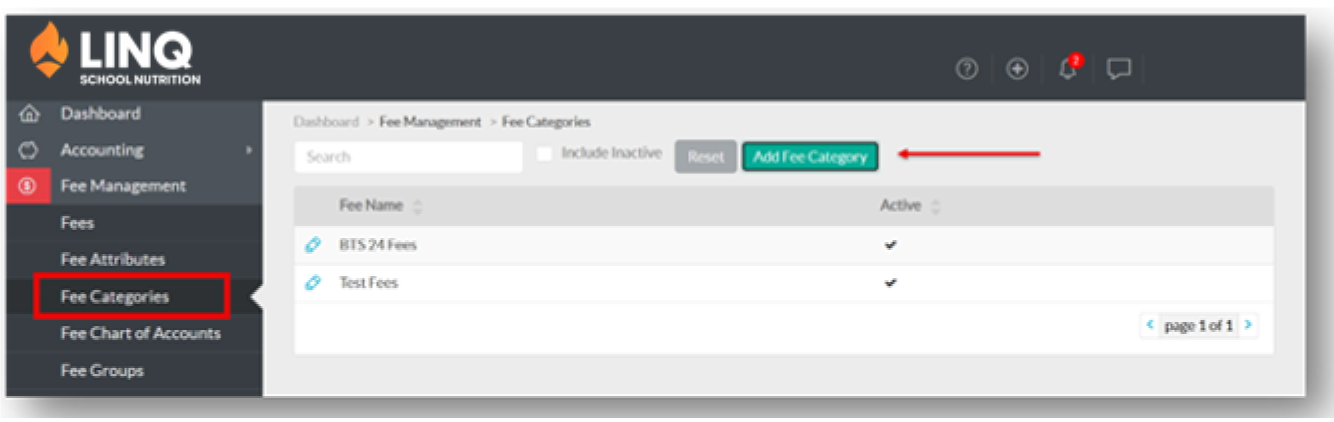
How to Create Fees

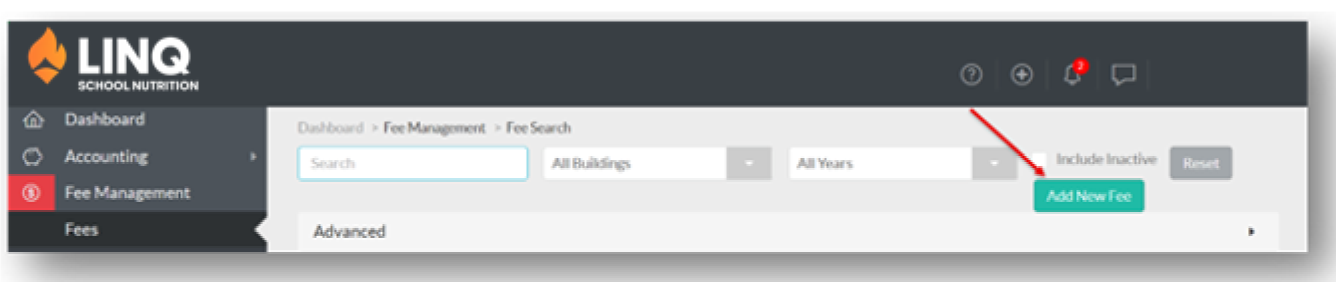
Pre-Conditions

In order to create any fee, you'll need to have Fee Categories set up. Fee Categories help to organize your fees and are used to filter your items within the school store. Navigate to Fee Categories to ensure a relevant category exists for the fee you would like to create.

