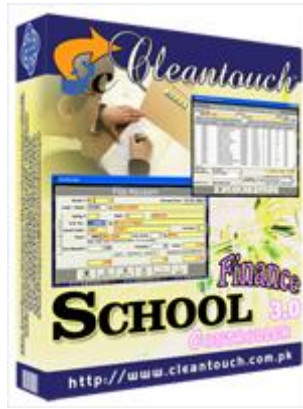


Cleantouch School Finance Controller System 3.0

User Guide/Manual-English

By Rizwan Arif

- Part-1, Fee & Accounting Modules



**CLEANTOUCH SCHOOL FINANCE CONTROLLER
COMPLETE MANUAL**

Visit Link: <http://cleantouch.com.pk/CleantouchSchoolFinanceController30ProfessionalEdition.htm>

Company Profile:

Cleantouch Software Corporation was established in 1999 to provide customized accounting software. Cleantouch is now a reliable name for Desktop & LAN Based Application. We offer wide range of readymade accounting software. We have successfully implemented our 300+ accounting & management software in more than 1000+ organization. Customer list of Cleantouch have both small & large size of companies & the number of users is increasing day by day. Most of customers are completely satisfied with the support and services of Cleantouch. We are the first company, who releases English to Urdu Dictionary, Urdu to English Dictionary and Khazain-ul-Hidayat software application to read, listen and research within Al-Qur'an-e-Kareem worldwide. Thousands of peoples are using that product. We are the only company of Pakistan, which have awarded by many download portals for the development of Virus, Adware & Spyware free software. Many of our software are listed on major download websites. Interviews & review of our products frequently published by News Papers, Magazines & E-News Portals.

Getting Started Tips:

1. First of all Load CD Rom or Download Link of our sent software
2. Copy Software in your computer's safe drive e.g. D:\Cleantouch
3. After installation procedure, you may create shortcut icon on your desktop to provide easy access to your program, Software will start by double clicking to exe file from software folder or from shortcut.
4. When you see the main screen appears you will have to note Computer generated information and call or email us to getting PIN Code then you can successfully enter into the system for registration.
5. This system uses PIN Code (Personal Identification Number) as a security measure.
6. The default password given is '123', and you have to change it to your own password from system utilities menu to maintain its confidentiality
7. Multi Users and Network capability enabled users will ask of mapping and access procedure on call or email because of leakage.
8. You may press [F5] Key any time where you don't have remember the code of system
9. In feeding form You may uses the shortcut (Alt+S)for Save, (Alt+R) for refresh, (Alt+D) for delete, (Alt+E) for exit, (Alt+P) for previous, (Alt+N) for next and (Alt+P) for printing any report.
10. You can email / fax any report of our software to anybody by installation of Winfax 10 or Acrobat Writer

SYSTEM REQUIRMENTS

Operating System

Microsoft Windows 98 / ME / 2000 / XP...

Minimum Hardware Requirement

Pentium III Computer

512MB Ram with 1000 MB Free Hard Disk Space

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INTEGRATED MODULES

- Accounts, Fee Management

TARGETED INDUSTRIES

- School, Colleges, Universities, Madaris etc.

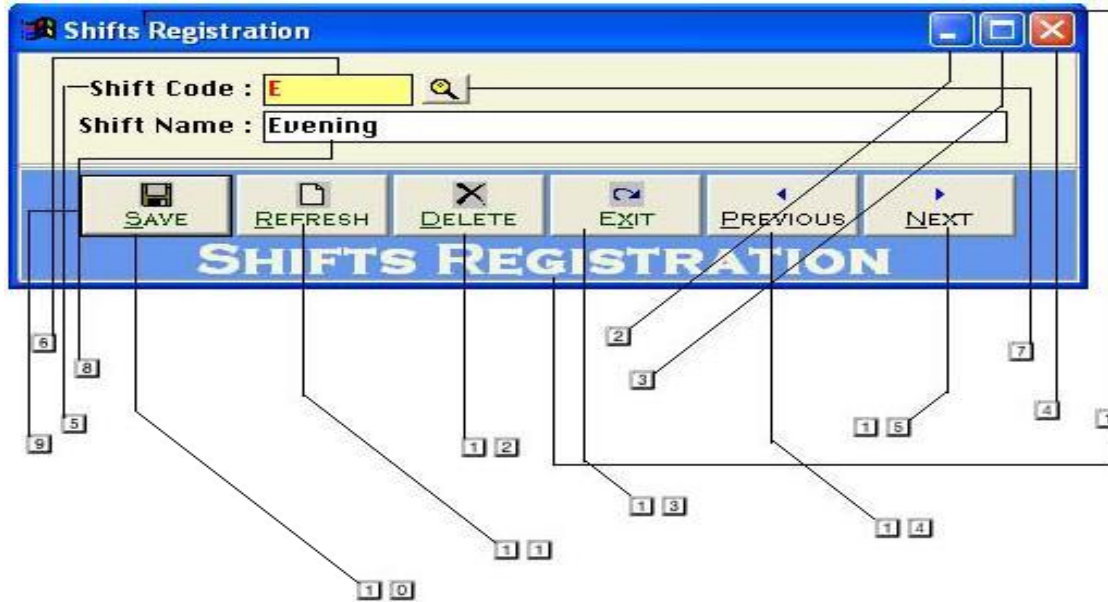
OTHER FEATURES

- System Setup
- Currency Setup
- Repair & Maintenance
- Backup Data
- Data Restore
- Color Scheme Selection
- Trial Balance Difference Check

AVAILABLE ADD-ONS

- [Multi-User Environment](#)
- [Network Compatibility](#)

