

# Mark Items as Paid

In some cases items that have been paid via external payment systems may need to be marked off as paid within OPS-COM. These include items paid through collections, items that you want to pay through charge-back to departments.

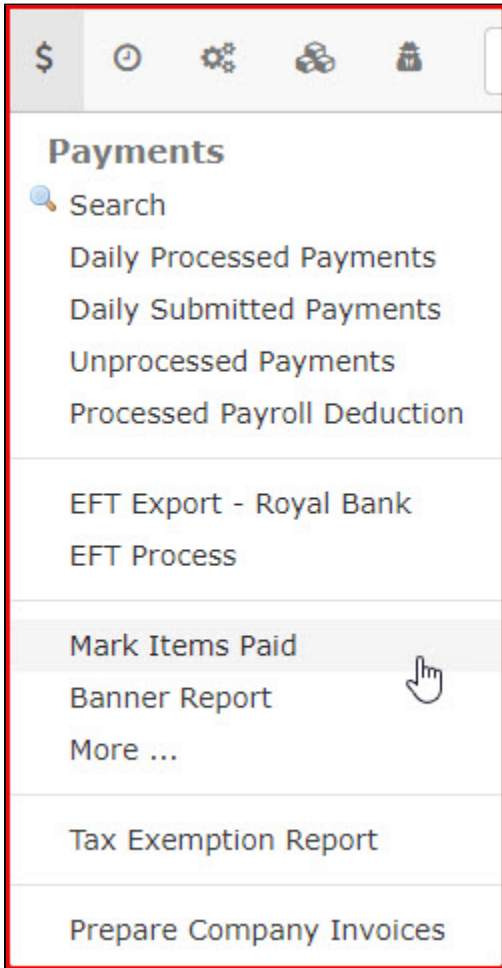
- [Marking Items Paid Menu Option](#)
- [Bulk Mark Violations Paid](#)
- [Mark Zero Dollar Permits as Paid](#)
- [Related Content](#)



- This process should be run on smaller groups of items.
  - It should not be used to bulk update all permits in the system as an example.
  - Overloading the tool can have unintended results.
- Items that are marked as paid using this tool will not show up on Daily Processed reports.
  - These items will be marked as "System Paid" and will show on the User History as such.
  - A comment will also be included "Administrator cleared violations (transfer to Business Office?)"
- To mark violations as paid, do not include the PIN found on the end of the ticket number. eg. TT-0001200-99

## 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

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**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](#)

### Mark Zero Dollar Permits as Paid

This feature is particularly effective in marking permits paid that are complimentary. In some cases clients do not charge for parking permits. In those cases the purchase of the permit occurs in the normal fashion however the admin must clear these zero dollar payments from the system to have the permit in a valid state. To do this select the user types you wish to bulk mark as paid. In our example all staff and students apply.

Then select permits from the list of items that can be bulk paid. Click on **Mark Selected Items as Paid** to complete the process.

## Mark Outstanding Items Paid

**Mark Paid for User Type:**

- Full Time Student
- Public User
- Full Time Staff
- Part Time Staff
- Part Time Student
- Resident 1
- Company Staff
- Company Executive
- ADA User
- Resident 2
- Physician
- New User
- Contractor

**Mark These Items Paid:**

- Lockers
- Permits
- Access Cards
- Violations Bulk by number
- Incidents Bulk by number

**Previous to (and including):**

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

## Related Content

- [Payroll Deduction Workflow](#)
- [Make Payments with a User Profile](#)
- [Cancelling a Violation](#)
- [Failed Payments Report](#)
- [Admin Side Payments](#)
- [Paying a Violation Anonymously on the Administrator Interface](#)
- [Setting Payment Types by User Type](#)
- [Permit Invoicing](#)
- [Appealing Parking Violations](#)
- [Electronic Fund Transfer Configurations](#)
- [Violations by Officer Report](#)
- [Payments and Transaction Flow](#)
- [Issuing a Plate Violation](#)
- [Issuing a Person Violation](#)
- [Managing Ticket Offence Items](#)



