FZBMS | BUSINESS MANAGEMENT SYSTEM

SCHOOL MANUAL

FZBMS School User Manual

Step-by-step guidance for school setup, daily academics, finance, staff, and family workflows.

For school owners, administrators, registrars, teachers, accounts, HR, and approved parent users.

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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1. Set up the school

Academic session and structure

Open Academic Setup and create or select the correct academic session. Add classes, sections, and subjects. Check the active session before creating admissions, attendance, fee vouchers, or results.

Users, roles, and departments

Create named staff accounts and grant only the permissions needed. Assign staff to the appropriate department and teaching responsibilities. Use a staff account to test the teacher or department workspace; some protected department areas require a PIN.

> Before term starts, verify school identity, academic dates, class/section lists, subject assignments, fee structures, and staff permissions.

2. Admissions and student records

Admission

Search for an existing student first. Create an admission with accurate student identity, contact, guardian, session, class, and section details. Review spelling and placement, save, then open the student profile to confirm. Print admission documents only after checking the preview.

Guardians and parent access

Link the correct guardian to the student. If parent portal access is enabled, issue credentials using the secure process and verify that the parent sees only the linked student. Keep temporary credentials private.

Promotion

Use the promotion workflow for the next academic stage. Confirm source and destination session/class before applying changes; preserve historical records.

3. Attendance and fees

Attendance

Select session, date, class, and section. Mark each student using the school’s attendance statuses, review present/absent/on-leave totals, then save. Use the staff workflow for employee attendance. Print class-wise daily registers or a blank attendance sheet where available; confirm class and date in preview.

Fees and payment

Configure fee items and amounts for the session/class. Generate a voucher and verify student, period, due date, and amount. Record the payment against the correct voucher with date, amount, method, and reference. Check the remaining balance and avoid duplicate entries.

Finance review

Use fee and finance reports to compare issued amounts, collections, and balances. Confirm session, class, date range, and status filters.

4. Teaching and assessment

Teacher workspace and marks

Teachers should use their assigned classes and subjects. Select the correct exam, class, subject, and student list before entering marks. Review marks and calculations before finalizing or printing results.

Timetable and date sheet

Enter timetable details against the correct class, subject, teacher, and day/time. Prepare date sheets with verified exam dates and subjects. Check for conflicts before distribution.

Results

Review student identity, marks, grading rules, and session before publishing or printing. Correct source marks through the approved workflow, then regenerate output.

5. Documents, staff, resources, and safeguards

Certificates, ID cards, and payroll

Check student names, identifiers, class/session, issue date, and school logo before printing certificates or ID cards. For payroll, verify staff member, period, earnings, deductions, and net pay. Keep payslips confidential.

Resources and backup

Use enabled school resource tools for transport/library records; these are separate from shop inventory. Run school backup and system checks routinely and follow the school's approved restore procedure.

Issue	Check
Student missing	Session, class/section filters, admission status, and permissions.
Fee balance wrong	Voucher period, duplicate payment, allocation, discount, and session.
Attendance differs	Selected date/class, saved status, and edits.
Parent sees no record	Guardian link, account status, access activation, and role.
Print issue	School profile/logo, selected student/session, page size, preview.

For support, share module, student/staff reference, session, class, date, and error text. Do not share passwords or unnecessary personal details.