Settings (Payments Setup)

Last Modified on 09/10/2026 3:30 pm CDT

Tool Search: Payments Setup

The Settings area is used to establish payment features for the entire district and for individual schools.

What can I do?	What do I need to know?
• Manage District Settings • Manage School Portal Settings • Print the Payment Settings Report	• Important Information about this Tool

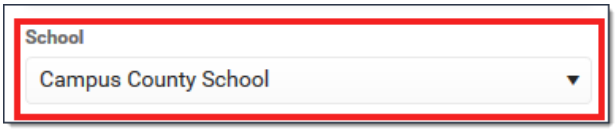
Important Information about this Tool

The Settings for the District are different than the settings for individual schools.

- To manage Settings for the district, select **All Schools** in the Campus toolbar.



- To manage Settings for an individual school, select the school in the Campus toolbar.



- Service Fees apply to **ALL** Credit/Debit Card, Checking, and Savings payments.

Manage District Settings

District Settings allow you to establish payment features for the entire district. All Schools must be selected.

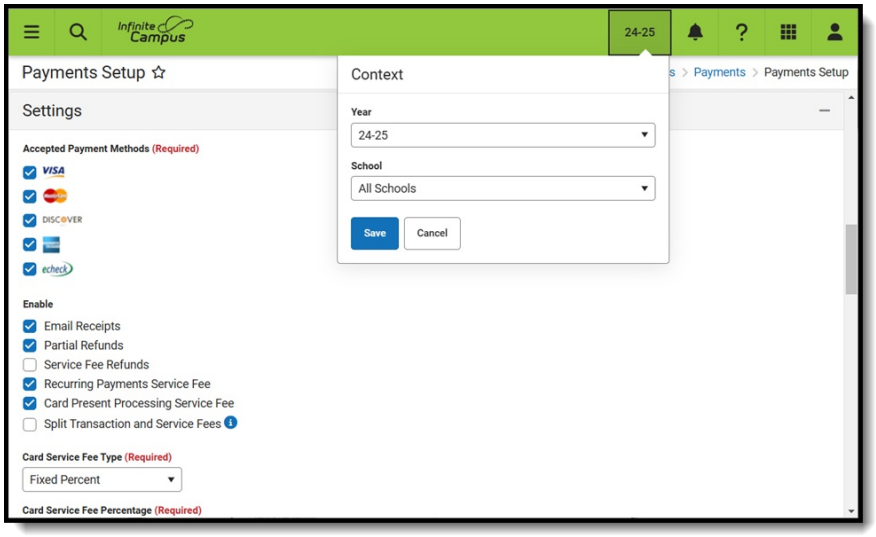
Before you turn on a Service Fee

Adding a service fee is your school or district's choice and your school or district's responsibility. Card companies (like Visa and Mastercard) and some state laws have rules about when a school can charge this kind of fee, how much it can be, and how it must be shown to families. These rules are not set or checked by Infinite Campus.

Before turning on a service fee, make sure your organization is allowed to charge it and is

following all card company and state rules.

Click here to expand...



Setting	Description
Accepted Payment Methods	Select the checkbox next to each payment method you want to accept. When you remove an Accepted Payment Method by clearing the checkbox next to it, Infinite Campus does NOT delete the registered payment information from the portal user or prevent the user from using that Payment Method. Clearing the checkbox prevents users from registering payment information for that Payment Method.
Email Receipts	When this checkbox is marked, a receipt of payment is sent to the email address the user enters.
Partial Refunds	When this checkbox is marked, individual lines on a transaction can be refunded.
Service Fee Refunds	When this checkbox is marked, service fees are also refunded when a refund is issued to a parent or student. If your district chooses not to refund Service Fees, the original transaction is assigned the "Returned" Transaction Status but does not have a Return Void offsetting transaction in the Payments Reporter.
Recurring Payments Service Fee	Users are charged a Service Fee on recurring payments when this checkbox is marked.

Setting	Description
Card Present Processing Service Fee	When this checkbox is marked, users are charged a Service Fee when they make credit or debit card payments in the school office with a physical card.
Split Transaction and Service Fees	When you select the checkbox, the processing of Transaction and Service Fees changes. By default (when unchecked), all the Transaction and Service Fees are processed out of the District default account, unless there is a specific Fund Account set up for each. By enabling this checkbox, the fees will follow the Fund Accounts of the purchased items, instead of using the default Fund Accounts.
Card Service Fee	This amount indicates the amount the user will be charged for each credit card or debit card payment they make. The service fee may cover the costs, if any, that the district must pay to the payment vendor or other processing fees that may occur. Select **Fixed Amount** OR **Fixed Percentage**. Based on the option you choose, you may enter a specific amount or a percentage. In Campus Parent/Student, the Service Fee is always presented to the payer as a flat amount. If you don't want to charge a service fee, leave the amount at zero. If you DO charge a service fee, the Card Service Fee is charged to **ALL** Credit/Debit Card payments.
E-Check Service Fee	This amount indicates the amount the user will be charged for each e-check payment they make. The service fee may cover the costs, if any, that the district must pay to the payment vendor or other processing fees that may occur. Select **Fixed Amount** OR **Fixed Percentage**. Based on the option you choose, you may enter a specific amount or a percentage. In Campus Parent/Student, the Service Fee is always presented to the payer as a flat amount. If you don't want to charge a service fee, leave the amount at zero. If you DO charge a service fee, the E-Check Service Fee is charged to **ALL** e-check payments.
Minimum Payment Amount	This amount indicates the lowest dollar amount that can be paid. The minimum payment must be greater than $0.
Payment Comments	Enter any information regarding online payments. This message appears when users check out using My Cart and is limited to 2500 characters. Districts can include the following items in this area: ▪ refund policy ▪ terms and conditions ▪ customer contact info ▪ security policy See the WYSIWYG Editors article for more information about the WYSIWYG options.

