

# How to Receive Fee from Students?



HDSchool Tutorials

Receive Fees module helps in receive fee from the students. You can generate receipts; send email/SMS acknowledgments for the payment made by the students.

- Fees can be received through Cash, Card, Cheque or Bank Transfer.
- Receipt is produced in name of the student.

To receive fee from students in HDSchool, follow the steps below.

1. Run **HDSchool**.
2. Go to **1<sup>st</sup> Page** of HDSchool, click on **Receive Fees**.

Manage Receive Fee

Hello


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Receive Fees Number	Date	Amount	Name	Payment Mode
Hyp-RFN00012	17/06/2016 11:58 AM	500.00	Animesh Gupta	Cash
Hyp-RFN00011	03/06/2016 12:32 PM	41,000.00	Sohan Kumar Patel	Cheque
Hyp-RFN00010	03/06/2016 12:32 PM	41,000.00	Piyush Mukherjee	Cheque
Hyp-RFN00009	03/06/2016 12:31 PM	41,000.00	Sumit Rajkishor Sharma	Cheque
Hyp-RFN00008	02/06/2016 05:22 PM	61,000.00	Kiran khanna	BankTransfer
Hyp-RFN00007	02/06/2016 05:20 PM	41,000.00	Karishma Roy	Cash
Hyp-RFN00006	02/06/2016 05:19 PM	41,000.00	Ganesh Arya Dutta	Cash
Hyp-RFN00005	02/06/2016 05:19 PM	1,000.00	Ashif Khan	Cash
Hyp-RFN00004	02/06/2016 05:18 PM	1,36,750.00	Archana Singh	Card
Hyp-RFN00003	02/06/2016 05:17 PM	61,000.00	Animesh Gupta	Card
Hyp-RFN00002	02/06/2016 05:17 PM	41,000.00	Akash Kumar Nayar	Cash
Hyp-RFN00001	02/06/2016 05:16 PM	61,000.00	Abhiraj Sinha	Cash

Total Records : 12

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3. From **Manage Receive Fee**, click on **Receive Fee**  button.

Receive Fees Number	Date	Amount	Name	Payment Mode
Hyp-RFN00012	17/06/2016 11:58 AM	500.00	Animesh Gupta	Cash
Hyp-RFN00011	03/06/2016 12:32 PM	41,000.00	Sohan Kumar Patel	Cheque
Hyp-RFN00010	03/06/2016 12:32 PM	41,000.00	Piyush Mukherjee	Cheque
Hyp-RFN00009	03/06/2016 12:31 PM	41,000.00	Sumit Rajkishor Sharma	Cheque
Hyp-RFN00008	02/06/2016 05:22 PM	61,000.00	Kiran khanna	BankTransfer
Hyp-RFN00007	02/06/2016 05:20 PM	41,000.00	Karishma Roy	Cash
Hyp-RFN00006	02/06/2016 05:19 PM	41,000.00	Ganesh Arya Dutta	Cash
Hyp-RFN00005	02/06/2016 05:19 PM	1,000.00	Ashif Khan	Cash
Hyp-RFN00004	02/06/2016 05:18 PM	1,36,750.00	Archana Singh	Card
Hyp-RFN00003	02/06/2016 05:17 PM	61,000.00	Animesh Gupta	Card
Hyp-RFN00002	02/06/2016 05:17 PM	41,000.00	Akash Kumar Nayar	Cash
Hyp-RFN00001	02/06/2016 05:16 PM	61,000.00	Abhiraj Sinha	Cash

4. In the **Receive fee window** that got opened, enter the required details.

- **School:** Select the school .
- **Student:** Select the student by click on [...] button or by typing first few letters of the student name and select from the list that appears.
- **Admission No:** you can find the student by Admission number as well.
- **Email:** Enter the student/parent email ID and select send email check box to send mail to the student/parent
- **Mobile Number:** Enter the student/parent mobile number and select Send SMS check box to send SMS to the student/parent.
- **Other Pending Amount:** If student has some other pending amount that will be shown over here.
- **Clear Other Pending Amount:** By checking this checkbox you can clear student other pending amount.
- **Current Payable Amount:** Enter the amount that student wants to clear from other pending.



**Receive Fee**

Student Info  
Received Fee Number: Hyp-RFN00013 Date: 17/06/2016

School: Hyper Drive School Student Email: abhiraj@gamil.com  Send Email  
Student: Abhiraj Sinha ( ICSE,Class - II , A-Section ) Mobile Number: 9999999999  Send SMS  
Admission No:  Other Pending Amount: **1,000.0**  
Clear Other Pending Amount:  Current Payable Amount:

Select All Fees UnSelect All Fees Add Fee Level Note To Selected Fee Add Fee Level Note to All Fee

Students Fee Info

Select For Payment	Fee Name	TotalAmount	Pending Amount	Adjusted Amount	Suggested Penalty Amount	Actual Penalty Amount	Adjust Penalty Amount	Note
<input type="checkbox"/>	Yearly Fee (...)	75,750.00	75,750.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	Registration...	1,000.00	1,000.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	Enrollment ...	40,000.00	40,000.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	Caution Mo...	20,000.00	20,000.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	Yearly Fee (...)	75,750.00	75,750.00	0.00	0.00	0.00	0.00	

Payment Detail

Total Pending Amount: **2,13,500.00** Total Selected Payable Amount: **700.00**  
Pending Amount: **700.00**

Cash Card Bank Transfer Discount Advance Cheque

Amount Received:  Alt+A  Ctrl+P

Note:  Pick Message Penalty Amount: **0.00**

Total Received Amount: **0.00**  
Returnable Balance: **0.00**  
 Save Returnable Amount as Student Advance

Save & Print (F5) Save (F8) Cancel

5. **Student Fee Info** will appear onto the grid. Select the fees that you want to receive or click on **Select All Fees** button to receive all fees.

- **Unselect All Fees:** you can Unselect all the checkbox from Student Fee Info by clicking on this button.
- **Add Fee Level Note To Selected Fee :** You can add fee level note to selected fee .
- **Add Fee Level Note to All Fee :** As name referred, you can add fee level note to all fee.
- **Payment Details:** Select the payment mode (cash, card, cheque or bank transfer) through which you want receive fees.
- **Discount:** you can give discount to the student while receiving fees.
- **Advance:** you can clear fees from Advance amount .
- **Amount Received:** Enter the amount that you are receiving from student.





**Manage Receive Fee** Hello

1 2 3 4

**Institute** **School**

**Course** **Batch**

**Student** **Subject**

**Manage Fees** **Receive Fees**

**Department** **Employee**

**FA Transaction** **Accounting**

**Item** **Reports**

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Receive Fees Number	Date	Amount	Name	Payment Mode
Hyp-RFN00013	17/06/2016 04:08 PM	2,13,200.00	Abhiraj Sinha	Cash
Hyp-RFN00012	17/06/2016 11:58 AM	500.00	Animesh Gupta	Cash
Hyp-RFN00011	03/06/2016 12:32 PM	41,000.00	Sohan Kumar Patel	Cheque
Hyp-RFN00010	03/06/2016 12:32 PM	41,000.00	Piyush Mukherjee	Cheque
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