

FINANCE PULSE

SET THE RULES.

KNOW THE LEARNER.

PROVE THE RESULT.

The Seed finance layer turns approved school fees into a traceable daily position: billed learners, collections, receipts, basic expenses and the basic P&L.



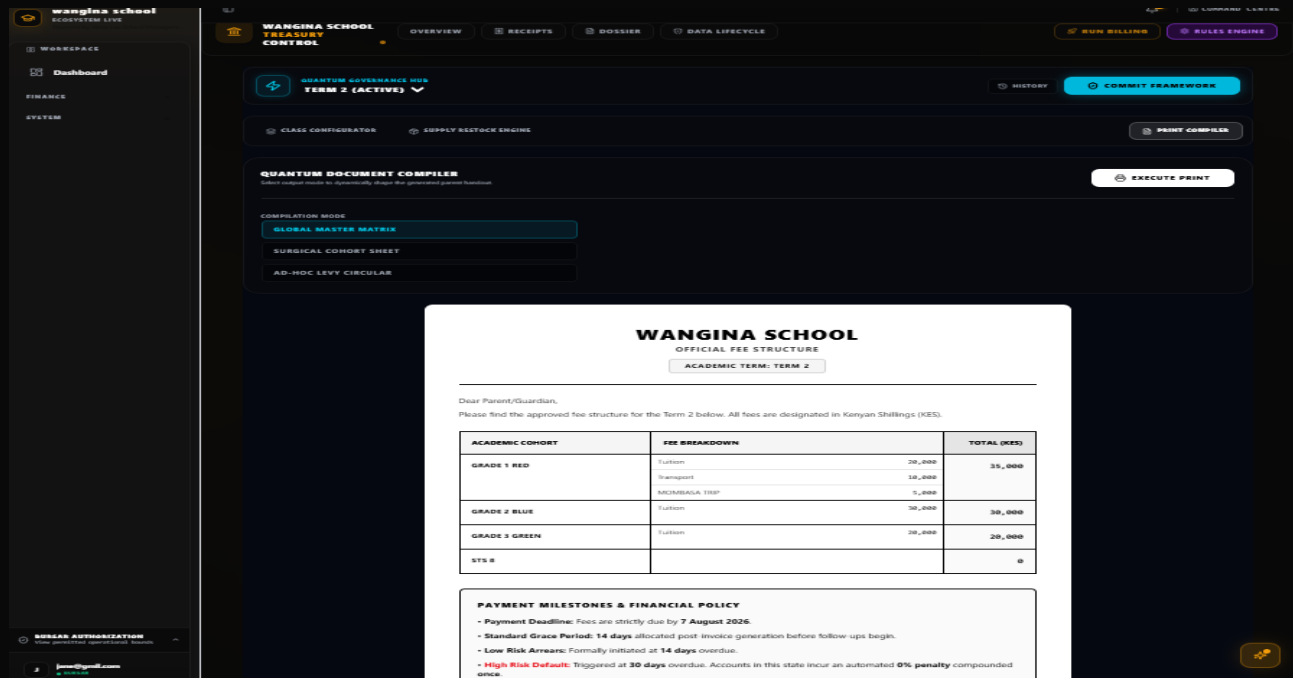
THE OPERATING JOURNEY

- 01 Define the approved fee structure
- 02 Run billing from the approved rules
- 03 Find the learner and read the position
- 04 Collect, verify, allocate and receipt
- 05 Track arrears, cash-up and other income
- 06 Record basic expenses and read the P&L

02

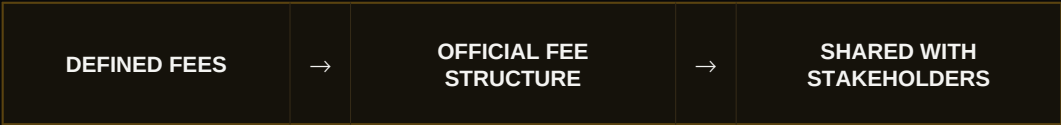
TURN THE FEE PLAN INTO AN OFFICIAL OBLIGATION

The school has defined its financial structure. The next step is to turn that structure into an **official fee position** that can be reviewed, compiled and shared with the people responsible for paying it.



FROM INTERNAL CONFIGURATION TO SHARED FINANCIAL INFORMATION

The screen shows the school fee structure being prepared for the academic term, with cohort-level fee breakdowns, totals and payment-policy information. This is the point where the financial plan becomes something the school can formally communicate.



CONTROL POINT

The fee structure is the financial reference point. Billing comes later; do not confuse a published fee structure with a learner billing transaction.

NEXT

Move from the approved fee position to the actual billing run.

TURN THE APPROVED FEE INTO AN ACTUAL BILLING RUN

The fee position is now ready. The Bursar's next job is not to bill blindly — it is to **choose who is being billed**, inspect the pre-flight list, preview the result, and only then execute.

wangina school

ECOSYSTEM LIVE

WORKSPACE

Dashboard

FINANCE

SYSTEM

WANGINA SCHOOL

TREASURY CONTROL

OVERVIEW

RECEIPTS

DOSSIER

DATA LIFECYCLE

RUN BILLING

RULES ENGINE

PHYGITAL BILLING HUB

Term 2 - 3 slices/student - 3 unbilled

SHOW BILLED

HISTORY

GLOBAL RUN

1

CHOOSE RUN

BY COHORT

INDIVIDUAL

FEE CATEGORIES (ALL)

TUITION

BOARDING

TRANSPORT

LUNCH

LIBRARY

SPORTS

ICT

MEDICAL

LAB

ACTIVITY

EXAM

UNIFORM

MONBASA TRIP

Search by name or admission number...

