

IPSITA Academy

School Management System

User Manual: **Manage Accounts**

Current Session : 2022

Dashboard Admissions Students Human Resource Academics Attendance Exams Communication Certificates Website Settings **Manage Accounts**

English Admin

Manage Accounts / Accountant List

Accountant List Financial Year Ledger Accounts Head Fees Received Expenses All Reports

Show 25 entries Search:

#	Code	Accountant Name	Email	Status	Title
1	371324412	ARJUMAN ARA	arju@blcf.sg	Active	Accounts Officer-ZPS
2	21157731	MIRZA GOLAM SABUR	mgsabur@blcf.sg	Active	Treasurer-Super Admin
3	371324411	SHAMIMA KHONDKER JHUNU	shamima@blcf.sg	Active	Accounts Officer-PPS

Showing 1 to 3 of 3 entries Previous 1 Next

At first, the list of **ACCOUNTANTS** will be shown here.

FINANCIAL YEAR has to be created.

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Manage Accounts / Financial Years

Accountant List **Financial Year** Ledger Accounts Head Fees Received Expenses All Reports

Financial Year

Financial Year

Start Date

End Date

Status

Choose

Create

Show 25 entries Search:

Financial Year	Start Date	End Date	Status	Action
2021-2022	01 Jan, 2022	31 Dec, 2022	Active	Edit Delete
2022-2023	01 Jan, 2023	31 Dec, 2023	Inactive	Edit Delete

Showing 1 to 2 of 2 entries Previous 1 Next

Click here to **EDIT or DELETE** the Financial Year.

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Financial Year
Financial Year

Start Date

End Date

Status
Choose

Create

Show 25 entries

Search:

Financial Year	Start Date	End Date	Status	Action
2021-2022	01 Jan, 2022	31 Dec, 2022	Active	Edit Delete
2022-2023	01 Jan, 2023	31 Dec, 2023	Inactive	Edit Delete

Showing 1 to 2 of 2 entries

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EDIT: You can **EDIT** the Financial Year from here.

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Manage Accounts / Edit Financial Years

Accountant List **Financial Year** Ledger Accounts Head Fees Received Expenses All Reports

Financial Year
2021-2022

Start Date
01-01-2022

End Date
31-12-2022

Status
Active

To end the current Financial Year, please click on the checkbox

☐

Update

Show 25 entries

Search:

Financial Year	Start Date	End Date	Status	Action
2021-2022	01 Jan, 2022	31 Dec, 2022	Active	Edit Delete
2022-2023	01 Jan, 2023	31 Dec, 2023	Inactive	Edit Delete

Showing 1 to 2 of 2 entries

Previous 1 Next

- At the end of a financial year, the financial year should be ended here.
- For A new Financial Year, same process to be followed.
- To see the previous Financial Year, that particular year to be activated.
- While creating new Financial Year, previous dues will be automatically transferred to the current Financial Year.

Click here to add **LEDGER** name with ledger group.

Current Session : 2022

Manage Accounts / Ledger

Accountant List Financial Year **Ledger** Accounts Head Fees Received Expenses All Reports

Group Name:

Ledger Name:

Current Balance:

Description:

Create

Ledger Name	Action
Cash A/C	Edit Delete
Bank	
Agrani Bank Ltd. Mohammodpur Branch/AC:0200001149067	Edit Delete
Janata Bank, Dhanmondi, Branch A/C-0239-0310201549	Edit Delete
National Bank, Lake Circus Branch A/C-1090000048296	Edit Delete
Banks	
OCBC-Main Account-553700253001	Edit Delete

Placing the mouse on cursor will show the **CURRENT BALANCE** of the ledger.

➡ A **LEDGER GROUP** is a name of sector-group of accounts.

[A ledger is a book or collection of accounts in which account transactions are recorded. Each account has an opening or carry-forward balance]

And **LEDGER NAME** is an account under ledger group (transactions against income/expenses)

CURRENT BALANCE: Opening balance in the ledger at the time of adding the account. If there is no current balance, zero (0) to be inserted.