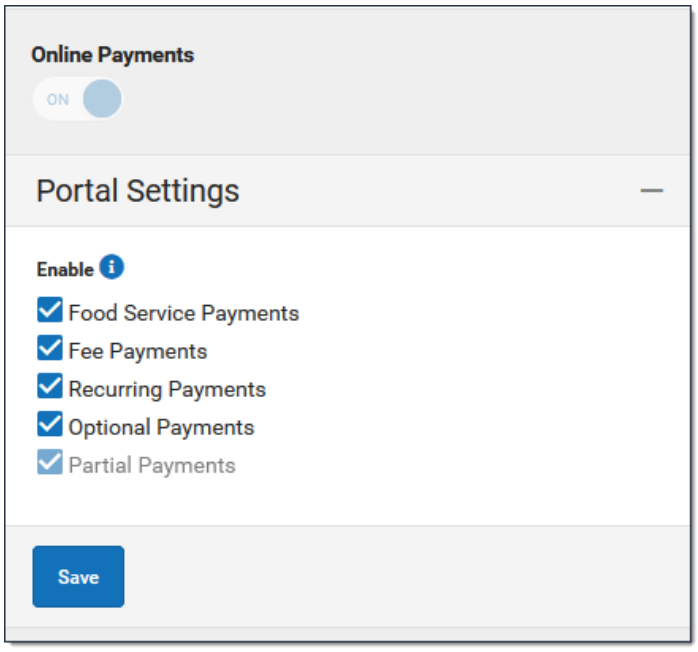
Setting	Description
Receipt Comments	Enter any information regarding online payments. This message appears on the payment receipt. Limit 2500 characters.

Manage School Portal Settings

The following settings can be enabled and disabled for individual schools by marking the checkbox to enable the setting or clearing the checkbox to disable the setting.

These settings do **NOT** affect Employee Self Service.

Click here to expand...



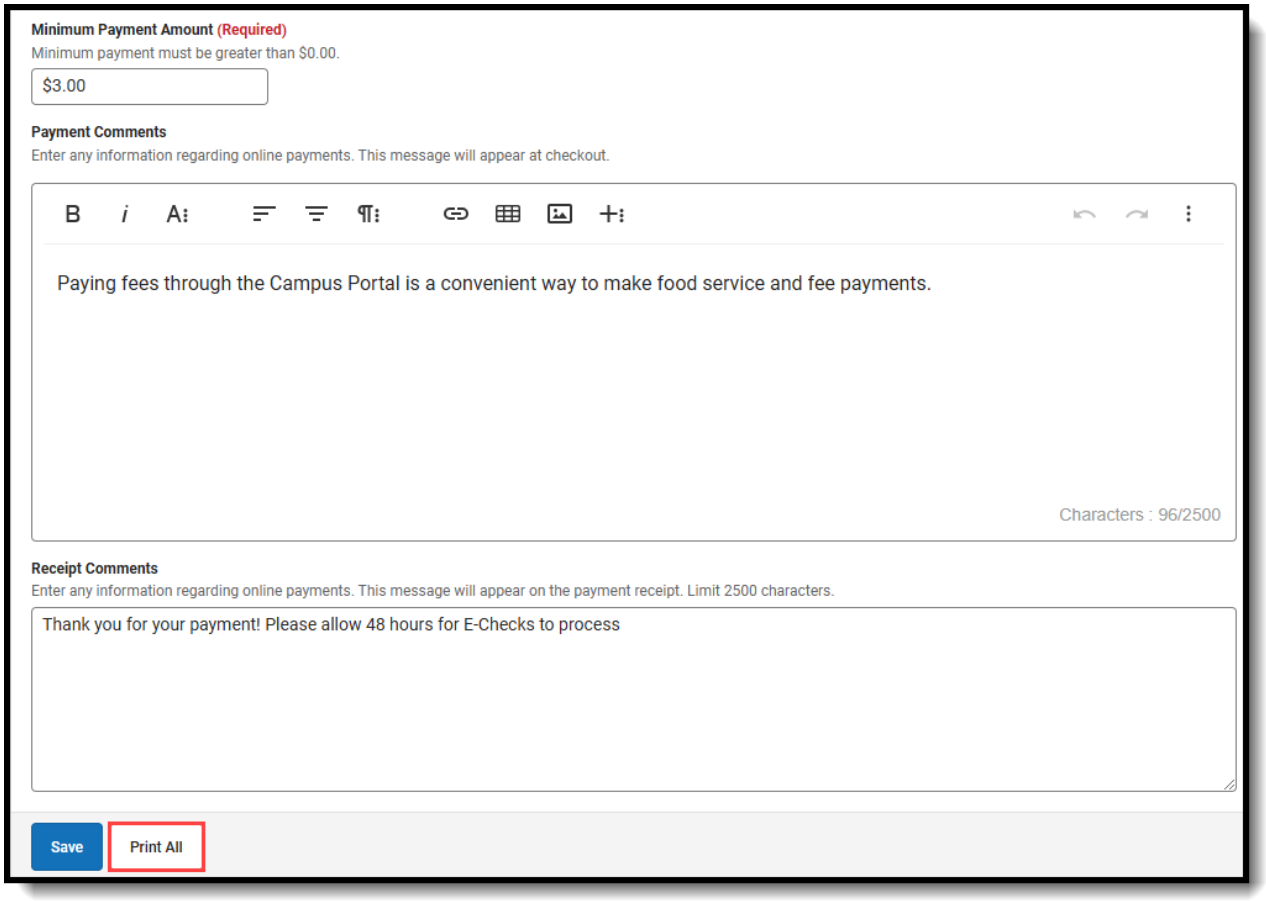
Setting	Description
Food Service Payments	When this checkbox is marked, users can add money to Food Service accounts. For this feature to work in Campus Parent/Campus Student • the student must have an enrollment in the active school year AND • the payment must be made between the start and end date of the enrollment calendar.

