

# ACCOUNTS & FEE PAYMENTS

**1) How Can I Apply Student Committed Fees Through Online?**

**Ans:-Step 1:-**Please Login In To ECAP By Using Your Username And Password

**Step 2:-** Please Click On **“ADMIN”** Module As Shown In Below



**Step3:-**You Will Find **“Left Panel”** After Clicking On ADMIN Module As Shown In Below.

# ECAP ENGINEERING COLLEGE AUTOMATION PACKAGE

ADMIN ACCOUNTS  
FEE PAYMENTS



Welcome SRI.G.V.SRINIVASU

Change Password

Log Out

ADMIN	
▶ FEE TYPES	»
▶ CIRCULARS	
▶ LIBRARY BOOKS	
▶ LEAVES HISTORY	

left panel



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**Step 4:-**Please Place Your Mouse Pointer On **“Fee Type”** Link Which Is Available In Left Menu. Then You Will Find **“Sub Links Menu”** As Shown In Below

# ECAP ENGINEERING COLLEGE AUTOMATION PACKAGE

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FEE PAYMENTS



Welcome SRI.G.V.SRINIVASU

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ADMIN	
▶ FEE TYPES	»
▶ CIRCULARS	
▶ LIBRARY BOOKS	
▶ LEAVES HISTORY	

Sub links

▶ ENTRY
▶ OFF-LINE(COMMITTED FEES)
▶ SET DUE DATE
▶ SET FINE



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**Step 5:-Please Find “Entry” Option In Sub Links Menu As Shown In Below.**

**ECAP ENGINEERING COLLEGE AUTOMATION PACKAGE**

ADMIN ACCOUNTS FEE PAYMENTS

Welcome SRI.G.V.SRINIVASU Change Password Log Out

**ADMIN**

- FEE TYPES
- CIRCULARS
- LIBRARY BOOKS
- LEAVES HISTORY
- ENTRY**
  - OFF-LINE(COMMITTED FEES)
  - SET DUE DATE
  - SET FINE

NO IMAGE

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**Step6:-Fee Type’s Link And Click On Entry Link From The Popup Menu Displayed. And Then The Following Screen Appears. Now Select From Drop Down List Course, Batch, Year, And Admission Type Whether Direct Or Lateral And Select Seat Type Whether Convener, Management Or Spot And Click On Save Button As Shown Below.**

## ECAP ENGINEERING COLLEGE AUTOMATION PACKAGE

ADMIN ACCOUNTS  
FEE PAYMENTS

Welcome SRI.G.V.SRINIVASU Change Password Log Out

**ADMIN**

- FEE TYPES »
- CIRCULARS
- LIBRARY BOOKS
- LEAVES HISTORY

**FEE TYPES**

Course : B.Tech  
Batch : 2015  
Year : Ist Year  
Admission Type : Direct  
Seat Type : Convener

Show

ple select drop downs course,batch year,Admission type, and Seat type

ple Click on show button

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**Step7:-** After Click On Show Button And Then The Following Screen Appears.

ADMIN ACCOUNTS  
FEE PAYMENTS

Welcome SRI.G.V.SRINIVASU Change Password Log Out

**ADMIN**

- FEE TYPES »
- CIRCULARS
- LIBRARY BOOKS
- LEAVES HISTORY

**FEE TYPES**

Course : B.Tech  
Batch : 2015  
Year : Ist Year  
Admission Type : Direct  
Seat Type : Convener

Show

New Fee Type

ple find New Fee Type button it need to set fee structure

ple click on newfee type button

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**Step8:-** Select Fee Name Or Revenue Head Entered Already In Accounts Module And Enter Fee Amount, Fine Per Day If Any And Select Whether Fees Is Payable By The Individual Or



**Government. If Payable By Govt It Must Be Enter "Amount Reimbursed" And Click On Save Button To Save New Fee Type Details For Selected Course.**

**ECAP ENGINEERING COLLEGE AUTOMATION PACKAGE**

ADMIN ACCOUNTS  
FEE PAYMENTS

Welcome SRI.G.V.SRINIVASU Change Password Log Out

**ADMIN**

- FEE TYPES
- CIRCULARS
- LIBRARY BOOKS
- LEAVES HISTORY

**FEE TYPES**

Course : B.Tech  
Batch : 2015  
Year : 1st Year  
Admission Type : Direct  
Seat Type : Convener  
[Show](#)

ple select from drop down list select fee name, fee Amount, fine per day, and Reimbursed amount.

Fee Name : Tuition Fee  
Fee Amount : 54000  
Fine Per Day : 10  
Payable : ☐ Self ☒ Govt.  
[Save](#) [Cancel](#)

payble by individuals

ple click on Save button

payble by govt

Amount Reimbursed : 35000  
ple enter Reimbursed amount from Govt.(Scholarship amount)

**Step9:-**After Click On **"Save "Button** And Then You Will You Will Get **"POP UP For Confirmation"** After Click On Update Button. Here Please Click On **"OK Button"** As Shown In Below.

