# How do I set fees and issue bills?

Add each fee and how much it is for each section, level or class, then issue the term's bills; parents see them under Fees.

1. Open **Money › Fees** and choose **Add fee** for each item (tuition, books, bus...).
2. On **Fees by class**, set how much each fee is for each section, and change it only where a level or class differs.
3. Optional items are billed only to students who take them: on **Fee list**, choose an optional fee's **take it** to choose who. Discounts are on the **Discounts** tab.
4. Open **Money › Bills** and choose **Issue bills**.
5. Choose the term and **Who to bill**. The button shows how many bills and the total before you issue them.

### Good to know

- Parents on the portal see the bill under **Fees** and can pay online where the school takes online payments.
- To record money paid at the office, open **Money › Payments** and choose **Record payment**.
- Who owes what is in **Money › Reports › Debtors**.
- A fee charged **Every month** (creche, bus) gets its own bill each month of a term, on the day set in **Settings › Money › Billing**. → /settings/money/billing
- To let a family pay in parts, open the bill and choose **Instalments › Split**, or tick several bills and choose **Instalments**. Reminders follow each part.
- A late fee and what students who join mid-term pay are set in **Settings › Money › Billing**.
- To print bills, choose **Print bills** for a class or level, or **Print** on one bill. They show how to pay.
- One payment for several children: **Money › Payments › Family payment**. Each child gets a receipt.