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FECOMAS SCHOOL MANAGEMENT SYSTEM

USER GUIDE

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MODULE 1 : INTRODUCTION

1.1 About Fecomas School Management System

The Fecomas School Management System is a comprehensive, all-in-one software solution designed to simplify and enhance the management of school operations. Suitable for nursery, primary, secondary, and tertiary institutions, it provides a seamless platform for managing all key academic and administrative functions.

1.2 Key Features of the System:

1. **Student Registration & Enrollment** – Easily register and manage student records.
2. **Examination & Results Management** – automatic processing and Generating of examination results.
3. **Parent & Student Portals** – Secure access to school reports, performance records, and fee invoices.
4. **Invoices and Fee Collection Management** – Automated invoicing, fees collection tracking, digital receipts issuing and financial reporting.
5. **Attendance Tracking** – Monitor student attendance with barcode-based scanning.
6. **Library Management** – Keep track of books inventory, borrowings and returns.
7. **Asset management** – To track every institution asset inventory, asset movements, Verification and disposal.
8. **Timetable Scheduling** – Automatically generate a balanced teaching schedule.
9. **School Budgeting & Finance** – Manage budgeting, income, Requisitions and expenses.
10. **Secure Access & Data Protection** – Multi-user authentication with password recovery options.

The system is **web-based**, meaning it can be accessed from any device with an internet connection, including **computers, tablets, and smartphones**. With its user-friendly interface, **Fecomas School Management System** ensures efficiency, accuracy, and convenience in managing school activities.

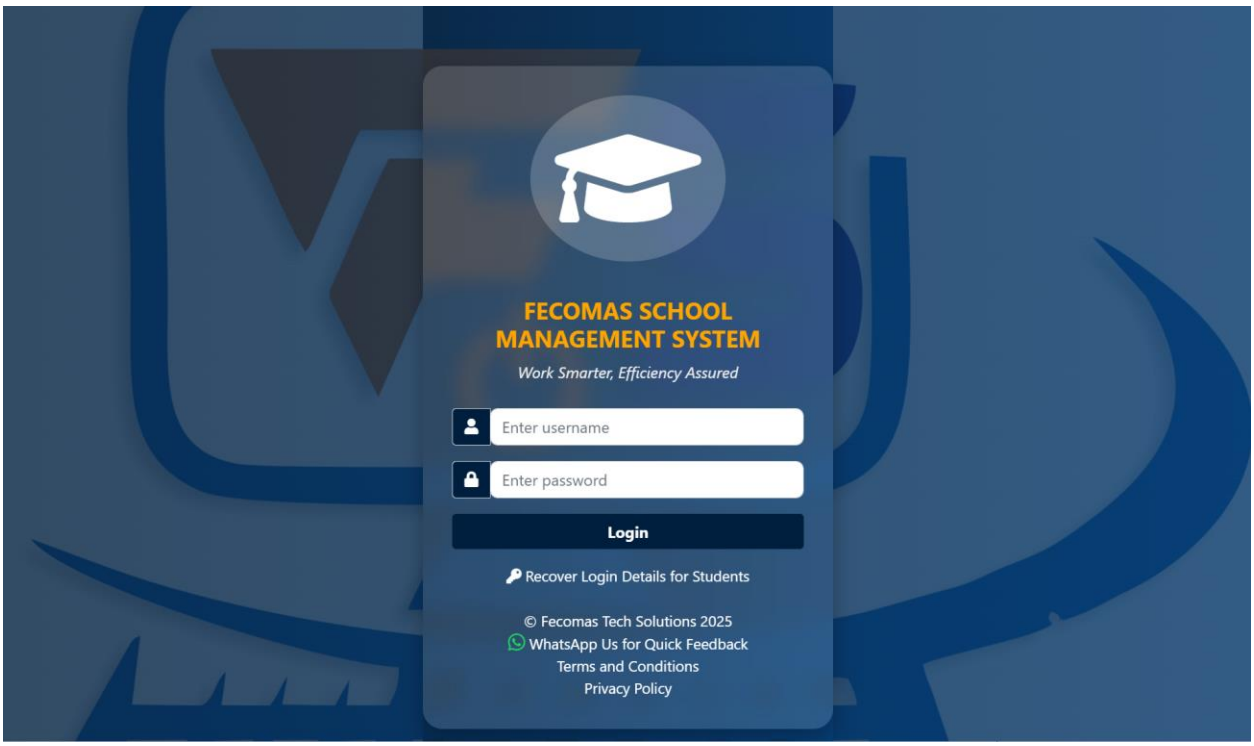
This **comprehensive user guide** will provide step-by-step instructions on how to:

- ✅ **Access the system** through a web browser
- ✅ **Log in securely** using your credentials
- ✅ **Recover login details** if forgotten
- ✅ **Navigate different features** within the system
- ✅ **Utilize essential modules** for academic, administrative, and financial management

By following this guide, users will be able to maximize the full potential of the **Fecomas School Management System** for a smoother and more effective school operation.

1.3 How to access the system

1. Use the link below on either smart phone or on the computer https://fecomas.com/Views/Admin/UserLogin.aspx and you will be redirected to login page of the system



- Enter UserName and Password provided

- Make sure that you change password after the first login using the change Password button located in the menu bar

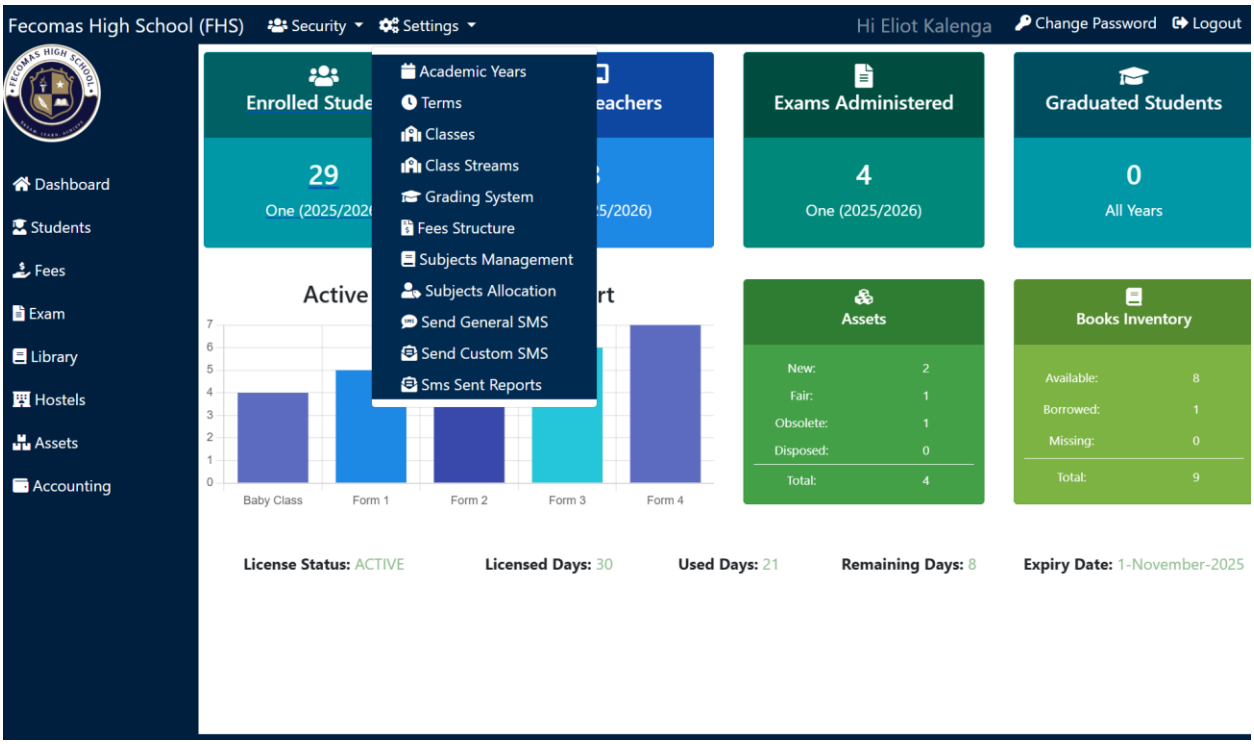
2. SYSTEM SETUP

Before starting to make any transaction in the system there is need to set up the system accordingly.

You are required to configure the following based on the nature of institution you are running

- Academic Year
- Term or semester
- Classes
- Grading System
- Fees Structure
- Subjects management
- Subjects Allocation

NB: Use **System Settings** Module located in the navigation bar to configure various parameters of your school

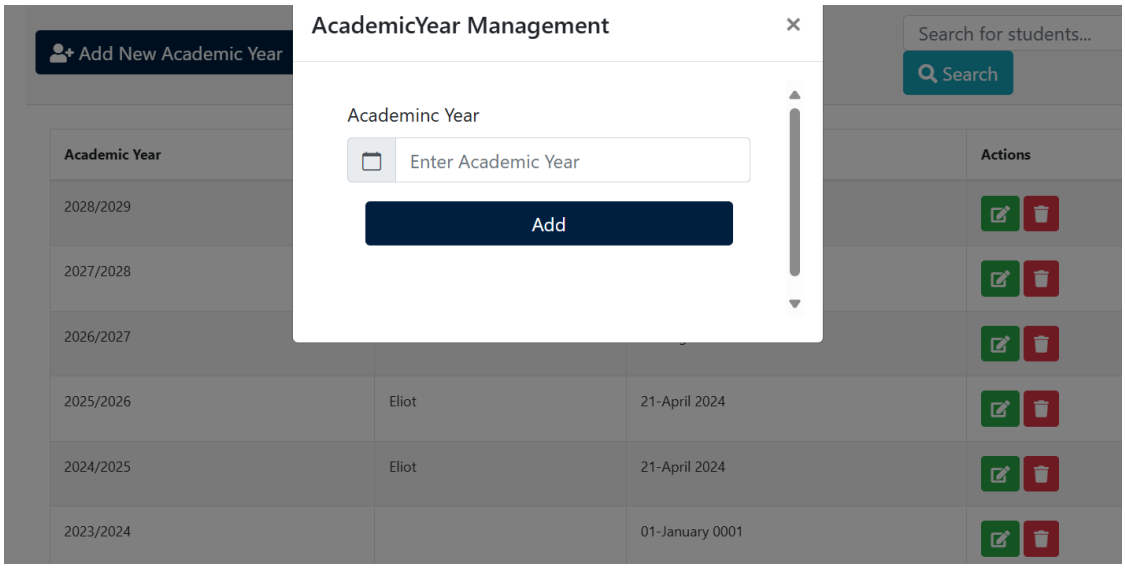


2.1 Academic Year Configuration

To Add a new Academic Year

i) Click on **Academic Years** Menu under Settings.

ii) Click on the **Add New Academic Year** button and provide necessary details and click on Add button

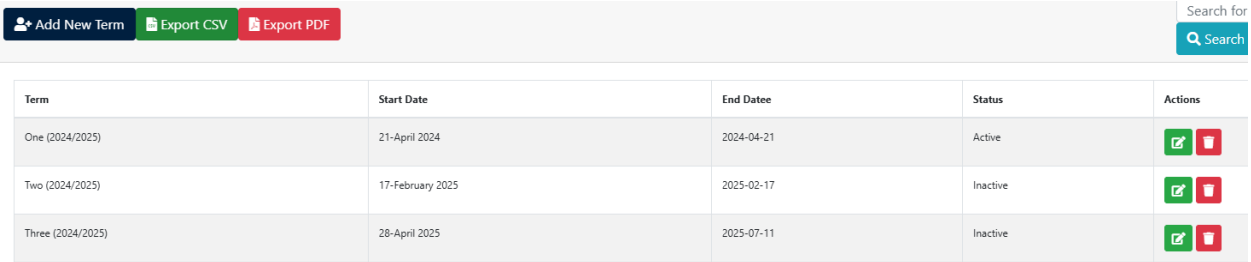


To update an academic Year, click the **Edit icon** against the Academic Year record, make changes, and click **Update**.

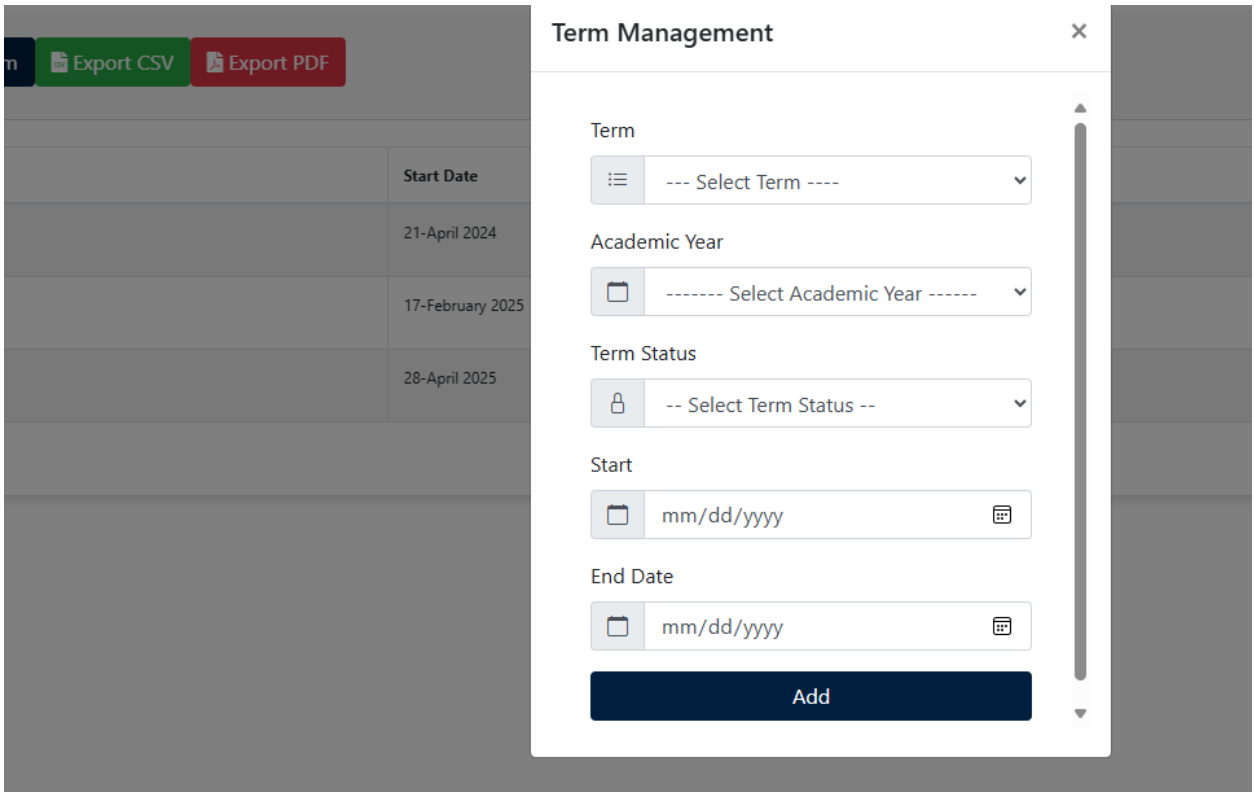
2.2 Terms Configuration

To Add a new Term

i) Click on **Terms** Menu under Settings.



ii) Click on the **Add New Academic Year** button and provide necessary details and click on Add button

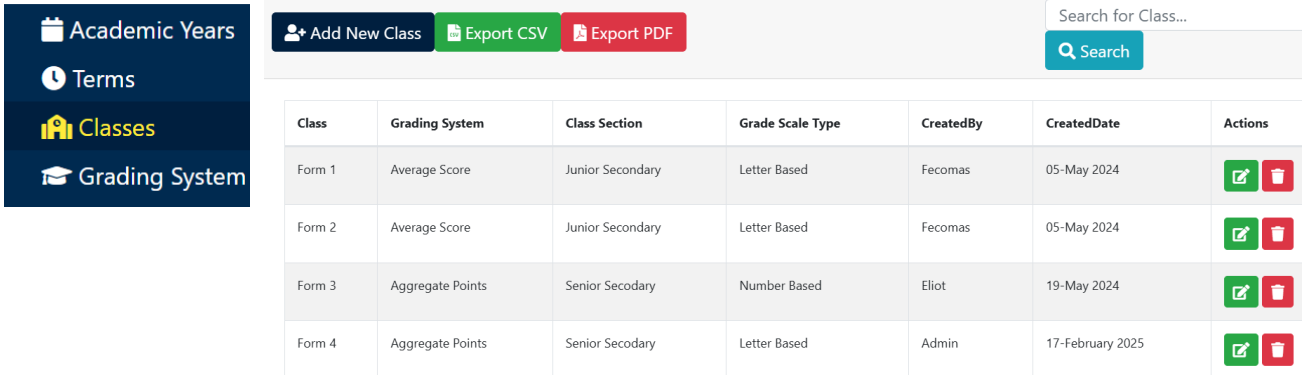


To update a term, click the **Edit icon** against the Term record, make changes, and click **Update**.

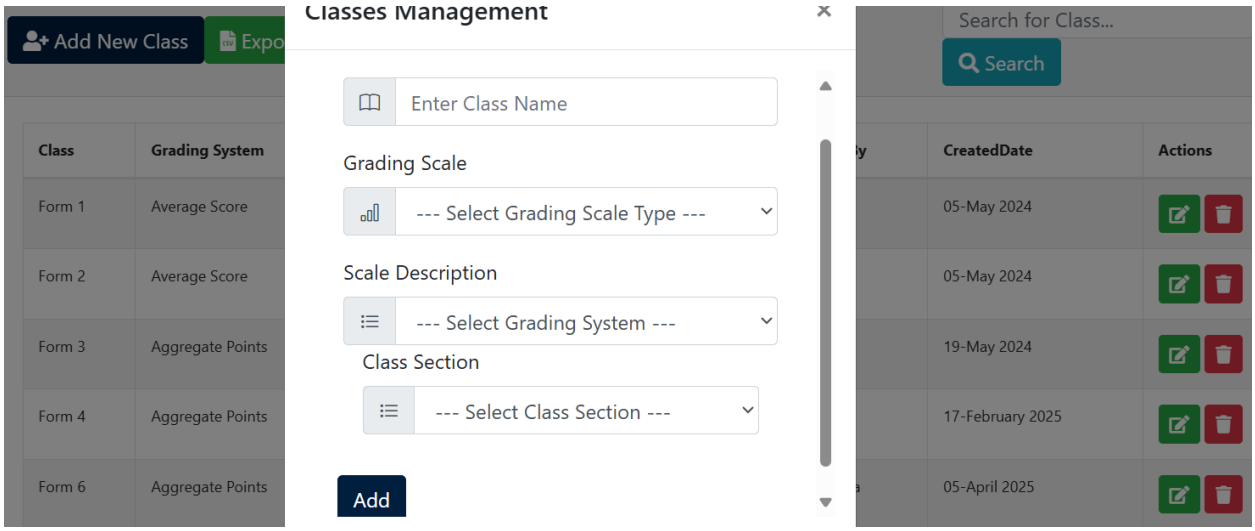
2.3 Classes Configuration

To Add a new Class

i) Click on **Classes** Menu under Settings.



ii) Click on the **Add New Class** button and provide necessary details and click on **Add** button

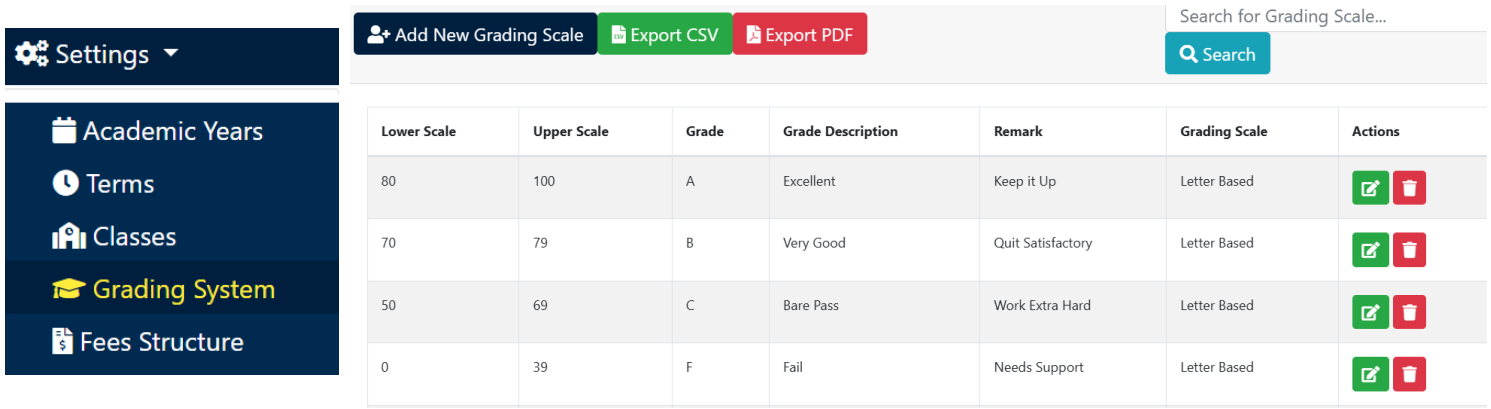


To update an existing Class, click the **Edit icon** against the Class record, make necessary changes, and click **Update**.

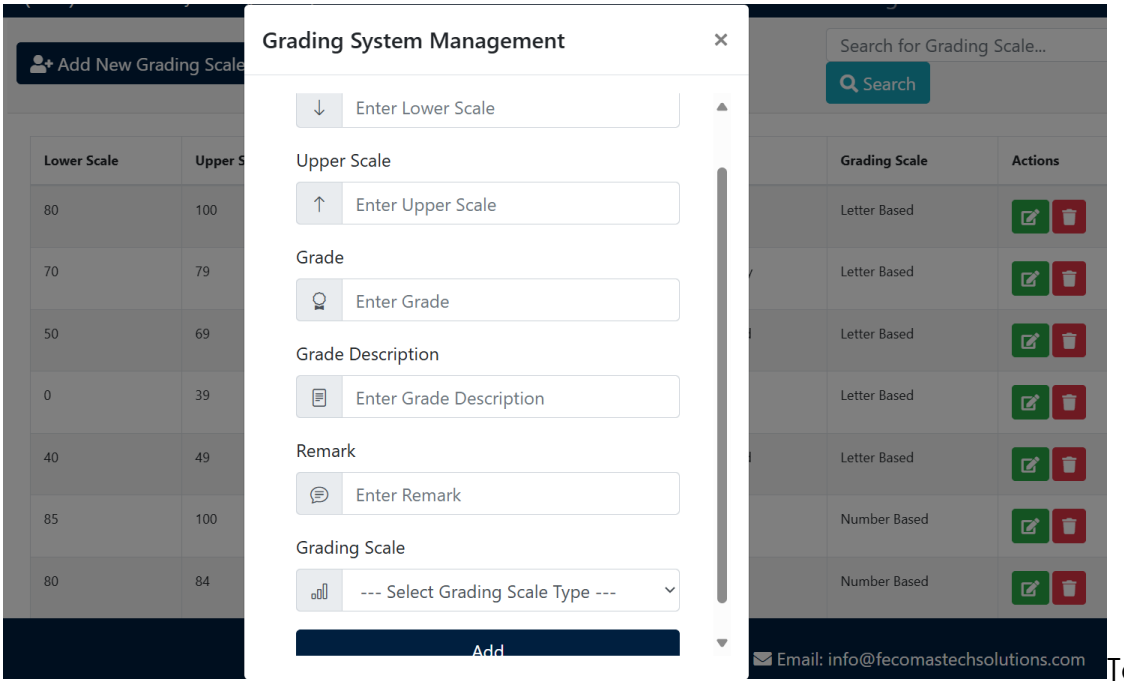
2.4 Grading System Configuration

To configure grading system for your school, you need to set up grading scales (Ranges) according to the school requirement.

i). Click on **Grading system** Menu under Settings.



ii). Click on the **Add New Grading Scale** button and provide necessary details and click on **Add** button

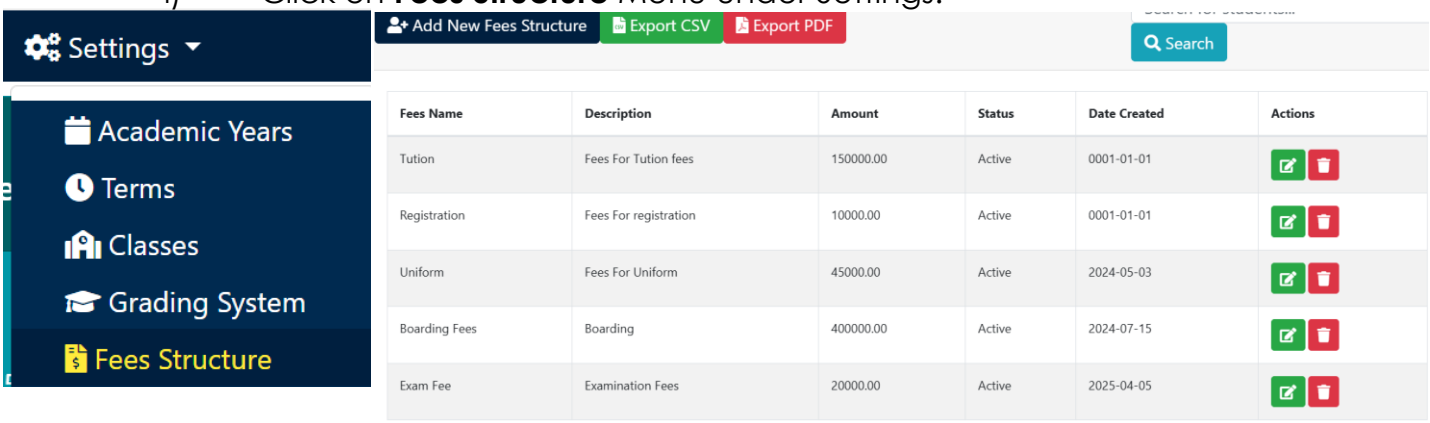


To update an existing grading scale, click the **Edit icon** against the grading scale record, make necessary changes, and click **Update**.

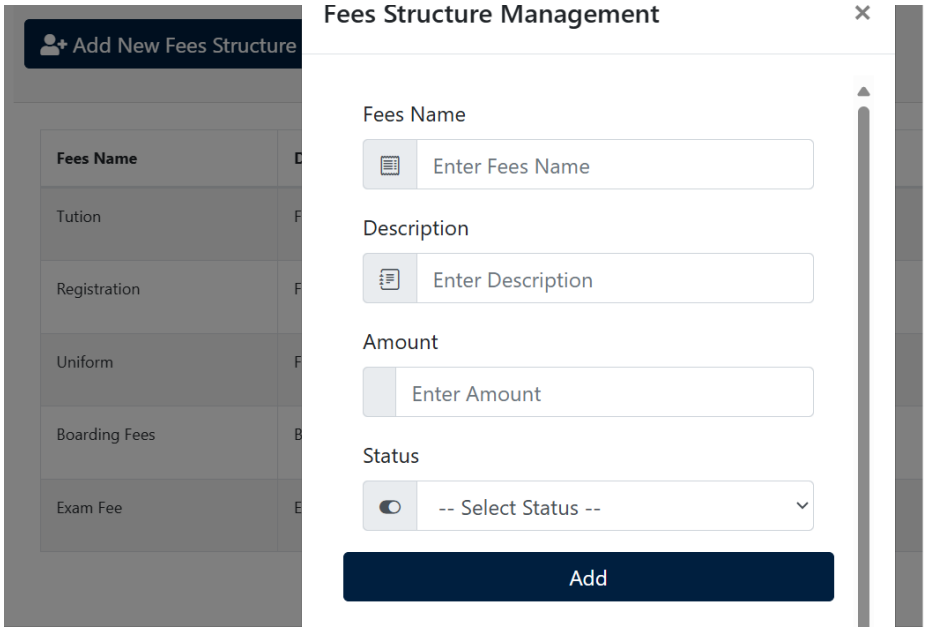
2.5 Fees Structure Configuration

To Add a new Fees Structure

i) Click on **Fees Structure** Menu under Settings.



ii) Click on the **Add New Fees Structure** button and provide necessary details and click on **Add** button



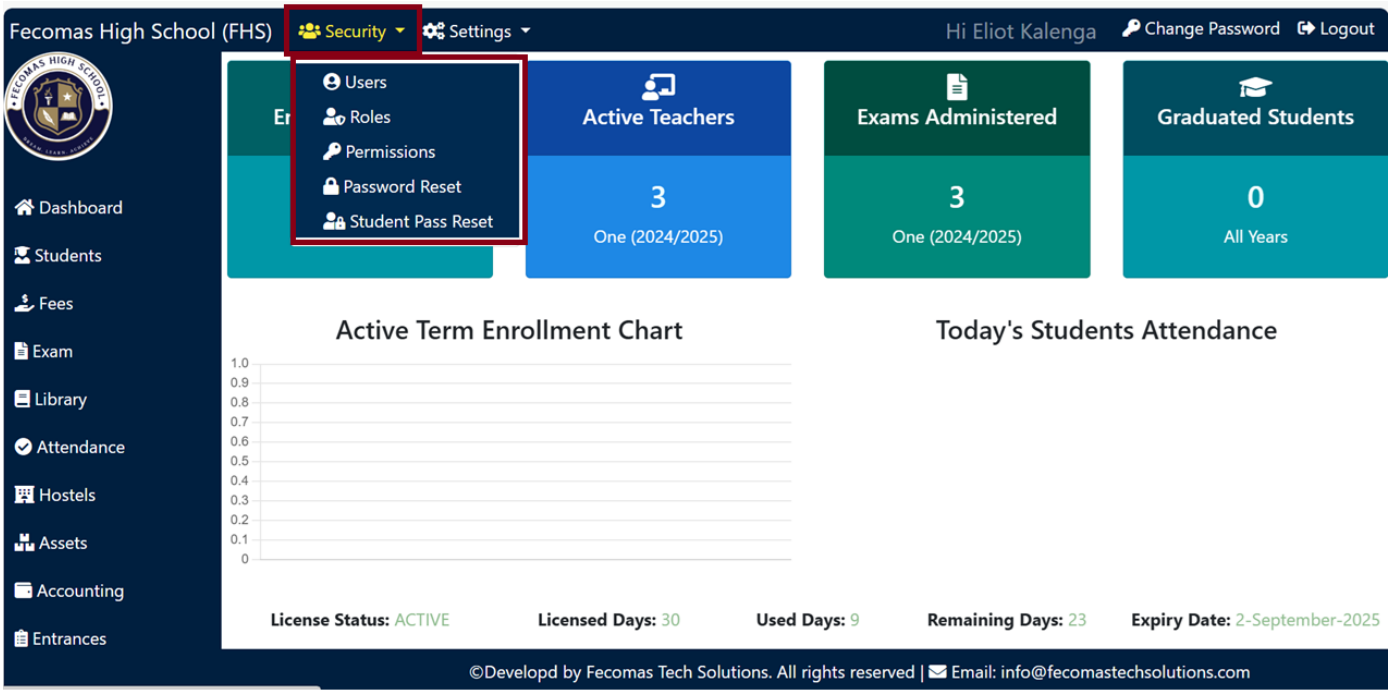
To update an existing Fees Structure click the **Edit icon** against the Fees Structure record, make necessary changes, and click **Update**.

MODULE 3 : SYSTEM SECURITY

This module is used to setup the levels of system access to various users. The module can also used to reset the passwords for users accounts as well as students accounts

The **Permission Role based** authentication method is used to ensure that the system maintains segregation of duties.

The security module can be accessed in the navigation bar



One Default Role (System Administrator) and One Admin User Shall be generate during creation of New School.

