

School Accounts Management System (SAMS)

Introduction

A School Accounts Management System (SAMS) is a specialized digital tool designed to manage the financial operations of educational institutions efficiently. The primary purpose of this software is to manage student fee collection , staff salary , accounting section , financial report.

The aim of this system is to improve the accuracy and efficiency of financial transactions, minimize the risks associated with manual accounting processes, and ensure real-time access to financial data for better decision making.

Importance of this system for maintaining the financial health of any educational institutions. It ensures that financial records are accurate and up-to-date, supports strategic planning through detailed financial report , and helps institutions to financial laws and standards.

Key features

ADMIN

Key Features

Admin Features

- **MANAGE STUDENTS:**In this section, the admin can manage students by adding, editing, deactivating, and searching for records which helps in easily tracing reports for each student.
- **MANAGE EMPLOYEE:** In this section, the admin can manage employee details by adding, editing, or deactivating employees, and can search and view records, trace reports for each employee easily.
- **MANAGE office staff :** In this section, the admin adds office staff, edit , deactivating assigned tasks.
- **ACCOUNTS:** oversees the creation and management of major account heads. Review and approve income and expense transaction . ensure accurate financial reporting and compliance with regulation
- **Bank:** supervise the entry and management of bank accounts and transactions.
- **SALARY:** salary payments and review salary report .ensures correct processing of Monthly and annual Salary Entry

- **Fees Collection :** oversee the entry and management of student fee details . Review and approve fee collection reports and due payments
- **REPORTS:** generate end review comprehensive financial reports(daily,weekly,monthly,annual). Analyze graphical representations of consolidated reports for decision making

Office Features

- **ACCOUNTS SECTION :**

INCOME : Records all source of income , such as student fees , donations , and grants . each transaction is entered into the accounting system with details like the date,amount, and source

EXPENSE : Enters all expenses, including salaries , utility bills , supplies and maintainance costs . Document the data , amount , nature of each expense
- **Bank:** enter various bank accounts transactions and maintain records
- **SALARY:**Employee salary payment can be taken from this section. This section allows taking:
 - Monthly Salary Entry
 - Individual Salary Report by Monthly or Annual
 - Monthly Salary Reports by Teaching and Non Teaching staff
- **Fees Collection**
 - Entering fees details : records details of fee charged to students , including amounts , payment dates and any concession applied
 - Tracking payment : monitor and update records of fee payment received . Track outstanding fees and send remainders or notification to students with overdue payments
 - Generating receipts : issue receipts for all fee payments made
 - Reports : produce reports on fee collection , overdue payments , and total outstanding fees this includes generating monthly and annual reports as well as individual students fee reports
 - Fee panalty/dues

Student Features

- **Manage Profile:** Students can View and update their profile and Change Password
- **Fee Payment:** Students can pay fees.

- **View Fee Dues:** View fee due list.

faculty module

- login
- view profile
- update profile
- apply for leave
- view salary report