



Fee Management





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Topic: Ledger (Head) Creation

Prerequisite:

1. Finance Admin Role to user.
2. Finance policy should be configured.

Roles: Finance Admin

Path: Accounting » Accounting Configuration » Ledger

Functionality:

1. Able to add new ledger.
2. Able to add multiple new ledgers for same group.
3. Able to view list of ledger names with associated group.
4. Able to edit ledger details.
5. Able to block ledger account head.

Add new account

Account of	Fee Head		<input type="checkbox"/> Is Contingency
Ledger Name * <small>(No special characters allowed)</small>	Tuition Fee		
Ledger Alias	Tuition Fee		
Type of Account *	Real	Group / Scheduler *	Income
Is Tally Individual Entry ?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Is Inter-Unit Account ?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Statutory / Tax Applicable ?	<input type="radio"/> Yes <input type="radio"/> No		
Is Cost Center ?	<input type="radio"/> Yes <input checked="" type="radio"/> No		

Click to add the new head



Topic: Bank Configuration

Prerequisite:

1. Finance Admin Role to user.
2. Finance policy should be configured.

Roles: Finance Admin

Path: Accounting » Accounting Configuration » Bank Configuration

Functionality:

1. Able to add new bank details.
2. Able to edit bank details entered.
3. Able to delete bank details entered.
4. Able to add multiple account details against same bank.
5. Able to edit account details for banks.
6. Able to delete account details for banks.
7. Able to view list of account details against bank.
8. Able to view list of ledgers associated with bank account.
9. Able to view list of departments associated with bank account.

Sr no.	BANK Name	Branch	IFSC	MICR	
1	HDFC	Hamirpur	123456	542223	Add New Account Edit Bank Delete Bank

Sr. No.	Account Name	Account Number	Purpose	Type Account	
1	HDFC15120100004647	15120100004647	Saving		Edit Delete Edit Ledger Edit Department Edit Hostel Policy



Topic: Fee Item Priority

Prerequisite:

1. Finance Admin Role to user.
2. Finance policy should be configured.
3. Fee heads should be created in ledger creation tab.

Roles: Finance Admin

Path: Fee » Academic Fixation » Fee-Item Priority

Functionality:

1. Able to view list of fee ledgers from highest to lowest priority for fee head creation.
2. Able to view list of fee ledgers from highest to lowest priority for cancellation fee head.
3. Able to drag and drop fee head creation ledgers to change priority.
4. Able to drag and drop cancellation fee head ledgers to change priority.

★ FEE » ACADEMIC FEES FIXATION » FEE-ITEM PRIORITY FEB 19, 2020 8:12:41 PM

Finance Policy: HIMTu Fin policy 2

Drag Fees Head up and down to change the priority

Priority Order For Fee Head Creation

Highest Priority	Tuition Fee [1]
	Development Fee [2]
	Library Deposit [3]
Lowest Priority	

Priority Order For Cancellation Fee Head

Highest Priority	Tuition Fee [1]
	Development Fee [2]
	Library Deposit [3]
Lowest Priority	

Submit



Topic: Fee structure creation

Prerequisite:

1. Finance Admin Role to user.
2. Finance policy should be configured.
3. Financial year should be configured.
4. Programme/Course name should be added.
5. Academic batch should be created for programme/course.
6. Fee heads should be created in ledger creation tab such as caution money deposit, tuition fees, development fees, mess-charges, hostel fees, transportation fees, etc.

Roles: Finance Admin

Path: Fee » Academic Fees Fixation » Academic Fee Fixation

Functionality:

1. Able to configure fee structure in terms of
 - Fee heads
 - Priorities.
 - Amount
 - Grouping of various heads
2. Able to add new fee structure for each programme/course each year separately. This configuration will be applicable for OPEN category students. For each quota each fee head amount can be changed.
3. Able to add fee structure rules and regulations.
4. Able to add/edit/delete fee heads for fee structure.
5. Able to add discount configuration for fee structure.
6. Able to generate invoice for student fees.



