

Fee

Version 1.0

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1. About the Functionality

1.1 Overview

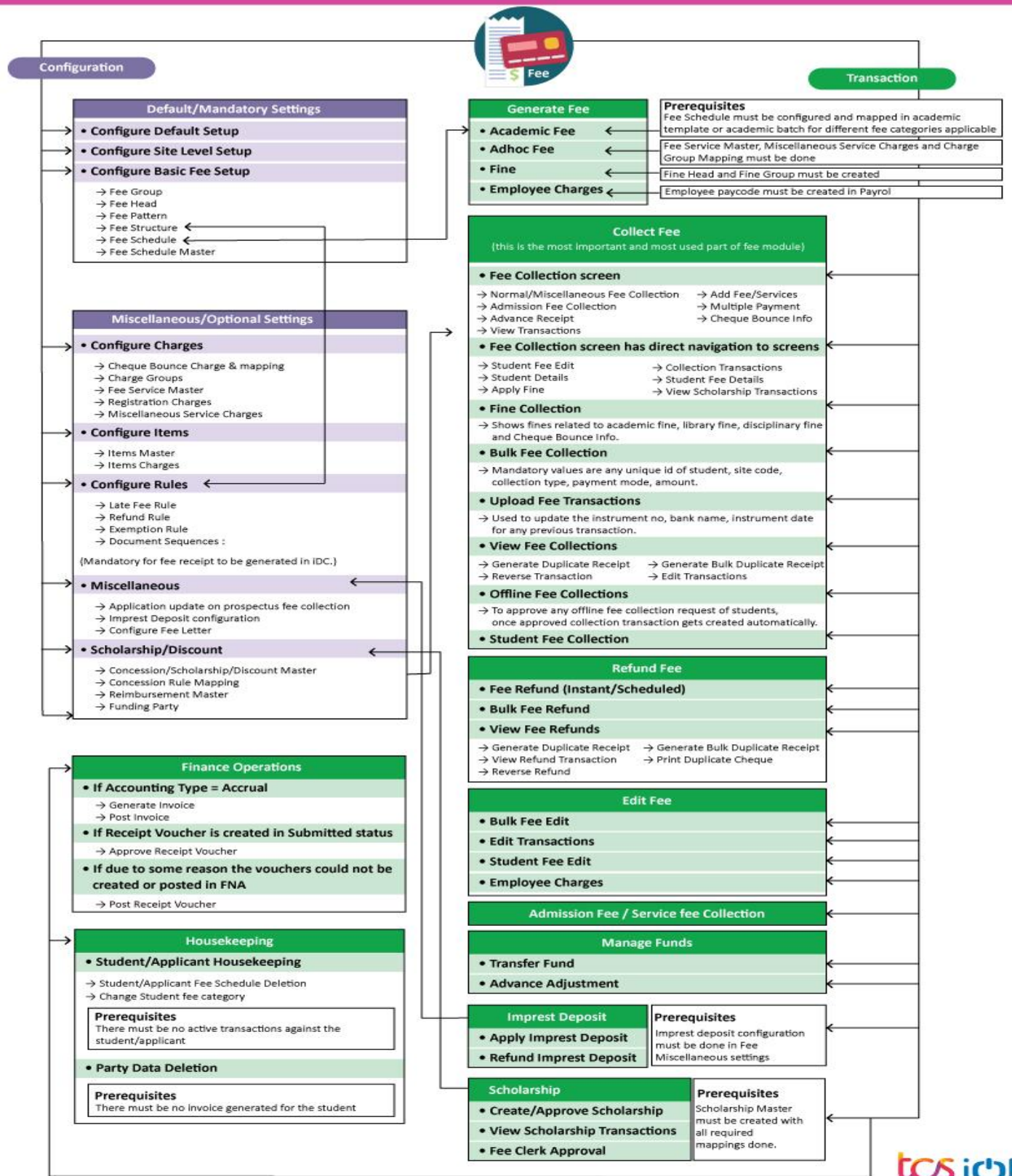
Fee module is an essential component of the system. It enables definition of various fees, fee heads, and a structure/program around the process of notification and collection of fees for an educational institution. Admin user can also map the Cost Centre and apply GST configurations in Digital Campus.

The complete process comprises of a fee structure that includes identification of a fee group, a set of fee heads against which collections/payments are affected, a set of rules that set the conditions and schedule for payment, and addresses exemptions. Fee module has an integration with core F&A system—where the organization's master list of accounts is defined along with the mapping of the heads to respective bank accounts.

Fee module has an absolute relevance on Admission, Student details, Payments and Dues, Timetable, and Exam & Grading modules.

It also has relevance to Library, Hostel, and Transportation modules where such services are relevant, and payments included as part of fee.

Process Flow Chart



1.2 Steps

- **Configuring the Default Setup:** The default settings required for the Fee module, such as the fee rules, the document sequences, the bank master, and the bank branch master.
- **Configuring the Fee Structure:** The different features required to configure a fee structure, such as fee group, fee structure, fee pattern, and fee category are defined.
- **Configuring the Charges:** The different configurations required in setting up the charges, such as items master, items charges, impress deposit configuration, and cheque bounce charge is done.
- **Integration with F&A:** Make the necessary settings such as configuring the financial calendar, accounting periods, chart of accounts, to integrate F&A with the Fee module.
- **Basic Settings:** A batch fee, fine, service fee, and scholarship master is defined to set up the basic settings of the Fee module.
- **Collections:** Once the configurations are complete, the fee generation and collection is completed. If necessary, refunds are made.
- **Receipt:** Once the collections are done, the fee receipts are generated.

Configuration

Fee - Solution Configuration:

To achieve the above capabilities, a set of mandatory prerequisite activities need to be addressed. Settings for Fee Management are addressed in two parts over the two systems F&A and Digital Campus.

1. Prerequisite Settings on F&A to set up the Fee Module:

Before setting up the Fee module, some essential settings are to be addressed on the Finance and Accounting (F&A) solution. This is required to ensure definition of fee heads, mapping of fee heads to the corresponding ledger accounts, and proper accounting/flow of the transactions between Digital Campus and F&A.

In summary, the configuration on the F&A system for Fee Management involves the following:

- The organization/institution's **Chart of Accounts (CoA)** is to first be defined on the system.
- This is followed by the **Financial Calendar** specific to the organization and last, the specifications for **Accounting Periods** that need to be **Open** (active for transactions) or **Closed** (freeze transaction).
- Finally, **Cost Center** and **Exchange Rate** configuration in FnA, allows you to map these in Digital Campus. Once cost centers are mapped and the transactions through Fee module are impacting Income accounts, the cost center report will provide the inference of Credited and Debited Income Accounts

1. Default Setup Requirements on the F&A system:

There are essentially three aspects that need to be pre-addressed on F&A for addressing Fee Management:

Financial calendar:

Defining the financial year specific to the organization's operations is a key activity for activating the various account heads and commencing transactions and accounting for the specific year. The Financial Calendar screen is used to create new financial calendar, define attributes of the financial year, maintain financial period details, view any financial year details, and edit financial calendar details. Financial Calendar is independent of Organization. In other words, one Financial Calendar can be tagged to multiple Organizations. For an Organization, two consecutive financial calendars can remain open

This is done in the F&A from Finance and Accounting >> General Ledger >> System Configuration >> Financial Calendar >> Create.

The screenshot shows the 'Calendar Information' form in the TCS iON Finance and Accounting system. The form is titled 'Calendar Information' and contains the following fields and controls:

- Calendar Code***: A text input field.
- Description***: A text input field.
- Period Type***: A dropdown menu currently set to 'Monthly'.
- Budget Specific Calendar**: A checkbox.
- Start Date***: A text input field with a calendar icon, showing the format 'dd-MM-yyyy'.
- End Date**: A text input field with the format 'dd-MM-yyyy'.
- Buttons**: 'Generate Calendar Periods' (blue) and 'Cancel' (white).

Field	Description
*Code	Specify a code for the COA.
*Description	Provide a description for the calendar.
*Period Type	<p>Select the calendar period:</p> <ul style="list-style-type: none"> • Monthly • Quarterly • Half-yearly • Annually • User Defined [If you select the period type as User Defined Periods, click Create Calendar Periods. <p>A. In the Calendar Periods column, specify a name for the Calendar Period.</p> <p>B. Select the Start Date and End Date for each period.]</p>
*Start Date	Select the start date for the calendar using the lookup icon adjacent to the field.
End Date	The End Date field will populate automatically with the end fiscal date i.e., 31st March.
Budget Specific Calendar	Select this option if you want to create a budget calendar different from the financial calendar.
Click Save	The Period Details tab is displayed next to the Calendar Information tab.

Accounting Period:

Accounting Period is the period for which books are balanced and the financial statements are prepared. Generally, the accounting period consists of 12 months. However, the beginning of the accounting period differs according to the jurisdiction.

For example, one organization may follow the regular calendar year that is January to December as the accounting year, while another organization may follow April to March as the accounting period. In other words, accounting period is a period for which an organization prepares its internal or external accounts, the period covered by the financial statements.

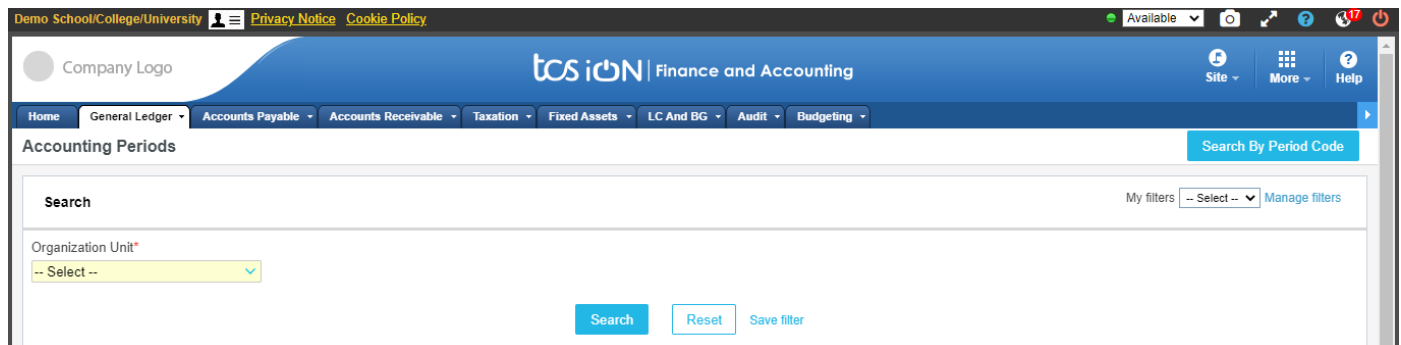
In iON, accounting periods are generated while creating the financial calendar. You can open, close, and permanently close the calendar periods.

- **Open:** When a new calendar is created in the system, all the periods within the calendar have the status as "Closed" by default. For recording any transaction, you need to change the status of the Calendar as "Open".
- **Closed:** After you finish entering all the transactions for a particular period, close the period. An accounting period can be closed only if the status of various entries passed during the period is Posted, Reversed or Cancelled. The closed period can be reopened for making new entries.
- **Permanently Close:** You can also permanently close a period once you are sure that no further transactions are to be recorded in that period. If the period is permanently closed, it cannot be opened again.

F&A >> General Ledger >> System Configuration >> Accounting Periods.

You can open, close, and permanently close the calendar periods. When a new calendar is created in the system configuration, all the periods within the calendar will have the status as Closed by default. For entering any transaction, the status of the period must be Open. If all the transactions are entered for a, period the period can be closed.

An accounting period can be closed only if the status of various entries passed during the period is either. For example, in the preceding example, on May 01, 2016 the accounting period for the month of May needs to be formally made open.



Field	Description
Organization Unit	Drop-down list, select the organization for which you want to view the calendar period.
Search	A list of all open calendar periods tagged to the selected organization is displayed.
Open Transaction List	To view list of open transactions and take appropriate action.
View	Select the required calendar period and click View. A list of periods defined for the calendar period is displayed.
Edit	Click Edit to change the status of the selected period. (Open, Close, Permanently close)
Save	To save the record

Search My filters -- Select -- [Manage filters](#)

Organization Unit*
A001 (A001 University) ▼

Search
Reset
Save filter

Records (1 - 5 of 5) ⋮ ⚙

	Calendar Code	Description	Period Type	Status
<input checked="" type="radio"/>	2018-19	calendar 2018-19	Monthly	Open
<input type="radio"/>	2019-20	F.Y.2019-20	Monthly	Open
<input type="radio"/>	2020-21	F.Y.2020-21	Monthly	Open
<input type="radio"/>	2021-22	F.Y.2021-22	Monthly	Open
<input type="radio"/>	fca	fca	Annually	Open

Time taken: 0.637 Sec. ⏪ < Page 1 of 1 > ⏩

Edit
View
Open Transaction List

Chart of Accounts:

A chart of accounts (COA) is a created list of the accounts used by an organization to define each class of items for which money or the equivalent is spent or received. It is used to organize the finances of the entity and to segregate expenditures, revenue, assets, and liabilities to give interested parties a better understanding of the financial health of the entity. This needs to be defined on the F&A system to ensure proper flow from and to the various transactions.

The CoA is usually a long list of Account Groups or Account Heads like Expenses, Liabilities, Assets, etc; each of which is further mapped into one or several specific accounts at a transaction level or Ledger Accounts.

Chart of Accounts is addressed on F&A from: F&A -> General Ledger -> System Configuration -> Chart of Accounts >> Create.

Field	Description
Code	Specify a code for the calendar.
Description	Provide a description for the calendar.
Start Date	Select the Start Date for the calendar using the icon adjacent to the field.
End Date	Select the end date for the COA using the icon.
Chart of Account	In this section from the Optional group, select the required sub-groups.
Save as draft	To save the details

Voucher Numbering:

Every voucher created in the F&A solution is identified by a unique number. This helps you to keep a track of vouchers being created in General Ledger (GL), Accounts Payable (AP) and Account Receivable (AR) modules. Before entering any transactions, you need to set voucher numbering for every voucher.

Voucher numbering means setting a document sequence number for all kind of vouchers such as Journal Voucher, Recurring JV, Retained Earning JV, Inter unit JV and Provisional JV. You can set a sequence number by setting prefixes for every voucher type using the Voucher Numbering screen. Once you set the prefixes, the system automatically creates vouchers with the specified prefixes defined for each voucher type. You can set prefixes up to 4 levels. Prefix 1 is mandatory. Prefix 2, 3, and 4 are optional.

The voucher number can be created with respect to the Document Type and Document Sub Type. For example, if the Document type is Journal voucher and the Document sub type is “SBU -1 & SBU-2”. Two different document sequences can be created for these two SBUs. TCS/JV/SBU1/1 can be one series and TCS/JV/SBU2/1 can be another series.

However, only one sequence can remain in open at a time for a combination of document type and sub type. You need to end-date the existing sequence number if you want to use a new voucher numbering.

Configure Voucher Numbering >> General Ledger >> System Configuration >> Voucher Numbering >> Create.

Field	Description
Organization Unit	Select the required organization unit for which voucher numbering is to be configured.
Document Category type	Select one of the following options: Journal Vouchers: This option allows you to set voucher numbering for all types of vouchers. Others: This option allows you to set voucher numbering for Revaluation and Reversal Vouchers.
Document Type	Select document type. The Document type options will differ depending on the Document Category Type selected.
Document Sub Type	Depending on the Document Type selected, the Document Sub Type field is auto populated. By default, the system displays the Document Type as Document Sub

Field	Description
	Type. You can change the Document Sub Type, if required.
Prefix 1	Specify a prefix for the voucher type. For example, set prefix as MJV for memo JVs.
Prefix 2, Prefix 3, and Prefix 4	<p>Select any one of the following options, if required</p> <ul style="list-style-type: none"> • Accounting Period • Document Date • Document Type • Organization Code
Start Number	Specify a starting number for the voucher.
Reset Frequency	<p>Select how frequently you want to change the voucher number sequence. You can select any one of the following options:</p> <ul style="list-style-type: none"> • Daily: If you select this option: <ul style="list-style-type: none"> ○ Document Date field is mandatory. ○ End date should be less than end date of Financial Calendar Period. For example, if the financial calendar is created from 1st April 2012 to 31st March 2013; End date of Voucher Numbering sequence should be less than or equal to 31st March 2013. ○ Start number of the voucher numbering will be reset every day ○ While creating back dated transactions, voucher numbering should be the next sequence of that date and not the current date. For example, On 1st Jan 2013, there are 3 transaction having the voucher numbering: 'Oth/01-01-2013/1', 'Oth/01-01-2013/2' and 'Oth/01-01-2013/3'. ○ On 2nd Jan 2013, there are 2 transaction with voucher date 02-01-2013 and one back-dated transaction having voucher date 01-01-2013, then the back-dated transaction will have voucher numbering, 'Oth/01-01-2013/4' and not of 2nd Jan 2013. • Periodic: If you select this option: <ul style="list-style-type: none"> ○ Accounting Period field is mandatory ○ End date should be less than end date of Financial Calendar Period. For example, if the financial calendar is created from 1st April 2012 to 31st March 2013; End date of Voucher Numbering sequence should be less than or equal to 31st March 2013. ○ Start number of the voucher will be reset according to the accounting period defined in Financial Calendar

Field	Description
	<ul style="list-style-type: none"> Annually: If you select this option, start number of voucher numbering will be reset on start date of next Financial Calendar.
Start Date	Select the Start Date for voucher numbering using the icon adjacent to the field.
End Date	Select the End Date using the icon adjacent to the field.
All Site	Check if applicable for all sites.
Save	Click to save a record.

Bank account Number:

The Bank Account screen will hold all the details of Bank and its branch in the system. You can use this data to make and receive payments in the system. You can create Bank Account Master in both, Accounts Payable and Accounts Receivable modules.

- i. Accounts Payable >> Bank Account
- ii. Accounts Receivable >> Bank Account

Cost Center:

A Cost Center is a center or department or division at which the costs are incurred. It is a part of an organization that does not produce direct profit and adds to the cost of running a company. For example, research and development departments, marketing departments, and help desks. The main aim of creating a cost center is to determine the cost incurred by a particular center so the same can be used in Expense Transactions only. Cost Centers are created commonly across all sites and used while making expense transaction for a particular Accounting Site.

You can generate reports for each Cost Center that will provide a list of all transactions posted in the Cost Center for the specified period. You can also allocate budget cost-center wise.

You can map cost centers created in iON FnA solution, to the following screens of Digital Campus >> Fee module:

- Site
- Award
- Program
- Batch
- Fee Head

If cost centers are mapped at more than one of the above levels, then transaction details will impact the cost center mapped at the lower level only. For example, if cost centers are mapped at Site and Program, then the income and expenses will be accounted in the cost center mapped at Program level. With this implementation you can do income analysis at various levels such as Fee head to check hostel profits.

A new Web installer template Cost Center Mapping is available to map Cost Centers in bulk for Site, Award, Program and Batch levels. You can perform Cost Centre mapping at fee head level in bulk, using the Fee Head Account Mapping template.

You can perform the following actions using the Cost Center screen:

General Ledger >> System Configuration >> Cost Center >> Create.

Field	Description
Cost Center Code	Specify a code for the cost center.
Description	Provide a description for the cost center.
Is this a Child Cost Center	Select this option if this is a child cost center. When you select this option, the Parent Cost Center field is displayed. Select the parent cost center.
Budget Applicable Indicator	Select this option only if you want to allocate budget to this cost center.
Start Date	Select the Start Date for the Cost Center using the icon adjacent to the field.
End Date	Select the End Date for the Cost Center using the icon.
Save as draft	Click Save As Draft. If you select the cost center as Parent Cost Center, two tabs Detail and Hierarchy are displayed. The Detail tab provides details of the parent cost center.
Hierarchy	Click the Hierarchy tab to add child cost centers.

Exchange rates:

Exchange Rate is the price at which the currency of one country can be converted to the currency of another country. For example, if exchange rate of one U.S. dollar for one euro is 0.84, which means that one dollar can be exchanged for 0.84 euros. You can define Exchange Rate in iON F&A solution using the Exchange Rate screen. The exchange rate defined in F&A solution will be available in the Manufacturing solution while creating Purchase Order and Sales Order.

You can define different types of Exchange Rates, such as Daily Rate, Import Rate, and Export Rate. You can also create multiple Exchange rates with different date range and for different Currencies. These exchange rates will flow in respective Import/Export transactions.

Go to General Ledger >> System Configuration >> Exchange Rate >> Create.

Field	Description
Base Currency	Select the base currency.
Exchange Currency	Select the exchange currency.
Exchange Rate Type	Select any one of the following options: <ul style="list-style-type: none"> • Daily rate • Spot rate • TT selling rate • TT buying rate • Tom rate • Cash rate • Forward rate • Export rate • Import rate
Exchange Rate	Specify the exchange rate. The rate can be entered up to 4 digits after the decimal point. For example, 1USD = Rs 45.5525.

Field	Description
Start Date	Select the Start Date for the Exchange Rate using the icon adjacent to the field.
End Date	Select the End Date for the Exchange Rate using the icon.
Save	Click Save and Create New to save this record and create a new record.

Fee Settings

Default Setup for Fee Module

To set up the Fee module, the settings need to be created as per the sequence mentioned in the Fee tab starting from fee head to fee schedule. This fee schedule needs to be tagged to the academic batch for the required program.

The Configure Default Setup (with the in-built Fee Head Priority functionality) is used to configure the way the fee needs to be collected and the account heads need to be debited for the amount.

By using Configure Default Setup, the order of priority can also be set for the (currently) due amount, arrears, late fee, and the order for viewing and printing these heads on the fee receipt. The due amount itself can be broken up further into each of its components and the priority for each of these components can also be set.

Procedure: Configuring the Default Setup

To configure the default setup:

1. Go to **Fee >> Settings >> Configure Default Setup**. The following figure appears.

The screenshot displays the 'Configure Default Setup' form, divided into two main sections: 'Basic Setup' and 'Transactional Setup'.

Basic Setup:

- Due Amount Order:** Second
- Arrear Amount Order:** First
- Late Fee Amount Order:** Third
- Start Date Order Type:** Ascending
- Horizontal / Vertical Deduction:** Radio buttons for H and V, with V selected.
- Currency:** Rupee, US Dollar

Transactional Setup:

- Is Back Date Transaction Allowed?
- Extra Fee Allowed
- Extra Fee For Advance Receipt?
- Disable Advance Fee Collection
- Is Collection Allowed Without Invoice?
- Generate Invoice on Fee Schedule Date
- Allow Invoicing of Fine Heads
- Use Document Sequencing for Invoices
- Refund Service Tax
- Allow Voucher Reversal On Transaction Reversal
- Is Academic Session?
- Is Concession Rule Applicable?

Collection Type: A dropdown menu with options: --Select One--, Normal Collection, and Development Fund Colle.

Finance Voucher Setup

Receipt Voucher Status * Submitted Payment Voucher Status * Approved Journal Voucher Status * Approved Online Voucher Approver 0:946

Other Setup

Min Fee Type --Select One-- Min Fee Value Normal Fee Collection Type * Same Level Miscellaneous Fee Collection Type * Same Level

Follow new approach for Schedule Generation Fee Deduction order Date Fee Head wise

Corporate Invoice Letter --Select One--

* Indicates mandatory fields

Save

Field	Description
Due Amount Order	A drop-down that allows you to decide the sequence when the due amount would be paid.
Arrear Amount Order	A drop-down that allows you to decide the sequence when the arrear amount would be paid.
Late Fee Amount Order	A drop-down that allows you to decide the sequence when the late fee amount would be paid.
Start Date Order Type	The sequence of the start date order type. The values of this field are: Ascending or Descending.
Horizontal/Vertical Deduction	<p>A radio-button that allows you to decide the way fees would be deducted.</p> <p>H - Enables horizontal deduction</p> <p>V - Enables vertical deduction</p> <p>For example, if you select horizontal deduction, then the due amount, arrear amount, would be deduct first and then the fee heads. If you select vertical deduction, the fee would be deducted from the fee heads and then the due and arrear amounts be paid.</p>
Is Back Date Transaction Allowed?	A checkbox that allows you to enable/disable back date transaction.
Is Academic Session?	A checkbox that allows you to enable/disable the fee transactions for an academic session.
Extra Fee Allowed	A checkbox that allows you to enable/disable extra fee.

Field	Description
Normal Fee Collection Type	A drop-down that allows you to decide the way the normal fee would be received.
Miscellaneous Fee Collection Type	A drop-down that allows you to decide the way the miscellaneous fee would be received.
Receipt Voucher Status	A drop-down that allows you to filter the receipt vouchers based on their status: Submitted or Approved.
Payment Voucher Status	A drop-down that allows you to create the payment vouchers with default status as Draft, Submitted or Approved
Journal Voucher Status	Select a default Journal Voucher status. If the default Journal Voucher Status is configured, all journal vouchers will have the default status when generated
Min Fee Type	A drop-down that allows you to decide the fee type: <i>Fixed</i> or <i>Percentage</i> .
Min Fee Value	A numeric value that gives you the minimum fee value. For example, if you select the Min Fee Type as Fixed, and the Min Fee Value, as 5000, then it implies that the minimum amount of fee to be paid is 5000.
Extra Fee for Advance Receipt?	A checkbox that allows you to enable/disable the extra fee for advance receipt.
Disable Advance Fee Collection	A checkbox that allows you to enable/disable advance fee collection.
Allow Voucher Reversal on Transaction Reversal	A checkbox that allows you to enable/disable JV reversal on transaction reversal.
Is Collection Allowed without Invoice?	A checkbox that allows you to enable/disable fee collection without invoice.
Generate Invoice on Fee Schedule Date	A checkbox that allows you to enable/disable the invoice generation on fee schedule date.
Allow Invoicing of Fine Heads	Using this checkbox, you can enable invoice generation for dues against fine heads. Fine invoice will be generated on due date of fine.
Currency	Using this lookup, you can select the list of allowed currencies. The list of currencies selected here, will be listed as the allowed currency types for performing various Fee Transactions.
Use Document for Sequencing Invoices	Using this checkbox, you can define separate invoice number sequence for different accounting sites.

Field	Description
Refund service Tax	If this flag is enabled, the fee head which is applicable for tax then those fee heads if customer try to refund they will get an alert message like Service Tax is not refundable once quarter is passed after collection but still customer can proceed for refund.
Collection Type	This functionality helps customer to display the collection type which need to be visible in online Fee Bizapp for student/parent.
Is Concession Rule Applicable	If this flag is enabled ,you can define the rule for applying scholarship.
Online Voucher Approval	This will help fee receipt vouchers posting to Finance And Accounting solution in approved state automatically along with approver name which is tagged here.
Follow New Approach for Schedule Approach	If this Flag is enabled, then only system will allow user to generate the fees from batch fee generation screen.
Is Tax Allowed	If this flag is enabled, you can define the tax details against the fee heads under fee head master.
Allowed Tax Type	If this flag is enabled , customer can choose what are the taxes are applicable.VAT,GST etc
Fee Deduction Order Date Fee Head Wise	You can remove this row because this is not in use.
Fee Schedule Normalization Class	If this flag is enabled ,you can define the rule in fee schedule master like scholarship that depends on the attendance or marks.This will be differ based on customer requirement.
Corporate Invoice Letter	Customer can print the corporate invoices based on the letter master which is tagged here.
Save	Click to the record.

Miscellaneous Fee Heads

Purpose of Miscellaneous Fee Heads is to collect fees other than the scheduled fee amounts e.g., Extra fee, Development fee, etc. The details of the Fee Head(s) clubbed under Miscellaneous Fee and the Type of Miscellaneous Fee Head are mapped into the Org level setup. This ensures that the specific items are clubbed under Miscellaneous and can be tracked.

Miscellaneous Fee Heads	Fee Head Priority	Fine Head Priority	Voucher Sub Type	User Group Miscellaneous Buttons Mapping
<input type="checkbox"/>  * Fee Head				* Misc. Fee Head Type
<input type="checkbox"/> Workshop & Seminar Fee 				Others 
<input type="checkbox"/> Uniform Fee 				Others 
<input type="checkbox"/> Gymkhana Fee 				Others 

To configure Miscellaneous Fee Heads:

1. Click on the lookup icon and update the **Fee Head** field.
2. From the **Misc. Fee Head Type** drop-down, select the fee head type to be mapped to the fee head.
3. Click **Save**. The miscellaneous fee head is updated.
4. Give details for the advance receipt.

The default values defined are as follows:





- i. Cheque Bounce - The fee head against which the Cheque bounce charges must be collected
- ii. Advance to be Refund - To collect the extra fee amount. Only one fee head can be defined of this type
- iii. Cumulative Late Fee - To define a fee head for late fee collection when Late fee is defined at the fee structure level
- iv. Advance Receipt - The fee head, which is to be displayed when advance receipt collection is used. Multiple Fee heads can be tagged within the Advance Receipt Fee head.
- v. Development Fund Collection - To collect Donation, Building development fund, etc.

