1. Search for student from: Web Student\Administration\Fee Management\Customers



1. Once you’ve found your student, expand the arrow by the student’s name and then expand the arrow for “Fee Activity.” Click “Add Charge.”



1. An Add Charge dialogue box will open. Click the “Bill Code” link to bring up a last of Bill Codes.



1. Select the appropriate activity fee and then click the “Select” button.



1. Once all charges have been added, click the “Send to Charges Browse” button. This will load the bill code items into the charges portion.



1. At this point, you can edit the charges if necessary. Once you’ve completed any edits or modifications to the charge, click the “Create” button.

