



Fee Pages @ EduBuddy





Topics Covered

**Receipt
Dashboard**

**Day Master: A
Step-by-Step
Guide.**

**Receipt Reports:
Overview of
Receipts at one
page.**

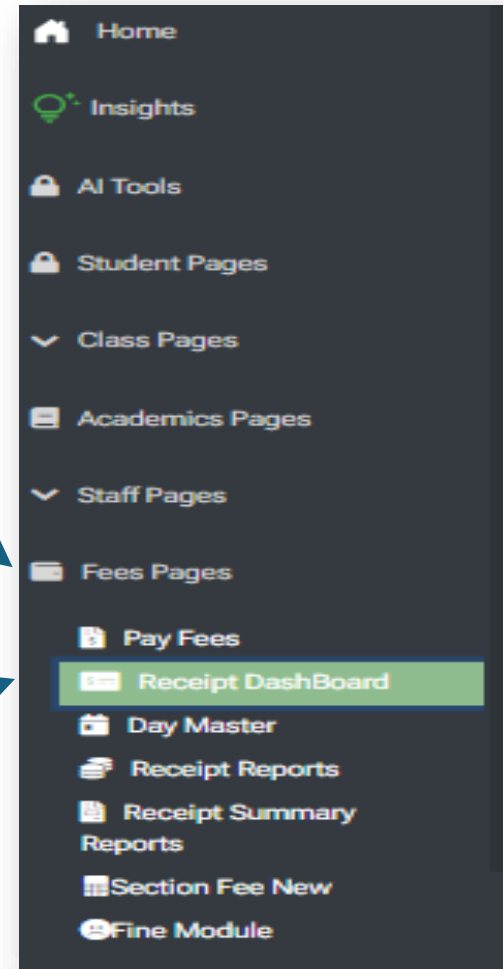
**Receipt
Summary
Reports.**



1. Receipt Dashboard

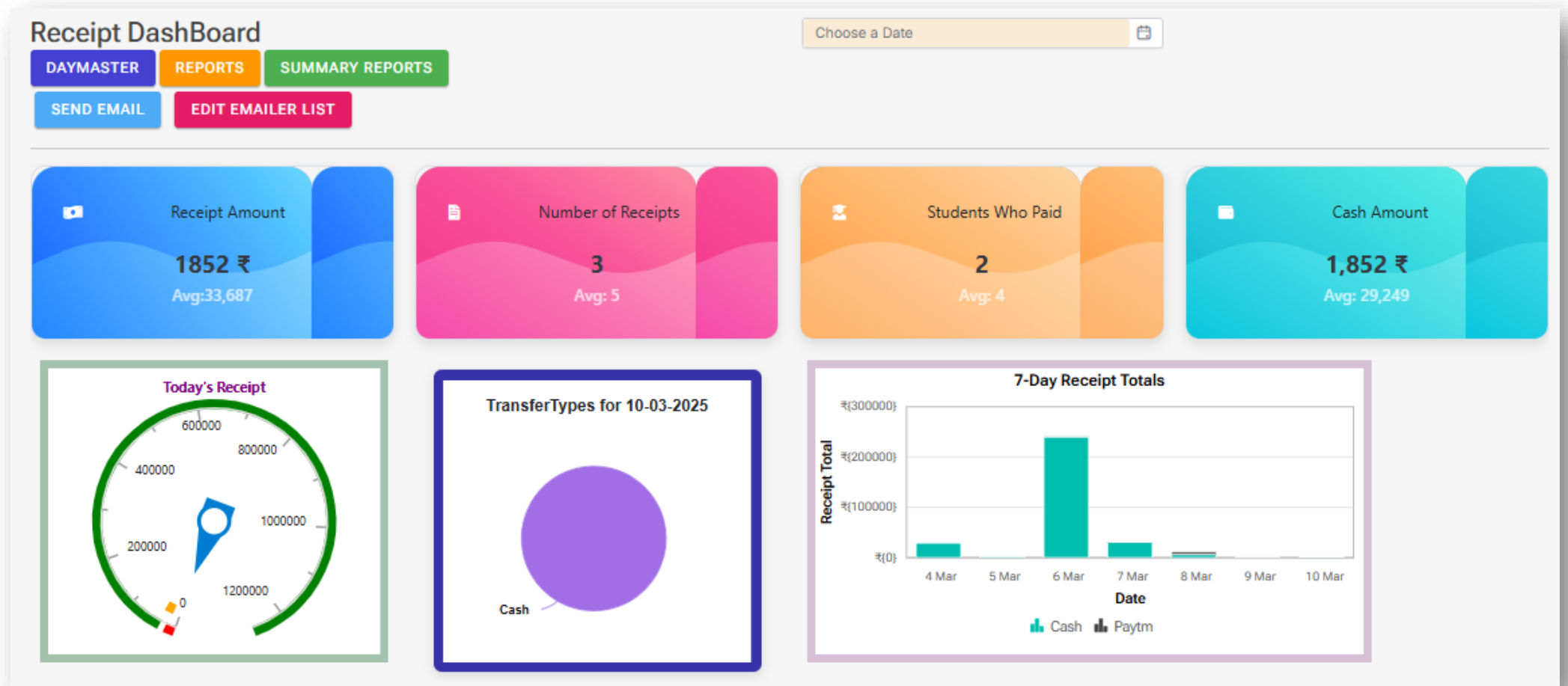
1. Now, many options will appear, and you need to click on the **Fees pages** option.