Fee Head Priority

You can set of the order of priority for collection/distribution of amount received against the various fee heads. This is applicable for scenarios where partial payment can be considered OR for the scenarios where the advance amount is accepted and reconciled with the applicable fee at a later point in time.

This can also be used to address the priority for the due amount—as a single entity or with priority set for each of its component heads, arrears, late fee, and the order for viewing and printing these heads on the fee receipt.

1. Click on the lookup icon and update the **Fee Head** field.
2. From the **Fee Head Priority** drop-down, select a numeric value.
3. Click **Save**. The fee head priority is updated.

Miscellaneous Fee Heads	Fee Head Priority	Fine Head Priority	Voucher Sub Type	User Group Miscellaneous Buttons Mapping
<input type="checkbox"/> * Fee Head				* Fee Head Priority
<input type="checkbox"/> AU_Admission Fee 				1 
<input type="checkbox"/> Tuition Fee 				2 

Fine Head Priority

This interface allows setting of the order of priority for collection/distribution of amount received against the various Fine Heads as per the deduction rules set. A separate priority list for Fines is essential since access for collection of fines would often need to be given to members of different user groups and would not always be collected in combination with a scheduled payment.

1. Click on the **Fine Head Priority** tab.
2. Click on the lookup icon and update the **Fine Head** field.
3. From the **Fine Head Priority** tab, select a numeric value.
4. Click **Save**.

Voucher Sub type

Voucher formats are mapped into the respective payment modes; based on which the posting and updates are affected on the F&A system

1. Click on the **Voucher Sub Type** tab.
2. From the **Payment Mode** drop-down, select the mode through which the payment is made.
3. Enter a brief description in the **Voucher Sub Type** Description.
4. Select the required option from the **Collection/Refund** drop-down.
5. Click **Save**.

User Group Miscellaneous Mapping

The user groups that will need to collect Miscellaneous Fees (based on various fee heads classified as Miscellaneous Type) are identified and mapped in this interface. This also grants the privileges to the specific user group to address the transactions of this nature.

1. Click on the **User Group Miscellaneous Buttons Mapping**.
2. Click on the lookup icon and update the User Group field.
3. From the **Misc. Fee Head Type** drop-down, select the required value.
4. Click **Save**. The miscellaneous fee head type mapping is complete.

Miscellaneous Fee Heads	Fee Head Priority	Fine Head Priority	Voucher Sub Type	User Group Miscellaneous Buttons Mapping
<input type="checkbox"/>				
* User Group			* Misc Fee Head Type	
<input type="checkbox"/>			--- <td></td>	

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Save Add Row Remove Row

Configuring the Site-Level Setup:

To configure the site-level setup:

1. Go to **Fee >> Settings >> Site-Level Setup**. The following screen appears.

Configure Site Level Setup Search

Code: SPJDelhi Name: SPJDelhi Site Type: COMPANY Address: Delhi, Delhi, Delhi, India
 City: Delhi Country: India Physical Site: SPJAIN-SPJAIN 245 chars left

Save Cancel

Other Details Misc Fee Collection Auto Invoice Eform Payment Gateway Fee Sch Date Config Fee Report Config Fee Receipt Config Cheque Printing Config

Site Registration No	Registration Authority	Same Site	* Base Transaction Site	* Accounting Type	Receivable Account	Cash Account For Fee	Interunit Account
<input type="checkbox"/>		<input type="checkbox"/>	--- <td>--- <td></td> <td></td> <td></td> </td>	--- <td></td> <td></td> <td></td>			

Page 1 of 1 Showing 1-1 of 1 Results

Go Back Save Cancel

2. Enter the search criteria in the **Code, Name, and Site Type** field.
3. Click **Search**. A list of values matching the parameters appears.
4. Select a value matching the search criteria.
5. Click **Edit**. The following screen appears.
6. Click the **Other Details** tab.

Tabs	Fields	Description
Other Details	Site Registration No	A unique identification number of the site.
	Registration Authority	The registration authority of the site.
	Same Site	A checkbox that allows you to perform all the transactions at the same site.
	Base Transaction Site	A drop-down that allows you to decide the site where the actual transaction takes place.
	Accounting Type	A drop-down that allows you to decide the accounting type: cash

		or accrual.
	Receivable Account	The account where the fees would be paid.
	Cash Account for Fee	The cash account.
	Interunit Account	If a site had one BTS and multiple accounting sites, then an inter-unit account must be tagged to that BTS.
	Bank Name	The name of the bank where fees would be paid.
	Receipt Site	The site where the payment would be received.
	Receipt Fee Group Wise?	A checkbox that enables you to receive fee group-wise.
	Receipt Fee Group Sequence Wise?	A checkbox that allows you to enable/disable receipt fee group sequence-wise.
	Academic Year	The academic year of the student for whom fees is being paid.
	Cheque Bounce Invoicing	A checkbox that allows you to enable. Disable cheque bounce invoicing.
	Receipt Name	The name of the receipt.
	Same Site for Prospectus	Check if prospectus is same as another site
	Base Transaction Site for Prospectus	Map base site name if prospectus is same for all site
	Cost Center	Map cost center using the lookup. Once cost centers are mapped and the transactions through Fee module are impacting Income accounts, the cost center report will provide the inference of Credited and Debited Income Accounts.
	Save	Click Save, the other details are updated.

Tabs	Fields	Description
Misc Fee Collection	Misc Fee Head Type	The type of the miscellaneous fee head. Development fee and Advance receipt are default ones, more miscellaneous type can be added under List of values.
	Base Transaction Site	The site under which the misc. fee must be collected
	Receipt Site	The site under which the receipt must be made
	Receipt Name	The Receipt (created in Letter module) which must be printed for the collection
	Save	Click Save. The other details are updated.

Other Details	Misc Fee Collection	Auto Invoice	Eform Payment Gateway	Fee Sch Date Config	Fee Report Config	Fee Receipt Config	Cheque Printing Config
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---Select One---			---Select One---

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Auto Invoice	Fields	Description
	Auto Invoicing	If the dues must be auto invoiced
	Auto Invoice Posting	The invoice created if it has to be posted automatically
	Only Advance Fee Collection?	If only Advance fee collection must be allowed for the admission fee collection
	Invoice Date	The invoice date to be used when invoice is auto posted
	Invoicing Duration	The duration for which the invoice should be auto posted
	Invoicing Duration Unit	Duration unit for which the invoice should be auto posted
	Save.	To save the record.

Other Details	Misc Fee Collection	Auto Invoice	Eform Payment Gateway	Fee Sch Date Config	Fee Report Config	Fee Receipt Config	Cheque Printing Config
<input type="checkbox"/>	* Base Transaction Site			* Eform Payment Gateway Type	* Gateway Attribute	* Online Account	
<input type="checkbox"/>	---Select One---			---Select One---	---Select One---		

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Eform payment gateway	Fields	Description
	Base Transaction Site	The site in which the collection must be happen
	Eform Payment Gateway Type	The configured payment gateway will be appearing in the drop down
	Gateway Attribute.	
	Online Account	The account in which the collection must hit
	Save	Click to save the record.

Other Details	Misc Fee Collection	Auto Invoice	Eform Payment Gateway	Fee Sch Date Config	Fee Report Config	Fee Receipt Config	Cheque Printing Config
S.No.	Is Date Configurable?	Reference Date	Before After	Duration Value	Duration Unit	Validity For End Date	Validity Unit
1.	<input type="checkbox"/>	---Select One---	---Select One---		---Select One---		---Select One---

Page 1 of 1

Fee schedule date configuration	Fields	Description
	Is Date Configurable?	If the schedule date must be changed

Reference Date	Reference date from the batch start date
Before After	Whether the reference is before or after has to be selected
Duration Value	The duration(number) to be defined
Duration Unit	The duration is defined in days, weeks, months, and years
Validity for End Date	The fee schedule end date
Validity Unit	The duration is defined in days, weeks, months, and years

Other Details	Misc Fee Collection	Auto Invoice	Eform Payment Gateway	Fee Sch Date Config	Fee Report Config	Fee Receipt Config	Cheque Printing Config	
<input type="checkbox"/>	* User Type ---Select One---	* Letter Type Click To View Most Used Values	Is Default? <input type="checkbox"/>	From Date []	To Date []	Academic Session Click To View	Fee Term Click To View	Group By Criteria ---Select One---

Page 1 of 1

Save Cancel Add Row Remove Row

Tabs	Fields	Description
Fee Report Config	User Type	The user type for whom the letter is to be mapped is mapped. E.g., Student, Applicant
	Letter Type	The letter has to be viewed as report has to be mapped
	Is Default?	If the letter mapped is to be picked as default for the report
	From Date	The date range for which the letter has to be available
	To Date	The date range for which the letter has to be available
	Academic Session	The session for which it is applicable
	Fee Term	The fee term for which the letter is applicable
Group by Criteria	When the Fee report is viewed the due to be viewed based on the group criteria like date, term, or session	

Other Details	Misc Fee Collection	Auto Invoice	Eform Payment Gateway	Fee Sch Date Config	Fee Report Config	Fee Receipt Config	Cheque Printing Config
<input type="checkbox"/>	* User Type ---Select One---	For SelfService <input type="checkbox"/>	* Letter Type Click To View Most Used Values	Collection Type ---Select One---			

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Save Cancel Add Row Remove Row

Tabs	Fields	Description
Fee Receipt Config	User Type	The user type for whom the letter is to be mapped is mapped. E.g., Student, Applicant
	For Self-service	Select this checkbox, if you want to enable download of the corresponding receipt's copy from Self Service login
	Letter Type	The letter has to be viewed as report has to be mapped
	Collection Type	The type of collection for which the fee receipt is to be printed

Other Details	Misc Fee Collection	Auto Invoice	Eform Payment Gateway	Fee Sch Date Config	Fee Report Config	Fee Receipt Config	Cheque Printing Config
<input type="checkbox"/>	* User Type		* Bank Name		* Letter Type		
<input type="checkbox"/>	---Select One---		---Select One---		Click To View Most Used Values		

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Tabs	Fields	Description
Cheque Printing Config	User Type	The user type for whom the letter is to be mapped is mapped. E.g., Student, Applicant
	Bank Name	The letter has to be viewed as report has to be mapped
	Letter Type	The name of the bank for which cheque is to be printed
	Save	Click to save the record

Configure Basic fee setup:

To learn more about the Configure Structure for Fees module of CMS:

- Fee Group
- Fee Head
- Fee Pattern
- Fee Category
- Fee Structure
- Fee Schedule
- Scholarship Master

Fee Group:

This screen is used to define the groups (as per the institution's valid requirement) where certain fee heads would be grouped into a single head against which the fees are collected.

This is a logical grouping of multiple individual fee heads that need to be a part of the fee schedule. Grouping of these fee heads results in a group-wise printing of receipts and simplifies accounting.

For example: Academic Fee is a fee group comprising of Semester Fee + Tuition Fee + Books Fee + Lab Fee + Lab records Fee. Academic Fee = Semester Fee + Tuition Fee + Books Fee + Lab Fee.

It is easier to include the fee group into the fee schedule as compared to including the components and ensures that the necessary components are all included at once and charged from the students in a simplified manner.

Procedure: Creating A Fee Group: Go to Fee >> Settings >> Configure Basic Fee Setup >> Fee Group.

Fields	Description
Code	System generated code
Name	Name of fee group (Academic Fee, Hostel Fee)
Description	Description of fee group
Other information	Addition information for fee group

Fee Head:

The various heads under which the amounts are to be collected are first to be identified and defined on the system. Tuition fee, examination fee, admission fee, hostel fee are all instances of fee heads against which the respective amounts are collected. Further, in the F&A solution, the fee head translates into a party (or ledger) account.

Mapping of the ledger accounts to the corresponding fee heads defined can be directly addressed from this screen using the **Map Fee Head Accounts** function button.

In Fee Head Account Mapping, there are specific account types against which the ledger account mapping will be done.

The types are as follows:

- **Fee Head Account**—For fee collection
- **Liability Account**—For refunds
- **Late Fee Account**—To record the late fee collection against the respective fee head

Prerequisites: Create the fee group to be mapped in the Fee Group screen.

Procedure: Creating A Fee Head: Go to Fee >> Settings >> Configure Basic Fee Setup >> Fee Head >> Create.

Code FHD0036	Name * Hostel Fees - PGMPW	Description Hostel Fees - PGMPW 131 chars left Other Information	Type * Fee
Fee Group * Hostel	Module * Hostel	508 chars left	<input type="checkbox"/> Is Taxable
<input type="checkbox"/> Is Corporate Funded	<input type="checkbox"/> Is Invoiceable	<input type="checkbox"/> Registration Fee	Invoice Group ---Select One---

* Indicates mandatory fields

[Save](#)

Fields	Description
Code	System generated code
Name	Enter the name of the fee head
Description	Describe the fee head
Type	<ul style="list-style-type: none"> • Fee: This option will create a fee head. • Fine: This option will create a fine head. The fine head created here is applicable to Fee module only.
Fee group	select the group to which the fee head should be tagged (for example, tuition fee, laboratory fee, examination fee, medical fee, etc.).
Module	Select the related module
Other info.	Additional information
Is Taxable	Checkbox to apply Service Tax on fee amount under this fee head
Is corporate funded	
Is Invoiceable	
Registration fee	
Invoice group	
Save	To save the record
Bulk Service Creation in F&A	When it is of Accrual accounting, Fee heads are to be created as services. This button is used to create Fee services as bulk.
Disable Account Mapping	If the Fee head account mapping done has to be disabled, then it can be used.
Enable Account Mapping	To enable the fee head account mapping again, this is used.

[Search](#) [Reset](#) [Bulk Service Creation in F&A](#) [Disable Account Mapping](#) [Enable Account Mapping](#) [Save Filter](#)

Search Listing

Select	Code	Name	Description	Fee Group	Type	Module	Taxable
<input type="radio"/>	FHD0036	Hostel Fees - PGMPW	Hostel Fees - PGMPW	Hostel	Fee	Hostel	N
<input type="radio"/>	FHD0035	SUSPENSE	SUSPENSE	Academic	Fee	Academics	N
<input type="radio"/>	FHD0034	Deferment Fee - FMB	Deferment Fee - FMB	Academic	Fee	Academics	Y
<input type="radio"/>	FHD0033	Deferment Fee - PGEMP	Deferment Fee - PGEMP	Academic	Fee	Academics	Y
<input type="radio"/>	FHD0032	Tuition & Other Fees - Post Graduate Program in Management	Tuition & Other Fees - Post Graduate Program in Management	Academic	Fee	Academics	N

Showing 1-5 of 35 35 Results Results loaded in 0.208 secs [KK](#) [<](#) Page **1** Of 7 [>](#) [»](#)

[View](#) [Edit](#) [Map Fee Head Accounts](#) [Export](#)

Fee pattern:

Fee Pattern denotes the period for which the fee is to be collected. The Fee Pattern also helps denotes the period for which the due amount and/or arrears is to be calculated and collected accordingly in the Fee Structure and Schedule. We can have fee pattern in terms of weekly, monthly, quarterly, Half-yearly, yearly, and so on. We have to name a specific pattern, which will be useful in collection of fees and give the duration of that pattern in days, weeks, months or year.

In a school scenario, the overall fee is usually distributed over the four terms or four quarters and collected at the start of each term. It also helps denotes the period for which the due amount and/or arrears is to be calculated and collected accordingly in the fee structure and schedule.

In a college scenario, the fee could be collected semester-wise, for the year (two semesters at a time) or for the entire program.

Procedure: Creating a Fee Pattern: Go to Fee >> Settings >> Configure Basic Fee Setup >> Fee Pattern >> Create.

Fields	Description
Code	System generated code
Name	Enter the name of the fee pattern
Description	Describe the fee pattern
Duration	The period for which the fee pattern is valid. Enter a numeric value in the Duration field.
Duration Unit	From the Duration Unit drop-down, select the unit that would decide the duration (for example, days, weeks, month, year).
Save	Click to save the record.

Fee Category:

The categories for statutory exemptions are entered here. This is usually for the reserved communities and the broad terms are defined in the screen. Based on the criteria code and the fee structure for these communities, the correct amounts are calculated and collected and reported accordingly. Categories mentioned here have a 1:1 mapping with the Admission Category.

Procedure: Creating a Fee Category Go to Fee >> Settings >> Configure Basic Fee Setup >> Fee Category.

Fee Category Search Create

Code: CAT0113

Name *

Description: 488 chars left

Category Type *

Shown For All Batch

* Indicates mandatory fields

Fields	Description
Code	System generated code
Name	Enter the name of the fee category
Description	Describe the fee category
Category type	Default value is only fee
Shown for all batch	Fee schedule batch mapping is done under Manage Academic batch. During admission when Fee category has to be picked, the fee category flows irrespective of the fee schedule batch mapping done if this is ticked. Else only the fee category which is mapped under fee schedule mapping flows.
Save	Click to save the record.

Fee Structure:

Fee Structure is the cluster or group of fee heads against which the applicable fee is to be collected from the students of a batch for a specific duration of time.

Time scenario changes depending on whether the institution is a school, Degree College, master’s program, or a vocational learning institution and could be for a term, semester, year, or for the entire program.

It is advisable to design a generic year-wise fee structure and generate the fee schedule for each academic year of the program for a batch, as opposed to a single fee schedule for the entire program.

Procedure: Creating a Fee Structure Go to Fee >> Settings >> Configure Basic Fee Setup >> Fee Structure.

Fee Structure Search Create

Create Select Template

Code:

Name *

Description: 508 chars left

Late Fee Rule:

Fee Refund Rule:

Exemption Rule:

Currency *

* Indicates mandatory fields

Fields	Description
Code	System generated code
Name	Enter the name of the fee structure
Description	Describe the fee structure

Late fee rule	Click on the lookup icon and update the Late Fee Rule field, The values of this field flow from the Late Fee Rule screen
Fee refund rule	Click on the lookup icon and update the Fee Refund Rule field, The values of this field flow from the Refund Rule screen.
Exemption rule	Click on the lookup icon and update the Exemption Rule field, The values of this field flow from the Exemption Rule screen.
Currency	Drop-down for currency value
Save	Click to save the record

Tabs	Fields	Description
Fee structure details	Fee Head	The fee head that needs to be mapped to the fee structure.
	Amount = 50000.00	Total amount is displayed in the Amount column header on Fee Structure screen. The displayed amount is the aggregate of amount scheduled in various fee heads in fee structure.
	Fee Pattern	The fee pattern that will correspond to the fee head.
	Duration	If for a particular fee head if the start date has to be varied from the Fee schedule start date, then the duration has to be defined.
	Duration Unit	The define Fee schedule start date Jun 1st. Among the Fee heads, Library Fee alone has the start date of Jun 15th. Then against Library fee alone the duration of 15 days is defined.
	Late Fee Rule	The late fee rule to be used.
	Fee Refund Rule	The fee refund rule to be used.
	Exemption Rule	The exemption rule to be used.
	Is Prorata?	If the fees are based on the duration which they take. Eg. Transport fee is 1000 for 3 months. But the student takes the vehicle for 1 month only. If the student can pay 330 Rs only then it is based on Pro rata basis.
	Minimum Fee Type	The Minimum amount of Fee which has to be collected during admission process before final admission
	Min. fee value	Numeric value
	Fee Installment	Numeric value of installment can be mention
	Save	Click to save the record
Add row	To add multiple record.	
Remove row	To delete the row.	

Procedure: Editing a Fee Structure:

1. Go to **Fee >> Settings >> Configure Basic Fee Setup >> Fee Structure**.
2. Enter the search criteria and click **Search**. A list of records matching the search criteria is displayed.
3. Select a record and click **Edit**. The following screen is displayed.
4. Make the required changes and click **Save**.
5. To copy the fee structure, click **Copy Fee Structure**. The button will create a copy of all the details of the fee structures and fee schedules.

Fee Schedule:

Fee Schedule is the blueprint that defines the timelines and overall program for the Fee Collection process and plays a significant role in its mapping to the program, batch, and academic year through the Academic Template and Academic Batch. You may map fee structures with different currency mapping to different Fee Categories. For example, you may map a fee structure with currency as USD for NRI fee category and currency INR for rest of the fee categories.

Once set and activated, the Fee Schedule works in accordance with the fee structure. It starts off at all calculations from either the Batch Start Date or Academic Year Start Date and triggers the notifications and the Fee Collection process.

Fee Schedule can be defined for the following types/levels of fee-related transactions for a program:

- Batch
- Subject
- Admission
- Application
- Miscellaneous
- Registration
- Examination Fee

A name for the fee schedule template is provided and the appropriate type is chosen at first.

Procedure: To create a fee schedule Go to Fee >> Settings >> Configure Basic Fee Setup >> Fee Schedule >> Click Create.

Fields	Description
Code	System generated code
Name	Enter the name of the fee schedule
Description	Describe the fee schedule in the Description

Fee schedule type	Fee Schedule Type – There are types as Batch, Admission, Miscellaneous, subject etc.. Based on for which the schedule is being created, the type is used.
Save	To save the record

Fee Schedule Details								
	Fee Structure	* Reference Date	* Before After	* Duration Value	* Duration Unit	* Validity	* Validity Unit	* Academic Session
<input type="checkbox"/>	Tuition & Other Fees - PGPDM C	Batch Start Date	Before	60	Days	36	Month	Semester I
<input type="checkbox"/>	Tuition & Other Fees - PGPDM C	Batch Start Date	After	5	Month	36	Month	Semester II
<input type="checkbox"/>	Tuition & Other Fees - PGPDM C	Batch Start Date	After	12	Month	36	Month	Semester III

Tabs	Fields	Description
Fee sch. details	Fee structure	The fee structure that needs to be mapped.
	Reference date	Academic date or batch start date
	Before after	Before or after from ref. date
	Duration value	Numeric value
	Duration unit	Days, week, Months, Year
	Validity	Numeric value
	Validity unit	Days, week, Months, Year
	Academic session	Active session name

Configure Charges:

To learn more about the Configure Charges module:

- Cheque Bounce Charge
- Cheque Bounce Charge Mapping
- Charge Groups
- Fee Service Master
- Registration Charges
- Convenience Charge Master
- Registration Service Charges
- Miscellaneous Service Charges

Cheque bounce charge:

The Cheque Bounce Charge option is used to specify either a specific cheque bounce charge, which will be applied either to the entire organization or a site, bank, and branch is selected for that particular site, if the site is specified as per an institute's criteria. Charges levied—fixed amount or a percentage of the due amount—would be configured in the cheque bounce charge functionality. This gets triggered when there is a case of cheque bounce. There could be penalty slabs defined, which are based on the amount payable to the institution. In case of a bounce, the respective penalty amount for the slab is added up and made payable by the party. For example, a penalty of Rs. 500 for amounts within Rs. 5000/- or a 10% of the fee head for amounts greater than Rs. 10000/- can be levied in the event of a cheque bounce.

Procedure: Creating a Cheque Bounce Charge Go to Fee >> Settings >> Configure Charges >> Cheque Bounce Charge.

Cheque Bounce Charge Search | Create

Code: CBC0001

Name *

Description
150 chars left

* Indicates mandatory fields

Fields	Description
Code	System generated code
Name	Name of the charges
Description	Describe the charge
Save	To save the record

Cheque Bounce Charge Details

<input type="checkbox"/>	* From Amount	* To Amount	* Cheque Bounce Charge Percentage or Fixed	* Charge Amount	* Currency
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	--Select One--	<input type="text"/>	-- Select One --

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Tabs	Fields	Description
Cheque bounce charge details	From amount	Specify the range for which the Cheque bounce charge is defined.
	To amount	Specify the range for which the Cheque bounce charge is defined.
	Cheque bounce charge percentage or fixed	select if the charge applied is fixed or based on percentage.
	Charge amount	specify the amount which will be charged is defined here if it amounts based, else the percentage of amount to be charged is defined.
	Currency	select the currency type.
	Save	To save the record.

Cheque bounce charge mapping:

The ledger account or charge head under which the income from cheque bounce events are booked and the bank account to which this needs to be mapped to/deposited is configured herein. Validity across different sites or organizations is also controlled through this screen.

Prerequisites: Create a bank master in the Bank Master screen.

Procedure: Creating a Cheque Bounce Charge Mapping Go to Fee >> Settings >> Configure Charges >> Cheque Bounce Charge Mapping.

Cheque Bounce Charge Mapping

<input type="checkbox"/>	* Charge Header Id	Organization Flag	Site	Bank Name	Branch Name
<input type="checkbox"/>	Click To View Most Used Values	<input type="checkbox"/>	Click To View Most Used Values	<input type="text"/>	<input type="text"/>

Page 1 of 1

Fields	Description
Charge header ID	Click on the lookup icon and update the Charge Header Id field. The cheque bounce charges defined will flow here.
Organization flag	Select the Organization Flag to ensure that the configuration is valid across all sites in the organization.
Site	Map the Site name for which the charge is applicable
Bank Name	If the cheque bounce charge varies with bank, then Bank Name has to be mapped. It flows from the bank master defined
Branch name	If the cheque bounce charge varies for each branch, then Branch Name has to be mapped. Value flows from bank branch master defined.
Save	Click to save the record.

Charge Group:

Group(s) to which charges to these services need to be mapped is known as Charge Groups. Charge Group is addressed with the Map Charge Group interface from this screen itself. This enables the corresponding grouping and updating of the correct account heads for transactions and amounts related to this type of non-core requirements/services.

Procedure: Creating a Charge Group Go to Fee >> Settings >> Configure Charges >> Charge Groups >> Create.

Charge Groups Search Create

Create Select Template

Code <input type="text"/>	Name * <input type="text"/>	Description <input type="text"/> <small>508 chars left</small>
---------------------------	-----------------------------	-------------------------------------------------------------------

* Indicates mandatory fields

- Enter the name of the charge group in the **Name** field.
- Describe the charge group in the **Description** field.
- Click **Save**.

Fee Service Master:

A service master typically enlists the set of services offered by an institution or organization. These could be academic and non-academic in terms of scope. Based on the requirement, the applicable services are chosen and accordingly, the applicable charges are selected and included in the applicable invoice for payment generation. This amount is charged from the customer. The applicable fee type for each item in the Fee Service Master is chosen and these can be of two types: Registration and Prospectus.

Procedure: Creating a Fee Service Master Go to Fee >> Settings >> Configure Charges >> Fee Service Master.

The screenshot shows a 'Create' form for a Fee Service Master. At the top right, there is a 'Select Template' button. The form contains the following fields and controls:

- Code:** A text input field.
- Name:** A text input field, highlighted in yellow.
- Description:** A text input field with a character count of '508 chars left'.
- Fee Type:** A dropdown menu with the option '---Select One---'.
- Service Image:** A section containing a 'Click here to browse file' button, an 'Upload' button, and a note: 'Maximum File Size: 5MB Allowed File Types: .gif, .bmp, .jpg, .JPG'. Below this is a red asterisk indicating mandatory fields.
- Buttons:** 'Save', 'Cancel', and 'Save Template' buttons are located at the bottom of the form.

1. Enter the name of the fee service master in the **Name** field.
2. Describe the fee service master in the **Description** field.
3. From the **Fee Type** drop-down, select any of the following values:
 - **Registration**—If the charge is created for exam registration or subject enrollment
 - **Prospectus** – if the charge is for some application form issuance
6. Select an image file as Service Image and click **Upload**. You will view this image on **Service Fee Collection** screen.
7. Click **Save**. A fee service master is created.

Registration Charges:

Registration charge is a consolidated term used for payments and receivables. For example, registrations for a seminar, registration for an exam or event or whitepaper submission are examples of registration charges.

This is commonly used to define examination registration charges for a student if s/he fails in a subject or a semester.

The fee schedule corresponding to registration charges is mapped in and would be applied on a case-to-case basis. In other words, the charges could be applied for repeat class, repeat exam, all subjects, or per subject.

Prerequisites Create the charge groups to be used in the Charge Groups screen.

Procedure: Creating a Registration Charge Go to Fee >> Configure Charges >> Registration Charges >> Click Create.

The screenshot shows the 'Registration Charges' form. At the top right, there are 'Search' and 'Create' icons. Below the title bar, there is a 'Create' button and a 'Select Template' dropdown menu. The main form area contains three mandatory fields: 'Template *', 'Program *', and 'Execution Pattern *'. Each field has a yellow background and a lookup icon. The 'Template *' field has a tooltip that says 'Click To View Most Used Values'. Below the fields, there is a note: '* Indicates mandatory fields'. At the bottom of the form, there are three buttons: 'Save', 'Cancel', and 'Save Template'.

