



TRAINING HANDBOOK

School Accounts User Handbook

Fees, expenses, bank, store and reports for your school, on the website and the Android app. Written in plain words, so no accounting knowledge is needed.

School office

Record fees received, bills paid, bank deposits and store items.

Principal / owner

See cash, bank, dues and reports any time, even on the phone.

Trusts & groups

One login to see every school of the group together.

PRESENTED BY

Shubh Soft Solution



[shubhsoftsolution.com](https://account.shubhsoftsolution.in)



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How to use this handbook

New to the software? Read Part 1, then follow **2.4 First-day setup**. Office staff who only make entries need **2.8–2.11** and **Part 7**. Principals and owners who mostly use the phone can go straight to **Part 3**.

At a glance

✓ Ready on day one

Financial year, account groups, common ledgers, units and a Main Store are already created for you.

📄 Auto numbers

Every voucher gets its number by itself, like RCT/2026-27/0001, and prints with your logo.

📦 Stock updates itself

Purchases add stock and sales reduce it, store by store, with GST.

📊 Reports in a click

Day Book to Balance Sheet. Every report prints or downloads for Excel.

PART 1

Getting started

School Accounts keeps your school's money and store records: fees, expenses, cash, bank, store items and all the reports, on the **website** and the **Android app** with the same login.

Plain words instead of accounting words

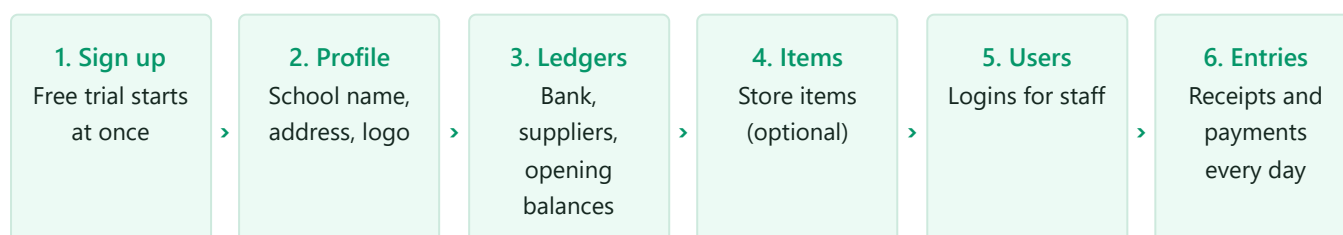
You don't need to know accounting. The software never uses words like "debit" or "credit". It uses these instead:

Word	Meaning	Example
Receives	Money or value comes into this account in the entry.	Fee received in cash: Cash receives ₹5,000.
Gives	Money or value goes out of this account in the entry.	The Fee income account gives ₹5,000.
To receive	The person or party owes the school .	A parent has ₹2,000 fee pending.
To pay	The school owes them .	The stationery supplier's bill is unpaid.
Available / Overdrawn	Money in cash or bank, or a bank balance below zero.	Bank: ₹1,20,000 available.
Earned / Spent	Total of an income head or expense head.	Electricity: ₹18,400 spent this year.

The one rule to remember

In every entry, the total of **Receives** must equal the total of **Gives**. The form shows the difference until it matches.

