Fees User Manual

OVERVIEW:-

A fee is an important activity performs by every institution in each session. Through ERP it becomes easy to make fee transaction and maintain records. Activities need to be done by admin is to create master, fee collection, fee refund, exemption etc.

How to create fees master?

In fee master admin has to create fee pattern, fee group, fees schedule, instalment, fines.

- 1. Fee Group:- Admin can create fee group by following steps (as shown in figure-1)
 - a. Click on "Add" button.
 - **b.** Enter fee group code and fee group (as shown in figure-1).
 - **c.** Click on "Save" button.

Fee Group	Fee	Fee Pattern	Fee Period	Fee Schedule	Fee Schedule Installmen	Fee Installment Fine	
Home / Fees / Fees I Search Saye	Master / Fee Group						
< 🗟 🖉	3 🖶 💌			1 * indicates mandator	y fields		
T	Save & Continue						
Ådd			*Fee Group Co	de Academic Fee			
			*Fee Gro	up Academic Fee			
			Descriptio	on			

Figure-1

- 2. Fee:-Admin needs to create fee which maps with fee group (as shown in figure-2).
 - **a.** Click on "Add" button.
 - **b.** Enter fees code, fees name and description.
 - **c.** Select fee group from drop down.
 - **d.** Click on "Save" button.

Fee Group	Fee	Fee Pattern	Fee Period	Fee Schedule	Fee Schedule Installmen	Fee Installment Fine	
Home / Fees / Fees M	laster / Fee						
€ 🗟 Q 🖪 ∈	3			* indicates mandatory	fields		
Add Save	e			e: MAINTENANCE FEE			
			Description	Maintenance Fee		Chars: 255	
			*Fee Group	ME-Maintenance Fee	¥		
			Fig	ure-2			

- Figure-2
- 3. Fee Pattern:-Fee pattern can be created by user through following steps (as shown in figure-3)
 - a. Click on "Add" button.
 - **b.** Select admission year, batch code.
 - **c.** Enter fee pattern.
 - **d.** Click on "Save" button.

Fee Group	Fee	Fee Pattern	Fee Period	Fee Schedule	Fee Schedule Installmen	Fee Installment Fine		
Add	Master / Fee Pattern		' Admission Year	* indicates mandatory Bulk Fee Pattern			checked, fee pattern c nt batch codes in bulk	
			* Batch Code	e : July 2016/BTech/CSAM-II		Chars: 256		

Figure-3

- **4. Fee Period:** It is used to define the period for which fees needs to be collected (as shown in figure-4)
 - a. Click on "ADD" button.
 - **b.** Enter fee period.
 - **c.** Enter start and end date.
 - **d.** Click on "Save" button.

Fee Group	Fee	Fee Pattern	Fee Period	Fee Schedule	Fee Schedule Installmen	Fee Installment Fine	
Home / Fees / Fees I	Master / Fee Period						
	i 🕼			() * indicates mandatory	/ fields		
Save Sa	ave			d : Monsoon Fees			
				e: 05/06/2018			

Figure-4

- **5. Fee Schedule:-** It is used to schedule the fee i.e. fees need to submit in instalments can be defined by admin through fee schedule (as shown in figure-5)
 - **a.** Select admission year, batch code, fee pattern from dropdown.
 - **b.** Enter number of instalments.
 - c. Select fees to be collected and decide the order number.
 - **d.** Enter amount of fees.
 - e. Click on "Save" button.

