



# PRODUCT BROCHURE



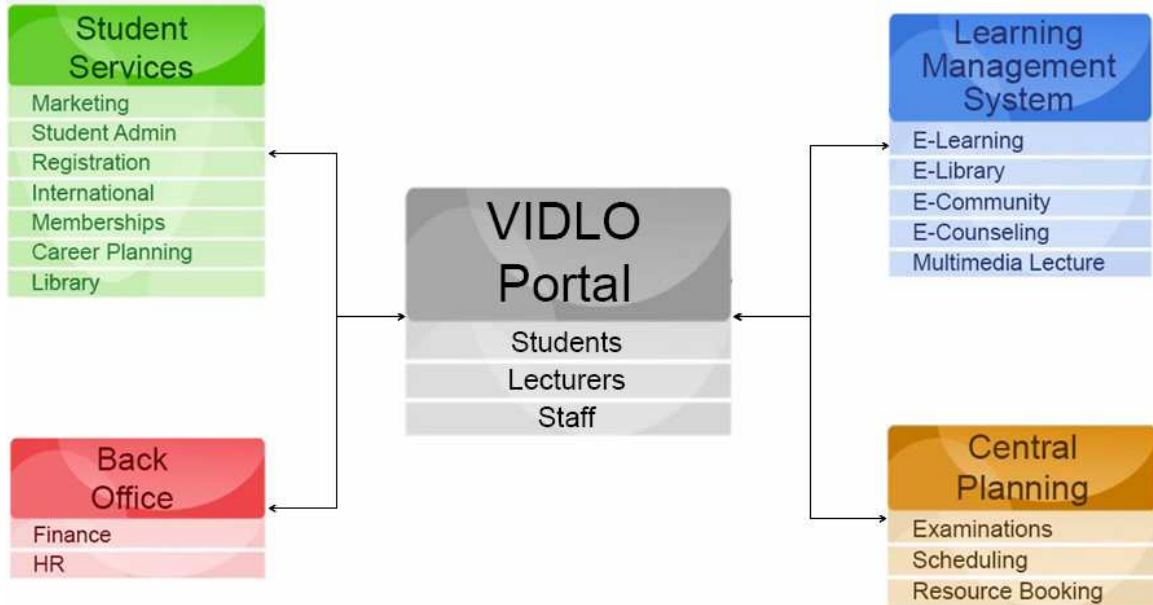
**AKLO Information Technologies (Pvt) Ltd**

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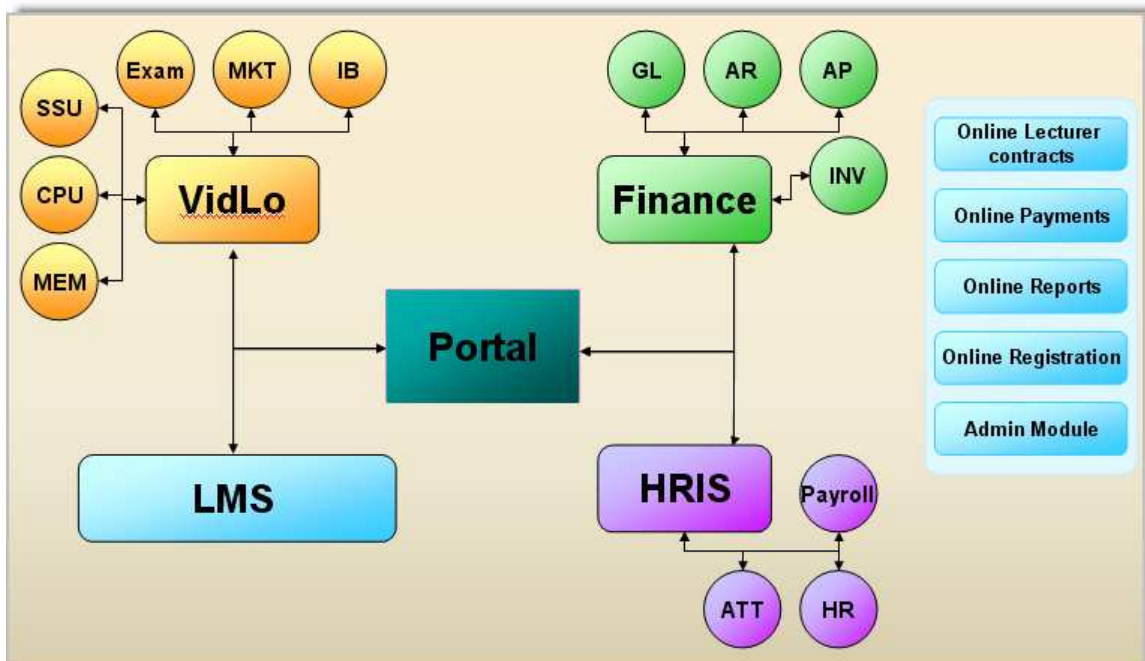
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## VIDLO – SOLUTION OVERVIEW

The VidLo Portal encompasses or interacts with many other modules or systems within the package to provide a complete out-of-box ready solution for the entire operations of any educational institution. The solution caters various types of users and their needs, as described below.

