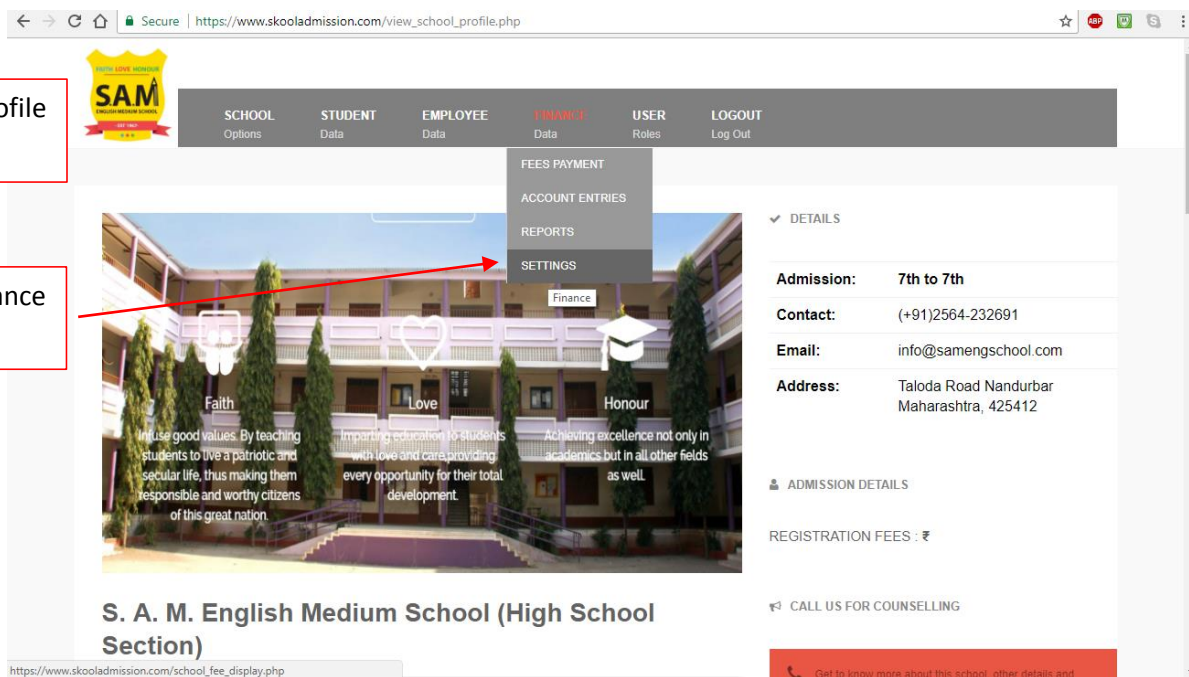
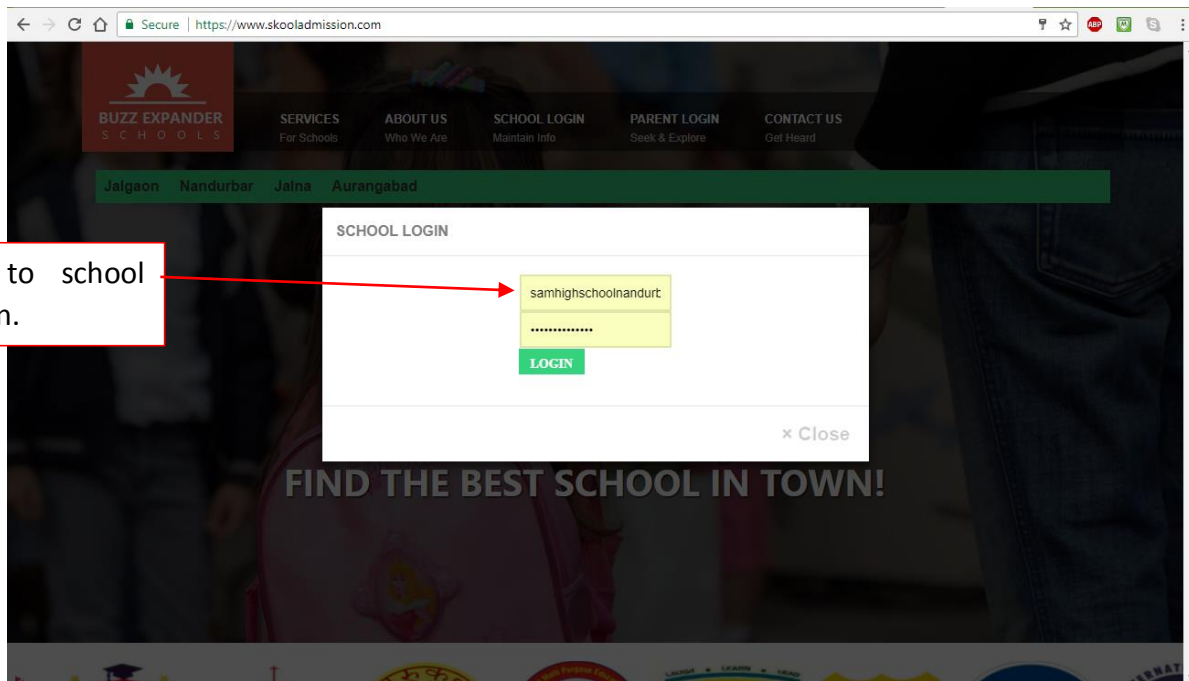


