

**EduBuddy**

# **Fees & Finance Module**

## **User Help Guide**

Covers the 8 sections of the Finance Workspace:

Finance Home • Student Dues Explorer • Receipt Admin • Approval Workspace  
Family Payment Summary • Usage Overview • Print Log • Message Log

Module link:

<https://edubuddy.online/admin/avatar2/finance-home>

## 1. Finance Home

**Menu path:** Fees & Finance → Finance → Workspace → Finance Home

**Page tagline:** Quick overview of today's collections, pending approvals, and useful links.

**Direct link:** <https://edubuddy.online/admin/avatar2/finance-home>

### What this page is for

Finance Home is the main dashboard for the entire Finance module. As soon as you open Fees & Finance, this is the screen you land on. It gives you a quick, at-a-glance summary of how fee collection is going for the school — how much has come in today, how much has come in this month, how much is still pending, and whether anything needs your attention (approvals or data problems).

Think of this page as the “control panel” for finance: instead of digging through reports, you get the key numbers and trends the moment you log in.

### Full dashboard view

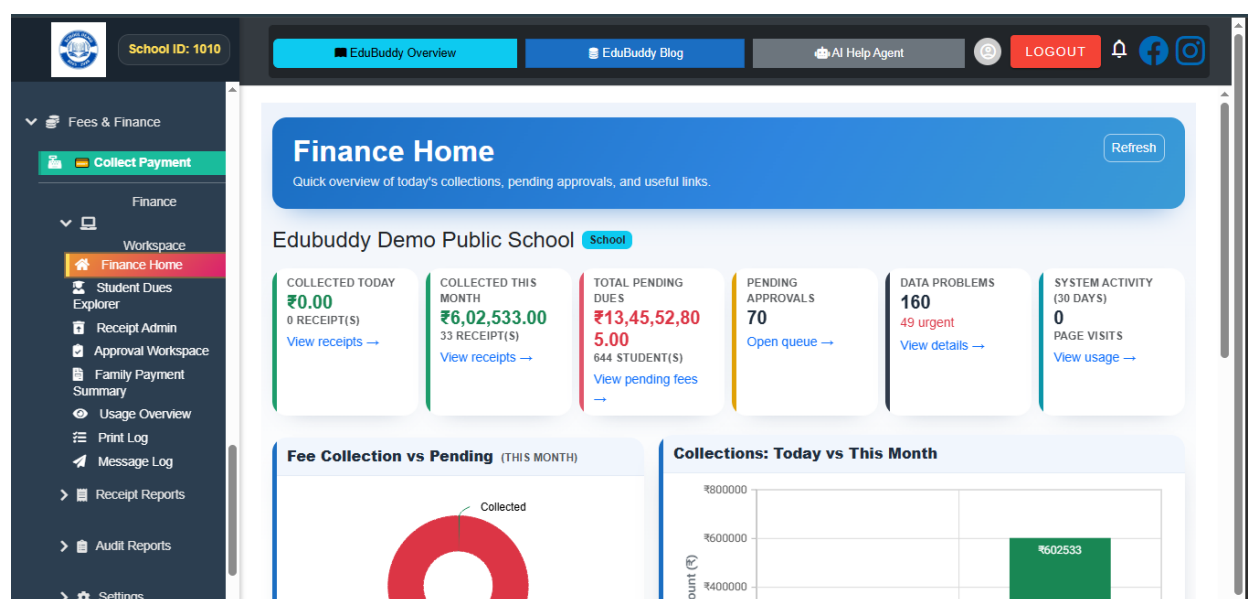


Figure 1.1 — Finance Home dashboard, including the left-hand Finance menu.

### Summary cards explained

Just below the blue “Finance Home” banner, six summary cards give you the day's and month's headline numbers:

| Field / Item           | What it means / does                                                                                       |
|------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Collected Today</b> | Total amount received today and how many receipts were generated today. Click “View receipts” to see them. |

| Field / Item                     | What it means / does                                                                                                                                      |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Collected This Month</b>      | Total amount received so far this month, with the receipt count. Click “View receipts” to drill in.                                                       |
| <b>Total Pending Dues</b>        | The total amount still owed across the school, and how many students owe money. Click “View pending fees” to open the detailed list.                      |
| <b>Pending Approvals</b>         | How many payment entries are waiting for someone to approve them. Click “Open queue” to go straight to the Approval Workspace.                            |
| <b>Data Problems</b>             | Number of records with data issues (for example, mismatched or incomplete entries), with how many are marked urgent. Click “View details” to investigate. |
| <b>System Activity (30 Days)</b> | How many times the system has been used / page visits in the last 30 days. Click “View usage” for more detail.                                            |

