

Collecting different types of Fees

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Making Monthly Fee payment

Steps to make Monthly Fee payment

1. Select Class, Section and Student.
2. Select the Monthly fee group.
3. If the payment is done by Cheque, Select Cheque as payment type.
4. Click on Pay Fee. You will get **Fee payment made Successfully** message.
5. Click on Print button ,Receipt panel opens, click on print button to print the receipt.

Fee Payment

Regular FeeApplication Fee

Find Student

Class I StdSection BStudent* Prerana Sharma

Search Student by* StudentIDFindReset

Help

Payment Date (DD/MM/YYYY)10/08/2012 15:35Fee Group* N-Monthly Fee

Add Custom Fee Amount

Monthly

☐ Apr☐ May☐ Jun☐ Jul☐ Aug☐ Sep☐ Oct☐ Nov☐ Dec☒ Jan☐ Feb

Fee Amount						
Fee	Amount	Quantity	Specific Month	Amount Total	Select	Remove
TUTION FEE	500	1	Jan	500	<input checked="" type="checkbox"/>	

Payment Details

Total Amount500

Discount in %:0Discount Amount0

Amount Paid500

Payment InfoPayment TypeCHEQUE

Fee Description

Pay Fee

Print

Reset

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

Making Term Fee payment

Steps to make Term Fee payment

1. Select Class, Section and Student.
2. Select the Term fee group.
3. If the payment is done by Cheque, Select Cheque as payment type.
4. Click on Pay Fee. You will get **Fee payment made Successfully** message.
5. Click on Print button ,Receipt panel opens, click on print button to print the receipt.

Fee Payment

Regular FeeApplication Fee

Find Student

Class I StdSection BStudent* Prerana Sharma

Search Student by* StudentIDFindReset

Help

Payment Date (DD/MM/YYYY)10/08/2012 15:35Fee Group* N-Term Fee

Add Custom Fee Amount

Term

☒ 1☐ 2☐ 3☐ 4

Fee	Amount	Quantity	Amount Total	Select	Remove
TERM FEE	1000	1	1000	<input checked="" type="checkbox"/>	

Payment Details

Total Amount1,000Discount in %:0Discount Amount0

Amount Paid1,000Payment InfoPayment TypeCHEQUE

Fee Description

Pay FeePrintReset

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

Making Custom Fee payment

Steps to make Custom Fee payment

1. Select Class, Section and Student.
2. Select the **Custom** fee group.

3. Click on Pay Fee. You will get **Fee payment made Successfully** message.
4. Click on Print button ,Receipt panel opens, click on print button to print the receipt.

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 15:35

Fee Group*

General Fee

Add Custom Fee Amount

Fee Amount					
Fee	Amount	Quantity	Amount Total	Select	Remove
UNIFORM FEE	800	1	800	<input checked="" type="checkbox"/>	

Payment Details

Total Amount

800

Discount in %:

0

Discount Amount

0

Amount Paid

800

Payment Info

Payment Type

CASH

Fee Description

Pay Fee

Print

Reset

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

Making Bus Fee Payment

Steps to make Bus Fee payment

1. Select Class, Section and Student.
2. Select the fee group.
3. Click on Pay Fee. You will get **Fee payment made Successfully** message.
4. Click on Print button ,Receipt panel opens, click on print button to print the receipt.

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 15:35

Fee Group*

Rajajinagar Bus Fee

Add Custom Fee Amount

Fee Amount

Fee	Amount	Quantity	Amount Total	Select	Remove
BUS FEE	8000	1	8000	<input checked="" type="checkbox"/>	

Payment Details

Total Amount

8,000

Discount in %:

0

Discount Amount

0

Amount Paid

8,000

Payment Info

Payment Type

CASH

Fee Description

Pay Fee

Print

Reset

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

Making Annual Discount Fee Payment

Steps to make Annual Discount Fee payment

1. Select Class, Section and Student.
2. Select the Annual fee group.
3. Enter the discount to be given. It will recalculate the total amount on the discount you added.
4. Click on Pay Fee. You will get **Fee payment made Successfully** message.
5. Click on Print button ,Receipt panel opens, click on print button to print the receipt.