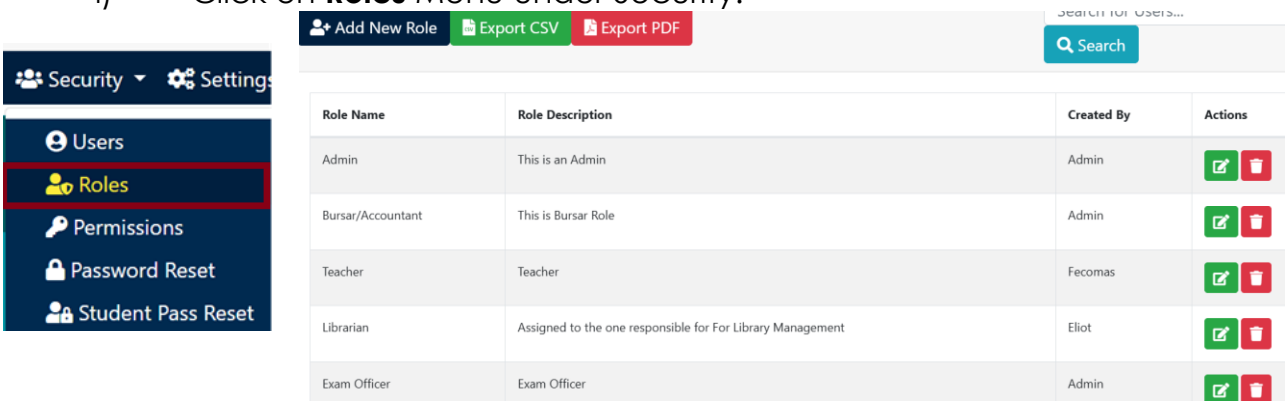
The school will use this account to

- Create other roles
- Assign permissions to roles created
- Create new users and assign relevant roles

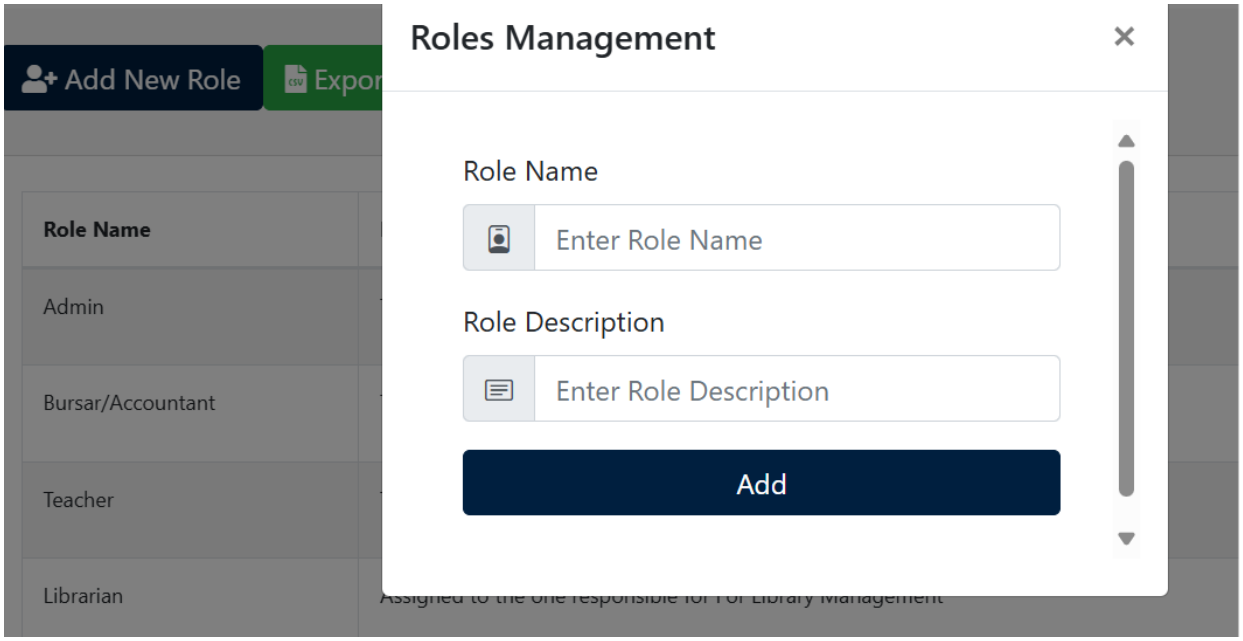
3.1 Roles Management

To Add a system Role

i) Click on **Roles** Menu under Security.



ii) Click on the **Add New Role** button and provide necessary details and click on **Add** button



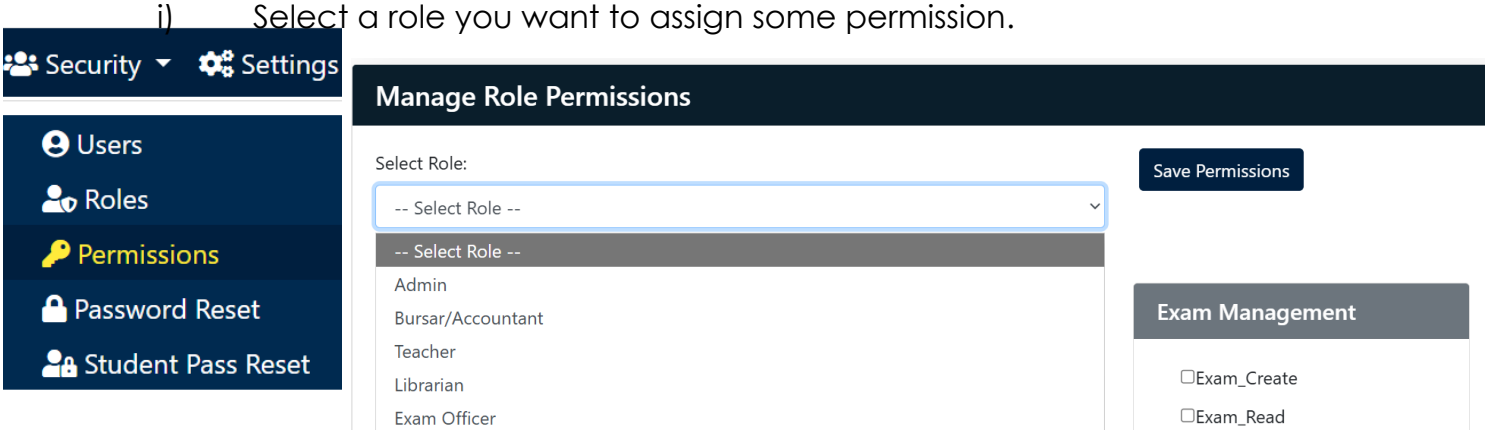
To update an existing Role click the **Edit icon** against the Role record, make necessary changes, and click **Update**.

3.2 Granting Access to a Role

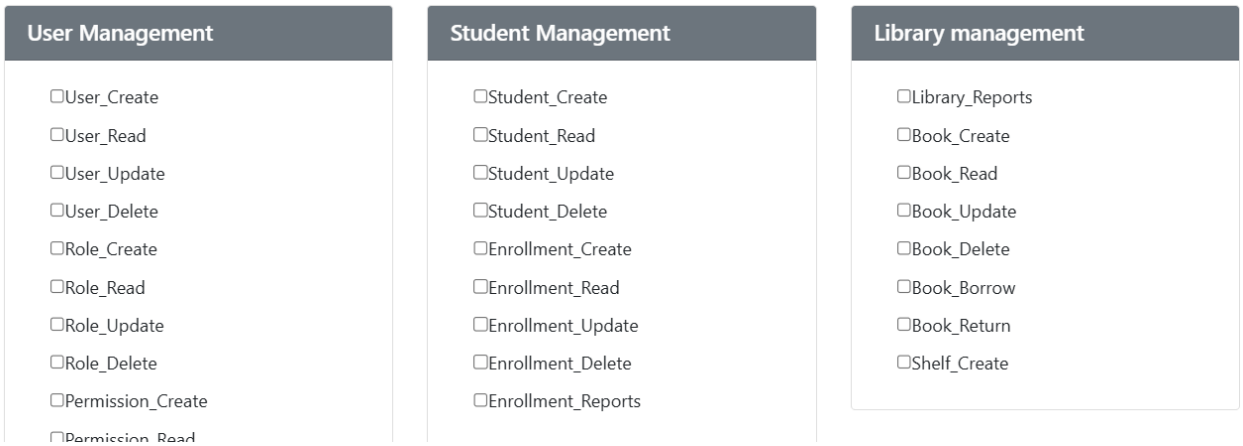
After creating a new role, ensure that necessary permission have been assigned to a role so that all user that will be created under this role are bale to access required aspects of the system

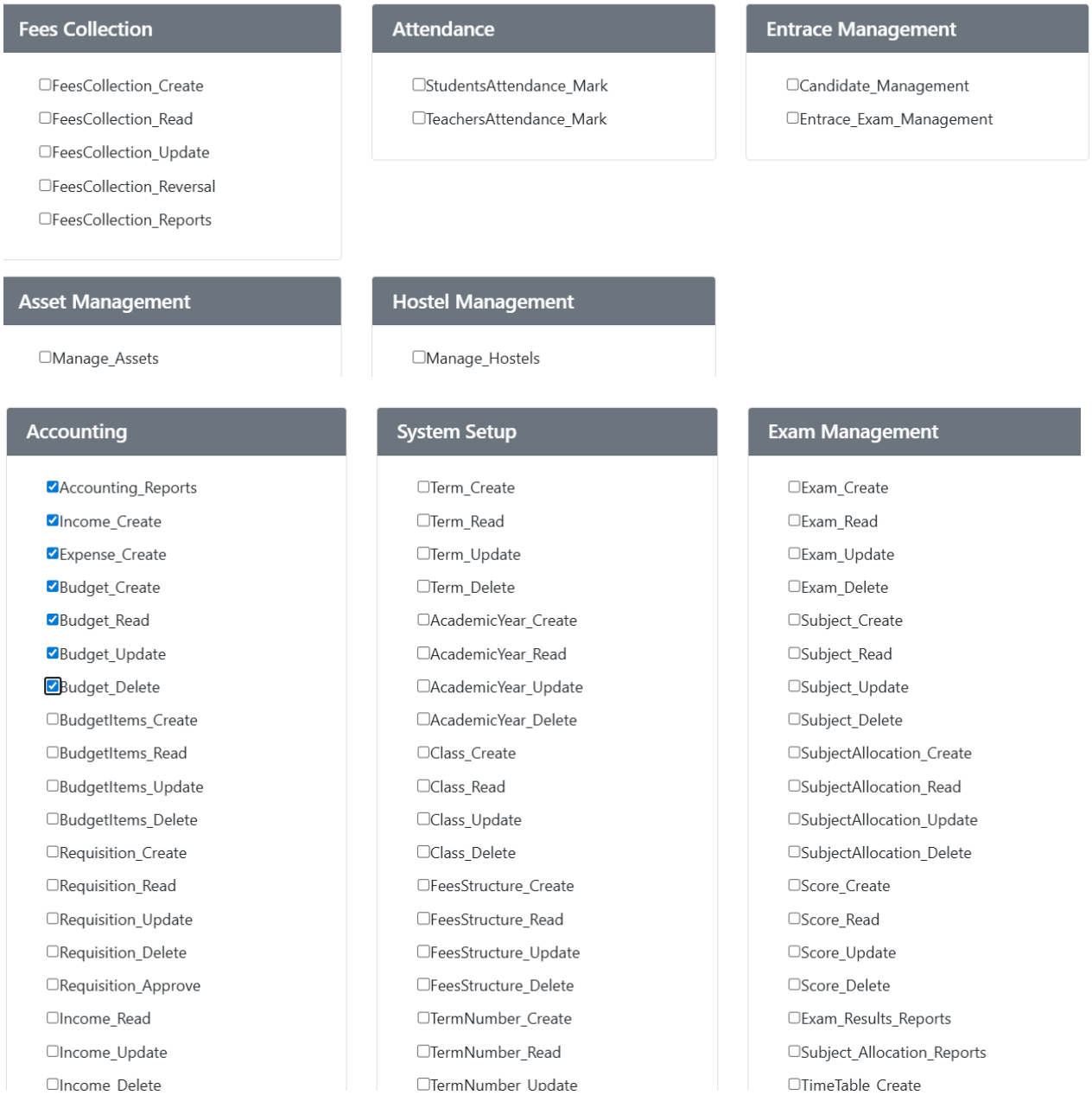
To assign permissions to a role Click on **Permissions** menu under Security table

i) Select a role you want to assign some permission.



ii) Tick the check boxes for all items you want users under this role to be accessing and click on **Save permissions** button to confirm the assignment of the permissions to this role.



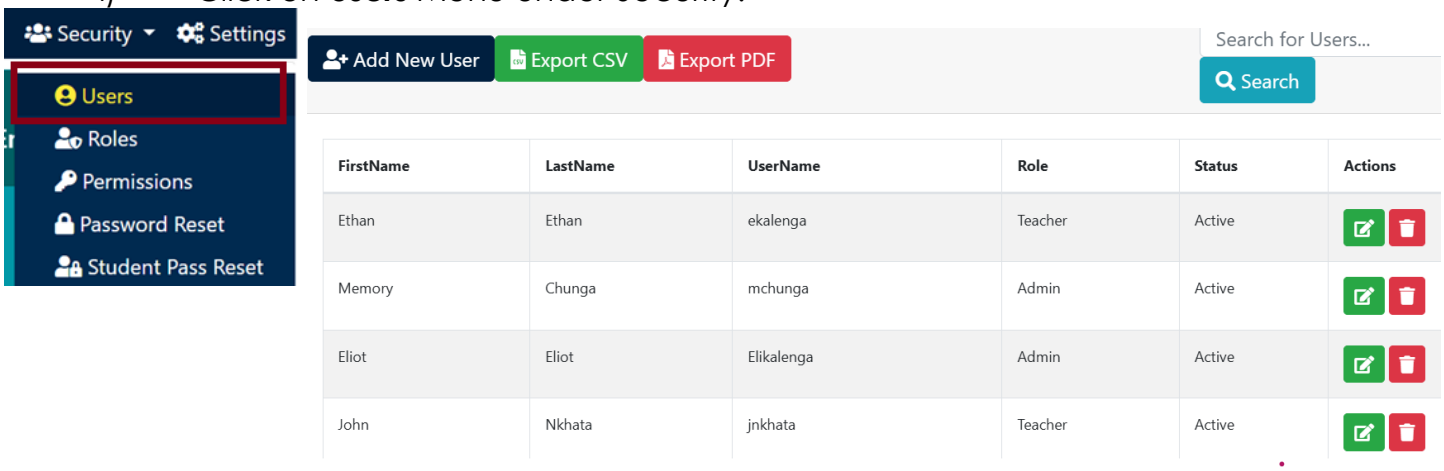


To remove the permissions from the user by selecting the role then **untick** within the check boxes for the associated permissions you want to remove from the selected role

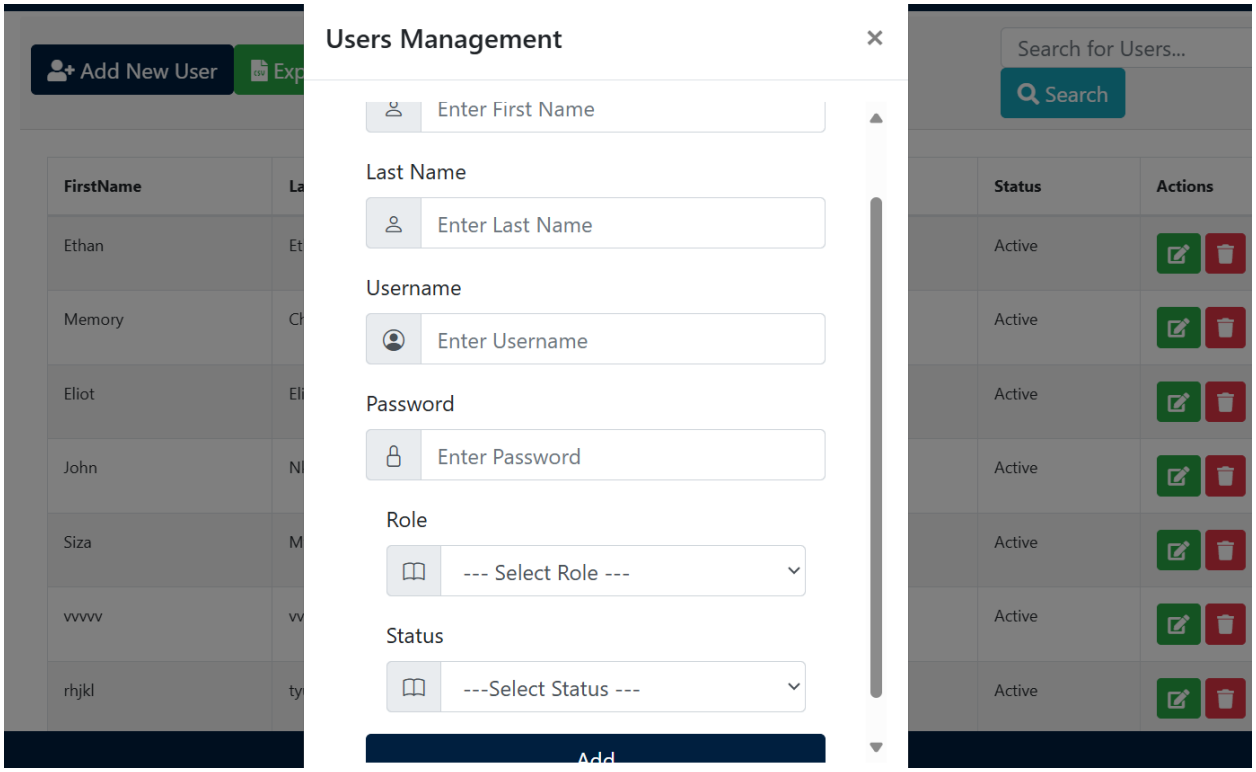
3.3 System Users Management

To Add a new system User

i) Click on **Users** Menu under Security.



ii) Click on the **Add New User** button and provide necessary details including Username, password and do not forget to select the relevant role for this user then click on **Add** button



Please note that your username must be a combination of characters from the first letter of your first name and last name. For example, "**ekalenga"** for Eliot Kalenga..

If your desired username already exists, you may add additional letters from your first name to create a unique username. Examples include "elkalenga", "elikalenga", or "elikalenga". Continue modifying the username until you find a unique one.

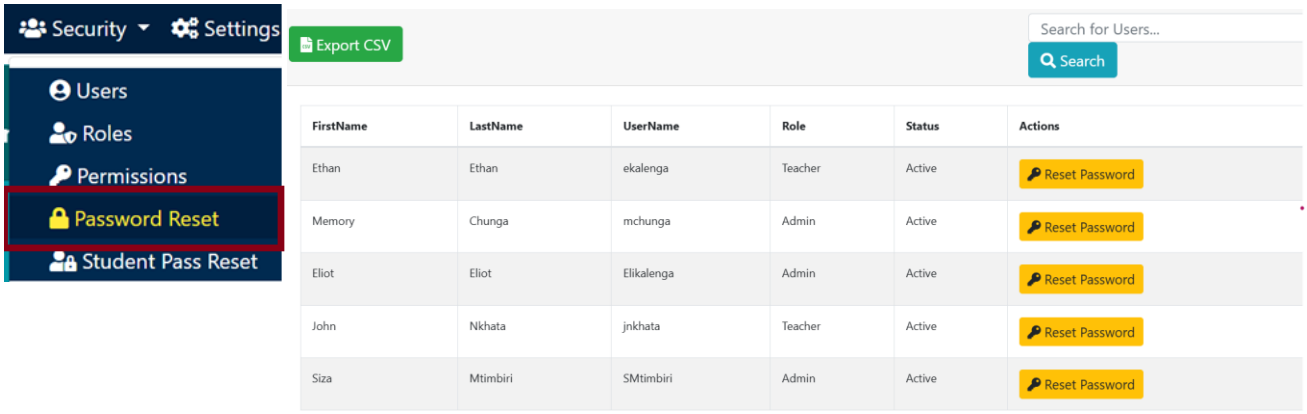
To update an existing user click the **Edit icon** against the user record, make necessary changes, and click **Update**.

3.4 Reset User Password

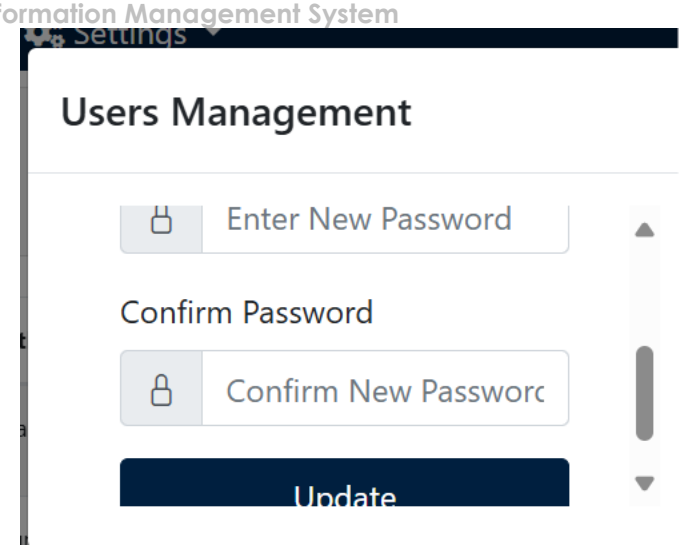
When user has forgotten his/her password, they may request for password reset.

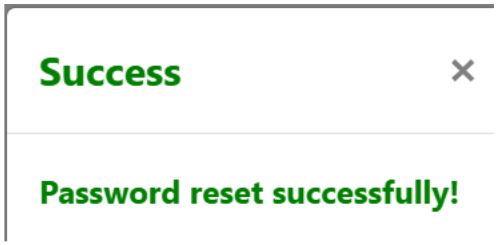
To reset user account password

i) Click on **Password Reset** Menu under Security.



ii) Search the user using the search text box Search for Users... and click on **Reset Password** Reset Password button against the user you want to reset its password





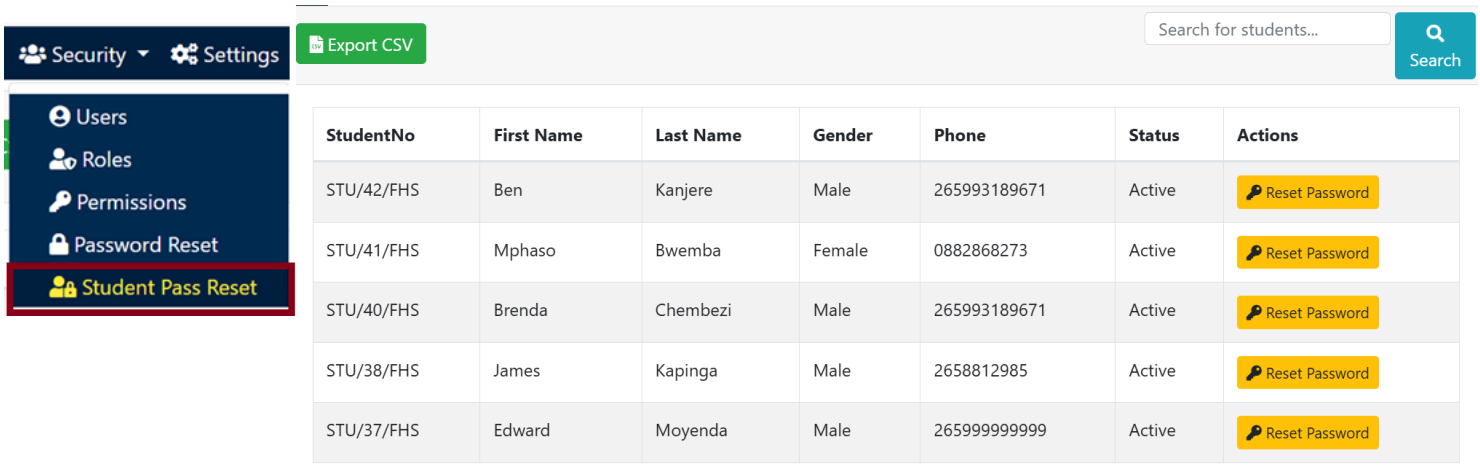
iii) Type the new password and confirm, then click on Update

3.5 Reset Student Password

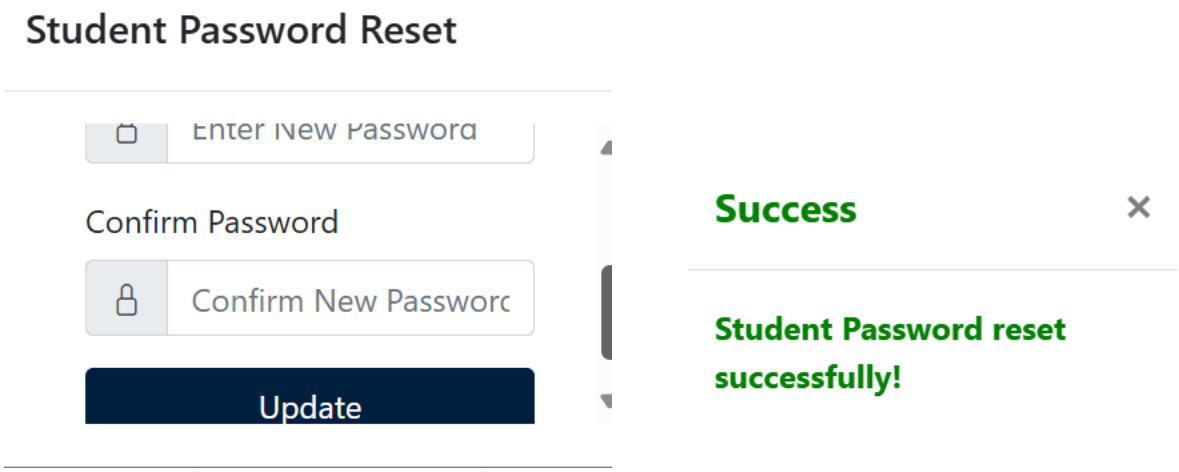
When a student/parent has forgotten his/her password, they may request for password reset from the school.

To reset student account password

i) Click on **Student Password Reset** Menu under Security.



ii) Search the student using the search text box Search for students... and click on **Reset Password** Reset Password button against the student account you want to reset its password

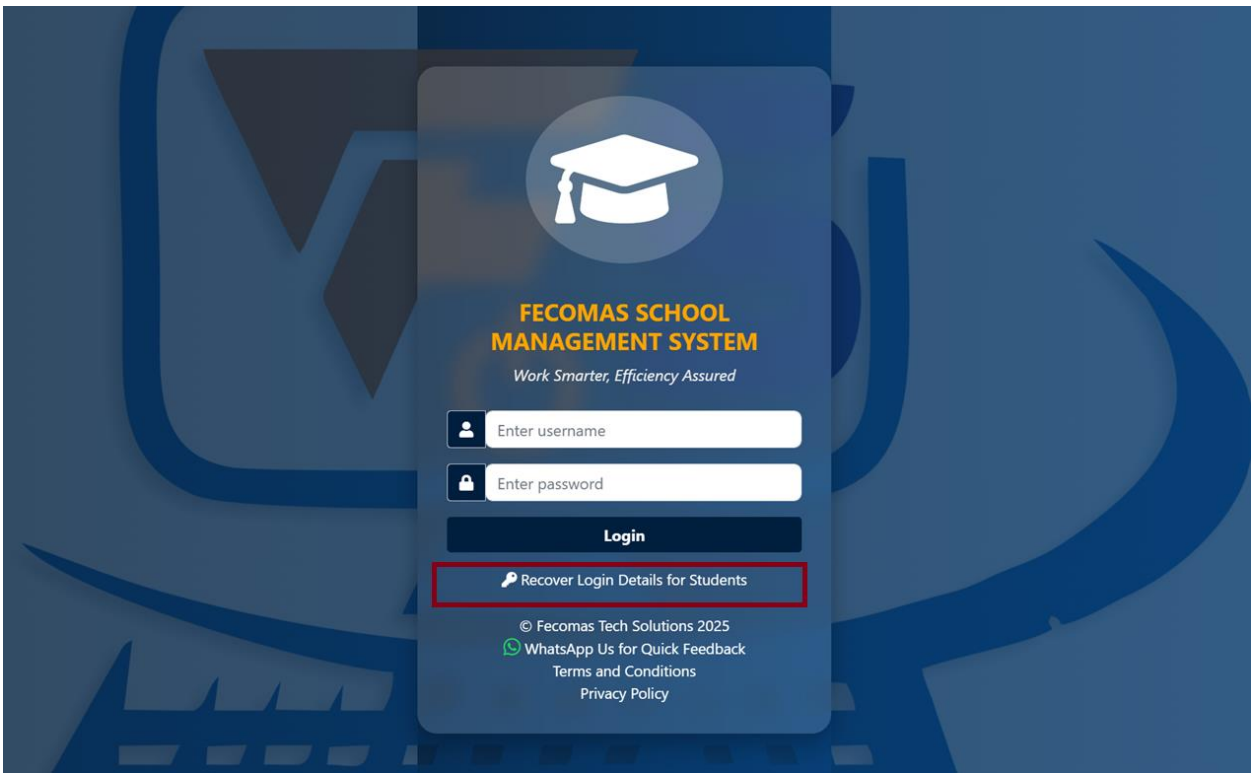


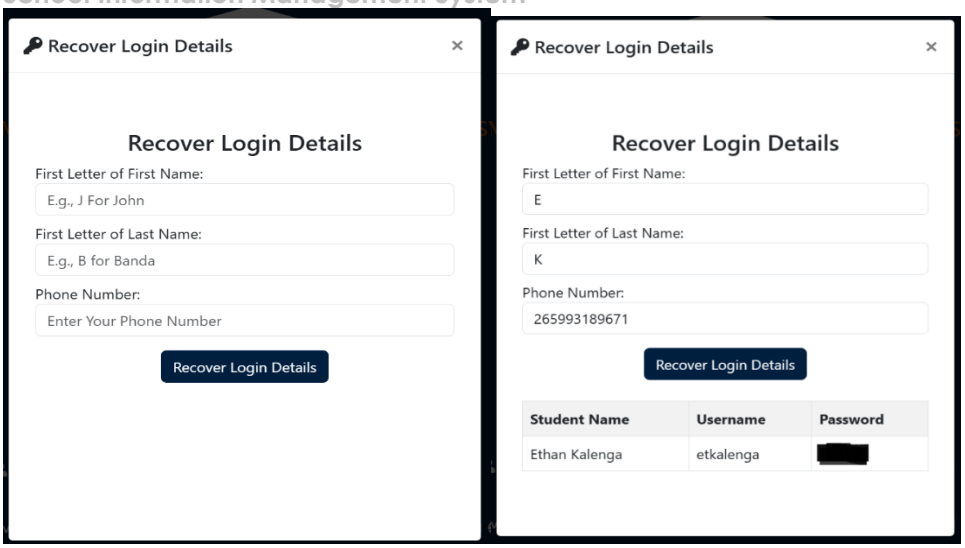
iii) Type the new password and confirm, then click on Update

3.6 Student Login Details Recover feature

If a student/Parent/Guardian has forgotten login details, they can recover the login details by themselves by following the following steps.

1. Click on recover login Details Link on login page





The system will display a pop up asking you to provide the following

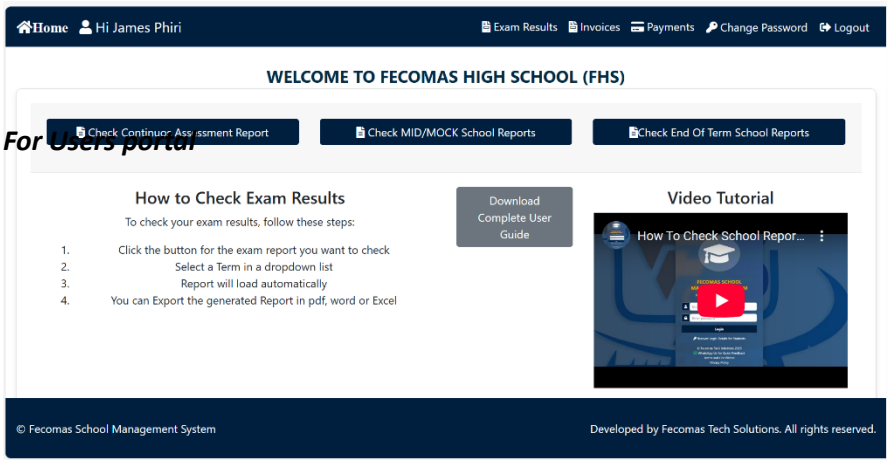
- First Letter of a student
- First Letter of Last name
- The phone number which was used during student registration

If all above information are correct then the system will provide the username and a password for the student.

