

Creating Fees

Fees are just the Names of the Fee Receipt particulars, which you must define in the Fee's Masters menu. For example, In your School, if three different receipts are issued as shown in this sample [Fee structure](#) which has three receipts (Groups) i.e., Annual, Monthly and Term based on the payment mode, Annual receipt has three Fees Computer Fee, Management Fee, Special Development Fee, Monthly Receipt has one Component Tution Fee and Term receipt has Term Fee.

Then in the Fee Master we have to only define names of these Receipt components as shown in the below table

Sl.No.	Fee Name
1	Compute Fee
2	Management Fee
3	Special Development Fee
4	Tuition Fee
5	Term Fee

Step 1: Goto Masters , Click on Fee menu

For making Fee Payment you need to create fee.

1. Create Slabs in Masters - [KV Config](#).
2. Create Fee names in Masters - Fee.
3. Create Fee Group in [Masters - Fee Group](#).
4. Define Fee Amount in [Masters - Fee Amount](#).
5. Assign slabs for students in [Students Information - Student Slabs](#).
6. Make Fee Payment in [Admin Master - Fee Payment](#).

Step 2: Once you click on Fee menu in the masters, fee master will be opened as shown below.

click on **Add** button to add new fee. In the fee table it will show all the fee previously created.

Fee Master				
Sl.No.	Fee Name ↕	Fee Description	Account Number	Action
	<input type="text"/>			

 Add

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Step 3: Once you click on Add, Add/Edit Fee window will be shown as below

Add / Edit Fee Details

Fee Details

Fee Name*

Fee Description

Account Number

Add

Close

In the Add / Edit Fee Details dialog, you need to provide the details as show in the screen.

1. Enter the Fee Name.
2. Enter the Fee Description. Its not mandatory, for your specification you can enter the description.
3. Enter the Account number.

Finally, Click on **Add** button to create a fee. Once the data is saved you will see a ***Fee Successfully added message***. Repeat the above steps to add all the Fee in your School. Once all the fees are added click on **Close** button to close the Add/Edit window.

The Fee Master will look as shown below.

Fee Master				
Sl.No.	Fee Name 	Fee Description	Account Number	Action
1	BELT	General Fee	1234	 
2	BUS FEE	Annual Fee	1234	 
3	COMPUTER FEE	Annual Fee	1234	 
4	MANAGEMENT FEE	Annual Fee	1234	 
5	SPECIAL DEVELOPMENT FEE	Annual Fee	1234	 
6	TERM FEE	Term Fee	1234	 
7	TUTION FEE	Monthly Fee	1234	 
8	UNIFORM FEE	General Fee	1234	 

 Add


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Edit or Delete a record

You can edit and change the added record by clicking on Edit icon  in Action column.

You can delete the record if created duplicated or not required by clicking on delete icon  in Action column.

Note

You will not be able to delete fee once you assign [Fee Amount](#) to a given Fees.

Account Number Column is not used in SchoolAdmin Lite edition, you can give any positive number. It is only used in higher version of SchoolAdmin to know account wise fee collection details.

