

**Deltasoft**



SCHOOL  
MANAGEMENT SYSTEMS

# 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.



Login

 **Log-In to database**  
Please Select a user name, enter a password and press enter

<p>Server <input type="checkbox"/> Domain Server</p> <p>Database: <input type="text" value="Main_TheEducatorBk"/></p> <p>Pics Database: <input type="text" value="Pics_Students"/></p> <p><input type="button" value="Disconnect"/></p> <p><input type="button" value="Close"/></p> <p><input type="button" value="Exit From Application"/></p>	<p>User ID: <input type="text" value="Administrator"/></p> <p>Password: <input type="password" value="*****"/></p> <p><input type="button" value="Login"/></p> <p><input type="button" value="Change Password"/></p> <p>Database Connected Please Select a User, enter password and press [ Login ]</p>
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## 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

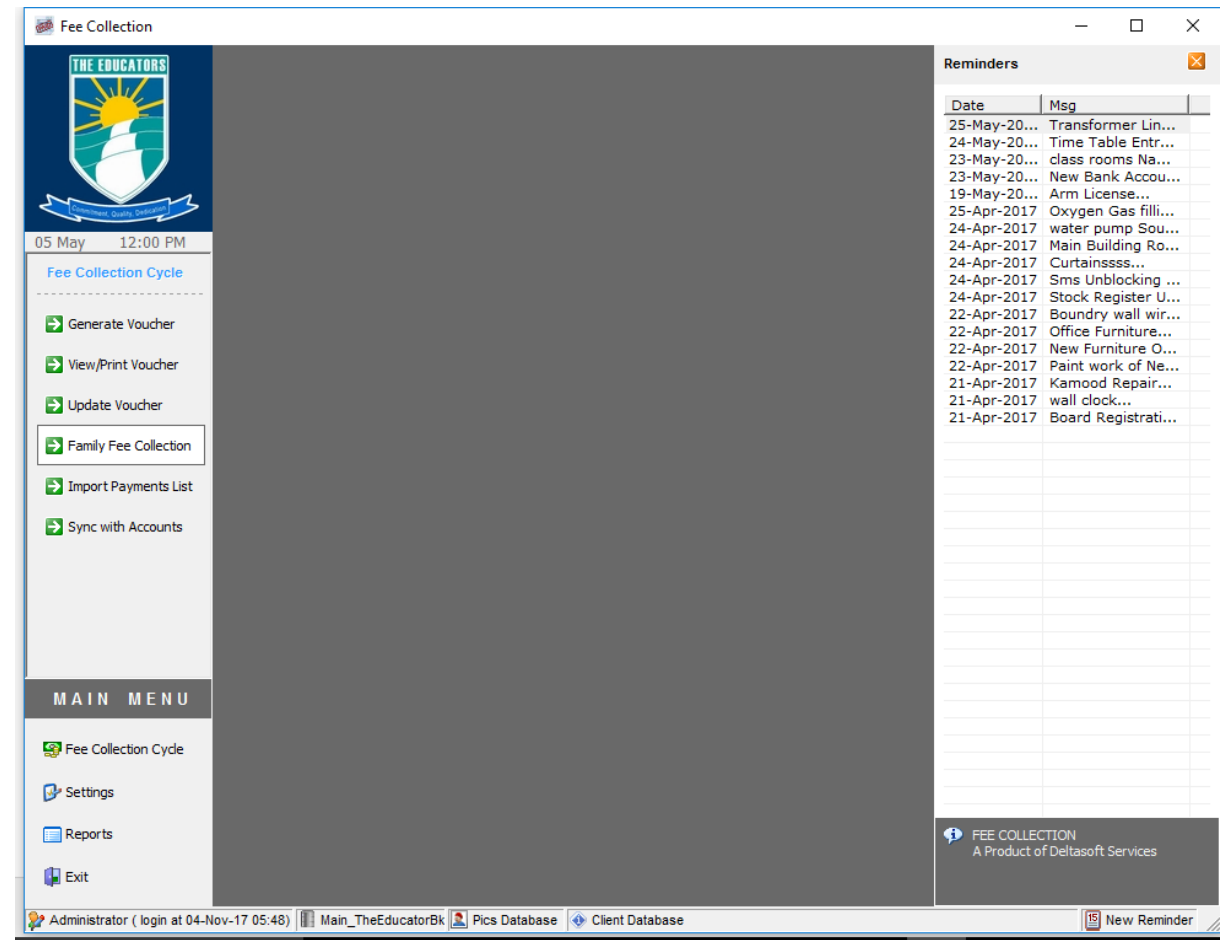
Double click on user name in status bar

### 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 %.

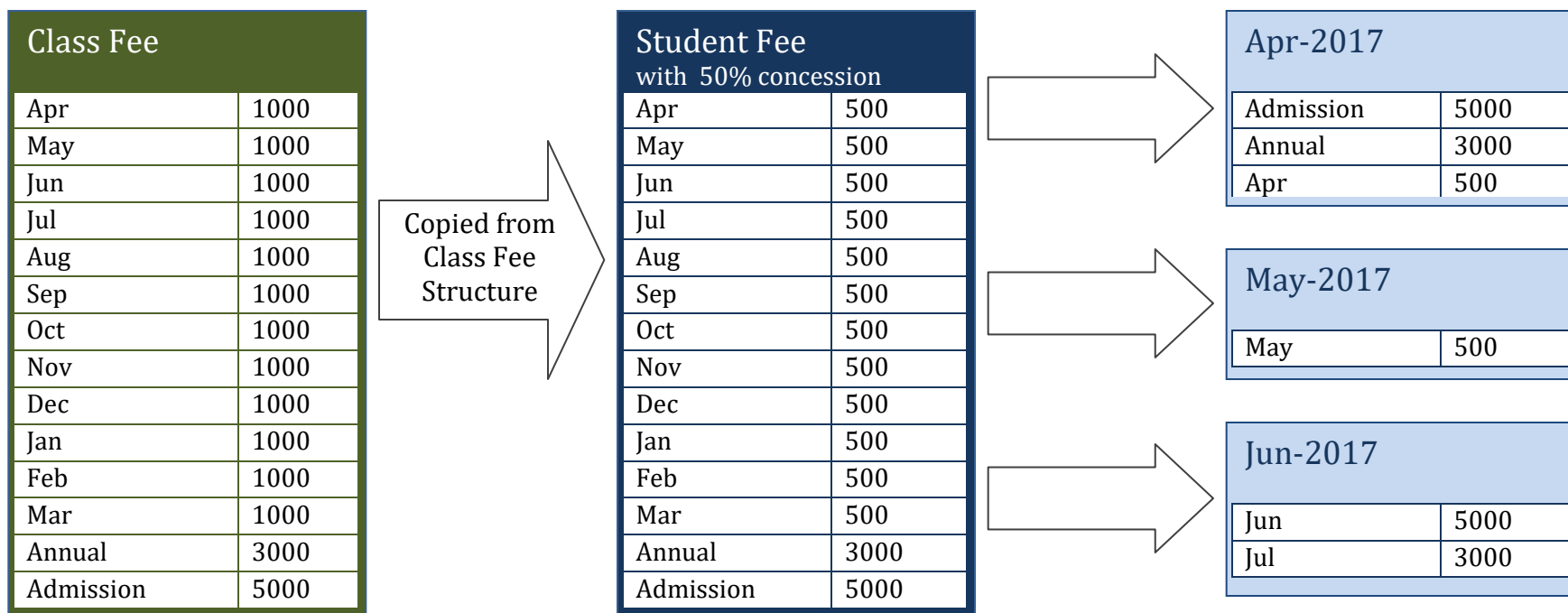
## Understanding Fee Structure

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.



