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1. Introduction

The **Fee Management System (FMS)** is a comprehensive software solution designed to simplify and automate the fee administration process for educational institutions. It provides an efficient platform for managing academic sessions, classes, student admissions, fee structures, voucher generation, payment transactions, reports, and student promotions. By replacing manual record-keeping with a centralized digital system, the software improves accuracy, reduces administrative workload, and ensures secure management of student and financial data.

This help guide is intended to assist administrators and authorized users in understanding and effectively using every feature of the Fee Management System. It provides step-by-step instructions for performing daily tasks, including managing academic information, configuring fee settings, processing student payments, generating reports, monitoring user activities, and maintaining system security. Whether you are a new user or an experienced administrator, this manual serves as a practical reference to help you efficiently manage the institution's fee collection process and make full use of the system's capabilities.

1.1Main Features:

- User-friendly and easy-to-use interface.
- Secure user login and authentication.
- Academic session management.
- Class management.
- Section management.
- Student admission and registration.
- Active student management.
- Student status management.
- Fee head management.
- Fee structure and fee settings.
- Fine (late fee) management.
- Fee voucher generation.
- Fee voucher printing.
- Fee payment transaction management.
- Voucher lock and unlock facility.
- Voucher deletion (authorized users only).

- Student payment history.
- Student promotion to the next academic session.
- Fee adjustment during promotion.
- Admission reports.
- Student status reports.
- Left student reports.
- Defaulter reports.
- Fee collection reports.
- Bank receipt reports.
- Fee generated reports.
- Password management.
- User login activity logs.
- Fast student record search.
- Accurate fee calculation.
- Secure and centralized database.
- Reduced paperwork and manual effort.
- Improved efficiency and data accuracy.
- Easy report generation and printing.
- Reliable record keeping and data management.

2. System Requirements:

- ✓ Google Chrome (Recommended)
- ✓ Microsoft Edge
- ✓ Mozilla Firefox
- ✓ Internet Connection
- ✓ Screen Resolution: 1366 × 768 or higher

3. Logging In

- ❖ **Step 1**

    Open the system URL in your browser.

- ❖ **Step 2**

    Enter your Username:

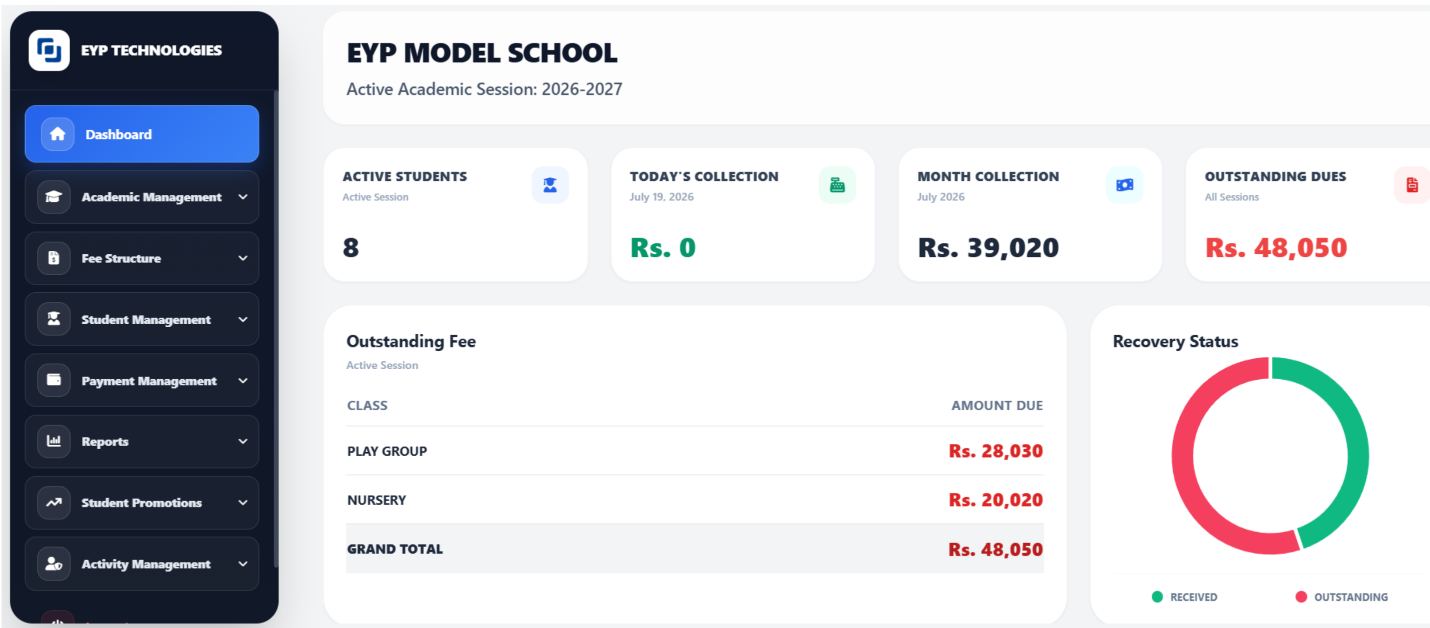
    Password:

❖ **Step 3**

Click Login.

4. Dashboard Overview

The Dashboard is the main screen of the Fee Management System and provides a quick overview of important academic and financial information. It is designed to help users monitor student records, fee collections, outstanding dues, and system activities from a single location. After logging into the system, the dashboard is displayed automatically and serves as the central navigation point for all modules.



4.1School Information

At the top of the dashboard, the system displays:

- School Name
- Currently Active Academic Session

This information helps users verify that they are working within the correct academic session.

4.2Dashboard Summary Card

The summary cards display important statistics at a glance.

4.2.1 Active Students

Displays the total number of students currently enrolled in the active academic session.

4.2.2 Today's Collection

Shows the total fee amount collected on the current day.

4.2.3 Month Collection

Displays the total fee collected during the current month.

4.2.4 Outstanding Dues

Shows the total unpaid fee amount for all students in the active academic session.

4.3 Outstanding Fee Summary

The Outstanding Fee section provides a class-wise summary of unpaid fees.

The table displays:

- Class Name
- Outstanding Fee Amount
- Grand Total of Outstanding Fees

This information helps administrators identify classes with pending fee collections.

4.4 Recovery Status Chart

The Recovery Status chart provides a graphical representation of fee recovery.

The chart displays:

- Received Amount – Total fees successfully collected.
- Outstanding Amount – Total unpaid fees remaining.

This visual representation enables users to quickly evaluate the overall fee recovery performance.

4.5 Using the Dashboard

The dashboard enables users to:

- Monitor the total number of active students.
- View daily and monthly fee collection totals.
- Check outstanding dues at a glance.
- Analyze fee recovery through graphical charts.

▪ Review class-wise outstanding fee information.
▪ Quickly navigate to different system modules using the left navigation menu.

4.6Notes

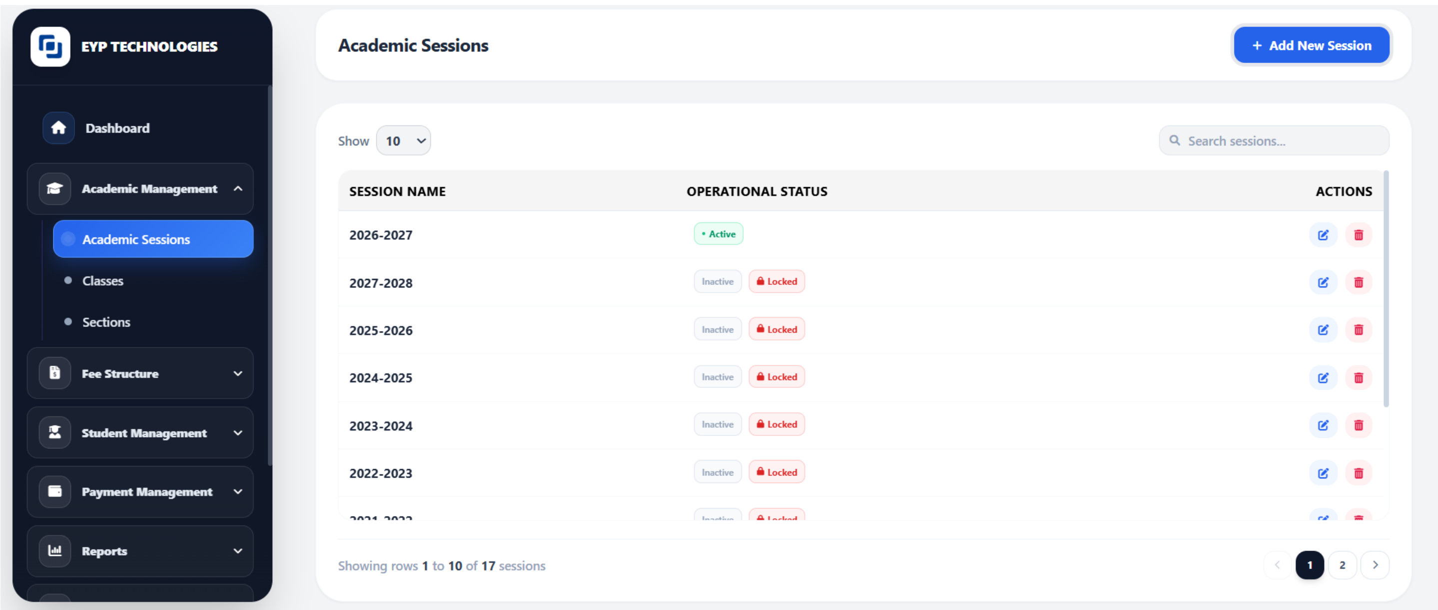
▪ All dashboard information is updated automatically whenever fee transactions are recorded or student records are modified.
▪ The displayed data is based on the currently active academic session.
▪ Users should verify that the correct academic session is selected before performing any operations.
▪ Access to dashboard information depends on the permissions assigned to the logged-in user.

5. Academic Management

The Academic Management module is used to configure the academic structure of the institution. It allows administrators to create and manage academic sessions, classes, and sections. These settings form the foundation of the Fee Management System and must be configured before student admissions and fee processing.

The Academic Management menu contains the following sub-modules:

- Academic Sessions
- Classes
- Sections



5.1 Academic Sessions

The Academic Sessions module is used to create and manage academic years (for example, 2026–2027). Only one academic session can remain active at a time. The active session is used throughout the system for admissions, fee generation, reports, and other academic activities.

The Academic Sessions screen contains the following components:

5.1.1 Session Name

Displays the name of each academic session.

Example:

- 2026–2027
- 2027–2028
- 2025–2026

5.1.2 Operational Status

The operational status indicates whether a session is currently being used.

Possible statuses include:

Active – The session is currently operational and used throughout the system.

Inactive – The session exists but is not currently active.

Locked – The session is protected from modifications to preserve historical records.

Add New Session

Click the Add New Session button located in the upper-right corner of the page to create a new academic session.

To add a new session:

Navigate to Academic Management → Academic Sessions.

- Click Add New Session.
- Enter the academic session name.
- Save the record.

The new session will be added to the session list.

5.1.3 Edit Session

To modify an existing academic session:

- Locate the required session.
- Click the Edit (✏) i
- con.
- Update the required information.
- Click Save.

5.1.4 Delete Session

To remove an academic session:

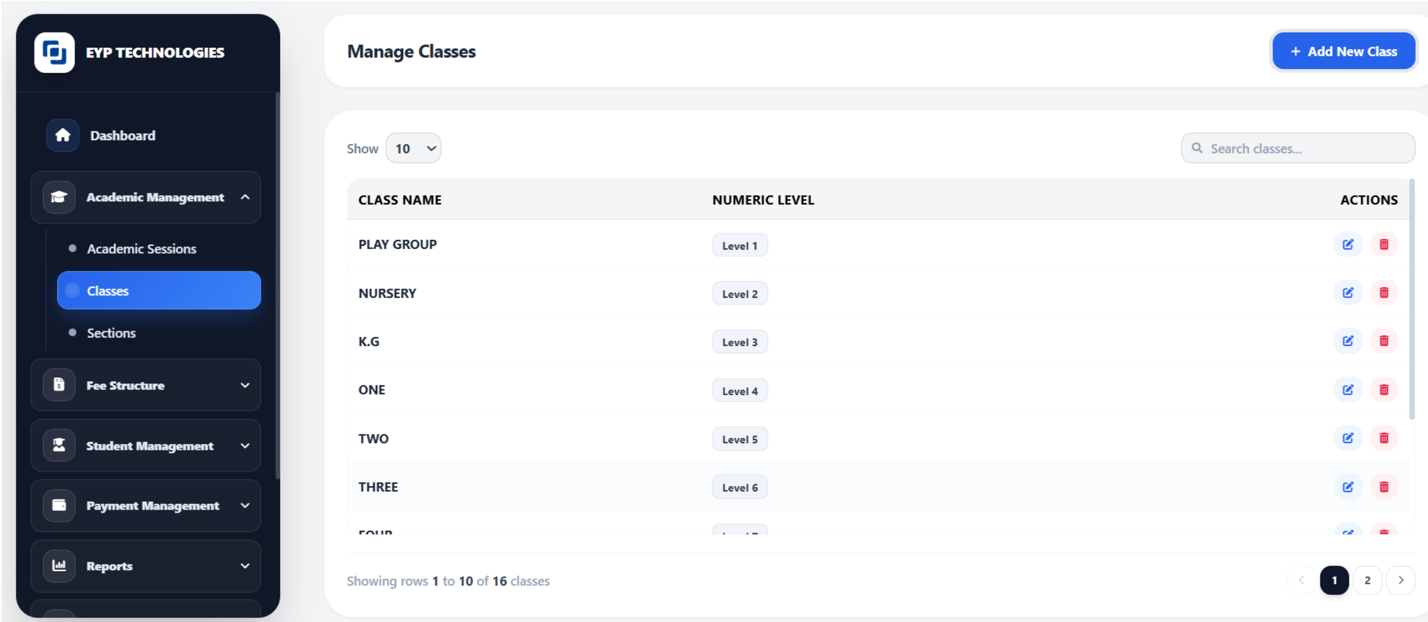
- Locate the required session.
- Click the Delete (🗑) icon.
- Confirm the deletion.

5.2Notes

- Only one academic session can remain Active at any given time.
- Previous sessions should normally remain Locked to protect historical data.
- Configure the academic session before creating classes, sections, or student admissions.
- Ensure the correct session is active before generating fee vouchers or reports.

5.3Classes

The Classes module is used to create and manage all classes offered by the institution, such as Play Group, Nursery, Grade 1, Grade 2, and other academic levels. Each class is associated with an academic session and serves as the basis for student admissions, fee assignment, and reporting.



Users can perform the following tasks:

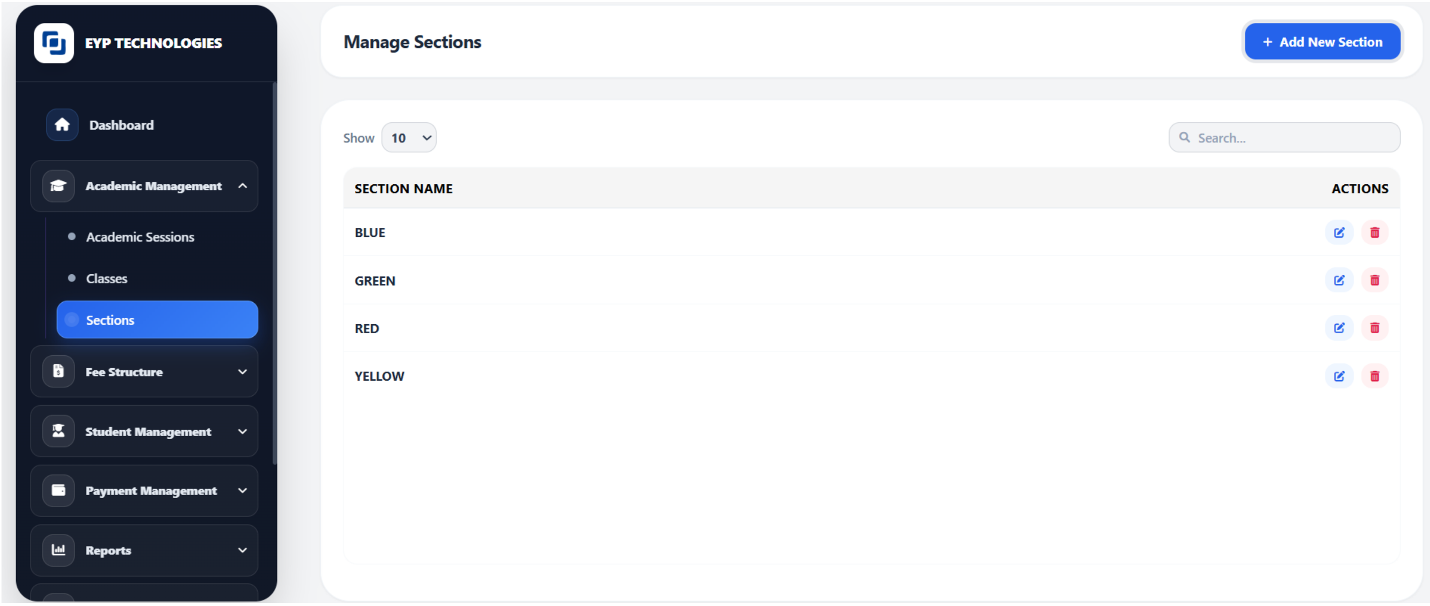
- Add a new class.
- Edit existing class information.
- Delete a class (if it is not in use).
- Search for classes.
- View the list of all available classes.

