



KIU



SRS Document

KIU University

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Requirements in the Finance Department module

1. Master data Function

1.1. Common Expenses

1.1.1. *Add Item to the common expenses list*

As a finance user

I should be able to add new common expenses into the system

So that other department users can use those common expenses for their requesting form.

Pre-Conditions

Finance user should be logged into the KIU system and navigated to the “Add Item” under “Common Expenses” menu in the “Master Data” header.

Post-Condition

User should be able to view that was previously added common expenses as a list. (report)

Acceptance criteria

- User can only submit a form by filling all mandatory fields

Mandatory fields:

- Expense Name
- Description
- Department (should be able to add new department through academic manager module)
- Expense Type (Fixed, Variable) ↴ Dropdown list
- Status (Active, Inactive) ↴ Dropdown list

- Entered data should be displayed as a new row in a “List item” view.
- The newly added common expenses must be shown as column data in the “Requestable expenses” form a user gets when creating new request.

Add common expenses interface should as follows

1.1.2. Edit Item in the common expenses list

As a finance user

I should be able to edit the data that was previously added in to “common expenses”

So that I can be changed if needed.

Pre-Conditions

Finance user should be logged into the KIU system and navigated to the “List Item” under the “Master data” menu and click on the “Edit” Icon in the “action” field.

Post-Condition

User should be able to change previously added data in the “common expenses” list.

Acceptance criteria

- User can only successfully edit and submit a form by filling all required fields
- Updated data row should be displayed, and the previous data row should be removed from report.
- The newly edited common expenses must be updated in the “Requestable expenses” form a user gets when creating new request.

1.1.3. Delete item from the common expenses list

As a privileged user

I should be able to delete the data from “common expenses” list

So that I can be remove data from” common expenses list”.

Pre-Conditions

To remove an item, the user should be logged in to the KIU system as a privileged user.

Finance user should be logged into the KIU system and navigated to the “List Item” under the “Master data” menu and click on the “delete” Icon in the “action” field.

Post-Condition

User should be able to remove previously added data from the “common expenses” list.

Acceptance criteria

- The selected data row should be deleted from the “common expenses” list.
- The newly deleted common expenses must be removed from the “Requestable expenses” form a user gets when creating new request.

1.1.4. Restore the common expenses from trash bin

As a privileged user

I should be able to restore the deleted data from the “deleted common expenses” list

So that I can be restore data from “common expenses trash”.

Pre-Conditions

To restore trash item, the user should be logged in to the KIU system as a privileged user.

User should be logged into the KIU system and navigated to the “List Item” under the “Master data” menu and click on the “View trash” Icon in the “Department’s common expenses” header.

Post-Condition

User should be able to restore deleted “common expenses” from the trash.

Acceptance criteria

- The selected data row should be restored from the “common expenses” trash.
- The newly restored common expenses must be again shown as column data in the “Requestable expenses” form a user gets when creating new request.

1.1.5. View all common expenses

As a finance user

I should be able to view Department's common expenses

So that I can be view, edit, delete common expenses data, and create reports related to common expenses.

Pre-Conditions

The user should be logged into the KIU system and navigated to the “List Items” under the “common expenses” subhead in the “Master data” header.

Post-Condition

- The user should be able to view common expenses items in the common expenses database.
- The user should be able to edit common expenses items through common expenses view.
- The user should be able to delete common expenses items through common expenses view.
- The user should be able get common expenses related reports through common expenses view.
- The user should be able view trashed common expenses items through common expenses view.
- The user should be able add new common expenses items through common expenses view.

Acceptance criteria

- Department's common expenses item's view should be as followed

No	Name	Description	Department	Expense Type	Status	Created At	Actions
01	student help	fgdfh	SLO	Fixed	ACTIVE	Created On :2021-12-03 22:53:40 Modified On :2021-12-03 22:53:40	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Trash
02	Charity	charity	SLO	Variable	ACTIVE	Created On :2021-12-03 22:47:45 Modified On :2021-12-03 22:47:45	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Trash
03	Test Expense Name 003	Test Description 003	Examination	Fixed	ACTIVE	Created On :2021-11-03 17:57:18 Modified On :2021-11-03 17:57:18	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Trash
04	Test Expense Name 002	Test Description 002	SLO	Fixed	ACTIVE	Created On :2021-11-03 17:56:51 Modified On :2021-11-03 17:56:51	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Trash
05	Test Expense Name 001	Test Description 001	Academic	Fixed	ACTIVE	Created On :2021-11-03 17:56:19 Modified On :2021-11-03 17:56:19	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Trash
06	Test Expense Name	Test Description	Finance	Variable	ACTIVE	Created On :2021-11-03 17:39:19 Modified On :2021-11-03 17:39:19	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Trash

1.2. Scholarships

1.2.1. Add items to the Scholarship list

As a user

I should be able to add new scholarship into the system

So that other department users can use those scholarship for their requesting form.

Pre-Conditions

Finance user should be logged into the KIU system and navigated to the “Add Item” under “Scholarships” menu in “Master Data” header.

Post-Condition

User should be able to view that was previously added scholarship as a list. (report)

Acceptance criteria

- User can only submit a form by filling all mandatory fields

Mandatory fields:

- Category (Should be able to add new category through the system as a master data)
- Scholarship name

- Entered data should be displayed as a new row in a “List item” view.

Add items to scholarship list interface should as follows

1.2.2. Edit Item in the common Scholarships

As a finance user

I should be able to edit the data that was previously added in to “Scholarships”

So that I can be changed if needed.

Pre-Conditions

Finance user should be logged into the KIU system and navigated to the “List Item” under the “Scholarships” menu in the “Master Data” header and click on the “Edit” Icon in the “action” field.

Post-Condition

User should be able to change previously added data in the “Scholarships” list.

Acceptance criteria

- User can only successfully edit and submit a form by filling all required fields
- Updated data row should be displayed, and the previous data row should be removed from report.

1.2.3. Delete item from the Scholarships list

As a privileged user

I should be able to delete the data from “Scholarships” list

So that I can be remove data from” Scholarships” list.

Pre-Conditions

To remove an item, the user should be logged in to the KIU system as a privileged user.

Finance user should be logged into the KIU system and navigated to the “List Item” under the “Scholarships” menu in the “master data” header and click on the “delete” Icon in the “action” field.

Post-Condition

User should be able to remove previously added data from the “Scholarships” list.

Acceptance criteria

- The selected data row should be deleted from the “Scholarships” list.

1.2.4. Restore the Scholarships from trash bin

As a privileged user

I should be able to restore the deleted data from the “deleted Scholarships” list

So that I can be restore data from “Scholarship’s trash”.

Pre-Conditions

To restore trash item, the user should be logged in to the KIU system as a privileged user.

User should be logged into the KIU system and navigated to the “List Item” under the “Scholarships” menu in the “Master data” header and click on the “View trash” Icon in the “Scholarships” header.

Post-Condition

User should be able to restore deleted “Scholarships” from the trash.

Acceptance criteria

- The selected data row should be restored from the “Scholarships” trash.

[1.2.5. View all Scholarships](#)

As a finance user

I should be able to view Department's common expenses

So that I can be view, edit, delete common expenses data, and create reports related to Scholarships.

Pre-Conditions

The user should be logged into the KIU system and navigated to the “List Items” under the “Scholarships” subhead in the “Master data” header.

Post-Condition

- The user should be able to view Scholarships items in the Scholarships database.
- The user should be able to edit Scholarships items through common expenses view.
- The user should be able to delete Scholarships items through common expenses view.
- The user should be able get Scholarships related reports through common expenses view.
- The user should be able view trashed Scholarships items through common expenses view.
- The user should be able add new Scholarships items through common expenses view.

Acceptance criteria

- Scholarships item's view should be as followed

No	Name	Category	Created At	Actions
01	Test Scholarship Name 003	Marketing	Created On :2021-11-05 16:16:57 Modified On :2021-11-05 16:16:57	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Trash
02	Test Scholarship Name 001	Finance	Created On :2021-11-03 18:24:48 Modified On :2021-11-05 15:32:17	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Trash
03	Registration fee full _ Special	Marketing	Created On :2021-07-07 03:33:49 Modified On :2021-07-07 03:33:49	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Trash
04	KIU_Full Payment_Special	Performance	Created On :2021-07-05 05:41:21 Modified On :2021-07-05 05:41:21	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Trash
05	Special_50%_Course Fee	Marketing	Created On :2021-07-05 05:37:14 Modified On :2021-07-05 05:37:14	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Trash

1.2.6. Add categories into the Scholarship category list

As a user

I should be able to add new Scholarship category into the system

So that user can display category as a dropdown list and select the categories in “add new scholarship” module.

Pre-Conditions

Finance user should be logged into the KIU system and navigated to the “Add Category” under the “Scholarships” menu in “Master Data” header.

Post-Condition

- User should be able to view that was previously added scholarship as a list. (report)

Acceptance criteria

- User can only submit a form by filling all mandatory fields.

Mandatory field:

- Category Name

- The newly added category must be shown on the dropdown list a user gets, when adding a scholarship.

Add items to scholarship category interface should as follows

1.2.7. *Edit Item in the categories list*

As a finance user

I should be able to edit the data that was previously added in to “Scholarship’s categories”

So that I can be changed if needed.

Pre-Conditions

Finance user should be logged into the KIU system and navigated to the “List categories” under the “Scholarships” menu in the “Master Data” header and click on the “Edit” Icon in the “action” field.

Post-Condition

- User should be able to change previously added data in the “Scholarship’s categories” list.

Acceptance criteria

- User can only successfully edit and submit a form by filling all required fields
- Updated data row should be displayed, and the previous data row should be removed from report.
- The newly edited category data must be updated on the dropdown list a user gets, when editing a scholarship.

1.2.8. Delete item from the Scholarships category list

As a privileged user

I should be able to delete the data from “Scholarship’s category” list

So that I can be remove data from” Scholarship’s category” list.

Pre-Conditions

To remove an item, the user should be logged in to the KIU system as a privileged user.

Finance user should be logged into the KIU system and navigated to the “List categories” under the “Scholarships” menu in the “master data” header and click on the “delete” Icon in the “action” field.

Post-Condition

User should be able to remove previously added data from the “Scholarship’s categories” list.

Acceptance criteria

- The selected data row should be deleted from the “Scholarships” list.
- The newly deleted scholarship must be removed from the drop-down list the user gets when adding a scholarship.
- The user should be privileged user.

1.2.9. Restore the Scholarships category from trash bin

As a privileged user

I should be able to restore the deleted data from the “deleted Scholarship’s category” list

So that I can be restore data from “Scholarship’s category trash”.

Pre-Conditions

To restore trash item, the user should be logged in to the KIU system as a privileged user.

User should be logged into the KIU system and navigated to the “List categories” under the “Scholarships” menu in the “Master data” header and click on the “View trash” Icon in the “Scholarship’s category” header.

Post-Condition

User should be able to restore deleted “Scholarship’s category” from the trash.

Acceptance criteria

- The selected data row should be restored from the “Scholarships” trash.
- Newly restored category item should be shown again on the drop-down list when adding a scholarship.

1.2.10. View all category

As a finance user

I should be able to view Scholarship’s category

So that I can be view, edit, delete common expenses data, and create reports related to Scholarship’s category.

Pre-Conditions

The user should be logged into the KIU system and navigated to the “List categories” under the “Scholarship’s” subhead in the “Master data” header.

Post-Condition

- The user should be able to view Scholarships items in the category database.
- The user should be able to edit Scholarships items through category view.
- The user should be able to delete Scholarships items through category view.
- The user should be able get Scholarships related reports through category view.
- The user should be able view trashed Scholarships items through category view.

The user should be able add new Scholarships items through category view.

Acceptance criteria

No	Name	Created At	Actions
01	IFSL Adjustments	Created On :2021-06-22 06:21:49 Modified On :2021-06-22 06:21:49	Edit Trash
02	Marketing	Created On :2021-02-12 09:51:11 Modified On :2021-02-12 09:51:11	Edit Trash
03	Finance	Created On :2020-12-21 05:28:00 Modified On :2020-12-21 05:28:00	Edit Trash
04	Performance	Created On :2020-12-18 12:11:37 Modified On :2020-12-18 12:11:37	Edit Trash
05	Professional	Created On :2020-12-18 08:38:31 Modified On :2020-12-18 08:44:55	Edit Trash

- Scholarship’s category item’s view should be as followed

1.3. Other payments

1.3.1. *Add Item to the Other Payment list*

As a finance user

I should be able to add new other payment into the system

So that other department users can use those other payment for their requesting form.

Pre-Conditions

Finance user should be logged into the KIU system and navigated to the “Add Item” under “Other payment” menu in the “Master Data” header.

Post-Condition

User should be able to view that was previously added other payment as a list. (report)

Acceptance criteria

- User can only submit a form by filling all mandatory fields

Mandatory fields:

- Name
- Amount
- Currency (LKR, USD)  Dropdown list
- Status (Active, Inactive)  Dropdown list

- Entered data should be displayed as a new row in a “List item” view

Add items to other payment list as follows

The screenshot shows a user interface for adding a new expense. At the top, there's a navigation bar with icons for Dashboard, Master Data, Request, Batch Budgeting, Cashier, Lecturers, Student, and Report. Below the navigation is a dark header bar with the text "Add New Expense". On the right side of this header is a blue button labeled "List Expenses". The main area contains four input fields: "Name *", "Amount *", "Currency *", and "Status *". Each field has a placeholder text and a dropdown arrow. Below these fields is a large empty text area. At the bottom right of the form area is a blue "Save" button.

1.3.2. *Edit Item in the Other Payment*

As a finance user

I should be able to edit the data that was previously added in to “other payment”

So that I can be changed if needed.

Pre-Conditions

Finance user should be logged into the KIU system and navigated to the “List Item” under the “other payment” menu in the “Master Data” header and click on the “Edit” Icon in the “action” field.

Post-Condition

User should be able to change previously added data in the “other payment” list.

Acceptance criteria

- User can only successfully edit and submit a form by filling all required fields
- Updated data row should be displayed, and the previous data row should be removed from report.

1.3.3. Delete item from the other payment list

As a privileged user

I should be able to delete the data from “other payment” list

So that I can be remove data from “other payment” list.

Pre-Conditions

To remove an item, the user should be logged in to the KIU system as a privileged user.

Finance user should be logged into the KIU system and navigated to the “List Item” under the “other payment” menu in the “master data” header and click on the “delete” Icon in the “action” field.

