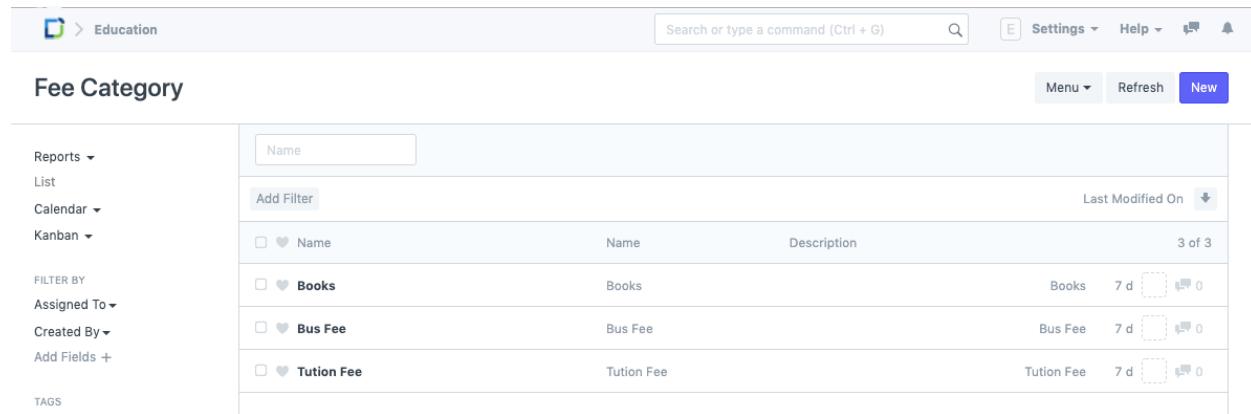


Fees Management

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.



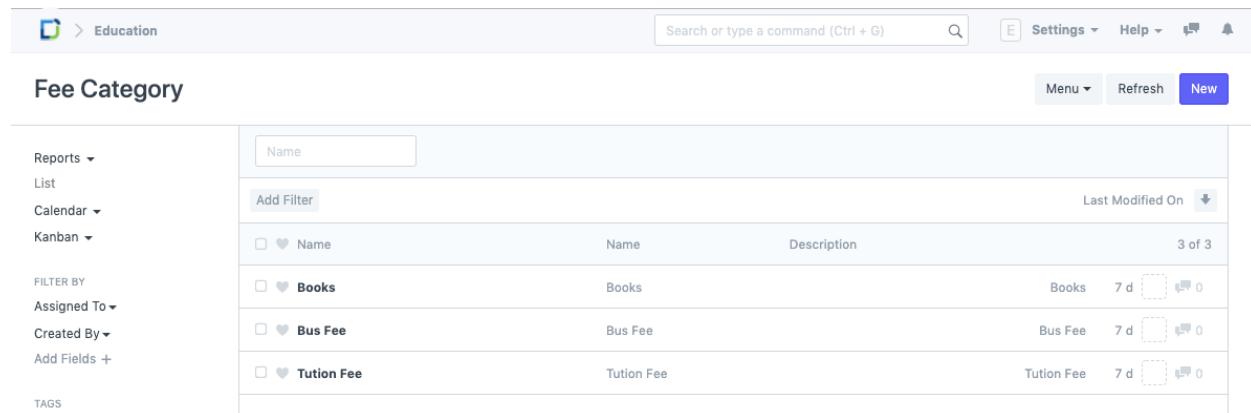
Name	Description	Last Modified On
Books	Books	7 d
Bus Fee	Bus Fee	7 d
Tution Fee	Tution Fee	7 d

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.



Name	Description	Last Modified On
Books	Books	7 d
Bus Fee	Bus Fee	7 d
Tution Fee	Tution Fee	7 d

