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AcadPack Pro

END USER DOCUMENTATION (USER MANUAL)

Institution Name: FastWEB

Modules Enabled:

- ☐ Academic Module
- ☐ Finance Module
- ☐ Payroll Module

Version: v3.0

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Prepared By: FastWEB Development Team



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1. Introduction

This document serves as the official End User Manual for the Acadpack Pro Software.

It is intended to provide administrators, bursars, teachers, payroll masters, and other authorised personnel with the information required to effectively use the system.

Depending on the institution's subscription plan, one or more modules may be available.

- **Academic Module**
- **Finance Module**
- **Payroll Module**

2. About the System

Acadpack Pro is an integrated solution designed to assist educational institutions in managing their academic, financial, and employee payroll operations.

The system provides:

- Centralised data management
- User role management
- Automated report generation



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- Student financial tracking
- Staff Contract & payroll processing
- Academic record management
- Institution-specific configurations

3. System Requirements

3.1 Minimum Requirements:

- **Modern Web Browser:** Mozilla Firefox, Google Chrome, Microsoft Edge, Safari
- **Network:** Stable Internet Connection

3.2 Recommended Screen Resolution:

- 1366 x 768 or higher

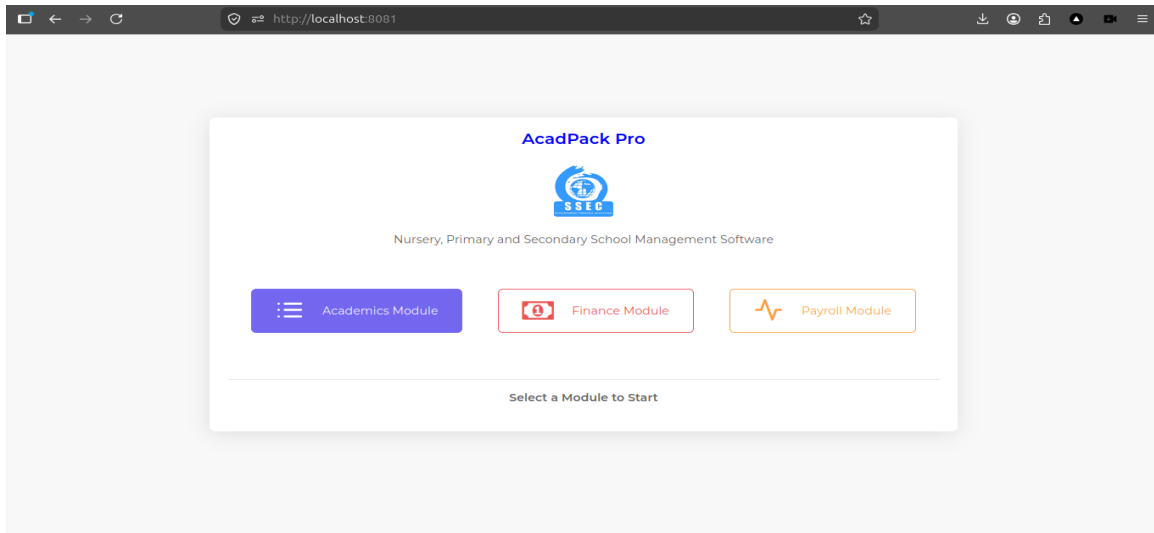
4. Getting Started

Open your web browser and navigate to your institution's specific system URL (e.g., <http://localhost:8081>). From the central gateway page, select the target module you wish to access (**Academics Module**, **Finance Module**, or **Payroll Module**) to open its dedicated login screen.



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5 Modules

5.1 Academic Module

5.1.1 Academic Module Login

Overview

The Academic Module provides access to all academic operations within the institution. Access to this module is restricted to authorised users based on their assigned roles. Depending on the permissions assigned by the System Administrator, users may log in as:

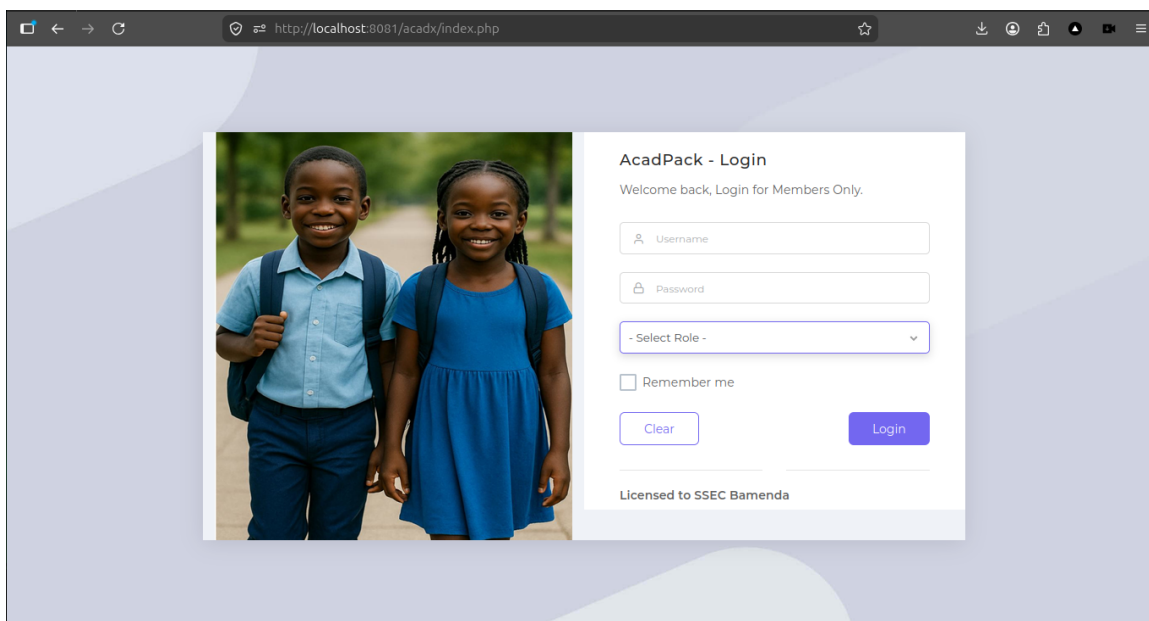
- Administrator
- Teacher / Classmaster



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Only roles configured for the institution will be displayed on the login screen.



The screenshot displays the 'AcadPack - Login' interface. On the left, there is a background image of two young children, a boy and a girl, both wearing blue school uniforms and backpacks, smiling. To the right of the image is the login form. The form has a title 'AcadPack - Login' and a subtitle 'Welcome back, Login for Members Only.' Below the subtitle are three input fields: 'Username', 'Password', and a dropdown menu labeled '- Select Role -'. There is a 'Remember me' checkbox below the dropdown. At the bottom of the form are two buttons: 'Clear' and 'Login'. Below the form, it says 'Licensed to SSEC Bamenda'. The browser's address bar shows 'http://localhost:8081/acadx/index.php'.

Understanding the Login Interface

The Academic Module login page consists of the following components:

1. **Username Field:** Used to enter the username assigned by the institution.
2. **Password Field:** Used to securely authenticate the user.
3. **Role Selection:** Allows the user to select the appropriate role before accessing the system.



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4. **Login Button:** Used to authenticate and access the Academic Module.

5. **Clear Button:** Clears all information entered on the login form.

6. **Institution Licence Information:** Displays the institution currently licensed to use the software.

To access the Academic Module:

1. Enter your assigned username.
2. Enter your password.
3. Select your appropriate role from the available options.
4. Click the Login button.
5. Upon successful authentication, you will be redirected to the Academic Dashboard.

NOTE:

Users are only permitted to access roles that have been assigned to them by the System Administrator.

If your assigned role is not visible in the list, kindly contact your institution's system administrator.



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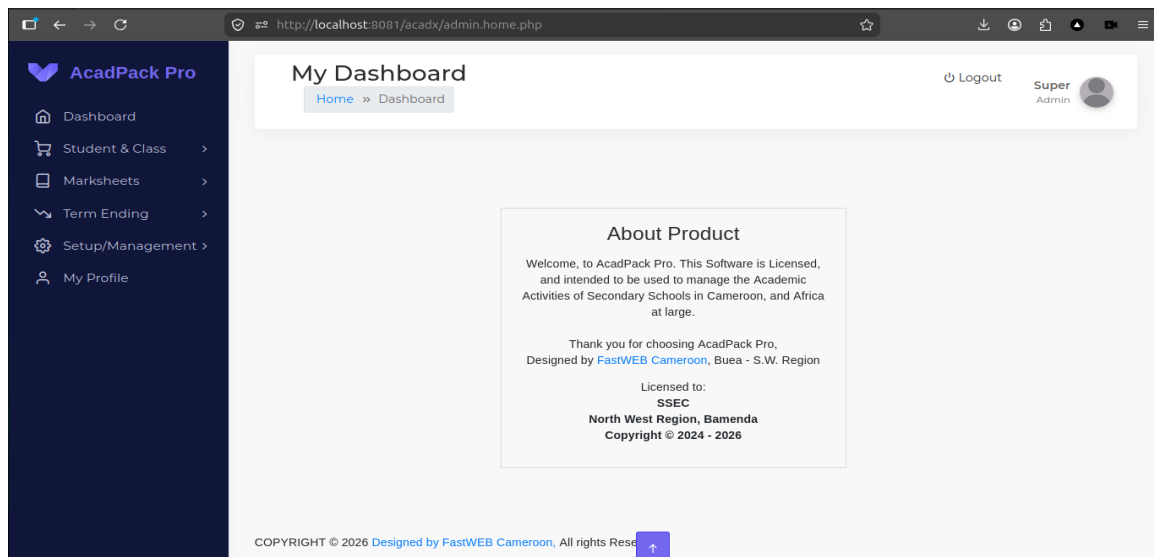
Forgotten Credentials

If you are unable to log into the Academic Module:

- Verify that your username and password are correct.
- Ensure that the appropriate role has been selected.
- Confirm that your account has been activated.
- Contact your institution's System Administrator if the problem persists.

Upon successful login, users will be redirected to the Academic Dashboard.

The dashboard displayed may differ depending on the user's assigned role and permissions within the system.





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5.1.2 Getting Started (Global Configurations)

5.1.2.1 Academic Year & Term Setup

To configure the operational boundaries of the software platform, navigate to the sidebar menu and select **Setup/Management → Setup Year/Term**.

The screenshot shows the 'Global Configurations' page in the AcadPack Pro application. The left sidebar contains a menu with 'AcadPack Pro' at the top, followed by 'Dashboard', 'Student & Class', 'Marksheets', 'Term Ending', 'Setup/Management', and 'My Profile'. The main content area is titled 'Global Configurations' and includes a breadcrumb trail 'Home » Set Academic Year/Term'. Below this, there's a section for 'Global System Configurations' with a sub-section 'Current Academic Year and Term'. This section contains two dropdown menus: 'Start Year' (set to 2025) and 'First Term' (set to First Term). An 'Update' button is located below these fields. A red warning message states: 'These parameters affect the entire filters for this application. Do not change them unless you are sure of what you are doing. Academic Year should be changed after students have been promoted to their respective classes after third term results are validated. Term may be changed after each term's results are printed and published.' The footer of the page reads 'COPYRIGHT © 2026 Designed by FastWEB Cameroon, All rights Reserved'.

Understanding global configuration adjustments:

Global Term Syncing: The active academic term or semester configuration field must be updated globally at the exact beginning of each new term session. This prevents system filters from running on outdated parameters (e.g., pulling data or calculating grades for a prior term while the physical school has progressed).

Critical Operational Guardrails:



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- **Academic Year Changes:** Only modify the **Start Year** input *after* the entire third term results have been fully validated and student promotions are completed.
- **Term Changes:** Only update the **Term Dropdown** *after* the current term's student results have been officially generated, printed, and published.

5.1.2.2 Teachers & Staff Workspace Management

To manage staff credentials, system routing access, and workspace mapping definitions, select **Setup/Management → Teachers/Users** from the sidebar menu.