PRE-FLIGHT ROSTER

5 students - 3 selected - KES 75,000 projected

PREVIEW

SELECT ALL

Alice Wangjiku

0000-0001 - Grade 8 Green - 3 fee stream(s)

3 SLICES OF KES 6,667

☐

Catherine Muthoni njari

0000-0002 - Grade 8 - 0 fee stream(s)

3 SLICES OF KES 0

☐

David Kiprotich

0000-0003 - Grade 8 - 0 fee stream(s)

3 SLICES OF KES 0

☒

Emily Akinyi

0000-0004 - Grade 8 Red - 3 fee stream(s)

3 SLICES OF KES 11,667

☒

MEI MA

0000-0005 - Grade 8 Green - 3 fee stream(s)

3 SLICES OF KES 11,667

3 students selected

KES 75,000 projected - 3 slices/student

3

PREVIEW

4

EXECUTE

SCENARIO • TERM BILLING

The school is ready to bill the current term. Start with the required billing scope, then inspect the learners and projected amount before posting anything.

IF A BILL LOOKS WRONG

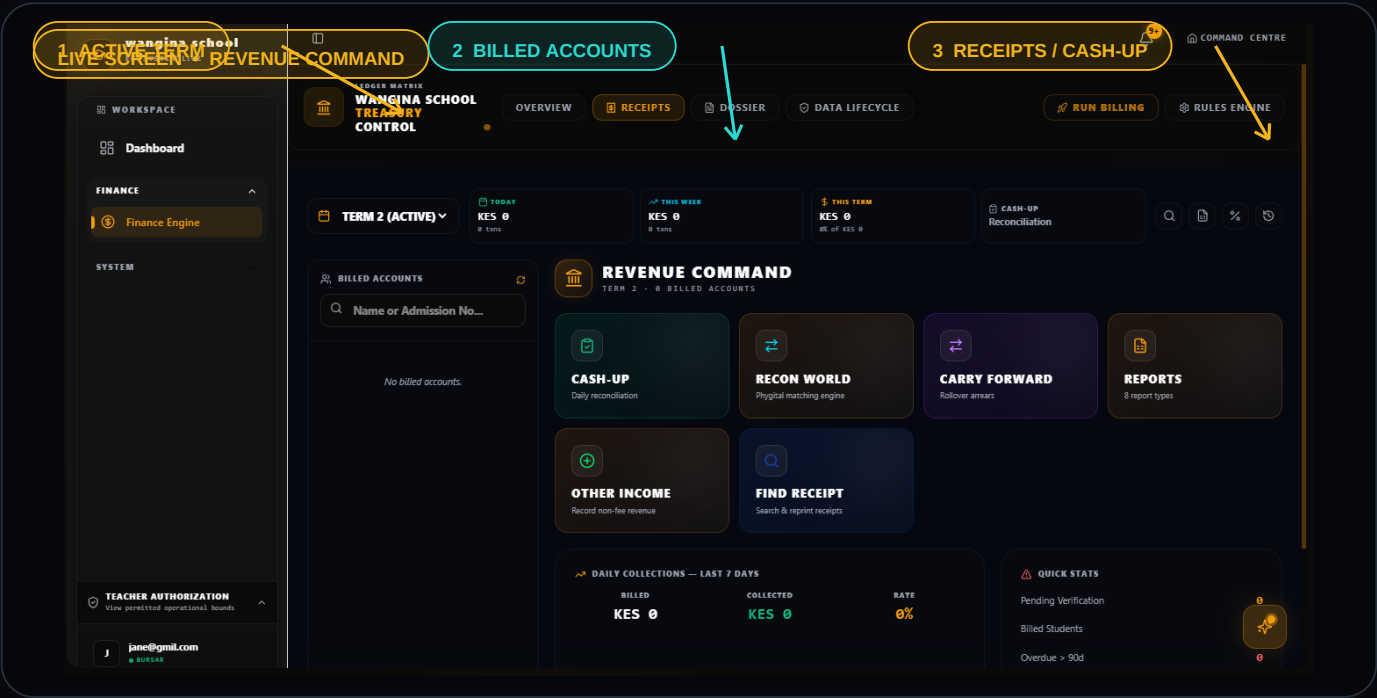
Stop at **Preview**. Do not execute the run and plan to repair it afterward. First establish whether the problem is the learner selection, cohort, or fee structure.

CONTROL POINT • Preview is the Bursar's last safe inspection point before execution.

NEXT
Once billing is posted, the story moves from what is owed to what has been collected.

DAILY DESK

ENTER THE FINANCE PULSE



1 ORIENT

Confirm the active term before touching a learner account.

2 FIND

Use the billed-account search to move from school-wide position to one learner.

3 ACT

Collection, receipts and cash-up are downstream actions from the account.



