

# Fees (Person)

Last Modified on 05/13/2025 10:21 am CDT

[Assign and Edit Fees](#) | [Adjust Fees](#) | [Pay Fees](#) | [Void a Fee Assignment, Payment, or Adjustment](#) | [Make a Deposit \(Surplus\)](#) | [Make Refund from Surplus Amount](#)

Tool Search: Fees

The Fees tool lists all fees that have been assigned to a person, including all payments and adjustments and a total of how much is still owed or if a surplus exists. If the person has reached the maximum fee amount established by the school and/or district, that will be noted in the Fees Editor.

If a fee was paid using an online payment, the fee Assignment, Payment or Adjustment **CAN** be voided or exempted.

The other option is to use the [Payments Reporter](#) to refund the payment.

## What can I do?

- [Assign and Edit Fees](#)
- [Adjust Fees](#)
- [Pay Fees](#)
- [Void a Fee Assignment, Payment, or Adjustment](#)
- [Make a Deposit \(Surplus\)](#)
- [Make Refund from Surplus Amount](#)

Fees ★
Census > People > Fees

Aablock, Jeffery
DOB:
Related Tools ^

Unpaid Fees : \$10.00
Surplus : \$0.00
Balance : \$10.00

Years to Print
21-22 X

Year	Balance
- 21-22	10.00

Fee	Due Date	Balance
+ District Fee	03/31/2022	10.00

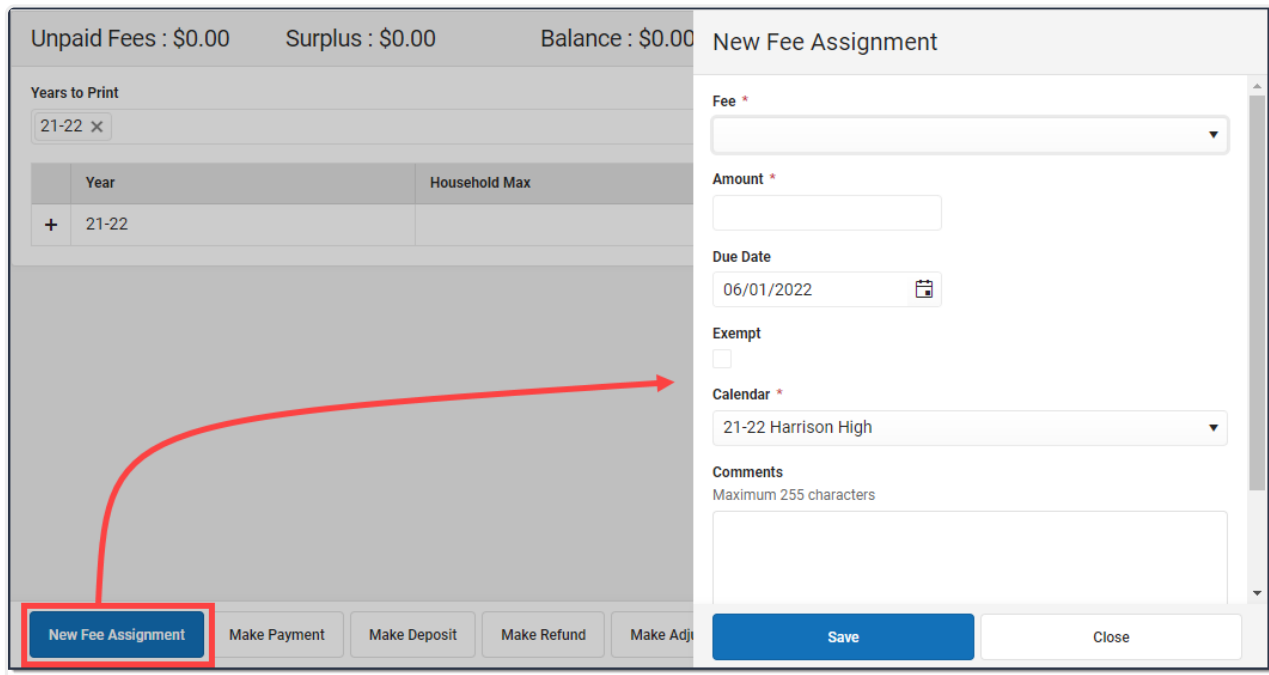
New Fee Assignment
Make Payment
Make Deposit
Make Refund
Make Adjustments
Print

## Assign and Edit Fees

## Assign a Fee | Edit a Fee Assignment

For a fee to appear in the Fees Editor, it must first be assigned to the person, either individually or *en masse* using the [Fee Wizard](#) in the Fees section. Fees available for assignment depend on the options set by the school or district and are created in the Fees tool. Only fees that are marked as active can be assigned to students.

Once a fee is assigned to a person, it cannot be deleted, only voided.



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

Years to Print  
21-22 x

Year	Household Max
+ 21-22	

**New Fee Assignment**

Fee \*

Amount \*

Due Date  
06/01/2022

Exempt  
☐

Calendar \*  
21-22 Harrison High

Comments  
Maximum 255 characters

Buttons: New Fee Assignment, Make Payment, Make Deposit, Make Refund, Make Adj, Save, Close

*New Fee Assignment*

## Assign a Fee

- Click the **New Fee Assignment** button.  
**Result:** The New Fee Assignment panel displays.
- Select a **Fee** from the dropdown list.

If the fee amount is predetermined, this value appears after the fee description. Otherwise the value will show as 0.00.

If the fee amount is variable, an asterisk (\*) appears after the amount.

- If applicable, enter the **Amount** of the fee.

