
Sobel School ERP

User Manual

School management system for Creche, Nursery,
Kindergarten, Primary and Junior High School

Sobel Technology
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About this manual

This manual explains how to use Sobel School ERP from the first sign-in to the end of the school year. It is written for everyone who uses the system: the system administrator, school owners and heads, the office, teachers, the bursar and cashier, other staff, parents and pupils.

You do not need to read it from cover to cover. Read Part 1 first, then go to the chapters for your own work. The screens in this manual come from a sample school; the names and figures in them are not real.

The screens of your school may show different colours, a different logo and only the menus your role allows. Small differences in wording may also appear as the system is improved; the steps remain the same.

Conventions used in this manual

Example	Meaning
<i>Finance › Bills</i>	A path in the menu: open Finance, then Bills.
Save	A button, tab or word on the screen.
VSTA	Something you type.

Note: Extra information worth knowing.

Tip: A quicker or better way to do something.

Caution: Something that cannot easily be undone, or that affects security.

Help inside the system

The same steps are available in the system itself under *How to use this system* (parents and pupils: **Help**).

Part 1

Getting started

About the system

What the system does, who uses it and how the parts fit together.

Sobel School ERP is a complete management system for basic schools, from Creche and Nursery to JHS 3. It runs on the internet, so it can be used on a computer, tablet or phone without installing anything. One installation serves many schools: each school has its own data, its own colours and logo, and its own sign-in link.

The system covers the whole life of a school:

- **Pupils and parents:** admissions, pupil records, parents and guardians, classes, promotion.
- **Teaching:** subject allocation, class registers, scores, report remarks, early-years skills, homework and the timetable.
- **Results:** checking and approving scores, processing results, broadsheets, report cards and publishing them to parents.
- **Fees and money:** fee setup, bills, receipts, online payments (Mobile Money and card), debtors, expenses, other income and financial statements.
- **Staff:** staff records, roles and logins, leave, staff sign-in and payroll with SSNIT and PAYE.
- **Operations:** store, library, school bus, behaviour and sick bay.
- **Communication:** SMS, announcements, events and private messages between parents and teachers.
- **Parent and pupil portal:** results, fees, attendance, homework, timetable and messages on the phone.

1.1 Kinds of accounts

Every person signs in with their own username and password. What they see depends on the kind of account and, for staff, on their role.

Account	Who	Signs in at
System administrator	The company or person running the system for all schools.	The console sign-in page (.../platform/login.php)

Staff	Owner, head, academic head, secretary, bursar, cashier, teachers, librarian, store keeper, transport officer, nurse.	The school sign-in link
Parent / guardian	A parent of one or more pupils (brothers and sisters share one account).	The school sign-in link
Pupil	A pupil (optional; mainly for upper primary and JHS).	The school sign-in link

1.2 How this manual is arranged

Part 1 is for everyone. Part 2 is for the system administrator. Parts 3 to 7 follow the work of the school: setting up, teaching and results, fees and finance, staff and operations, and communication. Part 8 is for parents and pupils, and Part 9 has checklists, answers to common questions and a glossary.

Menu paths are shown like this: *Finance › Receive payment*. Buttons and words on the screen are shown in **bold**. Things you type are shown like *this*.

Signing in and passwords

2.1 Signing in

- 1. Open the sign-in link of your school in any web browser. It looks like `https://erp.shs.live.com/login.php?school=CODE`. The school administrator gives you the link; save it as a bookmark or add it to your phone's home screen.
- 2. If the **School code** box is empty, type the code of your school (for example VSTA).
- 3. Type your **Username** and **Password** exactly as printed on your login slip.
- 4. Click **Sign in**.

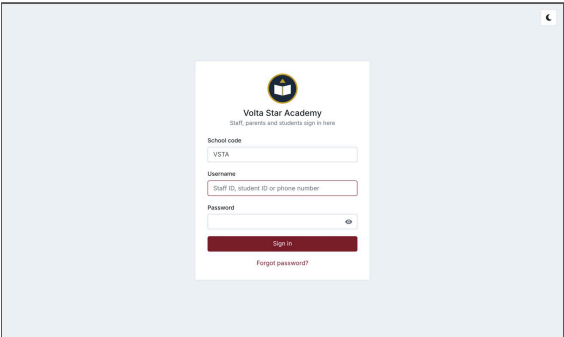


Figure 2.1: The sign-in page. Click the eye in the password box to see what you typed.

Account	Username
Staff	Staff number, e.g. VASTAST0012 (owners and some offices: admin, head, bursar ...)
Pupil	Pupil number, e.g. VSTA00236
Parent	Phone number, e.g. 0244123456

Note: Usernames and pupil or staff numbers contain only letters and digits. Old slips with a slash (VSTA/00236) still work: the system finds the new number.

2.2 Your first sign-in

The first time you sign in, the system asks you to choose your own password. Choose one of at least six characters that you will remember. From then on only you know it. The eye button in every password box shows or hides what you are typing.

2.3 Signing in from the main website

You can also start from the main website, <https://erp.shslive.com>. Click **Sign in** at the top, type your school code and click **Continue**. The sign-in page of your school opens.

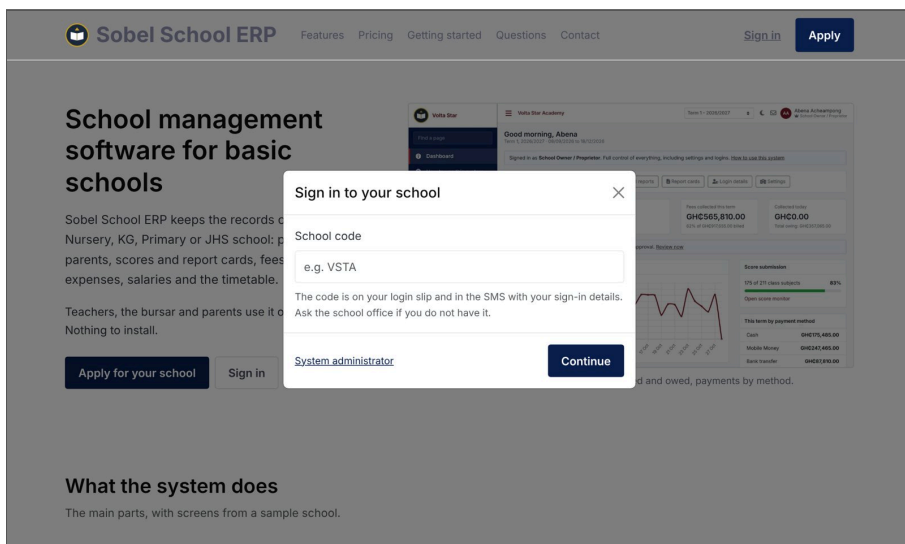


Figure 2.2: Sign in on the main website: type the school code.

2.4 Forgot your password?

1. On the sign-in page click **Forgot password?**.
2. Type the school code and your username or phone number.
3. A six-digit code is sent by SMS to the phone number on your account. Type it in within 15 minutes.
4. Choose a new password.

If no SMS arrives, ask the school administrator to reset your password. The new password is sent to you by SMS.

2.5 Changing your password

Click your name at the top right and choose **Change password**. Parents and pupils find it under **More › Change password** on the phone.

2.6 Who creates passwords?

Nobody has to invent passwords. When a login is created, the system makes a random password (six characters for pupils and parents, eight for staff), prints it on a login slip and can send it by SMS. The person must change it the first time they sign in. The school administrator can always see the current password (hidden until clicked) and can give a new one with **Reset**.

Caution: Always click your name › **Log out** when you use a shared computer. The system also signs you out after a period without activity.

Chapter 3

Finding your way around

3.1 The screen

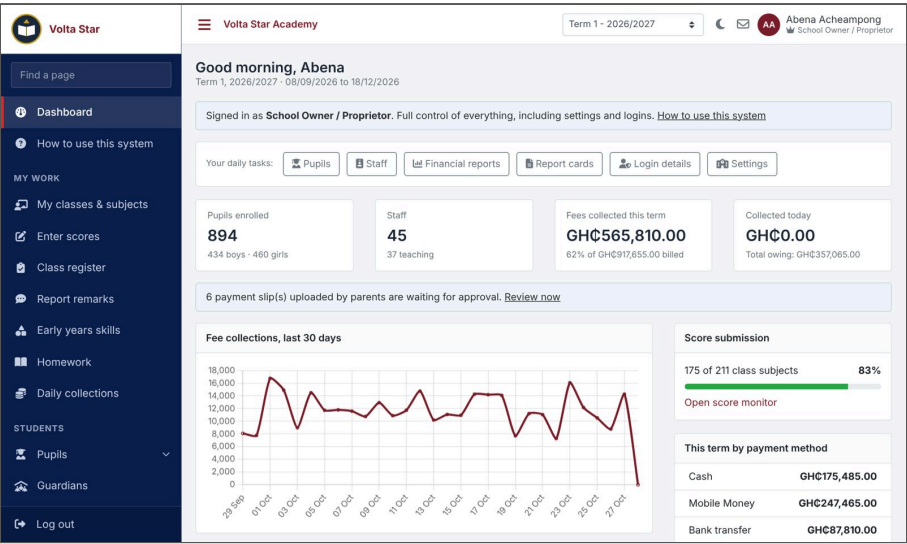


Figure 3.1: The dashboard of a school owner. The menu is on the left, the top bar shows the term, light/dark switch, messages and your name and role.

- **Menu (left):** grouped by sections such as MY WORK, STUDENTS, ACADEMICS and FINANCE. Groups with a small arrow open and close (for example Pupils, Results, Fees & payments).
- **Find a page:** type part of a page name in the box at the top of the menu; press Enter to open the first match.
- **≡ button:** makes the menu narrow (icons only) or wide again. On a phone it slides the menu in and out.
- **Term box:** everything you enter and see belongs to the term shown. Change it only to look at an earlier term.
- **Moon / sun:** switches between dark and light screens on your device.
- **Envelope:** your private messages; the red number shows unread messages.

- **Your name and role:** shown at the top right, e.g. Teacher · Class teacher of Basic 4A. Your role decides which menus you see.

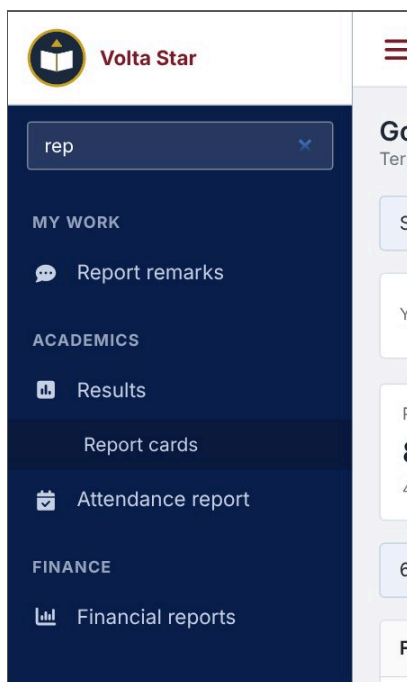


Figure 3.2: Typing in “Find a page” shows only the matching pages.

3.2 Messages on the screen

Colour	Meaning
Green	Saved or done.
Red	Not saved. Read the message, correct the form and try again.
Yellow	Take care – for example something could not be fully done.
Blue	Information or a tip.

Before anything is deleted or sent, a box asks you to confirm. Click **Yes**, **continue** or **Cancel**.

3.3 On a phone

On a phone the most used pages are in a bar at the bottom of the screen, like an app. A teacher sees Home, Scores, Register, Homework and Menu; a bursar sees Home, Receive, Debtors, Reports and Menu. **Menu** opens the full menu.

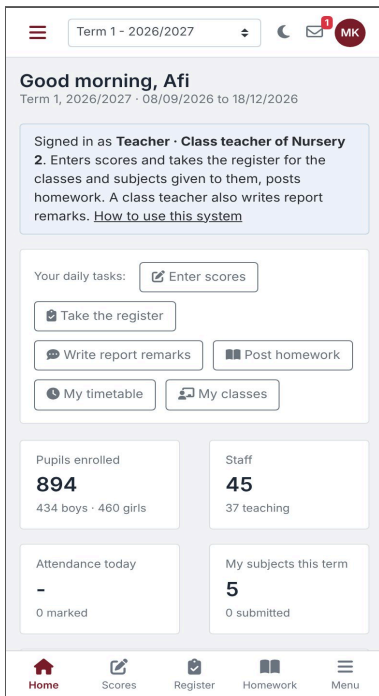


Figure 3.3: A teacher's dashboard on a phone, with the bottom bar.

3.4 Help inside the system

Every account has a step-by-step guide: *How to use this system* in the menu (parents and pupils: **Help**). The sections for your own role open first.

Roles and what each can do

Each staff member has exactly one role. The role decides the menus and pages they can use. A teacher becomes **class teacher** of a class when the class is given to them under *Setup › School setup › Classes*; this is not a separate role.

Role	Main work
School Owner / Proprietor	Everything, including settings, logins and money.
Headteacher / Principal	Everything in the school: results, reports, finance reports, staff, approvals.
Assistant Head (Academics)	Classes, subjects, allocation, score monitor, results, report cards, timetable.
School Administrator / Secretary	Admissions, pupils and parents, SMS and announcements, logins.
Bursar / Accountant	Fees, bills, receipts, debtors, expenses, payroll and financial statements.
Cashier / Fees Clerk	Receiving fee payments and store sales; receipts.
Teacher	Register, scores, remarks (class teachers), homework, own timetable.
Librarian	Books, issue and return.
Store Keeper	Store items, stock and sales.
Transport Officer	Bus routes, vehicles and riders.
School Nurse	Sick bay and behaviour records.

To change a person's role: *Setup › Users, roles & logins*, find the person and click **Change role**. You cannot change your own role, and only the owner can give or remove the Owner role.

Part 2

The system administrator (console)

Chapter 5

The console

The console is used by the company or person who runs the system for all schools. Schools do their daily work in their own accounts.

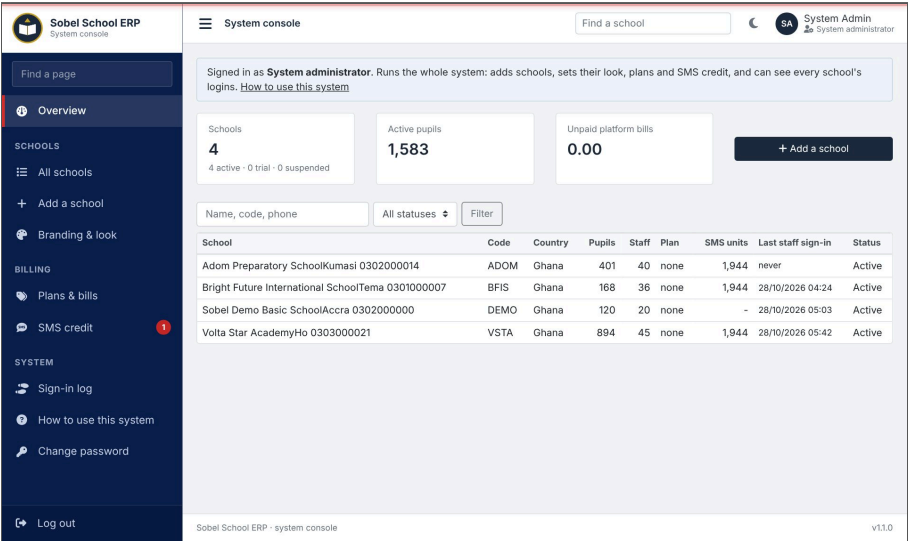


Figure 5.1: Console overview: number of schools, pupils, unpaid bills, and the list of schools.