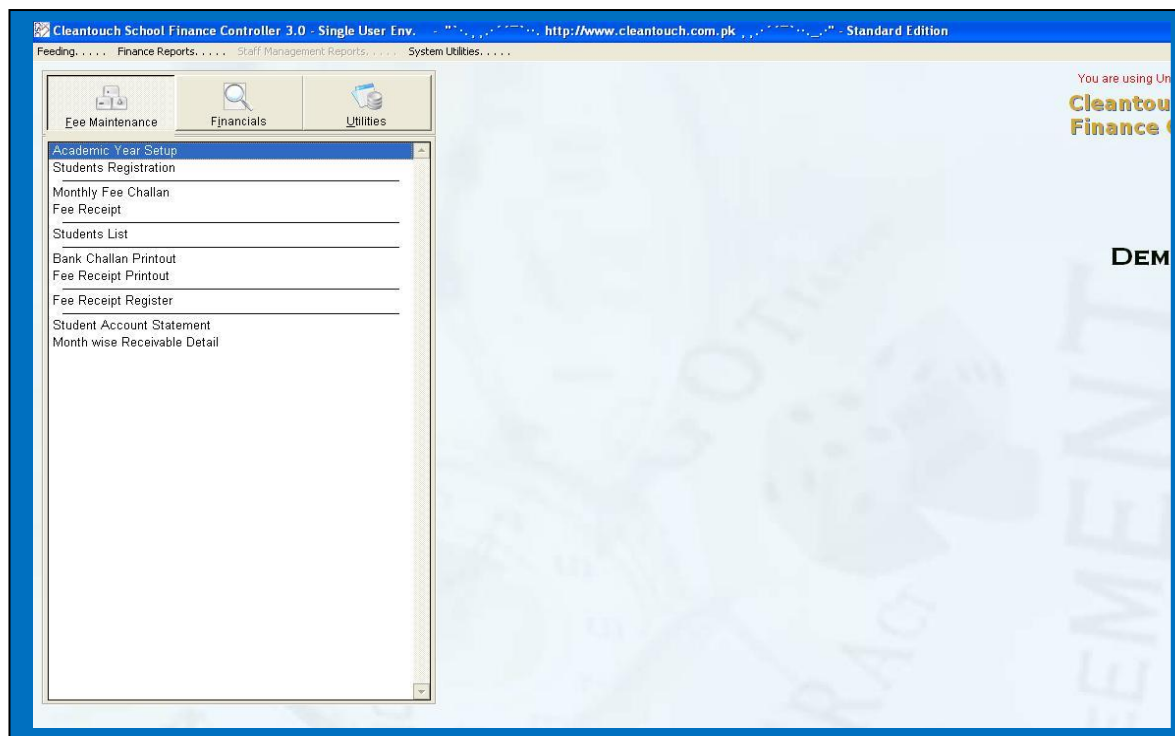
STANDARD OF SOFTWARE



1. Title of Input / Out Form
2. To minimize the Form (Function Depends on Screen Size)
3. To Maximize the Form (Not configured)
4. To close the open Form
5. Label: What to Input
6. Unchangeable Input Box (Yellow Back & Red Text)
7. Click to active list of Master Records
8. Changeable Input Box
9. Command Buttons
10. To Save Changes and Bring form in record Addition / Edition Mode
11. To Revert the Changes and Bring form in record Addition / Edition Mode
12. To Delete the Selected Record
13. To Close the Form
14. To view Previous Record
15. To view Next Record

Contents:

- 1- Overview
- 2- Account Type
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- 13- Reports Overview
- 14- System Utilities



Software Overview:

School Finance Controller is specially developed for school & other institutional organization. This fulfills all the requirements related to accounts up to Profit & Loss and Balance Sheet. Fees module is very easy in use and very fast in operating. Bank Challan for Students can also be printed for students. It allow user to define periods of fee collection (e.g. 1. January, 2. February, 3. March, 4. April, June, 5. May, July, 6. August...). Month wise receivable summary allow user to track fees receivable record month wise. User can maintain Loan, Advances & Salary records of staff with Payroll Module. User can set 5 different monthly allowances in staff account, there is an option to mark allowance as Deduct Absent or Full Pay.. There are many option for describe but here we will try to teach you some most important feature step by step. We therefore strive for the best improvement to support customers in terms of quality. Remember this is the first part of user guide and in this part we would describe you about **account** and **fee module** related topics. In second part of manual we will try to teach you about staff module.

1st Menu-Accounts Type Overview:

Before describing this form we would request to you please read and understand its content with very carefully because some of the basic points will discuss in this form which will not be repeated again where appear (Specially in Feeding Forms). We called this form in our Accounting System as Accounts Type. This form enables you to create a different head of accounts; usually we already made all necessary types for our clients. Entered types in this form will be used in Account Master File. You may also delete or edit your made type at the time of need by mentioned buttons. Some of accounts head/ types are given below.

Example: Account Receivable, Account Payable, Banks, Capital, Cash, Expenses, Fee Income, Suppliers, Profit & Loss ETC.

Input Options

Type Description [Compulsory Field]

This is the compulsory field of this form, saving is not possible without filling this field. Software will never accept duplicate entry in compulsory field. Take care in spelling in Compulsory Field. When Back Color of Compulsory Field becomes "Yellow" means transaction is in Selected Mode. You can edit existing option and deleted the transaction in selected mode. You can also select existing type by click on next or previous buttons.

Type Nature/Category: (Assets, Liability, P/L {Profit / Loss}) [Compulsory Field]

You will just select the nature of your type by click on Assets, Liability or P/L. Accounts under Assets & Liability type will shows in Balance Sheet Profit / Loss type will shows in Net Profit & Loss Report.

Serial # [Optional Field]

In this field you will have to write serial # of your type for balance sheet sequence. You may also click on arrow key button for auto generating.

Show in Receivable / Payable List (Check Box) [Optional Field]

For showing all debtor and creditor list in receivable/payable list , you will check this.

Minimize list in Balance Sheet (Check Box) [Optional Field]

if you would your subsidiary account list will show minimize in balance sheet, you check this.

The screenshot shows a software window titled "Accounts Master File" with a sub-header "ACCOUNTS MASTER FILE". The form contains the following fields and values:

- Type: BANKS
- Account Code: 103001
- Description: BANK AL FALAH
- Contact Person: (empty)
- Designation: (empty)
- Address: (empty)
- Telephone #: (empty)
- Fax #: (empty)
- Mobile #: (empty)
- Email: (empty)
- URL: (empty)
- Opening Debit: 50000.00
- Opening Credit: 0.00

At the bottom of the form, there is a toolbar with the following buttons: SAVE, REFRESH, DELETE, EXIT, PREVIOUS, and NEXT.

Overview of Form

Here you may create any type of account with necessary information actually this form will be used to create general ledger accounts. You have to fill all columns as per nature of account, you must create some system required account, and usually we already made all necessary accounts with code for our clients. If you change these accounts you will have to change also from system setup. You may also print out of your account list.

