

Module Name: Fees Management

1. Problem Statement

Manual fee tracking and payment recording is time-consuming, error-prone, and often leads to missed payments or incorrect records. Parents may not receive timely reminders, and accountants spend significant effort reconciling payments and generating reports.

2. Module Description

This module enables accountants and admins to define fee structures, generate invoices, record payments, and track outstanding balances. Parents can view fee status, download receipts, and receive automated reminders for due payments.

3. Users

Accountant

Admin

Parents/Students (view only)

Principal (view only)

4. Features

Define fee structures per class (tuition, transport, miscellaneous)

Generate invoices for students/guardians

Record full or partial payments and issue receipts

View outstanding balances and payment history

Export finance summaries and generate basic reports

Send automated fee reminders to parents

Audit logs for all financial transactions

5. Inputs / Outputs

Inputs:

Fee structure details

Student/guardian details

Payment information (amount, date, mode)

Outputs:

Generated invoices and receipts

Outstanding balances and payment history

Financial reports and exportable summaries

Automated payment reminders

6. User Time & Workload

Accountants: High daily usage → core module for financial management

Admins: Moderate usage for fee setup and reports

Parents/Students: Frequent viewing of invoices and payment status
→ Overall: **High-priority module** due to its financial impact.
