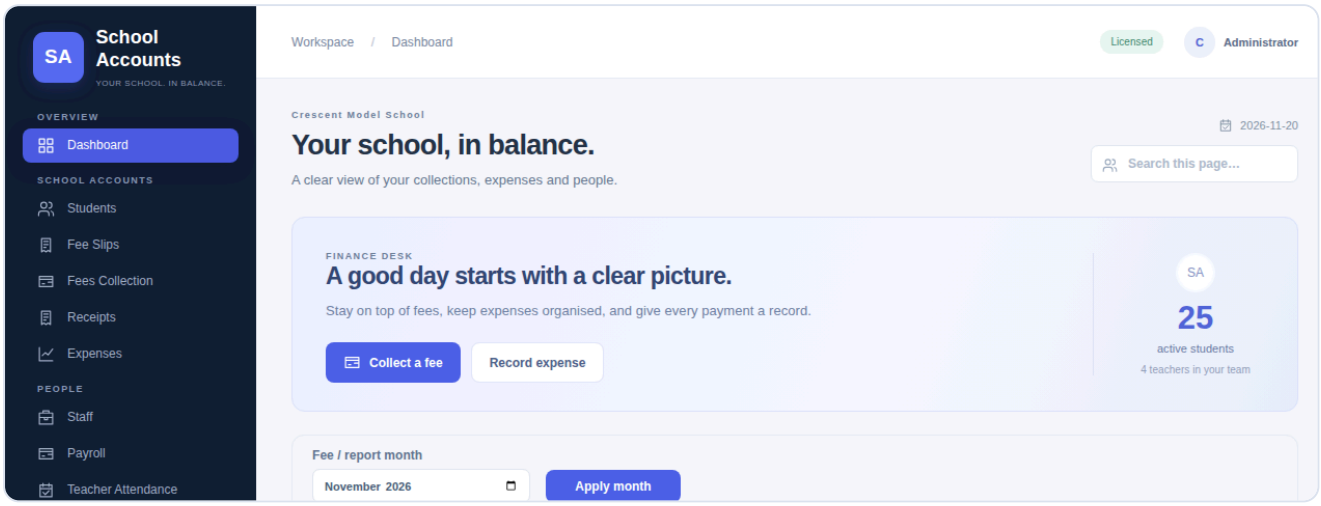
01 / OVERVIEW

School accounts, in one place.

A practical Windows desktop workspace for the school accounts office.



How it helps your school

Keep student fees, paid receipts, expenses, staff records and teacher attendance together. Spend less time searching registers and more time following up on the right records.

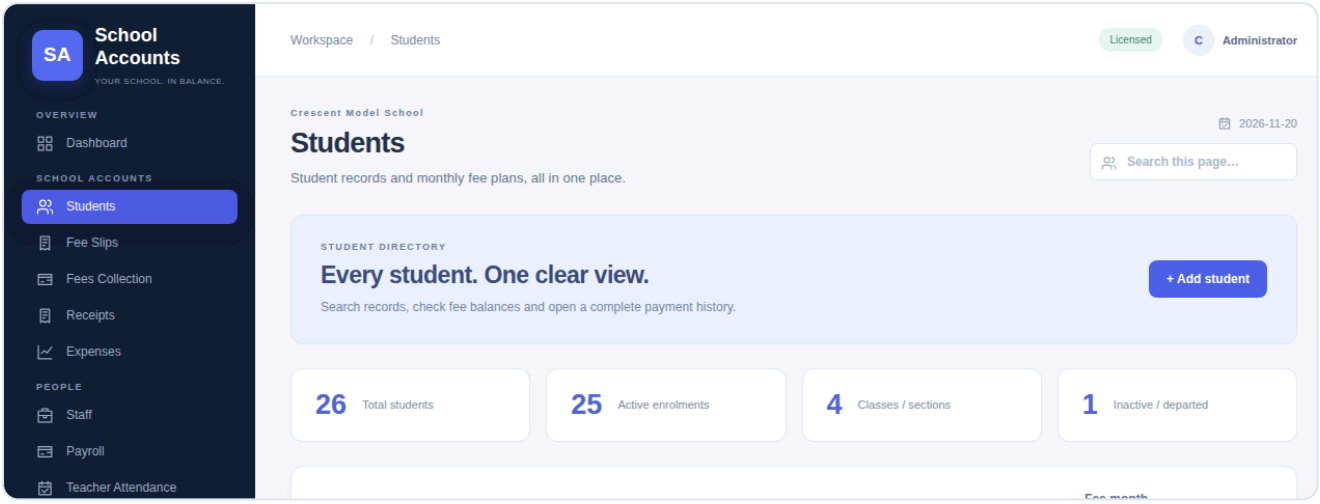
- **Clear collections:** see fees received and outstanding balances.
- **Consistent paperwork:** print itemised challans and numbered payment receipts.
- **Organised spending:** record expenses and staff salary payments.
- **Local daily work:** records stay on your computer, with backup options.