# How to add school fees structure, required ledgers and employee pay slip settings into the software?

- Follow the step by step procedure as mentioned below. Go to [www.skooladmission.com](https://www.skooladmission.com)



Current Session : 2016-2017 (To change, click [HERE](#))

Totals Heads Sub-heads Structure Bank Details

**Bus Fees :**

#	REGION	TRANSPORT CHARGES
1	Akkalkuva	5000
2	Khapar	6000
3	Shahada	7000
4	Taloda	8000

**Common Fees :**

#	HEAD	AMOUNT
1	Computer Fee	1500

**Variable Fees :**

#	HEAD	CLASS	AMOUNT
1	Academic	Play Group	7000
2	Uniform Fee	Play Group	4000
3	Academic	Nursery	8000
4	Books and Notebooks Fee	Nursery	4500

“Totals-tab” displays existing fees structure. For new users this page will be blank

Totals Heads Sub-heads Structure Bank Details

How the fees ledgers need to be maintained?  
(If last option is selected, Further selection has to be made.)

Existing Fee Heads

School Fees Select School Fees Class-wise Section-wise Head / Subhead

SAVE

Select the type of fees ledgers that needs to be maintained

Existing Fee Heads

#	FEE HEAD	HEAD TYPE	RTE	LEDGER OPTION
1	Academic	Variable	No	Subhead-wise
2	Uniform Fee	Variable	Yes	Subhead-wise
3	Computer Fee	Common	No	Head-wise
4	Books and Notebooks Fee	Variable	Yes	Subhead-wise

Add new Fees Head :

\* HEAD  
Name

\* TYPE  
Select Type

\* FEES TAKEN FROM RTE STUDENTS?  
Select Type

SAVE

Existing Fees Head

Next tab is “Heads” where you can add all your fees heads,

Standard wise variable or Common fees for all classes

If your school has RTE students you can use this settings. E.g. if school doesn't take Academic fees from RTE students you select “NO” from the dropdown but if school charges for uniform fees – you have to select “YES”

For marking RTE students E.g. Joshi Aman Sunil is in 2<sup>nd</sup> Std Section A – Go to 2<sup>nd</sup> Std Section A – select check box – Mark/unmark special – Select RTE. To remove RTE mark – Click again mark/unmark special – Select None.

