About Fees Collection

In Fees Collection module, you can effortlessly manage student Fees Collection and maintain fees related data. Fees Master is created session wise so you need to enter Fees Master data for every session. In this model, we collect the fees, adjust the fee discount and see the fees collected by the student from the payment id.

Fees collection module workflow:- First we will configure the Fees Type, Fees Group, Fees Master and Fees Reminder and prepare our fees structure for the current session and then we will collect fees of the students then we will search fees payment and search due fees and check all reports and Students can also look for details of fees and can pay fees.

We will create fees structure in smart school by using, Fees Type (under fees type we collect different types of fees by the school like Admission Fees, Months wise Fees, uniform Fees, Exam fees, Library Fees, Sports Fees, Transport Fees etc.). Fees Group(we use fee groups to create different types of groups.) You can then allocate /allocate this fee group to the entire class-section or a particular student. You can create a fee group as an instalment.

How to add Fees Type?

To add fees type, go to Fees Collection > Fees Type then enter Name, Fees Code and Description and then click on Save button. You can view this added record in the Fees Type List on right side of the page.

To edit fees type click on Edit icon and to delete fees type click on Delete icon present in the fees type list.

How to add Fees Group?

To add fees group, go to Fees Collection > Fees Group (fees group is collection of different types groups, here you can create fees like Class 1 General - I Instalment, II Instalment fees, month wise fees, admission fees, transport fees, Class 2 General -exam fees, caution fees) then enter Name and Description and then click on Save button. You can view this added record in the Fees Group List on the right side of the page.

To edit fees group click on Edit icon and to delete fees group click on Delete icon present in the fees group list.

How to add Fees Master?

To add fees master, go to Fees Collection > Fees Master (In fees master, we collect fees type and fees group and after that we assign students for fees group.) then select Fees Group, Fees Type and Due Date then enter Amount (fees amount for selected session), Fine Type (Percentage/Fix amount) and then click on Save button. You can view this added record in the Fees Master list on the right side of the page.

To edit fees code click on Edit icon and to delete fees code click on Delete icon present at Fees Code column in fees master list.

To assign/view student click on Assign/View student icon present at Action column in the fees master list, it will redirect you in the Assigned Fees Group page, here select Class, Section and Category, Gender and RTE and then click on Search button. The list of assign fees group will be shown in the below of the page.

Now select student to whom you want to assign fees group and then click on Save button.

To delete fees master click on Delete icon present at Action column in the fees master list.

How to add Fees Discount?

To add a fee discount, go to Fees Collection > Fees Discount. Now fill in the discount name, discount code, discount type (percentage or fixed amount), and description, and click on the Save button. You can view this added record in the Fees Discount List. If the Discount type is a percentage, you can offer discounts of 10% or 20% etc. If the Discount type is "Fix Amount," we can apply a discount in fix amount.

To assign / view students, click on the Assign / View Student icon, which is shown in the Action column in the fees discount list. By clicking on this icon, it will redirect you to the Assign Fees Discount page. Now select Class, Section, Category, Gender, and RTE, and then click on the search button. The student list will be displayed, and you can select the student to whom you want to assign the fee discount by checking the box, then click the Save button to assign the discount to the students.

To edit fees discount click on Edit icon and to delete fees discount click on Delete icon present in the fees discount list.

How to add Collect Fees?

To add collect fees, go to Fees Collection > Collect Fees then select Class and Section and then click on Search button. You can also search by keyword in Search Text Box and click on Save button. The list of student will be shown in the below of the page.

To view fees detail click on Collect Fees button present at Action column in the student list, at click of this button Student Fees page will be open. Here you can see all assigned student fees details. To collect fees click on Add (+) icon present in action column, at click of this icon modal will be open. Fill all the details entries Date, Amount, Discount Group, Discount, Fine, Payment Mode (Cash, Cheque, DD, Bank Transfer, UPI, and Card) and Note (if you have any note) and then click on Collect Fees button. after click on collect fees, so that fees has been collected and you can see fees status as paid in status column.
Now to print fees receipt to click on Print button which is showing in Action column clicking on it will open a fee receipt.

In the receipt, you can see the all details related to fees as well as you can also see the one note that says, "This receipt is computer generated, hence no signature is required.