> This guide describes version 1.4.0. Screenshots contain fictional demonstration records.

02 / STUDENTS & FEES

Find students. Prepare clear bills.

One directory connects student details, billing and payment history.



Student directory

Search by name, roll number or contact. Filter by class, student status and fee status, then open a profile to see fee slips and receipt history.

Admission and monthly challans

Use fourteen fee particulars, including admission, tuition, transport, annual charges, examination and lab fees. Add remarks for transport and miscellaneous charges. Print school and student copies, or generate a whole class in one command. Existing active bills are reused to help avoid duplicates.

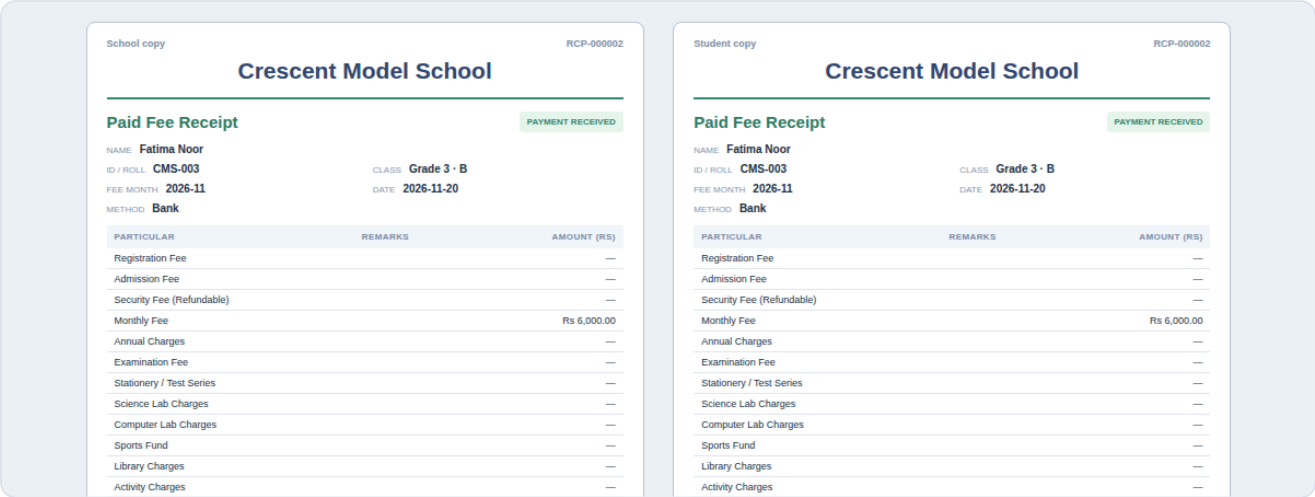
When a student leaves

Retain dues through the departure month and stop billing from the next month. Future payments must be resolved before departure is recorded.

03 / COLLECTION & FOLLOW-UP

Give every payment a record.

Track what was received and what remains due.



Fee collection and paid receipts

Record full or partial payments by cash, bank or online payment. Numbered receipts show the amount received and remaining balance, with copies for school and student.

Incorrect payments can be voided with a reason while retaining their history. Resolve payments before cancelling a billed invoice.

Defaulters follow-up

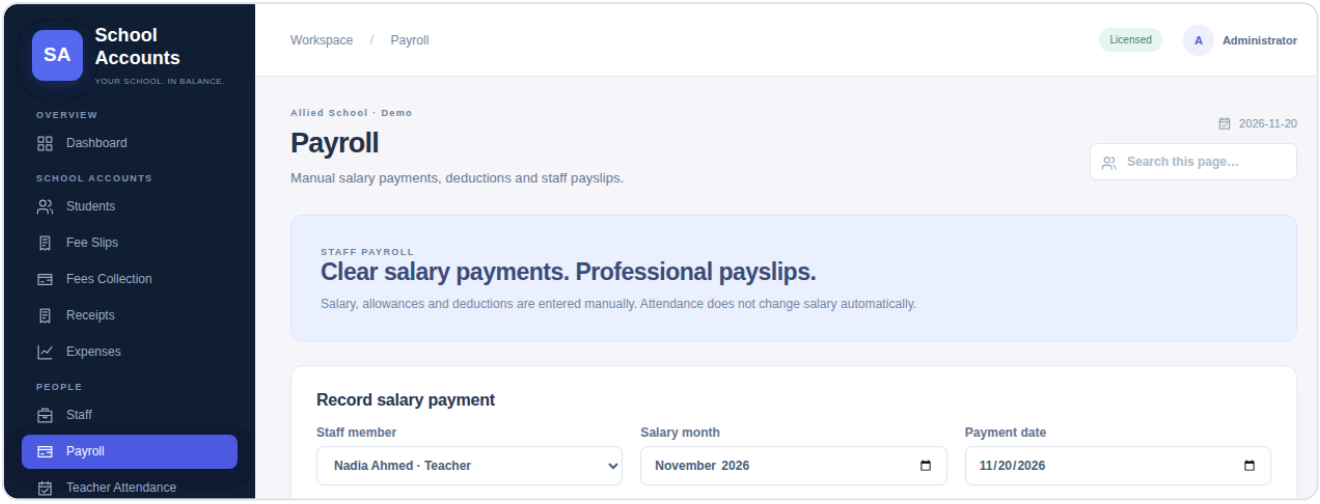
Choose a fee-month range to list outstanding balances and contact details. This helps the office follow up with the relevant families and fee periods.

