

How to issue fee receipts if a parent has to pay last year's outstanding fees first?

At first use "Copy to last session feature" to create last year's student record.

This feature is used to copy student data to last academic year. Let us take an example.

Received Applications Export Search Current Students Past Students Document Settings

Class - Nursery A

View Edit

CHANGE CLASS MARK/UNMARK SPECIAL MARK/UNMARK DETAINED MARK LEFT

COPY TO LAST SESSION CHANGE NUMBERS SEND MESSAGE ID CARD

- Detained

#	SID	ROLL NO.	GR NO.	NAME	MESSAGE NO.	DOCUMENTS	
1	A0050109			Ajinkya Rahne	U - 8523654123 P - 12345	Upload	<input checked="" type="checkbox"/>
				Remarks Bonafide Certificate			<input checked="" type="checkbox"/>
2	A0050104			Bari Samadhan Kailash			<input checked="" type="checkbox"/>

Received Applications Export Search Current Students Past Students Document Settings

Class - Nursery B

View Edit


CHANGE CLASS MARK/UNMARK SPECIAL MARK/UNMARK DETAINED MARK LEFT

COPY TO LAST SESSION CHANGE NUMBERS SEND MESSAGE ID CARD

- Detained

#	SID	ROLL NO.	GR NO.	NAME	MESSAGE NO.	DOCUMENTS	
1	A0050110			Jain Jainesh Anmol			<input checked="" type="checkbox"/>
				Remarks			<input checked="" type="checkbox"/>
2	A0050112			Joshi Baiju Atul			<input checked="" type="checkbox"/>

← → ↻ 🏠 https://www.skooladmission.com/view_current.php 🔍 ⭐ 📄 🌐



SCHOOL Options
STUDENT Data
EMPLOYEE Data
FINANCE Data
LOGOUT Log Out

PROFILE
EDIT PROFILE
PHOTOS-VIDEOS
SETTINGS

Received Appl... Search Current Students Past Students Document Settings

Set Contact Details

Class - Nursery B

View Edit

CHANGE CLASS **MARK/UNMARK SPECIAL** **MARK/UNMARK DETAINED** **MARK LEFT**

COPY TO LAST SESSION **CHANGE NUMBERS** **SEND MESSAGE** **ID CARD**

- Detained

#	SID	ROLL NO.	GR NO.	NAME	MESSAGE NO.	DOCUMENTS	
1	A0050440			Iain Jainesh Anmol			<input type="checkbox"/>

<https://www.skooladmission.com/settings.php>

Then go to settings page to change academic year.

Select 2015 - 2016

← → ↻ 🏠 <https://www.skooladmission.com/settings.php> 🔍 ⭐ 📄 🌐

SCHOOL BOARD / CURRICULUMS
 CBSE ICSE STATE BOARD

SCHOOL MEDIUM
 English Marathi Hindi Other

* SCHOOL NAME
Select
2016-2017
2015-2016
2014-2015
2013-2014
2012-2013
2011-2012
2010-2011
2009-2010
2008-2009
2007-2008
2006-2007
2005-2006
2004-2005
2003-2004
2002-2003
2001-2002
2000-2001
2016-2017

* SCHOOL SINCE
1985

* OFFICIAL EMAIL ADDRESS
info@rcitydhule.com

* SCHOOL REGION
Dhule

* SCHOOL STATE
Maharashtra

SAVE

PRINCIPAL DETAILS :

* UPLOAD PRINCIPAL'S PHOTO (JPG / PNG ONLY) No file chosen

* ENTER PRINCIPAL NAME
Shri.N.W.Malpure

* ENTER CONTACT NUMBER



Then go to current students.

Received Applications Export Search **Current Students** Past Students Document Settings

Select the Standard (All)
Click on the Class Name to view / add students.

