

Expense management and Voucher Tutorial

First step: login into your account and go to Account entries page.

The screenshot shows the ERA International School Khapar website. The top navigation bar includes links for SCHOOL, STUDENT, EMPLOYEE, FINANCE, USER, and LOGOUT. The FINANCE menu is expanded, showing options for FEES PAYMENT, ACCOUNT ENTRIES, REPORTS, and SETTINGS. The ACCOUNT ENTRIES sub-menu is further expanded to show 'Incomes & Expenses'. The main content area features a large image of the school building and the text 'ERA INTERNATIONAL SCHOOL KHAPAR'. On the right side, there is a 'DETAILS' section with the following information:

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

Below the details, there is an 'ADMISSION DETAILS' section with 'REGISTRATION FEES : ₹ 500' and a 'CALL US FOR COUNSELLING' button.

The screenshot shows the Skool Admission website. The top navigation bar includes links for SCHOOL, STUDENT, EMPLOYEE, FINANCE, and LOGOUT. The main content area is titled 'Account Entry' and features a 'Voucher' dropdown menu. A red arrow points to the 'Payment' option in the dropdown menu. To the right of the dropdown menu, there are two buttons: 'PENDING ENTRIES' (red) and 'REPORT' (green). The footer section contains three columns of information:

- 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
- SKOOLADMISSION STATS:** Website Visits : 79240

Skool Admission x

https://www.skooladmission.com/school_entries_add.php

BUZZ EXPANDER SCHOOLS

SCHOOL Options STUDENT Data EMPLOYEE Data FINANCE Data LOGOUT Log Out

Account Entry

Voucher

Date Voucher No

#	A/C PARTICULARS	DEBIT	CREDIT	DESCRIPTION	FILE
1	Dr Stationary Exp	1500		Payment Details	<input type="button" value="Choose File"/> No file chosen
	Cr Cash		1500		

Add expense type, amount, and description and scan copy of bill.

Use add row to add multiple expense type in single voucher

Skool Admission x

https://www.skooladmission.com/school_entries_add.php

PENDING ENTRIES

Account Entry

Voucher

Date Voucher No

#	A/C PARTICULARS	DEBIT	CREDIT	DESCRIPTION	FILE
1	Cr Cash		10000	Cash deposited in SBI	<input type="button" value="Choose File"/> No file chosen
	Dr SBI	10000			

Use "Bank and Cash" Voucher

When cash is deposited or removed from bank

E.g. ₹ 10,000/- Cash is deposited in SBI bank.

Save Bank receipt here by uploading the scanned copy

Skool Admission x
 https://www.skooladmission.com/school_entries_add.php

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

PENDING ENTRIES REPORT

Account Entry

Voucher **Receipt** Select
 Date 21- Payment Bank & Cash Refund Journal Voucher No 68

#	A	DEBIT	CREDIT	DESCR
1	Cr Government Grant		100000	Grant
	Dr SBI	100000		

SAVE CANCEL + ADD ROW

Use Receipt Voucher for other income resources.
 If government grant is received, you can select receipt voucher and corresponding ledgers

Skool Admission x
 https://www.skooladmission.com/school_entries_add.php

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

PENDING ENTRIES REPORT

Account Entry

Voucher **Refund** Select
 Date 21- Receipt Payment Bank & Cash Refund Journal Voucher No 5

#	A	DEBIT	CREDIT	DESCRIPTION	FILE
1	Dr Refund	15000		Fees refunded to Anil	Choose File No file chosen
	Cr Select		15000		

SAVE CANCEL + ADD ROW

In case refund is given use Refund Voucher

Secure | https://www.skooladmission.com/school_entries_add.php

THE WORLD SCHOOL

SCHOOL Options STUDENT Data EMPLOYEE Data FINANCE Data USER Roles LOGOUT Log Out

Account Entry PENDING ENTRIES REPORT

Voucher: Journal

Date: 30 Jun 2017 Voucher No: 2

#	A/C PARTICULARS	DEBIT	CREDIT	DESCRIPTION	FILE
1	Dr Mess Expenses	50000		Invoice received, ir	Choose File No file chosen
	Cr Mohan Catering Services		50000		

SAVE CANCEL + ADD ROW

For all other types of entries you can use journal entry voucher

E.g. if mohan catering services gives an invoice of 50000/- and this mess bill is yet to be paid.

You can make the entry as shown.

Note: Define mohan catering services under "sundry creditors" and mess expenses under "indirect expenses" on the finance settings page.

Secure | https://www.skooladmission.com/school_entries_add.php

THE WORLD SCHOOL

SCHOOL Options STUDENT Data EMPLOYEE Data FINANCE Data USER Roles LOGOUT Log Out

Account Entry PENDING ENTRIES REPORT

Voucher: Payment

Date: 30 Jun 2017 Voucher No: 3

#	A/C PARTICULARS	DEBIT	CREDIT	DESCRIPTION	FILE
1	Dr Mohan Catering Services	50000		Cheque No: 54236	Choose File No file chosen
	Cr SBI		50000		

SAVE CANCEL + ADD ROW

USEFUL LINKS REACH US SKOOLADMISSION STATS

When the payment is done you can select the payment voucher,

If payment is done through cheque

Debit the Mohan catering services a/c and Credit the corresponding bank a/c