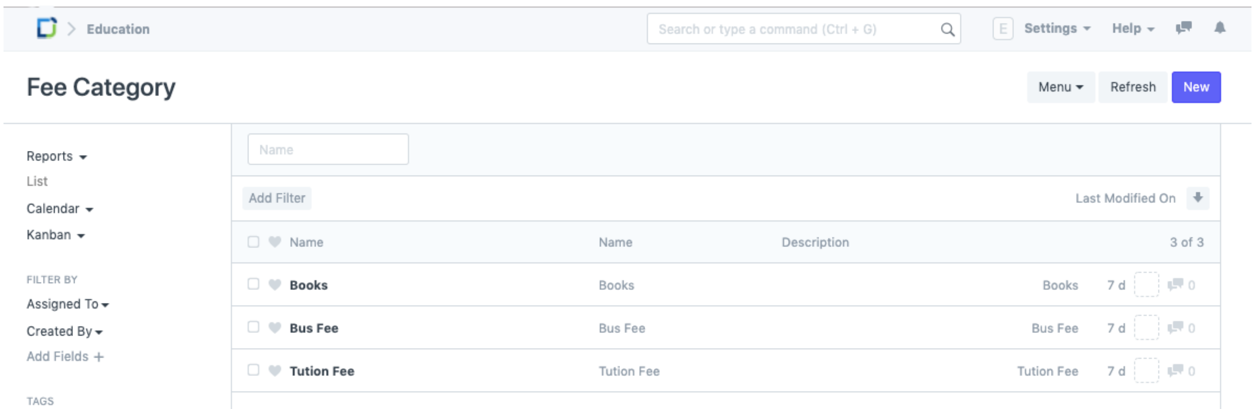
Fees Management

Fee Category

Fee Category would form all the components for calculation of Fees or creation of Fee Structure.

For example, Tuition Fees and Hostel fees would make the different categories of fees.

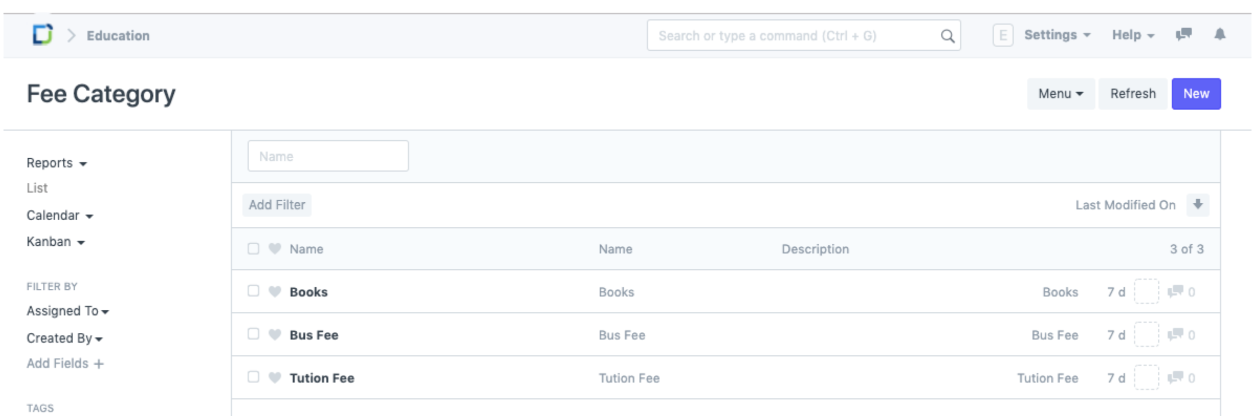


To access Fee Category, go to:

Home > Education > Fees > Fee Category

To create a new Fee Category, go to the Fee Category list, and click on new. Add the **Name** and **Description** of the Fee Category.

For example, Tuition Fees and Hostel fees would make the different categories of fees.



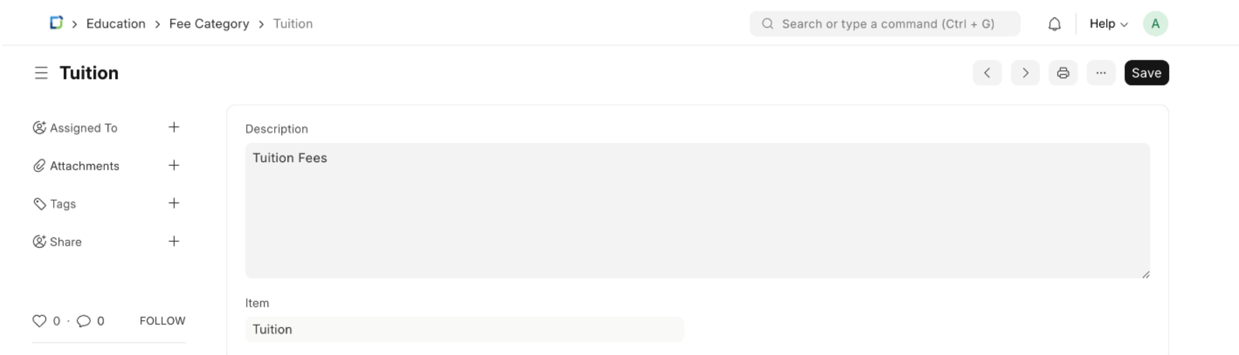
To access Fee Category, go to:

Home > Education > Fees > Fee Category

To create a new Fee Category, go to the Fee Category list, and click on new. Add the **Name** and **Description** of the Fee Category.

