

# Fees User Manual

## OVERVIEW:-

A fee is an important activity performed 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.

Home / Fees / Fees Master / Fee Group

\* indicates mandatory fields

\*Fee Group Code: Academic Fee

\*Fee Group: Academic Fee

Description:

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.

Home / Fees / Fees Master / Fee

\* indicates mandatory fields

\*Fees Code: MAINTENANCE FEE

\*Fees Name: Maintenance Fee

Description: Maintenance Fee Chars: 255

\*Fee Group: ME-Maintenance Fee

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 Instalmen...    Fee Instalment Fine

Home / Fees / Fees Master / Fee Pattern

Search

← Add    ↻ Save

\* indicates mandatory fields

Bulk Fee Pattern

\* Admission Year : July 2016

\* Batch Code : July 2016/BTech/CSAM-IIITD

\* Fee Pattern : July 2016/BTech/CSAM-IIITD

Description :

Chars: 256

If this checkbox is checked, fee pattern can be created for different batch codes in bulk

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 Instalmen...    Fee Instalment Fine

Home / Fees / Fees Master / Fee Period

Search

← Save    ↻ Save

\* indicates mandatory fields

\* Fee Period : Monsoon Fees

\* Start Date : 05/06/2014

\* End Date : 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 Instalmen...    Fee Instalment Fine

Home / Fees / Fees Master / Fee Schedule

Search

← Save    ↻ Save

\* indicates mandatory fields

\* Admission Year : July 2016

\* Batch Code : July 2016/BTech/CSAM-IIITD

\* Fee Pattern : FeeJuly 2016/BTech/CSAM

\* No of Installments : 1

Sl.No	Select	Order	Fees	Amount	Refund Type	Refund(Amount/%) / Amount	Date Of Return(DD/MM/YYYY)	Tax%	Description
1	<input checked="" type="checkbox"/>	1	Tuition Fee	97500	...Select--	0		0	
2	<input checked="" type="checkbox"/>	2	Security Deposit	10000	...Select--	0		0	
3	<input checked="" type="checkbox"/>	3	Maintenance Fee	15000	...Select--	0		0	
4	<input type="checkbox"/>	0	Gym Fee	0	...Select--	0		0	
5	<input type="checkbox"/>	0	Duplicate ID Card	0	...Select--	0		0	
6	<input type="checkbox"/>	0	Transcripts charges	0	...Select--	0		0	
7	<input type="checkbox"/>	0	Convoaction Fee	0	...Select--	0		0	
8	<input type="checkbox"/>	0	Miscellaneous Payment	0	...Select--	0		0	
				<b>Total Amount :</b>	122,500				

Figure-5

6. **Fee Schedule Instalment:-** It is used to schedule the fee instalment due date (as shown in figure-6)

- Select admission year, batch code, fee pattern from drop down.
- Enter number of instalments.
- Select fee period from dropdown.
- Set due date of instalment.
- Click on “Save” button.

Home / Fees Management / Fee Masters / Fee Schedule Installments

\* Admission Year : 2016-2017 \* Batch Code : 2016-2017/Integrated MSc-NISER  
 \* Fee Pattern : Fee2016-2017/Integrated MSc No of Installments : 1

Sl.No	Fees	Amount	Refund%/ Amount	Tax%	Description
1	Admission Fee	50000.00	0	0	
2	Tuition Fee	30000.00	0	0	
Total :		80000.00			

Fee Structure

Fee Period : 2016-2017 \* Installation Name : 2016-2017/Integrated MSc-NISER/2016-2017/1  
 Installation Order : 1 \* Due Date : 18/12/2016

Sl.No	Select	Fees	Amount
1	<input checked="" type="checkbox"/>	Admission Fee	50000
2	<input checked="" type="checkbox"/>	Tuition Fee	30000
Total :			80000

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).

- Select admission year, program, batch code, fee pattern and instalment name.
- Enter number of days for which fine is applicable after due date.
- Enter fine amount.
- Click on “Add” button.
- Select days to be exclude while calculating the fine.
- Click on “Save” button.

Home / Fees / Fees Master / Fee Instalment Fine

\* Admission Year : July 2016 \* Program : BTech \* Batch Code : July 2016/BTech/CSAM-IIITD  
 \* Fee Pattern : FeeJuly 2016/BTech/CSAM \* Installation Name : July 2016/BTech/CSAM-IIITD/Monsoon Fees/1

Sl.No	Fee Name	Amount
1	Tuition Fee	97500.00
2	Security Deposit	10000.00
3	Maintenance Fee	15000.00
Total		122500.00

Due Date : 15/12/2016

Applicable to all instalments which have Due Date : 15/12/2016

Fine Details

No of Days : 7 Fine Amount : 100

Excludes Days (Ticked days will not be counted while calculating late fine)

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

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.

