

# Make a Deposit (Surplus)

Last Modified on 10/22/2022 9:31 am CDT

**Classic View:** Student Information > General > Fees

**Search Terms:** Fees

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

## Note

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.

**Unpaid Fees : \$0.00**


Years to Print  
21-22 x

	Year	Household Max	Student Max
+	2020	800.00	450.00

**Payment**

**Payment Total \***

**Payment Date \***

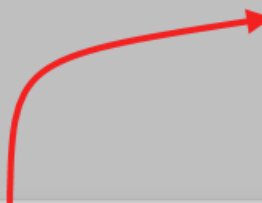
04/15/2021 

**Payment Method \***

**Comments**  
Maximum 255 characters

**New Fee Assignment**   **Make Payment**   **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 *mmdyyyyy* format.
4. Select a **Payment Method** from the dropdown list.
  - o **Cash**
  - o **Check** - enter a **Check #**
  - o **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 x

	Year	Household Max	Student Max
+	2020	800.00	450.00