



Intelligent Education Group

User Manual of Intelligent Management System

Reports Introduction

Intelligent Documentation

Students In & Out

This is a report that shows you the registration and enrolment of new students and the dropouts. You just need to select the date and click on “Generate”. In addition, if you want to print a report, please click on the “printer” icon beside the title.

NOTE 1: The students’ data are arranged according to the date.

NOTE 2: If the data in your Student – “Registration” and “Enrolment” are incorrect, this “Students In & Out Report” will be affected directly.

Teacher’s Schedule

This is a report for you to see or print the teachers’ timetable.

NOTE: You may refer to the Student – Enrolment – “Timetable”. This is an outcome of it.

Material Barcode

This report shows you that the teaching materials which the students have taken during the period. It helps you to manage and track your stock anytime. You may click on the printer icon to print this report.

NOTE: This report comes from the Student – Enrolment – “Materials”.

Total Students

After you click on the “Generate” button, it will show you a list of total students. This report consists of current and dropped students.

NOTE: The “pencil” icon will link to the Student – “Registration”. Hence, you can update or modify the student’s information through this function.

Certificate

This report will let you know the students who have claimed the IMA Certificates. You can print it out as a record.

NOTE: The data in the Student – “IMA Certificate” is very important because it will influence this report.

Modification

This is a report for you to check the modification you have made before. To print this report, please click on “printer” icon.

NOTE: Any modification you made will be shown here in details.

Intelligent Documentation

Payment Notice

This function is used to print out the students' monthly fee notice. After you have typed the month and the year, click the "Generate" button. Then, use the "Print" command on the "File" menu.

NOTE 1: You have to use the Intelligent Student Fee Notice paper to print it.

NOTE 2: The total amount of the students comes from the Account – "Extra Payment", "Refund" and "Payment".

NOTE 3: You must generate this function after the 20th of every month (posting date).

Monthly Payment

The exact balance of each student will be shown in this report. You can select the month that you want to know and click on the "Generate". You will have a general overview of your students' account.

Payment Received

This report shows you the total amount that you have received from the students of each month. Thus, you need not calculate the total income one by one. Besides, it will let you track the receipt numbers and the person-in-charge.

Payment Overdue

The report of Payment Overdue helps you to sort out the students who have not paid their tuition fee for the month. You can print this report for your own use.

NOTE: The payment which is over the posting date (20th of each month) is considered as "Payment Overdue".

Payment Incomplete

This is a report for you to know the accurate monthly payment of each student. If the tuition fee of a student is RM120, he pays RM80 only, so this is an incomplete payment.

NOTE: Either partial payment or unpaid cases belong to "Payment Incomplete".

Teacher's Commission

The instructors' commission and the students' attendance will be shown in the Teacher's Commission Report. You can see the teacher's salary and commission clearly in this report.

NOTE 1: The word "Replacement" in the Course Column comes from the transaction you made in the "Account" – "Replacement".

NOTE 2: The "Replaced by" means the entry in the "Account" – "Substitute Teachers".

Reports

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卓越中国珠心算学院管理系统
Intelligent Education Management System IPMS

1	2	3	4	5	6	7
Student In & Out	Teacher's Schedule	Material Barcode	Total Students	Certificate	Modification	Payment Notice
8	9	10	11	12		
Monthly Payment	Payment Received	Payment Overdue	Payment Incomplete	Teacher's Commission		

Home
Student
Account
Master File
Reports
Logout

The best resolution of the program is 1152 x 940.

A list of reports is to help you to manage the business without any interference or additional time consuming, which is including:

1. Students In & Out (refer p.2)
2. Teacher's Schedule (refer p.3)
3. Material Barcode (refer p.4)
4. Total Students (refer p.5)
5. Certificate (refer p.6)
6. Modification (refer p.7)
7. Payment Notice (refer p.8)
8. Monthly Payment (refer p.9)
9. Payment Received (refer p.10)
10. Payment Overdue (refer p.11)
11. Payment Incomplete (refer p.12)
12. Teacher's Commission (refer p.13)

Students In & Out

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Student In & Out	Teacher's Schedule	Material Barcode	Total Students	Certificate	Modification	Payment Notice
Monthly Payment	Payment Received	Payment Overdue	Payment Incomplete	Teacher's Commission		

Student In & Out Report

Starting Date: 29-11-2011

Closing Date: 29-12-2011

STEP 1 (Red box around date fields)

STEP 2 (Red arrow pointing to Generate button)

Generate Reset

Go To Main Report

Students In & Out Report from 29-11-2011 to 29-12-2011 **STEP 3** (Red box around printer icon)

