

1) FEE:

4.1) Common Receipt (General):

Purpose: This form is used to maintain a record of money received from any person/source, issue receipt and generate a report for any such transaction.

Procedure:

How to receive money from other person/source?

- 1.1) Go to “**Fees Module**”.
- 1.2) Click the “**Common receipt form**” from fee module.
- 1.3) Click the “New Entry Button”.
- 1.4) Enter the detail of person/source in “Receipt From” field.
- 1.5) Enter the detail of account on behalf you receive money in “On Account Of” field.
- 1.6) Click the “Save” button to save all the details.

SIMWEB FEEES COMMON RECEIPT(GENERAL)

1

2

Employee Fee Hostel Inventory Library Mess Student

Click Links Transactional Populate Master

Common Receipt (General) Fee Write Off

Dues Search Refund Status

Fee Adjustment Fee Waiver/Discount

Fee Funds Transfer Registration Fee

Fee Manipulation Registration Fee Refund

Fee Receipt Scholarship (Samaj Kalyan Etc.)

Fee Refund Scholarship on Dues

Common Receipt (General)

Common Receipt Search Search Result

Receipt No. Auto... College

4 FyRefNo Auto... Receipt Date 29/07/2013

Receipt From Receipt Mode Cash

On Account of Cash Amount

5 Remarks

6

3 New Entry Save Print Cancel Receipt

How to cancel the saved Common Receipt statement?

- 1.1) Click the “Cancel Receipt” check box.
- 1.2) Click the “Save” Button.

The screenshot shows the 'Common Receipt (General)' form. At the bottom right, there is a checkbox labeled 'Cancel Receipt' with a red circle '1' next to it. At the bottom center, there is a 'Save' button with a red circle '2' next to it. Other fields include 'Receipt No.', 'College', 'Receipt Date', 'Receipt Mode', and 'Cash Amount'.

How to make account entry of Common Receipt?

1. Go to “Search Tab”
2. Select the available fields on which you want to make search.
3. Click the “Search Button”.
4. Select the record by ✓ from the search result grid.
5. Click the “Make A/C Entry” button.
6. Click the “OK’ button on message display box.

The screenshot shows the 'Search' tab of the Common Receipt form. A red circle '1' is next to the 'Search' tab. A list titled 'Available fields(s) for search : 18' is shown on the left, with a red circle '2' next to 'Cheque/DD No'. The 'Receipt Date' field is checked. At the bottom, there is a 'Search' button with a red circle '3' next to it. Other fields include 'Receipt Date From' and 'To'.

The screenshot shows the 'Common Receipt' interface. At the top, there is a search bar and a 'Search Result' tab. A green notification box states 'Account Entry Transferred Successfully'. Below this, there are radio buttons for 'A/C Entry already made' (selected) and 'Canceled'. A table displays receipt details with columns: S.N, Receipt No., Fy Ref No., College, Received Date, Received From, On Account of, Pay Mode, and Cash Amount. Two records are shown. A dialog box titled 'Message from webpage' is overlaid, asking 'All Non Transferred Entry Would be Transferred to A/c Are U Sure?' with 'OK' and 'Cancel' buttons. Red circles with numbers 4, 5, and 6 highlight specific UI elements.

S.N	Receipt No.	Fy Ref No.	College	Received Date	Received From	On Account of	Pay Mode	Cash Amount
1	201307270002	GU_1314/00009	GU	27/07/2013	2014AIG17 (C Deepti Reddy)	1000000	Cash	5,000.00
2	201307270001	GU_1314/00008	GU	27/07/2013	2013T013 (Salit Mohan)	Fees of Registration	Cash	5,000.00

4.2) Dues Search:

Purpose: This form enables and gives the information about the dues that are due on the students for a particular financial year.

Procedure:

How to search the student fee data?

- 1.1) Go to “**Fees Module.**”
- 1.2) Click the “**Dues search form**” from the fee module.



The screenshot shows the 'SIMWEB' interface with the 'Fee' module selected. A list of options is displayed, including 'Common Receipt (General)', 'Dues Search', 'Fee Adjustment', 'Fee Funds Transfer', 'Fee Manipulation', 'Fee Receipt', 'Fee Refund', 'Fee Write Off', 'Refund Status', 'Fee Waiver/Discount', 'Registration Fee', 'Registration Fee Refund', 'Scholarship (Samaj Kalyan Etc.)', and 'Scholarship on Dues'. The 'Dues Search' option is highlighted with a red box. Red circles with numbers 1 and 2 highlight the 'Fee' tab and the 'Dues Search' option respectively.

1. How to search only those students having Fee Balance?

- 1.1) Select the available fields on which you want to make search.
- 1.2) Click the check box of “only balance fee”.
- 1.3) Click the “Search” button.
- 1.4) Click the “Summary” button to view the consolidate figure.

The screenshot shows the 'Dues Search' form. It includes a search bar, a 'Search Result' tab, and search criteria: 'Date from' (01/04/2013), 'Date To' (31/03/2014), 'Lateral Entry' (checkbox), and 'NoLateral Entry' (checkbox).

2

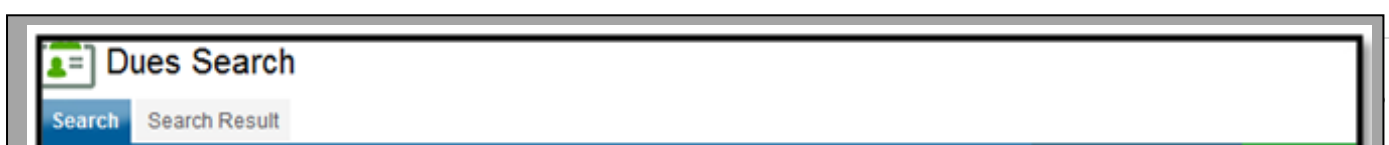
1

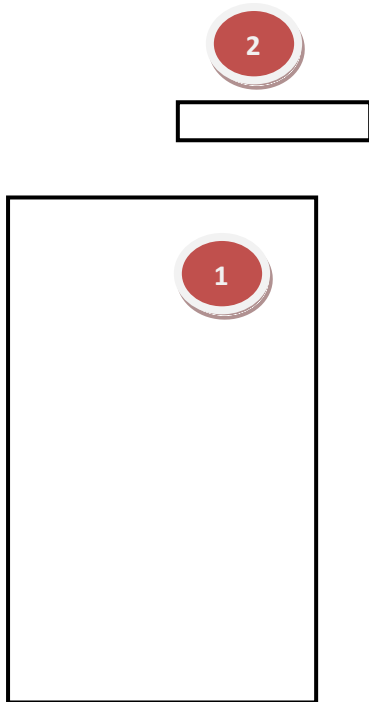
3

Admission No	S M	Opening	Due Amount	Received Amount	Write Off Amount	Waiver Amount	Scholarship Amount	Balance	Adjustable Opening	Adjustable	Adjusted	Refund Adjustable	Net_Adjbl	Opening Security Rebate	Dr Security Rebate	Waiver Amt	Schl On Dues	Balance	Adjbl Op
12CS047	1	1,537,325.00	0.00	6,950.00	0.00	0.00	0.00	1,530,375.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47000.00	
12CS022	2								0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64950.00	
12CS012	3								0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39950.00	
12CS015	4								0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44950.00	
12CS033	5								0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77900.00	
12CS019	5								0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49950.00	
12CS020	7	12CS020	NITESH KUMAR	GANGA DIN					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84950.00	
12CS021	3	12CS021	SHIVAM KUMAR VISHNDI	RAGHUNATH SINGH					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	86950.00	
12CS031	9	12CS031	SANDEEF ANURAGI	SHIVDAS ANLRAGI					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77900.00	
12CS033	10	12CS033	SUNJATI KUMAR	ANURAG SINGH					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50950.00	

2. How to search only those students having Credit /Adjustable Fee?

- 1.1) Select the available fields on which you want to make search.
- 1.2) Click the check box of “only adjustable fee”.
- 1.3) Click the “Search” button.
- 1.4) Click the “Summary” button to view the consolidate figure.



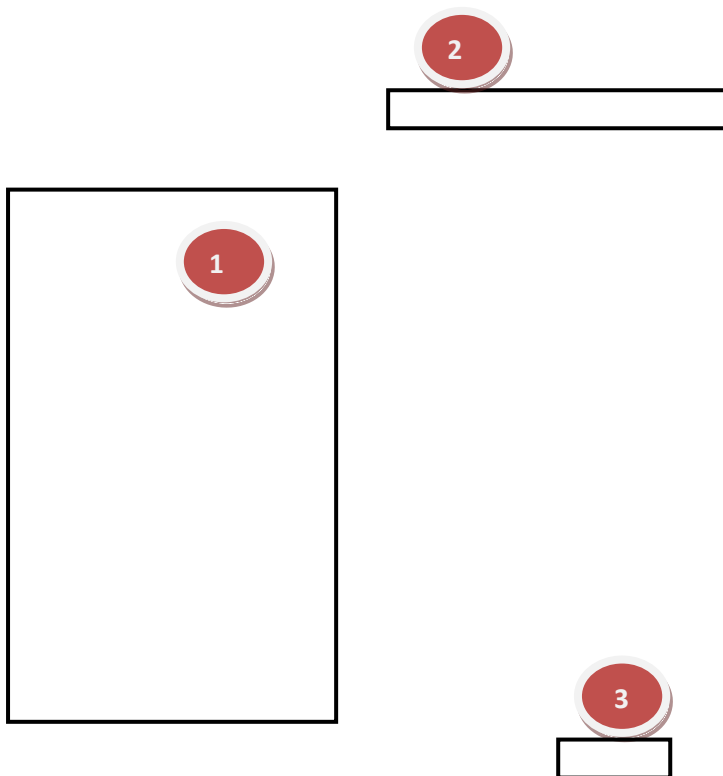


Admission No	S N	Admiss
12EC004	1	12EC004
12EC008	2	12EC008
12EE041	3	12EE041

	Balance	Adjbl Opening	Adjbl	Adjusted
Balance	-13,250.00			
Adjustable Opening	0.00			
Adjustable	16,450.00	0.00	5000.00	0.00
Adjusted	3,200.00			
Refund Adjustable	0.00	0.00	6400.00	3200.00
Net_Adjbl	13,250.00			
Opening Security Rebate	0.00			
Dr Security Rebate	0.00			

3. How to search only those students having opening balance and amount received against it?

- 1.1) Select the available fields on which you want to make search.
- 1.2) Click the check box of “Received against Opening Balance”.
- 1.3) Click the “Search” button.
- 1.4) Click the “Summary” button to view the consolidate figure.



The screenshot displays the software interface with a search result and a summary report. The search result table is as follows:

Admission No	S N	Admiss
11CS008	1	11CS0
12CS047	2	12CS0
12CS022	3	12CS0
12CS012	4	12CS0

The summary report shows the following financial details:

Opening	1,673,875.00
Due Amount	0.00
Received Amount	141,800.00
Write Off Amount	0.00
Waiver Amount	0.00
Scholarship Amount	1,700.00
Balance	1,530,375.00
Adjustable Opening	0.00
Adjustable	0.00
Adjusted	0.00
Refund Adjustable	0.00
Net Adjbl	0.00
Opening Security Rebate	0.00
Dr Security Rebate	0.00

The summary report also includes a table with the following columns: Opening, Due Amt, Received Amt, Write Off Amt, Waiver An. The data rows are:

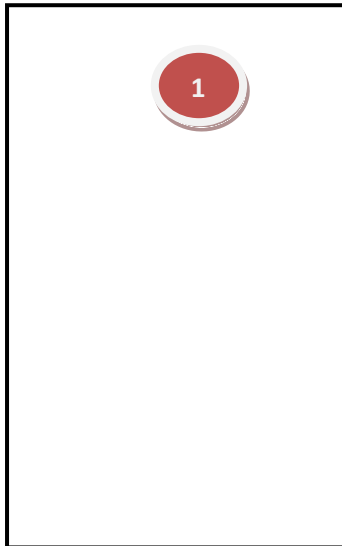
0.00	0.00	0.00	0.00	0.00
50.00	0.00	20450.00	0.00	0.00
50.00	0.00	0.00	0.00	0.00
-50.00	0.00	0.00	0.00	0.00

The interface also shows a 'Summary' button, a 'Report Type' dropdown set to 'General Report', and a 'Print' button. The text '55 records out of 55' is displayed at the bottom right of the summary report area.

4. How to search only those students having current year fee dues created and amount received against it?

- 1.1) Select the available fields on which you want to make search.
- 1.2) Click the check box of "Received against Current Dues".
- 1.3) Click the "Search" button.
- 1.4) Click the "Summary" button to view the consolidate figure.

The screenshot shows the 'Dues Search' interface. It includes a search bar with the text 'Dues Search' and a 'Search' button. Below the search bar, there are tabs for 'Search' and 'Search Result'. The interface is partially visible, showing the top portion of the search results area.



