

MySchoolFees – Preparing for Registration

IMPORTANT CONCEPT: Schedule Based Fees vs. the GENERAL Fee group

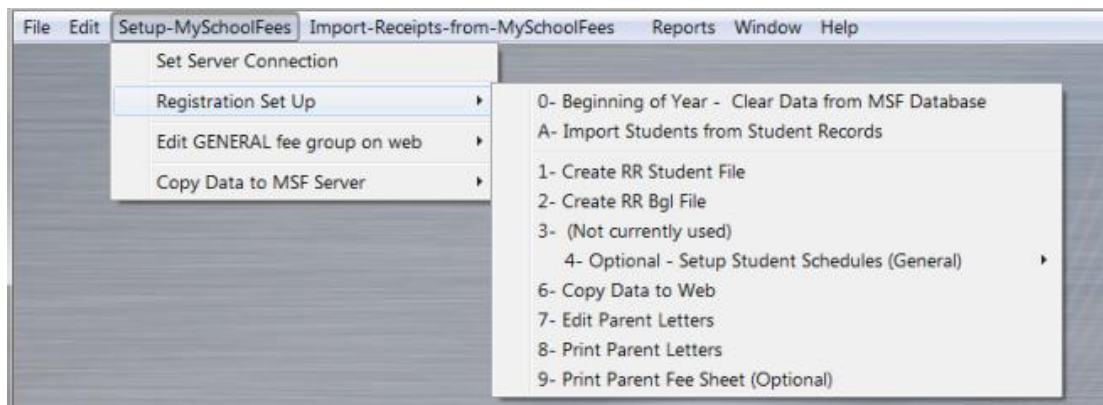
There are two methods that you can use for presenting a list of fees to parents. You can either provide *Schedule Based Fees* for your students **OR** you can provide a full list of available fees on the *General Fee Sheet* and have them select the classes. **DO NOT do both.** If you do, it will cause confusion for the parents and will be a problem when you try to determine which student has paid for which class.

Summary

- Use Schedule Based Fees for your students using steps 4a-4c
 - OR
- Use the Edit General Fee Sheet Method on MySchoolFees.

REGISTRATION SETUP – Step by Step

MySchoolFees → Setup-MySchoolFees → Registration Set Up



0. Beginning of Year – Clear data from MSF Records

First year schools do not worry about this. Only if you used MySchoolFees last year to do you worry about this step. This step gets rid of all records pertaining to old students from the previous year. This should be performed **after** July 1 and **before** you upload the students and schedule for the new year.

A. Import Students from Student Records

This will look different from district to district. Please talk to your District support specialist or TES-Support to find out what type of student record system you are using and how you should run your import.

1. Create RR Student File

This step puts the student records you imported into a format that can be read by TES and readies the student records to be uploaded to the MySchoolFees servers.

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2. Create RR BGL File

This step put the BGL records into a format that can be read by TES and readies the BGL records to be uploaded to the MySchoolFees servers.

3. Not used at this time

Step 4 – Optional – Setup Student Records (General)

- ❖ 4a. Define course numbers
 - This is where you will enter all the class descriptions for your upcoming year
 - Here is the process for entering a course
 - Press the Insert Button
 - Enter the course name then TAB
 - Enter the Price then TAB
 - Enter the Course Number then TAB
 - Enter the Section Number then TAB
 - This is an optional step. Most of the time the section number is not necessary
 - IMPORTANT: If you do use a section number. You must use a section for each of the sections under the course number.
 - Enter Grade Low (Optional) TAB
 - This is where you enter the lowest grade taking this class
 - Grade High (Optional) TAB
 - This is where you enter the highest grade taking this class
 - NOTE ON GRADE LOW and GRADE HIGH... If these are left blank then it is assumed that any class level may take this course
 - Prorate
 - This item may be used to reduce fees for students who enroll late in the year.
 - Account Name
 - Upon entering this field a list of your BGL Accounts will appear. Just select the proper account and click the Select Button
 - Your course has been added and you are ready to enter the next one

4b. Define Additional Fees – Not Course Specific

- This is where you can add simple non-course specific items. These items would have a fixed price and would be sold one at a time. If you want to setup more complex parameters then you should use the web-based Secretary's Menu.
- Entering these items is similar to adding the Course Specific items.
 - Click the Insert button to begin
 - Enter the Starting Grade then TAB

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- Enter the Ending Grade then TAB
- Enter the Description then TAB
- Enter the Price then TAB
- The Required Flag field takes either an R (for required) or N (for non-required) then TAB
- Prorate
- Enter the account and TAB
- The Item has been created and you are ready to create the next one

❖ 4c. Import Student Schedules

- Each school will have their own way of importing students based on the Student Schedule Data System that your school uses. Please contact Mr. Hyrum Tatton or your school's tech for more details.
- **NOTE: Run 9. Print Parent Fee Sheet: This is a GREAT REPORT to test to insure that schedules have generated properly. You should run this report BEFORE taking the time to upload fees to the Web.**

6. Copy Data TO MSF Server

- ❖ The first time you do your upload you will check all boxes. The upload may take one – two hours
- ❖ After the initial upload you should only upload items that have changed
- ❖ During registration time your students and schedules will be changing quite often so you will probably want to upload them once a day
- ❖ At other times during the year, AR's may be changing as AR's are paid off at the office. During those times you will want to upload AR's more often to keep them current

7. Edit Parent Letters

- ❖ Provides an editor for you to edit MySchoolFees.com letter templates. You can also edit these letters in Word.

8. Print Parent Letters

- ❖ This prints out the letter that announces the availability of MySchoolFees.com as a service.

9. Print Parent Fee Sheet (Optional)

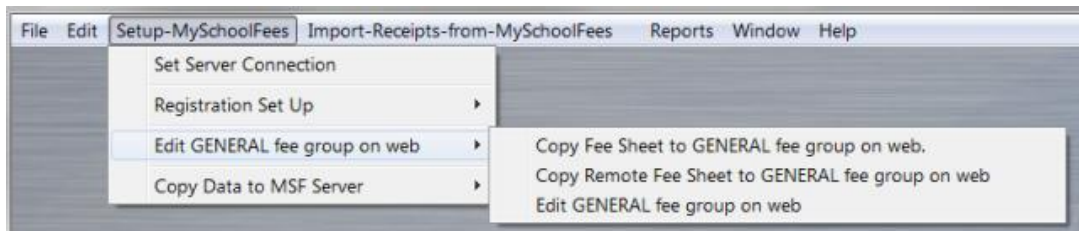
- ❖ This step prints out a letter letting your parents know the status of outstanding fees for their students.

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- ❖ **NOTE: This is a GREAT REPORT to test to insure that schedules have generated properly. You should run this report BEFORE taking the time to upload fees to the Web.**

Edit GENERAL Feegroup on the web

MySchoolFees → Setup-MySchoolFees → Edit General Fee Sheet on Web



Copy Fee Sheet to GENERAL Fee Group on the web

This is a direct copy of your entire fee sheet out to the web. The parent will not see a set of Schedule Based Fees for the student but instead will select from a list of all the courses that are available.