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| **ROLE** | **REPORTS** |
| Admission | 1. select date (from…to…) or select semester to view and print list of students who have applied; O 2. select date (from..to…) or select semester to view and print students who have been admitted in that date or semester O |
| cashier | 1. print receipts, O 2. select date (from…to…) or select semester to view and print payments received showing student name, adm no, purpose of payment, amount, date etc SAME AS 3 3. select date to view payments made per type of payment eg mpesa, cash, bank O F V |
| Billing | 1. Select date to view all invoices. O F V 2. Select date to view and print fees paid this can be per fees payable item, should show total NO FEES O F V 3. Select date to view and print fees balances this can be per fees payable item, should show total FEES O F V |
| Registrar | 1. Select date or semester to view and print all students registered for that semester. This can be drilled down to students per course and should have column for comments and signature. This is to be used in exam room O V 2. select semester to view and all exam results per programme O 3. **select semester and programme to view students who have passed (just list of students)** 4. **select semester and programme to view students who have failed (students and courses they have failed)** 5. view and print all students who do not have fee balances comment O 6. print all registered students per course , comment O |
| lecturers | 1. View and print class list (students registered for that course. The list should have provision to sign for class attendance O 2. View and print students class attendance. This should do a count of classes attended O 3. **View and print exam results for individual courses** |
| Teaching and timetabling | 1. Select semester to view and print courses and number of students registered for that course (a count of the number not the names) O 2. Select semester to view and print all rooms and courses allocated to those rooms O V |
| HOD/ HOS | 1. **Select semester to view and print exam results for each course in their department** 2. View and print all lecturers in their department and courses allocated to them O |
| internal auditor |  |
| ODL | 1. Select semester to view and print all students registered for ODL O 2. Select semester to view and print number of students registered for each course in ODL O 3. Select semester to view and print names and adm no of students registered for each ODL course O |
| HR | 1. Print pay slips for each staff 2. Print entire payroll 3. Print number of leave days taken for each staff and number of remaining leave days |
| all staff | 1. View and print individual pay slips O 2. View and print number of leave days taken and number of leave days remaining O |
| hostel management | 1. Select semester to view and print all hostel rooms and whether occupied or not P (Why should you select sem for this) O V 2. Select semester to view all students in hostels and hostel numbers O V |
| Finance officer | 1. Select date to view all invoices. O B V 2. Select date to view and print fees paid this can be per fees payable item, should show total O B V 3. Select date to view and print fees balances this can be per fees payable item, should show total O B V 4. Select semester view all expenses and payments made O 5. Select semester to view and print profit and loss account O V 6. Select semester to view and print budget and how much was spent for each budget item O V 7. select date (from…to…)to view and print payments received showing student name, adm no, purpose of payment, amount, date etc LEAVE 8. select date to view payments made per type of payment eg mpesa, cash, bank O B V |
| VC & Management | 1. Select date to view all invoices. O B F 2. Select date to view and print fees paid this can be per fees payable item, should show total O 3. Select date to view and print fees balances this can be per fees payable item, should show total O 4. Select semester view all expenses and payments made O F 5. Select semester to view and print profit and loss account O F 6. Select semester to view and print budget and how much was spent for each budget item O F 7. select date to view payments made per type of payment eg mpesa, cash, bank O F 8. Select semester to view and print all hostel rooms and whether occupied or not O H 9. Print number of leave days taken for each staff and number of remaining leave days 10. Select semester to view and print all rooms and courses allocated to those rooms O 11. Select date or semester to view and print all students registered for that semester. This can be drilled down to students per course and should have column for comments and signature. This is to be used in exam room O R 12. select semester to view and all exam results per programme P 13. **select semester and programme to view students who have passed (just list of students)** 14. **select semester and programme to view students who have failed (students and courses they have failed)** |
| students | **Select semester to view results**  Select semester to view fees paid and fees balances O |
| **finance controller** | **Same as finance officer** |