Search Search Result

Detail

Existing Items

Admission No	S N	AdmissionNo
12CS042	8	12CS042
12CS045	25	12CS045
12CS004	31	12CS004

Summary Report Type General Report Print

55 records out of 5

g	Due Amt	Received Amt	Write Off Amt	Waiver Amt
.00	500.00	500.00	0.00	0.00
.00	400.00	400.00	0.00	0.00
.00	300.00	300.00	0.00	0.00

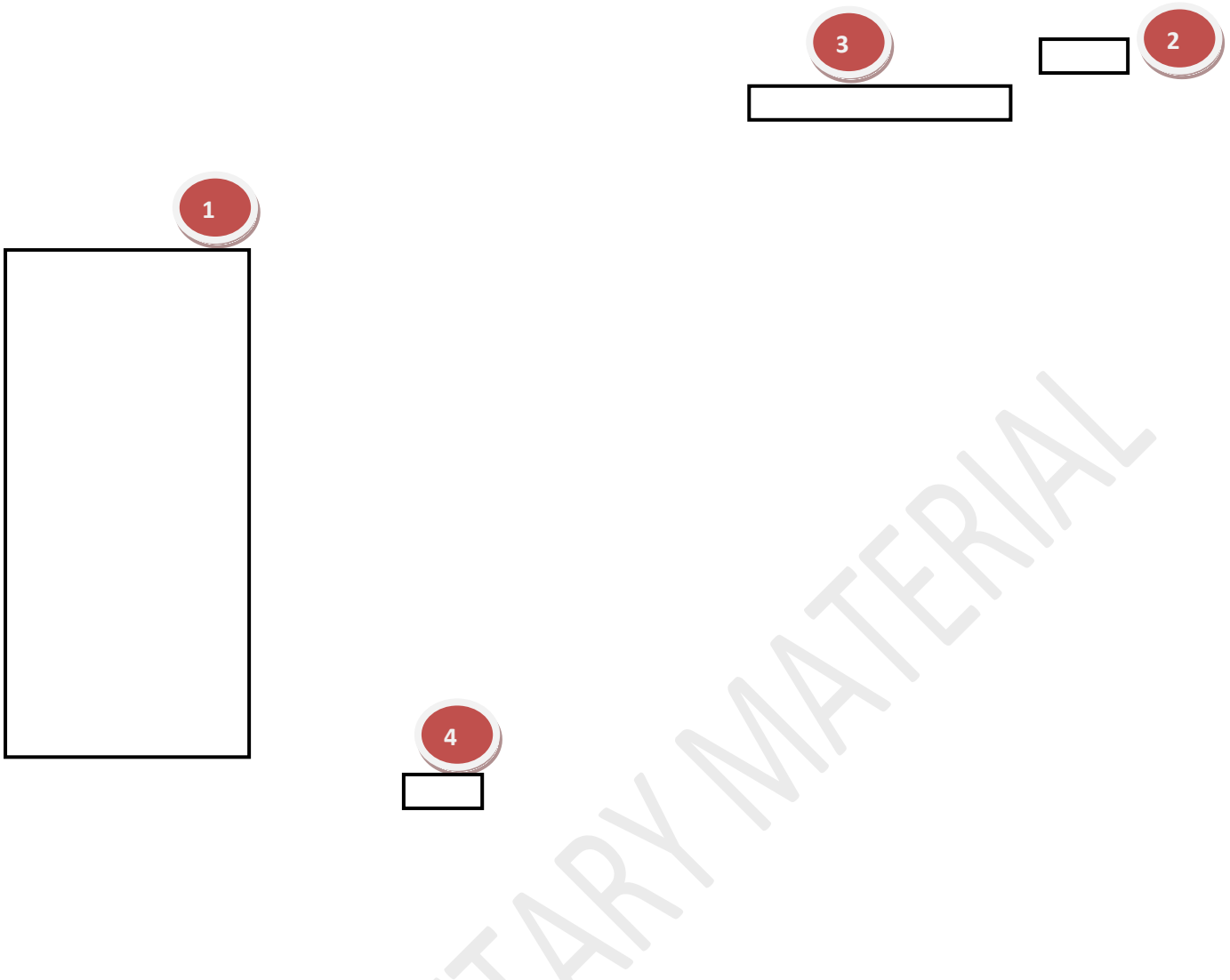
Opening 0.00
 Due Amount 1,200.00
 Received Amount 1,200.00
 Write Off Amount 0.00
 Waiver Amount 0.00
 Scholarship Amount 0.00
 Balance 0.00
 Adjustable Opening 197,000.00
 Adjustable 0.00
 Adjusted 0.00
 Refund Adjustable 0.00
 Net_Adjbl 197,000.00

5. How to search only those students having Fee dues not created on particular head in current year?

- 1.1) Select the available fields on which you want to make search.
- 1.2) Select the “Fee Head”.
- 1.3) Click the check box of “Received against Current Dues”.
- 1.4) Click the “Search” button.

Search Search Result

Date from 01/04/2012 Date To 31/03/2013 Lateral Entry NoLateral Entry Fee Heads



Search Search Result

Existing Items Summary Report Type: General Report Print

2 records out of 2

Admission No	S N	AdmissionNo	Student Name	Father Name	Opening	Due Amt	Received Amt	Write Off Amt	Waiver Amt	Schl On Dues
12CS052	1	12CS052	ARCHIT TYAGI	ANIL TYAGI	0.00	0.00	0.00	0.00	0.00	0.00
12CS053	2	12CS053	GOPAL GAUTAM	BHUSHAN GAUTAM	0.00	0.00	0.00	0.00	0.00	0.00

4.3) Fee Adjustment:

Purpose: Students apply for various scholarships provided by different bodies or government agencies. Once the Scholarships are approved and amount gets released it is then distributed amongst the student as per their application and adjust such scholarships on this form.

Procedure:

1. Go to “**Fees Module**”.
2. Click on the “**Fees Adjustment form**” from the fee module
3. Click the “**New Entry Button**”.
4. Select the source from the Fee Adjust Source.
5. Select the available fields like session, program, admission no, student name etc. from student detail adjustment for student detail.
6. Click on the “**Search student**” button.
7. Fill the amount you want to adjust in Head amount column.
8. Click on the “**Save button**”.

SIMWEB FEES FEE ADJUSTMENT

1 Empl **Fee** Hostel Inventory Library Mess Student

2 Quick Links ■ Transactional ■ Populate ■ Master

Common Receipt (General) Fee Write Off

Dues Search Refund Status

Fee Adjustment Fee Waiver/Discount

Fee Funds Transfer Registration Fee

Fee Manipulation Registration Fee Refund

Fee Receipt Scholarship (Samaj Kalyan Etc.)

Fee Refund Scholarship on Dues

4 Search Search Result

Fee Adjust

Fee Adjust Source: College Ref Number: 20130310001 fy/Ref Number: DU_1314/00008 Tms Date: 31/10/2013

Excess Fee Detail Total 1 record(s) found...!!

S.N	Receipt No	Receipt Date	Actual Amt	Adjusted Amt	Amount Rec	BankName	DD/Cheque No	Bank Date	Payment Mode
1	20130/060001	06/07/2013	60000	60000	0				Cash

Student detail for adjustment

Session: Program: Semester: Sub Quota: **6** Search Student

Admission No: Student Name:

Adjust Student

Existing Items: 60000 Total 1 record(s) found...!!

S.N	Admission No	Roll No	Student Name	Father Name	Amount	Head Amount	Date	Source	Ref No	Due Date	Sessi
1	2011CS022	11C3210083	Nancy Agarwal	Padam Chand Agarwal	60000	60000		Scholarship-orm	20130/060001	06/07/2013	2

Remarks: Cancel

3 New Entry Edit Print Go to Ref No. **8** Save Cancel Print

How to cancel the saved adjusted statement?

- 1.1) Click the “Edit” button.
- 1.2) Click the “Cancel Write off Statement” check box.
- 1.3) Click the “Save” Button.

Existing Items: 60000 Total 1 record(s) found

S.N	Admission No	Roll No	Student Name	Father Name	Amount	Head Amount	Data Source	Ref No	Due Date	Sess
<input checked="" type="checkbox"/>	2011CS022	110321C033	Nancy Agarwal	Padam Chand Agarwal	60000	60000	ScholarshipForm	201307060001	06/07/2013	2

Remarks: Cancel

Buttons: New Entry, Edit, Print, Go to Ref No., Save, Cancel, Print

4.4) Fee Funds Transfer:

Purpose: To transfer the fees from One Fee head to another.

Procedure:

How to do transfer of Fee?

1. Go to “Fees **Module**”.
2. Click the “**Fees Fund Transfer form**” from the fee module.
3. Click the “New Entry Button”.
4. Enter Admission no and press “Enter”.
5. Select the check box of particular head from you want to transfer.
6. Select the check box of particular head in which you want to transfer.
7. Click the “Save button”.

SIMWEB

FEES

FEE FUNDS TRANSFER

1 Fee

2 Details

3 Edit

4 Admission No: 2011CS022

5 Due Date

6 Transfer

7 Remark

Quick Links: Transactional, Populate, Master

Common Receipt (General), Dues Search, Fee Adjustment, Fee Funds Transfer, Fee Manipulation, Fee Receipt, Fee Refund, Fee Write Off, Refund Status, Fee Waiver/Discount, Registration Fee, Registration Fee Refund, Scholarship (Samaj Kalyan Etc.), Scholarship on Dues

Funds Transfer Search Search Result

Admission No: 2011CS022 College: GU Enroll No: Adm Status: Active

Student Name: Nancy Agarwal Session: 2011-2012 Roll No: 1103210083 Sub Status: Regular

Father's Name: Padam Chand Agarwal Program: B.Tech. (CS) Fee Category: Counseling Quota: General

Account ID: Semester: Sem IV Monthly Income: Above 30000 Sub Quota:

Total 1 record(s) found...!!! Funds Transfer Dues Date From: 01-04-2019 To: 31-03-2020 Total 1 record(s) found...!!!

Due Date	Name	Amount	Transfer	Detail
03 Jul 2013	College	60000		
02 Sep 2013	Hostel Fee	7000	7000	Show Detail

Reference No: 201311060001 Transfer Date: 06/11/2013

FY Ref No: GJ_1314/00006 Cancel Funds Transfer Statement

New Entry Edit Print

Save Cancel Print

How to cancel the saved Fund Transfer?

- 1.1) Click the “Edit” button.
- 1.2) Click the “Cancel Fund Transfer Statement” check box.
- 1.3) Click the “Save” Button.

How to Fund Transfer?

make account entry of Fee

1. Go to the “Search Tab”
2. Select the available fields on which you want to make search.
3. Click the “Search Button”.
4. Select the record by ✓ from the search result grid.
5. Click the “Make A/C Entry” button.
6. Click the “OK’ button on message display box.

FeeWriteOff Search Search Result

FeeWriteoff

Account Entry Transferred Successfully

A/C Entry already made Canceled

	S.N	Ref No	Ref Date	Admission No	Student Name	FY Ref No	Amount
<input type="checkbox"/>	1	201307270001	27/07/2013	2011CS023	Rohit Mohan Srivastava	GU_1314/00006	64,300.00

4 Select

5 Make A/c Entry

6

Message from webpage

All Non Transferred Entry Would be Transferred to A/c Are U Sure?

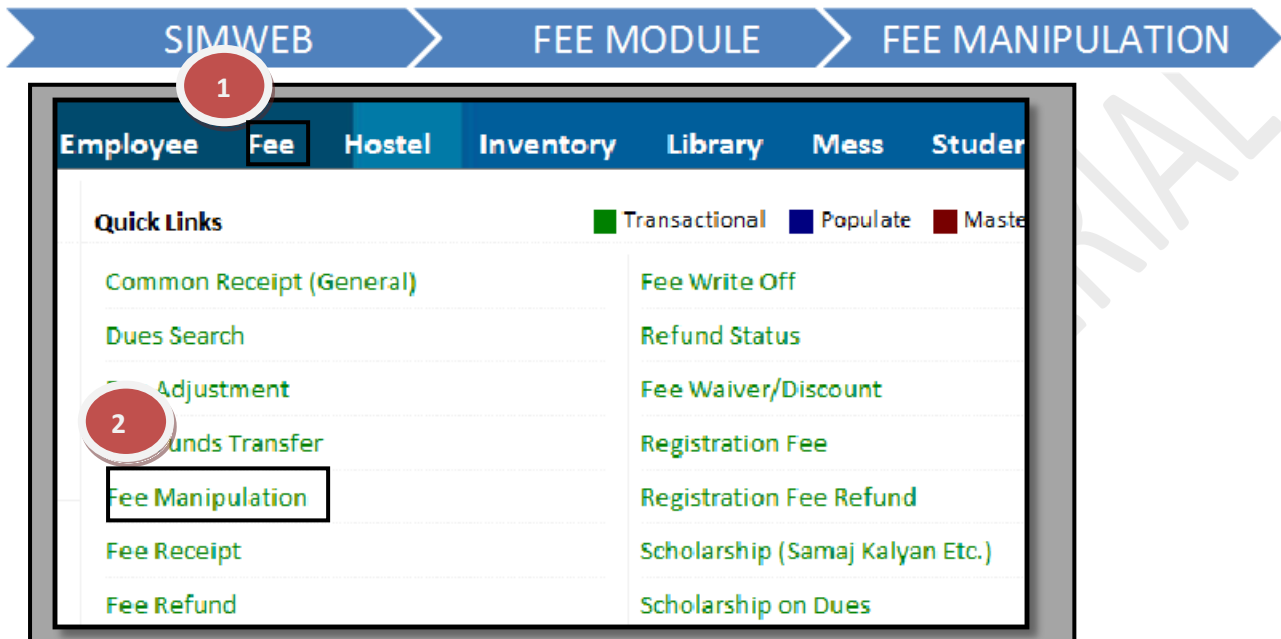
OK Cancel

4.5) Fee Manipulation:

Purpose: This form used to do multiple functioning on Fee of write off, fund transfer and scholarship on dues. It means you can do write off / fund transfer / scholarship on dues on more than one student having same criteria.

Procedure:

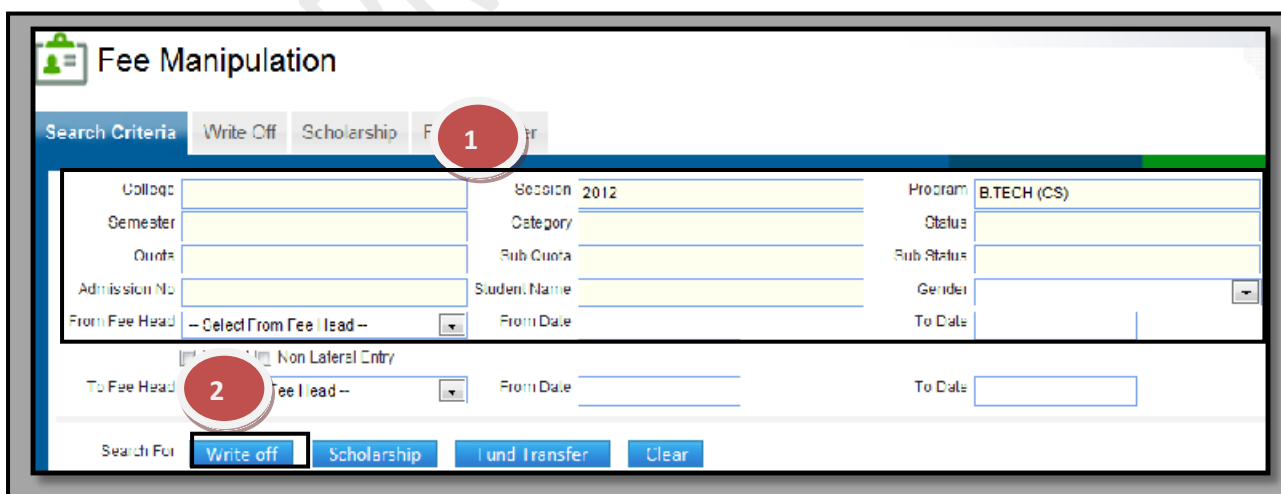
- 1.1) Go to the “FEE” module.
- 1.2) Select the “FEE MANIPULATION” form.