The screenshot shows the 'Teachers' management page in the AcadPack Pro system. The left sidebar contains the navigation menu with 'Setup/Management' selected. The main content area is titled 'Teachers' and includes a breadcrumb trail 'Home » Manage Teachers and Users'. A 'Select School' dropdown is set to '- All School -' with a 'Start' button. Below this is the 'New/Update Teacher/Staff' form. The form fields include: '- Select title (*)' (dropdown), 'Surname(*)' (text), 'Other Names(*)' (text), 'Username for Login' (text), 'Password' (text, value: ghP37q), '- select role (*)' (dropdown), 'Can Login' (checkbox), 'Registration No.' (text), 'Academic Qualification' (text), 'Position Held' (text), 'Email' (text), 'Telephone No.' (text), and '- Select Associated School (*)' (dropdown). There is also a 'Can Login to Payroll' checkbox. At the bottom are 'Save' and 'Reset' buttons. The top right of the page shows a 'Logout' link and a user profile for 'Super Admin'.



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Adding or Updating Staff Records

The creation panel isolates standard contact criteria along with deep permission toggles:

- **Workspace Isolation (Associated School Dropdown):** Each teacher must be assigned to an explicit department category level (e.g., *Nursery School, Primary School, Secondary School Commercial, or Secondary School Grammar, etc depending on your global institutional configuration*).
- **Module Access Control Toggles:**
 - **Can Login:** Checking this box explicitly grants the staff member access to authenticate within the frontend Academic Module interface.
 - **Can Login to Payroll:** Checking this checkbox assigns cross-module access flags to the staff member, opening up the configuration section for payroll processing assignments.
- **Payroll Role Assignments Multi-Selector:** When payroll entry permissions are active, the administrative user must assign one or multiple specialized operational roles to the employee profile:
 - **Employee:** Standard staff payroll profile view restrictions.
 - **Executive:** Elevated review authorization access rules.
 - **Payroll master:** Full backend management rights to process batches and override system settings.



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Utilizing the Staff Data Grid (Table)

The management index view houses an optimized directory listing tracking all entries:

- **Search Functionality:** An instant text filter search input allows administrators to quickly lookup records across name strings, registration numbers, or roles.
- **Export Utilities:** Embedded utility shortcuts allow users to export the current view list using either the **Copy** clipboard operation or standard download formats like **CSV**.
- **Action Routing Controls:**
 -  **View Icon (Green):** Displays the full read-only teacher data summary screen.
 -  **Edit Icon (Blue):** Injects the chosen worker profile data fields directly back up into the edit form layout for modifications.
 -  **Delete Icon (Red):** Removes the user record from the active directory index permanently.

5.1.2.3 Classes Configuration & Management

To organize the school structure, define grade levels, and assign academic responsibilities, navigate to **Setup/Management → Classes** from the sidebar menu.



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Creating or Updating a Class Profile

The configuration panel features several specialized fields to control how student groups behave within the system:

- **Class with Stream (e.g., Form 4A Com):** Enter the specific, granular name of the class room section or stream.
- **Class (e.g., Form 4):** Define the base academic level or parent year group.
- **Class Cycle Dropdown:** Choose the structural tier for the class (e.g., *1st Cycle* or *2nd Cycle*).
- **Class Order Dropdown:** Sets the numeric sequencing position of the class within the institution's promotion hierarchy.
- **Grading System Toggle:** Controls how the terminal engine processes report card results for this specific classroom:



- **Average Grading:** The system ranks and computes terminal marks based strictly on raw score averages.
- **Subjects and Average:** An advanced evaluation matrix that balances both individual subject performance thresholds alongside the cumulative average.
- **Max Class Capacity:** Define the maximum threshold of students permitted to register within the specific stream (e.g., 50).
- **Select School:** Map the class to its appropriate institutional section (e.g., *Com*).
- **Classmaster(s) Text Input:** Assign one or more specific staff members responsible for overseeing and managing the marks entry streams for this class section.

The Classes Table

The lower data grid catalogs all created rooms and active streams. It displays the **Class Stream**, **Parent Class**, **Cycle**, **Sorting Order**, **Student Capacity limit**, **School Section**, and assigned **Classmaster**. Use the action column shortcuts to edit (**Blue Icon**) or delete (**Red Icon**) a class structure.

5.1.2.4 Subjects Management

Before grades can be inputted or mapped to classrooms, the core curriculum topics must be declared globally. Navigate to **Setup/Management → Subjects** to manage the master curriculum ledger.



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Registering a Course or Subject

Use the entry form panel to declare a course item:

- **Subject Name:** Type the full legal title of the course (e.g., *Business Mathematics, Commerce, Computer Aided Accountancy*).
- **Subject Code:** Input a unique, short alphanumeric tracking identifier string used across transcripts and report cards (e.g., **B.MAT**, **COM**, **CAA**).
- **Cycle:** Set the target numeric evaluation cycle mapping rule for this course (e.g., **1**).
- **Select School:** Explicitly link the course option to the institutional department licensed to teach it (e.g., *SSEC-Com*).



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- **Subject Summary:** Write a brief internal description or scope note detailing what the curriculum item covers.

5.1.2.5 Academic Subjects Management

This sub-workspace bridges the gap between your master subjects menu and your classroom layouts. It allows administrators to map curriculum topics directly to individual classes for a specific term, configure academic weight values (coefficients), and delegate teaching assignments.

To access this interface, navigate to the sidebar menu and select **Setup/Management → Academic Subjects**.

Sn	Subject	Locked	Coeff	Teacher(s)	Assign
1	Biology	☐	5		☐
2	Chemistry	☐	5		☐
3	Computer Science	☐	5		☐
4	Economics	☐	5	NGWA PAUL NDIGH - Mr	☒

Filtering Scope



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Before the allocation matrix updates, you must define your targeting constraints in the top header card:

- **Select School:** Choose the institutional campus category or level.
- **Select Class:** Choose the target classroom stream (configured in Section 5.5).
- **Select Term:** Choose the specific active terminal period (**First Term**, **Second Term**, or **Third Term**).
- Click the blue **Start** button to pull the dynamic course mapping matrix below.

Streamlining Setup: Auto-Assignment Utility

Configuring every single subject matrix row manually can become highly repetitive at the start of a new term. To bypass manual data entry, use the orange **Auto Assign Subjects** button located directly beneath the filtering bar.

- **Functional Behavior:** Clicking **Auto Assign Subjects** triggers an automated utility designed to automatically reproduce the same subject assignments from a past term and year.
- **Best Practice:** Use this utility at the start of a new term to generate your baseline curriculum matrix instantly. Once the historical data



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populates the rows, you can simply modify individual fields where necessary, rather than rebuilding the entire layout row by row.

Understanding the Allocation Matrix Fields

The configuration table populates a comprehensive list of available master subjects. Each course row possesses the following structural control parameters:

- **Subject Status Indicator:**
 -  **Green Open Lock Icon:** Indicates the subject is currently unlocked and eligible for score processing or allocation changes.
 -  **Red Closed Lock Icon:** Indicates that marks entry for this course has been frozen or locked out by the administration.
- **Locked Checkbox:** Ticking this box explicitly closes down score modifications for this specific subject stream during terminal calculations.
- **Coefficient Field (Coeff):** Enter the legal credit weight or factor multiplier for the subject (e.g., 3 or 5). This numeric coefficient directly weights how much this subject impacts a student's final computed terminal average.



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- **Teacher(s) Assignment Input:** Type the name or select the specific staff member responsible for teaching and entering evaluation marks for this course within the chosen class.
- **Assign Checkbox:** Check this final right-hand box to officially activate and link this subject row into the targeted classroom's terminal curriculum profile.

5.1.2.6 Sequence for Academic Subjects

This interface establishes how continuous assessments, tests, and examinations are weighted and grouped together within a term for specific subjects. It allows administrators to construct a custom sequential grading pipeline for a class stream.

To access this interface, navigate to the sidebar menu and select **Setup/Management → Setup Sequences**.

Target Context Selection

Before defining your sequential grading model, isolate your target scope inside the top filtering header card:

- **Select School:** Choose the institutional campus category or level.
- **Select Class Dropdown:** Choose the target classroom stream (e.g., *Lower Sixth Arts*).



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- **Select Term Dropdown:** Choose the active terminal period (e.g., *Third Term*).
- Click the blue **Start** button to load the assessment configuration zones.

The Assessment Assignment Pipeline

The configuration space uses a multi-stage funnel workflow to process course associations:

- **Unsequenced Subjects Panel (Left Zone):** Displays all course listings currently active in the selected class that have no evaluation sequence assigned to them.
 - *Action:* Select one or more course listings (hold **Ctrl** to multi-select) and click the **Add** → button to push them into the middle staging queue.
- **Pending Sequence Subjects Panel (Middle Zone):** Acts as a temporary workspace holding the list of subjects to be assigned sequences.
 - *Action:* If a subject was moved here mistakenly, select it and click the ← **Remove** button to return it to the unsequenced panel.

Defining Sequence Weight Profile (Right Zone)



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The rightmost configuration block establishes the explicit scoring rules and milestones for the staged items:

- **Sequence Configuration Input Rows:**

- **Seq Name:** Define the short string label for the evaluation period (e.g., **SEQ 1**, **SEQ 2**, **EXAM**).
- **Seq Total:** Set the maximum point value achievable for that particular assessment milestone (e.g., **20** points for standard tests, **60** points for an end-of-term exam).
- **Visibility Checkbox (👁️):** Toggle this box to control whether the marks entered for this particular sequence are visible on public score sheets or report cards.

- **Management Controls:**

- **Add Row Button (+):** Injects a new sequence layer into the term timeline.
- **Delete Row Button (🗑️):** Permanently removes a sequence evaluation layer.
- **Reorder Control:** Drag items up or down inside the list to adjust the chronological ordering of the assessments.

Once your evaluation milestones are properly structured and rows are set, click the green **Associate to Subjects** button to commit your changes. This



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applies the sequence configuration rules to all the items currently waiting in the **Pending Sequence Subjects** queue.

5.1.3 Student & Class Management

This subsection covers the administrative tools utilized to onboard students, monitor classroom enrollment quotas, audit student registers, and process high-volume batch data imports within the Academic Module.

5.1.3.1 Detailed Student Registration

To register individual students manually, manage bio-data, or review classroom thresholds, navigate to Student & Class → Students.

Enrollment Capacity Guardrails: When filtering for a specific class stream, the system renders an automated quota check underneath the selection bar. If a room exceeds its preset maximum volume, a red warning



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highlights the breach (e.g., **Class Size: 53 of 50 [Above Capacity]**). Review this baseline before processing new additions.

Profile Registration Breakdown:

- **Core Academic Fields:** Assign the applicant to their initial active stream and tracking track via the **Class** and **Series** dropdowns. The **Reg #** field is left blank for new entries; the system issues a unique, sequential registration ID automatically once saved.
- **Biometric & Media Capture:** Upload standard passport photos or use the **Capture with Webcam** button to snap real-time profile pictures directly via a connected webcam.
- **Demographic & Support Trackers:** Features fields for national origin, civil records (Birth Certificate Registration Center, Reference Number, Issuer), and specialized status toggles (**Are you Handicapped?** / **Are you a Social case?**) to facilitate institutional scholarship and support tracking.
- **Guardian Relationship Section:** Allows administrators to register up to three distinct parent or emergency contact profiles simultaneously, capturing their legal titles, names, telephone numbers, emails, and exact relationship types.



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5.1.3.2 Class List Directory and Reporting

To audit full classroom registers, print out physical roll sheets, or pull multi-class cross-sections, navigate to **Student & Class → Class List**.

Multi-Selection Audits: The classroom filter field supports standard multi-selection processing. Hold down the **Ctrl** key while clicking to select and display multiple rooms concurrently.

Data Previews & Export Engines:

- **Preview Button:** Renders an on-screen scannable grid listing student names, registration IDs, and tracking series mappings.



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- **Export to Excel Format / PDF List Buttons:** Instantly converts the generated matrix into clean downloads for offline administrative roll-calls, grading backups, or external reporting.

