



SchoolOutlook®

By Farahat & co.

برنامج الإدارة والمحاسبة المدرسية المتكامل

عربي - انجليزي

متوفر جاهز و تفصيل حسب الطلب
الأوسع انتشارا في المنطقة
تستخدمه اكبر المؤسسات التعليمية
سجل قيد الطلبة و تقارير الوزارة
الشهادات الدراسية و كارت تعريف بالطلاب
حساب لكل طالب و متابعة الأقساط الدراسية
تحليل الإيرادات المدرسية
حسابات لأولياء الأمور و الطلبة التابعين لهم
تحصيل الشيكات المؤجلة
بيانات الحافلات و السائقين و الرحلات المدرسية

Developed by Farahat & Co.

SchoolOutlook®

School Management & Accounting System

Capability Manual

Registration & Booking
Student Management Module
Analysis & Statistical Reports
Academic Management Module
Academic Records Module
Employees Management Module
Teacher Profile Management
Report Card & Ministry Reports
Fee Management Module
Identity Card Management System
Bus Route Management Module
Health Management Module
Stock Control Module
And many more...

School Management &
Accounting System

ARABIC - ENGLISH

800 - FARAHAAT

Developed By:
Farahat & Co. Dubai
Solutions for Better Business Growth
www.farahatco.com

Introduction

SchoolOutlook is one of the premier school management and accounting software solution used by a large scale of schools in many G.C.C Countries for the last 15 years. **SchoolOutlook** provides a comprehensive solution for school management to administer the school and get all required information related to school management as well as the ministry reports required by the Ministry of Education in the UAE with its particular formats. **SchoolOutlook** has been approved and appreciated by the Ministry of Education in the UAE, regarding its features related to Ministry. It allows for complete efficient centralized management of school whether large or small in a comprehensive way while remaining user friendly and adaptable. It is a bilingual (English & Arabic) solution and a reliable asset to those involved in school administration.

General Features

- ◆ Student Registration
- ◆ Grading & Examination
- ◆ Promotion
- ◆ Standard Accounts
- ◆ Transport Management System
- ◆ Inventory Control System
- ◆ Ministry Reports
- ◆ General Statistics Reports
- ◆ User Defined Reports & School Logo
- ◆ Analysis Reports
- ◆ Multi Company
- ◆ Multi User