Fee	Group		Fee	Fee Pattern	Fee Period	Fee Schedule	Fee Schedule Installmen	Fee Installment Fine	
ome /	Fees / Fe	ees Mast	ter / Fee Schedule						
6 🗟		8	1 1 1			* indicates ma	andatory fields		
•	3	ave							
		*Admiss	ion Year: July 2016 V	0		,	Batch Code : July 2016/BTech/C	SAM-IIITD V	
			Pattern : FeeJuly 2016/E	BTech/CSAM T		* No of I	nstallments : 1		
SI.No	Select	Order	Fees	Amount	Refund Type Refun	d(Amount/%)/ Amount Date	Of Return(DD/MM/YYYY)	Tax%	Description
1		1	Tuition Fee	97500	Select V	0	8	0	
1		2	Security Deposit	10000	Select V	0		0	
		3	Maintenance Fee	15000	Select V	0		0	
		0	Gym Fee	0	Select V	0		0	
		0	Duplicate ID Card	0	Select V	0		0	
		0	Transcripts charges	0	Select ¥	0		0	
		0	Convoaction Fee	0	Select ¥	0	<u> </u>	0	
		0	Miscellaneous Payment	0	Select V	0	<u> </u>	0	
8									

Figure-5

- **6. Fee Schedule Instalment:-** It is used to schedule the fee instalment due date (as shown in figure-6)
 - **a.** Select admission year, batch code, fee pattern from drop down.
 - **b.** Enter number of instalments.
 - **c.** Select fee period from dropdown.
 - **d.** Set due date of instalment.
 - e. Click on "Save" buton.

Fee Group	Fee Heads	Fee Pattern	Fee Period	Fee Schedule	Fee Schedule Installmen	Fee Instalment Fine	Scheduled Fee Structure	Мо
Home / Fees M	lanagement / Fee Masi	ers / Fee Schedule Install	ments					
	Pdf Report							
🔶 🖳 🔍	🖻 🛃 🛸 🦳			* indicates	mandatory fields			
Save								
	*Admission Year : 20	6-2017 🔻 🕜			Batch Code : 2016-2017/Inte	grated MSc-NISER V		
	* Fee Pattern : Fe	2016-2017/Integrated MSc 🔻		No of I	installments : 1			
Fees Schedule								
SI.No	F	ees	Amount	Refund%/ Amount	Tax%	Descri	otion	
1 Ad	mission Fee		50000.00	0	0			
2 Tu	ition Fee		30000.00	0	0			
		Total	: 80000.00					
Fee Structure								
	Fee Period :		_		grated MSc-NISER/2016-2017/1			
	Installment Order :			* Due Date: 18/12/2016				
50000	Admission Fee	Admission Fee	30000	Tuition Fee	Tuition Fee			
SI.No	Select			Fees			Amount	
1	Admis	sion Fee					50000	
2	 Tuition 	Fee					30000	

Figure-6

- **7. Fee Instalment Fine:**-It is used to apply the fine on fee instalment on late fee submission (as shown in figure-7).
 - **a.** Select admission year, program, batch code, fee pattern and instalment name.
 - **b.** Enter number of days for which fine is applicable after due date.
 - **c.** Enter fine amount.
 - **d.** Click on "Add" button.
 - **e.** Select days to be exclude while calculating the fine.
 - **f.** Click on "Save" button.

Fee Group	Fee	Fee Pattern	Fee Period	Fee Schedule	Fee Schedule Installmen	Fee Installment Fine	
Home / Fees / Fees N	laster / Fee Installment F	ine					
🗲 🖟 q 🖪 8	3						
Save *Admission Year : ,	July 2016 🔻 🕜	*Program :	BTech T		*Batch Code : July 2016/BT	Fech/CSAM-IIITD V	
*Fee Pattern :	FeeJuly 2016/BTech/CSAM V	*Installment Name :	July 2016/BTech/CSAM-IIITD	/Monsoon Fees/1 V	Go Plea	se hover the mouse point	ter on this 📀 help image.
Si.No			Fee Name			Amou	nt
1	Tuition Fee						97500.00
2	Security De	eposit					10000.00
3	Maintenan	ce Fee					15000.00
	Due Date : 15/12/201	16		Total			122500.0
		Applicab	le to all installments wh	ich have Due Date : 1	5/12/2016 🔲		
Fine Details No of Days			1	Fine Amount			Add
							🔜 🦕
▶ 7			:	100			× 🗸
Excludes Days (Tick	ed days will not be count	ed while calculating late	e fine)				Delete
Sunday	Monday	Tuesday	Wednesda	y 🗆	Thursday	Friday	Saturday
*Note : If you want to increa	ase late fee fine at per day basis,	please keep the value of confi	g key property "late_fee_fine_p	er_day_basis" as "YES".			

