Akshar Manual for the Accountant

30 Oct 2026 · @Teclusion

Collect fees with instant receipts, record income and expenses, keep the cash book and pay salaries.

What you need

- An Android phone or a Windows computer.
- The Google account (Gmail) your Correspondent added for you.
- Your own 4-digit PIN, which you create the first time.

Where to get the app

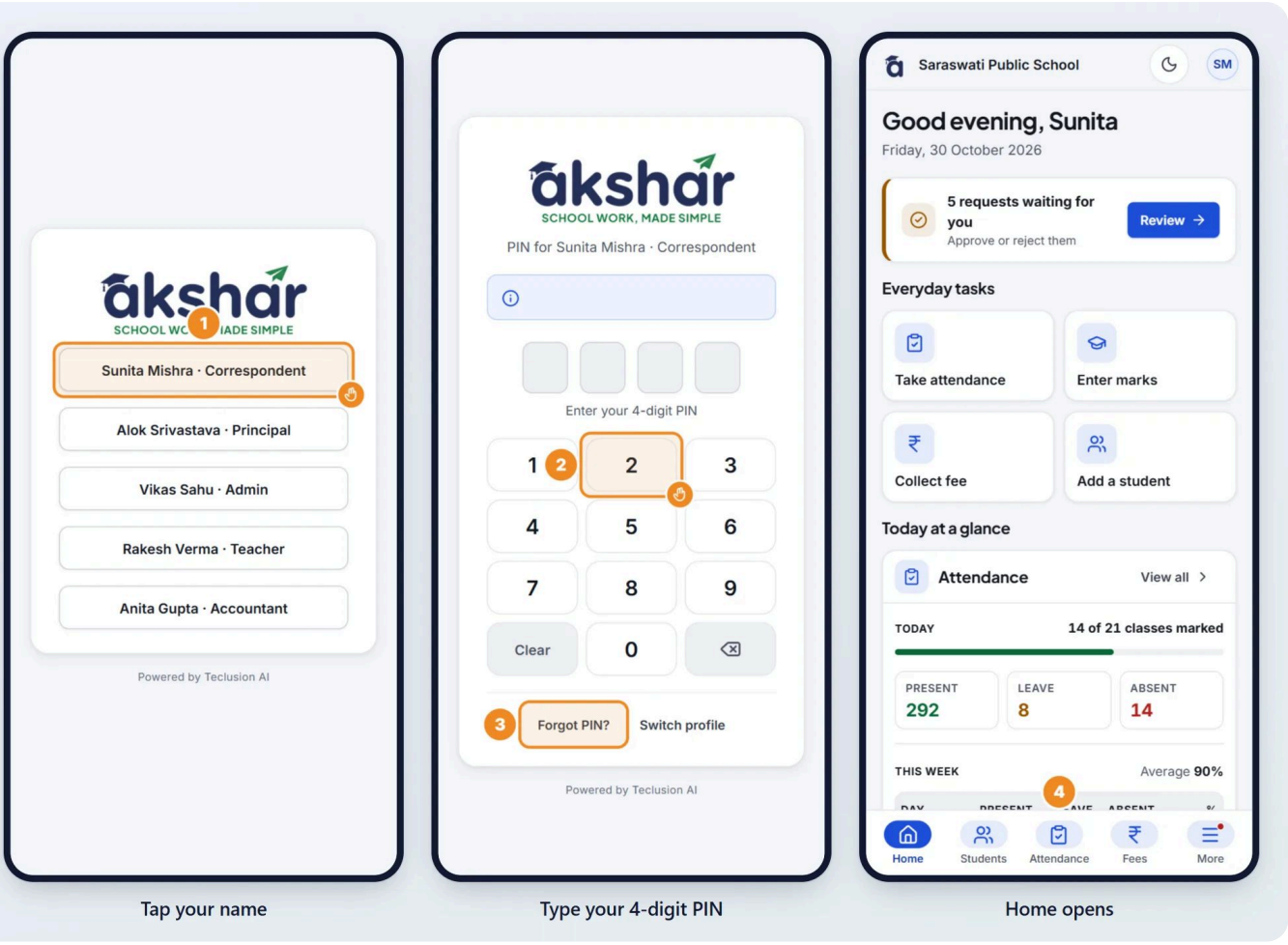
- **Correspondent**: Akshar Principal app for Windows or Android.
- **Staff**: Akshar Staff app from the Google Play Store, or for Windows.
- Download links are on the Akshar website.

How to read this guide

- Each step has a picture of the screen.
- The **orange numbers** on the picture match the numbered instructions below it.
- Tap a picture to zoom in.

Step 1: Open Akshar and sign in

Every person has their own profile and a 4-digit PIN. No internet is needed to open the app.