View Edit

CHANGE CLASS MARK/UNMARK SPECIAL MARK/UNMARK DETAINED MARK LEFT

CHANGE NUMBERS SEND MESSAGE ID CARD

# - Detained

#	SID	ROLL NO.	GR NO.	NAME	MESSAGE NO.	DOCUMENTS	
1	A0050078	4	859	Daware Ajinkya Ravindra			<input type="checkbox"/>
	Add Profile		Remarks				
2	A0050015	2	857	Joshi Aman Sunil <b>RTE</b>	U - 8511679718 P - 12345	Upload	<input checked="" type="checkbox"/>
	Edit Profile View Profile		Remarks Bonafide Certificate				
3	A0050076	1	856	Mahajan Arun Anil	U - 9596236532 P - 123456	Upload	<input type="checkbox"/>
	Edit Profile View Profile		Remarks Bonafide Certificate				

Select students to mark them as Special - RTE

Let's continue with finance settings..

BUZZ EXPANDER SCHOOLS

SCHOOL Options STUDENT Data EMPLOYEE Data FINANCE Data LOGOUT Log Out

Fees Salary Ledgers & Vouchers

Current Session : 2016-2017 (To change, click [HERE](#))

Totals Heads Sub-heads Structure Bank Details

Heads Select Fees Head Select Fees Head Academic Uniform Fee Computer Fee Books and Notebooks Fee EDIT

USEFUL LINKS REACH US SKOOLADMISSION STATS

ABOUT SKOOLADMISSION SKOOLADMISSION INC. Website Visits : 73091

Next tab is "Sub-Heads" where you can define sub heads under heads

Google x Skool Admission x  
 https://www.skooladmission.com/school\_fee\_subhead.php

Totals Heads Sub-heads Structure Bank Details

Academic

Edit Sub-heads :

#	SUB-HEAD
1	Tuition Fee
2	Term Fee
3	Development Fee

SAVE CANCEL

Case: 2

\*In case there are no sub heads under "Academic Fees"

Write head name as sub head:-

- Academic Fees

And "Save"

#	SUB-HEAD
1	Academic
2	Select

SAVE CANCEL

USEFUL LINKS REACH US SKOOLADMISSION STATS

ABOUT SKOOLADMISSION SKOOLADMISSION INC. Website Visits : 73097

PRIVACY POLICY 27, Ganapati Nagar, Jamner

Here three sub heads are defined "Academic Fees Head"

- Tuition Fee
- Term Fee
- Development Fee

And "Save"

Case: 2

\*In case there are no sub heads under "Academic Fees"

Write head name as sub head:-

- Academic Fees

And "Save"

Google x Skool Admission x  
 https://www.skooladmission.com/school\_fee\_edit.php

Current Session : 2016-2017 (To change, click [HERE](#))

Totals Heads Sub-heads Structure Bank Details

Bus Fees EDIT

Common Fees Select Fees Head EDIT

Variable Fees Academic Select Fees Head Nursery EDIT

Academic  
 Select Fees Head  
 Academic  
 Uniform Fee  
 Books and Notebooks Fee

Edit Fee Structure :

#	SUB-HEAD	AMOUNT
1	Tuition	6000
2	Development	1000
3	Term	1000

SAVE CANCEL

Case 2:  
 Academic Fees: 8000  
 (No sub Heads)

#	SUB-HEAD	AMOUNT
1	Academic	8000
2	Select	

SAVE CANCEL

+ ADD ROW

"Structure" tab will help you define "Fees Structure" E.g. Academic Fees for Nursery

Tuition Fee - 6000  
 Term Fee - 1000  
 Development Fees- 1000

Case 2:  
 Academic Fees: 8000  
 (No sub Heads)

Google x Skool Admission x

https://www.skooladmission.com/school\_fee\_edit.php

**Bus Fees** [EDIT](#)

**Common Fees**  [EDIT](#)

**Variable Fees**   [EDIT](#)

**Edit Bus Fee Structure :**

#	REGION	TRANSPORTATION
1	<input type="text" value="Akkalkuva"/>	<input type="text" value="5000"/>
2	<input type="text" value="Khapar"/>	<input type="text" value="6000"/>
3	<input type="text" value="Shahada"/>	<input type="text" value="7000"/>
4	<input type="text" value="Taloda"/>	<input type="text" value="8000"/>
5	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>

[SAVE](#) [CANCEL](#) [+ ADD ROW](#)

There is a default bus fees head. You can edit and define region and transportation charges.

