

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.

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