



RESEARCHING FINES/FEES

Researching Fines/Fees

The purpose of the **Fine/Fee Listing** reports (Summary & Detail) is to show all customers who currently have outstanding obligations to the district. Only once a fine/fee is paid off will it be linked to a relevant receipt number. Therefore, open fines/fees do not have a receipt number and InTouch does not keep a record of the exact users that assess fines/fees to a student's account. The closest you'll be able to investigate is the location from which a fine/fee was assessed. Take for example, student "David Adams" who was assessed a \$15 fee on 7/15:

Customer Fine/Fee Listing - Detail							7/23/2013 1:47 PM
Customers: Active							
Customers: Students							
All Items/Account Codes							
Date Range: 7/1/2013 - 7/23/2013							
Customers at this site.							
David Adams							
Fine/Fee #	Date	Type	Item #	Description	Memo	Amount	
167921	7/15/2013	Fee	3415	UNIFORMS/SET		\$15.00	
Amount Due:						\$15.00	

By looking this student up in Terminal and clicking on the relevant fee line, information about the fee appears in the small white box below. The line for "Source Site" indicates the site that assessed this fee to David:

Receipt Mode		Site: Mountain View High	
Name: Adams, David		Fines: 0	
ID:	ACTIVITY C No	Fees: 3	
Grade: 10	Account Balance: 0.00	Notes: 0	
Fines (0)		Fees (3)	
Item	Desc/Memo	Amount	
<input type="checkbox"/> Multipart	Multipart Item Test	7.00	
<input type="checkbox"/> Q 1302-375...	BASEBALL - ATHL FEE 11-12	50.00	
<input type="checkbox"/> 3415	UNIFORMS/SET	15.00	
Date Assessed: 7/15/2013 12:04:00 PM		Dest Site: Mountain ViewHigh	
Auto-Fine Date:		Source Site: Student Activities District Office	
Item #: 3415		System: InTouch	
Desc: UNIFORMS/SET		Fine #: 167921	
Memo:			
Total Fees:		\$ 72.00	



RESEARCHING FINES/FEES

Include/exclude post-EOP voided items

Use caution when including post-EOP voided items in revenue reports. A post-EOP void does not show up as a negative adjustment on the revenue report. So by INCLUDING post-EOP voided items, the original receipt appears on the report without any indication of an adjustment/void, thereby overstating revenue.

If post-EOP voided items are excluded from the report, the original receipt does not show up on the report at all.

Include/Exclude Refund Receipts

The 'include' option will subtract the applicable amount of the refund(s) based on the date range selected for the report. If the date range only captures the date of the original receipt, the report will not subtract the refund amount. If the date range only captures the date of the refund receipt, the report will subtract the refund amount but not include the amount of the original receipt. If the date range captures both the original receipt date and the refund receipt date, the report will include both the original receipt amount and the subtraction for the refund.

If using the exclude option, the original receipt amount will be included in the total (if the original receipt is within the selected date range).

EXAMPLE

Revenue by Account Code, Item – EXCLUDING refund receipts

<u>Item</u>						
PTP Football						
<u>Receipt #</u>	<u>Date</u>	<u>EOP Date</u>	<u>Item</u>	<u>Customer</u>	<u>Memo</u>	<u>Total</u>
48462	3/27/2015	3/30/2015	PTP Football			\$70.00
48591	3/30/2015	3/30/2015	PTP Football	Last name, first name, #	Refunded:	\$70.00
49139	4/1/2015	4/6/2015	PTP Football			\$70.00
49150	4/1/2015	4/6/2015	PTP Football			\$70.00
Item Total						\$280.00

Revenue by Account Code, Item – INCLUDING refund receipts

<u>Item</u>						
PTP Football						
<u>Receipt #</u>	<u>Date</u>	<u>EOP Date</u>	<u>Item</u>	<u>Customer</u>	<u>Memo</u>	<u>Total</u>
48462	3/27/2015	3/30/2015	PTP Football			\$70.00
48591	3/30/2015	3/30/2015	PTP Football	Last name, first name, #	Refunded:	\$70.00
49139	4/1/2015	4/6/2015	PTP Football			\$70.00
49150	4/1/2015	4/6/2015	PTP Football			\$70.00
49769	4/8/2015	4/8/2015	PTP Football	Last name, first name, #	Refund	(\$70.00)
Item Total						\$210.00