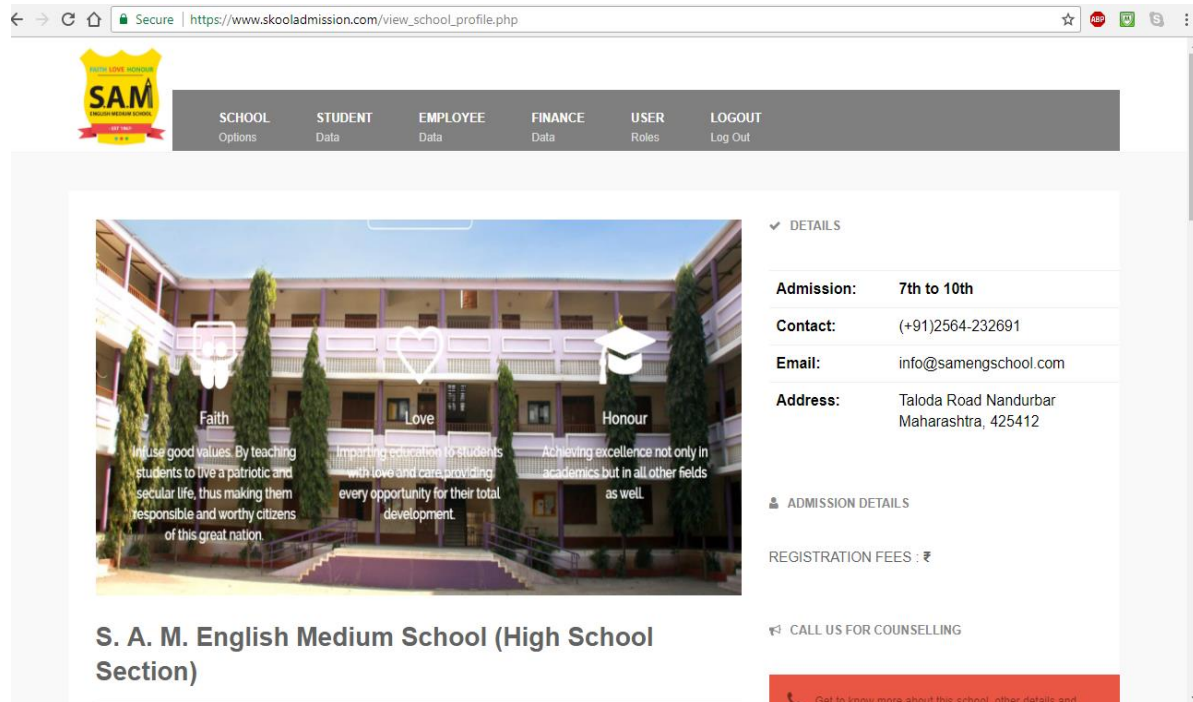


How to check pending vouchers?

(Pending vouchers: if you forgot to save vouchers created at the time of issuing fee receipts or issuing employee pay slips, all such vouchers will be available on the pending page)

