ACADTRACK USER GUIDE

Accountant guide

Step-by-step tutorials for the accountant role in AcadTrack.

Every tutorial was carried out for real on the demo school **Demo Public School** (address `https://dps.acadtrack.com`). The red box and number on each screenshot show exactly what to click or fill in at that step.

Version of 09 November 2026

Before you start

Sign in at your school's own address, for example `yourschool.acadtrack.com`, with the username and password your school gave you. The screenshots come from a demo school, so names and numbers will differ from yours.

> Your menu shows only what your role allows. If a page in this guide is missing for you, ask the school admin to add it to your role under Roles & access.

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Getting started

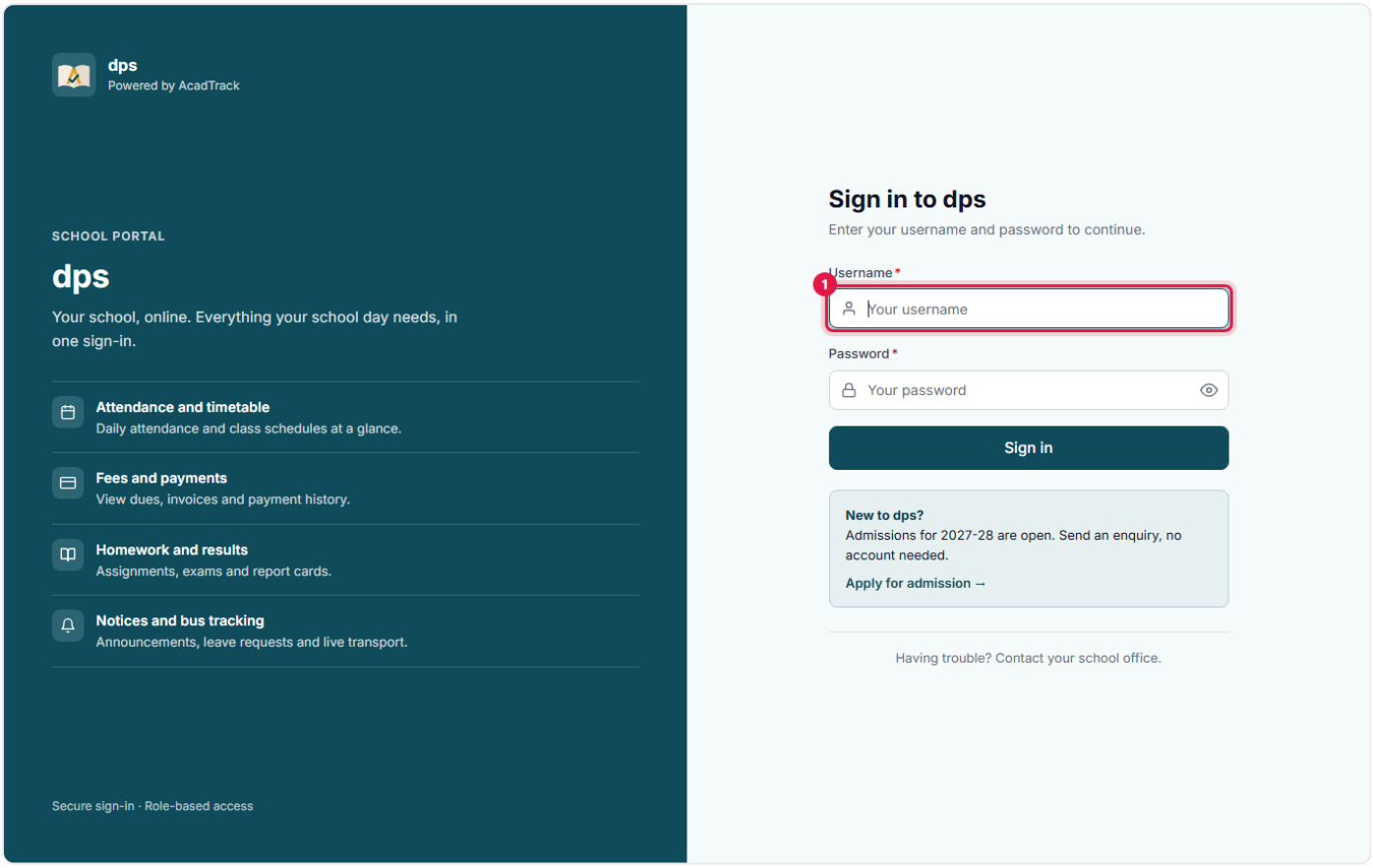
Everyone

How to sign in and find your way around. These screens look the same for every user type; only the menu changes.

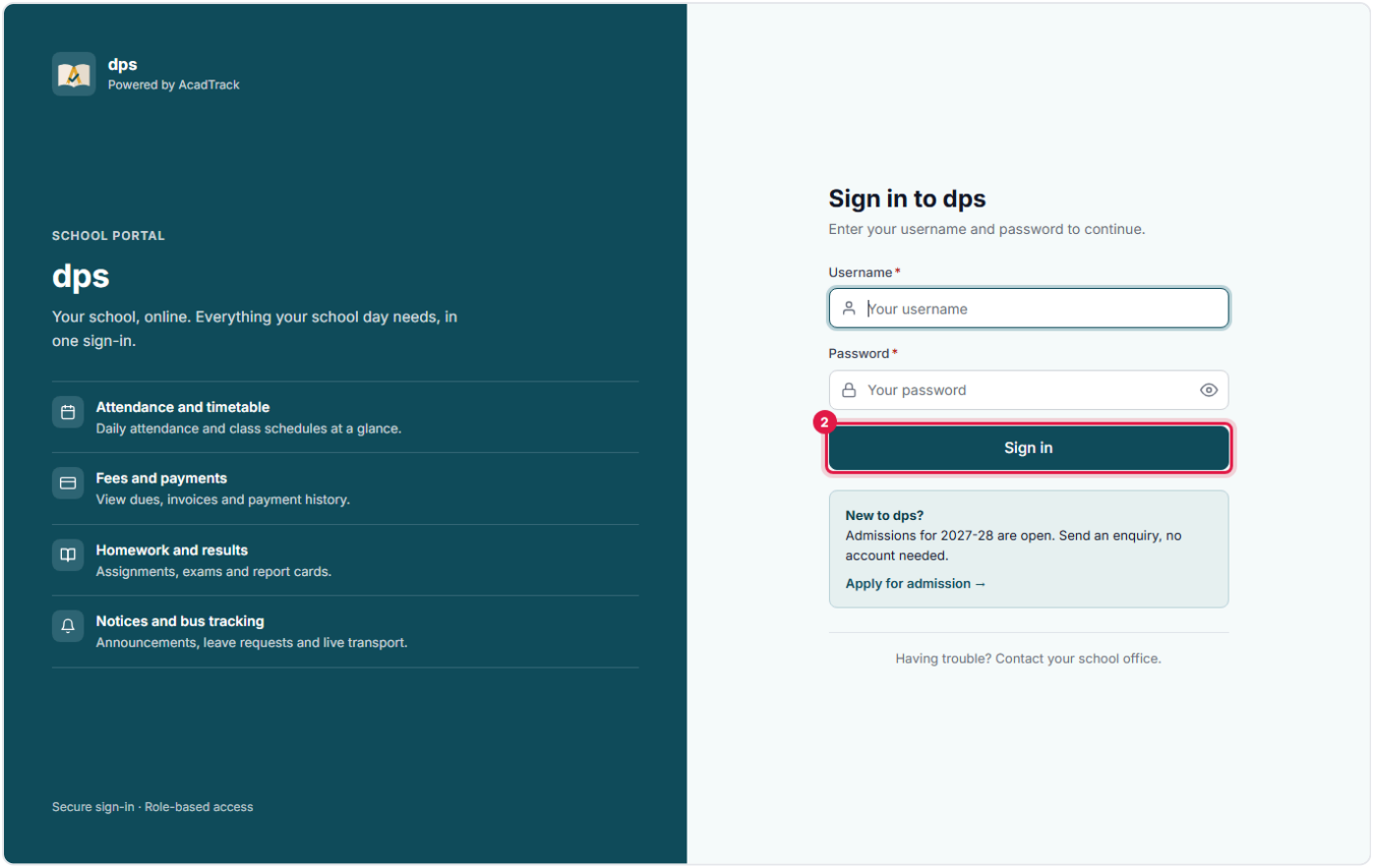
Sign in and find your way around

> Open the portal, sign in, and learn the parts of the screen you will use every day.

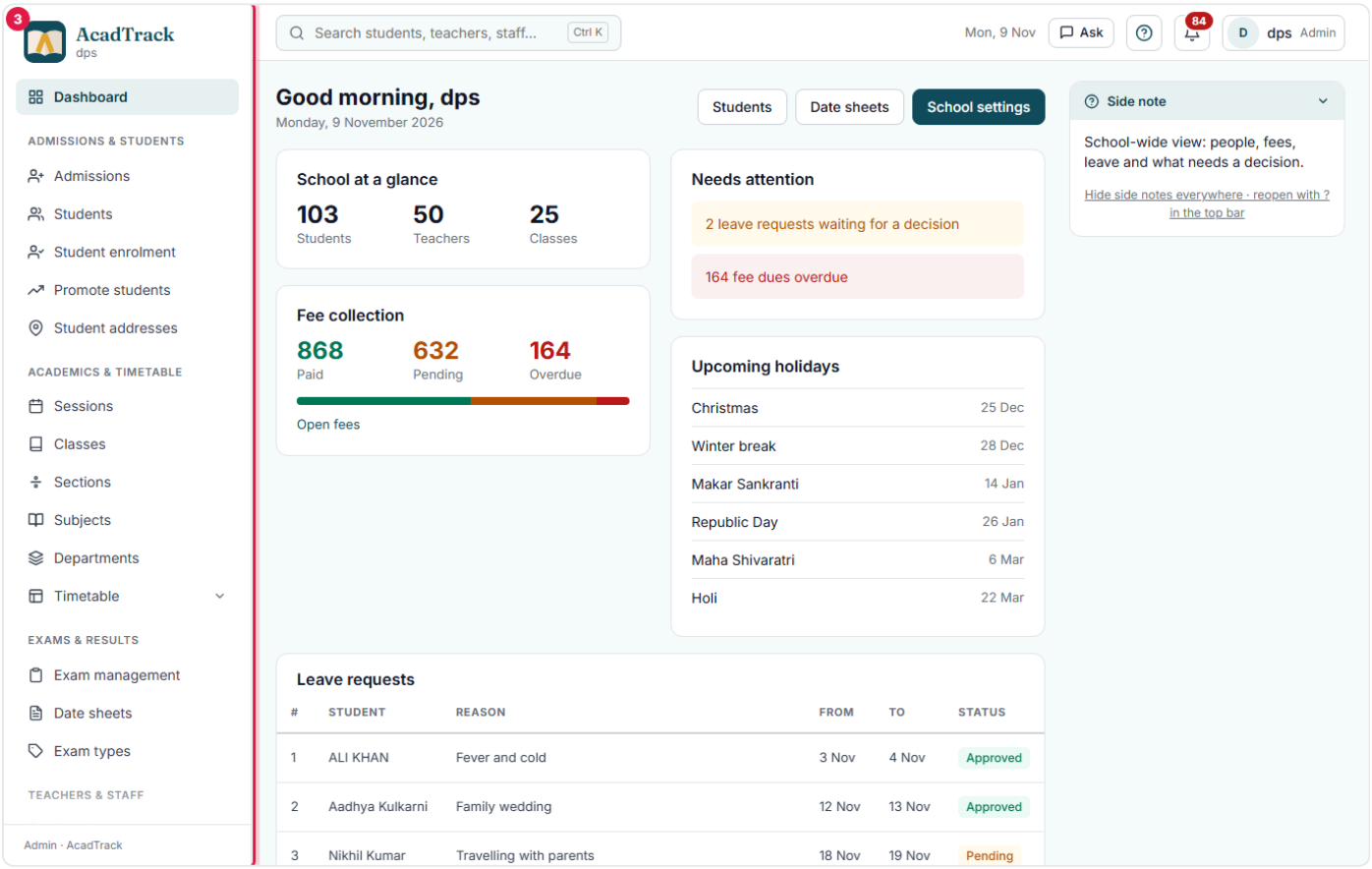
1. Open your school's address, for example https://dps.acadtrack.com. The school's name is shown on the sign-in page.