5.1.3.3 Batch CSV Student Upload

When onboarding students at the start of an academic year, manual entry is highly inefficient. Navigate to **Student & Class → Upload CSV** to execute high-volume data ingestions.

Template Synchronization Requirement: Click the blue **[Download Template]** hyperlink to retrieve the system's exact Excel layout spreadsheet structure. Fill this sheet out with your raw student biodata before saving the output strictly as a **.CSV** file.



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Safe Ingestion & Duplication Rules:

- **Registration Number Matching:** If you leave the `{regnum}` column cell entirely blank on an onboarding row, the platform automatically issues a fresh registration number.
- **Skip Existing Records Checkbox:**
 - *Unchecked:* If an uploaded row matches an existing student record in the database, the system runs an update transaction, overwriting old data fields with the incoming spreadsheet attributes.
 - *Checked:* The engine bypasses existing entries entirely, protecting older database rows from accidental updates and only processing completely new applicant entries.

5.1.4 Marksheets

This subsection covers the score entry workflows, continuous assessment tracking, and grade recording interfaces within the Academic Module.

5.1.4.1 Enter Marks Workspace

The **Enter Marks** interface serves as the primary data-entry portal for recording student performance across sequential assessments. This interface is accessible to both **Administrators** and **Teachers/Classmasters** who have been assigned to the course.



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Evaluation Scope Filtering

To open a specific mark sheet, specify your target fields in the main tracking header:

- **Select School:** Filter by the institutional tier (e.g., *Secondary School*).
- **Select Class:** Choose the classroom stream (e.g., *Form 5A Com*).
- **Sort Order:** Select how the student roster should be organized (**Sort by Name** or **Sort by Reg #**).
- **Select Term:** Choose the active evaluation period (e.g., *First Term*).
- **Select Subject:** Choose the specific course matrix sheet to populate (e.g., *Business Mathematics*).
- Click the blue **Start** button to pull the dynamic grading ledger.



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Understanding System Lock Guardrails

The grading engine implements administrative safeguards to protect score sheets from unauthorized or late modifications:

- **The Course Lock Banner:** If an administrator has checked the **Locked** parameter inside the global *Academic Subjects* matrix, the system completely freezes data entry for that row.
- Teachers or classmasters attempting to view a locked course will be presented with a yellow warning notification:

 *This subject is locked for editing. Contact administrator if you need to do any modifications. Use the [Academic Subjects] menu to Unlock this course.*

When a course is unlocked, clicking **Start** loads the active student roster along with columns mapped explicitly to the assessment structure configured in your Sequences setup.



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Sn	Student's Name	Reg. No. Series	SEQ 1 /20	SEQ 2 /20	TOTAL /40	Comment
1	ABANG SANDRINE NGEI	SS25A0028	13	13	26	
2	ACHU DAYAN LUM	SS25A1553 ACCT-COMMERCIAL *				
3	ADZOBIGHE SUH BRYAN CHESAH	SS25A0239 ACCT-COMMERCIAL *	02	02	04	

The interface displays a strict system summary block above the roster to guide data entry accuracy:

- **Class & Subject Identifier:** (e.g., **Form 5A Com - Business Mathematics**)
- **Weight Profile Box:** Explicitly details the coefficient tracking rules, term, and academic cycle year currently being processed (e.g., **Coeff.: 3 | First Term | 2025/2026**).

Evaluation & Sequence Columns

Sequence Input Cells (e.g., SEQ 1 /20, SEQ 2 /20): Enter the raw points obtained by each student for that distinct milestone block.



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-  **Green Open Lock Icon & Checkmark:** Confirms that the specific evaluation sequence is open for modifications.

TOTAL Column: A read-only field that automatically aggregates sequential marks in real time as values are entered into the input fields (e.g., an input of **13** in SEQ 1 and **13** in SEQ 2 automatically computes a running total of **26** out of the maximum **/40** point ceiling).

Comment Text Field: Allows the grading instructor to append qualitative remarks, behavioral observations, or progress notes directly onto the individual student's academic record row.

5.1.5 Term Ending

This subsection covers the processes required to wrap up active academic terms, record deliberative class decisions, and generate official performance documentation.

5.1.5.1 Class Council Observation & Decision

Before any individual report card can be legally printed or released, the platform requires an administrative review block known as the **Class Council Decision**. This panel allows the administration to record qualitative updates, track disciplinary actions, and finalize calculated rankings.

To access this interface, navigate to the sidebar menu and select **Term Ending → Class Council Observation**



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SN	Full Name	Term Avg	Subj. Pass	Rank	Result	Conducts	Academics/Remark
1	SUH MAXWELL NEBA	17.42	12	1	Passed	Absence: 0, Warning: 0, Punishment: , Comment: SATISFACTORY	PROMOTED
2	ANGWAH PEDAHEL A.	17.00	13	2	Passed	Absence: 0, Warning: 0, Punishment: , Comment:	PROMOTED

Scope Definition

Select your target **School**, **Class** (e.g., *Form 5A Com*), and the active **Term**, then click **Start** to pull up the aggregated roster. The system automatically populates calculated metrics, including **Term Avg**, **Subj. Pass** counts, **Rank**, and the general academic **Result** status (*Passed* or *Failed*).

Behavioral & Disciplinary Conducts

Absence Input Counter: Log the exact number of unauthorized absences recorded for the student over the term.

Punishment / Warning counters: Track disciplinary actions, such as standard punishments, warnings, or serious warnings issued.



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Conduct Comment Dropdown: Select the official behavioral standing classification (e.g., **SATISFACTORY**).

Academic & Principal Remarks

Academic Comment Dropdown: Select a broad academic category standing descriptor.

Class Council / Principal's Comment Box: Type out specialized feedback, custom institutional observations, or explicit council decisions directly into the free-form text box. These remarks sync straight to the base of the student's final report sheet.

5.1.5.2 Generating Evaluation and Reporting Layouts

Once the Class Council decisions are committed, the system unlocks its reporting outputs under three distinct formats.

A. Term Report Card

Navigate to **Term Ending → Term Report Cards** to compile standard performance summaries for single grading periods.



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AcadPack Pro

Dashboard

Student & Class

Marksheets

Term Ending

Setup/Management

My Profile

Term Report Cards

Home » Academic Term Report Cards

Logout Super Admin

Select Class (2025/2026 Academic Year)

Secondary School (Com.) (Commercial Edu. Form 4A Com Third Term Start

Class Council Observations have been Noted!

Print

Class Report Cards

STEP BY STEP EDUCATION COMPLEX NTARINKON - MANKON

Motto: Discipline - Hardwork - Success

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Bamenda
North West Region
Republic of Cameroon
Central Africa

Tel: +237 676604881
Fax: +237 600000000
info@ssec.online
acadpack.ssec.online

ACADEMIC REPORT SHEET

Student Identity

Verification Banner: The interface displays a green status message:
Class Council Observations have been Noted!,
verifying that council configurations are saved before printing.

Print Engine: Click the green **Print** button to print the report card.

B. Annual Report Card

Navigate to **Term Ending → Annual Report Cards** to access
cumulative summaries tracking student performance metrics across
the entire multi-term academic year.



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The screenshot shows the 'Student Report Cards' page in the AcadPack Pro system. The left sidebar contains navigation links: Dashboard, Student & Class, Marksheets, Term Ending, Setup/Management, and My Profile. The main content area has a breadcrumb trail 'Home » Student Annual Report Cards' and a 'Logout' button for the 'Super Admin' user. Below this is a 'Select Class (2025/2026 Academic Year)' section with two dropdown menus: 'Secondary School (Com.) (Commercial Edu...' and 'Form 4A Com'. A 'Start' button is next to the second dropdown. A green message box states 'Class Council Observations have been Noted!'. A 'Print' button is on the right. Below the message is a 'Class Report Cards' section showing a preview of an 'ACADEMIC REPORT SHEET' for 'STEP BY STEP EDUCATION COMPLEX NTARINKON - MANKON'. The preview includes the SSEC logo, contact information (PO Box 485 Mankon, Diamenda, North West Region, Republic of Cameroon, Central Africa), a motto 'Discipline - Hardwork - Success', and contact details (Tel: +237 676604881, Fax: +237 600000000, info@ssec.online, acadpack.ssec.online). The report sheet is titled 'ACADEMIC REPORT SHEET' and has a 'Student Identity' field.

C. Official Student Transcript

For external institution applications or historical academic data tracking, navigate to Term Ending → Official Transcript to run deep cross-term queries.



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Target Filter Fields:

- **Entry Year of Student:** Input the starting cycle year to narrow the scope of the target cohort (e.g., **2021**).
- **Student Reg. Num:** Input unique student registration IDs to isolate records. You can look up multiple profiles simultaneously by separating registration codes with commas (e.g., **SA21A0004, SA21B0565**).

Click **Start** to run the query, and use the green **Print** button to print the generated transcript.



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5.1.6 Academic Year Transition

Transitioning the institutional portal from one academic year to the next requires a strict, multi-stage process. This ensures that historical marks are safely archived, student statuses are updated based on terminal performance, and the global application filters switch over to a fresh academic cycle correctly.

Stage 1: Processing Promotion, Repetition, and Dismissal

Before configuring the system to open a new calendar cycle, administrators must process the annual promotion engine. This migration tool reassigns student records from their old class configurations (Source Class) into their new respective academic positions (Destination Class).

To access this interface, navigate to **Term Ending → Promotion/Dismissal**.

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Dashboard

Student & Class

Marksheets

Term Ending

Setup/Management

My Profile

Promote/Repeat/Dismiss

Home » Promotion and Dismissal

Logout Super Admin

Select Source Class (2025/2026) to Destination Class (2026/2027)

From: Secondary School (Com.) (Co, Form 4A Com To: -- Select class -- Start

Note: You must update the Class council decision for 3rd Term for this class before promoting students. Goto Class Council Decisions

Annual Promotion of Students

SN	Full Name	REG#	Sex	Avg	Passed	Remark	Academics	Discipline	Promoted to
1	SUH MAXWELL NEBA	SS25A1402	M	17.57	12	Passed	PROMOTED	SATISFACTORY	-- promote to --
2	ANGWAH PEDAHIEL A.	SS25A0315	F	16.71	13	Passed	PROMOTED	SATISFACTORY	-- promote to --
3	AMBOH RUTH MUNDEH	SS25A1657	F	16.62	13	Passed	PROMOTED	SATISFACTORY	-- promote to --
4	LESINKI ELNATHAN N.	SS25A0417	M	16.44	12	Passed	PROMOTED	SATISFACTORY	-- promote to --



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Pre-requisite Lock Guardrail

The system protects historical grades by blocking premature migrations. If an administrator attempts to process promotions before finalizing third-term class councils, a red warning notification blocks execution:

 *Note!: You must update the Class council decision for 3rd Term for this class before promoting students. Goto Class Council Decisions*

Execution Pipeline

Define the Transition Targets:

- **From (Source):** Choose the current academic cycle class(e.g., *Form 4A Com*).
- **To (Destination):** Select the target classroom stream for the upcoming year.
- Click **Start** to fetch the cumulative student register.

Review the Annual Promotion Summary Table: The grid populates key metrics inherited from all three terms, including the student's **Annual Average (Avg)**, total **Subjects Passed**, and general **Remark** (*Passed* or *Failed*).

Set Transition Overrides:



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- **Academics Dropdown:** Select the official academic promotion status (e.g., **PROMOTED**, **REPEATED**, or **DISMISSED**).
- **Discipline Dropdown:** Note the student's final behavioral evaluation standing (e.g., **SATISFACTORY**).
- **Promoted to Dropdown:** Explicitly assign the destination classroom target for each individual student row.

Click save to commit the update.

Stage 2: Initializing the New Academic Year and Term

Once all student promotion arrays across the entire institution have been successfully processed and verified, the administrator can safely update the global calendar parameters to open the new year.

To access this interface, navigate to **Setup/Management → Setup Year/Term**.



