

UNIVERSITY ERP SYSTEM

Pre-Registration Module



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INTRODUCTION

At some stage while we were implementing the University ERP project at a local college, we introduced a new module called the Pre-Registration Module. After going through few times with client on college operations and processes, we understand that there is a need to have a separate module before the academic personal registers student permanently into the system. What do I mean by this? Let me explain to you how the Pre-Registration Module works.

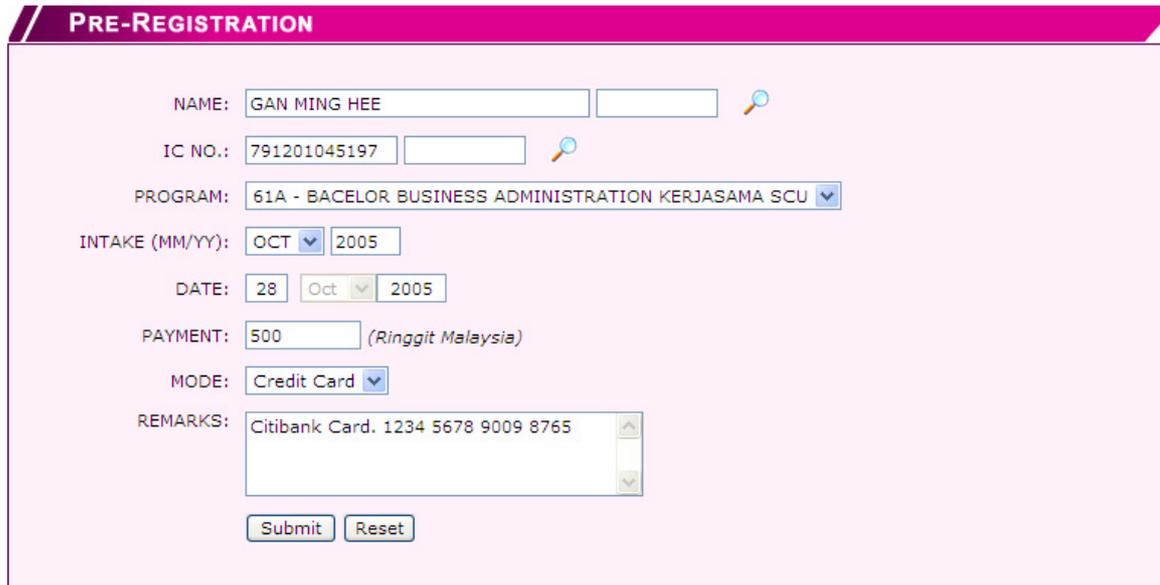
Normally after some hectic marketing promotions, road shows, exhibitions, it comes to the College Open Day / Registration Day. Potential student will then visit the college; check out course/program info, and perhaps register for their preferable course/program. The Pre-Registration Module allows person-in-charge at the PC terminal, across the internet, quickly take down student info, receive down payment, and issue a receipt (with auto-generated matric number) in return. In fact, the Pre-Registration Module can also be used during road show, exhibition, etc.

When the Pre-Registration Module is in action, the system will read from the defined fee structure, auto-generate an invoice, and create a receipt based on the generated invoice. At the same time, the potential student info is populated into a pre-registration list for further follow-up. On the next day, the person-in-charge (academic personal) then retrieves the pre-registration list and register students permanently into the system, by keying in more detailed personal information and course enrolment details. It is a truly fully integrated solution!

HOW DOES IT WORK?

1) Pre-Registering a Potential Student

During the Open Day / Registration Day, the Pre-Registration Module will be assigned and display on each PC terminals. The person-in-charge will only have to sit at the counter, key in student info into the system and then print out a auto-generated receipt in return.