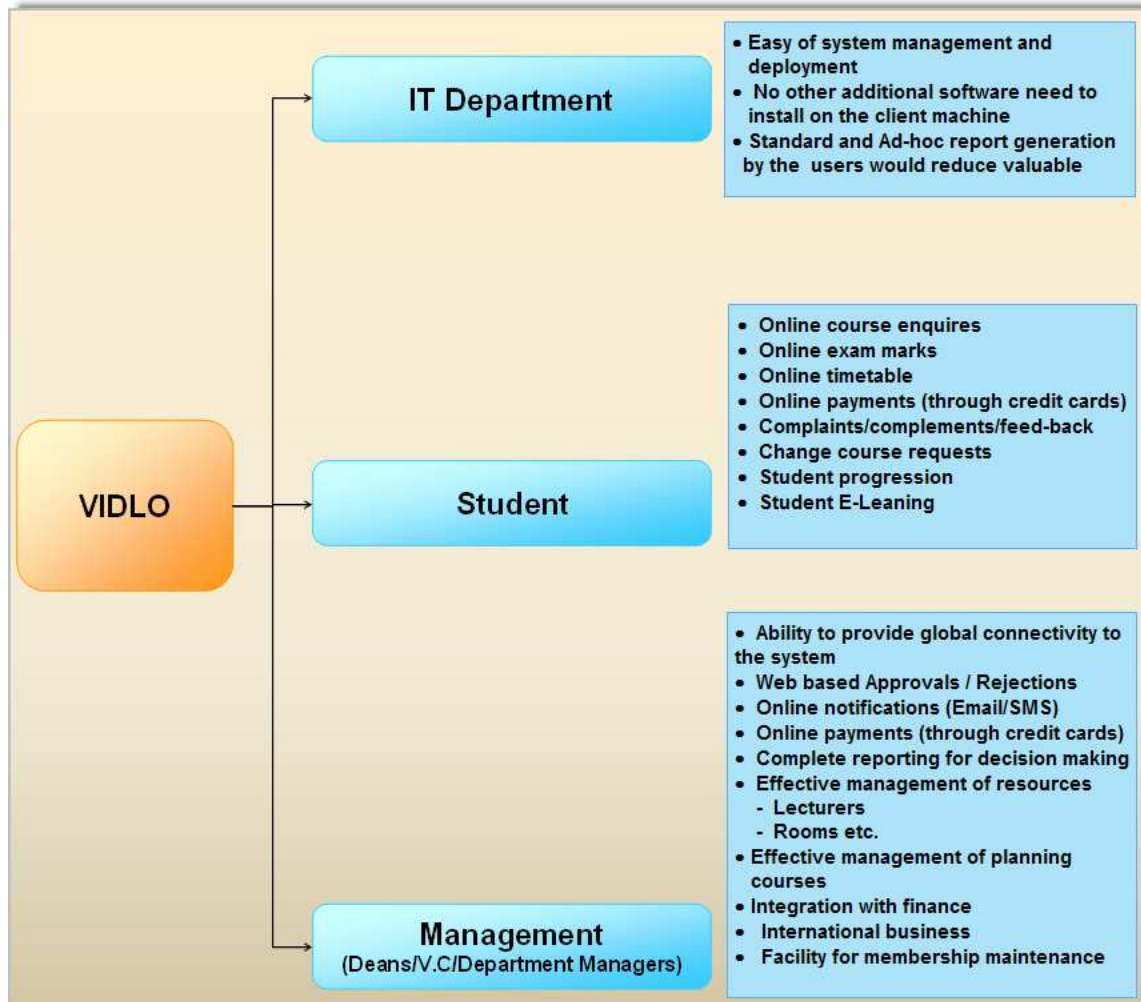


Each module or system contains within it, clearly identified sub modules; each of which are developed to cater to specific sub set of requirements. To facilitate these requirements each module has the link through the portal to access information from other relevant modules. Since the user privileges are all defined centrally through the Admin Module, the restrictions in access to various types of data to each user can be defined and controlled while allowing interaction within modules and systems.



## BENEFITS TO STAKE HOLDERS

The stake holders, in the educational institution, for this solution are identified as Students, Management and the IT Department. The solution takes into consideration each one of them, and provides customized services to each one of them to enhance their roles in the organization's operations. The following diagram specifies some of the key benefits that can be envisioned for each one of the stake holders identified above.











## UNIVERSITY MANAGEMENT SOLUTION

### *The Core Application*

UMS is a complete solution which has been tailored to cater to a complete set of activities which have been identified as the core of a University's management. The solution has been developed to automate and enhance these activities, and thereby enhance the operation of the entire University.



This solution encompasses the following modules:

-  Central Planning and Operations
-  Sales and Marketing Operations
-  International Business Operations
-  Student Management Services
-  Examination and Grading Operations
-  Member Services
-  Finance Solution
-  Administrative Module

## Central Planning and Operations

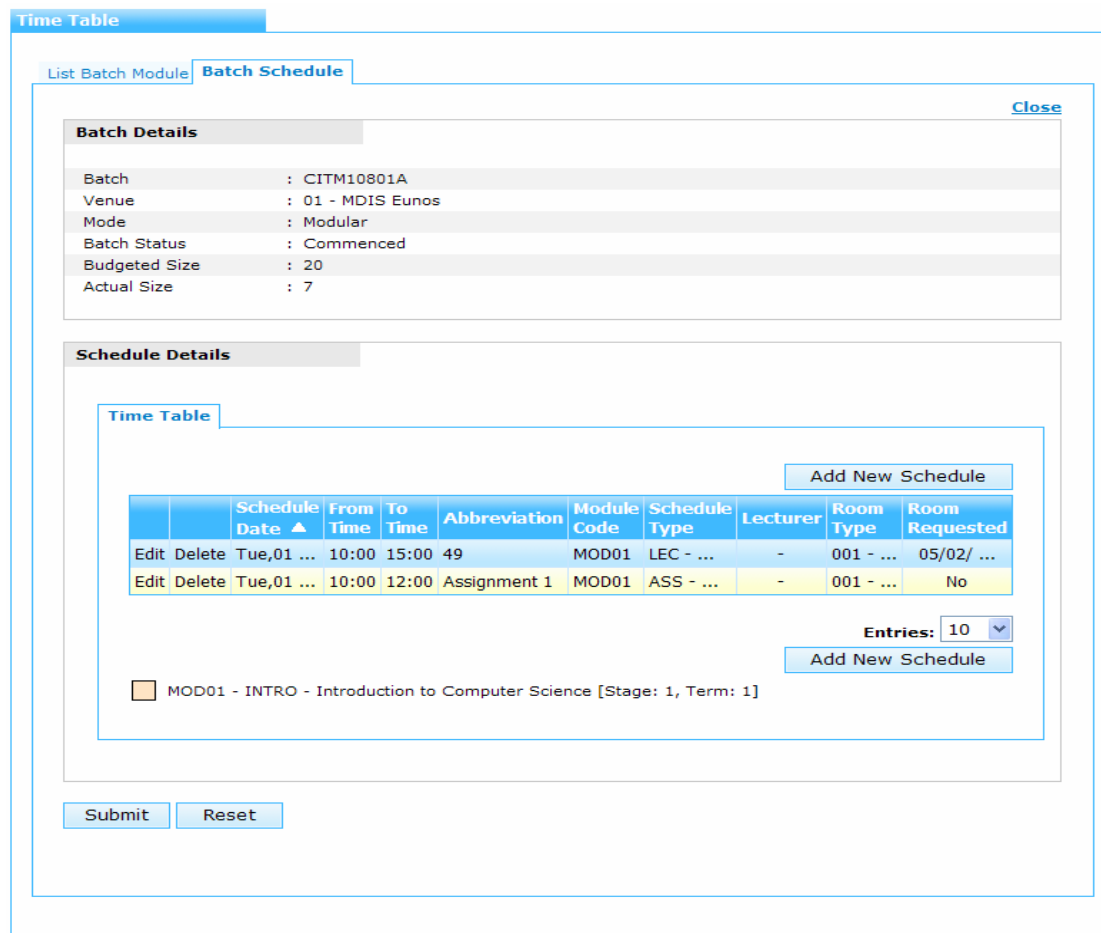
The Central Planning and Operations module comprises of all the operations which are involved in:

1. Scheduling of classes
2. Scheduling of resources

This module automates the central and main operations related activities of an educational institution; and thus this module is one of the most important parts of the University Management System.

