**Requirement for Pre-School**

# **Setting**

## Configuration Working /Hr

* 1. **Add School ------------------------------------------ 3**

School Name

Add School Name

* 1. **Add Branch/Center -------------------------------------------- 3**

Center Name

Add Center Name

* 1. **Add Department ------------------------------------------ 3**

Departments

Add Departments

* 1. **Add Position ------------------------------------------- 3**

Position

Add Position

* 1. **Add Batch ---------------------------------------- 3**

Batch

Add Batch

* 1. **Add Grade ----------------------------------------- 3**

Grade

Add Grade

* 1. **Add Fiscal Year -------------------------------------------- 5**

Fiscal Year

Add Fiscal Year

* 1. **Add Tax ---------------------------------------------- 3**

Tax Type

Tax Rate

Add Tax

* + - 1. **Add Month ----------------------------------------- 3**

Month Name

Add Month Name

Short

* 1. **Fee Setting**
     1. **Add Bill Period ------------------------------- 5**

Billing Period Name (*e.g., Baishakh)*

Unique Code

Short

Status

* + 1. **Add Fee Group ------------------------ 5**

Fee Group Name *(e.g., Annual Fee, Monthly Fee)*

Unique Code

Short

Status

* + 1. **Add Fee Title ----------------------------- 10**

Fee Group *(e.g., Annual Fee)*

Fee Title Name *(e.g., Tuition Fee)*

Fee Unique ID

Fee Type *(Compulsory Fee, Optional Fees, Miscellaneous Fee)*

Is Taxable (Yes/ No)

Tax Type

Discount Applicable (Yes/ No)

Status

Note:

*Compulsory Fee🡪 Charged to whole group or entire classroom/student (e.g., Tuition Fee)*

*Optional Fees 🡪 Charged to specific student or special section only (e.g., lunch)*

*Miscellaneous Fee 🡪 Charged one time basis for specific students or group of students (e.g., excursion fee)*

* + 1. **Assign Fee Rate ---------------------------------- 3**

Batch

Grade

*Display all added fee titles with name, code and fee amount insertable field.*

Fee Heading Name *(e.g., Tuition Fee)*

Fee Unique ID *(e.g., TF)*

Amount *(e.g., 5000.00)*

* + 1. **Assign Optional Fee to Students -------------------- 5**

Batch

Grade

Student Detail

Name

Student ID

*Assign Fee*

* + 1. **Assign Discount to Student -------------------- 5**

Batch

Grade

Student Detail *(single students or multiple student choices)*

Name

Student ID

Discount Percentage

Discount Amount

*Assign Discount*

* + 1. **Opening Balance ------------------- 6**

Batch

Grade

Student Detail

Name

Student ID

Opening Date

Closing Date

Dr. Amount (Due Amount)

Cr. Amount (Advance Amount)

Remarks

* 1. **Roles and Permission ----------------------- 2**

Manage Roles

Manage Permission

## Users Management ------------------- 16

**Search**

Date Created (From-To) User Name Email Address

Job Title User Role

**Display**

Name User Type Username Phone Number

Email Job Title User Role Action (view)

* *Option of pagination and ‘show # of records’ filter*
* **User Registration**

**Registration Details**

Employee ID

**Add Picture**

**Personnel Information**

First Name \*

Middle Name

Last Name \*

Gender

DOB

Blood Group

Marital Status

Phone Number \*

**Family Information**

Father's Name

Mother's Name

Grand Father's Name

Spouse Name

**Residential Address**

Street Address 1 (user insertable field)

Street Address 2 (user insertable field)

City (dropdown)

State/ Province (dropdown)

Country (dropdown)

Zip Code (user insertable field)

**Emergency Contact Information** *(option to add multiple)*

First Name \*

Middle Name

Last Name \*

Relation

Contact Number

**Professional Information**

Department \* (Academic, Management, Support Service)

Position \*

Employment Type \*(Permanent, Temporary, Intern)

Phone Number (P) \*

Phone Number (S) \*

**Create Access**

User Role (from dropdown)

User Name\* (user insertable field/ should be unique)

Password\* (option to type and autogenerate PW)

