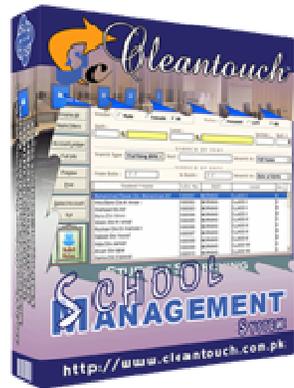


Cleantouch School Management Sytem 3.0

User Guide/Manual-English

By Rizwan Arif

- Part-1, 2 & 3 with Multi User & System Utilities Guide



**Link: [www.cleantouch.com.pk/CleantouchSchoolManagementSystem30ProfessionalEdition.htm](http://www.cleantouch.com.pk/CleantouchSchoolManagementSystem30ProfessionalEdition.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. In 2012 our CEO has been nominated as "Winner" for 10th Teradata National IT Excellence Award in the category of "Excellence in Software Development" Many of our software are listed on major download websites. Interviews & review of our products get 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, Admission, Fee, Attendance, Examination, Promotion,

### **TARGETED INDUSTRIES**

- School, Colleges, Universities, Institutes, Madaaris etc.

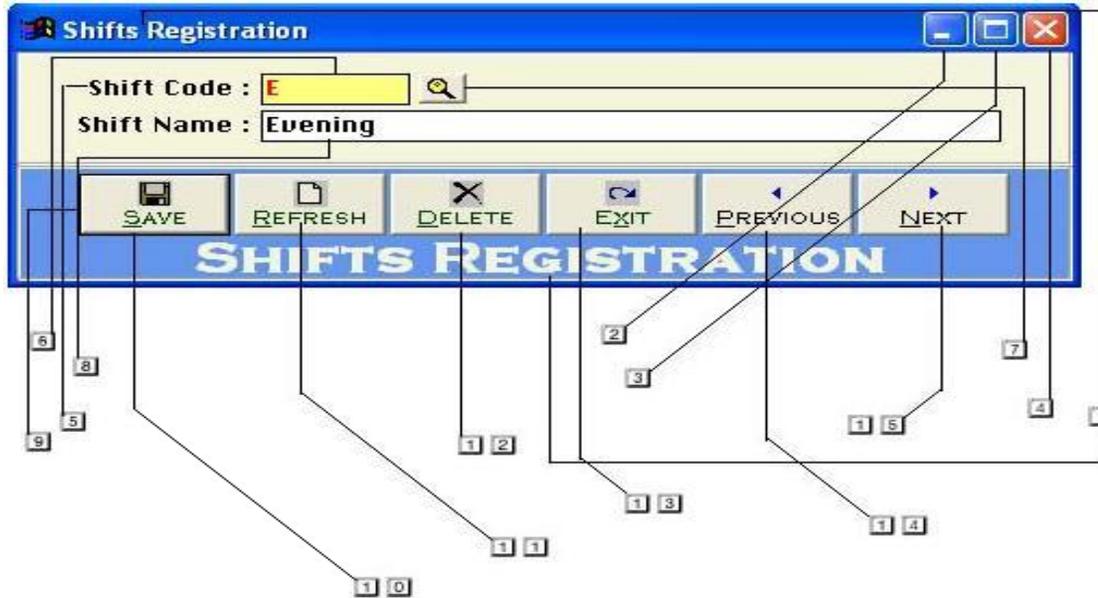
### **OTHER FEATURES**

- 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](#)