To add a new class:

- Open Academic Management → Classes.
- Click Add New Class.
- Enter the class name.
- Save the record.

5.4Sections

The Sections module allows administrators to divide each class into multiple sections, such as A, B, C, etc. Sections help organize students and simplify attendance, admissions, and reporting.



Users can perform the following tasks:

- Add new sections.
- Edit section details.
- Delete unused sections.
- Search for sections.
- View all available sections.

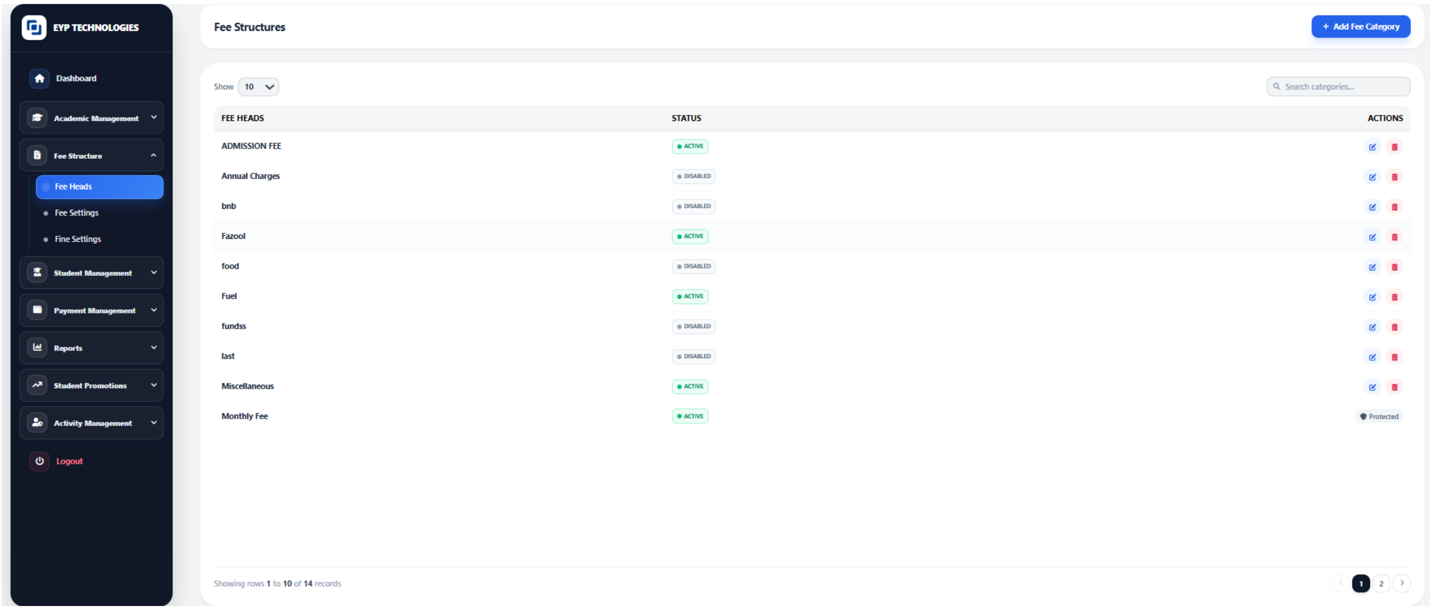
To add a new section:

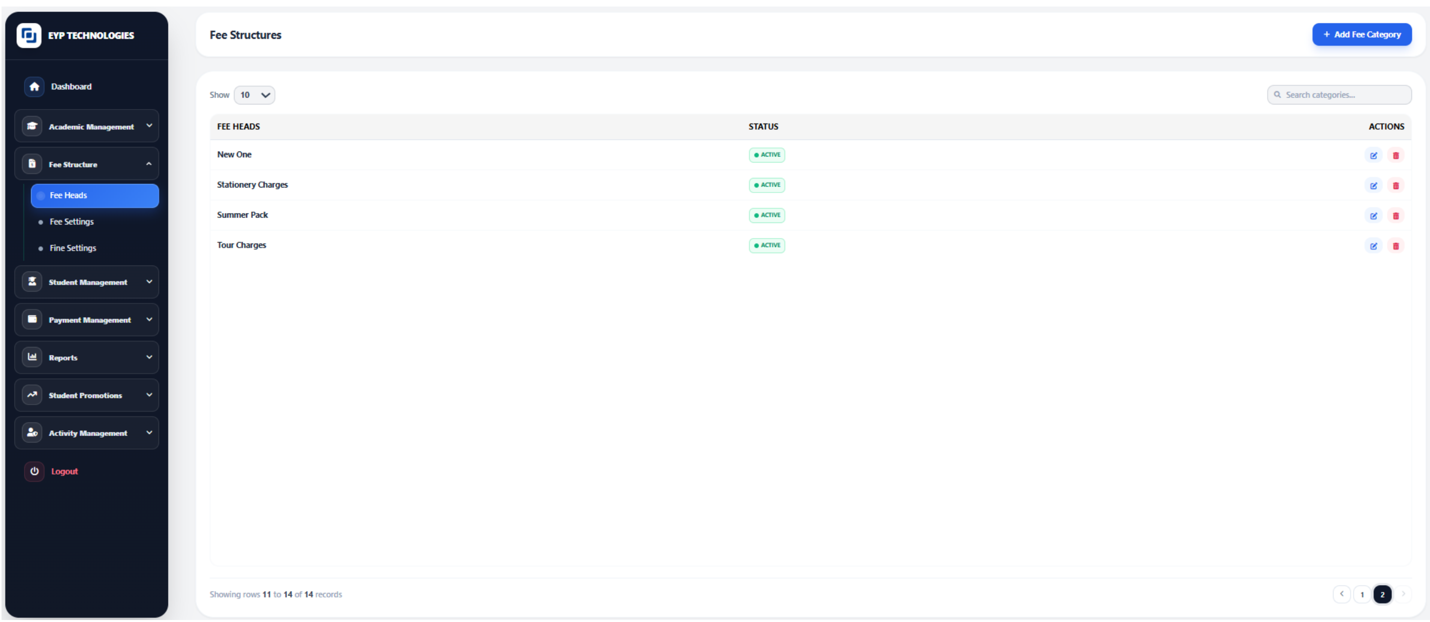
i- Open Academic Management → Sections.
ii- Click Add New Section.
iii- Select the corresponding class.
iv- Enter the section name.
v- Save the record.

6. Fee Structure

This module is used to create and manage the different categories of fees charged by the institution. Each fee head represents a specific type of fee, such as Admission Fee, Monthly Fee, Annual Charges, Transport Fee, or any other institution-defined charge. These fee heads are later used while configuring fee structures and generating student fee vouchers.

The Fee Heads screen provides a list of all available fee categories along with their current status and available actions.





6.1Fee Heads

This column displays the names of all fee categories created in the system.

Examples include:

- Admission Fee
- Monthly Fee
- Annual Charges
- Transport Fee
- Miscellaneous

Administrators can create additional fee heads according to the institution's requirements.

6.1.1 Status

The Status column indicates whether a fee head is currently available for use.

Possible statuses are:

- ✓ Active – The fee head can be used in fee settings and voucher generation.
- ✓ Disabled – The fee head is temporarily unavailable and cannot be assigned to new fee structures.

6.1.2 Add Fee Category

- ➢ To create a new fee head:
- ➢ Navigate to Fee Structure → Fee Heads.
- ➢ Click the Add Fee Category button.
- ➢ Enter the fee head name.
- ➢ Select the appropriate status (Active or Disabled).
- ➢ Click Save.

The new fee head will appear in the list.

6.1.3 Edit Fee Head

- ➢ To modify an existing fee head:
- ➢ Locate the required fee head.
- ➢ Click the Edit (✏️) icon in the Actions column.
- ➢ Update the required information.
- ➢ Click Save.
- ➢ Delete Fee Head

To remove a fee head:

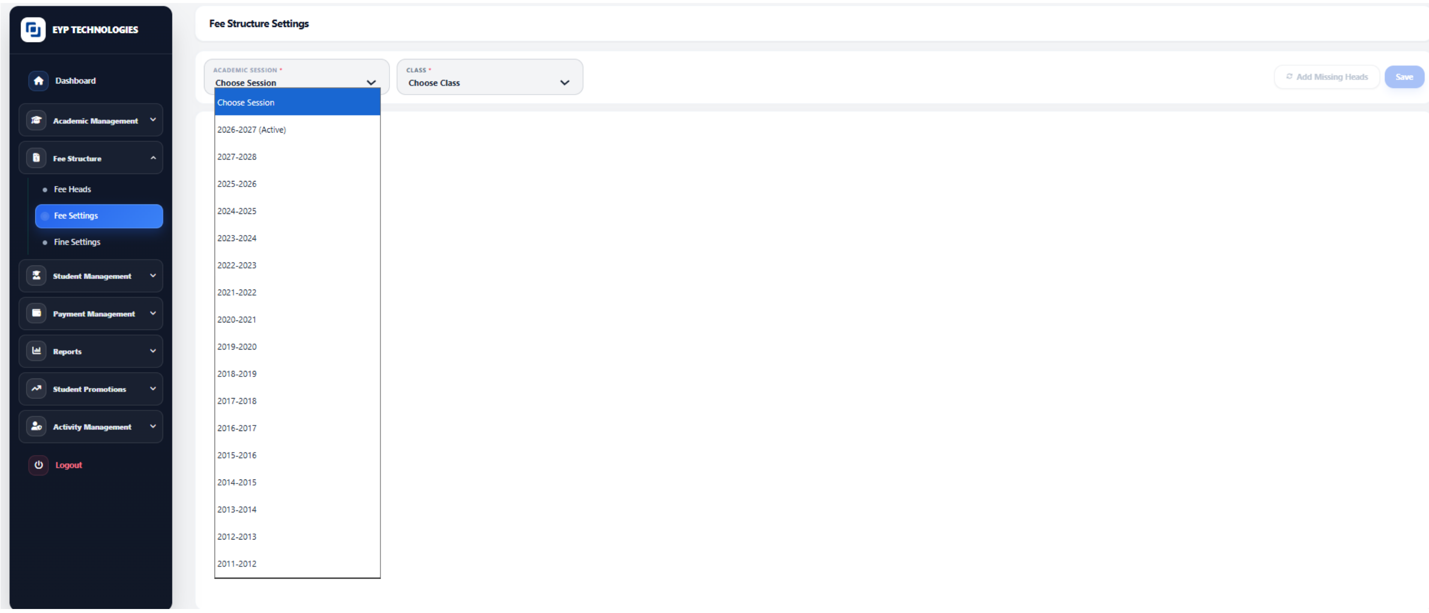
- ➢ Locate the desired fee head.
- ➢ Click the Delete (🗑) icon.
- ➢ Confirm the deletion.

Note: Fee heads that are already assigned to fee structures or used in student fee records may not be deleted. In such cases, the system may protect the record from deletion.

6.1.4 Protected Fee Heads

Some fee heads are marked as Protected. These are system-defined categories that cannot be deleted to maintain data integrity. However, depending on system permissions, they may still be edited if required.

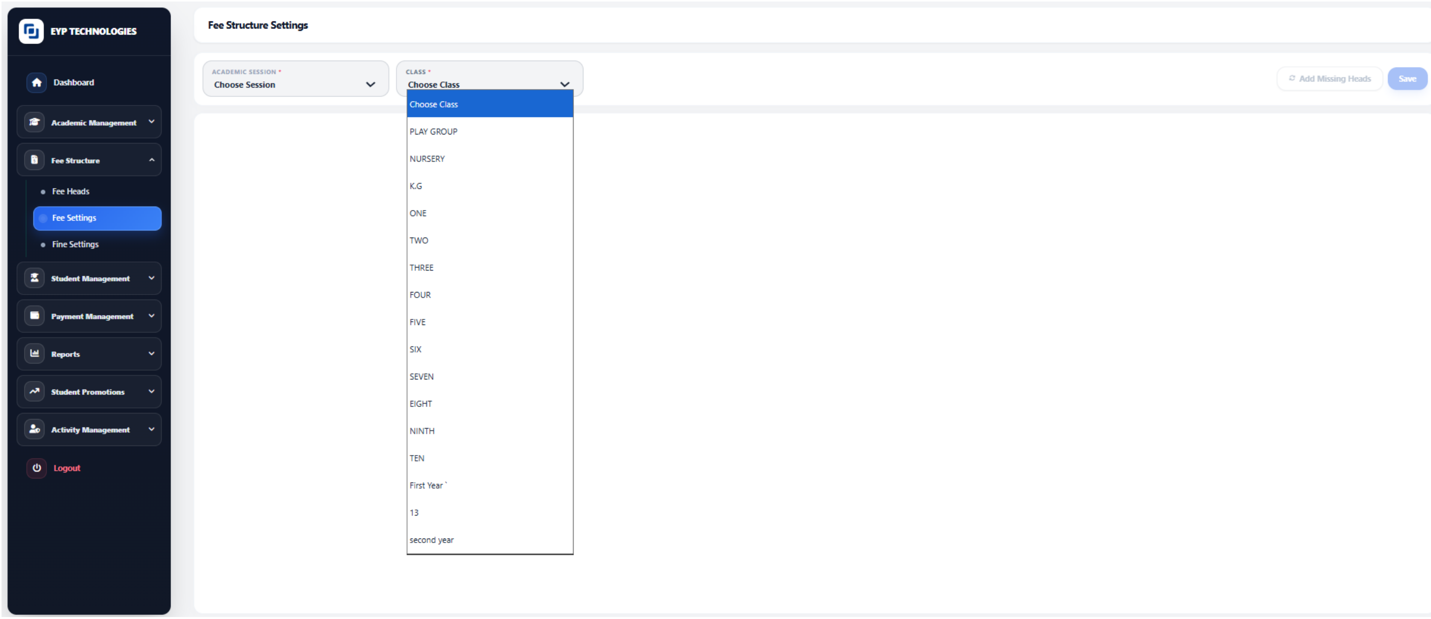
6.2Fee Settings



6.2.1 Fee Setting Screen

The Fee Setting screen is the configuration panel where an administrator defines exactly how much money a specific class has to pay for a specific academic session.

Think of it as a matching matrix. By itself, a class (like "Class 1") doesn't know what it costs. A fee category (like "Tuition Fee") doesn't have a price tag yet. The Fee Setting screen joins them together to create the rules for your billing system.



6.2.2 Workflow Steps

- **Select the Timeframe (Academic Session):** The user first selects the target year (e.g., 2026-2027). This ensures historical fee structures from previous years remain untouched and accurate for record-keeping.
- **Select the Target (Class):** The user selects the specific grade or class (e.g., Class 1 or Class 2). Different classes usually have different fee amounts.
- **Load the Matrix (The Hidden Grid):** Once both dropdowns are selected, a grid or table will dynamically appear on the blank white space of the screen. This grid automatically imports all the categories created in the Fee Heads screen (e.g., Tuition Fee, Registration Fee, Sports Fee).
- **Input and Assign:** The administrator types the specific amount next to each fee head for that selected class.
- **Save the Rule:** Clicking Save commits these rules to the database. Once saved, whenever a student is enrolled in that specific session and class, the system will automatically know exactly how much to charge them.

6.2.3 Key Features

- Dynamic Grid Generation: The white space is designed to adapt. If you have 3 fee heads, it shows 3 rows. If you add more later, it grows.
- "Add Missing Heads" Button: If the administrator adds a new type of fee (e.g., a new "Computer Lab Fee") in the middle of the year using the Fee Heads tab, clicking this button pulls that new category into the current class profile without erasing the amounts they already typed in for tuition or registration.

