

# PYDAH COLLEGE OF PHARMACY

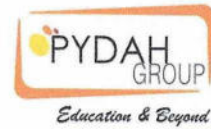
(Approved by PCI, AICTE and Affiliated to Andhra University, Visakhapatnam)

Yanam Road, PATAVALA, KAKINADA-533461, E.G.Dt

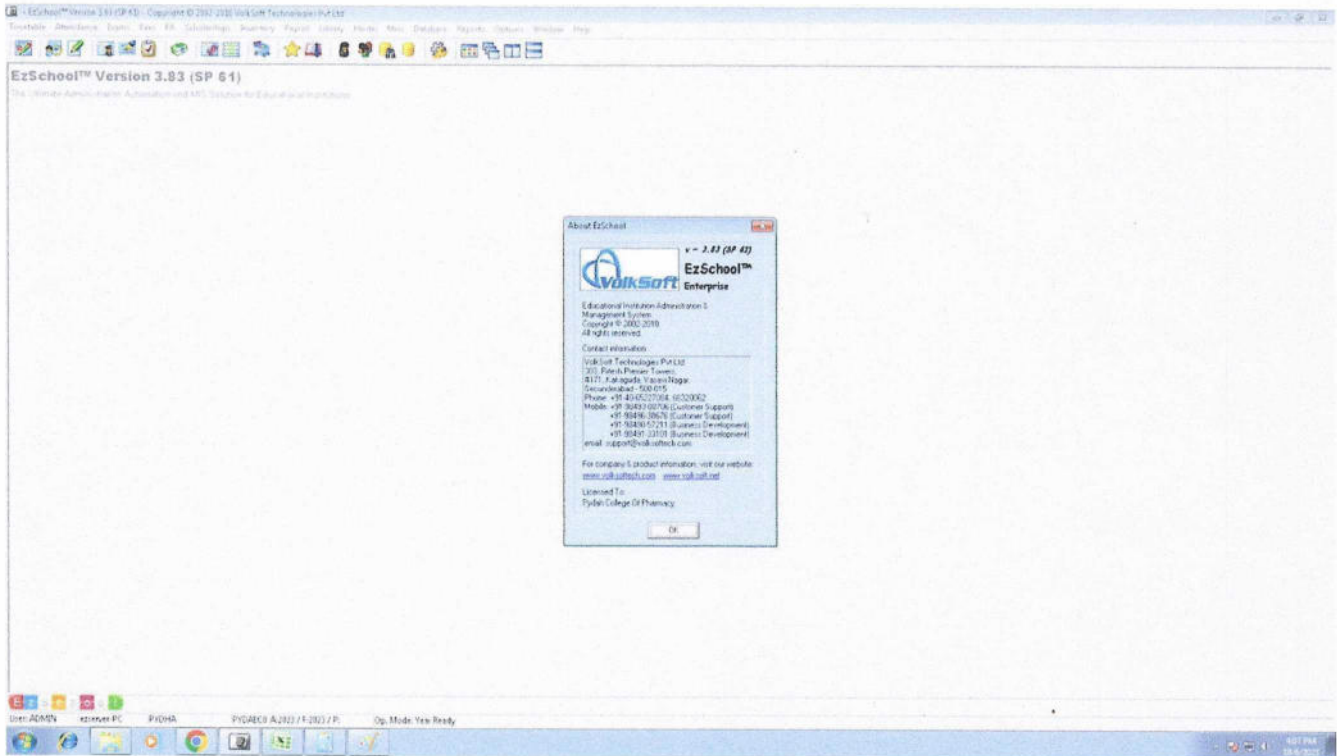
Telephone: 0884-2315344/45

Email id: princpharma@pydah.edu.in

website: www.pydahpharmacy.edu.in



## ERP Document



*Pesuv*  
**Principal**  
Pydah College of Pharmacy  
PATAVALA, KAKINADA

## +\$# **EzSchool: A Brief Introduction**

EzSchool is a comprehensive and reliable ERP solution designed specifically for<sup>K</sup> educational institutions. The software has been designed for all kinds of institutions, ranging from schools to large professional colleges. The wide range of functions available in EzSchool cover every aspect of educational institute administration, so that, you can completely automate your processes.

The software can be tailored to suit your organization's specific requirements by adding or removing different modules and thus, becomes more cost-effective. You can use EzSchool to manage the data of all your branches conveniently and accurately.

The main features of EzSchool are:

1. Setting up the organizational structure - EzSchool provides you the facility of setting up the basic structure of your institute through a single window. In this window you can set up the classes, sections, the subjects that would be applicable to different classes, the fee structure applicable to different classes and also, the exams applicable to the different classes.
2. Fee collection - EzSchool helps you manage your fee collection efficiently and without any errors. You can easily set up the fee structures and schedules for different classes and courses. You can manage the collection and make changes in fee structure whenever required. You can integrate the fee collection with your accounting processes so that voucher generation is taken care of, automatically.
3. Admissions - EzSchool helps you to monitor your admissions process right from the starting of an enquiry through the sale of applications, entrance tests and finally the admission of a student. Further, it also helps you manage the follow-up of enquiries.
4. Attendance - EzSchool provides you a complete set of functions for managing both staff and student attendance. These functions help you with everything from basic marking of attendance, to generating complex reports related to the same. These functions help you monitor discipline in your organization properly, and make better informed decisions.
5. Exams - Plan different exams, manage exam results.
6. Time Table - Create time-tables and use the available staff efficiently with EzSchool.
7. Accounts - EzSchool provides you a complete suite of accounting functions integrated within it. These functions assist you in everything from creating accounts, making voucher entries to generating the final reports.
8. Payroll - EzSchool helps you with the setting up of the complete pay structure of your organization and managing the payroll efficiently and accurately. It also helps you manage the incentives, allowances and advances, etc. EzSchool takes care of all accounting aspects related to payroll with the help of simple configurations.
9. Hostel - EzSchool also provides you many features related to hostels, such as room allocation, mess management, students' pocket money management, etc.
10. Inventory - With EzSchool you can manage your supplier details, purchase orders, and store inventory, etc., in a better way.
11. Interactive Voice Response system You can use EzSchool to modernize your services to parents by the inbuilt voice response system. You can link your database to voice files so that parents' queries are solved automatically through telephone.
12. Messaging Service EzSchool also provides you the facility to send pre-written messages to students and their parents through a click of a button. You can send messages in both e-mail and SMS formats.

Apart from the above, EzSchool provides many more functionalities, all of which are covered in this manual, later.

EzSchool provides a multiple user interface, wherein each user can be configured by the administrator to have specific rights of usage. Further, the users can be divided into different groups with each group having its own set of rights over the functions of the software. You can install the software on a central server from where different users can access it on their systems. This way you can limit the functions that a user can perform in the application, and thus, limit any unwanted modifications, or unauthorized access to important data.

EzSchool is a Windows based application and incorporates the same user interface as any other

Windows based applications. This makes using it even more easier.

---

### +\$#Starting EzSchool

You can start EzSchool by any of the following methods:

1. Click the **Start** menu; point your mouse on **Program Files**, then in the sub-menu, point on **VolkSoft Technologies EzSchool**, and in the next sub-menu, select **EzSchool Client**.  
{

OR

2. On your Desktop double-click the EzSchool icon.  
{

The **Login** screen appears:

{

### Figure 2.1

To start EzSchool application you must have a User Id and a Password which will be provided to you by your administrator.

Once you have your User Id and Password login through the following steps: -

1. In the **User ID** box, type your user Id.
2. Type your password in the **Password** box.
3. Select your organization name and the academic year in the drop-down list labeled **Organization/Academic Year**.
4. Click **Login**.

If you are logging in for the very first time, EzSchool asks you to change your password. Change your password, and click **Login** again.

(See also, [Changing Password](#))

Whenever you try to login into EzSchool, the application compares its version with the database version. If any difference is found between them, a message is displayed conveying the same. You can remove this difference by updating your database version to the one that matches the current version of the application.

(See also, [Update DBChanges](#))

For e.g., the following message box displays that the Database version is 3.74 (SP14), while the software version is 3.74

{

Click **OK** to proceed further.

You are now logged into EzSchool and the following screen appears:

{

### Figure 2.2

As soon as EzSchool starts, it detects the data backup history.

If backup history is found, EzSchool displays a message reminding you of the last backup date, and

prompts you to take a backup of your data.  
{

If EzSchool couldn't detect any backup history the following message is displayed:  
{

Click **OK** in both the cases, to proceed further.  
You get the following dialog box:  
{

Click **No** to ignore the message and postpone taking backup.  
(Or, click **Yes** to take backup immediately)  
(See also, [Data Backup](#))

You can also set alerts which would be displayed as soon as you login to EzSchool.  
(See also, [Schedules & Alerts](#))

In the left side of the main window you can see a navigation pane which provides you a link to each feature available in EzSchool. You can close or open this navigation pane by clicking the tool

button (*Show/Hide Navigator Pane*) provided at the extreme left in the tool bar. (Refer to **Figure 2.2**)

<sup>K</sup>The status bar at the bottom of EzSchool displays you the following information in that order from left to right:

1. User Name
2. System Name
3. Database Name
4. Organization ID

In some cases, when you login into a newly attached database in EzSchool, for the first time, you maybe directed to the EzSchool **Configuration** window, where you have to specify the organization category and the payroll year.

{

### Figure 2.3

In the **Organization Category** box select the category of your organization, viz., school, junior college, degree college, autonomous college, or professional college. In the **Payroll year dates** pane, type the starting date of the payroll year in the **Starts on** box, and the ending date in the **Ends on** box.

Click **OK** to save the settings and close the **Configuration** window. You can now start using EzSchool.

---

#### +\$#Changing Password

It is advisable to keep changing your password from time to time for security and privacy reasons. To change your password, follow these easy steps

If EzSchool is open:

1. Open the **Options** module on the main menu, and click **Select Organization**.
2. The Login screen appears.

If EzSchool is not open:  
Follow the steps mentioned in the section [Starting EzSchool](#), to open the Login screen.  
{

### Figure 3.1

When the login screen appears, follow these steps:

1. Type your user id in the **User ID** box.
2. Type the existing password in the **Password** box.
3. Select your organization and academic year in the **Organization/Academic Year** box. This list displays all the databases attached to EzSchool.
4. In the **New Password** box type your new password (the **Login** button gets disabled as you start typing in the **New Password** box).
5. After typing in the new password, press the tab key on your keyboard. The label **New Password** changes to **Confirm Password**.
6. Type your new password again in the same box to confirm it (The **Login** button gets enabled again).
7. Click **Login** if you are sure about changing the password. If you don't wish to change your password you can click **Cancel** instead of **Login**.

Once you click **Login**, your password changes and you have to use this new password the next time you login.

If in case, a user forgets his password, the administrator can reset the user's password to the default EzSchool password that has been specified in EzSchool **Configuration**.

(See also, [Reset Password](#))

---

### +\$#Database

The Database module of EzSchool assists you define the core data of your organization. Some of the main features of this module are:

- **Master Database Wizard** Helps you define the classes, courses, subjects, fee structure, and the examination structure of your organization.
- **Students** Helps you create the students' database. It also creates the accounts needed for maintaining the details of fees, etc., of the students.
- **Staff** Helps create the staff database of your organization.
- **Applications** This feature helps you manage your application sales and admissions process.
- **Documents** Helps you manage the issue of application forms and receipt books to your public relation officers and cashiers.
- **Transfers** Helps you manage the transfer of students from one branch to another branch of your organization.

---

### +\$#Master Database Wizard

For any educational institution, the initial step towards starting its functions is to set up the Classes, Subjects, Exams, and the Fee structure. EzSchool provides the facility of defining all these through a single window called the **Master database Wizard**.

The **Master Database Wizard** helps you quickly setup the basic database of your organization which would otherwise take hours of hard work. Through this window you can create, modify and

manage important data such as, the classes, sections, subjects taught in different classes, exam structure for each class, and the fee structure for each class.

#To open the **Master Database Wizard**: -

■.....On the **Database** module, click **Master Database Wizard**, Or,

■.....Click the tool button *(Master Database Wizard)* provided in the main toolbar.

{

Following is the Master Database Wizard for a school.

{

**Master Database Wizard**

Use the Master Database Wizard to quickly set up the EzSchool database. The Wizard helps cut down hours of work to just minutes, and is especially useful during first-time installation or when migrating from systems with non-standard data formats.

Standard | Division | Standard & Division | **Subjects** | Standard & Subjects | Exams | Exam Setup | Fees

Standard	Name
▶ LKG	LKG
UKG	UKG
I	CLASS I
II	CLASS II
III	CLASS III
IV	CLASS IV
V	CLASS V
LEFT	LEFT CLASS
VI	CLASS VI
VII	CLASS VII
VIII	CLASS VIII

Standard: LKG  
Name: LKG  
Avail. Seats: 2  
Category: Kindergarten [KG]  
 This is a transfer Standard. Records of students who have discontinued / left will be placed in this Standard

↑ Move Up   ↓ Move Down

Search

New   Delete   Save   Cancel   Close   Print

The wizard has the following tabs by default: -

■.....**Class** Helps creating new classes.

■.....**Section** Helps creating new sections.

■.....**Class & Section** Helps assigning sections to different classes.

■.....**Subjects** Helps creating new subjects.

■.....**Class & Subjects** Helps applying subjects to different classes.

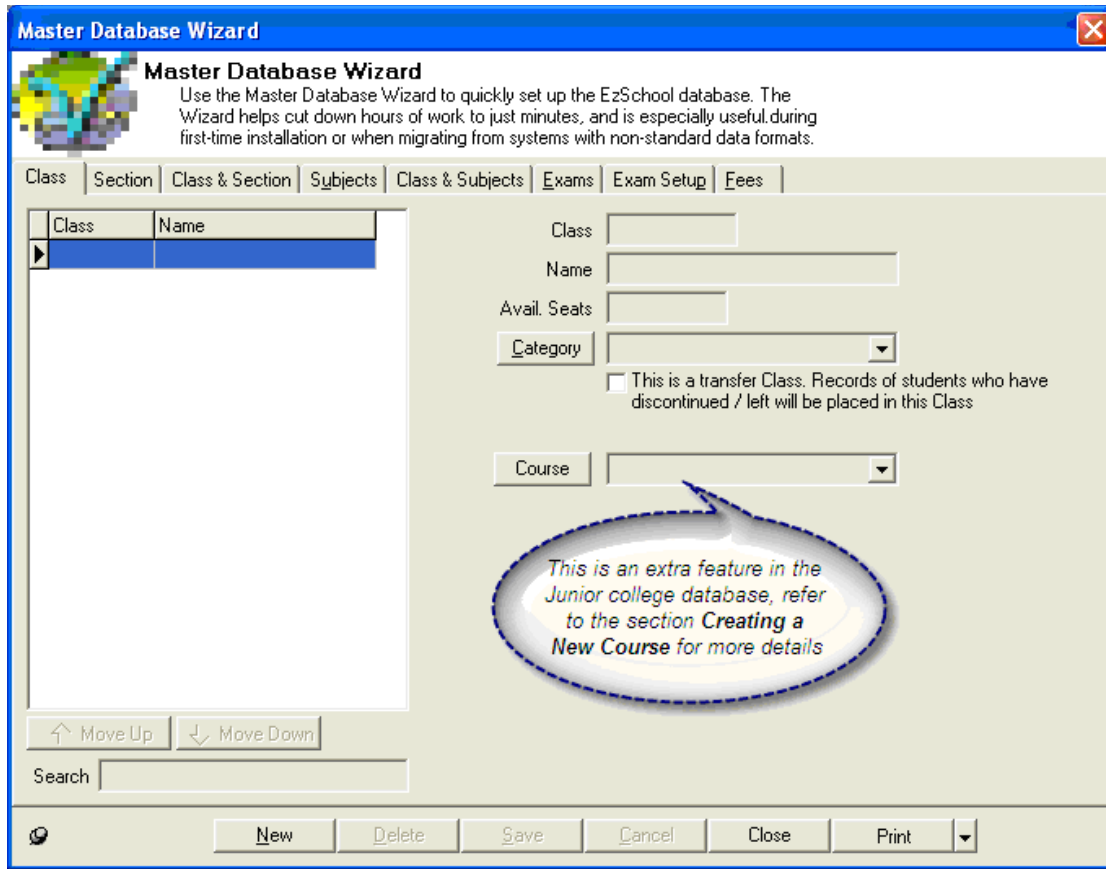
■.....**Exams**- Helps creating new exams.

■.....**Exam Setup** Helps defining the exam setup for each class.

■.....**Fees** Helps defining the fee types and rates applicable to each class.

Master Database Wizard for a Junior College:

{



This too has the same tabs as in the case of a school.

The **Master Database Wizard** helps with the following functions: -

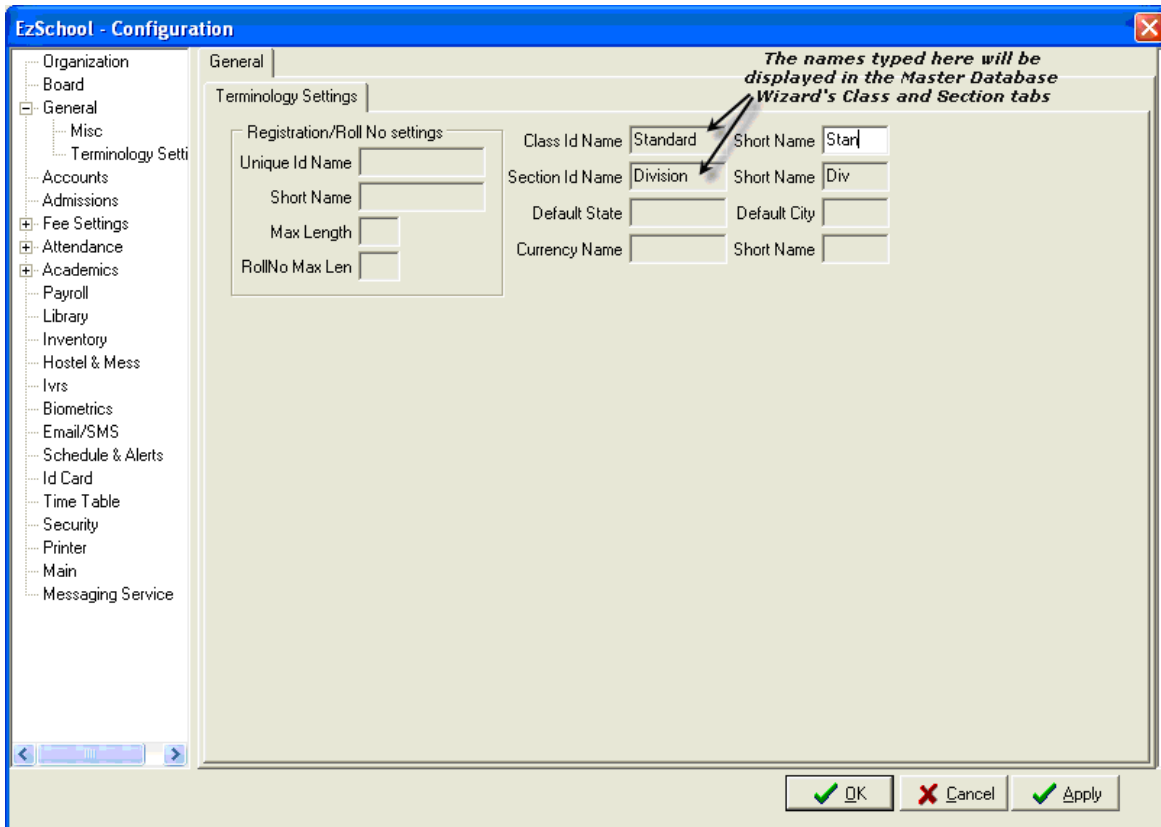
- .....[Creating a new Class](#)
- .....[Creating a new Section](#)
- .....[Assigning a Section to a Class](#)
- .....[Creating a new Subject](#)
- .....[Assigning a Subject to a Class](#)
- .....[Creating the types of Exams](#)
- .....[Defining the Exam Setup for each Class and Subject](#)
- .....Defining the Fee structure

#### +\$#Changing the Label on the Class and Section Tabs

If required, you can change the labels on the tabs **Class** and **Section** to match the structure of your organization, through the following path:

*Options > Configure > General > Terminology Settings*

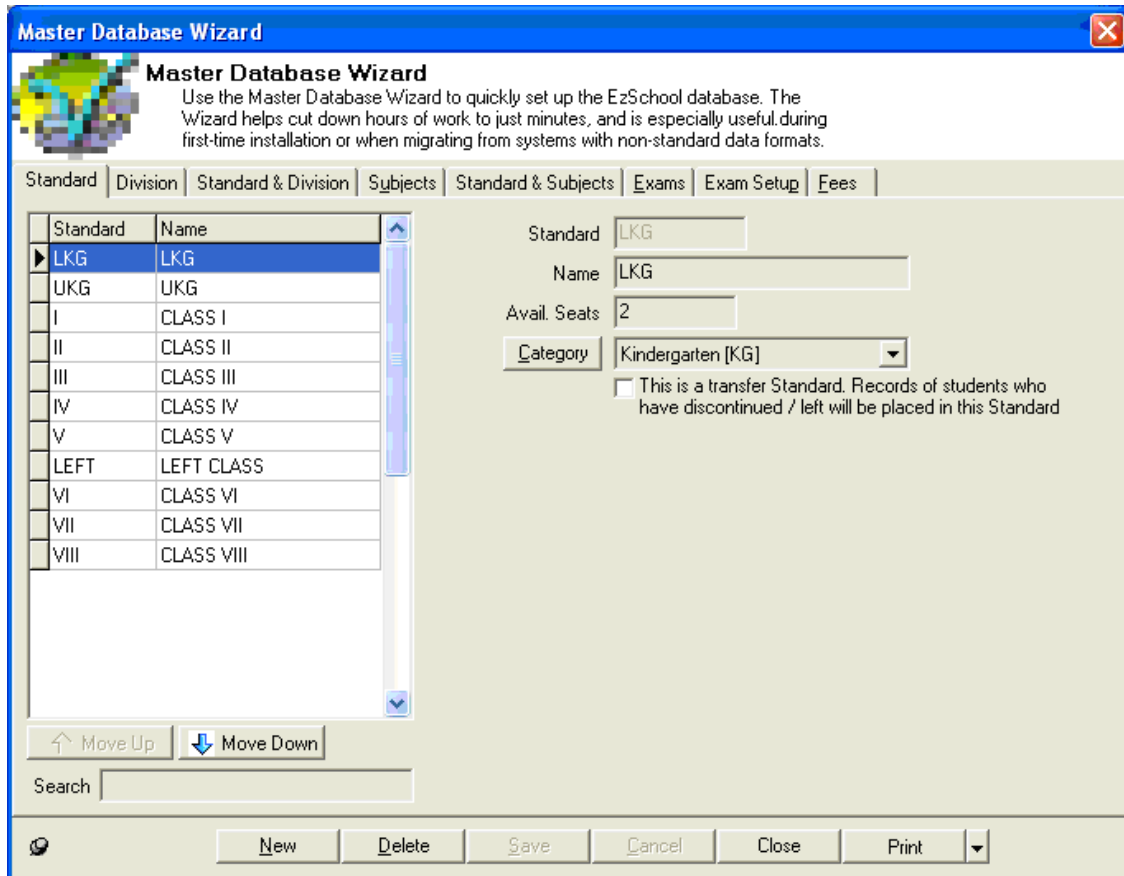
{



In the **Class Id Name** box, type the name you wish to be displayed instead of **Class**.  
In the **Section Id Name** box, type the name you wish to be displayed instead of **Section**.  
Click **OK**, to apply and save the settings. When you open the **Master Database Wizard** the next time, you can see the changes.

{





To revert back to the default names, delete what you had typed in the respective fields in the **Configuration** window, and leave them blank. This function is basically used in the case of professional colleges where they have the system of Branches and Semesters. This feature is also useful in the case of institutions where they use a different terminology, for e.g., Standards and Divisions instead of Classes and Sections.

Note that as of now, the changes made here do not get reflected in all of the other windows and reports. The terms **Class** and **Section** only may be used at some places.

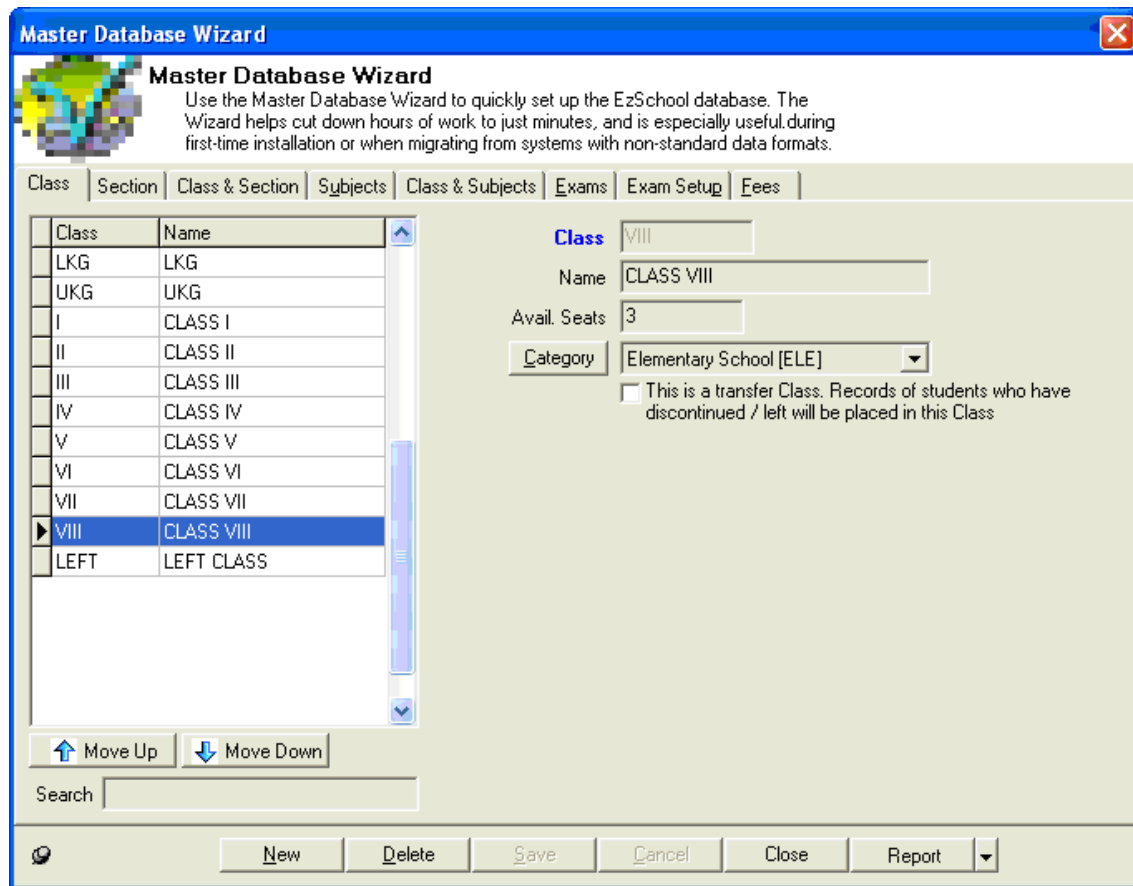
---

+\$#Creating a new Class

Open the [Master Database Wizard](#).

The **Class** tab is active by default when you open the wizard. If its not, click it.

{



1. To create a new class, click **New**.
2. In the **Class** box enter a code name for the class. This field is mandatory.
3. Enter the class name in the **Name** box.
4. Enter the number of seats to which that class is limited, in the **Avail. Seats** box.
5. Select the category of the class in the **Category** box. You may have different categories of classes like nursery, primary, etc. You may also have categories of special classes like those providing some extra coaching for different competitive exams. (See also, [Creating a New Class Category](#))
6. Click **Save**.

Once saved, the new class gets added to the table on the left.

While creating a list of many classes together, you may feel it uncomfortable to use the **New** button after saving every class name.

To avoid this, you can use the toggle button (Sticky Mode (On)) provided at the lower left corner of the wizard.

To activate the Sticky Mode, click that button.

After you have Turned On the Sticky Mode, click **New**, enter the class details, and click **Save**. Once the record is saved, all the fields get cleared automatically and the cursor moves back to the **Class** box. You can now proceed to enter the details of the next class without clicking the **New** button.

Once you are done with creating new classes, click **Cancel** and then Turn Off the Sticky Mode by clicking again on the toggle button.

The Sticky Mode button is provided in many other windows throughout EzSchool and its usage method and purpose is the same as here, i.e., to create a list of objects faster.

---

### +\$#**Editing a Class**

To edit a class, select it from the table and make changes in the required fields.

Click **Save**.

Note that you cannot change a class Id once assigned. If you don't want to keep a class Id you have to delete the entire record.

---

### +\$#**Sorting the Class Names**

You can move a class up or down in the classes table, by using the **Move Up**

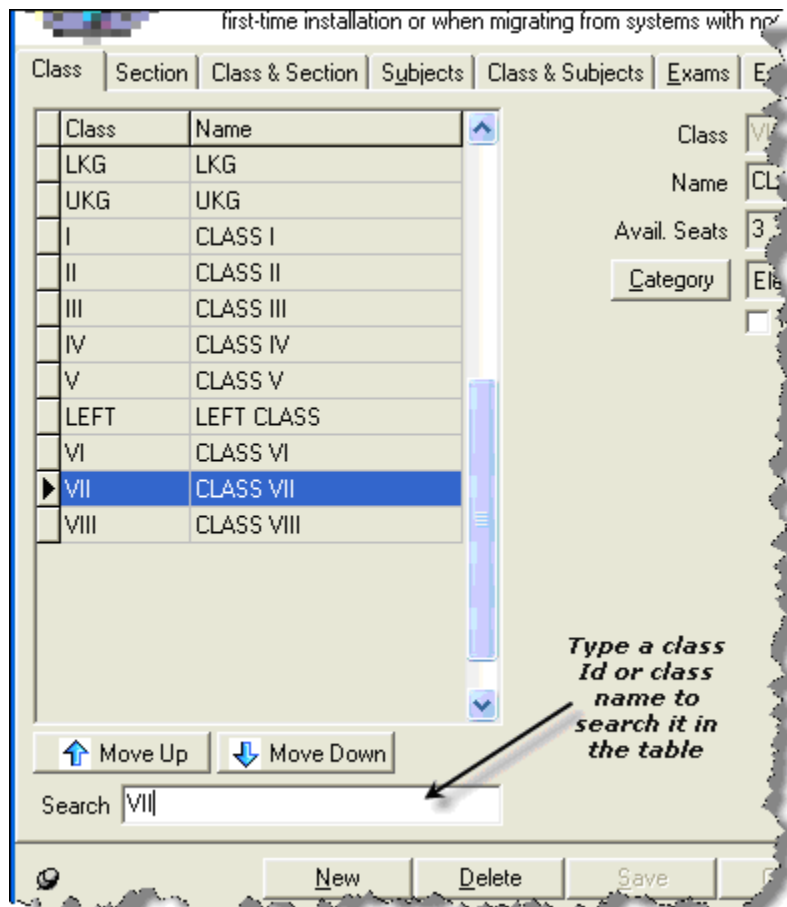
and **Move Down** buttons provided below it. This helps you to adjust the sorting order of different classes while being displayed in drop-down lists in other windows. To move a class, select it from the table, and click the respective button to move it up or down in the list.

---

### +\$#**Search a Class**

To search a class in the table, type the class Id or name in the search field below the table.

{



When you type a name or Id in the search box the cursor moves to that record. Note that the search box doesn't accept any un-relevant characters.

---

#### +\$#Deleting a Class

To delete a class select the Class in the table and click **Delete**. A dialog box appears asking for confirmation. Click **Yes** to proceed with deleting. Note that you can delete only one class at a time. Also, note that you can't delete a class after it has been associated with other data in EzSchool. If you try to delete such a class you get an error message.

{

---

#### +\$#Print Class Master

To print the list of Classes in your organization [open the Master Database Wizard](#). Under the **Class** tab, click the arrow head besides the **Print** button, at the lower right corner of the wizard.

{

In the sub-menu, click **Class Master**.

The **Report Class Master** dialog-box appears, asking for the report parameters.

{

Select the specific class name which you want to view, in the **Classes** box. If you want to view all the classes select **<All>**.

If you want to view a group of classes, click **Classes**.

{

In the pop-up window tick the check box against the classes which you want to view, and click **Ok**. In the **Report Class Master** dialog-box, click **OK**.

The **EzReport** window appears behind the **Master Database Wizard**. Close the wizard to access the **EzReport** window.

---

### ++#Transfer Classes

The data of students who leave your organization needs to be removed from the active classes and stored separately. EzSchool provides you the option of creating Transfer Classes which are treated as inactive classes. Such classes are excluded from active processes such as attendance, examination, etc. You can store the data of students who have left the organization, in these classes.

To define a class as Transfer Class, [create a new class](#) in the **Master Database Wizard** and tick the check box provided below the **Category** box.

{

The screenshot shows the 'Master Database Wizard' window with the 'Class' tab selected. On the left, a table lists classes from LKG to CLASS VIII, with 'LEFT CLASS' highlighted. On the right, the form fields for the selected class are visible: Class (LEFT), Name (LEFT CLASS), Avail. Seats (0), and Category (Left Students [LEFT]). A checkbox labeled 'This is a transfer Class. Records of students who have discontinued / left will be placed in this Class' is checked. An arrow points to this checkbox with the text 'Select this check box to set a class as a Transfer Class'.

Class	Name
LKG	LKG
UKG	UKG
I	CLASS I
II	CLASS II
III	CLASS III
IV	CLASS IV
V	CLASS V
VI	CLASS VI
VII	CLASS VII
LEFT	LEFT CLASS
VIII	CLASS VIII

Class: LEFT  
Name: LEFT CLASS  
Avail. Seats: 0  
Category: Left Students [LEFT]  
 This is a transfer Class. Records of students who have discontinued / left will be placed in this Class

Select this check box to set a class as a Transfer Class

You may also select an existing class from the table and tick the check box, to define it as a transfer class.

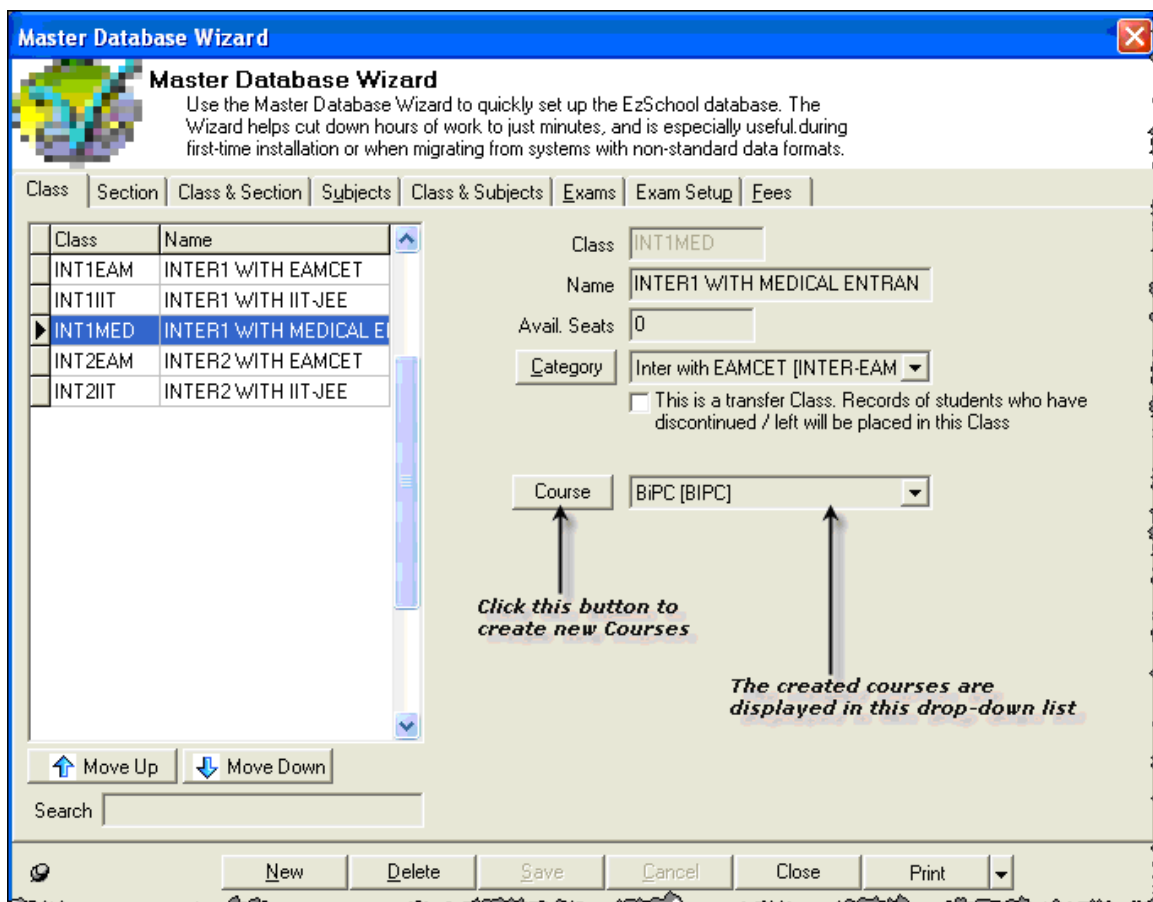
Note that you will have to assign at least one [section](#) to every transfer class.

### Creating a New Course

In a junior college or an Intermediate college you may have the convention of different courses, based upon different subject combinations. For e.g., you may have a course for the combination of Biology, Physics, and Chemistry subjects, which is commonly abbreviated as Bi.P.C., in India.

While [creating a new Class](#) in the **Master Database Wizard**, the course name is selected from the list in the **Course** box. If the **Course** box doesn't yet list any course names, you can create new courses by clicking the **Course** button.

{



The **Lookup Master Course Master** window appears.

{

**Lookup Master - Course Master**

*Lookup Master* Lookup Master allows you to maintain the data for various tables. For more information, refer to the online help.

**Currently viewing details of: Course Master**

Course Id	Course Name	Course Code	No Of Years	Display Name
BSC	B. Sc.	01	3	BSC
<b>BTECH</b>	<b>B. Tech.</b>	<b>02</b>	<b>4</b>	<b>BTECH</b>
MTECH	M. Tech	03	2	MTECH

Find starting with

Course Id

Course Name

Course Code

Duration of Course

Display Name

1. Click **New**.
2. In the **Course Id** box, type a code name for the course.
3. In the **Course Name** box, type the name of the course.
4. In the **Course Code** box, type the statutory code of that course, as prescribed by the university or the board of education.
5. In the **No Of Years** box, type the course duration as the number of years. You can type only digits in this box.
6. In the **Display Name** box, you can type a display name for the course which will be printed in the reports.
7. Click **Save**, to save the record.
8. Click **Close**, to close the window and return to the **Master Database Wizard**.

### \$\$\$Creating a New Class Category

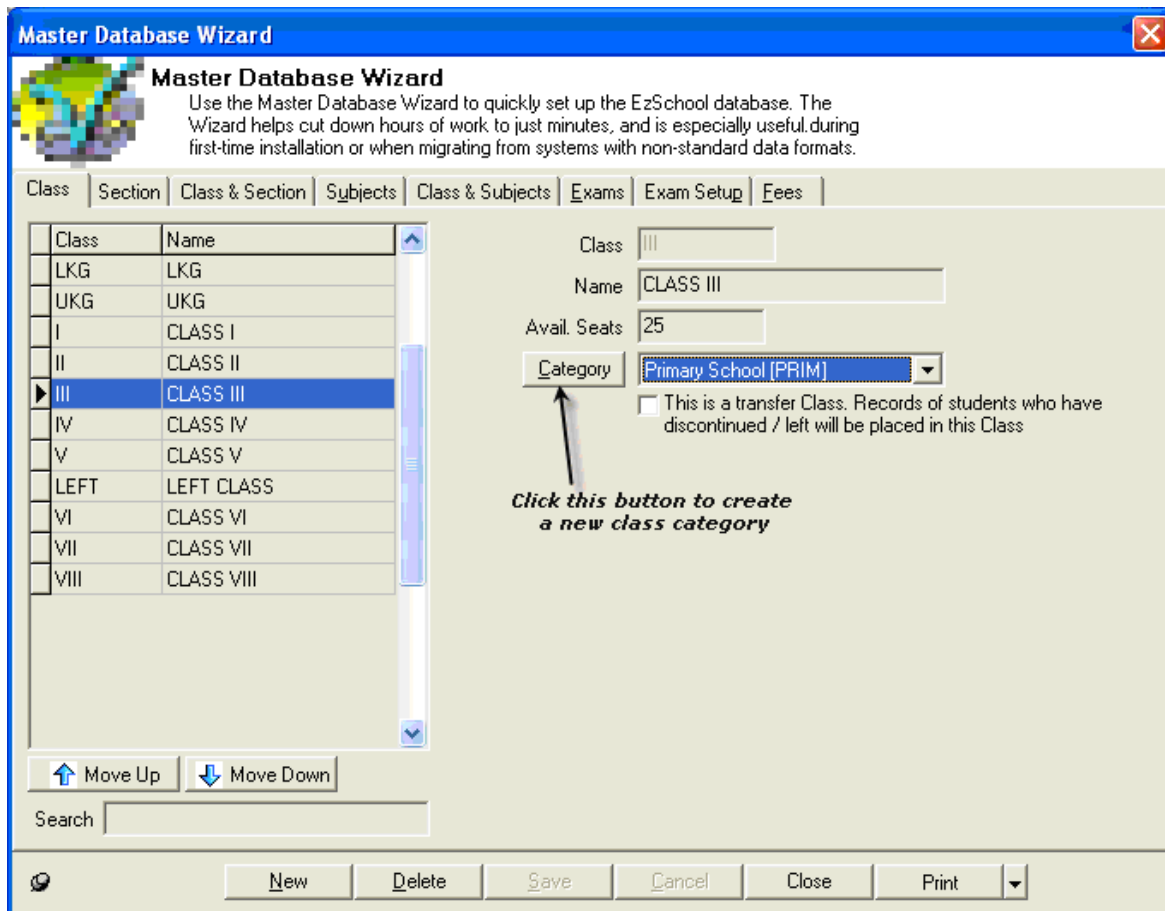
A class category is used to group different classes of same kind into one. So, when you select a group all the classes in that group get selected. For example, when you are generating a report of the same kind of classes you can simply select the entire group by selecting the class category. A school may have different categories like primary school, elementary school, or a high school. Similarly, categories may be also devised around the special services provided with a class. For example, a junior college may devise categories around those classes which provide coaching for medical entrance exams, engineering entrance exams, etc.

To create a new Class Category you have to [open the Master Database Wizard](#).

In the **Master Database Wizard** click the **Class** tab.

On the **Class** tab, click **Category**.

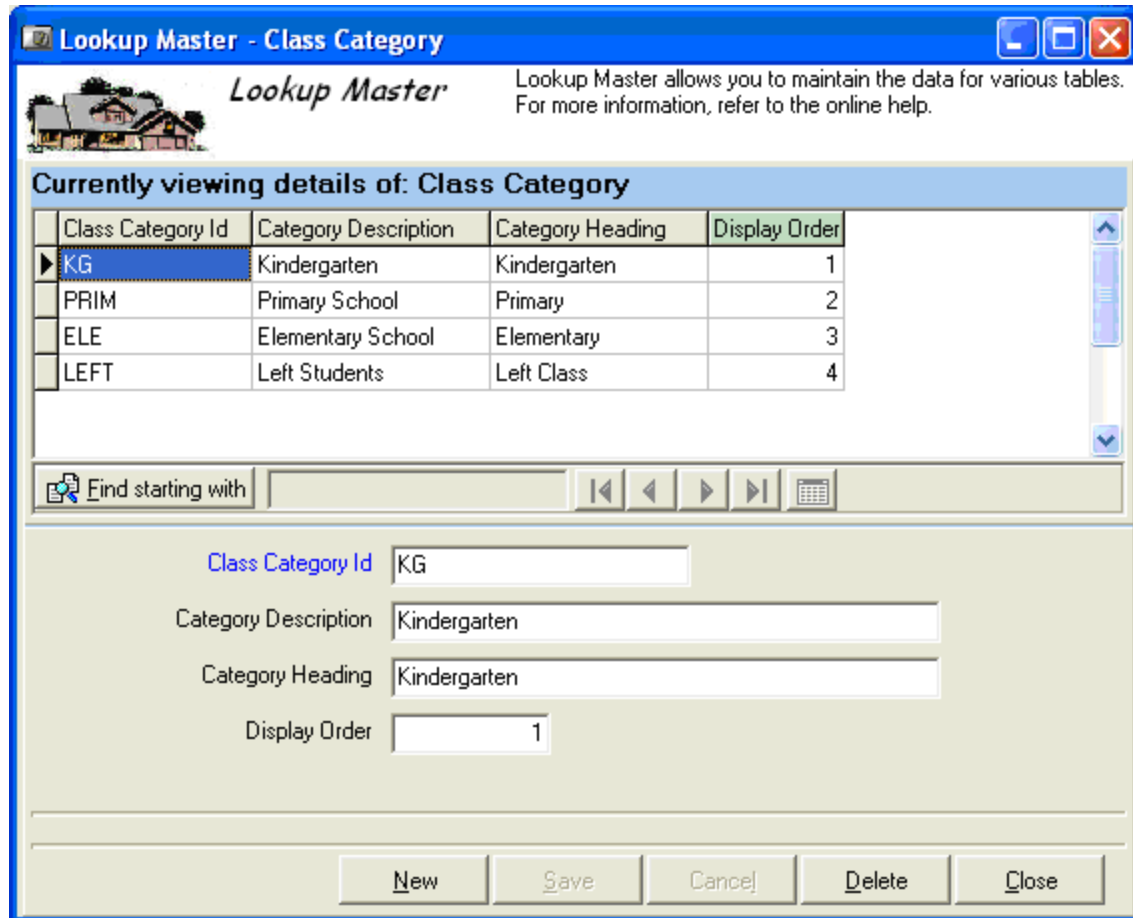
{



Clicking the **Category** button leads you to the **Lookup Master Class Category** window, where you can create new class categories.

{





In the **Lookup Master Class Category** window, click **New** and enter the following details: -

1. **Class Category Id** Type an Id for the category. This is a mandatory field.
2. **Category Description** Type a name for the category.
3. **Category Heading** Type a heading that you want to be displayed, in the reports of that particular category.
4. **Display Order** Type the display sequence no. for that category, in different reports.

Click **Save** to save the class category. The category is now displayed in the table at top in the same window.

If you want to make changes in a category, select it from the table and make changes in the required fields. When you have finished making changes, click **Save**.

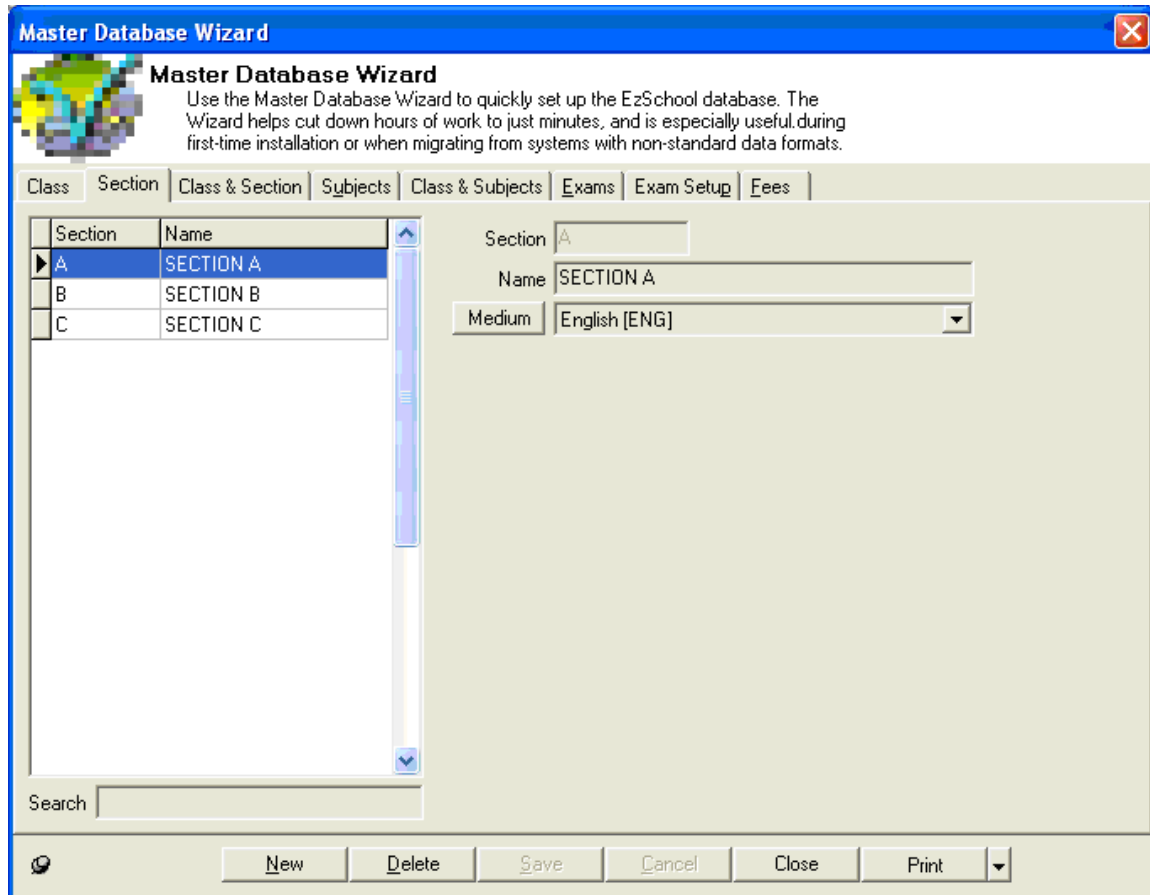
To delete a category select it from the table and click **Delete**.

Click **Close** to close the **Lookup Master Class Category** window and return to the [Master Database Wizard](#).

+\$#Creating a new Section

The **Section** tab of the [Master Database Wizard](#) helps you create the sections of different classes.

{



1. Click **New**.
2. Type a code name for the section in the **Section** box. This field is mandatory.
3. Type the Section name in the **Name** box.
4. Select the medium of instruction, for that section, in the **Medium** box. (See also, [Creating a Medium of Instruction](#))
5. Click **Save**.

Once saved the new section gets added to the table on left.

While creating a list of many sections together, you may feel it uncomfortable to use the **New** button after saving every section name.

To avoid this, you can use the toggle button *(Sticky Mode (On))* provided at the lower left corner of the wizard.

To activate the Sticky Mode, click that button.

After you have Turned On the Sticky Mode, click **New**, enter the class details, and click **Save**. Once the record is saved, all the fields get cleared automatically and the cursor moves back to the **Section** box. You can now proceed to enter the details of the next section without clicking the **New** button.

Once you are done with creating new sections, click **Cancel** and then Turn Off the Sticky Mode by clicking again on the toggle button.

### +\$#Editing a Section

To edit a section, select it from the table and make modifications in the required fields.

Click **Save**.

The field named **Section** cannot be edited once saved. If you don't want to keep a section Id you have to delete the entire record.

---

### +\$#Deleting a Section

To delete a section select it from the table and click **Delete**. A dialog box appears asking for confirmation. Click **Yes** to proceed with deleting. Note that you can delete only one section at a time. Also note that you can't delete a section once it has been associated with other data in EzSchool. If you try to delete such section, you will get an error message.