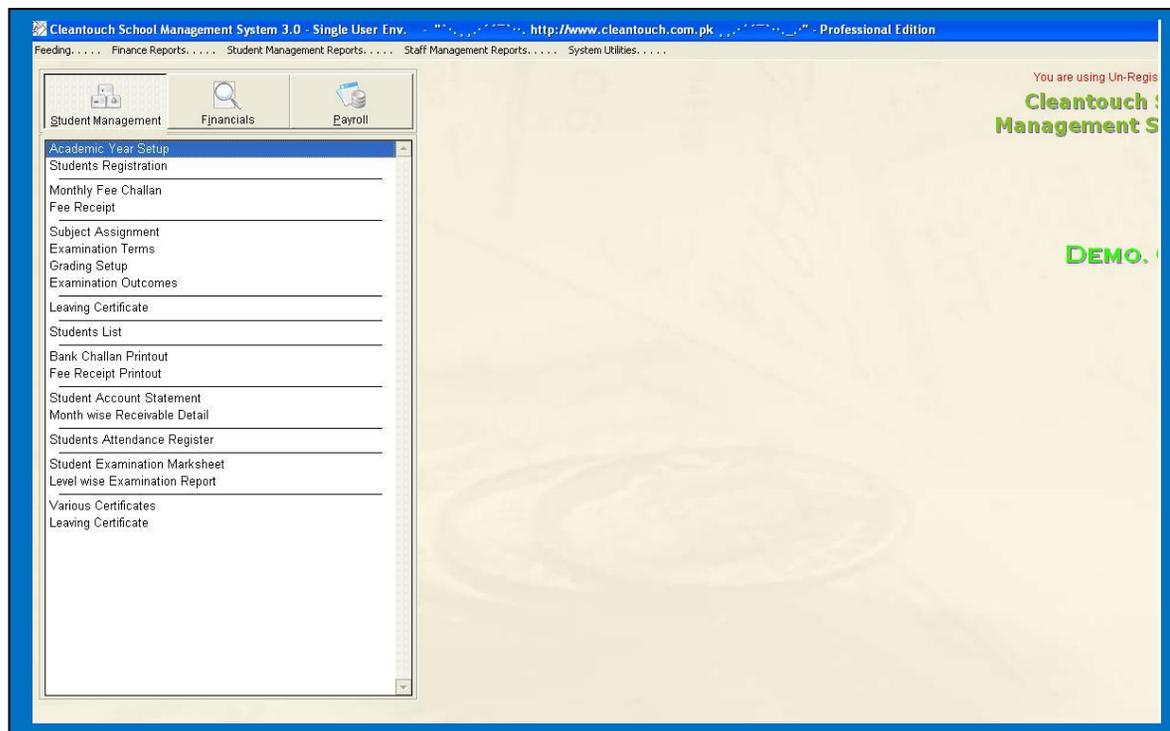
## STANDARD OF SOFTWARE



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
- 3- Account Master File
- 4- Receipt Voucher
- 5- Payment Voucher
- 6- Journal Voucher
- 7- Shift Registration
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- 9- Student Registration
- 10- Academic Year Setup
- 11- Monthly Fee Challan- Due Process
- 12- Fee Receipt
- 13- Reports Overview

**Software Overview:**

Cleantouch School Management System 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. School Management System aimed to provide complete computerized operations in any school. Students can be managed through Bio-Data (GR No. Allotment), Attendance, Fees, Examination, Leaving modules. Staff records can be computerized by Bio-Data > Staff Salary > Leaving modules. Accounting module is integrated with all other modules to getting rid of transaction duplication.

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 complete user guide but we it distributed in three modules, first we would describe you about finance then fee, then staff and finally student management module and related topics.



### **Modul: 01-Part I Finance Module:**

#### **1<sup>st</sup> 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, Fixed Assets, 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.

### **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.

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

|              |  |      |                   |
|--------------|--|------|-------------------|
| Serial #     | RU 1   | Date | 01/04/2011        |
| Cash / Bank  | 102001   |      | CASH IN HAND      |
| Entry #      | 1  |      |                   |
| Account Code | 991004   |      | BOOK SALES INCOME |
| Narration    | CHQ # 5545 REC FROM MISC STUDENTS AS SOLD BOOK |      |                   |
| Amount       | 5,000.00                                       |      |                   |
| Total Amount | 5,000.00                                       |      |                   |

### Overview of Receipt Vouchers Form:

Actually this contains two types of voucher categories: one is bank receipt voucher and another is cash receipt voucher form. But remember this form can be used for except fee receiving transactions; the procedures of data feeding are the same. For the 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 the transaction here. All the forms containing "Serial #" & "Entry #" fields will be used to enter multiple entries in a 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 generated by feeding this form. Usually the 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 be 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 the amount of receiving. For example, if you receive a check of "500,000" from a donor, then you have to select your bank account here "MCB Bank" with the help of the F5 key or single clicking of searching mirror. And suppose your donor gives the amount in cash, so you will have to record this transaction by selecting the 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.