Home / Fees Management / Fee Transactions / Fee Installment Demand

\* Admission Year : 2016-2017 \* Batch Code : 2016-2017/Integrated MSc-NISER  
 \* Fee Pattern : Fee2016-2017/Integrated MSc \* Installment Name : 2016-2017/Integrated MSc-NISER/2016-2017/1

Demand for multiple Fee Patterns  Demand for multiple installments which have ( Due Date : 29/12/2016 )

SI No	Fees	Amount	Refund % / Amount	Tax %	Description
1	Admission Fee	50000.00		0	
2	Tuition Fee	30000.00		0	
Total :		80000.00			

\* Demand Date : 23/12/2016 (Due Date : 29/12/2016)  
 Description : Chars: 255

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.

Home / Fees Management / Fee Transactions / Fee Installment Demand Process

Admission Year : --Select-- Batch Code : Select  
 Fee Pattern : --Select-- Installment Name : --Select--  
 \* Approver : Dr. Arindam Ghosh

SI No	Admission Year	Batch Code	Installment Name	Fee	Fee Pattern	Amount	Demand Date	Scheduled Due Date
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/2015-2016/1	Medical	Hosteler - GEN/OBC	100.00	20/07/2015	03/08/2015
4	2015-2016	2015-2016/Ph.D/BIO	2015-2016/Ph.D/BIO-NISER/2015-2016/1	Alumni Association Subscription	Hosteler - GEN/OBC	200.00	20/07/2015	03/08/2015

Figure-9

**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.

Home / Fees Management / Fee Transactions / Extra Fee Demand

\*Admission Year: 2016-2017    \*Batch Code: 2016-2017/Integrated MSc-NISER    \*Term: 2016-2017/Integrated MSc-NISER/Semester 1

Gender: Male

Tuition Fee Demand     Extra Demand     Disciplinary Fine

\* Fee Name: Students' Welfare Fund-Students' Welfare Fund

\* Date: 19/12/2016

\* Amount to Each Student: 2000

Refund Type: --Select--

Refund%: 0.00

Sl No.	Roll No	Student	Fee Pattern	Select
1	1611001	A S ABDUL SHABEER	Hosteler - GEN/OBC	<input checked="" type="checkbox"/>
2	1611002	ABHINAV ANAND	Hosteler - SC/ST	<input checked="" type="checkbox"/>
3	1611003	ABHINAV JANGIR	Hosteler - GEN/OBC	<input checked="" type="checkbox"/>
4	1611004	ABHISHEK KUMAR	Hosteler - GEN/OBC	<input checked="" type="checkbox"/>

Figure-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.

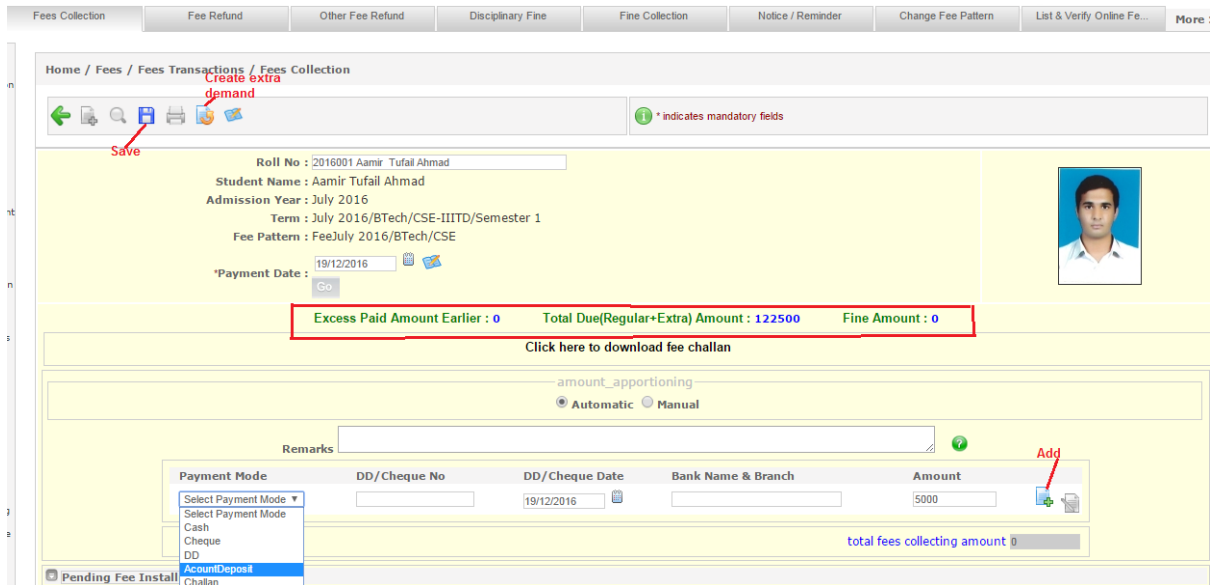


Figure-11

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.