> Recording a bank or online payment documents a payment received; it does not itself process a bank transfer.

04 / EXPENSES & STAFF

Keep spending and payroll organised.

A clearer record of everyday school outgoings.



Expenses and reports

Record stationery, cleaning, transport, rent, utilities, purchases and other spending by category. Monthly reports compare collections with expenses to show cash movement. This comparison is not a complete profit statement or a bank balance.

Staff and salary payments

Maintain staff roles, contact details, joining and leaving dates, subjects and salary plans. Enter salary, allowances and deductions manually. Each salary payment creates one linked expense and a printable payslip, helping prevent duplicate entries.

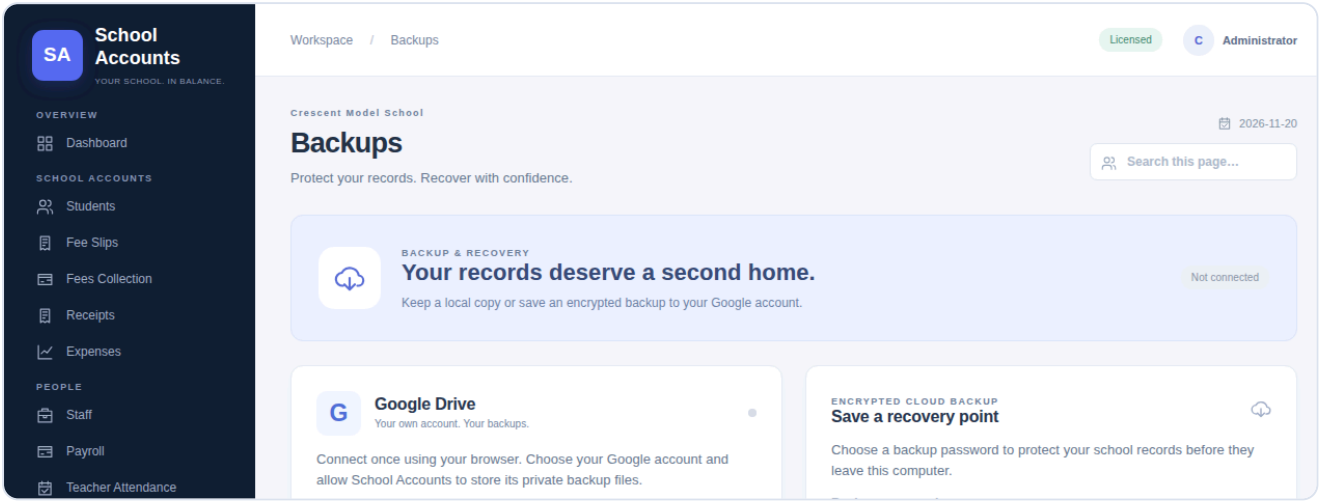
Teacher attendance

Maintain attendance records separately. Attendance does not automatically calculate salary deductions.

05 / BACKUP & GETTING STARTED

Download. Set up. Keep a backup.

Start with your school details and a routine for protecting records.



Backups

Keep a local database backup or connect your own Google account for manual, password-encrypted Google Drive backups. Store the backup password safely: restoring an encrypted backup requires it. Restore asks for confirmation and keeps a safety copy of current records.

Start using the Windows app

1. Open the download page below and download the Windows 64-bit ZIP.
2. Extract the entire ZIP. Open **School Accounts.exe** and keep bundled files together.
3. Create a local administrator account and enter school details.
4. Activate the SCH license in Settings, then add students, staff and fee plans.
5. Choose a backup routine and test a fee slip and paid receipt.

Official software download page
https://school-accounts-downloads.grpharma-raheel.workers.dev/

Internet is needed for online license verification and Google Drive. Signed authorization supports up to seven days offline, limited by subscription expiry. Native Windows launch, credential storage, physical printing and Google account connection require verification on the target computer.