

# Payments Tool Rights

Last Modified on 05/06/2026 2:21 pm CDT

The Payments tool provides a summary of online payments, Food Service deposits, School Store purchases, and office payments made for an individual person. The Payments tool is also where you can enable or disable a person's access to [online payments](#).

See the [Payments \(People\)](#) article for information on viewing payments.

**Payments** ☆

Student, Amber ⓘ Student #: 123456 Grade: 11 DOB: 07/26/2009

Transportation Opt-Out ⓘ HS Grad Req eff 2023-24 (without personal finance)

Census > People > Payments

Related Tools ^

Enable Online Payment Account For

Student, Amber

Payment Start Date

Payment End Date

Select Columns: |||

Drag a column header and drop it here to group by that column

Payment Date ↓	Item	Payment Reference Number	Department	Location	Status	Amount
<input type="text" value="month/day/year"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
09/10/2025 07:23 AM	2025-26 AHS - PSAT Registration		General Product	Office	Completed	18.00
09/03/2025 06:16 PM	2025-26 Device Protection Plan		General Product	Office	Completed	25.00
08/15/2025 02:12 PM	2025-26 AHS - Parking Permit - AHS - Full Year Parking Permit		General Product	Office	Completed	170.00
	2024-25 AP					

1 - 7 of 7 items

*Census Payments*

## Available Tool Rights

R	W	A	D
<ul style="list-style-type: none"> <li>• Access and view the Payments tool.</li> <li>• Review the list of payments made for the individual.</li> <li>• Select which columns display for the payments.</li> <li>• Modify the Payment Start and End Dates to see a specific date range of payments.</li> <li>• Export list of payments to Xcel.</li> </ul>	<ul style="list-style-type: none"> <li>• Change the Enable Online Payment Account from On to Off, and vice versa.</li> </ul>	N/A	N/A
<b>Show Payment Amount</b>			
<ul style="list-style-type: none"> <li>• Displays the amount of the payment.</li> </ul>	N/A	N/A	N/A

## Suggested User Groups

- [Front Office Staff](#)

See [User Groups and Suggested Roles](#) for more information.