★ FEE » ACADEMIC FEES FIXATION » ACADEMIC FEE FIXATION
FEB 19, 2020 8:19:07 PM

Programme name

Configuration of payment mode
Create new fee structure
Cancel

Only Two Revisions Allowed

Academic Batch

Academic year

2021

Fee structure name

Applicable from

Applicable To

Fee structure details (Rules and Regulations viewed by the student)

Source
abc
abc
abc

B I U abc x₂ x²

Styles Normal Font Size

Rules

Advance Allowed

Account Head

Prorata Date

Generate fee structure
Cancel

1. Fee structure configuration

S#	Particulars (*)	Amount (In ₹)	Time Unit	Refundable	Separate Receipt	Deposit	Desc	Priority	Installment No	Edit
<input type="radio"/>	1 Tuition Fee	₹40,000.00	Yearly	No	No	No	Tuition Fee	1	No Installment	
<input type="radio"/>	2 Development Fee	₹3,000.00	Overtime	No	No	No	Development Fee	2	No Installment	
<input checked="" type="radio"/>	3 Library Deposit	₹1,000.00	Overtime	Yes	No	No	Lib Dep	3	No Installment	

Add
Save Priority

Refresh Grid
Export To PDF

Grand Total: ₹44,000.00

Click to add new fee head

Previous
Finish

7



1. Fee Structure Configuration 2. Discount Configuration 3. Invoice Generation

Press Enter Key To Save Record.

- Upgrade/ Discount on Admission Type Configuration** Admission Type on Sponsorship Configuration

Fee Item	Tuition Fee (₹40,000.00)	Development Fee (₹3,000.00)	Library Deposit (₹1,000.00)	TOTAL (In ₹)
All India Quota	₹40,000.00 Change	₹3,000.00 Change	₹1,000.00 Change	₹44,000.00
HP Quota	₹40,000.00 Change	₹3,000.00 Change	₹1,000.00 Change	₹44,000.00

Click to configure quota wise fees

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★ FEE » ACADEMIC FEES FIXATION » ACADEMIC FEE FIXATION FEB 19, 2020 8:24:18 PM

Programme name: Configuration of payment mode

Only Two Revisions Allowed

Current year

S No.	Fee structure name	Total Fee (In ₹)	Year	Academic year(Batch)	Revision	Status	Action
1	Fee Structure For B.Pharm(2020-21)	₹44,000.00	2020-2021	2020 - 2024	0	FREEZED (in invoice process)	Action ▾

Last year

S No.	Fee structure name	Total Fee (In ₹)	Year	Academic year(Batch)
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- Show
- Replicate
- Generate
- Unfreeze
- Map Admission Type
- Calculate Sponsorship
- Generate invoicing By Excel
- Edit Logs
- Receivable Entry
- Installation Configuration
- Download Bank Challan for All Students
- Map Student Installation

Click to show fee structure

1. Fee Structure Configuration | 2. Discount Configuration | 3. Invoice Generation

Enter invoice barcode no.

Invoice generation processing for **Sneha Rajesh Kumar**

Fee Invoice

Name of Student : Sneha Rajesh Kumar Fee Invoice No : 1

Address : Invoice Date :

Admission Letter Ref. No. : Admission Date :

Category : General

Course Code	Name of Courses	Institute Name and Address	Year
B.pharm	B.pharm	Admission HPTU	2020-2024

Invoice details

S.No.	Particulars	Amount (In ₹)	Social Welfare	Desc/Remark	Student payable amount (In ₹)
1	Tuition Fee	₹35,000.00	-	Tuition Fee	₹35,000.00
2	Development Fee	₹3,000.00	-	Development Fee	₹3,000.00
3	Library Deposit	₹1,000.00	-	Lib Dep	₹1,000.00
Grand Total					₹39,000.00

Click to generate fee invoice

Receipt History

No Receipt history found!



Add Receipt Details Date: Feb 19,2020

Name: Sneha Manual Bill No (If Any)

Specify Payment Details

Pay Mode	Amt.(in Rs.)	Bank Name	Branch	Chq/DD/NEFT/RTGS/Card No.	Chq/DD/NEFT/RTGS Dt.
Cash	Rs. 39000.00	Bank Name	Branch	Cheque/DD No.	Cheque/DD Date

Desc/Remark: Sneha B.pharm (2020 - 2024)Next In

Select Payment Mode