Record Fee Payments

Last Modified on 10/21/2024 8:21 am CDT

Tool Search: Fees

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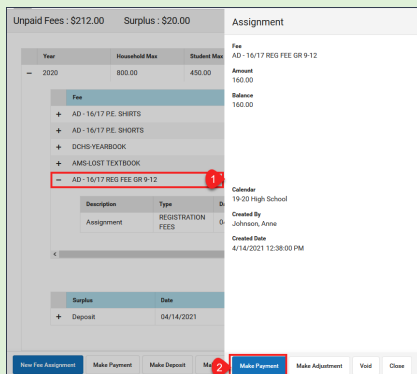
Payment

Payment Total *			Payment Date *		Payment Method *	
0.00		Pay All	04/14/2021	📅		▼

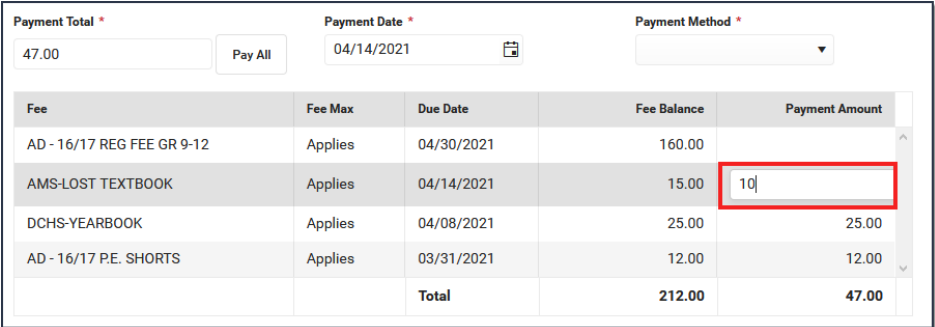| Fee	Fee Max	Due Date	Fee Balance	Payment Amount
AMS-LOST TEXTBOOK	Applies	04/14/2021	15.00		
DCHS-YEARBOOK	Applies	04/08/2021	25.00	
AD - 16/17 P.E. SHORTS	Applies	03/31/2021	12.00	
		Total	**52.00**	**0.00**

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.
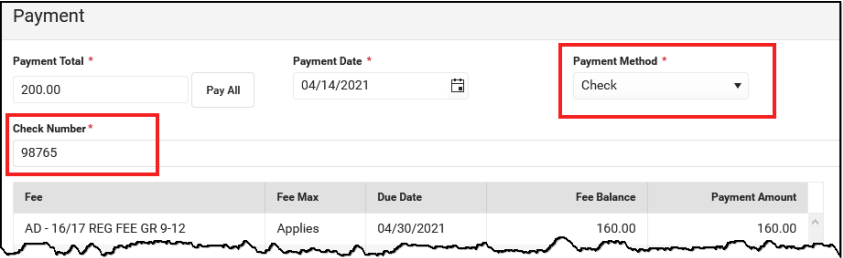

2. Enter a **Payment Date** in *mmddyyyy* format.
3. Enter the amount of the payment using one of the following options.

Option	Description
Pay All	Click **Pay All** to populate this field with the total amount remaining to be paid.

Option	Description
Payment Total	The **Payment Total** field at the top of the panel allows you to enter the amount to be paid. If the total amount exceeds the Fee Assignment amount, the remaining amount is deposited as a surplus. **Payment** **Payment Total** * 160.00 Pay All
Payment Amount	The **Payment Amount** column allows you allows you to manually enter a unique value for each line. Campus automatically updates the Payment Total to match the values you enter. **Payment Total** * 47.00 Pay All **Payment Date** * 04/14/2021 **Payment Method** * *(table below)*

Payment Amount table:

Fee	Fee Max	Due Date	Fee Balance	Payment Amount
AD - 16/17 REG FEE GR 9-12	Applies	04/30/2021	160.00	
AMS-LOST TEXTBOOK	Applies	04/14/2021	15.00	10
DCHS-YEARBOOK	Applies	04/08/2021	25.00	25.00
AD - 16/17 P.E. SHORTS	Applies	03/31/2021	12.00	12.00
		Total	212.00	47.00

4. Enter any **Comments** associated with the payment.

5. Select one of the following **Payment Methods** and complete the payment.

Payment Method	Description
Cash	Click the **Make Payment** button. **Result** 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.
Check	The **Check #** field displays when you select this option. Enter the **Check #** then click the **Make Payment** button. **Payment** **Payment Total** * 200.00 Pay All **Payment Date** * 04/14/2021 **Payment Method** * Check **Check Number** * 98765 Fee: 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.

Payment Method	Description
	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. **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. **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

2. Click the *Click to enable swipe* in the **Card Swipe** field then swipe the card through the card reader.
   Result
   A progress bar appears in the Card Swipe field. When the process completes, the message changes to **Success**.

3. Enter an **Email** address. *(Optional)*

> If Email Settings are set up, Campus will send the receipt to the Email address entered here. This email is not included in the Sent Message Log.

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.

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.

| **Process Credit/Debit 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.
  |

Payment Method	Description	

	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 |

Payment

Amount
200.00

Payment Date
2/16/2022

Payment Type
In Office

Payment Method
Check - Check# 6547

Created By
Administrator, Demo (123456789)

Created Date
2/16/2022 2:21:00 PM

Modified By
Administrator, Demo (123456789)

Modified Date
2/16/2022 2:21:00 PM

Comments
Maximum 255 characters

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

Save Comments | Void | Close