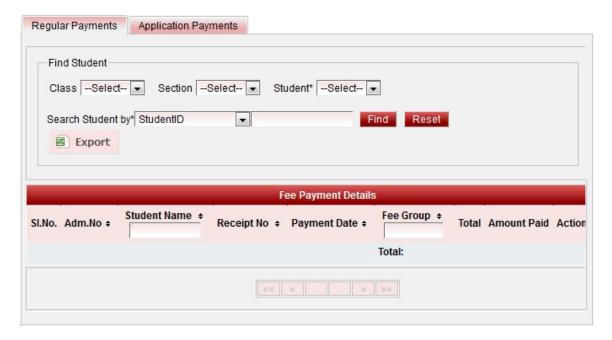
Viewing student or class wise fees collection details Go To Admin master, Click on Fee Payment Details

You can view the fee payment details of students on class wise, individual student wise.



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

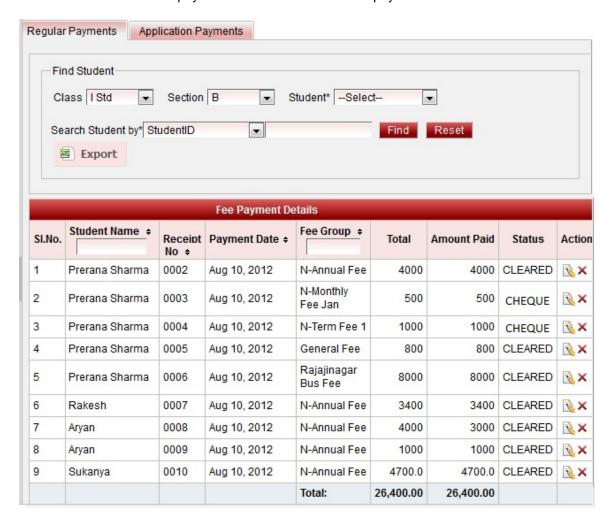




In the Fee Payment Details table we have hided Payment Info and Fee Description column. If you want to view those two columns details, Go to Header-Options-Settings-<u>Default Settings</u>-Fee payment Settings enable both the check box and click on Update. You will be able to view both the columns

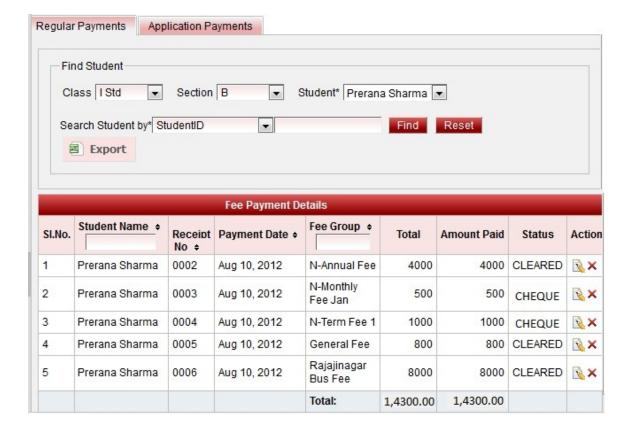
Fetch Fee payment Details on Class-Section Filter

- 1. Select Class and section.
- 2. Click on Filter button.
- 3. You will see the fee payment details table fill with the payment records of all the student. as shown below,



Fetch Fee payment Details on Student Filter

- 1. Select Class, section and student.
- 2. Click on Filter button.
- 3. You will see the fee payment details table fill with the payment records of the selected student. as shown below,



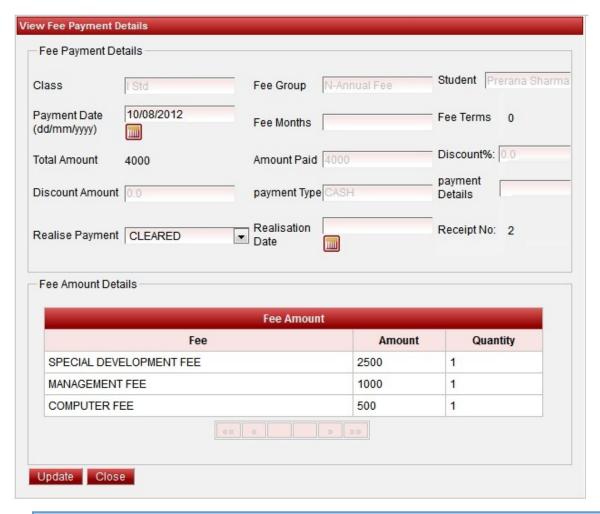
Edit Records

You can edit and change the details of payment record by clicking on Edit icon in Action column. Edit the records carefully.

Click on Edit button, panel opens as shown below, You can,

- Change the payment date.
- Change the Payment Type.

You can view the payment details. by editing the payment record.



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Realization Date is set only if the payment is made by cheque and cleared in <u>Fee Payment Reconcile</u>. The clearance date set while reconciliation will be set here.

Delete Records

You can delete the record if you had done wrong payment by clicking on delete icon in Action column. Delete the record carefully.

Export Fee payment details Report

- 1. Select Class Section.
- 2. Click on Find button. You will see the payment details in Fee payment table.
- 3. Click on Export button.
- 4. A report panel opens, Click on OK. You will be able to see the report as shown below. Fee Description, Payment Info column is made invisible as the report is restricted to 11 columns.

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