Bill No \_\_\_\_ (auto) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (auto)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (type)

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (type)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Code | S | L | G | T1 | T2 | T3 |
|  | 01 | 02 | 03 | 085 |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Code:

Section : Tuition

Level: BBS I Group: A

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SL | Subjects | Teacher | Amount | Remarks |
|  | Account | Mahatman | 1700 |  |
|  | English | Madhusudan | 1800 |  |
|  | Stat | Gagan | 1700 |  |
|  |  |  |  |  |

Billing Sample (Computer)

Bill No. Date:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section : Computer Level: Group: 7-8AM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SL | Particulars | Teacher | Amount | Remarks |
| 1 | DOAP | Mahatman | 18000 |  |
|  |  | Dis. |  |  |
|  |  | Total |  |  |
| In Words: | | | | |
| Received by: Deepa | | | | |

Billing Sample (Language)

Bill No. Date:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section : Englang Level: Group: 7-8AM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SL | Particulars | Teacher | Amount | Remarks |
| 1 | Basic | Lamichhane | 18000 |  |
|  | Intermediate | Lamichhane | 1500 |  |
|  | Intermediate | Lamichhane | 1500 |  |
|  |  | Dis. |  |  |
|  |  | Total |  |  |
| In Words: | | | | |
| Received by: Deepa | | | | |

Billing Sample (Tuition)

Bill No. Date:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section : Tuition Level: BAI Group: 7-8AM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SL | Particulars | Teacher | Amount | Remarks |
| 1 | Com English | Lamichhane | 18000 |  |
|  | Maj English | Lamichhane | 1500 |  |
|  |  | Dis. |  |  |
|  |  | Total |  |  |
| In Words: | | | | |
| Received by: Deepa | | | | |

Billing Sample (Preparation)

Bill No. Date:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section : Prep Level: Nasu Group: 7-8AM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SL | Particulars | Teacher | Amount | Remarks |
| 1 | Nasu |  | 1000 |  |
|  |  |  |  |  |
|  |  | Dis. |  |  |
|  |  | Total |  |  |
| In Words: | | | | |
| Received by: Deepa | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Computer** | **Tuition** | **Language** | **Preparation** | **Consultancy** | **Other** |
| Groups  6-7 | SLC  +2  **Group/Faculty**  Bachelor  **Group/Faculty**  Masters  **Group/Faculty** | English  **Group**  Korean  **Group**  Japanese  **Group**  Chinese | IELTS  **Group**  Nasu  **Group**  Kharidar  **Group**  Officer  **Group**  Secondary  **Group**  L. Secondary  **Group**  Rastra Bank  **Group** | Japan  Australia  New Zealand | Form  Book  Certificate |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SL | SID | Name | Contact No. | Subjects | | | | Amt | | Date | | Bill | | Paid | | Dues | | Rem |
|  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |

Expense Entry

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Particulars | Amount | Total |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Liabilities**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Teachers** | **Staffs** | **Payables** | **Photocopy** | **Stationery** | **Investment** | **Loan** | **Misc** |
|  | Name List | House Rent  Telephone  SMS Recharge  Internet |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Teacher's Ledger

House Rent

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SL | Month | Amount | Total | Date | Pay | Total | Dues |
|  | Baisakh | 123 | 123 |  |  |  |  |
|  | Jyestha | 123 | 246 |  |  |  |  |
|  | Asad | 123 | 368 | 2/3 | 260 | 260 | 8 |
|  | Shrawan |  |  |  |  |  |  |
|  | Bhadra |  |  |  |  |  |  |
|  | Aswin |  |  |  |  |  |  |
|  | Kartik |  |  |  |  |  |  |
|  | Mangsir |  |  |  |  |  |  |
|  | Poush |  |  |  |  |  |  |
|  | Magh |  |  |  |  |  |  |
|  | Falgun |  |  |  |  |  |  |
|  | Chaitra |  |  |  |  |  |  |

**Teachers**

Name

Address

Contact

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Income | | | | |  | | Payment | | | | |
| Group | Total | Teacher's share | Total |  | | Date | | Payment | Total | Dues | Remarks |
|  |  |  |  |  | |  | |  |  |  |  |
|  |  |  |  |  | |  | |  |  |  |  |

**Billing**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Bill No.** | **Section** | **Amount** |  |
|  |  | Computer |  |  |
|  |  | Computer |  |  |
|  |  | Computer |  |  |
|  |  |  |  |  |
|  |  | Subtotal |  |  |
|  |  | Language |  |  |
|  |  | Language |  |  |
|  |  | Language |  |  |
|  |  | Subtotal |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | Grand Total |  |  |
|  |  | Expense |  |  |
|  |  | Submitted |  |  |
|  |  | By |  |  |

Computer Specific

**Notification**: put either an automatic or manual kind of notification for example if a students takes admission on April 11/2015 the notification should be of around June 7th or so.