INTEGRATED SCHOOL MANAGER



TABLE OF CONTENTS

1. 1. **INTRODUCTION**
   - 1.0. Table of content ……1
   - 1.1. Welcome to ISM 5
   - 1.2. Getting started ……...6
   - 1.3. Access control ……8

2. **STUDENTS MODULE**
   - 2.1 Chapters & Classes 12
   - 2.2 Student Register 14
   - 2.3 Grades & Exams 15
   - 2.4 Allocations ..... ……. 17
   - 2.5 Assessment Sheet 25
   - 2.6 Record Scores & Events 29
   - 2.7 Comment Registry 32
   - 2.8 Comment 35
   - 2.9 Trait & Attendance 39
   - 2.10 House 41
   - 2.11 Diamond/Height/Weight 42
   - 2.12 Class Teachers and Clinic 43
   - 2.13 Assignment 46
   - 2.14 Student Lesson Note 48
   - 2.15 Teacher Lesson Note 48
   - 2.16 Sectional Head Feedback 49
   - 2.17 Scheme of Work 49
   - 2.18 Newsletters/Calendar/Bill/Stamp 50

3. **STAFF MODULE**
   - 3.1 Department, Position & Register New Staff 55
   - 3.2 Personal Data 59
   - 3.3 Send Mail ..... ……62
   - 3.4 Send Message 63

4. **ACCOUNTS MODULE**
   - 4.1 Creditors & Other Parameters 65
   - 4.2 Goods ..... ……67
   - 4.3 Consumables 75
   - 4.4 Income 78
   - 4.5 Billing 80
   - 4.6 Receipt 88

4.7 Expenses 100
4.8 Payroll 104
4.9 Fund Movement 111
4.10 Loan, Capital Introduction & Petty 112
4.11 Generate Receipt 116
4.12 Open/Close Books 117
4.13 Liability 121
4.14 Reversal Journal 123
5. **ASSETS**
5.1 Asset Parameters 125
5.2 Asset Management 127
6. **ACCESS CONTROL**
6.1 Staff Authorization 130
6.2 Student Authorization 133

INTRODUCTION

1.1. WELCOME TO ISM

Integrated School Manager (ISM) is a robust software package designed to add value to educational institutions and facilitate schools' day-to-day management tasks. We have identified the problems that school owners, principals, teachers, bursars and other stakeholders face in making schools run effectively and developed a powerful tool to ease such problems to the largest possible extent.

The ISM software is made up of four interrelated modules: students, staff & payroll, fixed assets and accounts. It has an effective access control system to protect against any unwanted intruder and/or unauthorized data manipulation. It generates a host of reliable and accurate reports at the click of a button. On demand, reports can be further customized to meet specific requirements.
The interface is designed to be as user-friendly as possible to allow starters and professionals alike use the software without difficulty.

1.2. GETTING STARTED

The software can run on all browsers e.g Chrome, Fire force, explorer, PHX Browser etc. For a very best smote running of the software, is advisable to Chrome browser.

To get started, lunch your browser and type your link:

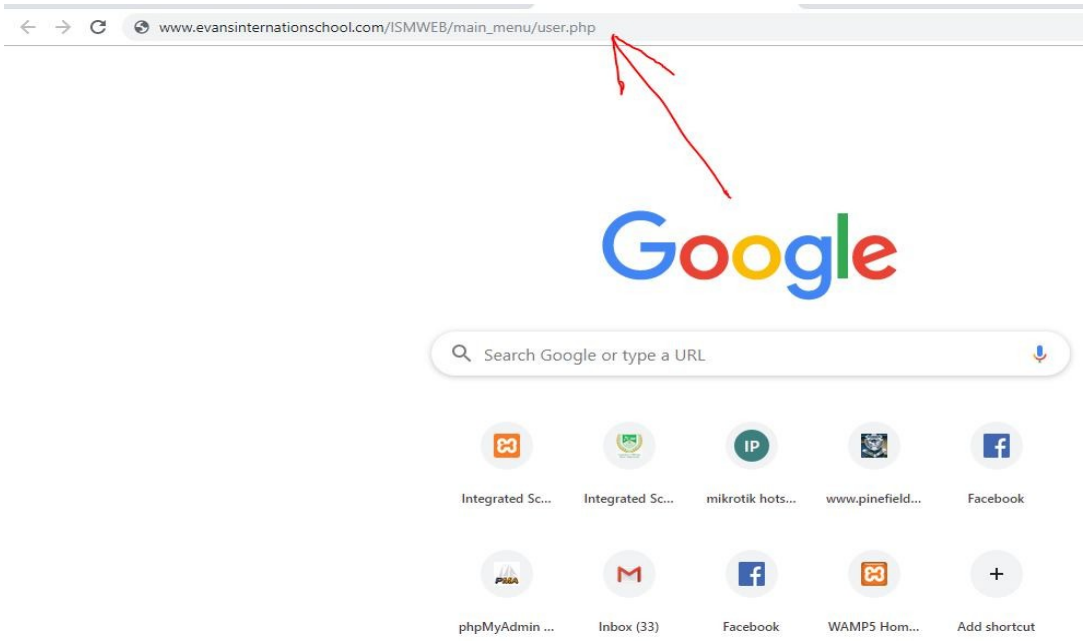


Fig. 1

This launches the ISM front page/ Interface (Fig. 2) which is the **LOGIN** page. Enter your **Username** and **Password**.

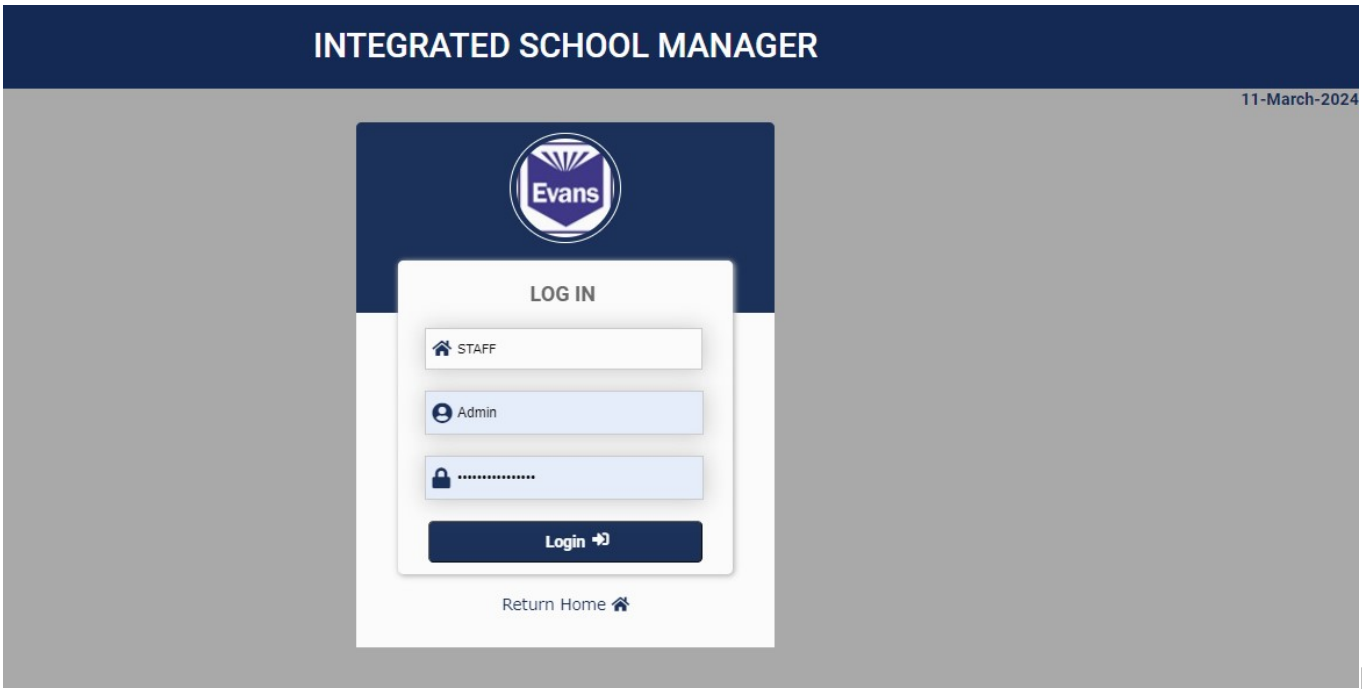


Fig. 2

If the username and password are correct, the software displays (Fig 3) else it will tell you incorrect details given, that mean you entered a wrong password.

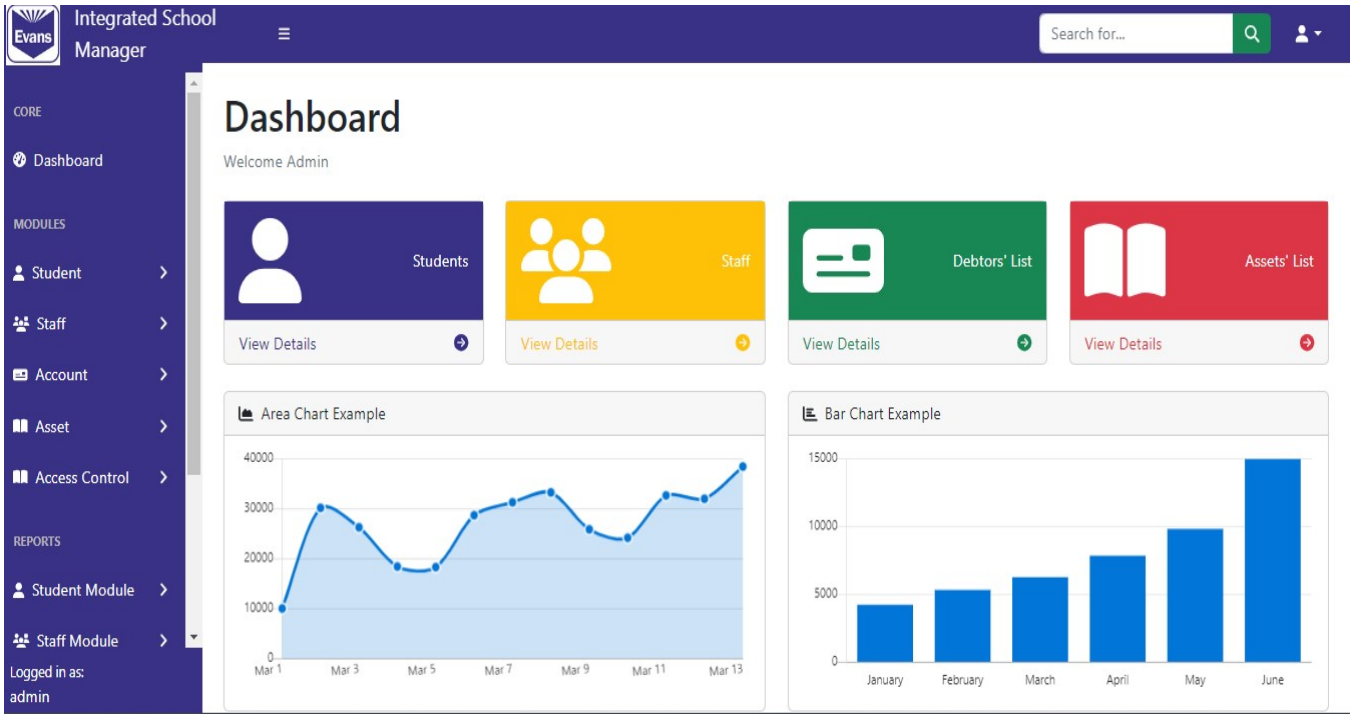


Fig. 3

1.3. ACCESS CONTROL

This function allows admin to create user accounts, set passwords and grant user access to different modules of the software. Admin can also remove access of a user if need be.

USER ACCOUNT

A user account is an individual access granted to a given user to one or several ISM modules.

To create/add account for a staff, Click on **Access Control**, then **Staff Authorization**, and then **Add Staff Access.** The display on (Fig 4.) below would display where you can **select** the name of the staff and **tick** the module(s) you want the staff to have access to. For instance, a French Teacher can only have access to Student and Report only, while Account officer/bursar can only have access to Account, Staff and Report only. Type the **Username** and **Password** for the selected staff and then click on Save Button 

.

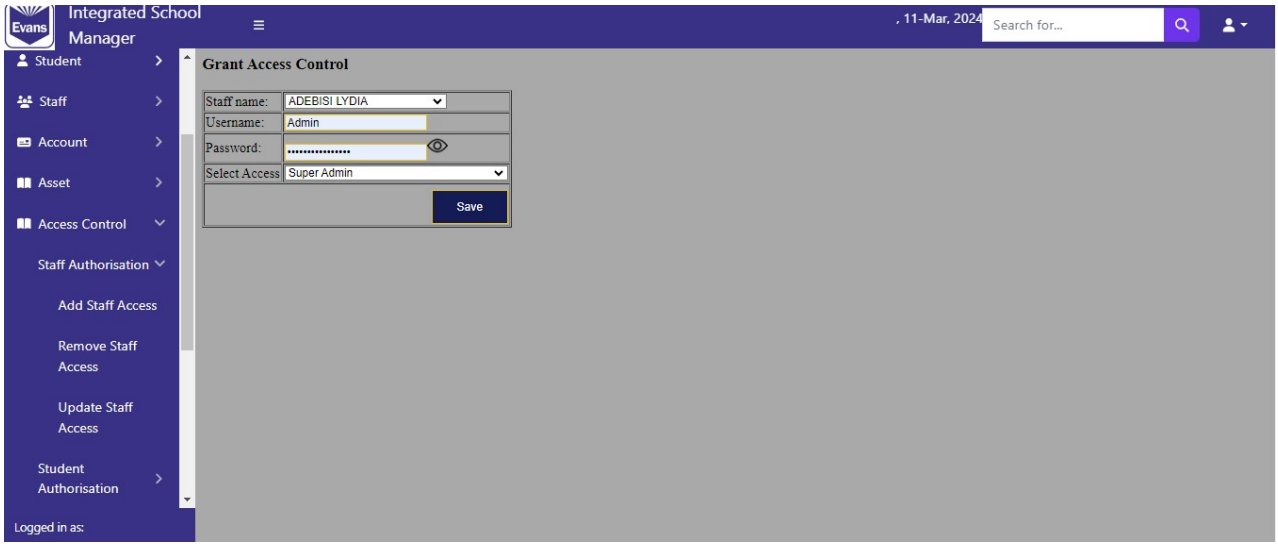


Fig. 4a

<u>Removing user accounts</u>: to delete an already created account, click ACCESS CONTROL on the ISM front page, select USER AUTHORIZATION and click **Remove**

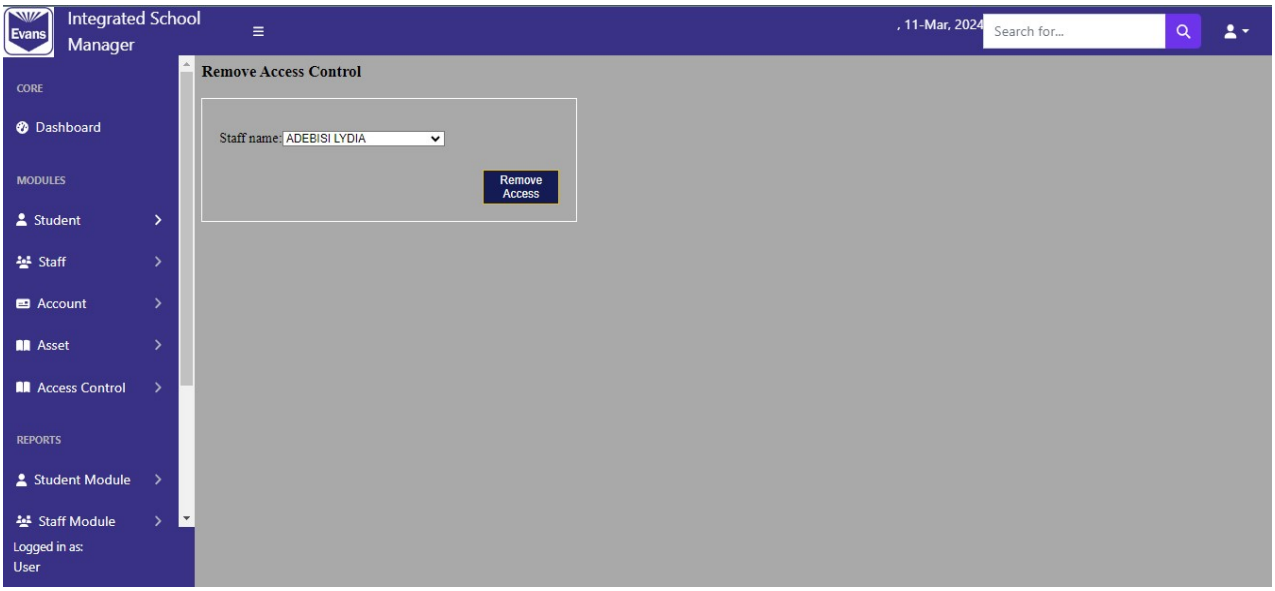


Fig. 4b

2. STUDENTS MODULE

This module handles all operations and data pertaining to your students' academic life. It includes the following functions:

2.1. CHAPTERS & CLASSES
2.2 STUDENT REGISTER
2.3. GRADES & EXAMS
2.4. ALLOCATIONS
2.5. ASSESSMENT SHEET
2.6. RECORD SCORES & EVENTS
2.7 COMMENT REGISTERY
2.8 COMMENT
2.9 TRAIT & ATTENDANCE
3.0 HOUSE
3.1 DIAMOND/HEIGHT/WEIGHT
3.2 CLASS TEACHERS AND CLINIC
3.4 ASSIGNMENT
3.5 STUDENT LESSON NOTE
3.6 TEACHER LESSON NOTE
3.7 SECTIONAL HEAD FEEDBACK
3.8 SCHEME OF WORK
3.9 NEWSLETTERS/CALENDER/BILL/STAMP

ISM is constructed on the representation of the academic cycle shown in Fig. 5 below.

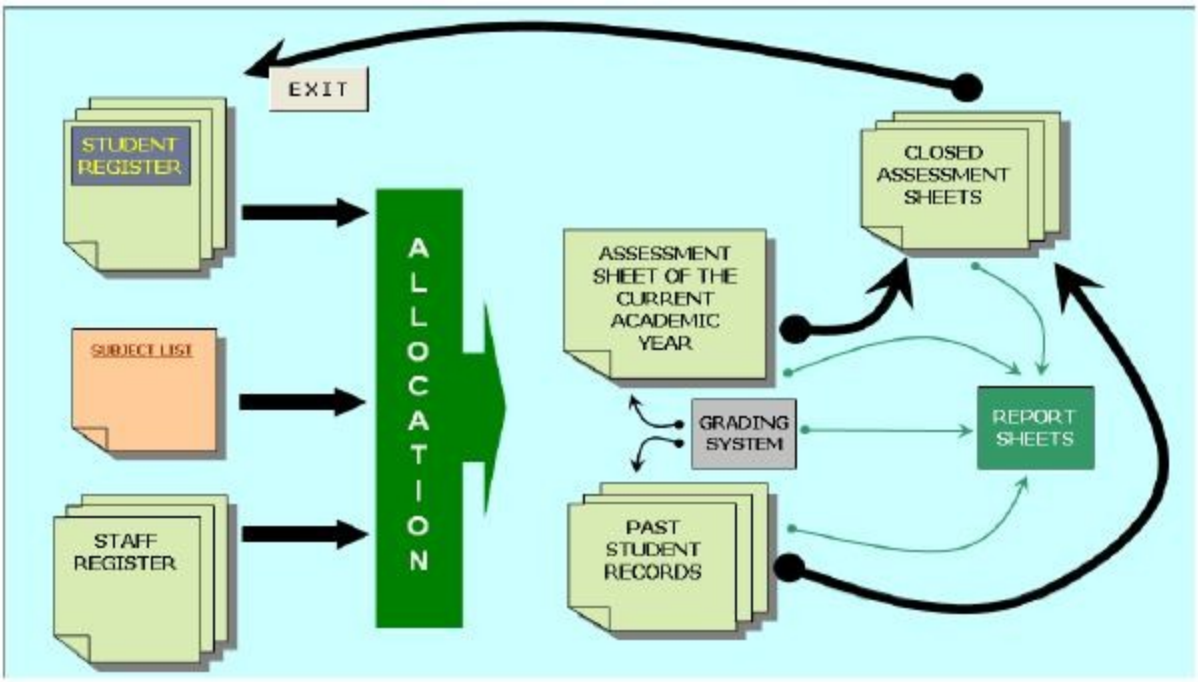


Fig. 5

You must first customize ISM with the names of your academic chapters, classes and groups. Then you must define the way you grade your students as well as the weight and number of the exams students will take. Then, you must register your staff (especially your teaching staff), your students and all the subjects taught in your school.

Once this stage is reached, you are ready to allocate students as well as subjects and teachers to classes and groups. Once allocations are completed, you can open as many assessment sheets as you wish. These are grade repositories for any past academic years and/or the current one. It is by exploring assessment sheets that ISM produces student report sheets (current and past). You can therefore retrieve at the touch of a key not only current student data but also as many past student reports as you have recorded.

An opened assessment sheet for a given academic year allows you to record and/or update the grades of your students as well as the various events of their academic life.

Once this operation is completed, close the current assessment sheet and start a new academic session (modifying if required grading convention as well as student and teacher lists) repeating the same procedure: allocation – assessment sheet – grades & events – close assessment sheet. ISM has automatically updated your student register with the new class and group of the enrolled students.

ISM is designed to provide good and reliable services over many years of use.

2.1 CHAPTER AND CLASSES

Educational System & Number of Level(s)

ISM allows you to create your Educational System under Chapters and Classes according to what runs in your school. For instance; ***Pre-School, Junior Primary, Senior Primary, Junior Secondary and Senior Secondary***. (Fig 6.) The Number of level(s) is the number of classes that runs in each Chapter. For instance; A Pre- School may have the following Classes naming (Crèche, Kg 1, Kg 2, Nursery 1, Nursery 2) hence, 5 Levels will be recorded under Number of Level(s). Click Create Chapter after inputing Educational System and Number of Level(s).

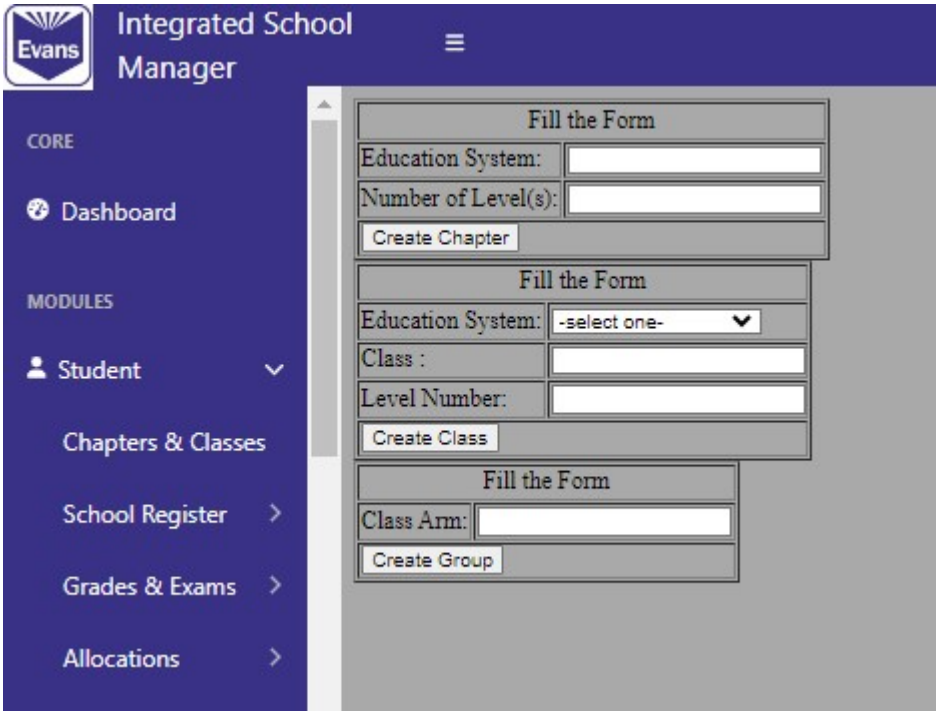


Fig 6

Educational System Class & Level Number:

After Creating your Educational System, the next thing is to create your Classes.
Click on the Drop down button to pick an Educational Level already created, then enter your class.

Classes are the names of classes we have or run in a Chapter. For instance; (see the table below);

Chapter	Classes
Pre-School	Crèche, Kg 1, Kg 2, Nursery 1, Nursery 2
Junior Primary	Basic 1, Basic 2, Basic 3
Senior Primary	Basic 4, Basic 5, Basic 6

Junior Secondary	JSS 1, JSS 2, JSS 3
Senior Secondary	SSS 1, SSS 2, SSS 3

All the Classes would be recorded under each Chapter one after the other.

Level Number is steps that a child would climb as he/she progresses. For instance

Chapter	Classes	Level number
Pre-School	Crèche	1

After selecting Educational Level Pre-School, type Crèche, the level number will be 1, and then click Create Class to save it.

Chapter	Classes	Level number
Pre-School	Kg 1	2

Again, Select Educational Level Pre-School, type Kg 1, the level number will be 2. Then click Create Class to save it.

Continue till to exalt all the Level number for Pre-School.

When you pick the next Chapter which is Junior School, The level number starts counting from 1 again to 3. Also for the Senior School, it starts counting again to 3

Class Arms

Class Arms are the group names for instance; ***A, B, C…..*** Or ***Gold, Diamond, Silver*** e.t.c Depending on what runs in your school, Type the Group arm name one after the other and click on Create group.

2.2 STUDENT REGISTER

Enter New Student

This function registers students into your data base. You can register New Students, students already registered in your school (but not in ISM) or Ex-Students who have now left your school. Student records can be updated or removed. Student pictures can also be added or updated. (See Fig.7)

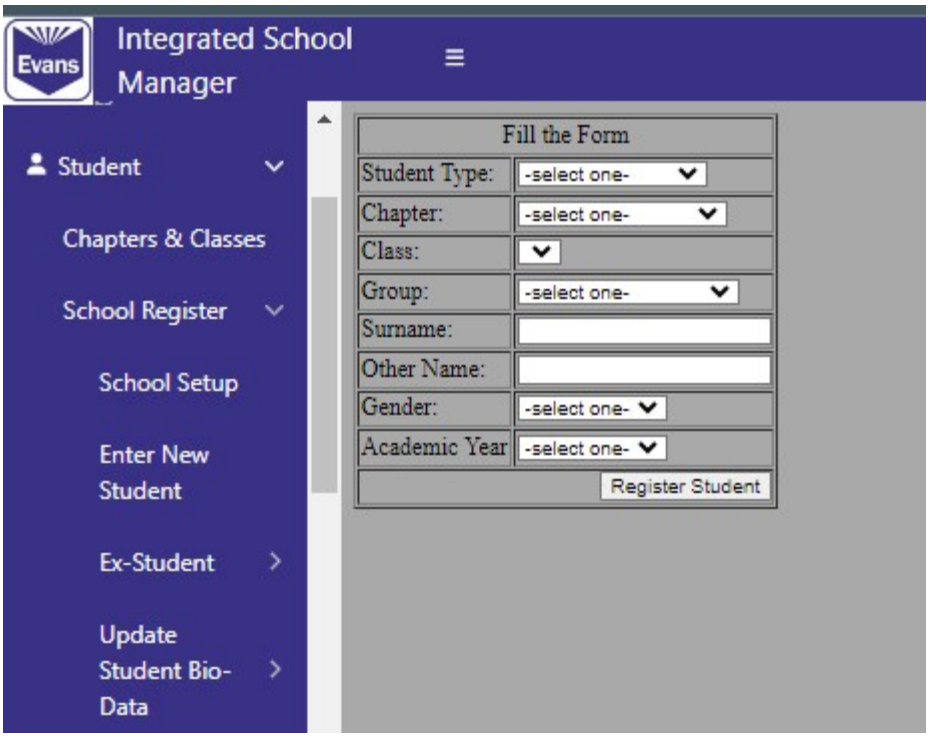


Fig. 7

To Register a new student

Enter New Student This function registers students into your data base. You can register New Students, existing students and Ex-Students. Student records can be updated. Student pictures can also be added or updated. Click **Student Register** under the Student Module Click **Enter New Student**, Fill all the required boxes Click **Register Student**.

You may wish to update the student registered may be to input other information including adding of pictures Click **Student Register** under the Student Module Click **Update Student bio-data.** Under Update Student bio-data, you can update: Current Records (all), Current Records (By Class), Registration Number (By Class), Student Picture (By Class) and Past Records.

TO GENERATE PASSWORD

Click **Student Register** under the Student Module Click **Update Student bio-data**. Click **Generate Password** That will generate a randomized four digit code for each student

2.3 GRADE AND EXAMS

Record here the number of exams your students will take each term and the weight of each exam (total weight being 100%). You may associate a range of numbers with a letter and/or a word (e.g. grade B4 to correspond to number range from 60 to 69.9).

Each of the academic chapters may have a different grading convention.
Grading Conventions: in each academic chapter, you may retain many number of levels of grading either using letters (such as A, B2 or C6) and/or words (such as excellent, credit or poor).

The minimum number of grading levels is two. Whether you select letter grading, word grading, both or none, a grading convention will include numbers from 0 to 100.

To record the grading convention for each academic chapter, click **Grades & Exams** on the menu of the STUDENTS module to display the icon CREATE, EXTEND. Click on **Create**. Input **Academic year**, **Chapter Description**, Grade Range Level- Grade

Range level is the level range of numbers with a letter and/or a word (e.g. grade B4 to correspond to number range from 60 to 69.9). Each of the academic chapters may have a different grading convention.

You may retain the Grades and Remarks, if you wish to grade with letters and/or words, mark the rectangle box to indicate whether you **retain letters** or **retain words** or both and click simultaneously.

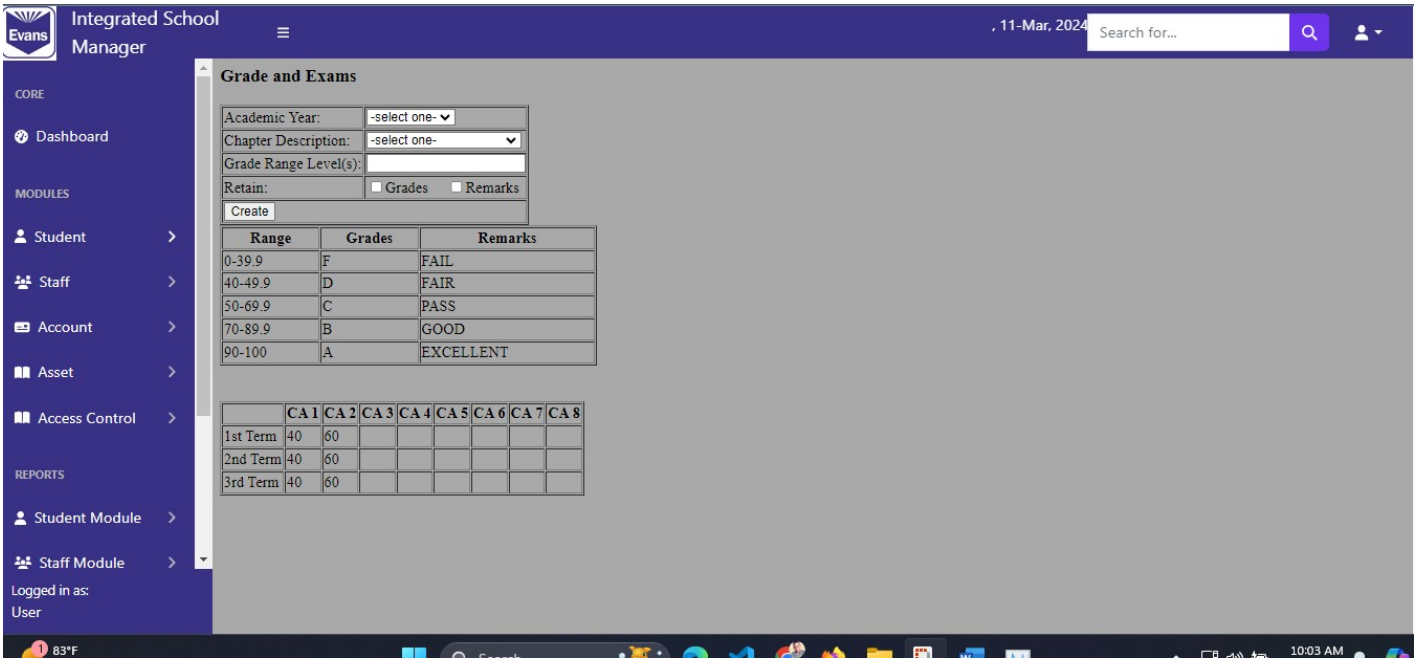


Fig. 8

Depending on what grading system in place, you may have CA1= 20, CA2 =20, CA3= 60 (in this case the CA3 could be Exam. Repeat the same for 1st, 2nd and 3rd term and click on **CREATE** to save

Extend

Grading convention is created ones for a Chapter, after which it could be extended to another Chapter provided they the Chapter runs the same Grading convention, else you will new to create for another Chapter.

2.4. ALLOCATIONS

This function allows you to allocate students to classes, to allocate subjects & teachers to classes and to maintain the list of subjects taught in various classes.

Allocating students to classes: Students must be allocated to the various groups of your classes. To allocate students, click **Allocations** on the student module menu, select **Students To Classes** then fill the following boxes; **Academic session**,

Chapter, **Class**, **Group** then select **Allocate**. (See Fig. 9)

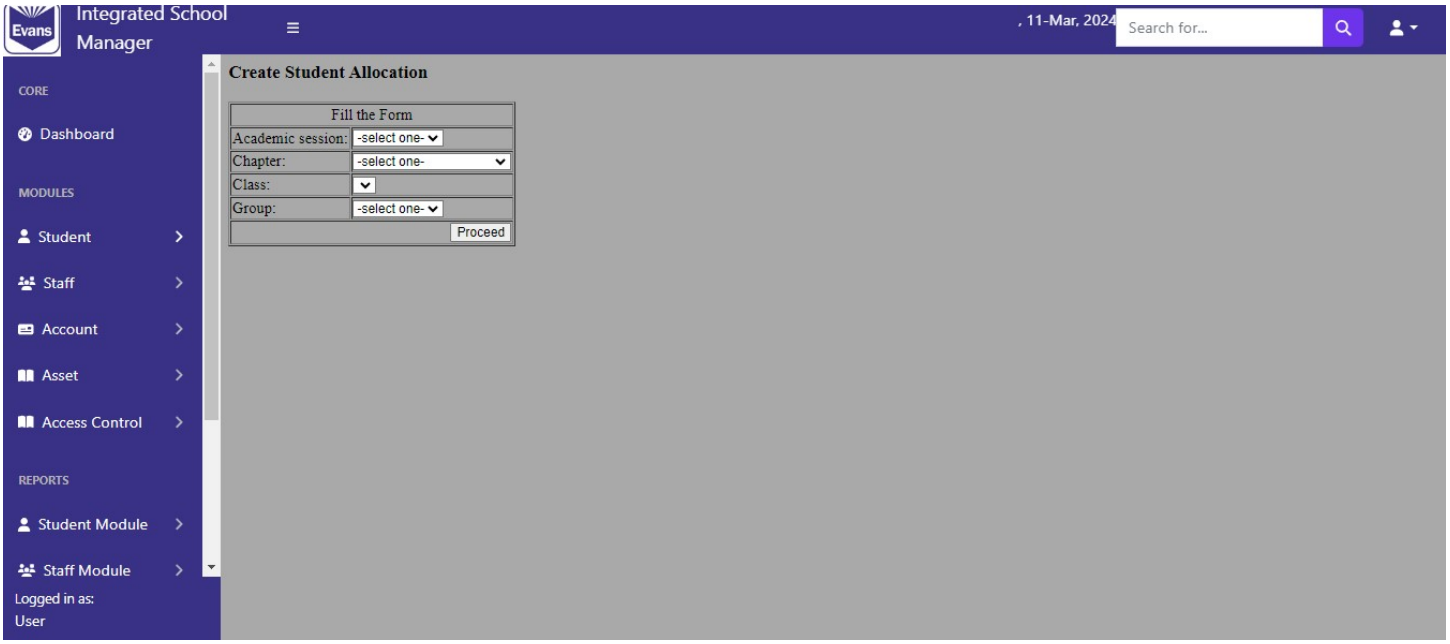


Fig. 9

Subject and Teachers

We need to ascribe Subjects and Teachers to the classes. To Create Subject and Teachers, click **Allocation** on the student module menu, select SUBJECT AND TEACHER, fill the boxes Academic year, chapter, class, and group.

Click on add roll to increase the numbers of rows the subject can accommodate and you can delete row if the row is more that required row. Also select the teachers taking the subject and then click on Create Allocation. (See Fig. 10)

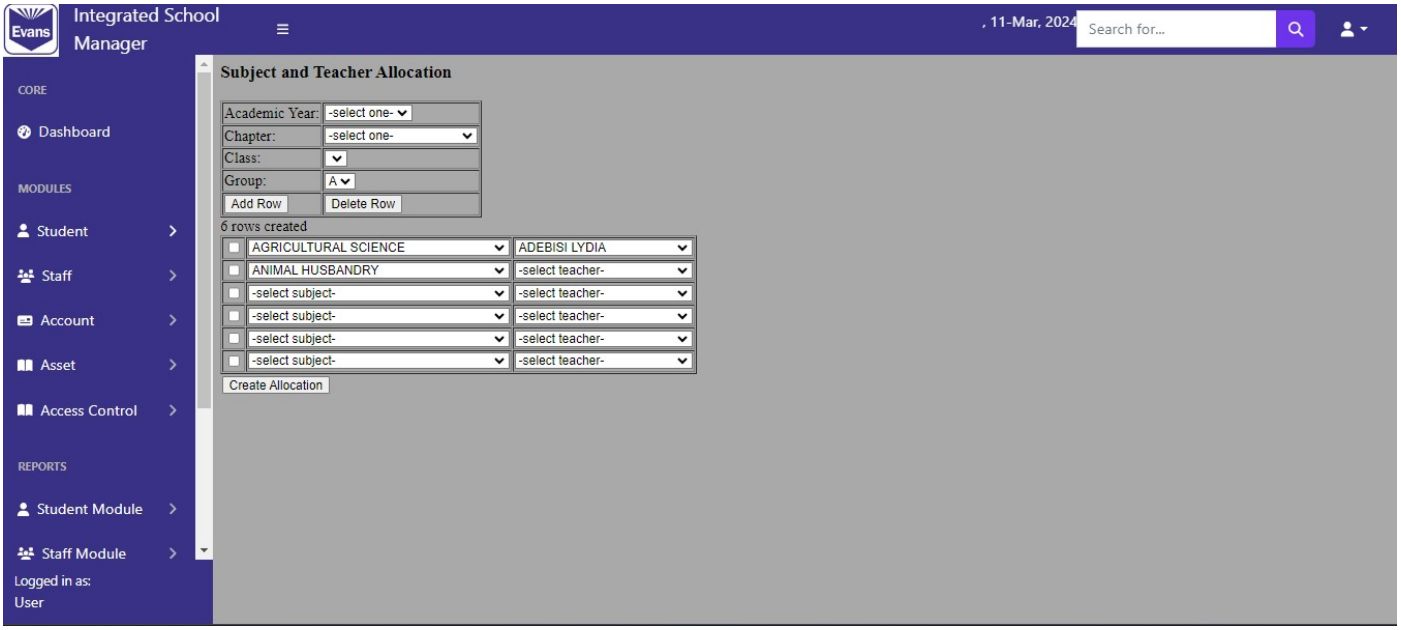


Fig. 10

Record Subject: This is where new subject are inputted into the software. Input the subject name and click on create subject (see Fig. 11)

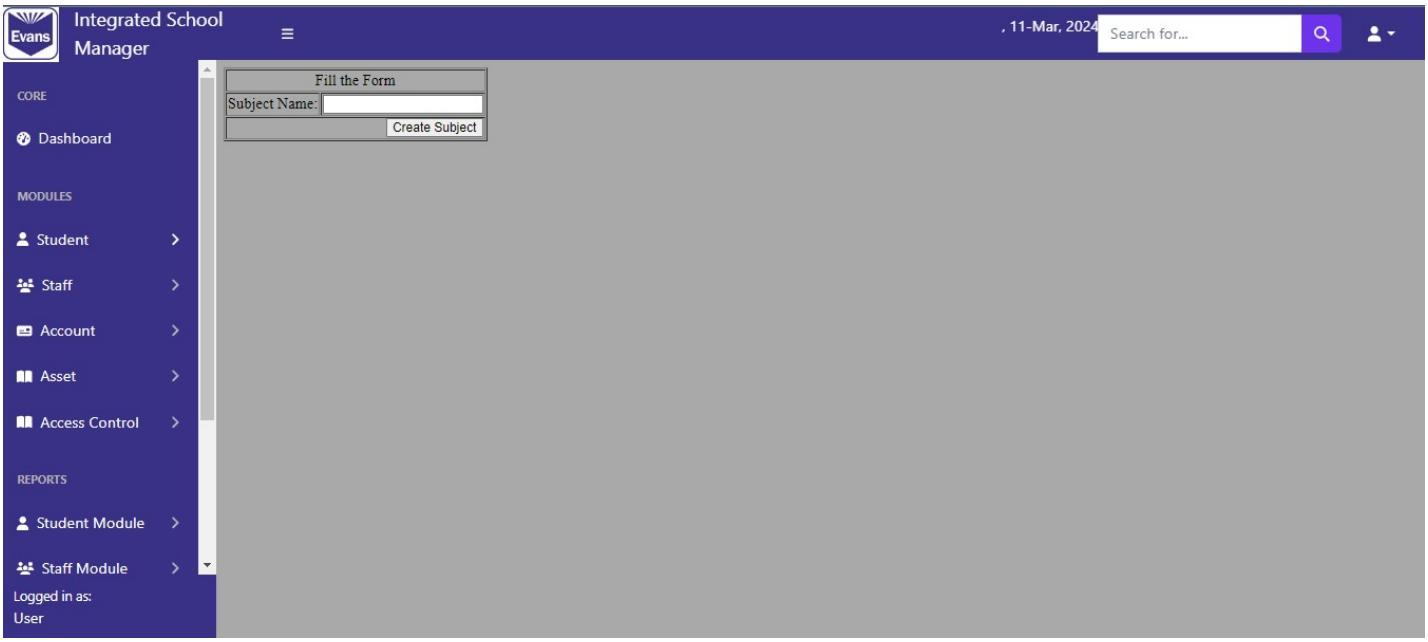


Fig. 11

Mentor: You may wish to allocate mentor for each student. Click on Mentor under Allocation, fill the boxes; Select chapter, Select Class, Select Group. The list of the class

would show and you are now to select a mentor from the drop down button, then Click Allocate mentor

House: You may wish to allocate House for each student. e.g (Red, Yellow, Green) Click on House under Allocation,

Click on **Add** to add houses, or **Remove** to remove houses.

Create Traits: Traits are affective domain. Identifying characteristics, habit that makes a student different from one another. To Create Trait, click [Allocation] on the student module menu, select Create Trait, pick the Chapter, and type the Psychomotor Name. (E.g. PUNCTUALITY, POLITENESS, ATTENTIVENESS e.t.c). See Fig. 12

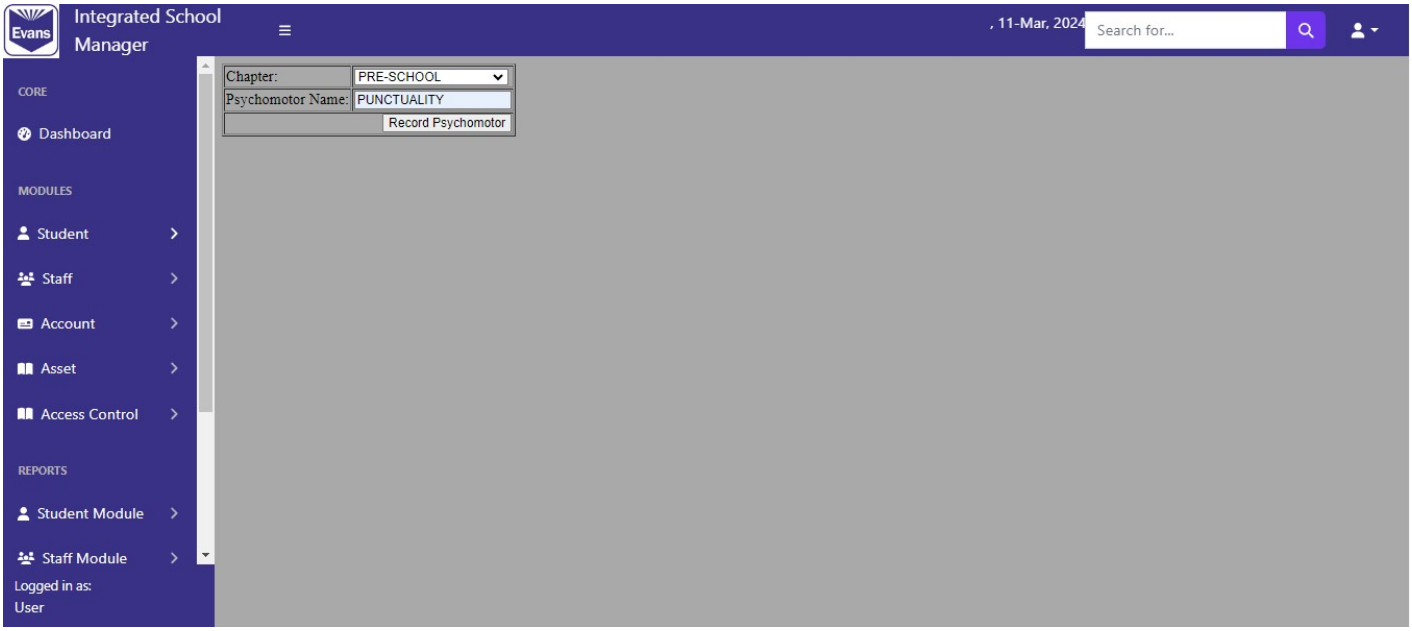


Fig. 12

Attendance Set up: This is where the total number of days school opened is recorded. It is usually done towards the end of a term by the administrator. To **Set up Attendance** Click **Allocation** on the student module menu Click **attendance Setup** Select the **term** Input the **number of days school open** for the term Click on **set up attendance for all.**

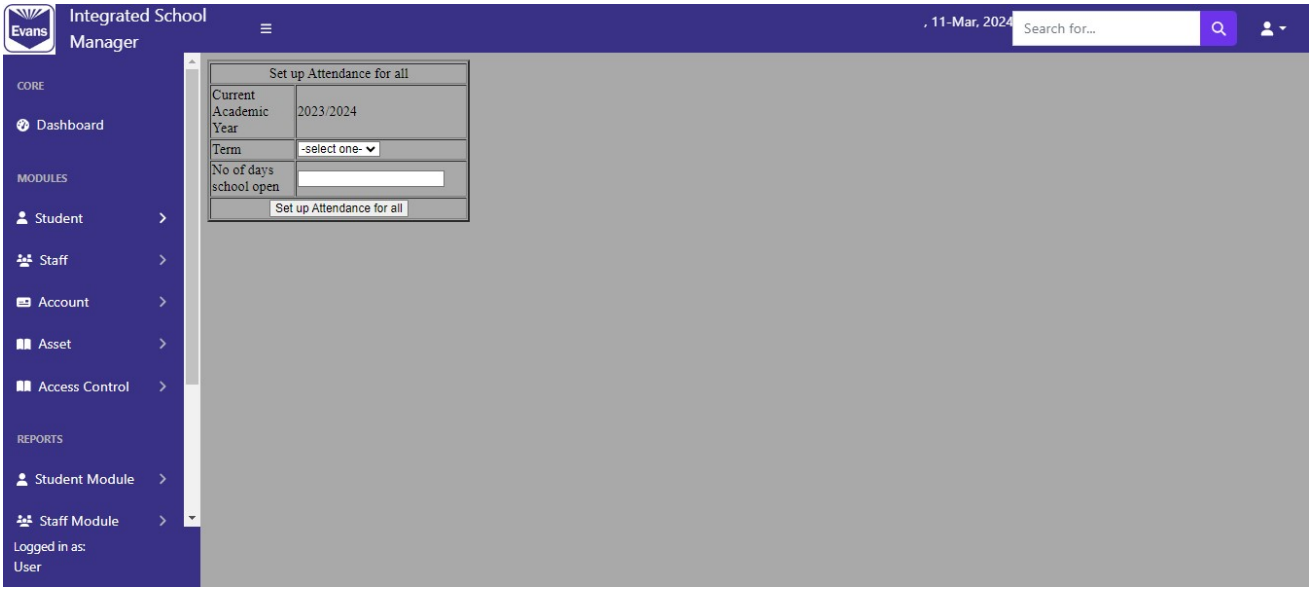


Fig. 13

SET DATE FOR SCORE RECORDING: Date for score recording is the date limit teachers has to input their scores, which after that date they won't be able to input their scores. **To Set Date for Score Recording** Click **Allocation** on the student module menu Click **Set Date for Score Recording** Select **Term** Select the Date for the number of exam that run in the school (e.g CA1, CA2 & Exam) Click **Save**

Set date for Online Checking: This is where you set up the date for student, guardians or parents to start checking their result online. To **Set date for Online Result** Click **Allocation** on the student module menu Click **Set date for Online Result** Select the Date for all the terms (Both mid-term and End of term) Select the **Academic Session** Click **Save**

Update dates for result checking: This is where you update the set up the date for student, guardians or parents to start checking their result online. Click **Allocation** on the student module menu Click **Update date** for **Online Result** Select the terms Select the Academic Session Click **Proceed** Update the Date Click **Update**

Resumption Date Set up: This is the where the resumption Date is indicated on the software. To **Setup Resumption Date** Click **Allocation** on the student module menu Click **Resumption, Account Opening and Closing** Click **Resumption Setup** Select the current terms Select the Resumption date for next term Select the Closing date for next term Click **Save**

Pre-School Description: Pre-school results are usually narrative. To Create Pre-School Description, click **Allocation** on the student module menu, select Pre-School

Description**,** to **Add** Pre-School Description, **Update** Pre-School Description and to **Extend** Pre-School Description (See Fig. 14)

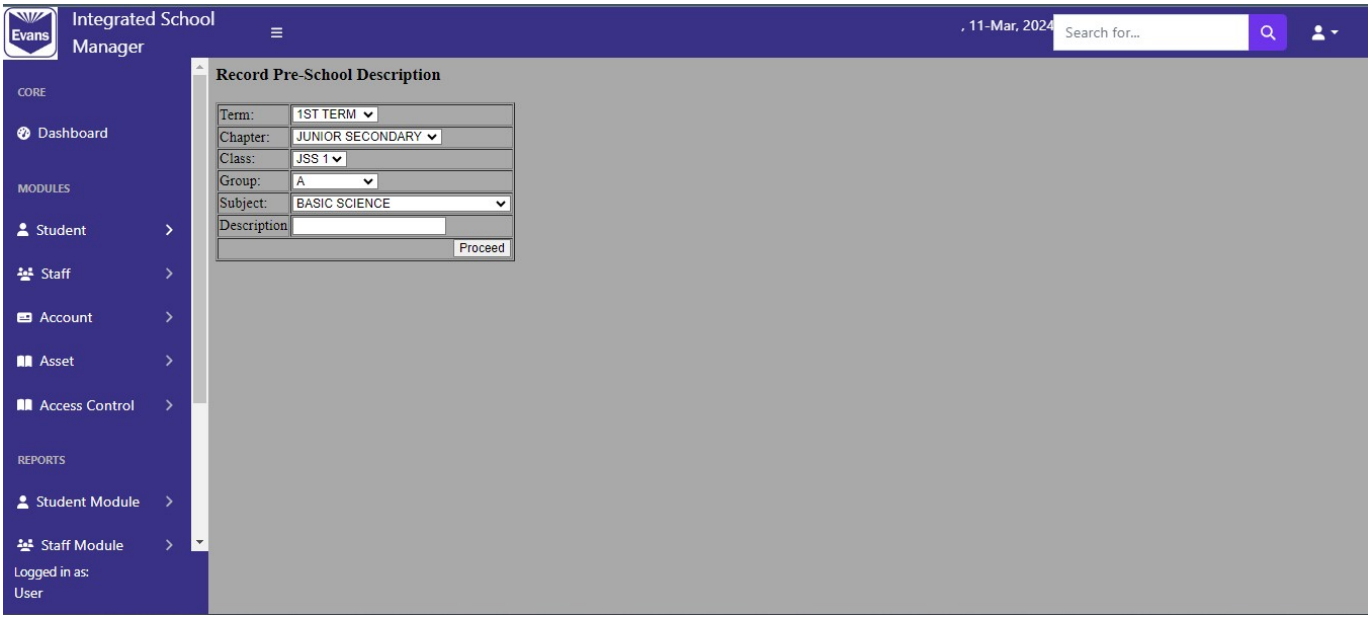


Fig. 14

To extend simply means, extending already made description to other arms of the class. i.e from Nur 1 A to Nur 1 B. All the descriptions will be copied to the next arm.

Promotion Processes: this is the advancement in class or rank of student at the end of each session. For instance, a child in Jss 1 gets promoted to the next class which is Jss 2.

To promote student to next class, click **Allocation** under Student Module, select **Promotion Process**, fill the **Chapter, class,** and the **group,** then click **Proceed**. (Fig 14 a)It displays the next Screen with the list of students with options: Promoted, On Trial, Re-sit Graduated, Demoted, and Withdraw. Select anyone applicable to each child and **save**.

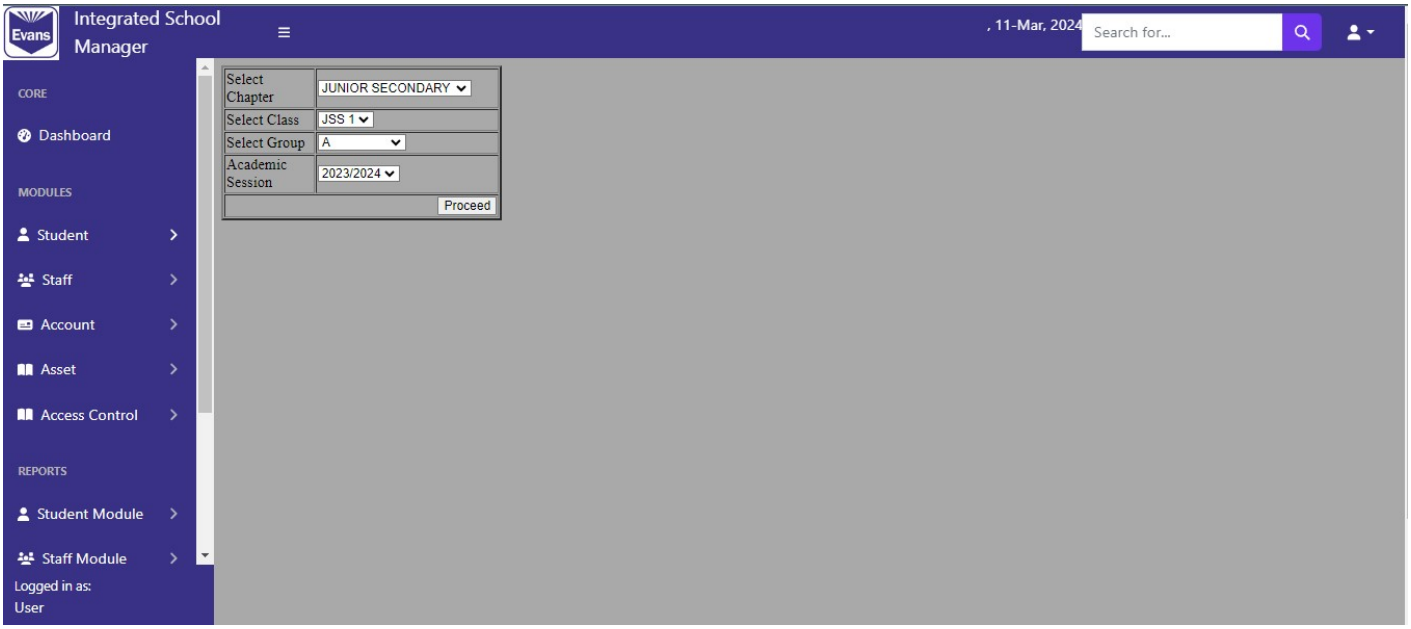


Fig 14 a

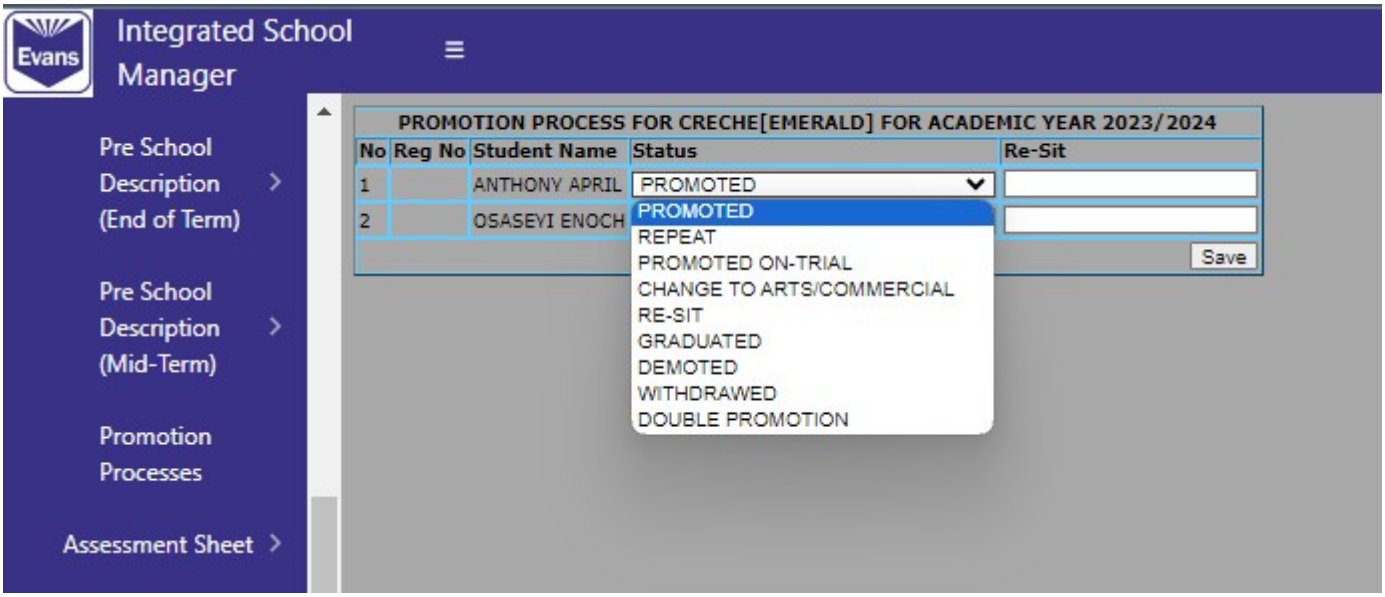


Fig 14 b

2.5. ASSESSMENT SHEET

An assessment sheet is the file where all grades of all allocated students for all subjects in all allocated classes and groups are recorded. It also contains the current status of each allocated student (such as absence, promotion or suspension). An assessment sheet must be opened at the beginning of an academic year for that academic year in order to record students' grades and events. Once this operation is complete, the assessment sheet is closed and kept in your archives.

You may open assessment sheets for past academic years to record and archive old student records.
Any closed assessment sheet can be recalled to produce term or session report sheets.
Closing the assessment sheet of the current academic year makes ISM to automatically increment the academic year by one and update all student statuses in the student register including the class and group where they have been demoted, promoted, double promoted or where they repeat.
Once opened, assessment sheets can be extended, updated to add new students, add subject replace teachers (Fig. 15b).

