

# ACCOUNTING ACCOUNT – all view here will be fetch in president account for viewing monitoring and exporting

**Accountant Dashboard**

Active S.Y.: 2025-2026 1st Semester

**TOTAL INITIAL FEES**  
3,546,518.90

**OUTSTANDING BALANCES**  
16,819,095.12

**RECENT PAYMENTS**

- OR#: 58512 - 14,710.00
- OR#: 58517 - 1,500.00
- OR#: 58351 - 1,000.00
- OR#: 58191 - 1,500.00
- OR#: 59054 - 2,000.00

**FULLY PAID STUDENTS**  
0

**Balance Due per Program**

**Initial Payments per Program**

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## MAIN DASHBOARD

Statistical Data of enrollees

### TODAY'S COLLECTION SUMMARY (or Selected Date)

**Date:** July 13, 2025

**Semester:** 1st Semester SY 2025–2026

| CATEGORY    | TRANSACTION COUNT | TOTAL AMOUNT |
|-------------|-------------------|--------------|
| College     | 5                 | ₱90,000.00   |
| Senior High | 2                 | ₱20,000.00   |
| Other Fees  | 2                 | ₱450.00      |
| Uniform     | 2                 | ₱1,050.00    |
| Old Account | 2                 | ₱3,500.00    |

|  |           |                    |
|--|-----------|--------------------|
|  <b>TOTAL</b> | <b>13</b> | <b>₱115,000.00</b> |
|--|-----------|--------------------|

### SEMESTER-BASED COLLECTION SUMMARY (Dropdown)

 Semester: 2nd Semester SY 2024–2025

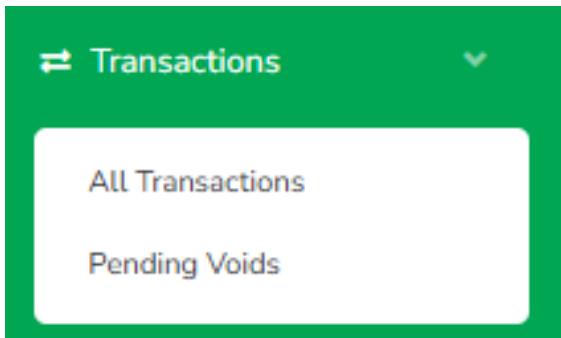
| CATEGORY     | TOTAL TRANSACTIONS | TOTAL AMOUNT       |
|--------------|--------------------|--------------------|
| College      | 1,320              | ₱23,500,000        |
| Senior High  | 600                | ₱9,800,000         |
| Other Fees   | 450                | ₱350,000           |
| Uniform      | 210                | ₱155,000           |
| Old Account  | 120                | ₱102,000           |
| <b>TOTAL</b> | <b>2,700</b>       | <b>₱33,907,000</b> |

**Payment Status:**  Fully Paid

## Create Collection per Program , like this



## ACCOUNTING - ALL TRANSACTION



### ▼ Select Category

- ALL TRANSACTIONS
- College ▾
- Senior High ▾
- Other Fees ▾
- Uniform ▾
- Old Account ▾
- Void Logs ▾

### ▼ Dropdown: Select Category

ALL TRANSACTIONS

[College ▾] [Senior High ▾] [Other Fees ▾] [Uniform ▾] [Old Account ▾]

### 🔍 Global Filters (Above Table)

- 🔎 Search by Name / OR Number

-  **Date From - Date To**
  -  **Course/Strand Dropdown**
  -  **Year Level Dropdown**
  -  **Export Button Group:** [Export to PDF] [Export to Excel]
  -  **[Print View]**
- 

## **College – Tuition Fee Format**

| DAT E              | OR NUMBE R | NAM E OF PAYE E      | COURS E & YEAR LEVEL  | GRADIN G PERIOD | PAYME NT METHO D | AMOUN T | STATU S |
|--------------------|------------|----------------------|-----------------------|-----------------|------------------|---------|---------|
| 2025<br>-07-<br>13 | 0002231    | Juan<br>Dela<br>Cruz | BSIT -<br>1st<br>Year | 1st Sem         | Cash             | ₱18,000 | Paid    |
| 2025<br>-07-<br>13 | 0002232    | Maria<br>Santo<br>s  | BSBA -<br>2nd<br>Year | 2nd Sem         | Online           | ₱18,000 | Pending |

