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FECOMAS SCHOOL MANAGEMENT SYSTEM

USER GUIDE

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0



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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.

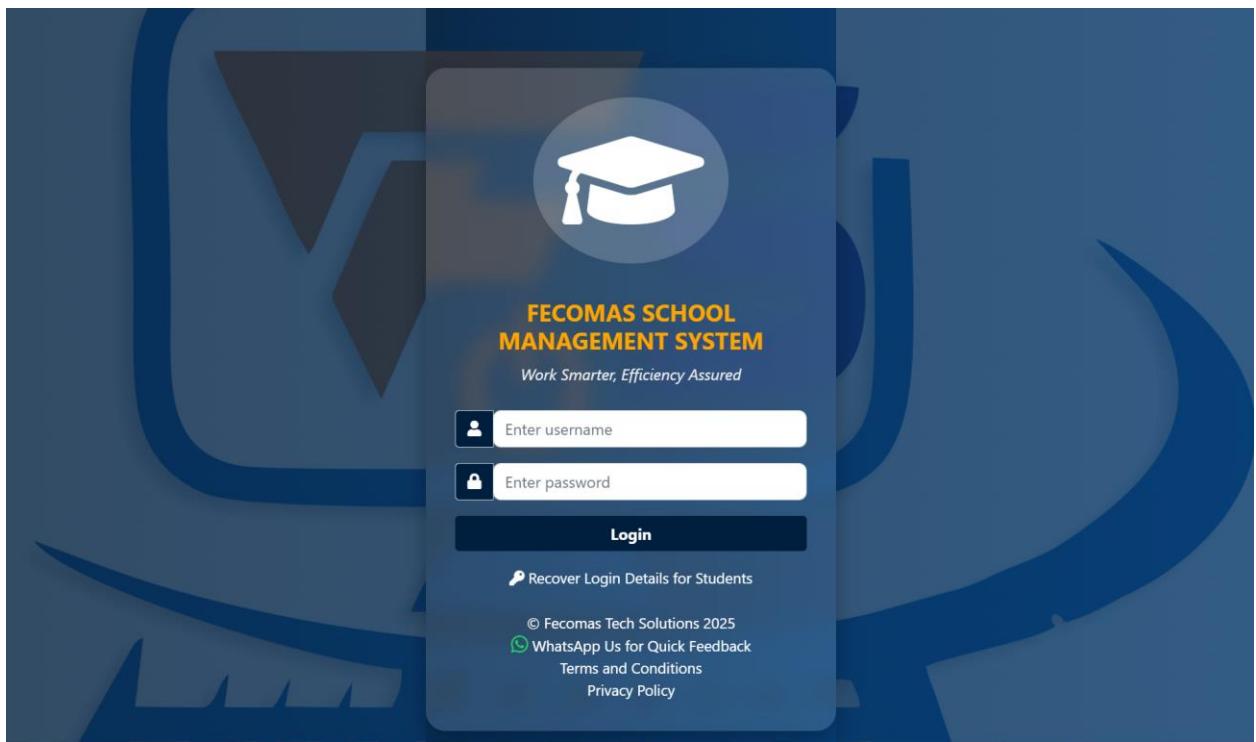


1.3 How to access the system

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

Change Password



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

The screenshot shows the Fecomas High School (FHS) dashboard with the following data:

- Enrolled Students:** 29 (One (2025/2026))
 - Active: 29
 - Report: 29
 - Graph: Baby Class (~4), Form 1 (~5), Form 2 (~4), Form 3 (~5), Form 4 (~6)
- Teachers:** 15 (2025/2026)
- Exams Administered:** 4 (One (2025/2026))
- Graduated Students:** 0 (All Years)
- Assets:**

New:	2
Fair:	1
Obsolete:	1
Disposed:	0
Total:	4
- Books Inventory:**

Available:	8
Borrowed:	1
Missing:	0
Total:	9

Bottom status bar: License Status: ACTIVE, Licensed Days: 30, Used Days: 21, Remaining Days: 8, Expiry Date: 1-November-2025

2.1 Academic Year Configuration

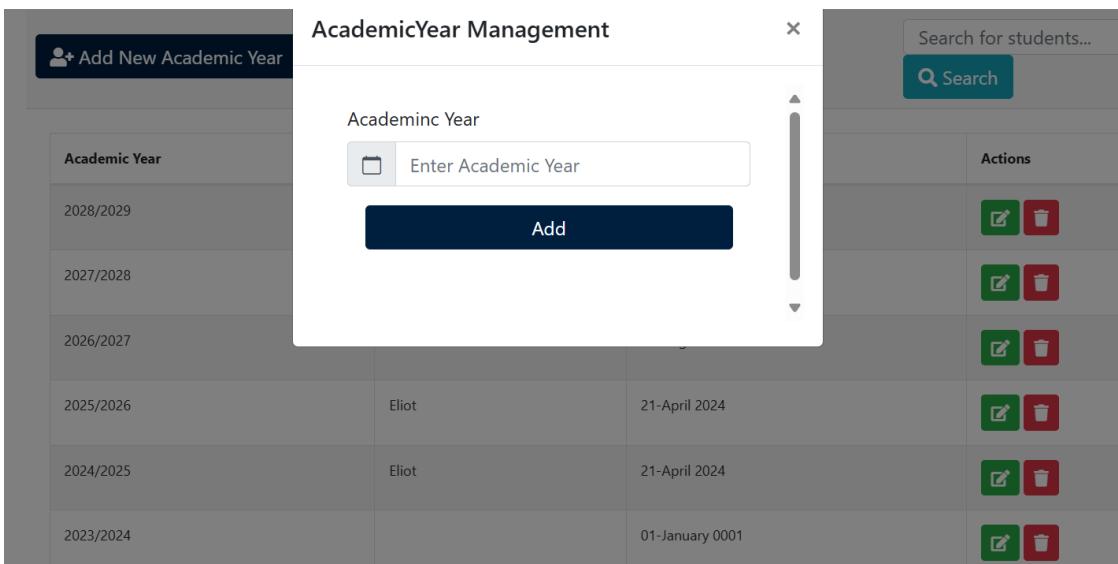
To Add a new Academic Year

- Click on **Academic Years** Menu under Settings.



Academic Year	CreatedBy	CreatedDate	Actions
2028/2029	Elikalenga	05-April 2025	
2027/2028	Elikalenga	05-April 2025	
2026/2027	Fecomas	09-August 2024	
2025/2026	Eliot	21-April 2024	
2024/2025	Eliot	21-April 2024	
2023/2024		01-January 0001	

- 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

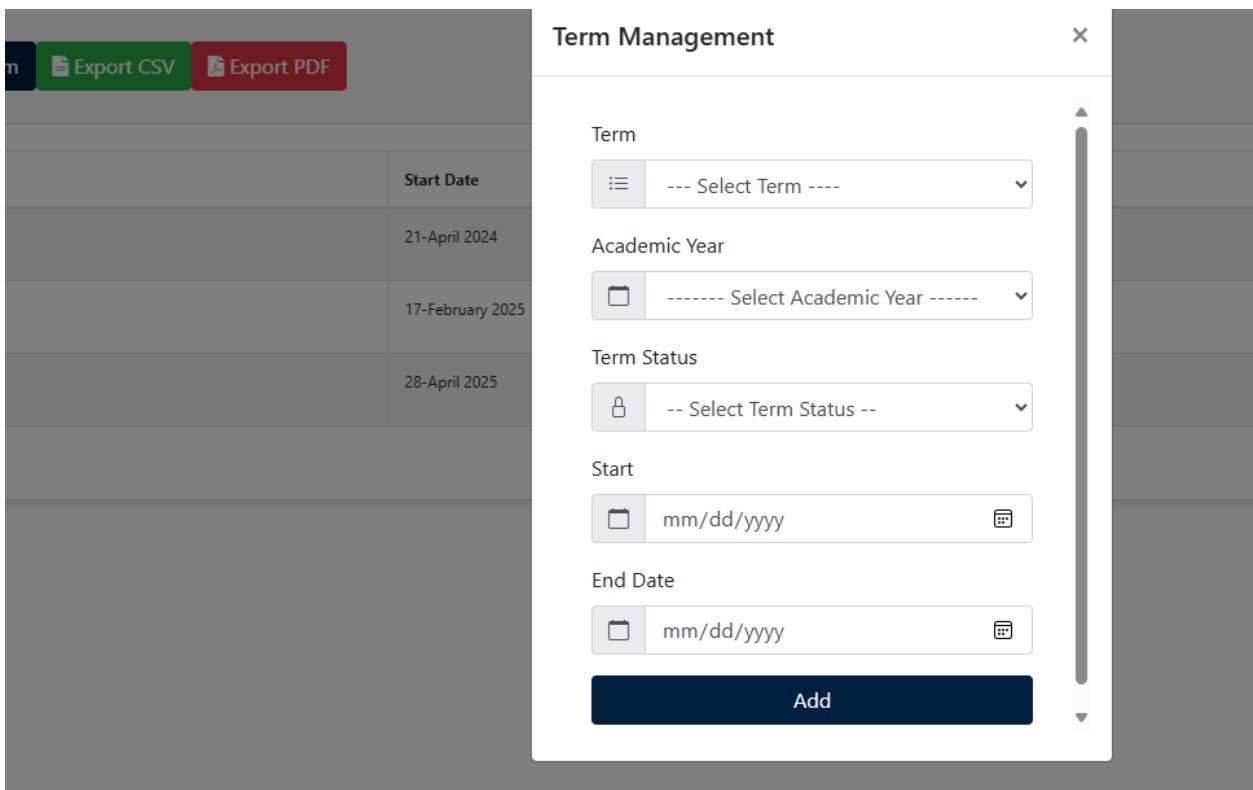
To Add a new Term

- Click on **Terms** Menu under Settings.



Term	Start Date	End Date	Status	Actions
One (2024/2025)	21-April 2024	2024-04-21	Active	 
Two (2024/2025)	17-February 2025	2025-02-17	Inactive	 
Three (2024/2025)	28-April 2025	2025-07-11	Inactive	 

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



Term Management

Term	<input type="button" value="--- Select Term ---"/>
Academic Year	<input type="button" value="----- Select Academic Year -----"/>
Term Status	<input type="button" value="-- Select Term Status --"/>
Start	<input type="button" value="mm/dd/yyyy"/>
End Date	<input type="button" value="mm/dd/yyyy"/>

Add

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

- Click on **Classes** Menu under Settings.

Class	Grading System	Class Section	Grade Scale Type	CreatedBy	CreatedDate	Actions
Form 1	Average Score	Junior Secondary	Letter Based	Fecomas	05-May 2024	
Form 2	Average Score	Junior Secondary	Letter Based	Fecomas	05-May 2024	
Form 3	Aggregate Points	Senior Secodary	Number Based	Eliot	19-May 2024	
Form 4	Aggregate Points	Senior Secodary	Letter Based	Admin	17-February 2025	

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

Class	Grading System
Form 1	Average Score
Form 2	Average Score
Form 3	Aggregate Points
Form 4	Aggregate Points
Form 6	Aggregate Points

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.

- Click on **Grading system** Menu under Settings.

The screenshot shows a table with the following data:

Lower Scale	Upper Scale	Grade	Grade Description	Remark	Grading Scale	Actions
80	100	A	Excellent	Keep it Up	Letter Based	
70	79	B	Very Good	Quite Satisfactory	Letter Based	
50	69	C	Bare Pass	Work Extra Hard	Letter Based	
0	39	F	Fail	Needs Support	Letter Based	

- Click on the **Add New Grading Scale** button and provide necessary details and click on **Add** button

The dialog box contains the following fields:

- Lower Scale: 80
- Upper Scale: 100
- Grade: A
- Grade Description: Excellent
- Remark: Keep it Up
- Grading Scale Type: Letter Based

The list of existing grading scales on the right shows:

Grading Scale	Actions
Letter Based	
Number Based	
Number Based	

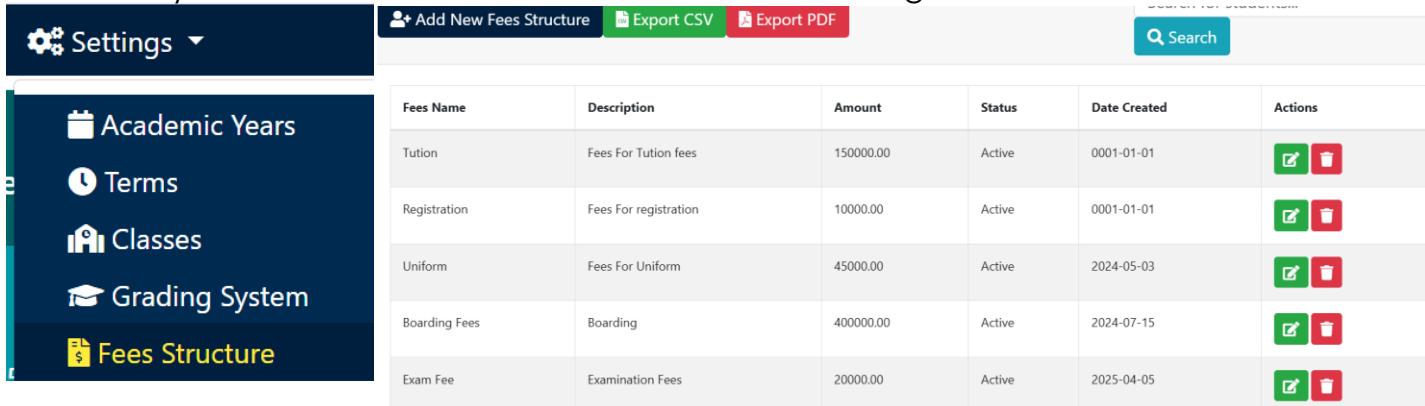
update an existing grading scale, click the **Edit icon** against the grading scale record, make necessary changes, and click **Update**.



