Deltasoft

SCHOOL
MANAGEMENT SYSTMES

Fee Collection System

User Manual

Aug 2017

Introductions

Fee Collection System covers the following features:

- Generation / Printing of Fee Vouchers
- Cash Collection, Bank Collection
- Standard Vouchers, Bank Vouchers, Fill spaces in printed vouchers
- Auto arrears calculation
- Customizable Fee Structures
- Student wise concession
- Defaulter Lists, Notices
- Many of Reports

Database Connectivity

Server Name

If SQL Server is installed on same PC then you can enter [.\SQLExpress]
If SQL Server is installed on a different PC then enter PC Network name in place of Dot. For example if Server PC Name is SERVER then[Server\SQLServer]

Databases

Enter Main and Pics database names.
If Biometric device is installed for attendance then enter its database too.

User login

User base login system is implemented. On every record saving or modification time user information is also stored with each record. The default password for Administrator is 123. But after login it could be changed by him.

Main Interface

Main Menu
To open a sub menu press any section on main menu
Click on submenu option to open a form or perform an action.
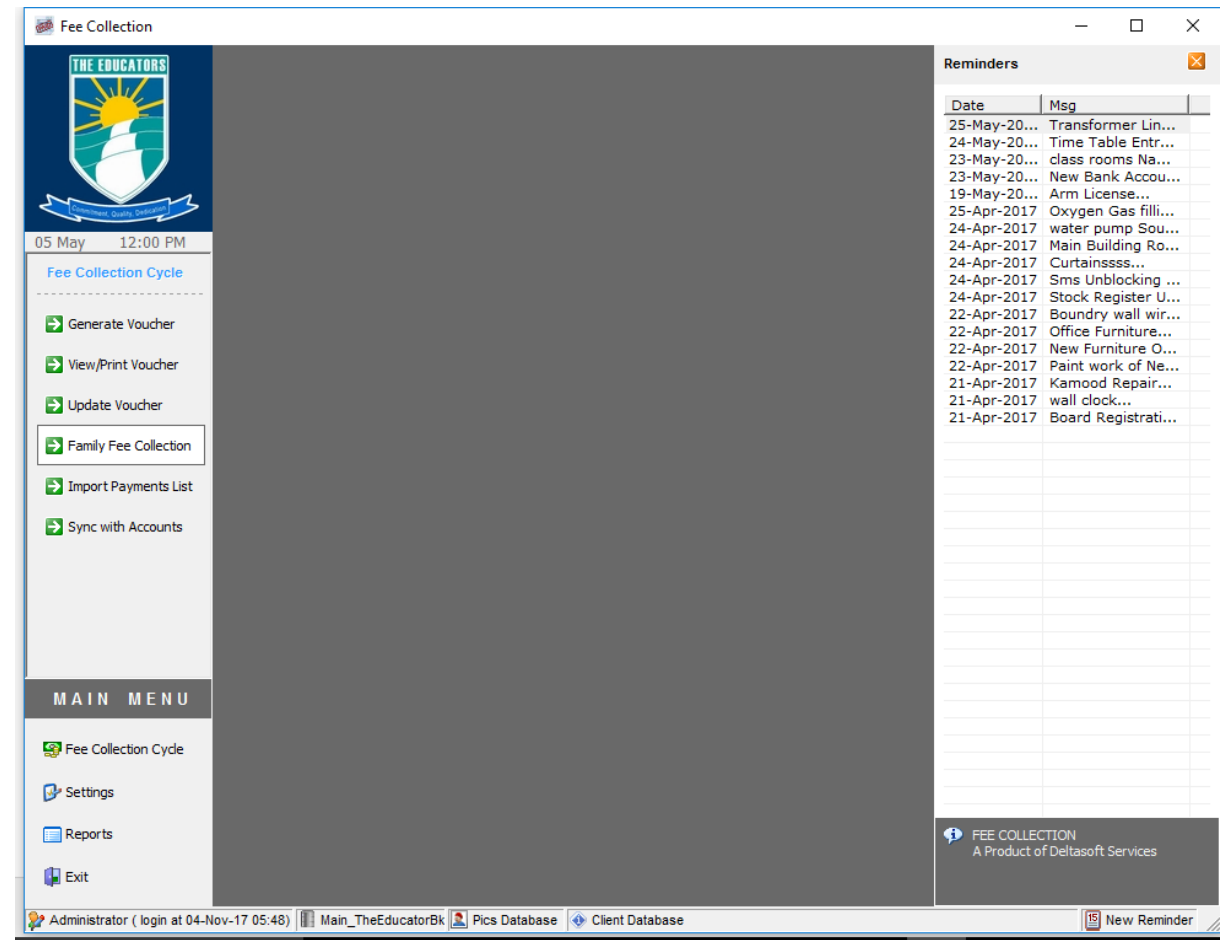
To change user or current user password
Double click on user name in status bar