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My Profile

Global Configurations

Home » Set Academic Year/Term

Logout Super Admin

Global System Configurations

Current Academic Year and Term

Start Year*

2025

First Term

Update

These parameters affect the entire filters for this application. Do not change them unless you are sure of what you are doing. Academic Year should be changed after students have been promoted to their respective classes after third term results are validated. Term may be changed after each term's results are printed and published.

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Configuration Override

Start Year: Input the starting numerical calendar year for the incoming academic cycle (e.g., changing from 2025 to 2026).

Term Dropdown Selection: Choose the initial active terminal period to begin the new cycle (**First Term**).

Click the blue **Update** button to save the configuration changes.

System Warning Guardrails



CRITICAL SYSTEM NOTICE

These parameters affect the entire filters for this application. Do not change them unless you are sure of what you are doing. Academic Year should be



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changed after students have been promoted to their respective classes after third term results are validated. Term may be changed after each term's results are printed and published.

Executing this update adjusts every automated dropdown menu, marksheet, and registration profile view across the entire application workspace to focus exclusively on the newly opened school cycle.

5.2 Finance Module

The Finance Module provides comprehensive approach for managing institutional financial records, processing student fee payments, tracking outstanding balances, and running fiscal audits.

5.2.1 Finance Module Login

Access to this module is restricted to authorised users based on their assigned roles. Depending on the permissions assigned by the System Administrator, users may log in as:

- Finance: Unrestricted access and control.
- Fee Viewer: Access restricted to only viewing tuition fee reports.

To access the Fiance Module:

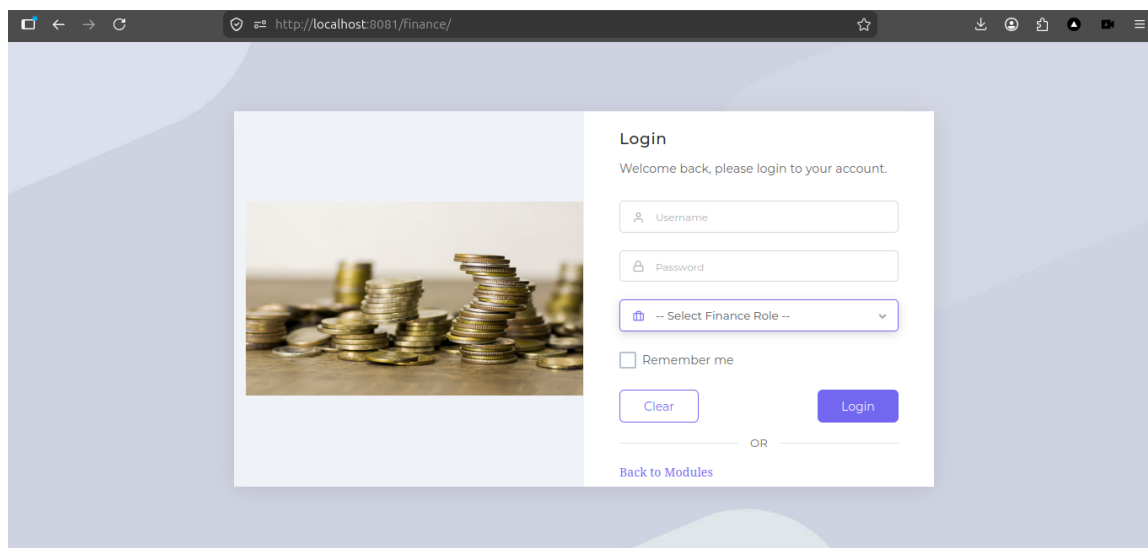
1. Enter your assigned username.
2. Enter your password.



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3. Select your appropriate role from the available options.
4. Click the Login button.
5. Upon successful authentication, you will be redirected to the Finance Dashboard.



5.2.2 Finance Dashboard Reporting & Analytics

Upon successful authentication, users are redirected to the **Finance Dashboard**, which provides a real-time reporting and analytics hub detailing the institution's overall fiscal health.

Sectional Summary Card

The top layer of the dashboard categorizes financial statuses into institutional tiers (e.g., *Secondary School (Com.)*, *Nursery School*, *Primary*



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School, Secondary School (Gram.)). Each block provides a high-level summary of:

- **Total Expected:** The cumulative fee amount billed to all enrolled students within that specific section.
- **Total Paid:** The actual collected revenue successfully processed by the system.
- **Outstanding:** The net remaining balance that has yet to be cleared by the student body.

Institutional Report Aggregation

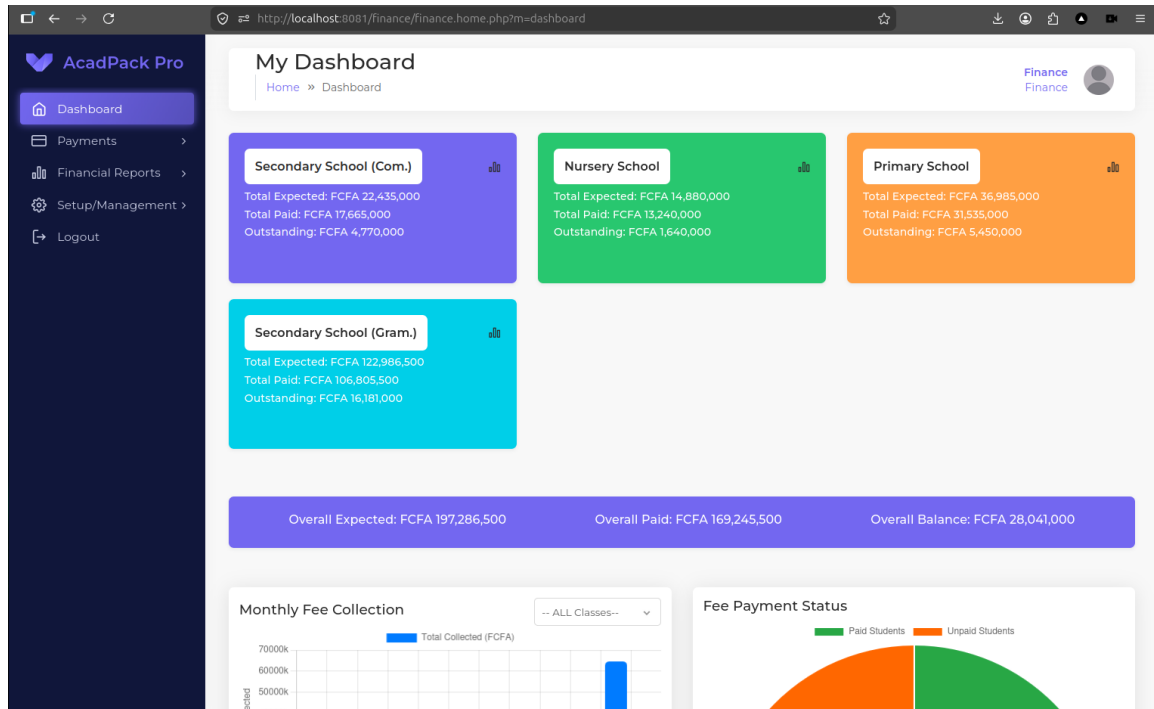
Directly beneath the sectional highlights, a global banner provides an all-inclusive institutional total:

- **Overall Expected / Paid / Balance:** Combines all individual section tallies to show the total school-wide billing projection, total liquid cash collected, and total outstanding debt remaining across the entire application workspace.



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Graphical Analytics

The dashboard visualizes collection performance trends through interactive data charts:

- **Monthly Fee Collection Bar Chart:** Breaks down real-time fee ingestion totals across the calendar months (January through December). Administrators can filter this chart using the **Class Dropdown Selector** to isolate specific classroom performance trends over time.



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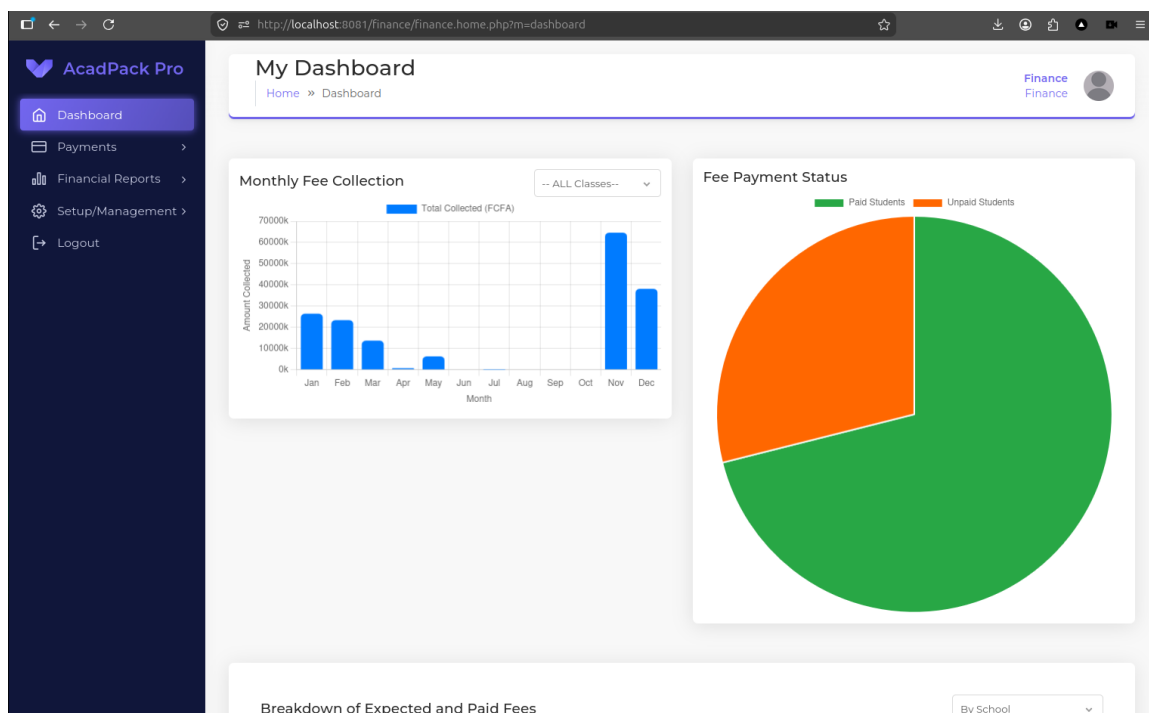
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- **Fee Payment Status Pie Chart:** Renders a clean visual distribution of student financial standings, dividing the cohort into **Paid Students** (completed accounts) versus **Unpaid Students** (accounts with outstanding defaults).
- **Breakdown of Expected and Paid Fees Bar Graph:** A dual-bar comparison chart that cross-references the **Expected Amount** side-by-side with the actual **Paid Amount** per school section, highlighting which specific campuses are hitting collection targets.
- **Payments Received Over Time Line Chart:** Plots a longitudinal trend line mapping cash flow volume month-by-month, allowing users to track operational peak periods alongside off-season fee collections.



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5.2.3 Setup & Management

The **Setup/Management** submenu controls the core financial parameters of the portal.

Pre-requisite: Before configuring any financial rules, the active academic window (Start Year and Current Term) must be explicitly defined within the global settings of the Academic Module. All Financial configurations inherit these timeline parameters automatically.



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5.2.3.1 Payment Accounts

This interface defines the financial destinations where collected tuition and institutional funds are deposited.

- **New Accounts Form:** Administrators configure incoming transaction endpoints by specifying the **Account Name** (e.g., *MTN Mobile Money, CASH*), selecting an **Account Status** (**active** / **inactive**), and providing structured **Description** details (e.g., Bank details, account numbers, or cashier desk locations).
- **All Accounts Registry:** Displays a searchable data table of all registered accounts. The view features data export utilities (**Copy**, **PDF**, **JSON**, **Print**) alongside record edit and delete action triggers.