2.5 Fees Structure Configuration

To Add a new Fees Structure

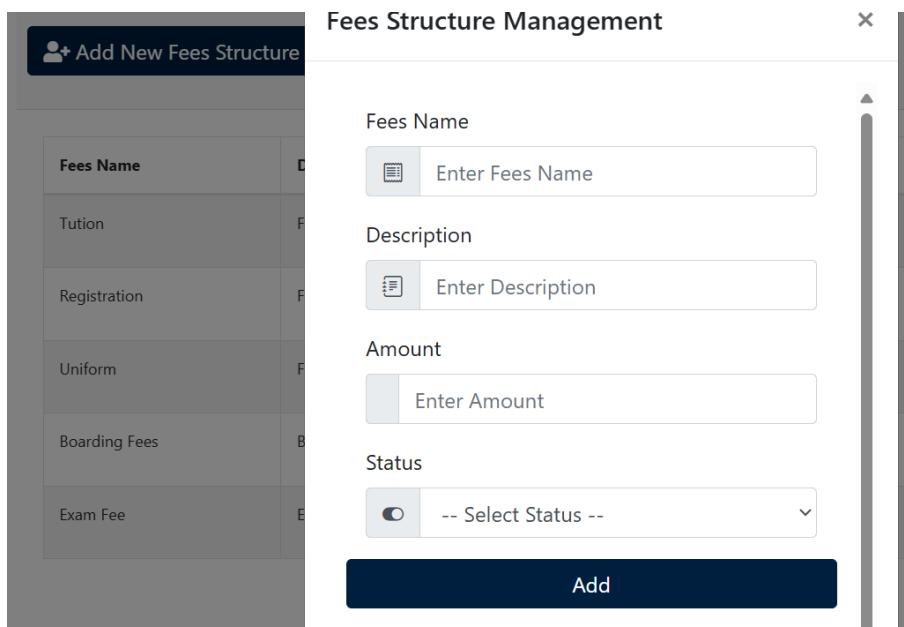
- Click on **Fees Structure** Menu under Settings.



The screenshot shows a table titled "Fees Structure Management" with columns: Fees Name, Description, Amount, Status, Date Created, and Actions. The table contains five rows of data:

Fees Name	Description	Amount	Status	Date Created	Actions
Tution	Fees For Tution fees	150000.00	Active	0001-01-01	
Registration	Fees For registration	10000.00	Active	0001-01-01	
Uniform	Fees For Uniform	45000.00	Active	2024-05-03	
Boarding Fees	Boarding	400000.00	Active	2024-07-15	
Exam Fee	Examination Fees	20000.00	Active	2025-04-05	

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



The screenshot shows a modal window titled "Fees Structure Management" with a header "Add New Fees Structure". It contains the following fields:

- Fees Name:
- Description:
- Amount:
- Status:

At the bottom is a large blue "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

Fecomas High School (FHS)

Hi Eliot Kalenga [Change Password](#) [Logout](#)

Security [Settings](#)

Enrollment

- Users
- Roles
- Permissions
- >Password Reset
- Student Pass Reset

Active Teachers
3
One (2024/2025)

Exams Administered
3
One (2024/2025)

Graduated Students
0
All Years

Active Term Enrollment Chart

1.0
0.9
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0

Attendance

License Status: ACTIVE Licensed Days: 30 Used Days: 9 Remaining Days: 23 Expiry Date: 2-September-2025

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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

- Click on **Roles** Menu under Security.

Role Name	Role Description	Created By	Actions
Admin	This is an Admin	Admin	
Bursar/Accountant	This is Bursar Role	Admin	
Teacher	Teacher	Fecomas	
Librarian	Assigned to the one responsible for Library Management	Eliot	
Exam Officer	Exam Officer	Admin	

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

Roles Management

Add New Role

Role Name	
Admin	
Bursar/Accountant	
Teacher	
Librarian	Assigned to the one responsible for Library Management

Role Name

Role Description

Add

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

- Select a role you want to assign some permission.

Manage Role Permissions

Select Role:

-- Select Role --

Admin
Bursar/Accountant
Teacher
Librarian
Exam Officer

Save Permissions

Exam Management

Exam_Create
 Exam_Read

- 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.

User Management	Student Management	Library management
<input type="checkbox"/> User_Create <input type="checkbox"/> User_Read <input type="checkbox"/> User_Update <input type="checkbox"/> User_Delete <input type="checkbox"/> Role_Create <input type="checkbox"/> Role_Read <input type="checkbox"/> Role_Update <input type="checkbox"/> Role_Delete <input type="checkbox"/> Permission_Create <input type="checkbox"/> Permission_Read	<input type="checkbox"/> Student_Create <input type="checkbox"/> Student_Read <input type="checkbox"/> Student_Update <input type="checkbox"/> Student_Delete <input type="checkbox"/> Enrollment_Create <input type="checkbox"/> Enrollment_Read <input type="checkbox"/> Enrollment_Update <input type="checkbox"/> Enrollment_Delete <input type="checkbox"/> Enrollment_Reports	<input type="checkbox"/> Library_Reports <input type="checkbox"/> Book_Create <input type="checkbox"/> Book_Read <input type="checkbox"/> Book_Update <input type="checkbox"/> Book_Delete <input type="checkbox"/> Book_Borrow <input type="checkbox"/> Book_Return <input type="checkbox"/> Shelf_Create



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Fees Collection

- FeesCollection_Create
- FeesCollection_Read
- FeesCollection_Update
- FeesCollection_Reversal
- FeesCollection_Reports

Attendance

- StudentsAttendance_Mark
- TeachersAttendance_Mark

Entrance Management

- Candidate_Management
- Entrance_Exam_Management

Asset Management

- Manage_Assets

Hostel Management

- Manage_Hostels

Accounting

- Accounting_Reports
- Income_Create
- Expense_Create
- Budget_Create
- Budget_Read
- Budget_Update
- Budget_Delete
- BudgetItems_Create
- BudgetItems_Read
- BudgetItems_Update
- BudgetItems_Delete
- Requisition_Create
- Requisition_Read
- Requisition_Update
- Requisition_Delete
- Requisition_Approve
- Income_Read
- Income_Update
- Income_Delete

System Setup

- Term_Create
- Term_Read
- Term_Update
- Term_Delete
- AcademicYear_Create
- AcademicYear_Read
- AcademicYear_Update
- AcademicYear_Delete
- Class_Create
- Class_Read
- Class_Update
- Class_Delete
- FeesStructure_Create
- FeesStructure_Read
- FeesStructure_Update
- FeesStructure_Delete
- TermNumber_Create
- TermNumber_Read
- TermNumber_Update

Exam Management

- Exam_Create
- Exam_Read
- Exam_Update
- Exam_Delete
- Subject_Create
- Subject_Read
- Subject_Update
- Subject_Delete
- SubjectAllocation_Create
- SubjectAllocation_Read
- SubjectAllocation_Update
- SubjectAllocation_Delete
- Score_Create
- Score_Read
- Score_Update
- Score_Delete
- Exam_Results_Reports
- Subject_Allocation_Reports
- TimeTable_Create

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



To Add a new system User

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

FirstName	LastName	UserName	Role	Status	Actions
Ethan	Ethan	ekalenga	Teacher	Active	
Memory	Chunga	mchunga	Admin	Active	
Eliot	Eliot	Elikalenga	Admin	Active	
John	Nkhata	jnkhat	Teacher	Active	

- 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

FirstName	LastName	UserName	Status	Actions
Ethan	Eth		Active	
Memory	Ch		Active	
Eliot	Eli		Active	
John	N		Active	
Siza	M		Active	
vvvv	VV		Active	
rhjkl	ty		Active	



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

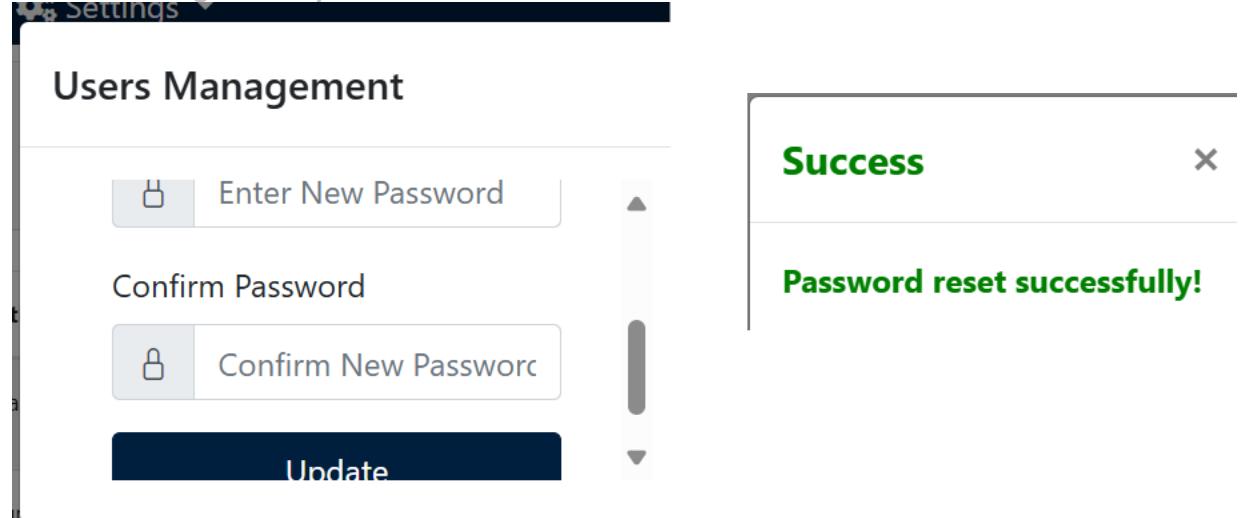
When user has forgotten his/her password, they may request for password reset.

To reset user account password

- Click on **Password Reset** Menu under Security.

FirstName	LastName	UserName	Role	Status	Actions
Ethan	Ethan	ekalenga	Teacher	Active	
Memory	Chunga	mchunga	Admin	Active	
Eliot	Eliot	Elikalenga	Admin	Active	
John	Nkhata	jnkhata	Teacher	Active	
Siza	Mtimbiri	SMtimbiri	Admin	Active	

- Search the user using the search text box and click on **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.

StudentNo	First Name	Last Name	Gender	Phone	Status	Actions
STU/42/FHS	Ben	Kanjere	Male	265993189671	Active	Reset Password
STU/41/FHS	Mphaso	Bwemba	Female	0882868273	Active	Reset Password
STU/40/FHS	Brenda	Chembezi	Male	265993189671	Active	Reset Password
STU/38/FHS	James	Kapinga	Male	2658812985	Active	Reset Password
STU/37/FHS	Edward	Moyenda	Male	265999999999	Active	Reset Password

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

Student Password Reset

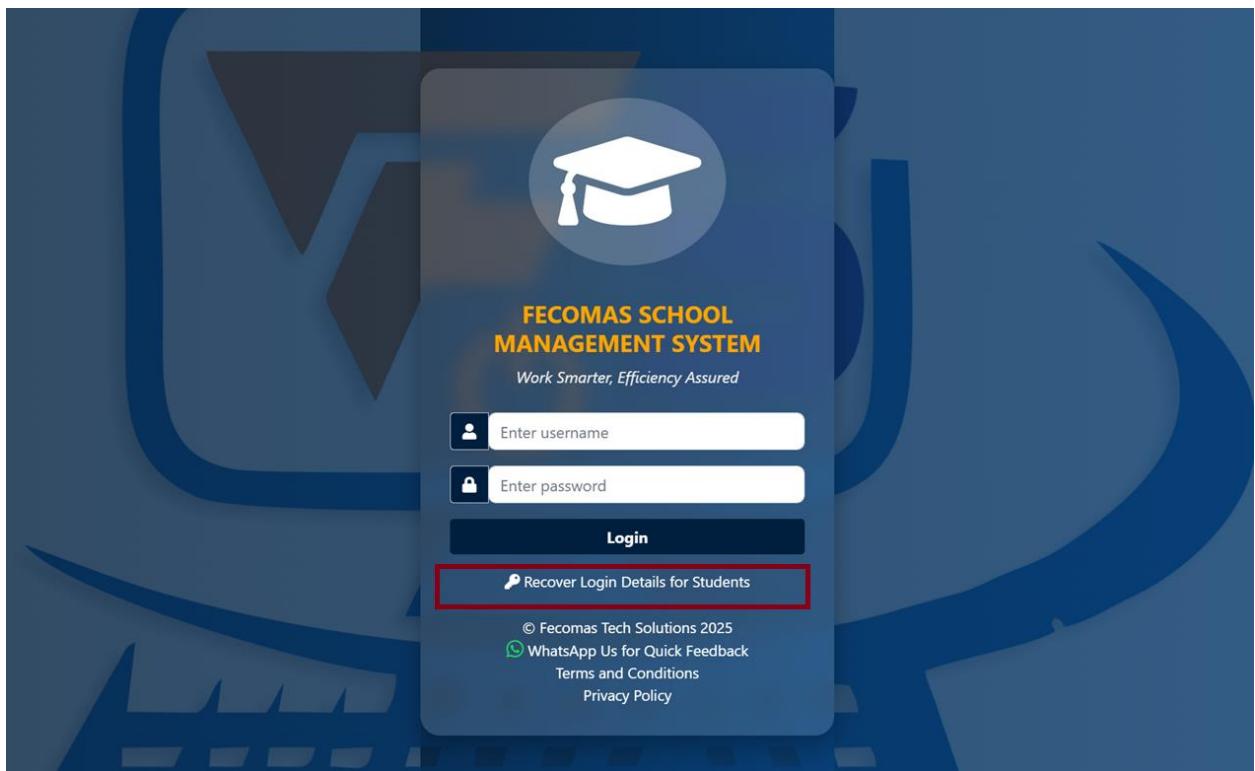
The screenshot shows a password reset form. It has three input fields: 'Enter New Password' (with a lock icon), 'Confirm Password' (with a lock icon), and 'Confirm New Password' (with a lock icon). Below these is a large blue 'Update' button. To the right, a modal window titled 'Success' contains the text 'Student Password reset successfully!'. There is a close button 'X' in the top right corner of the modal.

- 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



School Information Management System

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Fecomas High School (FHS) Security Settings Hi Eliot Kalenga Change Password Logout

Enrolled Students: 32 One (2024/2025)

Active Teachers: 3 One (2024/2025)

Exams Administered: 3 One (2024/2025)

Graduated Students: 0 All Years

Active Term Enrollment Chart:

Form	Count
Form 1	11
Form 2	8
Form 3	5
Form 4	8

Today's Students Attendance:

Legend: Form 1 (Dark Blue), Form 2 (Light Blue), Form 3 (Medium Blue), Form 4 (Cyan)

License Status: ACTIVE Licensed Days: 30 Used Days: 9 Remaining Days: 23 Expiry Date: 2-September-2025

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

Change Password

Current Password
New Password
Confirm New Password

Change Password

Password changed successfully!

Current Password
.....

New Password
.....

Confirm New Password
.....

Change 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.