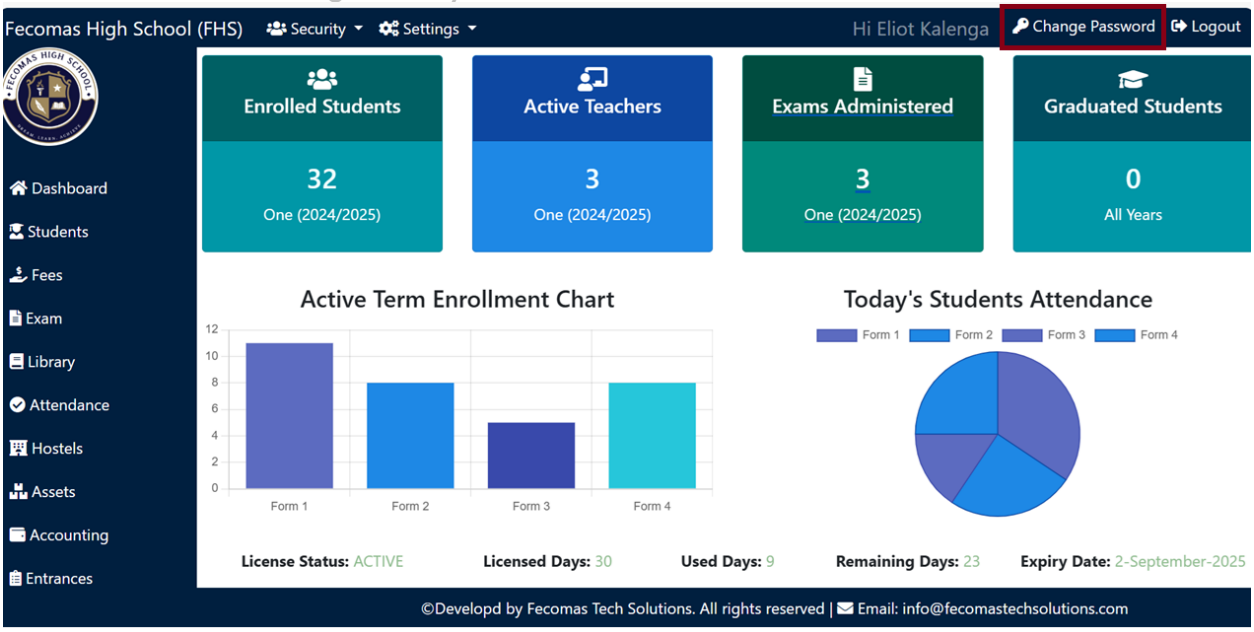
3.7 Change Password

After login In whether a student or any other user ensure that you change the default password to your own by clicking on Change password

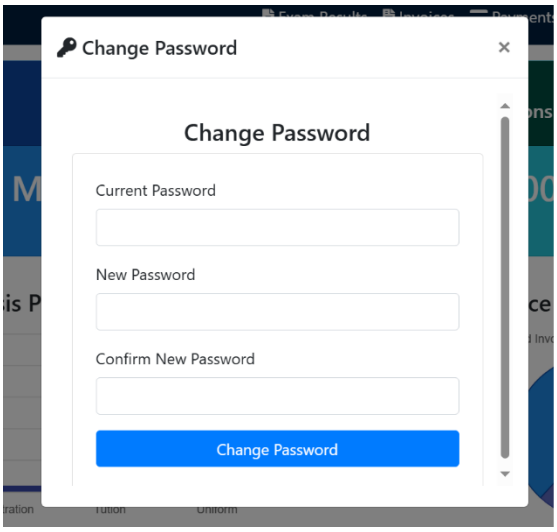
For Student/parent/guardian Portal

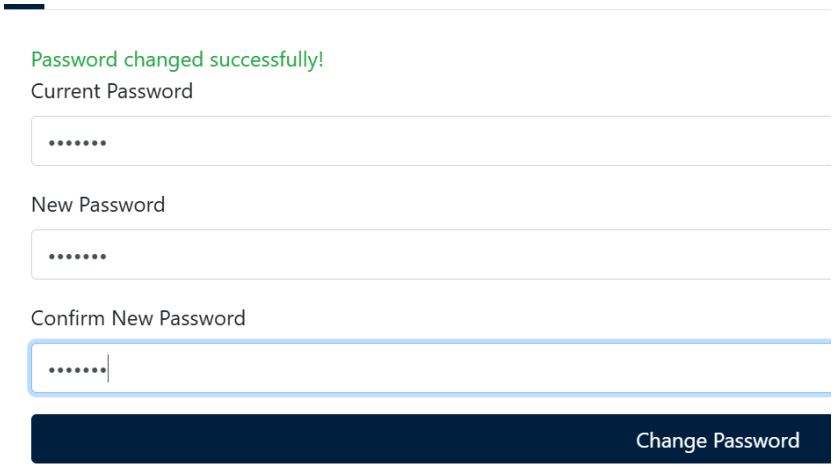


For Users portal



You will be requested to provide you current password, New password and Confirm the new password





MODULE 4 : STUDENT REGISTRATION AND ENROLLMENT

The **Fecomas School Management System** provides an efficient way to register and enroll students into the school database. This module guides

administrators through the process of adding new students, enrolling them in their respective classes within specific term.

i. ***Students registration*** involves capturing students data into the system and its done once for every student

ii. ***Student enrollment*** involves assigning a Class/Program and Term/Semester to a registered student

4.1 Student Registration

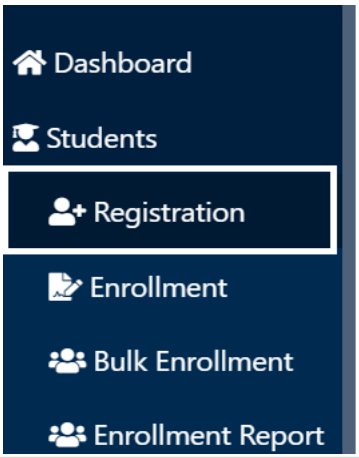
Student registration is the first step in adding a new student to the **Fecomas School Management System** and it is only done once. It involves capturing the student's personal details as well guardian information into the system. placement.

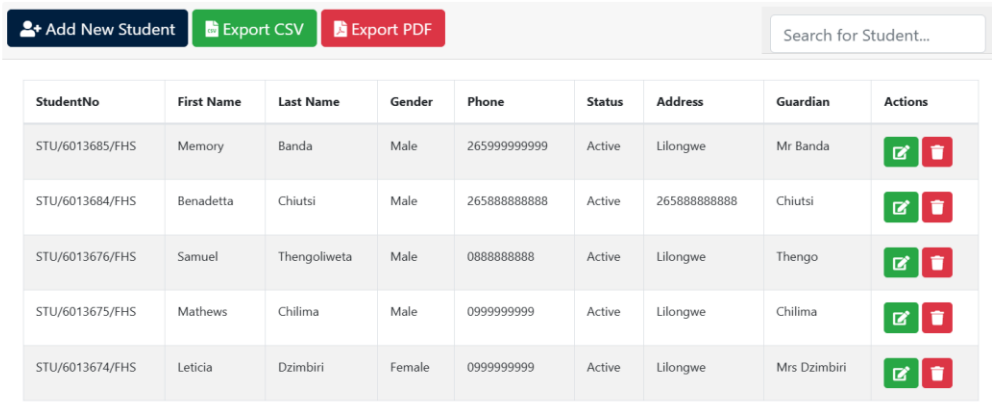
Step 1 : Click on the ***"Students"*** menu in the sidebar

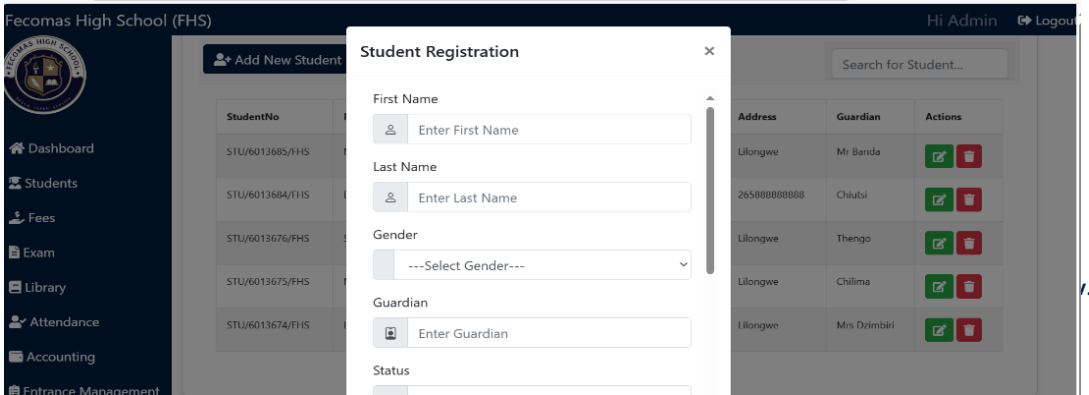
Step 2 : Click on ***"Registration"*** sub menu

Step 3: Click on ***"Add New Student"*** Button on the page that opens

Step 4 : Fill the students details on the form that pops up and click on save to have the details saved into the system.







To update a student, click the **Edit icon** against the student record, make changes, and click **Update**.

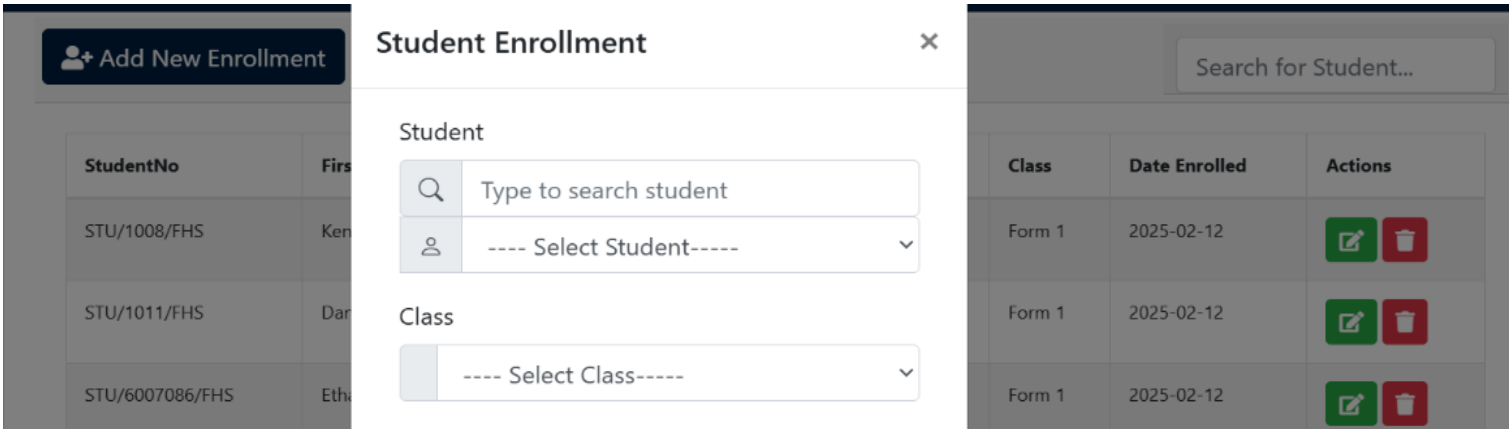
4.2 Students Enrollment

Once a student has been successfully registered in the **Fecomas School Management System**, the next step is to enroll them into their respective class and academic term. **Enrollment ensures that a student is assigned to a class, and a school term,** making them an active participants in the school system for that particular term.

Step 1 : Click on the ***"Students"*** menu in the sidebar

Step 2 : Click on ***"Enrollment"*** sub menu

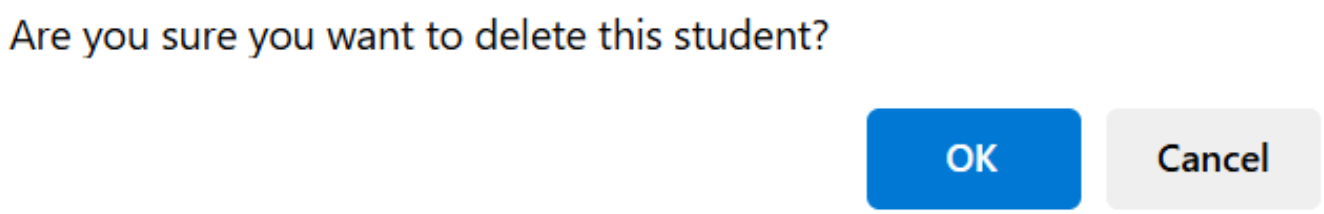
Step 3 : Click on ***"Add New Enrollment"*** Button on the page that opens



Step 4 : Fill the required details on the form that pops up and click on **Add** button to have the details saved into the system.

NB: To update or delete an enrollment, click the **Edit icon** against each enrolled student record, make changes, and click **Update**.

You can also delete an enrollment by clicking **Delete** Icon against each enrolled student record and a dialog box will pop up asking you to confirm your decision to delete the enrollment, once confirmed, the enrollment record will be removed from the term



4.3 Students Bulk Enrollment

This is a special feature for mass enrollment of students.

This feature is ideal for students' class transfer

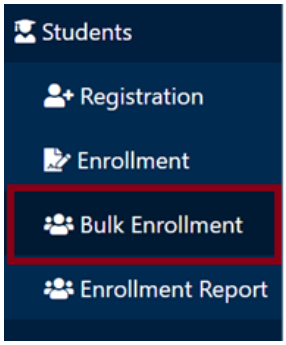
- From one term to another
- From one class to another

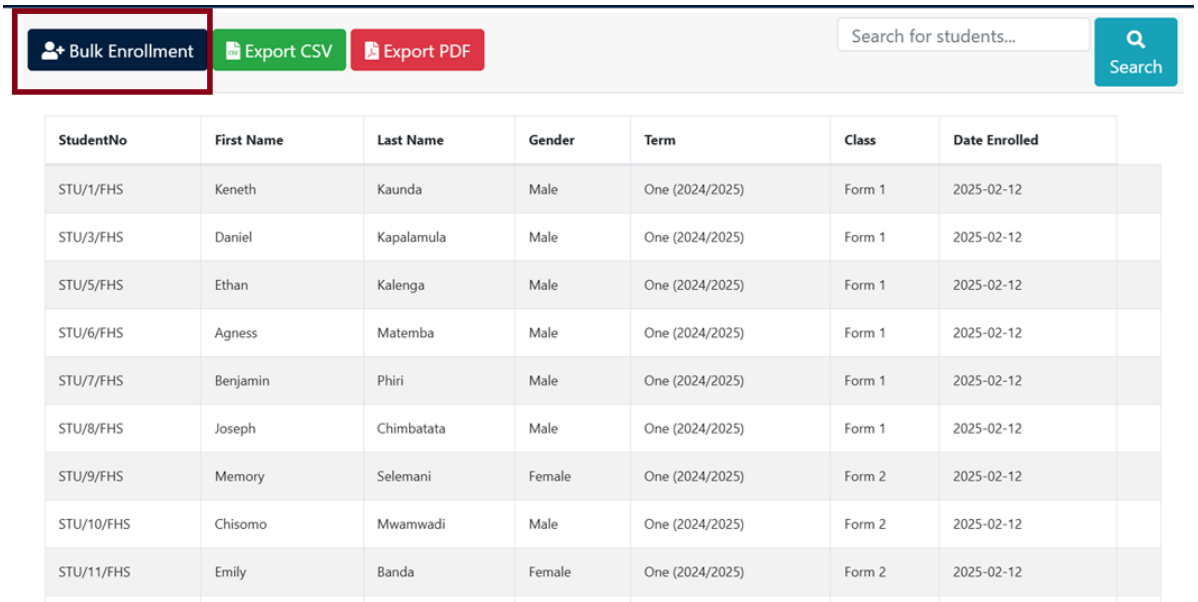
Follow below steps to perform bulk enrollment.

Step 1 : Click on the ***"Students"*** menu in the sidebar

Step 2 : Click on ***"Bulk Enrollment"*** sub menu

Step 3 : Click on ***"Add New Enrollment"*** Button on the page that opens

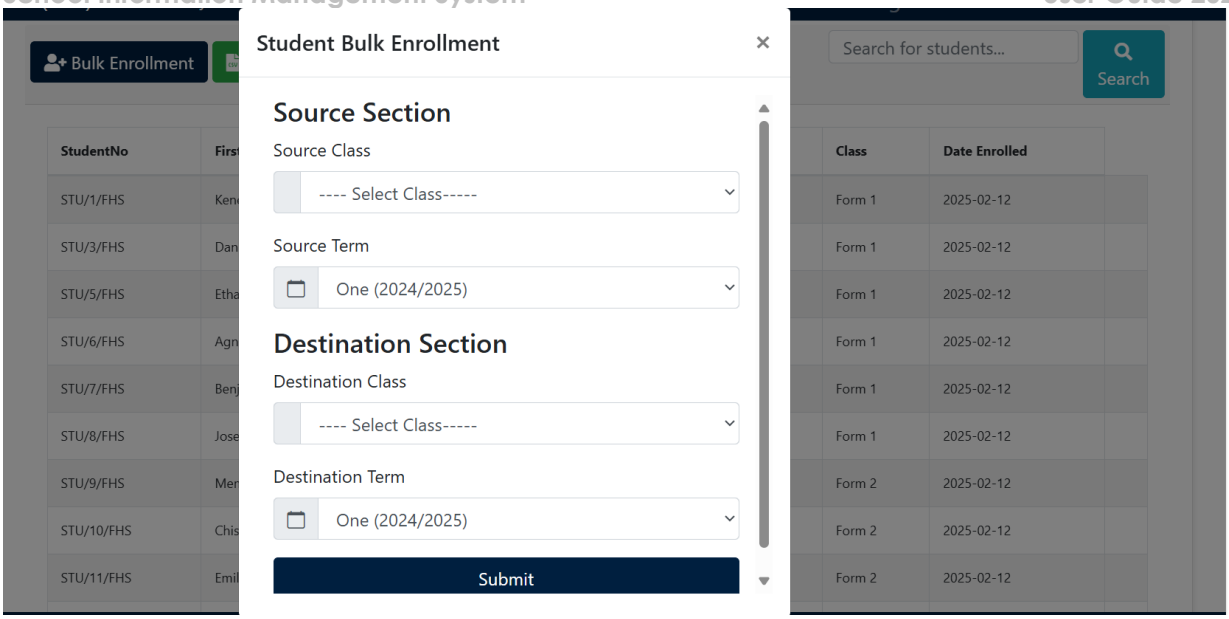




StudentNo	First Name	Last Name	Gender	Term	Class	Date Enrolled
STU/1/FHS	Keneth	Kaunda	Male	One (2024/2025)	Form 1	2025-02-12
STU/3/FHS	Daniel	Kapalamula	Male	One (2024/2025)	Form 1	2025-02-12
STU/5/FHS	Ethan	Kalenga	Male	One (2024/2025)	Form 1	2025-02-12
STU/6/FHS	Agness	Matemba	Male	One (2024/2025)	Form 1	2025-02-12
STU/7/FHS	Benjamin	Phiri	Male	One (2024/2025)	Form 1	2025-02-12
STU/8/FHS	Joseph	Chimbatata	Male	One (2024/2025)	Form 1	2025-02-12
STU/9/FHS	Memory	Selemani	Female	One (2024/2025)	Form 2	2025-02-12
STU/10/FHS	Chisomo	Mwamwadi	Male	One (2024/2025)	Form 2	2025-02-12
STU/11/FHS	Emily	Banda	Female	One (2024/2025)	Form 2	2025-02-12

Select Required Information then click on Submit button

To confirm the bulk enrolment transaction

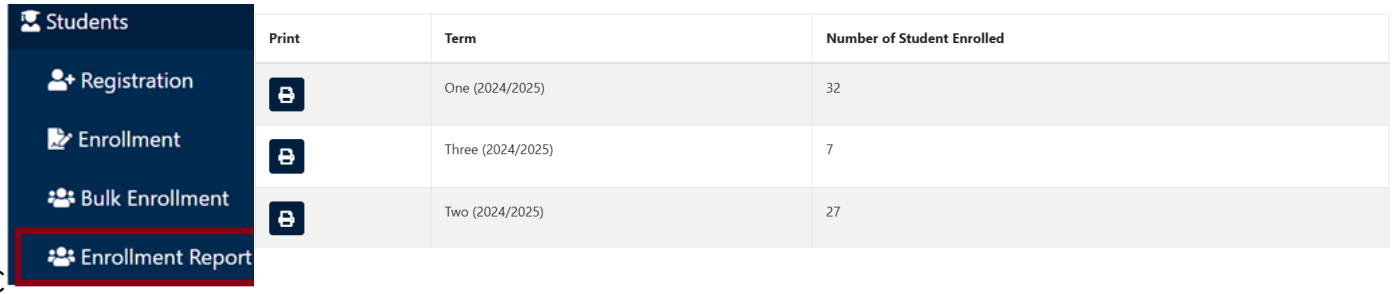


4.4 Enrollment Reports

Access the enrolment Report by following the following steps

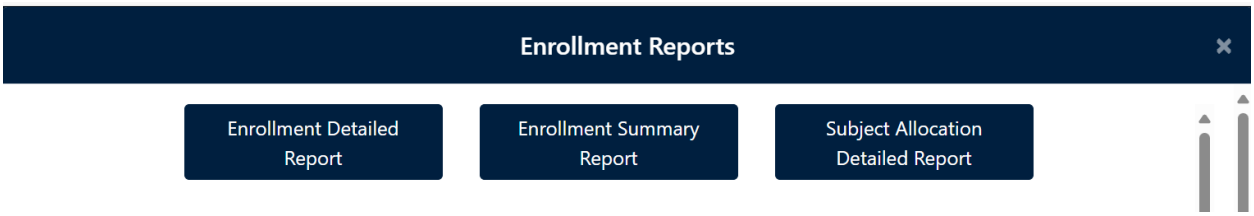
Step 1 : Click on the ***"Students"*** menu in the sidebar

Step 2 : Click on ***"Enrollment Reports"*** sub menu



C

Step 3 : Click on print button against the term you want to generate the report



Click the button for the report you want to generate.

i) Enrollment Detailed report

1 of 1 100%

Fecomas High School

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ENROLLMENT REPORT - DETAILED FOR TERM One (2024/2025)

Class Name	Student No	Student	Gender	Phone	Guardian	User Name
Form 1	STU/6/FHS	Agness Matemba	Male	0991678987	TEST	Amatemba
	STU/42/FHS	Ben Kanjere	Male	265993189671	Mr Kanjere	benkanjere
	STU/7/FHS	Benjamin Phiri	Male	0993189677	Mr Phiri	benjphiri
	STU/40/FHS	Brenda Chembezi	Male	265993189671	Mr Chembezi	BreChembezi
	STU/3/FHS	Daniel Kapalamula	Male	0991789765	TEST	Dkapalamula
	STU/5/FHS	Ethan Kalenga	Male	0993189671	Mr Kalenga	etkalenga

ii) Enrollment Summary report

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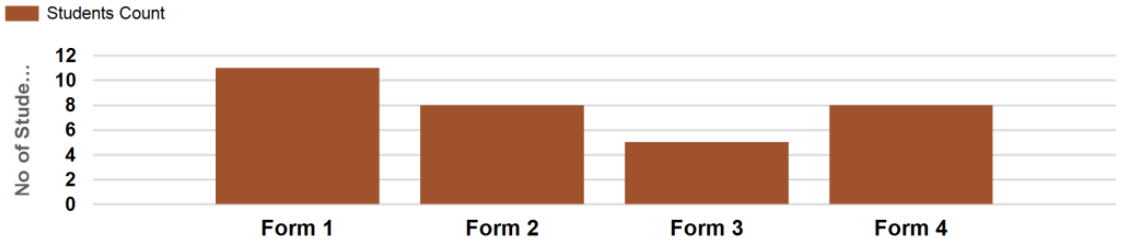
ENROLLMENT SUMMARY REPORT FOR TERM One (2024/2025)

Class Name	Students Count
Form 1	11
Form 2	8
Form 3	5
Form 4	8

Enrollment Summary Report Analysis In Graphical Representation



iii) Subject Allocation Detailed Report

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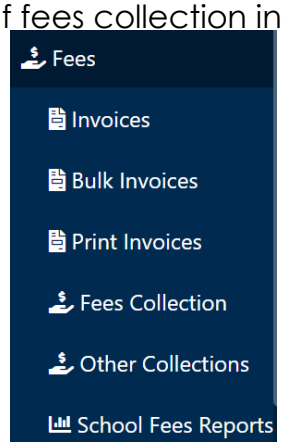
SUBJECT ALLOCATION REPORT FOR TERM One (2024/2025)

Teacher	Subject Code	Subject Name	Class Name
Eliot Kalenga	AGR	Agriculture	Form 6
	ENG	English	Form 1
	Total Subjects Allocated to Eliot Kalenga		**2**
Ethan Ethan	AGR	Agriculture	Form 4
	BK	Bible Knowledge	Form 1
	BK	Bible Knowledge	Form 4
	BIO	Biology	Form 1
	BIO	Biology	Form 4
	BIO	Biology	Form 6
	CHE	Chemistry	Form 1
	CHE	Chemistry	Form 4
	CHI	Chichewa	Form 1
	COM	Computers Studies	Form 1
	COM	Computers Studies	Form 4
	GEO	Geography	Form 1
	HIS	History	Form 1
	MAT	Mathematics	Form 1
	MAT	Mathematics	Form 4
	Total Subjects Allocated to Ethan Ethan		**15**
John Nkhata	PHY	Physics	Form 1
	SOCLIF	Social & Life Skills	Form 1
	Total Subjects Allocated to John Nkhata		**2**

MODULE 5. FEES COLLECTION MANAGEMENT

This module has automated the entire process of fees collection including

- Invoices generation
- Fees collection
- Receipt printing
- Fees collection reports generation



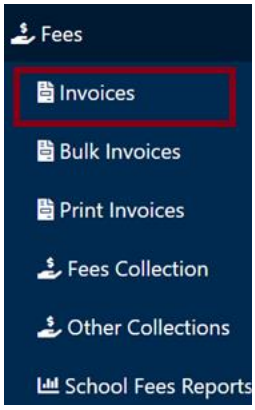
5.1 Generate Student Invoices (one by one)

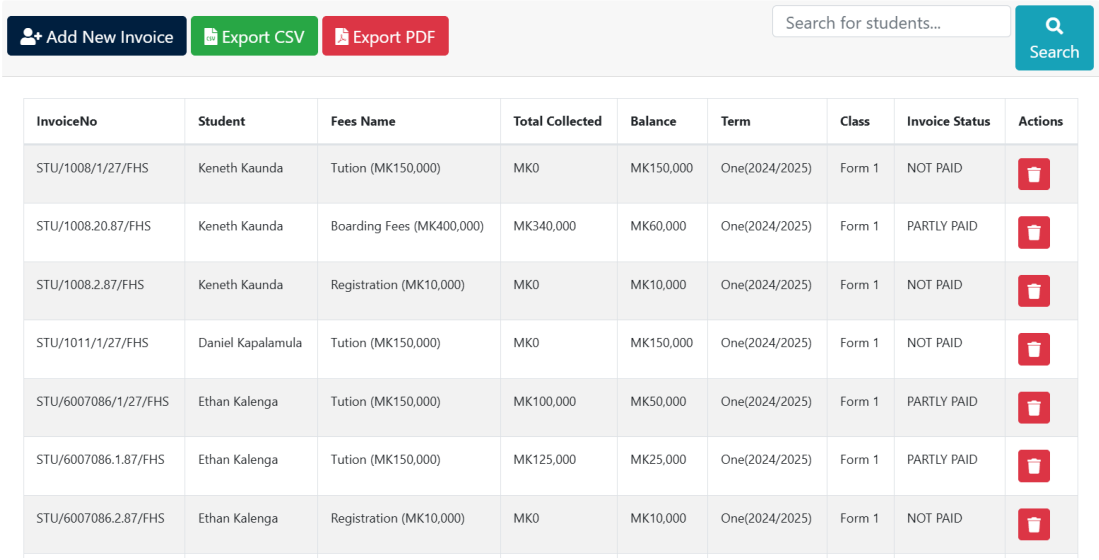
To generate invoices one by one follow the following steps

Step 1 : Click on the ***"Fees"*** menu in the sidebar

Step 2 : Click on ***"Invoices"*** sub menu

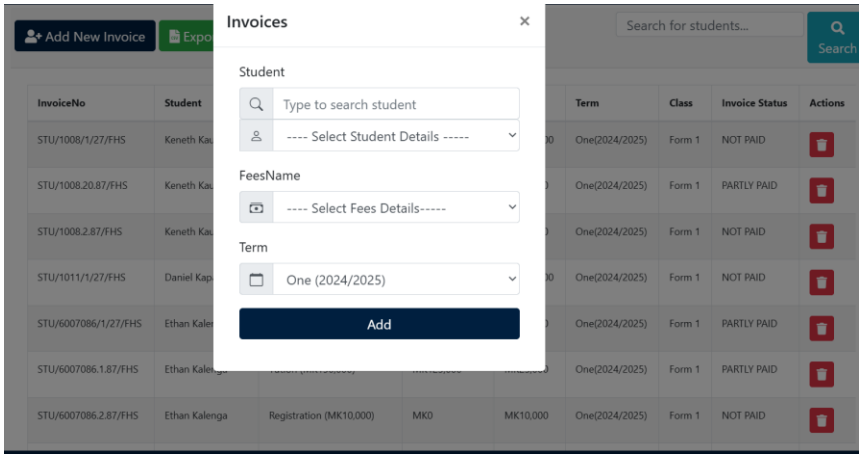
Step 3 : Click on ***"Add New Invoice"*** Button on the page that opens





InvoiceNo	Student	Fees Name	Total Collected	Balance	Term	Class	Invoice Status	Actions
STU/1008/1/27/FHS	Keneth Kaunda	Tution (MK150,000)	MK0	MK150,000	One(2024/2025)	Form 1	NOT PAID	
STU/1008.20.87/FHS	Keneth Kaunda	Boarding Fees (MK400,000)	MK340,000	MK60,000	One(2024/2025)	Form 1	PARTLY PAID	
STU/1008.2.87/FHS	Keneth Kaunda	Registration (MK10,000)	MK0	MK10,000	One(2024/2025)	Form 1	NOT PAID	
STU/1011/1/27/FHS	Daniel Kapalamula	Tution (MK150,000)	MK0	MK150,000	One(2024/2025)	Form 1	NOT PAID	
STU/6007086/1/27/FHS	Ethan Kalenga	Tution (MK150,000)	MK100,000	MK50,000	One(2024/2025)	Form 1	PARTLY PAID	
STU/6007086.1.87/FHS	Ethan Kalenga	Tution (MK150,000)	MK125,000	MK25,000	One(2024/2025)	Form 1	PARTLY PAID	
STU/6007086.2.87/FHS	Ethan Kalenga	Registration (MK10,000)	MK0	MK10,000	One(2024/2025)	Form 1	NOT PAID	

Step 4 : Fill the required details on the form that pops up and click on **Add** button to have the details saved the invoice into the system.



NB: You can delete an invoice by clicking **Delete** Icon against each invoice record and a dialog box will pop up asking you to confirm your decision to delete an invoice, once confirmed, an invoice record will be removed from the system.

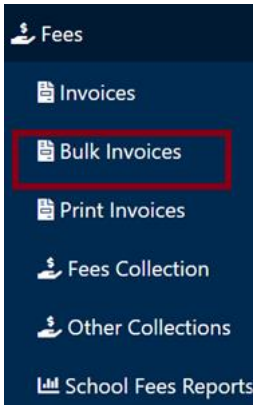
5.2 Generate Student Invoices (Bulk Invoices)

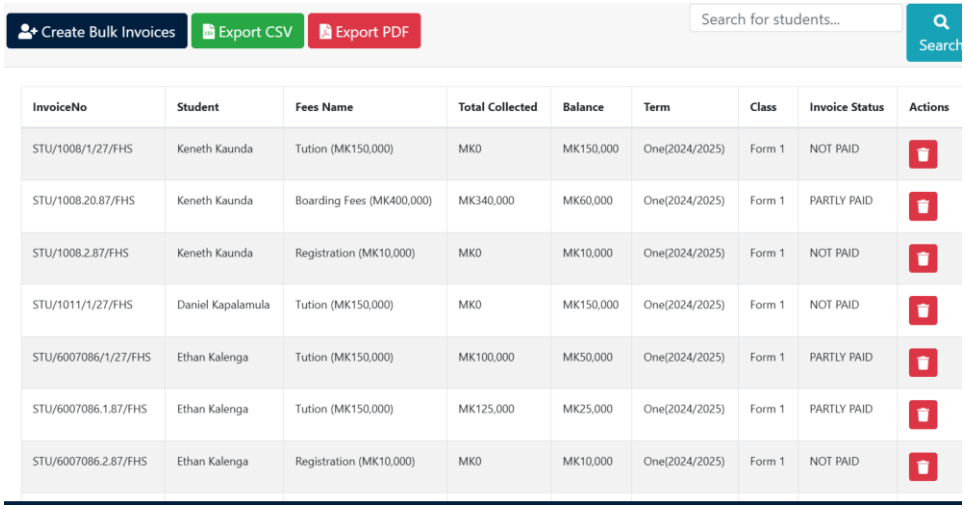
To generate bulk invoices (for the whole class at once)

Step 1 : Click on the ***"Fees"*** menu in the sidebar

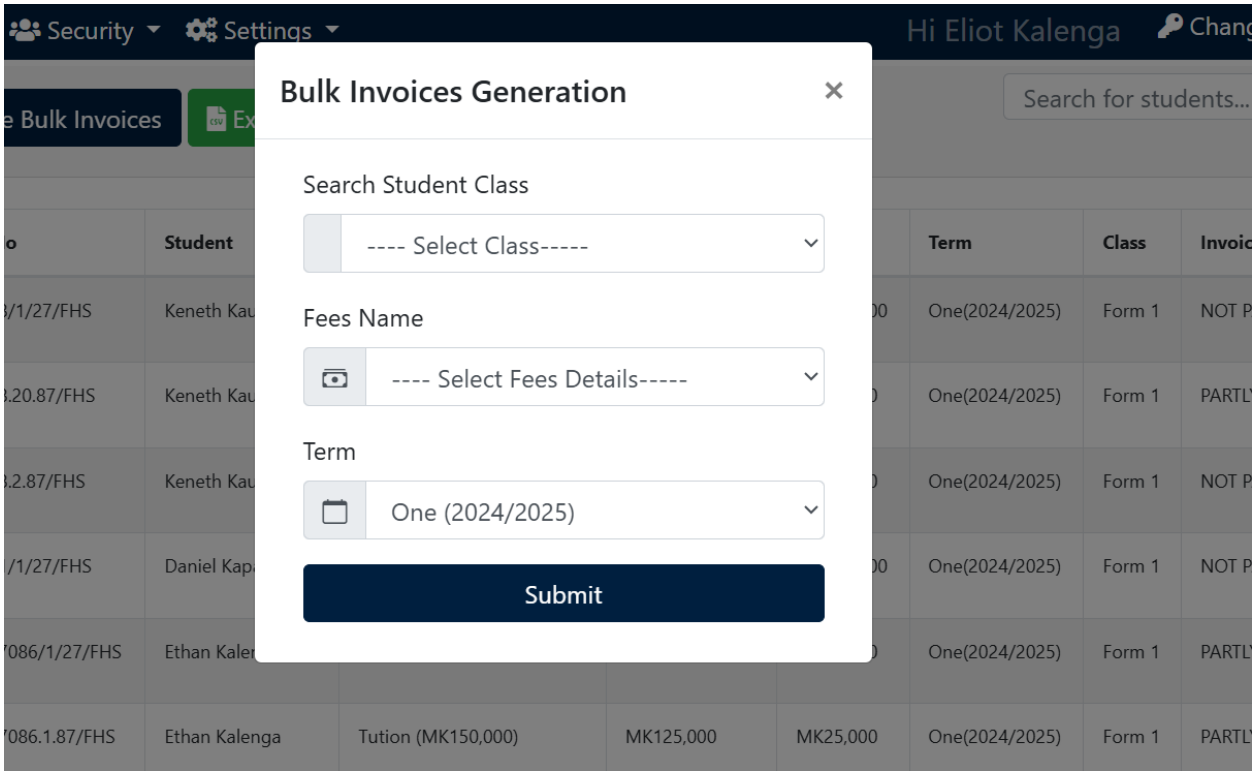
Step 2 : Click on ***"Bulk Invoices"*** sub menu

Step 3 : Click on ***"Create bulk Invoices"*** Button on the page that opens





Step 4 : Fill the required details on the form that pops up and click on **Add** button to have the details saved the invoice into the system.