STUDENT FINANCE PROFILE

FIND THE LEARNER BEFORE YOU TOUCH THE MONEY

LIVE SCREEN • INSTITUTIONAL 360 DOSSIER

1 CONFIRM IDENTITY

2 CHECK TERM

3 READ FINANCIAL SNAPSHOT

1

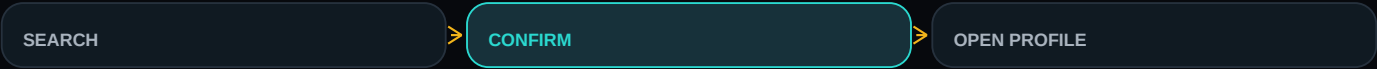
IDENTITY CHECK

Confirm the learner record before quoting an amount: name, class and active term.

2

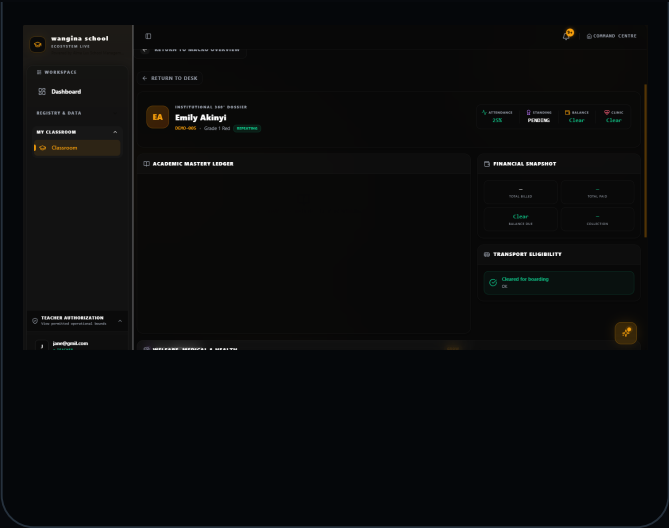
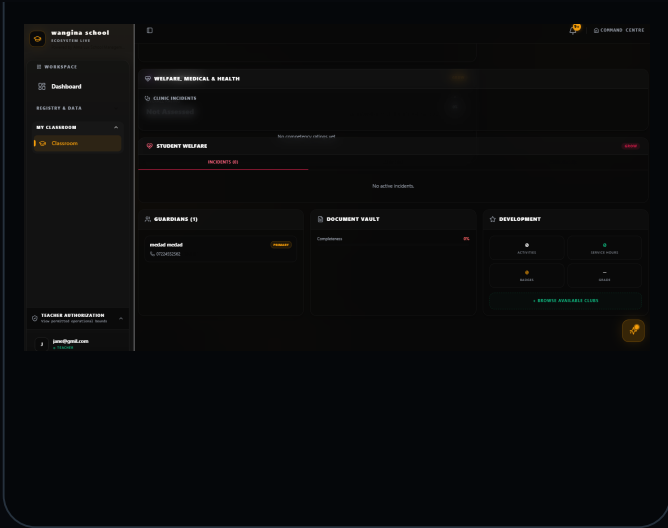
WHY THIS MATTERS

Every later action—payment, receipt, balance and statement—must attach to the correct learner account.



STUDENT FINANCE PROFILE

READ THE FINANCE PROFILE



1

START HERE

Read billed, paid and balance first.

2

THEN TRACE

Use payment history and term statement where available.

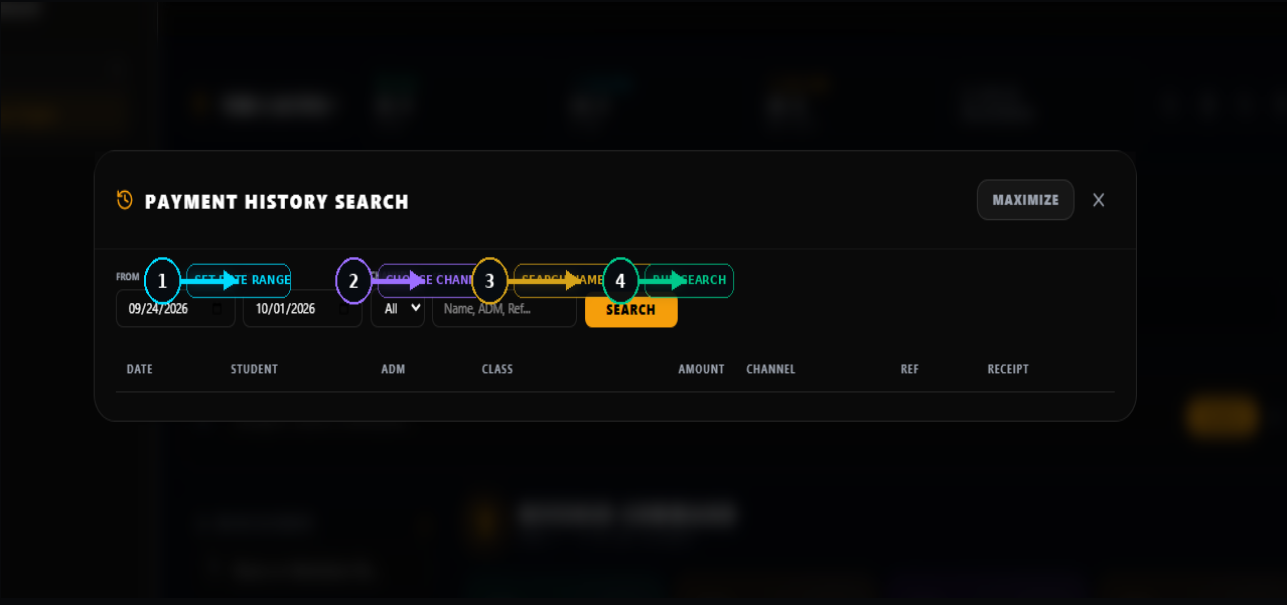
3

THEN EXPLAIN

Use the record—not memory—to answer the parent.

