



USER GUIDE

Bursar & Accountant Guide

For bursars and accountants

Everything you handle on the money side, in clear steps: set fees, create invoices, record cash and Mobile Money, print receipts, fix mistakes safely, and read your reports. Written for Ghanaian schools.

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1 Before you begin

There is nothing to install. ScholaGH opens in the web browser on your computer, tablet, or phone.

You need just two things to start:

- Your school's ScholaGH web address, from your head teacher or administrator.
- Your **username** and a first-time **password** from your administrator.

Tip: The finance screens have wide tables, so a **computer or tablet** is the most comfortable way to work, though everything still works on a phone.

2 Signing in for the first time

1. Open your browser and go to your school's ScholaGH address.
2. Type your **username** and **password**, then click **Log in**.
3. On your first sign-in, you will be asked to **set a new password**. Choose one only you know.
4. Enter the 6-digit code from your authenticator app to finish.

Note: Finance accounts must use **two-factor security**, so keep your authenticator app on your phone. It protects the money records that carry your name.

3 Your account and staying safe

Your account is personal to you. Every invoice, payment, and reversal is recorded under your name, so keep your login private.

- Change your **password** whenever you like from your profile.
- On a shared office computer, always **Sign out** when you finish.
- Keep your **two-factor** app on your own phone, and never share the codes.

Important: Never share your login. If a payment is ever questioned, the record shows exactly who entered it, which protects an honest bursar.

4 Finding your way around

After you sign in you land on your **Dashboard**, a summary of the school's money: collected, outstanding, and today's payments. The Finance menu takes you to each task:

- **Fee structure:** set the fees for each class and term.
- **Invoices:** create and view pupils' bills.
- **Record payment:** enter cash and Mobile Money.
- **Payments:** the full list, with totals for reconciliation.
- **Reports & Exports:** download fee, payment, and arrears reports.

Tip: The dashboard totals update the moment you record a payment, so you always see a live picture.

5 Setting up fee structures

Before anyone can be billed, each class and term needs a **fee structure**, which is the list of fees and amounts.

1. Open **Fee structure**, or use the **fee setup wizard** for a guided run.
2. Choose the **class and term** you are setting up.
3. Add each fee item and its amount, then **Save**.

Note: Fee amounts are usually agreed with your **administrator**. Once saved, every invoice for that class and term uses them automatically.

6 Creating invoices

An invoice is a pupil's bill for the term. You can bill a whole class at once or a single pupil.

1. Open **Invoices**.
2. Use **Generate** to bill a whole **class and term**, or generate a single invoice for one pupil.
3. Read the checks ScholaGH shows first. It warns you about **duplicates** or a **missing fee structure** before anything is created.
4. Confirm to create the invoices.

Tip: Bulk generation bills an entire class in one step, and a progress bar keeps you posted on large runs.

Note: Unpaid amounts from past terms are carried as **arrears** and shown on the invoice, so a family's full balance is always clear.

7 Recording a payment

This is your most frequent task, and every payment produces a receipt straight away.

1. Open **Record payment** and find the pupil and their invoice.
2. Choose **Cash** or **Mobile Money** (MTN, Telecel, or AirtelTigo).
3. Enter the amount. If the family owes for more than one term, you can **split** the payment across terms.
4. Confirm to save. A **receipt** is created instantly.

Note: Your **administrator** sets the school's Mobile Money and bank details. Those details appear on invoices and receipts for parents.

8 Printing receipts and invoices

Every payment and every invoice can be printed or saved as a PDF to hand to a parent.

1. Open a payment and choose **Receipt**, or download the **receipt PDF**.
2. Open an invoice and download the **invoice PDF**.

Tip: The receipt carries your **school logo**, the amount in cedis, and a stamp, so it looks official and is ready to give out.

9 Fixing a payment mistake

Mistakes happen. ScholaGH lets you correct a fresh one quickly while keeping the ledger honest.

- Within **15 minutes**, you can reverse your own entry yourself.
- After 15 minutes, you **request a reversal** and a supervisor approves it with a reason.

- Older entries and Mobile Money records are **locked**, so a payment can never quietly change.

Why it works this way: A fee ledger that cannot be secretly edited protects you. If a parent ever disputes a payment, you simply pull the record and the receipt.

10 Fee waivers and discounts

A waiver reduces or cancels part of a pupil's fees, for example a staff child or a scholarship.

Waivers are applied by an **administrator or accountant**. Once one is applied, you can print the **waiver receipt** for the family.

Note: Every waiver is logged with its reason and who approved it, so discounts stay documented and auditable.

11 Reports and the audit trail

The **Payments** list is your quick report. Filter it by term, method, or date to see exactly what came in.

- See how much was collected by **cash** and by **Mobile Money**.
- Check the day's or term's **totals** for reconciliation.
- Open any payment to see **who** recorded it and **when**.

When you need a file to keep or share, open **Reports & Exports** and download a **Fees**, **Payments**, or **Arrears** report. ScholaGH prepares the file and gives you a download link.

Tip: Every action is written to an **audit trail** that cannot be edited, so end of term reconciliation always balances.

12 Signing in and out

If your school uses ScholaGH for staff attendance, you sign yourself in and out each day, the same as every other member of staff.

1. Point your phone camera at the school's **sign-in QR poster**.
2. Your browser opens ScholaGH. Log in once if needed, then confirm to record your **sign-in**.
3. Do the same at the **sign-out** poster when you leave.

Open **My Attendance** at any time to see your own sign-in record.

Note: If your school has turned on the location check, sign in while you are at the school so your device's location matches.

13 Getting help

Start with your **administrator** for accounts, fee amounts, waivers, and the school's payment settings.

For anything the school cannot solve, ScholaGH support is a message away on **WhatsApp**, and the team replies quickly.