The screenshot shows the Fecomas School Management System interface. On the left, there is a sidebar with the following menu items: Dashboard, Students, Registration (which is highlighted), Enrollment, Bulk Enrollment, and Enrollment Report. The main content area has a header with three buttons: 'Add New Student' (blue), 'Export CSV' (green), and 'Export PDF' (red). A search bar is also present. Below the header is a table listing student records. The table columns are: StudentNo, First Name, Last Name, Gender, Phone, Status, Address, Guardian, and Actions. The data in the table is as follows:

StudentNo	First Name	Last Name	Gender	Phone	Status	Address	Guardian	Actions
STU/6013685/FHS	Memory	Banda	Male	265999999999	Active	Lilongwe	Mr Banda	
STU/6013684/FHS	Benadetta	Chiutsi	Male	265888888888	Active	265888888888	Chiutsi	
STU/6013676/FHS	Samuel	Thengoliweta	Male	0888888888	Active	Lilongwe	Thengo	
STU/6013675/FHS	Mathews	Chilima	Male	0999999999	Active	Lilongwe	Chilima	
STU/6013674/FHS	Leticia	Dzimbiri	Female	0999999999	Active	Lilongwe	Mrs Dzimbiri	

At the bottom left, there is a modal window titled 'Student Registration' with fields for StudentNo (dropdown with options: STU/6013685/FHS, STU/6013684/FHS, STU/6013676/FHS, STU/6013675/FHS, STU/6013674/FHS), First Name, Last Name, Gender (dropdown with option: ---Select Gender---), Guardian (dropdown with option: Enter Guardian), and Status (dropdown with option: Enter Status). At the bottom right, there is a footer with the text '.fecomas.com'.

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

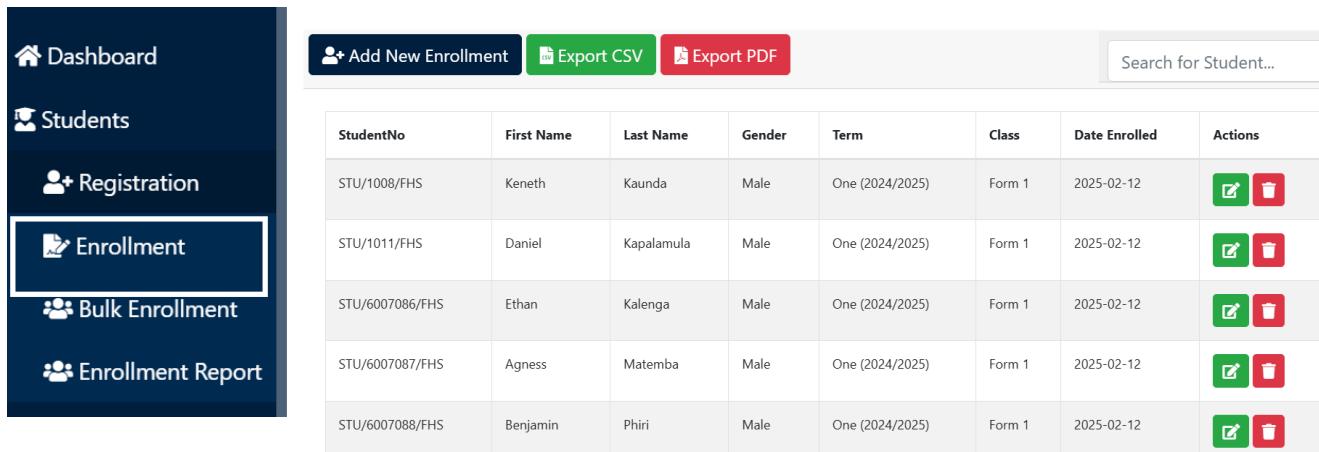
4.2 Students Enrollment

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

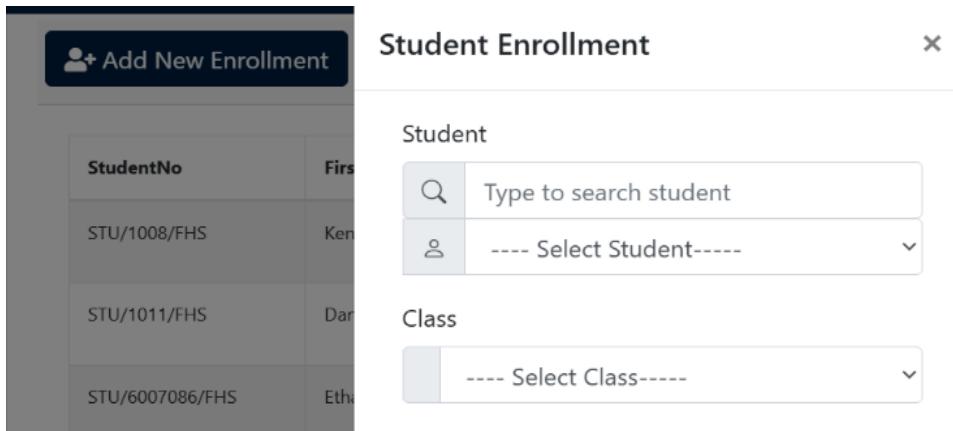
Step 2 : Click on "**Enrollment**" sub menu

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



The screenshot shows the 'Students' section of the dashboard. On the left, there's a sidebar with 'Dashboard', 'Students', 'Registration', **Enrollment** (which is highlighted with a red box), 'Bulk Enrollment', and 'Enrollment Report'. On the right, there's a table of student records with columns: StudentNo, First Name, Last Name, Gender, Term, Class, Date Enrolled, and Actions (with edit and delete icons). At the top, there are buttons for 'Add New Enrollment' (green), 'Export CSV' (green), and 'Export PDF' (red). A search bar for students is at the top right.

StudentNo	First Name	Last Name	Gender	Term	Class	Date Enrolled	Actions
STU/1008/FHS	Keneth	Kaunda	Male	One (2024/2025)	Form 1	2025-02-12	 
STU/1011/FHS	Daniel	Kapalamula	Male	One (2024/2025)	Form 1	2025-02-12	 
STU/6007086/FHS	Ethan	Kalenga	Male	One (2024/2025)	Form 1	2025-02-12	 
STU/6007087/FHS	Agness	Matemba	Male	One (2024/2025)	Form 1	2025-02-12	 
STU/6007088/FHS	Benjamin	Phiri	Male	One (2024/2025)	Form 1	2025-02-12	 



The screenshot shows the 'Student Enrollment' modal. It has a header with 'Student Enrollment' and a close button. Below it is a 'Student' section with a search bar ('Type to search student') and a dropdown ('---- Select Student ----'). There's also a 'Class' section with a dropdown ('---- Select Class ----'). At the top left of the modal is a button for 'Add New Enrollment'.

Class	Date Enrolled	Actions
Form 1	2025-02-12	 
Form 1	2025-02-12	 
Form 1	2025-02-12	 

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

Are you sure you want to delete this student?

OK

Cancel

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



The screenshot shows the 'Student Bulk Enrollment' interface. On the left, there's a table of student records with columns for StudentNo, First Name, and Last Name. Below this is the 'Source Section' with dropdowns for 'Source Class' (containing '---- Select Class-----') and 'Source Term' (containing 'One (2024/2025)'). Below that is the 'Destination Section' with similar dropdowns. At the bottom is a 'Submit' button. To the right, a search bar with placeholder 'Search for students...' and a 'Search' button is above a table titled 'Class' and 'Date Enrolled'. The table lists various student entries with dates ranging from 2025-02-12 to 2025-02-13.

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

The screenshot shows the 'Students' sidebar menu with several options: 'Registration', 'Enrollment', 'Bulk Enrollment', and 'Enrollment Report'. The 'Enrollment Report' option is highlighted with a red box. To its right is a table with columns 'Print', 'Term', and 'Number of Student Enrolled'. It shows three rows: One (2024/2025) with 32 students, Three (2024/2025) with 7 students, and Two (2024/2025) with 27 students.

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

The screenshot shows the 'Enrollment Reports' interface with three buttons: 'Enrollment Detailed Report', 'Enrollment Summary Report', and 'Subject Allocation Detailed Report'. The background has a dark blue header and vertical scroll bars on the right.

Click the button for the report you want to generate.



i) Enrollment Detailed report

◀
◀
1
of 1
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▼
🖨️



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



Fecomas High School

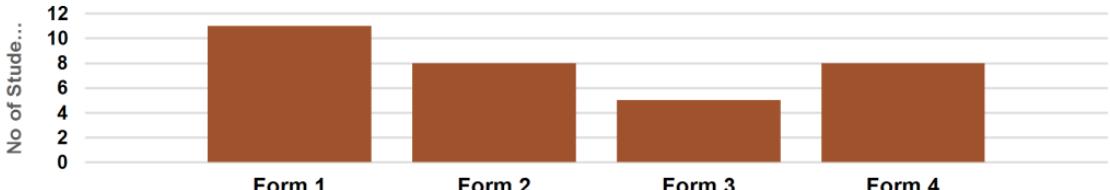
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ENROLLMENT SUMMARY REPORT FOR TERM One (2024/2025)

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

Enrollment Summary Report Analysis In Graphical Representation

Students Count



Form Level	No of Students
Form 1	11
Form 2	8
Form 3	5
Form 4	8



iii) Subject Allocation Detailed Report**Fecomas High School**

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SUBJECT ALLOCATION REPORT FOR TERM One (2024/2025)

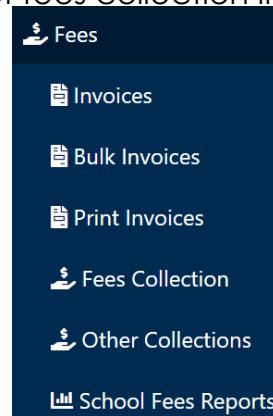
Teacher	Subject Code	Subject Name	Class Name
Eliot Kalenga	AGR	Agriculture	Form 6
	ENG	English	Form 1
Total Subjects Allocated to Eliot Kalenga			2
Ethan Ethan	AGR	Agriculture	Form 4
	BK	Bible Knowledge	Form 1
	BK	Bible Knowledge	Form 4
	BIO	Biology	Form 1
	BIO	Biology	Form 4
	BIO	Biology	Form 6
	CHE	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	Tuition (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)	MKD	MK10,000	One(2024/2025)	Form 1	NOT PAID	
STU/1011/1/27/FHS	Daniel Kapalamula	Tuition (MK150,000)	MK0	MK150,000	One(2024/2025)	Form 1	NOT PAID	
STU/6007086/1/27/FHS	Ethan Kalenga	Tuition (MK150,000)	MK100,000	MK50,000	One(2024/2025)	Form 1	PARTLY PAID	
STU/6007086.1.87/FHS	Ethan Kalenga	Tuition (MK150,000)	MK125,000	MK25,000	One(2024/2025)	Form 1	PARTLY PAID	
STU/6007086.2.87/FHS	Ethan Kalenga	Registration (MK10,000)	MKD	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.

Term	Class	Invoice Status	Actions
One(2024/2025)	Form 1	NOT PAID	
One(2024/2025)	Form 1	PARTLY PAID	
One(2024/2025)	Form 1	NOT PAID	
One(2024/2025)	Form 1	NOT PAID	
One(2024/2025)	Form 1	PARTLY PAID	
One(2024/2025)	Form 1	PARTLY PAID	
One(2024/2025)	Form 1	NOT PAID	

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

InvoiceNo	Student	Fees Name	Total Collected	Balance	Term	Class	Invoice Status	Actions
STU/1008/1/27/FHS	Keneth Kaunda	Tuition (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 Kapalumala	Tuition (MK150,000)	MK0	MK150,000	One(2024/2025)	Form 1	NOT PAID	
STU/6007086/1/27/FHS	Ethan Kalenga	Tuition (MK150,000)	MK100,000	MK50,000	One(2024/2025)	Form 1	PARTLY PAID	
STU/6007086.1.87/FHS	Ethan Kalenga	Tuition (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.

Bulk Invoices Generation

Search Student Class

---- Select Class-----

Fees Name

---- Select Fees Details-----

Term

One (2024/2025)

Submit

	Term	Class	Invoic
00	One(2024/2025)	Form 1	NOT P
00	One(2024/2025)	Form 1	PARTL
00	One(2024/2025)	Form 1	NOT P
00	One(2024/2025)	Form 1	NOT P
00	One(2024/2025)	Form 1	PARTL
00	One(2024/2025)	Form 1	PARTL

6.3 Print and Send invoices

You can print generated invoices or send to respective parents on whatsapp 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




[Export CSV](#)
[Export PDF](#)

Search for a Transaction...

Search

StudentNo	Student	Class	Term	TotalFees	Paid	Balance	Print
STU/6/FHS	Agness Matemba	Form 1	One (2024/2025)	MK150,000	MK120,000	MK30,000	Send Invoice
STU/42/FHS	Ben Kanjere	Form 1	One (2024/2025)	MK150,000	MK100,000	MK50,000	Send Invoice
STU/7/FHS	Benjamin Phiri	Form 1	One (2024/2025)	MK150,000	MK100,000	MK50,000	Send Invoice
STU/40/FHS	Brenda Chembezi	Form 1	One (2024/2025)	MK150,000	MK100,000	MK50,000	Send Invoice
STU/12/FHS	Chimwemwe Banda	Form 2	One (2024/2025)	MK580,000	MK10,000	MK570,000	Send Invoice
STU/10/FHS	Chisomo Mwamwadi	Form 2	One (2024/2025)	MK580,000	MK0	MK580,000	Send Invoice
STU/41/FHS	Daniel Chilima	Form 1	One (2024/2025)	MK580,000	MK0	MK580,000	Send Invoice

[Generate Student Invoice](#)[Send Initial Invoice](#)[Send Payment Reminder](#)

Click on **generate student Invoice** button

[Generate Student Invoice](#)[Send Initial Invoice](#)[Send Payment Reminder](#)


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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



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



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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	Tuition (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		

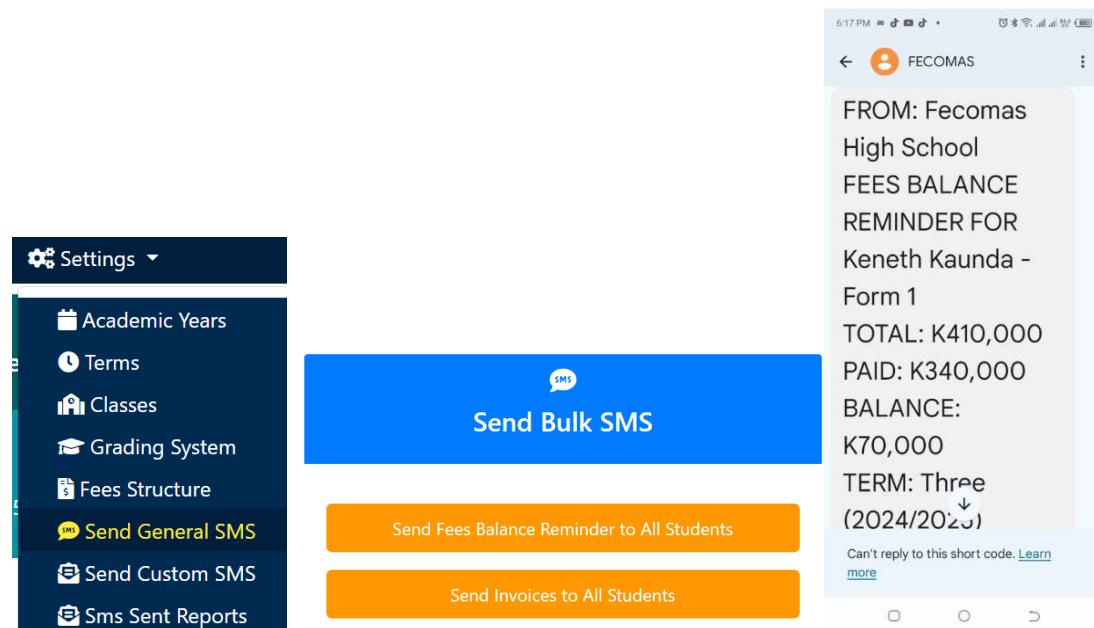
***** Thank You For Sending Your Ward to Fecomas High School *****