Post-Condition

User should be able to remove previously added data from the “other payment” list.

Acceptance criteria

- The selected data row should be deleted from the “other payment” list.

1.3.4. Restore the other payment from trash bin

As a privileged user

I should be able to restore the deleted data from the “deleted other payment” list

So that I can be restore data from “other payment’s trash”.

Pre-Conditions

To restore trash item, the user should be logged in to the KIU system as a privileged user.

User should be logged into the KIU system and navigated to the “List Item” under the “other payment” menu in the “Master data” header and click on the “View trash” Icon in the “other payment” header.

Post-Condition

User should be able to restore deleted “other payment” from the trash.

Acceptance criteria

- The selected data row should be restored from the “other payment” trash.

1.3.5. *View all other payment*

As a finance user

I should be able to view other payment

So that I can be view, edit, delete common expenses data, and create reports related to other payment.

Pre-Conditions

The user should be logged into the KIU system and navigated to the “List items” under the “other payment” subhead in the “Master data” header.

Post-Condition

- The user should be able to view other payment items in the category database.
- The user should be able to edit other payment items through category view.
- The user should be able to delete other payment items through category view.
- The user should be able get other payment related reports through category view.
- The user should be able view other payment items through category view.
- The user should be able add new other payment through category view.

Acceptance criteria

- Other payment category item's view should be as followed

No	Name	Amount	Currency	Status	Created At	Actions
01	Other payment Name 002	0	LKR	ACTIVE	Created On :2021-11-05 16:59:20 Modified On :2021-11-05 17:25:38	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Trash
02	Other payment Name 001	0	LKR	INACTIVE	Created On :2021-11-05 16:58:13 Modified On :2021-11-05 16:58:13	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Trash
03	Type Transfer	10000	LKR	ACTIVE		<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Trash
04	Cours Transfer	10000	LKR	ACTIVE		<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Trash
05	Payment plan change	10000	LKR	ACTIVE		<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Trash
06	Batch Transfer Fee	10000	LKR	ACTIVE		<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Trash
07	Re-Registration Fee	25000	LKR	ACTIVE		<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Trash

1.4. Online Registration Discounts

1.4.1. Add Item to the Online Registration Discount list

As a finance user

I should be able to add new Online Registration Discount into the system

So that other department users can use those Online Registration Discount for their requesting form.

Pre-Conditions

Finance user should be logged into the KIU system and navigated to the “Add Item” under “Online Registration Discount” menu in the “Master Data” header.

Post-Condition

User should be able to view that was previously added other payment as a list. (report)

Acceptance criteria

- User can only submit a form by filling all mandatory fields

Mandatory fields:

- Name
- Description
- Method
- Discount Value
- Status (Active, Inactive) ↴ Dropdown list
- Check condition against (Registered At, NTS Batch Year) ↴ Dropdown list
- Condition type (Condition, Date Range) ↴ Dropdown list
- Condition operator (Between, Equal) ↴ Dropdown list

Optional Field:

- Comparison Value
- From Date
- To Date
- Course (All courses) ↴ Dropdown list

- Entered data should be displayed as a new row in a “List item” view

Add items to online registration discount list should as follows

The screenshot shows a software application window titled "Create Scholarship". The interface is a form-based setup with various input fields and dropdown menus. At the top, there's a navigation bar with icons for Dashboard, Master Data, Request, Batch Budgeting, Cashier, Lecturers, Student, and Report. Below the navigation, the main title "Create Scholarship" is displayed in a dark header bar.

The form itself has several sections:

- Name ***: A field for entering the name of the scholarship.
- Description ***: A field for entering a description.
- Method ***: A dropdown menu currently set to "Flat Rate".
- Discount Value ***: A field for entering the discount value.
- Status ***: A dropdown menu currently set to "Active".
- Check condition against***: A dropdown menu currently set to "Registered At".
- Condition type***: A dropdown menu currently set to "Condition".
- Condition operator***: A dropdown menu currently set to "Between".
- Comparison Value**: A field for entering the comparison value.
- From Date**: A field for entering the start date of the discount.
- To Date**: A field for entering the end date of the discount.
- Course**: A dropdown menu currently set to "Nothing selected".

At the bottom right of the form is a blue "Save" button.

1.4.2. Edit Item to the Online Registration Discount list

As a finance user

I should be able to edit the data that was previously added in to “Online Registration Discount”

So that I can be changed if needed.

Pre-Conditions

Finance user should be logged into the KIU system and navigated to the “List Item” under the “Online Registration Discount” menu in the “Master Data” header and click on the “Edit” Icon in the “action” field.

Post-Condition

User should be able to change previously added data in the “Online Registration Discount” list.

Acceptance criteria

- User can only successfully edit and submit a form by filling all required fields
- Updated data row should be displayed, and the previous data row should be removed from report.

1.4.3. Delete item from the Online Registration Discount

As a privileged user

I should be able to delete the data from “Online Registration Discount” list

So that I can be remove data from “Online Registration Discount” list.

Pre-Conditions

To remove an item, the user should be logged in to the KIU system as a privileged user.

Finance user should be logged into the KIU system and navigated to the “List Item” under the “Online Registration Discount” menu in the “master data” header and click on the “delete” Icon in the “action” field.

Post-Condition

User should be able to remove previously added data from the “Online Registration Discount” list.

Acceptance criteria

- The selected data row should be deleted from the “Online Registration Discount” list.

1.4.4. Delete item from the Online Registration Discount list

As a privileged user

I should be able to delete the data from “Online Registration Discount” list

So that I can be remove data from Online Registration Discount” list.

Pre-Conditions

To remove an item, the user should be logged in to the KIU system as a privileged user.

Finance user should be logged into the KIU system and navigated to the “List Item” under the “Online Registration Discount” menu in the “master data” header and click on the “delete” Icon in the “action” field.

Post-Condition

User should be able to remove previously added data from the “Online Registration Discount” list.

Acceptance criteria

- The selected data row should be deleted from the “Online Registration Discount” list.

1.4.5. Restore the Online Registration Discount from trash bin

As a privileged user

I should be able to restore the deleted data from the “deleted Online Registration Discount” list

So that I can be restore data from “other payment’s trash”.

Pre-Conditions

To restore trash item, the user should be logged in to the KIU system as a privileged user.

User should be logged into the KIU system and navigated to the “List Item” under the “other payment” menu in the “Master data” header and click on the “View trash” Icon in the “Online Registration Discount” header.

Post-Condition

User should be able to restore deleted “Online Registration Discount” from the trash.

Acceptance criteria

- The selected data row should be restored from the “Online Registration Discount” trash.

1.4.6. [View all Online Registration Discount](#)

As a finance user

I should be able to view Online Registration Discount

So that I can be view, edit, delete common expenses data, and create reports related to Online Registration Discount.

Pre-Conditions

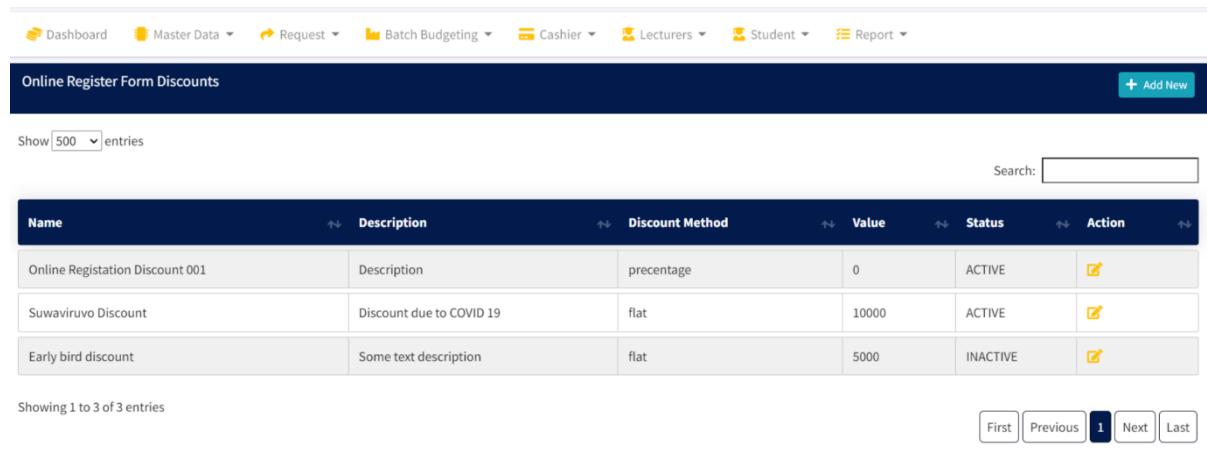
The user should be logged into the KIU system and navigated to the “List items” under the “Online Registration Discount” subhead in the “Master data” header.

Post-Condition

- The user should be able to view Online Registration Discount items in the category database.
- The user should be able to edit Online Registration Discount items through category view.
- The user should be able to delete Online Registration Discount items through category view.
- The user should be able get Online Registration Discount related reports through category view.
- The user should be able view Online Registration Discount items through category view.
- The user should be able add new Online Registration Discount through category view.

Acceptance criteria

- Online Registration Discount item's view should be as followed.



The screenshot shows a table titled "Online Register Form Discounts". The table has columns: Name, Description, Discount Method, Value, Status, and Action. There are three rows of data:

Name	Description	Discount Method	Value	Status	Action
Online Registration Discount 001	Description	percentage	0	ACTIVE	
Suwaviruva Discount	Discount due to COVID 19	flat	10000	ACTIVE	
Early bird discount	Some text description	flat	5000	INACTIVE	

Showing 1 to 3 of 3 entries

First Previous **1** Next Last

2. Request Module

2.1. New Request

New request view should have 3 sections.

2.1.1. *Expense Request*

In expenses request area, user should be able to select faculty, Department, Course and Batch which is going to create expenses sheet.

Expense Request area must have followed drop down lists.

- Faculty
 - Department
 - Course
 - Batch

When creating the Academic Department, Degree & Batch should link to this point

2.1.2. *Requested expenses*

Display all requested expenses with approved amount and action (approved or rejected) based on the searched batch.

Requested view (report) should have following fields.

- Description
- Type
- Requester Note
- Requested amount

- Approved Amount
- Action/Status

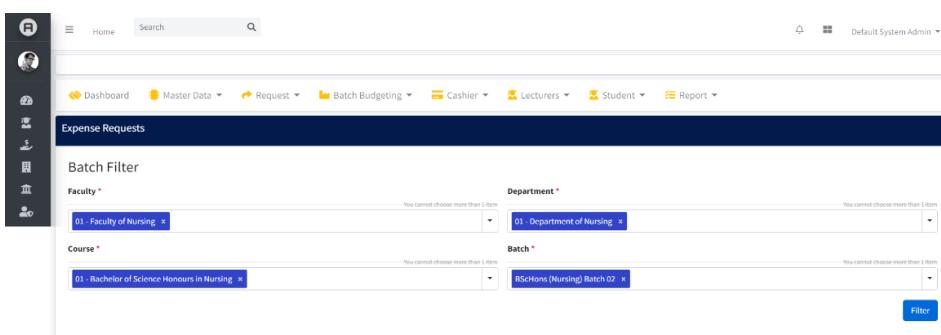
2.1.3. Requestable expenses

Privileged users in all department (Student liaison office, Academic department, Examination Department, etc..) should be able to create the request expenses report through requestable expense's form/ view.

User should fill all following mandatory fields to submit the requestable expenses.

- Fixed Expenses Amount
 - Description ← Auto filled from “Common expenses” Master data
 - Note
 - Amount
 - Upload attachment (not optional)
- Variable Expenses Amount
 - Description ← Auto filled from “Common expenses” Master data
 - Note
 - Amount
 - Upload attachment (not optional)

New Request view should be as follows.



The screenshot shows the 'Expense Requests' section of a software application. At the top, there are three dropdown menus for 'Faculty', 'Department', and 'Batch'. The 'Faculty' dropdown contains '01 - Faculty of Nursing'. The 'Department' dropdown contains '01 - Department of Nursing'. The 'Batch' dropdown contains '01 - Bachelor of Science Honours in Nursing' and '02 - Hons (Nursing) Batch 02'. Below these filters, there is a 'Requested Expenses' table with the following data:

Description	Type	Requester Note	Requested Amount	Finance Note	Approved Amount	Action / Status
total expenses	Fixed	New	1,000.00	Note	0.00	Rejected
total expenses	Fixed	New	1,000.00	Note	0.00	Rejected
total expenses	Fixed	New	100.10	Note	0.00	Rejected
total expenses	Fixed	dgh	100,000.00	Note	0.00	Pending Approval - Finan
Lectures Fees	Fixed	dhgjgh	200,000.00	Note	200,000.00	Approved
Examination Fee	Fixed	dhghjhg	23,000.00	Note	0.00	Pending Approval - Finan
Classroom Cost	Fixed	dhgj	40,000.00	Note	0.00	Rejected
Lab Cost	Fixed	dhgjghj	40,000.00	Note	0.00	Pending Approval - Finan
Slipper expenses Test	Fixed	dhgjghj	40,000.00	Note	0.00	Approve Reject
total variable expenses	Variable	Total Fee	390,000.00	Note	390,000.00	Approved
Study Material	Variable	ighigh	2,000.00	Note	0.00	Pending Approval - Finan
Charity	Variable	ihihj	50,000.00	Note	0.00	Approve Reject