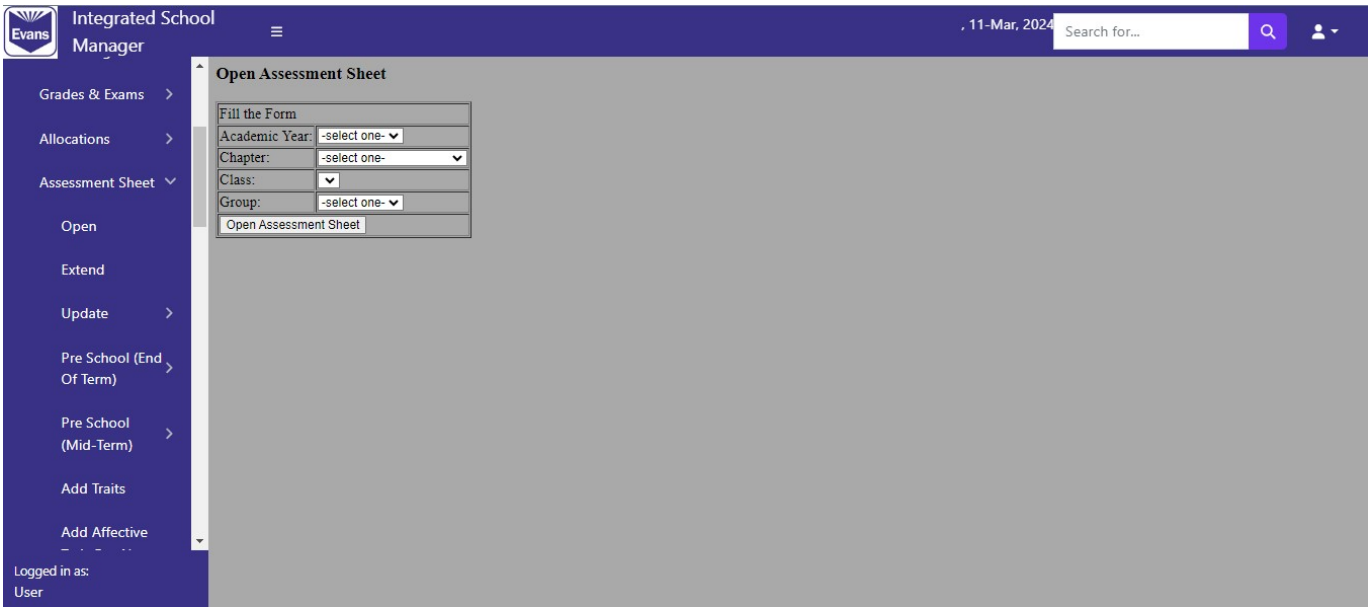
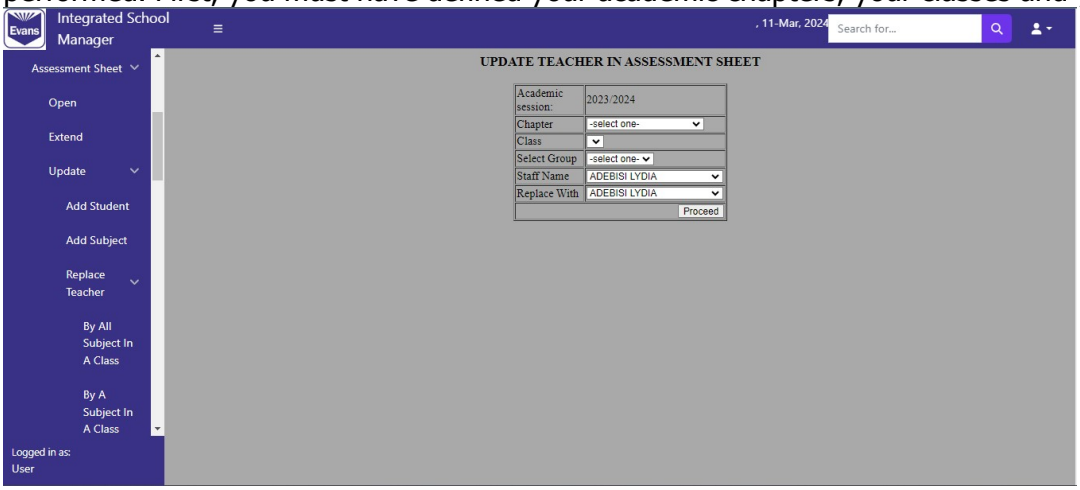
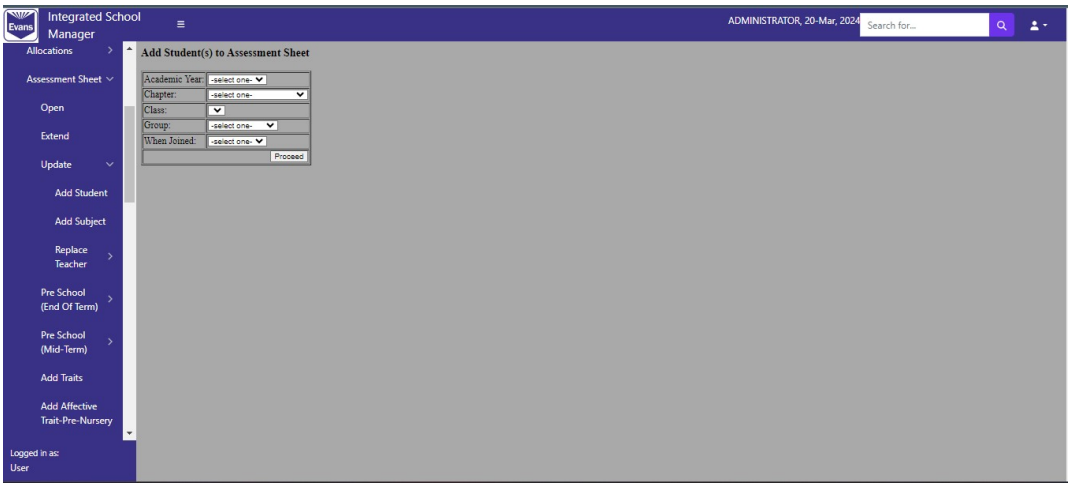


Fig.15a

Opening assessment sheets: before opening an assessment sheet, a number of operations must have been performed. First, you must have defined your academic chapters, your classes and your groups.





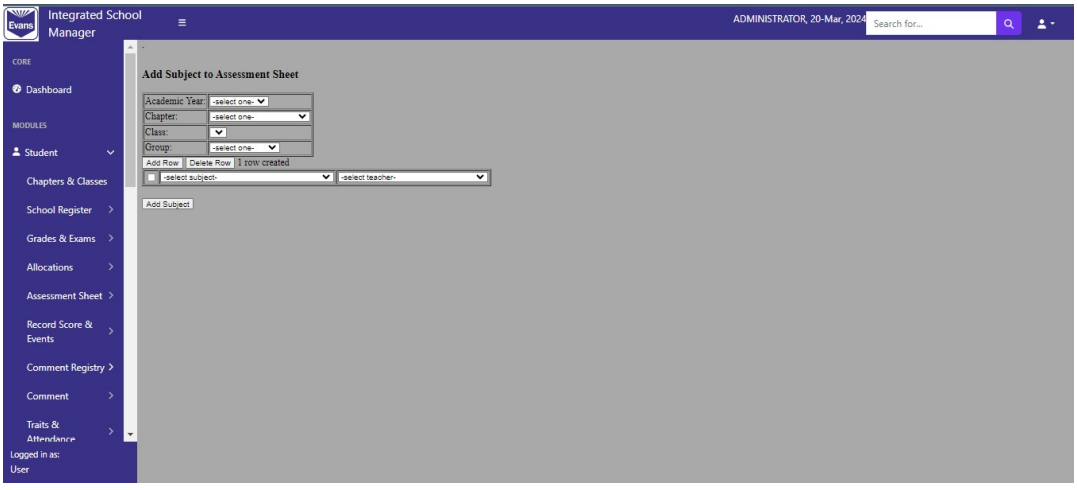


Fig. 15 b

Second, you must have recorded your grading convention(s) and exam weights. Third, you must have allocated students, subjects and teachers to your classes and groups.
To open an assessment sheet, click **Assessment Sheet** on the student's module menu and select **Open**.
Extending assessment sheets: once an assessment sheet has been opened, you can extend it to as many groups and classes you want to include in it.

To extend an assessment sheet, click **Assessment Sheet** on the student module menu, select **Extend**. Selecth the **chapte**r and **class** to which you want to extend the assessment sheet. A message box displays the group or groups of the selected class to which you can extend click **select**. The assessment sheet has been extended.
Updating assessment sheets: you can add students, add subject and replace teachers. (see Fig 15b above)

UPDATING ASSESSMENT SHEETS
You can **add students**, **add subject** and **replace teachers;**
How to Add a new Student to Assessment Sheet
For a student admitted in-between a session after assessment sheet has been opened there is need to add student the student to assessment sheet
Click **Assessment Sheet** on the student module menu,
Click **Update**
Click **Add Student**
Select the academic year, Chapter, class, group and when joined (the term the students joined the school)
Click **Submit**
Select the **student(s) Name**
Click **Add Student to Assessment Sheet**

How to Add a Subject to Assessment Sheet

If a new subject is being introduced in-between a term, after the opening of assessment sheet
Click **Assessment Sheet** on the student module menu, Click **Update**
Click **Add Subject**
Select the Academic Year, Chapter, Class and Group
Click **Add Row** to add as many row as possible depending on the number of subjects to be added
Select the **subject** and the **teacher** taking the subject
Click **Add Subject**

Pre School: This is where you add the pre-school to the assessment sheet after you might have created the description for the classes in the Pre-School. (See Fig 15 b above)

Add Trait: Incase some psychomotor(s) were missing when creating traits under allocation; it can be successfully added under the assessment sheet. (See Fig 15 b above)

Closing assessment sheets: click **Assessment Sheet** on the student module menu and select **Close**. Before closing the assessment sheet, several messages inform you of the consequences of your closing (Fig. 16). In particular, you are expected to record all your students' status.

Closing the assessment sheet will increment the academic year by one for the next session (i.e. from 2018/2019 to 2019/2020). Once the assessment sheet of the current session is closed, you can then open a new assessment sheet for the next session.

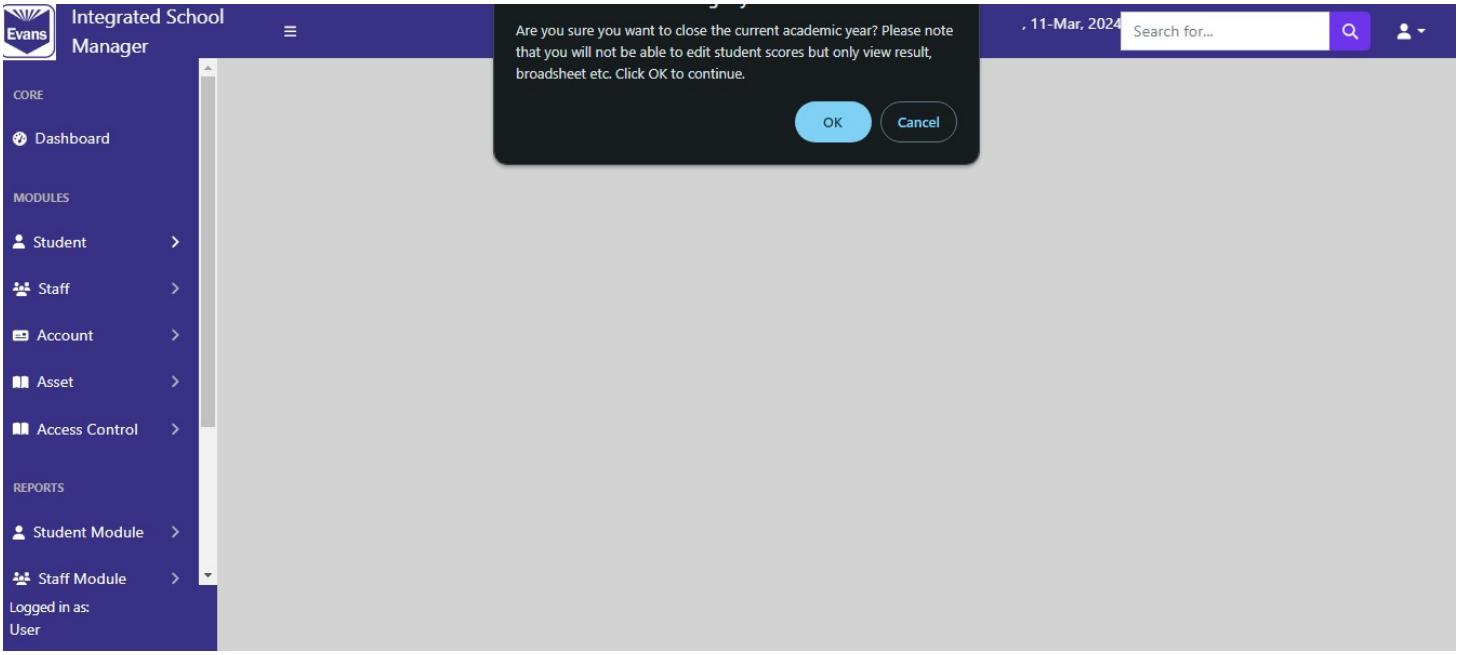


Fig. 16

2.6. RECORD SCORES & EVENTS

To record student score: click **Record Score & Events** in the student module menu, click **Record/Update score**, select the **term**, **chapter**, **class** and **group**.

To cancel events: Click **Record Scores & Events** in the student module menu Click **Cancel Events**. Select the chapter, class and group and pick the date, academic session Select the event that you want to cancel. The list of students in whose events were recorded will only be displayed. Navigate to select the status Click **Save** to record.

ISM will not allow you to record score if the class and subject are not allocated to you. See the administrator for your access password as it is required for this operation. ISM displays a table showing the list of students to be graded (Fig.17) then, go ahead to record/update the students' scores.

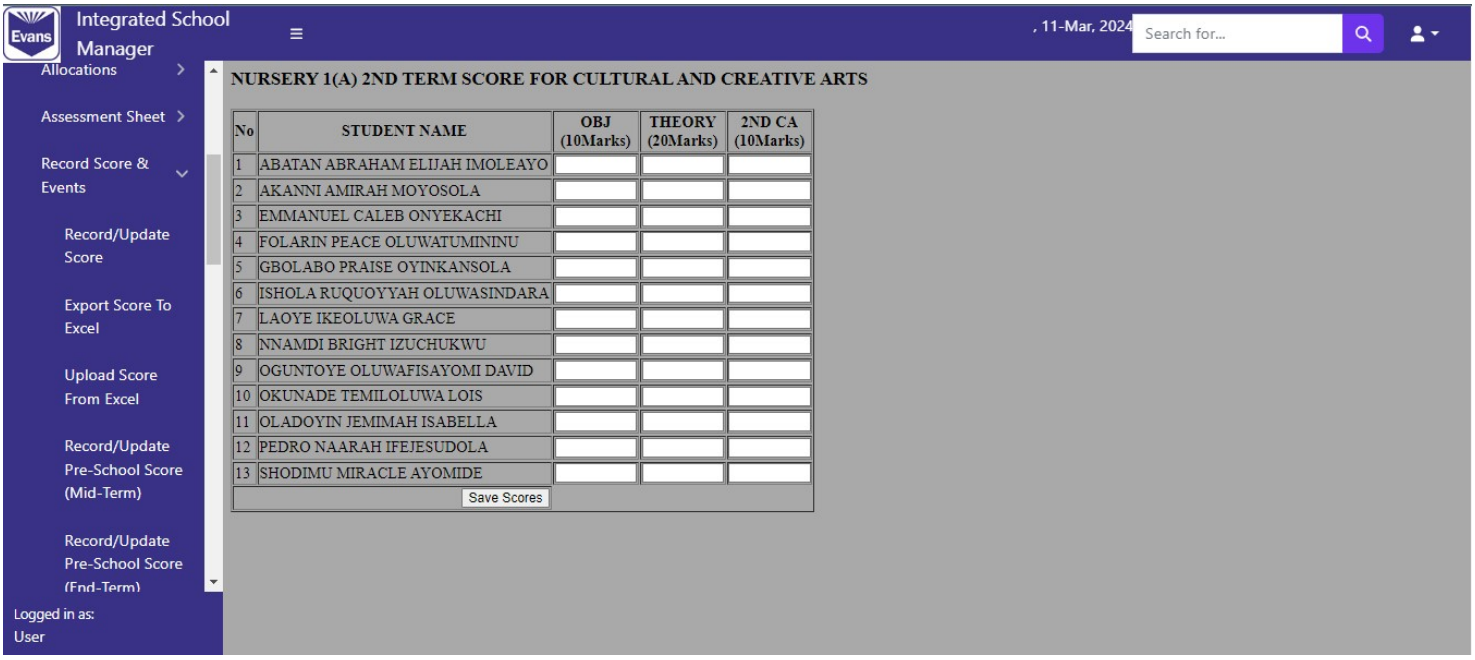


Fig. 17

Record/Update Pre-School Score: This is where you can also record and update the Pre-School scores. To record/update pre-school score: click **Record Score & Events** in the student module menu, click **Record/Update pre-school score**, select the t**erm**, **chapte**r, **class** and **group**. Remember the scores for pre-School is between the range of 1 to 5.

To record student events: Student events are all academically-related occurrences which happen to students in their day-to-day school activities. Click [RECORD SCORES & EVENTS] in the student module menu and click **Record Student Events** on the record grades & events box. Select **chapter**, **class** and **group**, **academic session** and select the **events to record** (Fig. 18)

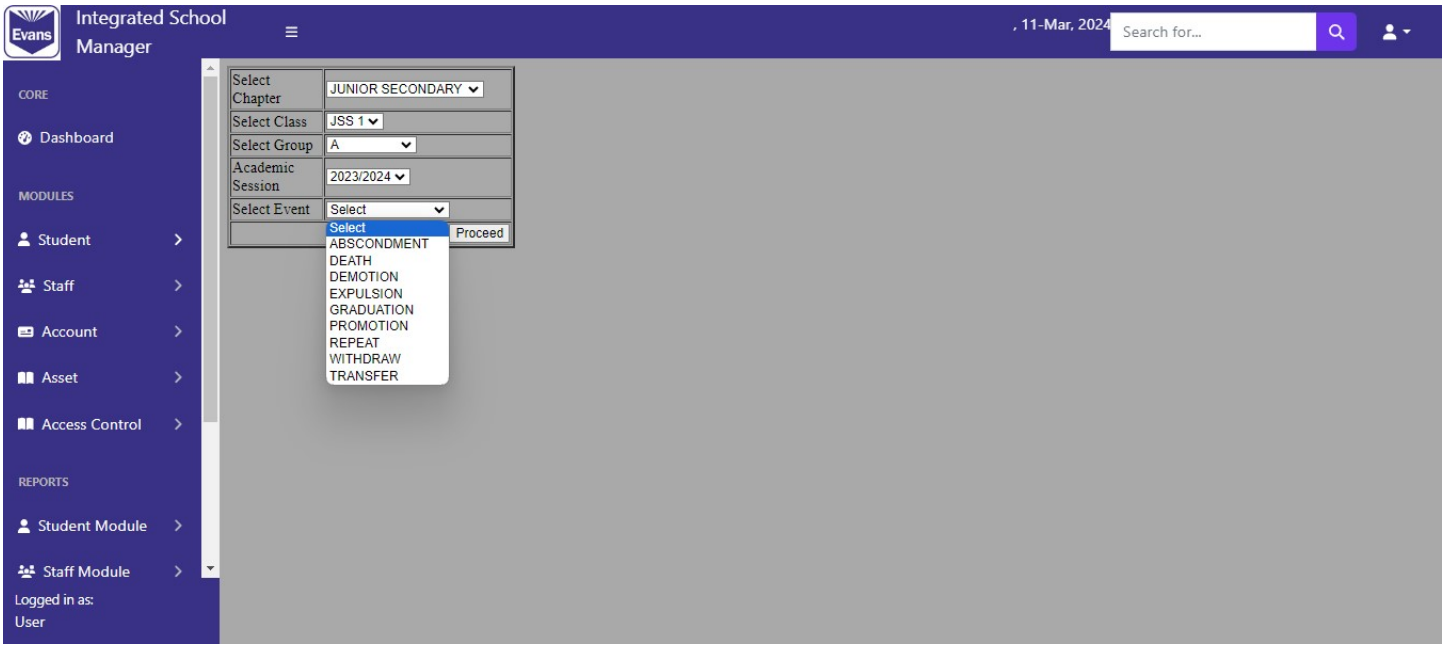


Fig. 18

The list of students in the selected class and group is displayed. Navigate with tap button and select the **name** of the student concerned appears (Fig. 19). Click **Save** to record.

To cancel student events: click **Record Scores & Events** in the student module menu and click **Cancel Events** on the record score & events box. Select the **chapte**r, **class** and **group** and pick the **date**, **academic session** and select the **event** that you want to cancel.
The list of students in whose events were recorded will only be displayed. Navigate to select the **status** and Click **Save** to record.

TO TRANSFER A STUDENT:
Click [**RECORD SCORES & EVENTS**] in the **student module** menu, Then Click **Record Event** , **Select chapter**, **class** and **group**, **academic session** and **select the events to record** (i.e Transfer) then click on **proceed**. Once you click on proceed another page will display all the students in the class, Then, select the dropdown in front of the student to be transferred, then click on save.

Activities/illness & Injuries: This is where you record student's activities, either positive (e.g. awards) or negative (e.g. Illness, injuries) as it happens to a particular student.

2.7. COMMENT REGISTRY

This is where various comments are being registered into the file. Comments can be either by Principal, class teachers, or subject teacher. The comments vary according to the grades of the students.(Fig.21)

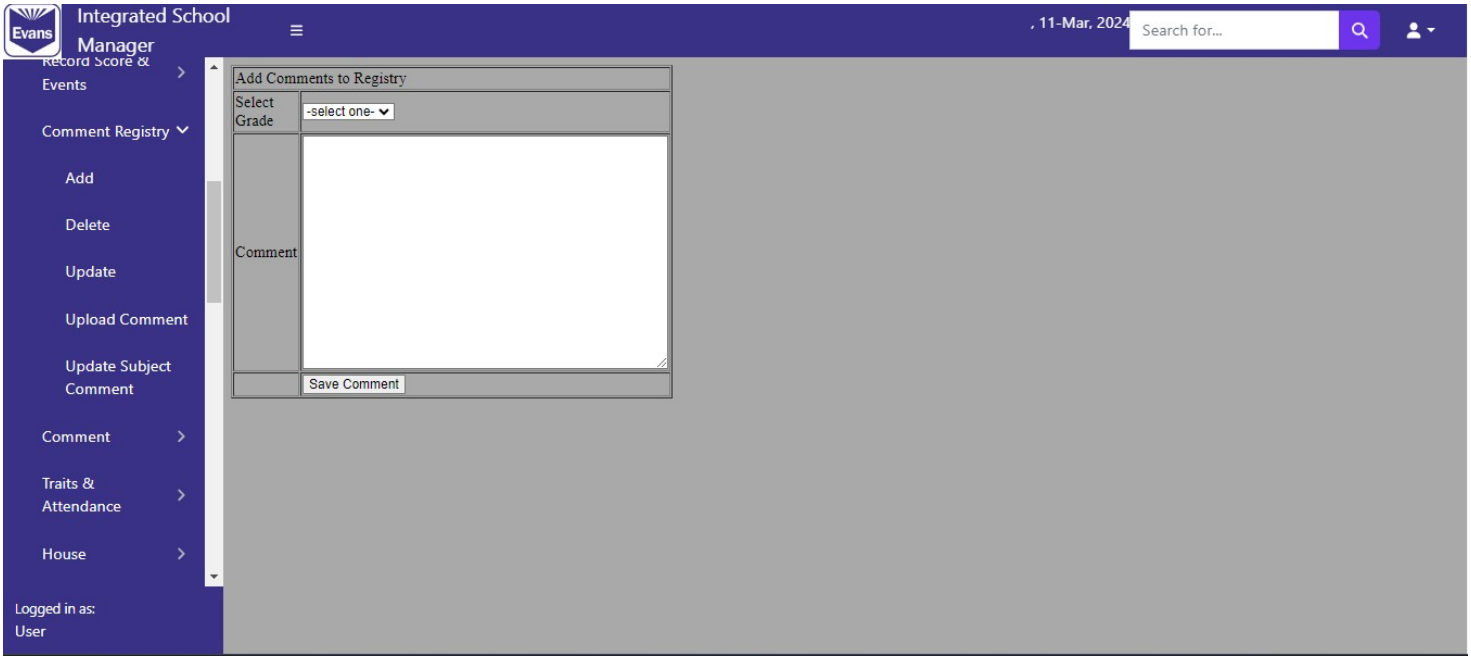


Fig21

Add Comment: This is where new comments are added to the comment registry by Principal, class teachers, subject teacher. To add new comment into the registry, under comment registry, click **Add**, select **grade**, add the new comment into the comment box then click **save** comment (fig.22)

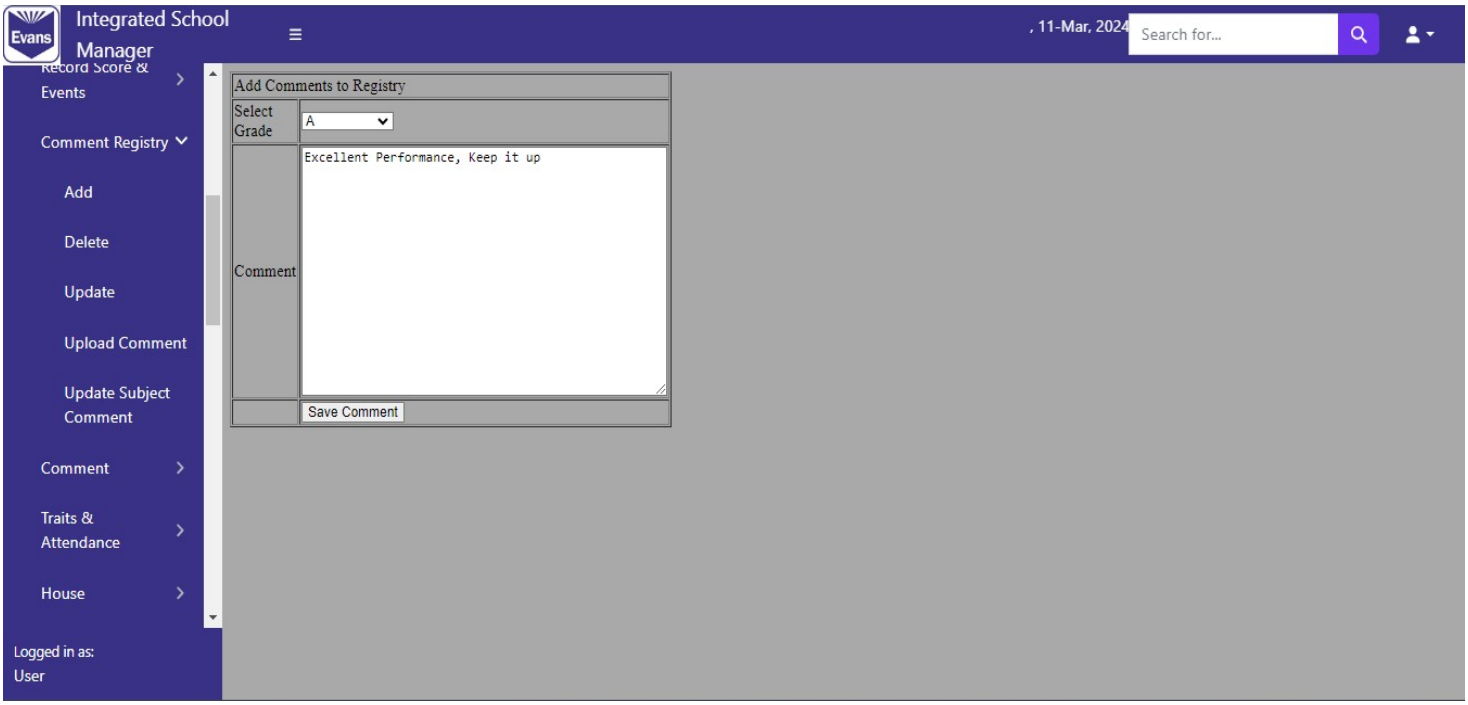
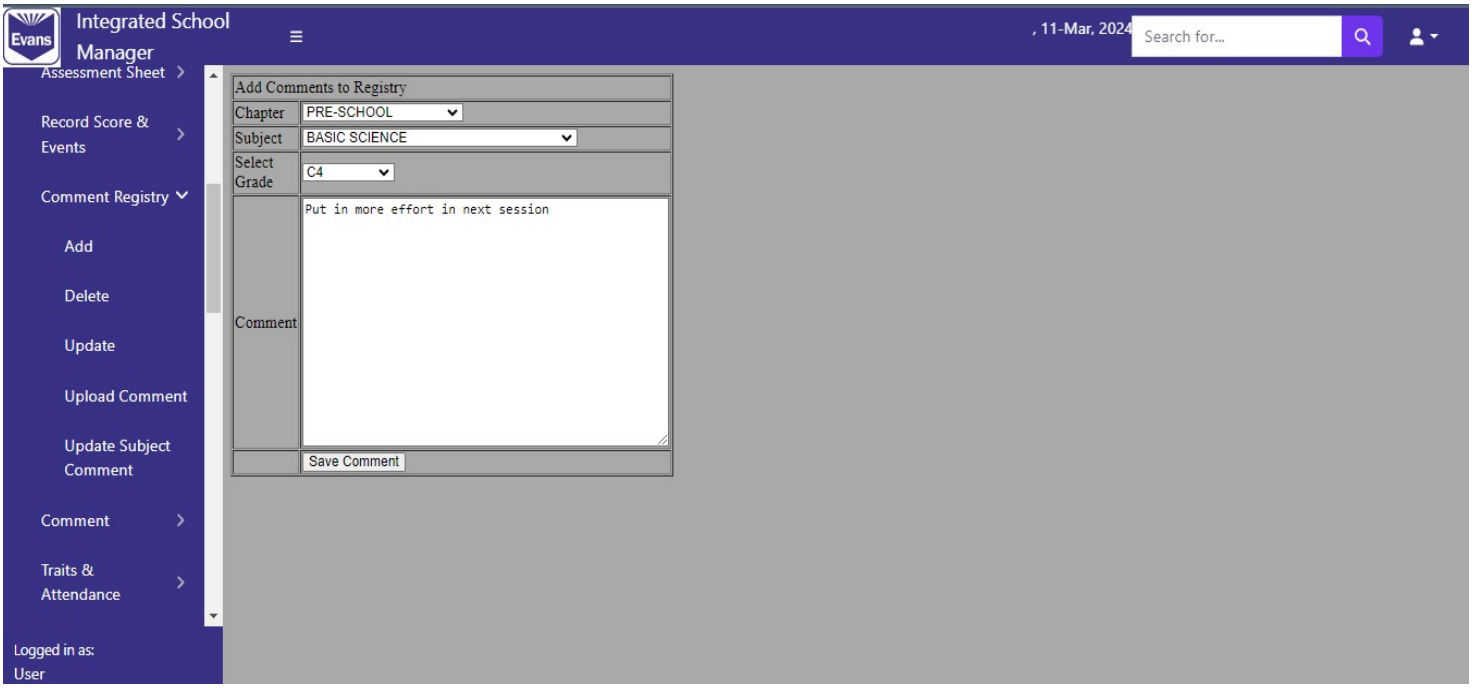


Fig22

Delete comment; This is where comments that were previously added can be deleted. To delete a comment click on **Delete** under comment registry. Click on the grade, the comments under the grade will appear. Then **Click Delete** to remove the particular comment.

Update comment; This is where comment that has been previously entered can be updated. To update a comment, click on **Update** under comment registry. Click on **select grade**, the comments under the grade will appear, click on the particular comment you want to update, edit it then click on **Update Comment**.

Upload Comment; This is where comment for different subjects is uploaded for each grade. To upload a comment, click on **Upload comment** under comment registry. Select **chapter**, select **grade**, and select **subject** then add comments in the comment box then click on **Save Comment**. (Fig. 23)



(Fig. 23)

Update Subject Comment; This is where subject comment that has been previously entered can be updated. To update a comment, click on **Update Subject comment** under comment registry. Select **chapter**, select s**ubject,** the comments under the grade will appear, click on the particular comment you want to update, edit it then click on **Save Comment**.

2.8. COMMENT

This is where student comments are being recorded. Comments can be either by Principal, class teachers, or subject teacher. The comments vary according to the grades of the students.

Record Comment; This is where the comments on the student report sheets are being entered. To Record comment , click on **record comment** under the comment menu, select **comment type,** select **chapter,** select **class** select **group** select **term** select **term option**(either midterm or end of term), then click **proceed.**(fig24)

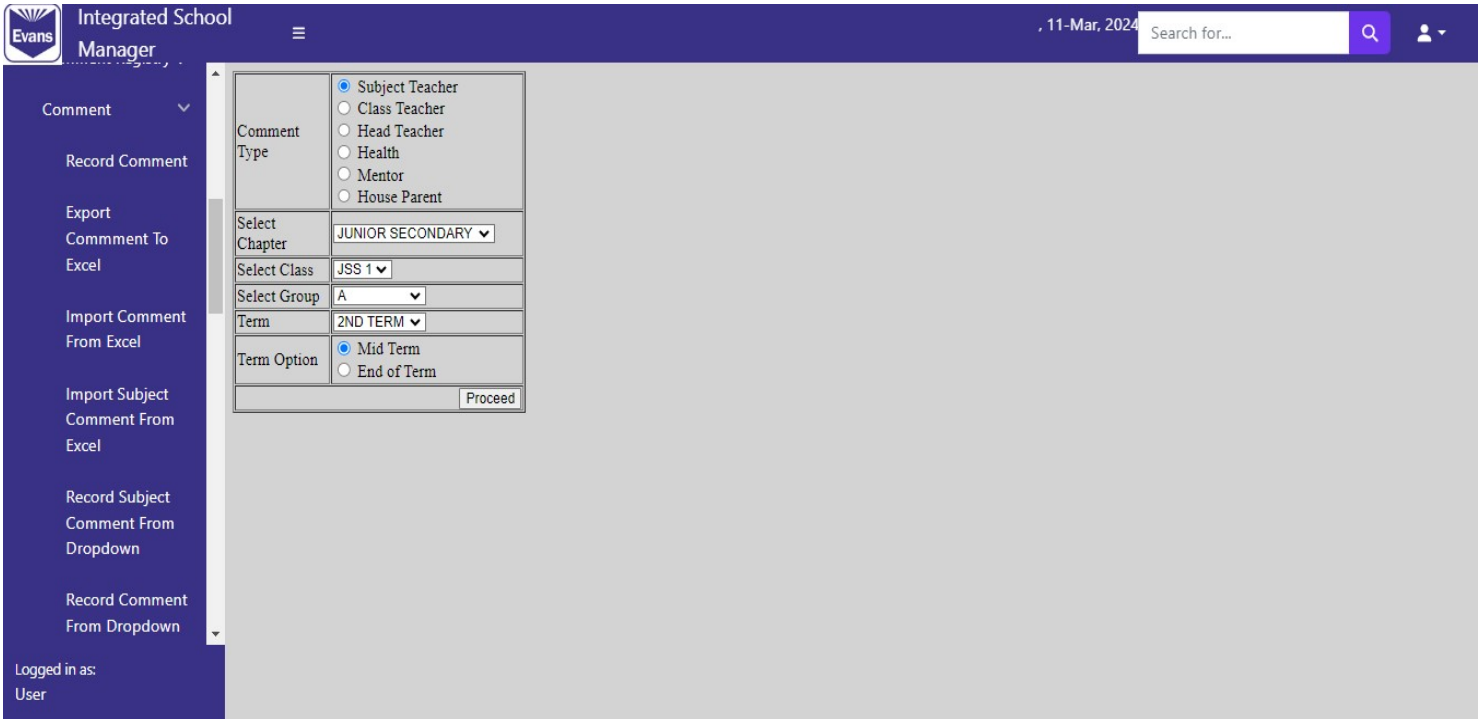


Fig 24

Record Subject Comment: This is where subject comments are being entered. To Record Subject comment The default comment type is **subject teacher,** select **chapter,** select **class,** select **group ,**select **term,** select **term option**(either midterm or end of term), then click **proceed.**(fig24) .The student list appears and then comment for each student for that particular subject is entered, then click **Record comment**.

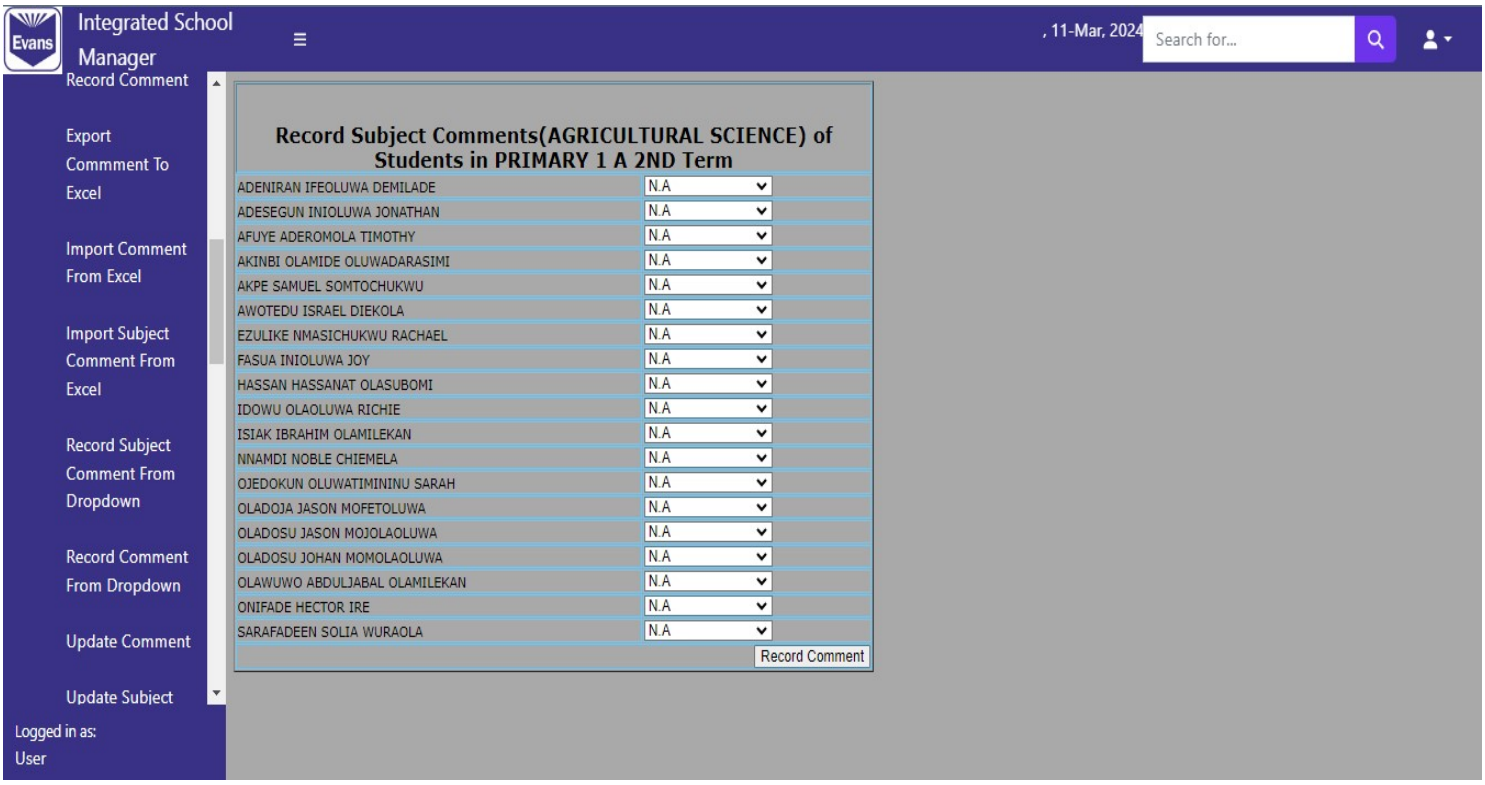


fig25

Record Comment: This is where the comments on the student report sheets are being entered. To Record comment , click on **record comment from dropdown** under the comment menu, select **comment type,** select **chapter,** select **class** select **group** select **term** select **term option**(either midterm or end of term), then click **proceed.**(fig26).The student list appears and then comment for each student for that particular subject is entered, then click on **Record comment**.

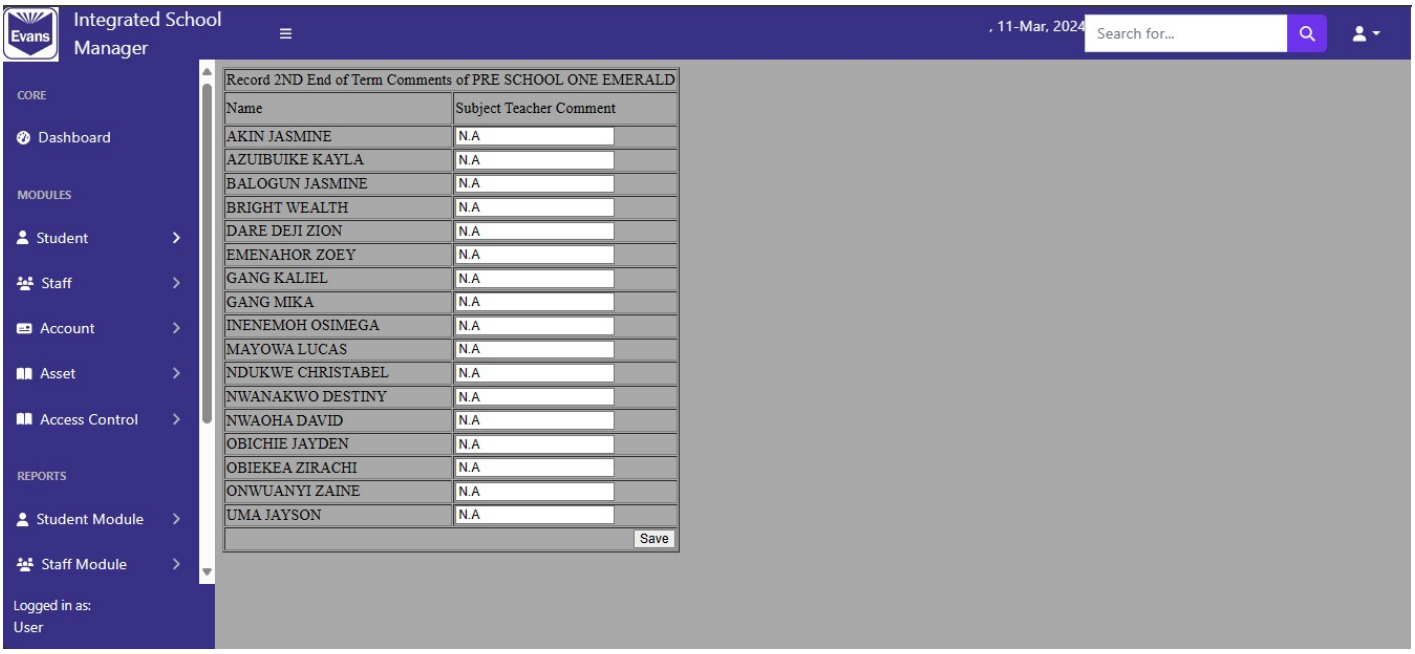


Fig26

Update Comment: This is where subject comment that has been previously entered can be updated. To update a comment, click on **Update comment** under comment. Select **chapter**, select s**ubject,** the comments under the grade will appear, click on the particular comment you want to update, edit it then click on **Record Comment**.

Update Comment Subject By Class: This is where all the recorded comments for each subject offered by a student is being updated. To update Comment subject by class click on **update comment subject by class** under the comment menu select **chapter**, select **class**, select **group** , select **term**, select **term option**(midterm or end of term) then the list of the students for that particular class will appear with subject offered and comment box to be updated, click on the particular comment you want to update, edit it then click on **Record Comment**.(fig27)

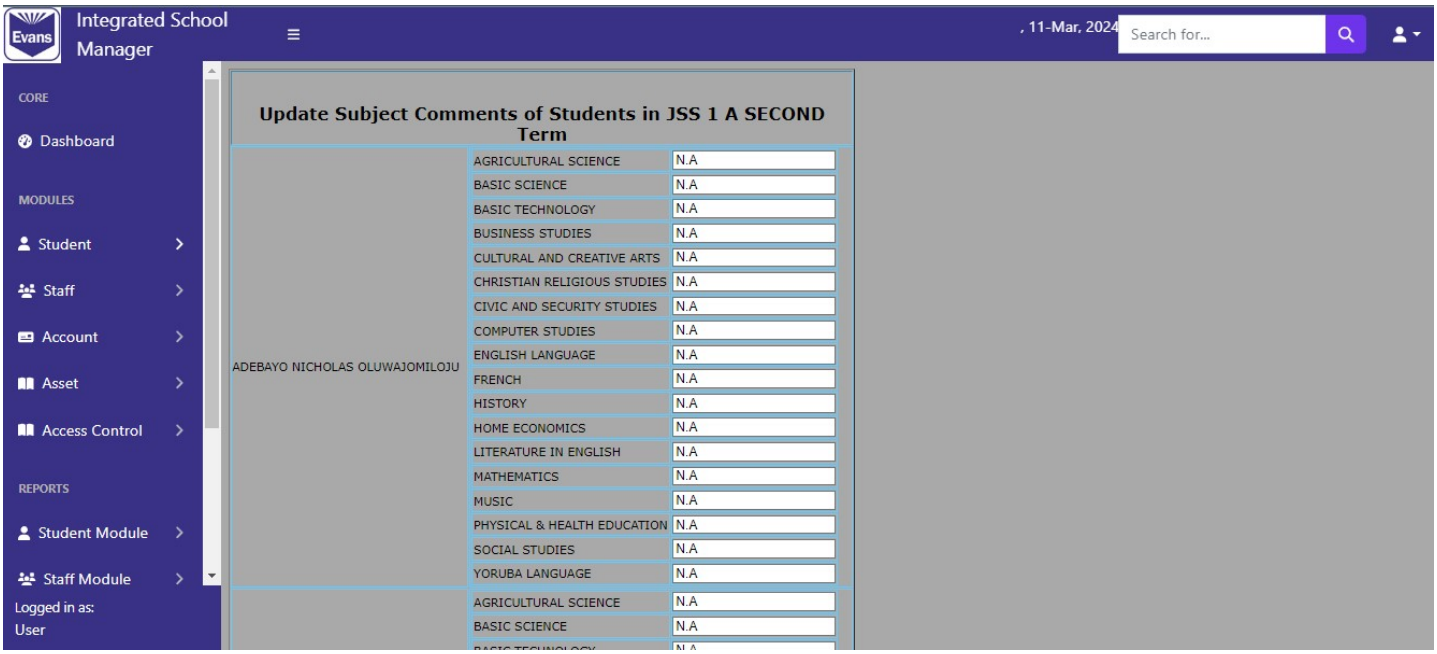


Fig 27

2.9. TRAITS & ATTENDANCE

This is where students' behavioral characteristics, psychomotor and habits are recorded. Class attendance is also set up here by the administrator at the end of term.

Record/update Psychomotor; To record /update psychomotor, click on Record/update psychomotor under Traits and attendance, select **chapter**, select **class**, select **group**, select **term** then click on record psychomotor. After recording the psychomotor for each students, click on **save psychomotor. (fig.28)**

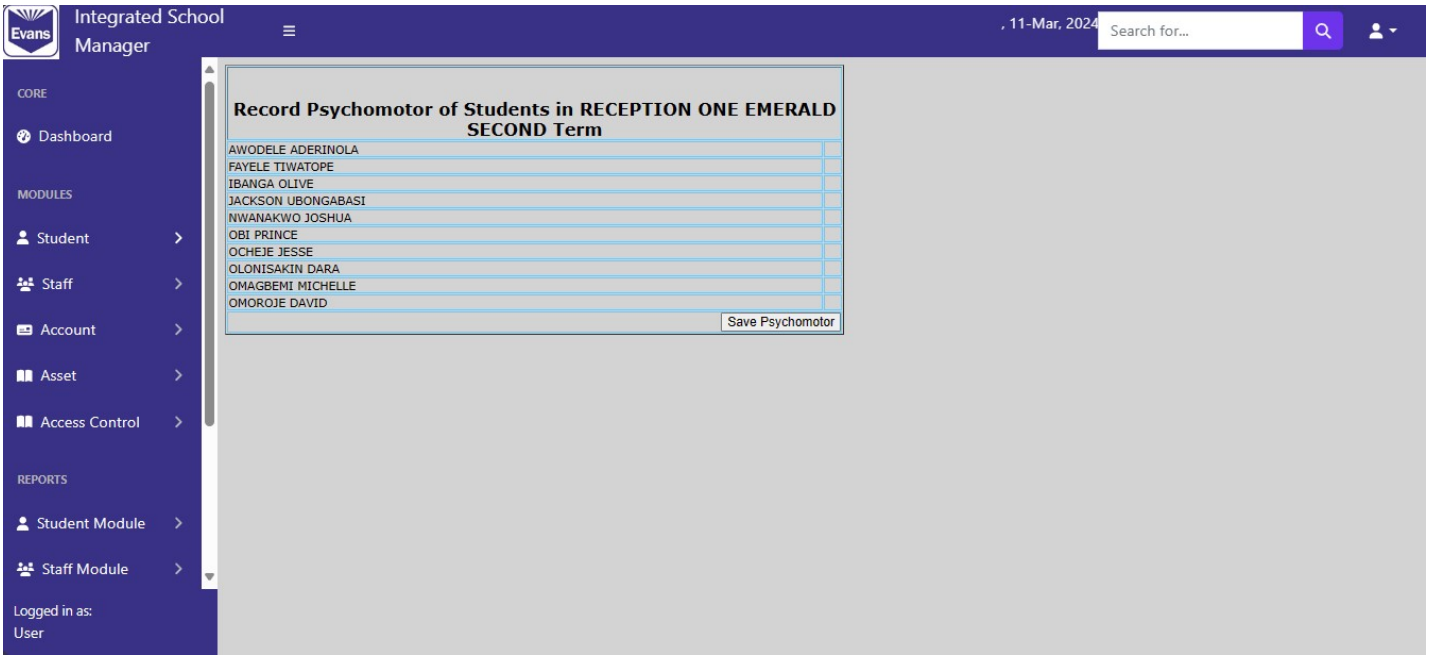


fig.28

Record/Update Attendance; To record /update Attendance, click on Record/update Attendance under Traits and attendance, select **chapter**, select **class** , select **group** , select **term** then click on record attendance. After recording the attendance for each student, click on **Update attendance. (fig.29)**

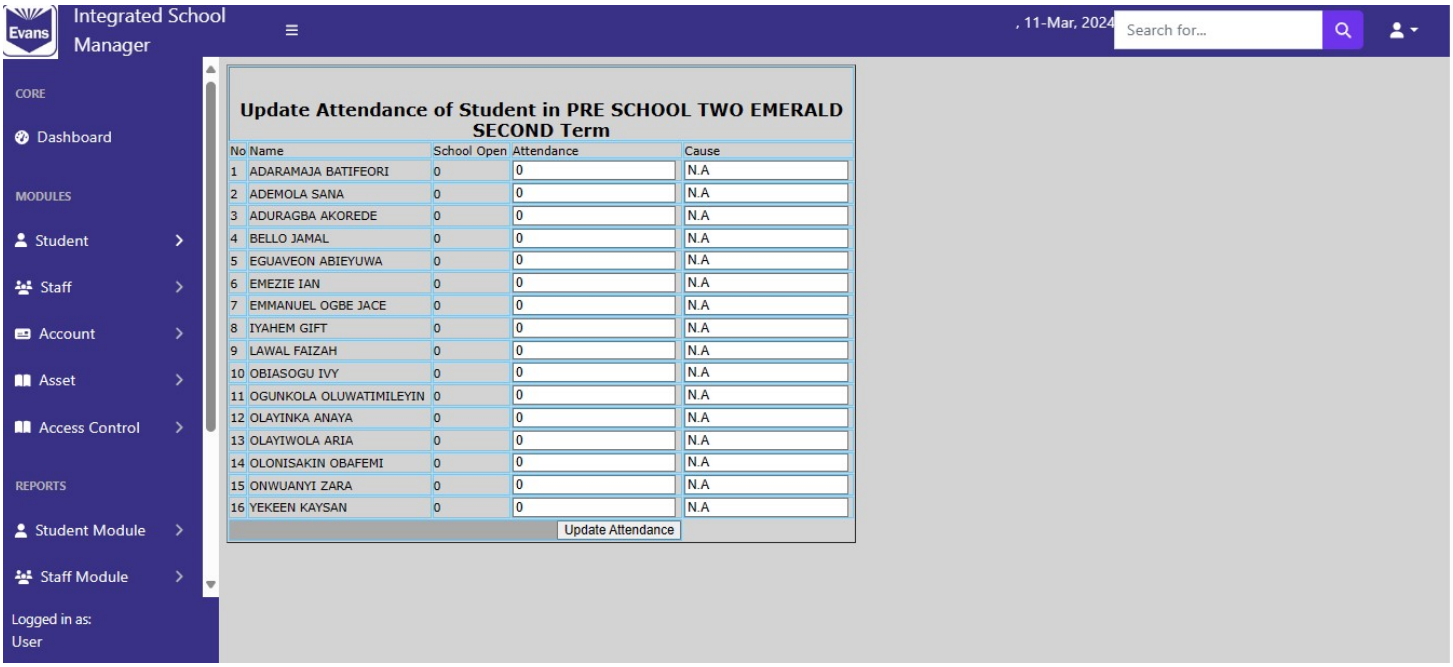


Fig29

2.10. HOUSE

Students belong to different houses such as red house, yellow house, Diamond Houses etc. All the houses are recorded in **House** under **Allocation.**

To record house Parents. Click **House** under **Student Module**, select record House Parent It displays a new screen where you are to select **House name**, type **House Master's Name** or **House Mistress's Name** and **save.** Fig 29a

To update record house Parents**.** Click **House** under **Student Modul**e, select **update house parent**. It displays a new screen where you are to select **House name**, type **House Master's Name** or **House Mistress's Name** and **save.** Fig 29b

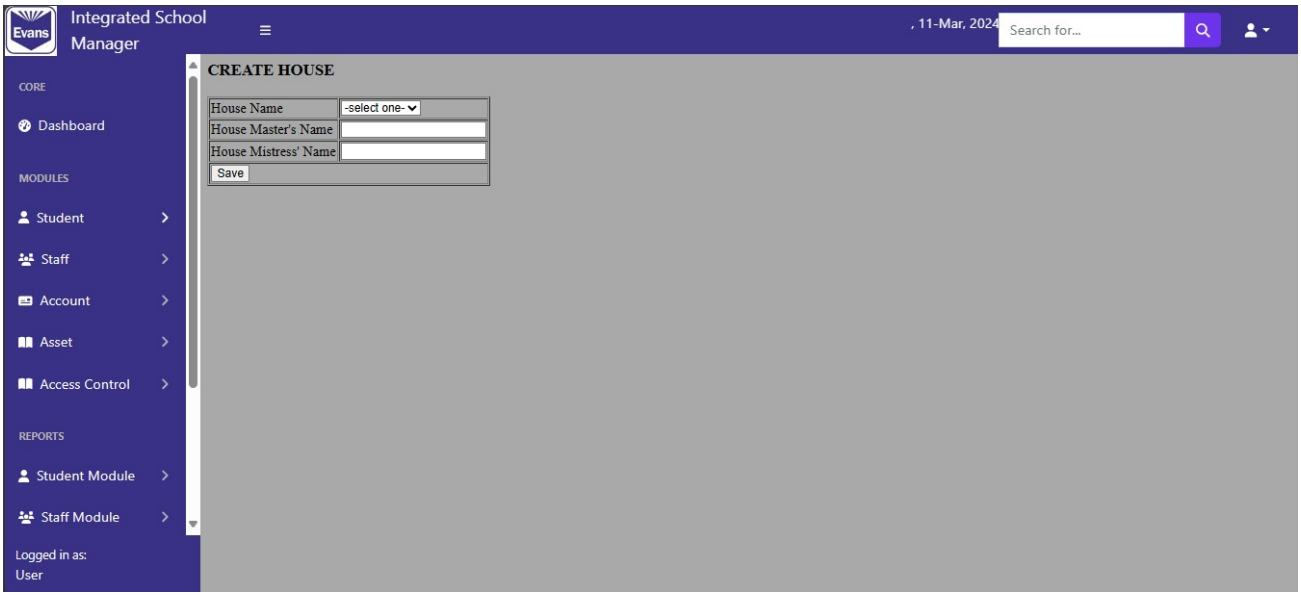


Fig 29b

2.11. DIAMOND/ HEIGHT/WEIGHT

This is where Student Diamond (Awards) is recorded. Also the height and weight of students is recorded here. To **Add** or **Update** diamond/Height/weight, click on diamond/Height/weight, select **chapter**, select **class**, select **group**, select **term, then** click on **Get Selected Values.** It will bring the student list and the diamond/Height/weight at the beginning and end of term. Record the values and save for either diamond/Height/weight.(Fig 30).

