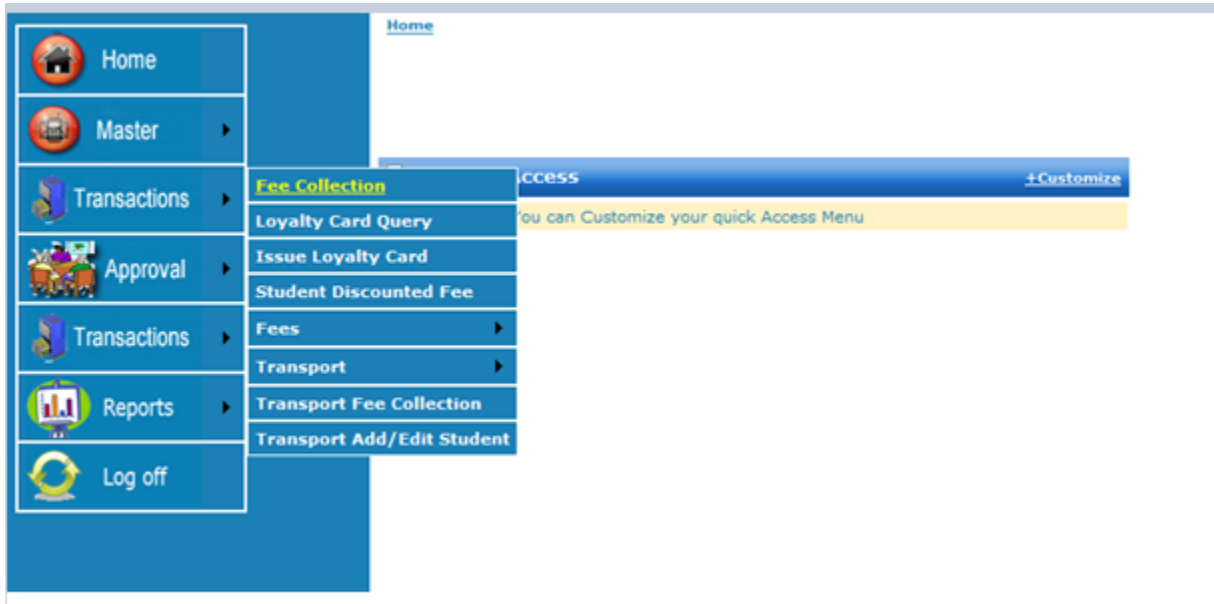


GEMS School Catering Account – User Guide for GEMS Cashier

The School Cashier can collect cash on behalf of Ph7 and KEITA. The option to do this is available in OASIS->Fees Module->Fee Collection



The Cashier has to search and select the student for whom Catering fees have to be collected. After the selection a button **Catering Charge** becomes visible, see screenshot below.

