FZBMS | BUSINESS MANAGEMENT SYSTEM

PLATFORM GUIDE

# Module Catalog

A practical map of the completed FZBMS modules and the work each one supports.

For organization owners, administrators, implementation teams, and staff who need a clear overview of the system.

**FZBMS contacts:** contact@fzbms.org (sales and demos) | support@fzbms.org (technical, account, and billing support) | info@fzbms.org (general information and partnerships) | fzbms.org

**Scope:** This guide documents the implemented FZBMS workflows represented in the supplied source snapshot. What a user can see and do depends on the organization type, subscription plan, branch assignment, role permissions, and enabled modules.

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# How to use this catalog

FZBMS is a multi-organization business management system with shared organization controls and business-specific workflows. Use this catalog to identify the module that owns a task, understand how modules connect, and plan which staff roles need access. The organization portal and the Super Admin control center have separate responsibilities.

> **Access varies:** Core organization modules are available according to the active build. Optional business modules can depend on the subscription plan and organization settings. Roles and branch assignments further limit access.

## Module map

| Area | Modules / workflows | Typical users |
|---|---|---|
| Shared organization layer | Dashboard; organization profile and billing; branches; departments; users and roles; audit activity; language and regional settings. | Owner, organization administrator, branch manager |
| Retail and shop | Products and services; inventory; purchasing; suppliers; POS and sales history; customer accounts; invoices and quotations; returns; reorder; cashier closeout; rate list; expenses; accounting; reports. | Cashier, sales staff, stock controller, accountant, manager |
| School and education | Academic setup; sessions; classes, sections and subjects; admissions; students and guardians; attendance; fees; exams and results; timetable and date sheet; certificates and ID cards; parent access and notices; teacher and department workspaces; payroll; school resources; backups and checks. | School administrator, registrar, teacher, accounts, HR, parent |
| Hospital and care | Patient records and journey; appointments; doctors; consultations; operations; billing; reports; print views. | Hospital administrator, reception, clinician, billing staff |
| Platform control center | Organizations; business types; branches and users; subscription plans and subscriptions; payments and verification; modules; announcements; platform roles and settings. | Super Administrator |

# Shared organization foundation

The organization layer gives each business a controlled workspace. Administrators define the organization identity, operating locations, staff, and access rules before teams use transaction modules.

## Organization profile and billing

Stores the organization identity and operating details used around the portal and on generated documents. Review the legal or trading name, address, phone, email, logo, currency, locale, and other available settings before printing business documents. Billing and subscription pages show the organization's plan state and related limits.

## Branches and departments

Branches represent operating locations and are used to scope operational records such as stock, sales, and staff access. Departments group teams or business functions. Keep branch and department names consistent so users can select the right scope when creating records.

## Users, roles, and permissions

User records identify people who sign in. Roles bundle permissions such as view, create, edit, delete, or manage. Branch assignments and any module-specific controls narrow the records a person can access. School department workspaces can add a department PIN check before sensitive functions are opened.

## Dashboard, audit, and reports

The dashboard summarizes operational activity and provides shortcuts. Reports and audit activity help supervisors review balances, transactions, changes, and business performance. Use source transactions to correct records; reports are intended for review and printing.

> **Good setup order:** organization profile → branches → departments → users and roles → catalog/setup records → opening balances or stock → day-to-day transactions.

# Retail and shop modules

The shop workflows combine a product catalog with branch stock, purchasing, customer balances, sales, and financial reporting. Exact labels may vary slightly by deployment.

| Module | Purpose and main tasks |
|---|---|
| Products & Services | Maintain the shared catalog: product/service type, name, SKU or barcode, category, unit, cost, selling price, tax, and status. Print stock listings where available. |
| Inventory | Review branch stock, record stock counts and adjustments, inspect movements, and monitor reorder levels. Physical count sheets support an offline count. |
| Purchases & Suppliers | Maintain supplier accounts and receive purchases into stock. Purchase records establish quantities and supplier balances, with payment details where enabled. |
| Sales / POS | Create a sale by scanning a barcode/SKU or choosing an item manually, set customer and payment details, apply permitted discount/tax, record amount paid, and complete the sale with a receipt. |
| Sales History | Search and filter sales, inspect sale details, and use permitted management actions. Deletion/cancellation and editing depend on the role, sale state, and deployment safeguards. |
| Returns & Refunds | Record eligible returned items and the refund or stock outcome. Preserve the link to the original sale and follow the configured return policy. |
| Customer Rate List | Present customer-facing product prices in a readable list, for manual rate checking or printing where enabled. |
| Reorder Stock | Highlight items at or below configured reorder levels so staff can plan replenishment. |
| Cashier Closeout | Compare recorded cash and non-cash payment totals with the physical drawer count for a selected branch and business date. |
| Quotations & Invoices | Prepare customer quotations and invoices, review line items and totals, record payments against invoices, and print customer documents. |
| Expenses & Accounting | Record operating expenses and use account, journal, cash book, ledger, trial balance, profit-and-loss, and balance-sheet views where configured. |
| Reports | Review sales, stock, receivables, payables, and other business summaries, then print or export available report views. |

**Important relationship:** A sale reduces stock, records revenue and payment/balance information, and may affect customer receivables. A purchase increases stock and can create a supplier payable. The accounting integration depends on the organization's setup.