The screenshot shows a web-based form titled "PRE-REGISTRATION". The form contains the following fields and controls:

- NAME:** A text input field containing "GAN MING HEE" and a search icon.
- IC NO.:** A text input field containing "791201045197" and a search icon.
- PROGRAM:** A dropdown menu showing "61A - BACELOR BUSINESS ADMINISTRATION KERJASAMA SCU".
- INTAKE (MM/YY):** Two dropdown menus, the first showing "OCT" and the second showing "2005".
- DATE:** A text input field containing "28", a dropdown menu showing "Oct", and another dropdown menu showing "2005".
- PAYMENT:** A text input field containing "500" with the text "(Ringgit Malaysia)" next to it.
- MODE:** A dropdown menu showing "Credit Card".
- REMARKS:** A text area containing "Citibank Card. 1234 5678 9009 8765".
- Buttons:** "Submit" and "Reset" buttons at the bottom.

Step 1: Enter student info - NAME, IC NO.

Step 2: Identify PROGRAM selection and INTAKE BACTH *

Step 3: Enter PAYMENT Info – PAYMENT AMOUNT, PAYMENT MODE, REMARKS **

Step 4: Click on "Submit" button to confirm registration

Note:

* by selecting PROGRAM and INTAKE, the system will look for the defined fee structure and generate an invoice for this student.

** the system will deduct the down payment amount from the student account and create a receipt for this payment.

P/S: We shall further discuss on these in the later stage of this tutorial.

PRE-REGISTRATION

MATRIC: 051000246
NAME: GAN MING HEE
IC NO.: 791201045197
PROGRAM: 61A - BACELOR BUSINESS ADMINISTRATION KERJASAMA SCU
INTAKE(MM/YY): 0510
DATE: 28 Oct, 2005
PAYMENT: 500.00 (Ringgit Malaysia)
MODE: Credit Card
REMARKS: Citibank Card. 1234 5678 9009 8765

Print Receipt

Register Next

Step 1: Simply click on the “Print Receipt” button to print out receipt at the attached printer, or

Step 2: Click on the “Register Next” button to proceed to the next registration

Do You Realise? The system has just auto-generated a MATRIC NO. (051000246) for this student

Official Receipt

Matric No.: 051000246
Name: GAN MING HEE
IC No: 791201045197
Program: 61A BACELOR BUSINESS ADMINISTRATION
KERJASAMA SCU
Semester:
PAYMENT FOR:

Receipt No: RCT/00118
Date: 28 Oct, 2005
Payment Mode: Credit Card
Remarks: Citibank Card. 1234 5678
9009 8765

Item	Invoice No.	Code	Semester	Description	Amount (RM)
1.	INV/00002567	TUIT	Period A-SEMESTER 1	TUITION FEE	500.00
TOTAL AMOUNT:					500.00
RINGGIT MALAYSIA: FIVE HUNDRED ONLY					

Payments made are not refundable

Do You Realise? Receipt (RCT/00118) of RM500 payment has just been paid off to Invoice (INV/00002567).

Note: Receipt printout is created using integrated Jasper Report engine and the layout can easy be changed by using iReport program

2) Modifying a Pre-Registered Student Info

It always happen that the person-in-charge might make mistake and say, "Oh no! I missed out letter A". Or a student might change his/her mind and say, "Erm... I think I want to pay RM200 more, can you make the change?" The Pre-Registration Module allows quick search and making amendment to pre-registered student info.

