



EduBuddy

Help Desk Manual

for

Accountant





In this manual, the following topics are covered

1. How to Access Your Dashboard on EDUBUDDY
2. How to Submit Fees
3. How to Search for a Student
4. How to Enter Student Fee Details
5. How to Generate a Receipt
6. How to Send WhatsApp Receipt Details



1.How to Access Your Dashboard on EDUBUDDY

1. Visit the EDUBUDDY Website

Open your browser (Chrome/Firefox) and go to <https://edubuddy.online/>.

2. Log In to Your Account

- On the login page, enter your **User ID** and **Password**.
- If you don't have your login credentials, contact your admin or HR.
- **Forgot Password?**

If you've forgotten your password, click on the "Forgot Password" option and follow the steps to reset it.

3. Access Your Dashboard

Once you've logged in, your **Dashboard** will appear. From here, you can explore all the features and modules of EDUBUDDY.



2. How to Submit Fees

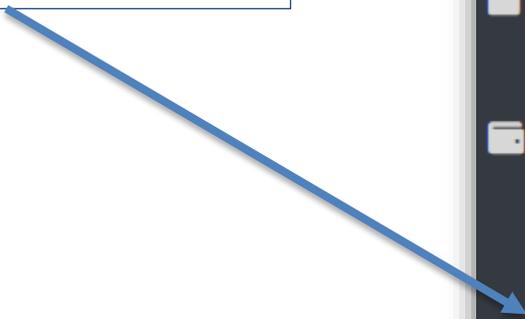
To submit fees, first, you need to click on the **Fees Pages** button.

The screenshot displays the Edubuddy portal interface. On the left, a dark sidebar contains navigation options: Home, AI Tools, Student Pages, Fees Pages, Logout, and Reset Password. The top navigation bar includes buttons for EduBuddy Overview, EduBuddy Blog, and AI Tool. The main content area features a purple header with the Edubuddy logo and the text "Edubuddy The Future of". Below this is a calendar for January 2025. The calendar shows a "holiday" on January 1st and "Guru Govind Si..." on January 6th.

Sunday	Monday	Tuesday	Wednesday	Thursday
29	30	31	Jan 1 holiday	02
05	06 Guru Govind Si...	07	08	09



Now, many options will appear, and you need to click on the **Pay Fees** option.



The screenshot shows the Edubuddy interface. On the left is a dark sidebar menu with the following options: Home, AI Tools, Student Pages, Fees Pages, Receipt Dashboard, Pay Fees, Day Reports, Receipt Reports, Receipt Summary Reports, Section Fee Reports, Section Fees, and Fine Module. On the right is a purple header with the Edubuddy logo and name. Below the header is a calendar for January 2025. The calendar shows dates from 29 to 14. A blue box highlights the date 06, which is labeled 'Guru Govind Si...'. The date 12 is also highlighted with a blue circle.



3. Now, let's see how to submit the fees for a particular student.

you can search for the student either by their student ID.

And you can also search for the student by their name.

Student ID: External (Old) Student ID:

Receipt No:

Select Student for Fees Payment

	Photo	Student	Father	Class	Section		Stu Id	Old St...
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
▶		Brijesh Singh	Pankaj Singh	BBA	B	<input type="button" value="Pay Fees"/> <input type="button" value="Stu Home"/>	1384	18...
▶		Ayush Kumar	Brijesh Kishore	2	B	<input type="button" value="Pay Fees"/> <input type="button" value="Stu Home"/>	1385	12...



Once the student's profile appears, click on the Pay Fees option to proceed.

Select Student for Fees Payment

	Photo	Student	Father	Class	Section	
		<input type="text" value="Usha devi"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
▶		Usha Devi	Saurabh singh	LKG	A	Pay Fees Stu Home
		Total Students: 535				Studying: 517 Not Studying: 18



Now, here you can see all the student's details, including the total fees, fine amount, and pending fees.



