INTEGRATED SCHOOL MANAGEMENT SYSTEM

USER GUIDE

7/13/2012

HIGHTEL CONSULTS LIMITED

WEB APPLICATION DEVELOPERS

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# CHAPTER 1

# INTRODUCTION

The Integrated School Management System (ISMS) Software is web-based school management system that runs on centralized database, designed to enhance the day-to-day activities of institutions efficiently and effectively.

|  |
| --- |
| OBJECTIVES |
| * To generate efficient reports for decision making. * Easy tracking of Students records. * To reduce expenditure on paper, and improve paper-free environment. * To reduce the cost on time for achieving a task. |
|  |
| THE IMPORTANCE |
| * **Concurrency** – ISMS enables thousands of users to access the system at the same time. * **Easy Access** – accessibility is not complex. * **Data Integrity** – provides reliable and up-to-date information whenever needed. * **Availability** – data is always available. * **Confidentiality** – data is confidential an unauthorized users. |

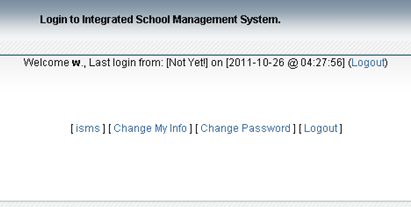
## How to Login:

1. Launch (open) any web browser on your computer e.g. Internet Explorer, Mozilla Firefox, etc.
2. In the address bar at the top, type your system’s IP address or domain name e.g. [***http://192.168.0.1:80/ismsabs/users.php***](http://192.168.0.1:80/ismsabs/users.php) or [**training@hightel.edu.gh**](mailto:training@hightel.edu.gh)**.** Contact your System Administrator for the domain name or IP address.
3. The system will now take you to the login menu for authentication where you must enter your username and password as shown Figure 1 below.
4. **Note**: If you are a new user, then, click on **Register** link and create your user account.
5. After the registration, you must contact your system administrator to assign you a user privilege before you can access the system.
6. Now Login to the system (i.e. enter your **username** and **password** and click **Login**).



*Figure 1: The Login screen*

1. When login is successful, you will be provided with the system’s welcome menu as shown in Figure 2 below.

****

*Figure 2: The welcome screen*

1. The welcome menu comes with four functions –
2. **Isms** – takes you to the home page.
3. **Change My Info –** enables you to edit your user information.
4. **Change Password** – enables you to change your password.
5. **Logout** - exits the system.

## ISMS Overview

ISMS has a user-friendly home page as shown in Figure 3 below. The displaying of the menu depends on the privilege of the user using the system. For instance, a teacher may see information regarding results entering, grades processing, assessment reports printing, etc. whilst the accounts staff may see the menu on payroll, accounts preparation and other related information depending on his/her duties in the department.

## The Menus

The menus are grouped in two main sections which are the Top Menu and the Side Menu.

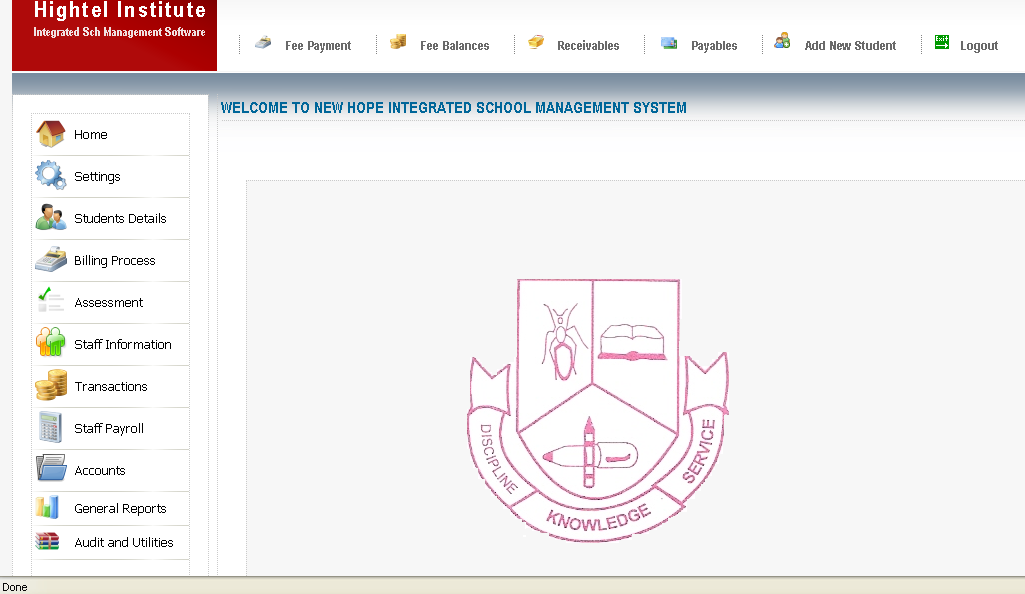
### The Side Menu

ISMS has group is functionality into ten categorized menus which will be treated into detailed in the next chapters. The menus are:

1. **Settings**:- enables the System Administrator to set up some required configuration files that enhances system performance.
2. **Students Details**: - used for students’ data capturing, promotion, and other related functions.
3. **Billing Process**: - generating and printing of students’ bills and its related reports.
4. **Assessment**: - students academic data capturing, terminal report printing, etc.
5. **Staff Information**:- for staff records management.
6. **Transactions**: - used to process receipts, petty (payables/receivables), generate required transactional reports.
7. **Payroll**:- staff payroll processing and loan management functions
8. **Accounts**: - for general ledger accounts management.
9. **General Reports**: - provides all required reports.
10. **Audit and Utilities**: - tracking of user movements in the system, backup and restoration.

### The Top Menu

There are five (5) main menus in the top menu. These are Fee Payment, Fee Balances, Receivables, Payables and Add New Students. All these five menus are embedded in the side menu, but are separated as matter of quick access due to how often they would be used.