6.3 Print and Send invoices

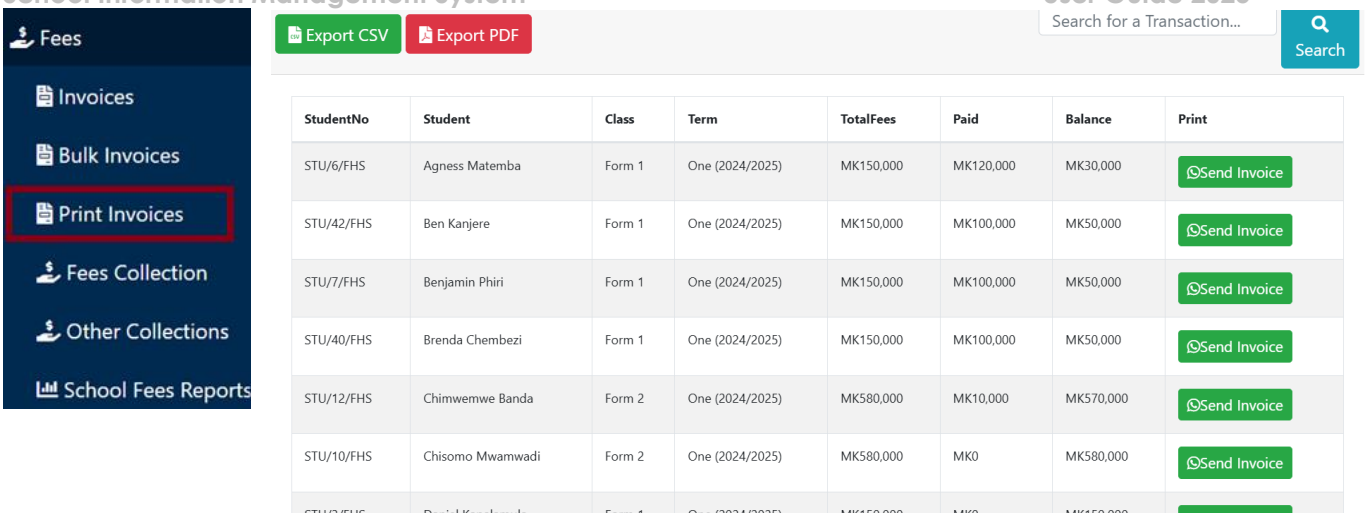
You can print generated invoices or send to respective parents on whatsap or as SMS text message by following the below steps

5.3.1 Print or send invoice via WhatsApp

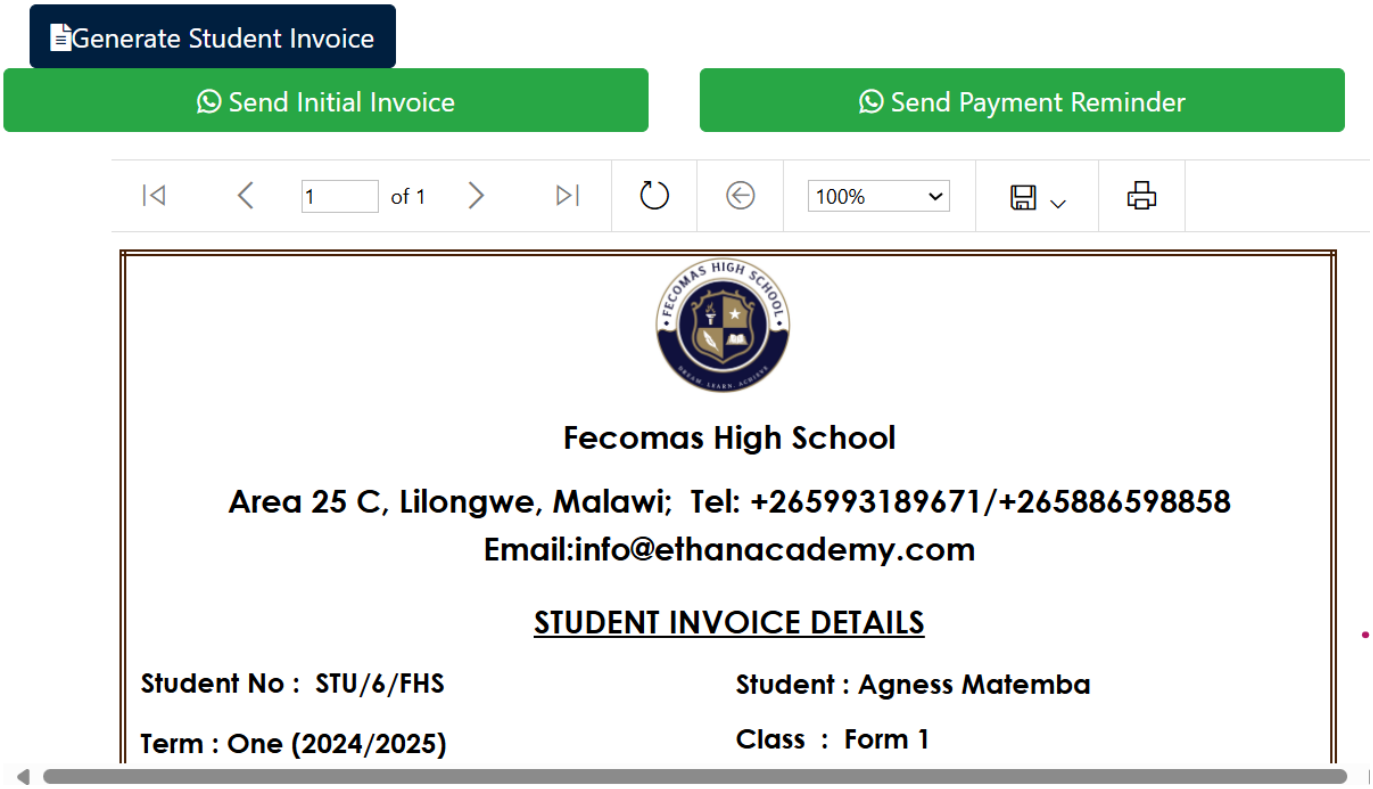
i) **Step 1 :** Click on the ***"Fees"*** menu in the sidebar

ii) **Step 2 :** Click on ***"Print Invoices"*** sub menu

iii) **Step 3 :** Click on ***"Send Invoice"*** Button against the student you want the invoice to be generated and sent



Click on **generate student Invoice** button



You can send as **initial invoice** or as Fees **Payment reminder**

Fecomas High School

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Email:info@ethanacademy.com

STUDENT INVOICE DETAILS

Student No : STU/6/FHS **Student : Agness Matemba**

Term : One (2024/2025) **Class : Form 1**

Invoice No	Fees Name	Total Fees	Total Collected	Balance	Collection Percentage	Paid Status
STU/6007087/ 1/27/FHS	Tution (MK150,000.00)	MK150,000.00	MK120000.00	MK30,000.00	80%	Partly Paid
STU/6007087. 20.27/FHS	Boarding Fees (MK400,000.00)	MK400,000.00	MK0.00	MK400,000.00	0%	Not Paid
STU/6007087. 2.27/FHS	Registration (MK10,000.00)	MK10,000.00	MK0.00	MK10,000.00	0%	Not Paid
SUB TOTAL		**MK560,000.00**	**MK120,000.00**	**MK440,000.00**		

******** Thank You For Sending Your Ward to Fecomas High School **********

5.2.2 Send Fees Balance Reminder via SMS

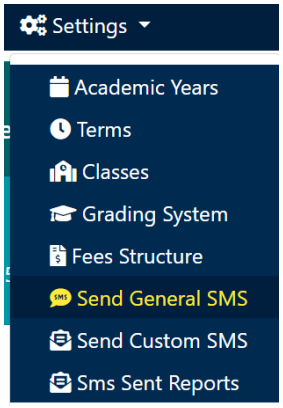
You can also send an fees balance reminders via SMS to all parents/guardians by following below steps:

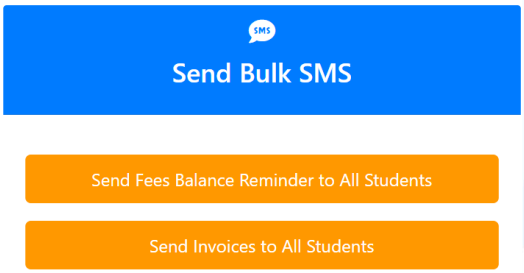
i) **Step 1 :** Click on the ***"Settings"*** menu in the Navigation bar

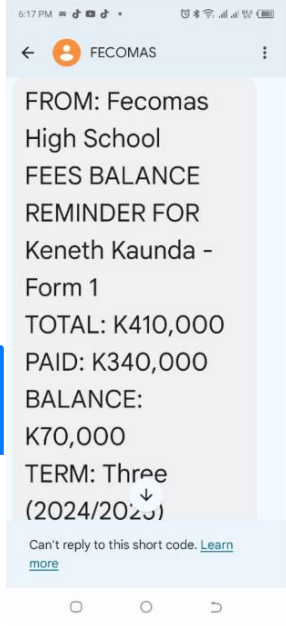
ii) **Step 2 :** Click on ***"Send General SMS"*** sub menu

iii) **Step 3 :** Click on ***"Send Fees balance Reminder to all students"*** Button if you want to send the reminders to Parents

iv) **Step 3 :** Click on ***"Send Invoices to all students"*** Button if you want to send the initial invoices to Parents







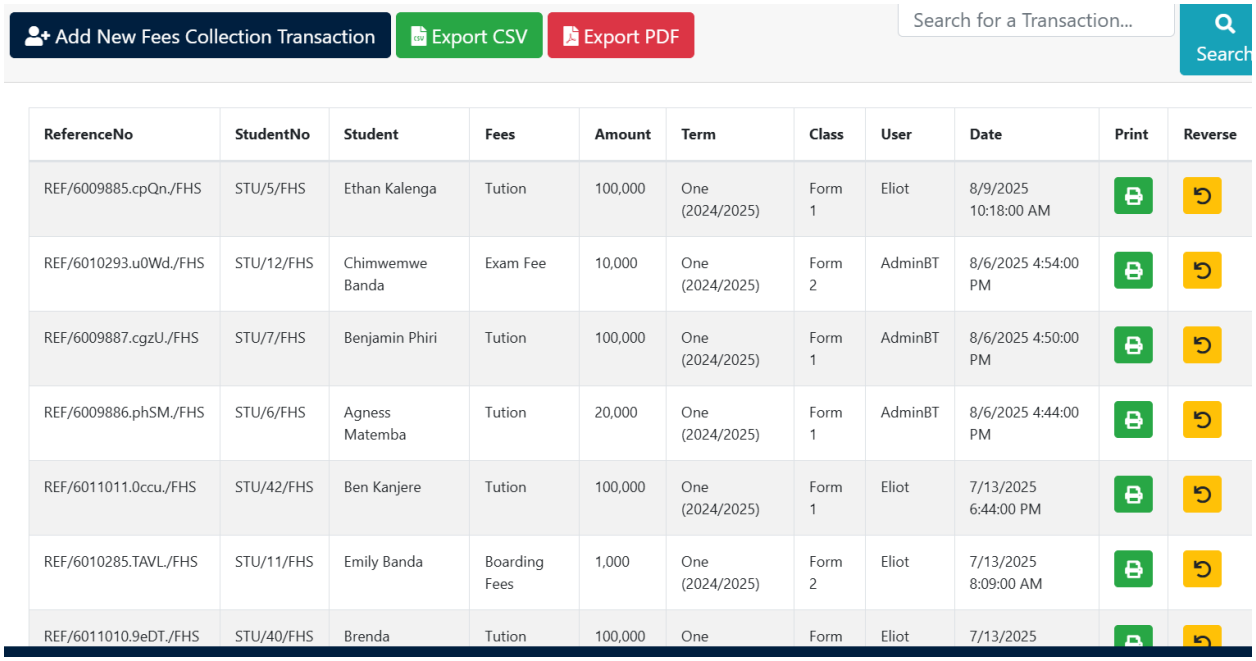
Parents will get an SMS like one above

5.3 Fees Collection Management

Fees collection transactions are captured by following the steps below

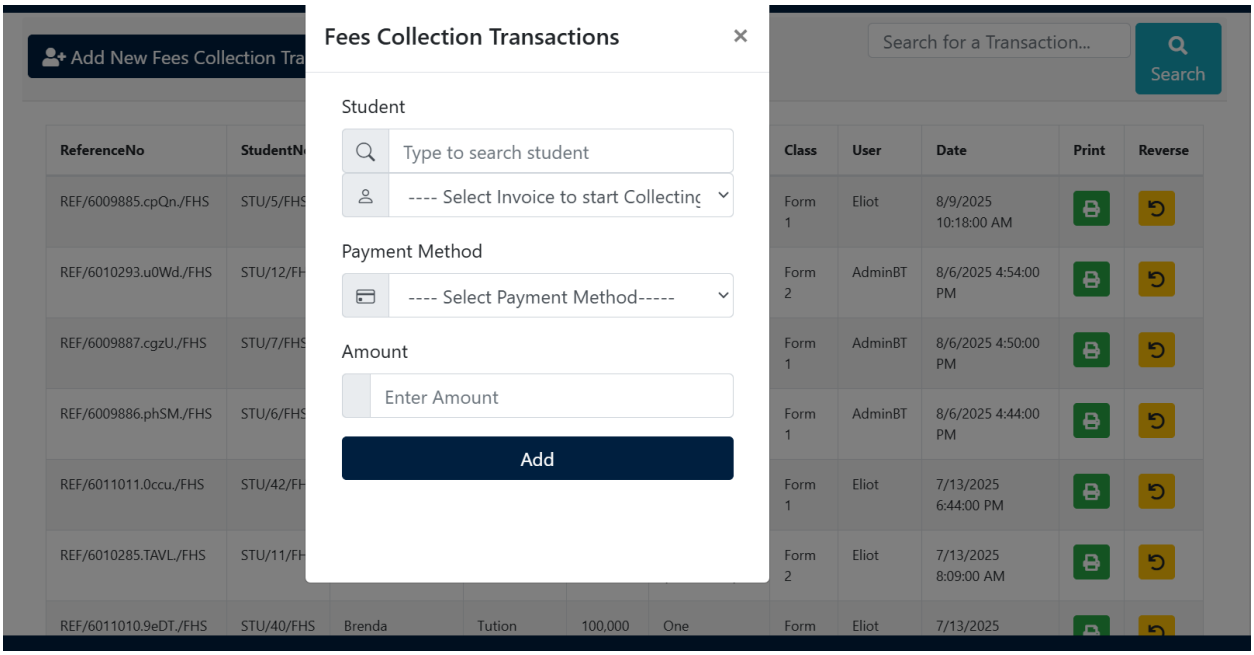
i) **Step 1 :** Click on the ***"Fees"*** menu in the sidebar

ii) **Step 2 :** Click on ***"Fees Collection"*** sub menu



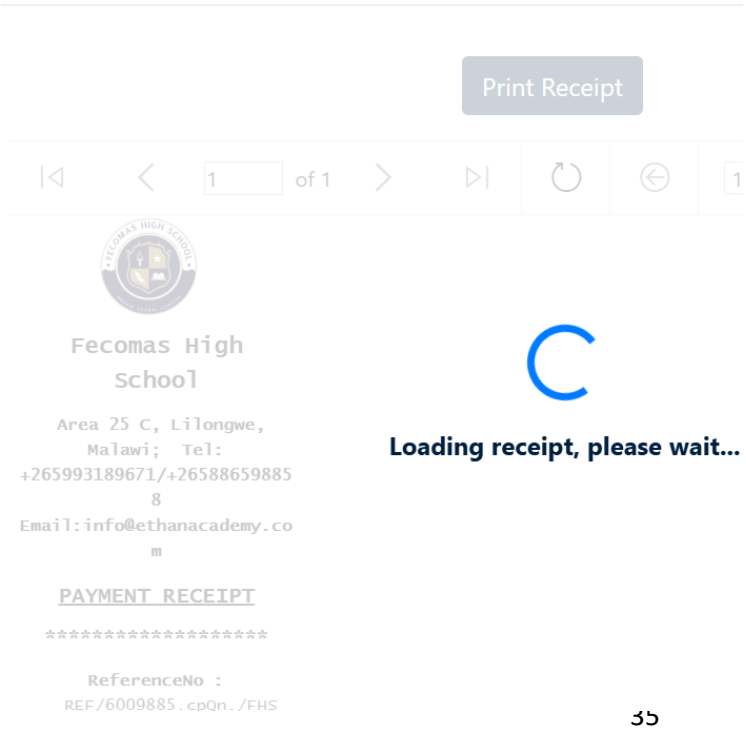
ReferenceNo	StudentNo	Student	Fees	Amount	Term	Class	User	Date	Print	Reverse
REF/6009885.cpQn./FHS	STU/5/FHS	Ethan Kalenga	Tution	100,000	One (2024/2025)	Form 1	Eliot	8/9/2025 10:18:00 AM		
REF/6010293.u0Wd./FHS	STU/12/FHS	Chimwemwe Banda	Exam Fee	10,000	One (2024/2025)	Form 2	AdminBT	8/6/2025 4:54:00 PM		
REF/6009887.cgzU./FHS	STU/7/FHS	Benjamin Phiri	Tution	100,000	One (2024/2025)	Form 1	AdminBT	8/6/2025 4:50:00 PM		
REF/6009886.phSM./FHS	STU/6/FHS	Agness Matemba	Tution	20,000	One (2024/2025)	Form 1	AdminBT	8/6/2025 4:44:00 PM		
REF/6011011.0ccu./FHS	STU/42/FHS	Ben Kanjere	Tution	100,000	One (2024/2025)	Form 1	Eliot	7/13/2025 6:44:00 PM		
REF/6010285.TAVL./FHS	STU/11/FHS	Emily Banda	Boarding Fees	1,000	One (2024/2025)	Form 2	Eliot	7/13/2025 8:09:00 AM		
REF/6011010.9eDT./FHS	STU/40/FHS	Brenda	Tution	100,000	One	Form	Eliot	7/13/2025		

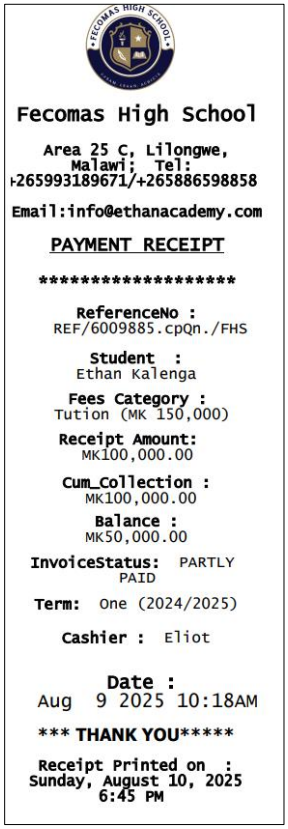
iii) **Step 3 :** Click on ***"Add New Fees Collection Transaction"***



iv) Select invoice details you want to collect fees from then choose payment method and amount then click on **Add** Button

v) Click on **print** icon against a transaction that has been created to print its receipt





5.4 Fees Collection Reports

To generate School Fees reports

i) **Step 1 :** Click on the ***"Fees"*** menu in the sidebar

ii) **Step 2 :** Click on ***"School Fees Reports"*** sub menu

iii) Select the term you want to generate the reports by clicking on the print Icon against each term record

iv) You can generate various reports base on the button that you will click. Beow are samples

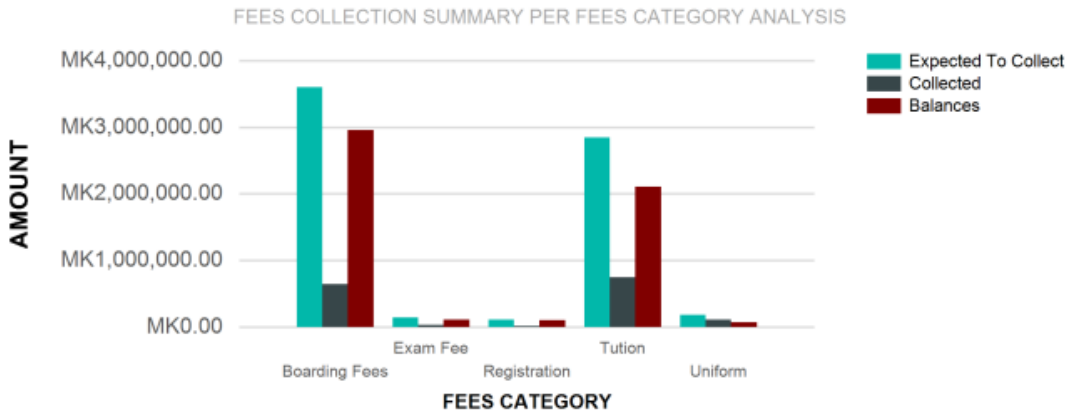
Fees Collection Per category

Fecomas High School

Area 25 C, Lilongwe, Malawi; Tel: +265993189671/+265886598858 Email:info@ethanacademy.com

FEES COLLECTION SUMMARY REPORT PER FEES CATEGORY FOR TERM One (2024/2025)

Class Name	Feesname	Expected To Collect	Collected	Balances	Collection %
Form 1	Boarding Fees	MK800,000.00	MK340,000.00	MK460,000.00	42.50%
	Registration	MK30,000.00	MK0.00	MK30,000.00	0.00%
	Tution	MK1,800,000.00	MK645,000.00	MK1,155,000.00	35.83%
	Uniform	MK45,000.00	MK40,000.00	MK5,000.00	88.89%
	Sub Total	**MK2,675,000.00**	**MK1,025,000.00**	**MK1,650,000.00**	**38.32%**
Form 2	Boarding Fees	MK2,800,000.00	MK301,000.00	MK2,499,000.00	10.75%
	Exam Fee	MK140,000.00	MK30,000.00	MK110,000.00	21.43%
	Registration	MK80,000.00	MK10,000.00	MK70,000.00	12.50%
	Tution	MK1,050,000.00	MK100,000.00	MK950,000.00	9.52%
	Uniform	MK90,000.00	MK69,000.00	MK21,000.00	76.67%
	Sub Total	**MK4,160,000.00**	**MK510,000.00**	**MK3,650,000.00**	**12.26%**
Form 4	Uniform	MK45,000.00	MK0.00	MK45,000.00	0.00%
	Sub Total	**MK45,000.00**	**MK0.00**	**MK45,000.00**	**0.00%**
GRAND TOTAL		**MK6,880,000.00**	**MK1,535,000.00**	**MK5,345,000.00**	**22.31%**



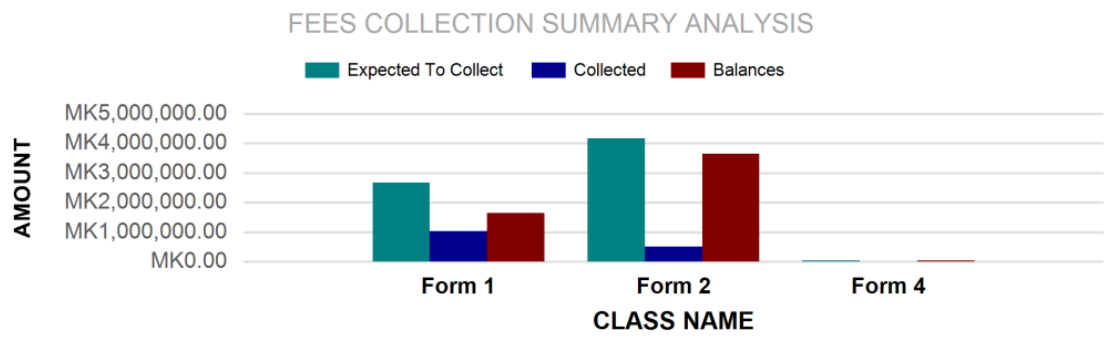
Fees Collection Summary

Fecomas High School

Area 25 C, Lilongwe, Malawi; Tel: +265993189671/+265886598858 Email:info@ethanacademy.com

FEES COLLECTION SUMMARY - CUMULATIVE FOR TERM One (2024/2025)

Class Name	Expected To Collect	Collected	Balances	Collection %
Form 1	MK2,675,000.00	MK1,025,000.00	MK1,650,000.00	38.32%
Form 2	MK4,160,000.00	MK510,000.00	MK3,650,000.00	12.26%
Form 4	MK45,000.00	MK0.00	MK45,000.00	0.00%
GRAND TOTAL	**MK6,880,000.00**	**MK1,535,000.00**	**MK5,345,000.00**	**22.31%**



Fees Collection Transactions

Fecomas High School

Area 25 C, Lilongwe, Malawi; Tel: +265993189671/+265886598858 Email:info@ethanacademy.com

Fees Collections Transactions For Term One (2024/2025)

Class Name	Reference No	Student No	Student	Fees	Receipt Amount	Cum Collection	balance	Invoice Status	Created By	Created Date
Form 1	REF/6009888.GtLK./FHS	STU/8/FHS	Joseph Chimbatata	Tution (150000.00)	MK150,000.00	MK0.00	MK150,000.00	NOT PAID	Admin	Feb 12 202
Form 1	REF/6009888.GtLK./FHS(Rvs)	STU/8/FHS	Joseph Chimbatata	Tution (150000.00)	-MK150,000.00	MK0.00	MK150,000.00	NOT PAID	Admin	Feb 12 202
Form 1	REF/6010882.zleD./FHS	STU/1/FHS	Keneth Kaunda	Boarding Fees (400000.00)	MK340,000.00	MK340,000.00	MK60,000.00	PARTLY PAID	Admin	May 23 202
Form 1	REF/6009885.cpQn./FHS	STU/5/FHS	Ethan Kalenga	Tution (150000.00)	MK100,000.00	MK100,000.00	MK50,000.00	PARTLY PAID	Admin	Feb 12 202
Form 1	REF/6010881.tcTX./FHS	STU/5/FHS	Ethan Kalenga	Tution (150000.00)	MK120,000.00	MK125,000.00	MK25,000.00	PARTLY PAID	Admin	May 23 202
Form 1	REF/6010881.g1xC./FHS	STU/5/FHS	Ethan Kalenga	Tution (150000.00)	MK5,000.00	MK125,000.00	MK25,000.00	PARTLY PAID	Admin	May 23 202
Form 1	REF/6010890.BKQ4./FHS	STU/5/FHS	Ethan Kalenga	Uniform (45000.00)	MK40,000.00	MK40,000.00	MK5,000.00	PARTLY PAID	Admin	May 24 202
Form 1	REF/6009886.7sfG./FHS	STU/6/FHS	Agness Matemba	Tution (150000.00)	MK100,000.00	MK120,000.00	MK30,000.00	PARTLY PAID	Admin	Feb 12 202
Form 1	REF/6009886.phSM./FHS	STU/6/FHS	Agness Matemba	Tution (150000.00)	MK20,000.00	MK120,000.00	MK30,000.00	PARTLY PAID	Admin	Feb 12 202
Form 1	REF/6009887.Gg9t./FHS	STU/7/FHS	Benjamin Phiri	Tution (150000.00)	MK100,000.00	MK100,000.00	MK50,000.00	PARTLY PAID	Admin	Feb 12 202
Form 1	REF/6009887.Gg9t./FHS(Rvs)	STU/7/FHS	Benjamin Phiri	Tution (150000.00)	-MK100,000.00	MK100,000.00	MK50,000.00	PARTLY PAID	Admin	Feb 12 202
Form 1	REF/6009887.cgzU./FHS	STU/7/FHS	Benjamin Phiri	Tution (150000.00)	MK100,000.00	MK100,000.00	MK50,000.00	PARTLY PAID	Admin	Feb 12 202

Invoice Status Report

Fecomas High School

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INVOICES STATUS REPORT FOR TERM One (2024/2025)

Class Name	Invoice No	Student NO	Student	Fees	Total Collected	Balance	Invoice Status
Form 1	STU/6007087.20.27 /FHS	STU/6/FHS	Agness Matemba	Boarding Fees (400000.00)	MK0.00	MK400,000.00	NOT PAID
Form 1	STU/6007087.2.27/ FHS	STU/6/FHS	Agness Matemba	Registration (10000.00)	MK0.00	MK10,000.00	NOT PAID
Form 1	STU/1011/1/27/FHS	STU/3/FHS	Daniel Kapalamula	Tution (150000.00)	MK0.00	MK150,000.00	NOT PAID
Form 1	STU/6007086.2.87/ FHS	STU/5/FHS	Ethan Kalenga	Registration (10000.00)	MK0.00	MK10,000.00	NOT PAID
Form 1	STU/6014159.1.27/ FHS	STU/38/FHS	James Kapinga	Tution (150000.00)	MK0.00	MK150,000.00	NOT PAID
Form 1	STU/6007089/1/27/ FHS	STU/8/FHS	Joseph Chimbatata	Tution (150000.00)	MK0.00	MK150,000.00	NOT PAID
Form 1	STU/1008/1/27/FHS	STU/1/FHS	Keneth Kaunda	Tution (150000.00)	MK0.00	MK150,000.00	NOT PAID
Form 1	STU/1008.2.87/FHS	STU/1/FHS	Keneth Kaunda	Registration (10000.00)	MK0.00	MK10,000.00	NOT PAID
Form 1	STU/6013675/1/27/ FHS	STU/27/FHS	Mathews Chilima	Tution (150000.00)	MK0.00	MK150,000.00	NOT PAID
Form 1	STU/6013676/1/27/ FHS	STU/28/FHS	Samuel Thengoliweta	Tution (150000.00)	MK0.00	MK150,000.00	NOT PAID
Form 1	STU/6007087/1/27/ FHS	STU/6/FHS	Agness Matemba	Tution (150000.00)	MK120,000.00	MK30,000.00	PARTLY PAID
Form 1	STU/6014166.1.27/ FHS	STU/42/FHS	Ben Kanjere	Tution (150000.00)	MK100,000.00	MK50,000.00	PARTLY PAID

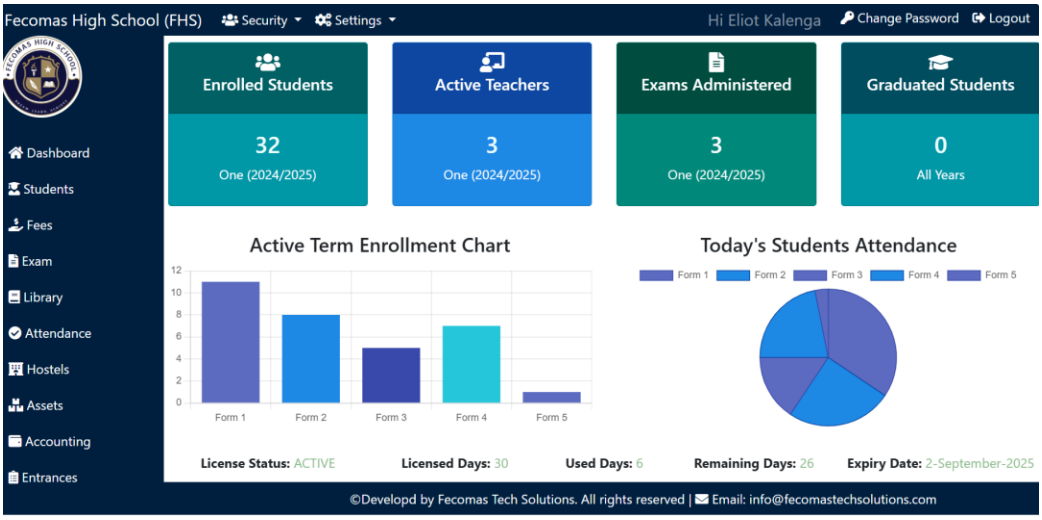
MODULE 6. ACCOUNTING

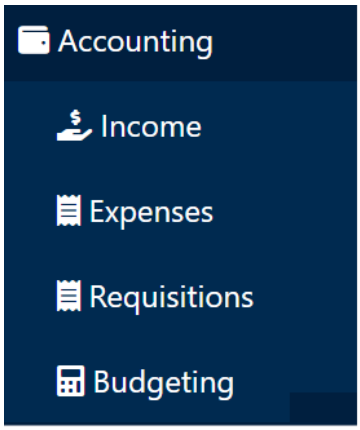
This module will assist the school to:

- **Create and manage budgets** for each term, including items and contingency settings.
- **Track requisitions** from creation to approval and reporting.
- **Record and verify expenses** linked to approved requisitions.
- **Capture income transactions**, including automatic fee updates.
- **Generate financial reports** (budget, requisition, expense, income) exportable to PDF, Word, or Excel.