6.3Fine Settings

The Fine Settings screen is the configuration panel where an administrator decides how late fees are automatically calculated and applied when a student misses their payment deadline. It acts as the business rule engine for penalties across your accounting system.

6.3.1 Workflow Step-by-Step

6.3.1.1 Select Fine Type:

The administrator chooses one of four logical behaviors for late fees:

- No Fine: Disables all automated penalties.
- Fixed Fine: Charges a single, one-time flat fee regardless of how many days pass.
- Daily Fine: Multiplies a set daily rate by every single day a voucher remains past due.
- Slab Fine: Configures staggered fine tiers based on date ranges.

6.3.1.2 Define Grace Period & Limits:

The administrator configures the essential rules for execution:

- Grace Days: Sets a buffer period past the formal due date where no fine is accumulated.
- Amount / Limit Parameters: Sets the numeric cost value and a maximum ceiling limit so a late fee never infinitely increases out of proportion.

6.3.1.3 Determine Scope (Apply Fine On):

The user chooses whether these rules restrictively target recurring core dues (Monthly Fee Only) or scale universally across everything (All Voucher Types, such as exam fees, sports fees, or transport vouchers).

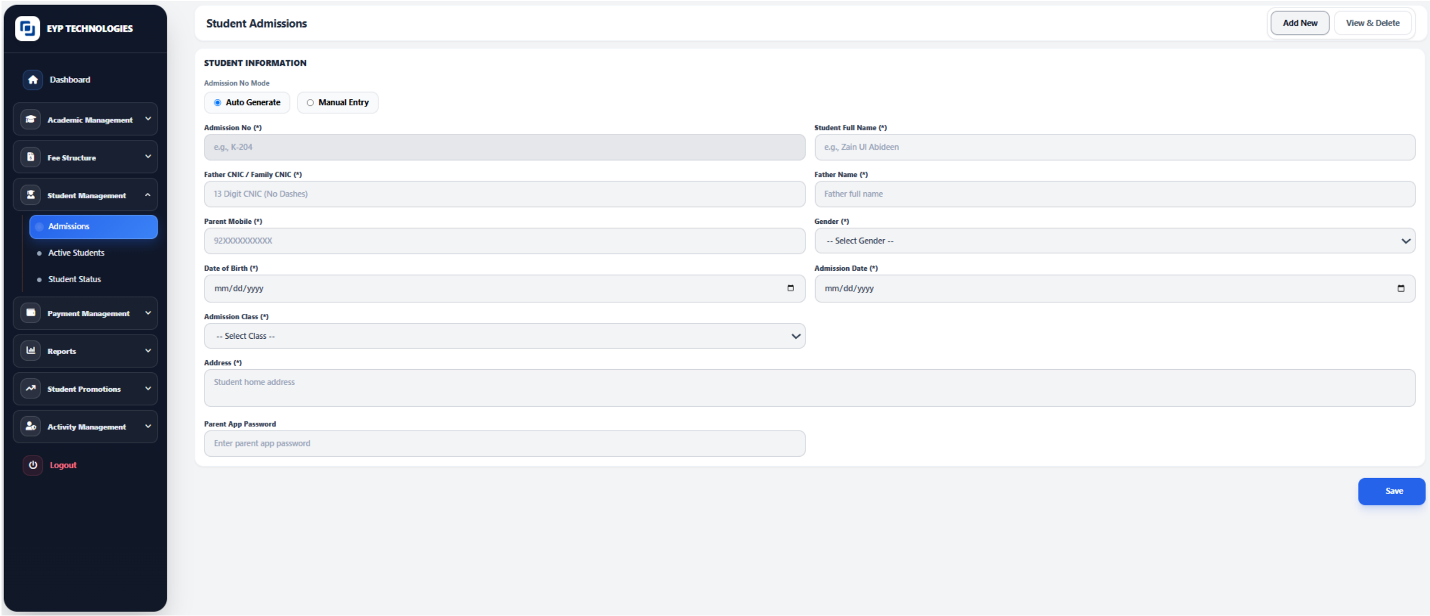
6.3.1.4 Toggle Status & Save:

The administrator ensures Fine setting active is checked to turn on the automation rule globally, then clicks Save Fine Settings to instantly apply these calculation logic changes to the billing engine.

7. Student Management

The Student Admissions screen under the Student Management module serves as the primary data entry portal for onboarding new students into the system. This screen registers essential demographic, academic, and guardian tracking profiles, creating a master record that binds the student to your automated billing and academic tracking systems.

7.1Admissions



7.1.1 Set the Identification Method (Admission No Mode):

The administrator decides how the student's unique identity code is handled:

- **Auto Generate:** The software automatically increments and assigns the next available sequential registration number.
- **Manual Entry:** Allows the operator to type in a legacy or pre-existing physical registration code.

7.1.2 Assign Academic Context & Timeline:

The registry profile is placed within the school hierarchy:

- **Admission Class:** Anchors the student to a specific grade level, which directly dictates what fee structures apply to them.
- **Admission Date:** Sets the precise official calendar starting date for tracking enrollment tenure.

7.1.3 Credential Setup & Finalization:

- **Address:** Records the permanent residential location of the student.
- **Parent App Password:** Establishes initial secure login credentials for a portal or mobile app dedicated to the parents.
- **Execution:** Clicking Save commits the record to the active registry database, while the top right utility options let operators quickly clear the workspace (Add New) or shift view modes (View & Delete).

7.2 Active Students

7.2.1 Student Enrollments Screen

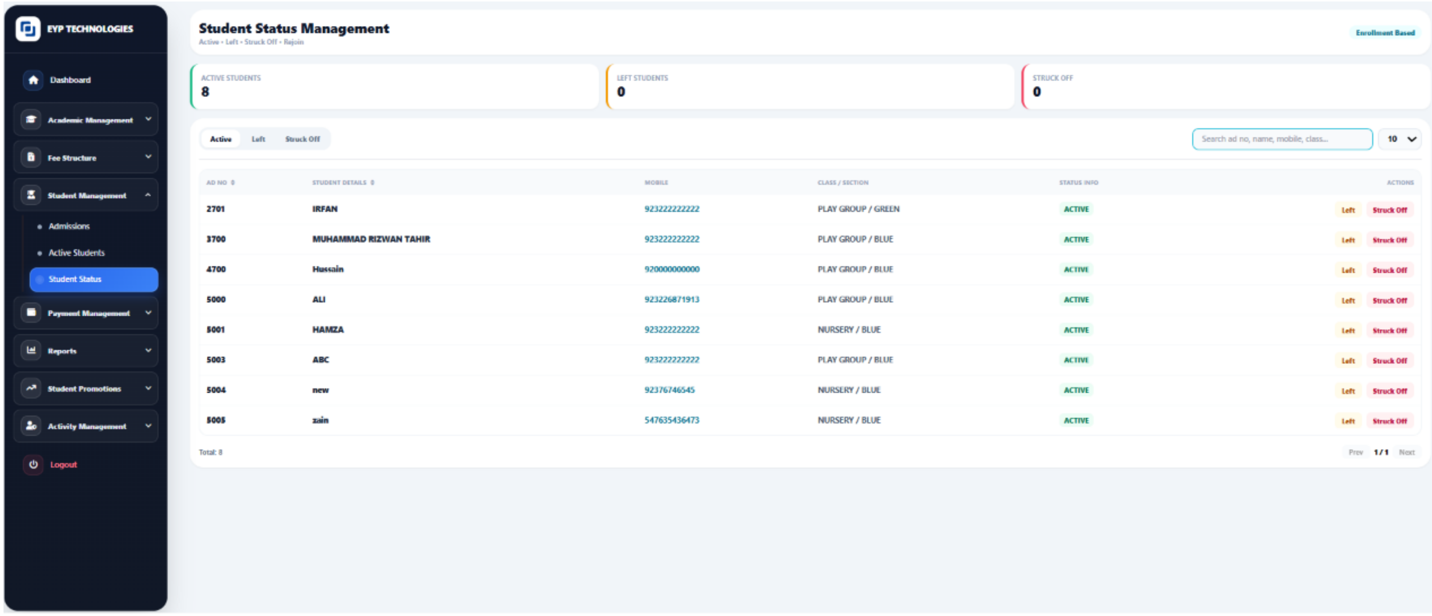
The Active Students screen (titled Student Enrollments in the main header) under the Student Management module acts as the central administrative directory. It provides a real-time, searchable grid layout of all students currently registered and assigned to classes within the institution for active billing and tracking.

7.2.2 Workflow

- **Review Total Registrations:** The administrator can instantly see the total volume of matching records next to the Enrollment List badge to quickly audit active headcount numbers.
- **Search and Filter Records:** Operators can locate specific records without scrolling by utilizing the utility controls on the top right:
- **Global Search Box:** Allows text filtering by entering an Admission Number or Student Name.
- **Show Entries Dropdown:** Controls grid pagination density, adjusting how many rows display simultaneously
- **Analyze Student Allocation:** The primary data table organizes every student across several essential relational database columns:
- **Admission No & Student Name:** Displays the unique ID and full name of the student.
- **Academic Context:** Tracks the specific Session (e.g., 2026-2027), Class (e.g., Nursery, Play Group), and Section (e.g., Blue, Green) to which the student belongs.
- **Concession Reason:** Displays any special financial discount or scholarship mapping linked to the student's fee structure (indicated by a dash - if no concession applies).
- **Manage Records (Actions):** The right-most column gives the administrator immediate access to record modifiers:
- **Edit Icon (Blue):** Opens the student's registration profile to update demographic or class allocation data.
- **Delete Icon (Red Trash Can):** Removes or un-enrolls the student from the active registry.

7.3 Student Status

The Student Status screen (titled Student Status Management in the main header) under the Student Management module serves as the control center for changing enrollment states. It tracks active students and allows administrators to process structural changes—such as when a student officially leaves the school or is removed due to prolonged absence.



7.4Workflow Step-by-Step

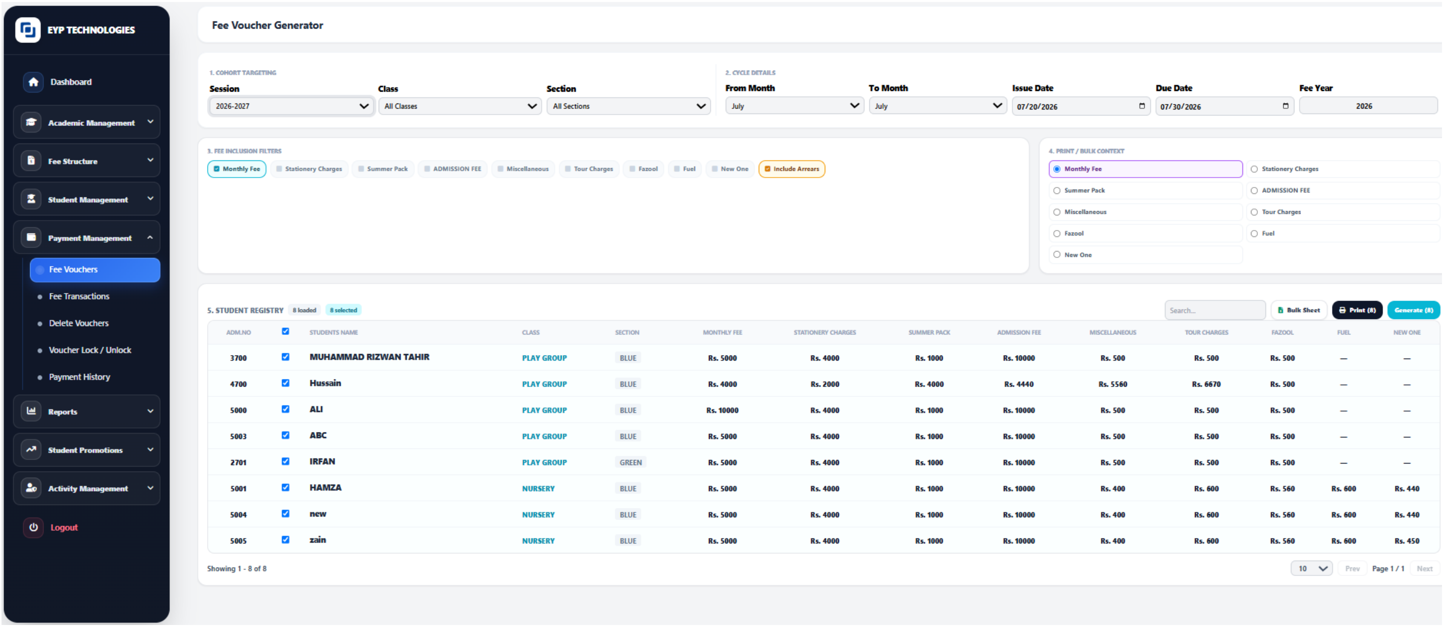
- **Monitor Summary Cards:** At the very top, three visual counter cards offer a quick aggregate look at the institution's current roster metrics:
- **Active Students:** Displays the total count of currently enrolled pupils (e.g., 8).
- **Left Students:** Displays students who have formally graduated or withdrawn (e.g., 0).
- **Struck Off:** Displays students whose enrollment has been canceled or suspended due to disciplinary or non-payment reasons (e.g., 0).
- **Filter by Status Tabs:** Directly above the table, quick-filter tabs (Active, Left, and Struck Off) allow operators to instantly isolate and view subsets of students based on their standing.
- **Locate Specific Records:** Administrators can use the dynamic grid controls on the right:
- **Search Box:** Filters the list dynamically by typing an admission number, name, mobile number, or class.
- **Change Enrollment Status (Actions):** The core purpose of this screen lies in the right-hand Actions column. Next to each active student record, administrators have two immediate operational triggers:
- **Left Button (Yellow):** Clicking this shifts the student's status to "Left", removing them from active tuition billing generation once they formally withdraw.
- **Struck Off Button (Red):** Clicking this immediately marks the student as "Struck Off" to freeze their account due to administrative or policy reasons.

8. Payment Management

8.1 Fee Vouchers

8.1.1 Fee Voucher Generator Screen Overview

The Fee Vouchers screen under the Payment Management module is the core financial engine of the software. It handles bulk fee calculations, custom billing rules, and voucher distribution, allowing administrators to generate monthly invoices for targeted groups of students simultaneously.