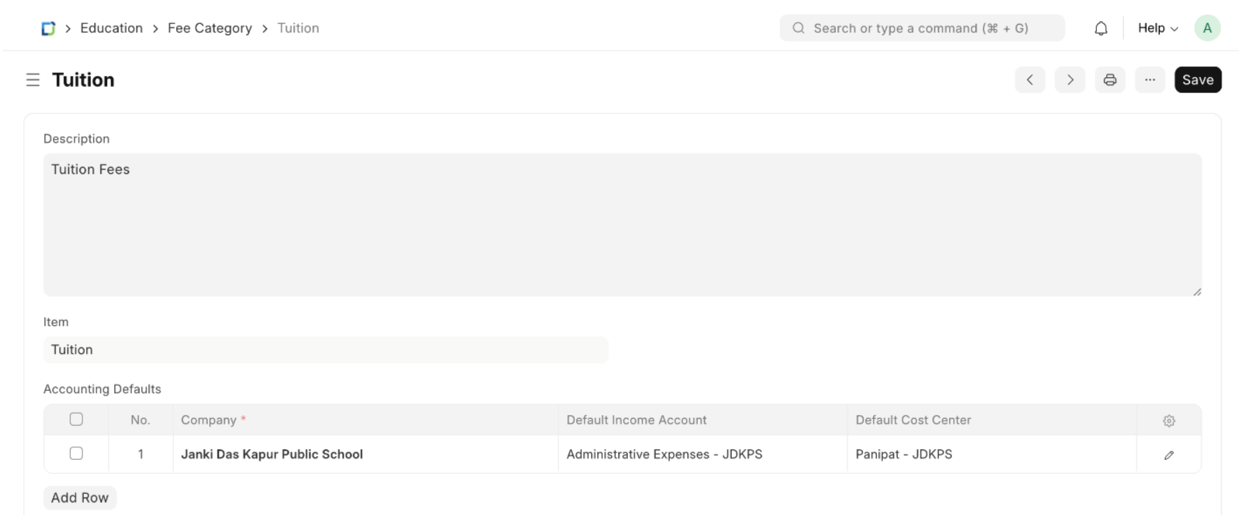
Version 15.1

From Version 15.1.0 onwards, when a Fee Category is created an Item Master for the same Fee Category and is linked to the Fee Category.



Version 15.4

From 15.4.0 onwards, a child table named "Accounting Defaults" will be present inside the Fee Category DocType.



Usecase:

1. If the user wants to book income in different accounts within the same company. Basically allows user to book different fee category in different income accounts.

2. If Institutes wants to take fees of class 1-4 in company X, and 4-8 in company Y and rest in company Z.
3. If institutes wants to segregate the incomes and ledgers booked based on a particular branch of the institute.

Company: In which company the user wants accounting ledgers to be shown.

Default Income Account: In the company set above, in which account the user would want to book the income against for that particular Fee Category.

Default Cost Center: In the company set above, in which cost center you want the ledgers to be shown. This helps the use case where an educational institute has various branches and wants to segregate the incomes booked based on branch.

Default Income Account & Cost center Scenarios are as follows:

1. If no defaults are set for the Fee Component. Then the default income account and the default cost center will be taken from the defaults set in the Company mentioned in the Fee Structure.
2. If the defaults are set in the Item Group called "Fee Component", then the defaults will be used from the Item Group, for the Company selected in the Fee Structure.
3. If the defaults are set in the Fee Category, then those defaults will be used against the Company selected in the Fee Structure.

What happens behind the scenes?

When a Fee Category is created, an Item is created in the Item DocType.
When the user set the defaults in the Fee Category DocType, those defaults are also set in the Item which is created against the Fee Category. And when the Sales Invoice is created, those defaults are used and the ledger entries are created.

Fees

In this document we can maintain the Fee Records of the students.

At the time of submission of Fees by each student, a new Fees Record will be created wherein all the details of the student, Program they are enrolled in, Accounting information, etc. would be maintained.

To access Fees, go to:

```
Home > Education > Fees > Fees
```

1. Prerequisites

Before you create Fees record, it is advisable that you create the following first:

1. Student
2. Fee Category
3. Fee Structure

2. How to Create Fees

1. Go to the Fees list and click on New.
2. The **Institution** will be selected by default, which is editable, if required.
3. Select and add the **Student** for whom the Fees record is being made. The name of the student will be fetched simultaneously.
4. Add the **Due Date** of the payment of the Fees.
5. Save.

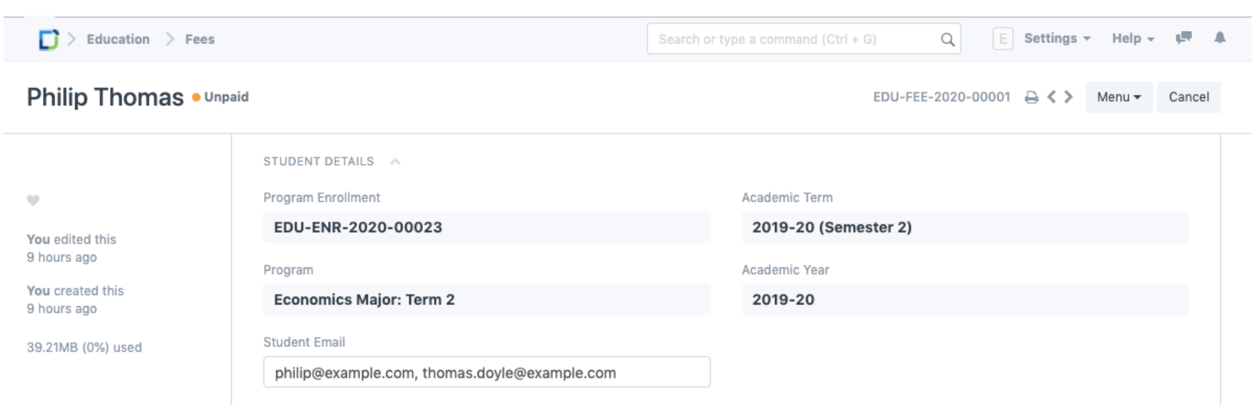
2.1. Additional Options while Creating Fees

- The **Date** and **Posting Time** will be added by default as per the time and date on which the record is being made. However, if required, the same can be manually entered by checking the box **Edit Posting Date and Time**.
- The Student can be notified of their Fee Payment Due Date by checking on the box **Send Payment Request**.

