

Dear Student Kindly follow the steps below on how to Create Invoice for Required Payments.

	Chart	JDENT INFORMATION MANAGEMENT SYSTEM { SIMS }
	Start Starting by opening the link <u>sims.rucu.ac.</u> Fill the username (S1234/0000/2023) an	Very Course Progress and Results
	password (Your surname in Capital letter as shown in right hand side picture.	Teaching Staff • View is of Stadents per Course • Publish Course Results • Track Students Progress/Reports • Password • • • • • • Payment Management • Configuration
	Homepage	RUAHA CATHOLIC UNIVERSITY[RUCU] STUDENT INFORMATION MANAGEMENT SYSTEM { SIN
2	After Login you will see this homepage then navigate to Payments section that is found on left side.	Cashboard Registration Registration Registration Registration SEMESTER I : NOT REGISTERED SEMESTER II : NOT REGISTERED SEMESTER II : NOT REGISTERED
		Dashboard
		Security Velcome
	Creating Invelop	Action Menu Invoice Details
	Creating involce	Name : Dash Board
		Create Invoice
	After clicking payments Section on your left	> Invoice List
	you will see create Invoice and Invoice list	Ell News
	section.	Security Commondation Payment
		✓ Other Payment
		Home / Payments / Manage Invoices
	Fee Structure.	
		Action Menu Student Fee Structure Invoice
	After clicking Create Invoice on your right	Reg# : RU/ Academic Year :
	your Right such as Programme and class,	Quick Notification Programme :* Eestructure
	Then press Preview Invoice button.	Prepayment/Advance Payment Class:* [Select Class]
		Accommodation Payment Preview Invoice
		✓ Other Payment
	✓ Q ✓ Ft	Quick Notification Avear : Class : First Year Type : NewCommer Fee Structure Programme :
	Create Invoice	Accommodation Payment State Items
	¥ 0	Other Payment 1 100 Tutton Fee 1.400,000,00
	After clicking preview invoice button, you	Image:
	can review your invoice you will see all the	4 105 Registration fee 25,000,00 5 106 Student identity card fee 5,000,00
	payments required then you can create	6 107 Student activity fee 15,000,00
	Invoice by clicking Create invoice button	Instrumentation Instrument
	tound at the bottom	

For more help Call: 0712 601 060 OR 0736 500 292 Press here to start: <u>sims.rucu.ac.tz</u>