If the description of the fee ends in an asterisk (\*), the fee amount can be edited.

4. Enter a **Due Date** for the fee in *mmdyyy* format. Clicking the date field opens a calendar of the current month which defaults to the current date.
5. If the person is exempt from paying this fee, mark the **Exempt** checkbox.
6. Select the **Calendar** to which the fee should be assigned.

The enrollment record from the school/calendar selected in the toolbar is selected by default.

7. Enter any comments related to the fee assignment in the **Comments** field.
8. Click the **Save** button.

### Result

The new fee displays in the **Fee Editor** with the Unpaid Fees total adjusted appropriately.

## Edit a Fee Assignment

Once a fee is assigned, click the Assignment line to display the Assignment panel. The Assignment panel displays the **Fee**, the **Amount** and the **Due Date**, the **Exempt** checkbox, any **Comments** attached to the fee, the calendar in which the fee was created and the name of the user(s) who created and modified the fee. To edit a Fee Assignment,

Only the **Due Date**, **Exempt**, and **Comments** fields can be modified in this panel. To change the amount of a fee, make an adjustment.

Unpaid Fees : \$52.00
Surplus : \$0.00
Balance : \$0.00

Years to Print  
21-22

Year	Household Max	Student Max	Debit
2020	800.00	450.00	78.00

Fee	Due Date	Debit
+ AD - 16/17 PE. SHIRTS	03/31/2021	6.00
+ AD - 16/17 PE. SHORTS	03/31/2021	12.00
+ DCHS-YEARBOOK	04/08/2021	45.00
- AMS-LOST TEXTBOOK	04/14/2021	15.00

Description	Type	Date	Debit
Assignment	FINES AND MISC. CHARGES	04/14/2021	15.00

**Assignment**  
**Fee**  
AMS-LOST TEXTBOOK  
**Amount**  
15.00  
**Due Date**  
04/14/2021  
**Exempt**  
☐  
**Comments**  
Maximum 255 characters  
  
**Calendar**  
19-20 High School  
**Created By**  
Johnson, Anne  
**Created Date**  
4/14/2021 10:27:00 AM

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

Save
Void
Close

# Adjust Fees

[Make an Adjustment](#) | [Edit an Adjustment](#) | [Making Adjustments After an Online Payment is Made](#)

Fee adjustments are used to modify the amount due for a fee. Fee adjustments may only be made for up to the amount of the fee assignment.

Unpaid Fees : \$200.00

Surplus : \$20.00

Years to Print

21-22 x

Year	Household Max	Student Max
- 2020	800.00	450.00

Fee

+ AD - 16/17 P.E. SHIRTS

+ AD - 16/17 P.E. SHORTS

+ DCHS-YEARBOOK

+ AMS-LOST TEXTBOOK

+ AD - 16/17 REG FEE GR 9-12

Surplus

+ Deposit

04/14/2021

Assignment

Fee

AD - 16/17 REG FEE GR 9-12

Amount

160.00

Balance

160.00

Calendar

19-20 Dundee-Crown High School

Created By

Chavez, Sandra

Created Date

4/14/2021 12:38:00 PM

New Fee Assignment

Make Payment

Make Deposit

Make Refund

Make Payment

Make Adjustment

Void

Close

## Make an Adjustment

1. Select the Fee Assignment(s) for which the adjustment is being made.  
**Result:** The Assignment panel displays.
2. Click **Make Adjustment** button.  
**Result:** The Adjustments panel displays.

Adjustments

Adjustment Date \*  
04/15/2021

Adjustment Type \*

Fee	Due Date	Fee Amount	Fee Balance	Amount	Percent
AD - 16/17 REG FEE GR 9-12	04/30/2021	160.00	160.00		

Comments  
Maximum 255 characters

Make Adjustment Cancel

3. Enter an **Adjustment Date** in *mmddyyyy* format.

Click the date field to open a calendar of the current month which defaults to the current date.

4. If applicable, select the **Adjustment Type** such as Activity Cancelled, Cost Adjustment or Uncollectible.
5. Enter the amount to be removed from the fee(s) in the **Adjustment Amount** or % field.

The subtracted amount cannot exceed the amount of the fee assignment. Enter a dollar amount in the **Adjustment Amount** field OR a **Percentage** amount (do not enter the '%' sign, just numeric up to three decimal points, like 10 or 10.567).

6. Enter any **Comments** associated with the adjustment.
7. Click **Save** when finished.

**Result:** Upon saving, the entered adjustment displays below the fee to which it was applied with the date of the adjustment, the amount deducted in the Credit column.

## Edit an Adjustment

Once an adjustment is made, clicking on the adjustment displays the **Adjustment** panel which includes the adjusted Fee, the **Adjustment Date**, the **Adjustment Type**, any **Comments** attached to the adjustment, the calendar in which the adjustment was made and the name of the user(s) who created and modified the adjustment.

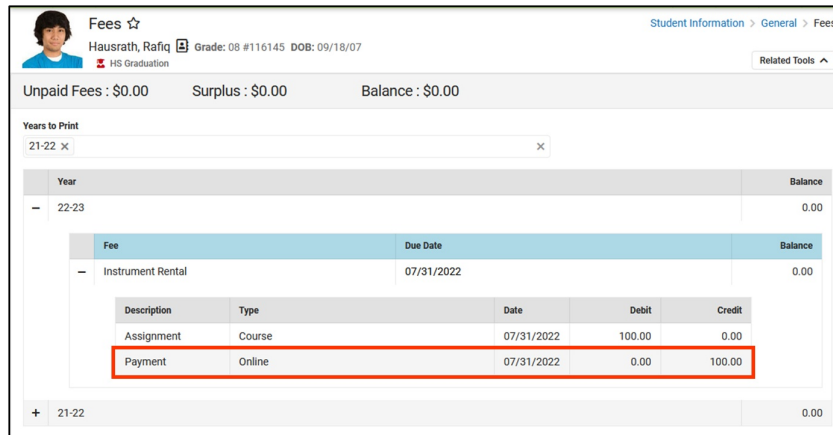
Only the adjustment **Type** and **Comments** can be added or modified in this panel. Click **Save** when finished.