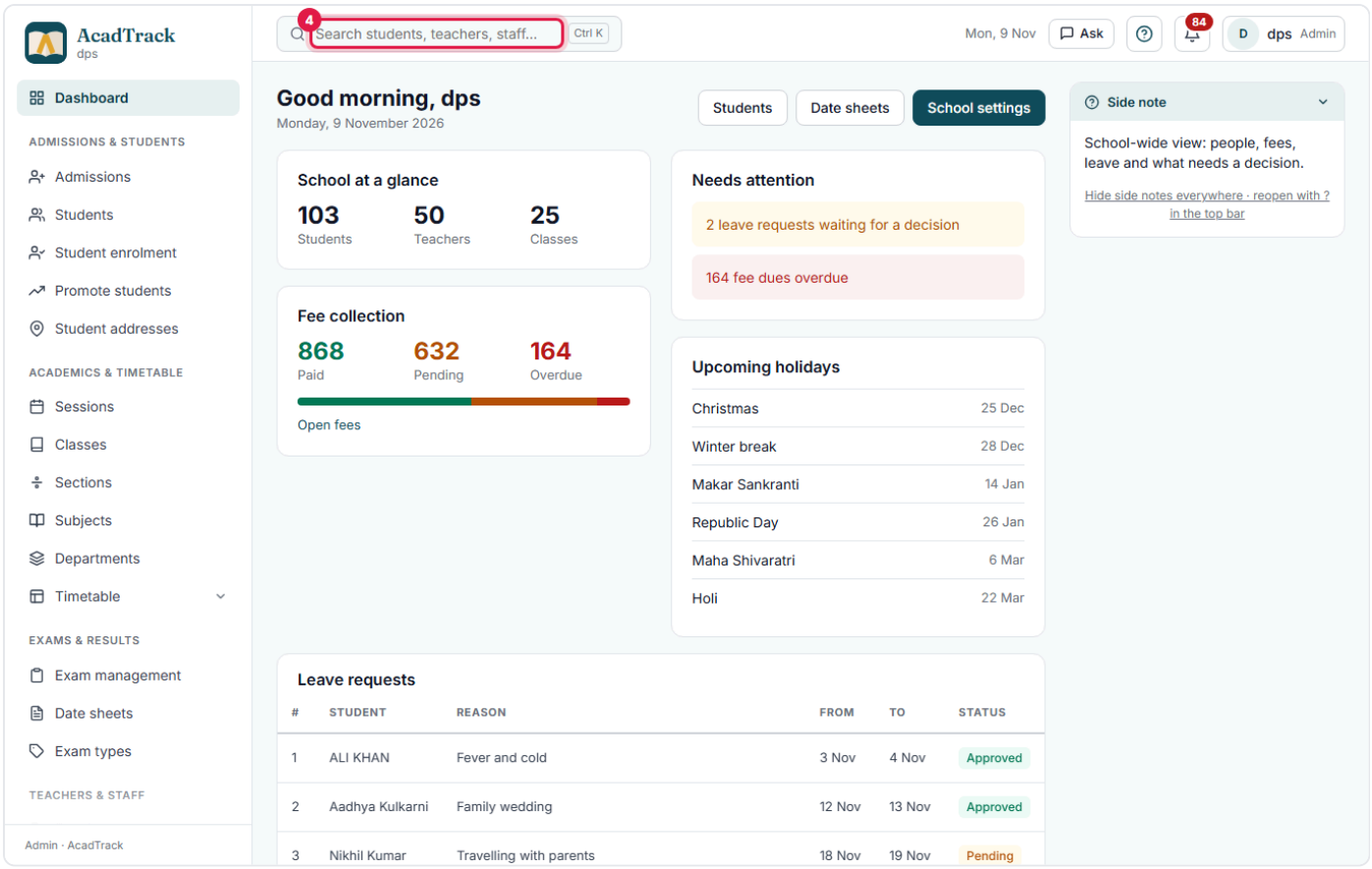
2 Type your username and password exactly as the school office gave them to you, then choose Sign in.



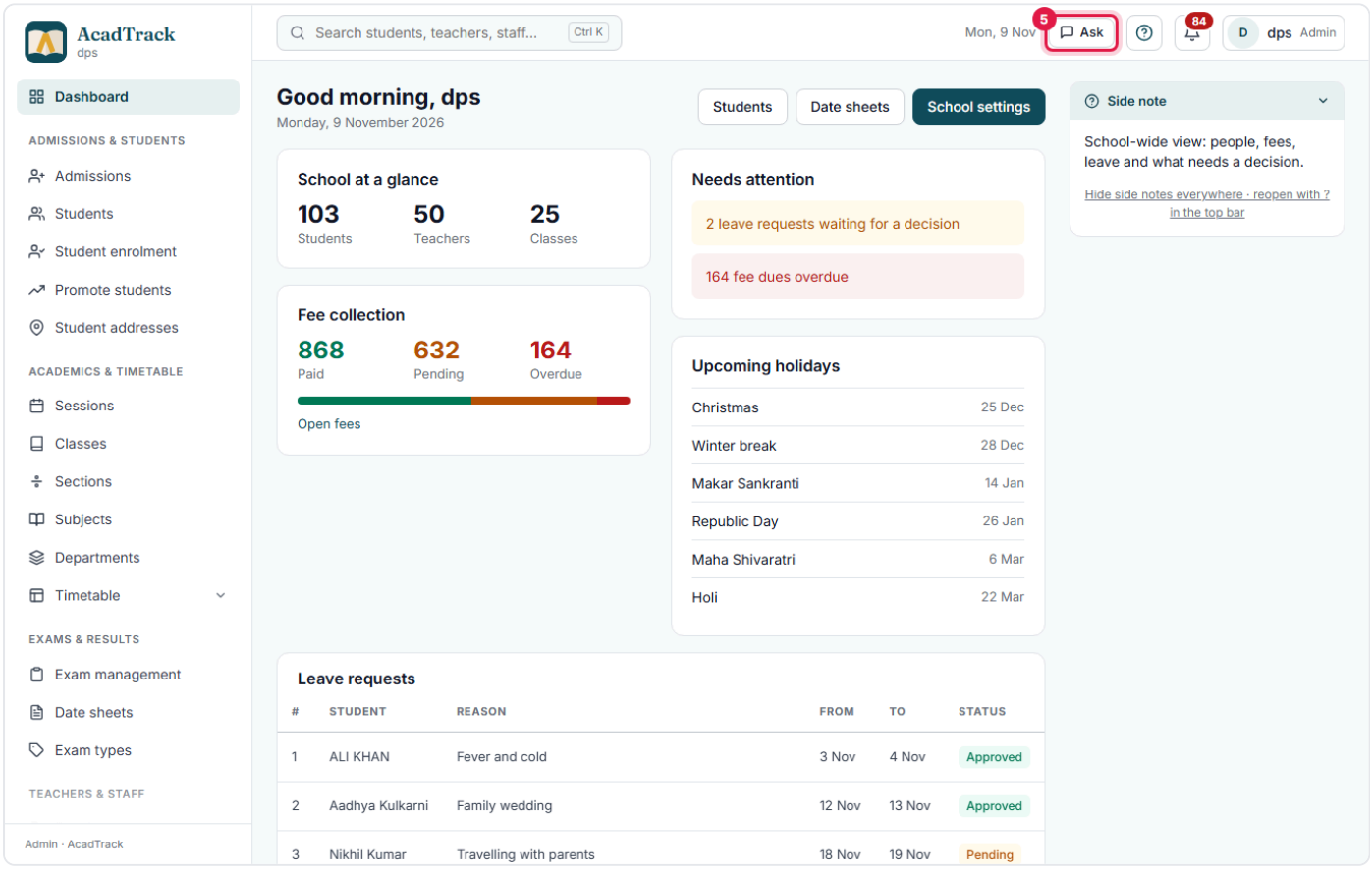
3 After signing in you land on your dashboard. The left menu holds everything your role can open; items your role cannot use are not shown. signed in as dps



