



**MARION TECHNICAL COLLEGE**  
**PLANS AND PROCEDURES MANUAL**

**FOCUS PURCHASE AND PAY PROCESS**

**EFFECTIVE SCHOOL YEAR: 2024-2025**

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

# MARION TECHNICAL COLLEGE

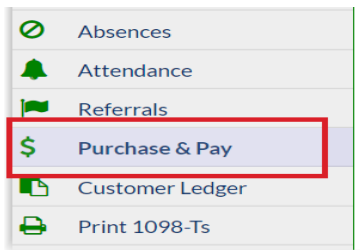
## FOCUS PURCHASE AND PAY INSTRUCTIONS

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

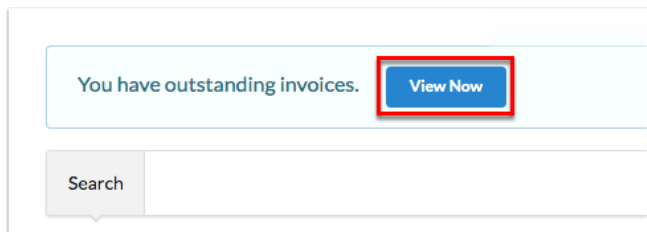
- Web Address: marion.focusschoolsoftware.com
  - Login: Local Student ID (850036 six-digit number assigned during the online application)
  - Password: 8 Digit Date of Birth (05031999)
    - Contact Shari Morris for ID email: [Shari.Morris@marion.k12.fl.us](mailto:Shari.Morris@marion.k12.fl.us) call: 352-671-7200 ext. 56854

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

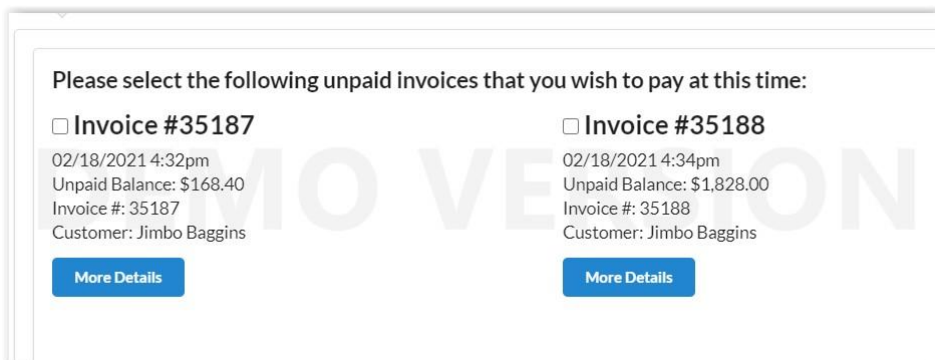
1. As a student, from the menu, click **Purchase & Pay**.



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

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**



First Name on Card \*  Last Name on Card \*

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

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-TE5-50
					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	12478	07/30/2018 11:15 am	AGE Tuition
					12478	07/30/2018 11:15 am	TEST_FEE_AGE
					12478	07/30/2018 11:15 am	new hourly fee
					12478	07/30/2018 11:15 am	new daily fee 2
					12478	07/30/2018 11:15 am	now fee

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

10/08/2019 1:53pm
Transaction # 11815



**Customer:** Charles [REDACTED]

**Student ID:** 108685

**Cashier:** Online

**Date Paid:** 10/08/2019

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Items	Amount
34524 new flat fee for 9900001 Adult Basic Education Mathematics (from Invoice #4827)	25.00
34234 tution for 9900001 Adult Basic Education Mathematics (from Invoice #4827)	125.00
<b>Total:</b>	150.00

Payments	Amount
Payment - Credit Visa - 1111	150.00
<b>Total:</b>	150.00
<b>Tendered:</b>	150.00
<b>Change:</b>	0.00
<b>Outstanding Balance:</b>	0.00