1) **For Write Off**

How to write off the student balance fee?

- 1.1) Select the available fields on which you want to perform your operation.
- 1.2) Click the “Write Off” button.
- 1.3) Select the record and enter the write off amount.
- 1.4) Enter the remarks and click the “Save” button.



Search Criteria Write Off Scholarship Fund Transfer

Write Off Total 61 rec

SNo.	College	Admission No	Roll No	Student Name	Father Name	Due Date	Head Name	Amount	Write Off Amount
56	SGIT	12CS019		SAPNA DUDWEWALA	ARUN KUMAR DUDEWALA	01-08-2012	Tuition Fee	11000	
57	SGIT	12CS019		SAPNA DUDWEWALA	ARUN KUMAR DUDEWALA	15-01-2013	Tuition Fee	38950	
58	SGIT	12CS021		SHIVAM KUMAR VISHNOI	RAGHUNATH SINGH	01-08-2012	Hostel Fee	28500	
59	SGIT	12CS021		SHIVAM KUMAR VISHNOI	RAGHUNATH SINGH	15-01-2013	Tuition Fee	38950	
60	SGIT	12CS021		SHIVAM KUMAR VISHNOI	RAGHUNATH SINGH	01-08-2012	Tuition Fee	19500	
61	SGIT	12CS030		SUHAIL KHAN	UMAR SHER	01-08-2012	Tuition Fee	21000	
62	SGIT	12CS030		SUHAIL KHAN	UMAR SHER	15-01-2013	Tuition Fee	38950	
63	SGIT	12CS047	1221510033	TANU NAGAR	ANU NAGAR	15-01-2013	Tuition Fee	38950	
64	SGIT	12CS047	1221510033	TANU NAGAR	ANU NAGAR	01-08-2012	Tuition Fee	8050	

Remarks

Save

2) For Scholarship on Dues

How to give scholarship the student balance fee?

- 1.1) Select the available fields on which you want to perform your operation.
- 1.2) Click the "Scholarship" button.
- 1.3) Select the record and enter the scholarship amount.
- 1.4) Enter the remarks and click the "Save" button.

Fee Manipulation

Search Criteria Write Off Scholarship Fund Transfer

College Session 2012 Program B.TECH (CS)

Semester Category Status

Curia Sub Quota Sub Status

Admission No Student Name Gender

From Fee Head From Date To Date

Lateral Non Entry

To Fee Head From Date To Date

Search For: Write off Scholarship Fund Transfer Clear

Search Criteria Write Off Scholarship Fund Transfer

Scholarship Total 64 record(s)

SNo.	College	Admission No	Roll No	Student Name	Father Name	Due Date	Head Name	Amount	Scholarship Amount
57	SGIT	12CS019		SAPNA DUDWEWALA	ARUN KUMAR DUDEWALA	15-01-2013	Tuition Fee	38950	0
58	SGIT	12CS021		SHIVAM KUMAR VISHNOI	RAGHUNATH SINGH	01-08-2012	Hostel Fee	28500	0
59	SGIT	12CS021		SHIVAM KUMAR VISHNOI	RAGHUNATH SINGH	15-01-2013	Tuition Fee	38950	0
60	SGIT	12CS021		SHIVAM KUMAR VISHNOI	RAGHUNATH SINGH	01-08-2012	Tuition Fee	19500	0
61	SGIT	12CS030		SUHAIL KHAN	UMAR SHER	01-08-2012	Tuition Fee	21000	0
62	SGIT	12CS030		SUHAIL KHAN	UMAR SHER	15-01-2013	Tuition Fee	38950	0
63	SGIT	12CS047	1221510033	TANU NAGAR	ANU NAGAR	15-01-2013	Tuition Fee	38950	0
64	SGIT	12CS047	1221510033	TANU NAGAR	ANU NAGAR	01-08-2012	Tuition Fee	8050	0

Remarks

Save

3) For Fund Transfer

How to transfer fee from one head to another head?

- 1.1) Select the available fields to perform your operation.
- 1.2) Select the “From Fee Head” and “To Fee Head”.
- 1.3) Click the “Fund Transfer” button.
- 1.4) Select the record and enter the Fund transfer amount.
- 1.5) Enter the remarks and click the “Save” button.

Fee Manipulation

Search Criteria Write Off Scholarship Fund Transfer

College Session 2012 Program B.TECH (CS)

Semester Category Status

Quota Sub Quota Sub Status

Admission No Student Name Gender

From Fee Head Security From Date To Date

Lateral Non Lateral Entry

To Fee Head Tuition Fee From Date To Date

Search For Write off Scholarship Fund Transfer Clear

Fund Transfer

S.N	College	Admission No	Roll No	Student Name	Father Name	Received Amt	Due Amt	Fund trns Amt
1	SGIT	12CS020		NITESH KUMAR	GANGA DIN	1500	77900	500
2	SGIT	12CS012	1221510005	AMIR KHATRI	JABBAR KHAN	5000	39950	
3	SGIT	12CS031	1221510033	SANDEEP ANURAGI	SHIVDAS ANURAGI	5000	77900	
4	SGIT	12CS023	1221510025	RAHUL KUMAR	RAKESH KUMAR	3500	77900	
5	SGIT	12CS033	1221510002	ABHISHEK KUMAR	SUDAMA PRASAD	5000	77900	
6	SGIT	12CS044	1221510011	AMISHEK KUMAR	SUDHAKAR MISHRA	5000	5000	

Remarks

Save

4.6) Fee Receipt:

Purpose: This form used to collect the fee from student.

Procedure:

How to create a Fee receipt?

- 1.1) Go to “**Fees Module**”.
- 1.2) Click the “**Fees Receipt form**” from the fee module.
- 1.3) Click the “New Entry Button”.
- 1.4) Enter Admission no and press “Enter”.
- 1.5) Click the check box of “Get Adj. Amount” to adjust the previous adjustable/credit amount on student fee.
- 1.6) Click the check box of “Get Reg. amount” to adjust the registration fee on student fee.
- 1.7) Fill in the payment details either as cash or from bank.
- 1.8) Fill in the amount that is received from other agencies like University.
- 1.9) Click the “Save” button.

SIMWEB
FEE
FEE RECEIPT

Empl
1
Fee
Hostel
Inventory
Library
Mess
Student

Quick Links
 Transactional
 Populate
 Master

<p>Common Receipt (General)</p> <p>Dues Search</p> <p>Fee Adjustment</p> <p>Fee Funds Transfer</p> <p>Fee Manipulation</p> <p>Fee Receipt</p> <p>Fee Refund</p>	<p>Fee Write Off</p> <p>Refund Status</p> <p>Fee Waiver/Discount</p> <p>Registration Fee</p> <p>Registration Fee Refund</p> <p>Scholarship (Samaj Kalyan Etc.)</p> <p>Scholarship on Dues</p>
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Fee Receipt
4

Admission No: 201105007	College: GU	Enroll No:	Adm Status: Active
Student Name: Vinay Agrawal	Session: 2011-2012	Roll No: 1100210003	Sub Status: Regular
Father's Name: Madam Chand Agarwal	Program: B.Tech. (CS)	Fee Category: Counseling	Quota: General
Account ID:	Semester: Sem IV	Monthly Income: Above 30000	Sub Quota:

NO IMAGE AVAILABLE

Receipt No: 201307310002	FY Ref No: GU_1314/00004	Get Adj. Amount: <input type="checkbox"/>	Get Reg. Amount: <input type="checkbox"/>
Dues Into: 01/06/2013	Receipt Date: 02/07/2013		

Payment Detail

S.No	Mode	Cheque/DD No	Cheque/DD Date	Payable At	Amount
1	Cash				1000
2	Draft				0

Amount to be Received From

S.No	To be Received from	Ref No	Amount
1	University		1000

Cash	1000	Total Dues	0
Bank	0	Total Received	0
(Cash/Bank)	1000	Total Balance	0
Receivable	1000	Total Adjustable	2000
Amount	2000	Remark: <input type="text"/>	

3
5
6
7
8

9
New Entry
Edit
Print
Go to Receipt No: 201307310002

Save
Cancel
Print

How to cancel the saved Fee Receipt?

- 1.1) Click the “Edit” button.
- 1.2) Click the “Cancel Receipt” check box.
- 1.3) Click the “Save” Button

The screenshot shows a form titled "Amount to be Received From". It includes a table with columns "S.No", "To Be Received From", "Ref No", and "Amount". The table contains one row with "1", "University", a green plus icon, and "1000". To the right of the table are input fields for "Cash" (1000), "Bank" (0), "(Cash+Bank)" (1000), "To Be Receivable" (1000), and "Total Am" (1000). A "Remark" text area is also present. At the top right, there are summary fields: "Total Dues" (0), "Total Received" (0), "Total Be" (2), and "adjustable" (2000). A "Cancel Receipt" checkbox is located to the right of the "Remark" field. At the bottom, there are buttons for "New Entry", "Edit", "Print", and "Go to Receipt No." (201307310032). A separate bar at the very bottom contains "Save", "Cancel", and "Print" buttons. Red circles with numbers 1, 2, and 3 highlight the "Edit" button, the "Cancel Receipt" checkbox, and the "Save" button respectively.

How to make account entry of Fee Receipt?

Receipt?

1. Go to the “Search Tab”
2. Select the available fields on which you want to make search.
3. Click the “Search Button”.
4. Select the record by ✓ from the search result grid.
5. Click the “Make A/C Entry” button.
6. Click the “OK’ button on message display box.
7. Click on the show summary to view the summary of total fees.

The screenshot shows a search interface with a "Search" tab selected. Below the tab, there are radio buttons for "Basic" and "Advance". A list titled "Available fields(s) for search : 39" is shown on the left, with checkboxes for various fields: "Pay Mode", "Payble At", "Program", "Quota", "Quota (Sub)", "Receipt Date" (checked), "Receipt No", "Registration Amount", "Remark", "Roll No", "Semester", "Session", and "Student Name". A "Save Fields" button is at the bottom left. On the right, there are input fields for "Receipt Date From" (31/07/2013) and "To" (31/07/2013). A "Search" button is at the bottom right. Red circles with numbers 1, 2, and 3 highlight the "Search" tab, the "Receipt Date" checkbox, and the "Search" button respectively.



Account Entry Transferred Successfully

Receipt Search Search Result

*Only For Cash/Bank Report From 31/07/2013 To 31/07/2013 Report Type Custom Report Print

7

Show Summary

A/C Entry already made Canceled

4

S.N	Receipt No	Admission No
1	3	2003CS050
2	5	2003CS050
3	7	2003CS025
4		2004CSLE005

5

Message from webpage

6

All Non Transferred Entry Would be Transferred to A/c Are U Sure?

OK Cancel

Make A/c Entry

10 records out of 11120

Authority C

h VIII C

h VIII C

h VIII C

Ruch Chauhan(LE-04) GU 2003-2004 B.Tech. (CS) Sem VIII C

Summary 7

S.No	Head	Amount
1	Cash(C)	3,05,500.00
2	Bank(B)	2,63,100.00
3	Online(O)	0.00
4	Total(C+B+O)	5,68,600.00
5	Adjustable	2,29,54,000.00
6	Adjusted	2,05,68,273.00
7	Adjustable Refund	43,000.00
8	Net Adjustable	23,42,727.00
9	Academic Security00	15,000.00
10	District Welfare Office	5,000.00
11	Rak Kisjire	50,000.00
12	University	20,000.00
13	Op. Balance	0.00
14	Reg. Amount	98,68,300.00

4.7) Fee Refund:

Purpose: This form used to refund the excess fee to student.

Procedure:

How to Refund the fees to students?

1. Go to” **Fees Module**”.
2. Click on the “**Fees Refund form**” from the fee module.
3. Click on the “New Entry Button”.
4. Enter the Admission no and press “Enter”.
5. Select the check box, individual wise amount and total amount will be reflected.
6. If you want to transfer the student amount from one college to another college, select
7. Click on the “Save button”



1

2

EMPLOYEE Fee Hostel Inventory Library Mess Student

Quick Links ■ Transactional ■ Populate ■ Master

Common Receipt (General)	Fee Write Off
Dues Search	Refund Status
Fee Adjustment	Fee Waiver/Discount
Funds Transfer	Registration Fee
Fee Manipulation	Registration Fee Refund
Fee Receipt	Scholarship (Samaj Kalyan Etc.)
Fee Refund	Scholarship on Dues

4

Fee Refund Search Search Result

Student Details

Admission No	2011CS021	College	GU	Enroll. No		Adm Status	Active
Student Name	Vivek Raghav(X-12)	Session	2011-2012	Roll No	1103210183	Sub Status	Regular
Father's Name	Vinay Pratap Singh	Program	B.Tech. (CS)	Fee Category	Direct	Quota	General
Account ID		Semester	Sam IV	Monthly Income	Above 30000	Sub Quota	

Details

Refund Number: 201307310001
 Date: 31/07/2013
 FY Ref No: GU_1314/00006
 Payment Mode: Cheque
 Bank Name: ABES ENGINEERING COLLEGE
 Date: 31/07/2013
 DD/Cheque No: 230004
 Amount: 105500
 Student transfer to: -- Select --

Total Amount: 105500 Dues Date From: 01-04-2019 To: 31-03-2020 Total 2 records

S.N	Due Date	Head Name	Received Amt	Amount	Detail
<input checked="" type="checkbox"/>	08/08/2011	Hostel Security Fer	15500	15500	Show Detail
<input checked="" type="checkbox"/>	08/08/2011	Hostel Fee	90000	90000	Show Detail

5

Remark:

3

Go To Refund No:

New Entry Edit Print

6

7

How to statement?

cancel the saved Fee Refund

- 1.1) Click the "Edit" button.
- 1.2) Click the "Cancel form" check box.