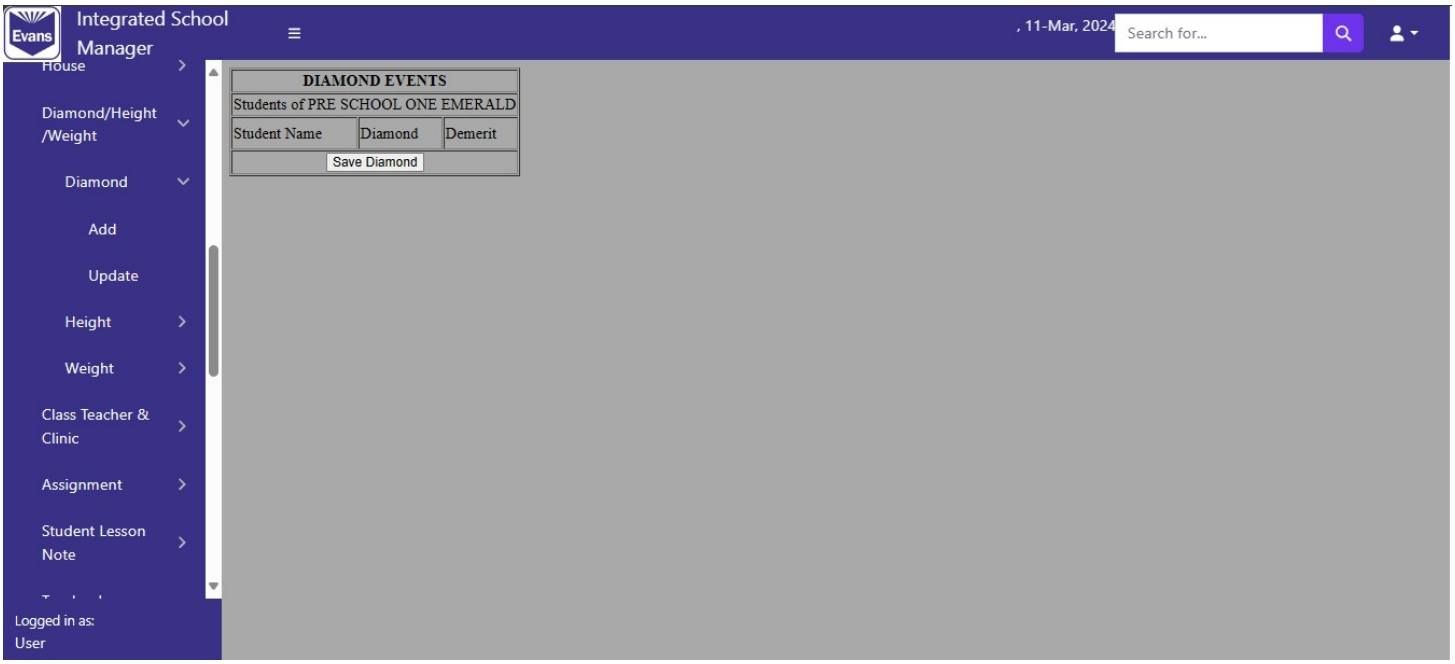


Fig 30

2.12. CLASS TEACHER AND CLINIC

This is where teachers are allocated to classes.
Record Class Teacher; click on record class teacher under class teacher and clinic, **select chapter**, select **class**, select **group**, select **term,** then select designated **class teacher**, select **academic year**, upload s**ignature** and **picture** of the teacher. Then click **allocate.**

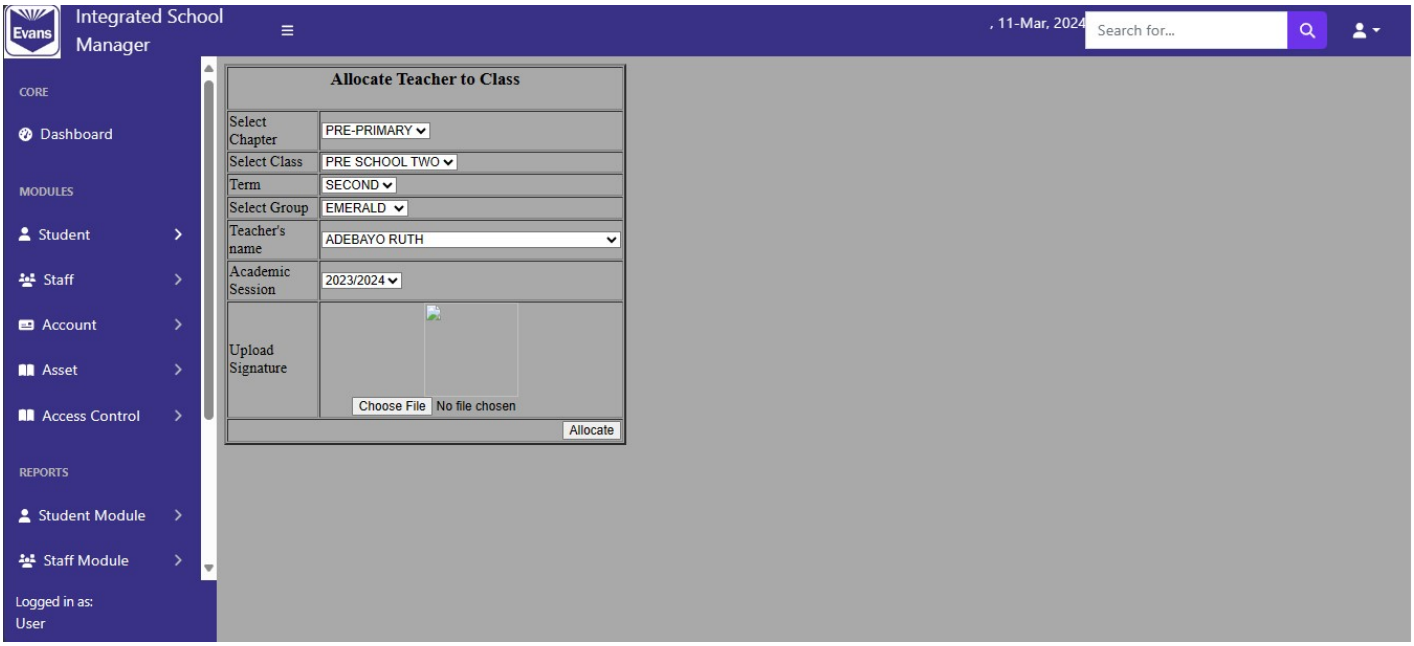


fig 31

Update class Teacher; In the event that a teacher resigned and being replaced, the class teacher for the particular class can be updated. Click on **update class teacher** under class teacher & clinic, **select chapter**, select **class**, select **group**, select **term,** select **teacher** (New) and click on **update class teacher**.

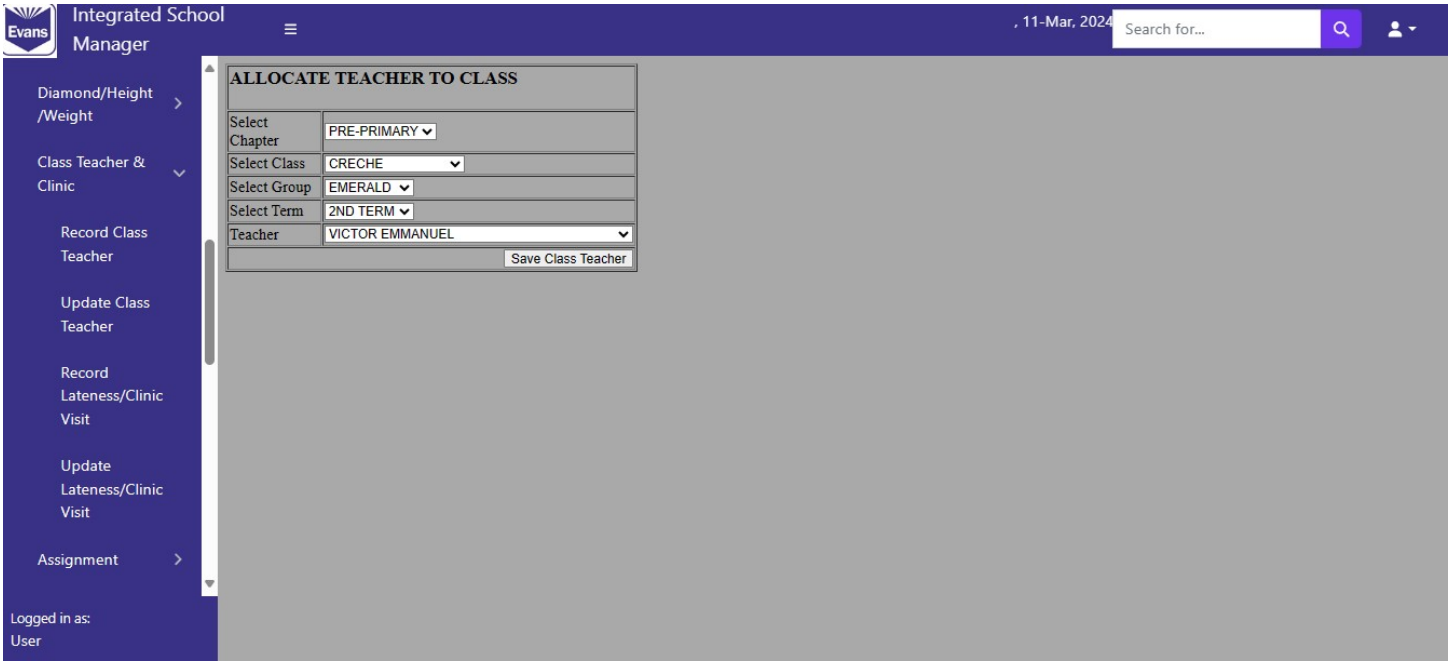


Fig 32

Record lateness /Clinic Visit; This is where the lateness of a student and the amount of time a student's visit the clinic is recorded. Click on **Record lateness /Clinic Visit** under class teacher & clinic, **select chapter**, select **class**, select **group**, select **term,** and click on **Record lateness /Clinic**.

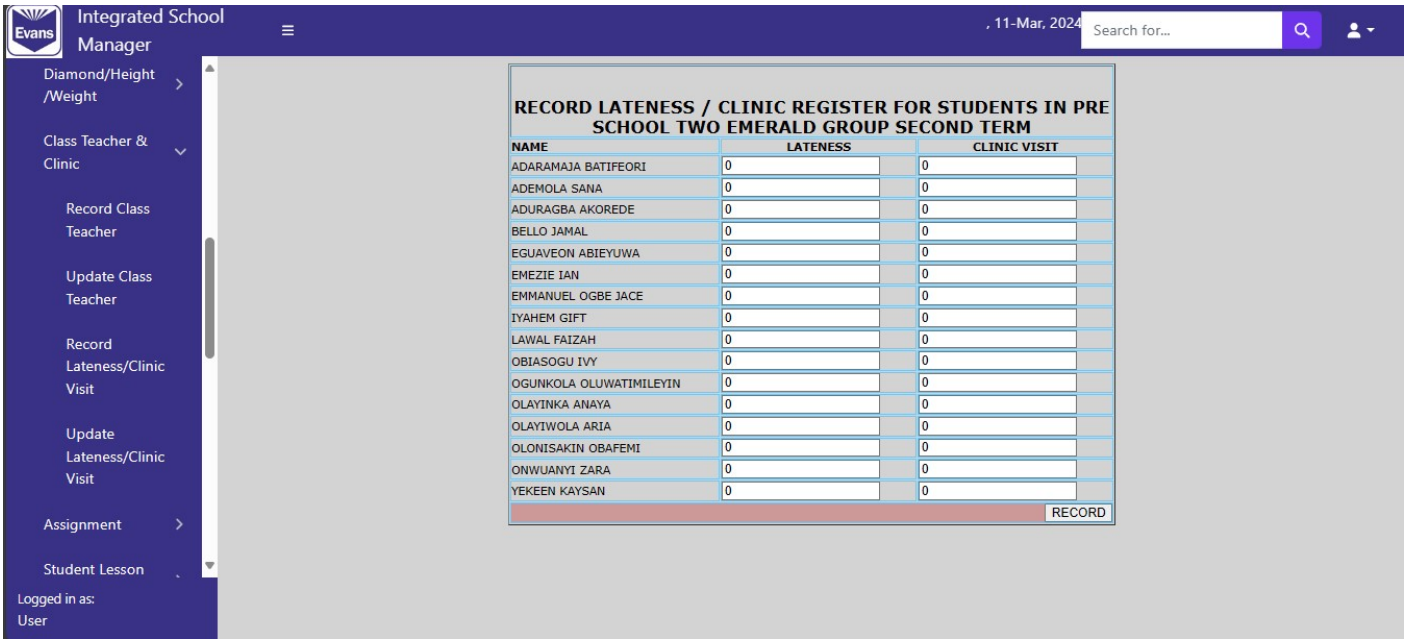


fig 33

Update lateness /Clinic Visit; Click on **Update lateness /Clinic Visit** under class teacher & clinic, **select chapter**, select **class**, select **group**, select **term,** and click on **Record lateness /Clinic**.

2.12. ASSIGNMENTS

This is where teachers give assignment, teachers uploads assignment, teachers view submitted assignment, student summit assignment and student view submitted assignment.

Teacher Give Assignment; click on **Give assignment** under **assignment**, select **academic session**, , select **term, select chapter**, select **class**, select **group**, and click on **proceed.**

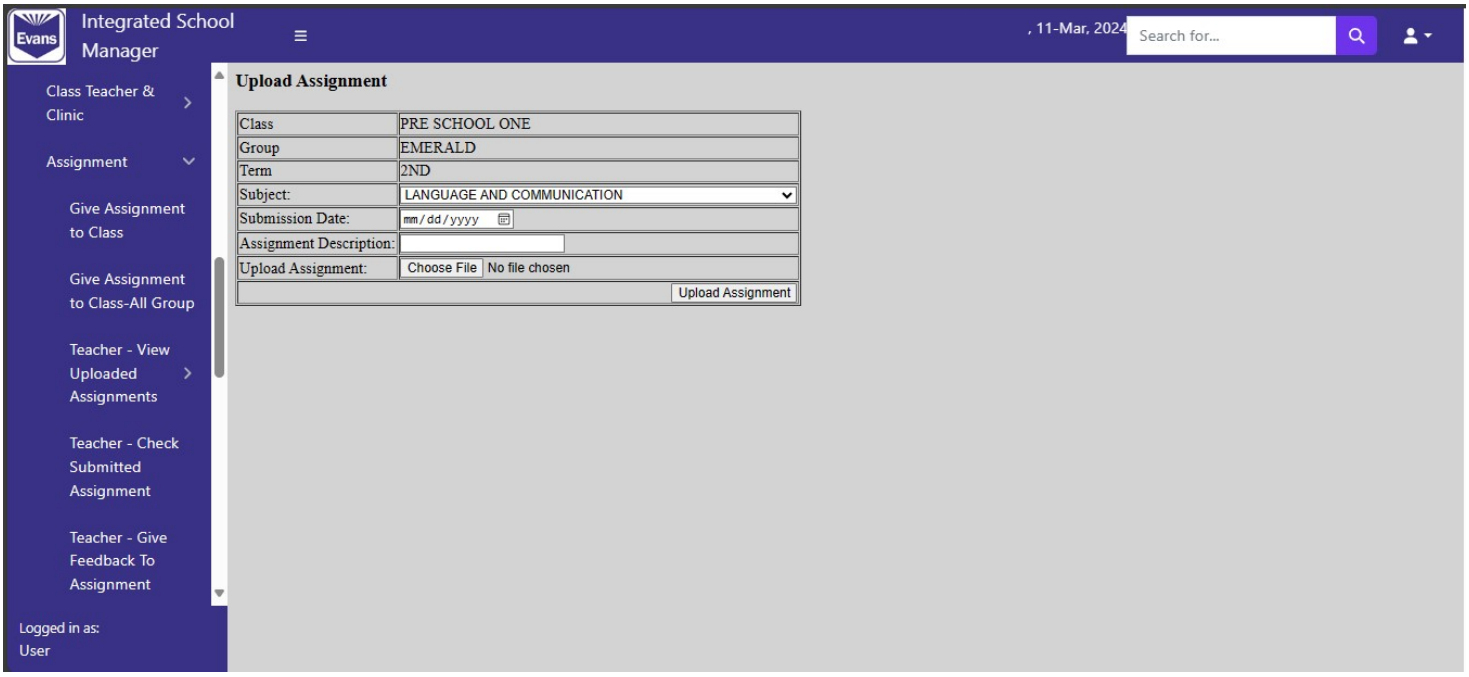


Fig 33

Teacher View Uploaded Assignment; click on **teacher view uploaded assignment** under **assignment**, select **by term,** to view termly or **all** to view all section, then select **academic session**, , select **term, select chapter**, select **class**, select **group**, and click on **proceed.**

Teacher Check Submitted Assignment: click on **teacher –**Check **submitted assignment** under **assignment**, select **academic session**; select **term, select chapter**, select **class**, select **group**, and click on **proceed.** Select the subject you want to view and click **view assignment.**

Student submit Assignment: click on Student submits Assignment under **assignment**, select **academic session**, select **term, select chapter**, select **class**, select **group**, and click on **proceed.** Select the subject you want to submit, and click **summit.**

Student View Assignment: click on **Student view Assignment** under **assignment**, select **academic session**, select **term, select chapter**, select **class**, select **group**, and click on **proceed.** Select the subject you want to view, and click **view assignment.**

2.13. STUDENT LESSON NOTE

Student lesson note are uploaded here.

Student upload; click on student-upload under **lesson note**, select **academic session**, select **term, select chapter**, select **class**, select **group**, and click on **proceed.** Then select the **subject**, select **lesson note description**, select the lesson note file and then click **upload lesson note**

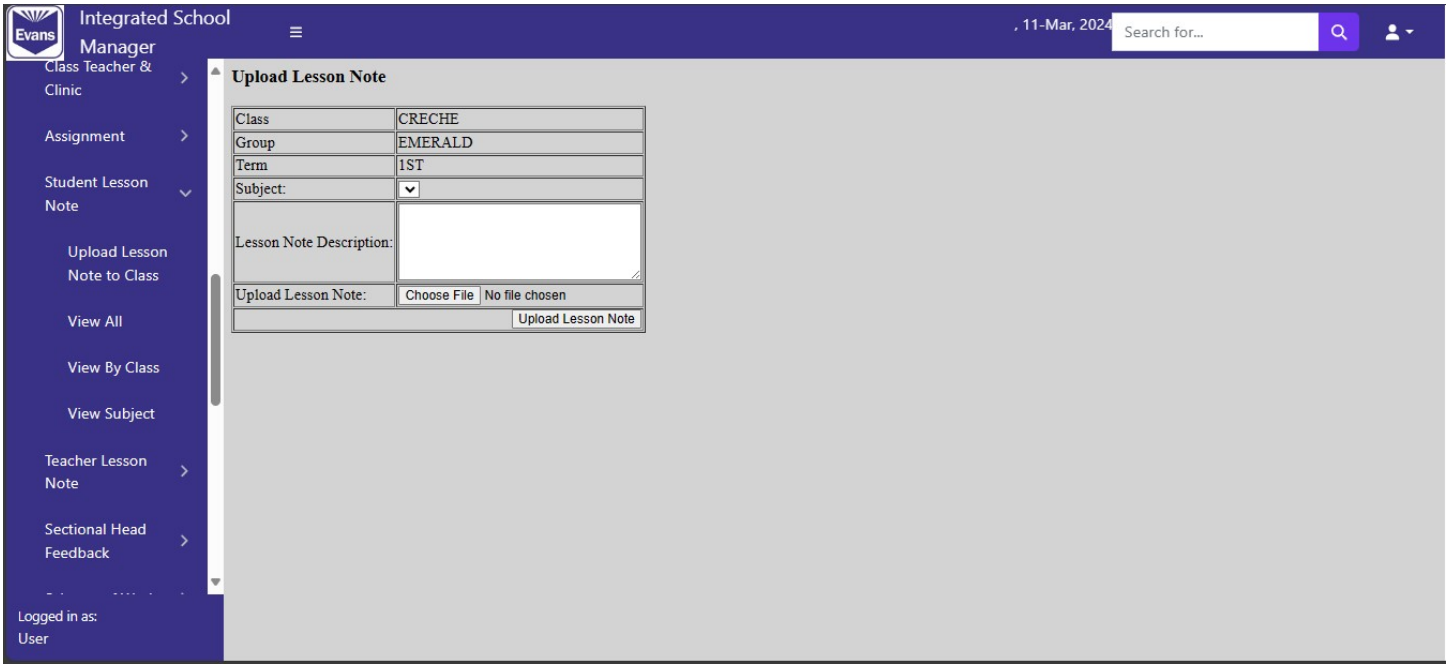


Fig 34

View Lesson note; You can view lesson note by class, subjects or all, to do that, click on View All / by Class / by Subjects depending on you preference under **lesson note**, select **academic session**, select **term, select chapter**, select **class**, select **group**, and click on **proceed.** Then select the subject you want to view and click **view assignment.**

2.14. TEACHER LESSON NOTE

Teacher upload; click on teacher-upload under **lesson note**, select **academic session**, select **term, select chapter**, select **class**, select **group**, and click on **proceed.** Then select the **subject**, select **lesson note description**, select the lesson note file and

then click **upload lesson note**

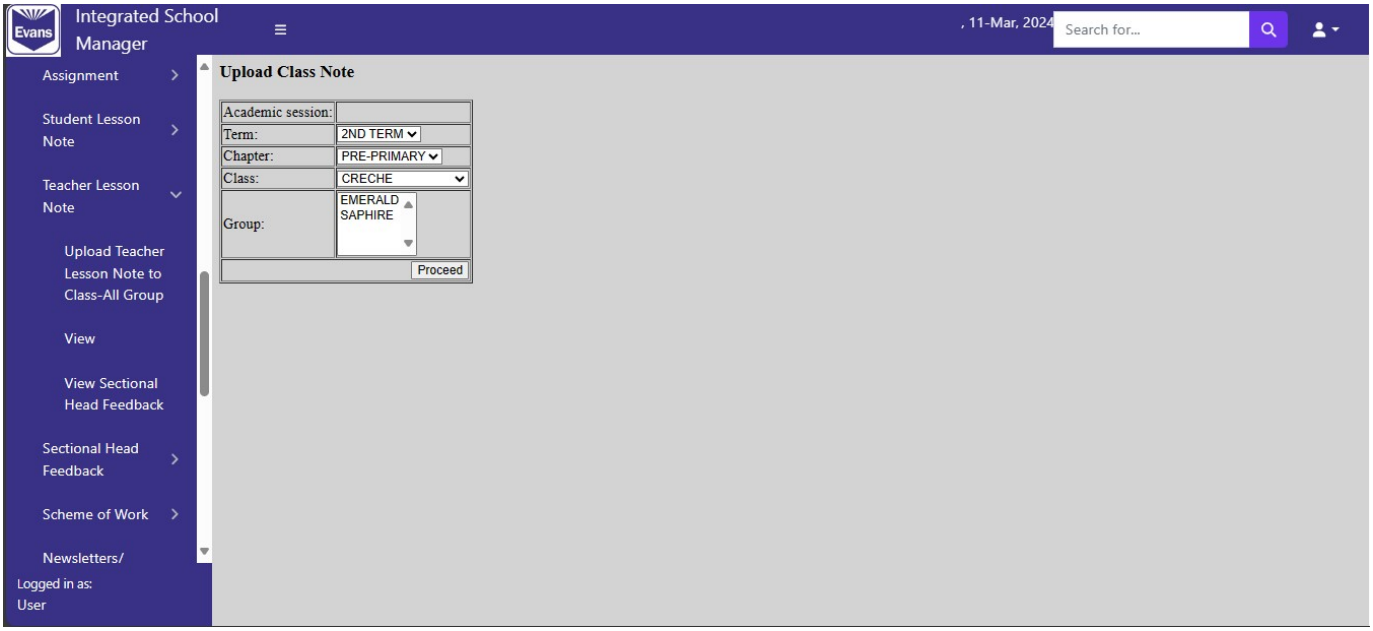


Fig 34

View Lesson note; click on View under **lesson note**, select **academic session**, select **term, select chapter**, select **class**, select **group**, and click on **proceed.** Then select the subject you want to view and click **view assignment.** You can also view sectional head feedback.

2.15. SECTIONAL HEAD FEEDBACK

Sectional head can give feedback to the note uploaded by the teachers. Sectional head can also view teachers note by clicking on **view teachers note** under sectional head feedback.

2.16. SCHEME OF WORK

Scheme of work are uploaded here**.**

Scheme of work; click on upload scheme of work to class under **Scheme of Work**, select **academic session**, select **term, select chapter**, select **class**, select **group**, and click on **proceed.** Then select the **subject**, insert **scheme of work description**, select the scheme of work file and then click **upload scheme of work.**

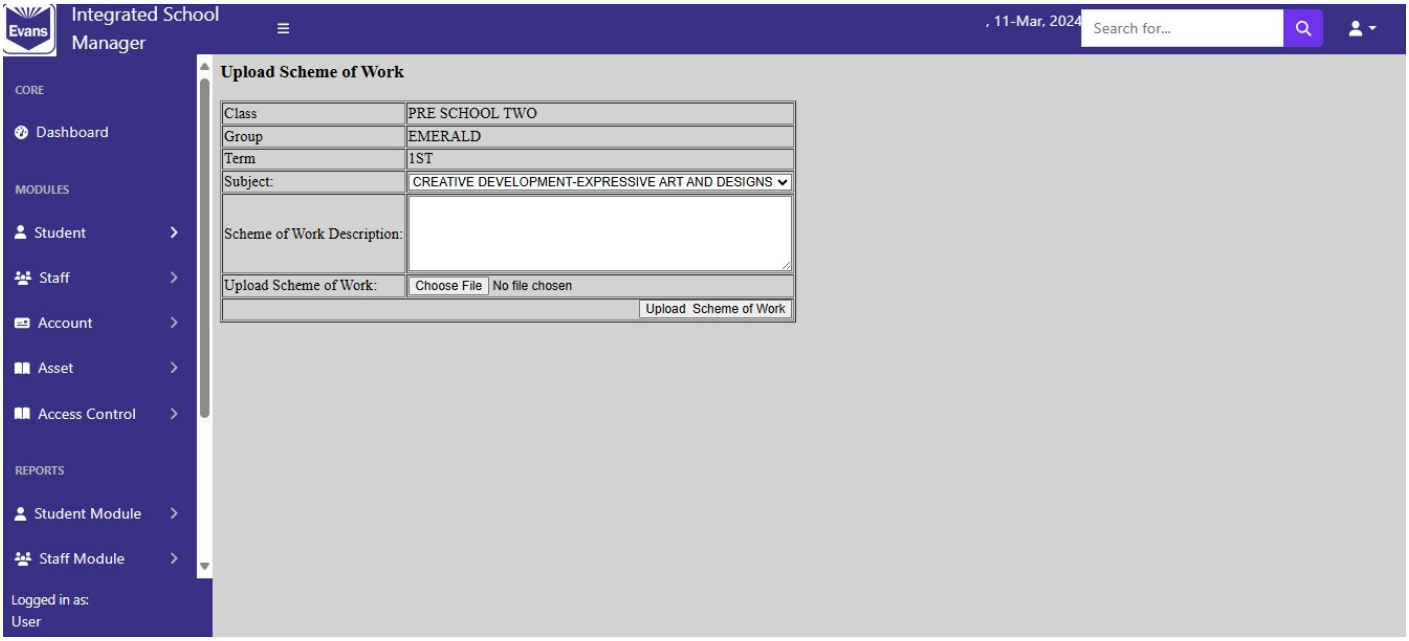


Fig 35

View uploaded scheme of work; click on View under **scheme of work**, select **academic session**, select **term, select chapter**, select **class**, select **group**, and click on **proceed.** Then select the subject you want to view and click **view assignment.**

2.17. NEWSLETTERS/CALENDER/BILL/STAMP

Upload Stamp; click on upload stamp to class under **newsletters/calendar/bill/stamp**, select **academic session**, select **term, select chapter**, **Upload Stamp** by choosing the file on you drive, select **Term Option** then click **upload stamp.**

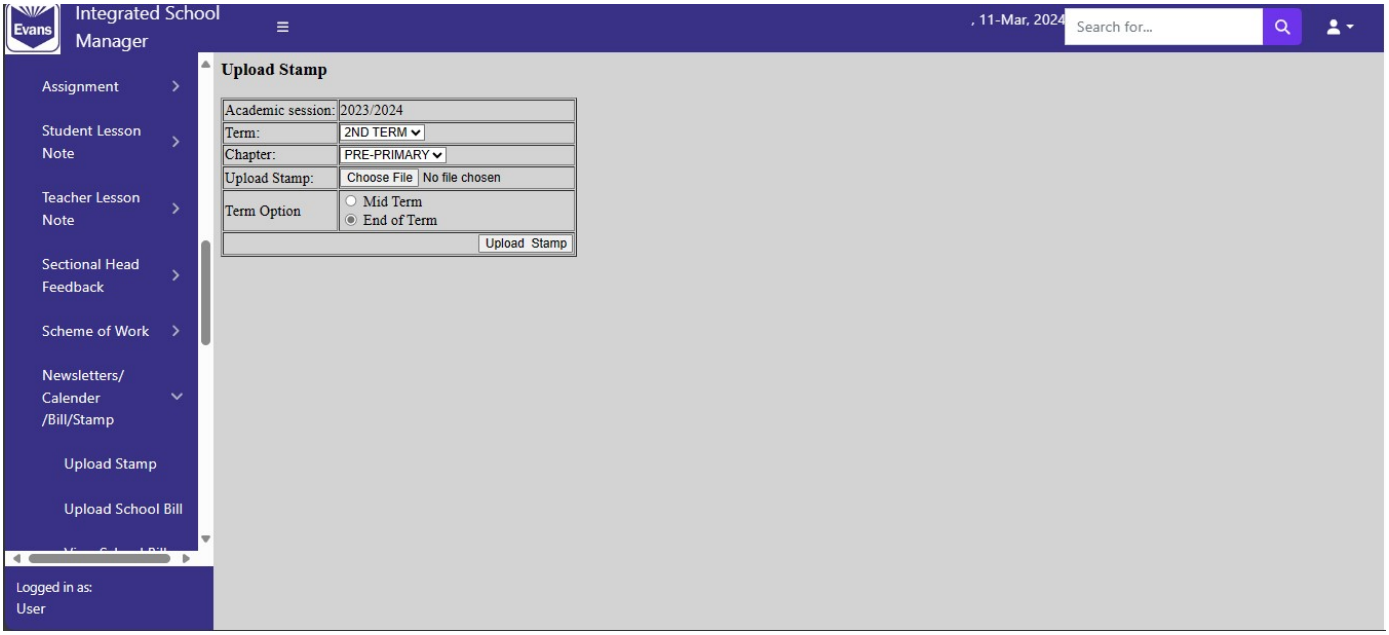


Fig 36

Upload School Bill; click on **upload school bill** under **newsletters/calendar/bill/stamp**, select **academic session**, **select chapter**, select **class,** select **term, Upload School Bill** by choosing the file on you drive, select **Term Option** then click **save.**

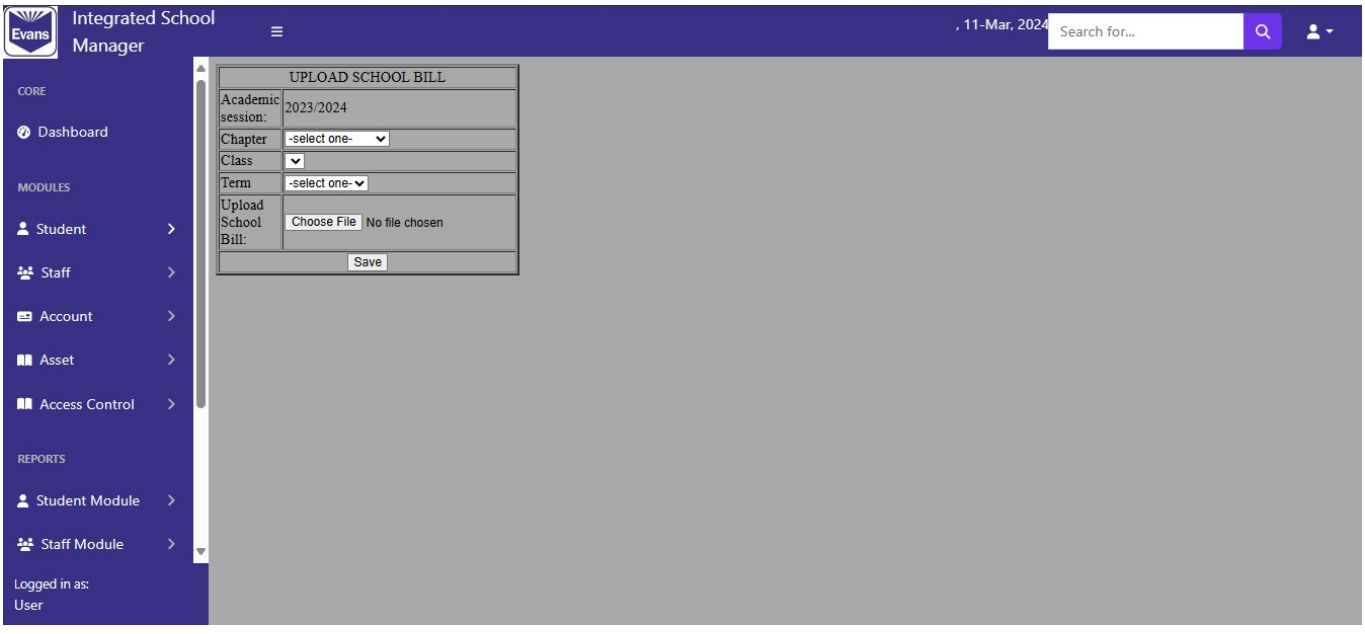


Fig 37

Upload Book List; click on **upload book list** under **newsletters/calendar/bill/stamp**, select **academic session**, **select chapter**, select **class,** select **term, Upload Book List** by choosing the file on you drive, select **Term Option** then click **save.**

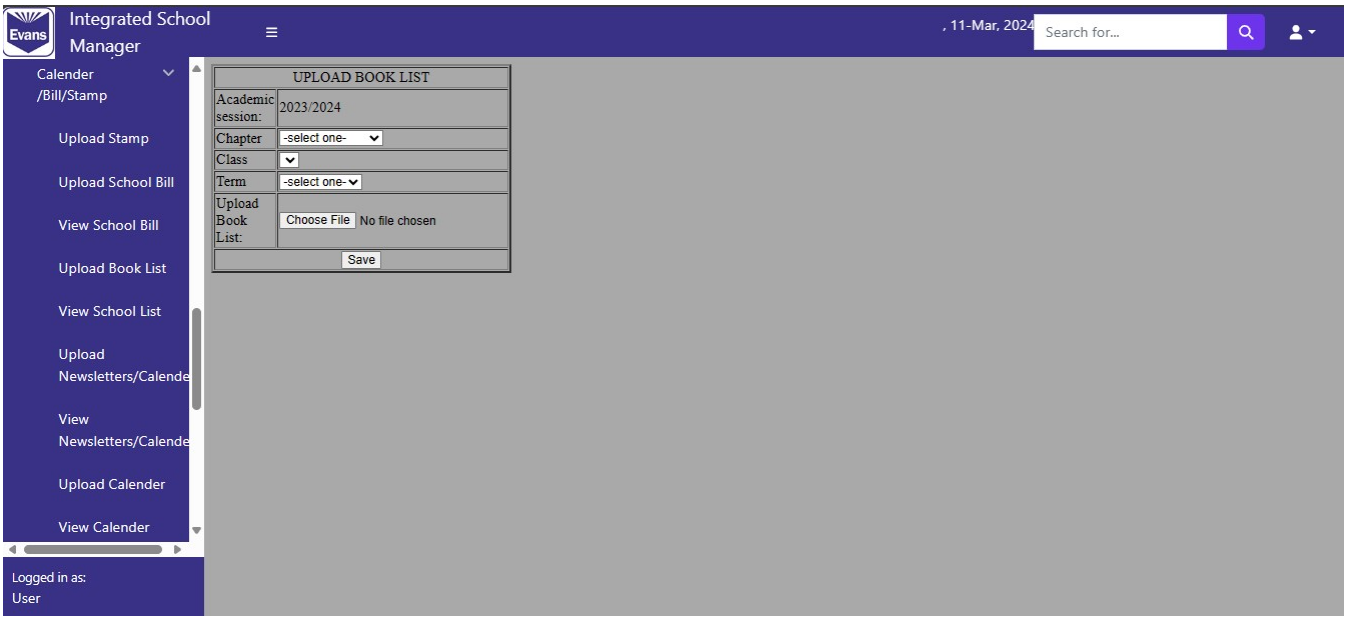


Fig 38

Upload School Calendar; click on **upload school calendar** under **newsletters/calendar/bill/stamp**, select **academic session**, **select chapter**, select **class,** select **term, Upload School Calendar** by choosing the file on you drive, select **Term Option** then click **save.**

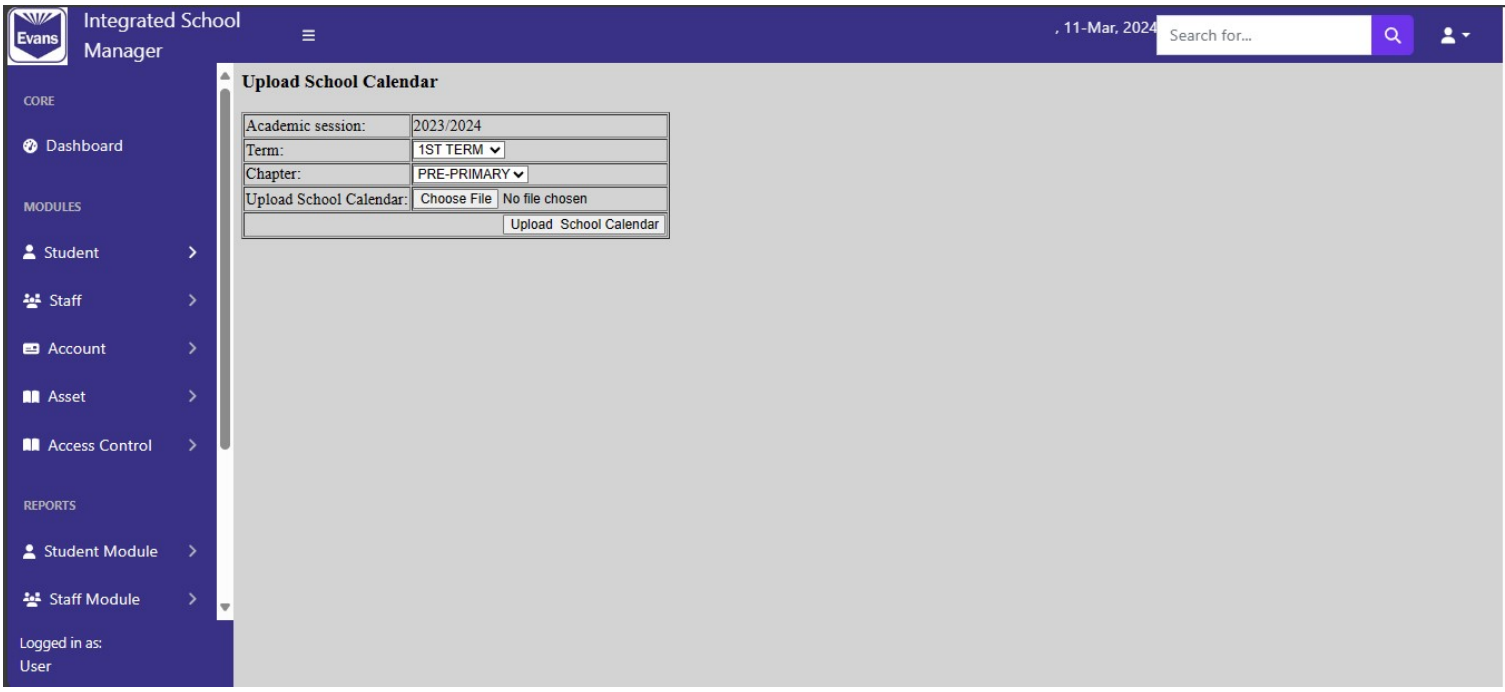


Fig 39

View uploaded school bill / school list / calendar; click on View school bill / school list / calendar under **newsletters/calendar/bill/stamp** depending on your preferences **to view the list.**

3. Staff Module

The Staff module allows you to organise you staff members into departments, positions and positions. You can then record all relevant personal data, salary data and income tax data, run payrolls and generate pay slips. The staff & payroll module includes the following functions:

3.1. DEPARTMENT, POSITION & REGISTER NEW STAFF
3.2. PERSONAL DATA
3.3. SEND MAIL
3.4. SEND MESSAGE

3.1. Department, Position & Register New staff

This is where staffs are being registered into various departments, depending on their area of specialization and qualifications. To organize & allocate your staff into various departments, and positions. You must first record Departments. Then, in each department, associated positions are recorded. Finally staff members are specifically identified in various positions and various departments.

Add Department: click on **Add department**, under Department in the Staff module menu, select **DEPARTMENT**, and type the name of the department in the **department description** box

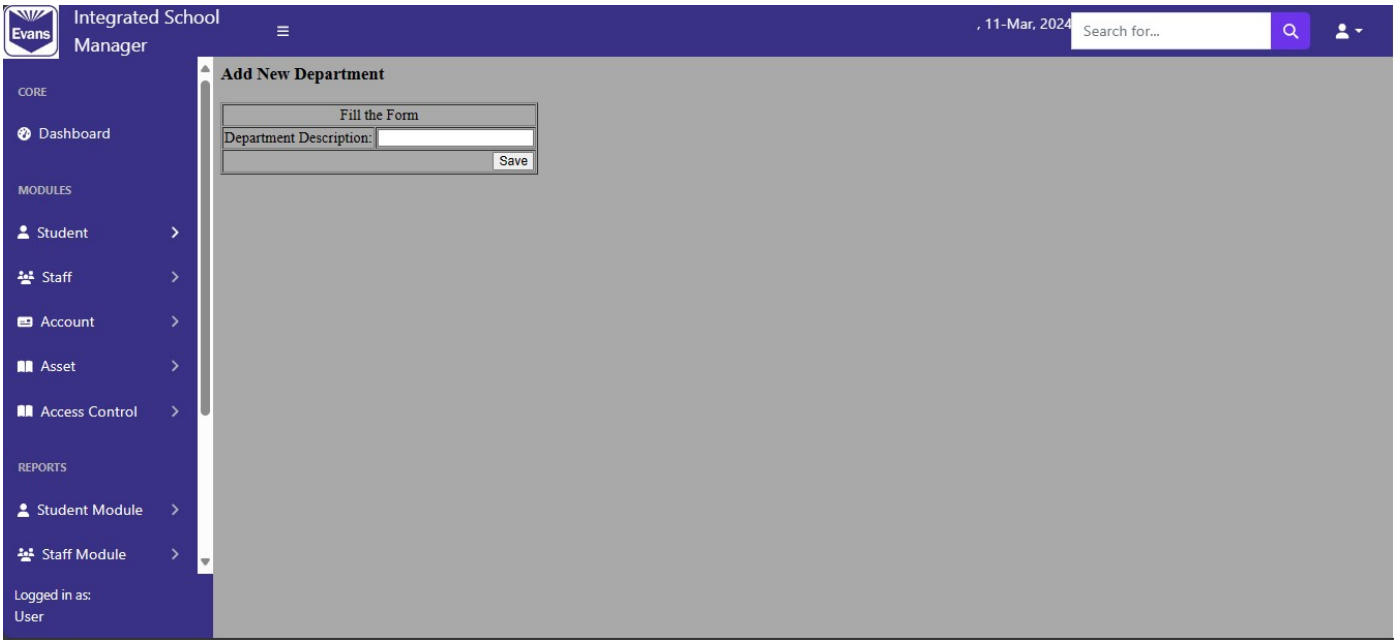


fig 40

Remove Department: To remove a department, select **Remove** and pick the department to remove from the list displayed.
Because the ISM database is relational, if you remove departments in which one or several positions are recorded, all the positions the department contains will also be removed.

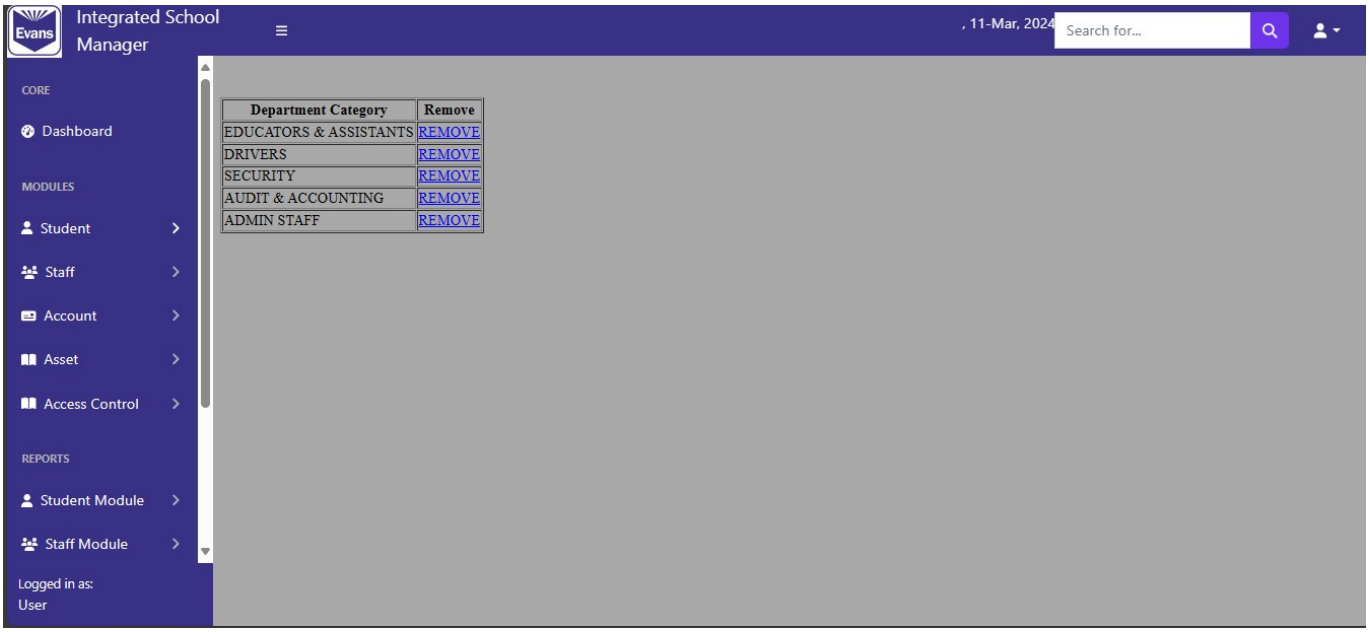


Fig 41

Add position: select **Position**, click **Add position**, and select the department where you want to add the Position and record the position description in the input box displayed, then click create position.

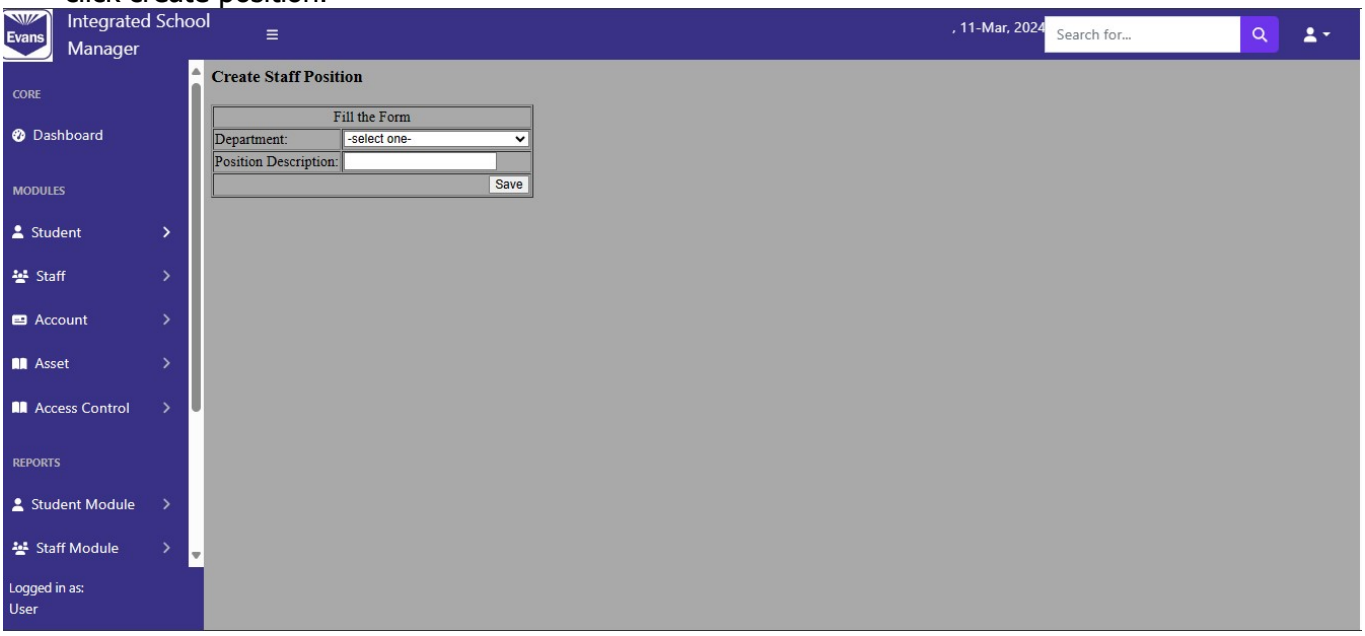


Fig 42

Remove position: To remove a position, select **Remove** and pick the position to remove from the list displayed.
Because the ISM database is relational, if you remove departments in which one or several positions are recorded, all the positions the department contains will also be removed.

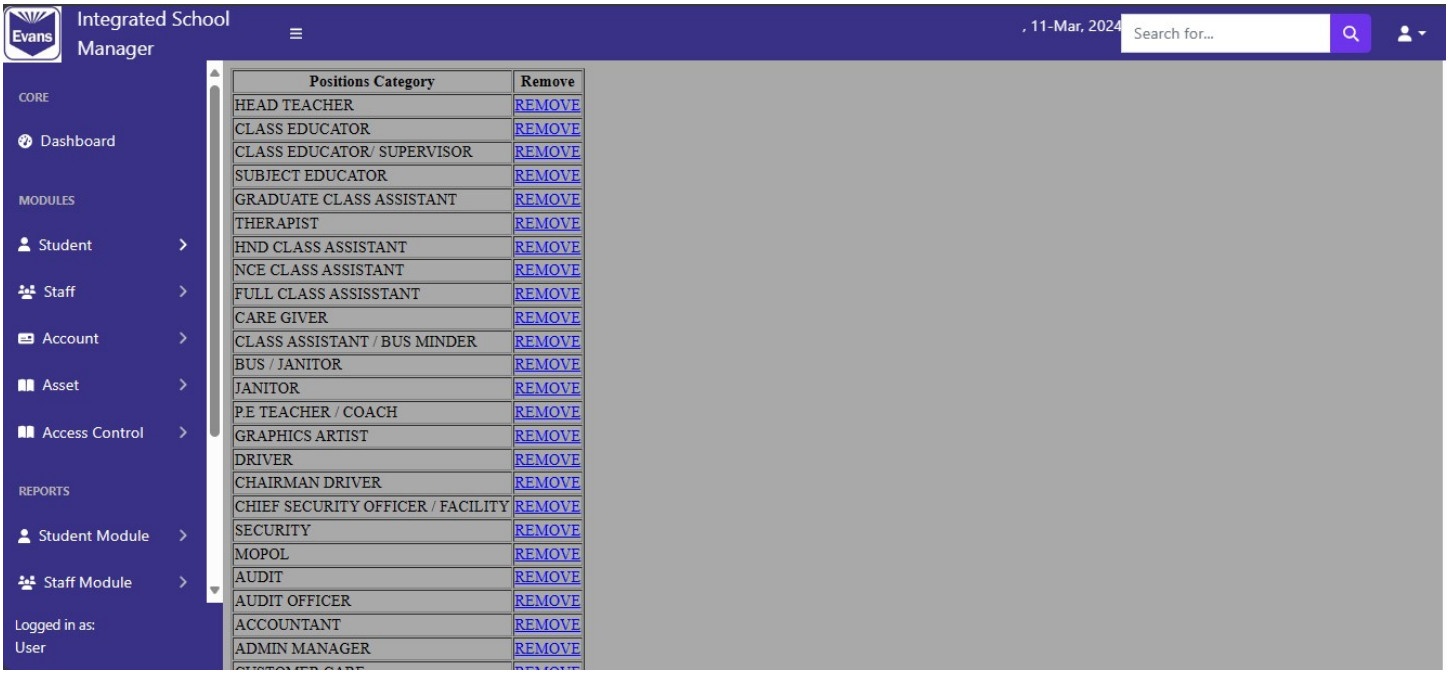


Fig 43

Register New Staff: To Register new staff, click on **ADD**, select the **staff department** and the **position** of the staff, enter the staff **Surname**, **first name**, **gender** and **teaching** status, **Date Recruited** then **Click Register Staff**.

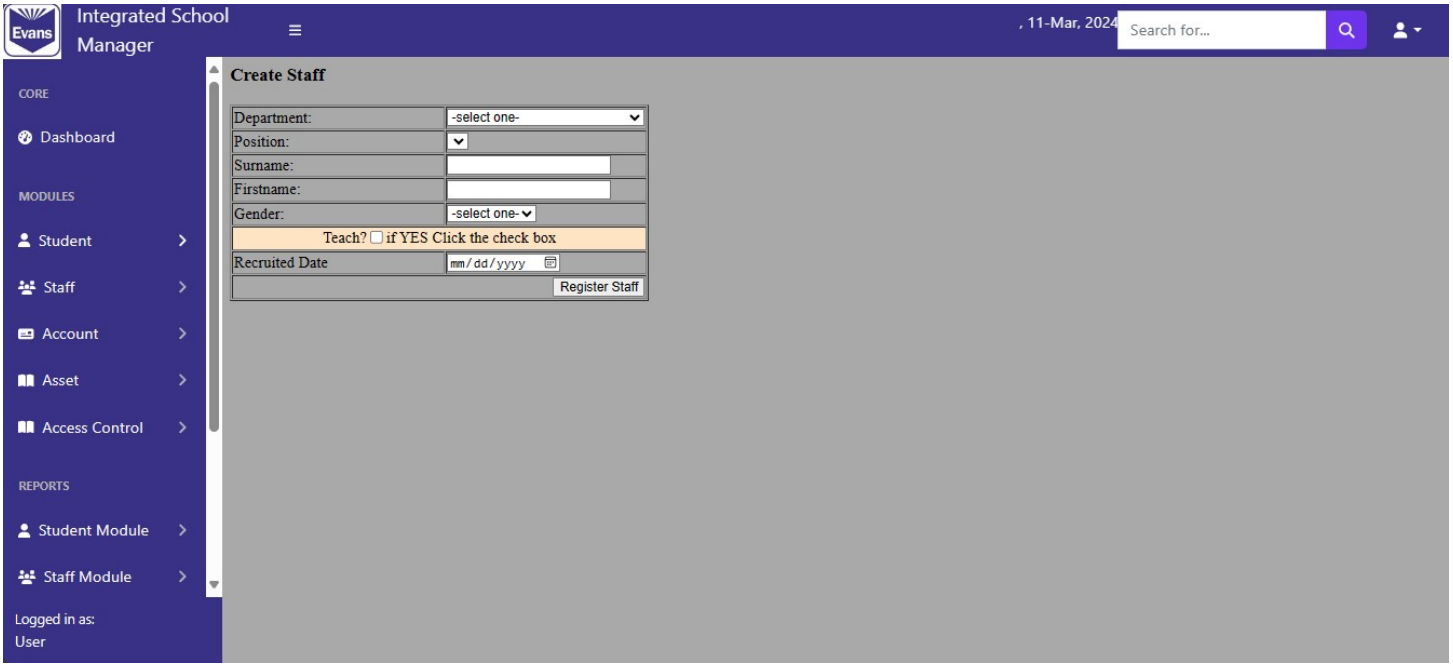


Fig 44

3.2. PERSONAL DATA

This function allows you to record in details all relevant information about your staff members. **Record /Update staff Data:** To Record/Update Staff Data Click **Personal Data** under **Student** Module, you may also wish to keep detailed personal information about your staff. Staff pictures can be added and updated as well. Click on **Record /Update staff Data.**

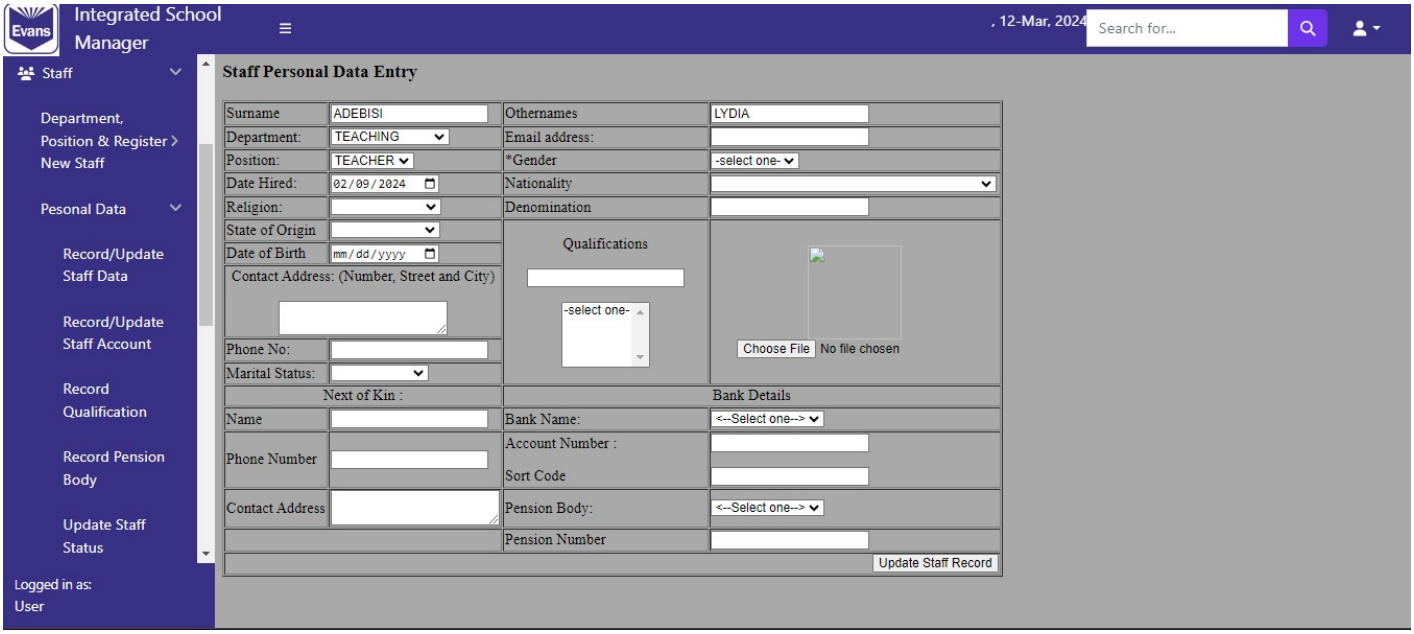


Fig 45

Record /Update staff Account: To Record/Update Staff Account Click **Personal Data** under **Student** Module, you may also wish to keep the account details about your staff. Sort Code can be added and updated as well. Click on **Save to save the details of the staffs.**

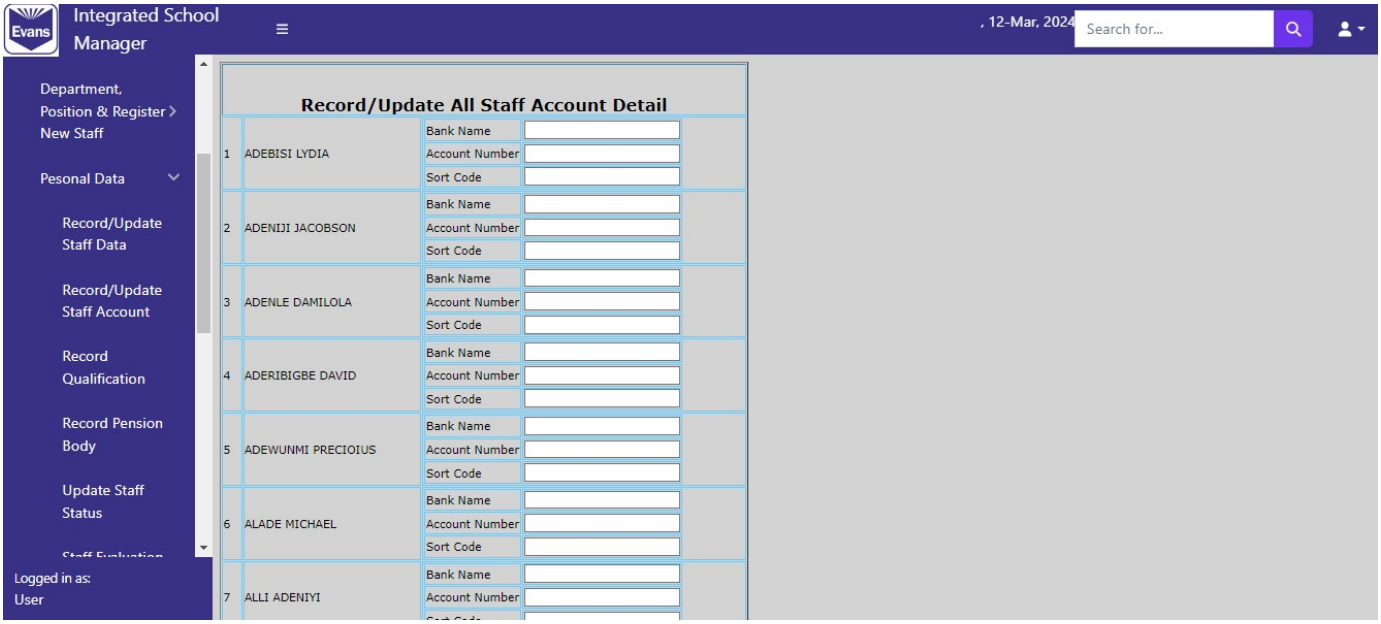


Fig 46

Record Qualification; click **Personal Data** In the Staff & Payroll module Menu, select **Record Qualifications** and enter the different qualifications you want to create (e.g. NCE, OND, ND, HND, BSC, Msc etc) in the box displaced and click **Save Record.**

Pension body; click **Personal Data**. In the Staff & Payroll module Menu, select **Record pension body** and enter the different pension body you want to create in the inside the **pension description box** displaced and click **Save.**

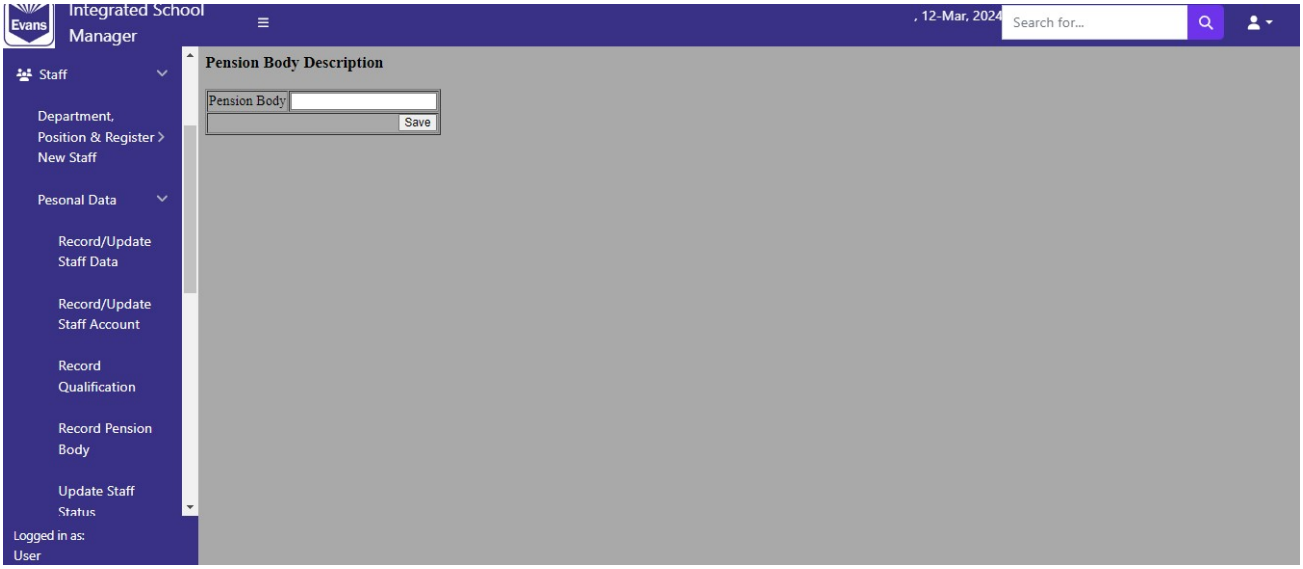


Fig 47

Update New Staff; click on update staff status under personal data, select the name of the staff ,the event(e.g. retired ,suspended, absconded etc)and date .then click update staff status.

