

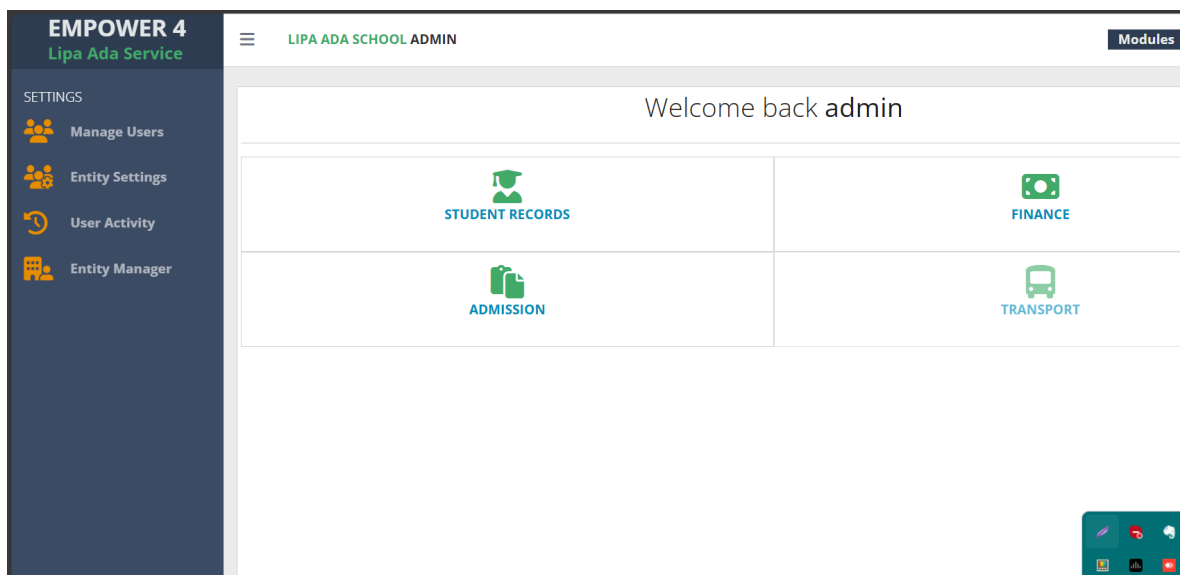
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Introduction

Lipa Ada (Empower 4) is a comprehensive school management system designed specifically for Tanzania. Built with a modular architecture, Lipa Ada allows for the separation of various functionalities and sections of school operations, providing better control and usability.

This documentation provides a step-by-step guide to the core functionalities of the system and common use cases.



Introduction

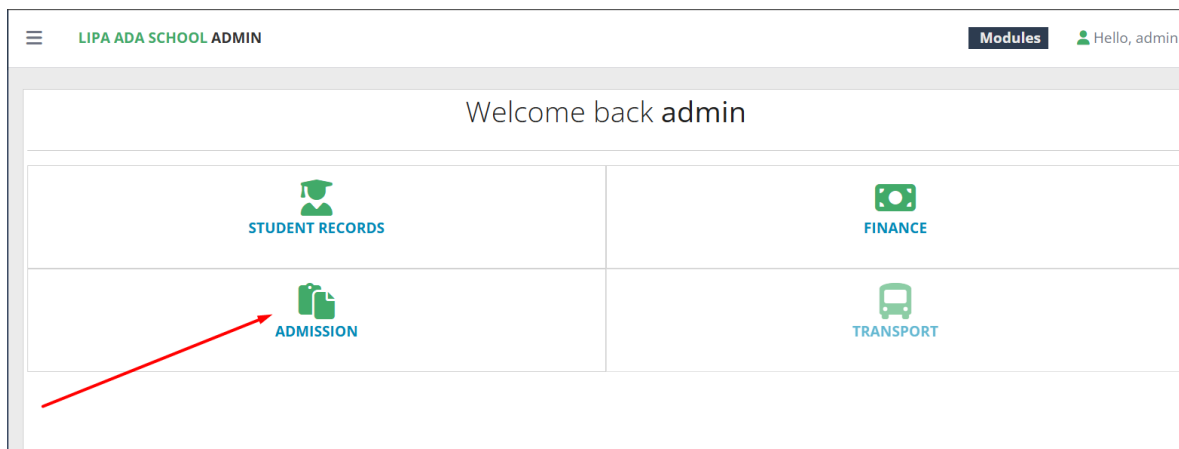
Admission Module

This module allows schools to streamline their admission process by enabling online applications. Schools can easily share their application link with parents through advertisements and social media, making the process accessible and convenient.

In addition to facilitating online payments, the module implements robust financial controls, ensuring a smooth and secure transaction process.

The module also provides essential tools for managing the admission process, including scheduling interviews, assessing students, and assigning them to the appropriate classrooms. Throughout the process, parents receive timely updates via SMS, keeping them informed about the status of their child's application.

Note: To ensure this module functions correctly, you need to create an **Operating Revenue** account and set it as the default account for recording admission revenue. This can be done under Administrator Settings. Although we typically set this up for you, please double-check to ensure it's configured to meet your specific needs.



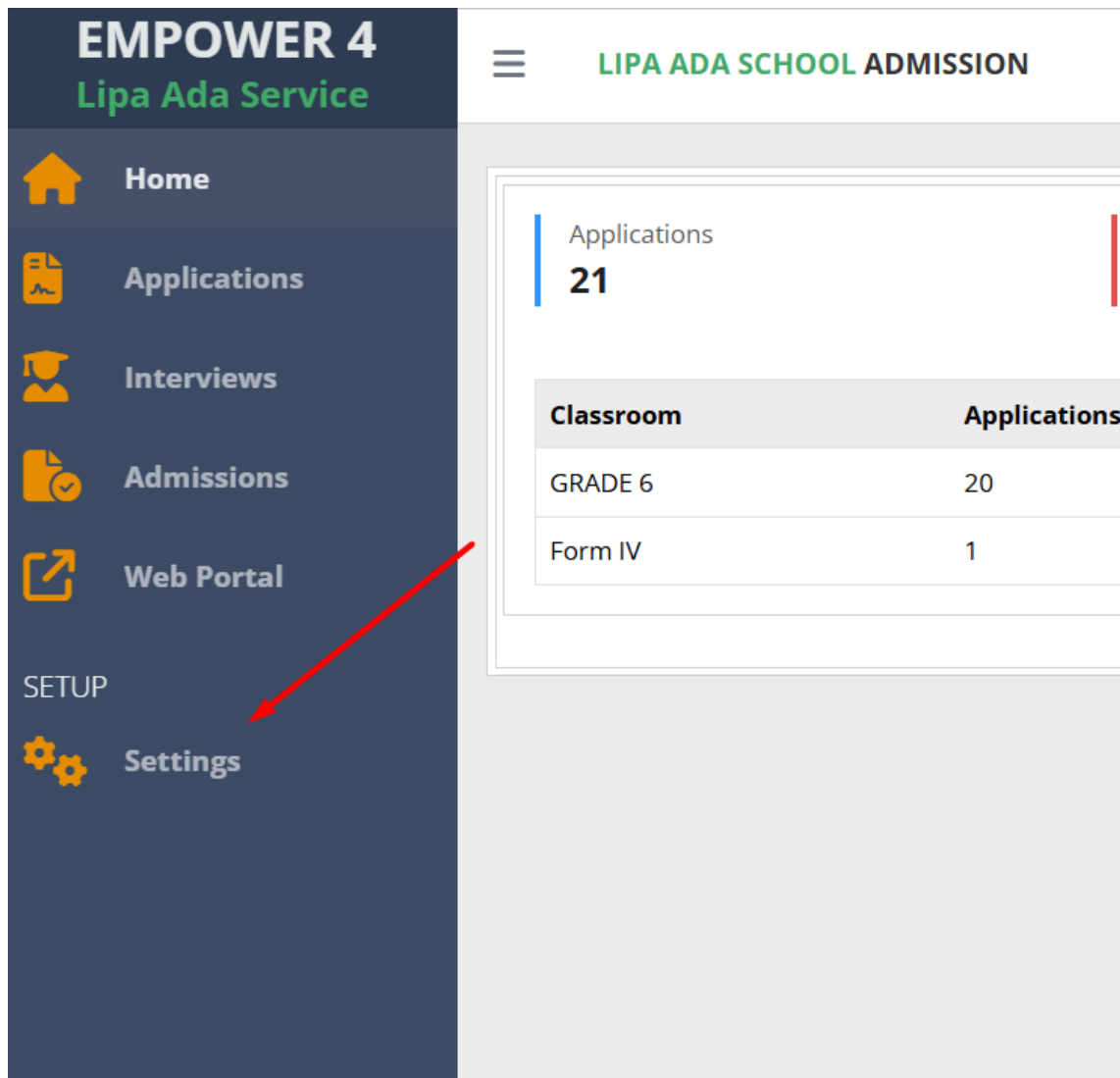
admission_module.png

Setup

Ensure you have registered all your **Classrooms** under **Student Records Module**

To begin using the admission module, follow these steps to complete the setup:

1. Open Settings



adm_set.png

2. Enter Admission Fees

Specify the admission fee for each classroom.