7.1. Accessing Accounting Module

This module can be accessed under accounting menu in the side bar of Fecomas School Management System



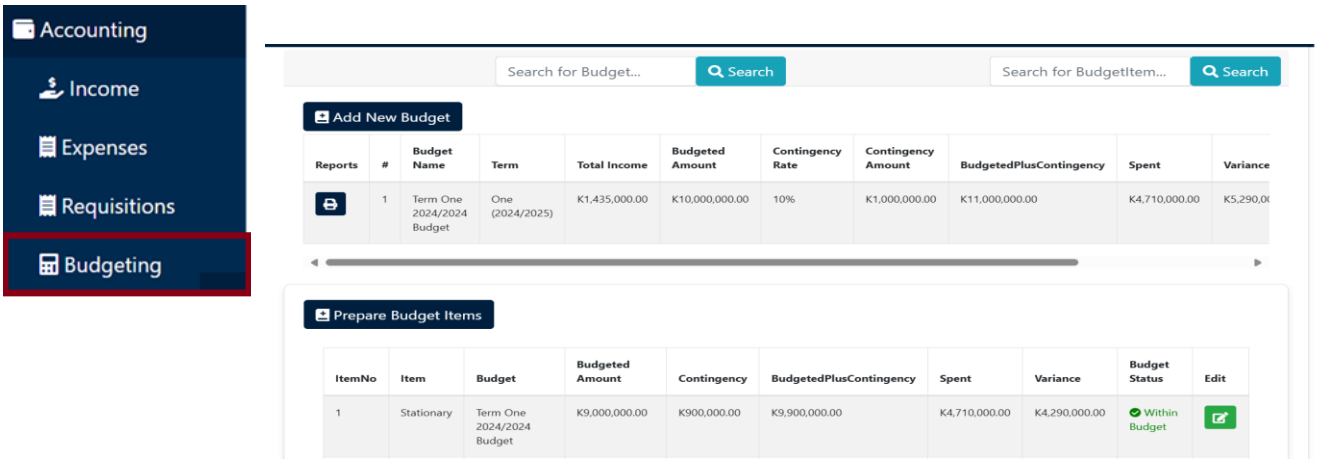


6.2. Budget Preparation

This involves two main steps

- Creating a budget
- Prepare budget items for created budget

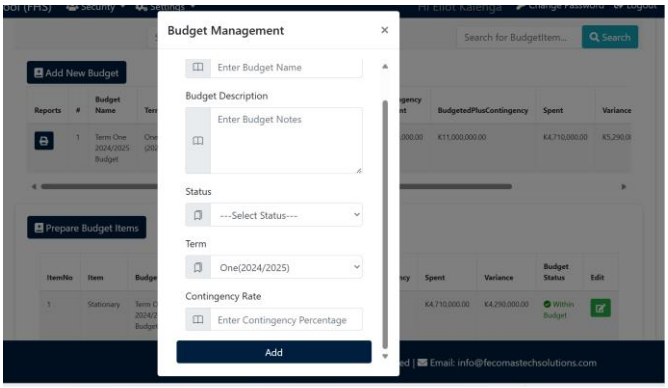
Click on **Budgeting** Menu under Accounting



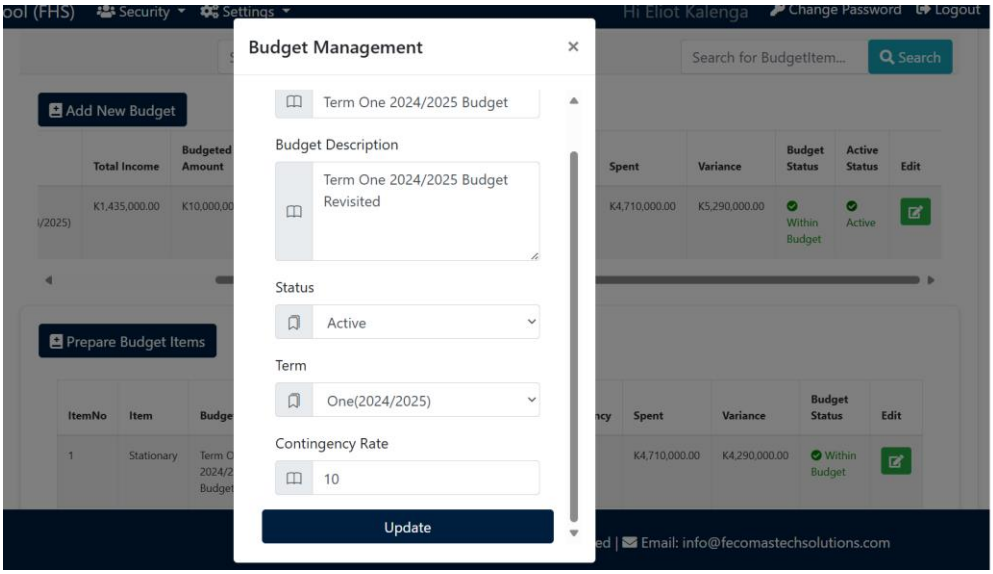
Click on **Add New budget**

Fill the necessary details and click **Add** button.

Take not the system will handle the contingency based on the percentage value you will assign to your budget at this stage. And you can adjust this any time later.

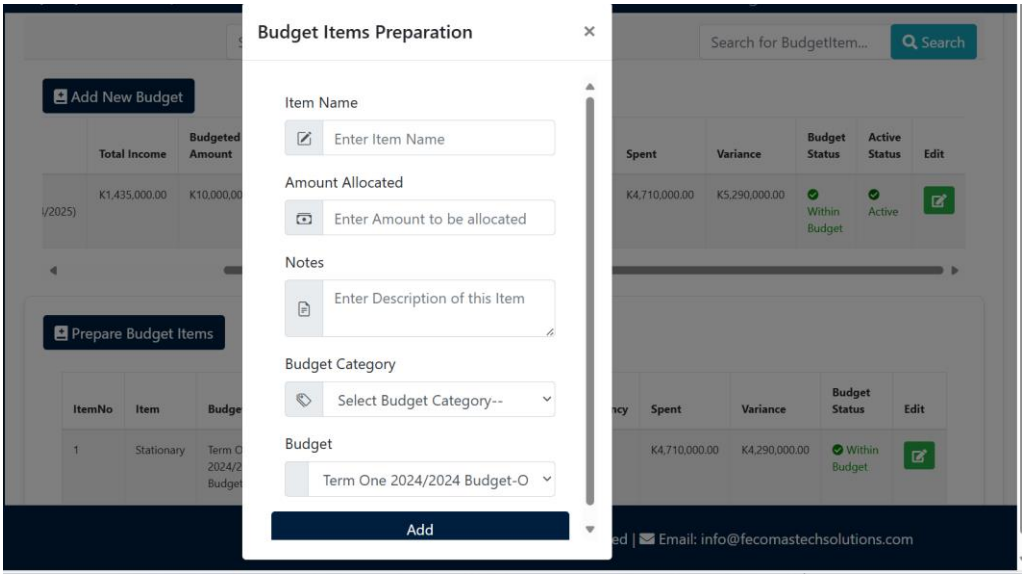


To update the budget details click on a pen against each budget record and make necessary amendments then click on Update button.

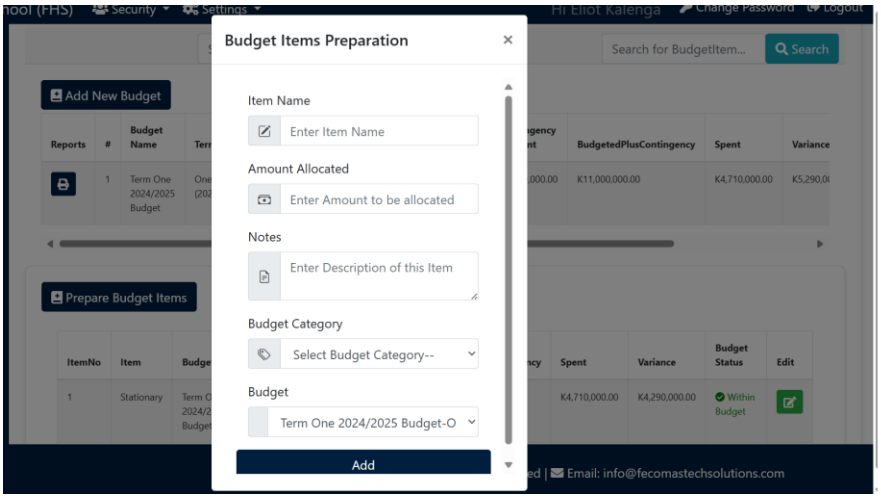


Once budget has been prepared, you can now prepare some budhet items attached to this budget by following below steps:

Click on Prepare Budget Items



To update the budget items details click on a pen against each budget item record and make necessary amendments then click on Update button.



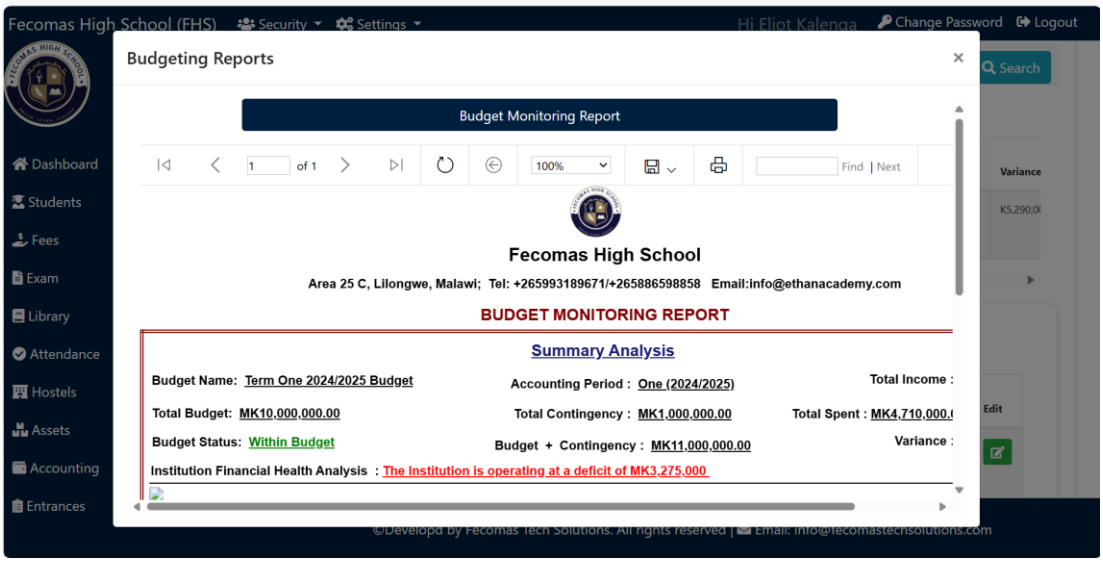
6.2.2 Budget Monitoring Report.

Monitor the real time status for your budget as you

Report

Click on **Print Icon** Button against the budget you want to monitor

And generate Budget Monitoring reports as follows



You can export the report to Pdf, Word or excel

Fecomas High School

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BUDGET MONITORING REPORT

Summary Analysis

Budget Name: Term One 2024/2025 Budget | Accounting Period : One (2024/2025) | Total Income : MK1,435,000.00

Total Budget: MK10,000,000.00 | Total Contingency : MK1,000,000.00 | Total Spent : MK4,710,000.00 Now @ (47%)

Budget Status: Within Budget | Budget + Contingency : MK11,000,000.00 | Variance : MK5,290,000.00

Institution Financial Health Analysis : The Institution is operating at a deficit of MK3,275,000

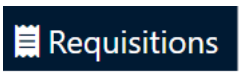
Detailed Analysis

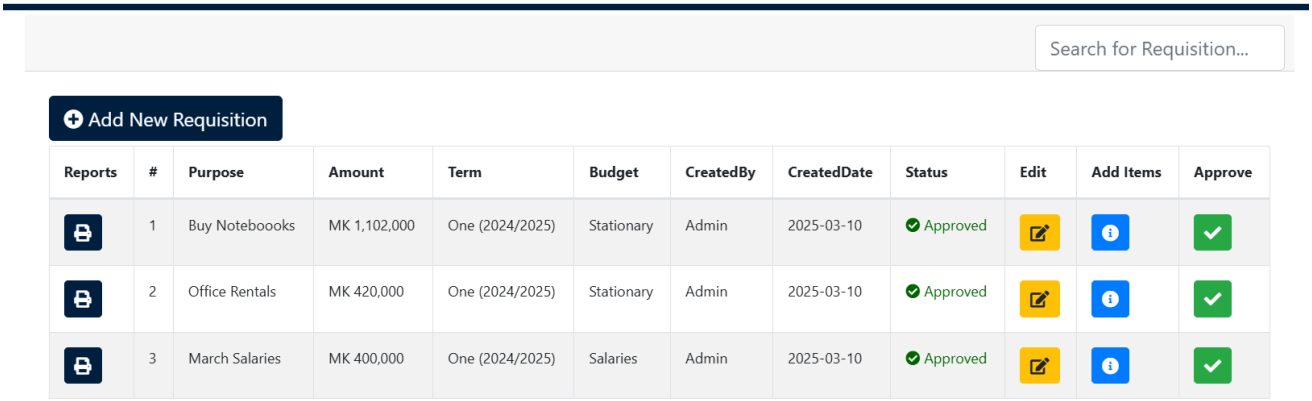
Budget Category	Item Name	Budgeted	Contingency	Budgeted Plus Contingency	Spent	Variance	Spent %	Status
Operating Cost								
	Stationary	MK9,000,000.00	900,000.00	9,900,000.00	MK4,710,000.00	MK4,290,000.00	52.33%	Within Budget
		MK9,000,000.00			MK4,710,000.00	MK4,290,000.00		
Salaries								
	Salaries	MK1,000,000.00	100,000.00	1,100,000.00	MK0.00	MK1,000,000.00	0.00%	Within Budget
		MK1,000,000.00			MK0.00	MK1,000,000.00		
GRAND TOTAL		MK10,000,000.00			MK4,710,000.00	MK5,290,000.00		

6.3. Manage Requisitions

Before capturing any expense within the system, Ensure that there is associated Requisition .

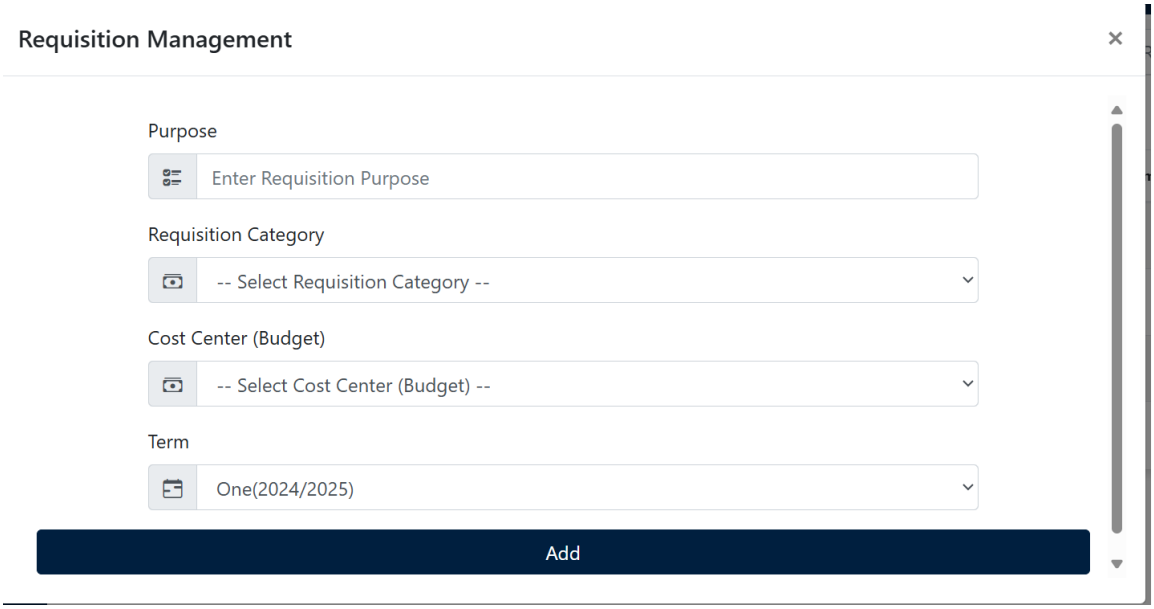
Below are steps on how you can create requisition

i) Click on Requisitions 

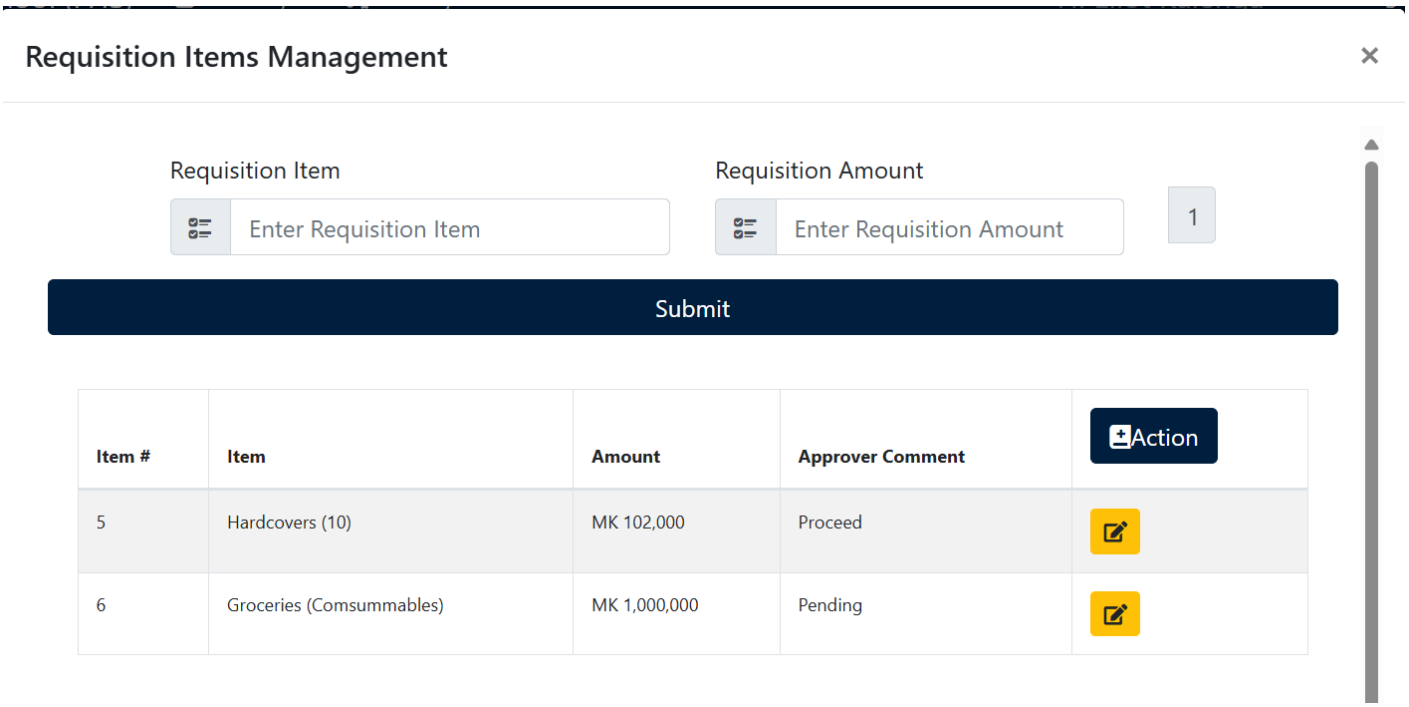


Reports	#	Purpose	Amount	Term	Budget	CreatedBy	CreatedDate	Status	Edit	Add Items	Approve
	1	Buy Notebooks	MK 1,102,000	One (2024/2025)	Stationary	Admin	2025-03-10	Approved			
	2	Office Rentals	MK 420,000	One (2024/2025)	Stationary	Admin	2025-03-10	Approved			
	3	March Salaries	MK 400,000	One (2024/2025)	Salaries	Admin	2025-03-10	Approved			

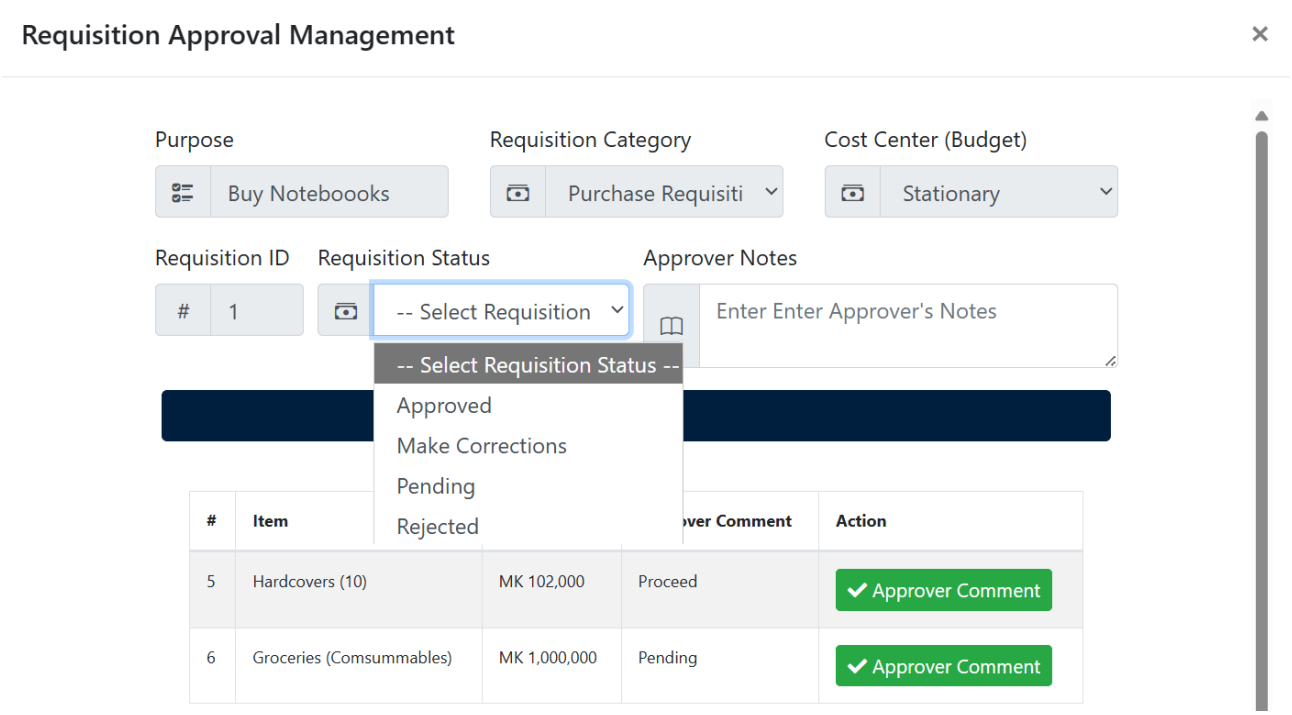
ii) Add New Requisition using **Add New Requisition** button



iii) Add Items to requestion Using **Add Items** Icon

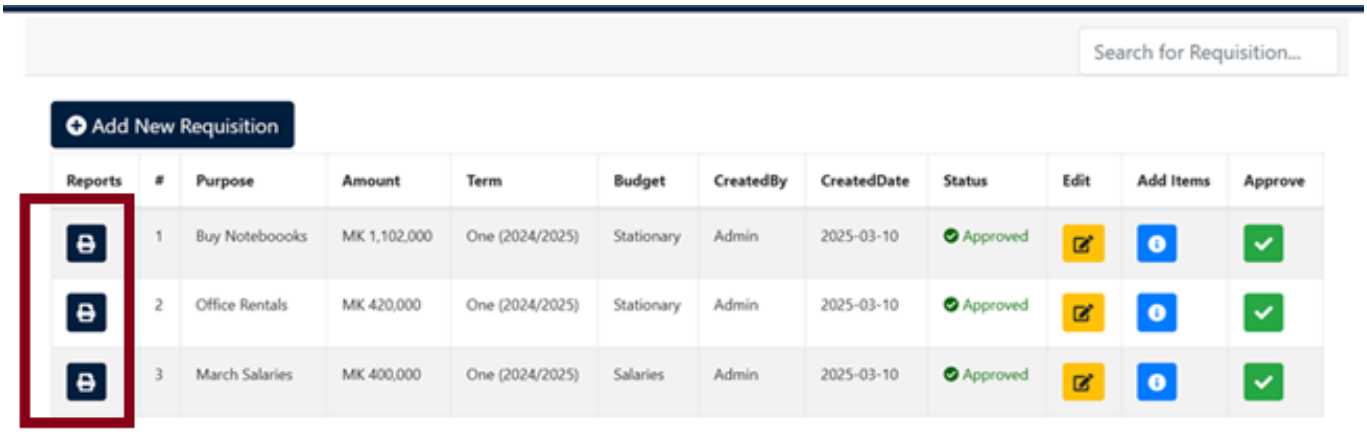


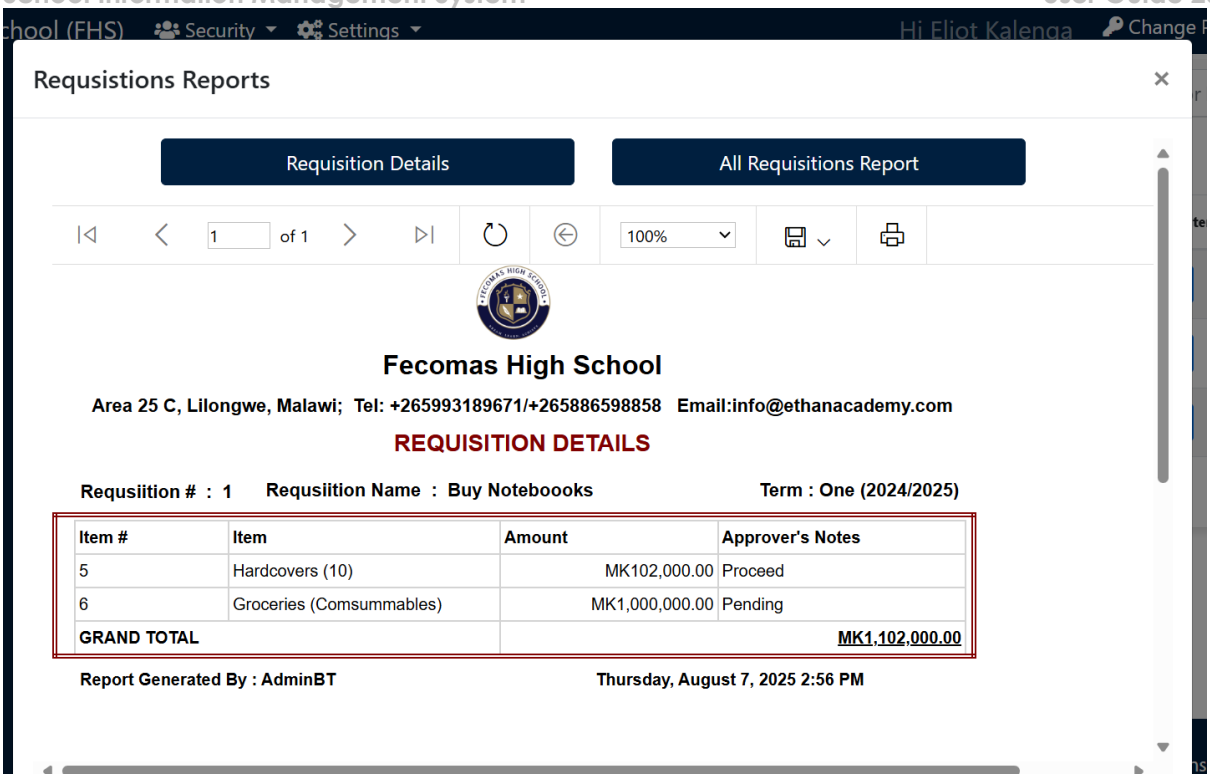
iii) Approve requisition Using **Approve** icon



6.3.1.Requestion Reports

To generate Requisition report for the specific term you can click on the print icon against an expense which has term of your interest.