## 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		
	Name	Name	Fee
<input type="checkbox"/> Play Group	<input type="checkbox"/> Admission	Admission Fee	2000
<input type="checkbox"/> P.Nsy	<input type="checkbox"/> Annual	Annual Charges	2000
<input type="checkbox"/> Nsy	<input type="checkbox"/> Apr	Tuition Fee	2000
<input type="checkbox"/> K.G	<input type="checkbox"/> May	Tuition Fee	2000
<input type="checkbox"/> I	<input type="checkbox"/> Jun	Tuition Fee	2000
<input type="checkbox"/> II	<input type="checkbox"/> Aug	Tuition Fee	2000
<input type="checkbox"/> III	<input type="checkbox"/> Sep	Tuition Fee	2000
<input type="checkbox"/> IV	<input type="checkbox"/> Jul	Tuition Fee	2000
<input type="checkbox"/> V	<input type="checkbox"/> Oct	Tuition Fee	2000
<input type="checkbox"/> VI	<input type="checkbox"/> Nov	Tuition Fee	2000
<input type="checkbox"/> VII	<input type="checkbox"/> Dec	Tuition Fee	2000
<input type="checkbox"/> VIII	<input type="checkbox"/> Jan	Tuition Fee	2000
<input type="checkbox"/> IX	<input type="checkbox"/> Feb	Tuition Fee	2000
<input type="checkbox"/> X	<input type="checkbox"/> Mar	Tuition Fee	2000

Fee Titles  
Tuition Fee

Amount  
2000

Fee Charged For

☐ Apr  
☐ May  
☐ Jun  
☐ Aug  
☐ Sep  
☐ Jul  
☐ Oct  
☐ Nov  
☐ Dec  
☐ Jan

+ Add / Update  
- Remove  
X Remove All

Additional Print Note ( w.r.t. Admission Time Documents )

Print fee structure of checked classes  
Fee Chart ( all Classes )

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 Structure ] and press [ Save ]

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

Update Students Fee Structure in Bulk

Amount

Add Change Delete

Full Structure

Apply Default Remove All

Operation Progress

Close

Class	Default Fee Structure of Class			Students ( Tuition Fee )			
	Name	Name	Fee		Name	Tuition...	Per
Play Group	<input checked="" type="checkbox"/> Admiss...	Admissio...	2000	<input type="checkbox"/>	1281 Aaron	1000	0
P.Nsy	<input checked="" type="checkbox"/> Annual	Annual C...	2000	<input type="checkbox"/>	1350 Ahnaf	1000	0
Nsy	<input checked="" type="checkbox"/> Apr	Tuition Fee	2000	<input type="checkbox"/>	1369 Aiyana	1500	
K.G	<input checked="" type="checkbox"/> May	Tuition Fee	2000	<input type="checkbox"/>	1268 Arham Arshad	1000	0
I	<input checked="" type="checkbox"/> Jun	Tuition Fee	2000	<input type="checkbox"/>	1259 Bisma Adnan	1500	0
II	<input checked="" type="checkbox"/> Aug	Tuition Fee	2000	<input type="checkbox"/>	1230 Eman	1500	0
III	<input checked="" type="checkbox"/> Sep	Tuition Fee	2000				
IV	<input checked="" type="checkbox"/> Jul	Tuition Fee	2000				
V	<input checked="" type="checkbox"/> Oct	Tuition Fee	2000				
VI	<input checked="" type="checkbox"/> Nov	Tuition Fee	2000				
VII	<input checked="" type="checkbox"/> Dec	Tuition Fee	2000				
VIII	<input checked="" type="checkbox"/> Jan	Tuition Fee	2000				
IX							

Student Fee

Name	Amount
<input type="checkbox"/> Admission Fee	2000
<input type="checkbox"/> Tuition Fee	1000
<input type="checkbox"/> Annual Charges	2000

Admission Fee

% Disc in Tuition fee

Note ( if any )

☐ Freeze Structure

Select a class, Check target students and press [ Update Structure ]

Save By  Saving Time

## 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 ]

Generate Slips

Follow the given steps to generate fee challans of each fee period.