Save Changes

| Fee Settings | | |
|--------------|-----------------------|-------------------|
| Classroom | Current Admission Fee | New Admission Fee |
| FORM III | 0.00 | 10000 |
| Form IV | 0.00 | |
| GRADE 6 | 0.00 | |

3. Enable Admissions

Open the admission process by selecting **Yes**.

Admission Settings

General Settings

Is Admission Open

Yes

▼

Open Years

☐ 2024 ☐ 2025

Admission Notices

Terms & Conditions (T&C)

adm_open.png

4. Select Academic Years

Choose the academic years for which admissions should be open.



Admission Settings

General Settings

Is Admission Open

Yes



Open Years



2024



2025



Admission Notices

Terms & Conditions (T&C)

adm_y.png

5. Add a Notice

Write any notice you want displayed at the top of the admission page.

6. Set Admission Terms and Conditions


Clearly outline the terms and conditions, such as whether admission is guaranteed or if the admission fee is refundable.



General Settings

Is Admission Open Yes ▼


Open Years ☐ 2024 ☒ 2025



Admission Notices

Child names must match his/her birth certificate 

Terms & Conditions (T&C)

All admission fees are non-refundable 

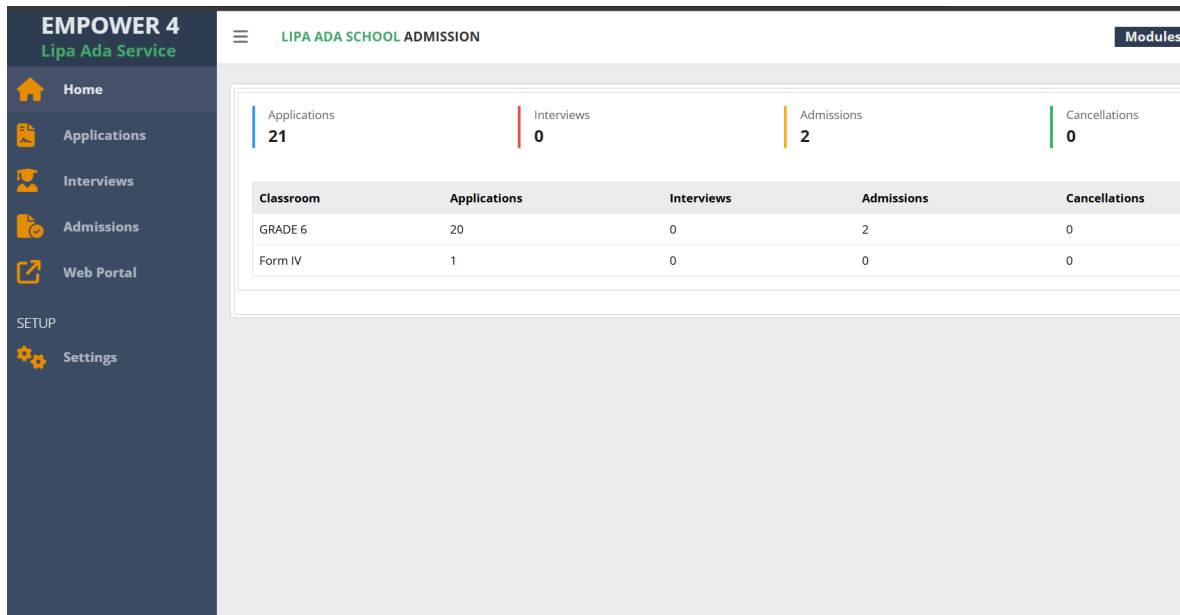
 

ad_terms.png

7. Click **Save Chages** to finish

Dashboard

Admission dashboard provide stats of applications as per active academic year opened for admission.



admin_db.png

Applications

This section lists all applications submitted by parents, allowing you to filter them by status to view **PAID** and **UNPAID (NEW)** applications and also filter them by **Classroom**. Next to each application entry, there is a **Decision** button that opens a **Decision Box**. This box provides options to either call for an interview, proceed with further processing, or reject the application (see Figures 1 & 2 below).

Additionally, this section enables you to make bulk decisions. You can select multiple applications using the checkboxes at the beginning of each entry and then click the **Bulk Decision** button located in the top right corner of the section as shown in figure 3.

EMPOWER 4
Lipa Ada Service

Home Applications Interviews Admissions Web Portal SETUP Settings

LIPA ADA SCHOOL ADMISSION

Modules Hello, admin

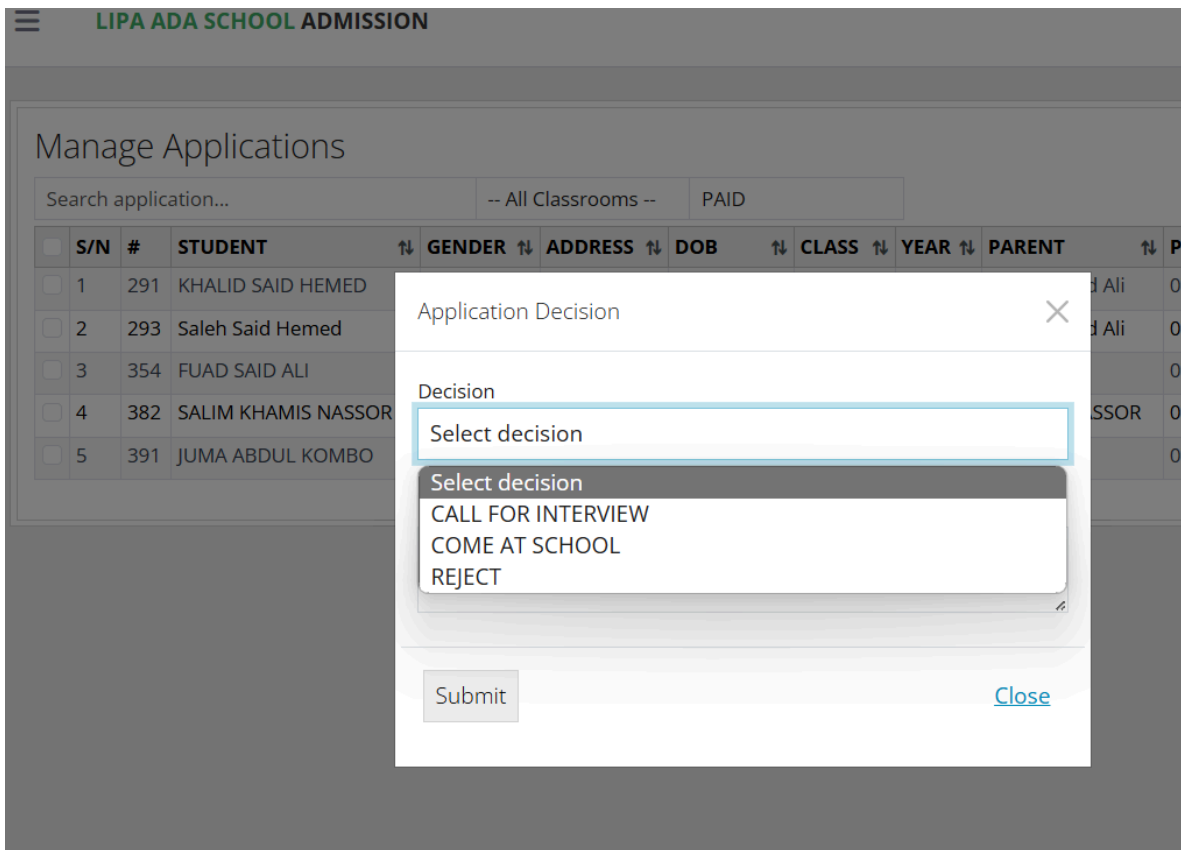
Manage Applications

Search application... -- All Classrooms -- PAID

| S/N | # | STUDENT | % GENDER | % ADDRESS | % DOB | % CLASS | % YEAR | % PARENT | % PHONE | % NOTES | CN | STATUS | % ACTION |
|-----|-----|---------------------|----------|-----------|------------|---------|--------|----------------|------------|---------|--------------|--------|----------|
| 1 | 291 | KHALID SAID HEMED | Male | Mombasa | 2024-08-01 | GRADE 6 | 2025 | Said Hemed Ali | 0777001700 | | 346761000012 | PAID | Decision |
| 2 | 293 | Saleh Said Hemed | Male | Mombasa | 2024-08-05 | GRADE 6 | 2025 | Said Hemed Ali | 0777001700 | | 346761000014 | PAID | Decision |
| 3 | 354 | FUAD SAID ALI | Female | MOMBASA | 2024-08-01 | GRADE 6 | 2025 | SAID FUAD | 0777001700 | | 346761000025 | PAID | Decision |
| 4 | 382 | SALIM KHAMIS NASSOR | Male | MWERA | 2002-08-14 | GRADE 6 | 2025 | KHAMIS NASSOR | 0772214421 | | 346761000031 | PAID | Decision |
| 5 | 391 | JUMA ABDUL KOMBO | Male | Mombasa | 2024-08-01 | GRADE 6 | 2025 | Juma said | 0777001700 | | 346761000032 | PAID | Decision |