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

- Step 1 :** Click on the "**Fees**" menu in the sidebar
- Step 2 :** Click on "**Fees Collection**" sub menu

Fees Collection Management										Print	Reverse
Search for a Transaction...										Search	
ReferenceNo	StudentNo	Student	Fees	Amount	Term	Class	User	Date			
REF/6009885.cpQn/FHS	STU/5/FHS	Ethan Kalenga	Tuition	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	Tuition	100,000	One (2024/2025)	Form 1	AdminBT	8/6/2025 4:50:00 PM			
REF/6009886.phSM/FHS	STU/6/FHS	Agness Matemba	Tuition	20,000	One (2024/2025)	Form 1	AdminBT	8/6/2025 4:44:00 PM			
REF/6011011.0ccu/FHS	STU/42/FHS	Ben Kanjere	Tuition	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	Tuition	100,000	One	Form	Eliot	7/13/2025			

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

👤+ Add New Fees Collection Transaction

The screenshot shows the 'Fees Collection Transactions' module. On the left, there's a form for adding new transactions. It includes fields for ReferenceNo (dropdown), StudentNo (dropdown), Type to search student (text input), Select Invoice to start Collecting (dropdown), Payment Method (dropdown), and Enter Amount (text input). A large blue 'Add' button is at the bottom. On the right, a grid lists existing transactions with columns for Class, User, Date, Print, and Reverse.

Class	User	Date	Print	Reverse
Form 1	Eliot	8/9/2025 10:18:00 AM		
Form 2	AdminBT	8/6/2025 4:54:00 PM		
Form 1	AdminBT	8/6/2025 4:50:00 PM		
Form 1	AdminBT	8/6/2025 4:44:00 PM		
Form 1	Eliot	7/13/2025 6:44:00 PM		
Form 2	Eliot	7/13/2025 8:09:00 AM		
Form	Eliot	7/13/2025		

- 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

The screenshot shows a receipt printing process. At the top, there's a 'Print Receipt' button. Below it is a navigation bar with icons for back, forward, and search. The main area displays a receipt template for 'Fecomas High School'. The receipt includes the school's logo, address (Area 25 C, Lilongwe, Malawi; Tel: +265993189671/+265886598855), email (info@ethanacademy.com.mw), and a payment receipt section. The payment receipt details are as follows:

PAYMENT RECEIPT

ReferenceNo : REF/6009885.cpQn./FHS
Student : Ethan Kalenga
Fees Category : Tuition (MK 150,000)
Receipt Amount: MK100,000.00
Cum_collection : MK100,000.00
Balance : MK50,000.00
Invoicestatus: PARTLY PAID
Term: One (2024/2025)
Cashier : Eliot
Date : Aug 9 2025 10:18AM
***** THANK YOU*****
Receipt Printed on : Sunday, August 10, 2025 6:45 PM



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



Fees	Reports	Term	Total Fees	Collected	Balance	Collection (%)	Status
		One (2024/2025)	MK6,880,000	MK1,535,000	MK5,345,000	22.31%	Partly Paid
		Three (2024/2025)	MK860,000	MK685,969	MK174,031	79.76%	Partly Paid
		Two (2024/2025)	MK14,150,000	MK1,170,000	MK12,980,000	8.27%	Partly Paid

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

Fees Collection Summary Reports

Fees Collection
Per Category

Fees Collection
Summary

Fees Collection
Transactions

All Invoices
Status



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

Fees Collection Per category



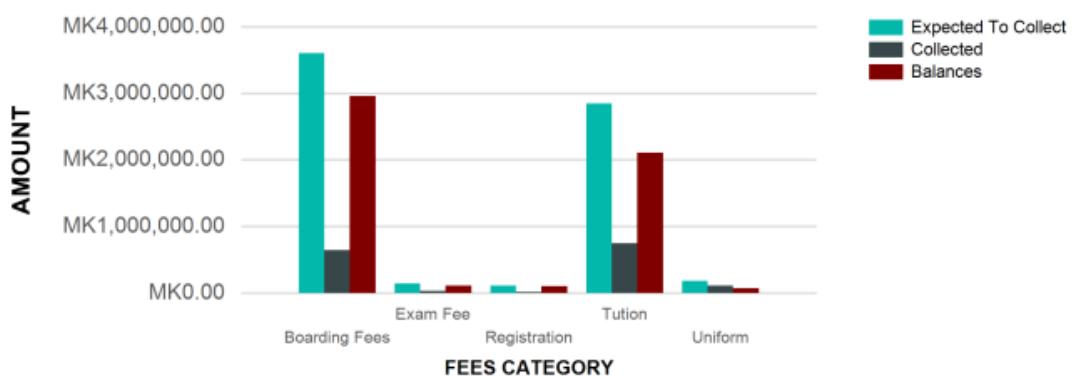
Fecomas High School

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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%
	Tuition	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%
	Tuition	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 PER FEES CATEGORY ANALYSIS





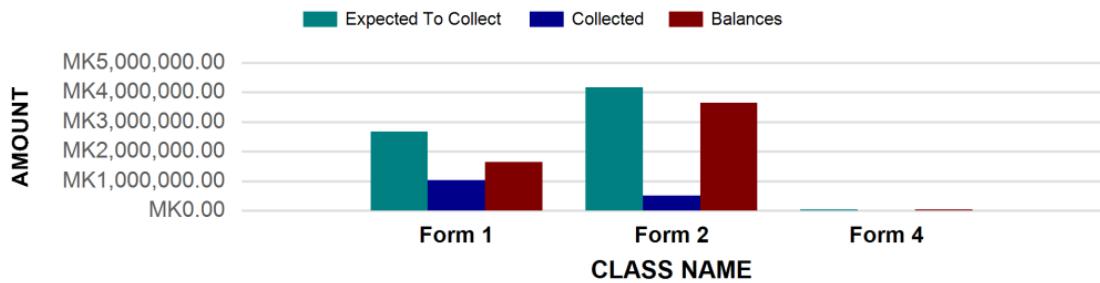
Fecomas High School

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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 SUMMARY ANALYSIS



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	STU/8/FHS	Joseph Chimbatata	Tuition (150000.00)	MK150,000.00	MK0.00	MK150,000.00	NOT PAID	Admin	Feb 12 202
Form 1	REF/6009888.GtLK	STU/8/FHS	Joseph Chimbatata	Tuition (150000.00)	-MK150,000.00	MK0.00	MK150,000.00	NOT PAID	Admin	Feb 12 202
Form 1	REF/6010882.zleD	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	STU/5/FHS	Ethan Kalenga	Tuition (150000.00)	MK100,000.00	MK100,000.00	MK50,000.00	PARTLY PAID	Admin	Feb 12 202
Form 1	REF/6010881.tcTX	STU/5/FHS	Ethan Kalenga	Tuition (150000.00)	MK120,000.00	MK125,000.00	MK25,000.00	PARTLY PAID	Admin	May 23 202
Form 1	REF/6010881.g1xC	STU/5/FHS	Ethan Kalenga	Tuition (150000.00)	MK5,000.00	MK125,000.00	MK25,000.00	PARTLY PAID	Admin	May 23 202
Form 1	REF/6010890.BKQ	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	STU/6/FHS	Agness Matemba	Tuition (150000.00)	MK100,000.00	MK120,000.00	MK30,000.00	PARTLY PAID	Admin	Feb 12 202
Form 1	REF/6009886.phS	STU/6/FHS	Agness Matemba	Tuition (150000.00)	MK20,000.00	MK120,000.00	MK30,000.00	PARTLY PAID	Admin	Feb 12 202
Form 1	REF/6009887.Gg9t	STU/7/FHS	Benjamin Phiri	Tuition (150000.00)	MK100,000.00	MK100,000.00	MK50,000.00	PARTLY PAID	Admin	Feb 12 202
Form 1	REF/6009887.Gg9t	STU/7/FHS	Benjamin Phiri	Tuition (150000.00)	-MK100,000.00	MK100,000.00	MK50,000.00	PARTLY PAID	Admin	Feb 12 202
Form 1	REF/6009887.cgzU	STU/7/FHS	Benjamin Phiri	Tuition (150000.00)	MK100,000.00	MK100,000.00	MK50,000.00	PARTLY PAID	Admin	Feb 12 202

Invoice Status Report



Fecomas High School

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

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 Chimbatala	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



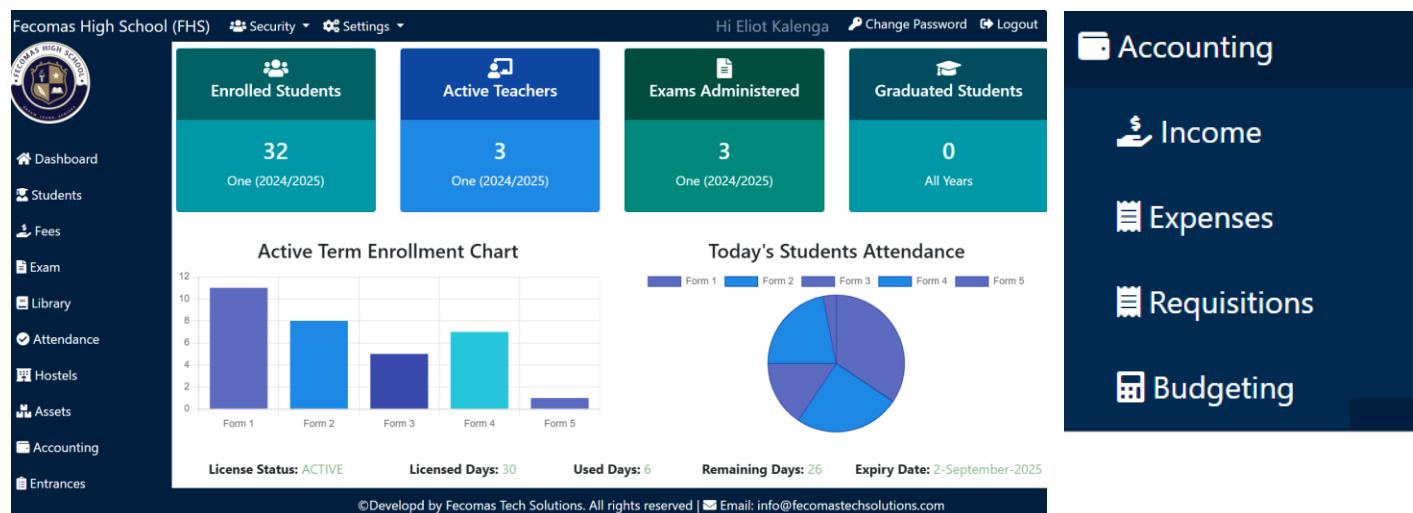
MODULE 6. ACCOUNTING

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

Reports	#	Budget Name	Term	Total Income	Budgeted Amount	Contingency Rate	Contingency Amount	BudgetedPlusContingency	Spent	Variance
	1	Term One 2024/2025 Budget	One (2024/2025)	K1,435,000.00	K10,000,000.00	10%	K1,000,000.00	K11,000,000.00	K4,710,000.00	K5,290.00

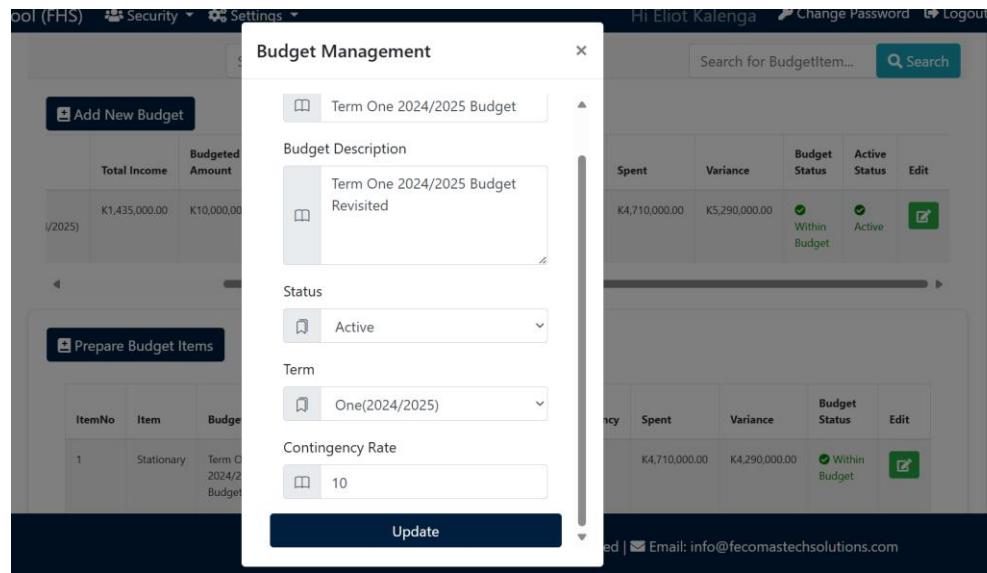
ItemNo	Item	Budget	Budgeted Amount	Contingency	BudgetedPlusContingency	Spent	Variance	Budget Status	Edit
1	Stationary	Term One 2024/2024 Budget	K9,000,000.00	K900,000.00	K9,900,000.00	K4,710,000.00	K4,290,000.00	<input checked="" type="checkbox"/> Within Budget	<input checked="" type="checkbox"/>

Click on **Add New budget**

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

Take note 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.

