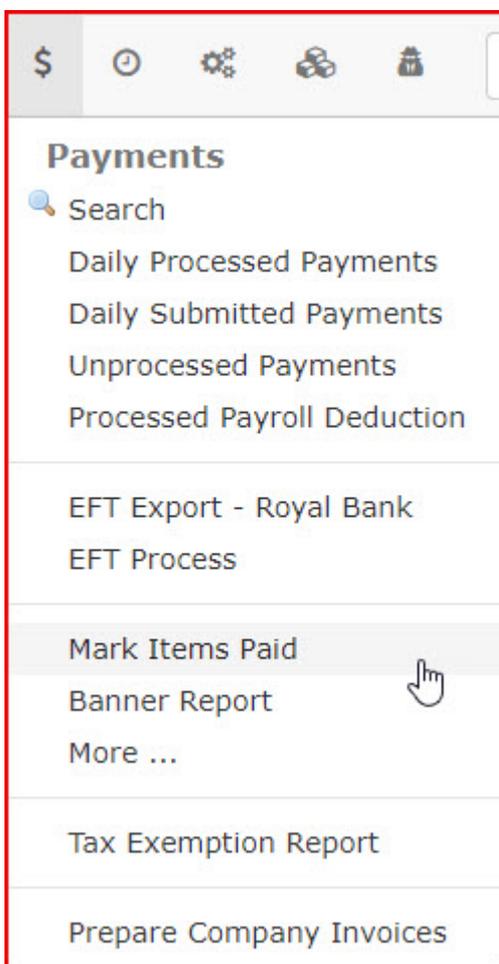


Mark Items as Paid

Marking Items Paid Menu Option

Hover over **Payments** and click **Mark Items Paid**



Select Items to Mark Paid

The **Mark Outstanding Items Paid** screen displays. You can select different parameters such as user type, item type and time period.

Mark Outstanding Items Paid

- Mark Paid for User Type:
- Full Time Student
 - Demo
 - Full Time Staff
 - Part Time Staff
 - Part Time Student
 - Exchange Student
 - Athletics Member

- Mark These Items Paid:
- Lockers
 - Permits
 - Access Cards
 - Violations [Bulk by number](#)
 - Incidents [Bulk by number](#)

Previous to (and including):

Mark Selected Items as Paid

Mark These Items UnPaid: [Violations](#) [Bulk reversal by number](#)

As an example, this setting will mark all locker rentals for **Full Time Staff**, purchased before April 1st, 2018 as paid.

Mark Outstanding Items Paid

- Mark Paid for User Type:
- Full Time Student
 - Demo
 - Full Time Staff
 - Part Time Staff
 - Part Time Student
 - Exchange Student
 - Athletics Member

- Mark These Items Paid:
- Lockers
 - Permits
 - Access Cards
 - Violations [Bulk by number](#)
 - Incidents [Bulk by number](#)

Previous to (and including):

Mark Selected Items as Paid

Mark These Items UnPaid: [Violations](#) [Bulk reversal by number](#)

Bulk Mark Violations Paid

In cases where violations have been sent for collection, the admin would get a list back from the collection agency as to what payment have been retrieved.

The admin would then be able to mark these violations as paid.

To do so click on **Bulk by Number** beside Violations.

Mark Outstanding Items Paid

Mark Paid for User Type: Full Time Student
 Demo
 Full Time Staff
 Part Time Staff
 Part Time Student
 Exchange Student
 Athletics Member

Mark These Items Paid: Lockers
 Permits
 Access Cards
 Violations [Bulk by number](#)
 Incidents [Bulk by number](#)

Previous to (and including): 

[Mark Selected Items as Paid](#)

Mark These Items UnPaid: **Violations** [Bulk reversal by number](#)

Enter the violations in the tool separated by a line return.

Keep in mind that you should not include the PIN with the violation number.

eg. 2-001345-**92** (92 is the PIN in this case)

BULK MARK VIOLATIONS PAID

Process Type:

Violation Paid Through Business Office ▼

Ticket Numbers:

List numbers,
one per line

2-001345
2-001346
2-001458|

Mark Listed Paid

[Close Window](#)

Select **Violations Paid Through Collection** from the drop-down list.

Click on **Mark Listed Paid** to complete the process.

BULK MARK VIOLATIONS PAID

Process Type:

Violation Paid Through Business Office ▾

Ticket Numbers:

Violation Paid Through Business Office

List numbers,
one per line

Violation Paid Through Collection

2-001458

Mark Listed Paid

[Close Window](#)

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