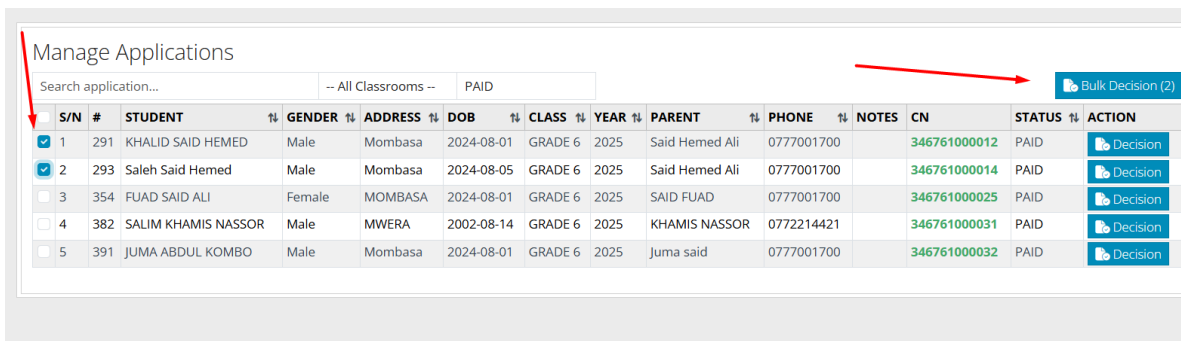
app_f1.png

Figure 1



addp_f2.png

Figure 2

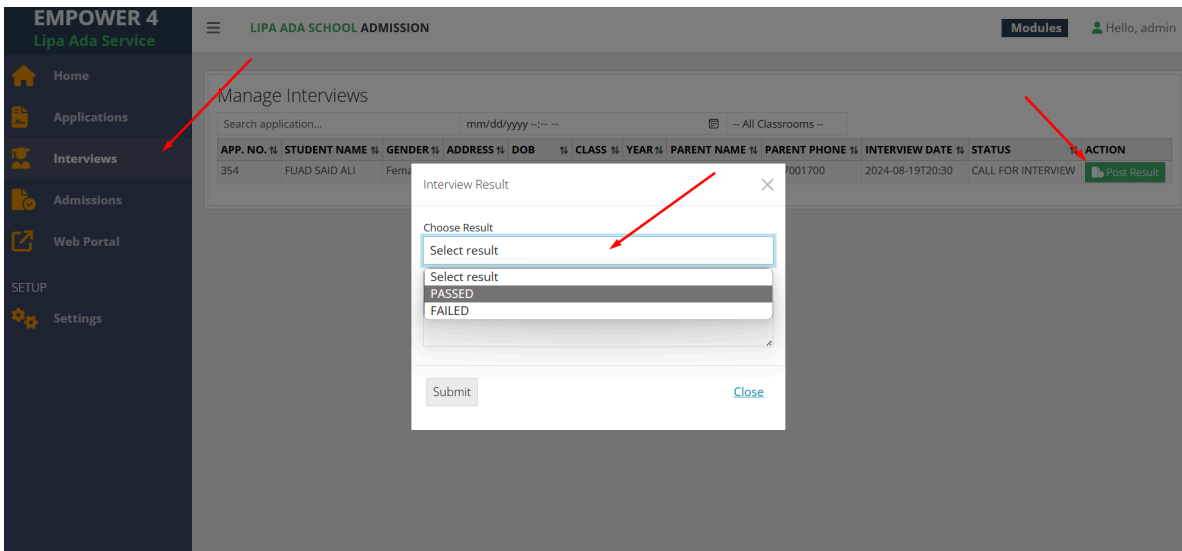


app_f3.png

Figure 3

Interview

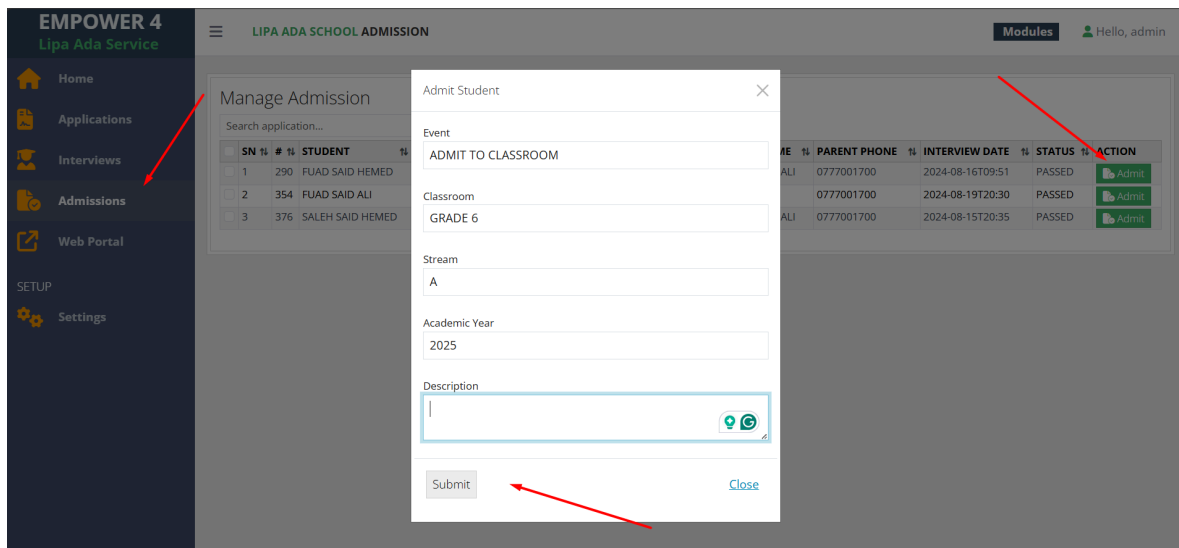
This section provides options to view all applications selected for interviews, with filtering capabilities by interview date and time, classroom, or by searching for a specific student's name. You can easily click the **Post Result** button next to each application to mark it as **PASSED** or **FAILED**, as shown below.



interview.png

Admission

This section is the final step of the application process. It provides options to either admit the student to their designated classroom or cancel the admission. It also provides same search and filtering functionality as other sections of this module.



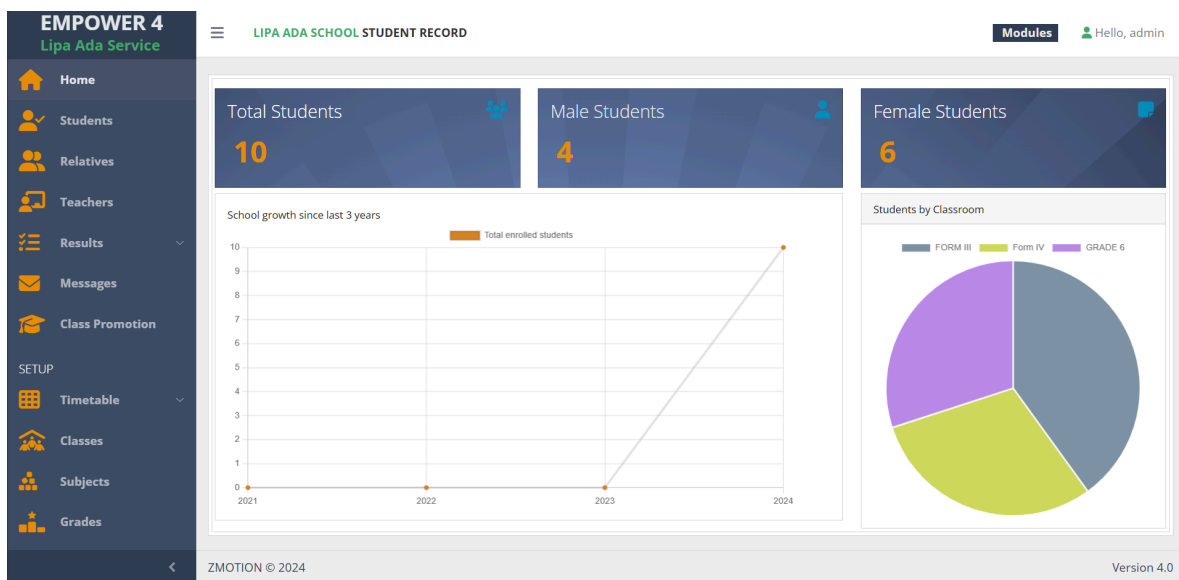
admin_last.png

Student Records Module

The **Student Records** module is the core of the system, where all initial setup tasks are completed. This includes the creation of **Classrooms** and the importation of student data, which are essential steps to perform before you start using **LIPA ADA** effectively.