5.1 Adding a school

1. *Schools > Add a school.*
2. Type the school name, a short name, the **school code** (letters and digits only, e.g. VSTA; it starts every pupil and staff number) and the web address.
3. Choose the country, curriculum template (Ghana GES/NaCCA, British or American) and number of terms.
4. Type the first administrator's name, phone and username. A password is created for them.
5. Choose the school's colours, logo and font (you can change them later under Branding).
6. Click **Create school**. The school is created with grade levels, subjects, grading, fee items, chart of accounts and the owner's login.


Sobel School ERP
System console

System console



System Admin
System administrator

Overview

SCHOOLS

All schools

+ Add a school

Branding & look

BILLING

Plans & bills

SMS credit

SYSTEM

Sign-in log

How to use this system

Change password

Log out

Add a school

School details, its look and its first administrator. Everything except the code can be changed later.

School

Full name

Short name

School code

Web address

Type

Used to sign in and to prefix IDs

used when subdomains are switched on

Country

Town / city

Time zone

Phone

Email

Curriculum template

Terms/yr

Called

Head title

Sets up grade levels, subjects, grading and terms

Motto

Name of head

Postal address

First administrator

Name

Phone

Email

Username

Subscription

Status

Plan

From

To

Price

Opening SMS units

Figure 5.2: Adding a school.

After saving, the school page shows the **sign-in link** (.../login.php?school=CODE) and the owner's username and password. Click the hidden password to see it. Give these to the school owner.

5.2 The school page

The screenshot displays the 'Volta Star Academy' page in the Sobel School ERP System console. The page is divided into several sections:

- Header:** Includes the 'System console' title, a search bar for 'Find a school', and the user 'SA System Admin'.
- Left Sidebar:** Contains navigation links for 'Overview', 'SCHOOLS' (All schools, Add a school), 'School details' (selected), 'Accounts & login slips', 'Online payments (Payst...', 'Branding & look', 'BILLING' (Plans & bills, SMS credit), and 'SYSTEM' (Sign-in log, Log out).
- Main Content Area:**
 - School Information:** Displays 'Volta Star Academy' with status 'Active'. It includes the school code 'VSTA' and a link to the login page.
 - Statistics:** Shows counts for Pupils (894), Staff (45), Parents (1,482), Classes (23), Fees (30 days) (GHC363,305.00), and SMS (30 days) (60).
 - Login details:** A table listing administrators with columns for Administrator, Username, Password, Last sign-in, and Role. The table includes entries for 'Abena AcheampongSchool Owner / Proprietor' and 'Mrs. Sena AsamoahHeadteacher / Principal'.
 - Subscription:** A section for managing the school's subscription, including a table for Plan, From, To, and Price, and a 'Save subscription' button.
 - Platform bills:** A section for managing bills, including a table for Period, Amount, and a 'Raise bill' button.
 - SMS units:** A section for managing SMS units, including a table for Units, Payment ref, and an 'Add' button.

Figure 5.3: A school in the console: login details, school details, modules, subscription, bills and SMS units.

- **Edit details:** name, code, contact details, web address and administrator accounts.
- **Modules:** switch parts of the system on or off for the school (finance, payroll, library, transport ...).
- **Status:** trial, active, suspended (nobody in the school can sign in) or closed.
- **Subscription and bills:** the plan the school pays for, and platform bills to the school.
- **SMS units:** add units for schools that use the shared SMS account.
- **Branding & look:** logo, stamp, colours, fonts, sign-in page; can be locked so the school cannot change it.

5.3 Accounts and login slips

All accounts on the school page lists every staff member, pupil and parent with their username and hidden password. From here you can change a staff member's role, **Reset** a password (with **send login details by SMS** ticked, staff and parents get it by

SMS and a pupil's goes to the parent), **Block** or unblock an account, and **Create logins & print slips** for a whole class.



Sobel School ERP

System console

Find a page

Overview

SCHOOLS

All schools

Add a school

School details

Accounts & login slips

Online payments (Payst...

Branding & look

BILLING

Plans & bills

SMS credit

SYSTEM

Sign-in log

Log out

System console

Find a school

SA System Admin

System administrator

Accounts

Votta Star Academy - code VSTA - sign in at https://erp.shsive.com/login.php?school=VSTA

Back to school

Staff (teachers, bursar...)

Pupils

Parents

Create logins & print slips

Search name, number, phone

Search

45 shown - 45 with a login

Name	Role	Username	Password	Last sign-in
Abena Acheampongadmin	TeacherBursar / AccountantCashier / Fees ClerkHeadteacher / PrincipalAssistant Head	admin	***** set by system admin, 28/10/2026 05:42	28/10/2026 05:42
	(Academics)School Administrator / SecretaryLibrarianStore KeeperTransport OfficerSchool NurseSchool Owner / Proprietor			
Mr Delali AcheampongVSTAST0038	TeacherBursar / AccountantCashier / Fees ClerkHeadteacher / PrincipalAssistant Head	VSTAST0038	***** set by system admin, 28/10/2026	never
	(Academics)School Administrator / SecretaryLibrarianStore KeeperTransport OfficerSchool NurseSchool Owner / Proprietor			
	TeacherBursar / AccountantCashier /			

Figure 5.4: All accounts of a school, with hidden passwords and reset.

5.4 Online payments for a school (Paystack)

Each school can have its own Paystack account so that parents' money goes straight to the school. Open the school > **Online payments (Paystack)** and follow the steps on the page: the school copies its public and secret keys from the Paystack dashboard, sets the webhook URL shown on the page, and you (or the school) paste the keys and tick **Allow parents to pay online**. The keys are checked with Paystack; the secret key is stored encrypted.

Sobel School ERP
System console

Find a page

Overview

SCHOOLS

All schools

Add a school

School details

Accounts & login slips

Online payments (Paystac...

Branding & look

BILLING

Plans & bills

SMS credit

SYSTEM

Sign-in log

Log out

System console

Find a school

SA System Admin
System administrator

Online payments (Paystack)

Volta Star Academy - code VSTA

Back to school

Online payment is **off**. Enter the school's Paystack keys and tick "Allow parents to pay online".

Paystack account

How to connect the school's own Paystack account

- The school signs up or signs in at dashboard.paystack.com with its own business details and bank / MoMo account for settlement.
- In Paystack go to **Settings > API Keys & Webhooks**. Copy the **Public key** and **Secret key** (use Test keys first to try it, then Live keys).
- On the same Paystack page, set **Live Webhook URL** (and Test Webhook URL) to <https://erp.shsLive.com/pay/webhook.php>. The Callback URL can stay empty; the system sends it with each payment.
- Paste both keys here, tick "Allow parents to pay online" and click **Save**. The system checks the secret key with Paystack.

Public key

Secret key

pk_live_...

sk_live_...

Stored encrypted. It is never shown again.

Who pays Paystack charges

Record payments into

Subaccount code (only with platform keys)

Parent (added to the an

- bank / cash account -

ACCT_...

Allow parents to pay online

Save

Latest online payments

No online payments yet.

The school can also change these keys itself in **Setup > School profile & settings > Online payments** (owner or head).

Figure 5.5: A school's own Paystack account.

5.5 The main website

The front page of the system is the main website. It explains the system to schools, shows your plans and prices, answers common questions and has two forms: **Apply for your school** and **Contact us**. A school's own web address still opens its sign-in page.


Sobel School ERP

[Features](#)
[Pricing](#)
[Getting started](#)
[Questions](#)
[Contact](#)

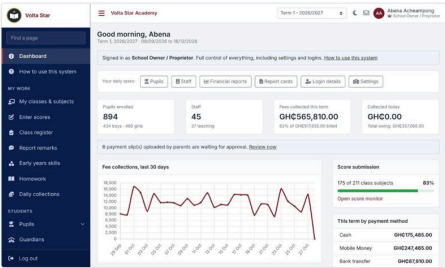
[Sign in](#)
[Apply](#)

School management software for basic schools

Sobel School ERP keeps the records of a Creche, Nursery, KG, Primary or JHS school: pupils and parents, scores and report cards, fees and receipts, expenses, salaries and the timetable.

Teachers, the bursar and parents use it on their phones. Nothing to install.

[Apply for your school](#)
[Sign in](#)



The owner's dashboard: pupils, staff, fees collected and owed, payments by method.

What the system does

The main parts, with screens from a sample school.

Figure 5.6: The main website.

5.6 School applications

A school applies by filling in **Apply for your school** on the website. The form is short: the name of the school, the town, the number of pupils, the name, phone number and email of the person applying, the plan and a message. The school gets an SMS with a reference number such as SA26100001.

Sobel School ERP Features Pricing Getting started Questions Contact Sign in **Apply**

Apply for your school

We will call you to agree the plan and set up the school. Fields marked * are needed.

Name of the school *

Town

Your name *

Number of pupils

Phone number *
 e.g. 024 123 4567

Email

Plan
 Not sure yet

Message
 Anything we should know, e.g. when you would like to start

Send application

Figure 5.7: The application form on the website.

1. *Schools > Applications*. New applications are listed first; the red number in the menu shows how many are new.
2. Open the application. Call the person to contact, agree the plan and price, set the status to **Contacted** and write a note. Click **Save**.
3. Click **Set up this school**. The **Add a school** form opens filled in from the application, with a free school code suggested.
4. Check the details, especially the school code. Add the school's logo and colours, choose the plan and the subscription dates, and click **Create school**. Leave **Send the sign-in details to the administrator by SMS** ticked.
5. The school is created, the application is marked **Approved** and linked to the school, and the administrator receives the school code, username and password by SMS.

Sobel School ERP
System console

Find a page

- Overview
- SCHOOLS
 - All schools
 - Applications** 2
 - + Add a school
 - Branding & look
- BILLING
 - Plans & bills
 - SMS credit 1
- SYSTEM
 - Website settings
 - Sign-in log
 - How to use this system
 - Log out

System console

Find a school

Applications from the website
Schools that applied on [erp.shsive.com](#), and messages sent from its contact form.

Website settings

School applications 2 Messages

School, name, phone, ref All Show

Ref	School	Town	Pupils	Contact	Plan	Received	Status
SA26100001	Hilltop Preparatory School	Madina	420	Mrs Akosua Mensah 0244111222	Standard	28/10/2026 06:15	New
SA26100002	Bright Future Montessori	Kumasi	260	Mr Kwabena Owusu 0209876543	Basic	28/10/2026 06:15	New
SA26100003	Nana Ama Memorial School	Hohoe	510	Mrs Esi Dzifa Agbeko 0551234987	Premium	28/10/2026 06:15	Contacted

Sobel School ERP - system console v1.1.0

Figure 5.8: Applications from the website.

Sobel School ERP
System console

Find a page

- Overview
- SCHOOLS
 - All schools
 - Applications** 2
 - + Add a school
 - Branding & look
- BILLING
 - Plans & bills
 - SMS credit 1
- SYSTEM
 - Website settings
 - Sign-in log
 - How to use this system
 - Log out

System console

Find a school

Bright Future Montessori
SA26100002 · received 28/10/2026 06:15 · New

All applications

The school

Name	Bright Future Montessori
Town	Kumasi
Pupils	260
Plan	Basic

Contact

Name	Mr Kwabena Owusu
Phone	0209876543
Sent from	127.0.0.1

Set up the school

Call the school first to agree the plan and price. Then open the **Add a school** form filled in from this application, check it and click **Create school**. The administrator gets the sign-in details by SMS.

Set up this school

The school was already set up another way

Follow-up

Status
New

Notes
e.g. called on Monday, demo booked for Friday

Save

Delete this application

Figure 5.9: One application, with the Set up this school button and the follow-up notes.

Note: Mark an application that will not go ahead as **Not going ahead**, and nonsense as **Spam**. If the school was set up some other way, open **The school was already set up another way** and link it. Questions sent from the contact form are on the **Messages** tab.

5.7 Website settings

System › *Website settings* holds the company name, the phone, WhatsApp number, email and address shown on the website, whether to show the number of schools and pupils (test schools are never counted), and the phone number and email address that are told about every new application. The plans and prices on the website come from *Billing* › *Plans & bills*; a plan priced 0 shows “Call us for a price”.

Sobel School ERP
System console

Find a school

System Admin
System administrator

Website settings
The main website is the front page of the system: erp.shslive.com. Schools apply there and you see the applications under Applications.

[Open the website](#)

Shown on the website

Company name
Sobel Technology

Shown at the bottom of the website.

Phone shown on the website
024 000 0000
e.g. 024 000 0000

WhatsApp number
0240000000
Leave empty to hide the WhatsApp link

Email shown on the website
info@shslive.com

Office address
Accra, Ghana

☒ Show the number of schools and pupils on the website
Test schools are never counted.

When a school applies

Send an SMS about new applications to

Your phone number. Uses the SMS key in config.php

Send an email about new applications to

Needs mail to work on the server

The school also gets an SMS saying its application was received, with its reference number. The plans and prices on the website come from [Plans & bills](#); a plan with price 0 shows "Call us for a price".

[Save settings](#)

Figure 5.10: Website settings.

5.8 Deleting a school

At the bottom of the school page, under **Delete this school**, type the school code and click **Delete school permanently**. Everything belonging to the school is removed. To stop a school signing in but keep its records, set its status to suspended or closed instead.

Caution: Never delete schools in phpMyAdmin. The database refuses (error #1451) because school tables point at each other, and a DELETE without WHERE would remove every school.

Installation and settings for the administrator

6.1 Installing or updating

- 1. Extract the install zip into the website folder (for example `erp.shslive.com`).
- 2. Keep your existing `config/config.php`: it is not in the zip.
- 3. Open any page. Database changes needed by the new version are made automatically the first time.

6.2 The configuration file

Setting	What it is
db	Database host, user, password and name.
base_url	The web address of the system, without a slash at the end.
use_subdomains	false: schools sign in at <code>.../login.php?school=CODE</code> . true only after wildcard DNS is set up.
sms	Arkesel API key and sender ID for the shared SMS account (sender ID must be approved by Arkesel).
paystack	Platform keys; leave empty when each school uses its own Paystack account.
app_key	Long random key used to encrypt saved passwords and schools' API keys. Do not change it once schools are using the system.

6.3 Daily tasks on the server

Ask your host to run `php cron/run.php` every 10 minutes (cPanel › Cron Jobs). It sends queued messages, reminders and other background work.

Part 3

Setting up a school

First-time setup checklist

Do these steps once, in this order, before the first term starts. Each step needs the one before it.

