

# Fees Documents

Last Modified on 08/08/2022 10:47 am CDT

[Upload Documents](#) | [Delete Documents](#) | [View a Document](#)

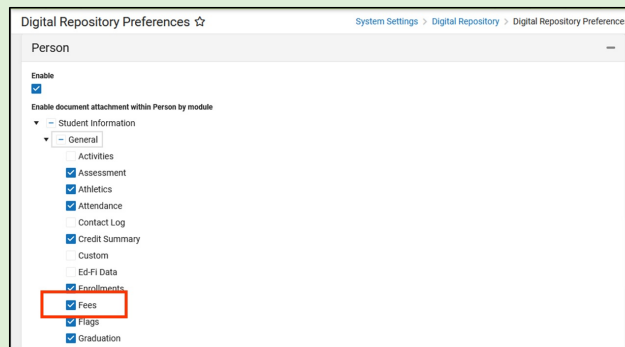
**Classic View:** Student Information > General > Fees


**Search Terms:** Fees Documents

The **Documents** button on the **Fees** tool allows you to view all documents associated with a specific student's fees.

The Fees Documents button is enabled by your Campus administrator. See the [Digital Repository Preferences](#) article for more information.


Ensure the Fees checkbox is marked under Student Information > General > Fees within the Digital Repository Preferences.






**Fees** ☆
 

Student Information > General > Fees

Alborough, Dallas
 
 Grade: 12 #109301 DOB: 01/01/05 Counselor: Hunter Counselor

 HS Graduation
 

Related Tools ^

Unpaid Fees : \$175.00
 Surplus : \$0.00
 Balance : \$175.00

Years to Print
 

21-22 x

Year	Balance
- 21-22	175.00

Fee	Due Date	Balance
+ Senior Trip		100.00
+ Yearbook		75.00

New Fee Assignment

Make Payment

Make Deposit

Make Refund

Make Adjustments

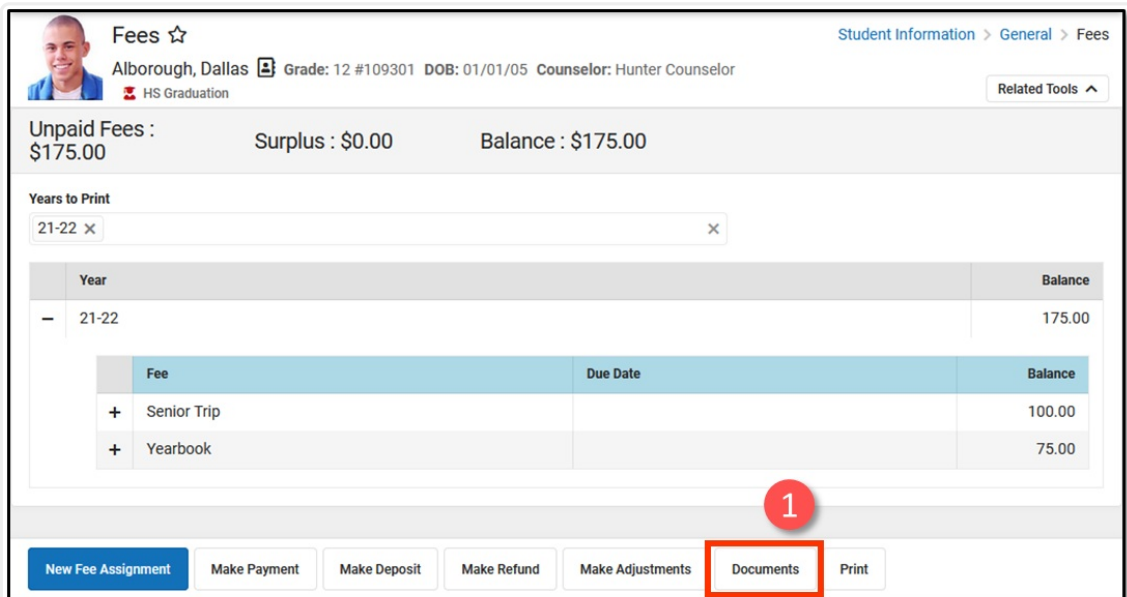
Documents

Print


*Documents Button*

# Upload Documents

1. Click the **Documents** button.
2. Click the **Upload** button.
3. Click **Select files** and locate the file to attach. Select it and click **Open** or just double-click the file name.
4. Provide a comment or note in the **Description** field if needed. The Description appears below the file name in the Document List.
5. Repeat Steps 3 and 4 until all of the desired files to attach are added.
6. Click the **Save** button. The documents appear in the Document List.
7. Sort the list by clicking the **Newest** or **Oldest** button.



**Fees** ☆ Student Information > General > Fees

Alborough, Dallas  Grade: 12 #109301 DOB: 01/01/05 Counselor: Hunter Counselor  
HS Graduation Related Tools ^

