MARION TECHNICAL COLLEGE

PLANS AND PROCEDURES MANUAL

FOCUS PURCHASE AND PAY PROCESS

EFFECTIVE SCHOOL YEAR: 2023-2024

REVISED: FEBRUARY 2023

A DIVISION OF THE MARION COUNTY PUBLIC SCHOOLS
AN EQUAL OPPORTUNITY SCHOOL DISTRICT

MARION TECHNICAL COLLEGE
FOCUS PURCHASE AND PAY INSTRUCTIONS

Student Focus Portal – Purchase & Pay, Grades, 1098-T, Attendance

- Web Address: marion.focusschoolsoftware.com
    - Login: Local Student ID (850036 six-digit number assigned during the online application)
    - Password: 8 Digit Date of Birth (05031999)
        - Contact Karen Drew for ID email: Karen.Drew@marion.k12.fl.us call: 352-671-4134

FOCUS' Purchase & Pay module can be used to pay for outstanding invoices online.

1. **As** a student, from the menu, click **Purchase & Pay**.
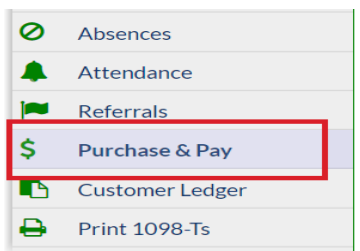
2. If you have outstanding invoices, click **View Now** to review and pay outstanding balances.
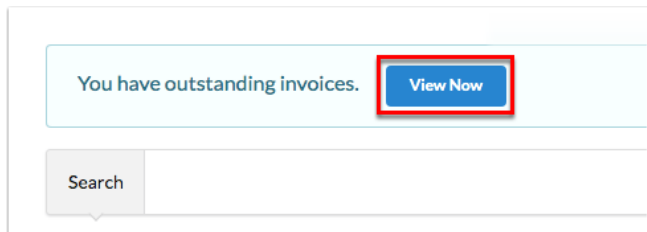
3. Select the Invoice(s) you wish to pay by clicking the box. Click the **More Details** button for the invoice item numbers, descriptions, prices, quantities, and more. Click Close to close the invoice details pop-up.
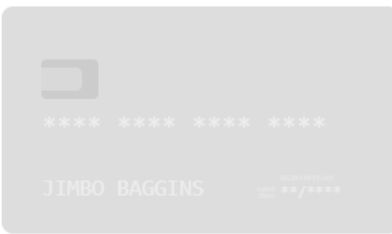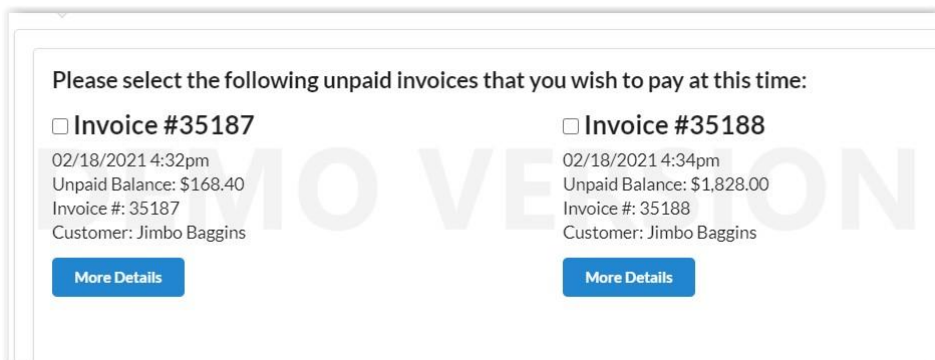

4. **Once** items have been added to the cart, you can remove items as needed before paying by unchecking them.
5. Once Invoices have been added to the cart, click **Continue**.

Sub-total: $168.40
Total to be collected: $168.40

Cancel   Continue

6. In the next screen **add** your **credit card** or **check** information and select **Complete Payment** to make the purchase or select **Cancel** to cancel your purchase.

🔒 Secure Payment Form

Pay by Credit Card

**** **** **** ****

JIMBO BAGGINS

First Name on Card *
Jimbo

Last Name on Card *
Baggins

Card Number *

Expiration *

CVC *

We accept: Visa, Mastercard, Discover, American Express

OR

Pay by Electronic Check

Name of Bank

Name on Account

Account Type

Routing Number

Account Number

Sub-total: $26.75
Convenience Fee: $0.54
Total to be collected: $27.29

Cancel   Continue

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

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

9. Once a purchase is made, you can still cancel the transaction for same day transactions from the Customer Ledger screen found on your menu screen. When the transaction is cancelled, the schedule record is also removed.

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	Tuition
Center and Technical College	12943	04/18/2017 1:12 pm	40.00	0.00	24853	04/18/2017 1:12 pm	Test Fee - TEAS - $40
Center and Technical College	16916	04/20/2017 2:33 pm	898.20	0.00	70270	07/12/2017 12:00 am	Tuition
					70270	07/12/2017 12:00 am	Tuition
					70270	07/12/2017 12:00 am	Tuition
					70270	07/12/2017 12:00 am	PRN-Lab-15
					70270	07/12/2017 12:00 am	Tuition
					70270	07/12/2017 12:00 am	Tuition
Center and Technical College	16951	04/20/2017 2:49 pm	50.00	0.00	70270	07/12/2017 12:00 am	NR_PTRACT_NURSE_TEST
Center and Technical College	44509	08/16/2017 1:39 pm	1134.60	1134.60	91011	08/21/2017 12:00 am	MEA-LAB-15
					91011	09/20/2017 12:00 am	TEAS-TES-50
					91011	09/20/2017 12:00 am	VOC Tuition
					91011	08/21/2017 12:00 am	CHARGE_ID
					91011	08/21/2017 12:00 am	VOC Tuition
					91011	11/15/2017 12:00 am	VOC Tuition
					91011	08/21/2017 12:00 am	APPLICATION FEE
Center and Technical College	60653	07/30/2018 11:15 am	115.00	0.00	124784 [Cancel]	07/30/2018 11:15 am	AGE Tuition
					124784 [Cancel]	07/30/2018 11:15 am	TEST_FEE_AGE
					124784 [Cancel]	07/30/2018 11:15 am	new hourly fee
					124784 [Cancel]	07/30/2018 11:15 am	new daily fee 2
					124784 [Cancel]	07/30/2018 11:15 am	new fee

10. If purchased online, the receipt's Cashier displays as Online and provides Payment type.