## QUESTIONNAIRE

(1) What system is currently used for managing the accounts ?

Ans : we are currently using AES software to manage our accounts


(2) What are the primary challenges faced by the institution before implementing the current system?

Ans : Before implementing the School Accounts Management System (SAMS), the primary challenges included handling large volumes of financial data manually, leading to errors and inefficiencies. Tracking student fees, managing staff salaries, and generating financial reports were time-consuming and prone to mistakes. Additionally, real-time access to financial data for decision-making was difficult


(3) How do you manage salary adjustments based on employee leave ?

Ans : When an employee applies for leave, the system records the type and duration of the leave. During payroll calculation, the system adjusts the salary based on leave policies, such as deducting pay for unpaid leave or applying leave allowances for paid leave.


(4) How do you handle income and expense entry in the system ?

Ans : Accountants handle income and expense entry by logging each transaction into the system with detailed information such as date, amount, and source or nature of the expense. They ensure that all income, like student fees and donations, and all expenses, including salaries and utility bills, are accurately recorded and categorized.


(5) How do you manage fee collection process in the system ?

Ans : The fee collection process is managed by the system through automated entry and tracking of student fee payments. The system updates accounts with payment details and generates reports on due payments and collected fees. Receipts for fee payments are also generated automatically for record-keeping.


(6) what is the process of calculating fine and penalties for over due payments ?

Ans : The system calculates fines and penalties for overdue payments by applying predefined rules or rates to overdue amounts based on the due date. It checks for overdue fees, computes the applicable fine or penalty according to the policy, and updates the student's account accordingly. Notifications of overdue payments and associated penalties are then sent to the students.


(7) How do you manage student , employee and office staff ?

Ans : Management of students, employees, and office staff is handled through distinct modules in the system:

- **Students**: Their records are managed by adding, editing, or deleting student profiles, and tracking their academic and financial information.
- **Employees**: Employee details are maintained by managing profiles, processing salary information, and tracking work-related data like attendance and leave.
- **Office Staff**: Their roles and permissions are managed by categorizing users, setting specific roles and access levels, and overseeing their system activities.

(8) can you explain the process of generating financial reports within the system ?

Ans : The system generates financial reports by compiling data from various sections like income, expenses, and fees into predefined report formats. Users can then view or export these reports to analyze financial performance over different periods.

(9) How can students access the School Accounts Management System?

Ans: Students can access the system through a web portal, where they log in with their credentials to view their profiles, pay fees, and check their fee dues. The portal provides a secure and user-friendly interface for managing their accounts online.

(10) Do you have any extra suggestions or concerns for developing the new School Accounts Management System?

Ans: Make sure to prioritize user-friendly design and robust security features. Additionally, consider including flexible reporting options and scalable architecture to accommodate future needs.