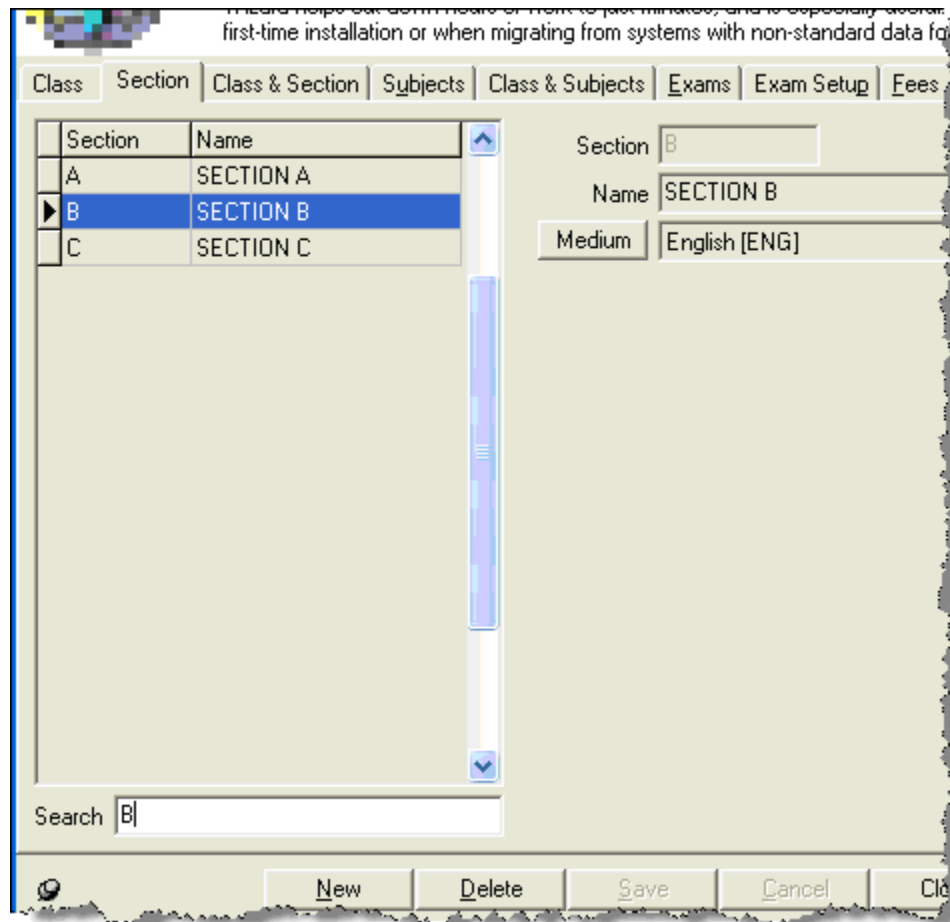
{

---

### +\$#Search a Section

To search a section in the table, type the section Id or name in the search field below the table.

{



---

### +\$#Print Section Master

To print the list of Sections in your organization [open the Master Database Wizard](#).

Under the **Section** tab, click the arrow head besides the **Print** button, at the lower right corner of the wizard.

{

In the sub-menu, click **Section Master**.

The **Report Sections Master** dialog-box appears, asking for the report parameters.

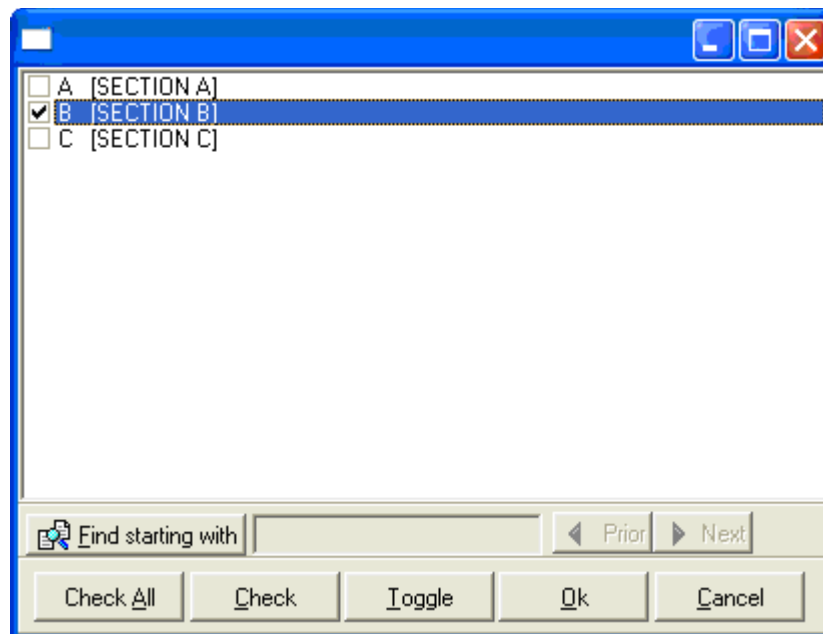
{

Select the specific section name which you want to view, in the **Sections** box.

If you want to view all the classes select **<All>**.

If you want to view a group of sections, click **Section**. A pop-up window appears listing all the sections.

{



In the pop-up window, tick the check box against the sections which you want to view, and click **Ok**.

In the **Report Sections Master** dialog-box, click **OK**.

The **EzReport** window appears behind the **Master Database Wizard**. Close the wizard to access the **EzReport** window.

---

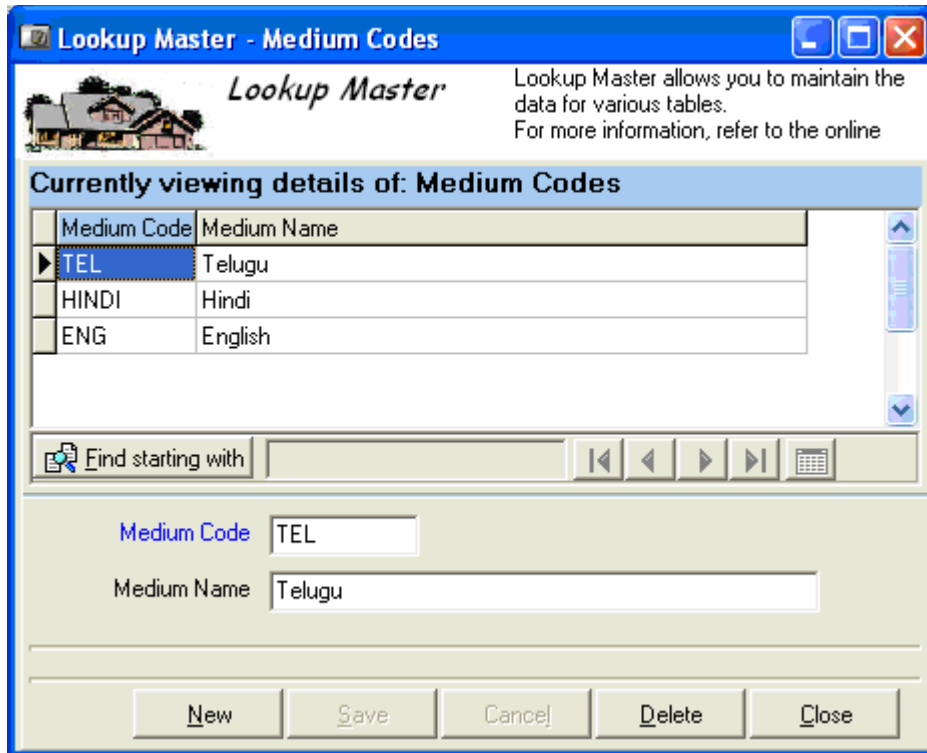
### +\$#Creating a Medium of Instruction

If your organization maintains sections based upon different mediums of instruction, you can specify the mediums through the **Medium** box on the **Section** tab of the **Master Database Wizard**.

To create a new medium, click **Medium**.

The **Lookup Master Medium Codes** appears.

{



Click **New** and type the following details: -

1. **Medium Code** (Mandatory field) Type a short code for the medium.
2. **Medium Name** Type the name of the medium.
3. Click **Save**.

Once saved the new Medium is displayed in the table at top.

To delete a Medium select it from the table and click **Delete**.

To return to the **Master Database Wizard**, click **Close**.

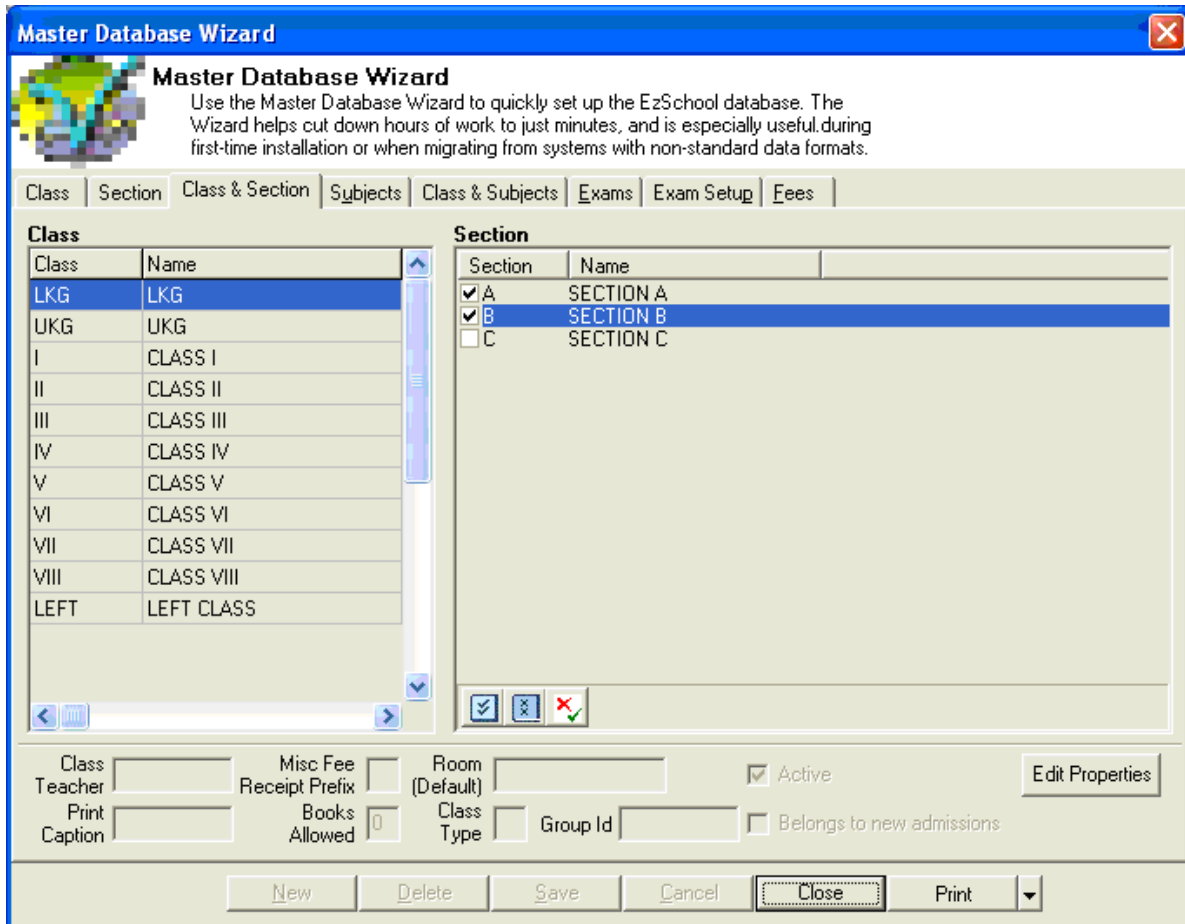
---

+\$#Assigning a Section to a Class

When you want to assign different Sections to a Class, open the [Master Database Wizard](#).

In the wizard click the **Class & Section** tab

{



The **Class & Section** tab has two tables listing all the classes and all the sections separately. To assign sections to a class displayed in the **Class** table, select it. In the **Section** table tick the check box against the section, which you want to assign to the selected class.

If you want to select all sections, click the tool button *(Select All)* below the table.

To deselect all sections, click the tool button *(Deselect All)*.

To reverse the selection and de-selection of all the sections of a class, select the class and click the

tool button *(Reverse Selection)*.

Click **Save** to apply the settings.

If you want to remove a section for a class, select the class in the **Class** table, and deselect the check box against the required section in the **Section** table.

You can set the display properties of the **Section** table to one of the following three options by the right click of mouse in the table.

- .....**View All** You can view all the sections in your school.
- .....**View Selected** You can view only those sections which have been assigned to the currently selected class. This is the default condition when you open the **Section** tab.
- .....**View All if Not Selected** You can view all sections if no section has been assigned to the currently selected class. If sections are assigned, you will view only those sections which are assigned.

The pane at the bottom of the window shows the properties or attributes of the selected Class

Section. These attributes are defined in the **Class Section Attributes** window.

### +\$#Class Section Attributes

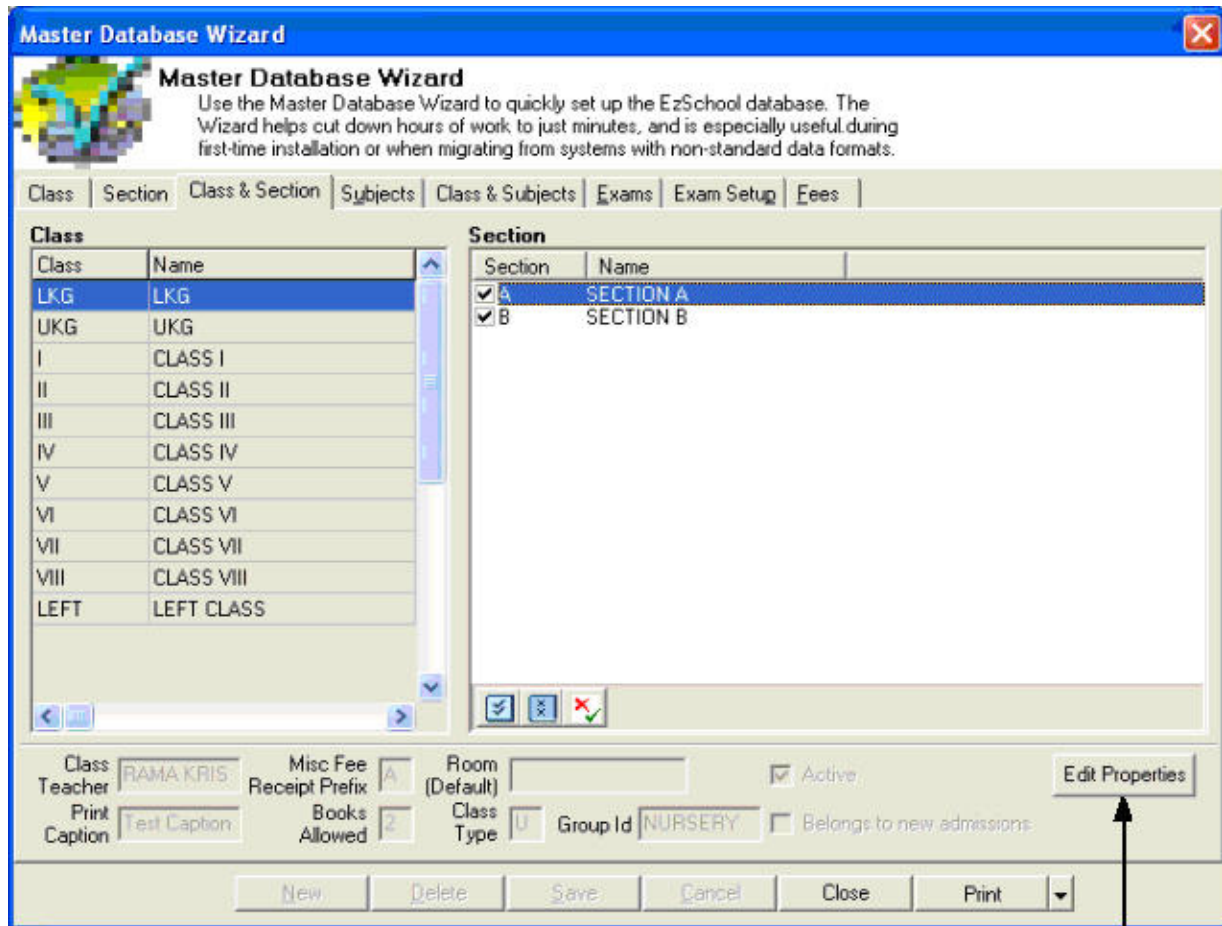
EzSchool provides you the facility of assigning specific attributes to each Class Section of your organization.

To define the attributes of a **Class Section**: -

Select the Class in the **Class** table, and the corresponding Section in the **Section** table.

Click **Edit Properties** button.

{



*Click here to define class section attributes*

The following window appears.

{

You can set the following attributes for a Class Section: -

- .....**Class Teacher** - The drop-down box lists all the teachers of the school if their data has been created. Select the class teacher's name from this list. (See also, [Staff Master](#))

- .....**Print Caption** The caption cannot be more than twenty characters long.

- .....**Admn No Prefix** - Through this field we can define the prefix that is to be added to the admission numbers in this class section. This field can be, at maximum, five characters long.

- .....**Class Type** - In this field we have the option to enter one of the following three types for a class section:

- .....**A** = aided class

- .....**E** = aided evening class

- .....**U** = un-aided class

- .....**Room (Default)** - Select the class room number from the drop-down list. (For creating new room numbers, refer to [Class Rooms Master](#))

- .....**Books Allowed** - Set the maximum number of library books that can be issued to a student of this class section.

- .....**Misc. fee Receipt prefix** - Define the prefix to be added to the miscellaneous fee receipt numbers related to this class section.

- .....**Group Id** This field allows you to group together the class sections having some kind of similarities. So that, while generating a report on the class sections of a same kind, you can select all of them as a group, instead of selecting them individually. The value you type here is treated as the name of a group. You can group some class sections together by typing the same value in this field, for all of them.

- ..... Selecting this check box denotes that this class section belongs to the current academic year. This check box is selected by default. If this check box is deselected the Class Section is treated as inactive, and hence, doesn't appear in any reports, or selection lists where you have to select a Class Section.

- ..... Selecting this check box denotes that this class section has been created solely for the purpose of transfer of new students to the new academic year.

- ..... Selecting this check box denotes that this class section follows [Cumulative late fee concept](#).

Once you have set all the attributes that you wish to define, click **Ok**, to apply the settings and close this window.



After the attributes are saved you can see the same in the fields at the bottom of the **Class & Section** tab in the **Master Database Wizard**.

To view the attributes of a section just select it from the table.

Note that you can set attributes for a section only when it has been assigned to a class. The attributes assigned to a section, assigned to a specific class, are applicable only in the context of that specific class.

You can make changes in the attributes of a Class Section whenever you want, by going back to the **Class Section Attributes** window.

Remember that this facility is provided only for your ease. It is not mandatory to specify the fields in the **Class Section Attributes** window.

---

### +\$#Print Class Sections List

If you want to print the list of class sections of your organization, open the [Master Database Wizard](#). Click the **Class & Sections** tab.

Click the arrow head on the **Print** button at the bottom of the window.

{

In the sub-menu, select **Class Sections**.

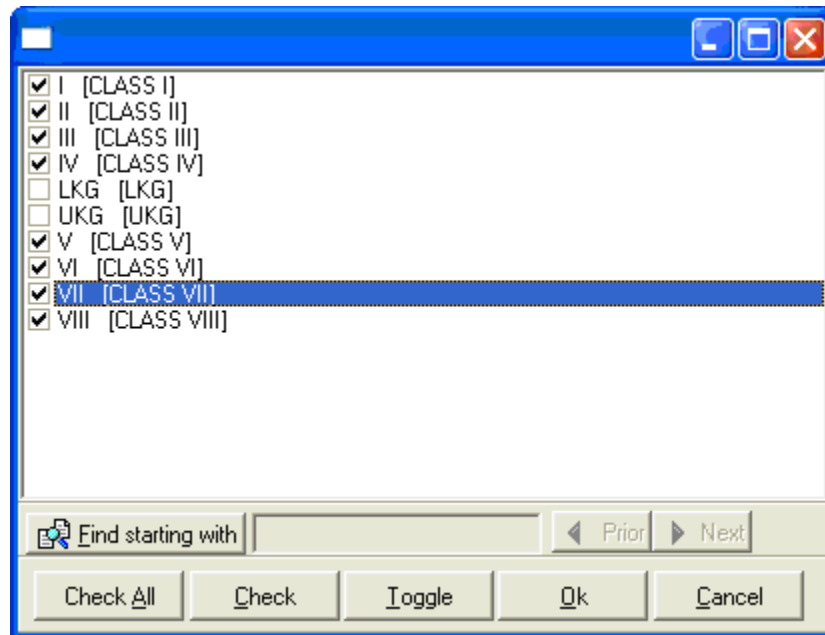
The **Report Class Sections Master** dialog-box appears, asking for the report parameters.

{

Select the specific class name which you want to view, in the **Classes** box. If you want to view all the classes select **<All>**.

If you want to view a group of classes, click **Classes**.

{



In the pop-up window tick the check box against the classes which you want to view, and click **Ok**. In the **Report Class Sections Master** dialog-box, click **OK**.

The **EzReport** window appears behind the **Master Database Wizard**. Close the wizard to access

the **EzReport** window.

The report displays you the following columns by default.

{

---

+\$#Creating a new Subject

The **Subject** tab on the **Master Database Wizard** helps you define the subjects that are taught in your organization.

To create a new subject, open the [Master Database Wizard](#).

{

**Master Database Wizard**

Use the Master Database Wizard to quickly set up the EzSchool database. The Wizard helps cut down hours of work to just minutes, and is especially useful during first-time installation or when migrating from systems with non-standard data formats.

Class | Section | Class & Section | **Subjects** | Class & Subjects | Exams | Exam Setup | Fees

Subject Id	Subject Name
CHEM	CHEMISTRY
ENG	ENGLISH
MAT	MATHS
MUS	MUSIC
MUS1	MUSIC1
MUS2	MUSIC2
PHY	PHYSICS
SOSCI	SOCIAL SCIENCE

Subject Id: CHEM

Name: CHEMISTRY

This subject can be selected as an optional subject for another main subject

Voice File: [ ]

Consider this subject as Theory as well as Practical

Append Columns

Search: [ ]

New Delete Save Cancel Close Report

1. Click the **Subjects** tab.
2. Click **New**.
3. In the **Subject ID** box, type a code name for the subject. This is a mandatory field.
4. In the **Name** box, type the name of the subject.
5. Click **Save**.

Once saved the new subject is added to the table on left.

You may decide that a subject will be available only as an optional subject under another main subject.

To define a subject as an optional subject only, tick the check box below the drop-down boxes.

To define a Subject as containing both theory and practical parts, tick the check box  
While creating a list of many Subjects together, you may feel it uncomfortable to use the **New** button after saving every subject name.

To avoid this, you can use the toggle button (Sticky Mode (On)) provided at the lower left corner of the wizard.

To activate the Sticky Mode, click that button.

After you have Turned On the Sticky Mode, click **New**, enter the subject details, and click **Save**.

Once the record is saved, all the fields get cleared automatically and the cursor moves back to the **Subject ID** box. You can now proceed to enter the details of the next subject without clicking the **New** button.

Once you are done with creating new subjects, click **Cancel** and then Turn Off the Sticky Mode by

clicking again on the toggle button .

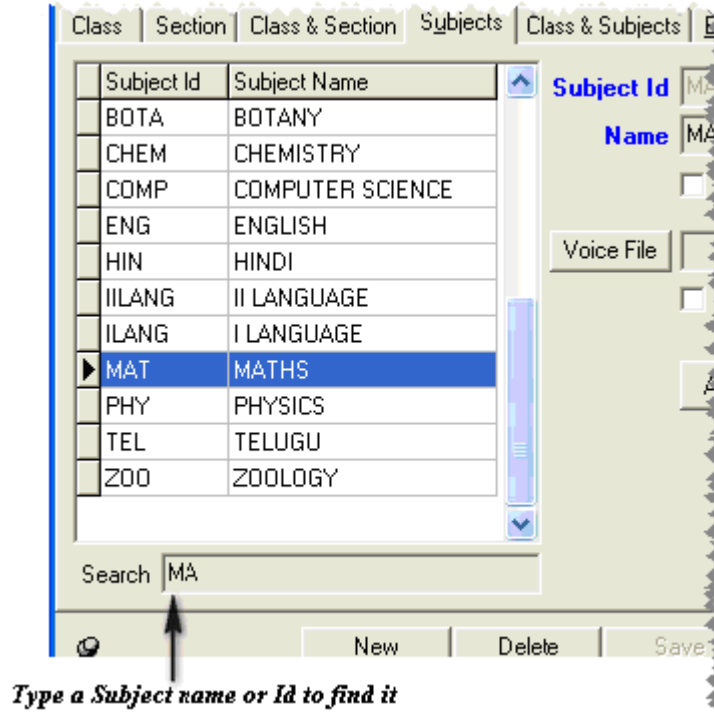
If you are using the EzSchool **IVR** module, you can specify the voice file for this subject name in the **Voice File** box. To browse for a file, click **Voice File**.

---

### +\$# Searching a Subject

To search a subject under the **Subjects** tab of the [Master Database Wizard](#), type the subject name or Id in the **Search** box, below the subjects table. As you start typing the name or Id, the cursor moves to the most relevant result in the table.

{



Type a Subject name or Id to find it

---

### +\$#Editing a Subject

To edit a subject, open the [Master Database Wizard](#), and click the **Subjects** tab. Select a subject from the table, and make changes in the required fields. Click **Save**.

Note that you cannot modify the **Subject Id**. If you don't want to keep a **Subject Id**, you have to delete the entire record.

---

### +\$#Deleting a Subject

To delete a subject, open the [Master Database Wizard](#) and click the **Subjects** tab. Select the subject from the table, and click **Delete**. A dialog box appears asking for confirmation. Click **Yes** to confirm, or no to cancel the deletion.

Remember that you cannot delete a subject which has been assigned to a class. If you try to delete such a subject EzSchool displays an error message.

{

Also note that you can delete only one subject at a time.

---

### +\$#Print Subject Master

To print the list of Subjects in your organization open the [Master Database Wizard](#). Under the **Subjects** tab, click the arrow head besides the **Print** button, at the lower right corner of the wizard.

{

In the sub-menu, select **Subjects Master**.

The **Report - Subjects Master** dialog box appears asking for the report parameters.

{

In this dialog box, specify the range of the subject Ids which you want to view. The report displays you the list of subject Ids which fall within the alphabetical or numeric range specified here.

Click **OK**.

The **EzReport** window appears behind the **Master Database Wizard**. Close the wizard to access the **EzReport** window.

---

### +\$#First Language and Second Language (N/A to newer versions)

Most schools have a language subject defined as first language or second language.

To define a subject as first language or second language, you have to create a subject with the same name, i.e. I LANGUAGE and II LANGUAGE.

Now select the language subject in the subjects list.

To define it as the first language go to the drop down list labeled 'I Lang' and select the subject named I LANGUAGE.

{

To define it as the second language go to the drop down list labeled 'II Lang' and select the subject named II LANGUAGE.

{

### Assigning Subjects to a Class

To assign Subjects to a Class, open the [Master Database Wizard](#)

Click the **Class & Subjects** tab

{

All the Classes created by you are displayed in the table named **Class**.

All Main Subjects are displayed in the table named **Subjects**.

All Optional subjects are displayed in the table named **Optional Subjects**.

To assign a Subject to a Class, select the Class in the **Class** table.

Now in the **Subjects** table, tick the check boxes against all the subjects that you want to assign to that class.

You can adjust the display settings in the **Subjects** table and the **Optional Subjects** table by right clicking one of the panes and selecting one of the following options:

- .....**View All** You can view all the subjects in your school.
- .....**View Selected** You can view only those subjects which have been assigned to the currently selected class. This is the default condition when you open the **Section** tab.
- .....**View All if Not Selected** You can view all subjects if no subject has been assigned to the

currently selected class. If subjects are assigned, you will view only those subjects which are assigned.

Alternatively, click *(Select All)* below the **Subjects** table, to select all subjects.

Click *(Deselect All)* to uncheck all the selections.

Click *(Toggle)* to reverse the selection.

Use the arrow buttons to change sort order of the subjects. The subjects would be displayed in different lists in the same order as specified here.

If you want to search for a subject in the **Subjects** table, type the subject name or Id, or part of it, in the box **Search for Subject** (labeled as **Search** in older versions) under it.

Once a subject has been assigned to a class, you can specify some attributes for it at the bottom of the window.

{

The screenshot shows a software window with a table of classes on the left and a subject selection area on the right. Below these is a form for subject attributes.

Class	Section	Class Name
I	A	CLASS I
I	B	CLASS I
I	C	CLASS I
II	A	CLASS II
II	B	CLASS II
II	C	CLASS II
IV	A	CLASS IV

Subject Selection Area:

SOSCI SOCIAL SCIENCE

Buttons:

Form Fields:

Staff Id: Rama Krishna Reddy [1]

Per Week Lectures: 5 Practicals: 0

Elective  Composite

Main subject

Search for Subject:

Statutory Code: English [ENG]

Subject Aliases: ENG

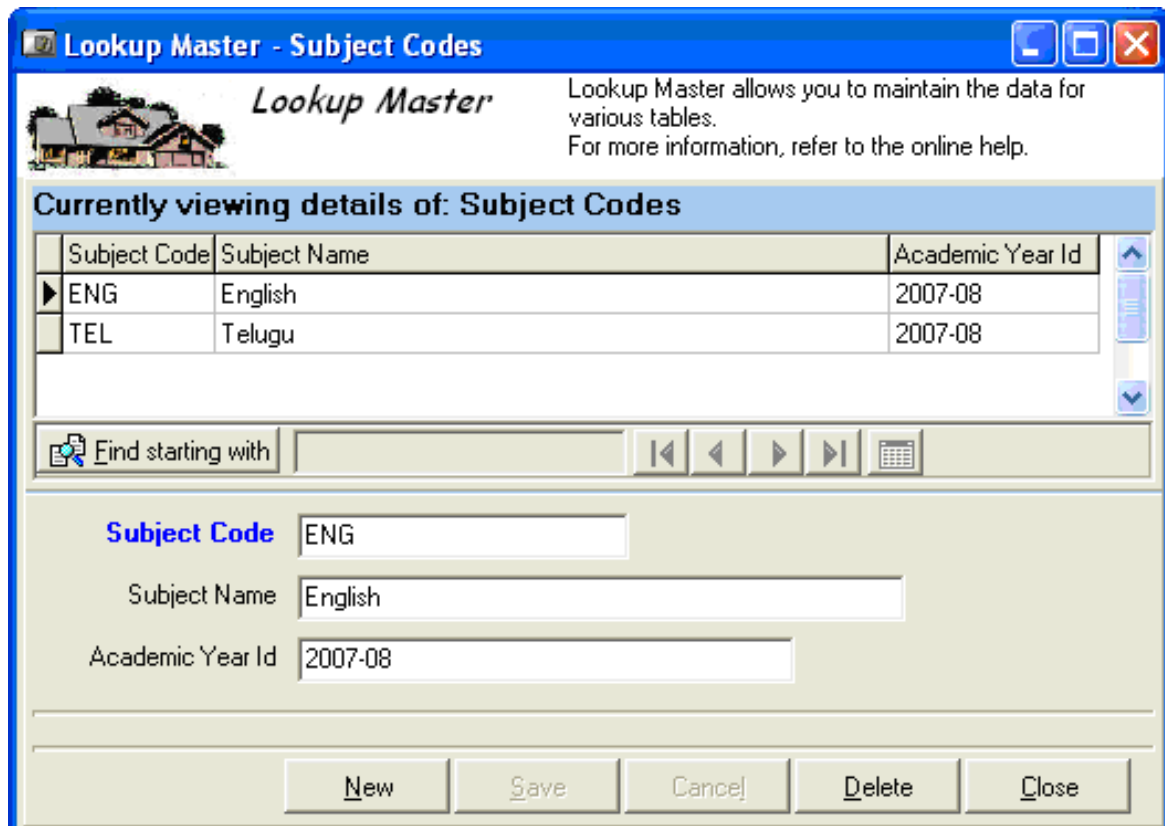
Consider subject for: BOTH

Buttons:

The following attributes are available: -

- .....**Staff Id** Use this attribute to specify the teacher of the subject in the specific class. Select a teacher from the drop-down list.
- .....**Per Week Lectures** Specify the number of lectures to be conducted for that subject in a week.
- .....**Practicals** Specify the number of practical classes to be conducted for that subject in a week.
- .....**Statutory Code** Define the statutory code of the subject as per the university or board of education rules. Select the code from the drop-down list, or create a new code by clicking the tool

button *(Find)* on its right. When you click *(Find)* you are directed to the **Lookup Master Subject Codes** window.



In

this window, type the statutory code in the **Subject Code** box. Type the descriptive name of the subject in the **Subject Name** box. Type the Id for the current academic year in the **Academic Year Id** box. Click **Save**. Click **New**, if you want to create another **Statutory Code**, and repeat the same procedure. If you want to delete a code, select it from the table and click **Delete**. If you want to edit a record, select it from the table, make changes in the required fields, and click **Save**. Click **Close** to close the **Lookup Master Subject Codes** window and return to the **Master Database Wizard**.

•.....**Subject Aliases** Specify an alias name for the subject which can be printed in different reports.

•.....**Consider subject for** In this box select whether the class subject will be considered for **Attendance** only, or for **Exams** only, or for **Both**.

•.....**Elective** Tick this check box if the subject is elective, i.e., the subject consists of different optional subjects.

•.....**Main Subject** Tick this check box if the subject is a main subject. .

•.....**Composite** Tick this check box if the subject is composite.

### +\$#Optional Subjects

EzSchool lets you assign optional subjects to a class section through the **Optional Subjects** table under the **Class & Subjects** tab of the [Master Database Wizard](#). This table lists all the optional subjects in your organization.

To assign the Optional Subjects to a class:

1. Select the class section in the **Class** table.
2. Select the Main Subject in the **Subjects** table.
3. Tick the check box  in the lower left corner of the window.
4. Click **Save**.

The Main Subject is now highlighted in red fonts.

5. Select the Main Subject.

6. In the **Optional Subjects** table, select the check box against the Optional Subject that you wish to assign to the Main Subject.

Remember that the Optional Subjects pane is enabled only when you select a main subject.

If you cannot see the Optional Subjects try right-clicking in the **Subjects** table, or the **Optional Subjects** table, and selecting **View All**.

---

### +\$# Copying the Subjects of One Class to Another

There may be many classes in your organization where the same subjects are being taught, although, the level complexity of a subject, in each class, may be different. In such cases you don't have to select each class individually and assign the same subjects to it again and again. You can simply assign the subjects to one of the classes and then copy the same settings to all the other classes.

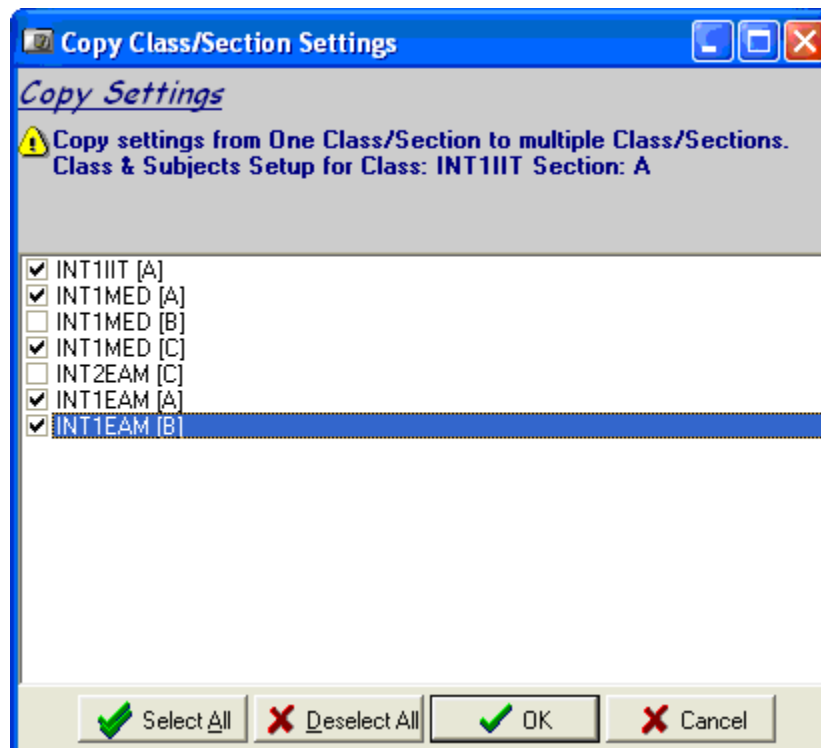
To copy the subjects of a class to another, select the class and click **Copy** under the **Subjects** table.

The following message is displayed

{

Click **Yes**. A window listing all classes appears:

{



Select the check boxes against the classes to which you want to copy the subjects, and click **OK**. The subjects, both main and optional, get copied to all the classes that you selected.

---



### +\$#Copying the Optional Subjects from One Elective to Another

While assigning classes to a particular class section, if more than one elective subject has to be assigned with the same optional subjects, you can simply assign the optional subjects to one of the electives and copy the same settings to the rest of them.

To copy the optional subjects from an elective subject to another, select the elective subject, and click **Copy** under the **Subjects** table.

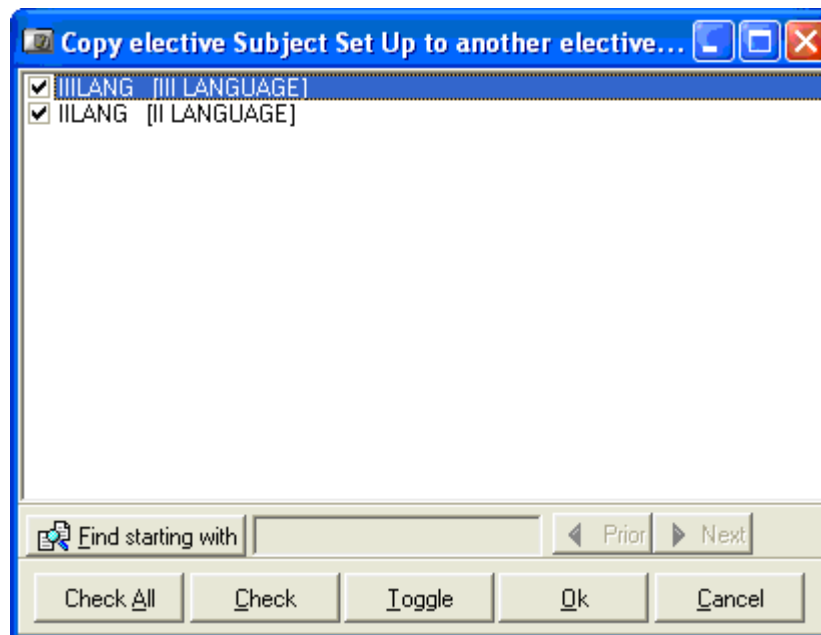
The following dialog box appears:

{

Click **No**.

A window listing all the elective subjects appears:

{



Select the check boxes against the elective subjects to which you want to copy the optional subjects, and click **OK**.

The optional subjects get copied to the other elective subjects that you selected.

---

### +\$#Print Class Subjects List

To print the list of the subjects assigned to different classes, open the [Master Database Wizard](#). Under the **Class & Subjects** tab, click the arrow head besides the **Print** button.

{

Select **Class Subjects** in the sub-menu.

The **Report Class Subjects Master** dialog box appears, asking you to specify the report parameters.

{

In this window, specify the range of classes that you want to be displayed in the report, or leave the fields blank to view all the classes.

Click **OK**.

The **EzReport** window appears behind the **Master Database Wizard**, displaying the list of the classes and subjects assigned to them. Close the wizard to access this window.

#### Creating a New Exam

To create a new type of Exam, open the [Master Database Wizard](#).

Click the **Exams** tab.

{

The screenshot shows the 'Master Database Wizard' window with the 'Exams' tab selected. The window title is 'Master Database Wizard'. Below the title bar, there is a small globe icon and the text: 'Master Database Wizard. Use the Master Database Wizard to quickly set up the EzSchool database. The Wizard helps cut down hours of work to just minutes, and is especially useful during first-time installation or when migrating from systems with non-standard data formats.'

The 'Exams' tab is active, showing a table with the following data:

Exam Id	Exam Name
▶ QUART	QUARTERLY EXAMS
HALF	HALF YEARLY EXAMS
FIN	FINAL EXAMS

Below the table is a search box with the letter 'Q' entered. To the right of the table is a form for creating a new exam with the following fields:

- Exam ID:  Display As:
- Name:
- Start Date:  End:
- Description:  Exam Type:
- Voice File:

Below the form is a button labeled 'Sub Exams...'. At the bottom of the window are buttons for 'New', 'Delete', 'Save', 'Cancel', and 'Close'.

1. Click **New**.
2. In the **Exam ID** box, type an Id name for the exam.
3. In the **Display As** box, you can type the name that will be displayed in some specific reports, instead of the exam name.
4. In the **Name** box, type the full name of that exam.
5. Select the starting date of the exams in the **Start Date** box.
6. Select the ending date of the exams in the **End** box.
7. Type a description for the exam in the **Description** box.
8. Select whether the exam is of **Regular** type, or of **Practical** type in the **Exam Type** box.
9. Click **Save**.

Once saved, the new exam is displayed in the table on the left side.


While creating a list of many Exams together, you may feel it uncomfortable to use the **New** button after saving every subject name.

To avoid this, you can use the toggle button  (*Sticky Mode (On)*) provided at the lower left corner of the wizard.


To activate the Sticky Mode, click that button.

After you have Turned On the Sticky Mode, click **New**, type the Exam details in the relevant fields, and click **Save**. Once the record is saved, all the fields get cleared automatically, and the cursor moves back to the **Exam Id** box. You can now proceed to enter the details of the next Exam WITHOUT clicking the **New** button.

Once you are done with creating new subjects, click **Cancel** and then Turn Off the Sticky Mode by

clicking again on the toggle button .

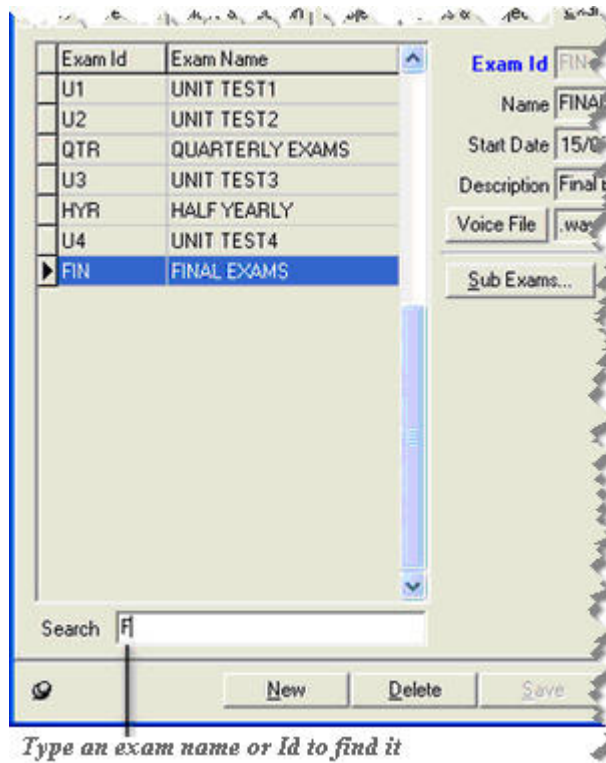
If you are using the EzSchool **IVR** module, you can specify the voice file for this exam name in the **Voice File** box. To browse for a file on your system or a connected network, click **Voice File** and

select the required file. To listen to the voice file, click .

### **Searching an Exam**

To search an exam under the **Exams** tab of the [Master Database Wizard](#), type the exam name or Id in the **Search** box, below the exams table. As you start typing the name or Id, the cursor moves to the most relevant result in the table.

{



### +\$#Editing an Exam

To edit an exam, select it from the table and make changes in the required fields.

Click **Save**.

Note that you cannot change an exam Id once assigned. If you don't want to keep the exam Id, you have to delete the entire record.

---

### +\$#Deleting an Exam

To delete an exam, open the [Master Database Wizard](#) and click the **Exams** tab.

Select the exam from the table, and click **Delete**. A dialog box appears asking for confirmation.

Click **Yes** to confirm, or no to cancel the deletion.

Remember that you cannot delete an exam which has been assigned to a class. If you try to delete such an exam, EzSchool displays an error message.

{

Also note that you can delete only one exam at a time.

---

### +\$#Print Exam Master

To print the list of exams in your organization open the [Master Database Wizard](#).

Under the **Exam** tab, click the arrow head besides the **Print** button, at the lower right corner of the wizard.

In the sub-menu, click **Exam Master**.

The **Report Exams Master** dialog-box appears, asking for the report parameters.

{

Select the range of the exams which you want in the list, in the **From Exam** and **To Exam** boxes.

Click **OK**.

The **EzReport** window appears behind the **Master Database Wizard**. Close the wizard to access the **EzReport** window.

---

### +\$#Exam Setup

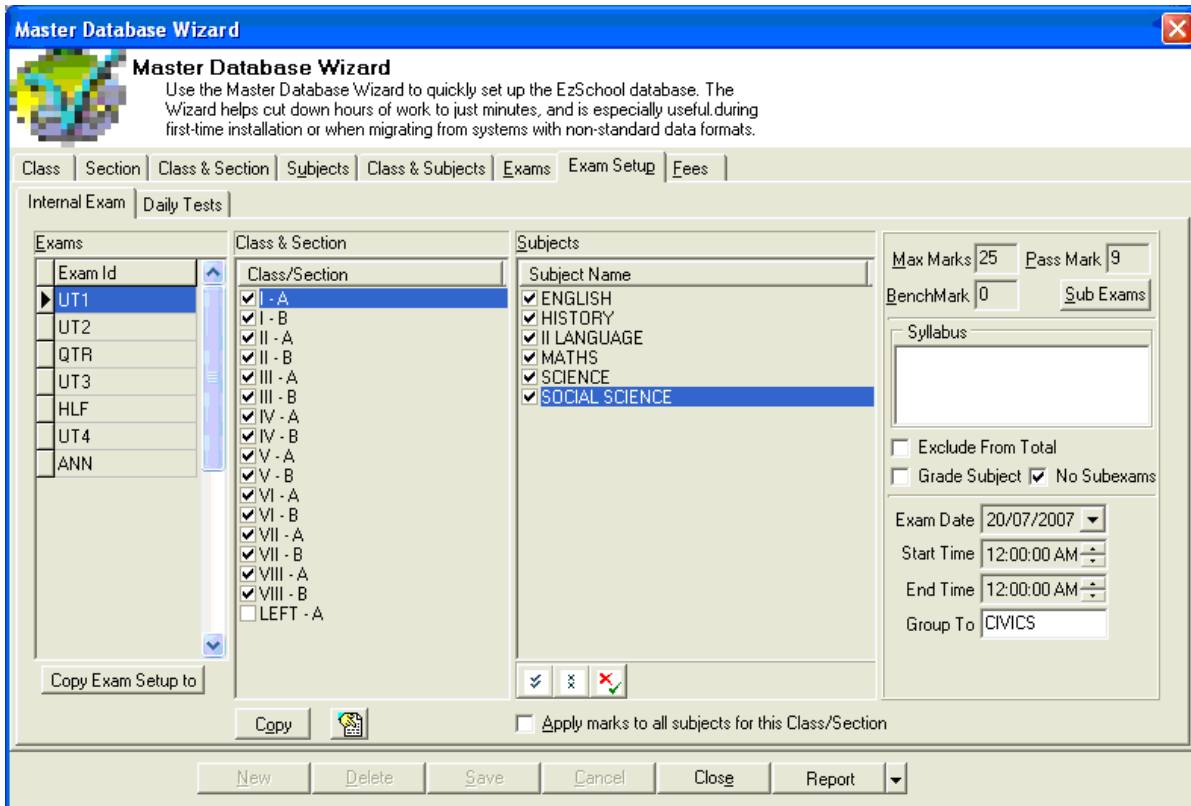
EzSchool facilitates defining the examination structure of all the class-sections of your organization on one single screen. This screen helps you define not only the main exams but also the daily tests and the sub-exams.

---

### +\$#Internal Exams

To define the examination structure for the different classes, open the [Master Database Wizard](#) and click the **Exam Setup** tab.

The Internal Exam tab is active by default  
 {



Under the **Exam Setup** tab:

- .....All the exams are listed in the **Exams** table
- .....All the class-sections are listed in the **Class & Section** table.
- .....The subjects assigned to a particular class-section are displayed in the **Subjects** table, when you select the class-section.

To access this page it is necessary that you have already defined the class-sections, subjects, exams and also, assigned subjects to the class-sections.

To define an exam setup:

1. Select the exam from the **Exams** table.
2. In the **Class & Section** table, select a class-section, to which the exam will be applicable, by ticking the check box against it.
3. In the **Subjects** table, select the subjects to be included in the exam, for that class-section, by

ticking the check boxes against them. You can select all the subjects by clicking *(Select All)*.

You can deselect all the subjects by clicking *(Deselect All)*. You can toggle selection by

clicking *(Toggle Selection)*.

4. In the **Max Marks** box, you have to specify the maximum marks for the subject currently highlighted in the **Subjects** table.
5. In the **Pass Mark** box, you have to specify the passing marks for the subject currently highlighted in the **Subjects** table.
6. In the **BenchMark** box, you may specify the bench mark for that subject, if you want to. Specifying a bench mark for the subject can help you later identify the students who are faring well in

the subject and who are lagging behind, so that, special attention could be given to the weaker students.

7. In the **Syllabus** box, you may type the syllabus of the subject applicable for the currently selected exam.

8. If you select the check box  , the marks of the currently highlighted subject will not be included in the total marks of the exam, while being displayed in the progress report. The marks of this subject too, will of-course be shown in the progress report, though not included in the total.

9. If the currently highlighted subject has to be marked only in grades and not in numeric values, select the check box  . Make sure that, if you select this check box for a subject, you also need

to select the check box  compulsorily. (See also, [Subjectwise Grades](#))

10. In the **Exam Date** box, specify the date on which the exam for the currently selected subject will be conducted.

11. In the **Start Time** box, specify the time at which the exam for the currently selected subject starts.

12. In the **End Time** box, specify the time at which the exam for the currently selected subject ends.

13. If you have selected more than one subject in the **Subjects** table, and want that the marks details specified for one of them gets applicable to all the remaining subjects too, then select that

subject and tick the check box  .

14. Click **Save**.

Suppose you select more than one check box in the **Subjects** table, specify the marks details for only one of them, and then click **Save**. In such case, the marks specified for one subject seem to get applied to the remaining subjects also, but that is not the case. If you want to apply the same marks

to the remaining subjects you must compulsorily select the check box  , or else, you will have problems while updating the marks for the exams.

Similarly, select each class-section, and define the exam setup for each.

---

### +\$#Subject Groups

There may be instances when you would want that the examination marks of two or more subjects are displayed as a group in your reports.

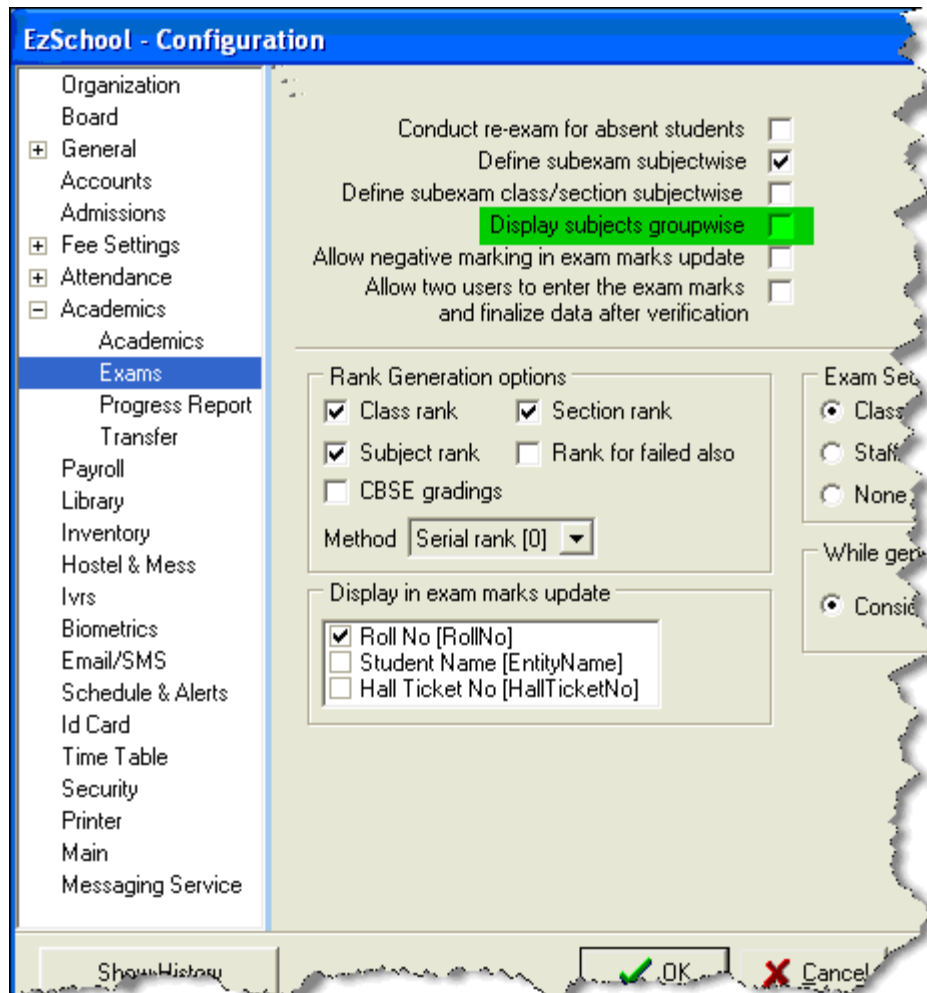
If you want to follow such a system then set required configurations first.

