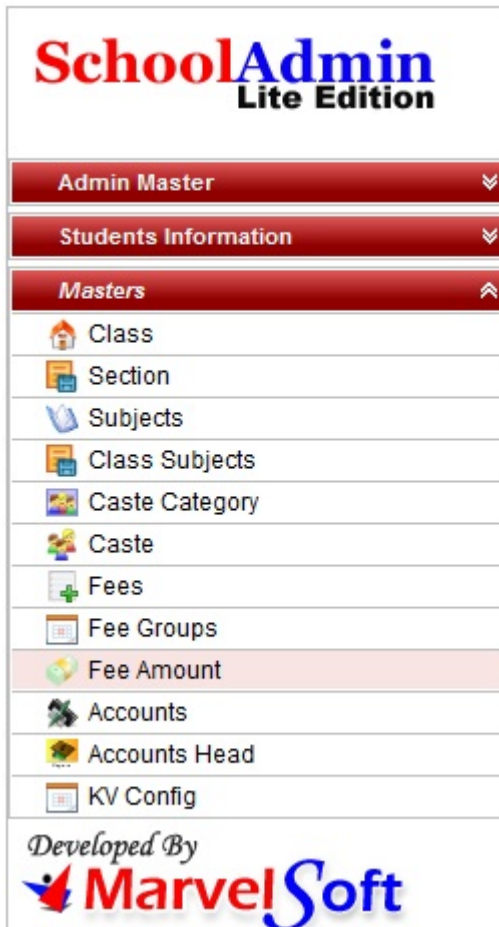# Creating Fee Amounts

**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.
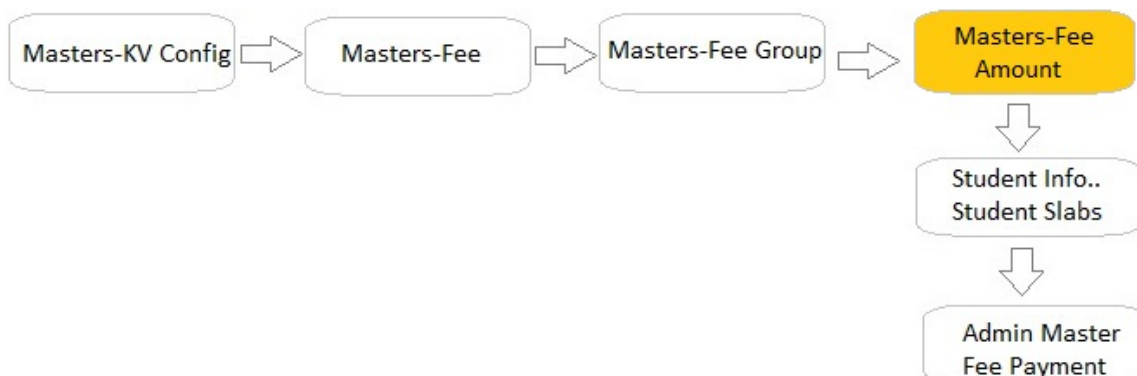


**Once you click on Fee Amount menu in the masters, fee amount master will be opened as shown below.**

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



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



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 <u>fee group</u> 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.



**Term** *fee Amount*

1. Select fee name as Term fee.
2. Select fee type as term.
3. Select the <u>fee group</u> 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.

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.



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.



| SI.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.



> **ℹ️ 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.

> **ℹ️ Note**
>
> You will not be able to delete fee once you make Fee payment for the students.