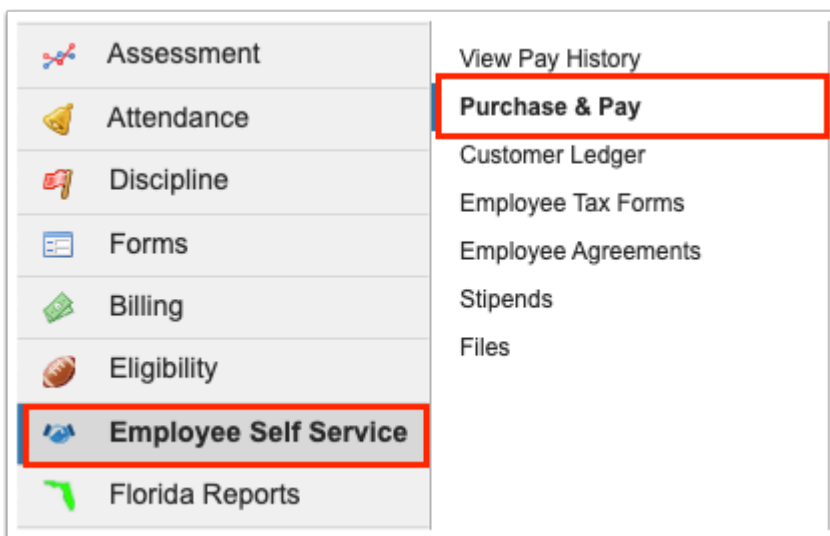


# Purchase & Pay

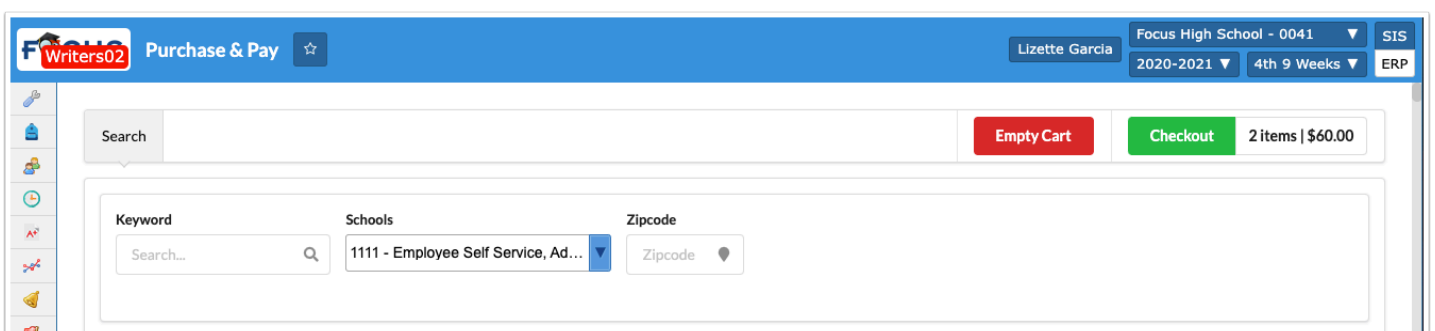
The Purchase & Pay module can be used to search for and purchase items as well as make donations. Users also have the option to pay for outstanding invoices via Purchase & Pay (if applicable).

## Purchase & Pay

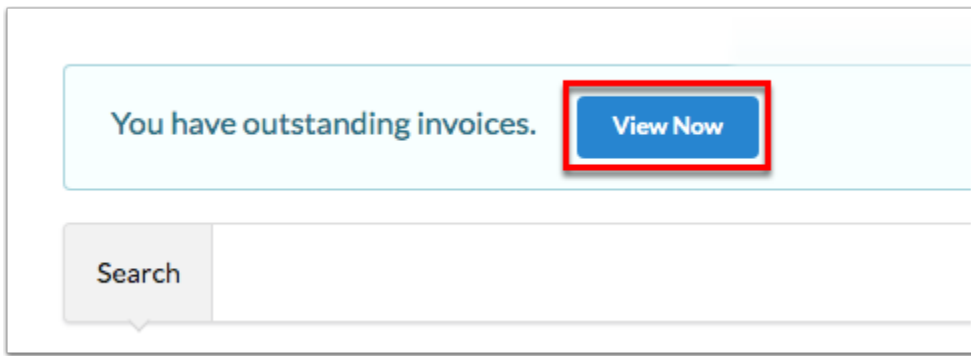
1. From the **Employee Self Service** menu, click **Purchase & Pay**.



