

Create & Manage Fee Categories

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Fee Categories are customizable and let you organize all one-time and recurring fees into specific groups. When adding a one-time or recurring fee to a family's account, choose a fee category from the drop-down menu if it is already added or create a new one.

The **Fee Categories Report** displays a list of the fees that have been invoiced during a selected date range.



Fee Categories are required for one-time and recurring fees added to a family's account. However, they do not apply to class tuition fees.

Expand/Collapse All

▢ Add a Fee Category

▢ Edit & Delete Fee Categories
