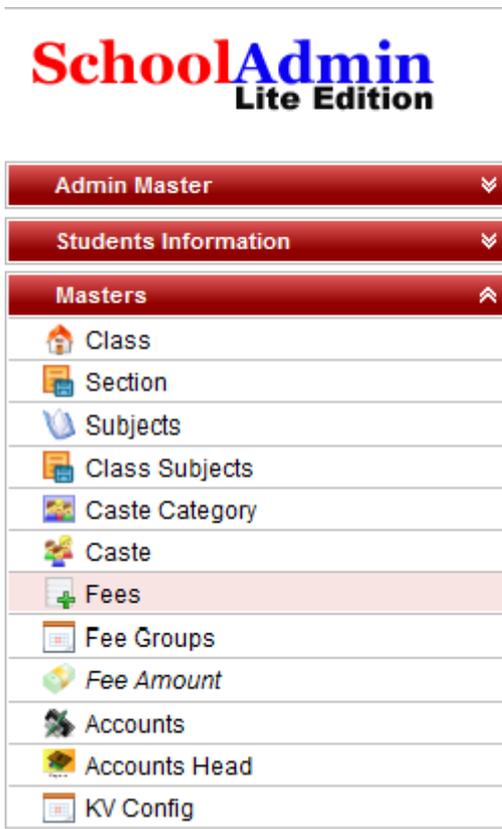


# Creating Monthly Fee structure

## Create Fee Name

Step 1: Go to Masters Click on Fee Create FEE name Called Tuition



Step 2: Click on Fees, the Fee Master will open.

Sl.No.	Fee Name ↕	
1	BUS FEE	
2	COMPUTER FEE	
3	M G T	
4	S D F	
5	SPEC FEE	
6	SPORT FEE	
7	MED FEE	

[+ Add](#)

Step 3: Click on + button, the Add/Edit Fee details window will open.

Enter Fee Name\* TUITION FEE,

Enter Fee Description

Enter Account Number, It is the Fee Account no which is used to maintain Monthly Fee.

**Add / Edit Fee Details**

Fee Details

Fee Name\*

Fee Description

Account Number

#### Step 4: Click Add Button to save the Fee Name

Tuition fee Added Successfully will display and tuition fee record is created

#### Step 5: Update and Delete Fee Name

Fee Master		
Fee Description	Account Number	Action
	0	 
	0	 
	0	 
	0	 
	0	 
	0	 
	0	 
Monthly Tution fee	1	 

At the right side of the each fee records we can find the Edit  and Delete  icons.

Click Edit button to edit Fee record.

**Add / Edit Fee Details**

Fee Details

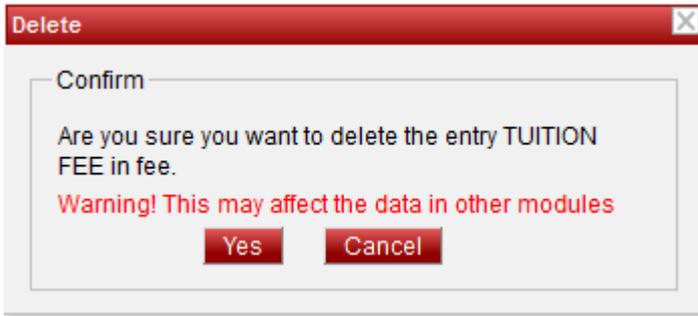
Fee Name\*

Fee Description

Account Number

Click on update button to save the changes.

Click on Delete button to Delete the record.