1. Click on the lookup icon and update the **Template** field. It is the academic template
2. Click on the lookup icon and update the **Program** field.
3. Click on the lookup icon and update the **Execution Pattern** field.
4. Click **Save**. The **Registration Charge Details** tab is saved.
5. From the **Type** drop-down, value has to be picked based on the amount to be collected. If the charge is defined for all subjects, then "All Subject" can be picked. If the charge defined for individual subject, then "Per Subject" has to be picked and the subject for which it is defined has to be mapped. Similarly, it has to be defined in case of exam fee and Backlogs.
6. Click on the lookup icon and update the **Charge Group** field.
7. Click on the lookup icon and update the **Session** field.
8. Click on the lookup icon and update the **Subject** field.
9. Click **Save**.

Registration Service Charges:

Examination charges for regular and arrear subjects that the student needs to complete are payable to the university.

There could be additional charges that the institution may want to levy for this requirement. The details for the examination registration requirement are provided and configured in the Registration Service Charge Master.

Prerequisites

- Create the desired fee heads in the Fee Head screen.
- Create the desired fee patterns in the Fee Pattern screen.
- Create all the fee rules to be used in the Late Fee Rule, Refund Rule, Exemption Rule screen.
- Create all the charge groups in the Charge Groups screen.

Procedure: Creating a Registration Service Charge Go to Fee >> Settings >> Configure Charges >> Registration Service Charges

Create Select Template

Code

Name *

Module *

User Type *

Charges For *

Physical Site

* Indicates mandatory fields

- Enter the name of the registration service charge in the **Name** field.
- From the **Module** drop-down, select any of the following values:
 - **Registration**
 - **Examination Fee**
 - **Registration to be used for subject enrollment and examination fee when exam fee has to be charged**
- **User Type** —The default value of this field is **Student**.
- **Charges For**— The default value of this field is **Services**.
- Click on the lookup icon and update the **Physical Site** field.
- Click **Save**.

Miscellaneous Service Charges:

Any miscellaneous charges to be collected for student as individual or as a batch can be defined under miscellaneous service charge and generated.

Procedure: Creating a Miscellaneous Service Charge Go to Fee >> Settings >> Configure Charges >> Miscellaneous Service Charges.

Miscellaneous Service Charges Search | Create

Create Select Template

Code

Name *

Module *

User Type *

Charges For *

Physical Site

* Indicates mandatory fields

3. Enter the name of the charge in the **Name** field.
4. **Module**
5. **User Type**
6. **Charges For**
7. Update the name of the site in the **Physical Site** field.
8. Click **Save**.

Charge Details									
	* Service	* Fee Head	* Is One Time?	Fee Pattern	* Amount	* Is Cumulative	Late Fee Rule	Fee Refund Rule	Exemption Rule
<input type="checkbox"/>	<input type="text" value="Click To View"/>	<input type="text" value="Click To View"/>	<input type="text" value="---Select Or"/>	<input type="text" value="---Select One--"/>	<input type="text" value=""/>	<input type="text" value="---Select One--"/>	<input type="text" value="Click To View"/>	<input type="text" value="Click To View"/>	<input type="text" value="Click To View"/>

Page 1 of 1

9. Click on the lookup icon and update the **Service** field.
10. Click on the lookup icon and update the **Fee Head** field.
11. From the **Is One Time?** drop-down, select any of the following values:
 - o **Y**— Indicates that the charges have to be paid one time
 - o **N**— Indicates that charges can be paid in instalments
12. Fee pattern from drop down
13. Enter a numeric value in the **Amount** field.
14. If the fee amount has to be shown as cumulative value, then select this field.
15. Click on the lookup icon and update the **Late Fee Rule**.
16. Click on the lookup icon and update the **Refund Rule**.
17. Click on the lookup icon and update the **Exemption Rule**.
18. Click **Save**. Select the record and click **Map Charge Group**. The **Charge Mapping** tab appears.
19. Click on the lookup icon and update the **Charge Group** field.
20. Click **Save**.

Configure item:

- Item Chagres
- Item Master

Item Master:

If an institute wants to sell some items, such as stationery, uniforms etc., they can define its charges and do the collection for them by using this feature.

With this new feature, institutes will be able to create these items, maintain their inventory in P&I, and sell them to students who want to purchase them.

Institutes can create the items that they want to sell and the sites from which they can be procured. Once the items have been created, they can define the charges for these items.

Then, fee collection can be done for these items. At the time of fee collection, fee is generated and added to the fee schedule of student, an invoice is generated (depends whether institute requires invoices for them), and fee collection happens.

Procedure: Creating an Item Master Go to Fee >> Settings >> Configure Item >> Items Master.

The screenshot shows the 'Items Master' 'Create' form. It features a header with 'Search' and 'Create' icons. Below the header, there are buttons for 'Upload' and 'Select Template'. The main form area contains four input fields: 'Code', 'Name *' (highlighted in yellow), 'Description' (with a '200 chars left' indicator), and 'Item Category *' (a dropdown menu with '--Select One--' and a '+' icon). A 'For All Site' checkbox is located below the 'Code' field. A legend indicates that the asterisk (*) denotes mandatory fields. At the bottom, there are three buttons: 'Save', 'Cancel', and 'Save Template'.

- Enter the name of the item in the **Name** field.
- Describe the item in the **Description** field.
- Click on the **+** icon adjacent to the **Item Category** field.
 - Enter the name of the item category in the **Name** field.
 - Describe the category in the **Description** field.
 - Click **Save**. An item category is created.
- Select the **For All Site** checkbox if the item categories should be applied to all the sites belonging to the organization.
- Click **Save**. The **Item Site Mapping** tab is created.
- Update the name of the site in the **Site** field.
- Click on the lookup icon and update the **Procurement Site** field.
- Click **Save**. The item is mapped to the respective site.

Item Charges:

For a site/physical site, users can define the charges for each item. Only those items that have been created in the Items Master screen are visible over here. Specifying either the physical site or, site is mandatory. Users can select an item and a corresponding fee head against which the item would be charged and can specify the amount. This amount will be auto populated/pre-filled at the time of fee collection when the selected item is being sold.

The screenshot shows the 'Create' form for Item Charges. It features a header with 'Select Template' and a '+' icon. The main form area contains four input fields: 'Code', 'Name *' (highlighted in yellow), 'Description' (with a '200 chars left' indicator), and 'Site' (a lookup field with 'Click To View Most Used Values' and a magnifying glass icon). Below the 'Code' field, there is a 'Physical Site' lookup field with 'Click To View Most Used Values' and a magnifying glass icon. A legend indicates that the asterisk (*) denotes mandatory fields. At the bottom, there are three buttons: 'Save', 'Cancel', and 'Save Template'.

Procedure: Creating an Item Charge Go to Fee >> Settings >> Configure Charges >> Items Charges.

3. Enter the name of the item charge in the **Name** field.
4. Describe the item charge in the **Description** field.

5. Click on the lookup icon and update the **Site** field.
6. Click on the lookup icon and update the **Physical Site** field.
7. Click **Save**.

	* Item	* Fee Head	* Amount	Is Editable
<input type="checkbox"/>	Click To View	Click To View	<input style="background-color: yellow;" type="text"/>	<input type="checkbox"/>

Page 1 of 1

Save Cancel Add Row Delete Row

8. The **Item Charges Mapping** tab appears.
9. Click on the lookup icon and update the **Item** field.
10. Click on the lookup icon and update the **Fee Head** field.
11. Enter a numeric value in the **Amount** field.
12. Select the **Is Editable** flag to make the quantity and price of the item in the Fee Collection screen.
13. Click **Save**. The Items Charges Mapping is complete.

Configure Rules:

- Late fee Rule
- Refund Rule
- Exemption Rule
- Document Sequence

Late Fee Rules:

The **Late Fee Rule** is a penalty, which is set to be automatically triggered and added up to the amount receivable from the student if the pay-by-date is exceeded. This rule is tagged to all of the fee schedules and the appropriate heads of accounts are updated.

Late fee can be addressed in any one of the following patterns depending on the institution's needs:

- A fixed value for any period
- An incrementing amount for each day or week beyond the regular pay-by date
- A fixed percentage value of the fee head payable
- An incrementing percentage value of the fee head payable for each day or week of the delay in payment

Procedure: Creating A Late Fee Rule Go to Fee >> Settings >> Late Fee Rule.

Create
Select Template

Late Fee Rule Header ^

Code

Name *

Description
508 chars left

Late Fee Rule Pattern ^

Schedule Window

Schedule Window Unit

Scheduled Window Fixed Day

Scheduled Window Fixed Month

End Of Month For Due Date

Late Fee Rule Type ^

Late Fee Rule Type *

Rule Variation

Per Unit Value

Time Unit

Inclusion/Exclusion of Holidays ^

Exclude holidays for Due Date calculation

Exclude holidays for Fine calculation

Calendar Type

Is Cumulative

* Indicates mandatory fields

Save
Cancel
Save Template

Fields	Description
Code	System Generated code
Name	The name of the late fee rule.
Description	The explanation of the late fee rule.
Schedule Window	A numeric value that give you details on what is the period of activity for late fee rule.
Schedule Window Unit	The unit that decides the schedule window. (Days, Weeks, Month, Year)
Scheduled Window Fixed Day	In case the Late fee is applicable on fixed date say Aug 10th, then 10 is filled here
Scheduled Window Fixed Month	Jan – Dec
End Of Month For Due Date	(0 – 11)
Late Fee Rule Type	Slab, Fixed, Per Unit, Per Unit Slab Wise
Rule Variation	Amount, Time, Amount & Time
Per Unit Value	The number of units to be mentioned
Time Unit	Days, Weeks, Month, Year
Exclude holidays for Due Date calculation	Select Yes to exclude holiday while calculating due date.
Exclude holidays for Fine calculation	Select Yes to exclude holiday while calculating fine.
Calendar Type	In case holiday should be exempted for the late fee date calculation, the type of calendar for which it is to be exempted has to be mapped.
Is Cumulative	Checkbox
Save	Click to save the record

Late Fee Rule Details

<input type="checkbox"/>	* Fine Percentage or Fixed	* Fine Value or Percentage	From Time	To Time	From Amount	To Amount	Per Unit Value	Time Unit
<input type="checkbox"/>	--Select One--							--Select One--

Page 1 of 1

Save Cancel Add Row Remove Row

Tabs	Fields	Description
Late fee rule details	Fine Percentage or Fixed	The type of fine: fixed or percentage.
	Fine Value or Percentage	A numeric value of the fine.
	From Time - To Time	The period of the late fee rule
	From Amount - To Amount	The slab of the fee amount
	Per Unit Value	The value for each unit.
	Time Unit	Days, Weeks, Month, Year.
	Sequence	The order of calculation.
	Save	Click to save the record

Refund Rules:

Components such as caution deposit, the fee amount collected in excess of the prescribed amount for a fee head, and policy revisions rendering returns of a certain amount (value or percentage of a fee head) Components such as caution deposit, the fee amount collected in excess of the prescribed amount for a fee head. Some institutions would prefer to pay back all refundable deposits at the end of the overall program, which can also be configured.

The amount refundable could be either:

- A fixed amount
- The amount recorded and collected against the fee head
- A percentage of the Fee Head Amount

The exact factor depends upon the policies of the institution.

Considering the differences based on the Fee Category against some of the fee heads, most institutions prefer to address the requirements and set it as a fixed amount that matches the amount paid out by the student against the fee head.

This calls for a set of rules to calculate the amount to be refunded or credit the respective account heads.

Some institutions prefer to adjust the amount to be refunded against fee heads that fall due in the next payment interval.

Other institutions provide the option to the student to either claim a refund or have the amount adjusted. For this, the refund amount is booked against one or more fee heads as per the priority defined.

Procedure: Creating a Refund Rule Go to Fee >> Settings >> Refund Rule.

Select Template

Code

Name *

Description

200 chars left

Refund Duration *

Refund Duration Unit *

* Indicates mandatory fields

Save
Cancel
Save Template

Fields	Description
Code	System Generated code
Name	The name of the refund rule.
Description	Describe the rule
Refund duration	A numeric value giving you the details of the refund.
Duration Unit	The unit of refund duration (for example, days, week, month, and year).
Save	Click to save the record.

Fee Refund Rule Details

S.No.	* Value Type	* Value
1.	<input style="background-color: #ffffcc;" type="text" value="---Select One---"/>	<input style="background-color: #ffffcc;" type="text"/>

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Save
Cancel

Tabs	Fields	Description
Fee refund rule details	Value type	Value Type drop-down, select the value in which the funds would be repaid. <ul style="list-style-type: none"> Percent - Indicates that a certain percentage of the amount would be refunded Amount - Indicates that the specified amount would be refunded
	Value	Enter a numeric value, If the Value Type is Percent, then the values of the fields should be between 0 and 100.
	Save	Click to save the record

Exemption Rules:

Government policies that exempt students belonging to certain communities from paying regular fee amounts need to be factored, collected, and appropriately recorded on the system.

Quotas such as SC, ST, OBC, BC, and MBC are all defined in the system; the deductions against each of these categories are computed and only the applicable amount or percentage of amount that needs to be collected from students of such categories is entered.

For students belonging to these categories, the "revised" amount is made liable for payment when the fee schedule is triggered.

If post-exemption only 10% of fee head or Rs. 10000/- flat is entered, then that is the amount collectible from the specific student.

Care needs to be taken to ensure that the amount receivable from the student post-deductions is correctly mentioned in the exemption rule. The above set-up would need to be addressed. The exempted amount specified becomes the amount receivable from the student against the respective fee head(s). Enter only the actual payable amount in the value.

Procedure: Creating an Exemption Rule Go to Fee >> Settings >> Exemption Rule >> Create

The screenshot shows the 'Exemption Rule' Create form. It includes a 'Code' text box, a 'Name' text box with a red asterisk indicating it is mandatory, and a 'Description' text box with a 200-character limit. Below the fields is a note: '* Indicates mandatory fields'. At the bottom are three buttons: 'Save', 'Cancel', and 'Save Template'. A 'Select Template' dropdown menu is located in the top right corner.

- Enter the name of the exemption rule in the **Name** field.
- Explain the rule in the **Description** field.
- Click **Save**. The **Exemption Rule Details** tab appears.

The screenshot shows the 'Exemption Rule Details' form. It contains a table with three columns: '* Fee Category', '* Value Type', and '* Value'. The first row of the table has dropdown menus for 'Fee Category' and 'Value Type', and a text box for 'Value'. Below the table, it says 'Page 1 of 1'. At the bottom are four buttons: 'Save', 'Cancel', 'Add Row', and 'Remove Row'.

6. From the **Fee Category** drop-down, select the category that will be liable to fee exemption (for example SC, ST, OBC, Open, etc.).
7. From the **Value Type** drop-down, select the value as **Amount** or **Percent**.
8. Enter a numeric value in the **Value** field.
9. Click **Save**. The exemption rule is created.

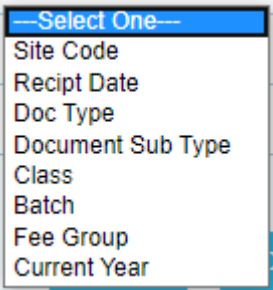
Document Sequence:

Procedure: Creating A Document Sequence Go to Fee >> Settings >> Document Sequences >> Click Create.

Fields	Description
Document Type	Select a document form drop down A. Fee refund B. Fee and fine income
Doc. Sub type	<div style="border: 1px solid black; padding: 5px;"> Cash Cheque ECS Online DD PO BOE Bank Advice Credit Card </div>
Document Code	A unique value to identify the sequence
Document Name	Name of the sequence number
Sequencing at	Level of sequence a. Same level b. One level up c. Two level up
Start sequence	Order of sequence
Start – End date	Range for validity of document sequence
All site	Check if applicable for all site
Reset receipt sequence per date	Check if sequence reset according to date
Save	Click to save the record

Prefix Mapping		Site Mapping	
<input type="checkbox"/>	Prefix 1	Prefix 2	* Sequence
<input type="checkbox"/>	SPJIMR	---Select One---	1
<input type="checkbox"/>	FR	---Select One---	2
<input type="checkbox"/>	2021-22	---Select One---	3

Page 1 of 1 Showing 1-3 of 3 Results

Tabs	Fields	Description
Prefix mapping	Prefix 1	Prefix 1 to use a constant value as prefix
	Prefix 2	Prefix 2 to use an attribute from dropdown as prefix 
	Sequence	Sequence to order the prefix as per selected sequence number when there are more than one prefixes configured for a document.
Site Mapping	Site	Name of Site
	Type	Type of site

Configure Banks Setup:

- Bank Master
- Bank Branch Master

Bank Master:

The list of all banks with which an institution transacts with or has its bank accounts with is entered/provided here. Considering the volume of accounts in a typical organization, a facility to upload this data in bulk using an excel file is provided.

Procedure: Creating a Bank Master Go to Fee >> Settings >> Bank Master >> Create.

- Enter the name of the bank in the **Name** field.
- Give details about the bank in the **Description** field and save.

Bank Branch Master:

The details of each of the branches of the banks with which the institution or organization transacts with for its various requirements are maintained in this screen. An essential requirement of MICR code (Magnetic Ink Character Recognition code which is unique for each bank branch) for each branch is available and hence, the respective branch's MICR credentials can be stored.

It flows in fee collection screen and easy for tracking.

Prerequisites: Create the bank master to which the branch must be tagged in the Bank Master screen.

Procedure: Creating a Bank Branch Master Go to Fee >> Settings >> Bank Branch Master.

- Enter the name of the bank branch master in the **Name** field.
- Describe the bank branch master in the **Description** field.
- Enter the MICR code of the bank branch in the **MICR Number** field.
- From the **Bank** drop-down, select the name of the bank to which the branch belongs. In case it is not created already the + button can be used to add a new value.
- **Active** checkbox
- Click **Save**.

Miscellaneous Fee Settings:

- Configure Fee letter
- Imp rest deposit configuration
- Application update on prospectus fee collection

Configure fee letter:

The Configure Fee Letter helps customers in achieving their needs in Fee letter management. It provides a feature to print HTML letters and it also allows sending the letters to students directly via e-mail.

Procedure: Go to Fee >> Settings >> Configure Fee Letter >> Click Create.

Create
Select Template

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Default Image of Template

Maximum File Size: 98MB Allowed File Types: gif, bmp, jpg, JPEG, jpeg, png

Letter Preview

Maximum File Size: 98MB Allowed File Types: gif, bmp, jpg, JPEG, jpeg, png

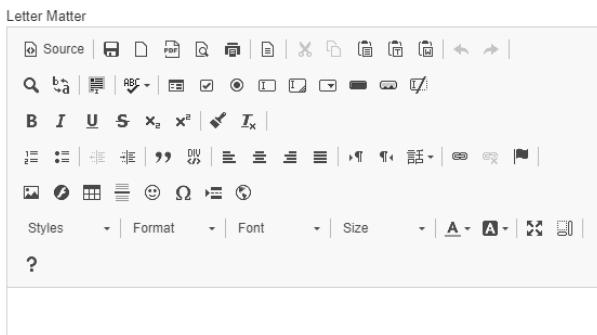
Letter Request Approval Details

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Printed By Service Details

<input type="checkbox"/> Is For Dual Approval	<input type="checkbox"/> To be Printed by Service	<input type="text"/>	<input type="checkbox"/> Map Attribute For Pattern1
Pattern 1 <input type="text"/>	<input type="checkbox"/> Map Attribute For Pattern2	Pattern 2 <input type="text"/>	<input type="checkbox"/> Map Attribute For Pattern3
Pattern 3 <input type="text"/>	<input type="checkbox"/> Map Attribute For Pattern4	Pattern 4 <input type="text"/>	<input type="checkbox"/> Map Attribute For Pattern5
Pattern 5 <input type="text"/>	document Seq Start From <input type="text"/>	Document Padding <input type="text"/>	<input checked="" type="checkbox"/> Regenerate Sequence No.
Duplicate Text <input type="text"/>			

Letter Matter Details



- Enter the name of the letter master in the **Name** field.
- Letter description
- From the **Type** drop-down, select any of the two values:
- **Open** - If the Letter Type is Open, then students/applicants can print a letter through Self-Service.
- **Close** - If the Letter Type is Close, then students/applicants can print a letter through Self-Service and on request of duplicate letter, fine will be imposed.
- From the **Letter Matter For** field, select the person for whom the letter is created. The values of this field are applicant, student, employee, gate pass, issue slip, fee receipt (applicant), fee receipt (student).
- **Letter Group:**
 - Fee Intimation Slip: A Fee Intimation Slip is a fee due report that can be generated and given to students.
 - Fee Collection Slip: A Fee Collection Slip is a receipt that is printed after a payment is made by an Applicant/Student.
 - Fee Refund Slip: This is the refund receipt that is printed after a refund is made to an applicant or student.
 - Prospectus Fee Slip: This is used to configure the fee receipt format for prospectus fee collection as per the user's requirement.
 - Fee Cheque Printing
 - Scholarship Receipt
 - Funds Transfer Receipt
- From the **Display Name** drop-down, select the name of the letter **Attribute**.
 - The Display Name field consists of the names of the letter attributes that the administrator has created. Once the display name field is populated, the corresponding letter attribute is updated in the Attribute field. For example, if the display name is Application Date of Birth, then the corresponding attribute, @@Date of Birth@@, will be populated in the Attribute field.
- From the **Letter Category** drop-down, select the category of the letter. The different values of the field are I-Card, Hostel I-Card, Transport I-Card, Regular, Fee Receipt.
- From the **Show Sequence** drop-down, choose a value to show/hide the letter sequencing:
 - **Y** - If you select this value, then the sequence of the letter is shown in the letter.
 - **N** - If you select this value, then the sequence of the letter is not shown in the letter.

- Enter a numeric value in the **Letter Sequence Start** field. This value is the initial value of the letter sequencing and is applicable only if the value in the **Show Sequence** field is **Y**.
- **Padding** is the value of the length of the letter sequencing. Enter a numeric value in the **Padding** field. For example, if the value of the letter sequence start is 2 and the padding is 3, then the number would be displayed as 002.
- **Prefix** is an alphanumeric value that would precede the letter sequencing. For example, if the value of letter sequencing is 3 and the prefix is *letter*, then the letter sequencing would be *letter3*.
- From the **Letter Type** field, select any of the following values:
 - **HTML** - If you select this value, then the letter would be printed in the HTML format.
 - **PDF Template** - If you select this value, then you will have to upload the desired PDF template and the letter would be printed in that format.
- **Print Allowed/Request**: number of allowed letters
- Enter the content of the letter in the text editor. If required, include an image in the text editor.

Click Save.

Application Update on Prospectus Fee Collection:

This is used to update the fee collection done for the prospectus to the Eform.

Procedure: Configure Application Update on Prospectus Fee Collection To configure Application Update on Prospectus Fee Collection,

	* Service	* EForm	* Update Step	* Eform Attribute	Value	Generic Key	Field Id
<input type="checkbox"/>	Click To View Most U		---Select One---	---Select One---		Click To View Most U	

Page 1 of 1

Save Cancel Add Row Remove Row

1. Go to **Fee >> Settings >> Miscellaneous >> Application Update on Prospectus Fee Collection**.
2. In the **Service** lookup, select the Admission Process after completion of which Eform needs to be updated.
3. In the **eForm** lookup, select the Eform associated with the Admission Process.
4. In the **Update Step** dropdown, select the workflow level on completion of which Eform field needs to be updated.
5. In the **Eform Attribute** dropdown, select the Eform field to be updated.
6. In the **Value** textbox, specify the constant value (if any) to be updated in the Eform field.
Or, in the **Generic Key** lookup, select the generic key whose value will be updated in the Eform field.
Or, in the **Field Id** lookup, select Digital Campus attribute field ID whose value is to be updated in Eform field.
7. Click **Save**. To add more configurations, click **Add Row**.

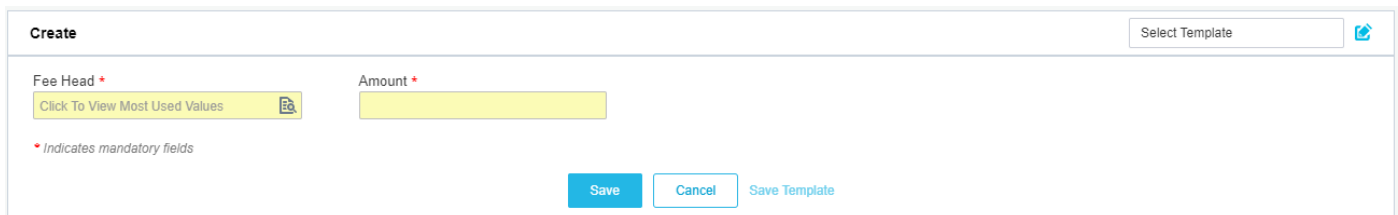
Imp rest Deposit Configuration:

Imp rest Deposit, which is common in residential or boarding schools and some academies, is an amount collected in advance and periodically for the care and upkeep of the student. The scenario is like a bank wherein the amount collected for the student is kept under the custody of the institution.

The required amount is withdrawn whenever there is a requirement during the academic session. The amount could be used for purchasing journals, special costumes for events, picnics, language aids, registration to online repositories, special instruments, and stationery required for the course/specialization that the student takes up, and so on.

Prerequisites: Create the fee heads to be used in the Fee Head screen.

Procedure: Creating an Imp rest Deposit Configuration Go to Fee >> Miscellaneous Fee Settings >> Imp rest Deposit Configuration >>Click Create.



3. Click on the lookup icon and update the Fee Head field.
4. Enter the amount to be deposited in the Amount field.
5. Click Save. The Imp rest Deposit Configuration screen appears.

Scholarship or Discount:

Students and parents can apply for scholarship and other fee discounts, such as sibling discount, meritorious student discount, staff discount etc.

Two new user roles **Scholarship Clerk** and **Scholarship Admin** are introduced in Fee module to manage scholarship requests raised by students and parents.

To enable this implementation, a module Scholarship/Discounts is available in Fee >> Settings. This module has following masters:

- Concession Master
- Scholarship Master
- Discount Master

Concession Master:

In the Concession Master, admin can define various type of concession that a student or parent can request. The concession type can be Scholarship or Discount. You can also define terms and conditions for the concession. These terms and conditions are displayed in Request Approval screen.

Procedure: Create Concession Master Go to Fee >> Settings >> Concession Master >> Create.

The screenshot shows the 'Concession Master' 'Create' form. It features a 'Select Template' dropdown at the top right. The main form has four input fields: 'Code', 'Name *' (highlighted in yellow), 'Description' (with a '508 chars left' indicator), and 'Type *' (a dropdown menu with '--Select One--'). Below these is a checkbox for 'For Self Service'. A rich text editor for 'Instructions' is present, with a toolbar containing icons for source, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, and help. The toolbar also includes dropdowns for Styles, Format, Font, and Size.

1. Specify concession **Name, Description, Type** (Scholarship or discount) and **Terms and Conditions**.
2. Click Save.

Scholarship Master:

Configurations for defining scholarship plans and managing the cash flow for scholarships for each program are defined in the Scholarship screen. **Scholarship Master**, as a best practice, needs to be made individually for each site (as opposed to having a single master being applicable across all the sites of the organization). There are three types of scholarships and this is based on the way the related payments are configured in an enterprise-wide automation:

- Scholarship as a Direct Payment
- Scholarship from an Account
- Scholarship as a Fee Edit

Details of the scholarship configuration are as follows:

- **Scholarship as Direct Payment:** Direct payment of cash for the requirement.
- **Scholarship from an Account:** Payment channeled through an account dedicated to addressing scholarship requirements.

- **Scholarship as a Fee Edit:** In this typical mode, favored by most institutions in the education domain, the actual fee schedule for the deserving student(s) is altered and only the delta amount would need to be paid out as fee by the student(s).

In the Scholarship Master screen, an admin can create a Scholarship Type and map to a corresponding Concession Master. Multiple scholarships can be mapped to a single concession master. An admin or fee clerk can select one of the scholarships mapped to the concession master while approving a concession request.

Procedure: Creating a Scholarship Master Go to Fee >> Settings >> scholarship or discount >> Scholarship Master >> Click Create.

Fields	Description
Code	System generated code
Name	Enter the name of the scholarship
Display name	Update the display name
Description	Describe the scholarship
Concession type	Select the Concession Master
Concession name	Lookup for concession name
Sub type	From the Type drop-down, select the type of scholarship. Scholarship as Direct Payment —Allows for direct payment of cash for the requirement. Scholarship from an Account —Allows for payment channeled through an account dedicated to addressing scholarship requirements. Scholarship as a Fee Edit —Allows the deducting the required amount from the fee schedule of the deserving student.
Refund pending amount	In case there is pending amount after the fee edit.
For all fee heads	The Fee head under which the amount has to be refunded
For Organization	If the fee edit is applicable for all fee heads.
Currency	Map a Currency for providing the scholarship

Percent / amount type	Percentage or Amount
Govt. Funded	Check if funded by government
Scholarship applicability	Semester
Full payment	Check if applicable for full payment.