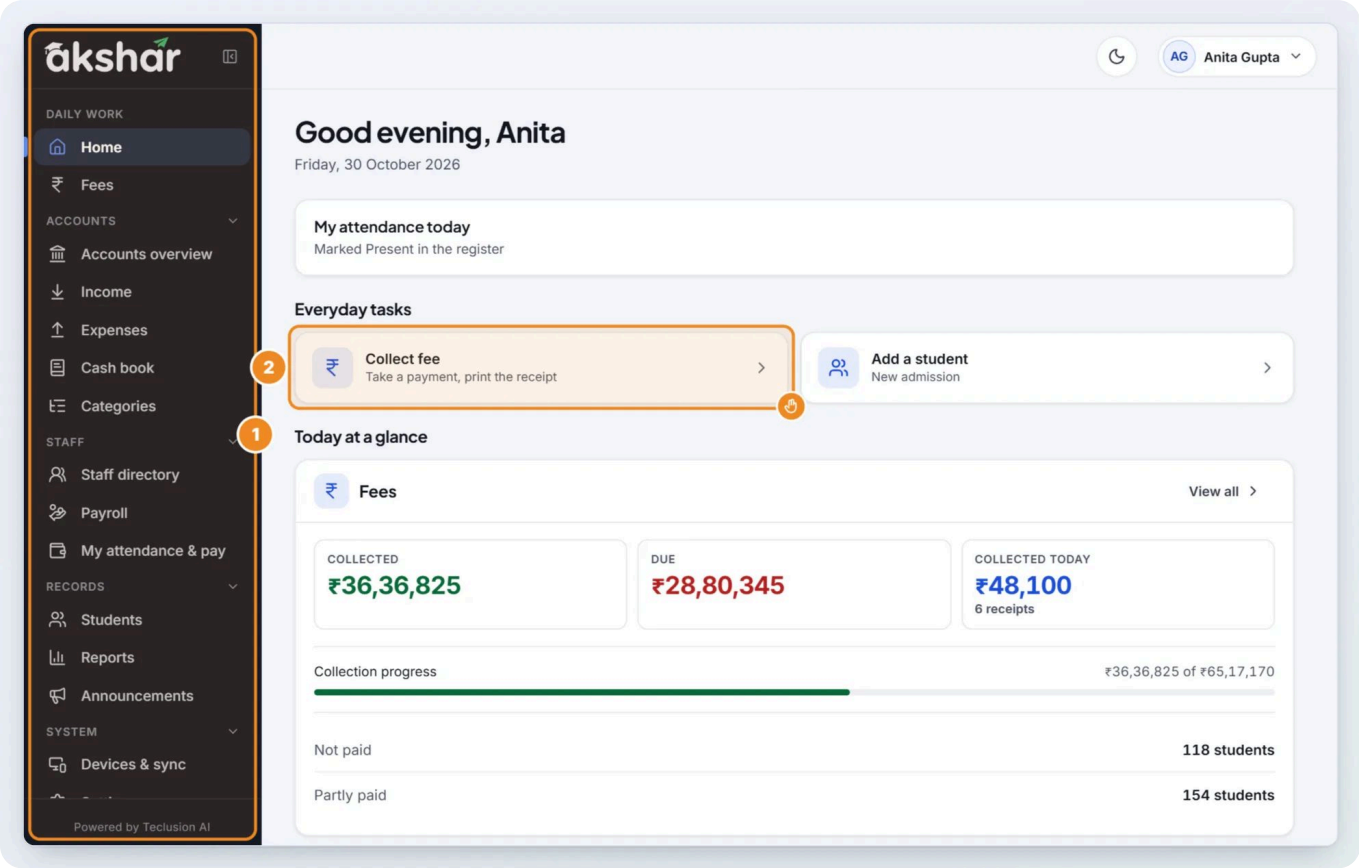
Tap your name | Type your 4-digit PIN | Home opens

1. Open Akshar and tap **your name**.
2. Type your **4-digit PIN** on the keypad. The very first time, Akshar asks you to create a PIN: type it twice and tap **Save and open**.
3. Forgot it? Tap **Forgot PIN?**, sign in with the Google account your profile was set up with, and set a new PIN.
4. **Home** opens. On a phone, the tabs at the bottom take you to your main screens.

Tip: Avoid easy PINs like 1234 or 1111. Akshar will not accept them.