Open the **Options** module on the main menu, and click **Configure**.

The **EzSchool Configuration** window appears:

In this window, open the **Academics** node, and select **Exams**.

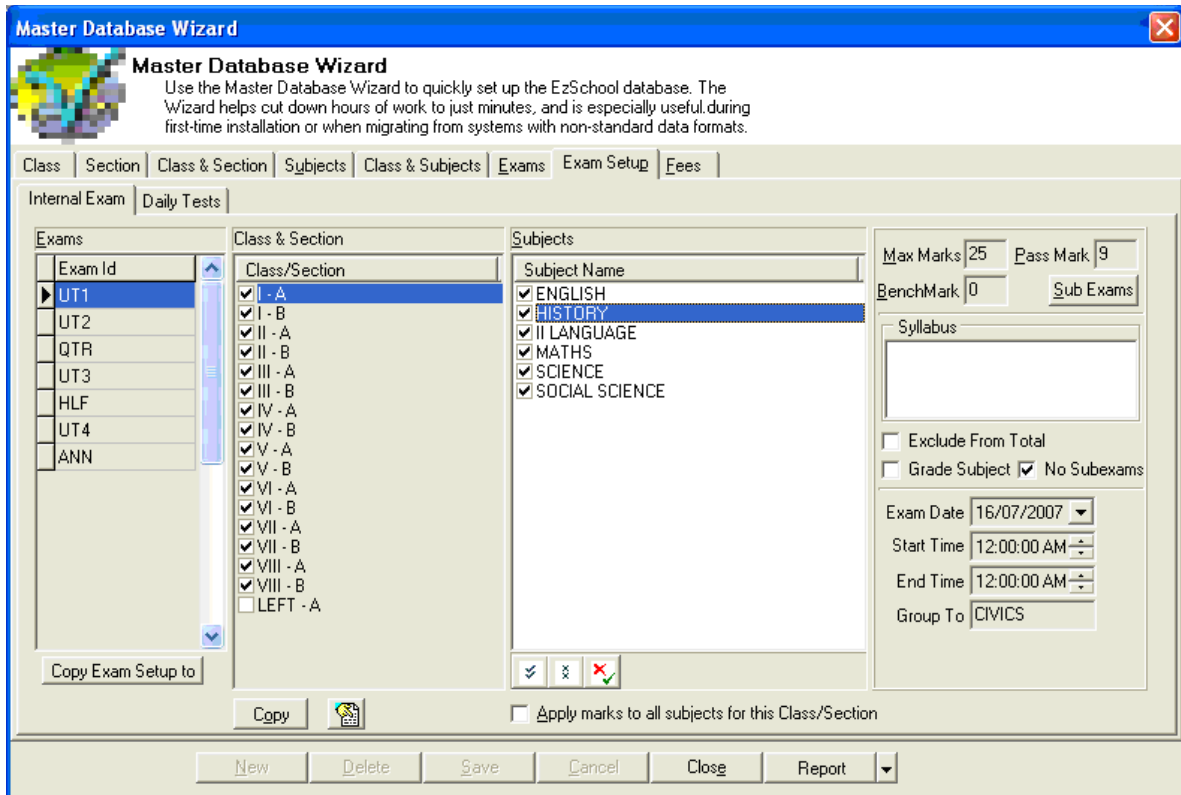
{



Now, select the check box **Display subjects groupwise** and click **OK**.

Now, to define the subject groups, open the **Master Database Wizard** and click **Exam Setup**.

{



Now, select the check box besides a subject that you want to add to a group, define the maximum marks, dates, times, etc., for it and then, in the **Group To** box, type the name for the group. Click **Save**.

Similarly, select the other subjects that you want to add to this group, one by one, and type the name of the group in the **Group To** box. Click **Save** after typing the group name in the **Group To** box. (See also, [Internal Exams](#))

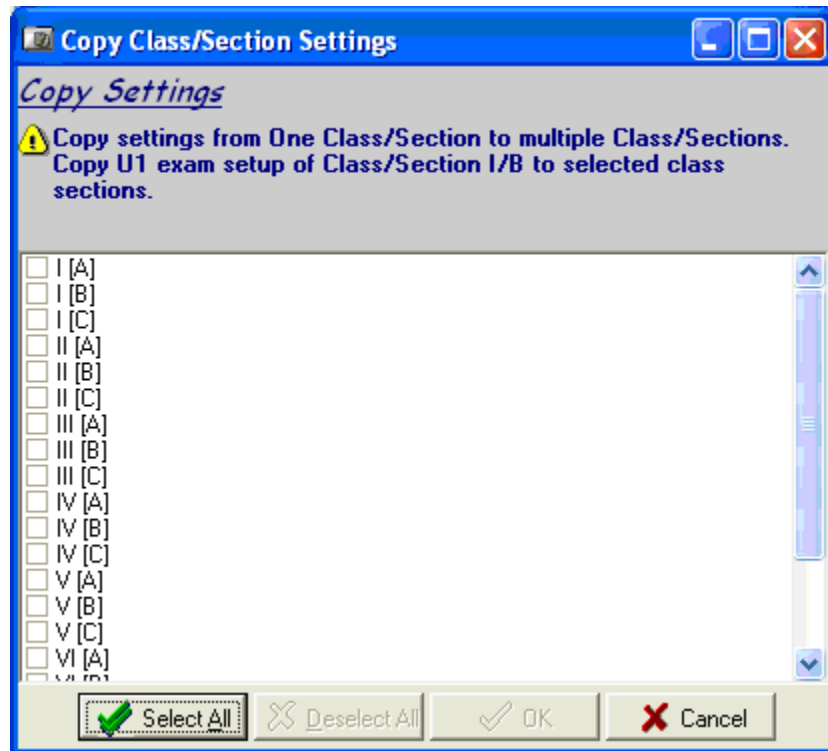
#### +\$#Copying the Exam Setup from a Class-Section to Another

To copy the exam setup of a class-section to another class-section, open the [Master Database Wizard](#) and click the **Exam Setup** tab. Select the class-section whose setup you want to copy, and click **Copy** under the **Class & Section** table.

The following window appears:

{





This window lists all the class-sections of your organization. In this window, select the check boxes against all the class-sections to which you want to copy the selected exam setup. Click **OK**. The exam setup gets copied to all of the selected class-sections.

If any class-section has already an exam setup, EzSchool will display a message stating the same and ask you to confirm whether you want to overwrite the current setup for that class-section, or not.

Click **Yes** to proceed with copying the exam setup to that class section, or click **No** to cancel copying to that class-section.

Remember that if any of these class-sections has a different subject assigned to it, the exam setup would not be copied to it, and you would get an error message.

---

#### +\$#Copy the Exam Setup from One Exam to Another

To copy the exam setup from one exam to another, open the [Master Database Wizard](#) and click the **Exam Setup** tab. Select the exam, whose setup you want to copy, from the **Exams** table and click **Copy Exam Setup to**, under the **Exams** table.

The following dialog box appears:

{

In this dialog box, type the exam name to which you want to copy the setup of the exam previously selected. Click **OK**. The exam setup gets copied to the other exam also.

You can copy an exam setup to only one exam at a time.

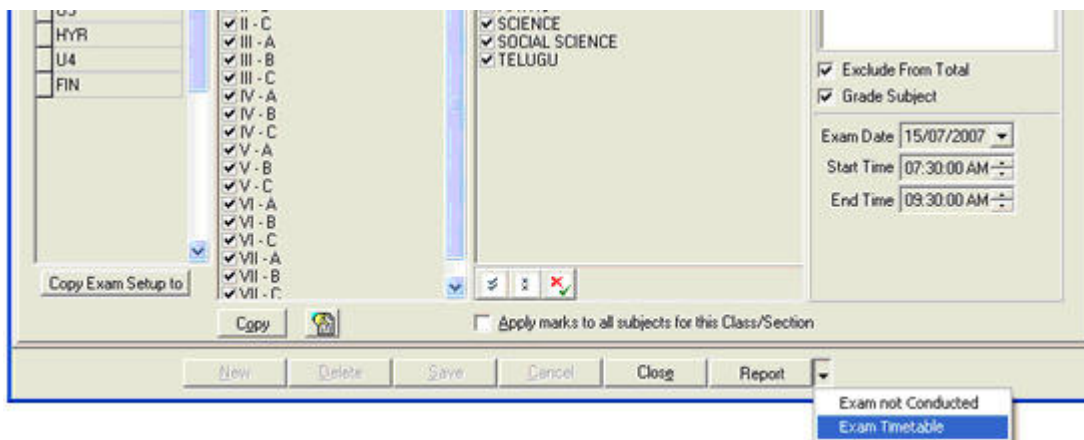
If the setup for the other exam is already defined then EzSchool displays you a message stating the same and asks you to confirm whether you want to overwrite the current setup.  
{

Click **Yes** to proceed with the copying, or click **No** to cancel the copying.  
Remember that even though you can copy an exam setup from one class-section to another, or from one exam to another, you have to specify the dates and time of the exams manually for each subject, because of the obvious reason that each exam is conducted at a specific stage of the academic year. Similarly, it is also not necessary that different class-sections will have the exam of the same subject on a given date. Hence, both the **Copy** and **Copy Exam Setup to** functions are useful only to the extent that, you are able to specify which class-sections an exam is applicable to, and which subjects are being examined for each class-section, with a little bit of ease, given the condition that all these class-sections have the same subjects assigned to them under the [Master Database Wizard's Class & Subjects](#) tab. Also remember that when you copy the setup from one class-section to another or, from one exam to another, the marks, dates and times also get copied. So, before copying ensure that you won't mind if the dates and times of the other class-section or exam gets overwritten.

---

#### +\$#Printing the Exam Time Table

There are two methods for viewing or printing the exam time table.  
Open the [Master Database Wizard](#) and click the **Exam Setup** tab. Under this tab, click the arrowhead on the **Report** button at the bottom of the window. In the sub menu click **Exam Timetable**.  
{



Or,  
Open the **Reports** module on the main menu, point to **Exams**, then in the sub menu, point to **Exam wise** and then, in the next sub menu, click **Exam Timetable**.

*Reports > Exams > Exam wise > Exam Timetable*

The following dialog box appears:  
{

In this dialog box, select a class-section in the **Class/Section** box, select an exam in the **Exam** box, and click **OK**. The **EzReport Exam Timetable** window appears displaying the exam time table for the selected class and exam.

If you want to print the timetable, click [\(Print\)](#) for normal printing, or click [\(Dot Matrix Printing\)](#) to print on a dot matrix printer configured to EzSchool.

---

### ###Sub-Exams

In many schools they have an examination system wherein, an exam of a subject is divided into two or more sub-exams. As these sub-exams are a part of the main exam, it is compulsory that the sum of the maximum marks applicable to these individual sub-exams is equal to the maximum marks specified for the main examination of the subject.

EzSchool provides you three ways for defining the sub-exams in your organization. Note that you can use only one of these methods, at a time, for your organization.

1. Define sub-exams exam wise.
2. Define sub-exams subject wise.
3. Define sub-exams class-section and subject wise.

You can define sub-exams on an 'exam wise' basis by clicking **Sub Exams** under the **Exams** tab of the **Master Database Wizard**.

You can define sub-exams on a 'subject wise' or 'class-section subject wise' basis by clicking **Sub Exams** under the **Exam Setup** tab of the **Master Database Wizard**. In these two cases, the **Sub-Exams** button becomes visible only after you select the relevant check boxes in **EzSchool Configurations**.

Remember that once you have entered the marks for a subject, you cannot create, change or delete the sub-exams for that subject.

---

### ###Defining Sub-Exams Exam Wise

When you define the sub-exams on an exam wise basis, the same sub-exam pattern becomes applicable across all class-sections and the subjects which have been assigned to those class-sections, provided that the exam is applicable to them.

When you define sub-exams on an 'exam wise' basis, the pattern becomes compulsorily applicable to all the subjects covered under that exam except those, which are grade subjects. You can specify a subject as a grade subject while defining the [Internal Exam setup](#) by selecting the subject and then selecting the check box **Grade Subject**.

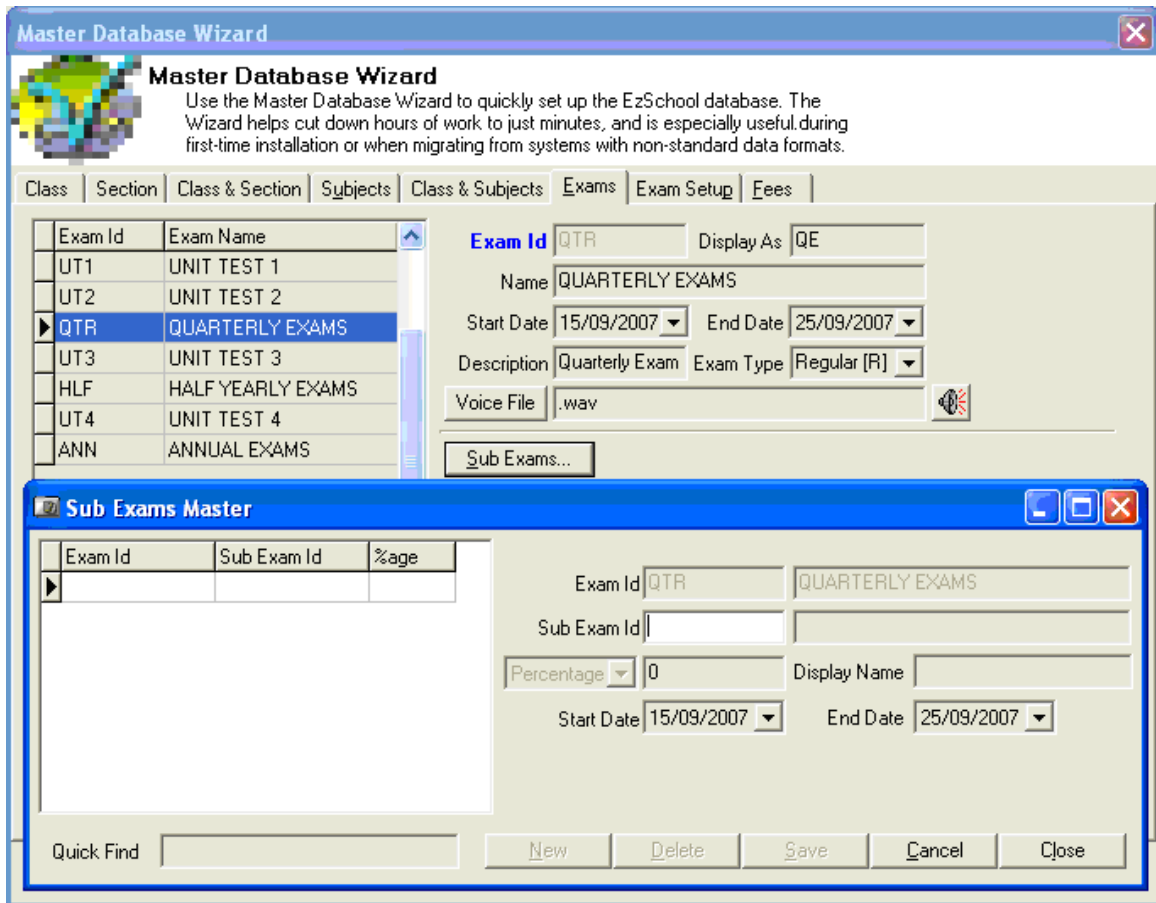
To define the sub-exams on an exam-wise basis, open the [Master Database Wizard](#), and click the **Exams** tab.

In the exams list on the left side of the window, select the exam for which the sub-exams are to be defined.

Now, click the **Sub Exams** tab.

The **Sub Exams Master** window appears:

{

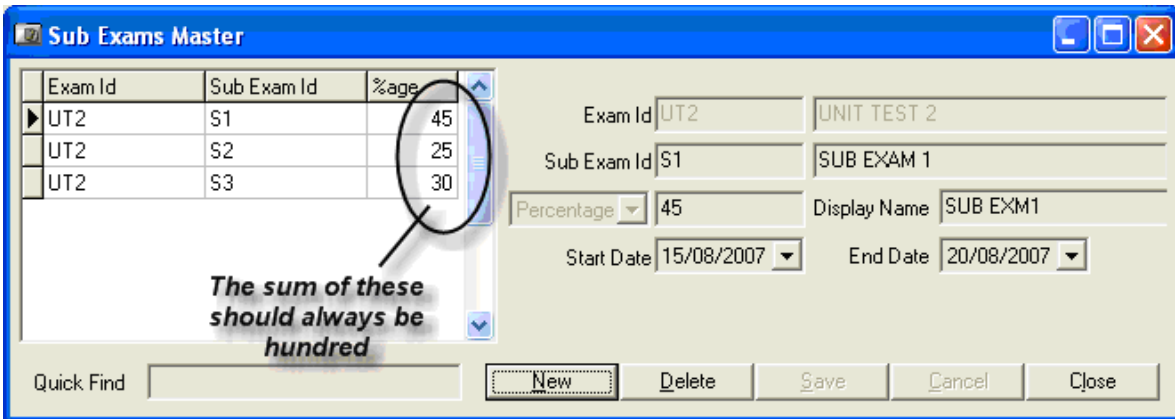


In this window:

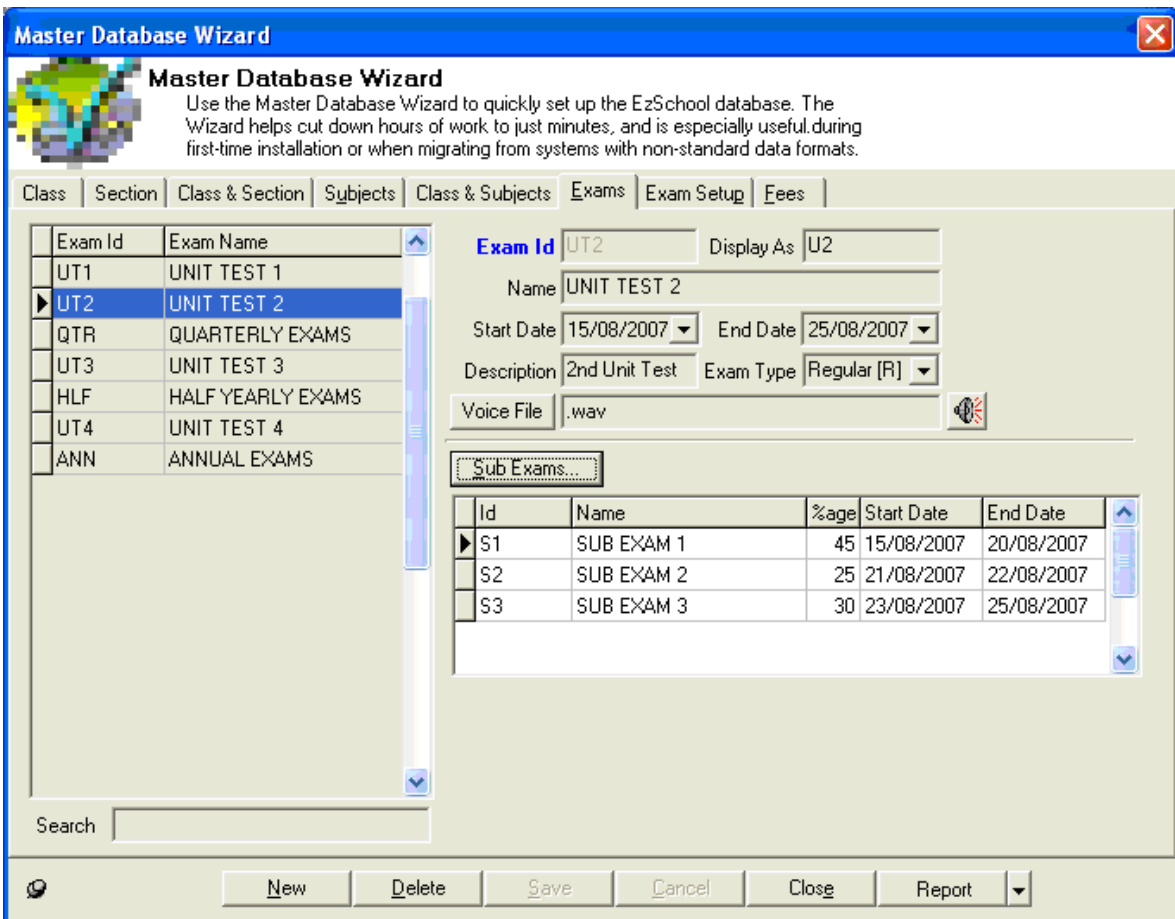
1. Click **New**.
2. The **Exam Id** box displays the Id of the exam that you selected in the **Master Database Wizard**.
3. The box to its right side displays the exam name.
4. In the **Sub Exam Id** box, type an Id for the sub-exam that you are defining.
5. In the box to its right side, specify the name for the sub-exam.
6. In the **Percentage** box, specify that percentage of the maximum marks, specified for the selected main exam, which is applicable to this sub-exam. Remember that, when an exam is divided into sub-exams, the sum of the maximum marks applicable to these sub-exams should be equal to the maximum marks specified for the main exam. Hence, the sum of the percentages specified for all the sub-exams should be equal to 100.
7. In the **Display Name** box, type an alias name for the sub-exam.
8. In the **Start Date** box, type the date on which, the sub-exam starts. Similarly, in the **End Date** box, type the date on which, the sub-exam ends. These boxes display the start and end dates of the selected main-exam by default. Remember that the dates specified here should fall between the start date and end date specified for the main exam.
9. Click **Save**.

Once saved, the sub-exam gets added to the table on the left side of the **Sub Exams Master**.

{



If you want to edit a sub-exam, select it from the table. All the fields on the window are populated with the corresponding values. Now, make changes in the required fields and click **Save**. To delete a sub-exam select it from the table and click **Delete**. When you have finished defining the sub-exams, close the window by clicking **Close**.



The sub-exams for the selected main-exam are displayed in a table below the **Sub Exams** tab in the **Master Database Wizard**.

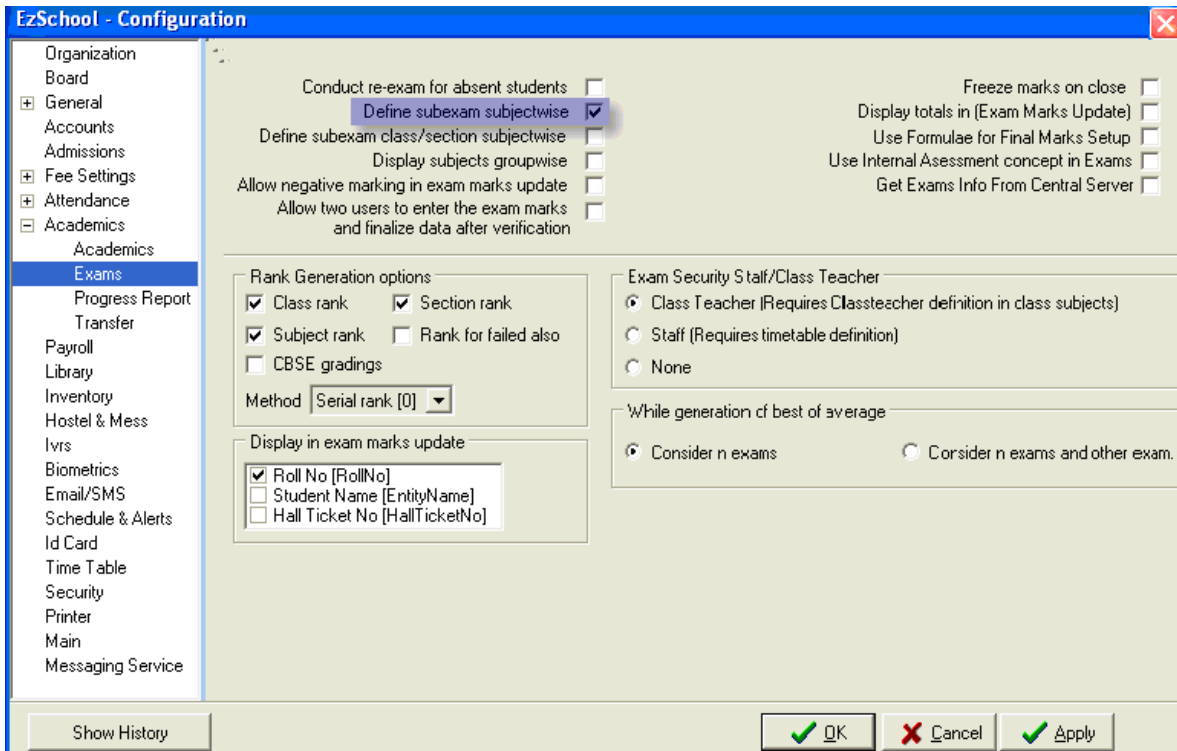
#### Defining Sub-Exams Subject Wise

Defining sub-exams on a subject wise basis means that you can define, in one go, the sub-exams

pattern for an individual subject, in a particular exam, across all class-sections.

To define sub-exams on a subject wise basis, open the **Options** module on the main menu, and click **Configure**. The **EzSchool Configuration** window appears.

{



In this window, open the **Academics** node, and select **Exams**. Now select the check box **Define subexam subjectwise**. Click **OK** to apply the settings and close the window.

Now, open the [Master Database Wizard](#) and click the **Exam Setup** tab.

{

While defining sub-exams on a 'subject wise' basis, an extra check box **No Subexams** appears on the **Exam Setup** page. This check box is selected by default, for all subjects, and you have to deselect it before you can start defining the sub-exams.

Select an exam from the **Exams** table and select the subject for which you are defining the sub-exams, from the **Subjects** table.

Click **Sub Exams**. This button becomes visible only when you have selected any check box related to sub exams in the **EzSchool Configuration** window.

The **Sub Exams Master** window appears.

{

In this window:

1. Click **New**.
2. The **Exam Id** box displays the Id of the exam that you have selected in the **Master Database Wizard**.
3. The box to its right side displays the exam name.
4. In the **Sub Exam Id** box, an Id is automatically generated for the sub-exam. You cannot edit this Id.

5. In the box to its right side, type the name for the sub-exam.
6. In the drop down list below the **Sub Exam Id** box, you have to specify the proportionality of this sub-exam in the main exam in terms of maximum marks, or percentage of the maximum marks. This box provides you two options, viz., **Percentage** and **Marks**. If you select **Percentage**, you have to ensure that the sum of the percentages of all sub-exams is hundred, and if you select **Marks**, you have to ensure that the sum of the marks of all the sub-exams is equal to the maximum marks specified for the main exam.
7. In the **Display Name** box, type an alias name for the sub-exam.
8. In the **Start Date** box, type the date on which, the sub-exam starts. Similarly, in the **End Date** box, type the date on which, the sub-exam ends. These boxes display the start and end dates of the selected main-exam by default. Remember that the dates specified here should fall between the start date and end date specified for the main exam.
9. The **Subject Id** box displays the subject currently selected in the **Master Database Wizard**.
10. Click **Save**.

Once saved, the sub-exam gets added to the table on the left. After you have finished creating the sub-exams you may close the **Sub Exams Master** window by clicking **Close**.

To edit a sub-exam, you have to first select the main exam in the **Exams** table, then the subject from the **Subjects** table and then click **Sub Exams**. When the **Sub Exams Master** window is open, select the sub-exam from the table. Now make changes in the required fields and click **Save**.

Similarly, to delete a sub-exam, select it in the **Sub Exams Master** and click **Delete**.

Click **Close** to close the window.

There may be cases when you have defined sub-exams for a subject but then you want that in the case of a particular class-section, there are no sub-exams for that subject. In such cases, under the **Exam Setup** tab of the **Master Database Wizard**, select the relevant exam, class-section and the subject, and then, select the check box **No Subexams**.

#### +\$#Define Sub-Exams Class-Section Subject Wise

Defining sub-exams on a class-section subject wise basis means that, you can define the sub-exams of a subject for only one class-section at a time, for a particular exam.

Note that when you copy the exam setup from one class-section to another, the sub-exams also get copied, but when you copy the exam setup from one exam to another, the sub-exams do not get copied.

To define sub-exams on a class-section subject wise basis, open the **Options** module on the main menu, and click **Configure**. The **EzSchool Configuration** window appears.

{

In this window, open the **Academics** node, and select **Exams**. Now select the check box **Define subexam class/section subjectwise**. Click **OK** to apply the settings and close the window.

Now, open the [Master Database Wizard](#) and click the **Exam Setup** tab.

{

While defining sub-exams on a 'class-section subject wise' basis, an extra check box **No Subexams** appears on the **Exam Setup** page. This check box is selected by default, for all subjects, and you have to deselect it before you can start defining the sub-exams.

Select an exam from the **Exams** table and select the class-section from the **Class & Section** table.

Now, select the subject for which you are defining the sub-exams, from the **Subjects** table.

Click **Sub Exams**. This button becomes visible only when you have selected any check box related to sub exams in the **EzSchool Configuration** window.

The **Sub Exams Master** window appears.

{

In this window:

11. Click **New**.

12. The **Exam Id** box displays the Id of the exam that you have selected in the **Master Database Wizard**.

13. The box to its right side displays the exam name.

14. In the **Sub Exam Id** box, an Id is automatically generated for the sub-exam. You cannot edit this Id.

15. In the box to its right side, type the name for the sub-exam.

16. In the drop down list below the **Sub Exam Id** box, you have to specify the proportionality of this sub-exam in the main exam in terms of maximum marks, or percentage of the maximum marks. This box provides you two options, viz., **Percentage** and **Marks**. If you select **Percentage**, you have to ensure that the sum of the percentages of all sub-exams is hundred, and if you select **Marks**, you have to ensure that the sum of the marks of all the sub-exams is equal to the maximum marks specified for the main exam.

17. In the **Display Name** box, type an alias name for the sub-exam.

18. In the **Start Date** box, type the date on which, the sub-exam starts. Similarly, in the **End Date** box, type the date on which, the sub-exam ends. These boxes display the start and end dates of the selected main-exam by default. Remember that the dates specified here should fall between the start date and end date specified for the main exam.

19. The **Subject Id** box displays the subject currently selected in the **Master Database Wizard**.

20. Click **Save**.

Once saved, the sub-exam gets added to the table on the left. After you have finished creating the sub-exams you may close the **Sub Exams Master** window by clicking **Close**.

To edit a sub-exam, you have to first select the main exam in the **Exams** table, then the subject from the **Subjects** table and then click **Sub Exams**. When the **Sub Exams Master** window is open, select the sub-exam from the table. Now make changes in the required fields and click **Save**.

Similarly, to delete a sub-exam, select it in the **Sub Exams Master** and click **Delete**.

Click **Close** to close the window.

There may be cases when you have defined sub-exams for a subject but then you want that in the case of a particular class-section, there are no sub-exams for that subject. In such cases, under the **Exam Setup** tab of the **Master Database Wizard**, select the relevant exam, class-section and the subject, and then, select the check box **No Subexams**.

---

## +\$#Daily Exams

Xxxx xxxxx xxxxx xxxxx

---

## +\$#Applications

This module helps you manage your admissions process efficiently. The features provided here have been designed after intensive research on all kinds of educational institutions, and hence, they fit perfectly with all of them. So, whatever your admission process may be like, EzSchool is one of the best software choices available around, for you.

The **Applications** module takes care of everything related to new admissions, such as, marketing, targets, enquiries, follow-ups, application sales, interviews, and the final admissions. Further,



EzSchool also takes care that on admission, a student's data is automatically updated into the class, or batch, that he has been admitted into.

---

#### +\$#Admissions

EzSchool helps you monitor your admissions process right through the enquiry from a candidate to his admission confirmation.

The Admission process has been divided into the following stages: -

- .....Enquiries
- .....Application Form Sales
- .....Tests/Interviews
- .....Application Submission
- .....Provisional Admission

Further, you can also manage the details of follow up of a candidate.

The complete admissions process has been integrated into one single window for comfort.

#To open the **Admissions** window, open the **Database** module on the main menu, point to **Applications**, and then click **Admissions**.

*Database > Applications > Admissions*

Following window appears

{

Note that, you can start using the **Admissions** window only if there is a student in the [Student Master](#) with the **Admission Number** specified as "XXXXX". You will have to add this record manually if there are no [transfer classes](#) specified in the Class Master. If a transfer class has been created and a section has been added to it, then EzSchool automatically creates a student with the admission number "XXXXX", when you open the **Admissions** window for the very first time.

---

#### +\$#New Student Enquiries

[Open the Admissions window.](#)

This **Enquiries** tab is active by default when you open the **Admissions** window.

{

For adding the details of a new enquiry, click **New Enquiry**.

The following window appears:

{

Enter the enquiry details: -

1. **Date & Time** Select the date and time of enquiry.
2. **Enquiry Type** Select the type of enquiry viz., personal visit, telephonic enquiry, email enquiry etc.
3. **Reference** Select the medium through which the customer came to know about the institute.
4. **Enquired For Course** Select the course name for which the enquiry is being conducted.
5. **Enquired By** Type the name of the enquirer.
6. **Enquired For** Type the name of the candidate.
7. **Preferred Timing** Select the time when the customer can be contacted for follow-up. In the

box besides this, type a comment like 'after' or 'before'. For e.g., to indicate "after 6:00 PM in the evening".

**8. Education Level** Select the current education level of candidate, viz., kindergarten, Nursery, primary school, etc.

**9. Qualifications** Type the current highest qualification of the candidate.

**10. Work Experience** Type the work experience of the candidate.

**11. Walk-In Expected On** Type the date of the enquirer's next visit.

**12. Remarks** Type any remarks if there, regarding the enquiry.

**13. Contact Information** Type the contact details of the candidate.

**14.** Click **Save** to save the details.

If you don't wish to save the details click **Cancel**. The entry gets cancelled and the **Enquiry Details** window gets closed.

When you click **Save**, the details get saved, and the **Enquiry Details** window is closed.

The new enquiry is now displayed in the **Admissions** window.

The symbol in the first column of the **Admissions** table denotes the current status of the candidate in the admissions process. You can see the same symbol on the other tabs in the **Admissions** window, depicting the steps in the admission process.

You can filter the **Admissions** table to display only those records which you want.

To filter, click **Filter Data**.

The following dialog box appears:

{

Tick the check box  to filter data between specific dates entered in the drop-down boxes.

You may also filter the data based on Enquiry type, Course name or advertising media.

To clear filter, click the Clear Filter  button.

To edit the enquiry details of a candidate, double-click the record. Make necessary changes in the Enquiry Details window and save the changes.

If you want to issue an application form to the enquiring candidate, click the Issue Application button (Figure 23, B).

Alternatively, you can go to the 'Application Form Sales' tab of the Admissions window and double click a candidate's record to issue an application form. For details of Application Sale refer to the next section.

To use the search option provided at the bottom of the Admissions window, refer to [Searching an Applicant](#).

---

### +\$##Follow ups

EzSchool helps you manage the follow up of a candidate through every stage of the admissions process. While working under any tab of the [Admissions window](#) you will find a button labeled as **Follow Up**, or something similar. Click that button to update or view the follow up details of a candidate.

{

To add or view the follow up details of a candidate, select the candidate from the table, and then click the **Follow Up** button.

{

In the **Follow Up Details** window:

1. To enter a new record click **New**.
2. Select the mode of contact in the **Type** box.
3. Type the date and time when the candidate can be contacted, in the **Date & Time** boxes.
4. Type the date and time of next reminder in the **Remnd. Date & Time** boxes.
5. Type the telephone number on which the candidate may be contacted in the **Phone No** box.
6. Type the name of the staff member doing the follow up in the **Contacted By** box.
7. Write the comments, if any, related to the enquirer, in the **Comments** box.
8. Click **Save**.

Once saved, the record is displayed in the table above.

To make changes in a record, select it from the table and click **Edit**.

After making the changes click **Save** to save the changes.

To delete a record, select it from the table and click **Delete**.

Click **Close** to close the **Follow Up Details** window, and return to the **Admissions** window.

---

### +\$#Application Form Sale

This function helps you to add, view and manage the details of application form sales. [Open the Admissions window](#) and click the **Application Form Sales** tab.

{

Click **New Application Sale** to add information about a new sale.

The following window appears:

{

In this window fill up the required information about the candidate:

1. **Candidate Name** Enter the name of the candidate.
2. **Applied for Course** Select the name of the course being applied for.
3. **Application No** Enter the application form number.
4. **Sale Date** Enter the date of application form sale.
5. **Amount** Enter the cost of the application form.
6. **Pmt Mode** Select the mode of payment, e.g., cash, cheque, etc.
7. **Instrument No** Enter the number on the instrument, e.g., cheque, demand draft, etc., being used for the payment.
8. **Inst Date** Enter the date on the payment instrument.
9. **Bank** Enter the bank name.
10. **Branch** Enter the bank branch name.
11. **Remarks** Enter the remarks if any.

To edit the application details of a candidate, double-click the record. The **Application Sale Details** window appears. Make changes in the required fields and save the changes.

If you want to issue an application form to the enquiring candidate, click **Issue Application**.

Alternatively, you can go to the 'Application Form Sales' tab of the Admissions window and double click a candidate's record to issue an application form. For details of Application Sale refer to the next section.

To use the search option provided at the bottom of the Admissions window, refer to [Searching an Applicant](#).

**12. Receipt Number** Displays the receipt number. To generate the receipt click **Generate Receipt**.

**13. Contact Information** Enter the candidates contact information.

Click 'Save' to save the details and close the window.

Once saved the record gets added to the table in the **Admissions** window. The first column in the table displays the status of the candidate's admission through icons. Notice that the same icons are also present on the different tabs of the **Admissions** window.

To enter follow up details, click the [Follow Up](#) button.

You can filter the details table to display only the records ranging between specified dates.

To filter the data, type the date range in the drop-down boxes provided below the **Application Form**

**Sales** tab, and click Refresh .

To edit the details of a candidate double click the record.

To delete a record, select it and click **Delete**.

---

### +\$# **Searching an Applicant**

To help you search a candidate's record a search option is given at the bottom of the Admissions window.

{

Enter a letter in the search box to find the name starting with that letter. The search is performed only in the column where the cursor lies.

When you click the button 'Find starting with' it is changed to 'Find containing.'

{

Now, enter a character in the search box to find a record containing that character. Use the arrow head buttons to navigate to First, Previous, Next and Last instance of that character. Under this option the search is performed in the entire table. To make the search column specific click the

'Selected Column Search' button. If you click the 'Find Containing' button it is again changed back to 'Find starting with.'

---

### +\$# **Tests/Interviews**

You can manage the details of a candidate's entrance test and interview through this function.

To enter/view the test details of a candidate [open the Admissions window](#) and click the 'Tests/Interviews' tab.

{

The window displays 'Candidate Details' and 'Test/Interview Details' in separate panes. You can enter or modify test details for a candidate only if his/her details are already available through an [Enquiry](#) or an [Application Form Sale](#).

To view the test details of a candidate select his/her record from the 'Candidate Details' table. The test details of the candidate get displayed in the 'Test/Interview Details' table.

To enter test details for a candidate: -

1. Select a candidate.
2. Click 'New.'
3. Type - Select the type of test, i.e., Written, Oral or Other, in the drop-down box.
4. Date & Time - Enter the date and time of the test.
5. Subject - Enter the test subject.
6. Max Marks Enter the maximum marks for the test.
7. Marks Obtd. Enter the marks obtained by the candidate.

Click 'Save.' Once saved, the details get added to the table on left.

To enter the details of another test repeat the above steps.

The combined marks of all the tests are displayed separately as marked in the above figure.

The 'Result' column in the Candidate Details table has to be updated manually. The Result status of a candidate can be set to either Pass or Fail by selecting the letters P or F in the drop-down box.

The drop-down box is visible when you click your mouse thrice in the results column.

To delete a test select it from the test details table and click 'Delete.'

To edit a test select it from the table and click 'Edit.' After making the required changes click 'Save' to save them.

To use the search box refer to [Searching an Applicant](#).

You can filter the candidate details table to display only the records ranging between specified dates.

To filter the data, enter the date range in the drop-down boxes provided below the 'Application Form

Sales' tab and click the 'Refresh' button.

To enter the [Follow Up](#) details click **Followup**.

---

### +\$#Application Submission

When a candidate submits his application use this function to update his details.

[Open the Admissions window](#) and click the 'Application Submission' tab.

{

The table on left side lists the names of candidates to whom applications forms have been issued.

Select a candidate from the list to enter his details.

The Application Submission tab has the following sub-tabs under it: -

---

### +\$#Registration

Enter the registration details of the candidate.

1. Click 'Edit.'
2. Registration Date - enter the date of registration. You can set the box to current date by

clicking the button next to it.

3. Amount Enter the registration fee amount.
4. Pmt Mode Select the payment mode, i.e., cash, cheque, credit card, etc.
5. Instrument No Enter the cheque, demand-draft or credit card number if payment is not done in cash.
6. Date Enter the date on the instrument through which payment is made.

7. Bank Enter the bank name on which the instrument is drawn.
8. Branch Enter the bank branch name.
9. Remarks Enter the remarks if any.
10. Generate receipt Click this button to generate the receipt. The receipt number is than displayed in the box 'Receipt Number.'
11. Click 'Save.'

To delete a record select it from the table and click 'Delete.' If provisional admission has already been given to a candidate his record cannot be deleted.

To print the details of a candidate click 'Print.'

Remember that registering candidates implies that they have submitted the application form.

---

#### +\$#Profile

Enter the candidate profile. Most of the profile information must be already filled up while selling application form to the student. If not, enter the information and click the 'Save' button. Some new information fields that can be updated here as follows: -

{

1. Ident. Marks 1 Enter description of any identification mark on the candidate's body.
  2. Ident. Marks 2 Enter description of another identification mark on the candidate's body.
  3. Mother Tongue Enter the mother tongue of the candidate. To create a new mother tongue click the button labeled 'Mother Tongue.' The button leads you to the Lookup Master. You can create a new mother tongue by clicking 'New' and entering following details: -
    - a. Mother Tongue Code Enter a code for the mother tongue
    - b. Mother Tongue name Enter a Name for the mother tongue.
    - c. Display Order Enter the sort order number.
    - d. Click 'Save.'
  4. Religion Code Enter the religion of the candidate. To create a new religion click the button labeled religion. The button leads you to the Lookup Master. Follow these steps to create a new religion.
    - a. Click 'New.'
    - b. Religion Code Enter a code for the religion.
    - c. Religion Name Enter a name for the religion.
    - d. Reservation Percent Enter the reservation Quota.
    - e. Display order Enter the sort order number.
    - f. Click Save.'
  5. Caste Code Enter the caste of the candidate.
  6. Sub Caste Code Enter the Sub caste of the candidate.
  7. Handicap Status Enter the physical disability status of the candidate.
  8. Test Date & Time Tick the check box to indicate that the candidate has attended the entrance test. Enter the date and time of test in the drop-down boxes.  
Click 'Save' to save the changes.
- 

#### +\$#Other Info

Enter extra information regarding the candidate under this tab.

1. General Info: -
  - a. Preferred Class 1 Enter candidate's first preference for subjects.
  - b. Preferred Class 2 Second preference for subject.

- c. Preferred Class 3 Third preference for subject.
  - d. Category Local or Non-Local candidate.
  - e. Group Candidate's subject group. For e.g., Arts, Science, Commerce, etc.
- {

- f. II Language Candidate's second language.
- g. Blood Group Candidate's blood group.
- 2. Transport & Hostel Details: -
  - a. Route Requested Candidate's choice of transportation route.
  - b. Route Allotted Actual route allotted to the candidate.
  - c. Stage Allotted Transportation access point.
  - d. Hostel required Tick the check box to indicate that the candidate needs hostel facility.
- 3. Participation In - Tick the applicable check boxes to indicate candidate's participation in various co-curricular activities.
- 4. Ex-Servicemen Children Tick the check box to indicate that the candidate is the child of an ex-serviceman.
- 5. ID Card Issued Tick the check box to indicate that ID Card has been issued to the candidate.
- 6. Academic Year Displays the academic year in which the candidate is being admitted. Click the

button on right to select another academic year. This option is available only for Professional College Settings.

After you have finished click 'Save.'

If you don't wish to save the information click 'Cancel.'

---

#### +\$#Parent Info

Enter information of the candidate's parents under this tab. To enter the details select a candidate from the table and click 'New.'

This section is divided into the following three sub-tabs: -

- 1. Profile Enter the profile of a parent
  - a. Name enter the parent name.
  - b. Relation Select a relationship with the candidate from the drop-down list.
  - c. Occupation Enter the occupation of the parent. Click 'Occupation' to create a new occupation. Refer to **Lookup Master** for more details.
  - d. Income Enter the income of the parent.
  - e. Qualification Enter educational qualifications of the parent. Click 'Qualification' to create a new qualification. Refer to **Lookup Master** for more details.
- 2. Residence Enter the residence address of the parent.
- 3. Office Enter the office address of the parent.

Click 'Save.'

Once saved, the parent information is added to the table above.

To delete a parent record, select it from the table and click 'Delete.'

{

For help on using the search option refer to [Searching an Applicant](#).

---

#### +\$#Prev. Acad. Info

Enter the details of the candidate's previous academic qualifications under this tab. Select a candidate from the table on left side and click 'New.' You can enter the following details: -  
{

1. Last Class Select the last class attended by the candidate. To create a new class click the button named 'Last Class.' Refer to **Lookup Master** for more details.
2. Medium Select the instruction medium for the last class. To create a new medium click 'Medium.' Refer to **Lookup Master** for more details.
3. School/College Enter the name of last school or college attended by the candidate.
4. Hall ticket No. Enter the last exam's hall ticket number.
5. Pass Month/Year Enter the year and month of passing the last exam.
6. Board of Edu. Enter name of the Board of Education which conducted the last exam.
7. Result Select the result of the last exam.
8. Subject 1 (Obtd) Enter marks obtained in a main subject in the last exam.
9. Subject 2 Enter marks obtained in a main subject in the last exam.
10. Subject 3 Enter marks obtained in a main subject in the last exam.
11. Main Marks (Total) Enter the maximum marks for main subjects mentioned in Subject 1, Subject 2 and Subject 3.
12. (Obtained) Displays sum of marks in Subject 1, Subject 2 and Subject 3.
13. Marks (Total) Enter the total maximum marks for all subjects in the last exam.
14. (Obtained) Enter the total marks obtained for all the subjects in the last exam.
15. Division Enter the division attained in last exam.

Click 'Save' to save the details.

Once saved, the record gets added to the table above.

To edit a record select it from the table and click 'Edit.'

Make the necessary changes and click 'Save.'

To delete a record, select it and click 'Delete.'

---

#### +\$#Enclosures

This tab displays the enclosures that need to be submitted with the admissions application form.  
{

When a candidate submits his application form check his enclosures under this tab.

Select a candidate from the table and tick the check boxes against the enclosures that he is submitting.

The Mandatory enclosures are displayed in red fonts and accompanied by two check boxes. If the candidate is exempted from submitting this mandatory certificate, tick the left check box. If he has submitted this certificate, tick the right check box.

You can create new enclosures through the following path: -

Database Others Certificate Master

The 'Certificate Master' window appears.

{

To create a new certificate click 'New.'

1. Enter the Id for the certificate in 'Id' box.



2. Enter sort order in 'Display Order' box.
3. Enter name of the certificate in 'Name' box.
4. Tick the check box 'Mandatory' to imply that this is a mandatory certificate.
5. Tick the check box 'Required for Scholarship' to imply that this certificate is mandatory while applying for scholarships only.
6. Select one of the following radio buttons to indicate whether the certificate has to be provided

by the student to the institute, or by the institute to the student.

7. Select one of the following radio buttons to indicate whether the certificate is applicable to the students or the staff

Click 'Save' to save the record.

To edit a record, select it from the table and make changes directly. After making the changes click 'Save.'

---

#### +\$#Followups

Access the [Follow Up](#) details of the candidate through this tab.

---

#### +\$#Work Exp.

Enter the work experience details, if any, of the candidate. Select a candidate from the table to enter his details. Click 'New'

1. Enter organization name in the 'Organization Name' box.
  2. Enter designation of job in the 'Designation' box.
  3. Enter salary details in the 'Salary' box.
  4. Enter the period of employment in the date boxes 'From' and 'Till.'
  5. Enter total duration in years in the 'Yrs' box.
  6. Enter the nature of work in 'Nature of Work' box.
  7. Enter the remarks if any in the 'Remarks' box.
  8. Enter the contact details of organization worked for in 'Organization contact details.'
- {

Click 'Save' to save the details.

The organization name gets added to the table on immediate left.

To edit an experience record, select the organization name from the table and click 'Edit.' After making changes click 'Save.'

To delete an experience record, select the organization name and click 'Delete.'

---

#### +\$#Sponsor

Sometimes a candidate may be sponsored by an organization. In such cases record the sponsor details under this tab.

Select a candidate from the table to enter his details.

1. Enter the sponsor's name in 'Sponsor Name' box.
2. Enter the name of contact person in the sponsoring organization in the 'Contact Person' box.

3. Enter the designation of the contact person in 'Designation' box.
4. Select the type of sponsor from the drop-down list 'Sponsor Type.'
5. Enter address of the sponsor in respective fields and click 'Save.'

To edit a candidate's record select the candidate from the table and make changes. After making the changes click 'Save.'

{

---

### +\$#Provisional Admission

After the submission of application form and completion of all other formalities use this function for finalizing the admission of a candidate.

To give provisional admission to a candidate, [open the Admissions window](#).

Click 'Provisional Admission' tab.

{

Select a candidate from the table and click 'Admit.' (Figure 39, A)

The following dialog box opens

{

1. Select the Class in which the candidate is to be admitted from the drop-down list 'Class/Section.' Use the Tab key on your keyboard to navigate to other fields.
2. Select the type of scholar from the drop-down list 'Type'
3. Enter the admission no. in the 'Admission No' box. You have the option to generate admission numbers automatically. For details refer to the Configuration section.
4. Enter the Roll number in 'Roll No.' box.
5. Click 'Next.' The following dialog box appears

{

6. Tick the check boxes if you wish to transfer guardian information or the student's old profile information to the current year.

7. Click 'Finish.' A message is displayed to you confirming the admission.

The 'Admit' button is enabled only when you select a candidate whose admission is pending.

By default the table displays only those candidates whose admission is still pending.

You can use the drop-down box 'Show' (Figure 39, C) to filter the candidates displayed in the table.

The options available are: -

■.....All

■.....Admission Taken

■.....Admission pending

After selecting an option click 'Refresh.' The table will now display only those records which you have opted for.

If you wish to issue an offer letter to a candidate, select him/her from the table and click 'Print Offer Letter.' (Figure 39, B) The offer letter is printed and the preview is displayed to you.

Close the preview window to return back to the admissions window.

The 'Print Offer Letter' button is enabled for only those candidates whose admission is still pending.

To collect fees from the newly admitted student you can use the 'Fee Collection' button. (Figure 39, D) This button is enabled for only those candidates who have been admitted. For help with fees collection refer to the section Fee Collection.

