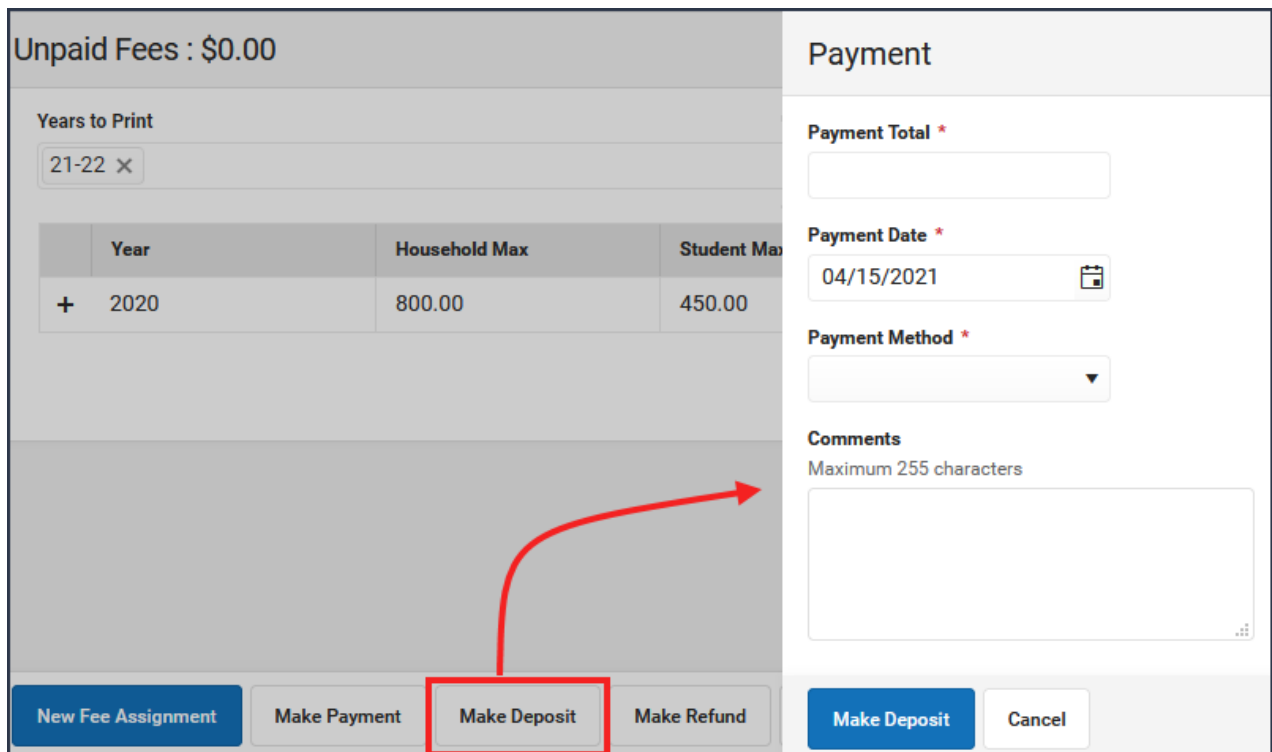# Make a Deposit to Student Surplus

Last Modified on 05/07/2025 1:52 pm CDT

Deposits create a **surplus** that can be applied to future fee assignments.

> If *Autopay Fees with Surplus Balance* set to Yes in System Preferences, the surplus created by the deposit is **automatically** applied to any outstanding fees for that student.

1. Click the **Make Deposit** button.
   Result: The Payment panel displays.
2. Enter the amount of the deposit in the **Payment Total** field.
3. Enter the **Payment Date** in *mmddyyyy* format.
4. Select a **Payment Method** from the dropdown list.
   - **Cash**
   - **Check** - enter a **Check #**
   - **Record Credit/Debit Card** - enter a **Reference #**
5. Enter any **Comments** associated with the deposit.
6. Click **Make Deposit**.
   Result: The Surplus amount is updated and can be applied to an unpaid fee at any time.

Unpaid Fees : $0.00   Surplus : $20.00

Years to Print

21-22 ✕

	Year	Household Max	Student Max
+	2020	800.00	450.00