# We Also Deals In Customize Solution

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 |               |                   |
| <b>Total:</b>                                   |               | <b>1,200.00</b>   |

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 :

Charges :

Narration :

Debit Amount :  Credit :

Total Debit :  Credit :

DETAIL

### 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 CreditWe**

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

**Also Deals In Website Designing; Hosting & Domain Registration**

**Modul: 01-Part II Fee Module:****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 name of shift, you may also treat this as campus master file instead it.

**Shift Name [Compulsory Field]**

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



| Charges :             | Amount : |
|-----------------------|----------|
| 01). Admission Fee    | 0        |
| 02). Annual Fee       | 0        |
| 03). Tuition Fee      | 1880     |
| 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 : 1880

### 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 those 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.

Visit: [www.khazainulhidayat.com](http://www.khazainulhidayat.com)- The Digital Quran Software

**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 :

Buttons: 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

#### Picture: [Optional Field]

You may take a picture of specific student by saving file to GR wise in 'stpics' folder, this folder is availed in main software folder

#### 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      | Arslan S/o M. Sahil     | 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   |

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### **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

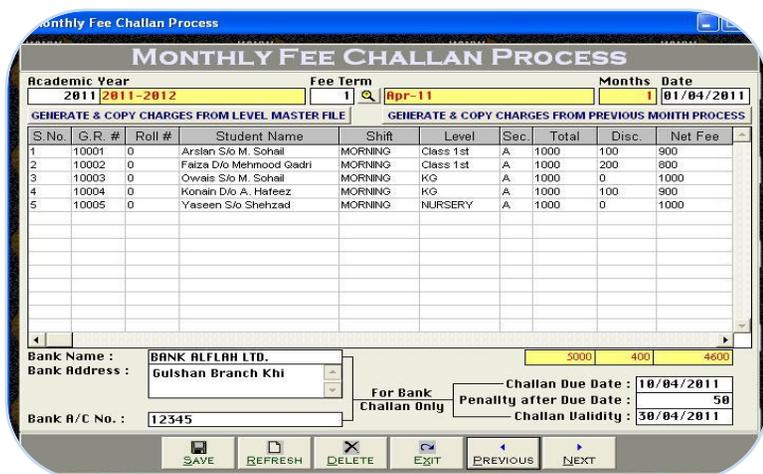
### **No. Of Months[Compulsory Field]**

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]**

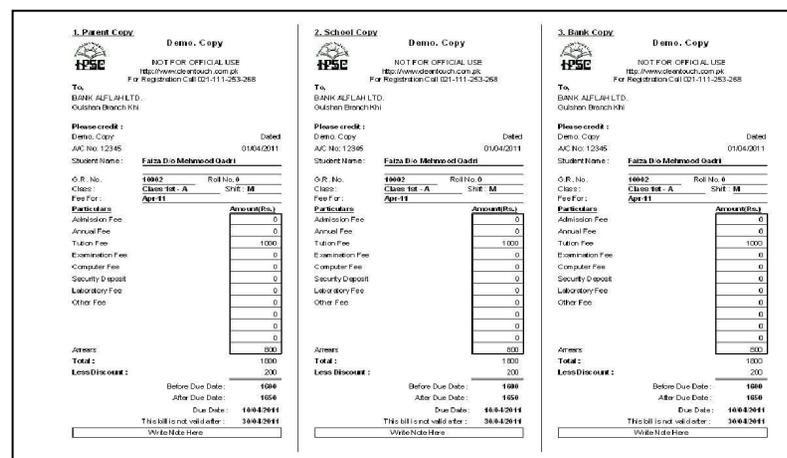
you may copy your previous due process for your convenience by click this button.

**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 automaticlly 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.