SEND MESSAGE PROMOTE

PLAY GROUP NURSERY JUNIOR KG SENIOR KG
 1ST 2ND 3RD 4TH
 5TH 6TH 7TH 8TH
 9TH 10TH 11TH ARTS 11TH COMMERCE
 11TH SCIENCE 12TH ARTS 12TH COMMERCE 12TH SCIENCE

Select Play group section A

Received Applications Export Search **Current Students** Past Students Document Settings

Class - Play Group A

View Edit

Verify that record has been copied successfully.

CHANGE CLASS MARK/UNMARK SPECIAL MARK/UNMARK DETAINED MARK LEFT
COPY TO LAST SESSION CHANGE NUMBERS SEND MESSAGE ID CARD

- Detained

#	SID	ROLL NO.	GR NO.	NAME	MESSAGE NO.	DOCUMENTS	
1	A0050104			Bari Samadhan Kailash			<input type="checkbox"/>
	Add Profile			Remarks			
2	A0050078	4	859	Daware Ajinkya Ravindra			<input type="checkbox"/>
	Add Profile			Remarks			
3	A0050045	0	007	...	000040004		<input type="checkbox"/>

Go to financial settings

BUZZ EXPANDER SCHOOLS

SCHOOL Options | STUDENT Data | EMPLOYEE Data | FINANCE Data | LOGOUT Log Out

FEES PAYMENT | ACCOUNT ENTRIES | REPORTS | SETTINGS

Finance

Ledgers & Vouchers

Current Session : 2015-2016 (To change, click [HERE](#))

Settings for 2015 - 2016

Totals | Heads | Sub-heads | Structure | Bank Details

Bus Fees :

#	REGION	TRANSPORT CHARGES

Common Fees :

#	HEAD	AMOUNT

Variable Fees :

#	HEAD	CLASS	AMOUNT

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

Add fees structure for 2015 -2016

Totals | Heads | Sub-heads | Structure | Bank Details

Bus Fees :

#	REGION	TRANSPORT CHARGES
1	Akkalkuva	5000
2	Khapar	6000
3	Shahada	7000
4	Taloda	8000

Common Fees :

#	HEAD	AMOUNT
1	Computer Fee	1500

Variable Fees :

#	HEAD	CLASS	AMOUNT
1	Academic	Play Group	7000
2	Uniform Fee	Play Group	4000
3	Academic	Nursery	8000
4	Books and Notebooks Fee	Nursery	4500

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

BUZZ EXPANDER SCHOOLS

SCHOOL Oplions | STUDENT Data | EMPLOYEE Data | FINANCE Data | LOGOUT Log Out

PROFILE | EDIT PROFILE | PHOTOS-VIDEOS | **SETTINGS** | Set Contact Details

Again go to school settings

Please fill the complete information for maximum exposure of school !

School Details | Fees Details | Upload Brochure | Counselling | Password | Terms

SCHOOL CONTACT INFORMATION :

* UPLOAD SCHOOL PHOTO (JPG / PNG ONLY)
 No file chosen

* UPLOAD SCHOOL LOGO (JPG / PNG ONLY)
 No file chosen

SCHOOL BOARD / CURRICULUMS
 CBSE ICSE STATE BOARD

SCHOOL MEDIUM
 English Marathi Hindi Other

* SCHOOL NAME
 Lord Ganesha English School, Jamner

* SCHOOL SINCE
 1985

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

Select academic year 2016-2017

English Marathi Hindi Other

* SCHOOL NAME
 Select
 2016-2017
 2015-2016
 2014-2015
 2013-2014
 2012-2013
 2011-2012
 2010-2011
 2009-2010
 2008-2009
 2007-2008
 2006-2007
 2005-2006
 2004-2005
 2003-2004
 2002-2003
 2001-2002
 2000-2001
 2016-2017