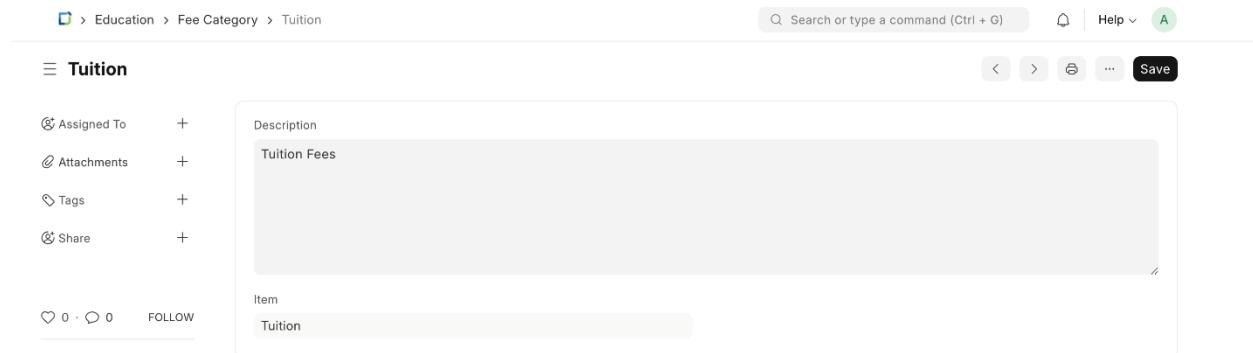
To access Fee Category, go to:

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

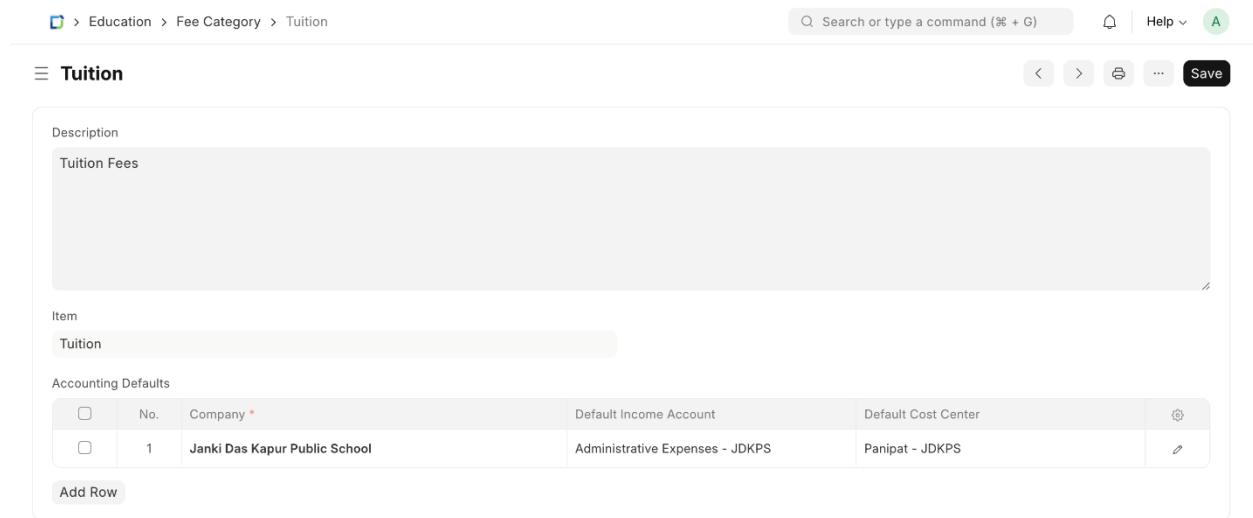
From Version 15.1.0 onwards, when a Fee Category is created an Item Master for the same Fee Category and is linked to the Fee Category.



The screenshot shows the 'Fee Category' list in a software application. A new item, 'Tuition', has been created. The 'Description' field contains 'Tuition Fees'. The 'Item' field also displays 'Tuition'. The interface includes standard navigation buttons (back, forward, search, help, save) and a 'Follow' button.

Version 15.4

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



The screenshot shows the 'Fee Category' list with the 'Accounting Defaults' table expanded. The table has columns for 'No.', 'Company', 'Default Income Account', and 'Default Cost Center'. A single row is present with 'No.' 1, 'Company' 'Janki Das Kapur Public School', 'Default Income Account' 'Administrative Expenses - JDKPS', and 'Default Cost Center' 'Panipat - JDKPS'. A 'Save' button is visible at the bottom right of the table.

Use case:

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.