2. Then click on **Receipt Dashboard**.





Visualize fee details with engaging graphs, ensuring a transparent and well-structured representation of the data.

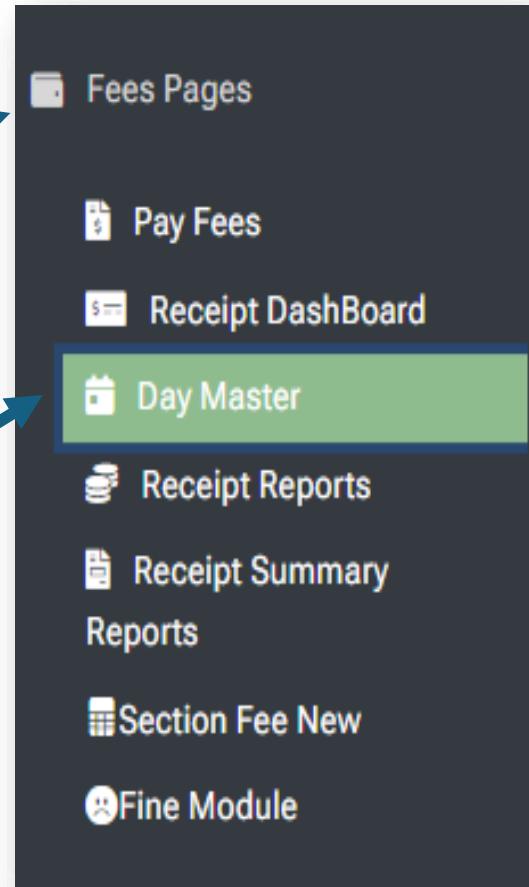




2. Day Master: A Step-by-Step Guide

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

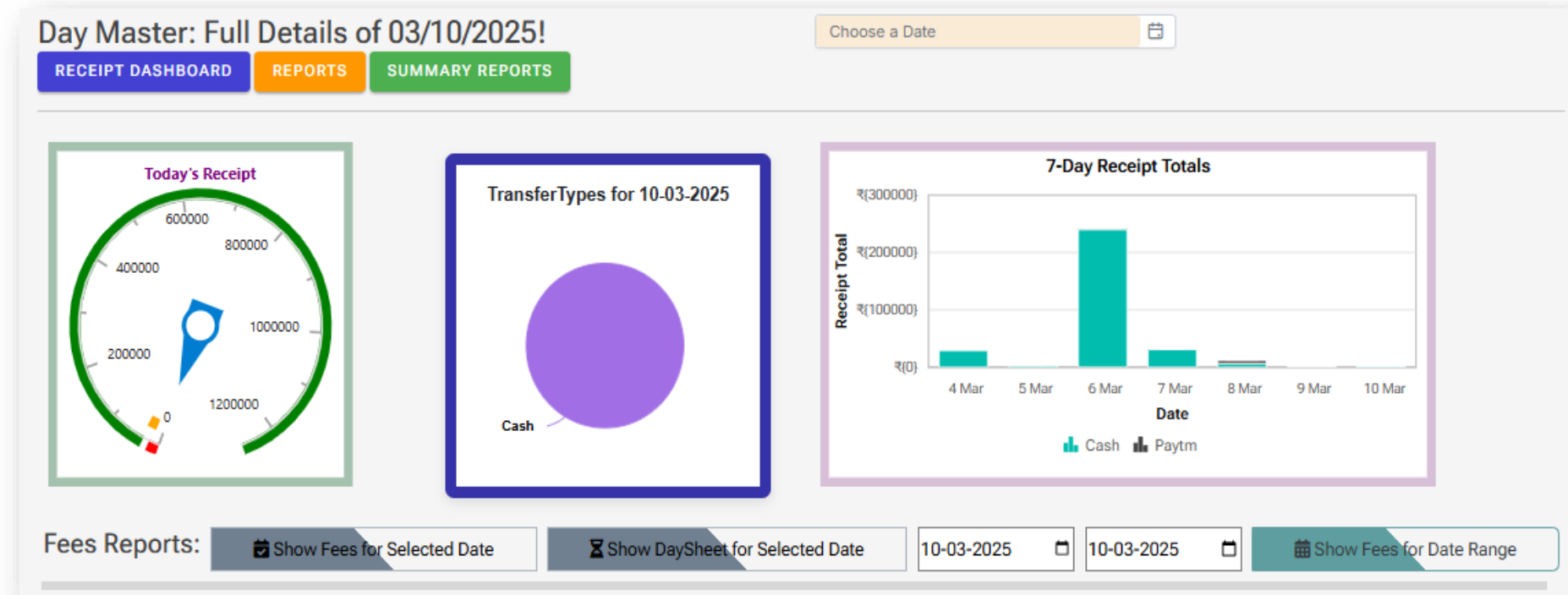
2. Then click on **Day master**.





How to use day master dashboard ?

- **Select a Date** using the date picker at the top.
- **Analyze Today's Receipts** via the speedometer-style gauge.
- **Review Payment Types** through the pie chart.
- **Track Trends** with the 7-day receipt bar chart.
- **Generate Fee Reports** using the buttons at the bottom to filter by date or range.





3. Receipt Reports: Overview of Receipt at one page

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

- Fees Pages
 - Pay Fees
 - Receipt DashBoard
 - Day Master
 - Receipt Reports**
 - Receipt Summary Reports
 - Section Fee New
 - Fine Module
 - Monthly Fees

2. Then click on **Receipt Reports**.



Receipt Management Dashboard Guide

- **Navigation** – Use tabs (**Receipt Dashboard**, **Day Master**, **Summary Reports**) for different financial sections.
- **Search Receipts** – Enter a **Receipt No.** and click **Find Receipt No.** to locate transactions.
- **Student Inclusion** – Enable the checkbox to include non-enrolled students in reports.
- **Reports & Filters** – Switch between All Receipts, Deleted Receipts, Fee Item, Transfer Type, and discount report

ReceiptReports

Get a complete overview of all receipts in one place. Analyze fee collections, view payment trends, and track transactions effortlessly with interactive summaries and reports.

