



Charms Balance and Making Payments

2020-21 Band Fees (reduced from normal years)

- Marching Band Fee \$50
- Concert Band Percussion Fee \$35

To check your Charms Balance

- Log into the Student Area at <https://www.charmsoffice.com>
- Click on the "Parents/Students/Members" tab
- Our school code is "oshsband" and all Student Area passwords have been reset to the student's school ID#, which you can find in StudentVUE/ParentVUE
- **We had Charms reset all student area passwords to the student's ID#. You will be asked to create a new non-ID# password as soon as you log in. Please keep a record of the new password you create.*
- In the Student Area, click on the Finances icon...the round icon with the dollar sign in the top menu bar or there is an option in the main window as well.
- The top section is a **summary** of your balance for Trips, Fixed Payments (Band Fees), Fundraising Credit, Miscellaneous Ledger and the Charms Store. The "Balance" in the dark grey bar combines all these amounts to give you a **summary** of your overall balance.
- If you scroll down you will see individual sections for each of the items in the summary.

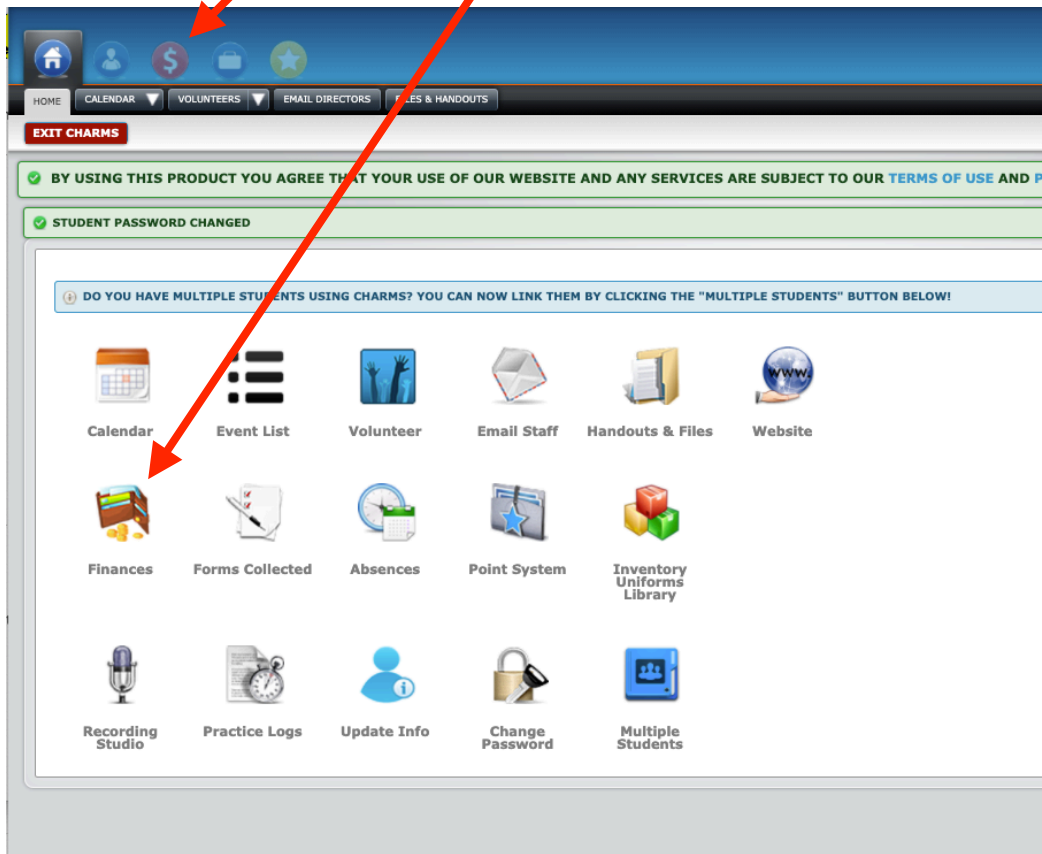
Making a Payment towards current **Band Fees (Fixed Payment)**

- To make a credit card payment for an unpaid Band Fee (**Fixed Payment**) click on button next to "PayPal" in the list then click the "Pay Fixed Payments" button. That will take you to PayPal and you can choose "Start Payment". You do not need to have a PayPal account to do this.
- Other options for payment:
 - Send a check in an envelope marked with the student's name to school and they must put it in the metal drop box in the back of the Band Room...*do not try to give to a director!*
 - Mail a check to the OS Band Boosters, P.O. Box 2904, Olathe, KS, 66063
 - Some combination of the above in conjunction with your earned fundraising credit. This will be done automatically if you have enough total credit to cover the amount of the balance.

Making a Payment towards a balance due in the **Miscellaneous Ledger**

- You will only have a balance due in the Miscellaneous Ledger if you had a balance due carry over from a previous year (Band Fees, Charms Store, etc).
- To make a credit card payment click the "Make Miscellaneous Payment" button. That will take you to PayPal and you can choose the amount you want to add to your ledger. You do not need to have a PayPal account to do this.
- Charms will automatically apply the credit to the balance in your Miscellaneous Ledger
- Other options for payment:
 - Send a check in an envelope marked with the student's name to school and they must put it in the metal drop box in the back of the Band Room...*do not try to give to a director!*
 - Mail a check to the OS Band Boosters, P.O. Box 2904, Olathe, KS, 66063
 - Some combination of the above in conjunction with your earned fundraising credit. This will be done automatically if you have enough total credit to cover the amount of the balance.

Once you are in the Student Area,
click on one of these



The screenshot shows the 'Student Financial Statement' page. At the top, there is a navigation bar with icons for Home, User, Finances, Mail, and Star. Below this is a menu with 'FINANCIAL STATEMENT' and 'EXIT CHARMS'. The main content area is titled 'Student Financial Statement' and contains a table with the following data:

Trip Ledger Balance Credit	0.00
Fixed Payments Due	50.00
Fundraising Balance Credit	0.00
Miscellaneous Balance Credit	0.00
Store Balance	\$ 0.00
TOTAL BALANCE DUE	\$ 50.00

Below the table, it says 'There are no scheduled trips for this student'. There is a blue button labeled 'Pay Fixed Payments'. Below this is a 'Student Fixed Payment Detail' table with the following data:

Paid Date	Item	Amt.	Paid By	Dep.
not paid	Marching Band Fees	50.00	PayPal	
Total Fixed Payments Due		\$50.00		
Total Fixed Payments Paid		\$0.00		
Total Unpaid Fixed Payments		\$50.00		

Below this table, it says 'There is no Fundraising Activity'. There is a blue button labeled 'Make Miscellaneous Payment'. Below this is a 'Student Miscellaneous Ledger Detail' table with the following data:

Date	Notes	Amt	Running Balance	Paid By	Dep. Num
9/12/2019	Txfer to fps - 2019-20 Concert Band Fee	-55.00	0.00	txfr	txfr
8/26/2019	Band Fee - CC Payment	55.00	55.00	Credit	
Total		0.00			

If this is red you have an
unpaid Band Fee

Click these to pay a Band
Fee by credit card

The Misc Ledger shows stuff
from previous years. Click the
blue button to use a credit
card to add credit to your
balance.