8.1.2 Workflow Step-by-Step

i. Cohort Targeting

The administrator defines exactly which group of students should receive the bills using cascading filters:

- **Session:** Selects the active academic term (e.g., 2026-2027).
- **Class:** Narrows the scope down to a single grade level or selects All Classes.
- **Section:** Targets a specific classroom branch or selects All Sections.

ii. Cycle Details & Deadlines

The billing timeline parameters are set here to automate fine schedules and historical archiving:

- From Month / To Month: Defines the billing cycle coverage period (e.g., July to July).
- Issue Date & Due Date: Sets the precise timeline for collection. The system automatically cross-references this Due Date with your Fine Settings module to trigger late penalties if unpaid.
- Fee Year: Configures the financial accounting year record (e.g., 2026).

iii. Fee Inclusion Filters & Context

- **Fee Inclusion Filters:** Checkboxes allow administrators to select which active "Fee Heads" should be rolled into this specific invoice batch (e.g., checking Monthly Fee and Include Arrears while leaving seasonal costs unchecked).
- **Print / Bulk Context:** Radio options allow operators to choose the primary category focal point for printing or reporting logic.

iv. Student Registry Grid & Execution

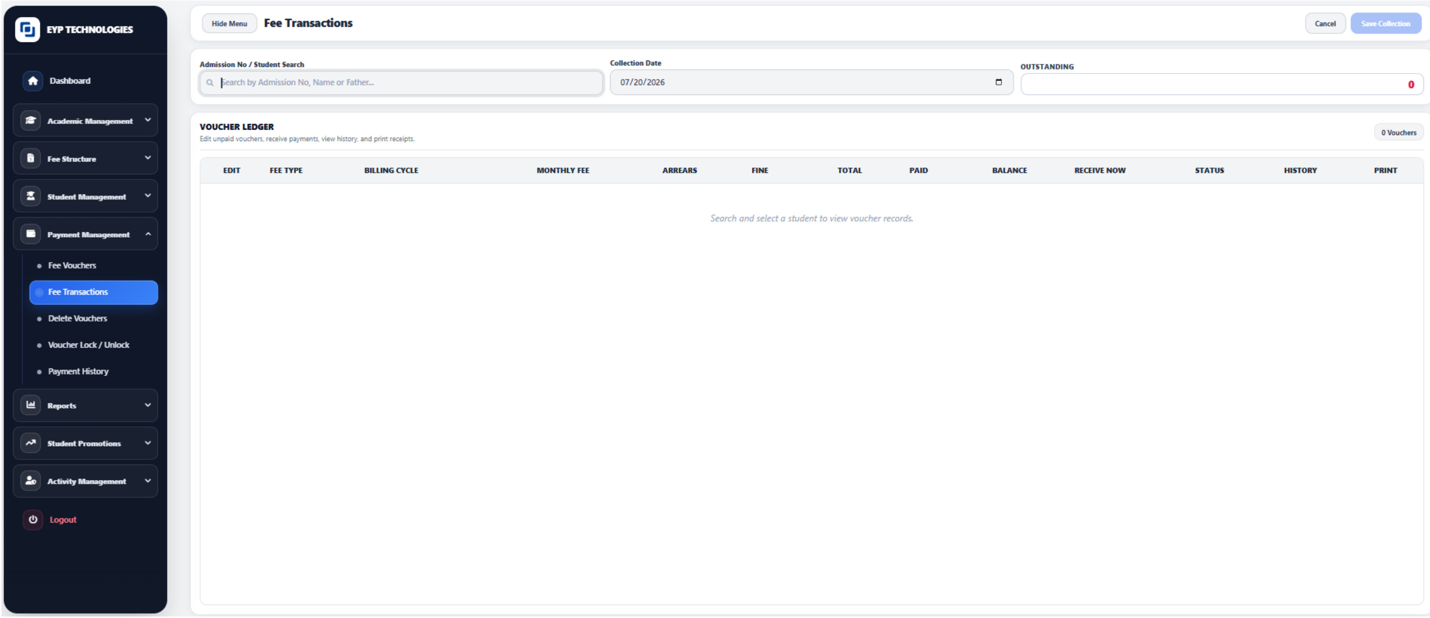
Once the filters are applied, a dynamic preview grid loads showing the targeted students (e.g., 8 loaded, 8 selected):

- Dynamic Cost Matrix: The grid displays exactly what each student will be charged across columns like Monthly Fee, Stationery Charges, and Summer Pack. These individual values are pulled from the rules you previously established on your Fee Settings screen.
- Bulk Processing Actions: The top right features execution buttons to complete the cycle:
- Bulk Sheet: Generates an Excel or CSV data summary spreadsheet.
- Print (8): Spools print jobs for all selected invoices in a ready-to-distribute format.
- Generate (8): Commits the vouchers to the live system database so parents can instantly view and pay them via their portal apps.

8.2Fee Transctions

8.2.1 Fee Transactions Screen Overview

The Fee Transactions screen under the Payment Management module serves as the primary point-of-sale and collection interface for the software. This is where school accountants search for individual students, view their complete billing ledgers, edit unpaid dues, adjust fine details, and log cash or bank payments in real time.



8.2.2 Workflow Step-by-Step

i. Locate the Student Profile

The administrator kicks off a transaction by handling the primary search and timing controls:

- **Admission No / Student Search:** A global lookup field that allows operators to instantly find a student by typing their Admission Number, Full Name, or Father's Name.
- **Collection Date:** Sets the financial posting date for the payment (automatically defaulting to the current calendar date).
- **Outstanding Counter:** A prominent, color-coded display block on the top right that immediately displays the total combined debt currently owed across all outstanding vouchers for the selected student.

ii. Analyze the Voucher Ledger

Once a student is selected, the Voucher Ledger workspace populates a tabular grid mapping out the student's complete financial status row by row across several transactional columns:

- **Core Fee Layout:** Displays the Fee Type and the active Billing Cycle (e.g., the specific month the bill belongs to).
- **Mathematical Breakdown:** Dynamically showcases how the balance is calculated: Monthly Fee + Arrears + Fine = Total.
- **Collection Status Tracking:** Compares the Paid amount against the current Balance to explicitly print the current operational invoice Status (e.g., Paid, Unpaid, or Partially Paid).

iii. Processing Payments and History

Receive Now Column: Features interactive input boxes where the operator enters the exact amount of cash or funds being handed over by the parent.

- **Audit Trail Utilities:** Provides deep administrative control options at the end of every row:
- **Edit:** Allows quick modifications to unpaid invoice amounts before completing a transaction.
- **History**: Opens a chronological log of all past partial payments made toward that specific voucher.
- **Print:** Generates a physical receipt copy for the customer immediately.

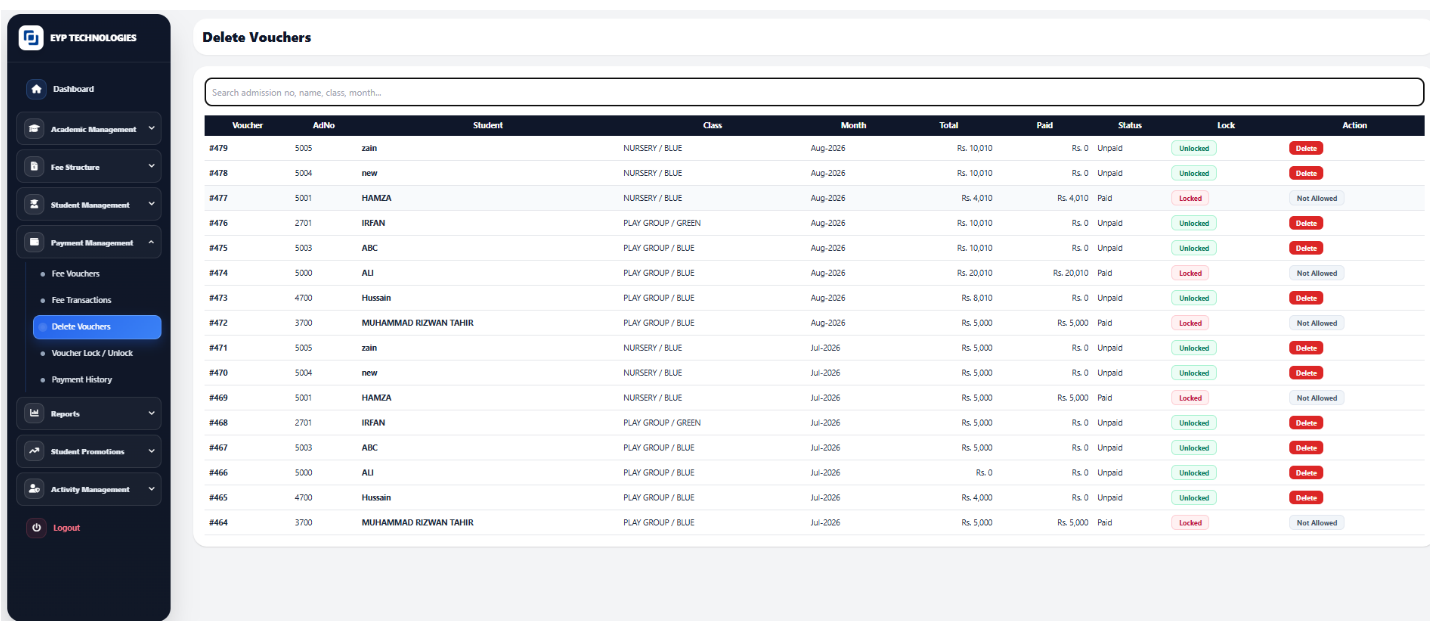
iv. Commit Changes

Once the received payment numbers are typed into the ledger grid, the administrator clicks Save Collection at the top right to log the transaction into the database, instantly update the student's account balance, and clear the screen for the next customer. If a mistake is made, clicking Cancel resets the workspace.

8.3Delete Vouhers

8.3.1 Delete Vouchers Screen Overview

The Delete Vouchers screen under the Payment Management module serves as an administrative control panel for correcting billing mistakes. It provides a centralized layout where authorized personnel can review generated invoices and securely delete them from the ledger system to prevent corrupted financial statements.



8.3.2 Workflow Step-by-Step

i. Filter and Isolate Vouchers

To prevent operators from scrolling through thousands of historical financial bills, the screen features a prominent utility control at the top:

- **Global Dynamic Filter:** A large search field spanning the width of the workspace allows administrators to instantly isolate rows by typing a specific admission number, student name, class, or billing month.

ii. Audit Invoice Details

The main data grid organizes every issued invoice into a clear layout across several tracking columns:

- Unique Identification: Displays the specific voucher serial code (e.g., #479) along with the student's unique AdNo (Admission Number) and full Student name.
- Academic & Temporal Mapping: Lists the targeted Class structure (e.g., Nursery / Blue) and the precise billing Month cycle (e.g., Aug-2026).
- Financial Ledger Match: Compares the Total gross bill value against the actual Paid amount collected from the parent.

iii. Verify Ledger Guardrails (Lock & Status)

Before any deletion is allowed, the software runs automated business checks printed in the rightmost columns:

- Status Badge: Highlights whether the invoice is Unpaid or Paid.
- Lock State Badge: Displays a green Unlocked tag or a red Locked tag. The system automatically shifts a voucher to Locked the moment a payment is registered against it to preserve audit logs.

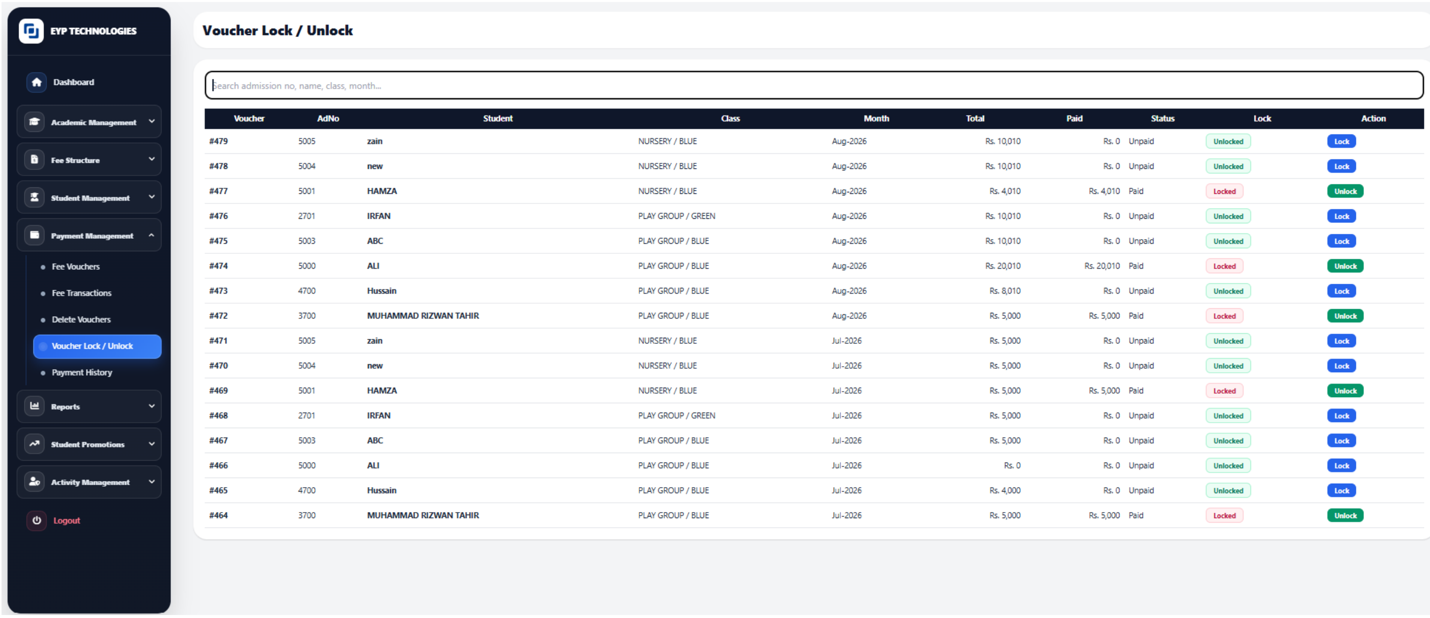
iv. Execute Voucher Deletion (Action)

- Delete Button (Red): If a voucher is Unpaid and Unlocked, this button remains active. Clicking it permanently wipes the invoice record from the database.
- Not Allowed Button (Grey): If a invoice has already been paid or locked (e.g., #477), the active delete option is automatically disabled. This safety feature prevents operators from deleting active transactions that are already linked to the school's bank or cash accounts.

8.4Vouchers lock/unlock

8.4.1 Voucher Lock / Unlock Screen Overview

The Voucher Lock / Unlock screen under the Payment Management module acts as the ultimate security gatekeeper for issued invoices. This screen allows administrators to manually override the lock status of individual fee vouchers, controlling whether a bill can be modified or deleted elsewhere in the software.



8.4.2 Workflow Step-by-Step

i. Isolate Vouchers with the Filter Bar

Administrators can quickly narrow down the records grid using the top input layout:

- **Global Dynamic Filter:** Typing an admission number, student name, class division, or billing month instantly isolates rows, removing the need to manually parse hundreds of invoices.

ii. Inspect Voucher Metadata

The central ledger table provides a complete snapshot of each voucher's primary attributes:

- **Identification:** Tracks the unique voucher serial prefix (e.g., #479), student AdNo (Admission Number), and full Student name.
- **Academic Placement & Cycle:** Maps out the target Class structure (e.g., Nursery / Blue) alongside the intended billing Month cycle (e.g., Aug-2026).
- **Ledger Accounting:** Cross-references the total invoiced value (Total) against the actual received revenue (Paid) to determine the current operational invoice Status (e.g., Paid vs. Unpaid).

iii. Toggle Security Safeguards (Action)

The right-hand interface handles state updates via explicit visual states:

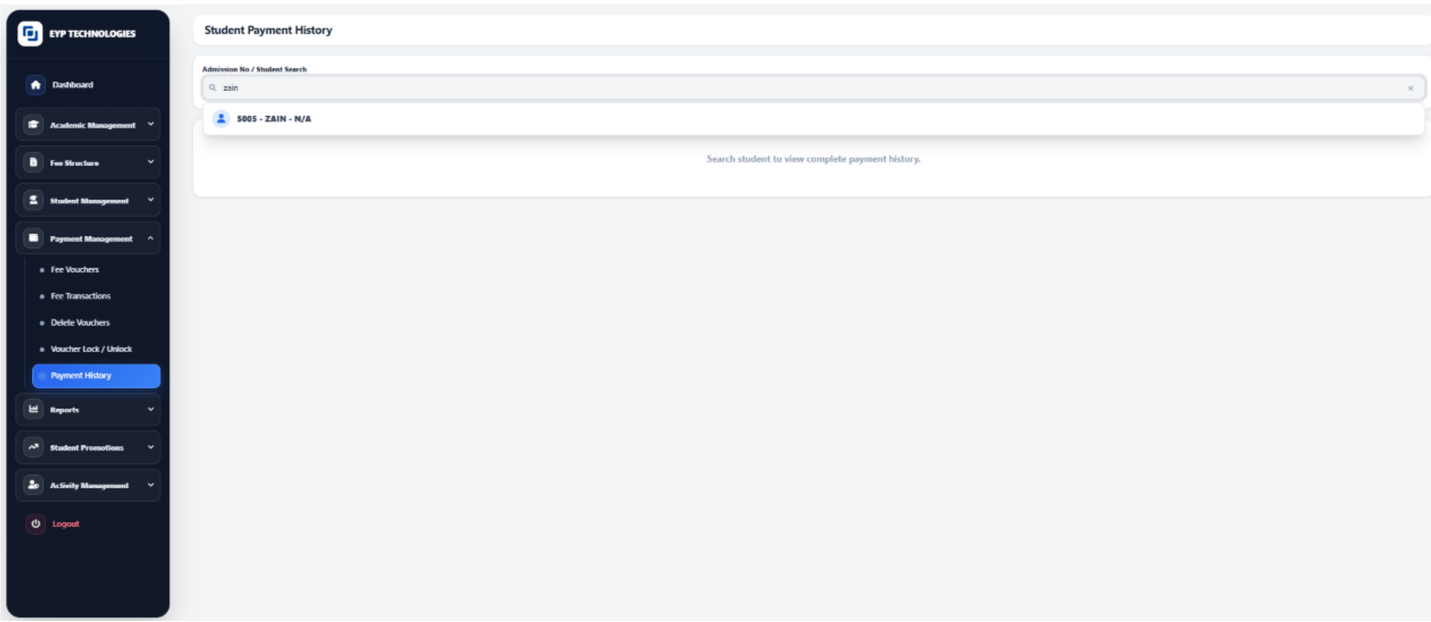
- **Lock State Badge (Status Preview):** Displays either a green Unlocked badge or a red Locked badge, explicitly signaling whether a voucher is protected from modifications.
- **Dynamic Action Toggle Button:** The final column switches contextually depending on the voucher's current state:

- **Lock Button (Blue):** Appears next to Unlocked invoices. Clicking it manually freezes the voucher, preventing other operators from accidentally deleting or editing it.
- **Unlock Button (Green):** Appears next to Locked invoices (including bills that have been fully Paid, such as #477). Clicking it overrides the system constraint, restoring temporary editing or deletion capabilities to the administrator.

