

College Automation 2009 Software Manual:

Administrator option: Double click on the college automation icon on the desktop of the computer and select 'administrator' as a user name and 'admin' as a default password and click on 'Ok' thus he enters into the software.

The administrator can perform only 'administrator options' on the software.

Connection setting: Click on connection settings then 'change administrator password'. Then put new administrator password and click on open.

User Management: Under this module the administrator can create a new user (operator) as well as edit user and modify their privileges.

Click on 'user management' and then on 'add new user' put user name and ok and then put suitable password. And user select privileges depending upon his work select privileges and sending to the right hand side (user privileges box).and then click on save.

For edit option first select users from drop down box then click on edit then you can change users password as well as privileges. Then click on update.

For deleting user select user from the drop down box and click on delete user.

Employee password entry: To operate the employee attendance module every employee will get a password for their attendance . Select employee type from the drop down menu. Select the employee name and put his suitable password and edit employees password also. Thus every employee will get a attendance password.

Modify DA & ADA details: For salary acquittance here administrator can changed merger DA and DA.

User Module: The user can run (operate) the college automation 2009 software as per user name and password. He can operate only this modules whose privileges has granted to him. And also from any computer within the network.

Double click on the college automation icon and select your user name in the drop down menu and your password and click on ok.

N.B. First of all we have to do settings work. Academic session must be created before starting of the operation.

Settings:

Academic session : To create a session (financial year) click on add new academic session . Enter starting session date and press enter and then ending

session. and then press enter and then click on yes to save the session. Thus the session created.

Click on set default academic session and select the respective session and press enter and yes to save. Thus this session become a default session.

Create courses: under this module one can create new classes and courses also. Click on create courses and completing the forms and press enter. Then select admission and examination type and course and put Board / University name. And then save thus course and classes are create.

N.B.- If you select annual system then classes shows year wise or semester wise under examination system

Create stream : Click on add new stream and put stream name and save. Thus new stream has created.

For editing click on edit stream and select the stream name and edit the name and then update.

Create Banks: Click on add new bank and enter bank name and save. Editing also available .

Fee Setting: Click on add new fee under fee setting and enter fee name. Then select the account heads and send to the right hand side box and save. Thus you choose the account under which this fee is collected. Now click on add amount under the fee name in the drop down menu in fee . Now press enter and put amount and again enter thus the amount is enter under the selected account. Do the step one by one for all accounts. Below it shows the total amount. Now click on save. Thus your new fee setting is created.

For editing the fee setting ,select the fee name form drop down menu under fee and click on edit . Then you do the step as mentioned above. And click update . You can edit the amount too as earlier .

Monthly Fee Setting : Select account head from the drop down and put amount and done . And click on save fees . Thus monthly fees setting is created .

Create Subjects: Click on add subjects and enter subjects name and save. Thus you can enter new MIL subjects .

N.B. For creating a new subjects, the software does not allow space between two words. Use dot, dash etc between two words.

Create Department: Select the employee type in the drop down menu and enter department name and save.

Students :

Registration : For the first time entry of the students in this software, select new as a registration type and student will get a SID number. If the student have a SID earlier, Then select registered as a registration type and put SID and press enter. Thus his details are retrieved from database. Then you enter

his fields and click on OK. The students preliminary details for the current session is enter.

Student Records : Select session, class, stream from the respective drop down list , It will shows on students under these in the grid below. One can search the students in the grid through SID, roll no, form no or by student name below the grid. On selecting the particular student, you can perform the following details.

Personal Details : On selecting the student ,click on button, enter the details and click on save. Here you can edit the details also. By clicking on print button, printout the student's details.

Subject Chosen : On selecting the student ,click on button, then select subject 01 and subject 02 from the respective drop down list if required. For combination of subject select subjects one by one from the drop down list and these subjects will show in the 'subject selected' below. If the student have a major subject then click on major subject and select the major subject from the drop down list. Then click on save button. Here you can edit the subjects and click on update button.

N.B. If the desired subjects is not available in the drop down list then go to create subject under settings and create that subjects. After that this subjects is all so reflected in drop down list.

Examinations : On selecting the student ,click on button, select the exam name from the drop down. Here only shows the subjects chosen by that student. On putting the marks select the cells one by one, then pressing the enter and then put marks. Below it shows the total marks obtained in that exam. Enter the total marks of the exam then, it shows the percentage of marks. Then click on save button.

