

# Creating Fees Group

Goto Masters , Click on Fee Group menu

Declaration of Fee Group is required to group the [fees](#) on Annual , Term , Monthly , Custom basis. You can see Example [Fee structure](#).

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](#).  
Assign slabs for students in [Students Information - Student Slabs](#).  
Make Fee Payment in [Admin Master - Fee Payment](#).

Once you click on Fee Group menu in the masters, fee group master will be opened as shown below.

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

Fee Groups

Select Fee Group

Fee Group Type\*

--Select--

Fee Group Master

Sl.No.	Fee Group Name ↕	Alias ↕	Fee Slab ↕	Transport Slab ↕	Action
<div><div><div>+</div>Add</div><div><div>⏪</div><div>⏩</div><div>⏴</div><div>⏵</div><div>⏶</div><div>⏷</div></div></div>					

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

Add / Edit Fee Group Details

Set Fee Group Name

Fee Group Name\*

Alias

Set Fee Group Type

Annual

Term

Monthly

Custom

Daily

No. Months

☐

☐

☐

☐

☐

12

Application Fee

SCFLM Flag

Select Fee Slab

Fee Slab

Transport Fee Slab

--Select--

--Select--

Add

Close

**Fee Group with Fee Slab**

Add / Edit Fee Group Details

Set Fee Group Name

Fee Group Name\*
Monthly Fee

Alias
Monthly Fee

Set Fee Group Type

Annual
☐
Term
☐
Monthly
☒

Custom
☐
Daily
☐
No. Months
12

Application Fee
☐
SCFLM Flag
☐

Select Fee Slab

Fee Slab
NEW ADMISSION FEE

Transport Fee Slab
--Select--

Add
Close

Follow the below steps to create Fee Group.

1. Enter the Fee Group Name.
2. Enter the Alias name - this name will be printed in Fee payment receipts.
3. Select the [fee group type](#).
4. Select the fee slab.

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

## Fee Group with Transport Slab

Add / Edit Fee Group Details

Set Fee Group Name

Fee Group Name\*
Basweshwar nagar B

Alias
Bus Fee

Set Fee Group Type

Annual
☒

Term
☐

Monthly
☐

Custom
☐

Daily
☐

No. Months
12

Application Fee
☐

SCFLM Flag
☐

Select Fee Slab

Fee Slab
--Select--

Transport Fee Slab
BASAVESHWARNAGAR

Add
Close

Follow the below steps to create Fee Group.

1. Enter the Fee Group Name.
2. Enter the Alias name - this name will be printed in Fee payment receipts.
3. Select the [fee group type](#).
4. Select the transport slab.

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

## Fee Group with out Slab

Add / Edit Fee Group Details

Set Fee Group Name

Fee Group Name\*
General Fee

Alias
General Fee

Set Fee Group Type

Annual
☐
Term
☐
Monthly
☐

Custom
☒
Daily
☐
No. Months
12

Application Fee
☐
SCFLM Flag
☐

Select Fee Slab

Fee Slab
--Select--

Transport Fee Slab
--Select--

Update
Close

Follow the below steps to create Fee Group.

1. Enter the Fee Group Name.
2. Enter the Alias name - this name will be printed in Fee payment receipts.
3. Select the [fee group type](#).

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

**The Fee Group Master will look as shown below.**

**Fee Groups**

Select Fee Group 

Fee Group Type\* --Select--

Fee Group Master					
Sl.No.	Fee Group Name ↕	Alias ↕	Fee Slab ↕	Transport Slab ↕	Action
1	Basweshwar nagar Bus Fee	Bus Fee		BASAVESHWARNAGAR	
2	General Fee	General Fee			
3	N-Annual Fee	Annual Fee	NEW ADMISSION FEE		
4	N-Monthly Fee	Monthly Fee	NEW ADMISSION FEE		
5	N-Term Fee	Term Fee	NEW ADMISSION FEE		
6	R-Annual Fee	Annual Fee	RE-ADMISSION FEE		
7	R-Monthly Fee	Monthly Fee	RE-ADMISSION FEE		
8	R-Term Fee	Term Fee	RE-ADMISSION FEE		
9	Rajajinagar Bus Fee	Bus Fee		RAJAJINAGAR	
10	Vijaynagar Bus Fee	Bus Fee		VIJAYNAGAR	

+ Add

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**Info**

Fee Group pre fixed by N means New Admission Fee groups.

Fee Group pre fixed by R means Re Admission Fee groups.

## Filter on Fee Group Type

Select Fee group type from the list.

Fee Group Type\* ANUAL

--Select--  
 ANUAL  
 MONTHLY  
 TERM  
 ALL

You will see the fee group master table as shown below.

Fee Groups

Select Fee Group  
 Fee Group Type\* ANUAL ▼

Fee Group Master

Sl.No.	Fee Group Name ↕	Alias ↕	Fee Slab ↕	Transport Slab ↕	Action
1	Basweshwar nagar Bus Fee	Bus Fee		BASAVESHWARNAGAR	
2	N-Annual Fee	Annual Fee	NEW ADMISSION FEE		
3	R-Annual Fee	Annual Fee	RE-ADMISSION FEE		
4	Rajajinagar Bus Fee	Bus Fee		RAJAJINAGAR	
5	Vijaynagar Bus Fee	Bus Fee		VIJAYNAGAR	

Add

««
«

»
»»

## 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 create [Fee Amount](#).

Application Fee check box is explained in [Application Students](#).