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REQUISITION DETAILED REPORT

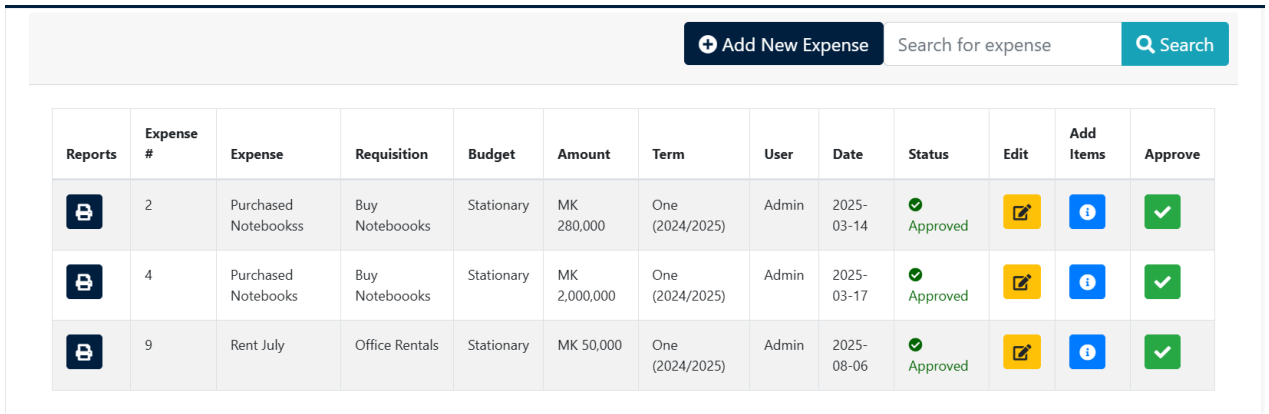
Accounting Period : One (2024/2025)

Category	Requisition	Requisition Status	Item	Amount
Payment Requisition	March Salaries			
		Approved	Groceries (Comsummables)	MK400,000.00
				400000.00
	Office Rentals			
		Approved	January Rent	MK90,000.00
			Feb Rent	MK90,000.00
			Groceries (Comsummables)	MK240,000.00
				420000.00
Purchase Requisition	Buy Notebooks			
		Approved	Hardcovers (10)	MK102,000.00
			Groceries (Comsummables)	MK1,000,000.00
				1102000.00
Total				**MK1,922,000.00**

6.4.Expense management

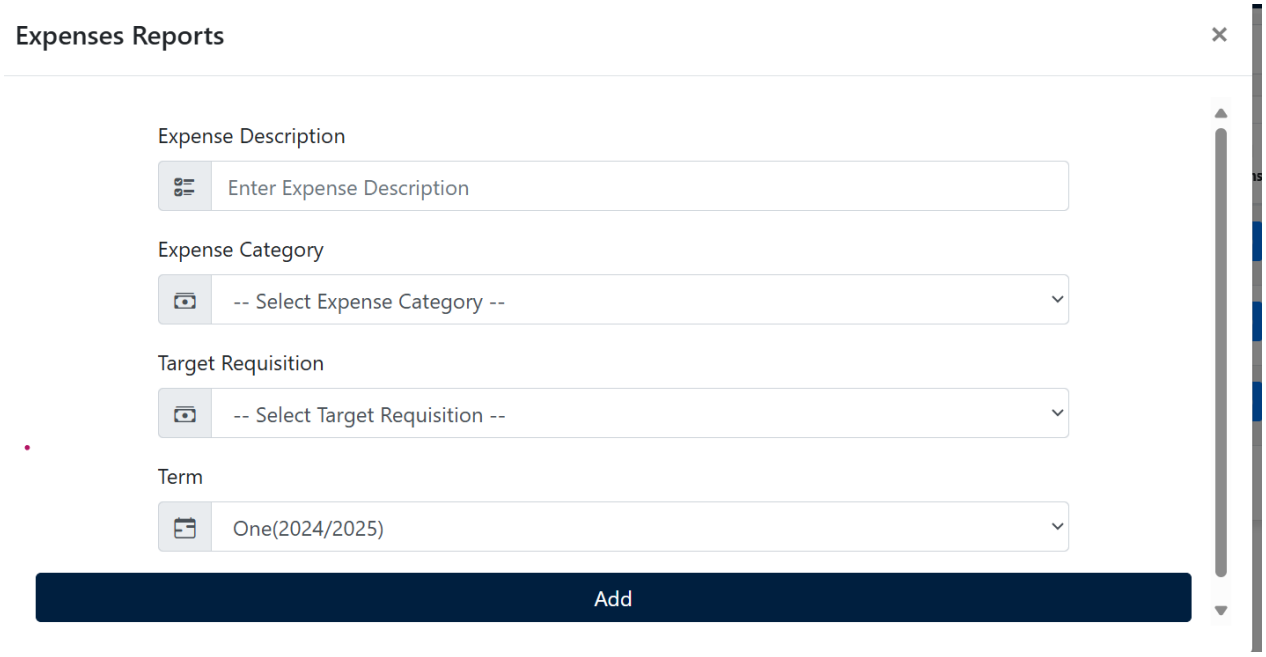
Expense Transactions are created from all approved requisitions as follows

i) Click on Expenses under accounting Module

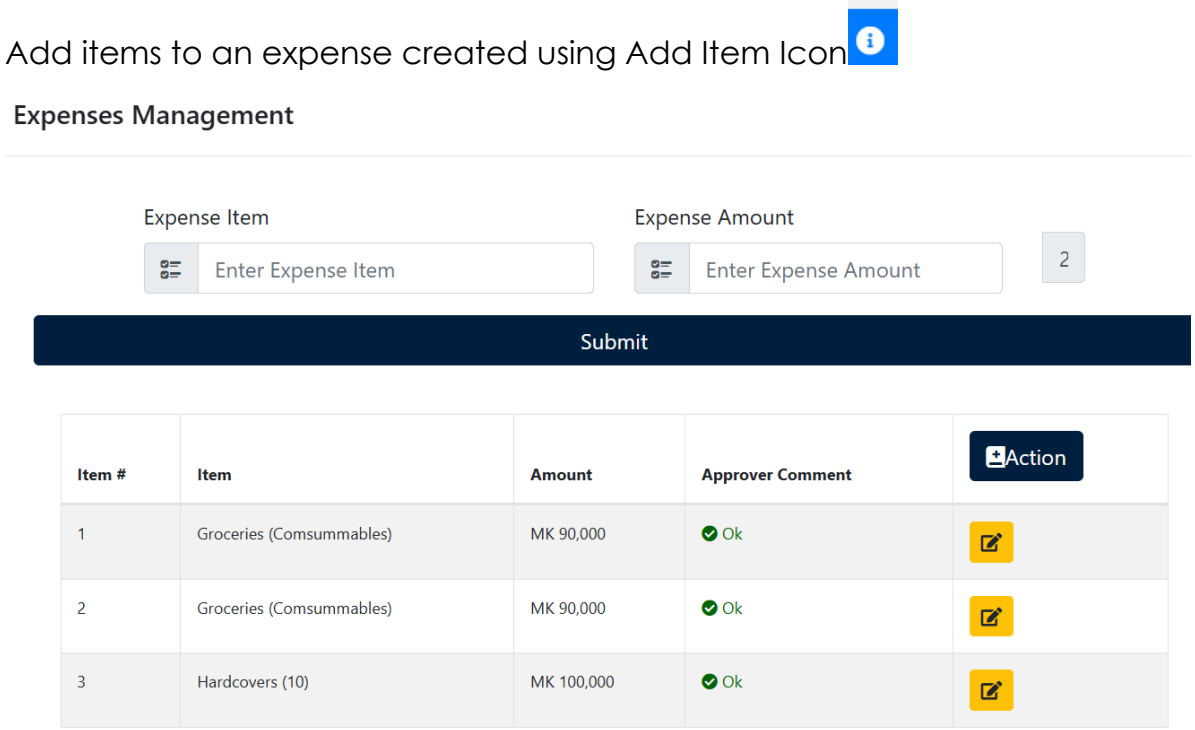


Reports	Expense #	Expense	Requisition	Budget	Amount	Term	User	Date	Status	Edit	Add Items	Approve
	2	Purchased Notebookss	Buy Noteboooks	Stationary	MK 280,000	One (2024/2025)	Admin	2025-03-14	Approved			
	4	Purchased Notebooks	Buy Noteboooks	Stationary	MK 2,000,000	One (2024/2025)	Admin	2025-03-17	Approved			
	9	Rent July	Office Rentals	Stationary	MK 50,000	One (2024/2025)	Admin	2025-08-06	Approved			

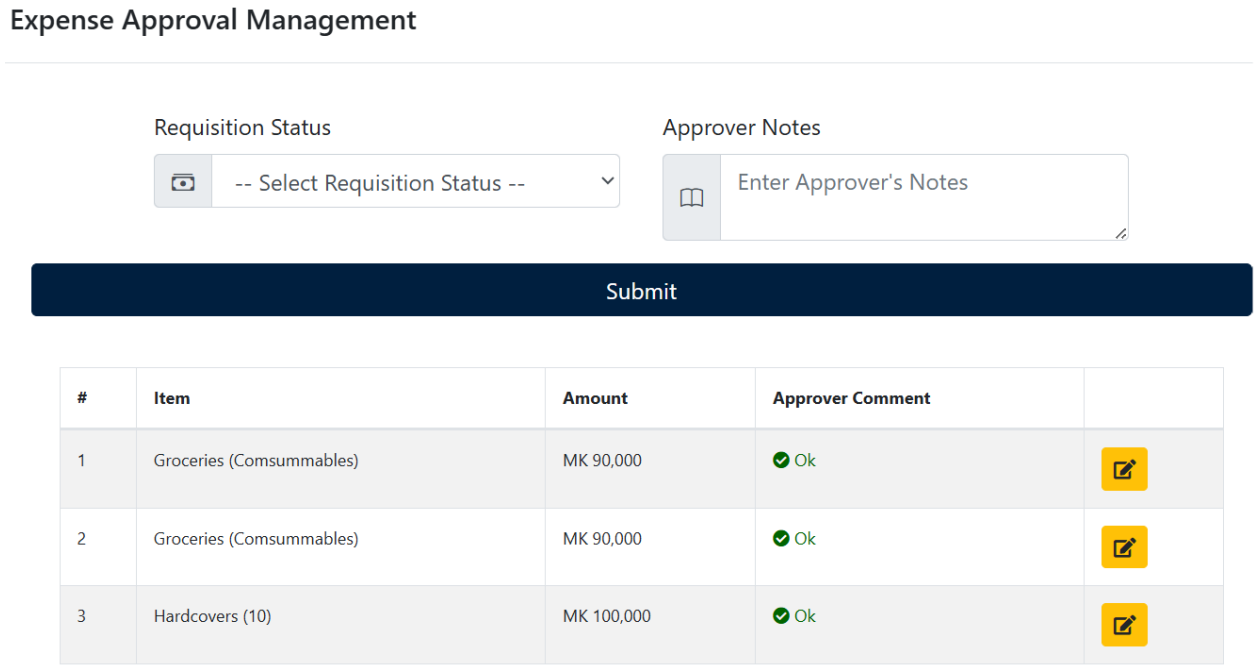
ii) Click on Add new Expense and provide the necessary details



iii) Add items to an expense created using Add Item Icon



iv) Approve/verify expense transaction using approval icon



6.4.1.Expense Reports

To generate expense report for the specific term you can click on the print icon against an expense which has term of your interest.

Expenses Reports

Fecomas High School

Area 25 C, Lilongwe, Malawi; Tel: +265993189671/+265886598858 Email:info@ethanacademy.com

EXPENSES DETAILED REPORT

Accounting Period : One (2024/2025)

Expense Category	Expense Name	Item Name	Amount
Operating Expenses (Opex)	Purchased Notebooks		
		Pens	MK2,000,000.00
			MK2,000,000.00
	Purchased Notebookss		
		Groceries (Comsummables)	MK90,000.00
		Groceries (Comsummables)	MK90,000.00
		Hardcovers (10)	MK100,000.00
			MK280,000.00
	Rent July		
		Rent	MK50,000.00
			MK50,000.00
GRAND TOTAL			**MK2,330,000.00**

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EXPENSE DETAILS

Expense # : 2 **Expense Name : Purchased Notebookss** **Term : One (2024/2025)**

Item #	Item	Amount	Reviewer's Notes
1	Groceries (Comsummables)	MK90,000.00	Ok
2	Groceries (Comsummables)	MK90,000.00	Ok
3	Hardcovers (10)	MK100,000.00	Ok
GRAND TOTAL		**MK280,000.00**	

NB: All reports generated by the system can be exported to Pdf,Word or Excel.

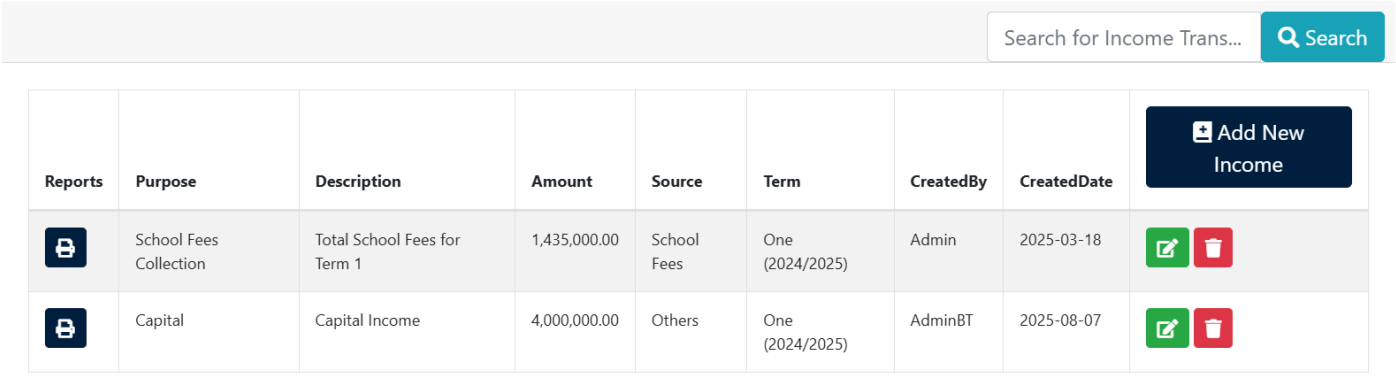
6.5 Income management

This screen is used for capturing Institution income (Money coming into) This can be in a form of School School fees, Donations, E.t.c.

NB: System will automatically update fees collections as one of default income transaction , therefore no need to create this manually.

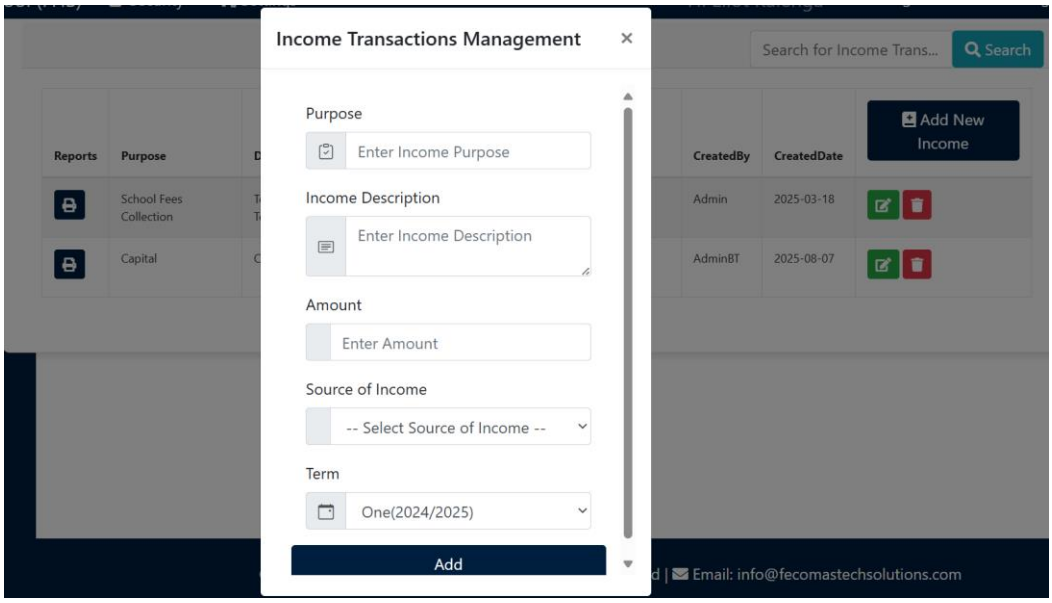
To create new incomed transaction follow the following steps

i) Click on income menu under Accounting module



ii) Click on **Add new Income** Button

Fill the form with necessary details then click **Add** button



You can Update or delete income transaction using Edit and delete icons respectively against each income transaction record.

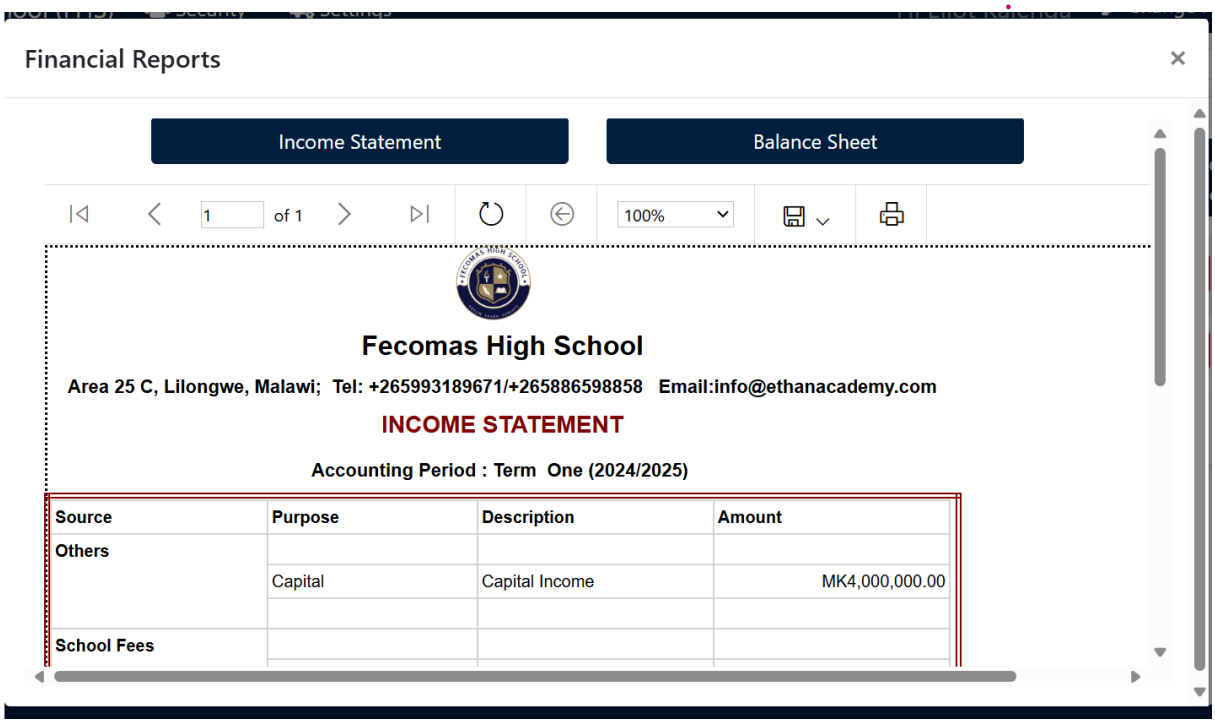
6.5.1.Income Statement Reports

There are two important reports that you may view related to income transactions

- Income Statement report
- Balanced Sheet

To view these reports for specific term click on the print icon on any of record with the interested term attached

Reports	Purpose	Description	Amount	Source	Term	CreatedBy	CreatedDate	Add New Income
	School Fees Collection	Total School Fees for Term 1	1,435,000.00	School Fees	One (2024/2025)	Admin	2025-03-18	
	Capital	Capital Income	4,000,000.00	Others	One (2024/2025)	AdminBT	2025-08-07	



Fecomas High School

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INCOME STATEMENT

Accounting Period : Term One (2024/2025)

Source	Purpose	Description	Amount
Others			
	Capital	Capital Income	MK4,000,000.00
School Fees			
	School Fees Collection	Total School Fees for Term 1	MK1,435,000.00
Total			**MK5,435,000.00**

Report Generated By : AdminBT **Thursday, August 7, 2025 2:47 PM**

NB: All reports generated by the system can be exported to Pdf,Word or Excel.

MODULE 7: ASSET MANAGEMENT

7.1. Module Objectives

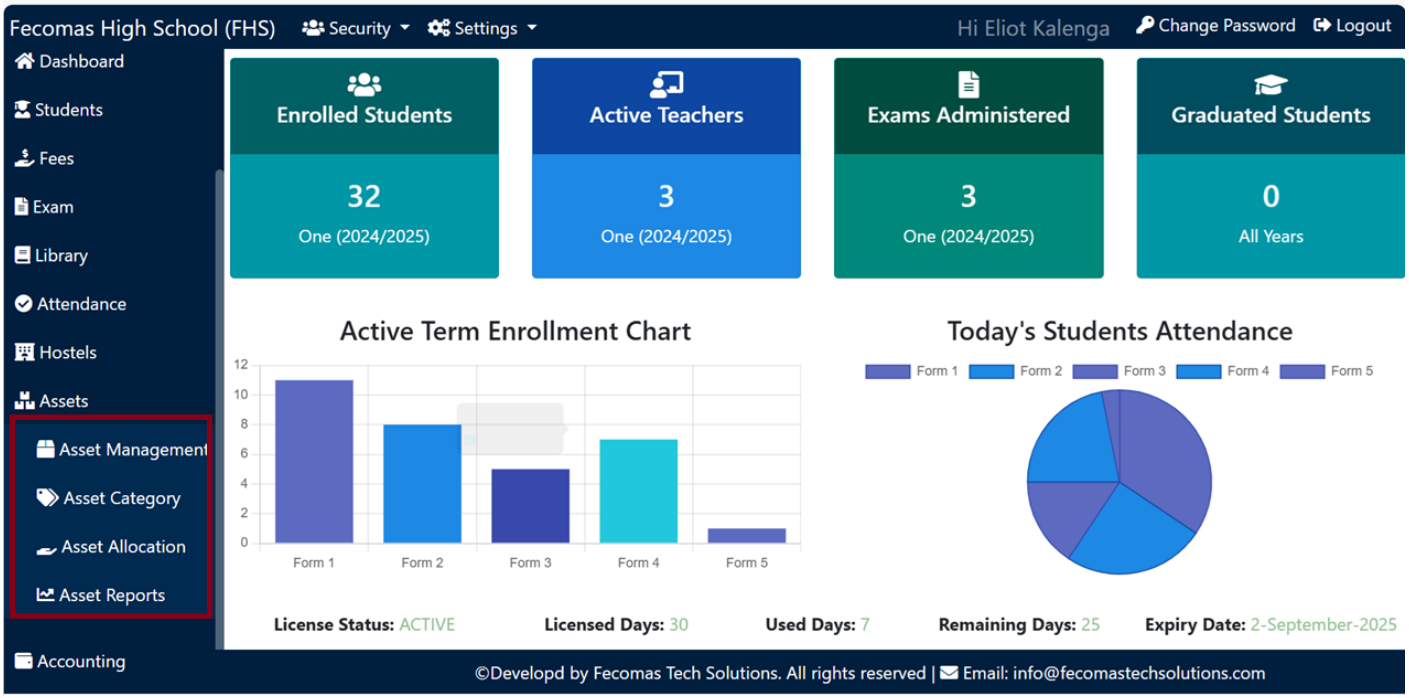
This module aims at helping school to

- Register institutional assets and classify them into categories.
- Allocate assets to staff, departments, or locations.
- Track the return and condition of issued assets.
- Dispose of damaged or obsolete assets.
- Generate asset reports including current status, allocation history, and disposal logs.

7.2 Accessing Asset Management Module

This module can be accessed under the **Assets** menu in the sidebar of the FECOMAS School Management System.

Click on the menu **Assets** to view all features under Asset Management.

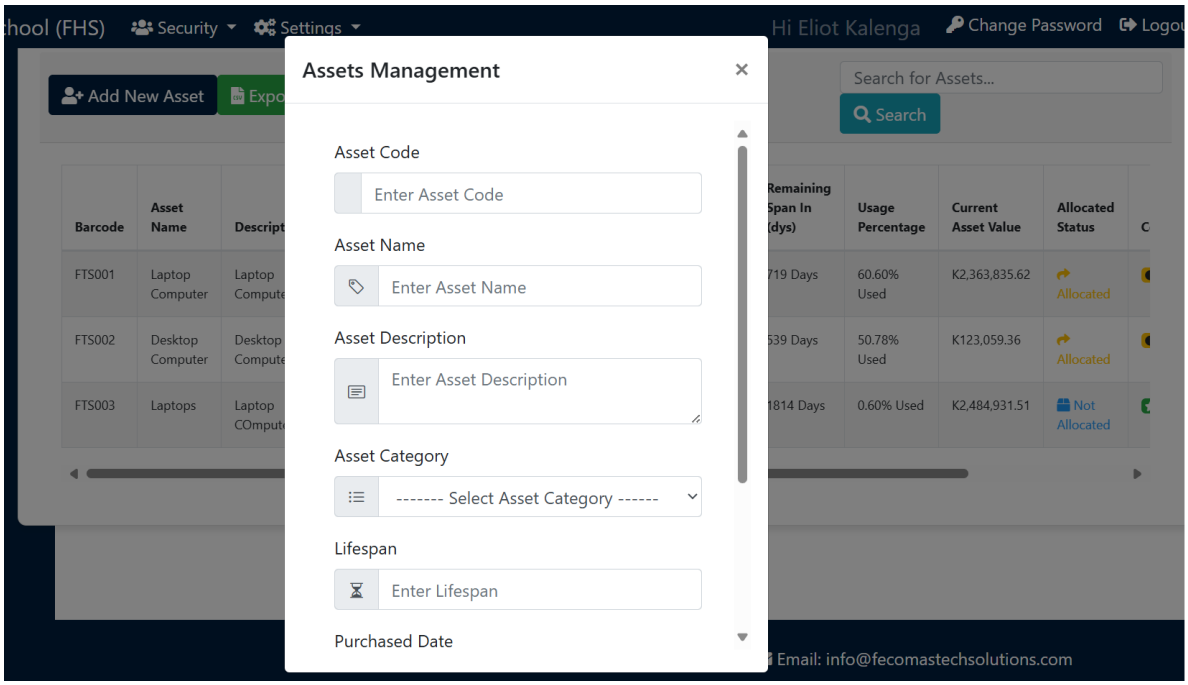


7.3 Registering New Assets

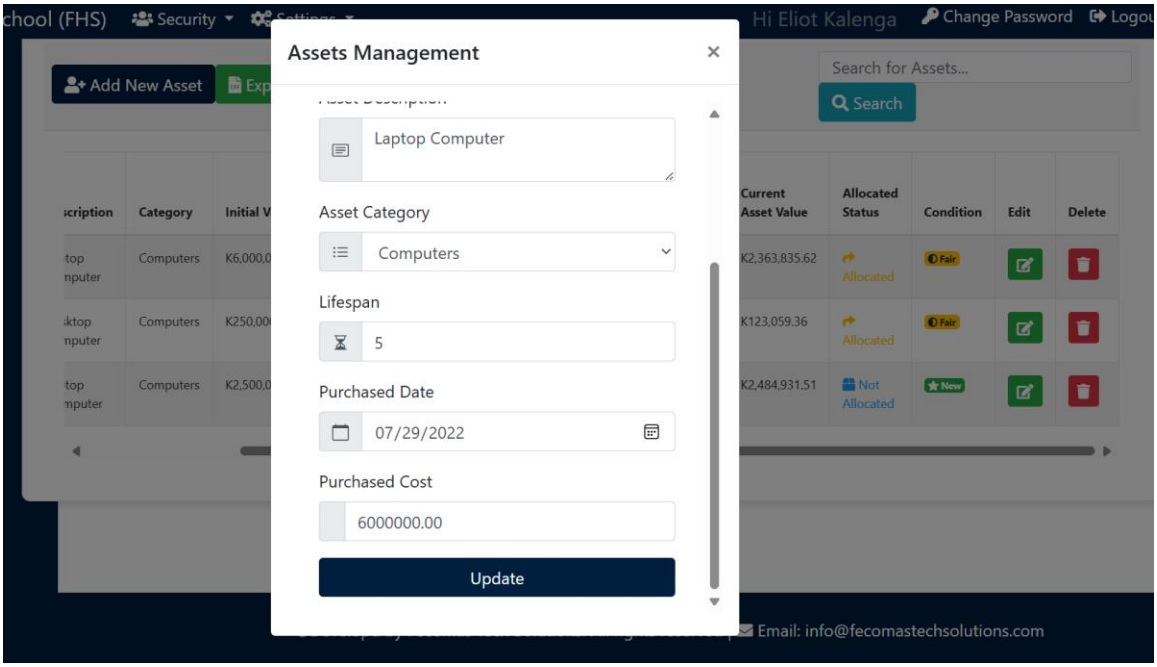
To register a new institutional asset:

iii) Click on **Assets Management** under Assets.

iv) Click on the **Add New Asset** button and provide necessary details and click on Add button



To update an asset, click the **Edit icon** against the asset record, make changes, and click **Update**.



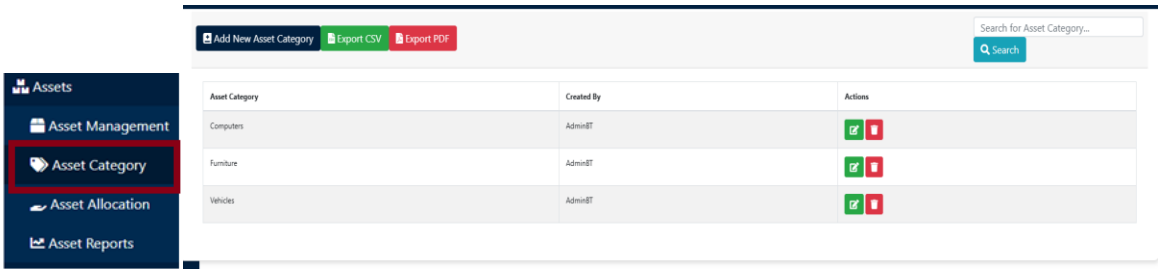
7.4 Asset Categories

This section allows you to group assets into meaningful categories (e.g., Electronics, Furniture, Vehicles, e.t.c).

i) Click on **Asset Categories** under Asset Management.

ii) Click **Add New Category** to define a new category.

iii) Fill in category name and description, then click **Add**.

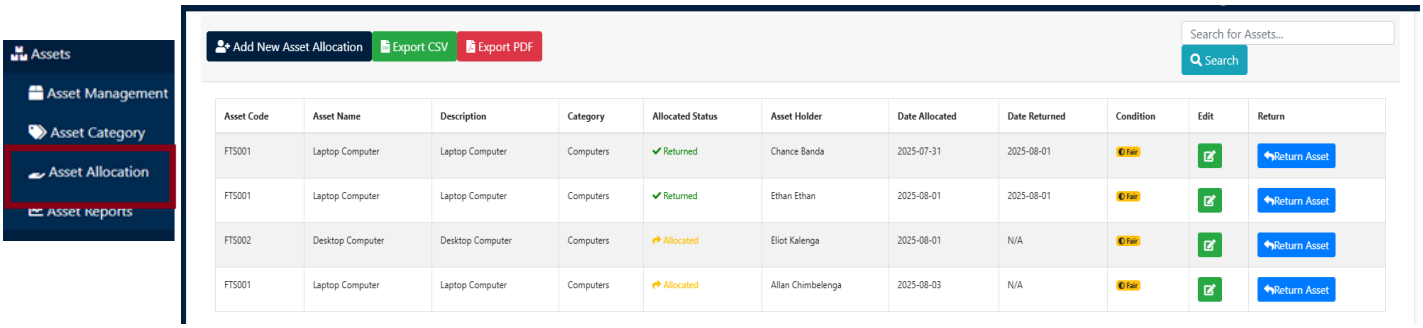


To edit or delete a category, use the **Edit** or **Delete** icons beside the category record.

7.5 Asset Allocation

To allocate an asset to a staff member or department

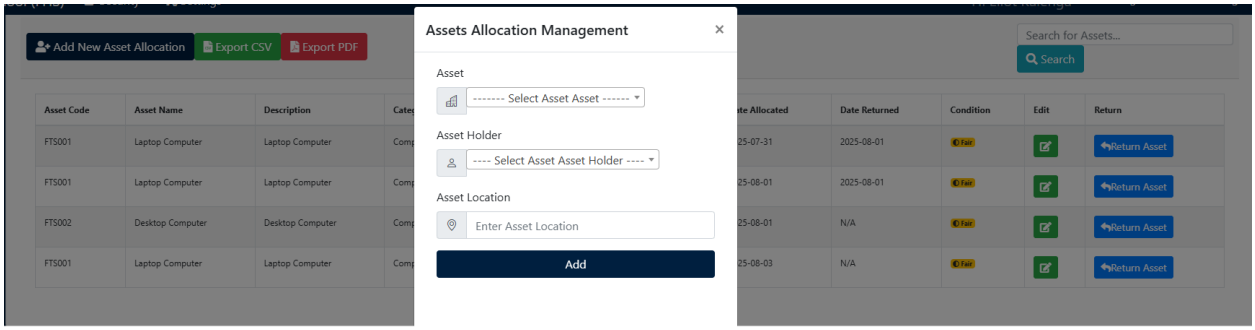
i) Click on **Asset Allocation** from the Asset Management module.



ii) Click on **Asset Allocation**

iii) Click on **Add New Asset Allocation** button

iv) Select the Asset, Asset holder, and Location/Department and click on Add to confirm the allocation.

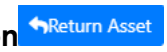


7.6 Asset Return

Once an asset is returned, update its status as follows

i) Under **Asset Allocation**, locate the asset with active allocation.

- you can easily find the asset by searching using AssetCode or any keyword.

ii) Click on **Return Asset Icon** 

against the record.

7.7. Assets Verification

The system is capable to perform asset verification exercise that aims at comparing what is in the system vs what is on the ground.

To conduct asset verification exercise follow this steps.

1. Create asset verification Scope
2. Verify the asset each asset on the ground against what is in the scope
3. Extract the asset verification report

i) Click on **Asset Verification** under Asset Management.

ii) Click **Create New Asset Verification Scope** Button.

During the process of asset verification no any asset movement will be allowed.

7.7. Asset Disposal

To dispose of assets that are obsolete or damaged:

i) Click on **Asset Disposal** under Asset Management.

ii) Click **Dispose Asset** Button.

iii) Select the asset and specify the current condition of asset and reason for disposal.

iv) Click **Dispose** to complete the process.