* SCHOOL SINCE
 1985

* OFFICIAL EMAIL ADDRESS
 info@jrcitydhule.com

* SCHOOL REGION
 Dhule

* SCHOOL STATE
 Maharashtra

Saved Successfully

SAVE

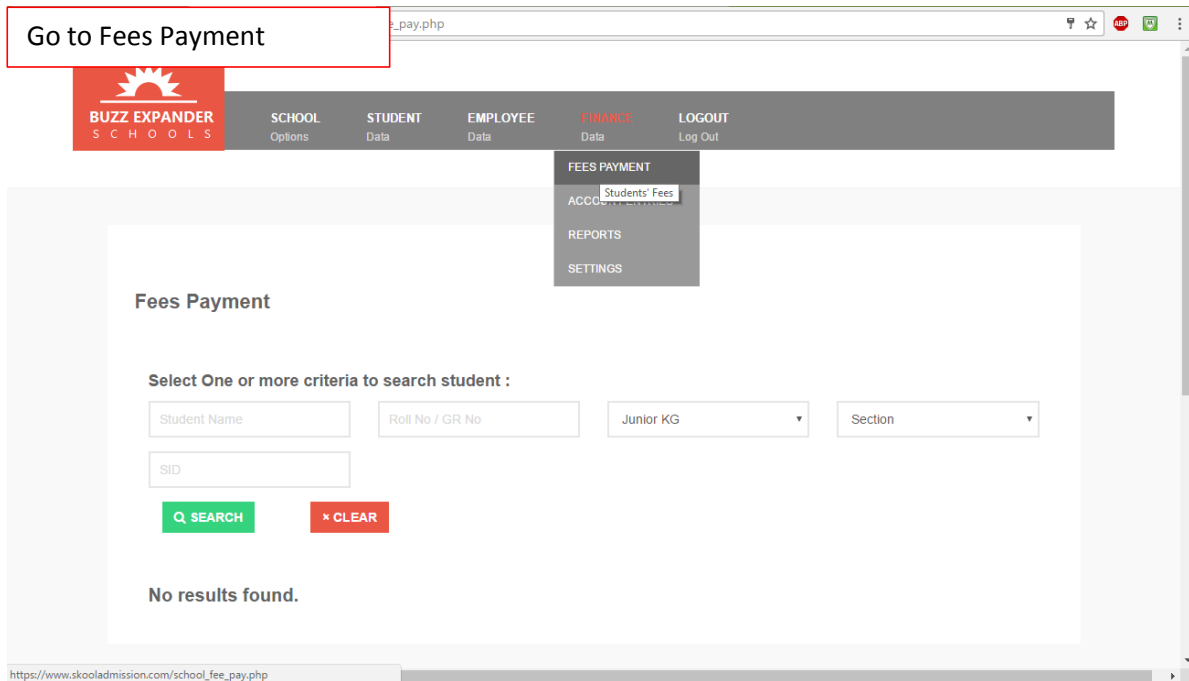
PRINCIPAL DETAILS :

* UPLOAD PRINCIPAL'S PHOTO (JPG / PNG ONLY)
 No file chosen

* ENTER PRINCIPAL NAME
 Shri.N.W.Malpure

* ENTER CONTACT NUMBER
 9999 9999

Go to Fees Payment



BUZZ EXPANDER SCHOOLS

SCHOOL Options | STUDENT Data | EMPLOYEE Data | **FINANCE** Data | LOGOUT Log Out

FEES PAYMENT

- Students' Fees
- ACCOUNTS
- REPORTS
- SETTINGS

Fees Payment

Select One or more criteria to search student :

