Intelligent Education Group
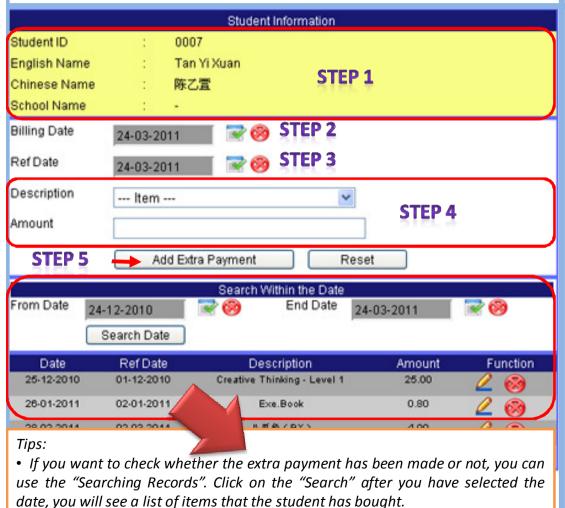
User Manual Of Intelligent Management System

Account Introduction

Account

The Account page consists of five (5) functions, which are:

1. Extra Payment (Refer Pg. 2)

2. Refund (Refer Pg. 3)

3. Payment(Refer Pg. 4 - 6)

4. Replacement (Under Construction)

5. Teacher Replace (Under Construction)

Extra Payment

Extra Payment means extra charge for the Photostat Exercise and stationery which you sell in the centre.

Please follow the steps below to do the extra payment:

Step 1: Click " pencil " icon to choose the student's name
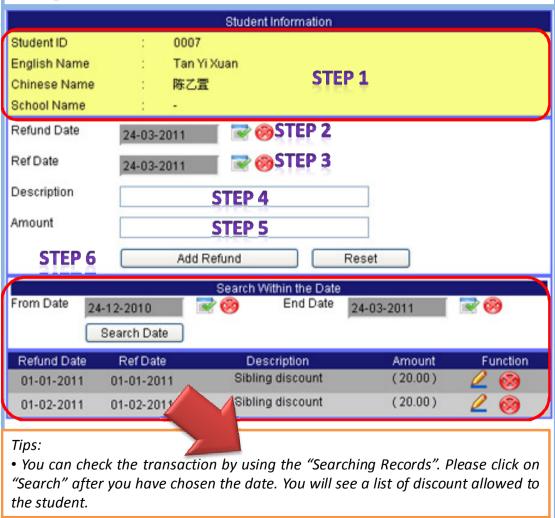
Step 2: Select the billing date

Step 3: Select the reference date

Step 4: Select an item that the student buys from the "Description".
• *Most of the amount will be shown automatically.*
• *For those the amount shows "0.00", that means you have to key in the price by yourself.*

Step 5: Click the "Add Extra Payment"

Tips:
• *If you want to check whether the extra payment has been made or not, you can use the "Searching Records". Click on the "Search" after you have selected the date, you will see a list of items that the student has bought.*

Refund

Page 3

Refund means giving discount to the students. This will happen either because of the return of goods or discount allowed for the teaching materials for the opening ceremony.

Please follow the steps below to do the refund:

Step 1: Select the student's name by clicking the " pencil " icon.

Step 2: Select the Refund Date

Step 3: Select the Reference Date

Step 4: Key in the reason in "Description" column

Step 5: Key in Amount

Step 6: Click " Add Refund "

•*You are advised to do the "Refund" before the posting date (the 20th of each month).*

Tips:
• *You can check the transaction by using the "Searching Records". Please click on "Search" after you have chosen the date. You will see a list of discount allowed to the student.*

Payment (To Make & Check Payment)

Student Information

Student ID	:	0007
English Name	:	Tan Yi Xuan
Chinese Name	:	陈乙萱
School Name	:	-

STEP 1

Search Date

Month / Year	04 / 2011 (MM / YYYY)	Search Date	**STEP 3**

STEP 2

Billing Amount	+ RM 490.00 (This Month : 120 + Bal : 370) **Check Bill**
Amount Received	- RM 0.00
Balance Amount	+ RM 490.00