[ 1 ] Create a fee period

Fee Period: oct\_17 From Date: 01-Oct-17

New Save Del

Fee Period	From Date
oct_17	01-Oct-2017
Sep_17	01-Sep-2017

[ 2 ] Select Details

Charged For: ☐ Aug ☐ Sep ☒ Jul ☐ Oct ☐ Nov ☐ Dec ☐ Jan

Issue Date: 01-Oct-17

Due Date: 10-Oct-17

Valid Upto: 31-Oct-17

Late Fine: 100

☒ Charge Once in Session

Additional Remarks ( If any )

[ 3 ] Select Classes

☒ Play Group(A) ☒ P.Nsy(A) ☒ P.Nsy(B) ☒ Nsy(A) ☒ Nsy(B) ☒ K.G(A) ☒ K.G(B) ☒ I(A) ☒ I(B) ☒ II(A) ☒ II(B) ☒ III(A)

☒ Admitted ☐ Rgt. Only

[ 4 ] Select Target Students 709 students on 01-Oct-17

GRNo	Name	ClassSec
<input checked="" type="checkbox"/> 1281	Aaron	Play Group_A
<input checked="" type="checkbox"/> 1350	Ahnaf	Play Group_A
<input checked="" type="checkbox"/> 1369	Aiyana	Play Group_A
<input checked="" type="checkbox"/> 1268	Arham Arshad	Play Group_A
<input checked="" type="checkbox"/> 1259	Bisma Adnan	Play Group_A
<input checked="" type="checkbox"/> 1230	Eman	Play Group_A
<input checked="" type="checkbox"/> 1331	Luban Asgar	Play Group_A
<input checked="" type="checkbox"/> 1225	M.ayan	Play Group_A
<input checked="" type="checkbox"/> 1321	M.ayyan	Play Group_A
<input checked="" type="checkbox"/> 1240	M.hamdan Khan	Play Group_A
<input checked="" type="checkbox"/> 1360	M.taha	Play Group_A
<input checked="" type="checkbox"/> 1340	M.zavyar	Play Group_A
<input checked="" type="checkbox"/> 1272	Mathew Michael	Play Group_A

Pending Challans

Generated Challans

Generate Challans

Add in Challans

Generation Progress

% Progress

## 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

View / Print Fee Vouchers

**Fee Periods**

☐ MAY-...  
☒ APR-2017  
☐ MAR-JULY 2...  
☐ FEB-2017

**Classes**

☒ M.R\_A 30  
☐ M.R\_B 30  
☐ M.R\_C 16  
☐ M.R\_D 11

Show Challans

Print ☒ Include Arrears

Bank Challans  
Cash Challans  
Special Challans

Actions  
Delete Challans  
Challan Numbers  
More Actions

Close

Sorted By : GRNo Name Class Guardian

GRNo	Name	ClassSec	FeePeriod	ChallanNo	Guardian	IssueDate
<input type="checkbox"/>	21629 Abdul Wahab	M.R_A	APR-2017	40316	Muhammad Badar Uddin	01-Apr-2017
<input type="checkbox"/>	21540 Anabia	M.R_A	APR-2017	40317	Muhammad Kashif	01-Apr-2017
<input type="checkbox"/>	21519 Anabia Ansar	M.R_A	APR-2017	40318	Ansar Zafar	01-Apr-2017
<input type="checkbox"/>	21509 Anabiya Fatima	M.R_A	APR-2017	40319	Aslam Parwez	01-Apr-2017
<input type="checkbox"/>	21499 Areesha Sheikh	M.R_A	APR-2017	40320	Muhammad Nadeem Shei...	01-Apr-2017
<input type="checkbox"/>	21502 Asma	M.R_A	APR-2017	40321	Muhammad Tayyab	01-Apr-2017
<input type="checkbox"/>	21547 Eishaal Shoaib	M.R_A	APR-2017	40322	Shaikh Shoaib Ahmed	01-Apr-2017
<input type="checkbox"/>	21505 Hania Rehman	M.R_A	APR-2017	40323	Moiz Ur Rehman	01-Apr-2017
<input type="checkbox"/>	21520 Khadija Maqbool	M.R_A	APR-2017	40324	Maqbool Ahmed	01-Apr-2017
<input type="checkbox"/>	21543 Maliha Kamal	M.R_A	APR-2017	40325	Qazi Muhammad Kamal U...	01-Apr-2017
<input type="checkbox"/>	21501 Muhammad Hassan	M.R_A	APR-2017	40326	Tanveer Hussain	01-Apr-2017
<input type="checkbox"/>	21515 Muhammad Khubaib	M.R_A	APR-2017	40327	Shehzad Akbar	01-Apr-2017
<input type="checkbox"/>	21511 Muhammad Raham Alam	M.R_A	APR-2017	40328	Khurshid Alam	01-Apr-2017