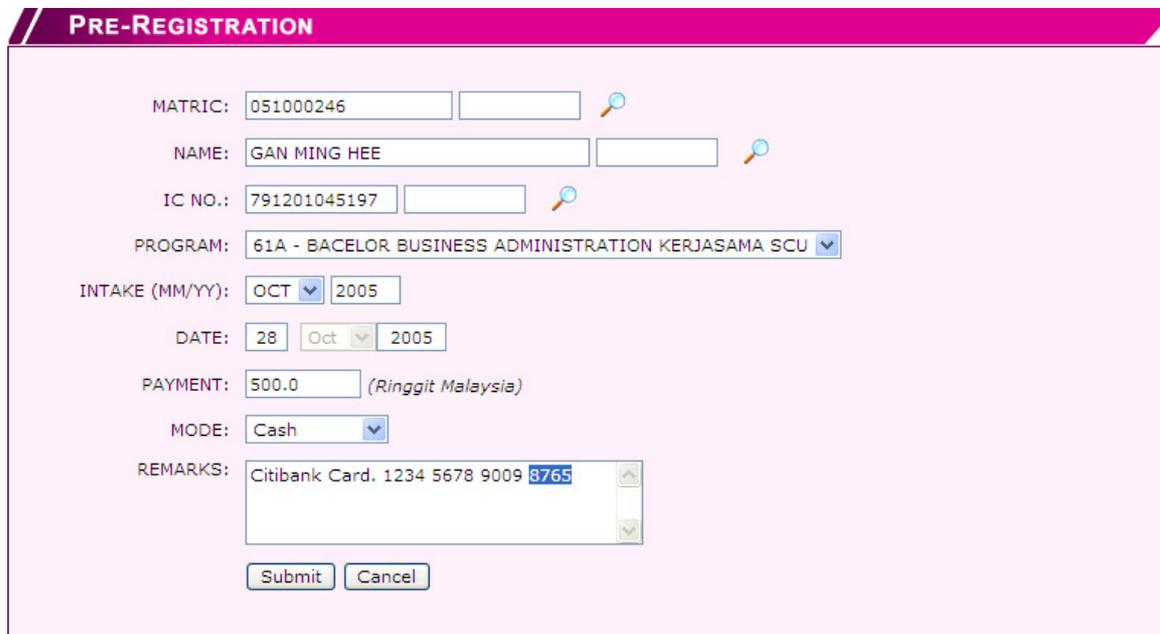


The screenshot shows the 'PRE-REGISTRATION' form with the following fields:

- NAME:
- IC NO.:
- PROGRAM:
- INTAKE (MM/YY):

Step 1: Key in NAME, press Enter on the keyboard or click on to search pre-registered student by NAME.

Step 2: Key in IC NO., press Enter on the keyboard or click on to search pre-registered student by IC NO.



The screenshot shows the 'PRE-REGISTRATION' form with the following fields:

- MATRIC:
- NAME:
- IC NO.:
- PROGRAM:
- INTAKE (MM/YY):
- DATE:
- PAYMENT: (Ringgit Malaysia)
- MODE:
- REMARKS:

Buttons:

Step 1: Make your changes and click on "Submit" button to confirm changes.

Step 2: Print a new Receipt by clicking the same "Print Receipt" button.

3) Understanding Invoice and Payment Receipt for Pre-Registration Module

At this moment, you might be asking, how the system knows how much to invoice? And how it knows for which invoice I am paying for? Let me explain to you.

This fully integrated system will always refer to the fee structure for any invoice-able amount. What you need to do is simply assign a staff to setup fee structure in advance and the system will do the rest for you!

For your info, this system supports multiple intakes for each program; therefore different intake can have different fee structure setup (we shall discuss further on multiple intakes per session in another tutorial). I guarantee you will find more surprises in this system :)

PERIOD	FEE CODE	DESCRIPTIONS	AMOUNT
SEMESTER 1	TUIT	TUITION FEE	RM 2,000.00 Delete
SEMESTER 2	TUIT	TUITION FEE	RM 2,200.00 Delete
SEMESTER 3	TUIT	TUITION FEE	RM 2,400.00 Delete

Open up Fee Structure module, look for Program BBA (SCU) and Intake 0510 (special intake code showing intake year and month in YYYYMM format). Do you notice a RM2,000 is being setup as TUITION FEE for SEMESTER 1?

When a student is pre-registering for Intake batch 0510 of Program BBA (SCU), the system will read from the defined fee structure table, take the amount RM2,000 and issue an invoice.

Payment is always made to clear off invoice(s) on a FIFO basis (we shall discuss further on FIFO payment in another tutorial). Since there is only one (1) invoice created at this moment, down payment made during Pre-Registration Module will of course create a receipt for this particular invoice.

STATEMENT OF ACCOUNT

Matric No.:

051000246

Name:

IC No.:

Matric: **051000246**

Name: **GAN MING HEE**

IC No.: **791201045197**

Program: **BBA(SCU) - BACELOR BUSINESS ADMINISTRATION KERJASAMA SCU**

Intake: **0510**

Period: **SEMESTER 1**

Date	Description	Debit	Credit	Account Balance
28 Oct, 2005	INV/00002568 (SEMESTER 1 TUITION FEE)	2000.0		
28 Oct, 2005	RCT/00118 (Citibank Card. 1234 5678 9009 8765)		500.00	
	TOTAL	2,000.00	500.00	1,500.00

The Account Statement should give you a clearer picture on what has just been discussed.