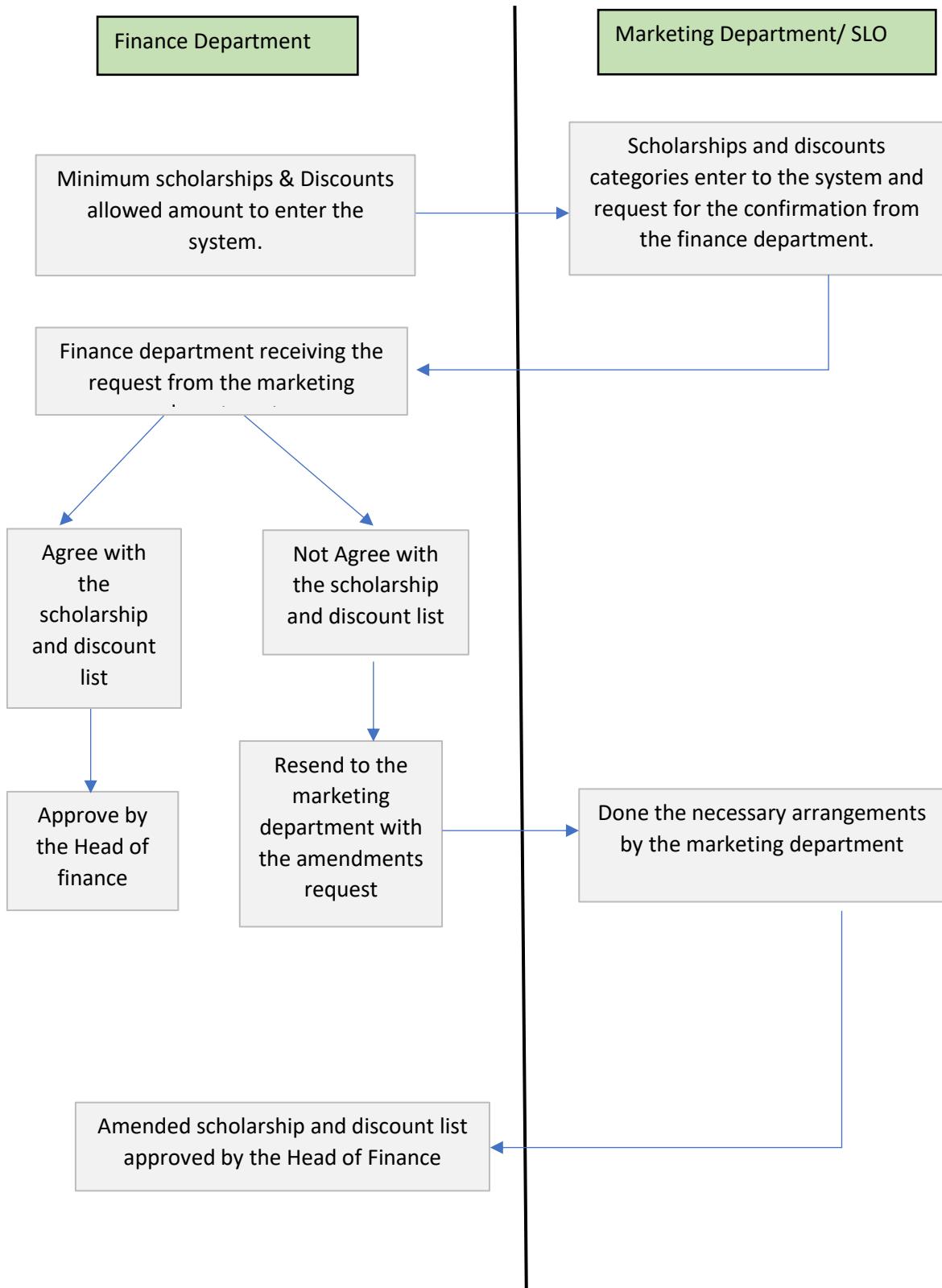
All Requested expenses by selected department should be displayed in here. The head of the relevant department should be able to approve expenses through this interface, before sending them to finance.

These requested expenses are approved by Head of the finance through “Pre budget summary” interface.

Finance department and other department make their expenses

2.2. Scholarship

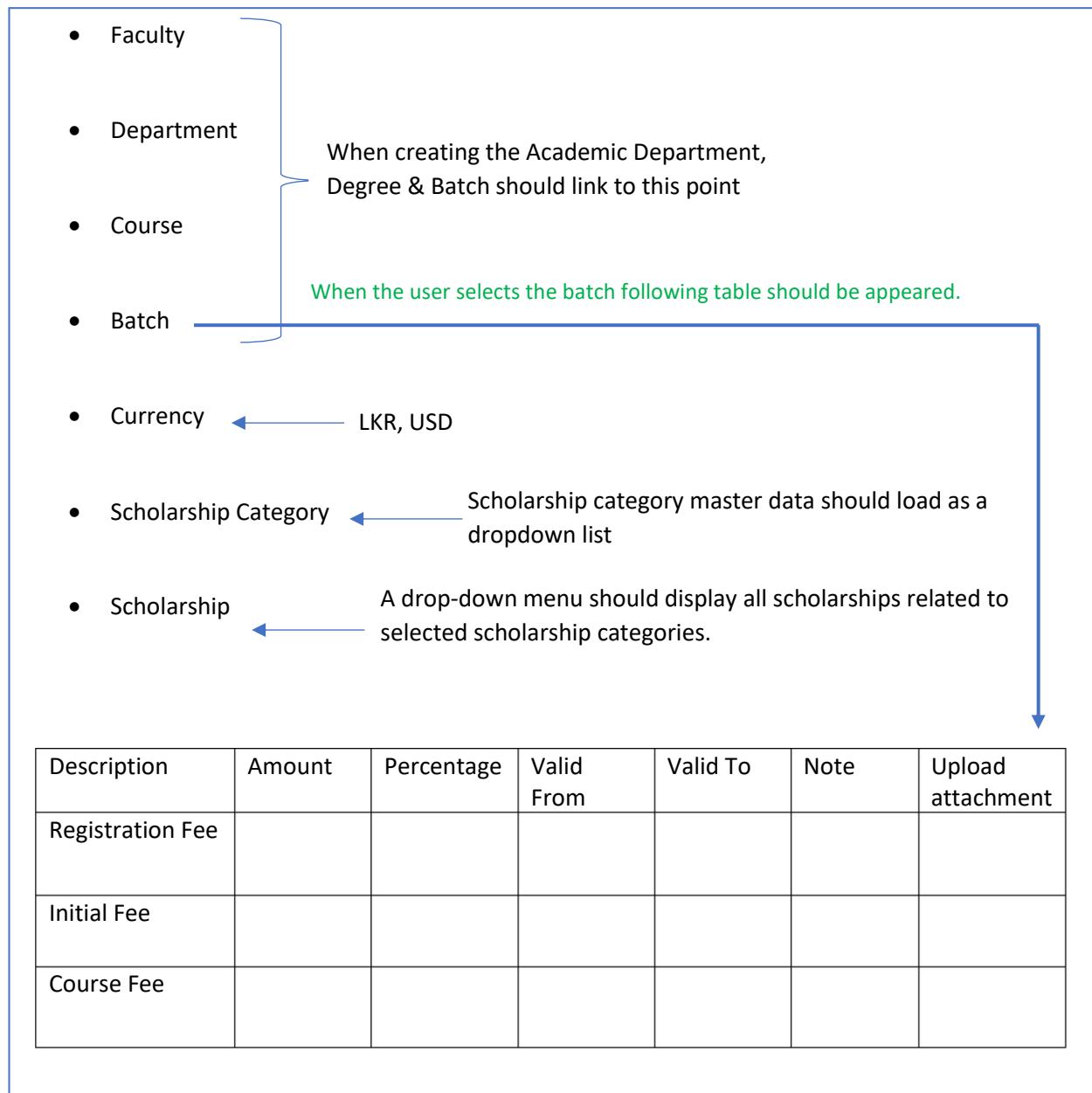
Scholarship requesting and approval process (overall scholarship process) is as follows.
 (Requirements as a flow chart)



2.2.1. New Request

The users in the Marketing and SLO department can request scholarship by filling the Scholarship requests form.

New request interface's requirements as a big picture.



The user should be able to proceed only after he/she fills mandatory fields. Scholarship request interface should be appeared as follows.

The screenshot shows a form titled "Scholarship Requests". It includes dropdown menus for "Faculty", "Department", "Course", and "Batch". Below these are fields for "Currency" (LKR) and "Scholarship Category" (IFSL Adjustments). A table section allows defining scholarships by category: Registration Fee, Initial Fee, and Course Fee, each with fields for "Amount", "Percentage", "Valid From", "Valid To", and "Note". A "Choose Files" button is present for attachments. A blue "Process Requests" button is at the bottom right.

2.2.2. Request list

All requests, requested by other department should be shown as follows.

Head of the department can approve or reject scholarship requests through the following interface.

- Faculty
- Department
- Course
- Batch

When creating the Academic Department, Degree & Batch should link to this point

- This area should display all scholarships submitted through the scholarship request form in the selected batch.
- Before send to the finance department, HOD in the relevant department should be able to approve by clicking the approve button in the interface,
- HOD in the finance department should be able to change the amount of scholarship or approve the same amount which was requested by another department.

Scholarship Requests

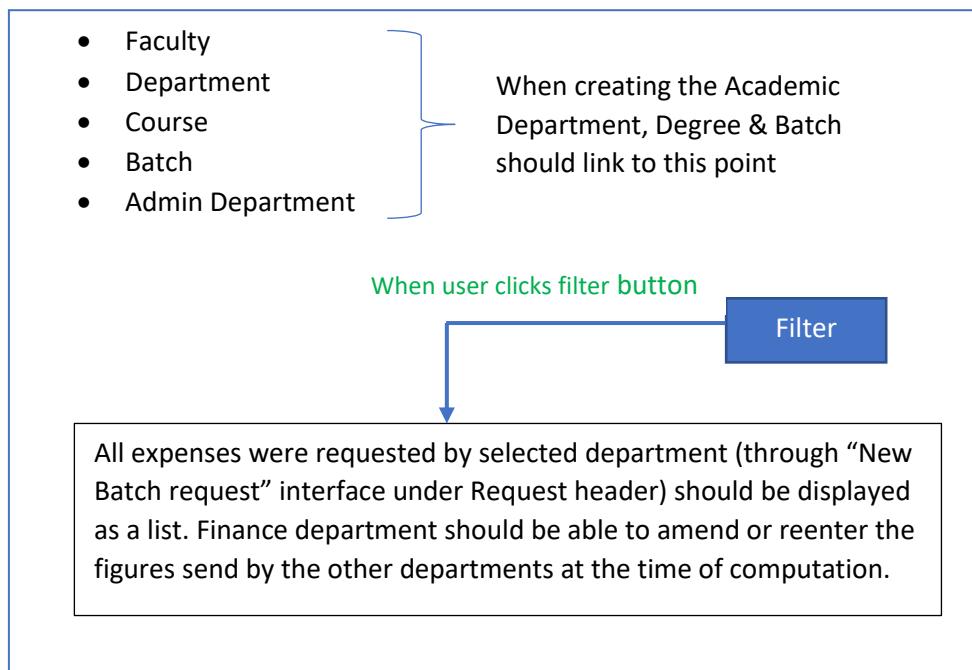
Scholarship Name	Valid From	Valid To	Fee Typ	Requested On
Nts 2nd	2021-11-09	2026-11-09	Registration Fee	2021-11-09
Requested Amount	Requestor Note			Dep. Action
10,000.00				Rejected
Scholarship Name	Valid From	Valid To	Fee Typ	Requested On
NUR_NTS/Professional Discounts	2021-12-15	2021-12-31	Registration Fee	2021-12-17
Requested Amount	Requestor Note			Dep. Action
10,000.00				Approved
Scholarship Name	Valid From	Valid To	Fee Typ	Requested On
KIU_Annual Payment with 1st class	2021-12-17	2026-12-17	Course Fee	2021-12-17
Requested Amount	Requestor Note			Dep. Action
400,000.00				Rejected
Allowed Max Assignment(s)	Approve Amount	Finance Dept. Note	Action	
0	Amount	Note	Approve Reject	
0 = Any Number of Assignments				
Scholarship Name	Valid From	Valid To	Fee Typ	Requested On
Special for professionals_1 Year_Annual Payments	2021-12-17	2026-12-17	Course Fee	2021-12-17
Requested Amount	Requestor Note			Dep. Action
4,000.00				Approved
Allowed Max Assignment(s)	Approve Amount	Finance Dept. Note	Action	
0	Amount	Note	Approve Reject	
0 = Any Number of Assignments				
Scholarship Name	Valid From	Valid To	Fee Typ	Requested On
IFSL_DIRECT PSY_500/=	2021-10-23	2026-10-23	Registration Fee	2021-10-23
Requested Amount	Requestor Note			Dep. Action
1,000.00				Rejected
Scholarship Name	Valid From	Valid To	Fee Typ	Requested On
IFSL_DIRECT PSY_500/=	2021-12-04	2026-12-04	Registration Fee	2021-12-04
Requested Amount	Requestor Note			Dep. Action
100.00				Rejected
Scholarship Name	Valid From	Valid To	Fee Typ	Requested On
IFSL_DIRECT PSY_500/=	2021-12-15	2021-12-31	Registration Fee	2021-12-15
Requested Amount	Requested Percentage (%)	Requestor Note	Uploads	Dep. Action
2,000.00	20			Approved

number of allowed students that can give the scholarship

3. Batch Budgeting

3.1. Pre Budget-Summary

Pre-budget Summary interface's Requirements as a big picture.



Pre-budget Summary interface should be appeared as follows.