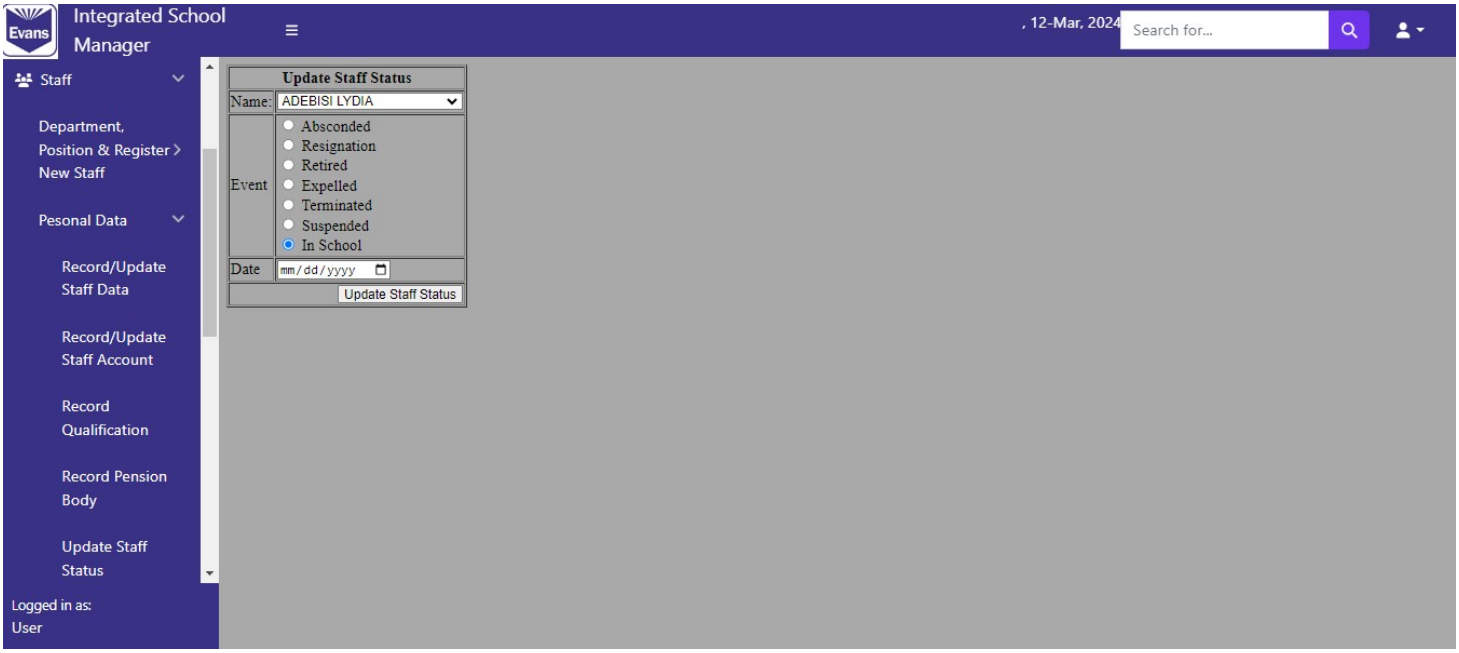


Fig 48.

Staff Evaluation; click on staff evaluation under personal data, select the name of the staff , give the appraisal's comment the date. Then click save.

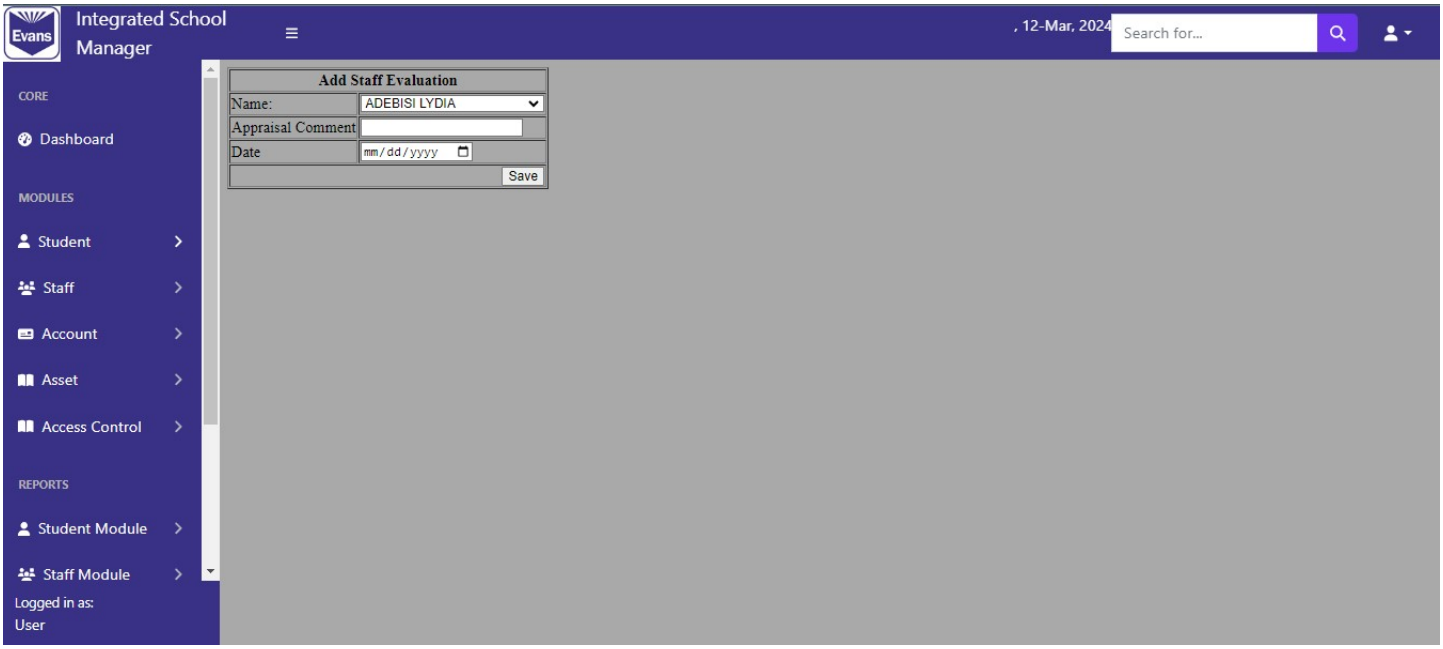


Fig 49

3.3. SEND MAIL

Send Email To All /Department / Individual Staff; click on send mail under staff module, insert the mail subject, the mail content. You can also add attachment file if needed. Then click on send email. Then the mail will be sent to the staff.

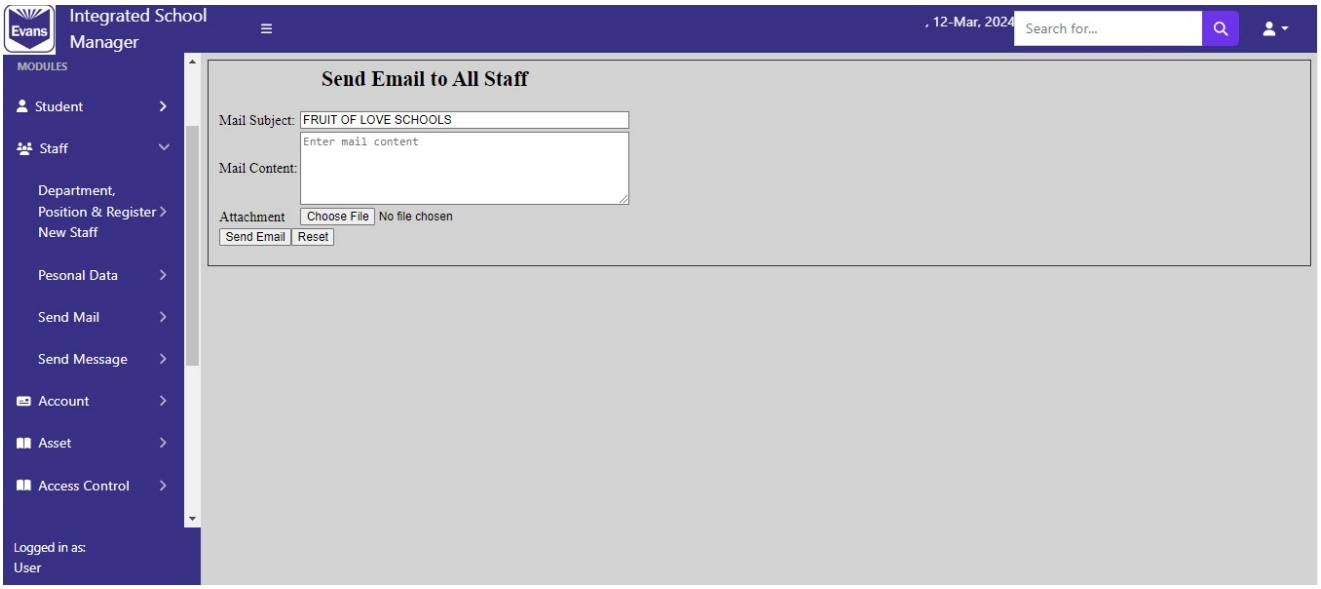


Fig 50

3.4. SEND MESSAGE

Send Message To All /Department / Individual Staff;; click on send message under staff module, insert the sender name, the phone number and also the message attached. Then click on submit. Then the message will be sent to the staff.

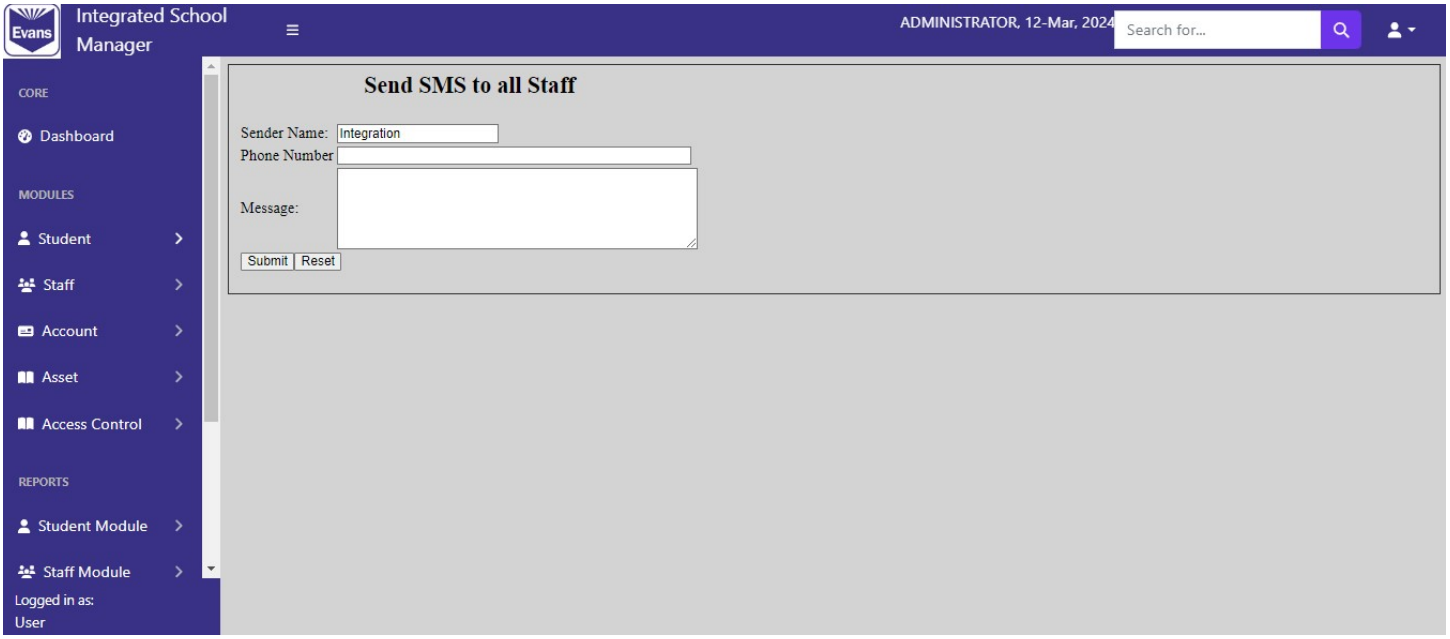


Fig 51

4. ACCOUNTS

This is ISM's largest and most elaborate module. It is the financial nerves centre of the package and includes the following functions:

4.1. CREDITORS & OTHER PARAMETERS
4.2. GOODS
4.3. CONSUMABLES
4.4. INCOME
4.5. BILLING
4.6. RECEIPT
4.7. EXPENSES
4.8. PAYROLL
4.9. FUND MOVEMENT
4.10. LOAN, CAPITAL INTRODUCTION & PETTY
4.11. GENERATE RECEIPT
4.12. OPEN / CLOSE BOOKS
4.13. LIABILITY
4.14. REVERSAL JOURNAL

4.1. CREDITORS & OTHER PARAMETERS

Bank Name: This is where you input all the banks being used by the school. To add Bank Name, click **Creditors** & **Other Parameters** in the Accounts module menu, select **Add** bank. Type-in the name of the bank and click **save**

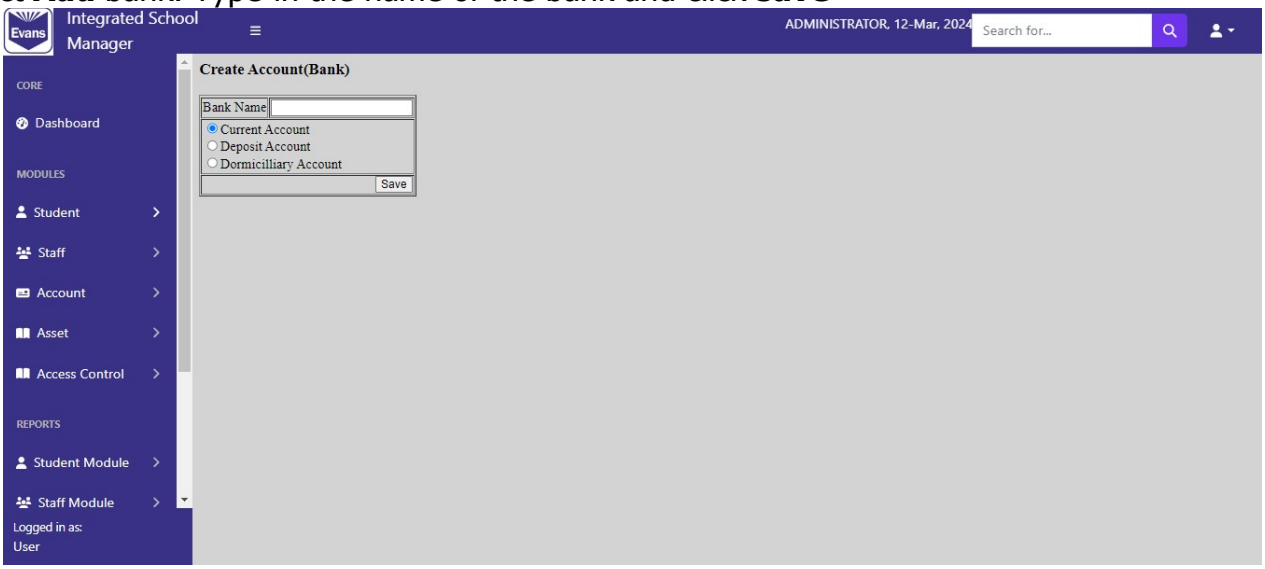


Fig 52

Creditors: The creditors considered here are all the persons and/or organizations with whom your school interacts and does business with the exception of those stakeholders specifically recognized by ISM (your staff and students). You organize all creditors other than staff and students in categories such as Creditors or suppliers under which you define descriptions (names of companies or individuals

To register creditors categories: click **Creditors & Other Parameter** in the accounts module menu, select **Creditors** then **Add Category**. Type-in the name of the new category and click **save.**

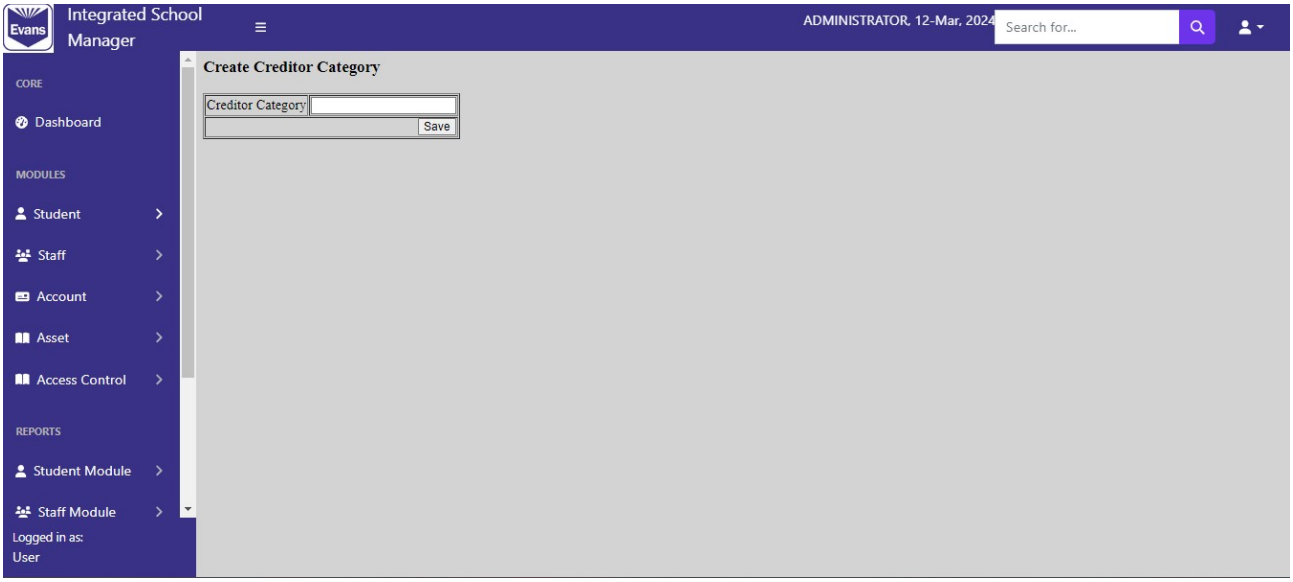


Fig 53

To update creditors categories: click **Creditors & Other Parameter** in the accounts module menu, select **Creditors** then **Update Category**.

To register stakeholder descriptions: click **Creditors & Other Parameters** in the accounts module menu, select **Creditors** then **Description** then **Add Description**. Pick the name of the category under which the description is
to be added. Type-in the name of the new description, the Company address, the Company name, Account Number, Bank Name (i.e the bank the creditors would be paid into) and click **save**.

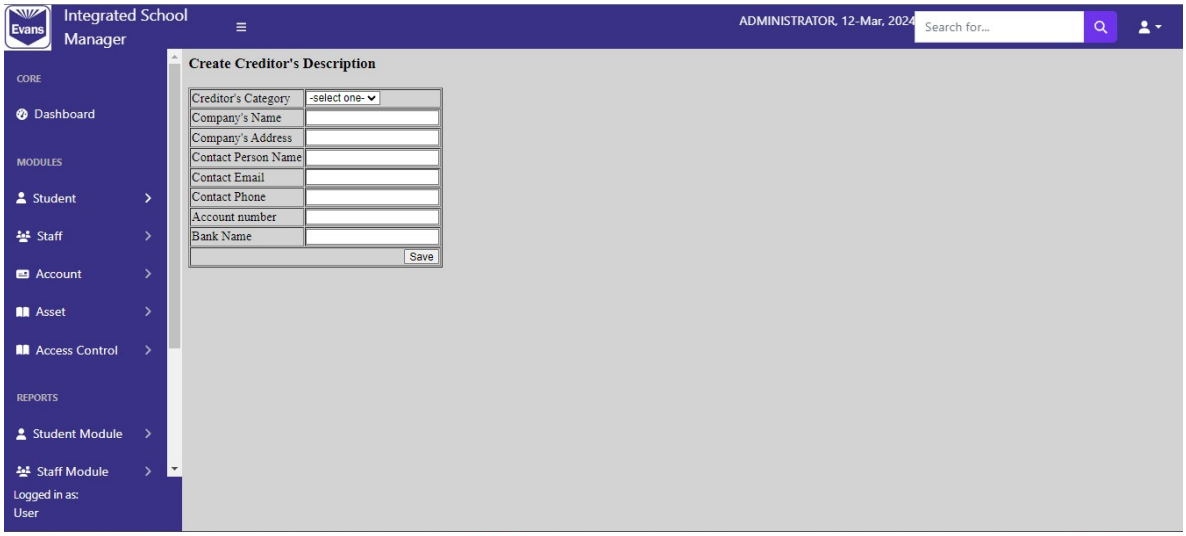


Fig 54

To update stakeholder descriptions: click **Creditors & Other Parameter** in the accounts module menu, select **Creditors** then **Update Description**.

4.2. GOODS

This function records all sales of goods made by the school. Beforehand, all goods sold must be organized in categories and descriptions.
To register categories of traded goods: click **Goods** in the account module menu, select **Goods**,. Type-in the name of the new category and click **save.**

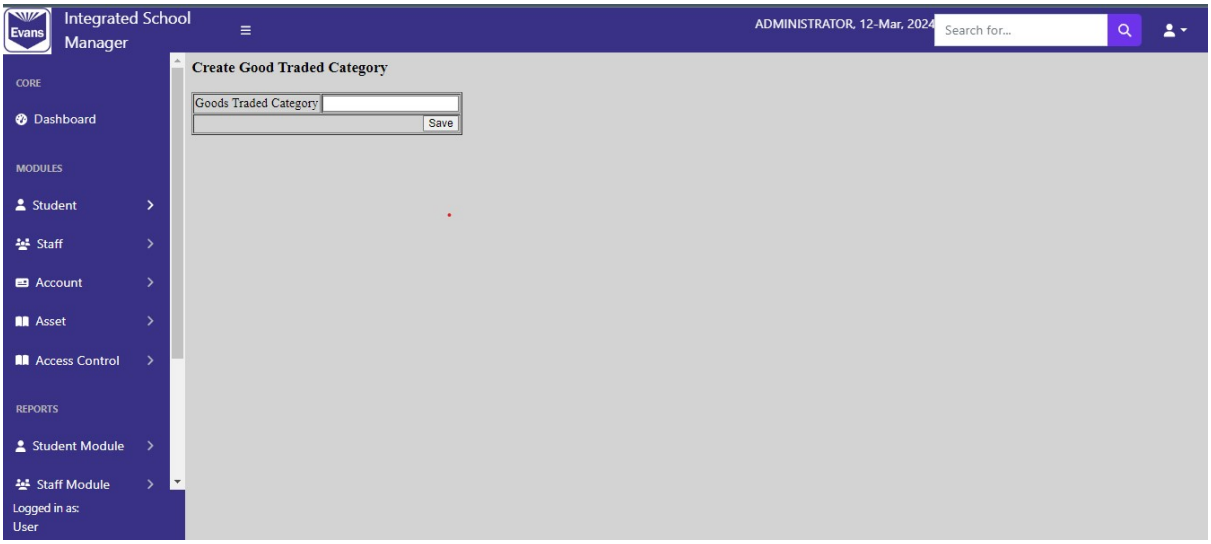


Fig 55

To register descriptions of traded goods: Click **Goods** in the account module menu, select **Goods** then **Description**. Pick the category where the description is to be added and click **Selec**t. Fill-in Good Traded description, purchase cost including VAT, VAT rate and profit margin. Click **Save**.

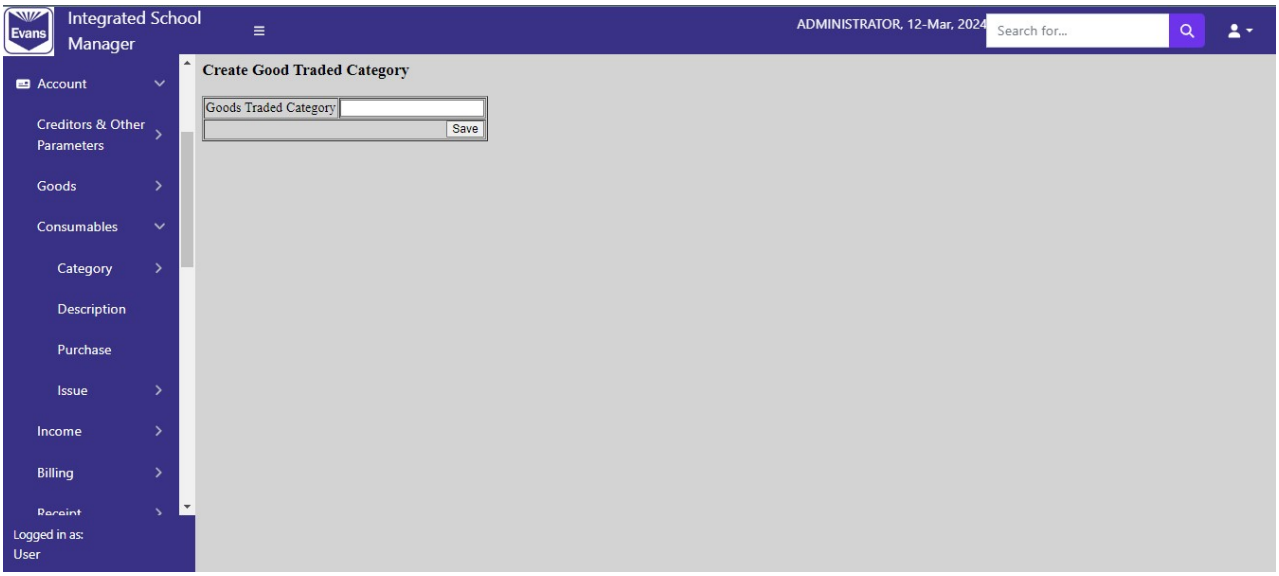


Fig. 56

Update Description: To update description, Click **Goods** in the account module menu, select **Goods** then **Update**. It shows you all the description that has been entered into the system; pick the one you wish to update. It will show you items that were entered before and then Click **Save**.

To purchase goods for resale: goods sold must first be bought. Click **Goods** in the account module menu, select **Goods** then **Purchase**. Select the purchase date, the category and description of the stakeholder from whom you are buying and the category of the goods to be purchased, also the description of goods.

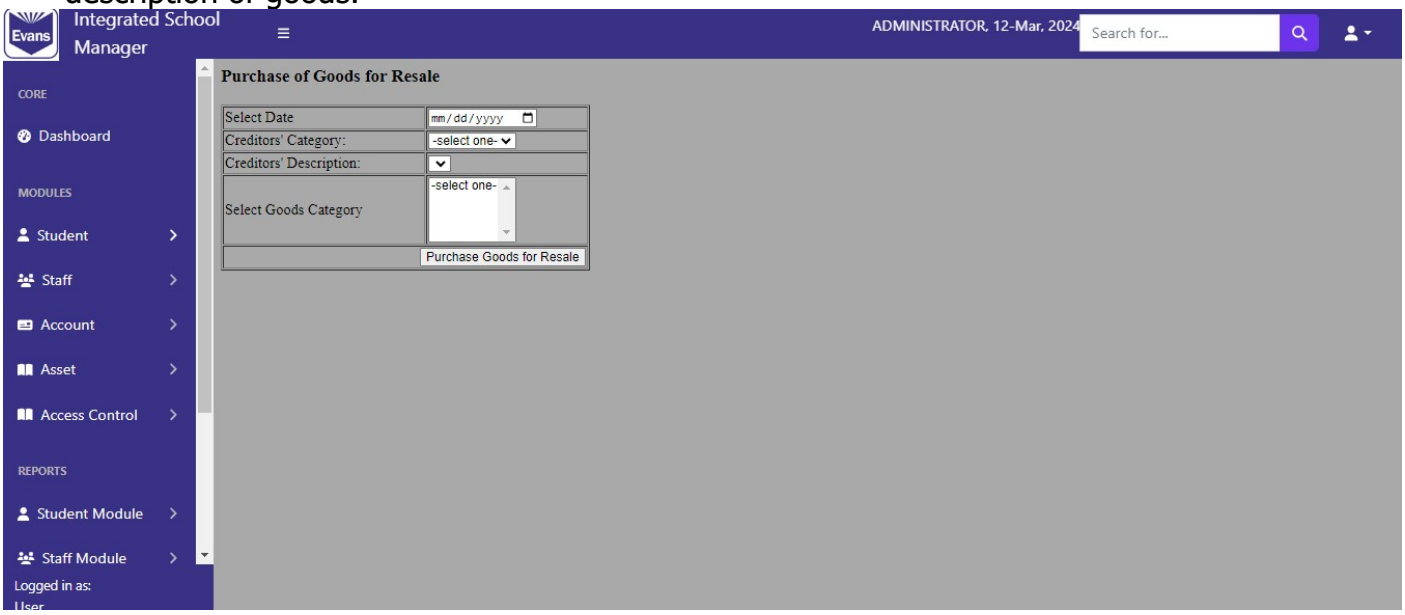


Fig 57

A table will display listing all the goods you want to purchase, enter the quantity Click **Proceed**.

The last Screen is where you will enter the discount amount (if you wish to give discount), also Cheque/Voucher No (if you are paying through Cheque /Voucher, Select Bank where you want pay into, also type the Part payment (if they creditor is paying part payment) and lastly, select button part payment, full payment or pay later as it applies and click **Save**.

Issue: To issue out a particular good. (E.g Uniform to a student). Click **Goods** in the account module menu, select **Goods, Issues,** and then Student.

A new box displays where you are expected to fill the **Chapter**, **Class**, and then select the **group** and set the **date** you are insuring the good or item to and click **proceed**.

The class will appear, type the **number/quantity** you are issuing out for each child then Click on **Save**.

Re-Seller: You may have some items in the school for instance, a used car, table, or TV that you want to sell to staff. Click [GOODS] in the account module menu, select **Goods** , **Re-Seller**, then select the **staff name**, the **Goods** to be sold, the **date** of selling and then **Proceed**.

The new display allows you to input the quantity and the **Save**

Sales of Goods: TO sell Goods to student, Click **Goods** in the account module menu, select **Goods** , **Sales Of Goods**, then select the **Chapte**r, **Class**, **Group**, Select the

A new display shows you to pick the name of the Student that you want to sell to.

Select the button for (Part payment, Full Payment or Pay later), Pick the **Bank** name, Record the **Cheque/Voucher No,** also input the amount if the student is paying part payment and click on **Save.**

4.3 CONSUMABLES

Consumables refer to goods or items that are intended to be used up relatively quickly. In the context of a school, consumables could include items such as stationery, cleaning supplies, food for cafeteria, or any other goods that are regularly used and need to be replenished.

To add consumables: click consumables in the account module menu, select **Category** then select **Add Category** and then type the **Category** (e.g. School Fees) and then **save.**

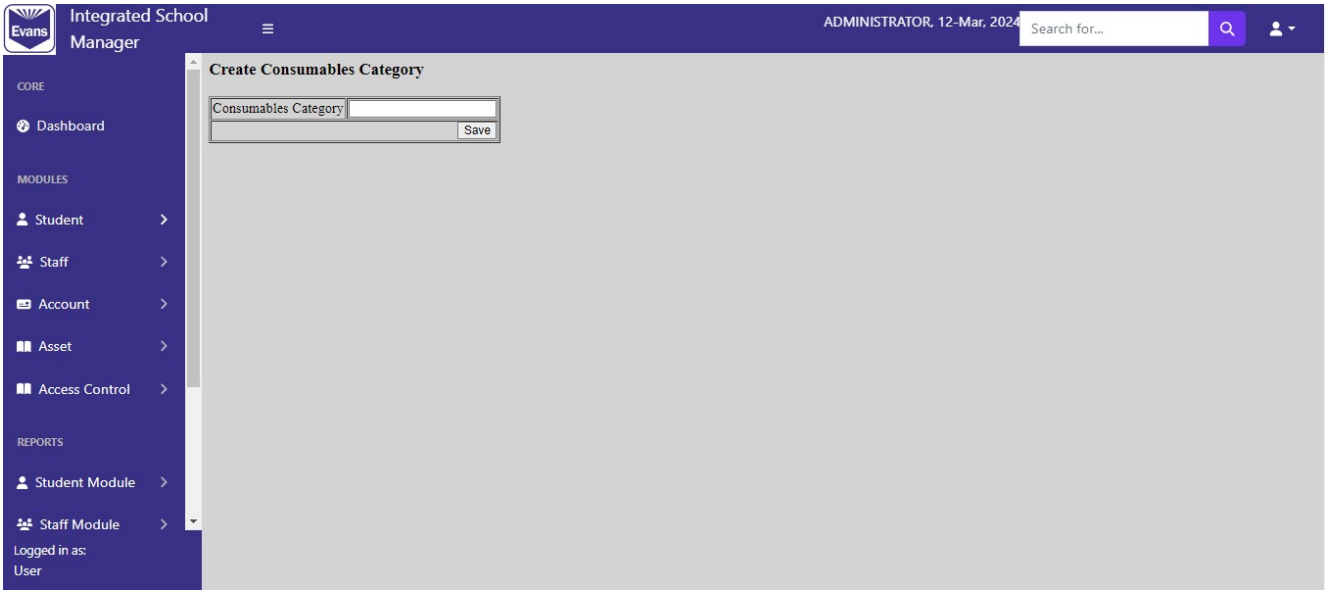


Fig 66

To add consumables description: click consumables in the account module menu, select **Description** then select **Consumable Category, Consumable Description, and Purchased Cost** and then **save.**

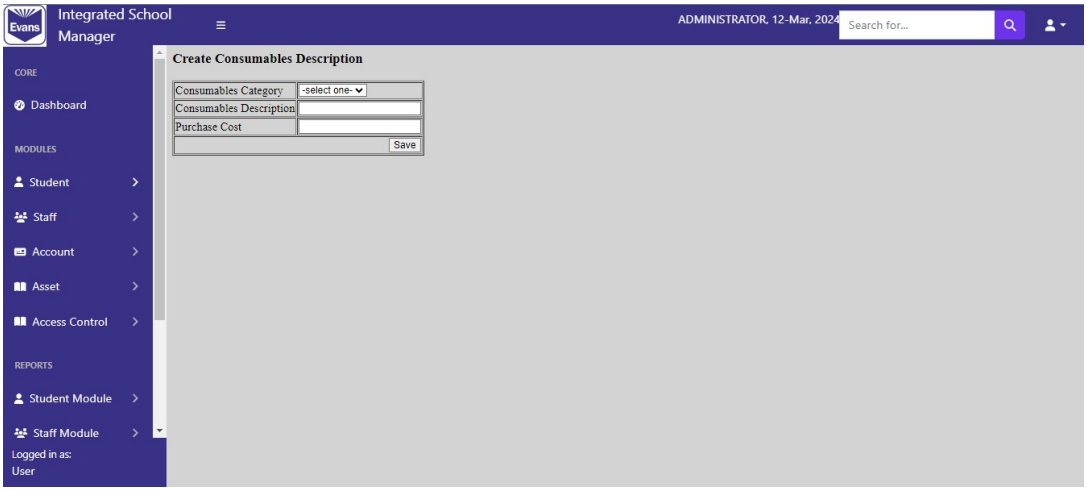


Fig 67

To add purchase of consumable for resale: click on purchase under consumable in account module menu, select date then select creditors category, then select the customers description, then select the consumable category and then click on **PURCHASE CONSUMABLE FOR RESALE**.

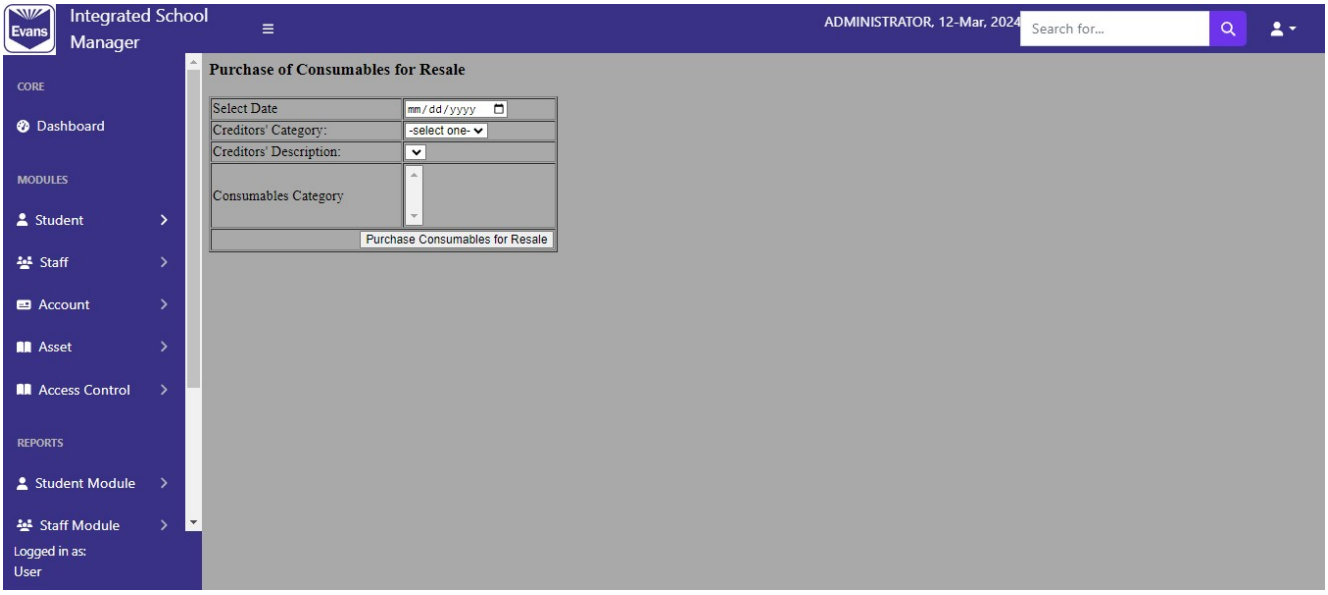


Fig 68

Issue: To issue out a particular consumable. Click **Consumables** in the account module menu, select **Issues,** and then Student.

A new box displays where you are expected to fill the **Chapter**, **Class**, and then select the **group,** also select the consumables and set the **date** you are insuring the item to and click **proceed**.

The class will appear, type the **number/quantity** you are issuing out for each child then Click on **Save**.

4.4. INCOME

This function records all INCOME made by the school. Beforehand, all expected Income must be organized in categories and descriptions.
To register categories of Income: click **Income** in the account module menu, select **Add Category** then type the **Category** (e.g. School Fees) and then **save.**

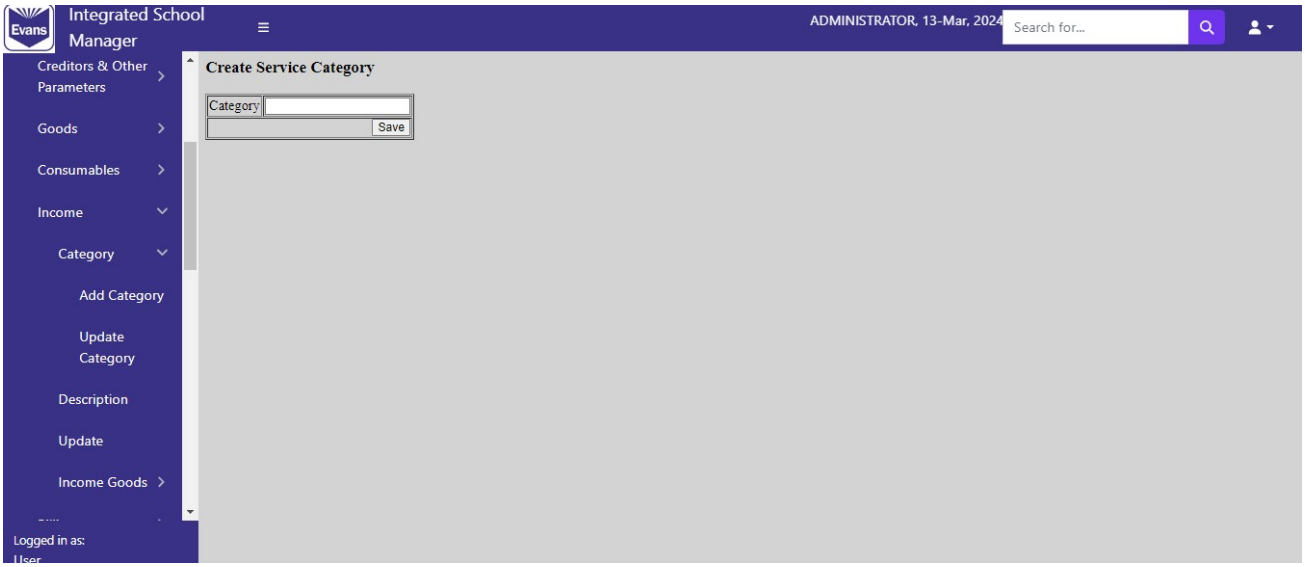


Fig 69

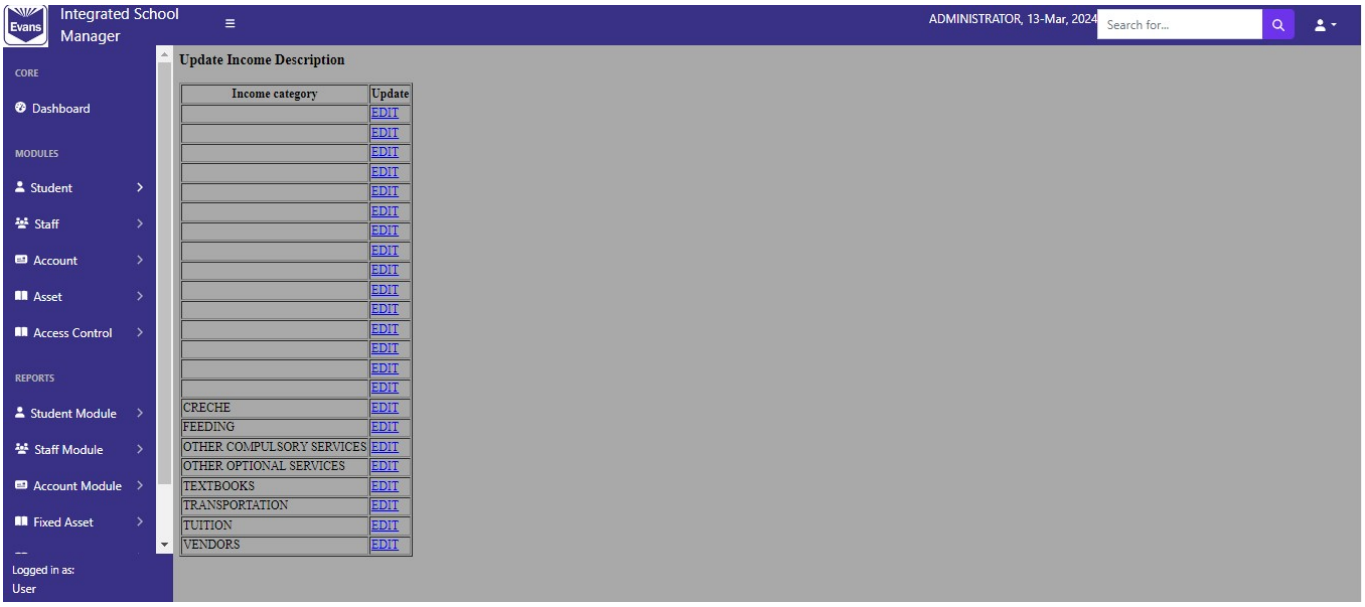


Fig 70

To update the category: Click Income in the account module menu, select **Update Category** then click on **edit** for the particular income to edit and save.

To register descriptions of Income: Click **Goods** in the account module menu, select **Income** then **Description**. Pick the category where the description is to be added and click **Select**. Fill-in **Income description**, **Unit price** cost including **income VAT rate** % and Click **Save.**

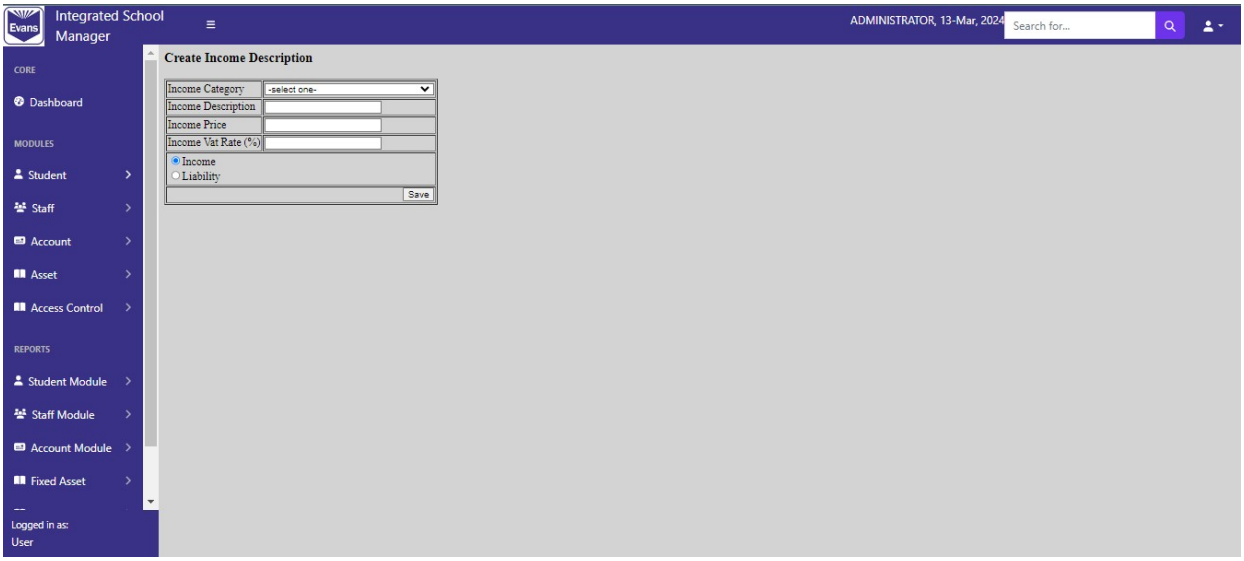


Fig 71

To update income description: Click Income in the account module menu, select **description** then click on **edit** for the particular income description to edit and save.

To register categories of Income Goods: click **Income** in the account module menu, select **Income Goods** and then click on **Add Category** then type the **Category** (e.g. School Fees) and then **save.**

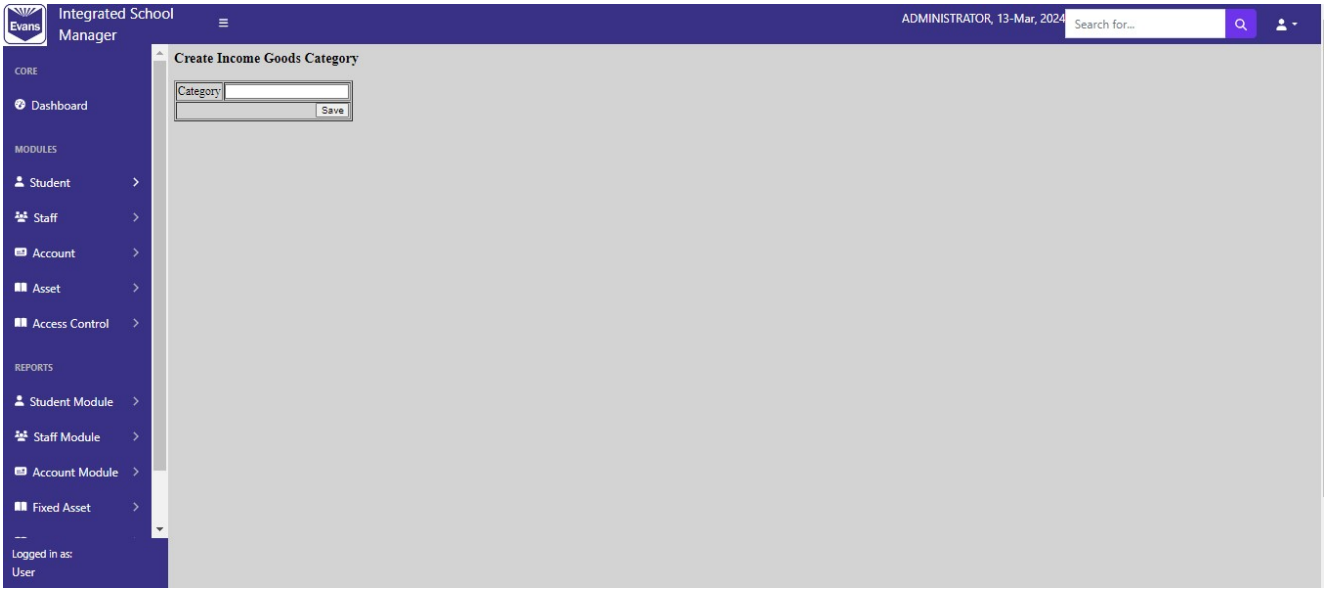


Fig 72

4.5. BILLING

Billing is the process of preparing or sending invoices. Before payment is made, a child must firstly be billed.

Multiple Billing: This is where we assign multiple bills to Multiple Students. To post multiple Billing, Click **Billings** in the account module menu, select **Billing,** select Multiple **Billing**, Select the **academic year**, the **term**, the **chapter**, the **class**, the **group**, and click **proceed**.

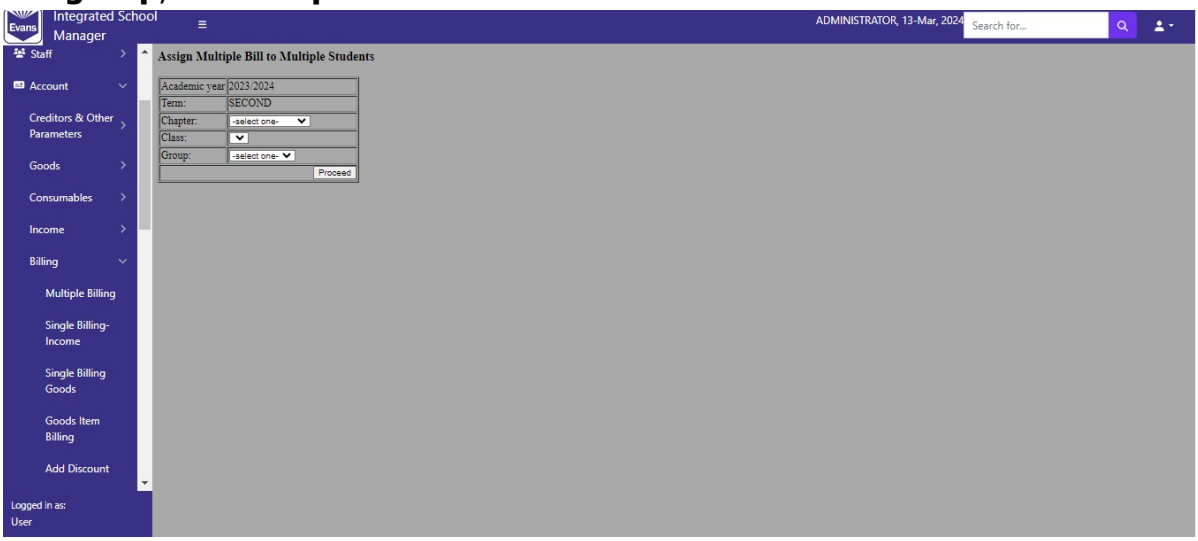


Fig 73

It displays another screen expecting you to select the name of student that you want to bill, the date of billing and the service. Click on **Save** to save your entry.

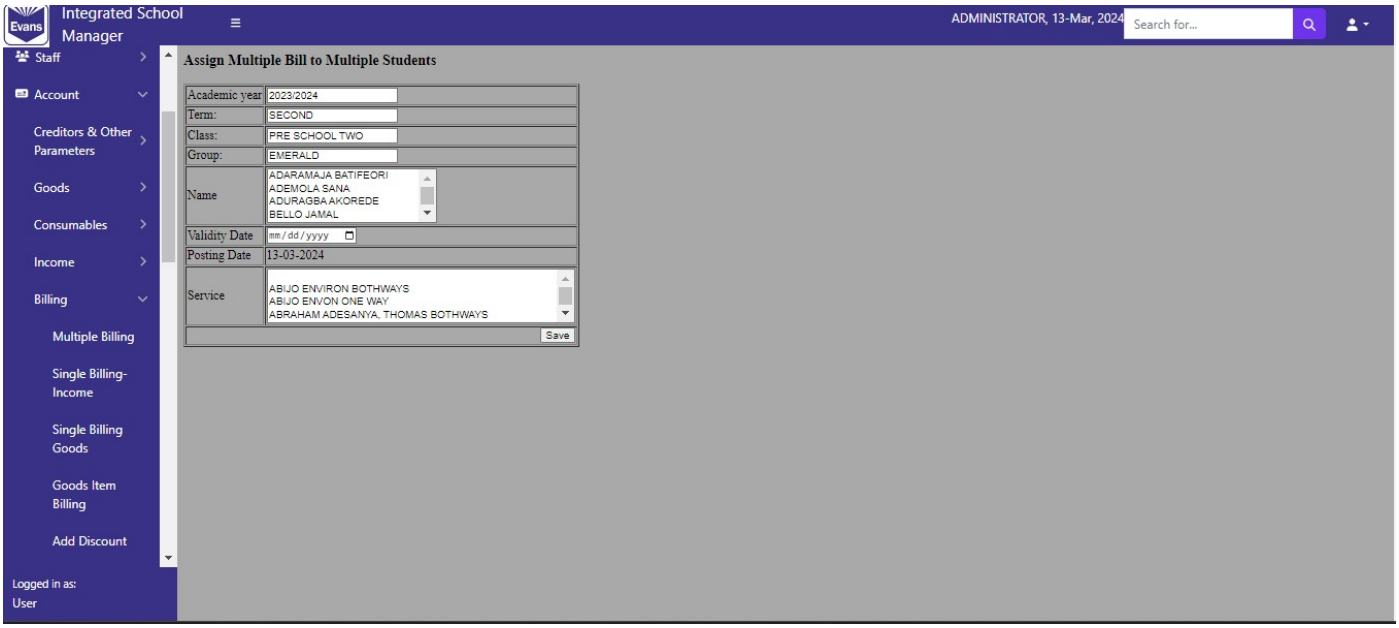


Fig.74

Single Billing Income: This allows you to pick any child irrespective of the class the child belongs. To record individual billing, Click on **Billing**, in the account module menu, select **Single Billing Income**, Select the **academic year**, the **chapter** and pick the **class,** then select group and then proceed.

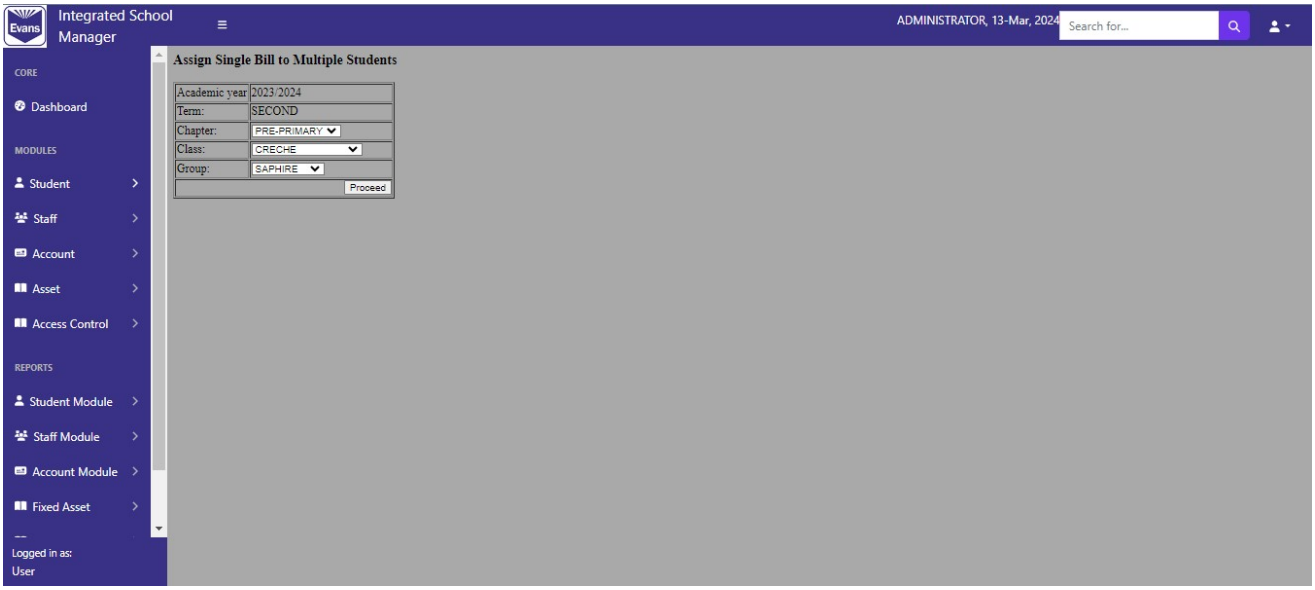


Fig 75

Then another page will open **Select academic year** , select the **term,** select the **class,** select the **group,** select the name of the bill, pick the **validity date,** select the **service type,** insert the narrative and amount and then **save.**

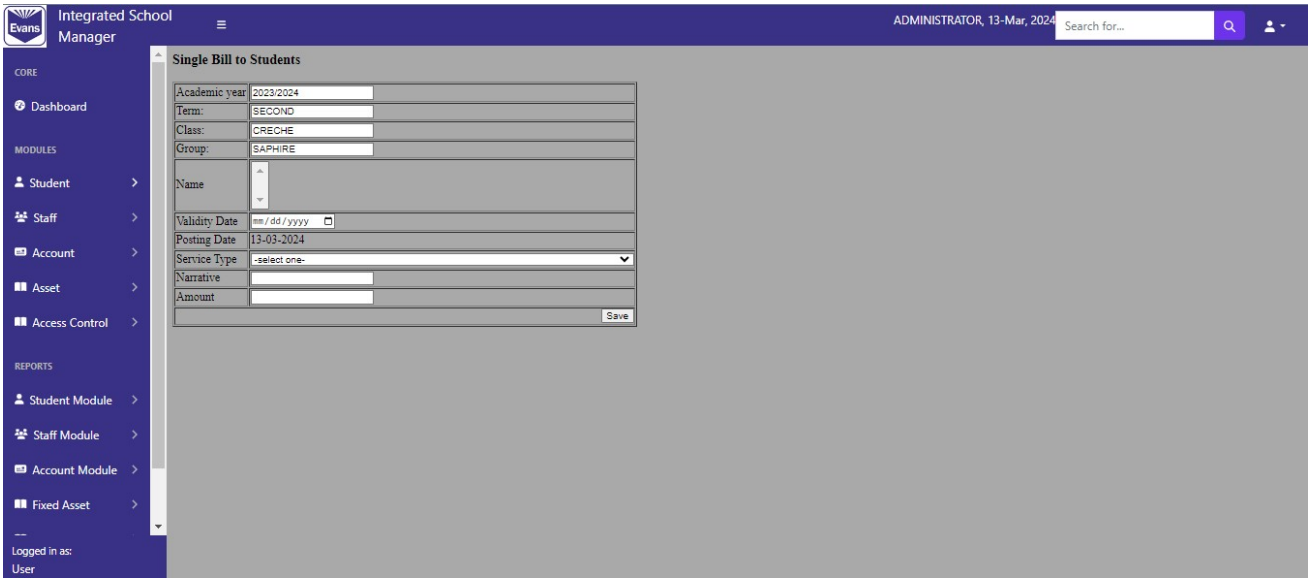


Fig 76

Single Billing Goods: This allows you to pick any child irrespective of the class the child belongs. To record individual billing, Click on **Billing**, in the account module menu, select **Single Billing Goods,** Select the **academic year**, the **chapter** and pick the **class,** then select group and then proceed.