This module provides the foundation for managing all student-related information, including assigning students to classrooms, updating records, and tracking academic progress. Accurate setup in this module is crucial as it directly impacts the functionality of other modules, such as billing, attendance, and reporting.

In this section, we will guide you through the necessary steps to set up your student records, ensuring your school's data is organized and ready for efficient management through **LIPA ADA**



st_record.png

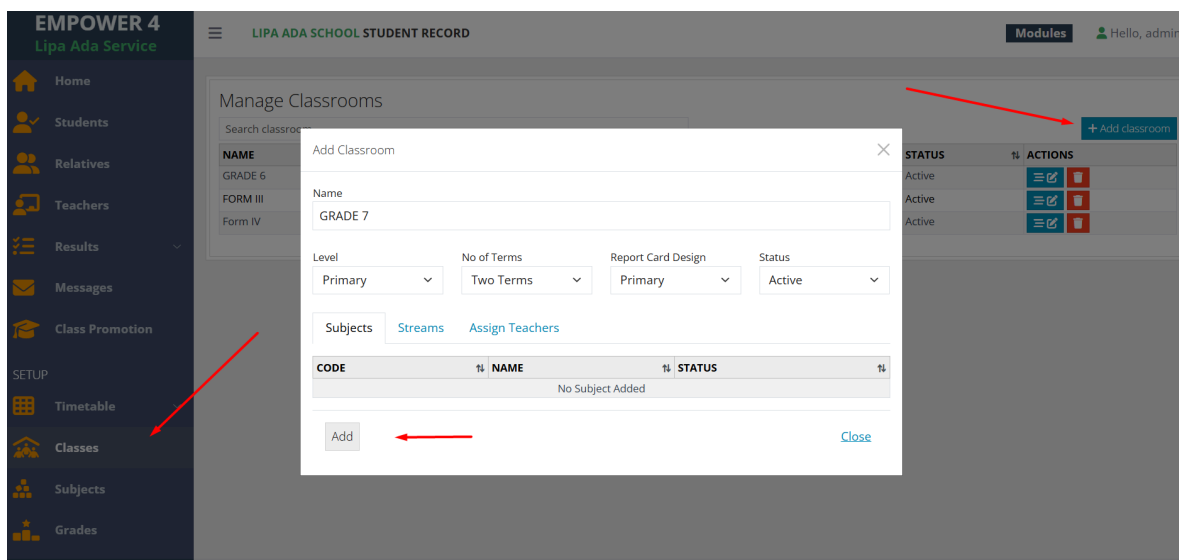
Setup

To begin setting up the **Student Records** module, navigate to the **SETUP** section and follow these steps:

Classroom Registration

To start using LIPA ADA you must have list of **Classroom** as per your school.

1. Click on **Classes** and then select **Add Classroom** as shown in Figure 1 below. Fill in the required details: **Classroom Name**, **Level**, **Number of Terms**, **Report Card Design**, and set the **Status** to *ACTIVE*.
2. If your **Classroom** has only one **Stream**, click **Add** to create the classroom. If it has multiple streams, proceed to **Streams** and add each stream (e.g., *A*, *B*, etc.).
3. We will return later to assign a **Class Teacher** and verify subjects, but this is not necessary for the initial setup.



add_class.png

Student Import

We provide an easy way to import your students from an Excel file. Follow the steps below to complete the process:

1. Navigate to **Student Import** and download the provided **Template**.
2. Use the template to fill in the student records according to the specified columns in the Excel file.
3. Return to **LIPA ADA** and upload the updated file. Select the appropriate **Classroom**, **Stream**, and **Academic Year**.
4. Click **Import** to validate and import the data. If there are any errors, the system will display helpful information to guide you through the next steps.

The screenshot shows the 'Students Import' section of the EMPOWER 4 LIPA ADA Service. On the left is a sidebar with navigation links: Home, Students, Relatives, Teachers, Results, Messages, and Class Promotion. The main area has a header 'LIPA ADA SCHOOL STUDENT RECORD' and a 'Modules' button. Below the header is the 'Students Import' form. It contains a 'Choose File' button, a text field with 'Imp...xlsx', and three dropdown menus with values 'GRADE 6', 'A', and '2024'. To the right of these fields are an 'Import' button and a 'Template' link. Red arrows point to the 'Imp...xlsx' field and the 'Import' button. Below the form is a table header with columns: REG. NO, FULL NAME, GENDER, DOB, and ADDRESS.

import.png

Figure 1 **Note:** You must fill a separate file for each **Stream** within the same **Classroom**

Subjects Registration

Adding **Subjects** to a **Classroom** is not mandatory to start using **LIPA ADA Finance and Admission** modules, but it is necessary if you need to track student results.

To start adding **Subjects**, follow these steps:

1. Navigate to **Subjects** and click **Add Subject**.
2. Fill in the form as shown in Figure 2 below. Important fields to consider:
 - **Subject Name:** This should match the name of the same subject across all **Classrooms**.
 - **Classroom:** Select the **Classroom** where you want to add this **Subject**.
 - **Subject Code:** For example, for English taught in Grade 6, you could use **ENG6**.

3. We have grouped subject marking into **TEST 1**, **TEST 2**, and **EXAM**. Define the percentage weight for each as needed.
4. Under **Classification**, choose **Mandatory** if the **Subject** is required and will be considered when evaluating student performance.
5. If you have already registered users as **Teachers**, you can assign a teacher to this subject for the selected class, but this is not mandatory at this stage. **Note: Only teacher assigned to subject can post results using *Direct Post***
6. Click **Add** to finish adding the **Subject**. Repeat the process for all other **Subjects** in the same class.

The screenshot shows the 'EMPOWER 4 LIPA ADA SCHOOL STUDENT RECORD' interface. On the left is a sidebar with navigation options: Home, Students, Relatives, Teachers, Results, Messages, Class Promotion, and a 'SETUP' section containing Timetable, Classes, Subjects, and Grades. The 'Subjects' option is highlighted with a red arrow. The main area displays a 'Manage Subjects' table with columns for CODE, NAME, and STATUS. A modal window titled 'Add Subject' is open in the center. It contains the following fields: Classroom (dropdown: GRADE 6), Code (text: ENG6), Name (text: ENGLISH), Test 1 (text: 20), Test 2 (text: 20), Exam (text: 60), Classification (dropdown: Mandatory), and Status (dropdown: Active). Below these are dropdowns for 'Taught by' and 'Stream', followed by an '+ Add Teacher' button. At the bottom of the modal is an 'Add' button, which is pointed to by a red arrow. In the top right of the main interface, there is a '+ Add subject' button, also pointed to by a red arrow.

subjects.png

Figure 2

Grade Setup

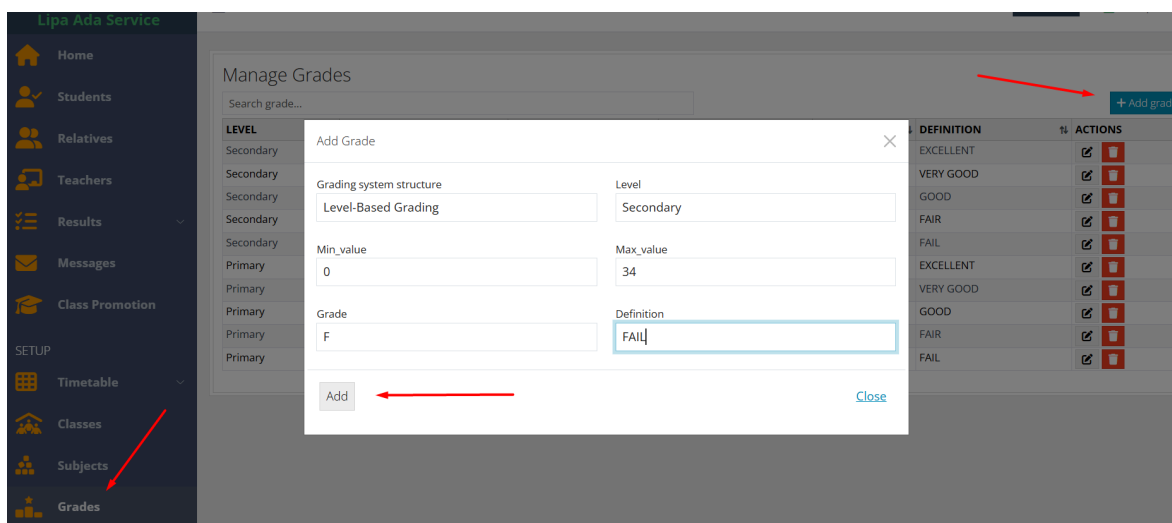
LIPA ADA uses your grading system to analyze results and provide valuable insights into student performance. Since this is a one-time setup, take extra time to ensure accuracy.

