ODED - Outdoor Education Check # 969	\$456.00	10/7/2011	\$25.00	10/7/2011	\$431.00
										Eastshore Elementary
										Eastshore Elementary
					Total Fees:	\$456.00		\$366.00		\$90.00

* Denotes inactive student

- Letters to remind to parents that FEE's are still due.

2011-2012 Eastshore Elementary 12/13/2011

Stu# 3474 Last Name Moore First Name Mia Middle Name Leigh Perm ID No. 191104239 Sex F Grade 6 Prog Track A Tag

Parent/Guardian Ms Leigh Corey Moore Area/Telephone (949) 262-1403 Fathers Work / Extension Mothers Work / Extension (949) 466-0918 cell

Code:	Description	Amount Charged	Date Charged	Amount Paid	Date Paid	Balance Due	
DEST	Fee owed in Destiny/See Library	\$100.00	12/13/2011	\$50.00	12/10/2011	\$50.00	Paid
Check #				Eastshore Elementary			
OED	Outdoor Education@CIMI	\$0.00	11/14/2011	\$256.00	11/14/2011	(\$256.00)	Paid
Check # 1870				Eastshore Elementary			
OED	Outdoor Education@CIMI	\$456.00	10/07/2011	\$200.00	10/07/2011	\$256.00	Paid
Check #1865				Eastshore Elementary			
*	Default - No Fees	\$0.00	12/13/2011	\$0.00		\$0.00	Paid
				Eastshore Elementary			
TOTALS:		\$556.00		\$506.00		\$50.00	

Record: 1 of 3 No Filter Search

Red Flag

LOCATE Limit to TXTBK Fines UPDATE Print Preview OTHER TXTBK Fields

Backward Get Forward Add Change Delete Pay All Letters eXit Report

1. Click on Print Preview
2. Click on Letters
3. There are 3 Fee letters – you can edit them on the Fee Letter Text Editor form.
4. You can Zero Letter Counter at the beginning of the year.

5. Choose a letter to Print, Fee 1, Fee 2, or Fee 3.

The screenshot shows a window titled "Fee Letter Text Editor". At the top left, there is a "Letter:" label followed by a text box containing "Fee 3". To the right of this text box is a label: "Print letter Fee3 first and Fee1 last to avoid printing students twice." Further right is a "Correspondence Language Association. (Leave blank to indicate default)" label with a dropdown menu. Below the "Letter:" text box is a label: "Text for the top portion of the letter". The main content area contains the following text:

Dear Parent:

This is the third letter to inform you of [FN]'s fines. Shown below is a summary of the fines, and the dates. These should be paid off as soon as possible.

(Fines appear in the center of the letter)

Text for the bottom portion of the letter

Please help us to insure that [FN] pays all of his fines so that [he/she] does not miss out on any school activities.

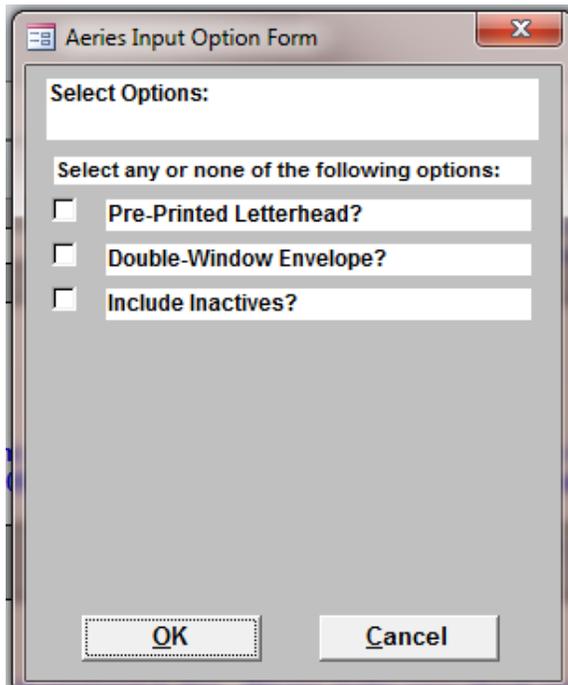
Sincerely,

At the bottom of the window, there are three groups of buttons: "LOCATE" with "Backward", "Get", and "Forward" buttons; "UPDATE" with "Change" and "Delete" buttons; and "OTHER" with "Zero Letter Counter", "eXit", and "Print Letter" buttons.

This screenshot shows the same "Fee Letter Text Editor" window, but with "Fee 2" selected in the "Letter:" text box. The rest of the interface, including the labels and the bottom button groups, remains the same.