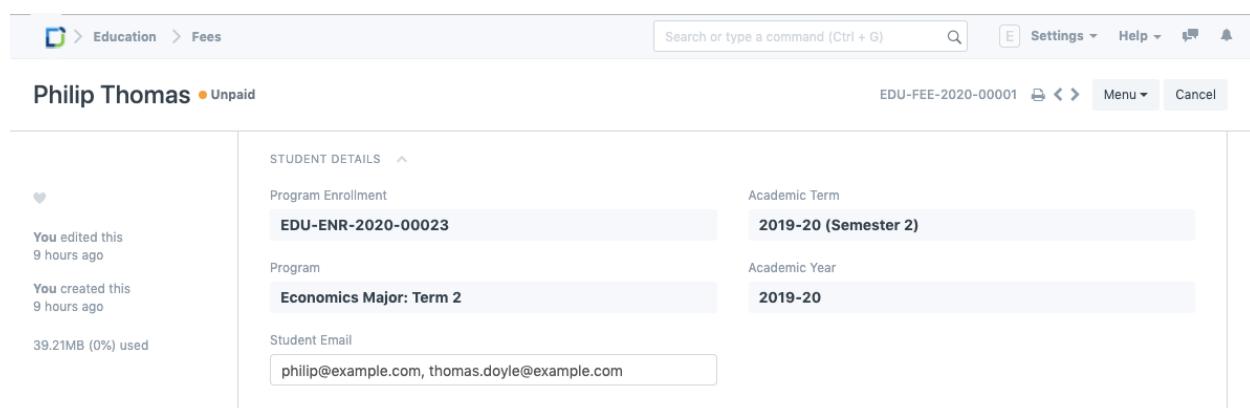
2.1. Additional Options while Creating Fees

- 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.



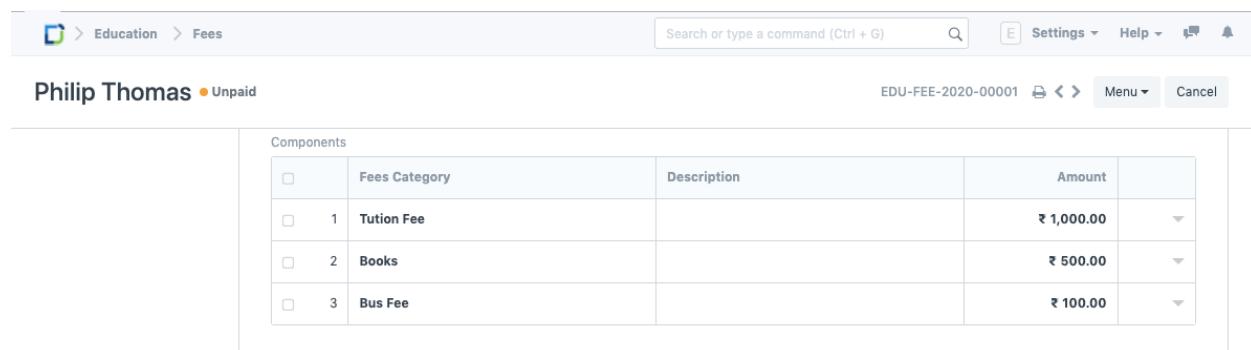
The screenshot shows the 'Fees' creation interface. The top navigation bar includes 'Education > Fees', a search bar, and various system icons. The main content area is titled 'Philip Thomas' with a status of 'Unpaid'. On the left, a sidebar displays activity logs: 'You edited this 9 hours ago' and 'You created this 9 hours ago', along with a note '39.21MB (0%) used'. The main form is divided into sections: 'STUDENT DETAILS' (Program Enrollment: EDU-ENR-2020-00023, Academic Term: 2019-20 (Semester 2), Program: Economics Major: Term 2, Academic Year: 2019-20), 'Student Email' (philip@example.com, thomas.doyle@example.com), and a 'Comments' section.

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**.



Components				
	Fees Category	Description	Amount	
<input type="checkbox"/>	1 Tution Fee		₹ 1,000.00	▼
<input type="checkbox"/>	2 Books		₹ 500.00	▼
<input type="checkbox"/>	3 Bus Fee		₹ 100.00	▼

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.

PRINTING SETTINGS

Letter Head: Excellence Suite

Print Heading: Fees for Jan '20-Mar '20

ACCOUNTING

Receivable Account: Debtors - ESA

Income Account: Sales - ESA

ACCOUNTING DIMENSIONS

Cost Center: Main - ESA

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.

≡ Education Settings

Assigned To +

Attachments +

external-link (!) x

schoolLogo.png x

Share +

... Save

Details
Portal Settings

Current Academic Year 2024-2025

Validate Batch for Students in Student Group
For Batch based Student Group, the Student Batch will be validated for every Student from the Program Enrollment.

Current Academic Term

Attendance Freeze Date

Validate Enrolled Course for Students in Student Group
For Course based Student Group, the Course will be validated for every Student from the enrolled Courses in Program Enrollment.