Figure-7

How to create Fee Demand?

Fee demand is created by admin to demand fees for particular program. For e.g. fees to be demanded for examination then demand has to be created first before fee collection.

- **1. Regular Fee Demand:-** For creating demand following steps have to perform (as shown in figure-8)
 - **a.** Click on "Add" button.
 - **b.** Select admission year, batch code, fee pattern, instalment from drop down (as shown in figure-8).
 - **c.** Select demand date.
 - **d.** Click on "Save" button.

	t Demand Fee Installment Demand	. Fee Collection Simple	Extra Fee Demand	Fee Exemption	Change Fee Pattern	List Online Payments	Fee Refund
Home / Fe	es Management / Fee Transactio Save	ns / Fee Installment Dema	ind				
🔶 🞼	o 📙 🖶 🗭	For multiple		* indicates m	andatory fields		
	*Admission Year : 2016-2017 * Fee Pattern : Fee2016-20 Demand for multipl	· ·		* Installmen	h Code : 2016-2017/Integrated Name : 2016-2017/Integrated ave (Due Date : 29/12/20	MSc-NISER/2016-2017/1	For multiple installments having same due date check this checkbox.
Fees Sche	dule	·					
SI No	Fees			ind % / Amount	Tax %	Descript	tion
1	Admission Fee		50000.00		0		
2	Tuition Fee	Total :	30000.00 80000.00		0		
	* Demar	ad Date : 23/12/2016	(Due Date : 29/12/2 Chars:	016)			

Figure-8

- **2. Fee Demand Approval:-**After fee demand, this demand needs to approve by the authorities. Following are the steps to be followed for demand approval
 - **a.** Click on "Add" button.
 - **b.** Select the approver from the chooser box.
 - **c.** Select the demands to be approved (as shown in figure-9).
 - **d.** Click on "Save" button.

e installmer	nt Demand	Fee Installment	Demand Fee Collection S	imple Extra Fer	e Demand H	ee Exemption Change Fee	Pattern List Or	nline Payments	Fee Refund		
ome / Fe	ees Manag Save		ansactions / Fee Installme	nt Demand Process							
F 🖡		-			0	* indicates mandatory fields					
Add											
Admission Year : Select 🔻 🚱 Batch Code : Select ¥											
Fee Pattern : [-Select- v] Installment Name : [-Select- v											
	* Approver Dr. Arindam Ghosh										
	ending Fee Demands (Please check one or more and save to approve)										
si No		mission Year		approve) Installment Name	Fee	Fee Pattern	Amount	Demand Date	Scheduled Due Dat		
SINO											
1		2016-2017 :	2016-2017/Integrated MSc	2016- 2017/Integrated MSc-NISER/2016- 2017/1	Admission Fee	Fee2016-2017/Integrated MSc	50000.00	22/12/2016	29/12/2016		
2	•	2016-2017	2016-2017/Integrated MSc	2016- 2017/Integrated MSc-NISER/2016- 2017/1	Tuition Fee	Fee2016-2017/Integrated MSc	30000.00	22/12/2016	29/12/2016		
3		2015-2016	2015-2016/Ph.D/PHY	2015- 2016/Ph.D/PHY- NISER/2015-	Medical	Hosteler - GEN/OBC	100.00	20/07/2015	03/08/2015		
				2016/1							
4		2015-2016	2015-2016/Ph.D/BIO	2016/1 2015- 2016/Ph.D/BIO-	Alumni Association Subscription	Hosteler - GEN/OBC	200.00	20/07/2015	03/08/2015		

- **3.** Extra Fee Demand:-Admin can demand extra fees from particular group of students or even individual student.
 - a. Select admission year, batch code, term (as shown in figure-10).
 - **b.** Select gender (if needed).
 - **c.** Select the type of demand.
 - **d.** Select fee name from drop down.
 - **e.** Enter date and amount.
 - **f.** Select student or students.
 - **g.** Click on "Save" button.

