

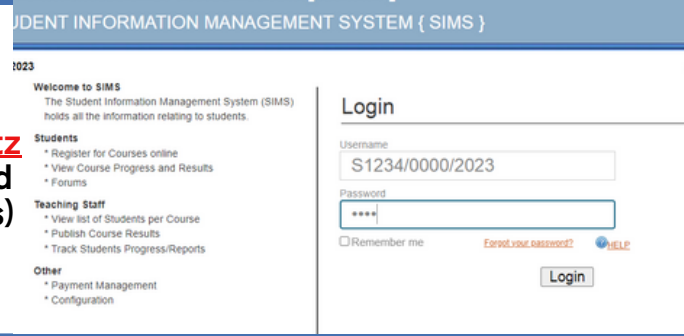


# Dear Student Kindly follow the steps below on how to Create Invoice for Required Payments.

01

## Start

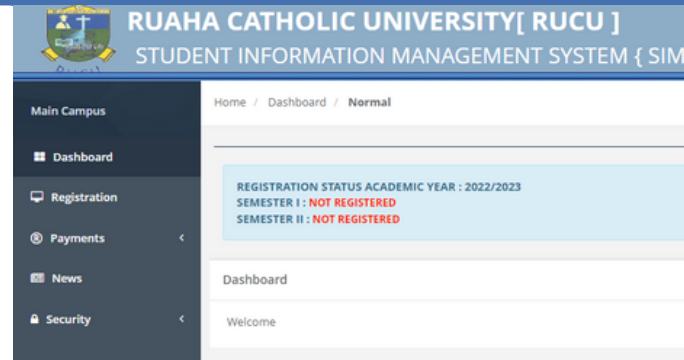
Starting by opening the link [sims.rucu.ac.tz](https://sims.rucu.ac.tz) Fill the username (S1234/0000/2023) and password (Your surname in Capital letters) as shown in right hand side picture.



02

## Homepage

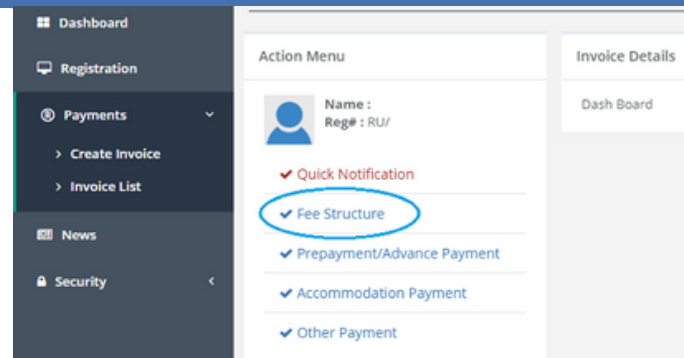
After Login you will see this homepage then navigate to Payments section that is found on left side.



03

## Creating Invoice

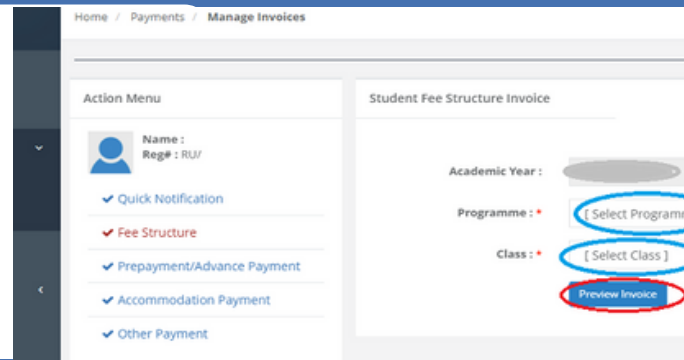
After clicking payments Section on your left you will see create Invoice and Invoice list navigate and click on Create Invoice section.



04

## Fee Structure.

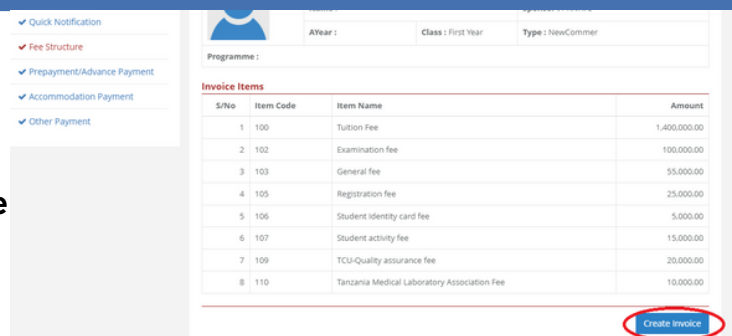
After clicking Create Invoice on your right select Fee Structure then fill the details on your Right such as Programme and class, Then press Preview Invoice button.



05

## Create Invoice

After clicking preview invoice button, you can review your invoice you will see all the payments required then you can create invoice by clicking Create invoice button found at the bottom



For more help Call: 0712 601 060 OR 0736 500 292  
Press here to start: [sims.rucu.ac.tz](https://sims.rucu.ac.tz)