All information on the collection daily balance sheet:

Sandra log in credentials

Payment methods

- Cash
- Cheque
- Mobile money
- Direct deposit

Incomes

- Add airtel money as bank account
- Tuition boarding fee
- Pocket money
- Food
- Bus according to route
- Examination
- Note books
- Trips
- Uniform
- Facility hire
- Clubs (each club individually)
- Swimming
- Being able to add customers of users of facilities so that their income can be entered into the system
- Generation of custom fees reminders
- Discounts on registration for staff members should reflect that it is free
- Generation of Debtors and Creditors Reconciliation Statements

Add expense/ payments of some of the above

Be able to scan and load so system can show pending Invoice loading

- Salaries as an expense
- Vouchers
- Market
- Swimming
- Clubs
- Pensions
- Bank charges /interests
- All expense items on the chart of accounts

*Consider group approval process

- Generation of a payment voucher
- Generation of an additional custom cost item/billing
- Adding an invoicing module
- Reports classifying periods (arrears, current and prepayment)
- Loading expenses into the system classifying them accordingly

Human resources

- reminder of birthdays
- contract expiration
- teacher's summary page/profile (academic qualifications etc)
- leave applications (staff to hr or Hr for staff)
- overtime application (staff to hr or Hr for staff)
- Timesheet management of all staff

Generation of following reports

- Receipts and Payments report matching an income item to its expense item
- Journal reports
- Movements of Bank accounts (Airtel money to Bank)
- Budget Expenditure summary
- Revenue Budget report

Other Issues to be addressed

- Receipts should be retrievable at a later date
- Uniform receipts should show payment details (name and amount)
- Student's Fees Summary should show reference
- Performing contra entries