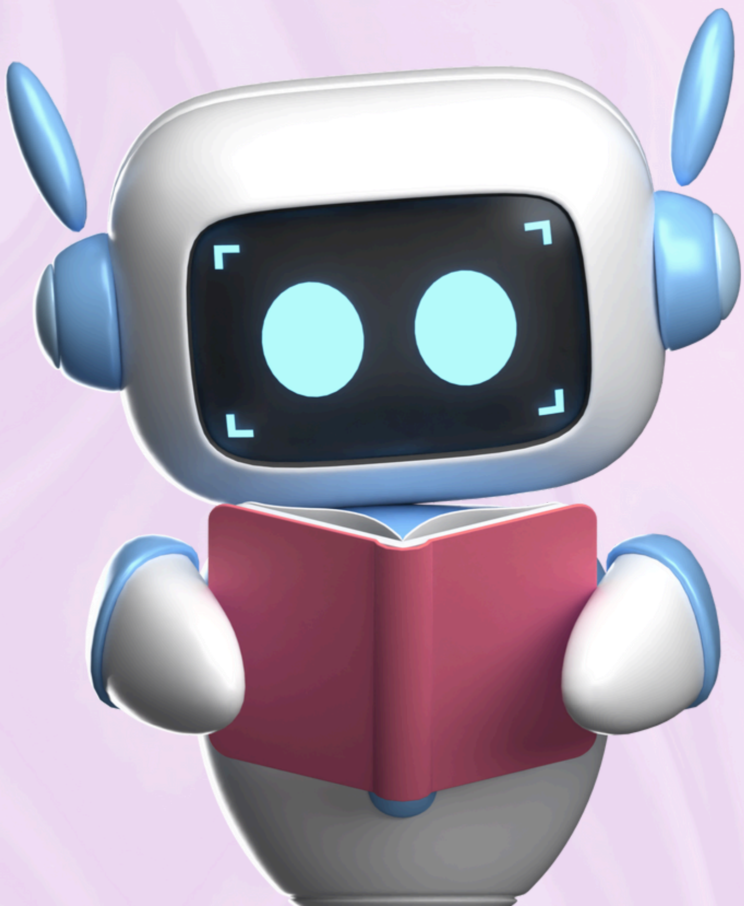
MOTHER SHEPHERD ACADEMY OF VALENZUELA

User MANUAL

Accounting Management System

This user manual provides step-by-step guidance on how to use the Accounting Management System developed for Mother Shepherd Academy of Valenzuela. The system is designed to streamline financial transactions, manage student accounts, and generate reports with accuracy and ease. It aims to support efficient accounting processes and ensure transparency in the school's financial operations.



AMSYSTEM

MOTHER SHEPHERD ACADEMY OF VALENZUELA

Login Page

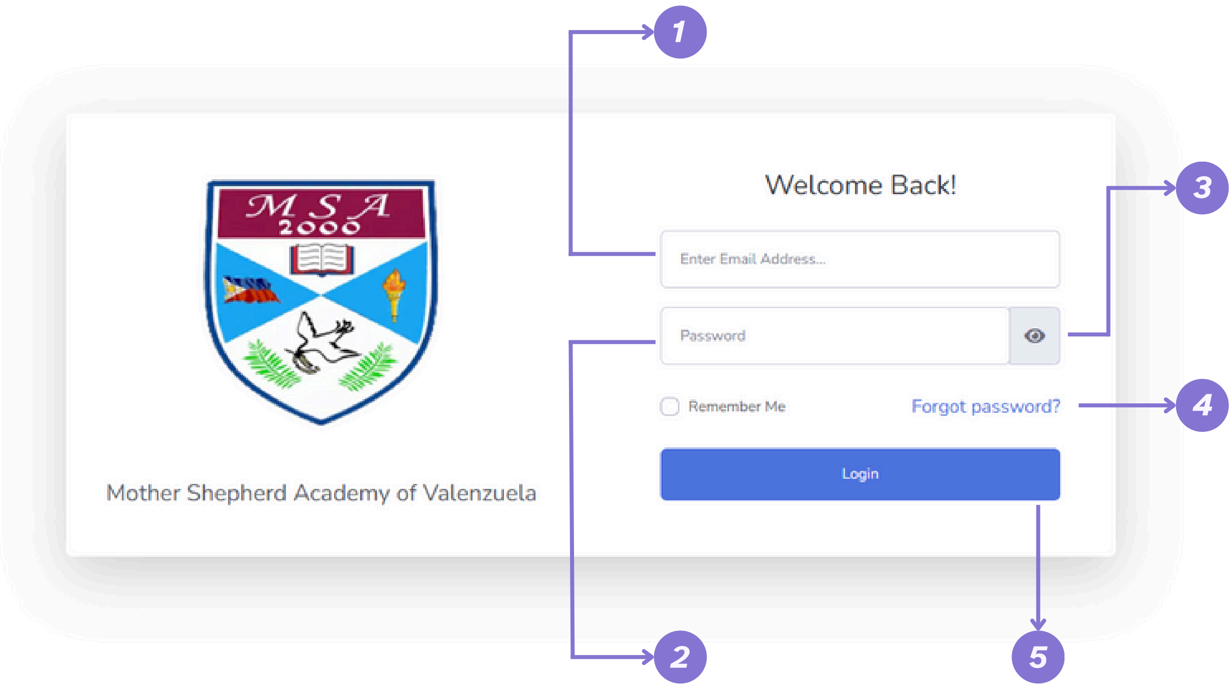
1. Email Field - *Input field where users are required to enter a valid email address for account identification purposes.*

2. Password Field - *This field allows the user to enter their password securely. Characters are hidden for privacy.*

3. Eye icon - *This icon lets users show or hide the password in the Password Field. Clicking it helps users verify their input before submission.*

4. Forgot password link - *This link allows users to reset their password if they've forgotten it. Clicking it redirects to a password recovery process.*

5. Login button - *This button submits the entered email and password to access the user account. It is required to proceed to the dashboard or main system.*



Dashboard

1. Profile Button - *This button opens the Logout modal, allowing users to securely sign out of their account.*

2. Manage Student Tab - *This tab provides access to student-related features, including the Add Student form and the Student Directory for viewing and managing student records.*

3. Manage Tuition Tab - *This tab contains options for handling tuition-related tasks, including Tuition Payment for processing payments and Payment Records for viewing transaction history.*

4. Manage Budget Tab - *This tab provides tools for budget management, including Allocate Budget for setting financial limits, Utilize Expense for tracking expenditures, Expense Chart for visualizing spending, and Expense Directory for managing and reviewing all expense records.*

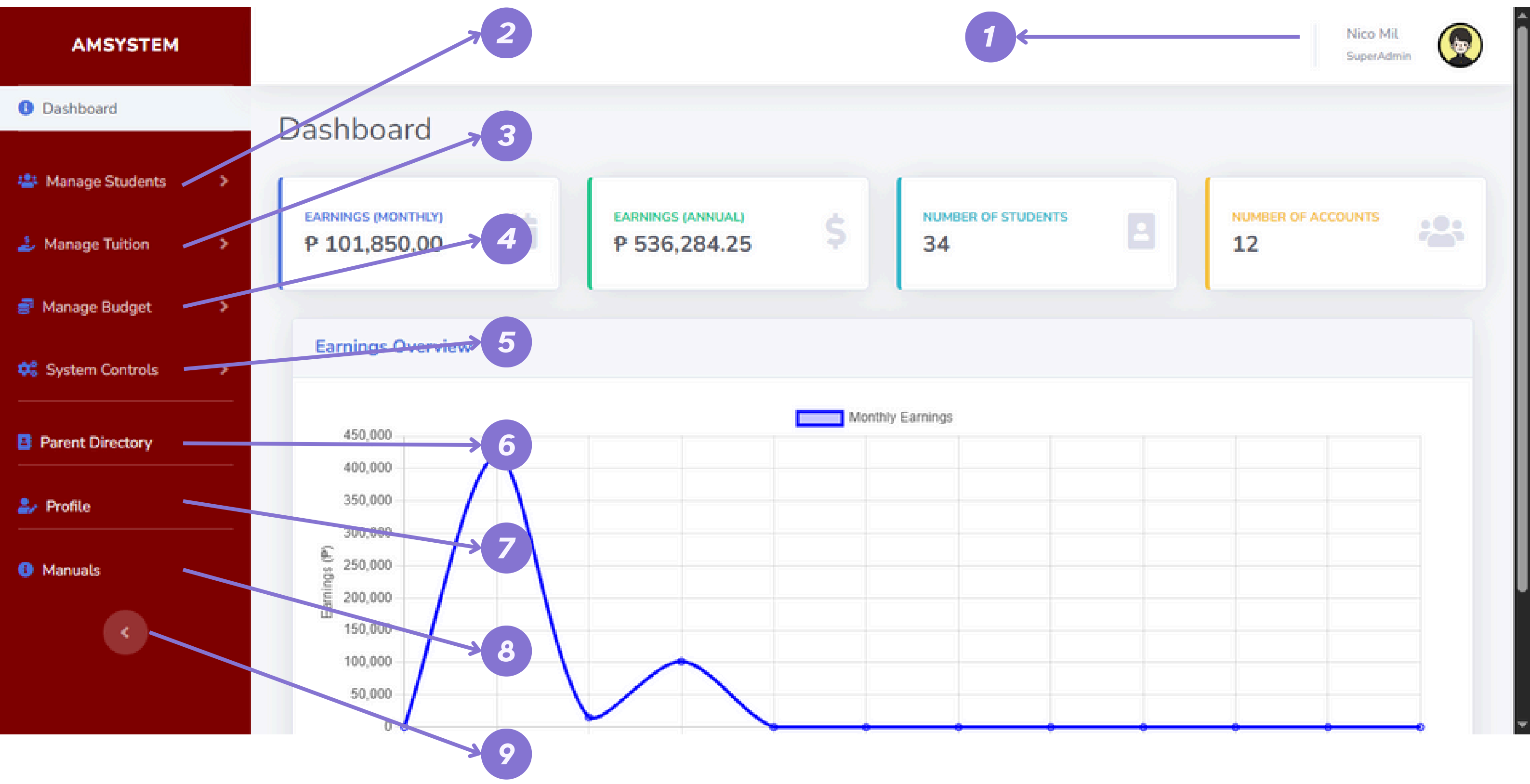
5. System Controls Tab - *This tab allows management of system settings, including Access Security for controlling user permissions, Academic Advancement for managing student progress, Section for organizing classes, and School Year for setting up academic year details.*