Total Amount 105500
Dues Date From: 01-04-2019 To: 31-03-2020
Total 2 reco

S.N	Due Date	Head Name	Received Amt	Amount	Detail
<input checked="" type="checkbox"/> 1	08/08/2011	Hostel Security Fee	15500	15500	Show Detail
<input checked="" type="checkbox"/> 2	08/08/2011	Hostel Fee	90000	90000	Show Detail

Refund Number: 201307310001

Date: 31/07/2013

FY Ref No: GU_1314/00006

Payment Mode: Cheque

Bank Name: ABES ENGINEERING COLLEGE

Date: 31/07/2013

DD/Cheque No: 230004

Amount: 105500

Student Inster to: -- Select --

Remark:

New Entry
Print
Go To Refund No:

Save
Cancel
Print

How to make account entry of Fee Refund?

1. Go to "Search Tab"
2. Select the available fields on which you want to make search.
3. Click the "Search Button".
4. Select the record by ✓ from the search result grid.
5. Click the "Make A/C Entry" button.
6. Click the "OK" button on message display box

Fee Refund
Search
Search Result

Search Basic Advan

Available fields(s) for search : 31

- Fee Head
- Fy Ref No
- Gender
- Payment Mode
- Program
- Refund Amount
- Refund Date
- Refund No
- Roll No
- Semester
- Session
- Student Name
- Student Trmf To(If Any)

Refund Date From: 31/07/2013 To: 31/07/2013

Search
OK



Fee Refund Search Search Result

Account Entry Transferred Successfully

Existing Items Report Type: Custom Report

● A/C Entry already made
 ● Canceled

	S.N	Ref No	Ref Date	Admi	DD No	Ch/DC Date
<input type="checkbox"/> Select	1	1	01/02/2006	1236	529	29/11/2005
<input type="checkbox"/> Select	2	2	01/02/2006	1236	924	27/12/2005
<input type="checkbox"/> Select	3	3	01/02/2006	1238	756	16/12/2005
<input type="checkbox"/> Select	4	4	01/02/2006	1235	926	27/12/2005
<input type="checkbox"/> Select	5	5	01/02/2006	1238	872	21/01/2006
<input type="checkbox"/> Select	6	01/02/2006	123789	Rajat Gupta	Cheque	Bank Account -45914 496152 17/02/2006
<input type="checkbox"/> Select	7	01/02/2006	123702	Chandramauli Govind	Cheque	Bank Account -45914 504927 27/12/2005

500 records out

Message from webpage

? All Non Transferred Entry Would be Transferred to A/c
 Are U Sure?

4 5 6

[Make A/c Entry](#)

PROPRIETARY

4.8) Fee Write Off:

Purpose: This form used for write off the student balance dues.

Procedure:

How to write off the student balance fee?

- 1.1) Go to the “**FEE**” module.
- 1.2) Select the “**FEE WRITE OFF**” form.
- 1.3) Click the “New Entry” button.
- 1.4) Enter student admission number and press “Enter”.
- 1.5) Select the Due Date range. (By default it shows current financial year date range).
- 1.6) Select the Fee head and enter the amount you want to write off.
- 1.7) Click the “Save” button.

The screenshot shows the SIMWEB interface with the following elements:

- Navigation Bar:** SIMWEB > FEE MODULE > FEE WRITE OFF
- Employee Panel:** Employee, Quick Link, Common, Dues Sea, Fee Adju, Fee Fund, Fee Mani, Fee Rece
- Fee Write Off Form:**
 - Student Data:** Admission No (2011CS022), College (GU), Enroll. No, Adm Status (Active), Student Name (Nancy Agarwal), Session (2011-2012), Roll No (1103210083), Sub Status (Regular), Father's Name (Padam Chand Agarwal), Program (B.Tech. (CS)), Fee Category (Counseling), Quota (General), Account ID, Semester (Sem IV), Monthly Income (Above 3000), Sub Quota.
 - Write off Data:** Reference No (201310020001), Write off Date (02/10/2013), Dues Date From (01-04-2008), To (31-03-2020), Total 1 record(s) found.
 - Table:**

Due Date	Head Name	Amount	WriteOff Amt	Detail
02 Sep 2013	Other Fee	30000	10000	Show Detail
 - Buttons:** New Entry, Edit, Print, Go to Reference No., Save, Cancel, Print.

How to cancel the saved write off statement?

- 1.1) Click the “Edit” button.
- 1.2) Click the “Cancel Write off Statement” check box.
- 1.3) Click the “Save” Button.

Reference No: 201307270001 Write off Date: 27/07/2013

FY Ref No: GU_1314/0000E Cancel Write Off Statement

Remark:

Due Date	Head Name	Amount	WriteOff Amt
08 Aug 2011	Hostel Fee	56000	56000
08 Aug 2011	Hostel Registration Fee	300	300
08 Aug 2011	Hostel Security Fee	8000	8000

New Entry Edit Print Go to Reference No.

Save Cancel Print

How to make account entry of Write off?

1. Go to the “Search Tab”
2. Select the available fields on which you want to make search.
3. Click the “Search Button”.
4. Select the record by ✓ from the search result grid.
5. Click the “Make A/C Entry” button.
6. Click the “OK’ button on message display box.

Fee Search Search Result:

Search Basic Advance

Variable fields(s) for search : 27

- Fee Head Name
- FY Ref No
- Gender
- Monthly Income
- Program
- Quote
- Quota (Sib)
- Reference No
- Remark
- Roll No
- Semester
- Session
- Student Name
- Write Off Date

Write Off Date From: 27/07/2013 To: 27/07/2013

Save Fields Search



FeeWriteOff Search Search Result

Feewriteoff

Account Entry Transferred Sucessfully

4 A/c Entry already made Canceled

	S.N	Ref No	Ref Date	Admission No	Student Name	FY Ref No	Amount
<input type="checkbox"/>	1	201307270001	27/07/2013	2011CS023	Rohit Mohan Srivastava	GU_1314/00006	64,300.00

5 Make A/c Entry

6

Message from webpage

All Non Transferred Entry Would be Transferred to A/c Are U Sure?

OK Cancel

PROPRIETARY

4.9) Refund Status:

Purpose: This form used for to monitor and update the student refund cheque status either processed or given to student or not.

Procedure:

How to write off the student balance fee?

- 1.1) Go to the “**FEE**” module.
- 1.2) Select the “**REFUND STATUS**” form.
- 1.3) Select the available fields on which you want to make search.
- 1.4) Click the “Search” button.
- 1.5) Select the record and enter the “Issue Date”.
- 1.6) Click the “Update” button.

The screenshot illustrates the SIMWEB FEE MODULE REFUND STATUS interface. It features a navigation bar with 'SIMWEB', 'FEE MODULE', and 'REFUND STATUS'. Below the navigation bar, there are tabs for 'Employee', 'Fee', 'Hostel', 'Inventory', 'Library', 'Mess', and 'Student'. The 'Fee' tab is active. A 'Quick Links' section contains various options, with 'Refund Status' highlighted. A search form is visible, showing 'Available fields(s) for search : 12' with a list of fields including 'Refund Date' (checked). The search form also includes a 'Refund Date From' field (01/04/2011) and a 'To' field (27/07/2013). A 'Search' button is at the bottom right.

4



Refund Master Search Result

1044 records out of 1044

S.N	College	Session	Admission No	Student Name	Bank Name	Chq Date	Chq No	Chq Amount	Issue Date	Pro
<input checked="" type="checkbox"/>	GU	2009-2010	2009MCA078	Aabid Khan	PNB 93-45914	28/09/2012	409917	14300	<dd/MM/yyyy> 15 MC	
<input type="checkbox"/>	GU	2008-009	2008EC103	Aadi Shlok	PNB 93-45914	29/08/2012	893915	22300	July 2013 Mo Tu We Th Fr Sa Su 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4	
<input type="checkbox"/>	GU	2011-2012	2011FFF004	Aaditya Pratan S	PNB 93-45914	19/10/2012	750549	90075	<dd/MM/yyyy> 15 MC	
<input type="checkbox"/>	GU	2008-009	2008EEE038	Aaditya Vashishth	PNB 93-45914	04/09/2012	409683	14300	<dd/MM/yyyy> 15 MC	
<input type="checkbox"/>	GU	2011-2012	2011EC165	Aakansha Agarw	PNB 93-45914	22/09/2012	409824	164775	<dd/MM/yyyy> 15 MC	
<input type="checkbox"/>	GU	2011-2012	2011IT030	Aakash Shivabch	PNB 93-45914	27/07/2012	554886	8000	<dd/MM/yyyy> 15 MC	
<input type="checkbox"/>	GU	2008-009	2008CS024	Aashish Kumar	PNB 93-45914	03/08/2012	204640	25300	<dd/MM/yyyy> 15 MC	
<input type="checkbox"/>	GU	2011-2012	2011CE019	Aashish Kumar	PNB 93-45914	07/09/2012	409759	14000	<dd/MM/yyyy> 15 MC	
<input type="checkbox"/>	GU	2010-11	2006EEE362	Aasim Mazahir K	PNB 93-45914	11/07/2012	534356	8000	<dd/MM/yyyy> 15 MC	
<input type="checkbox"/>	GU	2010-11	2006EEE755	Aayush Chaudha	PNB 93-45914	28/09/2012	750131	8000	<dd/MM/yyyy> 15 B.T	

Update Total Cheque: 1044 Issued: 2 Pending: 1042

6

PROPRIETARY

4.10) Fee Waiver / discount:

Purpose: This form used for waive the student balance dues.

Procedure:

How to write off the student balance fee?

- 1.1) Go to the “FEE” module.
- 1.2) Select the “FEE WAIVER/DISCOUNT” form.
- 1.3) Click the “New Entry” button.
- 1.4) Enter student admission number and press “Enter”.
- 1.5) Select the “Due Date range”. (By default it shows current financial year date range).
- 1.6) Select the Fee head and enter the amount you want to waive off.
- 1.7) Click the “Save” button.

The screenshot shows the SIMWEB interface for the FEE WAIVER/DISCOUNT form. The navigation path is SIMWEB > FEE MODULE > FEE WAIVER/DISCOUNT. The main menu includes options like Fee, Hostel, Inventory, Library, Mess, and Student. The 'Fee' menu is expanded, showing 'Fee Waiver/Discount' as option 2. The 'Fee Waiver/Discount' form is displayed with the following fields and callouts:

- 1:** 'Fee' menu item in the top navigation bar.
- 2:** 'Fee Waiver/Discount' link in the Quick Links section.
- 3:** 'New Entry' button at the bottom of the form.
- 4:** 'Admission No' field containing '2011CS022'.
- 5:** 'Dues Date From' and 'To' fields showing '01-04-2019' and '31-03-2020'.
- 6:** A table with one row:

Due Date	Head Name	Amount	Waiver Amt	Detail
02 Sep 2013	Other Fee	20000	20000	Show Detail
- 7:** 'Save' button at the bottom of the form.

How to cancel the saved Fee Waiver statement?

- 1.1) Click the “Edit” button.

- 1.2) Click the “Cancel Waiver Statement” check box.
- 1.3) Click the “Save” Button.

The screenshot shows a web application interface for managing waiver statements. At the top, there are input fields for 'Reference No' (201311010001) and 'Waiver Date' (01/11/2013). Below these are 'FY Ref No' (GU_1314/00004) and a 'Cancel Waiver Statement' checkbox, which is highlighted with a red circle labeled '2'. A 'Remark' field is also present. To the right, there is a 'Waiver Data' section with 'Dues Date From' (01-04-2019) and 'To' (31-03-2020) dropdowns, and a 'Total 1 record(s) found' indicator. Below the form is a table with columns: 'Due Date', 'Head Name', 'Amount', 'Waiver Amt', and 'Detail'. The first row shows '02 Sep 2013', 'Other Fee', '20000', and '20000'. At the bottom of the form are buttons for 'New Entry', 'Edit', and 'Print', along with a 'Go to Reference No.' field. A red circle labeled '1' is placed over the 'Edit' button. Below the main form area, there is a separate box containing 'Save', 'Cancel', and 'Print' buttons, with a red circle labeled '3' over the 'Save' button.

How to make account entry of Fee Waiver?

1. Go to the “Search Tab “
2. Select the available fields on which you want to make search.
3. Click the “Search Button”.
4. Select the record by ✓ from the search result grid.
5. Click the “Make A/C Entry” button.
6. Click the “OK’ button on message display box.

The screenshot shows the 'Search' tab of the application. At the top, there is a 'Fee Search' section with a 'Search Result' tab. Below this, there are radio buttons for 'Basic' (selected) and 'Advance' search. A list of 'Available fields(s) for search : 27' is shown on the left, with checkboxes for various fields. 'Waiver Date' is checked and highlighted with a red circle labeled '2'. To the right of the list, there are 'Waiver Date From' (01/09/2013) and 'To' (01/12/2013) input fields. At the bottom left is a 'Save Fields' button, and at the bottom right is a 'Search' button, which is highlighted with a red circle labeled '3'. A red circle labeled '1' is placed over the 'Search' tab at the top.

Fee Waiver Search Search Result

FeeWaiver Account Entry Transferred Successfully Report Type Custom Report Print

A/C Entry a ready made Canceled 3 records out of 3

S.N	Ref No	Ref Date	Admission No	Student Name	FY Ref No	Amount	Authority	Remark	College	Session	Program
1	201306100001	10/06/2013	2015GU02001	Ritash	GU_1314/00001	1,000.00	rahul		GU	2015	B.Tech
2	201306120001	12/06/2013	2015ABE502002	Rahultesting	GU_1314/00002	500.00	rahul		GU	2015	ECE
3	201306240001	24/06/2013	2016GU12001	Sameer	GU_1314/00003	10,000.00			GU	2016	B.ARC

4

5

Make A/c Entry

Message from webpage

All Non Transferred Entry Would be Transferred to A/c Are U Sure?

6

OK Cancel

4.11) Registration Fee:

Purpose: This form used to collect the Prospectus and Registration fee from student.

