

Fees (Documents)

Last Modified on 07/15/2024 1:37 pm CDT

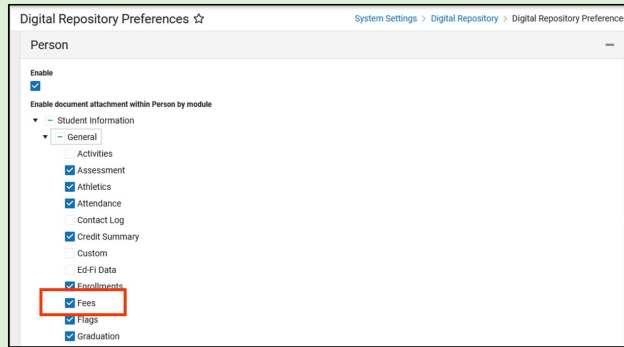
[Upload Documents](#) | [Delete Documents](#) | [View a Document](#)

Tool Search: Fees

The **Documents** button on the **Fees** tool allows you to view all documents associated with a specific student's fees.

The Fees Documents button is enabled by your Campus administrator. See the [Digital Repository Preferences](#) article for more information.

Ensure the Fees checkbox is marked under Student Information > General > Fees within the Digital Repository Preferences.



Fees ☆

Alborough, Dallas Grade: 12 #109301 DOB: 01/01/05 Counselor: Hunter Counselor

HS Graduation

[Student Information](#) > [General](#) > [Fees](#)

[Related Tools](#) ^

Unpaid Fees : \$175.00 Surplus : \$0.00 Balance : \$175.00

Years to Print

21-22 x

Year	Balance
- 21-22	175.00

	Fee	Due Date	Balance
+	Senior Trip		100.00
+	Yearbook		75.00

New Fee Assignment

Make Payment

Make Deposit

Make Refund

Make Adjustments

Documents

Print

Documents Button

Upload Documents

1. Click the **Documents** button.
2. Click the **Upload** button.
3. Click **Select files** and locate the file to attach. Select it and click **Open** or just double-click the file name.
4. Provide a comment or note in the **Description** field if needed. The Description appears below the file name in the Document List.
5. Repeat Steps 3 and 4 until all of the desired files to attach are added.
6. Click the **Save** button. The documents appear in the Document List.
7. Sort the list by clicking the **Newest** or **Oldest** button.

Fees ☆ Student Information > General > Fees

Alborough, Dallas Grade: 12 #109301 DOB: 01/01/05 Counselor: Hunter Counselor

Unpaid Fees : \$175.00 Surplus : \$0.00 Balance : \$175.00

Years to Print: 21-22

Year	Balance
- 21-22	175.00

Fee	Due Date	Balance
+ Senior Trip		100.00
+ Yearbook		75.00

Buttons: New Fee Assignment, Make Payment, Make Deposit, Make Refund, Make Adjustments, **Documents**, Print

Fees ☆ Student Information > General > Fees

Alborough, Dallas Grade: 12 #109301 DOB: 01/01/05 Counselor: Hunter Counselor

Unpaid Fees : \$175.00 Surplus : \$0.00 Balance : \$175.00

Years to Print: 21-22

Year	Balance
- 21-22	175.00

Fee	Due Date	Balance
+ Senior Trip		100.00
+ Yearbook		75.00

Document List

Sort: Newest, Oldest

Buttons: New Fee Assignment, Make Payment, Make Deposit, Make Refund, **Upload**, Cancel

Fees ☆ Student Information > General > Fees

Alborough, Dallas Grade: 12 #109301 DOB: 01/01/05 Counselor: Hunter Counselor

Unpaid Fees : \$175.00 Surplus : \$0.00 Balance : \$175.00

Document Upload

Max File Size: 20 MB

Years to Print
21-22 x

Year	Fee	Description
- 21-22		
	+ Senior Trip	
	+ Yearbook	

Select files... 3 Drop files here to upload

Consent
 consent to be bound by the Terms and Conditions of the Acceptable User Policies of both the [District](#) and [Infinite Campus](#).

New Fee Assignment Make Payment Make Deposit Make Refund Save Cancel

Alborough, Dallas Grade: 12 #109301 DOB: 01/01/05 Counselor: Hunter Counselor
 HS Graduation Student Information > General > Fees

Unpaid Fees : \$175.00 Surplus : \$0.00 Balance : \$1... Related Tools ^

Document Upload
Max File Size: 20 MB

Years to Print
21-22 x

Year	Fee	Description
- 21-22		
	+ Senior Trip	
	+ Yearbook	

Select files... Drop files here to upload

Name	Description
CopyBill.pdf 4	Copy of hotel bill for senior trip.

Consent
 consent to be bound by the Terms and Conditions of the Acceptable User Policies of both the [District](#) and [Infinite Campus](#).

New Fee Assignment Make Payment Make Deposit Make Refund Save Cancel

Upload Documents

Delete Documents

1. Click the **Delete** icon (red X) next to the attachment to remove. A confirmation message displays.
2. Click the **Delete** button. The attachment is permanently removed.

Fees ☆

Alborough, Dallas Grade: 12 #109301 DOB: 01/01/05 Counselor: Hunter Counselor

HS Graduation

[Student Information](#) > [General](#) > [Fees](#)

[Related Tools](#) ^

Unpaid Fees : \$175.00 **Surplus :** \$0.00 **Balance :** \$1

Years to Print

21-22 x

Year	Fee
- 21-22	<div style="display: flex; justify-content: space-between;"> + Yearbook Delete File </div> <div style="margin-top: 5px; font-size: 0.9em;"> Are you sure you wish to delete this file? <div style="display: flex; justify-content: flex-end; margin-top: 5px;"> Cancel Delete </div> </div>

Document List

Sort: Newest Oldest

x	CopyBill.pdf Copy of hotel bill for senior trip.	07/26/2022 >
x	DallasAlboroughFeeCalculations.xlsx	07/26/2022 >

New Fee Assignment
Make Payment
Make Deposit
Make Refund

Upload
Cancel

Delete Documents

View a Document

1. Click the document name.
2. Depending on the browser settings, the document may open immediately.

Fees ☆

Alborough, Dallas Grade: 12 #109301 DOB: 01/01/05 Counselor: Hunter Counselor

HS Graduation

[Student Information](#) > [General](#) > [Fees](#)

[Related Tools](#) ^

Unpaid Fees : \$175.00 **Surplus :** \$0.00 **Balance :** \$1

Years to Print

21-22 x

Year	Fee
- 21-22	<div style="display: flex; justify-content: space-between;"> + Senior Trip + Yearbook </div>

Document List

Sort: Newest Oldest

x	CopyBill.pdf Copy of hotel bill for senior trip.	07/26/2022 >
x	DallasAlboroughFeeCalculations.xlsx	07/26/2022 >

New Fee Assignment
Make Payment
Make Deposit
Make Refund

Upload
Cancel

View Documents