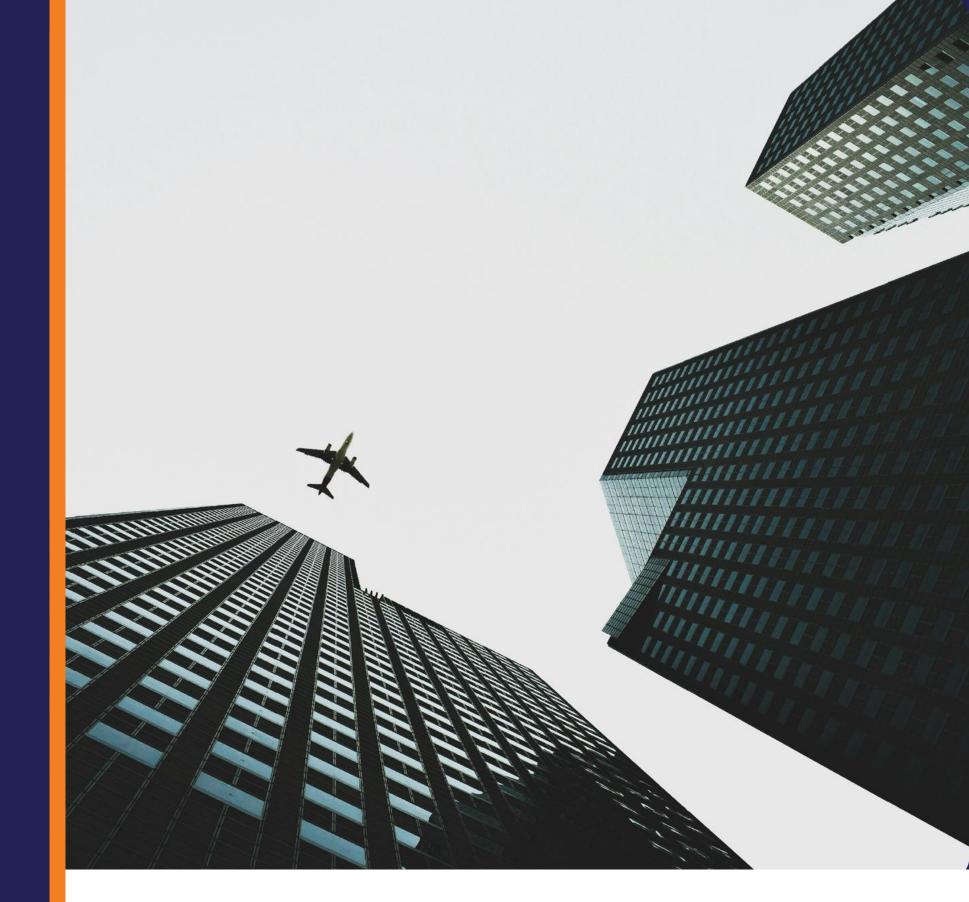# CAPESSO
Technology for Great Business

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Alamait Student Processes

Room Allocation & Application

Current Process

- Student asks Boarding Admin (BA) about available rooms.
- BA manually checks room register (Excel / paper-based).
- If room available → Admin gives application form manually.
- Student fills form and returns physically.
- Admin manually reviews and allocates a room.
- Lease is printed and signed on paper.
- Room allocation and payments are updated manually in Excel.

Proposed Automated Process
- Student logs into the system and browses available rooms.
- Student selects desired room → clicks "Apply".
- Student fills in application form online and submits.
- System notifies Admin of a new application.
- Admin reviews and approves online.
- Once approved:
- Student is automatically assigned the selected room.
- A digital lease is generated and sent to the student's portal.
- Student signs electronically.

Admin sees the signed copy in real time.

Issues Resolved / Benefits
- Eliminates manual Excel or paper registers.
- Prevents double-booking of rooms.
- Saves time – instant application and approval process.
- Digital trail (easy to audit).
- Instant lease generation and signature tracking.

Payment Collection & Recording

Current Process

- Student pays cash to Boarding Admin or directly to Accountant.
- Admin issues a manual receipt (handwritten or printed).
- Admin updates Excel manually:
- Payment status (Paid / Partially Paid / Pending)
- Date of payment
- Receipt number
- Admin later submits collected cash to the main Accountant.
- Accountant verifies and records in general cashbook manually.

Proposed Automated Process

- When student is assigned a room, system auto-creates journal entries:
- Dr. Student Receivables
- Cr. Accommodation Revenue
- When payment is received (by Admin or Accountant):
- Cash receipt is entered into the system.
- System automatically posts journal entries:
- Dr. Cash on Hand / Cash Office
- Cr. Student Receivables
- Payment record instantly updates student balance.
- Admin's cash submission to Accountant is tracked in system (Cash Transfer Record).

Issues Resolved / Benefits

- No need for manual Excel updates.
- Accurate and real-time payment tracking.
- Eliminates duplicate receipts and loss of records.
- Provides clear audit trail of cash handled by Admin vs Accountant.
- Ensures journals are always balanced and consistent with financial records.

Demonstration

- Student Application
- Student Payments
- Student Invoicing
- Student Receipting
- Update on Relevant Journals