The Registration of New Students							
No	Key In Date	Student Id	Student's Name	Gender	Address	Tel. No.	Parent's Name
1	23-12-2011	0150	Yvonne Chua	FEMALE	No. 16, Jalan Okid, 81300 Skudai, Johor Bahru, Malaysia	079251254	Chua Yu Yang
2	23-12-2011	0151	Leon Lai	MALE	No. 18, Jalan Okid, 81300 Skudai, Johor Bahru, Malaysia	075122788	Lai Meng
3	25-12-2011	0152	Santa Claus	MALE	No. 125, Jalan Krimas, 81300 Skudai, Johor Bahru, Malaysia	075121225	Old Santa Claus

The Enrolment of IMA / IPS Course						
No	Enrolment Date	Student Id	Student Name	Timetable	Teacher Name	Fee
IMA Course						
1	07-12-2011	149	Panniemae	Wed 08:00:00 - 22:00:00	Teacher F	150.00
2	25-12-2011	133	Daniel Mok Ming Cheng	Wed 08:00:00 - 22:00:00	Nigoi Chai Yeo	150.00
3	25-12-2011	152	Santa Claus	Sat 08:00:00 - 22:00:00	wong	150.00

Dropped Out of the Course						
No	Dropped Date	Student Id	Student's Name	Timetable	Teacher Name	Fee

This is a report that shows you the registration and enrolment of new students and the dropouts.

Step 1: Select the date

Step 2: Click on “Generate”

Step 3: Click on the “printer” icon to print this report.

•The students' data are arranged according to the date.

•If the data in your Student – “Registration” and “Enrolment” are incorrect, this “Students In & Out Report” will be affected directly.

Teacher's Schedule

Page 3



卓越中国珠心算学院管理系统
Intelligent Education Management System **IPS**

Student In & Out **Teacher's Schedule** Material Barcode Total Students Certificate Modification Payment Notice
Monthly Payment Payment Received Payment Overdue Payment Incomplete Teacher's Commission

Teacher's Schedule Report [Go To Main Report](#)

Course: IMA Course **STEP 1**
Teacher: Ngoi Chai Yeo **STEP 2**

STEP 3 **Teacher Student Listing Report** **STEP 4** 

English Name: Ngoi Chai Yeo Chinese Name: 魏彩瑶
Gender: FEMALE Tel No: 06-2816543 / 016-6268256
Printed Date / Time: 29-Dec-2011 18:01:48 Printed By: thomas

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
08:00 am		0 / 威平 / 威平 (21) 10 0 / zhenpi / zhenpi (3) 9					
09:00 am							
10:00 am	Leong Zhi Ru (4) 10		0 / 梁志儒 / 梁志儒 (5)			0 / 梁志儒 / 梁志儒 (1) 10 0 / testing / testing... (1) 0 / 梁志儒 / 梁志儒 (3) 10 0 / 梁志儒 / 梁志儒 (7) 10	

This is a report for you to see or print the teachers' timetable.

Step 1: Select the "Course"

Step 2: Select the "Teacher"

Step 3: Click on "Generate"

Step 4: Click on the "printer" icon to print this report.

Material Barcode

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Student In & Out	Teacher's Schedule	Material Barcode	Total Students	Certificate	Modification	Payment Notice
Monthly Payment	Payment Received	Payment Overdue	Payment Incomplete	Teacher's Commission		

Material Barcode Report

From Date: 11-10-2011

To Date: 29-12-2011

Generate Reset

STEP 1

STEP 2

Material Barcode Report for Date 11-10-2011 to 29-12-2011

STEP 3

No	Student name	Date	Teaching Materials	Barcode	Fee
IMA Course					
133	Daniel Mak Ming Cheng	25-12-2011	IMA BASIC	00009	40.00
		25-12-2011	IMA Abacus	11538	25.00
		25-12-2011	IMA Bag	40492	25.00
		25-12-2011	IMA Stop Watch	23987	50.00
		25-12-2011	Registration	Cennis	30.00
		22-12-2011	Photostat Exercise Book A	3226	40.00
149	Panniemae	17-10-2011	IMA BASIC	1227	40.00
		17-10-2011	IMA Abacus	4547	25.00
		17-10-2011	IMA Bag	5655	25.00
		17-10-2011	IMA Stop Watch	7888	50.00
		17-10-2011	Registration	5501	30.00
		17-10-2011	Photostat Exercise Book A	2389	40.00
		17-10-2011	IMA Elementary A	5689	40.00
		17-10-2011	Creative Thinking - Level 1	3324	25.00
148	James Chung	11-10-2011	IMA BASIC	34589	40.00
		11-10-2011	IMA Abacus	87854	25.00
		11-10-2011	IMA Bag	87543	25.00
		11-10-2011	IMA Stop Watch	90743	50.00
		11-10-2011	Registration	James Chung	30.00

This report shows you that the teaching materials which the students have taken during the period.