## Making Adjustments After an Online Payment is Made

Users have the option to void a payment made online using the Fees tool, or refund the payment amount using the [Payments Reporter](#) tool.

These options are also available when adjustments are made after a fee assignment was paid online. Below is an example.

1. A parent paid for a fee online for \$100.



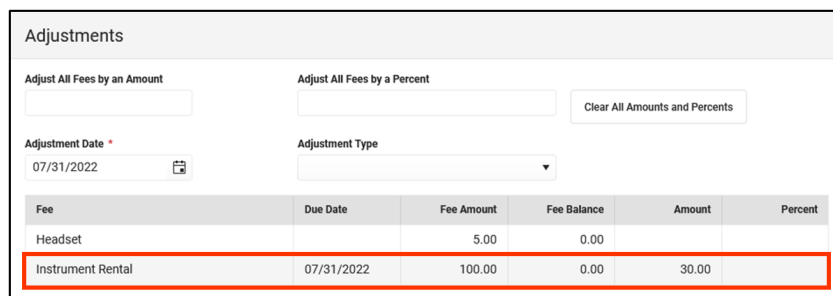
The screenshot shows the 'Fees' tool interface for a student named Hausrath, Rafiq. The student's grade is 08 and their date of birth is 09/18/07. The interface displays 'Unpaid Fees : \$0.00', 'Surplus : \$0.00', and 'Balance : \$0.00'. A table shows the fee assignment for 'Instrument Rental' with a due date of 07/31/2022. Below this, a payment of \$100.00 is shown, which is highlighted with a red box.

Year	Balance
21-22	0.00
22-23	0.00

Fee	Due Date	Balance
Instrument Rental	07/31/2022	0.00

Description	Type	Date	Debit	Credit
Assignment	Course	07/31/2022	100.00	0.00
Payment	Online	07/31/2022	0.00	100.00

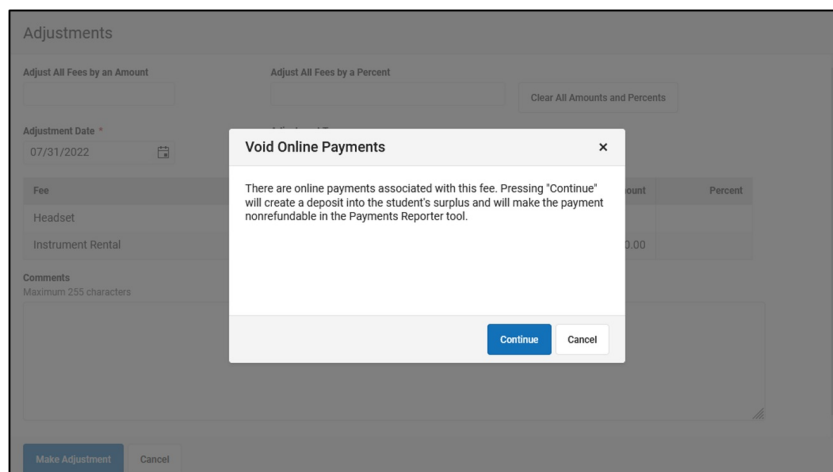
2. An adjustment for \$30 was made *after* the payment was made.



The screenshot shows the 'Adjustments' tool interface. It includes fields for 'Adjust All Fees by an Amount', 'Adjust All Fees by a Percent', 'Adjustment Date', and 'Adjustment Type'. A table shows the fee assignment for 'Instrument Rental' with a due date of 07/31/2022. Below this, an adjustment of \$30.00 is shown, which is highlighted with a red box.

Fee	Due Date	Fee Amount	Fee Balance	Amount	Percent
Headset		5.00	0.00		
Instrument Rental	07/31/2022	100.00	0.00	30.00	

3. This message appears when the amount of the adjustment is refunded to the parent.



The screenshot shows the 'Adjustments' tool interface with a 'Void Online Payments' dialog box open. The dialog box contains the following text: 'There are online payments associated with this fee. Pressing "Continue" will create a deposit into the student's surplus and will make the payment nonrefundable in the Payments Reporter tool.' The dialog box has 'Continue' and 'Cancel' buttons.

4. Clicking **Continue** does the following:
  - a. The payment amount of \$100 is voided and a deposit is made into the surplus.
  - b. A withdrawal of \$70 is made to pay for the new fee amount.
  - c. A surplus of \$30 remains. The online payment can **NOT** be refunded in the [Payments Reporter](#) tool.

**Fees** ☆  
 Hausrath, Rafiq Grade: 08 #116145 DOB: 09/18/07  
 HS Graduation

Unpaid Fees : \$0.00 Surplus : \$30.00 Balance : -\$30.00

Years to Print  
 21-22 X

Year	Balance
22-23	-30.00

Fee	Due Date	Balance
Instrument Rental	07/31/2022	0.00

Description	Type	Date	Debit	Credit
Assignment	Course	07/31/2022	100.00	0.00
Payment	Online	07/31/2022	0.00	100.00
a Void Payment	Parent Fee Adjusted	07/31/2022	100.00	0.00
b Payment	In Office	07/31/2022	0.00	70.00
Adjustment		07/31/2022	0.00	30.00



[New Fee Assignment](#)
[Make Payment](#)
[Make Deposit](#)
[Make Refund](#)
[Make Adjustments](#)
[Documents](#)
[Print](#)

5. Clicking **Cancel** does not make the adjustment. The adjustment has to be made as a partial-return in [Payments Reporter](#).

