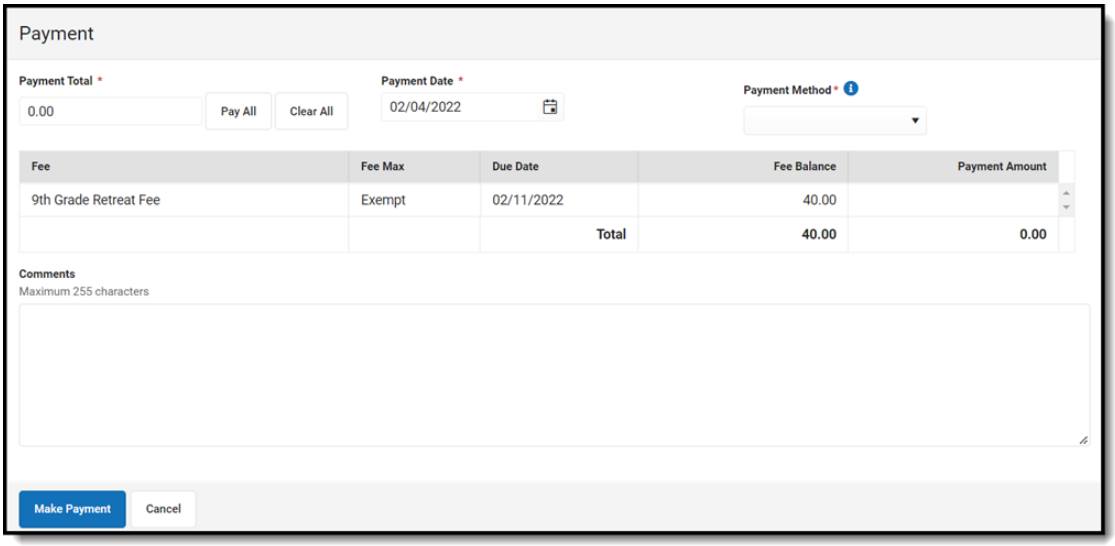
Record Fee Payments

Last Modified on 09/23/2026 11:59 am 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.

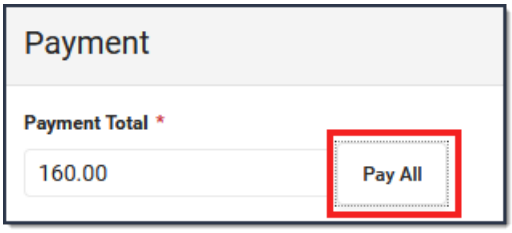


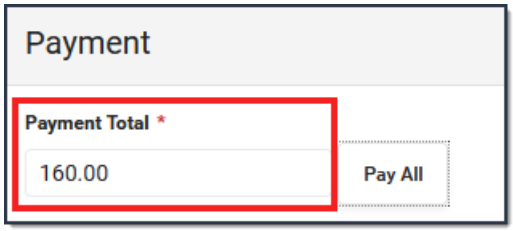
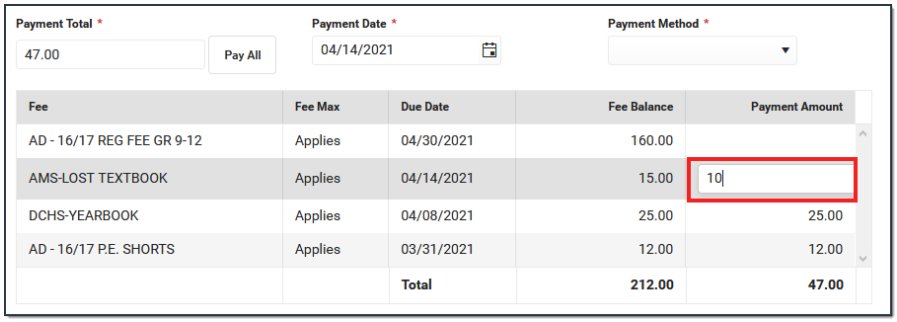
Make a Payment

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.

