



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.



Home

AI Tools

Student Pages

Fees Pages

Logout

Reset Password

EduBuddy Overview

EduBuddy Blog

AI Tool



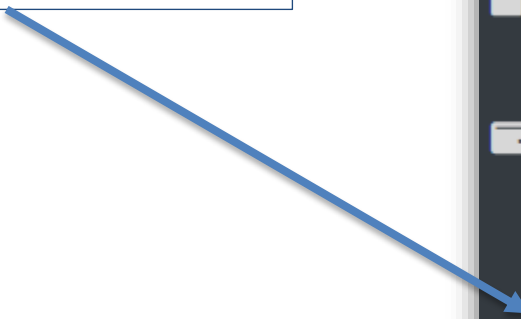
Edubuddy The Future of

< > January 2025

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.




Home

AI Tools

Student Pages

Fees Pages

- Receipt DashBoard
- Pay Fees
- Day Reports
- Receipt Reports
- Receipt Summary Reports
- Section Fee Reports
- Section Fees
- Fine Module

Edubuddy

< > January 2025

Sunday	Monday	Tuesday
29	30	31
05	06 Guru Govind Si...	07
12	13	14



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:

Search

Reset

Receipt No:

Find ReceiptNo

Reset

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"/>		<div><div></div><div></div></div>	<input type="text"/>
▶		Brijesh Singh	Pankaj Singh	BBA	B	<div><div>Pay Fees</div><div>Stu Home</div></div>	1384	18...
▶		Ayush Kumar	Brijesh Kishore	2	B	<div><div>Pay Fees</div><div>Stu Home</div></div>	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	
		<div>Usha devi</div>				
▶		Usha Devi	Saurabh singh	LKG	A	<div>Pay Fees</div> <div>Stu Home</div>
		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

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12

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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:

01/12/2025

Transfer Type:

Cash

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



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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

Fee Details

FeeItemNam
TBDI
Annual Fees 2
School Dairy
Identity Card
Tuition Q 2 20

Amount: 8190

Type: Cash

Accountant



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.