			many and	a any areas associated			
stallment Demand F	ee Installment Demand	Fee Collection Simple	Extra Fee Demand	Fee Exemption	Change Fee Pattern	List Online Payments	Fee Refund
e / Fees Manageme	ent / Fee Transactions	/ Evtra Fee Demand					
Save		/ Extra rec Demand					
🖳 🔍 🖪 🖶	2			() * indicates mandator	y fields		
*Admission Year	2016-2017 🔻	Patch	Code 2016-2017/Integrated	MSc-NISER V	* Term 2016-20	017/Integrated MSc-NISER/Sen	nester 1 V
			Gene	der Male 🔻 🕜			
		0	Tution Fee Demand 🖲 B	extra Demand 🔍 Discip	inary Fine		
			* Fee Na	me Students' Welfare Fund-S	tudents' Welfare Fund	T	
			* Di	ate 19/12/2016 🕮			
			* Amount to Each Stude	ent 2000			
			Refund Ty	rpeSelect ▼			
			Refund	0.00			
lect Students for Ext	ra Fee Demand						
						Select All	Deselect All
SI No.	Roll No		Student		Fee Pattern		Select
1	1611001	A S ABDUL	SHABEER		Hosteler - GEN/O	BC	4
2	1611002	ABHINAV A	NAND		Hosteler - SC/S	г	1
3	1611003	ABHINAV J	ANGIR		Hosteler - GEN/O	BC	
4	1611004	ABHISHEK	KUMAR		Hosteler - GEN/O	BC	e
				ure-10			

How to do fee transaction?

Fees demanded to students can be collected through fee transaction module. Admin can do the clear transaction through fee collection, fine collection, refund sub-modules and maintain the records.

- **1. Fee Collection:**-On fee collection screen total due, fine, excess paid amount, payment history is automatically shown of the student. Fees can be collected by following steps (as shown in figure-11):
 - **a.** Enter student roll number.
 - **b.** Select payment mode for e.g. DD.
 - **c.** Enter DD number and date.
 - **d.** Enter amount.
 - e. Click on "Add" button.
 - **f.** Click on "Save" button.

	Fees Collection	Fee Refund	Other Fee Refund	Disciplinary Fine	Fine Collection	Notice / Reminder	Change Fee Pattern	List & Verify Online Fe	More
'n	Home / Fees / Fee	es Transactions / Fees Create extra demand	Collection						
	🗲 🗟 Q 🖪	🖶 😺 🕊			() * indicates m	andatory fields			
nt	Save	Student Nam Admission Yea Terr	m : July 2016/BTech/CSE m : FeeJuly 2016/BTech/C	-IIITD/Semester 1 CSE					
5			Excess Paid Amount		Due(Regular+Extra) Am e to download fee chall		Amount : 0		
					ount_apportioning				
			emarks					Add	
2		Payment Mode Select Payment Mode Cash Cheque	DD/Cheque N	lo DD/Cheq 19/12/2016	100 ·	nme & Branch	Amount 5000		
	Pending Fee Ins	DD					concerning and out of		

Figure-11

Other activities can be done on fee collection screen by admin are

- 1. Fee receipt can be printed.
- 2. Payment paid can be deleted.
- 3. Payment mode can be edit through edit payment mode screen (as shown in figure-12).
- 4. Payment can be revoke.