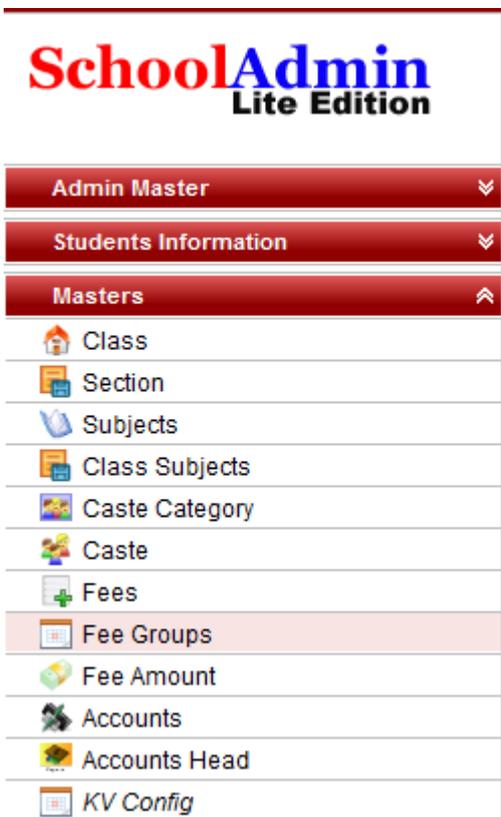


Click on Yes to Delete the Fee record and Cancel to Cancel the deletion.

**Note:** Don't Edit Fee Name after assigning fee amount to this Fee.

## Create Monthly Fee Group

**Step 1: Go to Master Click on Fee Group to Create Monthly Fee Group**



**Step 2: Click on Fee Groups the Fee Group Master will open.**

**Fee Groups**

Select Fee Group

Fee Group Type\* --Select--

Fee Group Master			
Sl.No.	Fee Group Name ↕	Alias ↕	Fee Slab ↕
1	N-I-INST	Admission fee	INSTALLMENT
2	N-II-INST	Admission fee	INSTALLMENT
3	N-III-INST	Admission fee	INSTALLMENT
4	N-IV-INST	Admission fee	INSTALLMENT
5	VIJAYNAGAR	Bus fee	

**Step 3: Click on + ADD button the Add/Edit window will open.**

Enter the Fee Group Name\* MONTHLY FEE

Enter Alias Name Tuition Fee, It is receipt name print on the receipt.