Step 2: Get to know Home

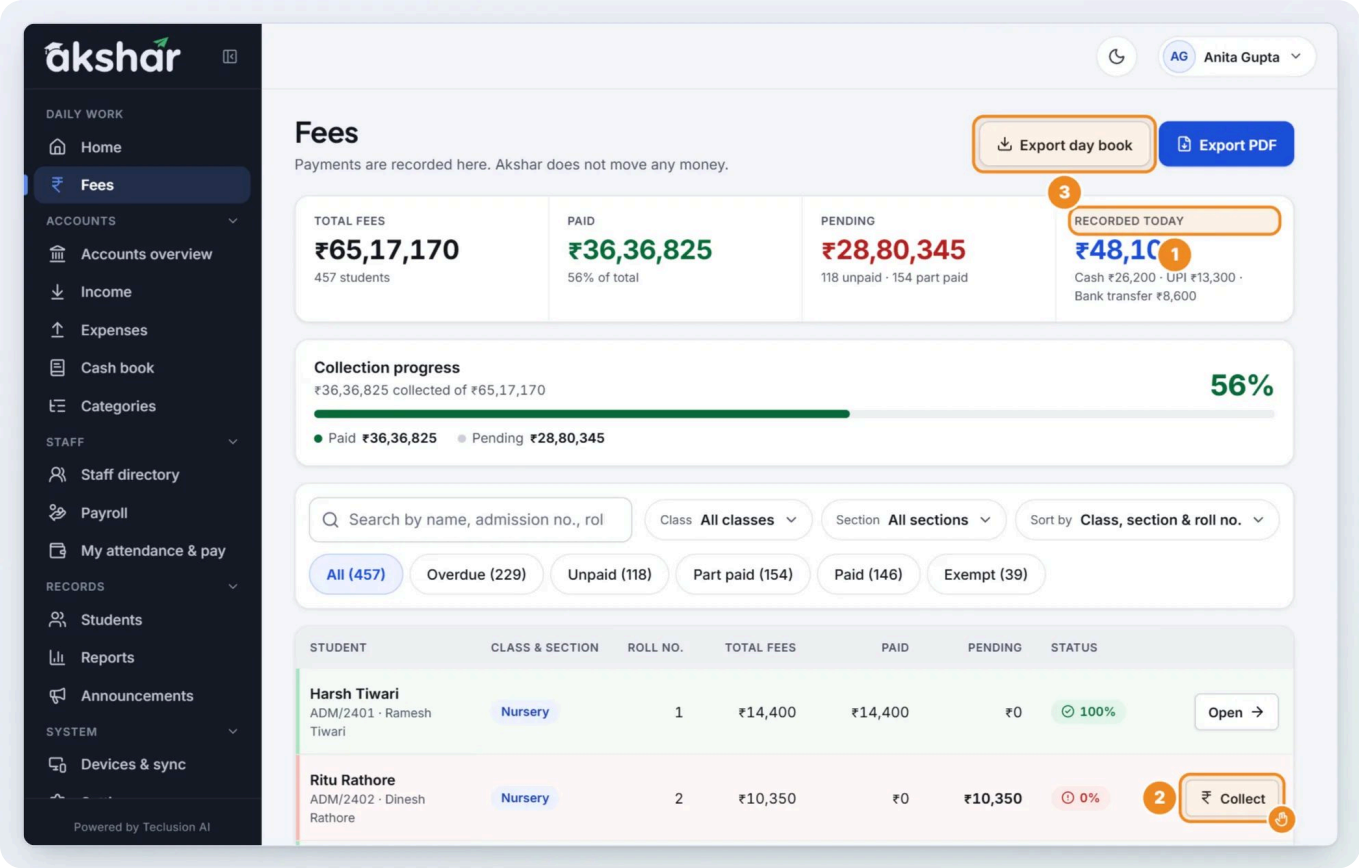
Your menu shows fees, accounts and payroll.



1. The **menu**: Fees, Accounts, Staff, Students, Reports, Announcements and Devices & sync.
2. **Collect fee** is one tap away. Home also shows fees collected today and money in and out this month.

Step 3: See today's collection

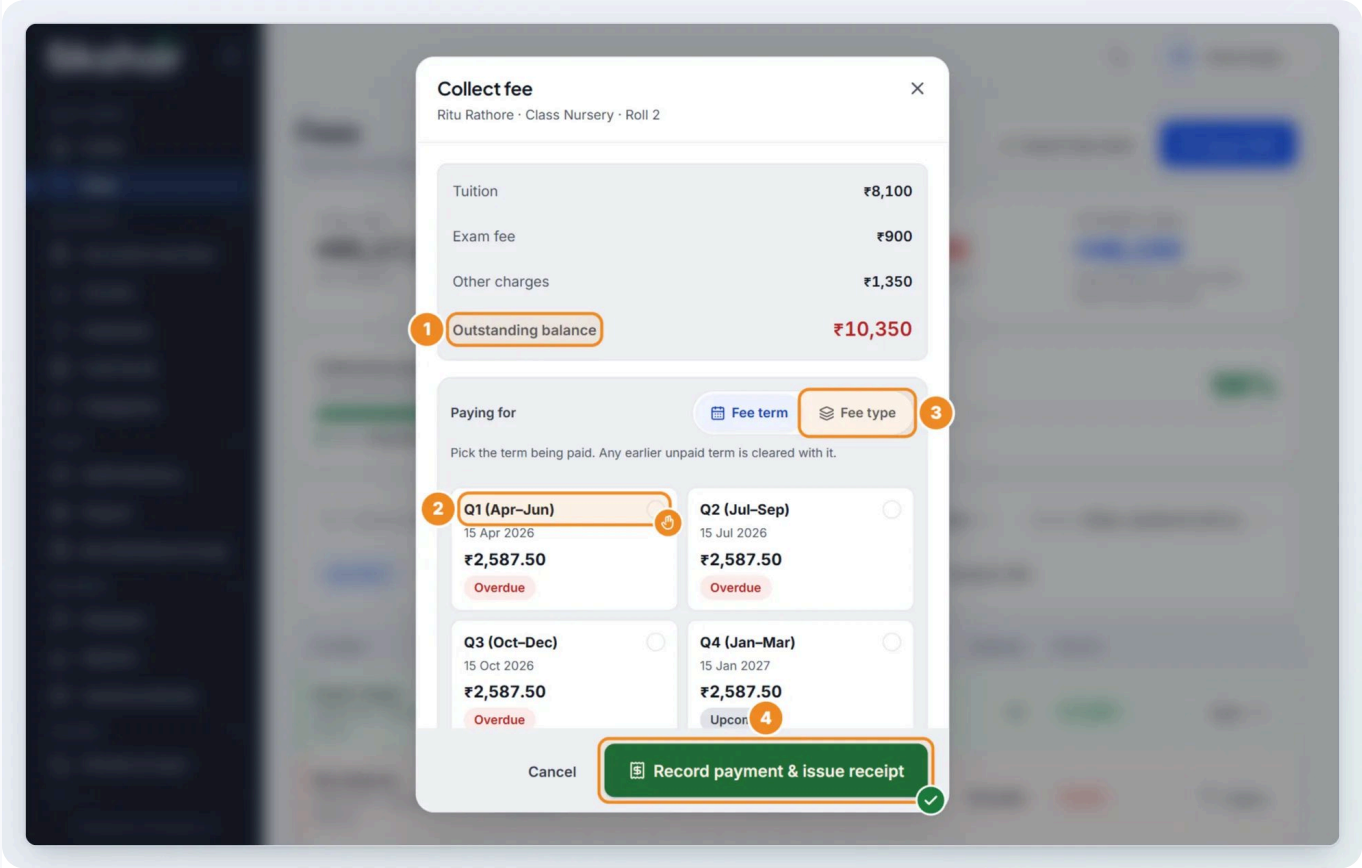
All fee activity, with today's total at the top.