WHEN A PAYMENT NEEDS TO BE FOUND

A parent may have a payment reference, a date, a name — or only a claim that payment was made. Before creating a new transaction or changing a learner's balance, search the payment history and verify the record.



1 • NARROW THE SEARCH

Set the **From** and **To** dates to the period in which the payment should have occurred. If you know the channel, select it rather than searching everything.

2 • USE THE STRONGEST REFERENCE

Search by **name, admission number or payment reference**. A reference number is usually more precise than a partial name.

3 • VERIFY THE RESULT

Check the resulting **date, student, admission number, class, amount, channel, reference and receipt** before treating the payment as confirmed.

IF NOTHING APPEARS

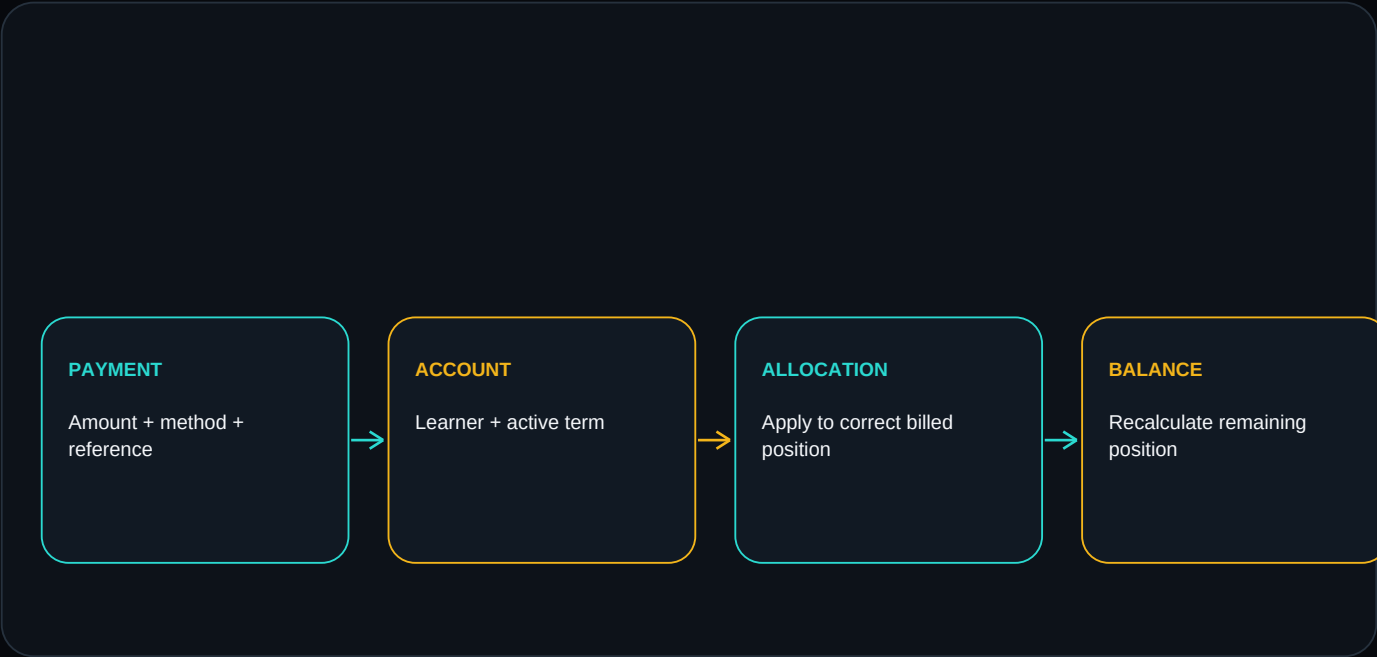
Do not immediately record a second payment. Widen the date range, check the channel, and try the admission number or reference. If the evidence still cannot be matched, follow the school's exception procedure.

CONTROL POINT • Never create a duplicate collection simply because the first search returned no result.

NEXT STEP
If the payment is found, verify the receipt and account impact.