Set the Fee Group Type Monthly and enter the No of Months 12

**Add / Edit Fee Group Details**

Set Fee Group Name

Fee Group Name\* MONTHLY FEE

Alias TUTION FEE

Set Fee Group Type

Annual  Term  Monthly  No. Months

TDS  Custom  Daily  12

Application Fee  SCFLM Flag

Select Fee Slab

Fee Slab --Select--

Transport Fee Slab --Select--

Bus Slab --Select--

Hostel Slab --Select--

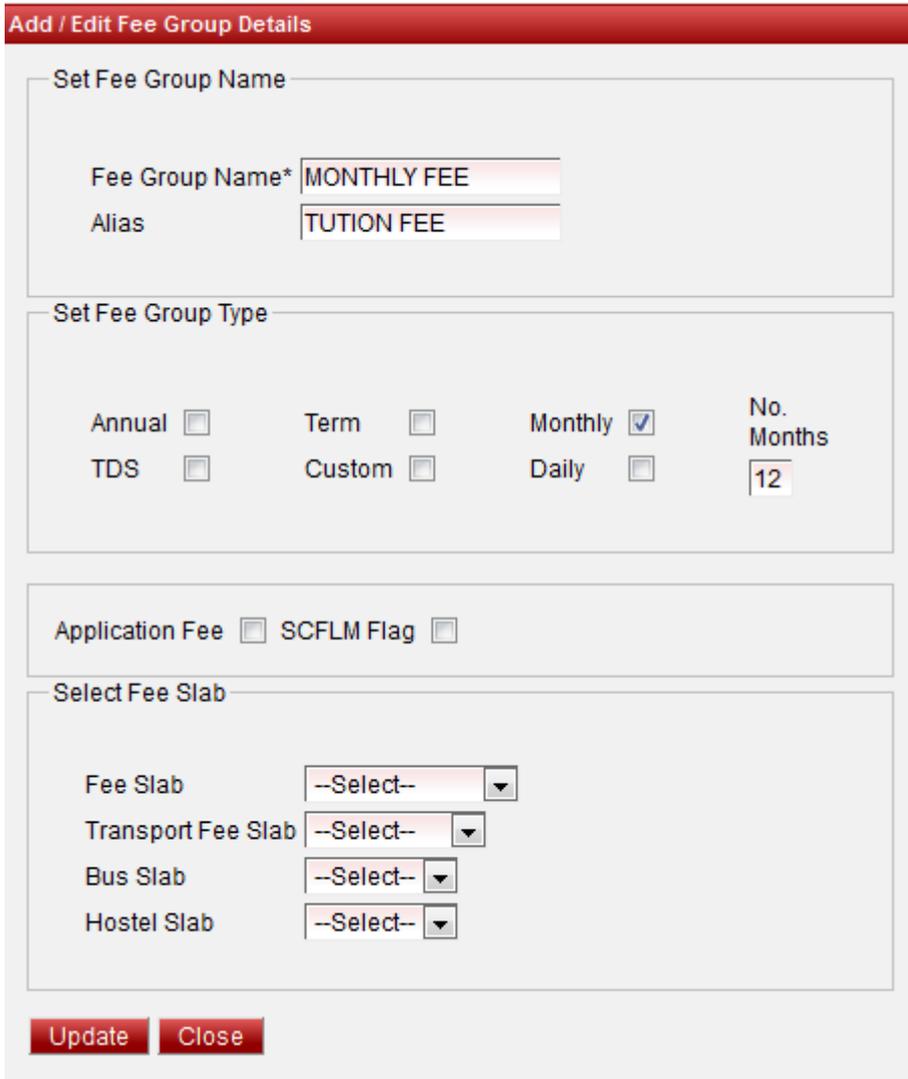
Add Close

**Step 4: Click Add button to save the Fee Group name.**

**Step 5: Update and Delete the Fee Group records.**

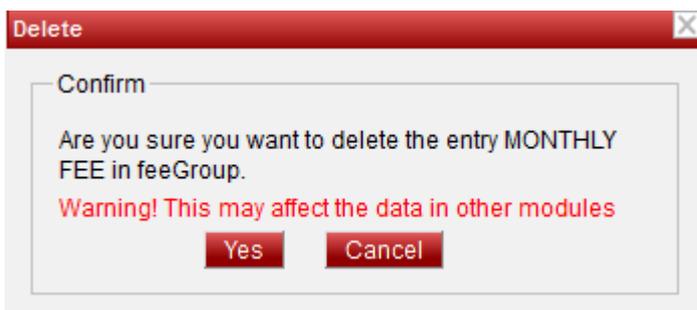
At the right side of the each fee group records we can find the Edit  and Delete  icons.

Click Edit button to Edit the Fee Group



After update the record click on update to save the changes.

Click on Delete button to delete the Fee Group the delete conformation window will open.

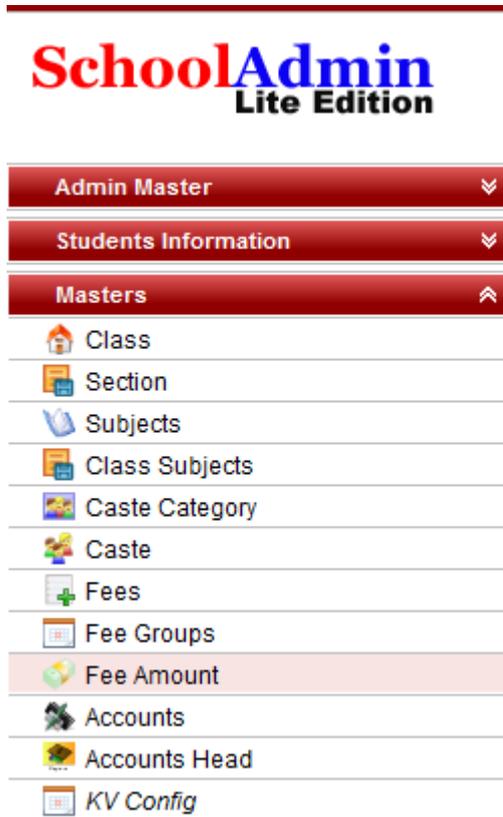


Click Yes button to delete the button and Cancel button to Cancel deletion.