It helps you to manage and track your stock anytime.

Step 1: Select the "Date"

Step 2: Click on "Generate"

Step 3: Click on the "printer" icon to print this report.

Total Students

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Student In & Out	Teacher's Schedule	Material Barcode	Total Students	Certificate	Modification	Payment Notice
Monthly Payment	Payment Received	Payment Overdue	Payment Incomplete	Teacher's Commission		

Go To Main Report

Generate Total Student Generate Current Student Generate Drop Student **STEP 1**

Current Students Report **STEP 2**

ID	Reg. Date	B.O.B	Name	Gender	Address	Tel. No.	Parent Name	Parent Tel.	Function
0001	10-03-2010	10-03-2010	王德强 / 德强	M	No. 12, Jalan 9/12, Taman Universiti, 81300 Skudai, Johor Bahru, Johor Malaysia	12333	Testing	1234567	
0002	02-04-2010	02-04-2010	王 / 王	M	88, Jln. Malaysia	012	Tan	013	
0004	02-04-2010	10-04-2008	王 / 王	M	88Malaysia	018	Lim	018	
0005	12-08-2010	12-08-2010	王 / 王	M	No. 20, Jalan Baki 46, Taman Mutiara Rini, 81300 Skudai, Johor Malaysia	018-7240359	King Ai Mui	018-7240359	
0006	11-08-2010	11-08-2010	王 / 王	M	Malaysia	1	1	1	
0007	13-08-2010	11-01-2010	王 / 王	F	100Malaysia	018-7701521	Tan Wei Xui	018-7723863	
0008	13-08-2010	13-08-2010	王 / 王	M	Malaysia				
0009	22-08-2010	15-08-2004	王 / 王	M	1988, Jln. Kemuning 17, 81300 Skudai, Johor Bahru, Johor Malaysia	0000000	Papa	048788	
0010	25-08-2010	25-04-2002	王 / 王	F	887, Jln. 888Malaysia	1214	Suk	018-888 8822	
0011	08-07-2010	08-05-2005	王 / 王	F	Malaysia	018-1234567	Chan Jun Wan	018-1234567	
0012	14-08-2010	05-07-2008	王 / 王	M	70, Box 708, 80000 Padang, SABAHMalaysia	012 8987118	WONG LEAN BOON	012-4008888	
0013	20-08-2010	23-12-2008	王 / 王	M	48, Jalan PM2, Taman Pelanduk Mahin, 76200 Melaka Malaysia	018-8987811	Winnie Chiew-Puff Teng	06-3374824	
0014	20-08-2010	20-08-2010	王 / 王	F	Malaysia	012-8703338			
0015	21-08-2010	21-08-2010	王 / 王	M	Malaysia				
0016	08-08-2010	18-12-2008	王 / 王	F	No. 807, Jalan Seber Usma 511, Taman Seber Usma, 81400 Serai, JohorMalaysia	9803412 / 012-7538818	Widia Lim Hong Yip	012-7538818	
0017	18-08-2010	23-04-2004	王 / 王	F	No. 42, Jalan Pula 42, Taman Pula Usma, 81300 Skudai, Johor Malaysia	0046046 / 012-7654783	Lee Mei Yin	012-7670489	
0018	28-08-2010	01-05-2005	王 / 王	F	No. 80, Jalan Usma 8, Taman Mutiara Rini, J.B. Malaysia	0094094 / 018-7353837	Angela Lee	02-88883838	
0019	28-08-2010	17-12-2004	王 / 王	M	No. 1, Jalan Melank 18, Taman Sri Pula, Johor Bahru, 81110, Johor, Malaysia	0205767 / 012-7205767	王德强	012-7205767	
0020	28-08-2010	14-12-2005	王 / 王	M	No. 18, Jalan Pula Perdana 8, Taman Sri Pula Perdana, 81110 Johor BahruMalaysia	013-8881808	Fong Rui King	013-8881808	
0021	28-08-2010	12-04-2004	王 / 王	F	No. 28, Jalan Mutiara Rini 35, Taman Mutiara Rini, 81110 Johor Bahru, Malaysia	012-7080888 / 0187022308	Yee See Mei	012-7080888 / 018-7022308	
0022	28-08-2010	14-08-2004	王 / 王	M	No. 12, Jalan Pula Perdana 38, Taman Sri Pula Perdana, 81110 Johor	02133811	王德强	012-7080888	

This report consists of current and dropped students, it will show you a list of total students.