#	Step	Where
1	School profile, logo, report-card settings, bank accounts	Setup › School profile & settings
2	Academic year and its terms	Setup › Academic calendar
3	Grade levels and sections	Setup › Grade levels
4	Classes and class teachers	Setup › Classes
5	Subjects per grade level	Setup › Subjects
6	Score breakdown and grading	Setup › Assessment & grading
7	Staff, their roles and logins	Staff & payroll › Staff
8	Pupils and parents	Students › Pupils
9	Subject allocation	Academics › Subject allocation
10	Fees and discounts	Finance › Fee settings
11	Term bills	Finance › Fees & payments › Bills / invoices
12	Logins and slips for pupils and parents	Setup › Users, roles & logins
13	Timetable	Academics › Timetable

Chapter 8

School profile and settings

Setup › School setup › School profile & settings has seven tabs.

 Volta Star

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Message history

Announcements

Chat

Calendar & events

SETUP

School setup

School profile & settings

Academic calendar

Grade levels

Classes

Subjects

Assessment & grading

Comment bank

Departments & houses

Log out

Volta Star Academy

Term 1 - 2026/2027

 Abena Acheampong
School Owner / Proprietor

School profile & settings

School code: VSTA - status Active

School profile Branding & look Preferences Report cards SMS Online payments Bank & cash accounts

School name

Volta Star Academy

Short name

Volta Star

Motto

Shine Your Light

Postal address

P.O. Box HP 318, Ho

Location / physical address

GPS address

GA-123-4567

Town / city

Ho

District

Region

Volta

Phone

0303000021

Other phone

Email

info@vsta.edu.gh

Website

www.vsta.edu.gh

EMIS / registration no.

BECE centre / school no.

Title of head

Headteacher

Name of head (printed on reports)

Mrs Kofi Tsikata

School logo / crest (PNG/JPG, max 2MB)

Choose File No file chosen

School stamp (PNG/JPG, max 2MB)

Choose File No file chosen

Head's signature (PNG/JPG, max 2MB)

Choose File No file chosen

Save profile

Volta Star Academy - Term 1, 2026/2027

Sobel School ERP v1.1.0

Figure 8.1: School profile & settings.

Tab	What to set
School profile	Name, motto, addresses, phone, e-mail, head's name and title, signature and school stamp.
Branding & look	Logo, colours, font and sign-in page (if not locked by the administrator).
Preferences	Currency, date format, positions on reports, early-years positions and other choices.
Report cards	What prints on report cards, and whether fees print on the report or on a separate page.
SMS	The school's own Arkesel key and sender ID (optional), automatic SMS for absence and receipts.
Online payments	The school's own Paystack keys (see the console chapter).

Bank & cash accounts	Every bank account, Mobile Money wallet and cash office, with opening balances.
----------------------	---

Tip: Add the bank and Mobile Money accounts before receiving any money, so every payment and expense is recorded in the right account and the cash book balances.

Academic calendar, grade levels and classes

9.1 Academic calendar

- 1. Setup › School setup › Academic calendar › **New academic year.**
- 2. Type the year (e.g. 2026/2027), start and end dates, and create the terms with their reopening, vacation and next-term dates.
- 3. Click **Count days** to count school days (weekends and holidays are left out). This number prints on report cards.
- 4. Click **Make current** on the term you are in now.

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Volta Star Academy

Term 1 - 2026/2027

Abena Acheampong
School Owner / Proprietor

Academic calendar

Academic years, terms, holidays and the current term

+ New academic year

2026/2027 (08/09/2026 - 30/07/2027) Active

Add term

Close year

Name	Reopens	Vacates	Next term begins	School days	Status	Score entry open
Term 1	09/08/2026	12/18/2026	01/12/2027	68	Active	☒
Current						
Count days Holidays / breaks: + add holiday						

Name	Reopens	Vacates	Next term begins	School days	Status	Score entry open
Term 2	01/12/2027	04/09/2027	04/27/2027	60	Upcoming	☒
Make current	Count days	Holidays / breaks: + add holiday				

Name	Reopens	Vacates	Next term begins	School days	Status	Score entry open
Term 3	04/27/2027	07/30/2027	09/07/2027	62	Upcoming	☒
Make current	Count days	Holidays / breaks: + add holiday				

Volta Star Academy - Term 1, 2026/2027

Sobel School ERP v13.0

Figure 9.1: Academic calendar with three terms.

Note: Close a year with **Close year** only after promotion. Score entry closes for all its terms.

9.2 Grade levels

Setup › School setup › Grade levels lists Creche to JHS 3 with the section each belongs to (Pre-School, Lower Primary, Upper Primary, Junior High). Remove levels you do not

run and keep them in order. Early-years levels use skills instead of positions on reports.

9.3 Classes and class teachers

1. *Setup > School setup > Classes.*
2. Click **Create one class for every grade level**, or add classes one by one when a level has streams (Basic 1A, Basic 1B).
3. Choose the **class teacher** (and assistant if any) of each class. The class teacher takes the register and writes report remarks.
4. In a new year use **Copy classes** to bring last year's classes forward.

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Abena Acheampong

School Owner / Proprietor

Classes - 2026/2027

A class is a grade level plus an optional stream (A, B, Gold...). Set the class teacher here.

Class	Grade level	Class teacher	Assistant	Room	Pupils	
Creche	Creche	Afua Appiah			38 / 45	Edit
Nursery 1	Nursery 1	Sedem Amponsah			40 / 45	Edit
Nursery 2	Nursery 2	Afi Kpodo			36 / 45	Edit
KG 1	KG 1	Ablavi Osei			40 / 45	Edit
KG 2	KG 2	Xorfalli Osei			36 / 45	Edit
Basic 1A	Basic 1	Akua Antwi			37 / 45	Edit
Basic 1B	Basic 1	Osei Kumah			35 / 45	Edit
Basic 2A	Basic 2	Mawuli Agyeman			40 / 45	Edit
Basic 2B	Basic 2	Kafui Dogbe			41 / 45	Edit
Basic 3A	Basic 3	Agyeiwaa Adzraku			39 / 45	Edit
Basic 3B	Basic 3	Dzifa Dogbe			41 / 45	Edit
Basic 4A	Basic 4	Akwasi Akakpo			39 / 45	Edit
Basic 4B	Basic 4	Yayra Flagbe			40 / 45	Edit

New class

Grade level

- select -

Stream

Display name

blank, A, B

auto: Basic 4A

Class teacher

- none -

Assistant / attendant

- none -

Room

Capacity

-

Create class

Quick setup

Create one class for every grade level

Figure 9.2: Classes of the current year with class teachers and pupil numbers.

Subjects and assessment

10.1 Subjects

Setup › School setup › Subjects holds the learning areas. In **Subjects by grade level** tick which subjects each level takes, whether a subject is core or optional, whether it is graded on the report, and the periods per week (used by the timetable).

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Term 1 - 2026/2027

Abena Acheampong

School Owner / Proprietor

Subjects (learning areas)

Tick which subjects each grade level takes. C = core (all pupils), O = optional (chosen per pupil).

Subjects by grade level - click a level name for report order and other details

Subject	CR	N1	N2	KG1	KG2	B1	B2	B3	B4
Arabic	☐	☐	☐	☐	☐	☐	☐	☐	☐
Career Technology	☐	☐	☐	☐	☐	☐	☐	☐	☐
Computing	☐	☐	☐	☐	☐	☐	☐	☐	☒
Creative Arts	☒	☒	☒	☒	☒	☒	☒	☒	☒
Creative Arts & Design	☐	☐	☐	☐	☐	☐	☐	☐	☐
English Language	☐	☐	☐	☐	☐	☒	☒	☒	☒
French	☐	☐	☐	☐	☐	☐	☐	☐	☒
Ghanaian Language	☐	☐	☐	☐	☐	☒	☒	☒	☒
History	☐	☐	☐	☐	☐	☐	☐	☐	☒
Language & Literacy	☒	☒	☒	☒	☒	☐	☐	☐	☐
Mathematics	☐	☐	☐	☐	☐	☒	☒	☒	☒
Numeracy	☒	☒	☒	☒	☒	☒	☒	☒	☒
Our World Our People	☒	☒	☒	☒	☒	☒	☒	☒	☒

New subject

Name

Code

Short name

Department

Status

Active

Save

Figure 10.1: Subjects by grade level.

10.2 Assessment and grading

Setup › School setup › Assessment & grading has three tabs:

- **Settings for the term:** which score breakdown and grading scale each grade level uses, the report template, and for JHS the number of best subjects for the aggregate.
- **Score breakdown (schemes):** the parts of a subject score, for example class tests 20, homework 10, project 10 out of a class score of 50, and the exam 50. Each part has a maximum raw score and a weight.
- **Grading scales:** the bands, for example NaCCA A/P/AP/D/B for primary and 1–9 for JHS, with the remark printed for each grade.


Volta Star


Volta Star Academy

Term 1 - 2026/2027





Akena Acheampong
School Owner / Proprietor

Assessment & grading

How each subject's 100% is made up, how scores become grades, and which applies to each grade level.

Settings for Term 1

Score breakdown (schemes)

Grading scales

Term 1, 2026/2027

Grade level	Score breakdown	Grading scale	Report card	Aggregate of best
Creche	Class Score 50 / Exam 50	NaCCA Standards-Based (KG - Basic 6)	Early years (skills + scores)	-
Nursery 1	Class Score 50 / Exam 50	NaCCA Standards-Based (KG - Basic 6)	Early years (skills + scores)	-
Nursery 2	Class Score 50 / Exam 50	NaCCA Standards-Based (KG - Basic 6)	Early years (skills + scores)	-
KG 1	Class Score 50 / Exam 50	NaCCA Standards-Based (KG - Basic 6)	Early years (skills + scores)	-
KG 2	Class Score 50 / Exam 50	NaCCA Standards-Based (KG - Basic 6)	Early years (skills + scores)	-
Basic 1	Class Score 50 / Exam 50	NaCCA Standards-Based (KG - Basic 6)	Standard (scores & grades)	-
Basic 2	Class Score 50 / Exam 50	NaCCA Standards-Based (KG - Basic 6)	Standard (scores & grades)	-
Basic 3	Class Score 50 / Exam 50	NaCCA Standards-Based (KG - Basic 6)	Standard (scores & grades)	-
Basic 4	Class Score 50 / Exam 50	NaCCA Standards-Based (KG - Basic 6)	Standard (scores & grades)	-
Basic 5	Class Score 50 / Exam 50	NaCCA Standards-Based (KG - Basic 6)	Standard (scores & grades)	-
Basic 6	Class Score 50 / Exam 50	NaCCA Standards-Based (KG - Basic 6)	Standard (scores & grades)	-
JHS 1	Class Score 50 / Exam 50	JHS Grade 1-9	JHS (with aggregate)	6

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Figure 10.2: Assessment settings for the term.

Note: Example: a teacher marks a test out of 40 and it is worth 20% of the subject. Enter maximum 40 and weight 20; the system converts the marks.

10.3 Comment bank, departments and houses

Setup › *School setup* › *Comment bank* keeps ready-made remarks teachers can pick.
Departments & houses holds departments, positions, houses and leave types.

Chapter 11

Staff

11.1 Adding a staff member

- 1. *Staff & payroll > Staff > Add staff.*
- 2. Fill in personal details, contact, employment, qualifications, SSNIT number, TIN, Ghana Card, bank and Mobile Money details. Leave **Staff no.** empty to get the next number.
- 3. Save.

Volta Star

Find a page

Fee settings

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Store & Inventory

Library

Transport

STAFF & PAYROLL

Staff

Staff sign-in / attendance

Leave

Payroll

COMMUNICATION

Send SMS

Message history

Log out

Volta Star Academy

Term 1 - 2026/2027

Abenba Acheampong

School Owner / Proprietor

Staff

45 found

+ Add staff

Export

Name, staff no., phone

All departments

Active

Search

Staff no.	Name	Category	Position	Department	Phone	Login	Status
admin	Abenba Acheampong	Non Teaching			0540300001	28/10/2026	Active
VSTAST0027	Mrs Ablavi Adzraku	Teaching	Subject Teacher	Languages	0270300028	never	Active
VSTAST0033	Mrs Ablavi Amenyo	Teaching	Subject Teacher	Mathematics & Science	0550300034	never	Active
VSTAST0013	Mrs Ablavi Osei	Teaching	Class Teacher	Pre-School	0590300014	never	Active
VSTAST0032	Ms Adwoa Dzokoto	Teaching	Subject Teacher	Mathematics & Science	0540300033	never	Active
VSTAST0006	Ms Afi Agyeman	Non Teaching	Librarian	Administration	0260300007	never	Active
VSTAST0012	Ms Afi Kpodo	Teaching	Class Teacher	Pre-School	0500300013	28/10/2026	Active
VSTAST0010	Ms Afua Appiah	Teaching	Class Teacher	Pre-School	0200300011	never	Active
VSTAST0019	Ms Agyeiwaa Adzraku	Teaching	Class Teacher	Lower Primary	0270300020	never	Active
VSTAST0025	Ms Akosua Amegah	Teaching	Class Teacher	Upper Primary	0550300026	never	Active
VSTAST0015	Mrs Akua Antwi	Teaching	Class Teacher	Lower Primary	0240300016	never	Active
VSTAST0021	Mr Akwasi Akakpo	Teaching	Class Teacher	Upper Primary	0590300022	never	Active
VSTAST0023	Mrs Ama Oforu	Teaching	Class Teacher	Upper Primary	0240300024	never	Active
VSTAST0038	Mr Delali Acheampong	Teaching	Subject Teacher	Mathematics & Science	0260300039	never	Active
VSTAST0020	Mrs Dzifa Dogbe	Teaching	Class Teacher	Lower Primary	0500300021	never	Active
VSTAST0039	Mrs Dzifa Owusu	Teaching	Subject Teacher	Mathematics & Science	0240300040	never	Active
VSTAST0003	Mr Edem Akakpo	Non Teaching	Secretary	Administration	0270300004	never	Active

Figure 11.1: The staff list.

11.2 Login and role

Open the staff member. In the **Login and role** card choose what the person does (Teacher, Bursar, Cashier ...) and click **Create login**. The username and password are shown and sent to the staff member's phone. Later the same card changes the role or resets the password.

Volta Star

Find a page

Fee settings

OPERATIONS

Store & inventory

Library

Transport

STAFF & PAYROLL

Staff

Staff sign-in / attendance

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Volta Star Academy

Term 1 - 2026/2027

Abena Acheampong

Abena Acheampong

School Owner / Proprietor

Abena Acheampong

Active

admin

All staff

Personal

Title

First name *

Other names

Surname *

Gender *

Date of birth

Marital status

Nationality

Phone

Other phone

Email

Residential address

GPS address

Emergency contact

Emergency phone

Employment

Staff no.

Category

Employment

Status

Department

Position

Date joined

Username

admin

Active

Last sign-in:

28/10/2026 05:41

What does Abena do?

(one role; it decides what they see)

Teacher

Bursar / Accountant

Cashier / Fees Clerk

Headteacher / Principal

Assistant Head (Academics)

School Administrator / Secretary

Librarian

Store Keeper

Transport Officer

School Nurse

School Owner / Proprietor

Figure 11.2: A staff member's page with the Login and role card.

11.3 Staff sign-in and leave

Staff & payroll › *Staff sign-in / attendance* records daily arrival and departure. *Leave* is used by staff to request leave and by the head to approve or reject it.

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Pupils and parents

12.1 Adding a pupil

- 1. *Students › Pupils › Add student.*
- 2. Type the pupil's details, choose the class, and add at least one parent or guardian with a phone number.
- 3. Add health information and a photo if you have them.
- 4. Click **Save** or **Save and add another**.

