

# Payments (People)

Last Modified on 03/14/2024 12:16 pm CDT

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Tool Search: Payments

The Payments tool provides a summary of online payments, Food Service deposits, School Store purchases, and office payments made for an individual person. The Payments tool is also where you can enable or disable a person's access to [online payments](#).

## What can I do?

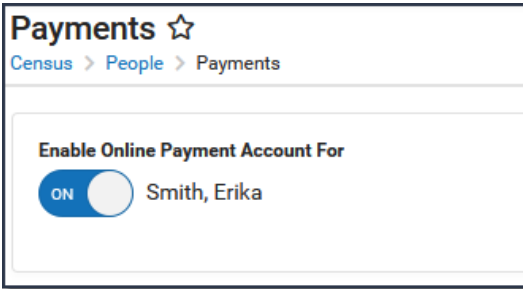
- [Enable or Disable Access to Online Payments](#)
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The screenshot shows the 'Payments' tool interface for a user named Erika Smith. At the top, there is a navigation bar with the Infinite Campus logo, a search bar, and user information (20-21, Smith, Erika, DOB: 05/12/09). Below the navigation bar, the page title is 'Payments' with a star icon. The breadcrumb trail is 'Census > People > Payments'. A toggle switch is set to 'ON' for 'Smith, Erika'. Below this, there are fields for 'Payment Start Date' (06/29/2020 12:00 AM) and 'Payment End Date' (month/day/year hour: ...). An 'Export' button is visible. A table with 7 columns is shown: Payment Date, Item, Payment Reference Number, Department, Location, Status, and Amount. The table contains two rows of payment data. At the bottom, there is a pagination control showing '1' and '1 - 2 of 2 items'.

Payment Date ↓	Item	Payment Reference Number	Department	Location	Status	Amount
month/day ...						
08/07/2020 11:29 AM	Account #12323		Food Service	Office	Completed	20.00
06/30/2020 12:15 AM	Account #12323	195381690	Food Service	Online	Completed	150.00

## Enable or Disable Access to Online Payments

- When this toggle is **ON**, the person can use [My Cart](#) to make payments.
- When this toggle is **OFF**, the person can NOT use [My Cart](#) to make payments. When you set this toggle to OFF, [recurring payments](#) set up by this person are automatically stopped.



By default, users may make payments for any Fee regardless of the calendar in which the Fee was assigned. This also means that payments can be made for students who do not have an active enrollment.


## Review Payments

The Payments tool allows you to review details about transactions that were completed through the online payment process, a food service terminal, or in the office.

- You can sort the results by clicking a column heading. Each click changes the data in ascending or descending order.
- You can add filters to narrow the report's results. For example, you can find payments that were made on a specific date.

Drag a column header and drop it here to group by that column

Payment Date ↓	Item	Payment Reference Number
09/10/2020 <input type="checkbox"/>		
09/10/2020 01:07 PM	SH iPad Tech Fee	200364168

- The column selector allows you to choose which columns to hide or display. Click the  button and mark the checkbox next to the columns you want to display. Clear the checkbox next to columns you want to hide.
- The **Amount** column is only visible if you are assigned the **Show Payment Amounts** tool right.

If you are viewing a parent/guardian's Payments page, payments made for their students do not display. Only the following types of transactions display for parent/guardians.

- Transactions for food service accounts.
- Payments for fees assigned to the parent/guardian.
- Payments for activities where the parent/guardian is the recipient.
- Purchases made in the School Store where the parent/guardian is the recipient.

Enable Online Payment Account For

ON Smith, Erika

Payment Start Date

06/29/2020 12:00 AM

Payment End Date

month/day/year hour: ...

Select Columns:

Drag a column header and drop it here to group by that column

Payment Date ↓	Item	Payment Reference Number	Department	Location	Status	Amount
month/day ... <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
09/10/2020 01:07 PM	SH iPad Tech Fee	200364168	Fees	Online	Completed	50.00
08/07/2020 11:29 AM	Account #12323		Food Service	Office	Completed	20.00
06/30/2020 12:15 AM	Account #12323	195381690	Food Service	Online	Completed	150.00

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1 - 3 of 3 items