Payment Detail

Date	24-03-2011
Type	Cash
Cheque No	
Amount	490
Amount English	Four Hundred Ninety Only
Being Payment For	IMA Course + Bag - March & April 20
Remark	

STEP 4

STEP 5 → Add Payment   Reset

STEP 6

Rec. No	Pay. Month	Date	Amount Received	Function
0063	04/2011	24-03-2011	490.00	select

Payment is used to check the payment of students. Once you get the student's fee, you should key in the data and print out the official receipt to the parents.

Please follow the steps below to make the payment:

Step 1: Click " pencil " icon to select the student's name

Step 2: Key in the month and year of payment

Step 3: Click " Search", you will see the "Total Amount" of the payment.
•*click the "Check Bill" to see the personal account of the student.*

Step 4: Key in the Payment Details

Step 5: Click " Add Payment"

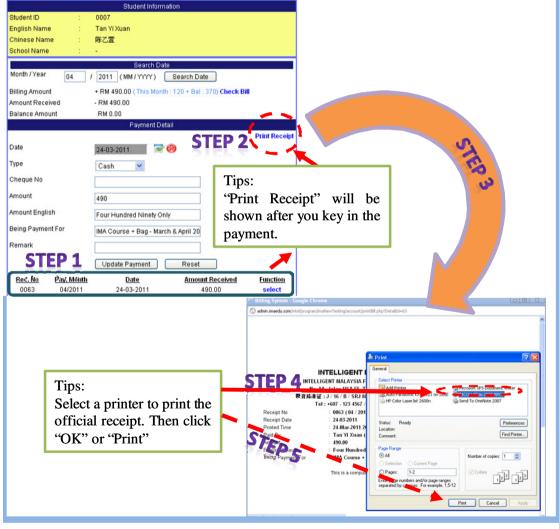**Step 6:** Payment record is generated

Payment (*Print Official Receipt*)

STEP 2

STEP 3

STEP 1

Tips:
"Print Receipt" will be shown after you key in the payment.

STEP 4

STEP 5

Tips:
Select a printer to print the official receipt. Then click "OK" or "Print"

Once collect the payment, please key in the data in the management system (refer Page 4) and print out the official receipt for the student at the same time.

To print the receipt just click the "Print receipt" button after "add payment". Please follow the steps below to print official receipt:

Step 1: Please make sure the payment has been generated

Step 2: Click " Print Receipt"

Step 3: A new window will pop up

Step 4: Select a printer

Step 5: Click "OK" or "Print"

Payment *(To Reprint & Checking Payment)*

Student Information

Student ID	:	0007
English Name	:	Tan Yi Xuan
Chinese Name	:	陈乙壹
School Name	:	-

STEP 1

Search Date

Month / Year 04 / 2011 (MM / YYYY)   Search Date   **STEP 3**

Billing Amount   **STEP 2**   RM 490.00 (This Month : 120 + Bal : 370) **Check Bill**

Amount Received   RM 490.00

Balance Amount   RM 0.00

Payment Detail

Print Receipt

Date	24-03-2011
Type	Cash
Cheque No	
Amount	
Amount English	
Being Payment For	
Remark	

Add Payment   Reset   **STEP 3.1**

Rec. No	Pay. Month	Date	Amount Received	Function
0063	04/2011	24-03-2011	490.00	select

STEP 4

rd - Google Chrome

/intel/program/imaNewTesting/account/verifyPassword.

Verification of Payment Modify

User Name

Password

STEP 5   Verify

You can use the following instruction to check the payments particular student:

Step 1: Click " pencil " icon to select a student

Step 2: Key in the month and year of the payment that you want to check

Step 3: Click " Search"

You can also reprint the Official Receipt with the instruction below:

Step 1- Step2 : As mentioned above

Step 3.1 : Click " select"

Step 4: Type your "Verify Password"

Step 5: Click "Print Receipt"