For help with the search option refer to [Searching an Applicant](#).

Click [Follow Up](#) to enter or create follow up details of the candidate.

---

### +\$#Configurations

This section provides information on the configuration settings available for the admissions process.

To access the configurations, open the **Options** module, and click **Configure**.

The **EzSchool Configuration** window appears.

In this window select **Admissions** in the navigator pane.

{

The following options are provided for admissions process: -

**Auto admission number** Tick this check box if you want EzSchool to generate admission numbers automatically. Once you select this option the following radio button options are enabled (Figure 42, A) for admission number generation,

1. Select this radio button if you want default auto-numbering.
2. Select this radio button if you want to generate admission numbers based on class category.
3. Only the number of digits, in the admission numbers, that we enter here in the box will be generated automatically.
4. Admissions numbers are generated with a prefix and also a roll number is generated using the last digits in the admission number. The number of digits must be specified in the box.
5. Admission numbers are generated with a prefix. Only the number of last digits, that we specify here, change.

You can also apply the following two settings with one of the above options

1. Tick this check box to generate class wise admission numbers.
2. Tick this check box to allow auto-admission number editing during final admission process.

**Application form settings** These settings are related to application form sales and registration (figure 42, B). The following options are available: -

1. Tick this check box if you want the automatic generation of application form numbers.
2. Allows you to edit the application form number generated automatically.
3. Allows you to generate separate receipts for aided and un-aided classes.
4. Allows you to generate multiple receipts for application form sales.

5. Tick this check box if you want the student name to get automatically inserted into the receipt for application form sale.
6. Voucher entries are generated automatically on the sale of application forms.
7. Voucher entries are generated automatically on the registration of application forms.
8. Tick this check box if you want to restrict the sales of application forms by a user to only the number of forms allotted to him. For details on issuing refer to the section Database-Documents.
9. Selecting this restricts sale of application form to a candidate without his/her telephone number.
10. If you want the registration fee to be adjusted against the fee due from a candidate, tick this check box.

Receipt printing format - You can set the printing format for receipts to either 'Pre-printed' or 'Plain paper' by selecting the radio button against one of the options.

Print options - Select one of the print options to specify whether you want a customized report or the general one.

Appl Form Account Id - Select an account from the drop-down list to specify it as the account into which the amount collected from application form sale will be credited.

Appl Reg Account Id - Select an account from the drop-down list to specify it as the account into which the amount collected from application form registration will be credited.

Default Section - Define the default Class Section into which a new student get admitted.

Default Batch - Define the default Batch into which a new student gets admitted.

Application Amount - Specify the amount to be collected on sale of an application form.

Registration Amount - Specify the amount to be collected on registration of an application form.

Reg Min. Amount - Specify the minimum amount that has to be collected on registration of an application form.

The process of admissions will be the same for both School Settings and Professional College Settings. The only difference you can see is that in a school environment candidates are admitted into classes and sections, while in an engineering college environment they are admitted into branches and batches.

To view different reports related to admissions refer to the sub-heading Admissions under section Reports.

---

#### +\$#Application Data Entry

In an environment where different people from different branches are involved in the sale and registration of application forms, EzSchool provides you an easier way of recording their details and tracking their sale points.

The Application Data Entry feature of EzSchool provides you an interface to record the data of application sales and registration in one window. The issue of application forms to the different user Ids, for sale, is monitored centrally by an administrator, so that there is no confusion in finding the sale point of an application form. You also have the facility to register application forms sold at one branch, at another branch.

To access this option, open the **Database** module in the main menu, point on **Applications**, and in the sub-menu, click on **Application Data Entry**.

*Database > Applications > Application Data Entry*

The **Application Data Entry** window provides you three options for recording the details of

application forms sales and registration:

1. **Sale** Select this option to enter details of only a sale of application form.
2. **Registration** Select this option to enter details of only a registration of application form.
3. **Sale & Registration** Select this option to enter details of both sale and registration of an application form together.

---

### +\$#Configurations

Before using the **Application Data Entry** window, you have to define the accounts into which, the amount received from application form sales and registration, will be deposited.

You also have to configure the application form settings if you want automatic voucher generation on their sale and/or registration.

To open the **Configuration** window, open the **Options** module in the main menu, and click on **Configure**.

*Options > Configure*

In the **Configuration** window, select **Admissions** in the navigation pane.

#### *Application form Settings:*

Tick this check box so that, the voucher is generated automatically by EzSchool, on the sale of an application form.

Tick this check box so that, the voucher is generated automatically on the registration of an application.

Tick this check box so that, a user is not allowed to sell an application form which is not allotted to him.

Tick this check box so that, the amount paid by a student, at the time of registration, is adjusted against the fee due from the student.

*Application form sale account:*

In the drop-down list **Appl Form Account Id**, select the account into which, the amount collected during the sale of an application form is credited.

*Application form registration account:*

In the drop-down list **Appl Reg Account Id**, select the account into which, the amount collected during the registration of an application form is credited.

In the **Application Amount** box, type the amount to be collected against the sale of an application form.

In the **Registration Amount** Box, type the amount to be collected against the registration of an application. If you don't want to define the amount collected against a registration, leave this box blank.

Now, click on **Apply** and **OK** respectively, to save the settings.

---

### +\$#Sale

To record the sale of an application form, open the **Database** module on the main menu, point on **Applications**, and in the sub-menu, click on **Application Data Entry**.

The **Application Data Entry** window gets opened.

{

1. Select the option button **Sale**.
2. Click on **New**.
3. The **Application No.** box is populated automatically if application forms have been issued to you. When application forms are out of stock, you will get a message saying so. Contact your administrator for fresh allotment. For more details on document issues refer to the section [Document Issues and Cancellations](#).
4. The **App. Amt.** box is also populated automatically with the same amount, which you have specified as the **Application Amount** in the **Configurations** window. If you haven't specified an amount in the **Configurations** window, you have to type it here.
5. In the **Sale Date** box select, or type the date of sale.
6. In the drop-down list **Course**, select the name of the course, which the student is applying for.
7. In the drop-down list **Category**, select the name of the class-category, which the student is applying for.
8. In the **Student Name** box, type the name of the student.
9. In the **Gender** box, select the gender of the student.
10. In the **Guardian** box, type the name of the student's guardian.
11. Click on **Save**.

Select the check box  if you want that a receipt is printed automatically when a transaction is saved.

If you want to print the receipt manually click on **Print**  
 You are not allowed to edit the saved information under this option.

To clear the fields, click on **Refresh**

### +\$#Registration

Use this option to record the details of the registration of an already sold application form. To register an application form, open the **Database** module on the main menu, point on **Applications**, and in the sub-menu, click on **Application Data Entry**.  
 {

1. Select the option button **Registration**.
2. Click on **New**.
3. In the **Application No.** box, type the application number of the student from the application form.

The other information, related to the application form sale, gets populated automatically when you press the **Tab** key.

In the **Registration Payment Details** section:

1. In the **Reference No.** box, type a reference number for the transaction.
2. In the **Receipt Date** box, type the date of transaction.
3. In the **Amount** box, type the amount that the student is paying while registering.
4. The **Receipt No.** box is automatically populated with a system generated number.
5. The **Doc. No.** box is automatically populated with the fee receipt number if the receipts are already issued to your Id.
6. In the **Pay Mode** box select the mode of payment.

7. If the payment mode is something other than Cash, the Payment Details section gets enabled.
  - a. In the **Date** box, select the date of transaction.
  - b. In the **No** box, type the serial number of the instrument being used for payment. E.g., Cheque, Demand Draft, Credit Card, etc.
  - c. Type the name of the bank, to which, the instrument belongs, in the **Bank Name** box.
  - d. Type the bank's branch name in the **Branch** box.
8. Click on **Save**.

Select the check box  if you want that a receipt is printed automatically when a transaction is saved.

If you want to print the receipt manually, click on **Print**

The entry, which you have saved, is displayed in the table **Registration Amount Collected Details**.

If you want to make changes in the entry, select it from the table, and click on **Edit**

Similarly, if you want to delete the entry, select it from the table, and click on **Delete**

If you want to edit or delete another entry, type the respective application number in the **Application No.** box and press the **Tab** key.

To clear the fields, click on **Refresh**

The entry becomes visible in the **Registration Amount Collected Details** table.

Now, select it from the table to make changes in it, or delete it.

While doing a registration, you may want to record the details of the payment made by the student to the public relations officer, who sold the form to him.

To record the details of payment made to the PRO, click on  
{

1. In the **Receipt No.** box, type the receipt number of the payment made to the PRO.
2. In the **Receipt Date** box, select the date of the payment.
3. In the **Amount** box, type the amount received by the PRO.
4. In the **Pay. Mode** box, select the mode of payment.
5. If the mode of payment is something other than cash, the **Payment Details** pane gets enabled.
  - a. In the **Date** box, type the date on the instrument of payment.
  - b. In the **No** box, type the serial number of the instrument of payment.
  - c. Type the name of the bank in the **Bank Name** box.
  - d. Type the name of the bank branch location in the **Branch** box.
6. Click on **OK**.
7. Click on **Save** in the **Application Data Entry** window.

The **PRO Payment Details** button is active only under the **Registration** option.

### +\$#Sale and Registration

Use this option when you are selling an application form and immediately registering it also. Use the steps described above in the sections [Application Form Sale](#) and [Application Form Registration](#) to sell and register an application form.

### +\$#Document Issues and Cancellations

EsSchool provides you an easy way of allotting different types of documents, such as, fee receipts, admission forms, etc., between different users and keeping a track of those documents.

The **Documents** sub-menu of the **Database** module helps you monitor the receipts, issues, and cancellation of such documents through the following three options:

1. **Inwards**
2. **Issues**
3. **Cancel**

Basically, these functions are used by only an administrator, and those users who have been given the rights to do so.

---

### +\$#Documents Inwards

When you take delivery of new documents, record their details using this option. To access this option open the **Database** module, point on **Documents**, and then, in the sub-menu, select **Inwards**.

The following window appears:

1. Click on **New** to create a new entry.
2. In the **Document Type** box, select the document which you have received.
3. In the **Received Date** box, enter the current date.
4. In the **Received By** box, select a user from the administrators group. Remember that only those documents can be issued to any user, which have been received by the administrator.
5. In the **Quantity** box, type the quantity of documents that you have received.
6. In the **Start Serial No** box, type the starting serial number of the document set.
7. The **End Serial No** box is populated automatically.
8. In the **Prefix** box, type the common prefix on all the documents in the set.
9. Type the remarks, if any, in the **Remarks** box.
10. Click on **Save**.

The new entry gets added to the table above.

If you want to delete an entry, select it from the table and click on **Delete**.

To close the window, click on **Close**.

---

### +\$#Documents Issues

Once you have taken delivery of new documents, you need to allocate them to different users. To allocate documents to users open the **Database** module, point on **Documents**, and in the sub-menu, select **Issues**.

The following window appears:

{

1. Click on **New** for a new issue.
2. In the **Document Type** box select the document which you have received.
3. In the **Issued Date** box enter the current date.
4. In the **Issued To** box select the user to whom the document is being issued.
5. The **Prefix** box is populated automatically.
6. In the **Quantity** box type the quantity of documents that you are issuing.



7. In the **Start Serial No** box type the starting serial number of the document set.
8. The **End Serial No** box is populated automatically.
9. Type the remarks, if any, in the **Remarks** box.
10. Click on **Save**.

The new entry gets added to the table above.

If you want to delete an entry, select it from the table and click on **Delete**.

To close the window, click on **Close**.

---

#### +\$#Documents Cancel

Sometimes you may have to cancel a receipt or an application form for some reason. Such cancellations have to be monitored strictly to prevent errors arising out of them.

The **Cancel** option helps you in doing so. To access this option open the **Database** module on the main menu, point on **Documents**, and in the sub-menu, select **Cancel**.

The following window appears:

{

1. To cancel a document, click on **New**.
2. In the **Document Type** box select the document which is to be cancelled.
3. In the **Cancelled Date** box enter the date of cancellation.
4. In the **Cancelled By** box select your user Id.
5. In the **Serial No** box type the serial number of the document being cancelled.
6. The **Prefix** box is populated by itself, later.
7. In the **Remarks** box type any comments, if you want to.
8. Click on **Save**.

The new cancellation gets added to the table above.

If you want to delete a cancellation, select it from the table and click on **Delete**.

To close the window, click on **Close**.

---

#### +\$#Transfers

Student transfer, between the branches of an organization has two aspects:

1. Student being transferred-out to another branch.
2. Student being transferred-in from another branch.

Usually, the transfer of a student from one branch to another involves the calculation and distribution of fees among both the branches.

EzSchool provides you the facility of automating these two functions without any hassles.

---

#### +\$#Transfer Out

To conduct a transfer out, open the **Database** module on the main menu, point on **Transfers**, and click on **Out Request**.

The following window appears:

{

To record a new request:

1. Click on **New**.
2. In the **Regd No** box, type the admission number of the student.
3. The **Transfer Amount** box is populated automatically, displaying the amount of fees that the student has paid. You can edit this box. The amount being typed here should not be greater than the total amount paid by the student. It can however, be lesser than the total fee paid by the student. The fee payable by the student, to the branch where he is being transferred, will be the difference of the total fee and the transfer amount.
4. In the **Request Date** box, type the date on which the student's request was received.
5. In the **Transfer Date** box, type the date on which the transfer will be effective.
6. In the **Transfer To** box, select the branch name, where the student wants to get transferred to.
7. In the **Reason** box, type the reason behind the transfer request.
8. In the **Reference No** box, type the reference number for the transaction.
9. In the **Approved Date** box, type the date on which the transfer is approved.
10. In the **Approved By** box, type the name of the person who has approved the transfer.
11. Click on **Save**.

Once saved, the request gets added to the requests list, above.

To delete a request, select it from the list, and click on **Delete**.

To confirm a transfer:

1. Select the entry from the list
2. Click on **Print**, to print the transfer letter.
3. Click on **Transfer**.
4. Click on **Save**.

Once saved, the student's data is removed from the requests list.

---

#### +\$#Transfer In

Transferring in a student, from another branch to your branch, involves three steps:

1. Creating the student's record in the Student Master.
  2. Conducting the transfer in.
  3. Adjusting the fees paid by him at the previous branch.
- 

#### +\$#Creating a new student

To create a new student, open the **Database** module on the main menu, and click on **Students**.

Or, click on the tool button *(Students Database)*.

The **Students Master** window appears.

Now, in this window, enter the details of the student being transferred in as a new student.

{

1. Select a class name in the **Class [Section]** box. The new student will be admitted into this class,
2. Press the **Tab** key to refresh the class details. A list of all the students in the selected class gets displayed in the table below the **Class [Section]** box.
3. Click on **New**.

4. In the bottom pane, the first tab **Profile** is active by default. You have to create the student's profile under this tab.
  5. In the **Admission No** box, type the new admission number for the new student.
  6. In the drop-down list besides it select **Active**. This box indicates the student's status.
  7. In the **First Name** box, type the first name of the student. Similarly, type his **Middle Name** and **Last Name** in the boxes following it.
  8. Type a roll number for the student in the **Roll No** box.
  9. In the **Admn Date** box, select the date from which the admission of the student becomes effective.
  10. In the **DOB** box, type the student's date of birth.
  11. In the list **Type**, select the student type.
  
  12. Similarly, provide the other data and click on **Save**.  
The new student record is now created.
- 

### +\$#Conducting the transfer in

To transfer in the student, open the **Database** module on the main menu, point on **Transfers**, and click on **Transfer In**.

The following window appears:

{

1. Click on **New**.
2. In the **New Regd No** box, type the admission number assigned to the student in the **Student Master**.
3. In the **Transfer Amount** box, type the amount of fee paid by him at the previous branch. This amount is mentioned in the transfer out request that he got from the previous branch, as the transfer amount.
4. In the **From Branch** box, select the student's previous branch name.
5. In the **Remarks** box, type the reason behind the student's transfer.
6. In the **Approved By** box, type the designation of the person authorizing this transfer.
7. In the **Approved Date** box, type the date of approval of the transfer.
8. Click on **Save**.

The student's data is now added to the table above.

Close the Transfer In window by clicking on **Close**.

---

### +\$#Adjusting the fees paid at the previous branch

Once the transfer of a student is completed you need to adjust his fee account with the fee paid by him at the previous branch.

(For more details, refer to the section [Adjusting Fees Collected at another Branch](#))

---

### +\$#Financial Accounting (FA)

The **FA** module in EzSchool helps you completely automate the accounting process of your institute. It helps you with everything ranging from simple voucher entries to complicated financial statement preparations. With the help of this module, EzSchool eliminates the requirement of any separate

accounting software.

---

### +\$#Accounts Master

To start the accounting process of your organization, you have to create the different accounts into which transactions are recorded.

The **Accounts** master provides you the facility of creating new accounts in your books and also shows you a summary of all your accounts.

To open the **Accounts** master window, open the **FA** module on the main menu, and click **Accounts**.  
*FA > Accounts*

Or, click the tool button **Accounts** on the main tool bar.

{

The **Accounts** window has a navigation pane on the left side which lists all your accounts groups and sub-groups in the form of a tree.

When you select a group or sub-group of accounts in the navigation pane, all the subgroups and accounts belonging to it are displayed in the details pane on the right side. The details pane also displays the summary of individual accounts, viz. opening balance of the financial year, total debits till date, total credits till date, the closing balance on the date, and the budget allocated for that account.

At the bottom of the pane you can see the total of opening balances, total of debits and credits, and the total of closing balances of all the accounts combined.

All the Debit values are represented by **Dr**, and all the Credit values are represented by **Cr**.

The four main groups of accounts, **Assets**, **Liabilities**, **Income** and **Expenses**, along with their main sub-groups and accounts are pre-defined in EzSchool. If you want, you can use them as they are, or you may also delete them and create new ones as per your requirement.

If you want to view the divisions in a group or sub-group, select it in the navigation pane, right-click anywhere in the same pane, and select the **Expand** option to view all divisions of that group or subgroup. Similarly, you can right click anywhere in the navigation pane, and select **Expand All** to expand all the main groups.

{

If you want to hide the divisions in a group or subgroup, select it in the navigation pane, right-click anywhere in the same pane, and select **Collapse**. Similarly, you can right click anywhere in the navigation pane, and select **Collapse All** to hide the divisions of all the main groups.

To refresh the accounts' summaries, click **Refresh**.

If you want to search an account, a sub-group, or a main group you can do so by typing its name in the search box below the navigation pane.

{

As you type something in the search box, the most relevant account, sub-group or main group gets highlighted in the navigation pane or the details pane, as the case maybe

Click the arrow buttons besides the search box to move to the previous or next most relevant name

or Id.

---

#### +\$#Creating a Main Group of Accounts

Open the [Accounts Master](#).

If you want to create a main group, select any other main group.

Click **New Group** on the tool bar

{

Or, right click anywhere in the navigation pane and select **New Group**.

The following dialog box appears

{

Type the name of the group in the **Group Name** box, and click **OK**.

The new main group gets added to the list in the navigation pane of the **Accounts** window.

---

#### +\$#Creating a Sub Group of Accounts

Open the [Accounts Master](#).

If you want to create a sub-group inside a main group, select that main group in the navigation pane.

If you want to create a sub-group inside another sub-group, select that sub-group in the navigation pane.

Click **New SubGroup** on the tool bar.

{

Or, right click anywhere in the navigation pane, or the details pane, and select **New SubGroup**.

The following dialog box appears

{

Type the name of the sub-group in the **Sub-Group Name** box, and click **OK**.

The new sub-group gets added to the list in the navigation pane of the **Accounts** window.

If you want to create a sub-group at the same level as another sub-group (inside a main group);

select that sub-group and click **New Group** on the tool bar; or right click anywhere on the navigation pane, and select **New Group**.

The following dialog box appears:

{

Type the name of the sub-group in the **Group Name** box, and click **OK**.

The new sub-group gets added to the list in the navigation pane.

---

## +\$#Creating a New Account

Open the [Accounts Master](#).

Select the group or sub group, where the new account needs to be created, in the navigation pane.

Click **New Account** on the tool bar.

{

Or, right click anywhere in the navigation pane, or the details pane, and select **New Account**.

The following dialog box appears

{

1. In the **Account Id** box, type an Id for the account.
2. If you want to create accounts with the same prefix followed by a serial number, click **Get Next Serial No.** Clicking this button adds a number at the end of the Id that you typed in the **Account Id** box.
3. In the **Account Name** box, type the full name of the account.
4. Select an account type in the **Type** box. This option helps you group the account into one of the following categories.
  - a. Account Selecting this implies that this is a general account.
  - b. Cash Implies that this is a cash account.
  - c. Bank Implies that this is a bank account.
  - d. Fee Implies that this is a fee collection account.

There are many instances in EzSchool, where you have to select an account from a drop-down list. Categorizing the accounts is necessary for ensuring that an account Id is displayed in all the relevant lists.

5. In the **Opening Balance** box, type the opening balance in that account for the current financial year.
6. In the box next to **Opening Balance**, select the type of the opening balance, i.e., whether it is a debit balance, or a credit balance.
7. While creating a new account you may want to restrict the payments made out into an account at a specified amount. You can do this by specifying a budget limit for that account in the **Budget Amount** box. This limit will be applicable to the current financial year. When you specify a budget limit for an account, EzSchool displays a reminder while you are trying to save the payment voucher which crosses that limit. If you type the digit Zero in the **Budget Amount** box, it implies that no limit has been set, and hence, no reminder is displayed while making voucher entries. You can also block transactions in an account once; a specified percentage of the budget limit is used up. To

block transactions, open **EzSchool Configuration** and click **Accounts**. Select the check box . You can type any percentage in the textbox here. Once the payments made into an account reach this percentage, further payments into it are blocked. After selecting this check box if you specify the budget limit for an account as zero, you cannot make any payments into it.

8. In the **Consider As** box, select whether the account is a **Main Account**, a **Sub Account**, or both a **Main Account and Sub Account**. The accounts specified as **Sub Account**, or **Main Account and Sub Account**, are displayed later in all the drop-down lists labeled as **Sub Account** in EzSchool. The usage of this feature can be explained through the following scenario; suppose your organization is spending money on construction, so you create a construction account as a main account wherein you can show all the transactions related to construction. Now suppose you also want to record separately, how much you spend on bricks, cement etc. In that case, you have to

create accounts for these sub-heads as well. Now, while making a voucher entry, you can specify both the main account and the corresponding sub-account. So, if you want to see the entire construction cost you can select the main account as the report parameter and if you want to see the cost of bricks and cement separately, you can specify the sub account as the report parameter.

9. Select the accounting cost center in the **Cost Center** box. (See also, [Cost Center Master](#))

10. Click **OK** to save the new account, or click **Cancel** if you don't want to save the new account. The new account is now added to the group or sub group in the **Accounts** window.

---

#### +\$#Deleting a Sub-Group or Group of Accounts

Open the [Accounts master](#) window.

To delete a group, or a subgroup of accounts, select it in the navigation pane, and click the tool

button **Delete** on the toolbar;

{

Or right-click anywhere on the navigation pane, and select **Delete**.

A dialog box appears asking for confirmation.

Click **Yes** to proceed with deleting, or click **No** to cancel deleting.

If you click **Yes**, the group or sub-group gets deleted.

You can also delete a sub-group by selecting it in the details pane. Just right click the sub-group name displayed in the **Id** column, and then select **Delete**.

Remember that you cannot delete a group or sub-group which contains other sub-groups or accounts.

---

#### +\$#Deleting an Account

Open the [Accounts Master](#).

To delete an account, select the account Id in the **Id** column of the right pane and click the tool

button **Delete** on the toolbar;

{

Or right-click the account Id in the **Id** column, and select **Delete**.

A dialog box appears asking for confirmation.

Click **Yes** to proceed with deleting, or click **No** to cancel deleting.

Once you click **Yes**, the account gets deleted.

Remember that you cannot delete an account if any transactions have been recorded in it.

---

#### +\$#Editing the Names of a Group or Sub-Group of Accounts

To edit the names of a group or subgroup of accounts select it in the navigation pane of

the [Accounts Master](#), and click **Edit** on the tool bar; or right-click anywhere on the navigation

pane, and select **Edit**. The following dialog box appears:  
{

The **Group Name** box displays the current name of the group or sub-group that you selected. Change the name and click **OK**. The name gets changed.

---

#### +\$#Editing the Properties of an Account

To edit the properties of an account open the [Accounts Master](#).

Navigate to the Account Id in the details pane. Select the Account Id in the **Id** column and click **Edit** on the tool bar; or right click the Account Id and select **Edit**.

{

Make changes in the required fields and click **OK** to apply them. Remember that you cannot edit the **Account Id**.

---

#### +\$#Creating Staff Accounts

EzSchool provides you the facility of creating the accounts of all staff members with a single click of button.

To create staff accounts, open the [Accounts Master](#), and click **Create staff accounts** on the tool bar. Remember to select the correct group and subgroup of accounts before doing so. Once you have clicked on the icon, a dialog box will appear asking you to confirm the group or subgroup where you are creating the staff accounts.

{

Click **Yes** for confirmation, and **No** for cancellation. When you click **Yes** the staff accounts are created and get added to the list in the **Accounts Master**.

This feature creates the accounts for only the new staff members whose accounts are not already created. Hence, the already existing staff accounts are not effected in any way.

---

#### +\$#Student's Accounts

Whenever you add a new student, EzSchool automatically creates an account for that student, so you don't need to create them separately in the [Accounts Master](#). Remember that these accounts are not visible in the **Account Master**, but they are there in the back-end. Every transaction related to the student, like the fee dues, collections, etc., are recorded in such accounts. When a student is deleted, his account also gets deleted from the database.

(See also, [Students Master](#))

---



### +\$#Moving an Account from One Group to Another

Moving an account from one group or sub-group, in the [Accounts Master](#), is as easy as a cut and paste action. To move an account, navigate to the account in the details pane of the **Accounts Master**. Right click the account Id in the **Id** column, and select **Cut**. Now in the navigation pane select the group, or the sub-group, where you want to move the account to. Right click anywhere in the navigation pane, or the details pane, and select **Paste**. The account is now moved from its previous location to the new one.

---

### +\$#Monthwise Account Balances

There are two ways of viewing the month wise balances in your accounts both of which are described here.

Open the [Accounts Master](#). Navigate to the account that you want to view, and select the account id

in the **Id** column. Click **Zoom** on the tool bar, or simply double-click the account Id.

The **Monthwise Accounts Balances** window appears:

{

This window displays the current closing balance, the year's opening balance, and the closing balances of individual months respectively, for the account selected in the **Accounts** master window.

The second way to access this functionality is by clicking open the **FA** module on the main menu, and selecting **Accounts Monthly Balances**.

*FA > Accounts Monthly Balances*

In this case the **Monthwise Accounts Balances** window appears in the following form:

{

In this window:

When there is no balance in a particular column, only zeros are displayed in it. If you don't want the

zeros to be displayed, select the check box . Deselecting this check box again enables the display of zeros.

If you don't wish the amounts to be displayed in the decimal format, deselect the check box .

Selecting this check box again enables the decimal format.

Once this window is opened, you can view the month wise balances of any account here.

In the **Select Option** box, four options are given;

**1. Selected Account** You are allowed to view an individual account by typing its account Id in the **Account Id** box on the right side. The **Account Id** box gets enabled only when you select **Selected Account** in the **Select Option** box. In the **Account Id** box, type the account Id if you know it, and press **Tab**. If you don't know the account Id, press **F2** on your keyboard to access the **Lookup** window which lists all the accounts. Even if you type a wrong account Id in the **Account**

**Id** box, and press **Tab**, the **Lookup** window gets opened. Select an account in this window and press **OK** to return to the **Monthwise Accounts Balances** window. There, ensure that the cursor is located in the **Account Id** box, and press **Tab** to refresh the table.

**2. All Incomes** All accounts created in the main group **Income**, get displayed. After selection, press **Tab** to refresh the table.

**3. All Expenditures** All accounts created in the main group **Expenditure**, get displayed. After selection, press **Tab** to refresh the table.

**4. Cash and Bank Accounts** All accounts created with the account type **Cash** or **Bank**, get displayed. After selection, press **Tab** to refresh the table.

Once you have opened the month wise balances of an account, you can view the further details for a particular month by double clicking the amount given in the respective column.

{

For example, if you want to view the details for the month of June, double click the amount displayed in the column named **June 07**. The date wise details, for that month, get displayed in a new window.

---

#### +\$#Monthwise Balances Report

Open the [Monthwise Account Balances](#) window.

Click **Print** if you want to print a report. The following window appears:

{

If you need a consolidated report that is not generated on a cost center wise basis, click **Yes**.

If you need a cost center wise report, click **No**.

If you click **Cancel**, the report generation is cancelled.

When you select **Yes**, a dialog box appears listing the account(s) that are displayed in the **Monthwise Account Balances** window.

{

In the dialog box select the accounts that you want to appear in the report by ticking the check boxes against them, and click **OK**.

The report window appears displaying the details of the selected accounts.

If you select a cost-center wise report, a dialog box appears listing all the accounts displayed in the **Monthwise Account Balances** window along with all the cost-centers in your organization.

{

In the dialog box select the accounts and cost-centers that you want to appear in the report, by ticking the check boxes against them. Click **OK**.

The report window appears displaying the details of accounts you selected on a cost-center wise basis. Only the cost-centers that you selected are displayed in the report.

---

#### +\$#Accounts Drilldown

The **Accounts Drilldown** option provides you the details of all main groups of accounts, from top to bottom, through a single window.

You can drill down through the top most hierarchical level of a main group to its sub-groups, and individual accounts. The window displays you the opening balance of the financial year, total debits till date, total credits till date, and the current closing balance of all groups, sub-groups, and accounts, as you drill into the lower hierarchies. Further you can drill down into an account's month wise balances, its daily balances, and even into each and every voucher entry.

You can also edit the voucher entries that are related to payments and receipts. Note that you can't

edit a Journal Voucher.

To access this window, open the **FA** module and click **Accounts Drilldown**.

*FA > Accounts Drilldown*

{

When you open this window you are shown the details of the main accounting groups created in the **Accounts Master**. To access the lower hierarchies in that group you can either double click the

row; or select it, and click the tool button **Zoom In** .

When you double click a main group, all the sub-groups and accounts within that main group get displayed.

When you double click a sub-group, all the accounts within it get displayed.

When you double click an account, those months' balances are displayed during which some transaction has taken place in that account.

When you double click a month's balances the day wise balances, as on the dates when some transaction has taken place in that account, get displayed.

When you double click a date's balances, all the voucher entries made on that date get displayed. If a voucher had sub entries, all of them are displayed separately.

If the Zoom In button gets disabled, it means that either you are at the end of the hierarchy, or no transactions exist at the lower hierarchies.

To go back to a higher level of the hierarchy, use the **Zoom Out** button.

The icon at the left end of every row shows the hierarchical level of that row. The definition of the icons is displayed at the right bottom of the **Accounts Drilldown** window.

The text displayed at the bottom of the window also shows you the hierarchical level where you are currently.

Similarly the text above the table also displays your hierarchical level in details.

You have the option to filter the accounts details based on [Cost Centers](#). To filter, select a cost center from the drop-down list **Cost Center filter**. When you select a Cost Center, only the balances and transactions related to that cost center are displayed in this window.

(See also, [Cost Center Master](#))

---

+\$#Editing a Voucher Entry in Accounts Drill Down

While viewing the [Accounts Drilldown](#) window, you have the option to edit the voucher entries related to receipts and payments.

To edit a voucher entry, navigate to the entry by using the tool button **Zoom In** .

Once you have selected the voucher entry, click **Zoom In** again, or double click the selected entry itself. A window appears displaying the details of the voucher entry.

{

In the window:

The **Type** box displays the voucher type, i.e., payment voucher, or receipt voucher.

The **Date** box displays the date of the voucher entry.

The **No.** box displays the voucher number.

The **Sl. No.** box displays the serial number of the sub-entry in the same voucher.  
The **Account Name** box displays the other account's name to which the transaction is related.  
You can make changes only in the **Amount** and **Narration** boxes.  
After making the required changes click **Save**. If you don't want to apply the changes you made, click **Cancel**.  
Remember that you cannot edit a Journal Voucher entry in this window. All the receipt vouchers are denoted by **Rec** in the **Type** column of the **Accounts Drilldown** window. Similarly, payment vouchers are denoted by **Pay** and journal vouchers are denoted by **JVRec**, or **JVPay**.

---

#### +#Vouchers

The **Vouchers** option in the **FA** module helps you create, edit, view and print all kinds of voucher entries through a single window. To access this window, open the **FA** module and click **Vouchers**.  
*FA > Vouchers*  
{

The table on this window displays you the most recent voucher entry, if any. The details related to the same entry populate the respective fields on the window.

Remember that before trying to make voucher entries you must ensure that the accounts and the voucher types are already defined.

(See also, [Creating a New Account](#))

(See also, [Voucher Types](#))

You can make four kinds of voucher entries through this window. These are the basic types of vouchers that exist in EzSchool and form the base of all the vouchers types that you create.

1. [Payment Vouchers](#)
  2. [Receipt Vouchers](#)
  3. [Journal Vouchers](#)
  4. [Purchase Vouchers](#)
- 

#### +#Configurations

Open the **Options** module, and click **Configure**. The **EzSchool- Configuration** window appears. In the navigation pane, select **Accounts**, to set the configurations related to accounts.

The Configurations related to voucher entries are as follows:

{

#### Under #Voucher Settings:

■.....You can set whether the voucher numbers should be generated on a **Daily** basis, or on a **Yearly** basis, by selecting one of the option buttons besides **Number Generation**. If you select **Daily**, voucher numbering will start afresh from 1, everyday. If you select **Yearly**, the numbering will start from 1 in the beginning of the year, and the same sequence will continue throughout the year.

■.....Select the check box  , if you want that the voucher prefix, specified in the [Voucher Types](#) master, be displayed in the voucher printouts.

■.....Select the check box  , if you want that voucher entries freeze automatically, once they are saved. Once a voucher entry freezes, it can't be edited or deleted by any user, unless it is unfrozen again. Only an administrator can unfreeze the voucher entry again. (See also, [Freeze/Unfreeze Vouchers](#))

■.....Select the check box  , to restrict voucher entries being made with a future date.

■.....Select the check box  , to restrict voucher entries with a past date.

■.....Select the check box  , to restrict payment voucher entries into an account, once the budget allocated for it has been utilized. In the accompanying box you can specify a percentage of the budget amount which can be utilized without any warning. Once the total payments into an account exceed the percentage of its budget limit specified here, EzSchool displays you a warning message. The entries are, however, blocked only after 100% of the budget limit gets utilized.

■.....When you receive or pay an amount through a cheque a voucher entry is done for the same. If later on the cheque gets bounced, a reverse voucher entry is required for canceling the previous

entry. You need to specify the voucher type for such reverse entries in the  box.

■.....EzSchool provides you two printout formats for vouchers, and you have to select one of them

in the  box. The two options are, either you leave the box blank, or type **N** in it.

Also, you have to ensure that you mentioned the current financial year under **Financial Year**. If the date of voucher entry does not fall in the financial year specified here, you cannot make any voucher entries.

---

#### +\$#Payment Voucher

A payment voucher is used to record the payments made out of your cash or bank accounts to any other account.

To create a payment voucher, open the [Vouchers](#) window.


The **Payments** tab is active by default. If it's not active, click it.

{

The first drop-down box lists the voucher types created with the base type as 'Payments'. (See also, [Voucher Types](#))

By default, this list consists of the types **Payments** and **Pocket Money Payments**.

1. Select the payment voucher type.

2. Click the tool button  (*New Voucher*) on the tool bar provided at the bottom of the window.

3. The **Date** box is populated with the current date automatically, based upon your system date. You can edit the date displayed here, if you have not set configurations blocking the same. (See also, [Configurations](#))

4. The **No.** box is populated automatically with a system generated voucher number. (See also, [Voucher Settings](#))

5. In the **From** box, select a cash or bank account from which the payment is being made. This box displays all the accounts which were created with the **Account Types** as Cash or Bank. (See

also, [Creating a New Account](#))

6. In the **Paid To** box, select the account into which the payment is being done. This box lists all the accounts in your organization except those of individual students, staff members and those which were created as **Sub Accounts**. The accounts displayed here are those which were created as either "**Main Account**," or "**Main Account and Sub Account**". (See also, [Creating a New Account](#))

7. In the **Amount** box, type the amount of the transaction in rupees.

8. The **Dr/Cr** box reflects the nature of the transaction, i.e., whether it is a Debit or a Credit. This

box becomes visible only when you have selected the check box under Voucher Settings in **EzSchool Configurations**. The path is *Options > Configure > Accounts*.

9. In the **Narration** box, type the narration for the transaction.

10. If the transaction is being done through a cheque, type the cheque number in the **Cheque No** box, and the presenting date in the **Date** box. These boxes get enabled only when you have selected a bank account in the **From** box.

11. In the **Sub Account** box, select the sub account, to which this transaction is related to. This box lists all the accounts which were created as either "**Sub Account**," or "**Main Account and Sub Account**". (See also, [Creating a New Account](#))

12. The **Student** box is given here solely for the purpose of displaying the student Id with which a previous receipt or payment voucher was related to, while you are viewing the voucher.

13. In the **Cost Center** box, select the cost center with which the transaction is related to. (See also, [Cost Center Master](#))

14. While you have selected a previous voucher entry related to a payment which was done by cheque, you can view the cheque clearing date in the **Clearing Date** box.

15. If you want, you can manually assign a reference number to this transaction in the **Ref No.** box.

16. In the **P.O No.** box, type the purchase order number if the entry is related to a purchase.

17. Click the tool button (Save), to save the entry.

Once saved the voucher entry gets displayed in the table.

While making a voucher entry if you choose not to save the entry and abandon it, click the tool

button (Cancel). The entry gets cancelled mid-way.

While making an entry, as soon as you select a bank or cash account, the balance in that account gets displayed at the bottom of the **Vouchers** window.

{

---

### +\$#Sub-Entries in a Payment Voucher

Sometimes you may want to make more than one sub-entries in the same voucher.

In such cases click (New Voucher) and make the first entry. Save it by clicking (Save). (See also, [Payment Voucher](#))

You can see the same entry in the table on the left.

Now click the tool button (New Entry) and make the second sub-entry. Click (Save). The second sub entry also gets added to the table.

You can see that EzSchool assigns different serial numbers to the different sub-entries in the **SNo** column of the table, while the voucher number for all of them remains the same. You can

add as many sub-entries as you want, the same way.

At the end, you can type a joint narration also in the **Voucher Narration** box below the table.

In case you want to add a sub-entry to a voucher, which you had saved sometime before, you have to open that voucher first. (See also, [Viewing a Voucher Entry](#))

After opening the voucher click  (New Entry) and add the sub-entry to it. Click  (Save).

The sub-entry gets added to the same voucher.

---

#### +##Receipt Vouchers

A receipt voucher is used for recording the payments received into your cash or bank accounts from another account.

To create a new receipt voucher, open the [Vouchers](#) window.

Click the **Receipts** tab.

{

The first drop-down box lists the voucher types created with the base type as 'Receipts'. (See also, [Voucher Types](#))

By default this list consists of the types **Receipts** and **Fee Submissions**.

1. Select the receipt voucher type.
2. Click the tool button  (New Voucher) on the tool bar provided at the bottom of the window.
3. The **Date** box is populated with the current date automatically, based upon your system date. You can edit the date displayed here, if you have not set configurations blocking the same. (See also, [Configurations](#))
4. The **No.** box is populated automatically with a system generated voucher number. (See also, [Voucher Settings](#))
5. In the **Deposited In** box, select the cash or bank account into which the payment is being deposited. This box displays all the accounts which were created with the **Account Types** as Cash or Bank. (See also, [Creating a New Account](#))
6. In the **Recd From** box, select the account from which the payment is being received. This box lists all the accounts in your organization except those of individual students, staff members and those which were created as **Sub Accounts**. The accounts displayed here are those which were created as either "**Main Account**," or "**Main Account and Sub Account**". (See also, [Creating a New Account](#))
7. In the **Amount** box, type the amount of the transaction in rupees.
8. The **Dr/Cr** box reflects the nature of the transaction, i.e., whether it is a Debit or a Credit. This

box becomes visible only when you have selected the check box  under Voucher Settings in **EzSchool Configurations**. The path is *Options > Configure > Accounts*.

9. In the **Narration** box, type the narration for the transaction.

10. If the transaction is being done through a cheque, type the cheque number in the **Cheque No** box, and the presenting date in the **Date** box. These boxes get enabled only when you have selected a bank account in the **Deposited In** box.

11. Type the name of the cheque issuing bank in the **Bank Name** box.

12. Type the name of the bank's branch in the **Branch** box.

13. In the **Sub Account** box, select the sub account, to which this transaction is related to. This box lists all the accounts which were created as either "**Sub Account**," or "**Main Account and Sub**

**Account"**. (See also, [Creating a New Account](#))

14. The **Student** box is given here solely for the purpose of displaying the student Id with which a previous receipt or payment voucher was related to, while you are viewing the voucher.

15. In the **Cost Center** box, select the cost center with which the transaction is related to. (See also, [Cost Center Master](#))

16. While viewing a previous voucher entry, the **R. No.** box displays the receipt number related to that transaction.


17. While you have selected a previous voucher entry related to a receipt through cheque, you can view the cheque clearing date in the **Clearing Date** box. (See also, [Clearing Date Entry](#))

18. If you want, you can manually assign a reference number to this transaction in the **Ref No.** box.

19. Click the tool button  (Save), to save the entry.

Once saved, the voucher entry gets displayed in the table.



While making a voucher entry if you choose not to save the entry and abandon it, click the tool

button  (Cancel). The entry gets cancelled mid-way.



---

#### +\$#Sub-Entries in a Receipt Voucher

Sometimes you may want to make more than one sub-entries in the same voucher.

In such cases click  (New Voucher) and make the first entry. Save it by clicking  (Save). (See also, [Receipt Voucher](#))



You can see the same entry in the table on the left.

Now click the tool button  (New Entry) and make the second sub-entry. Click  (Save). The second sub entry also gets added to the table.

You can see that EzSchool assigns different serial numbers to the different sub-entries in the **SNo** column of the table, while the voucher number for all of them remains the same. You can add as many sub-entries as you want, the same way.

At the end, you can type a joint narration also in the **Voucher Narration** box below the table. This narration gets displayed in the voucher printouts only when you print it in a clubbed form.

In case you want to add a sub-entry to a voucher, which you had saved sometime before, you have to open that voucher first. (See also, [Viewing a Voucher Entry](#))

After opening the voucher click  (New Entry) and add the sub-entry to it. Click  (Save).

The sub-entry gets added to the same voucher.

---

#### +\$#Journal Vouchers

Journal voucher entry is a bit different from payments and receipts. Every journal entry must cover both the debit and credit aspects of a transaction, and hence, every transaction is recorded as two or more sub entries in such a way that the debit value equals the credit value.

To create a new journal voucher, open the [Vouchers](#) window.

Click the **Journal Vouchers** tab.

{



The first drop-down box lists the voucher types created with the base type as 'Journal Vouchers'.  
(See also, [Voucher Types](#))

By default this list consists of only the type **Journal Vouchers**.

1. Click the tool button *(New Voucher)* on the tool bar provided at the bottom of the window.
2. The **Date** box is populated with the current date automatically, based upon your system date. You can edit the date displayed here, if you have not set configurations blocking the same. (See also, [Configurations](#))
3. The **No.** box is populated automatically with a system generated voucher number. (See also, [Voucher Settings](#))
4. In the **Account** box, select the account which will be debited or credited.
5. In the **Debit/Credit** box, select the nature of the transaction, i.e., whether the currently selected account is being debited or is it being credited.
6. In the **Amount** box, type the monetary value of the transaction in rupees.
7. In the **Narration** box, type the narration for the transaction.
8. If the transaction is being done through a cheque, type the cheque number in the **Cheque No** box, and the presenting date in the **Date** box.
9. In the **Sub Account** box, select the sub account, to which this transaction is related to. This box lists all the accounts which were created as either "**Sub Account**," or "**Main Account and Sub Account**". (See also, [Creating a New Account](#))
10. The **Student** box is given here solely for the purpose of displaying the student Id with which a previous voucher, which you are viewing, is related to.
11. In the **Cost Center** box, select the cost center with which the transaction is related to. (See also, [Cost Center Master](#))
12. If you want, you can manually assign a reference number to this transaction in the **Ref No.** box.

13. Click the tool button *(Save)*, to save the entry.  
Once saved, the voucher entry gets displayed in the table.  
While making a voucher entry if you choose not to save the entry and abandon it, click the tool

button *(Cancel)*. The entry gets cancelled mid-way.

As mentioned earlier, you have to cover both the debit and credit aspects of a transaction as two

separate sub entries. So, once you save an entry click the tool button *(New Entry)* and add another sub entry covering the other aspect of the transaction. You can have as many sub entries in a voucher as you want, but at the end, the sum of the debit values must equal the sum of the credit values. You can save a journal voucher only when the debit and credit values get tallied.

The narration that you type in the **Voucher Narration** box under this tab does not get displayed in the voucher printouts.

---

#### +\$#Purchase Vouchers

A purchase voucher entry is also similar to a journal voucher entry. Every entry must cover both the debit and credit aspects of a transaction, and hence, every transaction is recorded as two or more sub entries in such a way that the debit value equals the credit value.

To create a new purchase voucher, open the [Vouchers](#) window.

Click the **Purchase Vouchers** tab.

{

The first drop-down box lists the voucher types created with the base type as 'Journal Vouchers'.  
(See also, [Voucher Types](#))

By default this list consists of only the type **Purchase Vouchers**.

1. Click the tool button *(New Voucher)* on the tool bar provided at the bottom of the window.
2. The **Date** box is populated with the current date automatically, based upon your system date. You can edit the date displayed here, if you have not set configurations blocking the same. (See also, [Configurations](#))
3. The **No.** box is populated automatically with a system generated voucher number. (See also, [Voucher Settings](#))
4. In the **Account** box, select the account which will be debited or credited.
5. In the **Debit/Credit** box, select the nature of the transaction, i.e., whether the currently selected account is being debited or is it being credited.
6. In the **Amount** box, type the monetary value of the transaction in rupees.
7. In the **Narration** box, type the narration for the transaction.
8. In the **Sub Account** box, select the sub account, to which this transaction is related to. This box lists all the accounts which were created as either "**Sub Account**," or "**Main Account and Sub Account**". (See also, [Creating a New Account](#))
9. In the **Cost Center** box, select the cost center with which the transaction is related to. (See also, [Cost Center Master](#))
10. If you want, you can manually assign a reference number to this transaction in the **Ref No.** box.

11. Click the tool button *(Save)*, to save the entry.

Once saved, the voucher entry gets displayed in the table.

While making a voucher entry if you choose not to save the entry and abandon it, click the tool

button *(Cancel)*. The entry gets cancelled mid-way.

As mentioned earlier, you have to cover both the debit and credit aspects of a transaction as two

separate sub entries. So, once you save an entry click the tool button *(New Entry)* and add another sub entry covering the other aspect of the transaction. You can have as many sub entries in a voucher as you want, but at the end, the sum of the debit values must equal the sum of the credit values. You can save a purchase voucher only when the debit and credit values get tallied.

The narration that you type in the **Voucher Narration** box under this tab does not get displayed in the voucher printouts.

---

#### +\$#Viewing a Voucher Entry

To view a voucher entry, open the [Vouchers](#) window.

By default, it displays the most recent voucher entry, if any, under each tab.

The **Vouchers** window provides you three tools for finding a previous voucher entry.

##### **Find:**

This option is useful when you know the exact date of the voucher entry, and also the voucher number.

Click the tool button *(Find)*, the cursor immediately moves to the **Date** box. In this box, type the date of the entry.

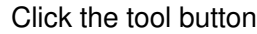
In the **No.** box, type the voucher number.

Press **Tab**.

The voucher entry, that you are looking for, gets displayed in the table below.

**Search:**

This tool is more useful when you are not exactly sure about the voucher date and number. Further this tool provides you more filter options to find what you are looking for.


Click the tool button  (*Search*). The following dialog box appears:

{

This dialog box lets you search vouchers based on one of the following options:

1. **Voucher Date & No** Use this option when you know exactly the voucher date and number. Select this option and then, select the voucher date in the **Voucher Date** box, and type the voucher number in the **Voucher No** box. Then, click **Search Next**, or **Search Prev**. The voucher gets displayed in the **Vouchers** window. If no vouchers exist with the provided number a message gets displayed, conveying the same. The **Voucher Date** box is enabled for only this one option.
2. **Receipt No** Use this option when you have to search for the voucher related to a specific Receipt Number. Select this option and type the receipt number in the **Receipt No containing** box. Click **Search Next**, or **Search Prev**, as the case may be. The result, if any, gets displayed in the **Vouchers** window.
3. **Account Id** Use to search for vouchers related to a specific account. Select this option and type the account Id in the **Account Id containing** box. If you don't want to type the full name, you can search by typing just a part of the name also.
4. **Narration** Use this option when you want to search for a specific narration. Type the narration, or a part of it in the **Narration containing** box.
5. **Amount** Use this option to search for a specific transaction amount. Type the exact amount for the exact result, or part of the amount, to search from all similar vouchers. Click **Search Next** or **Search Prev** for similar results.
6. **Cheque Number** Type a cheque number or part of it in the **Cheque Number containing** box, to search for the voucher related to it.
7. **Sub Account Id** Type a sub-account Id, or part of it, in the **Sub Account Id containing** box, to search for the vouchers related to that sub account.
8. **Student Id** Type a student Id, or part of it, in the **Student Id containing** box, to search for the vouchers related to it.
9. **Cost Center** Type the name of a [cost center](#), or part of it, in the **Cost Center containing** box, to search among the vouchers belonging to that cost center.
10. **Bank Name** Type the name of a bank, or part of it, through which you received an amount by cheque, or demand draft, etc., in the **Bank Name containing** box, to find the vouchers related to it.
11. **Branch Name** Type the name or part of it, of one of your branches in the **Branch Name containing** box, to find a voucher related to it.
12. **Voucher Number** Use this option when you have the voucher number, but you don't know the exact date. Type the number in the **Voucher No** box to look at all the similar voucher numbers, one by one.

Select one of the options, type the search term, and click **Search Next**, or **Search Prev** to find the result. Click **Search Next** or **Search Prev** again for results containing the similar terms. The result is displayed in the **Vouchers** window only. Click **Close** to close the dialog box.

Apart from the two tools **Find** and **Search**, you can also use the navigation buttons , provided on the tool bar, to navigate to the previous or next vouchers.

---

### +\$#Editing a Voucher Entry

To edit a voucher entry, open the [Vouchers](#) window.

Select which kind of voucher you want to edit by clicking the appropriate tab, viz. **Payments**, **Receipts**, **Journal Vouchers**, or **Purchase Vouchers**.

Use one of the [search tools](#) to navigate to the voucher that you want to edit.

Once the voucher gets displayed in the **Vouchers** window, click [\(Edit\)](#).

Make changes in the required fields and click [\(Save\)](#).

In case of Payments, you cannot make changes in the **Date**, **No**, and **From** boxes.

In case of Receipts, you cannot make changes in the **Date**, **No**, and **Deposited In** boxes.

You cannot make changes in the **Date**, and **No** boxes under Journal Vouchers and Purchase Vouchers also.

(See also, [Edit Voucher Date/Voucher Number](#))

Remember that you can edit only those vouchers which you had created through this window only.

All those vouchers which were generated automatically from some other window, or menu option, cannot be edited from the **Vouchers** window. To edit such a voucher, first delete it from

the **Vouchers** window, and go back to the other window where the transaction was originally recorded. Search the respective transaction, edit it, and then generate the voucher again.

Also note that, once you Freeze a voucher, it can't be edited unless you unfreeze it again. (See also, [Freeze Vouchers](#))

### +\$#Deleting a Voucher Entry

If you want to delete a voucher entry, open the [Vouchers](#) window.

Specify the voucher type that you want to delete, by clicking the appropriate tab,

viz., **Payments**, **Receipts**, **Journal Vouchers**, or **Purchase Vouchers**, and selecting one of the voucher types from the first drop-down list.