## Close-up: cards and charts

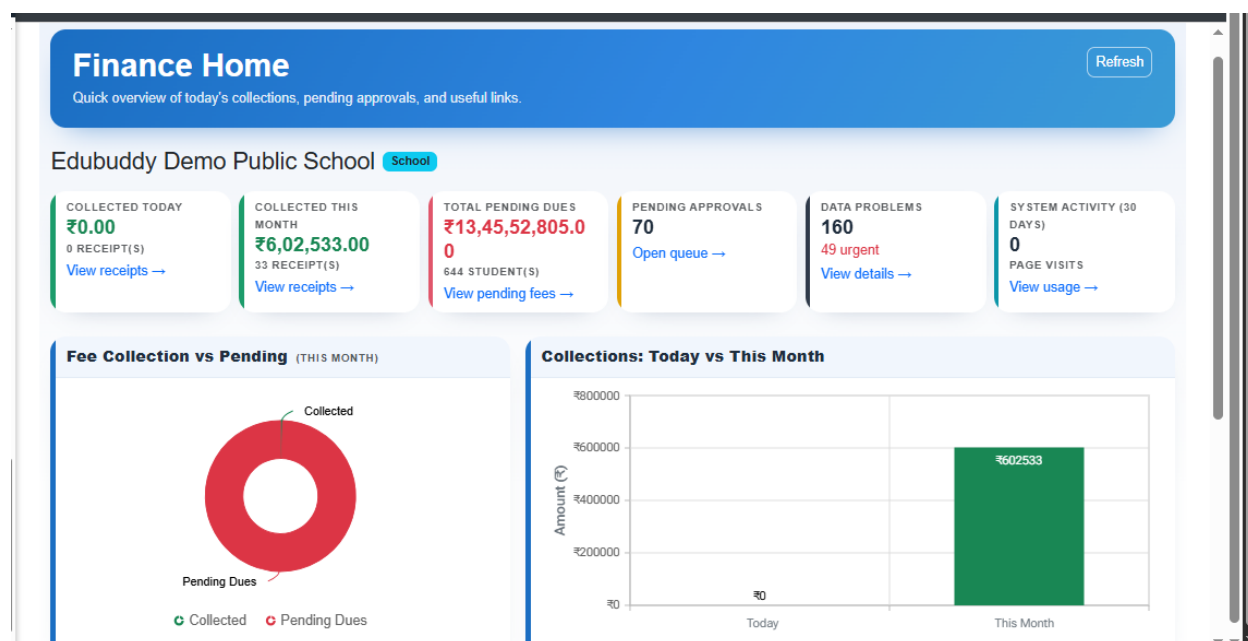


Figure 1.2 — Close-up of the summary cards and the two charts below them.

## Charts on this page

- **Fee Collection vs Pending (This Month)** — a donut chart comparing how much fee money has been collected this month against how much is still pending, so you can see the collection ratio in one glance.
- **Collections: Today vs This Month** — a bar chart comparing today's collection amount against the running total for the whole month, in Rupees. This is useful for spotting whether today was a slow day or a busy collection day compared with the month so far.

## How to use this page day-to-day

1. Open Finance Home first thing to see today's and this month's collection totals.
2. Check the Pending Approvals card — if the number is high, go to Approval Workspace to clear the queue.
3. Check Data Problems regularly, especially if the “urgent” count is greater than zero.
4. Use the Refresh button (top-right of the blue banner) to pull the latest numbers without reloading the whole page.
5. Use the charts to compare daily performance against the monthly trend.

## 2. Student Dues Explorer

**Menu path:** Fees & Finance → Finance → Workspace → Student Dues Explorer

**Page tagline:** See pending fees by student, class or section. View only — nothing is changed.

**Direct link:** <https://edubuddy.online/admin/avatar2/student-dues-explorer>

### What this page is for

Student Dues Explorer lets you look up any student and see exactly what fees they owe — broken down by fee head (Tuition Fee, Hostel Fee, Examination Fee, and so on). You can search for one specific student, or filter by class, section or status to see dues for a whole group at once.

This page is view-only: looking at the data here does not change anything in the system. It is purely for checking and reporting.

### Search and filter screen

**Student Dues Explorer**  
See pending fees by student, class or section. View only — nothing is changed.

Edubuddy Demo Public School School School Id 1010

Academic Session: All, Class: All, Section: All, Status: All

Student Id, Sibling Group, Batch Id, Semester Id, Program Id, Branch Id

☐ Only students with pending dues, Max Rows: 500

**Load Dues**

| STUDENTS | NET DUE         | PAID         | FINE PENDING   | TOTAL PENDING   | AFTER PROVISIONAL |
|----------|-----------------|--------------|----------------|-----------------|-------------------|
| 729      | 12,97,30,908.00 | 64,55,593.00 | 1,12,77,490.00 | 13,45,52,805.00 | 13,39,98,985.12   |

Provisional (pending-approval) effects: principal 3,34,329.88, fine 2,19,490.00. These are *not* yet confirmed; "Total Pending" excludes them, "After Provisional" credits them.

Figure 2.1 — Student Dues Explorer filter panel and summary totals.