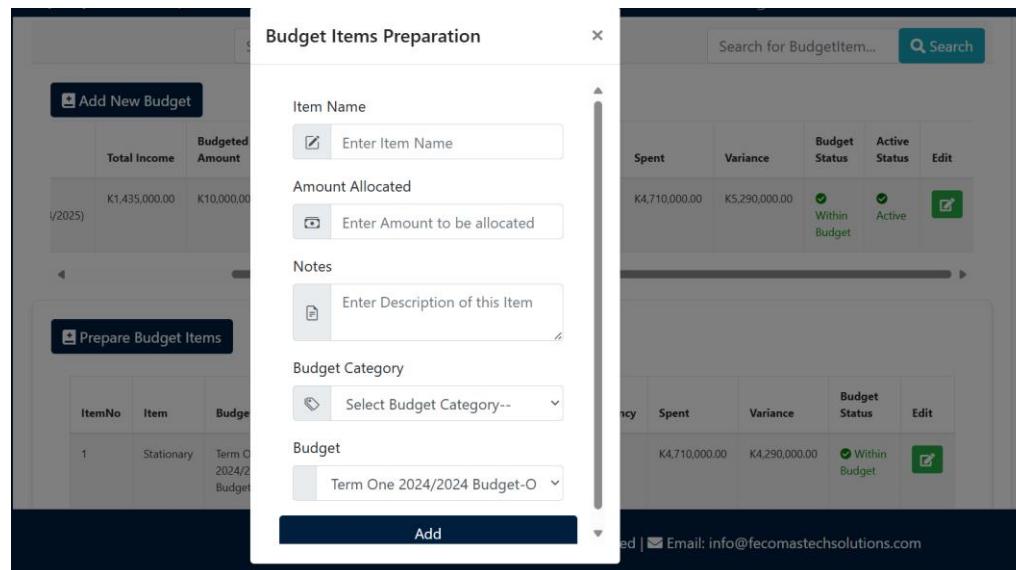
To update the budget details click on a pen  against each budget record and make necessary amendments then click on Update button.



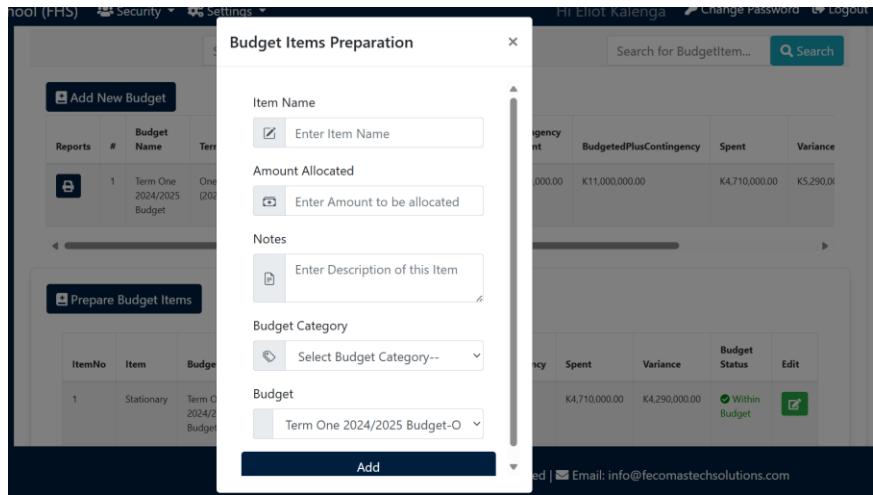
Once budget has been prepared, you can now prepare some budget items attached to this budget by following below steps:

Prepare Budget Items

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.



The screenshot shows the 'Budget Items Preparation' modal. It includes fields for 'Item Name' (with placeholder 'Enter Item Name'), 'Amount Allocated' (with placeholder 'Enter Amount to be allocated'), 'Notes' (with placeholder 'Enter Description of this Item'), 'Budget Category' (dropdown menu), and 'Budget' (dropdown menu showing 'Term One 2024/2025 Budget-O'). Below the form is a preview table with columns: Agency, BudgetedPlusContingency, Spent, and Variance. The preview table shows data for one item: Agency (Term One 2024/2025 Budget), BudgetedPlusContingency (MK11,000,000.00), Spent (MK4,710,000.00), and Variance (MK5,290.00). At the bottom right of the modal is an 'Edit' button with a pencil icon.

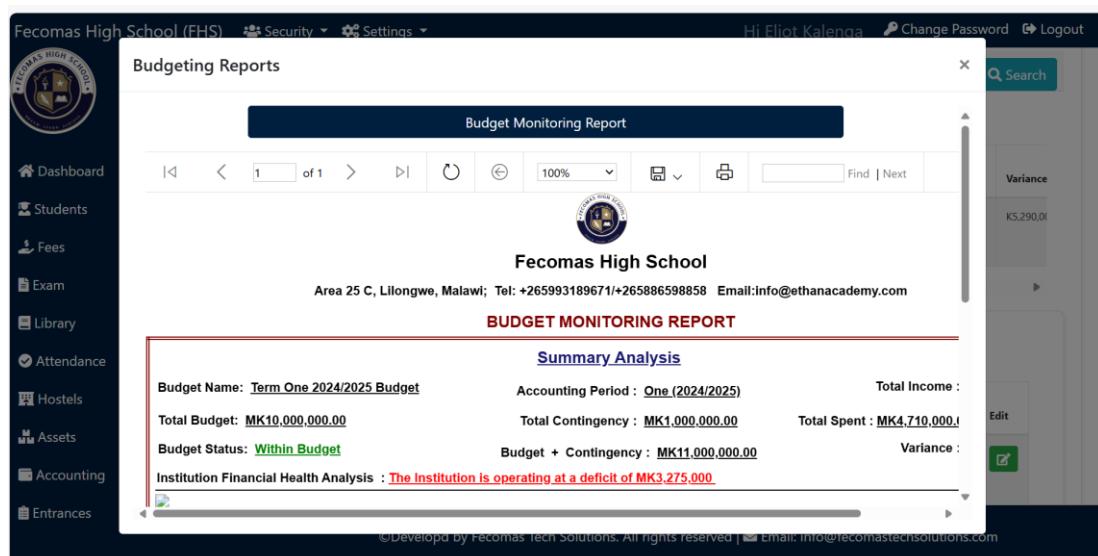
6.2.2 Budget Monitoring Report.

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



The screenshot shows the 'Budget Monitoring Report' page. At the top, it displays the school's logo and contact information: 'Fecomas High School (FHS)', 'Hi Eliot Kalenga', 'Change Password', and 'Logout'. The main content area is titled 'BUDGET MONITORING REPORT'. It features a 'Summary Analysis' section with the following data:

Budget Name:	Term One 2024/2025 Budget	Accounting Period:	One (2024/2025)	Total Income:	
Total Budget:	MK10,000,000.00	Total Contingency:	MK1,000,000.00	Total Spent:	MK4,710,000.00
Budget Status:	<u>Within Budget</u>	Budget + Contingency:	<u>MK11,000,000.00</u>	Variance:	MK5,290.00

Below this, there is a red box containing the text: 'Institution Financial Health Analysis : The institution is operating at a deficit of MK3,275,000.'



You can export the report to Pdf, Word or excel

 <p>Fecomas High School</p> <p>Area 25 C, Lilongwe, Malawi; Tel: +265993189671/+265886598858 Email:info@ethanacademy.com</p> <p style="text-align: center;">BUDGET MONITORING REPORT</p>																																																													
Summary Analysis				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.																																																													
<p style="text-align: center;">Detailed Analysis</p> <table border="1"> <thead> <tr> <th>Budget Category</th> <th>Item Name</th> <th>Budgeted</th> <th>Contingency</th> <th>Budgeted Plus Contingency</th> <th>Spent</th> <th>Variance</th> <th>Spent %</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Operating Cost</td> <td>Stationary</td> <td>MK9,000,000.00</td> <td>900,000.00</td> <td>9,900,000.00</td> <td>MK4,710,000.00</td> <td>MK4,290,000.00</td> <td>52.33%  Within Budget</td> <td></td> </tr> <tr> <td></td> <td>MK9,000,000.00</td> <td></td> <td></td> <td>MK4,710,000.00</td> <td>MK4,290,000.00</td> <td></td> <td></td> </tr> <tr> <td rowspan="2">Salaries</td> <td>Salaries</td> <td>MK1,000,000.00</td> <td>100,000.00</td> <td>1,100,000.00</td> <td>MK0.00</td> <td>MK1,000,000.00</td> <td>0.00%  Within Budget</td> <td></td> </tr> <tr> <td></td> <td>MK1,000,000.00</td> <td></td> <td></td> <td>MK0.00</td> <td>MK1,000,000.00</td> <td></td> <td></td> </tr> <tr> <td colspan="2">GRAND TOTAL</td><td>MK10,000,000.00</td><td></td><td></td><td>MK4,710,000.00</td><td>MK5,290,000.00</td><td></td><td></td> <td></td> </tr> </tbody> </table>									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			
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 

Requisitions											
Search for Requisition...											
+ Add New Requisition											
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



Requisition Management

Purpose

Requisition Category

Cost Center (Budget)

Term

Add

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



Requisition Items Management

Requisition Item



Enter Requisition Item

Requisition Amount



Enter Requisition Amount

1

Submit

Item #	Item	Amount	Approver Comment	Action
5	Hardcovers (10)	MK 102,000	Proceed	
6	Groceries (Comsummables)	MK 1,000,000	Pending	



iii) Approve requisition Using **Approve** icon 

Requisition Approval Management

Purpose	Requisition Category	Cost Center (Budget)		
 Buy Notebooks	 Purchase Requisition	 Stationary		
Requisition ID	Requisition Status	Approver Notes		
# 1	 -- Select Requisition	 Enter Approver's Notes		
		-- Select Requisition Status --		
		Approved		
		Make Corrections		
		Pending		
		Rejected		
#	Item	Approver Comment	Action	
5	Hardcovers (10)	MK 102,000	Proceed	 Approver Comment
6	Groceries (Comsumables)	MK 1,000,000	Pending	 Approver Comment

6.3.1. Request 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.

 Search for Requisition...											
 Add New Requisition											
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			

Requisitions Reports

Requisition Details

All Requisitions Report

< 1 >

100%

File

Print



Fecomas High School

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REQUISITION DETAILS

Requisition # : 1 Requisition Name : Buy Notebooks

Term : One (2024/2025)

Item #	Item	Amount	Approver's Notes
5	Hardcovers (10)	MK102,000.00	Proceed
6	Groceries (Comsummables)	MK1,000,000.00	Pending
GRAND TOTAL			MK1,102,000.00

Report Generated By : AdminBT

Thursday, August 7, 2025 2:56 PM



Fecomas High School

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REQUISITION DETAILED REPORT

Accounting Period : One (2024/2025)

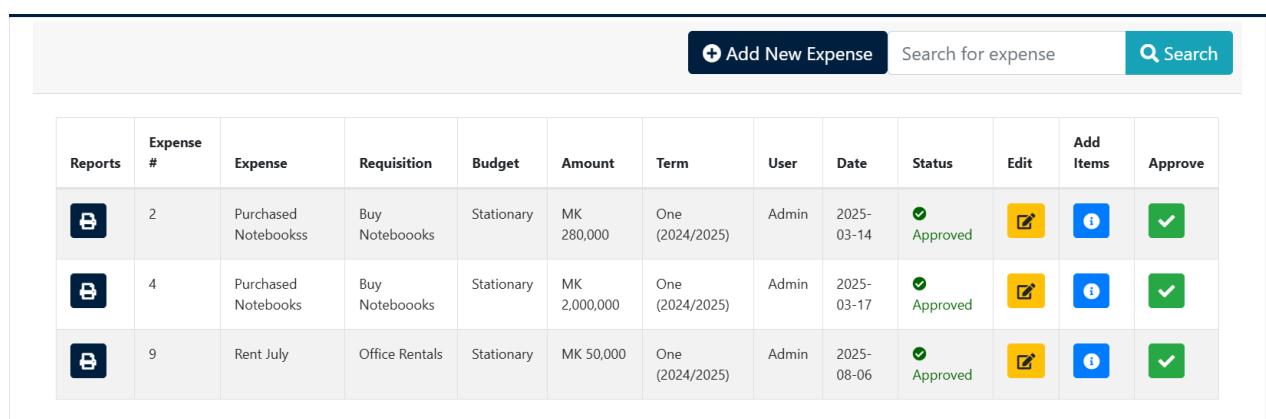
Category	Requisition	Requisition Status	Item	Amount
Payment Requisition	March Salaries	Approved	Groceries (Comsummables)	MK400,000.00
				400000.00
	Office Rentals	Approved	January Rent	MK90,000.00
			Feb Rent	MK90,000.00
			Groceries (Comsummables)	MK240,000.00
				420000.00
Purchase Requisition	Buy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



6.4.Expense management

Expense Transactions are created from all approved requisitions as follows

- i) Click on Expenses under accounting Module



The screenshot shows a table titled "Expenses" with the following columns: Reports, Expense #, Expense, Requisition, Budget, Amount, Term, User, Date, Status, Edit, Add Items, and Approve. There are three rows of data:

Reports	Expense #	Expense	Requisition	Budget	Amount	Term	User	Date	Status	Edit	Add Items	Approve
	2	Purchased Notebooks	Buy Notebooks	Stationary	MK 280,000	One (2024/2025)	Admin	2025-03-14	Approved			
	4	Purchased Notebooks	Buy Notebooks	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

Expenses Reports

Expense Description

Enter Expense Description

Expense Category

-- Select Expense Category --

Target Requisition

-- Select Target Requisition --

Term

One(2024/2025)

Add



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

Expenses Management

Expense Item		Expense Amount		
 Enter Expense Item	 Enter Expense Amount		2	
Submit				
Item #	Item	Amount	Approver Comment	Action
1	Groceries (Comsummables)	MK 90,000	 Ok	
2	Groceries (Comsummables)	MK 90,000	 Ok	
3	Hardcovers (10)	MK 100,000	 Ok	

- iv) Approve/verify expense transaction using approval icon 

Expense Approval Management

Requisition Status		Approver Notes
 -- Select Requisition Status --	 Enter Approver's Notes	
Submit		