To create new reminder
Double click on new reminder icon

To open previous reminder
Double click on a row in reminder list

General Tasks

How to Initialize Application

1. Create class wise Fee Structures SETTINGS → CLASS FEE STRUCTURE.

2. Set Student Fee Structure

   a) Set student fee using their admission form OR

   b) Use BULK FEE STRUCTURE to implement default fee on all students then apply concession on students if required.

3. Generation of Fee Challan

   a) Create first month fee period (eg: Mar_17) and generate fee challans for all students.

   b) Some of students might have arrears so add additional rows in details of first fee slip using Update Voucher.

Monthly Cycle

1. In the start of each fee period (such as Mar_17) fee vouchers are created using GENERATE VOUCHER.

2. Collection via Bank

3. Print fee vouchers using VIEW/PRINT VOUCHER and distribute in students.

4. Students submit their fee in Bank / School office.

5. School copies (Sub Section of fee voucher) are collected from Bank.

6. Paid fee is entered in database with help of UPDATE VOUCHER.

7. After Due Date List of Defaulters are checked.

8. Warning notices to defaulters are issued.

9. Summary reports are printed for

To Revise Fee Structure

1. Change fee structure in SETTINGS → CLASS FEE STRUCTURE.

2. Use BULK FEE STRUCTURE to implement default fee on all students then apply concession on students if required.

3. If % of discount is saved for some students then their new fee structure will be calculated according to that %.
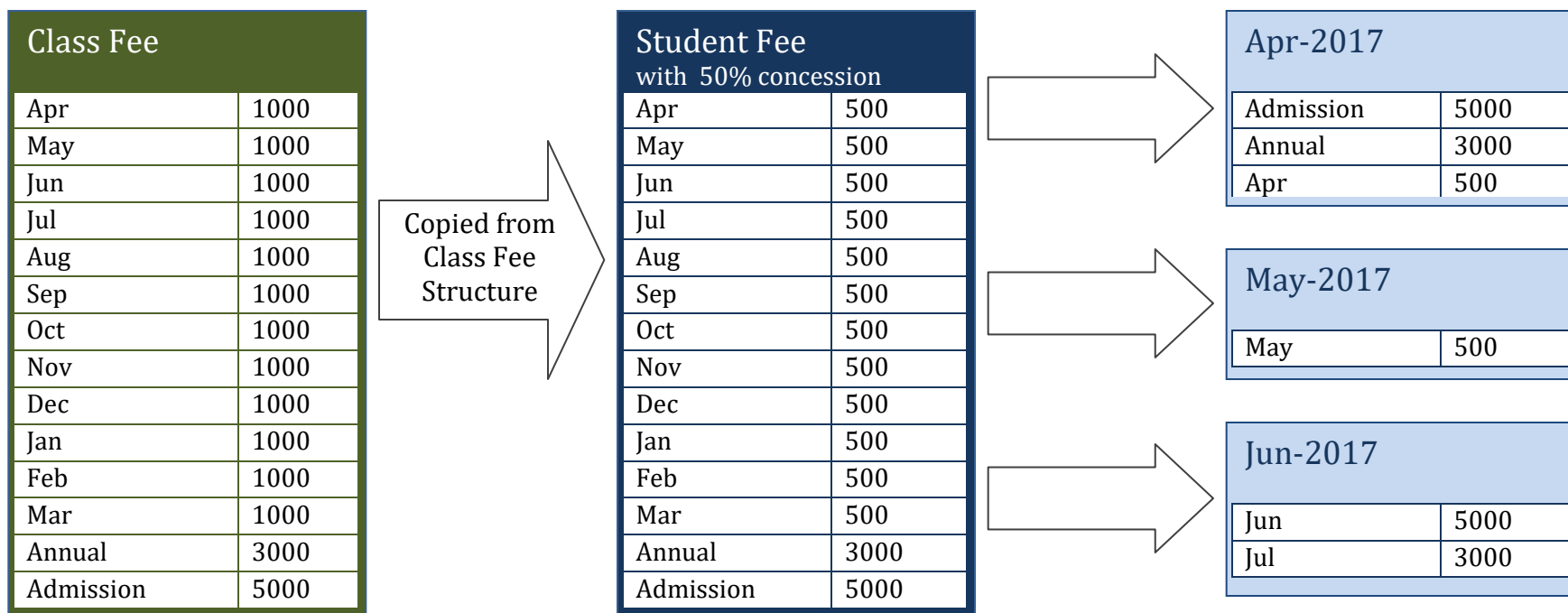
Understanding Fee Structure