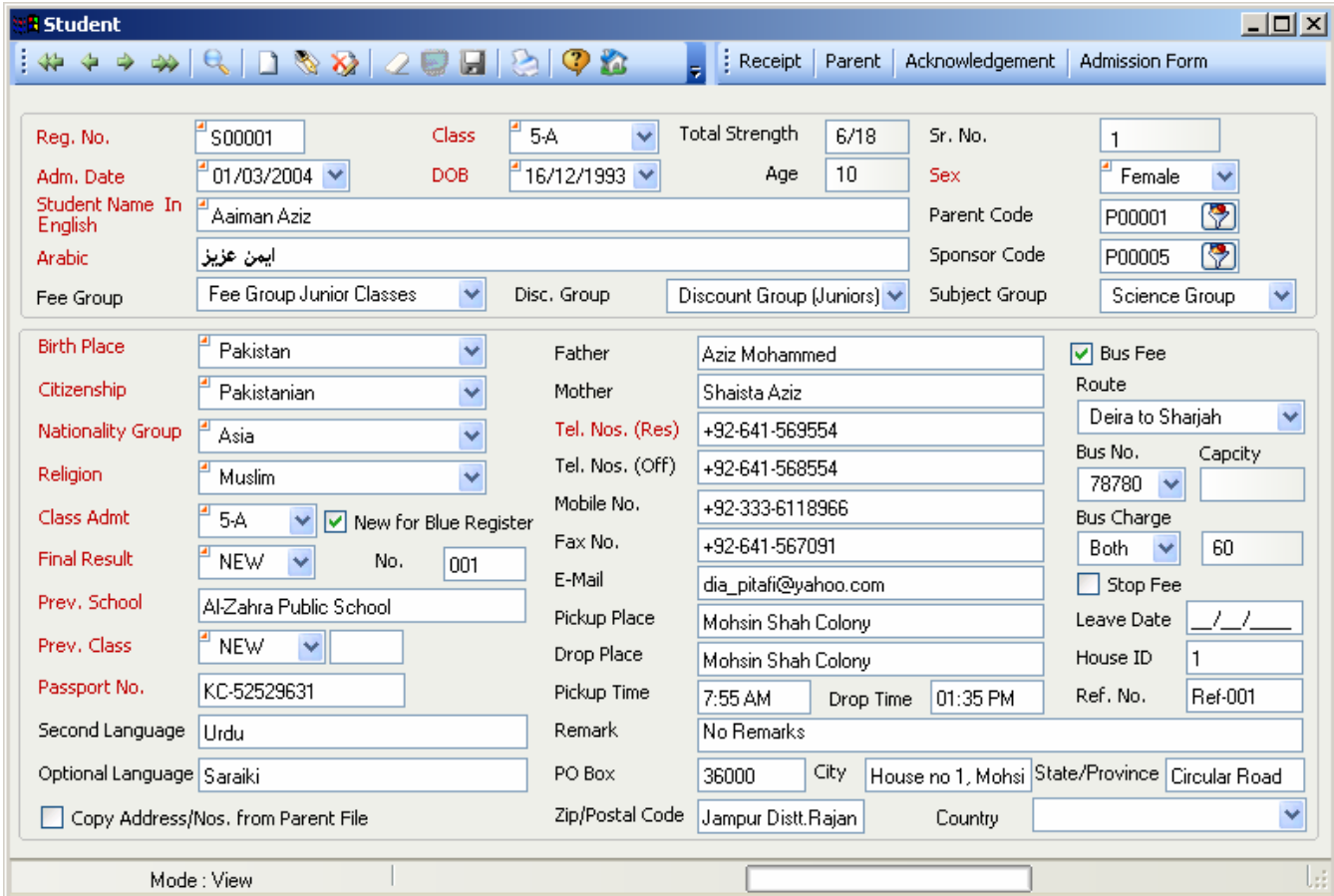
Student Registration

SchoolOutlook offers an extensive module for student registration. A student can be admitted in two ways either directly or going through a booking criteria. Advance booking criteria gives option to make booking for any applicant student. After passing the admission criteria selected students can be admitted and transferred to the main student file automatically. Reports are available for student registration related information as well as for Advance Booking. Student Registration form enables the user to define all the information related to ministry, subjects, fee and discounts along with

transportation details if student is using the school transportation. Student Registration module hold the following features set up by the user.

- ◆ Nationalities
- ◆ Classes
- ◆ Subjects
- ◆ Subject Grouping
- ◆ Sponsor/Parent Definition
- ◆ Advance Booking
- ◆ Confirm/Clear Booking
- ◆ Student Registration