1. **Recorded today**: today's total, split into cash, UPI and bank.
2. Tap **Collect** on a student to take a payment.
3. **Export day book** saves the day's receipts as a file.

Step 4: Collect a fee and give a receipt

Akshar records the payment. It does not move any money.

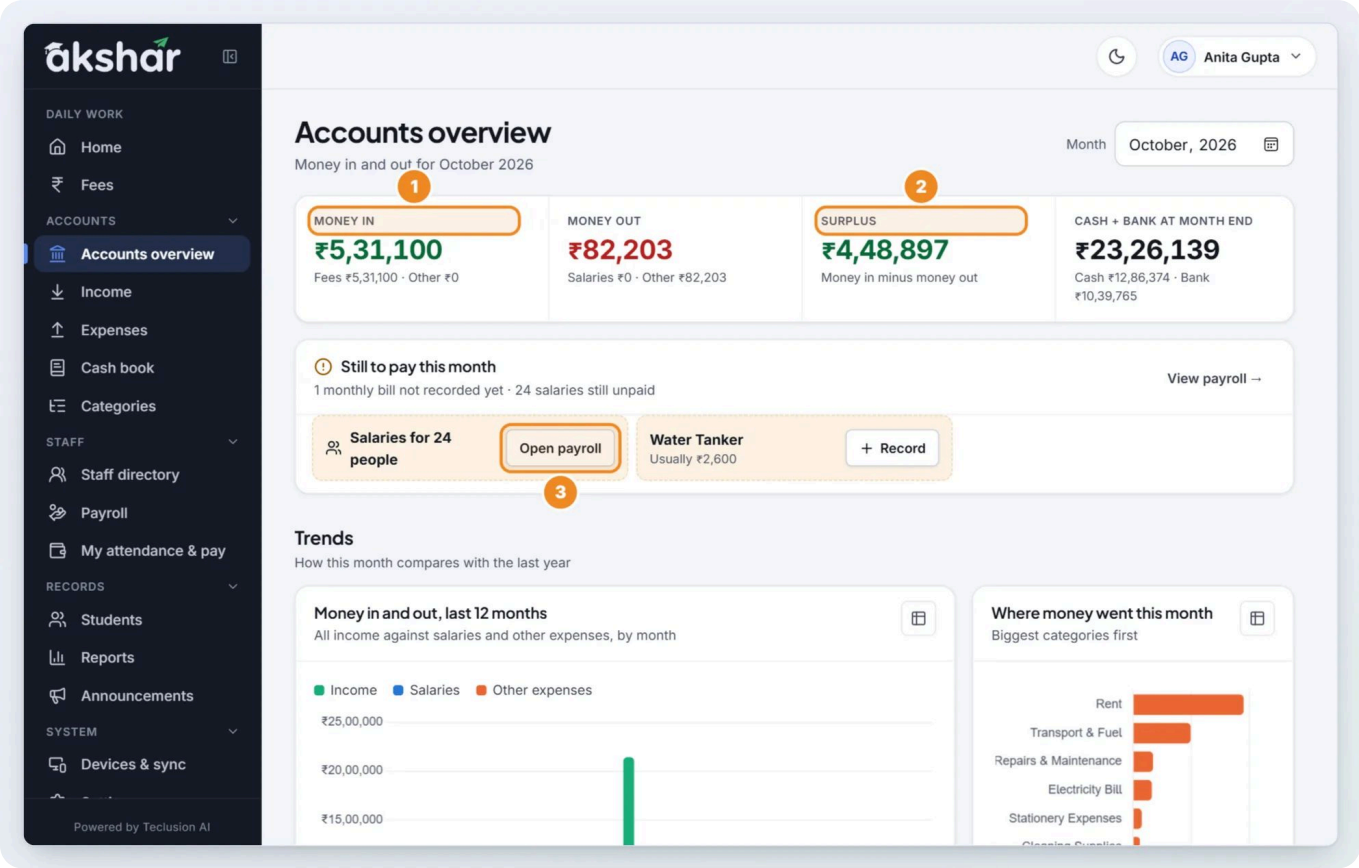


1. Check the **Outstanding balance** and what it is made of.
2. Tap the term being paid, for example **Q1 (Apr–Jun)**. Any earlier unpaid term is cleared with it.
3. To pay one fee only, switch to **Fee type**.
4. Tap **Record payment & issue receipt**. The receipt gets its own number: print it or send it to the parent on WhatsApp.

Careful: A saved receipt cannot be deleted. If it is wrong, ask for a **receipt reversal**; the Principal approves it.

