

Reconciling Cheque Fees Collections with bank statement

Go To Admin master, Click on Fee Payment Reconcile

You will be able to do reconciliation in Admin master- Fee Payment Reconcile. You can find the **pending** payment record made by cheque and update the cheque status in this menu.



Click on Fee payment reconcile, you will see the below master

Regular Reconcile Application Reconcile

Find Student

Class Section Student*

Search Student by*

Fee Payment Reconcile

Sl.No.	Adm.No	Student Name	Date	Fee Group	Amt Paid	Realisation Date	Cheque Status
		<input type="text"/>					

Fetch Fee payments that has to be reconciled on Class-Section Filter

1. Select Class and section.
2. Click on Filter button.
3. You will see the fee payments made by cheque , fills the table with the payment records of all the student who have made cheque payment. as shown below,

Regular Reconcile
Application Reconcile

Find Student

Class I Std
Section B
Student* --Select--

Search Student by* StudentID
Find
Reset

Fee Payment Reconcile								
Sl.No.	Adm.No	Student Name	Date	Fee Group	Amt Paid	Realisation Date	Cheque Status	Remarks
1	231	Prerana Sharma	Aug 10, 2012	N-Term Fee	1000		PENDING	
2	231	Prerana Sharma	Aug 10, 2012	N-Monthly Fee	500		PENDING	
3	127	Roopa	Aug 10, 2012	General Fee	800.0		PENDING	

Update

Change the Cheque status and enter the date of Realization and enter remarks , information related to the realization. Finally click on update. You will get **Updated Successfully** message.

Regular Reconcile
Application Reconcile

Find Student

Class I Std
Section B
Student* --Select--

Search Student by* StudentID
Find
Reset

Fee Payment Reconcile								
Sl.No.	Adm.No	Student Name	Date	Fee Group	Amt Paid	Realisation Date	Cheque Status	Remarks
1	231	Prerana Sharma	Aug 10, 2012	N-Term Fee	1000	12/08/2012	CLEARED	State Bank
2	231	Prerana Sharma	Aug 10, 2012	N-Monthly Fee	500	12/08/2012	CLEARED	State Bank
3	127	Roopa	Aug 10, 2012	General Fee	800.0	12/08/2012	CLEARED	State Bank

Update

Fetch Fee payments that has to be reconciled on Student Filter

1. Select Class, section and student.
2. Click on Filter button.

3. You will see the fee payment reconcile table fill with the cheque payment records of the selected student. as shown below image.

Regular Reconcile
Application Reconcile

Find Student
Class I Std Section B Student* Prerana Sharma
Search Student by* StudentID Find Reset

Fee Payment Reconcile								
Sl.No.	Adm.No	Student Name	Date	Fee Group	Amt Paid	Realisation Date	Cheque Status	Remarks
1	231	Prerana Sharma	Aug 10, 2012	N-Term Fee	1000		PENDING	
2	231	Prerana Sharma	Aug 10, 2012	N-Monthly Fee	500		PENDING	

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Update

4. Select the Cheque status.

5. Click on Update button. You will get **Updated Successfully** message.

Regular Reconcile
Application Reconcile

Find Student
Class I Std Section B Student* Prerana Sharma
Search Student by* StudentID Find Reset

Fee Payment Reconcile								
Sl.No.	Adm.No	Student Name	Date	Fee Group	Amt Paid	Realisation Date	Cheque Status	Remarks
1	231	Prerana Sharma	Aug 10, 2012	N-Term Fee	1000	15/08/2012	CLEARED	State Bank
2	231	Prerana Sharma	Aug 10, 2012	N-Monthly Fee	500	13/08/2012	BOUNCED	State Bank

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Update

You can Update the Cheque status once you receive status report from the bank.

Different ways of Realization Settings

You can make settings to how you want the cheque payments to be realized in [Default Settings](#) .

- **Clear Cheques & Clearance Days** - If the user wants to set cleared status for all the cheque payment

by School Admin Lite, user can do this by enabling the Clear Cheque and entering the number of days within which the cheques has to be cleared (Note : User has to be sure that all the cheques will be cleared , if in case any cheque is bounced, then you need to go to **Admin Master - Fee Payment Reconcile** and change the status and update).

- **Clear Cheques Immediately** - If the user wants to set cleared status for all the cheque payment by School Admin Lite immediately after the cheque payment , user can do this by enabling the Clear Cheque Immediately
(Note : User has to be sure that all the cheques will be cleared , if in case any cheque is bounced, then you need to go to **Admin Master - Fee Payment Reconcile** and change the status and update).

This will help in updating the cheque status in easier way.