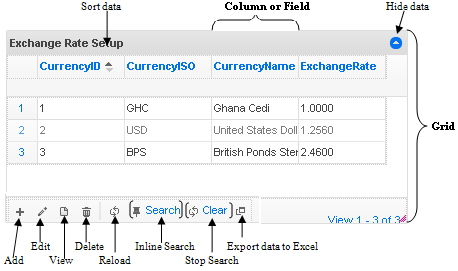
*Figure 3: The home page*

## Icons and Their Meaning

|  |  |  |  |
| --- | --- | --- | --- |
| Icon | Functions | Icon | Functions |
|  | Delete selected record. |  | Save record. |
|  | Advance search |  | Inline Search |
|  | Enter new record. |  | Print records. |
|  | Edit selected record. |  | Exit the an edit menu |
|  | Sort data in ascending or descending order |  | Hide records in the grid from the screen |
|  | View selected row |  | Move to the next record. |
|  | Reload the grid |  | Move to the previous record. |
|  | Clear(stop) search |  | Send data to Excel. |

*Figure 4: meaning of icons*

Figure 5 describes the location of the above listed icons in the grid/system.



*Figure 5: Icons and their locations*

## Some Important Processes

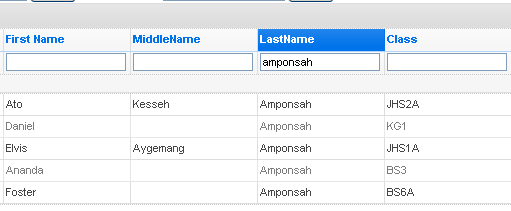
The following procedures are very important and they will be used frequently.

1. **Search**

– searching for a record means looking for or fetching an existing record. There are two ways of searching a record as described below:

**Steps 1**

1. First open the required menu to display the grid, e.g. Students Details.
2. Click on the **Inline Search** icon. Empty fields will be provided under the column headings for you.
3. Type the data to be searched in the appropriate cell and press the Enter key. For example, to fetch all the students by Last Name Amponsah.

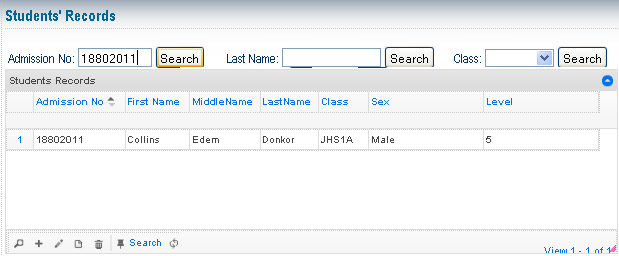


*Figure 7a: The search screen*

1. After the searching, you can click on the **Clear Search** icon to stop the search.

**Steps 2**

1. In the required menu, type the student’s Admission Number or Name or Class in their respective text boxes provided above the grid.
2. Click on the **Search** button for records to be displayed in the grid. An example is shown in the figure below.



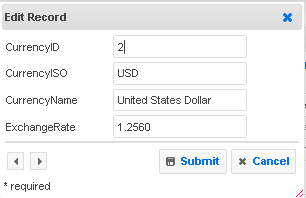
*Figure 7b: The search screen*

1. **Edit**

– this is where an existing record is modified, e.g. change of name, class, etc.

**Steps**

1. First open the required menu to display the grid, e.g. Students Details.
2. From the grid select the **record** to be edited (click on that row to highlight)
3. Click on the **Edit** icon for the edit menu to open.
4. Do the necessary changes.
5. Click on **Submit** to save the changes or **Cancel** to exit the menu.



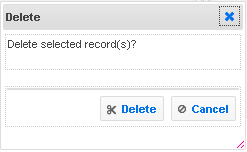
*Figure 8: Edit*

1. **Delete**

Completely removal of an existing record from the system

**Steps**

1. First open the required menu to display the grid.
2. In the grid select the record to be deleted.
3. Click on the **Delete** icon for the delete menu to open.
4. Click on **Delete** to remove the record from the system.



*Figure 9: Delete menu*

**Students Categorization**

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **Classes** | **Course** | **Description** |
| 1 | Nursery | Nursery | Crèche |
| 2 | Kindergarten | Pre-school |
| 3 | 1 – 3 | Primary | Lower Primary |
| 4 | 4 – 6 | Upper Primary |
| 5 | Form 1 – 3 | JHS (Junior High School) | Junior High |
| 6 | Completed | Alumni | All completed students |
| 7 | Suspended | Pool | Students under suspension |
| 8 | Withdrawn | Students withdrawn by their parents |
| 9 | Dismissed | Dismissed students |

We shall now discuss the menus into details in the next chapters.

# CHAPTER 2

# SETTINGS MENU

This menu is mainly used by the System Administrator in order to setup the institution’s basic information, assign user privileges as well as perform all required system setups.

The Settings menu consists of four sub menus which are discussed below:

## Change Password

This menu enables the System Administrator to change a user’s password especially, when there is the need to deny any user an access to the system. When this option is selected, it takes the user back to the login screen for the necessary updates to be done.

**Steps**

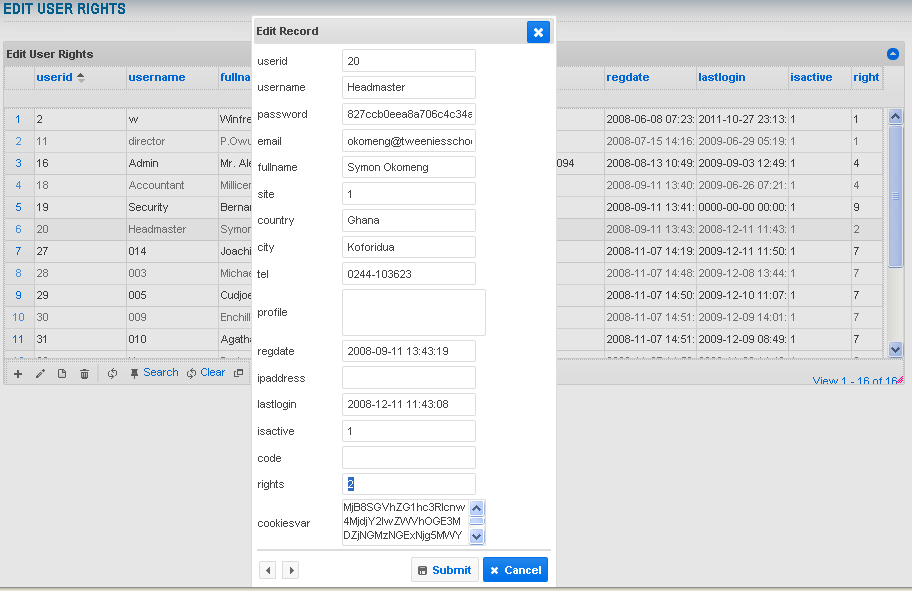
1. **Login** with your username and password.
2. Select **Change Password** when the welcome screen appears.
3. Enter both the old and the new passwords.
4. Click on **Change Password**.