Clicking on the **LEDGER NAME** will show the detailed **INCOME** and **EXPENSE** statement.

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Manage Accounts / Ledger / Agrani Bank Ltd.Mohammadpur Branch/AC:0200001149067

Accountant List Financial Year Ledger Accounts Head Fees Received Expenses All Reports

[Print](#)

Agrani Bank Ltd.Mohammadpur Branch/AC:0200001149067

Opening Date : 13-Aug-2022
Opening Balance : 14,582.00

Today's Date : 14-Sep-2022
Current Balance : 16,202.00

Credit (1,620.00)		Debit (0.00)	
Date	Amount (\$\$)	Date	Amount (\$\$)
2022-08-18	200.00		
2022-08-18	500.00		
2022-08-18	800.00		
2022-08-14	120.00		

- Click on the date, view **Money Receipt**.
- The **LEDGER** can be edited as required. Click here.

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Manage Accounts / Edit Ledger

Accountant List Financial Year Ledger Accounts Head Fees Received Expenses All Reports

Group Name:
Bank

Ledger Name:
Agrani Bank Ltd.Mohammadpur Branch/AC:02

Description

[Update](#)

Ledger Name	Action
Cash A/C	Edit Delete
Bank	
Agrani Bank Ltd.Mohammadpur Branch/AC:0200001149067	Edit Delete
Janata Bank,Dhanmondi,Branch A/C-0239-0310201549	Edit Delete
National Bank, Lake Circus Branch A/C-1090000048296	Edit Delete
Banks	
OCBC-Main Account-553700253001	Edit Delete

- After necessary changes and click on the **UPDATE** button.

Click here to add **ACCOUNTS HEAD**. It can be income or expense.

Sl	Account Head Name	Action
Income		
1	Books Sales	Edit
2	Exam fees	Edit
3	Grants from MOE	Edit
4	IBBL Bank	Edit
5	Membership Fees	Edit
6	Miscellaneous Sales (Students)	Edit
7	Publication-Magazine Sales	Edit
8	Registration Fee	Edit
9	Tuition Fees	Edit

Also in this case, the OPENING BALANCE should be mentioned.

You have to select the LEDGER ACCOUNT which the income/expense will be calculated.

#	Fee Name	Class	Section	Amount	Total Students	Total Cycle	Cycle Done	Cycle Status	Created Date	View
1	Registration Fee	BCS4A	S4	100.00	19	1	1	Complete	11-09-2022	View
2	Books Sales	BCP3A	P3	200.00	10	1	1	Complete	18-08-2022	View
3	Tuition Fees	BCP3A	P3	800.00	10	1	1	Complete	18-07-2022	View
4	Tuition Fees	BCP3A	P3	300.00	10	1	1	Complete	18-08-2022	View
5	Tuition Fees	BCJCA	A1	30.00	1	1	1	Complete	01-06-2022	View
6	Tuition Fees	BCJCA	A1	30.00	1	1	1	Complete	12-07-2022	View
7	Registration Fee	BCJCA	A1	50.00	1	1	1	Complete	18-07-2022	View
8	Books Sales	BCJCA	A1	20.00	1	1	1	Complete	08-08-2022	View
9	Registration Fee	BCP2A	P2	400.00	1	1	1	Complete	14-08-2022	View

Click here to create **DUE**.



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Manage Accounts / Fees / Add

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Class - Section
Choose

Resident Status
Choose

Students

Cycle (With current cycle)
1

Create

Type
Choose

Choose

Tuition Fees

Tuition Fees-Arrears (last year)

Books Sales

Registration Fee

Exam fees

Amount

Date

14-09-2022

Add More

Click here to add multiple fields of dues.

➤ After entry, click here.

A **Money Receipt** can be provided from here after the payment received from students.