Use one of the [search tools](#) to navigate to the voucher that you want to delete.

Once the voucher gets displayed in the **Vouchers** window, click [\(Delete\)](#) on the tool bar.

Remember that, once you Freeze a voucher, you can't delete it unless you unfreeze it again.

(See also, [Freeze Vouchers](#))

### +\$#Printing a Voucher

To print a voucher while viewing it in the [Vouchers](#) window, click [\(Print\)](#) on the tool bar.

[Printing Payment and Receipt Vouchers.](#)

[Printing Journal and Purchase Vouchers.](#)

### +\$#Payments and Receipts

EzSchool provides you two formats for printing the Payment and Receipt vouchers, the Default format and the **N** format.

The print format is specified in **EzSchool Configuration**.

{

*Default Format:*

When you click *(Print)*, the following dialog box appears:  
{

In this dialog box, click **Yes** if you want that the whole voucher gets printed displaying all the sub-entries separately.

Click **No** if you want that only the selected sub entry of the voucher gets printed.

Click **Yes to All** if you want that all the sub entries are clubbed into one entry and printed.

Click **Cancel** if you want to cancel the printing.

Once you click **Yes**, **No**, or **Yes to All**, a print preview window appears. In that window click *(Close)* for normal printing, or click *(Dot-Matrix)* for dot-matrix printing.  
{

Once you are done with printing close the window by clicking *(Close)*.  
*N Format:*

When you click *(Print)*, the following dialog box appears:  
{

In this dialog box, click **Yes** if you want that the whole voucher gets printed displaying all the sub entries separately.

Click **No** if you want that only the selected sub entry gets printed.

Click **Cancel** to cancel the printing.

Once you click **Yes**, or **No**, a print preview window appears. In that window, click *(Close)* for normal printing, or click *(Dot-Matrix)* for dot-matrix printing.  
{

Once you are done with printing close the window by clicking *(Close)*.

---

### **+\$# Journal Vouchers and Purchase Vouchers**


There is only one format for printing the Journal vouchers and the Purchase vouchers as yet. When you click *(Print)* on the tool bar of the [Vouchers](#) window, another window displaying the print preview appears. In that window, click *(Print)* for normal printing, or click *(Dot-Matrix)*

*Printing*) for dot-matrix printing. Once you are done with printing close the window by clicking (*Close*).

---

#### +\$#Freeze/Unfreeze Vouchers

EzSchool provides you the facility of restricting modifications in the voucher entries once they are saved. An administrator can "Freeze" the vouchers so that other users can be blocked from editing or deleting them. However, if the modification of a voucher becomes necessary, the administrator can either "Unfreeze" it, or modify it himself/herself.

Whenever you open a frozen voucher entry in the [Vouchers](#) window, an icon  appears on the lower extreme right of the window.

{

An administrator can use any one or all of the following methods to freeze vouchers.

1. Auto Freeze
  2. Voucher-wise Freezing
  3. Date-wise Freezing
- 

#### +\$#Auto Freeze

Use this option if you want EzSchool to automatically freeze all new voucher entries as soon as they are saved.

Open the **Options** module on the main menu, and click **Configure**. The **EzSchool Configuration** window appears. In the navigation pane of this window, select **Accounts**.

Select the check box  under **Voucher Settings**.

Once you have selected this check box, every new voucher entry, added from this point onwards, is frozen automatically as soon as it is saved.

Remember that the voucher entries, which already exist in the database, do not get frozen. You have to freeze the existing vouchers separately.

Once frozen, the voucher can be unfrozen by the administrator only. To unfreeze a voucher, click

the tool button  (*Freeze Record*) on the toolbar.

{



---

#### +\$#Voucher-wise Freezing

This option is used, while working in the **Vouchers** window, to freeze the voucher currently being displayed in that window.

To freeze a particular voucher, open the [Vouchers](#) window. Now, use one of the [search tools](#) to find the voucher entry that you want to freeze.

Once that voucher gets displayed in the **Vouchers** window, click toggle button  (*Freeze Record*) on the toolbar.  
{

To unfreeze the record again click the same toggle button which now looks like  (*Freeze Record*)  
Always remember that when you are viewing a frozen voucher, the toggle button will appear like this  only.

---

### **+\$#Date-wise Freezing**

If you want to freeze the vouchers created on a particular date or within a date range, open the **FA** module, and click **Freeze Vouchers**. The following window appears:  
{

If you want to freeze the vouchers created on a particular date, use the **Day** tab in this window. This tab is active by default, when you open the **Freeze Vouchers** window. You can see that all the voucher types available in the [Vouchers](#) window are also listed here under the headings **Payments, Receipts, Journal Vouchers, and Purchase Vouchers**. Select the check boxes against all the voucher types which you want to freeze. Now in the calendar on the right side, select a date, and click **Freeze Vouchers**. All the vouchers of the selected types, created on the date specified in the calendar, get frozen. The same is confirmed by a message  
{

If you want to freeze vouchers created between a date range, click the **From-To** tab in the **Freeze Vouchers** window.  
{

Under this tab, select the starting date in the **From Date** box. Select the ending date in the **To Date** box. Click **Freeze Vouchers**. All the vouchers of selected types, created within the date range specified here are frozen and the same is confirmed by a message  
{

Remember that when you freeze any type of vouchers for a date, you cannot create any new vouchers of that type, on that date, unless you unfreeze them again. To unfreeze the vouchers, open the [Freeze Vouchers](#) window again. If you wish to unfreeze any voucher type for a particular date, select the date in the calendar on the right side of the window. If any voucher created on that date is frozen, you can see that at least one of the check boxes

against the voucher types, displayed in the panes on the left side, is selected. Now deselect the check box against the voucher types which you want to unfreeze.

Click **Freeze Vouchers**.

The vouchers which were frozen until now get unfrozen. Again this is confirmed by a message  
{

Similarly, if you want to unfreeze the vouchers created within a date range, click the **From-To** tab on the **Freeze Vouchers** window. Specify the date range in the **From Date** and **To Date** boxes.

You will see that the check boxes against the voucher types which are frozen throughout that date range appear as selected. Deselect the check box against the voucher type which you want to unfreeze.

Click **Freeze Vouchers**. Every voucher of the deselected type, and created between the selected date range, gets unfrozen.

Note for the administrator: A voucher which is frozen by using the tool button *(Freeze Record)*, or gets automatically frozen after saving, due to the settings in **EzSchool-Configurations**, can be

unfrozen by a user if he too has access to the tool button *(Freeze Record)*. But, if the voucher was frozen using the **Freeze Vouchers** window, a user can't unfreeze it, even if he has access to

the tool button *(Freeze Record)*.

As an administrator, if you try to edit a frozen voucher, the following message is displayed:  
{

Click **Yes** to proceed with editing, or click **No** to cancel editing.

Even an administrator cannot delete a frozen voucher directly. He/she has to first unfreeze the entries on that date through the **Freeze Vouchers** window, before he can delete any of them.

Similarly new voucher entries of a specific type, on such a date on which all vouchers of the same type have been frozen, are also not possible unless that date is unfrozen again.

As a user, if you try to edit a frozen voucher the following message is displayed:  
{

Similarly, if you try to delete the entry the following message is displayed:  
{

---

#### +\$#Changing Voucher Date and Voucher Number

If you want to change the date and/or number of a voucher, open the [Vouchers](#) window, and access the required voucher entry through one of the [search tools](#) provided in that window.

Once that voucher gets displayed in the **Vouchers** window, click the tool button *(Change Voucher Date / Voucher Number)* provided at the bottom of the window.  
{



A dialog box appears asking for confirmation.  
{

In this dialog box, click **Yes** to proceed with the editing, or press **No** to cancel the editing.  
When you click **Yes**, the following dialog box appears:  
{

In this dialog box, you can edit both the date and number of a voucher.  
Select the check box **Voucher Date**, to change the date on the voucher, and/or select the check box **Voucher Number** to change the voucher number.  
When you select a check box the relevant box besides it gets enabled.  
Now, provide the new values for the voucher date and/or the voucher number in the relevant boxes.  
{

Click **OK**. The date and/or the number of the voucher get updated.  
Note that EzSchool doesn't allow duplicate voucher numbers for different vouchers. Whenever the modifications you are trying to make are leading to a duplicate voucher number, you get a warning message and the editing gets aborted.  
{

Click **OK** to return to the **Voucher** window.  
Note for the Administrator: As an administrator you should remember that even though you block back-dated and post-dated entries in the [Voucher Settings](#), changing the voucher date and numbers is possible through the tool button *(Change Voucher Date / Voucher Number)*. Every user who has access to this button can change the voucher dates and numbers without restriction.

---

+\$#Voucher Analysis  
XXXXXXXXXXXXXXXXXXXX

---

+\$#Export Vouchers in XML format  
EzSchool provides you the facility of exporting its payments and receipts voucher database, to other software, by converting it into XML format.  
Presently you can only export a maximum of one day's vouchers at one time, in the XML format.  
To convert voucher data into XML format open the [Vouchers](#) window. [Search the voucher](#) which you want to export, under the relevant tab, viz., **Payments**, or **Receipts**. If you want to export all the vouchers created on a particular date, click *(New Voucher)* on the tool bar and select the date in the **Date** box, or simply navigate to a voucher created on that date.

Now once the voucher is displayed in the voucher window, click the tool button *(Export vouchers in xml format)* on the tool bar.  
The following dialog box appears:  
{

In this dialog box, click **Yes** if you want to export all the vouchers created on the selected date.

Click **No** if you want to export only the voucher with the selected date and number.

Click **Cancel** to abort exporting the data.

Once you click either **Yes**, or **No**, a **Save As** dialog box appears. In this box select the folder where you would like the voucher data to be saved, and click **Save**. The data gets saved. You can retrieve that data anytime you want by navigating to the respective folder on your computer.

---

### +\$#Bounced Cheques

Whenever you receive an amount by cheque you have to post a voucher entry for it. If that cheque gets bounced due to some reason, your accounts start showing a discrepancy. To prevent this you have to make a reverse entry for the voucher created on the receipt of the cheque. EzSchool provides you the facility of posting such reverse entries by just a click of the button.

If you have to post the reverse entry for a bounced cheque, open the [Vouchers](#) window and click the **Receipts** tab. Search the voucher entry, made at the time when the cheque was received, using one of the [search tools](#) provided in that window.

Once the voucher entry gets displayed in the **Vouchers** window, click the tool button (*Post reverse entries for bounced cheques*)

{

The following dialog box appears:

{

In the **Bounced Cheque Date** box, type, or select the date on which the cheque got bounced.

In the **Reason** box, type the reason behind the cheque bounce.

In the **Bounced Charges** box, specify the amount to be collected as fine for letting the cheque bounce.

Click **OK** to confirm the reverse entry. In case you are not sure, and want to cancel the reverse entry, you can click **Close**.

Note: You can post reverse entries for even those cheques for which, you have already specified the clearing date. The **Bounced Cheque Date** box accepts even a date prior to the cheque date.

(See also, [Clearing Date Entry](#))

---

### +\$#Pay-in Slips

A pay-in slip is basically used for recording the details of the amount being deposited in the bank.

The **Pay-in Slips** option in EzSchool provides you a lot more than just this.

This option helps you view the total collections on the day, helps you generate a pay-in slip for the collected amount, and also provides the details of all the pay-in slips generated until now.

To access this function open the **FA** module on the main menu, and click **Pay-in Slips**.

*FA > Pay-in Slips*

The following window appears:

{

The **Pay-in Slips** window has two tabbed pages:

1. [Collections](#)
  2. [Pay-in Slips](#)
- 

#### +\$#Collections

This page shows you the details of the total fee collected until the current time.

At the top of the page a caption is displayed which tells you the duration within which the current amount has been collected. This caption displays the date when the last pay-in slip if any, was generated, and the current date.

Note that a pay-in slip is generated when the collected money is to be deposited in the bank. Hence, when you generate a pay-in slip, the collected amount is deemed by EzSchool, as deposited in bank. All the money that is collected after generation of a pay-in slip is then carried forward to the next pay-in slip. This way you can easily keep a track of the amount that has been collected, or has been deposited in the bank.

In the upper table of the **Collections** page you can view the total fee collected until now, while in the lower table, you can view the cashier-wise breakup of the same amount.

The collection made in cash and through cheques, demand drafts, etc., are all displayed separately.

The number of cheques, demand drafts is also displayed in the **Count** column in both the tables.

If you want to see the student-wise details of the collections done by a particular cashier, select an

amount displayed under him, and click *(Zoom In)*. You may also double-click the row. The student wise collection details get displayed accordingly, in the same pane.

{

To return to the cashier wise balances click *(Zoom Out)*.

---

#### +\$#Generating a Pay-in Slip

To generate a pay-in slip, open the **Pay-in Slips** window.

Under the **Collections** tab, click **Generate Pay-in Slip**.

The following dialog-box appears:

{

Select the bank account name, where the amount is to be deposited, in the **Deposit in** box.

The **Date** box is automatically populated with the current date.

Type the narration, if any, in the **Remarks** box.

Click **Save**.

The following dialog box appears:

{

Click **Yes** to proceed.

A dialog box appears stating that the pay-in slip has been generated. Click **Ok**.

Once you click **Ok**, the **Pay-in Slip Generation** box gets closed, and you are directed to the **Pay-in Slips** tab of the **Pay-in Slips** window.

---

#### +\$#Pay-in Slips

The **Pay-in Slips** window's **Pay-in Slips** tab displays the list of all the pay-in slips generated until now in the current year.

{

To view the details of a pay-in slip select it from the list and click **Zoom In** (*Zoom In*). You can sort the table in an alpha-numerical order by clicking any column header. You can also double-click a pay-in slip record to view its details.

{

This looks same as the details when you zoom-in into the cashier-wise balances under the **Collections** tab. Here, you can see the student-wise payment details of each pay-in slip.

Click **Zoom Out** (*Zoom Out*) to return to the pay-in slips list.

---

#### +\$#Printing a Pay-in Slip

Whenever you generate a pay-in slip, it gets added to the list under the **Pay-in Slips** tab of the [Pay-in Slips](#) window.

To print a pay-in slip, select it from that list, and click **Print** at the bottom of the window. The **EzReport Pay-in Slip** window appears.

{

In this window, click **Preview** (*Preview*) to view the print preview.

Click **Print** (*Print*) for normal printing.

Click **Dot Matrix Printing** (*Dot Matrix Printing*) for printing on a dot matrix printer which has been specified in **EzSchool - Configuration**.

You can adjust print settings by clicking **Print Margins** (*Print Margins*).

If you feel that the edge of the pay-in slip is missing, reduce the font size in print settings.

The print preview of the pay-in slip looks like the following image.

{

---

### +\$#Pay in Slip Reports

To view the report on a pay-in slip, open the **Reports** module, point to **Fee** and in the sub-menu, click **Pay In Slip**.

The following dialog box appears:

{

1. In the **Show** box, select the details that you want to view. If you select **Dispatch Fee Details** you can view the details of a past pay-in slip. If you select **Pending Dispatch Details**, you can view the details of the amount which has not yet been dispatched.
2. In the **Dispatch No.** box, type the dispatch number (pay-in slip number). This box is activated only when you want to view the details of a previous pay-in slip and hence, select **Dispatch Fee Details** in the **Show** box.
3. If you select the check box  , the reports will present the cashier wise collection details.
4. Click **OK** to generate the report.

The report is displayed in a new window behind the **Report PayInSlip** dialog box. You can close this dialog box by clicking **Close**.

{

---

### +\$#Clearing Date Entry

One of the main reasons behind differences in bank reconciliation statement is improper tracking of cheques given and received. The same reason also results into bad management of funds. Now, EzSchool has come up with an easy interface for tracking all the cheques given or received by your organization.

The **Clearing Date Entry** feature provides you the details of all the cheques, their presentation date and also allows you to specify the clearing dates for them. This feature automatically records the transactions done through a cheque, from all the modules of EzSchool, so that you don't have to record them separately.

To access this feature, open the **FA** module, and click **Clearing Date Entry**.

*FA > Clearing Date Entry*

The following window appears:

{

(This window in fact, lists all the transactions in the selected bank account and not only the 'by cheque' transactions).

To view the cheques presented into a bank account or being paid out of a bank account, select the bank account in the **Bank** box.

Select a date range in the **From** and **To** boxes. Only those cheques which have a presentation date

falling between these dates are displayed in the table below.

Select a voucher type by selecting one of the option buttons **Pay**, **Rec**, **JV**, or **All** and, either press **Tab**, or click somewhere in the table. Here, **Pay** refers to payment vouchers, **Rec** refers to receipt vouchers, and **JV** refers to journal vouchers.

To view all the cleared cheques in the given date range, select the option button **Cleared** and, either press **Tab**, or click somewhere in the table.

To view all the un-cleared cheques in the given date range, select the option **Uncleared** and, either press **Tab**, or click somewhere in the table.

To view the both kinds of cheques, select the option **All** and, either press tab, or click somewhere in the table.

If you are looking for a specific cheque in the table, type the cheque number in the **Search Chq No** box. The cursor immediately moves to the relevant row of the table.

To specify the clearing date for a cheque, search its record in the table, and double click in the **Clrg Date** column. Type the clearing date in that column and press either **Tab** or an arrow key on your keyboard. The clearing date gets saved.

Remember that unless you specify the clearing dates of all the cheques given or received by your organization, the bank reconciliation statement will never tally. (See also, [Reports - Bank Reconciliation Statement](#))

---

### **+\$#Cost Center Master**

EzSchool provides you the facility of maintaining your books of accounts on a cost center basis. Once you have defined the cost centers you can map all your accounts to a specific cost center. You can also specify the cost centers for all your incomes and expenditures.

For maintaining the accounts on a cost center basis, you have to define the cost centers first.

To define the cost centers, open the **FA** module on the main menu, and click **Cost Centre Master**.

*FA > Cost Centre Master*

The **Cost Centre Master** window appears:

{

If you want to create a new cost center:

1. Click **(New)**.
2. In the **Code** box, type an Id for the new cost center.
3. In the **Name** box, type the name of the cost center.

4. Click **(Save)**.

Once saved, the new cost center gets added to the table above.

If you want to change the name of a cost center, select it from the table, make changes in

the **Name** box, and click **(Save)**.

If you want to delete a cost center, select it from the table and click **(Delete)**.

Now that you have defined the cost centers, open the **Options** module on the main menu, and click **Configure**. The **EzSchool Configuration** window appears. In this window, select **Accounts** in

the navigation pane, and then select the check box . Selecting this check box is necessary if you want to maintain your accounts on a cost center wise basis. After you have selected the check

box, click **OK** to save the settings and close the **EzSchool Configuration** window.

---

## +\$#Miscellaneous Amount Collection

-----

---

### +\$#Cheque Book Master

The Cheque Book Master helps you define the cheque books issued to you from your bankers. This makes it a lot easier for you to track the cheques that you issue to someone. Once you have defined the cheque books, you can easily view which cheque has been used, which has been not used, or which has been cancelled.

Further, if you define the cheque books, then every time you record a payment out of a bank account, in the [Vouchers](#) window, the next available cheque number appears automatically in the relevant field. Remember that this is effective only if you mention the first cheque number, in the series, manually in the **Vouchers** window, and if there is only one cheque book pertaining to the particular bank account at one time.

To define a cheque book, open the **FA** module and click **Cheque Book Master**.

*FA > Cheque Book Master*

The **Cheque Book Master** window appears:

{

1. Click **Save** (*Save*).
2. In the **Bank Id** box, select the issuing bank's name. This box lists all those accounts which were created as the account type **Bank**. (*See also, [Creating a New Account](#)*)
3. In the **Cheque Book No** box, assign a number to the current cheque book. This is helpful in differentiating between the cheque books of the same bank account.
4. In the **Issued Date** box, type the date on which the cheque book has been issued by the bank.
5. In the **Start Cheque No** box, type the number on the first cheque leaf in the series.
6. In the **End Cheque No** box, type the number on the last cheque leaf in the series.
7. In the **MICR No** box, type the MICR number that is provided on the cheque leaves.

8. Click **Save** (*Save*).

Once saved, the record gets added to the table in this window.

To make changes in the details of a cheque book, select it from the table; make changes in the

required fields, and click **Save** (*Save*).

To delete a cheque book, select it from the table and click **Delete** (*Delete*).

To close this window, click **Close** (*Close*) on the tool bar.

---

### +\$#Cancelled Cheques

Keeping in mind the importance of recording the details of cancelled cheques, EzSchool provides

you a simple interface for the same. This feature helps prevent ambiguities in your database that may arise because of cancelled cheques. You can easily record and view the details of cancelled cheques with this feature.

To access this feature, open the **FA** module and click **Cheques Cancelled**.

The **Cancelled Cheques Master** window appears:

{

In this window;

1. Click **New** (*New*).
2. In the **Account Id** box select the bank account name, whose cheque you are canceling.
3. In The **Cheque Book No** box, select the cheque book to which the cancelled cheque leaf belongs.
4. In the **Cheque No** box, type the cheque number given on that leaf.
5. In the **Cancellation Date** box, type the date on which the cheque got cancelled.
6. In the **Remarks** box, you can specify a reason or any other comment related to the cancellation.
7. Click **Save** (*Save*).

Once saved, the record gets added to the table above.

Once cancelled, the cheque cannot be used again.

If you want to use a cheque that was cancelled earlier, you will have to delete it from the **Cancelled**

**Cheques Master**. To delete a record select it from the table, and then click **Delete** (*Delete*).

The **Vouchers** window skips the cancelled cheques, while loading the cheque numbers automatically, in new payments out of a bank account. Even if you manually type the number of a cancelled cheque in the **Vouchers** window, you get the following message:

{

Hence, you are force to use a different cheque number.

To close this window, click **Close** (*Close*) on the tool bar.

---

### +\$#Cash and Bank Balances

This feature provides you the facility of viewing the details of all of your bank and cash accounts from a single window.

To access this feature open the **FA** module and click **Cash and Bank Balances**.

The following window appears:

{

This window lists all the accounts that were created as the account types **Cash** and **Bank**, along with the summary of their balances.

Here, the **Cleared Balance** column shows the exact amount in the respective account.

••••••••The **UnCleared Payments** column shows the payments made through cheques which have not yet been cleared.

••••••••The **UnCleared Receipts** column shows the receipts through cheques which have not yet



been cleared.

■.....The **Net Balance** column shows you the sum of the **Cleared Balance** and **UnCleared Receipts** minus the **UnCleared Payments**.

■.....The **Clr Bal UnClr Pay** column shows you the difference of **Cleared Balance** and **UnCleared Payments**.

■.....Further, you also have the facility of viewing the complete break-up of the amounts in the **UnCleared Payments**, **UnCleared Receipts** and the **Net Balance** columns by double clicking the amount.

When you double click an amount in the **UnCleared Payments** column, the break up is shown in the following format:

{

Click **Back** at the lower right corner to go back to the previous page.

When you double click an amount in the **UnCleared Receipts** column, the break up of the amount is shown in the following format:

{

Click **Back** at the lower right corner to go back to the previous page.

When you double click an amount in the **Net Balance** column, the report parameters dialog box **Report Ledger Balance** appears:

{

You can choose some parameters for a detailed report of the net balances in this dialog box.

1. In the **Groups** box, select the accounts group **Cash & Bank**.
2. In the **Account** box, select the specific account again.
3. In the **From Date** box, select the start date of the financial year as specified in **EzSchool Configurations**.
4. The **To Date** box is automatically populated with the current date.
5. Deselect the check box **Group on Fee Accounts**.
6. Click **OK**.

The break up of the **Net Balance** is displayed in a new window. You have to close the **Report Ledger Balance** dialog box and the **Cash and Bank Balances** window to access the report window.

Similarly, if you want, you can view the break up for the other cash and bank accounts also.

---

### +\$#**Monthwise Budget Amounts**

EzSchool provides you the facility of specifying the month-wise budget amounts for all accounts through one single window. Unlike the **Accounts Master**, where you can specify the annual budget for an account, this feature allows you to specify the budgetary amounts for each month of the year. To specify the month-wise budget amounts, open the **FA** module on the main menu, and click **Monthwise Budget Amounts**.

*FA > Monthwise Budget Amounts*

The following window appears:

{

The **Select Option** box gives you the option to either open all the expenditure accounts together in the same page, or to open only one account at a time. To open all the expenditure accounts together, select **All Expenditures**, and to open only one account, select **Selected Account** in this box. Press **Tab**.

The **Account Id** box gets enabled only when you have selected the option **Selected Account**, in the **Select Option** box. In this box, specify the account id for which you want to specify the budget amounts. If you don't know the account id, press **F2** to open a lookup window.

{

This Lookup window lists all the accounts of your organization. Select an account from this list and click **OK**. You can also double click the account name or Id to open it.

Once you have selected the account and returned to the **Monthwise Budget Amounts** window, press **Tab**.

{

The table on this window contains a column for every month. In each column, specify the budget allocated for that month. Click **Save**. Once the budget amount for all the months has been specified, the total of these amounts is shown in the column named **Total**. To update this column, click **Refresh**.

If you want to delete the budget amounts specified for an account, select that account and click **Delete**. The amounts in all the columns get deleted.

To make changes in the amount allocated for a month, go to the respective column and type the new amount. Click **Save**.

Click **Close** to close this window.

---

### +\$#Cashier Balance

Xxxxx xxxx xx

---

### +\$#Voucher Types

EzSchool provides you six base types of vouchers and you have to define at least one derived voucher type, for all these base vouchers, before you can proceed with voucher entries.

The six base vouchers available in EzSchool are:

- .....Payments
- .....Receipts
- .....Journal Vouchers
- .....Purchase Vouchers
- .....Debit Notes
- .....Credit Notes

Whenever you create a voucher type, it should be derived from one of these only.

Apart from these, EzSchool also provides predefined derived voucher types required in an educational institution context. These derived voucher types are:

- .....Payments
- .....Receipts
- .....Journal Vouchers
- .....Purchase Vouchers
- .....Default Fee EzSchool uses this type of vouchers for automatically posting a debit entry in

the account of every student, specifying the default fee due from him.

■.....Fee Collection EzSchool uses this type of voucher for posting a credit entry in a student's account when a voucher is generated for the fee received from him/her. (*See also, [Fee Voucher Generate](#)*)

■.....Fee Submissions EzSchool uses this type of vouchers to post entries when the fee collected, in a cashier account, is deposited into a bank account, i.e. when a [pay-in slip](#) is generated.

■.....Pocket Money Payments EzSchool uses this type of vouchers when voucher entries are generated for pocket money payments made to students.

To create new voucher types, open the **FA** module and click **Voucher Types**.

*FA > Voucher Types*

The following window appears:

{

In this window,

1. Click **New**.
2. In the **Base Voucher** box, select one of the inbuilt base voucher types.
3. In the **Derived Voucher** box, type an Id for the new voucher type.
4. In the **Voucher Prefix** box, type a prefix that will be added to the voucher number while printing the voucher.
5. In the **Description** box, type a description for the voucher type.
6. The **Associated Account** box lists all the cash and bank accounts of your organization, so that, you can associate the voucher type with one of them. When you associate a voucher type with an account, all the entries made using that voucher type are posted only into that associated account.
7. In the **Default Costcentre** box, you can specify the cost center applicable for all the entries that are posted using the current voucher type. This box lists all the cost centers of your organization. (*See also, [Cost Center Master](#)*)
8. You can allow back dated entries for a specific voucher type by specifying the number of days until which a backdated entry is allowed, in the **Allow back dated entries for** box. Note that such back dated entries will be allowed only if you have not blocked the same in the **Voucher Settings of EzSchool Configuration**. (*See also, [Voucher Settings](#)*)
9. In the **Voucher Aliases** box, you can specify an alias name or a short name for the voucher type.
10. Click **Save**.

Once saved, the new voucher type gets added to the table on the left.

If you want to change the specifications of a voucher type, select it from the table and make changes in the required fields. Click **Save** to apply the changes.

If you want to delete a derived voucher type, select it from the table and click **Delete**. Remember that you cannot delete a voucher type if even a single entry has been posted using that type.

If you have a long list of derived voucher types in the table, and you want to find a specific voucher type in that list, then all you have to do is, type the derived voucher type Id in the **Find** box, and the cursor will automatically move to that voucher type in the table.

---

## +\$#Voucher Analysis Types

XXxx xxxx xxxxx

---

## +\$#Reports

XXXXXX XXXXXXXXX

---

## +\$#Attendance

EzSchool's **Attendance** module provides you a simplified method of marking the attendance of students as well as staff. It has been designed keeping in mind all kinds of conventions that are used in attendance marking.

---

## +\$#Attendance of Students

The attendance module can be configured to maintain student attendance in the following four ways:

1. **Default** Use this configuration to maintain attendance on date wise basis.
2. **Periodwise** Use this configuration to maintain attendance on period wise basis.
3. **Subjectwise** Use this configuration to maintain attendance on subject wise basis.
4. **Sessionwise** - Use this configuration to maintain attendance on session wise basis.

To select one of these options, open the **Options** menu, and select **Configure**.

The **Configuration** window gets opened.

In the **Configuration** window's navigation pane, click on the option **Attendance**, and select the branch **Student Attendance** under it.

In the option buttons group **Attendance Type** select one of the above mentioned options.

Click on **OK** to save the settings.

Log-off and Log-in again into EzSchool, to apply the settings.

The description of student attendance given here is based on the Default configuration.

---

## +\$#Students Attendance

This option is used for recording the date-wise attendance of students.

The basic configurations necessary before using this option are:

- .....Defining the class sections.
- .....Adding students to class sections.
- .....Defining the holidays.

If these configurations are done you can proceed to open the **Student Attendance Register**.

To open the **Student Attendance Register** window, open the **Attendance** module in the main menu, and click on **Students Attendance**.

Or, in the main tool bar click on the tool button

The following window appears:

The **Students Attendance Register** window provides you an easy interface for marking the attendance of students in a class-wise manner.

To mark attendance of a class, select the class in the first drop-down list besides the tool buttons. All students of the class are then, displayed in the **Attendance Register** pane. This pane represents the day register.

By default, the day register is set to the current date.

If you want to mark or view the attendance for another date, select that date in the calendar on the

left side.

The summary of the attendance in the selected class is displayed under the calendar as **Class Summary**.

By default all students are marked as 'Present,' which is denoted by green color in the status column.

To mark a student as 'Absent' double-click on his/her record. An absent is denoted by red color in the status column.

Alternatively, select the student, and click on the tool button *(Mark Selected Student(s) Absent)* in the toolbar.

To unmark someone as 'Absent' double-click on the same record. Now, the student gets marked as 'Present' again, and the status column turns green.

Alternatively, select the student and click on the tool button *(Mark Selected Student(s) Present)* in the toolbar.

If you want to mark or unmark a student 'Absent' by a single click, go to the left pane and click on the button *(Mark Selected Student(s) Absent)* under the **Class Summary**. Click **Yes** in the confirmation dialog box. The button now

changes to *(Mark Selected Student(s) Present)*.

You can also mark or unmark a student as 'Absent' by selecting him/her, and pressing the **Spacebar** key.

To mark all the students in the selected class as present, click on **Mark All Present**.

To mark all the students in the selected class as absent, click on **Mark All Absent**.

There are three main categories available for the types of absence. Select one of the following from the drop-down list on the right-side of the class list:

1. **Day (All Periods)** Use this option when the student is absent for the full day. When you select this option the **Class Summary pane** displays the summary of absentees under all the categories.

2. **First Half** Use this option when the student is absent only during the first-half of the day. When you select this option, the **Class Summary** pane displays the summary of absentees under this option only.

3. **Second Half** Use this option when the student is absent only during the second-half of the day. When you select this option, the **Class Summary** pane displays the summary of absentees under this option only.

Apart from the above, this box also lists the different periods in your school, so that, you can mark a student absent for an individual period only. When you select an individual period the **Class Summary** pane displays the absentees in that period only.

Remember that the red color denotes a full-day absent only.

When you select the option **First Half**, and mark the student as 'Absent' the status column turns dark brown with FH printed in it.

Similarly, when you select the option **Second Half**, and mark the student as 'Absent' the status column turns dark brown with SH printed in it.

Similarly, when you select an individual period, and mark the student as 'Absent' the status column turns dark brown with the period name printed in it.

You have to select one of the above to view the class summary in that respect.

Once you have marked a student as 'Absent' go to the drop-down box **Reason**, below the **Attendance Register** pane and select the reason for the absence. In the textbox besides it, type

a description related to the reason. Remember that in attendance reports the description you specify here will be printed as the leave reason.

To create a new Reason for leave, click on **Reason**. The **Lookup Master** window gets opened.  
{

In the **Lookup Master** window:

1. Click on **New**.
2. Type a leave Id in the **Leave Type Id** box.
3. Type a leave name in the **Leave Type Description** box.
4. Click on **Save**.
5. Close the window to return to the **Students Attendance Register** window.

In the **Students Attendance Register** window, tick the check box  to imply that the student has submitted a leave letter.

Once you have specified the reason of absence, click on **Change** to save the record.

To filter the students on the basis of sex, go to the drop-down list on the left-side of the button . Select **M** to view only male students, and **F** to view only female students.

Once you have finished marking attendance for a day click on the tool button  (*Close/Open Day Register*). This is a toggle button, and clicking it implies that the day-register has been closed or opened. The two states of the button display the status of the day register:

Closed -

Open -

Once you have closed the day-register you cannot make changes in the attendance status without opening it again.

The status of the day register is displayed under the tool button  (*Close/Open Day Register*)  
{

When you open the day register for a particular date, the status of the day register tells you whether attendance has been marked, or not, for that day. If the day register is closed, attendance has been marked, and if the day register is open, it means that attendance has not been marked for that day. When you try to mark attendance in a closed day register, a message is displayed:

{

And, the day register gets opened again. After clicking on **OK** you can proceed with marking the attendance.

If you want to find a particular student from a long list, then you can type his/her name in the **Find** box in the pane below the **Attendance Register**. The cursor automatically moves to the student's record.  
{

If you want to restrict modifications in the attendance register of the selected class, click on **Freeze**. When you click on **Freeze** the following dialog box appears:  
{

Click **Yes** to proceed.

Once the **Freeze** option has been applied no modifications can be made in the attendance register of that class.

Any modification in the register is possible only after you **Un Freeze** it. The Un Freeze option is available through the same button that you used to **Freeze** the register.

Remember that the **Un Freeze** option can be exercised by only an administrator level user.

### #Students' Attendance Reports

To view reports on attendance directly from the student register, click on the tool button . In the sub-menu that appears, select a report that you want to view.

The main reports are:

**Student Absentees List** This report gives you a view of total absentees in the selected class during a selected period.

{

In the **Class/Section** box select a class.

In the **Periods** box select the periods for which you want to view the attendance.

Select starting date of the report in the **From Date** box, and the ending date of the report in the **To Date** box.

Select whether you want a detailed report or just a summary by selecting one of the option buttons under **Type**.

{

Tick the check box **Transport Only**, if you wish to view the data of student transportation only.

When you are viewing the **Transport Only** data, you have the option to view the report for a specific route by selecting it from the **Route Id** box.

After defining the parameters of the report click on **OK**, to view the report.

**Student Present List** This report gives you a view of the total students present on a particular day in a selected class.

{

In the **Class/Section** box select the class for which you want a report. Select **<All>** if you want to view the report of all classes.

In the **Periods** box select the periods for which you want to view the attendance.

Select the date for which you want the report, in the **Attendance Date** box.

Click on **OK** to view the report.

To view more reports on attendance, open the **Reports** module in the main menu, and point on **Attendance**. In the sub-menu select the report that you want to view.


---


### +\$#Students Monthly Attendance

EzSchool helps you mark the attendance of a student in a month-wise fashion through the **Students Attendance Monthly Register**. It also gives you an easier interface for marking the attendance of

the student for many days at the same time.  
{

To access this feature, open the **Attendance** module on the main menu and click on **Students Monthly Attendance**. The **Students Attendance Monthly Register** window gets opened. In this window you can view or mark the attendance of only one student at a time. Select the class for which you are marking the attendance, in the drop-down list **Class/Section**. Select the student name in the drop-down list **Student**. You can sort the student list on the basis of student name, admission no., and roll no.

To sort the list click on the button  besides this drop-down list. Select the absent type in the **Period** box. To mark a student as absent for a particular date, select that date in the days list shown in the lower pane. Now, either select the check box against that date using your mouse, or press the Tab key on your keyboard. You can also mark the student as absent for a particular date by double-clicking on that date on the calendar in the left pane. Similarly, to unmark a student as absent, clear the check box against that date, or double-click on that date in the calendar on the left pane. After marking a student as absent, select a reason for the absence in the **Reason** box. In the box on its right-side type a description related to the reason. Click on **Change** to save the reason.

Selecting the check box  implies that the student has submitted a leave letter. If you want to mark a student as absent continuously for more than one day, enter the date range in the boxes **Mark Range From** and **To**, and then, click on **Absent**. Similarly, you can mark a student present continuously for more than one day by entering the date range in the boxes **Mark Range From** and **To**, and then, click on **Present**. The summary of the attendance of the student is displayed as **Student Summary** below the calendar in the left pane.  
{

To view reports related to attendance click on **Print**. Select the report from the sub-menu that appears there.  
(See also, [Students' Attendance Reports](#))

---

## +\$#Fees

EzSchool provides a comprehensive set of features to manage the collection and accounting of fees. The fee module is completely configurable and can be tailored to meet your exact needs. The first step to using the fee module is setting up the basic configuration. You need to:

- .....Define the types of fees that will be collected and, optionally the accounts to which these fee types are to be linked
- .....Define payment schedule. The payment schedule defines the dates on which fees are to be collected. The schedule is defined separately from the fee types so that it is possible to cater to any combination of fee type and payment schedule for any combination of class/section and/or student type
- .....Define the fee structure for each class/section and/or student type. A fee structure is the



combination of fee types and payment schedules that apply to each combination of class/section and student type.

These settings are usually created at the beginning of the academic year, but can be changed at any time. It is also possible to override these settings for individual students.

---

#### +\$#Fee Collection

The **Fee Collection** option in the **Fees** module provides you with the facility of viewing the details of a student's dues, making changes in the fee structure applicable to him/her, and recording the payments made by him/her. To access this window, open the **Fees** module and select **Fee Collection**.

{

**Figure 35**

---

#### +\$#Viewing the Student's Dues

In the **Fee Collection** window select a student to access his details. To select a student: -

1. Enter the date range in the **Due From** and **Upto date** boxes to specify the period for which you want to view the details. By default the **Due From** box is set to the starting date of the current academic year, while the **Upto date** box is set to the current date. You can click on **Due From** to quickly select another month for that box.
2. In the **Admission No** box, enter the admission number of the student. If you don't know the admission number, just press the **Tab** key or **F2**, or **F5**, on your keyboard, to open the **Lookup Students** window.

{

This window lists all students of your institute. You can just select the student from this window and click on **Select** to retrieve his/her details. You can also double-click on a student's record, in this window, to select him.

{

**Figure 36**

Once you have selected the admission number, the remaining fields get populated automatically. If they don't, press the **Tab** key on your keyboard. These fields are:

1. **Class/Sec.** Shows the class section of the student.
2. **Father** Shows the name of the student's father.
3. **Name** Shows the student's name.
4. **Roll No** Shows the Student's roll number.
5. **Type** Shows the student type.

The table in the center displays all the dues from the selected student. It also displays his payments, along with the respective receipt numbers, and the fees concession provided to him.

The summary of total dues and receipts is displayed in the pane below the table. (*Figure 2, A*)

The summary of the total dues and receipts in the fees group defined as 'Fee' is displayed below the

total dues. (Figure 2, B)

The summary of concessions applicable to the student is also displayed along with the above. (Figure 2, C)

---

+\$#Collecting a new payment

In the [Fee Collection](#) window, [open the student's record](#).

Remember that you can collect fees only if you have been issued fee receipts by the administrator. In case you don't have fee receipts stock the following message is displayed:

{

Contact your administrator to get fee receipts issued to you. Once fee receipts are issued you can proceed further.

(See also, [Document Issues and Cancellations](#))

To collect a new payment from the student, click on  in the **Fee Collection** window. If this tool button is disabled, it means that you are already in the collection mode.

The cursor automatically moves to the amount field. The amount field displays the total due from the student under the fee type which is displayed in the drop-down box besides it. If the student is not paying up the total due at that time, you can change this amount and enter the actual amount. If you change the fee type in the drop-down list under the **Recp No** box, the total due under the new fee type is displayed in the amount field.

Similarly, the **Late Fees** box also displays the late fee due, if any, automatically. You are allowed to change the amount displayed in this field also.

If **Late Fees** is due, select the payment mode in the drop-down list **Late Fee Pmt Mode**.

Enter narration for the transaction in the **Narration** box.

Select the fee payment mode in the drop-down list **Pmt Mode**. If the payment is in cash, select 'Cash' in the drop-down list and proceed. If you select any mode other than Cash, i.e., Cheque, Demand Draft or Credit card a pane appears just under the **Pmt Mode** box where you have to enter the details of the Cheque, Demand Draft or Credit Card, whatever the case may be.

Before saving the entry, if you want that the receipt is printed immediately, you need to tick the check box **Print Receipt**, above the **Class/Sec** box.

Now click on  to save the entry.

Once saved the payment details are added to the fee details table.

Note that the **Recp No** is populated automatically. EzSchool automatically generates a reference number for the transaction which is displayed in this box as well as the **Receipt No.** column in the fee details table. At the same time, an actual receipt number is also assigned to this transaction, out of the receipts issued to you by your administrator. An Administrator can issue receipt books to different Users through the **Documents** option in the **Database** menu.

*Database > Documents > Issues*

(See also, [Document Issues and Cancellations](#))

Once you have exhausted all the allotted receipts, you cannot make further entries. Contact your administrator for fresh issue.

To cancel mid-way through an entry, click on

---

### +\$#Fee Receipts

To print the receipt of a fee payment, select the fee receipt entry from the table and click on the tool button *(Print Receipt)*.

You also have the option to edit and delete a fee receipt.

To delete a fee receipt entry, select it from the table and click on *(Delete Receipt)*. A dialog box will appear asking you for the reason behind deletion. Type the reason in the text area and click on **Ok**. Remember that, if a voucher has been generated for a receipt you cannot delete that receipt entry.

Similarly, to edit a receipt entry, select it from the table and click on *(Edit)*. The fee collection entry fields at the bottom of the window get activated allowing you to make changes there.

Click on *(Save)* to save the changes.

To view details of a fee receipt entry, right-click on the entry displayed in the table and select **Show Receipt Details**. A window appears showing the breakup details of the fee receipt entry.

Click on **Close** to close the window.

In the Fee Collection window you can delete a concession by selecting it from the table and clicking on *(Delete Receipt)*.

Remember that, entering a payment under this mode automatically distributes the amount against different fee types as per their priorities specified in the **Fee Settings**.

While you are viewing the payment details of a student, you have the option to navigate through the receipts on a specific date by different students.

To view receipts on a specific date, select the date in the current student's details and use the

navigation buttons to view previous receipts or the next receipts on the same date, by different students.

*(For details on issuing fee receipts, refer to [Document Issues and Cancellations](#))*

---

### +\$#Adding a new Fee Type

You can add a new fee type to a student from either the [Fee Collection](#) window or the [Full Fee Details](#) window.

To add a new fee type to the student's dues, right-click on the details table and select **Add**.

The following dialog box appears:

{

1. Select a fee type which you want to add, in the drop-down list **Fee Type**.
2. Select the date from which that fee will be applicable, in the drop-down list **Transaction Date**.
3. Enter the amount of the fee in the **Amount** box.
4. Specify the grace period, if any, for payment of the fee in **Grace Period** box.

5. Enter the narration in the **Narration** box.
6. Tick the check box  if the fee is related to the next academic year.
7. Click on **Ok**.

The new fee type gets added to the student's details.

---

#### +##Fee Concession

You can provide a concession to the student from either the [Fee Collection](#) window, or the [Full Fee Details](#) window. Remember that, concession can be given on only those fee types, for which concession was allowed in the **Fee Setup**.

*Concession on a specific fee type:*

To allow concession on a specific fee type from the [Fee Collection](#) window, right-click on the fee type in the table and select **Concession**.

Follow the same procedure to apply concession from the [Full Fee Details](#) window.

The following dialog box appears:

{

In the dialog box enter the amount of concession in the **Amount** box and click **Ok**. The concession on the specific fee type gets added to the table.

*Concession jointly on all fee types:*

To allow concession on the entire fee group, select just any fee type in the details table of the [Fee Collection](#) window, and right-click on it. Select **Custom concession**.

You can follow the same procedure in the [Full Fee Details](#) window also.

The following window appears:

{

You can also access this window by directly selecting **Custom Fee Concession** from the **Fees** module on the main menu.

The student detail fields get populated automatically when you open the Custom Fee Concession window from the **Fee Collection** window.

When you open this window through the **Fees** module you have to enter the student's admission number in the **Admn No** box to retrieve his/her details.

Select the fees group on which you want to give the concession, in the **Groups** box.

Select the fee types, within that group, on which you want to give the concession, in the **Fee Types** box.

Click on **Refresh** to load the details.

When you click on **Refresh**, the fee details table in the lower pane, and the **Fee Summary** fields in the right pane, get populated automatically. If they don't, then check whether you have done default fee generation for the concerned student type and class.

The description of the fields in Fee Summary is as follows:

- .....**Payable** Displays the total fee due from the student.
- .....**Received** Displays the total fee paid by the student till the date.
- .....**Concession** Displays the total concession given to the student.
- .....**Total Due** Displays the total amount due from the student after deducting the concession.

.....**Current Due** Displays the total amount due from the student on the date specified in the **Upto Date** box.

The breakup of total fees and concession in details is displayed in a table below.

Enter the new concession amount that you want to provide to the student in the box **Concession**

**Amount to be allotted**, and then, click on **Allot** .


You can now see the rounded-off breakup of concession allotted, in the **Concession** column of the table.

The **Current Marking** box near the **Allot** button displays the sum of the concession breakup with rounding-off.

Click on **Save** to apply the settings. A dialog box appears asking for confirmation.

Click on **Ok** to confirm the concession.

Once you click on **Ok** the **Custom Fee Concession** window gets closed and the **Fee Collection** window gets active.

Click on the tool button  (*Reload*) to refresh the fee details table and the fee summary displayed below it. You can also refresh the fee details by clicking your mouse in the **Admission No.** box, and then pressing the **Tab** key on your keyboard.

Remember that the concession provided through this system is allocated against a fee type in the same proportions as the fee type's proportionality in the total fees.

---

+**Full Fee Details**

As mentioned earlier, the [Fee Collection](#) window shows you the details of transactions that took place between the specified dates, only. If you want to see the full details of the student, click on the

tool button  (*Full Fee Details*) in the **Fee Collection** window.

{

The following window appears:

{

The **Full Fee Details** window has three panes:

1. The upper pane lists the fee details of the particular student.
2. The lower left pane **Fee Summary** lists the default fee structure applicable to the student. To apply the default fee structure to the student, click on **Generate Default Fee**, below the pane.
3. The lower right pane **Special Fee** lists the fee types that are optional, and may be applied to the student if required. To apply a special fee type to the student, select a fee type and click on **Generate**, below the pane.

The student details pane displays the full details of the student's fee account since the beginning of the academic year to till date. It lists the details of his/her dues, concessions, payments and vouchers, and also lets you make changes in the entries.

You can make changes in the entries in the same way, as you can, in the [Fee Collection](#) window.

You can view all the options available for an entry by right-clicking on it.

---

### +\$#Split

Some times it becomes imperative for an organization to split the total fees due, into smaller parts which can be paid up on different due dates. This may, for example, happen when a student is allowed to pay his dues in smaller parts because of a bad financial condition.

To split an entry in the [Full Fee Details](#) window, right click on it, and select **Split**. The following dialog box appears

{

The total amount due under the selected fee type is displayed in the **Amount** column along with its due date in the **Transaction Date** column.

Now, to break up the amount into smaller parts, overwrite it with the new, smaller amount in the **Amount** column, and press the **Enter** key. The balance amount is then displayed in the next row. Now, if you want to split the balance amount further, into smaller parts, overwrite it with the new amount, and press the **Enter** key.

Similarly, you can split the total amount into as many parts as you want.

You can now edit the **Transaction Date** for each part, to apply a new due date for that part of the amount.

After you have finished, click on **Ok** to apply the settings, or click on **Cancel** to cancel the settings.

You can now see in the **Full Fee Details** window, that the fee type has been split into smaller parts. When you return to the **Fee Collection** window only that part of the split fee type is visible, which is due within the date range you have specified.

After splitting the fee into smaller parts, if you want to revert back to the previous structure for some reason, click on **Generate Default Fee**.

(See also, [Reverting to the Default Fee Structure](#))

You can add a new fee type to the student's dues by right-clicking on just any fee type and selecting **Add**.

(For more details on how to add a new fee type, refer to [Adding a new Fee Type](#))

---

### +\$#Deleting a Fee Type

To delete a fee type applicable to the student, right-click the fee type in the [Full Fee Details](#) window and select **Delete**. A dialog box appears asking for confirmation. Click **Ok** to confirm deletion.

---

### +\$#Reverting to the Default Fee Structure

After making changes in the fee structure of the student, if you want to revert back to the default fee structure click on **Generate Default Fee** in the lower left corner of the [Full Fee Details](#) window.

If you don't want the Transport Fee to be generated, select **All, except Transport** from the drop-down list besides the **Generate Default Fee** button.


If you want the Transport Fee also, to be generated, select **All**.

Similarly, if you want to generate only the Transport Fees, select **Only Transport** in the drop-down list.

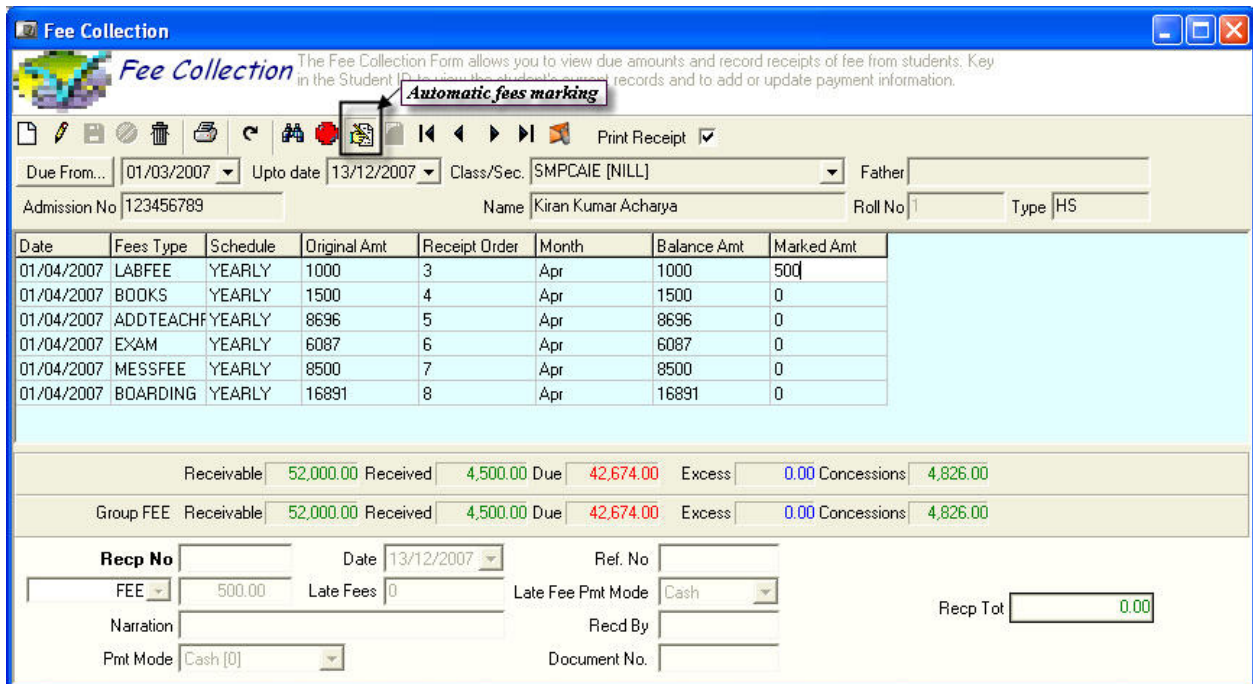
If you want to generate the fees applicable for next academic year also, tick the check box  at the bottom of the window.