Invoice (INV/00002568) of RM2,000 amount has been created for this student account, as Semester 1 Tuition Fee, as defined in the Fee Structure Module. Receipt (RCT/00118) is being issued to student for the RM500 down payment made. This student account is now showing a balance of RM1,500 outstanding amount.

4) Completing Pre-Registered Process

After the long Open Day / Registration Day, the academic personal is now sitting in office in a relaxing mood. He can anytime, turn on his PC and look for the pre-registered student list for further follow-up action. What he needs to do is just login to the system and access the Student Enrolment Module.

The screenshot displays a web application interface for student enrolment. At the top, there is a section titled "GET FROM PRE-REGISTRATION LIST" with two rows of date pickers for "Start Date" and "End Date". Both are set to Year: 2005, Month: October, and Day: 28. A "Get List" button is located to the right. Below this is a "PERSONAL INFORMATION" section with a "SAVE" button. The form contains several fields: "Matric No:" with a "Get" button, "Name:" with a "..." button, "IC/Passport No:", "Address:", "City:", "State/Province:", "Zip/Postal Code:", "Country:" (set to MALAYSIA), "Email:", "Phone Number:", "Birth Date:" (Year: 1960, Month: Jan, Day: 1), and "Gender:" (set to MALE). A "SAVE" button is at the bottom left of the form area.

Look at the topper part of Student Enrolment window, there is a section called "GET FROM PRE-REGISTRATION LIST".

Step 1: Identify date duration where the Registration Day / Open Day happened. (*In my case is from Oct 28, 2005 to Oct 28, 2005, a one day event*)

Step 2: Retrieve the entire pre-registration student list in only one click on the "Get List" button.

The screenshot shows a search results page. At the top left, it says "Search result for:". On the top right, there is a "Back" link. Below this, it states "Retrieved Total Number of Records of 1 in 0.0 seconds". To the right of this is a "Page: 1" dropdown menu. The main content area shows a single record: "1) 051000246 GAN MING HEE". To the right of the record name is a "Get" button.

Step 3: Click on "Get" button to view and update student info in the list.

The academic personal can now complete the entire pre-registration process by effecting information for:

A) Student Personal Information

Biodata **Course Enrollment** **Subjects** **Course Structure** **Close**

LEARNING CENTRE: - ▼

PERSONAL INFORMATION SAVE

Matric No:

Name:

IC/Passport No:

Address:

City:

State/Province:

Zip/Postal Code:

Country: ▼

Email:

Phone Number:

Birth Date:

Gender: ▼

SAVE

B) Student Course Enrolment Information

Biodata **Course Enrollment** **Subjects** **Course Structure** **Close**

COURSE ENROLLMENT INFORMATION: UPDATE ...

Matric No: **051000246**

Name: **GAN MING HEE**

Institution: **CYBERNETICS INTERNATIONAL COLLEGE OF TECHNOLOGY**

Faculty: **CYBERNETIC**

Course: **CYBERNETIC OFFERD COURSES**

Program: **BACELOR BUSINESS ADMINISTRATION KERJASAMA SCU**

Track: **Default**

Intake (YYMM): **0510**

Intake Session: **MEI 2005/2006**

Academic Period: **SEMESTER 1**

C] Student Subject Selection Information

Biodata Course Enrollment Subjects Course Structure Close					
SEMESTER 1					Select Period of Study
Matric No / Name:	051000246 - GAN MING HEE				
Program:	BACELOR BUSINESS ADMINISTRATION KERJASAMA SCU (61A)				
Current Period:	SEMESTER 1				
Subjects for Period of:	SEMESTER 1				
Code	Title	Credit Hours	Status	Update Status	Type
					UPDATE STATUS
Select Subject Status:					
					ACTIVE
Select Subjects:					
Select Other Subjects:					- select -
					Add