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.

Student Personal Info

Date of Birth

Photo

Class Start

Class End

Student Accounting

Subject Teacher Amount Paid Due

English Bhuwan 1000

Nepali Ram 500

Math Hari 1500

Total 3000

Payment should be made in installments and dues should be calculated based on paid amount and remaining amount.

Bill no

1 1000 2000

2 1000 1000

3 1000 0