 Filter by: **Course | Year Level**

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## **Senior High School – Format**

| DAT E | OR NUMBE R | NAME OF PAYEE | STRAN D & GRADE LEVEL | REMAR KS | PAYME NT METHO D | AMOU NT | STATU S |
|-------|------------|---------------|-----------------------|----------|------------------|---------|---------|
|-------|------------|---------------|-----------------------|----------|------------------|---------|---------|

|                    |             |                       |                        |         |        |         |             |
|--------------------|-------------|-----------------------|------------------------|---------|--------|---------|-------------|
| 2025<br>-07-<br>13 | 000334<br>1 | Angela<br>Reyes       | STEM -<br>Grade<br>12  | On-time | Cash   | ₱10,000 | Paid        |
| 2025<br>-07-<br>13 | 000334<br>2 | Luis<br>Gutierr<br>ez | HUMSS<br>- Grade<br>11 | Late    | Online | ₱10,000 | Pendin<br>g |

 Filter by: **Strand | Grade Level**

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### Other Fees – Format

| DATE               | OR NUMBER | NAME OF PAYEE    | COURSE | YEAR LEVEL & SEMESTER | PARTICULAR        | AMOUNT |
|--------------------|-----------|------------------|--------|-----------------------|-------------------|--------|
| 2025<br>-07-<br>13 | 0004451   | Ricky<br>Robles  | BSBA   | 2nd Year -<br>1st Sem | ID<br>Replacement | ₱150   |
| 2025<br>-07-<br>13 | 0004452   | Karla<br>Mendoza | BSIT   | 3rd Year -<br>2nd Sem | Library Fine      | ₱300   |

 Filter by: **Course | Year Level**

### Uniform Fees – Format

| DATE | TRANSACTION # | NAME OF PAYEE | COURSE/STRAND | YEAR LEVEL & SEMESTER | PARTICULAR | AMOUNT |
|------|---------------|---------------|---------------|-----------------------|------------|--------|
|      |               |               |               |                       |            |        |

|                        |          |                          |      |                          |                    |      |
|------------------------|----------|--------------------------|------|--------------------------|--------------------|------|
| 202<br>5-<br>07-<br>13 | TXN-0001 | Jame<br>s<br>Dizo<br>n   | ABM  | Grade<br>11 - 1st<br>Sem | PE<br>Uniform      | ₱600 |
| 202<br>5-<br>07-<br>13 | TXN-0002 | Bianc<br>a<br>River<br>a | STEM | Grade<br>11 - 1st<br>Sem | School T-<br>Shirt | ₱450 |

 Filter by: **Strand/Course | Year Level**

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### Old Account – Format

| DA<br>TE               | OR<br>NUMB<br>ER | NAME                  | COURSE/STR<br>AND | YEAR<br>GRADUA<br>TED | PARTICU<br>LAR    | AMOU<br>NT |
|------------------------|------------------|-----------------------|-------------------|-----------------------|-------------------|------------|
| 202<br>5-<br>07-<br>13 | 000556<br>1      | Rona<br>Magpan<br>tay | BSED              | 2022                  | Back<br>Account   | ₱2,000     |
| 202<br>5-<br>07-<br>13 | 000556<br>2      | Paolo<br>Aquino       | BSED              | 2021                  | Graduation<br>Fee | ₱1,500     |

 Filter by: **Course/Strand | Year Graduated**

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### REPORT GENERATION SECTION

#### Export Options:

- Export Category:

- [College ▼]
  - [Senior High ▼]
  - [Other Fees ▼]
  - [Uniform ▼]
  - [Old Account ▼]
-  Export by Date Range:
    - [Date From] — [Date To]
  -  Buttons:
    - [Export to PDF]
    - [Export to Excel]
    - [Print Report]

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## DAILY COLLECTION – ACCOUNTING VIEW

### Daily Summary: Cashier-Wise

#### Filters:

-  [Select Date]
-  Filter by: [Cashier 1], [Cashier 2], [Cashier 3]