Payment History										
Advance Fee Paym	ent History									
Pay	ment Date		Paid Amou	nt	Receipt No			receipt status		Actions
19	/12/2016		50000.00		1712			Revoked		6
Regular Fee Payme	ent History								Edit pay	ment Revoke
Payment Date	fees total pa	nid amt	fees regular paid amt	Fine Amount	Excess Payment	fees adju	istment amt	Receipt No	receipt stands	Actions
25/07/2016	15375	5	15375.00	0	0		0	1434	Active	
Credits Based Payr	nent History								Print R	eceipt Delete
No Record Found !!! Extra / Disciplinar	y Fine Paymer		NAL INSTITUTE OF SCIENCE EDU	CATION AND RESEA	RCH, B					
Payment Date	Fee Na	(i) camp	uslabs.in:7070/campus/addF	aymentModeDeta	ailsNew.action?feeColle	c adjustm	ent amt	Receipt No	receipt status	Actions
25/07/2016	Excess An	Edit Pa	yment Mode			0.00		1434	Active	O 🖉 🕱 😡
		8	i, q. 🖪 🚔 🗭	indicates ma	ndatory fields					
			Payme	nt Details.						
				Payment Mode : D						
				DD/Cheque No:8						
			Bank Name & Bank that							
			DI	D/Cheque Date : 1	7/06/2016					
			*Payment Mode	Select V	1					
			-Payment Mode		igure-12					
				-	-Berr -					

- **2. Fee Refund:**-If fees is refundable and have to refund students then through fee refund screen admin can make transaction.
 - **a.** Select roll number of student.
 - **b.** Select fees to be refund (as shown in figure-13).
 - **c.** Click on "Save" button.

Res Collection Fee Refund Other Fee Refund Disciplinary Fine Fine Collection Notice / Reminder Change Fee Pattern List & Verity Online Fe Mo Home / Fees / Fees Transactions / Fee Refund Image / Fees / Fees Transactions / Fee Refund Home / Fees / Fees Transactions / Fee Refund Image / Fees / Fees Transactions / Fee Refund Fees / Fees Transactions / Fee Refund Image / Fees / Fees Transactions / Fee Refund Refund adaption / Fee Refund Image / Fees / Fees Transactions / Fee Refund Refund adaption / Fee Refund Image / Fees / Fees / Fees Transactions / Fee Refund Refund adaption / Fee Refund Image / Fees										
		Save								
			Roll No	HT12001 Aakarsha Aga	rwal		SI	tudent Name :	Aakarsha Agarwal	
			Admission Yea	r: July 2012				Batch Code :	2012-13/MTech (CSE)-IS	
			Term Code	e: 2012-13/MTech (CS	E)-IS-IIITD/Seme	ester 4		Fee Pattern :	Fee2012-13/MTech/CSE-IS	5
					F	Regular Fee Pa	yment Details			
S	SI No.	Seleci	Fee Description De	manded Amount Exer	npted Amount I	Paid Amount M	aximum Refundable /	Amount Alrea	dy Refunded/Adjusted An	nount Refund Am
	1			20000.00	0.00	5000.00	5000.0		0.0	
	2									
	3		Maintenance Fee	100000.00	0.00	25000.00	Non Refundable		0.0	0.00

- **3. Other Fee Refund:**-Fees need to be refund to student due to any reason then following are the steps (as shown in figure-14).
- **a.** Select roll number of student.
- **b.** Enter voucher number, date, and amount.
- **c.** Select payment mode (as shown in figure-14).
- d. Click on "Save" button.

	Fees Collection	Fee Refund	Other Fee Refund	Disciplinary Fine	Fine Collection	Notice / Reminder	Change Fee Pattern	List & Verify Online Fe	More >
tion	Home / Fees /	Fees Transactions / Othe	r Fee Refund						
e	🗲 📑 Q	1 🖶 🚳			() * indicates mar	ndatory fields			
г >	S	ave	Roll No :	2016005 Abhishek Maiti		Go			
nt nent n	Student Nar	me : Abhishek Maiti	Admission Year :	July 2016 Batch	Code: July 2016/BTech/	/CSE Terr	m Code: July 2016/BTec	h/CSE-IIITD/Semester 1	
tion		*Voucher No: 123456 *Amount: 2000				*Date : 19/12 *Payment Mode : Che			
ics		Cheque/DD No: 123456 Bank Name : AXSB-Axi	is Bank 🔻			Cheque Date : 19/12 Branch Name : AXS	2/2016 🗒 BAxis Bank, Connaught Place	¥	

Figure-14

- **4. Disciplinary Fine:**-If fine is to be collected from student following are the steps **a.** Select roll number of student.
 - a. Select foll number of stude
 - **b.** Select fine name.
 - **c.** Enter date and amount.
- General Click on "Save" button.