Step 1: Click on “Generate”

Step 2: Click on the “printer” icon to print this report.

*Click on “check” will link to the Student-“Registration”. Hence, you can update or modify the student’s information through this function.

Certificate



Student In & Out	Teacher's Schedule	Material Barcode	Total Students	Certificate	Modification	Payment Notice
Monthly Payment	Payment Received	Payment Overdue	Payment Incomplete	Teacher's Commission		

Certificate Report [Go To Main Report](#)

Course: **STEP 1**

Start Date: 09-02-2005

End Date: 09-02-2012 **STEP 2**

STEP 3

IMA Certificate Report for Date 29-07-2011 to 29-12-2011 **STEP 4**

No	Student Id	Student Name	Typed Date	Start Date	Exam Date	Dist Code	Grade	Score
1	0115	Ka Yue Ning	29-07-2011	12-03-2011	29-07-2011	18489	10	100
2	0129	Peter Chin	03-09-2011	03-09-2011	03-09-2011	18881	10	98
3	0130	Chan Guan Wu	04-09-2011	11-09-2011	18-11-2011	54321	10	80
4	0066	0	11-09-2011	11-09-2011	11-11-2011	77889	10	80
5	0149	Panniemae	17-10-2011	17-10-2011	17-10-2011	1227	10	100
6	0150	Yvonne Chua	23-12-2011	08-01-2012	06-05-2012	23567	10	98

The best resolution of the program is 1152 x 840.

This report will let you know the students who have claimed the IMA / IPS Certificates.

Step 1: Select the “Course”

Step 2: Select the “Starting Date” & the “Closing Date”

Step 3: Click on the “Generate” icon

Step 4: Click on the “printer” icon to print this report.

•The data in the Student – “IMA Certificate” / “IPS Certificate” is very important because it will influence this report.

Modification

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Student In & Out	Teacher's Schedule	Material Barcode	Total Students	Certificate	Modification	Payment Notice
Monthly Payment	Payment Received	Payment Overdue	Payment Incomplete	Teacher's Commission		

Modification Report [Go To Main Report](#)

From Date: 09-02-2012   **STEP 1**

End Date: 09-02-2012   **STEP 2**

Keyword: **STEP 3**

Modified Enrollment Report for Date 09-12-2010 to 09-02-2012

No	Student Id	Student Name	Typed Date	Start Date	Exam Date	Barcode	Grade	Score
1	0115	Ko Yue Ning	29-07-2011	12-03-2011	29-07-2011	18489	10	100
2	0129	Peter Chin	03-09-2011	03-09-2011	03-09-2011	18881	10	98
3	0130	Chan Guan Wu	04-09-2011	11-09-2011	18-11-2011	54321	10	80
4	0066	0	11-09-2011	11-09-2011	11-11-2011	77889	10	80
5	0149	Annemae	17-10-2011	17-10-2011	17-10-2011	1227	10	100
6	0150	Yvonne Chua	23-12-2011	08-01-2012	08-05-2012	23567	10	98

The best resolution of the program is 1152 x 840.

This is a report for you to check the modification you have made before.

Step 1: Select the “Date”

Step 2: Type the keyword

Step 3: Click on the “Generate” icon

•Any modification you made will be shown here in details.

Payment Notice

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Student In & Out	Teacher's Schedule	Material Barcode	Total Students	Certificate	Modification	Payment Notice
Monthly Payment	Payment Received	Payment Overdue	Payment Incomplete	Teacher's Commission		

Payment Notice Report

[Go To Main Report](#)

Month / Year **STEP 1** 02 2011 (e.g. : 03 - 2008)

Generate

Generate Old Format

Reset

STEP 3

STEP 2

Printing Payment Notice Report - Google Chrome

admin.ia.edu.com/ntel/program/na/naew/reports/printPaymentNotice.php?Month=04&Year=2011

Payment Month : 04 / 2011	Student Name : Ang De Hao (0999)	Payment Month : 04 / 2011	Student Name : Ang Jia Min (0993)
I P S COURSE	65.00	I M A COURSE	120.00
		Extra Item	3.00
Total Amount	65.00	Total Amount	123.00
Payment Month : 04 / 2011	Student Name : Ang Jia Wei (0990)	Payment Month : 04 / 2011	Student Name : Ang Wen Yoke (0924)
Extra Item	2.00	I M A COURSE	80.00

This function is used to print out the students' monthly fee notice.