8.5Payment History

8.5.1 Student Payment History Screen Overview

The Payment History screen (titled Student Payment History in the main header) under the Payment Management module serves as a dedicated financial archive lookup. This screen is designed for auditing and customer support, allowing administrators to look up a student's entire timeline of past payments, receipts, and settled invoices to resolve billing queries with parents.



8.5.2 Workflow Step-by-Step

i. Query the Student Database

Instead of loading a massive table of all global school transactions, the workspace remains clean and hidden until a specific account is requested:

- **Admission No / Student Search:** A centralized predictive text search input where operators can type an individual student's name or unique system ID.

ii. **Utilize the Predictive Autocomplete Dropdown**

As the operator types (e.g., typing "zain"), the back-end runs a live query filter and drops down matching user profiles:

- **Inline Quick Metadata:** The dropdown previews critical database attributes in an [ID] - [NAME] - [CLASS/SECTION] string layout. This format ensures the operator selects the correct record if multiple students share similar names.

iii. **Render the Historical Ledger Workspace**

- **State Trigger:** While the default view displays a baseline placeholder reminder text ("Search student to view complete payment history"), clicking on a matching student from the dropdown updates the component state.
- **The Hidden History Grid:** Once selected, this placeholder disappears, and the software dynamically populates a chronological transaction grid showing past payment dates, transaction numbers, cash/bank modes, amounts paid, and options to reprint past historical receipts.

9. Notifications

9.1 Send Notifications – Fee Due Reminder

9.1.1 Overview

The **Fee Due Reminder** screen enables administrators to send fee reminder notifications to parents with outstanding dues. The system automatically inserts the student's name and due date into a predefined message, ensuring accurate and consistent communication.

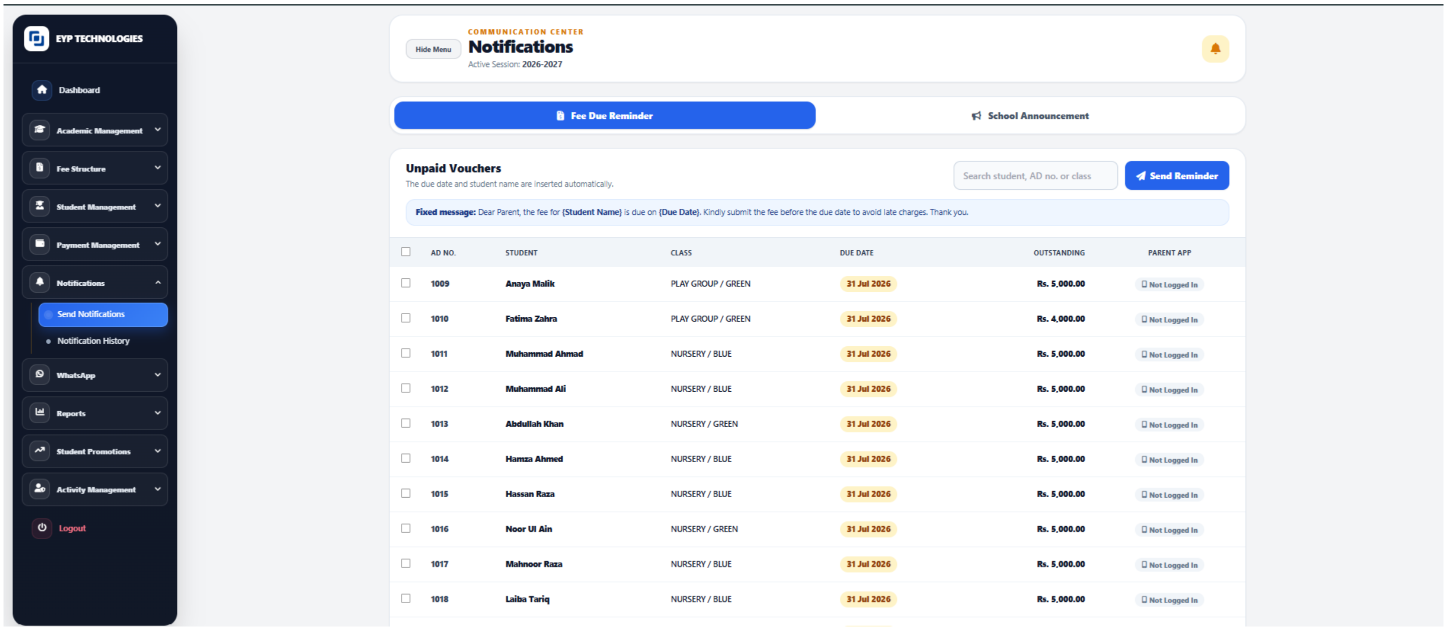
9.1.2 How to Use

1. Open **Notifications > Send Notifications**.
2. Select the **Fee Due Reminder** tab.
3. Use the search box to find a student by **Admission No., Name, or Class** (optional).
4. Select one or more students using the checkboxes.
5. Review the fixed reminder message.
6. Click **Send Reminder** to deliver the notification to the selected parents.

9.1.3 Key Features

- Automatically displays students with unpaid fee vouchers.

- Inserts the **Student Name** and **Due Date** into the reminder message.
- Supports individual or multiple student selection.
- Search students by Admission No., Name, or Class.
- Displays outstanding fee amount and parent app login status before sending notifications.



9.2Notification History

9.2.1 Overview

The **Notification History** screen provides a complete record of all notifications sent to parents. It allows administrators to review previously sent messages, verify delivery activities, and maintain an organized communication history.

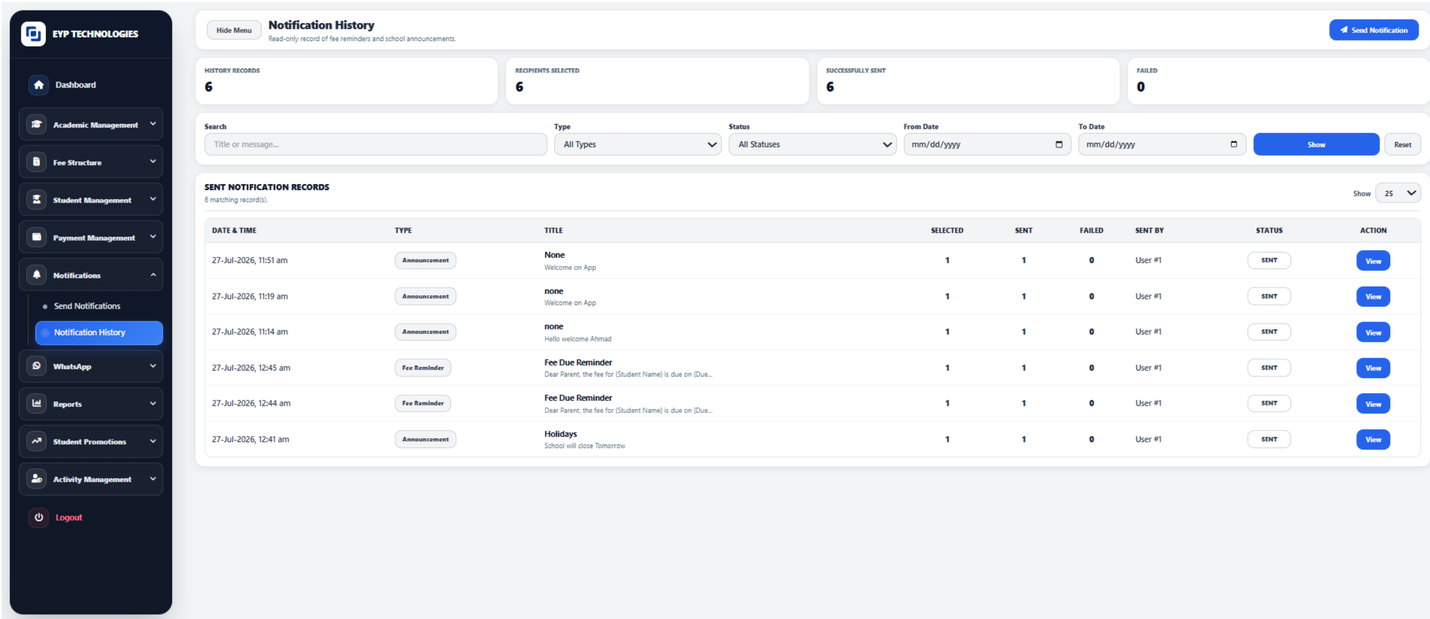
9.2.2 How to Use

1. Open **Notifications > Notification History**.
2. Use the available search or filter options to locate specific notifications.
3. Review the notification details, including recipient, message type, date, and status.
4. Monitor the notification history for record-keeping and follow-up purposes.

9.2.3 Key Features

- Displays a complete history of sent notifications.
- Search and filter notification records easily.

- View notification date, recipient, message, and delivery status.
- Helps track communication and maintain audit records.



10. Whats app

10.1 WhatsApp – Send Messages

10.1.1 Overview

The **Send Messages** module allows administrators to send approved WhatsApp template messages to parents. Users can send messages manually by selecting recipients or enable automatic system-generated messages for fee-related events.

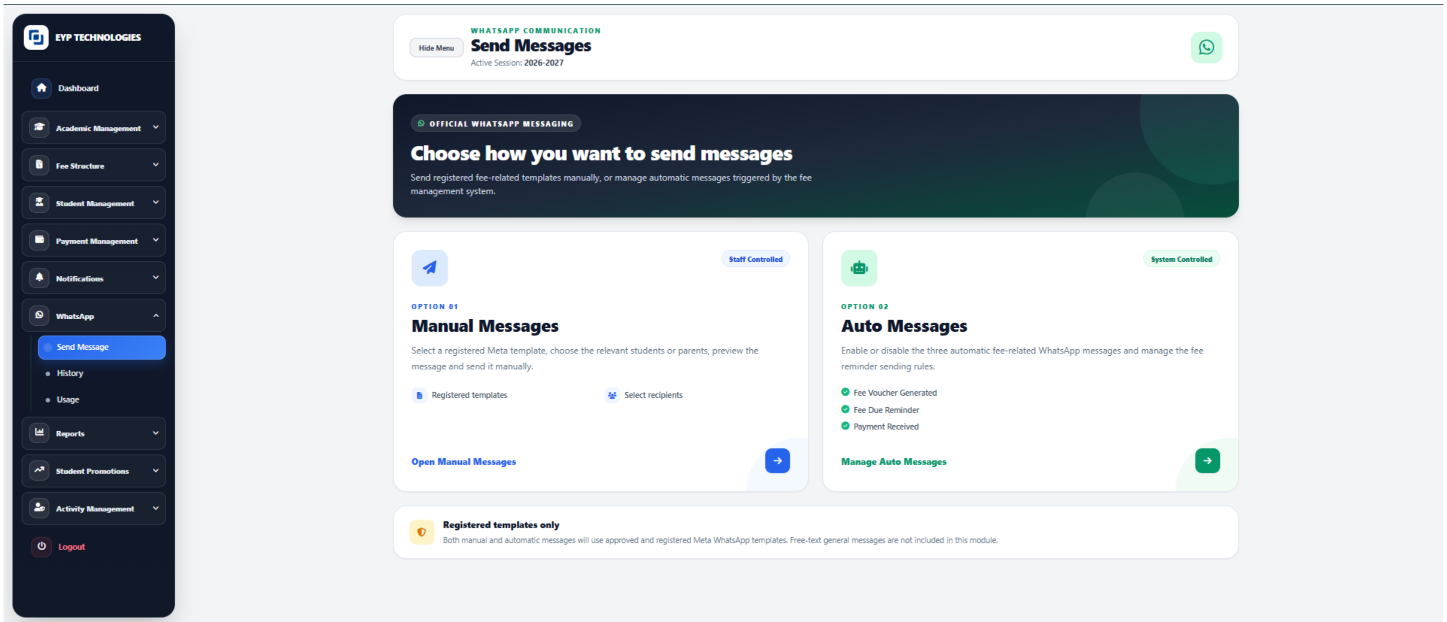
10.1.2 How to Use

1. Open **WhatsApp** > **Send Message**.
2. Choose **Manual Messages** or **Auto Messages**.
3. For manual messages, select a registered template and recipients, then send the message.
4. For automatic messages, enable or disable the required notification types.

10.1.3 Key Features

- Send approved Meta WhatsApp templates manually.
- Enable automatic fee-related WhatsApp notifications.
- Supports **Fee Voucher Generated**, **Fee Due Reminder**, and **Payment Received** messages.

- Uses only registered and approved WhatsApp templates.



10.2 WhatsApp – History

10.2.1 Overview

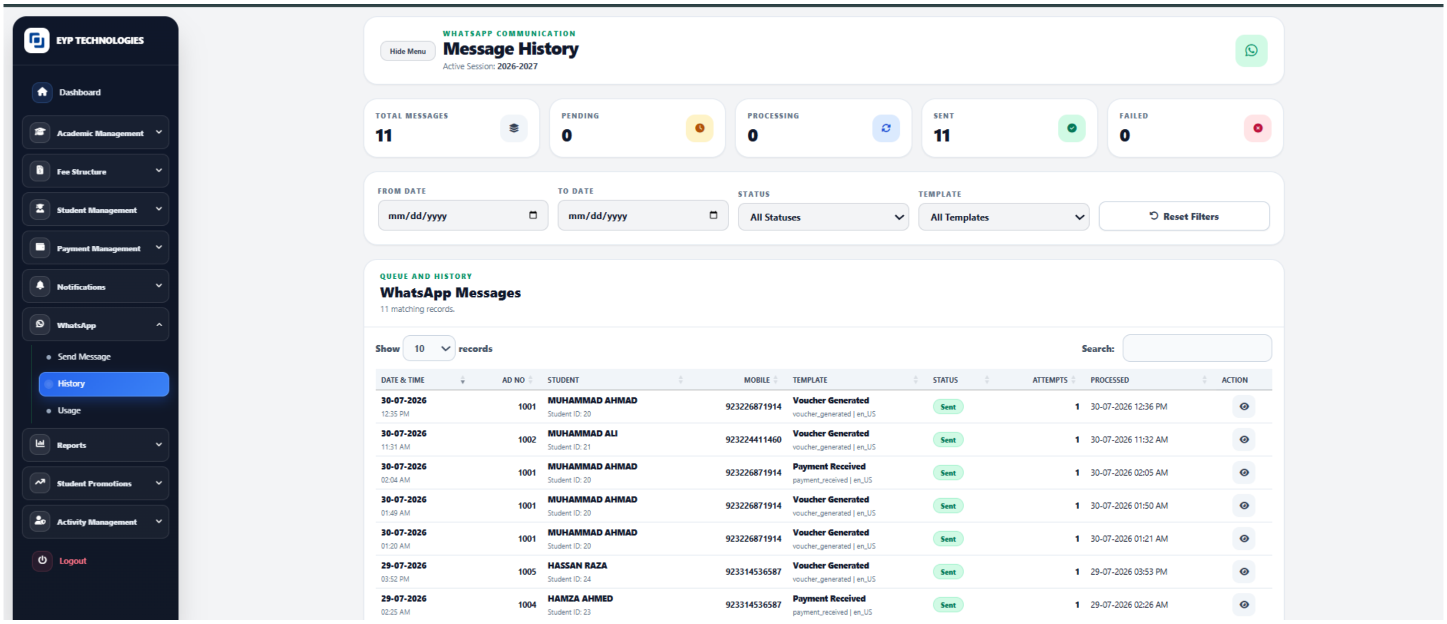
The **WhatsApp History** screen provides a complete log of all WhatsApp messages sent through the system. It enables administrators to monitor message status, filter records, and review delivery details.

10.2.2 How to Use

1. Open **WhatsApp** > **History**.
2. Apply filters such as **Date**, **Status**, or **Template** if required.
3. Review message details and delivery status.
4. Click the **View** icon to see additional message information.

10.2.3 Key Features

- Displays complete WhatsApp message history.
- Filter records by date, status, and template.
- Shows delivery status and processing time.
- Provides detailed information for each message.



