

1. How to view entries for transactions in the system of the Institute of a particular day?

- [Access](#)

To view entries in the system of the Institute made on a particular day, the administrator can go to **Accounts Panel** which is the **2nd option** in the central tab in the home page. Clicking on the first option of the drop-down menu which is the **Cash Book** will redirect you to the **Cash Book Entry** page.

Another way is by going to the **Accounts menu** and a drop-down menu coming will appear. Under the **General tab**, the **1st option** which is **Cash Book**.

Another way is by going to **my control panel** and selecting the 8th option which is **Cash Book**. After clicking on **Cash Book**, **Cash Book Entry page** comes up -

Cash Book Entries For DD-MM-YYYY

By clicking on the Header of the menu, the administrator can **hide or unhide** the cash book menus.

The menus look like this when it is **hidden** and here the **total sum paid** for a particular day and **no. of entries** are displayed.

Cash Paid: Rs.	(Entries:)	(Show)
Cash Received: Rs.	(Entries:)	(Show)

After clicking on (show) or the header all the entries made for **cash paid/received** will be displayed.

Cash Paid: Rs.	(Entries:)	(Hide)
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NO.	Sl No.	Code	Title	Description	Paid

Total (no. of Entries =) Cash Paid =

Cash Received: Rs.	(Entries:)	(Hide)
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NO.	Sl No.	Code	Regd. No.	Title	Description	Received

Total (no. of Entries=) Cash Received =

After clicking on the header you can see all the entries made on that particular day including **Code, Title, description** of payment, the **amount** that is **paid/received**. And at the bottom of the menu **total** no. of entries and the **total** amount is displayed.

On the upper left most corner of the page, you can change the date of which you want to view the entries. The previous entries can also be edited/new entries can be made after changing dates on which to edit/make the entries for.

Change Date

Also, there is detailed info of the total revenue of the Institute on the upper left corner of the menu below the change date button.

Balance: The total balance of the institute after transactions.

Debit: The total amount that has been debited throughout transactions.

Credit: The total amount that has been credited throughout transactions.

Carry: Carry is calculated automatically after taking all the Debit and credit entries into account.

2. How to add entries for transactions in the Cash Book Of the Institute on a particular day?

- [Access](#)

Refer to question no. 1 for access information.

- [Data Entry](#)

To make entries in the Cash Book of the Institute check the type of entry/transaction i.e. **Received** or **Paid**. And make entries accordingly.

Account: Enter the 8-digit student code Or the Regd. No.

Amount: The amount of Money.

Description: Autofilled after checking the Received or Paid box.

After making the entries hit the **save** button to save the entry. To start over the entry click on **Reset**.

Save	Reset
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On the upper left most corner of the page, you can change the date of which you want to view the entries. The previous entries can also be edited/new entries can be made after changing dates on which to edit/make the entries for.

Change Date

Also, there is detailed info of the total revenue of the Institute on the upper left corner of the menu below the change date button.

3. How to delete an entry/entries from the Cash Book Entries?

- [Access](#)

Refer to question no. 1 for access information.

To **delete** entry or entries from the **Cash Book Entries**, double-click on the entry and entries the administrator wants to delete. After clicking on the entries you'll be able to view the details of entry on the entry menu. Hit on **delete** to remove the entry/entries made on the Cash Book Entries. Hit the **reset** button to start over.

Delete	Reset
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4. How to add financial transaction entries of Individual Student through the accounts panel?

- [Access](#)

Refer to question no. 1 for access to Accounts panel.

After getting to the cash book entry page under the Data Entry menu there is a Student Search button. A new window will pop to search for any particular student where you will see 5-6 search fields like this.

Student Code - It is a unique 8-digit code that will be assigned by the system after the completion of your admission procedure.

Student name

Parent name

Phone number

Address

Family Name

One can fill in any one of the text fields or all of the fields for pin-point results. After filling in any of the search fields to a distinctive point hit the search button and search results matching the input field will come up. After finding out the student you want to make entries for click on the student and you can make entries in the amount tab as per the Category.