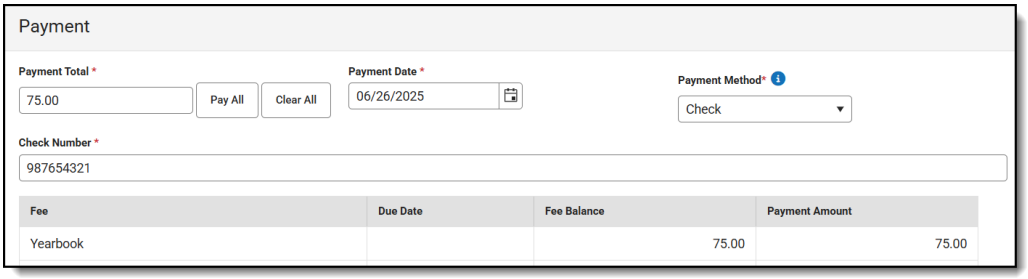
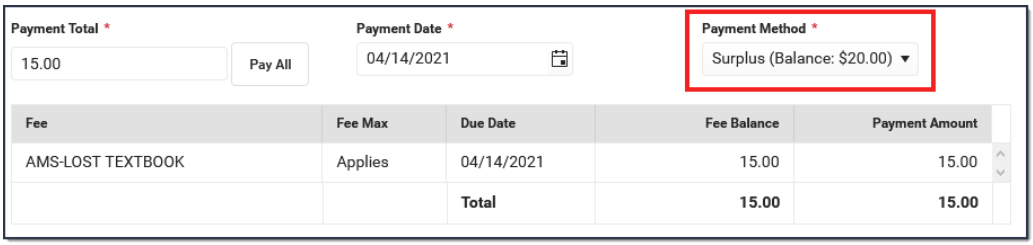
   You can also access the Payment panel by clicking an individual fee, then clicking the **Make Payment** button on the Assignment panel.

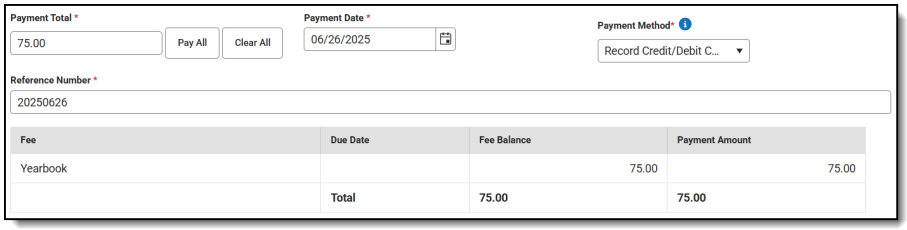
2. Enter the amount of the payment using one of the following options.

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 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. 

3. Enter a **Payment Date** in mmddyyyy format.
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.  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.
Surplus (Balance: $XX.XX)	This option only displays if a surplus is available on the account. Click the **Make Payment** button.  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.

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

Payment Method	Description
	Surplus Campus saves the surplus amount and it can be applied to other fees.
Process Credit/Debit Card (Campus Payments Terminal)	Complete these steps if you are using the Campus Payments Terminal. Click here to expand... 1. Open and log in to the Campus Payments Terminal. 2. Click the **Make Payment** button. The Make Payment window displays. 3. Select **USB Reader** in the Processing Mode field. 4. Enter an Email Address if the cardholder would like a receipt. 5. Click **Send**. 6. Use the card reader to either tap, swipe, or read the chip in the card. A receipt displays with the option to print. 7. 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 updated accordingly.
Process Credit/Debit Card (Mobile Payments App)	A table or phone running the Campus Mobile Payments app is used with a card reader to record a payment. Click here to expand... 1. Click the **Make Payment** button. The Make Payment window displays. 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 receipt displays.
Process Credit/Debit Card (Manual Entry)	Complete these steps if you do not have a Card Reader. Click here to expand... 1. Click the **Make Payment** button. The Make Payment window displays. 2. Select Manual Entry in the **Processing Mode** dropdown list. 3. Fill out the following fields. ◦ Card Number ◦ Card Expiration ◦ Security Code ◦ Full Name ◦ Country or region