Example

Banks Accounts, Suppliers Accounts, Capital accounts, Cash accounts, Expenses accounts, income accounts, etc & System Accounts (*Discussed later in this help*)

Input Options, Type [Compulsory Field]

At this point you will have to select the type as per you would create account, which is entered already in "Account Types Form" e.g. Bank

Account Code [Compulsory Field]

This is the main field of this form. Here you will enter the code of your account. **Logic of Authentic Coding:** In this package software generate new account code automatically as per previous code in same type but never accept duplicate account code for any type. To keep your coding serial # systematic use numbers only in Account Code. You will have to define account code's starting serial # of type when you will create first account in any type. For example "100001" in account code field manually next time it will bring account code 100002 automatically. You may edit or delete your accounts after selection using F5 key.

Description [Compulsory Field]

This is attached with code column and here you will enter the name / title of account. For example Company name of Supplier, Bank Account Title. ETC.

Contact Person, Address, Telephone #, Mobile #, Fax #, Email [Optional Field]

Here You may enter related information in that fields if you have. In case of unavailability, leave it blank.

Opening Debit, Opening Credit [Optional Field]

You will enter the opening balance of account here. If balance is positive then enter in "Opening Debit" field and if the balance is negative then enter in "Opening Credit" field. For example you are entering data in this software from "1st Jan 2012" then you will enter closing balance of "31st Dec 2011", usually there columns are known your opening receivable & payable.

Receipt Voucher

RECEIPT VOUCHER

Serial # Date :

Cash / Bank :

Entry #

Account Code :

Narration :

Amount :

Total Amount :

SAVE REFRESH DELETE EXIT PREVIOUS NEXT

Overview of Receipt Vouchers Form:

Actually this is contain two type of voucher category one is bank receipt voucher and another is cash receipt voucher form but remember this form can be use for except fee receiving transaction, the procedure of data feeding are same but for client's convenience here we would like to teach you feeding in cash receipt voucher category step by step that whenever you have to record your receiving in check or cash form to your receivable or any source but not from your student, you will have to record transaction here. All the forms containing "Serial #" & "Entry #" fields will be used to enter multiple entries in single transaction. Here Transaction means Full Voucher and Entry means single item (entry) of Voucher. This option enables you to print receipt voucher when you received a payment in cash or check and there are many reports are generating by feeding this form. Usually default page setting is A4 size. You may also understand by screen shots.

Accounting Effect

Debit "Amount" to "Cash / Bank"

Credit "Amount" to Selected "Account Code"

Input Options

Serial # [Compulsory Field]

This is the main field of this form. This number will be created automatically as per last record. You may also say its reference number of voucher. The number will also used to delete or edit existing transactions. Please don't use this field to enter the number of your manual reference.

Date [Compulsory Field]

In this field you will enter the date of receiving. Basically it will show system generated date.

Cash / Bank [Compulsory Field]

Here you will describe your Cash or Bank Account in which you have deposited amount of receiving. For example if you receive a check of "500,000" from a donator then you have to select your bank account here "MCB Bank" with the help of F5 key or single clicking of searching mirror. And suppose your donator gives amount in cash so you will have to record this transaction in by selecting cash account.

Entry # [Compulsory Field]

This is the sub main field of this form. This number will be created automatically as per last record in above Serial #. Series of Entry #will restart on each new Serial no. The number will also used to delete or edit existing entries. Press [F5] to view all transaction as following sheet related to above serial #.

Account Code [Compulsory Field]

Here you will describe the account of donator, other income or etc. which from you have received the amount. To bring the List of existing accounts press [F5] or click on "Magnifier Button". All the accounts which are added through "Accounts Master File" will appear in the list. Navigate through arrow keys within the list or you can also press the first word of account title to make it selectable quickly. e.g. 'A'. You can also press as maximum as starting words depends on your typing speed to quickly setting focus the accounts e.g. 'Arif'. To select the account press Enter Key or Double Click on Account. When you will select account from list or enter the code of account, name / title will appear automatically as it is written in Accounts Master File.

Narration/Description [Optional Field]

Here you can write your comments, remarks related with transaction which will help you to understand the transaction when you will check Account Ledger of Cash / Bank / Account.

Amount: [Compulsory Field]

In this column you have to enter received amount.

After all above information click on "Small Save Button" (Top) to save the entry (Not Transaction), after click that button software will generate next entry # and make all information below to the entry # blank so you can add another receiving. When you have entered all receiving under single S#, then click on "Big Save Button" (Bottom) to save Transaction. All button (Top) will be used for single entry and buttons (Bottom) will be used for transaction.

Total Amount

This column will be calculated automatically as per total of amount described in each receiving of above serial #. This column is unchangeable.

The screenshot shows a 'Payment Voucher' form with the following data:

Serial #	PU 1	Date	07/05/2011
Cash / Bank	102001		CASH IN HAND
Entry #	1		
Account Code	104004		ELECTRIC BILL
Narration	CASH PAID ELECTRIC BILL FOR THE MONTH OF MAR-11		
Amount	1,200.00		
Total Amount	1,200.00		

Overview of Payment Vouchers Form

Basically in this form feeding procedure is opposite to receipt voucher it is also contain two type of voucher category one is cash payment voucher and another is bank payment voucher form the procedure of data feeding also are seems like receipt voucher but for customer's convenience we would like to give you some feeding tips in payment voucher actually whenever you have to record your payments in check or cash form to your supplier, expenses, salaries or any source, you will have to record transaction here. This option also enables you to print payment voucher whenever you paying in cash or check and there are many reports are generating by feeding this form. You may also understand by screen shots.

Accounting Effect

Credit "Amount" to "Cash / Bank"

Debit "Amount" to Selected "Account Code" e.g. Job 101, Supplier

Input Options

Serial # [Compulsory Field]

This is the main field of this form. This number will be created automatically as per last record. You may also say its reference number of voucher. The number will also used to delete or edit existing transactions. Please don't use this field to enter the number of your manual reference.

Date [Compulsory Field]

In this field you will enter the date of receiving. Basically it will show system generated date.

Cash / Bank [Compulsory Field]

Here you will describe your Cash or Bank Account in which you have paid amount. For example if you pay a check of "1200" to Utility Bills regarding gas charges first you have to select your bank account here "MCB Bank" with the help of F5 key or single clicking of searching mirror. And suppose you are paying in cash so you will have to record this transaction in by selecting cash in hand account.

Entry # [Compulsory Field]

This is the sub main field of this form. This number will be created automatically as per last record in above Serial #. Series of Entry #will restart on

each new Serial no. The number will also used to delete or edit existing entries. Press [F5] to view all transaction as following sheet related to above serial #.