Your first day, step by step



PART 2

Website

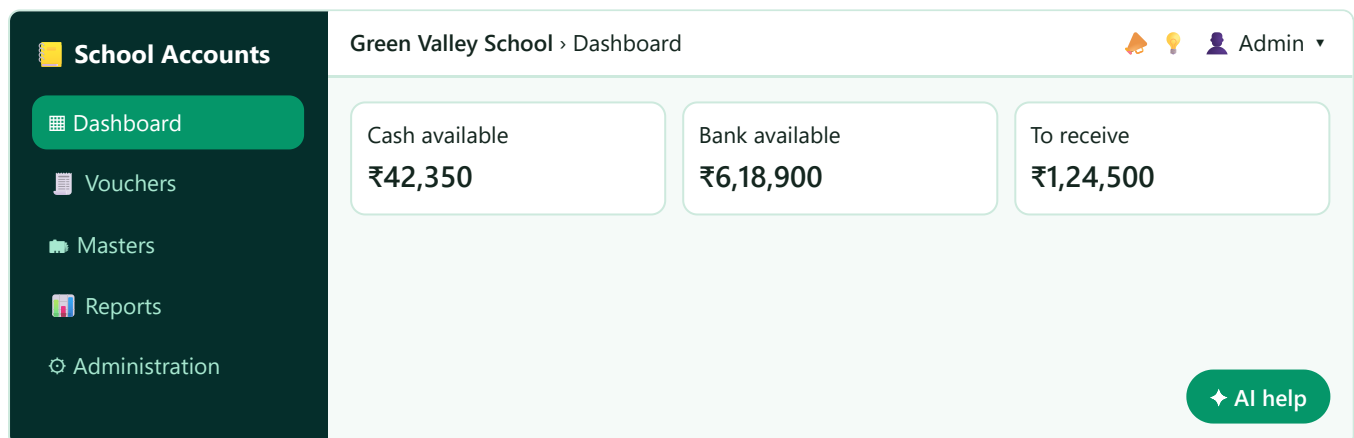
Open <https://account.shubhsoftsolution.in> in any browser on a computer, tablet or phone.

2.1 Free trial sign-up

- 1 Open account.shubhsoftsolution.in/signup, or click **Start Free Trial** on shubhsoftsolution.com.
- 2 Enter the **school name**, city and state, then **your name**, mobile number and email.
- 3 Choose a **user name** and **password**, accept the terms and submit.
- 4 Your school is created and you're signed in as its **School Admin**. The **15-day free trial** starts at once, and you don't need a card.

2.2 Signing in and the screen layout

Sign in with your **user name** and **password**. Every page has the same layout:



- **Left menu:** **Dashboard**; **Vouchers** (one entry for each type you're allowed to use); **Masters** (Account Groups, Ledgers, Items, Units & Stores); **Reports**; **Administration** (Users, Roles & Permissions, School Profile, Financial Years). You see only what your role allows.
- **Top bar:** **What's new** (updates from our team); **Suggestions** (send us ideas or problems); the **school name** (switch school); **AI help**; and your user menu (Change password, Switch school, Subscription, Sign out).
- During the trial, a banner shows the days left with a **Pay & activate** button.

2.3 Dashboard

The home page shows cash and bank available, total **to receive** and **to pay**, this month's income and spending, a chart of recent months, and the latest entries.

2.4 First-day setup

- 1 **Administration > School Profile:** check the school name, address, GSTIN, PAN and logo. These print on every voucher.
- 2 **Masters > Ledgers:** add your **bank accounts, suppliers, staff** and any income or expense heads you need, each with its **opening balance** (see 2.5).
- 3 **Masters > Items:** if you keep a store (books, uniform, stationery), add the items with their opening stock.
- 4 **Administration > Users:** create logins for the office staff and choose a role for each.
- 5 Start entering **Receipts** and **Payments**.

Your school already has the financial year (1 April – 31 March), a ready set of account groups, common ledgers (Cash, Bank, fee income, expenses...), units, a **Main Store** and item categories. You only add what is special to your school.

2.5 Ledgers

A **ledger** is one account: a person, a party, a bank, an income head or an expense head. Open **Masters > Ledgers** and click **New ledger**.

Field	What to enter
Name	For example "State Bank – 1234", "Sharma Stationers", "Electricity".
Group	Where it appears in reports, for example Bank Accounts, Sundry Creditors (suppliers), Sundry Debtors (parents, buyers), Indirect Expenses, Fee Income.
Type	General, Cash, Bank, Customer (student, parent, buyer), Supplier (vendor), Employee, Tax, Sales or Purchase.
Opening balance and Balance is	The amount on the day you start, and whether it is To receive / we have (they owe us, or money we hold) or To pay (we owe them).
Bank details	For banks: bank name, account number and IFSC.
Party details	For parties: contact person, phone, GSTIN and PAN.

- Click **Statement** on a ledger to see all its entries with a running balance.
- A ledger that has entries can't be deleted. Make it **inactive** instead.
- If your school uses our **School ERP**, students and staff appear as ledgers automatically.