Category	Balance	Amount
Daily Late Fee Fine		
Monthly Late Fee Fine		
Tuition Fee		
Absent Fine		
Others		
Security		
Admission		
Prospectus		
Mashal		
LKMI		

■ **Other Information**

Daily Late Fee Fine	The fee that the student will be charged for the late fee and it increases day by day
Monthly Late Fee Fine	The fee that the student will be charged for the late fee and it increases per month
Tuition Fee	The total charge for the tuition provided
Absent Fine	The Fine charged due to absent
Security and others	The fees for security charges and other charges
Admission and Prospectus fees	Fees for Admission and prospectus fees
Mashal LKMI	Fees for Mashal and LKMI

After making the entries click on **save** to add the entries to the **Cash Book Entries**. Click on **reset** to start over.

Only **specific personnel** who have **rights** to perform the operations can perform **all** of the actions mentioned above, however, those who do not have these rights can only perform the operations mentioned in **question no. 4**.

Below student search button there are two more buttons like this which give quick access to the details of account and account holder information.

Select Account Member - It shows the account information of the non-staff members like Banks etc.

Select Staff Member - It contains all the account information of the staff members and it is updated every month with new staff members (if any recruited).

The options under these menus can be unhidden/seen by clicking on show or header.

Upon performing the transactions involving students, an SMS will be sent to the given phone

no. of the concerned parents/guardians of the ward.

All the actions performed in the Cash Book effects all the information in the system, be it input or output. As you can see you can perform student search from cash book menu and add charges/payments into the cash book also you can credit salary funds into the accounts of staff members and keep track of all the information of the entire database here. You can make changes to the default charges of fees and fines due to other causes as well from this accounts panel as well.

5. How to keep track of the essential information about an accounting transaction in the system?

- [Access](#)

To keep track of the essential information of **accounting transactions** in the system in the form of, go to the **accounts panel**. Refer to **question no. 1** for access to Accounts panel.

After getting to accounts panel clicking on the **second option** of the drop-down menu which is the **Journal Voucher Book** will redirect to **Journal Voucher List** page.

- [Data Entry](#)

This voucher contains the following information: **Unique identifying/account number** one has to **credit and Debit**. **Transaction date**, **Transaction amount** and **transaction description** as well.

Journal Voucher Entry Book for date DD-MM-YYYY

Debit to Account - The account/unique identification no. against which fund will be debited.

Credit to Account- The account/unique identification no. against which fund will be credited.

Transfer Amount- The sum of the amount that has to be for the entry.

JV Description- The Description of the transaction

Save	Reset
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After making entries in the appropriate boxes click on **save** to save your entry into the cash voucher Book and click on the **Reset** button to start over.

Below the data entry menu, the administrator will be able to view records or entries made on

that particular day.

No.	Sl no.	Debit To.	Credit No.	Description	Amount

On the upper left most corner of the page, you can change the date of which you want to view the entries. The previous entries can also be edited/new entries can be made after changing dates on which to edit/make the entries for. After double clicking on the entries,

Change Date

After finding the entries for a particular date, they can be double clicked and then the entry can be deleted or reset.

Delete Entry **Reset**

Below student search button there are two more buttons like this which give quick access to the details of account and account holder information.

Select Account Member - It shows the account information of the non-staff members like Banks etc.
Select Staff Member - It contains all the account information of the staff members and it is updated every month with new staff members (if any recruited).

6. How to keep and maintain transactions made while making a sale or purchase of products made through the system?

- [Access](#)

To keep **track and maintain transactions** made while making a sale or purchase of products made through the system, go to the accounts panel. Refer to question no. 1 for access to Accounts panel.

After getting to accounts panel clicking on the **3rd option** of the drop-down menu which is the **Sale Book** / **4th option** of the drop down is **purchase book**, will redirect you to **Sale/purchase invoice page** respectively.

- [Data Entry](#)

This particular action can be performed by authorized personnel only and the entries can be made only for the students here.

To make entries and save invoices the first step the administrator will have to do is perform a student search and click on the corresponding students. The Student Search button is situated just below the RESET button on the upper left corner. After clicking on Student Search a new window will pop to search for any particular student where you will see 5-6 search fields like this.

Student Code - It is a unique 8-digit code that will be assigned by the system after the completion of your admission procedure.