Account Code [Compulsory Field]

Here you will describe the account of supplier, expenses or etc. which you are paying the amount. To bring the List of existing accounts press [F5] or click on "Magnifier Button". All the accounts which are added through "Accounts Master File" will appear in the list. Navigate through arrow keys within the list or you can also press the first word of account title to make it selectable quickly. To select the account press Enter Key or Double Click on Account. When you will select account from list or enter the code of account, name / title will appear automatically as it is written in Accounts Master File.

Narration [Optional Field]

Here you can write your comments, remarks related with transaction which will help you to understand the transaction when you will check Account Ledger of Cash / Bank / Account.

Amount[Compulsory Field]: In this column you have to enter paid amount.

After all above information click on "Small Save Button" (Top) to save the entry (Not Transaction), after click that button software will generate next entry # and make all information below to the entry # blank so you can add another receiving. When you have entered all receiving under single S#, then click on "Big Save Button" (Bottom) to save Transaction. All button (Top) will be used for single entry and buttons (Bottom) will be used for transaction.

Total Amount

This column will be calculated automatically as per total of amount described in each receiving of above serial #. This column is unchangeable.

Preview:

Particulars		Chq / Cash Amount
104004	ELECTRIC BILL	1,200.00
CASH PAID ELECTRIC BILL FOR THE MONTH OF MAR-11		
Total:		1,200.00

One Thousand Two Hundred Rupees Only.

Prepared by _____ Administrator _____ Principal _____ Receiver Signature _____

< Software by: Cleantouch Software Corp. > < Ph: (021)-111-253-268 > < URL: http://www.cleantouch.com.pk >

JOURNAL VOUCHER

Serial # **JU** Date :

Entry #

Account Code : **DETAIL**

Charges :

Narration :

Debit Amount : Credit :

Total Debit : Credit :

Overview of Journal Vouchers Form

Basically this form can be used for general journal entries in this form you may record many kind of entries like detail expense, payable bill, bad debt, depreciation, adjusting and provisions. A man who did intermediate or graduation in commerce can understand very easily. Once you understand the purpose of form. In simple way we can say that will be used to debit and credit some accounts. For further detail about purpose of this form, please check Sample Data of Software. Transaction will be never saved whenever Total Debit & Total Credit is not equal. All the forms containing "Serial #" & "Entry #" fields will be used to enter multiple entries in single transaction. Here Transaction means Full Voucher and Entry means single item (entry) of Voucher. This option enables you to print JV voucher when you post any entry and there are many reports are generating by feeding this form. The Procedure of feeding almost seems like above. You may also understand by screen shots.

Accounting Effect

Credit "Debit Amount" to "Account Code"

Credit "Credit Amount" to "Account Code"

Input Options

Serial # [Compulsory Field]

This is the main field of this form. This number will be created automatically as per last record. You may also say its reference number of voucher. The number will also used to delete or edit existing transactions. Please don't use this field to enter the number of your manual reference.

Date [Compulsory Field]

In this field you will enter the date of receiving. Basically it will show system generated date.

Account Code [Compulsory Field]

Here you will describe the account of supplier or etc. which from you have received the amount. To bring the List of existing accounts press [F5] or click on "Magnifier Button". All the accounts which are added through "Accounts Master File" will appear in the list. Navigate through arrow keys within the list or you can also press the first word of account title to make it selectable quickly. To select the account press Enter Key or Double Click on Account. When you will select account from list or enter the code of account, name / title will appear automatically as it is written in Accounts Master File.

Narration [Optional Field]

Here you can write your comments, remarks related with transaction which will help you to understand the transaction when you will check Account Ledger of Cash / Bank / Account.

Debit Amount [Optional Field]

Enter Amount here if you want to debit above mentioned account

Credit Amount [Optional Field]

Enter Amount here if you want to credit above mentioned account

After all above information click on "Save Button" (Top) to save the entry (Not Transaction), after click that button software will generate next entry # and make all information below to the entry # blank so you can add another account for debit or credit. When you have entered all entries under single transaction then click on "Save Button" (Bottom) to save Transaction. All button (Top) will be used for single entry and buttons (Bottom) will be used for transaction.

Total Debit

This column will be calculated automatically as per debit amount described in each entry of above serial #. This column is unchangeable.

Total Credit

This column will be calculated automatically as per credit amount described in each entry of above serial #. This column is unchangeable.



name of shift

Shift Name [Compulsory Field]

In this field you will have to write Shift or campus name e.g. Morning, Afternoon, Garden Campus etc.

Shift Registration: Overview

Here you will add all your shifts or campus that is operating by your school. For example Morning & Evening, you may also delete or edit your made shifts at the time of need by mentioned buttons. Entered shift in this form will be used in next feeding form. The procedure of feeding is given below

Input Options

Shift Code [Compulsory Field]

Enter code of your choice for example M for Morning & A for Afternoon. Next time, where you have to select shift, you can enter this code to auto retrieve the

LEVELS REGISTRATION

Level Code : 1003

Class Name : Class 1st

FEE DETAIL

Charges :	Amount :
01). Admission Fee	0
02). Annual Fee	0
03). Tuition Fee	1000
04). Examination Fee	0
05). Computer Fee	0
06). Security Deposit	0
07). Laboratory Fee	0
08). Other Fee	0
09).	0
10).	0
11).	0

Total Fee : 1000

SAVE REFRESH DELETE EXIT PREVIOUS NEXT

Levels/Class Registration: Overview

Here you will add your all classes with different charges which are operating by your school. For example Montessori, Prep, Grade-1, you may also delete or edit your made levels at the time of need by mentioned buttons. Entered level will be used in next feeding form. The procedure of feeding is given below

Input Options

Level Code: [Compulsory Field]

Enter code of your choice for example 01 for Nursery, 02 for KG 1, 03 for KG 2, 03 for 1st Class ETC. or G1 for Grade 1. You can enter this code to auto retrieve name of level each time in software where it ask for level selection

Class Name [Compulsory Field]

In this field you will have to type class name like Play Group, Class V etc.

Charges: [Compulsory Field]

In these fields you may enter eleven types of charges, all of written charges will be applied to all students for the each level, usually we already made some Important charges but you may customize as per your fee structure, we would suggest you type only whose charges which you are taking monthly basis whenever you would take annual charges you may type manually in fee due process

Amount: [Compulsory Field]

In this column you will enter the amount of specific charges e.g Monthly Fee= Rs. 3500/-

Total Fees: Auto

It will auto increase or decrease by writing different charges amount.

