**SJC Welfare Facility Fee Management System**

**Features & Functional Requirements**

1. **Student Management**
   * Add, delete, or update student records, including:
     + Admission number
     + Name
     + WhatsApp number
     + **Grade and Class**
   * **Transfer facility for the upcoming academic year.**
   * **Bulk student import facility via .xlsx file.**
2. **Facility Fee Management**
   * Insert facility fee for each student once a year.
   * Rates **(2023 & 2024 – Same Rates):**
     + **Primary (Grades 01 – 05):** Rs. 4,000
     + **Middle School (Grades 06 – 08):** Rs. 3,000
     + **Upper School (Grades 09 – 11):** Rs. 4,000
     + **Advanced Level (Grades 12 – 13):** Rs. 10,500 (for 2½ years)
3. **Search Functionality**
   * Search by student, class, grade, or **admission number.**
   * Filter by paid and unpaid facility fees.
4. **Reporting**
   * Generate reports by user, class, or grade.
   * Separate lists for paid and unpaid facility fees.
   * **Reminder for unpaid students**
5. **Receipt Management**
   * Print receipts including:
     + Receipt number + Date
     + Payment method (Cash, Online, Cheque)
       - If online: include **reference number and deposit date.**
       - If cheque: include cheque number and bank name. + **Payment made by cheque is subject to realization.**
6. **Collection Reports**
   * Generate collection reports by:
     + Daily
     + Weekly
     + Monthly
     + Annually
     + Custom date range
7. **Receipt Cancellation**
   * Cancel receipts with proper tracking and authorization.
8. **Amount Adjustment**
   * Adjust facility fee amounts (Eg scholorships , half rate , presentage , 2nd Student , 3Rd Student.
9. Back up data
10. Access controls
11. Add User ID/Passwards