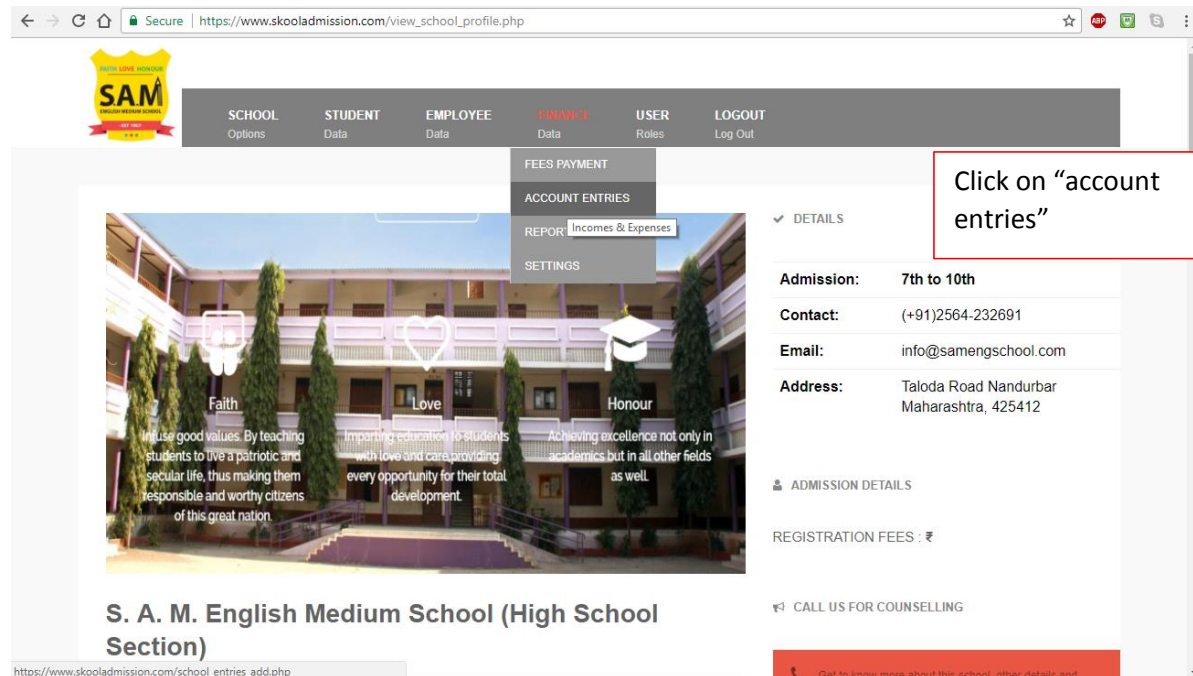
Step 1: Login into your account.