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Payment Accounts

Home » Payment Accounts

New Accounts (+New)

Account Name *
Ex: MTN Mobile Money

Account Status *
- Select Status -

Description
Account Details

Save Reset

All Accounts

Copy PDF JSON Print

Search:

Action	Account Name	Account Details	Status
	AZIRE Coop. - 26398	AZIRE COOPERATIVE CREDIT UNION, ACC#: 26398 Holder: Step by Step Education Complex	active
	CASH	SSEC Cashier's Receipt	active
	FEE TRANSFER		active
	GICC - 0110030943091L	Micro Credit Invest and Savings Company Ntarikon Acc#: 0110030943091L Holder: Step by Step Education Complex	active
	MTN Mobile Money	MOMO	active

5.2.3.2 Payment Purposes

Payment Purposes act as global financial ledgers that categorize why money is being billed or collected.

- **New Payment Purposes Form:** Allows administrators to register custom fee allocations by declaring a specific **Payment Purpose** name (e.g., *Tuition Fee, Equipment Damage, Transcript, Scholarship Discount*), setting its **Status**, and adding a structural item description.
- **Purpose Table:** Tracks historical entries, complete with precise system timestamps showing exactly when each payment allocation rule was initialized.



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Action	Purpose	Description	Status	Created On
	Brought Forward	For Incomplete or unpaid fee in previous academic year	active	2025-07-26 08:49
	Equipment Damage	Destroyed Lab equipment	active	2022-06-22 22:23
	FEE REFUND		active	2025-11-16 18:41
	FEE TRANSFER		active	2025-11-16 18:45
	Scholarship Discount	For Teacher's Child	active	2025-09-18 20:41
	Transcript		active	2025-09-07 16:22

5.2.3.3 Expected Class Fees

This screen establishes the baseline financial structure for the student body by mapping fee obligations to targeted academic classrooms.

- **Configuration Interface:**

1. Select a campus tier from the **Select School** filter dropdown menu.
2. Multi-select the target classroom streams under the **Select Class(es)** field.
3. Map an active billing category using the **Select Purpose** dropdown menu.



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4. Assign the structural cost using the **Amount (FCFA)** field and choose an official **Expected Due Date**.

- **Existing Expected Payments Table:** Displays a live inventory of class-wide billings, making it simple to track standard baseline costs (e.g., *Primary 1B - Tuition Fee - 80,000 FCFA* or *Form 4A - Tuition Fee - 90,000 FCFA*).

Expected Payments

Home > Students Expected Fees

Payment Configurations for 2025/2026 Academic Year

Select School (+New)

Secondary School (Com.) (Commercial Education) Filter

Select Class(s)

- Select Purpose - 50000 Amount* (FCFA) YYYY-MM-DD Expected Due Date

Expected Payment Description

Save

Existing Expected Payments by Class

Copy PDF JSON Print

Search:

SN	Class	School	Purpose	Amount	Due Date	Summary
1	Form 4A Com	SSEC-Com	Tuition Fee	90000 FCFA	2026-01-31	Overall Fee
2	Form 5A Com	SSEC-Com	Tuition Fee	110000 FCFA	2026-01-31	Overall Fee

5.2.3.4 Students Extra Fees & Fines

This sub-workspace applies individual financial adjustments directly to specific student profiles rather than entire classroom cohorts.



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- **Targeted Allocation Form:** Users filter down to individual student lists using the **Select School**, **Select Class**, and **Student Status** dropdown tools. Once filtered, administrators choose a targeted student row, bind a transaction purpose, set an amount (FCFA), and specify a due date.
- **Flexible Adjustments:** This workspace processes both punitive charges (positive values for individual fines or custom damages) and structural deductions (negative values to apply specific discounts, such as a *Scholarship Discount*).

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Dashboard

Payments

Financial Reports

Setup/Management

Payment Accounts

Payment Purposes

Expected Class Fees

Students Extra Fee ...

Set Brought Fwd

System Logs

Logout

Extra Fees & Fines

Home » Students Extra Fees/Fines

Finance Finance

Students' Fines for 2025/2026 Academic Year

Select School (+New)

Select School: Secondary School (Com.) (Commercial Education)

Select Class: Lower Sixth Co...

Student Status: active

Filter

Select Student(s)

- Select Purpose -

50000

Amount* (FCFA)

YYYY-MM-DD

Expected Due Date

Expected Payment Description

Save

All Students with Fines/Extra Fee

Copy PDF JSON Print

Search:

SN	Reg#	Student's Name	Class	Purpose	Amount	Due Date	Summary
----	------	----------------	-------	---------	--------	----------	---------



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5.2.3.5 Set Brought Forward

The **Set Brought Forward** utility is a critical lifecycle tool utilized when the institutional portal is running in its second consecutive year or later.

- **Balance Migration Lifecycle:** This tool automates the rollover of student financial books across academic years. It analyzes final accounts from the preceding year and automatically carries outstanding balances forward into the fresh cycle as opening debit entries.
- **Guardrail Trigger:** If an administrator attempts to engage the rollover configuration before the active academic calendar enters a subsequent transition cycle and/or class expected fee structures have not yet been setup, a warning notification safely flags the system:

 *No Data to bring forward, this feature will only be useful in the next academic year*

5.2.4 Payment

The **Payments** submenu handles the execution, tracking, and auditing of all incoming cash flows. It is split into two primary interfaces: **Pay Fee** (transaction intake) and **Payment Transactions** (system-wide auditing).



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5.2.4.1 Pay Fee (Make a Payment for Fee/Others)

This workspace acts as the dynamic virtual cash register for processing individual payments.

- **Student Lookup & Context Ingestion:**

- Use the **Select School**, **Select Class**, and **Student Status** dropdown menus to narrow down your search (for example: *Secondary School -> Lower Sixth Com -> Active*).
- Click the **Filter** button to show the students in that group.
- Look for the student's name in the **Select Student/Beneficiary** box, click on it, and then click **Load**.
- Upon loading, the **Finance Status** panel dynamically populates with the student's identification metadata, a breakdown of current **Fee Headings** showing the exact *Expected Amount* (*Exp. Amt.*), *Paid Amount* (*Paid Amt.*), and remaining *Balance*, alongside a chronological **Transaction Details** log.

- **Transaction Entry Panel:**

- **Total Payment (FCFA):** The liquid cash value being rendered at the counter.
- **Payment Method:** Dropdown selection routing funds to designated accounts (e.g., *CASH*, *MTN Mobile Money*, or bank collection streams).



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- **Reference Number & Payer's Name:** Fields capturing external deposit transaction reference details and tracking the exact identity of the depositor.
- **Media Attachments:** Multi-channel receipt capture using the **Browse...** file uploader (supporting JPG, PNG formats) or the native **Capture with Webcam** camera frame trigger.
- **Transaction Comment:** A free-text area for logging special remarks, exceptions, or specific transaction handling requirements.
- **Automation Toggles:** Located below the action area, these checkable options prompt the system to run immediate post-execution handlers:
 - **[✓] Print Receipt?** – Automatically opens the receipt in a new tab and previews for printing.
 - **[✓] Send SMS?** – Triggers the cellular gateway to deliver instant SMS payment notifications to parents or guardians.
- **Validation Action:** Clicking the **Validate Payment** button commits the transaction row to the core database, updates the student's status, and pushes the item to the daily audit list.
- **All Daily Transactions Registry:** Renders a scannable, real-time table at the bottom of the interface displaying entries handled on the current date, facilitating rapid corrections and tracking.



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AcadPack Pro

Dashboard

Payments

Pay Fee

Payment Transacti...

Financial Reports

Setup/Management

Logout

Payments

Home » Make a Payment for Fees/Others

Payments for 2025/2026 Academic Year

Select School (+New Payment)

Select School: Secondary School (Com.) (Commercial Education) Select Class: Lower Sixth Co... Student Status: active Filter

Select Student/Beneficiary: SA25B0185[ABIANGA ASLEY ANCHI] Lower Sixth Com (active) Load

Total Payment* (FCFA)
Total Payment: Reference Number: Upload Proof/Receipt (JPG,PNG): Browse... No file selected. Payment Method*: - Select Method - Payer's Name (Depositor): Payer or Depositor: Capture with Webcam

Payment Purpose(s)

☐ Tuition Fee (90,000 FCFA) Completed
Overall Fee: Balance: 0 FCFA

Transaction Comment

Finance Status for 2025/2026

STUDENT'S NAME: ABIANGA ASLEY ANCHI
REGISTRATION#: SA25B0185
CLASS: Lower Sixth Com (SSEC-Com)

Summary

Fee Heading	Exp. Amt.	Paid Amt.	Balance	Status
Tuition Fee	90000	90000	0	Completed
TOTALS	90,000	90,000	0	OK

Transaction Details

Date	External Ref#	Paid	Balance	Teller
2026-02-04	26/1/2026NT3787	30000	0	SUSANN BRIGHT TIBAH
2026-01-27	13/01/26 MI00081	30000	30000	FIRU NJI
2025-11-24	MI 14/10/25	30000	60000	TATIANA MANKA

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Pay Fee

Payment Transacti...

Financial Reports

Setup/Management

Logout

Payments

Home » Make a Payment for Fees/Others

Transaction Details

☐ Tuition Fee (90,000 FCFA) Completed
Overall Fee: Balance: 0 FCFA

Transaction Comment: General Transaction Comment

Validate Payment

0 FCFA Balance: 0 FCFA

☒ Print Receipt? ☒ Send SMS?

All Daily Transactions (Today)

Copy CSV

Search:

Action	Time	Our Ref#	Proof Ref#	Paid	Balance	Student	Depositor
No data available in table.							

5.2.4.2 Payment Transactions

This interface functions as the multi-criteria historical ledger, enabling finance administrators to audit, filter, and track payments recorded over time.



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- **Advanced Search Filters:** The search matrix allows users to filter results by multi-selecting specific parameters simultaneously:
 - **Select Class:** Multi-select element to isolate specific student classes (e.g., *Primary 1B, Day Care 1*).
 - **Select Student:** Multi-select lookup tool to isolate specific student accounts.
 - **Payment Method:** Filter targeting specific financial deposit channels (e.g., *NTARINKON CREDIT UNION, MTN Mobile Money*).
 - **Date Range Selector:** A dropdown tracking preset time windows (*Today, Yesterday, Last 7 Days, Last 30 Days, This Month, Last Month*) alongside a **Custom Range** date picker.
- **System Payment Transactions Ledger:** Renders a master data table tracking the complete history of the institution's intake:
 - Displays unique system **Receipt Numbers, External References, full Student Names (with Registration Numbers), Class** streams, **Amount Paid, Payment Method, Date Paid**, and the login signature of the administrator who **Recorded By** logged the entry.
 - **Delete Action:** Authorized users (finance role) can click the red **Delete (Trash Icon)** action trigger next to a row to reverse



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incorrect entries, recalculate balances, and remove bad rows from the reporting dash.

Receipt No	External Ref#	Student Name	Class	Amount Paid	Payment Method	Date Paid	Recorded By	Action
2607135508		NSOH SOPHIE JEISON (SP25A0495)	Primary 1A	10,000.00	NTARINKON CREDIT UNION	2026-07-13	Super	
2607055507		NSOH SOPHIE JEISON (SP25A0495)	Primary 1A	10,000.00	NTARINKON CREDIT UNION	2026-07-05	Super	
2607035506		NJI JOHNPAUL FRU (SP25A0545)	Primary 4A	5,000.00	NTARINKON CREDIT UNION	2026-07-03	Super	
2605275505	25/11/26 NT 820693	NGUM RINA (SS25B1897)	Upper Sixth Com	95,000.00	NTARINKON CREDIT UNION	2026-05-27	FRU NJI	

5.2.5 Financial Reporting

The **Financial Reports** submenu provides read-only access to track overall collections, monitor class debt, and look up individual student records without changing any live ledger accounts.



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5.2.5.1 Class Fee Summary

The **Class Fee Summary** page gives you a clear look at the payment status of students in any class. It helps you quickly see who has paid, who still owes money, and who hasn't made any payment at all.

