

Auto-pay Fees with Surplus Balance (District Preference)

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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		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 ▼	