## Edit User Rights

This is where users’ privilege is set in order to grant them with the right permissions to the system.

**Steps**

1. Whilst in the home page, click on ‘**Settings’**.
2. Select “Edit User Rights”.
3. Search for that particular user using the search procedure (described chapter 1).
4. Click on the row (records) of the user to be edited.
5. Click on edit icon for the menu to appear. (look for icons and their locations in chpt. 1)
6. Under the **Right** column (field), change the user’s permission to the appropriate right.
7. Click on the Submit button. An example is shown in figure 10.



*Figure 10: The edit user rights menu*

## School Info (Information)

The School information menu is used to capture the Institution’s basic information such as the institution’s name, address, location, telephone number, website address, etc. It is important to update this table because, all reports generated picks their header information from here.

**Steps**

1. Select **School Info** from Settings.
2. Use the **Edit** icon to update the information.
3. Click on **Submit**.

## Exchange Rate

If the Institution trade in foreign currency, then the rate and the local currency equivalence must be set in the exchange rate menu. This menu must always be updated according to the exchange rate.

**Steps**

1. Select **Exchange Rate** from the Settings menu.
2. Click on the **Add new Records** icon on the task bar (for the first-time settings).
3. If the rates are already set, then, click on the **Edit** tool
4. Do the necessary updates and select **Submit**.

# CHAPTER 3

# STUDENTS MENU

There are seven (7) sub-menus under the Students Details menu which are the Students Setup Tables, Add New Student, Student Records, Students Promotion, ID Card Printing, Cumulative Records and Student Reports.

## Students Setup Tables Menu

This menu is mainly for setups such as New Academic Year, Classes and Students Promotion. It is only used when the need arises. For instance, when a new class is created or when you get into a new academic year.

**Academic Year Setup**

This is done once every academic year to enable the system identify the academic year in which you are and also know the beginning and the end of each academic year.

**Steps**

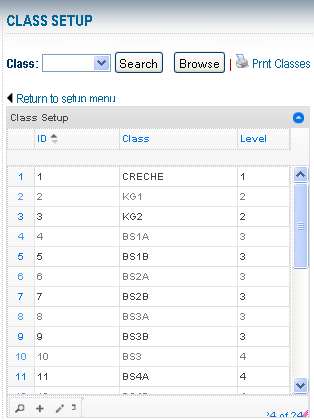
1. From the Students Details menu, select **Students Setup Tables**.
2. Select **Academic Year** from the list of setups displayed.
3. Click on the grid’s **Add** icon to generate a new row.
4. Select the row and use the **edit** icon to enter the record.

**Class Setup**

As a first-user of the system, you need to create all the classes in the system and afterwards update it when it needs to. For instance, when a new class is created, it should be updated in the system. Example, if the institution was formerly having Class1 and is now dividing it to strings, i.e. Class1A and Class1B, the system should also be updated as such. See the figure below.

**Steps**

1. From the Students Details menu, select **Students Setup Tables**.
2. Select **Class** from the list of setups displayed.
3. Click on the grid’s **Add** icon to generate a new row.
4. Select the row and use the **edit** icon to enter the record.



*Figure 11: Class setup menu*

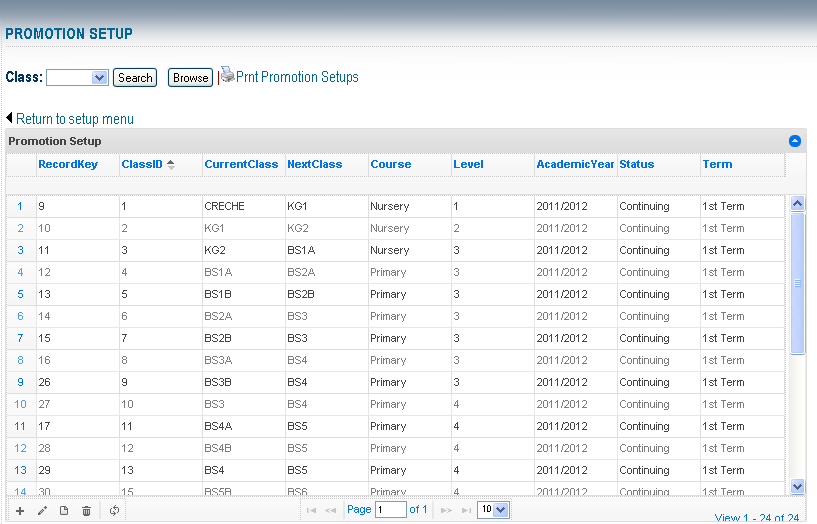
Note that the ID column determines the order of the classes from lowest to highest level.

**Promotion Setup**

Promotions are done to mark the beginning and the end of a term and/or academic year. So, before students are promoted, the Administrator must set up the necessary information to enable the system determine the current classes and their promotion (next level) classes as shown in Figure 12 below.