ALLOCATION

PUT THE PAYMENT ON THE RIGHT POSITION



1 WHY ALLOCATION MATTERS

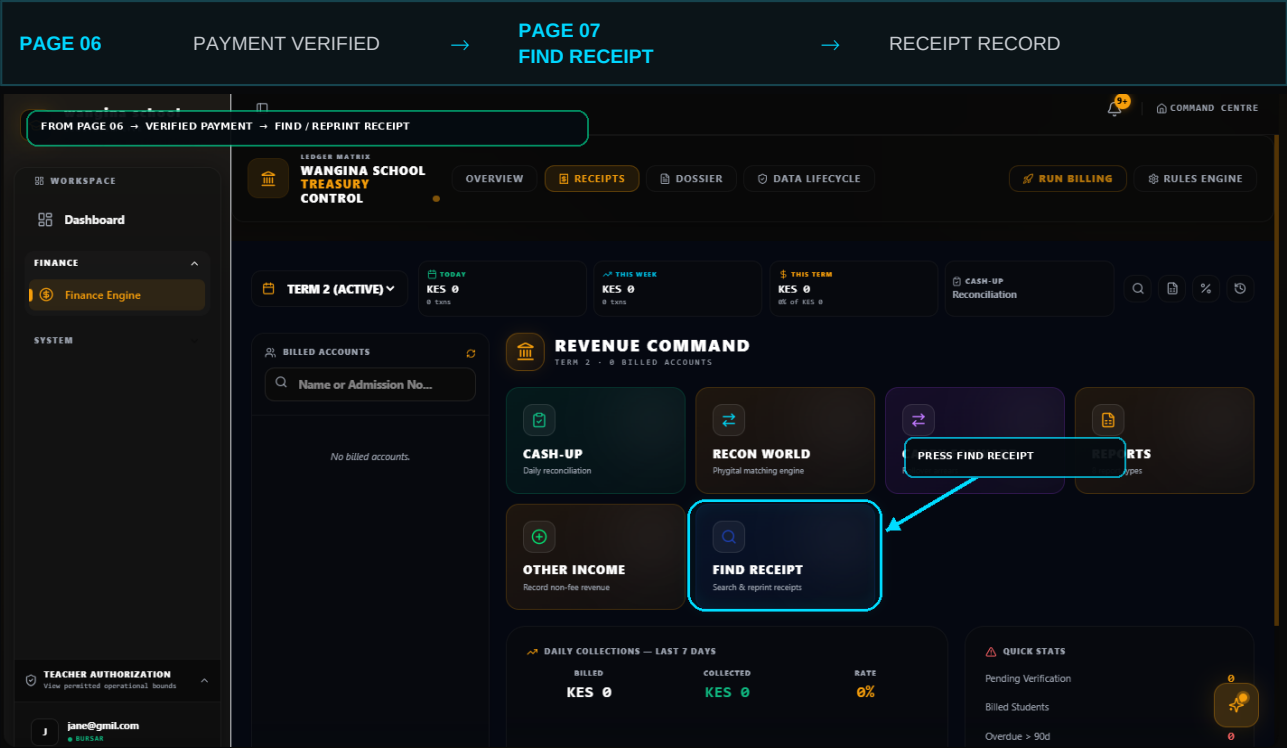
The receipt can be correct while the learner balance is wrong if the payment lands against the wrong position.

2 FINAL CHECK

After allocation, read the updated balance and next due position before leaving the account.

FIND OR REPRINT THE RECEIPT

Once a payment has been verified, the receipt becomes the evidence the school can use when a parent asks for proof of payment. Use the dedicated receipt search rather than creating another collection.



WHEN TO USE IT

A parent needs a receipt, a payment record must be confirmed, or the school needs to locate the receipt associated with an existing collection.

WHERE TO START

From the Revenue Command area, select **FIND RECEIPT**. The control is specifically for searching and reprinting receipts.

DO NOT RE-COLLECT

If the payment already exists, the task is evidence retrieval or account investigation — not a new payment entry.

IF THE RECEIPT CANNOT BE FOUND

Return to the payment search from Page 05 and verify the underlying transaction before treating the receipt as missing.

QUICK SCENARIO

"I paid last week. Please send me my receipt." Search the existing payment first, then retrieve the receipt. This keeps the learner account and collection history as the system of record.

NEXT

The following step can examine the receipt/payment record itself and what the Bursar should verify before closing the enquiry.

RECEIPT LOOKUP

WHEN A PARENT ASKS FOR PROOF

1

DO NOT RE-COLLECT

A proof request is not a new payment.

2

FIND

Search the existing receipt/payment history.

3

CHECK

Confirm learner, amount, date and reference.