Go to Finance tab - select fees payment - sort data as per classes - add bus region for all students

**BUZZ EXPANDER SCHOOLS**

SCHOOL Options | STUDENT Data | EMPLOYEE Data | **FINANCE Data** | LOGOUT Log Out

FEES PAYMENT  
ACCOU Students' Fees  
REPORTS  
SETTINGS

**Fees Payment**

Select One or more criteria to search student :

Mahajan Arun Anil | Roll No / GR No | Nursery | Section

SID

SEARCH CLEAR

Here are the results :

# - Detained

#	SID	CLASS	ROLL NO / GR NO	NAME	BUS REGION	ACTION
1	A0050076 <a href="#">View Profile</a>	Nursery A	1 / 856	Mahajan Arun Anil	Not Defined Change	PAY

https://www.skooladmission.com/school\_fee\_pay.php

Click on the change tab - a pop up will appear with list to select from – select the region and click on set

**Fees Payment**

Select One or more criteria to search student :

Mahajan Arun Anil | Roll No / GR No | Nursery | Section

SID

SEARCH CLEAR

Here are the results :

# - Detained

#	SID	CLASS	ROLL NO / GR NO	NAME	BUS REGION	ACTION
1	A0050076 <a href="#">View Profile</a>	Nursery A	1 / 856	Mahajan Arun Anil	Not Defined Change	PAY

**CHANGE BUS REGION**

Select Region

- Select Region
- Akkalkuva
- Khapar
- Shahada
- Taloda

SET CANCEL

USEFUL LINKS | REACH US | SKOOLADMISSION STATS

ABOUT SKOOLADMISSION | SKOOLADMISSION INC. | Website Visits : 77310

Let's continue with settings again...