### 1. Course Planning

- The Course Planning Module mainly concentrates on the scheduling activities for the entire collection of courses available in the University.
- This module prepares the
  - a. Main Course Schedule
  - b. Timetable
  - c. Payment Schedule.
- This automates the following processes to facilitate the preparation of the above mentioned module:
  - Creating Batches
  - Creating Course Information Lists
  - Creating the Tentative Course Schedule
  - Confirming and creating the Lecturer Schedules
  - And finally creating the Student Timetable



The screenshot shows a web-based interface for managing a course batch. It includes a 'Batch Details' section with the following information:

- Batch: CITM10801A
- Venue: 01 - MDIS Eunos
- Mode: Modular
- Batch Status: Commenced
- Budgeted Size: 20
- Actual Size: 7

Below this is the 'Schedule Details' section, which contains a 'Time Table' table. The table has the following columns: Edit, Delete, Schedule Date, From Time, To Time, Abbreviation, Module Code, Schedule Type, Lecturer, Room Type, and Room Requested. Two rows of data are visible:

Edit	Delete	Schedule Date	From Time	To Time	Abbreviation	Module Code	Schedule Type	Lecturer	Room Type	Room Requested
Edit	Delete	Tue,01 ...	10:00	15:00	49	MOD01	LEC - ...	-	001 - ...	05/02/ ...
Edit	Delete	Tue,01 ...	10:00	12:00	Assignment 1	MOD01	ASS - ...	-	001 - ...	No

At the bottom of the interface, there are 'Submit' and 'Reset' buttons, and a summary line for the batch: MOD01 - INTRO - Introduction to Computer Science [Stage: 1, Term: 1].

## 2. Lecturer Management

- The Lecturer Management module is used to manage the lecturer details including:
  - Contracting
  - Sourcing
  - Recruiting
  - And maintaining Lecturers.

**Note: This includes full time as well as part time lecturers.**

- This module actively interacts with the Course Planning Module to complete the course schedule maintenance and create the approved list of lecturers for each course offered.
- The module also is used for printing employment contracts for recruited lecturers.



## 3. Resource Booking and Management



- The Resource Booking module is used to monitor, manage, and maintain the resources such as rooms, equipments, and venues.
- This module is integrated with the Course Planner to arrange the facilities needed for the courses, lecturers and students.
- This ensures the availability of proper facilities when the course schedule is made.
- It also automates the process of assigning resource requirements per request, demanded by lecturers and students.

## Sales and Marketing Operations

This module handles the sales and marketing operations of the institution. This includes the marketing activities carried out by the institution as well as the recruitment process for a new batch in a course. This module interacts with the Central Operations Module to keep up-to-date information about courses and programs provided by the institution.

### 1. Handling Student Enquiries

- All student and prospective student inquiries are recorded and tracked by the system.
- Relevant details are added as the inquiry moves to the registration process.
- Each student is assigned to a program consultant who will be
  - Enrolling a student to a program / module / course
  - Tracking the progress of the student
  - And assisting him/her through the program / module / course.

Student Enquiry

List Enquiries
Edit Enquiry
Follow Up Enquiry
[Close](#)

Enquiry Details

Enquiry Reference Number	: EQ07120002
Subject	: Get Some Course Material
Student Name	: Hiran Thinnarachchi
Course Preferred	: -
Highest Qualification	: Diploma in Computer Science
Working Experience	: 2
Source of Enquiry	: School Talk
Status	: Pending

Contact Details

Contact Type	Name	Street	E-mail	Country	Correspondant
Residence	Hiran	Second Street	hiran@gmail.com	SG - Singapore	Yes

▼ Hide Follow up History

Follow up History

Action Taken	Planned Next Follow up Date	Updated Date	Reference Text
aaa	26/01/2008	22/01/2008	Edited course enquiry log EQ07120002
Prg. Consultant changed	01/02/2009	22/01/2008	Test
pass	14/05/2008	24/01/2008	Edited course enquiry log EQ07120002
Prg. Consultant changed	01/01/2008	24/01/2008	ff

Current Follow up Details

Action Taken\*

Next Follow up Date

Status\* - Select -

## 2. Program Consultants and Operations Planning

This module keeps track of the Program Consultants as well as the marketing related functions.

- The details of Program Consultants are handled by the system.
- For the Program Consultants relevant commission details are maintained by the system.
- For each consultant monthly targets are assigned and can be tracked by the system. According to the performance incentives or retributions can be assigned by the system.
- Forecasting and budgeting for an academic year / session can be made through this system.



**Consultant Targets**

List Batch

**Consultant Targets Search**

	Batch	Program	Date Commenced	Date Completed	Status
<a href="#">Target (s)</a>	<a href="#">View</a> CITM10801A	Certificate in Computer Syste ...	01/01/2008	01/07/2008	Commenced
<a href="#">Target (s)</a>	<a href="#">View</a> CITM10801B	Certificate in Computer Syste ...	01/06/2008	01/12/2008	Recruited
<a href="#">Target (s)</a>	<a href="#">View</a> DCMM10801A	Diploma in Computer System De ...	01/02/2008	01/02/2009	Recruited
<a href="#">Target (s)</a>	<a href="#">View</a> DCMM10801B	Diploma in Computer System De ...	01/07/2008	01/07/2009	Commenced
<a href="#">Target (s)</a>	<a href="#">View</a> HCMM10801A	Higher Diploma in Computer Ba ...	01/03/2008	01/03/2009	Recruited
<a href="#">Target (s)</a>	<a href="#">View</a> HCMM10801B	Higher Diploma in Computer Ba ...	01/08/2008	01/08/2009	Recruited
<a href="#">Target (s)</a>	<a href="#">View</a> BCME20801A	Bachelor of Science in MIS	01/04/2008	01/10/2009	Recruited
<a href="#">Target (s)</a>	<a href="#">View</a> BCME20801B	Bachelor of Science in MIS	01/09/2008	01/03/2010	Recruited
<a href="#">Target (s)</a>	<a href="#">View</a> ACC010801A	Accounting Software	10/02/2008	10/02/2010	Cancelled
<a href="#">Target (s)</a>	<a href="#">View</a> DBMD10856A	Diploma in Business Managemen ...	11/02/2008	11/12/2008	Recruited

1 2

Entries: 10

### 3. Handling Student Registration and Initial Payments

- From the initial student inquiry to the process of registering into the institution is taken over by this unit.
- It also prints offer letters and student contracts at appropriate stages of the registration process.
- The module interacts with the payment modules to facilitate student payments at enrollment.



