

EduBuddy

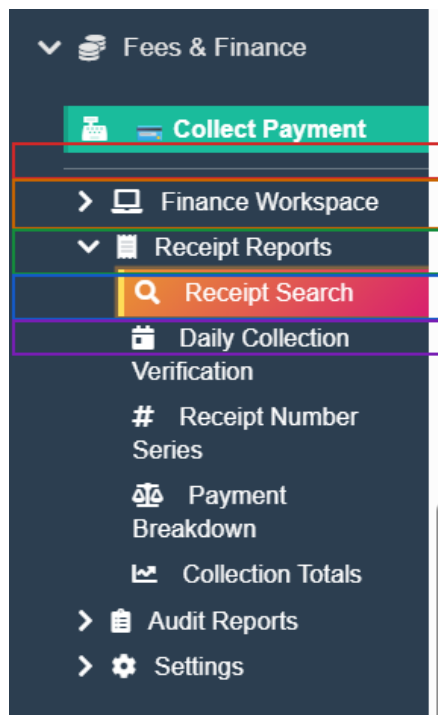
Help & User Guide

Receipt Reports Module

Version 1.0 | June 2026 | Fees & Finance Sub-module

Module Overview

The Receipt Reports section is part of the Fees & Finance module. It provides five dedicated tools for searching, verifying, auditing, and managing all fee receipts collected by the school.



▲Figure 1 — Receipt Reports section expanded in the sidebar

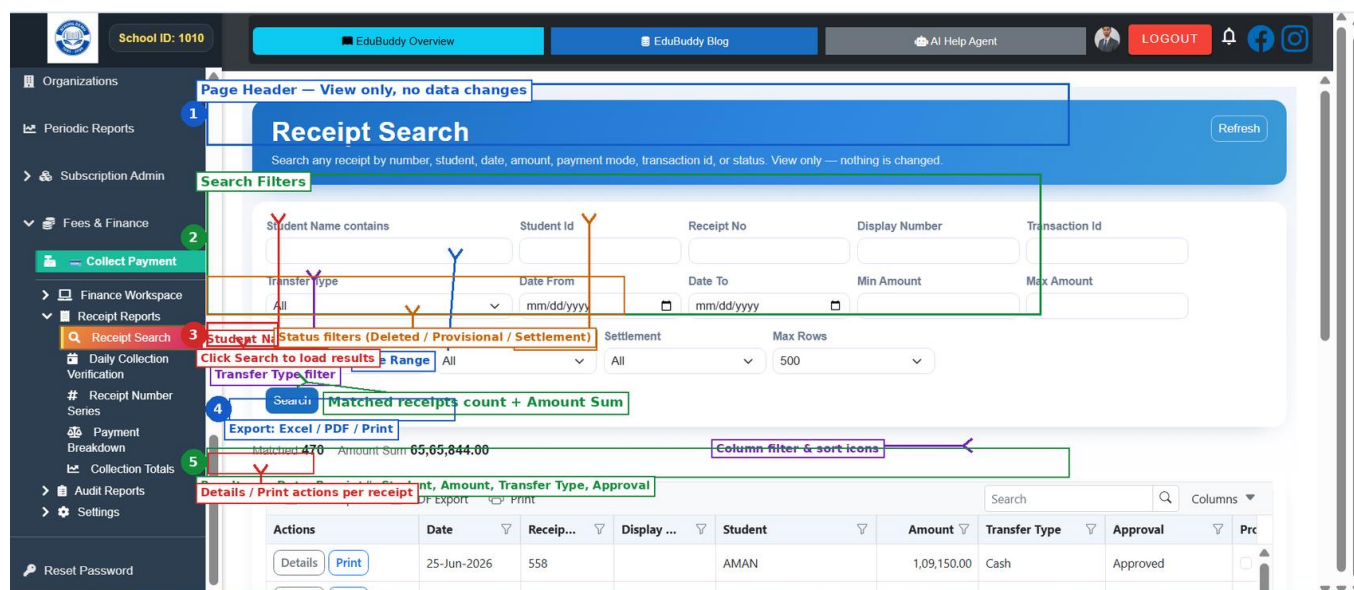
Access Receipt Reports from the sidebar: Fees & Finance → Receipt Reports. The section contains five pages:

- ① **Receipt Search:** Search any receipt by multiple filters
- ② **Daily Collection Verification:** Verify all collections made on a specific date
- ③ **Receipt Number Series:** Set up and manage custom receipt numbering
- ④ **Payment Breakdown Check:** Verify that payment parts match receipt totals
- ⑤ **Collection Totals:** View read-only financial summary totals by date range

🔒 All pages under Receipt Reports are view-only or check-only. No data is modified when you open, search, or export from any of these pages.