**Steps**

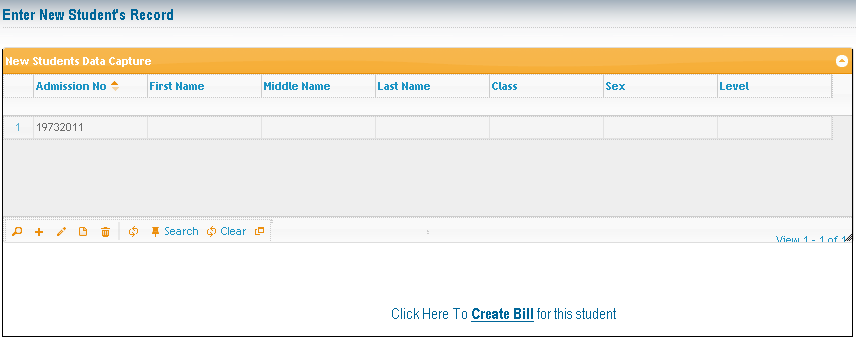
1. From the Students Details menu, select **Students Setup Tables**.
2. Select **Promotion** from the list of setups displayed.
3. Click on the grid’s **Add** icon to generate a new row.
4. Select the row and use the **edit** icon to enter the record.



*Figure 12: The promotion setup menu*

1. **Add New Student**

This is the initial stage of capturing a student’s data into the system (thus, for new admissions). At this stage, a Students Identification number (ID) is assigned to the student which becomes the unique key for identifying that student and helps in searching for his/her records in the system. The menu opens with automatically generated students ID as shown in figure 13 below.



*Figure 13: New Student Menu*

**How to enter new student’s record**

1. Once the menu is opened, use the edit procedure discussed in chapter 1 to capture student’s details into the system.
2. Click on the link below the grid (Click Here to **Create Bill** for this student) to prepare individual bill for that student. (Bills creation is treated in chapter 4).
3. **Students Records**

This menu enables the user to check records concerning existing students and also do changes or updates when required. It is used to:

1. Search and verify students details
2. Edit students’ details.

The procedure to Search or Edit students’ records is stated in chapter 1.

## Students Promotion Menu

This is one of the important menus to consider as far as students details, their reports and system setups are concern. It helps the user to promote students from one term, class or academic year to the other.

The promotion is done in two categories;

1. **Inter-term promotion** – termly promotion. Example, from Term1to Term2.

The user selects only the required **Term**, then click on **Inter Term Promote** button.

1. **End of academic year promotion** – promotion from one academic year to another. The user clicks on **End of Acad Year Promote** button for the promotion to be done.

Promotion can be done in two different ways:

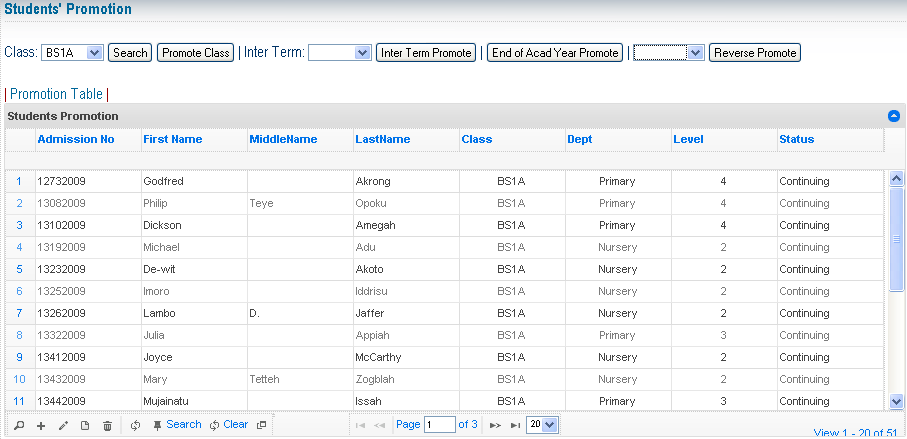
1. **Class Promotion** – where students are promoted class-by-class.

**Procedures**

1. In the promotion menu, select required **Class** from the option provided above the grid.
2. Click on the **Search** button beside it for the records to display in the grid.
3. Click on the **Promote Class** button.
4. **Bulk Promotion** – where all students are promoted at once. In this case, the user clicks on **End of Acad Year Promote** button for the promotion to be done.

**Promotion Reversal**

If for whatever reason you want to reverse the promotion you did, click Reverse Promo button to reset the students’ records to the previous status.



*Figure 14: The Students promotion menu*

# CHAPTER 4

# BILLING PROCESS MENU

This menu is used to setup, create and generate students’ bills. The Regular Fees, Optional Fees, Particular Fees, Scholarship, Book List are set up here. The menu has four main sub menu, i.e., Fee Setup Tables, Bill Processing, Billing Reports, and Fee Balance Loading.

## Fee Setup Tables Menu

Before bills are run for students, all the individual bills such as Tuition, P.T.A and all other levies must be set up in the system, therefore, the Fee Setup Tables enables the user to do the setup.

Note that whenever there is a change in fees, the items involved must be updated in the setup menu before bills are processed. The bill items are divided into the following categories;

1. **Regular Fees** – includes the bill items that are compulsory to all students like the Tuition, PTA, etc.
2. **Optional Fees** – charges for optional services provided to the students, such as Transport, Boarding, Feeding, etc. with this, the student is billed when that option is activated for him/her
3. **Particular Fees** – this becomes important when a student requires extra care, attention, or treatment that he/she must pay for. On the other hand, when a student needs to be charged for damage caused to the institution’s or a colleague’s property.
4. **Scholarship** – if the institution has scholarship facility, then all the students enjoying it must be set up.

**Bills Setup Procedure**

1. From the Billing Process menu, select Fee Setup Tables.
2. Select appropriate fee setup option to be updated from the list.
3. Use the Add and Edit icons for first-time entry and data update respectively.

[*Refer to* ***Icon****s and* ***Edit*** *process in chapter 1*]

**Note:**

* Bills are set for individual classes. However, bills for one class can be copied to another class if their bills must be the same.

**Steps**

1. Selecting **Copy From** class (the class to copy from)
2. Select **Copy To** class (the class to copy to)
3. Select **Site** and **Level**,
4. Click **Process**.