Procedure:

How to receive the Prospectus and Registration Fee?

- 1.1) Go to the “FEE” module.
- 1.2) Select the “REGISTRATION FEE” form.
- 1.3) Click the “New Entry” button.
- 1.4) Select the “Registration number” and/or Student name.
- 1.5) Enter the amount in Prospectus and Registration Fee Field.
- 1.6) Enter the Collection Center name if you received the amount from other locations.
- 1.7) Enter the details in “Receipt Mode”.
- 1.8) Click the “Save” button.

SIMWEB > FEE MODULE > REGISTRATION FEE

1 Employee **Fee** Hostel Inventory Library Mess Student

2 Quick Links Transactional Populate Master
Common Receipt (General) Fee Write Off
Dues Search Refund Status
Fee Adjustment Waiver/Discount
Fee Funds Transfer Registration Fee
Fee Manipulation Registration Fee Refund

Registration Fee Search Search Result

Registration Fee

Receipt No 20130729000
FY Ref No GU_1314/00016
Receipt Date 29/07/2013

Type ** to search registration no
Type ** to search student name

4 Registration No 1001100829
5 Student Name Vaibhav Raj Kapoor
Prospectus Fee 500
Registration Fee 20000
Total Fee 20500
Collection Center College

Admission No
Reg in College GU
Registration Status Active
Receipt Transferred No
Amount Refunded No

Receipt Mode

S.No	Mode	Bank Name	Cheque/DD No	Cheque/DD Date	Payable At	Amount
1	Cash					
2	Draft		227799	23/07/2013	Inside	

Cash 500 Bank 2000 Cash + Bank 20500 Cancel Registration Fee

3 New Entry Edit Print Go to Receipt No

8 Save Cancel Print

How to cancel the saved Registration Fee?

- 1.1) Click the “Edit” button.
- 1.2) Click the “Cancel Registration Fee” check box.
- 1.3) Click the “Save” Button.

Receipt Mode

S.No	Mode	Bank Name	Cheque/DD No	Cheque/DD Date	Payable At	Amount
1	Cash					500
2	Draft	SBI	223399	23/07/2013	Noida	20000

Cash 500 Bank 20000 Cancel Registration Fee

 Go to Receipt No:

How to make account entry of

Registration Fee?

1. Go to the “Search Tab”
2. Select the available fields on which you want to make search.
3. Click the “Search Button”.
4. Select the record by ✓ from the search result grid.
5. Click the “Make A/C Entry” button.
6. Click the “OK” button on message display box.
7. Select the Bank in which you post your entry and click on “OK” button.

Registrati Search Search Result

Search Basic Advance

Available fields(s) for search : 25

- Payable At
- Program
- Prospectu
- Receipt Date
- Receipt No
- Receipt Refunded(Reg Fee)
- Receipt Transferred(To Main Receipt)
- Registration Date
- Registration Fee
- Remark
- Student Name
- Student Status(Enq/Regs)

Registration Date: From To

Registration Fee Search Search Result

1 Account Entry Transferred Successfully

Registration Fee

Report Type Custom Report Print

1 records out of

A/C Entry already made Canceled

	S/N	Receipt No	Cash Amt	Bank Amt	Online Amt	Pr
Select	1	201307290001	500	20000	0	50

4

5

Make A/c Entry

6

Message from webpage

All Non Transferred Entry Would be Transferred to A/c Are U Sure?

OK Cancel

Select Bank Name

Bank Name

7

- ABES ENGINEERING COLLEGE (EDC- NON RECURRING EXP. A/c)
- ABES ENGINEERING COLLEGE (EDC- RECURRING EXP. A/c)
- Bank Account -45914
- PNB 21-43380
- PNB 93-45914
- PNB Auto Sweep A/c (Romar 0044)
- PNB EDC A/C (0674000102060873)
- PNB ROMAR A\C NO. 0044

4.12) Registration Fee Refund:

Purpose: This form used to refund the Prospectus and Registration Fee to student.

Procedure:

How to receive the Prospectus and Registration Fee?

- 1.1) Go to the “FEE” module.
- 1.2) Select the “REGISTRATION FEE REFUND” form.
- 1.3) Click the “New Entry” button.
- 1.4) Select the “Registration number” and/or Student name.
- 1.5) Enter the amount in “To Be Refund “field for Prospectus and Registration Fee refund.
- 1.6) Enter the All the details of bank, if refund through DD/Cheque.

SIMWEB

FEE MODULE

REGISTRATION FEE
REFUND

- 1.7) Click the “Save” button.

1 Fee

2 Registration Fee Refund

3 New Entry

4 Registration No

Type ** to search registration no

Type ** to search student name

5 To Be Refund

5 To Be Refund

6 Payment Mode

7 Save

Prospectus						Registration					
S.No.	Receipt Number	Date	Received	Refunded	Net Bal	To Be Refund	Received	Refunded	Net Bal	To Be Refund	Total
1	20130510001	11/05/2013	0	0	0	5000	5000	20000	5000	5000	5000

Over All amount

Payment Mode: Cheque

Bank Name: ABES ENGINEERING COLLEGE (EDC)

Date: 11/05/2013

Trn/Cheque No: 256660

Amount: 3000

In Favour Of: shweta



How to cancel the saved Registration Fee Refund?

- 1.1) Click the "Edit" button.
- 1.2) Click the "Cancel Refund" check box.
- 1.3) Click the "Save" Button.

 A screenshot of a web form titled 'Over All amount'. It contains a 'Payment Mode' dropdown menu set to 'Cash', a 'Cash Amount' text box with '2100', and a 'Cancel Refund' checkbox. Below the form are buttons for 'New Entry', 'Edit', and 'Print'. To the right is a 'Go to Refund No' field with '201305100001'. At the bottom, there is another set of 'Save', 'Cancel', and 'Print' buttons. Red circles with numbers 1, 2, and 3 are placed over the 'Edit' button, the 'Cancel Refund' checkbox, and the bottom 'Save' button respectively.

How to make account entry of

Registration Fee Refund?

1. Go to the Search Tab
2. Select the available fields on which you want to make search.
3. Click the Search Button.
4. Select the record by ✓ from the search result grid.
5. Click the "Make A/C Entry" button.
6. Click the "OK" button on message display box.

 A screenshot of a web application's search interface. At the top, there are tabs for 'Registration Fee Refund', 'Search', and 'Search Result'. Below the tabs, there are radio buttons for 'Basic' and 'Advance' search. A list titled 'Available fields(s) for search : 18' contains various fields with checkboxes. The 'Refund Date' field is checked. To the right, there are date pickers for 'Refund Date From' (11/05/2013) and 'To' (11/05/2013). At the bottom, there are 'Save Fields' and 'Search' buttons. Red circles with numbers 1, 2, and 3 are placed over the 'Search' tab, the 'Refund Date' checkbox, and the 'Search' button respectively.

Registration Fee Refund

A/c Entry already made Canceled

Account Entry Transferred Successfully

Cash Amt: **22,10** Inline Amt: **0.00** Total Amt: **27,100.00** 3 records o

	S.N	Registration No	Admission No	Student Name	Ref No	FY Ref No	Refund Date	Payment Mode	Bank N
<input checked="" type="checkbox"/>	1	1001200817	2013ABES03006	bhawna	201305100001	ABES_1314/00001	10/05/2013 12:00:00 AM	Cash	
<input checked="" type="checkbox"/>	2	1001200817	2013ABES03006	bhawna	201305110001	ABES_1314/00002	11/05/2013 12:00:00 AM	Cash	
<input checked="" type="checkbox"/>	3	1001200817	2013ABES03006	bhawna	201305110002	ABES_1314/00003	11/05/2013 12:00:00 AM	Cheque	PNB 93

Message from webpage

All Non Transferred Entry Would be Transferred to A/c
Are U Sure?

4.13) Scholarships (Samaj Kalyan etc.):

Purpose: This form used to entry of scholarship form fills by student.

Procedure:

How to fill the Scholarship form?

- 1.1) Go to the “**FEE**” module.
- 1.2) Select the “**SCHOLARSHIPS (SAMAJ KALYAN ETC.)**” form.
- 1.3) Click the “New Entry” button.
- 1.4) Enter Admission Number and press “Enter”.
- 1.5) Fill the data in Scholarship Details like Demand of Scholarship amt, Family Income and Demand from.
- 1.6) Click the “Save” button.



2

Scholarship (Samaj Kalyan Etc.)

Scholarship Form
Scholarship Form Status
Search
Search Result

Student		College		Enroll. No		Admi Status	
Admission No	2011CS022	College	GU	Enroll. No		Admi Status	Active
Student Name	Nancy Agarwal	Session	2011-2012	Roll No	1103210083	Sub Status	Regular
Father's Name	Padam Chand Agarwal	Program	B.Tech. (CS)	Fee Category	Counseling	Quota	General
Account ID		Semester	Sem IV	Monthly Income	Above 30000	Sub Quota	

Scholarship Details

Reference No.	201307060001	Apply Date	06/07/2013
FY Ref No.	GU 1314/00004		
Demand of Schl Amt	60000		
Family Yearly Income	10000		
Demand From	College		
Amount Received	No		
Remark			

Cancel Scholarship Demand

New Entry
Edit
Go to Receipt No.



How to make the history of form accept/reject by the Scholarship Department?

1. Go to the “Scholarship Form Status “Tab.
2. Select the record according the parameter.
3. Select the record.
4. Enter the “Accept/Reject remark” and click on “Accept” button when form accept by the department else click on “Reject” button.

The screenshot shows the 'Scholarship Form Status' application. At the top, there is a search bar and a 'Search Result' tab. Below this, there are several filter fields: 'Session' (2013-14), 'Program', 'Semester', 'Quota', 'Sub Quota', 'Demand From', 'Admission No.', 'Student Name', and radio buttons for 'Accepted', 'Rejected', and 'Pending'. A 'Search Status' button is located to the right of these filters.

Below the filters is a table titled 'Existing Items' with the following columns: S.No., Student Name, Admission No., Apply Date, Demand From, Amount, Family Income, Form Status, Acc./Rej Status, Acc./Rej Date, Acc./Rej By, and Session. The table contains two records:

S.No.	Student Name	Admission No.	Apply Date	Demand From	Amount	Family Income	Form Status	Acc./Rej Status	Acc./Rej Date	Acc./Rej By	Session
1	Krunal Soni	2013ABESWE001	03/05/2013	District Welfare Office	10,000.00	100,000.00	Applied	Pending			2013-1
2	pulki	2013ABESWE002	10/05/2013	District Welfare Office	50,000.00	100,000.00	Applied	Pending			2013-1

At the bottom of the interface, there is an 'Accept/Reject Remark' text area, an 'Apply Date' field (set to 09/07/2013), and 'Accept' and 'Reject' buttons.

4.14) Scholarships On Dues:

Purpose: This form used to the scholarship amount given by college and adjust on student balance dues.

Procedure:

How to adjust the scholarship amount given by college on student balance fee?

- 1.1) Go to the “**FEE**” module.
- 1.2) Select the “**SCHOLARSHIP ON DUES**” form.
- 1.3) Click the “New Entry” button.
- 1.4) Enter student admission number and press “Enter”.
- 1.5) Select the Due Date range. (By default it shows current financial year date range).
- 1.6) Select the Fee head and enter the amount you want to adjust.
- 1.7) Click the “Save” button.

SIMWEB

FEE MODULE

SCHOLARSHIPS ON DUES

1

2

3

4

5

6

Employee Fee Hostel Inventory Library Mess Student Tr

Quick Links

Common Receipt (General) Fee Write Off

Dues Search Refund Status

Fee Adjustment Fee Waiver/Discount

Fee Funds Transfer Registration Fee

Fee Manipulation Registration Fee Refund

Fee Receipt Scholarship (Samaj Kalyan Etc.)

Fee Refund Scholarship on Dues

Scholarship on Dues

Admission No 2011CS222 College GU Enroll No Adm Status Active

Student Name Nancy Agarwal Session 2011-2012 Roll No 1103210003 Sub Status Regular

Father's Name Padam Chand Agarwal Program B.Tech. (CS) Fee Category Compulsory Quota General

Account ID Semester Dem IV Monthly Income Sub Quota

Reference No 201309030001 Start Date 03/09/2013 Scholarship Data Due Date From 01-04-2019 To 31-03-2020 Total 1 record(s) found.