First of all fee structure of all classes is created.

Every new admission imports default fee structure form class fee structure. However his structure could be changed (in case of any discount)

Whenever fee challans are generated of students, their fee is charged according to their fee structure.

When student fee structure is revised then it will affect future challans.

Class Fee	
Apr	1000
May	1000
Jun	1000
Jul	1000
Aug	1000
Sep	1000
Oct	1000
Nov	1000
Dec	1000
Jan	1000
Feb	1000
Mar	1000
Annual	3000
Admission	5000

Copied from Class Fee Structure

Student Fee with 50% concession	
Apr	500
May	500
Jun	500
Jul	500
Aug	500
Sep	500
Oct	500
Nov	500
Dec	500
Jan	500
Feb	500
Mar	500
Annual	3000
Admission	5000

Apr-2017	
Admission	5000
Annual	3000
Apr	500

May-2017	
May	500

Jun-2017	
Jun	5000
Jul	3000

Create Class Fee structure

1. Click on a class to select it.

2. Select a Fee Title / Account (eg: Tuition Fee)

3. Enter amount

4. Check tags in fee charged for

5. For monthly fee check all months

6. For Admission time fee (Admission Fee, Security Fee etc.) Check Admission

7. For Annually charge fee (Exam Fee) check Annual

8. Press [Add/Update]

Note :

•   Create structure of all classes

•   To Add / Remove Fee Titles / Accounts use Accounts Module → Chart of Accounts

.: Classes & Their Fee Structure

Report...   Close

Classes	Fee Structure			Fee Titles	Additional Print Note (w.r.t. Addmission Time Documents)
	Name	Name	Fee	Tuition Fee	
☐ Play Group	☐ Admission	Admission Fee	2000	Amount	
☐ P.Nsy	☐ Annual	Annual Charges	2000	2000	
☐ Nsy	☐ Apr	Tuition Fee	2000		
☐ K.G	☐ May	Tuition Fee	2000	Fee Charged For	
☐ I	☐ Jun	Tuition Fee	2000	☐ Apr	
☐ II	☐ Aug	Tuition Fee	2000	☐ May	
☐ III	☐ Sep	Tuition Fee	2000	☐ Jun	
☐ IV	☐ Jul	Tuition Fee	2000	☐ Aug	
☐ V	☐ Oct	Tuition Fee	2000	☐ Sep	
☐ VI	☐ Nov	Tuition Fee	2000	☐ Jul	
☐ VII	☐ Dec	Tuition Fee	2000	☐ Oct	
☐ VIII	☐ Jan	Tuition Fee	2000	☐ Nov	
☐ IX	☐ Feb	Tuition Fee	2000	☐ Dec	
☐ X	☐ Mar	Tuition Fee	2000	☐ Jan	