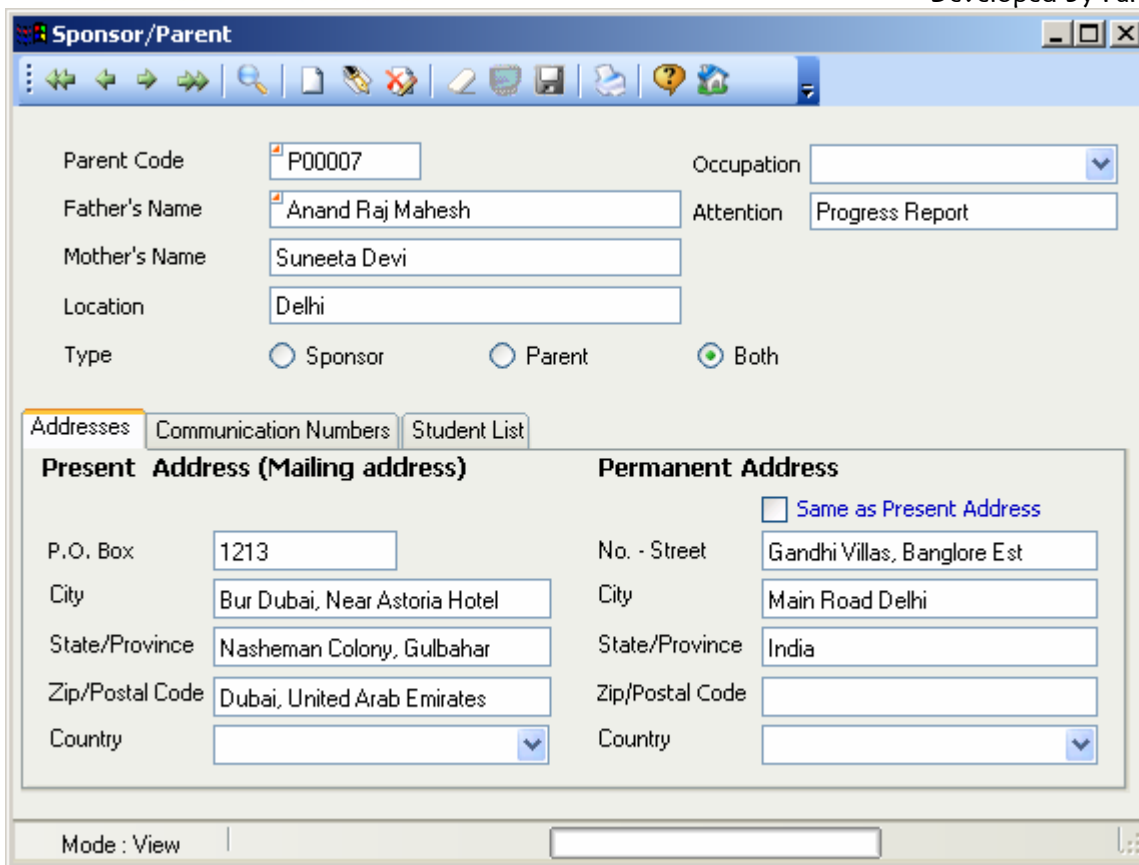
Student Registration Form



The screenshot shows a software window titled "Student" with a menu bar containing "Receipt", "Parent", "Acknowledgement", and "Admission Form". The form is divided into several sections:

- Registration Details:** Reg. No. (500001), Class (5-A), Total Strength (6/18), Sr. No. (1), Adm. Date (01/03/2004), DOB (16/12/1993), Age (10), Sex (Female).
- Names:** Student Name In English (Aaiman Aziz), Arabic (أيمن عزيز).
- Codes:** Parent Code (P00001), Sponsor Code (P00005).
- Groups:** Fee Group (Fee Group Junior Classes), Disc. Group (Discount Group (Juniors)), Subject Group (Science Group).
- Personal Information:** Birth Place (Pakistan), Citizenship (Pakistani), Nationality Group (Asia), Religion (Muslim).
- Class & Results:** Class Admt (5-A), Final Result (NEW), No. (001), Prev. School (Al-Zahra Public School), Prev. Class (NEW), Passport No. (KC-52529631).
- Contact & Address:** Father (Aziz Mohammed), Mother (Shaista Aziz), Tel. Nos. (Res) (+92-641-569554), Tel. Nos. (Off) (+92-641-568554), Mobile No. (+92-333-6118966), Fax No. (+92-641-567091), E-Mail (dia_pitafi@yahoo.com), Pickup Place (Mohsin Shah Colony), Drop Place (Mohsin Shah Colony), Pickup Time (7:55 AM), Drop Time (01:35 PM), Remark (No Remarks), PO Box (36000), City (House no 1, Mohsi), State/Province (Circular Road), Zip/Postal Code (Jampur Distt.Rajan), Country.
- Bus Fee Information:** Bus Fee (checked), Route (Deira to Sharjah), Bus No. (78780), Capacity, Bus Charge (Both), Stop Fee (unchecked), Leave Date, House ID (1), Ref. No. (Ref-001).

At the bottom, it shows "Mode : View" and a search bar.



Sponsor/Parent

Parent Code: P00007 Occupation: [Dropdown]

Father's Name: Anand Raj Mahesh Attention: Progress Report

Mother's Name: Suneeta Devi

Location: Delhi

Type: Sponsor Parent Both

Addresses | Communication Numbers | Student List

Present Address (Mailing address) **Permanent Address**

Same as Present Address

P.O. Box: 1213 No. - Street: Gandhi Villas, Banglore Est

City: Bur Dubai, Near Astoria Hotel City: Main Road Delhi

State/Province: Nasheman Colony, Gulbahar State/Province: India

Zip/Postal Code: Dubai, United Arab Emirates Zip/Postal Code: [Empty]

Country: [Dropdown] Country: [Dropdown]