Setting up the grading system is straightforward; just follow these steps:

1. Navigate to **Grade** and click **Add Grade**.
2. A box will open, allowing you to choose a **Grading System Structure**. Select **Level Based Grading**, which is common for most situations.

3. Choose the relevant **Level** (e.g., Secondary).
4. Enter the **Minimum** and **Maximum** values for the range, and under **Symbol**, enter the grade (e.g., A, B, C).
5. Use the **Definition** field to add a remark for the grade (e.g., **EXCELLENT** for grade A).

Note: When adding grades for a particular **Level**, ensure that the minimum and maximum values cover all possible marks that a student might achieve. For example, if you set the minimum as 0 and the maximum as 34 for **F**, and then set the minimum as 36 and the maximum as 54 for **D**, you will miss the grade for a student who scores 35, as it wouldn't fall within any of the defined ranges.



grade.png

Figure 3

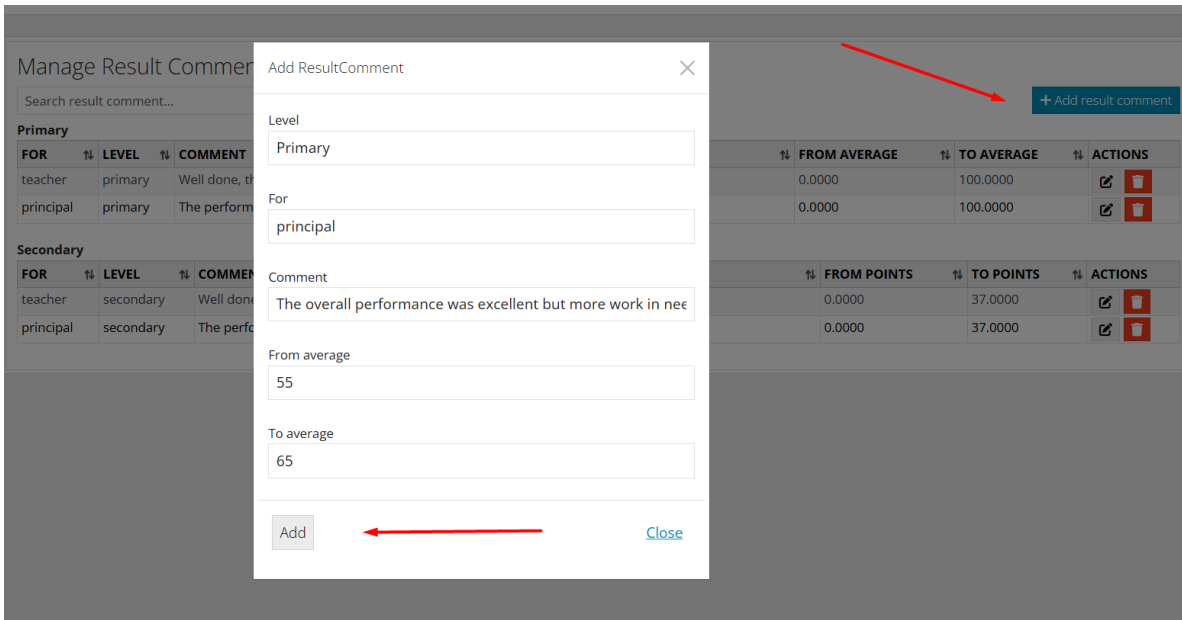
Report Card Comments

Instead of manually writing comments on each student's report card, **LIPA ADA** allows you to predefine comments based on a range of student scores. These comments can be set separately for the **Head Teacher (Principal)** and the **Class Teacher**.

To set up predefined report card comments, follow these steps:

1. Navigate to **Report Comments** and click **Add Comment**.
2. Select the **Level** (e.g., **Secondary**) and choose whether the comment is for the **Principal** or the **Class Teacher**.

- 3. Write the actual comment you want to appear on the report card.
- 4. Enter the **Minimum** and **Maximum** average score range that will trigger this comment to appear on a student's report card.
- 5. Repeat this process for each possible score range, as shown in Figure 4 below.



comments.png

Figure 4

Manage Students

Start typing here...

Manage Relatives

Start typing here...

Manage Teachers

Start typing here...

Class Promotion

Start typing here...

Messages

Start typing here...

Results

Start typing here...

Reports

Start typing here...

Finance Module

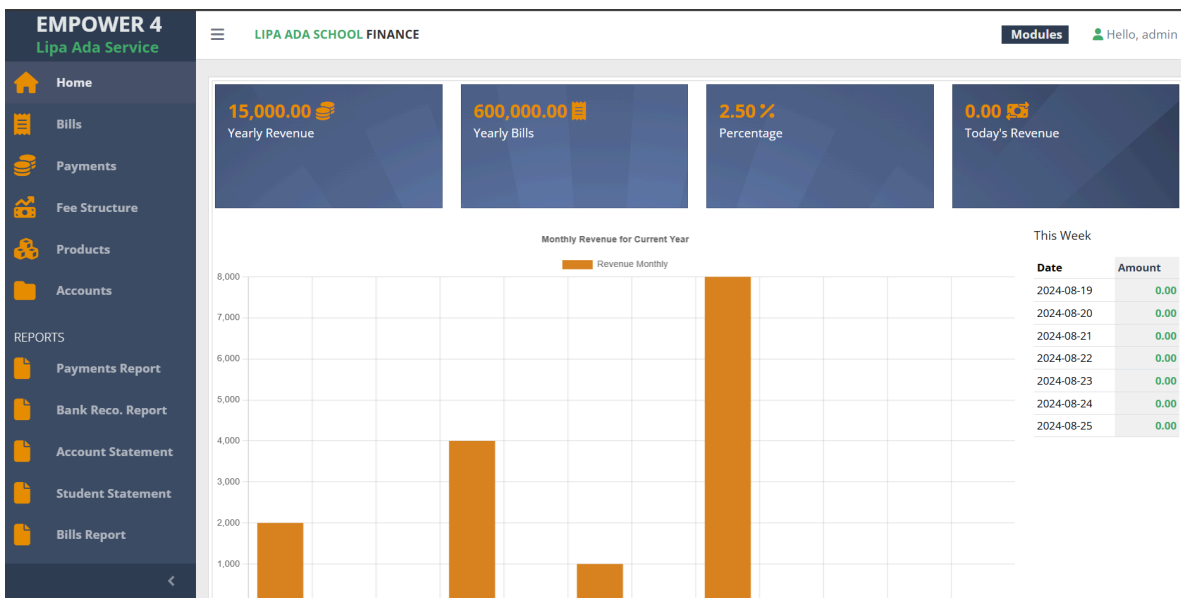
The Finance module offers a secure and comprehensive billing and payment system, giving you a clear and detailed view of your school's financial status.

By default, the module is set to an easy mode for simplicity, but you can request the full accounting mode to access advanced features, including direct ledger postings and complete financial reporting.