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### Sample Collection Breakdown Table

| CASHIER   | CATEGORY    | TOTAL TRANSACTIONS | AMOUNT COLLECTED |
|-----------|-------------|--------------------|------------------|
| Cashier 1 | College     | 15                 | ₱125,000         |
| Cashier 1 | Senior High | 8                  | ₱65,000          |

|           |            |   |        |
|-----------|------------|---|--------|
| Cashier 2 | Uniform    | 5 | ₱3,000 |
| Cashier 3 | Other Fees | 7 | ₱4,200 |

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## Variance Entry by Accounting

| CASHIER   | SYSTEM TOTAL | ACTUAL COLLECTION | VARIANCE | NOTES           |
|-----------|--------------|-------------------|----------|-----------------|
| Cashier 1 | ₱190,000     | ₱190,000          | ₱0.00    | Balanced        |
| Cashier 2 | ₱40,000      | ₱39,500           | ₱-500.00 | Missing receipt |
| Cashier 3 | ₱70,000      | ₱70,000           | ₱0.00    | OK              |

Button: [Submit Daily Collection Report]

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**"ONE-CLICK" ACCOUNTING GENERATE BUTTON**

[Generate Full Daily Report ]

→ Includes all categories, all cashier logs, actual vs system variance, and totals

**CASHIER 1 – TRANSACTION BREAKDOWN (SAME WITH CASHIER 2 to cashier 3)**

 College (Tuition Fee)

| <b>DAT E</b>           | <b>OR #</b> | <b>NAM E</b>            | <b>COURSE/Y EAR</b>  | <b>GRADI NG PERIO D</b> | <b>PAYME NT METHO D</b> | <b>AMOU NT</b> | <b>STAT US</b>                             |
|------------------------|-------------|-------------------------|----------------------|-------------------------|-------------------------|----------------|--|
| 202<br>5-<br>07-<br>13 | 00022<br>31 | Juan<br>Dela<br>Cruz    | BSIT - 1st<br>Year   | 1st Sem                 | Cash                    | ₱18,000        | Paid                                       |
| 202<br>5-<br>07-<br>13 | 00022<br>32 | Mari<br>a<br>Sant<br>os | BSBA - 2nd<br>Year   | 2nd Sem                 | Online                  | ₱18,000        | <input checked="" type="checkbox"/> Voided |
| 202<br>5-<br>07-<br>13 | 00022<br>33 | Allen<br>Reye<br>s      | BSBA - 2nd<br>Year   | 2nd Sem                 | Online                  | ₱18,000        | Paid                                       |
| 202<br>5-<br>07-<br>13 | 00022<br>34 | Joan<br>a<br>Cruz       | BSCRIM - 3rd<br>Year | 1st Sem                 | Cash                    | ₱18,000        | Paid                                       |

Subtotal (Net of Voided): **₱72,000.00**

### Senior High

| <b>DAT E</b>           | <b>OR #</b> | <b>NAME</b>     | <b>STRAND/Y EAR</b> | <b>REMAR KS</b> | <b>PAYME NT METHO D</b> | <b>AMOU NT</b> | <b>STAT US</b> |
|------------------------|-------------|-----------------|---------------------|-----------------|-------------------------|----------------|----------------|
| 202<br>5-<br>07-<br>13 | 00033<br>41 | Angela<br>Reyes | STEM -<br>Grade 12  | On-time         | Cash                    | ₱10,00<br>0    | Paid           |

|                        |             |                       |                     |      |        |             |      |
|------------------------|-------------|-----------------------|---------------------|------|--------|-------------|------|
| 202<br>5-<br>07-<br>13 | 00033<br>42 | Luis<br>Gutierr<br>ez | HUMSS -<br>Grade 11 | Late | Online | ₱10,00<br>0 | Paid |
|------------------------|-------------|-----------------------|---------------------|------|--------|-------------|------|

Subtotal: ₱20,000.00

### Other Fees

| DATE           | OR #    | NAME             | COURSE/YEAR     | PARTICULAR        | AMOUNT |
|----------------|---------|------------------|-----------------|-------------------|--------|
| 2025-<br>07-13 | 0004451 | Ricky<br>Robles  | BSBA - 2nd Year | ID<br>Replacement | ₱150   |
| 2025-<br>07-13 | 0004452 | Karla<br>Mendoza | BSIT - 3rd Year | Library Fine      | ₱300   |

