1. New Tutorial: How to Set Up, Assign, and Collect Student Fees

You can add this to your main document in a new "Tutorials" or "Common Workflows" section.

Tutorial: End-to-End Fee Management

This tutorial covers the complete process from creating a new fee structure to collecting the payment from a student.

Part 1: Create the Fee Structure

First, you must define the "package" of fees. This is a two-step process.

Step 1: Create a Fees Group The "Fees Group" is the *name* of the fee package (e.g., "Form 1 Science Fees," "Upper Sixth Arts Fees").

1. On the left sidebar, navigate to **Fees Collection** > **Fees Group**.
2. The **"Add Fees Group"** form will appear on the left.
3. In the **Name** field, enter the name for your package (e.g., `FEE_STRUCTURE SAMPLE` as shown in the video).
4. In the **Description** field, add a clear description.
5. Click **Save**. Your new group will appear in the "Fees Group List" on the right.

Step 2: Add Fee Items to the Group Now you must add the individual fee items (like "Tuition," "Registration") to the group you just created.

1. On the left sidebar, navigate to **Fees Collection** > **Fees Master**.
2. On the **"Add Fees Master"** form (on the left):
   - **Fees Group:** Select the group you just created (e.g., `FEE_STRUCTURE SAMPLE`) from the dropdown menu.
   - **Fees Type:** Select the first item to add (e.g., `Registration`).
   - **Due Date:** Select the payment deadline.
   - **Amount (XOF):** Enter the cost for this specific item (e.g., `3000`).
3. Click **Save**.
4. **Repeat Step 2** for all other items in this package. For example:
   - **Fees Group:** `FEE_STRUCTURE SAMPLE`
   - **Fees Type:** `Tuition fee`
   - **Due Date:** Select the date.
   - **Amount (XOF):** `200000`
5. Click **Save**.
6. You will now see your complete fee structure in the "Fees Master List" on the right, grouped under your Fees Group name.

Part 2: Assign the Fee Structure to a Student

Now that your fee package is ready, you must assign it to a student. This is typically done during admission.

1. Navigate to **Student Information** > **Student Admission**.
2. Fill out all the student's details (Admission No, Name, Class, Section, etc.).
3. Scroll down to the **"Fees Details"** section.
4. You will see a list of all available "Fees Groups."
5. **Check the box** next to the fee package you created (e.g., `FEE_STRUCTURE SAMPLE`).
6. Continue filling out the rest of the form (Parent Details, etc.).
7. Click **Save** at the bottom of the page to create the new student.

Part 3: Collect the Payment

The student is now in the system, and the fee structure is assigned to them. The final step is to collect the payment.

1. Navigate to **Fees Collection** > **Collect Fees**.
2. Use the **"Select Criteria"** to find the student. The easiest way is to select their **Class** (e.g., `Upper Sixth Science`) and click **Search**.
3. Find the student in the list (e.g., `DHANUSH DHANZ`).
4. You can either:
   ○ Click the **"Collect Fees"** button in their row.
   ○ ...or click the student's **Name** to open their full profile.
5. From the student's profile, click the **"Fees"** tab. You will see all assigned fees and their "Unpaid" status.
6. Click the **"+ Collect Fees"** (dollar sign) icon.
7. You are now on the **"Student Fees"** page.
8. Check the box for each fee item the student is paying for (e.g., `Registration` and `Tuition fee`).
9. Click the **"+ Collect Selected"** button.
10. A **"Collect Fees"** pop-up window will appear.
11. Fill in the payment details:
    ○ **Date:** The date the payment was received.
    ○ **Payment Mode:** Select `Cash`, `Cheque`, `Bank Transfer`, etc.
12. Click the **"Pay"** button.

Part 4: Verify Payment and Print Receipt

1. The page will refresh, and the "Status" for the paid items will now show **"Paid"** in green.
2. In the "Action" column, click the **"Print"** icon (printer) for the paid item.
3. A new tab will open with the **PDF invoice/receipt**. You can save or print this for the student.

---

2. Updated Section 6.0 for Main Manual

Here is the revised "Fees Collection" section for the main document. It is now much more accurate based on the workflow you showed.

6.0 Fees Collection

This module is for managing all financial aspects, from fee structures to payments. The workflow is:

1. **Fees Group:** Create the *name* of a fee package (e.g., "Form 1 Fees").
2. **Fees Type:** Define the *individual* fee items (e.g., "Tuition," "Registration").
3. **Fees Master:** *Combine* a **Fees Group** with one or more **Fees Types** to build the final, detailed fee structure with amounts.
4. **Student Admission:** *Assign* a **Fees Group** to a student.
5. **Collect Fees:** *Receive* payment from the student for the assigned fees.

6.1 Fees Group

This is where you create the main fee "packages" or "categories."

- **To Add:**
  1. Navigate to **Fees Collection > Fees Group**.
  2. Use the **"Add Fees Group"** form on the left.
  3. Enter a **Name** (e.g., "Upper Sixth Science Fees") and **Description**.
  4. Click **Save**.

6.2 Fees Type

This is where you define all the individual types of fees your school charges.

- **To Add:**
  1. Navigate to **Fees Collection > Fees Type**.
  2. Enter the **Name** (e.g., "Registration Fee," "Tuition Fee," "Lab Fee") and **Fee Code**.
  3. Click **Save**.

6.3 Fees Master (Manage Fee Structures)

This is the most important section. It connects a **Fees Group** (the package) with **Fees Types** (the items) and sets the price.

[IMAGE: Screenshot 2025-10-27 125018.jpg] *(This image shows the "Fees Master" page, with the "Add Fees Master" form on the left and the list of existing fee structures on the right.)*

- **To Add a New Fee Item to a Group:**
  1. Navigate to **Fees Collection > Fees Master**.
  2. On the left, use the **"Add Fees Master"** form:
  3. **Fees Group:** Select the package you want to add an item to (e.g., "Upper Sixth Science Fees").
  4. **Fees Type:** Select the fee item you defined (e.g., "Tuition Fee").

5. **Due Date:** Select the payment deadline.
6. **Amount (XOF):** Enter the cost for this specific item.
7. Click **Save**.
8. Repeat for all items you want to add to that **Fees Group**.

6.4 Collect Fees

This is the main page for processing a student's payment.

1. Navigate to: **Fees Collection > Collect Fees**.
2. Use the **"Select Criteria"** to find the student by **Class**, **Section**, or **Keyword**.
   [IMAGE: image_bba05c.png] *(This image shows the "Collect Fees" student list for Form One A, with a "Collect Fees" button in the Action column for each student.)*
3. Click **"Search"**. A list of students will appear.
4. Find the correct student and click the **"Collect Fees"** button in their row (or click their name and go to the "Fees" tab, then click the "+ Collect Fees" icon).
5. On the **"Student Fees"** page, check the boxes for the items being paid.
6. Click **"+ Collect Selected"**.
7. In the pop-up, enter the **Date** and **Payment Mode**.
8. Click **"Pay"**. The status will update to "Paid," and you can print the receipt.

6.5 Other Fees Modules

- **Offline Bank Payments:** Manually approve fee payments made via bank transfer.
- **Search Fees Payment:** Search for a specific payment receipt or transaction.
- **Search Due Fees:** Find all students who have outstanding or overdue fees.
- **Fees Discount:** Create and assign fee discounts (e.g., "Merit Scholarship", "Sibling Discount").
- **Fees Carry Forward:** Carry over a student's pending dues or overpayments to the next session.
- **Fees Reminder:** Send bulk reminders (SMS/Email) to parents with overdue fees.