To begin using this module ensure these two steps are done:

1. You have registered all your classroom under **Student Records Module**
2. You have imported your students under **Student Records Module** or Admitted them under **Admission Module**

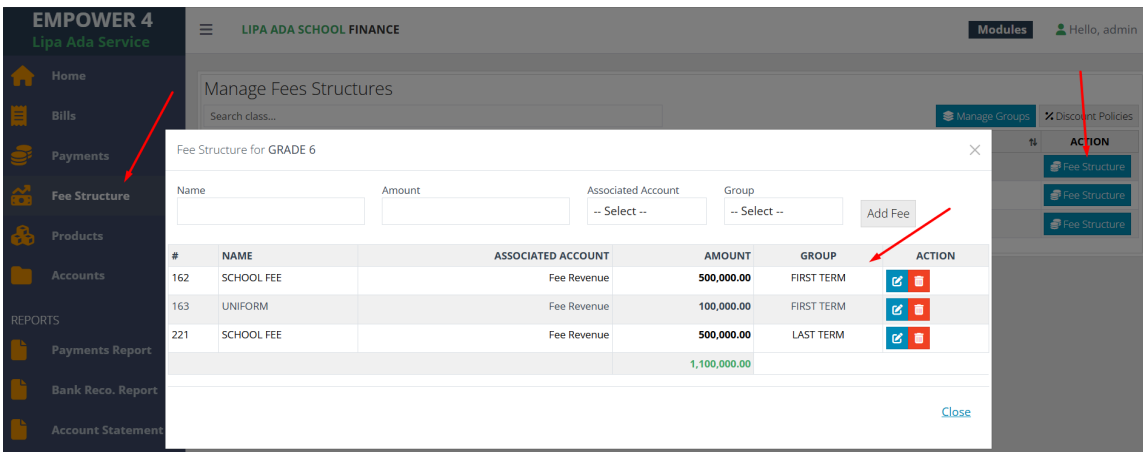
Bills are managed using control numbers for streamlined payments. Provide the control number to parents and instruct them to use it as a payment reference.



fin_f1.png

Setup

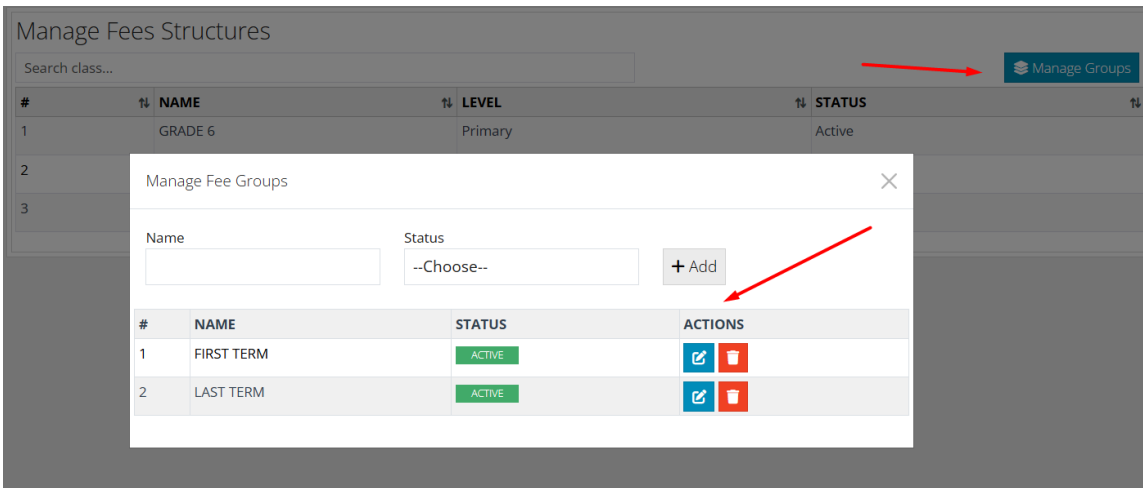
1. Navigate to **Fee Structure** and click the **Fee Structure** button for each **Classroom** to add fee items, as illustrated in Figure 1.



fin_f2.png

Figure 1

2. Utilize **Groups** to categorize related fee items for billing purposes. For example, if you need to issue two separate bills for a student each year—one for the **FIRST TERM** and one for the **LAST TERM**—create groups with these names. Assign all fee items due in the first term to the **FIRST TERM** group and those due in the second term to the **LAST TERM** group. This setup allows you to generate two distinct bills for each term. see figure 1 & figure 2



groups.png

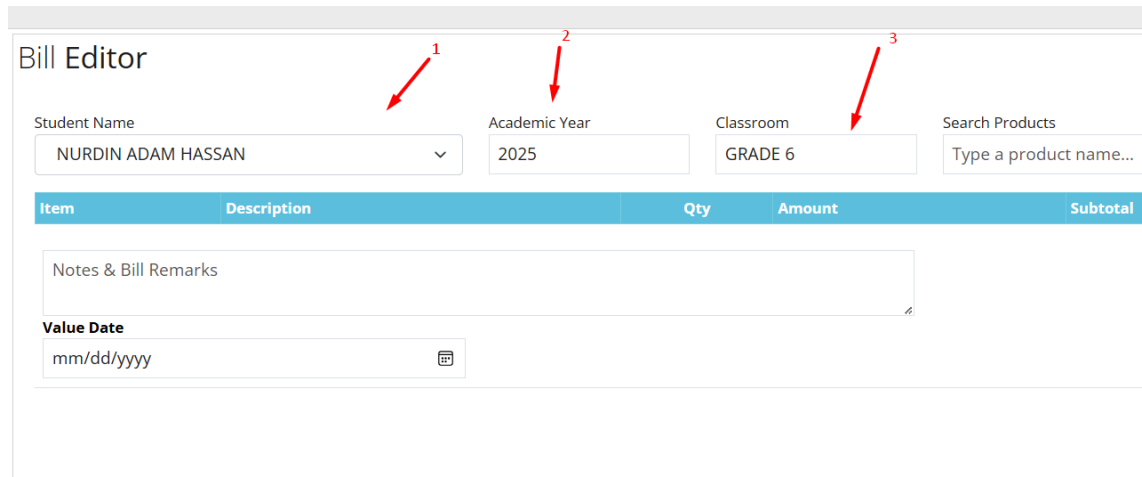
Figure 2

3. Navigate to **Bills** here you will be provided with three (3) ways to create bill **Add Bill** is for student admitted at the middle of term or year, **Add Bulk Bill** is for generating bills to all or selected students in a classroom at once, **Load from file** is for adding bill as per balance from your previous system when you are migrating to **LIPA ADA**

Create a Single Bill

Use this feature to add a single bill for a student:

1. Navigate to **Bills** and click **Add Bill** to open the bill editor.
2. Select the **Student Name**, **Academic Year** associated with the bill, and **Classroom**.



The screenshot shows the 'Bill Editor' interface. At the top, there are three fields: 'Student Name' (a dropdown menu showing 'NURDIN ADAM HASSAN'), 'Academic Year' (a text box with '2025'), and 'Classroom' (a text box with 'GRADE 6'). Red arrows labeled 1, 2, and 3 point to these fields respectively. To the right of these fields is a 'Search Products' section with a placeholder 'Type a product name...'. Below these fields is a table with columns: 'Item', 'Description', 'Qty', 'Amount', and 'Subtotal'. Under the table, there is a 'Notes & Bill Remarks' text area. At the bottom, there is a 'Value Date' section with a text box showing 'mm/dd/yyyy' and a calendar icon.

sng_bill_1.png

3. A box will appear for selecting the **Fee Structure**. Choose a group, for example, **FIRST TERM**, which will display the fee items you added to this group during the fee structure setup.

Select a fee structure group to load all items

FIRST TERM

Siblings under : **ADAM HASSAN**

1. NURDIN ADAM HASSAN
2. HABIBU ADAM HASSAN
3. HASSAN ADAM HASSAN

Cancel

Load Fees

bill_class_group.png

4. Click **Load Fee** to populate the bill editor with the fee items from **FIRST TERM** group.
5. Review the items and amounts, then click **Create Bill** to finalize the bill.

Bill Editor

Student Name: NURDIN ADAM HASSAN Academic Year: 2025 Classroom: GRADE 6 Search Products: Type a product name...

| Item | Description | Qty | Amount | Subtotal |
|------------|-------------|-----|-----------|------------|
| SCHOOL FEE | GRADE 6 | 1 | 500000.00 | 500,000.00 |
| UNIFORM | GRADE 6 | 1 | 100000.00 | 100,000.00 |

Notes & Bill Remarks

Value Date: mm/dd/yyyy

Totals: 600,000.00
Discount: 0.00
Grand Total: 600,000.00

Create Bill

bill_conf.png

6. The system will redirect you to **Bills** section and your new bill will be on top of the list

Create Bulk Bills

This section is typically used to generate bills at the beginning of the year or term. The process depends on whether you have created a single group under the fee structure for a single bill (control number) throughout the year or multiple groups for generating separate bills for each term.

To create bills for all or selected students in a particular **Classroom**, follow these steps:

1. Navigate to **Bills** and click **Add Bulk Bills**.
2. Choose the **Classroom**, **Academic Year**, and **Group**.

| REG NUMBER | FULL NAME | GENDER | ADDRESS | ACTIONS |
|--|--------------------|--------|----------|--------------------------|
| <input checked="" type="checkbox"/> 67619240815001 | NASRA PANDU OMAR | Female | KILIMANI | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> 67619240815002 | NURDIN ADAM HASSAN | Male | MWERA | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> 67615240815003 | ASHA SALIM ALI | Female | BUBUBU | <input type="checkbox"/> |

bulk1.png

3. The system will list all students from the selected **Classroom** for the chosen **Academic Year**.
4. **Select All** students by clicking the checkbox at the table heading, or select specific students for whom you need to generate bills.
5. Click **Generate** to create bills. *Note: System will skip all student with similar bill in selected **Academic Year***
6. The bills will be created and system will redirect you to bills list

Note: The student selection feature allows you to bulk generate bills for specific students if bill is not mandatory for all students, such as transport or boarding bills otherwise select all students.