STUDENTS REGISTRATION

G.R. No. : Gender : Male Female

Full Name :

Surname :

N.I.C. # :

Address :

Contact # :

Religion : Nationality :

Date of Birth : Place of Birth :

Shift Code :

Level Code :

Section : Roll # : Opening Dues :

Current Status : Present Left Monthly Fees Discount :

Date of Admission : Date of Leaving :

SAVE REFRESH DELETE EXIT PREVIOUS NEXT

Student Registration: Overview

In this form first you will have to add your all current student data with pictures which are studying in your school and then whenever new student will admit to you school, you will record the student by filling this some necessary option, here you may also delete or edit your made student data except GR No. at the time of need by mentioned buttons. Entered students list will be used in next feeding and reporting side. The feeding procedure step by step are given below

Input Options

G.R. # [Compulsory Field]

This is the most important field of fee module as seems like account code, basically here GR mean General Registration number or Form number which you issue at the time of admission so you will first enter

GR# with very concentration because GR# cannot be edit, after giving any one GR #, the software will automatically show you one plus GR # for Next Student. If your institute would not maintain GR # history you may also start with any six digit serial number, you may check student list by selecting F5 key with different criteria.

Gender: (Check Box) [Compulsory Field]

Select Student gender here

Full Name: [Compulsory Field]

Enter the full name of Student with his/ her father name, it will show many kind of fee related report with auto adjustment e.g. Rizwan S/o Arif

Surname: [Optional Field]

Enter surname/cast of student here, if any...

N.I.C. #, [Optional Field]

Enter father's National Identity card number here

Address, [Optional Field]

Enter complete postal address of student where school can contact his/her

Contact Info: [Optional Field]

Enter Contact # of student where school can be contact to student or them parent. If there is more than one contact # write in this syntax e.g. (021-34822714, 0345-2842999)

Religion: [Optional Field]

Enter Religion of Student, e.g. Muslim, Hindi etc. this is by default field

Nationality: [Optional Field]

Enter citizenship of Student, e.g. India, United Kingdom, Pakistan etc. this is by also default field

Date & Place of Birth: [Optional Field]

Enter Place and Date of Birth of student

Shift Code: [Compulsory Field]

Enter code of shift, which is open in Shift Registration Form. If you don't have remember code then click on help button or press [F5] to Retrieve the List of shifts and select the shift in which student is present.

Level Code: [Compulsory Field]

Enter code of Level/ Class, which is open in Level Registration Form. If you don't have remember code then click on help button or press [F5] to Retrieve the List of levels and select the level in which student is present. Every year you will have to change level code of successful students.

Section: [Compulsory Field]

Type section of specific class if there is no section in your school then always writes "A" in section field.

Roll #: [Optional Field]

Enter Class roll # of student which is allocated by Class Teacher. The option is just for information not integrated with any other option.

Opening Dues: [Optional Field]

In this column you may enter the lump sum balance fees amount of each student. For example you are starting feeding in the software from the month of Jan, 2012 and some students have not yet paid dues of the year 2011. Enter so will write total balance amount here.

Current Status: (Check Box) [Compulsory Field]

You must update the status of all student time to time whenever any student leave the school.

Monthly Fees Discount: [Optional Field]

Some school allow special discount, concession or write off fee from monthly charges to selected student. If the student which is filled here has been allowed any kind of monthly discount then enter the amount of discount per month

Date of Admission: [Optional Field]

Enter the date when student admitted in school

Date of Leaving: [Compulsory Field]

You must enter the date of leaving

Report Preview:

DEMO. COPY												
STUDENT LIST {ALL}											Page # 1	
S.No.	Shift	Level	Sec	GR #	Roll #	Student Name	Address	Contact #	Date of Birth	Date of Admis.	Date of Leaving	Discount
1	M	Class 1st	A	10001	0	Avislan S/o M. Sohail	Saddar Karachi	0345-2842999	01/01/2004	01/01/2009		100.00
2	M	Class 1st	A	10002	0	Faiza D/o Mehmood Qadri		0345-2128861	01/01/2005	01/02/2009		200.00

Academic Year Setup: Overview

In this form you will have to create once a time in whole year all months of specific year, you may customize month sequence as per your academic schedule in the next feeding will be done by these months setting, the procedure of feeding is given below step by step, please look and read with carefully.

Year[Compulsory Field]

You will enter the current year like 2012

Description [Compulsory Field]

In this field you have to write duration of academic year, usually in Asian schools academic year starts with the mid so you will write in description two year, you may write as per your country's education schedule e.g 2012-2013 or 2012

Entry[Auto]

This is the sub main field of this form. This number will be created automatically as per last record in above Serial #. Series of Entry #will restart on each new Serial no. The number will also used to delete or edit existing entries. Press [F5] to view all transaction as following sheet related to above serial #.

Fee Term:[Compulsory Field]

Here you will write the name of month with sequence, you may also write two month together e.g August, Jan+June

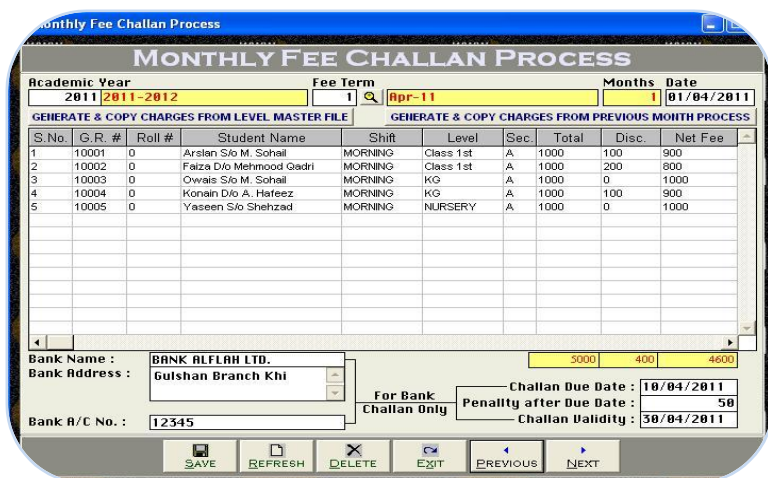
No. Of Months[Compulsory Field]

In this field you will enter the number of above month means that if August=1, but you will write June+July=No of moths 2, whenever you take two months fee in one months, this is also as per country situation

Set as Default[Check Box]

If you would like to set above setting for next time you may check this

After all above information click on "Small Save Button" (Top) to save the entry, after click that button software will generate next entry # so you can add fee term. When you have entered all terms under single S#, then click on "Big Save Button" (Bottom) to save Transaction.