2.6 Account groups

Groups arrange ledgers in the Profit & Loss and Balance Sheet. Each group sits **under** a parent group, and the top groups are assets, liabilities, income or expenses. **Most schools never need to change these.**

2.7 Items and stores

- **Masters > Items:** name, category, unit, HSN code, **GST %**, purchase rate, sale rate, **reorder level**, and opening quantity and rate in a store.
- **Masters > Units & Stores:** units (Nos, Pcs, Box, Set, Packet, Kg, Litre) and stores or godowns (Main Store, Library, Lab...).
- Stock **goes up** with a Purchase or a Sales Return, and **goes down** with a Sale or a Purchase Return. You never adjust stock by hand.

2.8 Vouchers: which one to use

Every money or stock event is one **voucher** (entry). Choose the type from the **Vouchers** menu:

Voucher	Use it when...	Example
Receipt	Money comes in	Fee received, donation, other income
Payment	Money goes out	Salary, electricity bill, paying a vendor
Contra	Money moves between cash and bank	Cash deposited in the bank, cash withdrawn
Journal	An adjustment with no cash or bank	Fees due, depreciation, correcting a mistake
Sales	Store items are sold (stock goes down)	Books or uniform sold to parents
Purchase	Items are bought for the store (stock goes up)	Notebooks bought from a supplier
Sales Return / Purchase Return	Goods come back, or go back to the supplier	A parent returns a wrong-size uniform

2.9 Making a voucher

- 1 Open **Vouchers > Receipt** (or another type) and click **New Receipt**.
- 2 Enter the **date**, and a **Ref** or **Ref. date** if there is one (cheque or UTR number, bill number).
- 3 For each line, choose the **Ledger** and type the amount under **Receives** or **Gives**. Add a line narration if needed.
- 4 Make sure the Receives and Gives totals match. The form shows any difference.
- 5 Write the **Narration** (what the entry is for), then click **Save**, or **Save & new** to enter the next one.

Easy rule for Receipt and Payment

Receipt: Cash or Bank **receives**, and the income or party ledger **gives**.

Payment: the expense or party ledger **receives**, and Cash or Bank **gives**.

What happened	Voucher	Receives	Gives
Term fee ₹5,000 received in cash	Receipt	Cash ₹5,000	Tuition Fee ₹5,000
Electricity bill ₹3,200 paid from the bank	Payment	Electricity ₹3,200	Bank ₹3,200
₹20,000 cash deposited in the bank	Contra	Bank ₹20,000	Cash ₹20,000

Supplier Sharma Stationers paid ₹8,000 by cheque	Payment	Sharma Stationers ₹8,000	Bank ₹8,000
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2.10 Sales and purchase with items

- 1 Choose the **party** (supplier or buyer). For a cash sale, leave it as — **Select (or Cash)** —.
- 2 Add each **Item**, then its **Store**, **Qty**, **Rate**, **Disc %** and **GST %**. The amounts and GST are calculated for you.
- 3 Tick **Round off** if you want, then save. Stock and accounts update together.

2.11 Edit, print and cancel

- Open a voucher from its list to view it. **Edit** changes it, if its financial year isn't locked and your role allows editing.
- **Print** prints it with your school name, logo and the amount in words.
- **Cancel voucher** asks for a **reason**. The voucher stays in the list, marked cancelled, so its number isn't lost, but it no longer counts in any report.

2.12 Reports

Open **Reports > All reports**. Choose a date range. Every report can be **printed** or **downloaded for Excel**.

Report	Shows
Day Book	All entries for a day or period
Ledger Statement	Any one account with a running balance
Cash Book / Bank Book	Every cash or bank entry with the balance after each
Trial Balance	Opening, period total and closing balance of every ledger
Profit & Loss	Income and spending for a period: surplus or deficit
Balance Sheet	What the school owns and owes on a date
Receivables / Payables	Who owes the school (to receive), and whom the school owes (to pay)
Stock Summary / Item Movement	Opening, in, out, closing and value of items; every in and out of one item

2.13 Financial years

- The year runs from **1 April to 31 March**. Before April, open **Administration > Financial Years**, add the next year and click **Make active** when it starts.

- Lock a year once it has been audited, so nobody can change it by mistake.

2.14 Users and roles

Ready role	What it can do (you can change this or make your own role)
School Admin	Everything for the school: setup, users, all entries, all reports.
Accountant	Makes and edits entries, manages ledgers, sees reports.
Store Keeper	Items, stores, purchases and sales of store items, stock reports.
Viewer	Only looks at entries and reports. Good for the principal or an auditor.