This tab is used to define the site, program, batch, and the academic session during which the applicability of the scholarship starts off.

- Click on the lookup icon and update the Physical Site to which the scholarship must be tagged to.
- Click on the lookup icon and update the Program of the scholarship (for example, BCA, BCom, MCom, BSc).
- Click on the lookup icon and update the Batch to which the scholarship must be tagged (for example, BCom 2009-2012).
- From the Academic Session drop-down, select the year to which the scholarship must be tagged (for example, first year, second year, and third year).
- Click Save.

As the name suggests, this tab is used to define the structure of the scholarship. You can define the fee head for addressing scholarship-related updates, the amount type (fixed or percentage), the value/amount, is this a one-time transaction or a recurring discount deduction that needs to be factored for the student(s), pattern, validity, and validity duration. The charity account can be used to indicate if the scholarship is awarded by the institution based on its social values and policy to accommodate economically deserving students into its program.

Tab	Fields	Description
Scholarship structure	Scholarship Fee Head	Click on the lookup icon an update
	Percent/Amount Type	From the Percent/Amount Type drop-down, select any of

	the following values:
	<ul style="list-style-type: none"> • Percent • Amount
Percent	<ul style="list-style-type: none"> • Fee head • Schedule
Fee Head	Update Fee head name
Is One time	Select the Is One Time checkbox to ensure that the fee is deducted at once.
Pattern	Update the fee pattern from lookup
Validity Duration Value	The duration(number) to be defined
Validity Duration Unit	The duration is defined in days, weeks, months, and years
Charity Account	The account from which the scholarship has to be paid when scholarship is issued from the charity account.
Funding Party	

Scholarship Capacity Scope This tab is used to define the upper limit to the number of scholarships that could be accommodated for a site, program, and batch. One could also trigger an automatic blocking of the scholarships once the maximum number is reached.

Tab	Fields	Description
Scholarship Capacity Scope	Site	Click on the lookup icon and update the site to which the scholarship is being tagged.
	Physical site	Click on the lookup icon and update the physical site to which the scholarship is being tagged.
	Award	From the Award drop-down, select the degree to which the scholarship is being tagged.
	Program	Click on the lookup icon and update the Program field.
	Academic year	Click on the lookup icon and update the academic year to which the scholarship is being tagged.
	Batch Name	Click on the lookup icon and update the Batch Name field.
	Academic Session	From the Academic Session drop-down, select the year to which it is being tagged.

	Seat Capacity	Seat Capacity is the upper limit of the number of students who can take up scholarship. Enter a numeric value in this field.
	Look parent Capacity	
	Consider Inactive Students for Scholarship Capacity	

Funding Party:

Procedure: Creating a Funding party Master Go to Fee >> Settings >> scholarship or discount >> Funding party >> Click Create.

Create Select Template

Code <input type="text"/>	Name * <input style="background-color: #ffff00;" type="text"/>	Description <input type="text"/> <small>150 chars left</small>
------------------------------	----------------------------------------------------------------	----------------------------------------------------------------------

* Indicates mandatory fields

- **Name and Description:** Name and describe the funding party details.

Concession rule mapping

Procedure: Creating a Concession rule Go to Fee >> Settings >> scholarship or discount >> Concession rule >> Click Create.

Code: SRM0001 Name * : ABC Description: _____ (200 chars left) Rule Type * : Scholarship

Scholarship: OK For All Sites

* Indicates mandatory fields

Concession Rule Details Concession Rule Scope

* Selection Criterion	* Comparator	Value1	Value2	Add Where Clause
<input type="checkbox"/> ---Select One---	<input type="checkbox"/> ---Select One---	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Condition"/>

Tab	Fields	Description
	Code	
	Name	
	Description	
	Rule type	
	Scholarship	
	For all site	
Concession rule details	Selection Criterion	
	Comparator	
	Value1	
	Value2	
	Add Where Clause	
	Add Bracket	
	Delete bracket	
	Add AND clause	
	Add OR clause	
	Save filter	
Cancel		
Clear all filters		
Concession rule scope	Physical site	

Discount Master:

In the Discount Master screen, an admin can create a Discount Type and map to a corresponding Concession Master. Multiple discount types can be mapped to a single concession master. An admin or fee clerk can select one of the discount types mapped to the concession master while approving a concession request.

Procedure: Create a Discount Master Go to Fee >> Settings >> Discount Master >> Create.

Discount Master
Search
Create

Select Template

Code

Name *

Display Name *

Description

508 chars left

Concession Type *
Discount

Concession Name *
[Click To View Most Used Values](#)

SubType *
Scholarship As Fee Edit

Refund Pending Amount

For All Fee Heads

For Organization

Currency *
--Select One--

Percent/Amount Type *
--Select One--

Government Funded

Scholarship Applicability
--Select One--

For Full Payment

* Indicates mandatory fields

Save
Cancel
Save Template

Fields	Description
Code	System generated code
Name	Enter the name of the scholarship
Display name	Update the display name
Description	Describe the scholarship
Concession type	Select the Concession Master
Concession name	Lookup for concession name
Sub type	From the Type drop-down, select the type of scholarship. Scholarship as Direct Payment —Allows for direct payment of cash for the requirement. Scholarship from an Account —Allows for payment channeled through an account dedicated to addressing scholarship requirements. Scholarship as a Fee Edit —Allows the deducting the required amount from the fee schedule of the deserving student.
Refund pending amount	In case there is pending amount after the fee edit.
For all fee heads	The Fee head under which the amount has to be refunded
For Organization	If the fee edit is applicable for all fee heads.
Currency	Map a Currency for providing the scholarship
Percent / amount type	Percentage or Amount
Govt. Funded	Check if funded by government
Scholarship applicability	Semester
Full payment	Check if applicable for full payment.

This tab is used to define the site, program, batch, and the academic session during which the applicability of the scholarship starts off.

- f. Click on the lookup icon and update the Physical Site to which the scholarship must be tagged to.
- g. Click on the lookup icon and update the Program of the scholarship (for example, BCA, BCom, MCom, BSc).
- h. Click on the lookup icon and update the Batch to which the scholarship must be tagged (for example, BCom 2009-2012).
- i. From the Academic Session drop-down, select the year to which the scholarship must be tagged (for example, first year, second year, and third year).
- j. Click Save.

As the name suggests, this tab is used to define the structure of the scholarship. You can define the fee head for addressing scholarship-related updates, the amount type (fixed or percentage), the value/amount, is this a one-time transaction or a recurring discount deduction that needs to be factored for the student(s), pattern, validity, and validity duration. The charity account can be used to indicate if the scholarship is awarded by the institution based on its social values and policy to accommodate economically deserving students into its program.

Tab	Fields	Description
Scholarship structure	Scholarship Fee Head	Click on the lookup icon an update
	Percent/Amount Type	From the Percent/Amount Type drop-down, select any of the following values: <ul style="list-style-type: none"> • Percent • Amount
	Percent	<ul style="list-style-type: none"> • Fee head

		<ul style="list-style-type: none"> Schedule
	Fee Head	Update Fee head name
	Is One time	Select the Is One Time checkbox to ensure that the fee is deducted at once.
	Pattern	Update the fee pattern from lookup
	Validity Duration Value	The duration(number) to be defined
	Validity Duration Unit	The duration is defined in days, weeks, months, and years
	Charity Account	The account from which the scholarship has to be paid when scholarship is issued from the charity account.
	Funding Party	

Scholarship Capacity Scope This tab is used to define the upper limit to the number of scholarships that could be accommodated for a site, program, and batch. One could also trigger an automatic blocking of the scholarships once the maximum number is reached.

Tab	Fields	Description
Scholarship Capacity Scope	Site	Click on the lookup icon and update the site to which the scholarship is being tagged.
	Physical site	Click on the lookup icon and update the physical site to which the scholarship is being tagged.
	Award	From the Award drop-down, select the degree to which the scholarship is being tagged.
	Program	Click on the lookup icon and update the Program field.
	Academic year	Click on the lookup icon and update the academic year to which the scholarship is being tagged.
	Batch Name	Click on the lookup icon and update the Batch Name field.
	Academic Session	From the Academic Session drop-down, select the year to which it is being tagged.
	Seat Capacity	Seat Capacity is the upper limit of the number of students who can take up scholarship. Enter a numeric value in this field.
	Look parent Capacity Consider Inactive Students for	

	Scholarship Capacity	
--	----------------------	--

Transaction

Fee Dashboard:

The **Fee Dashboard** is an *easy-to-use, single page, real-time user interface*. It has been customized by keeping in mind the business requirements of a fee admin. This dashboard provides an easy-to-comprehend visual display of the most important information needed to configure, track, and manage fee transactions. To help the fee admin access different transaction screens with ease, the fee menu is also provided in the dashboard. Using the same dashboard, the admin can view and draw analysis from the information presented and accessed across different screens with ease.

To view the fee dashboard, go to **Fee**.

The dashboard screen is divided into three panels:

- The left panel is a quick navigation panel. Using this, one could access the most frequently used/accessed screens with ease.
- The middle panel gives the menus of the Exam and Grading module. Using this, one can navigate to any of the preferred or required screens or functions. Further, this portion comprises the **Widgets** icon, which is included in addition to the normal menu and enables a graphical representation of the summary and functions.

To Learn more about Dashboard click on below steps:

- Generate Fee
- Collect Fee
- Refund Fee
- Edit Fee
- Finance Operations
- Imp rest
- Scholarship
- Manage Funds
- Admission Fee Collection
- Fee Reports

Generate Fee:

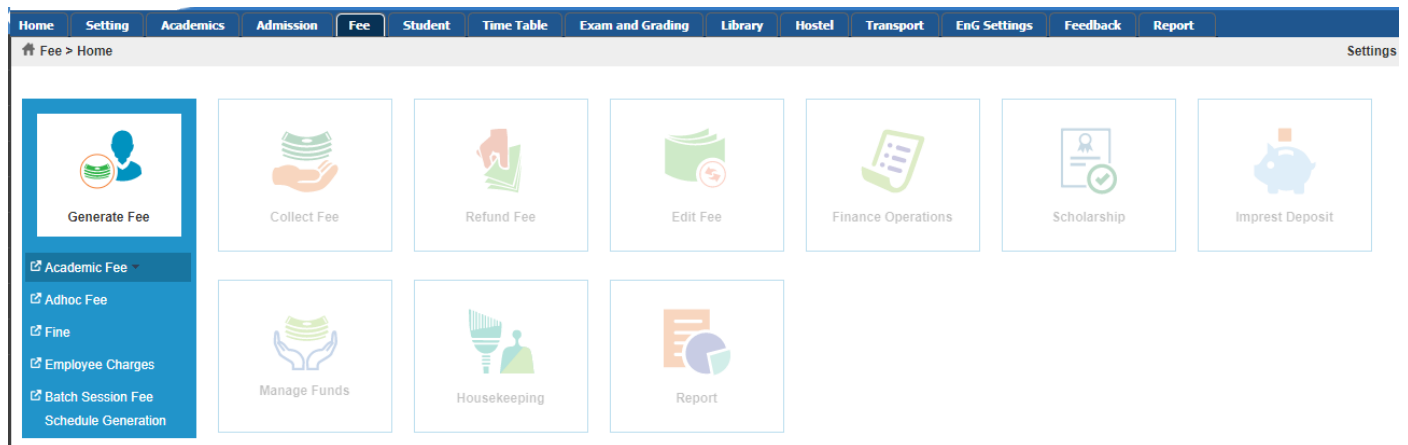
Generate fees/charges is to attach the fee schedule or adhoc fees against the student. This is when the actual due is created against the student.

To learn more about fee generation, click on the following links:

- Academic Fees
- Adhoc Fee
- Apply Fine
- Employees Charges

Academic Fee:

Fee schedule to be created and batch fee schedule mapping to be done against the respective fee category. Student has to be mapped to the respective fee category.



Procedure: Go to Fee >> Generate Fees/Charges >> Academic Fee.

Create ✎

Schedule Type
Batch Refund Exclude Ex Student?

Award Academic Year
 2020
 2019
 2018
 Test TRI_22
 2021
 2022

Note: Select Refund check box to generate Refund schedule as per the rule configured in Fee Structure.

Batch Details

	* Site	* Batch Name	Batch Start Date	Academic Session	Academic Session Start Date	Academic Session Val
<input type="checkbox"/>						

Page 1 of 1

1. From the **Schedule Type** field, select any of the following values:
 - a. Batch
 - b. Subject
 - c. Admission
 - d. Application
 - e. Miscellaneous
 - f. Registration
 - g. Examination Fee
2. **Refund** – If refund details have to be updated
3. **Exclude Ex Student?** – In case detained students, the previous batch student will be combined with the current batch. In such cases if fee generation for those students has to be excluded.
4. Update the fields in the **Batch Details** tab.
 - a. Click on the lookup icon and update the **Site** field.
 - b. Click on the lookup icon and update the **Batch Name** field.
 - c. **Batch Start Date**—Auto populated when a batch is picked.
 - d. Click on the lookup icon and update the **Academic Session** field.
 - e. **Academic Session Validity Date**—Auto filled when academic session is picked and fee is generated only for that particular session.
 - f. **Start Date and End Date**—If a session is not picked and the fee has to be generated for a given period, then start date and end date has to be filled. If date range is not provided, fee is generated for the student for the entire fee schedule attached.
 - g. Click **Generate**. A fee schedule is generated successfully.

Validation

A success message is displayed. It can be verified by going to the fee collection screen or fee edit screen.

Ad HOC Fee:

Overview

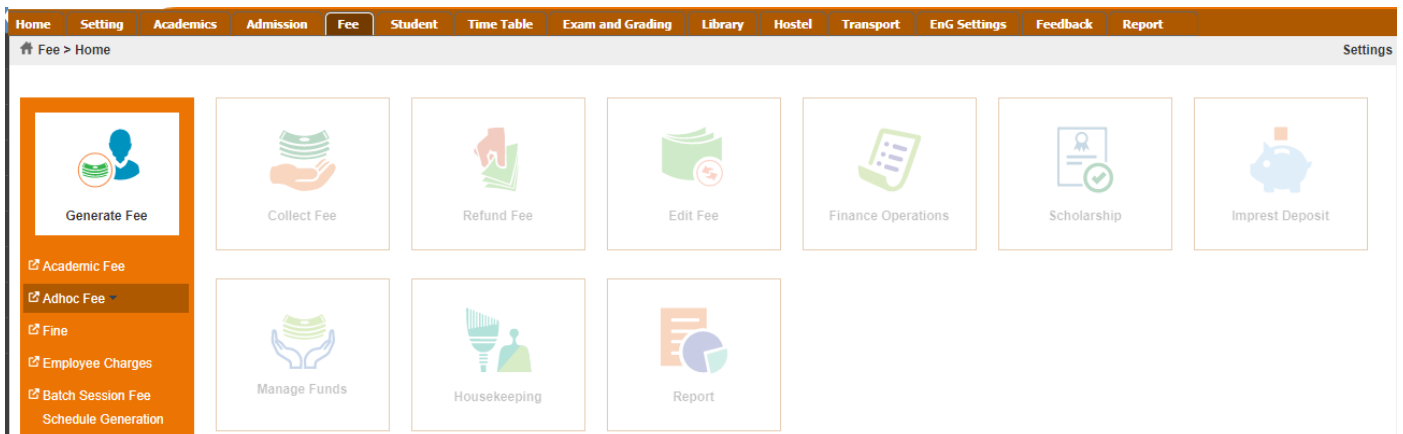
Ad hoc fee is charged over and above the normal fee schedule. It may be charged to the students of particular site and for a particular reason. For example, mess charges for handicap students of a particular site may be Rs.1000/- per month. Similarly, students using private vehicles will be charged Rs. 500/- as parking charges, and so on.

Prerequisites

- Charges and services must be defined under configure charges.

Procedure

- Go to **Fee >> Generate Fees/Charges >> Generate Adhoc Fee**. The **Generate Ad hoc Fee** screen is displayed.



Adhoc Fee

Search Select Filter

Site * <input type="text"/> <small>Click To View Most Used Values </small>	Batch Name <input type="text"/> <small>Click To View Most Used Values </small>	Academic Session <input type="text" value="---Select One---"/>	Class <input type="text" value="---Select One---"/>
First Name <input type="text"/>	Middle Name <input type="text"/>	Last Name <input type="text"/>	Date Of Birth <input type="text"/>
Student Roll No <input type="text"/>	Registration No <input type="text"/>	Student Status <input type="text" value="---Select One---"/>	Physical Site * <input type="text"/> <small>Click To View Most Used Values </small>
Admission Category <input type="text" value="---Select One---"/>	Fee Category <input type="text" value="---Select One---"/>	Gender <input type="text" value="---Select One---"/>	

* Indicates mandatory fields

Fields	Description
Site	The site to which the student belongs.
Batch	The batch to which the student belongs
Academic session	The academic year in which the student studies (for example, first year, second year, third year, and so on).
Class	The section to which the student belongs.
First name	The first name of the student
Middle name	The middle name of the student
Last name	The last name of the student
Date of birth	The date of birth of the student
Student roll number	The roll number of the student
Registration number	The registration number of the student
Student status	The status of the student with the institute <ul style="list-style-type: none"> • Active • Separated • Withdrawn • Pass-out • Inactive
Physical site	The site to which the student belongs (For example, college X has three branches: X, Y, and Z, and the student studies in branch A, then X is the site and A is the physical site).
Admission category	The admission category to which the student belongs. The values of this field flow from the Admission Category screen of the Admission module.
Fee category	The fee category to which the student belongs. The values of this field flow from the Fee Category screen of the Fee module.
Gender	Gender of student
Search	A list of values matching the search criteria appear on screen.
Fee Generation	Select the record(s) for which fee needs to be generated and click Fee Generation. The Fee Generation screen is displayed.

Fee Generation ✕

Create

Module *

Charge Group *

To Date *

Service *

From Date *

* Indicates mandatory fields

Fields	Description
Module	From the Module drop-down, select any of the following values based on which type of fee must be generated. The values flow from the charges defined. <ul style="list-style-type: none"> Miscellaneous Registration Examination Fee
Service	From the Service drop-down, select the type of service.
Charge group	From the Charge Group drop-down, select the type of charge group.
From date to date	Enter the date range for which the fee is applied in the From Date and To Date fields.
Save	Click Save. A fee schedule is generated.

Validations: Fee edit or fee collection screen.

Output: Fee is added under respective fee head.

Fine:

Overview

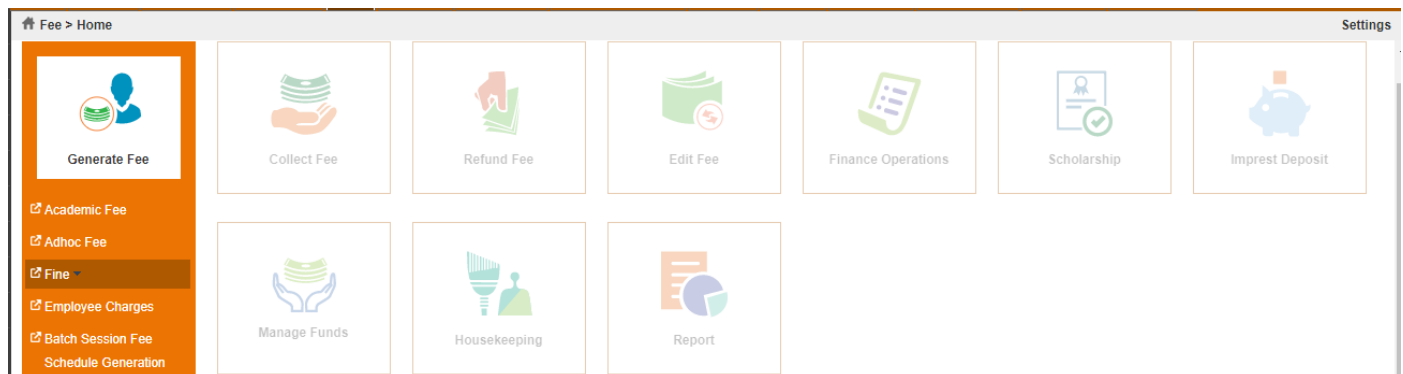
You can add fine details for a particular student or upload the fine details for a complete batch by using the Apply Student Fine option.

Prerequisites

Fee head to be defined under the fee type Fine".

Procedure: Applying Student Fines

Go to **Fee >> Generate Fees/Charges >> Apply Student Fine**. The **Apply Student Fine** screen appears.



Fine

Search

Site <input type="text" value="Click To View Most Used Values"/>	Batch Name <input type="text" value="Click To View Most Used Values"/>	Academic Session ---Select One---	Class ---Select One---
Admission Category ---Select One---	Fee Category ---Select One---	Fee Batch <input type="text" value="Click To View Most Used Values"/>	First Name <input type="text"/>
Middle Name <input type="text"/>	Last Name <input type="text"/>	Student Roll No <input type="text"/>	Provisional Roll No <input type="text"/>
Registration No <input type="text"/>	Date Of Admission <input type="text"/>	Student Status ---Select One---	Physical Site <input type="text" value="Click To View Most Used Values"/>

Fields	Description
Site	The site to which the student belongs.
Batch	The batch to which the student belongs
Academic session	The academic year in which the student studies (for example, first year, second year, third year, and so on).
Class	The section to which the student belongs.
First name	The first name of the student
Middle name	The middle name of the student
Last name	The last name of the student
Date of birth	The date of birth of the student
Student roll number	The roll number of the student
Registration number	The registration number of the student
Student status	The status of the student with the institute <ul style="list-style-type: none"> Active Separated Withdrawn Pass-out Inactive
Physical site	The site to which the student belongs (For example, college X has three branches: X, Y, and Z, and the student studies in branch A, then X is the site and A is the physical site).
Admission category	The admission category to which the student belongs. The values of this field flow from the Admission Category screen of the Admission module.
Fee category	The fee category to which the student belongs. The values of this field flow from the Fee Category screen of the Fee module.
Provisional roll no.	The provisional roll number of the student

<input type="radio"/>	T001-Adhyayan University	BE Computer Science - Pilot batch	20181000041	GAURAV SINGH	25-05-2021
<input type="radio"/>	T001-Adhyayan University	BE Computer Science - Pilot batch	20181000216	RITIKA PATERIYA	24-05-2021

Showing 1-10 of 1178 1178 Results Results loaded in 2.033 secs Page 1 of 118

Fields	Description
View	To View the record details
Apply Fine	Select the student to whom fine should be applied and click Apply Fine. The Fine Details tab appears.
Download student data	Download student record for bulk apply
Upload student data	Update the template and upload in bulk

Fine Details

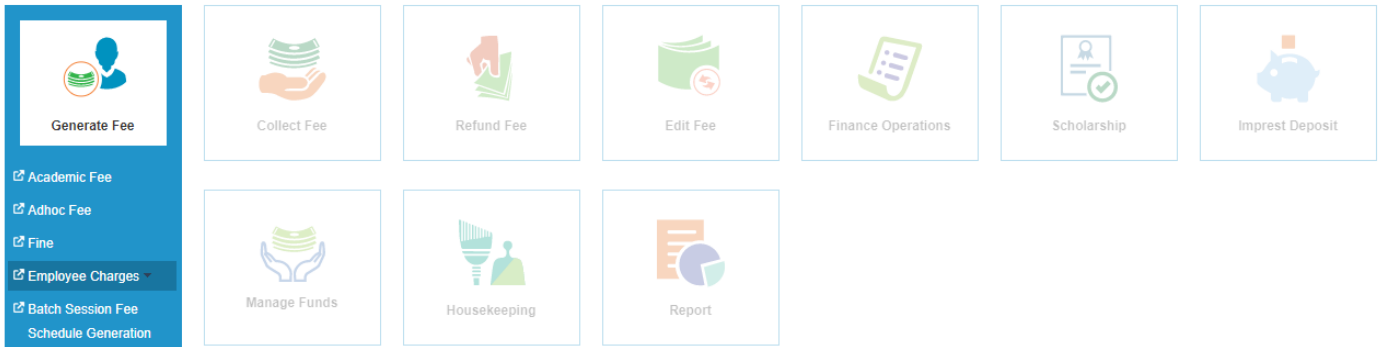
	Fine Group*	Fine*	Amount*	Due Date*	Remarks*	User Name
<input type="checkbox"/>		--Select One--				

Page 1 of 1

Fields	Description
Fine group	Click on the lookup icon and update the Fine Group field
Fine	Select fine type form sine dropdown
Amount	Amount in numbers
Due date	Due date of submitting fine
Remarks	Enter some comments in the Remarks field.
Username	
Save	Click to save the record
Add row/ Remove row	Add or remove multiple record.

Fine:

To apply charges against employees, for example, library fees, transport, or hostel facilities. The charges are integrated with the payroll solution.



Procedure: Generating Charges for Employee

- Go to Fee >> Generate Fees/Charges >> Employee Charges. The Employee Charges screen appears.
- Click on the lookup icon and update the Site field.
- Click on the lookup icon and update the Employee field.
- Click on the lookup icon and update the Pay Code field. Instead of collecting the due from employees it can be deducted from their salary under a defined pay code.
- Click Generate Schedule. A schedule is generated for the same.

Create Select Template


Site ^{*}
Employee
Pay Code

* Indicates mandatory fields

Result: Due is created against the employee. Once the Schedule for the Employees is generated, the same is deducted from their salary in Payroll solution.


Batch Session Fee Schedule Generation:

Overview:




Generate Fee


- [Academic Fee](#)
- [Adhoc Fee](#)
- [Fine](#)
- [Employee Charges](#)
- [Batch Session Fee Schedule Generation](#)




Collect Fee




Refund Fee




Edit Fee




Finance Operations




Scholarship




Imprest Deposit



Manage Funds




Housekeeping



Report

Batch Session Fee Schedule Generation 🔍

Search 👤 Select Filter 

Exam Session

Batch Academic Year

Site *

Batch Name

Session Name

Fee Head

Fee Category

Installment

Fee Schedule Type

Is Lateral

Schedule Master Not Mapped Records

* Indicates mandatory fields

Fields	Description
Exam session	
Batch academic session	
Site	
Batch name	
Session name	
Fee head	
Fee category	
Installment	
Fee schedule type	
Is lateral	
Schedule master not mapped records	

Collect Fee:

The Collection screen allows you to collect fee from the students. To learn more about fee collection, click on the following links:

- Student Fee Collection
- Collect Fine
- Collect Fee in Bulk
- Upload Previous Transactions
- View Fee Collection

Fee collection:

Overview

The Student Fee Collection screen consists of three parts:

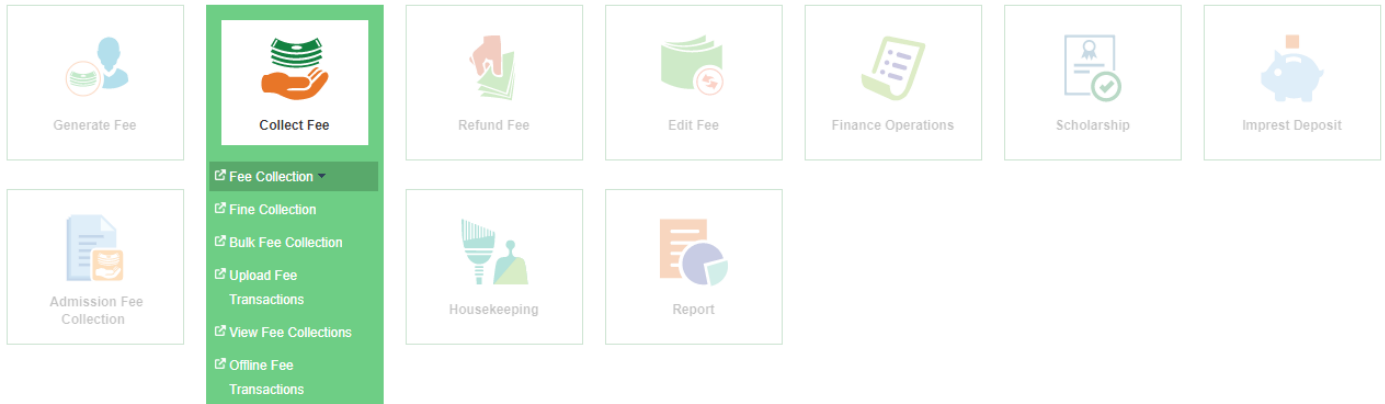
- Fee Collection
- Fee Reports
- Other Fee
- Multiple Payment

Prerequisites

- Create the fee heads to be used in the [Fee Head](#) screen.
- Create the late fee rules in the [Late Fee Rule](#) screen.
- Create the charge groups in the [Charge Groups](#) screen.
- Create the services in the [Configure charges](#) screen.
- Create the bank details in the [Bank Master](#) screen.
- Create the bank branch details in the [Bank Branch Master](#) screen.
- Create the items in the [Items Master](#) screen.