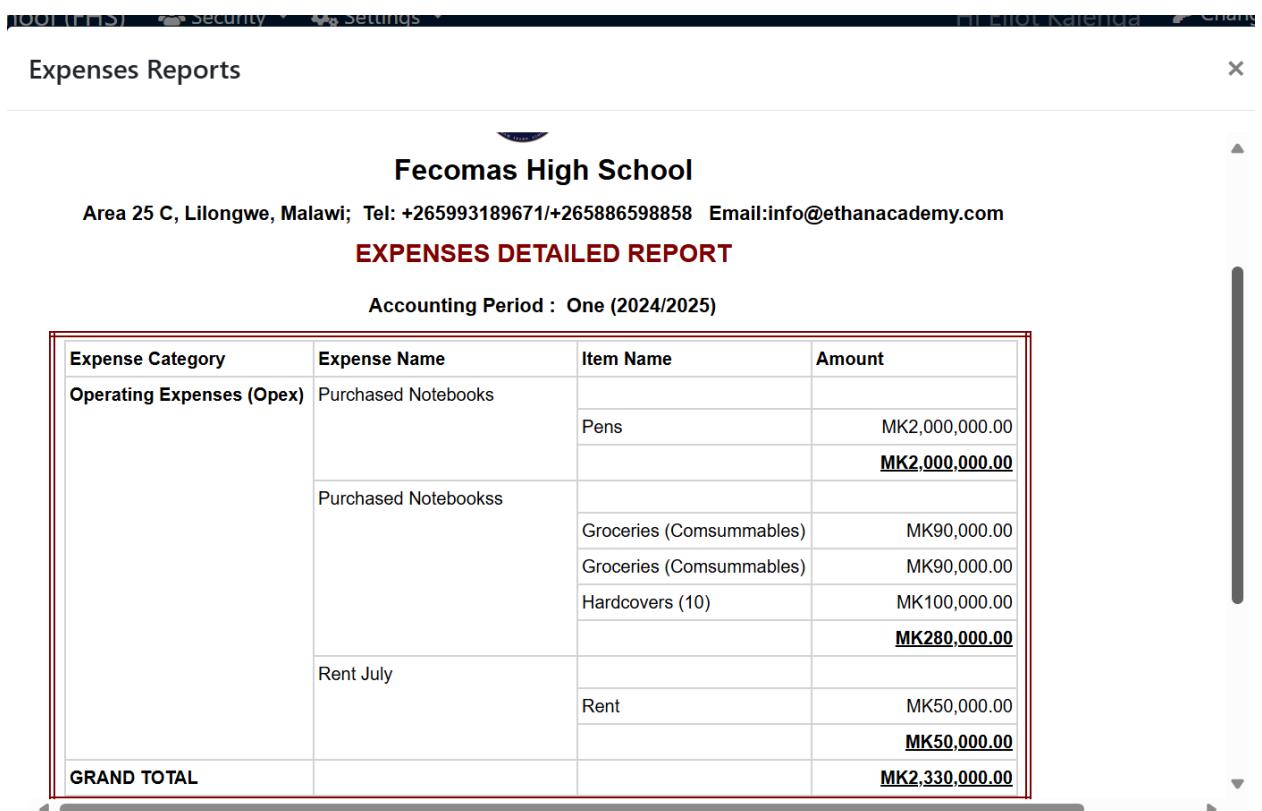
#	Item	Amount	Approver Comment	
1	Groceries (Comsummables)	MK 90,000	 Ok	
2	Groceries (Comsummables)	MK 90,000	 Ok	
3	Hardcovers (10)	MK 100,000	 Ok	



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.



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



Fecomas High School

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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

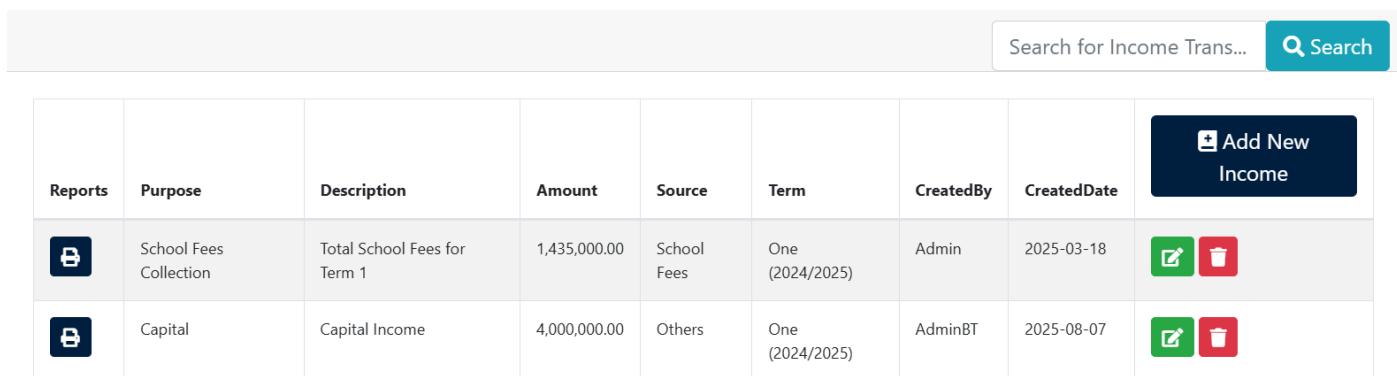
This screen is used for capturing Institution income (Money coming into)

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 incomded transaction follow the following steps

- Click on income menu under Accounting module

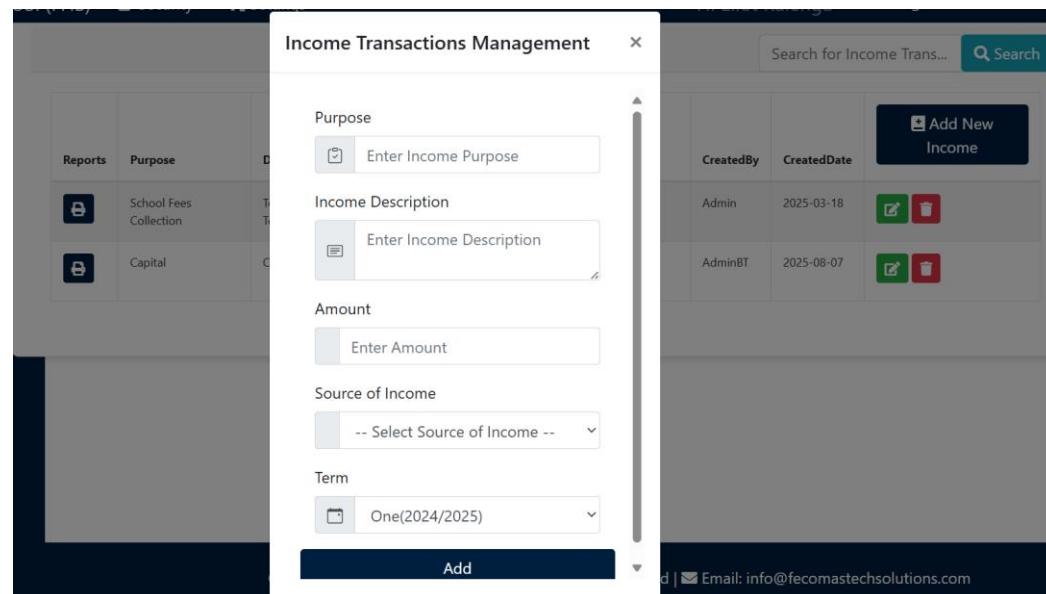


The screenshot shows a table titled "Income Transactions Management" with columns: Reports, Purpose, Description, Amount, Source, Term, CreatedBy, and CreatedDate. There are two rows of data:

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	

- Click on **Add new Income** Button

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



The modal dialog is titled "Income Transactions Management". It contains the following fields:

- Purpose: Enter Income Purpose
- Income Description: Enter Income Description
- Amount: Enter Amount
- Source of Income: -- Select Source of Income --
- Term: One(2024/2025)
- Buttons: Add



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

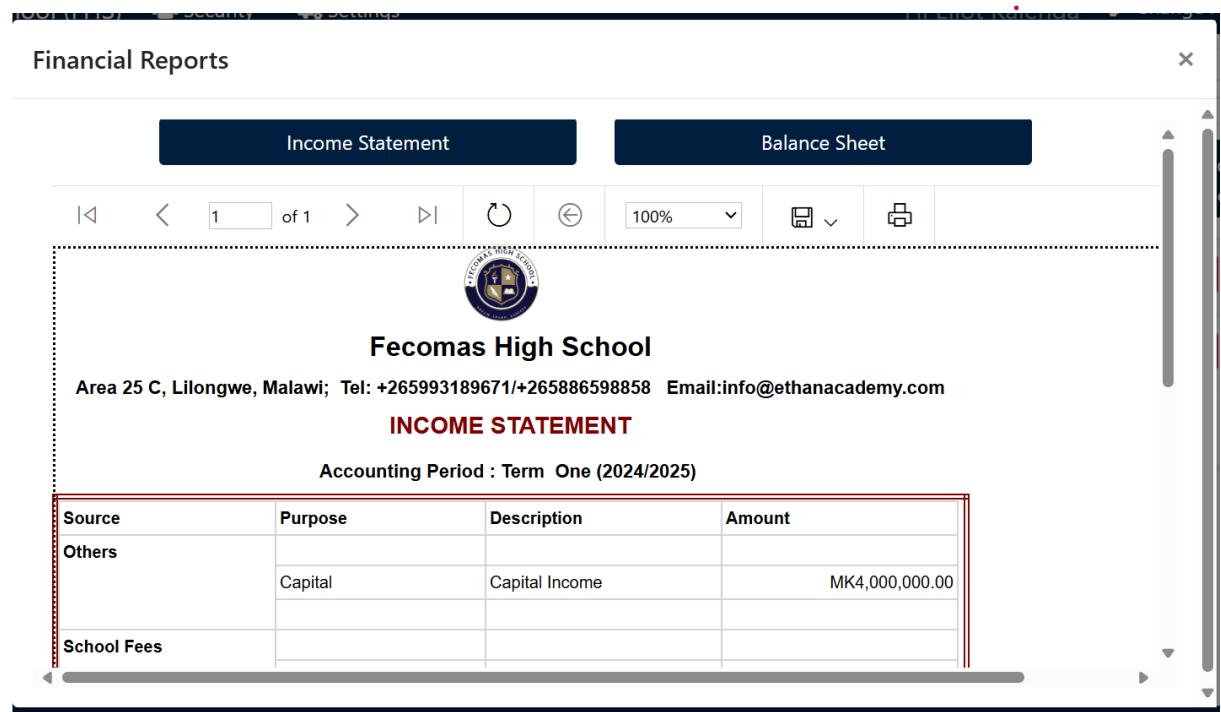
6.5.1.Income Statement Reports

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 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	 



Financial Reports

Income Statement **Balance Sheet**

1 of 1 100% Print

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			



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			<u>MK5,435,000.00</u>

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.



7.1. Module Objectives

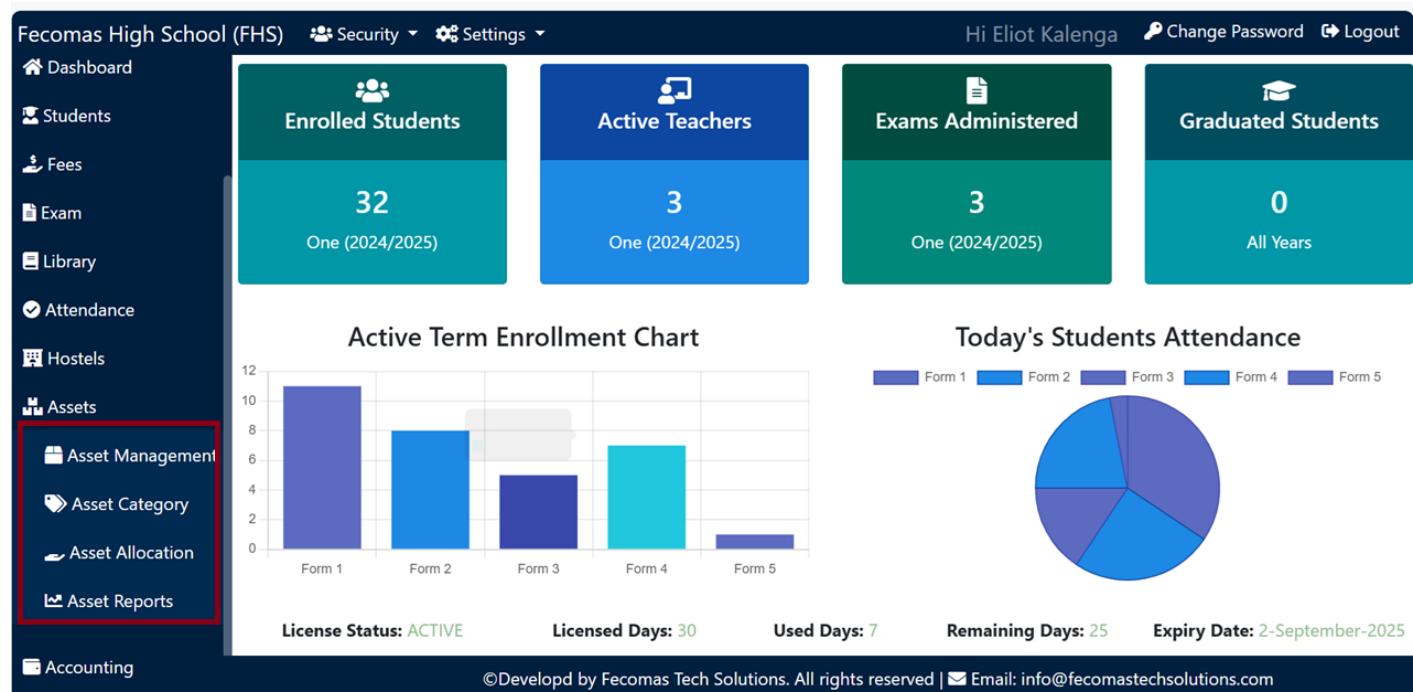
This module aims at helping school to

- 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.