4

ISSUE

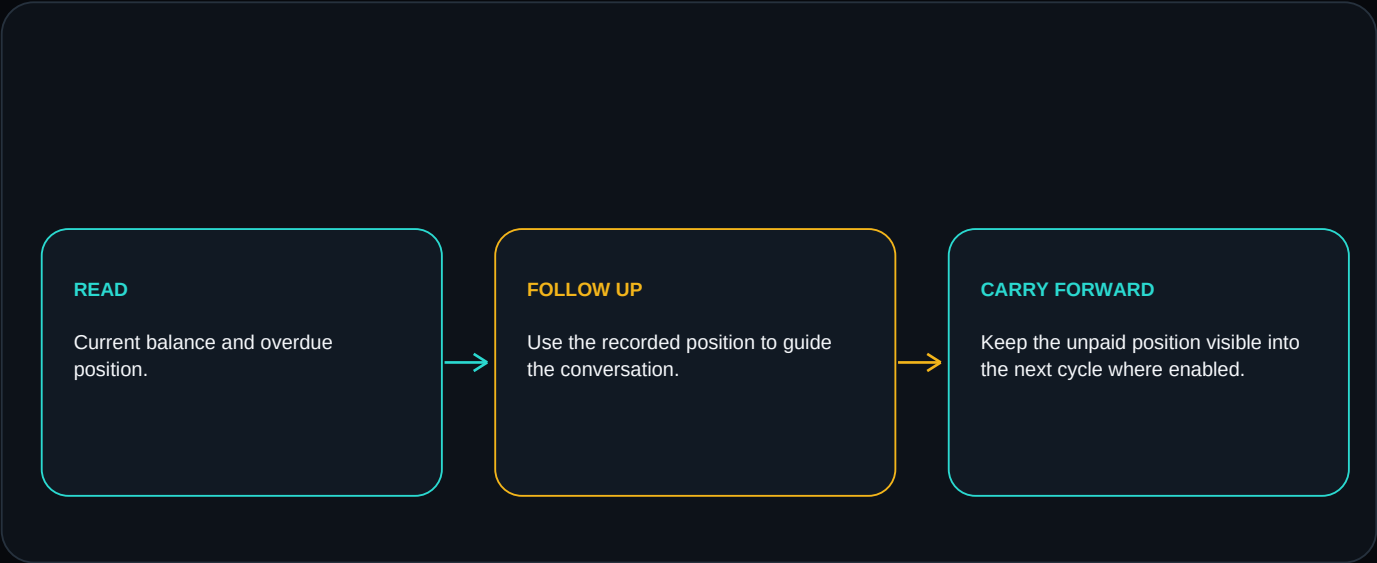
Print the existing official receipt.

SERVICE PRINCIPLE

The fastest safe answer is usually the existing record: locate → verify → print. The financial record remains the source of truth.

LEARNER BALANCES

WHEN PAYMENT HAS NOT ARRIVED



1

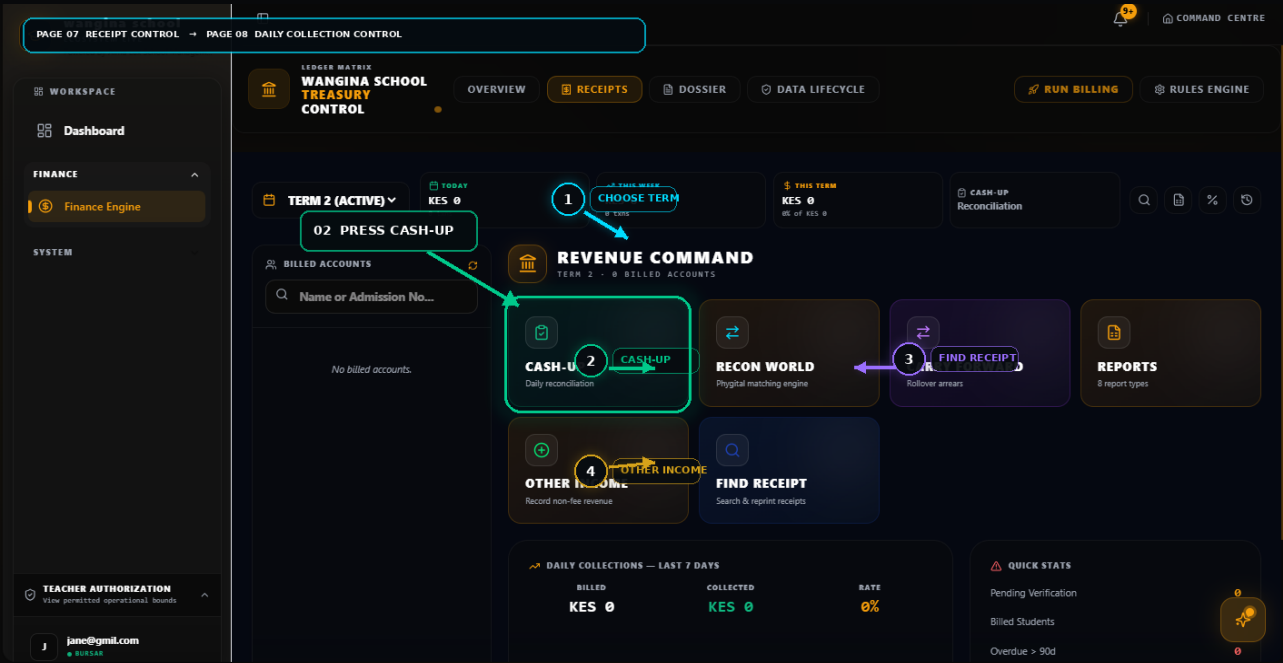
IMPORTANT
Arrears is a recorded account position—not a memory exercise.

2

PARENT MESSAGE
Quote the recorded balance, due position and relevant history.

CLOSE THE DAY WITH CASH-UP

A receipt proves that a collection was recorded. Cash-Up answers a different question: **does the day's recorded collection agree with the financial evidence the Bursar is holding?** Use it as a daily control, not as another way of entering payments.



01 CHOOSE THE TERM

Confirm that Finance Engine is operating in the correct active term before reviewing daily collections.

02 OPEN CASH-UP

From Revenue Command, press **CASH-UP**. This is the entry point for daily collection control.

03 CONTROL THE DAY

Compare recorded collections with the day's supporting evidence and identify exceptions.

SCENARIO A • END-OF-DAY CHECK

The school has collected payments during the day. Before closing, compare the recorded collection position with available payment evidence. A difference becomes an exception to investigate — not something to quietly adjust.