3. Features

3.1. Student Details

Add all the relevant details of the student which includes **Program Enrollment**, **Program**, **Academic Term** and **Academic Year.** The **Student Email ID** gets fetched from the Student details given earlier.

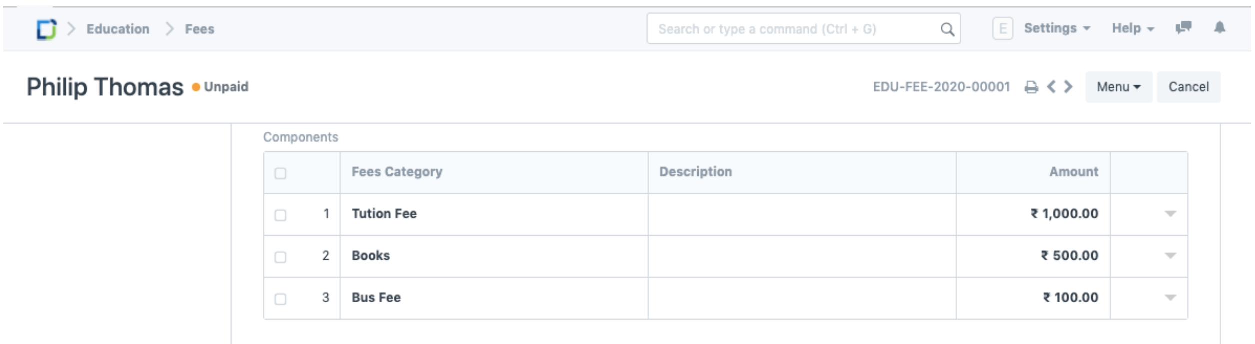


3.2. Fee Structure

You can select a **Fee Structure** for the given Fees Record. The moment you do so, all the **Fee Components** will be auto-populated from the Fee Structure.

3.3. Fee Components

You can also add the **Fee Components** by selecting and adding the **Fee Category**, **Description** and **Fee Amount**.



3.4. Printing Settings

- Select and add the **Letter Head** to be used for printing the Fee Receipt.
- Select and add the **Print Heading** for the Fee Receipt.

3.5. Accounts

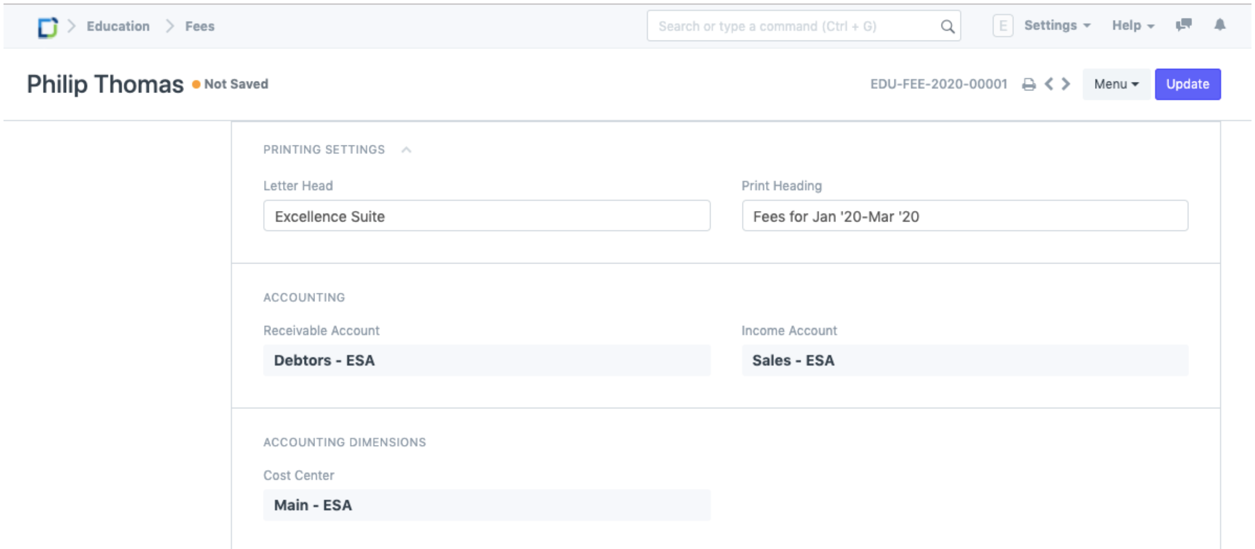
Working with DellSuite allows you to update your account entries with extreme ease. Whenever a student submits their fees and it gets recorded in the system, your Accounts will get updated simultaneously.

To facilitate that smoothly, you can add your Accounts details in the fee structure.

- **Receivable Account**: Enter the name of the Receivable Account for your Institution.
- **Income Account**: Select and add the Income Account for your Institution.
- **Company**: Select and add the Company under which all the payments are made. If there are multiple institutions in your DellSuite account, or if the Accounts are handled by a Sister Company.

3.6. Accounting Dimensions

- **Cost Center**: Select and add the name of the Cost Center of your Institute for Accounting Dimensions.



Payment

Directly make a payment from fee, select Mode of Payment in payment entry and submit the payment.

v15.1.0

Version 15.1.0 onwards, Sales Invoice will be created against a student and a Fee Schedule.

All the Fee Categories will be shown in the "Sales Invoice Item" Table.