Application Confirmation

List Application
Confirm Application
[Close](#)

**Application Details**

Application Reference No	: APL08010005
Applied Date	: 11/12/2007
Approved Date	: 25/01/2008
Batch	: HCMM10801A - HCMM1 - Higher Diploma in Computer Based System Design (FullTime)
Batch Mode	: Modular
Course	: HCMM1 - Higher Diploma in Computer Based System Design (FullTime)
Status	: Approved

**Student Details**

Student Reference No	: MK0005
Name	: Pawani Nathasha
Primary ID No	: 828172450v
Primary ID Type	: National

**Course Module Details**

Batch	HCMM10801A - HCMM1 - Higher Diploma in Computer Ba: ▾
Batch Mode	Modular
Date Confirmed*	13/02/2008

Module	Type	Status
<input type="checkbox"/> MOD07 - VBII - Visual Basic 6.0 Programming II	Module	Pending
<input type="checkbox"/> MOD08 - C++ - OOP Programming With C++	Module	Pending
<input type="checkbox"/> MOD09 - BIS - Business Information Systems	Module	Pending

**Payment Details**

Payment Mode	FullPayment ▾	<input type="button" value="Calculate Amount"/>
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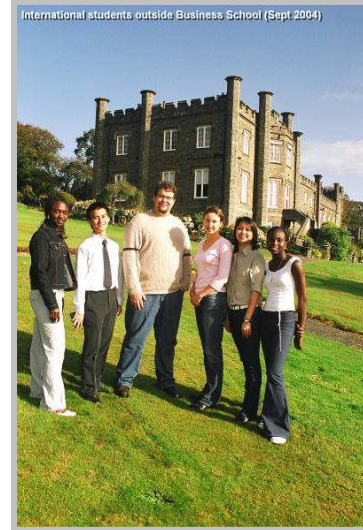
**Full Payment**

Course Fee	£350.00
Exempted Module Fee	£0.00
Bridging Module Fee	£0.00
Discount Amount	-

## International Business Operations

This module is run outside the local premises to provide the services which are provided by Sale and Marketing Module locally. The module functions at the international branch offices and interacts with the central system to provide the following services in addition to the Sales and Marketing Operations.

- Scheduling and tracking the English Language Courses provided by the International Branch Offices are facilitated by this module.
- Scheduling and conducting the Entry Examinations provided by the International Branch Offices are facilitated by this module.
- Along with these facilities the module also facilitates tracking of the progress of a student's visa application process.



### ICA Approval/Rejection

#### List Application

#### Application Search

Pending

			Student Name	Reference Number	Status
<a href="#">Approve</a>	<a href="#">Reject</a>	<a href="#">View</a>	333 33	12111111	Pending
<a href="#">Approve</a>	<a href="#">Reject</a>	<a href="#">View</a>	Dean John	STU011A	Pending
<a href="#">Approve</a>	<a href="#">Reject</a>	<a href="#">View</a>	Natasha Peries	RU00A	Pending
<a href="#">Approve</a>	<a href="#">Reject</a>	<a href="#">View</a>	Susil Wejethunga	45454	Pending

Entries: 10

## Student Management Services

This component handles the operations listed below as the services related to students who are participating in courses offered by the university. This interacts with the other modules in order to obtain and provide student information as needed.



### 1. Tracking of Payments for Courses

- This component keeps track of student payments for courses after the first payment.
- The first payment is made at registration and is handled by the Sales and Marketing module.
- Subsequent payments are handled by the Student management Services.
- Letters can be automatically generated to the students for due payments.

### 2. Tracking of Attendance and Progression through the Courses

- The student attendance for classes can be recorded through this module.
- A minimum attendance level can be maintained and a trigger will be set to notify the relevant people about a student's attendance when it falls below the required level.
- Also the progress of individual students through their respective course can be tracked by the Student Management Services.
- This will hold a record of the complete history of a student's academic progress. This will be used to make decisions about the student such as moving to the next level module according to exam results or providing a certification upon completion of a course.

**Student Progression**

[List Application](#)
[List Package Course\(s\)](#)
[Close](#)

**Application**

Student Id	: IBAPPREF01
Student Name	: Harinda Dias
Date of Birth	: 08/01/1975
Reference No	: IBAPPREF01
University	: ECU - Edith Cowan University
Package	: Pk01002 - Package for Managment
Batch	: CITM10801B - CITM1 - Certificate in Computer Systems (FullTime)

**Course Module(s)**

	Course	Origin Batch	Current Batch	Pending	Re module	Re Sit
<a href="#">Assign</a> <a href="#">View</a>	CITM1 - Certificate in C ...	CITM10801A	CITM10801B	6	0	0

### 3. Students Complaints Management



- Student complaints will be recorded in relation to ;
  - The class.
  - Lecturers.
  - Facilities.
- The subsequent actions also will be recorded and can be tracked by the system.
- Updates about a complaint can be sent to the relevant authorities.

### 4. Facilitate Student Transfers and Withdrawals

The system supports transferring of a student from one course to another within the institution.

- These transfer are facilitated given the basic requirements are satisfied which, once defined, can automatically be checked by the system.
- The authorization needed can also be attained through the system for each transfer.
- The Student withdrawal happens when the student leaves a course midway. Record of student withdrawals is kept for future reference.



### 5. Facilitate Student Deferment / Resumption

- The system handles cases where
  - A student chooses to defer from a module half way due to personnel reasons.
  - Approvals are needed for the deferment and the subsequent resumption of the module by the student.
- The system keeps track of the approval progress and keeps the relevant parties informed about the progress.



## ***Examination and Grading Operations***

This module handles the examinations aspect of the University Management System. The main activities such as Scheduling exams, conducting, grading, result slip issuing and certificate issuing are all handled by this module.

### **1. Conducting Examinations**

The system automates the process of conducting exams.



- This is done by allowing a user to
  - Schedule the exam
  - Assign a venue
  - And assign invigilators to conduct the exam.
- The module interacts with the Central Planning and Operations module to arrange the venue which is available for the specified date and which can hold the capacity.