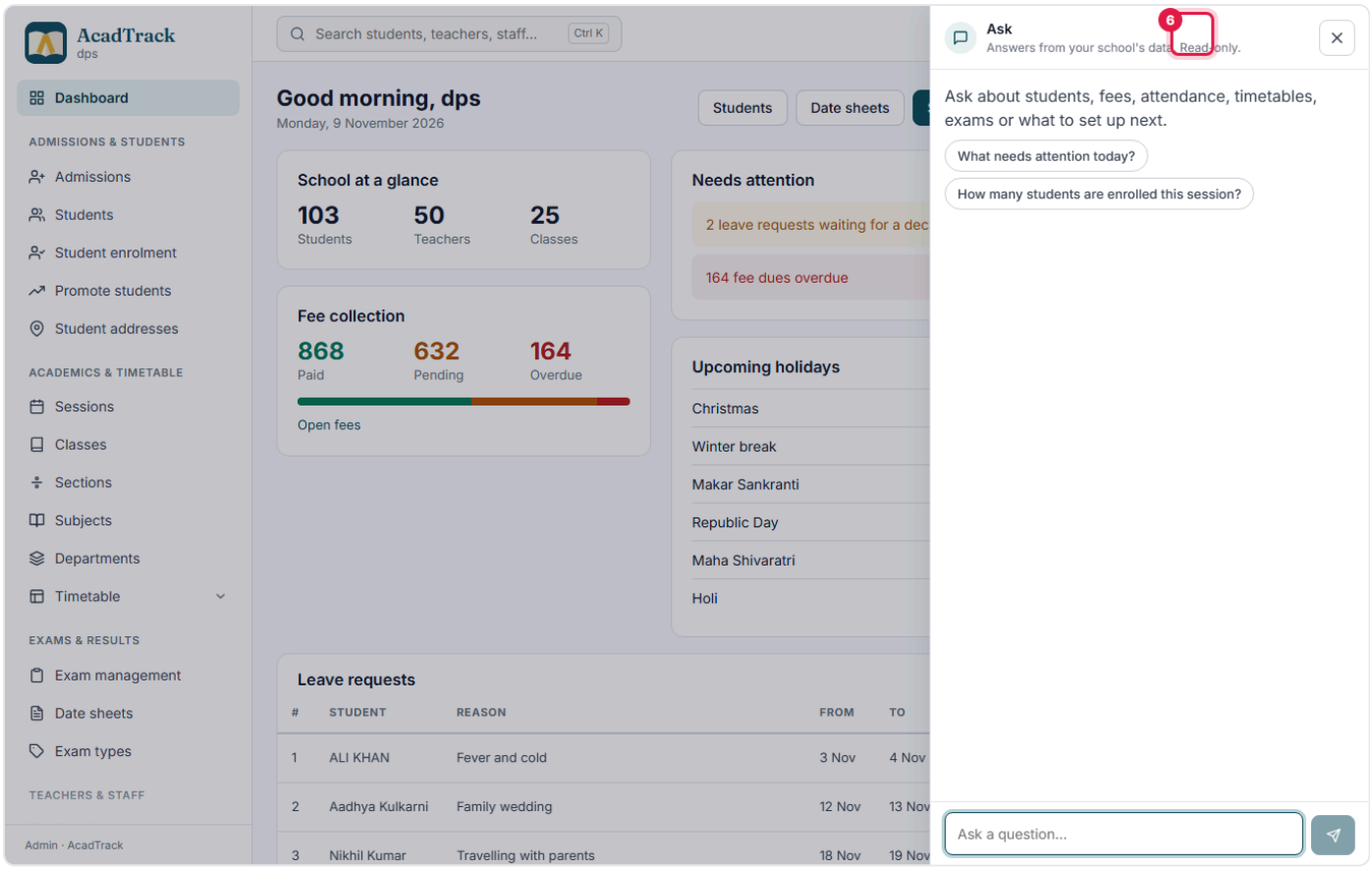
4 Search (or press Ctrl K) finds people and pages from anywhere.



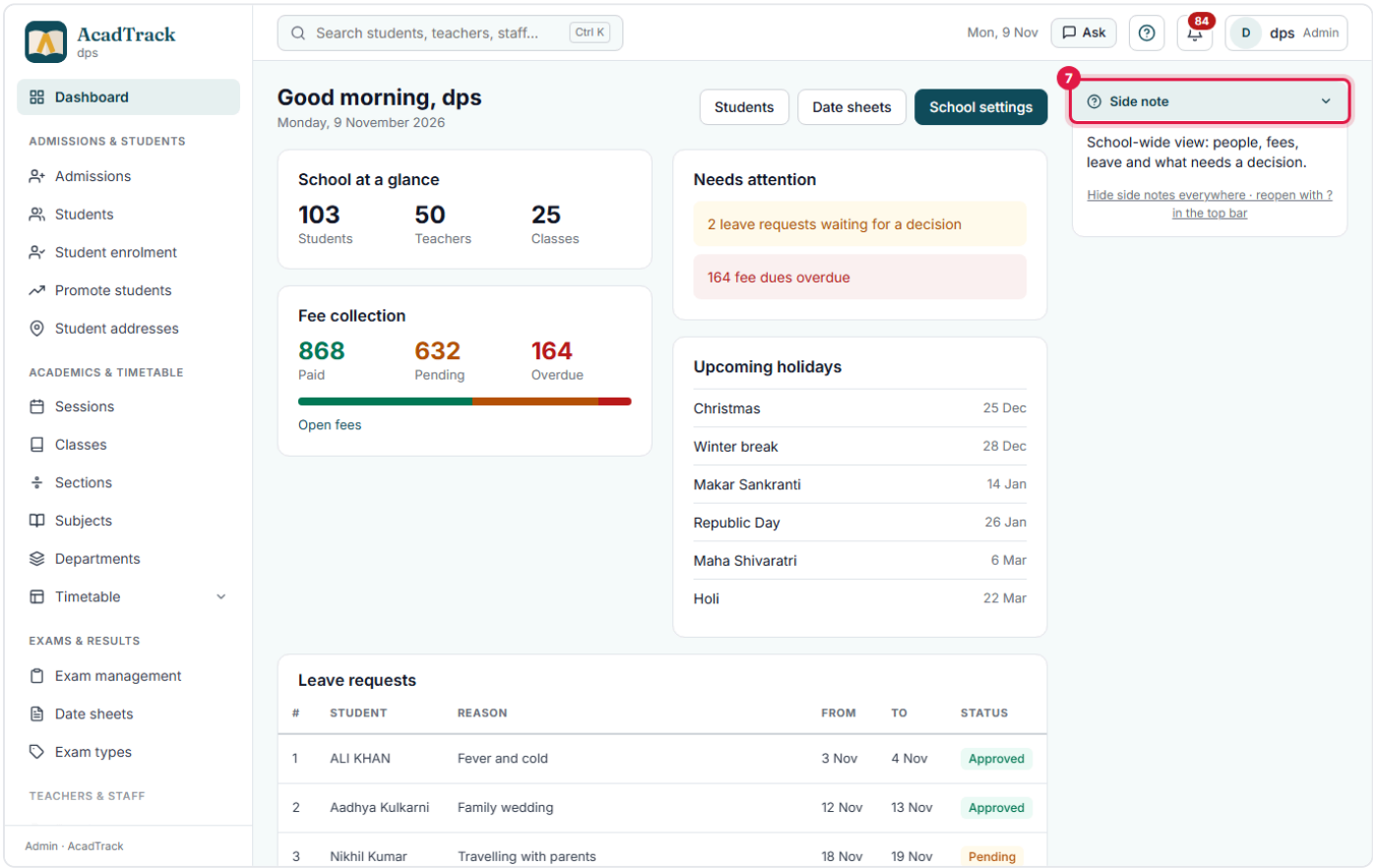
5 Ask answers questions about your school in plain words, from the school's own data.



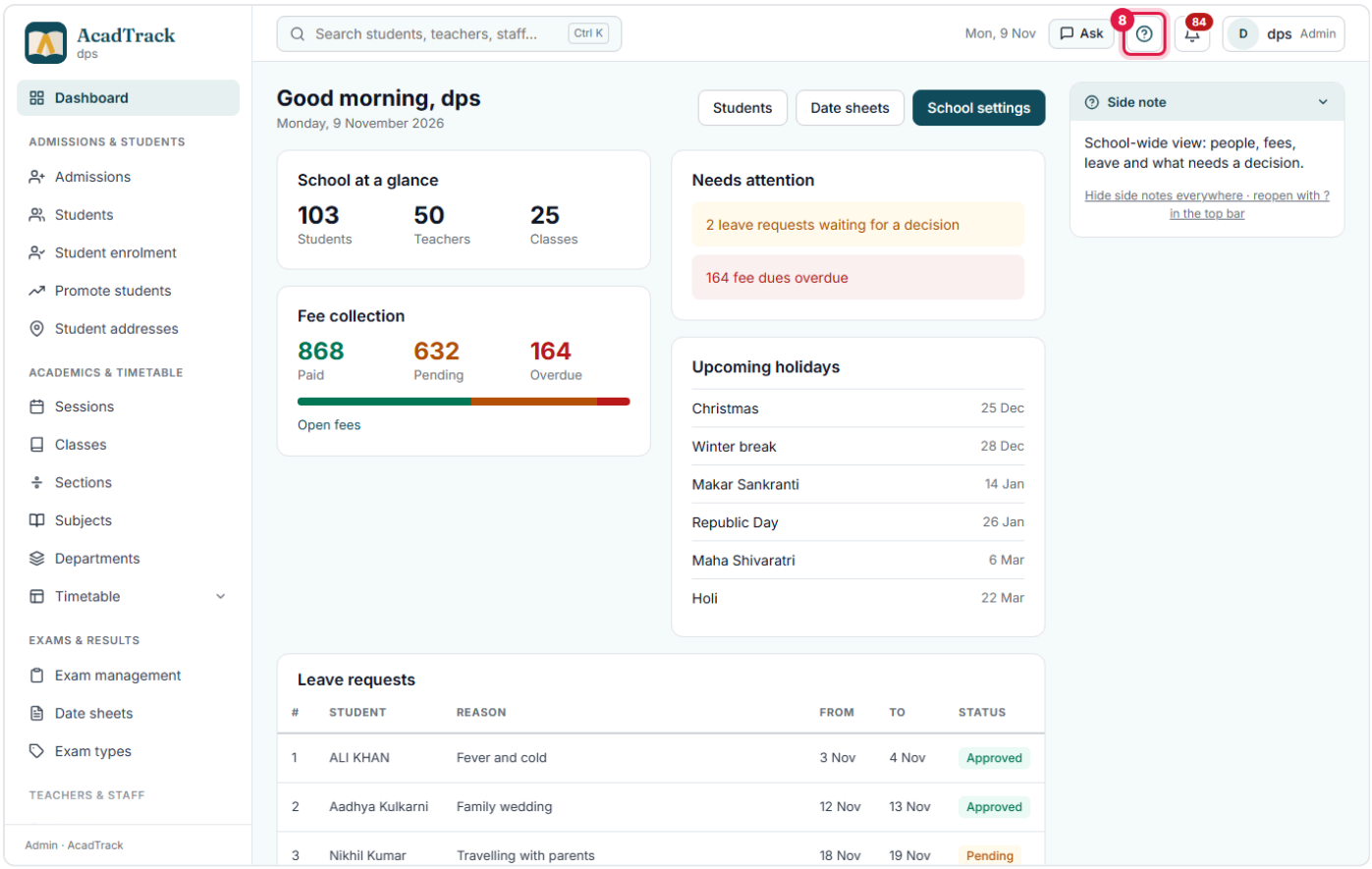
6 The bell shows notices and alerts meant for you.



7 Side notes on the right explain the page, list what must exist first, and link to the next step. Hide them from the ? button.