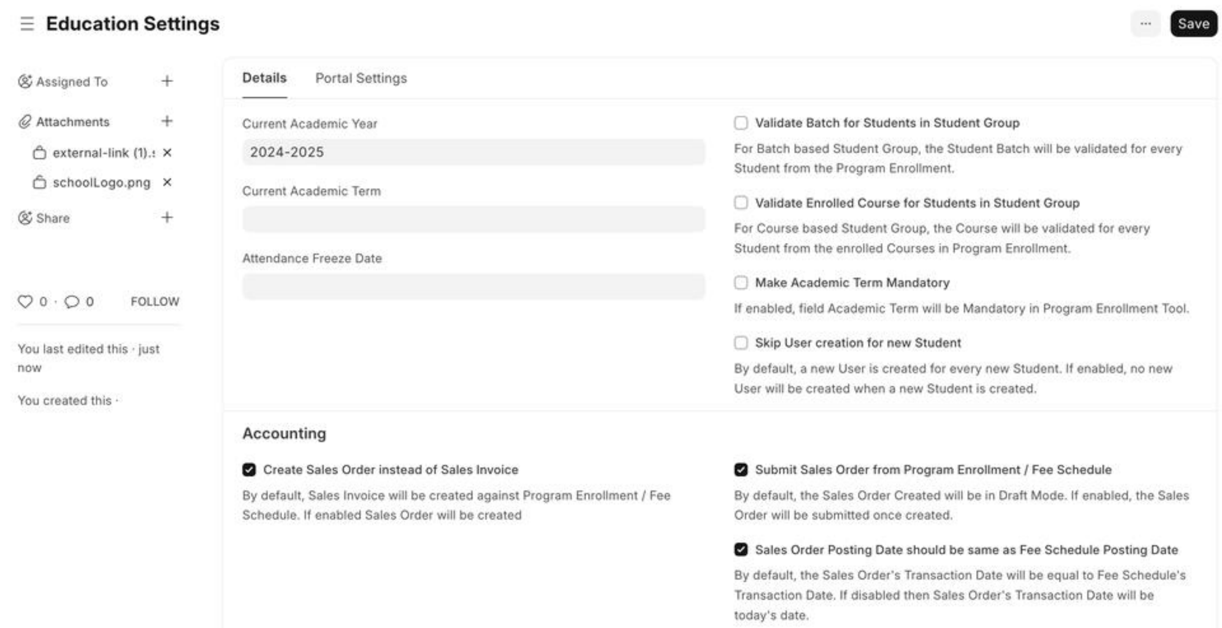
P.S: When a new Fee Category is created, an Item is also created against it.

v15.3.0

User will have an option to create Sales Order instead of Sales Invoice.

To enable Sales Order functionality.

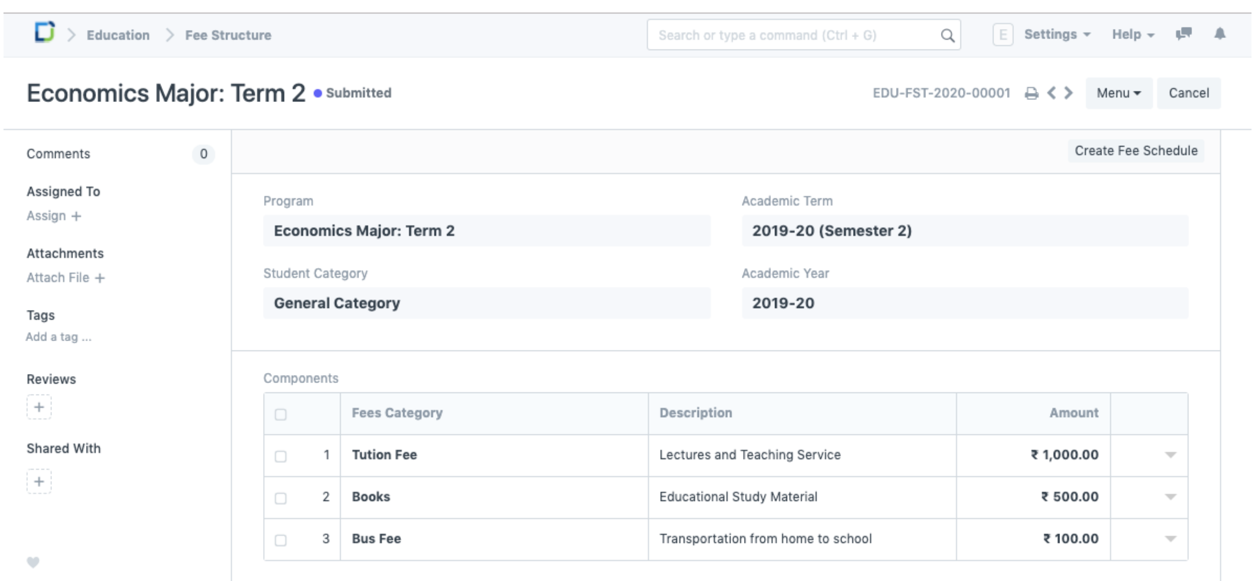
Open Education Settings > Create Sales Order instead of Sales Invoice.



Fee Structure

A Fee Structure is a template that can be used while making Fees records or generating them via the Fee Schedule.

The Fee structure can be fetched while creating the Fees for each student.



To access fee Structure, go to:

Home > Education > Fees > Fee Structure

1. Prerequisites

Before creating a Fee Structure, it is advisable to create the following first:

1. Academic Term
2. Academic Year
3. Program
4. Student Category

2. How to create a Fee Structure

1. Go to the fee structure list and click on New.
2. Select and add the **Program** and other details for the fee structure.
3. In the Components Table, enter the **Fees Category** and **Amount**.
4. Save and Submit.