Subtotal: ₱450.00

### Uniform

| DATE           | TXN<br>#    | NAME             | STRAND/YEAR        | PARTICULAR   | AMOUNT |
|----------------|-------------|------------------|--------------------|--------------|--------|
| 2025-<br>07-13 | TXN-<br>001 | James<br>Dizon   | ABM - Grade 11     | PE Uniform   | ₱600   |
| 2025-<br>07-13 | TXN-<br>002 | Bianca<br>Rivera | STEM - Grade<br>11 | School Shirt | ₱450   |

Subtotal: ₱1,050.00

### Old Account

| DATE           | OR #        | NAME                  | COURSE/YEA<br>R GRAD | PARTICULA<br>R | AMOUN<br>T |
|----------------|-------------|-----------------------|----------------------|----------------|------------|
| 2025-<br>07-13 | 000556<br>1 | Rona<br>Magpanta<br>y | BSED - 2022          | Back Account   | ₱2,000     |

|            |         |              |             |          |        |
|------------|---------|--------------|-------------|----------|--------|
| 2025-07-13 | 0005562 | Paolo Aquino | BSED - 2021 | Grad Fee | ₱1,500 |
|------------|---------|--------------|-------------|----------|--------|

Subtotal: ₱3,500.00

## ✗ VOIDED TRANSACTIONS LOG

| DAT E      | OR #    | PAYE E<br>NAME | CATEGOR Y | AMOUN T | VOIDED BY    | REASON                |
|------------|---------|----------------|-----------|---------|--------------|-----------------------|
| 2025-07-13 | 0002232 | Maria Santos   | College   | ₱18,000 | Accountant 1 | Duplicate transaction |

## ACTUAL VS SYSTEM TOTAL SUMMARY

| CASHIER   | SYSTEM TOTAL | ACTUAL COLLECTION | VARIANCE NOTES          |
|-----------|--------------|-------------------|-------------------------|
| Cashier 1 | ₱115,000.00  | ₱97,000.00        | ₱0.00<br>Voided 1 Entry |

## EXPORT OPTIONS (Generated Report includes buttons):

- [Export to PDF]
- [Export to Excel]
- [Print View]

THIS GENERATED by ACCOUNTING FOR SIGNATORY OF CASHIER , and ACCOUNTING

## 📁 VOID LOGS SECTION REPORT

## Pending Voids

[Download Report](#)
[Today](#) [This Week](#) [This Month](#) [This Year](#) [Clear Filter](#)

Show 10 entries

Search: 

| OR No.   | Date         | Payer                    | Course | Semester     | Amount    | Status  | Action |
|----------|--------------|--------------------------|--------|--------------|-----------|---------|--------|
| 32345564 | Jul 07, 2025 | Mikee Margarata Peñaflor | N/A    | 1st Semester | ₱2,000.00 | Pending |        |

Showing 1 to 1 of 1 entries

Previous 1 Next

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| DATE VOID ED | OR / TXN NUM BER | NAM E OF PAYE E | CATEG ORY  | COU RSE / STRA ND | AMO UNT | VOIDE D BY  | STAT US  | REAS ON / NOTE S      |
|--------------|------------------|-----------------|------------|-------------------|---------|-------------|----------|-----------------------|
| 2025-07-13   | 0002232          | Maria Santos    | College    | BSBA - 2nd Year   | ₱18,00  | Accountant1 | Voided   | Duplicate transaction |
| 2025-07-10   | 0004452          | Karla Mend oza  | Other Fees | BSIT - 3rd Year   | ₱300    | Accountant2 | Rejected |                       |

# ACCOUNTING – BANK DEPOSIT

**TOTAL BANKED: ₱277,500.00**

| DATE       | TOTAL DEPOSITED | DEPOSIT SLIP # | REMARKS         | ACTIONS  |
|------------|-----------------|----------------|-----------------|--|
| 2025-07-13 | ₱97,000.00      | DS-00354       | Full deposit    |  Edit |
| 2025-07-12 | ₱88,000.00      | DS-00353       | Weekend posting |  Edit |

## FILTERS (TOP BAR)

|                     |                           |
|---------------------|---------------------------|
| Filter Options      | Type                      |
| Date Range          | From – To Calendar Picker |
| Deposit Slip Number | Text input                |
| Search by Remarks   | Text input                |



[Export to PDF]



[Export to Excel]



[Print View]

## ***System Rules***

- Only Accounting can **add/edit/delete** bank deposit entries.
- Each deposit **must correspond to 1 date only**.
- Deposit total will reflect in:
  - Daily Accounting Report
  - System vs Actual Reconciliation
- A warning is shown if no deposit is recorded for a day with collection.

