

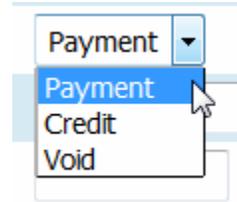
PowerSchool Fee Payment Types

There are three main payment types in PowerSchool. This document will explore when it is appropriate to use each of them.

All Fee Functions should be performed at the School Level.

From a student's Fee Transaction screen, select the "Payment" link to the right of the fee for which there is a balance due. Then, select the appropriate Payment Type.

Paid	Balance	Transaction
0.00	33.00	Payment
0.00	22.00	Payment
0.00	10.00	Payment
7.00	0.00	

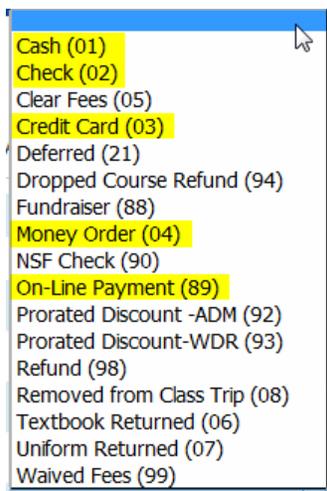


When to choose "Payment"

Choose "Payment" when the student is applying money toward a fee, either the entire fee amount or a partial payment.

You may choose to enter a description (such as "Partial Payment"). Then enter the dollar amount received toward the fee.

You must select a Payment Method. Appropriate Payment Methods for the "Payment" Payment Type will include any instance where the district is actually receiving money toward a fee, either physically or electronically:



Then, you may enter a Payment Reference Number. This is typically a Receipt Number or a Check Number.

PowerSchool Fee Payment Types

Course

Transaction Date	5/4/2015  (MM/DD/YYYY)
Transaction Type	Payment ▾
Description	<input type="text"/>
Amount	10.00
Payment Method	Cash (01) ▾
Payment Reference Number	AGIS Receipt #4512

Click Submit. PowerSchool will present a message and a blue Back button. Due to potential issues with the use of the PowerSchool Back button within the Fee functions, we recommend that you instead select the student's Fee Transaction link from the left to navigate back to the fees.

The fee payment will be reflected and can be reviewed by selecting the dollar amount in the Paid column for the fee.

08/21/2014	2014-2015 ART	1	2014-2015 ART	10.00	0.00	10.00	10.00	0.00
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When to choose "Credit"

Choose "Credit" when the student is being credited all or part of a fee for a reason such as a pro-rated fee for a dropped class, fees being waived due to a change in Lunch Status, a lost book was returned so the fee is no longer required, etc.

You may choose to enter a description (such as "Returned Lost Book"). Then enter the dollar amount of the credit toward the fee.

You must select a Payment Method. Appropriate Payment Methods for the "Credit" Payment Type will include any instance where the district is forgiving all or part of a fee, and may include:

- Cash (01)
- Check (02)
- Clear Fees (05)
- Credit Card (03)
- Deferred (21)
- Dropped Course Refund (94)
- Fundraiser (88)
- Money Order (04)
- NSF Check (90)
- On-Line Payment (89)
- Prorated Discount -ADM (92)
- Prorated Discount-WDR (93)
- Refund (98)
- Removed from Class Trip (08)
- Textbook Returned (06)
- Uniform Returned (07)
- Waived Fees (99)

PowerSchool Fee Payment Types

You may enter a Reference Number, if desired.

Transaction For	2014-2015 LANGUAGE ARTS
Course	
Transaction Date	5/4/2015 <input type="text" value="(MM/DD/YYYY)"/>
Transaction Type	Credit
Description	Dropped course
Amount	22.00
Payment Method	Dropped Course Refund (94)
Payment Reference Number	

Click Submit. PowerSchool will present a message and a blue Back button. Due to potential issues with the use of the PowerSchool Back button within the Fee functions, we recommend that you instead select the student's Fee Transaction link from the left to navigate back to the fees.

The fee credit will be reflected and can be reviewed by selecting the dollar amount in the Paid column for the fee.

08/21/2014	2014-2015 LANGUAGE ARTS	1	2014-2015 LANG. ARTS	22.00	0.00	22.00	22.00	0.00
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Use of the Void option

Due to integrations with third-party vendors and the processes that occur in PowerSchool when using the Void option, it is no longer recommended that you use this.

Use of the Distribute button

If the payment amount is less than the amount due, the payment will be split based on Fee Priority, which may cause odd amounts to be assessed to individual fees; therefore, use of the Distribute button should be exercised only when two conditions are met. First, the payment amount should be equal to the total balance due. Second, the balance due at the top of the screen and the balance due at the bottom of the screen must match. This will be explained in the Troubleshooting section.