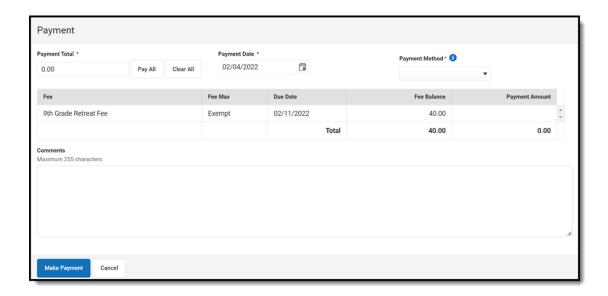


Record Fee Payments

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.

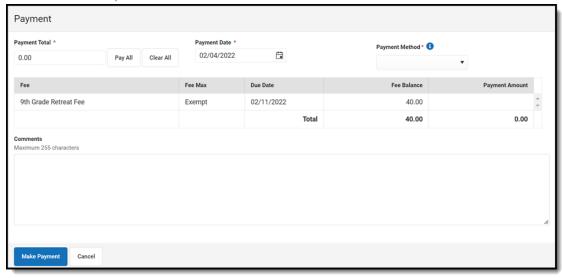


Make a Payment

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

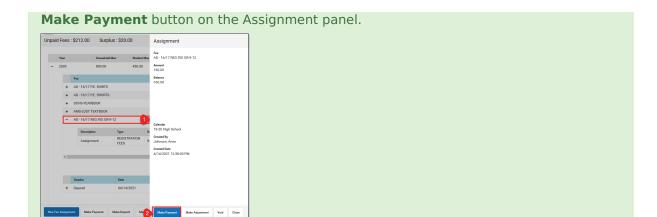
Result: The **Payment** panel displays all fees from all years for which a payment is needed.

▶ Click here to expand...

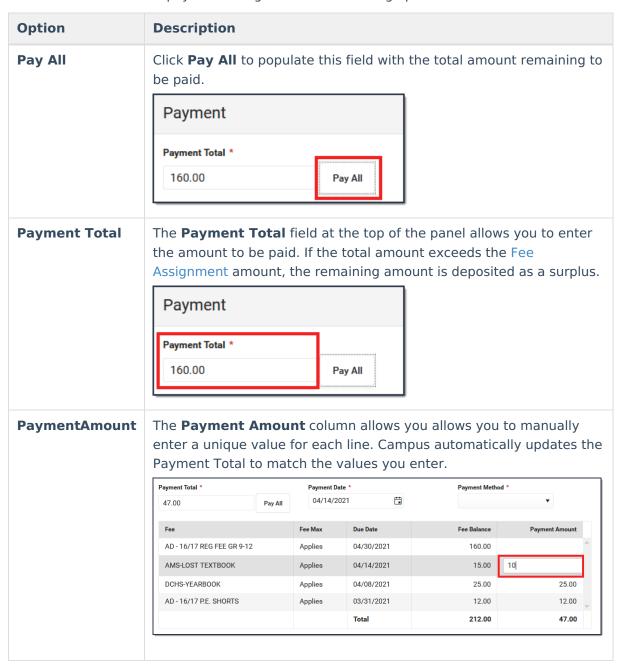


You can also access the Payment panel by clicking an individual fee then clicking the



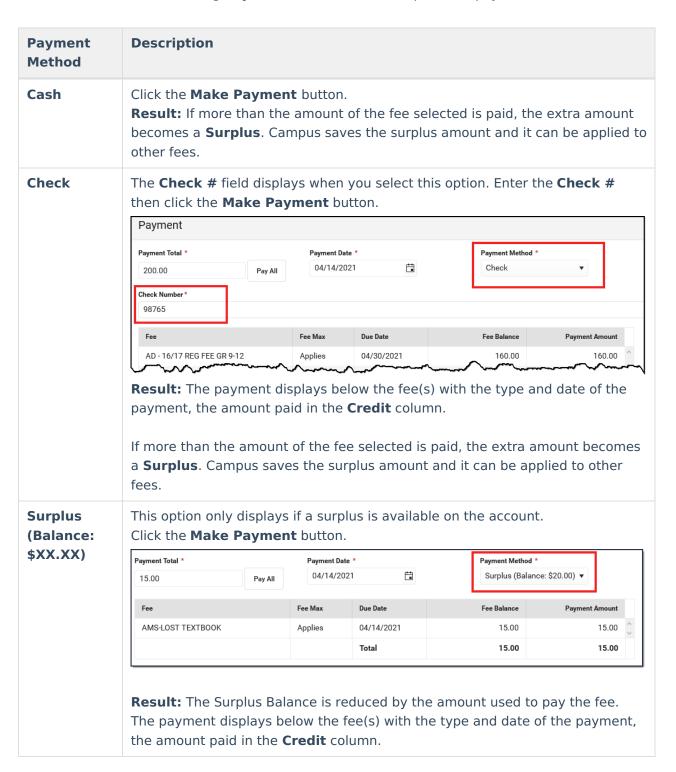


- 2. Enter a **Payment Date** in *mmddyyyy* format.
- 3. Enter the amount of the payment using one of the following options.





- 4. Enter any **Comments** associated with the payment.
- 5. Select one of the following Payment Methods and complete the payment.



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





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.

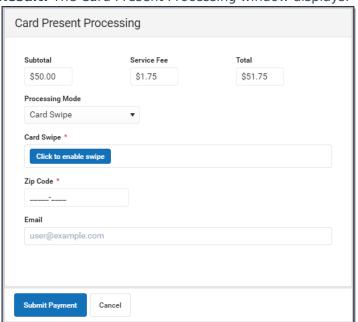
Process Credit/Debit Card

(Card Swipe)

Complete these steps if you are using a Desktop Card Reader.

- ▶ Click here to expand...
 - 1. Click the **Make Payment** button.

Result: The Card Present Processing window displays.



2. 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**.

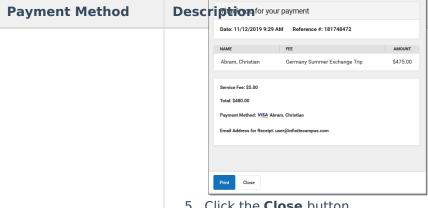
3. Enter an **Email** address. (Optional)

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.

4. 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.





5. Click the **Close** button.

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.

Process Credit/Debit Card (Manual Entry)

Complete these steps if you do not have a Desktop Card Reader.

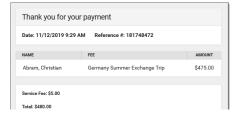
- ▶ Click here to expand...
 - 1. Click the Make Payment button.

Result: The Card Present Processing window displays.



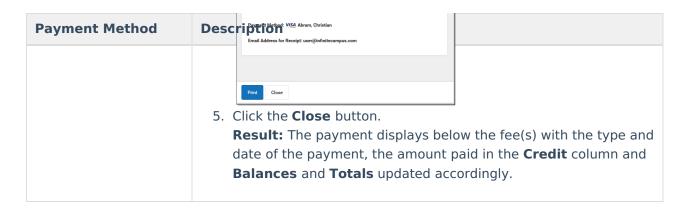
- 2. Select *Manual Entry* in the **Processing Mode** dropdown list.
- 3. Fill out the following fields.
 - Card Number
 - Card Expiration
 - Name on Card
 - Address
 - Zip Code
 - Email
- 4. Click the **Submit Payment** button.

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. This email is not included in the Sent Message Log.



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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.