## **2<sup>nd</sup> Menu-Reports Overview of 1<sup>st</sup> Module**

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



**Modul: 02-Staff Module:****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.

**Contents:**

- 1- Overview
- 2- Designation Master File
- 3- Staff Master File
- 4- Attendance Type
- 5- Daily Staff Attendance (Manual)
- 6- Loan/ Advance Payment
- 7- Loan/ Advance Receipt
- 8- Salary Sheet Generation Process
- 9- Reports Overview

**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

| 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     |

### **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]**

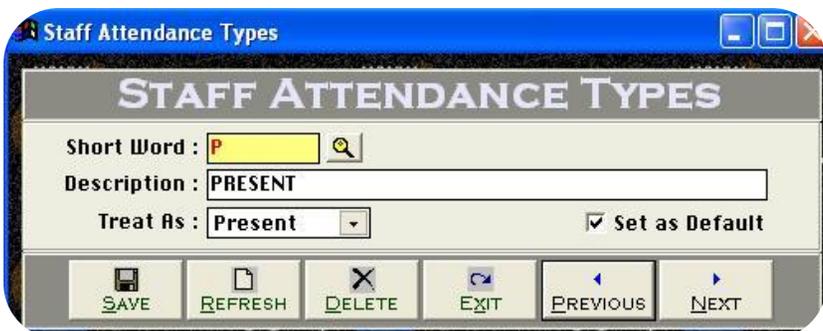
In this field you may write the deduction amount which decided with staff for every month.

#### **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]**

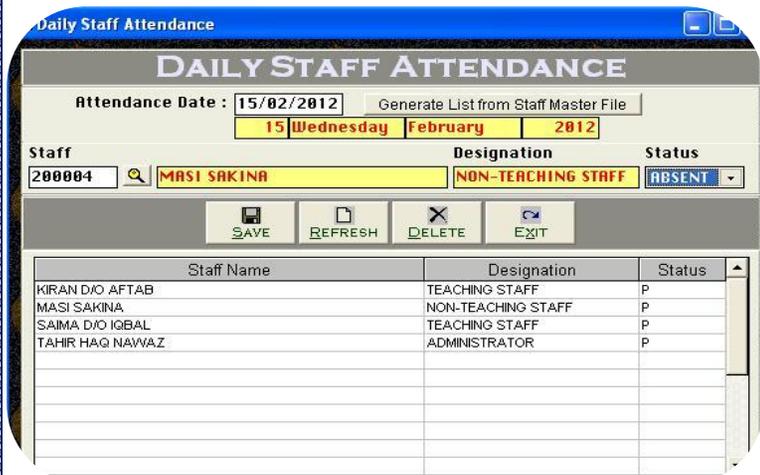
Write the name of attendance type e.g. Present

**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        |
| <b>Total:</b> |            |               |                 |                |         |                                | <b>500.00</b> |

**SALARY SHEET**

Last Date of Salary Month : 29/02/2012 Generate List from Staff Master File

29 Wednesday February 2012

Staff : 200003 KIRAN D/O AFTAB Designation : TEACHING STAFF

| 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 : 1  
Present : 1  
Absent : 0

Gross Salary : 4500.00  
Less Advance : 500.00  
Loan Deduction : 0.00  
Net Salary : 4000.00

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 S | 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     |
| <b>Total :</b>  |                |            |        | <b>35300.00</b> | <b>500.00</b> | <b>0.00</b> | <b>34800</b> |

**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        |           |
| <b>:::: PAYSHEET TOTAL ::::</b> |                 |                    |            |              |             | <b>35,300</b> | <b>500</b> | <b>0</b> | <b>34,800</b> |           |

<http://dictionary.cleantouch.com.pk/>



**3<sup>rd</sup> Menu-Reports Overview of Staff Module:**

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:**

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

**Modul: 03-Student Mangement Module:****Module Overview:**

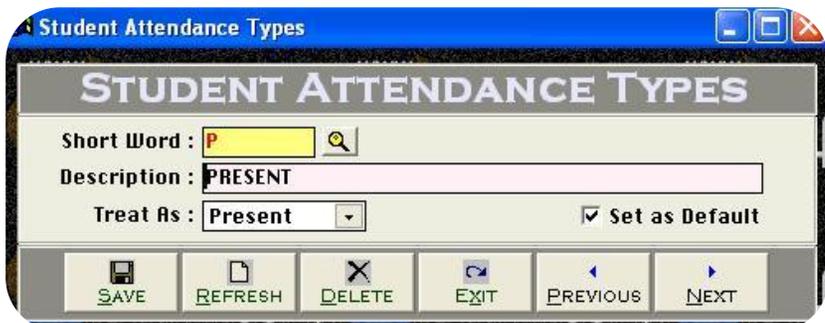
Student Management System aimed to provide complete computerized operations in any school. Students can be managed through GR No. Allotment, Attendance, Fees, Examination, Leaving modules. In this module you may maintain daily attendance, Student Mark sheet, leaving and various certificates etc. Remember this is a manual attendance payroll system; you will have to take attendance by running daily process,