### **2. Grading and Results Posting**

- Once an exam is conducted the system provides the facility to store the individual results for each exam for each student.
- This enables the system to track the progress of a student.
- The system also generates the result slips for the individual students when the authorization is given.



### **3. Issuing Certificates**

- The system issues appropriate certificates at appropriate levels, when the requirements are satisfied.
- These requirements can be checked by the system.



## Member Services

This is an optional module available within the system. This allows for the management of Individuals and organizations associated with the University through membership and affiliations. This module provides the following facilities.

### 1. Member Management

- This facilitates the creation and management of two types of member records
  - Individual Members,
  - Corporate Members.
 For Corporate Clients a list of representatives can be created.
- The system allows for the addition of a photograph to the member records, and therein provides access to a photo library of all the members.
- The system also provides facilities to create custom special interest member groups, and provide services accordingly.



### 2. Events Management



- This facilitates creation and managements of events organized by the university.
- These events can be
  - Seminars
  - Talks
  - Get-togethers and such.
- The system facilitates creation of key speakers for the Seminars and Talks.
- The system provides facilities to keep track of the events and the participating members for those events.

### 3. Gifts and Treats Management

- This facilitates the creation and management of gifts and tokens given to members.
- These gifts and tokens are given for various reasons such as
  - Winning a contest,
  - Winning a lottery,
  - Participation in an event etc.
- The Sub-System provides a way to track the gift or the token from the stage of being released up to the stage of being collected by the relevant member.



## LEARNING MANAGEMENT SOLUTION

### *New Way to Teach*

The Learning Management Solution is a complete, secure, web-based training and e-learning solution which provides a simple, intuitive user experience towards e-learning. This way both technical and non-technical training managers can easily create, manage, and track interactive training courses and learning programs for all levels of users. The solutions provide features to be used by instructors to post content and evaluate students, as well as features for students to learn and test.

### *Course Management*

- The system provides for instructors to maintain individual sites for each course being conducted.
- The instructors will be able to group and publish the relevant content for the course, in the course site.
- The Instructors will also be able to provide links here to the relevant assessments.

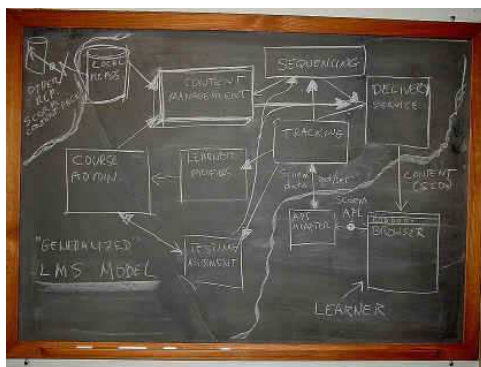


### *Assessments*

- The system provides various methods of assessment:
  - Assignments
  - Choice
  - Quiz
- The students will be able to log in and provide answers or upload assignments.

### *Resources*

- The lectures will be able to upload electronic content such as PowerPoint presentations and video / audio files of lectures.
- The students will be able to access the files through relevant links in the course page.



### *Interaction*

- Communications and discussions are supported by the system through many features:
  - Chats
  - Forums
  - Wikis
  - Surveys
- Students will be able to communicate within themselves or with the instructors / tutors on discussions and problem solving.

### *Evaluations*

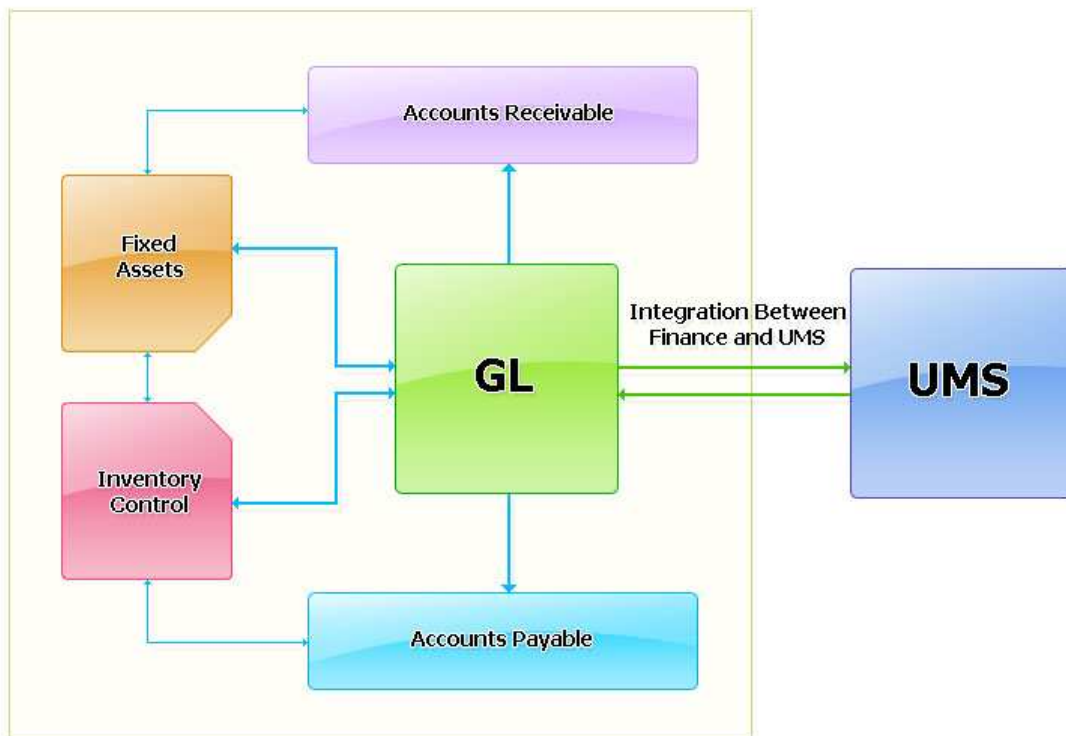
- Instructors will be able to evaluate students based on the answers provided by the students for the assessments posted.
- The students will be able to view the results after the assessment.