6. Parent Directory Button - *This section provides access to a list of registered parents, allowing administrators to view, manage, and update parent contact details and related information.*

7. Profile Button - *This button allows users to manage their profile settings, including updating personal information, changing preferences, or accessing account details.*

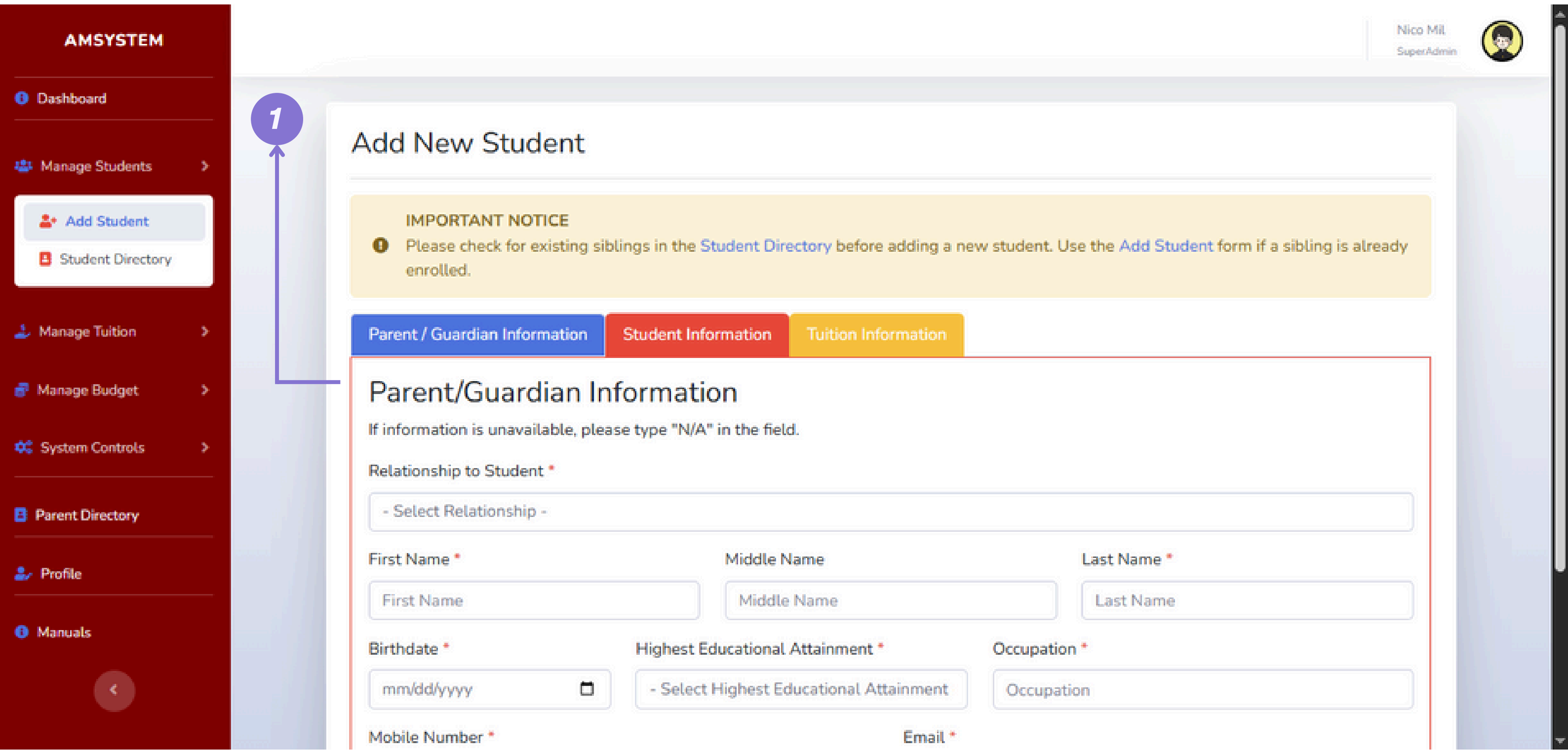
8. Manuals Button - *This button triggers an automatic download of the user manual, providing users with detailed instructions and guidance for using the system.*

9. Collapse Button - *This button minimizes or collapses the sidebar, providing a more compact view of the interface to maximize screen space.*



Manage Student - Add Student

1. Add New Student Form – *This form is used to register a new student by entering the parent and student details, as well as the tuition amount. All fields in the form are required for successful submission.*



Manage Student - Student Directory

1. Add New Student Form *– This table displays a list of all registered students along with their relevant details. It allows users to view, edit, and remove student records efficiently.*

2. Page Length *– This setting controls how many rows or entries are displayed per page in the table, allowing users to adjust the visible data for easier browsing.*

3. Add New Student Button *– This button opens the Add New Student Form, allowing users to input and register a new student along with their tuition information.*

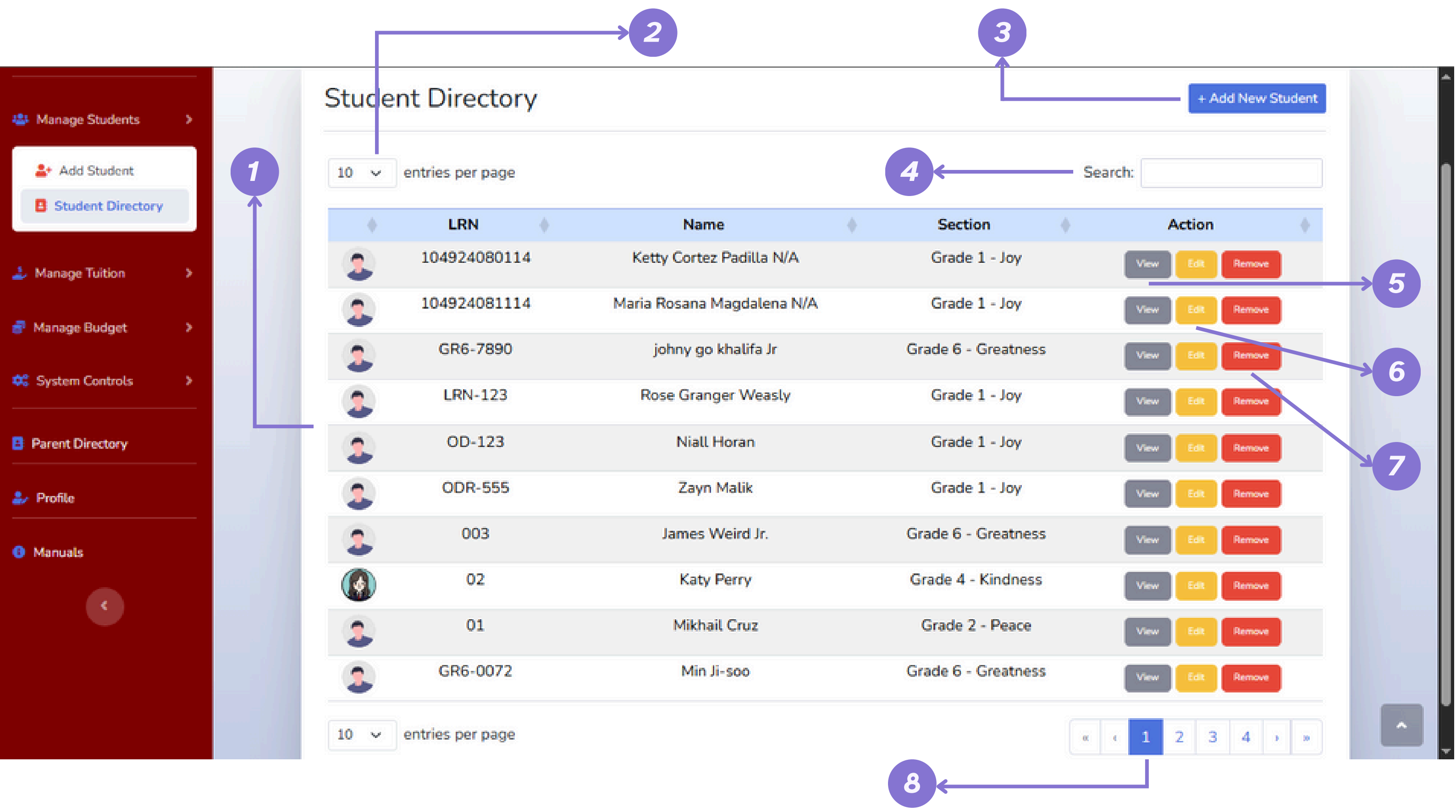
4. Search Bar *– This feature allows users to quickly find specific records or information within a table or directory by typing keywords or relevant details.*

5. View Button *– This action button in the table allows users to see the full details of a selected record in a read-only format.*

6. Edit Button *– This action button in the table allows users to modify or update the existing details of a selected record.*

7. Delete Button *– This action button in the table allows users to delete a selected record from the system after confirmation.*

8. Pagination *– This feature divides the table content into multiple pages, allowing users to navigate through large sets of data efficiently using page numbers or navigation buttons.*



