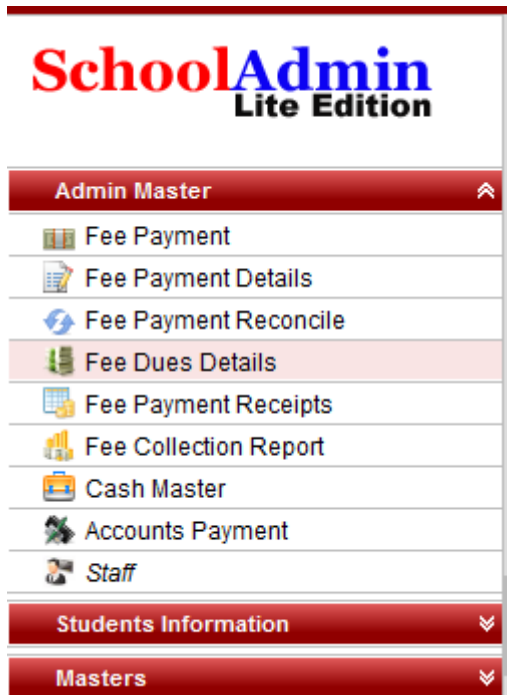# Generating Fee defaulters List
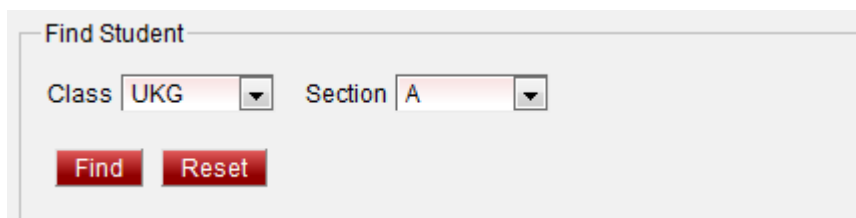
**How to generate Fee Due Details?**

Go to Admin Master Click on Fee Due Details.



Once click on the Fee Due Details the Fee Due Details window will open.

Select Class and Section.



Select Fee Group Type Annual ,Fee Group Name for example N-I-INST. Click on Find button.It generates the report which contain all the students who are not paid N-I-INST fee and also partially paid.

Click on  Export button to Save or Print the Report in MS Excel Format.



| Sl.No. | Student Id | Admission No | Student Name | MobileNo | Email ID | Total Amount | Pending Amount |
|--------|-----------|--------------|--------------|----------|----------|--------------|----------------|
| 1 | 3 | 95/2012-13 | Raju R | 9191919191 | | 3000.0 | 3000.0 |
| 2 | 4 | 93/2012-13 | Ranganath | 9191919191 | | 3000.0 | 1000.0 |
| 3 | 5 | 79/2012-13 | Prathibha | 9191919191 | | 3000.0 | 3000.0 |
| 4 | 6 | 78/2012-13 | Manjunath | 9191919191 | | 3000.0 | 3000.0 |

Select Fee Group Type Monthly ,Fee Group Name for example Monthly and Select the Month April. Click on Find button.It generates the report which contain all the students who are not paid TUITION FEE for the month

April. Repeat the Same Step for all the Months.

Click on  Export button to Save or Print the Report in MS Excel Format.

**Select Due Type**

| FeeGroup Type* | MONTHLY ▼ | Fee Group | MONTHLY FEE ▼ | Fee Month Apr ▼ | Find | Reset | Export |

| | | | Fee Due Details | | | | |
|---|---|---|---|---|---|---|---|
| Sl.No. | Student Id | Admission No | Student Name | MobileNo | Email ID | Total Amount | Pending Amount |
| 1 | 5 | 79/2012-13 | Prathibha | 9191919191 | | 900.0 | 900.0 |
| 2 | 1 | 91/2012-13 | Praveen Prabhu | 9191919191 | | 900.0 | 900.0 |
| 3 | 3 | 95/2012-13 | Raju R | 9191919191 | | 900.0 | 900.0 |

Select Fee Group Type Term ,Fee Group Name for example TERM FEE and Select the Term Term 1. Click on Find button.It generates the report which contain all the students who are not paid EXAM FEE for the Term 1. Repeat the Same Step for all the Terms.

Click on  Export button to Save or Print the Report in MS Excel Format.

**Select Due Type**

| FeeGroup Type* | TERM ▼ | Fee Group | TERM FEE ▼ | Fee Term Term 1 ▼ | Find | Reset | Export |

| | | | Fee Due Details | | | | |
|---|---|---|---|---|---|---|---|
| Sl.No. | Student Id | Admission No | Student Name | MobileNo | Email ID | Total Amount | Pending Amount |
| 1 | 6 | 78/2012-13 | Manjunath | 9191919191 | | 400.0 | 400.0 |
| 2 | 5 | 79/2012-13 | Prathibha | 9191919191 | | 400.0 | 400.0 |
| 3 | 1 | 91/2012-13 | Praveen Prabhu | 9191919191 | | 400.0 | 400.0 |
| 4 | 3 | 95/2012-13 | Raju R | 9191919191 | | 400.0 | 400.0 |
| 5 | 4 | 93/2012-13 | Ranganath | 9191919191 | | 400.0 | 400.0 |

The following Screen Shot  Shows Excel Export Report of Fee Due Details

| Class | Section | Student Name | Mobile No | Fee Group | Total Amnt | Pending Amnt |
|---|---|---|---|---|---|---|
| UKG | A | Prathibha | 9191919191 | MONTHLY FEE | 900 | 900 |
| UKG | A | Praveen Prabhu | 9191919191 | MONTHLY FEE | 900 | 900 |
| UKG | A | Raju R | 9191919191 | MONTHLY FEE | 900 | 900 |
| | | | | Total | 2700 | 2700 |