Conform Password\* (option to type and autogenerate PW)

*Required password change*

*Enable password lifetime*

***Once User is created following details can be added***

* **Academic Detail** *(Option to add multiple)*

University

Faculty

Specialization

Level

Passed Year

Division

Action

* **Experience Detail** *(Option to add multiple)*

Institution Name

Address

Designation

Join Date

Left Date

Reason for Leaving

* **Add Documents (***option to add multiple records)*

Document Type \* (Dropdown)

Document Name \* (user insertable field)

Document Number \* (user insertable field)

Document Issued From \* (user insertable field)

Document Issued On \* (Calendar)

Upload Image Upload

Document Image Name \*

* *Upload Document*

## Student Management --------------------- 16

* **Student Enquiry**

**Search**

Center Name Student Name Seeking Admission For

Section Status

**Display**

Student Name Grade Section Father Name

Address Contact Number Action (view)

* *Option of pagination and ‘show # of records’ filter*

**Center Name**

**Address & Contact Details**

Street Address 1 (user insertable field)

Street Address 2 (user insertable field)

City (dropdown)

State/ Province (dropdown)

Country (dropdown)

Zip Code (user insertable field)

Phone Number (P) \*

Phone Number (S) \*

E-Mail

**Seeking Admission For**

Toddler (Playgroup)

Early Years (Nursery)

Reception (Jr. Kg.)

Year 1 (Sr. Kg.)

Day Care

After School Hours

Others

**Personal Details**

First Name: \*

Middle Name

Last Name \*

Gender:

Date of Birth (AD):

Date of Birth (BS):

Age:

**Student Photo**

**Parental Details**

Father Name:

Father Occupation:

Father Organization:

Email Address

Phone Number

Mother Name:

Mother Occupation:

Mother Organization:

Email Address

Phone Number

**How Did You Come to Know About School? \***

Newspaper Ads

Social Media Ads

Banner/ Leaflets

Reference

Others

**Parents Remarks**

* **Student Registration ------------------------------------ 16**

**Search**

Center Name Student ID Student Name Grade

Section Admission Date Status

**Display**

Student ID Student Name Batch Grade Section

Father Name Address Contact Number Action (view)

* *Option of pagination and ‘show # of records’ filter*

**Add Picture**

**Personal Details**

First Name: \*

Middle Name

Last Name \*

Gender:

Date of Birth (AD):

Date of Birth (BS):

Blood Group:

**For Nepalese Student**

Birth Certificate No:

Issue District:

Place of Issue:

Date of Issue (AD):

Date of Issue (BS):

**For SAARC & Other Students**

Passport No:

Place of Issue:

Issue Date (AD):

Valid up to (AD):

Visa Category:

**Address & Contact Details**

Street Address 1 (user insertable field)

Street Address 2 (user insertable field)

City (dropdown)

State/ Province (dropdown)

Country (dropdown)

Zip Code (user insertable field)

Phone Number (P) \*

Phone Number (S) \*

E-Mail

**Admission Details**

Date of Enrollment (AD)\*

Batch\*

Grade\*

Section

Registration No:

Roll No:

Student Type: (Day Scholar, Child Care, After School)

**Parental Details**

Father Name:

Father Occupation:

Father Organization:

Email Address

Phone Number

Mother Name:

Mother Occupation:

Mother Organization:

Email Address

Phone Number

**Guardian Name:**

Guardian Name

Relation with Guardian:

Guardian Address:

Guardian Mobile:

Guardian Email:

## Financial Management ----------------------- 32

* 1. **Generate Student Fee**
* **Student Pre Fee Records *(****Charged for specific student for specific items bought prior to billing cycle e.g., copy)*

**Add Student Fee**

Billing for \*

For Class

For Individual Student

Batch\*

Grade\*

Section

Roll No

Name of Student

Billing Period\* *(for which month bill is due)*

**Display**

S. No. Fee Heading Amount Remarks

* **Generate Fee**

Billing for \*

For Class

For Individual Student

Batch\*

Grade\*

Section

Roll No

Name of Student

Billing Type\*

For Billing Period *(used for specific billing cycle/ period)*

For Misc. Bills *(for ad hoc bill requirement)*

Billing Date\*

Due Date\*

Remarks

**Display fee details as follow**

Fee Heading Rate Amount Remarks

*Allow user to select checkbox on applicable fee heading, prompting user to generate bill once selected.*