* Bills can also be printed for review;

Steps:

1. Select class
2. Click on Search button
3. Click on Print Class link (or Print All if necessary).
4. **Bill Processing**

This is where bills are created for students after all the fees items are set up in the system. Bill can be created in three different ways:

1. **Individual Bill** – creating of bill for an individual student [new admissions].

Steps:

1. Point your mouse to **Billing Process** on the side (vertically arranged) menu.
2. Select Bill Processing from the pop-up sub menus.
3. Type the student’s admission number in **Adm No** textbox
4. Click on the **Create** button closer to that text box.
5. After that, retype the admission number and click on **Search** to verify the creation.
6. **Class Billing** – used in creating bills for a particular class

Steps:

1. Click on Billing Process to pop-up the sub menus.
2. Select Bill Processing
3. Select the required **Class** from the list of classes
4. Click on **Search** to display the existing records
5. Click the **Create** button for the creation
6. **Batch Billing**: - This is used to create bills for all students at ago.

Click the **Create All** button to create bills for all students

**Note:** before bills are processed, the user must make sure that:

1. Optional items such as PTA, Lunch, Scholarship, etc. are properly set in the Students records. Every student who enjoys such facility must have the option ‘YES’ selected.
2. Levels for students must be properly set in the Students.
3. Status for all existing students must be ‘Continuing’.
4. All Completed, Withdrawn and Dismissed students must have Status and Levels updated.

**Reversing a Bill**

Bills created can be reversed. This is necessary when any of the following conditions is observed:

1. Fee setup tables were supposed to be updated
2. Students records should have been updated
3. Promotions were not run before the creation of the bills, etc.

In this case, the bill can be reversed and re-run after the update is done.

## Billing Reports

This menu helps the user to print Bills, Arrear Letters, Debtors List, and other billing reports. The students’ bill can be printed in three different ways as classified below;

1. **Single Student Bill** – creating of bill for an individual student mostly New Admission.

Steps:

1. Type the student’s admission number in **Adm No** textbox
2. Click on **Create**
3. After that, retype the admission number and click on **Search** to verify the creation.
4. **Class Billing** – used in creating bills for a particular class

Steps:

1. Select the required **Class** from the list of classes
2. Click on **Search** to display the existing records
3. Click the **Create** button for the creation
4. **Batch Billing**: - This is used to create bills for all students at ago.

Click the **Create All** button to create bills for all students

**Bill Printing**

1. Print a bill for an individual by using the admission number.
2. Print bills for a particular class by selecting that class.
3. Print bills for all students by clicking on the Print All Bills link.

# CHAPTER 5

# ASSESSMENT

Assessment is one of the main menus that is used to record students examination results, attendance, conducts, attitudes and all other criteria assessed to reflect the students academic performance.

Under the Assessment menu, there are five major procedures to go through in order to produce a complete terminal report for a student. These are;

1. Assessment Setup Tables Update
2. Score Sheet Creation
3. Results Entering
4. Additional Information Input
5. Terminal Reports Printing

**Assessment Setup Tables**

This menu enables the Administrator to setup information concerning academic report printing. These include maximum attendance, Remarks, grading system, nursery requirements, subjects and teacher setup, etc.

Procedure

1. From the Assessment menu, select Assessment Setup Tables.
2. Select from the list the required setup after the list is displayed
3. Use Add and/or Edit controls new entry and existing record update respectively.

**Score Sheet Creation**

The **Score Sheet Creation** is used by the System Administrator to generate and print score sheet from the system to all teachers to enable them record the students’ results for both examination and class scores.

Before Score Sheets are printed, the Administrator (Officer in charge) should ensure that:

1. Students records is updated. Thus, a class list should be printed for **all** class teachers to indicate withdrawals, change of class, total students on roll, etc., which should be used to update students records in the system.
2. Subjects must be set up and cross checked by all class teachers
3. Setups such as overall attendance, vacation and reopening dates, teachers’ and head’s remarks and updated.

Procedure

1. From the Assessment menu, select **Score Sheet Creation.**
2. a. Once the screen is opened, click **Create All** button to generate for the entire school. OR

b. Select **Class**, **Subject ID** and click the immediate **Search** button.

After the record is displayed on the screen, click **Create Class** button to generate for a particular class and subject.

1. You can now print for individual subjects per class.

Printing Procedure

1. Select Class and the Subject ID.
2. Click the Search button beside the Subject ID for the records to display on the screen.
3. Click the Print Score Sheet link and sent to printer.

**Results Entry for Pre-School, Primary and Junior High School**

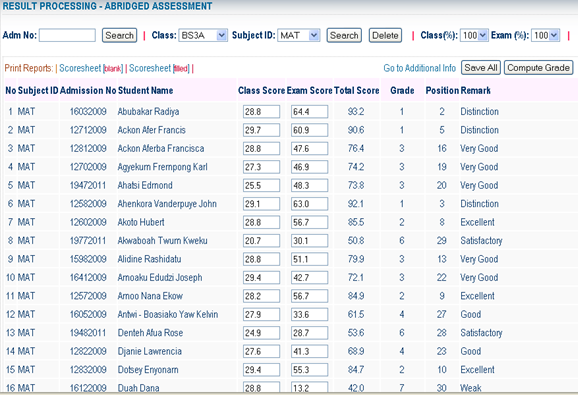
After the score sheets are generated and the marks are entered on the printed hard copies, now the results can be entered using this menu.

