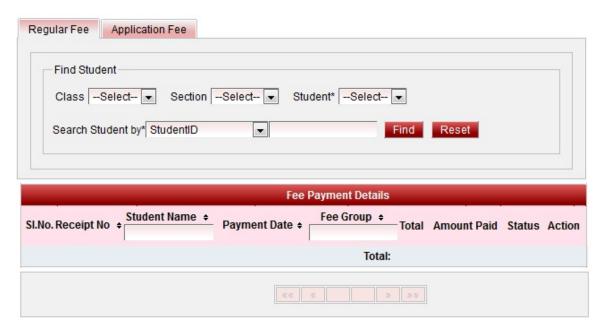
## **Printing Fee payment Receipts**

## Go to Admin Master, 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).



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 <u>application students</u>.

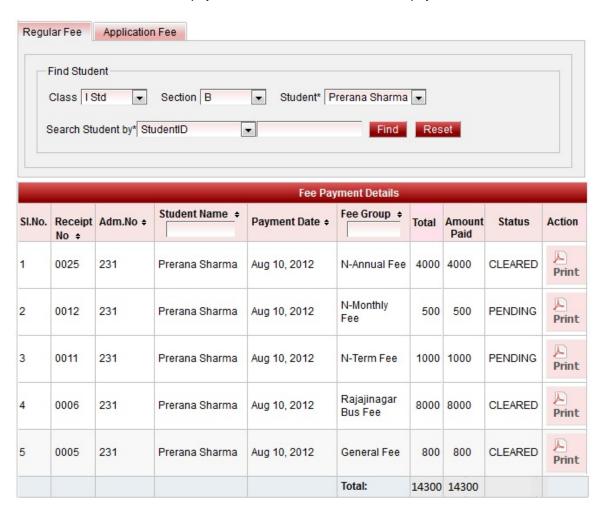


## **Generating/ Printing receipts**

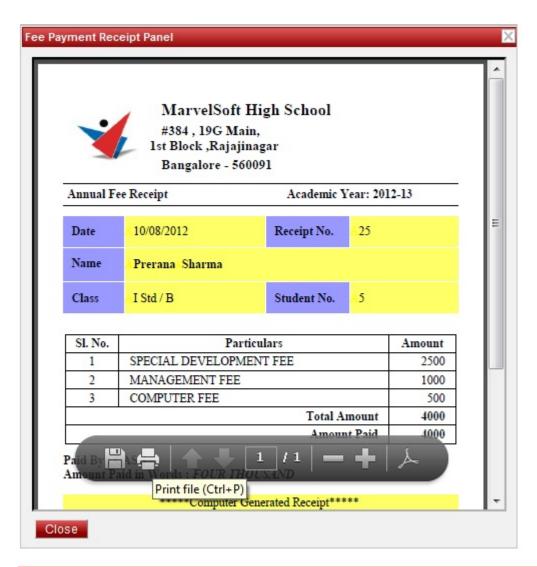
Steps to follow:

- 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.



- 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.



Error rendering macro 'viewpdf': The viewfile macro is unable to locate the attachment "receipt.pdf" on this page

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