

# How to Enter a Fee in PowerSchool

Choose Student

Click on Fee Transactions under Administration

Under Create New Fee, Pull down to correct category

## Fee Transactions

STUDENT, ANOTHER FAKE 2 1 B IR

✓ Create New Fee

- Bus Fee (Bus)
- Chromebook Category 1 Repair (1280000000019000000)
- Chromebook Category 2 Repair (1280000000019000000)
- Chromebook Replacement (1280000000019000000)
- iPad Category 1 Repair (1280000000019000000)
- iPad Category 2 Repair (1280000000019000000)
- iPad Replacement (1280000000019000000)
- IR Field Trip (10102101670051600002)
- IR Library (10102102225064000002)

Complete the New Fee Transaction page, Click Submit

## New Fee Transaction

STUDENT, ANOTHER FAKE 2 1 B IR

New Fee Chromebook Category 1 Repair  
Category 1280000000019000000  
Department Technology  
Transaction Date 04/30/2021  
Description Broken Screen  
Amount of Fee 60.00  
Amount of Credit  
Payment Method (Required for payment)  
Payment Reference Number  
Course Number

Submit

The Fee is now recorded and available for guardians to pay in the Parent Portal. Once they pay, the fee will be deposited into the correct account.

## Fee Transactions

STUDENT, ANOTHER FAKE IR

✓ The changes have been recorded.

Create New Fee Balance: 70.00 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
04/30/2021		Chromebook Category 1 Repair	1	Broken Screen	60.00	0.00	60.00	0.00	60.00	Payment
					Totals:		70.00	0.00	70.00	Distribute

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

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