Procedure

1. From the Assessment menu, select **Result Entry** (either for Pre-School or the basic school) depending on the teacher’s field.
2. Select **Class** and **Subject ID**
3. Click **Search** for the records to display
4. Select the percentage for computation for both Class and Exam
5. Enter the results.
6. Click **Save All** button for the results to be saved
7. Click **Compute Grade** button for Grades, Position and Remarks to be generated

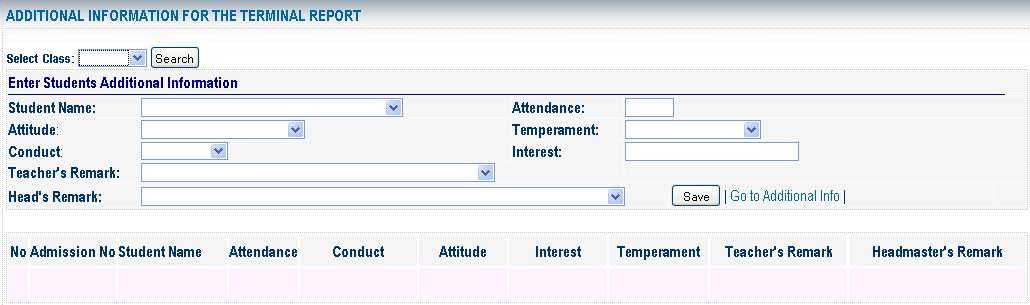
**Note**: repeat step 2 through to 7 if you are a class teacher and not subject teacher

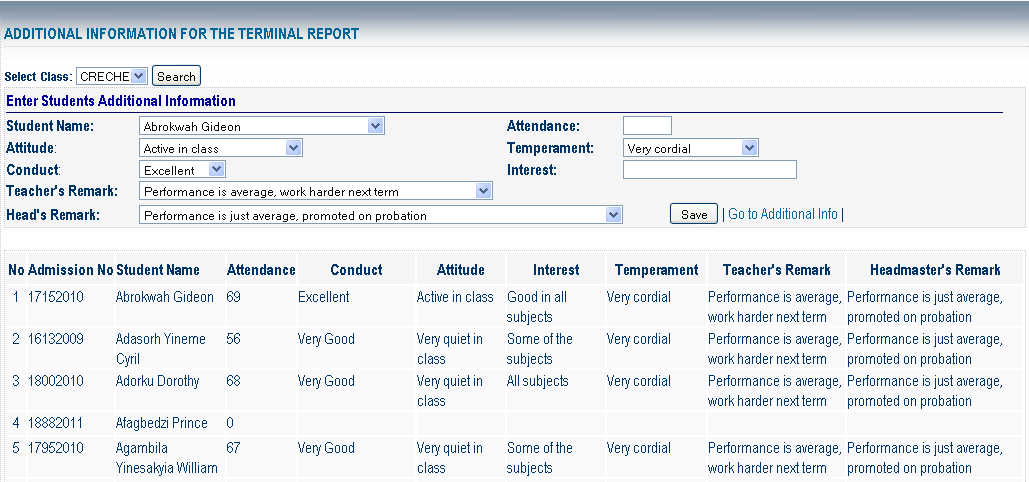
1. Click [Go to Additional Info](http://127.0.0.1/ismsabs/additionalreportinfo.php?class=BS3A) beside the Save All button as a short cut link to the Additional Report Info screen for Remarks entry
2. Optional: Print hard copy of the filled score sheet for review by clicking on [Scoresheet [filled]](http://127.0.0.1/ismsabs/scoresheetfilled.php?Class=%20&&%20SubjectId=).

****

*Results Entry screen*

[**Additional Assessment Info**](http://127.0.0.1/ismsabs/additionalreportinfo.php)

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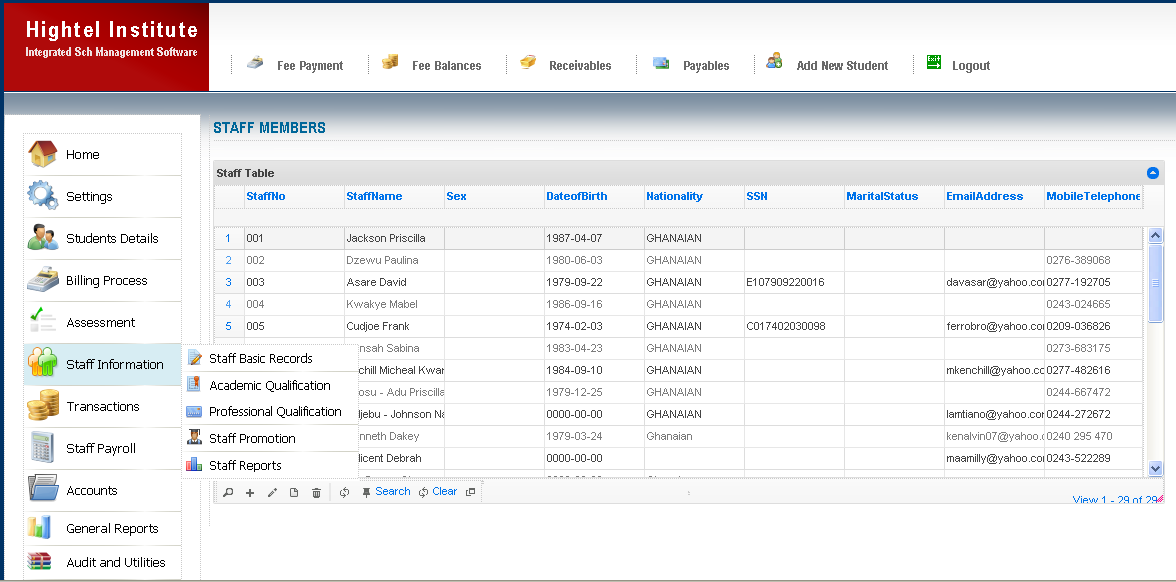
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# CHAPTER 6

# STAFF INFO MENU

This menu is used to collect information about all staff in the school. This includes the Staff’s personal data, academic and professional qualification, staff promotions overtime, etc.

This process is like the Students Records.