## ECAP ENGINEERING COLLEGE AUTOMATION PACKAGE

ADMIN ACCOUNTS  
FEE PAYMENTS



Welcome SRI.G.V.SRINIVASU

Change Password

Log Out

- ADMIN
- FEE TYPES
- CIRCULARS
- LIBRARY BOOKS
- LEAVES HISTORY

### FEE TYPES



Click on OK button

Fee Name:

Fee Amount:

Fine Per Day:

Payable by: ☐ Self ☒ Govt.

Amount Reimbursed:



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**Step 10:-**Please See Here It Got Updated After Click On "OK Button" As Shown In Below.

## ECAP ENGINEERING COLLEGE AUTOMATION PACKAGE

ADMIN ACCOUNTS  
FEE PAYMENTS



Welcome SRI.G.V.SRINIVASU

Change Password

Log Out

- ADMIN
- FEE TYPES
- CIRCULARS
- LIBRARY BOOKS
- LEAVES HISTORY

### FEE TYPES

Course:

Batch:

Year:

Admission Type:

Seat Type:

Updated feestructure after click on save button

SL.NO	FEE NAME	AMOUNT	FINE/DAY	PAYABLE	REIMBURSED AMOUNT BY GOVT.	EDIT	DELETE
1	Tution Fee	54000.00	10.00	Govt	35000.00	Edit	Delete
2	Admission Fee	10000.00	0.00	Self	.00	Edit	Delete