## ACCOUNTING | OLD ACCOUNTS

| Date       | Name           | Course | Year Graduated | Particular         | Amount (₱) | Remarks           |
|------------|----------------|--------|----------------|--------------------|------------|-------------------|
| 2025-07-13 | Rona Magpantay | BSED   | 2022           | Back Account       | 2,000.00   | Paid in full      |
| 2025-07-13 | Paolo Aquino   | BSED   | 2021           | Graduation Fee     | 1,500.00   | For follow-up     |
| 2025-07-13 | Karen Morales  | BSIT   | 2023           | Unpaid Clearance   | 1,200.00   | Balance remaining |
| 2025-07-13 | John Dela Vega | BSBA   | 2020           | Transcript Request | 500.00     | Processing        |

### FILTER OPTIONS (TOP BAR)

- Date Range
- Name Search
- Course Filter
- Year Graduated Dropdown
- Particular Filter (e.g., Clearance, Grad Fee)
- Remarks Filter (e.g., "paid", "pending", "follow-up")

### EXPORT OPTIONS

- [Export to PDF]
- [Export to Excel]
- [Print View]

 Dashboard

 Transactions >

 SOA

 Student Ledger

 Promisories



SOA – Goods ( ako na bahala )

STUDENT LEDGER (ako na bahala )

**ACCOUNTING | STUDENT ACCOUNT SUMMARY PER SEMESTER**

(For Accounting Monitoring, Filtering, Exporting, and Exam Dues Tracking)