 Volta Star

Find a page

Early years skills

Homework

Daily collections

STUDENTS

Pupils

All students

Add student

Import from Excel

Class lists

Unassigned / move class

Guardians

Admissions

Promotion

Behaviour & sick bay

Log out

Volta Star Academy

Term 1 - 2026/2027

 Abena Acheampong
School Owner / Proprietor

Add student

Pupil details

First name *

Other names

Surname *

Gender *

Date of birth

Place of birth

Called at home

Nationality

Hometown

Home region / state

Religion

Language at home

ID type

ID number

BECE index no.

Residential address

GPS address

Previous school

Admission date

Student no.

House

Day / boarding

☐ Special educational needs

Details

Class (2026/2027)

Class

- not in a class -

Joining as

New pupil (pays admission fee)

Photo



Choose File

No file chosen

Health

Blood group

NHIS / insurance no.

Figure 12.1: Adding a pupil.

Note: If a parent's phone number already belongs to a parent in the system, the pupil is linked to that parent. Brothers and sisters share one parent account.

12.2 Importing many pupils

Students › Pupils › Import from Excel: download the template, fill one row per pupil, upload it, check the preview and click **Import**.

12.3 The pupil's page

Click a pupil in *Students > Pupils > All students* to see details, parents, class history, bills and payments, results by term, attendance, behaviour and sick bay, documents and logins. From here you can print a fee statement, create the pupil's and parents' logins, add a parent, choose optional subjects and change the pupil's status (left, transferred, graduated).

The screenshot shows the 'Volta Star Academy' interface. On the left is a dark blue sidebar with navigation links: 'Find a page', 'Dashboard', 'How to use this system', 'MY WORK' (My classes & subjects, Enter scores, Class register, Report remarks, Early years skills), 'Homework', 'Daily collections', 'STUDENTS' (Pupils, Guardians), and 'Log out'. The main content area is titled 'Volta Star Academy' and shows the profile of 'Boakye Acheampong' (VSTA00193 - Basic 1A - 8 years - Male) with an 'Active' status. Below the profile are tabs for 'Overview', 'Parents (2)', 'Fees', 'Results', 'Attendance', 'Health & behaviour', and 'Documents'. The 'Overview' tab is selected, displaying a 'Details' section with fields for Date of birth (24/03/2018), Nationality (Ghanaian), Religion (Christianity), Language at home (Ewe), Day / boarding (Day), and Admitted (08/09/2020). To the right of the details is a 'Status' section with a dropdown set to 'Active', a date field (mm/dd/yyyy), a text field for 'Reason (for withdrawn / transferred)', and an 'Update status' button. Below this is a 'Student portal login' section with 'Username VSTA00193', 'Last sign-in: never', and a 'Reset password' button. At the bottom right of the main content area is a 'Delete record' link. The footer shows 'Volta Star Academy - Term 1, 2026/2027' and 'Sobel School ERP v13.0'.

Class history			
Year	Class	Joined as	Outcome
2026/2027	Basic 1A	Continuing	Active

Figure 12.2: A pupil's page.

12.4 Parents and guardians

Students > Guardians lists parents with their children. **Create parent logins** gives every primary parent a portal login (username = phone number).

12.5 Moving pupils between classes

Students > Pupils > Unassigned / move class places pupils without a class, or moves pupils to another class. The move is kept in the class history.

12.6 Admissions

Students > Admissions holds applications from the online form and walk-in applications. Move each one through the steps (assessment scheduled, assessed,

offered, accepted) and click **Enrol** to make the applicant a pupil in a class.

Volta Star

Volta Star Academy
Term 1 - 2026/2027

AA Abena Acheampong
School Owner / Proprietor

Find a page

- Early years skills
- Homework
- Daily collections
- STUDENTS
 - Pupils
 - Guardians
 - Admissions** 4
 - Promotion
 - Behaviour & sick bay
- ACADEMICS
 - Subject allocation
 - Results
 - Attendance report
- Log out

Admissions

Online form for parents: <https://erp.shalve.com/apply?ts=vsta>

+ Walk-in application

All (12) Submitted (4) Assessment scheduled (1) Assessed (1) Offered (2) Accepted (1) Waitlisted (1) Rejected (1)

Declined by parent (1) 2026/2027 Search

No.	Child	Class	Parent	Phone	Source	Form fee	Received	Status
APP000001	Kwame Gyasi	JHS 2	Komla Amenyio	0540301841	online		17/10/2026	Submitted
APP000002	Konadu Opoku	Nursery 2	Etornam Owusu	0550301842	referral		13/10/2026	Submitted
APP000003	Selorm Opoku	Creche	Sedem Amponsah	0200301843	referral	✓	08/10/2026	Assessment Scheduled
APP000004	Kojo Ahiable	Basic 5	Kwabena Frimpong	0270301844	walk_in	✓	01/10/2026	Assessed
APP000005	Konadu Asamoah	Nursery 1	Delali Kumah	0500301845	online	✓	01/10/2026	Offered
APP000006	Sedem Owusu	Basic 4	Senyo Kumah	0590301846	online	✓	15/10/2026	Accepted
APP000007	Afia Sarpong	Basic 5	Kwesi Fiagbe	0260301847	walk_in		23/10/2026	Rejected
APP000008	Akwasi Amenyio	Basic 6	Agyei Bonsu	0240301848	walk_in	✓	10/10/2026	Waitlisted
APP000009	Etornam Adzraku	Nursery 2	Yao Ahiable	0540301849	walk_in		19/10/2026	Submitted
APP000010	Ama Dzokoto	JHS 2	Yao Antwi	0550301850	referral	✓	16/10/2026	Offered
APP000011	Elilem Agbozo	Basic 1	Sedem Ofori	0200301851	online	✓	09/10/2026	Declined
APP000012	Boakye Dogbe	JHS 3	Kafui Kumah	0270301852	referral		23/10/2026	Submitted

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Sobel School ERP v1.1.0

Figure 12.3: Admissions.

12.7 Promotion at the end of the year

Students › Promotion: choose a class, mark each pupil promoted, repeated, on trial or graduated, and click **Save decisions**. Then create the new academic year and its classes.

Logins, passwords and login slips

Setup › Users, roles & logins has three tabs.

13.1 Login details

Every account of the school with username and hidden password. Click a password to see it; each look is recorded. **Reset** gives a new password (empty box = random) and, with the box ticked, sends the login details by SMS. **Disable** stops a person signing in without deleting records. **Change role** changes a staff member's role.

Volta Star

Find a page

Staff sign-in / attendance

Leave

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Volta Star Academy

Term 1 - 2026/2027

Abena Acheampong
School Owner / Proprietor

Users, roles & logins

Everyone who can sign in, their role, username and password.

Login details

Create logins & slips

Advanced: what each role can do

Sign-in link for everyone
<https://erp.shslive.com/login.php?school=VSTA>

School code
VSTA

Usernames: staff number for staff, student number for pupils, phone number for parents. Click a password to show it.

Staff (teachers, bursar, office...)

All roles

Search name, username, phone

Search

45 account(s)

Print login slips for this list

Create logins for people without one

Name	Role	Username	Password	Last sign-in	Status
Abena Acheampong 0540300001	School Owner / Proprietor	admin	 set by system admin, 28/10/2026	28/10/2026 05:40	Active Reset Disable Change role
Mr Akwasi Akakpo 0590300022	Teacher	VSTAST0821	 set by system admin, 28/10/2026	never	Active Reset Disable Change role
Mr Delali Acheampong 0260300039	Teacher	VSTAST0838	 set by system admin, 28/10/2026	never	Active Reset Disable Change role
Mr Edem Akakpo 0270300054	School Administrator / Secretary	secretary	 set by system admin, 28/10/2026	never	Active Reset Disable Change role
Mr Edem Bonsu 0590300030	Teacher	VSTAST0829	 set by system admin, 28/10/2026	never	Active Reset Disable Change role
Mr Elikemi Asante	Teacher	VSTAST0849	 set by system admin, 28/10/2026	never	Active Reset Disable Change role

Figure 13.1: Login details: usernames, hidden passwords, last sign-in and actions.

13.2 Create logins and slips

1. Choose who (pupils, parents or staff) and, for pupils, the class.
2. Leave **include people who already have a login** ticked to reprint everyone's slip with their current password. Tick **give everyone new passwords** only to replace old passwords.
3. Choose **Login slips (PDF, 10 per page)** or **Excel / CSV list**, tick **also send each login by SMS** if wanted, and click **Create logins**.

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4. Print, cut and hand out the slips.

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Staff sign-in / attendance

Leave

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Term 1 - 2026/2027

AA Abena Acheampong

School Owner / Proprietor

Users, roles & logins

Everyone who can sign in, their role, username and password.

Login details

Create logins & slips

Advanced: what each role can do

Who creates the passwords?

The system does. When you create logins here, every pupil, parent or staff member gets a random password (6 characters for pupils and parents, 8 for staff). Print the slips or send them by SMS. Each person must choose their own new password the first time they sign in. You can always see the current password under [Login details](#) and give a new one with **Reset**.

Staff (teachers, bursar, office)

45 of 45 have a login

Pupils

894 of 894 have a login

Parents / guardians

894 of 1482 have a login

Create logins and print slips

For

Staff

Download as

Login slips (PDF, 10 per page)

Create logins

☒ Include people who already have a login (their current password)

☐ give everyone new passwords

☐ also send each login by SMS (uses SMS units)

Usernames: staff use their staff number, pupils their student number, parents their phone number. Everyone must choose their own password at first sign-in. Passwords are saved (encrypted) so they can be shown again under Users & roles > Login details. New staff accounts get the Teacher role (teaching staff) or no role; give the bursar and office staff their roles under Users & roles.

Figure 13.2: Creating logins and slips.

Caution: Anyone holding a slip can sign in as that person until the password is changed. Keep slips safe.

40

Part 4

Teaching, results and timetable

Subject allocation

Every subject in every class must be given to a teacher each term. This decides which scores a teacher can enter and is used to build the timetable.

- 1. *Academics > Subject allocation.*
- 2. Choose a class and pick a teacher for each subject. Save.
- 3. For pre-school and lower primary, **Give unallocated subjects to class teacher** fills every empty subject at once.
- 4. At the start of a new term use **Copy from previous term.**

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Term 1 - 2026/2027

Abena Acheampong

School Owner / Proprietor

Subject allocation - Term 1, 2026/2027

Who teaches (and enters scores for) each subject in each class.

By class

By teacher

Copy from previous term

Creche

9/6

Nursery 1

9/6

Nursery 2

9/6

KG 1

9/6

KG 2

9/6

Basic 1A

0/6

Basic 1B

0/6

Basic 2A

0/6

Basic 2B

0/6

Basic 3A

0/6

Basic 3B

0/6

Raein- 4A

11/11

Creche

Class teacher: Afua Appiah

Subject	Teacher
Language & Literacy	Ms Afua Appiah
Numeracy	Ms Afua Appiah
Our World Our People	Ms Afua Appiah
Creative Arts	Ms Afua Appiah
Physical Education	Ms Afua Appiah

Save

Give unallocated subjects to class teacher

Volta Star Academy - Term 1, 2026/2027

Sobel School ERP v1.1.0

Figure 14.1: Subject allocation for a class.

Registers and attendance

15.1 Taking the register

- 1. *My work* > *Class register* (class teachers).
- 2. Choose the date (today by default). Everybody is marked present.
- 3. Change only the pupils who are absent (A), late (L) or excused (E), add a reason if known.
- 4. Click **Save**. If switched on, parents of absent pupils get an SMS.

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Term 1 - 2026/2027

Ms Afi Kpodo
Teacher - Class teacher of Nursery 2

Class register

Wednesday 28 October 2026 - Term 1

Creche 10/28/2026

Mon 19Tue 20Wed 21Thu 22Fri 23Mon 26Tue 27Wed 28

#	Pupil	All present	Reason / note
1	Acheampong, Yao	P A L E	optional
2	Adzraku, Sedem	P A L E	optional
3	Adzraku, Sedem	P A L E	optional
4	Agbeko, Afi	P A L E	optional
5	Ahiable, Boakye	P A L E	optional
6	Ahiable, Kwadwo	P A L E	optional
7	Amegah, Ablavi	P A L E	optional
8	Amegah, Afi	P A L E	optional
9	Amegah, Akwasi	P A L E	optional
10	Amenyo, Kafui	P A L E	optional
11	Amenyo, Selorm	P A L E	optional
12	Amoah, Kodzo	P A L E	optional
13	Antwi, Selorm	P A L E	optional

Figure 15.1: The class register.

15.2 Attendance reports

Academics > *Attendance report* shows the term summary per pupil, attendance by day and pupils who are often absent. Days present print on report cards.

Scores and report remarks

16.1 Entering scores

- 1. *My work* > *Enter scores*. Choose the class and subject.
- 2. Type each pupil's marks for every part (class tests, homework, project, exam). A mark above the maximum turns red.
- 3. Click **Save** as often as you like.
- 4. For a large class you can click **Download score sheet**, fill it in Excel and use **Upload filled sheet**.
- 5. When all marks are in, click **Save & submit**. The subject goes to the academic head for checking and can no longer be changed unless it is returned.

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Ms Afi Kpodo
Teacher - Class teacher of Nursery 2

Enter scores

Term 1, 2026/2027

Class & subject

Nursery 2 - Creative Arts

Status: Open

#	Pupil	Class Work / Exercises out of 100 → 15%	Homework / Project out of 100 → 15%	Mid-Term Test out of 100 → 20%	End of Term Exam out of 100 → 50%	Class score	Exam	Total /10
1	Adzraku, Etornam VSTA00079							
2	Agbeko, Nana Ama VSTA00101							
3	Agbozo, Dzifa VSTA00113							
4	Agbozo, Komla VSTA00083							
5	Agbozo, Yaa VSTA00084							
6	Ahiabie, Osei VSTA00087							
7	Akakpo, Afi VSTA00107							
8	Akakpo, Delali VSTA00086							
9	Akakpo, Yaa VSTA00108							
10	Amegah, Boakye VSTA00104							
11	Amegah, Enyonam VSTA00094							
12	Amenyo, Akua VSTA00106							

Save

Save & submit

submit with empty boxes (absent pupils)

Tip: press Enter to move down the column.

Figure 16.1: Entering scores.

16.2 Score monitor (academic head)

Academics > *Results* > *Score monitor* shows every class subject as open, submitted, approved, returned or locked. Tick subjects and click **Approve**, **Return to teacher** (with a note), **Lock** or **Re-open**. **SMS reminder** reminds teachers who have not submitted.

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Term 1 - 2026/2027

Abena Acheampong
School Owner / Proprietor

Score monitor - Term 1, 2026/2027

Track which teachers have entered and submitted scores; approve, return or lock them.