Student name

Parent name

Phone number

Address

Family Name

One can fill in any one of the text fields or all of the fields for pin-point results. After filling in any of the search fields to a distinctive point hit the search button and search results matching the input field will come up. After finding out the student you want to make entries for click on the student and you can make entries. After clicking on the students you want to make entries for, the details of the students will be immediately shown on the invoice. These details include their name, class, code, regd. No and parents mobile no. as well.

After selecting the student you want to make the entries for, select the products that have been sold or purchased.

After selecting the products the entry menu looks somewhat like this-

No.	Code.	Stock	Products	Quantity	Rate	Total	Remove
1	Product code	Left in stock	Product X	No. of product X	Cost of product X	Cost	Delete
2	Product code	Left in stock	Product Y	No. of product Y	Cost of product Y	Cost	Delete

Sub-Total	
Additional Charge	* any additional charge that is applicable
Discount	* any discount awarded that is applicable
Total	

Out of the 7 columns of the above table only, Rate Column And Cost are editable. And below the subtotal is calculated automatically. The administrator can add in additional charges and discounts in the given entry fields as well. After entering at appropriate fields click on Save invoice which is on the upper-left corner of the page, to save your invoice. These charges will be added to the student fees at the student panel. And click on Reset to start over.

Save Invoice
Reset

7. How to check for the lists of students who have default charges outstanding to their name?

- [Access](#)

To check for the lists of students who have default charges outstanding to their name, go to the accounts panel. Refer to question no. 1 for access to Accounts panel.

After getting to accounts panel clicking on the 8th option of the drop-down menu which is Defaulters Charge-wise will redirect you to My Defaulter List page.

Here, the students with default charges to their name appears. The list of students is arranged in a descending order of amount of charges that is default against them. The other details like the student code, Regd Id, Contact number, and the details of charges is also shown in my defaulter list page.

- [Operation On Data](#)

Only authorized personnel can perform the specified operation on the default student list page.

Double clicking on the student name redirects you to student search menu with the student code already entered against the student code and then redirects you to student panel concerning that student where one can perform various operations as an administrator can.

On the upper-left side of the menu, you can see three buttons. I.e -

Change Date
Send SMS
Defaulter Challan

Change Date- By clicking on it one can change the date of which you want to view the entries for.

Send SMS - By clicking on Send SMS the authorized personnel can send a personal message to the ward's parent's or guardian's phone no. by inserting the message in the text field and hit the Send SMS button.

Defaulter Challan - Clicking on defaulter challan would print an invoice with the defaulter's details and the outstanding amount as well.

8. How to check the total fees of students of the institute fee-groups?

- [Access](#)

To check for the lists the total fees of students of the Institute of different groups, go to the accounts panel. Refer to question no. 1 for access to Accounts panel. After going to the accounts panel click on Fee Break up list which is the 9th option in the dropdown menu. After clicking it fee break up list which lists down the total fees of various students of different fee-group.

FEE BREAKUP LIST

Rank	Student	Tuition	LKMI	Total
Total		Average per student-	Average per student-	Total

9. How to check the lists of students whose fees have been waived off/ free students?

- [Access](#)

To check for the lists of students whose fees have been waived off, go to the accounts panel. Refer to question no. 1 for access to Accounts panel. After going to the accounts panel click on Free student list which is the 10th option in the dropdown menu. After clicking, free students are listed down with basic details such as student code, regd id, student name, father's name, contact no. etc

10. How to check for lists of paying-students of the institute?

- [Access](#)

To check for the lists of students whose fees have been credited, go to the accounts panel. Refer to question no. 1 for access to Accounts panel. After going to the accounts panel, click on my creditor list which is the 11th option in the dropdown menu. After that creditors are listed down along with basic details such as student code, regd id, student name, and details of fees as well.

On the upper left most corner of the page, you can change the date of which you want to view the entries.

Change Date

Double clicking on the student name redirects you to student search menu with the student code already entered against the student code and then redirects you to student panel concerning that student where one can perform various operations as an administrator can.

11. How to check for lists students who have cleared the charges in the institute?

- [Access](#)

To check for the lists of students whose fees have been credited, go to the accounts panel. Refer to question no. 1 for access to Accounts panel. After going to the the accounts panel, click on Balance Clear List which is the 12th option in the dropdown menu. After the students with 0 balance are listed down along with basic details such as student code, regd id, student name, and details of fees as well.

On the upper left most corner of the page, you can change the date of which you want to view the entries.

