

# 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

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

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