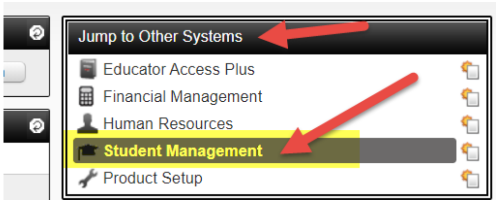
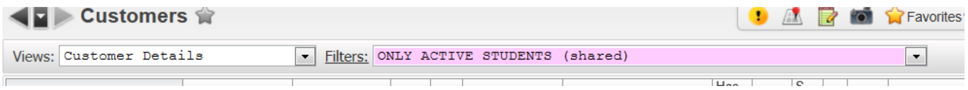
FEE MANAGEMENT

ADDING A RECEIPT TO COLLECT PAYMENTS

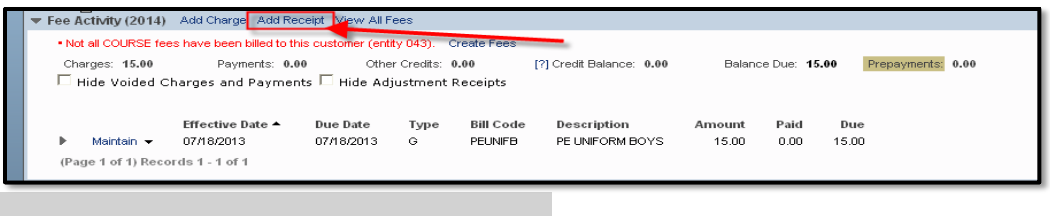
1. From your Skyward home page, select **STUDENT MANAGEMENT**



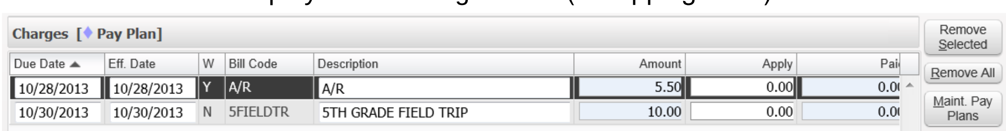
Click on Administration>FeeManagement>Customers
Make sure your filter is set to ONLY ACTIVE students



2. Enter last name or Student ID # to locate student on the list, expand the **Fee Activity** area and click on **Add Receipt**



3. Verify the student name is correct
4. All student fees will display in the Charges area ("Shopping Cart").

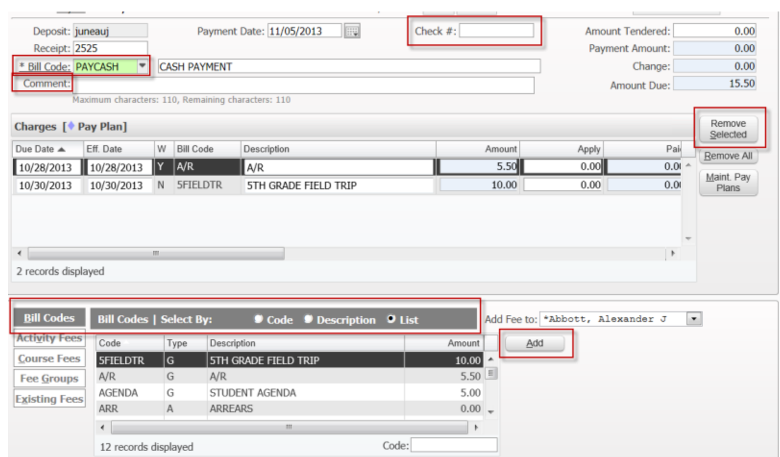


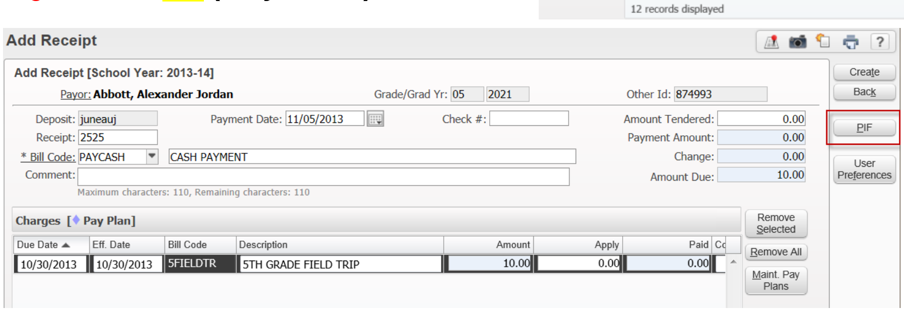
5. Select the **BILL CODE** for the "**Payment Type**" *(Cash, Check, Money Order)* ***If check paying w/check: enter check number***

6. You may **ADD or REMOVE** fees to the CHARGES area according to the payment you are receiving.

7. Comments can be added if needed.

8. Verify that the fees listed in the charges (cart) area match with the amount of money you are receiving and click **PIF** **(*Pay in Full)**





9. A receipt will print to the screen. Verify the amount paid is correct.

Contact your bookkeeper or secretary at your campus if you need assistance or have questions.