Make Academic Term Mandatory
If enabled, field Academic Term will be Mandatory in Program Enrollment Tool.

Skip User creation for new Student
By default, a new User is created for every new Student. If enabled, no new User will be created when a new Student is created.

Accounting

Create Sales Order instead of Sales Invoice
By default, Sales Invoice will be created against Program Enrollment / Fee Schedule. If enabled Sales Order will be created

Submit Sales Order from Program Enrollment / Fee Schedule
By default, the Sales Order Created will be in Draft Mode. If enabled, the Sales Order will be submitted once created.

Sales Order Posting Date should be same as Fee Schedule Posting Date
By default, the Sales Order's Transaction Date will be equal to Fee Schedule's Transaction Date. If disabled then Sales Order's Transaction Date will be today's date.

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.

D > Education > Fee Structure
 Search or type a command (Ctrl + G)
E Settings ▾
Help ▾
F G
H I

Economics Major: Term 2 • Submitted

EDU-FST-2020-00001 J K L M N O P Q R S T U V W X Y Z M N O P Q R S T U V W X <span style="color: #0070

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.

The screenshot shows the 'Fee Structure' page for 'Economics Major: Term 2'. The page header includes a search bar, settings, help, and a menu. The main content area shows the following details:

- ACCOUNTS**
 - Receivable Account: **Debtors - ESA** (highlighted)
 - Company: **Excellence Suite Academy**
 - Income Account: **Sales - ESA**
- ACCOUNTING DIMENSIONS**
 - Cost Center: **Main - ESA**

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.

The screenshot shows the 'Fee Structure' page for 'Economics Major: Term 2'. The page header includes a search bar, settings, help, and a menu. The main content area shows the following details:

- Comments**: 0
- Assigned To**: Assign +
- Attachments**: Attach File +
- Tags**: Add a tag ...
- Reviews**: [+](#)
- Shared With**: [+](#)
- Comments**: [+](#)

On the right, there is a table for 'Components' with the following data:

	Fees Category	Description	Amount	
<input type="checkbox"/>	1 Tution Fee	Lectures and Teaching Service	₹ 1,000.00	▼
<input type="checkbox"/>	2 Books	Educational Study Material	₹ 500.00	▼
<input type="checkbox"/>	3 Bus Fee	Transportation from home to school	₹ 100.00	▼

A red box highlights the 'Create Fee Schedule' button in the top right corner.

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.

No.	Student Group *	Total Students
1	Class 1 Section A	2

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".

EDU-FSH-2024-00085
Invoice Created
Cancel

Assigned To
+
Stats
^

Attachments
+
Total Collected: ₹ 0.00
Total Outstanding: ₹ 0.00

Tags
+
Connections
^

Share
+

2
Sales Invoice
2
+
Sales Order
+

0
0
FOLLOW

You last edited this · just now
Fee Structure *
Program

EDU-FST-2024-00001
Class 1

Posting Date *
22-01-2024
Academic Year *

2024-2025

Due Date *
01-06-2024
Academic Term

2024-2025 (2024 Term 1)

Send Payment Request Email

No.
Student Group *
Total Students
⋮

1
Class 1 Section A
2
⋮

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.

≡ Education Settings
...
Save

Assigned To
+

Details
Portal Settings

Attachments
+

Current Academic Year

2024-2025

Share
+

Current Academic Term

Attendance Freeze Date

Validate Batch for Students in Student Group

For Batch based Student Group, the Student Batch will be validated for every Student from the Program Enrollment.

Share
+

Validate Enrolled Course for Students in Student Group

For Course based Student Group, the Course will be validated for every Student from the enrolled Courses in Program Enrollment.

Attendance Freeze Date

Make Academic Term Mandatory

If enabled, field Academic Term will be Mandatory in Program Enrollment Tool.

Share
+

Skip User creation for new Student

By default, a new User is created for every new Student. If enabled, no new User will be created when a new Student is created.