**Note:** Don't update fee group information after Fee Amount assigned to fee group.

## Assign Fee Amount to Fee Group

Step 1: Go to Master Click on Fee Amount to Create Fee Amounts



Step 2: Click on Fee Amount, the Fee Amount Master will Open.

Step 3: Click on **+** Add button to open Add/ Edit Fee Amount Details.

The screenshot shows the 'Edit Fee Amount Details' form. The form has the following fields and options:

- Fee\*: --Select-- (dropdown)
- Fee Type\*: ALL (dropdown)
- Fee Group\*: --Select-- (dropdown)
- Amount: 0.0 (text input)
- Select Class:  Class,  LKG,  UKG,  I STD,  II STD,  III STD,  IV STD,  V STD,  VI STD,  VII STD,  VIII STD,  IX STD
- Buttons: Add, Close

Select Fee TUITION FEE from fee list, select Fee Type as MONTHLY, Select Fee Group MONTHLY, Enter fee Amount

Select class which are applicable to this Amount, In this case class L K G and U K G students will pay Rs 600 every month in the name of TUITION FEE

**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  IX STD

**Step 4: Click Add button to save the fee amount.**

Repeat the same step for all the classes.

Here there is one more option Month, this is used in case fee amount is not equal for all months.

If no months are selected it means the amount is equal for all the months. Amount is different for different months for example Amount for April month 700 and

Amount for May month is 800 we need to create separate fee amount for both months. For April Month, select fee, fee group, enter amount 600, select month APRIL

then select class L K G and U K G. Click add button to save fee amount.

**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  IX STD

Repeat the same steps for May month also.

**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  IX STD

Repeat the same steps for all the Months and Classes.

**Step 5: Edit and Delete fee amount records.**

Fee Group ↕	Class ↕	Action
MONTHLY FEE	LKG UKG	 
MONTHLY FEE	I STD II STD	 

At the right side of the each fee amount records we can find the Edit  and Delete  icons.

Click edit button to edit fee amount records. In fee amount we can update only Amount field ,in case wrong entry in any other fields we need to delete the fee amount record and recreate the fee amount once again.

Edit Fee Amount Details

Assign Fee

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

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  IX STD

Here i updated the amount Rs 900 with RS 600 and Click Update button to save the changes.

Click on Delete icon to delete the record.

Delete ✕

Confirm

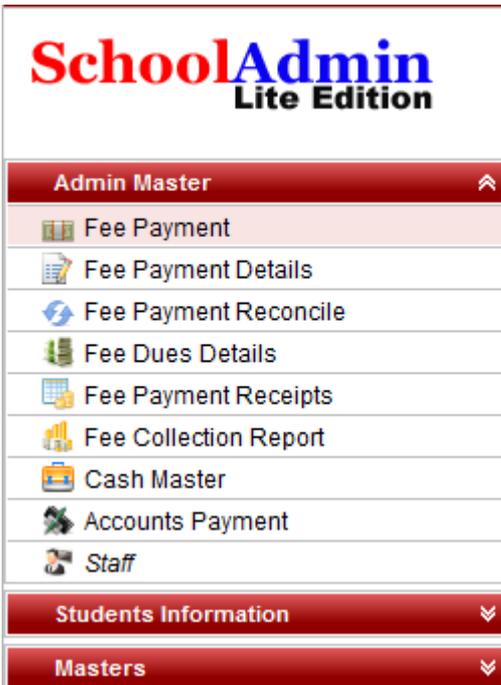
Are you sure you want to delete the entry in feeAmount.