## Pay Fees

Fees can be paid one at a time or you can pay multiple fees with a single payment.

**Payment**

Payment Total \* 0.00 [Pay All](#)
 Payment Date \* 04/14/2021 
 Payment Method \* 

Fee	Fee Max	Due Date	Fee Balance	Payment Amount
AMS-LOST TEXTBOOK	Applies	04/14/2021	15.00	<input type="text"/>
DCHS-YEARBOOK	Applies	04/08/2021	25.00	
AD - 16/17 P.E. SHORTS	Applies	03/31/2021	12.00	
<b>Total</b>			<b>52.00</b>	<b>0.00</b>

**Comments**  
 Maximum 255 characters

[Make Payment](#)
[Cancel](#)

*Example of Paying Multiple Fees with One Payment*

## Make a Payment

1. Click the **Make Payment** button at the bottom of the screen.

**Result:** The **Payment** panel displays all fees from all years for which a payment is needed.

► [Click here to expand...](#)

Payment

Payment Total \*

0.00

Pay All

Payment Date \*

04/14/2021

Payment Method \*

Fee	Fee Max	Due Date	Fee Balance	Payment Amount
AMS-LOST TEXTBOOK	Applies	04/14/2021	15.00	
DCHS-YEARBOOK	Applies	04/08/2021	25.00	
AD - 16/17 P.E. SHORTS	Applies	03/31/2021	12.00	
		<b>Total</b>	<b>52.00</b>	<b>0.00</b>

Comments

Maximum 255 characters

Make Payment

Cancel

You can also access the Payment panel by clicking an individual fee then clicking the **Make Payment** button on the Assignment panel.

Unpaid Fees : \$212.00 Surplus : \$20.00

Assignment

Year

Household Max

Student Max

2020

800.00

450.00

Fee

AD - 16/17 P.E. SHORTS

AD - 16/17 P.E. SHORTS

DCHS-YEARBOOK

AMS-LOST TEXTBOOK

AD - 16/17 REG FEE GR 9-12

Amount

160.00

Balance

160.00

Description

Type

Assignment

REGISTRATION FEES

Calendar

19-20 High School

Created By

Johnson, Anne

Created Date

4/14/2021 12:38:00 PM

Surplus

Date

Deposit

04/14/2021

New Fee Assignment

Make Payment

Make Deposit

Make Payment

Make Adjustment

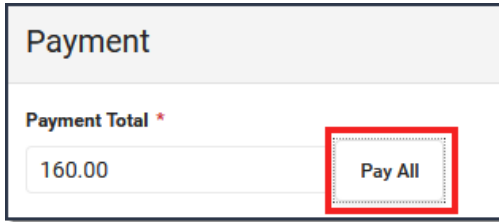
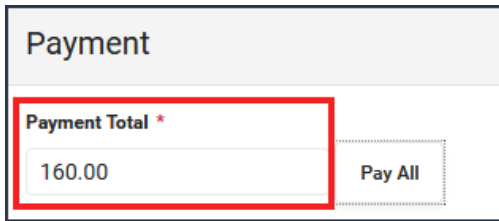
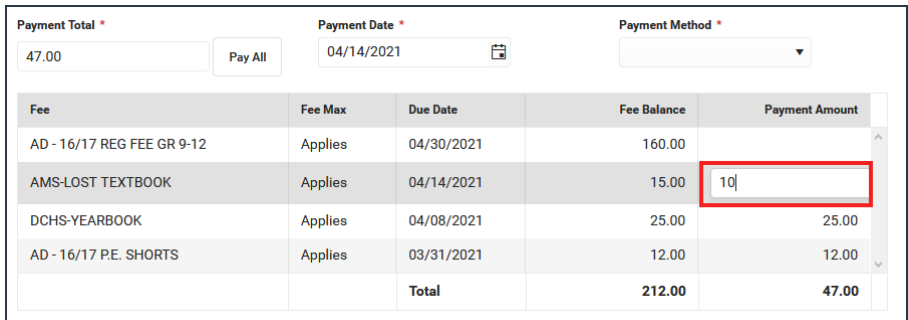
Void

Close

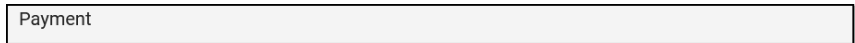
2. Enter a **Payment Date** in *mmddyyyy* format.
3. Enter the amount of the payment using one of the following options.

Option	Description
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Option	Description
<b>Pay All</b>	<p>Click <b>Pay All</b> to populate this field with the total amount remaining to be paid.</p> 
<b>Payment Total</b>	<p>The <b>Payment Total</b> field at the top of the panel allows you to enter the amount to be paid. If the total amount exceeds the <a href="#">Fee Assignment</a> amount, the remaining amount is deposited as a surplus.</p> 
<b>PaymentAmount</b>	<p>The <b>Payment Amount</b> column allows you to manually enter a unique value for each line. Campus automatically updates the Payment Total to match the values you enter.</p> 

- Enter any **Comments** associated with the payment.
- Select one of the following **Payment Methods** and complete the payment.