The screenshot shows the 'Pre-Budget Summary' interface. At the top, there is a navigation bar with links: Dashboard, Master Data, Request, Batch Budgeting, Cashier, Lecturers, Student, and Report. Below the navigation bar is a dark header bar with the text 'Pre-Budget Summary'. Underneath is a 'Filter' section with several dropdown menus:

- Faculty ***: 01 - Faculty of Nursing
- Department ***: 01 - Department of Nursing
- Course ***: 01 - Bachelor of Science Honours in Nursing
- Batch ***: BScHons (Nursing) Batch 02
- Admin Department ***: SLO

At the bottom right of the filter section is a blue 'Filter' button. Below the filter section is a table titled 'Requested Expenses' with the following columns: Action, Description, Type, Requestor Note, Requested Amount, Approved Amount, Fixed %, Variable %, Finance Dept. Note, and Attachments. There are five rows of data in the table:

Action	Description	Type	Requestor Note	Requested Amount	Approved Amount	Fixed %	Variable %	Finance Dept. Note	Attachments
Approved	total variable expenses	Variable	Total Fee	390,000.00	390,000.00	0.00	100.00		
Approved	Lectures Fees	Fixed	dhgjgh	200,000.00	200,000.00	100.00	0.00		
Approved	Slipper expenses Test	Fixed	dhgjgghj	40,000.00	4,000.00	100.00	0.00	we can give 4000	
Approved	Study Material	Variable	ighigh	2,000.00	2,000.00	0.00	100.00		

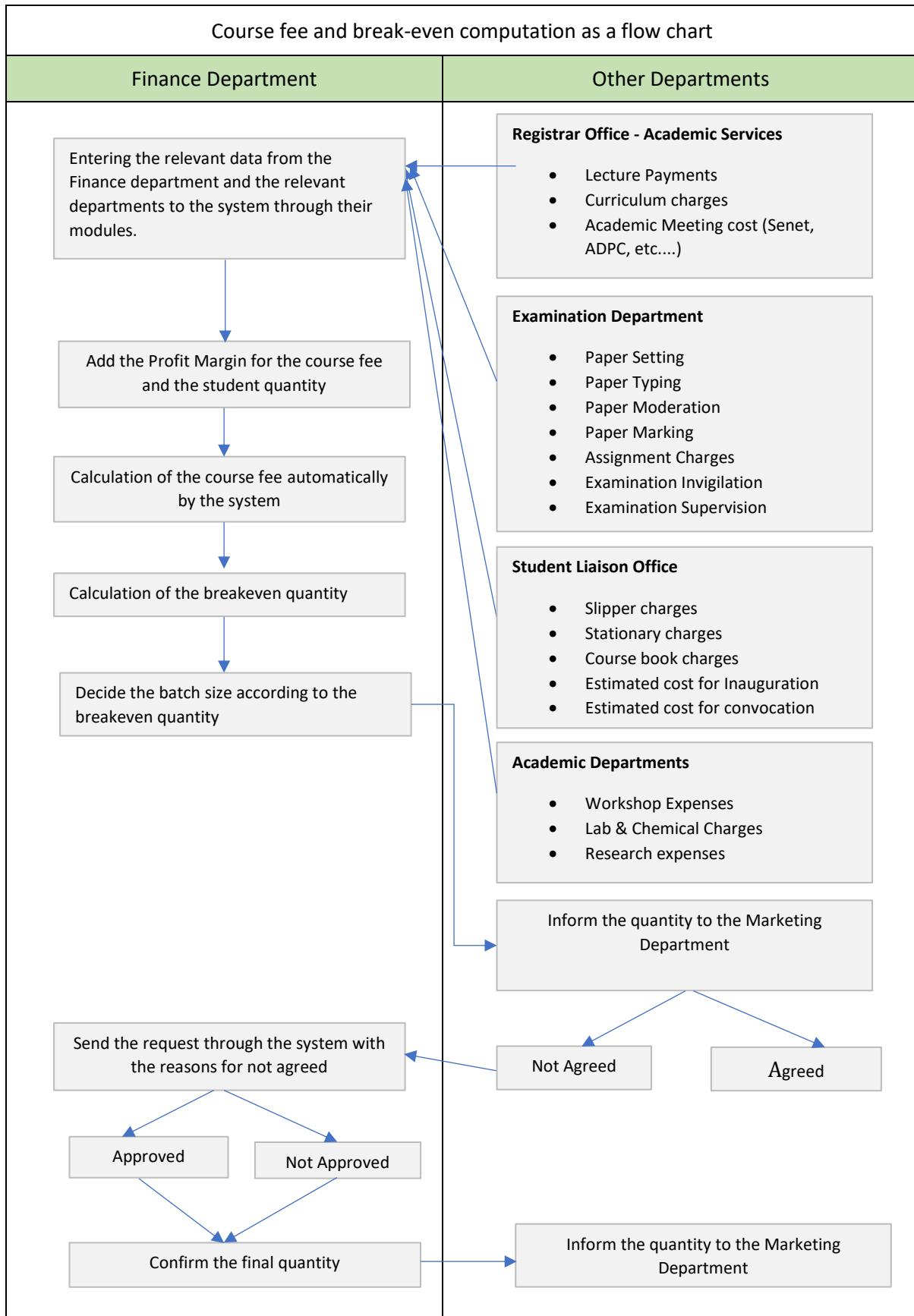
All expenses which were requested by selected department.

(ex: All expenses which were requested by SLO will displayed in this area)

Finance department accountant / Head of the department can approve, reject, amend, or reenter the expenses send by the other departments at the time of computation.

If some expenses were approved by Head of the department, that approved expenses should display in the "Budget summary" interface. (When calculating the break even and course fee, should use approved expenses in relevant departments.)

3.2. Budget Summary



Interface of course fee calculation (budget summary) should as follow

Home
Search

User icon
Default System Admin

Budget Summary

Dashboard
 Master Data
 Request
 Batch Budgeting
 Cashier
 Lecturers
 Student
 Report

Budget Summary

Filter

Faculty *	Department *
01 - Faculty of Nursing *	You cannot choose more than 1 item
01 - Department of Nursing *	You cannot choose more than 1 item
Course *	
01 - Bachelor of Science Honours in Nursing *	You cannot choose more than 1 item
Batch *	
BSChons (Nursing) Batch 02 *	You cannot choose more than 1 item

Budget

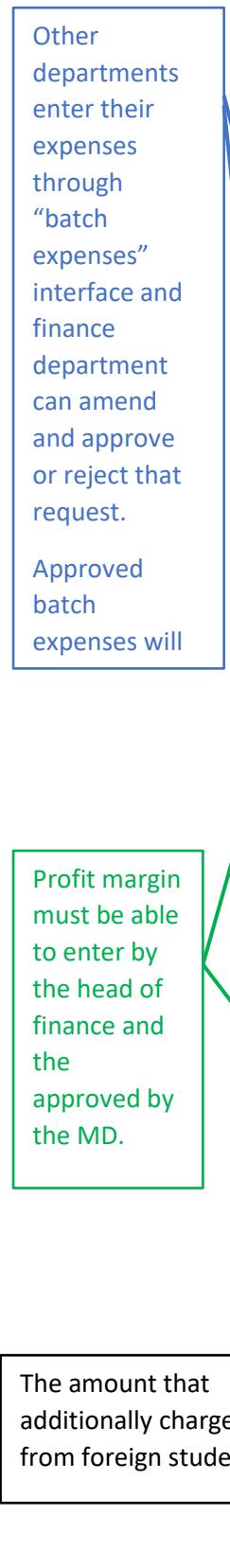
Expenses	Links	Amount
Fixed Cost		
Lectures Fees - (SLO)		200,000.00
Slipper expenses Test - (SLO)		4,000.00
Total Fixed Cost		204,000.00
Expecting Quantity	100	
Fixed Cost per Unit		2,040.00
Variable Cost		
total variable expenses - (SLO)		390,000.00
Study Material - (SLO)		2,000.00
Total Variable Cost		392,000.00
Variable Cost per Unit		
Total Cost Per Unit		394,040.00
Profit Margin (%)	0	
Profit Margin Amount		0.00
Course Fee		394,040.00
Break Even Quantity	100.00	
Currency Adjustment For	USD	2043 USD
Converted Course Fee		8,756.44 USD
Total Course Fee in USD		10,799.44 USD
Allow updates again		<input type="button" value="Allow Update"/>

Batch Settings

Description	Amount	Actions
Expected Quantity By Management		<input type="button" value="Confirm"/>
Adjusted Quantity		<input type="button" value="Confirm"/>
Marketing Starting Date		<input type="button" value="Confirm"/>
Payment Plans Starting Date	2015-10-28	<input type="button" value="Confirm"/>
Payment Plans End Date	2017-09-28	<input type="button" value="Confirm"/>
Maximum scholarship and discount amount	400000	<input type="button" value="Confirm"/>

Batch Fee Management

LKR	USD	
Description	Amount	Max Discount
Registration Fee	25000 LKR	25000 LKR
Initial Fee	75000 LKR	75000 LKR
Course Fee	290000 LKR	290000 LKR
Check payment plan	<input type="button" value="Show Payment Plan"/>	



Course fee and breakeven calculation section

Expenses	Links	Amount
Fixed Cost		
Lectures Fees - (SLO)		200,000.00 A
Slipper expenses Test - (SLO)		4,000.00 B
Total Fixed Cost		204,000.00 C = A+B
Expecting Quantity		100 D
Fixed Cost per Unit		2,040.00 E = C/D
Variable Cost		
total variable expenses - (SLO)		390,000.00 F
Study Material - (SLO)		2,000.00 G
Total Variable Cost		392,000.00 H= F+G
Variable Cost per Unit		I
Total Cost Per Unit		394,040.00 J= H+E
Profit Margin (%)		0 K
Profit Margin Amount		0.00 L=J*K
Course Fee		394,040.00 M=J+L
Break Even Quantity		100.00 N= C/(M-H)
Currency Adjustment For	USD	2043 USD O
Converted Course Fee		8,756.44 USD P
Total Course Fee in USD		10,799.44 USD Q=O+P
Allow updates again	Allow Update	

If changes needed in course fee, HOD should be able to allow update to the accountant.

Access for this computation allow only for the head of the finance department and the accountant. This Figure should Approve by the HOD.

Special Note,

** This computation must be able to change time to time until the marketing department enters the marketing start date, and it should be linked to this.

** Excel Computation files should be able to attach with each figure.

Data Keeping Period,

Calculated figures must keep for the 10 years from the calculated date and after 10 years notification must send to the head of finance to DirectAccess for delete the figures only give for the head of finance.

Batch Settings

Description	Amount	Actions	
Expected Quantity By Management		Confirm	
Adjusted Quantity		Confirm	
Marketing Starting Date		Confirm	
Payment Plans Starting Date	2015-10-28	Confirm	Student's payment plan starts from this date
Payment Plans End Date	2017-09-28	Confirm	Student's payment plan ends from this date
Maximum scholarship and discount amount	400000	Confirm	Maximum allowed scholarship and discount amount

Batch Fee Management

LKR USD

Description	Amount	Max Discount	
Registration Fee	25000	LKR	25000 LKR Registration fee is always 25000 for every batch.
Initial Fee	75000	LKR	75000 LKR Initial Fee is always 75000 for every batch.
Course Fee	290000	LKR	290000 LKR After deduction of registration fee and registration fee remaining balance of course fee should be displayed.
Check payment plan	Show Payment Plan		

3.3. Batch payment plan

Batch Payment Plan

Faculty * Department *

Course * Batch *

Currency * Filter

View Payment Plan

Registration Fee		Type *	Amount *	Installment Count *
<input checked="" type="checkbox"/> Full	<input checked="" type="radio"/> Addition	<input type="radio"/> Deduction	<input type="text" value="Amount"/>	<input type="text" value="1"/>
<input type="checkbox"/> Annual	<input checked="" type="radio"/> Addition	<input type="radio"/> Deduction	<input type="text" value="Amount"/>	<input type="text" value="Installment Count"/>
<input type="checkbox"/> Quarter	<input checked="" type="radio"/> Addition	<input type="radio"/> Deduction	<input type="text" value="Amount"/>	<input type="text" value="Installment Count"/>
<input type="checkbox"/> Semester	<input checked="" type="radio"/> Addition	<input type="radio"/> Deduction	<input type="text" value="Amount"/>	<input type="text" value="Installment Count"/>
<input type="checkbox"/> Monthly	<input checked="" type="radio"/> Addition	<input type="radio"/> Deduction	<input type="text" value="Amount"/>	<input type="text" value="Installment Count"/>
<input type="checkbox"/> By 3 months	<input checked="" type="radio"/> Addition	<input type="radio"/> Deduction	<input type="text" value="Amount"/>	<input type="text" value="Installment Count"/>
<input type="checkbox"/> By 5 months	<input checked="" type="radio"/> Addition	<input type="radio"/> Deduction	<input type="text" value="Amount"/>	<input type="text" value="Installment Count"/>

Initial Fee		Type *	Amount *	Installment Count *
<input checked="" type="checkbox"/> Full	<input checked="" type="radio"/> Addition	<input type="radio"/> Deduction	<input type="text" value="Amount"/>	<input type="text" value="1"/>
<input type="checkbox"/> Annual	<input checked="" type="radio"/> Addition	<input type="radio"/> Deduction	<input type="text" value="Amount"/>	<input type="text" value="Installment Count"/>
<input type="checkbox"/> Quarter	<input checked="" type="radio"/> Addition	<input type="radio"/> Deduction	<input type="text" value="Amount"/>	<input type="text" value="Installment Count"/>
<input type="checkbox"/> Semester	<input checked="" type="radio"/> Addition	<input type="radio"/> Deduction	<input type="text" value="Amount"/>	<input type="text" value="Installment Count"/>
<input type="checkbox"/> Monthly	<input checked="" type="radio"/> Addition	<input type="radio"/> Deduction	<input type="text" value="Amount"/>	<input type="text" value="Installment Count"/>
<input checked="" type="checkbox"/> By 3 months	<input checked="" type="radio"/> Addition	<input type="radio"/> Deduction	<input type="text" value="Amount"/>	<input type="text" value="3"/>
<input checked="" type="checkbox"/> By 5 months	<input checked="" type="radio"/> Addition	<input type="radio"/> Deduction	<input type="text" value="Amount"/>	<input type="text" value="5"/>

Course Fee		Type *	Amount *	Installment Count *
<input checked="" type="checkbox"/> Full	<input checked="" type="radio"/> Addition	<input type="radio"/> Deduction	<input type="text" value="Amount"/>	<input type="text" value="1"/>
<input checked="" type="checkbox"/> Annual	<input checked="" type="radio"/> Addition	<input type="radio"/> Deduction	<input type="text" value="Amount"/>	<input type="text" value="2"/>
<input checked="" type="checkbox"/> Quarter	<input checked="" type="radio"/> Addition	<input type="radio"/> Deduction	<input type="text" value="Amount"/>	<input type="text" value="8"/>
<input type="checkbox"/> Semester	<input checked="" type="radio"/> Addition	<input type="radio"/> Deduction	<input type="text" value="Amount"/>	<input type="text" value="Installment Count"/>
<input checked="" type="checkbox"/> Monthly	<input checked="" type="radio"/> Addition	<input type="radio"/> Deduction	<input type="text" value="Amount"/>	<input type="text" value="24"/>
<input type="checkbox"/> By 3 months	<input checked="" type="radio"/> Addition	<input type="radio"/> Deduction	<input type="text" value="Amount"/>	<input type="text" value="Installment Count"/>
<input type="checkbox"/> By 5 months	<input checked="" type="radio"/> Addition	<input type="radio"/> Deduction	<input type="text" value="Amount"/>	<input type="text" value="Installment Count"/>

Save

**Payment plan can be set by putting into the tick in to check box.

Depend on the payment plan finance user can add additional amount to the payment.

4. Cashier

4.1. Payment view

System requirements for student payment

Payment Plan Selection
When student register for the batch liaison office should be able to select the batch fee applicable, Scholarships & discounts applicable and the payment loan type (Full, Annual, Semester, Quarter or monthly)
SLO & Marketing department should be able to view the payment plans applicable to students by applying the scholarships and discounts.

