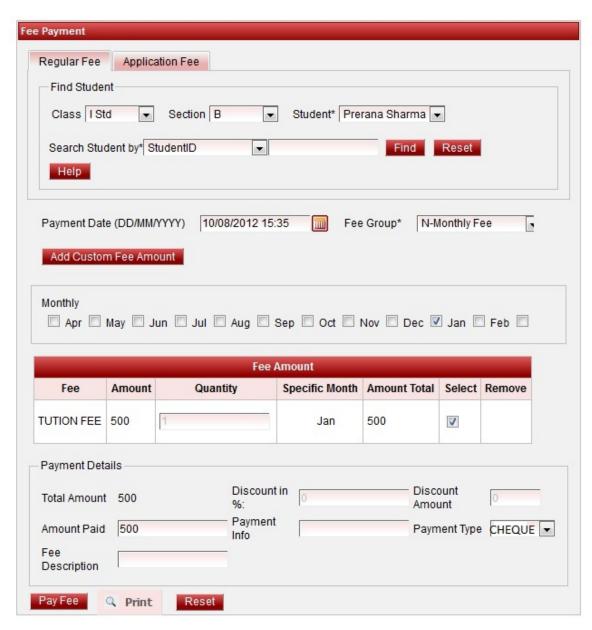
Collecting different types of Fees

- Making Monthly Fee payment
- Making Term Fee payment
- Making Custom Fee payment
- Making Bus Fee Payment
- Making Annual Discount Fee Payment
- Making Annual Partial Fee Payment
 - Steps to make Annual Due payment.
- Making Annual Custom Fee Payment

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.

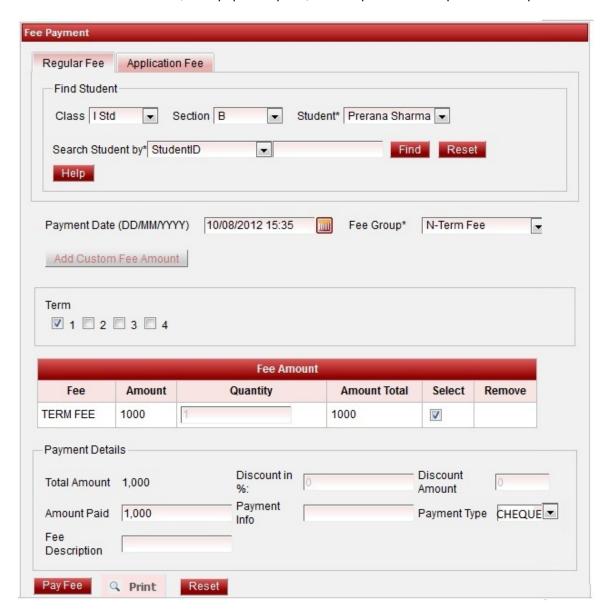


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Making Term Fee payment

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.



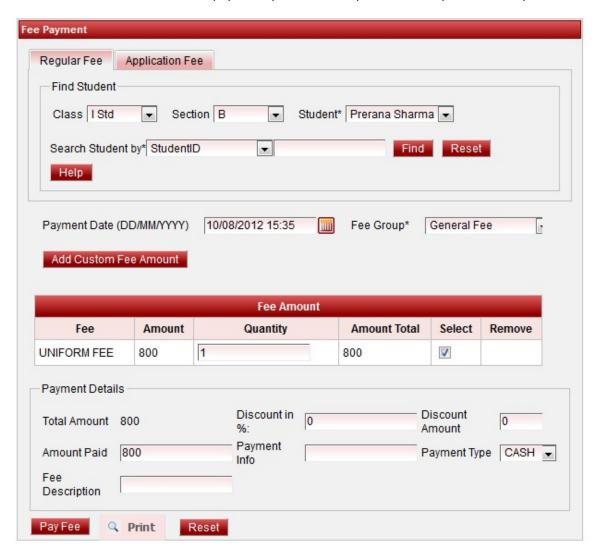
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Making Custom Fee payment

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.

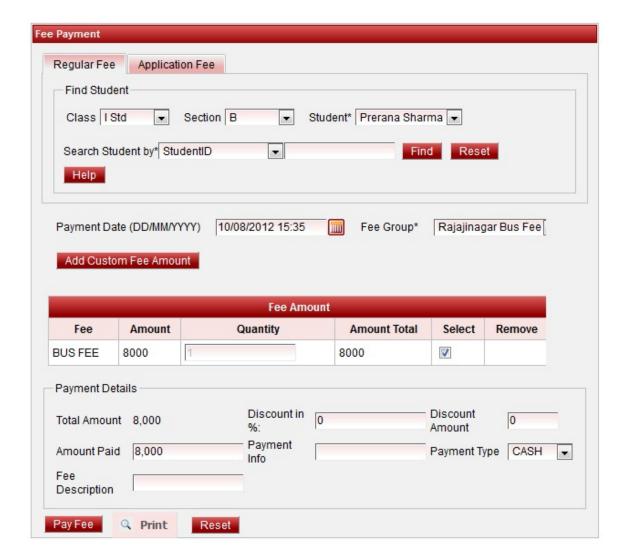


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Making Bus Fee Payment

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.

