Campus Payments- <mark>for parents</mark>

We are now accepting payments for class fees, yearbooks, pictures, field trips, t-shirts, athletic fees via credit card. If you have not already signed up for the parent portal in IC, please do so, to utilize the campus payments system. Once you have registered through IC, you can then deposit money using the Infinite Campus app, logging on to infinite campus parent portal via desktop computer, or you can bring a card to your child's school to have the payment processed at the front office. We are still accepting cash or checks, but wanted to give the option of card payments as well. Please reach out to your school bookkeeper and/or teacher/sponsor if you have any questions.

To make a payment for a fee on your child's account:

1. Log in to IC
2. Click on the fees module
3. Click the checkbox next to the fee you wish you pay
4. Click on make a payment
5. Enter your payment information, and email to receive a receipt
6. Click submit payment

Campus Payments – <mark>for staff</mark>

We have purchased the campus payments portion of Infinite Campus which can be utilized to accept electronic payments for any fees for your class. If you have a trip, fee, anything you would normally collect money for using the Multiple Receipt Form coming up, please see your school bookkeeper to help get the fee set up in IC, where parents may have the option to pay the fee electronically or bring their credit card to the front office to pay. If you want to continue using cash/checks only, this is okay too. We just want to give parents as many options to pay as possible.

Once you have checked with your school BK, and the fee is created, you must assign the fee to students in your group following these instructions:

1. Log in to IC
2. Find the student in which you want to assign the fee
3. Click on the Fees tab on the top ribbon (if you do not see this, please call your BK as your rights will need changed)
4. Click on New Fee Assignment
5. Choose which fee you wish to assign the student
6. Make sure the amount shown is correct
7. Enter a due date for the fee (when you are going to stop collecting money)
8. Choose which Calendar year you are in
9. Enter whatever you would like to parent to see in the Comments section
10. Click save
11. Follow the above steps to enter the fee for each student in the group

To enter a fee for the entire grade level or an ad hoc group:

1. Log in to IC
2. On the side ribbon, click on fees wizard (if you do not have this option, please call your BK as your rights will need changed)
3. Create fee assignments, next
4. Choose a due date for the fee
5. Click on the fee you wish you to charge the grade level or ad hoc group
6. Select the current year calendar
7. Select the grade level or ad hoc filter
8. Preview to be sure all the students are included in the report that you want the fee added to
9. Click Run Wizard

To do list for <mark>front office staff</mark>- to swipe the card

1. When the parent comes in, ask them which child the payment is for and for what fee they are paying for
2. Log in IC
3. Find the student
4. Click on the fees module on your top ribbon (if you do not see this, please contact me to change your rights in IC)
5. Find the appropriate fee the parent is paying for from the list of student fees, there may only be one or there may be several
6. Click the checkbox to the left of which fee you want to swipe for
7. Click on make payment
8. Make sure payment date is correct
9. Enter the amount the parent wants to pay
10. Under Payment method, click on credit/debit card
11. Click on process, another box will pop up
12. Click the blue box "click to enable swipe", once the box changes to green and says "ready to swipe", swipe the card, their name should show up in the card box
13. Enter the zip code associated with card
14. Enter the parent email to be emailed a receipt
15. Click on submit payment

To do list for <mark>bookkeepers</mark>

To add a fee:

1. Login to IC
2. Under fees, click on fees
3. Click new
4. Add a name, amount, make sure your school is correct, fee type is which account the fee is going in, then click save.
5. If you do not see the account you need under fee type, contact me. (These are added under system admin, custom, attribute/dictionary, fee, fee type, dictionary. You will add a row and add the fee type you need, then click on save. Go back to the fees module and you should now see the correct fee type you just added.

To run a payment report to reconcile bank account:

1. Login to IC
2. Click on fees, reports, fee audit
3. Click on payments, then next
4. Select all accounts
5. Select current calendar
6. Select all students
7. Select payment date range of whatever month you are trying to reconcile
8. Show fee comments yes
9. Take to either PDF or excel and click run report

To run an assignment report to make sure your teacher has assigned the correct fees to the correct students and using the correct account:

1. Login to IC
2. Click on fees, reports, fee audit
3. Click on assignments, then next
4. Select all fees
5. Select the current calendar year
6. Select all students
7. Sort however you want to see it
8. Select either PDF or excel
9. Select Run report