



# Printing Fee payment Receipts


## Go to Fee Reports, Click on Fee Payment Receipts


In this menu you can take print of payment receipts (If not taken during collecting fees or for additional purpose).


**Fee Reports**


 Fee Payment Receipts


 Fee Collection Report

 Slab Wise Report

 Fee Collection

 Fee Structure

 Van Fee Report

 Fee Statement by Grade Division

Click on Fee payment receipt menu, you will be able to see the below window. Regular fee tab is for those students who are student in the school currently. Application Fee tab is for [application students](#).

Regular Fee

Application Fee

Find Student

Class --Select--

Section --Select--

Student\* --Select--

Search Student by\*

StudentID

Find

Reset

Fee Payment Details

Sl.No. Receipt No	Student Name	Payment Date	Fee Group	Total	Amount Paid	Status	Action
Total:							

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## Generating/ Printing receipts

Steps to follow:






1. Select Class.
2. Select Section.
3. Select student name of whose payment receipts you want the print to be generated.
4. Click on Find. The Fee payment details table fills with all the payment the student has done till date.

Regular Fee
Application Fee

Find Student


Class I Std
Section B
Student\* Prerana Sharma

Search Student by\* StudentID
Find
Reset

Fee Payment Details									
Sl.No.	Receipt No	Adm.No	Student Name	Payment Date	Fee Group	Total	Amount Paid	Status	Action
1	0025	231	Prerana Sharma	Aug 10, 2012	N-Annual Fee	4000	4000	CLEARED	 Print
2	0012	231	Prerana Sharma	Aug 10, 2012	N-Monthly Fee	500	500	PENDING	 Print
3	0011	231	Prerana Sharma	Aug 10, 2012	N-Term Fee	1000	1000	PENDING	 Print
4	0006	231	Prerana Sharma	Aug 10, 2012	Rajajinagar Bus Fee	8000	8000	CLEARED	 Print
5	0005	231	Prerana Sharma	Aug 10, 2012	General Fee	800	800	CLEARED	 Print
Total:						14300	14300		

5. Click on print button of the respective receipt of which you want to take the print out.

6. Receipt panel opens as shown below, click on print or you can save the receipt.



**MarvelSoft High School**  
#384 , 19G Main,  
1st Block ,Rajajinagar  
Bangalore - 560091




Annual Fee Receipt

Academic Year: 2012-13




Date	10/08/2012	Receipt No.	25
Name	Prerana Sharma		
Class	I Std / B	Student No.	5

Sl. No.	Particulars	Amount
1	SPECIAL DEVELOPMENT FEE	2500
2	MANAGEMENT FEE	1000
3	COMPUTER FEE	500
Total Amount		4000
Amount Paid		4000

Paid By: AS

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Amount Paid in Words : *FOUR THOUSAND*

Print file (Ctrl+P)

\*\*\*\*\*Computer Generated Receipt\*\*\*\*\*

Close

In this way you can take the payment receipt of the paid students.