Student Payment Process												
Fee Structure												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Registration Fee</td> <td style="width: 10%; text-align: center;">**</td> <td style="width: 60%; color: red;">A</td> </tr> <tr> <td>Initial Fee</td> <td style="text-align: center;">**</td> <td style="color: red;">B</td> </tr> <tr> <td>Course Fee</td> <td style="text-align: center;">**</td> <td style="color: red;">C</td> </tr> <tr> <td>Total Fee</td> <td style="text-align: center;">***</td> <td style="color: red;">A+B+C</td> </tr> </table> <p>** Payment Plans should be from both LKR & USD.</p>	Registration Fee	**	A	Initial Fee	**	B	Course Fee	**	C	Total Fee	***	A+B+C
Registration Fee	**	A										
Initial Fee	**	B										
Course Fee	**	C										
Total Fee	***	A+B+C										

Fee Structure

Category	Nursing	Other Degrees
Payment Plan Types for course fee	Monthly Quarterly Annually Full	Monthly Quarterly Semester vise Annually Full
Payment Types for Initial Payments	By 3 months By 5 Months (When pay the installment wise it should go with the course fee installments)	No installment wise payment
Payment Types for Registration Payments	Full	Full
Other Payments (slippers fee, Batch transfer fee, etc..)	Full	Full

** Depending on the situation student can do initial payment and registration payment as installments and in that case, the cashier should be able to add a remark or note into the system.

** Course fee amount get change with the payment plan type. Therefore, finance department should be able to add the additional amount according to the payment plan type and this should be shown only to the finance department. Course fee amount after added the additional charges should be shown to the students and other departments.

E.g.:

Payment Plan Type	Course Fee
Full	100000
Annual	110000
Quarter	120000
Monthly	130000

** Payment plans should round up to near 1,000 rupees

E.g. –

Course Fee - Rs.300,000/=, Course Period - 24 Months

Monthly Installment - $(300,000/24 = 12,500/=)$

Installment of 12,500/= should round up to nearest thousand as Rs.13,000/= and last installment Rs.1,000 ($(300,000-(13000*23))$)

** Students scholarships and discounts plans should be select and those students plan should adjust through the system according to that.

E.g.:

Course Fee - Rs.120,000/=

Course Period - 12 Months

Course starting date - May 2020
 Monthly installment for initially registered student - Rs.10,000/= (Rs.120,000/12 Months)
 Monthly installment for Student register in July 2020 - Rs,12,000/= (Rs.120,000/10 Months)

Payment Method

Cash Payments
 Card Payment
 Bank Draft Payment
 Credit Card Payments

Cashiers able to select the method of payment at the payment counter.

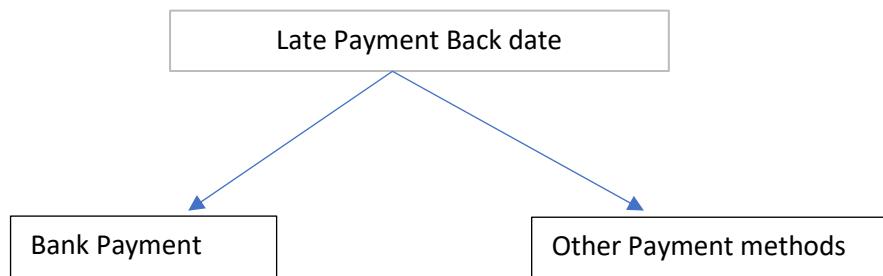
Payment Date Selection Options for date plans

Payment start date for each batch should be able to select by the finance department after fixing the inauguration date by the liaison office. For this purpose, finance department should be able to view the following details from the system in one place.

- Batch Number
- Batch Quantity
- Payment date
- Payment period available for future period

Payment Date Back Date Option

1) Late Payment computation Back date Option



Bank Payment

**If cashier selects the payment method as the bank payment cashier should be able to back date the fine computation for the late payments.
E.g.; If the student comes to the cashier on 28/05/2020 with the bank payment slip dated 20/05/2020. for the installment was due on 28/04/2020 the student must pay the late payment fine only up to 20/05/2020 because the late payment charges calculator on daily basis, for that cashier has to back date the payment to 20/05/2020.

**When back dating late payment charges should charge first.

Eg : If student paid Rs.13,000/= but due amount on bank slip date is Rs.13,000+ late payment of Rs.1,500/=.

Payment should be as follows,

From Installment - Rs.11,500/=

From Late Payment charge - Rs.1,500/=

Total payment - Rs.13,000/=

Balance payable amount - Rs.1,500/=

Other payment methods

If the cashier selects the other payment method except bank payments and do the interest back date it should not allow through the system without the prior approval of the higher authority. And the approval notification should blink to the authorized party to give the approval.

** Under this option only the late payment computation date is back dating and collection report date should be the payment date. In the above example collection report date is 28/05/2020.

2) Payment Date back date Option

Payment date back date option should give for all payment method with the approval of the higher authority and the approval notification should blink to the authorized party to give the approval.

Bank Statement marking for bank payment

** Finance department should be able to upload the bank statements daily basis to the system and when selecting the payment method as bank payment cashier should able to view the bank statement related to the bank payment date and mark the payment in bank statement.

Cashier Point Discounts

** Cashier should be able to give the discount in the counter and should be able to upload the document related to the discounts granting at the cashier point.

E.g.: Installment Discount

If cashier gives installment Discount, he/she should send the receipt to HOD

Default Payments

Late payment charges for the default payments are calculate as follow,

Course fee Installments			Initial Installments		
Payment Category	Grace Period	Penalty Rate	Settlement Period	Grace Period	Penalty Rate
Monthly	7 days	1% Per Day	5 Months	1 Month	1% Per Day
Other	14 Days	1% Per Day	3 Months	1 Week	1% Per Day
			1 Month	-	1% Per Day

Default Student categorization,

Category	Time Frame
Active	Up to 45 Days
Inactive	45 Days – 60 Days
Temporary Drop	60 Days – 120 Days
Permanent Drop	After 120 Days

** Late payment charges, Grace periods & Time frames should be able to change time to time. Changing authority should be given to the head of finance and they should be able to attach any supporting documents available.

** Late payment charges and default student categorization not applicable for the students register under the loan scheme category.

** Late payment charges calculate only up to the 60 days for every installment and after 60 days penalty amount should be fix.

** Student marked as the temporary drop in the system student must pay the reregistration fee of Rs.25,000/= and should settle all the outstanding with the late payment charges added up to that date to become active student. Cashiers should not allow to take the installments without taking the reregistration fee without the higher approval. In such situations authorized party must receive the notification for the approval and there should be able to attach any scanned document available.

Payment Hold

**Under the any special situation following actions should be able to take student wise, Batch wise or Department wise,

- 1.Stop the interest computation for specific period (From... To...)
- 2.Stop the installment due for specific period and add the hold installments to balance period.
- 3.Stop the installment due for specific period and expand the payment plan for future.
- 4.Stop both installments and interest

Student receipts

If Student pay from same currency in payment plan currency.

- Receipt No:
- Student Name
- Admission Number
- Department Name and batch number
- Paid Date
- Particular (Nature of Payment Type) - (Registration Fee, Initial Fee, Monthly Fee...etc.)
- Installment Amount
- Late payment fee
- Late payment fee discount
- Total Amount Paid (Installment + Late payment Amount- Late payment fee discount)
- Payment Method (Cash, Card, Bank Deposit...etc.)

If Student pay from different currency than payment plan currency

- Receipt No:
- Student Name
- Admission Number
- Department Name and batch number
- Paid Date
- Particular (Nature of Payment Type) - (Registration Fee, Initial Fee, Monthly Fee...etc.)
- Installment Amount (**In payment plan currency**)
- Late payment fee (**In payment plan currency**)
- Late payment fee discount
- Total Amount Paid (Installment + Late payment Amount- Late payment fee discount) (**In payment plan currency**)
- Payment Method (Cash, Card, Bank Deposit...etc.)

Following common points should also appear in every slip

- KIU policy does not allow refunding paid fees under any circumstance
- Please login to <http://student.kiu.lk> to check your Payments
- THIS IS A SYSTEM-GENERATED DOCUMENT AND IT DOES NOT REQUIRE A SIGNATURE.
THIS DOCUMENT SHALL NOT BE INVALIDATED SOLELY ON THE GROUND THAT IT IS NOT SIGNED.

<ul style="list-style-type: none"> Printed Date 	
Other Points,	
Point	System Requirements
Special remarks on payment	<p>** Special remark on should be able to put on each payment if any special notice available</p> <p>** Cahiers should be able to put the resolving note for the special remarks entered</p> <p>** Higher authority must receive the notification for unsolved remarks more than 14 days</p>
Special reference for the bank draft payments	When made the bank draft payments cashiers should be able to enter the reference code and if it is duplicate with the previous one notification should come before made the payment.
Skippable Option	<p>Cashiers are not able to skip the installments.</p> <p>(Eg : Should not be able to take the 3rd installment without taking the 2nd installment)</p> <p>Balance = (((Paying amount – Registration fee)- Initial fee)– Late 1st installment fee) – installment fee</p> <p>Under any special circumstances if cashiers should have to do so it should allow with the approval from the higher authority and authorized party must receive the notification with the reason for skip.</p>
Granting the scholarships and the discounts at the middle	Those should be capture as the discount or scholarship and payment plan should be generated automatically through the system.
Decimal's figure	All the decimal figures should be round up to two decimals
Unidentified bank deposit reconciliation	Bank statements should be able to upload the system and identify at the point of bank payment received.

Direct Students transfer to the loan scheme	If students register under the direct category and suppose to transfer to the loan scheme it should be able to process as the reregistration.
Direct Students & loan scheme student's course fee differ.	Discount should be able to add to the course fee under the direct scheme to match with the loan scheme fee.
Other payment option	<p>Other payment process also as same as course fee payment process.</p> <p>But other payment process does not have any installments plans.</p> <p>Student should be able to request other payment (other expenses) through student portal. After approved the request, SLO send a request to the finance department.</p> <p>So, student can make a payment for other expenses.</p>
Student Wallet	<p>After making payment, a student can add the received balance to their wallet.</p> <p>Therefore, they can use the wallet amount later.</p>
Partial payments	<p>If students pay partial payments cashier should be able to click this and special field add to enter the amount supposed to pay by the student.</p> <p>When making the partial payment first late payment amount should charge and then installment amount should charge.</p> <p>Eg : If student paying Rs.13,000/= but due amount is Rs.13,000+ late payment of Rs.1,500/=.</p> <p>Payment should be as follows,</p> <p>From Installment - Rs.11,500/=</p> <p>From Late Payment charge - Rs.1,500/=</p> <p>Total payment - Rs.13,000/=</p> <p>Balance payable amount - Rs.1,500/=</p>
Interest wave Off	<p>To Types of Interest, wave off, > Full Interest Wave off > Part Interest Wave off</p> <p>Interest wave off request received to the student liaison office and request should forward to the finance department and finance department should get the approval from authorized party and wave off the interest through the system. There should be</p>

	<p>a space to enter the remarks and notes related to the interest wave off. After wave off the interest the balance amount only (Total Interest - Waved off Amount) should be appear in the payment collection screen under the fine amount.</p>
--	--

***Payment related details should not be visible to any department other than the finance department. Only the student payment plans should be able to visible the student liaison office and the marketing department.

Cashier management interfaces should as follow

When cashier payment view under the cashier dropdown list, following interface should be displayed.

Searching area should include the following details

- Student number
- Name
- NIC/Passport Number
- Mobile Number

Cashier should be able to search a student by typing any of above-mentioned field

The screenshot shows the 'Cashier Management' application. At the top, there's a navigation bar with links: Dashboard, Master Data, Request, Batch Budgeting, Cashier (selected), Lecturers, Student, and Report. Below the navigation is a dark blue header bar labeled 'Student Filter'. This bar contains four input fields arranged in a 2x2 grid: 'Student Number' (containing '5043'), 'NIC / Passport Number', 'Name' (containing 'Name'), and 'Mobile Number'. To the right of these fields is a blue 'Filter' button. A large bracket on the right side of the 'Filter' button spans down to the 'Students' section. Below the filter bar is another dark blue header bar labeled 'Students'. Underneath it is a 'Student Card' section for a student named Ms Sakawedi Mudiyanselage Ranhamige Lakshika Chathurangani Ranasinghe. The card displays the student's name, mobile number (773028657), NIC/Passport number (925372021V), and batch (BScHons (Nursing) Batch 11C). To the right of the card is a 'Select' button. A blue bracket on the right side of the 'Select' button spans down to the explanatory text below. Below the 'Select' button is a blue arrow pointing down towards the explanatory text.

When Cashier clicks on the filter button searched student's following details should be displayed

- Name
- Mobile
- NIC
- Batch

When the cashier clicks on the select button, this interface should appear in a new window

4.1.1. Select option

Cashier Management

Student Payment Cards

Payment Details

Payment Summary

Invoice For*: New Payments
Collection Currency: LKR
Actual Paid Date: 2022-01-07
Collection Date: 2022-01-07
Proceed to Pay

Anything you want

Registration fee, initial fee and course fee should be able to take as partial.

Cashier should be able to expand this button. When the student is going to do payment, he should be able to expand and tick the button as follows.

When a student is making his payments, Cashier should be able to tick this checkbox.

Payment currency method should be able to select, If payment plan currency is LKR, LKR By LKR - This should be default If payment plan currency is USD, USD By USD - This should automatically select with the payment plan currency

If student paid through the bank, The bank slip date should be added.

When the 'proceed payment' button clicks following details should be loaded.

If the cashier, select 'YES' option for this Balance will be transfer to the student's wallet.

Receipt

1 USD = 198.50 LKR
Student Type : Direct
Payment Plan Currency : LKR
Wallet Balance : Wallet Balance: 10.00 LKR

Description	Due Amount (LKR)	Over Due Date Count	Late Payment Fee (LKR)	Installment Discount (LKR)
(1) Course Fee 2021-12-15	1,690.00	8	135.2	
(2) Course Fee 2022-01-15	13,000.00	-10	0	
Total	14,825.20		15000	-174.80
				Balance (LKR)

The cashier should be able to enter this amount manually and if cashier change this amounts receipt should sent to the HOD and get an approval from him.