Now in Revert button visible for reverting this fees which is also showing in Action column. when you click on revert icon, revert confirmation model will be open. Now click on Revert button, so that student fees will be reverted.

To collect multiple fees, at the same time select multiple fees from left check boxes then click on Collect Selected button, so that collect selected model will be open, in this model you can see the multiple fees and below pay button available, simply click on pay button, multiple fees will be collected.

To fees discount adjustment, click on Apply Discount button from Action column, at click of this button Discount modal will be open. Here enter Payment Id on which you want to apply discount and enter Description and then click on Apply Discount button.

How to search Fees Payment?

To search fees payment, go to Fees Collection > Search Fees Payment. You can search any fees payment detail through payment id and here enter Payment Id and then click on Search button. The list of payment detail will be shown in the below of the page.

To view payment id click on View icon present at Action column in the payment id detail list.

How to search Due Fees?

Go to Fees collection > Search Due Fees to look for overdue fees. You can select a single, multiple, or all fees group in Fees Group by checking the checkboxes next to the Balance Master, Admission Fees, Class Fees, Tuition Fees, and so on as available in your fees group, and then selecting the class, section, and clicking on the "Search" button.

Here, you can see the list of students whose fees are due.

How to Carry Forward Fees?

To carry forward fees, go to Fees Collection > Fees Carry Forward. If a student has the remaining amount in the previous session, then you can forward this remaining amount in the next session. Here select Class, Section and then click on Search button. The list of previous session balance fees will be shown in the below of the page. Here you can see Due Date present in right side of the page.

To set carry forward due date, go to System Settings > General Setting then go to Fees section and then enter Carry Forward Fees

Due Days and then click on the Save button. the number of days which you enter here due date will be exceed from current date.

How to Fees Reminder?

To fees reminder, go to Fees Collection > Fees Reminder. Fee reminder is for sending fee reminder notifications to parents. Here two types of reminders are given. After and Before. To use it just active reminder and set your days. Such as before reminder is set for 3 days then a fees reminder notification will be send 3 days before fees due date.

How to check Fees Statement report?

To check fees statement, go to Report > Finance click on Fees Statement. Here select Class, Section and Student and then click on Search button. Here you can see student fees statement.

How to check Balance Fees report?

To check the balance fees report, go to Report > Finance and click on Balance Fees Report. Here select Class, Section and Search Type in search type you can see all, balance, paid and select the one of them and then click on the Search button. The list of searched record will be shown in the below of the page.

How to check Fees Collection Report?

To check fees collection report, go to Report > Finance click on Fees Collection Report. Here please select the Search Duration, Class, Section, Fees Type, Collect By and Group By and then click on Search button. The list of searched record will be shown in the below of the page.

How to check Online Fees Collection Report?

To online fees collection report, go to Report > Finance click on Online Fees Collection Report. Here select Search Type and then click on Search button. The list of searched record will be shown in the below of the page.

How to check Payroll Report?

To check payroll report, go to Report > Finance click on Payroll Report. Here select Search Type and then click on Search button.

How student can view fees Details?

After login from student panel, go to sidebar menu click and follow Fees link. Here you can see fees details. If the online payment gateway is enabled from there, then the student can pay the fees from this side.

How to check balance fees statement?

To check fees balance fees statement, go to Report > Finance then click on Balance Fees Statement. Here select Class and Section and then click on Search button. The list of searched record will be shown in the below of the page.

How to check daily collection report?

To check daily collection report, go to Report > Finance then click on Daily Collection Report. Here select date range (Date From and Date To) for which you want to check collection. The list of searched record will be shown in the below of the page.

How to check Balance Fees Report with Remark report?

To check Balance Fees Report with Remark report, go to Report > Finance Click on Balance Fees Report with Remark report. Here select Class and Section then click on Search button. The list of balance fees report with remark will be show in the below.

In this report, you can see Student Name and his Admission No, Class and section, in Fees with its details and in Amount you can see the total fees amount of that student, in Deposit you can see how much student paid his fees, in Balance, you can see how much fees remaining of that student, Guardian Phone, in Remark, when you take the print of balance fees report, you can mention the remark on that print, manually.

To print the balance fees report with a remark, click on the printer icon on the right side, the print module will open, and you can draw the print.