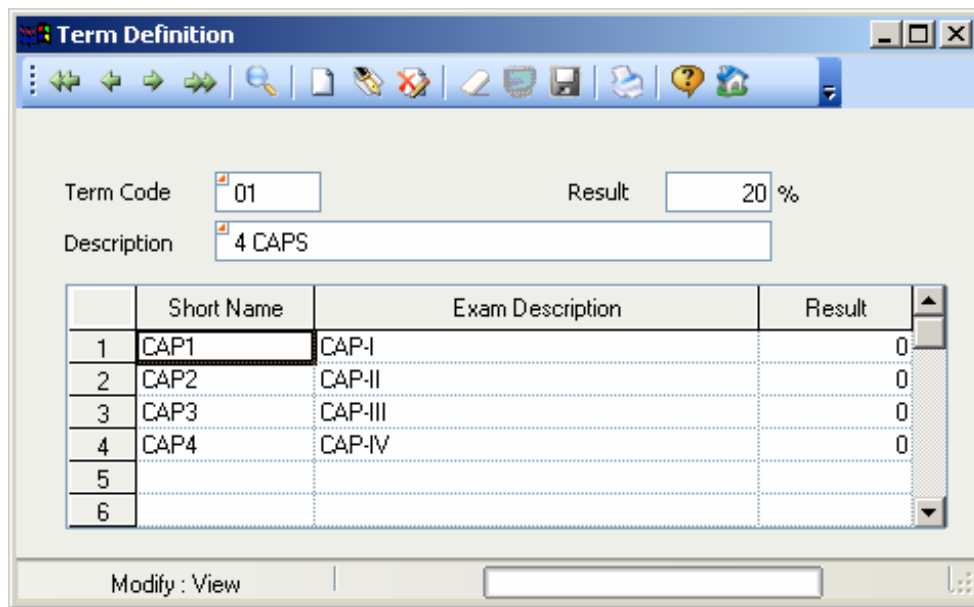
Mode : View

Grading & Examination

SchoolOutlook allows user to setup all the grades according to the school standards and define the exam term. Multiple terms can be defined for an academic year and there can be multiple exams in one term. User can set the weight for each term and for each exam which reflects automatically in final result display. A user-friendly form to enter the exam marks against each subject is available with respect to its term and exam. Following are the important objects for grading & examination module.

- ◆ Grade Definition
- ◆ Term & Exam Definition
- ◆ Marks Entry Module
- ◆ Exam Result

Term & Exam Definition



Term Code: 01 Result: 20 %

Description: 4 CAPS

	Short Name	Exam Description	Result
1	CAP1	CAP-I	0
2	CAP2	CAP-II	0
3	CAP3	CAP-III	0
4	CAP4	CAP-IV	0
5			
6			