Manage Tuition - Tuition Payment

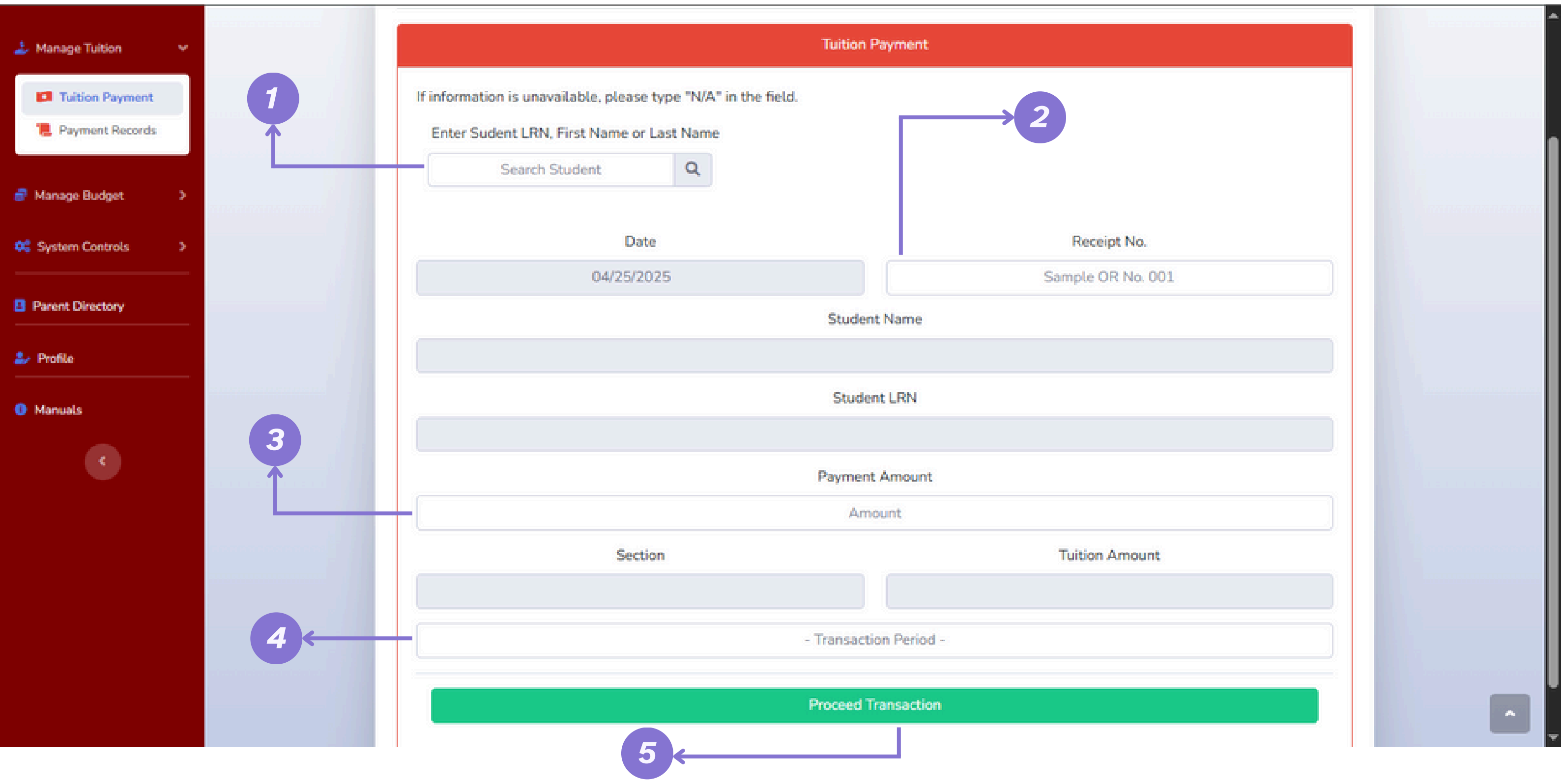
1. Search Function (LRN, First Name, Last Name) – *This function enables users to search and filter student records based on Learner Reference Number (LRN), First Name, or Last Name for quick and precise access to specific student information.*

2. OR Number Input Field – *This field is used to enter the Official Receipt (OR) Number for tracking and validating tuition or payment transactions.*

3. Payment Amount Input Field – *This field is used to enter the specific amount paid by the student. It is required for processing and recording tuition payments accurately.*

4. Transaction Period Dropdown List – *This dropdown allows users to select the specific period (e.g., monthly, quarterly) for which the payment is being made, ensuring accurate transaction tracking.*

5. Proceed Transaction Button – *This button confirms and processes the payment details entered, finalizing the transaction and updating the payment records.*



Manage Tuition - Payment Records

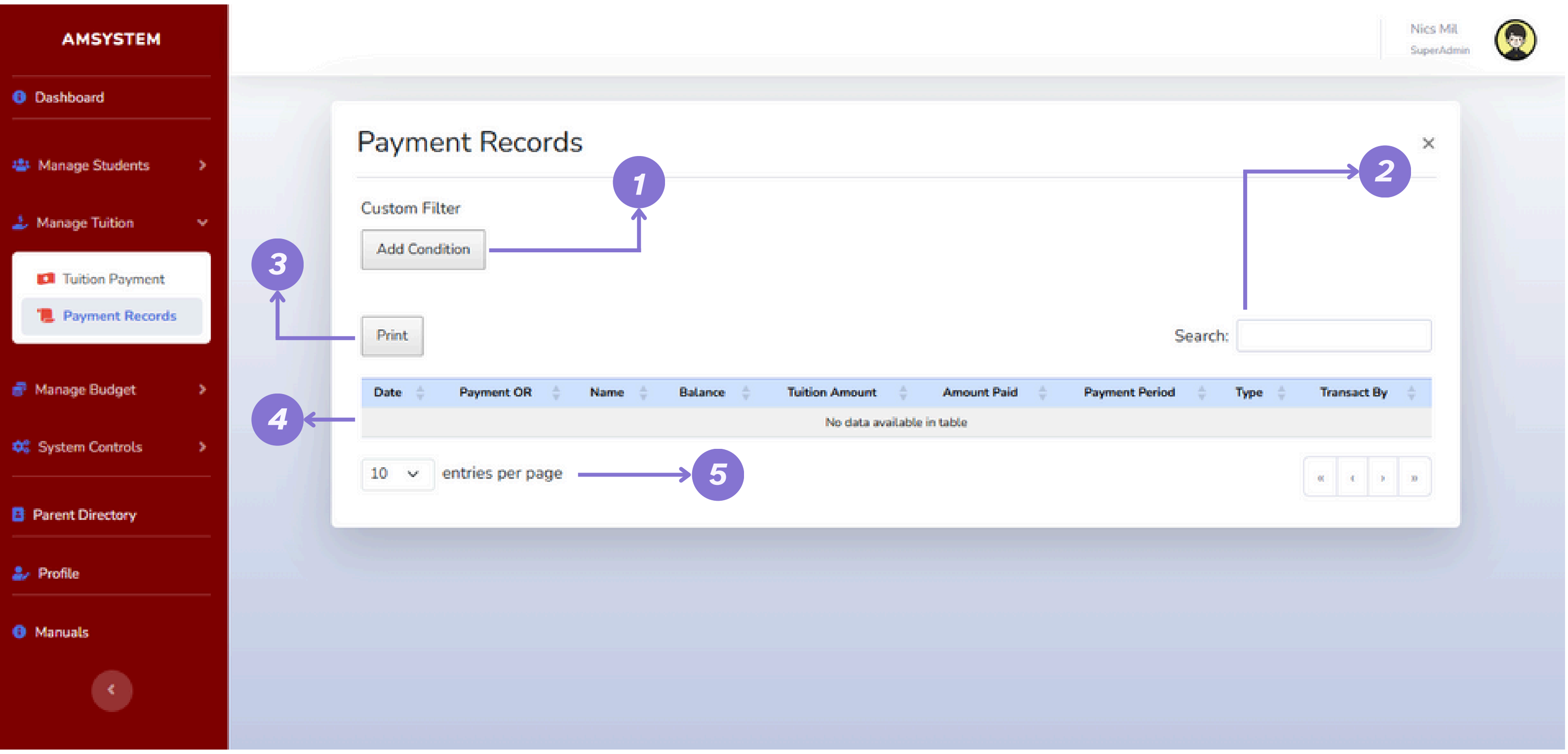
1. Custom Filter – *This feature allows users to apply specific filtering criteria to data tables, enabling targeted searches and refined viewing of records based on selected parameters.*

2. Search Filter for Table – *This feature enables users to quickly locate specific records within a table by typing keywords or values, such as names, dates, or IDs, to dynamically narrow down the results.*

3. Print Button – *This button allows users to print the current view or selected document directly from the system, providing a hard copy of the displayed information.*

4. Data Table – *Displays all payment records, including details such as student names, payment amounts, transaction dates, and payment status. Users can view, filter, and manage payment transactions efficiently within this table.*

5. Entries Per Page – *This option allows users to select the number of records or rows displayed on each page of a table, helping to manage large sets of data by controlling how many entries are visible at once.*



Manage Budget - Allocate Budget

1. Allocate Budget and Replenish Tab – *This tab allows users to set budget allocations for different categories and manage the replenishment of funds to ensure sufficient resources are maintained.*

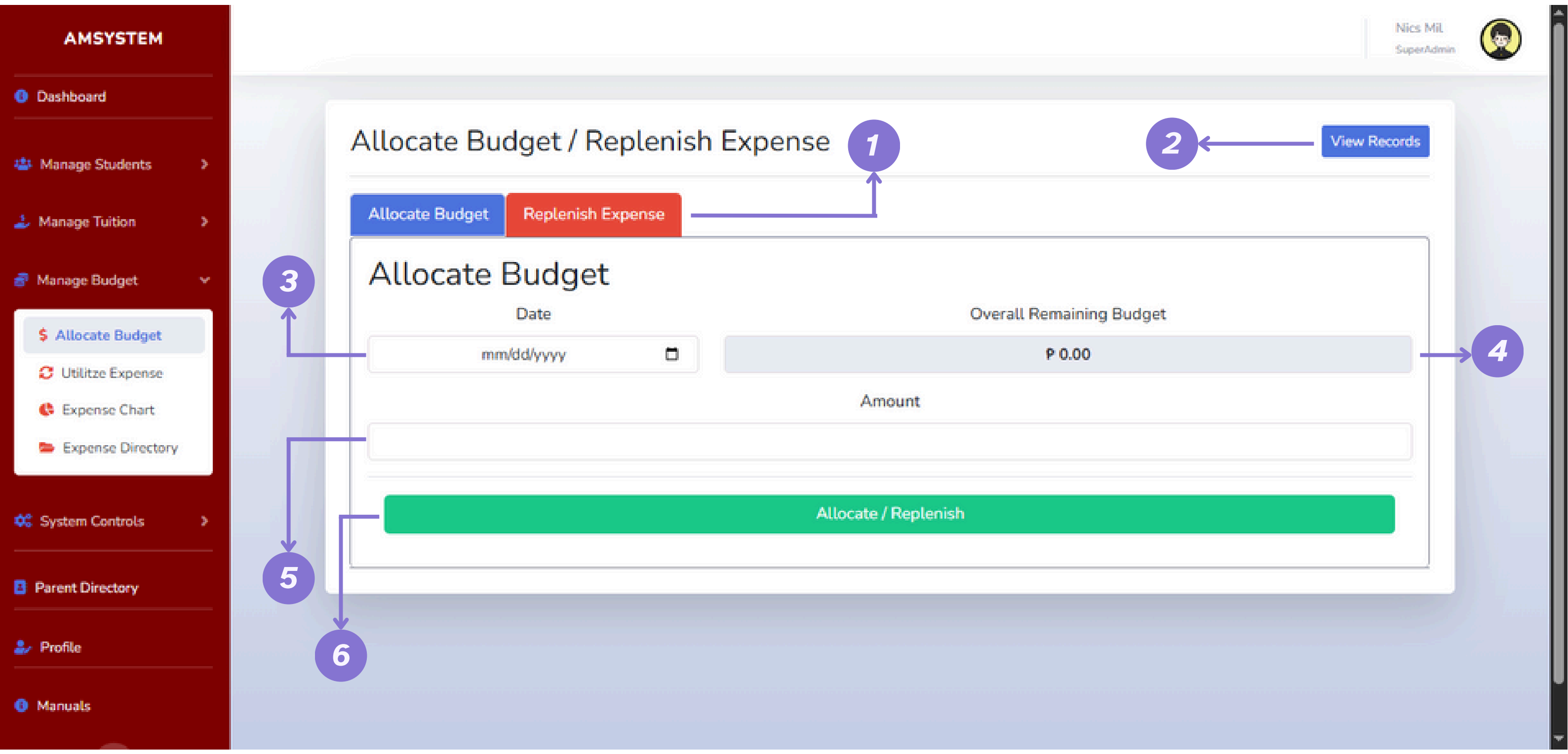
2. View Records Button (Allocate Budget and Replenish Tab) – *This button displays a detailed list of all allocated budgets and replenishment transactions, allowing users to review and monitor financial activities.*