| Student Accounts Summary            |   |            |               |           |              |                       |                   |                                       |                    |          |             |            |               |                  |               |         |
|-------------------------------------|---|------------|---------------|-----------|--------------|-----------------------|-------------------|---------------------------------------|--------------------|----------|-------------|------------|---------------|------------------|---------------|---------|
| 2nd Semester, School Year 2024-2025 |   |            |               |           |              |                       |                   | New Students (1st Year & Transferees) |                    |          |             |            |               |                  |               |         |
| No.                                 | Student No.                                     | Name       | Course & Year |           | No. of Units | Tuition Fee (\$/Unit) | Total Tuition Fee | Msc.                                  | Assessment of Fees |          | 4 Years Due | Overdue by | Less Payments |                  | Total Balance | Remarks |
|                                     |   |            | Program       | Year      |              |                       |                   |                                       | Initial Payment    | Balance  |             |            | Premium       | Middle Pre-Final | Final         |         |
| 1                                   | 24-398 ABINAL, KUNIKA MAE BORROMEO              | BSBA-HRM-1 | 20            | 11,081.50 | 11,081.50    | 5,698.00              | 36,779.50         | 1,500.00                              | 15,279.50          | 3,819.88 | 2024-2025   | 0.00       | 5,000.00      | 10,978.50        | 0.00          | 0.00    |
| 2                                   | 24-376 ABINAL, SUZIANE BORROMEO                 | BSITM-1    | 20            | 11,081.50 | 11,081.50    | 6,288.00              | 37,395.00         | 1,500.00                              | 15,879.50          | 3,993.48 | 2024-2025   | 0.00       | 5,000.00      | 10,978.50        | 0.00          | 0.00    |
| 3                                   | 24-139 ABO, JENNY MAE RUIAO                     | BSTM-1     | 20            | 11,081.50 | 11,081.50    | 5,698.00              | 31,882.75         | 3,000.00                              | 8,882.75           | 2,210.00 | 2210.00     | 2,210.00   | 2,210.00      | 2,210.00         | 0.00          | 0.00    |
| 4                                   | 24-221 ABO, MATHALE NICOLE TAPIA                | BSC-ENG1   | 20            | 11,081.50 | 11,081.50    | 6,248.00              | 34,675.50         | 1,000.00                              | 5,248.00           | 1,312.00 | 1312.00     | 1,312.00   | 1,312.00      | 1,312.00         | 0.00          | 18.00   |
| 5                                   | 24-432 ABO, NATHANIEL JERUSALEM                 | BSCRM-1    | 20            | 11,081.50 | 11,081.50    | 5,698.00              | 31,283.75         | 1,500.00                              | 9,738.75           | 2,434.69 | 3,220.00    | 2,500.00   | 2,500.00      | 918.75           | 0.00          | 0.00    |
| 6                                   | 24-76 ABO, PAUJEANNE BENNADEITE AWCI            | BSCRM-1    | 20            | 11,081.50 | 11,081.50    | 5,540.75              | 34,988.00         | 1,500.00                              | 9,738.75           | 2,434.69 | 1,500.00    | 1,500.00   | 1,500.00      | 3,000.00         | 3,738.75      | 0.00    |
| 7                                   | 24-071 ADUANA, TRENEE POMILLANTE                | BSITM-1    | 20            | 11,081.50 | 11,081.50    | 6,288.00              | 37,395.00         | 500.00                                | 18,797.50          | 4,219.88 | 4,200.00    | 16,579.50  | 0.00          | 0.00             | 0.00          | 0.00    |
| 8                                   | 24-254 AGUPIT, MARIA LEA MINA DIVINE BSCRM-1    | 23         | 12,878.50     | 12,878.50 | 6,248.00     | 39,156.50             | 4,000.00          | 15,126.50                             | 3,781.63           | 3,785.00 | 3,785.00    | 3,785.00   | 3,785.00      | 3,785.00         | 11,941.50     | 0.00    |
| 9                                   | 24-361 AGURRE, NIÑO REY DESTAJO                 | BSHM-1     | 20            | 11,081.50 | 11,081.50    | 6,288.00              | 37,395.00         | 2,000.00                              | 15,379.50          | 3,844.88 | 3,000.00    | 3,000.00   | 3,000.00      | 1227.50          | 1227.50       | 0.00    |
| 10                                  | 24-009 AJETO, MARIA FRANCISCA BSCD-GE-1         | 25         | 16,675.50     | 16,675.50 | 5,698.00     | 30,373.50             | 1,500.00          | 18,873.50                             | 4,718.38           | 2,000.00 | 2,720.00    | 4,720.00   | 4,720.00      | 4,720.00         | 6,783.00      | 0.00    |
| 11                                  | 24-175 ALBEZA, ALYN SANCHEZ                     | BSIT-1     | 15            | 9,985.00  | 9,985.00     | 5,288.00              | 15,283.00         | 1,500.00                              | 13,783.00          | 3,445.75 | 3,500.00    | 3,500.00   | 3,500.00      | 3,500.00         | 0.00          | 0.00    |
| 12                                  | 24-233 ALBUENA, LARA MIKHAELA FEDERIC BSCD-ENG1 | 26         | 14,575.50     | 14,575.50 | 0.00         | 5,698.00              | 1,000.00          | 4,936.00                              | 1,174.00           | 1,175.00 | 1,175.00    | 1,175.00   | 1,175.00      | 1,175.00         | 0.00          | 0.00    |
| 13                                  | 24-282 ALCANA, VINCE JUSTIN OMARAN              | BSHM-1     | 20            | 11,081.50 | 11,081.50    | 6,288.00              | 37,395.00         | 1,500.00                              | 15,879.50          | 3,993.48 | 4,000.00    | 4,000.00   | 4,000.00      | 5,379.50         | 0.00          | 0.00    |
| 14                                  | 24-188 ALIMAR, CARLO LOMERIO                    | BSCRM-1    | 20            | 11,081.50 | 11,081.50    | 5,698.00              | 36,779.50         | 1,500.00                              | 15,279.50          | 3,819.88 | 3,820.00    | 3,820.00   | 3,820.00      | 3,819.50         | 0.00          | 0.00    |
| 15                                  | 24-408 ALMERO, FEUX JR. BUENABORA               | BSTP-1     | 23            | 12,878.50 | 12,878.50    | 5,288.00              | 39,156.50         | 2,000.00                              | 17,476.50          | 4,294.13 | 4,295.00    | 4,300.00   | 4,300.00      | 4,313.50         | 0.00          | 0.00    |
| 16                                  | 24-203 ALTAGARA, DARIEN JAMES LEECS             | BSCRM-1    | 20            | 11,081.50 | 11,081.50    | 5,698.00              | 36,779.50         | 1,500.00                              | 15,279.50          | 3,819.88 | 3,820.00    | 3,820.00   | 3,820.00      | 3,813.50         | 0.00          | 0.00    |
| 17                                  | 24-056 ALVAREZ, CARLO JAY MUARES                | BSHM-1     | 20            | 11,081.50 | 11,081.50    | 6,288.00              | 37,395.00         | 5,000.00                              | 12,379.50          | 3,094.68 | 3,400.00    | 3,400.00   | 3,400.00      | 3,100.00         | 3,079.50      | 0.00    |

