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RIVERSIDE SECONDARY SCHOOL · SCHOOL OS

Step-by-Step User Manual

Bursar

Fee structures, invoices, collections and financial reporting.

smssecdemo.tech4three.com · Generated 06 July 2026

Bursar workspace

This guide reflects the live permissions and screens available to the Bursar test account.

Portal access

<https://smssecdemo.tech4three.com/login>

Test account

bursar@riverside.test

Before you begin

1. Use a current browser on a trusted device.
2. Sign in only with your assigned account.
3. Check learner, date and status information before saving.
4. Use Archive rather than attempting to erase institutional history.

Demonstration data only: Never enter real confidential learner or financial information in this public demo.

Sign in and understand your dashboard

Purpose: Enter the correct role workspace and identify the decisions requiring attention.

The screenshot displays the Riverside Management System dashboard for the Bursar role. The interface includes a dark green sidebar with navigation options like Dashboard, School Operations, Students, Administration, Finance, and Governance. The main content area features a search bar, user profile (Farai Ncube, Bursar), and a 'Good morning, Farai.' greeting. Key financial metrics are shown in summary cards: Invoiced this term (US\$30,560), Collected (US\$24,260), Outstanding (US\$6,300), and Overdue invoices (4). A 'School overview' line graph tracks Attendance and Fee collection over six weeks. A 'Frequent actions' grid provides quick links to Students, Finance, Communication, Documents, Reports, and Audit history. The 'Current pipeline' section shows no applications, and the 'Learner performance' table lists students with their attendance percentages.

Category	Amount
Invoiced this term	US\$30,560
Collected	US\$24,260
Outstanding	US\$6,300
Overdue invoices	4

ID	Name	Form	Attendance	Percentage
MM	Munasho Mtetwa	Form 1 Gold	99.00%	93.00%
TM	Tanaka Mpofo	Form 1 Green	98.00%	92.00%
TM	Tariro Moyo	Form 2 Gold	98.00%	91.00%
AM	Anesu Mtetwa	Form 3 Blue	93.00%	90.00%

Bursar dashboard captured from the live system

Steps

1. Open <https://smssecdemo.tech4three.com/login>.
2. Enter `bursar@riverside.test` and the demonstration password.
3. Select **Sign in securely**.
4. Review the four summary cards, quick actions, notices and records visible to your role.

Expected result: The dashboard opens with only the navigation and data authorised for Bursar.

Work in the finance module

Purpose: Find records, open command details and use the actions available to this role.

Dashboard > Administration

Finance

Role-scoped records, actions and reporting for finance.

TOTAL INVOICED	COLLECTED	OUTSTANDING	COLLECTION RATE
US\$30,560	US\$24,260	US\$6,300	79.4%

FEES AND BILLING

Invoice register

10 entries per page

Search records...

INVOICE	LEARNER	TERM	AMOUNT	PAID	BALANCE	DUE	STATUS
INV-26-T2-0013	Tariro Mpofo R260013	Term 2, 2026	US\$1,450.00	US\$925.00	US\$525.00	11 Jul 2026	Partial
INV-26-T2-0024	Makanaka Moyo R260024	Term 2, 2026	US\$920.00	US\$920.00	US\$0.00	11 Jul 2026	Paid
INV-26-T2-0023	Tariro Mbetwa R260023	Term 2, 2026	US\$1,450.00	US\$925.00	US\$525.00	11 Jul 2026	Partial
INV-26-T2-0022	Tanaka Mpofo R260022	Term 2, 2026	US\$1,450.00	US\$1,100.00	US\$350.00	11 Jul 2026	Partial
INV-26-T2-0021	Munasha Moyo R260021	Term 2, 2026	US\$920.00	US\$745.00	US\$175.00	11 Jul 2026	Overdue
INV-26-T2-0020	Aneau Mbetwa R260020	Term 2, 2026	US\$1,450.00	US\$1,450.00	US\$0.00	11 Jul 2026	Paid
INV-26-T2-0019	Makanaka Mpofo R260019	Term 2, 2026	US\$1,450.00	US\$750.00	US\$700.00	11 Jul 2026	Partial
INV-26-T2-0018	Tariro Moyo R260018	Term 2, 2026	US\$920.00	US\$395.00	US\$525.00	11 Jul 2026	Partial
INV-26-T2-0017	Tanaka Mbetwa R260017	Term 2, 2026	US\$1,450.00	US\$1,100.00	US\$350.00	11 Jul 2026	Partial
INV-26-T2-0016	Munasha Mpofo R260016	Term 2, 2026	US\$1,450.00	US\$1,450.00	US\$0.00	11 Jul 2026	Paid

Showing 1 to 10 of 24 entries

Role-scoped finance workspace

Steps

1. Open **finance** from the sidebar.
2. Use search and status indicators to find the required record.
3. Select a row or its visible action to open the record command modal.
4. Review all information before creating, updating, exporting or archiving.

Expected result: The record remains in the module and every allowed change is written to audit history.

Permission boundary: A hidden menu is not the security boundary. Direct routes and database queries enforce the same role scope.

Security and getting help

1. Sign out when leaving a shared device.
2. Do not share passwords, medical details, reports or finance documents through an unapproved channel.
3. Record the page name and exact error when requesting support.
4. Ask a School Administrator to review role access; do not work around permissions.

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