

# Online Payments

The Online Payment screen shows all student Fees & Billing and Meal Service accounts. By default, the Account / New Deposits screen appears. Accounts with a negative balance will be highlighted in yellow.

## Account / New Deposits

The student's school, name, account name, and balance display on each line. Click the underlined account name to see transaction details. On the right, enter an amount to pay toward that account. Once you have entered all of the amounts you want to pay, click Proceed to Verification on the Tool Bar. After verifying that the amount is correct, click Proceed to PayPal and complete the checkout process with your PayPal account. Do not close the SIS-K12 window before your transaction has processed or it may not credit to your child's account properly. There is a nominal fee associated with this process to cover PayPal's processing fees. The fee is based upon the deposit

Site	Student Name	Account	Account Balance	Deposit Amount
ZZNE	Barker, Max Paul	Meal Account	-0.80	
ZZMS	Barker, Debbie Eilene	Meal Account	0.10	
ZZHS	Barker, Jeanne Marie	Meal Account	-2.65	
ZZHS	Barker, Jeanne Marie	<u>ATHL - Athletics</u>	-125.00	
ZZHS	Barker, Jeanne Marie	<u>LIBR - Library</u>	-2.00	
ZZHS	Barker, Michelle Kay	Meal Account	-5.60	
ZZHS	Barker, Michelle Kay	<u>LIBR - Library</u>	-50.70	

amount. If you do not have a PayPal account, PayPal allows you to make a limited number of payments without creating one using a credit or debit card. If you do not complete the checkout process and receive a receipt from PayPal, the payment will not be completed and student accounts will not be credited. Such transactions appear on the Transaction History screen as "Initiated."

## Transaction History

All online payment transactions for the school year appear on the Transaction History screen. The invoice number, date/time, parent name, deposit totals, and status appear in the grid. Click the + icon in the More column to see which specific student accounts were included in the transaction.

Depending on the payment method and other circumstance, the Status column will show one of four statuses:

**Initiated** – A payment has been started but has not yet completed. This could be that an e-check has not completed or that the user stopped after clicking Proceed to PayPal. E-checks take up to five business days to clear.

**Completed** – The payment has successfully completed and the student accounts have been credited.

**Denied** – The payment was denied by PayPal. You should have received an email from PayPal explaining the reason.

**Reversed** – The payment has been returned or refunded.

Site	Student Name	Account	Account Balance	Deposit Amount
ZZHS	Barker, Trenton	ATHL - Athletics	-6.00	6.00
ZZHS	Barker, Jeanne Marie	ATHL - Athletics	-133.59	133.59
Balance as of Academic Year 2015-16			-347.69	139.59
Transaction Total				139.59

You have chosen to deposit a total of 139.59 dollars.

If you want to proceed to a screen provided by PayPal to submit your eCheck or credit card information and complete this transaction select Proceed to PayPal. If not, select Go Back to Previous Screen.

More	Invoice #	▼Date/Time	Parent Name	User	Deposit	Serv. Charge	Trans. Total	Status
-	553	12/15/15 11:25 AM	Barker, Joe R		143.99	0.00	143.99	Initiated

  

Site	▲Student Name	Account Description	Deposit Amount
ZZHS	Barker, Jeanne Marie	ATHL - Athletics	133.59
ZZHS	Barker, Jeanne Marie	LIBR - Library	1.00
ZZHS	Barker, Trenton	ATHL - Athletics	6.00
ZZHS	Broman, Storme O	LIBR - Library	3.40