Extracurricular Activities : On selecting the student ,click on button, enter activities, participation etc and save.

Registration no : On selecting the student ,click on button, then enter details of registration no and year and select university name from the drop down list and click on save. Editing facility is all so available by edit the details and click on update.

View fee/ I card : On selecting the student ,click on button, first of all get the full details of his all fee details . Then click on Issue I card button for printing of that student I card. Similarly on clicking issue certificate button for printing of studentship certificate.

Update Students Record : For editing a particular student, select desired session, class, stream from the respective drop down list. Then it shows the students in the grid below. On selecting the particular student click on edit button. Then edit the records and click on update.

Student Attendance: Under this module, attendance of the students are recorded monthly wise. Under this select the month from the drop down list. First of all you calculate the total number of Sundays and holidays and put it here. And click on OK. Then you select the respective session, class, stream and shows all students under these. Then we select present cell and press enter. And put no. of present and press enter. Then it shows no. of absent for the student. Do this step for all students within the grid and click on save button.

List of unpaid student: This module is only for those for this colleges where monthly wise fees are received. Select the month and year from the drop down it will shows the list of students those who have not paid their installment for that month.

Employees:

Employee details: Software will give auto increasing employee ID number. After entering data for that employee click on save. Name, employee. Type, dept. and designation mandatory fields.

N.B.- If that employee is non-sanctioned employee then select others as a employee type.

Salary details:

Salary structure : Select employee Type in the drop down list, it shows all employees in the grid employee type wise below. On selecting an employee click on salary statement and field scale of pay and date of increment. Then put in basic pay it will automatically the merger and DA rest of the earnings and deduction under different category have to be filled. There it shows gross, deduction and net payable amount then click on save. One can edit the salary also. Do the steps one after another on selecting the employee.

N.B.- If you want to block his salary then click on block salary button and save it. If tick mark is available in salary details for that employee then his salary will be generated. For removing it do the same step.

Generate Statement : After completing all employees (Teaching and non Teaching) salary structure you are going to generate acquittance roll. Click on generate statement and then select the month from the drop down and then click on OK. Thus the salary is generated for that month for both teaching and non teaching sanctioned post employees. Once the salary is generated it can not be edited.

View Statement : By this you can print out separate acquittance roll for the generated salary. First select emp. Type and then click on view statement and then select the desired month and click OK. Thus you get the acquittance roll for that month for that employee type and print statement for printing.

N.B. You can transfer the report in any format (PBF,EXCEL,WORD etc) as your requirement by clicking on envelope type symbol,near to printer symbol above the report.

View Payslip : After generating salary select employee type and then click on view payslip and select the month from the drop down list and click on

OK. Thus salary slip for each employee for that month for that employee type is ready for printing. By clicking on print payslip, salary slip for all employees is printed out.

Individual Payslip: First select employee type and then select the employee and then click on individual payslip and then select the month and then OK. Thus the payslip for that employee for that month is ready for printing.

N.B. If salary is not generated for a month then view statement, view payslip and individual payslip will not work for that month.

List (Increment date) : By this you can edit the salary of the employees whose salary is incremented. Select the current month prior to generate salary, it will show the list of employee in the grid below whose salary is incremented for that month. Now select the employee one by one and click on edit. Now you edit the basic pay for that employee and save it.

Wages details : Here it will show all the non-sanctioned employees.

Wages Details : select the employee and then click on wages details and then filled all earnings and deductions and then save it. Blockage of wages is same as that of salary blockage.

Generate Statement : Select the month from the drop down list and click OK does wages statement for that month of all non-sanctioned employee and is printable.

View Statement : For printing the previous wages, click on view statement and select the month and OK.

Edit employee details : First select the employee type from the drop down list and it shows all the employees of that type in the grid. On selecting the employee, click on edit and then edited the details and click on update.

Service Book : On selecting the employee under the employee type, click on service book. Then filled the records as do in the service book and then save

N.B. Date field is for entry date of the record. In Pay field in service book, use only numerical figure. No need to use the word Rupees.