## ACCOUNTING AND FINANCE SOLUTION

### *A Value Addition*

The Accounting and Finance operations is an integral part of the university and therefore any automation progress of a University will not be complete without automating this department. This module automates the accounting part of the university operations. A comprehensive Accounting facility is integrated in the automation. This module is also integrated seamlessly with the other modules to provide optimal performance. Total finance module consists of following key elements,

- General Accounting
- Accounts Payable
- Accounts Receivable
- Fixed Assets Management
- Inventory Control



## General Accounting Operations

This section forms the foundation of the Finance application and also provides the core accounting functionalities

### 1. Overview

- Multiple Currency transactions will be supported while the transactions being recorded in one base currency.
- The system provides the facility to create and maintain University, Faculties, Divisions and Departments. Transactions can be maintained according to all these categories as well as Programme, Course and Batch wise.
- The system integrates with the UMS to facilitate creation of the relevant sub ledgers for control accounts at appropriate points (e.g.: Student Sub Ledger creation at the point of Student Registration).
- The General Accounting module is seamlessly integrated with the other modules to facilitate the relevant transactions.
- Security features are provided to facilitate access by different levels of user to appropriate accounts, while restricting access to higher levels.
- Recurring templates can be defined for frequently used transactions in the system.

Modular Entry
Structured Entry
Other

**Transaction Account Details**

			Main Acc. Code	Sub Acc. Code	Course, Intake	DR Amount		CR Amount	
						Sub Acc.	Main Acc.	Sub Acc.	Main Acc.
<a href="#">Sub Acc.</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	1001-2505-2632	-	Marketing Division - ELE ...	0.00	4588.24	0.00	0.00
<a href="#">Sub Acc.</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	↳	1256-3526-9856	Marketing Division - ELE ...	0.00	0.00	450.00	0.00
<a href="#">Sub Acc.</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	↳	7854-1254-3652	Marketing Division - ELE ...	0.00	0.00	4500.00	0.00
<a href="#">Sub Acc.</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	↳	2122-4586-5862	Marketing Division - ELE ...	3500.00	0.00	0.00	0.00
<a href="#">Sub Acc.</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	1001-2505-2632	-	Marketing Division - ELE ...	0.00	4588.24	0.00	0.00
<a href="#">Sub Acc.</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	1001-2505-2632	-	Marketing Division - ELE ...	0.00	36705.88	0.00	0.00
<a href="#">Sub Acc.</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	↳	2563-5415-2569	Marketing Division - ELE ...	0.00	0.00	650.00	0.00
<a href="#">Sub Acc.</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	↳	2122-4586-5862	Marketing Division - ELE ...	0.00	0.00	350.00	0.00
<a href="#">Sub Acc.</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	1001-2505-2632	-	Marketing Division - ELE ...	0.00	13764.71	0.00	0.00
<a href="#">Sub Acc.</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	1001-2505-2632	-	Marketing Division - ELE ...	0.00	9176.47	0.00	0.00
<a href="#">Sub Acc.</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	↳	1256-3526-9856	Marketing Division - ELE ...	450.00	0.00	0.00	0.00
<a href="#">Sub Acc.</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	1001-2505-2632	-	Marketing Division - ELE ...	0.00	9176.47	0.00	0.00
<a href="#">Sub Acc.</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	↳	7854-1254-3652	Marketing Division - ELE ...	0.00	0.00	560.05	0.00
						<b>3950.00</b>	<b>78000.01</b>	<b>6510.05</b>	<b>0.00</b>
<b>Total Credit : 0.00</b>						<b>Total Debit : 78000.01</b>		<b>Balance Amount(CR - DR) : -78000.01</b>	

[New Transaction Account Details](#) | [Transaction Template Details](#)  
[Hide New Transaction Account Details](#)

Account Code \*

Tax Group

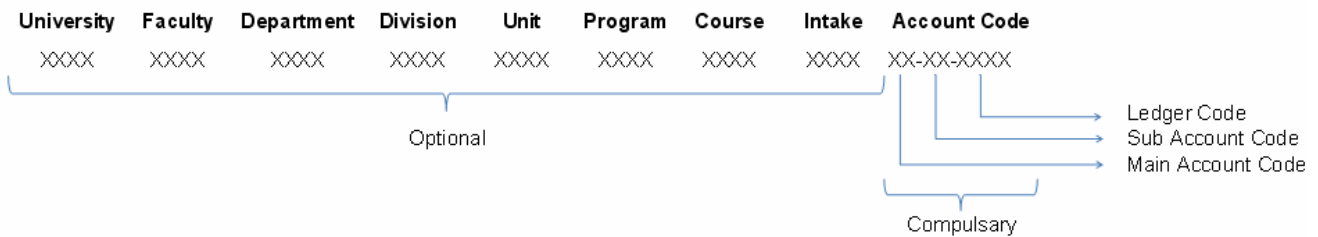
Tax Category

Division

## 2. Chart of Accounts Creation and Maintenance

- The Chart of Accounts can be maintained in up to 10 layers in the system, which the layers are user defined.
- The account structure is completely customizable according to the organizational needs.
- In the base level each account can be classified in to three levels:

### Chart of Account Structure



- Ledger accounts can be maintained as Control account and Sub ledgers can be created by the user or by the system automatically (e.g.: Student).

## 3. Budgeting and Related Activities

- The system provides a detailed budgeting feature which is fully customizable, and facilitates budgeting in multiple layers starting from the University down to the Intake level.
- To facilitate budgeting the system supports creation of multiple levels, categories under each levels and multiple items creation under each category. The system facilitates binding a specific GL account to each category at the point of budgeting.
- The system facilitates the creation of multiple budget templates. One of the templates can be finalized as the approved budget.
- Budget templates can be saved and reused in the system. The system facilitates locking and unlocking of templates.
- The users will be able to export budget templates to Excel sheets to be worked on, and again be able to import back into the system.
- The user will be able to define whether a department is a cost center or a profit center. System facilitates defining multiple profit centers to be bearing the costs of a cost center's expenses.

## 4. Financial Years and Months

- The system facilitates maintaining financial years and months within the year.
- A monthly locking feature is provided which will lock the transactions for a specific month.
- The system supports opening and closing financial years. A reopening feature is also provided which is specifically for auditing purposes. User restrictions are applied.
- The system facilitates monthly closing, which will restrict transactions to the accounts once the month is over.

## **5. Banks and Bank Accounts**

- The system facilitates maintaining Bank, Branch and Bank account details.
- The bank account can be bound to a specific GL Account. This account will be used for all the transactions where the specific bank account is involved.
- For each bank account various details can be maintained in the system.

## **6. Journal Entries**

- The system facilitates passing Journal Entries to the ledgers for transactions.
- The Journal Entries will be posted to relevant accounts after approval.
- Recurring templates defined in the system can be used to pass standard journal entries, or normal journal entries can be passed by defining the relevant accounts and entries.
- For each Journal Entry the cost can be apportioned accordingly by selecting the relevant levels defined.
- Journal Entries can be voided and reversed in the system. When reversing, reversal entries will be automatically generated by the system.

