LinkSkool

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Linkskool guide for bursars

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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.

How do I confirm bank transfers from parents?

Parents can tell the school they paid by bank transfer, with a receipt or screenshot. The school checks it against the bank statement and confirms it before it counts.

1. Turn it on in **Settings › Money › Bank transfer**: switch on **Let parents pay by bank transfer**, tick the **Accounts shown to parents**, and choose **Save**.
2. Open **Money › Payments** and the **Waiting to confirm** tab. Each transfer shows the children, amount, date paid, reference and who sent it.
3. Choose **View proof** and check it against your bank statement.
4. Choose **Confirm**, then the account it went **Into** and the **Date received**; a receipt is issued. Or choose **Decline...** and give the reason.

Good to know

- The parent is told either way, and can send a declined transfer again.
- If you've brought your bank statement into **Accounts**, a transfer that matches a statement line says so.

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How do I hold results until fees are paid?

Turn on the fee hold in Settings and set how much a family can owe; families owing more see what to pay instead of the result.

1. Open **Settings › Money › Fee hold**.

2. Switch on **Hold results until fees are paid** and set **When the family owes more than** an amount (₦0 holds for any amount; brothers and sisters count together).

3. Choose **Save**. Families owing more than that see "Held until fees are paid", with **Pay**; the result opens as soon as they pay.

Good to know

- To lift the hold for one student, open their record, the **Fees** tab, and choose **Lift for this term**.
- On a published class result, the **Parents** list shows held families with what they owe.

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