Step 5: See the month's money

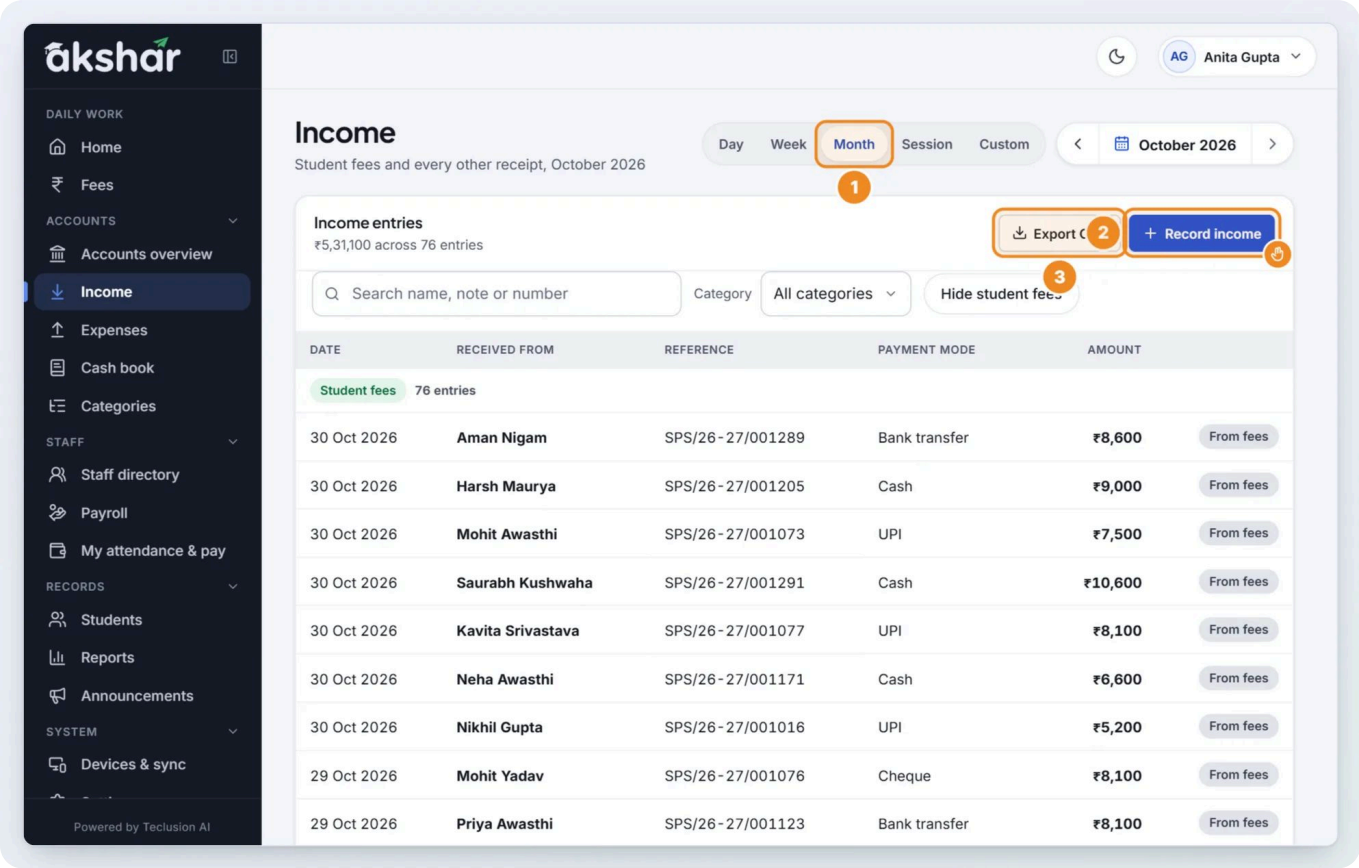
Money in, money out and what is left, month by month.



1. **Money in**: fees and other income this month.
2. **Surplus**: money in minus money out.
3. **Still to pay this month**: salaries and regular bills not yet paid. **Open payroll** to pay them.

