

## DEFINITION OF CHARGE TYPES

### TipWeb-IT Charges

Charge types are designed to reflect the charges outlined in the Technology Repairs & Replacements document located on the [Technology Infrastructure page of fcps.org](https://www.fcps.org/technology-infrastructure).

### Explanation of charges

Charge type	Description	Charge amount	Adjustable (Yes or No)
SY20-21 Chromebook repair 1 <sup>st</sup> incident	Used for the first breakage incident during the 2020-2021 school year	\$30.00	No
SY20-21 Chromebook repair 2 <sup>nd</sup> incident	Used for the second breakage incident during the 2020-2021 school year	\$60.00	No
SY20-21 Chromebook repair 3 <sup>rd</sup> incident	Used for the third breakage incident during the 2020-2021 school year	\$120.00	No
SY20-21 Chromebook repair 4 <sup>th</sup> incident	Used for the fourth breakage incident during the 2020-2021 school year	\$300.00	No
Lost Chromebook	Used for all reports of a lost device. Full replacement cost is to be charged.  Notice, reports of stolen devices are assumed to be "lost" unless the student / family provides evidence of a police report.	\$300.00	No
Lost or Damaged Case	Used at site discretion to charge for lost or damaged case.	\$25.00	No
Lost or Damaged Charger	Used at site discretion to charge for lost or damage power adapter.	\$30.00	No
Stolen Device	If the device was stolen, a copy of the Police Report must accompany this charge resolution (uploaded to attachments tab for student) or the full replacement cost will be charged based upon the lost device schedule.	\$0.00	Yes

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To issue a charge to a student

Select the student and use the Charges tab to Add Record

The screenshot shows a software interface with a navigation bar at the top containing 'Home', 'Catalog', 'Purchasing', 'Rooms', 'Staff', 'Students', 'Tags', and 'Audits'. A search bar for 'Tag / Serial' is also present. Below the navigation bar, there are buttons for 'Add Record', 'Bulk Charge', and 'Show Inactive'. A dropdown menu for 'Please Select Student Report...' is visible. The main area displays a table with columns: Student ID, First, Middle, Last, Grade, Homeroom, and Actions. The selected student is Brock Sampson, ID 038667, Grade 12, Homeroom Venture. Below this, the 'Charges' tab is active, showing a sub-table with columns: Product, Tag, Charge Type, Amount, Due, Payments, Refunds, Issued Date, and Actions. The sub-table currently shows 'No records to display.' and a page size of 5.

The Charges tab will show the student charge history. Use this history to determine the correct repair incident (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup>). Select Add Record to issue a new charge.

Use the Charge Type drop down menu to select the charge. Select the device and add any relevant notes. Select save

The 'Assess a Charge' form is displayed. It includes the following fields and sections:

- Individual:** Brock Sampson
- Charge Type:** SY20-21 Chromebook rep (selected)
- Suggested Percentages:** 100% = \$169.00, 75% = \$126.75, 50% = \$84.50, 25% = \$42.25
- Product and Tag:** HPChromebook 11 G5 EE, F000024238
- Show History:**  (unchecked)
- Product History Table:**

Product Number	Product Name	Tag	Status	Scan Date	Actions
2000025	HPChromebook 11 G5 EE	F000024238	In Use	08/25/2020	Select
- Charge Amount:** \$30.00
- Charge Notes:** Broken Screen
- Payment Information (Optional):**
  - Payment Date:** 8/25/2020
  - Amount:** Enter a dollar amount.
  - Satisfied:**
  - Payment Notes:** Please enter notes here...
- Charge History for: Brock Sampson**

Product Name	Charge Type	Charge Amount	Amount Due	Date Satisfied	Notes
No records to display.					

From the Charges tab on the Student record, use the Charge Receipt button to generate a PDF charge receipt

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038667	Brock	Sampson	12	Venture				
Details	Inventory	Charges	Attachments					
Charges								
<input type="checkbox"/> Add Record <input type="checkbox"/> Show Voids <span style="float: right;">Please Select Charge Report...</span>								
Product	Tag	Charge Type	Amount	Due	Payments	Refunds	Issued Date	Actions
HPChromebook 11 G5 EE	F000024238	SY20-21 Chromebook repair 1st incident	30.00	30.00	0.00	0.00	08/25/2020	
Page size: 5								1 items in 1 pages

### Charge Receipt

**To the Parents/Guardians of:**  
Brock Sampson

**Charles Bailey High School**  
**Student ID: 038667**  
Charge Receipt  
Tuesday, August 25, 2020

**HPChromebook 11 G5 EE**      **Product No.: 2000025**      **Tag No.: F000024238**

Charge Type	Charge Date	Amount	Satisfied Date
SY20-21 Chromebook repair 2nd incident	08/25/2020	\$60.00	

**Charge Notes:** Broken keyboard

**Payment Summary**

No Payments for this Charge

**Total Paid:      \$0.00**  
**Amount Due:      \$60.00**

This document should be emailed to the front office to issue the charge to the student account in School Cash Online. The Charge Receipt provides a description of the charge and the amount due. This file may serve as an invoice. Once entered into School Cash Online, the Administrative Secretary can print a charge statement for detailed information regarding the status of the financial obligation.