

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.

Unpai	d Fees : \$0.00	Payment		
	to Print			Payment Total *
	Year	Household Max	Student Max	Payment Date *
+	2020	800.00	450.00	04/15/2021
				Payment Method *
				Comments Maximum 255 characters
New Fe	ee Assignment Make Payn	nent Make Deposit	Make Refund	Make Deposit Cancel

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.

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	Unpaid Fees : \$0.00		Surplus : \$20.00	
	Years to Print 21-22 ×			
		Year	Household Max	Student Max
	+	2020	800.00	450.00