

# Creating Fee Amounts

Goto Masters , Click on Fee Amount menu

Declaration of Fee Amount is required for making student fee payment. You can make the fee payment only after defining fee amount here. You can see Example [Fee structure](#).

For making Fee Payment you need to create fee amount.

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](#).

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

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

SI.No.	Fee	Amount	Fee Group	Class	Action
<input type="button" value="Add"/> <input type="button" value="←←"/> <input type="button" value="←"/> <input type="button" value="→"/> <input type="button" value="→→"/>					

Once you click on **+ Add**, Edit Fee Amount Details window will be shown as below

Assign Fee

Fee\* --Select-- Fee Type\* ALL Fee Group\* --Select-- Amount 0.0

Select Class

Select All  Class  LKG  UKG  I Std  II Std  III Std  IV Std  V Std  VI Std  VII Std  VIII Std  XI Std  X Std

Steps to add Fee amount:

1. Select the fee for which you are adding amount.
2. Select the fee type. Here all means Custom fee.

3. Select the fee group.
4. Enter the fee amount.
5. Select the classes for which the amount is same.
6. Click on Add button. You will get **Added Successfully** message.

Define all the fee amount. This will be initial work of the start of the academic year.

Below is an example of creating **New Admission** Fee amount shown with respect to the [Fee Structure](#).

### **Annual Fee Amount**

1. Select fee name as Management fee.
2. Select fee type as annual.
3. Select the [fee group](#) as N-Annual Fee. It is a new admission fee amount.
4. Enter the amount as 1000.
5. New admission management fee amount is for class LKG to V, click on check box from LKG to V Std.
6. Click on Add button.

### **Monthly fee Amount**

1. Select fee name as Tution fee.
2. Select fee type as monthly.
3. Select the [fee group](#) as N-MonthlyFee. It is a new admission fee amount.
4. Enter the amount as 500.
5. New admission tution fee amount is for class LKG to V, click on check box from LKG to V Std.
6. Click on Add button.

**Edit Fee Amount Details**

Assign Fee

Fee\*  Fee Type\*  Fee Group\*  Amount

Month  Apr  May  Jun  Jul  Aug  Sep  Oct  Nov  Dec  Jan  Feb  Mar

Select Class

Select All  Class  LKG  UKG  I Std  II Std  III Std  IV Std  V Std  VI Std  VII Std  VIII Std  XI Std  X Std

**Term fee Amount**

1. Select fee name as Term fee.
2. Select fee type as term.
3. Select the [fee group](#) as N-Term Fee. It is a new admission fee amount.
4. Enter the amount as 1000.
5. New admission term fee amount is for class LKG to V, click on check box from LKG to V Std.
6. Click on Add button.

**Edit Fee Amount Details**

Assign Fee

Fee\*  Fee Type\*  Fee Group\*  Amount

Select Class

Select All  Class  LKG  UKG  I Std  II Std  III Std  IV Std  V Std  VI Std  VII Std  VIII Std  XI Std  X Std

**Custom fee Amount**

1. Select fee name as Uniform fee.
  2. Select fee type as all.
  3. Select the [fee group](#) as General. It is same for new admission and pre admission.
  4. Enter the amount as 800.
  5. Uniform fee amount for class LKG to X, click on check box from LKG to X Std.
  6. Click on Add button
- Repeat the same steps for defining other fee amounts.

**Edit Fee Amount Details**

Assign Fee

Fee\*  Fee Type\*  Fee Group\*  Amount

Select Class

Select All  Class  LKG  UKG  I Std  II Std  III Std  IV Std  V Std  VI Std  VII Std  VIII Std  XI Std  X Std

Once you add all the Fee amount. You can filter on Fee group or Fee name. As shown below,

## Filter on Fee Group

1. Select Fee Group Type.
2. Select Fee Group.
3. Click on **Find** button. Fee amount master gets filled as shown below.

**Fee Amounts**

Select Fee Group

Fee Group Type\* ANUAL Fee Group N-Annual Fee Fee Name --Select-- **Find** **Reset**

Fee Amount Master					
Sl.No.	Fee	Amount	Fee Group	Class	Action
1	SPECIAL DEVELOPMENT FEE	2500	N-Annual Fee	I Std	 
2	SPECIAL DEVELOPMENT FEE	2500	N-Annual Fee	II Std	 
3	MANAGEMENT FEE	1000	N-Annual Fee	LKG	 
4	MANAGEMENT FEE	1000	N-Annual Fee	UKG	 
5	MANAGEMENT FEE	1000	N-Annual Fee	I Std	 
6	MANAGEMENT FEE	1000	N-Annual Fee	II Std	 
7	MANAGEMENT FEE	1000	N-Annual Fee	III Std	 
8	MANAGEMENT FEE	1000	N-Annual Fee	IV Std	 

The table is restricted to 8 rows.

## Filter on Fee Group - Fee Name

1. Select Fee Group Type.
2. Select Fee Group.
3. Select the Fee name.
4. Click on **Find** button. Fee amount master gets filled as shown below.

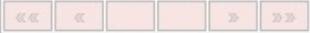
**Fee Amounts**

Select Fee Group

Fee Group Type\* ANUAL Fee Group N-Annual Fee Fee Name SPECIAL DEVELOPMENT FEE

Find Reset

Fee Amount Master					
Sl.No.	Fee	Amount	Fee Group	Class	Action
1	SPECIAL DEVELOPMENT FEE	2500	N-Annual Fee	I Std II Std LKG UKG III Std IV Std V Std	 

 Add 

**Info**

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

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

**Edit or Delete a record**

You can edit and change the added amount only 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 make [Fee payment for the students.](#)