### Filter fields explained

| Field / Item            | What it means / does                                                            |
|-------------------------|---------------------------------------------------------------------------------|
| <b>Academic Session</b> | Limit the search to a particular academic year/session, or leave as "All".      |
| <b>Class / Section</b>  | Narrow the search down to one class and/or section.                             |
| <b>Status</b>           | Filter by the student's fee status (for example, only those with pending dues). |
| <b>Student Id</b>       | Search for one specific student directly by their ID, if known.                 |

| Field / Item                                                           | What it means / does                                                                                                                |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sibling Group / Batch Id / Semester Id / Program Id / Branch Id</b> | Additional filters used by schools with more complex structures (sibling billing groups, batches, semesters, programs or branches). |
| <b>Only students with pending dues</b>                                 | Tick this box to hide students who have nothing outstanding, so the list only shows students who still owe money.                   |
| <b>Max Rows</b>                                                        | Controls how many student records are loaded at once (default 500), to keep large schools' data manageable.                         |
| <b>Load Dues button</b>                                                | Runs the search using whichever filters you have set, and loads the results below.                                                  |

## Summary totals

Once you click Load Dues, six totals appear summarising the filtered group:

| Field / Item             | What it means / does                                                                                     |
|--------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Students</b>          | Number of students matching your filters.                                                                |
| <b>Net Due</b>           | Total fee amount due for this group, before fines.                                                       |
| <b>Paid</b>              | Total amount already paid by this group.                                                                 |
| <b>Fine Pending</b>      | Total fine amount outstanding (e.g. late payment fines).                                                 |
| <b>Total Pending</b>     | Net Due plus Fine Pending — the full amount still owed right now.                                        |
| <b>After Provisional</b> | What Total Pending would become once payments currently “awaiting approval” (provisional) are confirmed. |

**Note:** Provisional (pending-approval) amounts are payments that have been entered but not yet approved in Approval Workspace. “Total Pending” does not count them yet; “After Provisional” shows the figure once they are approved.

## Results: By Fee Head and Student list

| By Fee Head          |         |                 |                 | Students                                                                                      |        |                     |      |    |   |
|----------------------|---------|-----------------|-----------------|-----------------------------------------------------------------------------------------------|--------|---------------------|------|----|---|
| Fee Head             | Records | Net Due         | Pending         | Truncated to 500 rows — narrow the filter                                                     |        |                     |      |    |   |
| Library fees         | 77      | 10,00,13,713.00 | 10,00,06,616.00 | <div> <div>Excel Export</div> <div>PDF Export</div> <div>Print</div> <div>Search</div> </div> |        |                     |      |    |   |
| Tuition Fee          | 483     | 6,07,700.00     | 99,01,037.00    | Student                                                                                       | Id     | Father              | Roll | Am |   |
| Hostel Fees          | 216     | 81,15,353.00    | 67,40,487.00    | AAKASH DUBEY                                                                                  | 159503 | RAMLAL DUBEY        | 12   |    |   |
| January Fee          | 238     | 49,27,280.00    | 34,41,334.00    | AARAV SAXENA                                                                                  | 159434 | SRINIVAS REDDY      |      |    | 1 |
| May Fee              | 651     | 8,96,899.00     | 14,46,100.00    | UMAKANT RAGHAV                                                                                | 163088 | MR. ANAND RAGHAV    |      |    |   |
| Examination Fee      | 478     | 4,78,000.00     | 12,45,660.00    | MANSHI                                                                                        | 126593 | MR. SMITH           |      |    |   |
| June Fee             | 607     | 14,20,101.00    | 7,92,701.00     | ABHAY                                                                                         | 126582 | SHRI RAM            |      |    |   |
| December Fee         | 522     | 5,18,150.00     | 7,83,648.00     | RITESH GUPTA                                                                                  | 150897 | SATISH GUPTA        |      |    |   |
| Activity fees        | 529     | 8,20,517.00     | 7,63,491.00     | RAJNISH K. NEGI                                                                               | 163083 | MR. KUMARSWAMY N... |      |    |   |
| February Fee         | 705     | 9,30,260.00     | 7,25,621.00     | SUJEET KUMAR                                                                                  | 128899 | SUNIL KUMAR         |      |    |   |
| September Fee        | 623     | 10,72,600.00    | 6,79,090.00     | RITESH GUPTA                                                                                  | 139432 | SATISH              |      |    |   |
| July Fee             | 541     | 6,47,167.00     | 6,28,108.00     | NIKITA                                                                                        | 126595 | MR. SMITH           |      |    |   |
| Development Fees     | 514     | 6,61,000.00     | 6,15,500.00     | AJAY BHATNAGAR                                                                                | 159323 | KOMAL GUPTA         |      |    |   |
| April Fee            | 550     | 5,88,350.00     | 5,61,020.00     | YASH TOMER                                                                                    | 130527 | FARHAN              |      |    |   |
| November Fee         | 497     | 6,72,798.00     | 4,87,002.00     | RIYA AGGERAHRY                                                                                | 140866 | RAM KUMAR           |      |    |   |
| Annual Function fees | 474     | 4,85,000.00     | 4,72,100.00     |                                                                                               |        |                     |      |    |   |
| October Fee          | 503     | 4,82,600.00     | 4,71,600.00     |                                                                                               |        |                     |      |    |   |
| Security fee         | 484     | 4,80,700.00     | 4,67,100.00     |                                                                                               |        |                     |      |    |   |

Figure 2.2 — Left: dues broken down by Fee Head. Right: the matching student list.