① Receipt Search

Receipt Search is the primary tool for finding any receipt in the system. You can search by student name, student ID, receipt number, date range, payment mode, amount, and status.



▲Figure 2 — Receipt Search page showing search filters (① ②), action buttons (③ ④), and result rows (⑤)

Search Filters Available

①	Student Name	Search by partial or full student name
②	Student ID	Search by the unique student ID number
③	Receipt No	Search by internal receipt number
④	Display Number	Search by the custom display/series number
⑤	Transaction ID	Search by online gateway transaction ID
⑥	Transfer Type	Filter by payment mode (Cash, Online, Cheque, etc.)
⑦	Date From / To	Filter receipts within a date range
⑧	Min / Max Amount	Filter receipts within an amount range
⑨	Deleted filter	Show Active only, Deleted only, or All
⑩	Max Rows	Limit number of results (default 500)

How to Search Receipts

1. Open Receipt Search from the sidebar: Fees & Finance → Receipt Reports → Receipt Search.
2. Enter any combination of filters — you do not need to fill all fields.
3. Click the Search button to load matching results.
4. The result summary shows: Matched receipts count and Amount Sum.
5. For each receipt row, click Details to view the full receipt, or Print to reprint it.
6. Use Excel Export or PDF Export to download the results for reporting.

Matched 474 Amount Sum 65,85,710.00

Excel Export PDF Export Print

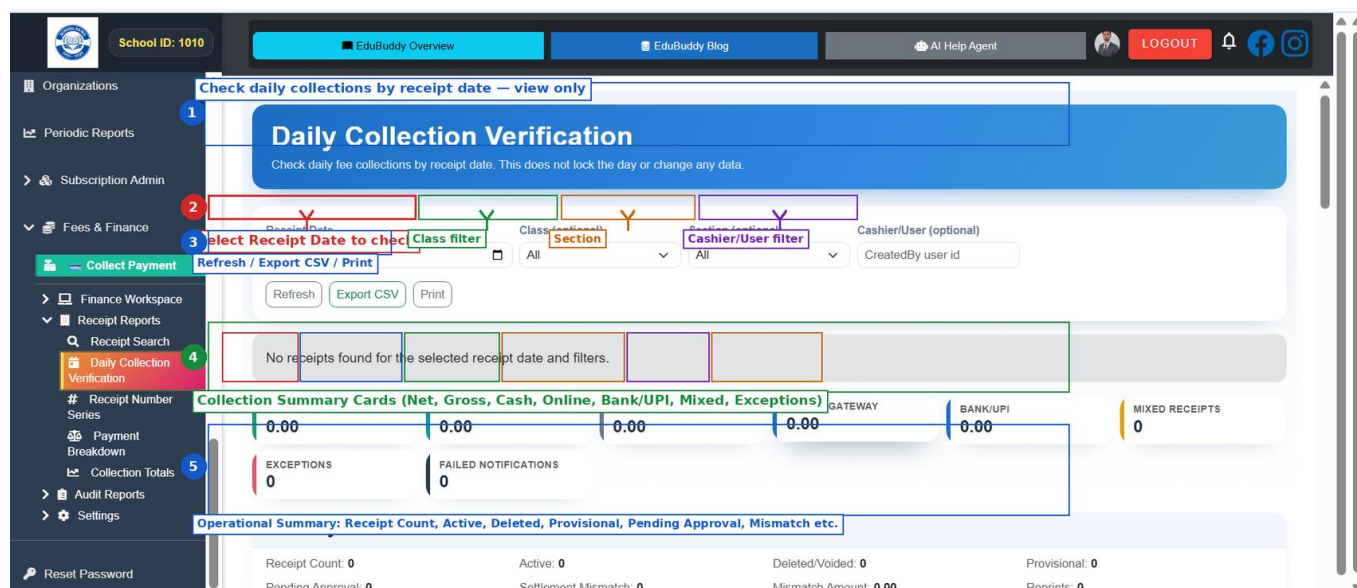
Actions	Date	Receipt...	Display ...	Student	Amount	Transfer Type	Approval	Prc
Details Print	29-Jun-2026	562	0095	ARPITA YADAV	2,400.00	Cash	Approved	☐
Details Print	29-Jun-2026	561	0094	ARPITA YADAV	3,333.00	Cash	Approved	☐
Details Print	29-Jun-2026	560	0093	ABHIJEET	3,333.00	Cash	Approved	☐
Details Print	29-Jun-2026	559	0092	ANAND	10,800.00	Cash	WaitingForApproval	☒
Details Print	25-Jun-2026	558		AMAN	1,09,150.00	Cash	Approved	☐
Details Print	25-Jun-2026	557		AMAN	4,590.00	Cash	Approved	☐
Details Print	25-Jun-2026	556		AMIT	90.00	Cash	Approved	☐
Details Print	24-Jun-2026	555		AMIT	10.00	Cash	Approved	☐
Details Print	24-Jun-2026	552		AMIT	2,000.00	Cash	Approved	☐
Details Print	24-Jun-2026	550		AMIT	2,000.00	Cash	Approved	☐

