


How to receive partial fee payments from the student in HDSchool?

HDSchool –Receive payment module allows you to accept partial fee payments as per your negotiation with the student/parent.

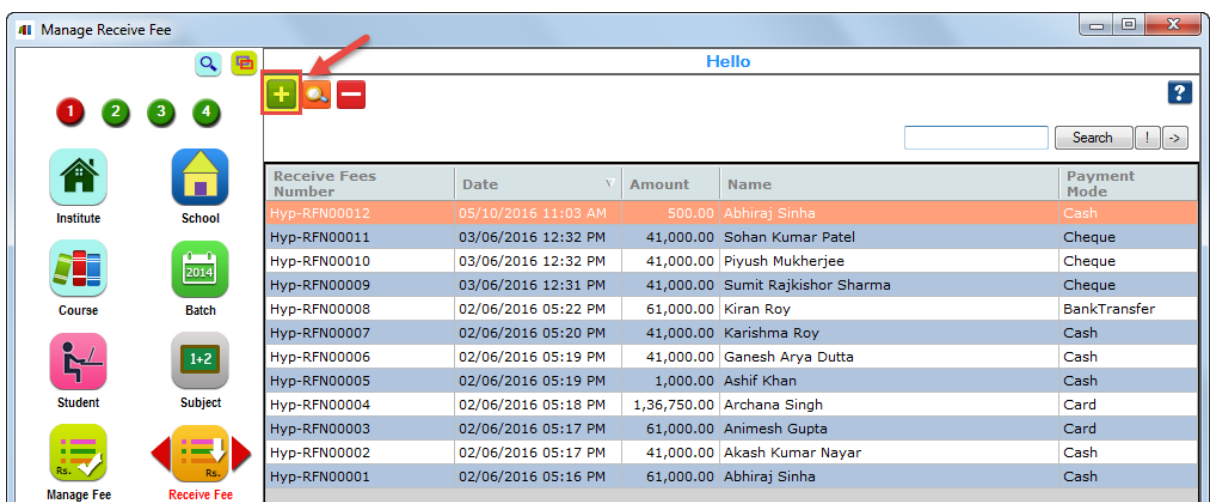
Here’s how you can receive partial fee payments from the student.

1. Run **HDSchool**. From the 1st page of HDSchool, click on **Receive Fee** option.



Receive Fees Number	Date	Amount	Name	Payment Mode
Hyp-RFN00012	05/10/2016 11:03 AM	500.00	Abhiraj Sinha	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 Roy	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

2. Click on **Receive Fee** option from **Manage Receive Fee** tool strip.





- In the **Receive Fee** screen that opens select the **School, Student Name** from whom you are receiving the fee. This will list all the pending fees against the selected student as shown below.

Student Info
 Received Fee Number : [Hyp-RFN00013](#) Date : [07/10/2016](#)
 School : **Hyper Drive School** Student Email : Send Email
 Student : **Abhiraj Sinha (ICSE,Class - II , A-Section)** Mobile Number : Send SMS
 Admission No : Other Pending Amount : **0.00**
 Clear Other Pending Amount : Current Payable Amount : 0.00

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

Select For Payment	Fee Name	TotalAmount	Pending Amount	Adjusted Amount	Suggested Penalty Amount	Actual Penalty Amount	Adjust Penalty Amount	Note
<input type="checkbox"/>	Registration...	1,000.00	500.00	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
 Amount : **1,36,250.00** Total Selected Payable Amount : **0.00**
 Pending Amount : **0.00**
 Total Received Amount : **0.00**
 Returnable Balance : **0.00**
 Save Returnable Amount as Student Advance
 Save & Print (F5) Save (F8) Cancel

- Select the fee for payment by checking the check box against the 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"/>	Registration...	1,000.00	500.00	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 checked="" type="checkbox"/>	Yearly Fee (...	75,750.00	75,750.00	75,750.00	0.00	0.00	0.00	





- 5. Select the payment mode (Cash, Card) and enter the fee received from the student in **Amount received** field.

Payment Detail

Total Pending Amount : **1,36,250.00**

Total Selected Payable Amount : **75,750.00**

Pending Amount : **25,750.00**


Cash : **50,000.00**

Total Received Amount : **50,000.00**

Returnable Balance : **0.00**

Save Returnable Amount as Student Advance

Cash Card Bank Transfer Discount Advance Cheque

Amount Received : Alt+A  Ctrl+P

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

- 6. Now click on **Adjust Balance** from **student fee info** section.

Students Fee Info

	TotalAmount	Pending Amount	Adjusted Amount	Suggested Penalty Amount	Actual Penalty Amount	Adjust Penalty Amount	Note	Adjust Balance
n...	1,000.00	500.00	0.00	0.00	0.00	0.00		Adjust Balance
t ...	40,000.00	40,000.00	0.00	0.00	0.00	0.00		Adjust Balance
p...	20,000.00	20,000.00	0.00	0.00	0.00	0.00		Adjust Balance
(...	75,750.00	75,750.00	50,000.00	0.00	0.00	0.00		Adjust Balance

Payment Detail

Total Pending Amount : **1,36,250.00**

Total Selected Payable Amount : **50,000.00**

Pending Amount : **0.00**


Cash : **50,000.00**

Total Received Amount : **50,000.00**

Returnable Balance : **0.00**

Save Returnable Amount as Student Advance

Cash Card Bank Transfer Discount Advance Cheque

Amount Received : Alt+A  Ctrl+P

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

Note 1: You can also use multiple payment modes like cash & card, Cash & Discount etc.

Note 2: You can also adjust the total received amount against all pending fees.

- 7. Click on **Save** or **Save and Print** as required.

