

Record Fee Payments

Last Modified on 12/14/2025 8:45 pm CST

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

If Surplus is an available payment method, the amount will be the surplus for the selected student only.

Payment

Payment Total *

0.00

Pay All

Clear All

Payment Date *

02/04/2022

Payment Method *

Fee	Fee Max	Due Date	Fee Balance	Payment Amount
9th Grade Retreat Fee	Exempt	02/11/2022	40.00	
		Total	40.00	0.00

Comments

Maximum 255 characters

Make Payment

Cancel

Make a Payment

1. Click the **Make Payment** button at the bottom of the screen. The **Payment** panel displays all fees from all years for which a payment is needed.

► [Click here to expand...](#)

Payment

Payment Total *

0.00

Pay All

Clear All

Payment Date *

02/04/2022

Payment Method *

Fee	Fee Max	Due Date	Fee Balance	Payment Amount
9th Grade Retreat Fee	Exempt	02/11/2022	40.00	
		Total	40.00	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.

Unpaid Fees : \$212.00 Surplus : \$20.00 Assignment

Year	Household Max	Student Max	Fee
2020	800.00	450.00	AD - 16/17 REG FEE GR 9-12

Amount: 160.00
Balance: 160.00

Calendar: 19-20 High School
Created By: Johnson, Anne
Created Date: 4/14/2021 12:38:00 PM

Surplus: 04/14/2021

Buttons: **Make Payment** (circled in red), Make Deposit, Make Adjustment, Void, Close

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

Option	Description																														
Pay All	<p>Click Pay All to populate this field with the total amount remaining to be paid.</p> <div><div>Payment</div><div><div>Payment Total *</div><div>160.00</div><div>Pay All</div></div></div>																														
Payment Total	<p>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.</p> <div><div>Payment</div><div><div>Payment Total *</div><div>160.00</div><div>Pay All</div></div></div>																														
Payment Amount	<p>The Payment Amount 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> <div><div><div>Payment Total *</div><div>47.00</div><div>Pay All</div><div>Payment Date *</div><div>04/14/2021</div><div>Payment Method *</div><div></div></div><table><tr><th>Fee</th><th>Fee Max</th><th>Due Date</th><th>Fee Balance</th><th>Payment Amount</th></tr><tr><td>AD - 16/17 REG FEE GR 9-12</td><td>Applies</td><td>04/30/2021</td><td>160.00</td><td></td></tr><tr><td>AMS-LOST TEXTBOOK</td><td>Applies</td><td>04/14/2021</td><td>15.00</td><td>10</td></tr><tr><td>DCHS-YEARBOOK</td><td>Applies</td><td>04/08/2021</td><td>25.00</td><td>25.00</td></tr><tr><td>AD - 16/17 PE. SHORTS</td><td>Applies</td><td>03/31/2021</td><td>12.00</td><td>12.00</td></tr><tr><td></td><td></td><td>Total</td><td>212.00</td><td>47.00</td></tr></table></div>	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 PE. SHORTS	Applies	03/31/2021	12.00	12.00			Total	212.00	47.00
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 PE. 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	<p>Click the Make Payment button.</p> <p>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.</p>															
Check	<p>The Check # field displays when you select this option. Enter the Check # then click the Make Payment button.</p> <div><div><div>Payment</div><div><div>Payment Total *</div><div>75.00</div><div>Pay All</div><div>Clear All</div><div>Payment Date *</div><div>06/26/2025</div><div>Payment Method *</div><div>Check</div><div>Check Number *</div><div>987654321</div></div><table><thead><tr><th>Fee</th><th>Due Date</th><th>Fee Balance</th><th>Payment Amount</th></tr></thead><tbody><tr><td>Yearbook</td><td></td><td>75.00</td><td>75.00</td></tr></tbody></table></div></div> <p>The payment displays below the fee(s) with the type and date of the payment and 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.</p>	Fee	Due Date	Fee Balance	Payment Amount	Yearbook		75.00	75.00							
Fee	Due Date	Fee Balance	Payment Amount													
Yearbook		75.00	75.00													
Surplus (Balance: \$XX.XX)	<p>This option only displays if a surplus is available on the account. Click the Make Payment button.</p> <div><div><div>Payment Total *</div><div>15.00</div><div>Pay All</div><div>Payment Date *</div><div>04/14/2021</div><div>Payment Method *</div><div>Surplus (Balance: \$20.00)</div></div><table><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></td><td></td><td>Total</td><td>15.00</td><td>15.00</td></tr></tbody></table></div> <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 Credit column.</p>	Fee	Fee Max	Due Date	Fee Balance	Payment Amount	AMS-LOST TEXTBOOK	Applies	04/14/2021	15.00	15.00			Total	15.00	15.00
Fee	Fee Max	Due Date	Fee Balance	Payment Amount												
AMS-LOST TEXTBOOK	Applies	04/14/2021	15.00	15.00												
		Total	15.00	15.00												

Payment Method

Record Credit/Debit Card

Description

If your district does NOT use Online Payments or a Card Reader, enter the **Reference Number**, then click the **Make Payment** button.

