

## **Record Fee Payments**

Last Modified on 06/27/2025 10:40 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.

Payment							
Payment Total *	Pay All	Clear All	Payment Date * 02/04/2022	Ē	Payment Method *	0	
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							4

## 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	ä		Payment Method *	•	
Fee			Fee Max	Due Date		Fee Balance	Payment Amou	nt
9th Grade Retreat Fee			Exempt	02/11/2022		40.00		÷
					Total	40.00	0.0	0
Comments Maximum 255 characters Make Payment Cancel								Å

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.

Option	Description								
Pay All	Click <b>Pay All</b> to populate this field with the total amount remaining to be paid.								
	Payment								
	Payment Total * 160.00	Pay All							
Payment Total	The <b>Payment Total</b> the amount to be paid <u>Assignment</u> amount,	field at the top of d. If the total amo the remaining am	the panel allo ount exceeds th oount is deposi	ws you to enter ne <u>Fee</u> ted as a surplus.					
	Payment								
	Payment Total *	Pay All							
Payment Amount	The <b>Payment Amou</b> enter a unique value the Payment Total to	<b>nt</b> column allows for each line. Can match the values	you allows you npus automatio you enter.	u to manually cally updates					
	Payment Total *	Payment Date * 04/14/2021	Payment Meth	• •					
	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 P.E. 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	Click the <b>Make Payment</b> button. <b>Result:</b> If more than the amount of the fee selected is paid, the extra amount becomes a <b>Surplus</b> . 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.         Payment         Peyment Total         Peyment Total         Peyment Total         Operation         Peyment Total         Peyment Total         Operation         Peyment Total         Peyment Total         Object         Peyment Total         Peyment Total         Peyment Total         Peyment Total         Peyment Total         Peyment Total								
Surplus (Balance)	This option only displays	if a surpl	us is availa	er fees. able on the acc	ount. Click th	ne <b>Make</b>			
\$XX.XX)	Payment Total *          Payment Total *         15.00         Pay All         Fee         AMS-LOST TEXTBOOK         The Surplus Balance is repayment displays below amount paid in the Cred	Payment Date 04/14/202 Fee Max Applies educed by the fee(s) <b>it</b> column	• 1 ☐ Due Date 04/14/2021 Total 7 the amou 9 with the t	Payment N Surplus Fee Balan 15.0 15.0 Int used to pay type and date of	Alethod * (Balance: \$20.00) ▼ ce Payment 00 00 the fee. The of the payment	Amount 15.00 0 15.00 0 15.00 1			

Payment Method	Description						
Record Credit/Debit Card	If your district does NOT use Online Payments or a Card Reader, enter the <b>Reference Number,</b> then click the <b>Make Payment</b> button.						
	Payment Total *         Pay           75.00         Pay All         Clear All         0	ment Date * 6/26/2025	Peyment Method* 3 Record Credit/Debit C 🔻				
	Reference Number *						
	20250626						
	Fee	Due Date	Fee Balance	Payment Amount			
	Yearbook		75.00	75.00			
		Total	75.00	75.00			



<b>Payment Method</b>	<b>Description</b> The payment displays below the fee(s) with the type and date of the				
	payment displays below the ree(s) with the type and date of the payment, the amount paid in the <b>Credit</b> column. If more than the amount of the fee selected is paid, the extra amount becomes a <b>Surplus</b> Campus saves the surplus amount and it can be applied to other fees.				
<b>Process Credit/Debit</b> <b>Card</b> (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 Click the Make Payment button. The Card Present Processing window displays. Card Present Processing ×				
	Subtrain \$50.00 Service Fee \$1.75 Total \$51.75 Processing Mode: Mobile Payments App Select a Device: (Required) Email Address for Receipt Must be a valid email similar to "user@example.com" User@example.com Send to app Cancel				
	<ol> <li>Select Mobile Payments App in the Processing Mode field.</li> <li>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.</li> <li>Enter an Email Address if the cardholder would like a receipt.</li> <li>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.</li> <li>Tap Submit Payment.</li> <li>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.</li> </ol>				
Process Credit/Debit Card (Manual Entry)	<ul> <li>Complete these steps if you do not have a Card Reader.</li> <li>Click here to expand</li> <li>Click the Make Payment button. The Card Present Processing window displays.</li> </ul>				



## **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		Н	ousehold Max		Studen	t Max			Balan
21-22		50	00.00		200.00	0			- 75.0
Fee	•			Due Date					Balance
- Se	nior Trip								0.00
	Description	Туре				Date	Deb	it	
	Assignment	Field T	rip			10/28/2019	100.0	D	
	Payment	In Offic	ce			02/16/2022	0.0	D	
+ Ye	arbook								0.00
Doumont									
Payment									
Amount			Payment Date			Payment Typ	be		
Payment Method			2,10,2022			in onloc			
Check - Check#	\$6547								
Created By Administrator, [	Demo <mark>(123456789</mark> )		Created Date 2/16/2022 2:21:00 PM						
Modified By	Jama (122456780)		Modified Date						
Comments	Jenio (125450769)		2/10/2022 2.21.00 PM						
Maximum 255 ch	aracters								
1									
Description	D	ue Date	Name	Calenda	r		Payment Sta	Paym	ent Amoun
Senior Trip			(109301)	21-22	larrison	High	Paid		100.00
							Payment Total		200.00