**Bank Detail -**  
This is used in  
challan

Add Bank  
name and  
account no if  
school fees are  
paid via  
challan

**Challan Bank Details :**

#	BANK NAME	ACC NO
1	State Bank of India, Jamner	31111893250

**Add new Bank :**

\* BANK NAME  
Name

\* ACCOUNT NUMBER  
Name

**SAVE**

**Salary settings:**  
You can add  
earnings and  
deductions  
head here

**Earnings :**

#	HEAD
1	Basic Pay
2	Grade Pay
3	DA
4	HRA

**Deductions :**

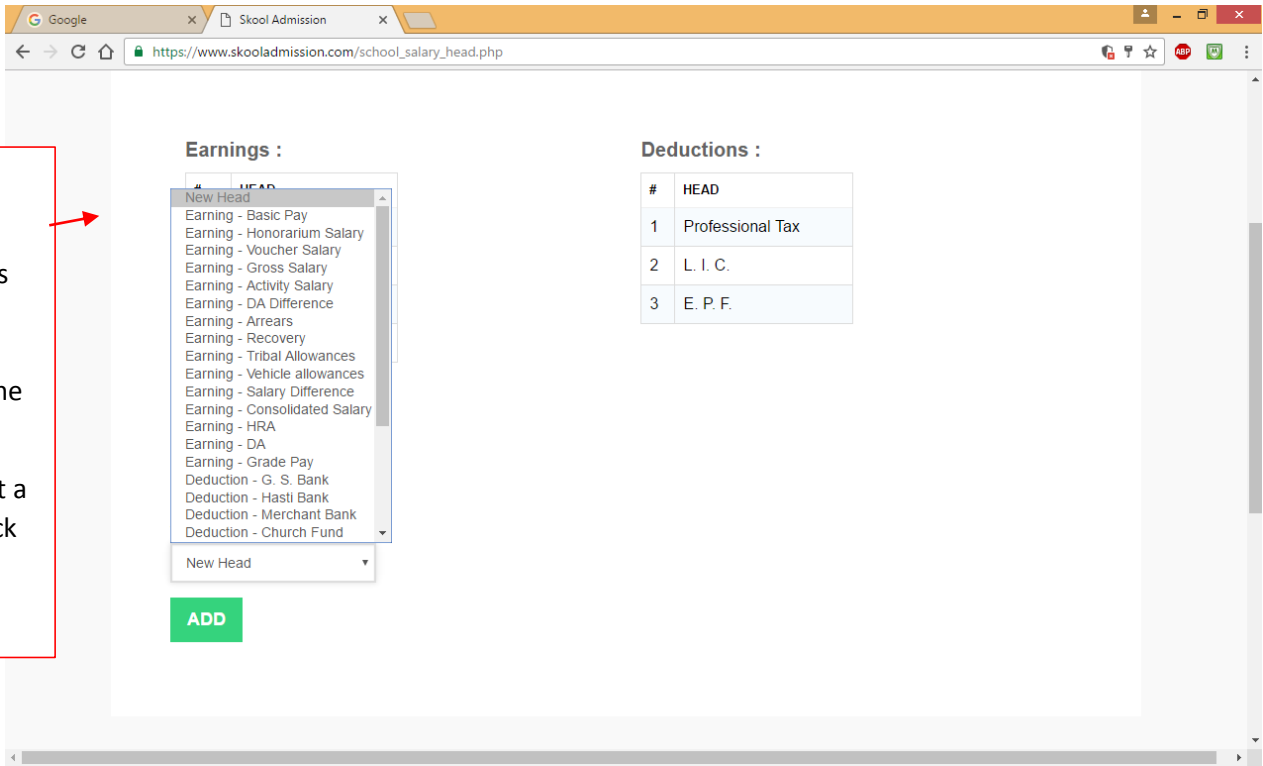
#	HEAD
1	Professional Tax
2	L. I. C.
3	E. P. F.