Payment Method	Description
<b>Cash</b>	<p>Click the <b>Make Payment</b> button.</p> <p><b>Result</b></p> <p>If more than the amount of the fee selected is paid, the extra amount becomes a <b>Surplus</b>. Campus saves the surplus amount and it can be applied to other fees.</p>
<b>Check</b>	<p>The <b>Check #</b> field displays when you select this option. Enter the <b>Check #</b> then click the <b>Make Payment</b> button.</p> 

### Payment Method

Payment Total \*  
200.00

Payment Date \*  
04/14/2021

Payment Method \*  
Check

Description  
200.00

Pay All

Check Number \*  
98765

Fee	Fee Max	Due Date	Fee Balance	Payment Amount
AD - 16/17 REG FEE GR 9-12	Applies	04/30/2021	160.00	160.00

## Result

The payment displays below the fee(s) with the type and date of the payment, the amount paid in the **Credit** column.

If more than the amount of the fee selected is paid, the extra amount becomes a **Surplus**. Campus saves the surplus amount and it can be applied to other fees.

**Surplus (Balance: \$XX.XX)**

This option only displays if a surplus is available on the account.  
Click the **Make Payment** button.

<b>Payment Total *</b> 15.00	<b>Payment Date *</b> 04/14/2021	<b>Payment Method *</b> Surplus (Balance: \$20.00)
<b>Fee</b> AMS-LOST TEXTBOOK	<b>Fee Max</b> Applies	<b>Due Date</b> 04/14/2021
		<b>Fee Balance</b> 15.00
		<b>Payment Amount</b> 15.00
		<b>Total</b> 15.00

## Result

The Surplus Balance is reduced by the amount used to pay the fee. The payment displays below the fee(s) with the type and date of the payment, the amount paid in the **Credit** column.

### Record Credit/Debit Card

If your district does NOT use Online Payments or a Desktop Card Reader, enter the **Reference Number** then click the **Make Payment** button.

**Payment Total \***

**Payment Date \***

**Payment Method \***

**Reference Number \***

Fee	Fee Max	Due Date	Fee Balance	Payment Amount
AMS-LOST TEXTBOOK	Applies	04/14/2021	15.00	15.00

## Result

The payment displays below the fee(s) with the type and date of the payment, the amount paid in the **Credit** column. If more than the amount of the fee selected is paid, the extra amount becomes a **Surplus**. Campus saves the surplus amount and it can be applied to other fees.

### Process Credit/Debit Card (Card Swipe)

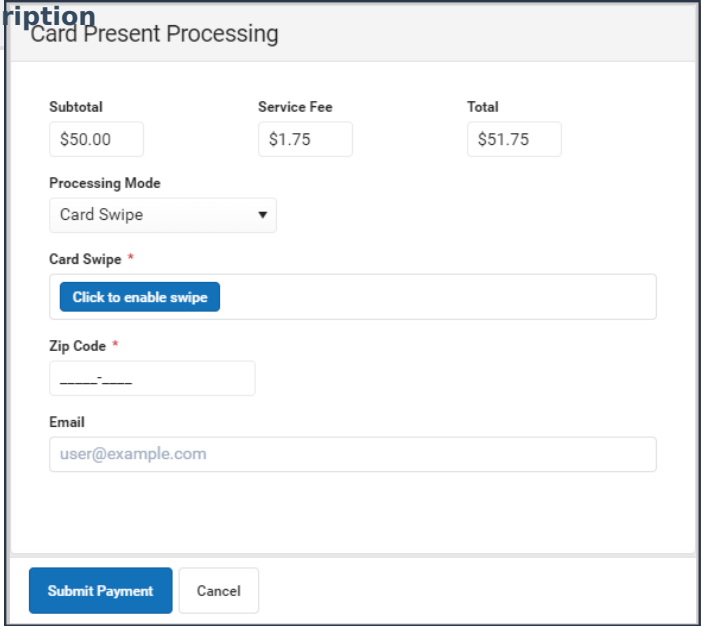
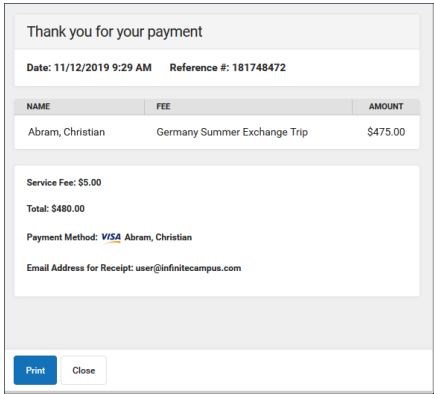
Complete these steps if you are using a Desktop Card Reader.

► [Click here to expand...](#)

1. Click the **Make Payment** button.

## Result

The Card Present Processing window displays

Payment Method	Description
	<p>The Card Present Processing window displays:</p>  <p>2. Click the <i>Click to enable swipe</i> in the <b>Card Swipe</b> field then swipe the card through the card reader.</p> <p><b>Result</b></p> <p>A progress bar appears in the Card Swipe field. When the process completes, the message changes to <b>Success</b>.</p> <p>3. Enter an <b>Email</b> address. <i>(Optional)</i></p> <div style="background-color: #e6f2e6; padding: 10px; border: 1px solid #dcedc8;"> <p>If <a href="#">Email Settings</a> are set up, Campus will send the receipt to the Email address entered here. This email is not included in the <a href="#">Sent Message Log</a>.</p> </div> <p>4. Click the <b>Submit Payment</b> button.</p> <p><b>Result</b></p> <p>If the transaction is successful, the receipt displays and you can print the receipt from your browser. A receipt is emailed if an email address was entered in the Email field.</p>  <p>5. Click the <b>Close</b> button.</p> <p><b>Result</b></p> <p>The payment displays below the fee(s) with the type and date of the payment, the amount paid in the <b>Credit</b> column and <b>Balances</b> and <b>Totals</b> updated accordingly.</p>