10.3 WhatsApp – Usage

10.3.1 Overview

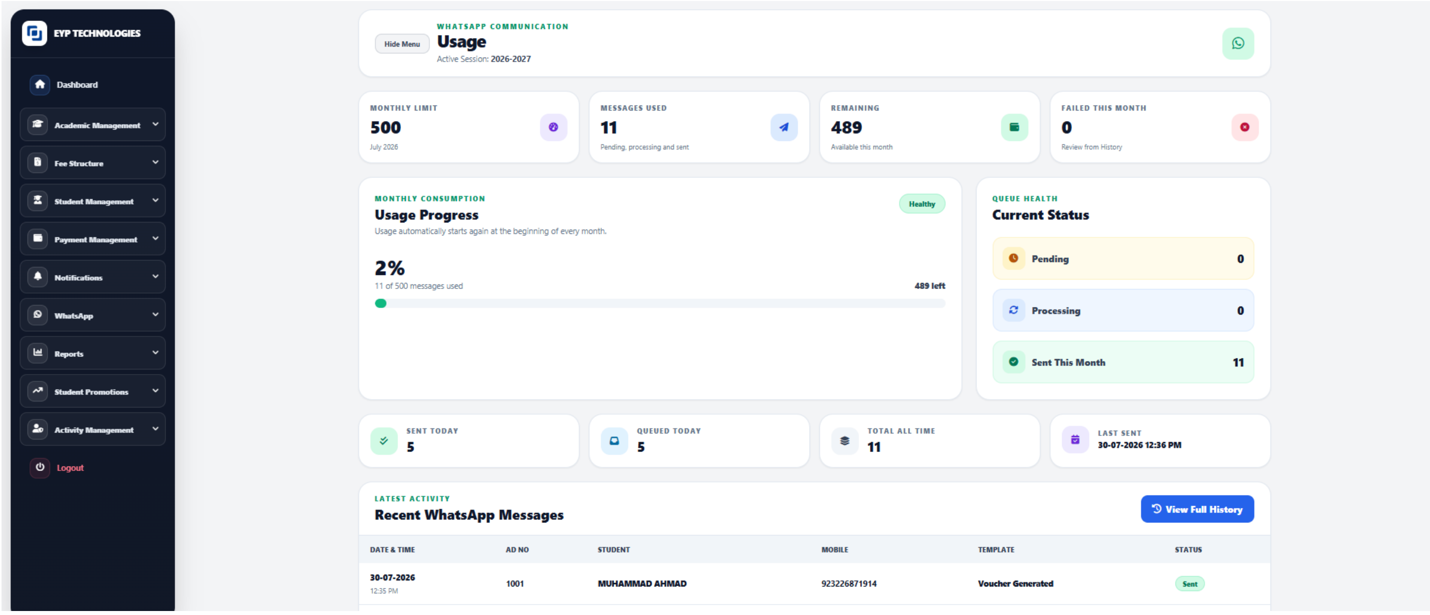
The **Usage** screen displays WhatsApp messaging statistics and monthly usage. It helps administrators monitor message limits, track consumption, and review recent messaging activity.

10.3.2 How to Use

1. Open **WhatsApp** > **Usage**.
2. Review the monthly message limit and usage progress.
3. Monitor pending, processing, sent, and failed messages.
4. View recent message activity or open the full history.

10.3.3 Key Features

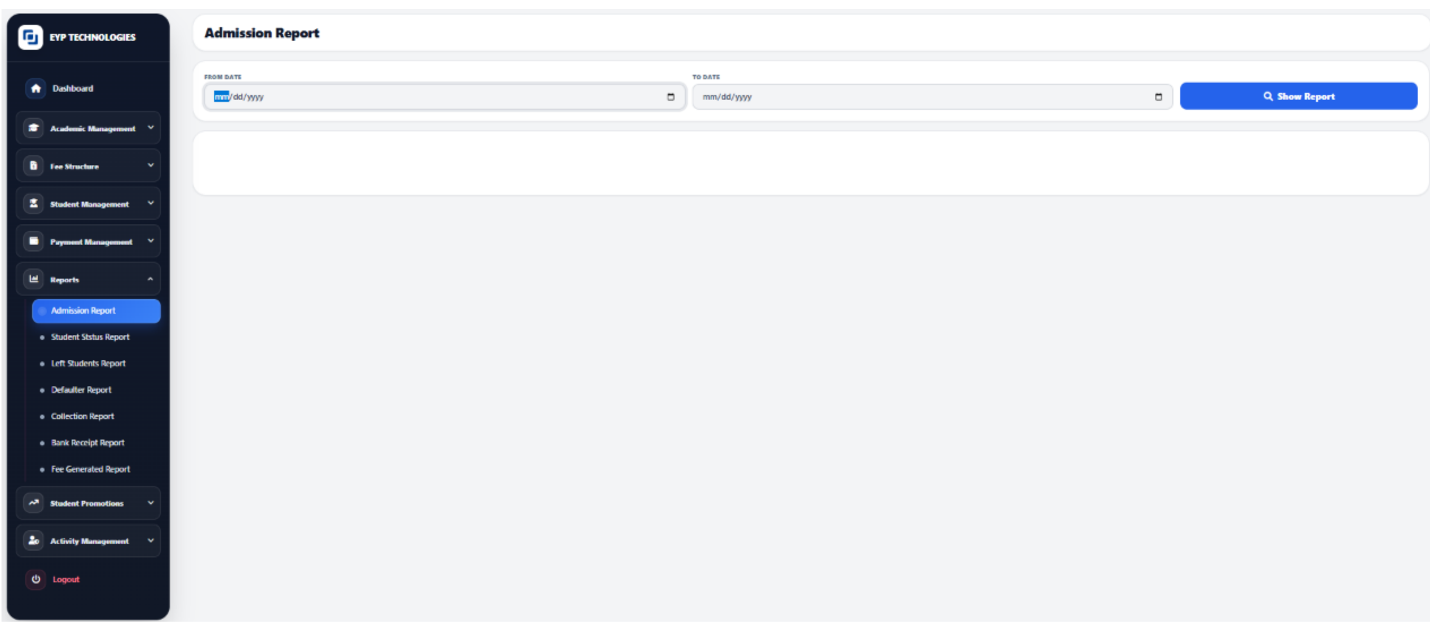
- Displays monthly message usage and remaining quota.
- Tracks pending, processing, sent, and failed messages.
- Shows usage progress and queue health.
- Provides recent activity and message statistics.



11. Reports

11.1 Admission Report

The Admission Report provides a comprehensive summary of students admitted within a selected date range. It enables administrators to quickly retrieve and review admission records for monitoring enrollment activities, verifying student information, and maintaining accurate institutional records. By applying date-based filters, users can generate real-time reports that support administrative decision-making, reporting.



11.1.1 How to Generate the Report

- Navigate to Reports → Admission Report.
- Select the From Date.
- Select the To Date.
- Click Show Report.

The system will display all student admissions recorded during the selected period.

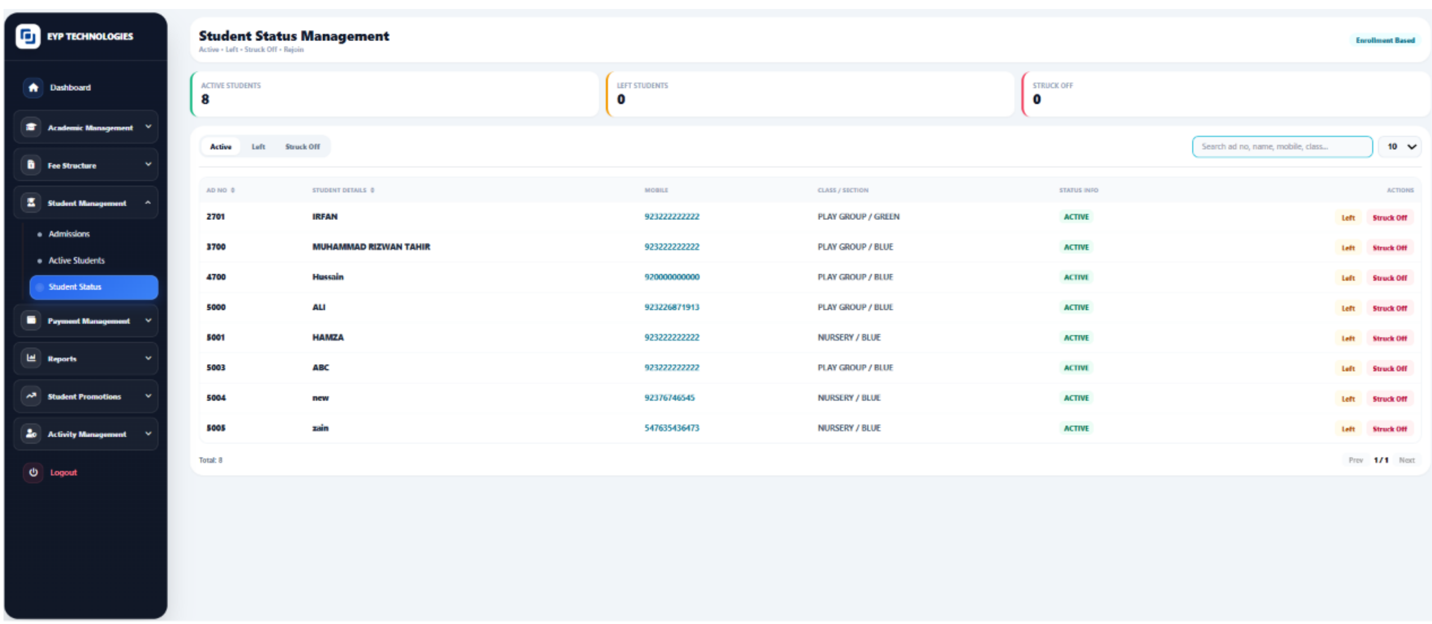
11.1.2 Key Features

- Filter admissions by date range.
- View student admission records instantly.
- Access accurate and up-to-date admission information.
- Generate reports for administrative review and record-keeping.

Note: If no records are found for the selected date range, the report will display an empty result set. Ensure the selected dates are correct before generating the report.

11.2 Student Status Report

The Student Status Report provides a consolidated view of students associated with a selected Fee Head, allowing administrators to monitor fee-related status efficiently. By filtering records based on a specific fee category, the report delivers accurate and up-to-date information that supports fee management, administrative review, financial analysis, and informed decision-making.



11.2.1 How to Generate the Report

- Navigate to Reports → Student Status Report.
- Select the required Fee Head from the dropdown list.
- Click Show Report.

The system will display the status of all students associated with the selected fee head.

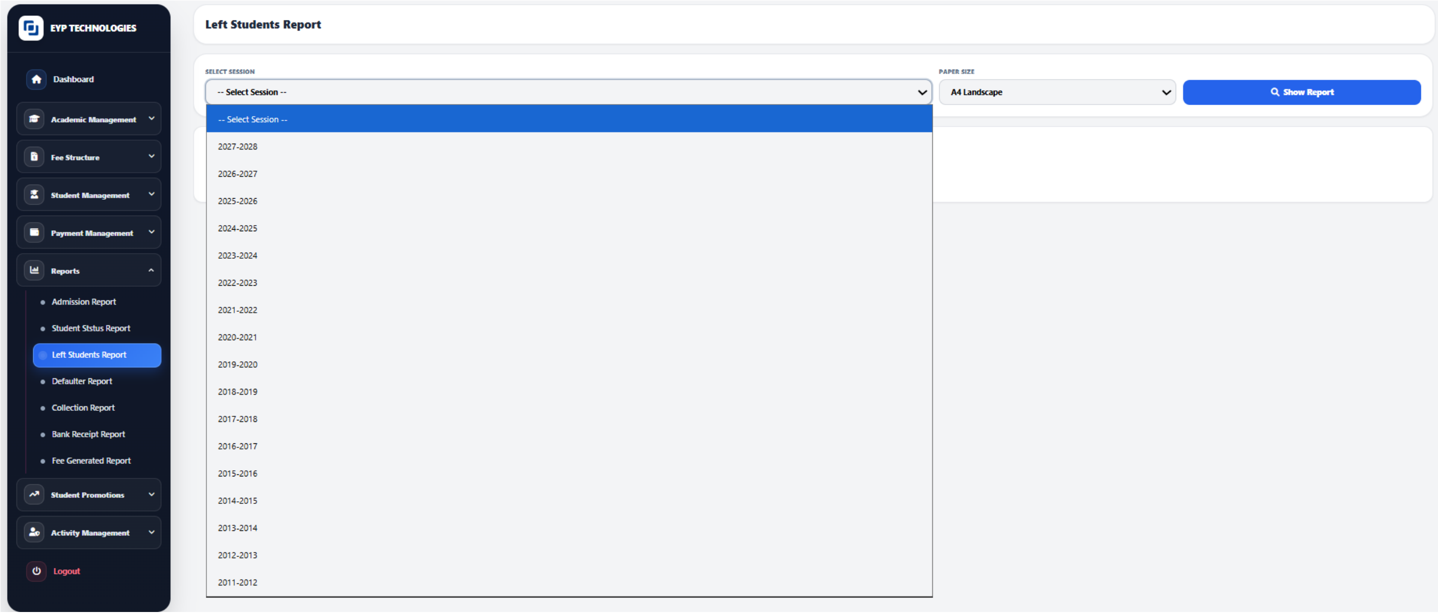
11.2.2 Key Features

- Filter records by Fee Head.
- View student fee status in real time.
- Generate report with a single click.
- Access accurate and up-to-date student fee information.

Note: If no records are available for the selected fee head, the report will display an empty result set. Ensure the correct fee head is selected before generating the report.

11.3 Left Student Report

The Left Students Report provides a comprehensive record of students who have withdrawn, transferred, or left the institution during a selected academic session. By filtering data based on the Session and selecting the desired Paper Size, administrators can generate accurate reports for maintaining historical student records, supporting administrative reviews, and ensuring effective record management.



11.3.1 How to Generate the Report

- Navigate to Reports → Left Students Report.
- Select the required Academic Session from the Session dropdown.
- Choose the preferred Paper Size (e.g., A4 Landscape).
- Click Show Report.

The system will display all students who left the institution during the selected session.

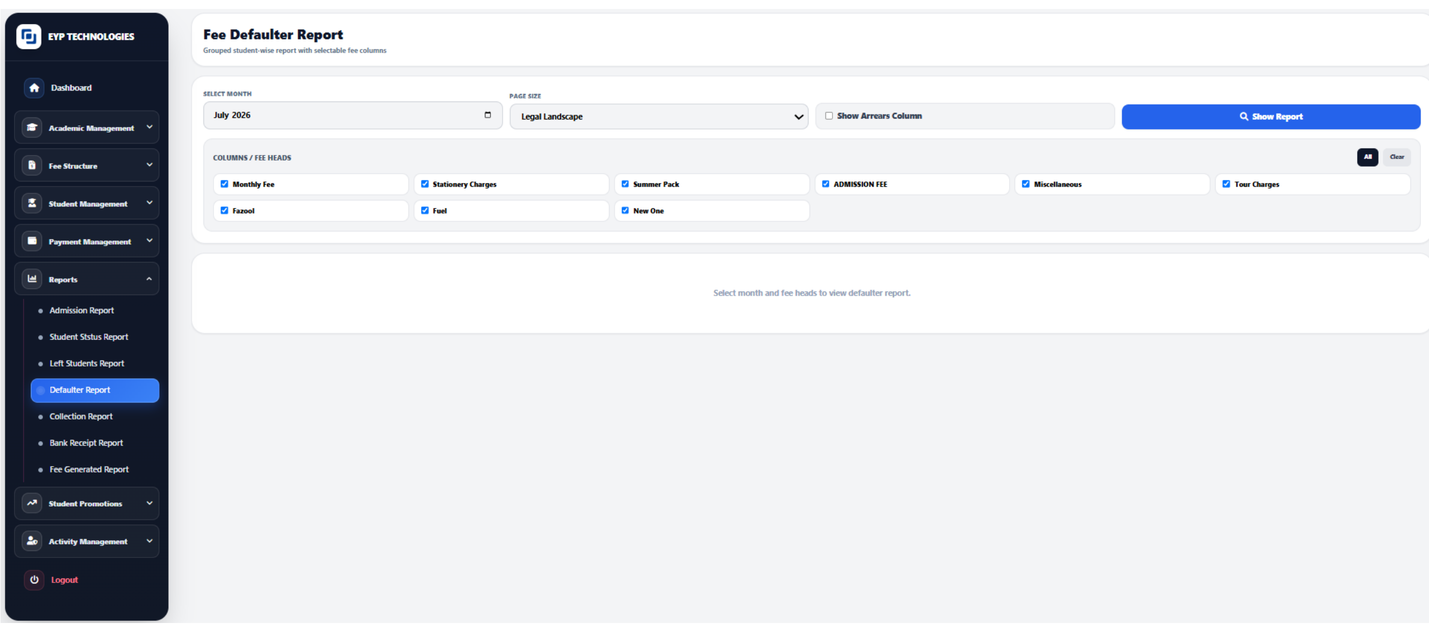
11.3.2 Key Features

- ➢ Filter records by Academic Session.
- ➢ Select the report Paper Size for printing.
- ➢ View complete records of withdrawn or transferred students.
- ➢ Generate accurate reports with a single click.

