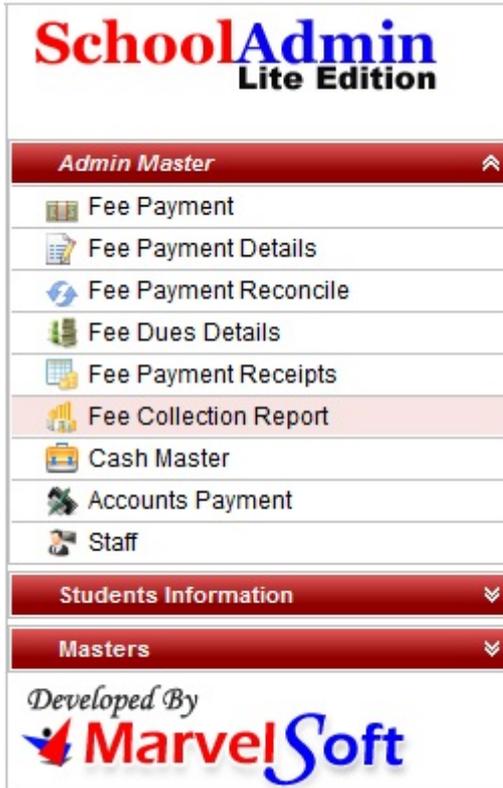


# Printing Fees Collection Report

## Go to Admin master, Click on Fee Collection Report

You can get the details of Collection report in this menu. You can maintain the record of fee collected in your school by selecting date range, this will help you to maintain records and verify day to day transaction. Therefore you will be able to maintain record in Excel format or PDF format.



Click on the menu, you will get the window opened as shown below,

Select Fee Date and Fee Type

Start Date:  End Date:

Fee Collection Report						
Sl.No.	Paid Date	Receipt No	Student	Class	Fee Group Name	Amount Paid
Total:						

Steps to fetch the collection report:

1. Select the Start date and End date (by default it will show the current date).
2. Click on Find button. You will see the payment records done in between the selected range as shown below.

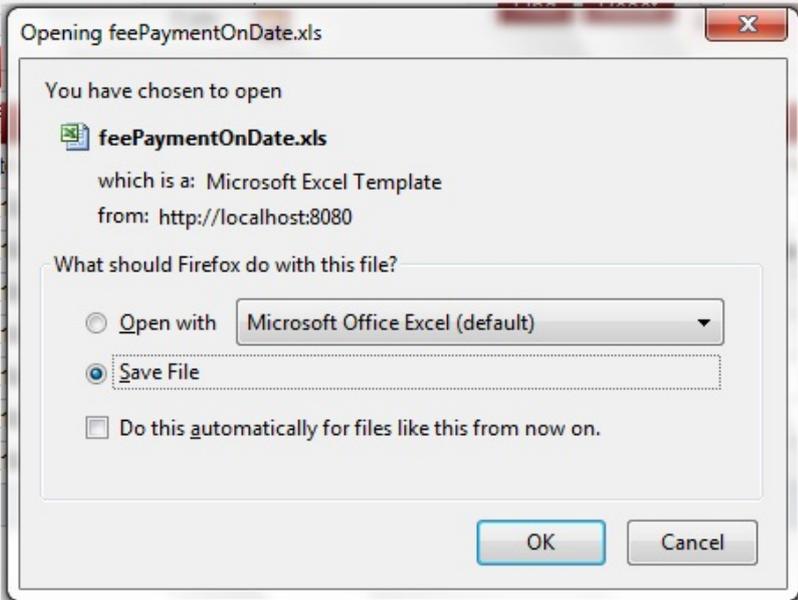
Select Fee Date and Fee Type

Start Date:  End Date:

Fee Collection Report						
Sl.No.	Paid Date	Rcpt No	Student	Class	Fee Group Name	Amount Paid
1	Aug 10, 2012	5	Prerana Sharma	I Std B	General Fee	800.00
2	Aug 10, 2012	6	Prerana Sharma	I Std B	Rajajinagar Bus Fee	8,000.00
3	Aug 10, 2012	7	Rakesh	I Std B	N-Annual Fee	3,400.00
4	Aug 10, 2012	19	Aryan	I Std B	N-Annual Fee	3,000.00
5	Aug 10, 2012	20	Aryan	I Std B	N-Annual Fee	1,000.00
6	Aug 10, 2012	24	Sukanya	I Std B	N-Annual Fee	4,700.00
7	Aug 10, 2012	25	Prerana Sharma	I Std B	N-Annual Fee	4,000.00
<b>Total:</b>						<b>24,900.00</b>

3. To generate Excel report click on  Fee Collection Export button.

4. A panel will open as shown below, click to save the excel.



You will get the excel report as shown below.

Error rendering macro 'viewxls' : The viewfile macro is unable to locate the attachment "feePaymentOnDate.xls" on this page

5. If you want the report in PDF format, click on  Print. PDF will be generated as shown below.

Error rendering macro 'viewpdf' : The viewfile macro is unable to locate the attachment "fee-collection\_rpt.pdf" on this page