3. Date Field – *This field allows users to input or select a specific date, commonly used for recording transactions, setting deadlines, or filtering records by date.*

4. Overall Remaining Budget Field – *This field displays the total amount of budget left after allocations and expenses*

5. Amount Field – *This field is used to manually input the amount of money to be allocated to a specific budget category. The entered value is added to the overall budget distribution and is recorded for tracking and future expense management.*

6. Allocate / Replenish Button – *This button is used to submit the entered budget amount into the system, either allocating funds to a category or replenishing an existing budget.*



Manage Budget - Replenish Expense

1. Allocate Budget and Replenish Tab *– This tab allows users to set budget allocations for different categories and manage the replenishment of funds to ensure sufficient resources are maintained.*

2. View Records Button (Allocate Budget and Replenish Tab) *– This button displays a detailed list of all allocated budgets and replenishment transactions, allowing users to review and monitor financial activities.*

3. Remaining Budget Display *– This text displays the current remaining budget for the selected expense category.*

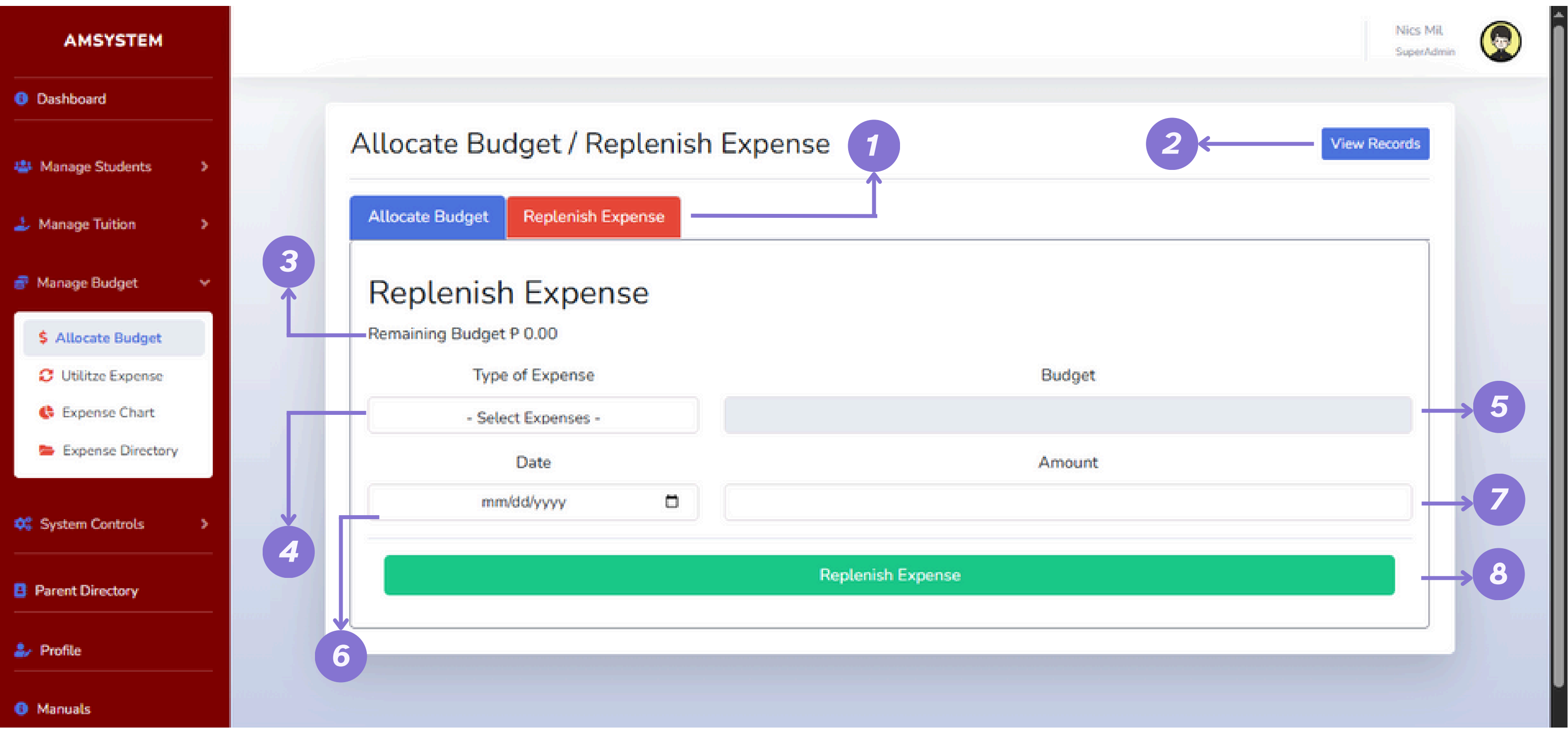
4. Expense Dropdown *– This dropdown menu allows users to select a specific type of expense from the system, ensuring that budget allocations and expense tracking are categorized correctly.*

5. Remaining Budget Field *– This read-only input field automatically displays the current remaining budget for the selected expense, giving users real-time visibility without allowing manual edits.*

6. Date Picker *– This tool allows users to select a specific date for the allocated expense, ensuring that transactions are recorded with the correct date for accurate financial tracking and reporting.*

7. Amount Field *– This input field allows users to enter the specific amount for a selected expense type. It is used to allocate funds or record the expense amount for budget tracking and management.*

8. Replenish Expense Button *– This button is used to add funds back into an expense category, restoring the budget for that category to ensure continued tracking and financial stability.*



Manage Budget - View Records Modal

1. Allocate Budget / Replenish Expense Tab – *This tab allows users to view records of both budget allocations and replenishment expenses. It provides an overview of past transactions, showing how funds have been distributed and replenished within the system.*

2. Close Button – *This button closes the View Records Modal, allowing users to exit the current view and return to the previous screen or dashboard.*

3. Custom Filter – *This feature allows users to apply specific filtering criteria to data tables, enabling targeted searches and refined viewing of records based on selected parameters.*

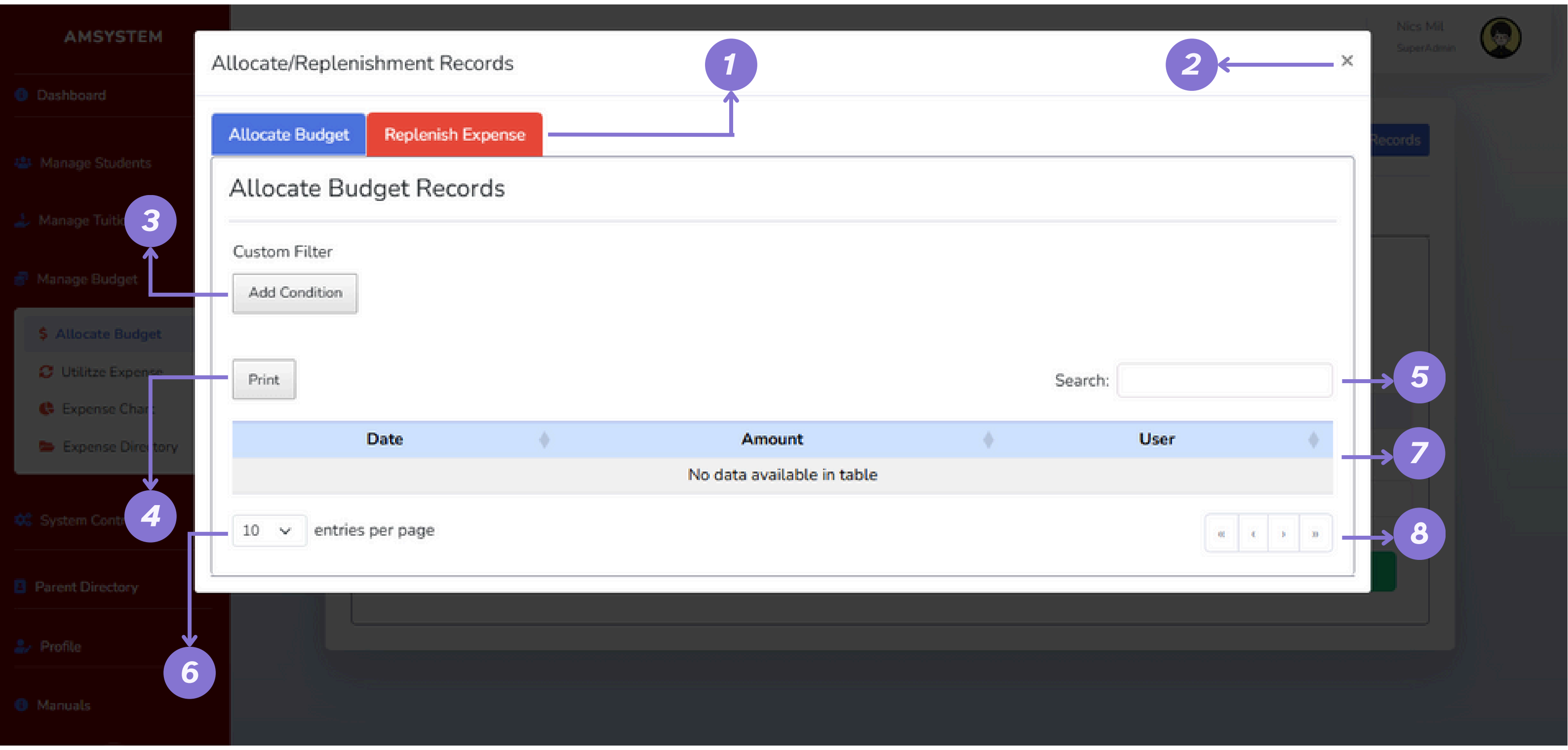
4. Print Button – *This button allows users to print the current view or selected document directly from the system, providing a hard copy of the displayed information.*