### +\$#Manual Fees Marking

When you want to enter the fees paid against a specific fee type individually, open the [Fee](#)

[Collection](#) window, and click on the tool button  (*Manual Fee Marking*). This is a toggle button, i.e., to revert to the automatic entry mode you have to click again on the same button.

{



Date	Fees Type	Schedule	Original Amt	Receipt Order	Month	Balance Amt	Marked Amt
01/04/2007	LABFEE	YEARLY	1000	3	Apr	1000	500
01/04/2007	BOOKS	YEARLY	1500	4	Apr	1500	0
01/04/2007	ADDTEACHF	YEARLY	8696	5	Apr	8696	0
01/04/2007	EXAM	YEARLY	6087	6	Apr	6087	0
01/04/2007	MESSFEE	YEARLY	8500	7	Apr	8500	0
01/04/2007	BOARDING	YEARLY	16891	8	Apr	16891	0

Receivable: 52,000.00 Received: 4,500.00 Due: 42,674.00 Excess: 0.00 Concessions: 4,826.00



Group FEE Receivable: 52,000.00 Received: 4,500.00 Due: 42,674.00 Excess: 0.00 Concessions: 4,826.00

Recp No: [ ] Date: 13/12/2007 Ref. No: [ ]


FEE: [ ] 500.00 Late Fees: [ ] 0 Late Fee Pmt Mode: [ ] Cash Recp Tot: [ ] 0.00

Narration: [ ] Recd By: [ ]

Pmt Mode: [ ] Cash [0] Document No.: [ ]

Click on  (*New*) and directly enter a payment in the specific fee type row, in the column **Marked Amt**. This kind of entry implies that the amount will be marked against that specific fee type only. After entering the amount just select the payment mode in the **Pmt Mode** box, type in a narration in the **Narration** box, and click on  (*Save*).

### +\$#Bounced Cheques

To make entry of a Cheque bounce, select the fee receipt entry and, click on the tool button  (*Bounced Cheques*) in the tool bar of the [Fee Collection](#) window. This tool button is enabled only when you select a cheque payment.

**Fee Collection**

The Fee Collection Form allows you to view due amounts and record receipts of fee from students. Key in the Student ID to view the student's current records and to add or update payment information.

Due From... 01/03/2007 Upto date 03/01/2008 Bounced Cheques JMPCIIT [NIL] Father JOHNSON PRABHAKAR

Admission No 060102097 Name AMULYA VELPULA Roll No Type HS

Date	Description	Receipt No.	Amount	Due Date	Narration	D/C	You No.	SI No
03/01/2008	Receipt	12755	200	01/01/1900		C	113796	1
01/04/2007	Additional Teaching Fee		12000	01/04/2007	System Generated	D	44495	2
01/04/2007	Books Fee		2000	01/04/2007	System Generated	D	44497	2
01/04/2007	Boarding Fee		22000	01/04/2007	System Generated	D	44496	2
01/04/2007	Mess Fee		9000	01/04/2007	System Generated	D	44490	2
01/04/2007	Laboratory Charges		1500	01/04/2007	System Generated	D	44494	2
01/04/2007	Games Fee		1500	01/04/2007	System Generated	D	44493	2

Receivable 60,000.00 Received 200.00 Due 59,800.00 Excess 0.00 Concessions 0.00

Group FEE Receivable 60,000.00 Received 200.00 Due 59,800.00 Excess 0.00 Concessions 0.00

Recp No 12755 Date 03/01/2008 Ref. No

FEE 200 Late Fees 0 Late Fee Pmt Mode Cash

Narration Recd By ADMIN

Pmt Mode Cheque [1] Document No. M 6035

Recp Tot

Pckt Money Bal

Cheque Details

Date 03/01/2008 Bank Name GHSU

Chq No 1234 Branch GRM

### +\$#Other Branch Fee Collection

EzSchool allows you to integrate the fee collection system, at different branches, in such a manner that a student can walk into just any branch to pay his dues.

For a student of a branch, to be able to pay his fee at another branch, it is necessary that both the branches are connected to a central server.

Once such connection is established, you can retrieve a student's data from the central server, and collect the payment made by him.

There are two aspects of other branch fee collection:

1. [Collecting fees for another branch.](#)
2. [Adjusting fees collected at another branch.](#)

### +\$#Collecting Fees for another Branch

To collect fees from a student from another branch, open the **Fees** module on the main menu, and click on **Miscellaneous Fee Collection**.

The following window appears:

{



**Miscellaneous Fee Collection**

*Miscellaneous Fee Collection* This form allows you to collect the Miscellaneous Amount. For more information, refer to the online help.

Type: Other Branch Fe Branch: ADITHYA BHAVAN [ADIT1]

Student Id: \_\_\_\_\_ Class/ Sec: \_\_\_\_\_

Guardian Name: \_\_\_\_\_

FEE: 0 Receipt Date: 27/12/2007 Pmt Mode: Cash Recp. No.: 8 Doc. No.: M6027

Payment Details

Date: 27/12/2007 No: \_\_\_\_\_ Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_

Narration: Misc Fee Collection

Fee Type	Fee Name	Amount
GYM	GYM FEE	0
TUTIONFEE	TUITION FEE	0
GAMESFEE	Games Fee	0
LABFEE	Laboratory Charges	0
BOOKS	Books Fee	0
ADMFEE	Admission Fee	0
VAT	VAT	0

New Save Cancel Close Print

In this window:

1. Click on **New**.
  2. In the **Type** box, select **Other Branch Fee Collection**.
  3. In the **Branch** box, select the branch where the student belongs to.
  4. To retrieve a student's data, click on **Student Id**. The following window appears:
- {

In the **Branch Student Lookup** window, the **Selected Branch** box displays the branch name that you selected in the **Miscellaneous Fee Collection** window.

- a. In the **Student Name (like)** box type the student's name, or part of it.
- b. In the **Parent/Guardian name (like)** box, type the name, or part of name of the student's guardian, if you know it.
- c. Click on **Go**.

The table below now displays all the student names which are similar to the one you typed above in the **Student Name (like)**. This data is retrieved from the central server for all the branches.

Now, select the student Id you want, from the table, and click on **Select**. The **Branch Student Lookup** window gets closed. Go back to the **Miscellaneous Fee Collection** window.

5. The first box, on the immediate right of the **Student Id** button, is populated with the student's admission number, and the second box is populated with the student's name.
6. The **Class/Sec** box is populated with the student's class name.
7. The **Guardian Name** box is populated with the student's guardian's name.
8. The drop-down list just under the **Guardian Name** box contains a list of all the fee type groups. Select a group from it. The student's dues under that group get displayed in the box on its right.
9. In the **Receipt Date** box, type the date of the fee receipt. This box displays the current date by default.
10. The **Recp. No.** box is populated with a system generated receipt number for the transaction.
11. The **Doc. No.** box is populated with a receipt number from the fee receipt series issued to you.
12. In the **Pmt Mode** box, select the payment mode, viz., cash, cheque, credit card, etc.
13. If the payment is not being made in cash, but through any other instrument like cheque, credit card, etc., enter the details of that instrument in the **Payment Details** pane. This pane gets enabled only when you have selected something other than cash in the **Pmt Mode** box.
14. Click on **Save**.

When you click on **Save**, the fee receipt is also printed automatically. Separately, you can click on **Print**, to print the fee receipt. The data of the fee collection gets stored on the central server too, and the other branch is able to retrieve that data.

#### Adjusting Fees Collected at another Branch

To adjust the fee of a student of your branch, collected at another branch, open the **Fees** module on the main menu, point on **Others**, and in the sub-menu, click on **Advance Fee**.

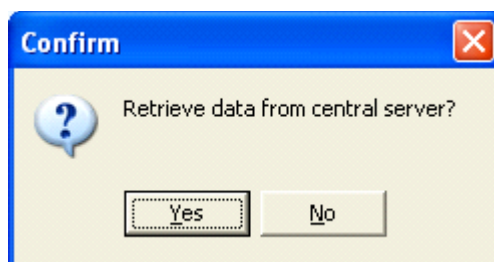
The following window appears:

{



In the drop-down list **Show**, select **Other Branch Fee Collected Entries**. Immediately a dialog box appears asking, whether to retrieve data from central server.

{




Click on **Yes**, to proceed.


Click on **Refresh**.


The table below is populated with the data of your branch's fee collected at other branches.

This table also displays the fee data of students being transferred in from another branch to your branch, once you have conducted the [transfer in](#).

Now, in the **Mark** column, select the record of the student whose fees you want to adjust by either a double click, or by pressing the **Asterisk** key. Repeat any of the procedures to de-select a record.

To select all records, click on  (*Mark All*).

To de-select all records, click on  (*Un Mark All*).

Once you have selected the student records, click on **Adjust Fee** .  
The student's fees data gets updated in your database. The amount is allocated against the different fee types as per their proportionality in the total fee.  
When you open the student's details in the [Fee Collection](#) window, the amount paid at another branch is displayed with a system generated narration as *Fee Collected In Other Branch*.

---

### +\$#Exams

The EzSchool **Exam** module is the result of a thorough research on the examination structure of different types of educational institutions. This module helps you update the marks of different exams, manage their results, analyze and compare the results of different students, subjects and classes. It also helps you manage special assessments and talent tests.

To be able to use this module, you should have your exam structure already defined.

(See also, [Creating a New Exam](#), [Exam Setup](#))

---

### +\$#Exam Marks Updating

EzSchool provides you the facility of updating the marks of students of all classes through a single window. In this window you can also retrieve the exam attendance data of the students and also send short messages (SMS) containing information about the exam marks, etc., to the students and parents.

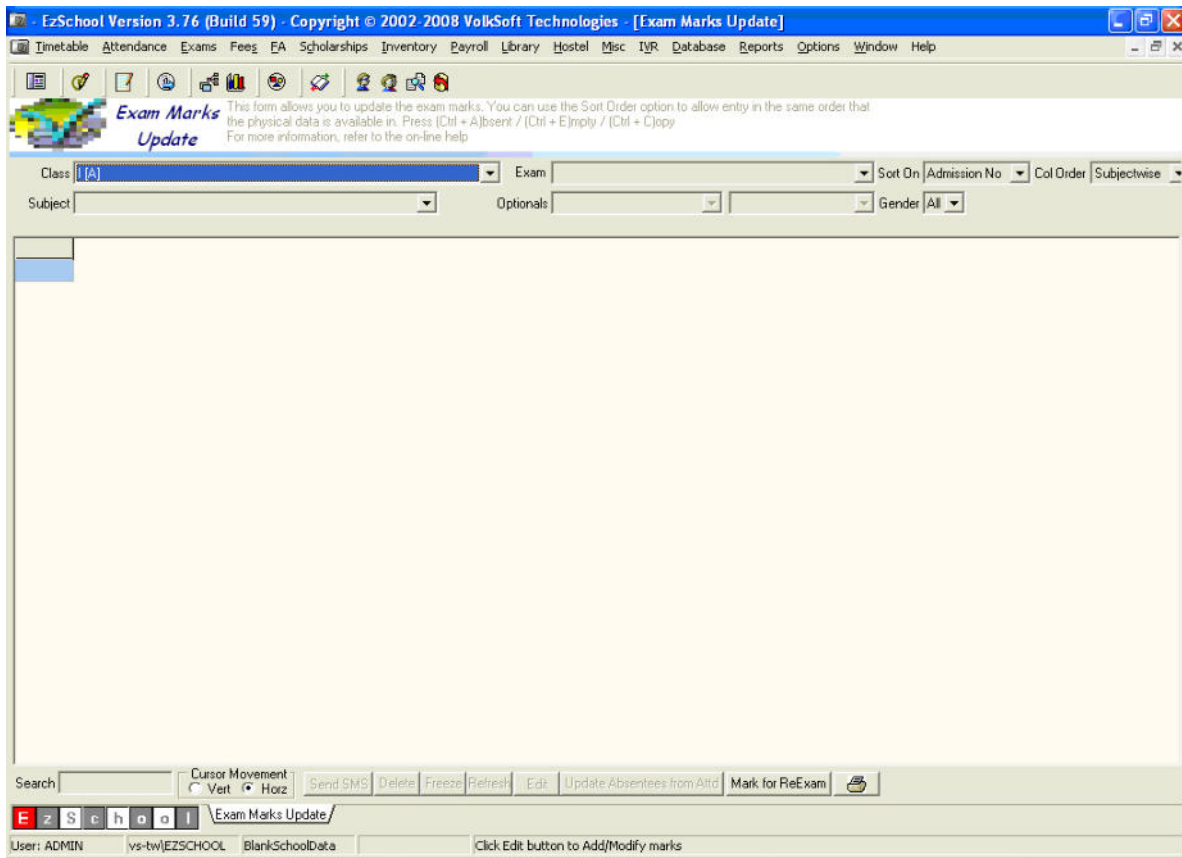
To access this window, open the **Exam** module on the main menu and, click **Exam Marks Update**.

(See also, [Exam Marks Configurations](#))

*Exams > Exam Marks Update*

The following window appears:

{



To update the marks obtained by students of a particular class, in a particular exam:

1. Select a class-section in the **Class** box and press **Tab**.
2. Select the exam in the **Exam** box and press **Tab**.
3. You can specify the marks for either one subject at a time, or you can select all of them in the **Subject** box. If the subject selected in this box is an elective subject, the [optional subjects](#) under it, are shown in the **Optionals** box besides it. Select the optional subject in the **Optionals** box.
4. Again press **Tab**.

The table listing all the students of the selected class-section appears in the empty pane.

{

EzSchool Version 3.76 (Build 59) - Copyright © 2002-2008 VolkSoft Technologies - [Exam Marks Update]

Timetable Attendance Exams Fees FA Scholarships Inventory Payroll Library Hostel Misc IVR Database Reports Options Window Help

**Exam Marks Update**

This form allows you to update the exam marks. You can use the Sort Order option to allow entry in the same order that the physical data is available in. Press [Ctrl + A]Insert / [Ctrl + E]mpty / [Ctrl + C]copy  
For more information, refer to the on-line help.

Class: [A] Exam: [UT1 [UNIT TEST 1]] Sort On: [Roll No] Col Order: [Subjectwise]

Subject: [ < ALL > ] Optionals: [ ] Gender: [All]

**Subject Name: ENGLISH**

Admin No	Roll No	Student Name	UT1 ENG 25(9)	UT1 HIS 25(9)	UT1 ILANG 25(9)	UT1 MAT 25(9)	UT1 SCI 25(9)	UT1 SOSCI 25(9)
1A001	001	Vishal Sharma	21	14	17	12	12	
1A002	002	Rajesh Behara	23	23	12	18	11	11
1A003	003	Ankit Agrawal	22	17	12	12	9	13
1A004	004	Amit Srivastava	25	16	15	19	10	12

Search: [ ] Cursor Movement: [Vert] [Horz] Send SMS [ ] Delete [ ] Freeze [ ] Refresh [ ] Edit [ ] Update Absentees from Attd [ ] Mark for ReExam [ ]

User: ADMIN vs-tw\EZSCHOOL BlankSchoolData Click Edit button (Ctrl + T) to enable Add/Edit/Delete

Now, click **Edit** and type the marks obtained by a student in the cell under the relevant subject column. Press **Tab** or the arrow keys on your keyboard to navigate through the different cells. Once you leave a cell, the data in that cell gets saved automatically.

You can set the behavior of the cursor by selecting one of the options under **Cursor Movement**. If you select **Vert**, the cursor moves down the current column, and then to the start of the next column, and so on. If you select **Horz**, the cursor moves to the end of the current row, and then to the start of the next row, and so on.

If you want to change the marks of a student for a subject, you can do so directly until you are in the **Edit** mode. If you are not in the edit mode, click **Edit** and make the required changes.

Similarly, you can select the other classes and exams to enter the marks details for all of them.

### Search a Student#

To search a student in the marks table, type admission number, roll number or the name of the student in the **Search** box at the bottom of the window. The cursor moves to the relevant row of the table as you start typing.

### Freeze/Unfreeze Exam Marks#

If you are an administrator, you can restrict others from making changes in the marks once entered. In EzSchool, this is called as freezing the data. To restrict other users from making any changes click **Freeze**. All the users who are not given the administrative privileges cannot make changes in the marks.

Once frozen, the data can be edited again only when you unfreeze it.

When you click the **Freeze** button, the label on it changes to **Unfreeze**. If you click **Unfreeze**, the marks data gets unfrozen and it can be edited again.

### Deleting the Marks of a Student#

To delete the marks of a student, select the relevant row from the table and click **Edit**. When you click **Edit** the Delete button gets enabled. Now, click **Delete**. All the marks of the selected student get deleted.

Note that if the exam data is frozen, you cannot edit or delete it.

## Updating Exam Attendance#

You can automatically update whether a student was absent on a particular examination day. The pre-requisite for such updating is that you have marked the student attendance for that day in the [Attendance](#) module. To automatically retrieve the attendance data of students click **Update Absentees from Attend.**

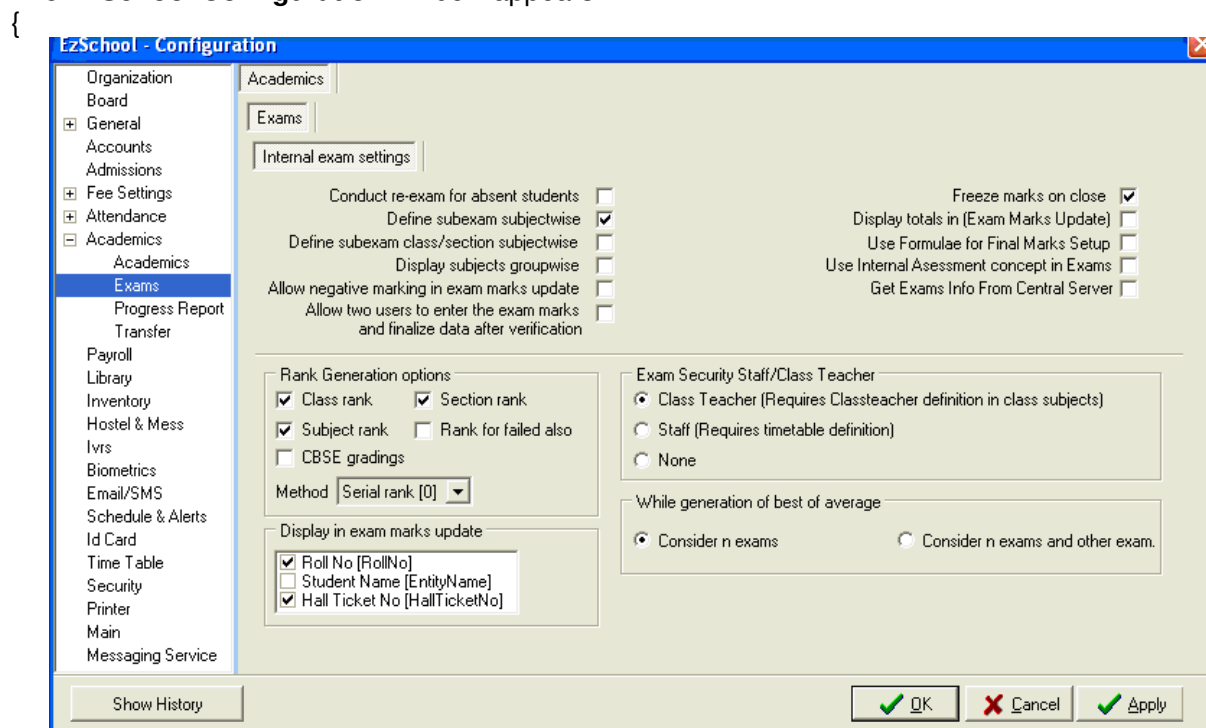
## Mark Student for Re-Examination#

If a student has been absent at an exam for some reason, and you want to allow him/her for re-examination, you can do so by selecting the cell which is marked as absent, and clicking **Mark for ReExam.**

## Exam Marks Configurations#

To set configurations related to [Exam Marks Updating](#), open the **Options** module on the main menu, and click **Configure.**

The **EzSchool Configuration** window appears:



In this window, open the **Academics** node, and select **Exams.**

*Options > Configure > Academics > Exams*

In this window:

Select the check box  **Conduct re-exam for absent students**, if you want that the students, who were absent at any exam, be allowed for re-examination.

Select the check box  **Allow negative marking in exam marks update**, if you want that negative marking be allowed while [updating the marks of students](#).

EzSchool has a unique facility that allows two different users to enter the marks data which is stored in a temporary memory. Thereafter, an administrator can compare the data entered by both users and then finalize it, if there is no discrepancy among them. This removes the possibilities of errors or any malpractice while entering the marks data. To activate this facility, select the check box  **Allow two users to enter the exam marks and finalize data after verification.**

As an administrator, if you want to restrict the editing of marks data once it has been entered, then select the check box **Freeze marks on close.**

Select the check box  **Display totals in [Exam Marks Update]** if you want that a new column displaying the totals marks of students be added in the [Exam Marks Update](#) window.

Under **Display in exam marks update**, select the check box against the items that you want to be

displayed in the **Exam Marks Update** window. Remember that you can select only two of these options. If you don't select any of these options, then by default the student name and the roll number will be displayed in the **Exam Marks Update** window.

If you want to retrieve the exams data of other branches from the central server, you have to select the check box **Get Exams Info From Central Server**.


---

### +\$#Reports

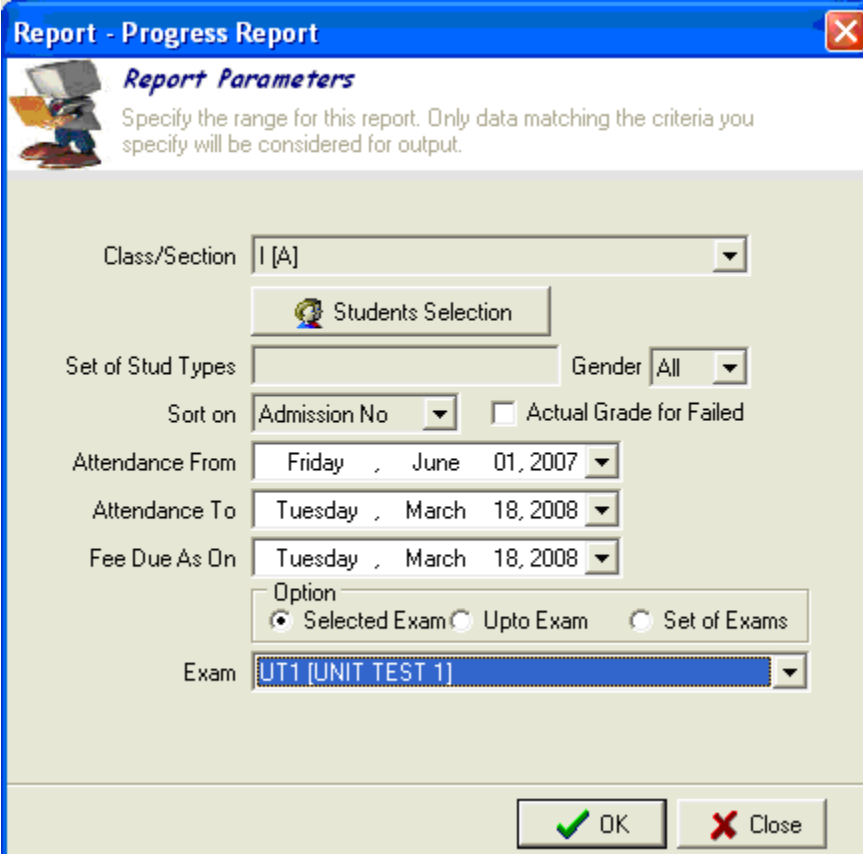
EzSchool provides you a comprehensive set of reports to cover all aspects of exam results. The main reports have been discussed here in details. Remember that before trying to produce these reports you must have defined the exams structure properly and also, entered the marks data correctly.

---

### +\$#Progress Report

In the [Exam Marks Update](#) window, click  and select Progress Report from the sub menu. The following window appears:

{



**Report - Progress Report**

*Report Parameters*

Specify the range for this report. Only data matching the criteria you specify will be considered for output.

Class/Section: I [A]

Students Selection

Set of Stud Types: Gender: All

Sort on: Admission No  Actual Grade for Failed

Attendance From: Friday, June 01, 2007

Attendance To: Tuesday, March 18, 2008

Fee Due As On: Tuesday, March 18, 2008

Option:  Selected Exam  Upto Exam  Set of Exams

Exam: UT1 [UNIT TEST 1]

OK Close



## +\$#Daily Tests Marks Update (Not Done)

XXXX XXX XXX.

## +\$#Rank Generation

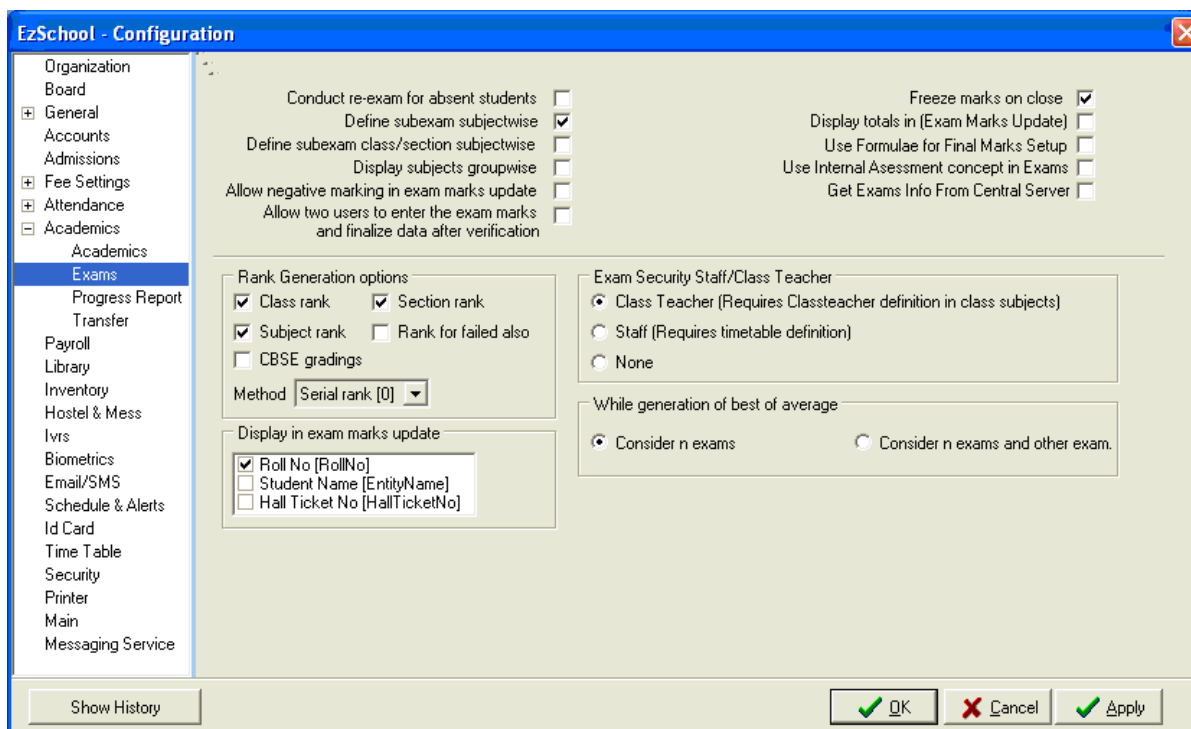
Once you have updated the marks obtained by students, you may want to rank them on the basis of their marks. EzSchool provides you the facility of ranking students based on their performance in the entire class, individual class-section and also on the performance in a specific subject.

Before generating the ranks ensure that you have entered the marks of all students correctly.

Now, you have to set some configurations related to rank generation. For this purpose, open the **EzSchool Configuration** window.

*Options > Configure > Academics > Exams*

{



In the **EzSchool Configuration** window, open the **+** **Academics** node, and select **Exams**.

Under **Rank Generation Options**:

.....If you select the check box **Class Rank**, the students are ranked on a class wise basis, inclusive of all of its sections.

.....If you select the check box **Section Rank**, the students are ranked on a class-section wise basis.

.....If you select the check box **Subject Rank**, the students are ranked on a subject wise basis.

.....If you select the check box **CBSE gradings**, then the students are ranked in the Central Board of Secondary Education's grading format.

.....If you select the check box **Rank for failed also**, then even those students who have failed the exams are also ranked based upon their marks, You can select more than one of these options at a time.

.....In the **Methods** box, select the method of ranking the students.

EzSchool provides you two methods of ranking the students:

1. Serial Rank

## 2. Skip Rank

### Serial Rank: -

This is the default method in EzSchool, and is the general method used by most of the organizations. An example of ranking through this method is as follows:

Student Name	Max Marks	Marks Obtnd	Rank
Ajit Juneja	100	86	1
Rahul Verma	100	85	2
Jai Krishna Pagdala	100	85	2
Ashish Tiwari	100	75	3
Manish Nallavali	100	75	3
Amit Verma	100	62	4
Jai Prakash Mishra	100	56	5

### Skip Rank: -

Under this method, whenever there is a repetition of a rank, the next lower ranks, up to the number of repetitions, are skipped. For e.g.,

Student Name	Max Marks	Marks Obtnd	Rank
Ajit Juneja	100	86	1
Rahul Verma	100	85	2
Jai Krishna Pagdala	100	85	2
Ashish Tiwari	100	75	4
Manish Nallavali	100	75	4
Anil Kumar	100	75	4
Amit Verma	100	62	7
Jai Prakash Mishra	100	56	8

In this table the 2nd rank is repeated one more time, hence the next one rank (3rd rank) is skipped. Similarly, the 4th rank is repeated two more times, hence the next two ranks (5th and 6th ranks) have been skipped.

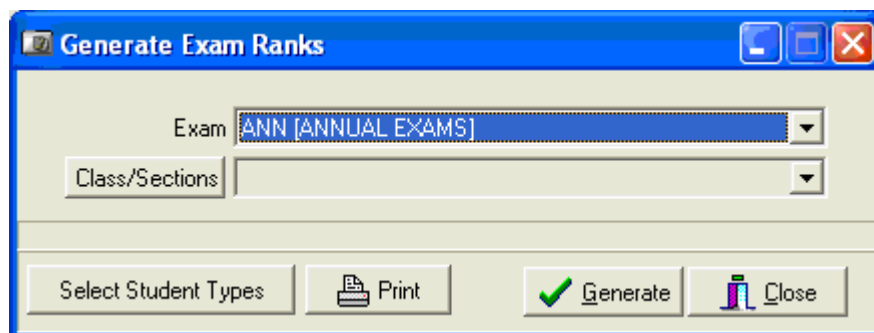
Once you have set the configurations, click **OK** at the bottom of the **EzSchool Configuration** window, to apply the settings and close it.

Now, open the **Exams** module on the main menu, and click **Rank Generation**.

*Exams > Rank Generation*

The following dialog box appears:

{



In this dialog box:

1. The **Exam** box lists all the exams of your organization. Select the exam

for which you are generating the ranks.

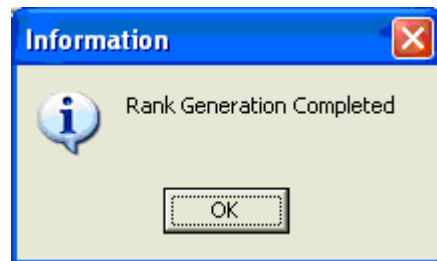
2. In the **Class/Section** box, select the class-section for which you are generating the ranks. If you wish to generate the ranks for more than one class-section, click **Class/Section**. A dialog box listing all the class-sections of your organization appears. Select the check boxes besides all the class-sections for which you want to generate the ranks, and click **Ok**.

3. By default EzSchool generates the ranks for all the student types of your organization. If you want, to select the student types for which you want to generate the ranks, click **Select Student Types**. A dialog box listing all the student types of your organization appears. Select the check boxes besides the student types for which you want to generate the ranks, and click **Ok**.

4. Click **Generate**.

Once rank generation is completed, a confirmation message is displayed:

{



Click **OK** to close this message and return to the **Generate Exam Ranks** dialog box.

You can generate the ranks for all exams of your organization in the same manner.

Now, if you want to print a report displaying the details of top ranks, click **Print**. (See also, [Top N Students Report](#))

Click **Close** to close the **Generate Exam Ranks** dialog box.

#### +\$#Top N Students Report

This feature provides you the facility of viewing the marks details of the top 'n' number of students in a class-section, where 'n' is any number specified by you.

To view this report it is necessary that you first enter the marks of students and then generate the ranks.

There are two ways of accessing this report:

If you haven't yet generated the ranks open the [Generate Exam Ranks](#) window and generate the ranks. Then, click **Print**.

Or

If you have already generated the ranks, open the **Reports** module on the main menu, point to **Exams**, point to **Exam wise** in the sub-menu, and in the next sub-menu, click **Exam Top 'n' Students**.

The following dialog box appears:

{

1. In the **Class/Sections** box, select the class-section that should appear in the report. If you want more than one class-section to appear in the report, click **Class/Sections**. A dialog box listing all the class-sections of your organization appears. In that list, select the check boxes besides the relevant class-sections and click **Ok**.
2. In the **Exam** box, select an exam that should appear in the report.
3. If you select the check box **Show Subjectwise Marks**, the report also displays the subject wise marks of the students. Remember that when you select this check box, all the class-sections selected in the **Class/Section** box should have the same subjects assigned to them. If there is difference in the subjects assigned to those class-sections, you won't get any report. If you don't select this check box then you get to see only the total marks obtained by the students in the report.
4. Under **Ignore Grouping On**, if you select **Section**, then the report displays a class-wise ranking wherein the different sections are not considered. You don't get to see the top rankers on a section wise basis. If you select **Class/Section**, a report of the top 'n' students on a section wise basis is displayed, wherein the students are not grouped on a class-section basis. If you select **None**, the default report is displayed, wherein the top rankers of all class-sections are displayed in groups.
5. In the **Top** box, you have to specify the value for 'n', i.e., the number of toppers who are to be included in the report.
6. Click **OK**.

The report is displayed in a new window.

{

EzReport - Exam Top 3 Students					
RGR Siddanthi Junior College for Girls					
Plot No.19, Vijaya Nagar Colony, Picket, Secunderabad - 500 003. Ph: 55227084					
Report - Exam Top 3 Students					
Class/Section: < ALL >					
Exam: UT1 [UNIT TEST 1]					
Admn No	Roll No	Student Name	Total Marks	%Of Marks	Rank
Class:I Section:A					
1A004	004	Amit Srivastava	138.5	92.3	1
1A001	001	Vishal Sharma	126	84	2
1A003	003	Ankit Agrawal	124	82.7	3
Class:I Section:B					
1B007	007	Rajiv Agrawal	142	94.7	1
1B005	005	Raju Penmechla	127	84.7	2
1B006	006	Babu Pandey	114.5	76.3	3
Class:II Section:A					
2A009	009	Brijesh Mishra	104	69.3	1
2A012	012	Kartik Mehansaria	89	59.3	2
2A010	010	Saurav Bhopali	80	53.3	3
Class:II Section:B					
2B014	014	Maneesh Nallavali	132	88	1
2B015	015	Rama Krishna Chilkoori	124	82.7	2
2B013	013	Bhanu Prakash Gubba	106	70.7	3

#### +\$#Exam Student Details/Exam Centers

If you want to add the information about the examination centers and hall tickets of students, open the **Exams** module on the main menu, and click **Exam Student Details**.

*Exams > Exam Student Details*

{

Exam Student Details

This form allows you to enter the Exam details for each student.  
For more information, refer to the online help.

Class/Section: I [A]

Exam: [ ]

Roll No	Entity Id	Entity Name	H.T. No	Reg No	Appl No	Centre Name	Centre Address	Centre City

Hall Ticket No: [ ] Registration No: [ ] Application No: [ ]

Exam Centre: [ ]

Address: [ ]

City: [ ]

Copy From Save Cancel Delete Print Close

To add the information about students of a class-section, select the same in the **Class/Section** box. In the **Exam** box, select the examination to which the details would be applicable. Press **Tab** on the keyboard.

{

Exam Student Details

This form allows you to enter the Exam details for each student.  
For more information, refer to the online help.

Class/Section: VIII [A]

Exam: ANN [ANNUAL EXAMS]

Roll No	Entity Id	Entity Name	H.T. No	Reg No	Appl No	Centre Name	Centre Address	Centre City
057	8A057	Ashutosh Pandey	5	5	5	Ameerpet		Hyderabad
058	8A058	Sudhir Kumar Singh	6	6	6	Begumpet		Hyderabad
059	8A059	Gurpreet Singh	7	7	7	Kachiguda		Hyderabad
060	8A060	Gurmukh Singh						

Hall Ticket No: 8 Registration No: 8 Application No: [ ]

Exam Centre: [ ]

Address: [ ]

City: [ ]

Copy From Save Cancel Delete Print Close

The table in the center of the window is populated with the list of all students of the selected class-section.

Now, select a student from the table:

1. In the **Hall Ticket No** box, type the hall ticket number of the student.
2. In the **Registration No** box, type the student's registration number.
3. In the **Application No** box, type the student's application form number.
4. In the **Exam Center** box, select the name of the center where the student will appear for the exams. To [create the list of the examination centers](#), click **Exam Centre**.
5. The **Address** box is populated with the address of the selected examination center.
6. The **City** box is populated with the name of the city where the selected examination center is located.
7. Click **Save**.

The details of the student get added to the relevant row in the table.

Similarly, you can add the information of other class-sections and exams.

If the details of the currently selected class-section and exam are the same as that specified for another exam for the same class-section then you can simply copy that data. To copy the data, click **Copy From** at the left corner of the window. The **Select the Exam** dialog box appears.

{

The screenshot shows the 'Exam Student Details' window. At the top, there is a title bar and a logo. Below the logo, there is a text box with the title 'Exam Student Details' and a subtitle 'This form allows you to enter the Exam details for each student. For more information, refer to the online help.' Below this, there are two dropdown menus: 'Class/Section' set to 'VIII [A]' and 'Exam' set to 'ANN (ANNUAL, DSA)'. A table with columns 'Roll No.', 'Entity ID', 'Entity Name', 'Centre Address', and 'City' is visible. The table contains four rows of student data. A dialog box titled 'Select the Exam' is open over the table, with a dropdown menu showing 'UNIT TEST 1 (UT1)' selected. Below the dropdown are 'Ok' and 'Cancel' buttons. At the bottom of the main window, there are input fields for 'Hall Ticket No', 'Registration No', and 'Application No', all containing the number '5'. There is also a dropdown for 'Exam Centre' set to 'Amrampet (AMP)', and text boxes for 'Address' and 'City' set to 'Hyderabad'. At the very bottom, there are buttons for 'Copy From', 'Save', 'Cancel', 'Delete', 'Print', and 'Close'.

In that dialog box, select the exam name whose data you want to copy into the currently selected exam. Click **OK**. The data gets copied.

If already some data exists related to the exam selected in the **Exam Student Details** window, a warning message is displayed stating the same:

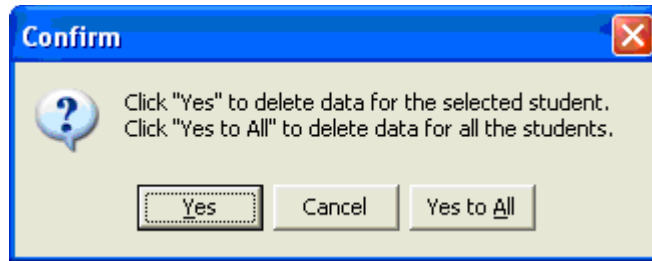
{

The screenshot shows a 'Confirm' dialog box with a blue title bar and a red 'X' button. The main area contains a question mark icon and the text: 'Data already exists for Exam: ANN for VIII [A] Class. Overwrite with UT1 exam Details?'. At the bottom, there are two buttons: 'Yes' and 'No'.

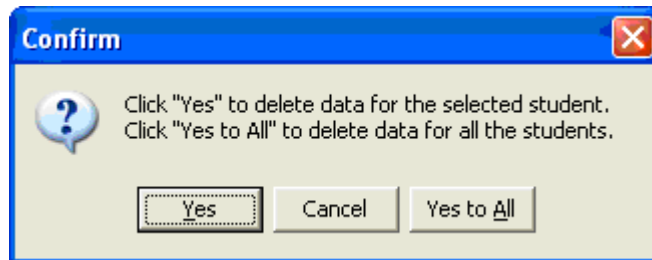
Click **Yes** to overwrite the existing data, or click **No** to cancel the copying.

To delete the exam center data of a particular student in the currently selected class-section, select his record from the table and click **Delete**. A dialog box appears:

{



In this dialog box, click **Yes**. The data of the selected student gets deleted.  
If you want to delete the data of all the students of the currently selected class-section, click **Delete**.  
A dialog box appears:  
{



In this dialog box, click **Yes to All**. The data of all students gets deleted. In between if you decide not to delete the data then click **Cancel** instead of **Yes to All** or **Yes**.

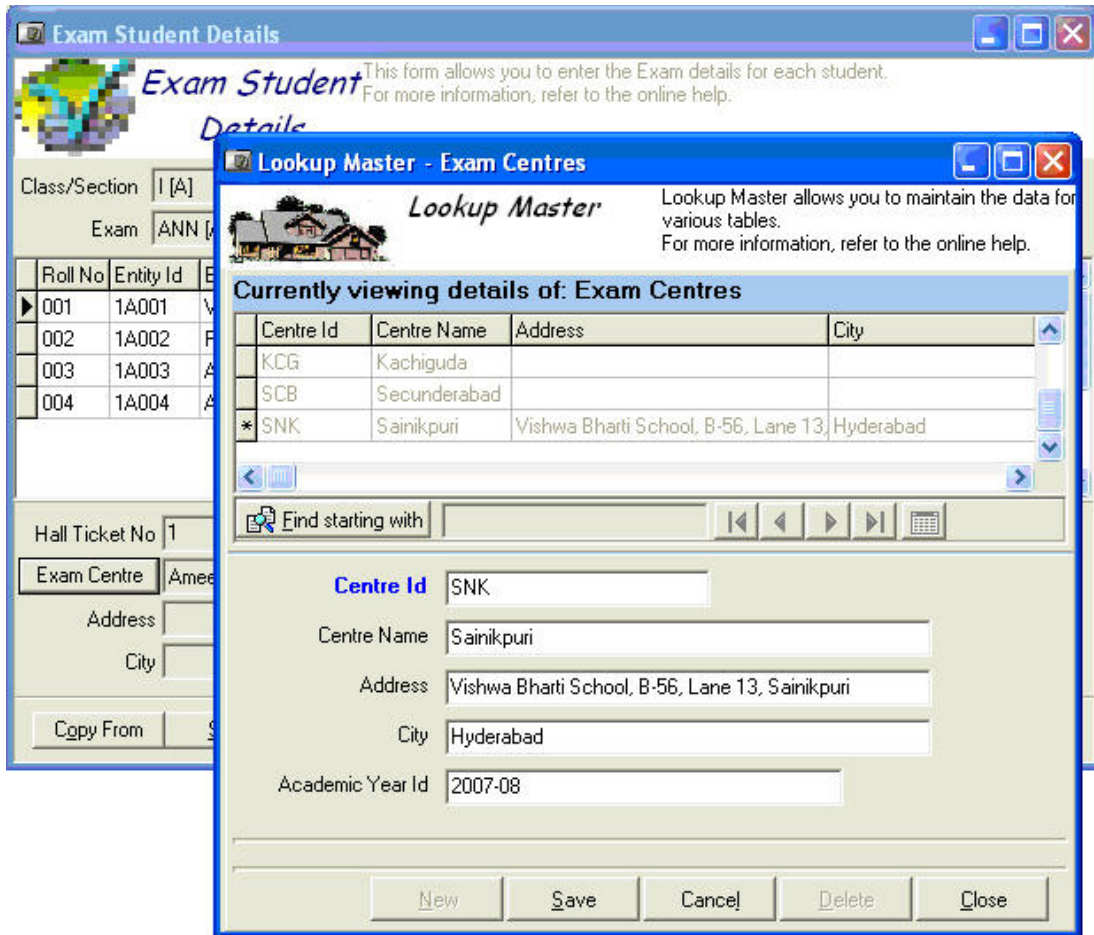
---

#### +##Creating Examination Centers

While creating the hall tickets of students in the [Exam Student Details](#) window, you have to assign an examination center to each of them.

In that window, click **Exam Centre** to create a new examination center in the database. The **Lookup Master Exam Centres** window appears.  
{





In this window:

1. Click **New**.
2. In the **Centre Id** box, type an Id for the examination center.
3. In the **Centre Name** box, type the name of the examination center.
4. In the **Address** box, type the address of the examination center.
5. In the **City** box, type the name of the city where this examination center is located.
6. In the **Academic Year Id** box, type an Id for the academic year to which this examination center is applicable.
7. Click **Save**.

Once saved, the record gets added to the table above.

If you want to make changes in a record, select it from the table, make changes in the required fields, and click **Save**.

If you want to delete a record, select it from the table and click **Delete**. EzSchool displays a dialog box asking for confirmation. Click **Yes** to proceed with deleting, or click **No** to cancel deleting.

#### +\$#Printing Hall Tickets

The information that you add in the [Exam Student Details](#) window is used by EzSchool to create the Hall Tickets of the students. In that window, after you have added the data related to an exam, click **Print**. In the sub-menu select **Hall Tickets**. The following window appears:

{

1. In the **Class/Section** box, select a class for which the hall tickets need to be printed.
2. In the Exam box, select the exam for which the hall tickets need to be printed.
3. If you want to print the hall ticket of an individual student, type his admission number in the **Admn No** box.
4. Select the check box **Print identification marks**, if you want that the details of the identification marks present on a student's body are also printed on the hall ticket. These identification marks must have been specified in the [Students Master](#).
5. Select the check box **Exclude fee due students**, if you want that the hall tickets of those students, who have not submitted the entire fee, are not printed.
6. Select the check box **Print fee due**, if you want that the fee due from a student is also printed on the hall ticket.
7. Click **OK**.

A window displaying the hall tickets appears:

{

In this window, click [\(Preview\)](#) to see the print preview.

Click [\(Print\)](#) to print the hall tickets.

Click [\(Dot Matrix Printing\)](#) to print the hall tickets on a dot matrix printer specified in EzSchool configurations.

#### +\$#**Competitive Exam Student Details**

This feature is used to maintain the data of students participating in various external competitive examinations.

To access this functionality open the **Exams** module on the main menu and click **Competitive Exam Student Details**.

*Exams > Competitive Exam Student Details*

The following window appears:

{

X x x x x x x x x.

#### +\$#**Final Exam Setup**

At the end of an academic year, you would like to finally assess the students on the basis of their performance in all the exams pertaining to that academic year.

This is facilitated in EzSchool through a unique feature called the **Final Exam Setup**. This feature assists you in measuring the students' performance in all the exams of the academic year on a scale of 100.

The **Final Exam Setup** feature helps you define the way in which the different exams of your organization contribute towards this 100, and then generate the related reports

Note that you can access this feature only after you have defined the examination structure of all the class-sections in the **Master Database Wizard**, and added the information of the students of those class-sections.

EzSchool provides you three kinds of **Final Exam Setup**. You have to choose one of these in **EzSchool - Configuration**.

Open the **Options** module and click **Configure**. The **EzSchool Configuration** window appears.  
{

Under **Final exam setup settings**:

••••••••**Convert marks to a specified value** When you select this option, EzSchool converts the marks obtained by a student, proportionally into the value specified by you as the contribution from each exam towards the final assessment. This is the default option. The formula used here is:

Marks considered for Final Assessment = Obtained Marks \* Contribution/Max. Marks

Here, you specify the contribution value in the **Final Exam Setup** window, after that EzSchool converts the obtained marks into the ratio between the specified value and the maximum marks for the exam.

••••••••**Custom formula** When you select this option, you are allowed to specify a custom made formula defining the contribution from each exam towards the final assessment. You have to specify the formula in the **Final Exam Marks Setup** window.

••••••••**Examwise Percentages** When you select this option

If you select the check box **Consider exclude from total subjects**, the subjects which were specified to be excluded from total marks, in the [Internal Exam Setup](#), are also considered while calculating the final marks.

Once you have chosen the configurations, click **OK** to apply the settings and close the **EzSchool Configuration** window.

---

#### +\$#Final Exam Marks Setup

Once you have set the related configurations, it is time to define the **Final Exam Marks Setup**. This is where you have to specify the contribution made from each exam in the final assessment.

Open the **Exams** module on the main menu, and point to **Final Exam Setup**. In the sub-menu, select **Final Exam Marks Setup**.

*Exams > Final Exam Setup > Final Exam Marks Setup*

The following window appears:

{

In this window, the **Group Master** page is active by default. On this page:

1. Select the class-section, for which you are doing the final exam setup, in the **Class/Section** box.
2. In the **Final Exam** box, select the final/annual examination of your organization. This exam and all the exams that were conducted before this exam only, will be considered for the final exam setup.
3. In the **No of groups** box, specify the number of examination groups. For e.g., some organizations consider all the unit tests as a group, the quarterly and half yearly exams as another group, and then the annual exams as yet another group. In such case, the number of groups will be

3. The number of groups specified in this box cannot be less than 1 and greater than 26.  
{

4. Click **Next**. You are taken to the **Group Details** page.  
{

In this window, you can see a table where EzSchool displays as many rows as you had specified in the **No of groups** box in the previous page. Those groups are displayed here as A, B, C, and so on.

5. Now, click in a cell in the **Exams** column of the table. A browse button appears in that cell. Click that button. A window appears listing all the exams of your organization.  
{

6. Select the exams which will be the part of the currently selected group in the **Final Exam Marks Setup** window.

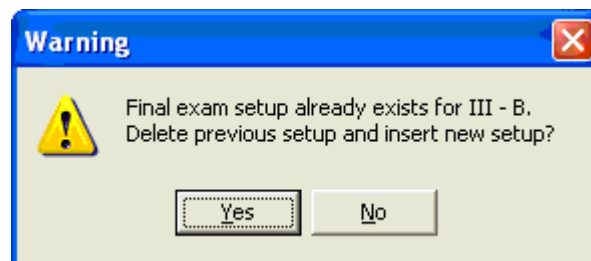
7. Click **Save**.  
{

8. Now, in the **Contribution** column of the **Final Exam Marks Setup** window, type the value of the contribution from this group towards the final assessment. Remember that the sum of the contributions from all the groups listed here should be equal to 100.

9. In case you want to make any changes on the **Group Master** page, click **Back**. You will be taken back to the **Group Master** page. Make the required changes and comeback to **Group Details** page.

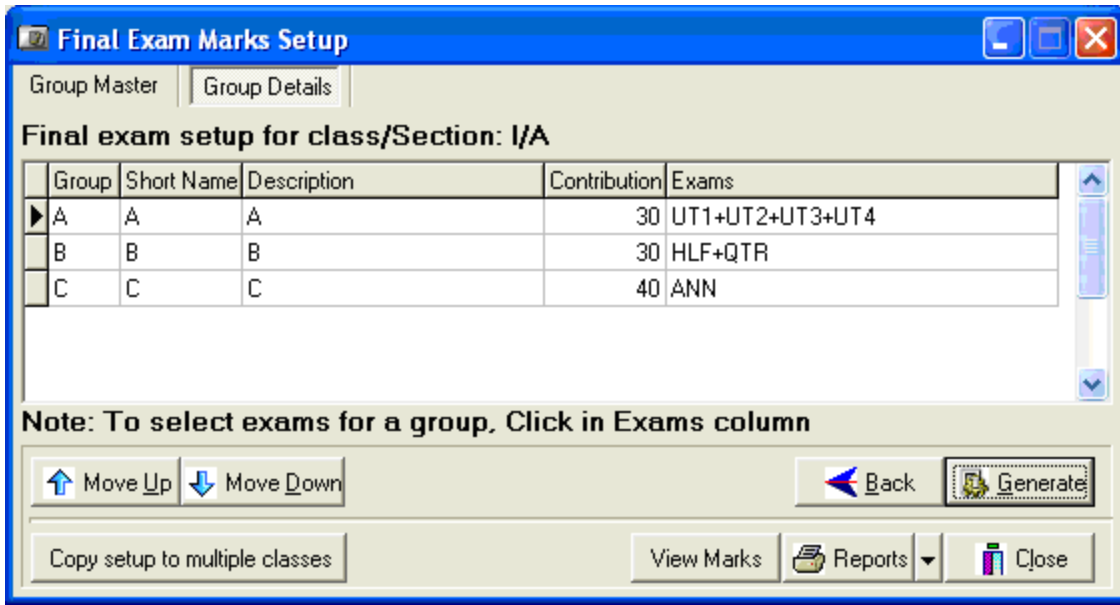
10. If you want to copy the same final exam setup to other classes, click **Copy setup to multiple classes**. A window displaying a list of all the class-sections appears.  
{

Select the check boxes besides the class-sections to which you want to copy the same final exam setup. Click **OK**. The same setup gets copied to all of the selected class-sections. If a setup has been already defined for any of those selected class-sections EzSchool will display a message stating the same and asking you to confirm whether you want to overwrite the existing setup.  
{



If you want to overwrite the existing setup, click **Yes**. If you don't want to overwrite the existing setup, click **No**. If you select **No**, EzSchool will not copy the setup to that particular class-section, but to all the rest.