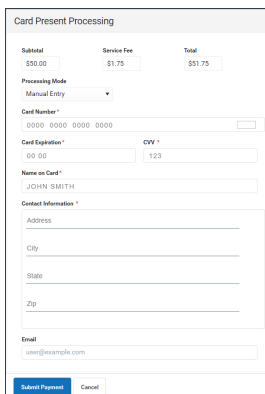
## Process Credit/Debit Payment Method Card (Manual Entry)

Complete these steps if you do not have a Desktop Card Reader.  
▶ [Click here to expand...](#)

1. Click the **Make Payment** button.

### Result

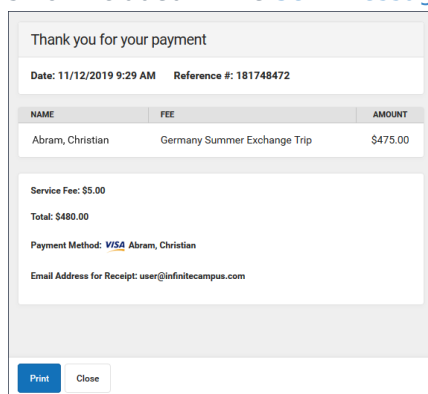
The Card Present Processing window displays.



2. Select *Manual Entry* in the **Processing Mode** dropdown list.
3. Fill out the following fields.
  - Card Number
  - Card Expiration
  - Name on Card
  - Address
  - Zip Code
  - Email
4. Click the **Submit Payment** button.

### Result

If the transaction is successful, the receipt displays and you can print the receipt from your browser. A receipt is emailed if an email address was entered in the Email field. This email is not included in the [Sent Message Log](#).



5. Click the **Close** button.

### Result

The payment displays below the fee(s) with the type and date of the payment, the amount paid in the **Credit** column and **Balances** and **Totals** updated accordingly.

## Payment Panel

Only **Comments** can be added or modified in this panel.

After a payment is made, you can click the payment to display the Payment panel. This panel includes the **Payment Date**, the total **Amount**, the **Payment Method**, and any **Comments** attached to the payment. The calendar in which the payment was made and the name of the user(s) who created the payment also display.

Below the **Comments** section, the panel displays all fees paid with that payment, the due dates of each fee, and the amount paid for each fee.

Year	Household Max	Student Max	Balance
21-22	500.00	200.00	- 75.00

Fee	Due Date	Balance
Senior Trip		0.00

Description	Type	Date	Debit
Assignment	Field Trip	10/28/2019	100.00
Payment	In Office	02/16/2022	0.00

+	Yearbook		0.00
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### Payment

<b>Amount</b> 200.00	<b>Payment Date</b> 2/16/2022	<b>Payment Type</b> In Office
<b>Payment Method</b> Check - Check# 6547		
<b>Created By</b> Administrator, Demo (123456789)	<b>Created Date</b> 2/16/2022 2:21:00 PM	
<b>Modified By</b> Administrator, Demo (123456789)	<b>Modified Date</b> 2/16/2022 2:21:00 PM	
<b>Comments</b> Maximum 255 characters <div></div>		

Description	Due Date	Name	Calendar	Payment Sta...	Payment Amount
Senior Trip		Alborough, Dallas (109301)	21-22 Harrison High	Paid	100.00
				<b>Payment Total</b>	<b>200.00</b>

Save Comments

Void

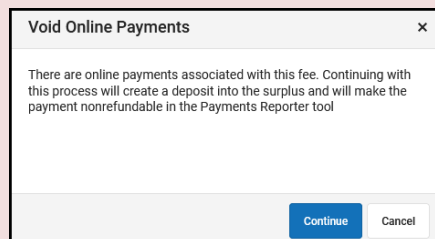
Close

# Void a Fee Assignment, Payment, or Adjustment

Transactions may NOT be deleted. Instead, they are voided which reverses the transaction. The procedures in this article describe voiding Fee Payments and Adjustments that were entered using the Fees tool in Campus.

## Important Information About this Process

- Deposits cannot be voided, only refunded.
- Voiding a Fee Assignment also voids all Payments and Adjustments attached to the assignment.
- If a payment transaction originally included surplus funds which were then reallocated to another fee, the original payment cannot be voided. Later payments made with the surplus funds must first be voided before the original payment can be voided.
- When voiding a fee that was paid using an online payment, this message appears:



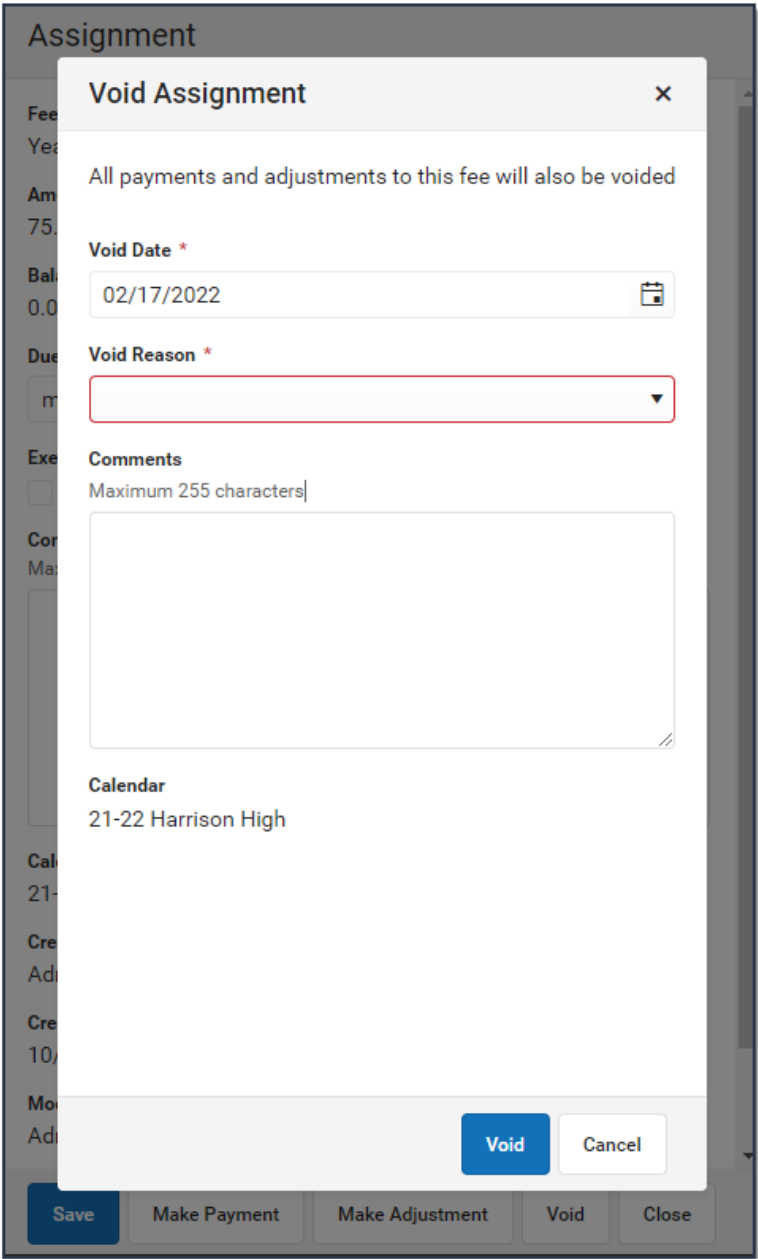
Clicking **Continue** voids the payment and deposits the amount of the online payment into the surplus, and the payment can **NOT** be refunded in the [Payments Reporter](#) tool. Clicking **Cancel** does **NOT** void the online payment through the Fees tool. Instead, you can use the [Payments Reporter](#) to refund the payment.

## Void an Assignment, Payment, Or Adjustment

1. Select the Assignment, Adjustment or Payment and click the **Void** button.

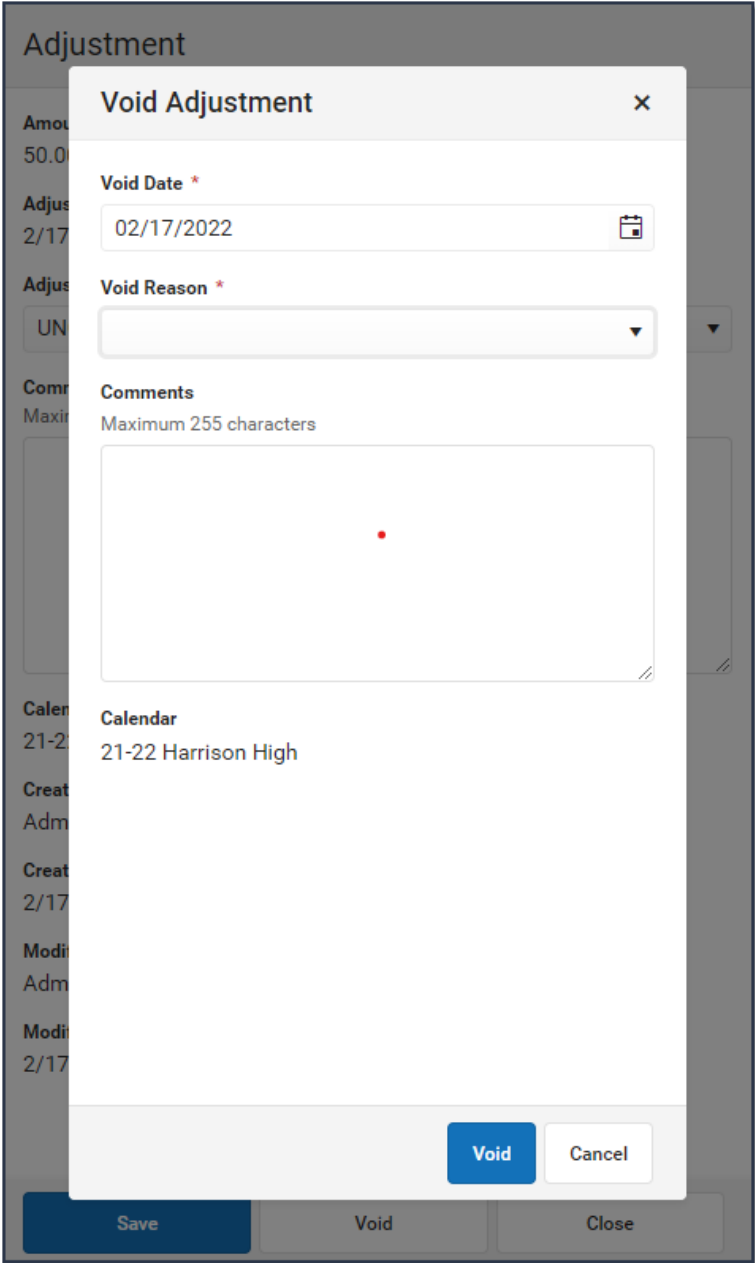
**Result:** A **Void Detail** screen displays.