Step 1: Type the "Month" & "Year"

Step 2: Click on "Generate"

Step 3: To print this report

•You have to use Intelligent Student Fee Notice paper to print it.

•The total amount of the students comes from the Account – "Extra Payment", "Refund" and "Payment".

•You must generate this function after the 20th of every month (posting date).

Monthly Payment

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Student In & Out	Teacher's Schedule	Material Barcode	Total Students	Certificate	Modification	Payment Notice
Monthly Payment	Payment Received	Payment Overdue	Payment Incomplete	Teacher's Commission		

Monthly Payment Report

Month / Year: (Ex: 03-2008) **STEP 1**

STEP 2

Monthly Payment Report for the month of (11 / 2011) **STEP 3**

No.	Student Id	Student name	Course	Material	Extra Payment	Refund	Balance C/D	Total Amount
1	0023	Aleeza Nelly Natasha	120.00	0.00	0.00	0.00	0.00	120.00
2	0009	Chai Chang Rong	120.00	0.00	0.00	0.00	120.00	240.00
3	0001	Chai Pei Qi	120.00	0.00	3.00	0.00	0.00	123.00
4	0010	Chai Ying Xuan	120.00	0.00	0.00	0.00	120.00	240.00
5	0038	Chin Guo Heng	120.00	0.00	0.00	0.00	120.00	240.00
6	0027	Chin Jin Yu	120.00	0.00	12.00	0.00	0.00	132.00
7	0029	Chou Yu Rong	120.00	0.00	16.00	0.00	0.00	136.00
8	0022	Clarence Chiang Kai Min	120.00	0.00	0.00	0.00	0.00	120.00
9	0030	Ho Chun Kai	120.00	0.00	0.00	0.00	0.00	120.00
10	0004	Jerold Lim Hong Yang	120.00	0.00	3.00	0.00	0.00	123.00
11	0008	Kok Bin Chi	120.00	0.00	0.00	0.00	0.00	120.00
12	0037	Kok En Chi	120.00	85.00	0.00	0.00	0.00	185.00
13	0025	Koo Xiang Jie	120.00	0.00	0.00	0.00	0.00	120.00
14	0005	Lee Kuang Ching	120.00	0.00	9.00	0.00	0.00	129.00
15	0041	Lee Kuang Sheng	120.00	0.00	0.00	0.00	0.00	120.00
16	0040	Lim Jun Xi	120.00	85.00	0.00	0.00	0.00	185.00
17	0042	Muhammad Asyraf Norazman	120.00	0.00	0.00	0.00	0.00	120.00
18	0043	Muhammad Haziq Norazman	120.00	0.00	0.00	0.00	0.00	120.00
19	0036	Ng Haw Ming	120.00	0.00	4.00	0.00	0.00	124.00
20	0035	Quah Cin Yee	120.00	0.00	3.00	0.00	0.00	123.00
21	0034	Quah Jin Hong	120.00	40.00	0.00	0.00	0.00	160.00
22	0039	Sathana Letchemi	120.00	0.00	0.00	0.00	0.00	120.00
23	0021	Tan Jun Yan	120.00	0.00	16.00	0.00	0.00	136.00
24	0032	Tee Jia En	120.00	0.00	0.00	0.00	0.00	120.00
25	0028	Terence Tan Guan Hao	120.00	85.00	12.00	0.00	0.00	197.00
26	0014	Yap Yi En	120.00	0.00	3.00	0.00	3.00	126.00

The exact balance of each student will be shown in this report. Thus, you will have a general overview of your students' account.

Step 1: Type the “Month & Year”

Step 2: Click on “Generate”

Step 3: Click on the “printer” icon to print this report.

Payment Received

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Student In & Out	Teacher's Schedule	Material Barcode	Total Students	Certificate	Modification	Payment Notice
Monthly Payment	Payment Received	Payment Overdue	Payment Incomplete	Teacher's Commission		

Payment Received Report

From Date: 01-04-2011

End Date: 28-04-2011

STEP 1

STEP 2

Generate Reset

Payment Received Report for date (01-04-2011 - 28-04-2011)