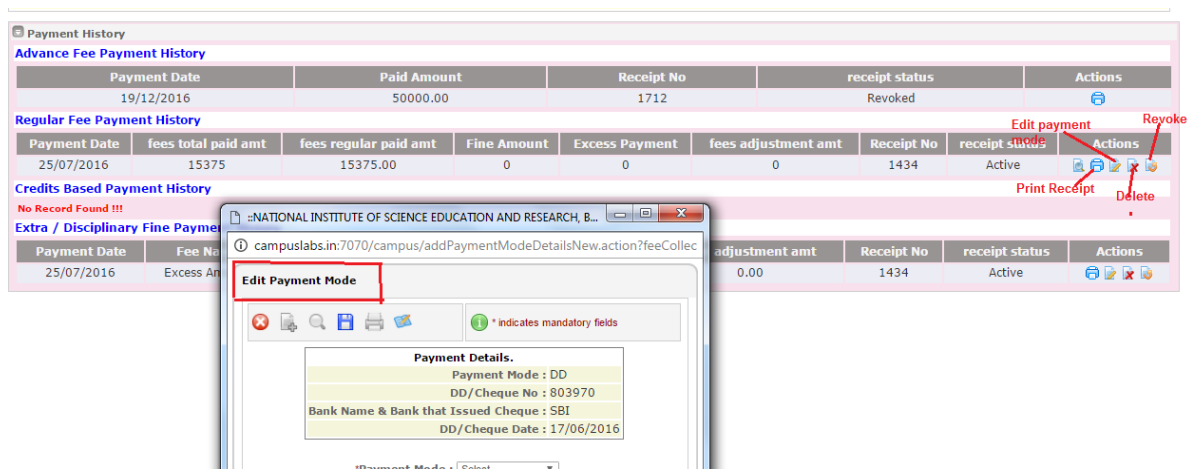


Figure-12

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.

Home / Fees / Fees Transactions / Fee Refund

Roll No : MT12001 Aakarsha Agarwal Student Name : Aakarsha Agarwal  
 Admission Year : July 2012 Batch Code : 2012-13/MTech (CSE)-IS  
 Term Code : 2012-13/MTech (CSE)-IS-IIITD/Semester 4 Fee Pattern : Fee2012-13/MTech/CSE-IS

Maximum Refundable Amount : 45944.0

Previous Refund Details  
 No Record Found !!!

SI No.	Select	Fee Description	Demanded Amount	Exempted Amount	Paid Amount	Maximum Refundable Amount	Already Refunded/Adjusted Amount	Refund Amount
1	<input checked="" type="checkbox"/>	Security Deposit	20000.00	0.00	5000.00	5000.0	0.0	5000.00
2	<input type="checkbox"/>	Tuition Fee	600000.00	0.00	250000.00	Non Refundable	0.0	0.00
3	<input type="checkbox"/>	Maintenance Fee	100000.00	0.00	25000.00	Non Refundable	0.0	0.00

SI No.	Select To Refund	Fee Description	Demanded Amount	Payment Status	Total Refundable Amount	Already Refunded Amount	Refund Amount

Figure-13

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).

- Select roll number of student.
- Enter voucher number, date, and amount.
- Select payment mode (as shown in figure-14).
- Click on “Save” button.

Home / Fees / Fees Transactions / Other Fee Refund

Roll No : 2016005 Abhishek Maiti Go

Student Name : Abhishek Maiti Admission Year : July 2016 Batch Code : July 2016/BTech/CSE Term Code : July 2016/BTech/CSE-IIITD/Semester 1

\*Voucher No : 123456 \*Date : 19/12/2016  
 \*Amount : 2000 \*Payment Mode : Cheque  
 Cheque/DD No : 123456 Cheque Date : 19/12/2016  
 Bank Name : AXSB-Axis Bank Branch Name : AXSB--Axis Bank, Connaught Place

Figure-14

4. **Disciplinary Fine:-**If fine is to be collected from student following are the steps

- Select roll number of student.
- Select fine name.
- Enter date and amount.
- Click on “Save” button.

Home / Fees / Fees Transactions / Disciplinary Fine

Roll No : 2015119 Aakanksha Go

Student Name : Aakanksha Admission Year : July 2015  
 Batch Code : July 2015/BTech/ECE Term Code : July 2015/BTech/ECE-IIITD/Semester 3

\* Fine Name : Breakage Charges  
 \* Date : 19/12/2016  
 \* Amount : 0.00

Figure-15

5. **Fee Exemption:**-Fee can be exempted by admin for particular student or in bulk (as shown in figure-16)

- Select admission year, batch code, fee pattern and instalment.
- Select roll number if exemption is to be given individual student else click on "GO".
- Select students in bulk to give exemption.
- Click on "Save" button.

