

EduBuddy

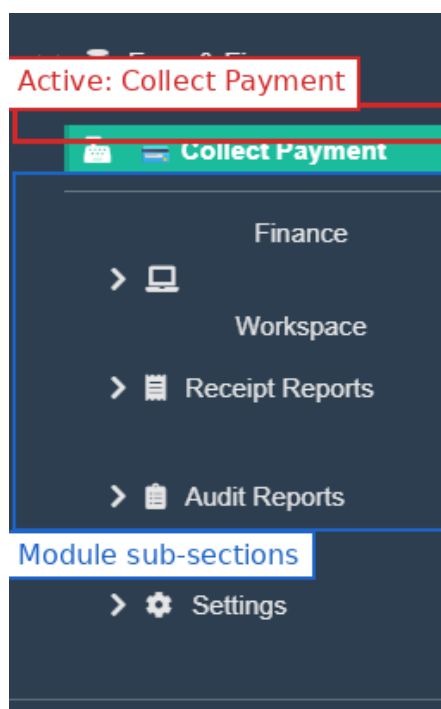
Help & User Guide

Fees & Finance Module

Version 1.0 | June 2026 | For school admin and finance staff

Module Overview

The Fees & Finance module is EduBuddy's central hub for all school fee operations. It provides tools for collecting payments, generating receipts, monitoring dues, reviewing audit trails, and configuring fee settings — all from a single interface.



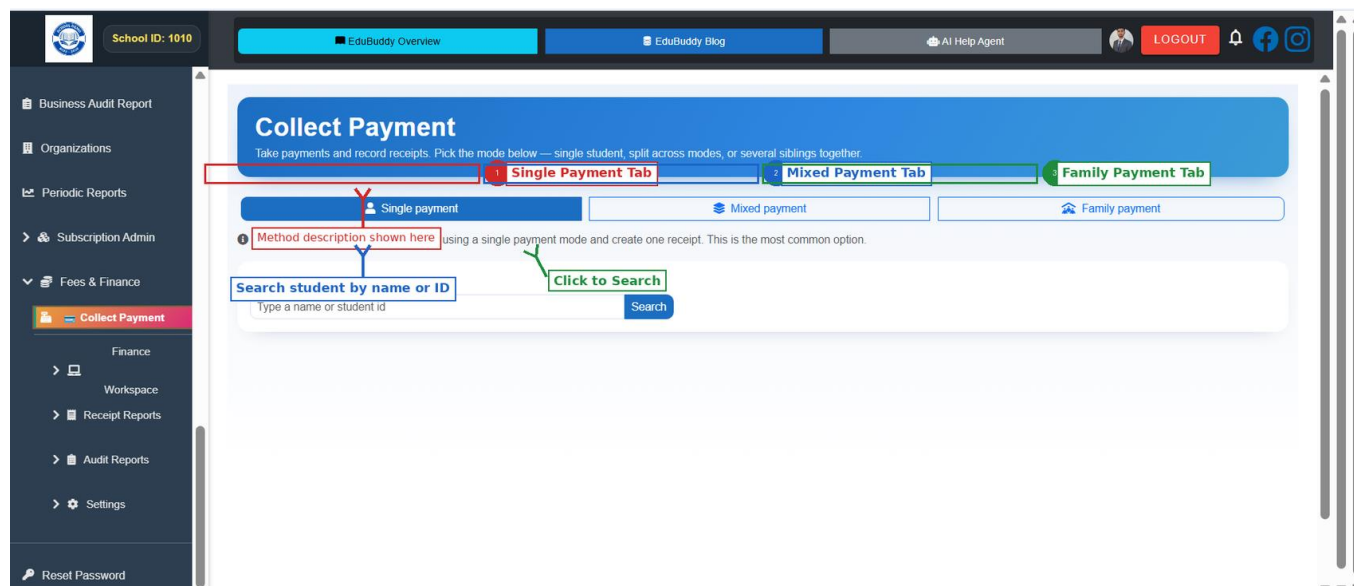
▲Figure 1 — Fees & Finance module in the left sidebar navigation

The module is accessible from the left sidebar and is organised into the following sections:

- **Collect Payment:** Record fee payments using Single, Mixed, or Family payment methods
- **Finance Workspace:** Dashboard, dues explorer, receipt admin, and approval tools
- **Receipt Reports:** Pre-built and custom reports based on collected receipts
- **Audit Reports:** Complete financial audit trail for compliance and accountability
- **Settings:** Configure fee heads, payment modes, and approval workflows

Collect Payment

The Collect Payment page is used to record fee transactions. It supports three payment methods to cover all common scenarios. Access it from the sidebar under Fees & Finance → Collect Payment.



