



**POWER OF SIMPLICITY**

## **USER MANUAL**

# **Student Biodata with fees due Report**



**INTELLI  
SOLUTIONS**

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Version: InTelli Solutions/ Student Biodata with fees due Report /1.7/ November 2017

# << Student Biodata with fees due Report/1.7>>>

## Introduction

An educational institute which wants to maintain their students Biodata and their fee records are now can maintain it in Tally.ERP 9.

This add-on provides you a facility to enter the details of students as per guidelines and also manage their accounts with proper groups. It also shows reports for the management to take decisions time to time.

## Benefits

- Easy maintain of students and classes in institute.
- Easy maintaining of dues for students.

## What's New?

### New in Release 1.7: -

- a. Checked for compatibility with Tally.ERP 9 Release 6.2.

### Important!

Take back up of your company data before activating the Add-on.

Once you try / purchase an Add-on, follow the steps below to configure the Add-on and use it.

## Setup Guide

1. Update your license by going to **Gateway of Tally → F12: Configuration → Licensing → Update License**  
(In case you are using multi-site account, you will need to configure Tally.ERP 9 to activate the Add-on for a particular site. Click [here](#) for the steps.)
2. Shut down and Restart Tally.ERP 9 and open your company.
3. Get Add-on help and open user manual.

For Tally.ERP Series A versions lower than Release 5.0

Go to **H: Help → Add-on Help** to open the user manual.

For Tally.ERP Series A release 5.0 and above

Press **Ctrl + Alt + H** to get Add-on help.

4. Activate the Add-on.

For Tally.ERP 9 Series A version lower than Release 3.2

Go to **Gateway of Tally > F11: Features > Accounting Features**

Set “Yes” to the options “**Student Biodata with fees due Report**”

For Tally.ERP 9 Series A Release 3.2 and above

Go to **Gateway of Tally > F11: Features > Add-on Features**

Set “Yes” to the options “**Student Biodata with fees due Report**”

5. Go to **Gateway of tally → Accounts Info. → Groups → Create** and create groups as below: -

The screenshot shows the 'Group Alteration' window in Tally.ERP 9. The window title is 'Tally.ERP 9'. The menu bar includes 'P: Print', 'E: Export', 'M: E-Mail', 'O: Upload', 'S: Shop', and 'G: Language'. The window is titled 'Group Alteration' and 'Abcd Eng College'. The 'Name' field is 'Student Dues' and the '(alias)' field is empty. The 'Under' field is 'Primary'. The 'Nature of Group' is 'Liabilities'. The 'Group behaves like a Sub-Ledger' is 'No'. The 'Nett Debit/Credit Balances for Reporting' is 'No'. The 'Used for Calculation (eg. Taxes, Discounts) (for Sales Invoice Entry)' is 'No'. The 'Method to Allocate when used in Purchase Invoice' is 'Not Appli'. The 'Is Course Group' is 'No'. There is an 'Accept ?' button with 'Yes or No' options.

Name	: Student Dues
(alias)	:
Under	: <input type="checkbox"/> Primary
Nature of Group	? Liabilities
Group behaves like a Sub-Ledger	? No
Nett Debit/Credit Balances for Reporting	? No
Used for Calculation (eg. Taxes, Discounts) (for Sales Invoice Entry)	? No
Method to Allocate when used in Purchase Invoice	? <input type="checkbox"/> Not Appli
Is Course Group	? No

Accept ?  
Yes or No

This is mandatory group for Fees ledgers creation.

Create as it is shown.

6. Create course groups and set “Is Course Group” to yes :-

**Tally.ERP 9**

P: Print   E: Export   M: E-Mail   O: Upload   S: Shop   G: Language

**Group Alteration** **Abcd Eng College**

Name : **BBA**  
(alias) :

Under : **Sundry Debtors**  
(Current Assets)

---

Group behaves like a Sub-Ledger ? **No**  
 Nett Debit/Credit Balances for Reporting ? **No**  
 Used for Calculation (eg. Taxes, Discounts) ? **No**  
 (for Sales Invoice Entry)  
 Method to Allocate when used in Purchase Invoice ? ☐ **Not Applicable**  
 Is Course Group ? ☒ **Yes**

7. A new window will appear for fees settlement for this class: -

Abcd Eng College		Ctrl + M	X
Fee Type	Amount	Fee Types	
<b>Admission Fees Receivable</b>	1,500	<input type="checkbox"/> End of List	
<b>Annual Fees Receivable</b>	1,200	<b>Admission Fees Receivable</b>	
<b>Hostel Fees Receivable</b>	2,500	Annual Fees Receivable	
<b>Hostel Fund Receivable</b>	1,000	Building Fund Receivable	
<b>Building Fund Receivable</b>	500	Hostel Fees Receivable	
		Hostel Fund Receivable	
		Tuition Fees Receivable	

8. Here only fees ledgers under (“Student Dues” created above) are displayed, enter respective fees amount and save the screen.

