How To Manually Register A Payment Of A Fee Against A Student

Manually registering a payment in CrownSIS ensures that all student fees are accurately tracked and recorded. Here’s a step-by-step guide on how to register a payment against a student's fee.

Step 1: Access the Billing and Fees Section

1. Log in to your CrownSIS account.
2. From the navigation menu, go to **Billing and Fees**.
3. Select the **Assign Fees and Request Money** sub-menu.

This will display a list of students and their respective fees.



Step 2: Receive Payment

1. Click on "Receive Payment":

- In the row corresponding to the student you wish to register a payment for, click the **Receive Payment** link.
- This will open a detailed view of all the unpaid fees assigned to that student.



1. # Adjust Fees with Student Deposit (Optional):

    - If the student has a deposit that you wish to use to adjust the fee, switch ON the **Use the deposit** toggle.



1. # Enter Payment Details:

    - Enter the **Amount Received** against each respective fee.
    - Select the **Payment Type** from the dropdown menu, which you have previously set up in the billing settings.



Step 3: Finalize and Save the Payment

- Once you’ve entered all the payment details, review the information.
- Click on **Submit** to save the payment record.

By following these steps, you can efficiently register payments manually in CrownSIS, ensuring that all student fee records are kept up-to-date and accurate.

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