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.

SchoolAdmin
Admin Master 🔗
Fee Payment
📄 Fee Payment Details
🚱 Fee Payment Reconcile
🕌 Fee Dues Details
Fee Payment Receipts
🏭 Fee Collection Report
🧰 Cash Master
S Accounts Payment
Staff
Students Information ¥
Masters ∀
Developed By

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

Regular	Fee Applicat	tion Fee			
Find 0	tudent				
Find S	tudent				
Class	Select 💌	Section -Selec	t 💌 Student*Sel	ect 🔻	
Search Help	n Student by* Stu	udentID		Find	Reset
aymen	t Date (DD/MM/Y	YYY) 10/08/201	12 13:05 🔟 Fee	Group*Sel	ect
	The second s				
Add C	ustom Fee Amo	unt			
Add C	ustom Fee Amo	unt			
Add C	ustom Fee Amo	unt	Fee Amount		
Add C	ustom Fee Amo Amount	unt Quantity	Fee Amount Amount Total	Select	Remove
Add C	ustom Fee Amoi Amount t Details	unt Quantity	Fee Amount Amount Total	Select	Remove
Add C Fee Paymen	ustom Fee Amo Amount t Details	unt Quantity	Fee Amount Amount Total	Select	Remove
Add C Fee Paymen Fotal Am	ustom Fee Amo Amount t Details	unt Quantity Dis %:	Fee Amount Amount Total	Select Discou	Remove
Add C Fee Paymen Fotal Am	Amount t Details nount 0 Paid 0	unt Quantity Dis %: Pay	Fee Amount Amount Total Count in O ment	Select Discou Amour Payme	Remove
Add C Fee Paymen Fotal Am Amount Fee Descript	Amount t Details hount 0 Paid 0	Unt Quantity Dis %: Pay Info	Fee Amount Amount Total count in monthance mon	Select Discou Amour Payme	Remove

Right Side

tudent Det	tails			«
Father Admis Mobile	Name : sion No* : No* :			
	Previous	Payment I	Details	
Date	Fee Group	Paid	View	F
	N	lo data		
	Total	0		
	Total Fee De	0 tails		
Fee	Total Fee De Amount	0 tails	Quantity	
Fee dd Applica	Total Fee De Amount ation Student	0 tails	Quantity	
Fee dd Applica Class	Total Fee De Amount ation Student	0 tails	Quantity	

Steps to make Fee payment

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

Search Student by* StudentID					
			Find	Reset	
Payment Date (DD/MM/YYYY) Add Custom Fee Amount	10/08/20	012 13:05 🛄 Fe	ee Group* N-A	nnual Fe	e
		Fee Amount			
Fee	Amount	Quantity	Amount Total	Select	Remove
PECIAL DEVELOPMENT FEE	2500	1	2500		
PECIAL DEVELOPMENT FEE	2500 1000	1	2500 1000	V	
PECIAL DEVELOPMENT FEE IANAGEMENT FEE COMPUTER FEE	2500 1000 500	1 1 1	2500 1000 500	V V	
PECIAL DEVELOPMENT FEE IANAGEMENT FEE COMPUTER FEE Payment Details Fotal Amount 4,000	2500 1000 500 Di %:	1 1 1 scount in 0	2500 1000 500 Disco Amou	Image: Second secon	0

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 <u>Fee payment Details</u>.

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.

- <u>Know More about Fee payment Menu</u>
- Types of Fee Payment

~	MarvelSo #384, 19G1 1st Block,Raj Bangalore -	oft High School Main, jajinagar 560091		
Annual F	ee Receipt	Academic	Year: 2012-13	3
Date	10/08/2012	Receipt No.	2	
Name	Prerana Sharma			
Class	I Std / B	Student No.	5	
SL No.		Particulars	A	mount
1	SPECIAL DEVELO	OPMENT FEE		2500
2	MANAGEMENT F	ΈE	3	1000
3	COMPUTER FEE			500
		Total A	mount	4000
Paid Byl Amount P	nid in Words : FOUR	Amoun 1 / 1 — 1 HOUSAND	it Paid	

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.