- You Can Print Any receipt from there
- You can also Download all receipt details via excel import manager

② Daily Collection Verification

Daily Collection Verification allows you to check all fee receipts collected on a specific date. It shows a financial summary and a list of every receipt for that day — broken down by payment mode, status, and settlement.

 This page is view-only. It does NOT lock the day or change any data.



▲Figure 3 — Daily Collection Verification: filters (① ② ③), summary metric cards (④), and operational summary (⑤)

Filters at the Top

②	Receipt Date	Select the date to verify (defaults to today)
③	Class	Optional: filter by a specific class
③	Section	Optional: filter by a specific section
③	Cashier/User	Optional: filter by a specific staff member who collected

Summary Metric Cards (④)

—	Net Collection	Total effective collection after subtracting deleted/voided receipts
—	Gross Collection	Total amount including deleted/voided receipts
—	Cash	Total cash collected on this date
—	Online/Gateway	Total collected via online payment gateways
—	Bank/UPI	Total collected via bank transfer or UPI
—	Mixed Receipts	Count of receipts that used more than one payment mode
—	Exceptions	Receipts flagged for review or errors
—	Failed Notifications	Count of payment notifications that could not be sent

Summary counts: Receipt Count / Active / Deleted / Provisional / Pending / Mismatch

Receipt List table — shows all receipts for selected date

Columns: Receipt No | Time | Student | Class | Amounts | Payment Modes | Status

No records to display

'No records' shown when no receipts for selected date

▲Figure 4 — Receipt List showing detailed columns: Receipt No, Time, Student, Class, Amount, Settlement, Payment Modes

Receipt List Table (③)

Below the summary cards, a full list of receipts for the selected date is shown. Each row contains:

- Receipt No — the unique receipt identifier
- Time — the time the receipt was created
- Student Name and Class / Section
- Receipt Amount and Settlement Amount
- Difference — any mismatch between receipt and settlement
- Payment Modes — the mode(s) used for that receipt
- Status — Active, Deleted, Provisional, etc.

Statement header: School, Receipt Date, Generated At

Daily Collection Verification Statement

School: Edubuddy Demo Public School (1010)

Receipt Date: 29-Jun-2026

Generated At: 29-Jun-2026 05:12:51 AM

Gross Collection 0.00

Deleted / Voided Amount 0.00

Net Collection 0.00

Financial Totals: Gross Collection, Deleted/Voided, Net Collection, Settlement, Mismatch

Settlement total 0.00

Settlement Mismatch Amount 0.00

Payment Mode Breakup: Mode | Category | Receipt Count | Amount

Payment Mode Category Receipt Count Amount

No payment-mode rows.

Operational Summary

Receipt Count 0

Active Receipt Count 0

Operational Summary: Receipt Count / Active / Deleted / Mixed / Provisional etc.

Mixed Receipt Count 0

Provisional Receipt Count 0

▲Figure 5 — Printable Daily Collection Verification Statement: Financial Totals, Payment Mode Breakup, Operational Summary

Exporting and Printing

- **Export CSV:** Downloads the receipt list as a spreadsheet file
- **Print:** Opens a printable Daily Collection Verification Statement showing: Gross Collection, Deleted/Voided Amount, Net Collection, Settlement Total, Settlement Mismatch, Payment Mode Breakup table, and Operational Summary counts

③ Receipt Number Series

The Receipt Number Series page lets you create and manage custom display numbering for receipts — for example, RCP-0001, RCP-0002. This makes receipts easier to reference without affecting the system's internal receipt numbering.

Receipt Number Series
Set up friendly receipt numbers (like RCP-0001) for the school. Your existing receipt numbering is unchanged.