Step 6: Record other income

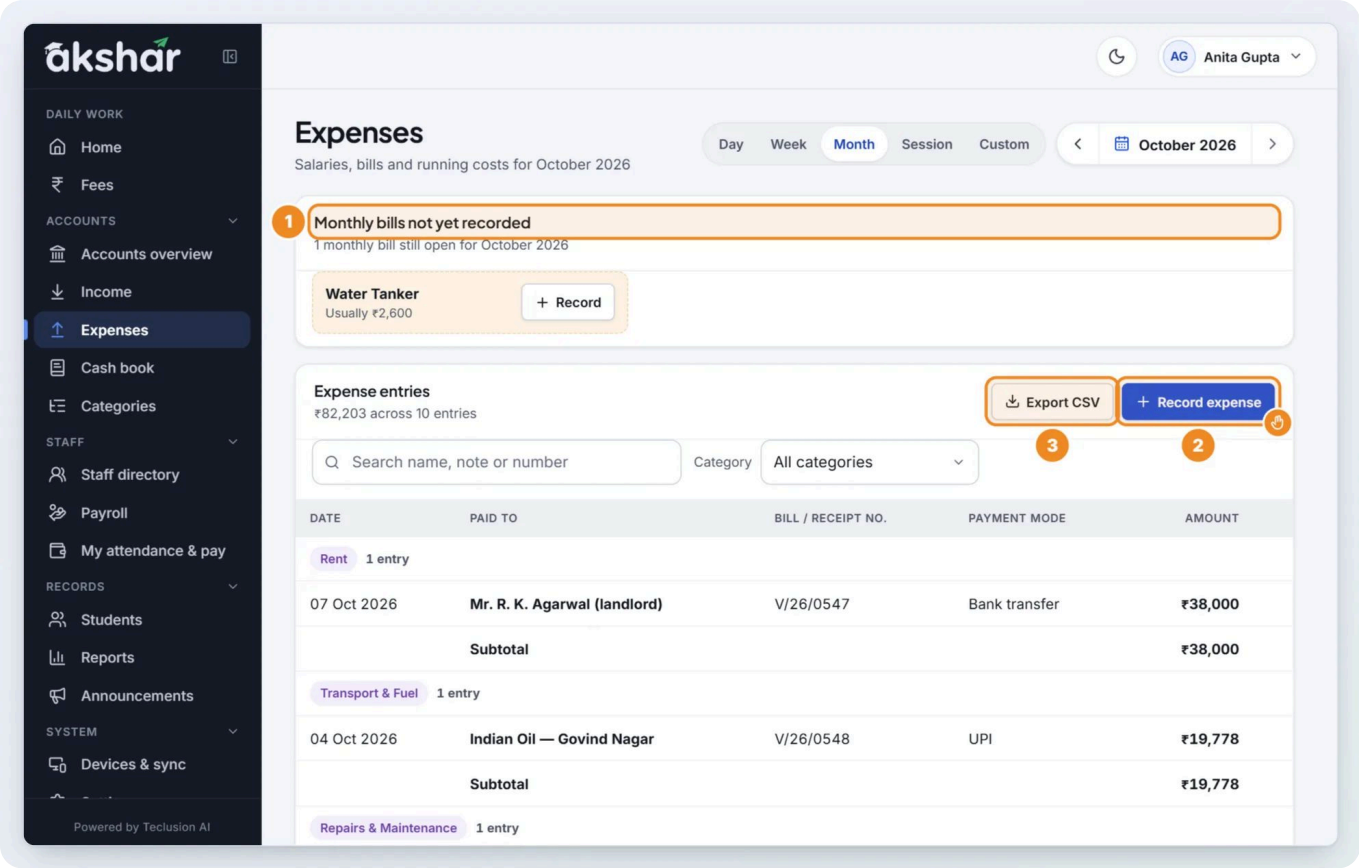
Fees are added here by themselves. Record any other money the school receives.



1. Pick the period: Day, Week, **Month**, Session or Custom.
2. **Record income**: amount, category (donation, bank interest…), date and payment mode.
3. **Export CSV** for your CA or Tally.

Step 7: Record expenses

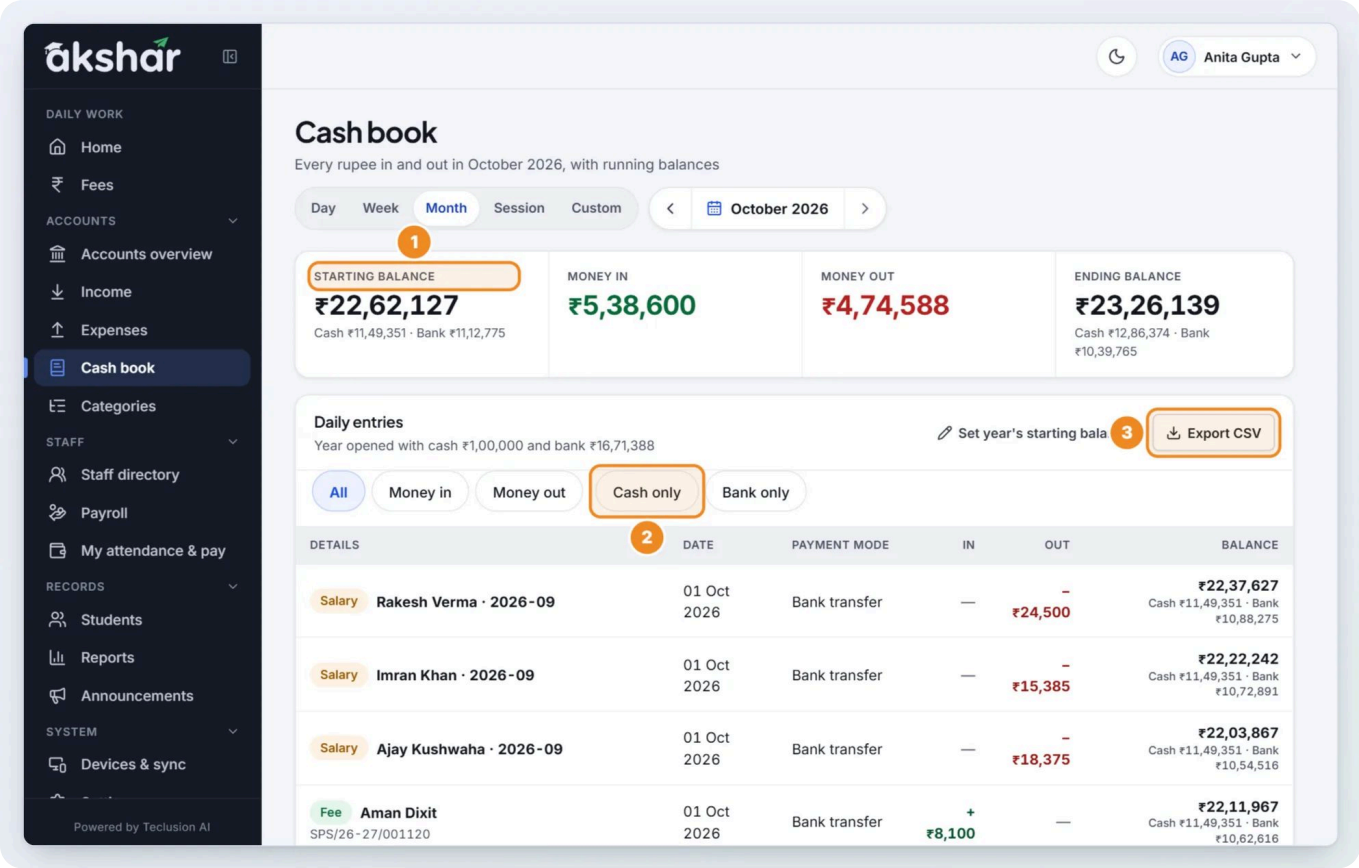
Rent, electricity, transport and every other cost.



