

How To Use The Deposit Functionality In CrownSIS

The deposit functionality in CrownSIS provides a streamlined way for students to manage scholarship funds, prize money, or other financial contributions by depositing these amounts into their CrownSIS accounts. These funds can then be used to settle fees assigned to them. Here's a step-by-step guide to using this feature.

Depositing Funds into a Student Account

**** For Students:****

1. Log in to the Student Portal:

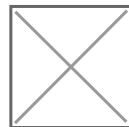
- Students must log in to their CrownSIS portal using their credentials.

2. Navigate to the Billing Section:

- Go to **Billing and Fees** in the main menu.
- Select **Fees and Charges** from the dropdown.

3. Initiate Fund Deposit:

- Locate and click the **Fund Deposit** button.



4. Enter Deposit Details:

- Enter the amount to be deposited.
- Provide a brief description for the fund (e.g., "Inter-School Chess Competition prize money").



5. Complete Payment:

- Fill in the card details in the payment form.
- Submit the form to complete the deposit process.



6. **Confirmation:**

- Once submitted, the deposited amount will be credited to the student's CrownSIS account balance.

For School Administrators:

1. **Log in to the Admin Portal:**

- Administrators must log in to their CrownSIS admin profile.

2. **Navigate to the Billing Section:**

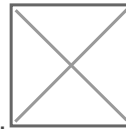
- Go to **Billing and Fees** in the main menu.
- Select **Assign Fees and Request Money** from the dropdown.

3. **Select a Student:**

- From the list of students, select the student on whose name you wish to deposit funds.

4. **Access the Student's Ledger:**

- The student's ledger screen will appear.



- In the top right corner, click on **Fund Deposit**.

5. **Enter Deposit Details:**

- Enter the amount to be deposited.
- Fill in the payment method, deposit date, fund source, and funding reason.



6. **Submit the Deposit:**

- Click on **Submit**, and the amount will be added to the student's fund deposit.

Using Deposited Funds to Settle Fees

1. **Assigning Fees to the Student:**

- The admin assigns a fee to the student through the **Assign Fees and Request Money** option in the Billing and Fees section.

2. **Adjusting the Fee with Deposited Funds:**

- The admin navigates to the assigned fee for the specific student.

- Click the **Receive Payment** button for the fee.



3. **Activate the Deposit Adjustment:**

- In the payment form, switch on the **Use Deposit** toggle.
- Submit the form to deduct the fee amount from the student's deposited balance.



4. **Confirmation:**

- The fee will be marked as settled, and the deposited balance will be updated accordingly.

By leveraging the deposit functionality in CrownSIS, students and administrators can simplify financial transactions, ensuring a seamless and transparent process for managing educational expenses.

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