5. Search Filter for Table – *This feature enables users to quickly locate specific records within a table by typing keywords or values, such as names, dates, or IDs, to dynamically narrow down the results.*

6. Date Picker – *This tool allows users to select a specific date for the allocated expense, ensuring that transactions are recorded with the correct date for accurate financial tracking and reporting.*

7. Expenses Table – *A table that displays detailed records of all expenses, including categories, amounts, dates, and statuses. It allows users to view, filter, and manage expense transactions efficiently.*

8. Pagination – *This feature divides the table content into multiple pages, allowing users to navigate through large sets of data efficiently using page numbers or navigation buttons.*



Manage Budget - Utilize Expense

1. Budget Field – *This field displays the remaining budget for the selected expense, providing users with a quick view of the available funds allocated to that specific category.*

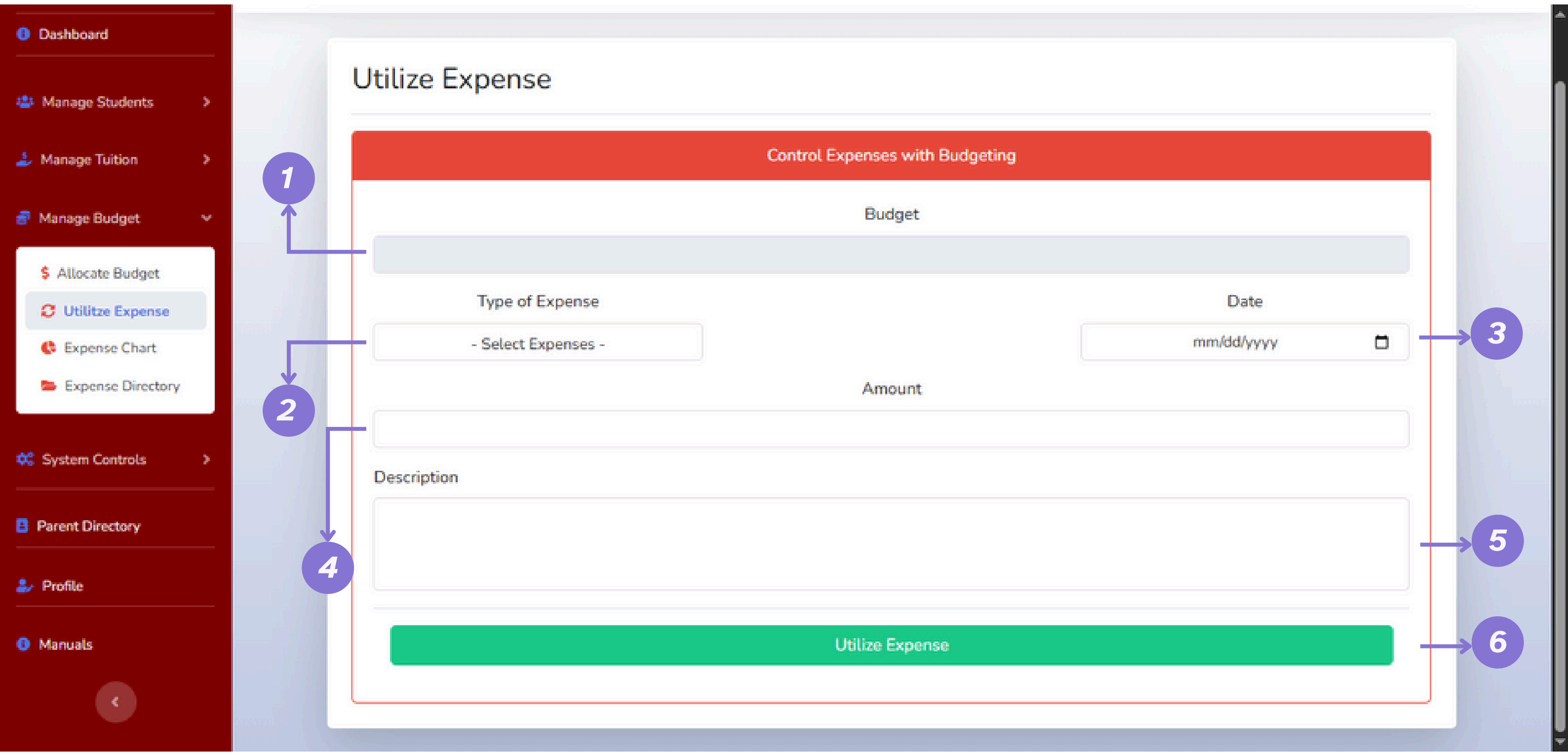
2. Expense Dropdown – *This dropdown menu allows users to select a specific type of expense from the system, ensuring that budget allocations and expense tracking are categorized correctly.*

3. Date Picker – *This tool allows users to select a specific date for the allocated expense, ensuring that transactions are recorded with the correct date for accurate financial tracking and reporting.*

4. Amount Field – *This input field allows users to enter the specific amount for a selected expense type. It is used to allocate funds or record the expense amount for budget tracking and management.*

5. Description Text Box – *This text box allows users to specify details about how the budget for the selected expense was spent, helping to document and justify each expense transaction clearly.*

6. Utilize Expense Button – *This button is used to confirm and submit the transaction for an expense spent, updating the system by deducting the specified amount from the selected budget category.*

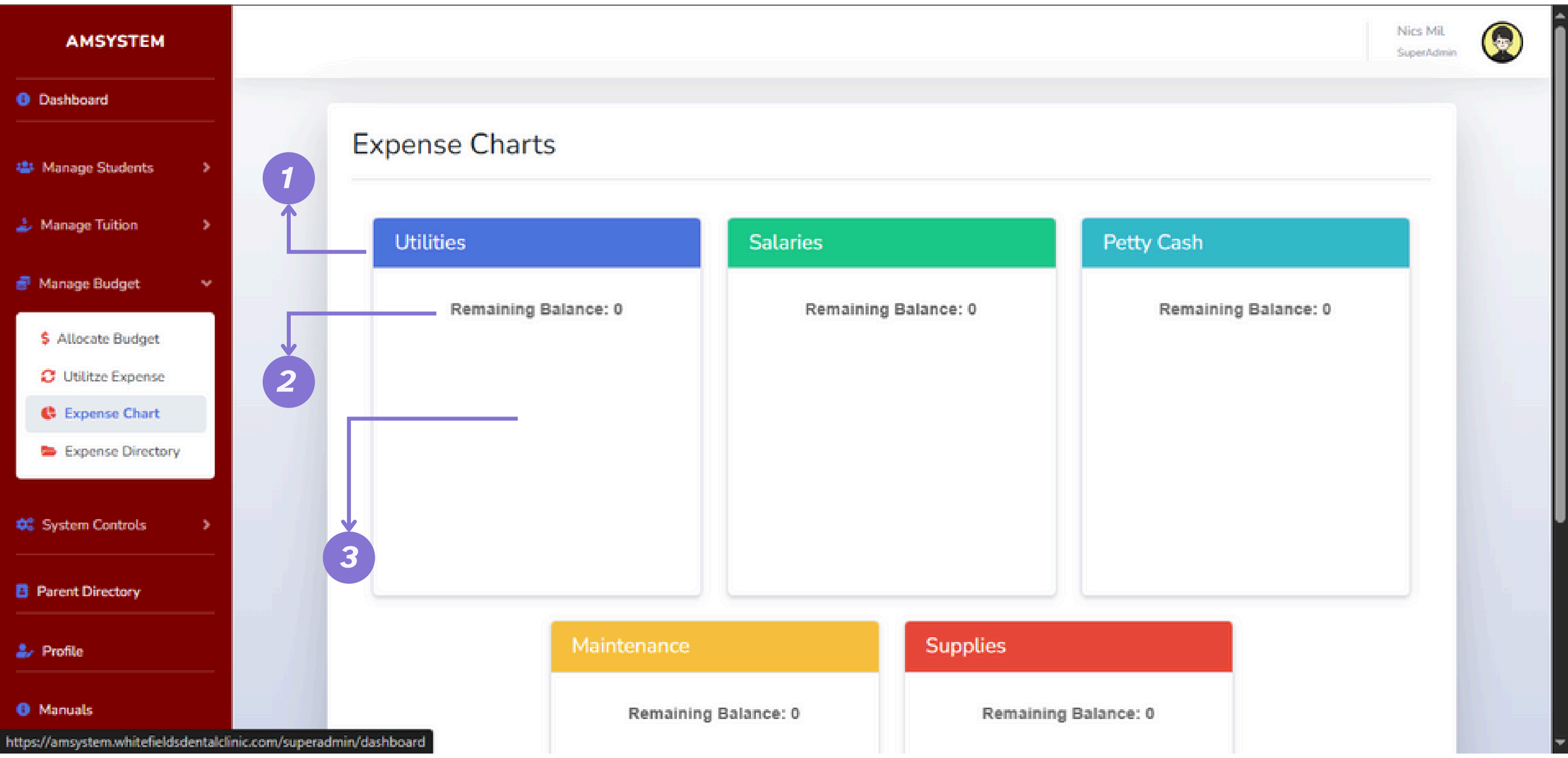


Manage Budget - Expense Charts

1. Expense Title Display – *This area shows the title or name of the selected expense, helping users easily identify which expense category they are working with.*

2. Budget Display – *This area displays the remaining budget for the selected expense, providing users with a quick view of the available funds allocated to that specific category.*