### By Fee Head (left panel)

This table breaks the total dues down by fee type — for example Library fees, Tuition Fee, Hostel Fees, monthly fees (January Fee, May Fee, and so on), Examination Fee, Activity fees, Development Fees, Annual Function fees, Security fee, etc. For each fee head you can see how many records (students/charges) fall under it, the Net Due, and how much is still Pending. This is useful for understanding which fee categories are contributing most to the outstanding amount.

### Students (right panel)

This is the detailed, student-by-student list matching your filters. Each row shows the student's name, ID, father's name, roll number, and amount due (more columns are available by scrolling right). From here you can:

- Click a student's name to open their individual due details.
- Use the column filter icons (funnel symbols) next to Student, Id, Father and Roll to filter the list further.
- Use the Search box to quickly find a student by typing part of their name or ID.
- Export the list using Excel Export or PDF Export, or send it to Print.
- If the result set is very large, you'll see a banner such as “Truncated to 500 rows — narrow the filter”, meaning you should apply more filters (class, section, etc.) to see everyone.

### How to use this page

1. To check one student: type their Student Id (or use the Search box after loading) and click Load Dues.
2. To check a class: set Class (and Section if needed), tick “Only students with pending dues” if you only want defaulters, then click Load Dues.

3. Look at the By Fee Head table to see which fee type has the most pending amount.
4. Use Excel/PDF export if you need to share the list with someone outside the system.



### 3. Receipt Admin

**Menu path:** Fees & Finance → Finance → Workspace → Receipt Admin

**Page tagline:** *Cancel (void) a receipt or restore a cancelled one. Voiding recalculates the student's paid amount.*

**Direct link:** <https://edubuddy.online/admin/avatar2/receipt-admin>

#### What this page is for

Receipt Admin is where you manage individual fee receipts — specifically to delete (void) a receipt that was created in error, or to restore a receipt that was previously voided. It is also where you can review an Exception Report showing any receipts that were deleted.

This page works using a Receipt ID, so you need to know (or look up) the receipt number you want to act on.

#### Receipt Admin screen

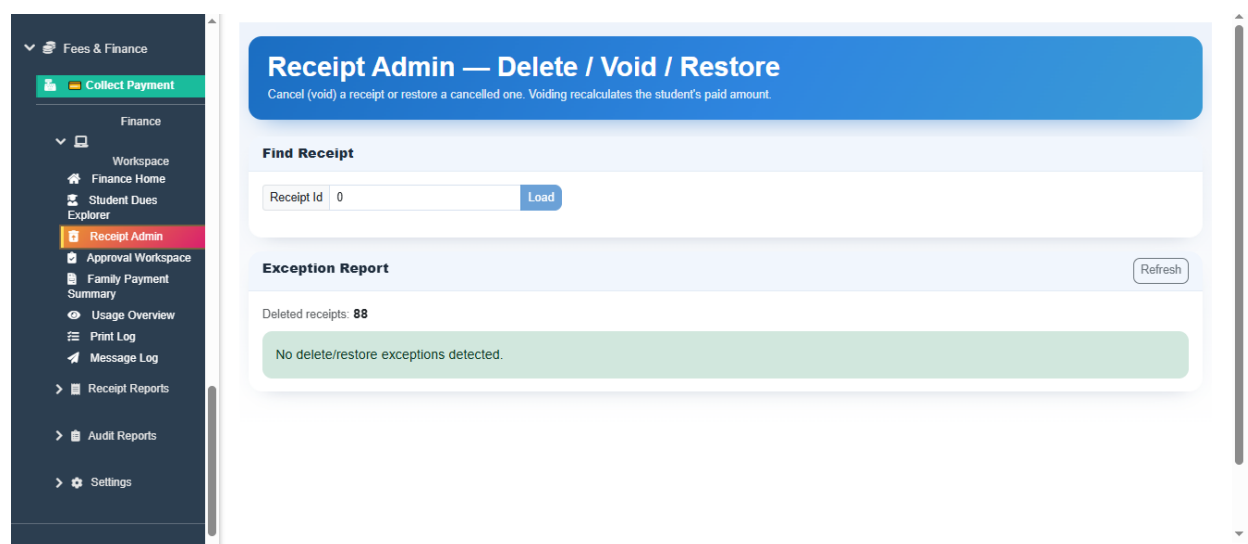


Figure 3.1 — Receipt Admin: Find Receipt and Exception Report panels.