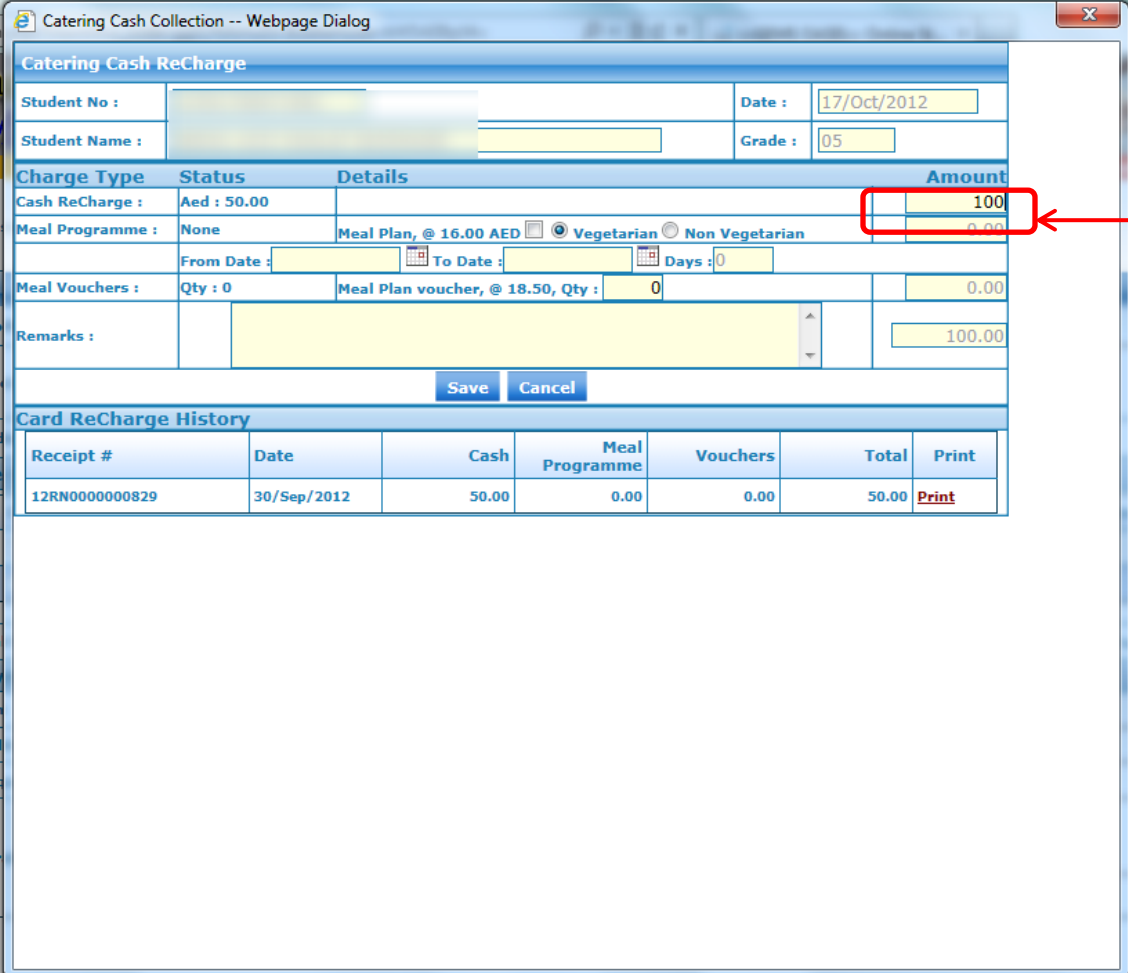
Fee Collection									
Enrollment/Enquiry		<input checked="" type="radio"/> Enrollment# <input type="radio"/> Enquiry#		Date: 17/Oct/2012					
Select Student		<input type="text"/>							
		<input type="button" value="Select Discount"/> <input type="button" value="More Info"/> <input type="button" value="Transport Fee"/> <input type="button" value="Catering Charge"/>							
Academic year		2012-2013 (IB)		<input type="checkbox"/> Co-brand Payment Grade : Grade 9 - KT		Join Date : 02/Sep/2010			
Fee Details									
C.P	Fee	Opening	Charge	Concession	Adjustment	Paid	Net	Discount	Paying Now
<input type="checkbox"/>	TUITION FEE	41,890.00	0.00	0.00	0.00	0.00	41,890.00	0.00	41890
<input type="checkbox"/>	REGISTRATION FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Add More Fee Head(s)									
Total Outstanding		41890.00		Total		(Discount : 0.00)Total Fee 41890.00			
Payment Details						Total			
Cash		<input type="text"/>		Due		0.00			
Credit Card		<input type="text" value="0"/>		Total Received		<input type="text"/>			
Cheque Total		<input type="text"/>		Balance		<input type="text"/>			
Narration		<input type="text" value="Fee Collection for the month of Oct 2012"/>							
		<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="checkbox"/> Remember Payment Info		<input type="button" value="Next"/>					

Catering Cash Collection: There are 3 options to select...

1. **Cash Recharge:** The Cashier will enter the amount, minimum 50 Aed (see red mark)

2. **Meal Programme:** select checkbox, an amount and date range will appear automatically, minimum days are 30 academic days and maximum days are for current academic term. The cashier can modify the date range.
3. **Meal Vouchers:** enter quantity, based on the meal rate the amount is automatically calculated.
4. **Errors and Refunds:** Errors (when a wrong student was selected and a reversal is required), or Refund (when a students is taking a TC) you can enter a negative amount, in screen shot the "Status" shows current student balance as 50.

After entering the values click on save.