Monthly Fee Due Process: Overview

This is the main feeding form of fee module In this form first you must run this process on monthly basis for generate a dues and bank voucher to your whole school's students, by this feeding software will generate many reports on fee side, The feeding procedure step by step are given below

Input Options:

Academic year: [Compulsory Field]

Enter the year e.g. 2012

Fee Term: [Compulsory Field]

Select the fee term with the help of F5 key e.g. April

Date: [Compulsory Field]

Please enter the first date of targeted fee term here. E.g. if you want to run process for the month of January 2012 then you will write 01/01/2012

Generate & Copy charges from Level Master File: [Compulsory Field]

Through click on this option, the software will bring all present students from student master file to the above grids (look like excel sheet) and fill the charges as per level Master File, you may also customize charges field as per student.

Generate & Copy charges from Previous Month Process: [Optional Field]

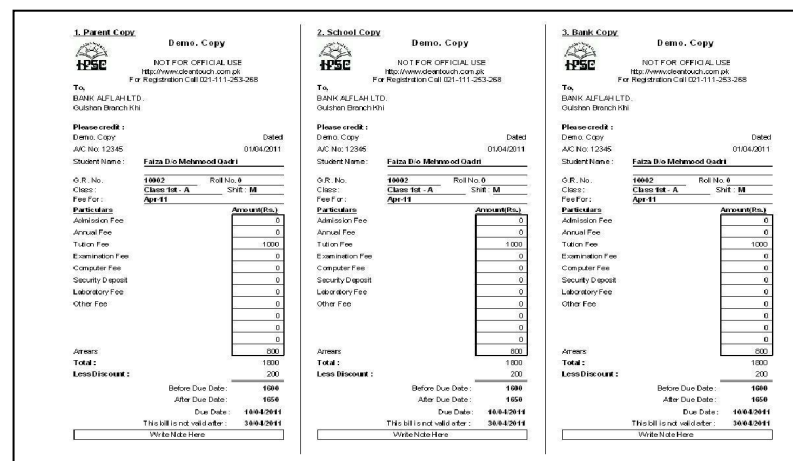
you may copy your previous due process for your convenience by click this button.

Bank Information:[Optional Field]

Write you bank name, branch address and account number information where student will deposit voucher

Due Date, Late Fee, Validity:[Optional Field]

You may write in these field last due date, late fee (if) and validate of bank voucher.





Fee Receipt: Overview

You will use this form each time whenever any student will pay their fees, amount of fee will automatically adjusted in all the statements and reports as well as balance of cash or bank will automatically increase by the amount of fees. You may also take printout of fee receipt, here you may also delete or edit your made receipt at the time of need by mentioned buttons. The feeding procedure step by step are given below

Serial #

Receipt # (Automatic Increase)

Receipt Date: Date of Fee Receiving (System Generated)

Cash / Bank

Here cash code will automatically appear if you want to change this code then click on help button or press [F5] and select other account. Fees Amount will be added to this account.

Entry #

Automatic Increase if more than 1 students

G.R. #

Enter GR # of student, if not remember then click on help button or press [F5] to retrieve the list of Students. After selecting software will show all information.

Year

Enter the year of fee term.

Month

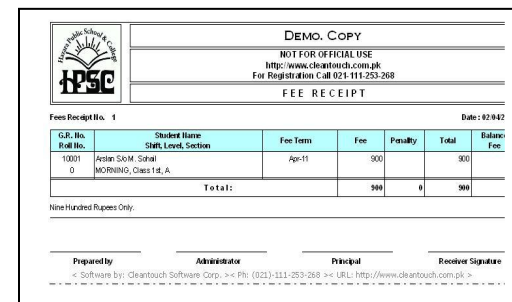
Selecting the fee term which paying student with the help of F5 key, write '0' incase of opening balance

Fee Amount

Balance Amount of Selected Month will appear automatically, it is does not appear or previous then check the statement or enter by hand. Late fee will also show automatically incase of after due date.

Total Amount:

we want to remind you that you can make receipt of more than 1 students by one receipt #. This will show total amount of receipt.



2nd Menu-Reports Overview:

After the feeding in all forms software will be generated many kind of accounting reports. We think it does not need to describe about each report, a good accountant can be understand by himself but here some reports name are listed below you may take preview and printout from report menu by date and filter wise at the time of need.

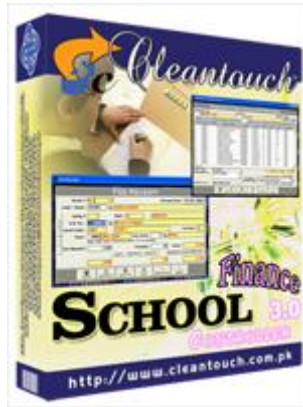
- Accounts List
- Students List
- Receipt Vouchers Report
- Payment Vouchers Report
- Journal Voucher Report
- Fee Receipt Register
- Fee Challans Register
- Vouchers Tally
- Fee Challan Printout
- Bank Challan Printout
- Fee Receipt Printout
- Voucher Printout
- Journal Voucher Printout
- Student Account Statement
- Fee Receivable Summary
- Month wise Receivable Detail
- Student Receivable Note
- Cash / Bank Book
- Accounts Ledger
- Cash Flow
- Accounts Receivable / Payable
- Trial Balance (2 Column)
- Trial Balance (6 Column)
- Profit & Loss
- Balance Sheet Balance Sheet

Cleantouch School Finance Controller System 3.0

User Guide/Manual-English

By Rizwan Arif

- Part-2, Professional Edition, Staff Module



**CLEANTOUCH SCHOOL FINANCE CONTROLLER
COMPLETE MANUAL**

Visit Link: <http://cleantouch.com.pk/CleantouchSchoolFinanceController30ProfessionalEdition.htm>

Contents:

- 15- Overview
- 16- Designation Master File
- 17- Staff Master File
- 18- Attendance Type
- 19- Daily Staff Attendance (Manual)
- 20- Loan/ Advance Payment
- 21- Loan/ Advance Receipt
- 22- Salary Sheet Generation Process
- 23- Reports Overview

Module Overview:

This is second module of School Finance Controller System 3.0, this module is available in professional edition, you may not buy only this module you will have to buy standard edition first, in this module you may maintain your staff attendance, Loan, Advances, Salary records and Service certificate etc. Remember this is a manual attendance payroll system, you will have to take attendance by running daily process, it's very simple and easy payroll system and it also integrated with your accounts module, by feeding in this module software will effects on your accounting side automatically. User can set 5 different monthly allowances in staff account, there is an option to mark allowance as Deduct Absent or Full Pay. There are many option for describe but here we will also try to teach some most important feature step by step. But before that standard edition manual procedure should keep on your mind.