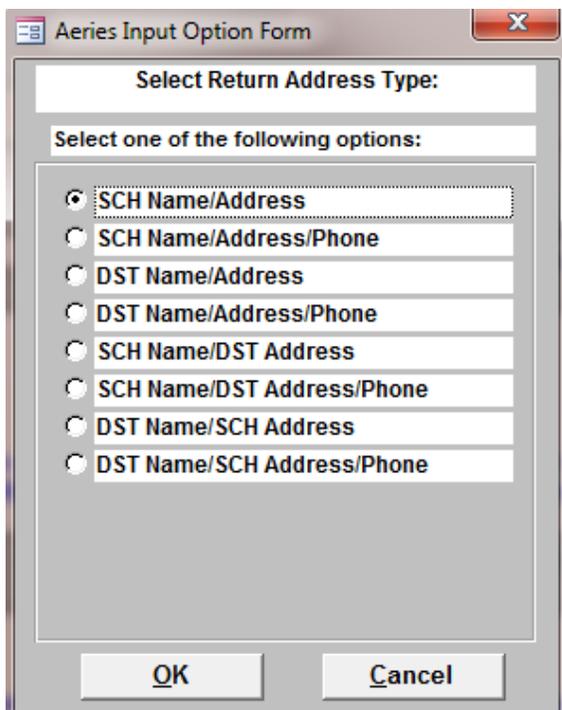
This screenshot shows the "Fee Letter Text Editor" window with "Fee 1" selected in the "Letter:" text box. The rest of the interface is consistent with the previous screenshots.

6. What format to Print to on?



The screenshot shows a dialog box titled "Aeries Input Option Form" with a close button (X) in the top right corner. The main area is labeled "Select Options:" and contains a sub-label "Select any or none of the following options:". Below this are three unchecked checkboxes with the following labels: "Pre-Printed Letterhead?", "Double-Window Envelope?", and "Include Inactives?". At the bottom of the dialog are two buttons: "OK" and "Cancel".

7. Who you want to include



The screenshot shows a dialog box titled "Aeries Input Option Form" with a close button (X) in the top right corner. The main area is labeled "Select Return Address Type:" and contains a sub-label "Select one of the following options:". Below this are eight radio button options: "SCH Name/Address" (which is selected), "SCH Name/Address/Phone", "DST Name/Address", "DST Name/Address/Phone", "SCH Name/DST Address", "SCH Name/DST Address/Phone", "DST Name/SCH Address", and "DST Name/SCH Address/Phone". At the bottom of the dialog are two buttons: "OK" and "Cancel".

8. You indicate which FEE code you want to send the letters to.

The screenshot shows a dialog box titled "Options" with a close button (X) in the top right corner. The main heading is "Select Codes to include in Letter". Below the heading are two buttons: "All" and "None". A table with three columns is displayed. The first column contains code abbreviations, the second column contains descriptions, and the third column contains the word "Yes". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Code	Description	Yes
DEST	Default - No Fees	Yes
DESTIN	Fee owed in Destiny/See Library	Yes
ODED	Outdoor Education@CIMI	Yes

9. Example of letter if you choose to send.

Eastshore Elementary
155 Eastshore
Irvine, CA. 92604

December 13, 2011

Ms. Cynthia A. [Redacted]
Re: [Redacted]
232 [Redacted]
Irvine, CA. 92618

Dear Parent:

This letter is to inform you that [FN]'s second payment for 6th Grade Outdoor Education is due by February 2, 2009. Below you will find a summary of payments to date.

<u>Code and Description</u>	<u>Amt Charged</u>	<u>Date</u>	<u>Amt Paid</u>	<u>Date</u>	<u>Balance</u>
ODED Outdoor Education@CIMI Check # 1800	\$456.00	10/7/2011	\$25.00	10/7/2011	\$431.00
Totals:	\$456.00		\$25.00		\$431.00

At this time the second payment is due. Please make your check payable to Eastshore Elementary School, write your student's name on the check and return to your student's teacher by February 2, 2009.

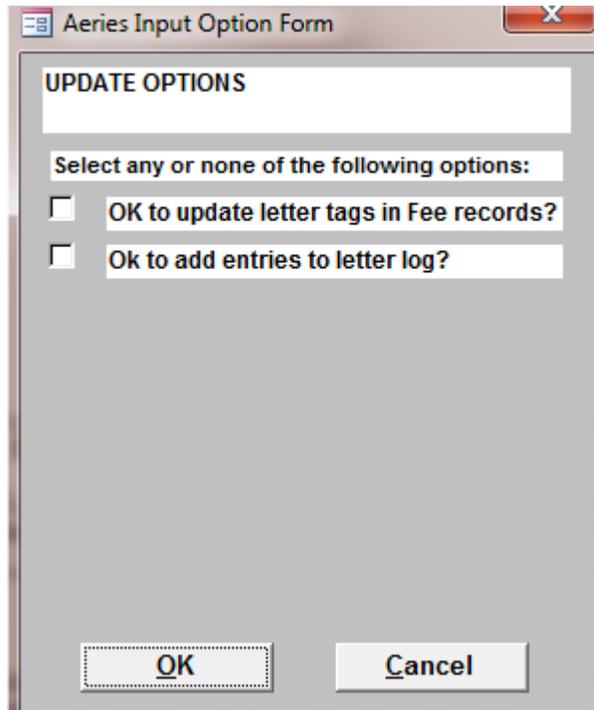
Sincerely,

Erica L. Hoegh
Principal

IMPORTANT - Updating these keep running totals for the program correct.

10. Click on OK to update letter tags in FEE records?

11. Click on OK to add entries to letter tag?



Aeries Input Option Form

UPDATE OPTIONS

Select any or none of the following options:

OK to update letter tags in Fee records?

Ok to add entries to letter log?

OK Cancel

If you have any questions, please contact It/Operatiions.