How to Filter and Search for a Class:

1. Select the **Academic Year** (for example: 2025 / 26).
2. Choose the specific section under **Select School**.
3. Pick one or more classes in the **Select Class** box.
4. If you want to see only specific students, you can use the **Fee Status** dropdown to filter by *Fully Paid*, *Partially Paid*, or *No Payment*.
5. Click the **Filter** button to load the list.

Understanding the Class Fee Table: Once the information loads, you will see a list of students with the following columns:

- **SN:** The serial number of the row.
- **Action:** Contains a **[Details]** button to view deeper information for that specific student.
- **Student Name:** The full name of the student along with their unique Registration Number in brackets (like *SP25A0548*).
- **Class:** The classroom the student belongs to.



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- **Amount Due:** The total amount of money the student is expected to pay.
- **Paid:** How much money the student has paid so far.
- **Balance:** The remaining amount the student needs to pay.
- **Status:** A color-coded text that instantly shows the student's standing:
 - Fully Paid – The student owes 0 FCFA.
 - Partially Paid – The student has made a payment but still has a remaining balance.
 - No Payment – The student has not paid anything yet.

The screenshot shows the 'AcadPack Pro' interface with a sidebar menu on the left containing: Dashboard, Payments, Financial Reports, Class Fee Summary (selected), Global Fee Report, Brought Forwards, Setup/Management, and Logout. The main content area is titled 'Fee Summary' and includes a breadcrumb 'Home » Financial Report'. Below this is a 'Class Fee Summary' section with filters for Academic Year, Select School, Select Class, and Fee Status, along with a 'Filter' button. The main data section is titled 'Class Fee Situation for the Academic Year 2025 / 26' and includes 'Copy' and 'CSV' buttons, a search bar, and a table with columns: SN, Action, Student Name, Class, Amount Due, Paid, Balance, and Status. The table lists 10 students with their respective fee details and status.

SN	Action	Student Name	Class	Amount Due	Paid	Balance	Status
1	[Details]	ACHIRI DELIGHT NYONGSONG (SP25A0548)	Primary 1B	80,000.00	30,000.00	50,000.00	Partially Paid
2	[Details]	ADE KELLY-BRIGHT MIYANWI (SP25A0500)	Primary 1B	80,000.00	80,000.00	0.00	Fully Paid
3	[Details]	AGHARNWI HAKEEN DRE NFORCHI (SP25A0580)	Primary 1B	80,000.00	80,000.00	0.00	Fully Paid
4	[Details]	AKONWII-MUJANG FRANCIS TEMBE (SP25A0456)	Primary 1B	80,000.00	80,000.00	0.00	Fully Paid
5	[Details]	AKWA CLARIBEL (SP25A0547)	Primary 1B	80,000.00	0.00	80,000.00	No Payment
6	[Details]	ANYE MARIE PEGETINJI TAYIMILI (SP25A0458)	Primary 1B	80,000.00	80,000.00	0.00	Fully Paid
7	[Details]	APISEH KIVAN (SP25A0443)	Primary 1B	50,000.00	0.00	50,000.00	No Payment
8	[Details]	ATUD FAITH APIE (SP25A0467)	Primary 1B	80,000.00	25,000.00	55,000.00	Partially Paid
9	[Details]	CHE BRILLE-SOLEIL NGUM (SP25A0506)	Primary 1B	80,000.00	80,000.00	0.00	Fully Paid
10	[Details]	CHI JADIDAH NUMFOR BONGNWI (SP25A0485)	Primary 1B	80,000.00	80,000.00	0.00	Fully Paid



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Tip: You can use the **Copy** or **CSV** buttons at the top of the table to save or export this list easily.

Checking a Student's Details (The Details Pop-up): If you click the **[Details]** button next to a student's name, a pop-up window titled *Financial Status* will appear with deeper information:

- **Payment Summary:** Shows the exact payment purpose (like *Tuition Fee*), the expected amount, what has been paid, the balance, and the overall status.
- **Payment Transactions Table:** Lists every single payment the student has made, including the **Amount Paid**, **Date**, **Payment Method**, and external **Reference** number.
- **Quick Action Icons:** Next to each past transaction in this window, you will see two small icons:
 - **Blue Document Icon (Print Receipt):** Click this to instantly open and preview the official receipt for that specific payment in a new tab.
 - **Green Paper Plane Icon (Send SMS):** Click this to open a quick messaging window.



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Fee Summary
Home » Financial Report

Finance Finance

Financial Status for 2025 / 2026

Student Name: **AKONWI-MUJANG FRANCIS TEMBE** (SP25A0456) Class: Primary 1B

Payment Summary

Payment Purpose	Expected	Paid	Balance	Status
Tuition Fee	80,000.00	80,000.00	0.00	Completed

Payment Transactions

Action	Amount Paid	Date	Payment Method	Reference
	20,000.00	2026-02-28	NTARINKON CREDIT UNION	2602284620
	60,000.00	2025-11-10	NTARINKON CREDIT UNION	2511101314

Showing 1 to 10 of 2,124 entries

Previous 1 2 3 4 5 ... 213 Next

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Sending a Quick Payment SMS: When you click the green paper plane icon inside the details window, a **Send Payment SMS** pop-up opens:

- **Select Number:** A dropdown menu lets you choose from saved parent/guardian phone numbers (for example, *OPPOSITE SSNPS*), or you can select *Enter Another Number* to type a new one manually.
- **Message Box:** The system automatically creates a ready-to-send text message showing the exact payment made, the reference number, and the student's remaining balance.
- Click the purple **Send SMS** button to deliver the message immediately.



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Class Fee Situation for the Academic Year 2025 / 26

Send Payment SMS

Student: **AKONWI-MUJANG FRANCIS TEMBE** (SP25A0456) Class: Primary 1B

Select Number
MBINGFIBIE - MANKON (650966481) 653...

Message Preview
SSEC PAYMENT:2026-02-28 02:50 >> AMT Paid: 20,000 FCFA >> Ref#: 2602284620 >> Beneficiary: AKONWI-MUJANG FRANCIS TEMBE (SP25A0456) >> Balance: 0 FCFA.

Send SMS Close

Due	Paid	Balance	Status
30,000.00	50,000.00		Partially Paid
80,000.00	0.00		Fully Paid
80,000.00	0.00		Fully Paid
80,000.00	0.00		Fully Paid
0.00	80,000.00		No Payment
80,000.00	0.00		Fully Paid
0.00	50,000.00		No Payment
25,000.00	55,000.00		Partially Paid
80,000.00	0.00		Fully Paid
80,000.00	0.00		Fully Paid

Showing 1 to 10 of 2,124 entries

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5.2.5.2 Global Fee Report

The **Global Fee Report** page lets you check the overall fee situation of the entire school at once, rather than looking at just one class at a time. It gives a birds-eye view of who has paid and who owes money across all sections.

- **How to Filter and Search:**

- Select the **Academic Year** you want to view.
- Use the **Fee Status** dropdown if you want to narrow down the list to show only *Fully Paid*, *Partially Paid*, or *No Payment* students school-wide.
- Click the **Filter** button to load the full institutional list.



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- **Understanding the Global Fee Table:** This large table lists all matching students across the school with these columns:
 - **SN:** The serial number of the row.
 - **Action:** Contains a **[Details]** button to view deeper information for that specific student.
 - **Student Name:** The full name of the student.
 - **Reg#:** The student's unique Registration Number (like *SP25A0548*).
 - **Class:** The specific classroom the student belongs to.
 - **Amount Due:** The total amount of money the student is expected to pay.
 - **Paid:** How much money the student has paid so far.
 - **Balance:** The remaining amount the student needs to pay.
 - **Status:** The color-coded standing of the student (*Fully Paid*, *Partially Paid*, or *No Payment*).
- **Tip:** Just like the class summary, you can click **Copy** or **CSV** at the top to save or export this entire list.
- **Checking Details & Sending SMS:** Clicking the **[Details]** button opens the exact same *Financial Status* pop-up window. From there, you can view their individual payment transactions, click the **Blue Document Icon** to print a specific receipt, or click the **Green Paper Plane Icon** to send a quick balance update SMS to the parents.



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5.2.5.3 Brought Forward

The **Brought Forwards** report is where you track the unpaid fee debts carried over from previous school years into the current active academic year.

- **System Guardrail:** If the school portal is running its very first year, or if the balances from the past year have not yet been shifted over by the admin, the page will display a clear warning banner:
 **Brought Forward Data has not been Generated for this Academic Year**
- When data *is* generated, this workspace displays a table of all students who started the current academic year with an opening debt balance inherited from their past school records.

5.2.6 Finance Year Transition

The **Finance Year Transition** is the process used to close the financial books for an old school year and open a fresh ledger for the new school year.

Critical Pre-requisite

Before you can do anything with the finance transition, **the transition in the Academic Module must be handled first**. If the active academic window (the new Start Year and Current Term) is not explicitly defined in the



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Academic Module, you cannot transition the finance module to the next academic year.

Step-by-Step Transition Steps

Step 1: Set the New Base Fees (Expected Class Fees)

Location: Setup/Management → Expected Class Fee

Expected Payments

Home » Students Expected Fees

Finance Finance

Payment Configurations for 2025/2026 Academic Year

Select School (+New) [Replicate Previous Year \(2024/2025\) Fees Structure](#)

- All School - [Filter](#)

Select Class(s)

- Select Purpose - 50000 Amount* (FCFA) YYYY-MM-DD Expected Due Date

Expected Payment Description

Save

Because a new school year means students are entering new classes and fee structures may change, you must define the standard costs for the new cycle first.

- **Replicate or Manual Entry:** Click **Replicate Previous Year Fees Structure** button to duplicate all previous class fee setups into the new year, or manually select the school section, pick classroom



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streams, assign the billing purpose (e.g., *Tuition Fee*), and set the standard cost (FCFA) along with official due dates.

- **Why First?** Base fees must exist in the new academic year before student accounts can accurately reflect total debt, fee structures, or carried-over balances.

Step 2: Carry Forward Deficits and Surpluses (Set Brought Forward)

Once the academic module is updated, you must migrate the final financial standings from the previous year. **Setup/Management → Set Brought Fwd.**

- **The Concept:** The system looks at what students owe (deficits) or what they overpaid (surpluses) from the past year.
- It automatically carries these outstanding balances forward into the fresh cycle as opening debit or credit entries.
- **Note:** You can not run this before the academic year transition and before expected class fee setup.

Step 3: Apply Individual Adjustments (Optional Student Extra Fees)

After the baseline fees are set up for the new classes, you can optionally handle individual student exceptions. **Setup/Management → Student Extra.**



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- If specific students need custom financial adjustments for the new year—such as punitive charges (fines/damages) or structural deductions (like a scholarship discount)—you apply them one by one using the **Students Extra Fees & Fines** interface.



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5.3 Payroll Module

The **Payroll Module** provides a secure environment for managing employee contracts, processing staff salaries, tracking institutional disbursements, and letting workers view their personal monthly payslips.

5.3.1 Payroll Login

Access to this module is strictly secure, allowing staff members and financial officers to log into their customized workspaces depending on their structural duties.

Based on the access privileges set up by the System Administrator, users can log in under one of three distinct roles:

- **employee:** Restricted access designed for standard school workers to securely check and view their personal monthly payslips.
- **executive:** Read-only and supervisory access tailored for directors or school board members to monitor employee contracts, overall institutional salary disbursements and operational cost sheets.
- **payroll master:** Unrestricted administrative access giving full power to manage the employee contracts, school sections, process monthly payroll runs, and manage institutional organisational settings.