3. Expense Pie Chart Display – *This blank space is used to display a pie chart that visually represents the record of the specific expense, showing how the budget has been utilized.*



Manage Budget - Expense Directory

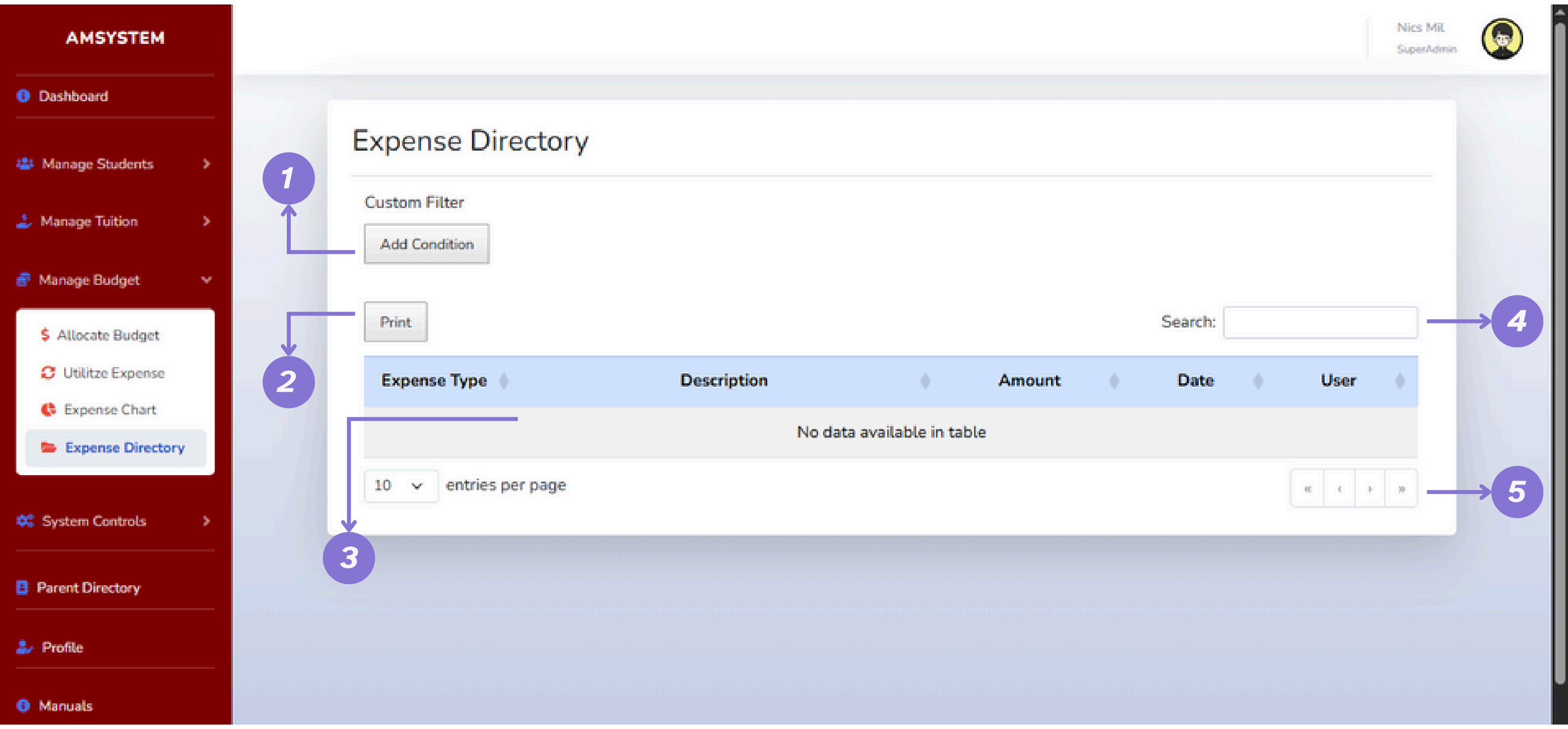
1. ***Custom Filter*** *– This feature allows users to apply specific filtering criteria to data tables, enabling targeted searches and refined viewing of records based on selected parameters.*

2. ***Print Button*** *– This button allows users to print the current view or selected document directly from the system, providing a hard copy of the displayed information.*

3. ***Expense Record Table*** *– A table that lists detailed records of all transactions related to a specific expense, including the amount spent, date of transaction, description, and remaining budget.*

4. ***Search Filter for Table*** *– This feature enables users to quickly locate specific records within a table by typing keywords or values, such as expense types, description, or amount, to dynamically narrow down the results.*

5. ***Entries Per Page*** *– This option allows users to select the number of records or rows displayed on each page of a table, helping to manage large sets of data by controlling how many entries are visible at once.*



System Controls - Access Security

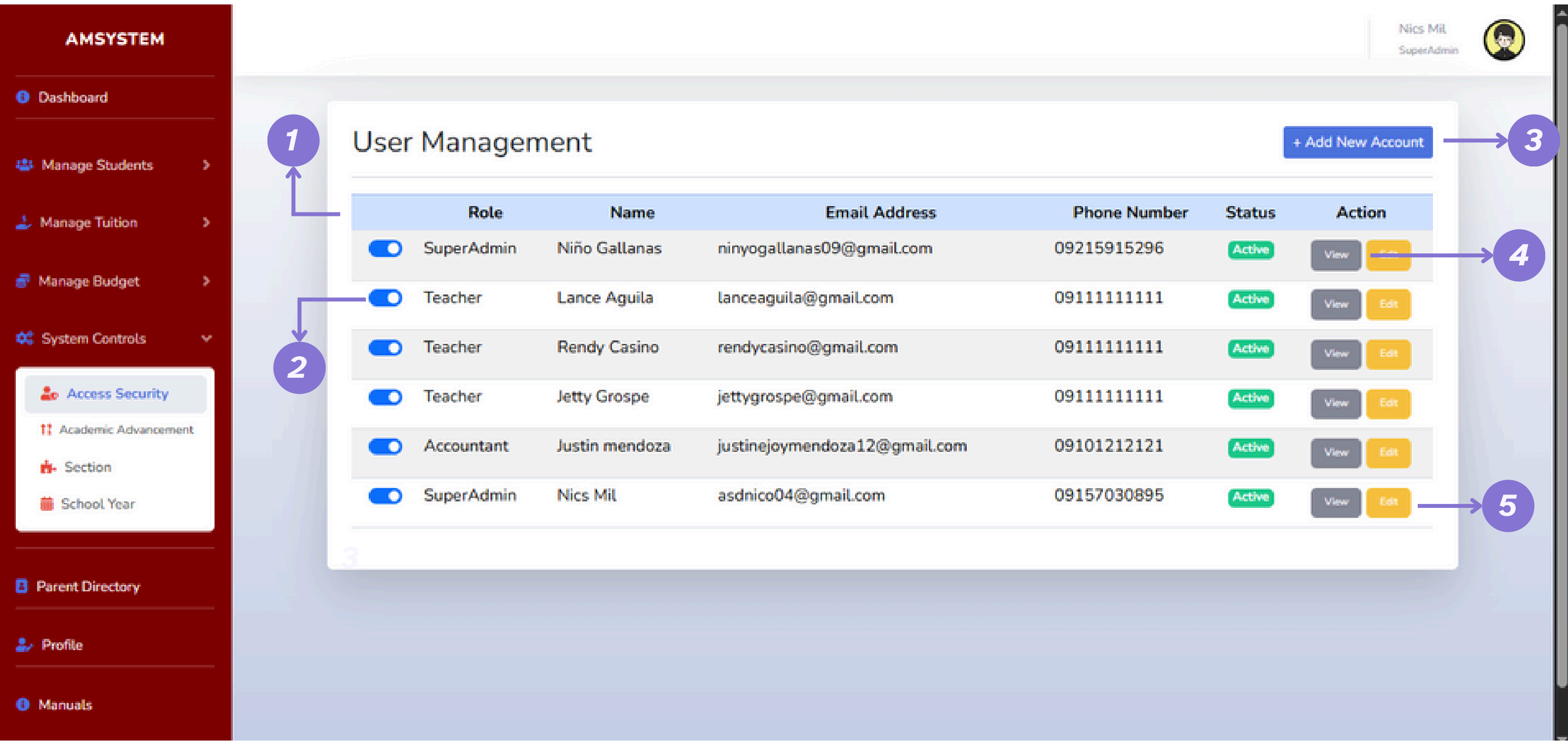
1. User Accounts Table – *this table displays the list of all user accounts in the system, including details such as role, status, name, email, contact, and available actions like view or edit.*

2. Pill Button – *This button is used to toggle or change the status of a user account between* ***Active*** *and* ***Inactive****, helping administrators manage user access within the system.*

3. Add New Account Button – *This button is used to open a form where administrators can input details to create and register a new user account in the system.*

4. View Button – *This button is used to open and display detailed information about a specific record or user account without making any changes.*

5. Edit Button – *This button allows users to modify the details of a selected record or user account, enabling them to update information such as username, role, or password.*