*Figure 12: The Staff Members menu*

# CHAPTER 7

# TRANSACTIONS MENU

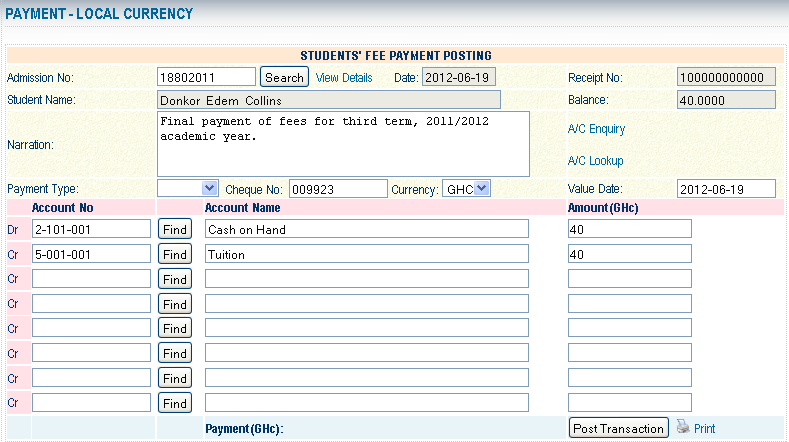
This menu consists of three main items.

1. Staff Payroll
2. School Fee Payments
3. Other Transactions Posting (Payables and Receivables)

## Fee Payment menu

The fee payments menu has two main submenus which are the Local currency payment and the Foreign currency payment.

This menu allows the user to issue receipts for the payment of fees by a student(s).



*Figure 14: The Students fee payment menu*

How to print receipts

1. Click on the Payment menu and select Fees local currency under the Fees payment menu**.**
2. The above menu opens. Type the student’s Admission No in the provided text box and click on the Search button for the student’s name to display.
3. Type the narration of the payment made in the narration field.
4. Update the accounts involved (e.g. credit cash account and debit school fees account as shown in the screen above). Remember, both the credited and the debited account must have equal amount posted.
5. Clicking on the Post Tranx button on the right bottom corner of the screen to update the transactions.
6. Click on the Printer image for the receipt.

## Fees Payment Listing

This menu helps the user to list a number or reports as far as transaction posting is concerned.

Some of these reports are:

* Balances for fees only
* Payments for fees only
* Payments for fees and other transactions
* Daily fee collection
* Periodic fee collections
* Batch receipt printing

## Daily Fee Collection

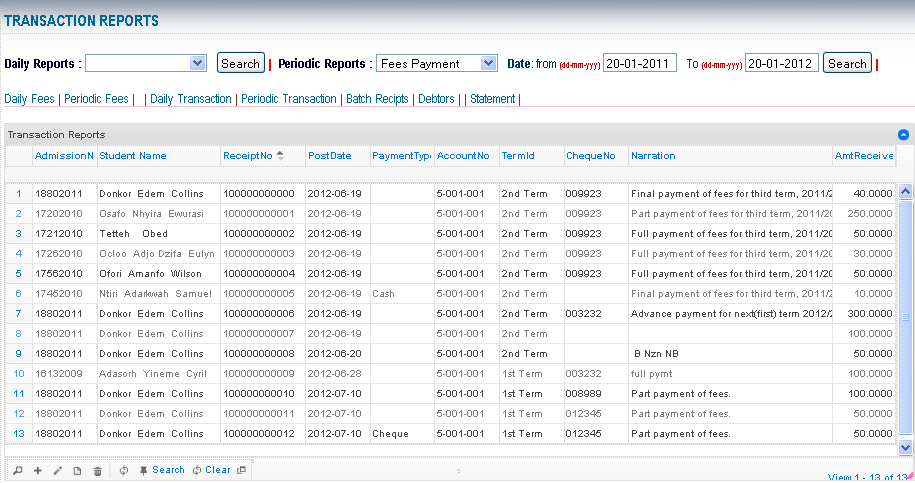
This menu helps the user to either view or print the list of payment received for a particular day.

**Steps**

1. Click on the payment menu and select the Daily Fee Collection.
2. Select the data for the blank spaces provided (e.g. payment type, currency).
3. Type your date in the space provided and click on Search button.
4. Click on the print button if you want to print.

## Periodic Fee Collection

Just like the Daily Fee Collection menu, this menu helps the user to either view or print the list of payment received but in this case for a particular period. For example, to print payments received between January and April, 2009.



*Figure 16: The Periodic fee collection menu*

## Batch receipt printing

With this menu, the user would have to issue the receipts in batch, thus, issue all the receipts for the day at a sitting and then select print for continuous printing.

## Transactions Posting (Payables/ Receivables)

This submenu is used for monies paid by the school such as utility bill, salaries, and purchases of any sort. It can also be used to receive any other income apart from school fees. This can be donations, school uniform, etc.

## Uses of Payables/Petty Cash

Some common examples

1. To transfer money to petty cash.

Cr Cash A/C

Dr Petty Cash

1. To pay from Petty Cash A/C

Cr Petty Cash

Dr the A/C involved eg, Utility A/C

1. Send cash to bank

Cr Cash A/C

Dr Bank A/C

1. Withdraw money from bank

Cr Bank A/C

Dr Cash A/C

1. Pay salaries and wages

Cr Cash/Bank Account (for cheque transaction)

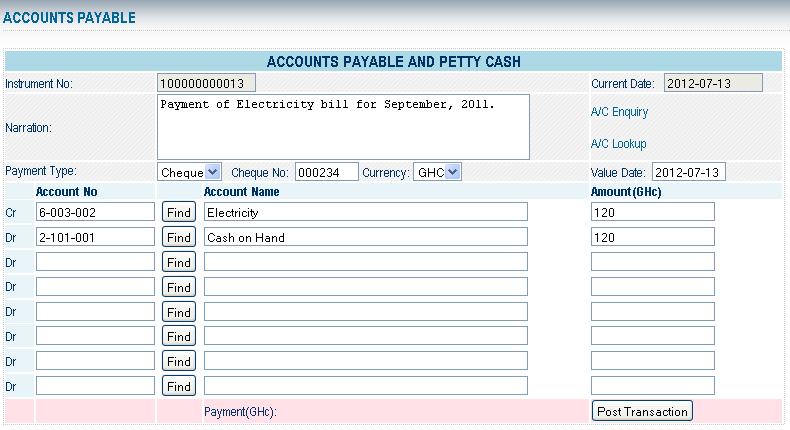
Dr Salary A/C

1. To pay for a Utility Bill

Cr Cash/Bank A/C

Dr the Utility A/C

**Note:** the Receivables is the vice versa of the Payables.



*Figure 18: The Accounts payable menu*

# CHAPTER 8

**STAFF PAYROLL**

## Staff Payroll Submenu

This is one of the important menu in the system that collaborate other tables or menu in order to produce perfect and efficient report. Just like the Bills Process table, before the payroll can be generated, the user must be that;

1. Every employee who has taken loan from the institution is well setup in the loan management table.
2. The tax rate must be properly setup in the table.
3. The staff information especially, bank details, social security number and others is accurate.