Series for School 1010

Name	Prefix	Start	Last Issued	Next	Active	Default	Receipts
2026-27	-	50	91	0092	Active	Set Default / Deactivate	42
2025-26	-	5	4	0005	Active	Set Default / Deactivate	0

Numbering Coverage (validation)

Duplicate check — confirms no duplicate receipt numbers

Coverage Validation: Total	With Display No.	Without Display No.	Linked to Series
558	48	510	48

No duplicate display receipt numbers.

Create New Series form

Create Series

Series Name *
Prefix (optional)
Start Number
Active
Set as default for school
First number preview: 0001
Create Series

▲Figure 6 — Receipt Number Series: existing series table (③), coverage validation (④), and Create Series form (⑥)

Existing Series Table (③)

The table shows all receipt number series configured for the school. Each row contains:

—	Name	Year-based name for the series (e.g. 2026-27)
—	Prefix	Optional text prefix before the number (e.g. RCP)
—	Start	The starting number for this series
—	Last Issued	The last receipt number issued in this series
—	Next Preview	Preview of the next number that will be issued (shown in pink)
—	Active	Whether this series is currently active
—	Default	The series marked as Default is used for all new receipts
—	Receipts	Total number of receipts issued under this series

Numbering Coverage Validation (④)

- **Total Receipts:** All receipts in the system
- **With Display No.:** Receipts that have a display number assigned (shown in green)
- **Without Display No.:** Receipts without a display number — older receipts before series was set up (shown in orange)
- **Linked to Series:** Receipts linked to a number series

✔'No duplicate display receipt numbers' in green confirms there are no conflicts in the current series numbering.

Creating a New Series (⑥)

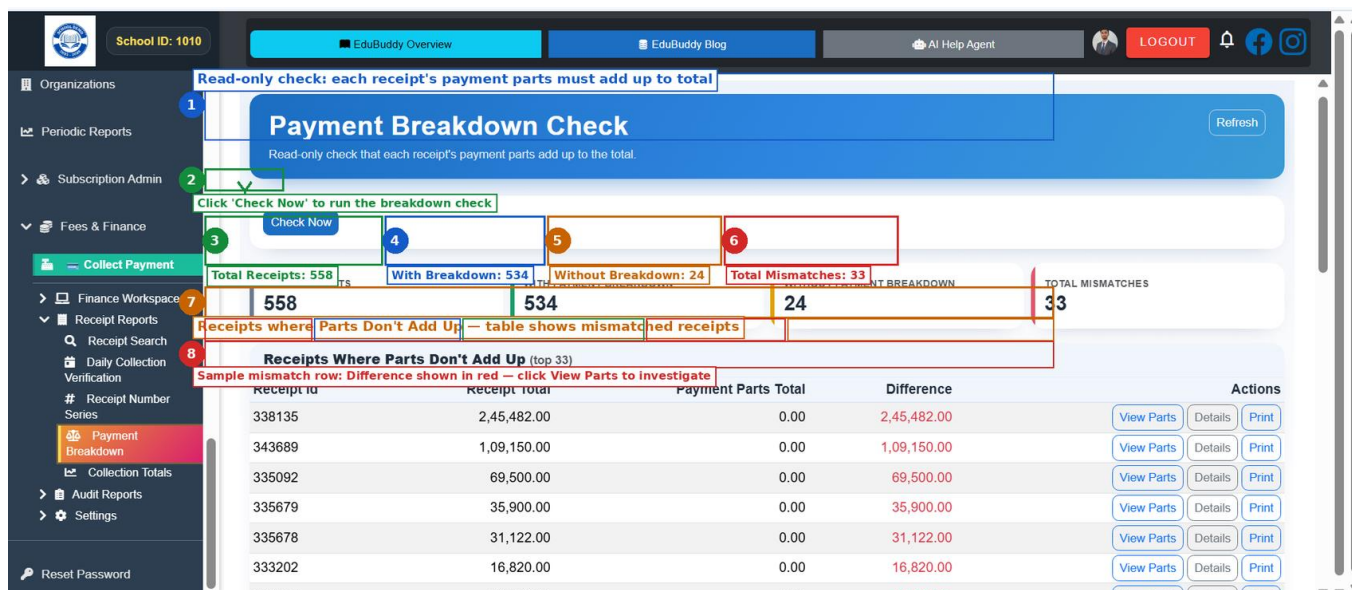
- Fill in the Series Name (e.g. '2025-26 Main' or '2026-27').
- Enter an optional Prefix — this appears before the number (e.g. 'RCP' gives RCP-0001).