All (211)
Not submitted (36)
Returned (0)
Awaiting approval (16)
Approved (159)
Locked (0)

Export

All classes

☐	Class	Subject	Teacher	Scores entered	Status	Submitted
☐	Creche	Language & Literacy	Ms Afua Appiah	0 / 38	Open	Open
☐	Creche	Numeracy	Ms Afua Appiah	0 / 38	Open	Open
☐	Creche	Our World Our People	Ms Afua Appiah	0 / 38	Open	Open
☐	Creche	Creative Arts	Ms Afua Appiah	0 / 38	Open	Open
☐	Creche	Physical Education	Ms Afua Appiah	0 / 38	Open	Open
☐	Nursery 1	Language & Literacy	Mr Sedem Amponsah	0 / 40	Open	Open
☐	Nursery 1	Numeracy	Mr Sedem Amponsah	0 / 40	Open	Open
☐	Nursery 1	Our World Our People	Mr Sedem Amponsah	0 / 40	Open	Open
☐	Nursery 1	Creative Arts	Mr Sedem Amponsah	0 / 40	Open	Open
☐	Nursery 1	Physical Education	Mr Sedem Amponsah	0 / 40	Open	Open
☐	Nursery 2	Language & Literacy	Ms Afi Kpodo	0 / 36	Open	Open

With ticked:
Approve
Lock
Re-open
Reason for returning
Return to teacher
SMS reminder

Figure 16.2: The score monitor.

16.3 Report remarks and early-years skills

My work › *Report remarks* (class teachers): conduct, attitude, interest and the class teacher's remark for each pupil; pick from the comment bank or type. *Early years skills*: for Creche to KG, rate each child on each skill.

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Ms Afi Kpodo
Teacher - Class teacher of Nursery 2

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Report card remarks

Term 1, 2026/2027 - days school opened: 68

Nursery 2

Pupil	Average	Present	Conduct	Attitude	Interest	Class teacher's remark
Adzraku, Etornam	-	34				
Agbeko, Nana Ama	-	29				
Agbozo, Dzifa	-	35				
Agbozo, Komla	-	34				
Agbozo, Yaa	-	33				
Ahiable, Osei	-	34				
Akakpo, Afi	-	34				
Akakpo, Delali	-	34				
Akakpo, Yaa	-	35				
Amegah, Boakye	-	34				
Amegah, Enyonam	-	35				
Amenyo, Akua	-	34				

Save remarks

☐ Fill empty remarks automatically from the comment bank (by average)

Volta Star Academy - Term 1 - 2026/2027

Sobal School ERP v1.0

Figure 16.3: Report remarks.

Results and report cards

17.1 Processing results

- 1. *Academics > Results > Process results.*
- 2. Tick the classes whose subjects are all approved and click **Process ticked classes**. The system adds up the scores, works out grades, subject positions, overall positions, averages and (JHS) aggregates.
- 3. Process again whenever a score is corrected.

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Abena Acheampong
School Owner / Proprietor

Process & publish results - Term 1, 2026/2027

Processing works out totals, grades, subject and class positions, averages, aggregates and attendance. Run it again any time scores change.

☒	Class	Pupils	Subjects submitted	Processed	Last processed	Published		
☒	Creche	38	0 / 5	0	-	0	Broadsheet	Reports
☒	Nursery 1	40	0 / 5	0	-	0	Broadsheet	Reports
☒	Nursery 2	36	0 / 5	0	-	0	Broadsheet	Reports
☒	KG 1	40	0 / 5	0	-	0	Broadsheet	Reports
☒	KG 2	36	0 / 5	0	-	0	Broadsheet	Reports
☒	Basic 1A	37	7 / 8	37	28/10/2026 04:24	0	Broadsheet	Reports
☒	Basic 1B	35	8 / 8	35	28/10/2026 05:20	35	Broadsheet	Reports
☒	Basic 2A	40	7 / 8	40	28/10/2026 04:24	0	Broadsheet	Reports
☒	Basic 2B	41	8 / 8	41	28/10/2026 04:24	41	Broadsheet	Reports
☒	Basic 3A	39	7 / 8	39	28/10/2026 04:24	0	Broadsheet	Reports
☒	Basic 3B	41	8 / 8	41	28/10/2026 04:24	41	Broadsheet	Reports
☒	Basic 4A	39	10 / 11	39	28/10/2026 04:24	0	Broadsheet	Reports
☒	Basic 4B	40	11 / 11	40	28/10/2026 04:24	40	Broadsheet	Reports
☒	Basic 5A	38	10 / 11	38	28/10/2026 04:24	0	Broadsheet	Reports
☒	Basic 5B	38	10 / 11	38	28/10/2026 04:24	38	Broadsheet	Reports

Figure 17.1: Processing and publishing results.

17.2 Broadsheet and top students

Academics > Results > Broadsheet shows every pupil's score in every subject for a class, for staff meetings. *Top students* lists the best pupils by class and level.

17.3 Report cards

- 1. *Academics > Results > Report cards.* Choose the class.
- 2. Check each report; the head writes the head's remark.

- Click **Publish** to let parents and pupils see the reports in the portal. **Withhold** keeps a pupil's report back (for example for unpaid fees); **Release** lets it go.
- Print reports one by one or for the whole class as PDF. Fees print on the report or on a separate page, as set in the school settings.

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School Owner / Proprietor

Report cards - Term 1, 2026/2027

Print or download report cards. Process results first so positions and averages are current.

Basic 1B

Fees printed on the report

Whole class PDF

Fee statements only

School default: fees printed on the report. Change it in Settings > Report cards.

Pos	Pupil	Average	Aggregate	Attendance	Remarks done	Status
1st	Frimpong, Yaa VSTA00250	92.0		34/68	✓✓	Published PDF Withhold
2nd	Gbeve, Abena VSTA00238	91.5		33/68	✓✓	Published PDF Withhold
3rd	Amponsah, Yayra VSTA00249	84.2		34/68	✓✓	Published PDF Withhold
4th	Appliah, Akosua VSTA00243	84.1		34/68	✓✓	Published PDF Withhold
5th	Agbeko, Dzifa VSTA00257	81.5		35/68	✓✓	Published PDF Withhold
6th	Darko, Kwasi VSTA00232	79.1		35/68	✓✓	Published PDF Withhold
7th	Dzokoto, Adwoa VSTA00231	77.6		35/68	✓✓	Published PDF Withhold
8th	Amponsah, Elinam VSTA00251	77.0		35/68	✓✓	Published PDF Withhold
9th	Kumah, Pokua VSTA00262	75.1		35/68	✓✓	Published PDF Withhold
10th	Appliah, Osei VSTA00255	73.1		34/68	✓✓	Published PDF Withhold
11th	Acheampong, Osei VSTA00236	71.5		33/68	✓✓	Published PDF Withhold
12th	Boateng, Esinam VSTA00242	70.7		34/68	✓✓	Published PDF Withhold

Figure 17.2: Report cards for a class.

	VOLTA STAR ACADEMY SHINE YOUR LIGHT P.O. Box HP 518, Ho, Ho TEL: 0303000021 info@vsta.edu.gh www.vsta.edu.gh					
TERMINAL REPORT - TERM 1, 2026/2027						
NAME: OSEI YAW ACHEAMPONG CLASS: Basic 1B ATTENDANCE: 33 out of 68 VACATION: 16 Dec 2026 AVERAGE: 71.5%	STUDENT NO.: VSTA00236 NO. ON ROLL: 35 GENDER: Male NEXT TERM: 12 Jan 2027 POSITION: 11th out of 35					
SUBJECT	CLASS 50%	EXAM 50%	TOTAL 100%	GRADE	POSITION	REMARK
English Language	34.0	28.5	62.5	AP	15th	Approaching Proficiency
Ghanaian Language	37.2	38.0	75.2	P	10th	Proficient
Mathematics	37.1	33.5	70.6	P	12th	Proficient
Science	31.6	28.0	59.6	AP	18th	Approaching Proficiency
Our World Our People	40.9	46.0	86.9	A	3rd	Advanced
Religious & Moral Education	37.6	38.0	75.6	P	12th	Proficient
Creative Arts	37.2	34.5	71.7	P	12th	Proficient
Physical Education	35.0	35.0	70.0	P	12th	Proficient
TOTAL SCORE			571.9			Average: 71.5%
Grading: 80-100: A (Advanced) 68-79.99: P (Proficient) 54-67.99: AP (Approaching Proficiency) 40-53.99: D (Developing) 0-39.99: B (Beginning)						
Conduct:	Well behaved	Attitude:	Attentive in class	Interest:	Drama	
Class teacher's remarks Good performance. Aim higher next term. <i>Mr Osei Kumah</i>						
Headteacher's remarks Promising. Keep working hard. <i>Mrs Kofi Tshata</i>						
FEES THIS TERM	PAID	ARREARS	BALANCE OWING	NEXT TERM FEES*		
GHS 890.00	GHS 890.00	GHS 0.00	GHS 0.00	GHS 680.00		
Total to pay before next term (12 Jan 2027): GHS 680.00. *Based on the fee schedule, the final bill may differ.						
 Scan to confirm this report is genuine. Code: 6072102308275619						
GENERATED FROM SCOBEL SCHOOL ERP ON 26-Oct-2026 05:20 Page 1/1						

Figure 17.3: A printed report card. The QR code lets anyone confirm that the report is genuine.

Homework

My work › Homework: choose the class and subject, write the task and due date, attach a file if needed, and click **Post homework**. Parents and pupils see it in the portal. Marks can be recorded with **Save marks**.

The timetable

The timetable works like aSc Timetables: it builds the whole school timetable, class by class, with no clashes.

19.1 Step 1 – Bell and days

- 1. *Academics > Timetable > 1. Bell & days.*
- 2. Tick the school days and click **Save days**.
- 3. In **Quick set-up** type when the first period starts, minutes per period, periods per day and the breaks (after which period, how long, name). Click **Create bell times**.
- 4. A section that keeps different hours (for example Pre-School) can have its own bell: choose the section at the top and create its times.

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Term 1 - 2026/2027

Abena Acheampong

School Owner / Proprietor

Timetable

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Timetable1. Bell & days2. Lessons3. Availability4. Generate

School days

☒ Monday

☒ Tuesday

☒ Wednesday

☒ Thursday

☒ Friday

☐ Saturday

☐ Sunday

Save days

Quick set-up

Replaces the bell times of the whole school.

First period starts

08:00 AM

Minutes a period

40

Periods a day

8

Bell times for:

Whole schoolPre-School (uses school)Lower Primary (uses school)Upper Primary (uses school)Junior High (uses school)

Sections without their own bell times use the whole-school times. Give a section its own times only if it really keeps different hours (e.g. pre-school closing earlier). Teachers who teach in two sections are never put in two places at the same clock time.

Periods and breaks

Name	Starts	Ends	Break	Remove
Period 1	07:30 AM	08:10 AM	☐	☐
Period 2	08:10 AM	08:50 AM	☐	☐
Period 3	08:50 AM	09:30 AM	☐	☐
Break	09:30 AM	10:00 AM	☒	☐
Period 4	10:00 AM	10:40 AM	☐	☐
Period 5	10:40 AM	11:20 AM	☐	☐
Period 6	11:20 AM	12:00 PM	☐	☐
Lunch	12:00 PM	12:40 PM	☒	☐

Figure 19.1: Bell times and school days.

19.2 Step 2 – Lessons

Click **Load lessons from subject allocation**. Each row is one lesson ("card"): a class, a subject and its teacher. It works for class teachers who teach every subject and

for subject teachers who move between classes.

Column	Meaning
Periods a week	How many periods the subject has each week.
Doubles	How many of those periods are double periods (placed side by side, never across a break).
Max a day	How many times the subject may appear in one day (a double counts once).
Room	A room the subject needs, e.g. ICT Lab. A room holds one class at a time.
Time of day	Any time, morning or afternoon.

Below the lessons, two tables show the periods each class needs against the periods the week has, and each teacher's load. Give a teacher a **Max a day** limit if needed.

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Timetable

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Timetable

1. Bell & days

2. Lessons

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Periods a week when not set: 4

Load lessons from subject allocation

All classes

One row = one "card" in aSc: a class, a subject and its teacher. Lessons come from Subject allocation, so a class teacher who teaches every subject and subject teachers who move between classes both work. **Doubles** = how many of the periods are double periods. **Max a day** = how many times the subject may appear in one day (a double counts once). Periods a week for each grade level can be set under Setup > Subjects.

Class	Subject	Teacher	Periods a week	Doubles	Max a day	Room	Time of day	Remove
Creche	Creative Arts	Ms Afua Applah	4	0	1	own classrc	Any time	☐
Creche	Language & Literacy	Ms Afua Applah	6	0	2	own classrc	Morning	☐
Creche	Numeracy	Ms Afua Applah	6	0	2	own classrc	Morning	☐
Creche	Our World Our People	Ms Afua Applah	4	0	1	own classrc	Any time	☐
Creche	Physical Education	Ms Afua Applah	4	0	1	own classrc	Any time	☐
Nursery 1	Creative Arts	Mr Sedem Ampon	4	0	1	own classrc	Any time	☐
Nursery 1	Language & Literacy	Mr Sedem Ampon	6	0	2	own classrc	Morning	☐
Nursery 1	Numeracy	Mr Sedem Ampon	6	0	2	own classrc	Morning	☐
Nursery 1	Our World Our People	Mr Sedem Ampon	4	0	1	own classrc	Any time	☐
Nursery 1	Physical Education	Mr Sedem Ampon	4	0	1	own classrc	Any time	☐

Figure 19.2: Lessons with periods, doubles, rooms and time of day.

19.3 Step 3 - Availability

Tick the periods when a teacher, class or room cannot be used – for example a part-time teacher who comes only on Tuesday and Thursday, or a class at worship on Friday morning.

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19.4 Step 4 – Generate and publish

1. **4. Generate.** Fix anything listed under **Fix these first**.
2. Choose how long to search and click **Generate timetable**. A teacher, class or room is never in two places at once; unavailable times stay free.
3. Anything that could not fit is listed with the reason. Fix the cause or place it by hand, then generate again.
4. Click **Publish timetable**. Teachers see their own timetable; parents and pupils see the class timetable in the portal.

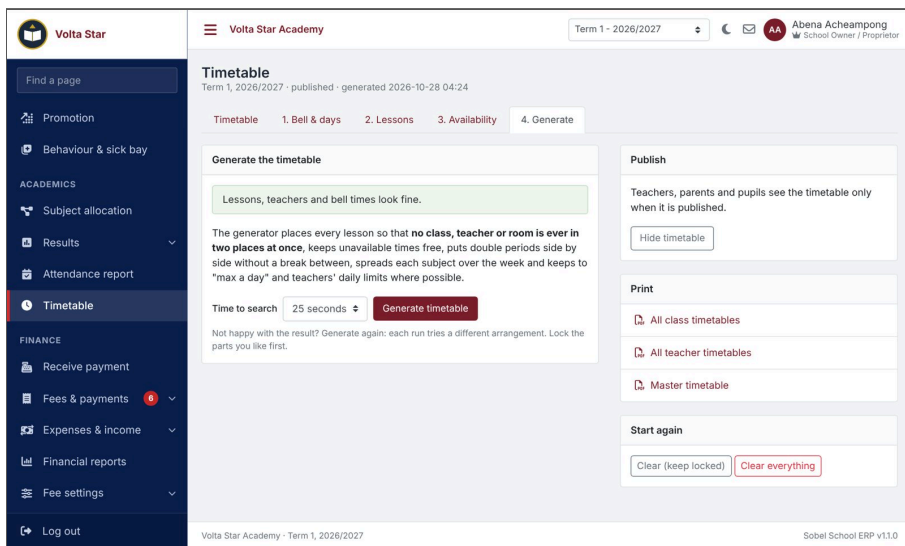


Figure 19.3: Generate, publish and print.