**Overview of Form**

Here you will create different designation for sorting your staff member. You may also preview , edit or delete by mentioned button

Example: Administrator Staff, Teaching Staff, Non-Teaching Staff, Accounts etc.

Designation [Compulsory Field]

At this point you will have to type the name of designation e.g. Administrator

Serial #[Optional Field]

in this field you may write the sequence number of designation e.g. 1

STAFF MASTER FILE

Staff Code : 200001 Full Name : TAHIR HAQ NAWAZ
 Designation : ADMINISTRATOR Joining Date : 01/01/2000
 Address : GULSHAN KARACHI
 N.I.C. No. : 25687-689989889-1 Date of Birth : 01/01/1970
 Tel. # : Mobile # : -92-345-2842999
 Qualification : MBA, ACCA

Monthly Allowances	Mode of Payment	Amount
01. BASIC SALARY		15000.00
02. TRANSPORT		3000.00
03. MEDICAL		2000.00
04.		0.00
05.		0.00

Monthly Loan Deduction: 1000.00 Total Pay : 20000.00
 Status : Present Left Date of Leaving : / /
 Reason of Leaving :
 Remarks :

SAVE REFRESH DELETE EXIT PREVIOUS NEXT

Overview of Form

Here will create your staff member data, you may save, edit or delete you staff by mentioned buttons, and the procedure is given below:

Input Option:

Staff Code [Auto/Compulsory Field]

Enter code of your choice for example 100001 You can enter this code to auto retrieve name of staff each time in software where it ask for level selection

Full Name [Compulsory Field]

Here you will write the full name of staff member e.g. Jameel S/o Jaffar Ali

Designation [F5/Compulsory Field]

In this field you will select his/her designation with the help of F5 e.g. Accounts

Address , Contact Info:[Auto/Compulsory Field]

In these field you may write some contact information regarding his/her.

Monthly Salary/Allownces Detail [Compulsory Field/Optional]

In these columns you will write the basic salary and other allowances name with its amount. E.g. Monthly Salary =Rs. 5000/-

Monthly Loan Deduction Detail [Compulsory Field]

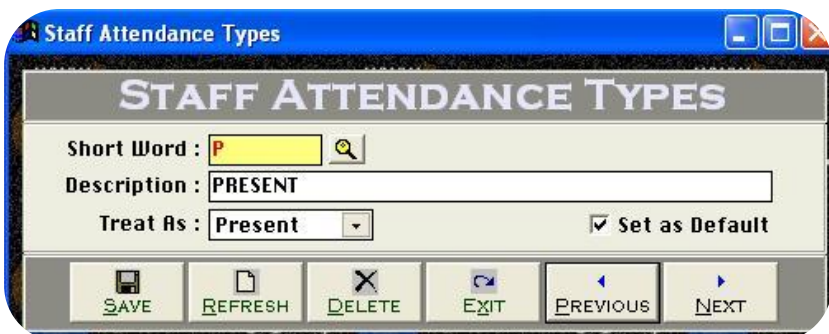
In this field you may write the deduction amount which decided with staff for every month.

Status [Optional Check Box]

You will have to check on left option when staff would leave to institute rather than keep by default present

Reason/ Remarks of Leaving [Optional Field]

In these boxes you may write reason or any remarks related with staff at the time of leaving or joining.



Overview of Form

once a time you will create the type of attendance the procedure is simple.

Short Code [Compulsory Field]

Enter the code of attendance for example P for Present, A for Absent and L for leave etc this type will use to ached feeding .

Description [Compulsory Field]

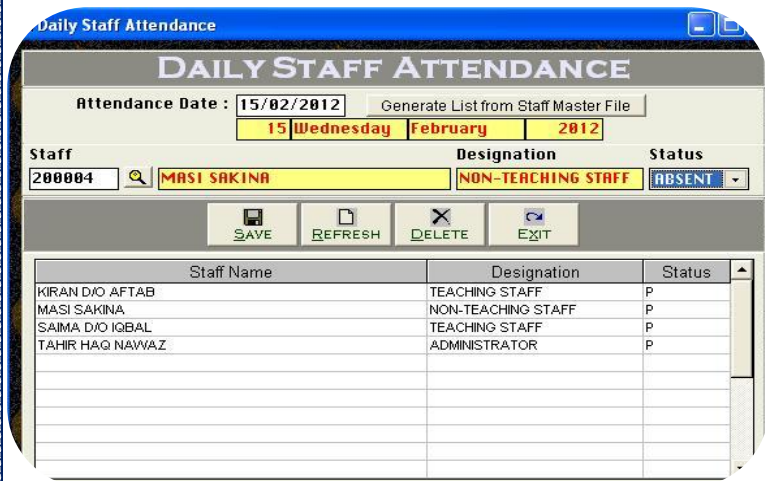
Write the name of attendance type e.g. Present

Treat As[Select/Compulsory Field]

In this field you will select the nature of made type

Set as Default [Check Box]

The software will take the by default type at the time of daily attendance process so you will check on Present type.



Overview of Form:

this form used for taking daily attendance process, you must run this process once a time a day for maintain attendance register the procedure is give below. Sunday will also treat as present type.

Attendance Date [Compulsory Field]

Enter the current date e.g Date: 15, Month: 02, Year: 2012

Generate a list from Staff Master: [Compulsory Field]

Click this button for brining all staff member, this button will be taken all staff list.

Staff Code: [F5/Optional Field]

Select the specific staff member in case of any staff absent or on leave,

Status: [Select Field]

Select the type for selected staff member e.g. Absent

DEMO. COPY
Staff Attendance Register for the Month of February, 2012

S.No.	Name of Staff	Designation	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Days	
1	KIRAN D/O AFTAB	TEACHING STAFF															P																	1	
2	SAIMA D/O IQBAL	TEACHING STAFF															P																		1
3	MASI SAKINA	NON-TEACHING STAFF															P																		1
4	TAHIR HAQ NAWAZ	ADMINISTRATOR															P																		1

Overview of Form:

In this form you may record payment which you pay to your staff as loan or advance, the feeding procedure is seems like as payment voucher, so we think it does not need to describe again, This option also enables you to print payment voucher whenever you paying in cash or check and there are many reports are generating by feeding this form. You may also understand by screen shots.