2.1. Additional Options while creating a Fee Structure.

- Enter the basic details like **Student Category**, **Academic Term** and **Academic Year**.
- In the components table, add the **Description** for the Fees Category.

2. Features

2.1. Accounts

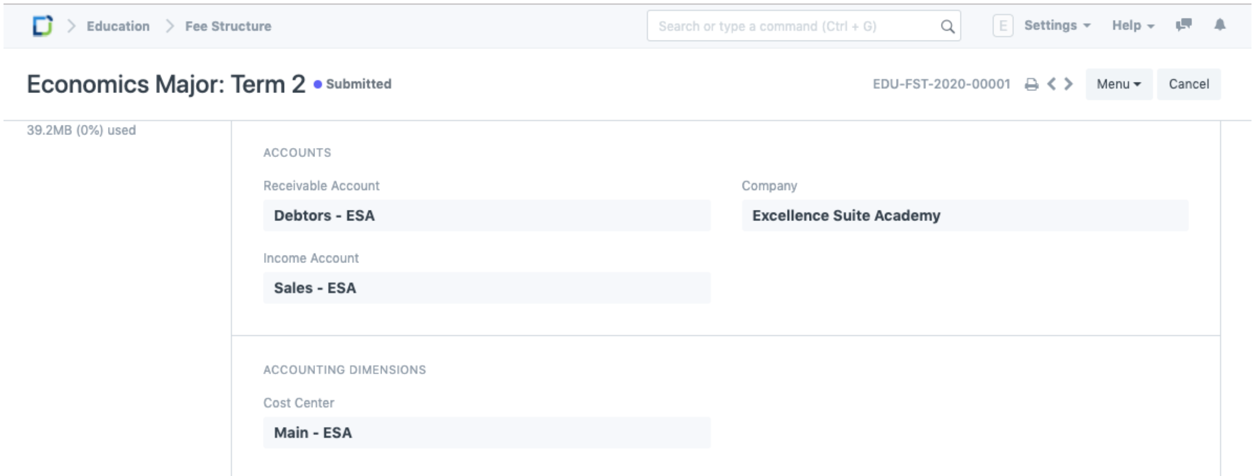
Working with DellSuite allows you to update your account entries with extreme ease. Whenever a student submits their fees and it gets recorded in the system, your Accounts will get updated simultaneously.

To facilitate that smoothly, you can add your Accounts details in the fee structure.

- **Receivable Account**: Enter the name of the Receivable Account for your Institution.
- **Income Account**: Select and add the Income Account for your Institution.
- **Company**: Select and add the Company under which all the payments are made. If there are multiple institutions in your DellSuite account, or if the Accounts are handled by a Sister Company. Sales Invoice will be created against the company added in Fee Structure.

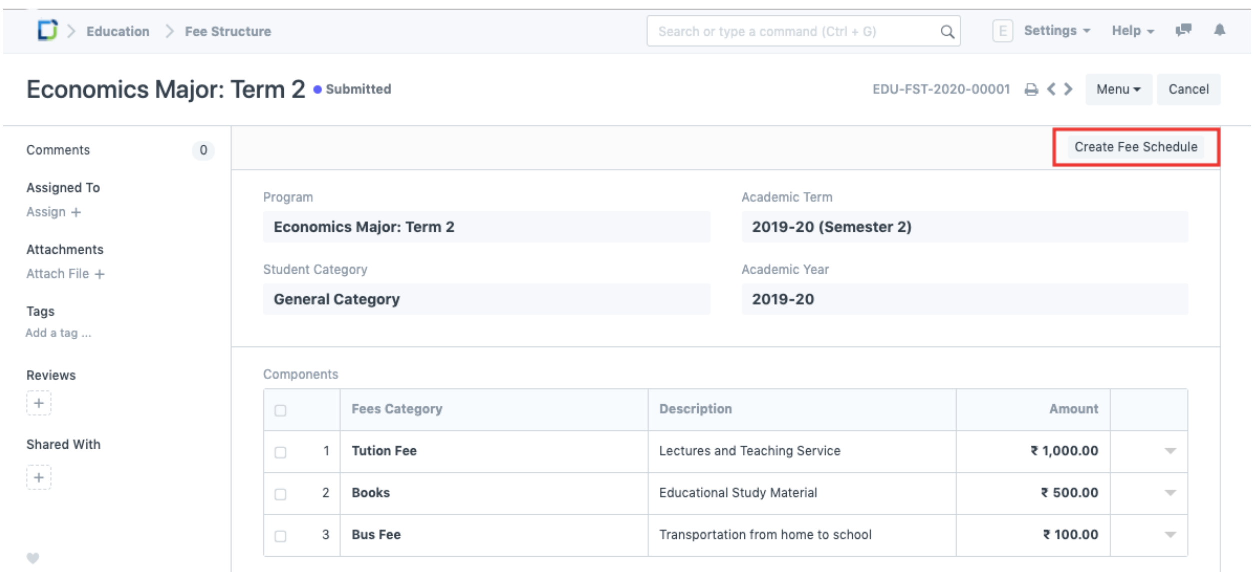
2.2. Accounting Dimensions

- **Cost Center**: Select and add the name of the Cost Center of your Institute for Accounting Dimensions.



3. After submitting the Fee Structure

Once you have submitted the Fee Structure, you will be able to create the Fee Schedule from within Fee Structure.



4. Version 15.1.0

From Version 15.1.0 onwards user can create multiple Fee Schedules from Fee Structure DocType by clicking on "Create Fee Schedule".

The Fee Component table now has the discount option, which can be used by various Institutes to give discount to a particular Student Category.

The total amount which the user will put shall be the amount for the total year, and if the user wants they can be further bifurcated using the "Create Fee Schedule". After clicking on the button a modal will be opened, user will be prompted to select a fee plan, adjust the fees and select student group.