19.5 Editing by hand

On the **Timetable** tab open a class and click **Edit by hand**. Choose a lesson in any cell or "-" to empty it. Every change is checked; a clash is refused with a message such as "The teacher is already teaching Mathematics in JHS 2 at that time". Lessons placed by hand are locked and stay where they are when you generate again.



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Timetable

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Timetable

1. Bell & days

2. Lessons

3. Availability

4. Generate

Creche

Teacher...

Edit by hand

PDF

All PDFs

Creche

Day	Period 1 07:30-08:10	Period 2 08:10-08:50	Period 3 08:50-09:30	Break 09:30-10:00	Period 4 10:00-10:40	Period 5 10:40-11:20	Period 6 11:20-12:00	Lunch 12:00-12:40	Period 7 12:40-13:20	Period 8 13:20-14:00
Monday	Creative Arts Ms Afua Appiah	Language & Literacy Ms Afua Appiah	Numeracy Ms Afua Appiah		Physical Education Ms Afua Appiah					
Tuesday	Creative Arts Ms Afua Appiah	Language & Literacy Ms Afua Appiah	Numeracy Ms Afua Appiah		Our World Our People Ms Afua Appiah		Physical Education Ms Afua Appiah			
Wednesday	Creative Arts Ms Afua Appiah	Language & Literacy Ms Afua Appiah	Numeracy Ms Afua Appiah		Our World Our People Ms Afua Appiah	Physical Education Ms Afua Appiah				
Thursday	Language & Literacy Ms Afua Appiah	Language & Literacy Ms Afua Appiah	Numeracy Ms Afua Appiah		Our World Our People Ms Afua Appiah		Numeracy Ms Afua Appiah			
Friday	Creative Arts Ms Afua Appiah	Language & Literacy Ms Afua Appiah	Numeracy Ms Afua Appiah		Physical Education Ms Afua Appiah	Our World Our People Ms Afua Appiah				

Figure 19.4: A class timetable.

19.6 Printing

PDF prints the class or teacher on screen. **All PDFs** prints all classes, all teachers, or the master timetable (one page per day).



VOLTA STAR ACADEMY
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 TEL: 0303000021 info@vsta.edu.gh www.vsta.edu.gh

CLASS TIMETABLE - CRECHE - TERM 1, 2026/2027

CLASS	Creche			CLASS TEACHER	Ms Alua Applah			PERIODS A WEEK	24
DAY	PERIOD 1 07:30 - 08:10	PERIOD 2 08:10 - 08:50	PERIOD 3 08:50 - 09:30		PERIOD 4 10:00 - 10:40	PERIOD 5 10:40 - 11:20	PERIOD 6 11:20 - 12:00	PERIOD 7 12:40 - 13:20	PERIOD 8 13:20 - 14:00
MONDAY	Creative Arts Ms Alua Applah	Language & Literacy Ms Alua Applah	Numeracy Ms Alua Applah		Physical Education Ms Alua Applah				
TUESDAY	Creative Arts Ms Alua Applah	Language & Literacy Ms Alua Applah	Numeracy Ms Alua Applah		Our World Our People Ms Alua Applah		Physical Education Ms Alua Applah		
WEDNESDAY	Creative Arts Ms Alua Applah	Language & Literacy Ms Alua Applah	Numeracy Ms Alua Applah	B R E A K	Our World Our People Ms Alua Applah	Physical Education Ms Alua Applah		L U N C H	
THURSDAY	Language & Literacy Ms Alua Applah	Language & Literacy Ms Alua Applah	Numeracy Ms Alua Applah		Our World Our People Ms Alua Applah		Numeracy Ms Alua Applah		
FRIDAY	Creative Arts Ms Alua Applah	Language & Literacy Ms Alua Applah	Numeracy Ms Alua Applah		Physical Education Ms Alua Applah	Our World Our People Ms Alua Applah			

Subjects and teachers (periods a week): CA - Ms Alua Applah (4); LIT - Ms Alua Applah (6); NUM - Ms Alua Applah (6); OWOP - Ms Alua Applah (4); PE - Ms Alua Applah (4)

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Figure 19.5: A printed class timetable.

Part 5

Fees and finance

Fee setup and discounts

20.1 Fee items and amounts

- 1. *Finance > Fee settings > Fee setup.*
- 2. In **Fee items** check the items (tuition, PTA levy, ICT, feeding, books, school bus ...). "Pay order" decides which item a part-payment clears first.
- 3. In **Fee amounts** enter the amount of each item for each grade level and term.
Use **Copy** to bring last term's amounts forward.

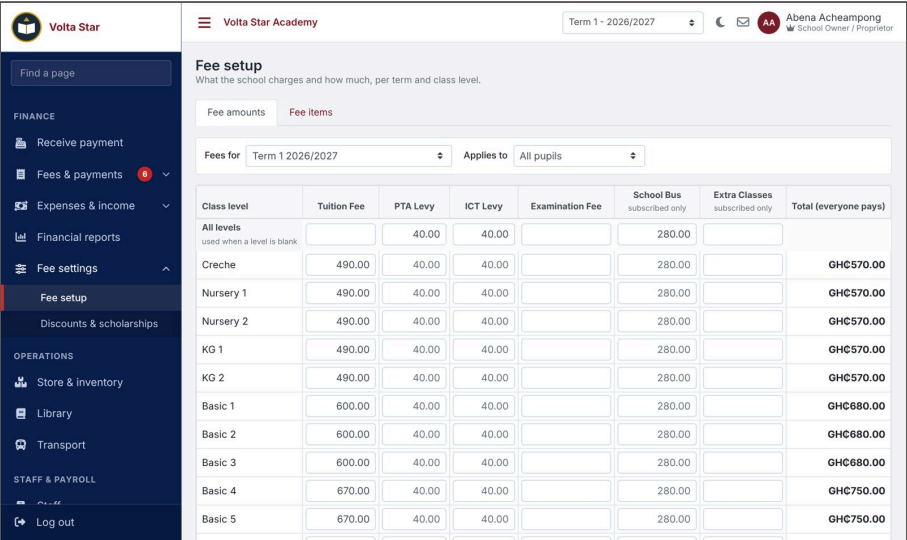


Figure 20.1: Fee setup.

20.2 Discounts and scholarships

Finance > Fee settings > Discounts & scholarships: create discount types (staff child 50%, sibling 10%, scholarship GHS 300 ...) and give them to pupils. Discounts are applied when bills are made.

Chapter 21

Bills

- 1. Finance > Fees & payments > Bills / invoices.
- 2. The page shows how many active pupils have no bill for the term. Click **Generate term bills**. Pupils who already have a bill are not billed again.
- 3. If fees change after billing, use **Re-bill after fee change**.
- 4. For a one-off charge (excursion, lost book) use **Extra bill**.

Volta Star

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Volta Star Academy

Term 1 - 2026/2027

Abena Acheampong
School Owner / Proprietor

Bills / invoices - Term 1, 2026/2027

Billed GH¢917,655.00 - paid GH¢565,810.00 - owing GH¢351,845.00

Extra bill (e.g. excursion) Print bills

0 active pupil(s) without a bill for this term. **Generate term bills** Re-bill after fee change

All classes All (not void) Bill no. or pupil Filter Export

Bill no.	Pupil	Class	Type	Amount	Discount	Paid	Balance	Status
INV0000193	Acheampong, Boakye	Basic 1A	Term Fees	GH¢1,170.00		GH¢620.00	GH¢550.00	Part Paid
INV0000225	Acheampong, Kwaku	Basic 1A	Term Fees	GH¢890.00		GH¢400.00	GH¢490.00	Part Paid
INV0000206	Adzraku, Xorlali	Basic 1A	Term Fees	GH¢1,170.00		GH¢0.00	GH¢1,170.00	Issued
INV0000224	Adzraku, Ama	Basic 1A	Term Fees	GH¢590.00	GH¢300.00	GH¢590.00	GH¢0.00	Paid
INV0000204	Adzraku, Boakye	Basic 1A	Term Fees	GH¢890.00		GH¢890.00	GH¢0.00	Paid
INV0000202	Agbeko, Konadu	Basic 1A	Term Fees	GH¢890.00		GH¢300.00	GH¢590.00	Part Paid
INV0000195	Agbemabiese, Kwesi	Basic 1A	Term Fees	GH¢890.00		GH¢420.00	GH¢470.00	Part Paid
INV0000199	Agbemabiese, Komla	Basic 1A	Term Fees	GH¢890.00		GH¢0.00	GH¢890.00	Issued
INV0000221	Agbozo, Mawuli	Basic 1A	Term Fees	GH¢890.00		GH¢0.00	GH¢890.00	Issued
INV0000213	Agbozo, Akua	Basic 1A	Term Fees	GH¢890.00		GH¢890.00	GH¢0.00	Paid
INV0000209	Agyeman, Edem	Basic 1A	Term Fees	GH¢890.00		GH¢890.00	GH¢0.00	Paid
INV0000211	Agyeman, Adwoa	Basic 1A	Term Fees	GH¢890.00		GH¢610.00	GH¢280.00	Part Paid
INV0000207	Ahiabile, Yaw	Basic 1A	Term Fees	GH¢890.00		GH¢890.00	GH¢0.00	Paid
INV0000201	Amoah, Xorlali	Basic 1A	Term Fees	GH¢890.00		GH¢480.00	GH¢410.00	Part Paid

Figure 21.1: Bills for the term.

Note: A pupil added after the bills were made has no bill. Parents then see “No bill yet for this term” instead of “Fully paid”. Click Generate term bills again to bill new pupils.

Open a bill to see its lines and payments, add a line, apply a discount or void it. **Print bills** prints bills for a class.

Receiving money

22.1 Recording a payment

- 1. *Finance > Receive payment.*
- 2. Type the pupil's name, number or parent's phone and choose the pupil. The amount owed is shown.
- 3. Type the amount, choose the method (cash, Mobile Money, bank transfer, cheque) and the account, and add the reference (MoMo transaction ID, cheque number).
- 4. Click **Record payment**. Print the receipt or send it by SMS.

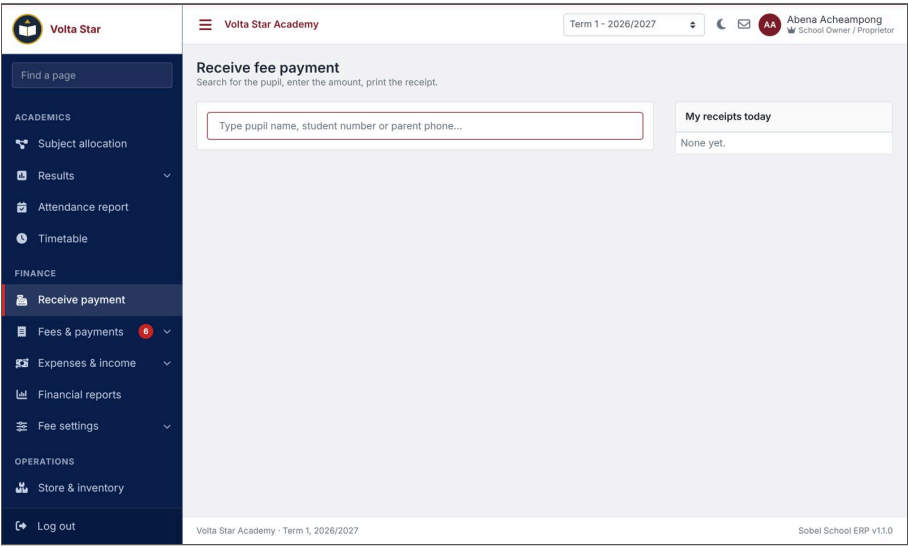


Figure 22.1: Receiving a fee payment.

		VOLTA STAR ACADEMY SHINE YOUR LIGHT P.O. Box HP 318, Ho, Ho TEL: 0303000021 info@vsta.edu.gh www.vsta.edu.gh	
OFFICIAL RECEIPT			
RECEIPT NO.	RCT0000339	DATE	08/09/2026 09:16
RECEIVED FROM	Parent of pupil		
FOR PUPIL	Akosua Mensah (VSTA00410) - Basic 3B		
PAYMENT BY	Mobile Money - MTN 93927352169		
PAID FOR		AMOUNT	
Tuition Fee (INV0000410)		600.00	
PTA Levy (INV0000410)		40.00	
ICT Levy (INV0000410)		40.00	
Books & Stationery (INV0000410)		210.00	
TOTAL RECEIVED (GHS)		890.00	
Balance after this payment: GHS 0.00			
Received by: Mrs Pokua Opoku		Signature:	
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Figure 22.2: A printed receipt (A5).

22.2 Reversing a receipt

Receipts are never deleted. If a payment was recorded wrongly, open *Finance > Fees & payments > Payments & receipts*, click **Reverse**, give the reason and record the correct payment.

22.3 Payment slips from parents

Parents who paid into the bank or by MoMo upload a photo of the slip in the portal. *Payment slips from parents* shows each slip; check it against the bank or MoMo statement, then **Approve & issue receipt** or **Reject**.

Volta Star Academy | Term 1 - 2026/2027 | Abena Acheampong (School Owner / Proprietor)

Payment slips from parents

Parents upload bank slips or MoMo screenshots in the parent portal. Check your bank / MoMo statement, then approve.

Waiting | **Approved** | **Rejected**

Parent Name	Slip ID	Amount	Payment Method	Status
Adwoa Agyeman	VSTA00211	GHC280.00	Mobile Money	Pending
Esinam Asante	VSTA00288	GHC200.00	Bank Deposit	Pending
Kafui Owusu	VSTA00462	GHC310.00	Mobile Money	Pending
Kwabena Agbemabese	VSTA00270	GHC230.00	Bank Deposit	Pending
Akwasi Ameyo	VSTA00136			Pending
Kofi Asamoah	VSTA00680			Pending

Figure 22.3: Payment slips waiting for approval.

22.4 Online payments

When the school's Paystack account is connected, parents pay with Mobile Money or card in the portal. The payment and receipt are recorded automatically. *Online payments* lists them; **Check with Paystack** re-checks a payment that seems stuck.

22.5 Daily collections and remittance

Where teachers collect feeding or bus money in class, they mark who paid in *My work* › *Daily collections*. The bursar confirms the money handed in under *Collections & remittance*.

Debtors and reminders

Finance > Fees & payments > Debtors lists every pupil who owes, with class, parent's phone and amount. Filter by class or amount, tick parents and click **SMS reminder** to **ticked parents**, or **Print** the list.