8 Your name at the top right opens your profile, sign-out and, if you hold more than one role, the role switcher.



Accountant

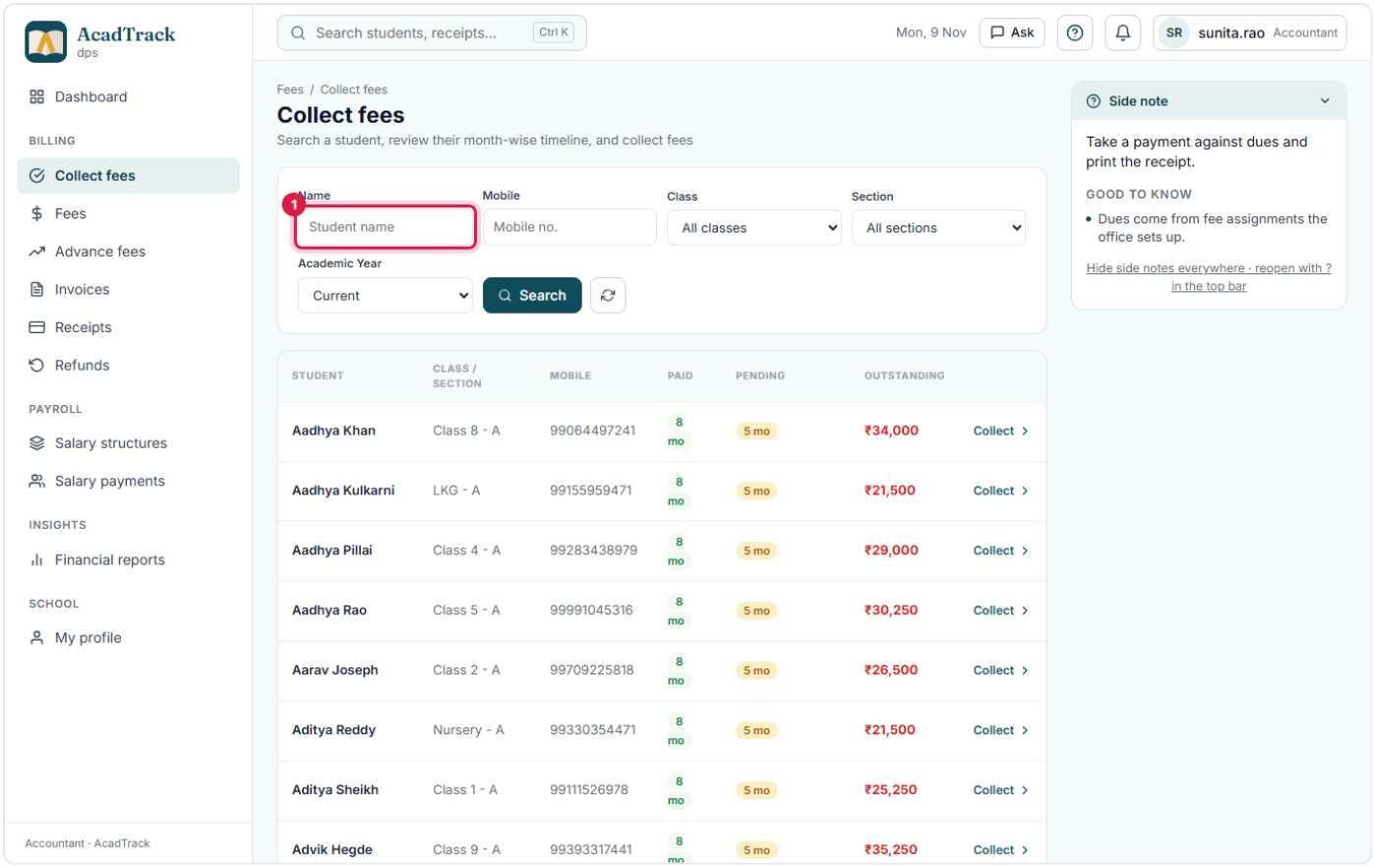
`sunita.rao`

Billing and payroll: collections, advances, receipts, salaries and reports.

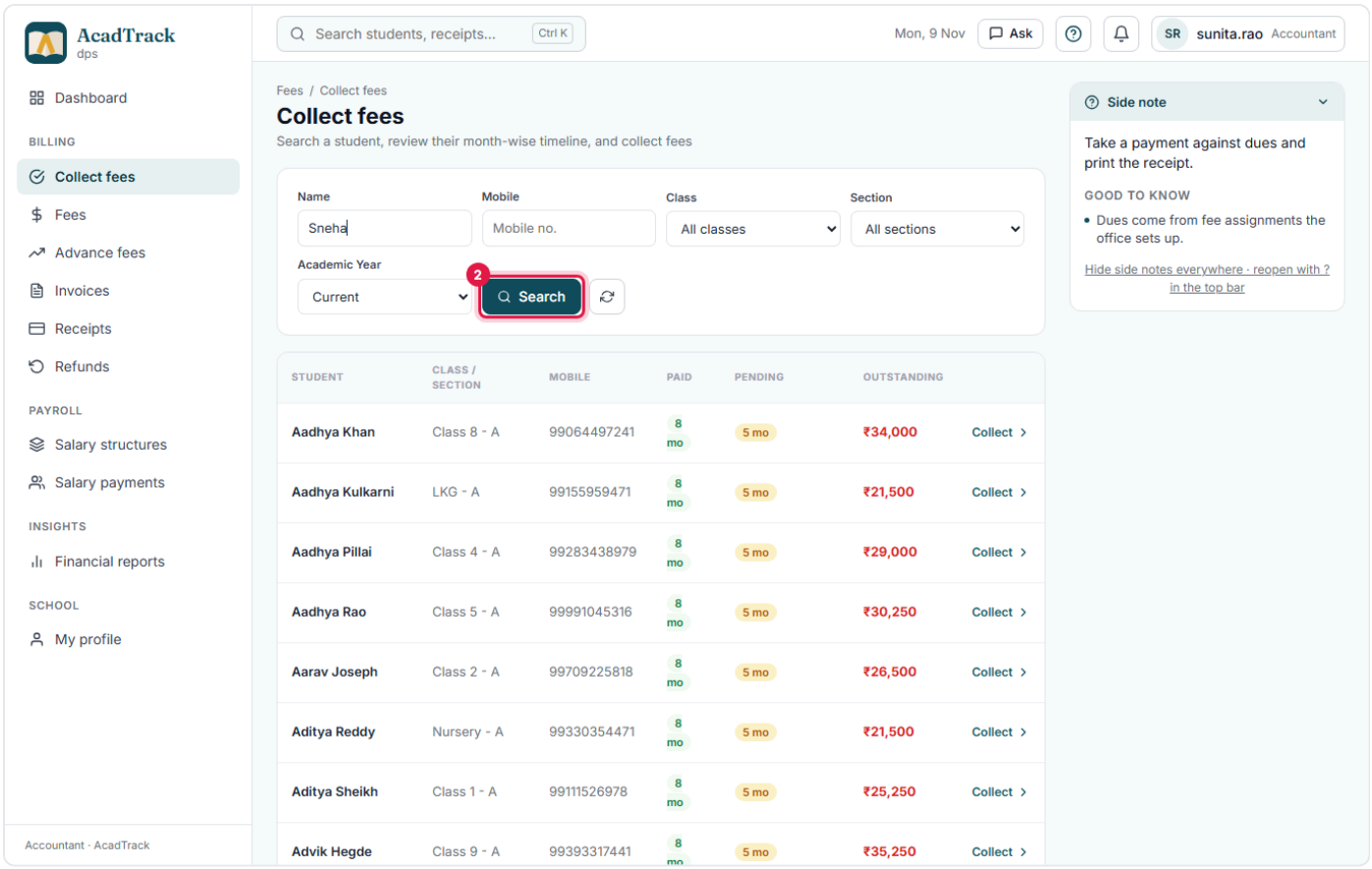
Find a student and collect fees

> See a student's month-by-month timeline and take a payment.

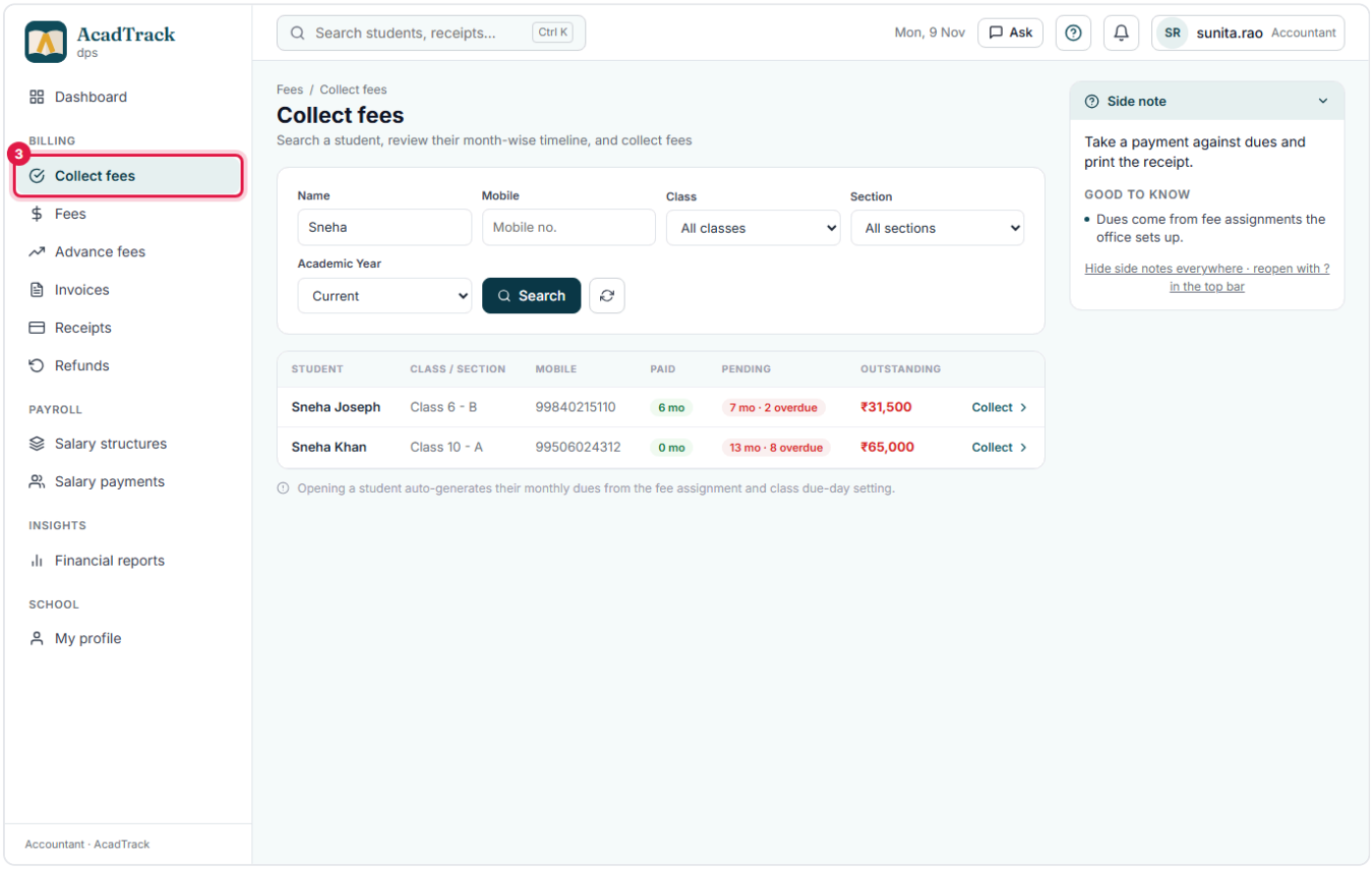
1. Collect fees: search by name, mobile or class. signed in as sunita.rao