**Content:**

- 1- Student Attendance Types
- 2- Daily Student Attendance
- 3- Subject Assignment
- 4- Examination Terms
- 5- Grading Setup
- 6- Examination Outcomes
- 7- Student Promotion
- 8- Leaving Certificate
- 9- Reports Overview



**Easy & User Freindly-English Operating Tutorial**



**Overview of Form**

once a time you will create the type of attendance the procedure is very simple, you may save and also edit or delete by mentioned button.

**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]**

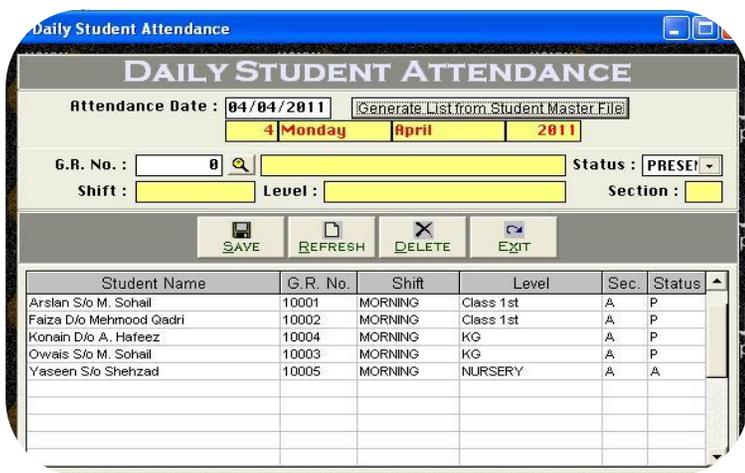
In this field you will select the nature of made type

**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.

**DEMO. COPY**  
Students Attendance Register for the Month of April, 2011

| Shift : MORNING |                    | Level : NURSERY |          |    |    |    |    |    |    |    |    |    |    |    |    | Section : A |    |    |    |    | Page # 1 |    |    |    |    |    |    |    |    |    |    |    |    |    |            |
|-----------------|--------------------|-----------------|----------|----|----|----|----|----|----|----|----|----|----|----|----|-------------|----|----|----|----|----------|----|----|----|----|----|----|----|----|----|----|----|----|----|------------|
| S.No.           | Name of Student    | G.R. No.        | Roll No. | 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               | Yaseen S/o Shehzad | 10005           | 0        | P  | P  | P  | A  |    |    |    |    |    |    |    |    |             |    |    |    |    |          |    |    |    |    |    |    |    |    |    |    |    |    | 4  |            |



**Overview of Form:**

This form used for taking daily student attendance process, you must run this process once a time a day for maintain student 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 Student Master: [Compulsory Field]**

Click this button for brining all current student list.

**Student GR No. [F5/Optional Field]**

Select the specific student in case of any student absent or on leave.

**Status: [Select Field]**

Select the type for selected student e.g. Absent, Leave

| Subject Name    | Subject Code | Type | Max. Marks | Min. Marks | Conditional              | Show Sub.                           |
|-----------------|--------------|------|------------|------------|--------------------------|-------------------------------------|
| ISLAMIAT        | 001          | S    | 100        | 40         | <input type="checkbox"/> | <input type="checkbox"/>            |
| ENGLISH         | 002          | C    | 100        | 40         | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ENGLISH-WRITTEN | 002.001      | S    | 60         | 20         | <input type="checkbox"/> | <input type="checkbox"/>            |
| ENGLISH-ORAL    | 002.002      | S    | 40         | 20         | <input type="checkbox"/> | <input type="checkbox"/>            |
| URDU            | 003          | S    | 100        | 40         | <input type="checkbox"/> | <input type="checkbox"/>            |
| MATHS           | 004          | S    | 100        | 40         | <input type="checkbox"/> | <input type="checkbox"/>            |
| ART             | 005          | S    | 50         | 20         | <input type="checkbox"/> | <input type="checkbox"/>            |
| KNOWLEDGE       | 006          | S    | 50         | 20         | <input type="checkbox"/> | <input type="checkbox"/>            |

**Overview of Form:**

In this form you will have to create subjects list of all classes with minimum and maximum marks which are included in exam, you may create sub level of any subject, this is fix for all exam .