 Fees Collection
 Fee Refund

 Other Fee Refund
 Disciplinary Fine

 Fine Collection
 Notice / Reminder

 Change Fee Pattern
 List & Verify Online Fe...

ion	Home / Fees / Fees Transactions / Disciplinary Fine	
	⇐ 🖡 🔍 💾 🖶 🚿	indicates mandatory fields
	Roll No : 2015119 Aakanksha Student Name : Aakanksha	Go
t ent	Admission Year : July 2015	
۱.	Batch Code : July 2015/BTech/ECE	
	Term Code : July 2015/BTech/ECE-IIITD/Semester 3	
	* Fine Name : Breakage Charges V	
ion	* Date : 19/12/2016	
	* Amount : 0.00	
cs		



- **5. Fee Exemption:**-Fee can be exempted by admin for particular student or in bulk (as shown in figure-16)
 - **a.** Select admission year, batch code, fee pattern and instalment.
 - **b.** Select roll number if exemption is to be given individual student else click on "GO".
 - **c.** Select students in bulk to give exemption.
 - **d.** Click on "Save" button.

me / Fees / Fe	ees Transactions	/ Bulk Fee Ex	emption				
- 🖳 🔍 📙	1 👌 🗭			indicates man	latory fields		
Sav	e						
	Admission Year	: July 2016 🔻	0	* Batch Co	de : July 2016/BTech/CSAM-III	TD V	
	* Fee Pattern	FeeJuly 2016/	BTech/CSAM V	Installment Na	me : July 2016/BTech/CSAM-III	TD/Monsoon Fees/1 🔻	
		Roll N	o (Select only if exemption is to be given	student-wise):Select Re	II No	Go	
			Select All Deselect All	Apply First Student's E	xemption to All		
Student Name : Aakash Tanwar Roll No : 2016215							
	Student Name	e : Aakash Tar	iwar		Roll No : 201	6215	
	Student Name	e : Aakash Tan Select	Fee Installment/Fees Component	Fees Amount	Roll No : 201 Exempted Amount		le
		1	1	Fees Amount 97500.00			le
	SI.No	Select	Fee Installment/Fees Component July 2016/BTech/CSAM-		Exempted Amount	Amount Applicable	le
	SI.No	Select	Fee Installment/Fees Component July 2016/BTech/CSAM- IIITD/Monsoon Fees/1/Tuition Fee July 2016/BTech/CSAM- IIITD/Monsoon Fees/1/Security	97500.00	Exempted Amount	Amount Applicabl	
	Sl.No 1 2	Select	Fee Installment/Fees Component July 2016/BTech/CSAM- IIITD/Monsoon Fees/1/Tuition Fee July 2016/BTech/CSAM- IIITD/Monsoon Fees/1/Security Deposit July 2016/BTech/CSAM- IIITD/Monsoon Fees/1/Maintenance Fee	97500.00	Exempted Amount	Amount Applicable 97500.00 10000.00 15000.00	
	Sl.No 1 2 3	Select	Fee Installment/Fees Component July 2016/BTech/CSAM- IIITD/Monsoon Fees/1/Tuition Fee July 2016/BTech/CSAM- IIITD/Monsoon Fees/1/Security Deposit July 2016/BTech/CSAM- IIITD/Monsoon Fees/1/Maintenance Fee	97500.00	Exempted Amount 0.00 0.00 0.00 0.00	Amount Applicable 97500 00 10000 00 15000 00 5216	

- **6. Change Fee Pattern:**-If fee pattern needs to be changed for any student due to batch transfer then following are the steps (as shown in figure-17)
 - **a.** Select roll number.
 - **b.** Select new fee pattern (as shown in figure-17).