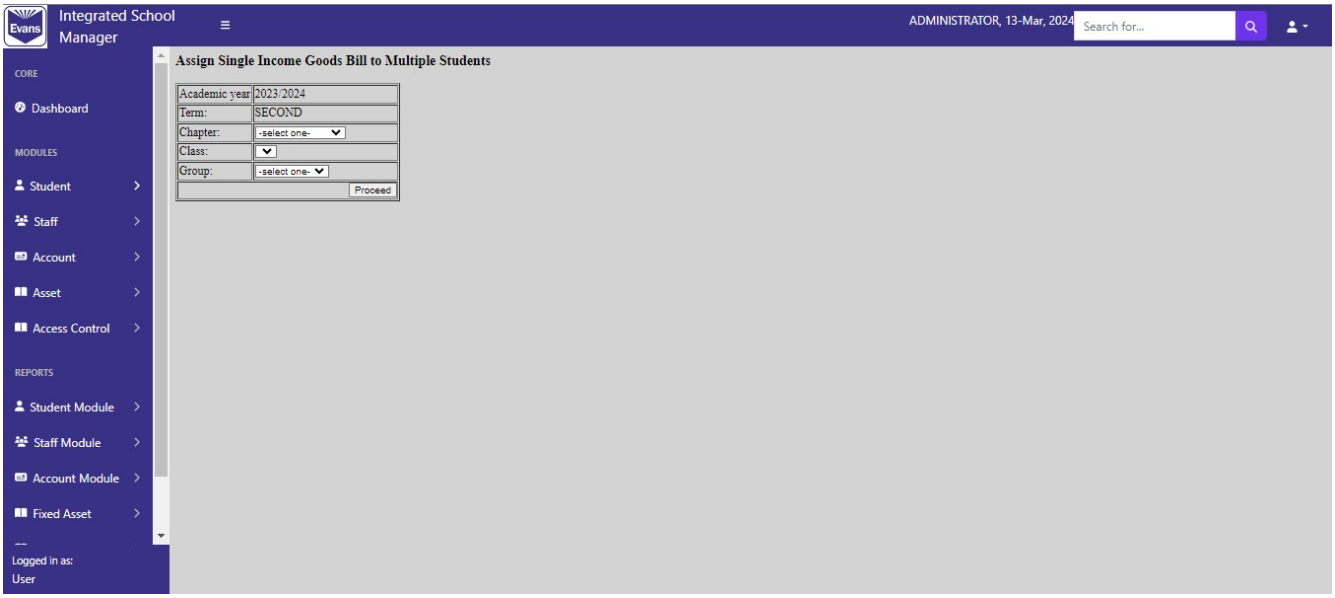


Fig 77

Then another page will open **Select academic year** , select the **term,** select the

class, select the **group,** select the name of the bill, pick the **validity date,** select the **service type,** insert the narrative and amount and then **save.**

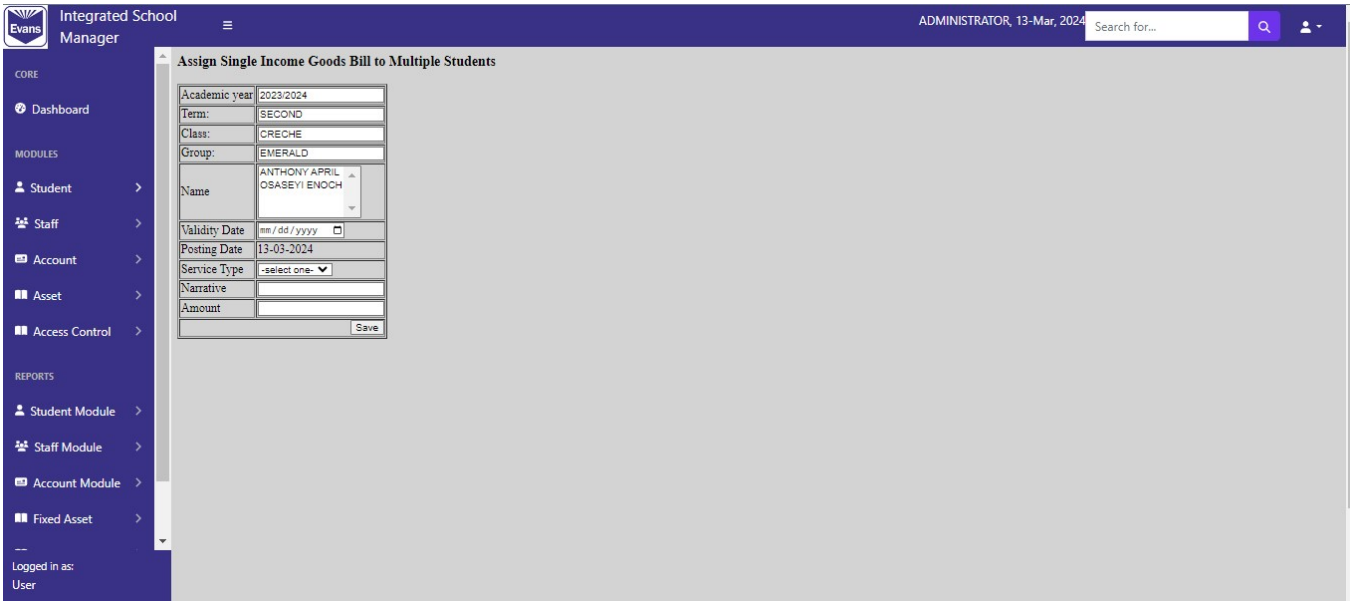


Fig 78

Goods Item Billing: This allows you to pick any child irrespective of the class the child belongs. To record individual billing, Click on **Billing**, in the account module menu, select **Single Billing Goods**, Select the **academic year**, the **chapter** and pick the **class,** then select group and then proceed.

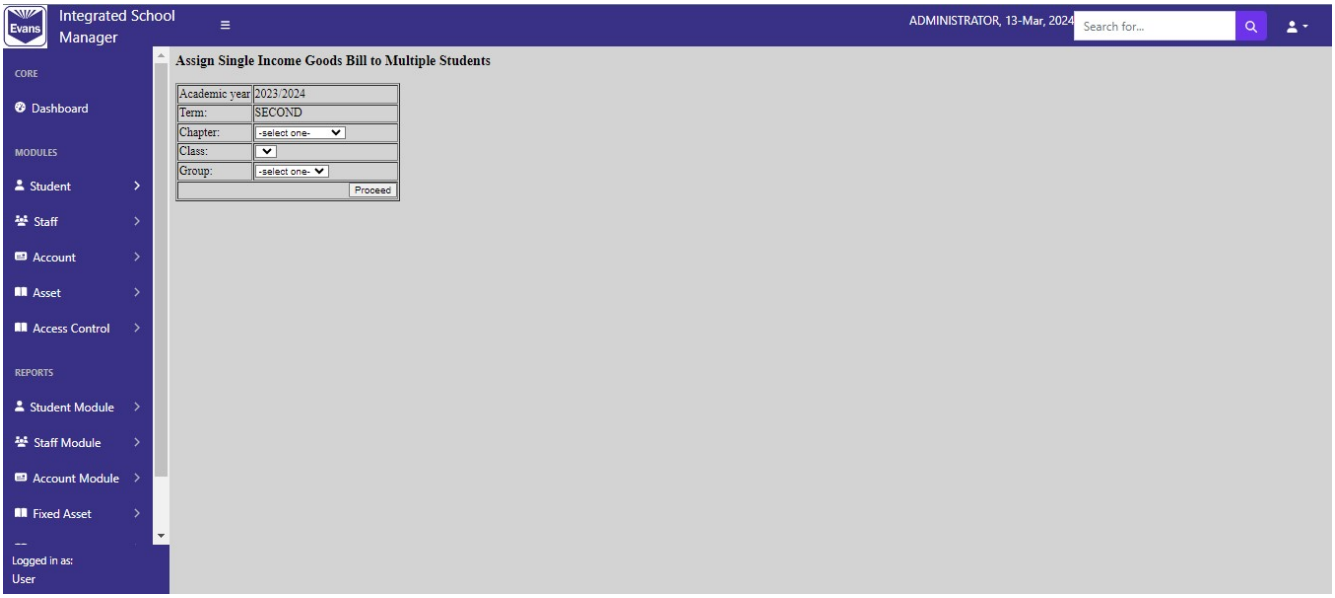


Fig 79

Then another page will open **Select academic year** , select the **term,** select the **class,** select the **group,** select the name of the bill, pick the **validity date,** select the **service type,** insert the narrative and amount and then **save.**

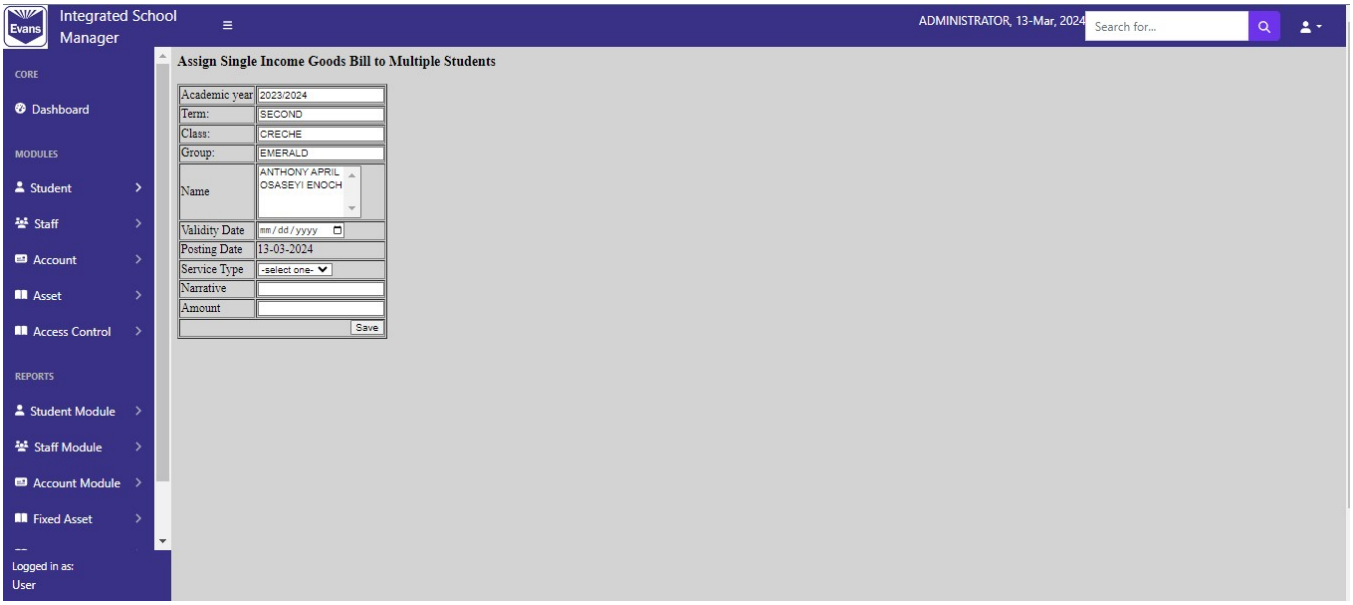


Fig 80

Add Discount : This allows you to add discount for billing. To add discount, Click on **Billing**, in the account module menu, select **Add Discount**, Select the **academic year**, the **chapter** and pick the **class,** and then proceed.

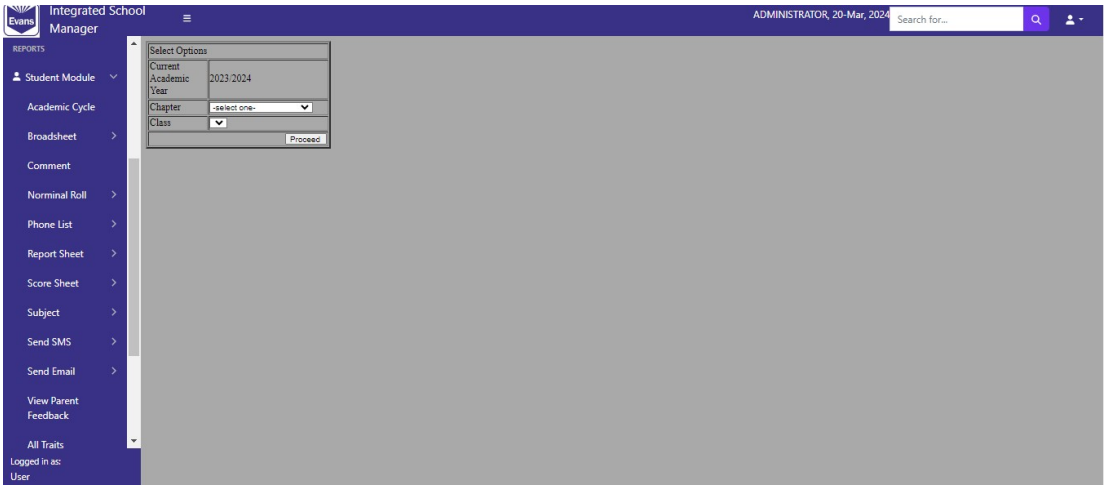


Fig 81

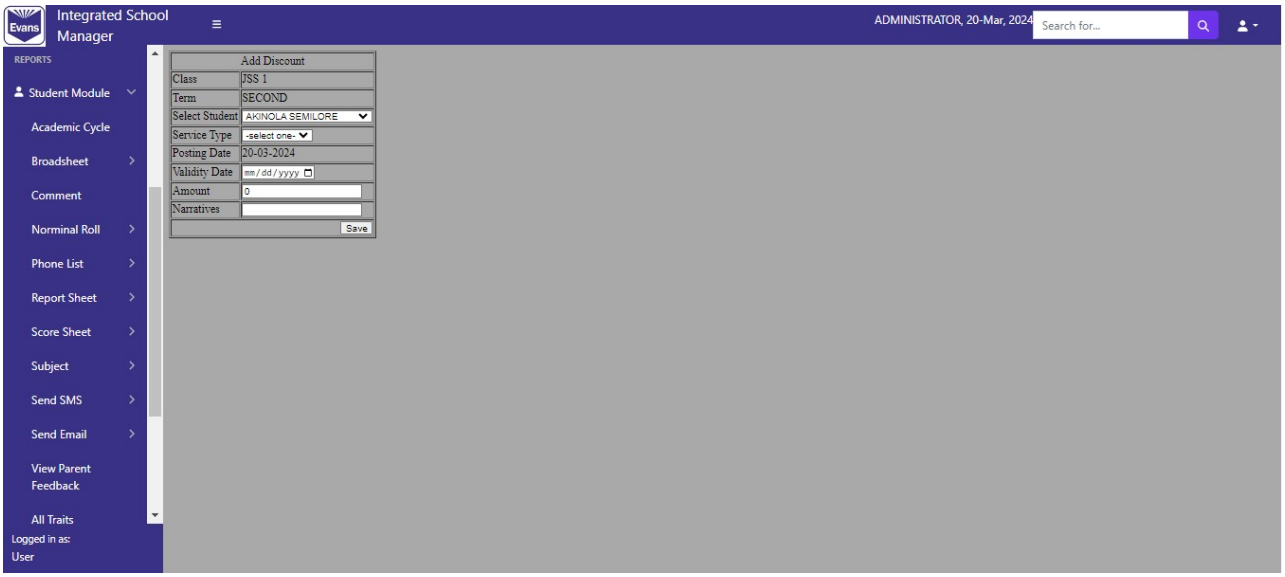


Fig 82

Then another page will open **Select student** , select the **service type,** select the **validity date,** enter the **amount, and** insert the narrative and amount and then **save.**

Other Income Billing: This allows you to add billing to other income . To add billing to other income, **Select creditors**, select the **validity date,** select the **service type,** enter the **amount, and** insert the narrative and amount and then **save bill.**

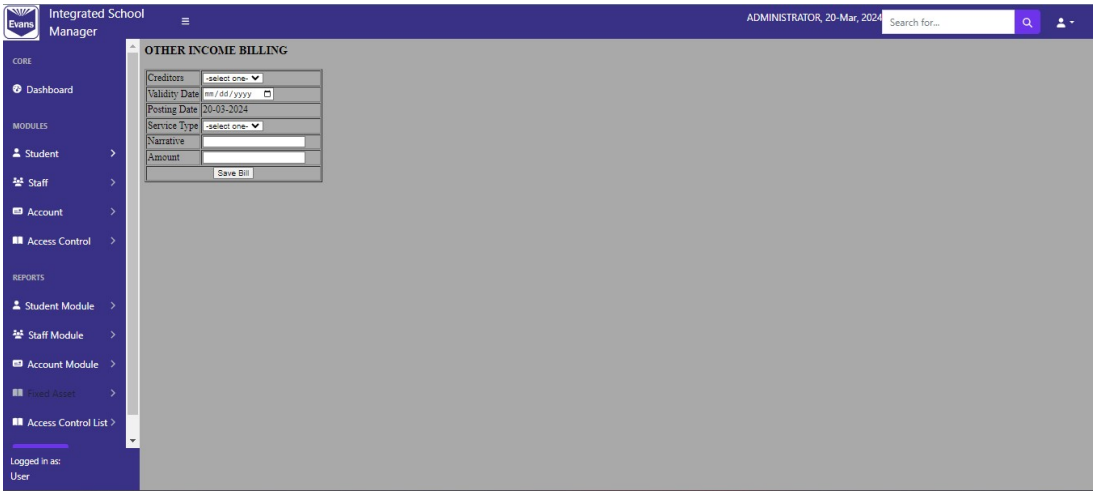


Fig 83

Past Student Billing: Allows you bill student that have graduated from your school. To bill past student, Click **Billings** in the account module menu, select **Billing**, **Pick Past student Billing**, Select **Name**, pick the d**ate**, the s**ervice type and** insert the narrative and amount and then **save bill.**



Fig84

Proforma Invoice: is a preliminary school bill sent to parents or guardians in advance. To produce proforma invoice, Click **Billings** in the account module menu, select **Billing,** Pick **Proforma invoice**, Select the **academic year**, pick the **term**, the **Chapte**r, pick the **class**, pick the **group**, and the **service**. If you have additional income that is optional, the software takes you to a fresh screen so as to select optional income. Click **Proceed** to generate the proforma invoice, the click **save** bill.

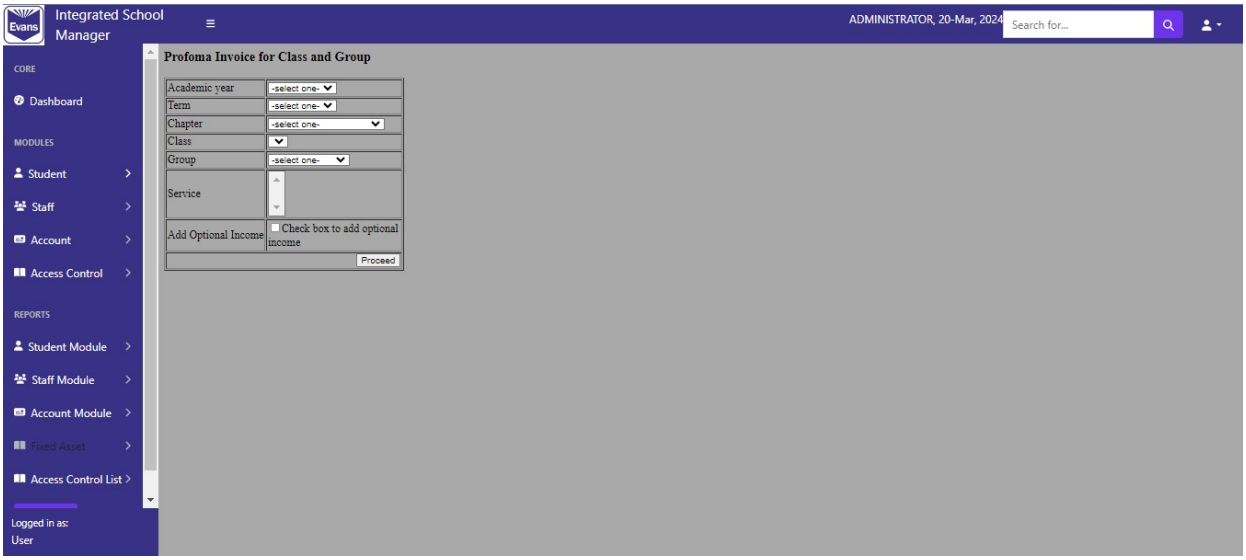


Fig.85

Proforma invoice with Discount: Incase there are discount to be given to some Students while preparing the proforma invoice, the proforma invoice with Discount is where to produce it. Click **Billings** in the account module menu, select **BILLING**, Pick **Proforma invoice with Discount**, Select the **academic year**, pick the **term**, the **Chapter**, pick the **class**, pick the **group**, and then **proceed**. It displays the invoice for the child stating also the discount given.

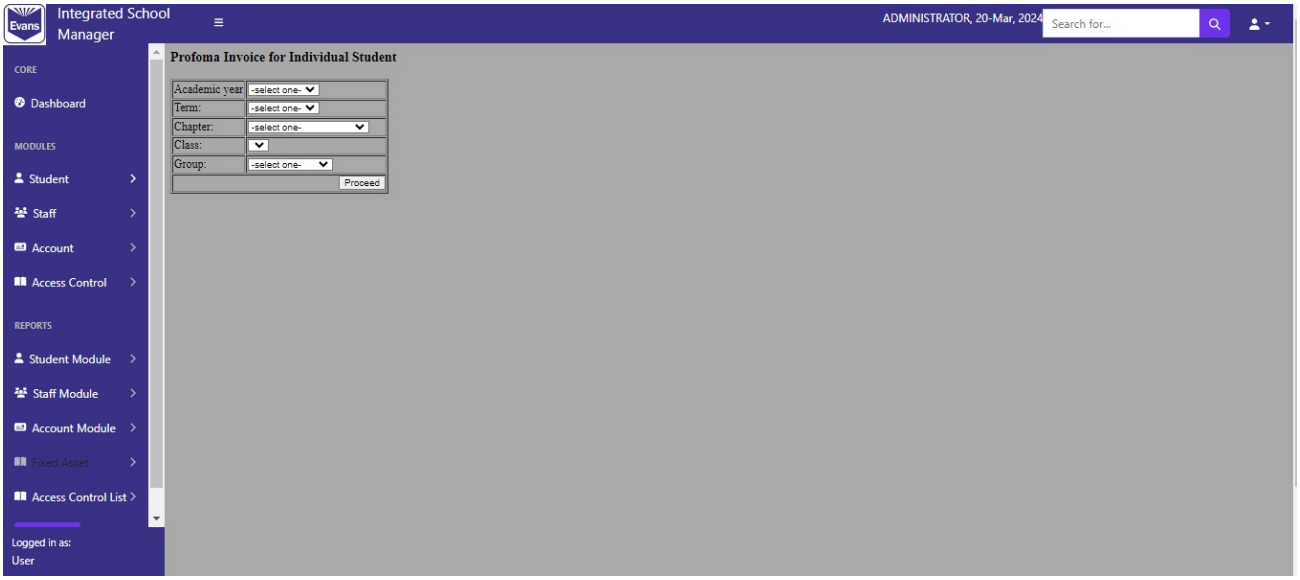
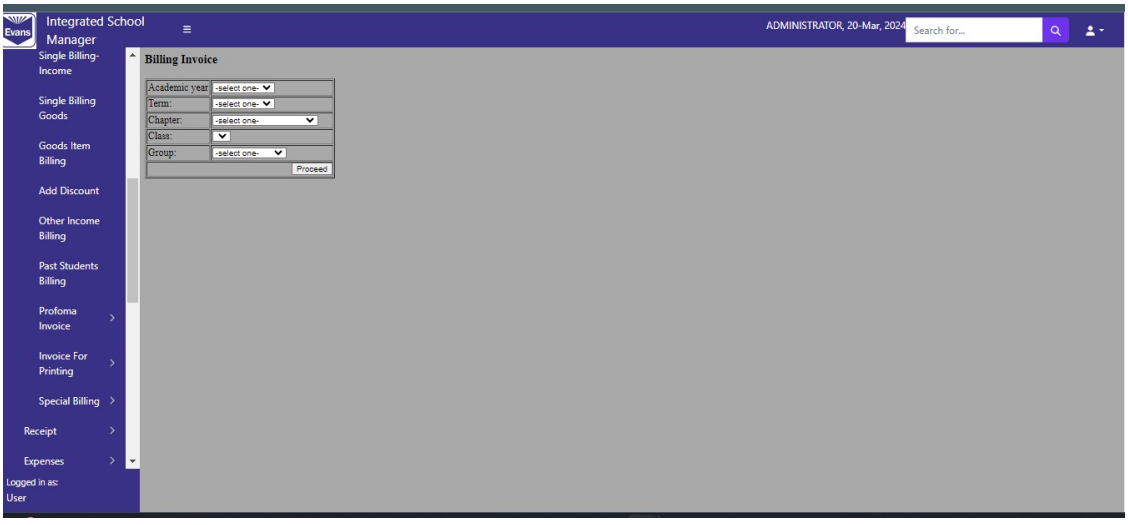
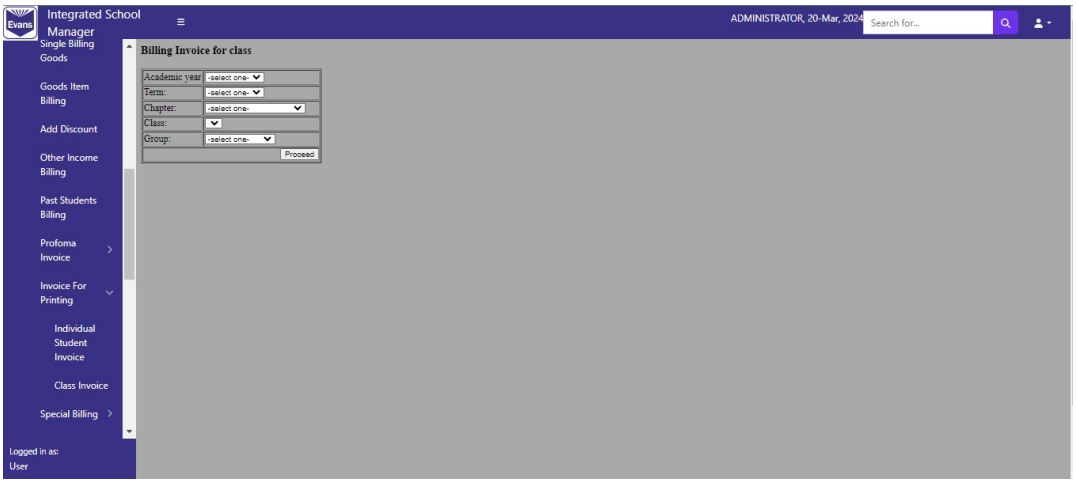


Fig 86

Invoice for printing: bill can be printed here, to print for individual student invoice, Click **Billings** in the account module menu, select **Invoice for printing ,** Pick **Individual student invoice** , Select the **academic year**, pick the **term**, the **Chapte**r, pick the **class**, pick the **group**, and then **proceed** .





Class Invoice: to print for class invoice, Click Billings in the account module menu, select Invoice for printing **, Pick** class invoice**, Select the academic year, pick the term, the Chapter, pick the class, pick the group, and then** proceed **.**

4.6. RECEIPT

This is where all debts (including bad debts) whether receivable or payable are cleared.

To Clear Current Student Account: click **Receipt** in the accounts module menu, select **Clear Debts-Receivable** then **Current Student Account**. It displays a screen expecting you to pick a specific child you want to clear he/her debt, then select the student and proceed.

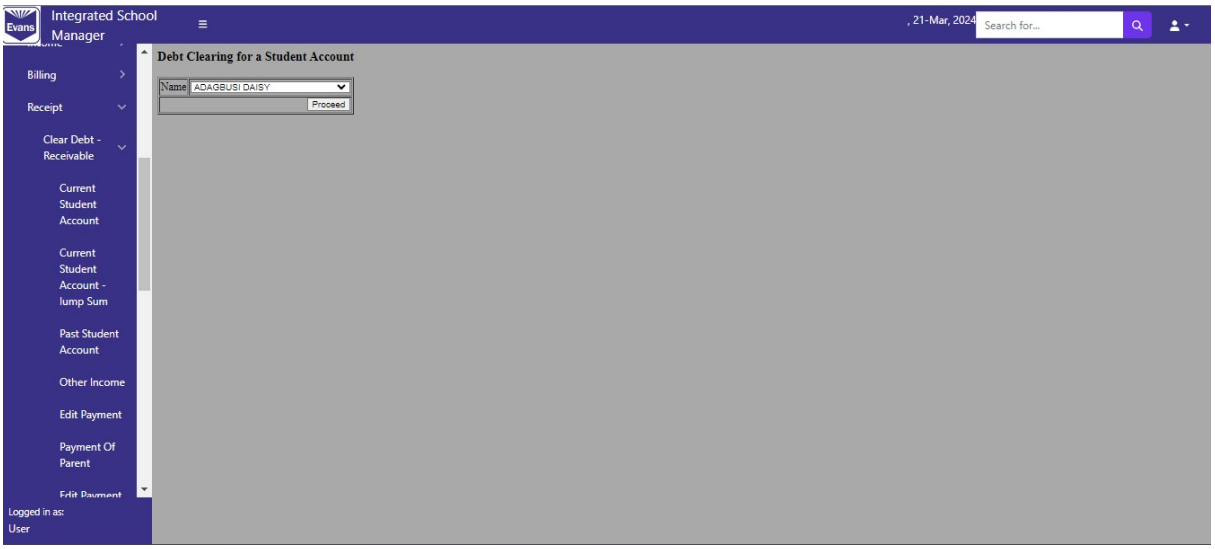


Fig. 90

The next Screen displays the name of the child and the amount the child was billed to pay. Select the **bank Name** and the **document number** (e.g Teller Number) and click **Save.**

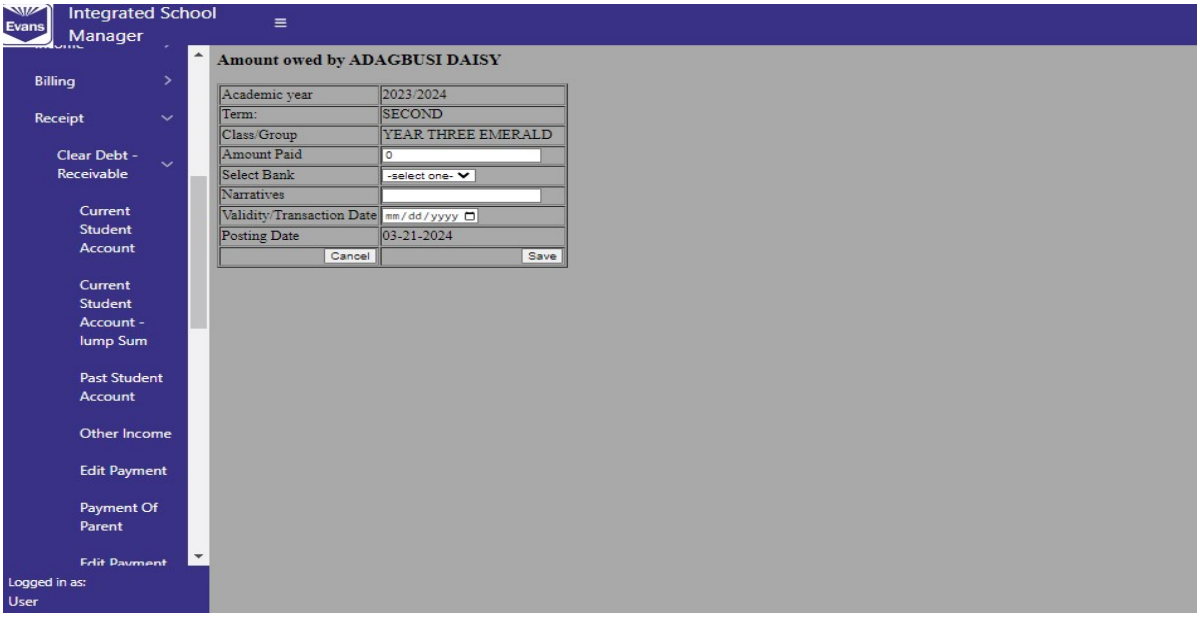


Fig91

To Clear Current Student Account lump sum: click **Receipt** in the accounts module menu, select **Clear Debts-Receivable** then **Current Student Account lump sum**. It displays a screen expecting you to insert the parent name and amount paid then select the date and then select bank name and then select the students and then proceed.

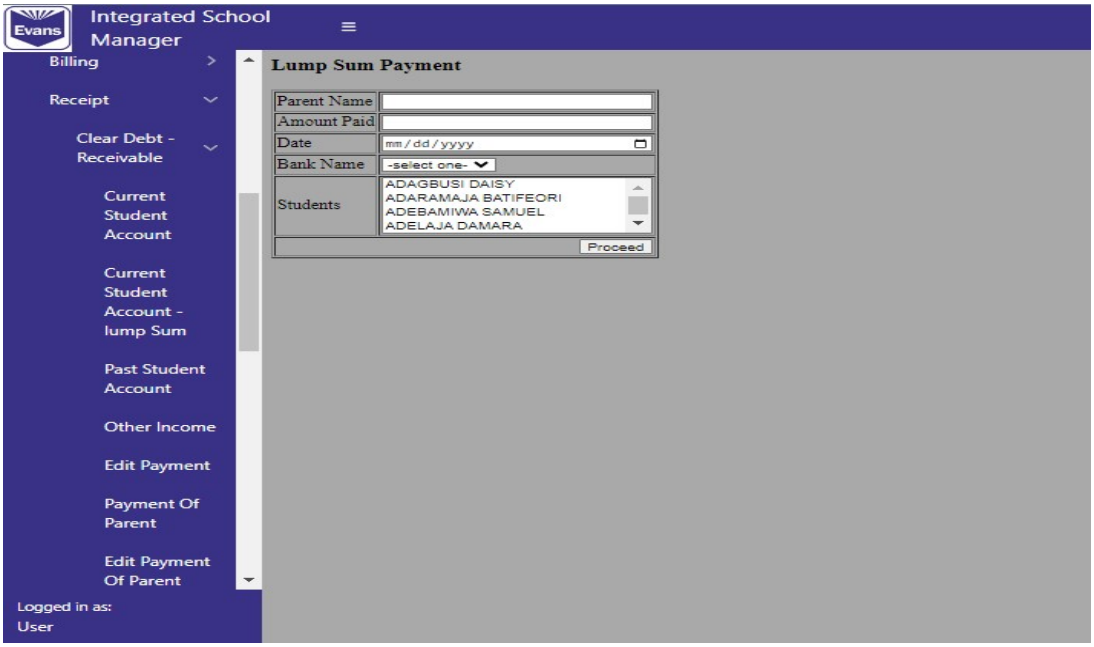


Fig 93

To Clear Past Student Account: click **Receipt** in the accounts module menu, select **Clear Debts-Receivable** then **Past Student Account**. It displays a screen expecting you to insert the parent name and amount paid then select the date and then select bank name and then select the students and then proceed.

To Clear Other Income: click **Receipt** in the accounts module menu, select **Clear Debts-Receivable** then **Other Income**. It displays a screen expecting you to insert the payment from creditors. Then select either student, staff, creditors and others and then proceed.

It then displays a screen expecting you to insert the parent name and amount paid then select the date and then select bank name and then select the students and then proceed.

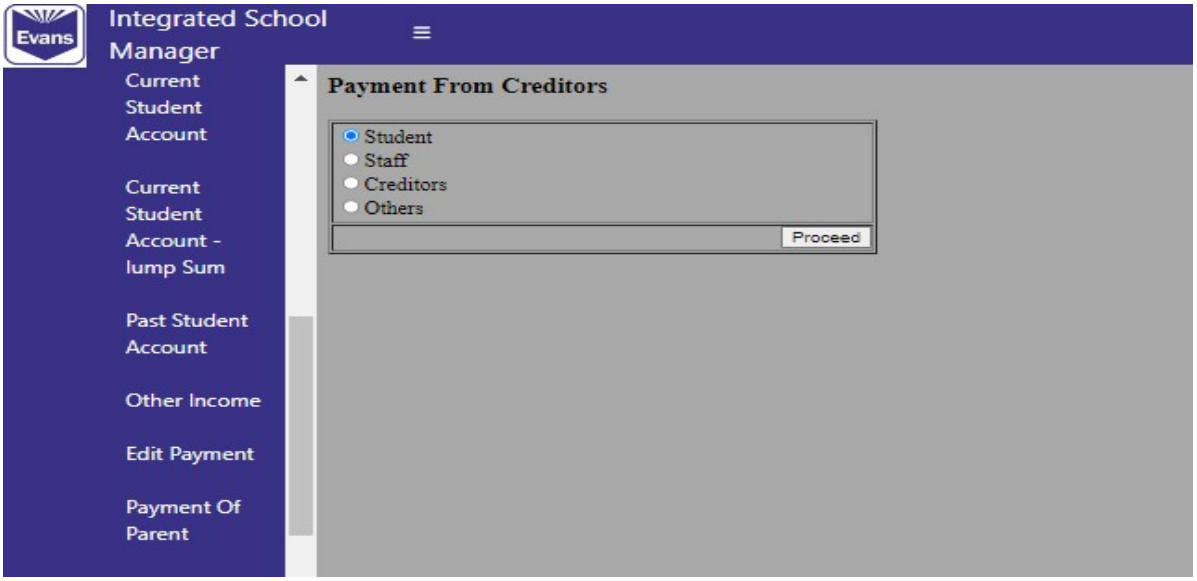


Fig 94

To Edit Payment: click **Receipt** in the accounts module menu, select **Clear Debts-Receivable** then **Edit Payment**. It displays a screen expecting you to select the description and then select whom it for and then chapter and class. Then click on proceed.

insert the parent name and amount paid then select the date and then select bank name and then select the students and then proceed.

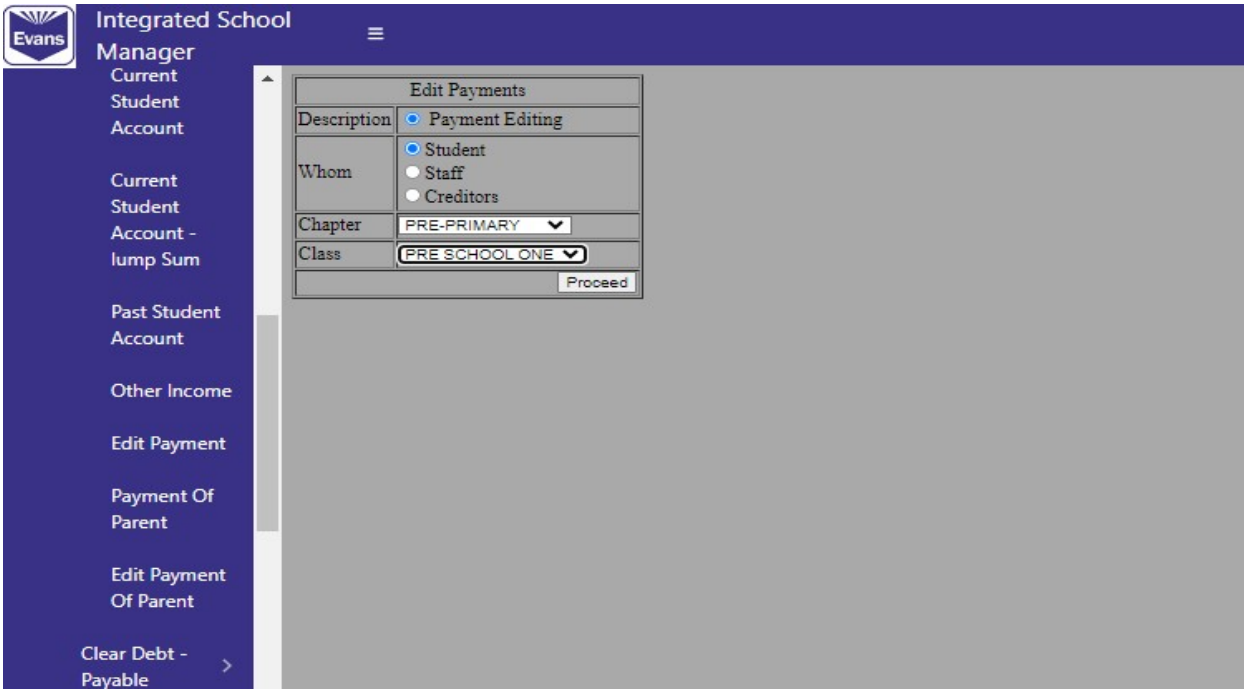


Fig 95

A Specific Account: This mode of payment purposely for particular individuals' student. To process a specific account, click **Payment** in the accounts module menu, select **Clear Debts-Receivables** then A select a **Specific Account**. It displays a screen for you to select the **academic year**, **Chapte**r, **Class**, and **term**.Click on **Search**.

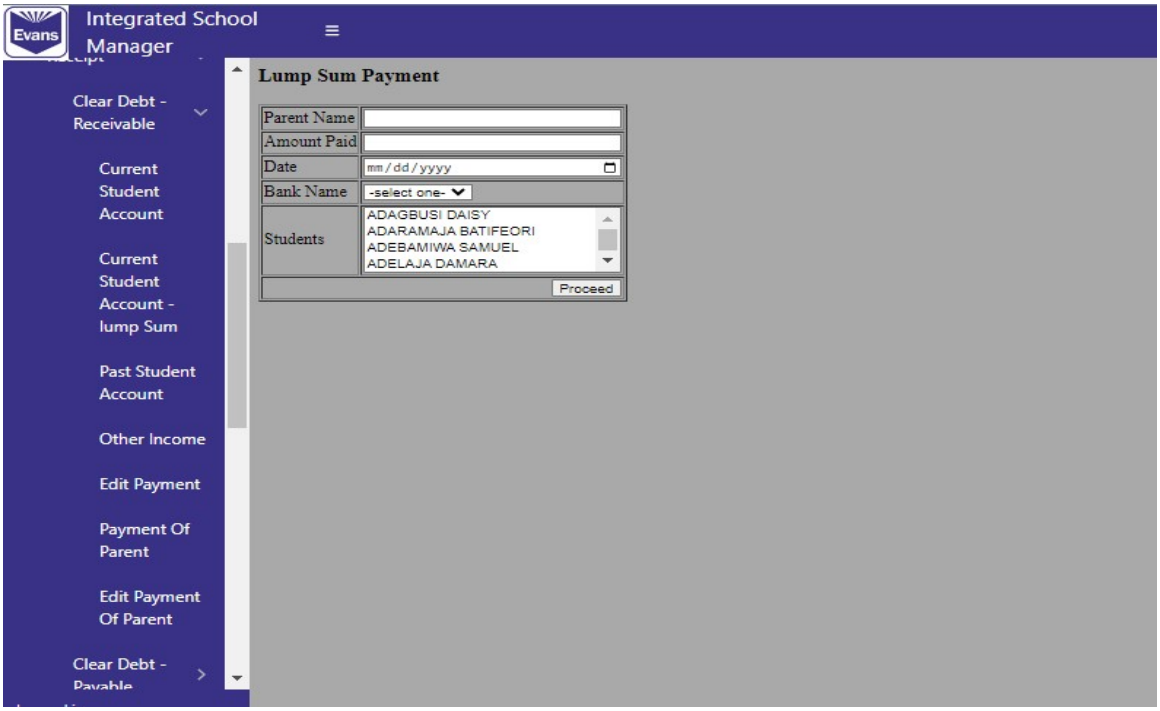


Fig 96

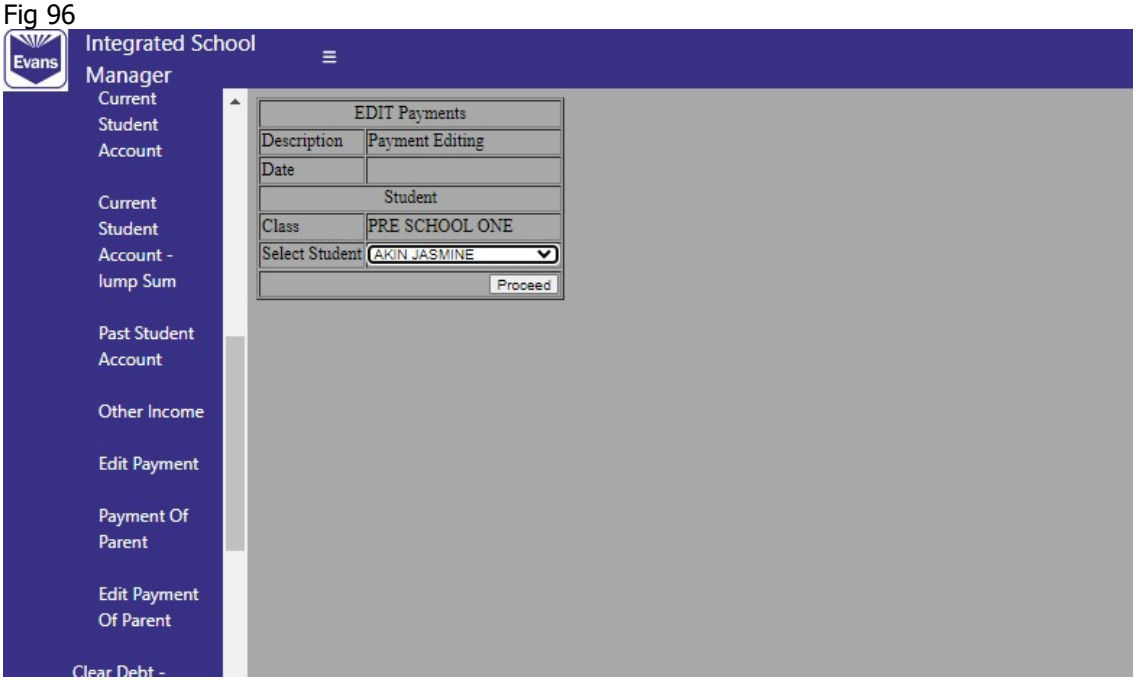


Fig 97

The next screen shows the list of the student in the selected class and an icon to clear debt for a child**.** Click on **Clear debt** for the child and it will display narration of what is expected to be paid.

Payment of Parent: This mode of payment purposely for parent. To process the payment of parent, click **Payment** in the accounts module menu, select **Clear Debts-Receivables** then A select a **Payment of Parent**. It displays a screen for you to insert the parent name, then the amount paid by the parent, then select the date of validity, the bank name and enter the narratives. Then click on proceed.

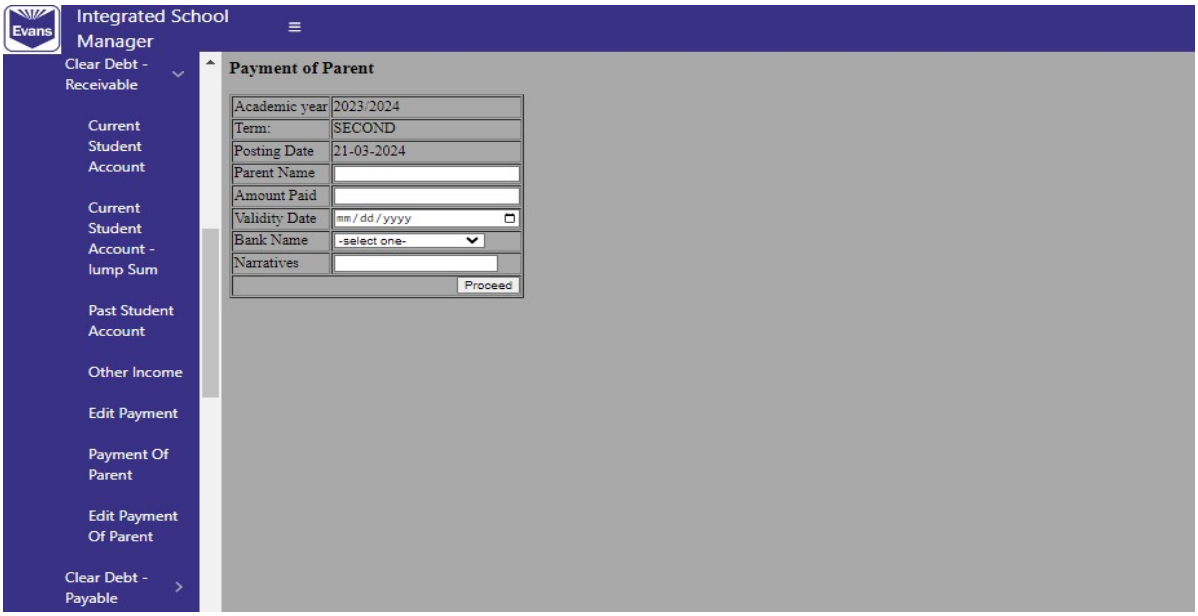


Fig 98

Edit Payment of Parent: This mode of payment purposely for parent. To process the payment of parent, click **Payment** in the accounts module menu, select **Clear Debts-Receivables** then A select Edit **Payment of Parent**. It displays a screen for you to enter the **date from** and the **date to**, and the proceed.

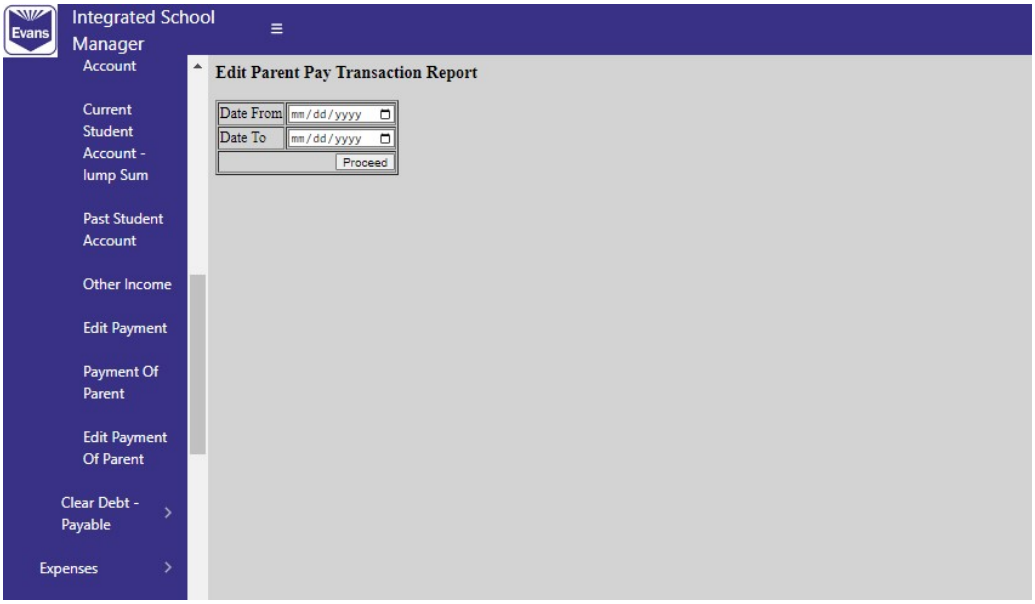

Integrated School Manager
Account
Current Student Account - lump Sum
Past Student Account
Other Income
Edit Payment
Payment Of Parent
Edit Payment Of Parent
Clear Debt - Payable
Expenses
Edit Parent Pay Transaction Report
Date From
mm/dd/yyyy
Date To
mm/dd/yyyy
Proceed

Fig 100

PAYMENT CLEAR DEBT PAYABLE: To clear all payables: click **Payment** in the accounts module menu, select **Clear Debt Payable** then **compulsory saving**. It displays a screen where you are required to select a **Staff Name** and click on Proceed.

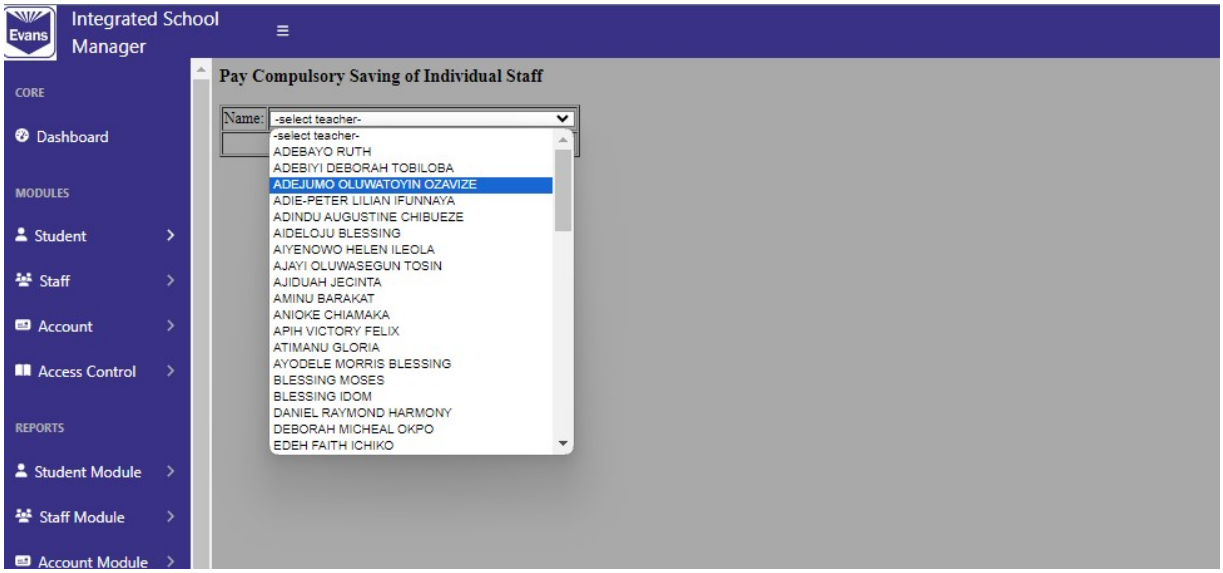
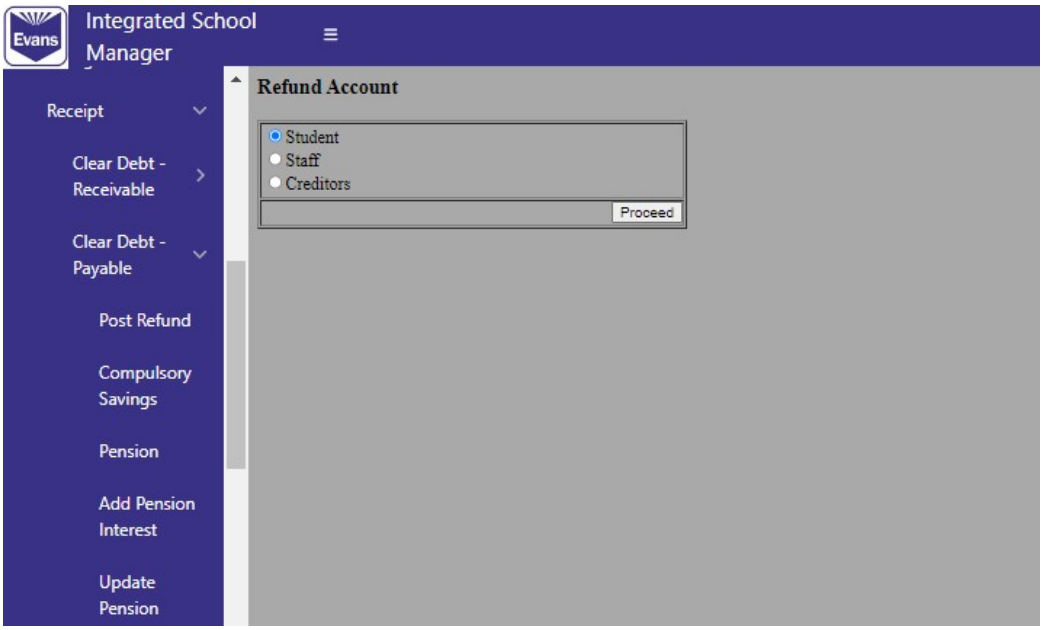
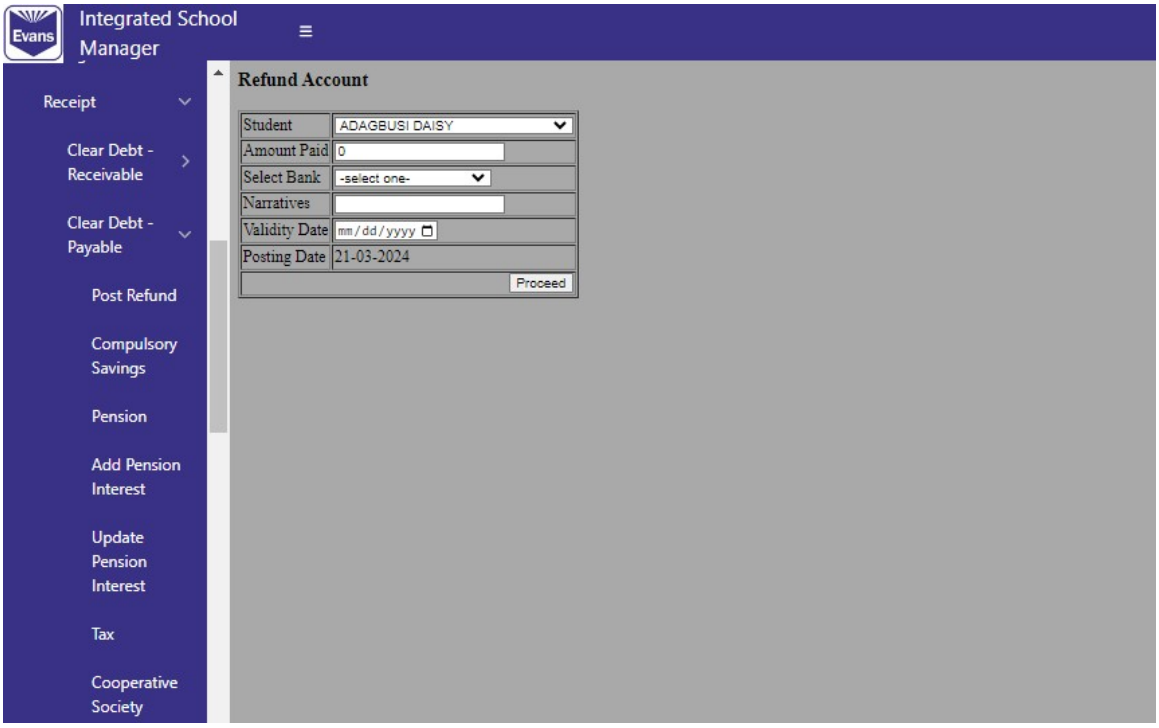


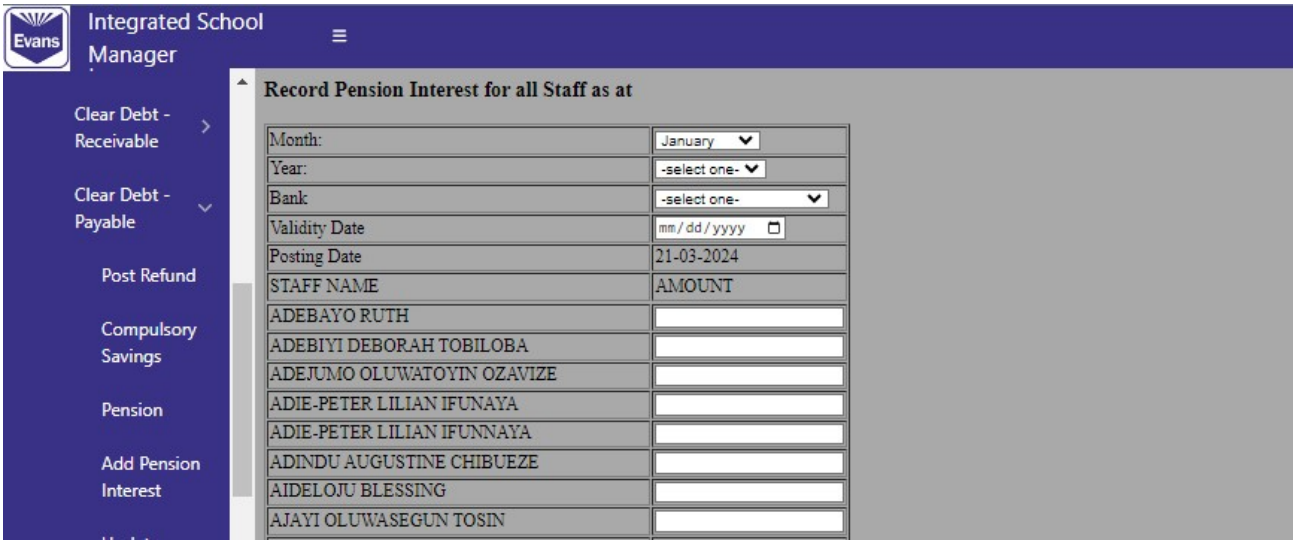
Fig.101

Post Refund: you can do a post refund for either the student, the staff or the creditors. To do that click **Payment** in the accounts module menu, select **Clear Debt Payable** then click on **Post Refund.** Then select the category you want and then click on proceed.