1. **Monthly bills not yet recorded** reminds you of regular bills. Tap **Record** on one to enter it.
2. **Record expense**: amount, category, paid to, bill number, date and payment mode.
3. **Export CSV** for your CA. To undo a wrong entry, tap **Cancel entry** on its row; it stays in the history.

Step 8: Check the cash book

Every rupee in and out, with a running balance for cash and bank.

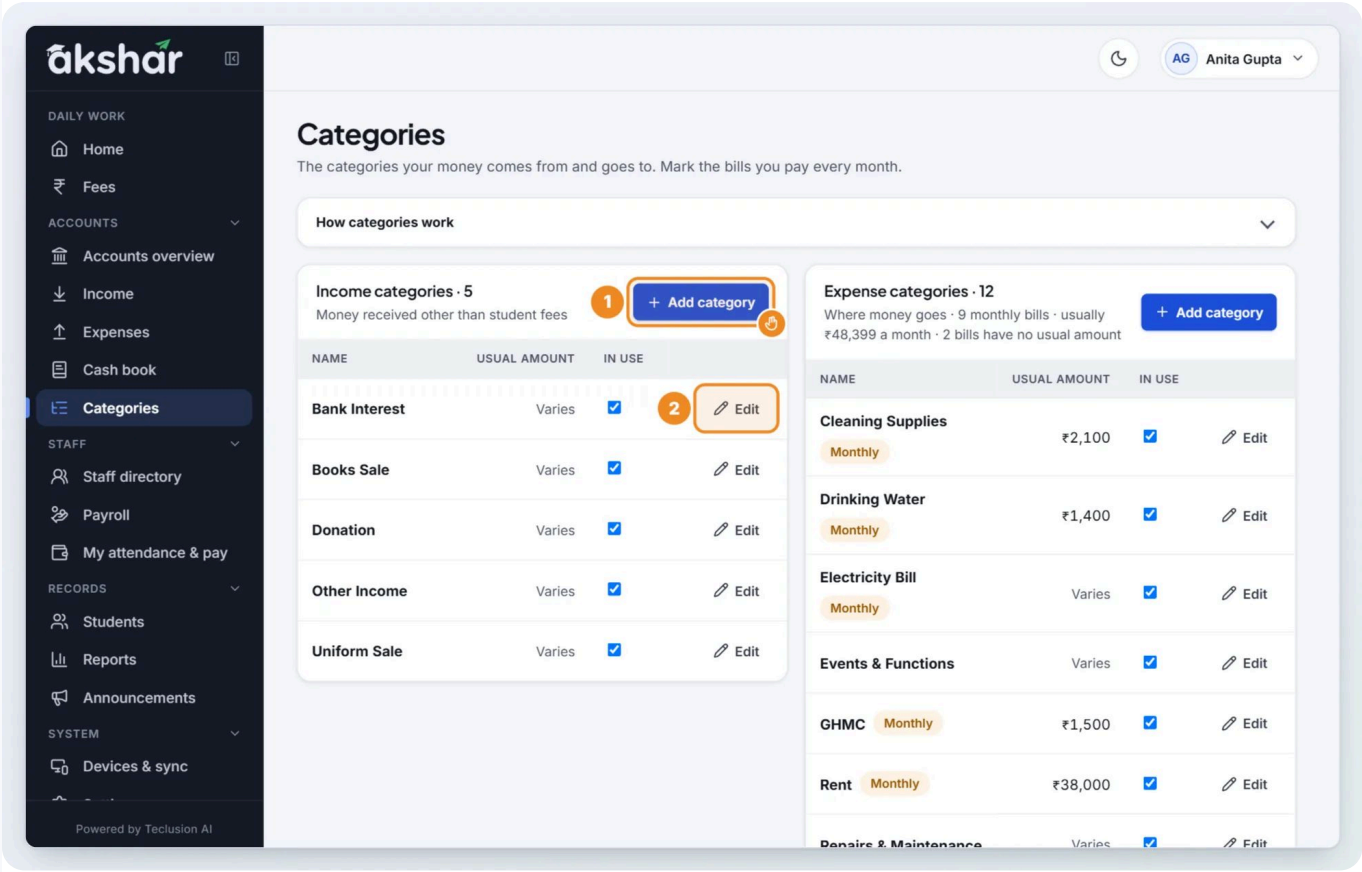


1. **Starting balance**, money in, money out and ending balance, for cash and bank.
2. Filter: All, Money in, Money out, **Cash only**, Bank only.
3. **Export CSV** saves the cash book as a file.