**Input Option:****Level Code {F5 Key}:**

First of all select the specific class e.g Class I

**Subject Code {F5 Key}: [Compulsory Field]**

Here you will write any Code for subject assign like 001 or 1, you may also select by F5 in case of need.

**Description: Subject Name: [Compulsory Field]**

In this column you will have to write subject name like English, Maths, Science

**Type: [Select/Compulsory Field]**

Actually this is for marks breakup, if your subject is divided in two or three marks so you will have to select here control type and then you may create his subsidiary subjects be same coding ahead.

**Conditional Subject [Check Box]**

By checking this option you may take restriction on result by passing this subject.

**Show Subsidiary Subjects [Check Box]**

By checking this option software will not appear subsidiary subject in result card of select control subject.

**Minimum Marks [Compulsory Field]**

Write this column maximum marks of selected type of subject . if control subject are divided so leave it blank.

**Maximum Marks [Compulsory Field]**

Write this column minimum mark of selected type of subject, if obtained marks of conditional subject will less than this result will treat as fail.

### Overview of Form:

In this form you may create multi type of exam term with different period, this will use once a year for current academic year, creating technique is describing step by step below. You may also edit or delete these terms in case of need.

### Input Option:

#### Academic Year {Type Field}:

Write here specific year e.g 2012, contain year will appear automatically e.g 2012-2013

#### Exam Code {F5 Key}: [Compulsory Field]

Write this column a code of specific term e.g 1<sup>st</sup> term 1112.

#### Final Exam {Check Box}: [Compulsory Field]

Check this if selected exam term is final, software will promote student classed by this field of exam.

#### Exam Term Name {Type Field}: [Compulsory Field]

Write here the name of term which you use in your school e.g FIRST TERM 2012-2013.

#### Period (Date){Type Field}: [Compulsory Field]

In these columns write the from date and the ending date of any specific exam term. e.g from 15-03-2011 to 15-05-2011

#### Result Serial No.{Type Field}: [Compulsory Field]

In these columns write the numeric number series of selected academic series, software will appear these exam sequences in full result card. E.g 1

#### Click here to customize level.{Button}: [Compulsory Field]

By clicking this button you will be entered in another form, here you will view your all classes appeared as participated with complete subject history you may in participate to any class or subject by checking option, you may generate or delete whole setting, same way for all terms.

| Level Description | Level Code | Participation            |
|-------------------|------------|--------------------------|
| NURSERY           | 1001       | <input type="checkbox"/> |
| KG                | 1002       | <input type="checkbox"/> |
| Class 1st         | 1003       | <input type="checkbox"/> |

| Subject Name | Subject Code | Type | Max. Marks | Min. Marks | Conditional | Show Sub | Include/Exclude |
|--------------|--------------|------|------------|------------|-------------|----------|-----------------|
|              |              |      |            |            |             |          |                 |
|              |              |      |            |            |             |          |                 |
|              |              |      |            |            |             |          |                 |
|              |              |      |            |            |             |          |                 |
|              |              |      |            |            |             |          |                 |
|              |              |      |            |            |             |          |                 |
|              |              |      |            |            |             |          |                 |
|              |              |      |            |            |             |          |                 |
|              |              |      |            |            |             |          |                 |
|              |              |      |            |            |             |          |                 |

| Serial # | From % | To %   | Grade |
|----------|--------|--------|-------|
| 1        | 80.00  | 100.00 | A+    |
| 2        | 70.00  | 79.00  | A     |
| 3        | 60.00  | 69.00  | B     |
| 4        | 50.00  | 59.00  | C     |
| 5        | 40.00  | 49.00  | D     |
| 6        | 0.00   | 39.00  | F     |

| Serial # | Percentage |        | Grade |
|----------|------------|--------|-------|
|          | From       | To     |       |
| 1        | 89.50      | 100.00 | A+    |
| 2        | 79.50      | 89.49  | A     |
| 3        | 69.50      | 79.49  | B+    |
| 4        | 59.50      | 69.49  | B     |
| 5        | 49.50      | 59.49  | C+    |
| 6        | 44.50      | 49.49  | C     |
| 7        | 39.50      | 44.49  | D     |
| 8        | 32.50      | 39.49  | E     |
| 9        | 0.00       | 32.49  | F     |