The screenshot shows the FECOMAS High School (FHS) dashboard. The left sidebar has a dark blue background with white icons and text for various modules: Dashboard, Students, Fees, Exam, Library, Attendance, Hostels, Assets (with sub-options: Asset Management, Asset Category, Asset Allocation, Asset Reports), and Accounting. The 'Asset Management' option is highlighted with a red border. The main content area has a light gray background. At the top right, there are user profile, change password, and logout links. Below that, four cards provide quick statistics: Enrolled Students (32, One (2024/2025)), Active Teachers (3, One (2024/2025)), Exams Administered (3, One (2024/2025)), and Graduated Students (0, All Years). Below these cards is a bar chart titled 'Active Term Enrollment Chart' showing student counts by form level: Form 1 (~11), Form 2 (~8), Form 3 (~5), Form 4 (~7), and Form 5 (~1). To the right is a pie chart titled 'Today's Students Attendance' showing attendance distribution across five forms. At the bottom, there are status indicators: License Status: ACTIVE, Licensed Days: 30, Used Days: 7, Remaining Days: 25, and Expiry Date: 2-September-2025. A copyright notice at the very bottom reads: ©Developed by Fecomas Tech Solutions. All rights reserved | Email: info@fecomastechsolutions.com

7.3 Registering New Assets

To register a new institutional asset:

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

The screenshot shows a table of assets with the following data:

Barcode	Asset Name	Description	Category	Initial Value	Lifespan In (Yrs)	Lifespan In (days)	UsedSpan In (days)	Remaining Span In (days)	Usage Percentage	Current Asset Value	Allocated Status	Condition	Edit	Delete
FTS001	Laptop Computer	Laptop Computer	Computers	K6,000,000.00	5 Years	1825 Days	1106 Days	719 Days	60.60% Used	K2,363,835.62	Allocated	Fair		
FTS002	Desktop Computer	Desktop Computer	Computers	K250,000.00	3 Years	1095 Days	556 Days	539 Days	50.78% Used	K123,059.36	Allocated	Fair		
FTS003	Laptops	Laptop C0mputer	Computers	K2,500,000.00	5 Years	1825 Days	11 Days	1814 Days	0.60% Used	K2,484,931.51	Not Allocated	New		

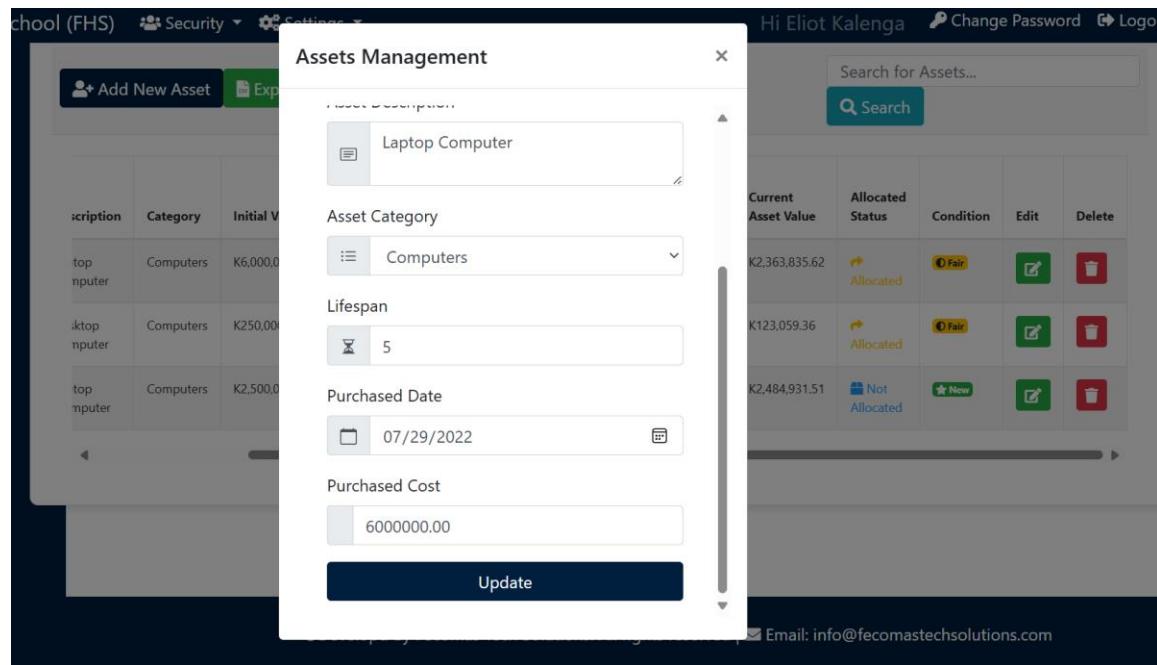
- iv) Click on the **Add New Asset** button and provide necessary details and click on Add button

The modal window for 'Add New Asset' has the following fields:

- Asset Code: Enter Asset Code
- Asset Name: Enter Asset Name
- Asset Description: Enter Asset Description
- Asset Category: Select Asset Category
- Lifespan: Enter Lifespan
- Purchased Date: (Field is empty)



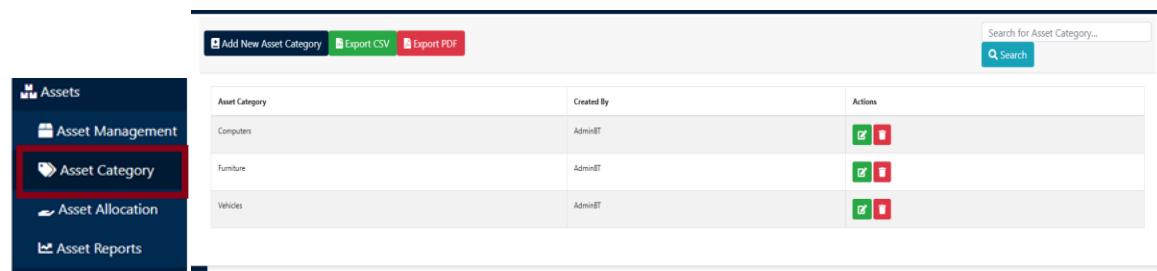
To update an asset, click the **Edit icon**  against the asset record, make changes, and click **Update**.



7.4 Asset Categories

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

- Click on **Asset Categories** under Asset Management.
- Click **Add New Category** to define a new category.
- 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

- Click on **Asset Allocation** from the Asset Management module.

Asset Code	Asset Name	Description	Category	Allocated Status	Asset Holder	Date Allocated	Date Returned	Condition	Edit	Return
FTS001	Laptop Computer	Laptop Computer	Computers	✓ Returned	Chance Banda	2025-07-31	2025-08-01	Fair		
FTS001	Laptop Computer	Laptop Computer	Computers	✓ Returned	Ethan Ethan	2025-08-01	2025-08-01	Fair		
FTS002	Desktop Computer	Desktop Computer	Computers	Allocated	Eliot Kalenga	2025-08-01	N/A	Fair		
FTS001	Laptop Computer	Laptop Computer	Computers	Allocated	Allan Chimbelenga	2025-08-03	N/A	Fair		

- Click on **Asset Allocation**
- Click on **Add New Asset Allocation** button
- Select the Asset, Asset holder, and Location/Department and click on Add to confirm the allocation.

Asset Code	Asset Name	Description	Category
FTS001	Laptop Computer	Laptop Computer	Computers
FTS001	Laptop Computer	Laptop Computer	Computers
FTS002	Desktop Computer	Desktop Computer	Computers
FTS001	Laptop Computer	Laptop Computer	Computers

Assets Allocation Management

Asset:

Asset Holder:

Asset Location:

Add

Date Allocated	Date Returned	Condition	Edit	Return
25-07-31	2025-08-01	Fair		
25-08-01	2025-08-01	Fair		
25-08-01	N/A	Fair		
25-08-03	N/A	Fair		

7.6 Asset Return

Once an asset is returned, update its status as follows

- Under **Asset Allocation**, locate the asset with active allocation.
- you can easily find the asset by searching using AssetCode or any keyword.
- 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.

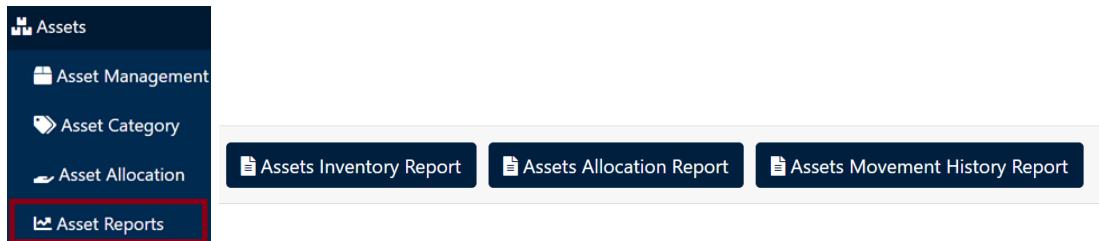
Disposed assets will no longer appear in active inventory.



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 > >|

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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

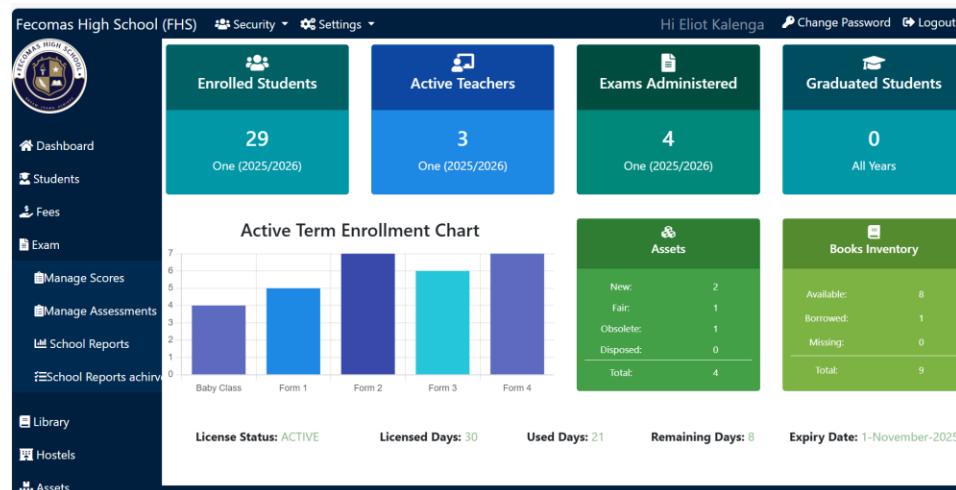
The school will use this module for the management of all exams related operations such as

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:

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

The screenshot shows the 'Subjects Allocation' section of the settings menu. The sidebar includes options like Academic Years, Terms, Classes, Class Streams, Grading System, Fees Structure, Subjects Management, and others. The main area displays a table of subject allocations:

Subject Name	Teacher Name	Class Name	Term	Actions
Agriculture	Ethan Ethan (Teacher)	Form 4	One (2024/2025)	
Agriculture	Eliot Kalenga (Teacher)	Form 6	One (2024/2025)	
Bible Knowledge	Ethan Ethan (Teacher)	Form 1	One (2024/2025)	
Bible Knowledge	Ethan Ethan (Teacher)	Form 4	One (2024/2025)	
Biology	Ethan Ethan (Teacher)	Form 1	One (2024/2025)	
Biology	Ethan Ethan (Teacher)	Form 4	One (2024/2025)	
Biology	Ethan Ethan (Teacher)	Form 6	One (2024/2025)	

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

The screenshot shows the 'Subject Allocation Management' dialog box overlaid on the main dashboard. The dialog box contains fields for 'Term' (set to 'One(2024/2025)'), 'Class' (dropdown menu), 'Subject' (dropdown menu), and 'Teacher' (dropdown menu). Below these is a search bar with placeholder 'Type to search Teacher'. At the bottom is a large blue 'Add' button. To the right of the dialog box is a table showing subject allocation records for the term 'One (2024/2025)'. Each record has two actions: a green edit icon and a red delete icon. The dashboard also features a search bar at the top right and an email address 'info@fecomastechsolutions.com' at the bottom.

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



Assessments Overview								
Assessment Title	Assessment Type	Subject	Term	Lock	Status	Weight	Edit	
Mat form 1 test 2	Continuous Assessment	Mathematics-Form 1	One (2025/2026)	Updating Scores	Inactive	90%		
Mathematics f1 Test 2	Continuous Assessment	Mathematics-Form 1	One (2025/2026)	Updating Scores	Inactive	5%		
Agri Form 2 Test 1	Continuous Assessment	Agriculture-Form 2	One (2025/2026)	Updating Scores	Inactive	90%		
Chemistry form 4 Test 1	Continuous Assessment	Chemistry-Form 4	One (2025/2026)	Updating Scores	Inactive	90%		
Physical form 4 Test 1	Continuous Assessment	Physics-Form 4	One (2025/2026)	Updating Scores	Inactive	90%		
Eng form 4 Test 1	Continuous Assessment	English-Form 4	One (2025/2026)	Updating Scores	Inactive	90%		
Mat form 4 Test 1	Continuous Assessment	Mathematics-Form 4	One (2025/2026)	Updating Scores	Inactive	90%		
Chichewa form 4 Test 1	Continuous Assessment	Chichewa Form 4	One (2025/2026)	Updating Scores	Inactive	90%		

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

Add New Assessment

Button

Assessment Title	Assessment Type	Subject	Term	Status	Weight	Edit	Delete	
Mat form 1 test 2	Continuous Assessment	Mathematics-Form 1	One (2025/2026)	Updating Scores	Inactive	90%		
Mathematics f1 Test 2	Continuous Assessment	Mathematics-Form 1	One (2025/2026)	Updating Scores	Inactive	5%		
Agri Form 2 Test 1	Continuous Assessment	Agriculture-Form 2	One (2025/2026)	Updating Scores	Inactive	90%		
Chemistry form 4 Test 1	Continuous Assessment	Chemistry-Form 4	One (2025/2026)	Updating Scores	Inactive	90%		
Physical form 4 Test 1	Continuous Assessment	Physics-Form 4	One (2025/2026)	Updating Scores	Inactive	90%		
Eng form 4 Test 1	Continuous Assessment	English-Form 4	One (2025/2026)	Updating Scores	Inactive	90%		
Mat form 4 Test 1	Continuous Assessment	Mathematics-Form 4	One (2025/2026)	Updating Scores	Inactive	90%		
Chichewa form 4 Test 1	Continuous Assessment	Chichewa Form 4	One (2025/2026)	Updating Scores	Inactive	90%		

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.

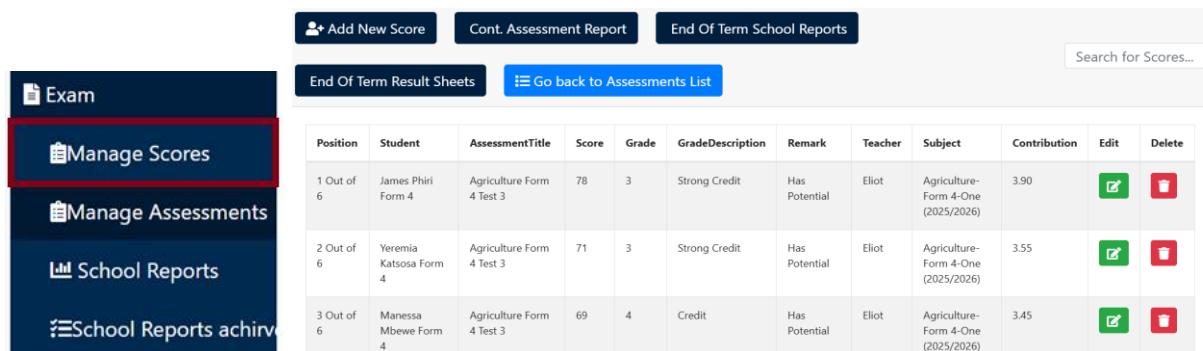
To update Assessment, click the **Edit icon**  against the Assessment record, make changes, and click **Update**.