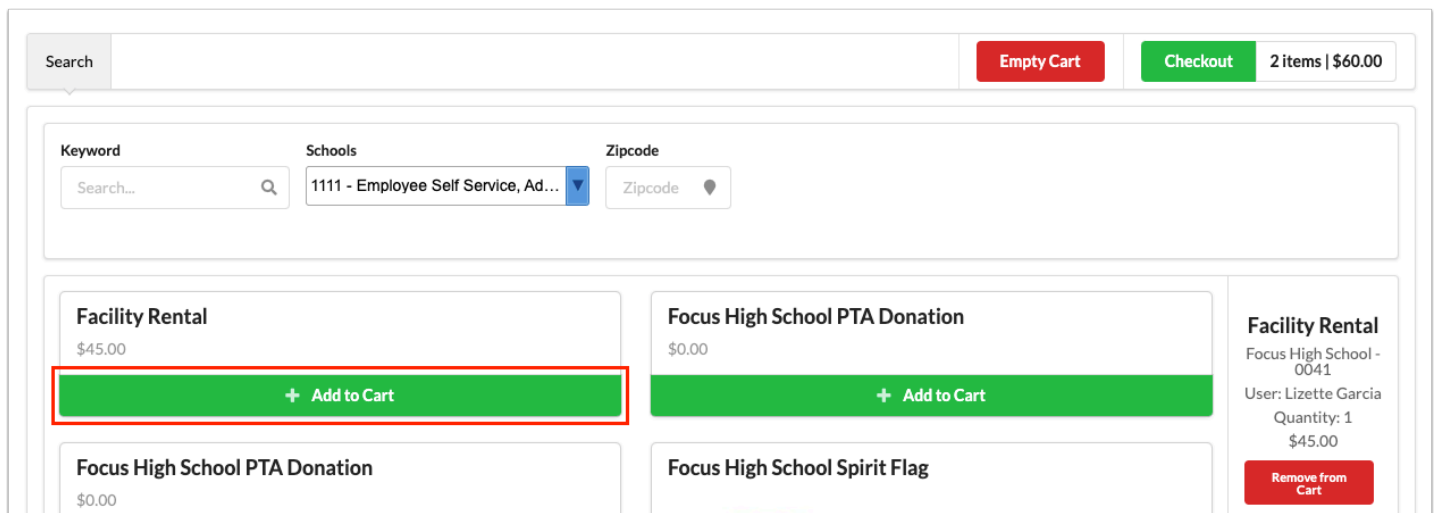
2. From the Search tab, conduct a search for the items you wish to purchase. The filters displayed depend on district settings.



**i** If you have outstanding invoices, click **View Now** to review and pay outstanding balances.



3. Enter a **Keyword**, such as school spirit.
4. Select the applicable **Schools** from which the items are being sold from the pull-down.
5. Enter your **Zipcode** to find items closest to you.
6. Review the items that matched your search criteria. When you find items that meet all of your needs, click **Add to Cart** to proceed with the purchase.



7. Once items have been added to the cart, you can remove items as needed before paying. To remove all items from the cart, click **Empty Cart**. To remove specific items from the cart, click the **Remove from Cart** button for the class.

Empty Cart

Checkout

2 items | \$60.00

Zipcode


Zipcode

Focus High School PTA Donation

\$0.00

+ Add to Cart

Focus High School Spirit Flag



Facility Rental

Focus High School - 0041

User: Lizette Garcia

Quantity: 1

\$45.00

Remove from Cart

Focus High School Spirit

8. Once items have been added to the cart, to pay click **Checkout**. The number of items added to the cart is displayed next to the Checkout button along with the cart total amount.

Search

Empty Cart

Checkout

2 items | \$60.00

Keyword

Search...

Schools

1111 - Employee Self Service, Ad...

Zipcode

Zipcode

Facility Rental

\$45.00

Focus High School PTA Donation

\$0.00

Facility Rental

Focus High School - 0041

9. In the Checkout, review your order, the items added, the Sub-total, and the Total to be collected.

Search

Empty Cart

Checkout2 items | \$60.00

Purchasing the following products:

Facility Rental

Focus High School - 0041

User: Lizette Garcia

Quantity: 1

\$45.00

Focus High School Spirit Flag

Focus High School - 0041

User: Lizette Garcia

Quantity: 1

\$15.00

Sub-total: \$60.00

Total to be collected: \$60.00

CancelContinue

**10.** If you are making a donation, enter the amount you'd like to donate in the provided text box.

Focus High School PTA Donation

Focus Elementary School - 0311

User: Lizette Garcia

Quantity: 1

30.00

**11.** Click **Cancel** to cancel the purchase. To proceed with the purchase, click **Continue**.

Search

Empty Cart

Checkout 2 items | \$60.00

Purchasing the following products:

**Facility Rental**  
 Focus High School - 0041  
 User: Lizette Garcia  
 Quantity: 1  
 \$45.00

**Focus High School Spirit Flag**  
 Focus High School - 0041  
 User: Lizette Garcia  
 Quantity: 1  
 \$15.00

Sub-total: \$60.00

Total to be collected: \$60.00

Cancel

Continue

**12.** If you have outstanding invoices, you can select the check box for the Invoice to include the outstanding amount in the total to be paid. Click the **More Details** button for the invoice item numbers, descriptions, prices, quantities, and more. Click Close to close the invoice details pop-up.

