

Record Household Fee Payments

Last Modified on 10/22/2022 9:43 am CDT

[Make a Payment](#)

Classic View: Census > Household > Fees

Search Terms: Fees

Fees can be paid one at a time or you can pay multiple fees with a single payment. You cannot use the Household Fees tool to pay more than the required balance.

Make a Payment

1. Click the **Make Payment** button at the bottom of the screen.

Result: The **Payment** panel displays all fees from all years for all household members for which a payment is needed.

Household Fees ★ Census > Households > Household Fees

Swallow Phone: (555)555-9736 Related Tools ^

Unpaid Payment

Payment Total * Payment Date * Payment Method *

Name	Fee	Due Date	Fee Balance	Payment Amount
Swallow, Sadaf (133157)	Annual Registration	03/02/2022	5.00	
Swallow, Sadaf (133157)	Chromebook Screen Repair	03/02/2022	80.00	
Swallow, Rupel (133159)	Annual Registration	03/02/2022	5.00	
Swallow, Rupel (133159)	Art	03/31/2022	10.00	
Total			100.00	0.00


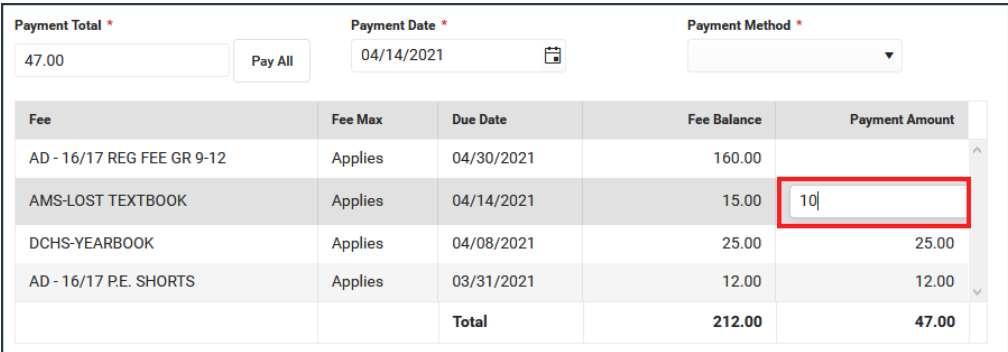
Comments
Maximum 255 characters

2. Enter a **Payment Date** in *mmd/yyyy* format.
3. Enter the amount of the payment using one of the following options.

Option	Description
Pay All	Click Pay All to populate this field with the total amount remaining to be paid.

Payment

Payment Total *

Option	Description
Payment Total	<p>The Payment Total field at the top of the panel allows you to enter the amount to be paid. If the total amount exceeds the Fee Assignment amount, the remaining amount is deposited as a surplus.</p> 
Payment Amount	<p>The Payment Amount column allows you to manually enter a unique value for each line. Campus automatically updates the Payment Total to match the values you enter.</p> 

4. Enter any **Comments** associated with the payment.
5. Select one of the following **Payment Methods** and complete the payment.

Payment Method	Description
Cash	Click the Make Payment button.
Check	The Check # field displays when you select this option. Enter the Check # then click the Make Payment button.
Surplus (Balance: \$XX.XX)	This option only displays if a surplus is available on the account. If the Amount you previously entered is higher than the available Surplus, Campus clears the Amount field and you must enter the Amount again. the Make Payment button. The Surplus Balance is reduced by the amount used to pay the fee.
Record Credit/Debit Card	If your district does NOT use Online Payments or a Desktop Card Reader, enter the Reference # then click the Make Payment button.
Process Credit/Debit Card (Card Swipe)	Complete these steps if you are using a Desktop Card Reader. ▶ Click here to expand...

Payment Method	Description
Process Credit/Debit Card (Manual Entry)	Complete these steps if you do not have a Desktop Card Reader. ▶ Click here to expand...
