

How to Enter a Fee in PowerSchool

Choose Student

Click on Fee Transactions under Administration

Under Create New Fee, Pull down to correct category

Start Page > Student Selection > Fee Transactions Irving School 20-21 Ye

Fee Transactions

STUDENT, ANOTHER FAKE 9 1 B IR

Create New Fee
 Bus Fee (Bus)
 IR Field Trip (10102101670051600002)
 IR Library (10102102225064000002)

Priority	Description	Charged	Adjust.	Fee	Paid	Balance	Transacti
Totals:				0.00	0.00	0.00	Distrib

Balance: Refu

[All Transactions](#) [Fee Balances](#)

Note: Credits are distributed across all outstanding fees based on fee type priority.

Complete the New Fee Transaction page, Click Submit

New Fee Transaction

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New Fee	IR Library
Category	10102102225064000002
Department	Library
Transaction Date	03/31/2021
Description	The Big Dog Book
Amount of Fee	10.00
Amount of Credit	
Payment Method	(Required for payment)
Payment Reference Number	
Course Number	

The Fee is now recorded and available for guardians to pay in the Parent Portal, the fee will go into the account that you chose when setting up the fee.

Fee Transactions

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✓ The changes have been recorded.

Create New Fee Balance: 10.00 Refund

Date	Course	Fee Type	Priority	Description	Charged	Adjust.	Fee	Paid	Balance	Transaction
03/31/2021		IR Library	1	The Big Dog Book	10.00	0.00	10.00	0.00	10.00	Payment
Totals:							10.00	0.00	10.00	Distribute

[All Transactions](#) [Fee Balances](#)