



SMART SCHOOLZ HUB

Bursary, School Fees & Financial Accounting

A Practical User Guide for Nigerian Schools

For school administrators, proprietors, bursars
and accounts officers

CLEAR BILLING. ACCOUNTABLE PAYMENTS. BETTER FINANCIAL CONTROL.



About This Guide

This document contains Volume 5 of the Smart Schoolz Hub user guide series. It explains the fee billing, payment recording, receipt, debt monitoring and daily income described for Smart Schoolz Hub.

Contents

- Guide 5.0 — Generate Term Invoices
- Guide 5.1 — Record Fee Payments and Payment Methods
- Guide 5.2 — Generate and Issue Payment Receipts
- Guide 5.3 — Track Defaulters, Print Debtors List and Export CSV
- Guide 5.4 — Daily Income Reports and End-of-Day Reconciliation

Guide 5.0: Generate Term Invoices (Class-Wide and Single Student)

A. Generate Invoices for an Entire Class

1. Open School Fees from the left navigation menu.
2. Set the Term dropdown to the correct academic term (for example, First Term 2026/2027).
3. Select the target class (for example, JSS 1 or Primary 4).
4. Optionally select a particular arm, or choose all arms.
5. In the Generate invoices card under Invoices, select the class-wide invoice action (the supplied guide labels it “Invoice selected class”).
6. Review the confirmation or success message and check the resulting invoice list for the expected students.

Duplicate billing: The supplied guide states that the system skips students who already have an invoice for the selected term. Verify this behaviour before relying on it; do not click repeatedly if the result is unclear.

B. Generate an Invoice for One Student

1. Remain on Fees → Invoices.
2. Search for and select the correct student, checking the name and class.
3. Generate the invoice and confirm that it appears under the intended term.



C. Understand the Summary Tiles

Tile	Meaning
Total billed	Total value of invoices for the current filters.
Amount paid	Payments recorded against the relevant invoices.
Balance owing	Outstanding amount remaining to be paid.

D. Understand Fee Status Badges

Status	Meaning
Fully Paid	The invoice balance is zero (cleared).
Part Paid	Some payment has been recorded, but a balance remains.
Owing	No payment has been recorded against the invoice.

Guide 5.1: Record Fee Payments and Payment Methods

Record every payment against the correct student invoice promptly. The recorded amount should match the amount actually received and verified.

Step-by-Step Instructions

1. Open School Fees → Invoices and filter by class or locate the student.
2. On the correct student row, click the Payment action.
3. Enter the amount received (for example, ₦85,000).
4. Select the payment method available in the interface, such as Cash, Bank Transfer, POS, Card, Bank Draft or Cheque.
5. Enter a useful reference, such as a bank transaction ID, POS STAN/RRN or teller number, where applicable.
6. Confirm the payment date. Change it only when accurately recording an earlier transaction and when your role permits this.
7. Add an optional note explaining the instalment or payer, without including unnecessary sensitive information.
8. Review all details, then save the payment.

After saving, check the invoice's paid amount, balance and status. Confirm the transaction appears in the relevant payment or income history.



Handling Instalments

For a ₦120,000 invoice, for example, a school may record ₦50,000, then ₦30,000, and finally ₦40,000 as each payment is received. Confirm that each instalment is recorded as a separate transaction and that the remaining balance reconciles correctly.

Control tip: Never record a payment based only on a parent's screenshot or verbal claim without following the school's payment-verification procedure.

Guide 5.2: Generate and Issue Branded Payment Receipts

Who can access it: School Admin; Bursar

Access: Fees → Invoices → Receipt action

A receipt confirms that the school has recorded a payment. Check the transaction details and the receipt before issuing it to a parent.

Step-by-Step Instructions

1. Locate the student's invoice after confirming that the payment has been recorded.
2. Select the Generate receipt button.
3. Check the receipt number, payment date, student details, amount, payment method and reference.
4. The receipt will automatically download into your device.

Information a Receipt May Contain

- School name and branding.
- Receipt serial number and date paid.
- Student name and admission number.
- Amount received, payment method and bank/POS reference where applicable.
- Relevant payment note and authorized confirmation.

Guide 5.3: Track Defaulters, Print a Debtors List and Export CSV

Who can access it: School Admin / Proprietor; Bursar

Access: Fees → Defaulters tab

Use the defaulters view to identify invoices with outstanding balances and support targeted, respectful follow-up. Confirm the selected term before interpreting the list.

A. View Outstanding Balances

1. Open Fees and select the Defaulters tab.
2. Review the count of students with outstanding balances.



3. Use class and arm filters to narrow the list or review all relevant classes.
4. Check each student's invoice before contacting the parent, as a recent payment may still need verification or recording.

B. Print a Debtors Roster

1. Select Print List from the Fee Defaulters table toolbar.
2. Preview the report and check the school, term and selected filters.
3. Confirm the student name, class, billed amount, paid amount and balance.
4. Check parent contact details and totals.

C. Export CSV

1. Select Download List from the toolbar.
2. Save the CSV file and open it in a spreadsheet application.
3. Check the term and column headings before sorting or sharing the data.
4. Store exported files securely and restrict access to staff who need them.

Privacy note: Debtors lists contain sensitive student and family financial information. Do not display or circulate them publicly or use them to embarrass students.

Guide 5.4: Daily Income Reports and End-of-Day Reconciliation

Who can access it: School Admin / Proprietor; Bursar

Access: Fees → Daily income tab.

Daily reconciliation helps the bursary compare the transactions recorded in Smart Schoolz Hub with the money actually received through cash, bank transfers, POS and other approved channels.

Step-by-Step Instructions

1. Open Fees → Daily income.
2. Select the date you want to review.
3. Check the collected total for the selected date.
4. Review any breakdown by payment method and class.
5. Inspect the itemized transactions, including student, payment method, reference and amount.
6. Compare cash collections with the physical cash count, POS transactions with the terminal settlement report, and bank transfers with the bank statement.
7. Investigate differences and document corrections using the school's approved accounting procedure.



Daily Reconciliation Checklist

Channel	What to compare
Cash	System total against counted cash and the cashbook.
Bank transfer	System entries against the school bank statement and verified references.
POS	System total against terminal transaction and settlement reports.
Cheque / bank draft	Recorded transaction against the school's bank confirmation and clearance status.
Online	System entries against the school bank statement and verified references.

Do not treat a cheque, draft or transfer screenshot as cleared funds unless it meets the school's verification policy.

Need Help?

Need assistance? Contact your Smart Schoolz Hub support through the contacts below or visit the platform's Help Centre.

Smart Schoolz Hub

The School Operating System for Nigerian Schools.

Website: <https://smartschoolzhub.com>

Email: info@smartschoolzhub.com

Phone: +234 814 926 9597 | +234 805 366 5232