30 slips found

Select a Fee Period, Check Classes, Check Students and then press buttons to view reports or to perform operations

AL-KAMRAN PUBLIC SCHOOL  
CASH VOUCHER

Cash Slip : 40316 SCHOOL COPY

Class : M.R\_A Issue Date : 1-Apr-2017  
Reg. No. : 21629 Session : 2017-2018  
G. R. No. : 21629 Period : APR-2017

Student Name : Abdul Wahab  
Father Name : Muhammad Badar Uddin

Fee Details

Apr	Tuition Fee	2,000
Apr	Admission Fee	5,000
Apr	Examination Fee	1,500
Arrears	0	Current
Valid up to	17-Apr-2017	Before Due
Due Date	10-Apr-2017	After Due

Cashier : Officer

AL-KAMRAN PUBLIC SCHOOL  
CASH VOUCHER

Cash Slip : 40316 STUDENT COPY

Class : M.R\_A Issue Date : 1-Apr-2017  
Reg. No. : 21629 Session : 2017-2018  
G. R. No. : 21629 Period : APR-2017

Student Name : Abdul Wahab  
Father Name : Muhammad Badar Uddin

Fee Details

Apr	Tuition Fee	2,000
Apr	Admission Fee	5,000
Apr	Examination Fee	1,500
Arrears	0	Current
Valid up to	17-Apr-2017	Before Due
Due Date	10-Apr-2017	After Due

Cashier : Officer

## Update Voucher

Search challan Options :

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

Enter Collected Payment

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

### To add a new row in detail

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

### To Correct Balance

Press [ Readjust payments ]

### Installment Option

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

**: Slip generated on ( 22-Apr-2017 3:21:53 PM ) by Administrator**

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Challan History

ClassSec	Name	SlipNo
X(C)	MAY-2017	43299
X(C)	APR-2017	40755
IX(C)	MAR-J...	40236
IX(C)	FEB-2017	38911
IX(C)	JAN-JU...	37505

10 Slips found!

Family

GRNo	Name	Class
1926	Wania Khan	X ( C )

Payable challans of family

GRNo	Name	Bal
------	------	-----

Total dues ( with Late fine )      **0**  
Last payment date      11-May-17

LATEST

43299    Find

G.R.No.    Name    ☒ Admitted    ☐ Registered    Class\_Sec  
        X ( C )

Guardian / Father    Contact No    Remarks (If Any)

Fee Period    Session    Issue Date    Due Date    Valid Upto

Fee Details  

Charged For	Fee Account	Amount	
Apr	Admission Fee		
Save   New   Del			
May	Tuition Fee	1000	1000
Fine	Late Fine	100	100

Current	<b>1000</b>
Arrears	<b>3100</b>
Late Fine	<b>100</b>
Net Amt	<b>4200</b>
<input type="checkbox"/> Installment	<b>0</b>

**Due Amount :    4200       Paid Amount :    4200       Balance Amount :    0**

Payments  

ID	Payment Date	In Account	Amount	Remarks
	01-Nov-17			
36056	11-May-2017	Ubl	4200	