SCENARIO B • PARENT SAYS “I PAID”

If a parent enquiry arrives before the day is closed, do not use Cash-Up to hunt for one learner's payment. Follow Pages 05–07: search → verify → receipt.

SCENARIO C • NUMBERS DO NOT AGREE

Pause the close. Check for a missing transaction, wrong channel/date, duplicate entry, unallocated collection or another documented exception. Do not create a balancing transaction simply to make totals match.

CONTROL PRINCIPLE

Cash-Up is a checkpoint between collection activity and financial confidence. The Bursar should be able to explain a difference before moving the issue downstream into reconciliation or reporting.

SUBPLOT • RECONCILIATION

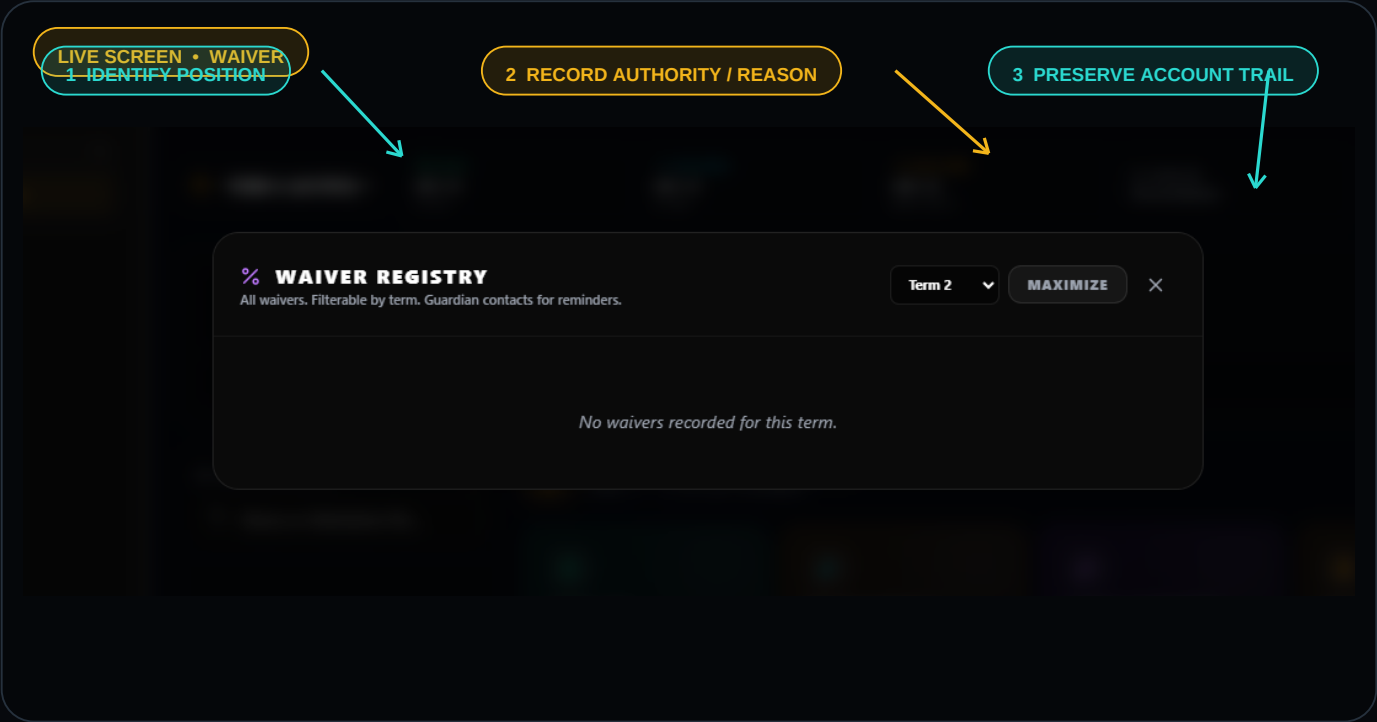
When daily collection control exposes a transaction that needs to be matched against M-Pesa, bank or cash evidence, the workflow moves into **Recon World**. That is a separate control path; do not confuse daily cash-up with transaction matching.

NEXT

Import evidence → match → resolve exceptions → confirm the financial record.

WAIVER

WHEN THE AMOUNT SHOULD NOT BE COLLECTED



1 NOT A PAYMENT

A waiver changes what is expected; it does not create a payment.

2 KEEP THE TRACE

Reason and authority should remain visible wherever the system supports them.

REVENUE STREAMS

WHEN MONEY IS NOT SCHOOL FEES

LIVE SCREEN • OTHER INCOME

1 SEPARATE SOURCE

2 RECORD

RECORD OTHER INCOME

Record non-student income: donations, grants, rental income, shop sales, fundraising, interest, etc. Posts directly to the general ledger.

3400 — Other Operating Income

Description * (e.g. Donation from ABC Foundation)

Amount (KES) *10/01/2026

Received From (donor / payer / source)

CashRef / Code (e.g. MPESA:ABC12:)

Posts to: 3400 — Other Operating Income
Double-entry: Dr. Cash/Bank – Cr. Other Operating Income

CANCELRECORD INCOME

3 READ IN REPORTS

CASH-UP Reconciliation

CARRY FORWARD Follows errors

QUICK Pending VerBilled StudOverdue >

1

WHY SEPARATE IT

Other income should not be mistaken for learner fee collections.