Please select the following unpaid invoices that you wish to pay at this time:

☐ **Invoice #5011**  
 04/16/2019 9:29pm  
 Unpaid Balance: \$10.00  
 Invoice #: 5011  
 Customer: Charles

More Details

Details for Invoice #5029

Item Number	Description	Price	Quantity	Related to
ASTLABFEE	AST LAB FEES	\$100.00	1	N/A

Outstanding Balance: \$100.00

Close

Sub-total: \$105.00

Total to be collected: \$105.00

Cancel

Continue

**i** If partial payments has been enabled by your district, you can enter the amount you'd like to pay towards the selected invoice. Note: If Convenience Fees apply, the fee will be recalculated based on the payment amount entered.

You have available invoices.

View Now

Search

Empty Cart

Checkout

0 items | \$0.00

Please select the following unpaid invoices that you wish to pay at this time:

☒ Store Product

06/05/2023 9:24am  
Unpaid Balance: \$98.00  
Due Date: 06/05/2023  
Invoice #: 341748  
Customer: JOSEPH GASTANETA

More Details

Subtotal: \$81.67  
Tax: \$16.33  
Total: \$98.00

Enter Payment Amount: 50

Convenience Fee: \$7.00  
Total to be Collected: \$57.00

Coupon Code

Apply Coupon

Cancel

Continue

13. Depending on the items added to your cart, upon clicking Continue, you may be required to enter the Shipping Address.

Search

Empty Cart

Checkout

1 items | \$750.00

Shipping Address

Please enter the address your items should be shipped to:

Street Address \*

Street Address (Line 2)

City \*

State \*

Zip Code \*

Sub-total: \$950.00  
Total to be collected: \$950.00

Cancel

Continue

Once your complete address is entered, the Address Suggestion will appear and can be selected to use which will update the address inputs upon selection.

Search

Empty Cart

Checkout 1 items | \$55.00

### Shipping Address

Please enter the address your items should be shipped to:

Street Address \*

Street Address (Line 2)

City / Town \*

3699 Gulf Blvd

St Pete Beach

State / Region \*

Zip / Postal Code \*

Country \*

FL/USA

Select Country

3699 GULF BLVD

ST PETE BEACH, us-fl 33706

Sub-total: \$75.00

Total to be collected: \$75.00

Cancel

Continue

Once entered, click **Continue**.

**14.** To complete your Checkout, enter your Card Number, the Name on Card, the Expiration date (MM/YYYY), and the CVC. As you enter card information, it displays on the card image example above.

### Checkout

Secure Payment Form

Card Number \*

Name on Card \*

Expiration \*

CVC \*

0000 0000 0000 0000

Charles B. Smith

09 / 2020

We accept: Visa, Mastercard

Sub-total: \$105.00

Total to be collected: \$105.00

Cancel

Complete Checkout

If applicable, enter your Electronic Check information as a payment option, which includes the Name of Bank, Name on Account, Account Type, Routing Number, and Account Number.

OR


**Pay by Electronic Check**

Name of Bank\*  Name on Account\*

Account Type\*  Routing Number\*  Account Number\*

Sub-total: \$950.00  
Total to be collected: \$950.00

**15.** Click **Cancel** to cancel the purchase. Click **Complete Checkout** to complete your purchase.





Name on Card\*  Expiration\*  CVC\*

Sub-total: \$105.00  
Total to be collected: \$105.00

**i** Once a purchase is made, you can still cancel the transaction for same day transactions from the [Customer Ledger](#) screen. When the transaction is cancelled, the schedule record is also removed.



Export:  		Filters: OFF					
Facility	Invoice Number	Invoice Date	Invoice Amount	Outstanding Balance	Transaction Number	Payment Date	Item
Center and Technical College	7260	04/05/2017 6:20 pm	404.00	0.00	70270	07/12/2017 12:00 am	CHARGE_ID
					70270	07/12/2017 12:00 am	APPLICATION FEE
					70270	07/12/2017 12:00 am	
Center and Technical College	12943	04/18/2017 1:12 pm	40.00	0.00	24853	04/18/2017 1:12 pm	S - \$40
Center and Technical College	16916	04/20/2017 2:33 pm	898.20	0.00	70270	07/12/2017 12:00 am	
					70270	07/12/2017 12:00 am	
					70270	07/12/2017 12:00 am	
					70270	07/12/2017 12:00 am	
					70270	07/12/2017 12:00 am	
					70270	07/12/2017 12:00 am	
Center and Technical College	16951	04/20/2017 2:49 pm	50.00	0.00	70270	07/12/2017 12:00 am	RSE_TEST
Center and Technical College	44509	08/16/2017 1:39 pm	1134.60	1134.60	91011	08/21/2017 12:00 am	
					91011	09/20/2017 12:00 am	
					91011	09/20/2017 12:00 am	
					91011	08/21/2017 12:00 am	
					91011	08/21/2017 12:00 am	
					91011	11/15/2017 12:00 am	
Center and Technical College	60653	07/30/2018 11:15 am	115.00	0.00	124784	07/30/2018 11:15 am	EE
					124784	07/30/2018 11:15 am	
					124784	07/30/2018 11:15 am	
					124784	07/30/2018 11:15 am	
					124784	07/30/2018 11:15 am	new fee