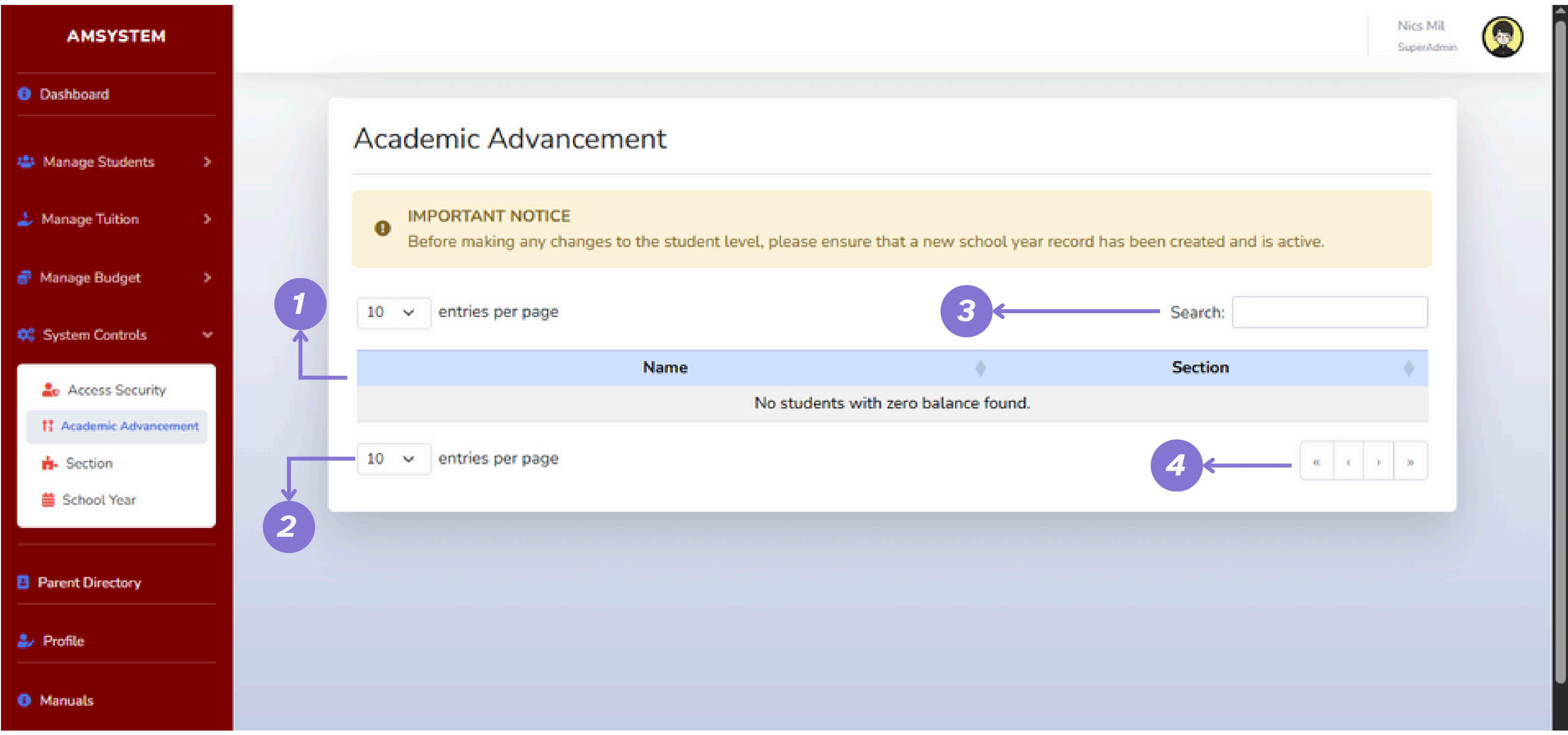
System Controls - Academic Advancement

1. Academic Advancement Table – *This table displays a list of students who have no outstanding balance and are eligible for academic advancement, helping administrators easily track and manage students' progress.*

2. Entries Per Page – *This option allows users to select the number of records or rows displayed on each page of a table, helping to manage large sets of data by controlling how many entries are visible at once.*

3. Academic Advancement Search – *This search function allows administrators to quickly find students eligible for academic advancement by entering relevant details like name, student ID, or grade level, streamlining the process of identifying students without balances.*

4. Pagination – *This feature divides the table content into multiple pages, allowing users to navigate through large sets of data efficiently using page numbers or navigation buttons.*



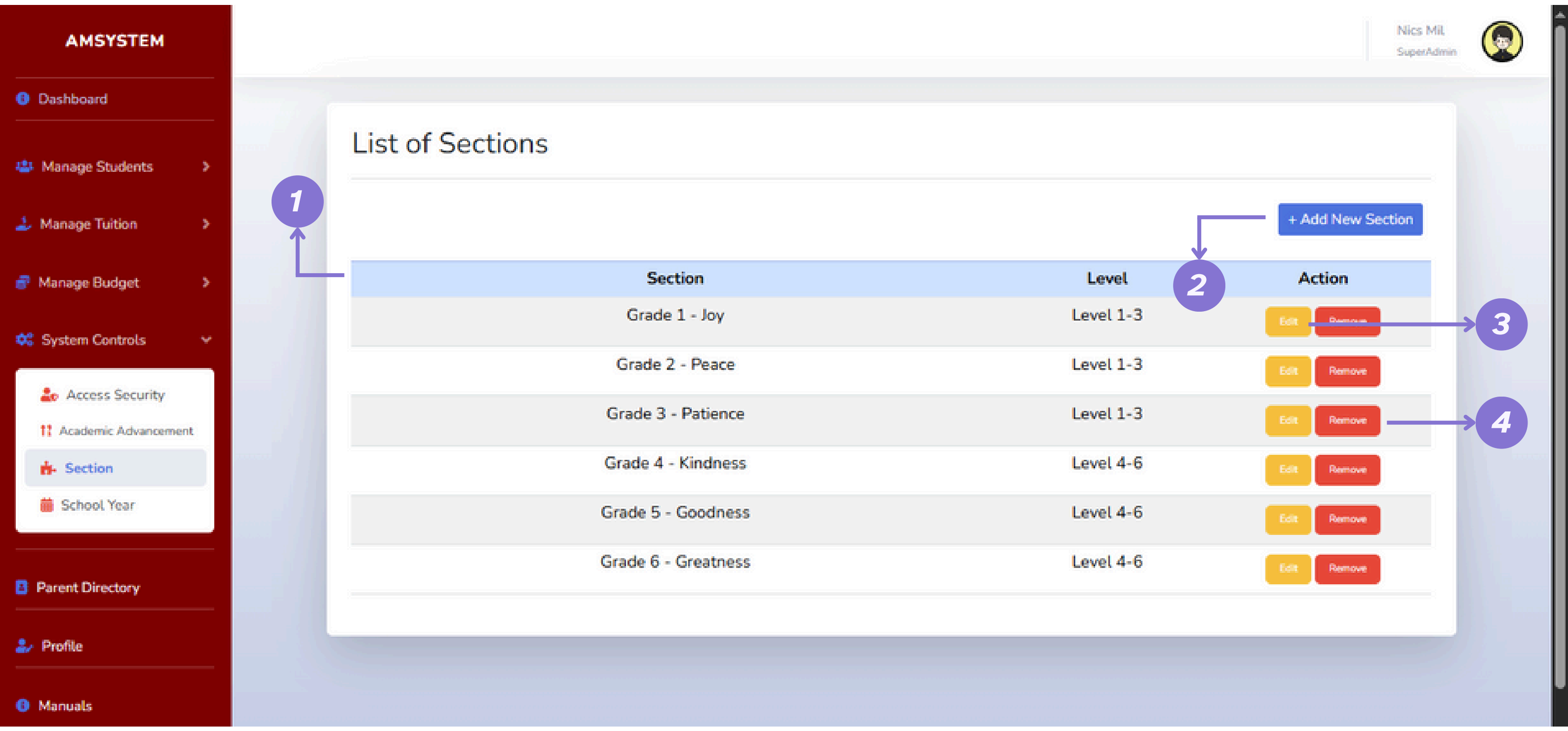
System Controls - Add Section

1. List of Section Table – *This table displays a list of sections, including the Section Name, Level, and available Actions (such as edit or delete), allowing administrators to manage sections efficiently.*

2. Add New Section Button – *This button allows administrators to open a form where they can input details to create and register a new section, including the section name and level.*

3. Edit Section Button – *This button allows administrators to modify the details of an existing section, such as the section name or level, to keep the records up-to-date.*

4. Remove Button – *This button allows administrators to delete a selected record, such as a section, from the system after confirmation, ensuring the data is properly managed.*



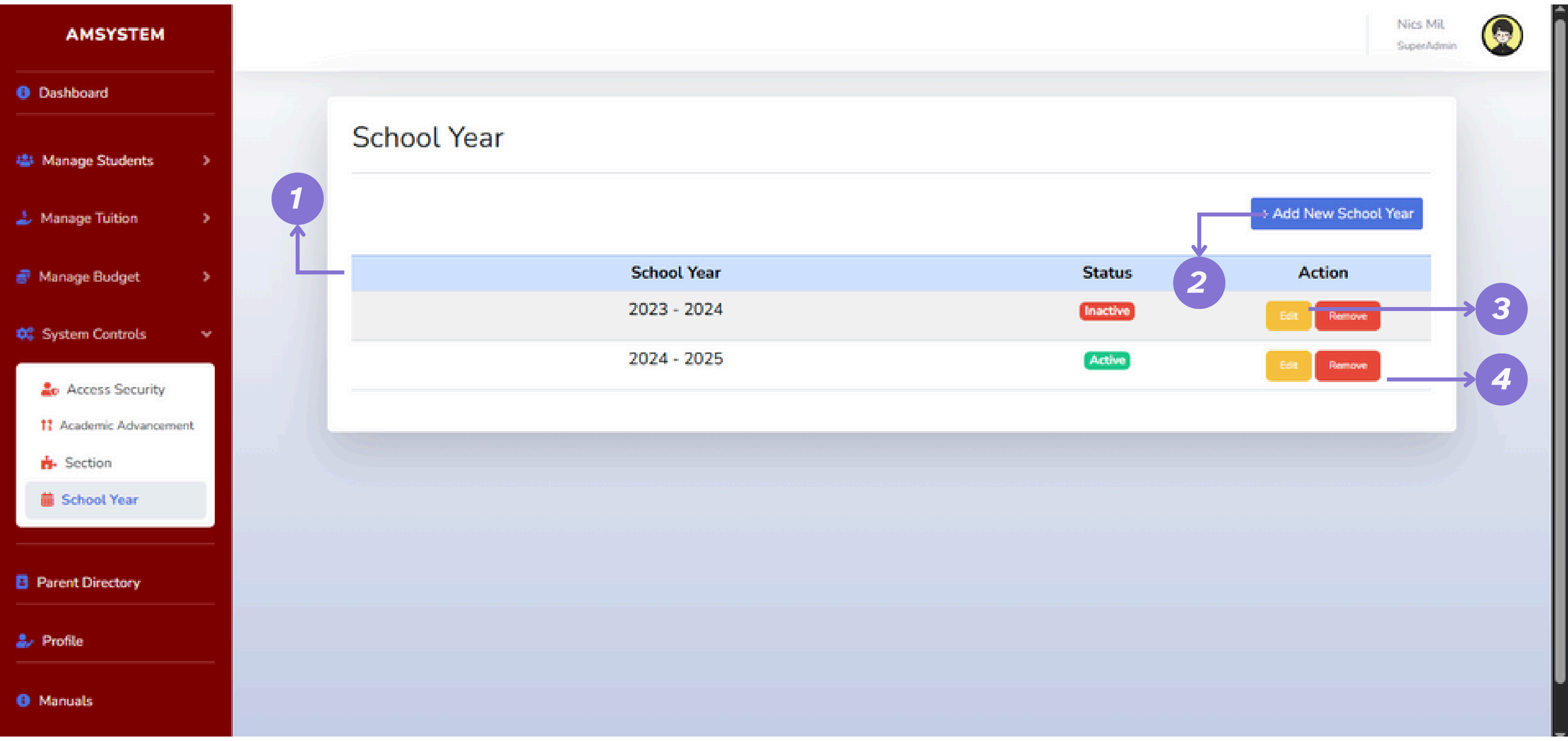
System Controls - Add School Year

1. School Year Table – *This table displays a list of school years, including the School Year, Status (e.g., active or inactive), and available Actions (such as edit or delete), allowing administrators to manage school year records efficiently.*