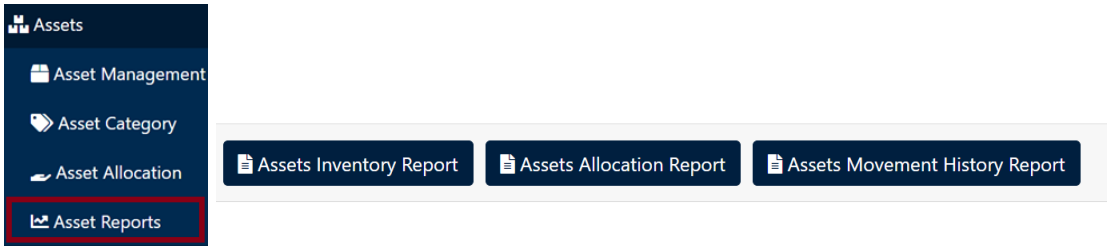
Disposed assets will no longer appear in active inventory.

7.8. Asset Reports

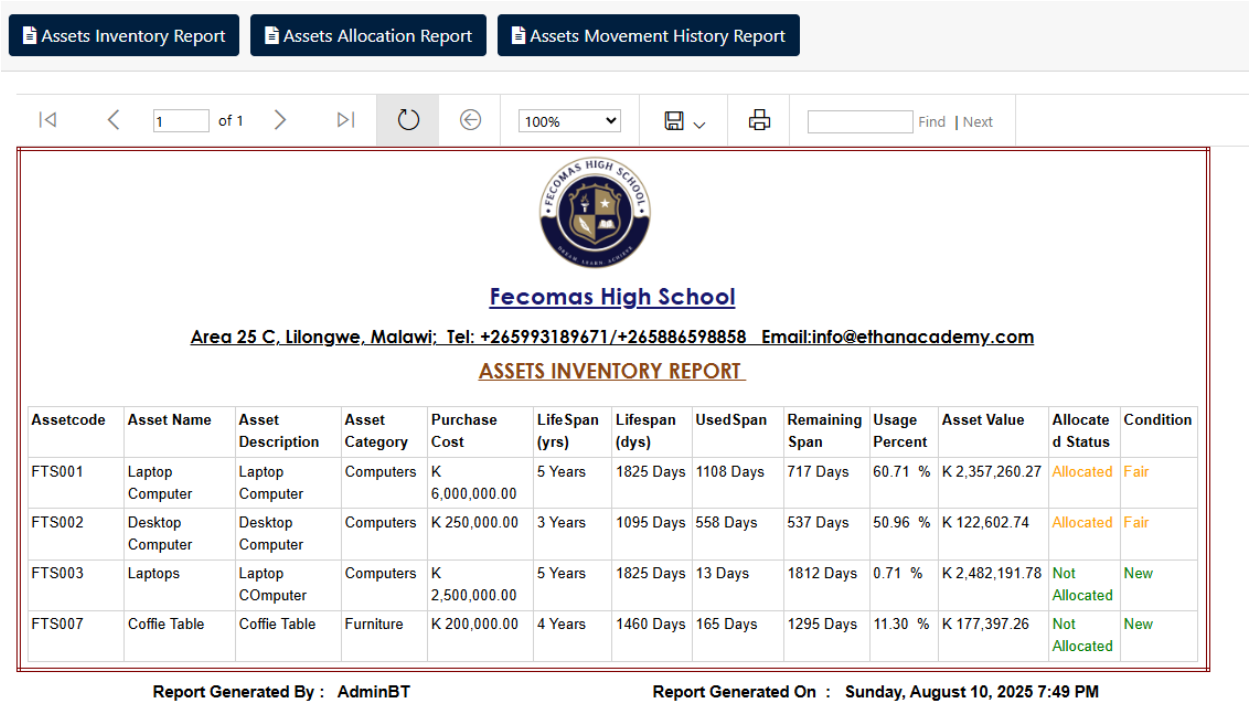
To generate asset-related reports:

i) Click on **Asset Reports** under Assets.

ii) Click the button associated with a report you want to generate



- ***Asset Inventory Report***



Assetcode	Asset Name	Asset Description	Asset Category	Purchase Cost	LifeSpan (yrs)	Lifespan (dys)	UsedSpan	Remaining Span	Usage Percent	Asset Value	Allocated Status	Condition
FTS001	Laptop Computer	Laptop Computer	Computers	K 6,000,000.00	5 Years	1825 Days	1108 Days	717 Days	60.71 %	K 2,357,260.27	Allocated	Fair
FTS002	Desktop Computer	Desktop Computer	Computers	K 250,000.00	3 Years	1095 Days	558 Days	537 Days	50.96 %	K 122,602.74	Allocated	Fair
FTS003	Laptops	Laptop COmputer	Computers	K 2,500,000.00	5 Years	1825 Days	13 Days	1812 Days	0.71 %	K 2,482,191.78	Not Allocated	New
FTS007	Coffie Table	Coffie Table	Furniture	K 200,000.00	4 Years	1460 Days	165 Days	1295 Days	11.30 %	K 177,397.26	Not Allocated	New

Report Generated By : AdminBT Report Generated On : Sunday, August 10, 2025 7:49 PM

- ***Asset Allocation Report***

Assets Inventory Report | Assets Allocation Report | Assets Movement History Report

1 of 1 100% Find | Next

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ASSETS ALLOCATION REPORT

Asset Holder	Barcode	Asset Name	Asset Description	Asset Category	Life Span (yrs)	Lifespan In Days	Used Span	Date Allocated	Usage Percent	Condition
Allan Chimbelenga	FTS001	Laptop Computer	Laptop Computer	Computers	5 Years	1825 Days	1108 Days	3 Aug 2025	60.71 %	Fair
Eliot Kalenga	FTS002	Desktop Computer	Desktop Computer	Computers	3 Years	1095 Days	558 Days	1 Aug 2025	50.96 %	Fair

Report Generated By : AdminBT **Report Generated On : Sunday, August 10, 2025 7:49 PM**

- ***Asset Movement History Report***

Assets Inventory Report | Assets Allocation Report | Assets Movement History Report

1 of 1 100% Find | Next

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ASSETS MOVEMENT HISTORY REPORT

Barcode	Asset Holder	Asset Description	Asset Category	Lifespan In Days	Used Span	Allocated Status	Date Allocated	Returned Date	Usage Percent	Condition
FTS001 (Laptop Computer)	Chance Banda	Laptop Computer	Computers	1825 Days	1108 Days	Returned	31 Jul 2025	1 Aug 2025	60.71 %	Fair
	Ethan Ethan	Laptop Computer	Computers	1825 Days	1108 Days	Returned	1 Aug 2025	1 Aug 2025	60.71 %	Fair
	Allan Chimbelenga	Laptop Computer	Computers	1825 Days	1108 Days	Allocated	3 Aug 2025		60.71 %	Fair
FTS002 (Desktop Computer)	Eliot Kalenga	Desktop Computer	Computers	1095 Days	558 Days	Allocated	1 Aug 2025		50.96 %	Fair

Report Generated By : AdminBT **Report Generated On : Sunday, August 10, 2025 7:50 PM**

MODULE 8 : EXAMINATION MANAGEMENT

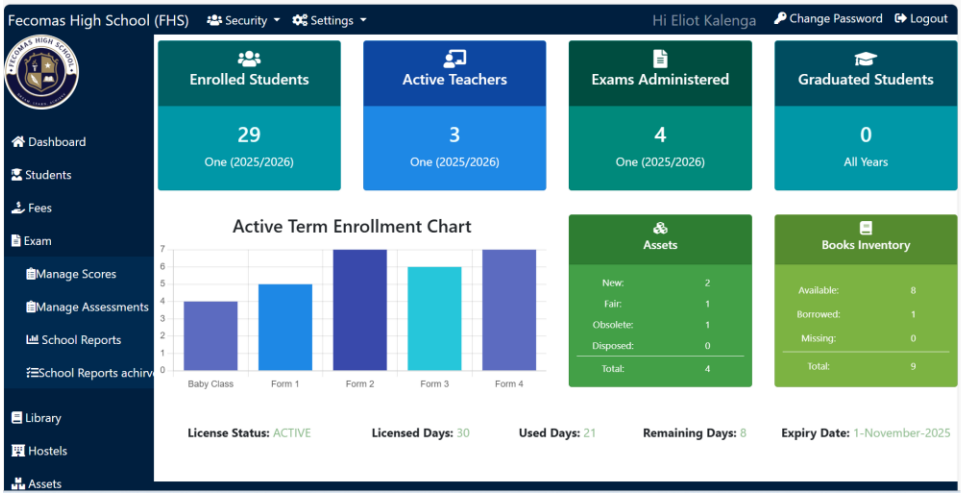
The school will use this module for the management of all exams related operations such as

Scores capturing and school reports generation.

Before capturing scores into the system, administered exam has to be created within the system.

Scores are capture by teachers who are part of system users.

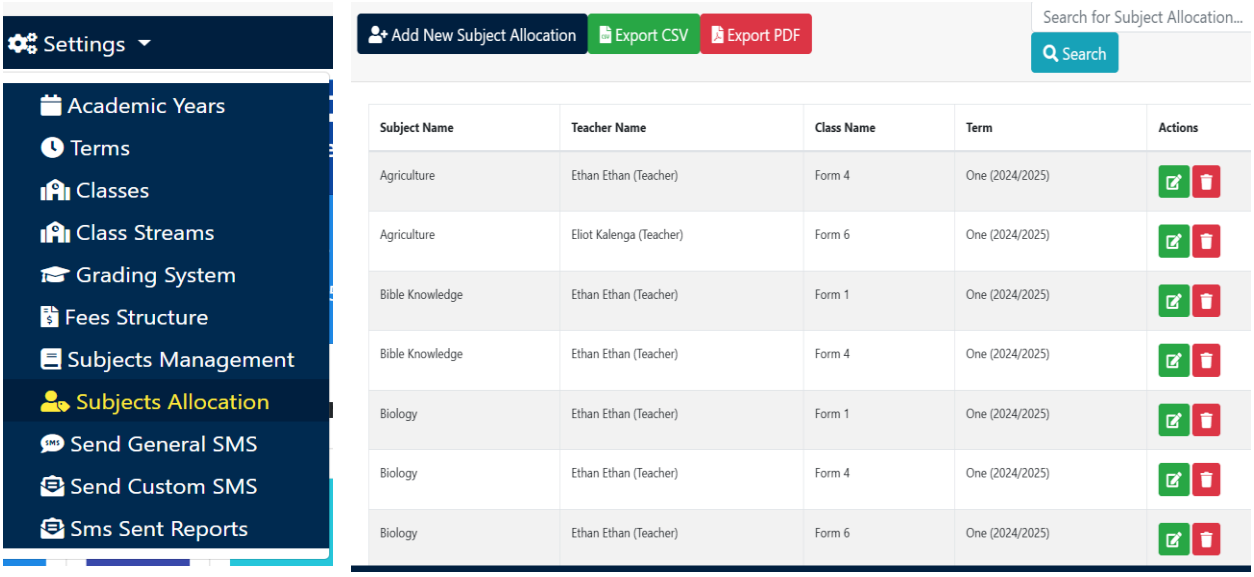
Each teacher must have specific subjects allocated for the purpose of scores capturing.



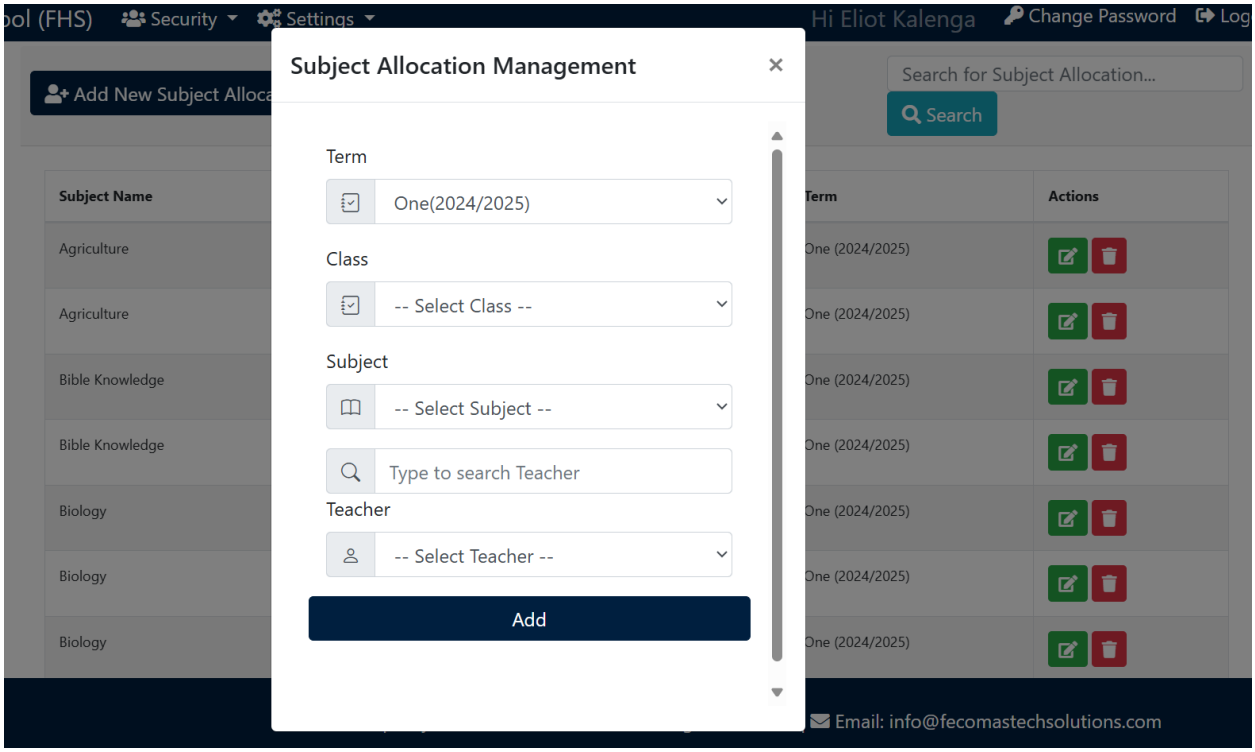
8.1 Subject Allocation

To Allocate subjects to teachers follow the following steps:

i) Click on **Subject Allocation** Sub- menu under Settings.



ii) Click on the **Add New Subject Allocation** button and provide necessary details and click on Add button



To update Subject Allocation, click the **Edit icon** against the subject allocation record, make changes, and click **Update**.

You can also delete subject allocation by clicking **Delete** Icon against each subject allocation record and a dialog box will pop up asking you to confirm your decision to delete the subject allocation, once confirmed, the subject allocation record will be removed from the system.

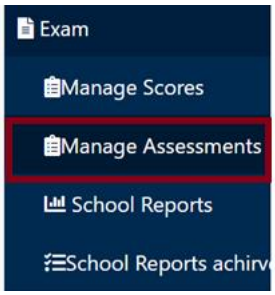
8.2 Manage Exams, Assessments and Scores

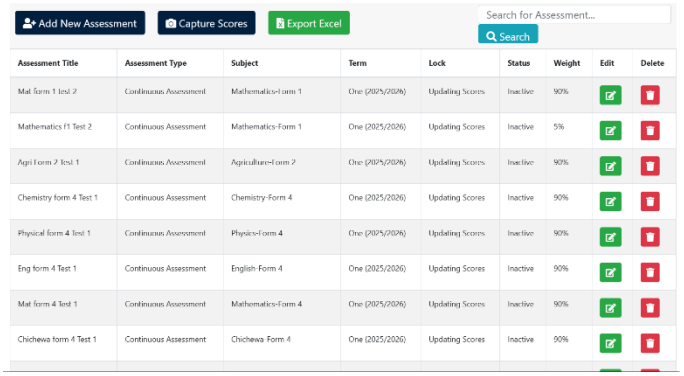
Teachers will only manage to capture scores for learners if associated assessment has been created in the system.

Every teacher will be able to create his/her own assessment on the subjects allocated.

To create an assessments in the system,

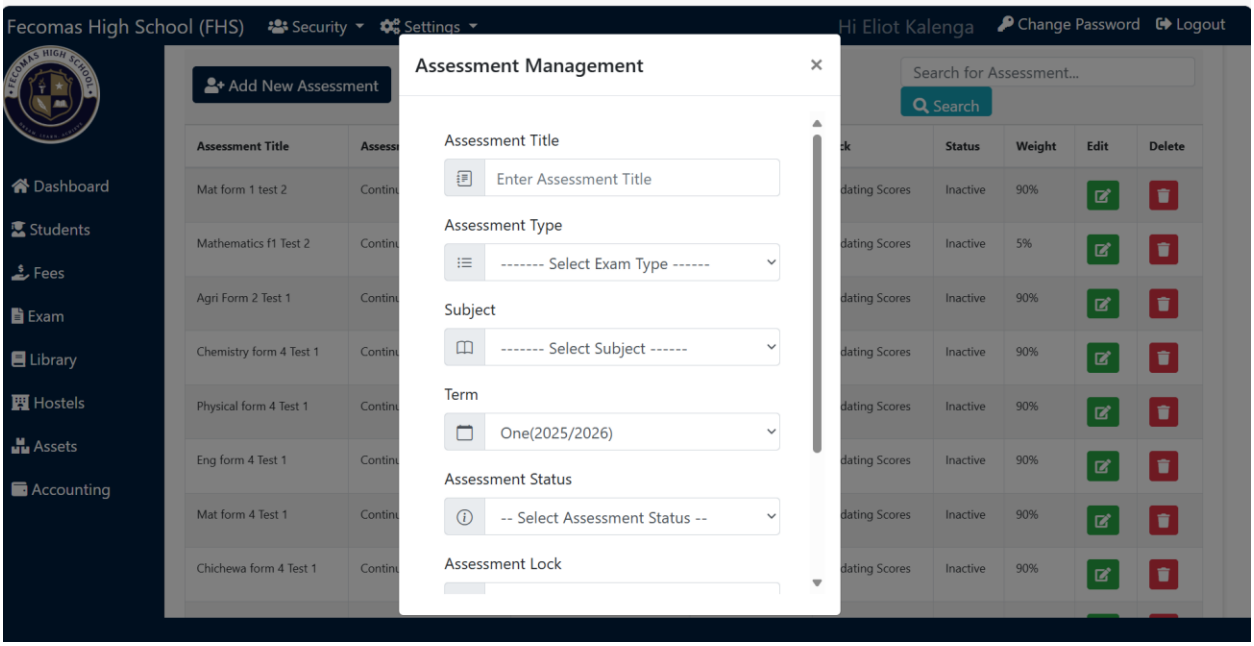
- Click on **Assessment Management** menu under Exams Module





Step 1 : Click on **Add New Assessment**

Button



Step 2 : Fill the form with necessary information and click **Add** button to confirm the transaction.

NB:

- By setting ***assessment Status*** to Active means you will be able to capture scores on this subject. And only one assessment per teacher will be active at a time.
- By setting ***Assessment Lock*** to Updating Scores means you will be able to update scores on this subject and students will not be able to access exam Result in their portal.

- By setting ***Assessment Lock*** to Released means you will NOT be able to update scores on this subject and students/Parents will be able to access exam Results in their portal.

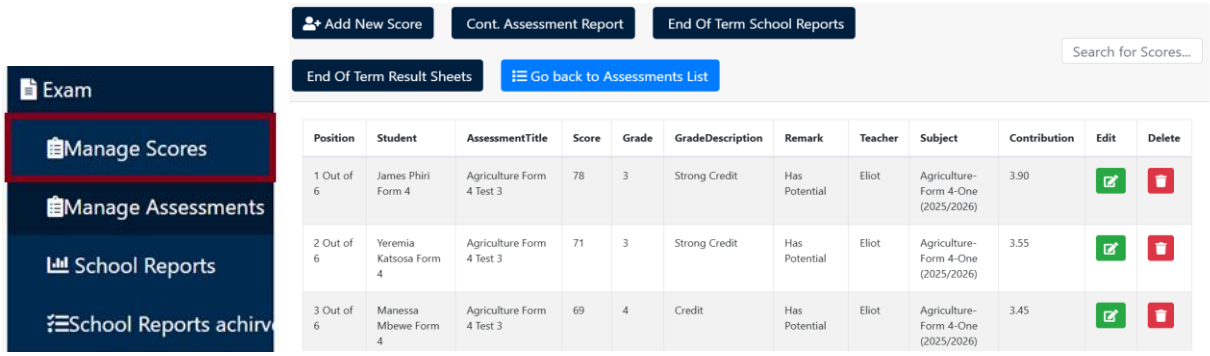
To update Assessment, click the **Edit icon** against the Assessment record, make changes, and click **Update**.

You can also delete Assessment record by clicking **Delete** Icon against each Assessment record and a dialog box will pop up asking you to confirm your decision to delete the assessment, once confirmed, the assessment record will be removed from the system.

8.3. Capture Scores

To capture scores into the system

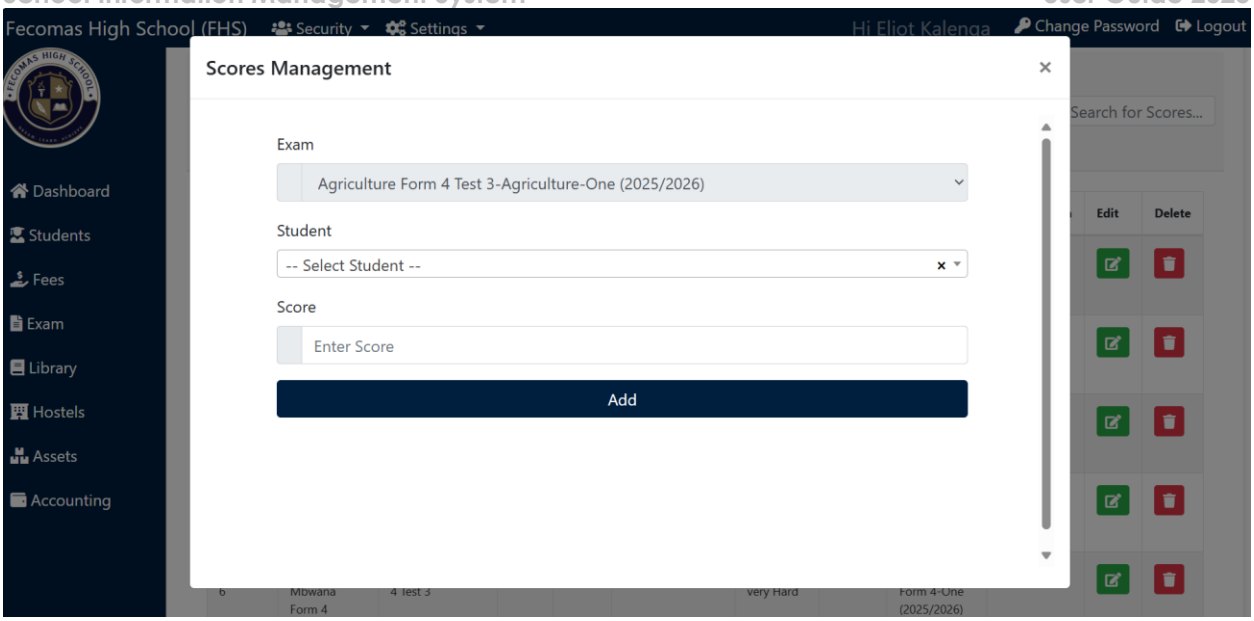
Step 1 : Click on **Manage Scores** menu under exams

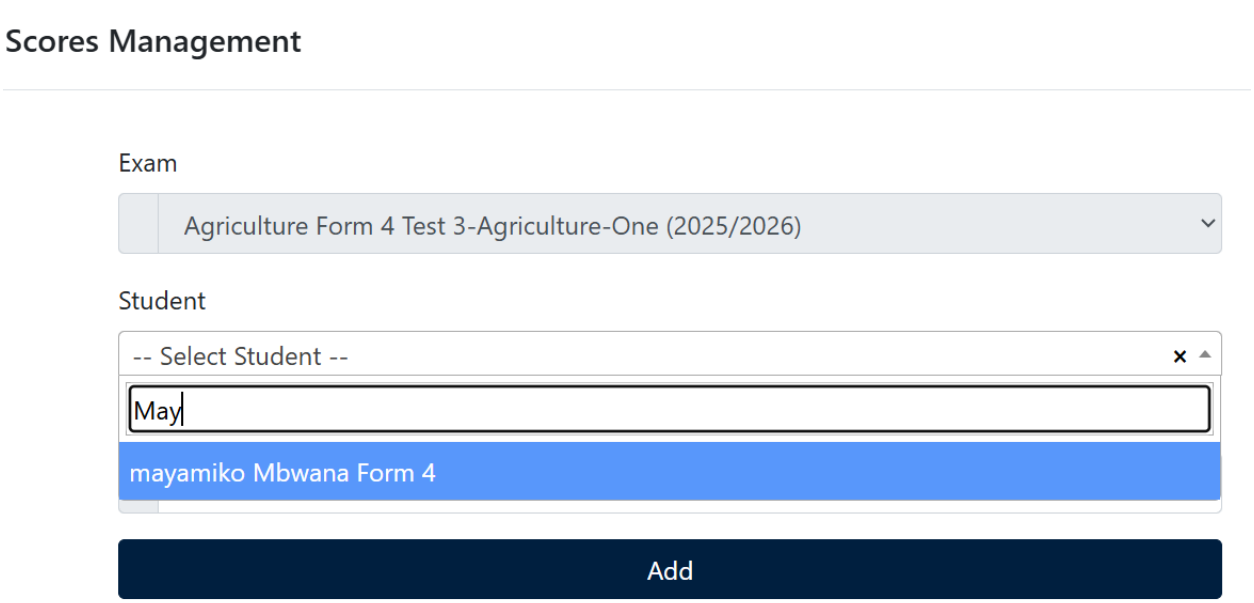


Click on **Add New Score**

button and fill necessary details by searching a student and assign a score

and click **Add** button



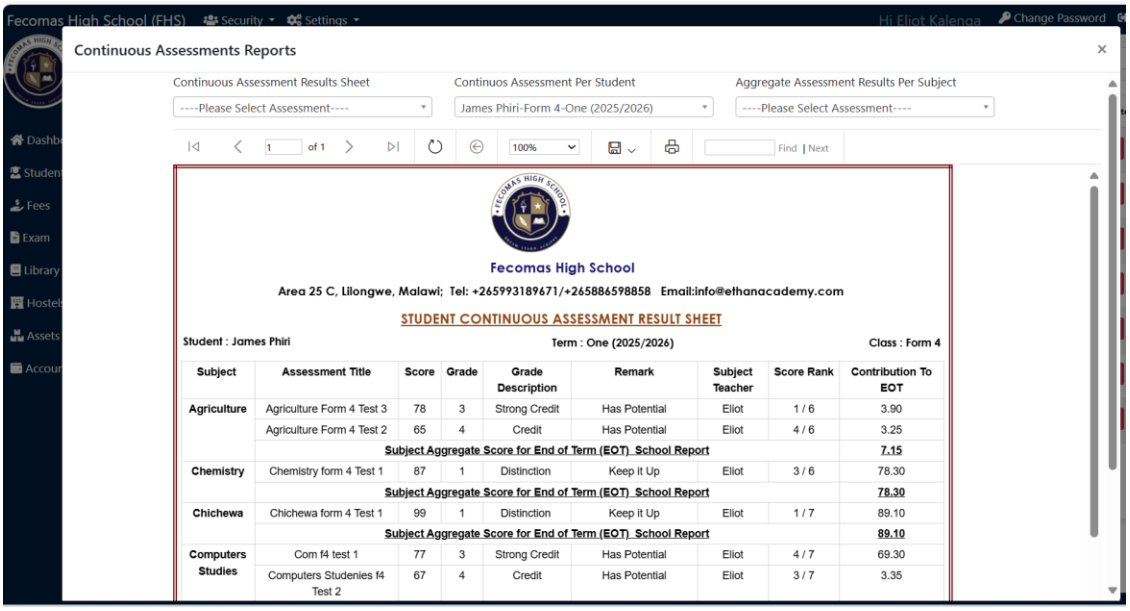


8.4 Generate School Report

To generate school reports click on School Reports menu under Exams

System will generate various reports such as

Continuous Assessment Report



Subject	Assessment Title	Score	Grade	Grade Description	Remark	Subject Teacher	Score Rank	Contribution To EOT
Agriculture	Agriculture Form 4 Test 3	78	3	Strong Credit	Has Potential	Eliot	1 / 6	3.90
	Agriculture Form 4 Test 2	65	4	Credit	Has Potential	Eliot	4 / 6	3.25
	Subject Aggregate Score for End of Term (EOT) School Report							7.15
Chemistry	Chemistry form 4 Test 1	87	1	Distinction	Keep it Up	Eliot	3 / 6	78.30
	Subject Aggregate Score for End of Term (EOT) School Report							78.30
Chichewa	Chichewa form 4 Test 1	99	1	Distinction	Keep it Up	Eliot	1 / 7	89.10
	Subject Aggregate Score for End of Term (EOT) School Report							89.10
Computers Studies	Com f4 test 1	77	3	Strong Credit	Has Potential	Eliot	4 / 7	69.30
	Computers Studenies f4 Test 2	67	4	Credit	Has Potential	Eliot	3 / 7	3.35

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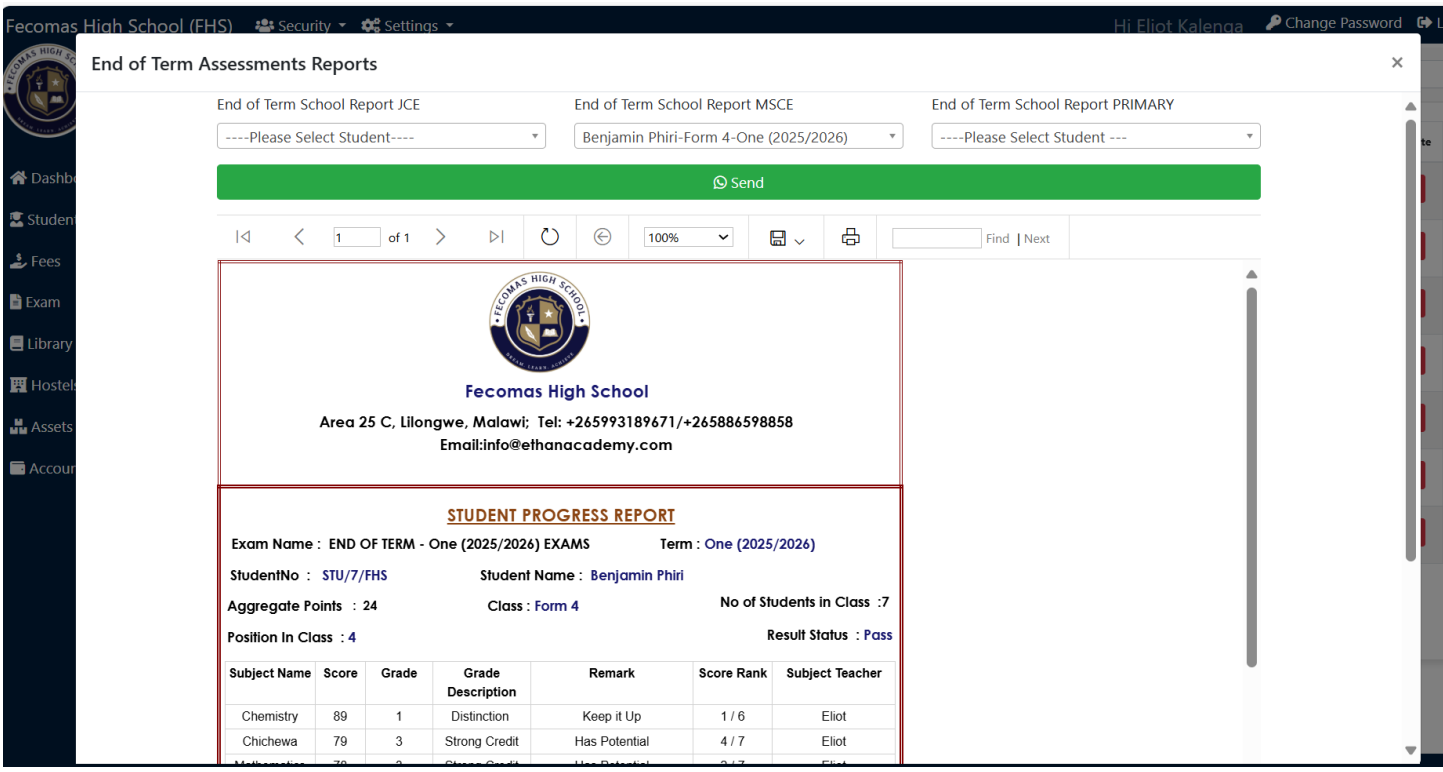
STUDENT CONTINUOUS ASSESSMENT RESULT SHEET

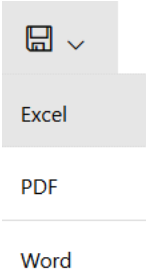
Student : James Phiri Term : One (2025/2026) Class : Form 4

