

# Fee management

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# Add extra fee

Add extra fee allows for addition of a student's fee as follows:

- 1) On the search field, search for a student by name or matricule
- 2) Enter student's name or matricule
- 3) Once the student's name and matricule appear, across the name is a button Add fee.
- 4) Click on Add fee
- 5) Enter the amount in the first field; click the drop-down in the second field and select the year for which you wish to add the student's fee.
- 6) Click save. Once done, click back. Then you are good to proceed to the next student.

# Add fee discount

Add fee discount allows for the addition of a discounted fee for a student:

- 1) On the search field, search for a student by name or matricule
- 2) Enter student's name or matricule
- 3) Once the student's name and matricule appear, across the name is a button Add fee discount
- 4) Click on Add fee discount
- 5) Enter the amount in the first field; click the drop-down in the second field and select the year for which you wish to add fee discount for the student.
- 6) Click save. Once done, click back. Then you are good to proceed to the next student.

# Extra registration fee

Allows for the addition of an extra registration fee for students that were not initially at the beginning of the class but came for another class and there is a need for them to pay an extra registration fee.

**Points to Note: Verify that all registration fee settings are complete across all levels for the current academic year before attempting to generate extra registration fees.**

- 1) Click on the button Generate for all; the extra registration fee for the students will be generated.
- 2) Click on the following format to get the data => copy, CSV, Excel, or download PDF.

# Record fee

The record fee (tuition) permits an amount the student brought as a fee to be recorded. Record fee as follows:

- 1) On the search field, search for a student by name or matricule
- 2) Enter student's name or matricule
- 3) Once the student's name and matricule appear, across the name is a button for fee collection.
- 4) Click on fee collection
- 5) From the drop-down on the field for bank, select the bank where payments were done.
- 6) Enter the amount in the amount field.
- 7) Enter the date for fee collection.
- 8) Reference number is optional.
- 9) Click Save.

**Points to Note: Avoid using the same reference number, and also ensure the fields that are **required (\*)** (amount and date) are supplied. Also, once a student's tuition fee has been fully collected. There is no possibility to record again** (student has already completed the fee).

- 9) The button next to fee collection => history gives a report of all collections/records for a given student.

# Collect registration fee

The collect registration fee permits an amount the student brought as a registration fee to be recorded. Record registration fee as follows:

- 1) On the search field, search for a student by name or matricule
- 2) Enter student's name or matricule
- 3) Once the student's name and matricule appear, across the name is a button to collect the registration fee.
- 4) Click on collect registration fee.
- 5) From the drop-down on the field for bank, select the bank where payments were done.
- 6) Enter the amount in the amount field.
- 7) Enter the date for registration fee collection.
- 8) Reference number is optional.

**Points to Note: Avoid using the same reference number if it must be supplied, and also ensure the fields that are required (\*) (amount and date) are supplied. Also, once a student's registration fee has been fully collected. There is no possibility to record again** (the student has already completed the registration fee).

- 9) The button next to fee collection => history gives a report of all collections/records for a given student.

# Print receipt

Print the student's receipt as follows:

- 1) On the search field, search for a student by name or matricule
- 2) Enter student's name or matricule
- 3) Click on print receipt.

# Daily reports

Records of all fees collected in a given day or select range for days .

- 1) Select the date for which you need to see the report.
- 2) Click refresh
- 3) Click any of the formats to get the data, e.g., copy, CSV, Excel, Download PDF.



# Completed fees

Reports students in a given class that have completed their fees for a given academic year.

- 1) Select school
- 2) Select department
- 3) Select program
- 4) Select class
- 5) Select academic year
- 6) Select campus
- 7) Then click "Filter," and the report will be displayed.
- 8) Click on "Download Excel" at the top left of the displayed report

# Uncompleted fees

Reports students in a given class that have not completed their fees for a given academic year.

- 1) Select school
- 2) Select department
- 3) Select program
- 4) Select class
- 5) Select academic year
- 6) Select campus
- 7) Then click Filter and the report will be displayed.
- 8) Click on "Download Excel" at the top left of the displayed report

# Fee drive

Reports students in a given class that have not paid up to a given amount of their fees to be sent home to make sure they complete their fees:

- 1) Select school
- 2) Select department
- 3) Select program
- 4) Select class
- 5) Select academic year
- 6) Enter minimum amount—the least amount is expected for the student to have paid to be in class, **e.g., if the amount for the fee drive is 250,000frs, any student that has not paid up to that amount will be those for the fee drive.**
- 7) Then click "Filter," and the report will be displayed. At the top left of the report, download the Excel.

# Fee situation

Reports data for students with completed and uncompleted tuition fees.

1) Select year

2) Select campus

3) Select Class

4) Click Get

5) Download the Excel file of the displayed report at the top left or print the displayed report at the bottom of the letterhaed.

# Registration fee situation

Reports data for students with completed and uncompleted registration fees.

1) Select year

2) Select campus

3) Select Class

4) Click Get

5) Download the Excel file of the displayed report at the top left or print the displayed report at the bottom of the letterhead.

# Combined fee situation

Reports data for students with both completed and uncompleted tuition and registration fees.

1) Select year

2) Select campus

3) Select Class

4) Click Get

5) Download the Excel file of the displayed report at the top left or print the displayed report at the bottom of the letterhead.

# MOMO fees payment

Report on payments of fees by students of a given academic year through mobile money.

- 1) Select academic year
- 2) Click download
- 3) The download excel file in your downloads, and you can view the report from there.

# Fees Clearance

This is applicable for students with completed fees records

- 1) Search for the student's name or matricule number.
- 2) Click the button "fee clearance."
- 3) The fee clearance appears. At the top left, click the print button. Then you are good to go.



# Fee clearance report

This is a report on the fee clearance of students printed on a given date.

# Resit payments

Permits resit payment records for students of a given class, program, and department.

- 1) Select the semester to which the resit payment is open.
- 2) Click the button "record payment."
- 3) Search for a student by name or matricule
- 4) Click the button "record payment."
- 5) Record amount and click "save."
- 6) At the middle right-click button, "print" to get a printout.
- 7) Across the resit semester next to record payment is the button "report," which gives a summary of the recorded resit payments.