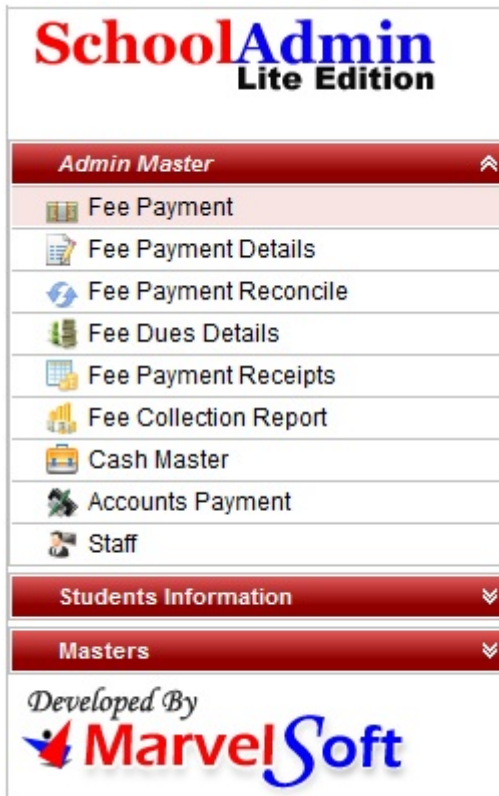


Collecting Fees and Generating Receipts

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

--Select--

Section

--Select--

Student*

--Select--

Search Student by*

StudentID

Find

Reset

Help

Payment Date (DD/MM/YYYY)

10/08/2012 13:05

Fee Group*

--Select--

Add Custom Fee Amount

Fee Amount					
Fee	Amount	Quantity	Amount Total	Select	Remove

Payment Details

Total Amount

0

Discount in %:

0

Discount Amount

0

Amount Paid

0

Payment Info

Payment Type

CASH

Fee Description

Pay Fee

Print

Reset

Right Side

Student Details

Father Name :
Admission No* :
Mobile No* :

Previous Payment Details

Date	Fee Group	Paid	View	Re
No data				
Total		0		

Fee Details

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

Add Application Student

Class
--Select--

First Name

Steps to make Fee payment

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

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](#)







MarvelSoft High School
#384 , 19G Main,
1st Block ,Rajajinagar
Bangalore - 560091

Annual Fee Receipt

Academic Year: 2012-13


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


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

1 / 1

- +



Paid By: 

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.