Digitex Finance Module - User Manual

This manual provides a step-by-step guide to managing school finances within the Digitex system. The module is designed to be simple, intuitive, and transparent for school administrators and finance staff.

Table of Contents

1. Getting Started: Finance Setup

Before you can bill students, you must define *what* you are charging for and *how much*.

1.1 Creating Fee Types

Fee Types categorize your revenue (e.g., "Tuition Fee", "Bus Fee", "Lab Fee").

1. Navigate to **Finance > Fee Types**.
2. Click **Add Fee Type**.

3. Enter a **Name** (e.g., "Tuition 2025") and optional **Description**.
4. Click **Save**.

1.2 Defining Fee Structures

This is your "Price List". You define the amount for each grade and how it is paid.

1. Navigate to **Finance > Fee Structures**.
2. Click **Add Fee Structure**.
3. Fill in the details:
    - **Name:** e.g., "Grade 1 Tuition - Term 1".
    - **Fee Type:** Select the type you created (e.g., "Tuition").
    - **Amount:** e.g., "500.00".
    - **Frequency:** Select "Termly", "Yearly", or "One Time".
    - **Grade Level:** Select the grade this fee applies to (e.g., "Grade 1").
    - **Payment Mode:**
        - **Global:** Use this for the *Total Annual Contract* (e.g., Total Year Fee = 1500).
        - **Installment:** Use this for partial payments (e.g., Term 1 = 500).
    - **Installment Order:** If "Installment" is selected, enter "1" for Term 1, "2" for Term 2, etc.

Crucial Rule: You generally need a **Global** fee structure defined first to set the annual cap, and then **Installment** structures for the actual billing periods.

2. Invoicing & Billing

Once setup is done, you can generate invoices for students.

2.1 Generating Invoices (Global & Installment)

1. Navigate to **Finance > Invoices > Generate Invoice**.
2. **Select Class:** Choose the Class/Section (e.g., "1er A").
3. **Select Fees:** Check the boxes for the fees you want to bill (e.g., "Term 1 Tuition").
4. **Dates:** Set the Issue Date and Due Date.
5. **Select Students:** By default, all active students in the class are selected. You can uncheck specific students if needed.
6. Click **Generate**.

Note: The system prevents duplicate invoices. If you try to bill "Term 1" again to the same students, it will warn you and skip them.

2.2 One-Time Fees (Exams, Events)

For fees like "Uniform" or "Field Trip" that apply to everyone regardless of their tuition plan:

1. Create a Fee Structure with Frequency **"One Time"**.
2. Go to **Generate Invoice**.
3. Select the One-Time fee.
4. The system will invoice **ALL** selected students, ignoring whether they are on a Global or Installment tuition plan.

2.3 Scholarships & Discounts

Discounts are assigned to the **Student Profile** directly.

1. Go to **Students > Student List**.
2. Edit a student.
3. In the **Enrollment/Financial** tab, set the **Discount Amount** (Fixed or %) and reason.
4. **Result:** When you generate an invoice for this student, the discount is automatically applied and shown as a negative line item (e.g., "Scholarship: -50.00").

3. Payment Processing

3.1 Recording Payments

1. Navigate to **Finance > Invoices**.
2. Find the student's invoice (search by name or ID).
3. Click the **Pay** (Green Money Icon) button.
4. Enter the **Amount Paid**.
    - *Partial Payment:* You can accept less than the total. The status becomes "Partial".
    - *Full Payment:* Status becomes "Paid".
5. Select **Payment Method** (Cash, Bank Transfer, etc.).
6. Click **Save**.

3.2 Understanding Installment Rules

The system enforces strict financial discipline:

- **Sequential Payment:** A student cannot pay **Installment 2** if **Installment 1** is still unpaid. The system will block the transaction and show an error.
- **Annual Cap:** Payments cannot exceed the total Global Fee defined for the year.

4. Financial Reporting

4.1 Student Finance Dashboard

A comprehensive view for a single student.

- **Access:** Go to **Students > List**, click the **View (Eye)** icon on a student, then click **Finance Dashboard**.
- **Features:**
  - **Global Overview:** Shows Total Annual Fee vs. Total Paid.
  - **Installment Tabs:** View status of each term (Paid, Partial, Unpaid).
  - **Payment History:** Detailed log of every transaction.

4.2 Class Financial Reports

A grid view for the entire class.

- **Access: Finance > Class Report**.
- **Filter:** Select a Class.
- **Columns:**
  - **Today's Payment:** Cash collected today.
  - **Cumulative Paid:** Total paid this year.
  - **Remaining:** Outstanding balance.
  - **Previous Debt:** Unpaid fees from past years (automatically tracked).
- **Export:** Click "Print" or "Export CSV".

4.3 Student Balances Overview

A quick check of who owes what.

- **Access: Finance > Student Balances**.
- **View:** Lists all classes. Click "View Details" to see a student-by-student breakdown of every installment status (Paid/Unpaid).

5. Budget Management

Manage school expenses and fund allocations.

5.1 Setting Up Categories

1. Go to **Finance > Budgets > Budget Categories**.
2. Add categories like "Maintenance", "Salaries", "Events".

5.2 Allocating Budgets

1. Go to **Finance > Budgets > Budget Allocation**.
2. Click **Allocate Budget**.
3. Select a **Category** and enter the **Amount** allocated for the current academic session.

5.3 Managing Fund Requests

Staff can request funds from these budgets.

1. **Requesting:** Go to **Finance > Budgets > Allocation**, find a category, click **Request Funds**. Enter amount and reason.
2. **Approving:**
   - Go to **Finance > Budgets > Fund Requests**.
   - Pending requests appear here.
   - Click **Approve** (deducts from budget) or **Reject**.

6. Payroll (Brief Overview)

1. **Define Salary:** Go to **Finance > Salary Structures** to set base pay for staff.
2. **Attendance:** Staff attendance is tracked daily.
3. **Generate:** Go to **Finance > Generate Payroll**. Select the month. The system calculates pay based on attendance days and generates payslips.