Cashier can remove new payment method through this link

Payment Method	Amount (LKR)	Payment Method	Amount	Remove Method
Bank Draft	12000	Cash Payment	3000	Remove Method

Upload Bank Draft
 No file chosen

Bank Draft Reference

Old Receipt Number

Need Special Remark?
 Yes No

Missing bank-draft?
 Yes No

Other Notes

[Add New Method +](#)

[Process Payment](#)

Anything you want

If the student is going to make a payment by card and cash, cashier can add new payment method through this button.

If there are any issues in bank slips(invalid) etc., Cashier should add special remark through this radio button.

If the cashier tick 'yes', 'other Notes' text box should be displayed, and he/she should be able to type in it.

This special remark should be displayed under the "show issues" button.

After received payment, cashier should be clicked this button. When he/she clicks this, the receipt should be loaded.

Receipt sample

OKIU
No 249/1 Malabe Road, Thalangama North, Koswatta, Battaramulla, Colombo, 10120, Sri Lanka
Tel: +9411 2741 878 Fax: 0112741879 Email: info@kiu.lk www.kiu.lk

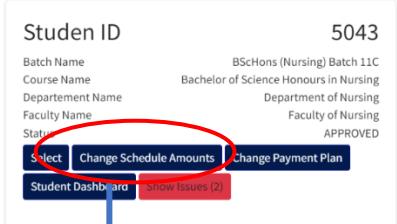
Payment Receipt
Receipt No: 101598 | Date: 2021-06-10 | Student: Ms K A Aishcharya
BSChons (Nursing) Batch 11B
Payment Date: 2021-02-27
Admission Number: 010106 02501 2021 5020

# Description	Amount	
1 Registration Fee 1st Installment (Full) Payment due on 2021-05-24	25,000.00 LKR	
Late Payment Fee	0.00 LKR	
Late Payment Fee Discount	(0.00) LKR	
Balance	10,000.00 LKR	
Total Amount Paid		
	Method	Amount
	bank-draft	15,000.00 LKR
		15,000.00 LKR

*KIU policy does not allow refunding paid fees under any circumstance
Please login to <http://student.kiu.lk> to check your payments
THIS IS A SYSTEM GENERATED DOCUMENT AND IT DOES NOT REQUIRE A SIGNATURE.THIS DOCUMENT SHALL NOT BE INVALIDATED SOLELY ON THE GROUND THAT IT IS NOT SIGNED
Printed on Wed, Jan 12, 2022 7:12 AM

4.1.2. Change Schedule Amount option

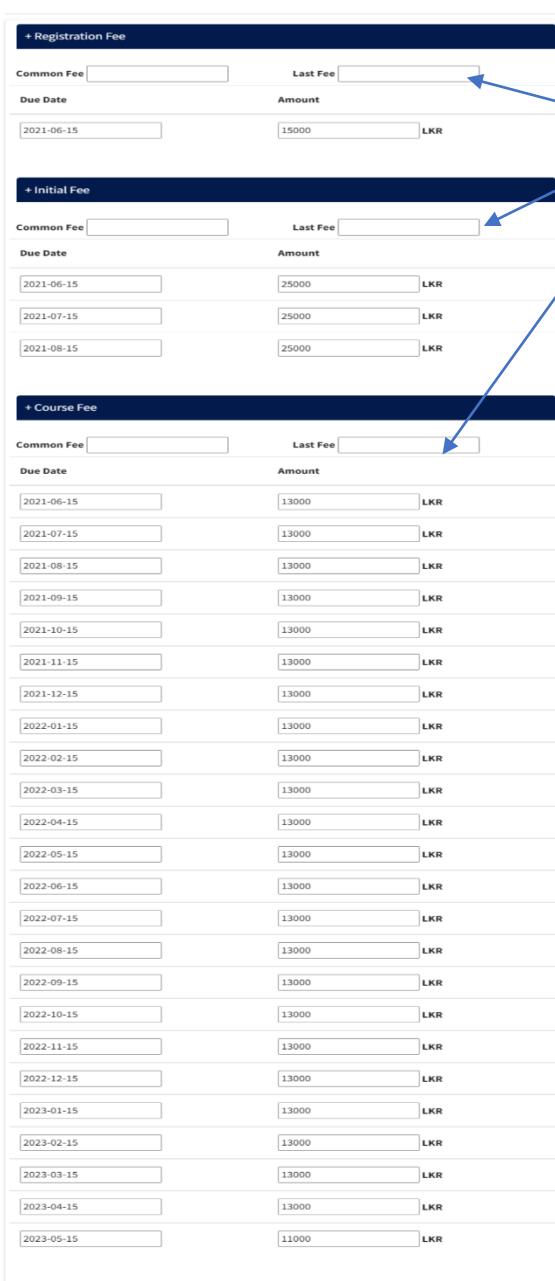
Student Payment Cards



When cashier clicks the “change Schedule Amount” button following interface should be loaded as a new tab.

In a special situation, the cashier should be able to change selected student’s payment schedule amount by typing manually through following interface.

Payment Schedule



When the cashier type in these fields, the typed amount should be automatically inserted into the “Amount” text field by the system.

The cashier does not need to type amount row by row.

4.1.3. Change Payment Plan option

Student Payment Cards

Student ID 5043 <small>Batch Name Course Name Departement Name Faculty Name Status</small> <small>BSchHons (Nursing) Batch 11C Bachelor of Science Honours in Nursing Department of Nursing Faculty of Nursing APPROVED</small> <small>Select Change Schedule Amount Change Payment Plan</small> <small>Student Dashboard Show Issues (2)</small>	<p>When the cashier clicks the “Change payment plan” button following interface should be loaded as a new window.</p> <p>The cashier should be able to Change the payment plan and assign discounts to the relevant student through this interface.</p>
---	---

Available allocated discount Amount for batch should display in here.

<p>When clicks ‘+’ sign, Available Scholarships & Discounts should be displayed.</p>	<p>Available Max Discount Amount: 5,000.00 LKR</p>																		
<p>Upload Documents</p> <p>Choose Files No file chosen</p> <p>+ Available Scholarship & Discounts</p> <ul style="list-style-type: none"> Full Payment NTS 2nd NUR_Nursing New Appointments Suvaviruwo <p>+ Payment Plan</p>	<p>Batch Details</p> <table border="1"> <thead> <tr> <th>Fee</th> <th>Amount</th> <th>Max Allowed Discount</th> </tr> </thead> <tbody> <tr> <td>Registration Fee</td> <td>25,000.00 (LKR)</td> <td>10,000.00 (LKR)</td> </tr> <tr> <td>Initial Fee</td> <td>75,000.00 (LKR)</td> <td>75,000.00 (LKR)</td> </tr> <tr> <td>Course Fee</td> <td>310,000.00 (LKR)</td> <td>310,000.00 (LKR)</td> </tr> </tbody> </table> <p>Applicable Rates</p> <table border="1"> <thead> <tr> <th>Fee</th> <th>Amount</th> <th>Assigned discounts</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Fee	Amount	Max Allowed Discount	Registration Fee	25,000.00 (LKR)	10,000.00 (LKR)	Initial Fee	75,000.00 (LKR)	75,000.00 (LKR)	Course Fee	310,000.00 (LKR)	310,000.00 (LKR)	Fee	Amount	Assigned discounts			
Fee	Amount	Max Allowed Discount																	
Registration Fee	25,000.00 (LKR)	10,000.00 (LKR)																	
Initial Fee	75,000.00 (LKR)	75,000.00 (LKR)																	
Course Fee	310,000.00 (LKR)	310,000.00 (LKR)																	
Fee	Amount	Assigned discounts																	

When clicks ‘+’ sign, the payment Plan should be displayed as follows.

When the cashier clicks on Scholarship or Discount link, it should be expanded as follows. He/she should be able to tick and verify the discount and scholarship.

Displaying area.
 After applying discounts and scholarship, cashier should be able to check “applicable rates” as a report. According to that he/she can proceed the payment.

** At the point of the registration the scholarship & discount amounts allocated for each discount & scholarships category should not be able to exceed. Under the any special requirement if the scholarships and discount amounts must exceed it should be done only with the system through approval given by the head of finance and if any supporting available it should be able to attach there with.

** At the any point scholarships and discounts granted for student should not allow to exceed the total fee.

The cashier should be able to give scholarships and discounts by putting a tick in the checkbox.

The cashier should be able to change the payment plan by putting the tick in the check boxes.

Available Max Discount Amount: 5,000.00 LKR

Fee	Amount	Max Allowed Discount
Registration Fee	25,000.00 (LKR)	10,000.00 (LKR)
Initial Fee	75,000.00 (LKR)	75,000.00 (LKR)
Course Fee	310,000.00 (LKR)	310,000.00 (LKR)

Batch Details

Fee	Amount	Assigned discounts
Registration Fee	15,000.00 (LKR)	10,000.00 (LKR)
Initial Fee	75,000.00 (LKR)	0.00 (LKR)
Course Fee	279,000.00 (LKR)	31,000.00 (LKR)

exceeds the allowed limit. Need **Finance Department** approval to proceed

Applicable Rates

Fee	Amount	Assigned discounts
Registration Fee	15,000.00 (LKR)	10,000.00 (LKR)
Initial Fee	75,000.00 (LKR)	0.00 (LKR)
Course Fee	279,000.00 (LKR)	31,000.00 (LKR)

Plan change applicable from

Pending Installment Count

Course Fee Deduction

Change & Proceed to Approval

According to discounts, scholarships, and payment plans, applicable rates will change.

When user clicks "verify Payment plan", this part should be loaded.

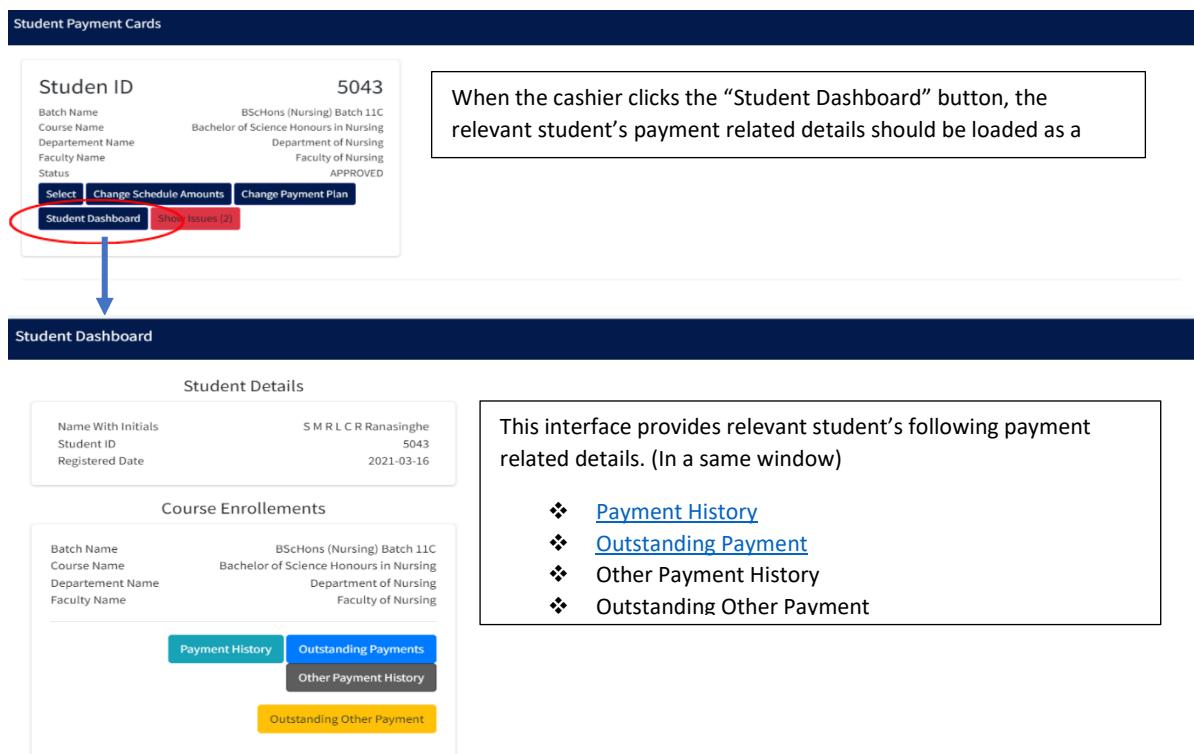
The cashier should be able to type this fields by manually.

Payment Plan

Plans	Fee Name
Registration Fee	0.00 LKR
<input checked="" type="checkbox"/> Full	0.00 LKR
Initial Fee	0.00 LKR
<input type="checkbox"/> Full	0.00 LKR
<input checked="" type="checkbox"/> By 3 months	0.00 LKR
<input type="checkbox"/> By 5 months	0.00 LKR
Course Fee	0.00 LKR
<input type="checkbox"/> Full	0.00 LKR
<input type="checkbox"/> Annual	0.00 LKR
<input type="checkbox"/> Quarter	0.00 LKR
<input type="checkbox"/> Semester	0.00 LKR
<input checked="" type="checkbox"/> Monthly	0.00 LKR

Verify Payment Plan

4.1.4. Student Dashboard



Student Payment Cards

Student ID: 5043
 Batch Name: BSChons (Nursing) Batch 11C
 Course Name: Bachelor of Science Honours in Nursing
 Department Name: Department of Nursing
 Faculty Name: Faculty of Nursing
 Status: APPROVED

Actions: Select, Change Schedule Amounts, Change Payment Plan, Student Dashboard (circled in red), Show Issues (2)

When the cashier clicks the “Student Dashboard” button, the relevant student’s payment related details should be loaded as a

Student Dashboard

Student Details:
 Name With Initials: S M R L C R Ranasinghe
 Student ID: 5043
 Registered Date: 2021-03-16

Course Enrolments:
 Batch Name: BSChons (Nursing) Batch 11C
 Course Name: Bachelor of Science Honours in Nursing
 Department Name: Department of Nursing
 Faculty Name: Faculty of Nursing

Actions: Payment History, Outstanding Payments, Other Payment History (circled in red), Outstanding Other Payment

This interface provides relevant student’s following payment related details. (In a same window)

- ❖ [Payment History](#)
- ❖ [Outstanding Payment](#)
- ❖ [Other Payment History](#)
- ❖ [Outstanding Other Payment](#)