Home / Fees / Fees Transactions / Bulk Fee Exemption

\* Admission Year : July 2016 \* Batch Code : July 2016/BTech/CSAM-IIITD

\* Fee Pattern : FeeJuly 2016/BTech/CSAM Installation Name : July 2016/BTech/CSAM-IIITD/Monsoon Fees/1

Roll No (Select only if exemption is to be given student-wise): --Select Roll No --

Select All | Deselect All | Apply First Student's Exemption to All

Student Name : Aakash Tanwar Roll No : 2016215

Sl.No	Select	Fee Installment/Fees Component	Fees Amount	Exempted Amount	Amount Applicable
1	<input type="checkbox"/>	July 2016/BTech/CSAM-IIITD/Monsoon Fees/1/Tuition Fee	97500.00	0.00	97500.00
2	<input type="checkbox"/>	July 2016/BTech/CSAM-IIITD/Monsoon Fees/1/Security Deposit	10000.00	0.00	10000.00
3	<input type="checkbox"/>	July 2016/BTech/CSAM-IIITD/Monsoon Fees/1/Maintenance Fee	15000.00	0.00	15000.00

Student Name : Aarushi Agarwal Roll No : 2016216

Sl.No	Select	Fee Installment/Fees Component	Fees Amount	Exempted Amount	Amount Applicable
1	<input type="checkbox"/>	July 2016/BTech/CSAM-IIITD/Monsoon Fees/1/Tuition Fee	97500.00	0.00	97500.00

Figure-16

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)

- Select roll number.
- Select new fee pattern (as shown in figure-17).

Home / Fees Management / Fee Transactions / Change Fee Pattern

Roll No : 1211042 G Priyanga

Student Name : G Priyanga

Admission Year : 2012-2013

Batch Code : 2012-2013/Integrated MSc

Term Code : 2012/Integrated MSc-NISER/Semester 9

Current Fee Pattern : Hosteler - GEN/OBC

\*New Fee Pattern : Hosteler - SC/ST

Remarks

Sl.No	Fee Component	Total Collected Amount	Total Refunded Amount	Maximum Adjustable Amount	Actual Amount to be Adjusted
1	Admission Fee	0.00	0.00	0.00	0.00
2	Alumni Association Subscription	0.00	0.00	0.00	0.00
3	Career Development	0.00	0.00	0.00	0.00

Figure-17

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



Exemption and Adjustment as per New Fee Pattern					
Sl.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	<input checked="" type="checkbox"/>	Admission Fee	250.00	0	0
2	<input checked="" type="checkbox"/>	Grade Card	150.00	0	0
3	<input type="checkbox"/>	Provisional Certificate	200.00	0	0
4	<input type="checkbox"/>	Medical	200.00	0	0
5	<input type="checkbox"/>	Students	200.00	0	0
6	<input type="checkbox"/>	Hostel Admission	500.00	0	0
7	<input type="checkbox"/>	Alumni Association Subscripti	200.00	0	0
8	<input type="checkbox"/>	Publication	250.00	0	0
9	<input type="checkbox"/>	Career Development Program	200.00	0	0

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)

- Select current status (as shown in figure-19).
- Select payments need to verify.
- Click on verify payment.

Figure-19

8. **Fee Reports:**-Various reports can be maintained through ERP related to fees to make the transaction crystal clear (as shown in figure-20).

- Fee due report
- Fee Collection report
- No dues certificate
- Fee exemption report
- Date wise fee
- Fee statement

And many more reports can be maintained through ERP.

Fees Due Reports						Fee Collection Report		No due certificate		Student Fee Register		Fee Collection Report		Date Wise Fee		Fee Statement		Fee Exemption		More >:	
Home / Fees / Fees Reports / Fees Due Reports																					
Institution : <input type="text" value="--Select--"/> Admission Year : <input type="text" value="--Select--"/> Batch Code : <input type="text" value="Select"/>										<input type="text" value="Due Date : 19/12/2016"/> <input type="text" value="Register No : --Select Reg. No.--"/> <input type="checkbox"/> Late Fee Fine <input type="button" value="Go"/>											
Page No. <input type="text" value="1"/> Of 6 <input type="button" value="Next &gt;&gt;"/>										Total : 76 [Show All]											
Sl No.	Registration No.	Student Name	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	Kshiti Kishore	12,500	0	0																
13	2014058	Lakshit Tyagi	110,000	0	0																
14	2014107	Sudhir Kumar	15,000	0	0																

Figure-20