## **7. Bank Reconciliation**

- The system supports a very detailed and straightforward bank reconciliation feature.
- By entering the bank statement balance the user will be able to find the difference if any.
- The system facilitates passing Remittance and Deposit Journal entries for the reconciliation.
- The entries will be passed after the approval in the system.

## **Accounts Payable**

This part of the Accounting solution provides relevant functionalities related to the payable activities which occur in the university.



### **1. Overview**

- The system supports maintenance of Taxes and Tax Categories. The taxable portions can be maintained separately and recorded during transactions.
- The system support multi currency payments by using the currency records and the rates defined in the General Accounting module. The rates can be fixed rates or can be defined with expiration. At the point of transaction the system will check for the validity of the rate and prompt the user to define a new valid rate to be used if needed.

### **2. Vendor Maintenance**

- The vendors for all modules will be maintained centrally in the Accounts Payable module.
- Vendor groups, categories and sub categories can be maintained in the system to classify the vendors used in the system.
- For each vendor record created, the system will link with the General Accounting module to automatically create the relevant sub ledger for the vendor created upon approval.

### **3. Purchase Invoices**

- Purchase Invoices can be created for payments generated in the AP, other module or in the UMS. The system will integrate with other modules and UMS to obtain the payments.
- Purchase Invoices can be used to generate payments upon relevant approvals being obtained in the system. The system can support multiple levels of approval. The approval levels are customizable and can be defined by the users.

### **4. Payments**

- Payables can be created based on Purchase Invoices or without Purchase Invoices. The payables can be used to generate the Payment vouchers.
- The system supports generating various types of payment vouchers including academic payment vouchers for lecturer payments etc.
- The system supports multiple payment methods including Online payments, Credit Card, cheque and cash. The payment methods are customizable and can be defined by the user along with the binding of the relevant GL Accounts for each.
- Payment vouchers will be processed for payments upon approval. The system can support multiple levels of approval. The approval levels can be created by the user.
- For the payments, cheques can be generated. The system facilitates maintaining cheque printing for payments.



## 5. Cheque Maintenance

- The system supports maintaining multiple cheque books for each bank account created. Only one cheque book will be active for each bank account.
- User will be able to print cheques electronically by providing the relevant details for the cheque.
- The system supports cheque cancellation and reprinting of cheques.
- Cheques can be printed in a roll for batch payments. All the user will have to do is select the vouchers and define the starting and ending cheque numbers. The system will print the cheques accordingly.



## 6. Petty Cash



- Petty Cash floats can be maintained department wise in the system.
- The system supports a well defined petty cash payment process with multiple approval levels which are customizable.
- Petty cash replenishments can be done by generating Payment Vouchers.

## **Accounts Receivable**

This Accounts Receivable module provides the functionalities for handling the payments receivable related activities which occur in the university.

### **1. Overview**

- The system supports maintenance of Taxes and Tax Categories. The taxable portions can be maintained separately and recorded during transactions.
- The Invoices generated in other module and in UMS can be matched here for payments to be received. The system provides complete integration to the modules and UMS to obtain the relevant Invoices to be matched.
- The system support multi currency payments by using the currency records and the rates defined in the General Accounting module. The rates can be fixed rates or can be defined with expiration. At the point of transaction the system will check for the validity of the rate and prompt the user to define a new valid rate to be used if needed.
- The system supports creation and maintenance of multiple payment centers to receive payments. For each center the system facilitates allocation of multiple cashiers and floats.



### **2. Debtor Maintenance**

- Debtor records can be maintained centrally in the system. The system will integrate with UMS and other modules to generate the debtor records automatically.
- When debtor records are generated the system will integrate with the General Accounting module to generate the relevant debtor sub ledger accounts.
- Debtors can be classified using multiple levels in the system. The system supports the creation of Customer Group and Category Creation for this purpose.
- Debtor records will become active upon approval. System can support multiple levels of approval which are user defined.

### **3. Grants**

- The system supports creation and maintenance of grants to support student payments to be received.
- Detailed budget allocation can be done for the grants created.
- The grants will become active upon approval. System can support multiple levels of approval which are user defined.

### **4. Invoice**

- Invoices can be generated in the AR module for payments, the system supports matching of receivable from other modules to generate the Invoices.
- Conversely Invoices can be generated in other modules and be used to generate receipts.

- The invoice matching can be done as a batch process by the system. For example for an intake the student receivables can be processed altogether to generate multiple invoices.
- The system supports generating multiple invoices based on student payment plans defined.
- Invoice cancellations are supported in the system for various reasons. The relevant dues will again become available to generate invoices again if needed.
- For invoices generated, payment reminders can also be generated automatically by the system.

## 5. Receipts

- The system supports various types of receipt generations for payments being made. This includes POS receipts for the POS system, and student receipts for student academic payments among other types.
- Payments can be made using multiple payment methods once due. But for each payment method a separate receipt will be generated by the system.
- Bank deposits can be generated by the system for daily collections.
- The system can handle cheque returns for cheque payments. The dues which were settled using the cheque will become due again for payments along with the relevant bank charges if applicable.
- Sales returns can be handled in the system. For sales returns, Credit notes can be generated.

## 6. Debit Notes / Credit Notes

- The system supports the creation of Debit notes for payments which are due. Invoices and receipts can be generated based on the Debit note generated.
- The system supports creation of Credit notes for payments which need to be made. Credit Notes can be used to settle dues or can be used to generate Payment Vouchers and make payments.
- Relevant approval levels can be defined in the system for the creation and the application of the Debit / Credit Notes.

GL - Maintain Tax Category

Add New Tax Category | Mod

**Tax Category Detail**

Tax Group

Tax Category Code

Description\*

Rate 1.00

Transaction Type\* CR

GL Code\* 0125-0256-2569 - Chart Of Account 09

Effective Date\* 21/01/2008

Remarks

Status  Active  Inactive

**GL Account Search**

GL Account
Select 1001-2505-2632 - Chart Of Account 01
Select 1258-6985-2365 - Chart Of Account 07
Select 1258-4589-6985 - Chart Of Account 10
Select 1258-6584-2356 - Chart Of Account 12
Select 1001-2505-2636 - 1

## ***Fixed Assets Management***

This separate, comprehensive module is provided for the house keeping activities related to the fixed assets which belong to the University.

### **1. Overview**

- The Fixed Assets can be classified in multiple levels.
- Bar codes and serial numbers can be used to identify the items.
- The procurement process can be done in the Inventory module for the fixed assets.
- Once the assets are purchased they can be distributed to relevant locations accordingly.