Fee Installment Demand	Fee Installment Dem	Fee Collection	Simple Extra Fee Der	nand Fee Exemption	Change Fee I	Pattern List Online Pa	yments	Fee Refund
Home / Fees Manage	ement / Fee Transa	actions / Change Fee	Pattern					
🗲 🖳 🔍 💾 i	3			() * indicates m	andatory fields			
	Roll No : 1211042	2 G Priyanga	Go					
Stud	lent Name : G Priya	anga						
	ssion Year: 2012-							
		2013/Integrated MSc						
		Integrated MSc-NISER/	Semester 9					
	ee Pattern : Hostel							
*New F	ee Pattern : Hostele	er - SC/ST ¥						
	Remarks				1	0		
	с	ollected Fee as per c	urrent Fee Pattern				1	
				Total Refunded Amount	Maximum Adjustable Amount	Actual Amount to be Adjusted		
		1 Admission Fee	0.00	0.00	0.00	0.00		
		Alumni 2 Association Subscription	0.00	0.00	0.00	0.00		
		Career 3 Development	0.00		0.00	0.00		
			Fi	igure-17				

- **c.** Select new fee to be adjusted (as shown in figure-18)
- **d.** Click on "Save" button.

Exem	ption a	nd Adjustment as per l	New Fee Pattern		
SI.No	Select	Fee Component	Applicable Amount	Amount to be Adjusted from Fee Collected in last Fee Pattern/Program	Exempted Amount as per new Fee Pattern
1		Admission Fee	250.00	0	0
2	v	Grade Card	150.00	0	0
3		Provisional Certificate	200.00	0	0
4		Medical	200.00	0	0
5		Students	200.00	0	0
6		Hostel Admission	500.00	0	0
7		Alumni Association Subscripti	200.00	0	0
8		Publication	250.00	0	0
9		Career Development Program	200.00	0	0
1			T ¹ . 4	10	

- Figure-18
- **7. List & Verify Fee Payment:**-For checking the transaction status and verify the payment this screen proves to be helpful (as shown in figure-19)
 - **a.** Select current status (as shown in figure-19).
 - **b.** Select payments need to verify.
 - **c.** Click on verify payment.

	Fee Refund	Other Fee Refund	d Disciplinary Fine	Fine Collec	tion Notice	Reminder	Cha	nge Fee Pattern	List & Verify Online Fe	м
s / Fee Ver	s Transactions / Ify payment	⁷ List & Verify Online Fee	Payments							
a 🛃	🚔 🧭			(1) * india	cates mandatory fields					
Ad	mission Year : [Select V	B	atch Code :Selec	t ¥					
	From Date :	<u> </u>		To Date :						
*Cı	urrent Status :	Select	Trans	action Id :			G	D		
		Transaction Verified							Total :	13
il No.	Roll No. 🔺	Transaction Incomplete	Transaction Id. 🔻	Transaction Date 🔺	Transaction Ref No. 🔺	PG Name 🔺	Fee Туре 🔺	Amount 🔺	Transaction Status 🔺	
1	MT16120	Vivek Ranjan	248381621	08-12-2016 04.03.024 PM	HSBI4954779014	Billdesk	Other	1875.00	Transaction Successful	
2	MT15122	NAVYA VATS	250052611	12-12-2016 02.18.032 PM	HSBI4964625254	Billdesk	Other	600.00	Transaction Successful	
3	MT15117	VISHAV VIKASH	250052612	12-12-2016 06.34.058 PM	HSBI4965454117	Billdesk	Other	1750.00	Transaction Successful	
4	2015094	Shiven Mian	250052613	13-12-2016	HSM34967266468	Billdesk	Regular	50.00	Transaction Successful	
	Ad •Co I No. 1 2	 / frees Transactions / renty payment Admission Year : From Date : Current Status : No. Roll No. A MT16120 MT15122 	s / Ecers Transactions / List & Verify Online Fee Verify payment Admission Year : Select- V From Date : Constant 'Current Status : Select- Yamacion Successful Transaction Verified Transaction	s / Ecess Transactions / List & Verify Online Fee Payments Image: Select-region Image: Select-reg	s / Fees Transactions / List & Verify Online Fee Payments Admission Year : From Date : 'Current Status : Transaction Successful ▼ Transaction Id : 'Current Status : Transaction Successful ▼ Transaction Id : 'Current Status : Transaction Successful ▼ Transaction Id : Transaction Id : Transaction Id : I MT16120 Vivek Ranjan 248381621 08-12-2016 04.03.024 PM 2 MT15122 NAVYA VATS 250052611 12-12-2016 3 MT15117 VISHAV VIKASH 250052612 12-12-2016	s / Frees Transactions / List & Verify Online Fee Payments Admission Year : Select. ▼ From Date : 'Current Status : Transaction Successid Transaction Id : 'Select. Transaction Id : Transaction Id : Transaction Date Advector Id Transaction Ref No. ▲ MT15112 NAVYA VATS 250052611 12-12-2016 HSBI49654554117	s / Frees Transactions / List & Verify Online Fee Payments Admission Year : Select ▼ From Date : From Date : Transaction Successful ▼ Transaction Successful ▼ Transaction Verified Transaction Verified Transaction Verified Transaction Verified Transaction Verified Transaction Verified Transaction Ref No. ▲ PG Name ▲ 1 MT16120 Vivek Ranjan 248381621 08-12-2016 HSBI4964625254 Billdesk 2 MT15122 NAVYA VATS 250052611 12-12-2016 HSBI4966425254 Billdesk 3 MT15117 VISHAV VIKASH 250052612 12-12-2016 HSBI496645454117 Billdesk	s / Fees_Transactions / List & Verify Online Fee Payments Admission Year : Select Batch Code : Batch Code : From Date : Transaction Successful ▼	s / Fees Transactions / List & Verify Online Fee Payments Admission Year :	s / ceret Transactions / List & Verify Online Fee Payments Admission Year : Select. From Date : From Date : Current Status : Transaction Successful Transaction Id : Transacti

