

# How to accept fees from students and issue payment receipts?

First step: login into your account and go to fees payment page.

The screenshot shows the dashboard of the school admission system. The navigation menu includes: SCHOOL (Options), STUDENT (Data), EMPLOYEE (Data), FINANCE (Data), USER (Roles), and LOGOUT (Log Out). The 'FINANCE' menu is expanded, showing options for FEES PAYMENT, ACCOUNTS (Students' Fees), REPORTS, and SETTINGS. The main content area features a photograph of a school building and a 'DETAILS' section with the following information:

- Admission: Nursery to 7th
- Contact: 08390520434
- Email: erainternationalkhapar@gmail.com
- Address: Khapar, Taluka: Akkalkuva, District: Nandurbar - 425419

Below the details, there is a section for 'ADMISSION DETAILS' showing 'REGISTRATION FEES : ₹ 500'.

The screenshot shows the 'Fees Payment' page. It includes a search form with the following fields and buttons:

- Search criteria: Anil, Roll No / GR No., Nursery, SID
- Buttons: Q SEARCH, \* CLEAR

Below the search form, it says 'Here are the results :'. A red box highlights the search form with the text: 'Search for Student, Once the result appear click on Pay'. A red arrow points from this text to the 'PAY' button in the table below.

#	SID	CLASS	ROLL NO / GR NO	NAME	BUS REGION	ACTION
1	A0050078	Nursery A	1 / 4523	Atul Anil Mahajan	Not Defined Change	PAY

https://www.skooladmission.com/payment\_page.php

### Student Fees Payment - Mahajan Arun Anil (Nursery A)

**Review**

#	HEAD	PAID	PENDING	FINAL RECEIPT	CHALLANS CREATED
1	Bus Fees	5000	0	<a href="#">Receipt</a>	0
2	Academic	4000	4000		0
3	Uniform Fee	0	0		0
4	Computer Fee	0	1500		0
5	Books and Notebooks Fee	0	4500		0
<b>Total</b>		<b>9000</b>	<b>10000</b>		

[PAY FEES](#) [CREATE CHALLAN](#)

**Payment History**

#	DATE	SESSION	HEAD	AMOUNT	TYPE	RECEIPT
1	20-10-2016	2016-2017	Bus Fees, Academic	9000	Combined Payment	<a href="#">View</a>

Click on Pay Fees

Skool Admission x

https://www.skooladmission.com/payment\_page.php

5	Books and Notebooks Fee	0	4500		0
<b>Total</b>		<b>9000</b>	<b>10000</b>		

[PAY FEES](#) [CREATE CHALLAN](#)

**Add a new payment :**

At least one of the \* Marked Fields is Mandatory!

#	FEES HEAD	* AMOUNT	EXTRA AMT	* ADM FEES	* FINE	DISCOUNT	DISCOUNT REASON
1	Bus Fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Academic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Uniform Fee	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Computer Fee	1500	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	Books and Notebooks Fee	4500	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[SUBMIT](#)

Add amount to fees head

Note:

- Extra Amt: If extra fee is taken from New admissions.
- Adm Fees: If Admission fee is taken separately.
- Fine: If late fee fine is charged
- Discount: If fee discount is given.
- Discount Reason: You can add reason for discount.

Skool Admission x

https://www.skooladmission.com/payment\_page.php

5 Books and Notebooks Fee

www.skooladmission.com says:  
Saved Successfully

OK

PAY FEES CREATE CHALLAN

Add a new payment :

At least one of the \* Marked Fields is Mandatory!

#	FEES HEAD	* AMOUNT	EXTRA AMT	* ADM FEES	* FINE	* DISCOUNT	DISCOUNT REASON
1	Bus Fees						
2	Academic						
3	Uniform Fee						
4	Computer Fee	1500					
5	Books and Notebooks Fee	4500					

SUBMIT

Click on Submit and Ok

Skool Admission x

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

RECEIPT GO BACK

### Account Entry

#### Computer Fee (Receipt Voucher)

Date	A/C PARTICULARS	DEBIT	CREDIT	DESCRIPTION
21-10-2016	Cr Computer - 1500		1500	Computer Fee Received from Mahajan
	Voucher No 66			
	Dr Cash	1500		

SAVE

Save all Vouchers

#### Books and Notebooks Fee (Receipt Voucher)

Date	A/C PARTICULARS	DEBIT	CREDIT	DESCRIPTION
21-10-2016	Cr Books - 2000 Notebooks - 2000 Dress - 250 Class - 250		4500	Books and Notebooks Fee Received fr

Skool Admission x

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

Account Entry

www.skooladmission.com says:  
Saved Successfully  
 Prevent this page from creating additional dialogs.

RECEIPT GO BACK

OK

Click on "Ok"  
For Receipt.  
Click on Receipt  
tab

**Books and Notebooks Fee**

Date	A/C PARTICULARS	DEBIT	CREDIT	DESCRIPTION
21-10-2016	Cr Books - 2000 Notebooks - 2000 Dress - 250 Shoes - 250		4500	Books and Notebook
Voucher No 67				
	Dr Cash	4500		

SAVE


USEFUL LINKS DEACH US SKOOLADMISSION STATS

pdf\_partial.php x

https://www.skooladmission.com/pdf\_partial.php

**Era Public School, Khapar**  
Khapar, Taluka: Akkalkuva, District: Nandurbar, Maharashtra

Session : 2016-2017

 SID : A0050076 Date : 21-10-2016 Receipt No : 000041  
GR No : 856 Class : Nursery A  
Student Name : Mahajan Arun Anil

Particulars	Amount
Computer Fee	1500 /-
Books and Notebooks Fee	4500 /-
<b>Total</b>	<b>6000 /-</b>

The amount of **Rs Six Thousand** has been received from **Mahajan Arun Anil** in **Era Public School, Khapar**.

Take Print out  
and Go back

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

**Go back**

**Account Entry**

RECEIPT GO BACK

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**USEFUL LINKS**

- ABOUT SKOOLADMISSION
- PRIVACY POLICY
- TERMS OF USE
- BUSINESS INFO
- CAREERS @ SKOOLADMISSION

**REACH US**

**SKOOLADMISSION INC.**  
 27, Ganapati Nagar, Jamner  
 Jalgaon - 424206  
 Maharashtra, India  
 Tel: +91-8511679718 +91-8600119004  
 Email: rahul@skooladmission.com

Website Visits : 79237

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

Select One or more criteria to search student :

anil Roll No / GR No Standard 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	Akkalkuva <a href="#">Change</a>	<a href="#">PAY</a>

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 27, Ganapati Nagar, Jamner  
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Skool Admission x  
https://www.skooladmission.com/payment\_page.php

### Student Fees Payment - Mahajan Arun Anil (Nursery A)

**Review**

#	HEAD	PAID	PENDING	FINAL RECEIPT	CHALLANS CREATED
1	Bus Fees	5000	0	Receipt	0
2	Academic	4000	4000		0
3	Uniform Fee	0	0		0
4	Computer Fee	1500	0	Receipt	0
5	Books and Notebooks Fee	4500	0	Receipt	0
<b>Total</b>		<b>15000</b>	<b>4000</b>		

[PAY FEES](#) [CREATE CHALLAN](#)

**Payment History**

#	DATE	SESSION	HEAD	AMOUNT	TYPE	RECEIPT
1	21-10-2016	2016-2017	Computer Fee, Books and Notebooks Fee	6000	Combined Payment	<a href="#">View</a>
2	20-10-2016	2016-2017	Bus Fees, Academic	9000	Combined Payment	<a href="#">View</a>

Analysis  
Payment history will be created

**Tutorial Complete**