Procedure

Go to **Fee >> Collect Fee >> Fee Collection**



Select Filter

School: KVS1-KVS Click To View Mos

Batch: Click To View Mos

Academic Session: ---Select One--- Class: ---Select One---

Registration No: KVS001 Roll No:

Provisional Roll No: First Name:

Last Name: Full Name:

Application No: Payment Date: 28-09-2021

* Indicates mandatory fields

Choose Student

rose

Roll No:
 School: KVS1-KVS
 Batch: KVS12021-22Grade 1No ShiftNo Group

Registration No: KVS001
 LKG English: Grade 1
 Class: Grade 1 Rainbow
 Admission Category: General

Parent Name:

Application No:
 Fee Category: General
 Go To Screens: ---Select One---

Currency:

Add Fine Amount

Student Fee Collection Remarks

Parent Name :

Fees
₹ 0.00
Get Due Amount

Page 1 of 1 Showing 1 - 1 of 1 Results

Fields	Description
Site	The site to which the student belongs. <ul style="list-style-type: none"> Click on the lookup icon adjacent to the field. Click Search. Select a record and click Select.
Batch	The batch to which the student belongs.
Academic session	The academic year to which the student belongs (for example, first year, second year, and third year).
Class	The section to which the student belongs.
Reg. Number	The reg. number of the student.
Roll Number	The roll number of the student.
Pro. Roll number	The pro. roll number of the student.
First name	Student first name
Middle name	Student middle name
Last name	Student last name
Full name	The official name of the student.

Application number	A unique identification number generated for application forms.
Payment date	The day when the fee is paid.
Search	Click Search. A list of students matching the search criteria is displayed.

Select a student

Adding Fee details:

Fields	Description
Fee Head	Click on the lookup icon and update the Fee Head field
Start date	Click on the calendar icon and update the Start Date field.
Due date	The Due Date field auto-populates in case the late fee rule is defined
Due amount	Due Amount is the amount which has to be added as due
Due base amount	Without tax amount
Due tax amount	Amount tax
Currency	Currency type
Late fee rule	Lookup to define late fee rule
Academic session	Drop down to select academic session
Remark	Additional detail
Save	To save the record

Adding Service:

To add service details: Click Add Service. The Add Service screen is displayed.

Fields	Description
Service	From the Service drop-down, select the required service.
Charge group	From the Charge Group drop-down, select the charge group mapped to the service.
From date	Update the date range for which the fee is applied in the From Date and To Date fields.
To date	Update the date range for which the fee is applied in the From Date and To Date fields.
View Charges	Click View Charges. The details are displayed.

Multiple Payment –

User interface for multiple payment has been implemented in the Student Fee Collection screen. Two types of payment are auto populated, and more collections can be added as required.

To collect multiple fee type or payment mode. E.g., The total due for the student is Rs.50000. And the student brings cash of 20000 and DD for 30000. In this case two receipts must do, since the payment mode is different. Instead of this, multiple payment can be used, where multiple rows can be added and single receipt with all the details will be obtained.

Go to **Fee >> Collect Fee >> Fee Collection >> Multiple Payment.**

1. Select the **Guardian Type**. **Guardian Name** will be auto populated based on the selection of Guardian Type. By default, two collections are opened— **Normal Collection Development Fund Collection**. You can change the collection type as per the requirement.
2. Select **Collect without Receipt** if no receipt is to be generated for the collection made.
3. Click **Cheques Bounce Info** to view additional information about the transaction. A pop up is displayed. Here you can view the number of cheque bounces in the past for the student.
4. Provide the details for the two collections and click on **Add More Collection** to generate sections for more than two collections.

Add Fine Amount

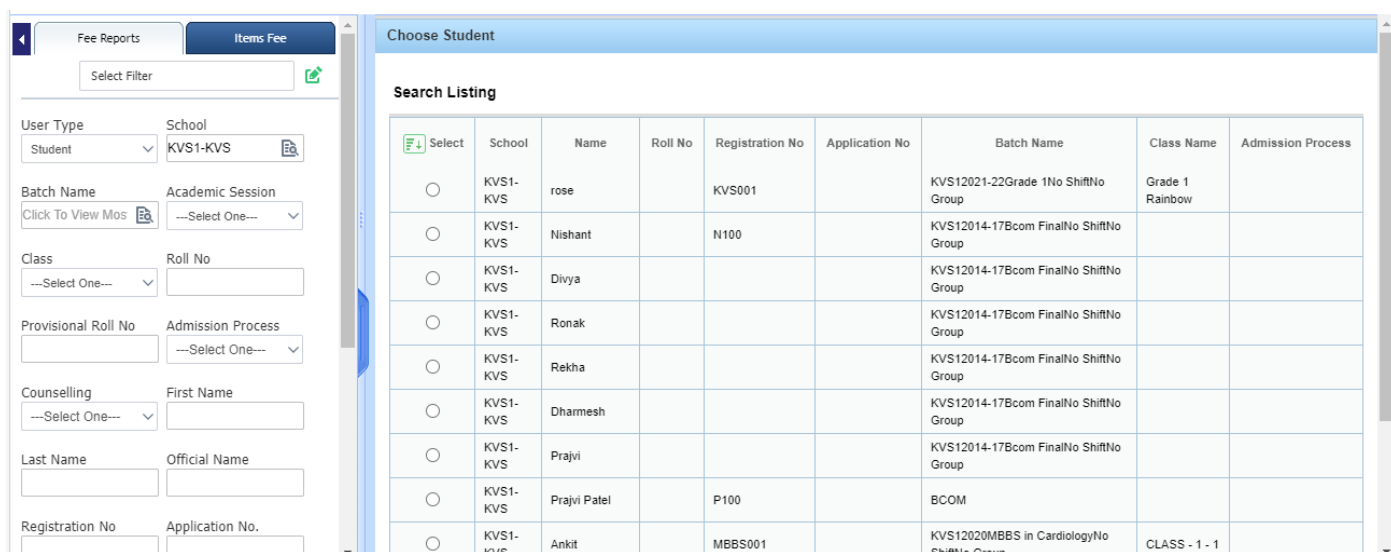
If the fine amount must be added to the fee due amount under collection screen.

Actions Performed

- Collect Fee – If the normal fee due has to be collected it is used.
- Development Fund Collection – In case of fee collection like trust fund/development fee and a separate receipt must be issued, it can be used.
- Advance Receipt – During admission when the fee must be collected and advance and later adjusted to income without much of manual entry it is used.
- View Transactions – to view the fee transactions happened against the student till date.
- Multiple Payment – to collect multiple fee type or payment mode. Eg. The total due for the student is Rs.50000. And the student brings cash of 20000 and DD for 30000. In this case two receipts has to done, since the payment mode is different. Instead of this, multiple payment can be used, where multiple rows can be added and single receipt with all the details will be obtained.

Fee Reports

When certain fee details must be viewed for a student or a batch in the fee collection screen, fee report can be used. To view the fee report, a letter has to be created and mapped under fee report in site level setup.



1. Click the **Fee Reports** tab

Field	Description
Site	<p>The site to which the student belongs.</p> <p>To update this field:</p> <ul style="list-style-type: none"> Click on the lookup icon adjacent to the field. Click Search. Select a record and click Select.
Batch Name	The batch to which the student belongs.
Academic Session	The academic year to which the student belongs (for example, first year, second year, and third year The session in which the student is present
Class	The section to which the student belongs.
Roll No	The roll number of the student.
First Name	The first name of the student.
Last Name	The last name of the student.
Registration No	A unique identification number generated during admission.
Application No	A unique identification number generated for application forms.
Letter Type	The day when the fee is paid.
From Date-To Date	Update the date range for which the fee is applied in the From Date and To Date fields.

Field	Description
Academic Session	This is the session for which the fee report is going to be viewed. Could be a previous session of the student.
Fee Term	<p>The fee term of the student.</p> <ul style="list-style-type: none"> • The values of this field flow from the screen. • To update this field: <ul style="list-style-type: none"> ○ Click on the lookup icon adjacent to the field. ○ Click Search. ○ Select a record and click Select.
Group by Criteria	Date, Term, Session
Search	Click Search. A list of students matching the search criteria is displayed.
Fee report	Select a student and click Fee Report

Item Fee:

Other fee is used to collect the item fees. Item fees are the fees collected from the student when the organization is selling some stationery or similar item.

Prerequisite: Define the item master and the charges in the respective screens.

Click on the **Other Fee** tab. The **Other Fee** screen is displayed. The item and the quantity must be entered. The amount is auto calculated. And the fee can be collected.

Procedure

1. Click on the **Other Fee** tab. The **Other Fee** screen is displayed.
2. Select the **Student Search** radio button.
3. Enter the search criteria by using the following fields:

Field	Description
Roll No	The roll number of the student.
University Enrollment No	A unique identification number generated for university exams (for example, hall tickets of board exams).
First Name	The first name of the student.
Last Name	The last name of the student.
Registration No	A unique identification number generated at the time of admission
Application No	A unique identification number generated for application forms.
Payment Date	The date when the fee is paid.

Select the **Academic Search** radio button.

Field	Description
Site	The site to which the student belongs.
Batch Name	The batch to which the student belongs.
Academic Session	The academic year to which the student belongs (first year, second year, third year).
Class	The section to which the student belongs.
Payment Date	The date when the fee would be paid.

Click **Search**. A list of students matching the search criteria is displayed.

4. Click **Collect Items Fee**. The **Collect Items Fee** screen is displayed.
5. Click on the lookup icon and update the **Item** field.
6. Enter a numeric value in the Amount field.
7. Enter the number of items to acquire in the Quantity field.
8. Click View Charges. The details of the items are displayed.
9. Select the way by which the payment would be made from the Mode of Payment drop-down (for example, cash, cheque, ECS, DD, etc.).
10. Enter the amount in the Amount field.
11. From the Bank Name drop-down, select the bank.
12. Click on the lookup icon and update the Instrument Bank Name field.
13. Update the details in the Cheque/DD/PO Number field.
14. Click on the calendar icon and update the Instrument Date field.
15. Update the MICR **number** of the bank in the respective field.

16. From the **Type of Cheque/DD** drop-down, select the required value:

- a. ABB
- b. Transfer
- c. Clearing

17. To add additional bank and bank branch details, click **Add Bank** or **Add Branch** and follow the on-screen instructions.

18. From the **Guardian Type** drop-down, select the guardian (Father, mother, guardian, other).

19. Enter the name of the guardian in the **Guardian Name** field.

20. Enter suitable comments in the **Remarks** field

21. **Acknowledgement Number**-The manual receipt number or the challan number which has to be captured and printed in the receipt.

22. Click **Collect Fee**.

23. Fee is collected and voucher is posted in FnA. If it has to be invoiced for accrual method, the settings under fee site level setup has to be done.

Collect Items Fee
Restore Close

Item Details

	* Item	* Amount	Quantity	Action
<input type="checkbox"/>				View Charges

Add Row
Delete Row

Payment Details

Total Amount: ₹ Mode of Payment: Cheque ▼

Enter Cheque Details :-

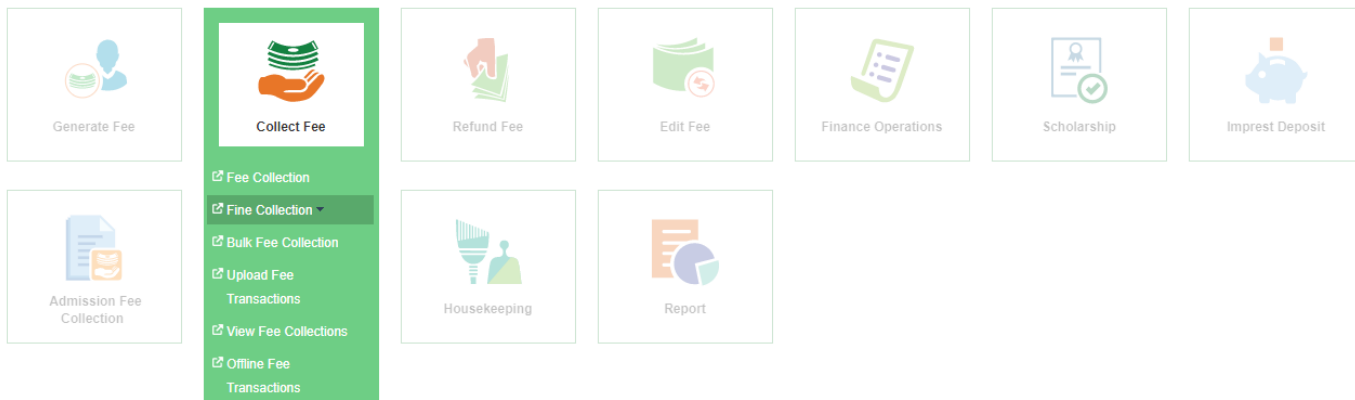
Amount *	Bank Name *	Instrument Bank Name	MICR Number
<input style="width: 100%;" type="text" value="0"/>	DUSL05-ICICI Bank ✓	Click To View 	<input style="width: 100%;" type="text"/>
Cheque/DD/PO Number*	Instrument Date *	Type of Cheque/DD	+ Add Bank + Add Branch
<input style="width: 100%;" type="text"/>	29-09-2021 	---Select One--- ▼	

Other Details

Guardian Type	Guardian Name	Remarks	Acknowledgement Number
Father ▼	<input style="width: 100%;" type="text"/>	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	<input style="width: 100%;" type="text"/>

Fine collection:

To collect only the fine amount.



Prerequisites: Fine due has to be there against the student.

Procedure: Collecting Fine Go to Fee >> Collect Fee >> Collect Fine. The Collect Fine screen is displayed.

Fine Collection

Search Select Filter

<input type="text" value="School"/>	<input type="text" value="Batch Name"/> <small>Click To View Most Used Values</small>	<input type="text" value="Roll No"/>	<input type="text" value="First Name"/>
<input type="text" value="Last Name"/>	<input type="text" value="Official Name"/>	<input type="text" value="Registration No"/>	<input type="text" value="Academic Session"/> <small>---Select One---</small>
<input type="text" value="Class"/> <small>---Select One---</small>	<input type="text" value="Application No."/>		

Fee Payment Date ^

Payment Date *

* Indicates mandatory fields

Field	Description
Site	The site to which the student belongs.
Batch Name	The batch to which the student belongs.
Roll No	The roll number of the student.
First Name	The first name of the student.
Last Name	The last name of the student.
Official Name	Full name of the student.

Field	Description
Registration No	The registration number of the student.
Academic Session	The academic year of the student (first year, second year, and third year).
Class	The section to which the student belongs.
Application No.	The application number of the student.
*Payment Date	The date on which the collection is made and the voucher date in FnA
Search	Click Search. A list of fields matching the search criteria appears on screen.

Select the student for whom fine is to be collected and click Collect Fine. The Collect Fine screen is displayed.

<input type="radio"/>	1-Kendriya Vidyalaya Sangathan	Sourav Soni	1915857	MBA_CGC_2021	21-08-2021	1915857	Cheque Bounce Info
<input checked="" type="radio"/>	1-Kendriya Vidyalaya Sangathan	Sourabh Rana	1915856	MBA_CGC_2021	21-08-2021	1915856	Cheque Bounce Info

Showing 1-10 of 11501 11501 Results Results loaded in 0.296 secs Page 1 of 1151

[Collect Fine](#)

Account Details

Create [Select Template](#)

Transaction Site <input type="text" value="1-Kendriya Vidyalaya Sangathan"/>	Payment Mode * <input type="text" value="Cheque"/>	Remarks <input type="text"/>	
Total Amount To Be Paid <input type="text" value="0"/>	Payment Date <input type="text" value="29-09-2021"/>	508 chars left Bank Name * <input type="text" value="---Select One---"/>	Instrument Bank Name <input type="text" value="Click To View Most Used Values"/>
Cheque/DD/PO Number * <input type="text"/>	Instrument Date * <input type="text" value="29-09-2021"/>	MICR Number <input type="text"/>	Add Bank Add Branch
Guardian Name <input type="text"/>	<input type="checkbox"/> Show Paid Amount Only	Acknowledgement Number <input type="text"/>	Guardian Type <input type="text" value="Father"/>
<small>* Indicates mandatory fields</small>		Type of Cheque/DD <input type="text" value="---Select One---"/>	

[Go Back](#) [Save Template](#)

Field	Description
Payment Mode	<p>The mode by which the fees would be paid. The values of this field are:</p> <ul style="list-style-type: none"> • Cash • Cheque • ECS • Online • DD

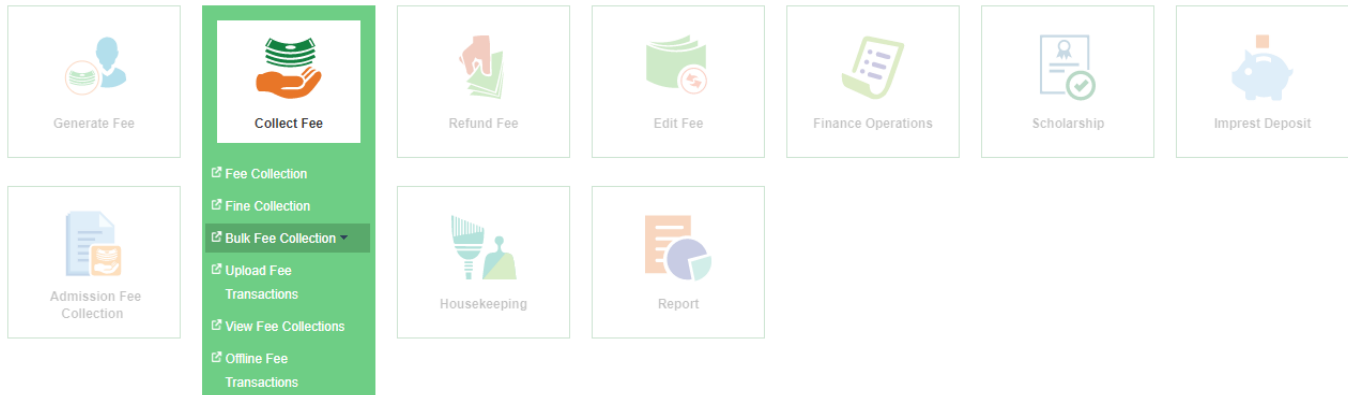
Field	Description
	<ul style="list-style-type: none"> • PO • POE • Bank Advice
Remarks	The additional information to be displayed.
Amount to be Paid	The numeric value of the fees to be paid.
Payment date	Current date
Bank Name	The name of the bank from where the fine would be collected.
Instrument Bank Name	The name of bank of instrument used for payment.
*Cheque/DD/PO Number	The unique number on the instrument.
*Instrument Date	The date on the instrument.
MICR Number	The MICR number on the instrument.
Guardian Type	Relationship, of the person making the payment, with the student.
Guardian Name	Name of the Person making the payment.
Show Paid Amount Only	True/False.
Acknowledgement Number	The unique number issued for Acknowledgement reference.
Type of Cheque/DD	Type of Instrument used for the payment.
Add Fine Amount	The additional fee amount to be charged.

Click **Collect**. OR Click **Collect without Fee Receipt**. OR Click **Cancel**.

Previous Transactions Details <small>edit</small>													
S No.	Receipt No	Payment Date	Transaction Type	Fee Head	Due Amount	Arrear	Late Fee	Total Amount	Amount Paid	Currency	Reversed	Cheque/DD/PO/Credit Card Number	Remarks
Fine Details													Reset Paid amount
S No.	Fine Head	Fine Amount	Due Amount	Due Date	Total Amount	Amount To Be Paid	Remarks						
Collect Collect Without Fee Receipt Cancel													

Bulk fine Collection:

Administrators can collect fees from multiple students at the same time. The Collect Fee in Bulk screen permits the administrators to collect fees from multiple students at the same time.



Prerequisites: Fee due has to be there against the student and Fee head priorities has to be defined.

Procedure: Collecting Fee in Bulk

Bulk Fee Collection

Create ✕

File Upload

Click here to browse file Upload

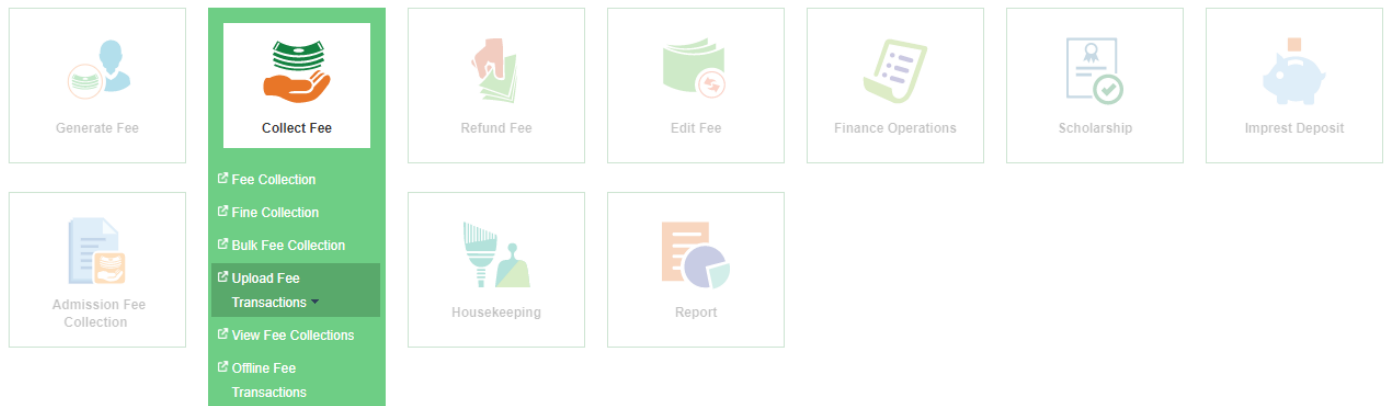
Maximum File Size: 98MB Allowed File Types: .xls

Download XLS
Upload XLS
Check Status

1. Go to **Fee >> Collect Fee >> Collect Fee in Bulk**. The Collect Fee in Bulk screen appears.
2. Click **Download XLS**. A sample Excel sheet is downloaded.
3. Update the data in the Excel sheet and save it on your local machine.
4. Click **Browse** and navigate to the location where the Excel file is kept.
5. Select the file, click **Open**, and click **Upload**.
6. Click **Upload XLS**. The Excel file is uploaded to the system.

Upload fee transaction:

To upload the transactions without the due against the student.



Procedure To upload previous transactions: Go to Fee >> Collection >> Upload Previous Transactions. The Upload Previous Transactions screen is displayed.

Search

 Select Filter

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School <input type="text" value="Click To View Most Used Values"/>	Student Roll No <input type="text"/>	Registration No <input type="text"/>	Provisional Roll No <input type="text"/>
-----------------------------------------------------------------------	-----------------------------------------	-----------------------------------------	---------------------------------------------

Fee Details ^

Fee Head <input type="text" value="Click To View Most Used Values"/>	Fee Receipt No <input type="text"/>	Date Of Payment <input type="text"/>	Mode Of Payment ---Select One--- v
Instrument Bank Branch ---Select One--- v	Instrument Date <input type="text"/>	Instrument Number <input type="text"/>	MICR Number <input type="text"/>
Amount Paid <input type="text"/>			

Search
Reset
Download Data Template
Upload Previous Transactions
Save Filter

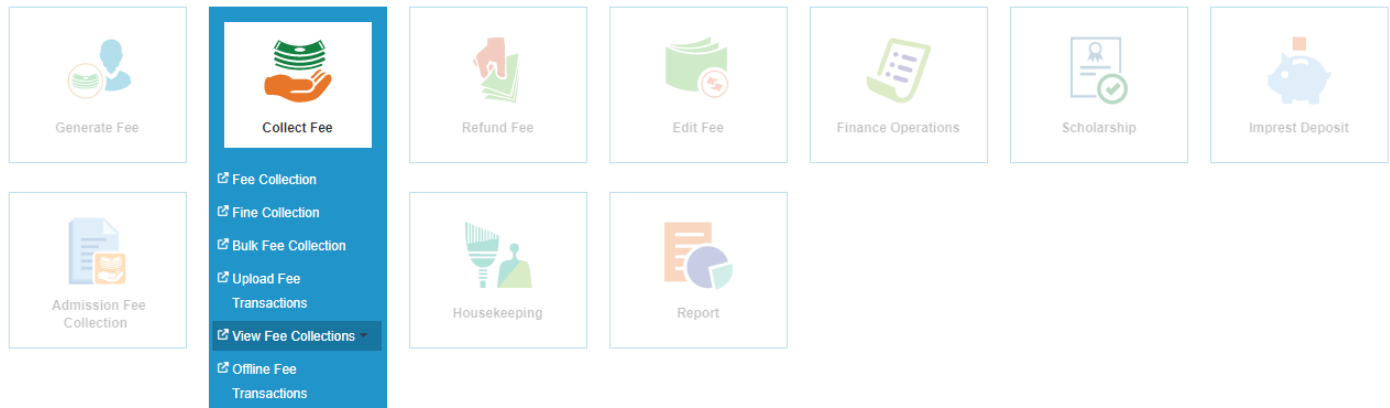
Fields	Description
Site	The site to which the student belongs.
Student roll number	The roll number of the student.
Reg. no	The Reg number of the student.
Prov. Roll Number	The prov. roll number of the student.
Fee head	Click on the lookup icon and update the Fee Head field
Fee receipt no	Generated receipt number
Date of Payment	The date when the fee is paid.
Mode of payment	The mode by which the fees would be paid. The values of this field are: <ul style="list-style-type: none"> Cash Cheque ECS Online DD PO

	<ul style="list-style-type: none"> • POE
	Bank Advice
Instrument bank branch	Bank details
Instrument date	Bank transaction date
Instrument Number	Bank details
MICR Number	An MICR code is a 9-digit code that uniquely identifies the bank and branch participating in an Electronic Clearing System
Amount Paid	Amount in Number
Search	Click to search student record
Download data template	Download the template fill the data
Upload previous transaction	Upload data template


View fee collection:











To view the fee collection transactions happened. The transactions can be reversed from this screen. And duplicate receipts can be printed individually or in bulk.

Procedure: Go to Fee >> Collect Fee >> View Fee Collections.



Collection Transactions

Search Select Filter 

Transaction Type* Student 	Site Click To View Most Used Values 	Instrument Number	Instrument Date 
From Date 22-09-2021 	To Date 29-09-2021 	Receipt Number	Receipt From
Receipt To	Payment Mode --Select One-- 	Amount	Batch Click To View Most Used Values 
Student 	Voucher Number	Academic Session --Select One-- 	Class --Select One-- 
Bank Name			

Search
Reset
Save Filter

Field	Description
*User Type	<p>The type of user accessing this screen. The values of this screen are:</p> <ul style="list-style-type: none"> • Student • Applicant • Others • Other Fee
Site	The site to which the student belongs.
Instrument Number	The unique number on the instrument.
Instrument Date	The date on the instrument.
From Date -To Date	The date range of the fee being paid for.
Receipt Number	The unique receipt number.
Receipt From and To	The date range for which receipt is being issued.
Payment Mode	Cash, Cheque, ECS, Online, DD, PO, BOE, Bank Advice
Amount	The amount for collection.
Batch	The batch of the student.
Student	<p>The name of the student.</p> <ul style="list-style-type: none"> • To update this field, click on the lookup icon adjacent to this field. • This field is active only if the user type is student.

Field	Description
Applicant	<p>The name of the applicant.</p> <ul style="list-style-type: none"> To update this field, click on the lookup icon adjacent to this field. This field is active only if the user type is applicant.
Voucher Number	The voucher number from Finance and accounting.
Academic Session	The academic year to which the student belongs (for example, first year, second year, and third year).
Class	The section to which the student belongs.
Bank Name	The name of the bank to which the payment is being made.
Search	Click Search. A list of values matching the search criteria appears on screen.

3. Select a record and click on any of the following buttons:
4. Click **Generate Duplicate Receipt**. A receipt is displayed as shown.
5. Click **Reverse Transaction**. Following screen appears.

- Update the **Reversal Type** and **Reversal Date** fields.
 - Click **Reverse**. The transaction is reversed. The advance receipt amount will be refunded for the applicant or student and due amount details will be updated in fee schedule.
 - Click **Export to Excel**. The entire data is transferred to an Excel file.
 - Select multiple records and click **Generate Bulk Duplicate Receipt**.
 - Click **Edit Transaction**. The Edit Collection Transaction screen is displayed.
- i. Edit the details of the transaction.

- ii. Click **Save**.
- e. Click **Export and Email**. The entire data is transferred to an Excel file and is sent via e-mail to the recipients.