Pension: You can record pension interest for all staff as at due date. To add pension interest click **Payment** in the accounts module menu, select **Clear Debt Payable** then click on **Add Pension Interest,** select the month, the year, the bank and the validity date. Insert the amount in front of the staff and then click on save.



Select the **Bank Name** , the **Date** and **Proceed** to save the staff Compulsory saving.

Follow the same procedure to pay staff's tax, Cooperative Society and welfare

Clear Creditor's Account: This is where Creditors payments are cleared. Click on **Payment** under Account, select **Clear Debt Payment** and **Clear Creditor's Account**. Select the **creditor** (Stake holder name) and click on **Proceed**.

Then select the creditors name and amount paid, then select the bank, enter the narratives and the select the validity date. Then click on proceed.

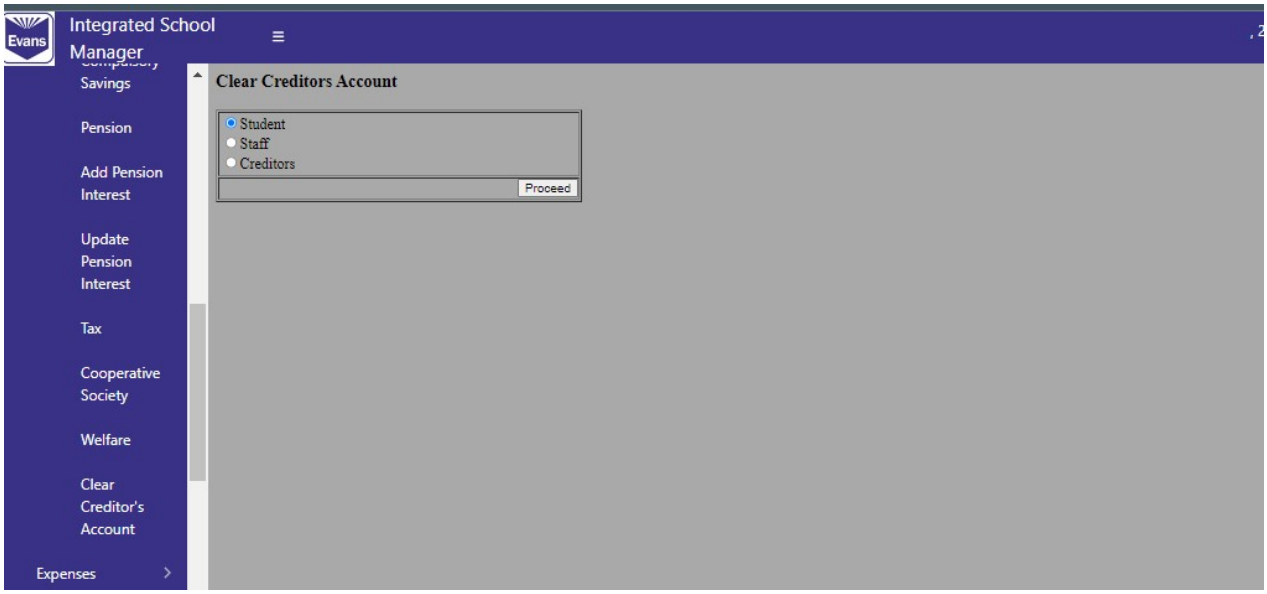
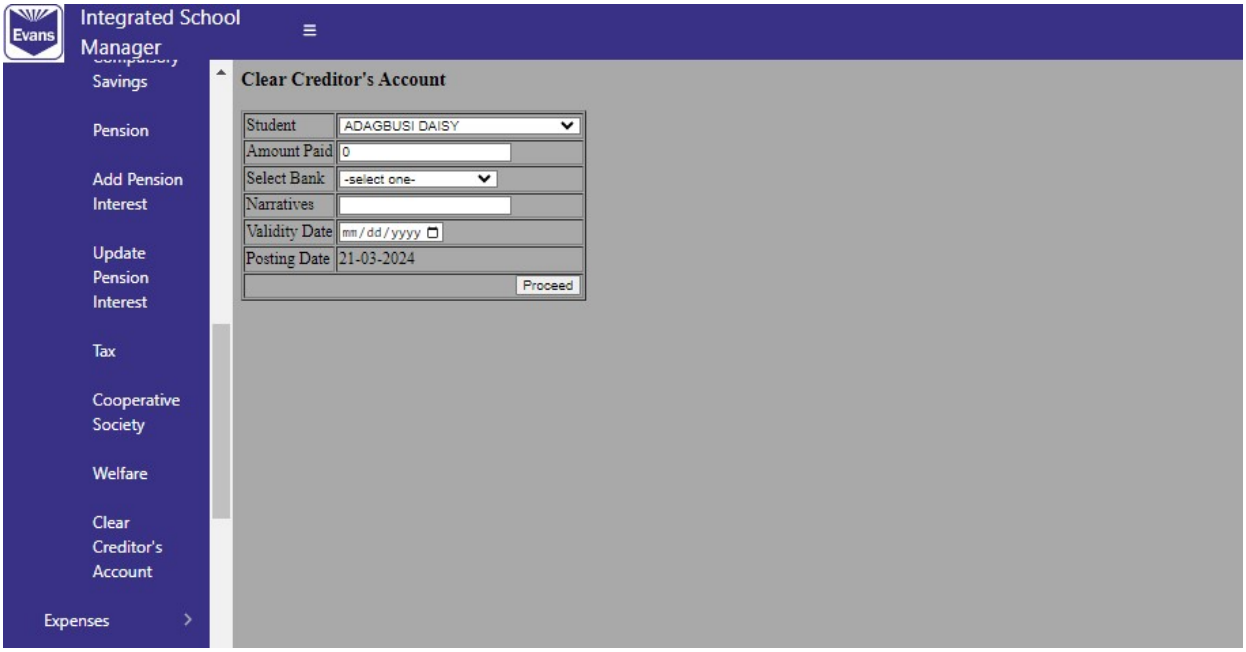


Fig.84



4.7. EXPENSES

This function allows you to organise expense items into categories & descriptions and to record and monitor your school's current expenses.

To record expense categories: click **EXPENSES** in the accounts module menu, select **CATEGORY** then **ADD**. Enter the name of the new category to be created.
To update an expense category, select **UPDATE** in the expense registry and click **UPDATE**. It displays this list of inputted Categories, Navigate and click on **Edit**. Edit it

and click on **Update.**

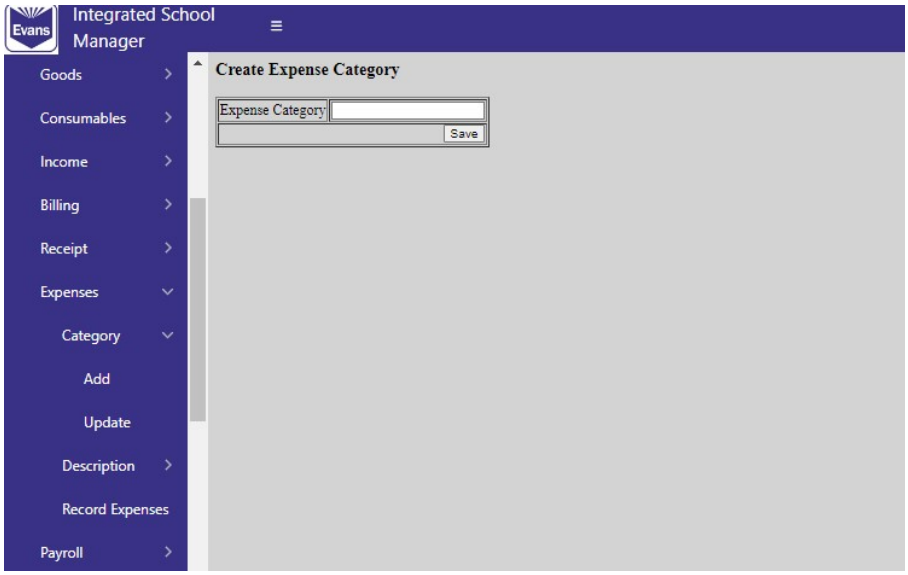


Fig.85

To record expense descriptions: click **EXPENSES** in the accounts module menu, select **EXPENSE** then **DESCRIPTION** then **ADD**. Pick the category under which the expense is to be added. Enter the name of the new expense.

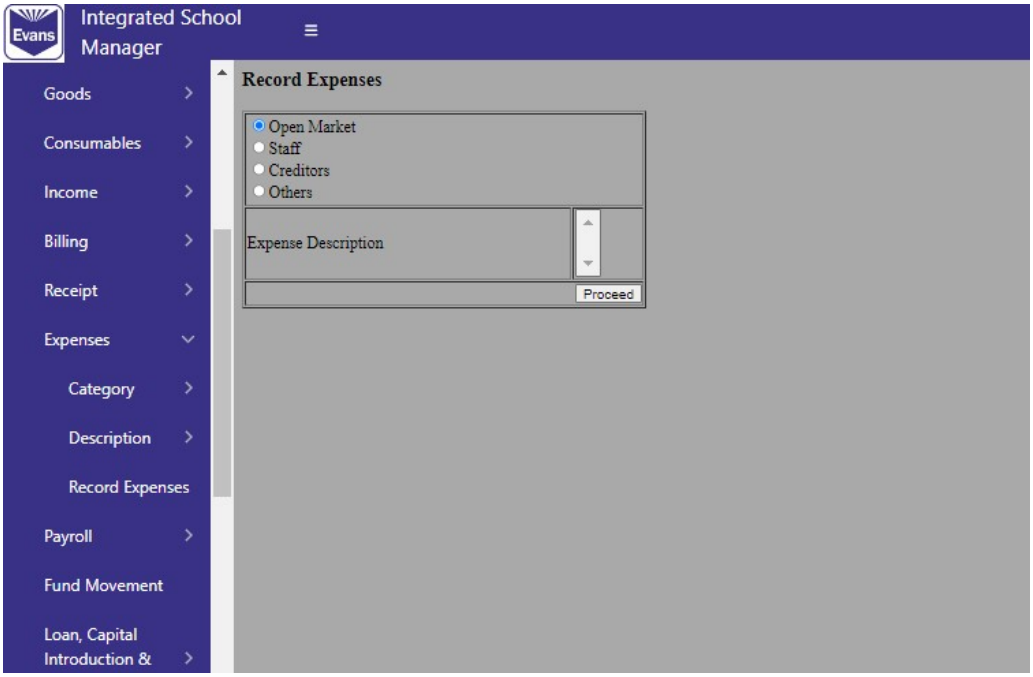

Integrated School Manager
Goods
Consumables
Income
Billing
Receipt
Expenses
Category
Description
Record Expenses
Payroll
Fund Movement
Loan, Capital Introduction &
Record Expenses
Open Market
Staff
Creditors
Others
Expense Description
Proceed

Fig.86

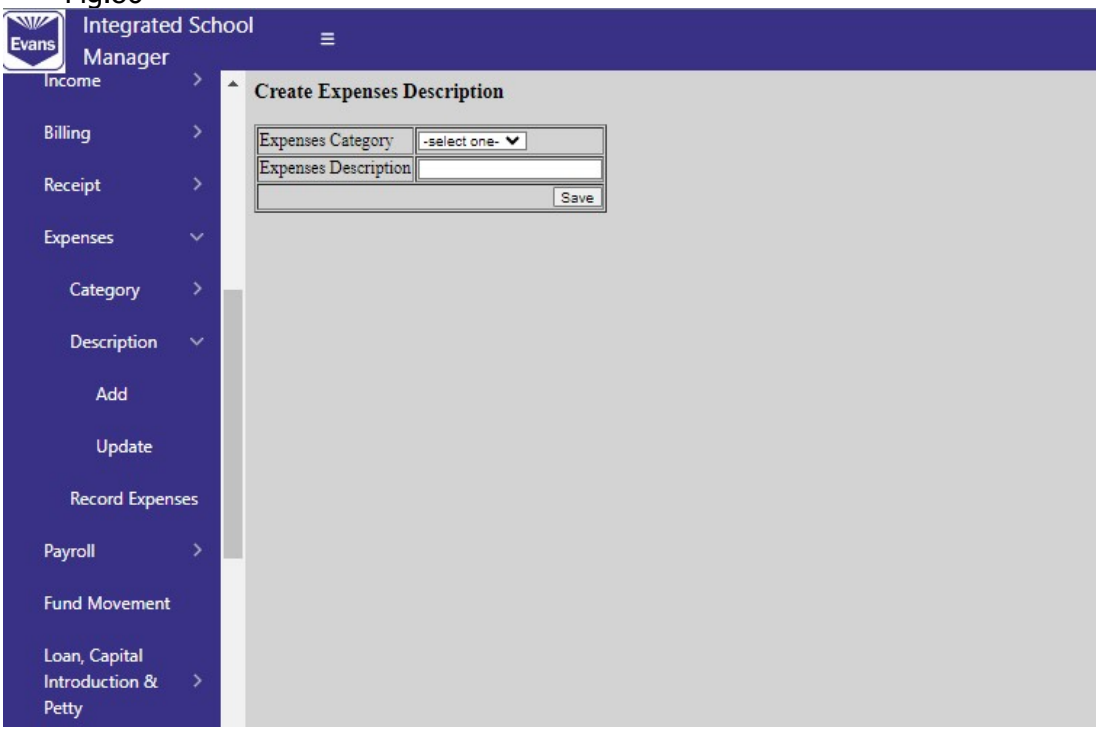
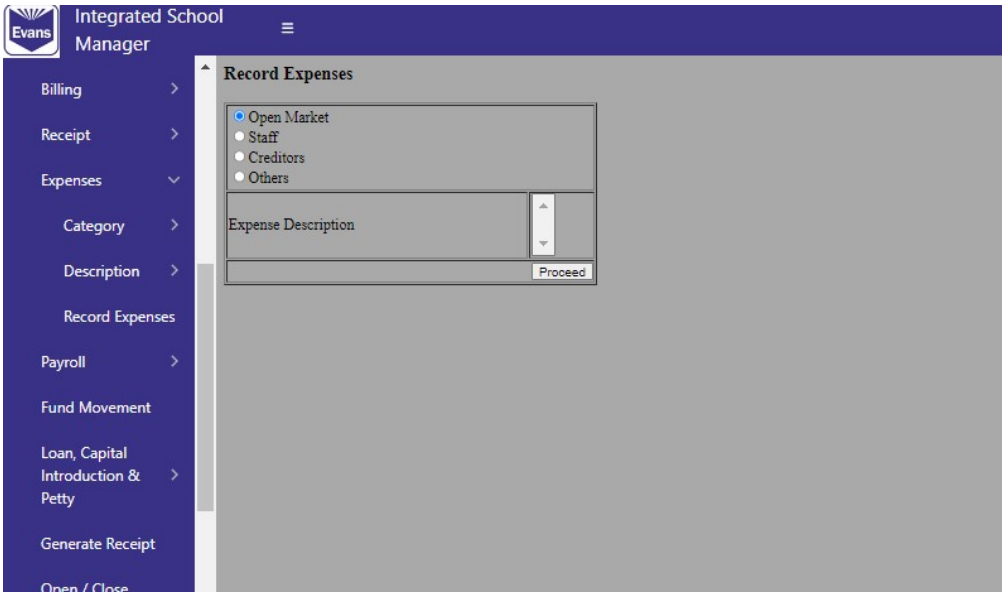

Integrated School Manager
Income
Billing
Receipt
Expenses
Category
Description
Add
Update
Record Expenses
Payroll
Fund Movement
Loan, Capital Introduction & Petty
Create Expenses Description
Expenses Category
-select one-
Expenses Description
Save

Fig.87

RECORD EXPENSES: To record expenses: click EXPENSES in the accounts module menu and select RECORD EXPENSES. Select for instance, Staff and the expense Descriptions involved and click on Proceed. (Fig. 88 It displays a a new screen where you will select the staff name, input the amount, and the narrative. *The narrative is a short narration of what the expense meant for. (e.g Mr. Adebiyi's Communication fee for the Month of January). And press Continue.(Fig 89)* On the table displayed (Fig.90) enter the date of the transaction, the Bank your are paying the staff from, type the Cheque /voucher number if you are issuing a cheque for those for that particular expense, Click on part payment, full payment or pay later as it applies and then Click on Pay & Save.



4.8. Payroll

Payroll Setup; Before you can run a payroll, all required salary data must be recorded. You can add staff to payroll and also remove a staff from payroll.

Add payroll; to add payroll setup, click on **Add** under **payroll setup**, then create salary head (basic, allowance, tax,etc), select the **type** ,then click **Save.**

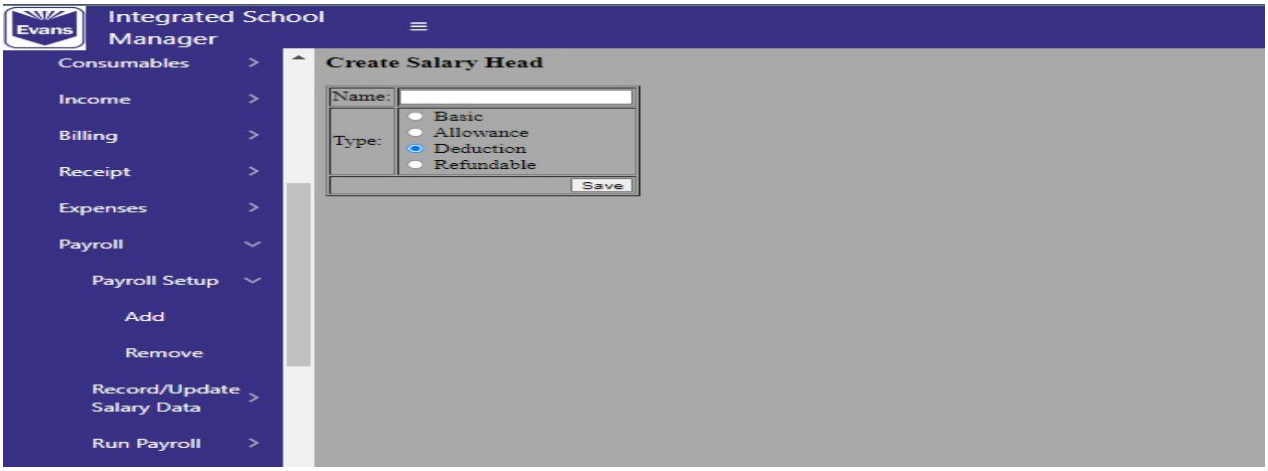


Fig 42

Remove payroll: to remove payroll setup, click on **Remove** under **payroll setup**, then select salary head you want to remove (basic, allowance, tax, etc) then click **Save.**

Record and Update Salary Data; You can add to regular salary data bonuses or over-time allowances as well as make deductions as required.

All Staffs: to update salary for all staffs, click on **payroll**, select **Record and Update Salary Data**, then select **all staffs**. The list of all staffs will appear, select the salary head(s) you want to update, then click **Save.**

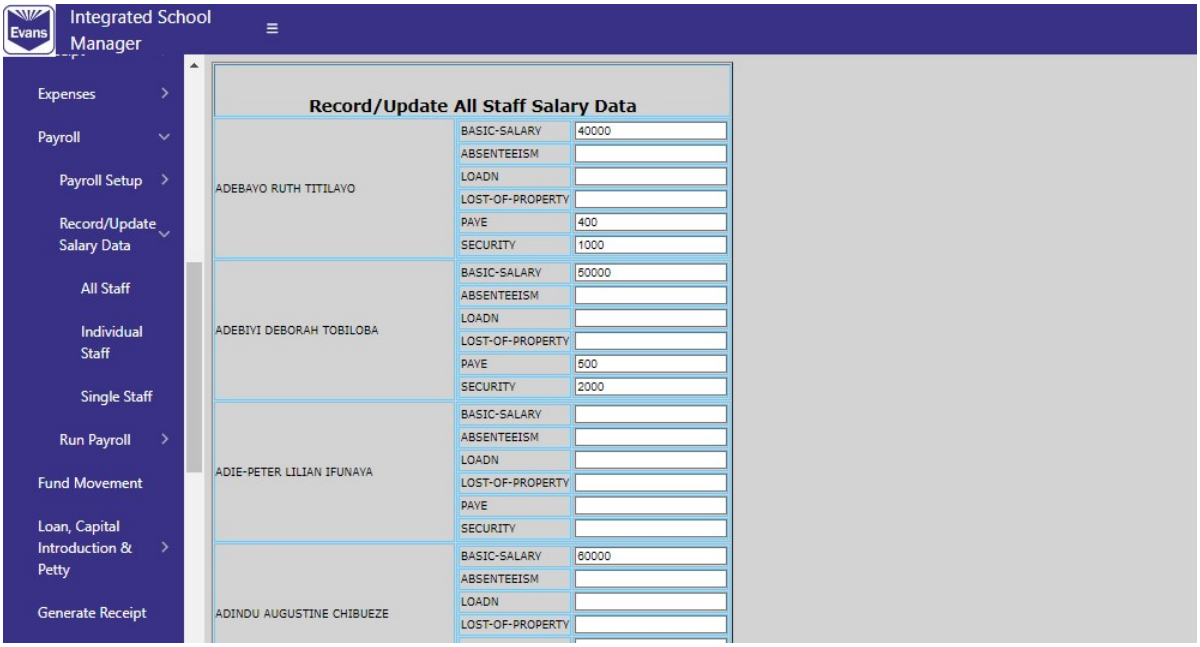
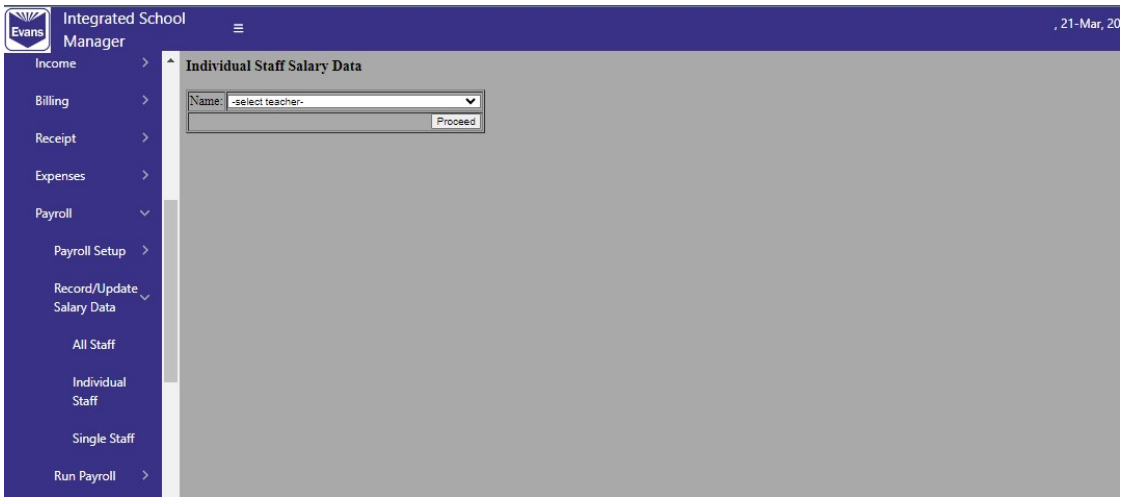


Fig 43

Individual Staffs: to update salary for individual staffs, click on **payroll**, select **Record and Update Salary Data**, and select **individual staffs**. Then select the name of the staff and click proceed. The salary head of the staff will appear, select the various salary head you want to update, then click **Save.**



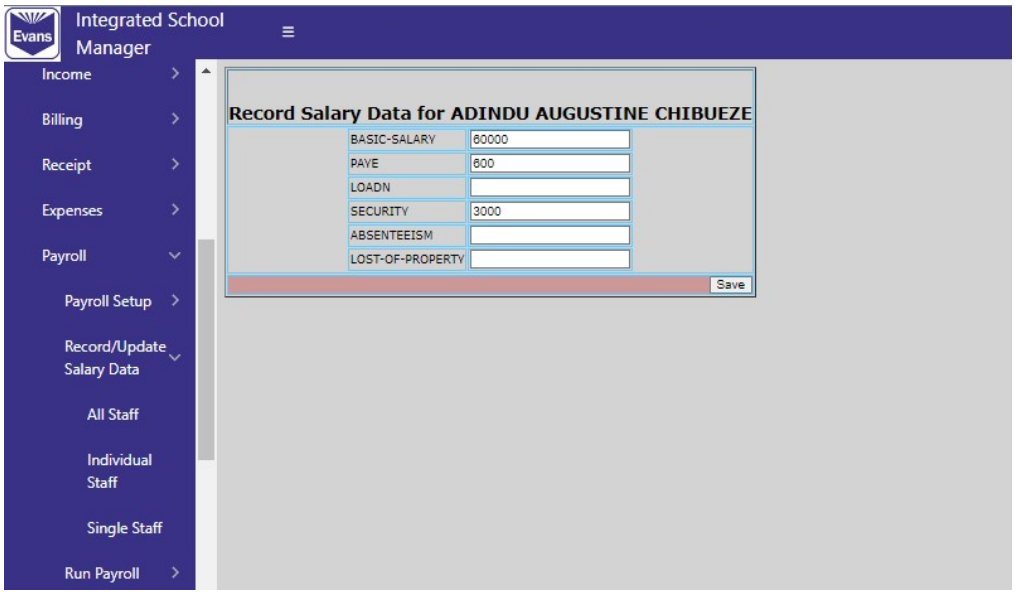


Fig 44

Single Staff: to update single salary Data for all staffs, click on **payroll**, select **Record and Update Salary Data**, and select **Single Staff**. Then select the type of salary head you want to update and click proceed. The list of all staffs will appear, enter the data and then click **Save.**

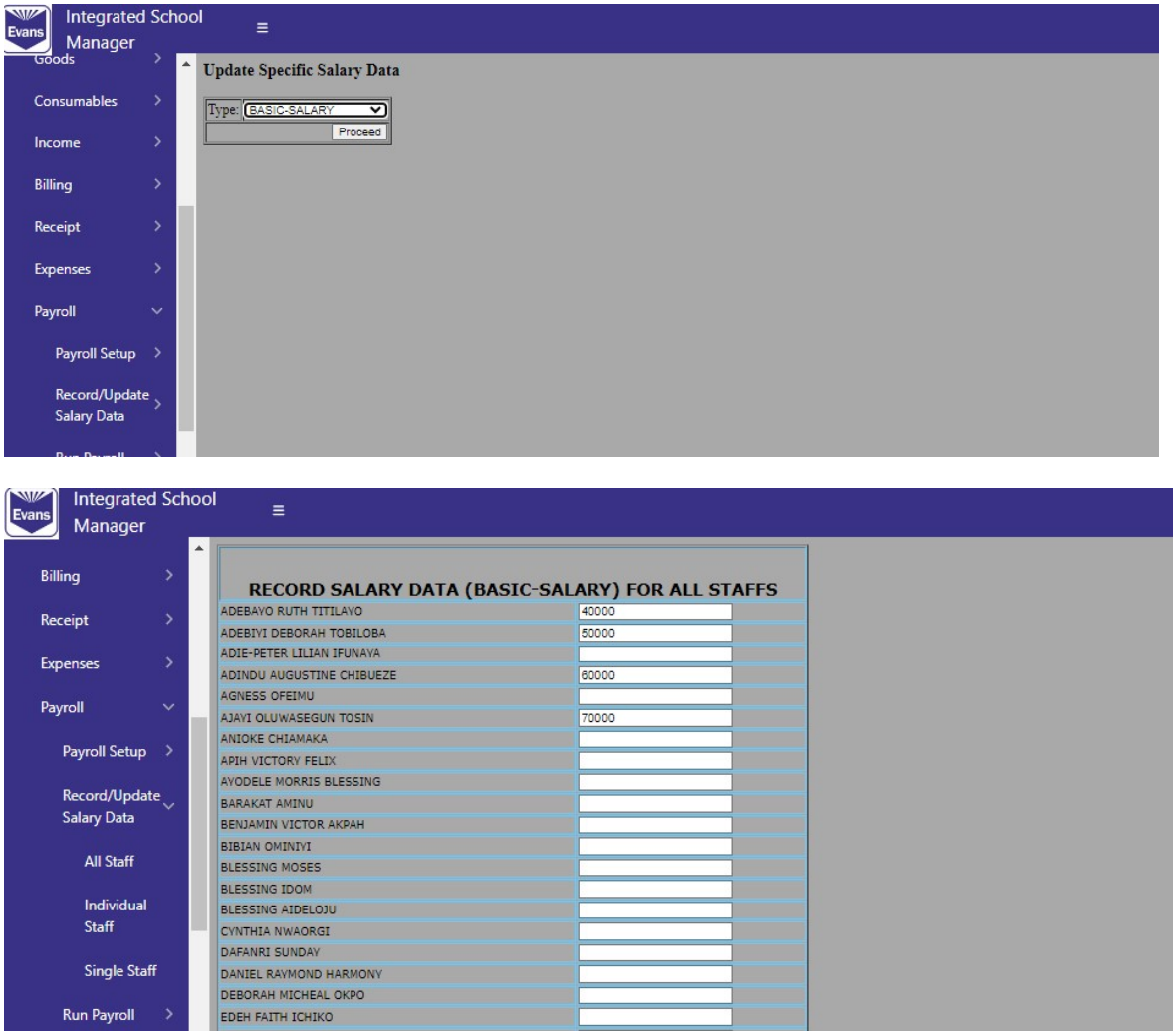
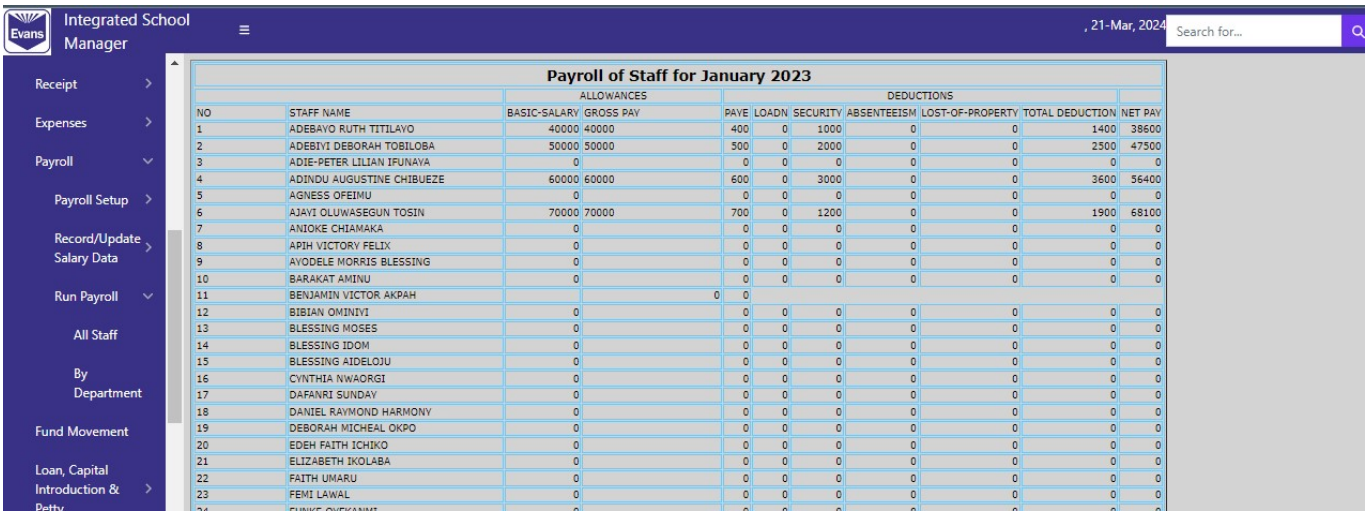

Integrated School Manager
Goods
Consumables
Income
Billing
Receipt
Expenses
Payroll
Payroll Setup
Record/Update Salary Data
Update Specific Salary Data
Type: BASIC-SALARY
Proceed
Integrated School Manager
Billing
Receipt
Expenses
Payroll
Payroll Setup
Record/Update Salary Data
All Staff
Individual Staff
Single Staff
Run Payroll
RECORD SALARY DATA (BASIC-SALARY) FOR ALL STAFFS
ADEBAYO RUTH TITILAYO 40000
ADEBIYI DEBORAH TOBILOBA 50000
ADIE-PETER LILIAN IFUNAYA
ADINDU AUGUSTINE CHIBUEZE 60000
AGNESS OFEIMU
AJAYI OLUWASEGUN TOSIN 70000
ANIOKE CHIAMAKA
APIH VICTORY FELIX
AYODELE MORRIS BLESSING
BARAKAT AMINU
BENJAMIN VICTOR AKPAH
BIBIAN OMINIYI
BLESSING MOSES
BLESSING IDOM
BLESSING AIDELOJU
CYNTHIA NWAORGI
DAFANRI SUNDAY
DANIEL RAYMOND HARMONY
DEBORAH MICHEAL OKPO
EDEH FAITH ICHIKO

Fig 45

4.15. RUN PAYROLL: Before you can run a payroll, all required salary data must be recorded.

All Staffs: to run payroll for all staff, click on **Run Payroll**, select all staff, then enter the year, month, select the date and then click **Run Payroll**. See Fig.46

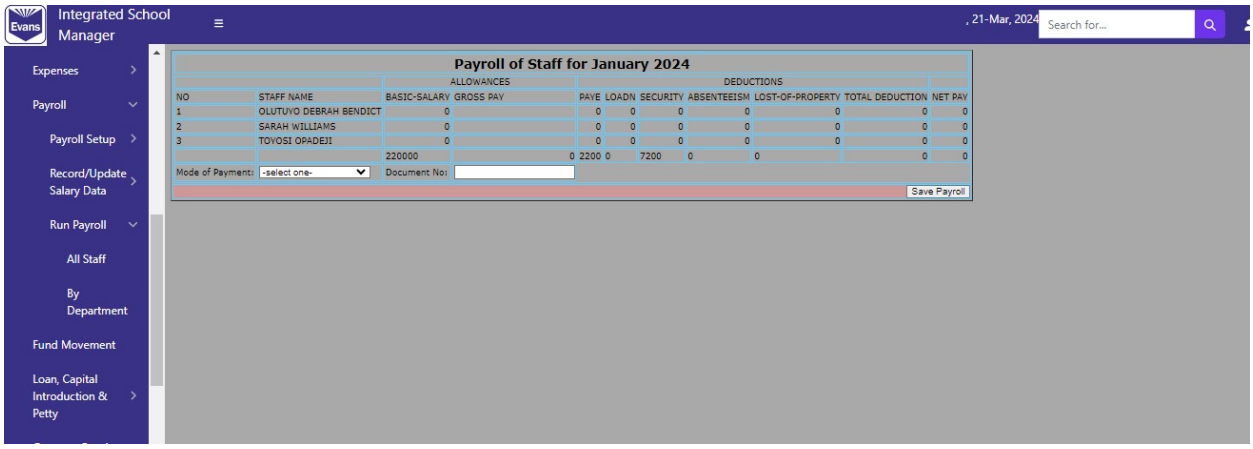
By Department: to run payroll by department, click on **run payroll** ,select by **department,** then enter the **year, month, Department**, select **date** and then click on **proceed** .once you have entered the necessary information, the click on **save payroll**.



Payroll of Staff for January 2023

		ALLOWANCES		DEDUCTIONS						
NO	STAFF NAME	BASIC-SALARY	GROSS PAY	PAYE	LOADN	SECURITY	ABSENTEEISM	LOST-OF-PROPERTY	TOTAL DEDUCTION	NET PAY
1	ADEBAYO RUTH TITILAYO	40000	40000	400	0	1000	0	0	1400	38600
2	ADEBIYI DEBORAH TOBILOBA	50000	50000	500	0	2000	0	0	2500	47500
3	ADIE-PETER LILIAN IFUNAYA	0		0	0	0	0	0	0	0
4	ADINDU AUGUSTINE CHIBUEZE	60000	60000	600	0	3000	0	0	3600	56400
5	AGNESS OFEIMU	0		0	0	0	0	0	0	0
6	AJAYI OLUWASEGUN TOSIN	70000	70000	700	0	1200	0	0	1900	68100
7	ANIOKE CHIAMAKA	0		0	0	0	0	0	0	0
8	APIH VICTORY FELIX	0		0	0	0	0	0	0	0
9	AYODELE MORRIS BLESSING	0		0	0	0	0	0	0	0
10	BARAKAT AMINU	0		0	0	0	0	0	0	0
11	BENJAMIN VICTOR AKPAH		0	0						
12	BIBIAN OMINIVI	0		0	0	0	0	0	0	0
13	BLESSING MOSES	0		0	0	0	0	0	0	0
14	BLESSING IDOM	0		0	0	0	0	0	0	0
15	BLESSING AIDELOJU	0		0	0	0	0	0	0	0
16	CYNTHIA NWAORGI	0		0	0	0	0	0	0	0
17	DAFANRI SUNDAY	0		0	0	0	0	0	0	0
18	DANIEL RAYMOND HARMONY	0		0	0	0	0	0	0	0
19	DEBORAH MICHEAL OKPO	0		0	0	0	0	0	0	0
20	EDEH FAITH ICHIKO	0		0	0	0	0	0	0	0
21	ELIZABETH IKOLABA	0		0	0	0	0	0	0	0
22	FAITH UMARU	0		0	0	0	0	0	0	0
23	FEMI LAWAL	0		0	0	0	0	0	0	0

Fig 46


Integrated School Manager
, 21-Mar, 2024
Search for...
Expenses
Payroll
Payroll Setup
Record/Update Salary Data
Run Payroll
All Staff
By Department
Fund Movement
Loan, Capital Introduction & Petty
Payroll of Staff for January 2024
ALLOWANCES
DEDUCTIONS
NO
STAFF NAME
BASIC-SALARY
GROSS PAY
PAYE
LOADN
SECURITY
ABSENTEEISM
LOST-OF-PROPERTY
TOTAL DEDUCTION
NET PAY
1 OLUTUYO DEBRAH BENDICT 0 0 0 0 0 0 0 0
2 SARAH WILLIAMS 0 0 0 0 0 0 0 0
3 TOYOSI OPADEJI 0 0 0 0 0 0 0 0
220000 0 2200 0 7200 0 0 0 0
Mode of Payment: -select one-
Document No:
Save Payroll
fig 46

4.9. FUND MOVEMENT

4.10. LOANS, CAPITAL INTRODUCTION & PETTY CASH

To give loans: click **Loans, Capital Introduction & Petty Cash** in the accounts module menu, select **Loan And Capital Introduction**. It displays for you a box where you pick **Event type** such as Loan Receivable (Given), Loan Payable (Taken), Interest Collected, Principal Repayment And Capital Introduction. Select the **loan beneficiary** (Student, Staff or (Creditors/Stakeholders) and the **date** of the transaction and then click on **Proceed**.

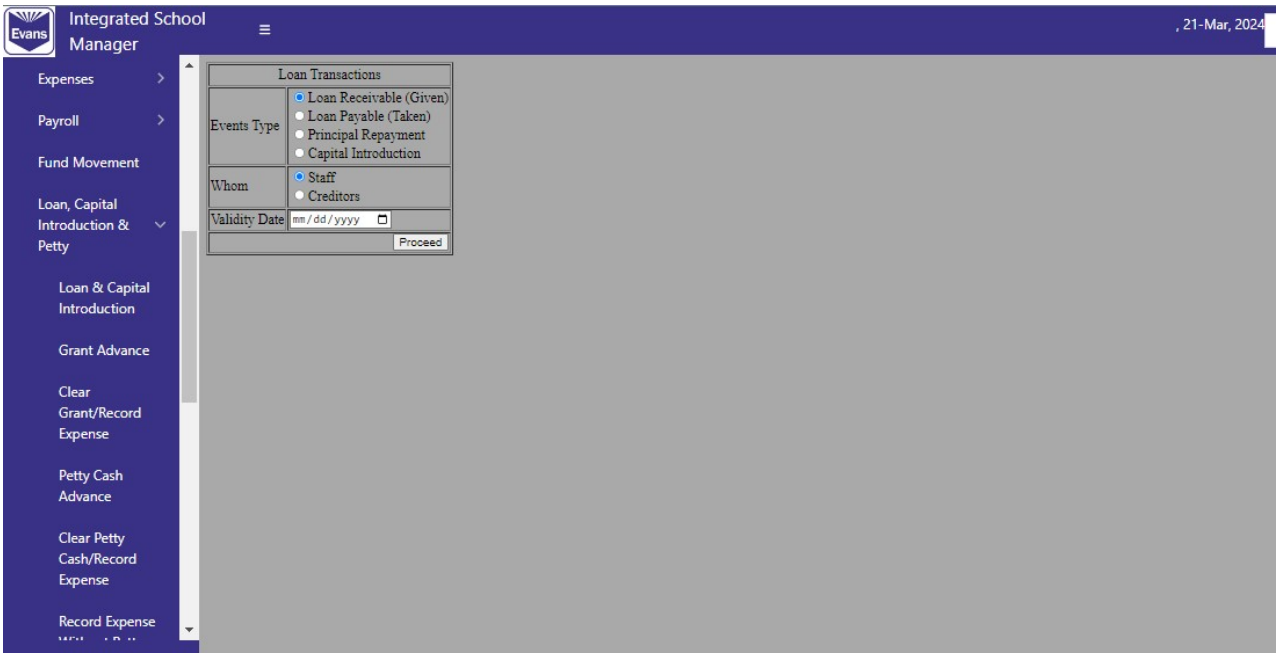


Fig 96

To advance petty cash: click **Loans, Capital Introduction & Petty Cash** in the accounts module menu and select **Petty Cash Advance**. Pick the **staff name** who is the beneficiary, enter **date** and the **amount** advanced, Select the **mode of payment** and the input the **document number** (if you are issuing a cheque) and click **Save**.

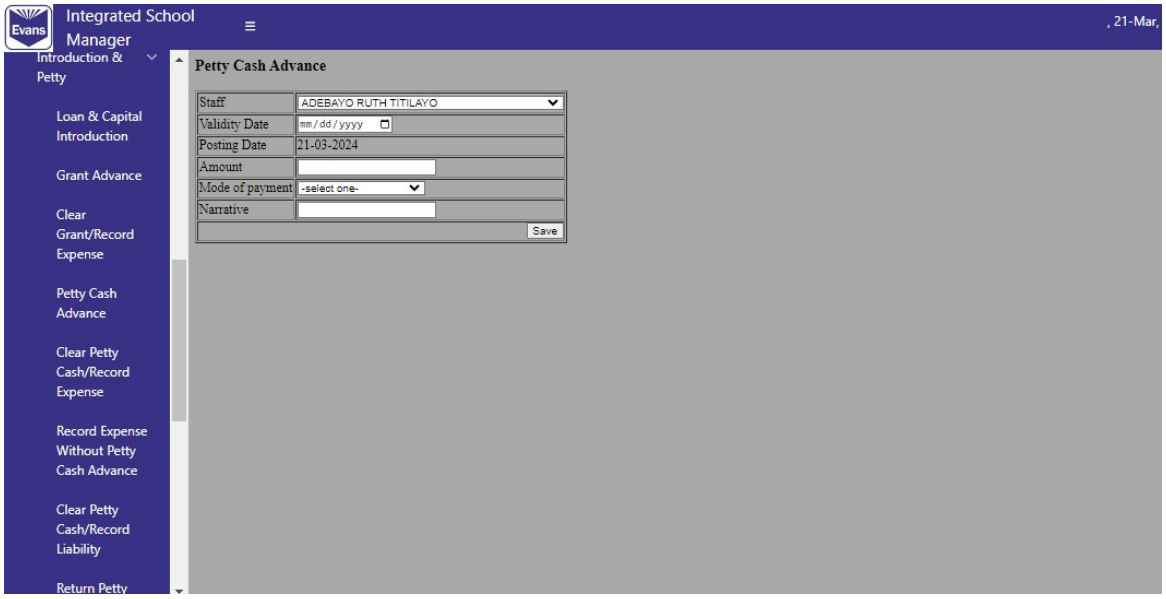
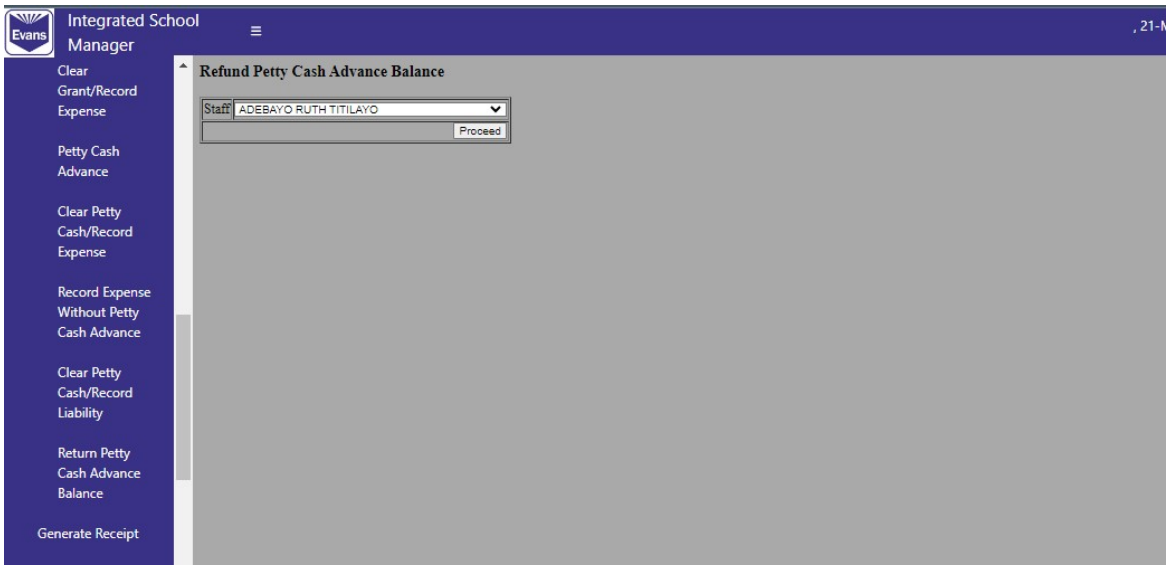


Fig96

To clear petty cash advances: click **Loans, Capital Introduction & Petty Cash** in the accounts module menu and select **Clear Petty Cash Advance**. Pick the **date** and select the i**ndividual** concerned from the drop down button. A message indicates the advanced cash to clear. On the table displayed, enter the **amount** spent on each expense listed. Click **Pay & Save.**

To refund petty cash advance balance: click LOANS, **Capital Introduction & Petty Cash** in the accounts module menu and select **Refund Petty Cash Advance Balance**. Select the **Staff** name that is refunding, Click on **Proceed** to take you to where you are to select the date the staff is refunding the advance cash, the amount, Mode of payment, the document number (if the staff is refunding through cheque-input the cheque number) and Click on Save


Integrated School Manager
Clear Grant/Record Expense
Petty Cash Advance
Clear Petty Cash/Record Expense
Record Expense Without Petty Cash Advance
Clear Petty Cash/Record Liability
Return Petty Cash Advance Balance
Generate Receipt
Refund Petty Cash Advance Balance
Staff
ADEBAYO RUTH TITILAYO
Proceed
Fig.97

4.11. GENERATE RECEIPTS

This is where receipts are generated for Students.

To Generate Receipt: Go to **Generate Receipt** under **Account** module and select the Academic year, the Chapter, the Class and the term, and Click **Search**. (Fig 99).
It shows you the list of the class. You can print ***Double receipt*** or Single ***Receipt*** as it applies. After picking any of the option, (Double / Single Receipt). Fig.100. Click on **Print** at the left top Conner of the display. It takes you to Printer setup to print.

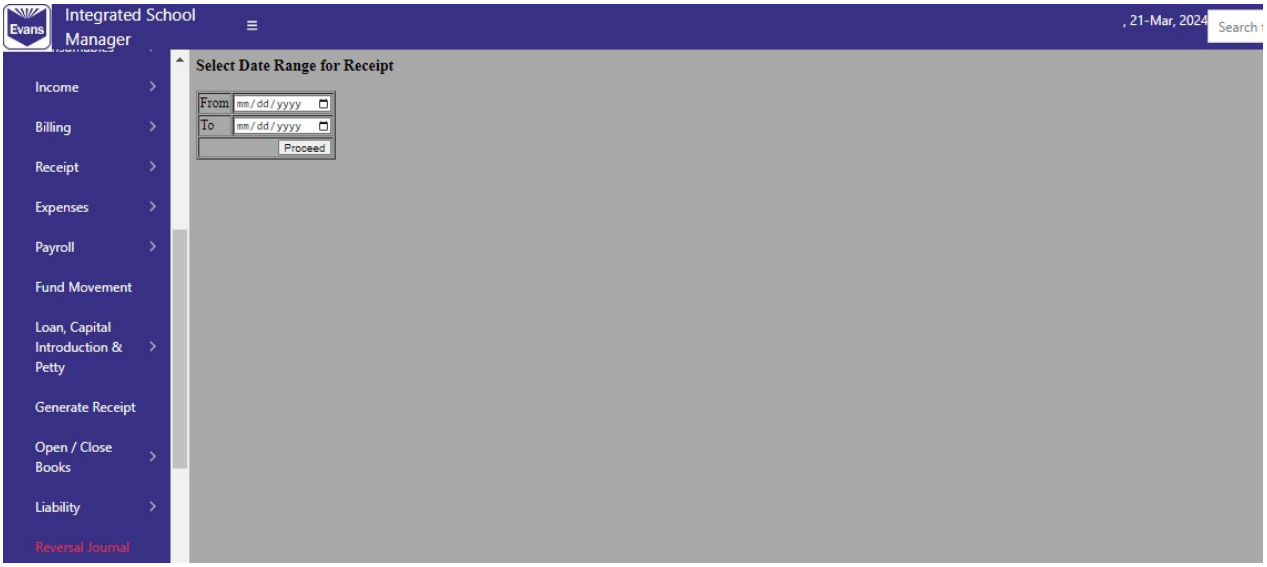


Fig.99

You can set the Custom to suit your desired number and Click on **Print**.

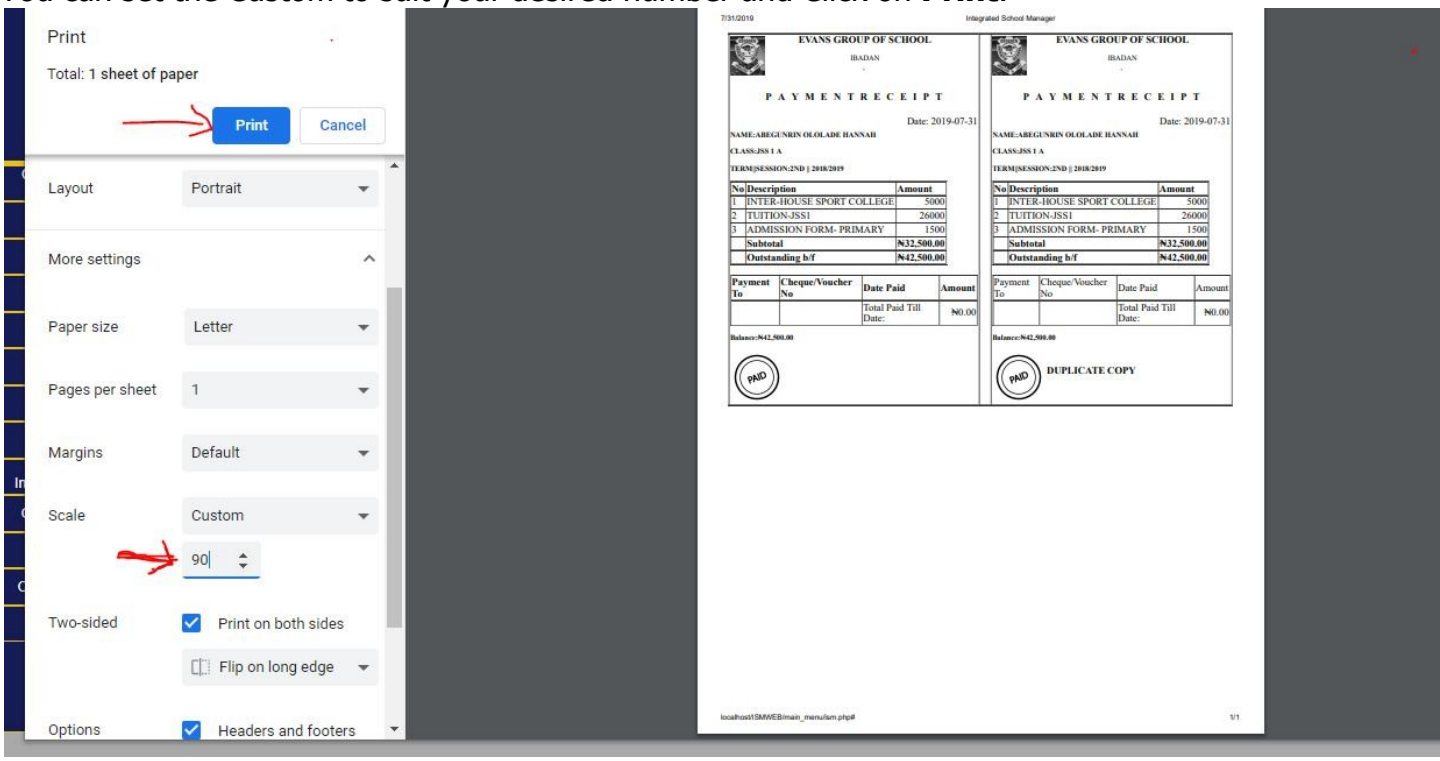


Fig 101

4.12. OPEN AND CLOSE BOOKS

Receivables from Current Student: Click **Open/Close Books** on the account module menu, select **Open** and select

Current Assets then Navigate to **Receivable for Current Student**. Select the Academic year, Chapter, Class, Group and Date Click **Proceed**.