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Volta Star Academy

Term 1 - 2026/2027

Abena Acheampong School Owner / Proprietor

Debtors

555 pupil(s) owing GH¢357,065.00 in total

Export

All classes

Owing at least 1

Filter

Print

☒	Pupil	Class	Parent	Phone	Billed	Paid	Owing	Last payment
☒	Sarpong, Xorlali	Creche	Kekeli Sarpong	0550300098	GH¢1,410.00	GH¢0.00	GH¢1,410.00	never
☒	Osei, Afua	Creche	Boakye Osei	0550300050	GH¢1,130.00	GH¢0.00	GH¢1,130.00	never
☒	Ofori, Yaa	Creche	Akwasi Ofori	0240300096	GH¢1,130.00	GH¢0.00	GH¢1,130.00	never
☒	Agbeko, Afi	Creche	Komla Agbeko	0550300066	GH¢1,130.00	GH¢0.00	GH¢1,130.00	never
☒	Adzraku, Sedem	Creche	Kwesi Adzraku	0260300087	GH¢1,130.00	GH¢290.00	GH¢840.00	01/10/2026
☒	Amegah, Afi	Creche	Kwaku Amegah	0590300054	GH¢830.00	GH¢0.00	GH¢830.00	never
☒	Danso, Etornam	Creche	Kojo Danso	0590300046	GH¢1,130.00	GH¢350.00	GH¢780.00	09/09/2026
☒	Opoku, Nana Ama	Creche	Etornam Opoku	0500300077	GH¢1,130.00	GH¢400.00	GH¢730.00	28/09/2026
☒	Gbeve, Afua	Creche	Akpene Gyasi	0240300088	GH¢1,130.00	GH¢490.00	GH¢640.00	25/09/2026
☒	Amenyo, Kafui	Creche	Mawunyo Amenyo	0500300053	GH¢1,130.00	GH¢530.00	GH¢600.00	16/10/2026
☒	Mensah, Kodzo	Creche	Agyei Mensah	0550300082	GH¢830.00	GH¢240.00	GH¢590.00	22/10/2026
☒	Mensah, Konadu	Creche	Yaw Mensah	0500300109	GH¢1,130.00	GH¢640.00	GH¢490.00	08/09/2026
☒	Adzraku, Sedem	Creche	Mawuli Adzraku	0260300063	GH¢1,130.00	GH¢790.00	GH¢340.00	10/10/2026
☒	Danso, Selorm	Creche	Kofi Danso	0240300080	GH¢1,130.00	GH¢810.00	GH¢320.00	20/09/2026
☒	Ahiable, Boakye	Creche	Kojo Ahiable	0200300075	GH¢1,130.00	GH¢820.00	GH¢310.00	03/10/2026
☒	Tsikata, Kekeli	Creche	Ablavi Kpodu	0590300086	GH¢1,130.00	GH¢930.00	GH¢200.00	06/10/2026
☒	Amaah, Kodzo	Creche	Kekeli Amaah	0590300078	GH¢1,130.00	GH¢930.00	GH¢200.00	18/10/2026

Figure 23.1: Debtors.

Expenses, other income and budget

24.1 Expenses

- 1. Finance › Expenses & income › Expenses › **Record expense.**
- 2. Choose the category and supplier, type the description and amount, the payment method and account. Attach the receipt or invoice if you have it.
- 3. The head approves; the bursar marks it paid. Requested, approved and paid expenses show different colours.

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Volta Star Academy

Term 1 - 2026/2027

Akena Acheampong

School Owner / Proprietor

Expenses

Paid in period: GH¢1,480.00 · 5 waiting for approval

+ Record expense

Expenses

Categories & suppliers

10/01/2026

to

10/28/2026

All categories

Any status

Filter

Export

No.	Date	Category	Description	Supplier	Amount	Status
EXP000015	27/10/2026	Fuel & transport	Diesel for school bus Mrs Enyonam Sarpong	Total Filling Station	GH¢780.00	Requested Approve Reject
EXP000014	24/10/2026	Stationery & printing	Exam paper printing Mrs Enyonam Sarpong	Kingdom Books & Stationery	GH¢670.00	Requested Approve Reject
EXP000019	21/10/2026	Staff welfare	Staff end-of-month refreshment Mrs Enyonam Sarpong		GH¢360.00	Paid
EXP000017	21/10/2026	Teaching materials	Science lab materials and charts Mrs Enyonam Sarpong	Kingdom Books & Stationery	GH¢520.00	Requested Approve Reject
EXP000012	17/10/2026	Utilities (water, electricity)	Water bill Mrs Enyonam Sarpong	Ghana Water Ltd	GH¢240.00	Paid
EXP000018	14/10/2026	Cleaning & sanitation	Detergents, brooms and Veronica buckets Mrs Enyonam Sarpong	Melcom	GH¢340.00	Paid
EXP000020	13/10/2026	Bank charges	Monthly account maintenance Mrs Enyonam Sarpong		GH¢30.00	Paid
EXP000011	11/10/2026	Utilities (water,	ECG prepaid electricity	ECO (Electricity	GH¢560.00	Requested Approve Reject

Figure 24.1: Expenses.

In **Categories & suppliers** set a monthly budget for each category. The budget report compares spending with it.

24.2 Other income

Other income records money that is not fees: canteen rent, hall hire, donations, sale of old furniture. Each gets a receipt number.

Chapter 25

Payroll

Staff & payroll › *Payroll* has five tabs: Monthly payroll, Salaries, Allowances & deductions, Advances & loans and Tax bands.

- 1. **Salaries:** type each staff member's basic salary and how they are paid (bank or Mobile Money). Click **Save salaries**.
- 2. **Allowances & deductions:** set transport and responsibility allowances, welfare dues and other items (fixed amount, % of basic or % of gross). SSNIT 5.5% (employee), SSNIT 13% (employer) and PAYE are included. Individual amounts can override the default for one person.
- 3. **Tax bands:** check the monthly PAYE bands against the current GRA rates.
- 4. **Advances & loans:** record salary advances with the monthly recovery; they are deducted automatically.
- 5. **Monthly payroll:** choose the month and click **Prepare payroll**. Check the figures; use **Recalculate** after changes.
- 6. The head clicks **Approve**. After paying, click **Mark as paid**. Print payslips and the **Bank / MoMo schedule**.

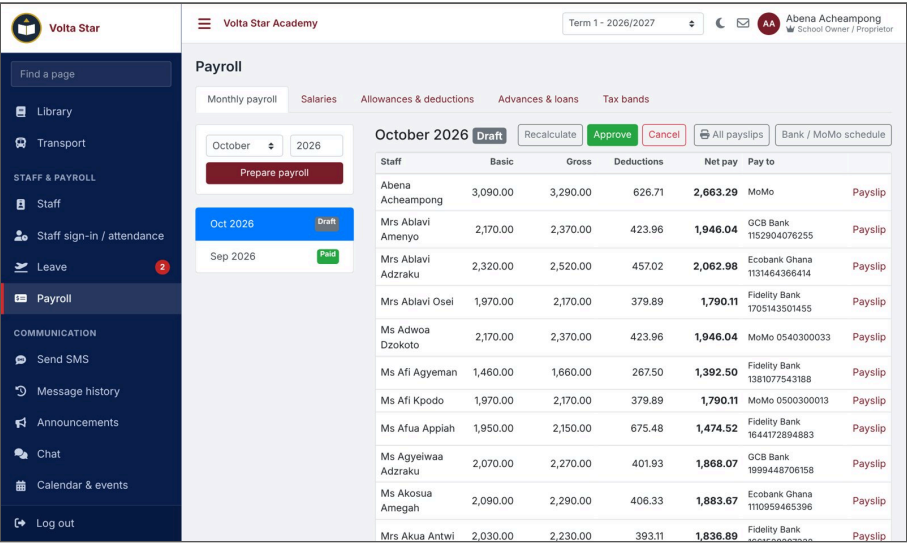


Figure 25.1: Monthly payroll.

 VOLTA STAR ACCOUNTS OFFICE	DATE	SEPTEMBER 2026			REGION	VOLTA		
	PERIOD	FROM 01-SEP-26 TO 30-SEP-26			TOWN	HO		
	NAME	Abena Acheampong			EMPLOYER	VOLTA STAR ACADEMY		
	STAFF ID	admin			DEPT.	NON-TEACHING		
	GRADE	Non Teaching			PAY DATE	28-SEP-26		
	TYPE	PERMANENT JOINED 28-OCT-26			STATUS	PAID		

MONTH/YEAR	NATURE	ITEM CODE	DESCRIPTION	HRS/ORIGINAL AMOUNT	RATE(%)	BALANCE	PAYMENTS	DEDUCTIONS
30-SEP-26	EARN	BASIC	Basic salary				3,090.00	
30-SEP-26	EARN	C0043	Transport allowance				200.00	
30-SEP-26	DED	C0045	SSNIT (employee 5.5%)		5.50			169.95
30-SEP-26	DED	C0046	Income tax (PAYE)					436.76
30-SEP-26	DED	C0047	Welfare dues					20.00

** VOLTA STAR IS NOT LIABLE FOR ANY LOSS RESULTING FROM SHARING YOUR PAYSIP OR LOGIN DETAILS WITH OTHERS **

*** EMPLOYER S.S.F. CONTRIBUTION 401.70 AND YTD CONTRIBUTION 401.70 ***

TOTALS						3,290.00	626.71
--------	--	--	--	--	--	----------	--------

ANNUAL SALARY	39,480.00	YTD SSF (WORKER)	169.95	EMPLOYER S.S.F.	401.70	PAYMENT MODE	NET SALARY (GHS)
YTD GROSS PAY	3,290.00	YTD INCOME TAX	436.76	YTD EMPLOYER SSF	401.70	Mobile Money	
MONTHLY GROSS PAY	3,290.00	YTD DEDUCTIONS	626.71	YTD NET PAY	2,663.29		2,663.29

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Figure 25.2: A payslip, laid out like the Government of Ghana payslip, with year-to-date figures.

The SSNIT and PAYE schedules for filing are in *Finance > Financial reports*. File PAYE with GRA and SSNIT contributions by the 15th of the following month.

Financial reports and statements

Prepared the way a chartered accountant presents management accounts.

Finance › Financial reports: choose the report on the left, the period (this term, last term, this academic year, a month, or chosen dates), the basis and whether to compare with the previous period. Every report has a **PDF**, **Print** and **Excel** button.

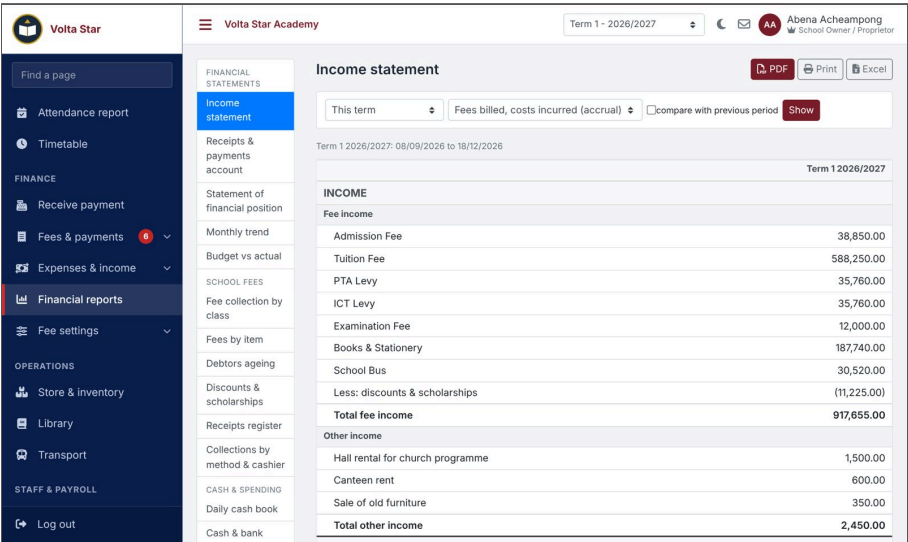


Figure 26.1: Financial reports.

26.1 Accrual and cash basis

Accrual: fee income is what was billed in the period, less discounts; costs are what was incurred. Unpaid fees are receivables. **Cash:** income is money received and costs are money paid out. Arrears brought forward from earlier periods are opening receivables, never income of the period.

26.2 Full financial statements

Accounting documents (PDF) › Full financial statements produces one document for the board, bank or owners:

- Cover and contents
- Management commentary – written from the figures, with recommendations
- Statement of management's responsibilities
- Statement of financial position
- Statement of income and expenditure
- Statement of changes in accumulated fund
- Statement of cash flows (direct method)
- Notes 1–11 (accounting policies, fee income, other income, staff costs, running costs, receivables age analysis, cash and bank, inventory, staff advances, liabilities, reconciliation of surplus to cash)
- Financial analysis: key figures, ratios, monthly trend, term-on-term comparison, composition of income and spending, debtors by class
- Receipts and payments account, budget versus actual, trial balance
- Fee collection by class, cash and bank accounts with bank-reconciliation form, payroll summary



VOLTA STAR ACADEMY

SHINE YOUR LIGHT

P.O. Box HP 318, Ho, Ho

TEL: 0303000021 info@vsta.edu.gh www.vsta.edu.gh

STATEMENT OF FINANCIAL POSITION

As at 18 December 2026

All amounts are in Ghana cedis (GH¢)

	Note	18 Dec 2026
ASSETS		
Non-current assets		
Property, plant and equipment (not recorded in this system)		-
Current assets		
Store stock (at cost)	8	36,568.00
Fees receivable (owed by parents)	6	357,065.00
Staff advances and loans	9	1,200.00
Cash, bank and mobile money	7	488,449.50
Total assets		883,282.50
LIABILITIES		
Current liabilities		
No liabilities recorded		-
Total liabilities		-
NET ASSETS		883,282.50
FUNDS		
Accumulated fund		883,282.50

Land, buildings, furniture, vehicles and other fixed assets are not held in this system. If they are owned, they should be brought into the statement from the fixed-asset register at cost less depreciation. Approved by management on the date shown below.

Prepared by: Mrs Enyomam Sarpong

Bursar / Accountant

Date:

Reviewed by:

Finance Committee / Board

Date:

Approved by: Mrs Kofi Talkata

Headteacher

Date:

VOLTA STAR ACADEMY | Unaudited management accounts prepared from the school's accounting records.

Generated from School Finance ERP on 28 October 2026 at 09:03

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Figure 26.2: Statement of financial position (from the full financial statements).

26.3 Key ratios

Ratio	What it tells you
Fee collection rate	Share of fees billed in the period that has been paid. Aim for 85% or more by the end of term.
Debtor days	Average days of billing still unpaid.
Current ratio	Current assets for every 1 of current liabilities; above 1.5 is comfortable.
Quick ratio	As above without store stock.
Cash cover	Months of average spending the cash at hand would pay for.
Staff costs to income	Salaries, allowances and employer SSNIT as a share of income; 55–70% is usual for basic schools.
Surplus margin	Surplus or deficit as a share of income.
Income and cost per pupil	Income or spending divided by pupils on roll.