Payment History report sample

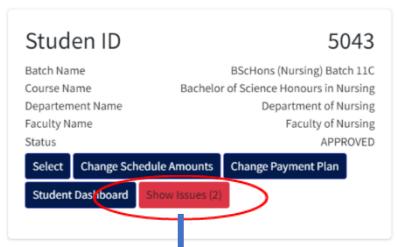
Description	Paid Amount	Installment Discount	Late Payment	Late Payment Discount	Receipt Id	Due Date	Paid Date	Collection Date
Registration 1st Installment	15,000.00 LKR	0.00 LKR	0.00 LKR	0.00 LKR	101318	2021-06-15	2021-03-16	2021-06-03
Initial Fee 1st Installment	25,000.00 LKR	0.00 LKR	0.00 LKR	0.00 LKR	105271	2021-06-15	2021-04-16	2021-07-14
Initial Fee 2nd Installment	25,000.00 LKR	0.00 LKR	0.00 LKR	0.00 LKR	105271	2021-07-15	2021-04-16	2021-07-14
Initial Fee 3rd Installment	25,000.00 LKR	10,000.00 LKR	0.00 LKR	0.00 LKR	105271	2021-08-15	2021-04-16	2021-07-14
Course Fee 1st Installment	13,000.00 LKR	0.00 LKR	0.00 LKR	0.00 LKR	109195	2021-06-15	2021-06-15	2021-10-16
Course Fee 2nd Installment	13,000.00 LKR	0.00 LKR	4,290.00 LKR	0.00 LKR	109196	2021-07-15	2021-08-17	2021-10-16

Outstanding Payment report sample

Description	Due Date	Pending Amount	Given Discounts	Status
Course Fee 7th Installment	2021-12-15	1,690.00 LKR	0.00 LKR	PARTIAL
Course Fee 8th Installment	2022-01-15	13,000.00 LKR	0.00 LKR	
Course Fee 9th Installment	2022-02-15	13,000.00 LKR	0.00 LKR	
Course Fee 10th Installment	2022-03-15	13,000.00 LKR	0.00 LKR	
Course Fee 11th Installment	2022-04-15	13,000.00 LKR	0.00 LKR	
Course Fee 12th Installment	2022-05-15	13,000.00 LKR	0.00 LKR	
Course Fee 13th Installment	2022-06-15	13,000.00 LKR	0.00 LKR	
Course Fee 14th Installment	2022-07-15	13,000.00 LKR	0.00 LKR	

4.1.5. Show issues option

Student Payment Cards

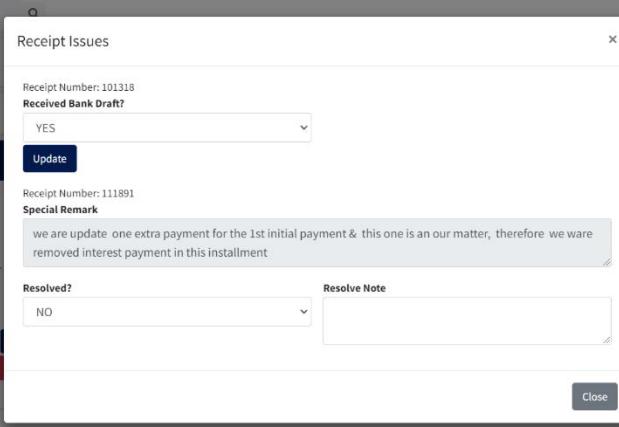


Studen ID: 5043
 Batch Name: BSChons (Nursing) Batch 11C
 Course Name: Bachelor of Science Honours in Nursing
 Departement Name: Department of Nursing
 Faculty Name: Faculty of Nursing
 Status: APPROVED

Buttons: Select, Change Schedule Amounts, Change Payment Plan, Student Dashboard, Show issues [2]

Text area (right):
Special remark on should be able to put on each payment if any special notice available.
 Cahiers should be able to put the resolving note for the special remarks entered.
 Higher authority must receive the notification for unsolved remarks more than 14 days.

Show issues interface example.



Receipt Issues

Receipt Number: 101318
 Received Bank Draft?
 YES
 Update

Receipt Number: 111891
 Special Remark
 we are update one extra payment for the 1st initial payment & this one is an our matter, therefore we ware removed interest payment in this installment

Resolved?
 NO
 Resolve Note

Close

4.2. Payment verification

Student's banks slip details and banks account details were tallied through this interface.

Student's bank slip details should be added and update through this interface and the user should be able to print these details as a report.

Two Options

- *Collection Date
- *Transaction Date

Payment Verification Print

Filter By Collection Date Start Date End Date Bank Filter Set Filters

Show 500 entries Search:

Bank Code	Description	Transaction Date	Amount	Receipt No.	Collection Date	Student No.	Status
ntb	CASH DEPOSIT	2021-12-21	20,100	JE_21/22_263	2021-12-21	Cheque balance de:	Update
ntb	CASH DEPOSIT	2021-12-21	34,200	JE_21/22_262	2021-12-21	Cheque balance de:	Update
ntb	CASH DEPOSIT	2021-12-21	3,120	JE_21/22_261	2021-12-21	Cheque balance de:	Update
ntb	CASH DEPOSIT	2021-12-21	1,600	JE_21/22_264	2021-12-21	Cheque balance de:	Update
ntb	CASH DEPOSIT	2021-12-21	195	JE_21/22_265	2021-12-21	Cheque balance de:	Update
boc	CASH DEPOSIT	2021-11-30	13,000	bank statement en	2021-12-21	bank statement en	Update

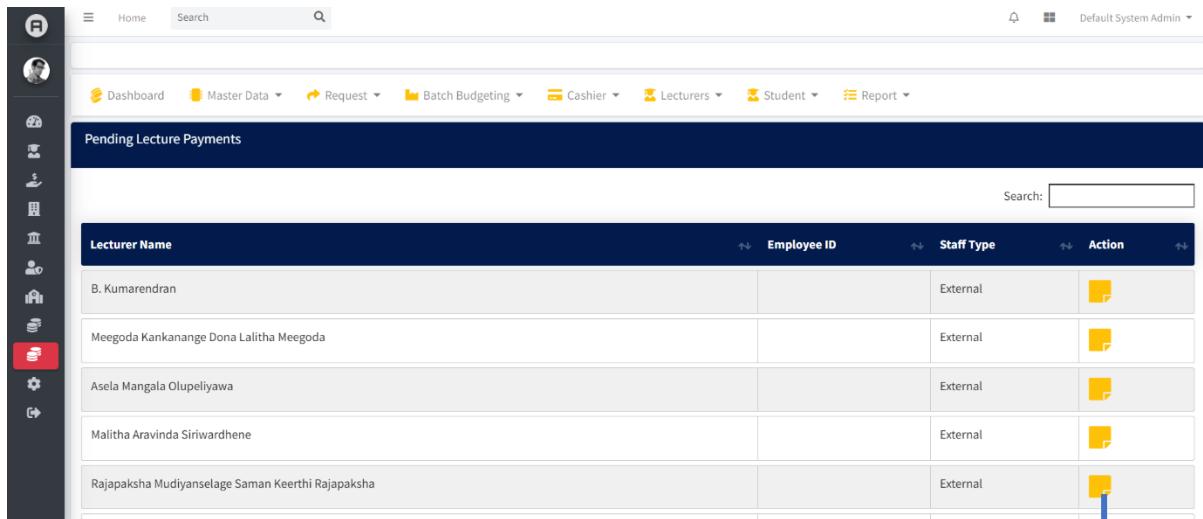
The user should be able to type details manually into this fields.

5. Lectures

5.1. Pending Payment

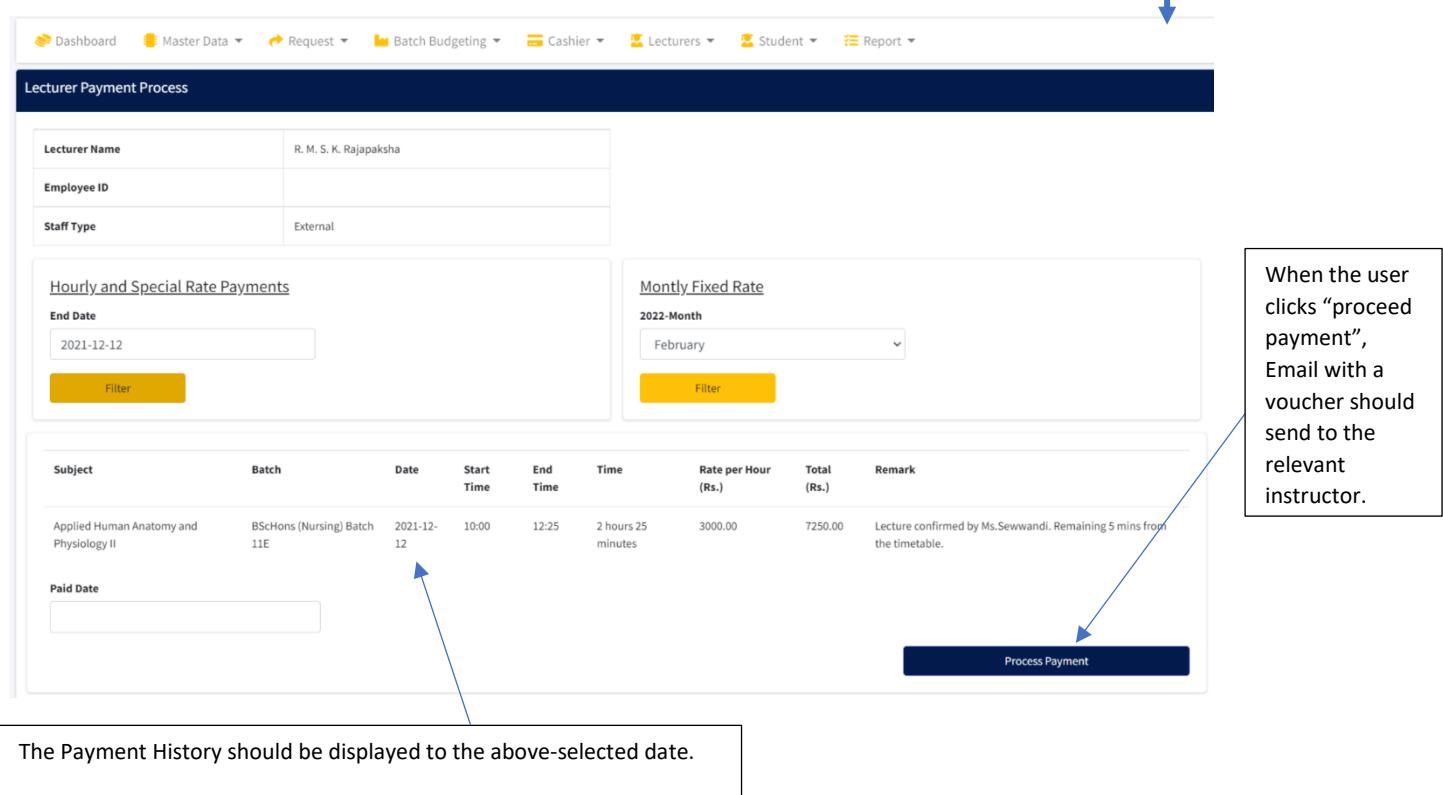
After approved from academic department, pending lectures payment list will be received to the finance department.

Pending lectures Payment list should be displayed as follow.



Lecturer Name	Employee ID	Staff Type	Action
B. Kumarendran		External	
Meegoda Kankanage Dona Lalitha Meegoda		External	
Asela Mangala Olupeliyawa		External	
Malitha Aravinda Siriwardhene		External	
Rajapaksha Mudiyanselage Saman Keerthi Rajapaksha		External	

When the user clicks action button relevant lectures pending payment history should be loaded as a new tab.



Subject	Batch	Date	Start Time	End Time	Time	Rate per Hour (Rs.)	Total (Rs.)	Remark
Applied Human Anatomy and Physiology II	BSChons (Nursing) Batch 11E	2021-12-12	10:00	12:25	2 hours 25 minutes	3000.00	7250.00	Lecture confirmed by Ms.Sewwandi. Remaining 5 mins from the timetable.

The Payment History should be displayed to the above-selected date.

When the user clicks “proceed payment”, Email with a voucher should send to the relevant instructor.

5.2. Pending Lectures Payment summary

Pending lectures payment summary interface should be as follows.

All lecture's Payment History should be displayed to the above-selected date.

2 payments type, Hourly and fixed should be displayed as a drop-down list

Pending Lecture Payments Summary

End Date	Payment Type		
2022-01-13	Hourly		
<input type="button" value="Print"/> Show 500 entries			
Search: <input type="text"/>			
Lecturer Name	Employee ID	Staff Type	Amount to Pay
Lecturer Name	Employee ID	Staff Type	Amount to Pay
Wedge Oshada Rodrigo		External	21050.00
Chandana Hewage		External	12000.00
Anjana Kasun Ganganatha Withana		External	9466.66
Herath Mudiyanselage Chandrani Menike Herath		External	27083.33
Jayamaha Mudalige Sandya Pathmarani		External	16041.67
Edirisinghe Appuhamilage Sajith Tilal Edirisinghe		External	16416.67

All lecture's Payment History should be displayed to the above-selected date.

6. Student

6.1. Check Student

When the user clicks 'Check student' link under the student header in the finance module should be displayed as follow.

The screenshot shows a web-based application interface for managing student payment plans. At the top, there's a navigation bar with links for Home, Search, and various modules like Dashboard, Master Data, Request, Batch Budgeting, Cashier, Lecturers, Student, and Report. A sidebar on the left contains icons for User, Role, Department, and Building. The main content area has a title 'Check Student Payment Plan' and a 'Student Filter' section. In the filter section, there are fields for Student Number (5040), NIC / Passport Number, Name, and Mobile Number. A 'Filter' button is located at the bottom right of this section. Below the filter is a table titled 'Students' with a single row labeled 'Student Card'. This card displays a placeholder profile picture, and next to it are columns for Name, Mobile, NIC / Passport, and Batch. The batch information shows 'L D Damayanthi', '703563297', '967121312V', and 'BSCHons (Nursing) Batch 11C'. To the right of the card is a 'Select' button. At the bottom of the page, there's a copyright notice 'Copyright © 2014-2019 AdminLTE.io. All rights reserved.' and a placeholder 'Anything you want'.

Student's Name, Mobile no, NIC/Passport no and Batch should be displayed according to the typed student number by user.

When the user clicks on the Select button following interface should be displayed as a new tab.

The screenshot shows a web-based application for managing student information. The top navigation bar includes links for Home, Search, and various administrative modules like Dashboard, Master Data, Request, Batch Budgeting, Cashier, Lecturers, Student, and Report. A sidebar on the left contains icons for user profile, dashboard, master data, request, budgeting, cashier, lecturers, student, report, and settings.

