

PaySchools Central

Creating a New Fee

This document is intended to be a guide for entering new fees into PaySchools Central. There are a few pieces of information that you need to know before you can add a fee. Having these items documented and ready will assist you in the creating a new fee process.

You will need to have the following information available:


- ⇒ PaySchools Central User ID & Password - Your PSC Administrator should have assigned you a user id and password to log into PSC. If you do not have a user id and password you will not be able to proceed. Please contact Laurie Stevenson or Charlene Staniec for assistance if you do not have this information.
- ⇒ Chippewa Valley Schools PaySchools Central web link - this should be provided to you by the PSC administrator when you received your user id and password. If you do not have the link you can type <https://chippewavalleyschools.payschools.com/> on the address bar of your web browser.
- ⇒ Fee Name -this is the name of the fee that will be input into PSC. ***“AP Chemistry Note Packet”*** is used as an example for this document.
- ⇒ Fee amount - you will need to know the dollar amount of the fee you are entering.
- ⇒ ASN - When setting up a fee you will need to assign the appropriate ASN to is. Note that PSC uses the phrase “GL Code” - this is the same as the CVS ASN number. Remember ASN = GL Code.
- ⇒ Start Date - What date do you want the fee to be available for assigning or selecting?
- ⇒ End Date - What date will the fee stop being available for to assign or select?
- ⇒ Due Date - What date is the fee due to be paid by?

Have this information available? Great! You are now ready to begin adding your first fee!

Using the Chippewa Valley PaySchools Central web link provided by your administrator, navigate to the PaySchools Admin log in page.

Enter your user id and password on the appropriate lines

Chippewa Valley Schools

 PaySchools Admin

[Login](#)

[Help](#)

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PaySchools University How To, Tips, Tricks Your Name

QuikLunch
by PaySchools
User Guide
Low Balance Letters

QuikApps
by PaySchools
User Guide
Verification Manual 2017-2018

QuikApps
by PaySchools
User Guide
Parent Online Application

QuikApps
by PaySchools
User Guide
Parent Application - Spanish

QuikApps
by PaySchools
Tutorial
Walkthrough Video

NEW QuikApps Verification User Manual 2017-2018: Click here to see our new QuikApps Verification User Manual is now available for you to use. New in QuikApps Disclosure category...

QuikLunch Dynamic Meal Pricing: A new feature has been added which allows the user to set pricing for additional meals based on the patron type and Meal Status....

PaySchools QuikLunch New Sales Restrictions: Coming in the 2016.8.29 release, the ability to restrict meal sales for a single patron by the meal, group, or item has been add...

PaySchools District Fee Adjustments in PASS: District adjustments have been enhanced in the Fees → PASS screen. The fees are no longer tied to the Disclosure Categories. The...

Release Information

PaySchools Admin Version 2017.9.29: New Features Programs Not Started Under Forms Management → Student Programs, there is a new checkbox that allows the user to vi...

PaySchools Admin Version 2017.8.15: Fixes QuikApps Determination Letter Corrected issue causing the Determination letter export to intermittently cause an incorrec...

PaySchools Admin Version 2017.7.13: New this Release Reports Verification Reports The new Verification Collection report consolidates all data needed to file the US...

PaySchools Admin Version 2017.6.27: New This Release QuikApps QuikApps Menu The QuikApps menu was modified to match the original tab layout but in an easy to use fo...

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When you are logged in you will see the PSC Admin page. From this page you will hover your cursor over the word Fees to open up the fees menu.

The fees menu will look like this. Under fees you will see all of the options that pertain to fees.

When creating a new fee you want scroll down to the word Administration the scroll to the right and select Manage Fees. PaySchools Central will turn the fields that you are selecting orange.

When the Manage Fees box opens it will look like this. You are going to click on "Add New Fee"

It does not matter if you click the plus sign or on the words - it will open the new fee screen either way!