When voiding...	The Void Detail Screen...
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When voiding...	The Void Detail Screen...
<p>an <b>Assignment</b></p>	<p>includes the Fee assigned, the Amount, the Due Date and any Fee Comments. Expand the area below to see an example of this screen.</p> <p>► <a href="#">Click here to expand...</a></p> <div data-bbox="549 425 1310 1680">  </div>

When voiding...	The Void Detail Screen...
<p>a <b>Payment</b></p>	<p>includes the Payment Date, the Amount paid, the Payment Method and any Fee Payment Comments. A table detailing the payment transaction appears following the summary information which includes the Fee, the Due Date, the Amount owed and the Payment Amount, as well as any deposits made as a result of the payment.</p> <p>When voiding a Payment, indicate the <b>Payment Void Type</b>.</p> <ul style="list-style-type: none"> <li>◦ <b>Void payment to this fee and create deposit</b> voids the selected payment only and creates a surplus with the amount paid.</li> <li>◦ <b>Void payments to all fee assignments paid with this fee payment</b> voids the selected payment and any other payments made in the same transaction. All payments made in the transaction payment are listed in the payment transaction table.</li> </ul> <p>Expand the area below to see an example of this screen.</p> <p>► <a href="#">Click here to expand...</a></p> <div data-bbox="443 840 1423 1518"> </div>



When voiding...	The Void Detail Screen...
<p>an <b>Adjustment</b></p>	<p>includes the Void Date, Void Reason, and any Adjustment Comments. Expand the area below to see an example of this screen.</p> <p>► <a href="#">Click here to expand...</a></p> 

2. Enter a **Void Date** in *mmddyyyy* format. Clicking the date field will open a calendar of the current month below. This field defaults to the current date.
3. Select a **Void Reason** from the dropdown list, such as Activity Cancelled, Office Mistake or Uncollectible.
4. Enter any **Comments** associated with the void transaction.
5. Click **Void** when finished.

**Result:** After a Payment or Adjustment is void, Campus adds a line to the editor to reverse the credit. When an Assignment is void, Campus adds a line to reverse the debit and labels the assignment as Void.

Fee		Due Date		Balance	
-	Senior Trip (Void)	02/17/2022		0.00	
Description	Type	Date	Debit	Credit	
Assignment	Field Trip	02/16/2022	100.00	0.00	
Payment	In Office	02/16/2022	0.00	100.00	
Void Payment	Cancellation Related	02/17/2022	100.00	0.00	
Void Assignment	Cancellation Related	02/17/2022	0.00	100.00	

## Make a Deposit (Surplus)

Deposits create a **surplus** that can be applied to future fee assignments.

If *Autopay Fees with Surplus Balance* set to Yes in *System Preferences*, the surplus created by the deposit is **automatically** applied to any outstanding fees for that student.

Unpaid Fees : \$0.00

Years to Print

21-22 x

	Year	Household Max	Student Max
+	2020	800.00	450.00

**Payment**

**Payment Total \***

**Payment Date \***

04/15/2021

**Payment Method \***

**Comments**

Maximum 255 characters

New Fee Assignment

Make Payment

**Make Deposit**

Make Refund

Make Deposit

Cancel

1. Click the **Make Deposit** button.

### Result

The Payment panel displays.

2. Enter the amount of the deposit in the **Payment Total** field.
3. Enter the **Payment Date** in *mmdyyyy* format.
4. Select a **Payment Method** from the dropdown list.
  - o **Cash**
  - o **Check** - enter a **Check #**
  - o **Record Credit/Debit Card** - enter a **Reference #**

5. Enter any **Comments** associated with the deposit.
6. Click **Make Deposit**.

### Result


The Surplus amount is updated and can be applied to an unpaid fee at any time.

Unpaid Fees : \$0.00		Surplus : \$20.00	
Years to Print			
21-22 X			
	Year	Household Max	Student Max
+	2020	800.00	450.00

## Make Refund from Surplus Amount

Deposits create a **surplus** that can be applied to future fee assignments.

If *Autopay Fees with Surplus Balance* is set to Yes in System Preferences, the surplus created by the deposit is automatically applied to any outstanding fees for that student.

Unpaid Fees : \$0.00				Payment	
Years to Print				Payment Total *	
21-22 X				<input type="text"/>	
	Year	Household Max	Student Max	Payment Date *	
+	2020	800.00	450.00	04/15/2021 	
				Payment Method *	
				<input type="text"/>	
				Comments	
				Maximum 255 characters	
				<input type="text"/>	
New Fee Assignment		Make Payment		Make Deposit	
		Make Deposit		Cancel	

1. Click the **Make Deposit** button.

### Result

The Payment panel displays.

2. Enter the amount of the deposit in the **Payment Total** field.
3. Enter the **Payment Date** in *mmdyyy* format.

4. Select a **Payment Method** from the dropdown list.
  - **Cash**
  - **Check** - enter a **Check #**
  - **Record Credit/Debit Card** - enter a **Reference #**
5. Enter any **Comments** associated with the deposit.
6. Click **Make Deposit**.

### Result

The Surplus amount is updated and can be applied to an unpaid fee at any time.

Unpaid Fees : \$0.00	Surplus : \$20.00		
Years to Print			
21-22 x			
	<b>Year</b>	<b>Household Max</b>	<b>Student Max</b>
+	2020	800.00	450.00