Create Bills from Balances

This section enables you to load bill balances from an Excel file into **LIPA ADA**. This functionality is provided to assist with migrating all student bill balances from your previous system to **LIPA ADA**.

Follow these steps to load bills:

1. Navigate to **Bills** and click **Load from file**.
2. Select the **Classroom** and **Academic Year**, then click **Filter**.
3. The system will generate an Excel file listing all students from the selected **Classroom**. Click **Download** and open the file in an Excel program.
4. Enter the balance for each student and input **0** for those with no pending bill balance.
5. Return to **LIPA ADA**, choose the updated file, and click **Upload Bills**.
6. The bills will be created, and the system will redirect you to the bills list.

Load the opening balance of bills from a file < Back

Step 1

GRADE 6 2024 Due Next Year Filter

Step 2

Download Students

Step 3




Choose File No file chosen Upload Bills

bill_file.png

Manage Bill

Show Bill

Each bill keeps track of its items and payment records history. To view bill details, navigate to **Bills** and click the **View** icon as shown below.

| STATUS | CONTROL NO. | ACTION |
|--------|--------------|--|
| UNPAID | 346761000029 |    |

bill_show.png

The following section will be displayed and is divided into three parts:

1. **Bill Details:** The top section shows the general details of the bill.
2. **Bill Items List:** The second part lists all bill items and their values.
3. **Payment History:** The last part displays the payment history & credit notes for this bill.

Bill #741 Balance 1,000.00 Due 17 April, 2025

Credit Note

Print Invoice

< Back

| Bill Id | Control No. | Student | Created At | Year | Class | Currency | Status |
|---------|--------------|----------------------|---------------------|------|----------|----------|---------|
| 741 | 346761000003 | 42692401002-SAID ALI | 17-04-2024 11:48:57 | 2024 | FORM III | TZS | PARTIAL |

Bill Items

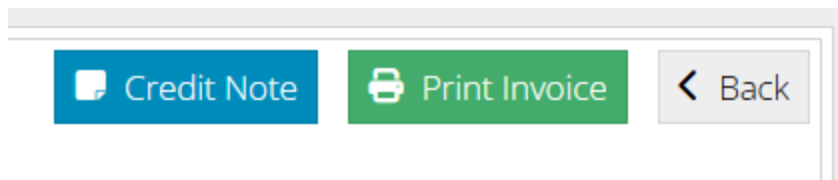
| Item | Description | Price | Quantity | Disc. | Subtotal |
|--------------|-------------|----------|----------|-------|-----------------------|
| STUDIES TOUR | Sample | 2,000.00 | 1 | 0.00 | 2,000.00 |
| | | | | | Total: 2,000.00 |
| | | | | | Disc: 0.00 |
| | | | | | Grand Total: 2,000.00 |

Payments & Credit Notes

| Method | Document No | Receipt No | Reference No | Amount | Description | Paid At | Posted At | Action |
|----------|---------------|-----------------|---------------------|----------|-----------------------------|------------|------------|---------|
| PBZ BANK | 7420240616003 | RC480-676100008 | ZST-346761000003#46 | 1,000.00 | Transaction Id:395563132907 | 15-06-2024 | 16-06-2024 | Receipt |
| | | | | 1,000.00 | | | | |

show_parts.png

In the top right corner, these three buttons can be used to:

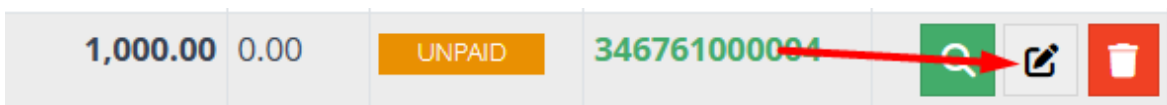


sho_corner.png

1. **Credit Note:** Issue a credit note if a student terminates their studies at your school and is no longer obligated to pay the remaining bills.
2. **Print Invoice:** Generate a PDF invoice if a parent requests it.
3. **Back:** Return to the **Bills** section.

Edit Bill

A bill can be edited if it is not fully paid. To edit a bill, navigate to **Bills** and click the **Edit** button as shown below to open the bill editor.



bill_edit.png

Update your bill information and click **Update Bill** to save changes

Bill Editor

Student Name

SAID HEMED ALI

Academic Year

2024

Classroom

FORM III

Search Products

Type a product name...

Q

| Item | Description | Qty | Amount | Subtotal |
|--------------|-------------|-----|---------|----------|
| STUDIES TOUR | Sample | 1 | 1000.00 | 1,000.00 |

Notes & Bill Remarks

Value Date

mm/dd/yyyy

Totals: 1,000.00

Discount: 0.00

Grand Total: 1,000.00

Update Bill

bill_update.png

Cancel bill

LIPA ADA allows bill cancellation only if no payments have been made towards the bill. If there has been a payment, use the **Credit Note** feature to waive the remaining amount instead.

Payments

This section displays payment entries as they are made by parents. You can search by control number, receipt number, or the transaction reference sent via SMS by the mobile operator or bank to verify any payment or print a receipt if requested by a parent.

This search feature is also used to monitor incoming payments, with the latest payments shown at the top.

EMPOWER 4

Lipa Ada Service

Home

Bills

Payments

Fee Structure

Products

Accounts

REPORTS

Payments Report

Bank Reco. Report

Account Statement

Student Statement

Manage Payments

Search payment...

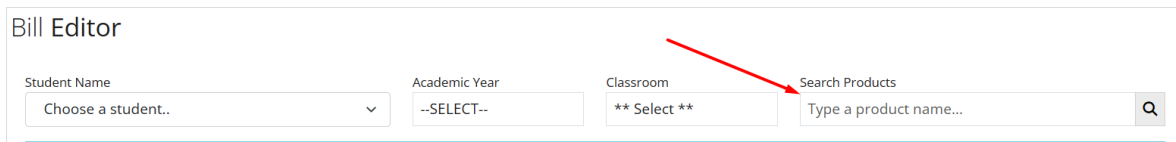
| REF NO. | TYPE | PAYER NAME | RECEIPT NO. | CONTROL NO. | AMOUNT. | DATE. | ACCOUNT | ACTION |
|-------------|---------------|---------------------|-----------------|--------------|----------|------------|----------|-------------------------|
| 391 | Admission Fee | JUMA ABDUL KOMBO | RC496-676100016 | 346761000032 | 1,000.00 | 2024-08-15 | PBZ BANK | Receipt |
| 382 | Admission Fee | SALIM KHAMIS NASSOR | RC487-676100015 | 346761000031 | 1,000.00 | 2024-08-15 | PBZ BANK | Receipt |
| 376 | Admission Fee | SALEH SAID HEMED | RC911-676100014 | 346761000028 | 1,000.00 | 2024-08-14 | PBZ BANK | Receipt |
| 354 | Admission Fee | FUAD SAID ALI | RC517-676100013 | 346761000025 | 1,000.00 | 2024-08-13 | PBZ BANK | Receipt |
| 304 | Admission Fee | A V C | RC830-676100012 | 346761000020 | 1,000.00 | 2024-08-09 | PBZ BANK | Receipt |
| 293 | Admission Fee | Saleh Said Hemed | RC533-676100011 | 346761000014 | 1,000.00 | 2024-08-09 | PBZ BANK | Receipt |
| 291 | Admission Fee | KHALID SAID HEMED | RC303-676100010 | 346761000012 | 1,000.00 | 2024-08-09 | PBZ BANK | Receipt |
| 290 | Admission Fee | FUAD SAID HEMED | RC197-676100009 | 346761000011 | 1,000.00 | 2024-08-09 | PBZ BANK | Receipt |
| 42692401002 | Bill Payment | SAID HEMED ALI | RC480-676100008 | 346761000003 | 1,000.00 | 2024-06-15 | PBZ BANK | Receipt |
| 42692401002 | Bill Payment | SAID HEMED ALI | RC685-676100007 | 346761000010 | 1,000.00 | 2024-04-20 | PBZ BANK | Receipt |
| 42692401002 | Bill Payment | SAID HEMED ALI | RC510-676100006 | 346761000009 | 1,000.00 | 2024-04-19 | PBZ BANK | Receipt |
| 42692401002 | Bill Payment | SAID HEMED ALI | RC171-676100005 | 346761000008 | 1,000.00 | 2024-04-19 | PBZ BANK | Receipt |
| 42692401002 | Bill Payment | SAID HEMED ALI | RC788-676100004 | 346761000005 | 1,000.00 | 2024-04-20 | PBZ BANK | Receipt |
| 42692401002 | Bill Payment | SAID HEMED ALI | RC333-676100001 | 346761000001 | 1,000.00 | 2024-01-30 | PBZ BANK | Receipt |
| 42692401002 | Bill Payment | SAID HEMED ALI | RC169-426900041 | 344269000064 | 1,000.00 | 2024-01-30 | PBZ BANK | Receipt |

payments.png

Products

In LIPA ADA, a **Product** refers to any item you add to a student's bill. While items in the **Fee Structure** are also products, this section specifically displays products that are not part of the classroom fee structure. Examples include extra uniforms, study tours, and other additional items. Discounts are also considered products, as they can be applied to reduce the bill amount.