payble byGovt  
payble by self

New Fee Type

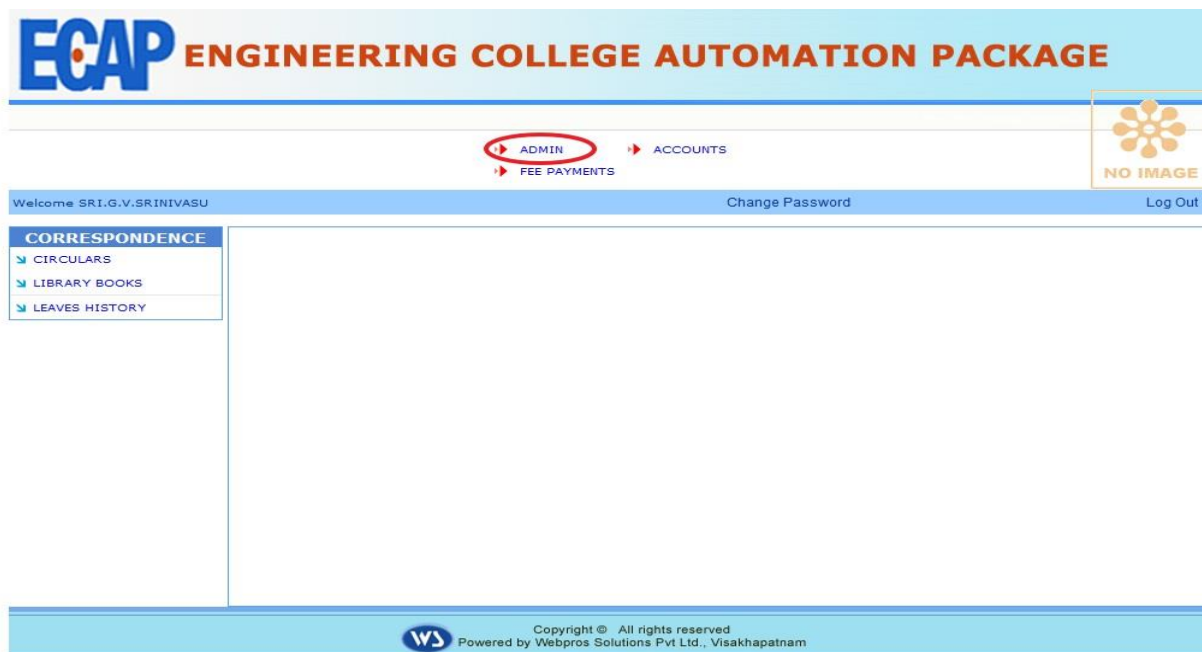


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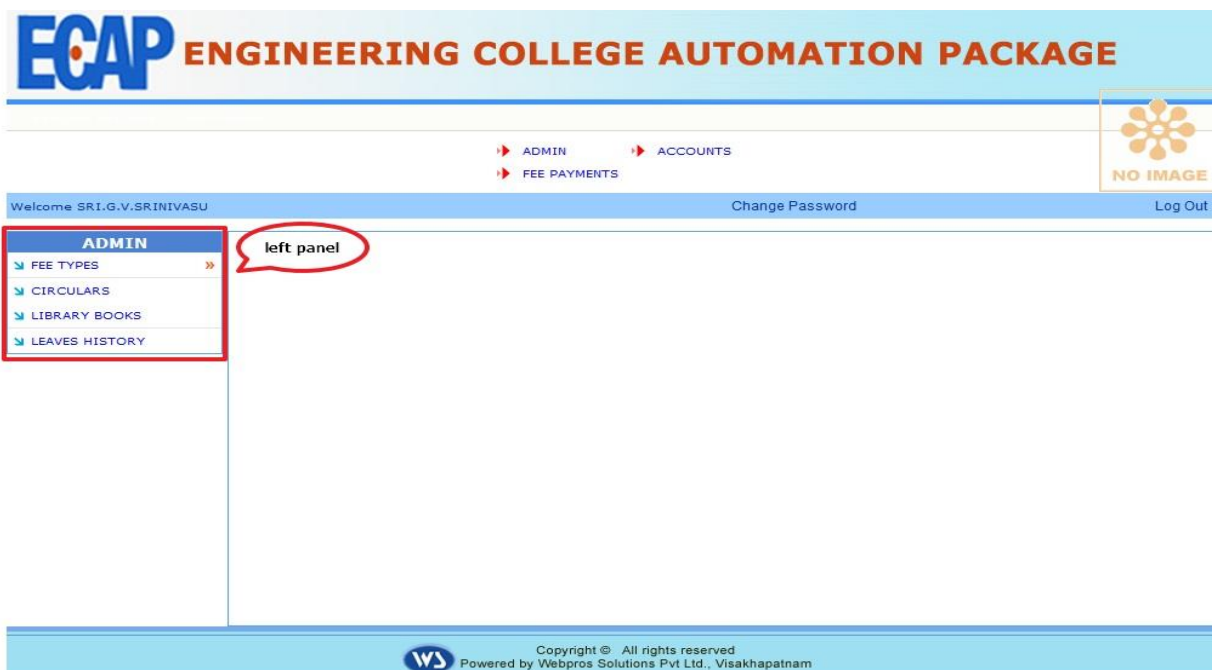
**4) How Can I Apply Student Committed Fees Through Offline?**

**Ans:-Step 1:-**Please Login In To ECAP By Using Your Username And Password

**Step 2:-** Please Click On **“ADMIN”** Module As Shown In Below



**Step3:-**You Will Find **“Left Panel”** After Clicking On ADMIN Module As Shown In Below.




**Step 4:-**Please Place Your Mouse Pointer On **“Fee Type”** Link Which Is Available In Left Menu. Then You Will Find **“Sub Links Menu”** As Shown In Below



**ECAP** **ENGINEERING COLLEGE AUTOMATION PACKAGE**

ADMIN
ACCOUNTS
FEE PAYMENTS



NO IMAGE

Welcome SRI.G.V.SRINIVASU
Change Password
Log Out

ADMIN
FEE TYPES
CIRCULARS
LIBRARY BOOKS
LEAVES HISTORY

Sub links


ENTRY
OFF-LINE(COMMITTED FEES)
SET DUE DATE
SET FINE


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**Step 5:-Please Find “Entry” Option In Sub Links Menu As Shown In Below.**

**ECAP** **ENGINEERING COLLEGE AUTOMATION PACKAGE**

ADMIN
ACCOUNTS
FEE PAYMENTS
CORRESPONDENCE



NO IMAGE

Welcome SRI.G.V.SRINIVASU
Change Password
Log Out


ADMIN
FEE TYPES
CIRCULARS
LIBRARY BOOKS
LEAVES HISTORY

ENTRY

OFF-LINE(COMMITTED FEES)
SET DUE DATE
SET FINE


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**Step6:-**After Click On Off-Line (Committed Fee) Link As Shown Above Screen. Here Please Select Your Excel File And Then Enter Your Excel Sheet Name As Shown In Below And Then Click On Import Button.




# ENGINEERING COLLEGE AUTOMATION PACKAGE

ADMIN

ACCOUNTS

FEE PAYMENTS

CORRESPONDENCE



Welcome SRI.G.V.SRINIVASU

Change Password

Log Out

ADMIN

FEE TYPES

CIRCULARS

LIBRARY BOOKS

LEAVES HISTORY

## SET COMMITTED FEES

Select File

Sheet

Import

ple enter sheet name

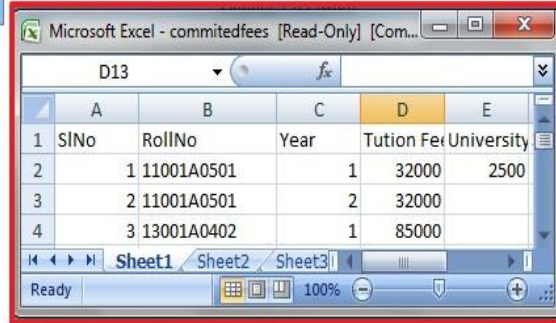
ple enter sheet name

Click here to sample sheet


ple click on import button

ple click on select file then you will get popup for select excel file

ple click here to get sample sheet



	A	B	C	D	E
1	SINo	RollNo	Year	Tution Fee	University
2	1	11001A0501	1	32000	2500
3	2	11001A0501	2	32000	
4	3	13001A0402	1	85000	



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