No.	Paid Date	Student Id	Student Name	Rec. No	Amount Received	Usr	Key-In Date
1	01-04-2011	0351	Niko Ling 伍凱	25276	335.80	jehon@huiwen	01-04-2011
2	01-04-2011	0330	Yee Hui Qi 余慧琪	25277	120.00	jehon@huiwen	01-04-2011
3	01-04-2011	0143	Diamond Cher Yu Yao 查夢嫻	25278	80.00	jehon@huiwen	01-04-2011
4	01-04-2011	0324	Edmund Cher Yu Han 查夢軒	25279	120.00	jehon@huiwen	01-04-2011
5	01-04-2011	0352	Wynn Lee Sze Ze 李思慈	25280	332.80	jehon@huiwen	01-04-2011
6	01-04-2011	0223	Addison Yang Qing Sheng 楊慶昇	25281	120.00	jehon@huiwen	01-04-2011
7	01-04-2011	0200	Tay Jia Xin 陳佳欣	25282	83.00	jehon@huiwen	01-04-2011
8	01-04-2011	0315	Wong Yan Ping 黃燕萍	25283	120.00	jehon@huiwen	01-04-2011
9	01-04-2011	0299	Ngui Cheng Jie 黃成杰	25284	120.00	jehon@huiwen	01-04-2011
10	01-04-2011	0040	Koh Yu An 吳祖安	25285	120.00	jehon@huiwen	01-04-2011
11	02-04-2011	0102	Ng Xiao Qi 吳曉琪	25286	123.00	jehon@huiwen	02-04-2011
12	02-04-2011	0197	Muhammad Danish Haqem -	25287	160.00	jehon@huiwen	02-04-2011
13	02-04-2011	0158	Gan Hui Yi 鄧慧慈	25288	82.00	jehon@huiwen	02-04-2011
14	02-04-2011	0296	Goh Si Yan 吳慧珊	25289	123.00	jehon@huiwen	02-04-2011
15	02-04-2011	0319	Tan Chee Yang 陳志陽	25290	185.00	jehon@huiwen	02-04-2011
16	02-04-2011	0342	Jonathan Lim Tian En 林天恩	25291	120.00	jehon@huiwen	02-04-2011
17	02-04-2011	0312	Gan Yi Xian 鄧美嫻	25292	65.00	jehon@huiwen	02-04-2011
18	02-04-2011	0261	Goh Fai Yi 吳熾亦	25293	130.00	jehon@huiwen	02-04-2011
19	02-04-2011	0259	Samantha Wee -	25294	120.00	jehon@huiwen	02-04-2011
20	02-04-2011	0293	Teng Xin Yi -	25295	122.00	jehon@huiwen	02-04-2011
21	02-04-2011	0206	Chah Zheng Zhi 陳正熙	25296	80.00	jehon@huiwen	02-04-2011
22	02-04-2011	0191	Pang Chin Yi 彭靜儀	25297	107.00	jehon@huiwen	02-04-2011
23	02-04-2011	0340	Pang Wei En 彭煒恩	25298	120.00	jehon@huiwen	02-04-2011
24	02-04-2011	0282	Che Heng Yew 陳煥堯	25299	160.80	jehon@huiwen	02-04-2011
25	02-04-2011	0331	Oxana Lee Yi Fai 李麗芝	25300	120.00	jehon@huiwen	02-04-2011
26	02-04-2011	0334	Quinn Lee Sze Zhuo 李卓潔	25301	120.00	jehon@huiwen	02-04-2011
27	02-04-2011	0280	Heng Yao Long 黃耀龍	25302	120.00	jehon@huiwen	02-04-2011
28	02-04-2011	0344	Cornas Fang Zi Hao 方子皓	25303	120.00	jehon@huiwen	02-04-2011

This report shows you the total amount that you have received from the students of each month. Thus, you need not calculate the total income one by one.

Besides, it will let you track the receipt numbers and the person-in-charge.

Step 1: Select the “Date”

Step 2: Click on “Generate”

Step 3: Click on the “printer” icon to print this report.

Payment Overdue

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卓越中国珠心算学院管理系统
Intelligent Education Management System

Navigation menu: Student In & Out, Teacher's Schedule, Material Barcode, Total Students, Certificate, Modification, Payment Notice, Monthly Payment, Payment Received, **Payment Overdue**, Payment Incomplete, Teacher's Commission.