#### How it works

| Field / Item            | What it means / does                                                                                                          |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Receipt Id field</b> | Enter the numeric ID of the receipt you want to look up.                                                                      |
| <b>Load button</b>      | Fetches that receipt's details so you can review it before deciding to delete, void or restore it.                            |
| <b>Exception Report</b> | A running log/report of deleted receipts and any irregularities found in delete/restore activity. Click Refresh to update it. |

| Field / Item                          | What it means / does                                                                                                          |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Deleted receipts (count)              | Shows the total number of receipts that have been deleted/voided in the system so far.                                        |
| No delete/restore exceptions detected | A status message confirming that, as of the last check, there are no unusual or problematic delete/restore actions to review. |

**Note:** Voiding a receipt recalculates the student's paid amount automatically — the system removes that payment from the student's record so their dues reflect the cancellation correctly.

### How to use this page

1. Get the Receipt ID of the receipt in question (from the student's payment history or a report).
2. Type it into the Receipt Id box and click Load.
3. Review the receipt details that load.
4. Choose to Delete/Void the receipt (if it was made in error) or Restore it (if it had been wrongly voided earlier).
5. Periodically check the Exception Report to make sure no delete/restore action looks irregular, especially if the “Deleted receipts” count changes unexpectedly.

## 4. Approval Workspace

**Menu path:** Fees & Finance → Finance → Workspace → Approval Workspace

**Page tagline:** Review payments waiting for approval. Approve or reject them, and resubmit rejected ones. Approving updates the student's dues.

**Direct link:** <https://edubuddy.online/admin/avatar2/approval-workspace>

### What this page is for

Approval Workspace is the queue of fee payments that are waiting for a final sign-off before they are confirmed in the system. Until a payment is approved here, it stays “provisional” and does not count toward the student's confirmed paid amount (this is the same “provisional” concept referenced on the Student Dues Explorer page).

From this single screen you can review each pending entry, approve it, reject it, or — for ones already rejected — resubmit them for another look.

### Pending Approval queue

| Approval Workspace                                                                                                              |                  |             |           |                                  |         |                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------|------------------|-------------|-----------|----------------------------------|---------|----------------------------------------------------------------------|
| Review payments waiting for approval. Approve or reject them, and resubmit rejected ones. Approving updates the student's dues. |                  |             |           |                                  |         |                                                                      |
| Pending Approval (70)                                                                                                           |                  |             |           |                                  |         |                                                                      |
| Receipt                                                                                                                         | Student          | Date        | Amount    | Created By                       | Age (d) |                                                                      |
| 458 #321256                                                                                                                     | ISHA MAHAJAN     | 08-May-2026 | 300.00    | manish@edubuddy.online           | 50      | <a href="#">Review</a> <a href="#">Details</a> <a href="#">Print</a> |
| 459 #321469                                                                                                                     | SHRI RAM         | 08-May-2026 | 300.00    | vishal.singh@edubuddy.online     | 50      | <a href="#">Review</a> <a href="#">Details</a> <a href="#">Print</a> |
| 460 #322469                                                                                                                     | ANANYA VERMA     | 09-May-2026 | 3,200.00  | saumya@edubuddy.online           | 49      | <a href="#">Review</a> <a href="#">Details</a> <a href="#">Print</a> |
| 464 #323120                                                                                                                     | ABHIJEET         | 11-May-2026 | 1,000.00  | nitish.dubey@polarbearstech.org  | 47      | <a href="#">Review</a> <a href="#">Details</a> <a href="#">Print</a> |
| 466 #323291                                                                                                                     | ABHISHEK VERMA   | 11-May-2026 | 300.00    | JishanAhmad.s@edubuddy.online    | 47      | <a href="#">Review</a> <a href="#">Details</a> <a href="#">Print</a> |
| 468 #323311                                                                                                                     | RUDRA            | 11-May-2026 | 500.00    | JishanAhmad.s@edubuddy.online    | 47      | <a href="#">Review</a> <a href="#">Details</a> <a href="#">Print</a> |
| 469 #323317                                                                                                                     | AMAN DEEP VERMA  | 11-May-2026 | 200.00    | JishanAhmad.s@edubuddy.online    | 47      | <a href="#">Review</a> <a href="#">Details</a> <a href="#">Print</a> |
| 470 #323330                                                                                                                     | AMAN SAHU        | 11-May-2026 | 200.00    | JishanAhmad.s@edubuddy.online    | 47      | <a href="#">Review</a> <a href="#">Details</a> <a href="#">Print</a> |
| 483 #332957                                                                                                                     | ABHISHEK VERMA   | 13-May-2026 | 2,000.00  | gaurav.mishra@edubuddy.online    | 45      | <a href="#">Review</a> <a href="#">Details</a> <a href="#">Print</a> |
| 0004 #333303                                                                                                                    | GAURAV CHOUDHARY | 13-May-2026 | 21,720.00 | AdminSchool+1010@edubuddy.online | 45      | <a href="#">Review</a> <a href="#">Details</a> <a href="#">Print</a> |
| 0005 #333304                                                                                                                    | GAURAV RANA      | 13-May-2026 | 21,720.00 | AdminSchool+1010@edubuddy.online | 45      | <a href="#">Review</a> <a href="#">Details</a> <a href="#">Print</a> |
| 471 #325932                                                                                                                     | AMAN DEEP VERMA  | 13-May-2026 | 4,000.00  | JishanAhmad.s@edubuddy.online    | 45      | <a href="#">Review</a> <a href="#">Details</a> <a href="#">Print</a> |
| 472 #325935                                                                                                                     | BHARAT MEHRA     | 13-May-2026 | 1,500.00  | vishal.singh@edubuddy.online     | 45      | <a href="#">Review</a> <a href="#">Details</a> <a href="#">Print</a> |