Offline fee transaction:

Overview:

Procedure: Go to Fee >> Collect Fee >> Offline fee Transaction

Offline Fee Transactions Search

Search Select Filter

Request Status

Field	Description
Site	The site to which the student belongs.
Batch	The Batch to which the student belongs.
Academic session	The Academic session to which the student belongs.
Registration No.	Student unique id number
Request status	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> Pending Rejected Approved Processing </div>

Field	Description
Search	Click to search the transaction

Refund Fee:

- Fee Refund
- Refund fee in bulk
- View Refunds

Fee Refund:

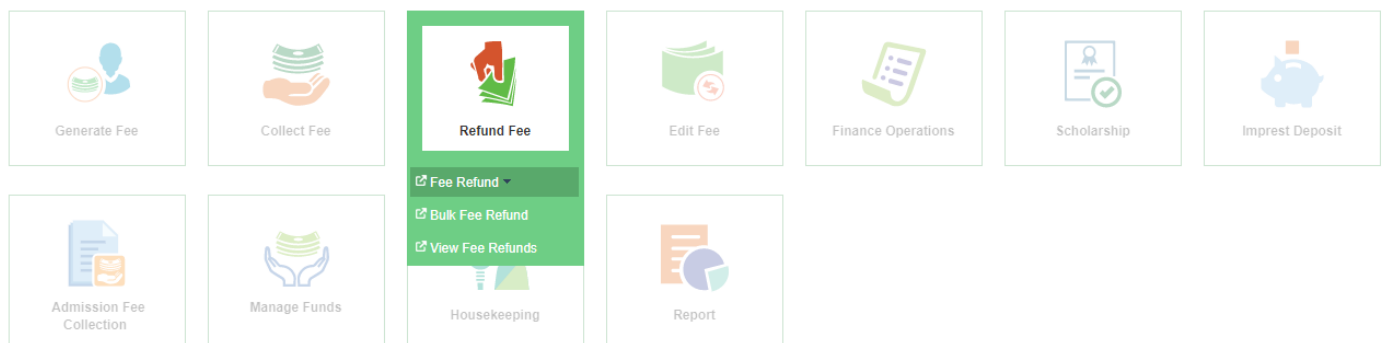
Components such as caution deposit, fee amount collected in excess of the prescribed amount for a fee head, policy revisions rendering returns of a certain amount (value or percentage of a fee head) need to be returned to the student at appropriate intervals. Some institutions would prefer to pay back all refundable deposits at the end of the overall program, which can also be configured.

The amount refundable could be either:

- a fixed amount
- the amount recorded and collected against the fee head, OR
- a percentage of the fee head amount

The exact factor depends upon the policies of the institution. Considering the differences based on the fee category against some of the fee heads, most institutions prefer to address the requirement and set it as a fixed amount that matches the amount paid out by the student against the fee head. This calls for a set of rules to calculate the amount to be refunded or credit the respective account heads.

Procedure: Go to **Fee >> Refund Fee >> Refund Fees**. The Refund Fees screen is displayed.



Search

 Select Filter

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School <input type="text"/>	Batch Name <input type="text" value="Click To View Most Used Values"/>	Roll No <input type="text"/>	Provisional Roll No <input type="text"/>
First Name <input type="text"/>	Last Name <input type="text"/>	Registration No <input type="text"/>	Application No <input type="text"/>

Search
Reset
Save Filter
^

Field	Description
Site	The site to which the student belongs.
Batch Name	The batch to which the student belongs.
Roll No	The roll number of the student.
University Enrollment No	The unique identification number generated for university exams (for example, hall ticket for board exams).
First Name	The first name of the student.
Last Name	The last name of the student.
Registration No	The registration number of the student.
Application No	The application number of the student.

1. Select the student for whom fee refund needs to be done.
2. Click **Refund**. The following screen is displayed. It displays the amount which has to be refunded. We can enter the amount which has to be refunded. Pick the mode of payment, payment date and click of refund. The amount will be refunded, and payment voucher is created in F&A.
3. Click **Instant Refund**. A warning pop-up appears. The warning informs that the payment voucher will be generated against the advance receipt fee heads and not against the adjusted fee heads.
4. Pick the date range for the collection detail has to be displayed.
 1. Enter the date range in the **Start Date** and **End Date** fields.
 2. Select a transaction.
 3. Click **Proceed**. Now enter the amount which has to be refunded and click on refund.

Validation: To verify if the refund transaction is complete, go to view refund screen and view the transition the selected student. Or payment voucher created in FnA can be verified.

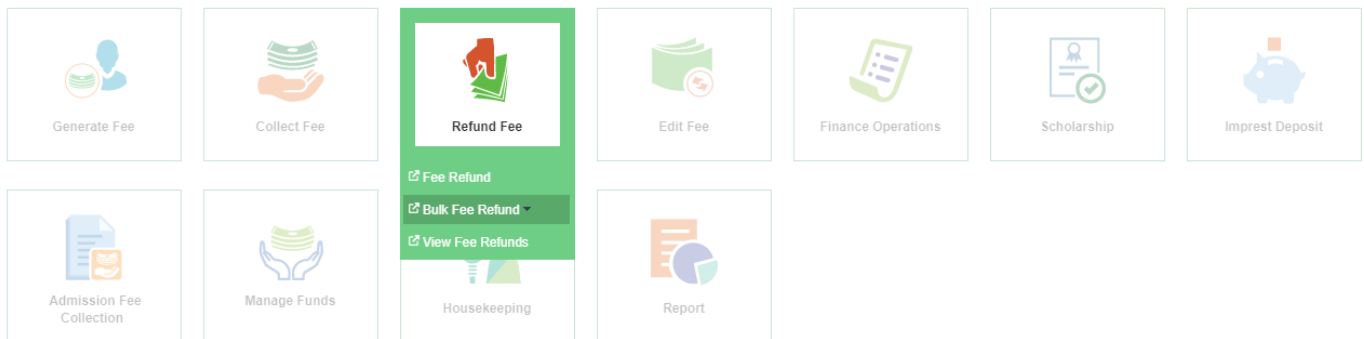
Output: The fee refund due amount will be reduced. And payment voucher is created in F&A.

Fee Refund in bulk:

The **Refund Fees in Bulk** screen allows the user to refund fee for multiple students in one go.

Procedure: Refunding Fees in Bulk

1. Go to **Fee >> Refund Fee >> Refund Fees in Bulk**. The **Refund Fees in Bulk** screen is displayed.



Bulk Fee Refund

Search Select Filter

School* <input type="text" value="Click To View Most Used Values"/>	Batch Name* <input type="text" value="Click To View Most Used Values"/>	Academic Session* <input type="text" value="---Select One---"/>	First Name <input type="text"/>
Last Name <input type="text"/>	Roll No <input type="text"/>	Registration No <input type="text"/>	Provisional Roll No <input type="text"/>
Application No. <input type="text"/>	Currency* <input type="text" value="INR"/>		

* Indicates mandatory fields

Field	Description
*Site	The site to which the student belongs.
*Batch Name	The batch to which the student belongs.
*Academic Session	The academic year in which the student studies (for example, first year, second year, and third year).
Roll No	The roll number of the student.
First Name	The first name of the student.
Last Name	The last name of the student.
Registration No	The registration number of the student.
Roll Number	The roll number of the student.
Prov. Roll number	The unique identification number generated for university exams (for example, hall

Field	Description
	ticket for board exams).
Application number	Student's Application number
Currency	Type of currency

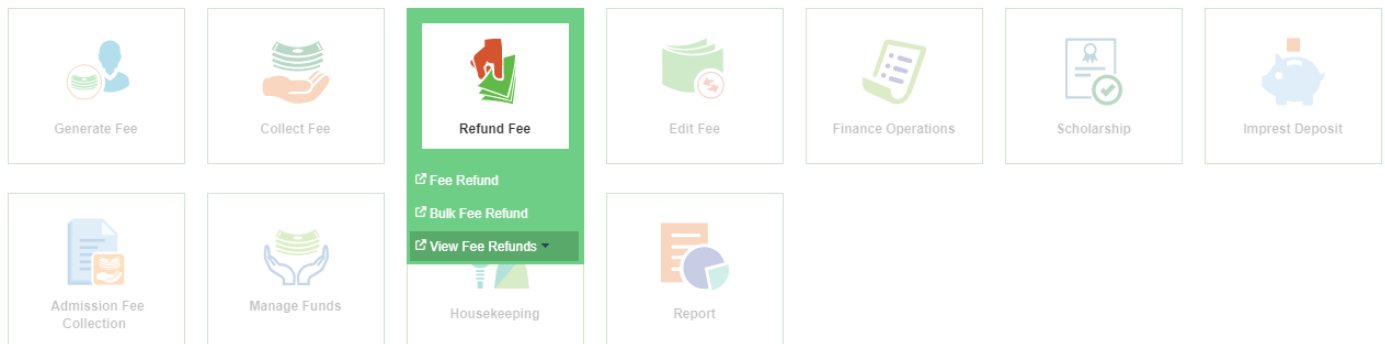
5. Click **Search**. A list of students matching the search criteria.
 6. Click **Bulk Refund**. A new screen opens where the amount to be refunded has to be entered. In case the payment is done using cheque, individual cheque details can be captured, and refund can be done.
4. Click **Export and Email**. The list of students is transferred to an Excel file and **Export to Excel and Email** dialog box is displayed.
 - a. Choose the filter based on the recipients' first name or last name.
 - b. Choose the recipients and click **Select**.
 - c. Click **Send**. The e-mail is sent.

Result: The fees is refunded in bulk.


View Fee Refunds:








The View Fee Refunds screen allows you to view the details of all the refund transactions.

Go to Fee >> Refund Fee >> View Fee Refunds.



View Fee Refunds

Search Select Filter 

Transaction Type* Student 	School Click To View Most Used Values 	Instrument Number <input type="text"/>	Instrument Date <input type="text" value=""/>
Receipt Number <input type="text"/>	From Date 22-09-2021 	To Date 29-09-2021 	Payment Mode --Select One-- 
Amount <input type="text"/>	Batch Click To View Most Used Values 	Voucher Number <input type="text"/>	Student Click To View Most Used Values 

Search
Reset
Save Filter

Field	Description
*User Type	The type of user accessing the screen (for example, student or applicant).
Site	The site to which the user belongs.
Instrument Number	The cheque or DD number
Instrument Date	The date in which the DD or any payment instrument is taken
Receipt Number	The receipt number generated for the student transaction
From Date –To Date	The date range for which the search is done
Payment Mode	Cash, cheque, DD, PO, POE, Bank Advice, ECS, Online, BOE
Amount	The amount which has to searched
Batch	The student batch
Voucher Number	The voucher number generated in FnA
Student	The name of the student. <ul style="list-style-type: none"> <i>This field is active only if the user type is Student.</i>
Applicant	The name of the applicant. <ul style="list-style-type: none"> <i>This field is active only if the user type is Applicant.</i>

3. Click **Search**. A list of students matching the search criteria is displayed.
4. Select a record and perform any of the following actions.
 - o Click **Generate Duplicate Receipt**. A receipt with the **Print** option is displayed.

5. Click **View Refund Transaction**. The details of the refund are displayed.
6. Click **Reverse Refund**. The funds are reversed.
7. Select **Print Cheque** check box on these screens, once the refund is processed the pdf of cheque printing will open in XPRO Template.
8. Click **Export to Excel**. The details of all the transactions are transferred to an Excel file.
9. Select multiple records and click **Generate Bulk Duplicate Receipt**.
10. Click **Export and Email**. The details of the student are transferred to an Excel sheet and sent via e-mail

Result: The refund transaction done is reversed and the refund due amount will be added back.

Edit Fee/Charges:

The **Edit Fee/Charges** section allows you to make all of the necessary changes pertaining to fees and fines. One of the key functionalities related to this aspect is that allows you to edit bulk information as well.

To learn more about this section, click on the following links:

- Edit Student Fee
- Edit Student Fee in Bulk
- Edit Student Transactions
- Edit Employee Charges

Student Fee Edit:

The **Edit Student Fee** screen allows the administrator to change the existing due amount, or to add a new fee head and due amount.

This is a new screen which provides an easy-to-use interface for various fee edit transactions. A new user group Fee Edit Controller is available for Fee module. Users mapped to this group will be able to access Fee Edit screens.

The screen is divided into following sections:

1. Student Details
2. Total Dues
3. Total Refund
4. Fee Details for Due, Refund and Miscellaneous type of fee.

Student Details

In the **Student Details** section, you can view the student details such as Name, Contact Number and Photo. Here, you can also select a session to view the fee details.

You can click icon view additional details about the student.

In the expanded form of this section, you can view Site, Registration Number, Provisional Roll Number, Admission Category and Fee Category of the student. Here you can navigate to screens of Student Fee Collection and Student Details and by selecting the screen names available in **Go to Screen** dropdown.

You can click **Previous Fee Details** buttons to view the transactions

Total Dues

The **Total Dues** section displays the dues against the student for the session selected in Student Details section. Here, you can view semester-wise dues and the total due amount for the student.

You can click on any of the semesters to view or edit dues in the Details section.

Total Refund

The **Total Refund** section displays the refunds made to the student for the session selected in Student Details section. Here, you can view semester-wise refunds and the total refund amount for the student.

You can click on any of the semesters to view or edit refund amount in the Details section.

Details

In the Details section, you can view the breakup of fee details. You can select a semester from Total Dues or Total Refunds section to view due or refund details of the semester. You can also change semester to view details of a different semester.

The details section is divided into **Dues**, **Refund** and **Miscellaneous** tabs. You can navigate between these tabs to view or edit the corresponding amount.

Note: You can select a semester from Total Dues or Total Refund section to view details or navigate between the tabs in Details section and select a semester from dropdown.

You can click **Previous Fee Details** in Student Details section to view corresponding fee details in Details section.

In the Details section,

- You can select a different semester to view corresponding fee details.
- You can select the sort order as

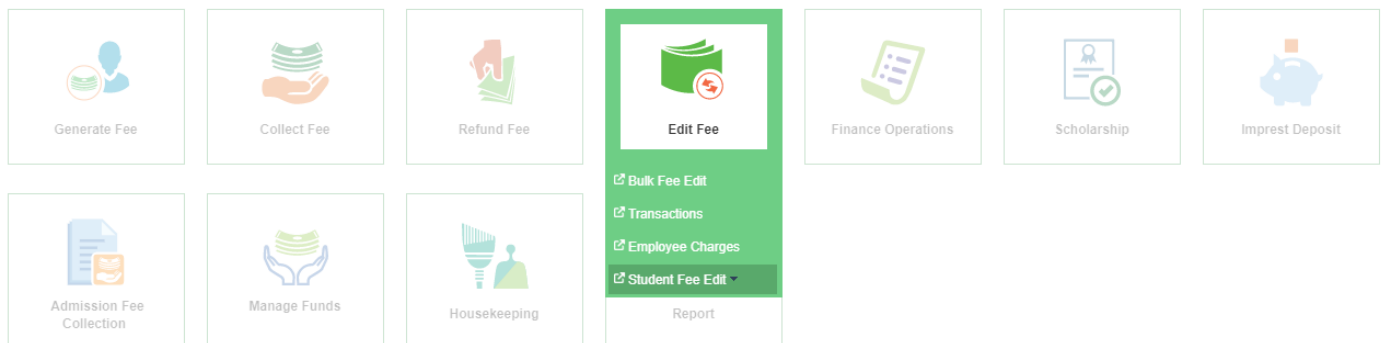
- Fee Details
- Arrear Details
- Fine Details
- Cumulative Late Fine
- You can choose to view Tax Component. Two columns for Tax component, Due Base Amount and Due Tax Amount appear in the details section.
- You can change the Due or Refund amount and click **Save**.
- You can add remarks for a fee head.
- You can add new fee schedule using **Add Row** option.

Manage Funds

In Manage Funds pop-up,

- All fee heads having advance amount are displayed in the Total Refund section of the screen.
- You can select a currency for funds transfer.
- The maximum amount of the available advance amount can be transaction amount.
- The date mentioned here will be the invoice date. You can mention date less than or equal to current date.

Procedure: Editing Student Fee: Go to Fee >> Edit Fee/Charges >> Student fee edit.



Fee Edit New UI

Search UPLOAD Select Filter

School <input type="text"/> <small>Click To View Most Used Values</small>	Batch Name <input type="text"/> <small>Click To View Most Used Values</small>	Roll No <input type="text"/>	Provisional Roll No <input type="text"/>
First Name <input type="text"/>	Last Name <input type="text"/>	Registration No <input type="text"/>	Application No <input type="text"/>

Field	Description
Site	The site to which the student belongs.
Batch Name	The batch to which the student belongs.

Field	Description
Roll No	The roll number of the student.
Provisional roll number	The unique identification number generated for university exams (for example, hall ticket for board exams).
First Name	The first name of the student.
Last Name	The last name of the student.
Registration No	The registration number of the student.
Application No	The application number of the student.

Search Listing

Student Name	Registration No	Roll No	Provisional Roll No	Application No	School	Batch Name	Actions
Ronney Amin	DR1251				DUSL-Dubai School	DUSLDemo_2022-202311th GradeNo Shift	
Nani Amin	DR1241				DUSL-Dubai School	DUSLDemo_2022-202311th GradeNo Shift	

Select action button and edit the fee and charges

Fee Edit New UI

Ronney Amin
Mobile

Academic Batch
DUSLDemo_2022-202311th GradeNo Shift

Total Dues o

Total Refund o

DUE | **REFUND** | **MISCELLANEOUS**

Manage Funds

Due (Annual Session_T) Tax Component Filter By: Select

Learn ABC	Fee Heads	Start Date	Due Date	Amount	Due Amount 0	Late Fee 0	Currency	Remark
Showing 1-0 of 0 results Add Fee								
<p>*Comment: <input style="width: 100%;" type="text"/></p> <p><small>*Indicates mandatory field</small></p>								
				Back	Save			

Procedure: Edit Fee

To edit fees,

1. Go to **Fee >> Edit Fee >> Student Fee Edit**.
2. Select the **Academic Session** to edit fee.

3. Select a **Semester** from Total Dues or Total Refund section.
4. Update the **Due Amount** for the required fee head.
5. Select **Tax Component** checkbox to view tax amount.
6. Click **Add Row** to add new fee due.
7. Specify **Comments** and click **Save**.

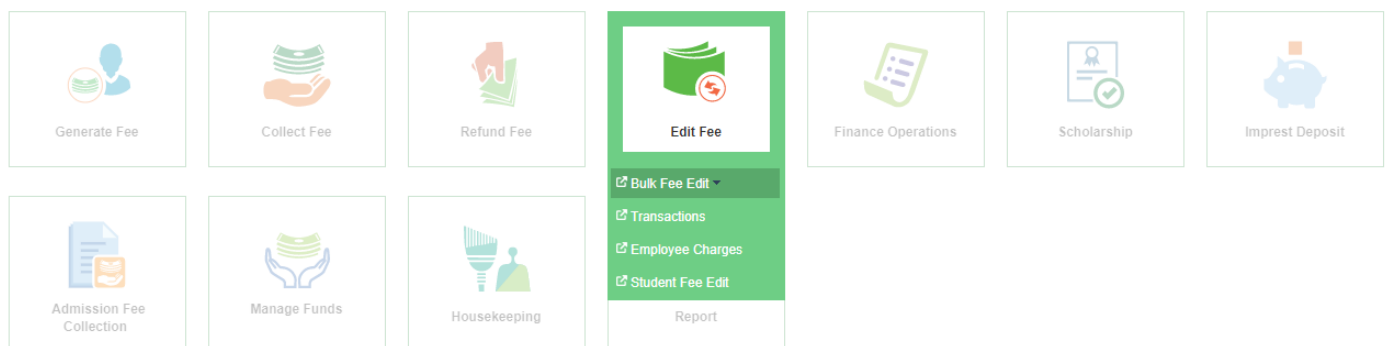
Procedure: Manage Funds

To transfer funds,

1. Go to **Fee >> Edit Fee >> Student Fee Edit >> Manage Funds**. All fee heads having advance amount are displayed in the Total Refund section of the screen.
2. Select a **Currency** for funds transfer.
3. Specify **Transaction Amount**. The maximum amount of the available advance amount can be transaction amount.
4. Select **Invoice Date**. You can mention date less than or equal to current date.
5. Specify **Remarks**.
6. Click **Proceed**.

Bulk Fee Edit:

The **Edit Student Fee in Bulk** screen allows the users to edit the fee and fine charges. In this screen, only the existing amount can be changed or made 'Not Applicable'. Also, the status of the Excel file upload for the bulk requirement can be viewed.



Procedure: To edit the student fee in bulk: Go to Fee >> Edit Fee/Charges >> Edit Student Fee in Bulk. The Edit Student Fee in Bulk screen is displayed.

Bulk Fee Edit

Create Select Template

Rincian Akademik ^

School* <input type="text" value="Click To View Most Used Values"/>	Academic Year* <input type="text" value="Click To View Most Used Values"/>	Batch Name <input type="text" value="Click To View Most Used Values"/>	Academic Session <input type="text" value="---Select One---"/>
Class <input type="text" value="---Select One---"/>	Student Name <input type="text" value=""/>		

Fee Details ^

Fee Head <input type="text" value="Book Bank Charges"/>	From Date <input type="text" value=""/>	To Date <input type="text" value=""/>	Download/Upload Type * <input type="text" value="Fee Schedule"/>
Order By <input type="text" value="---Select One---"/>	Show Zero Amount Fee Head <input type="text" value="---Select One---"/>	Sort By <input type="text" value="---Select One---"/>	Comments <input type="text" value=""/>

508 chars left

* Indicates mandatory fields

Download Without Late Fee Recalculation
Download File
Reset
Upload File
Check Status
Save Template

Field	Description
*Site	The site to which the student belongs.
*Batch Name	The batch to which the student belongs.
Academic Session	The academic year of the student (first year, second year, and third year).
Academic Year	The academic year of the student
Class	The section to which the student belongs.
Fee Head	In case the fee edit has to be done for only one fee head, then the fee head can be selected and then the excel sheet can be downloaded. Now the downloaded sheet will have only the details of fee head selected.

Field	Description
From Date – To Date	The date range for which the fee due has to be edited.
Student Name	The name of the student
*Download/Upload Type	Fee schedule, Arrear, Fine. Which Fee due is to be edited has to be picked.
Comments	The reason/remarks for editing the bulk fee.
Show Zero Amount Fee Head	If the due amount for a student for a particular fee head is zero, whether that row has to be displayed in the excel sheet or not
Sort by	Sorting parameter of records
Order By	Ordering parameter of records

Click **Download Fee without Late Fee Recalculation**. An Excel file called **Fee Edit Records** is downloaded to your system.

Or

Click **Download File**. An Excel file called **Fee Edit Records** is downloaded to your system.

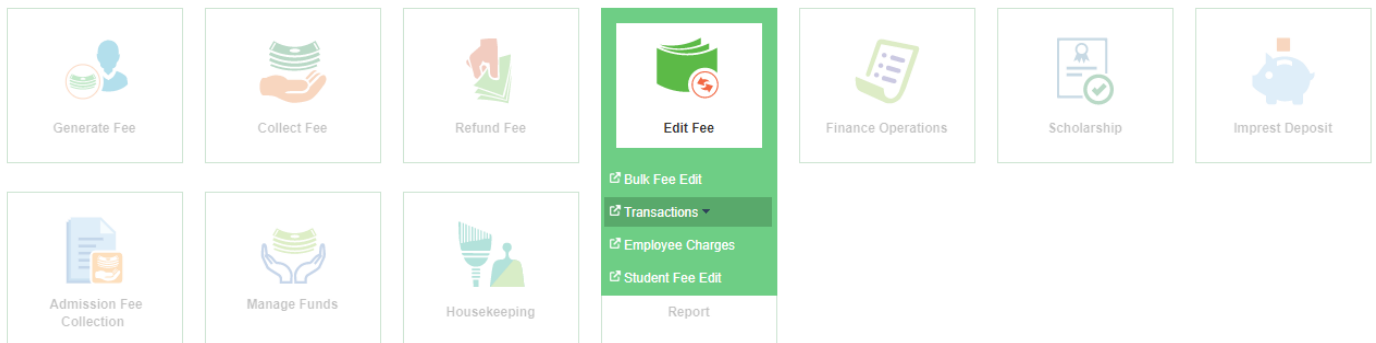
Click Reset. The search criterion is refreshed.

Click Upload File.

Click Check Status. It displays the upload status (Success, Pending, Failed) of the due against each student.

Transaction:

Edit student transaction is used to edit the transaction details, when some information in the transaction is to be corrected without reversing it. This is applicable only applicable for payment mode with Bank type of instruments (Cheque, DD etc.)



Search Select Filter

User Type* <input type="text" value="---Select One---"/>	School* <input type="text" value="Click To View Most Used Values"/>	Instrument Number <input type="text"/>	Instrument Date <input type="text"/>
Receipt Number <input type="text"/>	From Date <input type="text" value="22-09-2021"/>	To Date <input type="text" value="29-09-2021"/>	Payment Mode <input type="text" value="---Select One---"/>
Student <input type="text" value="Click To View Most Used Values"/>	Batch <input type="text" value="Click To View Most Used Values"/>	Amount <input type="text"/>	Applicant <input type="text"/>
Voucher Number <input type="text"/>			

Note: This feature is not available for editing cash transactions

Procedure

1. Go to **Fee >> Edit Fee/Charges >> Edit Student Transactions.**

Field	Description
User Type	The type of user (for example, student, applicant, or other).
Site	The site to which the student belongs.

Field	Description
Instrument Number	The unique number on the instrument.
Instrument Date	The date on the instrument.
Receipt Number	The unique receipt number.
From Date—To Date	The date range for which receipt issued.
Payment Mode	Type of Instrument used for the payment
Student	<p>The name of the student.</p> <p>To update this field:</p> <ul style="list-style-type: none"> • Click on the lookup icon adjacent to the field. • Enter the search criteria and click Search. • Select a record and click Select. • This field is applicable only if the user type is student.
Batch	<p>The batch to which the student belongs.</p> <ul style="list-style-type: none"> • Click on the lookup icon adjacent to this field. • Click Search. • Select a record and click Select.
Amount	The amount to be collected.

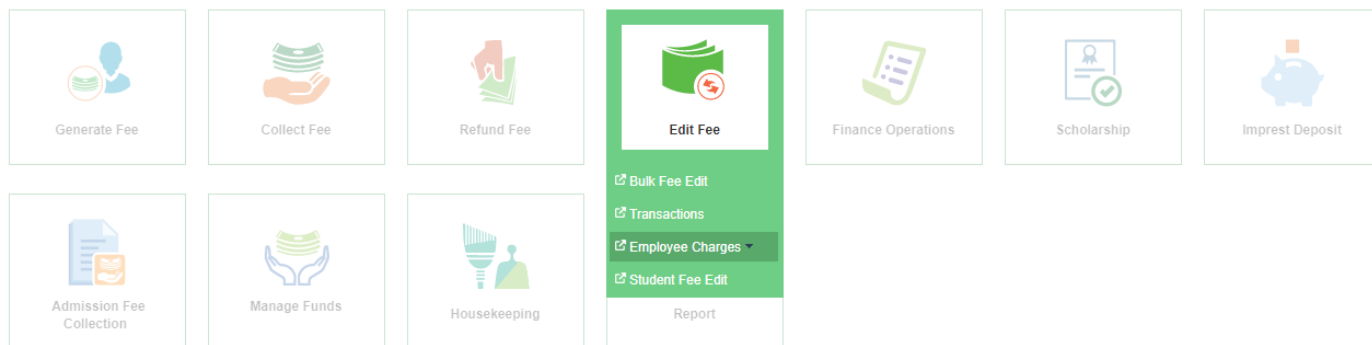
Field	Description
Applicant	<p>The name of the applicant.</p> <p>To update this field:</p> <ol style="list-style-type: none"> Click on the lookup icon adjacent to the field. Enter the search criteria and click Search. Select a record and click Select. <p>This field is applicable only if the user type is applicant.</p>
Voucher Number	The voucher number from Finance and accounting.



- Click **Search**. A list of records is displayed.
- Select a record and perform any of the following actions:
 - Click **Selected Download**.
 - Click **Download All**.
 - Click **Upload**.

Employee Charges:


This is to apply charges against employees.

Procedure: To edit employee charges: Go to Fee >> Edit Fee/Charges >> Edit Employee Charges.




Search  Select Filter 

School Employee No Employee Name

Click To View Most Used Values 

Search Reset Save Filter



Field	Description
Site	The site to which the student belongs. Click on the lookup icon adjacent to the Site field and update it.
Employee No	The unique identification number of the employee generated in HRMS.
Employee Name	The name of the employee.

1. Click **Search**. A list of students matching the search criteria is displayed.
2. Select a record and click **Edit**. The following screen is displayed.
3. Click **Show**. The employee details are saved.
4. Update the following fields:

Field	Description
Pay Code	The pay code of employee from HRMS.
Due Date	The last date for payment.
Amount	The amount to be paid.