Payment Overdue Report

Month / Year: 04 / 2011 (Ex: 03 - 2008) **STEP 1**

Buttons: Generate, Reset

STEP 2 (Arrow pointing to Generate button)

Overdue Report for the Month of (04 / 2011) **STEP 3** (Arrow pointing to printer icon)

No.	Student Id	Student name	Course	Material	Extra Payment	Refund	Balance C/D	Total Amount
1	0909	Chin Jia Hui 陳佳慧	0.00	0.00	0.00	0.00	2.40	2.40
2	1220	Cheng Xue Wei 程雪維	80.00	40.00	20.00	0.00	0.00	140.00
3	1219	El Jannah Iman -	120.00	0.00	0.00	0.00	0.00	120.00
4	1197	Jacky Ling Zhe 林哲	80.00	0.00	0.00	0.00	0.00	80.00
5	1193	Josephine Ng Jing Xuan 吳靜璇	80.00	40.00	68.80	45.00	0.00	143.80
6	0909	Koo Shi Wen 古世文	160.00	0.00	0.00	0.00	0.00	160.00
7	1008	Lam Sze Min 林思敏	80.00	0.00	0.00	0.00	0.00	80.00
8	0718	Lee Xin Jie 李欣潔	160.00	0.00	1.80	0.00	0.00	161.80
9	1223	Ling Sze 林慧	80.00	0.00	0.00	0.00	0.00	80.00
10	0476	Omar A/L Marah	75.00	0.00	3.00	0.00	60.00	138.00
11	1172	Santhana Lathimi -	120.00	0.00	0.00	0.00	0.00	120.00
12	0911	See Yi Tao 蘇宜滔	80.00	0.00	2.00	0.00	0.00	82.00
13	0212	Teo Jing Wen 趙靜文	80.00	0.00	0.00	0.00	0.00	80.00
14	1056	Teo Li Sheng 趙力升	120.00	0.00	0.00	0.00	0.00	120.00
15	1181	Venishia YH 趙惠敏	200.00	40.00	0.00	0.00	0.00	240.00
16	0906	Wong Hong Min 黃宏銘	80.00	0.00	0.00	0.00	82.00	162.00
17	1255	Yusuf Digay Felviza -	30.00	210.00	0.00	0.00	0.00	240.00
Total								2,130.00

The report of Payment Overdue helps you to sort out the students who have not paid their tuition fee for the month.

Step 1: Type the “Month & Year”

Step 2: Click on “Generate”

Step 3: Click on the “printer” icon to print this report.

•The payment which is over the posting date (20th of each month) is considered as “Payment Overdue”.

Payment Incomplete



Student In & Out	Teacher's Schedule	Material Barcode	Total Students	Certificate	Modification	Payment Notice
Monthly Payment	Payment Received	Payment Overdue	Payment Incomplete	Teacher's Commission		

Payment Incomplete Report

Month / Year: 02 / 2012 (Ex: 03 / 2008)

Generate Reset

STEP 1 **STEP 2** **STEP 3**

No.	Student Id	Student name	This Month Amount	Received Amount	Balance
1	0327	Chanby Lai Jie 蔡雅洁	80.00	0.00	80.00
2	0166	Cheng Boon Hong 钟文豪	121.00	0.00	121.00
3	0205	Cheng Wen Qian 钟文倩	81.00	0.00	81.00
4	0285	Cheng Jia Jun 陈嘉俊	185.00	0.00	185.00
5	0263	Chye Zhen Yu 蔡镇宇	120.00	0.00	120.00
6	0336	Eng Le Yao 黄乐瑶	185.00	120.00	65.00
7	0043	Evelyn Ee Zhen Lyn 余静文	95.50	0.00	95.50
8	0313	Chan Wilson 陈伟雄	185.00	120.00	65.00
9	0296	Goh Si Yan 郭思彦	308.00	243.00	65.00
10	0342	Jonathan Lim Tian En 林天恩	185.00	120.00	65.00
11	0219	Lau Xun Jie 廖俊杰	82.00	0.00	82.00
12	0096	Ngiam Jo Ann 严若安	83.00	0.00	83.00
13	0221	Ong Jun Yong 黄俊勇	244.00	284.00	-40.00
14	0257	Pang Yu Han 彭宇涵	130.00	0.00	130.00
15	0114	Shaw Kai Bin 邵凯斌	122.00	82.00	40.00
16	0155	Yam Yu Jun 严宇筠	122.00	82.00	40.00
17	0338	Yew Hui Qi 余惠琪	185.00	120.00	65.00
18	0162	Yow Pei Yee 姚佩仪	123.00	83.00	40.00
Total			2,626.50	1,254.00	1,372.50

This is a report for you to know the accurate monthly payment of each student.

If the tuition fee of a student is RM120, he pays RM80 only, so this is an incomplete payment.

Step 1: Type the “Month & Year”

Step 2: Click on “Generate”

Step 3: Click on the “printer” icon to print this report.

•Either partial payment or unpaid cases belong to “Payment Incomplete”.

