

# Creating Annual Fee Structure with Partial Payment

## Creating Annual Fee Structure with example

The Demo School has following fee structure for the **LKG** and **UKG** Students

	New Admission	Re Admission
Admission fee	100	100
Tuition fee	3200	3200
Library fee	200	200
Sports fee	100	100
Registration fee	-	500
Application fee	-	100
<b>Total</b>	<b>3600</b>	<b>4200</b>

In this Case there is separate fee structure for New Admission And Re Admission Students are in the same class. Application Fee and Registration fee are extra collecting for New Admission students.

To define the above Fee Structure follow these below steps.

1. Create two Fee Slabs New Admission and Re Admission.
2. Create Fee Names.
3. Create two Fee Groups New Admission Fee And Re Admission Fee.
4. Assign Fee and Fee Amounts separately for both the Fee Groups New Admission Fee And Re Admission Fee
5. Assign New Admission Slab For New Admission students and Re Admission Slab For New Admission students.
6. Collect Fee from Fee Payment in two modes one Full Payment one time and another mode is Partially two or three time as per the parent's Convenient.
7. Generate Receipts.

### Step 1: Creating Fee Slabs

Go to Master->KV Config->Click On  button.

Select Config Name FEE\_SLAB

Enter Config Key 1

Enter Config Value NEW ADMISSION

Click On Add button to Save.

**Add / Edit Config**

Config Details

Config Name\*





Config Key

Config Value

Repeat the Same Steps to Add RE ADMISSION Slab also.

Select KV Config Type FEE\_SLAB, The Added Slabs Are Displayed as follows.

K V Config Type

Config Master				
Sl.No.	Name ↕	Key ↕	Value ↕	Action
1	FEE_SLAB	1	NEW ADMISSION	 
2	FEE_SLAB	2	RE ADMISSION	 

To Edit or Delete Using  Edit  Delete buttons.

## Step 2: Creating Fee Names.

Go to Masters->FEES->Click on  button.

Enter the Fee Name ADMISSION FEE

Enter Fee Description any description.

Enter Account No 1 for demo purpose.

**Add / Edit Fee Details**

Fee Details

Fee Name\*

Fee Description

Account Number

Click on Add button to Save the Fee Name.

Use the same steps to Add Library Fee, Sports Fee, Tuition Fee, Registration Fee, Application Fee.

Fee Master				
Sl.No.	Fee Name 	Fee Description	Account Number	Action
1	ADMISSION FEE		1	 
2	APPLICATION FEE		6	 
3	LIBRARY FEE		2	 
4	REGISTRATION FEE		5	 
5	SPORTS FEE		3	 
6	TUITION FEE		4	 

To Edit or Delete Using  Edit  Delete buttons.

### Step 3:Creating Fee Groups.

Go to Masters->Fee Groups->Click on  button.

Enter Fee Group Name NEW ADMISSION FEE.

Enter Alias Name ANNUAL FEE.

Set Fee Group Type Annual.

Select Fee Slab NEW ADMISSION.

Add / Edit Fee Group Details

Set Fee Group Name

Fee Group Name\*
NEW ADMISSION FEE
Alias
ANNUAL FEES

Set Fee Group Type

Annual
☒
Term
☐
Monthly
☐
No. Months
12
TDS
☐
Custom
☐
Daily
☐

Application Fee
☐
SCFLM Flag
☐

Select Fee Slab

Fee Slab
NEW ADMISSION
Transport Fee Slab
--Select--
Day Boarders
--Select--
Hostel Slab
--Select--

Add
Close

Click On Add button to Save the Fee Group.

Repeat the Same Steps to to Create RE ADMISSION FEE group also.

Select Fee Group Type Anual

**Fee Groups**

Select Fee Group

Fee Group Type\* ANUAL ▼

**Fee Group Master**

Sl.No.	Fee Group Name ↕	Alias ↕	Fee Slab ↕	Transport Slab ↕	Action
1	NEW ADMISSION FEE	ANUAL FEE	NEW ADMISSION		
2	RE ADMISSION FEE	ANUAL FEE	RE ADMISSION		

**Creating Fee Amounts for both New Admission Fee and Re Admission fee Groups.**

	New Admission	Re Admission
Admission fee	100	100
Tuition fee	3200	3200
Library fee	200	200
Sports fee	100	100
Registration fee	-	500
Application fee	-	100
<b>Total</b>	<b>3600</b>	<b>4200</b>

In the Fee Amount table Admission fee,Tuition fee,Library fee and Sport fee applicable for both New Admission and Re Admission Students.So assign these fees and respective amounts to both NEW ADMISSION FEE and RE ADMISSION FEE groups. Registration fee and Application fee applicable only for New Admission fee,assign these two fee and respective amounts to only NEW ADMISSION group.

Go to Masters->Fee Amount->Click on button.

Select Fee ADMISSION FEE

Select Fee Type ANNUAL

Select Fee Group New ADMISSION FEE

Enter the amount Rs 100

Select the Class LKG UKG

Edit Fee Amount Details

Assign Fee

Fee\*
ADMISSION FEE
Fee Type\*
ANUAL
Fee Group\*
NEW ADMISSION FEE
Amount
100

Select Class

Select All
Class
☒ LKG
☒ UKG
☐ I STD
☐ II STD
☐ III STD
☐ IV STD
☐ V STD
☐ VI STD
☐ VII S

Add
Close

Click Add button to Save the Fee Amount.

Now you assigned Admission fee amount Rs 100 to New Admission fee group.

Repeat same steps for all the fees by selecting same fee group NEW ADMISSION FEE and entering the respective amount,

After completion of adding all fee amount for NEW ADMISSION FEE Repeat same Steps for RE ADMISSION FEE. In Re admission case no need assign amount for Registration fee and application fee because Readmission student will not pay these fees.