▲Figure 3 — Collect Payment page with three method tabs: Single, Mixed, and Family Payment

The page opens with three tabs at the top. Select the tab that matches your payment scenario:

- ① **Single Payment:** One student, one payment mode. Most common option.
- ② **Mixed Payment:** One student, multiple payment modes in one transaction.
- ③ **Family Payment:** Multiple siblings paid together in one session.

① Method 1 — Single Payment

Single Payment is used when collecting fees from one student using one payment mode (e.g. only cash, or only online transfer). It generates a single receipt per transaction.

✓ This is the most commonly used option. Use it for standard day-to-day fee collection.

How to collect a Single Payment:

1. Enter student name/ stu id
2. Select the student
3. Select the Fee item
4. **Collect Payment** — the receipt will be generated immediately.

Fee Item	Amount	Payment Mode	Amount Paid
November Fee #2228394	1,000.00		0
Library Fee #2228396	1,000.00		0
Development Fees #2228397	1,000.00		0
Security fee #2228398	1,000.00		0
Lab fee #2228399	1,000.00		0
Security charges #2228400	1,000.00		0
☒ tuition fees #2228401	1,000.00		1000.00
☒ February Fee #2228386	1,000.00		1000.00
☐ -- select --	1,000.00		0
☐ Cash	800.00		0
☐ Cheque	500.00		0
☐ InstaMojo			
☐ Online			
☐ SBlePay			
☐ -- select --			
Total	2,000.00		

Transaction Id: _____ Transfer Details: _____ Receipt Date: 06/27/2026

Comments: _____

Collect Payment

Supported Payment Modes:

- Cash
- Online Transfer
- InstaMojo
- Net Banking
- Cheque
- Demand Draft (DD)

② Method 2 — Mixed Payment

Mixed Payment allows collecting fees from one student using multiple payment modes in a single transaction. For example, a parent may pay part in cash and the remainder via online transfer. All modes are combined into one receipt.

? Use Mixed Payment when a parent splits payment across two or more methods. A single consolidated receipt is generated covering all tenders.

How to collect a Mixed Payment:

1. Enter the student name/ stu id
2. Select the student
3. Select the Fee item
4. **Click + Add Tender** to add a second (or third) payment mode row.
5. **Click Collect Mixed Payment** to finalise and generate the receipt.

☐	Development Fees #2228397	1,000.00	0
☐	Security fee #2228398	1,000.00	0
☐	Lab fee #2228399	1,000.00	0
☐	Security charges #2228400	1,000.00	0
☐	tuition fees #2228401	1,000.00	0
☐	February Fee #2228386	1,000.00	0
☒	Test Fee #2228409	1,000.00	1000.00
☒	Activity fees #2228403	800.00	800.00
☐	Annual Fees 2 #2228408	500.00	0
		Fee Total	1,800.00

Payment Tenders

Primary	Transfer Type	Amount	Reference	Details
☒	-- select --	0		
Tender Total		0.00	Off by 1,800.00	

Receipt Date: 06/27/2026 Comments:

Fee Total 1,800.00

Payment Tenders

Primary	Transfer Type	Amount	Reference	Details
☒	Cash	0		X
☐	Online	0		X
Tender Total		0.00	Off by 1,800.00	

Receipt Date: 06/27/2026 Comments:

Supported Mode Combinations (examples):

- Cash + Online Transfer
- Cash + Instamojo
- Cash + Net Banking
- Online Transfer + Instamojo
- Cash + Cheque
- Cash + Demand Draft (DD)
- Cash + Online + Instamojo (three modes simultaneously)

 Each tender row can be deleted using the X button on the right. The radio button on the left marks one tender as the Primary mode — this is used for reporting purposes.

③ Method 3 — Family Payment

Family Payment enables collecting fees for multiple siblings in a single session. Instead of searching and processing each child separately, the system loads the entire family at once, and fees can be paid for all or selected siblings together.

 Before using Family Payment, siblings must already be linked as a family/sibling group in the student records. If not yet linked, set up the sibling relationship in the student profile first.

How to collect a Family Payment:

1. Enter student name/ stu id
2. Select the student
3. Load the family
4. Select amount to pay equally to all children or manually
5. Enter the payer name and relation
6. **Click Collect Family Payment** — individual receipts are generated for each student included in the session.

Collect Payment

Take payments and record receipts. Pick the mode below — single student, split across modes, or several siblings together.