Due Date	Name	Amount	Sch Amount	Detail
02 Sep 2013	Other Fee	60000	30000	Show Detail

FY Ref No GU_1314/00004 Cancel Scholarship Statement

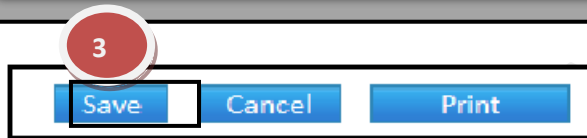
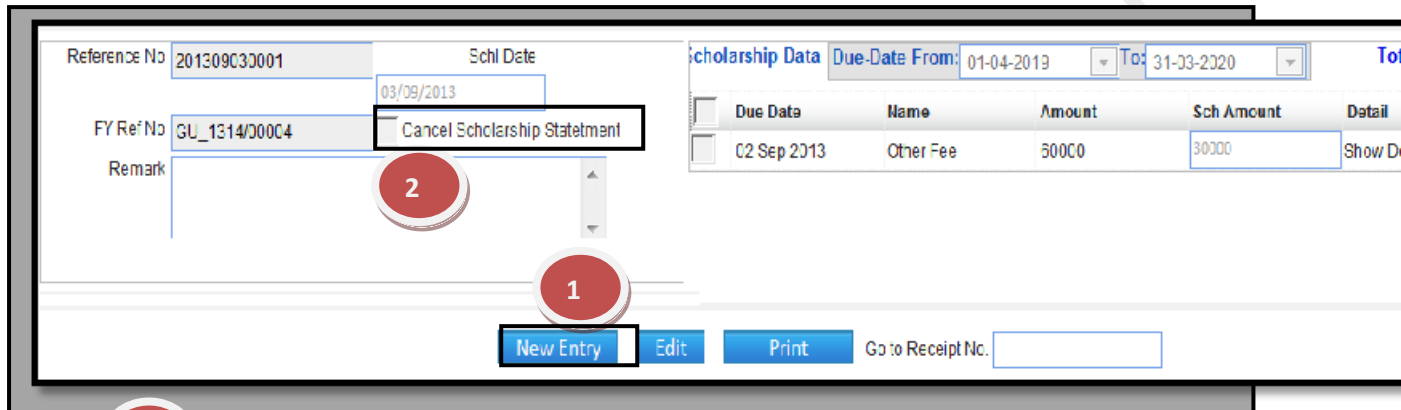
Remark

New Entry Edit Print Go to Receipt No



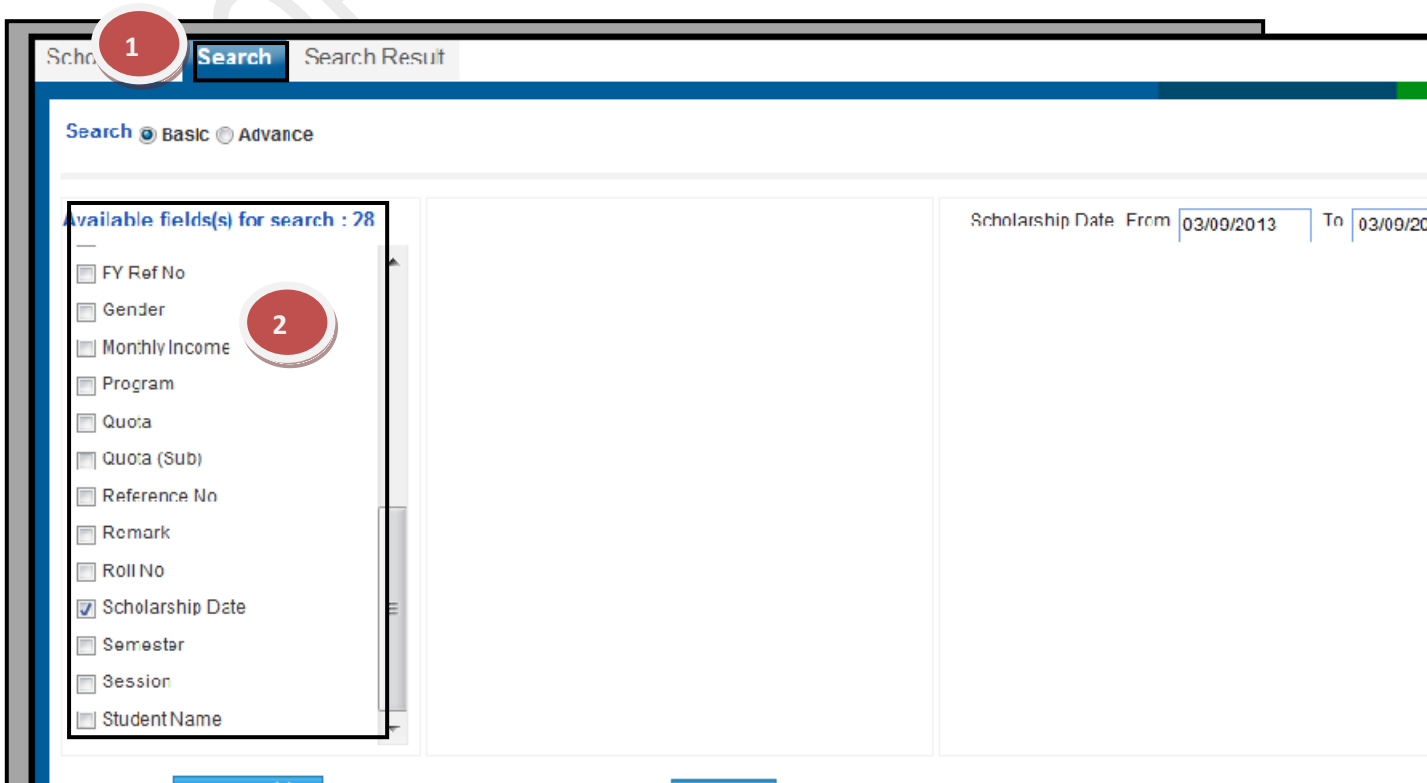
How to cancel the saved Scholarship on Dues statement?

- 1.1) Click the “Edit” button.
- 1.2) Click the “Cancel Scholarship Statement” check box.
- 1.3) Click the “Save” Button.



How to make account entry of Scholarship on Dues?

1. Go to the Search Tab
2. Select the available fields on which you want to make search.
3. Click the Search Button.
4. Select the record by ✓ from the search result grid.
5. Click the “Make A/C Entry” button.
6. Click the “OK’ button on message display box.





Scholarship Search Search Result

Scholarship On Dues Search

Account Entry Transferred Successfully

Report Type Custom Report

A/C Entry already made Canceled

1 records out

	S.N	Ref No	Ref Date	Admission No	Student Name	FY Ref No	Amount	Authority	Remark	College	Session	Prog
<input checked="" type="checkbox"/>	1	201309030001	03/09/2013	2011CS022	Nancy Agarwal	GU_1314/00004	30000	amitgarg		GU	2011-2012	B.T

Make A/c Entry



Message from webpage

? All Non Transferred Entry Would be Transferred to A/c Are U Sure?

OK Cancel



PROPRIETARY

4.15) Student Reward:

Purpose: This form used to give award to student in form of money or medal.

Procedure:

How to give award to student?

- 1.1) Go to the “**FEE**” module.
- 1.2) Select the “**STUDENT REWARD**” form.
- 1.3) Click the “New Entry” button.
- 1.4) Enter student admission number and press “Enter”.
- 1.5) Select the award “Related To”.
- 1.6) Select the Payment mode, Payment on Account of and fill the amount if we give award in form of money.
- 1.7) Select the “Medal” amount if we give award in form of Medal.
- 1.8) Enter the details of circular like circular no, date, award for, award given by and its description.
- 1.9) Click the “Save” button.

SIMWEB

FEE MODULE

STUDENT REWARD

1 Fee

Quick Links

- Common Receipt (General)
- Dues Search
- Fee Adjustment
- Fee Funds Transfer
- Fee Write Off
- Refund Status
- Fee Waiver/Discount
- Registration Fee
- 2** Student Reward
- Add Cheque Bounce Info
- Dues Creation
- Misc. Dues Creation

3 New Entry

4 Admission No: 2008EEEE038

Student Name: Aaditya Vashisht

Father's Name: Krishan Dut Sharma

Account ID: 0674001500045484

College: GU

Session: 2008-009

Program: B.Tech. (EEE)

Semester: Sem VIII

Enroll. No: 080322108979

Roll No: 080321348

Fee Category: Counseling

Monthly Income: Below 10000

Adm Status: Alumni

Sub Status: Regular

Quota: General

Sub Quota:

5 Payment Mode: Cash

Cash Amount: **6** 5000

Pymt on account of: Scholarship

Remark: Testina

Ref No: 201307300001

FY Ref No: GU_1314/00003

Date: 30/07/2013

Advance Payment:

Circular Detail

CircularNo:

Award For:

Award Given By:

Related To:

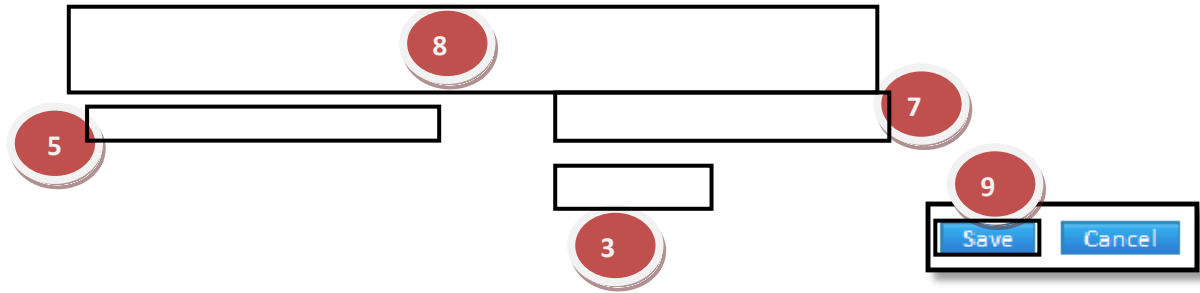
CircularDate: 30/07/2013

Award Amount: 0

Award Description:

Medal:

Cancel Reward:



How to cancel the saved Student Reward?

- 1.1) Click the “Edit” button.
- 1.2) Click the “Cancel Reward” check box.
- 1.3) Click the “Save” Button.

Circular Detail

CircularNo	GU\REG\001	CircularDate	31/07/2013
Award For	College Ranker	Award Amount	5000
Award Given By	Director Sir	Award Description	Ranking in College
Related To	Payment	Medal	

Buttons:

How to make account entry of Student Reward?

1. Go to the Search Tab
2. Select the available fields on which you want to make search.
3. Click the Search Button.
4. Select the record by ✓ from the search result grid.
5. Click the “Make A/C Entry” button.
6. Click the “OK’ button on message display box.

Stude Search Result

Search Basic Advance

Available fields(s) for search : 37

- Gender
- Month
- Program
- Pymt on account of
- Quota
- Quota (Sub)
- Reference No
- Remark
- Reward Date
- Roll No
- Semester
- Session
- Student Name

Reward Date From To



Student Reward Search Search Result

Account Entry Transferred Successfully

Student Reward Report Type Custom Report

A/C Entry already made Canceled 1 record

	S.N	Ref No	Ref Date	Admission No	Student Name	fy Ref No	Pymt On A/c Cf	Pymt Mode	Bank Name	Ch/
<input type="checkbox"/>	1	201307310001	31/07/2013	2012CS021	Anurima Chatterjee	GU_1314/00004	Scholarship	Cash		

Make A/c Entry



Message from webpage

? All Non Transferred Entry Would be Transferred to A/c Are U Sure?

6

OK Cancel

PROPRIETARY

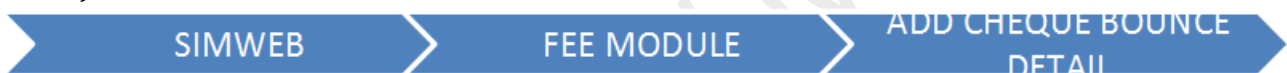
4.16) Add Cheque Bounce Detail:

Purpose: This form used for entry of Cheque/DD received by college or given by college bounce by bank.

Procedure:

How to make entry of cheque bounce?

- 1.1) Go to the “FEE” module.
- 1.2) Select the “**ADD CHEQUE BOUNCE DETAIL**” form.
- 1.3) Click the “New Entry” button.
- 1.4) Enter “Cheque Number” and press “Enter”. All information related with the cheque number shown below.
- 1.5) Select the “Head Name” and enter the amount in “Revert Amt” field as per the amount you want to revert.
- 1.6) Click the “Save” button.



1 Fee Hostel Inventory Library Mess Student Transport Utilities

Quick Links

- Common Receipt (General)
- Dues Search
- Fee Adjustment
- Fee Funds Transfer
- Fee Manipulation
- Fee Receipt
- Fee Write Off
- Refund Status
- Fee Waiver/Discount
- Registration Fee
- Registration Fee Refund
- Scholarship (Samaj Kalvan Etc.)
- Student Ward
- 2** Add Cheque Bounce Info
- Dues Creation
- Misc. Dues Creation
- Student Excess Fee Entry
- Fee Head Master

4 Add Cheque Bounce Info

Cheque Detail Search Search Result

Enter Cheque Number: 230004 Bounce Date: 31/07/2013
 Reference No: 201307310001 FY Ref No: GU_1314/00001

Reverse Dues From

Due Date	Head Name	1 Amt	Revert Amt	Detail
06 Aug 2011	Hostel Fee	90000		Show Detail
06 Aug 2011	Hostel Security Fee	15500		Show Detail

5

Refund Detail
 Refund Number: 201307310001 Refund Date: 31/07/2013

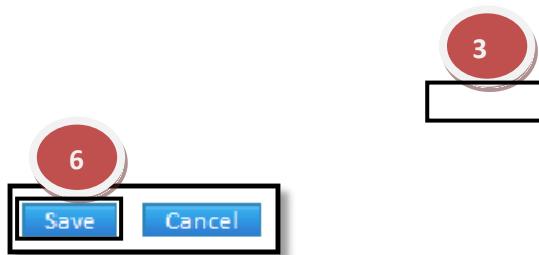
Student Detail
 Admission No: 2011CS021 Session: 2011-2012
 Student Name: Vivek Rashav (X-12) Program: B.Tech. (CS)
 College: GU Sem: Sem IV

Bank Detail
 Bank Name: ABES ENGINEERING COLLEGE (ED) Date: 31/07/2013
 DD/Cheque No: 230004 Amount: 105300

Cancel Cheque Bounce

Remarks

Cheque detail have been updated successfully..



How to cancel the saved Add Cheque Bounce Detail?

- 1.1) Click the “Edit” button.
- 1.2) Click the “Cancel Cheque Bounce” check box.
- 1.3) Click the “Save” Button.

Bank Detail

Bank Name: ENGINEERING COLLEGE (ED) Date: 31/07/2013

DD/Cheque No: 230004 Amount: 105500

Cancel Cheque Bounce

Remarks

New Entry Edit

Save Cancel

How to make account entry of Add Cheque Bounce Detail?

1. Go to the Search Tab
2. Enter the Cheque Number.
3. Click the Search Button.
4. Select the record by ✓ from the search result grid.
5. Click the “Make A/C Entry” button.
6. Click the “OK’ button on message display box.