When you navigate to **Add Bill** and open the bill editor, you will find a search box on the right side where you can search for and add these products, including those created as fee structure items, to the student's bill.

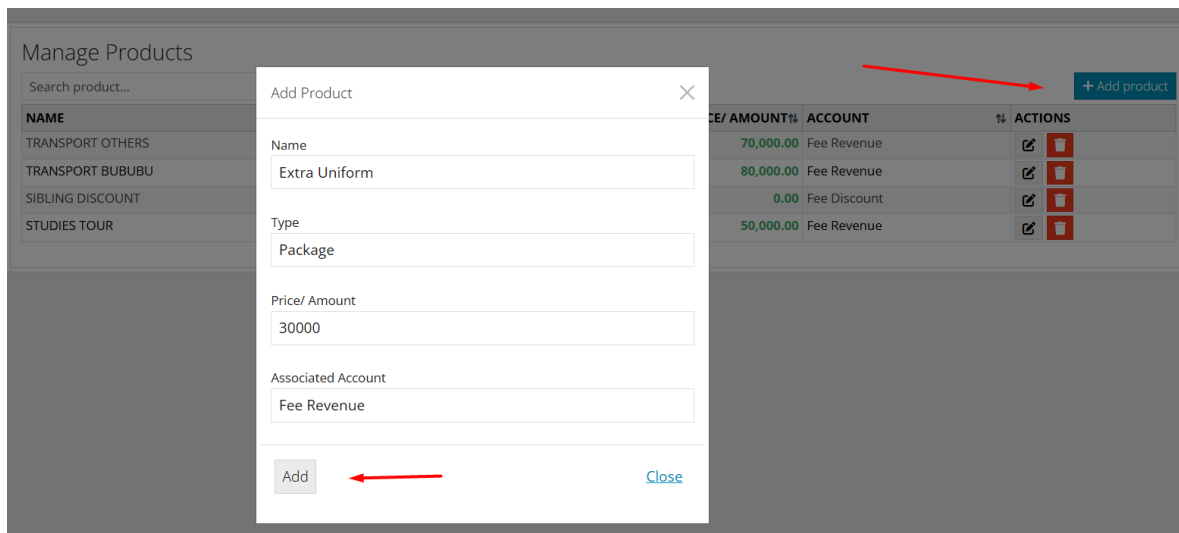
The screenshot shows the 'Bill Editor' interface. It contains four input fields: 'Student Name' with a dropdown menu showing 'Choose a student..', 'Academic Year' with a dropdown menu showing '--SELECT--', 'Classroom' with a dropdown menu showing '** Select **', and 'Search Products' with a text input field showing 'Type a product name...' and a search icon. A red arrow points to the 'Search Products' field.

bil_searcj.png

In this section, we will guide you on how to add new products and discounts so that you can add them in your students bill.

To add a new product:

1. Navigate to **Products** and click **Add Product**.
2. Enter the product name (e.g., **Extra Uniform**).
3. Select **Package** as the type.
4. Enter the default price.
5. Choose the account to record revenue collected by this product.
6. Click **Add** to finish.



add_prod.png

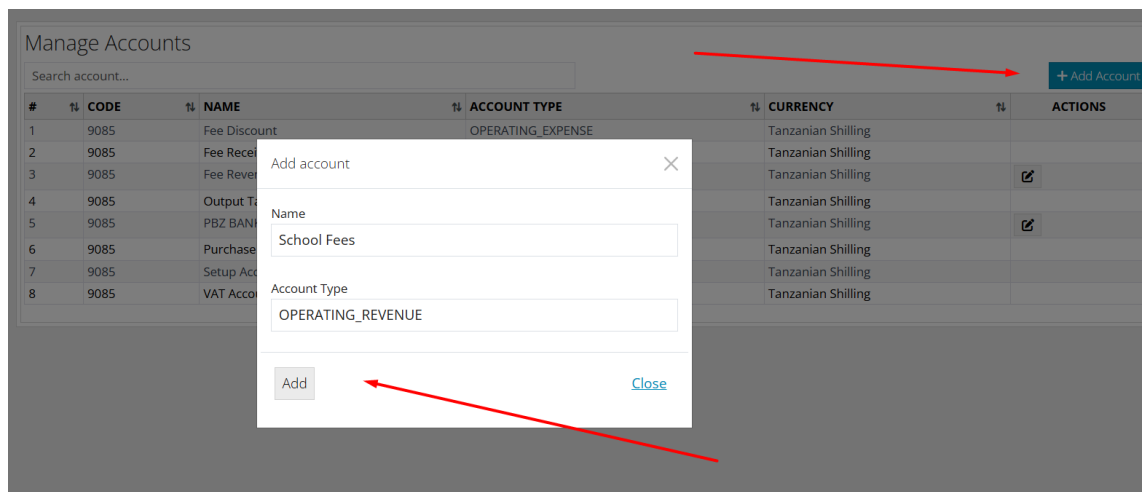
To add a **Discount**, follow the same process, but select **Discount** as the type instead of **Package**.

Accounts

LIPA ADA is a comprehensive accounting system that provides flexibility to create multiple accounts for separating your revenues. For example, you can create separate accounts for **School Fee** and **Transport**, and have them appear individually in the income statement report.

To simplify this process, follow these steps to add a new account and focus on the types of accounts you need:

1. Navigate to **Accounts** and click **Add Account** to open the form.
2. Enter the account name (e.g., **School Fees**) and select **Operating Revenue** as the type.
3. Click **Add** to save the account.



ACCOUNTS.png

Note: Initially, focus on two types of accounts: **Operating Revenue** and **Operating Expenses**. Use **Operating Revenue** accounts to create fee items within the **Fee Structure** and for **Products** sold outside the fee structure. **Operating Expenses** accounts are used for creating **Discounts**. See the **Products** section for more details on this.

Reports

LIPA ADA provides all the essential reports by default, giving you a comprehensive overview of your financial status. Additional reports become available when you activate full accounting mode.

In this section, we will explore the usefulness of each report and how they can provide insights into your school's financial situation. All reports offer options to print and export to an Excel file.

1. **Payment Report:** This report lists all payments received within a chosen date range, along with their total value. You can further filter this report by bill **Group** and **Classroom**. Use this report to see how much you've collected over a particular period and narrow it down by **Group** or **Classroom** as needed.
2. **Bank Reconciliation Report:** This report pulls in transactions sent to the bank. You can filter transactions by **Payment Date** (the date when payment was received) or **Bank Date** (the date when the payment was sent to your bank account).
3. **Account Statement:** This report allows you to check the opening and closing balances of each of your accounts. For example, if you need to see how much **Transport Revenue** you've collected over a specific period, select the account and date range.
4. **Student Statement:** This report provides a complete status of a student's account, including all bills created and payments made during the selected time. Use this report to trace bills and payments for a student from different bills created at different times.
5. **Bill Report:** This is the master report for bill tracking and sending reminders to parents. It allows you to view pending bills for students in a particular **Classroom**, with options to filter by **Stream** and **Academic Year**. When you select any bill or multiple bills by clicking the checkbox next to each bill, the system will provide an extra button at the top right corner to send a reminder to parents about the pending bills.

LIPA ADA SCHOOL FINANCE

ModulesHello, admin

Bills report

GRADE 6A2024-- Fee GroupFilterPrintExcelReminder

Bills in GRADE 6 for 2024

| | # | Reg. Number | Full Name | Control Nos. | Paid % | Balance |
|-------------------------------------|---|----------------|--------------------|--------------|--------|------------|
| <input checked="" type="checkbox"/> | 1 | 67619240815002 | NURDIN ADAM HASSAN | 346761000029 | 0 | 600,000.00 |
| | | | | | | 600,000.00 |

Send Bill Reminder

Are you sure you want to send SMS reminder to relatives of 1 students ?

Send Reminder

Close

report1.png