2

REPORTING EFFECT

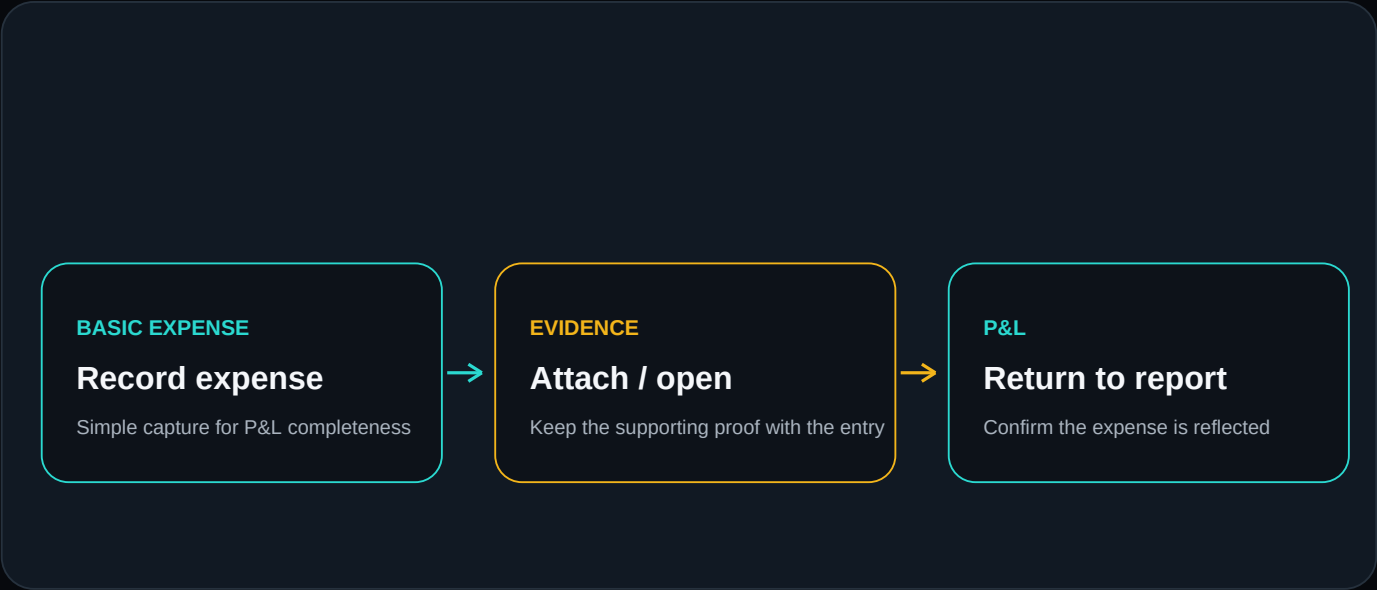
Keep the source visible so the basic P&L can explain where income came from.

FINANCE PULSE • SEED OPERATIONS

15

BASIC SEED EXPENSE

RECORD THE MONEY GOING OUT



1

SEED BOUNDARY

This is basic expense capture for a complete P&L—not supplier payables, approvals or advanced expense control.

2

MINIMUM RECORD

Date • description • amount • payment method • evidence.

FINANCIAL POSITION

READ THE BASIC P&L

LIVE SCREEN of FINANCIAL DOSSIER / P&L

1 REVENUE

2 EXPENSES

3 NET RESULT

WORKSPACE

Dashboard

FINANCE

SYSTEM

BURSAR AUTHORIZATION

jane@gmail.com

WANGINA SCHOOL TREASURY CONTROL

OVERVIEW RECEIPTS DOSSIER DATA LIFECYCLE RUN BILLING RULES ENGINE

FINANCIAL REPORTS EXECUTIVE DOSSIER

Term 2 04 May 2026 07 Aug 2026

TOTAL REVENUE KES 0

TOTAL EXPENSES KES 0

NET SURPLUS KES 0

CASH AT BANK KES 0

COLLECTION RATE -

P&L STATEMENT EVIDENCE STUDENT LEDGER REVENUE STREAMS TERM COMPARISON

PROFIT & LOSS STATEMENT — TERM 2

EXPORT CSV

ACCOUNT	AMOUNT (KES)
REVENUE	
Total Revenue	KES 0
EXPENSES	
Total Expenses	KES 0
NET SURPLUS	
	KES 0

1 REVENUE

Read what the school recorded as income.

2 EXPENSES

Confirm basic outgoing costs have been captured.

3 NET

Revenue less recorded expenses gives the basic operating result.

SEED FINISH

READ. CHECK. ARCHIVE.

LIVE SCREEN • BASIC REPORTS

THE FINAL CHECK

- COLLECTIONS**
Recorded payments agree with learner positions.
- RECEIPTS**
Official receipt trail is searchable and printable.
- BALANCES**
Billed, paid and outstanding positions are readable.
- EXPENSES**
Basic outgoing costs have evidence.
- P&L**
Revenue, expenses and net result are visible.

1 TERM ARCHIVE

When the term is closed, Seed supports archiving the closed-term records. This is the end of the operating cycle—not a claim of a full accounting-period close.

