

Payment Receipt Excel Template for School Fees Tracking

Streamline your school's financial management with this **payment receipt Excel template**, designed specifically for tracking school fees. It offers an organized, easy-to-use format that helps maintain accurate records of payments, ensuring transparency and efficiency. Ideal for administrators seeking a reliable and professional solution for fee collection monitoring.

Sample Payment Receipt Table

Receipt No.	Date	Student Name	Class	Amount Paid	Payment Method	Balance	Received By	Remarks
001245	2024-05-10	Jane Doe	Grade 5	\$500	Bank Transfer	\$0	Mrs. Smith	Full payment
001246	2024-05-11	John Lee	Grade 6	\$250	Cash	\$250	Mr. Brown	Installment 1
001247	2024-05-12	Lisa Wong	Grade 4	\$400	Credit Card	\$100	Mrs. Adams	Pending balance

Template Features

- Easy data entry for each payment transaction
- Automatic calculations for balances and totals (when used in Excel)
- Filter and sort by student, class, payment status, or date
- Printable format for paper receipts
- Customizable to fit your school's specific needs

How to Use

1. Download the Excel template file.
2. Enter your school's name and logo (optional).
3. Fill out payment details for each student as transactions occur.
4. Maintain records for administrative review or parental requests.

Ensure transparency and accountability in your fee collection process with this comprehensive template.