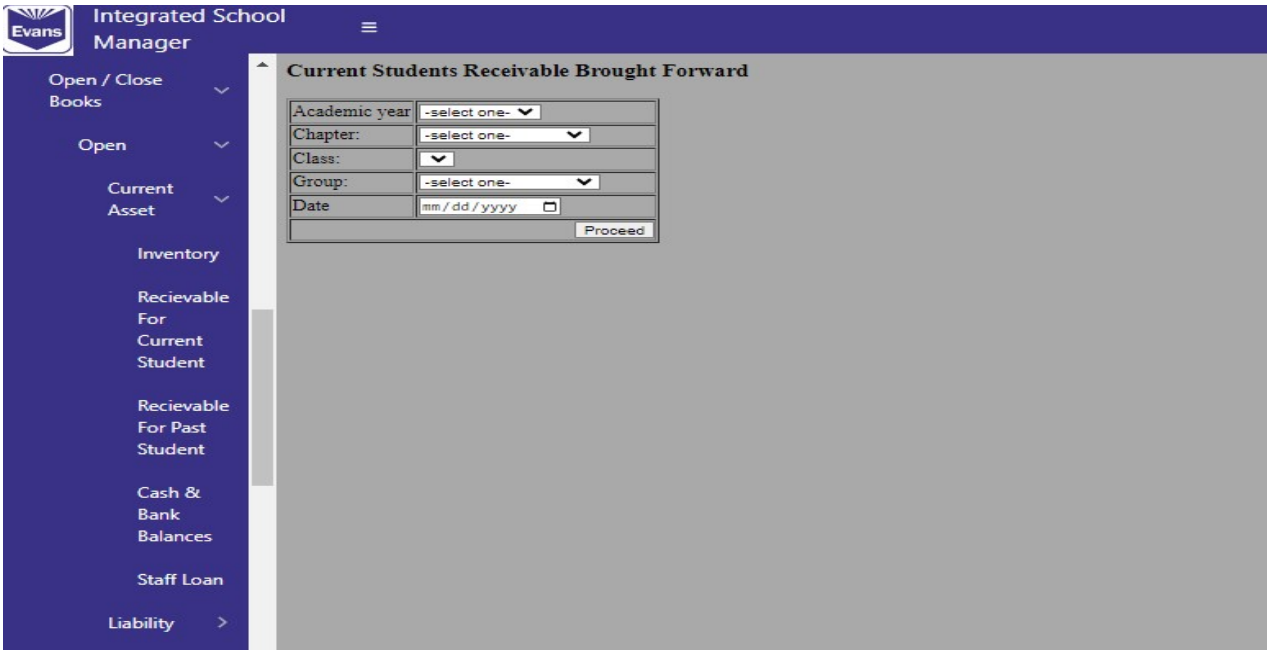

Integrated School Manager
Open / Close Books
Open
Current Asset
Inventory
Recievable For Current Student
Recievable For Past Student
Cash & Bank Balances
Staff Loan
Liability
Current Students Receivable Brought Forward
Academic year
-select one-
Chapter:
-select one-
Class:
Group:
-select one-
Date
mm/dd/yyyy
Proceed

Fig.103

It displays the list of student debt position to be brought forward. Record the amount, then click on **Save.**

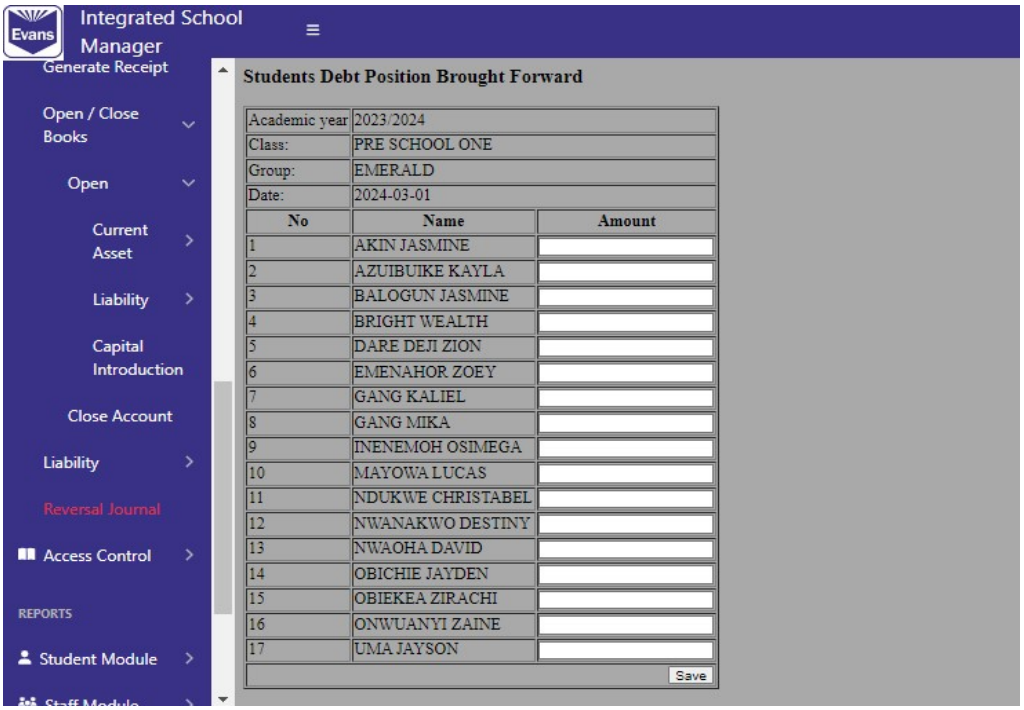


Fig. 104

For the past Student: Select the name of the past Student, put the amount owned and date and click **Proceed**

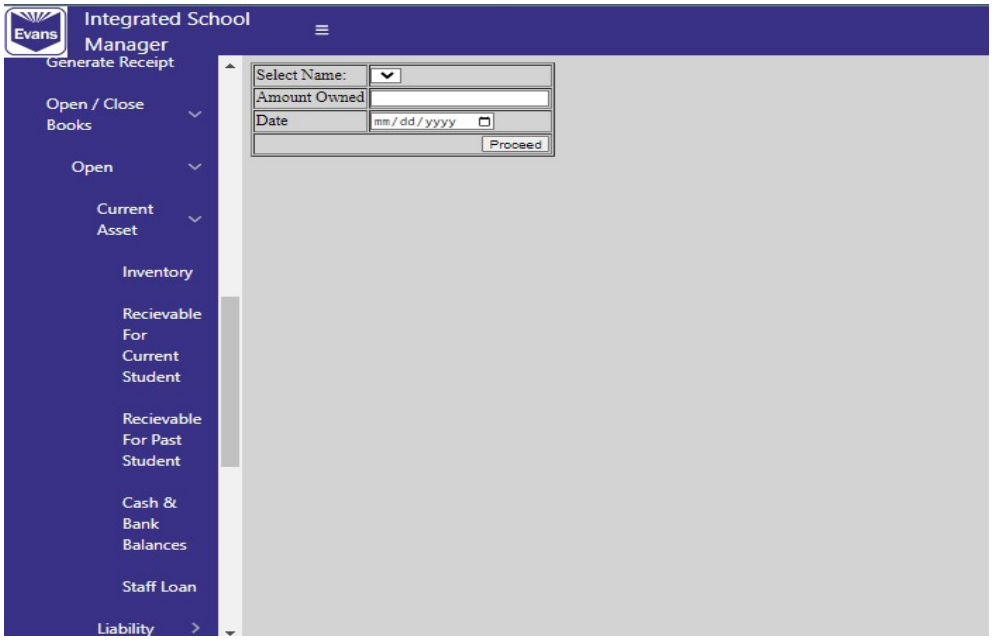
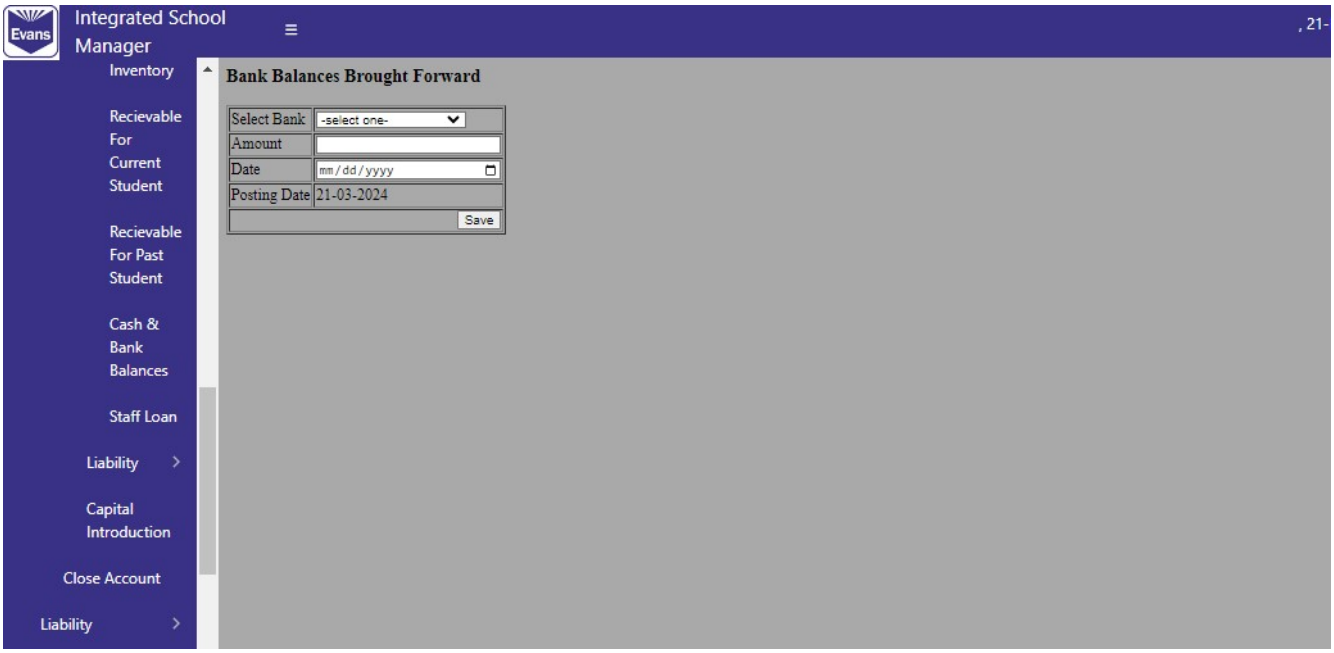
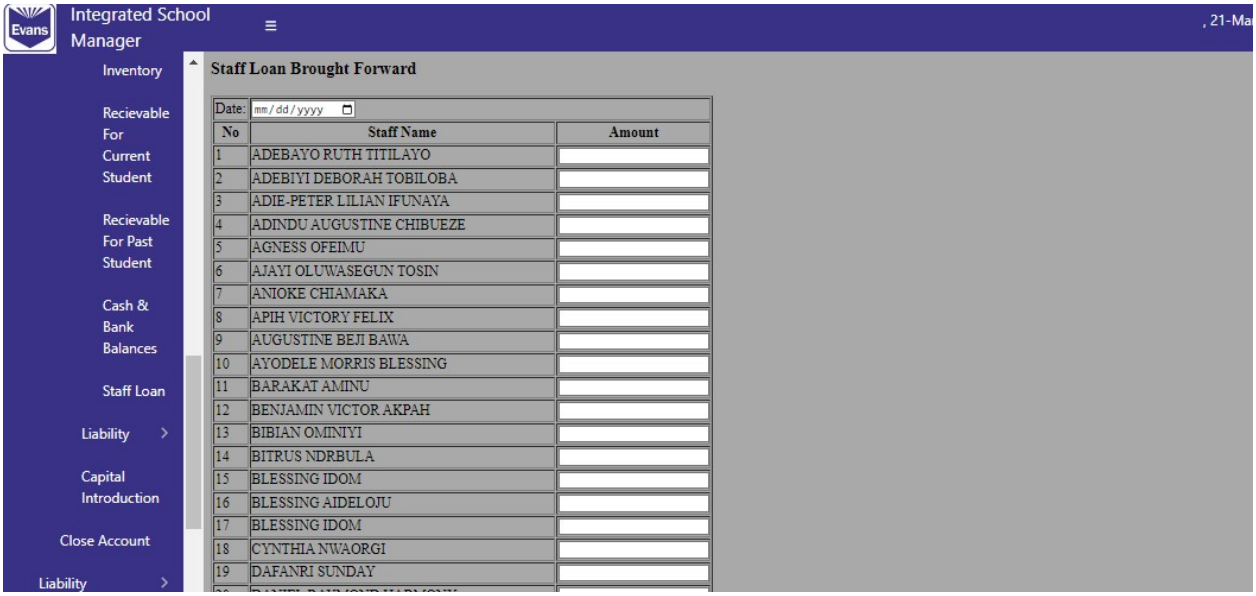


Fig 105

Cash at Bank: To record Cash at bank Click on **Open/Close Books**, select **Open** and select **Current Assets** then **Cash and Bank Balances.** It displays the next screen where you will select the Bank, Amount and the date. Click on **Save**



Staff loan: To record staff loan Click on **Open/Close Books**, select **Open** and select **Current Assets** then **staff loan.** It displays the next screen where you will select the date, and enter the Amount. Click on **Save**



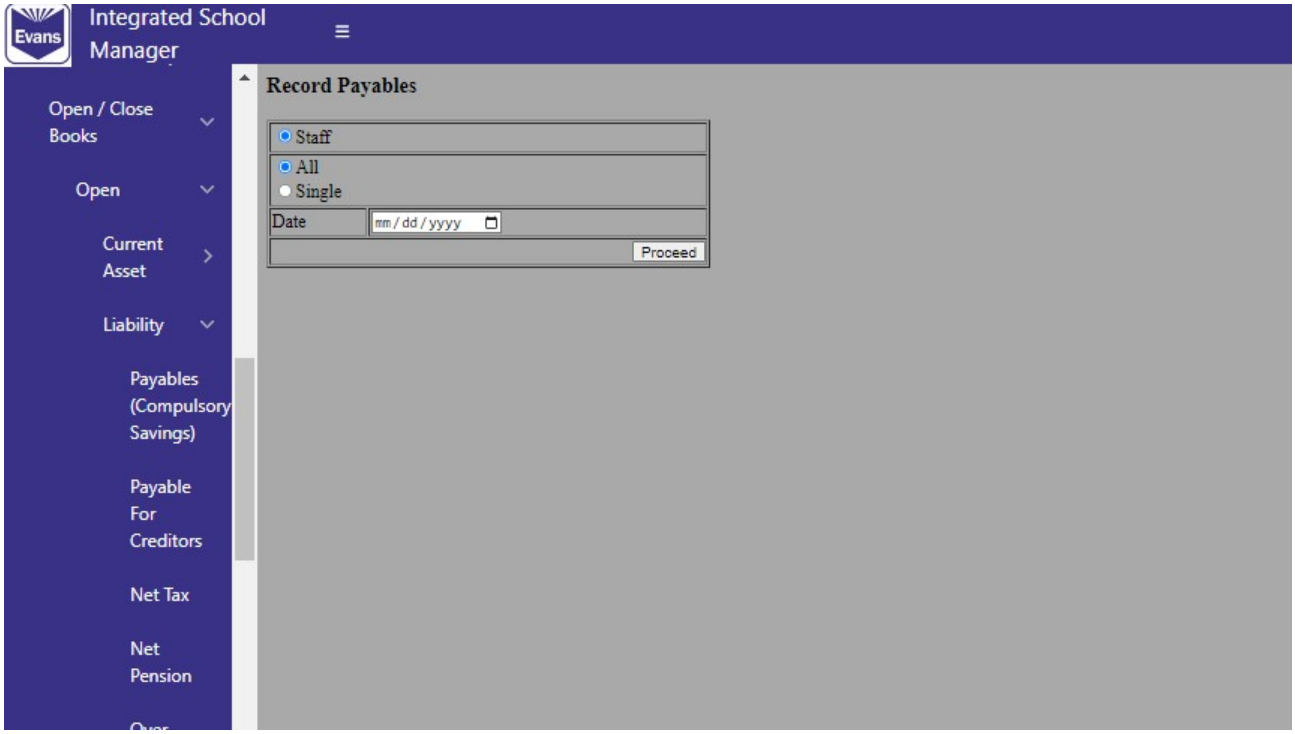
4.13. LIABILITY

Liability or Liabilities are a thing for which someone is responsible, especially an amount of money owed or amount agreed to be paid for a certain reason(s).

Payable (Compulsory Saving: To record Payable (Compulsory Saving) Click on **Liability** under Account module and navigate to **Payable (Compulsory Saving**). It displays a table where you to tick for **Student, staff or Creditors** (Other Stakeholders). Fig.91

If the amount to be paid is the same, click on **all,** else click on **single** if the amount is not the same. Pick the **Date** of recording the transaction, and click on **Select**.

If you earlier pick Single, it further displays a new screen expecting you to pick that concerned **student**, **staff** or Creditor (other Stakeholder) see Fig. 92


Integrated School Manager
Open / Close Books
Open
Current Asset
Liability
Payables (Compulsory Savings)
Payable For Creditors
Net Tax
Net Pension
Record Payables
Staff
All
Single
Date
mm / dd / yyyy
Proceed
Fig 91

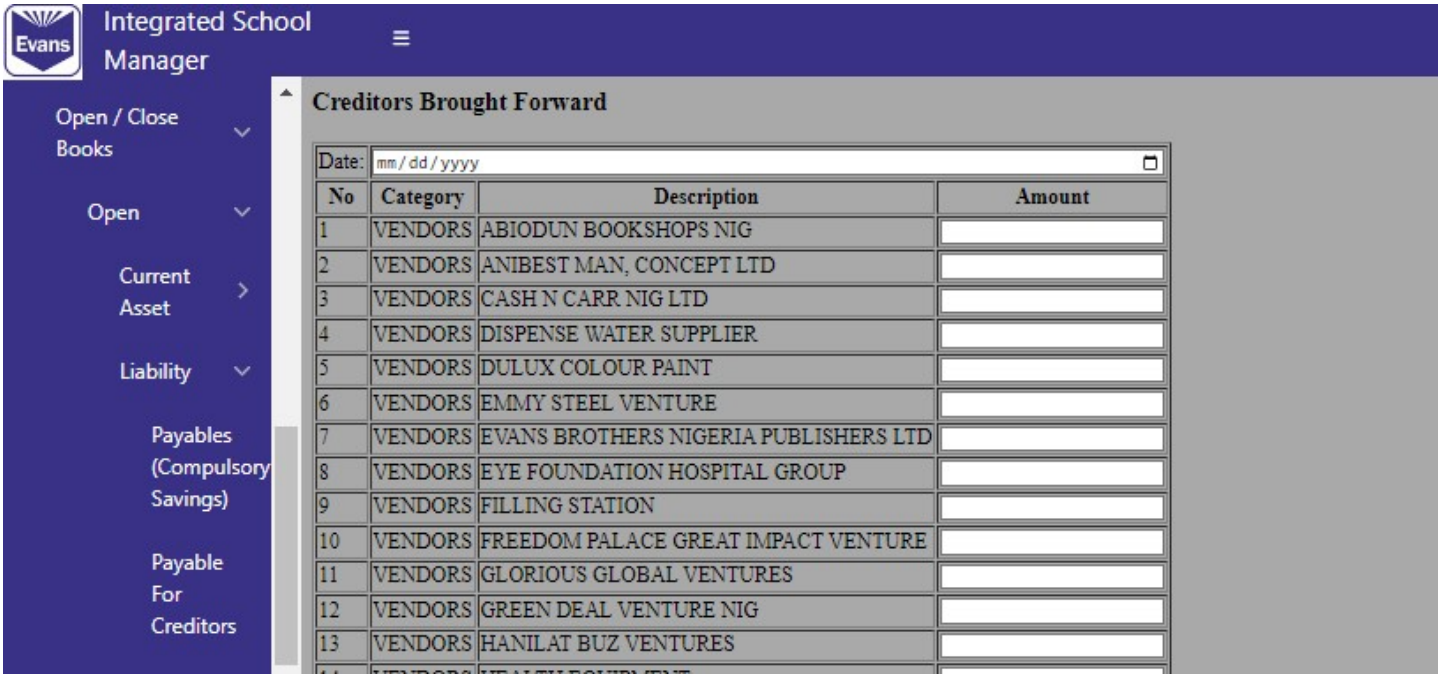


Fig92

Net Tax: Is a general amount expected to be paid as taxation. Click on Single if the tax amount varies so as to record for individuals as it applies

Net Pension: Is a general amount expected to be paid as Pension. Click on Single if the Pension amount varies so as to record for individual as it applies

Overpayment: This is the amount that exceeds the expected amount. Click on Single if the Over payment amount varies so as to record for individual as it applies.

4.14. REVERSAL JOURNAL

A reversal journal entry is used to undo a previous adjusting entry made in the previous accounting period. It is typically done at the beginning of a new period to ensure that financial statements reflect only current period transactions and adjustments. To do reversal, click **Reversal Journal** in the account module menu. Select the **description category**, **Whom the reversal is for and the validity date**. Then click **Proceed.**

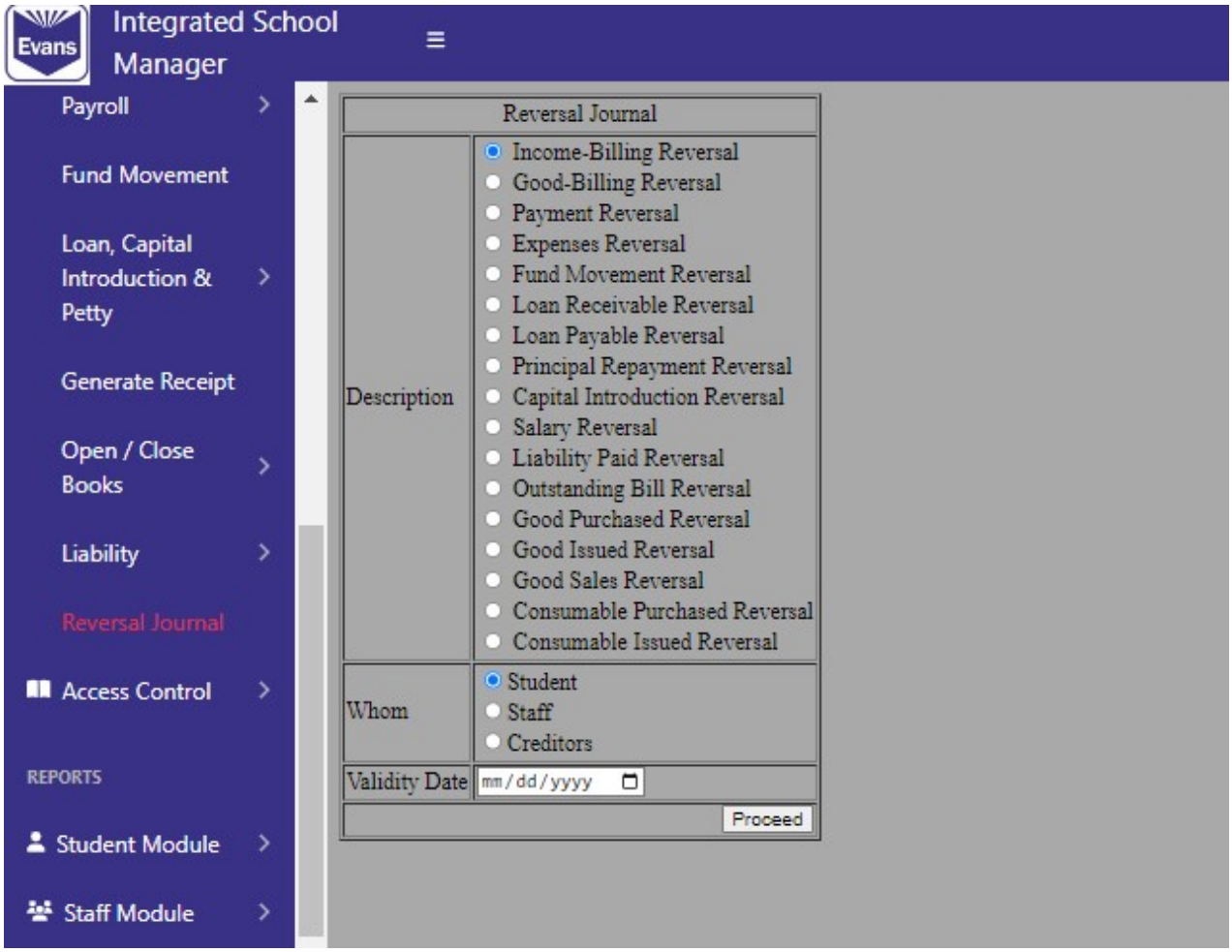

Integrated School Manager
Payroll
Fund Movement
Loan, Capital Introduction & Petty
Generate Receipt
Open / Close Books
Liability
Reversal Journal
Access Control
REPORTS
Student Module
Staff Module
Reversal Journal
Description
Income-Billing Reversal
Good-Billing Reversal
Payment Reversal
Expenses Reversal
Fund Movement Reversal
Loan Receivable Reversal
Loan Payable Reversal
Principal Repayment Reversal
Capital Introduction Reversal
Salary Reversal
Liability Paid Reversal
Outstanding Bill Reversal
Good Purchased Reversal
Good Issued Reversal
Good Sales Reversal
Consumable Purchased Reversal
Consumable Issued Reversal
Whom
Student
Staff
Creditors
Validity Date
mm/dd/yyyy
Proceed

Fig.108

5. ASSETS

This module allows schools to keep track of their fixed assets, assess their current accounting value, record their physical conditions and track their movements.

5.1 ASSET PARAMETERS
5.2 ASSET MANAGEMENT

5.1. Asset Parameters

This is where fixed assets are organized into categories for distinct identification. You must first define Asset categories (such as vehicles, furniture, building or appliances). You can then record individual asset descriptions (such as Toyota Camry car, main school building or photocopying machine) under a selected asset category.

To Add Asset Category, click on **Asset** then click **Asset parameters**, select **add asset category**, create Asset **Category** by inputting the asset and add **depreciation rate**, Then click **Save.**

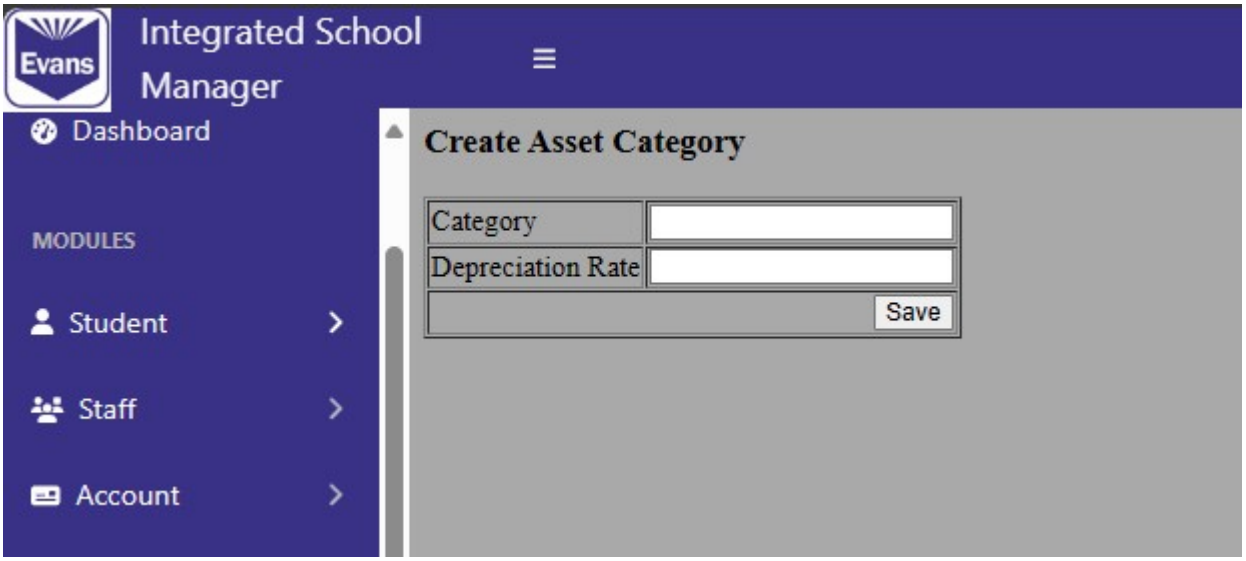


Fig.111

To Update Asset Category, click on **Asset** then click **Asset parameters**, select **update asset category** then it would display the list of Assets categories the school already entered, then click on **update**. After clicking on the update, you can edit the depreciation rate and clicks save again.

Asset Description

This is where the Asset under the Asset category described already are listed.

To Add Asset Description, click on **Asset** then click **Asset parameters**, select **add asset description**, create Asset **Description** by inputting the asset and add **depreciation rate**, Then click **Save.**

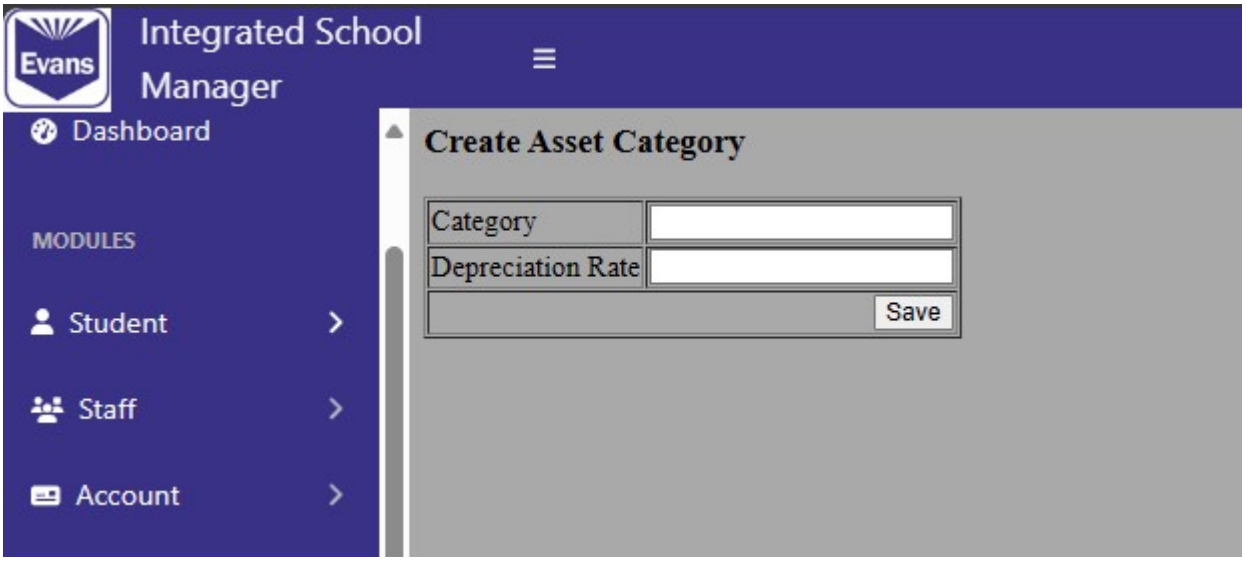


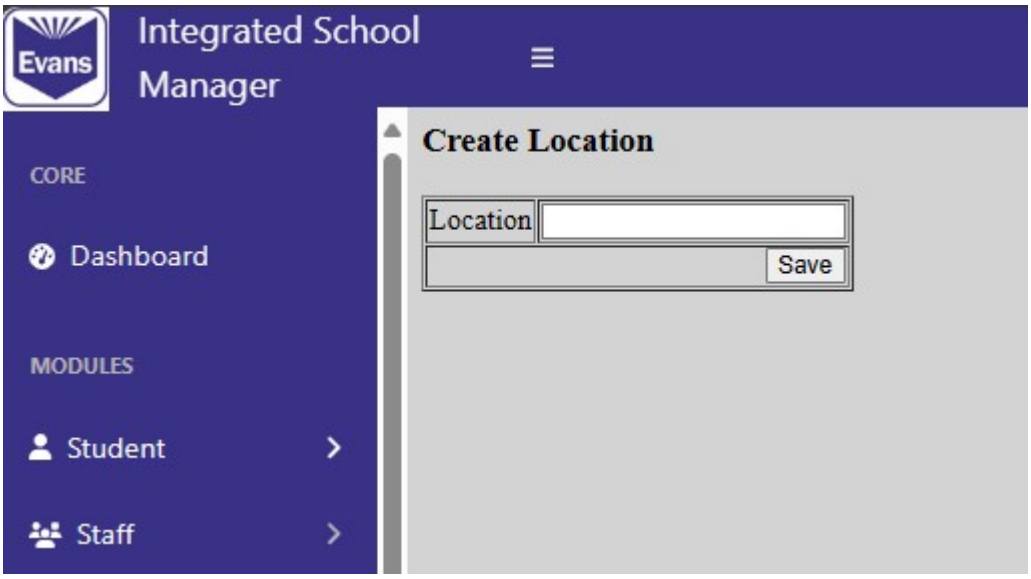
Fig.111

To Update Asset Description, click on **Asset** then click **Asset parameters**, select **update asset description** then it would display the list of Assets description the school already entered, then click on **update**. After clicking on the update, you can edit the depreciation rate and clicks save again.

Location

This is where you record the place or exact location of a particular asset or group of assets.

To Create Location, click on **Asset** then click **Asset parameters**, select **create location**, create Location by inputting the location, Then click **Save.**



5.2. Asset Management

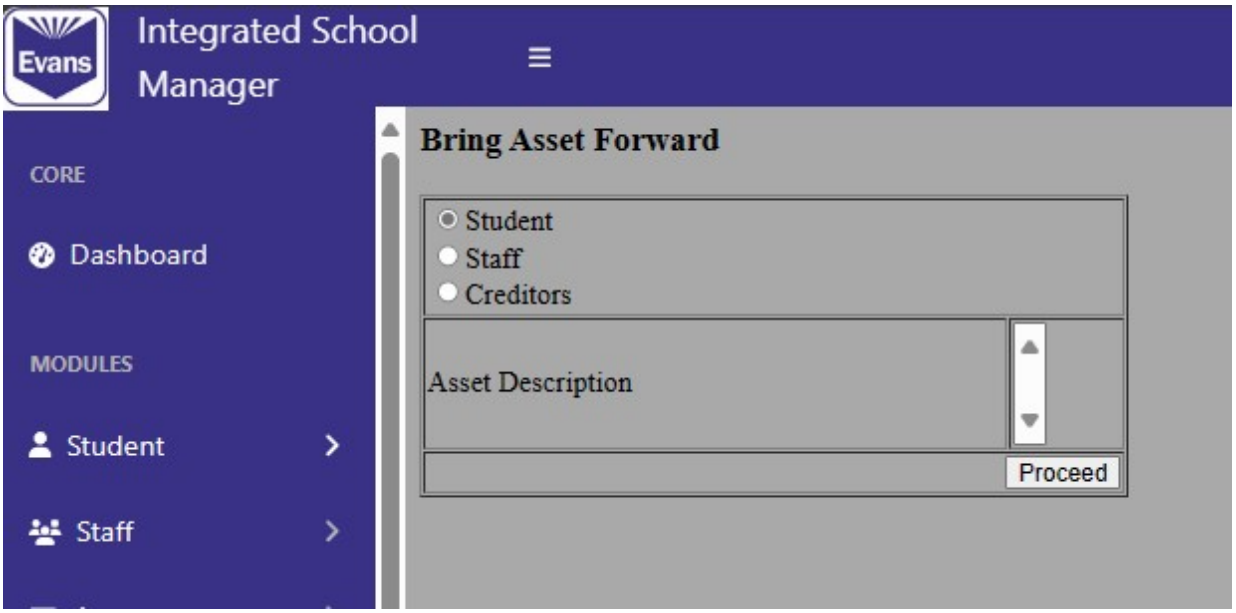
Buy Assets

This is where assets to be newly purchased will be recorded. It contains the **Asset description**, **unit purchased** and also the **cost price** of the asset to be purchased, **date** it will be bought, the **bank**, the **payment type** (full payment, half payment or pay it letter). Enter all the details and Click **Save.**

Bring Asset Forward

Fixed assets in existence at a date prior to that of book opening are passed into ISM by bringing them forward. You must have defined all the Asset categories & descriptions of your assets before performing this operation.

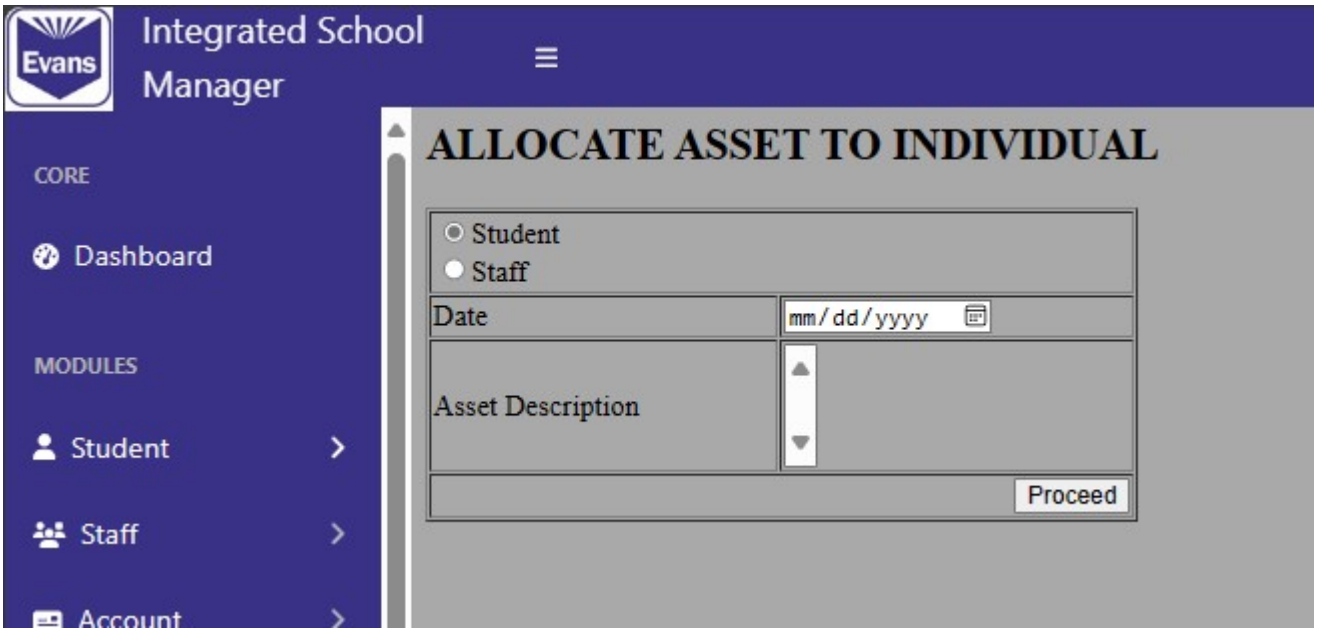
To Bring Asset forward, click on **Bring Asset Forward** under the Asset module, select from the option of student, staff and stakeholders. Select on the **Asset Description** then click on proceed. You will be directed to a new form where you fill the following information. The **Name of the staff**, **student or stakeholder (creditor) with the particular Asset**, the **Date**, the **Asset Description**, the **Unit Bought**, **And Total Naira purchase cost**, and **Payable**.



Asset Allocation

This is where assets are allocated to some categories of persons/individuals in the school.

To Allocate Asset, click on **Asset Allocation** under the Asset module menu, select maybe it's a **student or teacher** you want to allocate it to, select the **date**, and select the **asset description**, and then click **Proceed**.



DISCARD ASSETS

Use this function to dispose of those used assets that can no longer be sold.

Click **Discard Assets** in the assets module menu. And select who you want discard assets from (student, teacher, stakeholders etc), select the **assets category** you want to discard from the assets description list, and then click **Proceed**.

6 ACCESS CONTROL

Access control is a security measure that regulates who or what can access resources in a computing environment. It ensures that only authorized users or systems can access resources while preventing unauthorized access. There are several types of access control, including discretionary, mandatory, role-based, and attribute-based. Access control is crucial for information security, helping to prevent data breaches and unauthorized access.

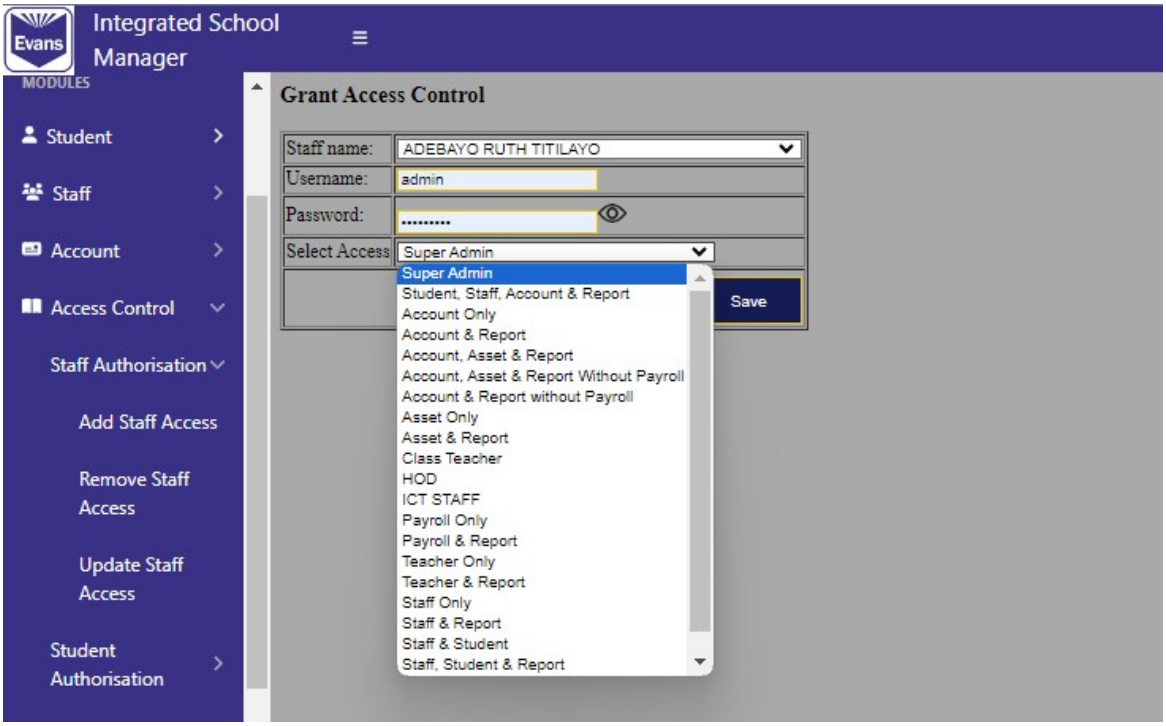
6.1 STAFF AUTHORIZATION
6.2 STUDENT AUTHORIZATION

6.1. Staff Authorization

Add Staff Authorization

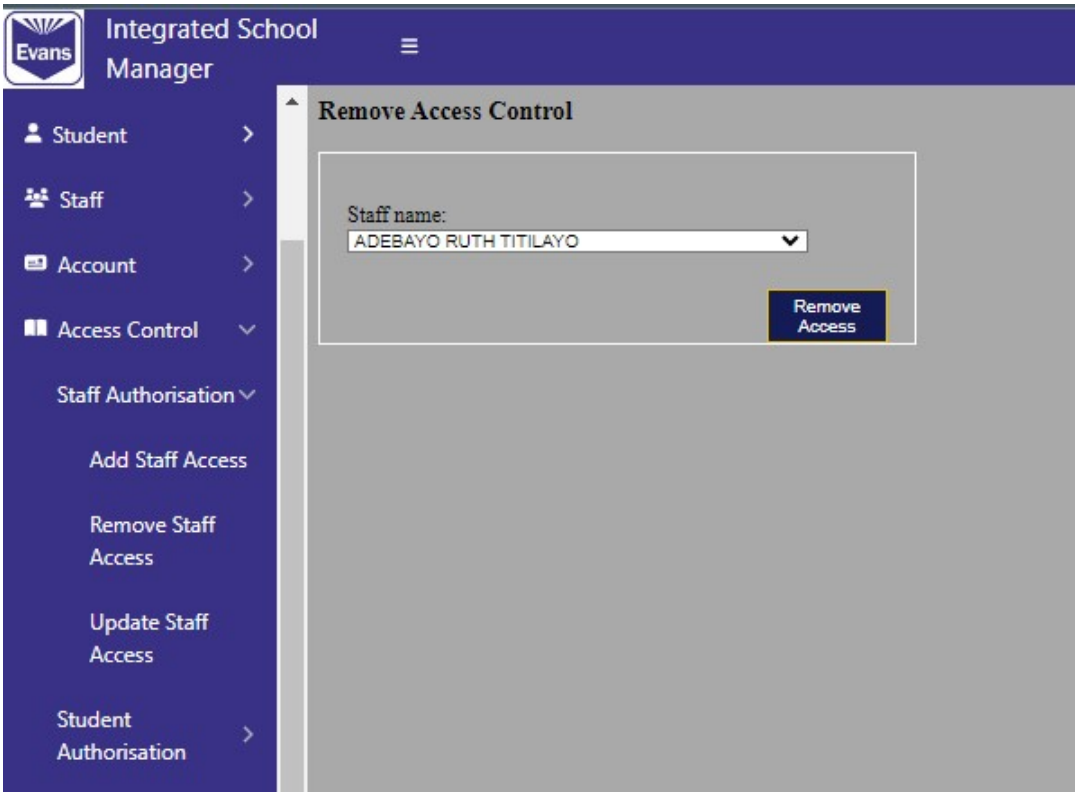
To grant access to the staff, click on the **access control** and select **the staff authorization** and click on the **add staff access**. Select the **staff name**, give a **username** to the selected **staff** and also give the **password** to the selected staff, then save.

Note: It is not case sensitive.



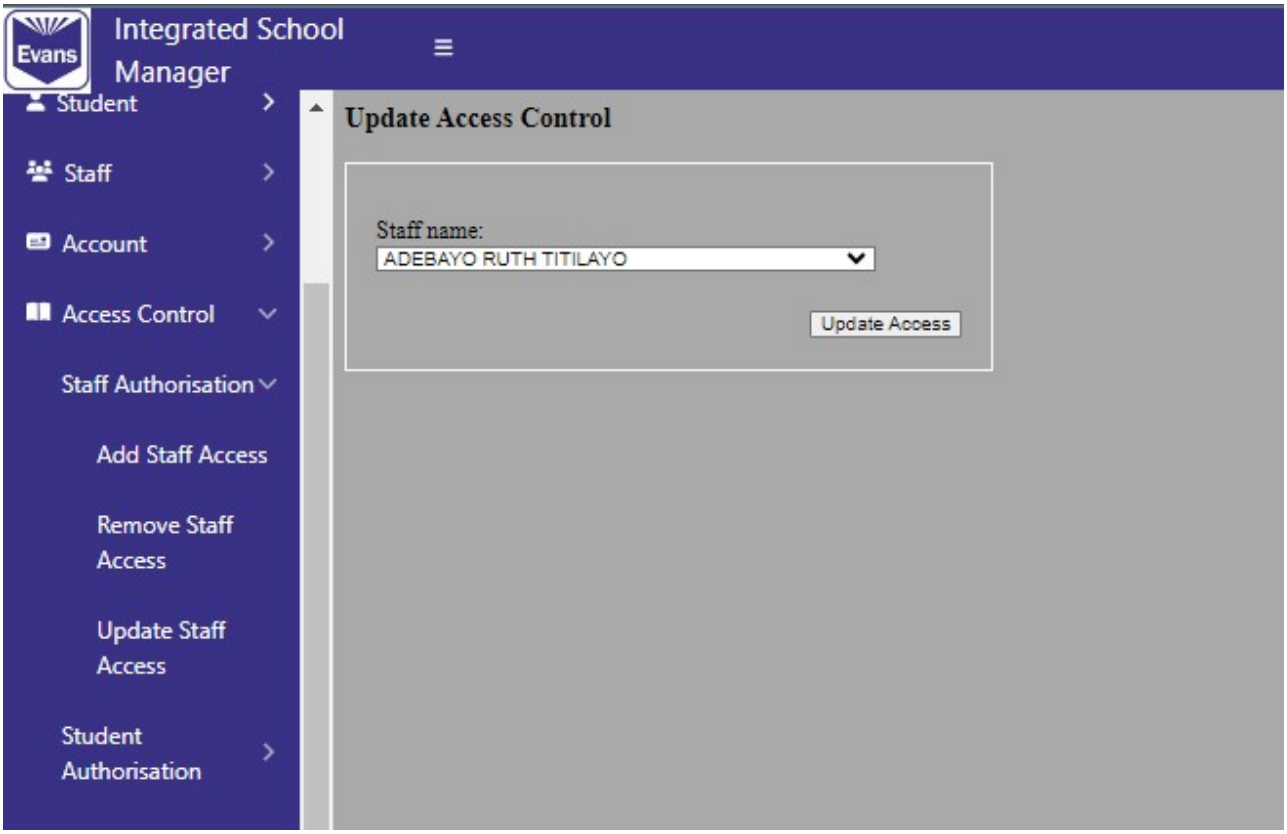
Remove Staff Authorization

To remove access of the staff, click on the **access control** and select the **staff authorization** and click on the **remove staff access**. Select the **staff name**, then click on **remove access**.



Update Staff Authorization

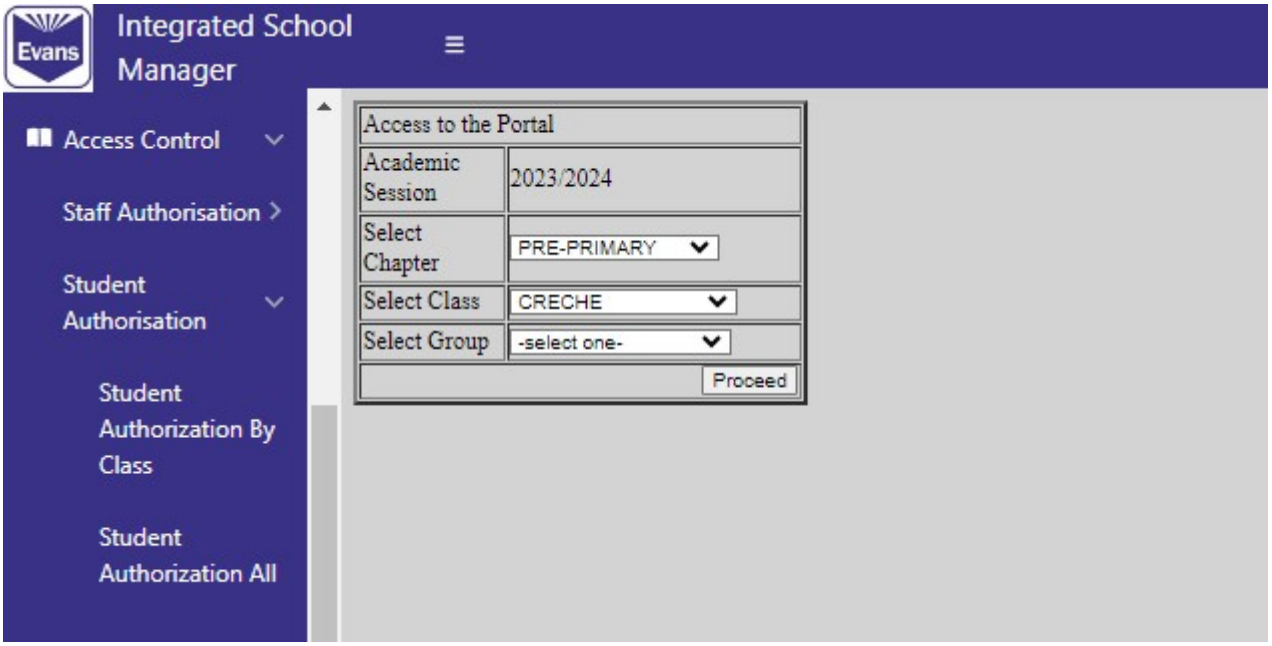
To update access of the staff, click on the **access control** and select the **staff authorization** and click on the **update staff access**. Select the **staff name**, then click on **update access**.



6.2. STUDENT AUTHORIZATION

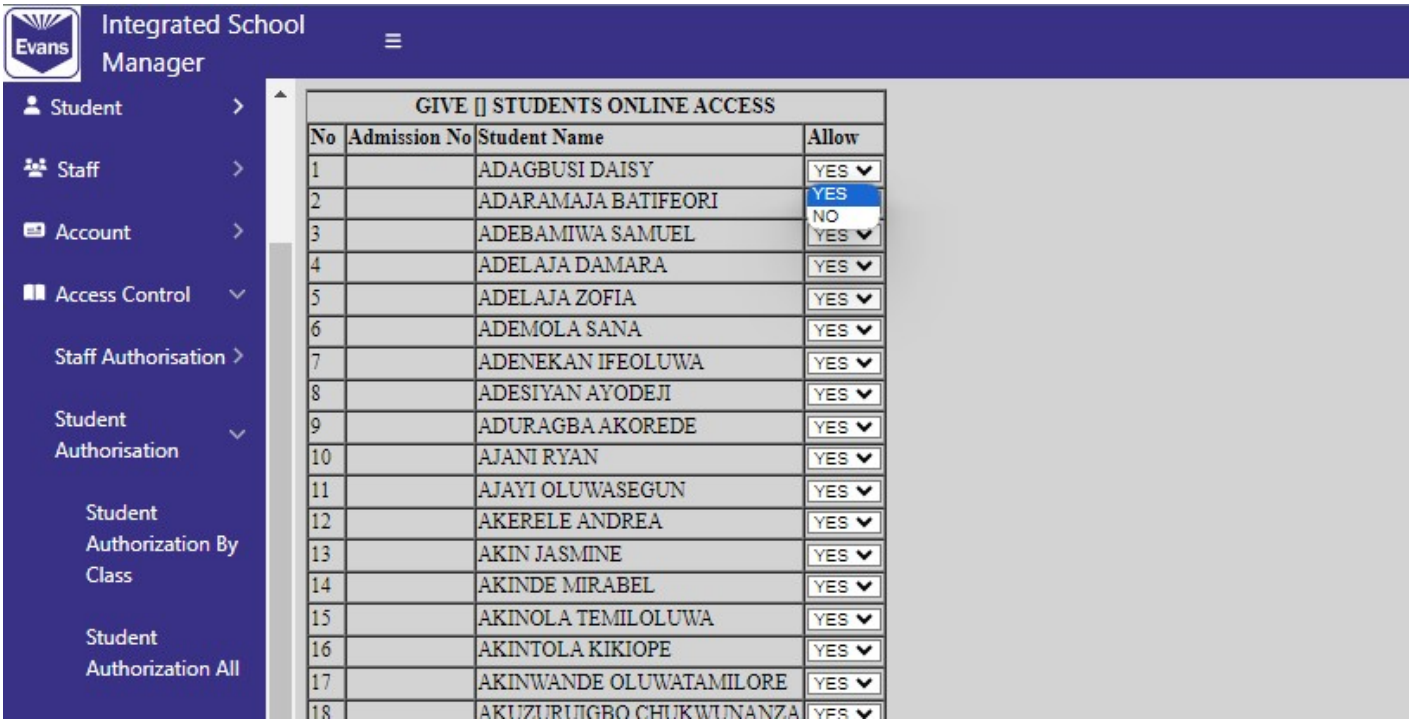
Student Authorization By Class

To give access of the student by class, click on the **access control** and select the **student authorization**, then select the **student**, select the **chapter**, then select **class**, then select **group**, then click on **proceed.**



Student Authorization All

To give access to all the student , click on the **access control** and select the **student authorization,** then select the **student**, select the **chapter**, then select **class**, then select **group**, then click on **proceed**.


Integrated School Manager
Student
Staff
Account
Access Control
Staff Authorisation
Student Authorisation
Student Authorization By Class
Student Authorization All
GIVE [] STUDENTS ONLINE ACCESS
No
Admission No
Student Name
Allow
1 ADAGBUSI DAISY YES
2 ADARAMAJA BATIFEORI YES NO
3 ADEBAMIWA SAMUEL YES
4 ADELAJA DAMARA YES
5 ADELAJA ZOFIA YES
6 ADEMOLA SANA YES
7 ADENEKAN IFEOLUWA YES
8 ADESIYAN AYODEJI YES
9 ADURAGBA AKOREDE YES
10 AJANI RYAN YES
11 AJAYI OLUWASEGUN YES
12 AKERELE ANDREA YES
13 AKIN JASMINE YES
14 AKINDE MIRABEL YES
15 AKINOLA TEMILOLUWA YES
16 AKINTOLA KIKIOPE YES
17 AKINWANDE OLUWATAMILORE YES
18 AKUZURUIGBO CHUKWUNANZA YES

7. REPORTS

ISM generates multiple standard reports but, on demand, additional or tailor-made reports can be produced. Reports are organized by modules. To display a report click reports on the front page. The reports module Menu is displayed. Click the button of the module you are interested in, the report you wish to generate in the list is displayed.

THE STUDENT MODULE reports are mainly concerned with students' report sheets. ISM produces examination broadsheets either with totals only or detailed for each term and for the entire session. It also produces individual progress or mid-term reports per term as well as score sheets and report sheets per term and for the entire session. Also included are birthdays and phone lists, teachers & students schedules, student lists, subject teacher list, reports on student history, individual student data & ID cards. Parents phone number and other details of the parents. SMS can also be sent in bulk to parent from the student module under report.

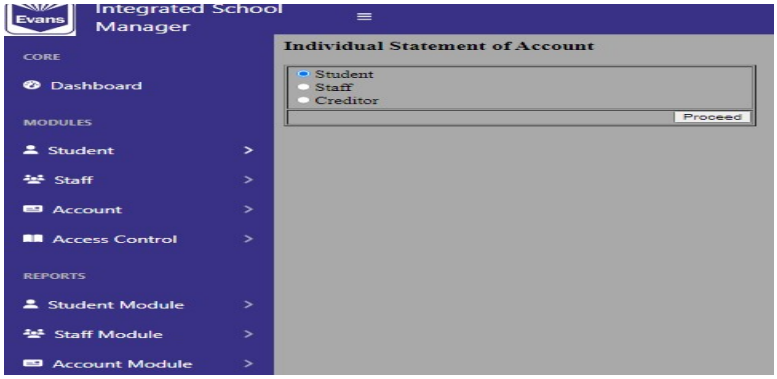
THE STAFF MODULE reports are concerned with all staff matters. Staff list, you can display individual staff data and show changes in staff circumstances. You can display salary data for all staff or in a department. You can generate payroll reports: show payroll data, list net pay, and PAYE or pension payment.



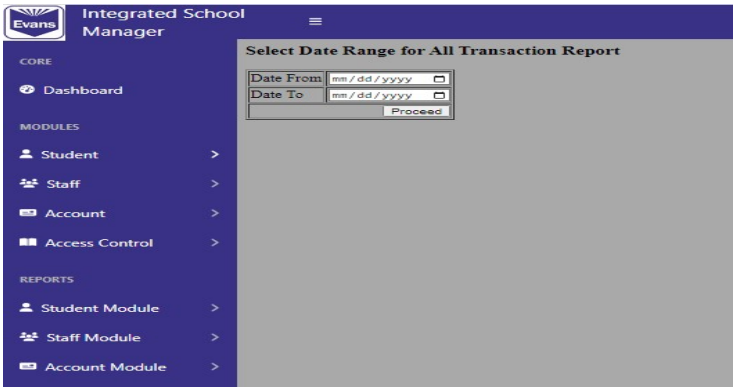
THE ACCOUNT MODULE reports produce your school's final accounts: balance sheet and income statement (P&L account). Also displayed are the history of your consumables and goods for resale: purchases, returns and inventory (volume & value) by good category and for all categories. You can also trace a specific good and establish a complete history of all the transactions relative to this good. You can display your sales, the refunds you have made as well as all invoices and receipts issued. You can display the details of your expenses. You can display the list of your current loans,

deposits and petty cash advances. You can list your debtors & creditors and track how debt clearing has occurred for both payables and receivables. You can also list your transactions whether in cash, by bank account or for all transactions.

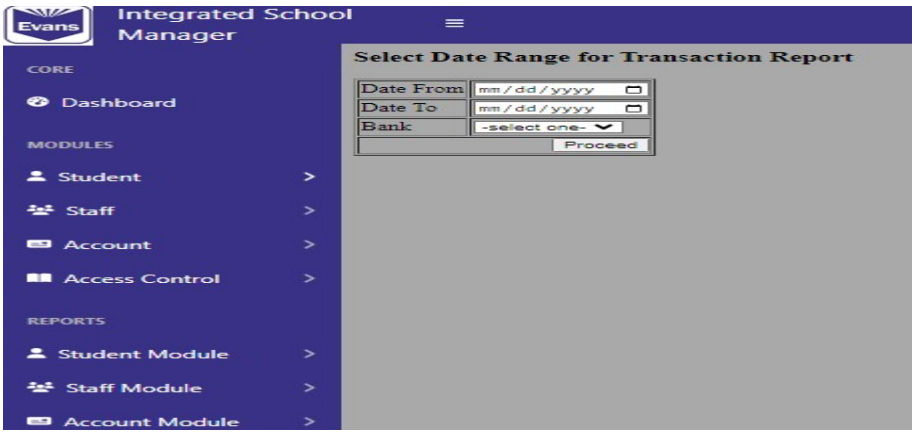
INDIVIDUAL STATEMENT OF ACCOUNT consists of Statement of Account of student, staff and creditor.



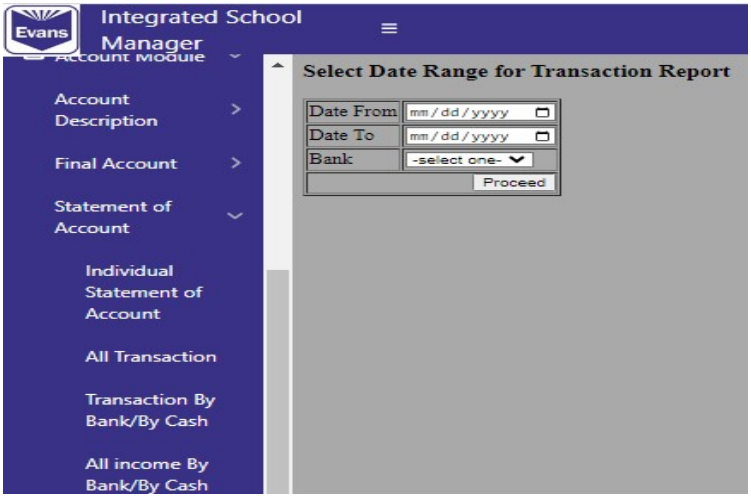
ALL TRANSACTION report is where all transactions are displayed.To display all transaction reports, select "All Tracsaction" module. There the figure below will be displayed.



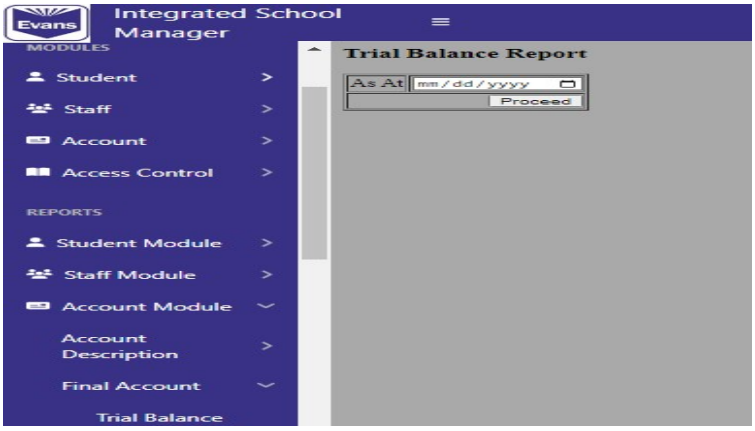
TRANSACTION BY CASH report can be displayed under account module. This can be displayed when you click "Transaction by Cash Module".