Modify : View

Marks

Marks

Class: KG1-B Term: 4 CAPS Exam: CAP-I

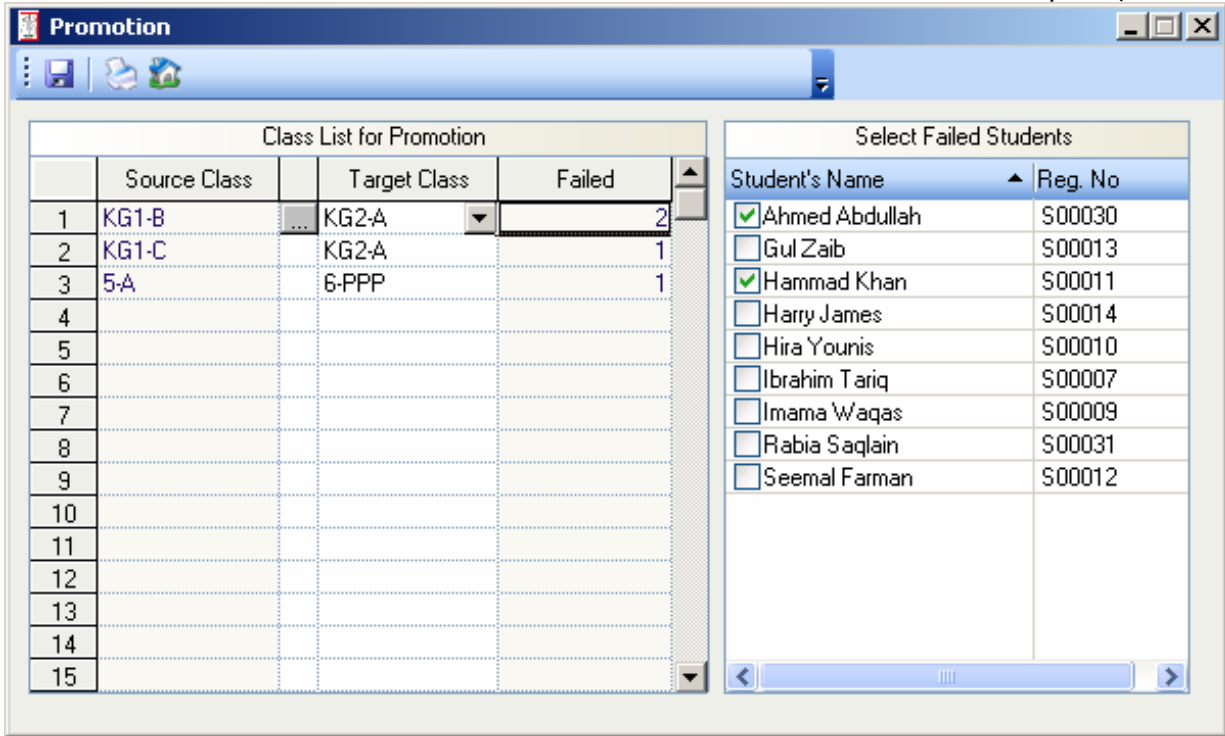
Show another Group Show Students >>>

	Student Name	Reg. No.	Biology 03	Chemistry 04	Physics 05	Arabic 07	English 01	Geographic al Studies 06	Islamic Studies 02
1	Ahmed Abdullah	S00030	68	58	20	91	85	45	55
2	Gul Zaib	S00013				92	66	87	73
3	Hammad Khan	S00011							
4	Harry James	S00014							
5	Hira Younis	S00010							
6	Ibrahim Tariq	S00007							
7	Imama Waqas	S00009							
8	Rabia Saqlain	S00031							
9	Seemal Farman	S00012							
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Mode: Add

Promotion

SchoolOutlook simplifies the process of promotion with a very user-friendly promotion module. Failed students will remain in the same class on selection and passed students are promoted to next class. In case if school has to promote a student in a special case then a separate individual promotion form is available where all the necessary information such as Reason of Promoting, authorized by etc will be defined before the promotion. Promotion process is completely protected by a separate password set by system administrator.



Reg. No.	Student's Name	PT Code
Class : KG1-C		
S00008	Hajra Tariq	p00004
S00011	Hammad Khan	P00006
S00030	Ahmed Abdullah	P00010
No. of Failed students :		3

Accounts

SchoolOutlook presents comprehensive accounts module which is completely integrated with other modules. **SchoolOutlook** generates automatic fee invoices for all the classes or selected class. Manual invoice generation is also available where user can select required fee types and give amounts. Discounts are calculated automatically according to the discount setting for each student which has been set at discount group form. User defined fee types and easy fee grouping settings facilitates the

Developed By Farahat & Co accountants to manage invoice generation. There are multiple reports available for student balance and other transactions. Some of the available objects in accounts module are narrated below.

Accounts Transactions

- ◆ User Defined Fee Types
- ◆ Fee Type Group
- ◆ Auto-Generated Invoicing
- ◆ Manual Invoicing
- ◆ Student Opening Balance
- ◆ Student Receipt
- ◆ Parent Receipt
- ◆ Cash Payment Method
- ◆ PDC (Post Dated Check) Payment Method
- ◆ Bounced / Return Check Management
- ◆ Deposits to Bank
- ◆ Auto Reminder for Outstanding Balance

Accounts Reports

- ◆ Student Ledger
- ◆ Statement of Accounts (Student)
- ◆ Daily fee Collection
- ◆ Monthly Fee Collection
- ◆ PDC (Post Dated Check) Listing
- ◆ Check Bounced / Returned Register
- ◆ Deposits & Receipt
- ◆ Discounted Student List
- ◆ Pending Receivables
- ◆ Invoice Register

- ◆ Receipt Register
- ◆ Standard Invoice print format (Customizable)
- ◆ Standard Receipt print format (Customizable)
- ◆ Deleted Invoices

- ◆ Deleted Receipt
- ◆ Student Arrears
- ◆ Parent Arrears
- ◆ Advance List

Invoice Generation

Generate Invoice as on Period (mm/yyyy) Invoice Date

Bus Fee Code Bus Fee Class Reg. No.