Teacher Commission

Student In & Out	Teacher's Schedule	Material Barcode	Total Students	Certificate	Modification	Payment Notice
Monthly Payment	Payment Received	Payment Overdue	Payment Incomplete	Teacher's Commission		

Teacher Commission Report

Date: 04 / 2011 (Ex: 03 - 2008) **STEP 1**

STEP 2 Teacher Commission Report For The Month of 04 / 2011 **STEP 3**

Teacher Name: ABC

No.	Course	Start Date	Student Id	Student Name	Fee	Royalty	Commission	Percentage
1	I P S COURSE	10-07-2006	0006	Apple Lim Y's Yan / 林亞嫻	65.00	5.00	27.00	45%
2	I P S COURSE	15-06-2008	0099	Cheng Jin Er / 庄超儿	80.00	5.00	33.75	45%
3	I P S COURSE	04-06-2008	0485	Cherk Hui Sang / 石慧珊	65.00	5.00	27.00	45%
4	I P S COURSE	30-10-2010	1212	Chong Xue Qi / 陈雪琪	80.00	5.00	33.75	45%
5	I P S COURSE	13-09-2006	0604	Gan Li Hui / 关丽惠	65.00	5.00	27.00	45%
6	I P S COURSE	05-01-2008	0836	Gan Wan Xuan / 关婉萱	65.00	5.00	27.00	45%
7	I P S COURSE	01-05-2006	0553	Gomez Kah Qi Shan / 陈凯珊	65.00	5.00	27.00	45%
8	I P S COURSE	14-12-2008	0996	Heng Cheng Hee / 黄景基	80.00	5.00	33.75	45%
9	I P S COURSE	05-12-2008	0839	Hoo Yen Qin / 何彦欣	80.00	5.00	33.75	45%
10	I P S COURSE	04-12-2010	1197	Jadey Ling Zhe / 林若	80.00	5.00	33.75	45%
11	I P S COURSE	23-11-2005	0141	Kek Hui Wen / 柯慧雯	60.00	5.00	24.75	45%
12	I P S COURSE	12-04-2009	0909	Koo Shi Wen / 古世文	80.00	5.00	33.75	45%
13	I P S COURSE	01-03-2009	1010	Lee Xuan Jay / 李冠杰	80.00	5.00	33.75	45%
14	I P S COURSE	01-06-2005	0062	Lian Jia Qing / 连家庆	60.00	5.00	24.75	45%
15	I P S COURSE	04-12-2010	1223	Ling Sze / 林紫	80.00	5.00	33.75	45%
16	I P S COURSE	05-01-2007	0772	Lai Kah Jian / 赖家健	65.00	5.00	27.00	45%
17	I P S COURSE	07-01-2007	0785	Law Wai Tung / 罗伟雄	65.00	5.00	27.00	45%
18	I P S COURSE	05-01-2008	0702	Lee Jia Yi / 李健宜	65.00	5.00	27.00	45%
19	I P S COURSE	04-01-2007	0735	Neo Xit Siang / 聂杏祥	65.00	5.00	27.00	45%
20	I P S COURSE	07-12-2007	0737	Neo Wei Kit / 聂伟杰	65.00	5.00	27.00	45%
21	I P S COURSE	06-12-2008	0741	Qing Jia Qi / 王佳欣	80.00	5.00	33.75	45%
22	I P S COURSE	20-03-2010	1053	Rosanne Choo / 朱静雯	80.00	5.00	33.75	45%
23	I P S COURSE	27-05-2006	0582	Tan Kai Hui / 陈耀辉	65.00	5.00	27.00	45%
24	I P S COURSE	06-12-2008	0681	Tan Kai Xi / 陈健熙	80.00	5.00	33.75	45%
25	I P S COURSE	12-07-2009	1130	Tan Yi Thin / 陈婉婷	80.00	5.00	33.75	45%
26	I P S COURSE	01-06-2005	0212	Teo Jing Wen / 陈晋文	60.00	5.00	24.75	45%
27	I P S COURSE	19-07-2009	0239	Wee Hong Yang / 黄光木	80.00	5.00	33.75	45%
28	I P S COURSE	05-01-2008	0799	Yap Ye Ling / 叶平康	65.00	5.00	27.00	45%

Commission Salary	RM	837.00
Basic Salary	RM	2,400.00

The instructors' commission and the students' attendance will be shown in the Teacher's Commission Report. You can see the teacher's salary and commission clearly in this report.

Step 1: Type the "Month & Year"

Step 2: Click on "Generate"

Step 3: Click on the "printer" icon to print this report.

•The word "Replacement" in the Course Column comes from the transaction you made in the "Account" – "Replacement".

•"Replaced by" means the entry in the "Account" – "Substitute Teachers".