# School and education modules

Education workflows organize academic records around sessions, classes, sections, subjects, students, guardians, and staff. Feature availability can depend on enabled education modules.

| Workflow group | Included capabilities |
|---|---|
| Academic setup | Academic sessions and school configuration; classes, sections, subjects, and related academic structures. |
| Admissions and records | Admission workflow, student profile, guardian records, student promotion, and print-ready admission documents. |
| Attendance | Student and staff attendance records, review pages, and printable attendance summaries. |
| Fees and finance | Fee setup and management, vouchers, payments, finance reports, and payment print views. |
| Exams and teaching | Exam/results workflows, teacher marks entry, teacher portal, date sheets, and timetables. |
| Student documents | Certificates, student ID cards, and related print layouts. |
| Family communication | Parent access, notices, and shared access features, subject to configured access and security. |
| Staff and departments | Teacher workspace, staff access, department workspace, and school payroll/payslip workflows. |
| Resources and operations | School resources such as transport/library workflows where enabled, operations dashboard, backup, and system checks. |

## School data controls

The school tools include role-based access and guarded department workflows. Use the least access needed for each staff member. Protect parent access credentials, review student and fee details before printing, and run backup/system-check workflows according to the school’s operating routine.

# Hospital, platform, and cross-cutting services

## Hospital and care workflows

The hospital area supports patient records and journey views, appointments, doctors, consultations, operational records, billing, reports, and print-oriented patient or operations documents. Use the patient journey and print views to keep a coherent record from intake through service and billing. Specific clinical capabilities depend on the enabled hospital module and deployment.

## Super Admin control center

The separate platform administration portal manages the FZBMS network rather than an individual organization's daily records. It includes organization and business-type management, platform branches and users, subscription plans and subscriptions, payment records and verification, module controls, global organization announcements, platform roles, and settings.

## Documents, localization, and notices

Print-ready views exist for common business, school, hospital, inventory, and financial records. Organization identity fields and an uploaded organization logo are used where a document layout supports them. The interface includes language/locale support and currency formatting; confirm local date, number, and currency conventions before staff training. Super Admin announcements can be scheduled and shown in organization portals; the organization portal displays the active notice according to its presentation settings.

## Role-to-module guide

| Role | Likely access pattern |
|---|---|
| Organization owner/admin | Organization settings, branches, staff/roles, module setup, reports, financial oversight, and operational records as needed. |
| Branch manager | Assigned branch operations, staff coordination, inventory, sales/purchases review, and branch reports. |
| Cashier / sales staff | POS, customer selection, payment collection, receipt printing, and limited sales history. |
| Stock controller / purchasing | Product catalog, stock count/adjustment, purchases, supplier records, reorder planning. |
| Accountant | Invoices/payments, expenses, customer/supplier balances, accounting pages, and financial reports. |
| School staff | Only the assigned school workflows: admissions, attendance, teaching, fees, payroll, departments, or parent communications. |
| Hospital staff | Assigned patient, appointment, consultation, operational, billing, or reporting workflows. |
| Super Administrator | Platform-wide organization, plan, payment verification, modules, announcements, role, and settings controls. |

**Use this catalog with the live portal:** Menu entries are filtered by enabled modules and permissions. If a module is missing, check the organization's business type, plan, module entitlement, assigned branch, and role permissions.

# Release coverage and implementation notes

This catalog reflects the completed workflows visible in the supplied FZBMS code snapshot at the time of preparation. It is a navigation and capability guide; it is not a statement that every feature is active in every tenant or that all jurisdictions have identical accounting, tax, privacy, or clinical requirements.

## Before rolling out a module

- Confirm the organization type and subscription plan enable the module.
- Set the organization profile, branch structure, local currency, date conventions, and contact information.
- Create roles that match actual responsibilities, then assign users and branches.
- Check document headers, logos, addresses, phone numbers, and report branding with a test print.
- Train staff on the workflow they use and on the correction path for mistaken records.
- Keep backups and system checks part of the organization’s operating routine where available.

## Document conventions

Module names are based on current portal routes and visible workflow labels. Some actions are permission-gated or state-dependent; the system may show a different set of buttons for another role or a different plan. Print layouts may differ between thermal receipts and full-page reports.

> **Edition:** 1.0 · Prepared 03 November 2026 · Based on the FZBMS source snapshot available in the project workspace.