Arrears from earlier periods	Share of money owed that relates to older bills.
------------------------------	--

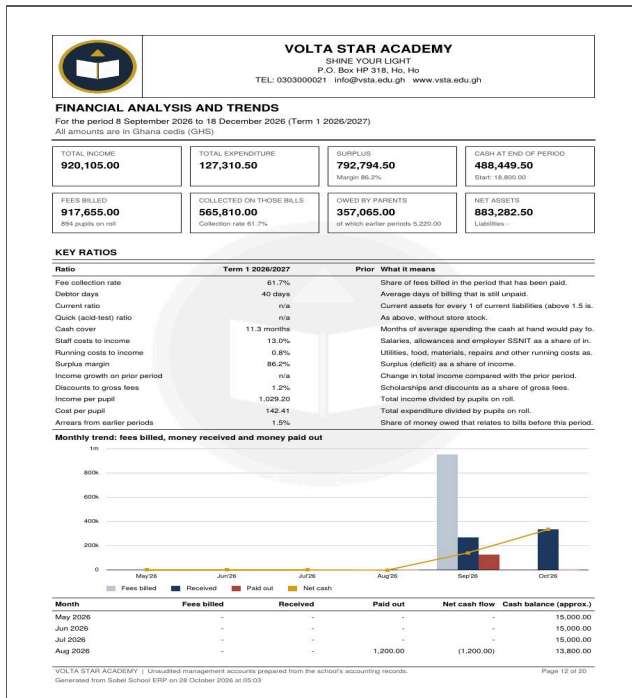


Figure 26.3: Financial analysis and trends.

26.4 Other reports

Report	Use
Receipts & payments account	All money in and out with balances brought and carried forward.
Budget vs actual	Spending against budget per category, with variance.
Fee collection by class / by item	Billed, discounts, collected and outstanding.
Debtors ageing	Owed this term, last term and older, by pupil and class.
Receipts register	Every receipt with method, reference, account and cashier.
Collections by method & cashier	Totals by method and by person who received the money.

Daily cash book	Cash, MoMo and bank received and paid out each day.
Cash & bank accounts	Opening, movement and closing for every account.
Expenditure / other income registers	Every voucher and receipt in the period.
Payroll summary, SSNIT & PAYE schedules	Monthly payroll and statutory filing schedules.
Store sales	Sales, cost and gross profit of the school store.

Note: These are management accounts and are marked unaudited. Land, buildings, furniture and vehicles are not recorded in the system; add them from the fixed-asset register when needed.

Part 6

Operations

Store, library and school bus

27.1 Store and inventory

Operations › *Store & inventory* has four tabs: **Sell** (choose items and the pupil or customer, then **Complete sale**: paid at once or added to the pupil's bill), **Items & stock**, **Sales** and **Stock history**.

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Volta Star Academy

Term 1 - 2026/2027

AA

Abena Acheampong
School Owner / Proprietor

Store & inventory

Uniforms, books, stationery and supplies.

Sell

Items & stock

Sales

Stock history

Item	In stock	Price	Qty
Drawing book BKS03	43	GH¢8.00	
Exercise books (dozen) BKS01	112	GH¢45.00	
Mathematical set BKS02	89	GH¢20.00	
School bag BKS04	132	GH¢130.00	
House T-shirt SPT01	76	GH¢50.00	
P.E. kit UNI02	64	GH¢90.00	
School sweater UNI03	66	GH¢100.00	
School uniform (dress / shirt & shorts) UNI01	105	GH¢120.00	

Pupil (optional)

Search pupil

Or customer name

Payment

Paid now

Cash

MoMo ref

Total: 0.00

Complete sale

Volta Star Academy - Term 1, 2026/2027

Sobel School ERP v1.1.0

Figure 27.1: Selling from the store.

27.2 Library

Operations › *Library*: **Books** holds the catalogue and copies (each copy has an accession number). **Issue & return** lends a copy to a pupil or staff member with a due date and records its return. Overdue books show in red.

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Volta Star Academy

Term 1 - 2026/2027

Abena Acheampong
School Owner / Proprietor

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Library
15 titles, 45 copies - 3 overdue

Issue & return
Books

Book	Borrower	Due	fine	lost
Anansi and the Pot of Wisdom LIB00009	Selorm Agbeko	16/10/2026 (12 days late)	Return	☐
English Language for Primary 5 LIB00017	Sedem Kpodo	19/10/2026 (9 days late)	Return	☐
Anansi and the Pot of Wisdom LIB00008	Sena Frimpong	23/10/2026 (5 days late)	Return	☐
Mathematics for JHS 1 LIB00011	Dela Bonsu	28/10/2026	Return	☐
The Beautiful Ones Are Not Yet Born LIB00003	Mawunyo Amenyio	28/10/2026	Return	☐
English Language for Primary 5 LIB00015	Akwasi Kpodo	29/10/2026	Return	☐
English Language for Primary 5	Dzifa Obooku	31/10/2026	Return	☐

Issue a book

Accession no. (on the book)

Pupil

Search pupil

Or staff

=

Due back

11/11/2026

Issue

Figure 27.2: Issue and return.

27.3 School bus

Operations › *Transport*: create routes with stops and fares and the vehicles, then add pupils to a route for the term (morning, afternoon or both). The fare is added to the pupil's bill.

Chapter 28

Behaviour, sick bay and leave

Students › Behaviour & sick bay records merits and demerits with the action taken, and sick bay visits with the complaint, action and whether the parent was told or the child sent home.

 Volta Star

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Log out

Volta Star Academy

Term 1 - 2026/2027

Abena Acheampong
School Owner / Proprietor

Behaviour & sick bay

Behaviour (merits & demerits) Sick bay

Record

Pupil

- choose -

Type

Demerit (misc)

Date

10/28/2026

Category

What happened

Points

0

Action taken

SMS the parent

Save

Date	Pupil	Type	Details	By	
27/10/2026	Boakye Adzraku	Demerit	Lateness	Spoken to and warned. Parent called	Yayra Asamoah
26/10/2026	Xorlali Gyasi	Demerit	Fighting	Spoken to and warned. Warning	Yayra Asamoah
14/10/2026	Afia Bonsu	Demerit	Incomplete homework	Spoken to and warned. Warning	Yayra Asamoah
14/10/2026	Agyei Flagbe	Demerit	Fighting	Spoken to and warned. Warning	Yayra Asamoah
14/10/2026	Konadu Agbeko	Merit	Neatness	Commended by the class teacher. Praised at assembly	Yayra Asamoah
13/10/2026	Sedem Darko	Demerit	Noise making	Spoken to and warned. Warning	Yayra Asamoah
12/10/2026	Mawunyo Acheampong	Demerit	Incomplete homework	Spoken to and warned. Warning	Yayra Asamoah
12/10/2026	Kwasi Darko	Merit	Leadership	Commended by the class teacher. Praised at assembly	Yayra Asamoah
10/10/2026	Kwaku Ofosu	Demerit	Fighting	Spoken to and warned. Detention	Yayra Asamoah
05/10/2026	Kwasi Kumah	Merit	Neatness	Commended by the class teacher. Praised at assembly	Yayra Asamoah
			Spoken to and warned.		Yayra

Figure 28.1: Behaviour and sick bay.

Staff & payroll › Leave: staff request leave; the head approves or rejects it.

Part 7

Communication

SMS, announcements, events and chat

29.1 Sending SMS

- 1. *Communication* › *Send SMS*.
- 2. Choose who: all parents, a class, staff, debtors or chosen numbers.
- 3. Write the message or start from a template. Placeholders in {braces} are filled in for each parent.
- 4. Click **Count recipients** to see how many messages and units it will use, then **Send**.

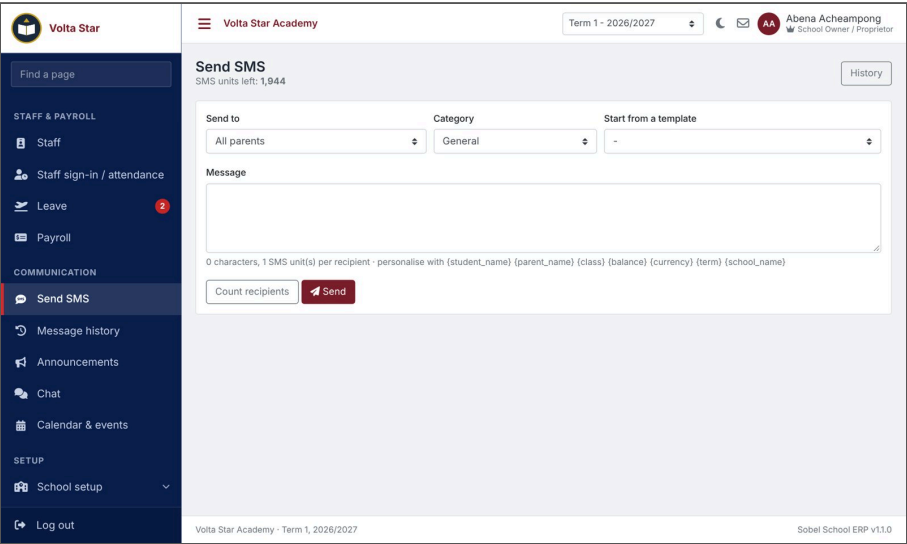


Figure 29.1: Sending SMS.

Message history has three tabs: **Broadcasts**, **Every message** (with sent or failed and the reason) and **Templates** for automatic messages.

Note: If SMS fails with “Insufficient SMS units”, the school is on the shared SMS account and needs units from the system administrator, or the school can add its own Arkesel key in its settings.

29.2 Announcements

Communication › Announcements: notices for staff, pupils and/or parents, with a priority and an end date. They appear on dashboards and in the portal.

29.3 Calendar and events

Calendar & events: PTA meetings, sports day, examinations, holidays. Upcoming events appear on dashboards and in the portal.

29.4 Chat

Chat: private messages between staff, and between teachers or the office and parents.

Part 8

Parents and pupils

The parent and pupil portal

Parents and pupils use the same sign-in link as staff. The portal shows information; it does not change school records.

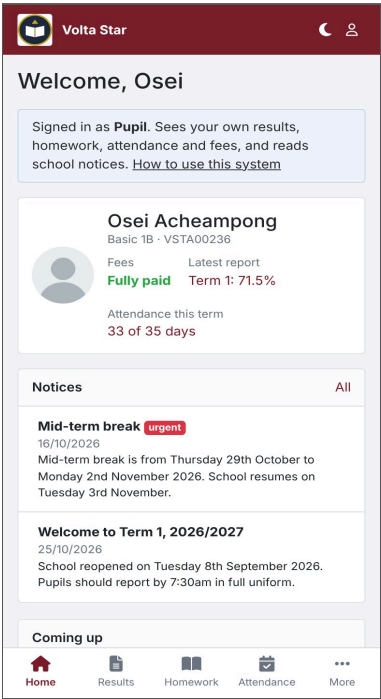


Figure 30.1: Home page on a phone.

Tab	What it shows
Home	Each child's class, fees owing, latest report and attendance, notices and coming events.
Results	Report cards the school has published. Download report card saves a PDF.
Fees	Bills, payments and receipts, and the balance. Pay online with MoMo or card, or upload a bank or MoMo slip.
Attendance	Days present, absent and late this term.

Homework	Tasks set by teachers and due dates.
Timetable	The class timetable and a PDF.
Messages	Private messages with the class teacher or the office.
Notices	School announcements.
Help	How to use the portal.

On a phone the tabs are in a bar at the bottom: a parent sees Home, Results, Fees, Homework and More; a pupil sees Home, Results, Homework, Attendance and More. Parents with more than one child choose the child at the top of each page.

30.1 Paying fees online

1. Open **Fees** and click **Pay online**.
2. Check the amount (Paystack charges may be added) and continue to Paystack.
3. Choose Mobile Money or card and approve the payment on your phone.
4. You return to the portal; the payment and receipt appear at once and an SMS receipt is sent.

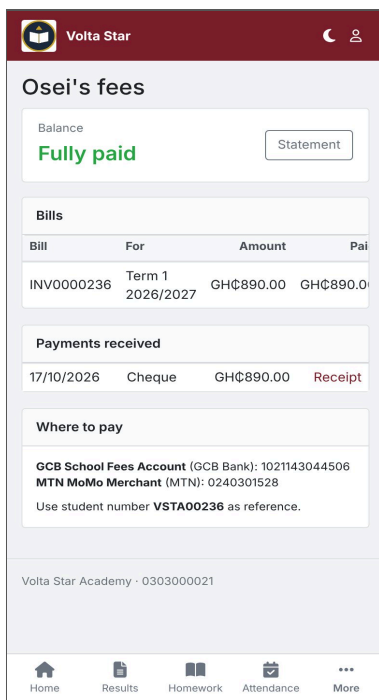


Figure 30.2: Fees in the portal.

Note: “No bill yet for this term” means the school has not issued this term's bill. It does not mean that the fees are paid.

Part 9

Reference

Checklists

31.1 Start of each term

- Make the term current (Setup › Academic calendar).
- Copy subject allocation from the previous term and adjust.
- Check fee amounts; generate term bills.
- Copy or load timetable lessons, generate and publish the timetable.
- Send a welcome announcement and SMS with the fee deadline.

31.2 Every day

- Class teachers take the register.
- Cashier records payments; bursar confirms handed-in money.
- Approve parents' payment slips.

31.3 Every month

- Prepare, approve and pay payroll; print payslips.
- File PAYE and SSNIT by the 15th using the schedules.
- Reconcile every bank and MoMo account to its statement.
- Review debtors and send reminders.
- Review budget versus actual.

31.4 End of term

- Teachers submit scores and remarks; the academic head approves.
- Process results, check broadsheets, publish report cards.
- Print fee collection, debtors and the full financial statements.
- Enter next term's dates so they print on report cards.

31.5 End of year

- Promote pupils; create the new academic year, its terms and classes; choose class teachers.

- Close the old year.
- Print the year's full financial statements for the board.

Questions and answers

Problem	What to do
"Incorrect username or password."	Check the school code and username (letters and digits only). Ask the administrator to Reset the password; the new one is sent by SMS.
Account locked	After several wrong passwords the account is locked for a while. The administrator can click Unlock.
A menu I need is missing	Your role does not include it. Ask the administrator to check your role.
Pupil shows "No bill yet"	Bills were made before the pupil was added. Generate term bills again.
SMS not sent	Read the reason in Message history. "Insufficient SMS units": add units or the school's own Arkesel key. Check the sender ID is approved.
Online payment not showing	Online payments › Check with Paystack. Make sure the webhook URL is set in the school's Paystack dashboard.
Cannot enter scores	The subject is not allocated to you, it is submitted or locked, or score entry is closed for the term.
Report card shows wrong position	Correct the scores, then process the class again.
Timetable lessons not placed	Read the reason under Not placed. Reduce a teacher's load, allow 2 a day, remove unavailable times or add periods, then generate again.
Cash book does not match the bank	Make sure every payment and expense has an account; record bank charges; use the bank-reconciliation form.

Glossary

Word	Meaning
Accrual basis	Income counted when billed and costs when incurred, whether or not money has moved.
Aggregate	For JHS, the sum of grades in the best subjects; lower is better.
Allocation	Giving a subject in a class to a teacher for a term.
Arrears	Fees from earlier terms still unpaid.
Broadsheet	Table of every pupil's scores in every subject for a class.
Class teacher	Teacher in charge of a class: register and report remarks.
Lesson (timetable)	A class, subject and teacher with periods per week.
Locked (timetable)	A lesson placed by hand that stays where it is when generating again.
PAYE	Pay As You Earn – income tax deducted from salaries and paid to GRA.
Portal	The part of the system for parents and pupils.
Publish	Make report cards or the timetable visible to parents and pupils.
Receivable	Money owed to the school.
SSNIT	Social Security and National Insurance Trust: 5.5% from the employee, 13% from the employer.
Term	One of the three parts of the school year; everything belongs to a term.