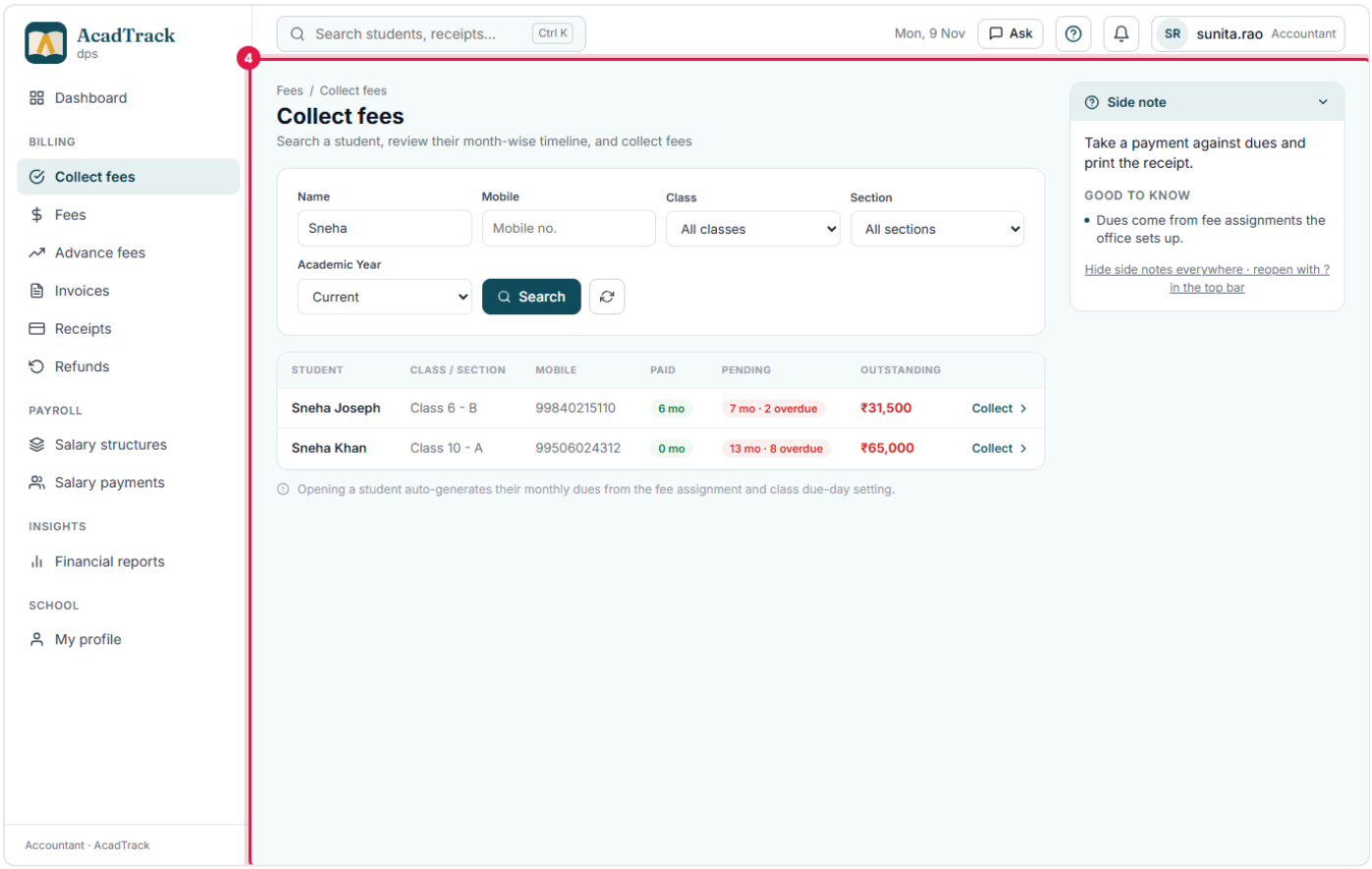
2 Choose Search. Each student shows months paid, months pending and the amount outstanding.



3 Choose Collect to open the student's timeline and take the payment.



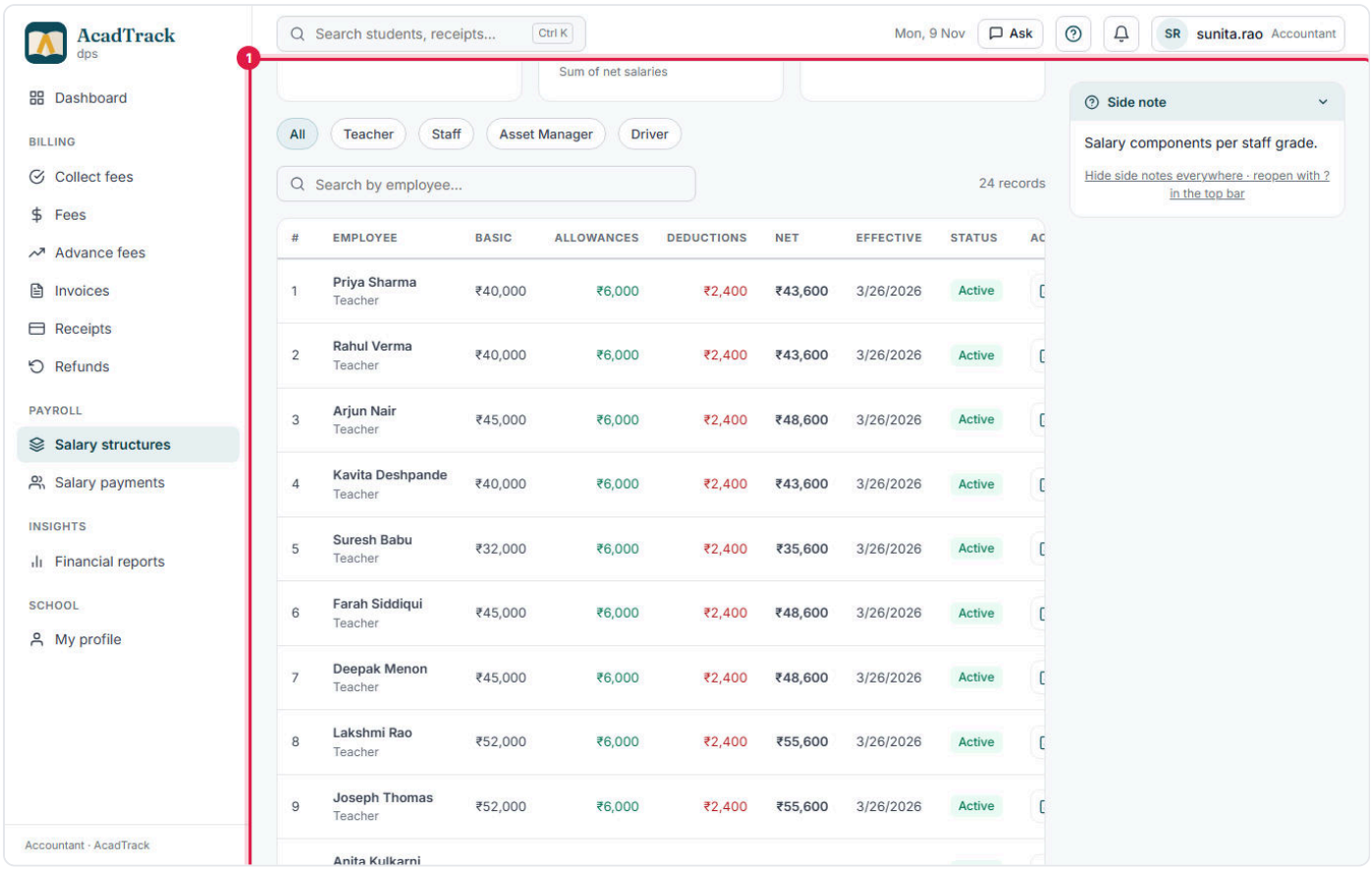
4 Tick the months being paid, choose the method and collect. The receipt is ready to print or share.



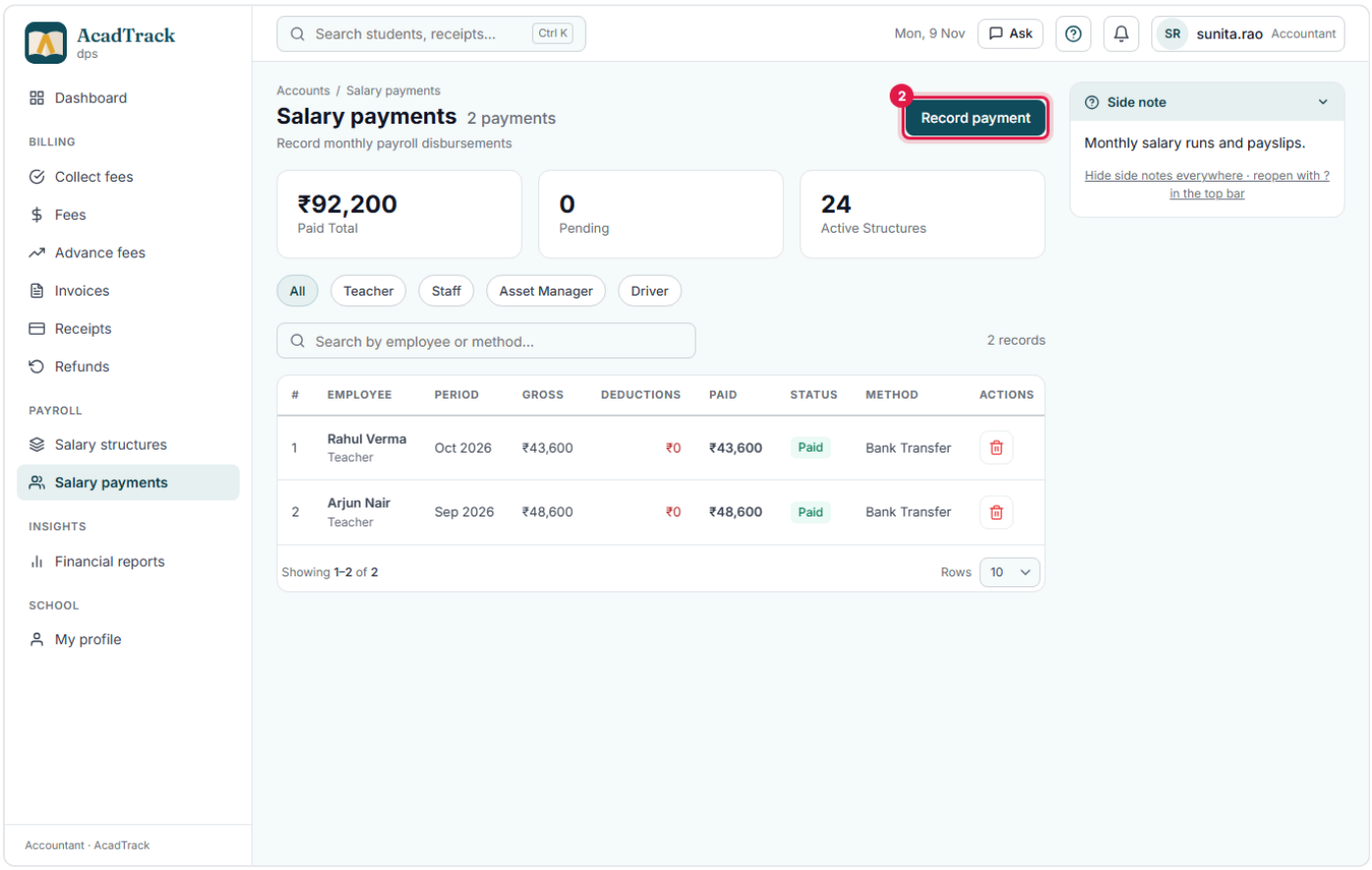
Pay a salary

> Record a month's salary against an employee's salary structure.