Employee Attendance: This module is for daily wise Employees attendance record. This module is mandatory for all employees to record their attendance. Under this module, the employees (already get their password, if not then get their password from administrator) select the Emp. Type (i.e, Teaching, Non-teaching or others) from the drop down list. Then select Name from the list below in the grid. The employee can directly select his name by putting his Emp ID or by his first name in the respective field and press enter. Then the particular employee is highlighted in the grid. Below, one more grid is there where reflects attendance status (day wise) of that employee for that month.

Then click on Attendance button and then put password and click OK. Thus the attendance is recorded.

N.B. If the employee comes late, then attendance will not be entered. The date and time of attendance of the employee is recorded in the software.

Unattended Employee List: This module is only for Administrator operation. After a particular time limit, the administrator can open this module. Here it will show all the employees who are still not registered their attendance for that day. Select the employees one by one and click on Leave or Absent button. Then it shows the status(i,e, Absent or Leave) on the status field of the employee. Once you do the Leave or Absent for the unattended employee for that day, then that employee unable to do the attendance.

Reports

You can printout the following reports. Also can transferred the reports to any other formats(word,excel,acrobat etc.) for future modifications and uses by clicking the 'envelope' like symbol above the reports next to 'printer' symbol.

Service Details: Through this module, one can view the details of the Service Book of the employee. Select the employee from the drop down and click on Find. This displays the records in rows below,entered in the service book by the user.

Employee List: Click here to get the printout of all employees list.

Emp. Attendance Report: Select the month and the session from the drop down list and click on OK. Thus the attendance roll for the employees for that month is ready for printout.

List of Students: Under this, different types of reports are there. These are Shift wise, caste wise, gender wise, major subject wise, subject wise ,Registration no. wise and religion wise. In every category,select the desired parameters from the drop down and click on Ok. Thus you get the printable format.

Paid Student List: This module is for that college who are taking installment monthly wise. Select month and session from the drop down and click on Ok to get the list of students who have paid the installment.

Student Attendance Report: Here you get the students attendance report under a session. Select session, class and stream from drop down and click on Ok.

Bank Report: Through this get the report of all the banking transaction under a particular fund. Select date and fund name from the drop down and click on Ok to get the report.

Fee Receipt : Through this module, the cashier can print out the duplicate money receipt. Select session and also date. Then it will show the list of students name and receipt no. on that date in the grid below. Then select the desired one and click on print. Then the receipt is printable.

Student wise all Fees: Through this module, the cashier can printout the details of fees and total cash receipt for that date. Select the date and click on OK. Thus get the printout of total days cash collection(total fee wise).

Student Mark sheet: Select session, class,stream and exam name from the respective drop down list. Below in grid displays all students along with their total marks obtained and total marks and percentage of marks. Select the student and click on print and mark sheet for that student for that examination is ready for printout.

View Cashbook: Select date and then fund and click on OK. Thus the cashbook for that fund for that date is ready for printout. Do the steps for other funds also.

View Cashbook(Detailed) : Here you get the total description of all the transactions, independent of the fund. Select the date from the list and click on OK.

General Accounts:

Cash Receipt: Select the Account head from the drop down list in which amount is received. Then show the fund name for that account. The receipt No. is auto increasing no. After filled the appropriate field and click on Done and get the money receipt for that. The receipt is printable. The transaction is also viewed in the grid below. Then click on Save to transfer the transaction in to general ledger.

Cash Payment: Same as that of Cash receipt. Here one transaction no. is generated by the computer. Then click on Save. Here you can all days payments one by one and these are showed in the grid below. After checking all these payments, then click on Save to transfer to the General Ledger.

Cheque Receipt:Procedure as that of Cash Receipt. Applicable for cheque receipt.

Cheque Payment:Procedure as that of Cash Payment. Applicable for cheque payment.

Cash Counter: This module is only for cashier. Select session,class and stream from respective drop down list and shows all the students under these in the grid below. You can also select the student by searching option(by SID wise or by roll no or by form no or by name) below the grid. On selecting the student,select the fee name from fee type. Then fee structure for that particular student comes out. Receipt Number is auto increasing. After receiving the amount from student, click on 'Save& Print' and then software asked for Money receipt to print. Thus the transaction takes place. On yes, money receipt for that student is printed out.

N.B. The cashier can edit the respective amount under any account by selecting the cell under this account and press enter and put amount and again enter.

