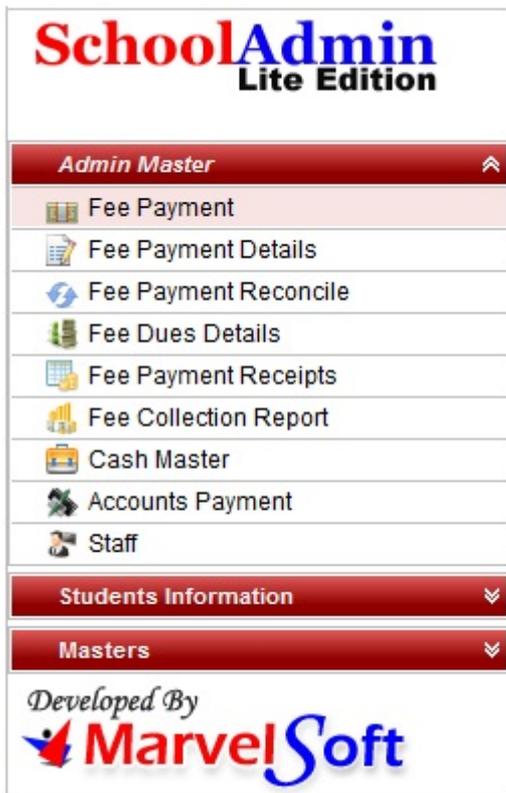


# Collecting Fees and Generating Receipts

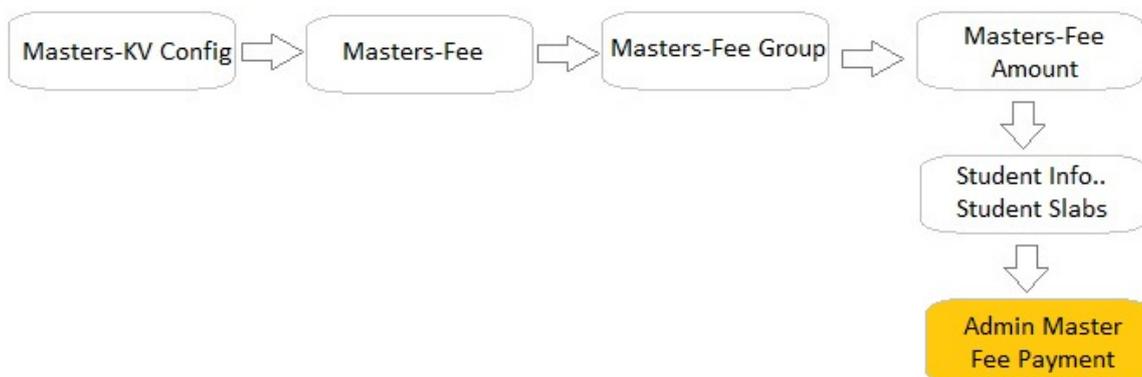
## Step 1: Goto Admin Master, Click on Fee Payment

You can do fee payment like annual, monthly, term, custom for student here.



Making of fee payment for students.

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.



**Step 2: Once you click on Fee Payment menu in the Admin master, fee payment master will be opened as shown below.**

**Left side**

## Fee Payment

Regular Fee    Application Fee

Find Student

Class  Section  Student\*

Search Student by\*

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

### Fee Amount

Fee	Amount	Quantity	Amount Total	Select	Remove
-----	--------	----------	--------------	--------	--------

Payment Details

Total Amount  Discount in %:  Discount Amount   
Amount Paid  Payment Info  Payment Type    
Fee Description

**Right Side**

**Student Details** «

Father Name :

Admission No\* :

Mobile No\* :

**Previous Payment Details**

Date	Fee Group	Paid	View	Re
No data				
<b>Total</b>		0		

**Fee Details**

Fee	Amount	Quantity
-----	--------	----------

**Add Application Student** «

Class  ▼

First Name

## Steps to make Fee payment

1. Select the class, section and student.
2. Select the Fee group.

**Fee Payment**

Regular Fee    Application Fee

Find Student

Class | I Std    Section | B    Student\* | Prerana Sharma

Search Student by\* StudentID    Find    Reset

Help

Payment Date (DD/MM/YYYY) | 10/08/2012 13:05    Fee Group\* | N-Annual Fee

Add Custom Fee Amount

Fee Amount					
Fee	Amount	Quantity	Amount Total	Select	Remove
SPECIAL DEVELOPMENT FEE	2500	1	2500	<input checked="" type="checkbox"/>	
MANAGEMENT FEE	1000	1	1000	<input checked="" type="checkbox"/>	
COMPUTER FEE	500	1	500	<input checked="" type="checkbox"/>	

Payment Details

Total Amount | 4,000    Discount in %: | 0    Discount Amount | 0

Amount Paid | 4,000    Payment Info |    Payment Type | CASH

Fee Description |

Pay Fee    Print    Reset

3. Select the Payment type.

CASH  
CASH  
CHEQUE  
DD  
NEFT

4. Enter the Payment Info, Fee description like Bank name, or money to be refunded to the student etc. So that when you want this information, you can verify in [Fee payment Details](#).

5. Click on Pay Fee. You will get the **Fee Payment made Successfully** message.

6. Click on Print button to generate receipt and print. The receipt looks as shown below.

- [Know More about Fee payment Menu](#)
- [Types of Fee Payment](#)

**Fee Payment Receipt Panel**



**MarvelSoft High School**  
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 Bangalore - 560091

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**Annual Fee Receipt** **Academic Year: 2012-13**

<b>Date</b>	10/08/2012	<b>Receipt No.</b>	2
<b>Name</b>	Prerana Sharma		
<b>Class</b>	I Std / B	<b>Student No.</b>	5

Sl. No.	Particulars	Amount
1	SPECIAL DEVELOPMENT FEE	2500
2	MANAGEMENT FEE	1000
3	COMPUTER FEE	500
<b>Total Amount</b>		<b>4000</b>
<b>Amount Paid</b>		<b>4000</b>

Paid By:     1 / 1   

Amount Paid in Words : *FOUR THOUSAND*

**Close**

Error rendering macro 'viewpdf' : The viewfile macro is unable to locate the attachment "receipt.pdf" on this page

Same way you can make monthly , term, custom payments.