Print fee structure of checked classes

Add / Update

Remove

Fee Chart (all Classes)

Remove All

Save By   Saving Time

Apply Fee Structure on Students in Bulk

1. Select a Class

2. Check all rows in class fee (right click for menu)

3. Check all target students

4. Press [Apply Default]

Note : If student concession % is saved in student fee structure then new fee will be calculated according to that %.

To modify a student fee

1. Click on target row in student fee

2. Change amount and press [Save]

3. To apply % Disc enter percentage and press [Apply] icon

4. To Freeze the fee structure of student press [Freeze Stucture] and press [Save]

Note : This panel is also available on student admission form.

To Generate Fee Vouchers

1. Create a Fee Period
2. Enter a suitable name, starting date and [Save]
3. Select period row from list
4. Check target Charged for tags
5. Enter Issue Date, Due Date, Valid up to and Late Fine (if any)
6. Check target classes

To Create new Challans

- Press [Pending Challans]
- Check target students
- Press [Generate Challans]

To add more fee in already generated challans

- Press [Generated Challans]
- Press [Add in Challans]

Common Issues

Student is not displaying in list

a) Issue date is less than student's date of Admission (First date of class)
b) Issue date is greater than student date of leaving (last date of class)

Why Student Challans are not Generating

a) Checked charged for tags are already charged for the student in past in same session.
b) Student fee structure is not created or it is incomplete

Incorrect balance

Never overlap fee period dates. It means every new fee period issue date must be greater than last fee period Valid upto date (otherwise incorrect arrears will be displayed

To View/Print Vouchers

1. Check target fee period.

2. Check target classes

3. Press [Show Challans]

4. To Print Challans

5. Press any print button

6. To Delete Challans : check target rows and press [Delete Challans]

7. To open a challan details Double click on target row

Update Voucher

<u>Search challan Options :</u>

1. Enter challan number and press [Enter]
2. Enter GRNo and press [Enter]
3. Type initials of name and selcect student from drop down appeared list.

<u>Enter Collected Payment</u>

1. Press [New] in payments
2. Enter date of payment
3. Account (Cash / Bank)
4. Collected amount
5. Press [Save]

<u>To add a new row in detail</u>

1. Press [New] in Fee Detail
2. Enter Charged For, Account and amount and press [Save]

<u>To Correct Balance</u>

Press [Readjust payments]

<u>Installment Option</u>

Check installment and press [Save] on top. It will be appeared on printed challan too.

<u>Note</u>

Enter payments in fee voucher which has matching dates. i.e. Date of payment must be between issued date and valid upto.

<u>To Send Payment SMS</u>

1. Select payment row
2. Press [Readjust payments]

SMS Preview

FEE RECEIVED
Dear parent of Wania Khan,
Rs. 4200/- are received on 11-May-2017.
Thanks,
AL-KAMRAN PUBLIC SCHOOL

OK

Dafaulters

To check Defaulters

1- Check target classes
2- Select criteria
3- Enter date
4- Press [Defaulters]

Reports

Check target students
Press :
- Class wise
- Family Notice
- Guardian wise
- Annual Rep

Defaulter SMS

- Check target students
- Press [Send]
- Note: SMS Module is required

Balance Correction

- Press [Find Incorrect]
- Press [Readjust all]

Note :
Double click on a row to open related Update Voucher form of student.

Import Payments

Instead of one by one challan posting all payments from and excel sheet (.csv format) could be imported and posted at once.

1- Open import payments

2- Press [Read File]

3- Browse and select target .csv file

4- Select all columns names one by one and move them into their respective text boxes.