While creating the Fee structure, Company can be set, against which all the ledger entries will be created.

If you want to create a fee schedule just for a particular Academic Term, then you may fill the Academic Term Field.

Fee Schedule

Fee Schedule would help you in defining a time-line for the Fee payment of the students, based on the Student Group.

To access Fee Schedule, go to:

```
Home > Education > Fees > Fee Schedule
```

1. Prerequisites

1. Fee Structure
2. Student group

1. How to create a new Fee Schedule

1. Go to the Fee Schedule list and click on New.
2. Select and add the **Fee Structure**. The moment you add the Fee Structure, the **Fee Break Up for Each Student** will be auto-populated.
3. Select and add the **Academic Year** and the **Academic Term**.
4. Add the **Due Date** for the fees.
5. Select and add the **Student Group**.
6. Save and Submit.

2. Features

The **Accounting** features and **Accounting Dimensions** will be fetched as-is from the Fee structure.

2.1. Printing Settings

- Select and add the **Letter Head** to be used for printing the Fee Receipt.

- Select and add the **Print Heading** for the Fee Receipt.

2.2. Accounting

Working with DellSuite allows you to update your account entries with extreme ease. Whenever a student submits their fees and it gets recorded in the system, your Accounts will get updated simultaneously.

To facilitate that smoothly, you can add your Accounts details in the fee structure.

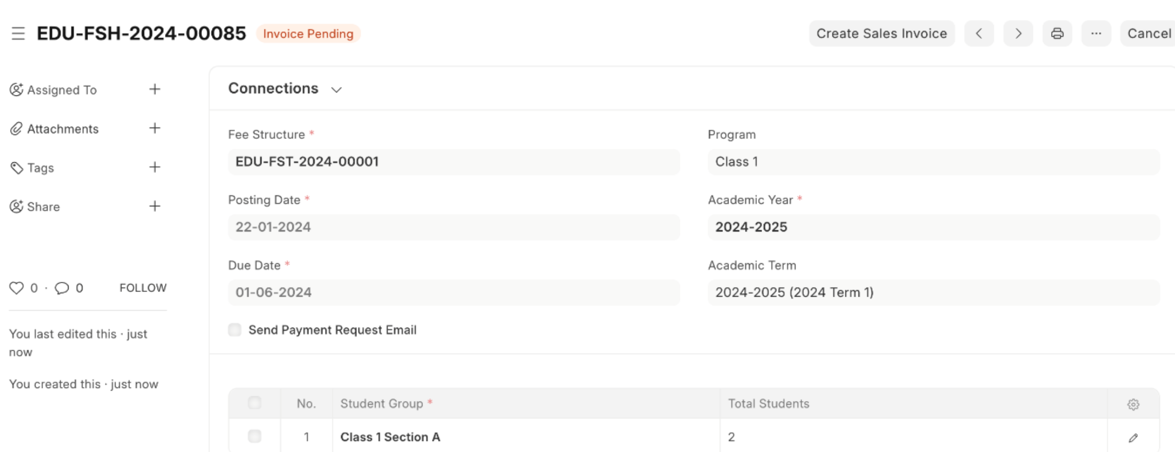
- **Receivable Account**: Enter the name of the Receivable Account for your Institution.
- **Income Account**: Select and add the Income Account for your Institution.
- **Company**: Select and add the Company under which all the payments are made. If there are multiple institutions in your DellSuite account, or if the Accounts are handled by a Sister Company.

2.3. Accounting Dimensions

- **Cost Center**: Select and add the name of the Cost Center of your Institute for Accounting Dimensions.

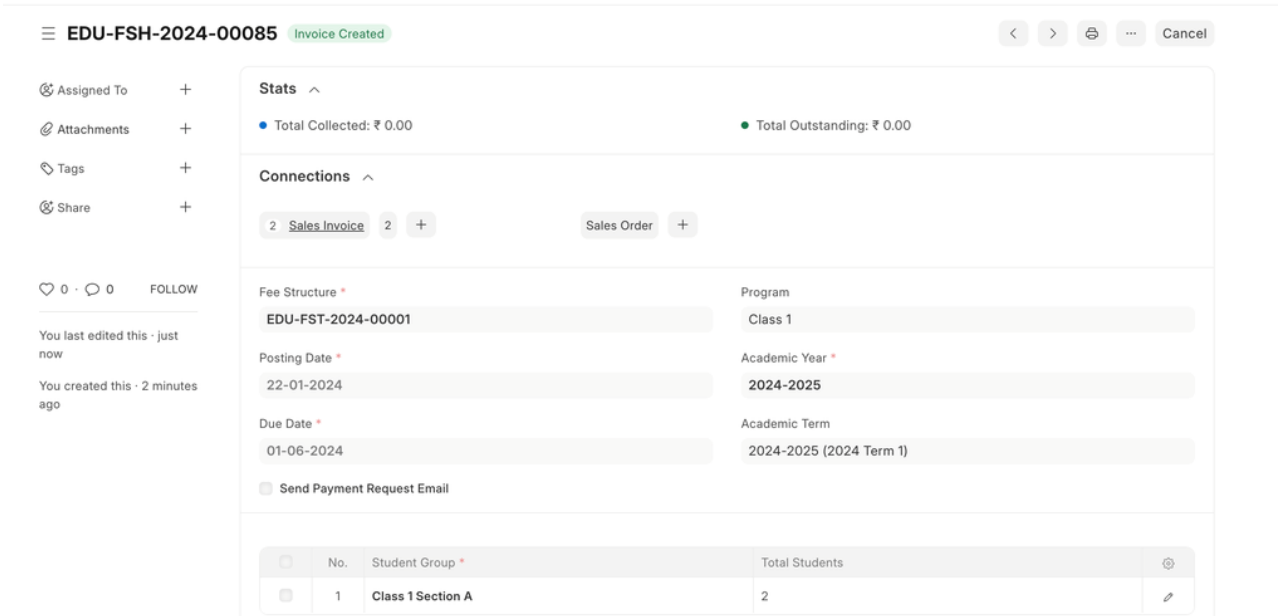
2.4. Version 15.1.0

When the document is submitted, you get an option to Create Sales Invoice.