Accounting Effect

Credit "Amount" to "Cash / Bank"

Debit "Amount" to Selected "Account Code" e.g. Imran S/o Hussain

Overview of Form:

In this form you may record receiving which pay by your staff as loan or advance, the feeding procedure is seems like as previous receipt voucher, whenever you receive any cash or check there are many reports will generate by this form. You may also understand by screen shots.

Accounting Effect

Debit "Amount" to "Cash / Bank"

Credit "Amount" to Selected "Account Code" e.g. Imran S/o Hussain

DEMO. COPY PageNo.1

Loan / Advance Payment Report From: 01/01/2005 To: 16/02/2012

Ref.#	Date	Cash / Bank	Staff Name	Designation	Type	Detail	Amount
1	30/04/2011	BANK AL FALAH	KIRAN D/O AFTAB	TEACHING STAFF	Advance	CASH PAID TO MISS KIRAN AS ADV	500.00
Total:							500.00

Salary Sheet

SALARY SHEET

Last Date of Salary Month : Generate List from Staff Master File

Staff : Designation :

Monthly Allowances	Mode of Payment	Amount
01. BASIC SALARY		4500.00
02. TRANSPORT		0.00
03. MEDICAL		0.00
04.		0.00
05.		0.00

Attendance
 Total Days :
 Present :
 Absent :

Gross Salary :
 Less Advance :
 Loan Deduction :
 Net Salary :

SAVE REFRESH DELETE EXIT

Staff	Designation	Total Days	Absent	Gross Salary	Advance	Loan	Net Salary
KIRAN D/O AFTAB	TEACHING STAFF	1	0	4500.00	500.00	0.00	4000.00
MASI SAKINA	NON-TEACHING ST	1	0	4800.00	0.00	0.00	4800.00
SAIMA D/O IQBAL	TEACHING STAFF	1	0	6000.00	0.00	0.00	6000.00
TAHIR HAQ NAWAZ	ADMINISTRATOR	1	0	20000.00	0.00	0.00	20000.00
Total :				35300.00	500.00	0.00	34800.00

Overview of Form:

After that all necessary feeding at the end of the each month, you will run this process for generating salary sheet, this form will calculate all given amount with attendance which you recorded related staff this form will effect on all necessary reports, the process is given below.

Last date of month: [Compulsory]

Here you must write ending date of month e.g 31-03-2012

Generate a list from Staff Master: [Compulsory Field]

Click this button for brining all staff member, this button will be taken all staff list with calculation of total attendance and net salary.

Staff Code: [F5/Optional Field]

By this field you may select specific staff for editing his amount or for loan deduction, after that you will save this with mentioned buttons.

Salary Sheet Preview:

DEMO. COPY
 SALARY REGISTER FOR THE MONTH OF FEBRUARY, 2012


S.No.	Name	Designation	Total Days	Present Days	Absent Days	Gross Salary	DEDUCTION		Net Salary	Signature
							Advance	Loan		
1	KIRAN D/O AFTAB	TEACHING STAFF	1	1	0	4,500	500	0	4,000	
2	SAIMA D/O IQBAL	TEACHING STAFF	1	1	0	6,000	0	0	6,000	
3	MASI SAKINA	NON-TEACHING STAFF	1	1	0	4,800	0	0	4,800	
4	TAHIR HAQ NAWAZ	ADMINISTRATOR	1	1	0	20,000	0	0	20,000	
::: PAYSHEET TOTAL :::						35,300	500	0	34,800	

2nd Menu-Reports Overview:

After the feeding in all forms software will generate much kind of accounting and management reports. Some reports name are listed below you may take preview and printout from report menu by date and filter wise at the time of need.

- List of Staff
- Daily Staff Attendance Summary
- Staff Attendance Register
- Periodic Attendance Summary of Staff
- Loan / Advance Payment Report
- Loan / Advance Receipt Report
- Loan / Advance Payment Printout
- Loan / Advance Receipt Printout
- Salary Sheet Printout
- Staff Account Ledger
- Staff Receivable Summary
- Staff Service Certificate

Certificate Preview:

	DEMO. COPY <small>NOT FOR OFFICIAL USE http://www.cleantouch.com.pk For Registration Call 021-111-253-268</small>
STAFF LEAVING CERTIFICATE	Serial # _____
Certified that Mr./Miss/Mrs. <u>KIRAN D/O AFTAB</u> holding C.N.I.C. No. _____ has been serving as a <u>TEACHING STAFF</u> in <u>Demo. Copy</u> from <u>Saturday, May 7, 2011</u> and leave service with us on _____ Reason of Leaving : <u>HOME SHIFTING</u>	
He / She is regular, honest and hard working. I pray for his / her best future.	
IN CHARGE	PRINCIPAL
< Software by: Cleantouch Software Corp. >> Ph: (021)-111-253-268 >> URL: http://www.cleantouch.com.pk >	

Last Menu-System Utilities Menu:

This is last menu of software and it's containing all following heading, it depends on software nature.

System Setup

The option gives to change Software Starting Password, Default Account & Types which used by the software internally. This may contain more important fields to give user ability to work in customization environment not fixing.

Currency Setup

This option allows to you enter name of currency (e.g. Dollar / Cent, Rupee / Paisa ETC.)

Delete All Records

Use of this process will delete all Data which is entered by you in software without any kind of backup file. Generally the option provided with password protection in registered version. Password provided by us to the authorized person only. This is very sensitive option so use it on your own risk.

Rebuild Indexes

If you are using Network Disabled Package then you don't have to click that option, it automatically proceed on starting software but you are using Network Disabled Package then you must click this option each week, it delete the temporary data which creates automatically by software for processing report and calculation. This option also increases speed and quality of software. Also click this option in case index missing error.

Data Backup

This option used to make backup copy of all your entered data. Backup in Compressed File & Un-Compressed Files options available in our latest packages. You can make backup of your data to any media where you want.

Data Restore

This is password protected option. Password provided by us at the time of registration to the authorized person. This process will delete all current data without any kind of backup and restore data from said location (path asked at the time of restore) of user choice.

Color Scheme Selection

This option available in latest projects only. The option used to customize almost all the colors, used in software. To easily access the package and using happily as per user's mode and nature.

Thank You