Note: If no left student records exist for the selected academic session, the report will display an empty result set. Verify the selected session before generating the report.

11.4 Defaulter Report

The Fee Defaulter Report provides a detailed summary of students with outstanding fee balances for a selected month. It allows administrators to generate customized reports by selecting the required Fee Heads, Page Size, and optional Arrears Column, enabling efficient monitoring of unpaid fees, tracking outstanding balances, and supporting effective fee recovery and financial management.



11.4.1 How to Generate the Report

- Navigate to Reports → Fee Defaulter Report.
- Select the required Month.
- Choose the preferred Page Size.
- Select the Fee Heads to include in the report.
- (Optional) Enable Show Arrears Column to display previous outstanding balances.
- Click Show Report.

The system will display the defaulter report based on the selected criteria.

11.4.2 Key Features

- ➢ Filter records by Month.
- ➢ Select multiple Fee Heads for customized reporting.
- ➢ Display Arrears along with current dues.
- ➢ Choose the desired Page Size for printing.
- ➢ Generate comprehensive defaulter reports with a single click.

Note: If no outstanding fee records exist for the selected month and fee heads, the report will display an empty result set. Ensure the appropriate month and fee heads are selected before generating the report .

11.4.3 Concession Report

The Concession Report module enables users to generate a detailed report of fee concessions granted to students for a selected fee head. It provides a centralized view of concession records, allowing administrators to review and verify concession details efficiently. Users can select the required fee head and preferred paper size before generating the report. The module presents accurate and organized information that supports financial monitoring and record management. It also simplifies the process of printing concession reports for documentation, auditing, and administrative purposes.

11.4.4 Features

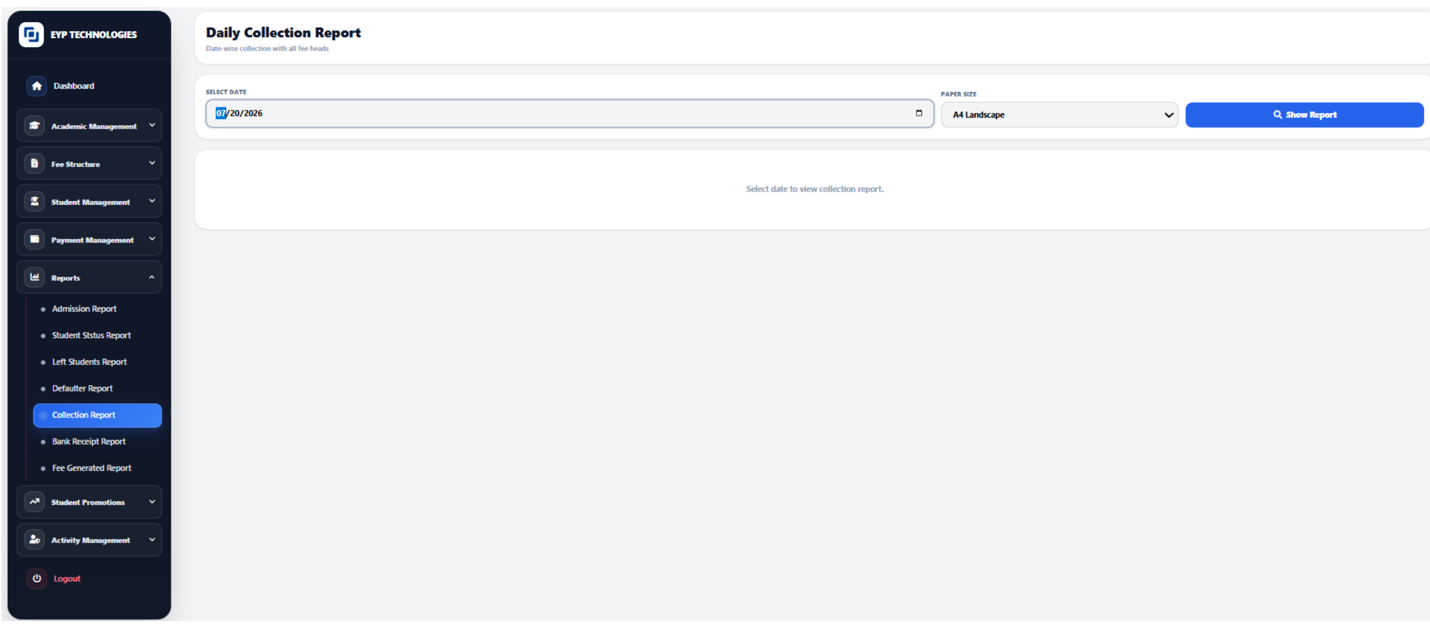
- Generate concession reports based on the selected Fee Head.
- Select the required Paper Size for report generation.
- Display a detailed list of concession records.
- Generate reports instantly using the Show Report button.
- Print or save the report for future reference.

11.4.5 How to Use

- Navigate to Reports → Concession Report.
- Select the required Fee Head from the dropdown list.
- Choose the preferred Paper Size.
- Click Show Report to generate the report.
- Review, print, or save the generated report as needed.

11.5 Collection Report

The Collection Report provides a comprehensive summary of all fee collections made on a selected date. It enables administrators to review daily payment transactions, monitor fee collection activities, and generate accurate financial reports. By selecting a specific Date and Paper Size, users can produce well-formatted reports for financial reconciliation, auditing, and record-keeping.



11.5.1 How to Generate the Report

- Navigate to Reports → Collection Report.
- Select the required Date.
- Choose the preferred Paper Size.
- Click Show Report.

The system will display all fee collection transactions recorded on the selected date.

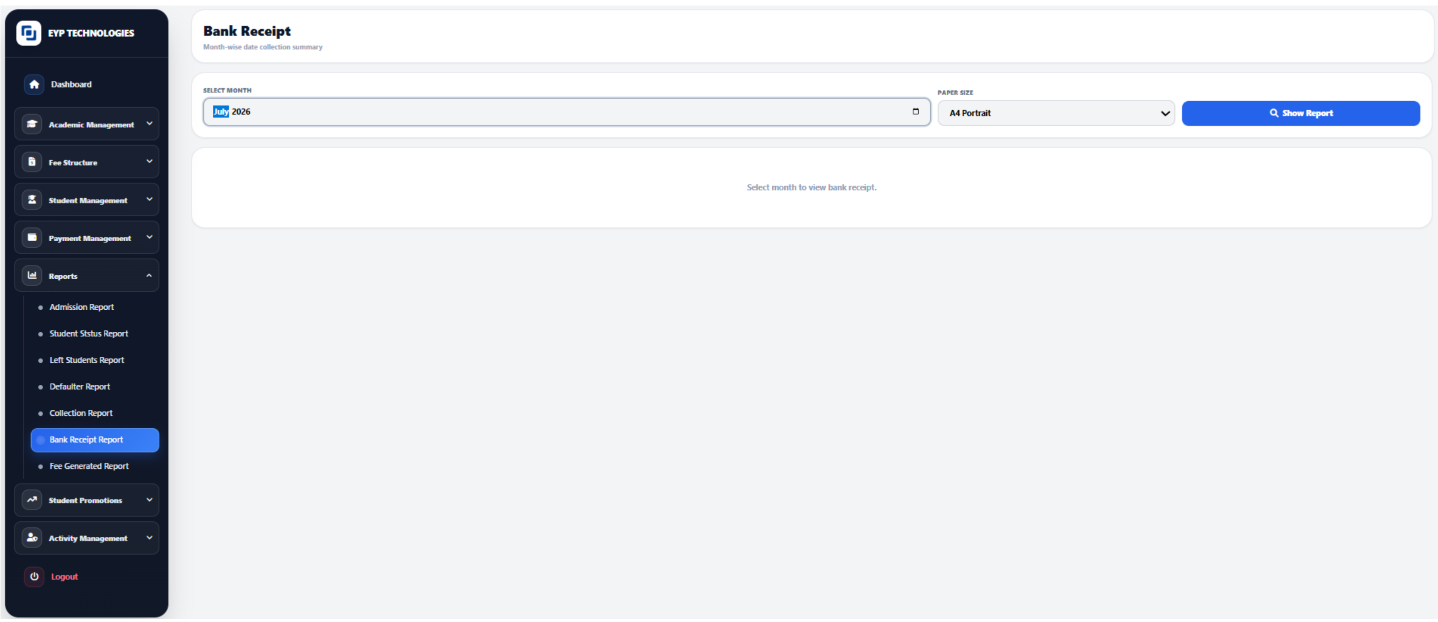
11.5.2 Key Features

- ➢ Filter collection records by Date.
- ➢ Generate daily fee collection reports.
- ➢ Select the preferred Paper Size for printing.
- ➢ View complete payment details in a structured format.
- ➢ Generate reports with a single click.

Note: If no fee collection records are available for the selected date, the report will display an empty result set. Ensure the correct date is selected before generating the report.

11.6 Bank Receipt Report

The Bank Receipt Report provides a consolidated summary of fee collections deposited through the bank during a selected month. It enables administrators to generate month-wise bank receipt reports for verifying deposited amounts, reconciling financial records, and maintaining accurate documentation. By selecting the required Month and Paper Size, users can produce well-formatted reports for financial analysis, auditing, and record-keeping.



11.6.1 How to Generate the Report

- Navigate to Reports → Bank Receipt Report.
- Select the required Month.
- Choose the preferred Paper Size.
- Click Show Report.

The system will display the bank receipt summary for the selected month.

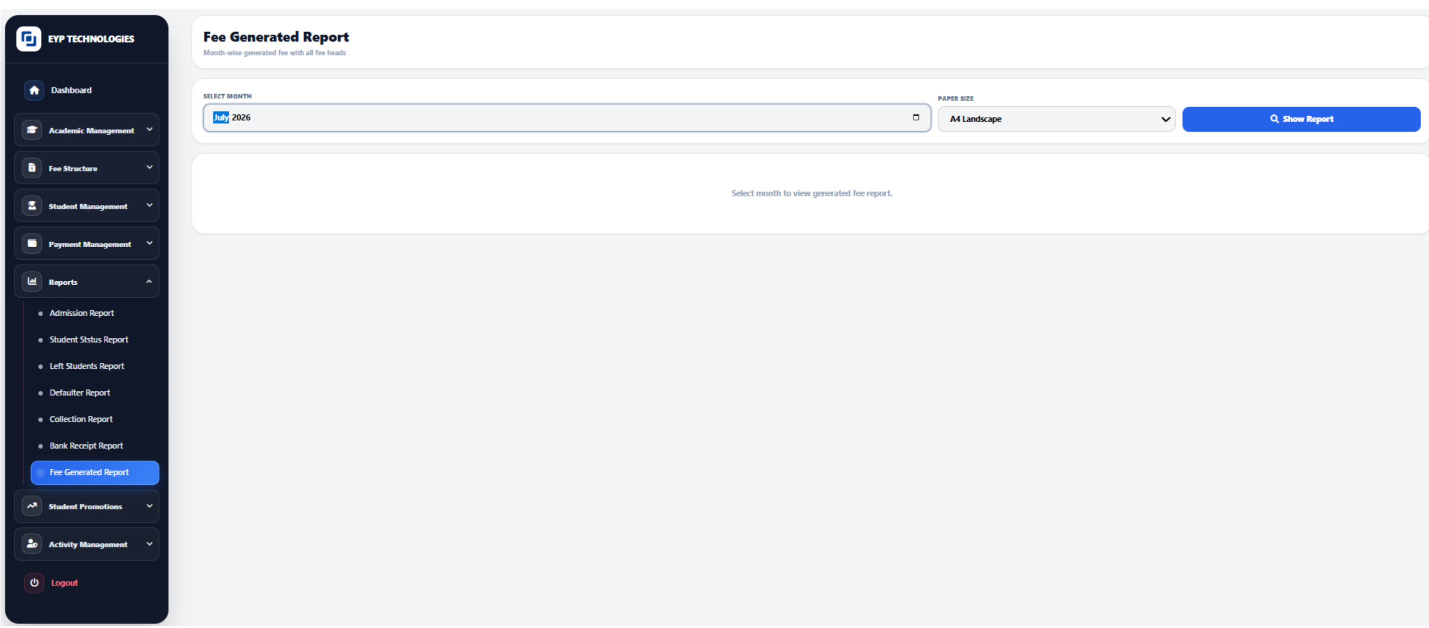
11.6.2 Key Features

- Generate month-wise bank receipt reports.
- Filter records by Month.
- Select the preferred Paper Size for printing.
- View consolidated bank collection summaries.
- Generate reports instantly with a single click.

Note: If no bank receipt records are available for the selected month, the report will display an empty result set. Ensure the correct month is selected before generating the report.

11.7 Fee Generated Report

The Fee Generated Report provides a month-wise summary of all fee vouchers generated for students during a selected period. It enables administrators to monitor generated fees, verify fee records, and review expected collections across all fee heads. By selecting the required Month and Paper Size, users can generate accurate reports to support financial planning, auditing, and institutional record management.



11.7.1 How to Generate the Report

- Navigate to Reports → Fee Generated Report.
- Select the required Month.
- Choose the preferred Paper Size.

- Click Show Report.

The system will display all fee vouchers generated for the selected month.

11.7.2 Key Features

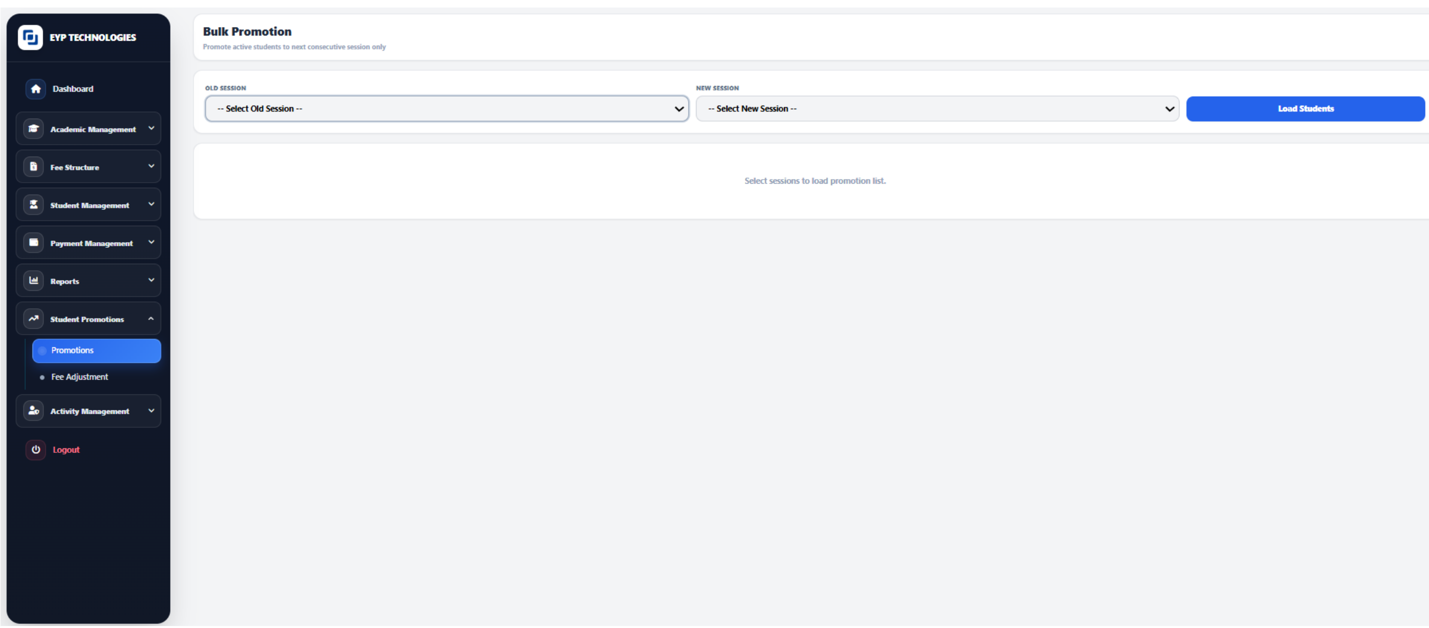
- Generate month-wise fee generation reports.
- Filter records by Month.
- Select the preferred Paper Size for printing.
- View consolidated fee generation details across all fee heads.
- Generate reports instantly with a single click.