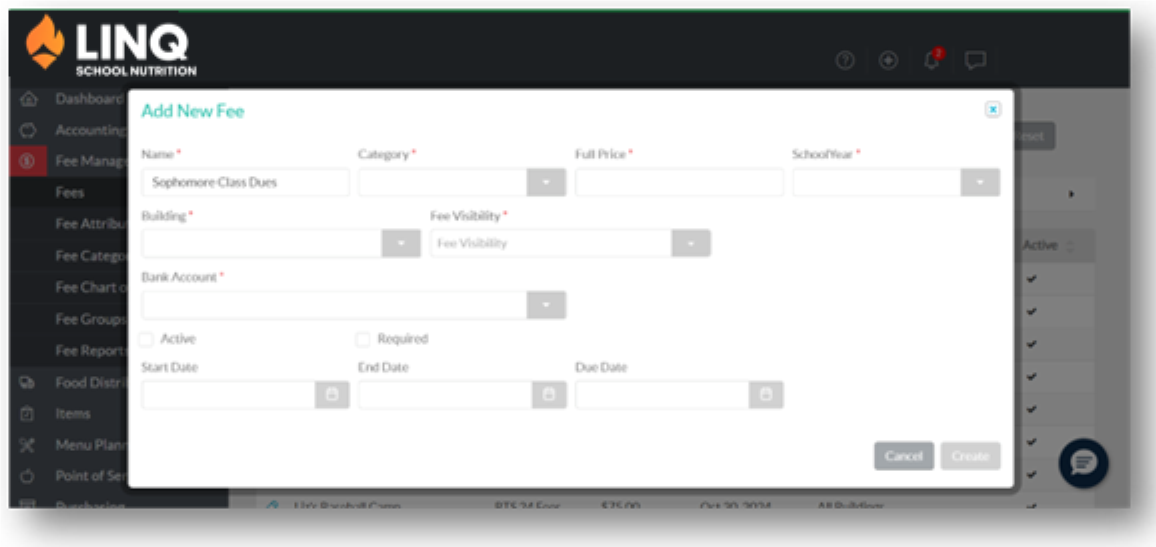


Setting up a Fee

1. Navigate to the Fee Management module and select Add New Fee



2. Add the required information and select Create. All of this information can be edited later.

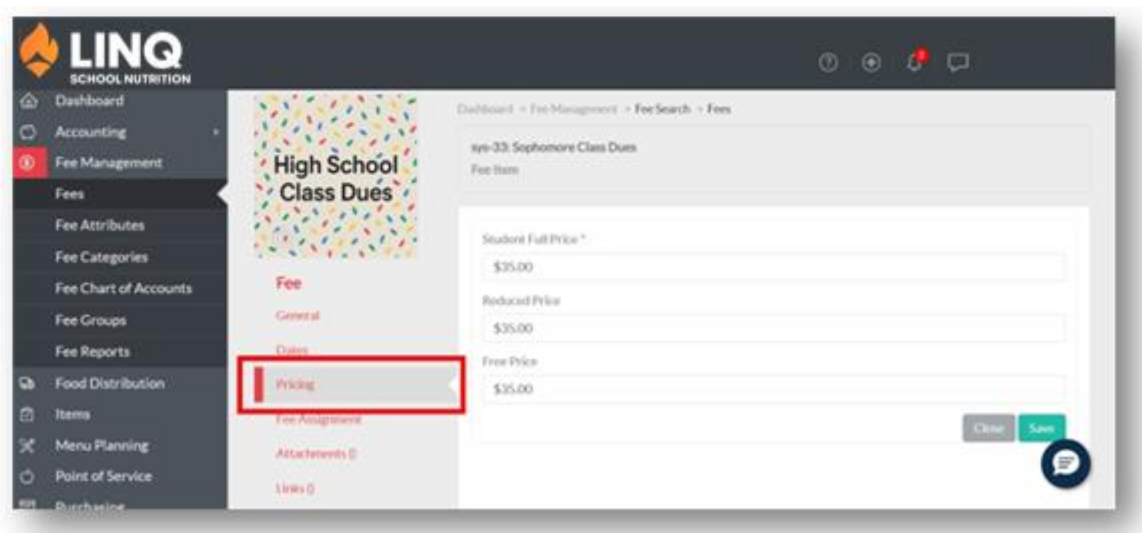


3. Add relevant details to your fee.

a. On the General tab, you can edit any of the information entered when initially creating the fee.

b. On the Dates tab, apply a Start, End, and Due date, if applicable. The Start and End dates determine when the fee will be visible in your School Store. The Due date is the date by which you expect the fee to be paid.

c. On the Pricing tab, enter the cost of the fee item. The full price is required, but you may also opt to have additional pricing tiers based on student eligibility status. If so, enter those price tiers as well. If a value is not entered into the free or reduced-price fields, all payers will be charged the amount listed for the full-priced student.



d. Links and attachments can be used to add supplemental information to your fee, like flyers, print-outs, or electronic sign up forms.

e. Notes are for internal use only and will not be displayed in the school store.

4. Once your fee is set to Active, saved, and within the appropriate date period, it will be displayed in the LINQ Connect store for purchase.