



Create Fee Name

SchoolAdmin

Lite Edition

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- Masters
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 - Fees
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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

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*

TUITION FEE

Fee Description

Monthly Tution fee

Account Number

1

















Add



Close

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*

TUITION FEE

Fee Description

Monthly Tution fee

Account Number

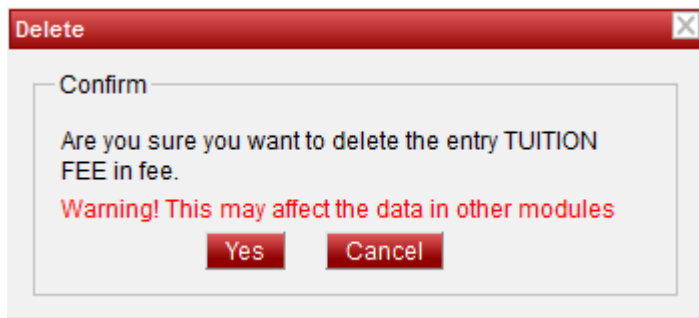
1

Update

Close

Click on update button to save the changes.

Click on Delete button to Delete the record.

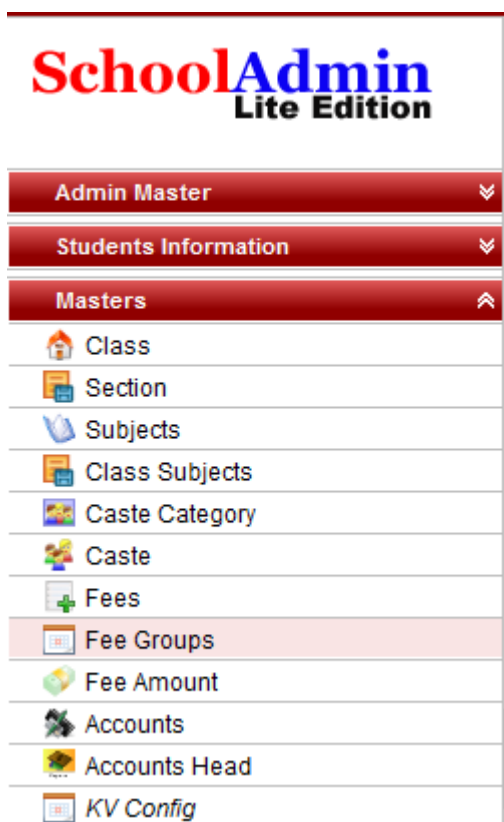


Click on Yes to Delete the Fee record and Cancel to Cancel the deletion.

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 <input type="checkbox"/> Term <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> No. Months TDS <input type="checkbox"/> Custom <input type="checkbox"/> Daily <input type="checkbox"/> 12	
Application Fee <input type="checkbox"/> SCFLM Flag <input type="checkbox"/>	
Select Fee Slab	
Fee Slab	--Select--
Transport Fee Slab	--Select--
Bus Slab	--Select--
Hostel Slab	--Select--
<div>Add Close</div>	

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

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

12

TDS

☐

Custom

☐

Daily

☐

Application Fee

☐

SCFLM Flag

☐

Select Fee Slab

Fee Slab

--Select--

Transport Fee Slab

--Select--

Bus Slab

--Select--

Hostel Slab

--Select--

Update

Close

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.

Delete

Confirm

Are you sure you want to delete the entry MONTHLY FEE in feeGroup.

Warning! This may affect the data in other modules

Yes

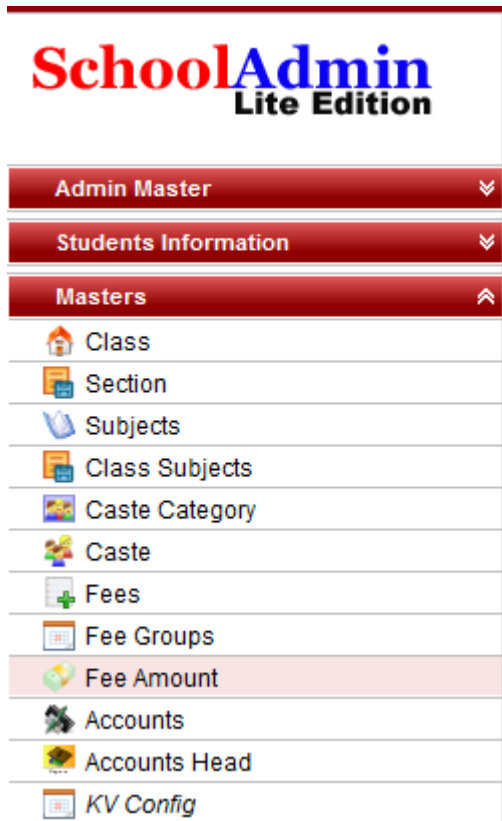
Cancel

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 'Edit Fee Amount Details' form is displayed. It includes the following fields and options:

- Assign Fee:**
 - Fee*: --Select-- (dropdown)
 - Fee Type*: ALL (dropdown)
 - Fee Group*: --Select-- (dropdown)
 - Amount: 0.0 (text input)
- 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: ☐
- 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

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.

Repeat the same steps for May month also.

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* TUITION FEE Fee Type* MONTHLY Fee Group* MONTHLY FEE Amount 900 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

Update Close

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

Yes Cancel

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

Monthly fee Collection Steps

Step 1: Go to Masters Click on Fee Payment .



Admin Master

Fee Payment

Fee Payment Details

Fee Payment Reconcile

Fee Dues Details

Fee Payment Receipts

Fee Collection Report

Cash Master

Accounts Payment

Staff

Students Information

Masters

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

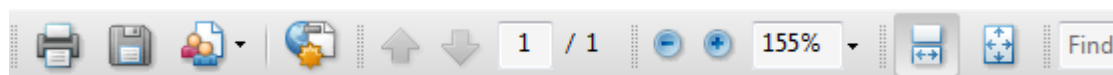
CASH

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

Date	A 21/07/2012	Receipt No.	A16
Name	A Praveen Prabhu		
Class	A UKG / A	Student No.	A1

Sl. No.	Particulars	Rate	No. Months	Amount
1	TUITION FEE	900	1	900
Total Amount				900
Amount Paid				900

Paid By : CASH

Amount Paid in Words : *NINE HUNDRED*

Fee Paid Months: [Apr]

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

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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 fallows

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.

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 17:31

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	1		2700	<input checked="" type="checkbox"/>	

Payment Details

Total Amount

2,700

Discount in %:

0

Discount Amount

0

Amount Paid

2,700

Payment Info

Payment Type

CASH

Fee Description

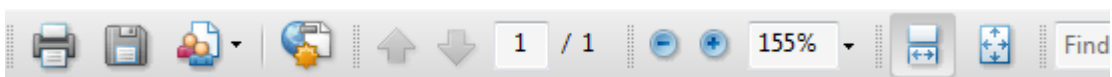
Pay Fee

Print

Reset

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

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

Sl. No.	Particulars	Rate	No. Months	Amount
1	TUTION FEE	900	3	2700
Total Amount				2700
Amount Paid				2700

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