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RIVERSIDE SECONDARY SCHOOL · SCHOOL OS

Step-by-Step User Manual

Accounts Clerk

Day-to-day finance records and operational reports.

smssecdemo.tech4three.com · Generated 06 July 2026

Accounts Clerk workspace

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

Portal access

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

Test account

accounts@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 Accounts Clerk dashboard in the Riverside Management System. The interface includes a dark sidebar with navigation options like Dashboard, School Operations, Students, Administration, Finance, Governance, and Reports. The main content area features a search bar, user profile (Sean Mlambo), and a 'Good morning, Sean.' greeting. Key financial metrics are shown in four summary cards: Invoiced this term (US\$30,560), Collected (US\$24,260), Outstanding (US\$6,300), and Overdue invoices (4). A 'PERFORMANCE PULSE' section contains a 'School overview' line chart for 'This term' showing Attendance and Fee collection trends over six weeks. Below this is an 'ADMISSIONS' section with a 'Current pipeline' showing no applications. The 'ACADEMIC SNAPSHOT' section lists 'Learner performance' with a table of student names, classes, and attendance percentages.

Initials	Student Name	Class	Attendance
MM	Munasho Mtetwa	Form 1 Gold	93.00%
TM	Tanaka Mpofo	Form 1 Green	92.00%
TM	Tariro Moyo	Form 2 Gold	91.00%
AM	Anesu Mtetwa	Form 3 Blue	90.00%
MM	Munasho Mpofo	Form 2 Gold	89.00%

Accounts Clerk dashboard captured from the live system

Steps

1. Open <https://smssecdemo.tech4three.com/login>.
2. Enter `accounts@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 Accounts Clerk.

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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