Field	Description
Module	The module for which amount is being charged.

5. Click **Save**.

Result

The employee details are changed.

Finance and Accounting Operations

This section shows the various functions available as part of the Finance and Accounting-related transactional operations, which are addressed from within the Fee module.

To learn more about these operations, click on the following links:

- [Generate Invoice](#)
- [Post Receipt Voucher](#)
- [Post Invoice](#)
- [Cr Dr Notes](#)
- [Bulk Approve Receipt Voucher](#)
- [Generate Opening Invoice](#)

Generate Invoice:

This function is used to generate invoices for individual or collective set of students in a batch (within a site) as per the schedule. The dates can be either a user-input date or the schedule's calendar period. Invoices are generated against the students, and then collections are affected through the Fee Collection section, and finally, the payment status is updated accordingly.

Prerequisites: The fee head account mapping and the voucher numbering configurations

Procedure: Generating an Invoice: To generate an invoice:

1. Go to **Fee >> Finance & Accounting Operations >> Generate Invoice**.

The image shows a dashboard with several icons for financial operations. A central menu titled 'Finance Operations' is expanded, listing the following actions:

- Generate Invoice
- Post Invoice
- Approve Receipt Vouchers
- Post Receipt Voucher
- Advance Adjustment
- Generate Opening Invoice

Other icons visible include: Generate Fee, Collect Fee, Refund Fee, Edit Fee, Scholarship, Imprest Deposit, Admission Fee Collection, Manage Funds, Housekeeping, and Report.

Generate Invoice

Create Select Template

School* Batch Name* Student Name Invoice Period*

Start Date End Date Fee Head Type Fee Head

Student Status

* Indicates mandatory fields

Field	Description
*Site	The site to which the student belongs.
*Batch Name	The batch to which the student belongs.
Student Name	The name of the student.
*Invoice period	<ul style="list-style-type: none"> Inpitted Calendar Period – If the invoice date has to be inpitted Schedule's Calendar Period – If the invoice date would be the fee schedule
Start Date –End Date	The period for which the invoice has to be generated.

Field	Description
Calendar Type	The type defined in F&A, if it is monthly, quarterly, etc.
Calendar Period Code	The period code for which the invoice is to be generated. For example, April 14, May 14.
Input Calendar Date	The entered calendar dates.
Fee Head type and fee head	Enter relevant fee head for look up

1. Click **Create Parties**. Each student is created as party in F&A.
2. Click **Generate Invoice**.
3. Click **Party Code to Excel**. An Excel sheet called **Party Code** is saved to your local machine.
4. Click **Cancel**. The transaction would be terminated.

Post Invoice:

The **Post Invoice** function is used to formally record the invoice generation and update the status from Digital Campus to F&A. The **Accounts Payable Ledger** is updated with the details of the invoice that needs to be paid up by the student. The function can be used to also view the invoice. The required invoice can also be reversed if there is a need for correction or update or a revision in any of the parameters.

Prerequisites

- Voucher numbering to be created in F&A.
- Fee head account mapping to be done.

Procedure: Generating a Post Invoice Go to Fee >> Finance and Accounting Operations >> Post Invoice.

Generate Fee

Collect Fee

Refund Fee

Edit Fee

Finance Operations

- Generate Invoice
- Post Invoice
- Approve Receipt Vouchers
- Post Receipt Voucher
- Advance Adjustment

Scholarship

Imprest Deposit

Admission Fee Collection

Manage Funds

Housekeeping

Report

Post Invoice

Select Filter

Search

School*

Batch Name

Student Name

Status *

Amount

Invoice From Date

Invoice To Date

Invoice Number

Remarks

250 chars left

* Indicates mandatory fields

Student Status

Search
Reset
Approve All
Revert Invoices with Missing JV
Check Status
Copy Remarks
Delete All Released Invoices
Save Filter

Field	Description
*Site	The site to which the student belongs.
Batch Name	The batch to which the student belongs.
Student Name	The name of the student.
Status	Student's Status
Amount	The amount for which the invoice is being recorded.
Invoice from / to Date	The date of the invoice.

Field	Description
Invoice Number	The unique number of the invoice from F&A.
Remarks	Comments to be entered, if any.

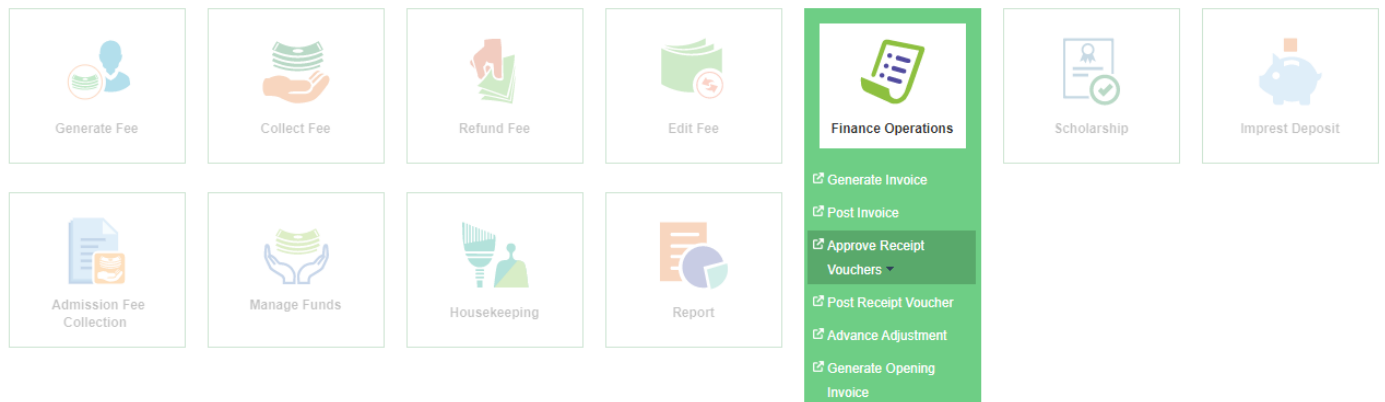
Click **Search**. The invoices created for a selected filter appears. All the invoices can be approved or can be selected and then approved. The invoice details can be viewed by selecting the respective invoice and then viewing. When invoices are approved, Invoice and corresponding JVs are created. In case there are Invoices for which JV is not created, revert invoices without JV can be used. This will reverse the invoice and the status will of the invoice will become as "released". Posted invoice can be reversed also using "reverse invoice". The invoice can be exported to Excel as well.

Result

- Invoice is posted to F&A.
- A sales invoice and corresponding JV is created.

Approve receipt voucher:

Approval of vouchers generated for an entire batch can be done collectively from within the Fee module itself. The status (approved/reject status) flows into the F&A module against the corresponding voucher for the party.



Search Select Filter

<p>User Type * ---Select One---</p> <p>Class ---Select One---</p> <p>Applicant <input type="text"/></p> <p>Instrument Number <input type="text"/></p> <p>Receipt Voucher Status ---Select One---</p>	<p>School* Click To View Most Used Values </p> <p>Student Click To View Most Used Values </p> <p>Amount <input type="text"/></p> <p>Instrument Date <input type="text"/></p> <p>Acknowledgement Number <input type="text"/></p>	<p>Batch Click To View Most Used Values </p> <p>Receipt Number <input type="text"/></p> <p>From Payment Date 22-09-2021 </p> <p>Instrument Bank Name <input type="text"/></p>	<p>Academic Session ---Select One---</p> <p>Payment Mode ---Select One---</p> <p>To Payment Date 29-09-2021 </p> <p>Receipt Voucher Number <input type="text"/></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

* Indicates mandatory fields

Search
Reset
Approve All
Check Status
Save Filter

Field	Description
*User Type	The type of user using the solution (for example, student, applicant, others).
*Site	The site to which the user belongs.
Batch	The batch to which the student belongs.
Academic Session	The academic year of the student.
Class	The section to which the student belongs.
Student	The name of the student.
Receipt Number	The unique receipt number to be shared for payment.
Payment Mode	Cash, cheque or DD any mode which has to be specifically approved can be picked

Field	Description
Applicant	The name of the applicant.
Amount	The amount for collection.
From Payment Mode- To Payment Mode	The mode of payment received.
Instrument Number	The unique number on the instrument.
Instrument Date	The date on the instrument.
Instrument Bank Name	The name of bank of instrument used for payment.
Receipt Voucher Number	The unique number on receipt voucher.
Receipt Voucher Status	The status of the receipt voucher in F&A
Acknowledgment Number	

Click **Search**. A list of users matching the search criteria is displayed. Select the records and click **Approve Selected**. The selected vouchers are processed for approval.

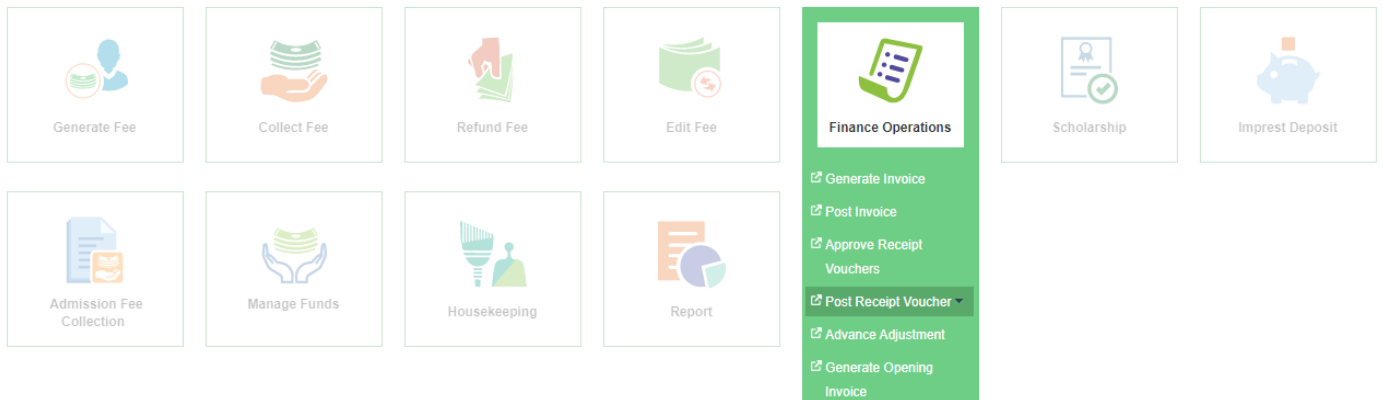
Result

The receipt voucher in Submitted status will be approved and becomes exported to GL

Post receipt voucher:

It is used to post receipt vouchers in F&A, if the fee collection has happened without Fee head account mapping.

Procedure: To generate a post receipt voucher: Go to Fee >> Finance and Accounting Operations >> Post Receipt Voucher. The Post Receipt Voucher screen is displayed.



Search Select Filter

If OR is present already, then OR will not be cancelled and Credit Note will be created to adjust the amount. Else RASI will be created.

School* Batch Name Start Date* End Date*

* Indicates mandatory fields

Field	Description
*Site	Student's site name
Batch Name	Student's Batch Name
Date range	The date range of the voucher.

Click **Search**.

OR

Click **Reset**.

OR

Click **Create Vouchers in FnA or Adjust Vouchers in FnA**.

Advance Adjustment:

Cr Dr Notes/Advance Adjustment: When the account of any party is to be debited and no cash memo or invoice can be raised for such a transaction, then a debit note is issued. A **debit note** is a document that shows the reason of debit entry.

Debit notes are issued due to the following reasons:

- When the material is returned by the purchaser to the supplier, then the debit note is issued by the purchaser to the supplier.
- A debit note can be issued by the firm for transactions not relating to purchase return. For example, the interest charged by a business firm for late payments and commission receivable, etc.
- A debit note can be issued in response to a credit note received by the business firm.
- A debit note can be issued to the customer or supplier if there is a mistake in sales invoice or purchase invoice.
- A debit note is also issued for certain adjustments or transactions for which bills cannot be issued.

If any amount is credited by any business firm against which no receipt is issued then a credit note is issued. A **credit note** is a support document that shows that the account of the receiver of the credit note has been credited with the amount mentioned in the credit note.

The credit note is issued in following circumstances:

- When the material is returned by the customer to the supplier, then the credit note is issued to the customers by the supplier.
- The credit note can be issued by the firm for the transactions not relating to sales return. For example, the interest payable by business firm for late payments, any special discount allowed, etc.
- A credit note can also be issued in response to debit note received by the business firm.
- A credit note can be issued to the customer or supplier also if there is a mistake in sales invoice or purchase invoice.
- A credit note is also issued for certain adjustments or transactions for which a bill cannot be issued.

Prerequisites

- Voucher numbering in F&A.
- Fee head account mapping is done.

Procedure: Generating a CR Dr Note

The navigation menu consists of several icons representing different financial functions. The 'Finance Operations' menu is highlighted in green and contains the following items:

- Generate Invoice
- Post Invoice
- Approve Receipt Vouchers
- Post Receipt Voucher
- Advance Adjustment

Other visible icons include: Generate Fee, Collect Fee, Refund Fee, Edit Fee, Scholarship, Imprest Deposit, Admission Fee Collection, Manage Funds, Housekeeping, and Report.

Go to Fee >> Finance and Accounting Operations >> Advance Adjustments.

Create Cr Dr Notes

Create Select Template

School* Batch Name Student Name From Date

To Date Currency*

* Indicates mandatory fields

Field	Description
*Site	The site to which the student belongs.
Batch Name	The batch to which the student belongs.
Student Name	The name of the student.
From Date –To Date	Date range of Payment

Field	Description
Currency	Type of Currency

Click **Create Cr Dr Notes**: Any adjustment to be done for the advance collected and the due amount, it is used.

For example, during admission, the fee from the applicant is collected using “Advance receipt”. The collection happens as other receipts without the invoice generation since applicants have not become party for the organization. After the admission process, the applicant is finally admitted, where they become student (Party to the organization). Now invoice has to be raised and the collection has to happen against it. Cr/Dr note can be used here to make the adjustment. When the Cr/Dr note is clicked, credit note entry is made against the invoice.

The same can be adjusted using the "**Advance Adjustment through JV**". The difference is only JV will be created without the Cr/Dr note.

Using Check status, the status of the Cr/Dr note, or JV creation can be viewed.

Note: In screen of Advance Adjustment, there is an option to display the Extra Advance collection left after adjustment in case the Advance collected is more than Scheduled amount. User can adjust the Extra amount later when the new schedule is generated.


Result

A Cr Dr Note is generated.


Generate Opening Voucher:

The **Generate Opening Invoice** function is used to adjust all dues and receivable amounts from the previous calendar year and generate revised invoices with effect from a specified date. This function is used at the start of the new financial year wherein the outstanding amounts from the previous FY are updated into the new FY and the updated invoices generated for the students. The amount payable against each of the fee heads would be the previous outstanding plus the fees related to the current year/term.


Procedure: To generate opening invoice: Go to Fee >> Finance and Accounting Operations >> Generate Opening Invoice.




Generate Fee




Collect Fee



Refund Fee




Edit Fee




Finance Operations


- [Generate Invoice](#)
- [Post Invoice](#)
- [Approve Receipt Vouchers](#)
- [Post Receipt Voucher](#)
- [Advance Adjustment](#)
- [Generate Opening Invoice](#)




Scholarship




Imprest Deposit




Admission Fee Collection



Manage Funds




Housekeeping



Report

Generate Opening Invoice

Search Select Filter 

School*

Batch

Student

Fee Schedule From Date*

FY Calendar For Adjustment*

Generate Opening Invoice View Logs Reset Save Filter

Field	Description
*Site	The site to which the student belongs.
Batch	The batch to which the student belongs.
Student	The name of the student.
*Fee Schedule from Date	The date range for which the fee schedule is applicable.
*FY Calendar for Adjustment	The Financial year for which the adjustment is being made.

Click **Generate Opening Invoice**. The process of generating an invoice is initiated.

Result: An opening invoice is generated.

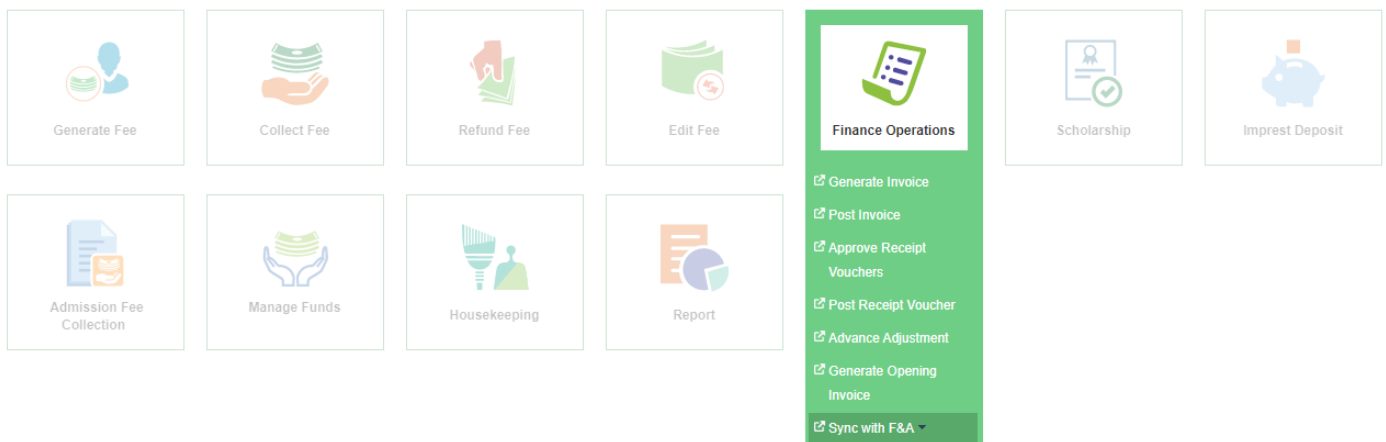
Sync with FnA:

There are two type of FnA transactions in Digital Campus:

- **Instant transactions** where the data flows instantly at the time of transaction itself. **Create Parties** and **Create Services** are instant transaction screens.,
- All the other transactions happen through **Intermediate Log table** which is updated with Push and Pull operations.

For Transactions in a day for Fee collection where all the entries are maintained in the intermediate table, following operations can be performed:

- When the **PUSH** button is clicked by the user, then all the entries present in the intermediate table start moving into FNA sequentially and the Vouchers will be created for the same. Simultaneously, vouchers id's from FNA will be stored in the intermediate table.
- When the **PULL** button is clicked by the user, then the Digital Campus records will be updated with the voucher details from FNA in the intermediate table.



Procedure

To push or pull data:

1. Go to **Fee >>Finance Operations>> Sync with FnA**.
2. In the screen user can review the data before sending the data to FnA.
3. Click **Proceed to Push Data** to move to transactions tab.
4. Search for the transactions using the filters. For the search results, there are options to **Create Data in FnA** and **Pull Data Back in Digital Campus**. In the search listing:

- **Transaction type** denotes the type of transaction like Invoice Posting, JV creation and CR Note creation.
- **Transaction Source** displays the action due to which the transaction was performed.
- **Operation Performed in FnA** displays whether the data has been created in FnA or not.
- **Operation pulled in Solution** shows whether data has flown back to Digital Campus or not.

For example, if a user does a Fee Edit for multiple students, in Digital Campus for Accrual accounting, the transactions will be stored in the Intermediate table. Now, user can check these in the Transaction Summary. User has to click on **Create Data in FnA** button to generate the same in FnA. Once the data is Pushed/Created in the system, user needs to pull the data back to Digital Campus. For that, he needs to click on Pull Data Back in Digital Campus. User can later on check the Transaction logs and download the Sync Report also.

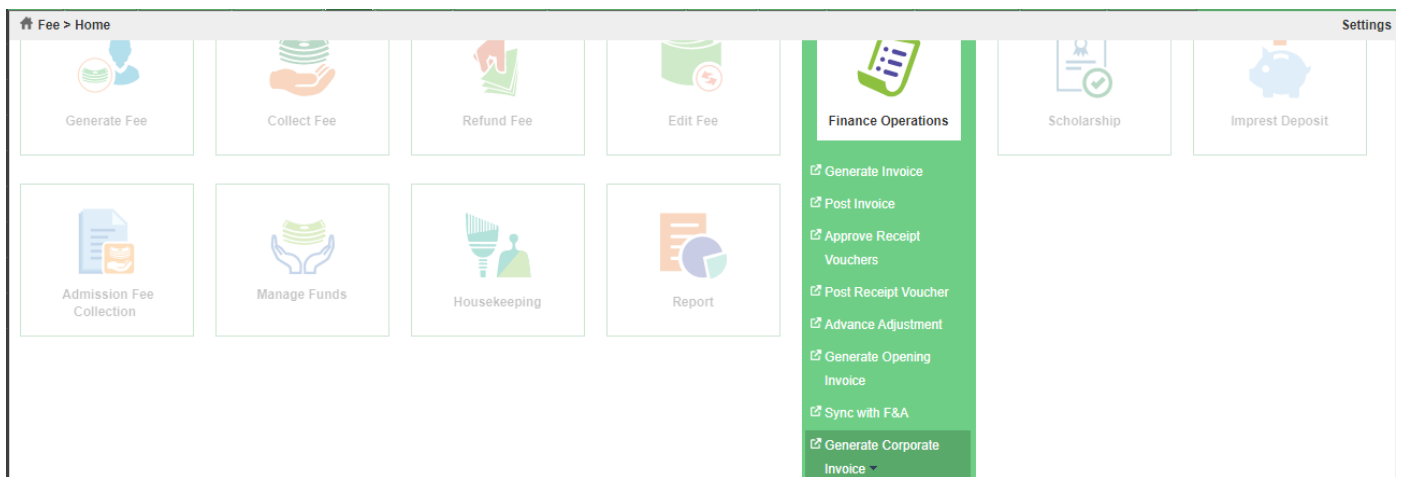
5. In addition, one can view the transaction logs, by clicking on Show Transaction log. On Click of Show Transaction log screen, screen having the logs for the transactions performed will open.
6. User can click on View Report and check the error log in case there are any errors.
7. When user clicks on Download FnA Sync Report on the Transactions screen, a report opens.

Result

- The FnA transactions are synchronized.

Generate Corporate invoice:

Overview:



Generate Corporate Invoice 🔍

Search 📌 Select Filter 📄

School* Batch Name Click To View Most Used Values Corporate Party* Installment

Invoice Status

* Indicates mandatory fields

Field	Description
*Site	The site to which the student belongs.
Batch Name	Student's Batch name
Corporate Party	
Installment	
Invoice Status	
Search Student	
Search Invoice	
Generate Invoice	
Show invoice	

Field	Description
generation logs	

Scholarship:

This section allows the administrator to add and view the scholarship details of all the students of the institute.

To learn more about this section, click on the following links:

- [Apply Student Scholarship](#)
- [View Scholarship Transactions](#)
- [Create approve request](#)
- [Fee clerk approval](#)

Funding Party wise push to FnA:

Overview:

Search Select Filter

Funding Party * *

[Click To View Most Used Values](#)

Is Scholarship Received

---Select One---

Site

Student

Push To FnA

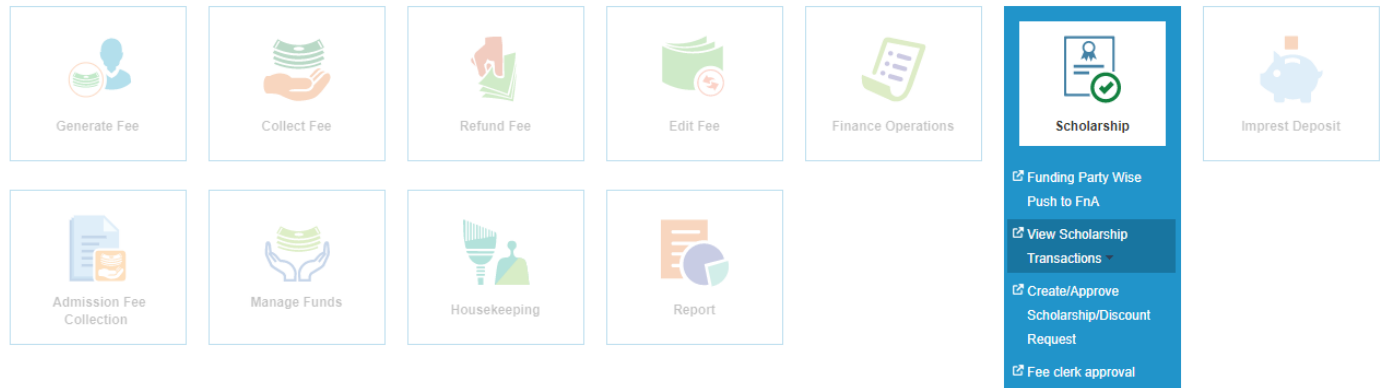
---Select One---

* Indicates mandatory fields

Search
Reset
Save Filter

View Scholarship Transaction:

The **View Scholarship Transactions** screen allows the user to view the details of all the scholarship transactions in the solution.



Procedure: To view scholarship transactions: Go to Fee >> Scholarship >> View Scholarship Transactions. The View Scholarship Transactions screen is displayed.

Search

Academic Details ^

Site <input type="text" value="Click To View Most Used Values"/>	Physical Site <input type="text" value="Click To View Most Used Values"/>	Batch Name <input type="text" value="Click To View Most Used Values"/>	Academic Session <input type="text" value="---Select One---"/>
Class <input type="text" value="---Select One---"/>			

Student Details ^

First Name <input type="text"/>	Middle Name <input type="text"/>	Last Name <input type="text"/>	Student Roll No <input type="text"/>
Registration No <input type="text"/>	Date Of Admission <input type="text"/>	Admission Category <input type="text" value="---Select One---"/>	Fee Category <input type="text" value="---Select One---"/>

Scholarship Details ^

Scholarship <input type="text"/>	From Date <input type="text"/>	To Date <input type="text"/>	Scholarship Status <input type="text" value="---Select One---"/>
Scholarship Type <input type="text" value="---Select One---"/>			

Field	Description
Site	The site to which the student belongs.
Physical Site	The physical site to which the student belongs.

Field	Description
Batch Name	The batch to which the student belongs (for example, BCom 2009-2012).
Academic Session	The academic year of the student (for example, first year, second year, and third year).
Class	The section to which the student belongs.
Admission Category	The admission category to which the student belongs.
First Name	The first name of the student.
Middle Name	The middle name of the student.
Last Name	The last name of the student.
Student Roll No	The roll number of the student.
Registration No	The registration number of the student.
Date of Admission	The date of admission of the student.
Fee Category	The fee category of the student.
Scholarship	The name of scholarship applicable.
From Date –To Date	Transaction date range
Scholarship status	Active / Reversed
Scholarship type	<div style="border: 1px solid black; padding: 5px;"> Scholarship As Direct Payment Scholarship From An Account Scholarship As Fee Edit </div>

1. Click **Search**.
2. Select a Scholarship Transaction from search listing for reversal.
3. Click **Reverse Scholarship** to reverse the applied scholarship and update due fee amount. The fee amount is updated for various scholarship types in following way:
 - **Scholarship from an account** and **Scholarship as Fee Edit**: Fee Due amount is updated.
 - **Scholarship as Direct Payment**: Refund row is created in fee schedule.

Create/Approve Scholarship/Discount Request:

In this screen, a scholarship admin can create a new request and approve the requests raised by the students or parents via self-service. A new request is displayed to the Scholarship Admin for approval. A scholarship admin can be a Principal, HOD or other staff.

Once a scholarship admin saves the details of a new request, the scholarship admin can approve or reject a scholarship request. While approving the request, the admin has an option to map the required Scholarship or Discount Type and Scholarship Date.

Procedure: Create a Concession Request: To create a concession request as a Scholarship Admin, Go to Fee >> Scholarship >> Create/Approve Request >> Create.

Create Upload Select Template

Student * Concession Type * Concession Name * Remarks *

Upload Scholarship Document
 Upload
 Maximum File Size: 20MB Allowed File Types: .zip

* Indicates mandatory fields

View Instruction Save Cancel Close Instruction Save Template

2. Specify **Student, Concession Type, Concession Name** and **Remarks**.
3. Click **View Instruction** to view instructions mapped to the selected concession master.
4. Click **Save** to create the request.

Procedure: Approve a concession request

Go to **Fee >> Scholarship >> Create/Approve Request**.

Search Upload Select Filter

Student Based Search

First Name Middle Name Last Name Student Roll No

Provisional Roll No Registration No Application No

Bulk Search

School Batch Concession Type Concession Name

Advance Filters

Status Raised By

Search Reset Check Status Save Filter

2. Specify search parameters and click **Search**.
3. Select the requests from request listing.
4. Click **View** to view request details.

Or, click **Approve** Selected to approve the selected requests.

Or, click **Reject** to reject the selected requests.