9. Set the Start Number — typically 1 for a new series.
10. **Check 'Active'** to make this series available for use.
11. **Check 'Set as default for school'** to automatically use this series for all new receipts.
12. **Click Create Series** — the new series will appear in the table immediately.

 Only one series can be the Default at a time. When you set a new series as default, the previous default is automatically unset.

④ Payment Breakdown Check

The Payment Breakdown Check is a read-only diagnostic tool. It checks whether the individual payment parts of each receipt add up correctly to the receipt total. Any mismatch is flagged for review.



▲Figure 7 — Payment Breakdown Check: metric cards (③-⑥), mismatch table (⑦), and per-receipt actions (⑧)

🔒 This page is read-only. Clicking 'Check Now' only reads data — it does not change or fix anything.

Summary Cards

③	Total Receipts	Total number of receipts in the system
④	With Payment Breakdown	Receipts where payment parts are properly recorded
⑤	Without Payment Breakdown	Receipts missing payment breakdown data — older records
⑥	Total Mismatches	Receipts where payment parts do not add up to the receipt total

Receipts Where Parts Don't Add Up (⑦⑧)

The table below the cards lists all mismatched receipts — up to the top 33 by default. Each row shows:

- **Receipt ID:** The internal system receipt identifier
- **Receipt Total:** The full amount shown on the receipt
- **Payment Parts Total:** Sum of all recorded payment parts for that receipt
- **Difference:** The gap between the two — shown in red
- **View Parts:** Opens a breakdown of how the payment was recorded
- **Details:** Opens the full receipt details page
- **Print:** Reprints the receipt

🔒 A mismatch does not mean the money was lost — it usually means older receipts were recorded before the payment breakdown feature was introduced. Use 'View Parts' to investigate any specific receipt.

⑤ Collection & Fee Totals

Collection Totals is a read-only financial summary page. It shows the total collections broken down by receipt status and payment method for any date range you choose. Use it to cross-check your reports.

Collection & Fee Totals
Read-only finance totals (collections and balances) to cross-check your existing reports. Nothing here changes any data.

Date range filter: Receipt Date From → To Receipt Date To **Show Totals button**

Receipt Collection Summary cards

DELETED	DRAFT	TOTAL COLLECTED (ACTIVE)
558	470	88
		70
		65,658.44

Collection by Payment Method includes split payments

Transfer Type	Receipt Count	Amount (includes split payments)
Cash	404	51,22,350.00
Cheque	11	5,27,512.00
Online	34	2,18,921.00
SBlePay	1	1,20,502.00
InstaMojo	8	38,495.00
Total	458	60,27,780.00

▲Figure 8 — Collection Totals: date filter (②③), summary cards (④), and payment method breakdown (⑤)

Nothing is changed on this page. It is a read-only cross-check tool for verifying your existing reports.

How to Use

- Set the Receipt Date From and Receipt Date To fields for the period you want to check.
- Click Show Totals**— the summary cards and breakdown table will load.
- Review the Receipt Collection Summary cards and the Collection by Payment Method table.
- Use Refresh to reload the data if new collections have been made.

Receipt Collection Summary Cards (④)

—	Total Receipts	All receipts in the selected period
—	Active	Receipts that are live and not deleted
—	Deleted	Receipts that have been voided/cancelled
—	Draft	Receipts in pending/draft state awaiting approval
—	Total Collected (Active)	Sum of all active receipts — the actual collected amount
—	Total Collected (All)	Sum including deleted/voided receipts — gross total

Collection by Payment Method (⑤)

The table below the cards shows collections broken down by Transfer Type. It includes split payments — meaning a mixed payment (e.g. Cash + Online) is counted under both modes separately.

- Transfer Type:** The payment mode (Cash, Cheque, Online, InstaMojo, SBlePay, etc.)
- Receipts:** Number of receipt entries for that mode
- Amount:** Total amount collected via that mode
- Total row:** Sum across all payment modes

Quick Reference — Which Tool to Use?

Tool	Use When...	What It Shows
Receipt Search	You need to find a specific receipt by any field	Searchable list of all matching receipts with Details/Print actions
Daily Collection Verification	You want to check all collections for a specific day	Financial totals, per-mode breakdown, and full receipt list for the day
Receipt Number Series	You want to set up custom receipt numbering (e.g. RCP-0001)	Existing series + Create Series form
Payment Breakdown Check	You want to audit whether payment parts match receipt totals	List of mismatched receipts with View Parts / Details actions
Collection Totals	You want an overall financial summary for a date range	Totals by status (Active/Deleted/Draft) and by payment mode

— End of Receipt Reports Module Documentation —