☐ Single payment
☐ Mixed payment
☒ Family payment

Collect for several siblings on one screen. Each child still gets their own official receipt — this just speeds up counting and acknowledging the payment.

Find student (name or id) — loads their siblings

Search

ABHISHEK #157906 — FATHER OF ABHISHEK Pending 34,129.00	Load family Add student
ABHISHEK #159538 — FATHER OF ABHISHEK Pending 36,940.00	Load family Add student
ABHISHEK #146032 — AARAV SAXENA Pending 0.00	Load family Add student
ABHISHEK DUBEY #159286 — RAJIV DUBEY Pending 46,940.00	Load family Add student
ABHISHEK TIWARI #159470 — KUNAL TIWARI Pending 46,940.00	Load family Add student

GAURAV SHARMA #140860 Selected 18,807.00 / pending 18,807.00		All pending Clear Remove
Fee Head	Pending	Pay Amount
☒ August Fees #1512559	2,500.00	2500.00
☒ June Fee #1512564	2,400.00	2400.00
☒ May Fee #1373178	2,000.00	2000.00
☒ April Fee #1512558	2,000.00	2000.00
☒ December Fee #1512560	2,000.00	2000.00
☒ February Fee #1512561	2,000.00	2000.00
☒ January Fee #1512562	1,997.00	1997.00
☒ July Fee #1512563	1,500.00	1500.00
☒ Activity fees #2106161	1,000.00	1000.00
☒ December Fee #2106160	950.00	950.00
☒ April Fee #2106159	360.00	360.00
☒ Annual Fees 2 #2106162	100.00	100.00

KABIR SHARMA #140657 Selected 91,000.00 / pending 91,000.00		All pending Clear Remove
Fee Head	Pending	Pay Amount
☒ January Fee #1329458	80,000.00	80000.00
☒ February Fee #1329460	5,000.00	5000.00
☒ May Fee #1329459	4,000.00	4000.00
☒ September Fee #1329462	1,500.00	1500.00
☒ Hostel Fees #1329461	500.00	500.00

KRITIKA SHARMA #159352 Selected 46,940.00 / pending 46,940.00		All pending Clear Remove
Fee Head	Pending	Pay Amount
☒ Tuition Fee #2235221	19,800.00	19800.00
☒ Examination Fee #2235226	2,800.00	2800.00

☒	Lab fee #2235218	1,000.00	1000.00
☒	Security charges #2235219	1,000.00	1000.00
☒	tuition fees #2235220	1,000.00	1000.00
☒	Feburary Fee #2235205	1,000.00	1000.00
☒	Test Fee #2235228	1,000.00	1000.00
☒	Activity fees #2235222	800.00	800.00
☒	Annual Fees 2 #2235227	500.00	500.00

Payer Name	Relation	Payer Phone	Payer Email
talha	Father		

Transfer Type	Transaction Reference	Receipt Date	Comments
-- select --		06/27/2026	

One real-world payment shared across siblings: the same transaction reference is recorded on each child receipt (duplicate-reference checks are bypassed for the batch).

Key Points about Family Payment:

- You only need to search for one sibling — the whole family loads automatically.
- Each student in the family receives their own individual receipt, even in a shared session.
- Payment amounts can be different for each sibling — pay as needed per student.
- If a sibling has no pending dues, they can be skipped without affecting other siblings.
- Family Payment also supports multiple payment tenders (like Mixed Payment).

✔Tip: If a parent visits to pay for two or more children at once, Family Payment saves significant time compared to searching and processing each child separately.

Quick Reference — Which Method to Use?

Payment Method	Use When...	Receipt Generated
① Single Payment	One student, one payment mode (cash only, or online only, etc.)	1 receipt per transaction
② Mixed Payment	One student, split across two or more payment modes (e.g. cash + online)	1 consolidated receipt (all tenders combined)
③ Family Payment	Two or more siblings paid in one session (siblings must be pre-linked in student records)	Individual receipt per student

Tips for Finance Staff

🔍 Always verify that the Tender Total matches the Fee Total before submitting. The system shows a red Off by X.XX badge if there is a mismatch — the payment cannot be collected until this is corrected.

🔍 Use Mixed Payment when a parent pays partly in cash and partly online — it keeps everything in one receipt and avoids manual reconciliation.

✅ For siblings, always use Family Payment — searching and paying each sibling separately wastes time and can create reconciliation issues.

🔍 The Refresh button on Finance Home fetches the latest data without a full page reload — very useful during high-volume fee collection days.

— End of Fees & Finance Module Documentation —