Add Cheque Bounce Info

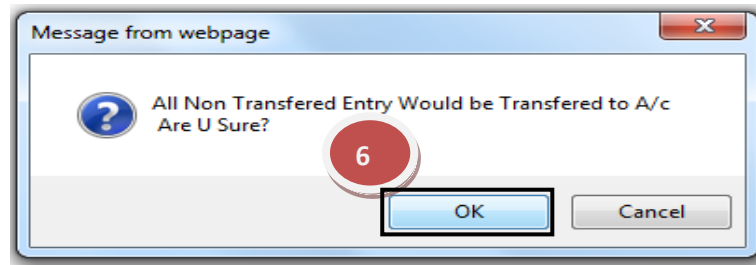
Cheque No Search Search Result

Search Cheque Number Search

Cheque Detail		Search	Search Result			
Existing Items			Account Entry Transferred Successfully		Reg	
<input checked="" type="checkbox"/>	A/C Entry already made	<input checked="" type="checkbox"/>	Canceled			
<input checked="" type="checkbox"/>	Select	S.N	ChequeNo	Bounce Date	Bank Name	Cheque Date
<input checked="" type="checkbox"/>	Select	1	230004	31/07/2013	ABES ENGINEERING COLLEGE (EDC- NON RECURRING EXP. A/c)	31/07/2013

4

5



4.17) Dues Creation:

Purpose: This form used to map the fee structure i.e. creation of dues on Student for particular year.

Procedure:

How to create dues on student through dues creation?

- 1.1) Go to the “FEE” module.
- 1.2) Select the “**DUES CREATION**” form.
- 1.3) Select the record according the criteria like session, program, category, quota, admission no and student name.
- 1.4) Select the “Dues for Yr” for dues of particular year.
- 1.5) Click the “Show” button.
- 1.6) Select the record by ✓ from the search result grid.
- 1.7) Click the “Update” button.
- 1.8) If you want to clear the criteria and search result, click the “Clear” button.

SIMWEB
FEE MODULE
DUES CREATION

Empl
1 **Fee**
Hostel
Inventory
Library
Mess
Student
Transport
Utilities

Quick Links
■ Transactional
 ■ Populate
 ■ Master
 ■ Others

Common Receipt (General)	Fee Write Off	Student Reward
Dues Search	Refund Status	Request Bounce Info
Fee Adjustment	Fee Waiver/Discount	Dues Creation
Fee Funds Transfer	Registration Fee	Misc. Dues Creation
Fee Manipulation	Registration Fee Refund	Student Excess Fee Entry
Fee Receipt	Scholarship (Samaj Kalyan Etc.)	Fee Head Master

Dues Creation

Create Dues

College: GU

Session: 2012-2013

Program: B.Tech. (CS)

Semester: Sem II

Category: Direct

Quota: Eranmin Sub Quota:

Status: Active Sub Status: Regular

Gender: Male

Admission No: 2012CS023

Student Name: J. Vignesh

Lateral Non Lateral Entry

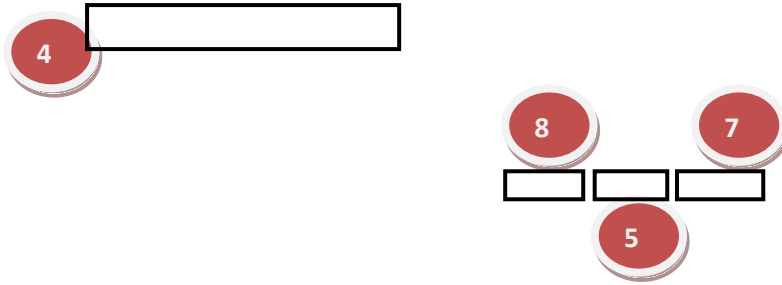
Dues Created Dues Not Created

Dues for Yr: 2013

Student Data ! Fee Structure not defined x UnAuthenticated Structure x Due not created 💰 Due created ! Trans exist

1 records out of 1

Admission No	Student Name	Father name	Roll No	Program	Fee Category	Adm Status
2012CS023	J. Vignesh	S Jaya Raman	12C321C088	B.Tech. (CS)	Direct	Active



4.18) Misc. Dues Creation:

Purpose: This form used to create the dues on student without the fee structure.

Procedure:

How to create dues on student through misc. dues creation?

- 1.1) Go to the “**FEE**” module.
- 1.2) Select the “**MISC. DUES CREATION**” form.
- 1.3) Select the record according the criteria like session, program, category, quota, admission no and student name.
- 1.4) Select the “Fee Head” and type.
- 1.5) Enter amount in “Amount” field and select the “Due Date”.
- 1.6) Click the “Show” button.
- 1.7) Select the record by ✓ from the search result grid.
- 1.8) Click the “Update” button.
- 1.9) If you want to clear the criteria and search result, click the “Clear” button.

SIMWEB

FEE MODULE

MISC. DUES CREATION

Quick Links

- Common Receipt (General)
- Dues Search
- Fee Adjustment
- Fee Funds Transfer
- Fee Manipulation
- Fee Receipt
- Fee Write Off
- Refund Status
- Fee Waiver/Discount
- Registration Fee
- Registration Fee Refund
- Scholarship (Samaj Kalyan Etc.)
- Student Reward
- Cheque Bounce Info
- Creation
- Misc. Dues Creation
- Student Excess Fee Entry
- Fee Head Master

Misc. Dues Creation

Misc Fee

College: GU

Session: 2012-2013

Program: B.Tech. (CS)

Semester: Sem I

Category: Direct

Quota: Brahmin Sub Quota:

Status: Active Sub Status: Regular

Gender: Male

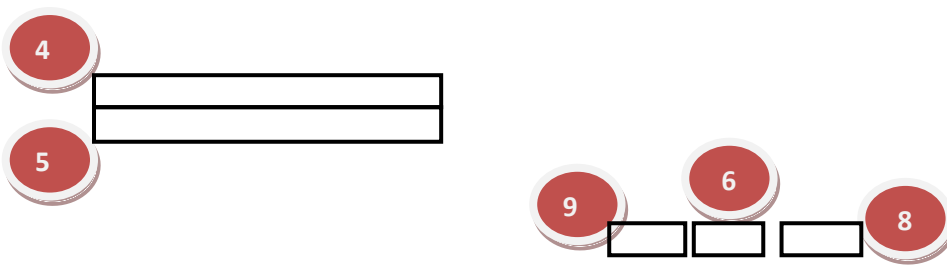
Admission No: 2012CSC025

Student Name: J. Vignesh

Student Data

1 records out of 1

S.N.	AdmissionNo	Student Name	Father name	Roll No	Program	Fee Category	Adm St
1	2012CSC025	J. Vignesh	S Jeya Raman	1203210088	B.Tech. (CS)	Direct	Active



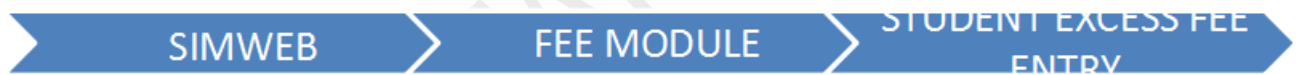
4.19) Student Excess Fee Entry:

Purpose: This form used to make the entry of amount received from other sources like University, Samaj kalyan etc.

Procedure:

How to make entry of amount received from other source?

- 1.1) Go to the “FEE” module.
- 1.2) Select the “**STUDENT EXCESS FEE ENTRY**” form.
- 1.3) Click the “New Entry” Button.
- 1.4) Select the College.
- 1.5) Select/Enter the “Received From”. It means received from which source
- 1.6) Select the “Payment Mode” and enter its related detail.
- 1.7) Click the “Save” button.



Emp 1 Fee Hostel Inventory Library Mess Student Transport Utilities

Quick Links

- Common Receipt (General)
- Dues Search
- Fee Adjustment
- Fee Funds Transfer
- Fee Manipulation
- Fee Receipt
- Fee Refund
- Fee Write Off
- Refund Status
- Fee Waiver/Discount
- Registration Fee
- Registration Fee Refund
- Scholarship (Samaj Kalyan Etc.)
- Scholarship on Dues
- Student Reward
- Add Cheque Bounce Info
- Creation
- Dues Creation
- Student Excess Fee Entry**
- Fee Head Master
- Structure Definition

Student Excess Fee Entry

Excess Fee Search Search Result

Excess Fee Detail

Receipt No 201307300002

Ref No GU_1314/00009

Date 30/07/2013

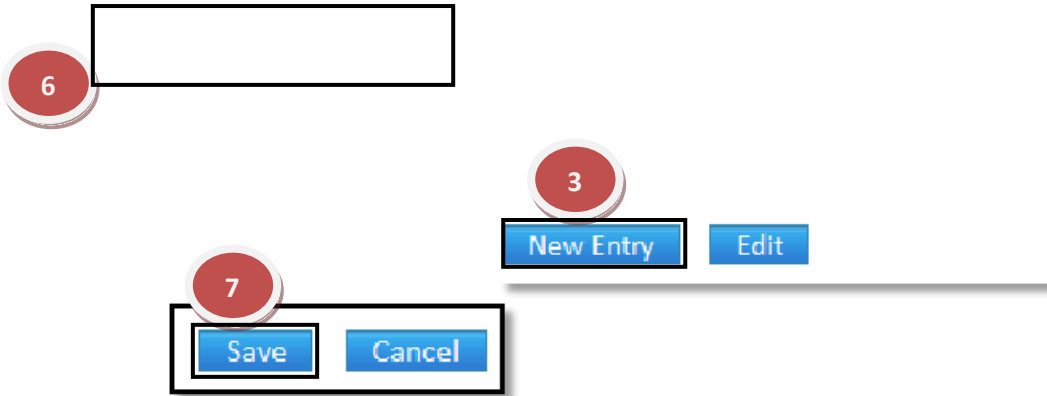
College GU

Received from District: Welfare Office

Payment Mode Cash

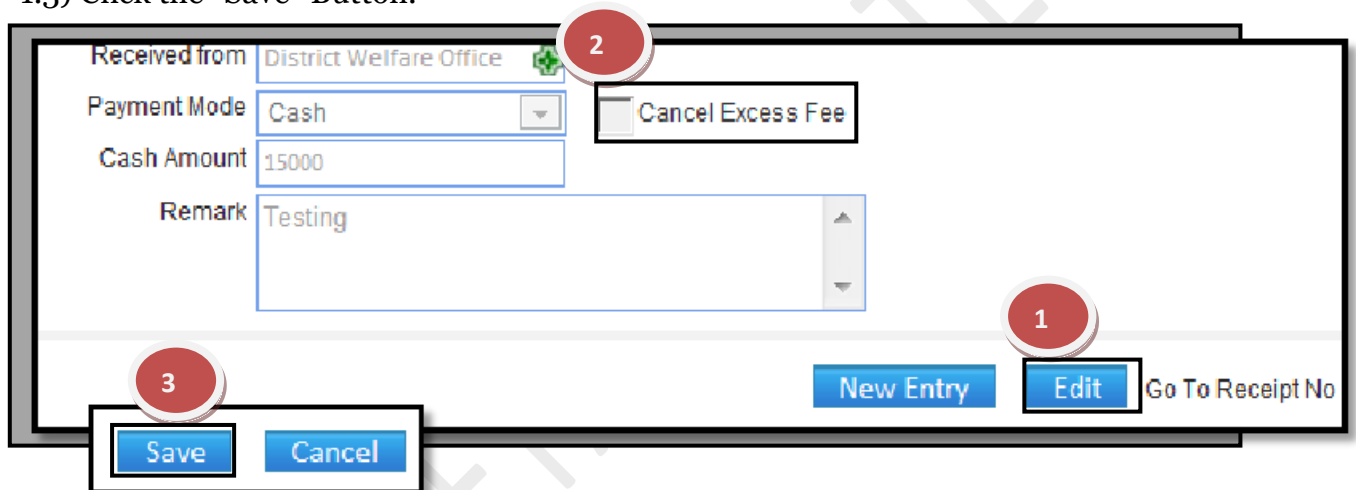
Cash Amount 15000

Remark



How to cancel the saved Student Excess Fee Entry?

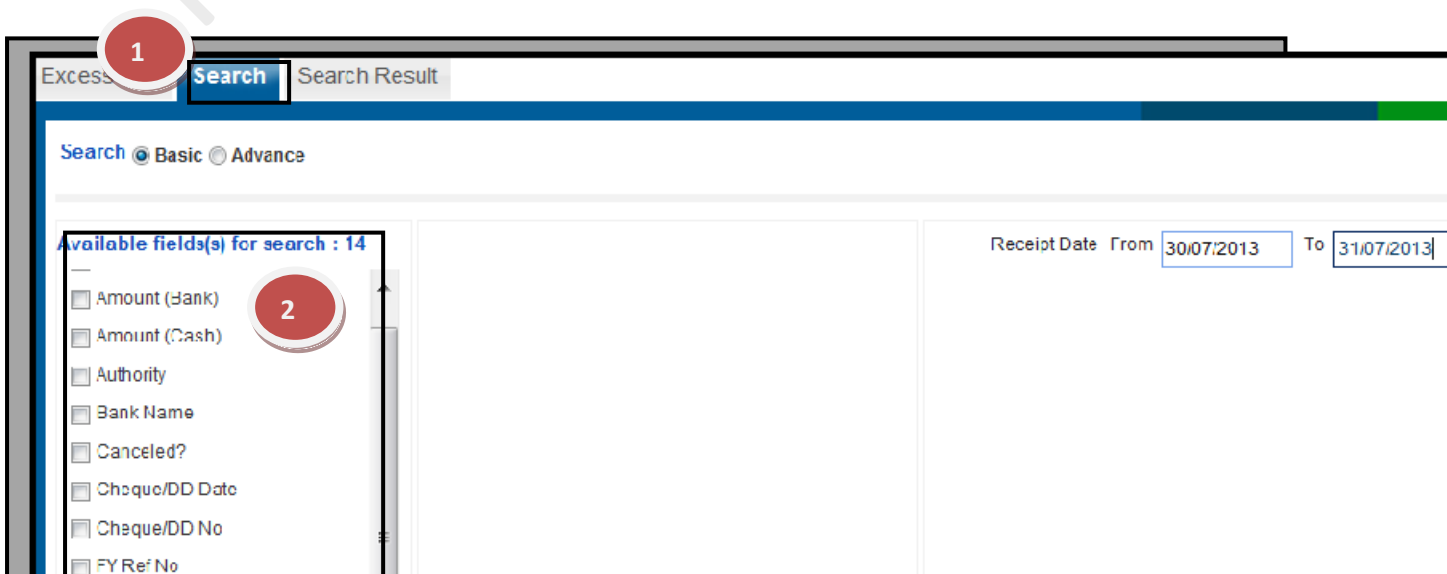
- 1.1) Click the “Edit” button.
- 1.2) Click the “Cancel Excess Fee” check box.
- 1.3) Click the “Save” Button.