2. Add New School Year Button – *This button allows administrators to create and register a new school year by entering the relevant details, such as the start and end dates, and setting its status (active or inactive)*

3. Edit School Year Button – *This button allows administrators to modify the details of an existing school year, such as the year range or status, to keep the records up-to-date.*

4. Remove School Year Button – *This button allows administrators to delete a selected school year record from the system after confirmation, ensuring that outdated or unnecessary school year data is removed.*



Parent Directory

1. Parent/Guardian Directory Table – *This table displays a list of parents or guardians, including details such as their names, contact information, and associated students. It allows administrators to easily manage and access parent/guardian records.*

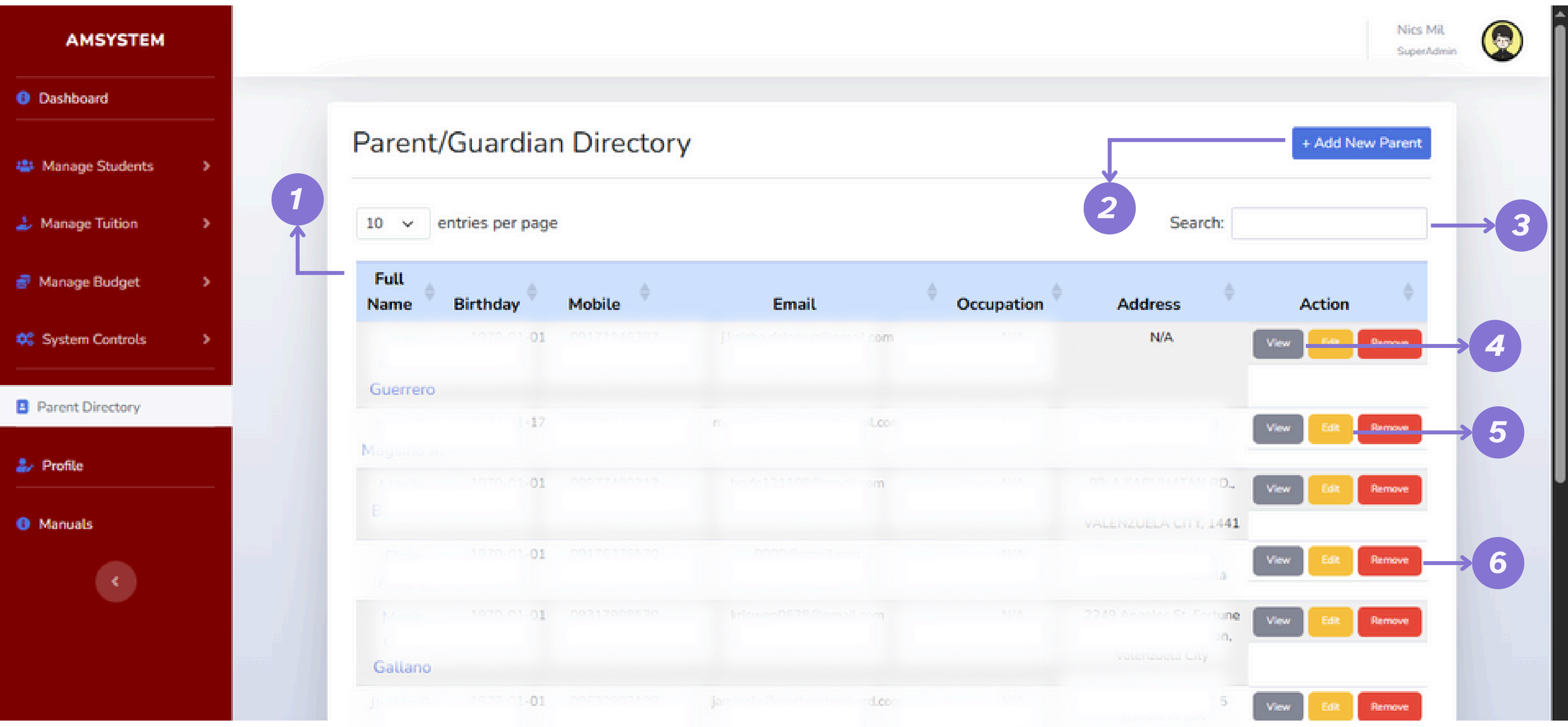
2. Add New Parent Button – *This button allows administrators to open a form where they can input details to register a new parent or guardian, including their name, contact information, and associated student.*

3. Parent Directory Search – *This search function allows users to quickly find specific parent or guardian records in the directory by entering keywords, such as name, contact details, or associated student, making it easier to locate and manage parent information.*

4. View Parent Record Button – *This button allows users to open and view detailed information about a specific parent or guardian, including their contact details and associated students, without making any changes.*

5. Edit Parent Record Button – *This button allows users to modify the details of an existing parent or guardian record, such as contact information or associated students, ensuring that the information remains accurate and up-to-date.*

6. Remove Parent Button – *This button allows users to delete a selected parent or guardian record from the system after confirmation, ensuring that outdated or unnecessary parent information is removed.*

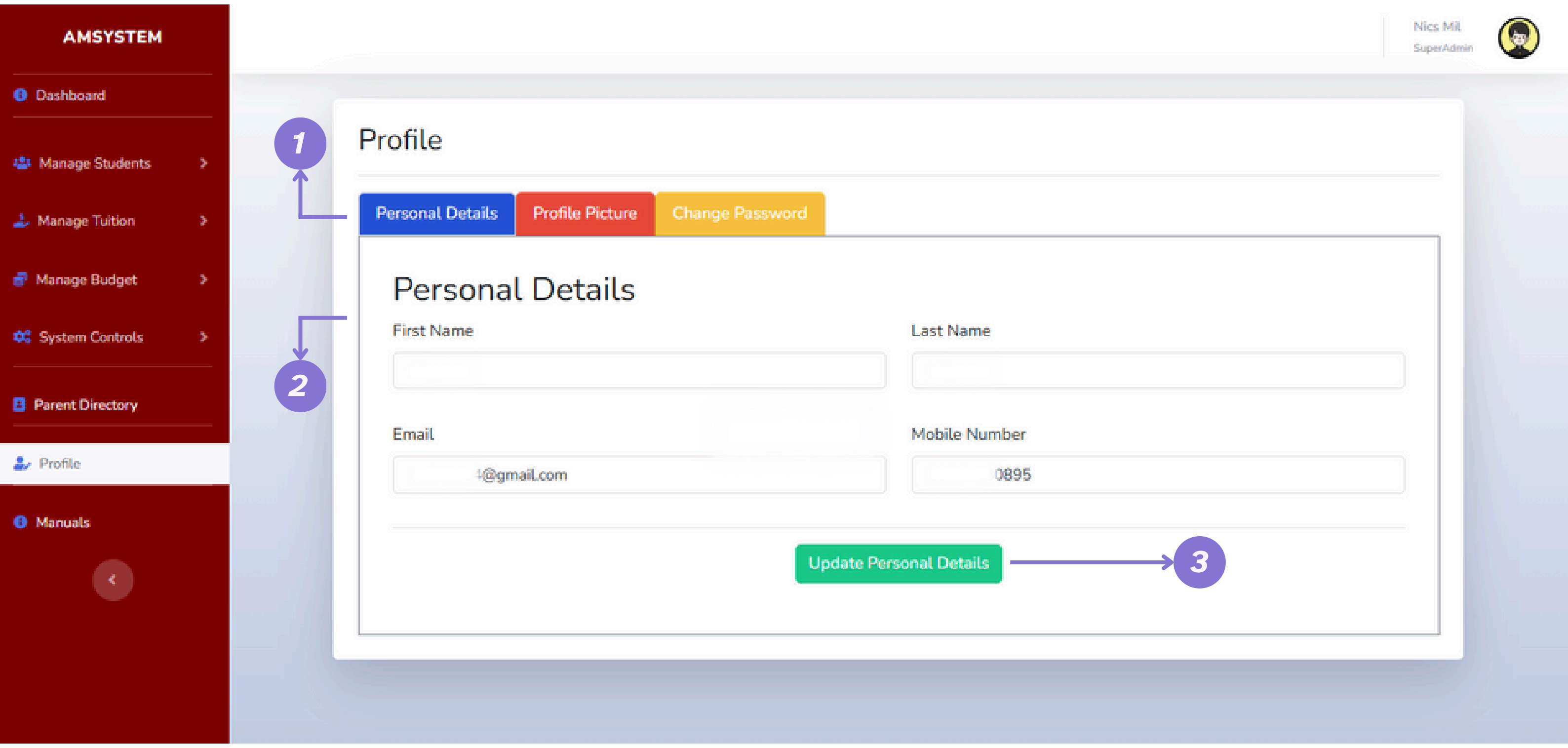


Profile

1. Profile Tab – *This tab contains sections for managing personal details, updating the profile picture, and changing the password. It allows users to view and modify their account information for better personalization and security.*

2. Edit Form – *This form allows users to update their personal information, including First Name, Last Name, Email, and Mobile Number, ensuring that their profile is accurate and up-to-date.*

3. Update Personal Details Button – *This button allows users to save the changes made to their personal information, such as first name, last name, email, and mobile number, ensuring that their updated details are reflected in the system.*



Profile

1. Profile Tab – *This tab contains sections for managing personal details, updating the profile picture, and changing the password. It allows users to view and modify their account information for better personalization and security.*

2. Change Password Form – *This form allows users to update their account password by entering the old password, new password, and confirm password to ensure the new password is correctly set and verified.*

3. Update Password Button – *This button allows users to save and apply their new password after entering the old password, new password, and confirmation, ensuring that their account is secured with the updated password.*