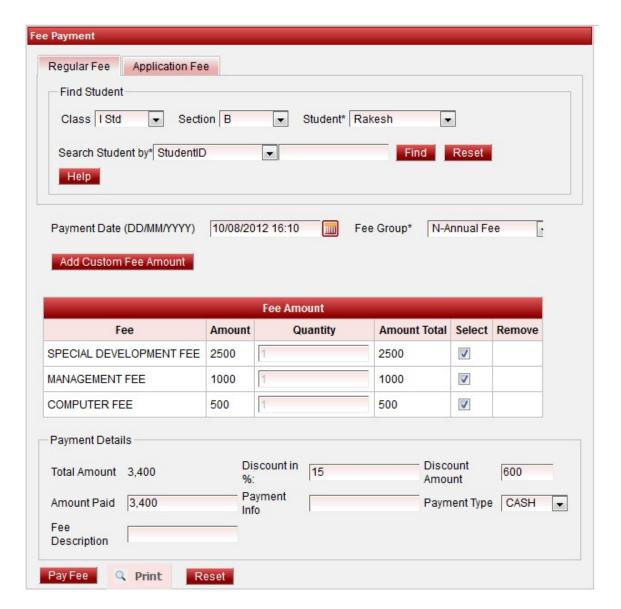


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Making Annual Discount Fee Payment

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.



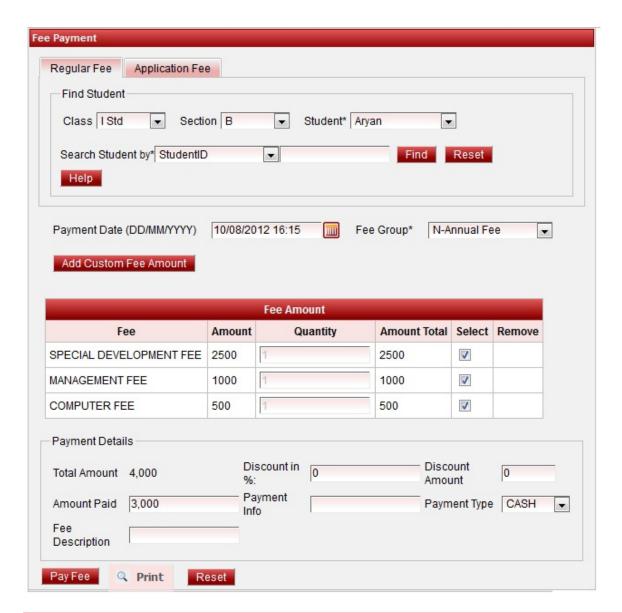
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You can give discount only on Annual payment.

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.

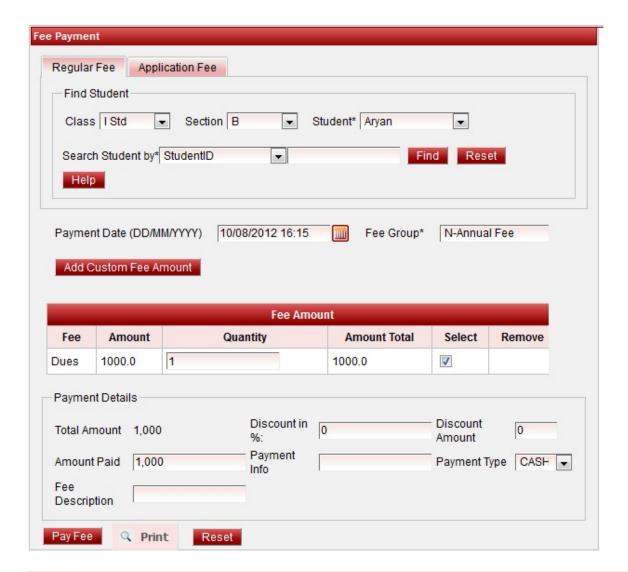


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Steps to make Annual Due payment.

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.



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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

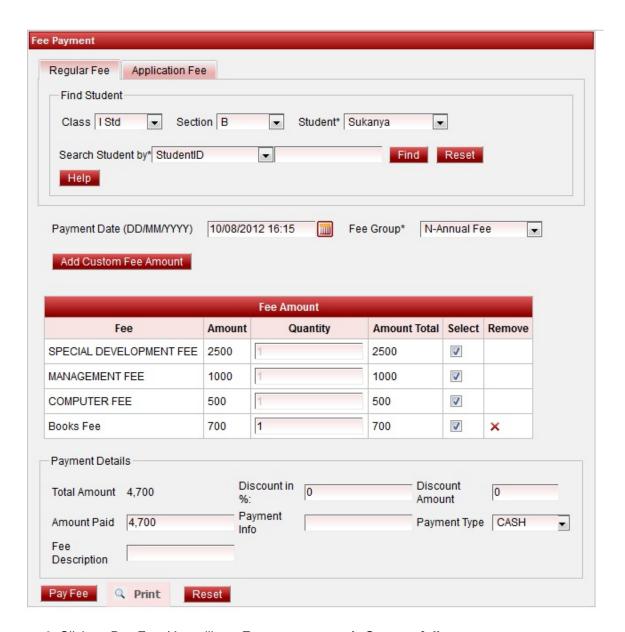
Steps to make Annual Partial Fee payment (The fee which is collected by some students can be added through Custom fee while making their payment)

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



- 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.





- 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.

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