Student Details: Displays basic information for Mrs Linthotage Dinushika Damayanthi, Faculty of Nursing, Department of Nursing, Bachelor of Science Honours in Nursing, Batch: BSChons (Nursing) Batch 11C, Registered On: 2021-03-16. A red button labeled "View Agreement" is highlighted with a blue arrow pointing to it from the bottom-left.

Payment Schedule: Shows applied scholarships and discounts, registration fees (10,000.00 LKR), and a payment schedule. The payment schedule table includes:

Due Date	Amount	Status
2021-06-15	15,000.00 LKR	PAID
2021-07-15	15,000.00 LKR	PARTIAL
2021-08-15	15,000.00 LKR	PARTIAL
2021-09-15	15,000.00 LKR	PENDING
2021-10-15	15,000.00 LKR	PENDING

A "Print" button is located next to the payment schedule table. Below the table, there are sections for "Registration Fee" and "Initial Fee".

Manual Drop: A form for manually dropping a student, requiring a "Drop Date" and a "Comment". A red "Drop" button is at the bottom right. A blue arrow points from the "Drop Date" field towards the "In a special situation..." callout.

Callouts and Annotations:

- View Agreement:** A callout box states: "By click on this button, it should be displayed the student payment agreement and should be able to download as a pdf format." A blue arrow points from this box to the "View Agreement" button.
- In a special situation...** A callout box states: "In a special situation, System user should be able to drop relevant student by manually through this feature." A blue arrow points from this box to the "Drop Date" field in the manual drop form.
- Anything you want** (near the bottom right): A callout box states: "In this area should display relevant student's payment schedule." Another blue arrow points from this box to the payment schedule table.
- Payment schedule details:** A callout box states: "The user should be able to expand this by clicking the '+' mark." A blue arrow points from this box to the "+ Registration Fee" and "+ Initial Fee" sections.
- Print:** A callout box states: "Payment schedule details should be able to print as a pdf format." A blue arrow points from this box to the "Print" button.

Student payment agreement sample



No.249/1 Malabe Road, Thalangama North,
Koswatta,
Battaramulla, Colombo, 10120, Sri Lanka
Tel: +94 (0)11 2741 878 email: info@kiu.ac.lk
www.kiu.ac.lk

Payment Agreement

Student Registration No:

I, <>Student Name>> bearing NIC: *****V would like to select the <>Payment Category>> payment plan to make payment for <>Degree/course name>> and agree to make payments in timely basis as per the schedule given. Further I clearly understood the process of late payment charges calculations and the Batch Transferring Policy regarding the Program.

<>degree name>> <>Batch>>

Payment Plan

Total Course Fee

Registration Fee

Initial Fee

Course Fee

Discounts and Scholarships

NUR Nursing New Appointments - Registration Fee

Total Course Fee with Deductions

Payment Plan

Registration Fee

Initial Fee 1st - 4th Installments

Initial Fee 5th Installment

Course Fee 1st - 23rd Installments

Course Fee 24th Installment

Note:

- All payments will be due from the date of inauguration and should be settled accordingly
- Initial, Quarterly or Monthly instalments should be paid on time as per the stipulated and a penalty will be charged if otherwise. Further, if you fail to make any of the due payments within 60 days from the due date your registration will be cancelled. upon cancellation, if you wish to continue you will have to get yourself reregistered with a payment of Rs.25,000/-
- Changing the selected payment plan will be subjected to a fee of Rs. 10,000/-
- All discounts will apply only if the balance payments are made on time and if not will be automatically transferred to the normal plan.

• Bank Details:

• Students Must Fill the Following Details in Bank Deposit Slip

- Name with initials
- Degree programmed and Batch
- NIC number
- Payment category (Registration/Initial payment/Annual/Semester/Quarterly or Monthly)

- Original customer's copy of bank deposit slip should be submitted to the KIU cashier to obtain the KIU receipt. KIU receipts are issuing only for the original customer's copy of bank deposit slip. Photocopies and bank certified duplicate copies will not be accepted.
- KIU Policy does not allow refunding paid fees under any circumstance

Student Portal login link - <https://student.kiu.ac.lk>,
Username & Password Automatically Sent Via Email & SMS.
Kindly Note After First login to student portal you need to change your password

.....

Signature
Applicant

.....

Date

.....

Signature
Student Liaison
KIU

6.2. Pending Transfer

When the student needs to batch transfer, he/she should request it from Student liaison office.

From the liaison office accept the request and mark the system for the payment. After mark the batch transfer by the student liaison office it should be visible to the finance department in student payments under the other payments. The previous batch payment structure should be hold with the confirmation of the batch transfer by the SLO.

Before giving the confirmation outstanding payments for the period of attendance available should be settle & liaison office should be able to enter the date which student supposed to join the next batch.

Finance department should be able to select the new batch and when selecting the batch course fee applicable for the new batch should apply automatically and course fee paid amount in previous batch should be deduct and balance amount should divide among the future period (period from the student liaison office entered join date and the course end date of new batch).

Course fee of new batch

Course fee paid in previous batch (***)

Balance amount ***

After applied the new payment plan for new batch the previous batch payment plan details also should be able to view.

All student's pending batch transfer interface should as follow.

Pending Batch Transfers										
Student ID <input type="text" value="Student ID"/>										
Show <input type="button" value="10"/> entries										
From Type <input type="text" value="Search by batch name"/>										
Student ID	Student Name	Transfer Type	From Batch	To Batch	From Course	To Course	From Type	To Type	Action	
4301	G A V Hasara	BATCH TRANSFER	BScHons (Nursing) Batch 10B	BScHons (Nursing) Batch 11B	Bachelor of Science Honours in Nursing			Direct Entry		
4195	S M L R Swarnakanthi	BATCH TRANSFER	BScHons (Nursing) Batch 10A	BScHons (Nursing) Batch 11B	Bachelor of Science Honours in Nursing			Direct Entry		
3197	H M D M Kumara	COURSE TRANSFER		BMHons (Accounting) Batch 04	Bachelor of Management Honours in Human Resource	Bachelor of Management Honours in Accounting				
1303	W K S V Kumara	BATCH TRANSFER	BScHons (Nursing) Batch 06B	BScHons (Nursing) Batch 08D	Bachelor of Science Honours in Nursing			Direct Entry		
2454	D M D M Dasanayaka	BATCH TYPE TRANSFER	BScHons (Med Sc) (Acupuncture) Batch 06		Bachelor of Science Honours in Medical Science in Acupuncture		Direct Entry	IFSL Scheme by MOHE		

When the user clicks on this action button following interface should be displayed as a new window

Available Max Discount Amount: 0.00 LKR

Fee	Amount	Max Allowed Discount
Registration Fee	25,000.00 (LKR)	10,000.00 (LKR)
Initial Fee	75,000.00 (LKR)	75,000.00 (LKR)
Course Fee	310,000.00 (LKR)	310,000.00 (LKR)

Fee	Amount	Assigned discounts
Registration Fee	25,000.00 (LKR)	0.00 (LKR)
Initial Fee	75,000.00 (LKR)	0.00 (LKR)
Course Fee	310,000.00 (LKR)	0.00 (LKR)

Previous Batch End Date: 2021-01-21

Next Batch Starting Date: 2021-09-01

Reason: Difficulties In Duty Arranging

Slo Remarks: Registration fee will CF
Should pay the Initial payment. (Suggestion for 25,000/-*3) and 24 months installment plan
Studies with 11B batch as 1st attempt from 3rd year 1st semester onwards.
For English & IT Lectures and examinations Perorally

Course Fee Deduction:

Plan change applicable from: 2021-09-01

Pending Installment Count:

Change & Proceed

These details are coming from SLO

When the user clicks the verify button, this information should be loaded in this area

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Anything you want

7. Report

The admin user should be able to get all reports as PDF, CSV, Excel format.

7.1. Collection Report

Collection Report requirements

- Student Name
- Batch Name
- Student Type
- References
- Collection Amount
- Paid Amount
- Added to Wallet
- Actual Paid Date
- Collection Date
- Issued By

Collection Report Sample

Collection Report											
Select Batch		Student ID		Start Date		End Date					
Select Batch		Student ID									
Toggle column: Student Name Batch Name References											
Print		Show 500 entries						<input type="text" value="Search"/>			
Student Name	Batch Name	Std. Type	References	Collection Amount	Paid Method	Added to Wallet	Actual Paid Date	Collection Date	Issued By		
Suduge Nimesha Dilhani	BScHons (Nursing) Batch 09B	Direct Entry	Student ID: 3950 Receipt ID: 100001 Old Receipt ID: 24770	15,000 LKR	cash	0 LKR	2019-06-13	2019-06-13	Default System Admin		
Suduge Nimesha Dilhani	BScHons (Nursing) Batch 09B	Direct Entry	Student ID: 3950 Receipt ID: 100002 Old Receipt ID: 25009	75,000 LKR	card	0 LKR	2019-06-25	2019-06-25	Default System Admin		
Munigoda Hewage Niresha Jeewanthi	BScHons (Nursing) Batch 09B	Direct Entry	Student ID: 4013 Receipt ID: 100003 Old Receipt ID: 36244	10,000 LKR	cash	0 LKR	2020-02-29	2020-02-29	Default System Admin		
Suduge Nimesha Dilhani	BScHons (Nursing) Batch 09B	Direct Entry	Student ID: 3950 Receipt ID: 100004 Old Receipt ID: 32545	13,000 LKR	card	0 LKR	2019-12-12	2019-12-12	Default System Admin		
Munigoda Hewage Niresha Jeewanthi	BScHons (Nursing) Batch 09B	Direct Entry	Student ID: 4013 Receipt ID: 100005 Old Receipt ID: 36244	3,000 LKR	card	0 LKR	2020-02-29	2020-02-29	Default System Admin		
Munigoda Hewage Niresha Jeewanthi	BScHons (Nursing) Batch 09B	Direct Entry	Student ID: 4013 Receipt ID: 100006 Old Receipt ID: 38524	13,000 LKR	bank-draft	0 LKR	2020-04-01	2020-07-14	Default System Admin		
Suduge Nimesha Dilhani	BScHons (Nursing) Batch 09B	Direct Entry	Student ID: 3950 Receipt ID: 100007 Old Receipt ID: 33897	13,000 LKR	card	0 LKR	2020-01-23	2020-01-23	Default System Admin		

7.2. Outstanding Report

Outstanding Report requirements

- Student ID
- Student Name
- Student Contact
- Student Type
- Batch
- Description
- Due Amount
- Due Date
- Status

Outstanding report sample

Outstanding Report									
Select Batch	Student ID	Start Date	End Date						
Select Batch	Student ID								
Copy	CSV	Excel	PDF	Print					
Show 500 entries							Search:	<input type="text"/>	
Student ID	Student Name	Student Contact	Std. Type	Batch	Description	Due Amount	Due Date	Status	
9812	B A.A.S Kumari	0761788399	Direct Entry	BSchons (Nursing) Batch 12 B	Registration 1	15000	2022-01-12	UNPAID	
9807	H S J Hewakolambage	762287934	Direct Entry	BSchons (Nursing) Batch 12 B	Registration 1	15000	2022-01-12	UNPAID	
9725	H S Y Gunasekara	717795899	Direct Entry	BSchons (Nursing) Batch 12 B	Registration 1	15000	2022-01-12	UNPAID	
9674	T A D Silva	702653816	Direct Entry	BSchons (Nursing) Batch 12 B	Registration 1	15000	2022-01-12	UNPAID	
9647	K R S R Premathilaka	719680035	Direct Entry	BSchons (Nursing) Batch 12 B	Registration 1	15000	2022-01-11	UNPAID	

7.3. Daily Collection Summary

Daily Collection report should provide department wise daily collection details.

Daily Collection Summary report sample

Report filter		Print	
Start Date	End Date		
2022-01-13	2022-01-13		
Collection Summary Report			
Payment Method	Amount		
online	212,590.00		
Total	212,590.00		
Collection Summary Report - Department wise			
Payment Method	Department of Nursing	Department of Psychology	Total
online	196,650.00	15,940.00	212,590.00
Total	196,650.00	15,940.00	212,590.00

7.4. Scholarships and Discount Report

Scholarship and Discount Report requirements

- Student ID
- Batch
- Category
- Discount Name
- Flat Amount
- Percentage
- Given On
- Assigned On

This report should be able to generate as a total report, as department wise, Batch wise or academic department wise.

Scholarship and Discount Report sample

Student ID	Batch	Category	Discount Name	Flat Amount	Percentage	Given on	Assigned on
9766	BSChons (Nursing) Batch 12 B	Marketing	Suvaviruwo	10,000 LKR	-	Registration Fee	2022-01-12 00:00:00
9806	BSChons (Nursing) Batch 12 B	Marketing	Suvaviruwo	10,000 LKR	-	Registration Fee	2022-01-12 00:00:00
9831	BSChons (Nursing) Batch 12 B	Marketing	Suvaviruwo	10,000 LKR	-	Registration Fee	2022-01-12 00:00:00
9830	BSChons (Nursing) Batch 12 B	Marketing	Suvaviruwo	10,000 LKR	-	Registration Fee	2022-01-12 00:00:00
9829	BSChons (Nursing) Batch 12 B	Marketing	Suvaviruwo	10,000 LKR	-	Registration Fee	2022-01-12 00:00:00

7.5. Online Registration Report

Online Registration Report Requirements

- ID/Passport
- Full name
- Contact No
- Course
- Payment status
- Amount

Online registration Report sample

Online Registration Report					
Start Date	End Date				
		Copy	CSV	Excel	PDF
Show 500 entries					
Search:					
ID/Passport	Full name	Contact No.	Course	Payment Status	Amount
943663122V	Ekanayake Mudiyanselage Yomal Thilina Ekanayake	0783383845	Bachelor of Science Honours in Nursing		null LKR
200061204203	Himendra Micheliya Nanayakkara	0719144963	Bachelor of Science Honours in Nursing		null LKR
895470023V	Batagoda nahallage dilini kalpna	0712771153	Bachelor of Science Honours in Nursing		null LKR
895470023v	Batagoda nahallage dilini kalpna	0712771153	Bachelor of Science Honours in Nursing		null LKR
895470023v	Batagoda nahallage dilini kalpna	0712771153	Bachelor of Science Honours in Nursing		null LKR