Figure 4.1 — Approval Workspace showing the Pending Approval list.

### Columns explained

| Field / Item | What it means / does                                 |
|--------------|------------------------------------------------------|
| Receipt      | The receipt reference number for this payment entry. |
| Student      | Name of the student the payment belongs to.          |

| Field / Item          | What it means / does                                                                                                                                        |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date</b>           | The date the payment was originally entered/created.                                                                                                        |
| <b>Amount</b>         | The amount of the payment awaiting approval.                                                                                                                |
| <b>Created By</b>     | The staff email/account that created this payment entry.                                                                                                    |
| <b>Age (d)</b>        | How many days the entry has been waiting for approval. Shown in red when it has been pending a long time, as a visual reminder to act on older items first. |
| <b>Review button</b>  | Opens the entry so you can examine it fully and then approve or reject it.                                                                                  |
| <b>Details button</b> | Shows more information about that specific payment without going into the full review/approval screen.                                                      |
| <b>Print button</b>   | Prints the receipt/entry for record-keeping.                                                                                                                |

At the top of the list, “Pending Approval (70)” shows the total count of items currently waiting — this is the same number shown on the Pending Approvals card on Finance Home.

### How to use this page

1. Open Approval Workspace (or click “Open queue” from Finance Home).
2. Sort by Age (d) mentally — items in red have been waiting longest and should usually be reviewed first.
3. Click Review on an entry to check its details against the actual payment received.
4. Approve the entry if everything is correct — this immediately updates the student's dues to reflect the confirmed payment.
5. Reject the entry if something is wrong (e.g. wrong amount or wrong student); rejected entries can later be corrected and resubmitted.
6. Use Refresh (top-right) to reload the queue and see the latest pending count after you've processed some entries.

**Note:** Approving a payment here is what finally updates the student's official dues. Until approval happens, the amount only shows as “provisional” elsewhere in the system.

## 5. Family Payment Summary

**Menu path:** Fees & Finance → Finance → Workspace → Family Payment Summary

**Page tagline:** *Details to be added.*

**Direct link:** <https://edubuddy.online/admin/avatar2/family-payment-summary>

### Family Payment Summary

A combined acknowledgement for a family payment. This is a convenience summary only — the official records are the individual student receipts shown below.

Find family (reference or payer)  
 Search

| Reference          | Payer         | Total     | Receipts | Status             | Created           |                      |
|--------------------|---------------|-----------|----------|--------------------|-------------------|----------------------|
| FAM-20260624-00018 |               | 0.00      | 0 / 2    | Failed             | 24-Jun-2026 08:56 | <a href="#">Open</a> |
| FAM-20260616-00016 | anand         | 18,000.00 | 3 / 3    | Completed          | 16-Jun-2026 09:53 | <a href="#">Open</a> |
| FAM-20260616-00015 | talha         | 7,000.00  | 2 / 2    | Completed          | 16-Jun-2026 05:37 | <a href="#">Open</a> |
| FAM-20260605-00014 | saumya        | 18,800.19 | 3 / 3    | Completed          | 05-Jun-2026 09:27 | <a href="#">Open</a> |
| FAM-20260605-00013 | saumya        | 18,400.00 | 5 / 5    | Completed          | 05-Jun-2026 09:25 | <a href="#">Open</a> |
| FAM-20260605-00012 | Talha         | 5,000.00  | 1 / 1    | Completed          | 05-Jun-2026 05:33 | <a href="#">Open</a> |
| FAM-20260604-00011 | SAUMYA        | 399.00    | 1 / 1    | Completed          | 04-Jun-2026 07:26 | <a href="#">Open</a> |
| FAM-20260601-00010 | gaurav mishra | 6,666.66  | 4 / 6    | PartiallyCompleted | 01-Jun-2026 09:49 | <a href="#">Open</a> |
| FAM-20260601-00009 | Gaurav Mishra | 0.00      | 0 / 3    | Failed             | 01-Jun-2026 06:05 | <a href="#">Open</a> |
| FAM-20260601-00008 | Gaurav Mishra | 0.00      | 0 / 3    | Failed             | 01-Jun-2026 06:05 | <a href="#">Open</a> |