Change Date

Double clicking on the student name redirects you to student search menu with the student

code already entered against the student code and then redirects you to student panel concerning that student where one can perform various operations as an administrator can.

12. How to check for accounts entries made into the system into the Institute for a session in a monthly wise manner?

- [Access](#)

To check for accounts entries made into the system into the Institute for a go to the accounts panel. Refer to question no. 1 for access to Accounts panel. After going to the accounts panel, click on session statistics which is the 13th option in the dropdown menu. After clicking, entries made for the entire session are listed down along with various fields against which entries were made in a monthly manner. The total is calculated at the bottom column for the entire session.

In the upper left corner, there are two buttons

Current Session
Last session

Last session -To access the entries of the previous session.

13. How to check accounts entries made in between a specified session?

- [Access](#)

To check for accounts entries made into the system into the Institute for a specified session, go to the accounts panel. Refer to question no. 1 for access to Accounts panel. After going to accounts panel, click on accounts report which is the 14th option in the dropdown menu.

To check entries for a specified session,first one has to specify the session. To specify a session look at the upper-left part of the page where you can see two text fields with start date and end date against them.

Start Date -

End Date-

After specifying the session one has to decide which type of entries he/she would like to see. There are mainly 3 buttons given just below the End Date text box.

View Waived charges report
View Add Charges report
View Cash Received report

After specifying a session, clicking on any one of them leads to the reports generated for the specified session along with basic details such as student code, regd id, student name, and description of fees as well.

Clicking on the student name redirects you to student search menu with the student code already entered against the student code and then redirects you to student panel concerning that student where one can perform various operations as an administrator can.

14. How to check for revenues collected for each class for the whole session or specified session?

- [Access](#)

To check for revenues collected made for each class for the whole session or a specified session, go to the accounts panel. Refer to question no. 1 for access to Accounts panel. After going to accounts panel, click on revenue statement which is the 15th option in the dropdown menu.

After clicking on revenue statement revenues made for each class is listed down for the whole session by default.

To check the revenue statement for a specified session, first one has to specify the session. To specify a session look at the upper-left part of the page where you can see two text fields with start date and end date against them.

Start Date -

End Date-

After specifying the session click on view statement to view the revenue statement for that particular session.

15. How to check for revenues collected in a detailed manner for each class for the whole session or specified session?

- [Access](#)

To check for revenues collected for each class for the whole session or a specified session, go to the accounts panel. Refer to question no. 1 for access to Accounts panel. After going to the accounts panel, click on revenue statement which is the 16th option in the dropdown menu.

Refer to question 14. for operational details.

16. How to check details of the transactions from the account of various administrations?

- [Access](#)

To check for details of the **transactions made** for the whole session or a specified session, go to the **accounts panel**. Refer to **question no. 1** for access to **Accounts panel**. After going to accounts panel, click on **Common Accounts Statement** which is the **17th option** in the dropdown menu.

Refer to question no. 14 for operational information.

Clicking on the accounts would lead to the account balance sheet.

17. How to keep transactions of fee collection of various students on the register of the school/institute?

- [Access](#)

To check for details of the **transactions of fee collection** of various students on the **register** of the school/institute, go to the **accounts panel**. Refer to **question no. 1** for access to **Accounts panel**. After going to accounts panel, click on **Fee Register** which is the **18th option** in the dropdown menu.

After clicking on the Fee Register button the entire register with students name and fees description is displayed along with the fees paid in each month. Also dues, the amount paid and total balance is displayed on the register as well, along with bad debit.

18. How to view entries for transactions in the system of the Institute in a particular date-wise session?

- [Access](#)

To view for details of the **transactions made** for a particular datewise specified session, go to the **accounts panel**. Refer to **question no. 1** for access to **Accounts panel**. After going to accounts panel, click on **Cash View Date Wise** which is the **20th option** in the dropdown menu.

Refer to question 14. for operational details.

19. How to check/view entries for transactions in the Journal Voucher Book in a particular date-wise session?

- [Access](#)

To check/view entries for transactions in the Journal Voucher Book in a particular date-wise session, go to the **accounts panel**. Refer to **question no. 1** for access to **Accounts panel**. After going to accounts panel, click on **Cash View Date Wise** which is the **21st option** in the dropdown menu.