Regular Fee

Application Fee

Find Student

Class

I Std

Section

B

Student*

Rakesh

Search Student by*

StudentID

Find

Reset

Help

Payment Date (DD/MM/YYYY)

10/08/2012 16:10

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

3,400

Discount in %:

15

Discount Amount

600

Amount Paid

3,400

Payment Info

Payment Type

CASH

Fee Description

Pay Fee

Print

Reset

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

i You can give discount only on Annual payment.

Making Annual Partial Fee Payment

Steps to make Annual Partial Fee payment

1. Select Class, Section and Student.
2. Select the Annual fee group.
3. Enter the partial amount in amount paid text box.
4. Click on Pay Fee. You will get **Fee payment made Successfully** message.
5. Click on Print button ,Receipt panel opens, click on print button to print the receipt.

Regular Fee

Application Fee

Find Student

Class

I Std

Section

B

Student*

Aryan

Search Student by*

StudentID

Find

Reset

Help

Payment Date (DD/MM/YYYY)

10/08/2012 16:15

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

3,000

Payment Info

Payment Type

CASH

Fee Description

Pay Fee

Print

Reset

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

Steps to make Annual Due payment.

Steps to make Annual Partial Fee payment

1. Select Class, Section and Student.
2. Select the Annual fee group. You will be able to see the due amount.
3. Click on Pay Fee. You will get **Fee payment made Successfully** message.
4. Click on Print button ,Receipt panel opens, click on print button to print the receipt.

Fee Payment

Regular Fee
Application Fee

Find Student

Class I Std
Section B
Student* Aryan

Search Student by* StudentID
Find
Reset

Help

Payment Date (DD/MM/YYYY) 10/08/2012 16:15
Fee Group* N-Annual Fee

Add Custom Fee Amount

Fee Amount					
Fee	Amount	Quantity	Amount Total	Select	Remove
Dues	1000.0	1	1000.0	<input checked="" type="checkbox"/>	

Payment Details

Total Amount 1,000
Amount Paid 1,000
Fee Description

Discount in %: 0
Payment Info

Discount Amount 0
Payment Type CASH

Pay Fee
Print
Reset

Error rendering macro 'viewpdf' : The viewfile macro is unable to locate the attachment "annual-partial2-receipt.pdf" on this page

Custom fee amount can be added for Annual, Monthly, Term Fee in case you had to take fine. You can do it by adding custom fee for Annual / Monthly / Term / Custom.

Making Annual Custom Fee Payment

Steps to make Annual Partial Fee payment (The fee which is collected by some students can be added through Custom fee while making their payment)

1. Select Class, Section and Student.
2. Select the Annual fee group.
3. Click on Add Custom Fee Amount.

Fee Payment

Regular Fee

Application Fee

Find Student

Class

I Std

Section

B

Student*

Sukanya

Search Student by*

StudentID

Find

Reset

Help

Payment Date (DD/MM/YYYY)

10/08/2012 16:15

Fee Group*

N-Annual Fee

Add Custom Fee Amount

4. You can see fee amount panel as shown below. The Fee list shown will contain only those fee which are not assigned to Annual, monthly, term fee group.

5. Select the fee and enter the amount. Click on Add button.

Edit Fee Amount

Edit Fee Amount Details

Fee*

Books Fee

Amount

0.0

Add

--Select--
BELT
Books Fee
Fine
Trip Fee
UNIFORM FEE

Regular Fee

Application Fee

Find Student

Class

I Std

Section

B

Student*

Sukanya

Search Student by*

StudentID

Find

Reset

Help

Payment Date (DD/MM/YYYY)

10/08/2012 16:15

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"/>	
Books Fee	700	1	700	<input checked="" type="checkbox"/>	✕

Payment Details

Total Amount

4,700

Discount in %:

0

Discount Amount

0

Amount Paid

4,700

Payment Info

Payment Type

CASH

Fee Description

Pay Fee

Print

Reset

6. Click on Pay Fee. You will get **Fee payment made Successfully** message.

7. Click on Print button ,Receipt panel opens, click on print button to print the receipt.

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

Note

In the same way you can add custom amount for Monthly fee group, Term fee group, Custom fee group.

Add custom amount and then select the month / term check box.