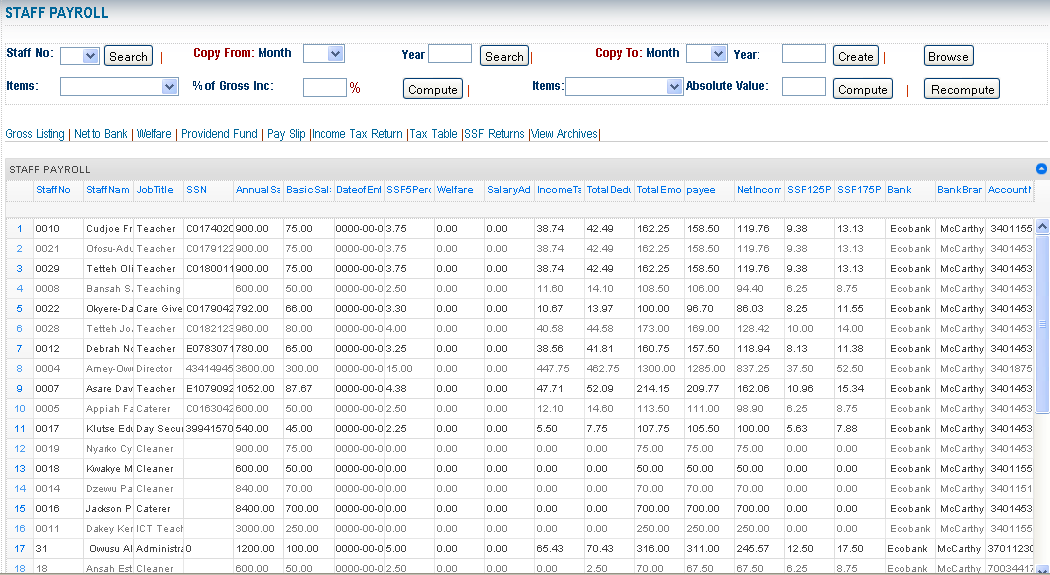
**Steps**

1. Select the payroll menu under the transaction menu
2. For the first time creation, select the month and the year and then click on the **Create** button.
3. But for the subsequent months, copy the previous one to the current month to be created.

**Steps**

1. Selecting **Copy From**: ‘Month’, (the existing salary month and year).
2. Type the ‘Year’.
3. Selected **Copy To** ‘Moth’, (the month to be created.
4. Type the ‘Year’
5. After that click on the **Create** button.
6. Select the items in the drop-down menu and set their corresponding percentage (%) or value to be calculated. For example, if Employees’ Social Security Contribution is 5.5%, select **SSF-employee** and ‘%of Gross Income’ text field, type **5.5** and click the Compute button.
7. You can select the Edit icon to do changes for an individual employee if required.
8. Click on the **Recompute** button to effect any update to the payroll.
9. Now you can print all your reports (e.g. [Gross Reports](http://127.0.0.1/ismsabs/grosslisting.php), [Net to Bank](http://127.0.0.1/ismsabs/nettobank.php), [Welfare](http://127.0.0.1/ismsabs/welfare.php) deduction reports, [Pay Slip](http://127.0.0.1/ismsabs/payslip.php)s, [Income Tax Return](http://127.0.0.1/ismsabs/incometaxreturns.php), etc).

To print a particular report on the payroll, click on the links provided on the screen and view it, after which this can be sent to printer.

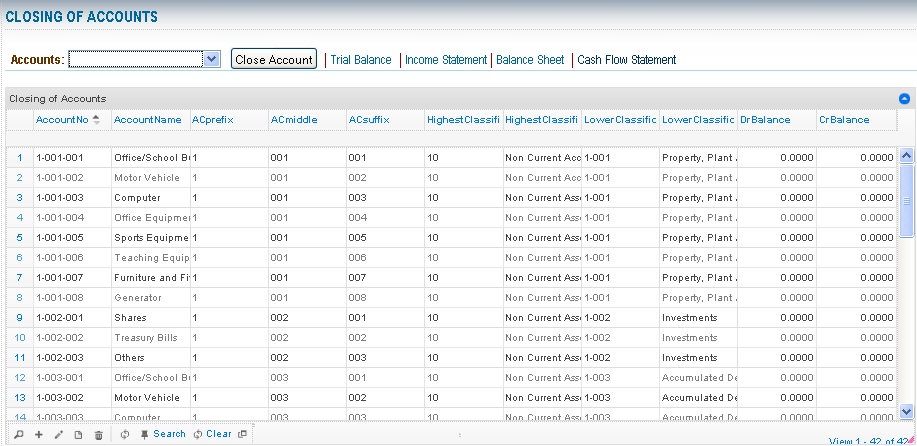
 *Figure 13: The Payroll menu*

**CHAPTER 9**

# ACCOUNTS MENU

This menu is used to create different types of account required for the institution. In the initial stage the balances of all the accounts will be loaded into the system by using the Account Balance Loading menu.

The Accounts Balances menu helps the user to view and print all accounts balances.



*Figure 19: The Accounts (General Ledger) menu*

# CHAPTER 10

**GENERAL LEDGER**

# CHAPTER 11

# AUDIT AND UTILITIES

This menu is used to print reports on:

* Students
* Bills
* Assessment
* Staff
* Payroll
* Fees
* Transactions
* General Ledgers
* Scheduler
* Miscellaneous

Select the type of report you want to print then enter your username and password on the screen that appears as shown below.

Now select an option form the drop-down menu and print your report or export it to Ms Excel spreadsheet.