**Overview of Form:**

In this form you may create difference percentage for grading, you will have to decide himself what grade should happen for obtained percentage, software will calculate automatically in mark sheet by total and obtained marks. Here we have also designed a sample grading chart; you may follow and remember this is also multi entry form you may also edit or delete these grading in case of need.

**Input Option:****Date {Type Field}:[Compulsory Field]**

Write here starting date e.g 25-04-2012.

**Serial No. {Auto}:**

This is auto generate column, this will be automatically change after making design any one grade.

**From % {Type}:[Compulsory Field]**

Write here figure which start for any grade e.g 60

**To % {Type}:[Compulsory Field]**

Write here figure which for ending grade e.g 60.9

**Grade {Type}:[Compulsory Field]**

Write here grade which you used for above percentage e.g. B'

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**EXAMINATION OUTCOMES**

Academic Year : 2011-2012

Exam Term : 1ST TERM 11-12 | FIRST TERM 2011-2012

From Date : 01/04/2011 | To Date : 28/04/2011 | Result S.No. : 1

Shift Code : M | MORNING

Level Code : 1003 | Class 1st | Section : A

Buttons: PROCEED, EXIT

**Academic Year {Type Field}:[Compulsory Field]**

Write here current academic year e.g 2012.

**Examination Term {F5 or Type}:[Compulsory Field]**

Write or Search by F5 key for term selecting.

**Shift Name {F5 or Type}:[Compulsory Field]**

Write or press F5 key for selecting a shift.

**Level Code {F5 or Type}:[Compulsory Field]**

Write or press F5 key for selecting any class

**Examination Term {F5 or Type}:[Compulsory Field]**

Write in this column any section of class.

**EXAMINATION OUTCOMES**

Academic Year : 2011-2012 | Exam Term : FIRST TERM 2011-2 | Shift : MORNING | Level & Section : Class 1st | A

| G.R.# | Student Name             | Roll # | Total Max. | Total Min | Total Obtain | Result | Exam % | Grade | Rank  | Atten.% |
|-------|--------------------------|--------|------------|-----------|--------------|--------|--------|-------|-------|---------|
| 10001 | Arslan S/o M. Sohail     | 0      | 500        | 200       | 390          | Pass   | 78.00  | A     | 1 / 2 | 100.00  |
| 10002 | Faizla D/o Mehmood Gadri | 0      | 500        | 200       | 383          | Pass   | 76.60  | A     | 2 / 2 | 100.00  |

Current Student : 10001 | Arslan S/o M. Sohail

| Subject Name    | Subject Code | Type | Conditional | Show Sub | Max. Marks | Min. Marks | Marks Obtained |
|-----------------|--------------|------|-------------|----------|------------|------------|----------------|
| ISLAMIAT        | 001          | S    | F           | F        | 100        | 40         | 65             |
| ENGLISH         | 002          | C    | F           | T        | 100        | 40         | 75             |
| ENGLISH-WRITTEN | 002.001      | S    | F           | F        | 60         | 20         | 40             |
| ENGLISH-ORAL    | 002.002      | S    | F           | F        | 40         | 20         | 35             |
| URDU            | 003          | S    | F           | F        | 100        | 40         | 75             |
| MATHS           | 004          | S    | F           | F        | 100        | 40         | 90             |
| ART             | 005          | S    | F           | F        | 50         | 20         | 40             |
| G. KNOWLEDGE    | 006          | S    | F           | F        | 50         | 20         | 45             |

Buttons: CALCULATE RESULT & SUMMARY, DELETE ENTIRE MARKSHEET, EXIT

**Overview of Form:**

By using this form you may enter marks of each term exam of any class and student, the feeding procedure is very easy you just have to select academic year than exam term and then specific class info which you want to enter obtain marks when you click Processed button software will appear a new form here you will have to write marks of each subject of any student when finally you will press calculate result software will calculate automatically marks sheet with percentage, grade, rank, etc you may also edit or delete this result in case of need.