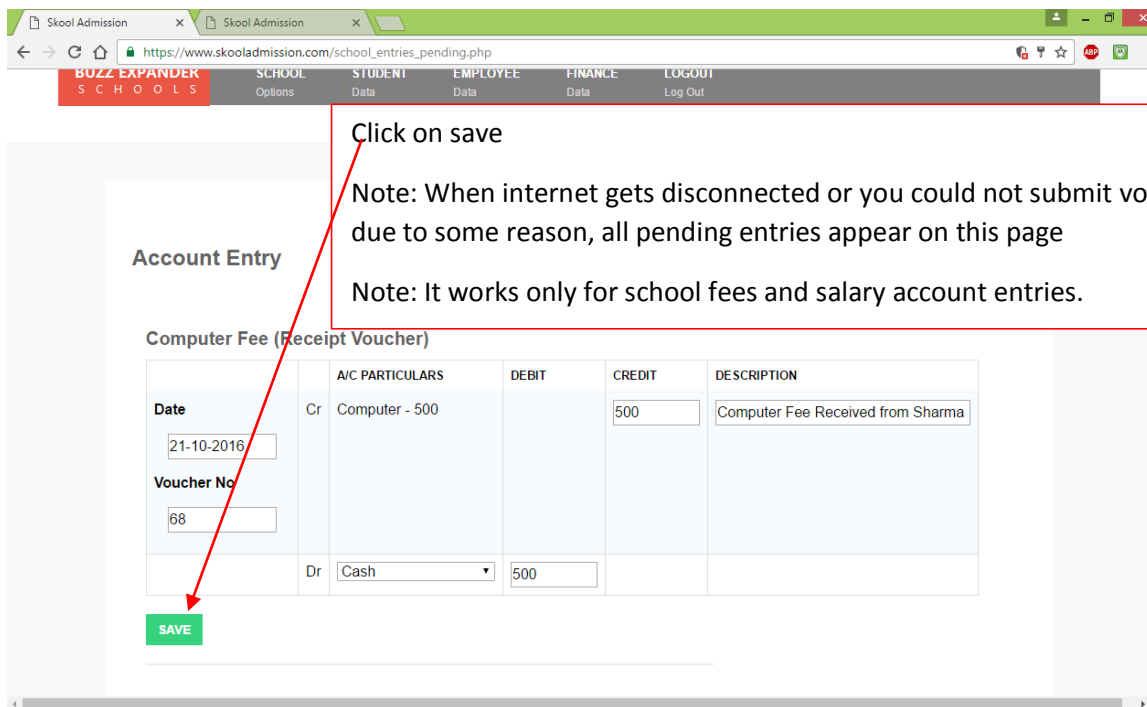
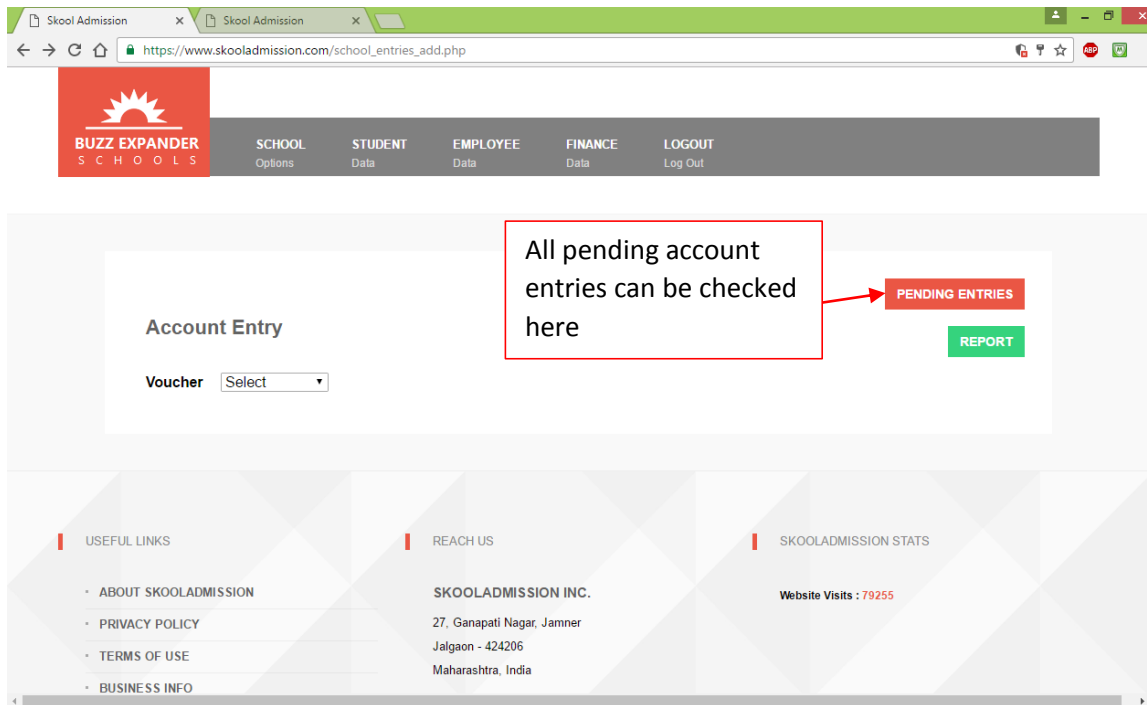
The screenshot shows the school profile page for S. A. M. English Medium School (High School Section). The page features a navigation menu with options for SCHOOL, STUDENT, EMPLOYEE, FINANCE, USER, and LOGOUT. The main content area includes a large image of the school building with the text "Faith Love Honour" and "Use good values. By teaching students to live a patriotic and secular life, thus making them responsible and worthy citizens of this great nation." The school details are listed on the right side of the page:

- Admission:** 7th to 10th
- Contact:** (+91)2564-232691
- Email:** info@samengschool.com
- Address:** Taloda Road Nandurbar Maharashtra, 425412

Below the details, there are sections for "ADMISSION DETAILS", "REGISTRATION FEES : ₹", and "CALL US FOR COUNSELLING". A red button at the bottom right says "Get to know more about this school, other details and".



The screenshot shows the same school profile page, but with the "FINANCE" menu item highlighted in red. A dropdown menu is open, showing options for "FEES PAYMENT", "ACCOUNT ENTRIES", "REPOR Incomes & Expenses", and "SETTINGS". A red box highlights the "ACCOUNT ENTRIES" option with the text "Click on 'account entries'". The rest of the page content is identical to the previous screenshot.



Tutorial complete