Generate Invoices

Reg. No. wise Student Name wise Parent Code wise Class wise

Invoice No.	Reg.No.	Student Name	Class	Amount
✓ 102	S00007	Ibrahim Tariq	KG1-B	650
Total				650

Mode : View

Parent Receipt

Rec. No: 000010 Rec. Date: Pt Code: P00005
 Name: Kamran Aziz Tel. No.: +971-4-2569874 Arrears: 7560 Show Invoice

Cheque Date: Cheque No.: Bank Name: Area: Al-Jafalia
 Cheque Amt.: 0 Cash Amount: 18110 Total Amount: 18110

	Reg No	Student Name	Fee Code	Fee Def.	Period	Amt. Due	Amt. Received
1	S00021	Arslan Aziz	F002	Tuition Fee	03/2004	800.00	800.00
2	S00021	Arslan Aziz	F003	Examination Fee	03/2004	250.00	250.00
3	S00023	Mahvish Aziz	F002	Tuition Fee	03/2004	600.00	600.00
4	S00023	Mahvish Aziz	F003	Examination Fee	03/2004	250.00	250.00
5	S00023	Mahvish Aziz	F006	Bus Fee	03/2004	50.00	50.00
6	S00022	Nauman Aziz	F002	Tuition Fee	03/2004	800.00	800.00
7	S00022	Nauman Aziz	F003	Examination Fee	03/2004	250.00	250.00
8	S00004	Sibgahatullah Khan	F002	Tuition Fee	03/2004	500.00	500.00
9	S00004	Sibgahatullah Khan	F003	Examination Fee	03/2004	100.00	100.00
10	S00021	Arslan Aziz	F001	Admission Fee	04/2004	1500.00	1500.00
11	S00021	Arslan Aziz	F002	Tuition Fee	04/2004	800.00	800.00
12	S00021	Arslan Aziz	F004	Library Security Fee	04/2004	800.00	800.00
Total						18110.00	18110.00

Mode : View

Receipt Entry

Rec. No: 000006 Rec. Date: 11/09/2004 See Balance (F7)
 Reg. No: S00001 Name: Aaiman Aziz
 Class: 5-A Sponsor: Kamran Aziz
 Arrears: 5360 Tel. No.: +971-4-2569874 PT Code: P00005

Payment Details

	Payment Type	Cheque No	Cheque Date	Bank Name	Area	Amount
1	Cash					1470.00
2						
3						
4						
5						
Total						1470.00

Invoice Generation
 For the period From 10/2004 To 10/2004 Generate Invoice View Allocation

	Invoice No	Fee Code	Fee Def.	Period	Amt. Due	Amt. Received
1	2	F002	Tuition Fee	03/2004	200.00	200.00
2	2	F003	Examination Fee	03/2004	100.00	100.00
3	2	F006	Bus Fee	03/2004	60.00	60.00
4	32	F001	Admission Fee	04/2004	500.00	500.00
5	32	F002	Tuition Fee	04/2004	300.00	300.00
Total					1470.00	1470.00

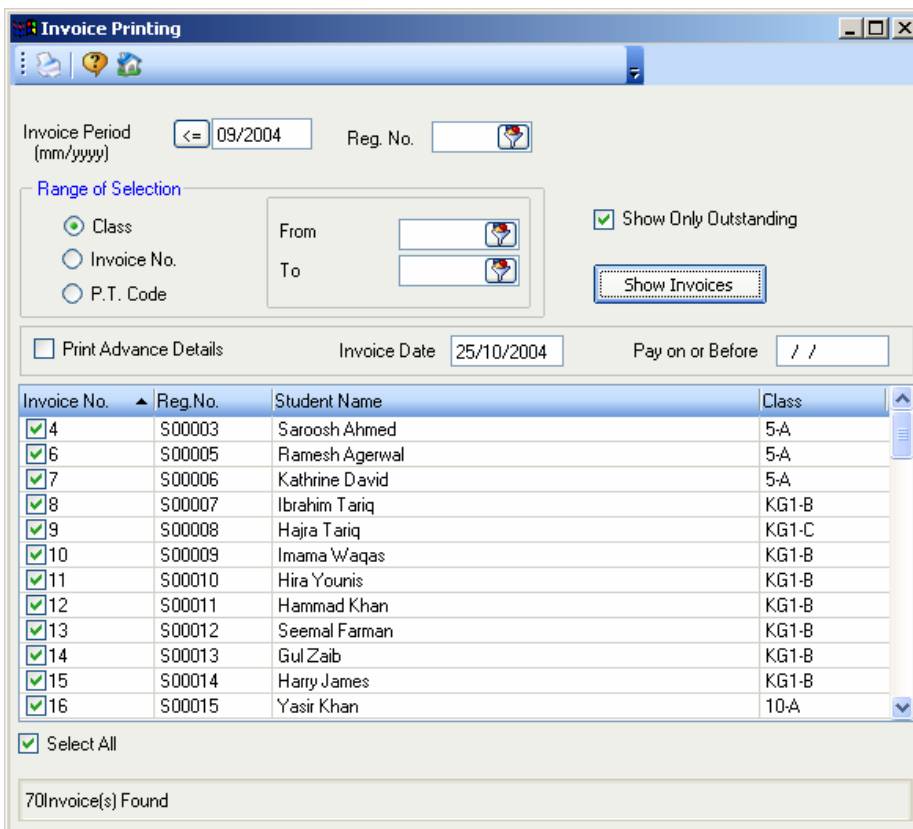
Remarks:

Mode : View

Ledger Report

Voucher No.	Date	Period	Description	Debit	Credit	Balance
			Balance C/f	360.00		360.00Dr
32	10/04/2004	04/2004	Admission Fee	500.00		860.00Dr
32	10/04/2004	04/2004	Tuition Fee	300.00		1,160.00Dr
32	10/04/2004	04/2004	Library Security Fee	250.00		1,410.00Dr
32	10/04/2004	04/2004	Bus Fee	60.00		1,470.00Dr
Total				1,470.00	0.00	1,470.00Dr

Invoice Receipt Print



Invoice Period (mm/yyyy) <= 09/2004 Reg. No. [Search]

Range of Selection

Class From [Search] To [Search] Show Only Outstanding

Invoice No. P.T. Code

Print Advance Details Invoice Date 25/10/2004 Pay on or Before / /

Invoice No.	Reg.No.	Student Name	Class
<input checked="" type="checkbox"/> 4	S00003	Saroosh Ahmed	5-A
<input checked="" type="checkbox"/> 6	S00005	Ramesh Agerwal	5-A
<input checked="" type="checkbox"/> 7	S00006	Kathrine David	5-A
<input checked="" type="checkbox"/> 8	S00007	Ibrahim Tariq	KG1-B
<input checked="" type="checkbox"/> 9	S00008	Hajra Tariq	KG1-C
<input checked="" type="checkbox"/> 10	S00009	Imama Waqas	KG1-B
<input checked="" type="checkbox"/> 11	S00010	Hira Younis	KG1-B
<input checked="" type="checkbox"/> 12	S00011	Hammad Khan	KG1-B
<input checked="" type="checkbox"/> 13	S00012	Seemal Farman	KG1-B
<input checked="" type="checkbox"/> 14	S00013	Gul Zaib	KG1-B
<input checked="" type="checkbox"/> 15	S00014	Harry James	KG1-B
<input checked="" type="checkbox"/> 16	S00015	Yasir Khan	10-A

Select All

70 Invoice(s) Found

Reg. No. : S00001		Receipt No. : 00001	
Name : Aaima Aziz		Date : 08/08/2004	
Parent Name & Code : Kamra Aziz (P00005)		Grade : S-A	
Fee Code	Fee For the Period	Amount (AED)	
F001	Admission Fee 08/2004	100.00	
F002	Tuition Fee 08/2004	500.00	
F003	Examination Fee 08/2004	100.00	
F004	Library Security Fee 08/2004	500.00	
Balance : 360.00		Cash Amount : 100.00	Chq. Amount 2,000.00
		2100.00	
Cash / Cheque No. & Date 25-62-35-63-21 08/08/2004 Middle East Bank Ltd Cashier Kamra			
G.T. (In words) AED, 100 thousand one hundred and zero/100 only Received By :			
Remarks : Signature :			

Ministry Reports

SchoolOutlook accumulates all the standard ministry reports according to the ministry formats. The reports and other ministry related modules are updated if there is any change in formats from ministry. Few of the ministry required entities are narrated below.