PaySchools Admin

Chippewa Valley Schools
User: Charlene Staniec

Home Patrons Reports Fees Admin Admin New Help Logout

PASS
Batch Payments
Close Any Drawer
Close Master Drawer
Drawer Information
Master Drawer Information
Administration
Account Management
Fee Letters
PaySchools District Fee Adjustments
Release Information
PaySchools Admin Version 2018.6.27
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Manage Fees
Manage Max Charge Groups
Manage Fee Types
Manage Fee Categories
Assign Fees
GL Segments
GL Accounts
School GL Accounts
Merchant GL Accounts
Configuration
Download Drivers

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PaySchools Admin

Chippewa Valley Schools
User: Charlene Staniec

Home Patrons Reports Fees Admin Admin New Help Logout

Manage Fees

+ Add New Fee Clear Filter

School Name	Category Name	Fee Name	Fee Code	Amt. Due	Due Date	Start Date	End Date	Opt.	Allow Partial	Fee Type	General Ledger	Active	Fee Origin
All Schools								All	All			Y	
Dakota High School		Parking Pass	Parking	\$45.00	05/03/2019	08/01/2018	05/03/2019	N	N	Default		Y	PFI
Seneca Middle School		Jaguar Jant Donations	Donations	\$24.00	09/07/2018	08/01/2018	09/07/2018	N	Y	Default	SEN-Donations	Y	PFI

Amt. Due D/R/F: D=Denied, R=Reduced, F=Free (Gray=Amount set by Fee Type Black=Amount overridden by Fee)

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Remember the items on the first page you needed? This is where you will start inputting your fee specific information. In this example of the new fee screen you can see Dakota High School. Your view may be slightly different - you will only see schools that are assigned to you by the PSC Administrator.

Chippewa Valley Schools
User: Charlene Staniec

Home
Patrons
Reports
Fees
Admin
Admin New
Help
Logout

Manage Fees

[Clear Filter](#)

School Name	Category Name	Fee Name	Fee Code	Amt. Due	Due Date	Start Date	End Date	Opt.	Allow Partial	Fee Type	General Ledger	Active	Fee Origin
All Schools								All	All			Y	

Add Fee

General:

School: Dakota High School

Fee Name:

Fee Code:

Fee Code Alt:

Description:

Fee Category:

Fee Type: Default

Optional: Allow Partial:

Schedule Day: 0

Installments: 1

Selectable:

Ad hoc:

Dates/Amount:

Amount Due:

D: \$

R: \$

F: \$

Start Date: 17-Jul-2018

End Date: 14-Nov-2018

Due Date: 14-Nov-2018

Account:

General Ledger: Add GLAccount Delete

Name:

Account:

Save
Cancel

Dakota High School		AP Chemistry Lab Manual	AP Chemistry Lab Manual	\$12.00	06/30/2019	07/01/2018	06/30/2019	N	N	Default	DHS-AP Chemistry	Y	SDMS2
Dakota High School	AP Chemistry	AP Chemistry Note Packet	AP Chemistry Note Packet	\$5.00	06/30/2019	07/01/2018	06/30/2019	N	N	Instructional	DHS-AP Chemistry	Y	SDMS2
Dakota High School		Parking Pass	Parking	\$45.00	05/03/2019	08/01/2018	05/03/2019	N	N	Default		Y	PFI
Seneca Middle School		Jaguar Joint Donation	Donation	\$24.00	09/07/2018	08/01/2018	09/07/2018	N	Y	Default	SEN-Donation	Y	PFI

Manage Fees

Clear Filter

School Name	Category Name	Fee Name	Fee Code	Amt. Due	Due Date	Start Date	End Date	Opt	Allow Partial	Fee Type	General Ledger	Active	Fee Origin
All Schools								All	All			Y	

Add Fee

General:

School: Dakota High School

Fee Name: AP Chemistry Note Packet

Fee Code: AP Chemistry Note Packet

Fee Code Alt:

Description: AP Chemistry note packet for purchase by students.