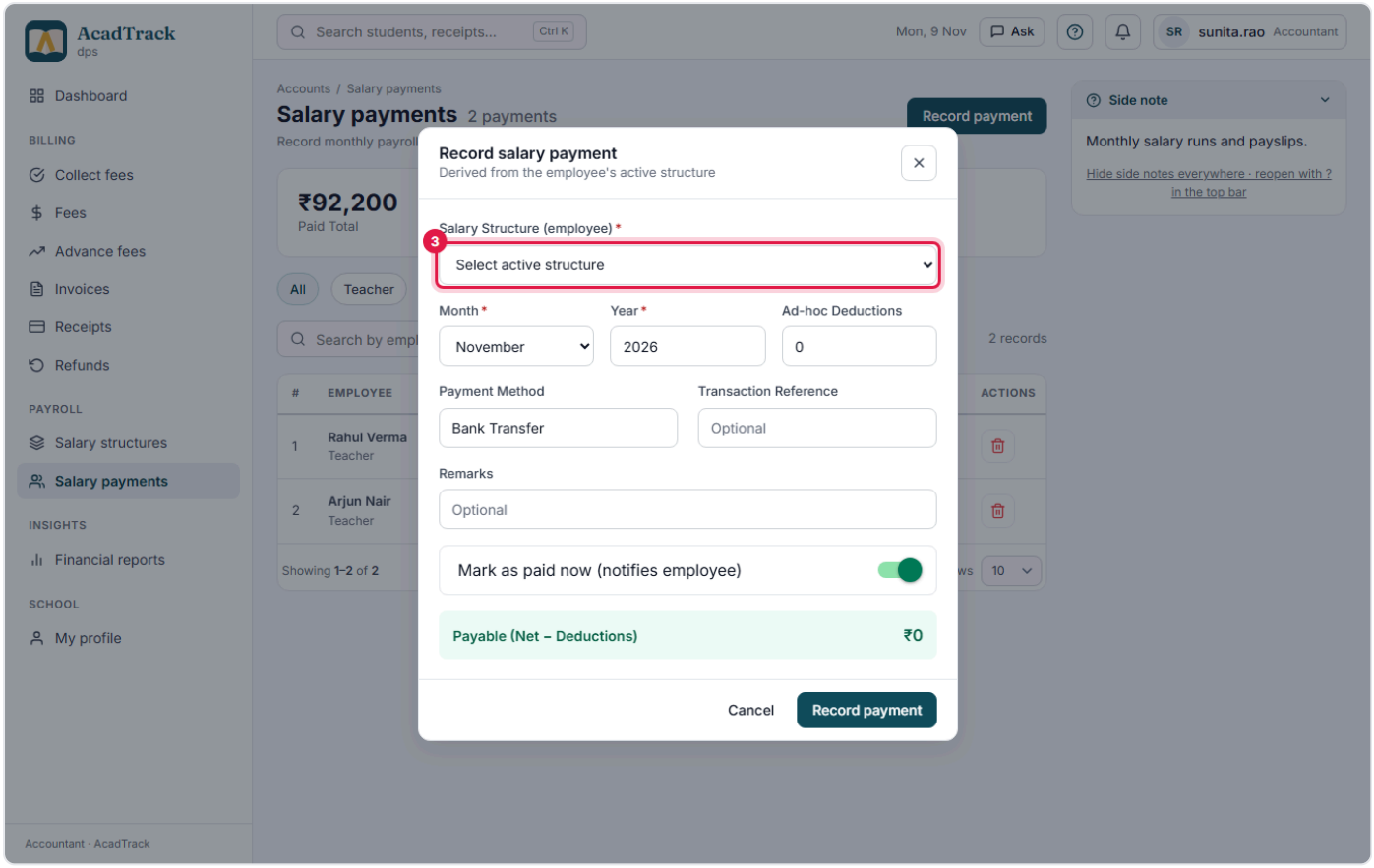
1. Salary structures hold basic pay, allowances and deductions for each teacher, staff member and driver. signed in as sunita.rao



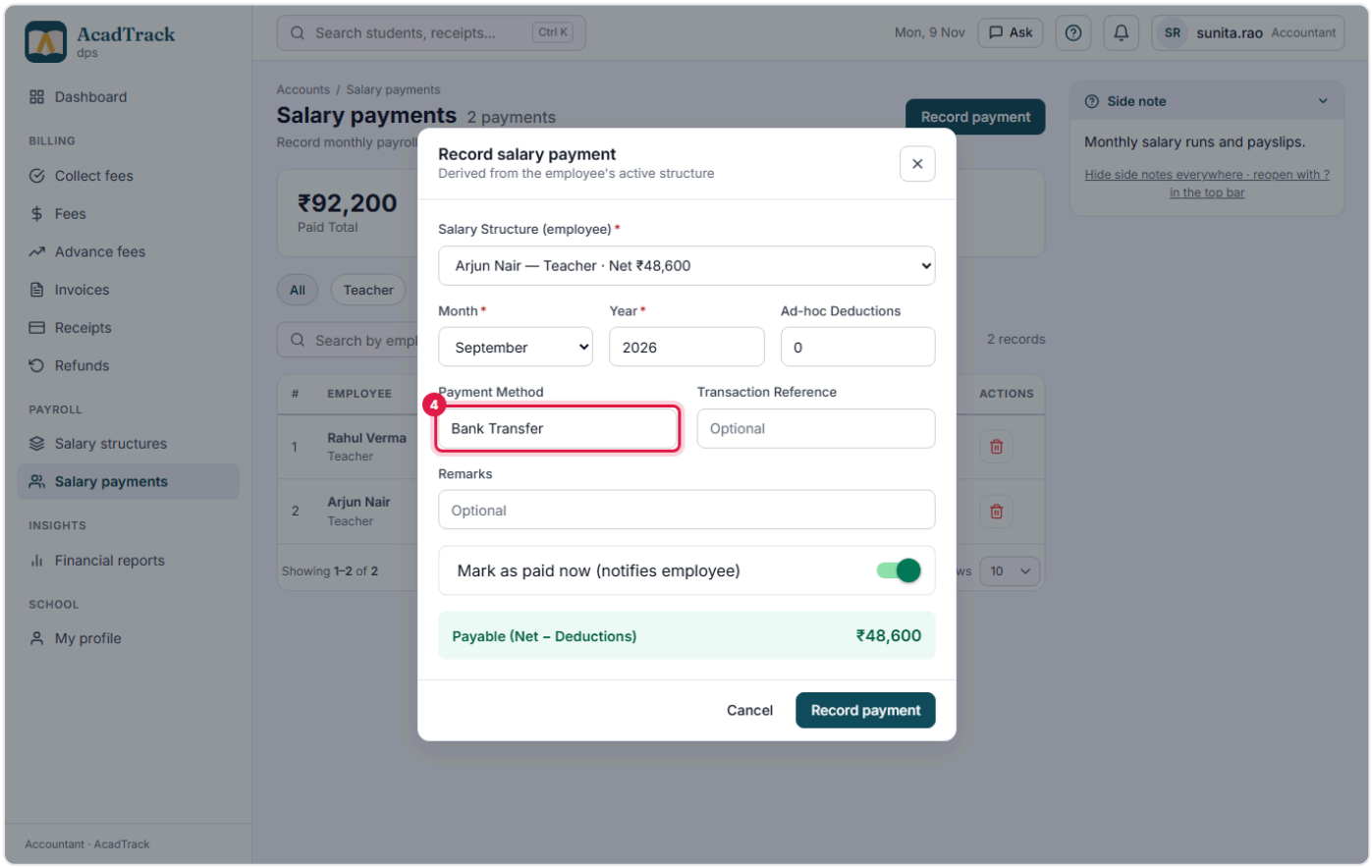
2. Salary payments: choose Record payment.



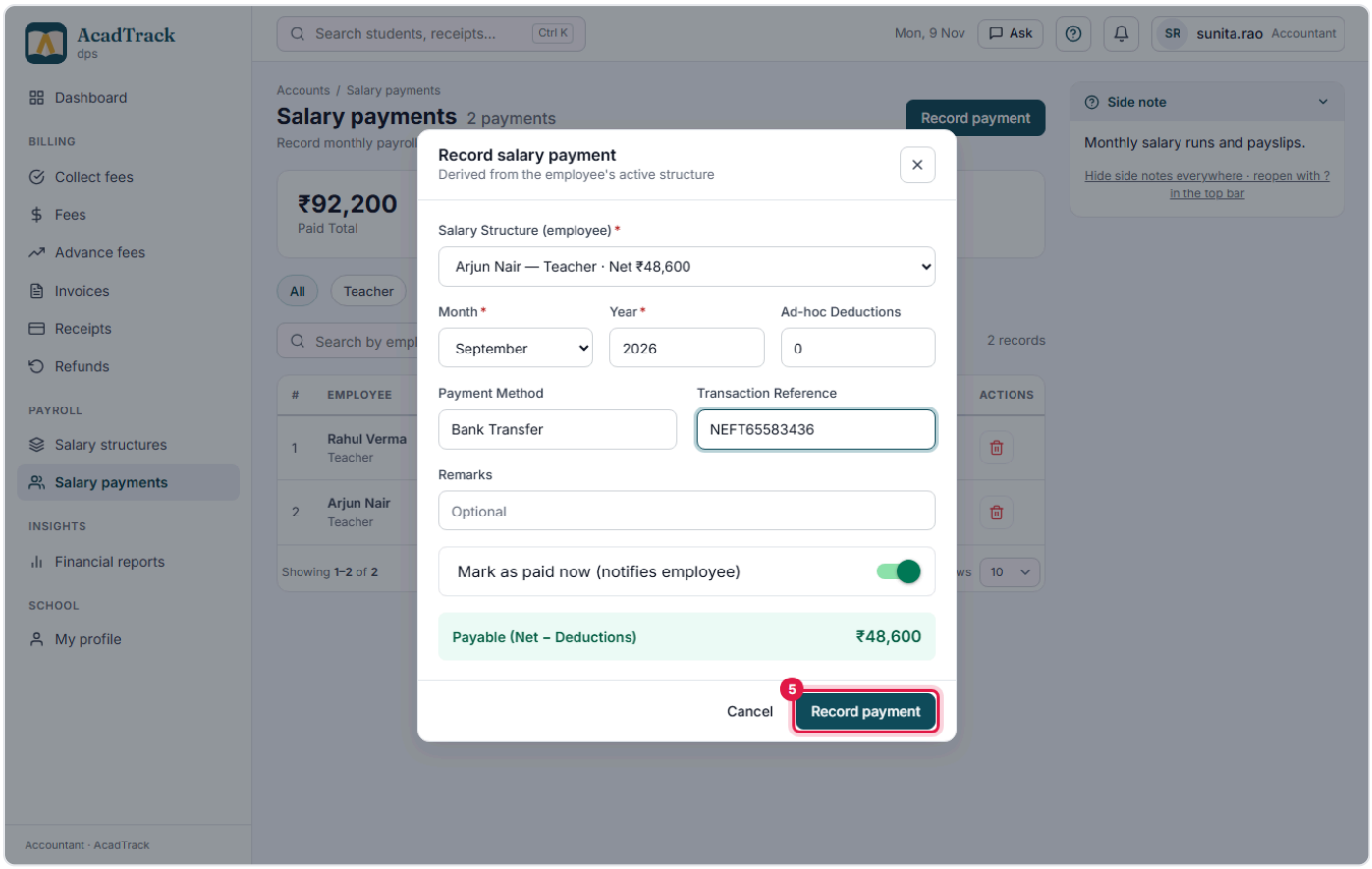
3 Pick the employee's structure, the month and year.