- ◆ Ministry Reports (Staff)
- ◆ Ministry Reports (Student)
- ◆ Blue Register
- ◆ Attendance & Absent Details
- ◆ Annual Exam Result
- ◆ Transfer Certificates (TC)
- ◆ Admission Form
- ◆ Re-Admission Form
- ◆ Leaving Certificate
- ◆ Certificate of Continuation
- ◆ Conduct Certificate
- ◆ Staff Admission Form
- ◆ Administration Detail Report

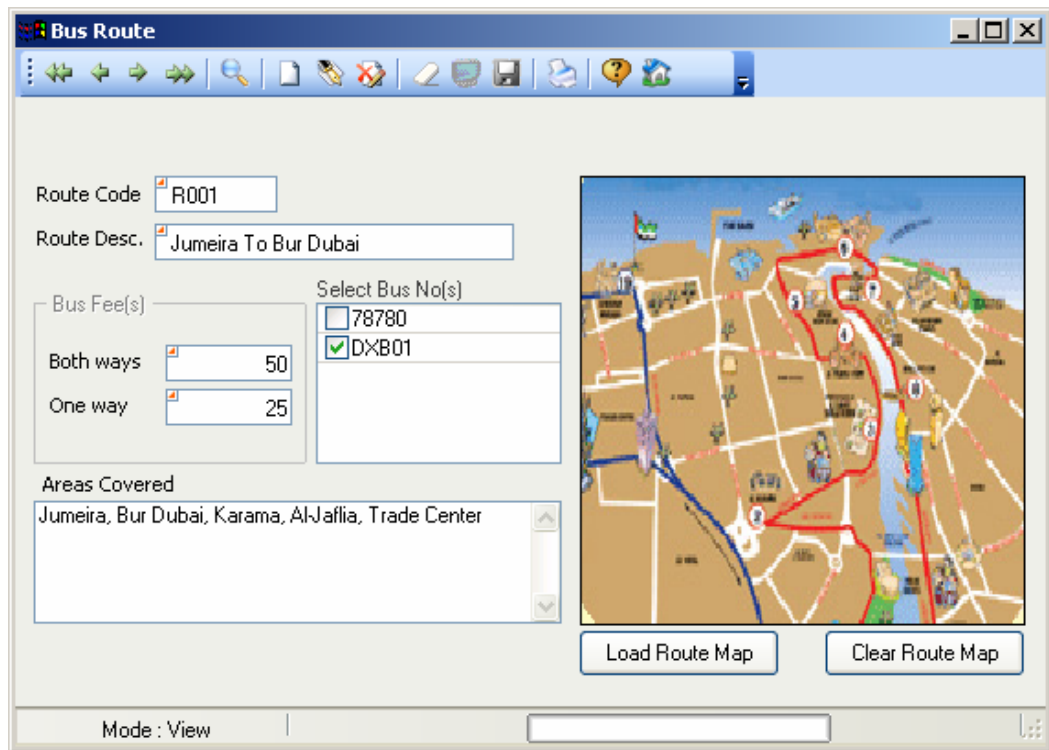
SchoolOutlook Capability Manual

- ◆ Picnic Form

Transport Management System

SchoolOutlook provides a very useful module to manage the transportation system. User defined Bus Route option helps the user to setup all the routes and their respective buses with one way or two-way fairs. Routes are allotted to each student according to their requirement. Some of the important options are narrated below.

- ◆ Bus Master
- ◆ Bus Routes
- ◆ Student Register (Bus Route Wise)
- ◆ Student Register (Bus No Wise)



Bus No.	Driver's Name	Capacity	Other Staff
78780	Mohammed Arshad Iqbal	25	Jamshed Ahmed
DXB01	Mohammed Ghulam Fareed Naulakh	35	Gul Sher Anjum

Inventory Control System

SchoolOutlook provides a useful module to manage the stock i-e Stationary, Uniform etc used in the school. Stock can be issued to any of the staff member or to a student. Available options for inventory control system are defined as under.

Transaction

- ◆ Item Master
- ◆ Item Groups (Class Wise)
- ◆ Supplier Definition
- ◆ Stock Receipt Voucher (SRV)
- ◆ Stock Issue Voucher (SIV)

Reports

- ◆ Stock Ledger
- ◆ Stock Position
- ◆ Stock Receipt Register
- ◆ Stock Issue Register
- ◆ Item Group List
- ◆ Item List