**Add Salary head :**

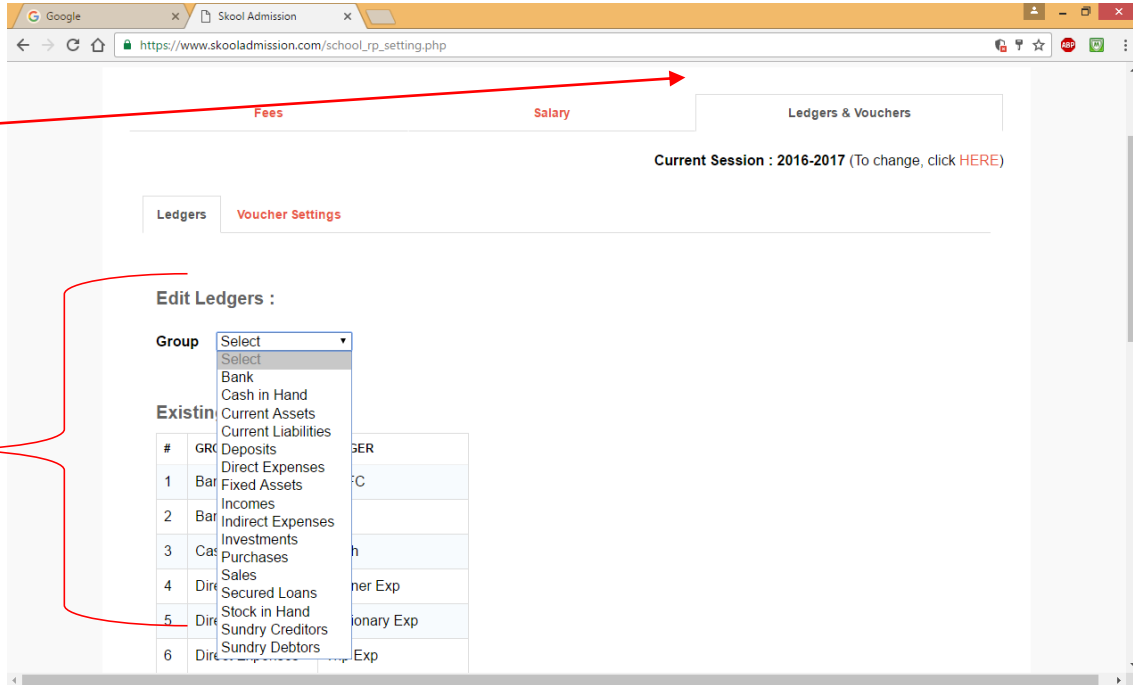
New Head

**ADD**

Pay slip template:  
 Add earnings and deductions head from the list.  
 Select one at a time and click on "ADD"



Next is ledger and vouchers settings this will help you add ledgers under certain groups.  
 Select the required group



Skool Admission x New Tab  
[https://www.skooladmission.com/school\\_rp\\_setting.php](https://www.skooladmission.com/school_rp_setting.php)

**BUZZ EXPANDER SCHOOLS** SCHOOL Options STUDENT Data EMPLOYEE Data FINANCE Data LOGOUT Log Out

Select  
 Bank  
 Cash in Hand  
 Current Assets  
 Current Liabilities  
 Deposits  
 Direct Expenses  
 Fixed Assets  
 Incomes  
**Indirect Expenses**  
 Investments  
 Purchases  
 Sales  
 Secured Loans  
 Stock in Hand  
 Sundry Creditors  
 Sundry Debtors

Ledgers

Group Indirect Expenses

Salary

Ledgers & Vouchers

Current Session : 2016-2017 (To change, click [HERE](#))

#	LEDGER	A/C NO	DETAILS
1	Stationary Expenses		
2	Advertisement Expenses		
3	Electricity Bills		
4			

SAVE CANCEL + ADD ROW

Select the required group and add ledgers under it.

E.g. Indirect Exp. Group:-

**Ledgers defined:**

Stationary Expenses

Advertising Expenses

Electricity Expenses

Google x Skool Admission x  
[https://www.skooladmission.com/school\\_rp\\_voucher.php](https://www.skooladmission.com/school_rp_voucher.php)

Current Session : 2016-2017 (To change, click [HERE](#))

Ledgers Voucher Settings

Edit Vouchers :

Voucher Payment

#	DEBIT	CREDIT
1	Bann Bank & Cash	SBI
2	Unifo Journal	SBI
3	Deduction	SBI
4	Furniture and Fixture	SBI
5	Stationary Exp	SBI
6	Trip Exp	SBI
7	Earning	SBI
8	Select	Select
9	Select	Select

SAVE CANCEL + ADD ROW

Voucher Settings:  
 This helps you speed your accounting.  
 E.g for Payment Voucher  
 If the expenses furniture and fixture exp are paid through SBI "cheques", you make the pairing accordingly.

Case 2:  
Payment done in cash:  
Select cash

**Edit Vouchers :**

Voucher

#	DEBIT	CREDIT
1	Banner Exp	Cash
2	Uniform Fee	Cash
3	Deduction	Cash
4	Furniture and Fixture	Cash
5	Stationary Exp	Cash
6	Trip Exp	Cash
7	Earning	Cash

Voucher settings are applicable for all kinds of voucher e.g. receipt voucher, payment voucher, journal entry voucher and bank & cash (contra) voucher.

Please note: All financial settings are applicable for one financial year only. You can copy them next year and do the required changes.

**Precaution: Select debit and credit accounts carefully.**

