** MINISTRY OF EDUCATION AND TRAINING**

**FPT UNIVERSITY**

Capstone Project Document

Student Finance Management

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| **Capstone Project code** | SFM |

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# Report No. 1 Introduction

## Project Information

* Project name: **Student Finance Management**
* Project Code: **SFM**
* Product Type: **Website**
* Start Date: **September 7th, 2015**
* End Date: **November 1st, 2015**

## Introduction

Currently at the FPT University, the financial management of students is conducted by the helpful of the Excel files. The using Excel offers many inconveniences to the accountant in input data processing, searching or monitoring the financial situation of the student. Besides, although FPT had to send mail notification before each trimester about tuition fees must be paid, but these messages often very general unclear and inappropriate with each students.

Realizing the difficulties, we have built a system "Student Finance Management". By accessing to the system, the accountant can easily enter, manage, search and render reports on the financial condition of each student. Students can use the system to keep track of your financial. Periodically time, the system will automatically send notifications to students about the fees which must pay for school.

## Current Situation

For now, student records are managed and stored in Excel spreadsheets by Student Assistance’s Office and Registrar’s Office. The school’s accountants will collect those spreadsheets, re-organize and re-enter data into other spreadsheets. The tuition fees that each student must pay and their payment status are automatically calculated by using pre-existent formulas and money transmission records from the bank.

## Problem Definition

The current financial procedure costs a lot of time since the Accounting Department has to wait for Student Assistance’s Office and Registrar’s Office to complete storing student data, and the bank to send the transmission records. In addition, the process of calculating and re-organizing all of the data is lengthy and error-prone. Therefore, it becomes greatly complicated to manage student financial records. As all the data is stored only in Excel spreadsheets, the Accounting Department faces the risk of losing data due to computer’s failure.

## Proposed Solution

To resolve these difficulties, we build system which called "Student Finance Management". The system provides the convenience for accounting staff in data entry, searching, tracking and reporting output. Based on the data entered, the system will use reasonable and announced plans to charge fees for each student then will periodically send mail to each student to notice the fees pay for the new trimester.

The Student Finance Management will have following functions:

### Feature functions

* The system allows school staff can easily to enter information as well as the financial situation of students by using the form on the screen or imported from excel file available. Besides that can manage, search and track financial status of each student.
* Students can log in the system to keep track of their financial situation.
* The system will automatically send periodically mail to students as well as families of students know about the tuition fees for the trimester should play (block) coming next.

### Advantages and disadvantages

The advantages and disadvantages of the proposed solution:

* Advantages:
* Easy to enter data, searching, management and follow financial situation of students
* Automatically scheduled charge fees for each student.
* Automatically send mail notification about course fees for students with the most relevant contents.
* Disadvantages:
* Currently, it just applies for FPT University.

## Functional Requirements

Function requirements of the system are listed as below:

### Manager Component

* Created initial data for the system: the type of student, fees each trimester, the student's status ...
* Search, monitoring financial status of students.

### Staff Component

* Entering data of students.
* Follow financial situation of students.

### Student Component

* Follow the financial situation of themselves.

## Role and Responsibility

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| --- | --- | --- | --- | --- |
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Table 1: Roles and Responsibilities