As soon as you submit the document, the status changes from "Draft" to "Invoice Pending".

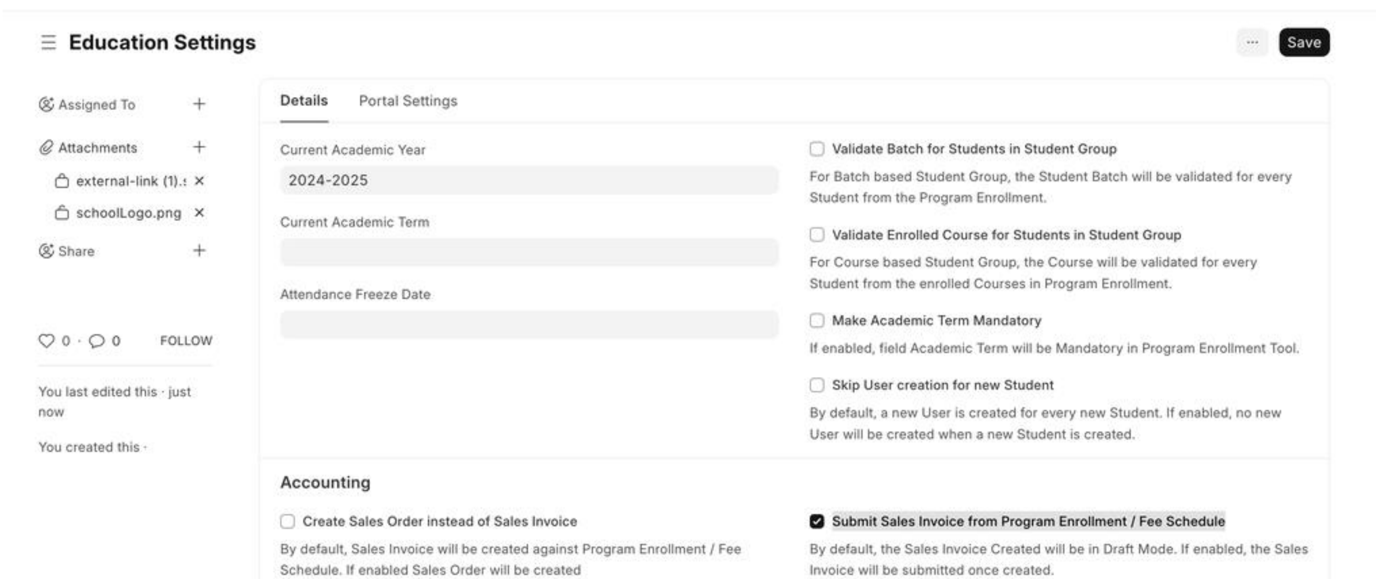
On clicking the "Create Sales Invoice" button, sales invoices will be created for all the students for all the student groups present in the document, and the status will change from "Invoice Pending" to "Invoice Created".



Sales Invoice is created with the customer field filled as Student's Name, the Fee Schedule Name is also stored in the Sales Invoice Document, and all the Fee Categories are linked to Sales Invoice Item Table.

By default the Sales Invoice will be created in the Draft mode, you can change this using enabling "Submit Sales Invoice from Program Enrollment / Fee Schedule" in Education Settings.

If this is enabled then clicking on "Create Sales Invoice" button in the Fee Schedule DocType, all the Sales Invoice will be automatically submitted.



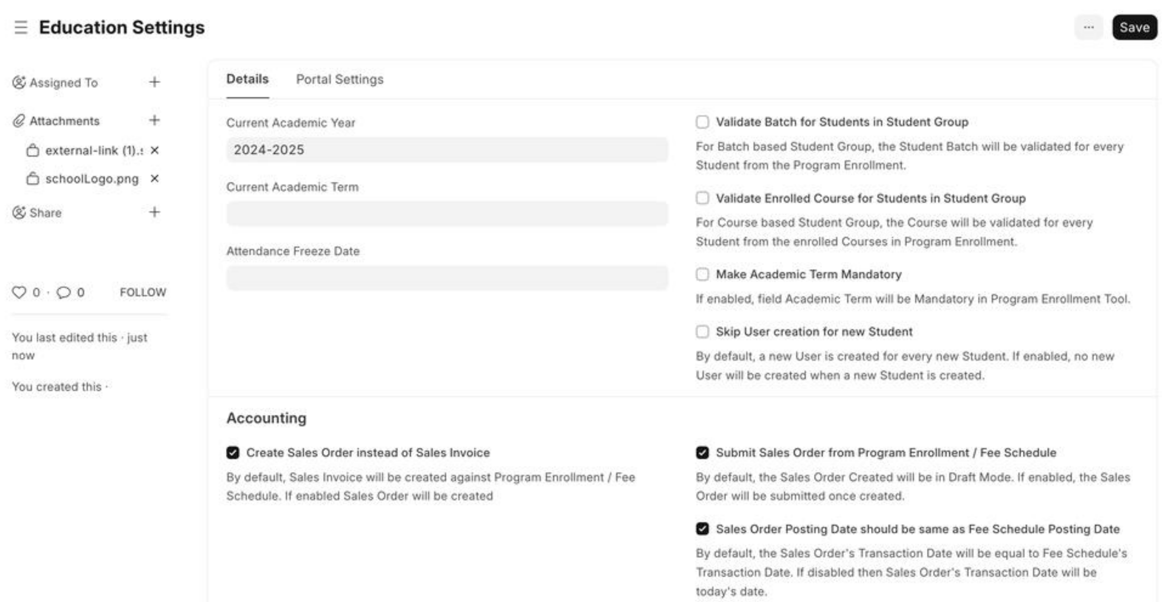
2.5. Version 15.3.0

From version 15.3.0 onwards, users will have an option to create Sales Order instead of Sales Invoice.