Warning! This may affect the data in other modules

Click on Yes button to delete Cancel button to cancel deletion.

## Monthly fee Collection Steps

**Step 1: Go to Masters Click on Fee Payment .**



**Step 2: Click on Fee Payment menu Fee payment window will open.**

Select class, section and student.

Select Fee Group MONTHLY FEE.

Select the month Apr. The fee Amount table will displayed.

**Fee Payment**

Regular Fee Application Fee

Find Student

Class UKG Section A Student\* Praveen Prabhu

Search Student by StudentID Find Reset

Help

Payment Date (DD/MM/YYYY) 21/07/2012 15:53 Fee Group\* MONTHLY FEE

Add Custom Fee Amount

Monthly

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

Fee Amount						
Fee	Amount	Quantity	Specific Month	Amount Total	Select	Remove
TUITION FEE	900		Apr	900	<input checked="" type="checkbox"/>	

Payment Details

Total Amount 900 Discount in %: 0 Discount Amount 0

Amount Paid 900 Payment Info Payment Type CASH

Fee Description

Pay Fee Print Reset

Click on Pay Fee button to complete the Fee Payment

Click on  Print button to print the receipt.



## Marvelsoft Test School

Rajajinagar

Bangalore - 560010

**TUTION FEE Receipt**

**Academic Year: 2013-2014**

<b>Date</b>	A 21/07/2012	<b>Receipt No.</b>	A 16
<b>Name</b>	A Praveen Prabhu		
<b>Class</b>	A UKG / A	<b>Student No.</b>	A 1

Sl. No.	Particulars	Rate	No. Months	Amount
1	TUTION FEE	900	1	900
			<b>Total Amount</b>	<b>900</b>
			<b>Amount Paid</b>	<b>900</b>

**Paid By : CASH**

**Amount Paid in Words : NINE HUNDRED**

**Fee Paid Months: [Apr]**

**\*\*\*\*\*Computer Generated Receipt\*\*\*\*\***

**Generated by : www.SchoolAdmin.co.in**

**21/07/2012 , 4 : 5 PM**

Click on close button to close the receipt.

Here we can collect two or more number of months at one time as follows

Repeat the step :1 and step :2.After selecting fee group select three months at a time and moreover you can observe April Month it is hided which indicates already paid.

**Fee Payment**

Regular Fee   Application Fee

Find Student

Class  Section  Student\*

Search Student by\*

Payment Date (DD/MM/YYYY)   Fee Group\*

Monthly

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

Fee Amount						
Fee	Amount	Quantity	Specific Month	Amount Total	Select	Remove
TUITION FEE	900	<input type="text" value="1"/>		2700	<input checked="" type="checkbox"/>	

Payment Details

Total Amount  Discount in %:  Discount Amount

Amount Paid  Payment Info  Payment Type

Fee Description

Click Pay Fee button to complete fee payment.

Click on  Print button to print the Receipt.





**Marvelsoft Test School**  
Rajajinagar  
Bangalore - 560010

**TUTION FEE Receipt**

**Academic Year: 2013-2014**

<b>Date</b>	A21/07/2012	<b>Receipt No.</b>	A21
<b>Name</b>	A Praveen Prabhu		
<b>Class</b>	AUKG / A	<b>Student No.</b>	A1

Sl. No.	Particulars	Rate	No. Months	Amount
1	TUTION FEE	900	3	2700
<b>Total Amount</b>				<b>2700</b>
<b>Amount Paid</b>				<b>2700</b>

**Paid By : CASH**

**Amount Paid in Words : TWO THOUSAND SEVEN HUNDRED**

**Fee Paid Months: [May, Jun, Jul]**

\*\*\*\*\*Computer Generated Receipt\*\*\*\*\*

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21/07/2012 , 5 : 40 PM

Click on Close to close receipt