

How to Report on Fees

Fee Management has its own reporting module separate from the rest of the Nutrition Suite reports. In it, users can generate reports on various fees, like payment status or fee visibility.

1. Navigate to Fee Reports.

4	LINQ				0 0 5 7
ŵ	Dashboard	Dashboard > Reports > Fee > Fee Da			
	Accounting +	General Information			
•	Fee Management	No. 1	0.001		turn.
	Fees	For Data	Pat	12	
	Fee Attributes				
	Fee Categories	Student Filter			
	Fee Chart of Accounts	for holdest		Assigned To	
	Fee Groups	AMPNew,		MartiAna	
	Fee Reports	Person's Building		Account Email	
	Food Distribution	AddNew,		1	
	Rems			_	
	Monu Planning	FeeFilter			
	Point of Service	Cerepry		Fee Vaibility	
	Purchasing	AddNew.		Add New .	10
B	Reports +	Fee Status		School Year	
	sur	AddNew,		2024-2025 =	
	Students			Add New .	
	Utilities +	Required		Fee Name	
	Configuration +	AddNew.			
	•	 Show Active Fees 			
		Financial Filter			
		Bank Account		Chart Of Account	
		AddNew,		AddNew,	
		Payment Type		Payment Method	
		AddNew,		Add New .	10
		Transaction Number		Merchant Identifier	

- 2. Enter or select the relevant information you would like included in the report.
- 3. Select and arrange your report columns, format, and export type.





able Columns			Selected Columns		Group By
arch			Assigned to	9	-
Account Email	۲	î	Amount Paid	0	Include Total Row
Attribute Selected	۲	L	Date / Time Paid	n	
Bank Account	۲	L	Fee Name	0	
Bank Settlement Batch Identifier	۲		School Year	0	
Category	۲				
Chart of Account Code	۲				
Due Date	۲				
End Date	۲				
Fee Building	۲	Ŧ			
able Sort Columns arch			Sort By	0	
Amount Paid	۲		Pospicato		
Date / Time Paid					
Fee Name	۲				
	-				

4. Select Request Report. When your report has been generated, it can be accessed from the bell in the upper right-hand corner

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	Dashboard	Category	۲	School Year	Complete Jobs	Dismiss all	
0 ^	Accounting +	Chart of Arrest Code			Fee Data Completed		
① Fe	ee Management	Chart of Peccount Court				4/6/25120794	
Fi	iees	Due Date	۲		All Jobs		
R	ee Attributes	End Date	۲		No New Tasks		
Fi	ee Categories	Fee Building	۰ ب		Al Tasks		
R	ee Chart of Accounts						
R	ee Groups	Sort					
Fe	ee Reports	Available Sort Columns	5	lort By			
Ga R	ood Distribution	Search					
Ø 14	tems			Assigned to	8		

