Creating Fees Group

Goto Masters, Click on Fee Group menu

Declaration of Fee Group is required to group the <u>fees</u> on Annual , Term , Monthly , Custom basis. You can see Example <u>Fee structure</u>.

For making Fee Payment you need to create fee.

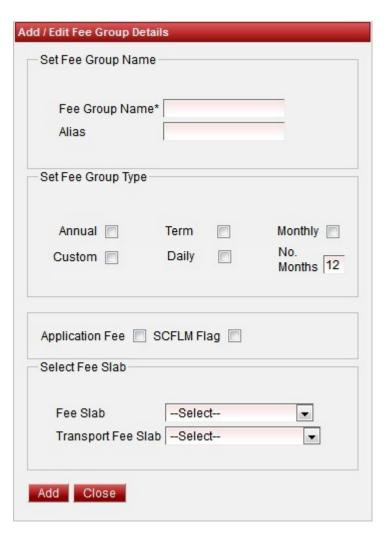
- 1. Create Slabs in Masters KV Config.
- 2. Create Fee names in Masters Fee.
- 3. Create Fee Group in Masters Fee Group.
- Define Fee Amount in <u>Masters Fee Amount</u>.
 Assign slabs for students in <u>Students Information Student Slabs</u>.
 Make Fee Payment in <u>Admin Master Fee Payment</u>.

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

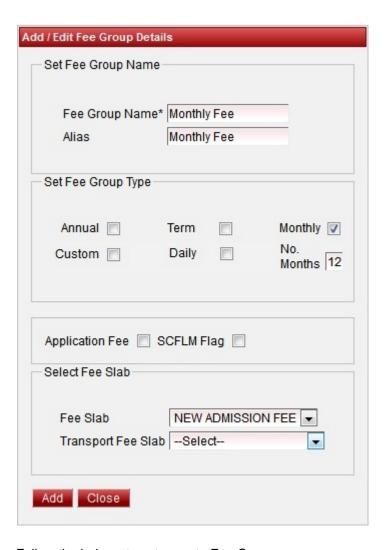
click on Add button to add fee group. In the fee group table it will show all the fee group previously created.



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



Fee Group with Fee Slab

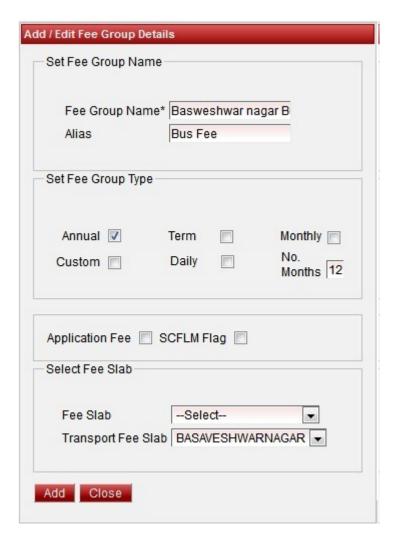


Follow the below steps to create Fee Group.

- 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

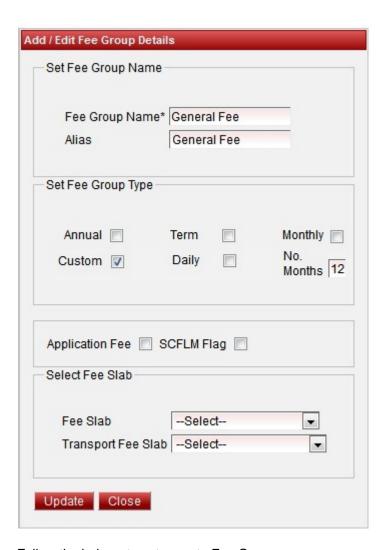


Follow the below steps to create Fee Group.

- 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

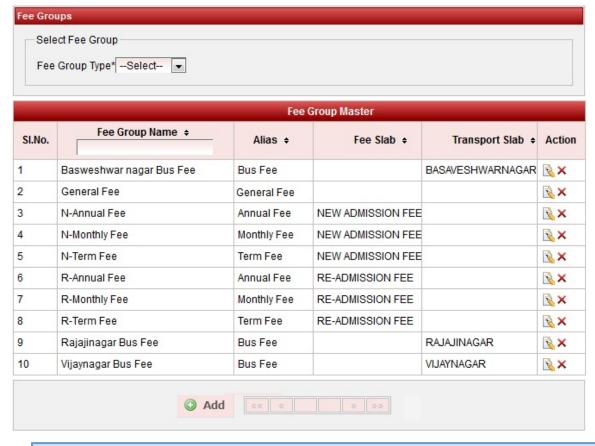


Follow the below steps to create Fee Group.

- 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.



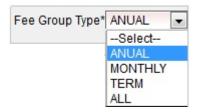
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Fee Group pre fixed by N means New Admission Fee groups.

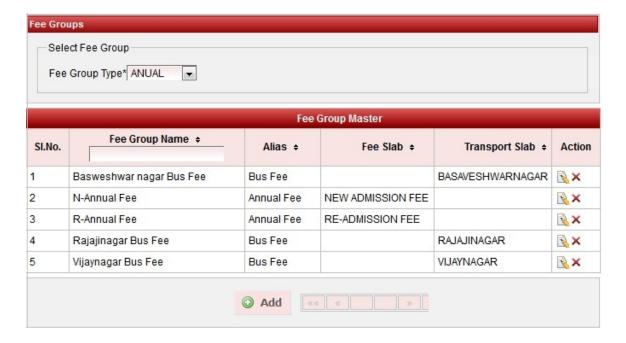
Fee Group pre fixed by R means Re Admission Fee groups.

Filter on Fee Group Type

Select Fee group type from the list.



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



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



Note

You will not be able to delete fee once you create Fee Amount.

Application Fee check box is explained in <u>Application Students</u>.