4 Add the method and reference, then Record payment.



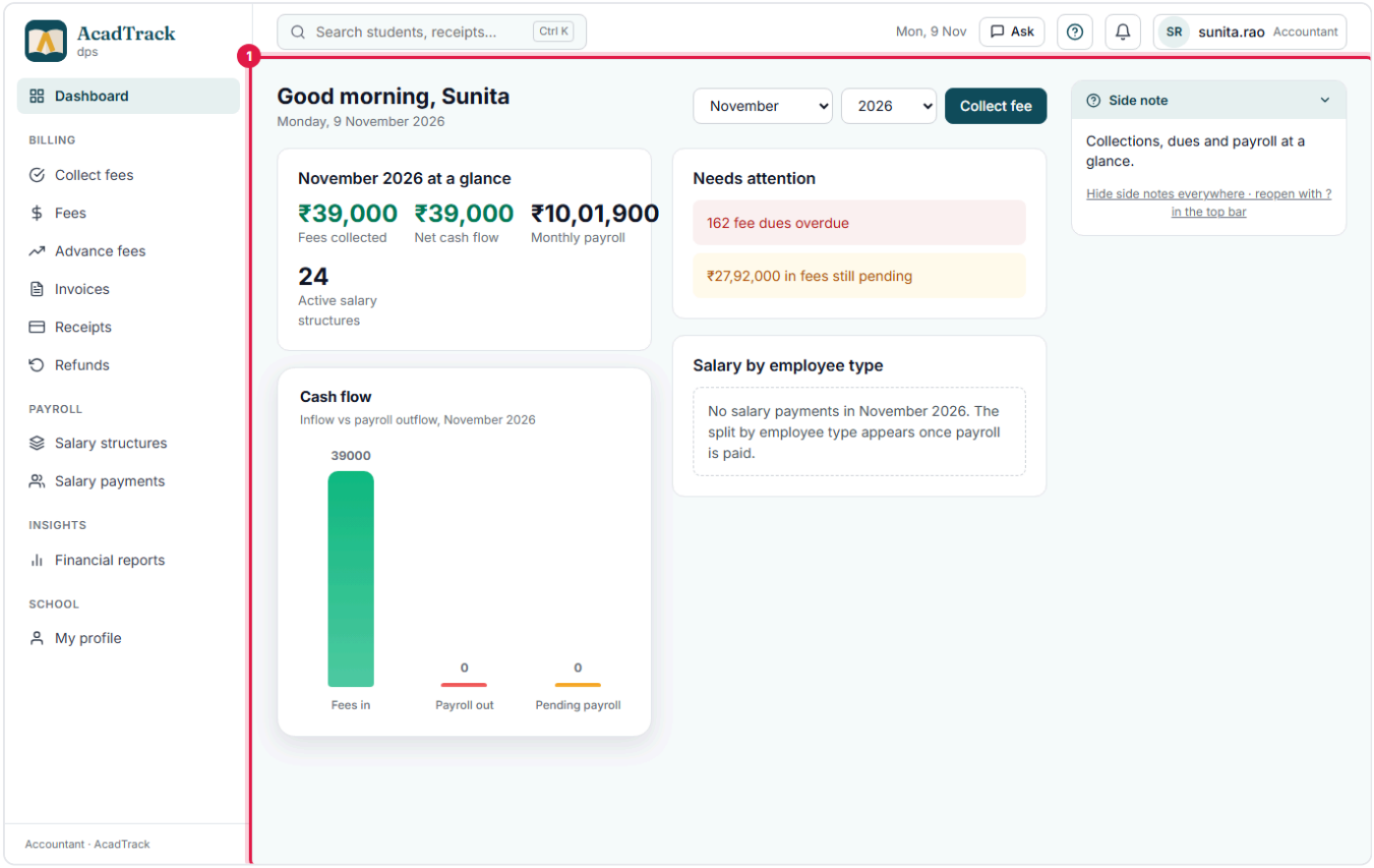
5 The payment is listed for the month.



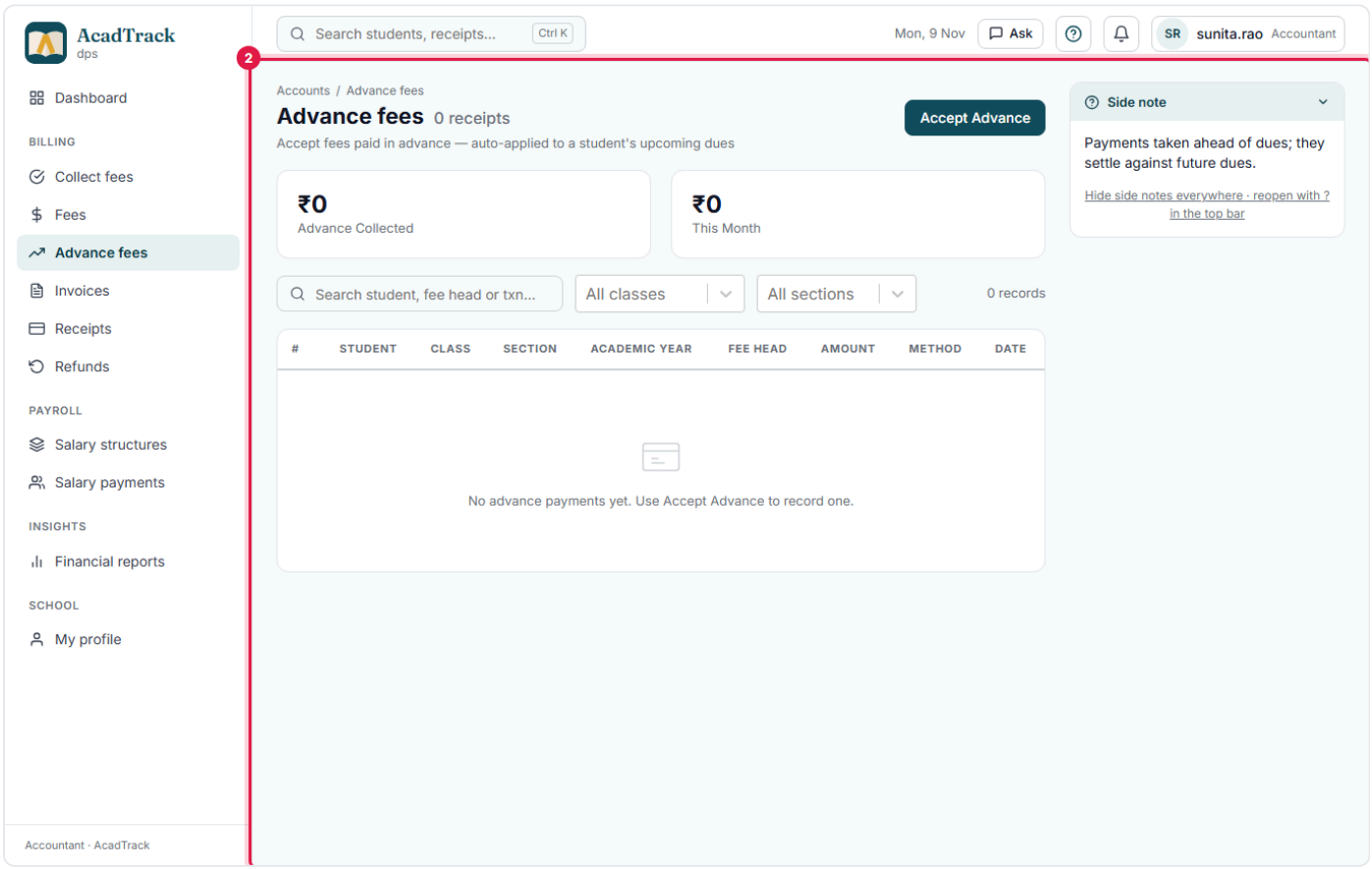
Read the financial reports

> Collections and dues over time.