| # FIELD NAME               | DESCRIPTION                      |
|----------------------------|----------------------------------|
| 1 Student No.              | Unique ID / Control No.          |
| 2 Name                     | Full Name of the Student         |
| 3 Year & Course            | e.g., 1st Year – BSIT            |
| 4 No. of Units             | Total academic units enrolled    |
| 5 Tuition Fee per Unit     | e.g., ₱500.00                    |
| 6 Total Tuition Fee        | Units × Fee per Unit             |
| 7 Discount                 | e.g., ₱1,000.00 or percentage    |
| 8 <b>Net Tuition Fee</b>   | Tuition Fee – Discount           |
| 9 Miscellaneous Fees       | e.g., ₱5,850.00                  |
| 10 Old Balance             | From previous sems/terms         |
| <b>11 Total Payable</b>    | Net Tuition + Misc. + Old Bal    |
| 12 Initial Payment         | At enrollment                    |
| <b>13 Balance</b>          | Total Payable – Initial Payment  |
| 14 Balance ÷ 4 (Per Exam)  | Breakdown for each exam period   |
| 15 Prelims Due             | Expected payment before prelims  |
| 16 Midterm Due             | Expected payment before midterm  |
| 17 Prefinal Due            | Expected payment before prefinal |
| 18 Finals Due              | Final exam requirement           |
| 19 Total Paid              | Sum of all actual payments       |
| 20 Total Remaining Balance | Total Payable – Total Paid       |

## # FIELD NAME

## DESCRIPTION

21 Remarks

Type of scholarship

| Student No. | Name           | Yr & Course | No. of Units | Tuition | Discount | Total Tuition | Misc   | Old Bal | Total Payable | Init. Pay | Balance | Exam ÷ 4  | Prelims | Midterm | Prefinal | Final |
|-------------|----------------|-------------|--------------|---------|----------|---------------|--------|---------|---------------|-----------|---------|-----------|---------|---------|----------|-------|
| 23154       | Juan Dela Cruz | 1st - BSIT  | 21           | ₱10,500 | ₱1,000   | ₱9,500        | ₱5,850 | ₱0      | ₱15,350       | ₱5,000    | ₱10,350 | ₱2,587.50 | ₱2,587  | ₱2,587  | ₱2,587   | ₱0    |

Put this below

| TOTAL UNITS               |  | TOTAL TUITION FEES |  | TOTAL ENROLLED |                    | TOTAL FULLY PAID |      | STOPPED |               |               |
|---------------------------|--|--------------------|--|----------------|--------------------|------------------|------|---------|---------------|---------------|
| 25568                     |  | 3,401,500.60       |  | 948            |                    | 0                |      | 0       |               |               |
| <b>ASSESSMENT OF FEES</b> |  |                    |  |                |                    |                  |      |         |               |               |
| TOTAL                     |  | INITIAL PAYMENT    |  | BALANCE        | DIVIDED BY 4 EXAMS | LESS PAYMENTS    |      |         | TOTAL BALANCE |               |
| 20,364,114.00             |  | 3,401,500.60       |  | 16,819,095.12  | 5,091,028.50       | 0.00             | 0.00 | 0.00    | 0.00          | 16,819,095.12 |

**FILTER OPTIONS**

- Semester Dropdown: 1st Sem 2024–2025, 2nd Sem, etc.
- Course/Year Filter
- Paid Status: Paid / Unpaid / Partial
- Balance Range Filter
- Name / Student No. Search
- Can EXPORT TO EXCEL