

Auto-Pay Fees with Surplus Balance

Last Modified on 12/14/2025 8:45 pm CST

The Auto-pay Fees with Surplus Balance preference automatically pays any fee with surplus. Surpluses can only be applied to fees for the selected student. When a surplus is available, the payment of a fee comes from the surplus amount for that student only.


When set to **Yes**, auto-pay occurs in the following scenarios:

- When a deposit is created after adjusting a fee assignment where the total adjustment plus total payments is greater than the fee amount.
- When part of a payment is voided on a fee assignment. This auto-pays any other fees that may exist (but not the one where the payment was just voided).
- When a new fee assignment is created when there is a surplus balance. This auto-pays the newly created fee first then any remaining surplus is auto-paid to other fees.

A message appears when making a payment for [Students](#) and [Persons](#) when a surplus exists alerting the office person the deposit will be applied to other fees.

Set the **Auto-pay Fees** preference to either **Yes** or **No** then click **Save** when you are done.

System Preferences

 Save

Batch Queue Expiration Days	<input type="text"/>	Automatically delete batch queue jobs older than this many days or leave blank to never delete.
Autopay Fees with Surplus Balance	Yes ▼	
Auto Post Course Fees	Yes ▼	
Days to Flag Roster Additions	10	Students added to a section will appear on rosters in green text for the specified number of days.
NGA Cohort Years after NCLB	2 ▼	
Allow access to Student Number as PIN Features	No ▼	
User access to the new look of Campus (Try New Look)	All Users ▼	
Display Fifth Year EL Monitoring	No ▼	