Payment Total *

75.00

Pay All

Clear All

Payment Date *

06/26/2025

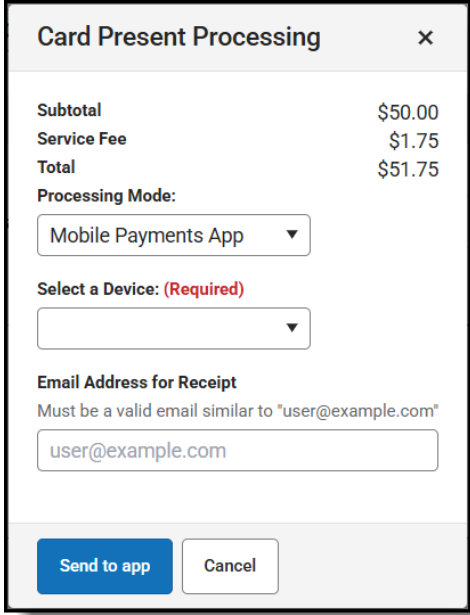
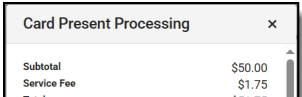
Payment Method * ⁱ

Record Credit/Debit C... ▾

Reference Number *

20250626

Fee	Due Date	Fee Balance	Payment Amount
Yearbook		75.00	75.00
	Total	75.00	75.00

Payment Method	Description
	<p>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.</p>
<p>Process Credit/Debit Card (Mobile Payments App)</p>	<p>A table or phone running the Campus Mobile Payments app is used with a card reader to record a payment.</p> <p>► Click here to expand...</p> <ol style="list-style-type: none"> 1. Click the Make Payment button. The Card Present Processing window displays.  <ol style="list-style-type: none"> 2. Select Mobile Payments App in the Processing Mode field. 3. Select one of the mobile devices configured for Campus Payments from the Select a Device field. For details on setting up the mobile app to take payments, see Mobile Payments Setup for Office Payments. 4. Enter an Email Address if the cardholder would like a receipt. 5. Click Send to app. It will then appear as a Pending Transaction on that mobile device. You may need to tap Refresh for the transaction to appear. 6. Tap Submit Payment. 7. Use the card reader to either tap, swipe, or read the chip in the card. When payment is complete, a confirmation message displays on the app. In Campus, a card present receipt display.
<p>Process Credit/Debit Card (Manual Entry)</p>	<p>Complete these steps if you do not have a Card Reader.</p> <p>► Click here to expand...</p> <ol style="list-style-type: none"> 1. Click the Make Payment button. The Card Present Processing window displays. 

Payment Method	Description						
	<div> <div> <div> <div> <div>Processing Mode:</div> <div>Manual Entry</div> </div> <div> <div>All fields below are required.</div> <div> <div>Card number</div> <div>1234 1234 1234 1234</div> </div> <div> <div>Expiration date</div> <div>MM / YY</div> </div> <div> <div>Security code</div> <div></div> </div> <div> <div>Submit Payment</div> <div>Cancel</div> </div> </div> </div> </div> <ol style="list-style-type: none"> Select Manual Entry in the Processing Mode dropdown list. Fill out the following fields. <ul style="list-style-type: none"> Card Number Card Expiration Security Code Full Name Country or region Address Email Address for Receipt Click the Submit Payment button. 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. <div> <div>Card Present Receipt</div> <div> <div>Payment Successful</div> <div> <div>Date: 06/26/2025 4:23 PM</div> <div>Reference #:</div> <div>pl_3ReNGL4idZAFFzR110XZ1kr</div> </div> <table> <thead> <tr> <th>Fee</th> <th>Name</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>10th Grade PSAT Prep</td> <td>Chamberlaine, Kallum</td> <td>\$50.00</td> </tr> </tbody> </table> <div> <div>Service Fee: \$1.75</div> <div>Total: \$51.75</div> <div>Payment Method: VISA 4242</div> </div> <div> <div>Print</div> <div>Close</div> </div> </div> </div> <ol style="list-style-type: none"> Click the Close button. 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. </div>	Fee	Name	Amount	10th Grade PSAT Prep	Chamberlaine, Kallum	\$50.00
Fee	Name	Amount					
10th Grade PSAT Prep	Chamberlaine, Kallum	\$50.00					

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		Albrough, Dallas (109301)	21-22 Harrison High	Paid	100.00
				Payment Total	200.00

Save Comments

Void

Close