## Students ledger creation:-

1. Go to **Gateway of tally → Accounts Info. → Ledgers → Create → F12 (Configuration)** :-
  - a. Enable "Add NOTES for Ledger Accounts?" to Yes
  - b. Set "Use ADDRESSES for Ledger Accounts?" to Yes
  - c. Set "Use CONTACT Details?" to Yes
  - d. Now, create Student ledgers under these groups as shown below: -

**Ledger Alteration (In Developer Mode)** Abc Company Ltd

Name : Mohan Kumar  
(alias) : 1701

**Total Op. Bal.**  
2,28,627.00 Dr  
2,01,04,500.00 Cr  
Difference  
1,98,75,873.00 Cr

**Under** : Bbs  
(General Debtors)

Currency of Ledger : ₹  
Pricing Level Applicable : Not Applicable  
Maintain balances bill-by-bill : ? No

Set Credit Limit :

Inventory values are affected : ? No  
Cost centres are applicable : ? No  
Activate interest calculation : ? No

**Mailing Details**  
Name : Mohan Kumar  
Address : Sec-7, Karnal  
Date Of Birth : 2-May-1986  
Father / Gaurdian Name : Sh. Ram Kumar  
City : Karnal  
Date Of Enrollment : 1-Apr-2015  
Date of Entry : 1-May-2015  
Date Of Completion : 31-Mar-2018  
Date Of Stuck Off :  
Create Fee Settlement : Yes

**Statutory Information**

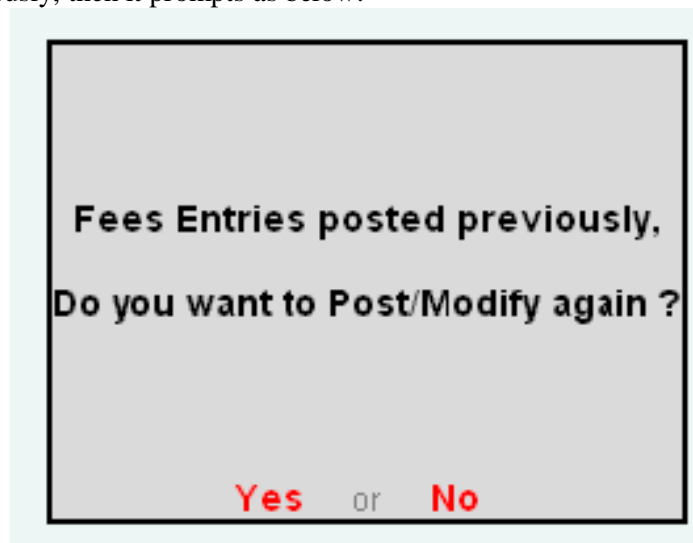
2. Enter the information as stated for the student i.e. Student Name, RollNo in Alias field and all other details as shown.
3. Enter The date of entry and set yes to fee settlement and a screen appears for fees entry and adjustment: -

Abcd Eng College		Ctrl + M
Fee Type	LED Fees Due Entry Fee Name Coll	
<b>Admission Fees Receivable</b>	<b>Admission Fees Receivable</b>	<b>1,500.00</b>
	Anual Fees Receivable	1,200.00
	Building Fund Receivable	500.00
	Hostel Fees Receivable	2,500.00
	Hostel Fund Receivable	1,000.00

4. Here select fee ledgers as defined at the class group, and save the screen, it will ask for auto entry of the fees to the ledger vouchers: -



If entries are done previously, then it prompts as below: -



5. Go to **Gateway Of Tally → Display → Accounts Book → Students Detail Report :-**

ad S: Shop G: Language K: Keyb

**Abcd Eng College**

**Select Class Name :-**

[Redacted]