You can set the order in which the details related to each exam group appears in the reports by selecting a group and moving it up or down in the table. Use the buttons **Move Up** or **Move Down** for this purpose.  
{



11. Once, you are finished with defining the group details, click **Generate** to generate the final assessment.
12. If you want to view the final assessment result, click **View Marks**. (See also, [Final Exam Result](#))
13. You can access different reports related to final assessment by clicking **Reports**. (See also, [Reports](#))

#### Final Exam Result

Once you have finished the [final exam marks setup](#), you may want to see the results of the final assessment. There are two ways of doing that.

If the [Final Exam Marks Setup](#) window is open, click **View Marks** at the bottom of that window.

Or

Open the **Exams** module on the main menu, point to **Final Exam Setup**, and in the sub-menu, click **Final Exam Result**.

*Exams > Final Exam Setup > Final Exam Result*

The following window appears:

{

**Final Exam Results Entry**

*Final Exam Result*

This form allows you to update the final exam result.  
If you want to change the Result, place the cursor at Result and Press F2. Select the result from list.  
For more information, refer to the on-line help.

Class/Section: [A] Sort On: Admission No Filter: Show All Students Refresh

Total No. Of Students: Total No. Of Passed Students: Total No. Of Promoted Students: Total No. Of Detained Students: Update

In this window, select the class-section whose results you want to view, in the **Class/Section** box. Click **Refresh**.

{

**Final Exam Results Entry**

*Final Exam Result*

This form allows you to update the final exam result.  
If you want to change the Result, place the cursor at Result and Press F2. Select the result from list.  
For more information, refer to the on-line help.

Class/Section: [A] Sort On: Admission No Filter: Show All Students Refresh

Admn. No	Student Name	ENG	HIS	IILANG	MAT	SCI	SOSCI	Total Marks	Perc	Class Rank	Sec. Rank	Fee Due	Withheld	Result	Reason
▶ 1A001	Vishal Sharma	73	71	73	76	73	75	441	73.5	0	0	14000	N	PASS	
1A002	Rajesh Behara	56	58	57	59	68	60	358	59.6666	0	0	14000	N	PASS	
1A003	Ankit Agrawal	59	56	65	64	55	55	355	59.1666	0	0	14000	N	PASS	
1A004	Amit Srivastava	44	60	59	62	65	61	349	58.1666	0	0	14000	N	PASS	

Total No. of Students: 4  
Total No. of Passed Students: 4 Total No. of Promoted Students: 0 Total No. of Detained Students: 0 Update

A table displaying all the students, along with their marks details appears.

The **Result** column of this table displays you the status of the student as Passed, Detained or Promoted. If for some reason you want to make changes in the status of a student, select the relevant cell in this column, and press **F2** on your keyboard, or click once again in the same cell. A drop down list appears.

{

**Final Exam Results Entry**

*Final Exam Result*

This form allows you to update the final exam result.  
If you want to change the Result, place the cursor at Result and Press F2. Select the result from list.  
For more information, refer to the on-line help.


Class/Section | [A] | Sort On | Admission No | Filter | Show All Students | Refresh

Admn. No	Student Name	ENG	HIS	IILANG	MAT	SCI	SOSCI	Total Marks	Perc	Class Rank	Sec. Rank	Fee Due	Withheld	Result	Reas
1A001	Vishal Sharma	73	71	73	76	73	75	441	73.5	0	0	14000	N	OMOTED	
1A002	Rajesh Behara	56	58	57	59	68	60	358	59.6666	0	0	14000	N	PASS	
1A003	Ankit Agrawal	59	56	65	64	55	55	355	59.1666	0	0	14000	N	PROMOTED	
1A004	Amit Srivastava	44	60	59	62	65	61	349	58.1666	0	0	14000	N	PASS	

Total No. of Students: 4  
Total No. of Passed Students: 4    Total No. of Promoted Students: 0    Total No. of Detained Students: 0

Update

From the list, select the new status for the student and press **Tab**. Remember that whenever you change the status of a student, you must also specify the reason behind it. Specify the reason in the **Reason** column and click **Update** at the lower right corner of the window.

To view a report of these results, click .

A window displaying the report appears.

{









**EzReport - Report Final Exam Result**

**Vishwa Bharati Educational Society**  
Plot No.19, Vijaya Nagar Colony, Picket, Secunderabad - 500 003. Ph: 55227084

Report Final Exam Result  
Class/Section: I/A  
Filter on: Show All Students

Admn. No	Student Name	ENG	HIS	IILANG	MAT	SCI	SOSCI	Total Marks	Perc	Result
1A001	Vishal Sharma	73.00	71.00	73.00	76.00	73.00	75.00	441.00	73.50	PROMOTED
1A002	Rajesh Behara	56.00	58.00	57.00	59.00	68.00	60.00	358.00	59.67	PASS
1A003	Ankit Agrawal	59.00	56.00	65.00	64.00	55.00	55.00	355.00	59.17	PASS
1A004	Amit Srivastava	44.00	60.00	59.00	62.00	65.00	61.00	349.00	58.17	PASS

Total No. of Students: 4  
Total No. of Passed Students: 3  
Total No. of Promoted Students: 1  
Total No. of Detained Students: 0

Click the print icon to print this report.

### +\$#Reports

Once you have finished the [Final Exam Marks Setup](#) and generated the result, EzSchool provides you a comprehensive set of reports to view and analyze the results.

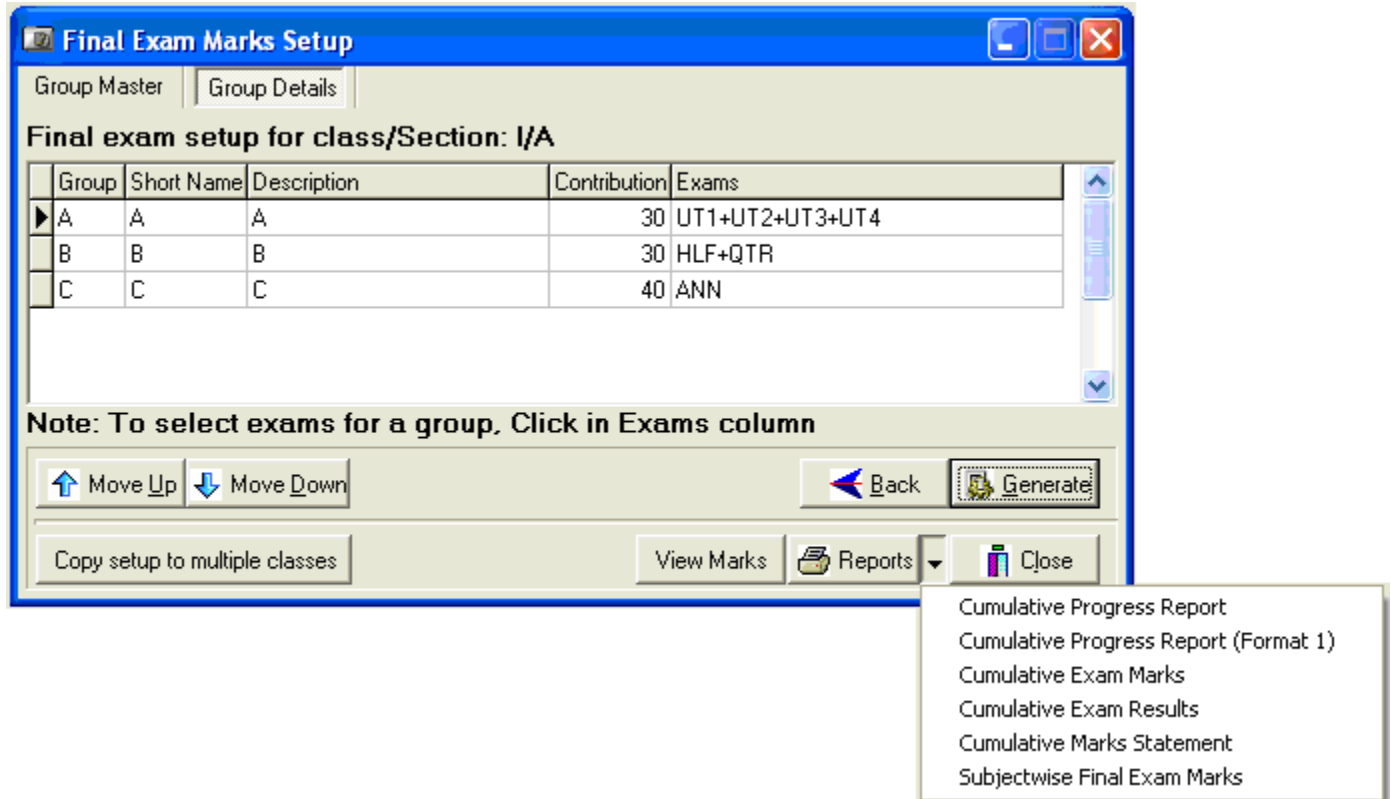
For your convenience these reports have been added to the **Final Exam Marks Setup** window. You

can also access these reports through the **Reports** module on the main menu.

*Reports > Exams > Progress Reports*

In the **Final Exam Marks Setup** window click **Reports**. A sub-menu appears displaying the list of reports related to final assessment of students.

{



The screenshot shows the 'Final Exam Marks Setup' window. It has a title bar with standard window controls. Below the title bar are two tabs: 'Group Master' and 'Group Details'. The main area displays 'Final exam setup for class/Section: I/A' and a table with the following data:

Group	Short Name	Description	Contribution	Exams
A	A	A	30	UT1+UT2+UT3+UT4
B	B	B	30	HLF+QTR
C	C	C	40	ANN

Below the table is a note: 'Note: To select exams for a group. Click in Exams column'. At the bottom of the window are several buttons: 'Move Up', 'Move Down', 'Back', 'Generate', 'Copy setup to multiple classes', 'View Marks', 'Reports', and 'Close'. The 'Reports' button is highlighted, and a dropdown menu is open, listing the following reports:

- Cumulative Progress Report
- Cumulative Progress Report (Format 1)
- Cumulative Exam Marks
- Cumulative Exam Results
- Cumulative Marks Statement
- Subjectwise Final Exam Marks

### +\$#Cumulative Progress Report

This report shows you the progress reports, based on the final assessment, of all the students of a selected class-section. To view this report click **Reports** in the [Final Exam Marks Setup](#) window, and select **Cumulative Progress Report**. The following dialog box appears:

{



In the **Class-Section** box, select the class-section whose report you want to view.

In the **Admn No** box, you can type the admission number of a student if you want to view the report of only that student.

In the **Gender** box, you can select a gender if you want to view the report of students belonging to that particular gender only.

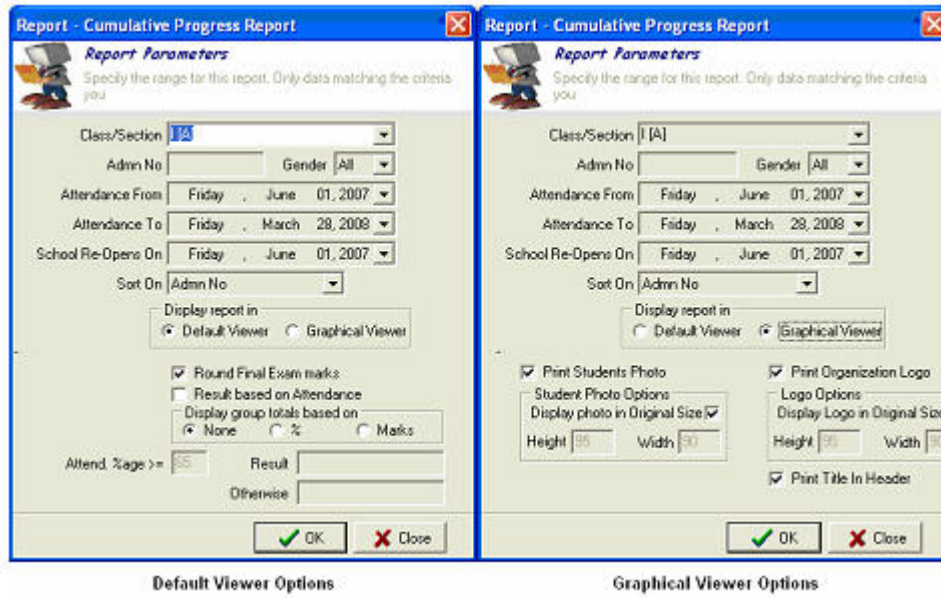
If you want, you can also view the attendance of students in the report. The attendance shown in the report will be for the period specified in the **Attendance From** and the **Attendance To** boxes.

Remember that attendance record will be shown in the report only when you have set the necessary configurations in **EzSchool Configurations**. (See also, *Progress Report Configurations*)

You have the option to sort the report on the basis of admission numbers, roll numbers, or student names, by selecting one of them in the **Sort On** box.

You can also view the report in a graphical viewer by selecting the **Graphical Viewer** option under **Display report in**. When you select this option the pane below it changes:

{



You can select whether or not to print the student photos and the organization logo in the reports, by selecting the relevant check boxes.

Similarly, select the check box **Print Title In Header** if you want that the report name also be printed in the report.

When you select the option **Default Viewer**, photos and logo are not printed in the report. Further, the following options are available only in the default viewer and not in the graphical viewer.

If you want that the fractional part of marks not be displayed in the Cumulative Progress Report, select the check box **Round Final Exam marks**.

If students who have a lesser percentage of attendance than a specified limit are to be failed, or assigned any other grade, then select the check box **Result based on Attendance**. When you select this check box the last three fields in this dialog box get enabled. Now, you have to specify the remarks that are to be assigned to the students on the basis of their attendance.

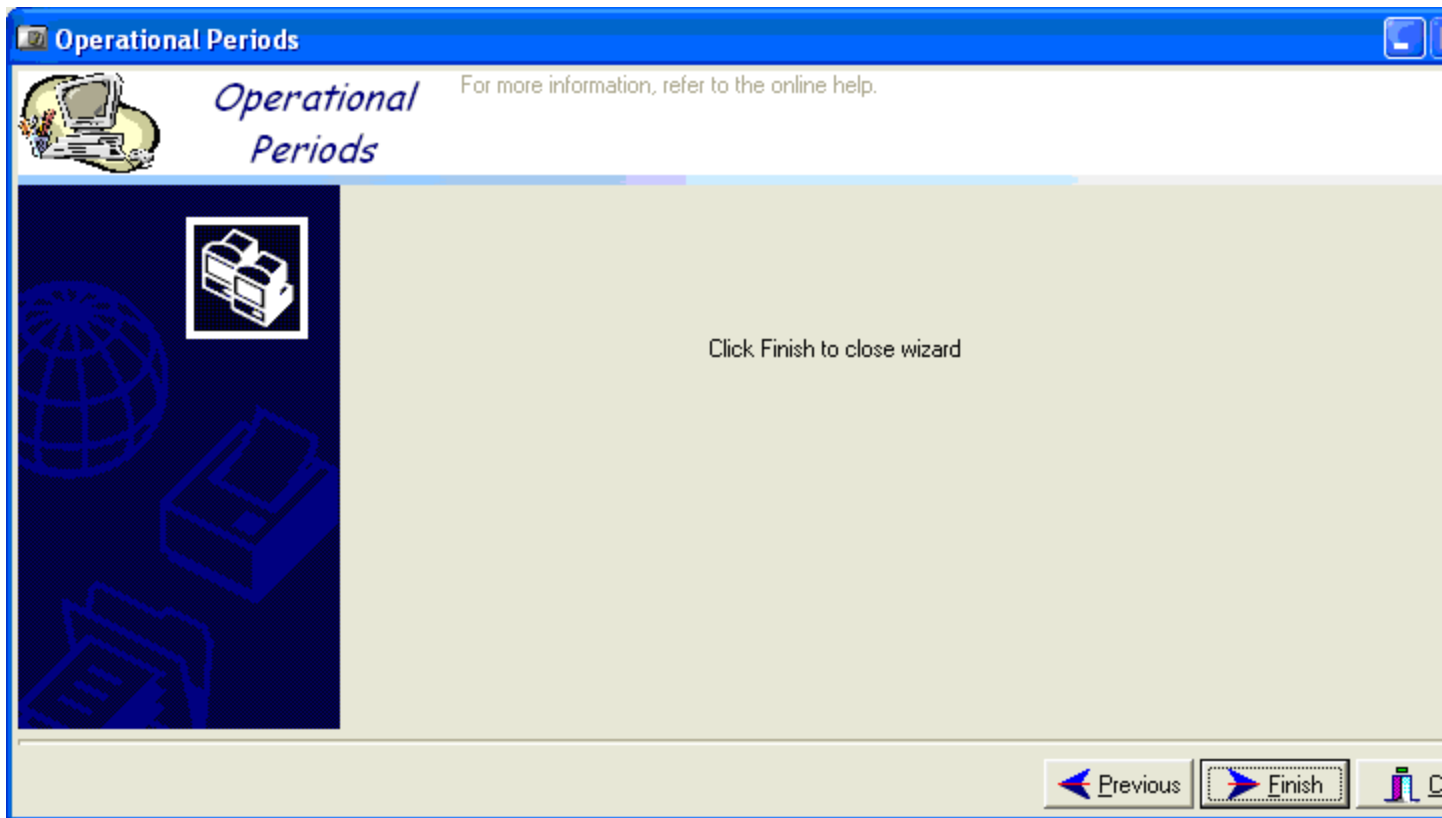
In the **Attend. %age >=** box, type the cut-off attendance percentage, then in the **Result** box, specify the remark that will be added to students who have their attendance percentage greater than or equal to it. In the **Otherwise** box, type the remark that should be added to the students who have an attendance percentage lower than that specified in the **Attend. %age >=** box.

Once you have made the required selections, click **OK** to generate the report. The report is displayed in another window.

{

Click **Save**, close the **Student Type Master**, and return to the **Operational Periods** wizard.

{



Click **Finish**.

The new academic year gets created, and if you had chosen to transfer old academic data to this new academic year, it too gets transferred.

If other constituents of the operational periods still need to be defined, then the **Operational Period** wizard reverts back to the first stage after the transfer of data.

Once you have finished defining the operational period, click Close to close the **Operational Periods** wizard.

In the cases when you are transferring the academic data to a new academic period, you can transfer the fee dues of the current period to the new period. But, you have to remember that the fees due from the students for the new academic period will have to be generated separately.

(See also, [Default Fee Generation](#))



**Print Preview**

Vishwa Bharati Educational Society  
 Plot No.19, Vijaya Nagar Colony, Ficket, Secunderabad - 500 003.  
 CUMULATIVE PROGRESS REPORT 2006 2007

Name of the Student: Vishal Sharma      Name of the Parent: \_\_\_\_\_  
 Roll No. 001      Admn No. 1A001      Admn Date. 29-02-2008      Class/Sec. IA

Exams

Subject Name (Max Marks)	U1		U2		QE		U3		HE		U4		AE		Cum. %	Cum. Rank
	Mark	Rank	Mark	Rank	Mark	Rank	Mark	Rank	Mark	Rank	Mark	Rank	Mark	Rank		
ENG (100)	36	2	44		42		84		90		84		75		73	0
HIS (100)	64	1	48		44		100		84		88		74		71	0
ILLANG (100)	72	2	60		48		88		82		84		76		73	0
MAT (100)	96	1	44		42		92		96		88		78		76	0
SCI (100)	84	2	60		44		96		96		48		76		73	0
SDSCI (100)	60	3	48		40		100		98		48		87		75	0
<b>Totals</b>	472		304		260		560		546		440		466			
<b>Percent(%)</b>	78.7		50.7		43.3		93.3		91		73.3		77.7			
<b>Section Rank</b>	2															
<b>Class Rank</b>	4															

**PERFORMANCE GRAPH**

Page 1 of 4

Report in the graphical viewer

### +\$#Cumulative Progress Report (Format 1)

This report presents you a view of the average performance of students in all subjects.

This report is a derivation of the [cumulative progress report](#) generated in graphical viewer. One of the differences being that, here the students are assigned a grade based upon their percentage of marks. The default grades assigned here are fail, pass, second class, first class and distinction.

Also, the students are assigned grade points based upon their performance.

In the [Final Exam Marks Setup](#) window, click **Reports**. Click **Cumulative Progress Report (Format 1)** in the sub-menu.

The following dialog box appears:

{

**Report Cumulative Progress Report**

**Report Parameters**  
Specify the range for this report. Only data matching the criteria you specify will be considered for output.

Class/Section: [A]

Admn No:  Gender: All

Attendance From: Friday, June 01, 2007

Attendance To: Saturday, March 29, 2008

School Re-Opens On: Friday, June 01, 2007

Display Exam:  
 Id  Short Name

Display Grades & Remarks Of: ANN [ANNUAL EXAMS]

Class Gradings	From %	To %	Grade
	0	35	Fail
	35	45	Pass
	45	60	Second
	60	75	First
	75	100	Distinction

Footer Notes:  
Promotion to the next higher class will be on the basis of the average performance in tests and exams held during the academic year as per the ICSE norms.

OK Close

In the **Class-Section** box, select the class-section whose report you want to view.

In the **Admn No** box, you can type the admission number of a student if you want to view the report of only that student.

In the **Gender** box, you can select a gender if you want to view the report of students belonging to that particular gender only.

If you want, you can also view the attendance of students in the report. The attendance shown in the report will be for the period specified in the **Attendance From** and the **Attendance To** boxes.

Remember that attendance record will be shown in the report only when you have set the necessary configurations in **EzSchool Configurations**. (See also, *Progress Report Configurations*)

In the **School Re-Opens On** box, type or select the date on which the school re-opens in the next academic year.

Under **Display Exam**, you can select whether to display the exam Id or the exam short name in the report by selecting either **Id** or **Short Name**.

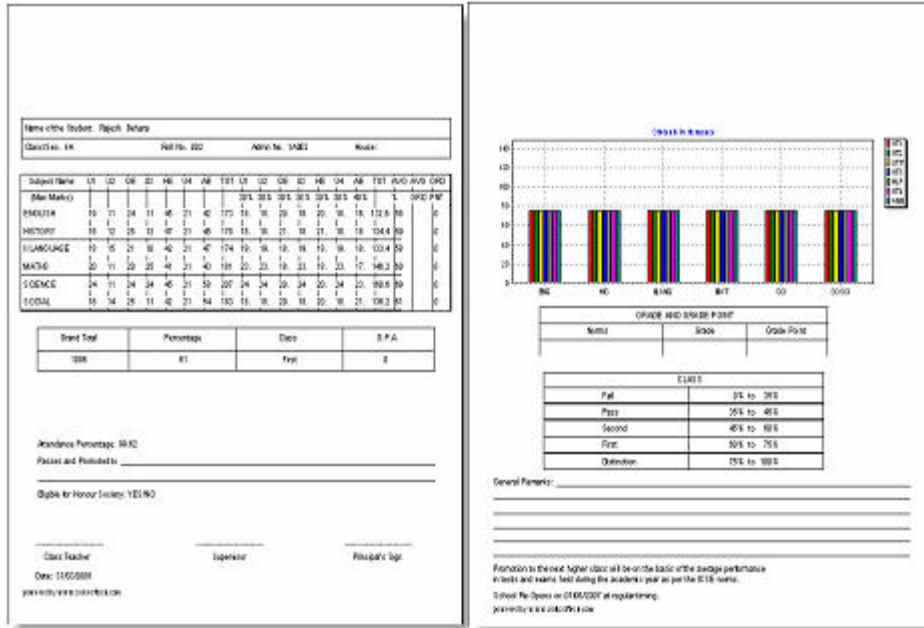
In the **Display Grade & Remarks of** box, select the last exam of the academic year.

In the table **Class Gradings**, you can define the grades which should be assigned to the students based upon their percentage of marks. In the **From%** to **To%** columns, specify the range of marks percentages, and then in the **Grade** column, specify the grade that will be assigned to the students whose percentages fall in that range.

Click **OK**.

The report appears in a new print preview window.

{



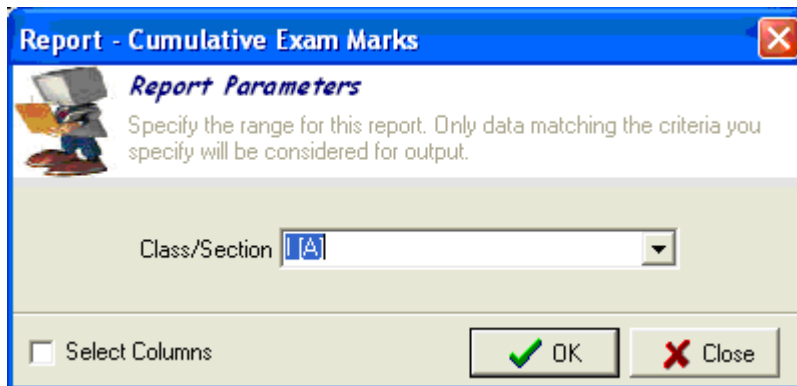
+\$#

### Cumulative Exam Marks

This report presents you a summary of the exam group wise marks of students.

In the [Final Exam Marks Setup](#) window, click **Reports**, and then select **Cumulative Exam Marks** in the sub-menu. The following dialog box appears:

{



In this dialog box, select the class-section whose report you want to view, and click **OK**. The report gets displayed in a new window.

{

**EzReport - Cumulative Exam Marks**

**Vishwa Bharati Educational Society**  
 Plot No.19, Vijaya Nagar Colony, Picket, Secunderabad - 500 003. Ph: 55227084

Report - Cumulative Exam Marks  
 Class/Section: I [A]

Admin No	Roll No	Student Name	Atten %	Fee Due	C 40%	B 60%	A 120%	Total Marks	Perc Cla	Section Rank	Rank
1A001	001	Vishal Sharma	97.12	14,000.00	186.4	120.9	133.2	440.50	73.42	1	1
1A002	002	Rajesh Behara	99.68	14,000.00	115.6	120.3	121.8	357.70	59.62	2	2
1A003	003	Ankit Agrawal	99.68	14,000.00	126.4	101.4	126.9	354.70	59.12	3	3
1A004	004	Amit Srivastava	41.85	14,000.00	97.2	124.8	127.2	349.20	58.20	4	4

### +\$#Cumulative Exam Results

This report presents a summary of overall results of a class. To access this report, open the [Final Exam Marks Update](#) window and click **Reports**. In the sub-menu, select **Cumulative Exam Results**.

The following dialog box appears:

{

**Report Cumulative Exam Results**

*Report Parameters*

Specify the range for this report. Only data matching the criteria you specify will be considered for output.

Report Format: **Abstract Of Annual Result**

Class: **I [CLASS I]**

Group: **< ALL >**

Display class sections based on group id

Consider students as pass if %age greater than **35**

Select Columns

**OK** **Close**

In the **Report Format** you have four report format options to select from.

**Abstract Of Annual Result** Provides you the individual summaries of the number of students appearing for the exam, and passing from the selected classes. Also, shows the combined summary from all the classes.

**Final Result** Provides you the summary of the number of students appearing for the exam, and passing from the selected classes, along with the break down on the basis of gender of the students.

**Classwise Average Result** Provides you the individual summaries of the number of students appearing for the exam, and passing from the selected classes.

**Classification Of Grades** Provides you the individual summaries of the number of students appearing for the exam, and passing from the selected classes, along with their grades.



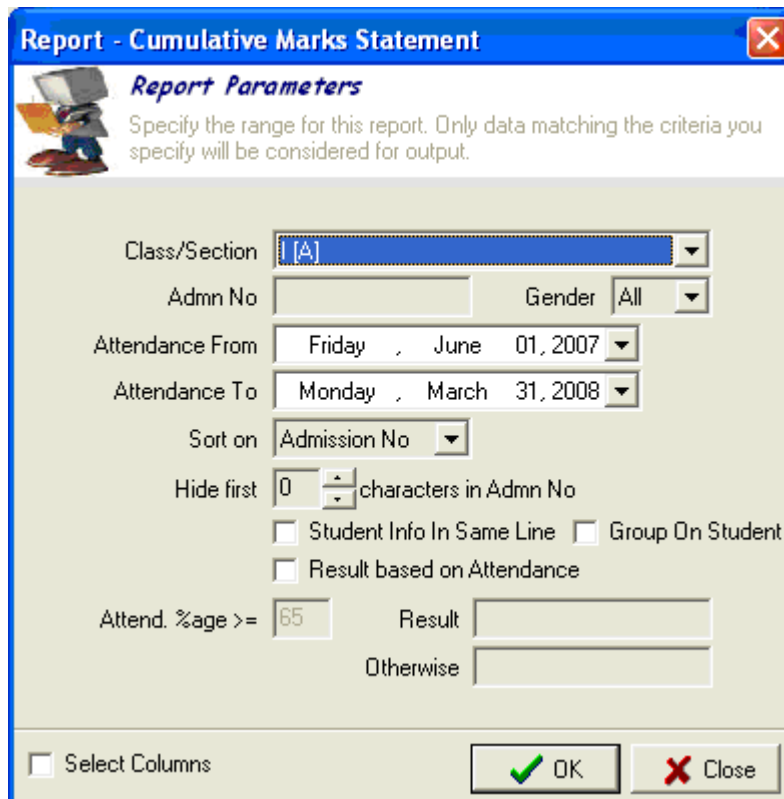
### +\$#Cumulative Marks Statement

This report provides a statement of marks obtained by students of a selected class.

To access this report, click **Report** on the [Final Exam Marks Update](#) window. In the sub-menu select **Cumulative Marks Statement**.

The following dialog box appears:

{



In the **Class-Section** box, select the class-section whose report you want to view.

In the **Admn No** box, you can type the admission number of a student if you want to view the report of only that student.

In the **Gender** box, you can select a gender if you want to view the report of students belonging to that particular gender only.

If you want, you can also view the attendance of students in the report. The attendance shown in the report will be for the period specified in the **Attendance From** and the **Attendance To** boxes.

Remember that attendance record will be shown in the report only when you have set the necessary configurations in **EzSchool Configurations**. (See also, *Progress Report Configurations*)

You have the option to sort the report on the basis of admission numbers, roll numbers, or student names, by selecting one of them in the **Sort On** box.

If you want that the prefixes or a specified number of the starting characters of the admission numbers, not be printed in the report, type the number of characters in the **Hide first characters in Admn No** box.

If students who have a lesser percentage of attendance than a specified limit, are to be failed, or assigned any other grade, then select the check box **Result based on Attendance**. When you select this check box the last three fields in this dialog box get enabled. Now, you have to specify the remarks that are to be assigned to the students on the basis of their attendance.

In the **Attend. %age >=** box, type the cut-off attendance percentage, then in the **Result** box, specify the remark that will be added to students who have their attendance percentage greater than or equal to it. In the **Otherwise** box, type the remark that should be added to the students who have an

attendance percentage lower than that specified in the **Attend. %age >=** box.

If you select the check box **Group on Student**, the marks of all exam groups are shown in different rows, and if you don't select it, the marks of all exam groups are shown in the same row, different columns.

Further, when you select the check box **Group on Student**, the report shows you the contribution from each exam group towards the final assessment, and when you don't select this check box, actual marks for each exam group are shown in the report.

Once you have defined the report parameters, click **OK**.

The report is displayed in a new window.

---

### +\$#Subjectwise Final Exam Marks

This report presents you the summary of subject wise marks of students for all the exam groups. To access this report click **Reports** in the [Final Exam Marks Update](#) window. In the sub-menu, select **Subjectwise Final Exam Marks**.

The following dialog box appears:

{

**Report - Subjectwise Final Exam Marks**

**Report Parameters**

Specify the range for this report. Only data matching the criteria you specify will be considered for output.

Class/Section: I/A

Order by:  Admission No  Roll No

All  Passed  Failed

Actual Grade for Failed

Select Columns

Select the class-section whose report you want to view, in the **Class/Section** box.

Select a sorting order for the records under **Order By**.

Select whether you want a report on passed, failed or all students by selecting one of the options **All**, **Passed**, or **Failed**.

Select the check box **Actual Grade for Failed**, if you want the grades of the failed students to be displayed.

Click **OK**.

The report appears in a separate window:

{

**EzReport - Subjectwise Final Exam Marks**

**Vishwa Bharati Educational Society**  
 Plot No.19, Vijaya Nagar Colony, Picket, Secunderabad - 500 003. Ph: 55227084

Report - Subjectwise Final Exam Marks  
 Class/Section: I [A]

C	B	A	Total	C	B	A	Total	C	B	A	Total	C	B	A	Total	C	B	A
ENG	ENG	ENG	ENG	HIS	HIS	HIS	HIS	IILANK	IILANK	IILANK	IILANK	MAT	MAT	MAT	MAT	SCI	SCI	SCI
1A001 - 001 - Vishal Sharma																		
30	19.8	23.1	72.9	29.6	19.2	22.5	71.3	30.4	19.5	22.8	72.7	31.2	20.7	24	75.9	30.4	21	21.6
1A002 - 002 - Rajesh Behara																		
16.8	20.7	18.6	56.1	18	21.6	18.3	57.9	18.8	18.9	19.2	56.9	17.2	18.3	23.1	58.6	23.2	20.7	24
1A003 - 003 - Ankit Agrawal																		
18	17.4	23.7	59.1	16.8	16.8	22.8	56.4	27.2	18	20.1	65.3	26	16.8	21.6	64.4	18.8	16.5	19.2
1A004 - 004 - Amit Srivastava																		
9.6	17.1	16.8	43.5	14	23.7	21.9	59.6	18	19.2	21.3	58.5	16.8	21.9	23.1	61.8	19.2	21.3	24.3
Total Strength of the Class : 4																		
Total No. of Failed : 0   Failed % : 0.00																		

### Progress Report Configurations

EzSchool provides you a comprehensive set of configurations that help you define the way in which progress reports will get printed. These configurations have been designed in such a way that all kinds of educational institutes are able to print their progress reports without moving away from their existing system, and at the same time enhancing it further.

To access these configurations, open the **Options** module on the main menu, and click **Configure**. The **EzSchool Configuration** window appears.

In this window, open the **Academics** node, and select **Progress Report**.

{

**EzSchool - Configuration**

Organization Board  
 General  
 Accounts  
 Admissions  
 Fee Settings  
 Attendance  
 Academics  
 Progress Report  
 Transfer  
 Exams  
 Payroll  
 Library  
 Inventory  
 Hostel & Mess  
 Ivrs  
 Biometrics  
 Email/SMS  
 Schedule & Alerts  
 Id Card  
 Time Table  
 Security  
 Printer  
 Messaging Service

Header: \_\_\_\_\_ Organization Re-Opens On: 01/06/2007  
 Footer 1: \_\_\_\_\_ Failed Grade: F  
 Footer 2: \_\_\_\_\_ Absent Grade: A

**Print**

Double line (DL)  Rank (RK)  
 Address (AD)  Sec subj rank (SR)  
 Categorywise heading (CW)  Class subj rank (CR)  
 Sec subj highest (CH)  Grade remarks (GR)  
 Sec subj average (CA)  Remarks (RM)  
 Separate max marks (MM)  Surname  
 Adm No Caption: \_\_\_\_\_

**Print Options For Cumulative PR**

Print Exam Marks  
 After Converting it to Final Exam Marks  
 As It Is

Print Individual Exam Marks  
 Print Cumulative Marks  
 Print Total Columns  
 Result is Promoted if failed in: 1 Subjects

**Do not print**

Percentage (PR)  Class rank (CK)  
 Grade (GD)  Section rank (SK)  
 Section highest

**Attendance**

Attend. monthly (AM)  
 with Decimals (WD)  
 Attend. summary (AS)

**Fee**

Print Fee Due

**Graph**

Windows graph (WG)  
 DM graph (DG)  
 Section highest (H)  
 Section average (A)  
 Section lowest (L)  
 Section benchmark (B)  
 Graph: Upto Exam (UE)

**Def Page Break**

Dot Matrix  Windows

**Toppers**

Classwise  
 Sectionwise  
 Single class highest  
 None

Lines in toppers (LN)  
 Rank in toppers  
 Toppers: 1

Show History

OK Cancel Apply

In the **Header** box you can specify a header that will be printed on the progress reports.

Similarly, in the **Footer 1** and **Footer 2** boxes you can specify footers for progress the reports.

In the **Organization Re-Opens On** box, specify the date on which your organization re-opens for the

next academic session.

In the **Failed Grade** box, specify a symbol/grade that will be displayed in the progress reports of those students who failed the exams.

Similarly, in the **Absent Grade** box, specify the grade that will be displayed in the progress reports of the students who were absent at the exams.

Under the options group **Print:**

Select the check boxes for the details that you want to be printed on the progress reports.

**Double Line** Print double lines for separators and outlines.

**Address** Print address of the students on the progress reports.

**Categorywise Heading** Print the class category at the top of the progress report. These categories should be defined under the [Master Database Wizard's Class tab](#).

**Sec subj highest** Print the class-section's highest score, for individual subjects, on the progress report of all students.

**Sec subj average** Print the class-section's average score, for individual subjects, on the progress report of all students.

**Separate max marks** Print maximum marks in a separate column in progress reports.

**Rank** Print the ranks of the students on the progress report.

**Sec subj rank** Print the student's rank in individual subjects, in that class-section, on his progress report.

**Class subj rank** Print the student's rank in individual subjects, in entire class inclusive of all of its sections, on his progress report.

**Grade remarks** Print the remarks related to the grade of the students, on their progress reports.

**Remarks** Print other remarks about the students on their progress reports.

**Surname** Print the surnames of the students on the progress reports.

**Adm No Caption** Print the caption typed in this box in place of the term "Admn No" in the progress reports.

Under the options group **Print Options For Cumulative PR:**

Select the form in which the exam marks of a student will be printed on the progress report in the sub-group **Print Exam Marks**. If you select **After Converting it to Final Exam Marks**, then the marks will be converted reflecting the contribution from each exam to the final marks, as specified in the [Final Exam Marks Setup](#). If you select **As it is**, then the actual marks of the students would be printed.

**Print Individual Exam Ranks** This is applicable to [Cumulative Progress Report](#) in graphical viewer. The ranks of a student in individual exams are also printed in his/her progress report.

**Print Cumulative Marks** This is applicable to [Cumulative Progress Report](#) in graphical viewer. Show cumulative marks in the progress report instead of the actual marks.

**Print Total Columns** This is applicable to [Cumulative Progress Report](#) in graphical viewer. Show the totals of cumulative marks in the progress report.

In the **Result is Promoted if failed in \_ Subjects** box, specify that how many subjects should a student fail in, to be graded as **Promoted**.

Under the options group **Do not print**, select which details should not be printed on the progress reports.

Under the options group **Attendance:**

If you select the check box **Attend. monthly**, the month wise details of a student's attendance gets printed on his/her progress report. If you select **with Decimals**, the attendance is shown inclusive of the fractional parts. If you don't select this check box, the attendance is rounded off.

If you select the check box **Attend. summary**, the summary of a student's attendance also gets printed on the his /her progress report.

Under the options group **Graph:**

Select the format of the graphical representation of the students' performance. There are two types of graphs available in this context, viz., **Windows graph** and **DM graph**. Windows graph produces a metafile image while the DM graph produces a graphical representation in the Dot Matrix printing format.

Among the other options select the check boxes to include other details in the graph, such as, highest score in a class-section, average score in a class-section, lowest score in a class-section, and the class-section benchmark.

In the **Graph** box, specify which exams will be considered in the graphical image. If you select **Upto Exam**, then while generating a report, all the exams conducted before the selected exam, and the selected exam itself will be considered for the graph. If you select **Selected Exam**, then only the selected exam will be considered. If you select **All Exams**, then all exams, irrespective of the selected exam, will be considered. If you select **Subject Wise Selected Exam**, then subject wise details of a selected exam will be considered for the graph.

Under the options group **Toppers**:

If you select **Classwise**, the class wise toppers' list gets printed on the progress report of all students of that class.

If you select **Sectionwise**, the class-section wise toppers' list gets printed on the progress report all students of that class-section.

If you select **Single class highest**, only the details of one topper from the class, gets printed.

If you select **None**, no toppers details will be printed.

If you select **Lines in toppers**, every topper's details will be separated by a line. This option is disabled when you select **Single class highest** or **None**.

If you select **Rank in toppers**, the toppers' ranks are also displayed in the progress report. This option is disabled when you select **Single class highest** or **None**.

In the **Toppers** box, select the number of toppers that should be displayed in the progress reports.

Under the options group **Def page Break**, select which kind of page break will be applicable while printing the progress reports. The options available here are, **Dot Matrix** for Dot Matrix printers, and **Windows** for other printers.

Click **Apply** to apply the settings.

Click **OK** to apply the settings and close the **EzSchool Configuration** window.

---

### +##Operational Periods

Managing the database of different years without any errors and confusions is a difficult task. One of the remedies for it is, to maintain different databases for different years, but this may put unnecessary pressure on your system resources. Also, every time that you need to view the data of a different year, you have to logoff from the present database and login to a different one.

EzSchool eradicates these problems by maintaining the data related to different years in a single database, and that too without any scope of errors or discrepancies. It assigns a different identity to the data belonging to different years.

These identities are called as Operational Periods in EzSchool, and they define the different years of the operation of your organization. They are made up of the following three constituents:

■.....Academic Year This represents the academic aspect of your organization and defines the academic year applicable to it.

■.....Financial year This represents the financial accounting aspect of your organization and defines the financial year applicable to it.

■.....Payroll Year This represents the staff payroll aspect of your organization and thus, defines the payroll year applicable to it.

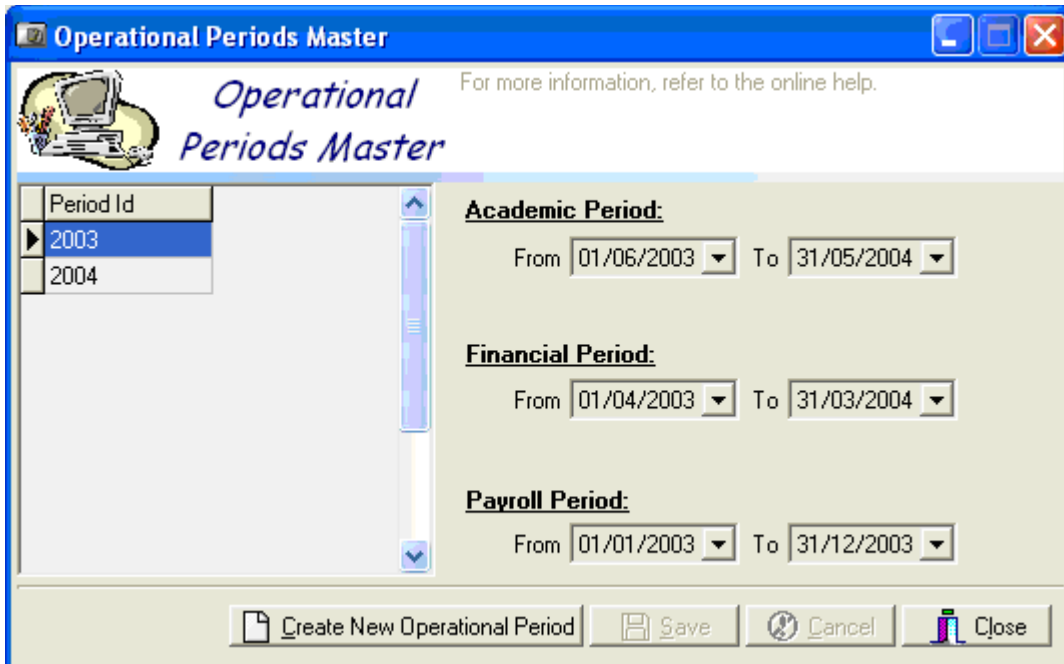
It is very important that you define all the constituents of an operational period clearly for the smooth functioning of EzSchool.

The different operational periods of EzSchool are listed in the **Operational Periods Master**.

To view these periods, open the **Options** module on the main menu, and select **Operational Periods Master**.

The following window appears:

{



The table in the left pane of this window lists all the operational period Ids, while the right pane displays the different constituents, viz., academic year, financial year and payroll year, of the period Id selected in the table.

You can also make changes in the constituents of a period Id through this window.

To make changes in a period Id, select it from the table. Make required changes in the relevant boxes under **Academic Period**, **Financial Period**, or **Payroll Period**. Click **Save**.

If you donwish to save the changes, click **Cancel**.

If you want to define a new operational period, click [Create New Operational Period](#).

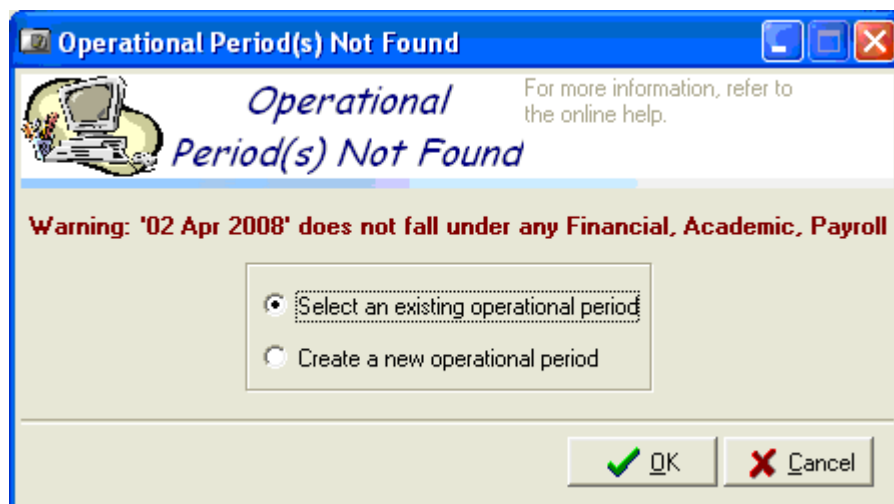
To close the window, click **Close**.

Well defined operational periods help EzSchool maintain the data related to different years without discrepancies.

Moreover, it also helps in transferring the data from one year to another year without errors.

Whenever you login into EzSchool, it compares your system date with the operational periods defined in it. If the system date does not match with the current operational period defined in EzSchool, a dialog box appears.

{



In such cases, you have two options to choose from.

- .....[Select an existing operational period](#)
- .....[Create a new operational period](#)

---

### \$\$\$Selecting an Existing Operational Period

There can be two reasons for selecting an operational period.

■.....EzSchool is not able to validate the current system date as part of any operational period defined in it.

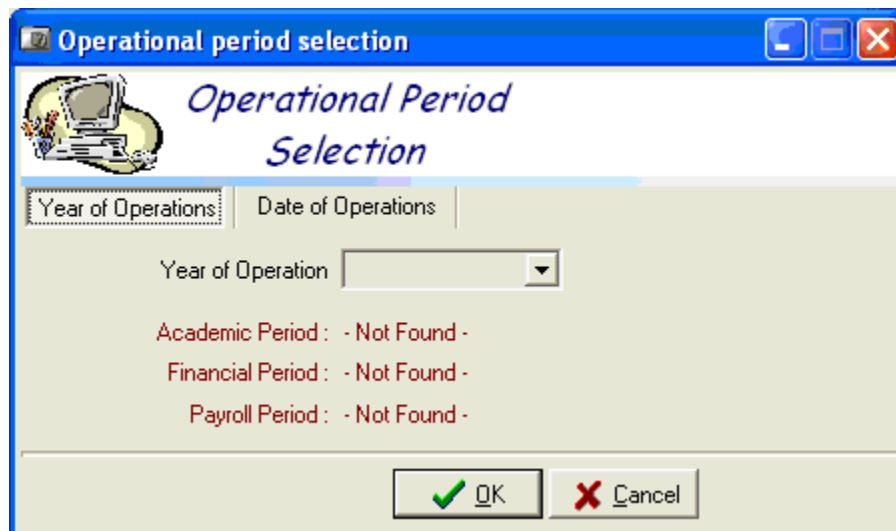
■.....You want to work on the data belonging to a previous or future operational period.

When EzSchool is not able to validate the current system date as part of any operational period, the **Operational Period(s) Not Found** dialog box is displayed. In such case, if you want to work in an existing operational period, select the option **Select an existing operational period**, and click **OK**.

If you deliberately want to select a previous or future operational period, which is already defined, open the **Options** module on the main menu, and select **Select operational period**.

In both cases the following dialog box appears:

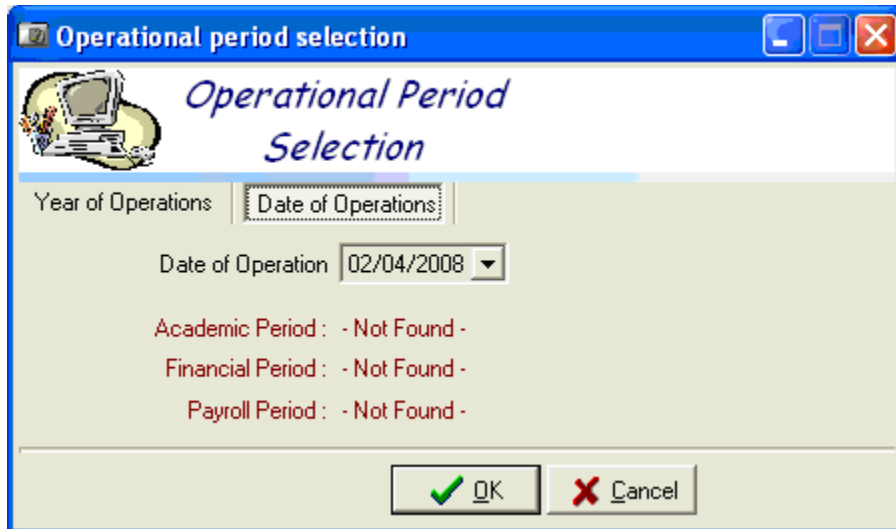
{



This dialog box lists the operational periods already created under the **Year of Operations** tab, and the current date of operation under the **Date of Operations** tab.

The presently selected academic year, financial year and the payroll year are also shown to you respectively, as **Academic Period**, **Financial Period** and **Payroll Period** under both the tabs.

{



If you are logging into EzSchool for the first time, these values would not be available to EzSchool, and hence, **Not Found** will be displayed here.

If operational periods are already defined, then select the one in which you want to work, in the **Year of Operation** box, under the **Year of Operations** tab.

Click **OK** to apply the selected operational year and close this dialog box.

If the operational period is not defined yet, click **Cancel**. The dialog box gets closed.