New    Save    Recv    Del    |    Sample    Send    ☐ Auto

Reports

- Bank Challan
- Cash Rcpt.    Cash Rcpt.
- Custom Challan

From   
 To

- Ledger Detailed
- Ledger Summary

Actions

- Readjust Pmnts

Syncd. Vouchers

FCV-	Amt-
<span>Unlink</span>	<span>Del</span>
FPV-0	Amt-0
<span>Unlink</span>	<span>Del</span>


To modify details please use [New] [Save] and [Del] buttons over details list.To enter payment press [New] in payment section and press [Add]

### Note

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

### To Send Payment SMS

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 ]

The screenshot shows the 'Defaulters' application window. It has a top toolbar with buttons for 'Classes', 'Selection Criteria', 'Reports', 'SMS', and 'Readjustments'. Below the toolbar is a table with columns: ClassSec, GRNo, Student, Guardian, and Bal. The table lists 25 students with their respective balances. At the bottom, a status bar indicates '125 Defaulter Found! ( Bal : 390859 )'.

ClassSec	GRNo	Student	Guardian	Bal
<input type="checkbox"/> M.R(A)	21629	Abdul Wahab	Muhammad Badar Uddin	6500
<input type="checkbox"/> M.R(B)	21545	Muhammad Shayan Bin Amir	Muhammad Amir	2100
<input type="checkbox"/> M.R(C)	21589	Abdul Rafay	Abdul Rauf	2100
<input type="checkbox"/> M.R(D)	21644	Dayyan	Faraz Ahmed	2100
<input type="checkbox"/> M.R(D)	21647	Farhan	Muhammad Ali	2100
<input type="checkbox"/> M.J(A)	21541	Muhammad Asad Khan Durrani	Muhammad Imran Khan Durani	4000
<input type="checkbox"/> M.J(B)	21381	Muhammad Ashar Zeeshan	Muhammad Zeeshan Shafi	2050
<input type="checkbox"/> M.J(B)	21378	Naveera Khan	Muhammad Amir Khan	4100
<input type="checkbox"/> M.J(C)	21428	Aliza Nadeem	Nadeem Ahmed	6450
<input type="checkbox"/> M.J(C)	21443	Muhammad Hassan	Gulshad Ahmed	1075
<input type="checkbox"/> M.J(C)	21439	Muhammad Mustufa Khan	Mehboob Khan	4000
<input type="checkbox"/> M.J(C)	21413	Neha Jabeen	Muhammad Ikhlq	1950
<input type="checkbox"/> M.J(C)	21434	Subhaniya Rehmani	Imran Rehmani	4100
<input type="checkbox"/> M.J(D)	21447	Horia Nabeel	Nabeel Akram	6950
<input type="checkbox"/> M.J(D)	21464	Muhammad Ali	Muhammad Naeem Kaleem	4100
<input type="checkbox"/> M.J(D)	21555	Muhammad Musharib Khan	Muhammad Sajid Khan	2050
<input type="checkbox"/> M.J(D)	21491	Muhammad Rafay	Muhammad Zaim	2050
<input type="checkbox"/> M.J(E)	21551	Ayesha	Muhammad Waqar	3900
<input type="checkbox"/> M.J(E)	21585	Muhammad Ali	Muhammad Shahid	1950
<input type="checkbox"/> M.J(F)	21615	Hamza Ali Qadri	Nazim Khan	1950

### 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

[illegible]

## 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

- Enter starting and ending dates
- Select type
- Press [ show All ]
- Check All
- Press [ Sync Vouchers ]

### Note:

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

### For Single studnet

- To open a single student fee challans check GRNo and enter GRNo of student.