**Select Student Class**

**BBA**

B.Com I

B.Tech

6. If there is no student under selected group, it will show a message to the user and does not allow to view the report: -
7. Select class name and the report displayed is as follows: -

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

**Student Biodata with fees due Report** **Abcd Eng College** **Ctrl + M**

**Student Detail for BBA**

Sr. No.	Date Of Enroll	Roll Number	Student Name	Previous Year Dues	Current Dues	Dues Received	Balance Receivables
1	2-Feb-2011	1702	Alay	6,700.00 Dr			6,700.00 Dr
2	1-Aug-2011	1701	Mohan Kumar	2,800.00 Dr	1,500.00 Dr	2,000.00 Cr	2,300.00 Dr

F3: Company  
F2: Period  
F1: Show Father  
F3: Show State  
F4: Show City  
F5: Show PIN  
F6: Show Birth Date  
F7: Show Completion  
F8: Show Stuck  
F9: Show Phone  
F10: Show Email  
F11: Show Notes  
D: Select Student  
E: Change Class

8. At the right panel there are buttons to Show or Hide the other details you had entered at the student ledger, press any button and you can view the details: -



Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Student Biodata with fees due Report Abcd Eng College Ctrl + M x

Student Detail for BBA

Sr. No.	Date Of Enroll	Roll Number	Student Name	Previous Year Dues	Current Dues	Dues Received	Balance Receivables	State
1	2-Feb-2011	1702	Ajay	6,700.00 Dr			6,700.00 Dr	Haryana
2	1-Aug-2011	1701	Mohan Kumar	2,800.00 Dr	1,500.00 Dr	2,000.00 Cr	2,300.00 Dr	Haryana

4 more ... →

F3: Company  
F2: Period  
F1: Show Father  
F12: Show Address  
F3: Hide State  
F4: Hide City  
F5: Show PIN  
F6: Show Birth Date  
F7: Hide Completion  
F8: Hide Stuck  
F9: Hide Phone  
F10: Show Email  
F11: Show Notes  
D: Select Student  
E: Change Class

9. Also you have a button to select a particular student, so that the details of only a particular student can be shown, Press Ctrl+D –

oad S: Shop G: Language K: Keyb

Abcd Eng College

Select Particular Roll No

Total Fee: -

Select Student

Name	Roll No
<input type="checkbox"/> All Items	
Ajay	1702
Mohan Kumar	1701

10. Select all items or any particular student.
11. You can print/export/upload/email this report in any Tally standard formats similar to other reports

Microsoft Excel - Student Biodata with fees due Report

File Edit View Insert Format Tools Data Window Help

Type a question for help

A1 Student Detail for BBA II

Sr. No.	Date Of Enroll	Roll Number	Student Name	Total Fees	Fees Received	Other Dues	Balance Receivables	State	City	Pin No	Date Of Birth	Date Of Complete	Date Of StuckOff	Ph Num
1	01/07/2011	1702	Ajay	15200.00			15200.00	Haryana	Karnal	132024	02/04/1991	31/05/2014		0184-2258
2	01/08/2011	1701	Mohan Kumar	10000.00	2000.00	1500.00	9500.00	Haryana	Kurukshetra	136119	02/05/1987	31/03/2015		9896482

An example of exporting the report in MS-Excel

12. The dues can be seen in the balance sheet as receivables: -

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Balance Sheet Abcd Eng College Ctrl + M

Liabilities		Abcd Eng College as at 1-Dec-2011		Assets		Abcd Eng College as at 1-Dec-2011	
<b>Capital Account</b>				<b>Current Assets</b>			
<b>Loans (Liability)</b>							
<b>Current Liabilities</b>							
<b>Student Dues</b>							
Admission Fees Receivable 1,700.00				Closing Stock 11,350.00			
Annual Fees Receivable 2,500.00				Sundry Debtors 9,350.00			
Building Fund Receivable 1,000.00				Cash-in-hand 2,000.00			
Hostel Fees Receivable 2,650.00							
Hostel Fund Receivable 2,000.00							
<b>Profit &amp; Loss A/c</b>							
Opening Balance 1,500.00							
Current Period 1,500.00							
<b>Total</b>				<b>Total</b>			
11,350.00				11,350.00			

# FAQs

## **Which version/releases of Tally.ERP 9 does the add-on support?**

This add-on will work only from Tally.ERP 9 Series A, release 3.0 to Tally.ERP 9 Series A, 6.2.

