

# Record Fee Payments

Last Modified on 07/11/2024 3:13 pm CDT

Tool Search: Fees

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

### Payment

**Payment Total \***

**Payment Date \***

**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

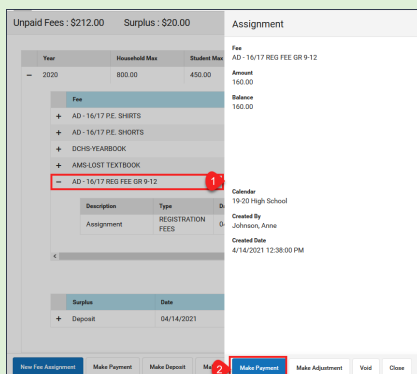
## Make a Payment

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

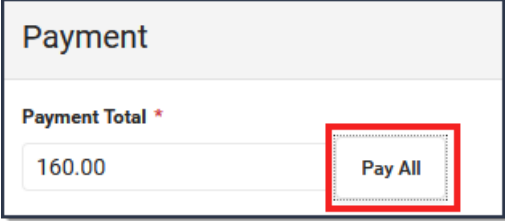

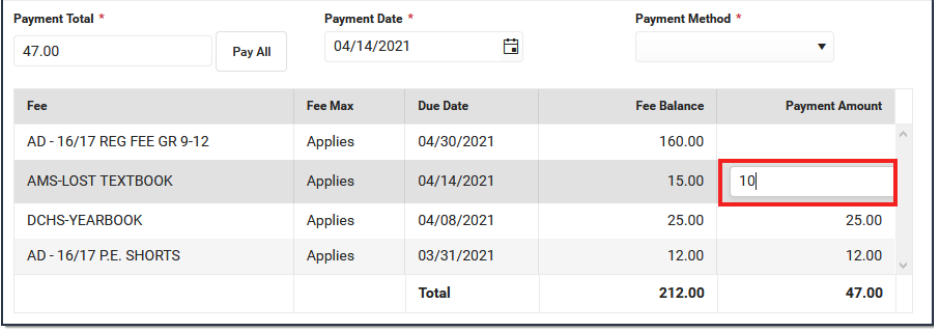
**Result:** The **Payment** panel displays all fees from all years for which a payment is needed.

▶ [Click here to expand...](#)

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 *mmdyyy* format.
3. Enter the amount of the payment using one of the following options.

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>Payment Amount</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> 

4. Enter any **Comments** associated with the payment.
5. 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>

Payment Method	Description															
	<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> <div data-bbox="574 293 1422 548"> <p>Payment</p> <p>Payment Total * 200.00 <input type="button" value="Pay All"/> Payment Date * 04/14/2021 <input type="button" value="Calendar"/> Payment Method * <span style="border: 1px solid red; padding: 2px;">Check</span></p> <p>Check Number * <span style="border: 1px solid red; padding: 2px;">98765</span></p> <table border="1"> <thead> <tr> <th>Fee</th> <th>Fee Max</th> <th>Due Date</th> <th>Fee Balance</th> <th>Payment Amount</th> </tr> </thead> <tbody> <tr> <td>AD - 16/17 REG FEE GR 9-12</td> <td>Applies</td> <td>04/30/2021</td> <td>160.00</td> <td>160.00</td> </tr> </tbody> </table> </div> <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.</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>	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					
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												
<p><b>Surplus (Balance: \$XX.XX)</b></p>	<p>This option only displays if a surplus is available on the account. Click the <b>Make Payment</b> button.</p> <div data-bbox="574 936 1422 1128"> <p>Payment Total * 15.00 <input type="button" value="Pay All"/> Payment Date * 04/14/2021 <input type="button" value="Calendar"/> Payment Method * <span style="border: 1px solid red; padding: 2px;">Surplus (Balance: \$20.00)</span></p> <table border="1"> <thead> <tr> <th>Fee</th> <th>Fee Max</th> <th>Due Date</th> <th>Fee Balance</th> <th>Payment Amount</th> </tr> </thead> <tbody> <tr> <td>AMS-LOST TEXTBOOK</td> <td>Applies</td> <td>04/14/2021</td> <td>15.00</td> <td>15.00</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>Total</b></td> <td><b>15.00</b></td> <td><b>15.00</b></td> </tr> </tbody> </table> </div> <p><b>Result</b></p> <p>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 <b>Credit</b> column.</p>	Fee	Fee Max	Due Date	Fee Balance	Payment Amount	AMS-LOST TEXTBOOK	Applies	04/14/2021	15.00	15.00	<b>Total</b>			<b>15.00</b>	<b>15.00</b>
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AMS-LOST TEXTBOOK	Applies	04/14/2021	15.00	15.00												
<b>Total</b>			<b>15.00</b>	<b>15.00</b>												
<p><b>Record Credit/Debit Card</b></p>	<p>If your district does NOT use Online Payments or a Desktop Card Reader, enter the <b>Reference Number</b> then click the <b>Make Payment</b> button.</p> <div data-bbox="574 1518 1422 1733"> <p>Payment Total * 15.00 <input type="button" value="Pay All"/> Payment Date * 04/14/2021 <input type="button" value="Calendar"/> Payment Method * <span style="border: 1px solid red; padding: 2px;">Record Credit/Debit Card</span></p> <p>Reference Number * <span style="border: 1px solid red; padding: 2px;">85207496</span></p> <table border="1"> <thead> <tr> <th>Fee</th> <th>Fee Max</th> <th>Due Date</th> <th>Fee Balance</th> <th>Payment Amount</th> </tr> </thead> <tbody> <tr> <td>AMS-LOST TEXTBOOK</td> <td>Applies</td> <td>04/14/2021</td> <td>15.00</td> <td>15.00</td> </tr> </tbody> </table> </div> <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. 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>	Fee	Fee Max	Due Date	Fee Balance	Payment Amount	AMS-LOST TEXTBOOK	Applies	04/14/2021	15.00	15.00					
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Process Credit/Debit Payment Method Card	Description ▶ <a href="#">Click here to expand...</a>
(Card Swipe)	
Process Credit/Debit Card (Manual Entry)	Complete these steps if you do not have a Desktop Card Reader. ▶ <a href="#">Click here to expand...</a>

## 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

**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
				<b>Payment Total</b>	<b>200.00</b>