ID_Slip	IssueDate	FeePeriod	GRNo	Name	Class
37662	22-Jan-2017	FEB-2017	21331	Anabia Faiq	M.R(A
37663	22-Jan-2017	FEB-2017	21338	Ayaan	M.R(A
37664	22-Jan-2017	FEB-2017	21328	Aysha Siddiq	M.R(A
37665	22-Jan-2017	FEB-2017	21347	Hafsa Khan ...	M.R(A
37666	22-Jan-2017	FEB-2017	21351	Hasnain Sid...	M.R(A
37667	22-Jan-2017	FEB-2017	21339	Khuzaima M...	M.R(A
37668	22-Jan-2017	FEB-2017	21346	Maisha Irfan	M.R(A
37669	22-Jan-2017	FEB-2017	21349	Muhammad ...	M.R(A
37670	22-Jan-2017	FEB-2017	21344	Muhammad ...	M.R(A
37671	22-Jan-2017	FEB-2017	21332	Muhammad ...	M.R(A
37672	22-Jan-2017	FEB-2017	21357	Muhammad ...	M.R(A
37673	22-Jan-2017	FEB-2017	21337	Muhammad ...	M.R(A
37674	22-Jan-2017	FEB-2017	21340	Muhammad ...	M.R(A
37675	22-Jan-2017	FEB-2017	21335	Muhammad ...	M.R(A
37676	22-Jan-2017	FEB-2017	21330	Muhammad ...	M.R(A
37677	22-Jan-2017	FEB-2017	21341	Muhammad ...	M.R(A
37678	22-Jan-2017	FEB-2017	21345	Muntaha Az...	M.R(A
37679	22-Jan-2017	FEB-2017	21334	Naima Asif	M.R(A
37680	22-Jan-2017	FEB-2017	21333	Qirat Khan	M.R(A
37681	22-Jan-2017	FEB-2017	21348	Shabhy Fati...	M.R(A
37682	22-Jan-2017	FEB-2017	21342	Syed Mahad...	M.R(A
37683	22-Jan-2017	FEB-2017	21356	Syed Muha...	M.R(A
37684	22-Jan-2017	FEB-2017	21343	Syed Mustaf...	M.R(A
37685	22-Jan-2017	FEB-2017	21350	Syed Shifan ...	M.R(A
37686	22-Jan-2017	FEB-2017	21355	Syeda Mary...	M.R(A

## 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 Depos... ☐ Admission Fee ☒ Tuition Fee ☐ Sports Fee ☐ Computer Fee ☐ Lab Fee ☐ Late Fine ☐ Fine ☐ Other Fee

Session Charged Session Collection Session Balance

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

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 ]

.: Reports	
<p><b>Collected Fee   Other Reports  </b></p> <ul style="list-style-type: none"> <li> Fee Collection ( per day summary )</li> <li> Fee Collection Details</li> <li> Fee Collection ( Class Wise )</li> <li> Fee Collection ( Class Wise Summary )</li> <li> Fee Collection ( Class Wise ) Tuition Fee</li> </ul>	<div> <b>Period</b>            Session            2017-2018 ^            2016-2017 v            2015-2016            From            07-Mar-17 v            To            06-Mar-18 v         </div> <div> <b>Admission ?</b>  <input checked="" type="checkbox"/> Admissoned  <input type="checkbox"/> Registered         </div> <div> <b>Status ?</b>  <input checked="" type="checkbox"/> Current  <input type="checkbox"/> Left         </div> <div> <input type="checkbox"/> GRNo  <input type="text" value="0"/> </div>
	<div> <b>Classes</b>  <input checked="" type="checkbox"/> Play Group(Angels) ^  <input checked="" type="checkbox"/> Play Group(Butterfly)  <input checked="" type="checkbox"/> Play Group(Rainbow)  <input checked="" type="checkbox"/> Nursery(Blossom)  <input checked="" type="checkbox"/> Nurserv(Petals) v         </div> <div> <b>Fee Periods</b>  <input type="checkbox"/> June_2017 ^  <input type="checkbox"/> April_May 2017  <input type="checkbox"/> Feb_March 2017  <input type="checkbox"/> Dec2016_Jan2017  <input type="checkbox"/> Oct Nov 2016 v         </div> <div> <b>Fee Accounts</b>  <input type="checkbox"/> Security Deposit Refund ^  <input type="checkbox"/> Admission Fee  <input type="checkbox"/> Tuition Fee  <input type="checkbox"/> Sports Fee  <input type="checkbox"/> Computer Fee v         </div> <div>  Preview Report         </div> <div>  Close         </div>