5- Select Debit account Bank / Cash

6- Press [Post Payments]

Note :

1- Challan number and GRNo must be matched otherwise payment will not be posted.

2- Date format must be dd-MMM-yy (i.e. 21-Dec-2000)

3- Already posted rows will not be posted again so duplication is handled by software.

GRNo	ChallanNo	Amount	PaymentDate
21629	41961	1200	23-Apr-17
21540	41962	1300	23-Apr-17
21519	41963	1100	23-Apr-17
21509	41964	1330	23-Apr-17
21499	41965	600	23-Apr-17

Sync with Accounts

If Accounts module is active then you can post all charged fee and collected fee into accounts. No need to re-enter in accounts i.e :

- Charged fee will create FCV (Fee Charged Voucher) which Debit Account Receivable of student and Credit Income.

- Collect payment will create FPV (Fee Payment Voucher) which Debit Cash / Bank and Credit Account Receivable of student.

Steps
1- Enter starting and ending dates
2- Select type
3- Press [show All]
4- Check All
5- Press [Sync Vouchers]

Note:
1- By clicking on a row you can see details of related voucher in accounts.
2- Already synced rows will not sync again

For Single studnet
3- To open a single student fee challans check GRNo and enter GRNo of student.

Session Reports

Session breakup of all months could be prepared of :

- Charged Fee
- Collected Fee
- Balance Fee

Steps

1- Select a session
2- Enter starting and ending dates
3- Enter status of students
4- Check one or more classes
5- Check charge for
6- Check accounts
7- Press any one :
    a. Session Charged
    b. Session Collection
    c. Session Balance

Note :

1- Preparation of reports will take some time so please wait until processing is finished.
2- Generated report could be exported into excel and printed.

Defaulters

Session

2017-2018
2016-2017
2015-2016
2014-2015

From 14-Mar-16
To 06-Mar-17

Status
☑ Current
☐ Left School

Classes
☑ Play Group(Ang...
☑ Play Group(But...
☑ Play Group(Rai...
☑ Nursery(Blossom)
☑ Nursery(Petals)
☑ Nursery(Starfish)
☑ KG(Dazzling)
☑ KG(Dolphins)
☑ KG(Stunning)

Fee Charged For
☑ Apr
☑ May
☑ Jun
☑ Aug
☑ Sep
☑ Jul
☑ Oct
☑ Nov
☑ Dec

Fee Accounts
☐ Security Deposi...
☐ Admission Fee
☑ Tuition Fee
☐ Sports Fee
☐ Computer Fee
☐ Lab Fee
☐ Late Fine
☐ Fine
☐ Other Fee

⚡ Session Charged
⚡ Session Collection ✕ Stop
⚡ Session Balance
☒ Close
📄 Export

Session Report (Collected Fee) 2016-2017 (14-Mar-16 to 06-Mar-17)