Student Name Roll No / GR No Junior KG Section

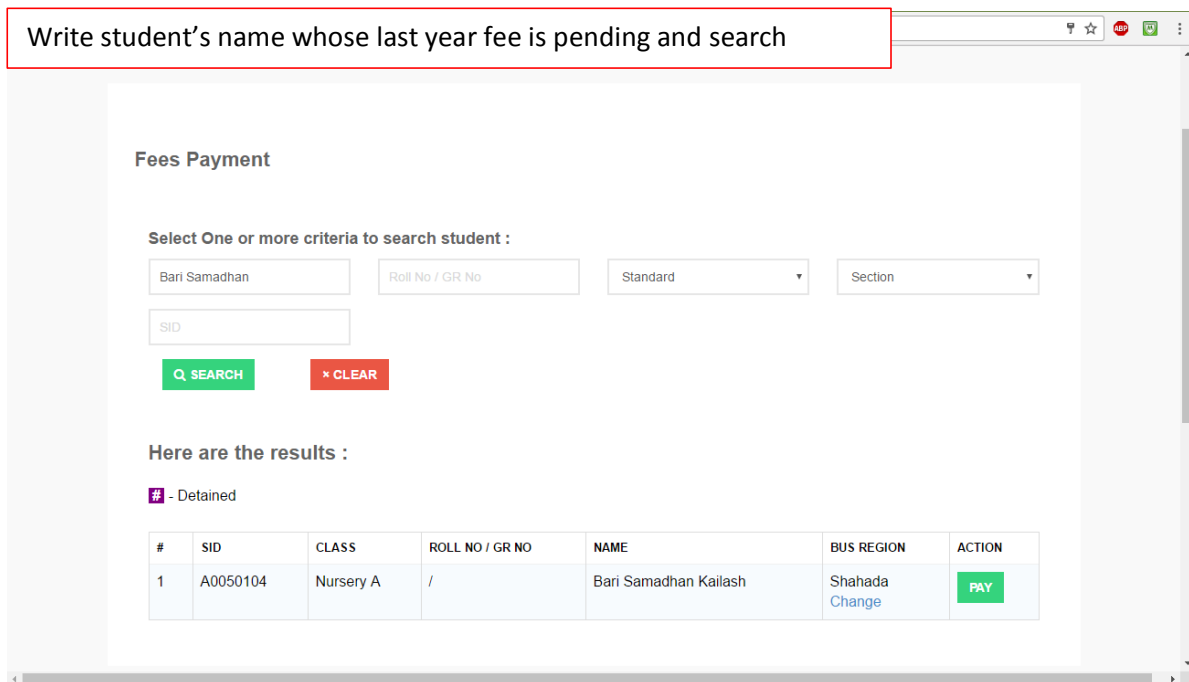
SID

SEARCH **CLEAR**

No results found.

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

Write student's name whose last year fee is pending and search



Fees Payment

Select One or more criteria to search student :

Bari Samadhan 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	A0050104	Nursery A	/	Bari Samadhan Kailash	Shahada Change	PAY



Now a session list will appear.

2015-2016
Select Session
2015-2016
2016-2017

Student Fees Payment - Bari Samadhan (Play Group A)

Review

#	HEAD	PAID	PENDING	FINAL RECEIPT	CHALLANS CREATED
1	Bus Fees	0	0		0
2	Lord Ganesha School Fees	0	15000		0
Total		0	15000		

PAY FEES CREATE CHALLAN

Payment History

2015-2016

Student Fees Payment - Bari Samadhan Kailash (Play Group A)

Review

#	HEAD	PAID	PENDING	FINAL RECEIPT	CHALLANS CREATED
1	Bus Fees	0	0		0
2	Lord Ganesha School Fees	0	15000		0
Total		0	15000		

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	Lord Ganesha School Fees	5000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add fee amount

SUBMIT

Once you submit, a voucher will be generated. Save the voucher.

RECEIPT **GO BACK**

Account Entry

Lord Ganesha School Fees (Receipt Voucher)

	A/C PARTICULARS	DEBIT	CREDIT	DESCRIPTION
Date 16-11-2016	Cr Tuition Fee (2015-2016) - 5000		5000	Lord Ganesha School Fees Received
Voucher No 85				
	Dr Cash	5000		

SAVE

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

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

Click on Ok.

RECEIPT **GO BACK**

Account Entry

Lord Ganesha School Fees (Receipt Voucher)

	A/C PARTICULARS	DEBIT	CREDIT	DESCRIPTION
Date 16-11-2016	Cr Tuition Fee (2015-2016) - 5000		5000	Lord Ganesha School Fees Received
Voucher No 85				
	Dr Cash	5000		

SAVE

Receipt can be viewed here.