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



Position	Student	AssessmentTitle	Score	Grade	GradeDescription	Remark	Teacher	Subject	Contribution	Edit	Delete
1 Out of 6	James Phiri Form 4	Agriculture Form 4 Test 3	78	3	Strong Credit	Has Potential	Eliot	Agriculture-Form 4-One (2025/2026)	3.90		
2 Out of 6	Yeremia Katsosa Form 4	Agriculture Form 4 Test 3	71	3	Strong Credit	Has Potential	Eliot	Agriculture-Form 4-One (2025/2026)	3.55		
3 Out of 6	Manessa Mbewe Form 4	Agriculture Form 4 Test 3	69	4	Credit	Has Potential	Eliot	Agriculture-Form 4-One (2025/2026)	3.45		

Click on **Add New Score**  button and fill necessary details by searching a student and assign a score and click **Add** button



The screenshot shows a 'Scores Management' modal window. At the top left is the school logo. The top right has user information: 'Hi Eliot Kalenga', 'Change Password', and 'Logout'. Below the header are sections for 'Exam' (dropdown menu), 'Student' (dropdown menu), and 'Score' (text input field). A large blue 'Add' button is centered at the bottom. To the right of the modal is a sidebar with a search bar 'Search for Scores...', and two rows of 'Edit' and 'Delete' buttons.

Scores Management

Exam

Agriculture Form 4 Test 3-Agriculture-One (2025/2026)

Student

-- Select Student --

May

mayamiko Mbwana Form 4

Add

8.4 Generate School Report

To generate school reports click on School Reports menu under Exams



Cont. Assessment Report

End Of Term School Reports

End Of Term Result Sheets

Continuous Assessment Report

Fecomas High School (FHS) Security Settings Hi Flint Kalenna Change Password

Continuous Assessments Reports

Continuous Assessment Results Sheet Continuous Assessment Per Student Aggregate Assessment Results Per Subject

Please Select Assessment James Phiri-Form 4-One (2025/2026) Please Select Assessment

1 of 1 100% Find | Next

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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							
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							
Computers Studies	Com f4 test 1	77	3	Strong Credit	Has Potential	Eliot	4 / 7	69.30
	Computers Studienies 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							
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							
Computers Studies	Com f4 test 1	77	3	Strong Credit	Has Potential	Eliot	4 / 7	69.30
	Computers Studienies 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							
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							
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							



Fecomas High School (FHS) Security Settings Hi Eliot Kalenga Change Password

End of Term Assessments Reports

End of Term School Report JCE End of Term School Report MSCE End of Term School Report PRIMARY

Please Select Student Benjamin Phiri-Form 4-One (2025/2026) Please Select Student

Send

1 of 1 100% Find | Next


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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	70	2	Credit	Has Potential	2 / 7	Eliot

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



PDF

Word



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Email:info@ethanacademy.com

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)



School Information Management System

Exam Results Sheet

User Guide 2025

End of Term Result Sheets Reports

End of Term Result sheets (JCE) End of Term Result Sheets (MSCE) End of Term Result Sheets Nursery/Primary

END OF TERM - One (2025/2026) EXAMS-F... END OF TERM - One (2025/2026) EXAMS-F... ----Please Select Assessment ---

1 of 1 100% Find | Next

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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 11:35 AM End Of Term Examination Results Sheet - Term One (2025/2026) - Form 4

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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





End of Term Result Sheets Reports

End of Term Result sheets (JCE) End of Term Result Sheets (MSCE) End of Term Result Sheets Nursery/Primary

END OF TERM - One (2025/2026) EXAMS-F... END OF TERM - One (2025/2026) EXAMS-F... -----Please Select Assessment ---

|< 1 > | Find | Next



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END OF TERM EXAMS RESULT SHEET

EXAM : END OF TERM - One (2025/2026) EXAMS Term : One (2025/2026) Class : Form 1

Those who sat for exams : 5 Those Passed : 4 Those Failed : 1 Pass Rate : 80 %

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 Chimbatala	67	Pass	59 4/5 (C)	30 5/5 (F)	82 1/5 (F)	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)	

Friday, October 24, 2025 11:34 AM

End Of Term Examination Results Sheet - Term One (2025/2026) - Form 1



End of Term Result Sheets Reports

End of Term Result sheets (JCE) End of Term Result Sheets (MSCE) End of Term Result Sheets Nursery/Primary

END OF TERM - One (2025/2026) EXAMS-F... END OF TERM - One (2025/2026) EXAMS-F... END OF TERM - One (2025/2026) EXAMS-B...

|< 1 > | Find | Next



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END OF TERM EXAMS RESULT SHEET

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

Those who sat for exams : 4 Those Passed : 4 Those Failed : 0 Pass Rate : 100 %

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)

Friday, October 24, 2025 11:37 AM

End Of Term Examination Results Sheet - Term One (2025/2026) - Baby Class

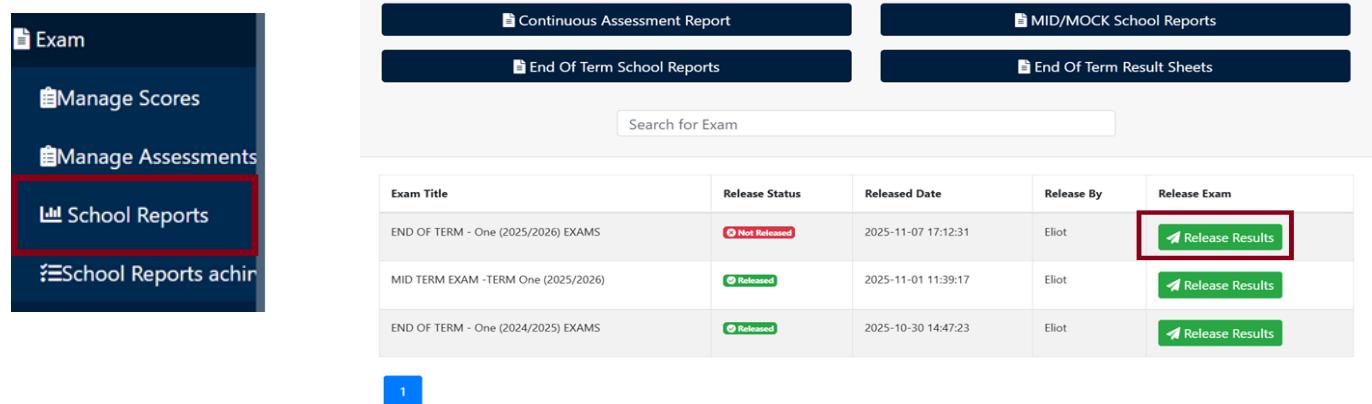


8.5 Releasing Exam Results

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



Exam Title	Release Status	Released Date	Released By	Release Exam
END OF TERM - One (2025/2026) EXAMS		2025-11-07 17:12:31	Eliot	
MID TERM EXAM -TERM One (2025/2026)		2025-11-01 11:39:17	Eliot	
END OF TERM - One (2024/2025) EXAMS		2025-10-30 14:47:23	Eliot	

- 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

Release Examinations

Release Exam

Exam
END OF TERM - One (2025/2026) EXAMS

Status
-- Select Release Status --
-- Select Release Status --



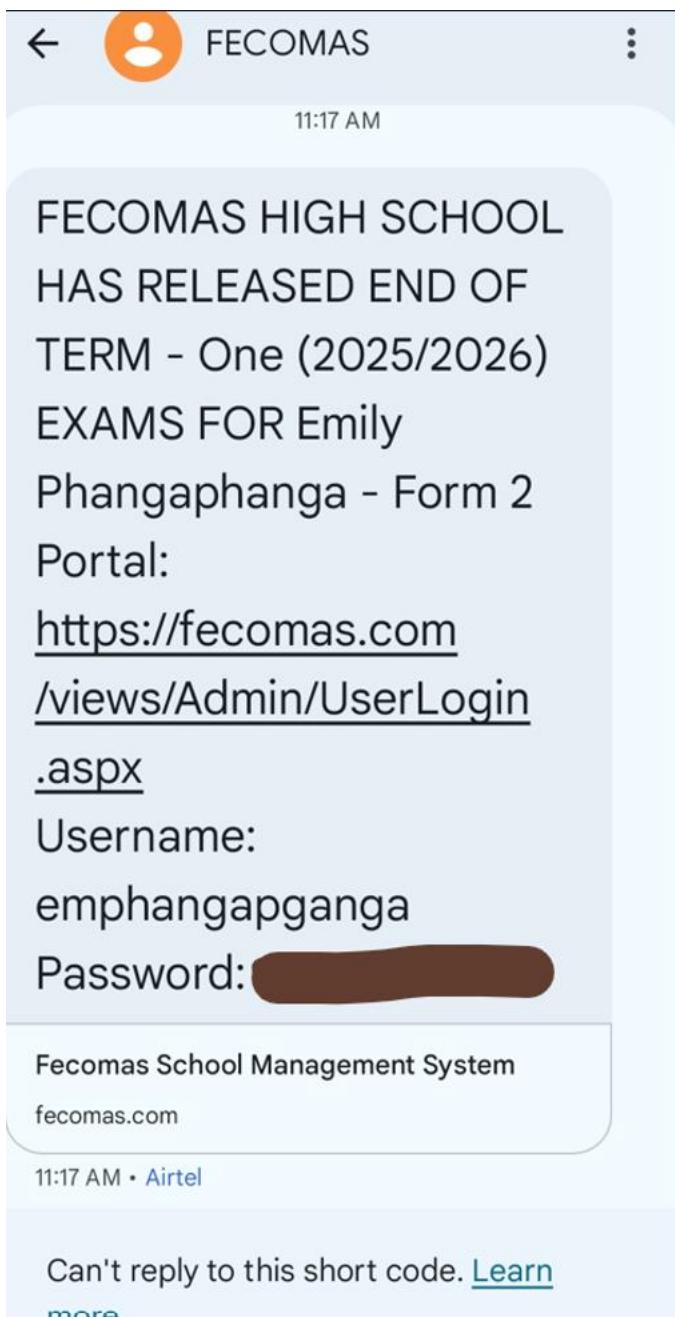
Do you want to send SMS to Parents?
-- Select Option --
-- Select Option --



Release Exam



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

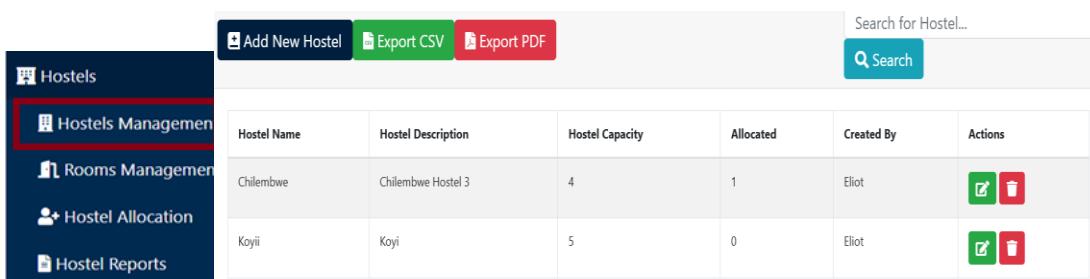
MODULE 9 : HOSTELS MANAGEMENT

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

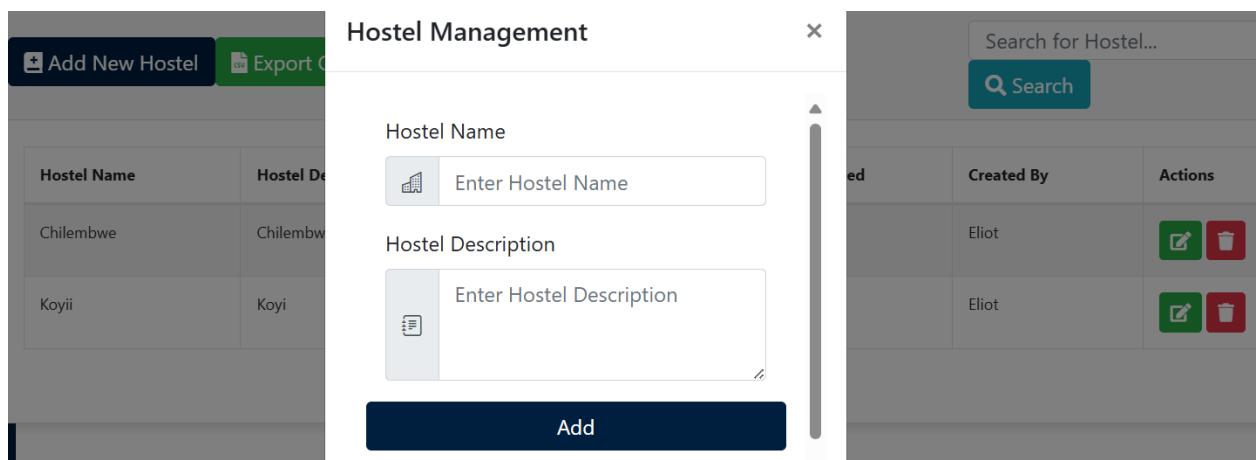
- Click on **Hostels management** under Hostels Module



A screenshot of the 'Hostels Management' page. At the top, there are three buttons: 'Add New Hostel' (blue), 'Export CSV' (green), and 'Export PDF' (red). To the right is a search bar with placeholder text 'Search for Hostel...' and a 'Search' button. On the left, a sidebar menu lists 'Hostels', 'Hostels Management' (which is selected and highlighted in red), 'Rooms Management', 'Hostel Allocation', and 'Hostel Reports'. The main area displays a table with columns: Hostel Name, Hostel Description, Hostel Capacity, Allocated, Created By, and Actions. Two rows are shown: 'Chilembwe' (Capacity 4, Allocated 1, Created By Eliot) and 'Koyii' (Capacity 5, Allocated 0, Created By Eliot). Each row has edit and delete icons in the 'Actions' column.

Hostel Name	Hostel Description	Hostel Capacity	Allocated	Created By	Actions
Chilembwe	Chilembwe Hostel 3	4	1	Eliot	 
Koyii	Koyi	5	0	Eliot	 

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



A screenshot of a modal dialog titled 'Hostel Management'. It contains two input fields: 'Hostel Name' with placeholder 'Enter Hostel Name' and 'Hostel Description' with placeholder 'Enter Hostel Description'. Below the fields is a large blue 'Add' button. In the background, the main 'Hostels Management' page is visible, showing a list of existing hostels and their details.

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

Room Number	Room Description	Room Capacity	Allocated	Available Space	Hostel	Actions
C-01	Chilembwe-01	4	1	3	Chilembwe	
K-01	Koyi-01	2	0	2	Koyii	
K-02	Koyi-02	3	0	3	Koyii	

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

The 'Rooms Management' pop-up window includes the following fields:

- Room Number: Enter Room Number
- Room Description: Enter Room Description
- Hostel: -- Select Hostel -- (dropdown menu)
- Capacity: Enter Capacity
- Add button

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

Room Number	Hostel	Student	Term	Condition	Allocated By	Allocated Date	Actions
C-01	Chilembwe	Ben Kanjere	One (2024/2025)	Good	Eliot	7/23/2025 6:55:10 AM	

- 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.