To log into the Payroll Module:

1. Type your assigned **Username** into the first field.

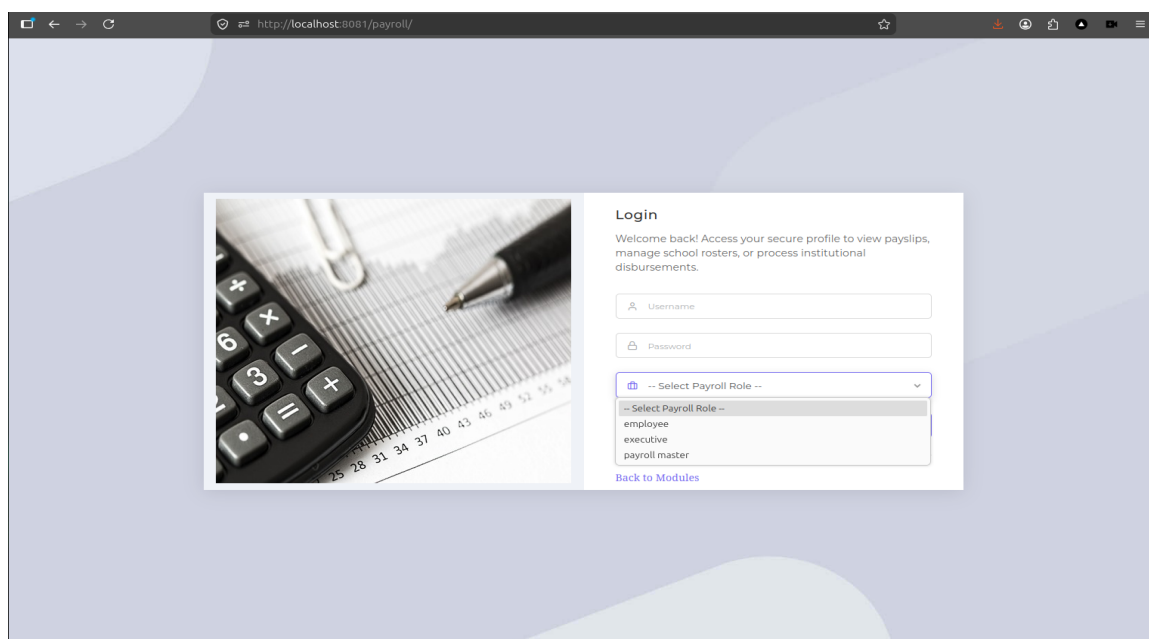


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2. Enter your secure **Password**.
3. Open the -- **Select Payroll Role** -- dropdown menu and choose the specific role matching your permissions (*employee*, *executive*, or *payroll master*).
4. Click the **Login** button to proceed to your secure dashboard.

Tip: If you need to return to the main school gateway dashboard, you can click the **Back to Modules** link located below the login card.





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5.3.2 Dashboard Analytics

Upon logging in, users are met with the **Dashboard Analytics** workspace, which acts as a visual overview of the school's payroll expenses and internal account funds.

Core Filter Bar

At the top of the dashboard, you can filter all visual charts and figures using three primary controls:

- **Academic Year:** Select the active school year term (for example: *2025/2026 (Current)*).
- **Month(s):** Multi-select field to look up specific calendar months.
- **School Section:** Narrow down your data by choosing a targeted campus loop—such as *DAYCARE, NURSERY & PRIMARY SCHOOL* or *HIGH SCHOOL SECTION*—or leave it as *All Sections*.
- Click the small **Refresh (arrows icon)** button on the right to instantly load the filtered data.

System Note: A small helper message flags that the Njangi Cycle Health metrics depend on the Academic Year and School Section only—selecting a specific month will not filter those values.

Financial Summary Highlight



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Two colored cards display real-time institutional payouts:

- **Gross Payroll (Purple Card):** The total baseline salary amount calculated before any deductions or financial penalties are removed.
- **Net Payout (Green Card):** The final liquid cash amount actually distributed to your staff members after taxes, social contributions, and deductions are subtracted.

Graphical Performance Chart

Payroll Cost Trend (Line Graph): Maps out longitudinal expenditure lines month-by-month. It plots your total **Gross** payout alongside **NSIF** (social insurance), **Tax** metrics, and the final **Net** payout line.

Escrow Cash Flow (Bar Chart): Displays a comparison breakdown mapping total internal funding streams, showing **Deposits** (green) versus **Withdrawals** (red) over specific calendar periods.

Deduction Mix (Pie Chart): Renders a visual percentage breakdown comparing **Statutory** reductions (government taxes or mandatory social security) against **Internal** reductions (savings pools or structural staff adjustments).

Internal Accounts Pool (Pie Chart): Tracks the all-time balances sitting in various custom school pools, including **NJANGI**, **STUDENT_FEES_HOLDING**, and **STAFF_SOCIAL**.



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Headcount by School Section (Bar Chart): Displays the active employee workforce distribution, showing exactly how many workers are active in the *HIGH SCHOOL SECTION* versus the *DAYCARE, NURSERY & PRIMARY SCHOOL*.

5.3 Configurations

The **Configurations** panel is where the **payroll master** sets up school-wide settings, internal accounts, school sections and create new njangi cycles for each school section in every academic year. These variables form the backbone of all bank transfer docs, monthly pay slips, tax filings, and account balances.

5.3.1 Organisation Setting

The **Organisation Setting** menu lets you manage organisation-wide identity variables, banking header details. These values dynamically feed into the letterheads for the to bank document, individual payslips, official reports, and standing orders. **Configurations → Organisation Settings**



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Active Configuration Variables		
SETTING SCOPE ATTRIBUTE	CURRENT ACTIVE RUNTIME VALUE	ACTIONS MAPPING
Bank Location bank_location	Bamenda - North West Region	Change History
Bank Manager Salutation bank_manager_salutation	Madam	Change History
Bank Name bank_name	MICRE INSA	Change History
Debit Account No debit_account_no	010030943091L	Change History
Director Name director_name	Fru Nji Labinda	Change History
Director Title director_title	SCHOOL DIRECTOR	Change History
Employer No employer_no	370-0109065-D/M120700047359L	Change History
Letter Cc letter_cc	FILES	Change History
Org Abbreviation org_abbreviation	S.S.H.S Ntarinkon	Change History
Org City Town org_city_town	Bamenda	Change History
Org Motto org_motto	Discipline . Hardwork . Success	Change History
Org Name org_name	Step by Step Education Complex Ntarinkon- Mankon	Change History
Org Po Box org_po_box	Box 485 Ntarinkon	Change History
Org Quarter org_quarter	Ntarinkon	Change History

Core Configuration Variables

Bank Location: The physical branch city and region of the school's bank account (e.g., *Bamenda - North West Region*).

Bank Manager Salutation: Formal opening greeting on official payment letters (e.g., *Madam* or *Sir*).

Bank Name: The financial institution handling salary transfers (e.g., *MICRE INSA*).

Debit Account No: The primary bank account number used to pay salaries.

Director Name & Title: The official name and job title of the school signatory..



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Employer No: The official tax and social security registration identifier (NSIF/Tax ID) for the institution .

Letter Cc: Standard carbon copy recipients printed on bank cover letters (e.g., *FILES*).

Org Details (Name, Abbreviation, Motto, City, PO Box): Official branding fields that populate header banners on generated documents and pay slips.

Timeline Version Control & Historic Audits:

- **Advance Setting Value** ( **Change**): Opens a panel to schedule a future update. You enter a **New Configuration Value**, select an **Effective Rollout Date**, and include **Internal Audit Notes** explaining the edit.



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Organisation Setting
Home » Baseline Organisation Settings Management

Institutional Org Settings
Configure active parameters, system tax identities, logos, and historical letterhead definitions.

SETTING SCOPE ATTRIBUTE	CURRENT ACTIVE RUNTIME VALUE	ACTIONS MAPPING
Bank Location bank_location	Bamenda - North West Region	Change History
Bank Manager Salutation bank_manager_salutation	Madam	Change History
Bank Name bank_name	MICRE INSA	Change History
Debit Account No debit_account_no	0110030943091L	Change History
Director Name director_name	Fru Nji Lakinda	Change History
Director Title director_title	SCHOOL DIRECTOR	Change History
Employer No employer_no	370-0109065-D/M120700047359L	Change History
Letter Cc letter_cc	FILES	Change History
Org Abbreviation org_abbreviation	S.S.H.S Ntarinkon	Change History
Org City Town org_city_town	Bamenda	Change History
Org Motto org_motto	Discipline . Hardwork . Success	Change History
Org Name org_name	Step by Step Education Complex Ntarinkon-Mankon	Change History
Org Po Box org_po_box	Box 485 Ntarinkon	Change History

Advance Setting Value
Propose historical effective timeline branch

SETTING TARGET
BANK_LOCATION

NEW CONFIGURATION VALUE *
Bamenda - North West Region

EFFECTIVE ROLLOUT DATE *
2026-07-21
Previous active records will end the day before this date.

INTERNAL AUDIT NOTES/DESCRIPTION
Bank branch location line

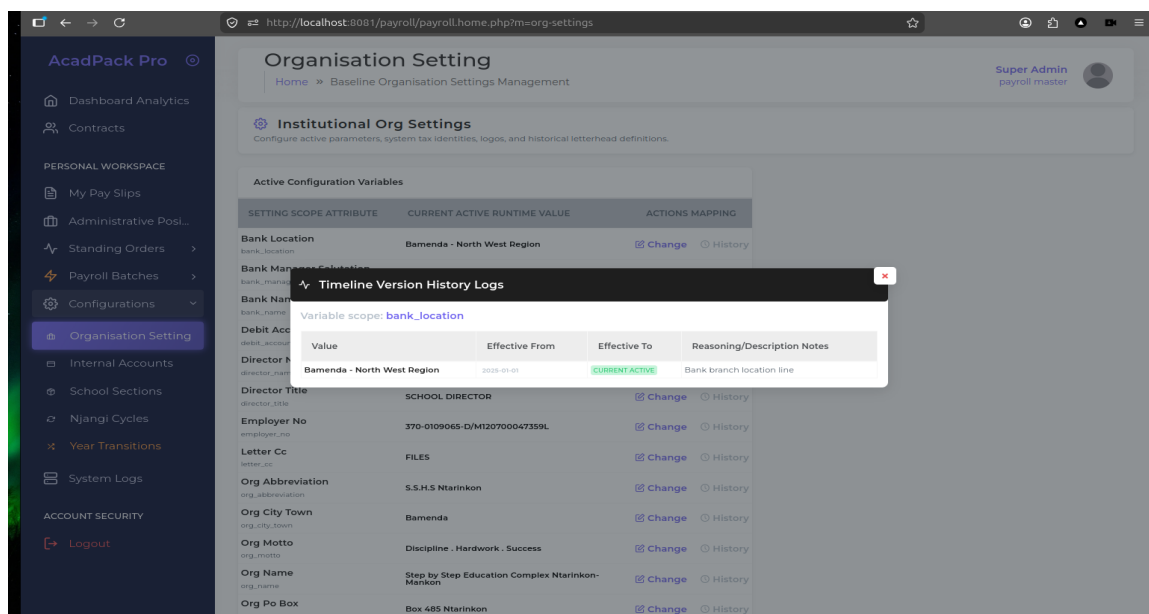
[Save Timeline Transition](#)

- **Timeline Version History Logs (🕒 History):** Opens a modal displaying every previous change for that field, including **Effective From/To** dates and reason notes. This ensures old pay records always keep their original letterhead information even after updates.



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5.3.2 Internal Accounts

The **Internal Accounts** interface manages internal accounts used for automatic accounting and escrow deductions. These keep track of money held for social funds, student fee deductions, and internal Njangi savings schemes. **Configurations → Internal Accounts.**



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Internal Accounts
Home » System GL Accounts Mapping

Payroll Internal Accounts
Manage internal accounts, escrow tracking, funds, and institutional fee alignments.

