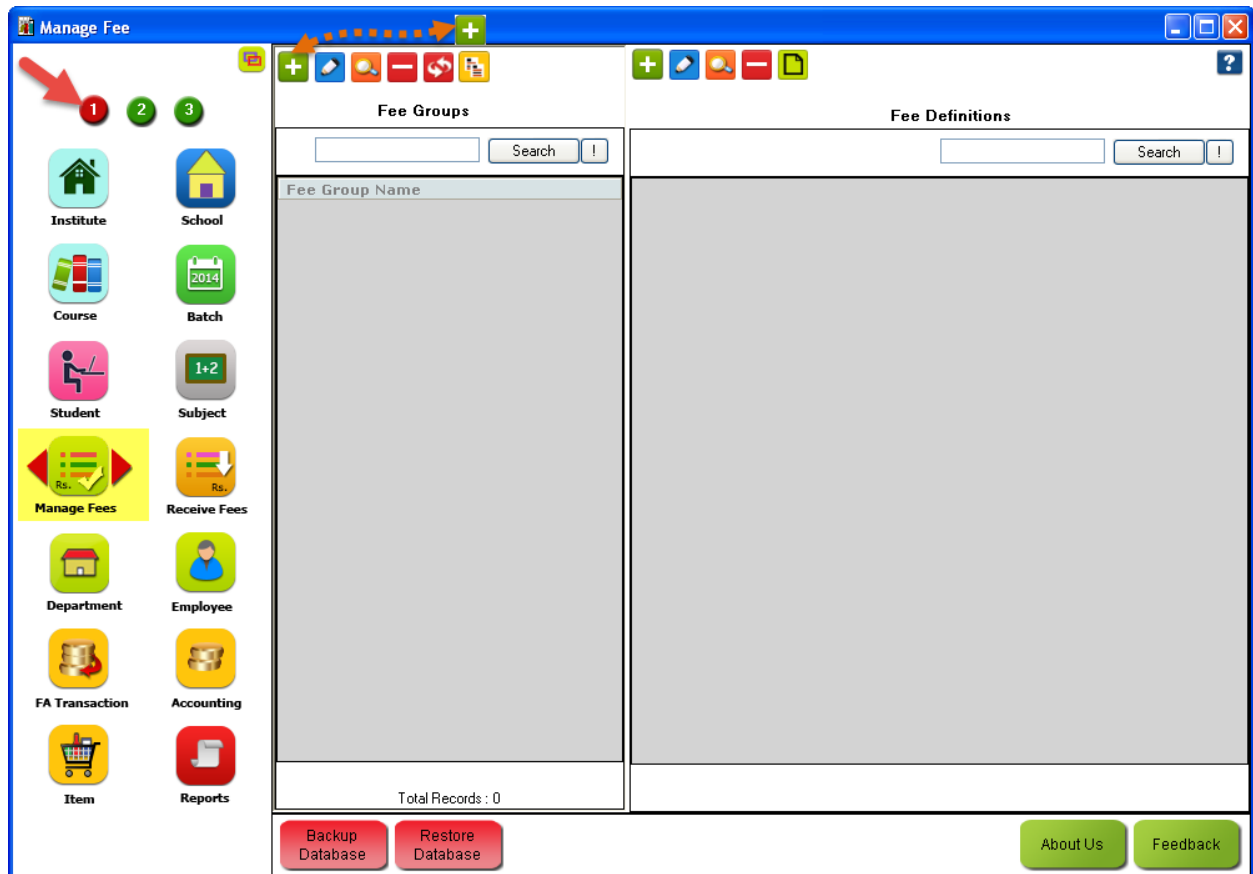


# How to define a fee group and fee definition?



To define a fee group and fee definition, follow the steps below.

1. Run **HDSchool**.
2. From 1<sup>st</sup> page of HDSchool, click on **Manage Fee**.
3. From **Manage Fee** screen, click on **Add Fee Group** button.



4. You will see the Add Fee Group screen where you can enter any name for fee group. Click on OK.



5. You can add as many fee groups as you want.



6. You can see all the defined Fee Groups from Fee Groups section of this screen as shown below.

The screenshot shows the 'Manage Fee' application window. On the left is a navigation menu with icons for Institute, School, Course, Batch, Student, Subject, Manage Fees, Receive Fees, Department, Employee, FA Transaction, Accounting, Item, and Reports. The main area is split into two panels: 'Fee Groups' and 'Fee Definitions'. The 'Fee Groups' panel contains a table with three rows: 'Toddlers to UKG', 'Grade 1 to Grade5', and 'School Bus Transport Fees'. The 'Fee Definitions' panel is currently empty. At the bottom, there are buttons for 'Backup Database', 'Restore Database', 'About Us', and 'Feedback'. The window title is 'Manage Fee'.

7. Select any fee group and from the **Fee Definitions** section, click on  Add Fee Definition button.

This screenshot is identical to the previous one, but with a red arrow pointing to the green '+' button in the 'Fee Definitions' section's toolbar, which is used to add a new fee definition.



- You will see **Add Fee Definition** screen as shown below. Enter a name for Fee and its amount. Click on **Create**. If you want to create more fee definitions, click on **Create and Continue**.

**Add Fee Definition**

Fee Group :

Name :

Amount :

[Create And Continue](#) [Create\(F8\)](#) [Cancel](#)

- You can see all the defined **Fee Groups** and associated **Fee Definitions** of this screen as shown below.

**Manage Fee**

**Fee Groups**

Fee Group Name
Toddlers to UKG
Grade 1 to Grade5
School Bus Transport Fees

Total Records : 3

**Fee Definitions**

Fee Definition Name	Amount	Last Update Date
Admission Fee	50,000.00	06/02/2015 03:21 PM
Term1 Fee	30,000.00	06/02/2015 03:36 PM
Term 2 Fee	30,000.00	06/02/2015 03:37 PM

Total Records : 3

[Backup Database](#) [Restore Database](#) [About Us](#) [Feedback](#)