- **Administration > Users:** add logins and choose a role. A person can belong to several schools, with a different role in each. Reset a forgotten password here.
- **Roles & Permissions:** use the ready roles (School Admin, Accountant, Store Keeper, Viewer), or make your own and tick exactly what it may do: which voucher types, whether it can edit or cancel, masters, reports and users.
- Change your own password from your user menu > **Change password**.

2.15 Subscription and payment

- Open your user menu > **Subscription**, or click **Pay & activate** on the banner.
- Pay online for **6 months** or **12 months** by **UPI, card, net banking or wallet** (Razorpay). Your account is activated at once.
- **Paying early doesn't cut your trial.** The paid period starts after the trial ends.
- Prefer a cheque or bank transfer? Send **Request activation** with a message, and our team activates it.

When the trial or plan ends

You can still sign in, but you see only the Subscription page until you pay or the account is activated.
All your entries and records stay safe.

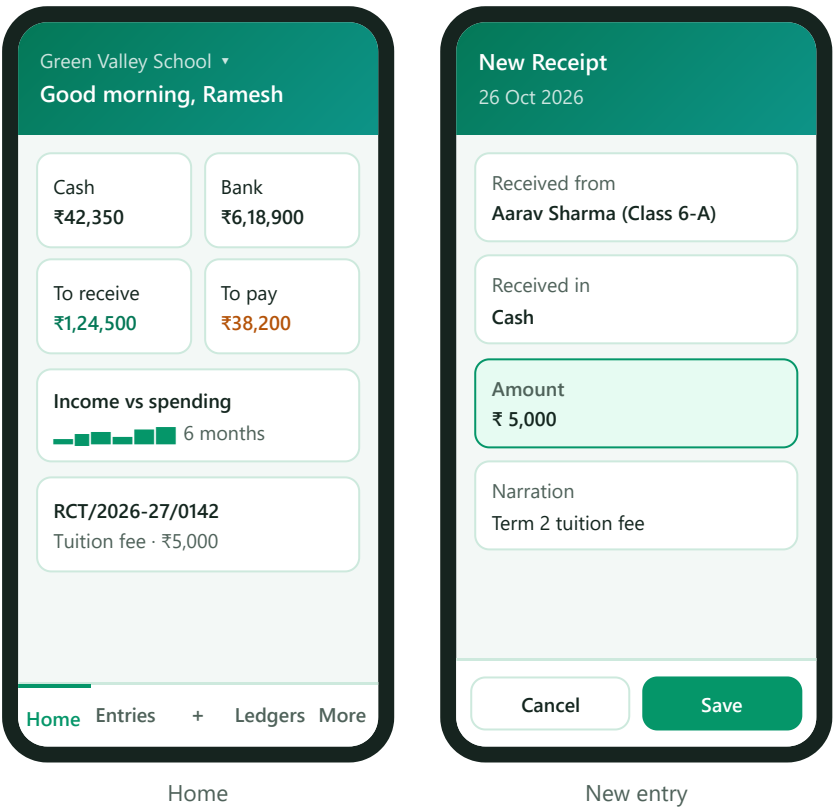
2.16 AI help, suggestions and what's new

- **AI help:** ask "how do I..." in English or Hindi and get step-by-step answers.
-  **Suggestions:** send an Idea, Problem, Question or Other. Our reply and the status (New, Planned, Done, Closed) appear on the same page, and a number on the icon shows new replies.
-  **What's new:** new features and notices from our team.

PART 3

Android app

Install **School Accounts** from the Play Store. Sign in with the **same user name and password** as the website. Everything you enter shows up on the website at once, and the other way round. Like the website, the app shows only the screens your role allows.



Tab	What it does
Home	Cash, bank, to receive and to pay, quick actions, a 6-month income vs spending chart, this month, and recent entries. Tap the school name to switch school.
Entries	All entries, with filters by type and a search. Open one to see its details, or cancel it with a reason.
New entry (+)	Receipt, Payment, Contra in simple fields: <i>Received from, Paid to, Amount</i> . Journal with <i>Receives and Gives</i> lines. Sales and Purchase with items, GST and round-off. Search boxes find a student among hundreds in a second.
Ledgers	Search accounts, students and staff. Filter by Students, Staff, Cash & bank or Parties. Open a statement with its running balance.
Reports	To receive, To pay (tap a number to call that person), and the Day Book for the last 7 days.
More	Switch school, all-schools summary (for groups), usage & activity, Sync students & staff from the school ERP, change password, sign out.