Select a tab, click on report, set criteria and press [ preview Report ]

Collected Fee ( 7-Mar-2017 to 6-Mar-2018 )							Page 1 of 3
S.No.	Date	Fee Period	ID_Slp	G.R.No.	Student	Class Sec	Amount
<b>March 2017</b>							
<b>Bank Alfalah</b>							
1	7-Mar-17	Feb_March 2017	24,044	1491	Muhammad Mudair	I (Tulso)	5,240
Total Collected in Day 7-Mar-17 :							<b>5,240</b>
2	8-Mar-17	Feb_March 2017	24,006	1208	Fawad Rasool Joya	I (Rosess)	5,250
3	8-Mar-17	Feb_March 2017	24,363	1492	Tanzeela Adam	VI (Girle)	3,750
4	8-Mar-17	Feb_March 2017	23,875	1490	Mubashir Ali	Nursery (Starfish)	5,450
Total Collected in Day 8-Mar-17 :							<b>14,450</b>
5	11-Mar-17	Feb_March 2017	23,832	1458	Shifa Malik	Nursery (Blossom)	5,480
6	11-Mar-17	Feb_March 2017	24,401	629	Hassan Mustafa	VIII (Boys)	5,280
Total Collected in Day 11-Mar-17 :							<b>10,760</b>

Month	Account	Date	Vouchers	Amount
March 2017	Bank Alfalah	7-Mar-17	1	5,240
		8-Mar-17	3	14,450
		11-Mar-17	2	10,760
		13-Mar-17	21	165,233
		14-Mar-17	13	90,610
		16-Mar-17	1	10,780
		17-Mar-17	14	77,975
		20-Mar-17	1	5,560
		25-Mar-17	1	35,600
		28-Mar-17	14	92,560
		29-Mar-17	3	16,500
		30-Mar-17	5	32,876
		31-Mar-17	16	105,754
			95	663,898
			95	663,898

## Things to Remember

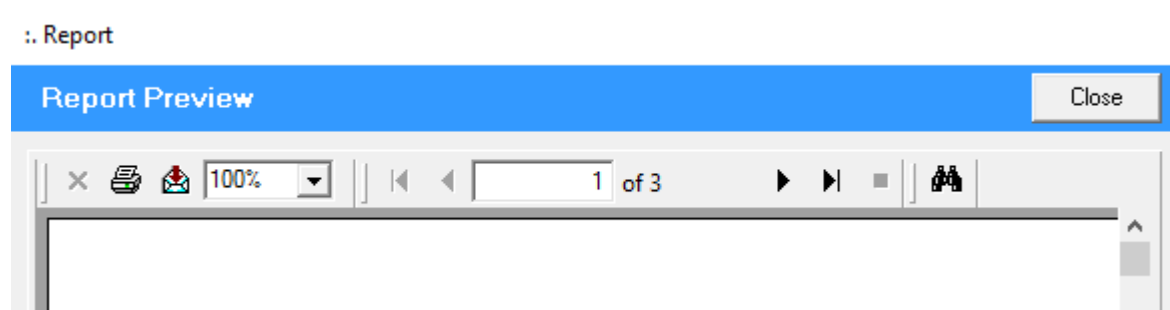
### In Crystal Reports

#### To Print Reports

Click on printer icon.

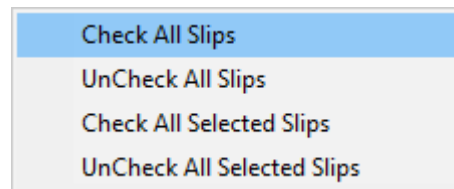
#### To Export Reports

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.