### FAM-20260616-00016

Export CSV Print

**Payer:** anand (Other)  
038402903  
Mode: Cash · Ref uweilwhs

**Total paid:** 18,000.00  
3 of 3 receipts · Completed · 16-Jun-2026 09:53 · by  
MohammadAbutalha.s+1010@edubuddy.online

| Student              | Receipt                    | Amount    | Approval | Settlement            | Status |
|----------------------|----------------------------|-----------|----------|-----------------------|--------|
| Abhijeet #126584     | 0086 <a href="#">Print</a> | 10,000.00 | Approved | Validated (10,000.00) | Active |
| Arpit Yadav #131841  | 0087 <a href="#">Print</a> | 2,000.00  | Approved | Validated (2,000.00)  | Active |
| Arpita Yadav #125946 | 0088 <a href="#">Print</a> | 6,000.00  | Approved | Validated (6,000.00)  | Active |

**Audit trail** (child receipt events)

| When         | Action        | Status  | Receipt | Actor                                   | Notes                                                          |
|--------------|---------------|---------|---------|-----------------------------------------|----------------------------------------------------------------|
| 16-Jun 09:53 | CreateReceipt | Success | #338468 | MohammadAbutalha.s+1010@edubuddy.online | ReceiptNo 544, total 6000.00, lines 1, requiresApproval False  |
| 16-Jun 09:53 | CreateReceipt | Success | #338467 | MohammadAbutalha.s+1010@edubuddy.online | ReceiptNo 543, total 2000.00, lines 1, requiresApproval False  |
| 16-Jun 09:53 | CreateReceipt | Success | #338466 | MohammadAbutalha.s+1010@edubuddy.online | ReceiptNo 542, total 10000.00, lines 1, requiresApproval False |

## 6. Usage Overview

**Menu path:** Fees & Finance → Finance → Workspace → Usage Overview

**Page tagline:** *Details to be added.*

**Direct link:** <https://edubuddy.online/admin/avatar2/rollout-observability>

### Usage Overview

Read-only overview of finance usage and readiness.

[Refresh](#)
[Export CSV](#)

Date From (local)  
28-05-2026 11:30

Date To (local)  
27-06-2026 11:30

System Version  
All

Action Type  
All

Max rows to show  
200

☐ Payment actions only

[Load Report](#) Generated 27-Jun-2026 11:30:34

READY  
0

WARNING  
0

BLOCKED  
0

UNKNOWN  
0

EXCLUDED  
1

PAGE VISITS  
0

#### Data Problems Summary

[Open Health Check](#)

|       |          |      |         |
|-------|----------|------|---------|
| TOTAL | CRITICAL | HIGH | MED/LOW |
| 160   | 3        | 46   | 111     |

TOP ISSUE TYPES

- StuckProvisionalReceipt: 68

#### School ID Check

|                                                                              |                                                                                   |
|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| RECEIPTS WITH SCHOOL ID<br><b>100.00%</b><br>Missing: 0 / 558<br>Mismatch: 0 | FEE RECORDS WITH SCHOOL ID<br><b>100.00%</b><br>Missing: 0 / 13524<br>Mismatch: 0 |
|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|

#### Data Problems Summary

[Open Health Check](#)

|       |          |      |         |
|-------|----------|------|---------|
| TOTAL | CRITICAL | HIGH | MED/LOW |
| 160   | 3        | 46   | 111     |

TOP ISSUE TYPES

- StuckProvisionalReceipt: 68
- FinePaidMismatch: 43
- DuplicateTransactionReference: 40
- AmountPaidMismatch: 6
- NegativeValues: 2

#### School ID Check

|                                                                              |                                                                                   |
|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| RECEIPTS WITH SCHOOL ID<br><b>100.00%</b><br>Missing: 0 / 558<br>Mismatch: 0 | FEE RECORDS WITH SCHOOL ID<br><b>100.00%</b><br>Missing: 0 / 13524<br>Mismatch: 0 |
|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|

Status: Foundation present; no null Schoolid rows in current scope

#### Activity Log Health

[Open Activity Log](#)

|                |                   |                |
|----------------|-------------------|----------------|
| LOG ACCESSIBLE | TOTAL ENTRIES     | RECENT ENTRIES |
| Yes            | 108               | 90             |
| FAILED ENTRIES | MISSING SCHOOL ID |                |
| 13             | 0                 |                |

#### Page Visit Summary

|                   |                 |                              |
|-------------------|-----------------|------------------------------|
| TOTAL PAGE VISITS | PAYMENT ACTIONS | PAYMENT ACTIVITY             |
| 0                 | 0               | No payment activity in range |