Catering Cash ReCharge

Student No : Date : 17/Oct/2012

Student Name : Grade : 05

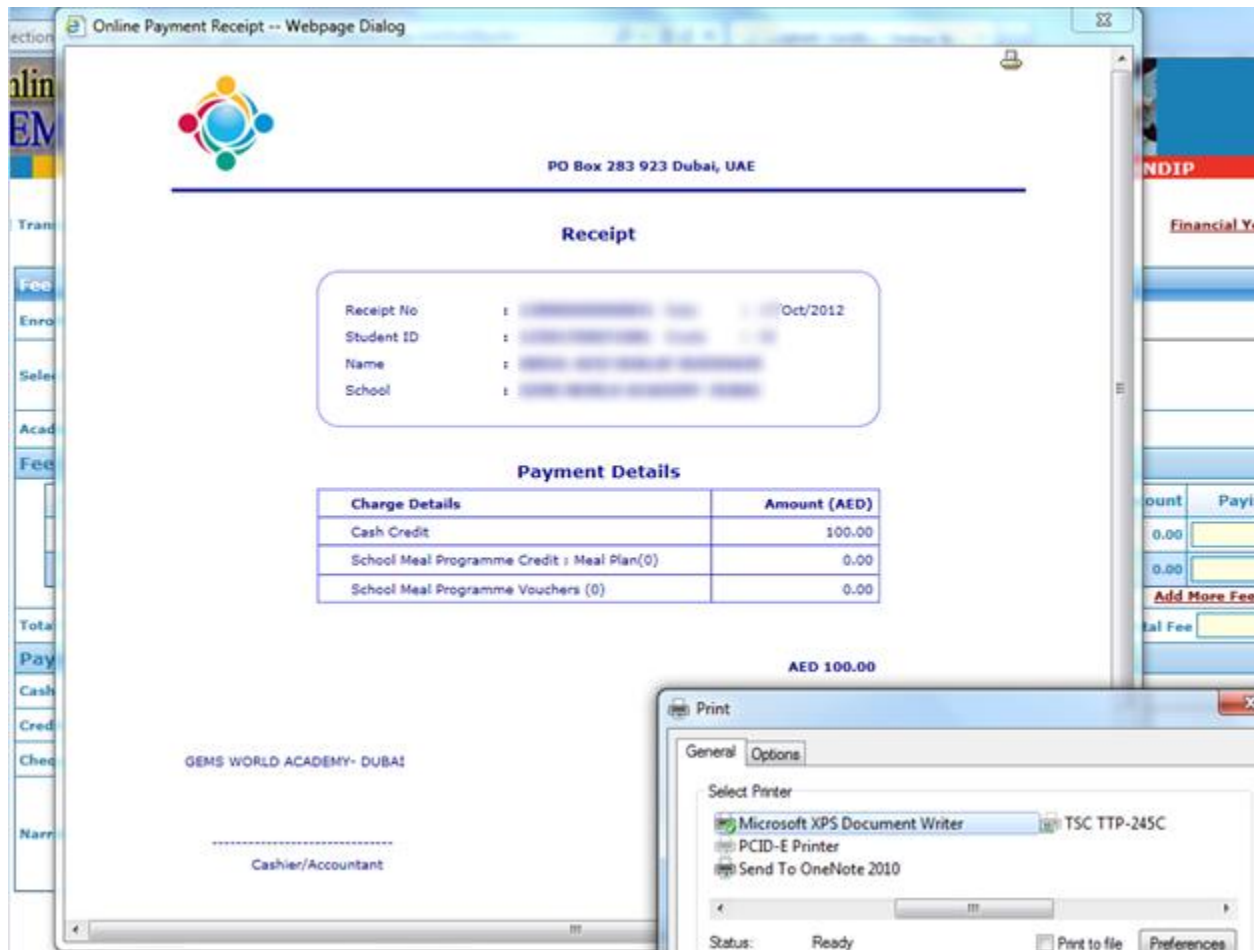
Charge Type	Status	Details	Amount
Cash ReCharge :	Aed : 50.00		100.00
Meal Programme :	None	Meal Plan, @ 16.00 AED <input type="checkbox"/> Vegetarian <input checked="" type="radio"/> Non Vegetarian <input type="radio"/>	0.00
	From Date :	To Date :	Days : 0
Meal Vouchers :	Qty : 0	Meal Plan voucher, @ 18.50, Qty : 0	0.00
Remarks :	<input type="text"/>		100.00

Save Cancel

Card ReCharge History

Receipt #	Date	Cash	Meal Programme	Vouchers	Total	Print
12RN0000000829	30/Sep/2012	50.00	0.00	0.00	50.00	Print

Receipt printing: after saving the record, a receipt is printed automatically, which can be given to the parent.



The screenshot shows a web browser window titled "Online Payment Receipt -- Webpage Dialog". The page header includes the school logo and "PO Box 283 923 Dubai, UAE". The main content is a receipt for "GEMS WORLD ACADEMY - DUBAI".

Receipt

Receipt No : [REDACTED] Oct/2012
 Student ID : [REDACTED]
 Name : [REDACTED]
 School : [REDACTED]

Payment Details

Charge Details	Amount (AED)
Cash Credit	100.00
School Meal Programme Credit : Meal Plan(0)	0.00
School Meal Programme Vouchers (0)	0.00

AED 100.00

GEMS WORLD ACADEMY - DUBAI

 Cashier/Accountant

The "Print" dialog box is open, showing the "General" tab. The "Select Printer" list includes "Microsoft XPS Document Writer", "PCID-E Printer", and "Send To OneNote 2010". The "Microsoft XPS Document Writer" is selected, and the printer name "TSC TTP-245C" is visible. The status is "Ready" and there are "Print to file" and "Preferences" options.

Catering Cash Collection Report: The cash collected for Ph7 and KEITA is NOT posted to OASIS. This cash, along with the report shown below, should be handed over to the Ph7 and KEITA Cashier at the end of each day.

Catering Cash Collection Report			
From Date	<input type="text" value="17/Oct/2012"/>	To Date	<input type="text" value="17/Oct/2012"/>
User Name	<input type="text" value="sandip.kapil"/>		
<input checked="" type="radio"/> Detailed <input type="radio"/> Summary		<input type="checkbox"/> View All Users	<input type="button" value="Generate Report"/> <input type="button" value="Cancel"/>