- **8.** Fee Reports:-Various reports can be maintained through ERP related to fees to make the transaction crystal clear (as shown in figure-20).
 - **a.** Fee due report
 - **b.** Fee Collection report
 - c. No dues certificate
 - d. Fee exemption report
 - e. Date wise fee
 - **f.** Fee statement

And many more reports can be maintained through ERP.

Fees Due Reports	s F	ee Collection Report	No due certificate	Student Fee Register F	ee Collection Report	Date Wise Fee	Fee Statemer	nt Fee Exemption	м
Home / Fee	es / Fees	Reports / Fees Due	Reports						
🔶 🖳 (Q 🗎	🖶 😫 📽 🍯			(i) * indicates ma	ndatory fields			
	Instit	ution :Select V	Admiss	ion Year :Select 🔻				Batch Code : Select V	
	Due	Date: 19/12/2016	🗎 Reg	ister No :Select Reg. No			Late Fe	ee Fine 🔲 🛛 Go	
			Page No. 1 V Of 6	Next >>			Tota	1:76 [Show All]	
		SI No.	Registration No. 🔻	Student Na	me 🔺	Fee Dues 🔺	Fine Dues 🔺	Extra Fee Dues 🔺	
		1	2012145	Mimansa Som		87,500	0	0	
		2	2013021	Anmol Singh		110,000	0	0	
		3	2013048	Karan Grover		110,000	0	0	
		4	2013056	Manan Wason		500	0	0	
		5	2013065	Namrata Deka		5,000	0	0	
		6	2013089	Saransh Gupta		1,000	0	0	
		7	2013101	Shuchita Gupta		87,500	0	0	
		8	2013128	Apurba Mondal		30,000	0	0	
		9	2013130	Avikal Kohli		500	0	0	
		10	2013145	Raviteja Palakurthy		15,000	0	0	
		11	2013166	Taruvar Aggarwal		110,000	0	0	
		12	2014052	Kshitij Kishore		12,500	0	0	
		13	2014058	Lakshit Tyagi		110,000	0	0	
		14	2014107	Sudhir Kumar		15,000	0	0	

Figure-20