

# Creating Charges from an Event

Updated Jul 19, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

## Overview

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Create Person Charge Items for Students who have an Attendance Status of 'Attended' or 'Confirmed' within an Event.

## Step-by-Step

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Prerequisites: before charges can be created from an Event, the event needs to be created and attendees need to be linked to the Event. To read more about Events in general, [click here](#).

**Step 1:** Navigate to the Student Billing homepage and choose **Find an Event** under the General section.

**Step 2:** Using the Query Design, find the Event for which you'd like to create charges.

**Step 3:** A screen, similar to the one below, will appear with attributes unique to the event presented. You will also see a listing of participants; their current role for the event; their current status; an indicator as to whether they participated; and the amount billed.

The screenshot shows the 'Event: College Visit - 10/01/2017' page in the Veracross Student Billing system. The 'GENERAL' tab is active, displaying the following details:

- EVENT TYPE:** Field Trip
- DESCRIPTION:** College Visit
- PRIMARY GROUP:** Grade 12\*
- SCHOOL LEVEL:** All School
- GRADE LEVEL:** None
- START DATE:** 10/01/17
- END DATE:** 10/14/17
- ATTENDANCE TAKEN?:** No
- CATALOG ITEM:** Field Trip
- OVERRIDE FEE:** 100.00
- ITEM CHARGE DATE:** 10/27/17

Attendance counts are as follows:

- # INVITED: 5
- # CONFIRMED: 1
- # DECLINED: 1
- # UNCONFIRMED: 1
- # PARTICIPATED: 0
- # ATTENDED: 1

The participant table below shows the following records:

Person	All Roles	Attendance Status	Participate	Amount Billed	Notes
<a href="#">Abbott, Samantha</a>	Student (7)	Attended	<input type="checkbox"/>	.00	
<a href="#">Cadigan, Kenley</a>	Student (KGS), Frmr Prg Stud	Confirmed	<input type="checkbox"/>	.00	
<a href="#">Deamicis, Katie</a>	Student (8)	Declined	<input type="checkbox"/>	.00	
<a href="#">Iancu, Daciana</a>	Parent, Donor, Vol	Invited	<input type="checkbox"/>	.00	
<a href="#">Dabner Rutter, Emily</a>	Print of Prosp	Did not Attend	<input type="checkbox"/>	.00	

At the bottom of the table, it indicates 'Row Height: [icon] [icon]' and '5 records'.

**Step 4:** In the header level, choose the Catalog Item you'd like to assess to the participants; the Override Fee (if necessary); and the Item Charge Date (the Item Date that will assigned to the resulting charges).

**Step 5:** Click on the Action Button and choose **Create Charges**. **\*\*\*Please note\*\*\*** only those participants that have an Attendance Status of 'Attended' or 'Confirmed' will have charges created for them.

The screenshot shows the 'Event: College Visit - 10/01/2017' page in the Veracross Student Billing system. An 'Action' dropdown menu is open, with 'Create Charges' highlighted in a red box. Other options include 'Print to PDF' and 'Print Record Detail'. The background shows the 'GENERAL' tab with various event details and a table of attendees.

Person	All Roles	Attendance Status	Participate	Amount Billed	Notes
<a href="#">Abbott, Samantha</a>	Student (7)	Attended	<input type="checkbox"/>	.00	
<a href="#">Cadigan, Kenley</a>	Student (KGSD), Frmr Prg Stud	Confirmed	<input type="checkbox"/>	.00	
<a href="#">Deamicis, Katie</a>	Student (8)	Declined	<input type="checkbox"/>	.00	
<a href="#">Iancu, Daciana</a>	Parent, Donor, Vol	Invited	<input type="checkbox"/>	.00	
<a href="#">Dabner Rutter, Emily</a>	Print of Prosp	Did not Attend	<input type="checkbox"/>	.00	

Step 6: When your browser is refreshed, you will see the Amount Billed populated.

The screenshot shows the same 'Event: College Visit - 10/01/2017' page after a refresh. The 'GENERAL' tab is now fully populated with event details. The 'Amount Billed' column in the attendee table is now populated with values, with '100.00' highlighted in a red box for both Samantha Abbott and Kenley Cadigan.

Person	All Roles	Attendance Status	Participated?	Amount Billed	Notes
<a href="#">Abbott, Samantha</a>	Student (7)	Attended	<input type="checkbox"/>	100.00	
<a href="#">Cadigan, Kenley</a>	Student (KGSD), Frmr Prg Stud	Confirmed	<input type="checkbox"/>	100.00	
<a href="#">Deamicis, Katie</a>	Student (8)	Declined	<input type="checkbox"/>	.00	
<a href="#">Iancu, Daciana</a>	Parent, Donor, Vol	Invited	<input type="checkbox"/>	.00	
<a href="#">Dabner Rutter, Emily</a>	Print of Prosp	Did not Attend	<input type="checkbox"/>	.00	

**Step 7:** Navigate to the Student Billing homepage or the Accounts Receivable homepage to view the charges in the Unposted Student Charge listing.

Person Charge Item ID	Person	Household	Current Grade	Catalog Item	AR Invoice Type	School Year	Item Date	Quantity	Default Unit Price	Unit Price	Gross Amount	CR GL Account	Invoice?	Number of Installments	Installment Months	Create Installments?	Installments Created?	Posted?
<input type="checkbox"/> 116770	<a href="#">Abbott, Samantha</a>	<a href="#">Abbott</a>	Grade 7	Field Trip	Auxiliary	17-18	10/27/17	1.00	100.00	100.00	100.00	<a href="#">4400-00-01 Miscellaneous Income</a>	<input type="checkbox"/>	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 116771	<a href="#">Cadigan, Kenley</a>	<a href="#">Cadigan</a>	Kinderg...	Field Trip	Auxiliary	17-18	10/27/17	1.00	100.00	100.00	100.00	<a href="#">4400-00-01 Miscellaneous Income</a>	<input type="checkbox"/>	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SUM</b>								<b>2.00</b>			<b>200.00</b>							

ADMIN VC Accounting: vca\_sandbox View SQL View Metadata 2 records WEB CACHE OFF