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Manage Accounts / Money Receipt

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Date: 14-09-2022 Student Id: 371324102

14-09-2022 371324102 Search

Student Name : LEO HOSSAIN

Class : BCJCA

Student Id : 371324102

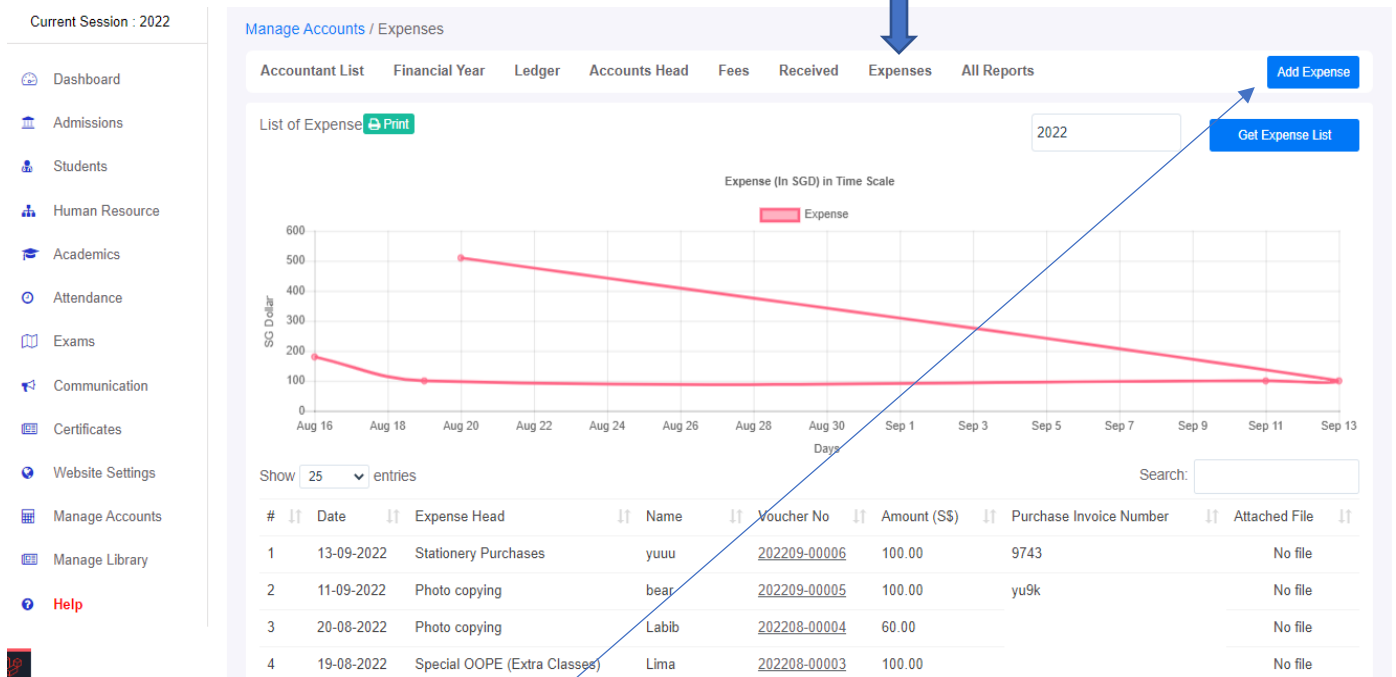
Section : A1

☐ Select	Created Date	Sector Name	Payable Amount	Paid Amount	Waiver
☐	September 14, 2022	Tuition Fees	1000	1000	0
Total Amount				1,000.00	
Received Amount				0	
Notes					
Ledger Choose					

Submit

○ For any waiver, please insert the waiver amount.

Click here for **EXPENSE** details.



Click here to add a new **EXPENSE**.

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Manage Accounts / Add New Expense

Accountant List Financial Year Ledger Accounts Head Fees Received Expenses All Reports

Ledger *

Name *

Expense Head *

Amount *

Date *

Purchase Invoice Number (If any)

Attach Document [Choose File](#)

Description

[Create Voucher](#) [Cancel](#)

- Please insert detail of **Purchase** here as per above format.
- All Purchases will be added in the Total Expenses.
- After entry, **PAYMENT VOUCHER** can be generated if required. (By clicking here)

Click here to view **ALL REPORTS**.