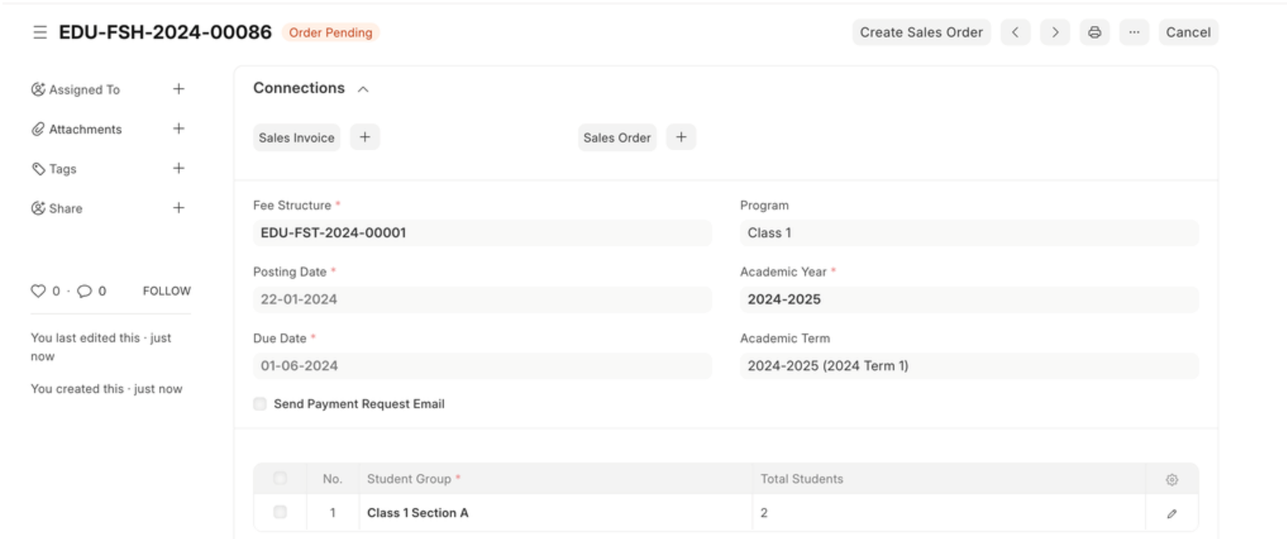
This feature can be helpful in the situations where you want to show accounting ledgers only when a student is joining the school. In such scenario you can create a "Sales Order" then when you want to create ledgers, you can create Sales Invoice against the Sales Order.

To enable this feature, go to:

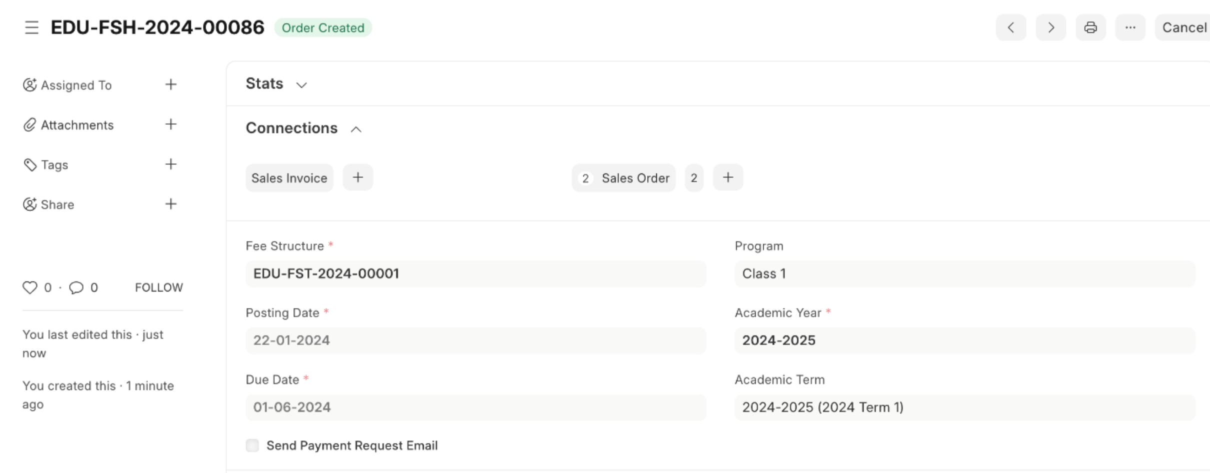
Education Settings > Create Sales Order instead of Sales Invoice.



After enabling, whenever a Fee Schedule is submitted. The status of the document will be "Order Pending" and "Create Sales Order" button will be shown instead of "Create Sales Invoice" button.



On clicking the "Create Sales Order" button, sales order will be created for all the students for all the student groups present in the document, and the status will change from "Order Pending" to "Order Created".



All the Sales Order by default will be created in Draft Mode. If you want to submit the Sales Order directly when created, you can enable "Submit Sales Order from Program Enrollment / Fee Schedule" in the Education Settings(as shown above).

2.6. Version 15.5.0

Fee Component table in Fee Schedule is editable. This allows user to add or delete Components for just one Fee Schedule.

Use case:

A lot of times, institutes want to collect one fee component in only one Fee Schedule and not in other Fee Schedules.

Note: If a component which is added in Fee Schedule which is not their in the Fee Structure an alert message will be shown to the user.