Note: If no fee records have been generated for the selected month, the report will display an empty result set. Ensure the correct month is selected before generating the report.

12. Student Promotion

12.1 Promotions

The Student Promotions module enables administrators to promote active students from one academic session to the next in a single operation. By selecting the Old Session and New Session, the system loads eligible students for promotion, ensuring a streamlined, accurate, and efficient transition between academic sessions while maintaining student records and minimizing manual effort.



12.1.1 How to Promote Students

- Navigate to Student Promotions → Promotions.

- Select the Old Session from which students will be promoted.
- Select the New Session to which students will be promoted.
- Click Load Students.
- Review the list of eligible students.
- Confirm the promotion to complete the process.

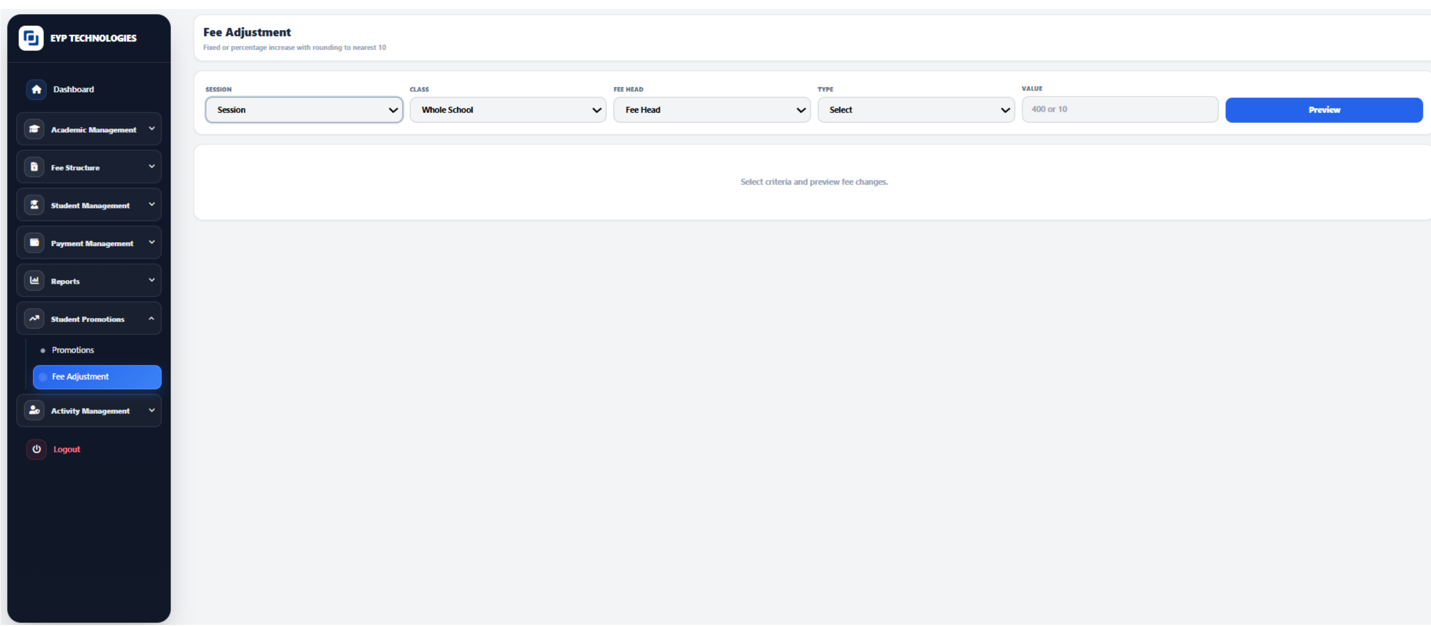
12.1.2 Key Features

- ➢ Promote students in bulk between academic sessions.
- ➢ Load eligible students automatically.
- ➢ Maintain accurate academic records during promotion.
- ➢ Reduce manual processing and data entry.
- ➢ Ensure a smooth transition to the next session.

Note: Ensure that the correct Old Session and New Session are selected before loading students. Once the promotion is completed, review the promoted records to verify accuracy.

12.2 Fee Adjustment

The Fee Adjustment module enables administrators to perform bulk fee revisions for a selected academic session, class, and fee head. Fee amounts can be adjusted using either a fixed amount or a percentage increase, with the revised values automatically rounded to the nearest multiple of 10. Before any changes are applied, the system generates a preview to help verify the updated fee amounts and ensure accuracy.



12.2.1 Input Fields

- Session: Select the academic session in which the fee adjustment will be performed.
- Class: Choose a specific class or select Whole School to apply the adjustment across all classes.
- Fee Head: Select the fee head to be updated (e.g., Monthly Fee, Admission Fee).
- Type: Choose the adjustment method (Fixed Amount or Percentage).
- Value: Enter the adjustment amount or percentage.
- Preview: Displays the updated fee amounts based on the selected criteria.

12.2.2 How to Use

- Navigate to Student Promotions → Fee Adjustment.
- Select the required Session.
- Choose the Class or Whole School.
- Select the appropriate Fee Head.
- Choose the Adjustment Type.
- Enter the required Value.
- Click Preview to review the calculated fee changes.
- Verify the information and proceed to apply the adjustment if everything is correct.

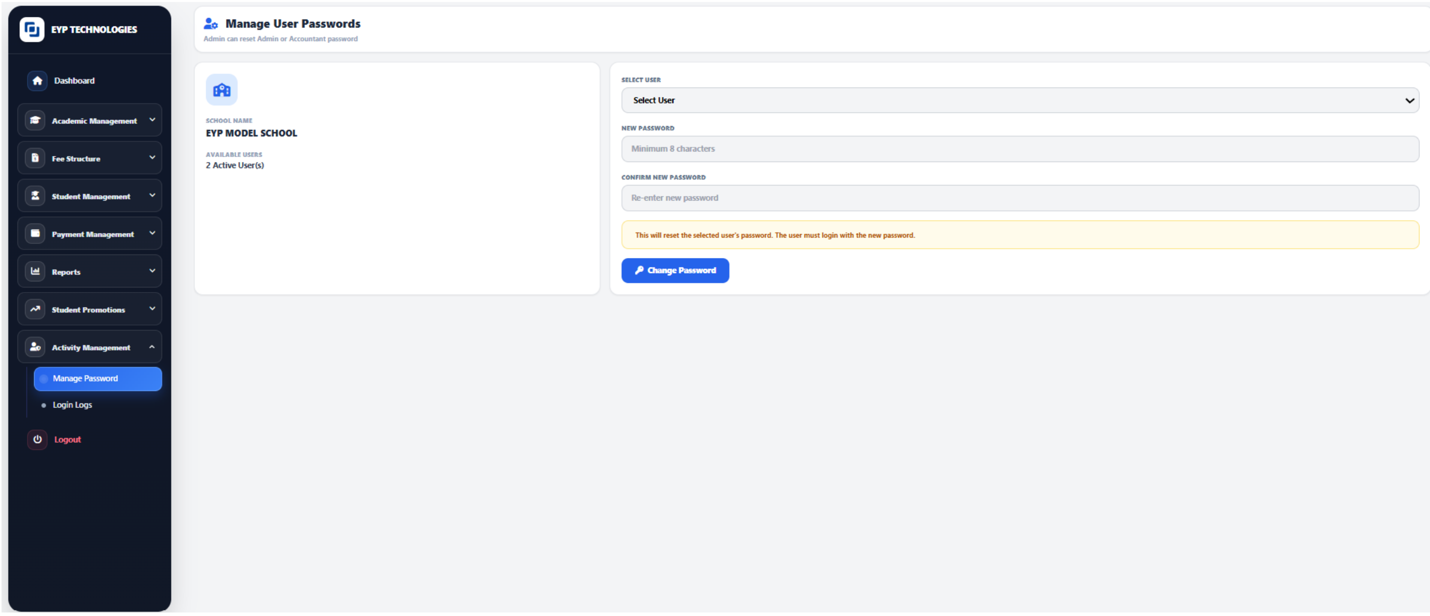
12.2.3 Notes

- Fee adjustments are applied according to the selected adjustment type.
- All revised amounts are automatically rounded to the nearest multiple of 10.
- Always review the preview before confirming the adjustment.
- Ensure the correct session, class, and fee head are selected to prevent unintended fee updates.

13. Activity Management

13.1 Manage Password

The Manage User Password module enables authorized administrators to securely reset the passwords of system users, such as Admin or Accountant accounts. The module provides a simple interface to select a user, assign a new password, and update the credentials. Once the password is changed, the selected user must use the new password for all future logins.



13.1.1 Input Fields

- Select User: Choose the user account whose password needs to be reset.
- New Password: Enter a new password containing at least 8 characters.
- Confirm New Password: Re-enter the new password to confirm it.
- Change Password: Updates the selected user's password with the new credentials.

13.1.2 How to Use

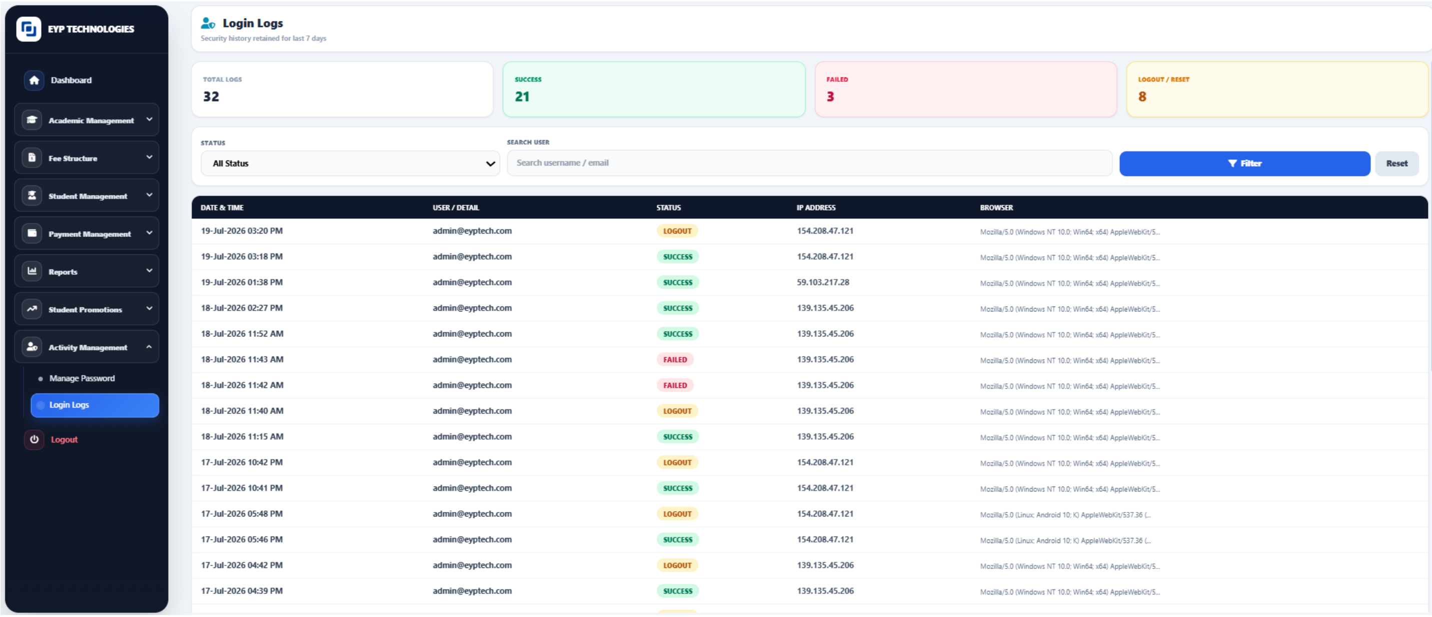
- Navigate to Activity Management → Manage Password.
- Select the user account from the Select User dropdown.
- Enter a new password in the New Password field.
- Re-enter the same password in the Confirm New Password field.
- Click Change Password to save the new password.

13.1.3 Notes

- Only authorized administrators can reset user passwords.
- The new password must contain a minimum of 8 characters.
- The New Password and Confirm New Password fields must match before the password can be updated.
- After the password is changed, the selected user must log in using the new password.
- Use strong passwords to enhance system security.

13.2 Logins Logs

The Login Logs module provides a centralized audit trail of all user authentication activities within the Fee Management System. It records successful logins, failed login attempts, and logout/reset events, along with the corresponding date, time, user details, IP address, and browser information. The module also includes filtering options to help administrators quickly review and monitor user access for security and troubleshooting purposes.



13.2.1 Purpose

The Login Logs module is used to:

- Monitor user login and logout activities.
- Track successful and failed login attempts.
- Review user access history for security auditing.
- Identify suspicious or unauthorized login attempts.

13.2.2 Dashboard Summary

- Total Logs: Displays the total number of recorded login activities.
- Success: Shows the number of successful login events.
- Failed: Displays the number of unsuccessful login attempts.
- Logout / Reset: Shows the number of logout and password reset events.

13.2.3 Search & Filter

- Status: Filter logs by login status (e.g., Success, Failed, Logout).
- Search User: Search logs by username or email address.
- Filter: Applies the selected search criteria.
- Reset: Clears all filters and displays the complete log history.

13.2.4 Log Details

Each log entry includes:

- Date & Time of the activity.
- User / Detail (username or email).
- Status (Success, Failed, or Logout).
- IP Address from which the action was performed.
- Browser used during the login session.

13.2.5 How to Use

- Navigate to Activity Management → Login Logs.
- Review the dashboard summary for an overview of login activities.
- Select a Status filter if required.
- Enter a username or email in the Search User field.
- Click Filter to display matching records.
- Click Reset to remove all filters and view the complete log history.

13.2.6 Notes

- Login logs help maintain system security and accountability.
- Failed login attempts can be monitored to identify unauthorized access attempts.
- Browser and IP address information can assist in troubleshooting and security investigations.
- Log records are retained according to the system's configured retention policy.

14. Logout

The Logout module provides a secure way to end the current user session and exit the Fee Management System. When a user logs out, the system immediately terminates the active session, preventing unauthorized access to sensitive information and requiring authentication before the system can be accessed again. This feature helps maintain the security and integrity of student, financial, and administrative data, particularly when the application is used on shared or public devices.

14.1 How to Use

- Click Logout from the navigation menu.
- The system will immediately end your active session.
- You will be redirected to the Login page.
- Log in again with your credentials to continue using the system.

15. Frequently Asked Questions

1. Forgot my password. How can I reset it?

Click Forgot Password on the login page, enter your registered email address, and follow the instructions sent to your inbox to create a new password.

2. Why can't I log in to my account?

Ensure that your email address and password are correct. If the issue persists, verify your internet connection or contact your system administrator.

3. Can I change my account password?

Yes. Go to Profile > Change Password, enter your current password, and set a new one.

4. How do I update my profile information?

Open Profile Settings, edit the required details, and click Save Changes.

5. What browsers are supported?

The application works best on the latest versions of Google Chrome, Microsoft Edge, Mozilla Firefox, and Safari.

15.1 Project Management FAQs

6. Can I edit project information after creation?

Yes. Open the project details, click Edit, make the necessary changes, and save.

7. Can I archive or close completed projects?

Yes. Completed projects can be marked as completed or archived based on your organization's workflow.

15.2 User & Permissions FAQs

8. How do I add a new user?

Users with the required permissions can create new user accounts from the User Management section.

9. Why can't I access a specific module?

Access depends on your assigned role and permissions. Contact your administrator if you require additional access.

10. What file types are supported?

Supported file types depend on your system configuration, but common formats such as PDF, DOCX, XLSX, JPG, PNG, and ZIP are generally supported.

15.3 Reports

11. Can I export reports?

Yes. Most reports can be exported in formats such as PDF or Excel, depending on your permissions.

15.4 Technical Support

12. What should I do if the application is slow?

Check your internet connection, refresh the page, clear your browser cache, or try using a supported browser.

13. Who should I contact for technical support?

Please contact your system administrator or your organization's support team for assistance.

16. Contact Support

Before contacting support, please have the following information ready:

- Your name and registered email address
- The project or module where the issue occurred

- A brief description of the problem
- Screenshots or error messages (if available)

Our support team will review your request and provide assistance as quickly as possible.

Thank you for using our system. We are committed to providing you with a reliable and efficient experience.