

Record Fee Payments

Last Modified on 05/07/2025 1:35 pm CDT

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.

Result: 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.

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>
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>
PaymentAmount	<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>

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>200.00</div><div>Pay All</div><div>Payment Date *</div><div>04/14/2021</div><div>Payment Method *</div><div>Check</div><div>Check Number *</div><div>98765</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>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></div> <p>Result: The payment displays below the fee(s) with the type and date of the payment, the amount paid in the Credit column.</p> <p>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	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												
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>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.</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	Description
Record Credit/Debit Card	<p>If your district does NOT use Online Payments or a Desktop Card Reader, enter the Reference Number then click the Make Payment button.</p>

Payment Method

Payment Total *

15.00

Pay All

Payment Date *

04/14/2021

Payment Method *

Record Credit/Debit Card ▾

Reference Number *

85207496

Fee	Fee Max	Due Date	Fee Balance	Payment Amount
AMS-LOST TEXTBOOK	Applies	04/14/2021	15.00	15.00

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...](#)

- Click the **Make Payment** button.

Result: The Card Present Processing window displays.

Card Present Processing

Subtotal

\$50.00

Service Fee

\$1.75

Total

\$51.75

Processing Mode

Card Swipe ▾

Card Swipe *

Click to enable swipe

Zip Code *

____-____

Email

user@example.com

Submit Payment

Cancel

- 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**.

- 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](#).

- 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.

Payment Method	Description												
	<div><div>Thank you for your payment</div><div><div>Date: 11/12/2019 9:29 AM</div><div>Reference #: 181748472</div></div><table><thead><tr><th>NAME</th><th>FEE</th><th>AMOUNT</th></tr></thead><tbody><tr><td>Abram, Christian</td><td>Germany Summer Exchange Trip</td><td>\$475.00</td></tr></tbody></table><div><div>Service Fee: \$5.00</div><div>Total: \$480.00</div><div>Payment Method: VISA Abram, Christian</div><div>Email Address for Receipt: user@infinitecampus.com</div></div><div><div>Print</div><div>Close</div></div></div>	NAME	FEE	AMOUNT	Abram, Christian	Germany Summer Exchange Trip	\$475.00						
NAME	FEE	AMOUNT											
Abram, Christian	Germany Summer Exchange Trip	\$475.00											
	<div>5. Click the Close button.</div> <div>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.</div>												
Process Credit/Debit Card (Manual Entry)	<div>Complete these steps if you do not have a Desktop Card Reader.</div> <div>► Click here to expand...</div> <div>1. Click the Make Payment button.</div> <div>Result: The Card Present Processing window displays.</div> <div><div><div>Card Present Processing</div><div><table><tr><td>Subtotal</td><td>Service Fee</td><td>Total</td></tr><tr><td>\$50.00</td><td>\$1.75</td><td>\$51.75</td></tr></table><div>Processing Mode</div><div>Manual Entry</div><div>Card Number *</div><div>0000 0000 0000 0000</div><div>Card Expiration *</div><div>00 00</div><div>CVV *</div><div>123</div><div>Name on Card *</div><div>JOHN SMITH</div><div>Contact Information *</div><div>Address</div><div>City</div><div>State</div><div>Zip</div><div>Email</div><div>user@example.com</div><div><div>Submit Payment</div><div>Cancel</div></div></div></div></div> <div>2. Select <i>Manual Entry</i> in the Processing Mode dropdown list.</div> <div>3. Fill out the following fields.</div> <div><div>◦ Card Number</div><div>◦ Card Expiration</div><div>◦ Name on Card</div><div>◦ Address</div><div>◦ Zip Code</div><div>◦ Email</div></div> <div>4. Click the Submit Payment button.</div> <div>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.</div> <div><div><div>Thank you for your payment</div><div><div>Date: 11/12/2019 9:29 AM</div><div>Reference #: 181748472</div></div><table><thead><tr><th>NAME</th><th>FEE</th><th>AMOUNT</th></tr></thead><tbody><tr><td>Abram, Christian</td><td>Germany Summer Exchange Trip</td><td>\$475.00</td></tr></tbody></table><div><div>Service Fee: \$5.00</div><div>Total: \$480.00</div></div></div></div>	Subtotal	Service Fee	Total	\$50.00	\$1.75	\$51.75	NAME	FEE	AMOUNT	Abram, Christian	Germany Summer Exchange Trip	\$475.00
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Payment Method	Description
	<div> <div> Payment Method: VISA Abram, Christian Email Address for Receipt: user@infinitecampus.com </div> <div> Print Close </div> </div> <p>5. Click the Close button.</p> <p>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.</p>

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

Save Comments

Void

Close