Fee Category: AP Chemistry

Fee Type: Instructional

Optional:

Schedule Day:

Installments:

Selectable:

Select Gender:

Spots:

Remain in List:

Ad hoc:

Dates/Amount:

Amount Due: 5.00

D: \$

R: \$

F: \$

Start Date: 01-Jul-2018

End Date: 30-Jun-2019

Due Date: 30-Jun-2019

Account:

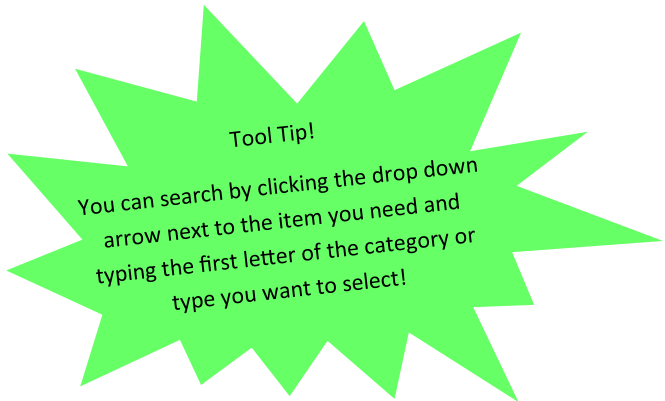
General Ledger: Add GL Account Delete

Name:

Account:

Save Cancel

Dakota High School	AP Chemistry Lab Manual	AP Chemistry Lab Manual	\$12.00	06/30/2019	07/01/2018	06/30/2019	N	N	Default	DHS-AP Chemistry	Y	SDMS2	
Dakota High School	Parking Pass	Parking	\$45.00	05/03/2019	08/01/2018	05/03/2019	N	N	Default		Y	PFI	



The next few items should be set or left exactly as outlined. Changing or selecting these items will cause your fees will not be set up properly.

Optional & Allow Partial: Do not check these boxes.

Schedule Day: Leave this set to zero.

Installments: Leave this set to one.

Selectable: Check this box. When you check this box it will reveal the Select Gender dropdown, the All Grades check box, the Spots box and the Remain in List check boxes.

You can change Select Gender or All Grades if necessary for your fee. For example; if your fee is specific to young men or young women you can select the appropriate gender. Same with Grade - if the fee is grade specific un-check this box and a dropdown showing the grade list will appear. Select the appropriate grade for your fee.

School Name	Category Name	Fee Name	Fee Code	Amt. Due	Due Date	Start Date	End Date	Opt.	Allow Partial	Fee Type	General Ledger	Active	Fee Origin
Dakota High School		AP Chemistry Note Packet	AP Chemistry Note Packet	\$12.00	06/30/2019	07/01/2018	06/30/2019	N	N	Default	DHS-AP Chemistry	Y	SDMS2
Dakota High School		Parking Pass	Parking	\$45.00	05/03/2019	08/01/2018	05/03/2019	N	N	Default		Y	PFI

Selectable: ?

Select Gender: ?

Spots:

Remain in List:

Ad hoc: ?

Selectable: ?

Select Gender: ?

Select Grade: ?

Spots:

Remain in List:

Ad hoc: ?

Manage Fees

Clear Filter

School Name	Category Name	Fee Name	Fee Code	Amt. Due	Due Date	Start Date	End Date	Opt.	Allow Partial	Fee Type	General Ledger	Active	Fee Origin
All Schools								All	All			Y	

Add Fee

General:

School:

Fee Name*:

Fee Code*:

Fee Code Alt:

Description:

Fee Category:

Fee Type:

Optional: Allow Partial:

Schedule Day:

Installments:

Selectable:

Select Gender:

All Grade(s)

Spots:

Remain in List: Show For All Schools:

Ad hoc:

Dates/Amount:

Amount Due*:

D:

R:

F:

Start Date*:

End Date*:

Due Date*:

Account:

General Ledger:

Name:

Account:

D:	06/30/2019	N	N	Default	DHS-AP Chemistry	Y	SDMS2	
R:	05/03/2019	N	N	Default		Y	PFI	

Ad Hoc: Click the check box on this item. This will allow this fee to be used in any reporting that may need to be done.