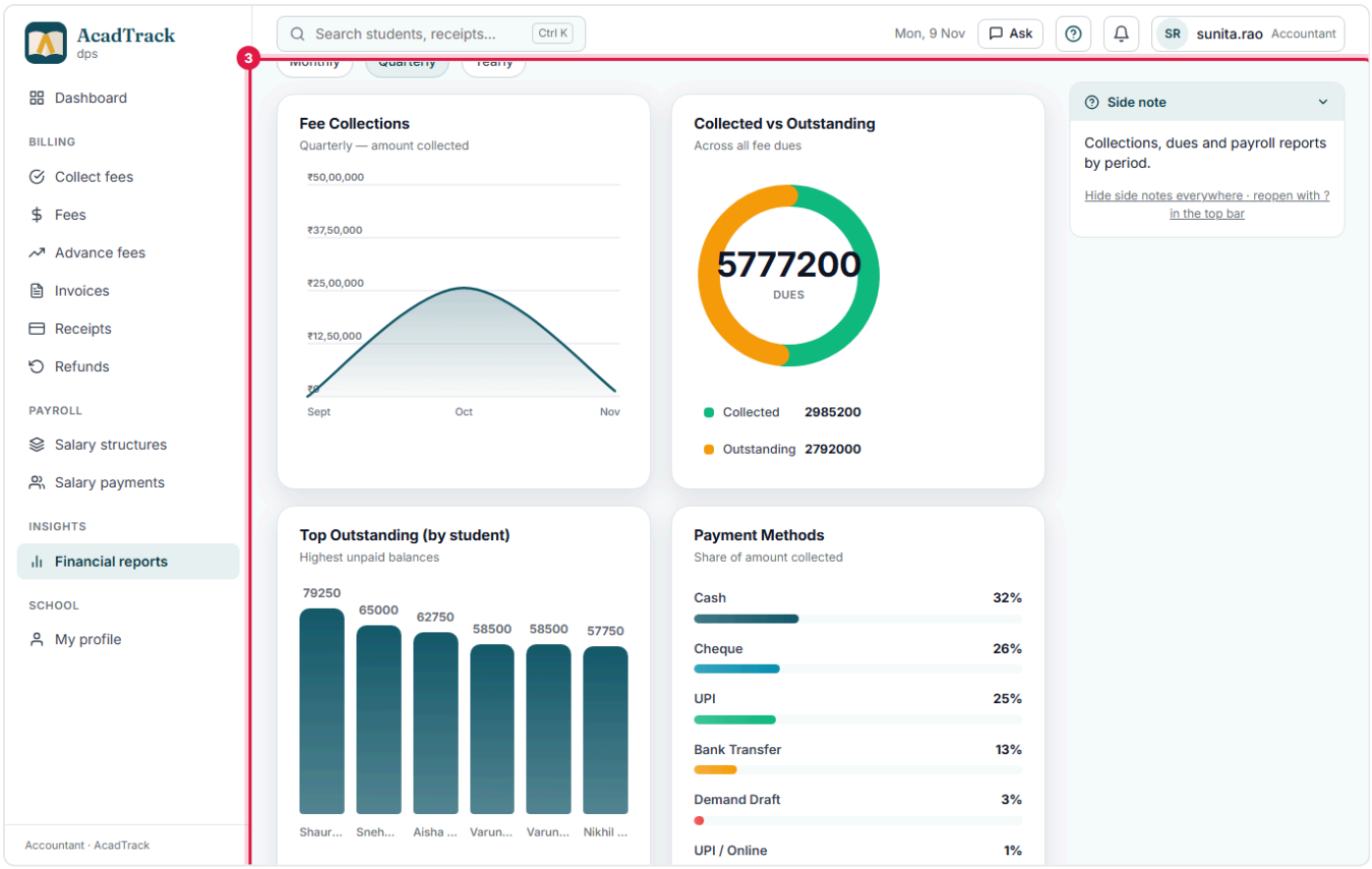
1 The accountant dashboard: collections, outstanding and today's receipts. signed in as sunita.rao



2 Advance fees: money paid ahead is held as credit and applied to the next dues automatically.



3 Financial reports: collections and dues by month, class and fee head.



End-to-end flows across roles

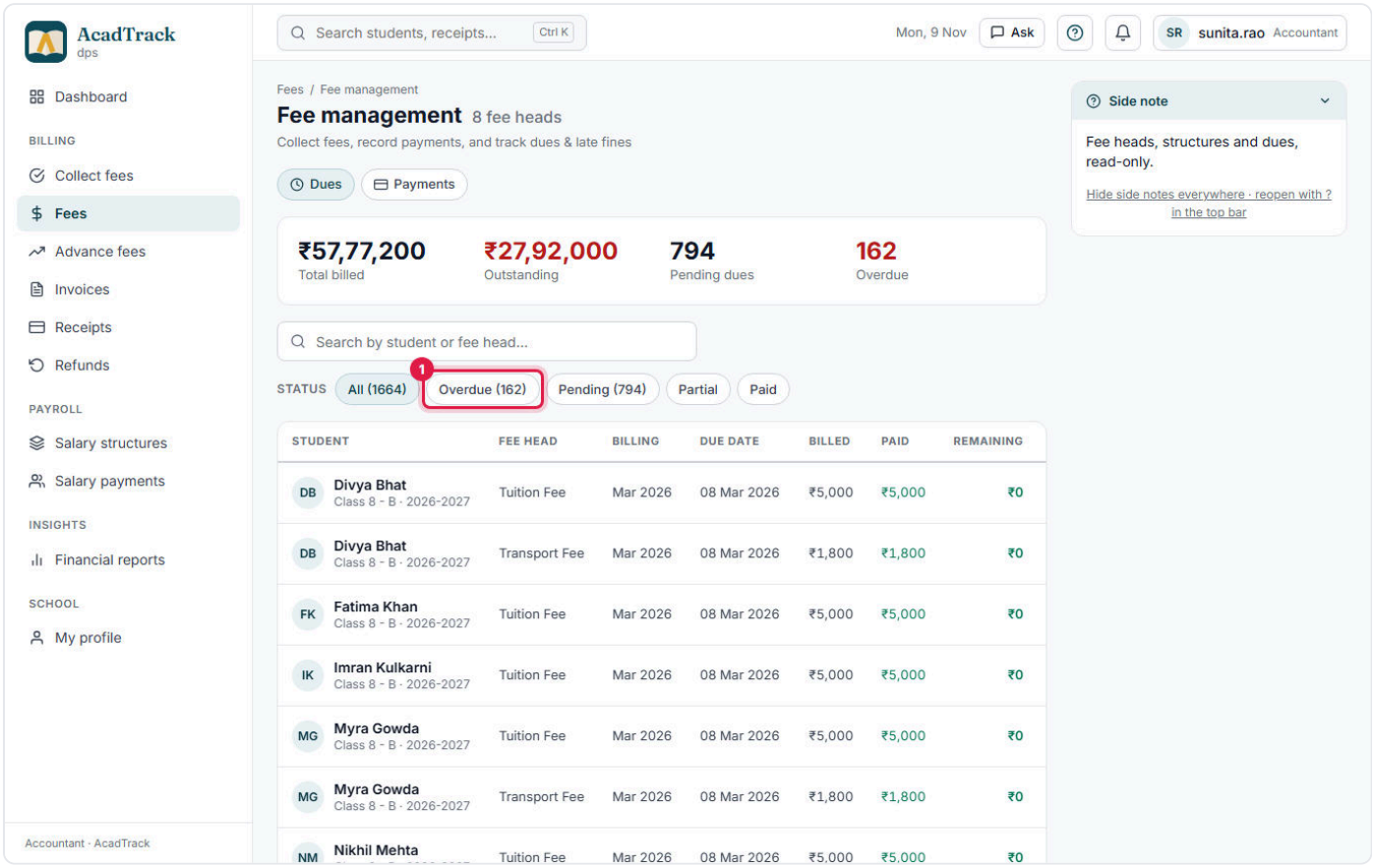
`several`

The same piece of work as it passes from one person to the next. Each flow runs on real records, in order.

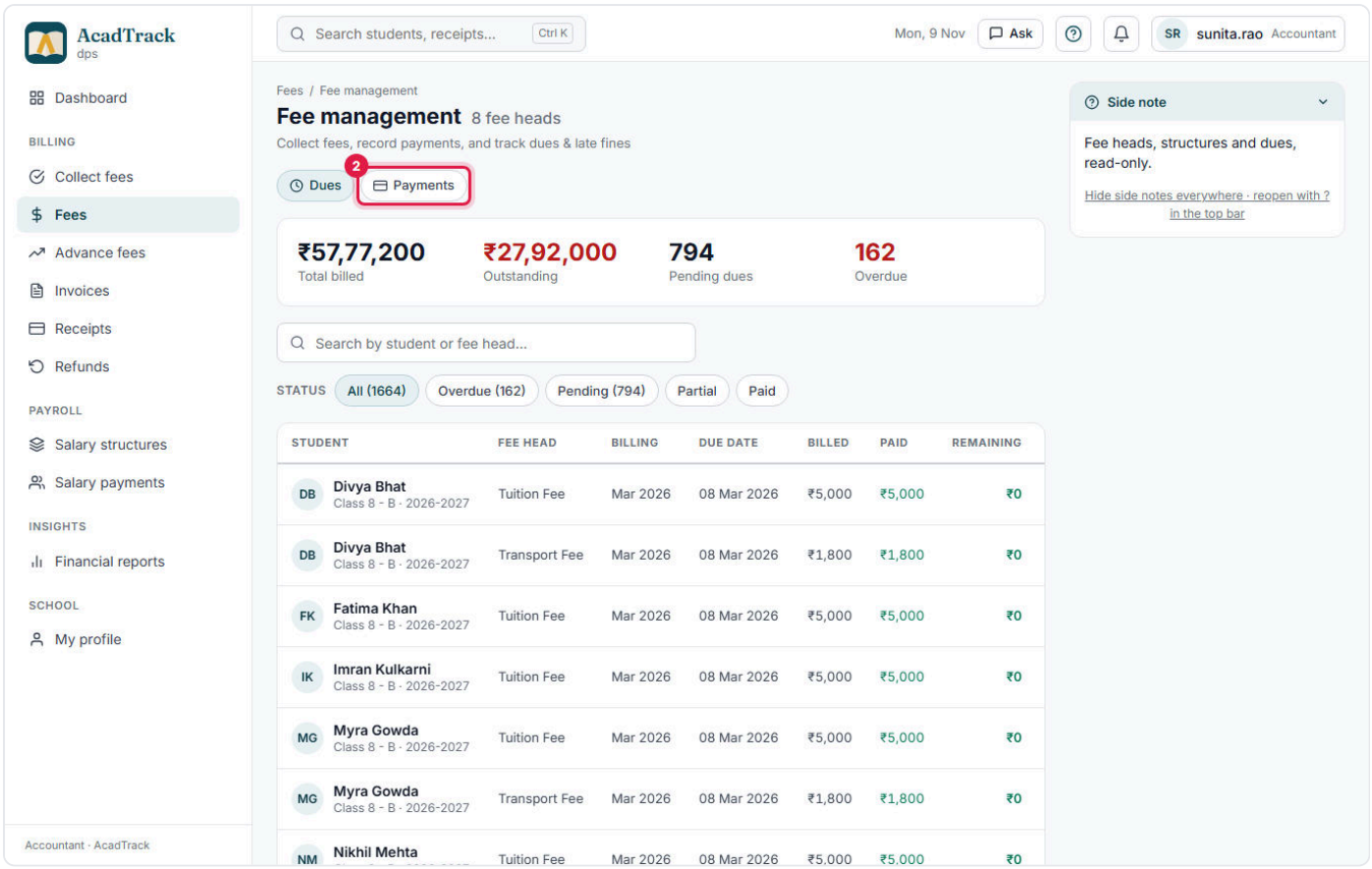
Fees: billed, paid, seen by the parent

> Dues are raised monthly; the office or accountant collects; the parent sees what is paid and due.

1 Accountant: Fee management lists every due with the fee head, month, amount billed, paid and remaining. signed in as sunita.rao



2 Payments shows every receipt with its method and reference.



3 Parent or student: Fees shows billed, paid and outstanding by month, with receipts. signed in as daniel.mehta.class6b0