[RECEIPT DASHBOARD](#) [DAYMASTER](#) [SUMMARY REPORTS](#)

Receipt No:

[Reset](#)

[Find ReceiptNo](#)

☐ Include **Not Studying** Students too

[ALL RECEIPTS](#) [DELETED RECEIPTS](#) [FEEITEM REPORT](#) [TRANSFERTYPE REPORT](#) [DISCOUNT REPORT](#)

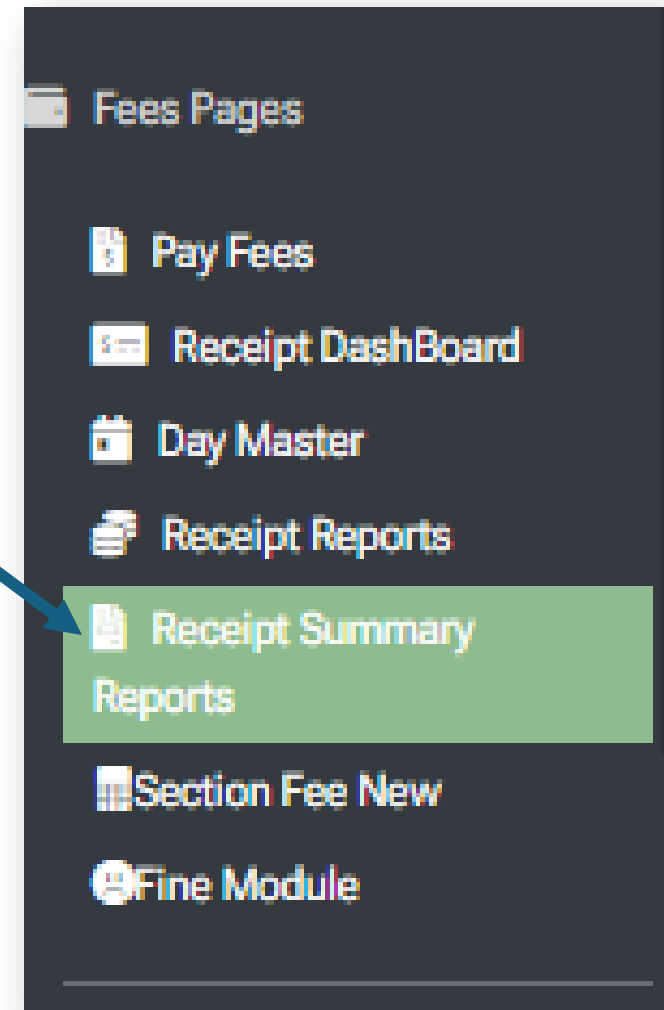
All Receipts

[LOAD RECEIPTS](#)



4. Receipt Summary Report

- **Navigate to the Sidebar Menu** – Go to the **Fees Pages** section.
- **Select "Receipt Summary Reports"** – Click on it to open the summary report module.





- **Overview** – Track fee collections, payment patterns, and financial trends.
- **Navigation Tabs** – Access **Receipt Dashboard**, **Day Master**, and **Reports** for financial insights.
- **Key Reports** – View **daily summaries**, **due/received fees**, **pending fees**, **discounts**, and **payment methods**.
- **Monthly Fees Graphs** – Click **Load Report** for a visual summary of monthly collections.
- **Sidebar Menu** – Quickly navigate through **Pay Fees**, **Receipt Dashboard**, **Day Master**, and **Reports**.

This module streamlines financial management with structured insights and visual reports.

✓ Receipts Summary Reports

View a comprehensive summary of fee collections, categorized by Fee Items, Receipt Types, Monthly Trends, and more. Easily track transactions, analyze payment patterns, and gain financial insights at a glance.

RECEIPT DASHBOARD

DAYMASTER

REPORTS

DAY SUMMARY

DUE FEES BY CLASS

RECEIVED FEES BY CLASS

PENDING FEES

FEE DISCOUNTS

FEE ITEM MATRIX

TRANSFER TYPE MATRIX

MONTHLY VISUALS

Day Summary Report

Load Report