Amount Due: This is the dollar value that you are giving this fine.

D: This field indicates the item is denied.

R: This dollar value indicates what the cost of this fee is for Reduced Lunch students.

F: This dollar value indicates what the cost of this fee is for Free Lunch students.

Start Date: Enter the date you want this fee to be available to assign or sell.

End Date: Enter the date that you want this fee to stop being available to assign or sell.

Due Date: Enter the date that you want this fee to stop being available to assign or sell.

You will now need to **"Add GL Account"** to this fee. Remember PSC GL Account is the same as the CVS ASN. Click on the orange Add GL Account button. This will open a GL Account search box.

ASN's have been pre-loaded for all schools. Please be sure to select the ASN for your school. To help assist you with this we have put a 3 or 4 letter code at the start of each ASN name.

Select GL Account

ClearFilter

Name	Account
	328833
CVHS-9th Grade Center	318715
CVHS-9th Grade Center Art	318799
CVHS-A.P. Psychology	318809
CVHS-A.P.E.S.	318781
CVHS-A.V. Media	318820

Page size: 5
414 items in 83 pages

Add

Key in the ASN number that you want to associate with this fee. Once you have keyed it in hit the enter key on your keyboard.

This tells PaySchools Central to search for that specific ASN (or GL Code as it is called in PSC).

Select GL Account

ClearFilter

Name	Account
	328833
DHS-AP Chemistry	328833

Add

Once the GL Code (ASN) is found, click on it one time to indicate that you would like to select this GL Code. PSC will turn the field orange when it is selected.

Select GL Account

ClearFilter

Name	Account
	328833
DHS-AP Chemistry	328833

Add Please Select a GL Account to add

Now you can simply click the blue Add button to assign it to this fee.

Manage Fees

Clear Filter

School Name	Category Name	Fee Name	Fee Code	Amt. Due	Due Date	Start Date	End Date	Opt.	Allow Partial	Fee Type	General Ledger	Active	Fee Origin
All Schools								All	All			Y	

Add Fee

General:

School:

Fee Name*:

Fee Code*:

Fee Code Alt:

Description:

Fee Category:

Fee Type:

Optional: Allow Partial:

Schedule Day:

Installments:

Selectable:

Select Gender:

All Grade(s)

Spots:

Remain in List: Show For All Schools:

Ad hoc:

Dates/Amount:

Amount Due*:

D: \$

R: \$

F: \$

Start Date*:

End Date*:

Due Date*:

Account:

General Ledger:

Name: DHS-AP Chemistry

Account: 328833

Now you can see that your fee has picked up the GL Code (ASN). This is the last step - you can now click on the blue Save button to finish creating this fee.

Manage Fees

+ Add New Fee Clear Filter

School Name	Category Name	Fee Name	Fee Code	Amt. Due	Due Date	Start Date	End Date	Opt.	Allow Partial	Fee Type	General Ledger	Active	Fee Origin
All Schools								All	All			Y	
Dakota High School		AP Chemistry Lab Manual	AP Chemistry Lab Manual	\$12.00	06/30/2019	07/01/2018	06/30/2019	N	N	Default	DHS-AP Chemistry	Y	SDMS2
Dakota High School	AP Chemistry	AP Chemistry Note Packet	AP Chemistry Note Packet	\$5.00	06/30/2019	07/01/2018	06/30/2019	N	N	Instructional	DHS-AP Chemistry	Y	SDMS2
Dakota High School		Parking Pass	Parking	\$45.00	05/03/2019	08/01/2018	05/03/2019	N	N	Default		Y	PFI
Seneca Middle School		Jaguar Jant Donations	Donations	\$24.00	09/07/2018	08/01/2018	09/07/2018	N	Y	Default	SEN-Donations	Y	PFI

Amt. Due D/R/F: D=Denied, R=Reduced, F=Free (Gray=Amount set by Fee Type Black=Amount overridden by Fee)

Once PSC has saved your fee it will show up at the top of the fee listing.

Congratulations! You are now done creating a fee!