(See also, [Creating a New operational Period](#))

---

### +\$#Creating a New Operational Period

There can be two reasons for creating a new operational period:

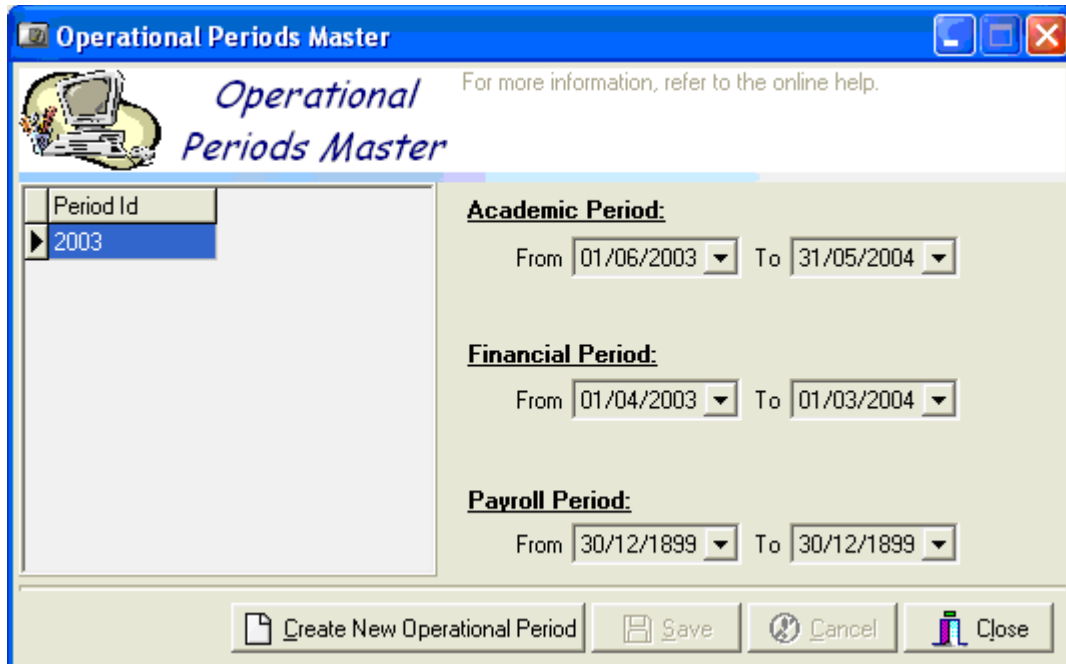
- .....The present operational period comes to an end, and the next day EzSchool is not able to validate the system date as part of any defined operational periods.
- .....You choose to create a new operational period for the transfer of data from one year to another.

When EzSchool is not able to validate the current system date as part of any operational period, the **Operational Period(s) Not Found** dialog box is displayed. In such case, if you want to create a new operational period, select the option **Create a new operational period**, and click **OK**.

If you deliberately choose to create a new operational period, then open the **Options** module on the main menu, and select **Operational Periods Master**. The following window appears:

{

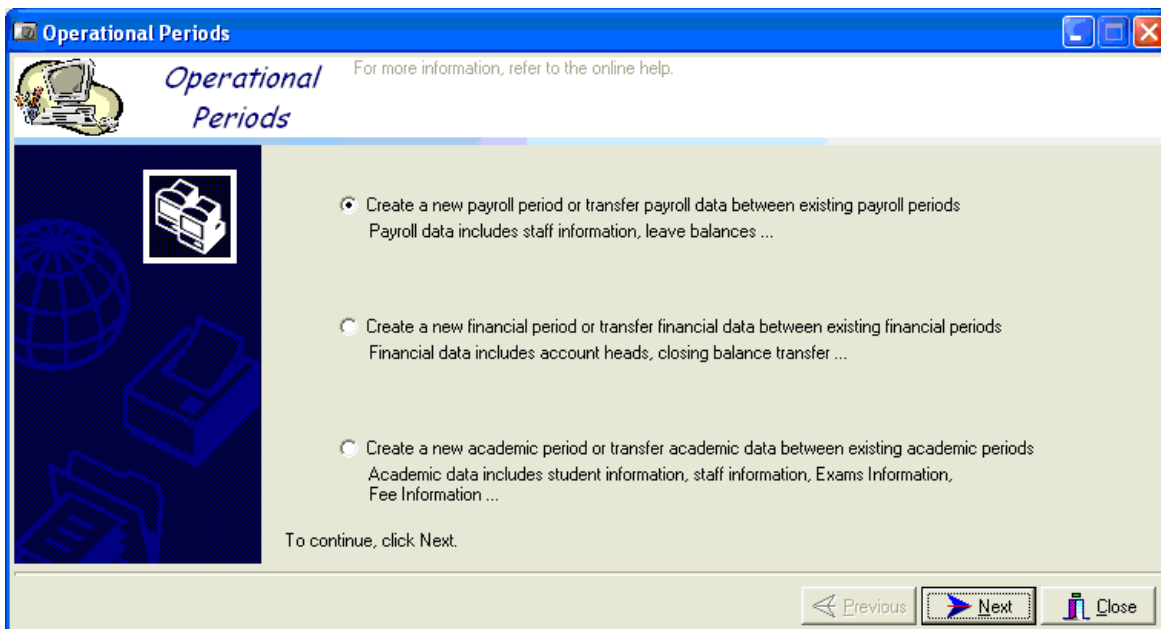




This window lists all the operational periods of your organization. By default, EzSchool already contains at least one operational period, which facilitates its smooth functioning. Now, click **Create New Operational Period**.

In both cases the **Operational Periods** wizard appears.

{



{Note that, in the first case, i.e., when EzSchool is not able to validate the current system date as part of any operational period, you are taken directly to the third stage of the wizard. There, you are asked to define the starting and the ending dates of one of the constituents of the operational periods, viz., financial year, academic year, and payroll year}

The **Operational Periods** wizard gives you three options:

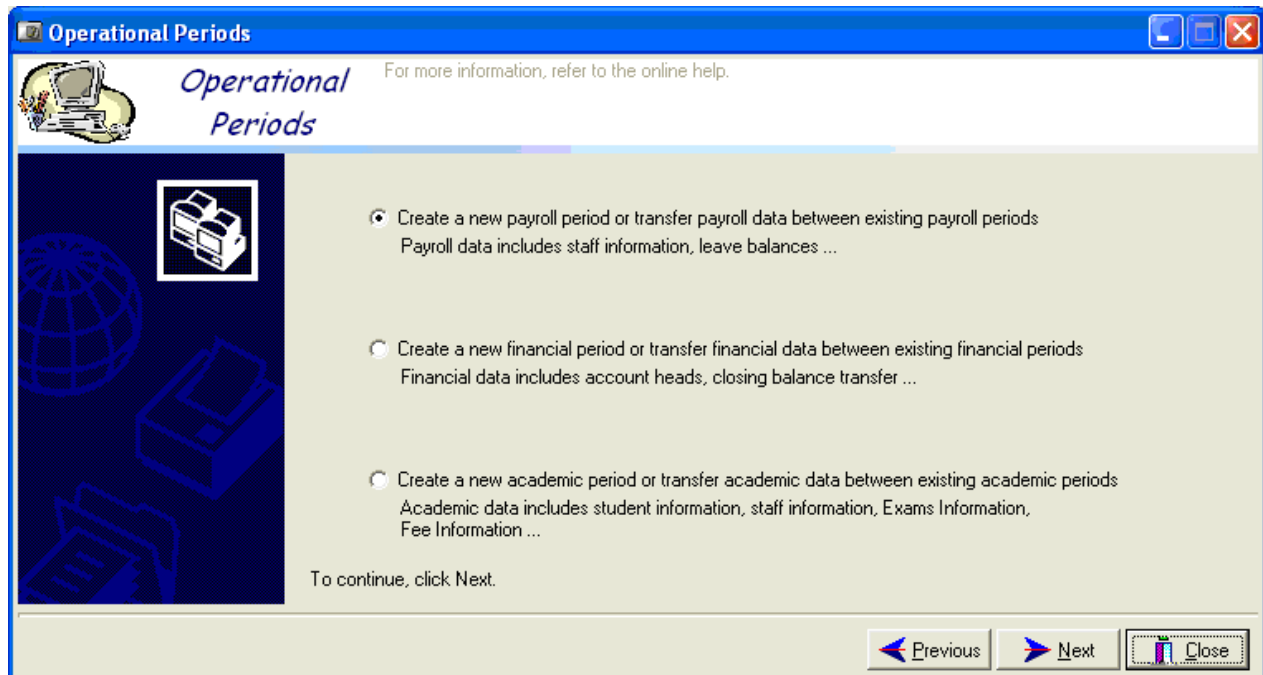
- .....[Create a new payroll period or transfer payroll data between existing payroll periods.](#)
- .....[Create a new financial period or transfer financial data between existing financial periods.](#)

- .....Create a new academic period or transfer academic data between existing academic periods.

+\$#Create a New Payroll Period or Transfer Payroll Data between Existing Payroll Periods

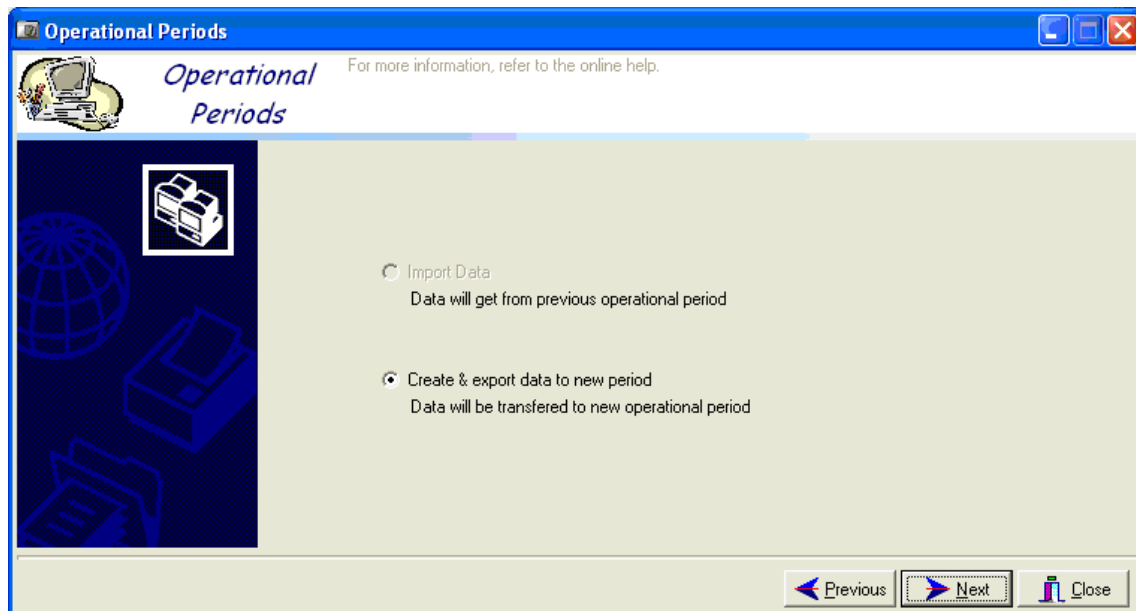
In the **Operational Periods wizard**, select the option **Create a new payroll period or transfer payroll data between existing payroll periods.**

{



Click **Next**.

{

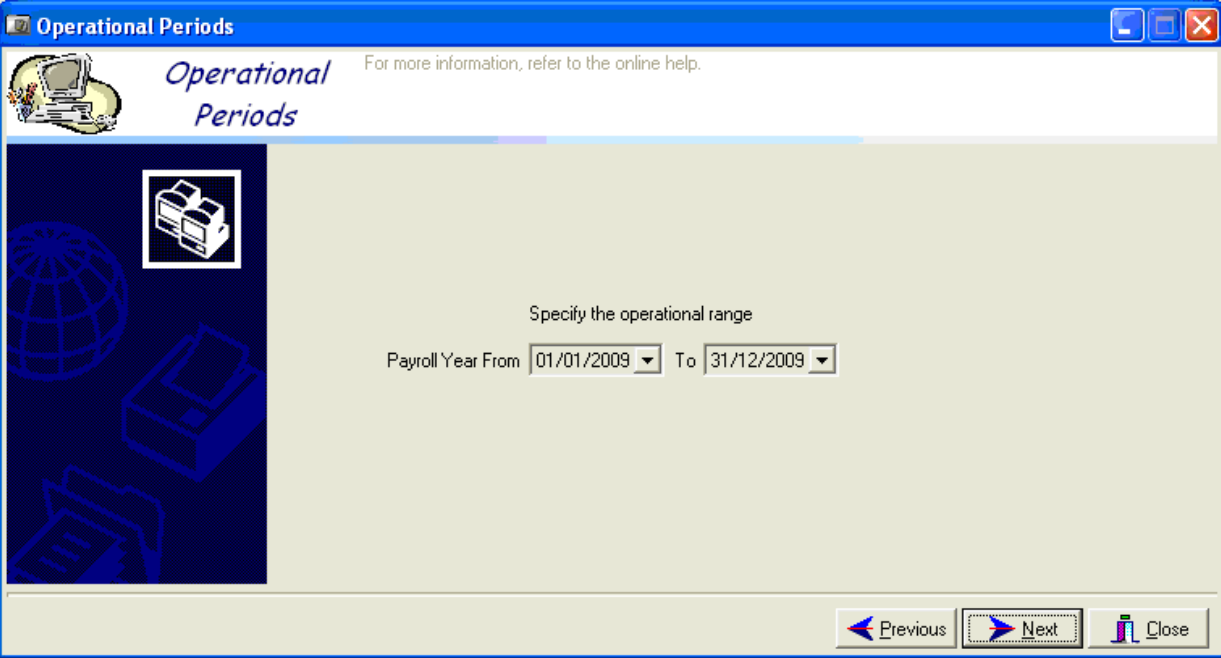


This page provides you two options:

**Import Data** This option is used when you want to import the data from a previous operational period to the current one.

**Create & export data to new period** This option is used when you want to create a new operational period and/or want to export the data from your current operational period to the new one. Select this option.

Click **Next**.

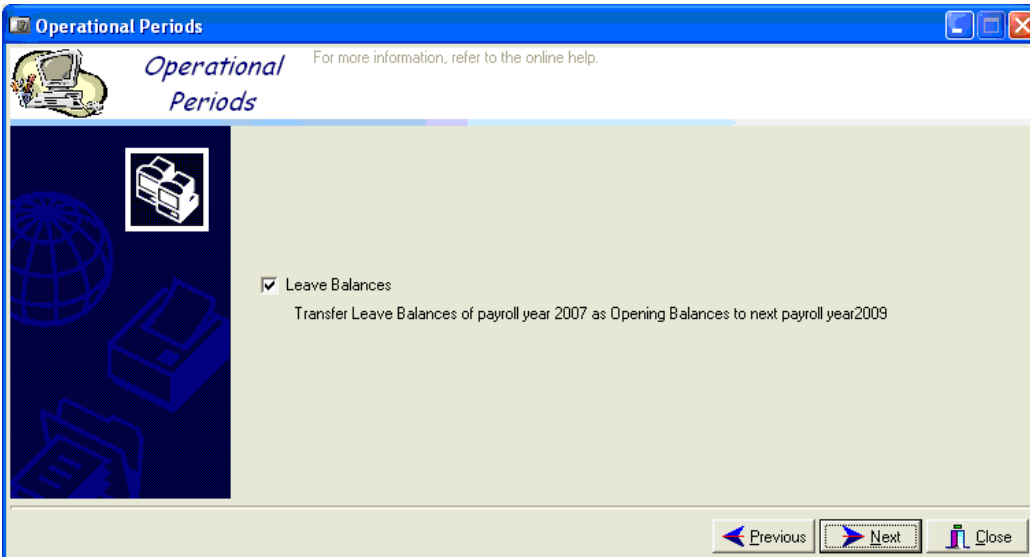


The screenshot shows a window titled "Operational Periods" with a blue header bar. Below the header, there is a logo on the left and the text "Operational Periods" in a stylized font. A subtitle reads "For more information, refer to the online help." The main content area is light gray and contains the text "Specify the operational range" above two dropdown menus: "Payroll Year From" with the value "01/01/2009" and "To" with the value "31/12/2009". At the bottom right, there are three buttons: "Previous" (disabled), "Next" (active), and "Close".

Define the starting and ending dates of the new payroll year in the **Payroll Year From** and **To** boxes.

Click **Next**.

{

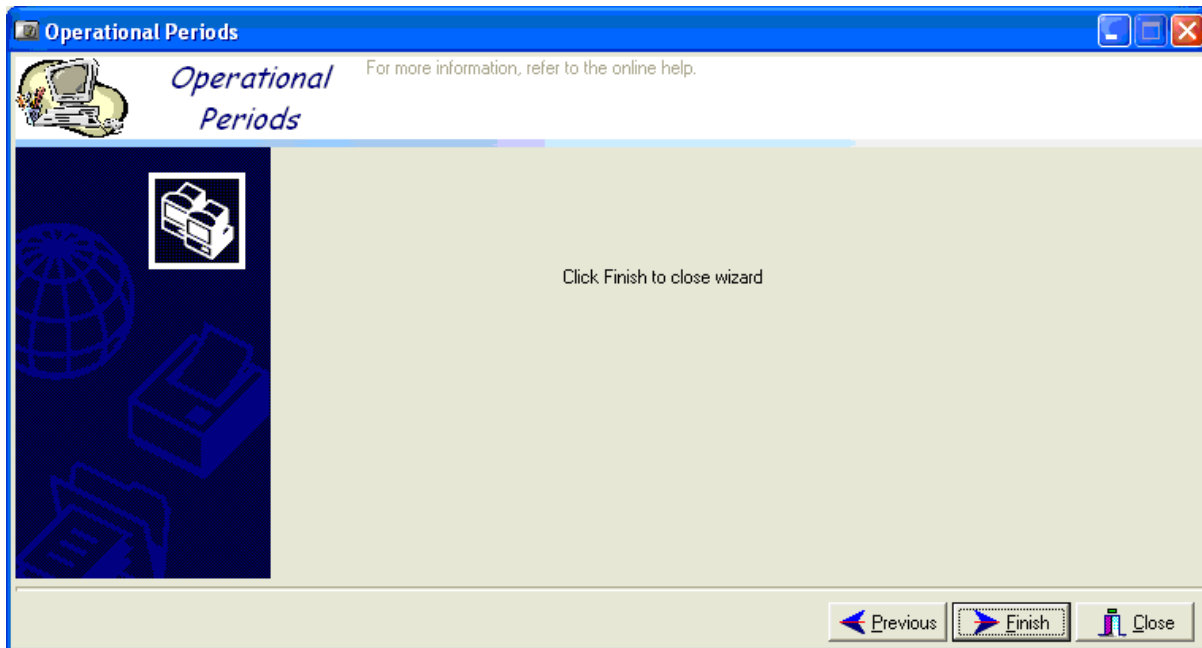


The screenshot shows the same "Operational Periods" window, but now with a checked checkbox labeled "Leave Balances". Below the checkbox, the text reads "Transfer Leave Balances of payroll year 2007 as Opening Balances to next payroll year2009". The "Next" button is still active, and the "Previous" button remains disabled.

Select the check box **Leave Balances**, if you want to transfer the unused leaves of the staff to new payroll year. If there is no data to be transferred leave it unselected.

Click **Next**.

{



Click **Finish**.

The new payroll year gets created, and if you had chosen to transfer old payroll data to this new payroll year, it too gets transferred.

If other constituents of the operational periods need to be defined, then the **Operational Period** wizard reverts back to the first stage after the transfer of data.

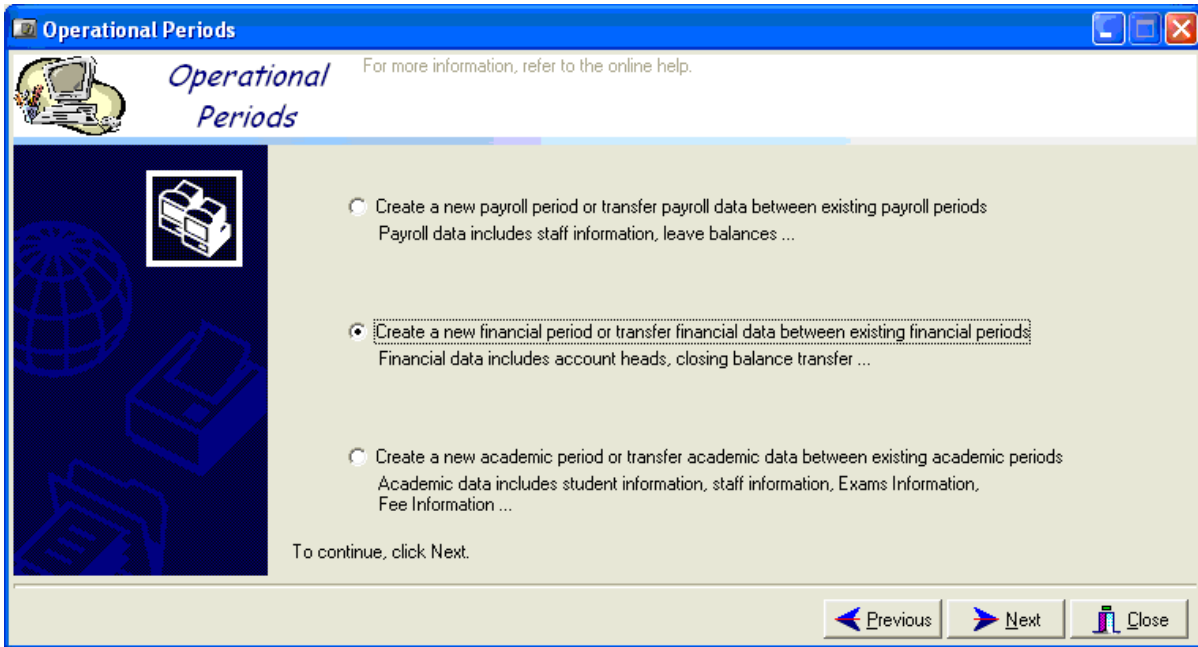
Once you have finished defining the operational period, click Close to close the **Operational Periods** wizard.

---

+\$#K Create a New Financial Period or Transfer Financial Data between Existing Financial Periods

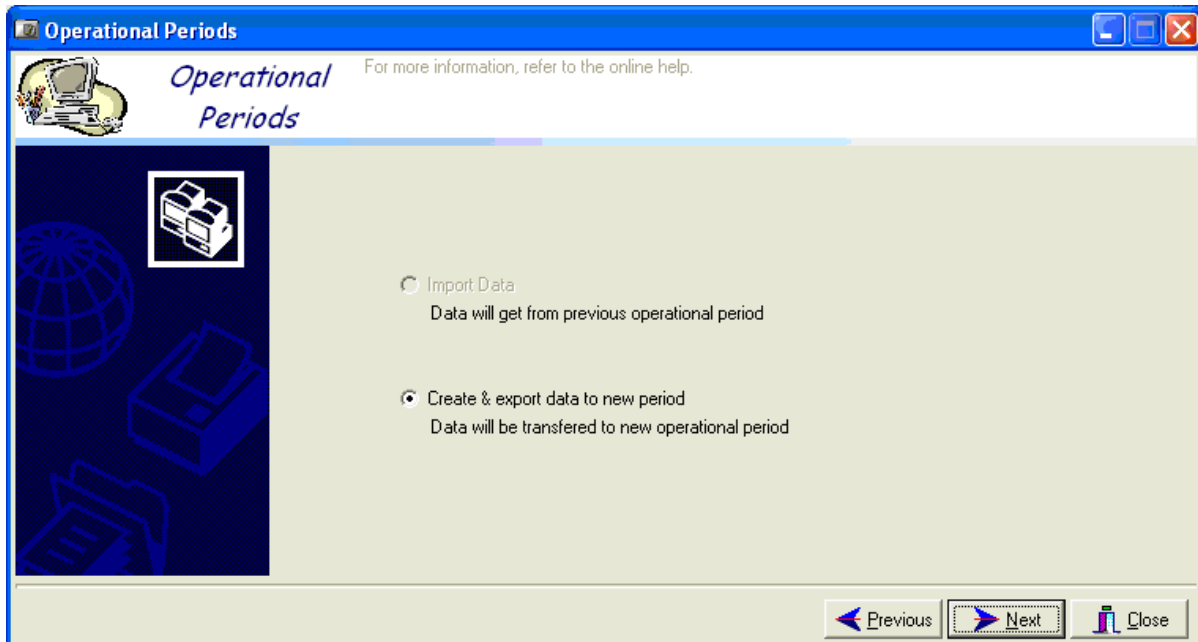
In the **Operational Periods wizard**, select the option **Create a new financial period or transfer financial data between existing financial periods**.

{



Click **Next**.

{



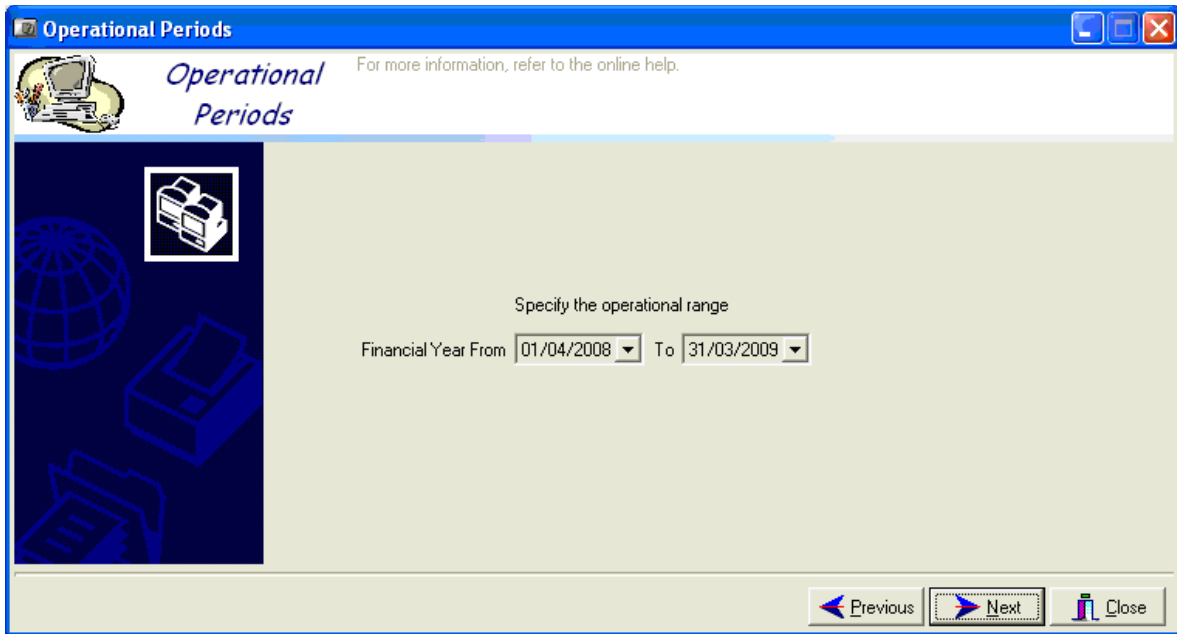
This page provides you two options:

**Import Data** This option is used when you want to import the data from a previous operational period to the current one.

**Create & export data to new period** This option is used when you want to create a new operational period and/or want to export the data from your current operational period to the new one. Select this option.

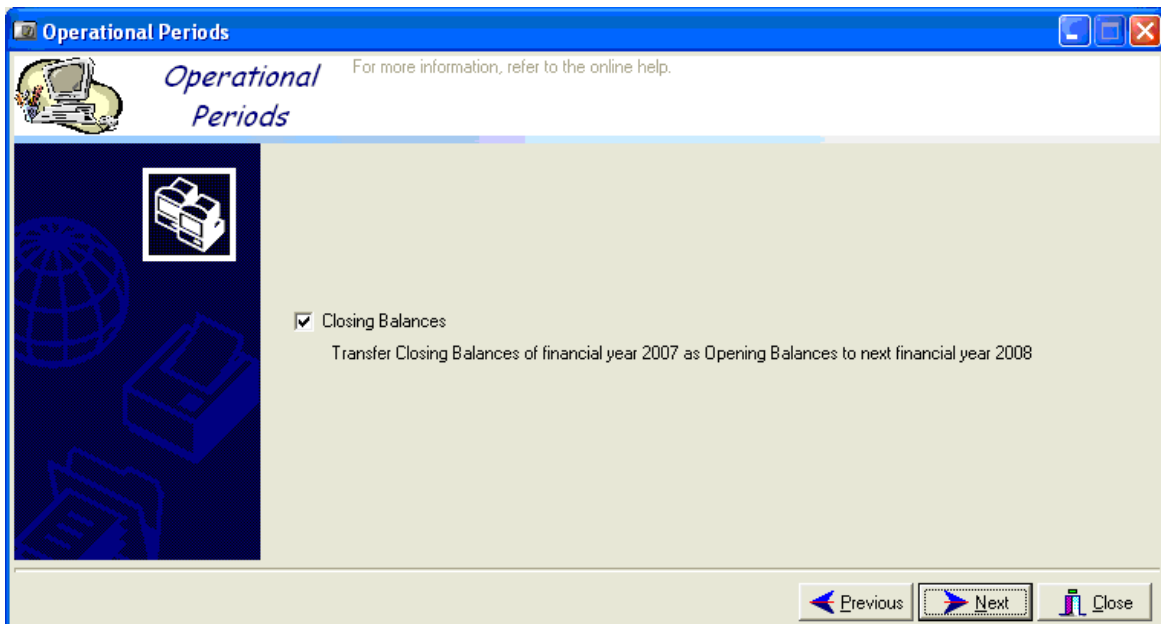
Click **Next**.

{



Specify the starting and ending dates of the new financial year in the **Financial Year From** and **To** boxes.  
Click **Next**.

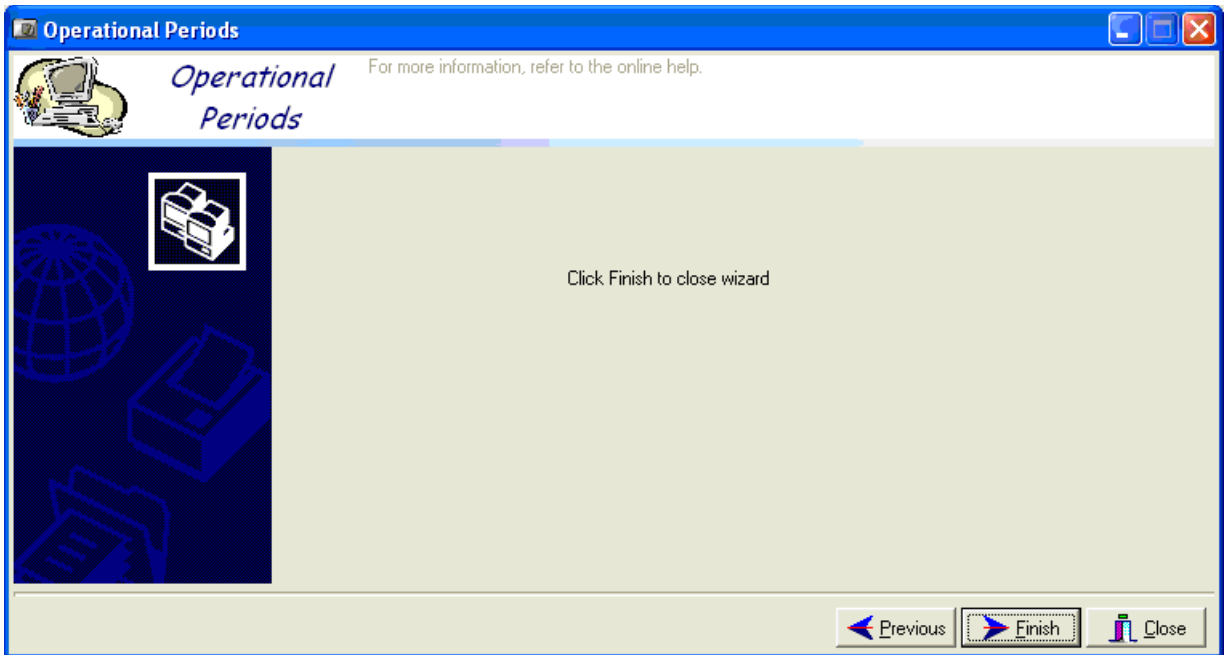
{



Select the check box **Closing Balances**, if you want to transfer the closing balances of all accounts to the new financial year. If there are no balances to be transferred, you can leave this check box unselected.

Click **Next**.

{



Click **Finish**.

The new financial year gets created, and if you had chosen to transfer old financial data to this new financial year, it too gets transferred.

If other constituents of the operational period need to be defined, then the **Operational Period** wizard reverts back to the first stage after the transfer of data.

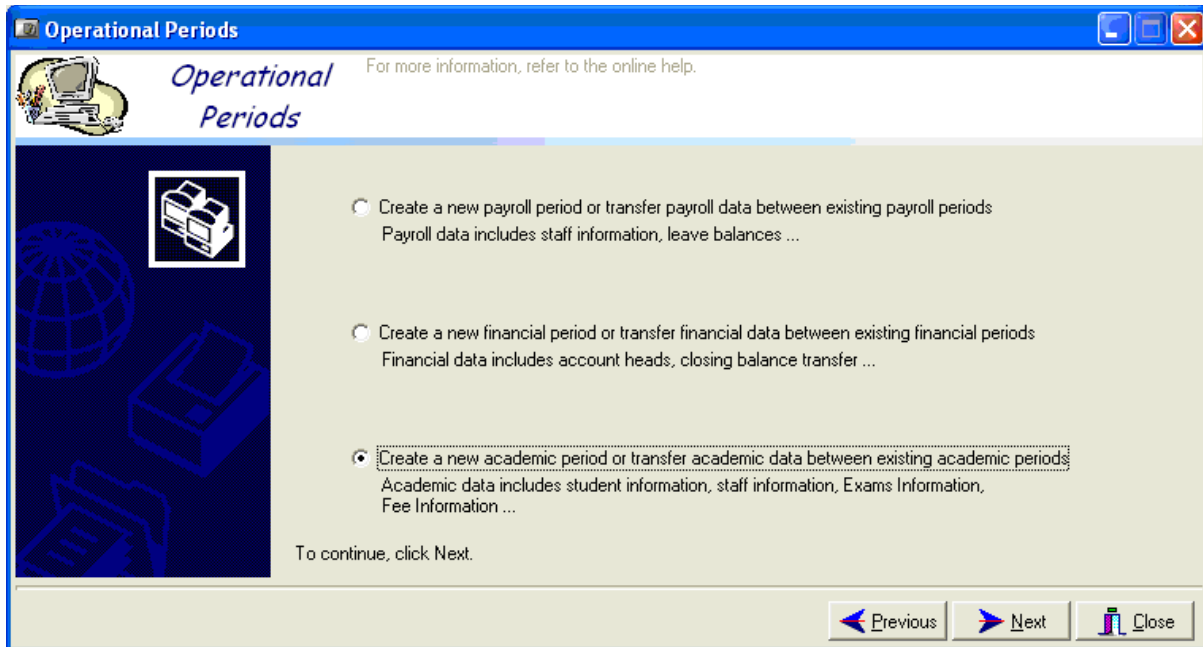
Once you have finished defining the operational period, click Close to close the **Operational Periods** wizard.

---

+\$#Create a New Academic Period or Transfer Academic Data between Existing Academic Periods

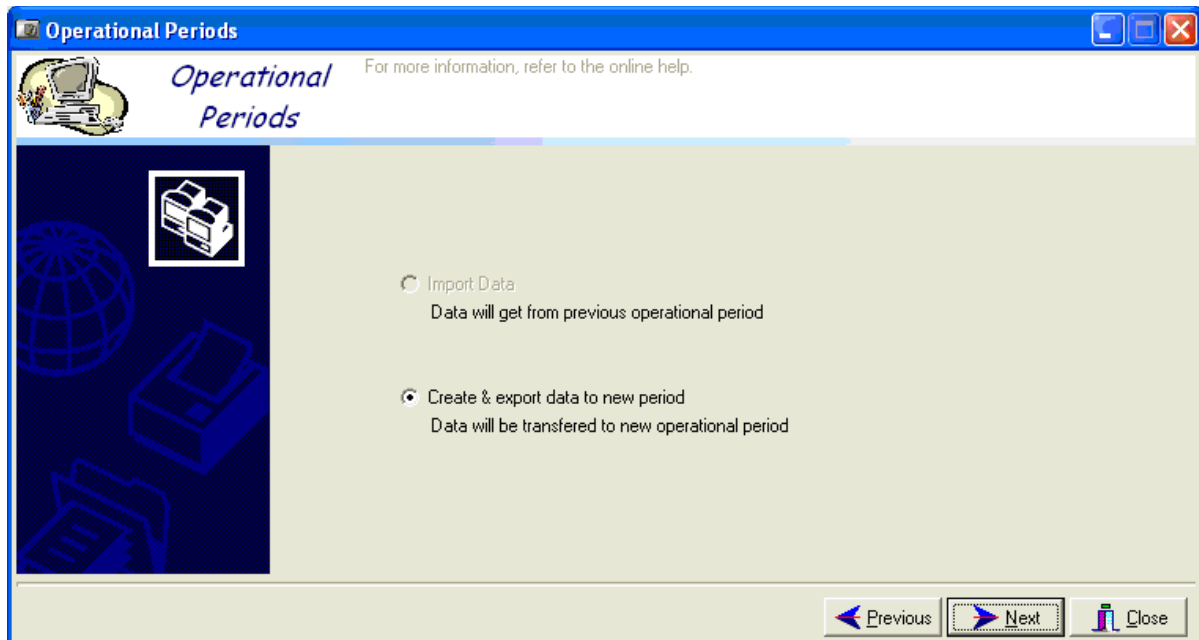
In the **Operational Periods wizard**, select the option **Create a new academic period or transfer academic data between existing academic periods**.

{



Click **Next**.

{



This page provides you two options:

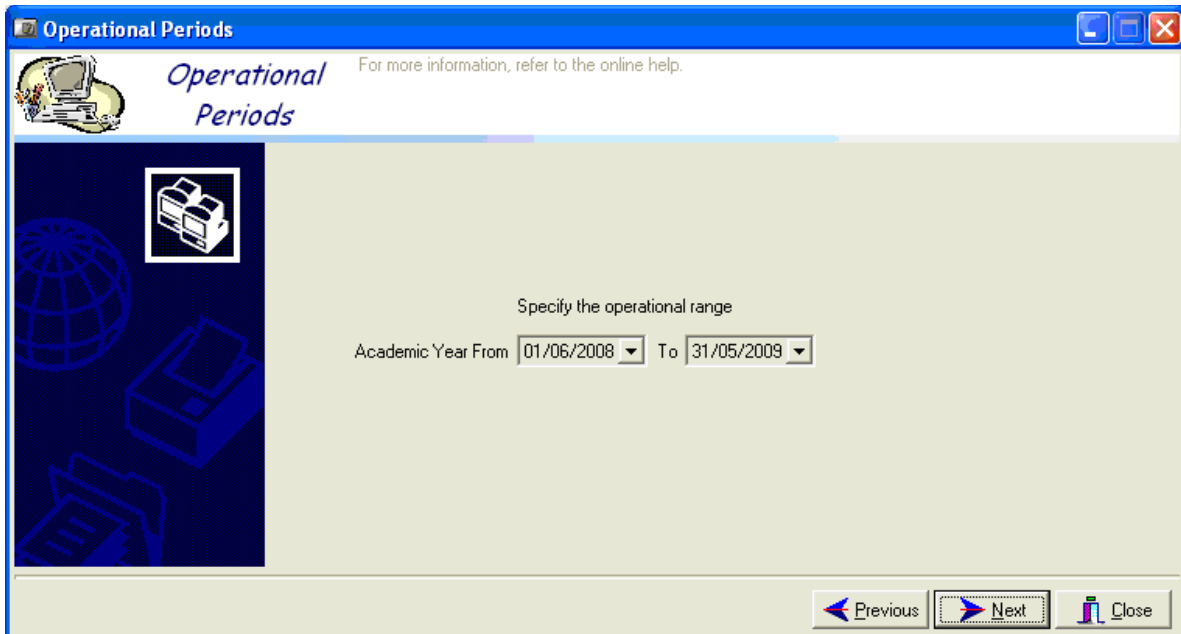
**Import Data** This option is used when you want to import the data from a previous operational period to the current one.

**Create & export data to new period** This option is used when you want to create a new operational period and/or want to export the data from your current operational period to the new one. Select this option.

Click **Next**.

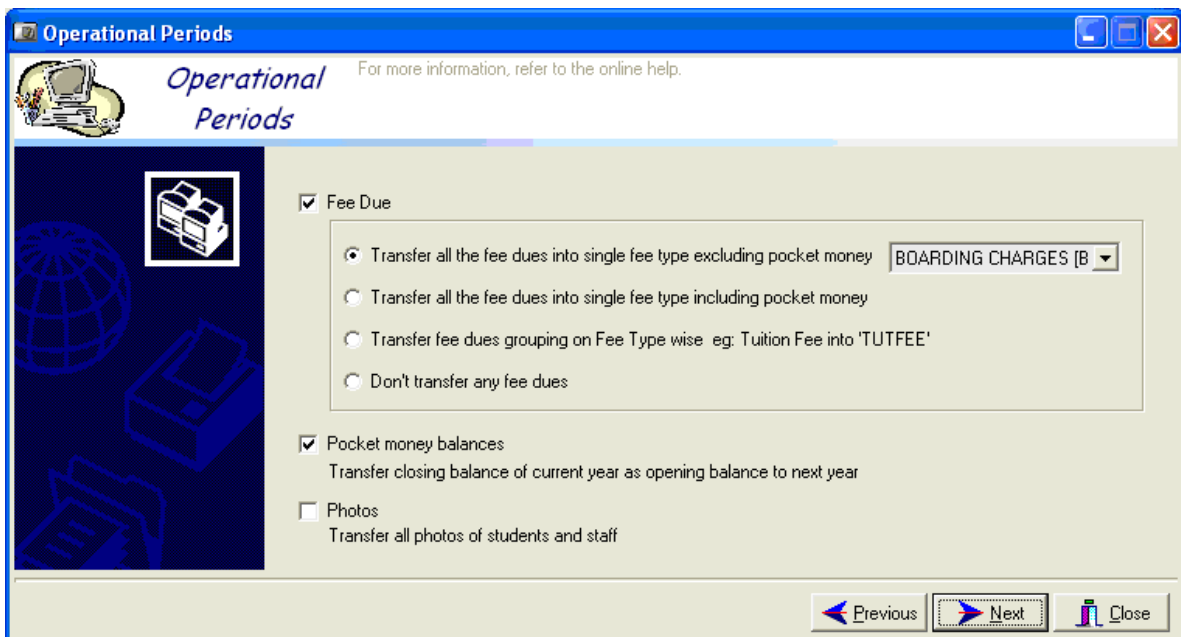
{





Specify the starting and ending dates of the new academic year in the **Academic Year From** and **To** boxes.  
Click **Next**.

{



Select the check box **Fee Due**, if you want to transfer the fee dues to the new academic year.

There are four options related to the transfer of the fee dues details:

•••••**Transfer all the fee dues into single fee type excluding pocket money** When you select this option, the dues under all fee types excluding pocket money, is transferred to a single fee type in the new academic year. You have to select that single fee type in the drop down list besides it.

•••••**Transfer all the fee dues into single fee type including pocket money** When you select this option, the dues under all fee types including pocket money, is transferred to a single fee type in the new academic year. You have to select that single fee type in the drop down list besides it.

- .....**Transfer fee dues grouping on Fee Type wise** When you select this option, the dues under each fee type is transferred to the same fee type in the new academic year.
- .....**Don't transfer any fee dues** When you select this option the fee dues is not transferred to the new operational period.

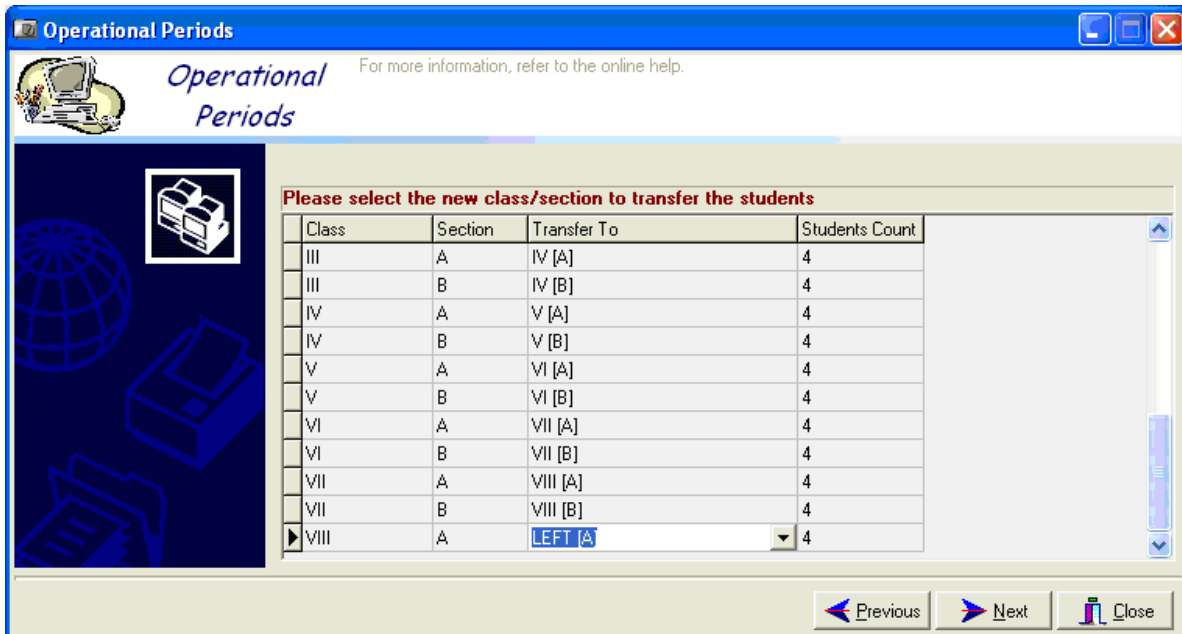
(See also, [Fee Types](#))

Select the check box **Pocket money balances**, if you want to transfer the balances in the pocket money accounts of students to the new academic year.

Select the check box **Photos**, if you want to export the photographs of students and staff to the new academic year.

Click **Next**.

{



Now, in this stage you have to specify the classes into which the students from each class of the current academic year will be transferred to.

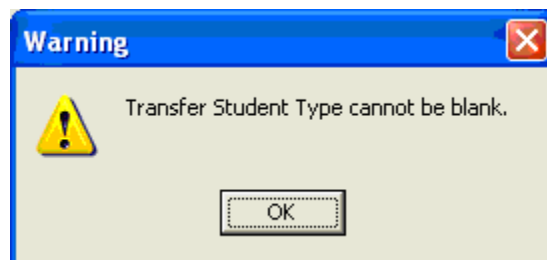
All the classes and sections of your organization are listed in the **Class** and **Section** columns, respectively.

Each row in the **Transfer To** column contains a drop down box listing the class-sections of your organization. Select a class-section into which the students from the current class-sections will be transferred to.

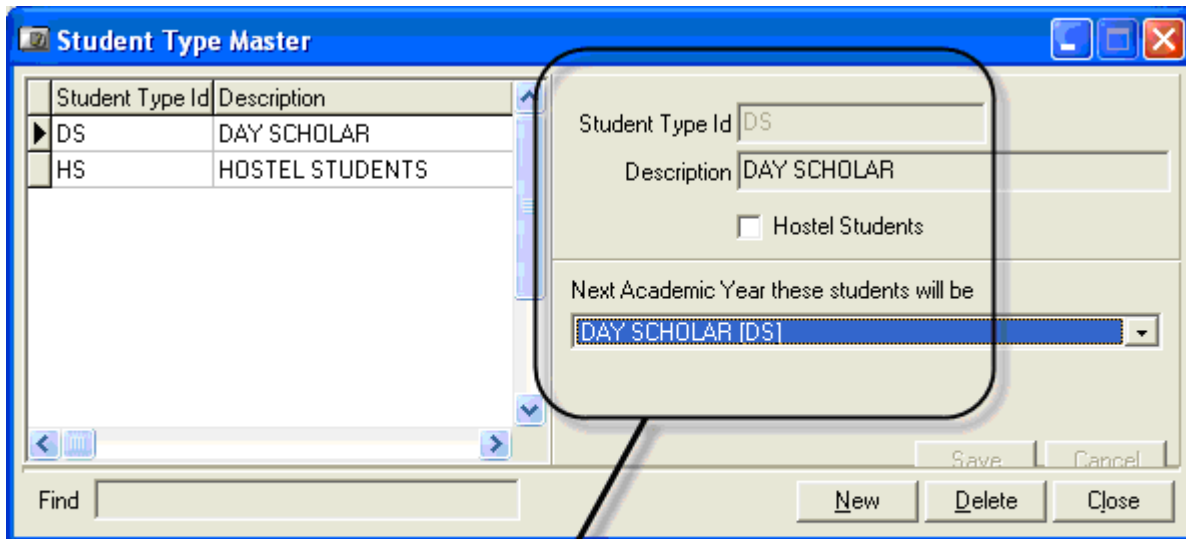
The **Students Count** column displays the number of students in the corresponding class-sections. Click **Next**.

Remember that, before transferring students from one academic year to another you should have already defined that, what will be the **Student Type** applicable to these students once they are transferred. Basically this is defined in the [Student Type Master](#). If you havendefined it as yet, a message gets displayed as soon as you click **Next**.

{

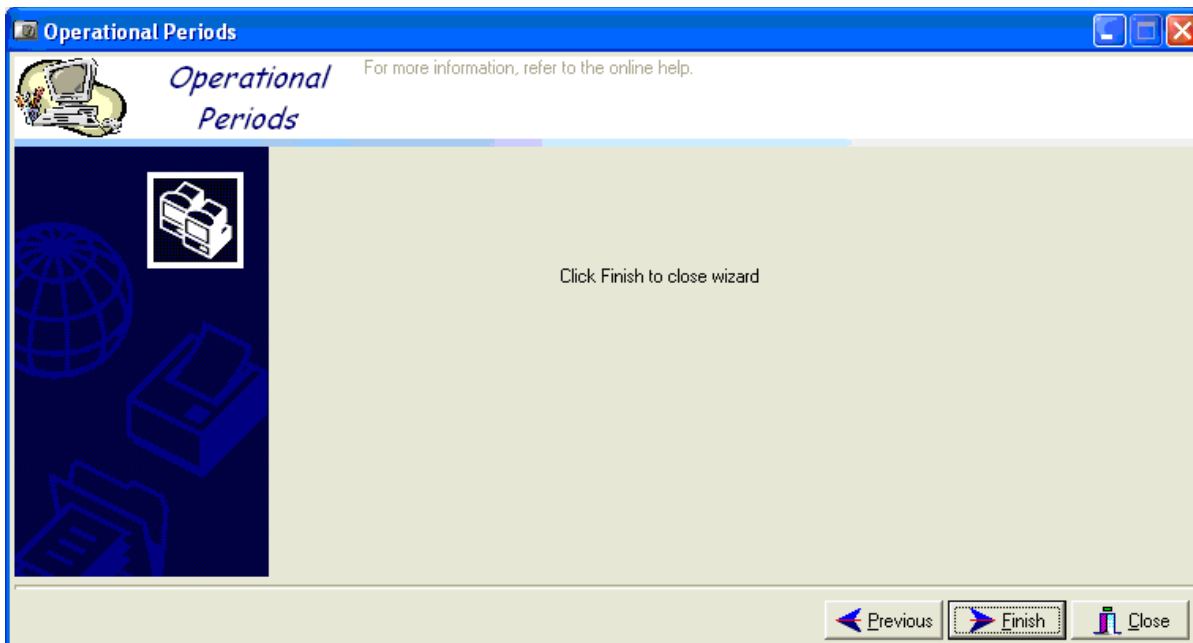


Click **OK**. The **Student Type Master** window appears. In that window, you have to select each student type and select the type into which it will be converted to, in the new academic year.  
{



*Specify what the currently selected student type will be converted into, in the next academic year*

Click **Save**, close the **Student Type Master**, and return to the **Operational Periods** wizard.  
{



Click **Finish**.

The new academic year gets created, and if you had chosen to transfer old academic data to this new academic year, it too gets transferred.

If other constituents of the operational periods still need to be defined, then the **Operational Period** wizard reverts back to the first stage after the transfer of data.

Once you have finished defining the operational period, click Close to close the **Operational Periods** wizard.

In the cases when you are transferring the academic data to a new academic period, you can transfer the fee dues of the current period to the new period. But, you have to remember that the fees due from the students for the new academic period will have to be generated separately.  
(See also, [Default Fee Generation](#))