Class	GRNo	Student	Father	Total	Apr	May	Jun	Aug	Sep	Ju
☐ Nursery (Bloss...	1645	Abdur Raheem	Zaheer Ahmed	15600	-	-	-	-	-	-
☐ Nursery (Bloss...	1677	Ahmad Hassan	Muhammad Farooq	13000	-	-	-	-	-	-
☐ Nursery (Bloss...	1655	Ali Haider Khan	Naseem Abbas Khan	18200	-	-	-	-	2600	-
☐ Nursery (Bloss...	1578	Arfa Hussain	Ameer Hussain	31200	2600	2600	2600	2600	2600	26
☐ Nursery (Bloss...	1616	Eshaal Fatima	Subha Sadiq	31200	2600	2600	2600	2600	2600	26
☐ Nursery (Bloss...	1579	Farwa Bashir	Bashir Hussain	31200	2600	2600	2600	2600	2600	26
☐ Nursery (Bloss...	1588	Fawad Irfan	Irfan Sabir	31200	2600	2600	2600	2600	2600	26
☐ Nursery (Bloss...	1624	Ghulam Mustafa	Muhammad Zia Ullah	23175	1837.5	1837.5	1950	1950	1950	19
☐ Nursery (Bloss...	1598	Haseeb Akram	Muhammad Akram	31200	2600	2600	2600	2600	2600	26
☐ Nursery (Bloss...	1647	Huzaifa Bin Zubair	Muhammad Zubair Akram	16100	-	-	-	-	2300	-
☐ Nursery (Bloss...	1656	Iris Aamir Khan	Aamir Saeed Khan	18200	-	-	-	-	2600	-
☐ Nursery (Bloss...	1649	Mahnoor Baloch	Imtiaz Hussain Khan	18200	-	-	-	-	2600	-
☐ Nursery (Bloss...	1634	Muhammad Hussain Tan...	Tanveer Aslam	11700	-	-	-	-	-	-
☐ Nursery (Bloss...	1678	Muhammad Shahzaib Iqbal	Muhammad Iqbal	13000	-	-	-	-	-	-
☐ Nursery (Bloss...	1690	Muhammad Shoaib Mehdi	Aamir Shahazad	7800	-	-	-	-	-	-
☐ Nursery (Bloss...	1661	Muhammad Umer Saeed	Ahmed Saeed	9750	-	-	-	-	-	-
☐ Nursery (Bloss...	1641	Muhammad Zohaib Qadir	Qadir Bakhsh	18200	-	-	-	2600	-	-
☐ Nursery (Bloss...	1591	Rehan Haider	Aamir Shazad	28080	2340	2340	2340	2340	2340	23
☐ Nursery (Bloss...	1587	Siddiqa Fatima	Abdul Aziz	31200	2600	2600	2600	2600	2600	26

ℹ 628 records are found

Other Reports

In other reports section there are multiple useful reports

1- Select criteria / filters

    a. Select classes

    b. Select fee periods

    c. Select accounts

    d. Select session

    e. Enter dates

    f. Select other criteria

2- Select a report
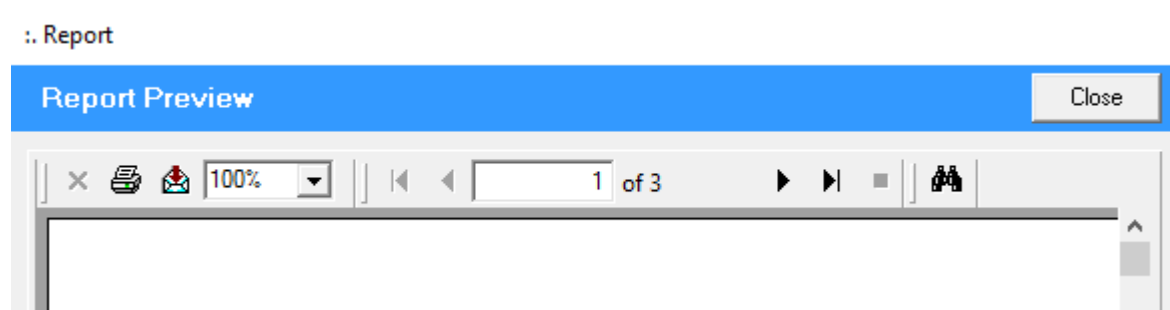
3- Press [Preview Report]

Things to Remember

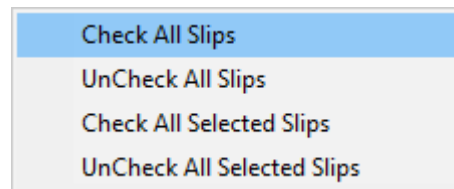### In Crystal Reports

To Print Reports
Click on printer icon.

To Export Reports
Click on envelope and select any format.

To check items in lists

Right click mouse to open popup menu and select required option

Database connectivity

If your application is closed after showing error of database connectivity then :

1- Check is SERVER PC is on.
2- Check your networking connection health. Consult with network administrator.