Refer to question 14. for operational details.

20. How to check account balance sheet of specific accounts for a particular date-wise session?

- [Access](#)

To check account balance sheet of specific accounts for a particular date-wise session, go to the **accounts panel**. Refer to **question no. 1** for access to **Accounts panel**. After going to accounts panel, click on **Accounts Balance Sheet** which is the **22nd option** in the dropdown menu.

To check account balance sheet of specific accounts for a specified session, the first one has to specify the session. To specify a session look at the upper-left part of the page where you can see two text fields with start date and end date against them.

Start Date -

End Date-

Account - Unique account Id of the specific account one wants to check the balance sheet for.

After specifying the session click on view report to view the account balance statement of a particular account for that particular session.

Below view report button there are two more buttons like this which give quick access to the

details of account and account holder information.

Select Account Member - It shows the account information of the non-staff members like Banks etc.
Select Staff Member - It contains all the account information of the staff members and it is updated every month with new staff members (if any recruited).

21. How to perform Bulk Debit / Credit?

- [Access](#)

To perform the bulk credit/debit of students, go to **accounts panel**. Refer to **question no. 1** for access to **Accounts panel**. After going to accounts panel, click on **Bulk Debit/Credit** which is the **23rd option** in the dropdown menu.

To perform bulk admission complete the step by step procedure mentioned below.

Add Students Complete List at Your Web Site in sample format

Simply Download the Excel file and write data in file.

Write data in Excel file Carefully.

Do not Change the downloaded excel file name.

Try to maximum 1000 Record to upload at one time.

You can view and Download complete Section Code List from right panel links.

Write Student Current Section Code Carefully where applicable.

Write in Gendar Colum "F" for Female and "M" for Male only where applicable.

All date values entered should be in US fomate like MM/DD/YYYY.

For uploading press browse button.

Data will be enter on website in real time.

After Upload you can see data listed here.

On the upper left corner there are two buttons -

Choose File- *Upload the excel file
Select Entry Type- *type of the fees

24. How to access the total debit of the institute for an entire session or for a particular month and how to change the auto-fee debit charges which takes place for recurring payments?

- [Access](#)

To to access the total debit of the institute for an entire session or for a particular month and how to change the auto-fee debit charges which takes place for recurring payments, go to **accounts panel**. Refer to **question no. 1** for access to **Accounts panel**. After going to accounts panel, click on **Auto fee Debit** which is the **24th option** in the dropdown menu.

After clicking on it the entire session information is shown on the page.

Session Information

- Session Start Date:
- Session End Date:
- Last Debit Till: Last month
- Next Debit Fee For Next month
- Total Students:
- Free Students:
- Accepted Fee Total:

Also the debited fee is also listed in a month wise manner to the right side of the page.

Select	Month	Amount
	March	
	April	
	May	
	June	
	July	
	August	
	September	
	October	
	November	

	December	
	January	
	February	
	March	

In the select column, select any of the month you want to make entry for.

Below this, there is a invoice setting, which lets the user set different variables of the invoice like From Date, To Date, Issue Date, Due Date, Valid Date and Arrear Date as well.

Invoice Date Setting:-

Click for calendar From Date:

Click for calendar To Date:

Click for calendar Issue Date:

Click for calendar Due Date:

Click for calendar Valid Date:

Click for calendar Arrear Date:

And below this invoice setting menu there is a Integer Setting menu, where authorised personnel can make changes to the charges that are charged on the students on a recurring basis, for example-Integer Setting, Fine charged after Due Date of Fee EveryMonth, Fine charged after Due Date of Fee Every Day, Late Fee Fine After One Month, Student Absent Charge, Test Absent Fine, Test Fail Fine.

Integer Setting	
Fine charged after Due Date of Fee EveryMonth	
Fine charged after Due Date of Fee Every Day	
Late Fee Fine After One Month	
Student Absent Charge	
Test Absent Fine	
Test Fail Fine	

As mentioned in question no. 4, **All the actions performed in the Cash Book effects all the information in the system, be it input or output. As you can see you can perform student**

search from cash book menu and add charges/payments into the cash book also you can credit salary funds into the accounts of staff members and keep track of all the information of the entire database here. You can make changes to the default charges of fees and fines due to other causes as well from this accounts panel as well.