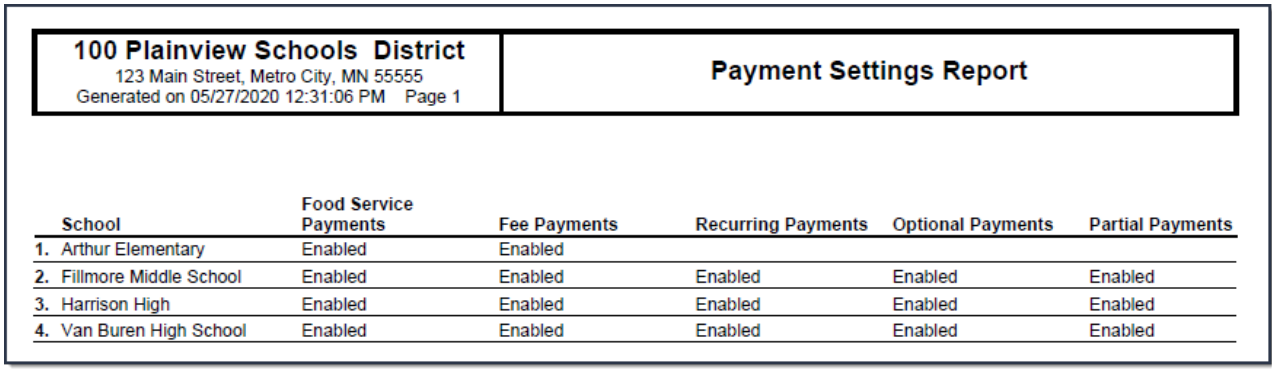
Setting	Description
Fee Payments	When this checkbox is marked, users can pay Fees.
Recurring Payments	Using recurring payments, users can pay installments for a fee, pay for recurring services from the district, or automatically add money to a Food Service account when it reaches a low balance. Turning off Recurring Payments will stop any existing payment schedules that parents have set up. If a student is enrolled in multiple schools, you'll need to turn off Recurring Payments for each school in the Portal Settings.
Optional Payments	When this checkbox is marked, users can assign fees to themselves or members of their household and make payments towards those fees. This also enables the Optional checkbox on the Fees editor. Using optional payments requires school staff to mark which fees can be paid this way. See the Fees article for information.
Partial Payments	Partial Payments are automatically enabled if you select Recurring Payments. When this option is enabled, Campus Parent and Campus Student users can partially pay a fee.

Print the Payment Settings Report

The Payment Settings Report provides comprehensive information about all of the settings for all schools in the district. This report is only available when **All Schools** is selected in the Campus toolbar.

To print the PDF report, click the **Print All** button.





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123 Main Street, Metro City, MN 55555
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Payment Settings Report

School	Food Service Payments	Fee Payments	Recurring Payments	Optional Payments	Partial Payments
1. Arthur Elementary	Enabled	Enabled			
2. Fillmore Middle School	Enabled	Enabled	Enabled	Enabled	Enabled
3. Harrison High	Enabled	Enabled	Enabled	Enabled	Enabled
4. Van Buren High School	Enabled	Enabled	Enabled	Enabled	Enabled