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Accountant List Financial Year Ledger Accounts Head Fees Received Expenses **All Reports** Add Expense

List of Expense [Print](#) 2022 [Get Expense List](#)

Expense (In SGD) in Time Scale

SGD Dollar

Expense

Aug 16 Aug 21 Aug 26 Aug 31 Sep 5 Sep 10

Days

Show 25 entries Search:

DUE REPORT: Reports of all or individual due under any particular section can be found here.

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Manage Accounts / Due Report

Due Report Student Due Report Student Payment Report Monthly Report Expense Report Income Expense Report

Section: BCJCA - A1 Head: Tuition Fees From: 01-09-2022 To: 30-09-2022 [Search](#) [Print](#)

Grade - BCJCA Section - A1 Due Report 01-09-2022 to 30-09-2022

#	Head Name	Total Due	Paid	Waiver	Current Due
1	Tuition Fees	16,000.00	0.00	0.00	16,000.00
Total		16,000.00	0.00	0.00	16,000.00

Clicking on the **search** button will show the result

STUDENT DUE REPORT: Due reports of any particular student under any section can be obtained from here.



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Section: BCJCA - A1
Student: LEO HOSSAIN
Head: Tuition Fees
From: 01-09-2022
To: 30-09-2022
Search
Print

Section - BCJCA-A1 Student Name - LEO HOSSAIN Student Due Report 01-09-2022 to 30-09-2022

#	Head Name	Total Due	Paid	Waiver	Current Due
1	Tuition Fees	1,000.00	0.00	0.00	0.00
Total		1,000.00	0.00	0.00	0.00

STUDENT PAYMENT REPORT: Date Order Payment Reports of **ALL** or **Individual Students** of any particular section can be obtained here.



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Section: BCJCA - A1
Student: LEO HOSSAIN
Head: Tuition Fees
From: 01-09-2022
To: 30-09-2022
Search

Section BCJCA - A1 Student - LEO HOSSAIN Head - Tuition Fees Payment Report 01-09-2022 to 30-09-2022

Export to xlsx
Export to csv

#	Student ID	Student Name	Phone	Money Receipt	Payment Date	Tuition Fees	Receivable	Waiver	Received	Payment Type	User
1	371324102	LEO HOSSAIN	065	202209-00012	2022-09-14	1000.00	1000	0	1000	Cash	Shihab Uddin
Total						1,000.00	1,000.00	0.00	1,000.00		

MONTHLY REPORT: Year wise Payment reports of ALL or Individual Students of any particular section can be obtained here.



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Section: BCJCA - A1
Student: LEO HOSSAIN
Year: 2022
Search

Section BCJCA - A1 Student - LEO HOSSAIN
Payment Report Year 2022

Export to xlsx
Export to csv

#	Student ID	Student Name	Phone	Total Due	Total Paid	Current Due	January	February	March	April	May	June	July	August	September	October	November	December
1	371324102	LEO HOSSAIN	065	1,000.00	1,000.00	0.00	0	0	0	0	0	0	0	0	1,000.00	0	0	0

EXPENSE REPORT: Date to date ALL EXPENSE reports will be found here.



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From: 01-09-2022
To: 30-09-2022
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Financial Year : 2021-2022
Expense Report 01-09-2022 to 30-09-2022

Export to xlsx
Export to csv

#	Date	Photo copying	Stationery Purchases
1	11-09-2022	100.00	0.00
2	13-09-2022	0.00	100.00
3	14-09-2022	200.00	0.00
Sub Total		300.00	100.00
Total			400.00

INCOME-EXPENSE REPORT: All INCOME and EXPENSE reports will be available from here.

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Income Expense Report

Financial Year : 2021-2022

Date: 01-09-2022 to 30-09-2022

[Export to xlsx](#) [Export to csv](#)

Income		Expense	
Head	Amount	Head	Amount
Tuition Fees	1,000.00	Photo copying	300.00
Registration Fee	200.00	Stationery Purchases	100.00
Exam fees	0.00		
Books Sales	0.00		
Total	1,200.00	Total	400.00
Balance			800.00