**MARKSHEET OF EXAMINATION**

Academic Year: 2011-2012 | Examination Term: FIRST TERM 2011-2012 | Shift: MORNING | Level: Class 1st | Section: A

Student Name: Arslan S/o M. Sohail | G.R.No: 10001

| Name of Subject | Maximum Marks | Minimum Marks | Marks Obtained |
|-----------------|---------------|---------------|----------------|
| ISLAMIAT        | 100           | 40            | 65             |
| ENGLISH         | 100           | 40            | 75             |
| ENGLISH-WRITTEN | 60            | 20            | 40             |
| ENGLISH-ORAL    | 40            | 20            | 35             |
| URDU            | 100           | 40            | 75             |
| MATHS           | 100           | 40            | 90             |
| ART             | 50            | 20            | 40             |
| G. KNOWLEDGE    | 50            | 20            | 45             |

Conditional Subjects

| Total Maximum | Total Minimum | Total Obtained | Result | Percentage | Grade | Rank  | Attendance % |
|---------------|---------------|----------------|--------|------------|-------|-------|--------------|
| 500           | 200           | 390            | Pass   | 78%        | A     | 1 / 2 | 100%         |

Punctuality:  Regular  Irregular  
 Conduct:  Good  Bad  Normal  
 Uniform:  Tidy  Untidy

**Message to Parents:**  
 This is a progress report of your child for your information. It is our duty to inform you about your Son / Daughter's School progress and activities and also to make them good human being. In this connection Parents / Guardians are very kindly requested to Co-Operate with School Administration for the best Result of your Son / Daughter.

EXAMINATION INCHARGE \_\_\_\_\_ PRINCIPAL \_\_\_\_\_

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

### Overview of Form:

By using this form you may enter any class of passed student to next class, this feeding procedure is also very easy, you just have to select academic year than select final exam term and then specific class information which you want to promote in next class when you click Processed button software will appear a message please read this be carefully and process this.

### Overview of Form:

By using this form you may exit any student from your school because of any reason, this feeding procedure is so easy, please read below step by step, after this entry your specific student will show in any report as left, you may edit or delete this entry incase of need.

### Input Option:

#### Serial No. {Auto}:

This column is auto generate as usual.

#### File# {Type}:

Here you may type any internal officially file number.

#### GR No. {F5/Type}:

Select the specific student GR which is leaving this school, his profile will auto appear after selection

#### Attendance {Type/Button}:

If you want to appear his attendance in leaving certificate click on auto button or write manually.

#### Current Dues {Type/Button}:

If you want to know or appear his balance in leaving certificate so click on auto button.

#### Level {Type/Button}:

If you want to appear his last passing class with grade so click on auto button or select manually.

#### Reason/Conduct {Type Field}:

In these columns you may type any message or reason which you would show in leaving certificate.

#### 4<sup>th</sup> Menu-Reports Overview of Student Module:

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

- Daily Students Attendance Summary
- Students Attendance Register
- Periodic Attendance Summary of Students
- Subject Offer Sheet Printout
- Student Examination Mark sheet
- Student Yearly Result Card
- Student Performance History
- Examination Report of Subject
- Level wise Examination Report
- Various Certificates
- Leaving Certificate

#### Various Certificate Preview:

**Available**  
**Cleantoch**  
**Library**  
**Mangement**  
**System**

**Available Ads On Plug-in:**

**NETWORK COMPATIBILITY**

After purchasing add-on named "Network Compatibility", user will be shifted to "Multi-PC License". Software will be installed & registered in Server (Any one Computer among Network), from server software folder will be shared which can be accessed from another connected PC. Single software can be fully accessed from multiple PCs at single time. Data entered by different PCs will be accumulated in server as well as other PCs will be updated.



**MULTI-USER ENVIRONMENT**

Basic software is secured by password protection. Any person having password for opening software can get access to any function of software. We also offer advance security system called "Multi-User Environment". Through this, Administrator can create user and limited their access to the selected reports & functions (e.g. View / Add / Edit / Delete).



**Last Menu-System Utilities:**

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/ Repair & Maintenance:**

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