ALL INCOME BY BANK/CASH report on all income either by cash or bank will be displayed when you click All Income by Bank/Cash in Account module. The figure below shows the report.



TRAIL BALANCE displays trial balance report when you click "Trial balance" under Account module.

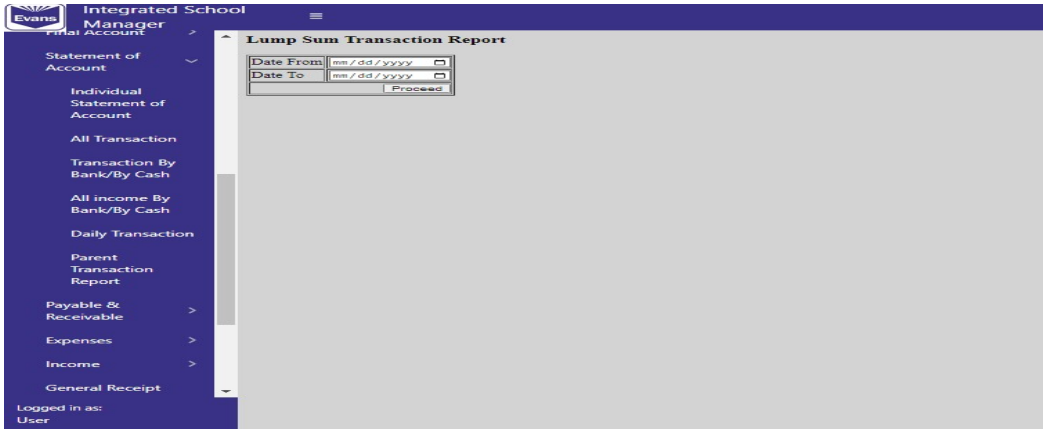


DAILY TRANSACTACTION REPORT displays all transactions made on daily basis. Click the Daily Transaction module, enter the date, month and the year provided in the box

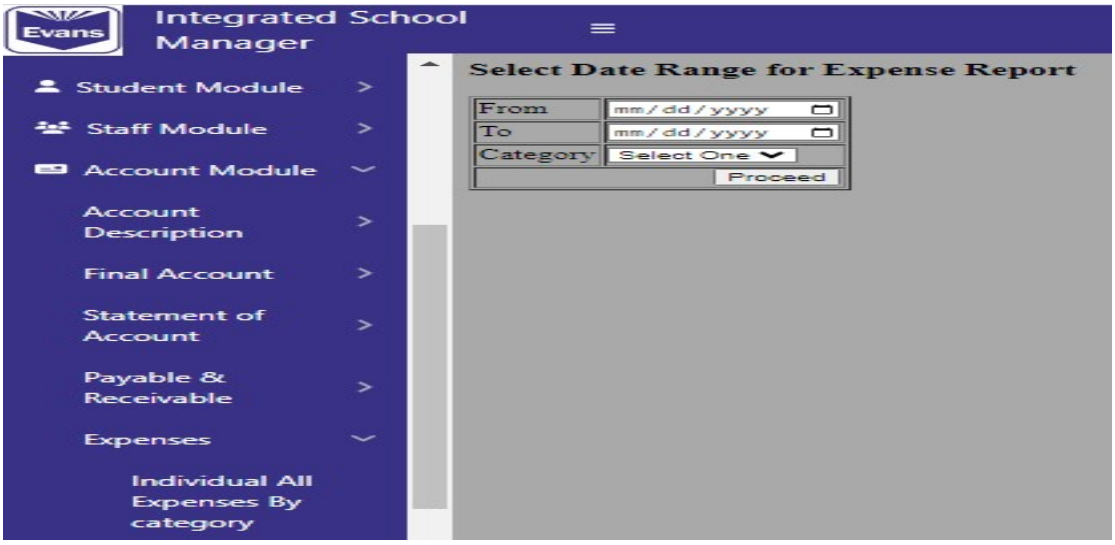
displayed below and click proceed button.



PARENT TRANSACTION REPORT displays all transactions by the parents. The module is displayed when you click "Parent Transaction report under Statement of Account.



INDIVIDUAL EXPENSES report displays all expenses made throughout the period of the expenses. To display individual expenses report, click Expenses under Statement of Account, a list of drop down will be displayed, then click "Individual Expenses". A table will be displayed where you will type in the first date of transaction and the last date of transaction then click the "Process button".



GENERAL EXPENSES report displays report on all expenses from the time of expenses to the last day of expenses. It consists of "All expenses" and "Category" of expenses. To display this report, click General expenses, then click "All". While you will click Category to display category of expenses report.

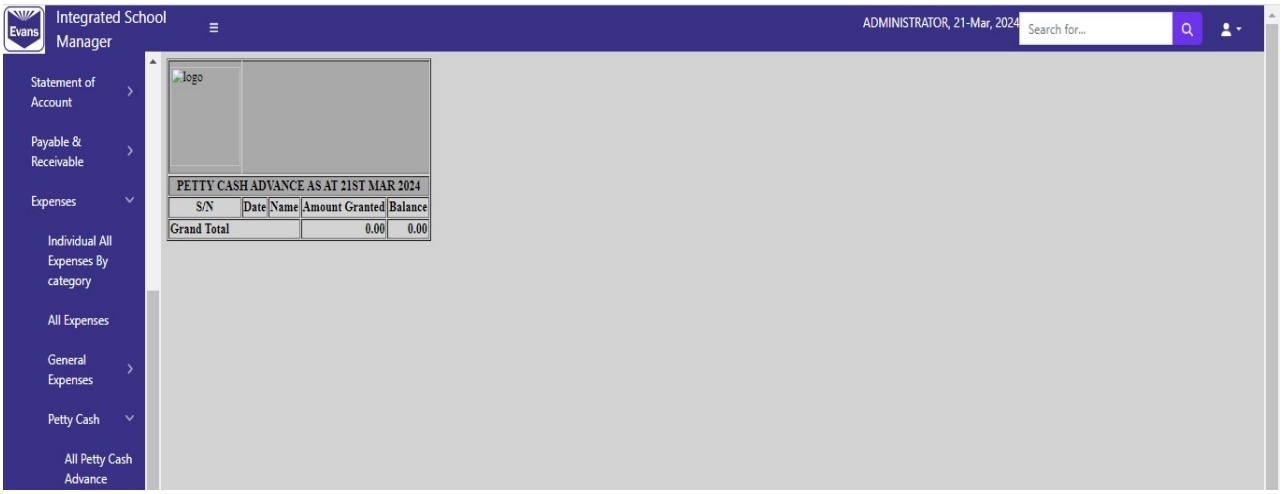
ALL EXPENSES report displays all expenses when you click "ALL".



CATEGORY EXPENSES report displays the category of expenses selected. To display this report, click category, a table will appear where you will enter the first date of expense and the last date of expenses, then you will select the category of expenses of your choice and click proceed.



PETTY CASH report this displays reports on petty cash. It consists of all petty cash advance, all and category of petty cash.



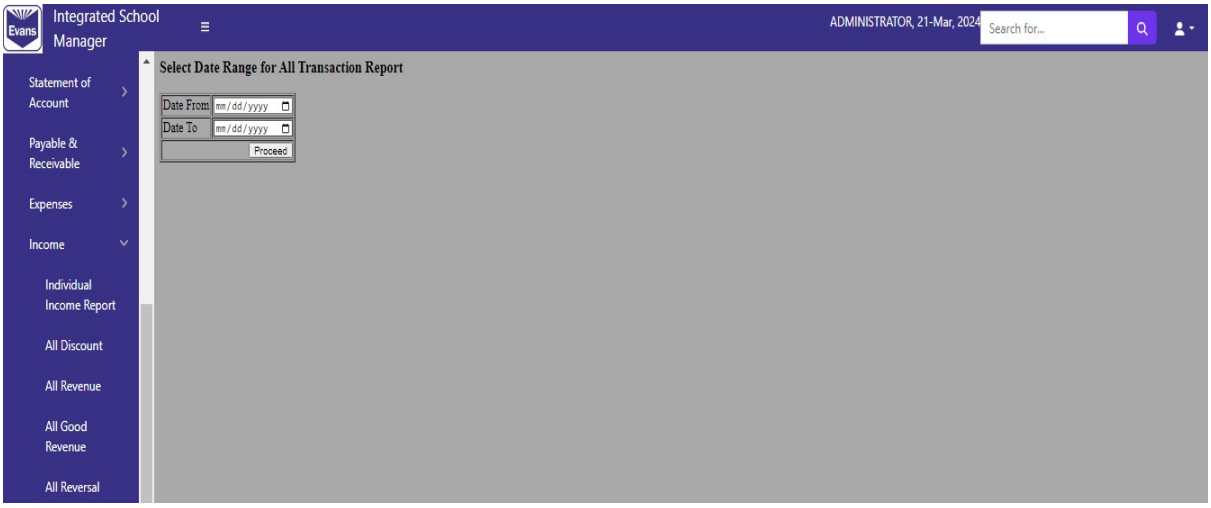
INCOME report consists of all day-to-day income made. It consists of "Individual income report", "All Discount", "All Revenue", "All Reversal", "All Single Billing" and "Parent Payment". The Individual report displays report on individual income. When you click on "Individual Income Report", a table will be displayed where you will enter the service type, the starting date and last date of the income and click the process button.



ALL DISCOUNT report displays report on all discount given when you click it. A box will appear where you will enter the date of discount report and click the "Proceed" button.



REVERSAL report displays all reversal made when you click on reversal. To display a reversal report, click reversal, a box will be displayed where you will enter the date of reversal and click "Proceed".



ALL SINGLE BILLING report displays all billing made when you click the module. To display all billing, click "ALL SINGLE BILLING" a box will appear where you will enter the date of billing and click the "Proceed" button.



GENERAL RECEIPT report displays report on all receipt issued. When you click it, a box will be displayed where you will select the date range of receipt and click the "Process" button.



GOODS report displays report on goods/stock sales report. IT consists of report on daily goods/stock sales, stock movement, stock balance, stock value, Goods Bin Card, view goods issued to students and all goods issued. The daily goods/stock sales report displays reports on daily sales of goods/stock. To display the report, click "Daily Goods/Stock Sales" a box will be displayed where you will select date of daily goods/stock transaction and click the "Proceed" button.



Stock Movement report displays report on all stock movement when you click the Stock Movement. To get the report on Stock Movement, click the Stock Movement, a box will be displayed, select the date for the Stock Movement report and click the "Proceed" button.



STOCK BALANCE report displays report on stock balance. To display report on stock balance, click the "Stock Balance", a box will be displayed where you can select the date for stock balance report. Then click the "Proceed" button and the report will be displayed.



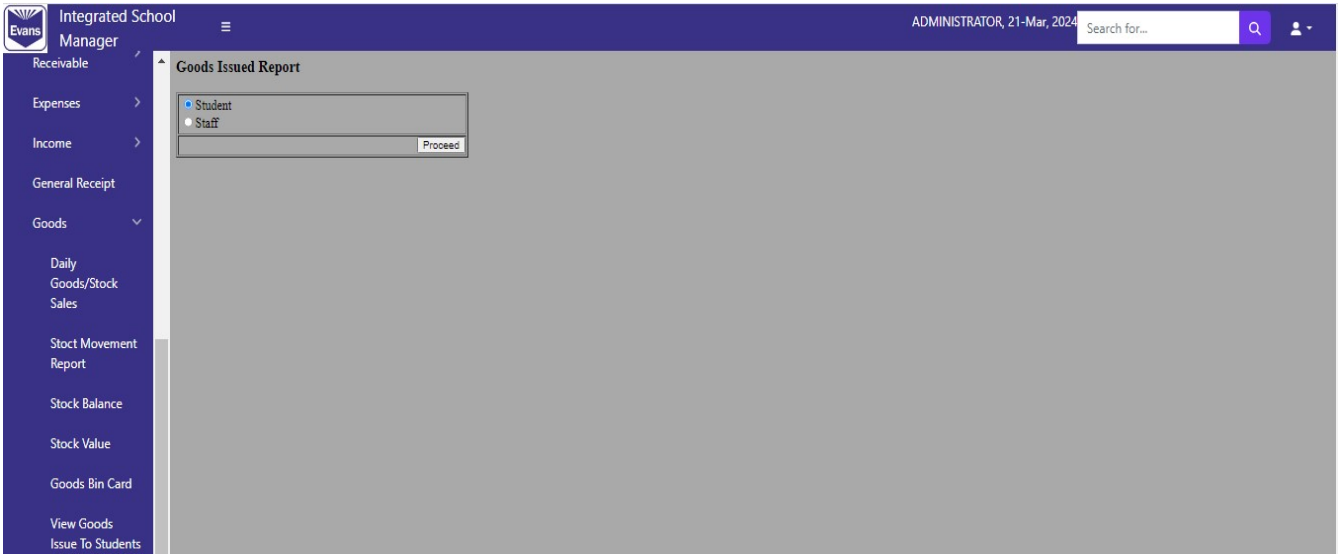
STOCK VALUE report displays the valuation report on all goods. To display the valuation report, click Stock Value a box will be displayed where you can select the date for stock valuation and click the "Proceed" button.



GOODS BIN CARD report displays the report on Goods Bin Card. To display the report, click "Goods Bin Card", a box will be displayed where you can select your goods and the date and click the "Proceed" button.

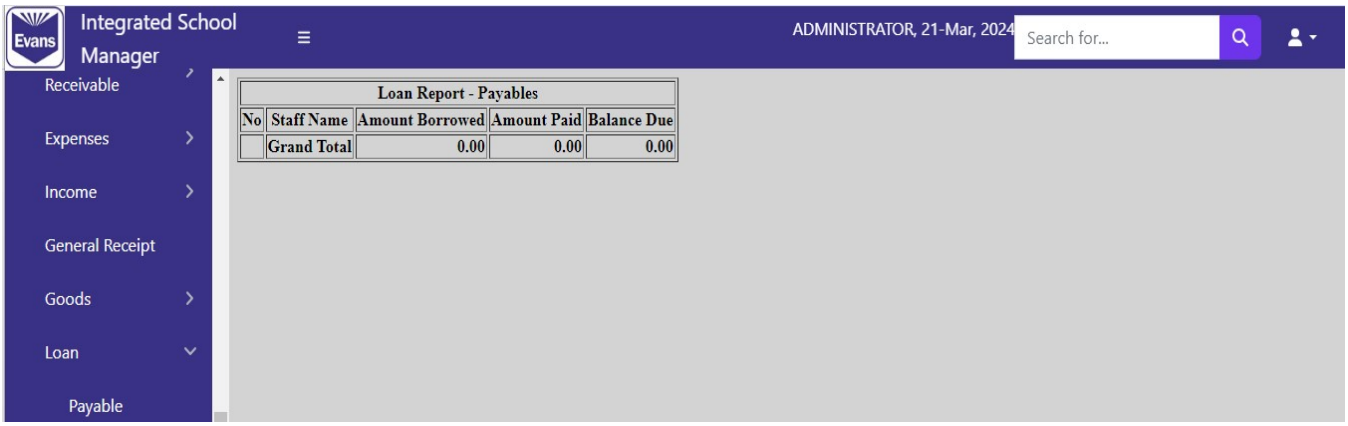


VIEW GOODS ISSUED TO STUDENT report displays the report on goods issued to students. To display the goods issued to students, click the report, a box will be displayed where you can select either student or staff and click the "Proceed" button.

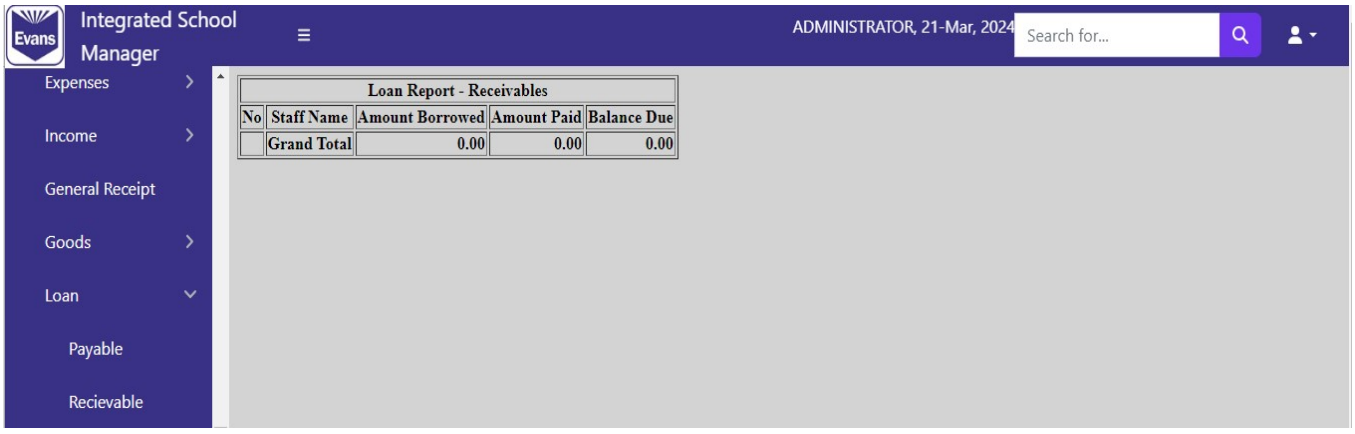


LOAN report displays loans given out to staff. It consists of payable loan and receivable loan.

PAYABLE LOAN report displays report on all payable loan when you click the payable loan report. After clicking the payable loan report, the report on it will be displayed.

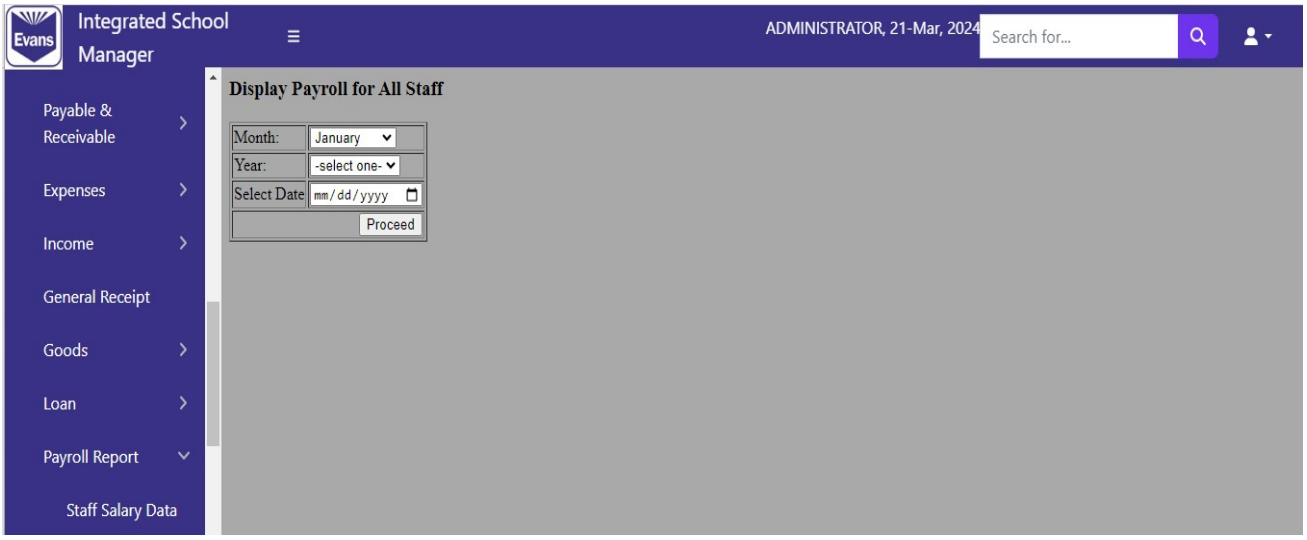


RECEIVABLE LOAN report displays report on receivable loan when you click on the receivable loan report.

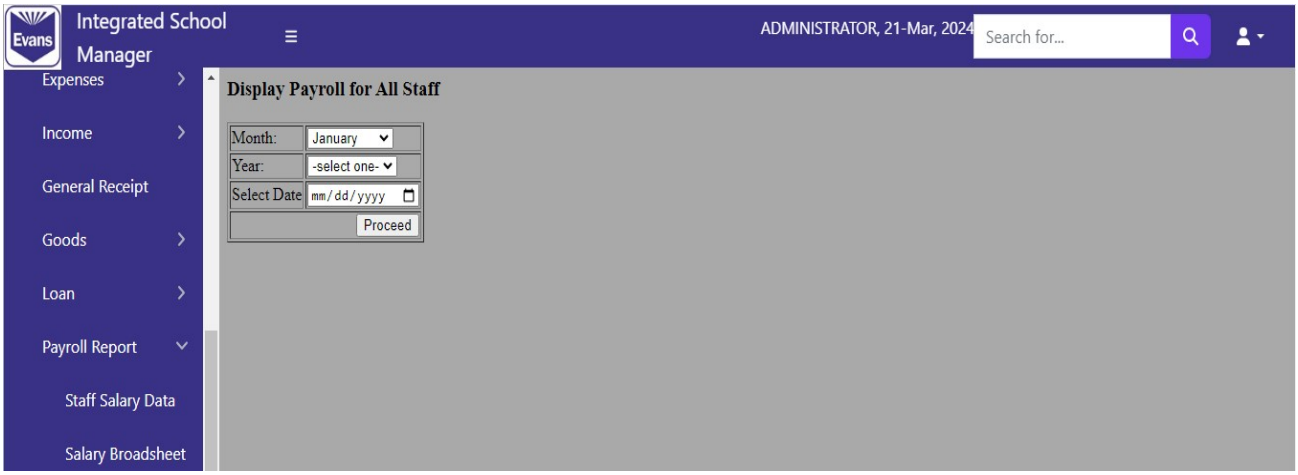


PAYROLL report displays report of all staff payroll. It consists of staff salary data and salary broadsheet.

STAFF SALARY DATA report displays report on all staff salary. To get report on Staff salary data, click "Staff Salary Data", a box will be displayed where you will select the month, year and date then click the "Proceed" button.

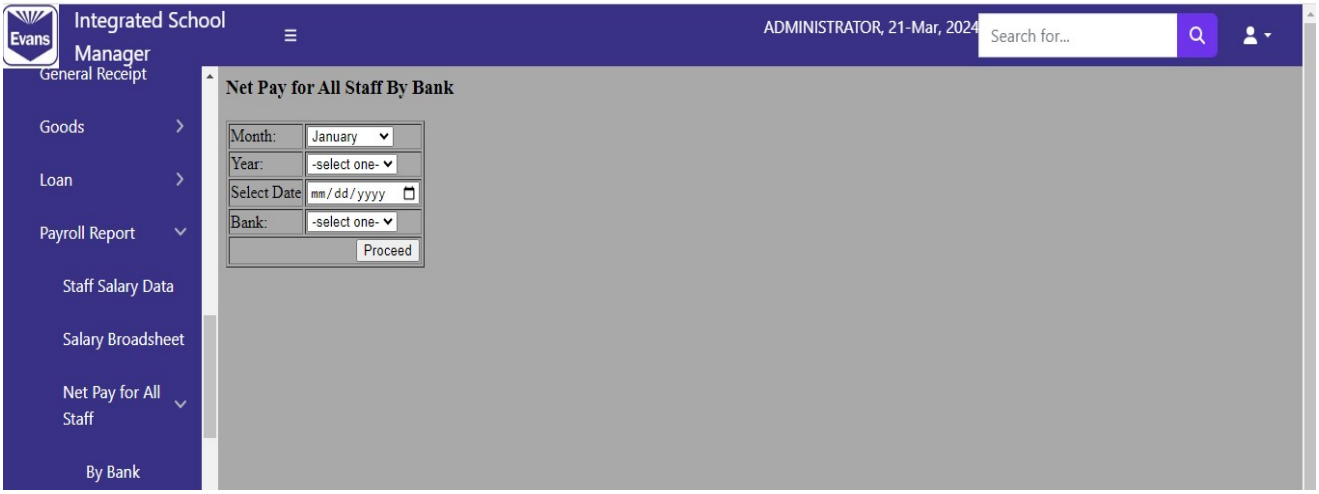


SALARY BROADSHEET report displays report on staff salary. To get report on Staff salary data, click "Salary Broadsheet", a box will be displayed where you will select the month, year and date then click the "Proceed" button.

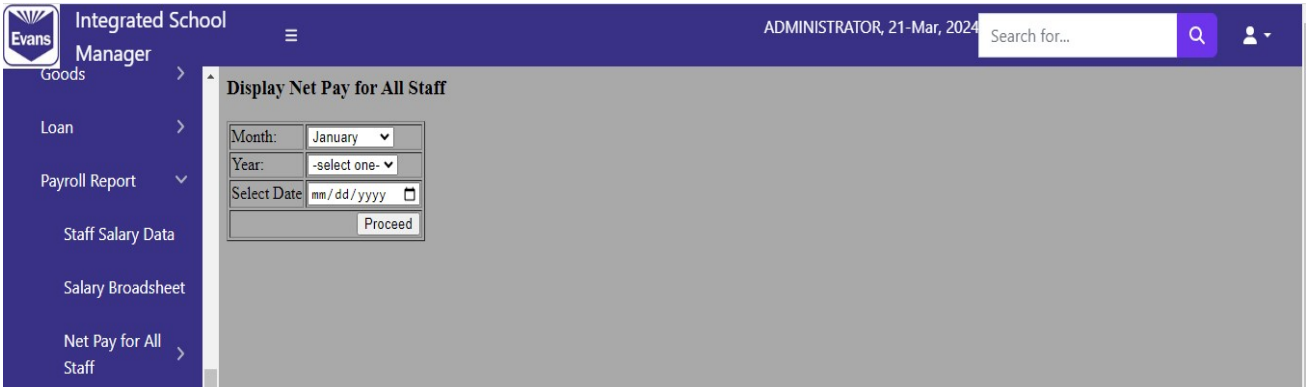


NETPAY FOR ALL STAFF displays account report on net pay for all staff. It consists of bank name, all staff, by other bank, by cash, multiple cash and export to excel.

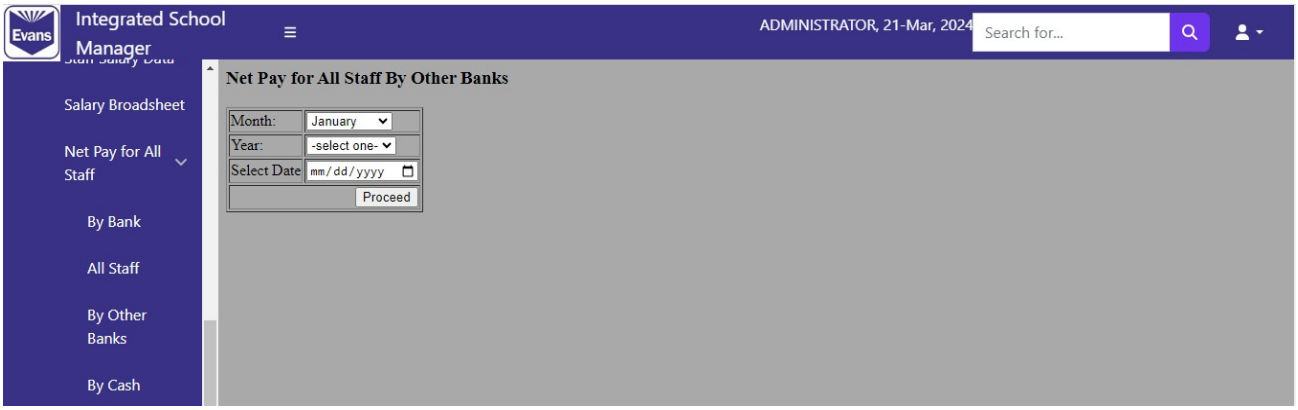
BY BANK displays net pay to all staff by bank. Click By Bank, a box will be displayed where you can enter the month, year, date and bank paid to, then you will click the "Proceed" button.



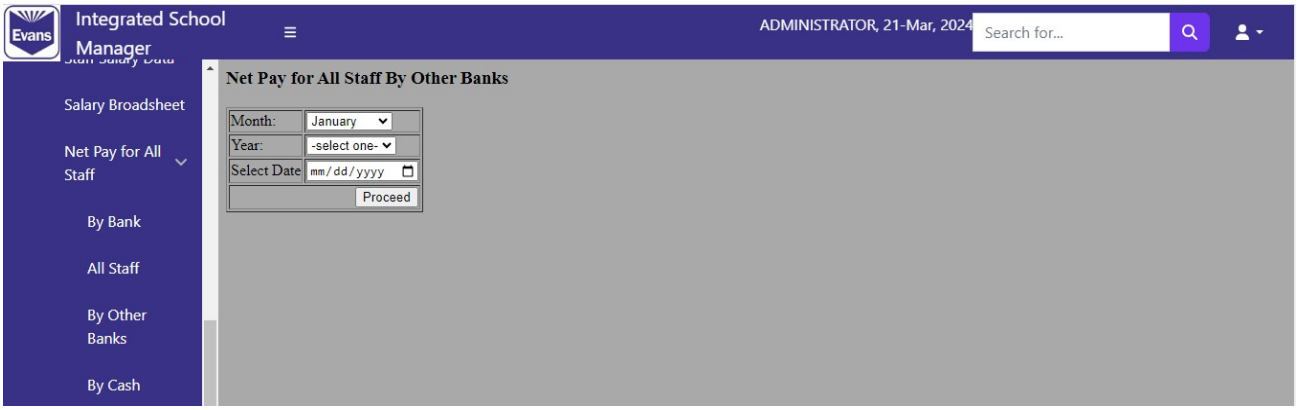
ALL STAFF report displays all the net pay made to all staff.



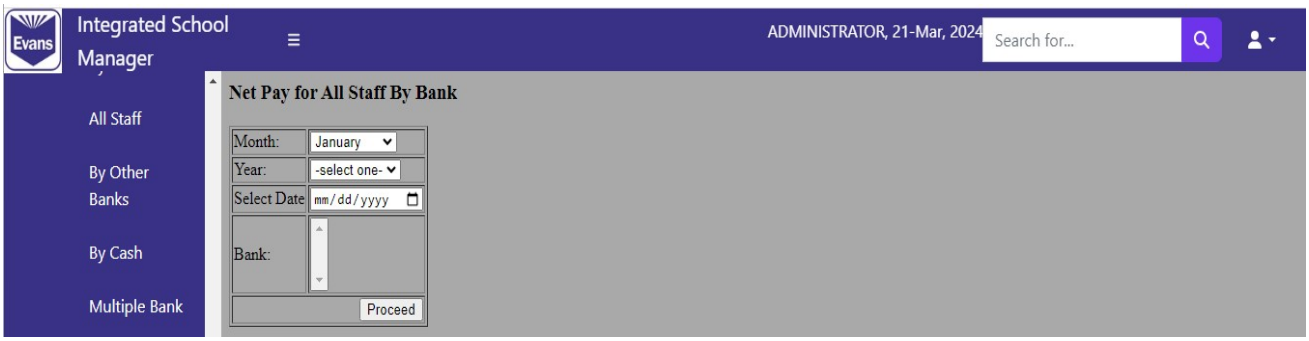
BY OTHER BANKS displays report on net pay to staff by other banks when you click "By Other Banks". When you click By Other Banks, a box will be displayed where you can enter the month, year, date and bank paid to, then you will click the "Proceed" button.



BY CASH displays report on net payment made to staff by cash. When you click By Other Banks, a box will be displayed where you can enter the month, year, date and bank paid to, then you will click the "Proceed" button.



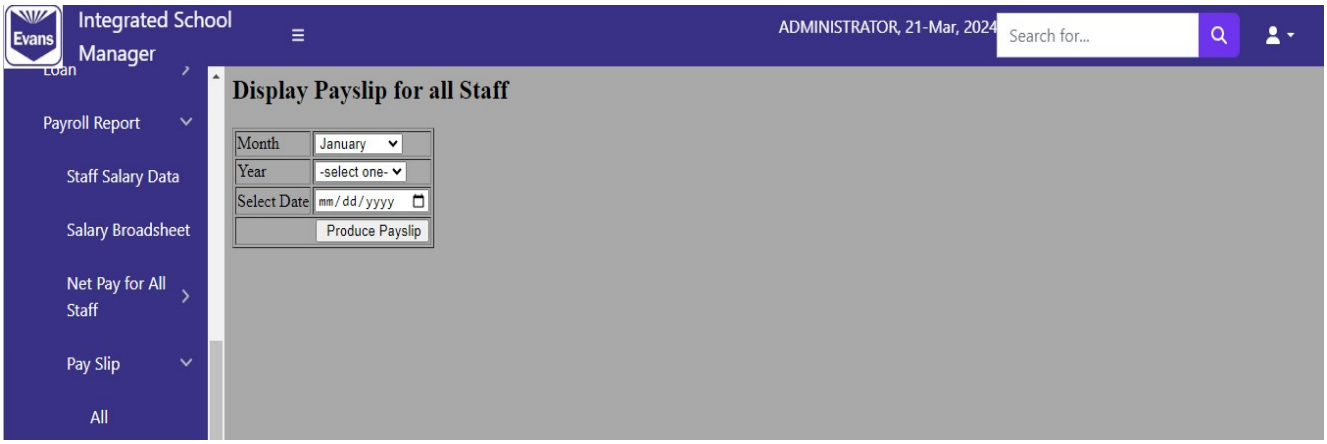
MULTIPLE BANK displays report of net payment made for all staff by multiple bank when you click on "Multiple bank". Select the month, year and date and select your banks and click "Proceed" button.



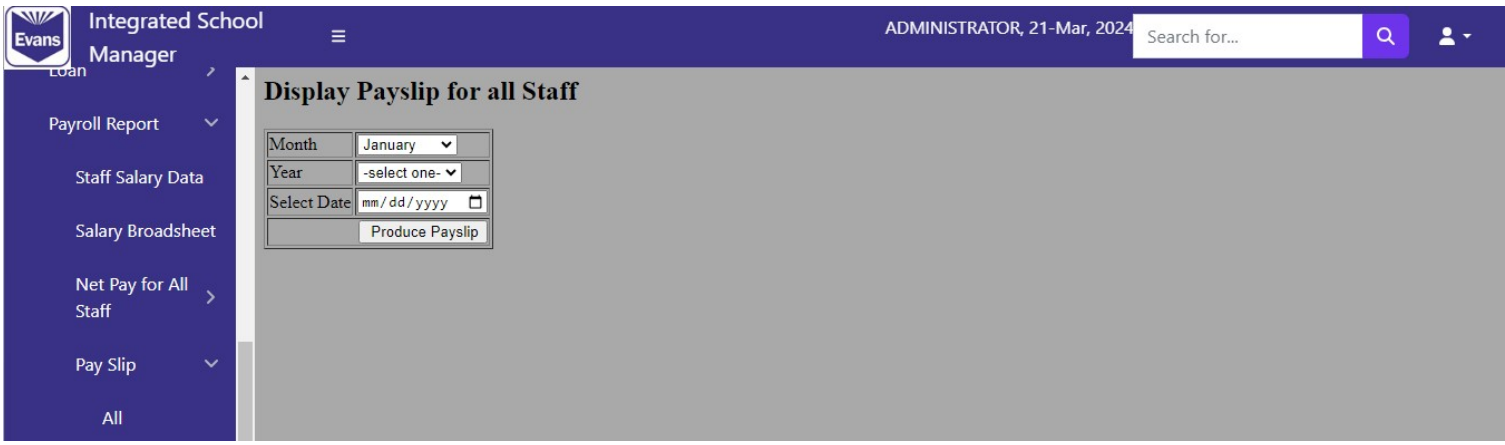
EXPORT TO EXCEL allows you to export your payment report for all staff to excel. To export your payment report to excel, click "Export to Excel" a box will be displayed where you can select the month, year and date and click "Process" button.



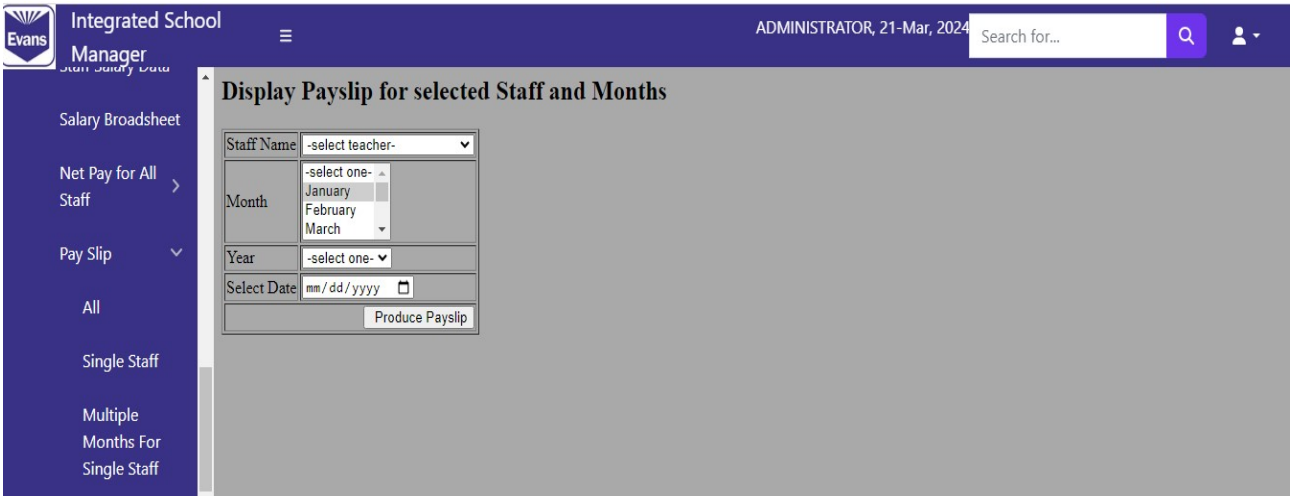
PAYSLIP displays report for pay slip for all staff. To display pay slip for all staff, click "All" a box will be displayed where you can select month, year and date. Then click the "Proceed" button.



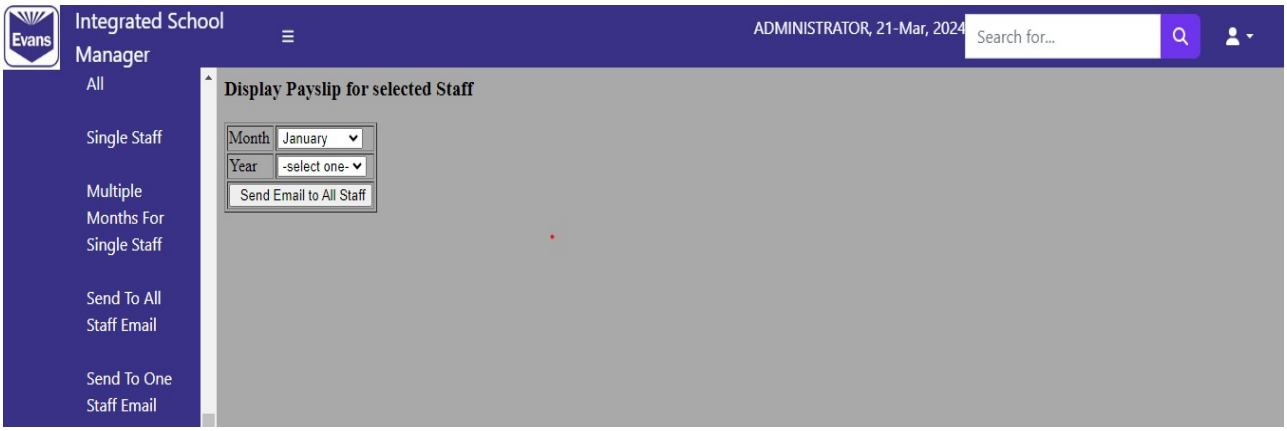
SINGLE STAFF displays a box where you can select staff whose pay slip is to be displayed.



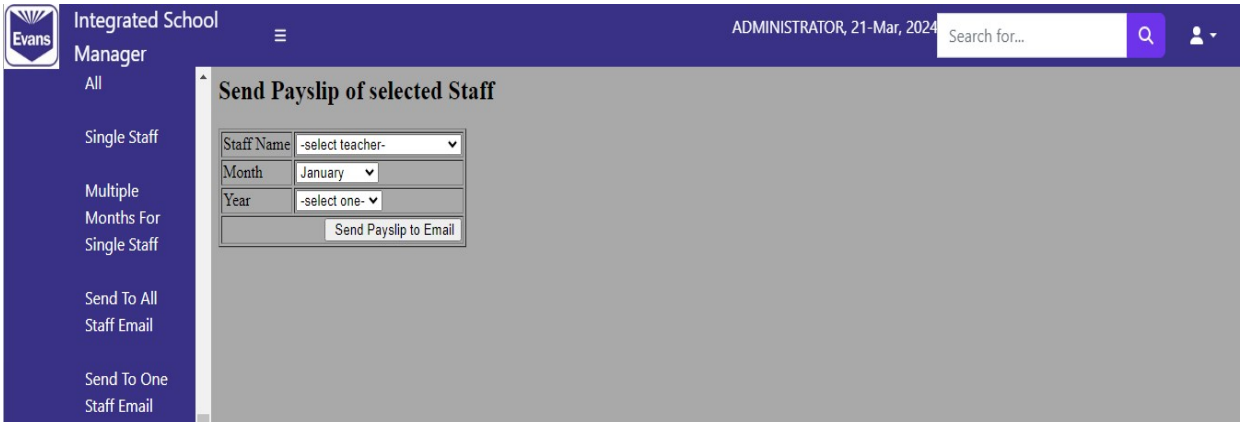
MULTIPLE MONTH report displays report for pay slip of a single staff for multiple month.



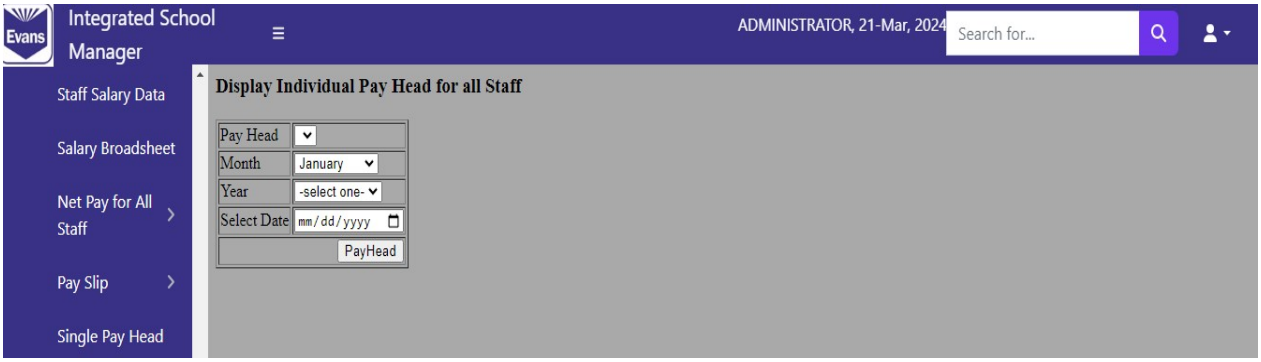
SEND TO ALL STAFF EMAIL is used to send report of pay slip to all staff email at a time. When you click "Send To All Staff Email", a box will be displayed where you can select month and year and click "Send To All Staff Email" this will send the pay slip of all staff to their email.



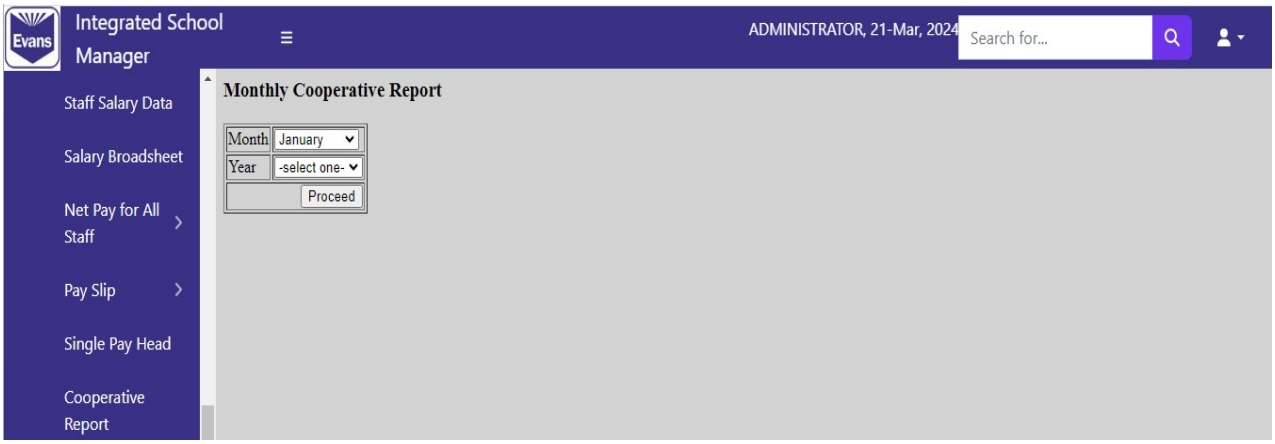
SEND TO ONE STAFF EMAIL is used to send report of pay slip to INDIVIDUAL staff's email at a time. When you click "Send To All Staff Email", a box will be displayed where you can select month and year and click "Send Pay slip To Email" this will send the pay slip to individual staff's email.



SINGLE PAY HEAD displays report on individual pay head for all staff.

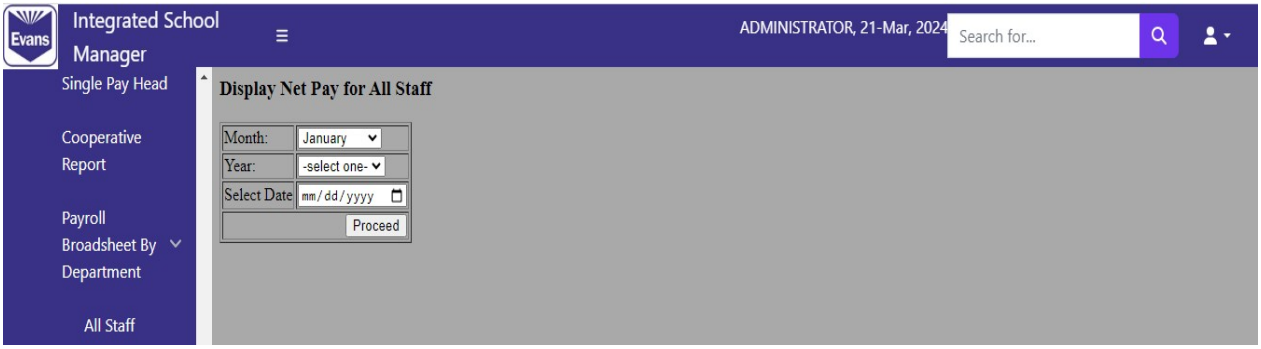


COOPERATIVE REPORT displays monthly cooperative report of staff. When you display report, a box will be displayed where you can select month and year of cooperative report thereafter, click the "Proceed" button.

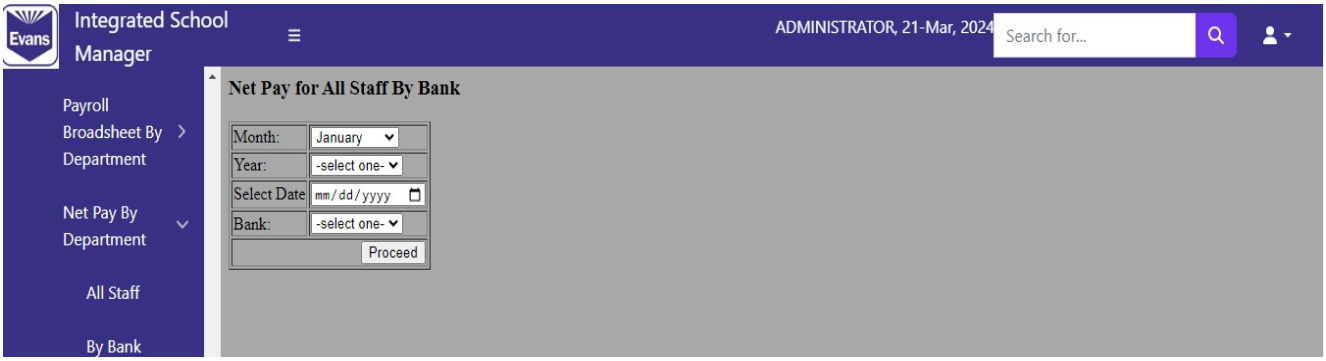


PAYROLL BROADSHEET BY DEPARTMENT displays report of payroll by department. This includes payroll by all staff, bank and cash.

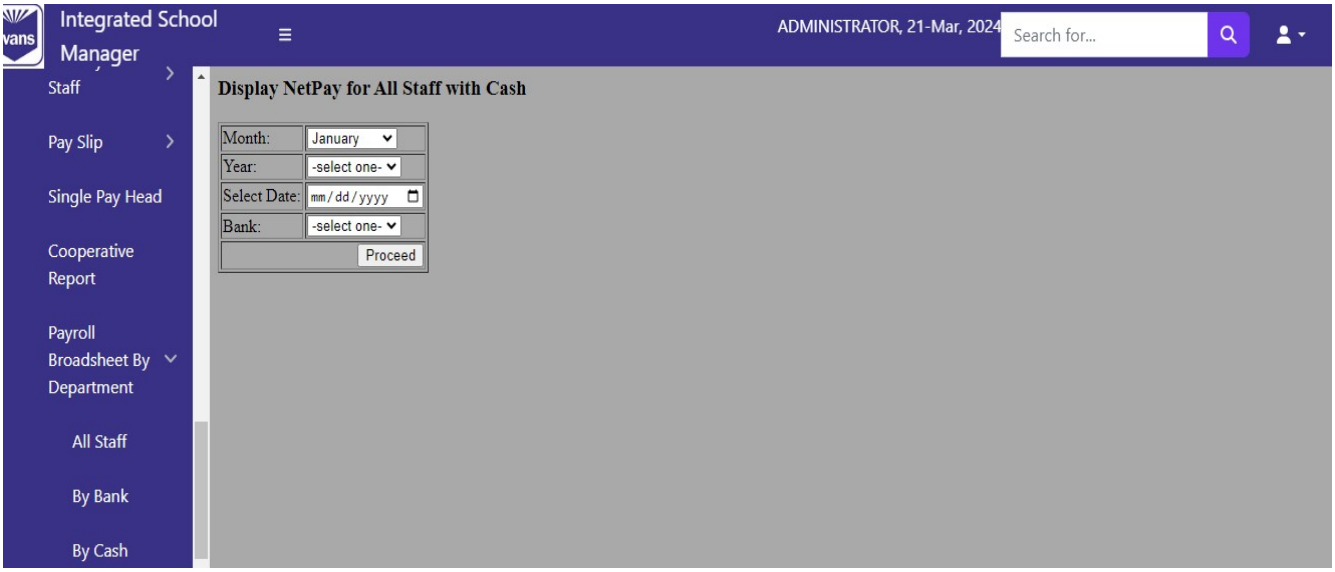
ALL STAFF displays report of payroll of by staff. Click the "Payroll Broadsheet by Department. From the list of dropdown, click "All Staff" a box will be displayed where you can select month, year and date then click the "Proceed" button.



BY BANK displays report of payroll to all staff by bank. Click the "Payroll Broadsheet by Department. From the list of dropdown, click "By Bank" a box will be displayed where you can select month, year, date and bank, then click the "Proceed" button.

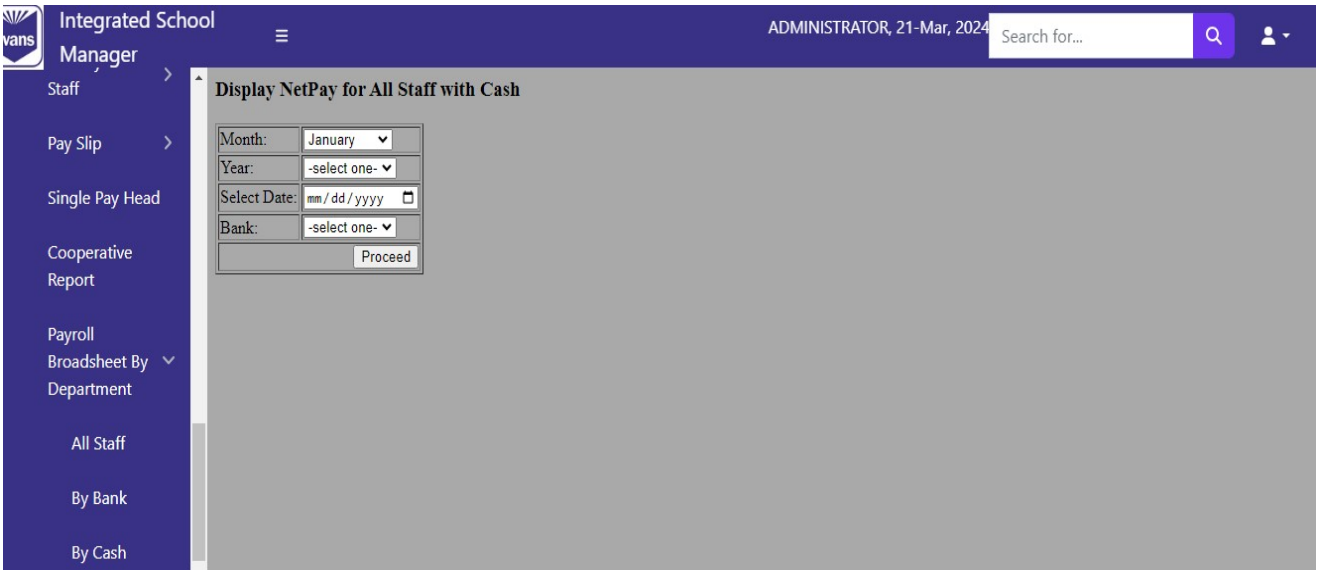


BY CASH displays report of payroll to all staff by CASH. Click the "Payroll Broadsheet by Department. From the list of dropdown, click "By Bank" a box will be displayed where you can select month, year, date and bank, then click the "Proceed" button.



NETPAY TO ALL DEPARTMENT displays the report of net pay made to all department either to all staff, by bank or cash.

ALL displays the report of net pay made to all department with cash. Click "All" a box will be displayed where you can select

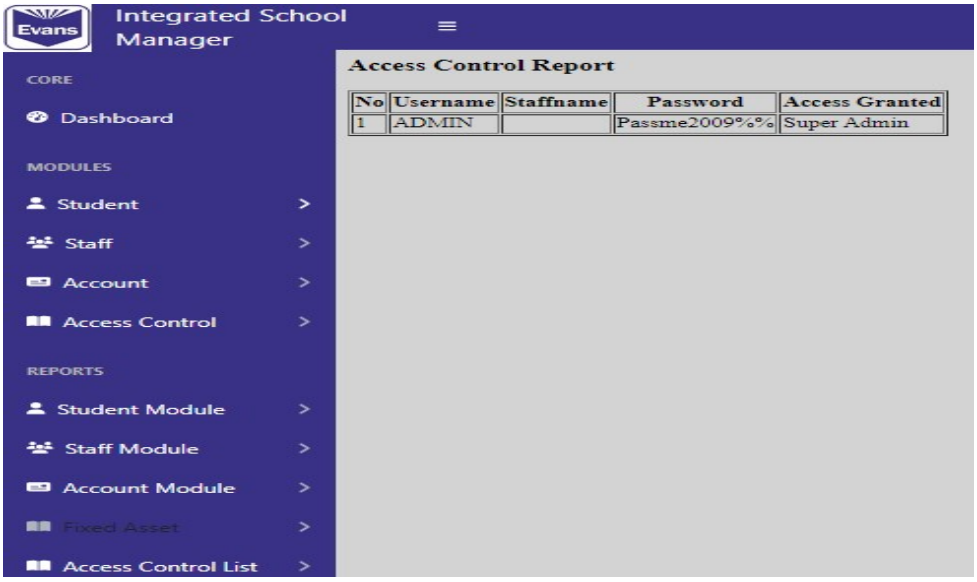


BY BANK displays the report of net pay made to all department by bank. Click "By Bank" a box will be displayed where you can select

BY CASH displays the report of net pay made to all department by bank. Click "By Cash" a box will be displayed where you can select

THE ASSET MODULE reports include all reports relevant to fixed assets. You can display the history of a specific asset or the list of assets held by a specific stakeholder. The report also indicates how long has a specific asset been in the possession of a specific stakeholder. You can generate both your assets' net worth and cumulative depreciation for a specific category or for the entire asset collection. You can list all fixed assets removed (sold and/or discarded) from a category.

THE ACCESS CONTROL MODULE report produces the list of names of people that have access to the use of ISM. The list includes the staff name, student name, username, password and which module the user has access to.



2. ANNEX

DEFINITION OF CURRENT ACCOUNTING TERMS

ACCOUNTS - Written statements of money owed or paid for goods or services.

ASSET - A property owned that has value & can be used or sold to pay debts. An asset is subject to depreciation. Therefore, neither a consumable nor a raw material is an asset.
BAD DEBT- A debt unlikely to be paid for which a provision is constituted.

BUSINESS- An organization put together to make, buy, sell or supply goods and/or services for a profit.
CLIENT or CUSTOMER- A person or a business that buys goods and/or services from your business.

COST -The amount of money for which a good or service has been purchased.

CONSUMABLE - Goods bought for internal use. The value of consumables is too small for such goods to be counted as assets.

COST OF SALE- The amount of money spent to purchase a good for resale.

C.O.T. (COMMISSION ON TRANSACTION) - the amount of money charged by banks to current account holders when paying their cheques. Also the rate charged on each current account debit.

DEBT- Money owed.

DEPRECIATION -The regular loss of value of fixed assets with time.

DIVIDEND -The share of profit paid to business owners.

EXPENSE - Sum of money spent to run the business.
FINAL ACCOUNTS - Balance sheet & income statement (or profit & loss account).

INCOME TAX -Tax on business profits.

INTEREST OF A LOAN - The cost of borrowing a sum of money.
INVENTORY- See **STOCK**.

INVOICE- The list of goods sold and/or services provided together with the price charged. Invoices are issued whether or not the goods and / or services sold have been paid for.
LIABILITY- A financial obligation.

LOAN- A sum of money lent.

LOSS- Money lost doing business.

MODE OF PAYMENT- The way and time when a payment is made: in full or partly; now or later; in cash or by cheque.

OVERHEADS - See **EXPENSE**

PAYABLE- An obligation to pay.

PAYE- Pay As You Earn. The tax deducted at source from salaries & wages.

PRICE- The amount of money for which a good or a service has been sold.

PRINCIPAL OF A LOAN -The amount of money that has been borrowed.

PRODUCT or GOOD- Material things for sale.

PROFIT Money gained doing business. The difference between what is earned and what is spent.

PROVISION Sum of money put aside to meet future expenses or cover a risk.

PURCHASE Sum of money spent to buy goods for resale.

RECEIPT The acknowledgment of money received for the payment of goods or services sold whether the payment was in full or not.

RECEIVABLE -Money owed to your business and not yet paid.

SALE- To give goods or provide services in exchange for money.
SERVICE- Work done for money.

SERVICE A LOAN or **LOAN SERVICING -** Make installment repayments to clear the loan.

SHAREHOLDER- A business owner.

STOCK -A store of goods available for sale.

STOCK TAKING- The physical counting of goods in a store.

SUPPLIER- A person or a business that sells goods and/or services to your business.
TAX- Money paid to government.

TRADE GAIN/LOSS- Money gained or lost as a result of cancelled orders, returned purchases, returned sales or refunded services.

TRANSACTION A piece of business done.

TURNOVER Total of sales made over a given period of time.

VAT (VALUE ADDED TAX) Tax on the circulation of goods & services.

WITHHOLDING TAX Tax on dividends paid on behalf of a shareholder.