### **2. Item Creation and Classifications**

- The system supports multiple levels of classification for Fixed Assets. Item Categories and within them the Item Classes can be defined in the system to classify the Items created.
- The user will be able to link a new Item category created to a Ledger account in the General Accounting module.
- Items are generalized. Item properties can be defined by the user. At the point of item creation according to the Item Category and the Class selected the system will automatically list the Item Properties which are specific to that category and class.
- At the point of creating an Item the system will automatically create the sub ledger account for the item in the General Accounting module.

### **3. Item Transfer**

- The system supports a well defined transfer process for Fixed Asset transfers.
- Multiple levels of approval are used for authorizing an Item transfer.
- Complete audit trail can be maintained for Item Movements.
- Temporary / loan transfer of items can be facilitated by the system.

### **4. Repair and Maintenance**

- The system provides a detailed process for Repair and Maintenance of Fixed Assets.
- Multiple levels of approval are used for authorizing the Repair and Maintenance.
- For the repair or maintenance the relevant Purchase Orders can be generated in the system for payments. The AP module will use this Purchase Order to generate the payment voucher and payments to the vendor.
- Service receiving notes can be generated by the system to record the repair and maintenance done to the asset.

## 5. Item Disposal

- Item disposals are supported in the system. A defined process is implemented for the Items disposal.
- Multiple levels of approval will be used for the Item disposal.
- The disposed Items can be added to the trade inventory or written off in the books.
- The system facilitates recording of depreciation for Items. The depreciation once defined will be done automatically by the system during the month end process. The relevant accounts will be updated accordingly.

## 6. Fixed Asset Register

- The system will maintain a fixed asset register location wise.
- The register provides detailed information about the fixed asset.
- Relevant reports can be generated for the asset register.

## 7. Auditing

- The system supports fixed asset auditing. Stock count can be done manually or using a Bar Code scanner.
- For untraceable / damaged items the system supports writing off with proper approvals.

GL - Maintain Notes Account Binding

[Add New Notes Account Binding](#) [View Notes Account Binding](#)

**Notes Account Binding Details Details**

Notes\*

Report Type

---

**GL Account Details**

	Account Code	Account Name	Calculatin Type
<a href="#">Delete</a>	1258-4589-6985	Chart Of Account 10	Pluse
<a href="#">Delete</a>	0325-6528-2145	Chart Of Account 08	Pluse
<a href="#">Delete</a>	0125-3652-1256	Chart Of Account 13	Pluse

[Hide Add GL Accounts](#)

GL Account

Calculation Type\*

## ***Inventory Control***

The Inventory control module is uniquely separated from the Fixed Assets module to handle Inventory Assets and the related activities.

### **1. Inventory Item Creation**

- The system supports multiple levels of classification for Inventory Items. Item Categories and within them Item Classes can be defined in the system to classify Items created.
- The user will be able to link a new Item category created to a Ledger account in the General Accounting module.
- Items are generalized. Item properties can be defined by the user. At the point of item creation according to the Item Category and Class selected the system will automatically list the Item Properties which are specific to that category and class.
- At the point of creating an Item the system will automatically create the sub ledger account for the item in the General Accounting module.
- The system supports the creation of Racks and Bins to sort the Items accordingly in the relevant locations.



### **2. Item Procurement**

- The system defines a delicate process for Item requisition with multiple levels of approvals for Item requisition.
- The requisitions are recorded by the system in the relevant departments. The approval levels can be from the department level to finance and board approvals.
- The system will support maintaining multiple quotations from vendors for the Items requisitions made.
- The procurements can use relevant budget allocations accordingly. The system will trace the budget allocations and provide information for the relevant user to decide on the approval for the requisition.
- The Item Suppliers will be maintained in the AR module centrally.
- Upon approval the relevant Purchase Orders can be generated in the system.
- When Items are received the Goods Receiving Notes can be generated through the system.
- Upon receiving the Items they can be distributed accordingly to the relevant departments or to the Trade Inventory.

### **3. Stock Control**

- The stock control can be done for the trade inventory in the system. The system supports opening and maintaining stocks.
- The system supports a comprehensive Item Inquiry option.
- Stock Counts and Adjustments can be done in the system. It supports generating Stock Journal Entries for the alterations.

#### 4. Point of Sales (POS)

- The system provides a comprehensive POS operation. The receipts for the POS centers will be provided by the AR Module.
- The system will support the stock maintenance and enquiry options for the POS centers.
- The Cashiers will also be maintained in the AR Module.



#### 5. Stock Count and Adjustments

- The system supports Item auditing. Stock count can be done manually or using a Bar Code scanner.
- For untraceable / damaged items the system supports writing off with proper approvals.

## ADMINISTRATIVE OPERATIONS SOLUTION

The University Management System functions in a client-server architecture, and thus need to provide controlled access to the system by the users according to their needs. This access control and other overall system related activities are handled by this sub section of the system.

### 1. Access Control and User Groups



The system provides the facility to categorize users into user groups and provide controlled access accordingly. Thereby the users get access only to the sub-systems to which they are authorized. The access can also be filtered on granting read only access or full access. Filters can also be assigned to filter the information provided accordingly.

### 2. User Creation and Maintenance

The new user creation under a specific user groups is performed by this module. Also the user account maintenance is handled here.



### 3. Department Creation and Maintenance



New Department creation, staff allocation, furniture and equipment allocation and budget allocation are performed by this module. Also the department account maintenance is handled here.

### 4. Database Backup and Maintenance Operations

Database backup of the University Management system is done by this module. The Back up and the database maintenance are only performed by authorized users. The Backup and Maintenance must be done periodically.



## BENEFITS OF THE VIDLO SOLUTION TO UNIVERSITY



- ✚ Efficient and effective management of resources which includes Lecturer Management, Rooms Management and managing other resources.
- ✚ Efficient academic year planning by the creation of Master Schedules early.
- ✚ Efficient marketing of courses through early and detailed planning of course schedules.

- ✚ Efficient management of student records and academic activities through streamlining course related activities by way of a web-based application.
- ✚ Full support for international marketing activities with the same functionalities provided as the internal marketing department by way of the web-based application.
- ✚ Full support for Alumni activities by way of member services.



- ✚ Better management of Multi Company, multi departmental finances through a comprehensive accounting system.
- ✚ Better management of fixed assets through a detailed, fully featured Fixed Asset Management System.
- ✚ Better management of the sales activities through a fully featured Point of Sales system.

- ✚ Full control over the user rights and data security by way of a robust and highly customizable administrative module.



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