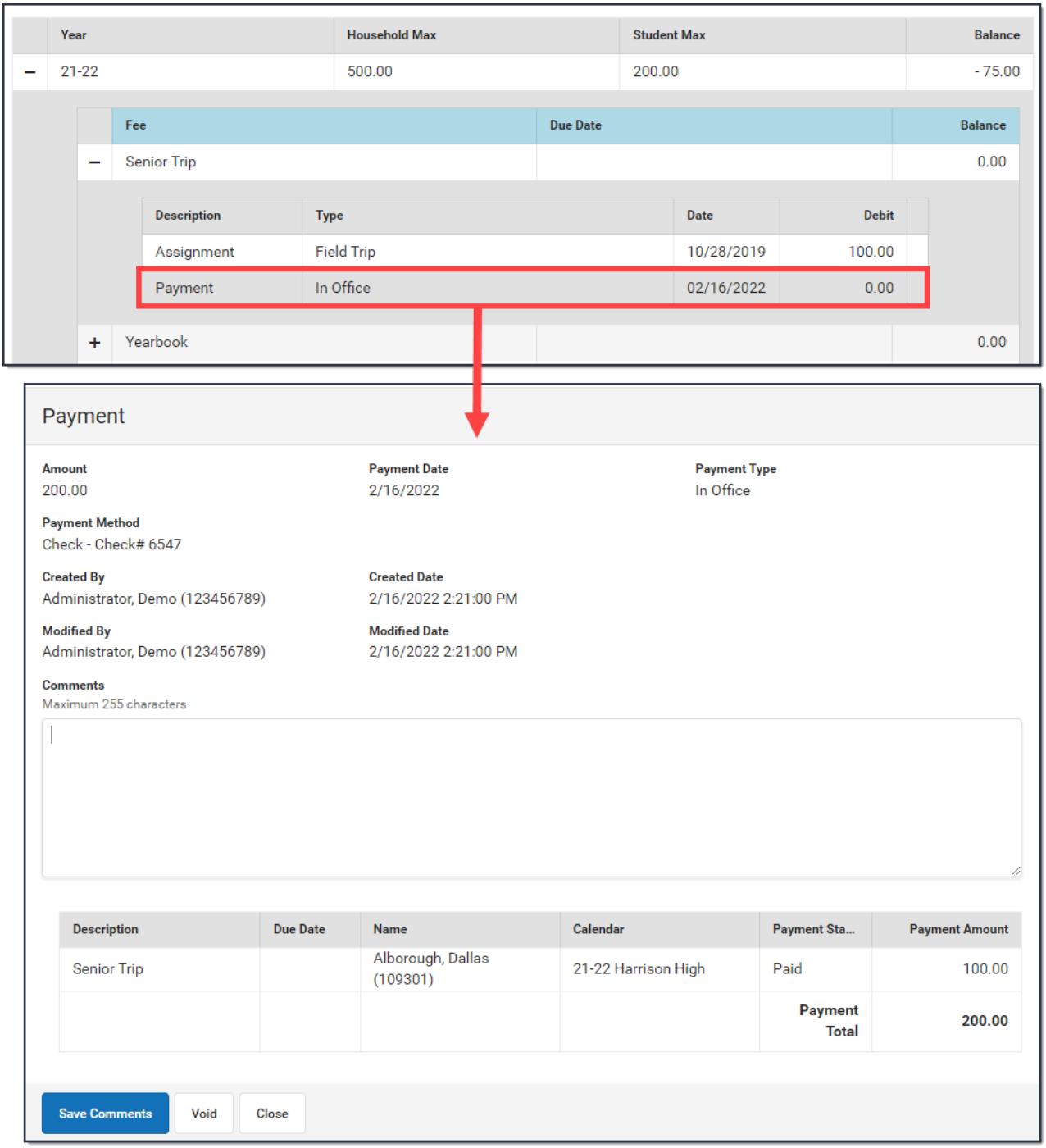
Payment Method	Description
	◦ Country or region ◦ Address ◦ Email Address for Receipt 4. Click the **Submit Payment** button. If the transaction is successful, the receipt displays and you can print the receipt from your browser. A receipt is emailed if an email address was entered in the Email field. This email is not included in the Sent Message Log. 5. 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 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