Fee clerk approval:

A scholarship clerk can view the list of requests approved by scholarship admin in **Fee clerk Approval** screen.

Here, a fee clerk can perform an individual request search using **Student Based Search** section or a bulk search using **Bulk Search** section of screen.

If the scholarship admin has mapped a scholarship type and date, the fee clerk cannot modify these details. Fee Clerk can only apply scholarship in this case. However, if the administrator has not mapped Scholarship or Discount Type and Scholarship Date, the fee clerk can map these details and then apply to student's fee schedule.

When the Scholarship Master and date are mapped to the request, schedule details will be displayed. You may select **Is Not Applicable** for the schedule rows where you do not wish to apply scholarship. If you select all rows as Is Not Applicable, **Push to Fee** button will be disabled.

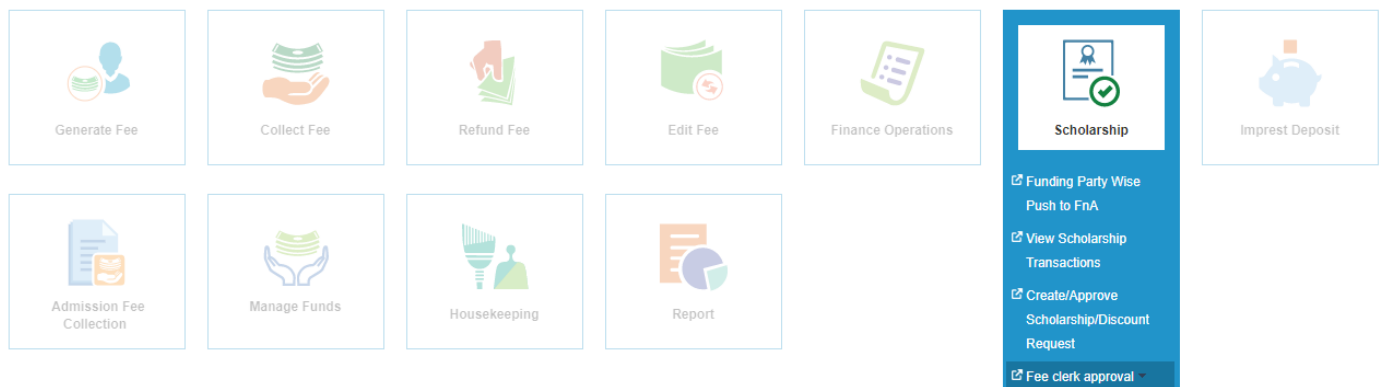
Here a fee clerk can seal the scholarship amount pattern using **Is Seal** checkbox. Once the scholarship amount is sealed, it cannot be modified on refreshing the screen. Hence, if you seal a scholarship amount pattern as per current dues listed in this screen and save the pattern. Next time when you wish to apply the scholarship amount, you will not be able to update the same even if the due amount details are changed.

Scholarship Fee Clerk can save the scholarship or discount details in this screen using Save button and apply to the students fee schedule later. Scholarship Fee Clerk can apply the scholarship or discount to student's fee schedule using **Push to Fee** button.

Procedure: Approve and apply a concession

To approve a concession as scholarship clerk,

1. Go to **Fee >> Scholarship >> Fee Clerk Approval**.



Search Upload

Student Details

School Batch Student

Scholarship Details

Concession Type Concession Name Is Processed

Search **Reset** **Save Filter**

2. Specify search parameters and click **Search**. You can search Student wise or Concession wise.
3. Select a request from the search listing and click **View** to view request details.
4. Select a request from the search listing and click **Edit** to approve/reject the request
5. Specify applicable **Scholarship/Discount** and **From Date**, if not specified by the Scholarship Admin.
6. Specify **Issue Date** and **Remarks**.
7. Click **Save**.
8. Specify **Concession Amount** for the displayed fee heads.
9. Select **Is Sealed** checkbox to seal the scholarship amount against the fee head. You cannot change the sealed amount at any point of time later.
10. Click **Save**.
11. Click **Push to Fee** to apply scholarship to the selected student

School* LITE-CMS LITE SCHOOL Batch* 9th Grade Student* Joseph Davis

Scholarship Details

Concession Type* Scholarship Concession Name* bu Scholarship/Discount* butesting From Date* 01-05-2019

Is Processed Issue Date 03-05-2019 Remarks*

* Indicates mandatory fields

Go Back **Cancel**

<input type="checkbox"/>	* Fee Head	Is Refund Row	Schedule Start Date	Fee Pattern	Scheduled Amount	Due Amount	Concession Amount	Is Sealed <input type="checkbox"/>	Is Not Applicable <input type="checkbox"/>
<input type="checkbox"/>	Tuition	<input type="text" value="N"/>	03-05-2019	Annually	34.00	34.00	34.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Click To View Most Used Va	<input type="text" value="Y"/>	30-04-2020	NA			51.00	<input type="checkbox"/>	<input type="checkbox"/>

Page 1 of 1 Showing 1-2 of 2 Results

Save **Push To Fee** **Generate Pending Credit Notes**

Imprest Deposit:

Imprest Deposit, which is common in residential or boarding schools and some academies, is an amount collected in advance and periodically for the care and upkeep of the student. The scenario is similar to a bank wherein the amount collected for the student is kept under the custody of the institution. The required amount is withdrawn whenever there is a requirement during the course of the academic session.

To learn more about imprest deposit, click on the following links:

- [Apply Imprest Deposit](#)
- [Refund Imprest Deposit](#)

Apply Imprest Deposit

This screen is used to record the amount collected from the student as Imprest deposit.

Prerequisites: Imprest deposit configuration has to be done

Procedure: To apply imprest deposit:

1. Go to **Fee >> Imprest Deposit >> Apply Imprest Deposit**

Field	Description
*Site	The site to which the student belongs.
*Batch Name	The batch to which the student belongs.
*Academic Session	The academic year to which the student belongs (for example, first year, second year, and third year).
Class	The section to which the student belongs.
First Name	The first name of the student.
Middle Name	The middle name of the student.
Last Name	The last name of the student.

Field	Description
Date of Birth	The date of birth of the student.
Student Roll No	The roll number of the student.
Physical Site	The physical site to which the student belongs

5. Click **Search**. A list of students matching the search criteria is displayed.
6. Select a record and click **Apply Imprest Deposit**. The **Apply Imprest Deposit** dialog box is displayed.
7. Click **Apply Imprest Deposit**. The amount received from the student as imprest deposit is recorded here and has to be refunded to student whenever required.

Apply Imprest Deposit ✕

S.No.	Student Roll No	First Name	Last Name	Imprest Deposit Amount	Due Amount	Amount To Pay
1.	21UOT000029	N		2500	0	<input style="width: 80px;" type="text" value="2500.00"/>

Page 1 of 1 Showing 1-1 of 1 Results


Apply Imprest Deposit
Cancel

Refund Imprest Deposit:


To refund the imprest deposit amount collected against the student

Prerequisites: Imprest deposit has to be applied to do a refund.


Procedure: Go to **Fee >> Imprest Deposit >> Refund Imprest Deposit**.




Generate Fee




Collect Fee




Refund Fee




Edit Fee



Finance Operations




Scholarship




Imprest Deposit


Apply Imprest Deposit
Refund Imprest Deposit




Admission Fee Collection



Manage Funds



Housekeeping



Report

Search Select Filter

School <small>Click To View Most Used Values </small>	Batch Name <small>Click To View Most Used Values </small>	Roll No	First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	Registration No		
<input type="text"/>	<input type="text"/>		

^

Field	Description
Site	The site to which the student belongs.
Batch Name	The batch to which the student belongs.
Roll No	The roll number of the student.
First Name	The first name of the student.
Last Name	The last name of the student.
Registration No.	A unique identification number generated at the time of admission.

3. Click **Search**. A list of students matching the search criteria is displayed.
4. Select a record and click **Instant Refund**. The **Refund Imprest Deposit** screen is displayed
5. Enter suitable comments (within 508 characters) in the **Remarks** field
6. Update the **Start Date** and **End Date** fields by clicking on the **Calendar** icon adjacent to these fields.
7. Click **Get Transaction Imprest Deposit**.
8. Select a transaction and click **Proceed**. The imprest deposit against the due will be visible. The amount whichever is being given to the student can be entered and refunded.

School AUDB-Amity University Dubai	Batch Name AUDBDemo_2022-2023Class2_NewNo Shift	Roll No	First Name Kiara
Last Name C	Registration No 2023DUB003	Academic Session Annual_Session_New	Total Refund <input style="width: 50px;" type="text" value="0"/>
Remarks * <input style="width: 100%; height: 20px;" type="text"/> <small>508 chars left</small>	Start Date * <input style="width: 100%; height: 20px;" type="text"/>	End Date * <input style="width: 100%; height: 20px;" type="text"/>	

* Indicates mandatory fields

Result

The imprest deposit is refunded.

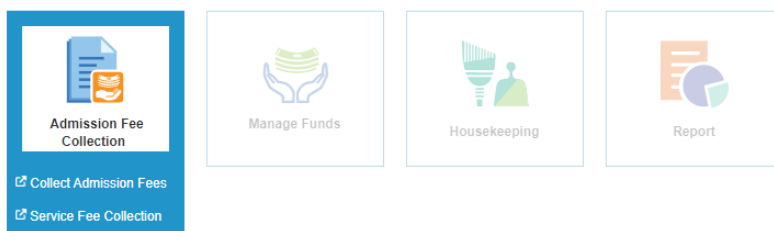
Admission Fee Collection:

The **Admission Fee Collection** section allows you to collect fees pertaining to admissions such as the prospectus fees and the admission fees.

To learn more about this section, click on the following links:

- [Collect Admission Fee](#)
- [Collect Service fee](#)

Collect Admission Fee



Administrators make use of this screen to collect the fee during admission process (before the applicant becomes a student).

Prerequisites: The application has to be processed and batch has to be allocated, so that fee schedule is generated.

Procedure: To collect admission fee:

1. Go to **Admission>> Collection >> Collect Admission Fee.**

Field	Description
Site	The site to which the student belongs.
Batch Name	The batch to which the student belongs.
Academic Session	The academic year of the student (first year, second year, third year, etc.).
Class	The section to which the student belongs.
Rank	The rank of the student.
Application No.	The application number of the student.
First Name	The first name of the student.
Last Name	The last name of the student.
Full Name	<p>The full name of the student.</p> <ul style="list-style-type: none"> The full name of the student is a combination of his/her first name and last name.
Status	The admission status of the student.
Admission Process	<p>The admission process applicable during admission.</p> <ul style="list-style-type: none"> The values of this field flow from the Admission

Field	Description
	Process in the Admission module.
Counselling	The name of counselling from which the student is being admitted.
For Advance Fee	Whether the payment is for advance fee.
From Date –To Date	The date range for fee being collected.
Fee Session	The session for which the fee is applicable.
Fee Term	The Term for which the fee is applicable.
Group By Criteria	Date, Term, Session
Letter Type	The type of letter which is being issued.
Payment Date	The date when payment was made.

3. Click **Search**. A list of students matching the search criteria is displayed.
4. Select a record and perform any of the following actions:
 - Click **Fee Report**.
 - Click **Previous Transactions**. The **Previous Transaction Details** screen is displayed.
 - Click **Cancel**.
5. Click **Collect Fee**. The **Collect Admission Fee** screen is displayed.
 - Click **Collect**. OR
 - Click **Collect without Fee Receipt**. OR
 - Click **Cancel**.
5. Click **Advance Receipt**- if fee has to be collected as advance. Applicable for accrual method of accounting
6. Click **Instant Refund**, if the collection amount has to be refunded. The following screen is displayed.
 - Update the **Start Date** and **End Date** fields.
 - Click **Get Transaction**.
 - Click **Proceed**.
7. Click **Development Fund Collection**.

Collect Admission Fee

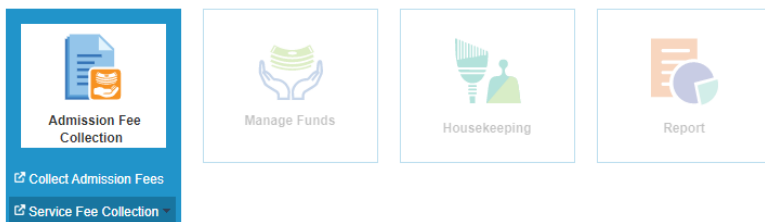
You can now view an easy-to-use interface for collecting fees for various admission services. The screen is divided into four steps:

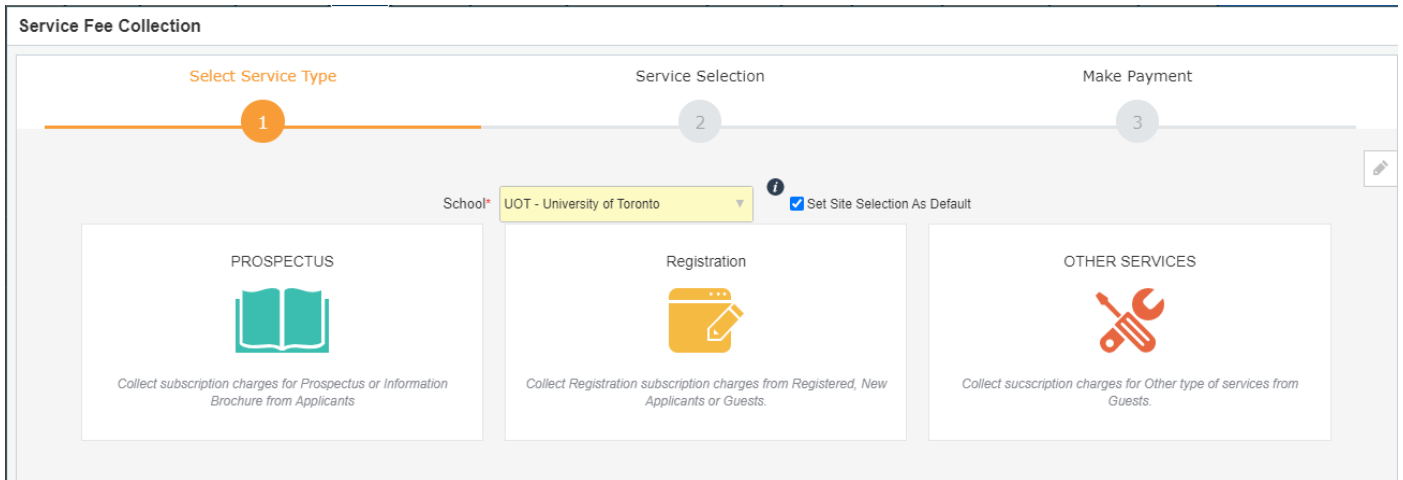
1. **Select Service Type:** The Service Fee Collection screen in this step provides following service types to choose from:
 - a. **Prospectus:**
 - i. **Applicant Registration and Subscription:** In this Service Type, you will be able to enter applicant details in eForm along with service selection.
 - ii. **Guest Subscription:** In this service type, you will be able to select services only and then proceed to payment.
 - b. **Registration:**
 - i. **Registered Applicant's Subscription:** In this Service Type, services along with eForm for updating applicant details will be available for selection.
 - ii. **Applicant Registration and Subscription:** In this Service Type, services along with eForm for applicant registration will be available for selection.
 - iii. **Guest Subscription:** In this service type, you will be able to select services only and then proceed to payment.
 - c. **Other Services:**
 - i. **Guest Subscription:** In this service type, you will be able to select services only and then proceed to payment.

2. **Service Selection:** In this step, service list appears as per Service Type selected in Step 1. Here, you can select multiple services for subscription. If the services are for a registered applicant, specify eForm number to fetch details.

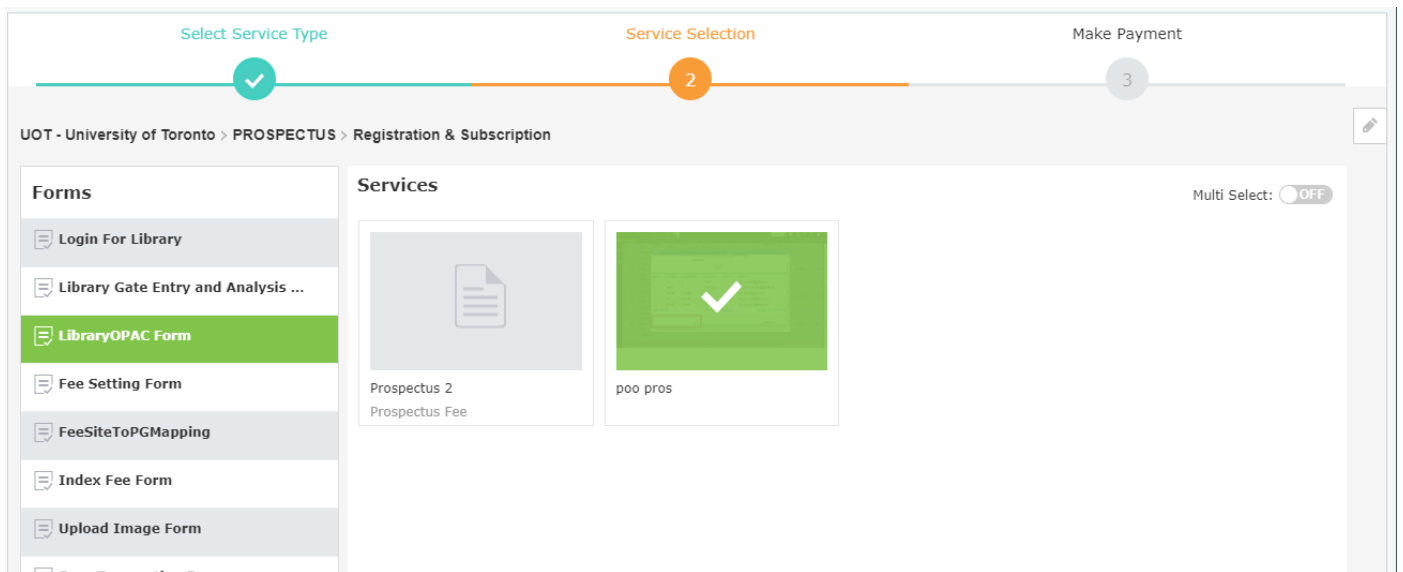
3. **Make Payment:** In this step, you can map resources, select payment mode and collect payment for services.

4. **Payment Acknowledgement:** In this step, payment receipt is available for the collection made in previous step.





2. Select **Service Type**. Services mapped to the selected service type are displayed.



3. Select the services and form.

UOT - University of Toronto > PROSPECTUS > Registration & Subscription

Form

Applicant details

*Indicates required fields

*First Name Last Name

*E-mail ID Phone (Optional)

Address

City

Service Details

Service	Quantity	Amount
poo pros Add Resource	<input type="text" value="1"/>	\$ 44.67
Sub Total		\$ 44.67

Payment Mode: Acknowledgment No. *Payment Date:

*Remarks

Grand Total \$ 44.67

4. Specify **Applicant details**.
5. Specify **Payment Mode**, **Payment Date** and **Remarks**.
6. Click **Collect Payment**.

Manage Funds

This section shows the various functions available for fund related operations, addressed from within the Fee module.

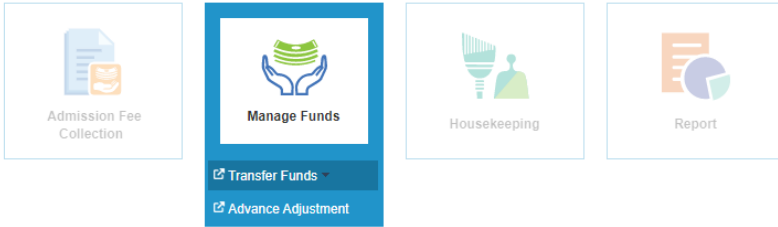
To learn more about these operations, click on the following links:

- [Transfer Funds](#)
- [Advance Adjustment](#)

Transfer Funds:

Fund transfer is used to transfer certain amount from one fee head to another. Funds will be transferred under the following scenarios:

- From Fee Head1 to another Fee Head2 that has due—in this case, the due amount of fee head2 will be reduced and the due for fee head1 will be added back.
- From refund amount to due amount—in this case, the refund amount will be reduced and the due amount also will be reduced.



Search Select Filter

Rincian Akademik

School* Click To View Most Used Values Batch Name* Click To View Most Used Values Physical Site Click To View Most Used Values Academic Session
 ---Select One---

Class
 ---Select One---

Student Details

First Name Middle Name Last Name Date Of Admission
 Student Roll No Registration No Provisional Roll No Application No.
 Admission Category
 ---Select One---

Fund Transfer Details

From Fee Head Amount From Fee Head Type* Refund Refund Fee Head From Click To View Most Used Values Sort By
 ---Select One---

Currency
 ---Select One---

* Indicates mandatory fields

Field	Description
*Site	The site to which the student belongs.
*Batch Name	The batch to which the student belongs.
Physical Site	The physical site to which the student belongs.
Academic Session	The academic year of the student.
Class	The class to which the student belongs.
Admission Category	The admission category to which the student belongs.
First Name	The first name of the student.
Middle Name	The middle name of the student.
Last Name	The last name of the student.
Date of Admission	The date of admission of the student.

Field	Description
Student Roll No	The roll number of the student.
Registration No	A unique identification number generated at the time of admission.
University Enrollment No	A unique identification number generated during the exams (for example, hall tickets of board exams).
Application No	A unique identification number of the application.
From Fee Head Amount	The fee head from which the fund has to be transferred.
*From Fee Head Type	<ul style="list-style-type: none"> Refund – When fund transfer has to be done from a refund to be given for the student Payment – When fund transfer is to be done from the fee collected from one head to another fee head.
Payment Fee Head From	The fee head from which the amount has to be transferred.
Refund Fee Head From	
Sort By	To sort the student search result

3. Click **Search**. A list of students matching the search criteria is displayed.
4. Select a record and click **Transfer Fund**. The **Fund Transfer** screen is displayed. Enter the amount to be transferred in “Transfer amount”. If the amount is same for all students, the transfer amount can be entered in “Amount to” in the header which will be copied against all the students.

Field	Description
Site	The site to which the student belongs.
Batch Name	The batch to which the student belongs.
Physical Site	The physical site to which the student belongs.
Amount To	The amount that is to be transferred.
*To Fee Head Type	<ul style="list-style-type: none"> Fee Head Fine Head
From Schedule/Fine Details	If the transfer amount has to be adjusted against multiple fee heads, then this box can be ticked. Based on the fee due and the fee head priority the amount be transferred
*Fee Head To	The fee head to which it is to be transferred
*Fine Fee Head To	In case the amount is to be transferred to a fine head, then it is used.

2. In the **Fund Transfer** field, enter a numeric value in the **Transfer Amount** field.
3. Click **Transfer Fund**.

Result

The amount is transferred from one fee head to another and fee due is adjusted accordingly in CMS

In Cash accounting, a JV entry is created

In Accrual accounting, when the fund transfer is of type payment, no entry is passed. When it is of refund type, credit note is passed.

Advance adjustment:

When the account of any party is to be debited and no cash memo or invoice can be raised for such a transaction, then a debit note is issued. A **debit note** is a document that shows the reason of debit entry.

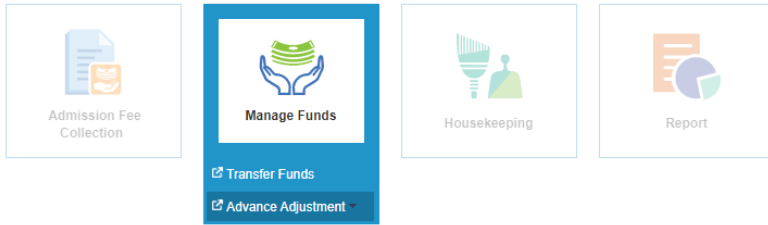
Debit notes are issued due to the following reasons:

- When the material is returned by the purchaser to the supplier, then the debit note is issued by the purchaser to the supplier.
- A debit note can be issued by the firm for transactions not relating to purchase return. For example, the interest charged by a business firm for late payments and commission receivable, etc.
- A debit note can be issued in response to a credit note received by the business firm.
- A debit note can be issued to the customer or supplier if there is a mistake in sales invoice or purchase invoice.
- A debit note is also issued for certain adjustments or transactions for which bills cannot be issued.

If any amount is credited by any business firm against which no receipt is issued then a credit note is issued. A **credit note** is a support document that shows that the account of the receiver of the credit note has been credited with the amount mentioned in the credit note.

The credit note is issued in following circumstances:

- When the material is returned by the customer to the supplier, then the credit note is issued to the customers by the supplier.
- The credit note can be issued by the firm for the transactions not relating to sales return. For example, the interest payable by business firm for late payments, any special discount allowed, etc.
- A credit note can also be issued in response to debit note received by the business firm.
- A credit note can be issued to the customer or supplier also if there is a mistake in sales invoice or purchase invoice.
- A credit note is also issued for certain adjustments or transactions for which a bill cannot be issued.



Prerequisites

- Voucher numbering in F&A.
- Fee head account mapping is done.

Procedure: Generating a CR Dr Note

To generate a Cr Dr, note:

1. Go to **Fee >> Finance and Accounting Operations >> Cr Dr Notes**. OR Go to **Fee >> Manage Funds >> Advance Adjustments**. The **Cr Dr Notes** screen is displayed.

Create
Select Template

School* Indicates mandatory fields

Batch Name

Student Name

From Date

To Date

Currency *

Search
Create Cr Dr Notes
Advance Adjustment through JV
Check Status
Cancel
Save Template

Field	Description
*Site	The site to which the student belongs.
Batch Name	The batch to which the student belongs.
Student Name	The name of the student.
From date to Date	Date range of transaction
Currency	Type of Currency

3. Click **Create Cr Dr Notes**.

Any adjustment to be done for the advance collected and the due amount, it is used.

For example, during admission, the fee from the applicant is collected using “Advance receipt”. The collection happens as other receipts without the invoice generation, since applicants have not

become party for the organisation. After the admission process, the applicant is finally admitted, where they become student (Party to the organisation). Now invoice has to be raised and the collection has to happen against it. Cr/Dr note can be used here to make the adjustment. When the Cr/Dr note is clicked, credit note entry is made against the invoice. The same can be adjusted using the "Advance Adjustment through JV". The difference is only JV will be created without the Cr/Dr note.

4. Using Check status, the status of the Cr/Dr note or JV creation can be viewed.

Note: In screen of Advance Adjustment, there is an option to display the Extra Advance collection left after adjustment in case the Advance collected is more than Scheduled amount. User can adjust the Extra amount later on when the new schedule is generated.

Result

A Cr Dr Note is generated.

Housekeeping:

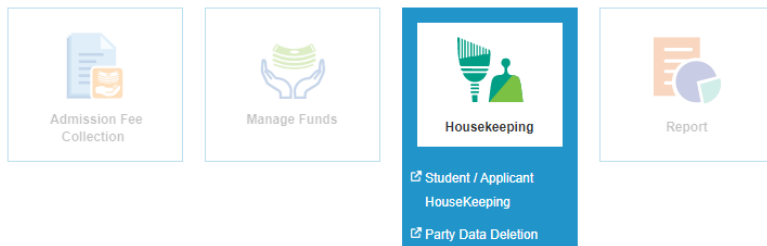
The **Housekeeping** function at can be aptly used to clean up unwanted or unfavorable data and duplicates introduced into the system.

Prerequisites

No invoices should be raised or fee schedule should be applied or applicable dues should be made active at that point of time.

Procedure

To work with the housekeeping functionality:



Student / Applicant House Keeping

2. From the **Action** drop-down, select the action which is to be carried like deletion of fee schedule. You can select one of the following actions:
 - **Fee Schedule Deletion for Student:** Delete fee schedule of a student.
 - **Fee Schedule Deletion for Applicant:** Delete fee schedule of an applicant.
 - **Change student fee category:** To change the fee category
3. Click on the lookup icon and update the **Site** field.
4. Click on the lookup icon and update the **Batch Name** field.
5. Click on the lookup icon and update the **Student/Applicant Name** field.
6. Select date range from **Before After** dropdown. Here, you can select to delete fee schedule for dates before or after a specified date using this dropdown. Select *Before Date* and specify a date to delete fee schedule for applicant before that date or select *After Date* and specify a date to delete fee schedule for applicant after that date.
7. Click **Delete**. The schedule created against the student will be deleted. If invoice is generated or collection is done against the schedule, then it can't be deleted. In that case only Fee edit can be used.

Result

- The selected values are deleted from the system.
- Once you delete the fee schedule, it will not be available for applicant in **Verify Fee** step in Process Applications screen.

Party Data Deletion:

Overview:

Party Data Deletion Search

Search Select Filter

School

Batch Name

Student Name

Search
Reset
Save Filter

Fields	Description
Site	Site of Student
Batch	Batch Name of Student
Student Name	Name of Student