If the college have a provision for taking the fees on monthly wise,then after selecting the student click on monthly fees and then monthly fee setting under

this student comes out. Then select the month/months for which the installment is taking and also select the mode of payment and click on OK. The grid below shows all the receipt details of that student.

N.B. If you select cheque as mode of payment, then put Cheque no and bank name and click OK. If the student is already paid the monthly installment earlier for a particular month, then software prevents it to do so later.

Post to Cashbook: After whole days transactions, these are temporarily stored here for checkout and correction. All the transactions are viewed in the grid below. Also get the total day's debit and credit. Now click on Post. Once you post, you can't do any transactions on that date. The cashbook for all the funds are posted for that date.

N.B. If you want to edit any transaction prior to posting, then click on cell which you want to edit and press enter and edit and again press enter. Thus you can rectify the user error. Only user with that type of privilege can do it.

Create Heads: Here you can create Account head name. Write account name and select the fund name under which the account belongs from the drop down list and Save. Thus account head is created under its respective fund.

N.B. If the respective fund name is not available in drop down list, then go to create funds and create the fund first.

Fund Opening Balance: Select the fund name which have made by you is listed in the grid. Selected name then comes into the fund name. Then put the opening balance amount for that financial year from which you start the software. Taking date as opening date of that financial year and save it. Do the steps for all funds. Below in the grid you can view all funds and their opening amount. The software prevents to do the duplicate entry for the fund which was already entered.

Fund Daily Closing: After cashbook posting for that date, now it is time to close the fund one by one so that you can able to get the cashbook fund wise. Select date and then select the fund name from the drop down list. Then click on Daily Close. Thus the Fund is closed for that date. Do the steps for all funds one by one.

Cash in Hand: After posting of the cashbook for a date, days all cash receipt and cash payments are viewed in this grid. Below you get total cash received and payments. If you have any bank withdraw and deposit, then put in these field. Then you will automatically get closing cash. Then Save it so that this closing cash is worked as opening cash for the next transaction day.

For the first time of entry, click on Opening cash in Hand and put the date and that days opening amount and click OK. Only once this form will open.

Create Funds: First of All, create Fund name. Put Fund name and select bank name from the drop down list and a/c no. and save. Below it shows the list of all funds created by you.

N.B. If bank name is not in the list, then create bank from setting or directly write it down on the list.

Fund Status: Select the fund name from the drop down list and it shows total debit and credit and balance amount too.

Funds Transfer: By this you can transfer the amount from one fund to another. Select The fund name from where you are going to transfer and it shows the amount present on that fund. Below select the fund where to transfer and put amount and click on Done. Then click on Save to cashbook.

Backup of the database from the software: It is very much essential to take back up of the database from the software time to time for safety purpose. To take back up, follow this instructions:

Open Microsoft Access(from start,then programs and then click on Access).Click on New Blank Database. A dialogue box is open. Then put a file a file name and save in your convenient drive (preferably in D drive of hard disk) and click on create. Now, click on Import(File, then get External data, then Import), then select ODBC Databases as Files of type, then one more dialogue box will open. Click on Machine data Source, then select CAS_DSN as Data Source Name and click on OK.

Troubleshooting and Services:

If you are unable to solve the problem by using steps mentioned below, then registered your problem by making telephonic calls or by sending a e-mail to software@sstechindia.com mentioning your problem from your valid email account.Then we fill feedback you by making call or by sending suggestions in your E-mail account. We can also send the advanced and modified version of the software as your demand in your email. Download this file and do a virus scan. After that replaced the executive file by new one.

1.After double clicking on the College Automation icon shows " DATABASE not available..."

Solution: Then click on No button. Wait for 2 minutes. Then again double click on College Automation icon. Go through FAQ 2.

2.Still The software is not running and showing same as above.

Solution: After following the steps in FAQ2, still problem persist. If the software runs in server but not in clients, then there might be problem in connectivity. Called for Networking person.

FAQ (Frequently Asked questions):

1.What are steps to printout of Cashbook?

Ans: After whole days transactions, goto 'Post to Cashbook' and Save it. Then goto 'Fund Daily Closing' and 'Daily close' the fund if the transaction is made under this. After these steps you will be able to get the printout of the cashbook.

2. What are the steps to run this software?

Ans: i) First of all, switch on Server. ii) switch on hub/switch. iii) switch on client computers and wait for 5 minutes. iv) double click on College Automation Software.