Subject	Assessment Title	Score	Grade	Grade Description	Remark	Subject Teacher	Score Rank	Contribution To EOT
Agriculture	Agriculture Form 4 Test 3	78	3	Strong Credit	Has Potential	Eliot	1 / 6	3.90
	Agriculture Form 4 Test 2	65	4	Credit	Has Potential	Eliot	4 / 6	3.25
	Subject Aggregate Score for End of Term (EOT) School Report							7.15
Chemistry	Chemistry form 4 Test 1	87	1	Distinction	Keep it Up	Eliot	3 / 6	78.30
	Subject Aggregate Score for End of Term (EOT) School Report							78.30
Chichewa	Chichewa form 4 Test 1	99	1	Distinction	Keep it Up	Eliot	1 / 7	89.10
	Subject Aggregate Score for End of Term (EOT) School Report							89.10
Computers Studies	Com f4 test 1	77	3	Strong Credit	Has Potential	Eliot	4 / 7	69.30
	Computers Studenies f4 Test 2	67	4	Credit	Has Potential	Eliot	3 / 7	3.35
	Subject Aggregate Score for End of Term (EOT) School Report							72.65
English	Eng form 4 Test 1	80	2	Distinction	Keep it Up	Eliot	3 / 7	72.00
	Subject Aggregate Score for End of Term (EOT) School Report							72.00
Geography	Geography f4 test 1	62	5	Credit	Can do better	Eliot	5 / 7	55.80
	Subject Aggregate Score for End of Term (EOT) School Report							55.80
Mathematics	Mat form 4 Test 1	80	2	Distinction	Keep it Up	Eliot	3 / 7	72.00
	Subject Aggregate Score for End of Term (EOT) School Report							72.00

End of Term School Report



You can export the generated report to Excel, pdf or word by clicking on the save icon



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STUDENT PROGRESS REPORT

Exam Name : END OF TERM - One (2025/2026) EXAMS **Term :** One (2025/2026)

StudentNo : STU/7/FHS **Student Name :** Benjamin Phiri

Aggregate Points : 24 **Class :** Form 4 **No of Students in Class :**7

Position In Class : 4 **Result Status :** Pass

Subject Name	Score	Grade	Grade Description	Remark	Score Rank	Subject Teacher
Chemistry	89	1	Distinction	Keep it Up	1 / 6	Eliot
Chichewa	79	3	Strong Credit	Has Potential	4 / 7	Eliot
Mathematics	78	3	Strong Credit	Has Potential	2 / 7	Eliot
Computers Studies	67	4	Credit	Has Potential	5 / 7	Eliot
Geography	59	6	Credit	Must work very Hard	4 / 7	Eliot
Physics	50	6	Credit	Must work very Hard	5 / 7	Eliot
Social & Life Skills	50	6	Credit	Must work very Hard	5 / 7	Eliot
English	50	6	Credit	Must work very Hard	6 / 7	Eliot
Agriculture	1	9	Fail	Needs Support, Must work very hard	7 / 7	Eliot

Grading System MSCE

1 = Strong Distinction 2 = Distinction 3 = Strong Credit 4 = Credit

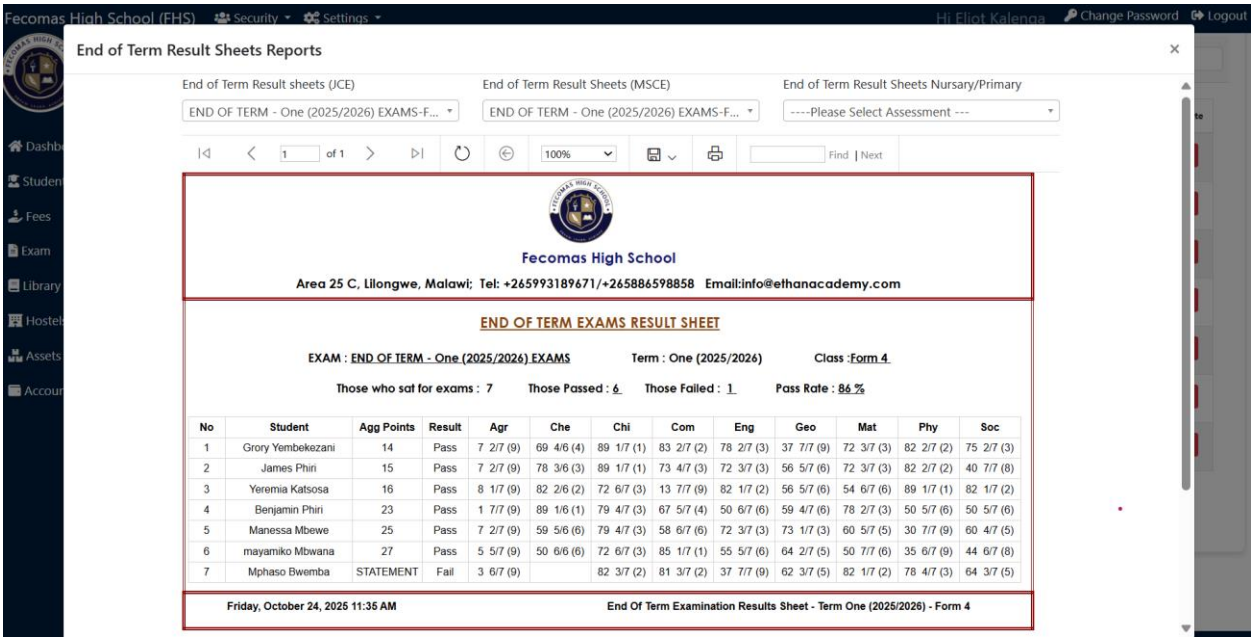
5 = Credit 6 = Marginal Credit 7 = Bare Pass 8 = Bare Pass 9 = Fail

OVERALL COMMENTS

Congratulations, Benjamin Phiri has passed END OF TERM - One (2025/2026) EXAMS.
Improvement is needed in the following subjects:
Geography, Physics, Social & Life Skills, English, Agriculture.
With dedication and the right support, improvement is definitely achievable.

Progress School Report for Benjamin Phiri - Form 4- End of Term - One (2025/2026)

Exam Results Sheet



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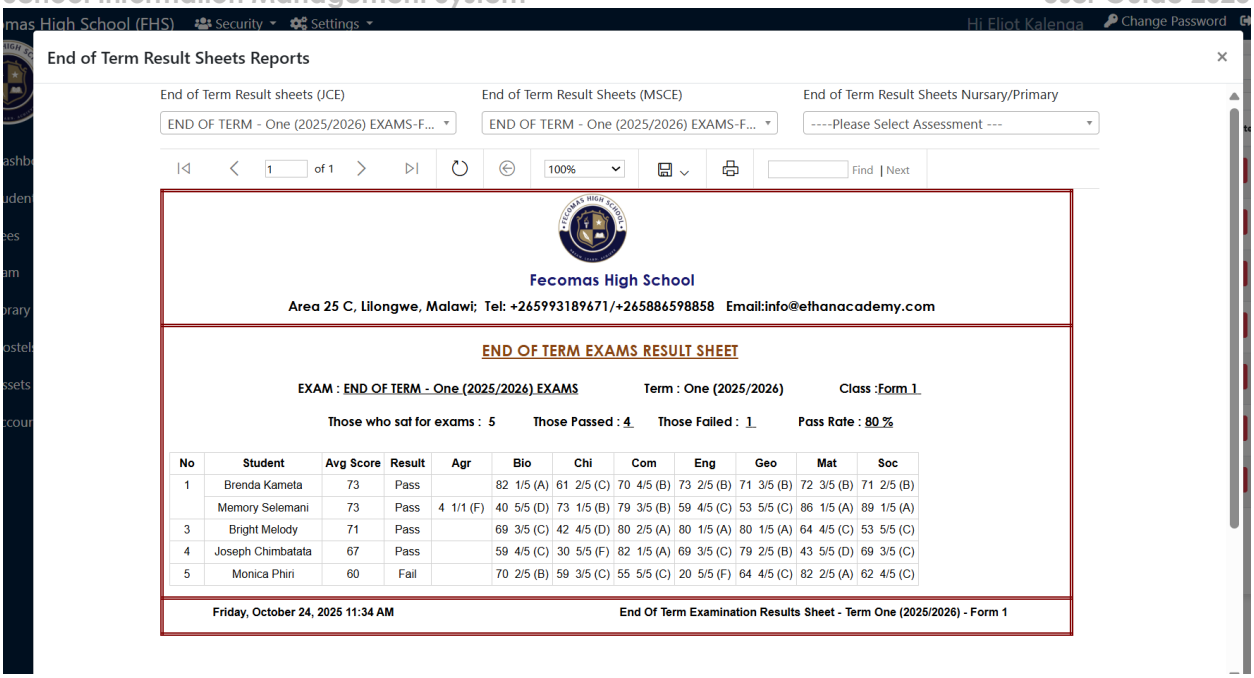
END OF TERM EXAMS RESULT SHEET

EXAM : END OF TERM - One (2025/2026) EXAMS Term : One (2025/2026) Class :Form 4

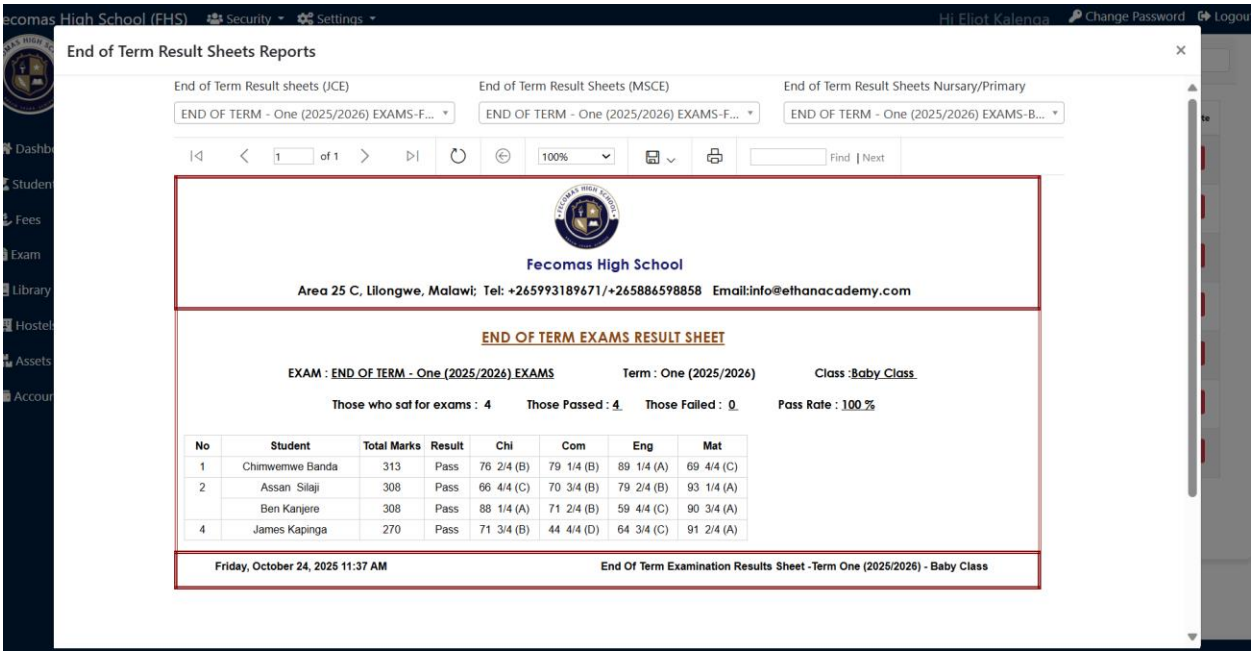
Those who sat for exams : 7 Those Passed : 6 Those Failed : 1 Pass Rate : 86 %

No	Student	Agg Points	Result	Agr	Che	Chi	Com	Eng	Geo	Mat	Phy	Soc
1	Grory Yembekezani	14	Pass	7 2/7 (9)	69 4/6 (4)	89 1/7 (1)	83 2/7 (2)	78 2/7 (3)	37 7/7 (9)	72 3/7 (3)	82 2/7 (2)	75 2/7 (3)
2	James Phiri	15	Pass	7 2/7 (9)	78 3/6 (3)	89 1/7 (1)	73 4/7 (3)	72 3/7 (3)	56 5/7 (6)	72 3/7 (3)	82 2/7 (2)	40 7/7 (8)
3	Yeremia Katsosa	16	Pass	8 1/7 (9)	82 2/6 (2)	72 6/7 (3)	13 7/7 (9)	82 1/7 (2)	56 5/7 (6)	54 6/7 (6)	89 1/7 (1)	82 1/7 (2)
4	Benjamin Phiri	23	Pass	1 7/7 (9)	89 1/6 (1)	79 4/7 (3)	67 5/7 (4)	50 6/7 (6)	59 4/7 (6)	78 2/7 (3)	50 5/7 (6)	50 5/7 (6)
5	Manessa Mbewe	25	Pass	7 2/7 (9)	59 5/6 (6)	79 4/7 (3)	58 6/7 (6)	72 3/7 (3)	73 1/7 (3)	60 5/7 (5)	30 7/7 (9)	60 4/7 (5)
6	mayamiko Mbwana	27	Pass	5 5/7 (9)	50 6/6 (6)	72 6/7 (3)	85 1/7 (1)	55 5/7 (6)	64 2/7 (5)	50 7/7 (6)	35 6/7 (9)	44 6/7 (8)
7	Mphaso Bwemba	STATEMENT	Fail	3 6/7 (9)		82 3/7 (2)	81 3/7 (2)	37 7/7 (9)	62 3/7 (5)	82 1/7 (2)	78 4/7 (3)	64 3/7 (5)

Friday, October 24, 2025 11:31 AM End Of Term Examination Results Sheet - Term One (2025/2026) - Form 4



No	Student	Avg Score	Result	Agr	Bio	Chi	Com	Eng	Geo	Mat	Soc
1	Brenda Kameta	73	Pass		82 1/5 (A)	61 2/5 (C)	70 4/5 (B)	73 2/5 (B)	71 3/5 (B)	72 3/5 (B)	71 2/5 (B)
	Memory Selemani	73	Pass	4 1/1 (F)	40 5/5 (D)	73 1/5 (B)	79 3/5 (B)	59 4/5 (C)	53 5/5 (C)	86 1/5 (A)	89 1/5 (A)
3	Bright Melody	71	Pass		69 3/5 (C)	42 4/5 (D)	80 2/5 (A)	80 1/5 (A)	80 1/5 (A)	64 4/5 (C)	53 5/5 (C)
4	Joseph Chimbatata	67	Pass		59 4/5 (C)	30 5/5 (F)	82 1/5 (A)	69 3/5 (C)	79 2/5 (B)	43 5/5 (D)	69 3/5 (C)
5	Monica Phiri	60	Fail		70 2/5 (B)	59 3/5 (C)	55 5/5 (C)	20 5/5 (F)	64 4/5 (C)	82 2/5 (A)	62 4/5 (C)



No	Student	Total Marks	Result	Chi	Com	Eng	Mat
1	Chimwemwe Banda	313	Pass	76 2/4 (B)	79 1/4 (B)	89 1/4 (A)	69 4/4 (C)
2	Assan Silaji	308	Pass	66 4/4 (C)	70 3/4 (B)	79 2/4 (B)	93 1/4 (A)
	Ben Kanjere	308	Pass	88 1/4 (A)	71 2/4 (B)	59 4/4 (C)	90 3/4 (A)
4	James Kapinga	270	Pass	71 3/4 (B)	44 4/4 (D)	64 3/4 (C)	91 2/4 (A)

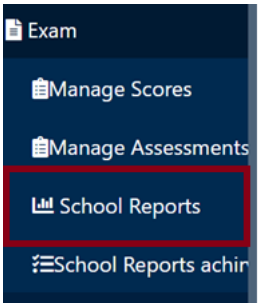
8.5 Releasing Exam Results

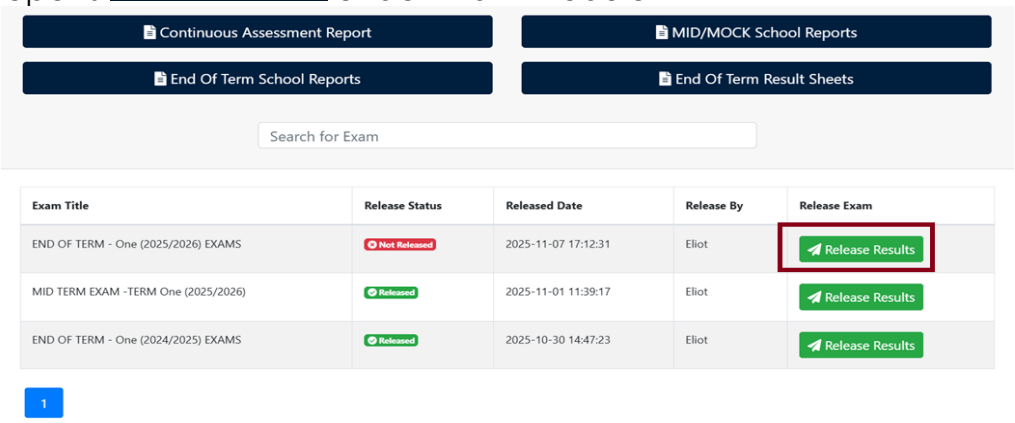
Once everything has been verified on the exam being administered (Mid Term, Mock or End of term) you can release the results from the system so that are available on students/parents portal for access.

Follow below steps to release exam results.

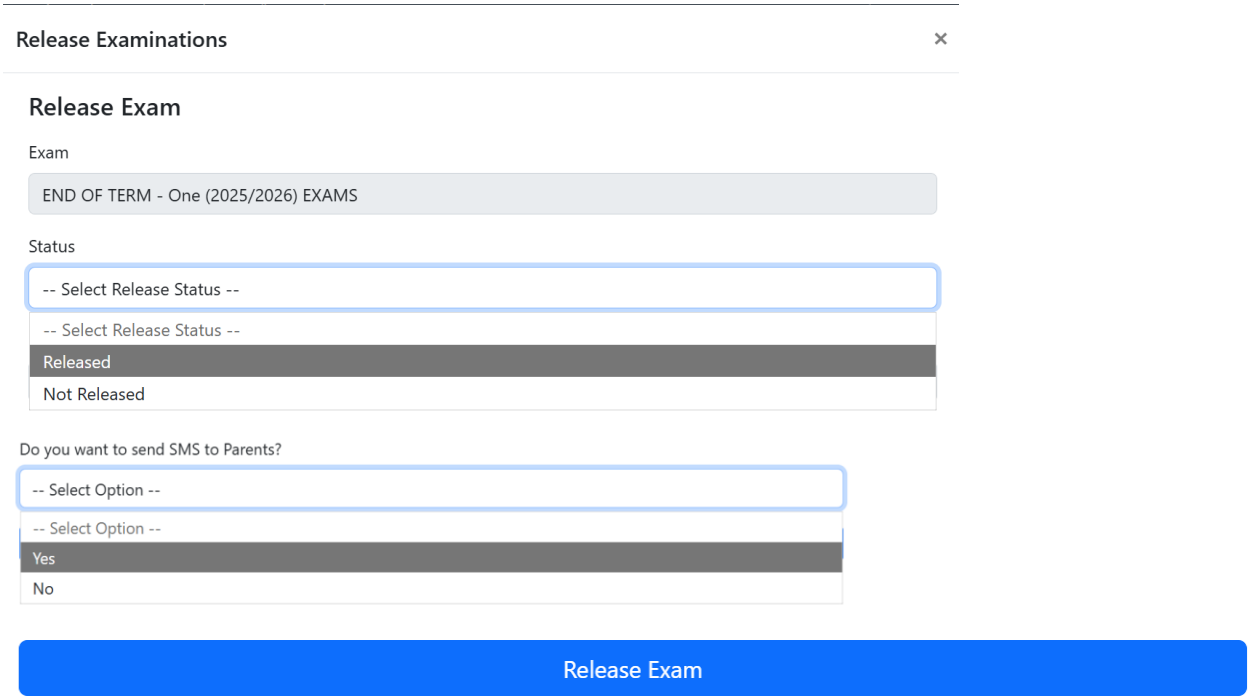
➔ Click on School reports

under Exam Module

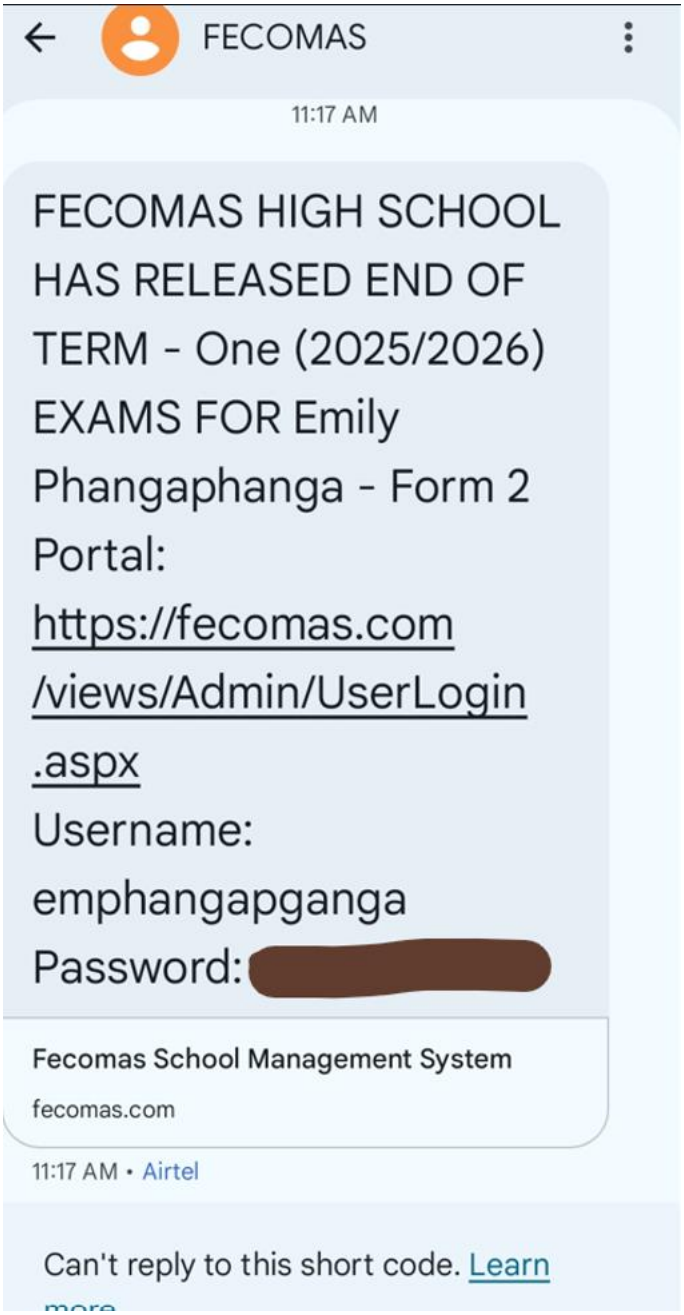




➔ Then click on the Release Results button against the exam you want to release the results. Then select necessary parameters as below then confirm the release by clicking Release exam button



The system automatically will send an SMS to all parents notifying them about the release of the exam results as follows



The parent has to use the details to loogin into the system and access the results that can be exported to pdf

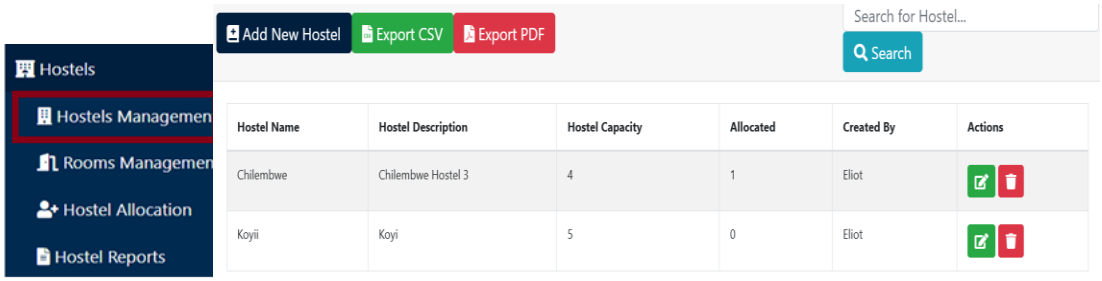
MODULE 9 : HOSTELS MANAGEMENT

The boarding schools will use this module for the management of all hostels related operations such as allocating hostel rooms to students.

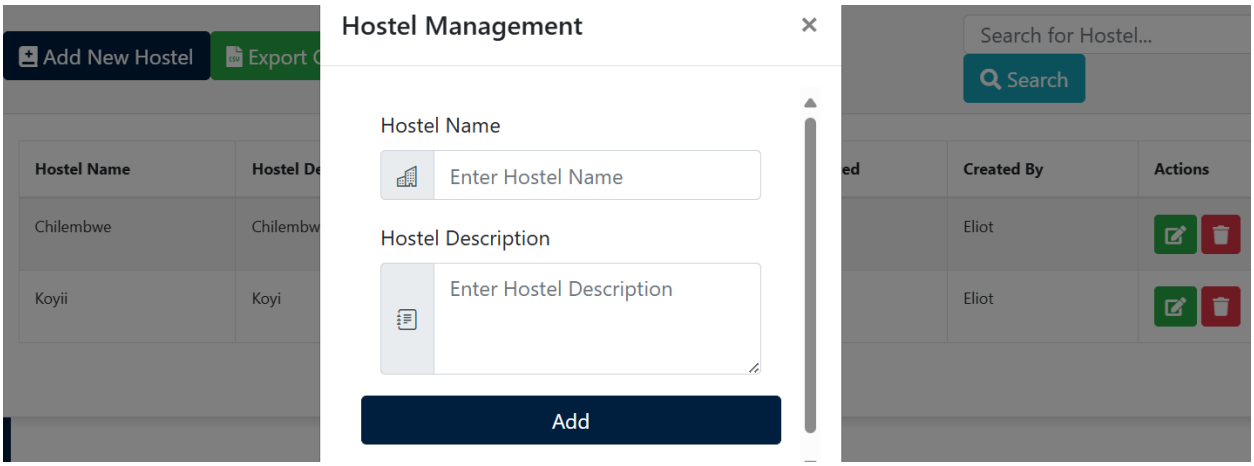
9.1 Manage Hostels

To create a new Hostel in the system

- Click on **Hostels management** under Hostels Module



- Click on **Add New Hostel** and fill the pop up form with relevant details then click Add to save the hostel.



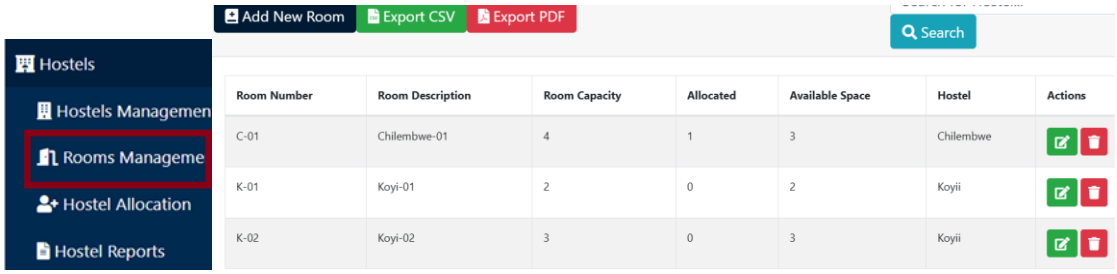
To update Hostel, click the **Edit icon** against the Hostel record, make changes, and click **Update**.

You can also delete Hostel by clicking **Delete** Icon against each Hostel record and a dialog box will pop up asking you to confirm your decision to delete the hostel, once confirmed, the hostel record will be removed from the system.

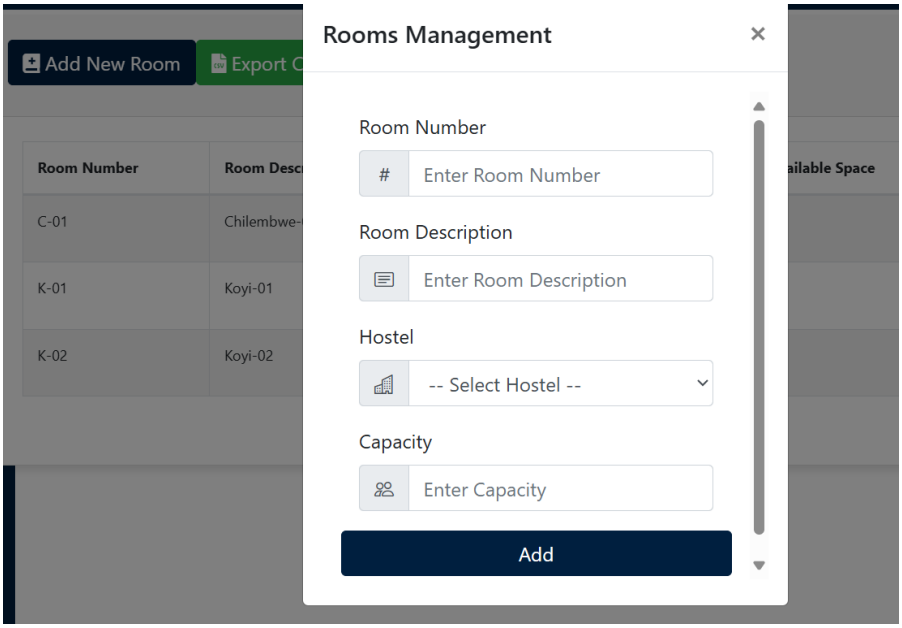
9.2 Manage Hostel Rooms

To create a new room in a hostel

- Click on **Rooms management** under Hostels Module



- Click on **Add New Room** and fill the pop up form with relevant details then click **Add** to save the room.



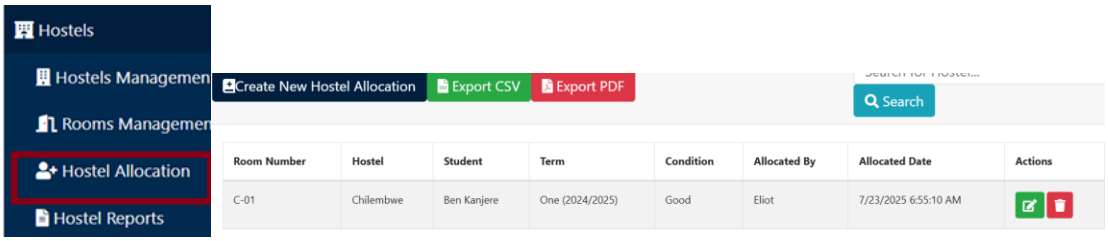
To update a room, click the **Edit icon** against the room record, make changes, and click **Update**.

You can also delete room by clicking **Delete** Icon against each room record and a dialog box will pop up asking you to confirm your decision to delete the hostel, once confirmed, the room record will be removed from the system.

9.3 Hostel allocation

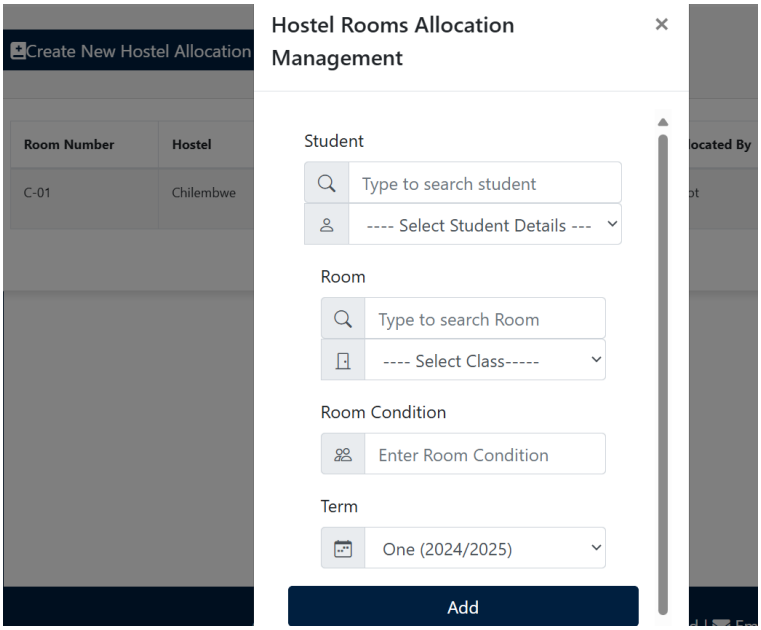
You can allocate hostel rooms to students by following steps below

- Click on **Hostel Allocation** under Hostels Module



- Click on Add **New Hostel Allocation**

and fill the pop up form with relevant details then click **Add** to save the room.



To update allocation record, click the **Edit icon** against the allocation record, make changes, and click **Update**.

You can also delete allocation by clicking **Delete** Icon against each allocation record and a dialog box will pop up asking you to confirm your decision to delete the allocation, once confirmed, the allocation record will be removed from the system.