#### School Status Details

## 7. Print Log

**Menu path:** Fees & Finance → Finance → Workspace → Print Log

**Page tagline:** *Details to be added.*

**Direct link:** <https://edubuddy.online/admin/avatar2/receipt-print-log>

The screenshot displays the 'Print Log' interface. At the top, there is a search bar. Below it, a summary bar shows four statistics: TOTAL PRINTS (8), REPRINTS (2), FIRST PRINTS (6), and GENERATED (27-Jun 11:32:17). The main section is titled 'Prints (8 row(s))' and contains a table with columns: Actions, Id, Printed (UTC), Rece..., Printed By, Reprint, Format, Templ..., and Notes. Each row represents a print record with corresponding data and a 'Print' button in the Actions column.

| Actions                       | Id   | Printed (UTC)       | Rece... | Printed By               | Reprint                             | Format    | Templ...        | Notes        |
|-------------------------------|------|---------------------|---------|--------------------------|-------------------------------------|-----------|-----------------|--------------|
| Details <a href="#">Print</a> | 2563 | 2026-06-25 08:36:05 | 343689  | d04abe3a-cbe0-4cc6-8a... | <input type="checkbox"/>            | A4        | ReceiptPrint... | Printed fron |
| Details <a href="#">Print</a> | 2323 | 2026-06-24 06:24:28 | 343267  | 78485b1c-1568-47b0-b...  | <input type="checkbox"/>            | A4        | ReceiptPrint... | Printed fron |
| Details <a href="#">Print</a> | 2321 | 2026-06-24 06:16:46 | 338135  | d04abe3a-cbe0-4cc6-8a... | <input checked="" type="checkbox"/> | CompactA4 | v2              | Printed fron |
| Details <a href="#">Print</a> | 2320 | 2026-06-24 06:07:31 | 343261  | d04abe3a-cbe0-4cc6-8a... | <input type="checkbox"/>            | CompactA4 | v2              | Printed fron |
| Details <a href="#">Print</a> | 331  | 2026-06-15 07:33:29 | 338135  | fdca83db-72b4-497c-ae... | <input type="checkbox"/>            | A4        | ReceiptPrint... | Printed fron |
| Details <a href="#">Print</a> | 60   | 2026-06-04 09:12:05 | 335400  | fdca83db-72b4-497c-ae... | <input type="checkbox"/>            | A4        | ReceiptPrint... | Printed fron |
| Details <a href="#">Print</a> | 49   | 2026-06-03 10:17:44 | 335245  | 6bdace74-4b34-443f-8f... | <input checked="" type="checkbox"/> | A4        | ReceiptPrint... | Printed fron |
| Details <a href="#">Print</a> | 48   | 2026-06-03 10:09:43 | 335245  | 6bdace74-4b34-443f-8f... | <input type="checkbox"/>            | A4        | ReceiptPrint... | Printed fron |

## 8. Message Log

**Menu path:** Fees & Finance → Finance → Workspace → Message Log

**Page tagline:** *Details to be added.*

**Direct link:** <https://edubuddy.online/admin/avatar2/notification-outbox>

The screenshot displays the 'Message Log' interface. At the top, there are filter dropdowns for Status (All), Channel (All), Event type (ReceiptCreated, ReceiptApproved...), Receipt Id, and From (local) (dd-mm-yyyy --:--). Below these are dropdowns for To (local) (dd-mm-yyyy --:--) and Max rows (500), followed by a Search button. A summary bar shows: TOTAL 11, PENDING 0, FAILED 0, and SENT 11. Below the summary is a section titled 'Notifications (11 row(s))' with options for Excel Export, PDF Export, and Print. A search bar and a 'Columns' dropdown are also present. The main table lists notifications with columns: Id, Date & Time, Event, Chan..., Recipient, Status, Tr..., Sent At, and Las. The table contains 11 rows of data, all with 'ReceiptCreated' as the event type and 'Sent' as the status.

| Id | Date & Time       | Event          | Chan... | Recipient               | Status | Tr... | Sent At           | Las |
|----|-------------------|----------------|---------|-------------------------|--------|-------|-------------------|-----|
| 11 | 27-Apr-2026 09:24 | ReceiptCreated | Email   | mishraman7348@gmail.com | Sent   | 1     | 27-Apr-2026 09:24 |     |
| 10 | 27-Apr-2026 09:19 | ReceiptCreated | Email   | mishraman7348@gmail.com | Sent   | 1     | 27-Apr-2026 09:19 |     |
| 9  | 24-Apr-2026 05:33 | ReceiptCreated | Email   | mishraman7348@gmail.com | Sent   | 1     | 24-Apr-2026 05:33 |     |
| 8  | 24-Apr-2026 05:27 | ReceiptCreated | Email   | mishraman7348@gmail.com | Sent   | 1     | 24-Apr-2026 05:27 |     |
| 7  | 24-Apr-2026 05:26 | ReceiptCreated | Email   | mishraman7348@gmail.com | Sent   | 1     | 24-Apr-2026 05:26 |     |
| 6  | 24-Apr-2026 05:10 | ReceiptCreated | Email   | mishraman7348@gmail.com | Sent   | 1     | 24-Apr-2026 05:10 |     |