Tip: Match the **cash** ending balance with the cash in the office every evening.

Step 9: Set up income and expense categories

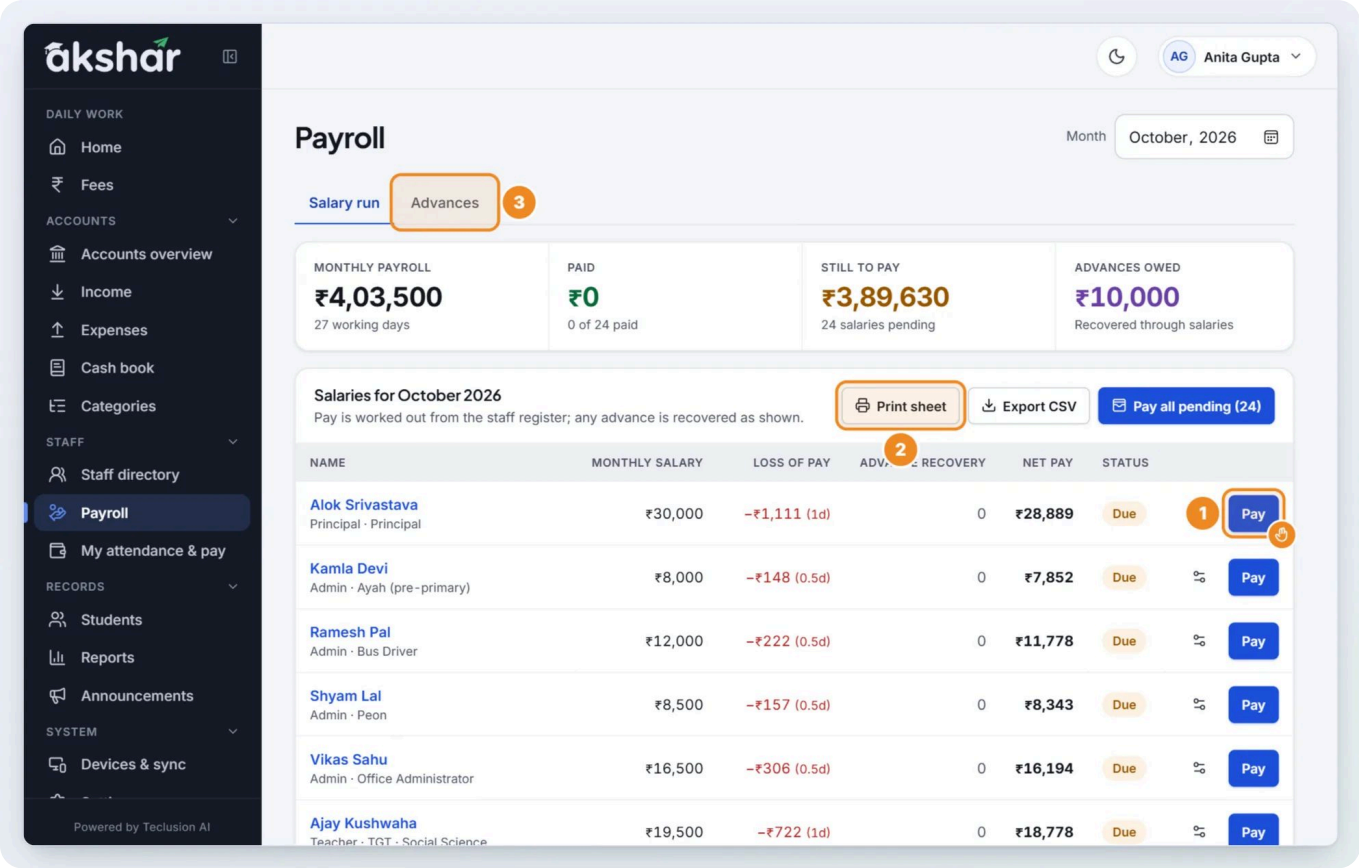
Categories group your money. Mark regular bills so Akshar reminds you each month.



1. **Add category** for income or expenses. Set a usual amount and mark it monthly if it repeats.
2. **Edit** to rename a category or switch it off.

Step 10: Pay salaries

Salaries come from the staff register; advances are recovered automatically.



1. Tap **Pay** to pay one person, or Pay all pending.
2. **Print sheet** for signatures. Each person's payslip prints from their row.
3. **Advances**: give and recover salary advances.

Quick tips

- Give a receipt for every payment, on the spot.
- Record bills the day you pay them.
- Match the cash book with the office cash every evening.
- Export the day book and cash book for your CA each month.

Common questions

Do I need internet?	No. Attendance, marks, fees and reports all work offline. Internet is needed only to sync with Google Drive.
Who can see our data?	Only your school. Records stay on your devices and in your school's own Google Drive. Each person sees only what their role allows.
Can I use Akshar in Hindi?	Yes. Open **Settings** → **Language** and choose हिंदी. You can switch back any time.
A receipt is wrong. Can I delete it?	No. Ask for a **receipt reversal**; the Principal approves it and the history stays clean.
Why does each device have its own receipt numbers?	So two devices working offline never give the same number. New blocks are added automatically when the Correspondent's device syncs.

Need help? Email sales@teclusion.ai or visit teclusion.ai/akshar.