Create Fees Receipt for



STUDENT
Usha Devi
CLASS - SECTION
LKG - A Studying

[Stu Home](#) [Stu Fees](#)

Fee Item Name	Amount Due	Discount	Amount Paid	Fine Pending	Pending
▶ TBDI	5000	500	5000	1240.00	740.00
▶ TBDI	5000	0	5000	740.00	740.00
▶ Admission Fe...	5000	0	5000	640.00	640.00
▶ Book Fee	3500	0	3500	0.00	0.00
▶ Hostel Fees	8000	0	800	0.00	7200.00
▶ Annual Fees ...	2000	0	0	0.00	2000.00
▶ Tuition Q 1 2...	5300	0	5300	0.00	0.00
▶ Tuition Q 2 2...	5300	0	0	0.00	5300.00
▶ Tuition Q 3 2...	5300	0	0	0.00	5300.00
▶ Tuition Q 4 2...	5300	0	0	0.00	5300.00
Total	49850		24600	₹3,120.00	27370.00

Navigation: |< < 1 2 > >|



4.How to Enter Student Fee Details

Now, fill in the student's fee details, including the tuition fee, ID card fee, school diary fee, etc.

Receipt Fees Details

Fees Item	Amount
TBDI Due: 740.00	740.00
Annual Fees 2024-25 Due: 2000.00	2000.00
School Dairy Due: 100.00	100.00
Identity Card Due: 50.00	50.00
Tuition Q 2 2024-25 Due: 5300.00	5300.00
	0
	0

Total Amount: 8190.00



Select the date on which the student is submitting the fee.

Now, select if the payment is in cash or online.

If the payment is online, note the UPI reference number here.

Click on 'Create Receipt'

Receipt Date:

Transfer Type:

TransactionId/ Cheque No.:

Transfer/Currency Details:

Comments:

ReceiptNo: (Optional)

[Create Receipt](#) [Back to Section](#)
[Back to Stu Home](#)



Two receipts will be generated here: one for the student and one for the school.



Edubudy The Future of School Learning Management

Address: Hathipur Maharajpur Kanpur
Tel: 9336817770

Student Copy

Student: Usha Devi
Father: Saurabh singh
Class: LKG-A
Receipt No | Id: 3321 |47393

StuEduBuddyId: 1396
StuSchoolId: 123
Date: 12-01-2025
Session: 2024-25

Fee Details

FeeItemName	Amount
TBDI	740
Annual Fees 2024-25	2000
School Dairy	100
Identity Card	50
Tuition Q 2 2024-25	5300

Amount: 8190

Type: Cash



Edubudy The Future of School Learning Management

Address: Hathipur Maharajpur Kanpur
Tel: 9336817770

School Copy

Student: Usha Devi
Father: Saurabh singh
Class: LKG-A
Receipt No | Id: 3321 |47393

StuSchoolId: 1396
StuSchoolId: 123
Date: 12-01-2025
Session: 2024-25

Fee Details

FeeItemName	Amount
TBDI	740
Annual Fees 2024-25	2000
School Dairy	100
Identity Card	50
Tuition Q 2 2024-25	5300

Amount: 8190

Type: Cash



5. How to Generate a Receipt

You can click on the 'Print Receipt' button to directly print it and give it to the student."

If you want to send the receipt details to the student's WhatsApp number, click on 'Receipt Details'.

Fee Details	
FeeItemName	Amount
TBDI	740
Annual Fees 2024-25	2000
School Dairy	100
Identity Card	50
Tuition Q 2 2024-25	5300

Amount: 8190
Type: Cash

Accountant **Time:** 2025-01-12 16:21:51

[Print Receipt](#) [Receipt Details](#) [Back to Section](#) [All Students](#) [Back to Stu Home](#)



6.How to Send WhatsApp Receipt Details

you click on 'Receipt Details,' the 'Send WhatsApp' button will appear. Click on it to send the receipt.

ReceiptDetailId	FeeItemName	Amount	ReceiptDetailsComments
97257	TBDI	740	
97258	Annual Fees 2024-25	2000	
97259	School Dairy	100	
97260	Identity Card	50	
97261	Tuition Q 2 2024-25	5300	

Receipt Print

Back to Section

Another Payment

Back to Stu FeeHome

 SEND WHATSAPP

StudentId: 1396 Password: Ush4962j

Contact No: 9506577616 EmailId:



Here, you will also see the student's ID and password.