* *Ratify bill if amount/heading is inserted wrong (void fee and generate another) with void notes. Bill can be either reprinted or can be voided but cannot be edited.*
* *Option to void single record or multiple records at a time.*
* **Print Fee Invoice --------------------------------- 8**

**Search By:**

Invoice No. Student Name Batch Grade

Section Billing Type Bill Date

**Display**

Invoice No Student ID Student Name Roll No.

Batch Grade Section Billing Type

Bill Date Due Date Bill Amount

*(Option to select individual record and print the bill or select multiple records and print bill at once)*

* 1. **Fee Collection --------------------------------------------- 5**
* **Fee Payment**

**Search By:**

Invoice No. Student Name Batch Grade

Section Billing Type Bill Date

**Display**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Invoice No | Billing Type | | Student ID | Student Name | Batch | Bill Remarks | Dr Amount (Receivable) | Cr. Amount (Paid) | Balance |
|  |  |  | |  |  |  |  |  |  |  |
| Total Payable | | | | | | | | | |  |
| Discount (Amount or in Percentage) | | | | | | | | | |  |
| Total Payable (after Discount) | | | | | | | | | |  |
| Payment Amount | | | | | | | | | |  |
| Remarks | | |  | | | | | | | |

**Add Mode of Payment**

**Payment Type** (Cheque, Digital Wallet, Bank Transfer, Connect IPS)

Transaction ID\*

Reference ID

Transaction Date\*

Service Provider Name\*

Branch

Account Name\*

Account Number\*

Notes

**Amount**

Amount

Additional Charge

Discount

Total Amount

Notes

* **Payment Receipt**
* *Generate invoice based on the payment (two copy one for office use and another for payee).*
* *Consider the logic of advance payment, due payment, fines, discount and balance carried forward to next month*
* *Ratify payment if amount is inserted wrong (void receipt and generate another) with notes. Invoice can be either reprinted or can be voided but cannot be edited.*
* *Option to void single record or multiple records at a time.* 
  1. **Bad Debt -------------------------------------- 16**

**Search By:**

Bad Debt No. Student Name Batch Grade

Section Bad Debt Type

**Display**

Bad Debt No. Student ID Student Name Batch

Grade Section Bad Debt Type Action

**Enter Bad Debt.**

Date \*

Bad Debt No. \* *(Generated on basis of Academic Year)*

Bad Debt Type \*

Incurred

Recovered

Batch\*

Grade\*

Section

Roll No

Name of Student\*

Due

Amount \*

Remarks \*

Entered By \*

Approved By \*

* 1. **Adjustment** *(mostly needed in refund of deposit, fee refund or advance refund etc.)*

**Search By:**

Adjustment No. Student Name Batch Grade

Section Bad Debt Type

**Display**

Adjustment No. Student ID Student Name Batch

Grade Section Adjustment Type Action

**Adjustment**

**Add Adjustment**

Adjustment No.\*

Adjustment Date\*

Effective Date\*

Adjustment Type\*

Batch\*

Grade\*

Section

Roll No

Name of Student\*

Due

Amount \*

Remarks \*

**Add Mode of Payment**

**Payment Type** (Cheque, Digital Wallet, Bank Transfer, Connect IPS)

Transaction ID\*

Reference ID

Transaction Date\*

Service Provider Name\*

Branch

Account Name\*

Account Number\*

Notes

**Amount**

Amount

Additional Charge

Discount

Total Amount

Notes

* 1. **Reporting** 
     1. **Day Book**

**Search By:**

Date From Date To Payment Type Student Type

**Display**

S. No Date Receipt No Student ID

Student Name Batch Amount Payment Type

Payment Partner Cheque No. Description Received By

* + 1. **Due Report**

**Search By:**

Batch Grade Section Student Name Student ID

From to Date

**Display**

S. No Student ID Student Name Grade

Section Due Amount Fine Amount Total Due Amount