Print and issue the receipt.

Lord Ganesha English School, Jamner
keshar Kasturi park, fattepur road, Jamner

Session : 2015-2016

SID : A0050104 Date : 16-11-2016 Receipt No : 000052

GR No : Class : Nursery A

Student Name : Bari Samadhan Kailash

Particulars	Amount
Lord Ganesha School Fees	5000 /-
Total	5000 /-

The amount of **Rs Five Thousand** has been received from **Bari Samadhan Kailash** in **Lord Ganesha English School, Jamner**.

Go to reports page to check various financial reports.

Secure | https://www.kooladmission.com/school_reports.php

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

ACCOUNT ENTRIES LEDGER REPORTS FEES ANALYSIS RECEIPTS & PAYMENTS

CHALLAN BOOK RECEIPT BOOK PENDING FEES BOOK

USEFUL LINKS

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

REACH US

SKOOLADMISSION INC.
61, Unity Chambers, Ganesh Colony
Jalgaon - 425001
Maharashtra, India

Tel: +91-8511679718 +91-8600119004
Email: support@skooladmission.com

SKOOLADMISSION STATS

Website Visits : 192977

← → ↻ 🏠 https://www.skooladmission.com/school_entries.php 🔍 ⭐ 📄 🗑 + ADD NEW

Account Entries

* SESSION
2016-2017

The voucher submitted by you will appear here on account entry report page

Select One or more criteria to search for :

DAY: Select MONTH: Select FROM (DD-MM-YYYY): 31-12-2015 TO (DD-MM-YYYY): 31-01-2016

* VOUCHER: Receipt GROUP: Select LEDGER: Select 🔍 SEARCH ✖ CLEAR

	A/C PARTICULARS	DEBIT	CREDIT	DESCRIPTION
16-11-2016 Voucher No : 85	Cr Lord Ganesha School Fees (2015-2016)		5000	Lord Ganesha School Fees Received from Bari Samadhan Kailash (Play Group A)
	Dr Cash	5000		
16-11-2016	Cr Lord Ganesha School Fees (2015-2016)		5000	Lord Ganesha School Fees Received from jr 02 16-17 (Nursery A)

← → ↻ 🏠 https://www.skooladmission.com/ledger_reports.php 🔍 ⭐ 📄 🗑

Ledger Report

* SESSION
2016-2017

Check the ledger reports

Select One or more criteria to search for :

DAY: Select MONTH: Select FROM (DD-MM-YYYY): 31-12-2015 TO (DD-MM-YYYY): 31-01-2016

VOUCHER: Select * GROUP: Incomes * LEDGER: School Fees (2015-2016) HEAD: Lord Ganesha School Fees

SUB-HEAD: Select 🔍 SEARCH ✖ CLEAR

Ledger : Lord Ganesha School Fees (2015-2016)

	DR	CR
Session Opening	0	0

Lastly the receipt and payment page.

Receipts & Payments Report (2016-2017)

CREDIT PARTICULARS	AMOUNT
Opening Balance - SBI	0
Opening Balance - HDFC	0
Opening Balance - Cash	0
School Fees (2015-2016)	72400 Cr
Lord Ganesh School Fees (2015-2016)	72400 Cr
School Fees	114310 Cr
Admission Fees	6400 Cr
Fine	395 Cr
Government Grant	24600 Dr
Fees Recovery (2015-2016)	16600 Cr
Deductions	
E. P. F.	1140 Cr

DEBIT PARTICULARS	AMOUNT
Earnings	
Basic Pay	51500 Dr
DA	63695.3 Dr
Grade Pay	17968.75 Dr
HRA	5010.15 Dr
Discount	2200 Dr
Stationary Exp	16200 Dr
Banner Exp	5000 Dr
Uniform Fee	7500 Dr
Trip Exp	15050 Dr
Furniture and Fixture	2200 Dr
Refund	20000 Dr

Fees paid from last year students.

Tutorial Complete