PART 4

Trusts and groups with many schools

If your trust or group runs several schools, each school's accounts stay completely separate, and one **group admin** login can see all of them.

- **Switch school:** click the school name in the top bar (or in the app on Home or More) to move between schools.
- **All schools summary:** cash, bank, to receive and to pay for every school, plus the group total, on one page and in the app.
- **Usage & activity:** see who is using the software, working hours and entries made, by school and by user, with charts.
- A staff member who works for two schools uses **one login**, with a different role in each school if needed.

To add another school to your group, contact us. Group admins can view and switch all their schools but don't add new ones themselves.

Linked with our School ERP

Schools that also use **Shubh Soft School ERP** get their students and staff in School Accounts automatically, as ledgers. New admissions appear by themselves. To fetch them right away, use **Sync students & staff** under More in the app.

PART 5

Daily, monthly and year-end checklist

Every day

- Enter every fee received as a **Receipt**
- Enter every bill or salary paid as a **Payment**
- Record cash deposited in the bank as a **Contra**
- Check the **Day Book** before closing
- Match the **Cash Book** balance with cash in hand

Every month

- Match the **Bank Book** with the bank passbook or statement
- Look at **Receivables** and follow up dues
- Clear **Payables** that are due
- Check the **Stock Summary** for items below their reorder level

Before 1 April

- Add the new financial year
- On 1 April, click **Make active**
- Print the Trial Balance, Profit & Loss and Balance Sheet for the old year

After the audit

- **Lock** the audited year
- Review users and roles; disable staff who have left
- Renew your subscription in time

PART 6

Troubleshooting and common questions

Problem	Solution
"Totals do not match" when saving	The Receives total and the Gives total must be equal. Check the amounts on each line.
I can't edit an old voucher	Its financial year is locked, or your role can't edit. Ask your School Admin.
"Stock not enough"	That store doesn't have the quantity. Check the Stock Summary, or choose the right store.
A menu or voucher type is missing	Your role doesn't have that permission. Ask your School Admin to tick it in Roles & Permissions.
I entered a wrong voucher	Edit it. If it shouldn't exist at all, use Cancel voucher with a reason. It's kept for the record but no longer counts.
I can't delete a ledger	It has entries. Make it inactive instead.
Forgot password	Your School Admin can reset it from Administration > Users.
A new student doesn't appear	ERP schools: tap Sync students & staff in the app (More). Other schools: add the student as a ledger.
"Your free trial has ended"	Pay on the Subscription page, or send Request activation . Your data is safe.
Paid, but the account isn't active	Wait a few minutes and refresh. If it's still locked, call us with the payment reference.
Can I use it on the phone and computer together?	Yes. Same login, same data, updated instantly on both.
Is my data safe?	Each school's data is kept separate on a secure cloud server. Nothing is deleted when a plan ends.

PART 7

Quick reference: everyday entries

Keep this page near the office computer.

What happened	Voucher	Receives	Gives
Fee received in cash	Receipt	Cash	Fee head (e.g. Tuition Fee)
Fee received by UPI or in the bank	Receipt	Bank	Fee head
Donation received	Receipt	Cash / Bank	Donations
Salary paid	Payment	Salary	Bank
Electricity, phone or internet bill paid	Payment	Expense head	Cash / Bank
Supplier paid	Payment	Supplier	Cash / Bank
Cash deposited in the bank	Contra	Bank	Cash
Cash withdrawn from the bank	Contra	Cash	Bank
Notebooks bought on credit	Purchase	Choose the supplier and add the items. Stock goes up, and the supplier shows as to pay .	
Uniform sold for cash	Sales	Leave the party as Cash and add the items. Stock goes down.	
Fee due recorded before it is paid	Journal	Student / parent	Fee head

NEED HELP?

We're here for you

Use **AI help** inside the software for instant how-to answers, or contact the Shubh Soft Solution team for training, setup and support.



WEBSITE

shubhsoftsolution.com



CALL US

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