

Attendance Module

Responsibility:- Class Teacher

Things to Do

- 1. Class Teacher Login into School App**
- 2. Click on Mark Attendance**
- 3. Select Class and Section and Date**

List of Students will be showed by and You can mark one by one or Can Select All.

Attendance will be activated.

Total Time for Class (40 Students) Attendance: 2 mins.
Video is attached

Payroll Module

Responsibility:- Account Department/ Coordinator

Things to Do

- 1. Accountant Login into School App**
- 2. Assign Salary Grade (If not assigned already) as per month or hours**
- 3. Then Select Make Payment Using Form Payment**

- Salary will be showed up then you can see the how much Salary is due
- then you can input the amount your paying, Expense Head and via mode of payment.

Screen Shot attached.

Grade Name *	Salary Type *	Basic Salary *	House Rent
Teacher	Monthly	10000	0
Transport Allowance	Medical Allowance	Over Time Hourly Rate	Over Time Total Hour
0	0	0	Over Time Total Hour
Over Time Amount	Provident Fund	Bonus	Penalty
Over Time Amount	0	Bonus	Penalty
Total Allowance	Total Deduction	Gross Salary	Net Salary
0	0	10000	10000
Month	Payment Method*		
Month	--Select--		
Expenditure Head*	Note		
--Select--	Note		

Fees Payment Management

Responsibility:- Account Department/ Coordinator

Things to Do

- 1. Accountant Login into School App.**
- 2. Goto Fees Bulk Payment Pay**
- 3. Ask the Parent - Student Name or Admission ID.**
- 4. Input that in Search Panel.**
- 5. Select Student and Goto Detail View.**
- 5. Examine Pending Payment of Student.**
- 6. Share Invoice Amount with Parent and Ask how much they want to pay.**
- 7. Input the Amount and Fine or Discount and Check Gross Amount of Invoices and select mode of payment cash or cheque & Submit**
- 8. Print A5 Reciept 3 copies will output. 1 -parent, 2- school, 3-accounts.**

And next payment.

Process time = 1-2 mins video attached.