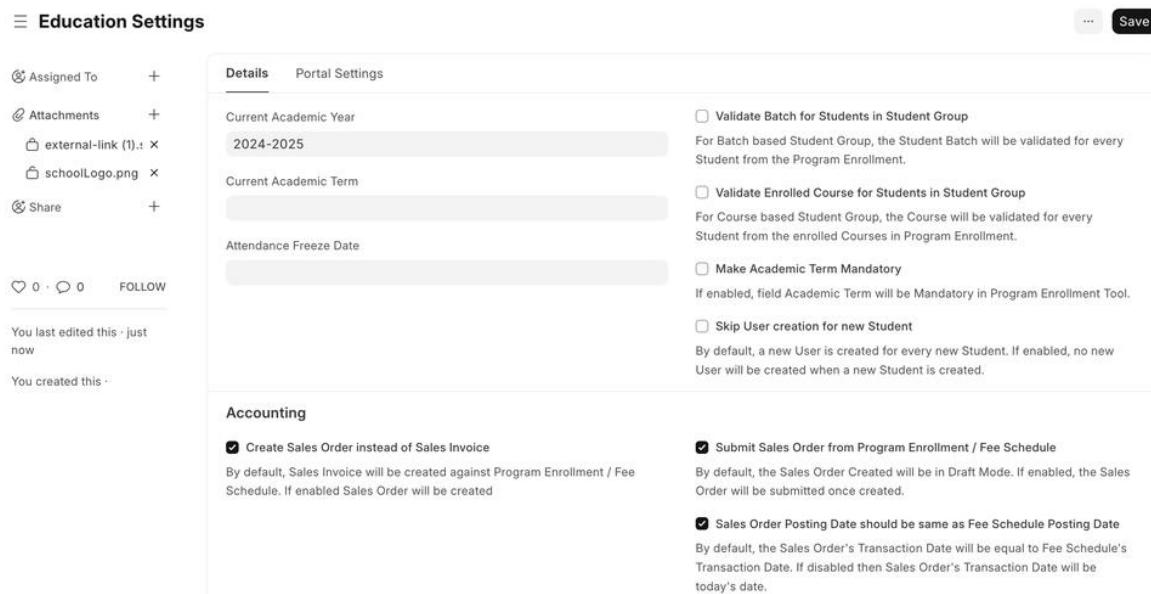
2.5. Version 15.3.0

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.



The screenshot shows the 'Education Settings' page with the 'Details' tab selected. On the left, there are sections for 'Assigned To', 'Attachments' (with a file named 'external-link (1).png'), and 'Share'. Below these are social sharing icons and a note about the last edit. On the right, under 'Portal Settings', there are several configuration options:

- Validate Batch for Students in Student Group: For Batch based Student Group, the Student Batch will be validated for every Student from the Program Enrollment.
- Validate Enrolled Course for Students in Student Group: For Course based Student Group, the Course will be validated for every Student from the enrolled Courses in Program Enrollment.
- Make Academic Term Mandatory: If enabled, field Academic Term will be Mandatory in Program Enrollment Tool.
- Skip User creation for new Student: By default, a new User is created for every new Student. If enabled, no new User will be created when a new Student is created.

Below this is the 'Accounting' section, which contains the following settings:

- Create Sales Order instead of Sales Invoice: By default, Sales Invoice will be created against Program Enrollment / Fee Schedule. If enabled Sales Order will be created.
- Submit Sales Order from Program Enrollment / Fee Schedule: By default, the Sales Order Created will be in Draft Mode. If enabled, the Sales Order will be submitted once created.
- Sales Order Posting Date should be same as Fee Schedule Posting Date: By default, the Sales Order's Transaction Date will be equal to Fee Schedule's Transaction Date. If disabled then Sales Order's Transaction Date will be today's date.

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.

EDU-FSH-2024-00086
Order Pending
Create Sales Order
<
>
...
Cancel

Assigned To
+
Connections
^

Attachments
+
Sales Invoice
+
Sales Order
+

Tags
+

Share
+
Fee Structure *
Program

EDU-FST-2024-00001
Class 1

Posting Date *
Academic Year *

22-01-2024
2024-2025

Due Date *
Academic Term

01-06-2024
2024-2025 (2024 Term 1)

You last edited this - just now
You created this - just now

Send Payment Request Email

No.
Student Group *
Total Students
...

1
Class 1 Section A
2

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".

EDU-FSH-2024-00086
Order Created

<
>
Cancel

Assigned To
+
Stats
▼

Attachments
+
Connections
^

Tags
+
Sales Invoice
+
2
Sales Order
2
+

Share
+

Fee Structure *
Program

EDU-FST-2024-00001
Class 1

Posting Date *
Academic Year *

22-01-2024
2024-2025

Due Date *
Academic Term

01-06-2024
2024-2025 (2024 Term 1)

Send Payment Request Email

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.