

SFMS SYSTEM USAGE GUIDE

- On the login, use initial login details for SFMS System: - username: admin, password: admin, Login To: ADMIN

a. **PROCEDURE** -You start by registering students.

b. SETTING UP VOTEHEADS AND FEES STRUCTURE

- First you enter voteheads applicable. Go to voteheads section and fill up the form and click SAVE.

- To the fees structure section, select the class and term to view fees structure for and print.

c. SETTING UP FEES PAYABLE

. Go to fees entry section and select class, year and term to set fees form. The amount payable is set automatically from voteheads total, click ENTER to save.

d. COLLECTING FEES

- A very easy task: under Payment section, just enter the admission number of the student paying and click SEARCH.

- All accounts record of this student will be shown, and you just enter the amount being paid, the mode of payment (+ payment code) and click SUBMIT.

- The receipt number to be used is shown, and you can change it to whichever number you want to use. - All payment receipts by this student are listed, and to view each receipt, click/select that receipt on the list.

e. BALANCES

– An easy to use interface where you just select the class you want to check fees balance for. Then click CHECK FEE BALANCE.

-The click Generate Slip, the system produces demand notes for students to take to parents indicating their fee balances.

f. RECORDS

-Click Payment Records and select class, term and mode of payment to fetch fees payment. This enables you to view total amount collected in the specified period and with the said mode of payment and class.

-Click Payment Reports and select term to view fees payment per class graphically.