How to make account entry of Student Excess Fee

Entry?

1. Go to the Search Tab
2. Select the available fields on which you want to make search.
3. Click the Search Button.
4. Select the record by ✓ from the search result grid.
5. Click the “Make A/C Entry” button.
6. Click the “OK” button on message display box.





Excess Fee Search Search Result

Account Entry Transferred Sucessfully

Existing Items

A/C Entry already made Canceled

	S.N	Ref No	Receipt No	Receipt Date	Fy Ref No	Received From	Payment Mode
<input checked="" type="checkbox"/>	1	201307300001	201307300001	30/07/2013	GU_1314/00008	Academic Security00	Cash
<input checked="" type="checkbox"/>	2	201307300002	201307300002	30/07/2013	GU_1314/00009	District Welfare Office	Cash

Make A/c Entry



Message from webpage

All Non Transferred Entry Would be Transferred to A/c Are U Sure?

OK Cancel



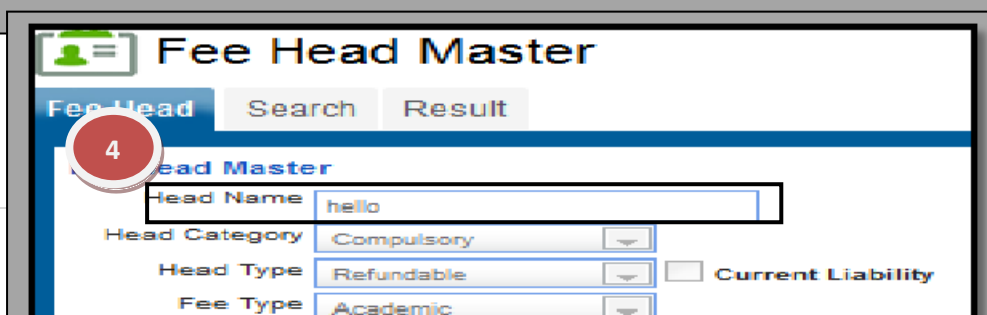
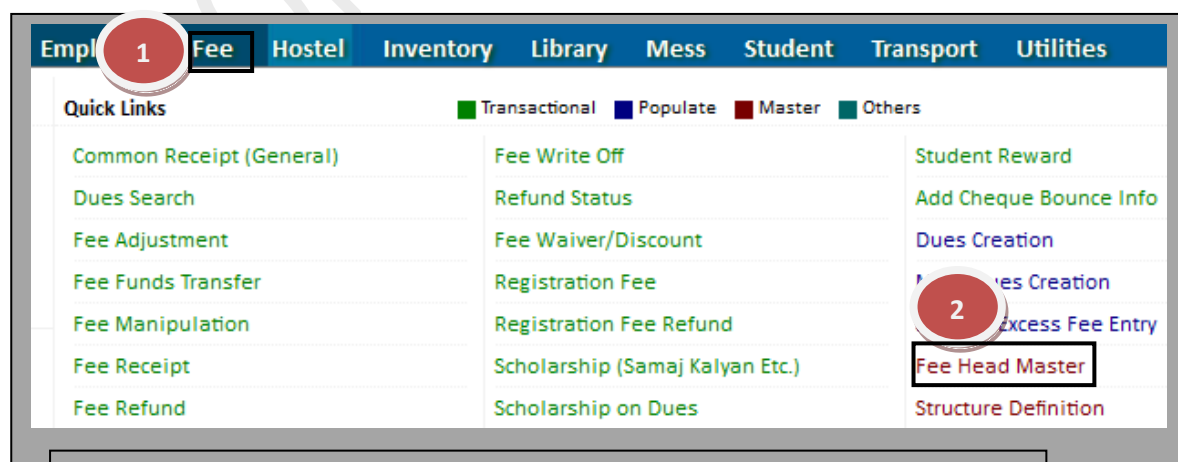
4.20) Fee Head Master:

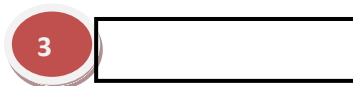
Purpose: This form used to create new Fee Head name with their type and category.

Procedure:

How to add a new Fee Head name in the Fee Head Master?

- 1.1) Select the “**Fee**” module from Menu Bar.
- 1.2) Click the “**Fee Head Master**”.
- 1.3) Click the “**New Entry**” button.
- 1.4) Define “**Head Name**”.
- 1.5) Select “**Head Category**” (Compulsory or Optional), select “**Head Type**” (Non-Refundable or Refundable), select “**Fee Type**” (Academic, Hostel, Transport or Fine), if any fee head required to define current liability then select “**Current liability**”.
- 1.6) Click the “**Up and Down**” button to arrange the sequence of Head Name.
- 1.7) Click the “**Save**” button, it will show message that “**Record Saved successfully**”.





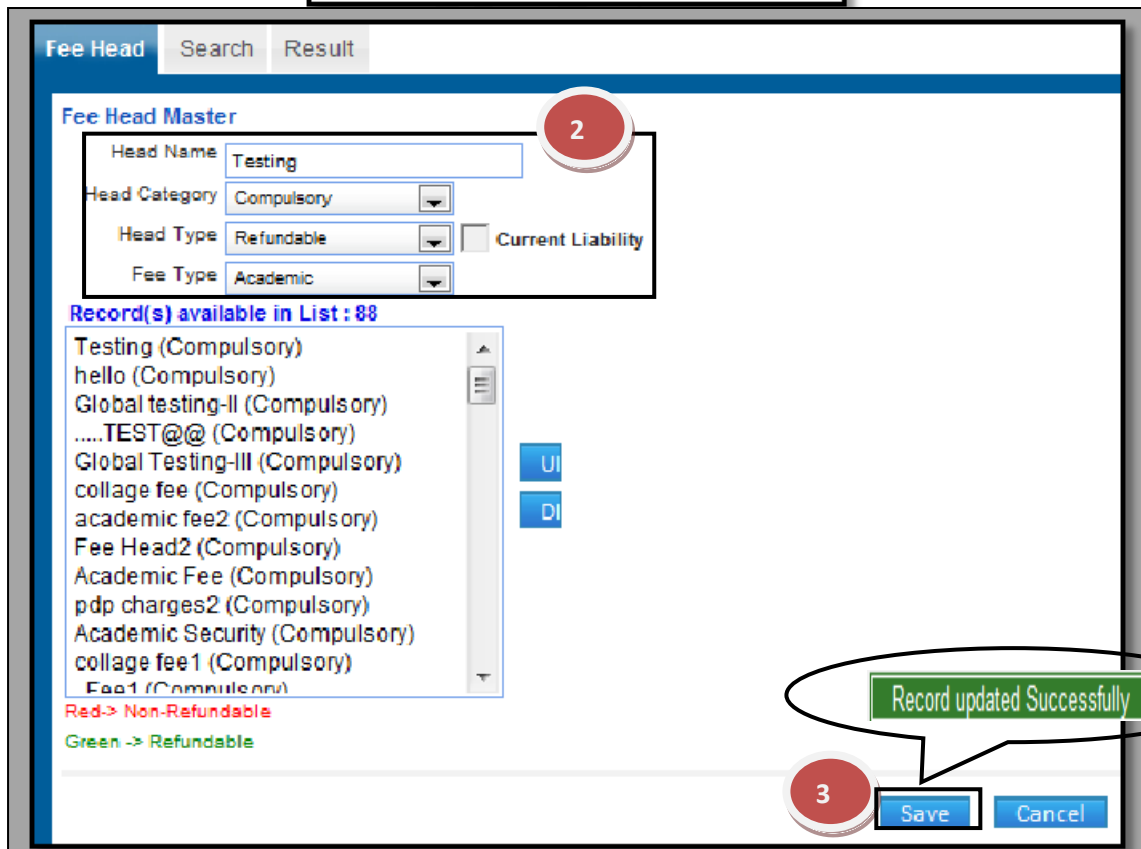
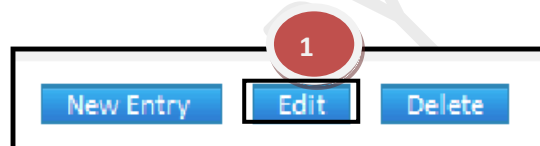
How to edit the Fee Head Master?

Follow above procedure up to step (1.2).

1.1) Click the **“Edit”** button.

1.2) Make the changes in **“Fee Head Master”** as required like (Head Name, Head Category, Head Type, Fee Type).

1.3) Click the Save Button, which will save the changes made by you.

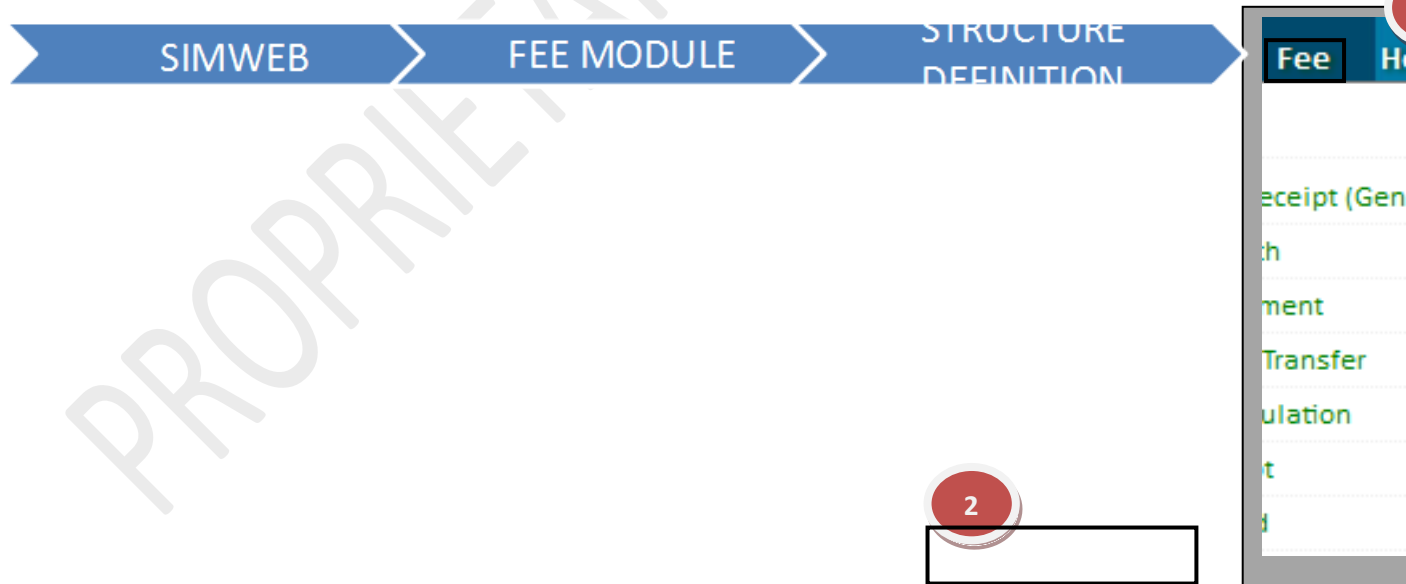


4.21) Structure Definition:

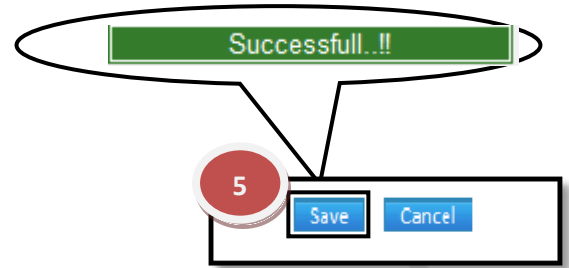
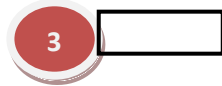
Purpose: This form used to define the fee structure which is applicable for all students according to the category.

Procedure:

- 1.1) Go to the “**FEE**” module.
- 1.2) Select the “**STRUCTURE DEFINITION**” form.
- 1.3) Click the “New Entry” Button.
- 1.4) Select the Session, College, Course, etc for which you have to define the fee structure. Select Month, Date, Head Name and Period and fill the amount.
- 1.5) Click the “Save” Button.



The screenshot shows the 'Structure Definition' form. At the top left, there is a 'Fee Head' tab. The main form area is divided into several sections: 'Fee Structure' with a 'Show Group' dropdown set to '2012-2013>GU>B.Tech. (CE)>Counseling'; 'Details' with fields for 'Year' (2012), 'Month' (Aug), and 'Date' (1); 'Head Name' (Academic Fee) and 'Period' (-Select-); and installation options: 'First Installment' (selected), 'Each Installment', and 'Coustom Installment'. Below these is the 'Head Details' section with an 'Amount' field. On the right, there is a 'Map Group' section with a 'Map Group' button and a tree view showing '2012-2013>GU>B.Tech. (CS)>Counseling' with sub-items for 'B.Tech. (CE)', 'B.Tech. (CS)', 'Counseling', 'Academic Fee', and 'Academic Security'. A 'Report Type' dropdown is set to 'Custom Report' and a 'Print' button is visible. A red circle with the number '4' is overlaid on the 'Head Name' field.



How to edit or makes changes in the Fee Structure?

Follow above procedure up to step (1.2).

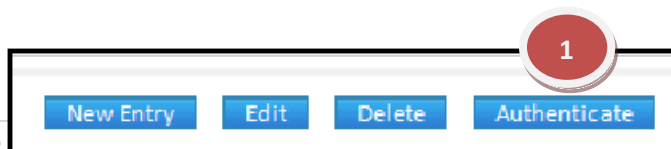
- 1.1) Click the “Edit” Button.
- 1.2) Now you can make the changes in the required fields like college, session, program, hostel name, etc.
- 1.3) Click the Save Button, which will save the changes made on that particular Information changed by you.



Ins No	Due Date	Fee Head	Amount
1	05-08-2013	Academic Fee	15000
2	05-08-2014	Academic Fee	15000
3	05-08-2015	Academic Fee	15000
4	05-08-2016	Academic Fee	15000
5	05-08-2017	Academic Fee	15000

How to authenticate the Fee Structure?

- 1.1) Click the “Authenticate” Button after save the Fee Structure.





PROPRIETARY MATERIAL