## **How will I get support for this add-on?**

For any functional support requirements please do write to us on [intallysolutions@gmail.com](mailto:intallysolutions@gmail.com) or call us at +91-9813501438, +91-9991428000. Alternatively, you can send a support query from Support Centre (Ctrl + H).

## **If I need some enhancement / changes to be incorporated for the add-on, whom should I contact?**

Please to write to us on [intallysolutions@gmail.com](mailto:intallysolutions@gmail.com) with your additional requirements and we will revert to you in 24 business hours.

## **Will new features added be available to us?**

We offer one year availability of all support and new features free of cost. After one year, nominal subscription cost will be applicable to you to continue to get free support and updates.

## **What will happen after one year?**

20% of the then MRP will be charged for one year of email support and versions (minor & major).

## **I am using a multisite. Can I use the same Add-on for all the sites?**

No, one Add-on will work only for 1 site. You need to purchase again if you want to use the same Add-on for more sites.

## **How do I configure the add-ons?**

If you are a Tally.ERP 9 Multi site user, add the Add-on to the required site as follows:

- a. Press Ctrl + K or Click on Control Centre and log into your account
- b. Go to **Licensing & Configuration → TDL Management → F8: TDL Config List → Select the site's default TDL**
- c. Under '**Specify Account TDLs for loading**', select the Add-on Name and accept the screen.

TDL Configuration Management			
<a href="#">Alter</a> Account ID : tallyshop9@gmail.com			
Name of configuration	: My TDL Configuration	ty	License
Allow local TDLs	? Yes	Type	License Expiry
Specify Account TDLs for loading	: <a href="#">Relate</a>	4	Perpetual
		01/09/2011	01/09/2011
List of Account TDLs			
Name	Type	License	Expiry Date
↓ End of List			
Related Add-on Notifications 1.0 - Gold-Welfare Infotech Pvt. Ltd.	Add-on	Perpetual	23/01/2014
		1	Perpetual
		4	Perpetual
		05/06/2014	05/06/2014

- d. Update your license by going to **Gateway of Tally → F12: Configuration → Licensing → Update License**

**Note:** To know or change the site's default TDL configuration, go to **Licensing & Configuration → License Management → F6: Show Config** and look at the TDL Configuration column.)

If you face problems in configuring the add-on, click on this link to know more.

<http://www.tallysolutions.com/website/html/solutions/how-to-configure.php>

### **I have upgraded to a new Tally.ERP 9 Release. What will happen?**

Normally, the add-on will work fine without any glitches. If you face problems with the Add-on, you can contact us for support.

### **Product and Features Page shows errors with the Add-on. What do I do?**

Check first if the error is because of the Add-on or because of clashes between 2 TDLs (An add-on is also a TDL). In case of clashes, disable one or more TDLs and check which TDL has error. If the Add-on has a problem, you can report it to us.

### **My Tally went into educational mode after installing the add-on. What do I do?**

Go into **Control Centre → Licensing & Configuration → TDL Management → F8: TDL Config List → Select the site's TDL configuration which has the Add-on** and remove the Add-on from the list. Update the license.

### **How do I find out if a new release of the Add-on is available?**

Go to **Control Centre → Licensing & Configuration → TDL Management** and check under version available Column.

### **How do I update to the latest release?**

Go to **Control Centre → Licensing & Configuration → TDL Management** and check under version available Column. If the version number shown under '**Version Available**' column is higher than the version number shown in Name of the Add-on, select the Add-on and press F4 or click on **F4: Download** to download the new version. Update the license and restart Tally after download.

**How do I cross upgrade the Add-on from Silver to Gold Edition?**

Go to **Control Centre → Licensing & Configuration → TDL Management**, select the Add-on and press F6 or click on F6: Change Edition. Update the license and restart Tally after download.

**My Subscription for the Add-on has expired. How do I renew my subscription?**

Go to **Control Centre → Licensing & Configuration → TDL Management** and check under Subscription Expiry column. If the subscription is about to expire or expired, select the Add-on, Press F5 or click on **F5: Renew** and fill in the required details to renew your subscription. Update the license and restart Tally after download.

**Will this add-on work in remote session?**

Yes, this add-on will work remotely.