Unpaid Fees : \$175.00 Surplus : \$0.00 Balance : \$175.00

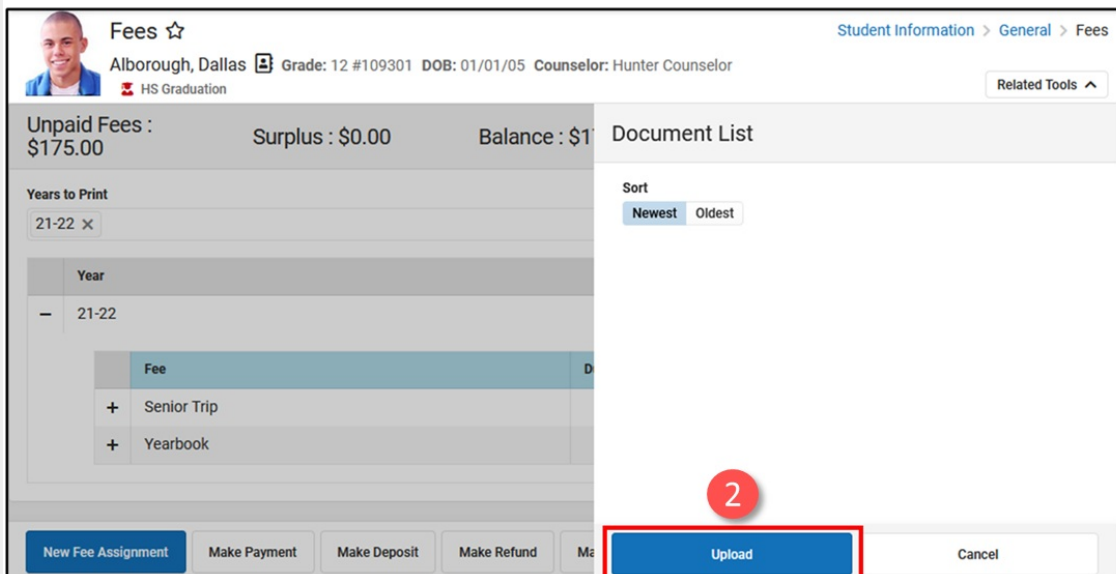
Years to Print  
21-22 x

Year	Balance
- 21-22	175.00


Fee	Due Date	Balance
+ Senior Trip		100.00
+ Yearbook		75.00

**1**

New Fee Assignment Make Payment Make Deposit Make Refund Make Adjustments **Documents** Print



**Fees** ☆ Student Information > General > Fees

Alborough, Dallas  Grade: 12 #109301 DOB: 01/01/05 Counselor: Hunter Counselor  
HS Graduation Related Tools ^

Unpaid Fees : \$175.00 Surplus : \$0.00 Balance : \$175.00

Years to Print  
21-22 x

Year	Balance
- 21-22	175.00

Fee	Due Date	Balance
+ Senior Trip		100.00
+ Yearbook		75.00

**Document List**

Sort  
**Newest** Oldest

**2**

New Fee Assignment Make Payment Make Deposit Make Refund Make Adjustments **Upload** Cancel



**Fees** ☆ Student Information > General > Fees

Alborough, Dallas  Grade: 12 #109301 DOB: 01/01/05 Counselor: Hunter Counselor  
HS Graduation Related Tools ^

Unpaid Fees : \$175.00 Surplus : \$0.00 Balance : \$175.00

**Document Upload**

\$175.00

Years to Print

21-22 x

Year

21-22

Fee

Senior Trip

Yearbook

New Fee Assignment

Make Payment

Make Deposit

Make Refund

Make

Max File Size: 20 MB

Select files...

Drop files here to upload

Consent

☒ consent to be bound by the Terms and Conditions of the Acceptable User Policies of both the [District](#) and [Infinite Campus](#).

Save

Cancel

Alborough, Dallas

Grade: 12 #109301

DOB: 01/01/05

Counselor: Hunter Counselor

HS Graduation

Unpaid Fees : \$175.00

Surplus : \$0.00

Balance : \$175.00

Years to Print

21-22 x

Year

21-22

Fee

Senior Trip

Yearbook

New Fee Assignment

Make Payment

Make Deposit

Make Refund

Make

Document Upload

Max File Size: 20 MB

Select files...

Drop files here to upload

PDF

CopyBill.pdf

Description

Copy of hotel bill for senior trip.

Consent

☒ consent to be bound by the Terms and Conditions of the Acceptable User Policies of both the [District](#) and [Infinite Campus](#).


Save

Cancel


Upload Documents


## Delete Documents

1. Click the **Delete** icon (red X) next to the attachment to remove. A confirmation message displays.
2. Click the **Delete** button. The attachment is permanently removed.



**Fees** ☆

Alborough, Dallas
 
 Grade: 12 #109301
 DOB: 01/01/05
 Counselor: Hunter Counselor


 HS Graduation

[Student Information](#) > [General](#) > [Fees](#)

[Related Tools](#) ^

Unpaid Fees : \$175.00
 Surplus : \$0.00
 Balance : \$1

Years to Print  
 21-22 x

Y	F	D
-	2	

+

Yearbook

×

Delete File

Are you sure you wish to delete this file?

Cancel

Delete

+

New Fee Assignment

Make Payment

Make Deposit

Make Refund

Ma

Document List

Sort  
 Newest Oldest

×

**CopyBill.pdf**

Copy of hotel bill for senior trip.

07/26/2022 >

×

**DallasAlboroughFeeCalculations.xlsx**

07/26/2022 >


Upload

Cancel


Delete Documents


## View a Document

1. Click the document name.
2. Depending on the browser settings, the document may open immediately.



**Fees** ☆

Alborough, Dallas
 
 Grade: 12 #109301
 DOB: 01/01/05
 Counselor: Hunter Counselor


 HS Graduation

[Student Information](#) > [General](#) > [Fees](#)

[Related Tools](#) ^

Unpaid Fees : \$175.00
 Surplus : \$0.00
 Balance : \$1

Years to Print  
 21-22 x

Year	F	D
-	21-22	

+

Senior Trip

+

Yearbook

×

Delete File

Are you sure you wish to delete this file?

Cancel

Delete

+

New Fee Assignment

Make Payment

Make Deposit

Make Refund

Ma

Document List

Sort  
 Newest Oldest

×

**CopyBill.pdf**

Copy of hotel bill for senior trip.

07/26/2022 >

×

**DallasAlboroughFeeCalculations.xlsx**

07/26/2022 >

Upload

Cancel

View Documents