Create Account
Register an internal payroll account

Account Name/Label *
E.G. Staff Njangi Scheme

Account Type *
-- Choose Category --

Linked School Section Reference *
-- Choose Linked Section Asset --

Create Account

Active Payroll Internal Accounts

Account Code	Account Name/Label	Category Type	School Association	Status	Action
PRI_STAFF_SOCIALS	NURSERY & PRIMARY STAFF SOCIALS ACCOUNT	STAFF_SOCIAL	DAYCARE, NURSERY & PRIMARY SCHOOL	ACTIVE	Edit Deactivate Delete
SEC_STAFF_SOCIALS	SECONDARY STAFF SOCIALS ACCOUNT	STAFF_SOCIAL	HIGH SCHOOL SECTION	ACTIVE	Edit Deactivate Delete
PRI_SCHOOL_FEE	NURSERY & PRIMARY SCHOOL FEE HOLDING ACCOUNT	STUDENT_FEES_HOLDING	DAYCARE, NURSERY & PRIMARY SCHOOL	ACTIVE	Edit Deactivate Delete
SEC_SCHOOL_FEE	SECONDARY SCHOOL FEE HOLDING ACCOUNT	STUDENT_FEES_HOLDING	HIGH SCHOOL SECTION	ACTIVE	Edit Deactivate Delete
PRI_NJANGI	PRI NJANGI ACCOUNT	NJANGI	DAYCARE, NURSERY & PRIMARY SCHOOL	ACTIVE	Edit Deactivate Delete
SEC_NJANGI	SEC NJANGI ACCOUNT	NJANGI	HIGH SCHOOL SECTION	ACTIVE	Edit Deactivate Delete

Showing 1 to 6 of 6 entries

Account Creation & Configuration Fields

To create a new account, click the **+ New Account** button on the right most end of the screen.

- **Account Name/Label:** The plain-text title for the internal account (e.g., *NURSERY & PRIMARY STAFF SOCIALS ACCOUNT*).
- **Account Type Category:** The financial classification assigned to the account:

★ **STAFF_SOCIAL:** Keeps track of internal employee emergency or social funds.



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★ **STUDENT_FEES_HOLDING**: An escrow account that holds salary deductions used to pay off student tuition.

★ **NJANGI**: Holds monthly staff savings group contributions.

- **Linked School Section Reference**: Connects the internal account to a specific campus division (e.g., *DAYCARE, NURSERY & PRIMARY SCHOOL*).
- **Account Actions**: Allows administrators to **Edit**, **Deactivate** (pause operations), or **Delete** an account.

5.3.3 School Sections

The **School Sections** menu lets you define the distinct operational branches of the institution. These sections help group staff contracts, route internal accounts, and divide monthly payroll processing batches. **Configurations → School Sections**.



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The screenshot shows the 'School Associations' page in the AcadPack Pro system. The left sidebar contains navigation links for Dashboard Analytics, Contracts, Personal Workspace (My Pay Slips, Administrative Posi..., Standing Orders, Payroll Batches, Configurations), Organisation Setting, Internal Accounts, School Sections (selected), Njangi Cycles, Year Transitions, System Logs, and Account Security (Logout).

The main content area is titled 'School Associations' and includes a breadcrumb 'Home » Institutional Affiliations'. A 'Super Admin payroll master' user profile is visible in the top right. A '+ New Section' button is present. Below this is the 'Create Section' form with the following fields:

- SECTION TITLE/NAME ***: E.G. AcadPack Central Group
- PRIMARY ACCOUNT NUMBER REFERENCE**: E.G. 10001-002345-90

A 'Create Section' button is at the bottom right of the form. Below the form is a table titled 'Current School Sections' with a search bar. The table has columns for SECTION NAME, SECTION ACCOUNT NO, CREATED ON, and ACTION.

SECTION NAME	SECTION ACCOUNT NO	CREATED ON	ACTION
HIGH SCHOOL SECTION	00110029701	2026-06-07	Edit Delete
DAYCARE, NURSERY & PRIMARY SCHOOL	00110029701	2026-06-07	Edit Delete

Showing 1 to 2 of 2 entries

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Creating a new School Section

Click the **[+ New Section]** button to open the **Create Section Form**.

Form Fields:

Section Title/Name (* Mandatory): The official label for the campus branch (e.g., *HIGH SCHOOL SECTION*).

Primary Account Number Reference: The dedicated bank account or internal ledger number tied to this section for processing payments (e.g., *90909202993*).

Management Actions: Click **[+ New Section]** to create a new branch, or use **Edit** and **Delete** directly on existing rows.



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5.3.4 Njangi Cycles

The **Njangi Cycles** interface allows administrators to set up and manage staff rotational savings funds for each school section per academic year.

Configurations → Njangi Cycles.

The screenshot displays the 'Njangi Cycles' management interface. The left sidebar contains navigation links for 'AcadPack Pro', 'Dashboard Analytics', 'Contracts', 'PERSONAL WORKSPACE', 'My Pay Slips', 'Administrative Posi...', 'Standing Orders', 'Payroll Batches', 'Configurations', 'Organisation Setting', 'Internal Accounts', 'School Sections', 'Njangi Cycles', 'Year Transitions', 'System Logs', and 'ACCOUNT SECURITY'. The main content area is titled 'Njangi Cycles' and includes a '+ New Cycle' button. Below this is the 'Create Njangi Cycle' form, which has fields for 'LINKED NJANGI INTERNAL ACCOUNT' (a dropdown menu), 'CYCLE NAME' (text input), 'MIN. CONTRIBUTION PER MEMBER / MONTH (FCFA)' (text input), 'TOTAL MONTHS' (text input), 'START DATE' (text input), and 'END DATE (AUTO-CALCULATED)' (text input). A 'Create Cycle' button is at the bottom right of the form. Below the form is a table titled 'All Njangi Cycles' with columns: CYCLE NAME, LINKED ACCOUNT, MIN.CONTRIBUTION, MONTHS, START, END, STATUS, and ACTION. The table contains two entries: 'NUR & PRI NJANGI 2026' and 'SEC NJANGI 2026'. The bottom of the page shows 'Showing 1 to 2 of 2 entries' and a pagination control.

CYCLE NAME	LINKED ACCOUNT	MIN.CONTRIBUTION	MONTHS	START	END	STATUS	ACTION
NUR & PRI NJANGI 2026	PRI NJANGI ACCOUNT	2,500 FCFA	9 mo	2025-09-01	2026-07-31	Active	Edit No Delete
SEC NJANGI 2026	SEC NJANGI ACCOUNT	2,500 FCFA	9 mo	2025-09-30	2026-07-31	Active	Edit No Delete

Creation & Configuration

When registering a new rotating savings cycle via **[+ New Cycle]**, the system captures:

- **Linked Njangi Internal Account (\$\star\$ Mandatory):** Selects the designated internal ledger (e.g., **PRI_NJANGI_ACCOUNT** or **SEC_NJANGI_ACCOUNT**) mapped to the specific school section for the given academic session.



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- **Cycle Name (\$\star\$ Mandatory):** A distinct label identifying the scheme and academic year (e.g., *NUR & PRI NJANGI 2026*).
- **Minimum Contribution Per Member / Month (FCFA) (\$\star\$ Mandatory):** The floor deduction amount required per participating staff member (e.g., *2,500 FCFA*).
- **Total Months (* Mandatory):** The duration of the cycle (e.g., *9* months).
- **Start Date (* Mandatory):** The official commencement date (e.g., *2025-09-01*).
- **End Date (Auto-Calculated):** Automatically determined by adding the duration specified in **Total Months** to the selected **Start Date** (e.g., *2026-07-31*).

5.4 Contract Registry

The **Contract Registry** serves as the central hub of the Payroll Module, where administrative masters formalize employment terms, manage recurring earnings or deductions, and link personnel records directly to financial accounts.

5.4.1 Executing a New Staff Contract

When you click the [+ **New Contract**] button, the system opens up a setup form broken down into three main parts: Job Details, Bank Accounts, and Custom Allowances or Deductions.



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Assigned Staff Identity	Post & Rank	Contact	Contract Salary	Commencement	Contract Status	Actions
Madam ATOH CATHY TAB... T00024	Bursar Vice Principal	N/A	210,000 XAF	01 Sep 2026	Active Contract	Edit Delete Duplicate
Mr AKENJI CLAUDVI... 55HS-003	Bursar Vice Principal	N/A	210,000 XAF	01 Sep 2026	Active Contract	Edit Delete Duplicate
Madam ASAHMANDAM DEL... 55NPS-113	Teacher Principal	N/A	145,000 XAF	01 Sep 2026	Active Contract	Edit Delete Duplicate
Mr AZANJI DESMOND T00040	Bursar Vice Principal	N/A	210,000 XAF	01 Sep 2026	Active Contract	Edit Delete Duplicate
Madam AWAH FELICIA M... 55HS-155	Teacher Principal	N/A	145,000 XAF	01 Sep 2026	Active Contract	Edit Delete Duplicate
Madam AKUMA IRINE NE... 55HS-172	Teacher Principal	N/A	145,000 XAF	01 Sep 2026	Active Contract	Edit Delete Duplicate
Madam AKWA JOAN 55NPS-020	Teacher Management	N/A	125,000 XAF	01 Sep 2026	Active Contract	Edit Delete Duplicate
Madam AMBIA KELLIE C... 55HS-165	Teacher Principal	N/A	145,000 XAF	01 Sep 2026	Active Contract	Edit Delete Duplicate
Madam ABEH LINDA T00026	Teacher	brandonichami@gmail.com 653595434	85,000 XAF	05 Jul 2026	Active Contract	Edit Delete Duplicate

Basic Info & Job Details

This section links the contract to an actual person and sets up their baseline role and operational timeline:

- **System Teacher Reference Linkage:** A dropdown list that pulls the names of staff members who were already registered over in the Academic Module. This prevents you from typing employee names twice.
- **School Section:** A dropdown to select which section of the school campus the worker belongs to (e.g., *DAYCARE*, *NURSERY & PRIMARY SCHOOL* or *HIGH SCHOOL SECTION*).



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- **National Social Insurance Registry (NSIF No):** The legal social security number used for statutory insurance tracking.
- **Contractual Base Salary (XAF):** The primary monthly salary amount agreed upon before any extra allowances are added or taxes are deducted.
- **Employee Post:** The worker's primary job title (like *Teacher* or *Bursar*). If the title you need isn't on the list, click the **[+ Add New Post]** option in the dropdown to type in a new designation on the spot.
- **Employee Duty Post:** Any extra specialized administrative assignment assigned to the worker (like *Archives*, *Dean of Studies*, or *Principal*). If the duty post is missing, click **[+ Add New Duty Post]** to save a new one with its default allowance.
- **Duty Post Allowance (XAF):** This field appears automatically right after you pick an *Employee Duty Post*. It serves as a **Negotiated Duty Post Allowance Override**—meaning if you negotiated a special allowance rate for this specific employee that is different from the school's default rate, you can type it directly here.
- **Contract Classification:** The legal type of employment format, typically set to *Fixed Term Contract*.
- **Date of Employment:** The calendar date when the staff member's contract officially goes live.



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- **Contract Duration (Months):** How long the employment agreement lasts. By default is 9.

Bank Details

Optional Employee bank account details:

- **Bank Account Holder Name:** The exact legal name listed on the employee's bank account.
- **Bank Account Number:** The full bank account number string.

Non-Global Internal Earnings/Deductions

This section lists special financial options that you can check to customize this specific employee's monthly pay sheet, rather than applying a global rule to the whole school:



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The screenshot displays the 'Contract Registry' page in the AcadPack Pro application. The left sidebar contains navigation links for 'Dashboard Analytics', 'Contracts', 'PERSONAL WORKSPACE' (My Pay Slips, Administrative Posi..., Standing Orders, Payroll Batches, Configurations, System Logs), and 'ACCOUNT SECURITY' (Logout). The main content area is titled 'Contract Registry' and includes a breadcrumb 'Home » Manage Employee Contracts'. A user profile for 'Super Admin payroll master' is in the top right. The form is titled 'Execute Initial Institutional Staff Contract' and contains several sections: 1. 'System Teacher Reference Linkage' with a dropdown 'Select teacher for allocation...'. 2. 'School Section' with a dropdown 'Select school section...'. 3. 'National Social Insurance Registry (NSIF No)' with a text input 'Enter statutory NSIF identifier'. 4. 'Contractual Base Salary (XAF)' with a numeric input 'Specify baseline contractual rate'. 5. 'Employee Post' with a dropdown 'Select Employee Post...'. 6. 'Employee Duty Post' with a dropdown '-- Select employee duty post --'. 7. 'Contract Classification' with a dropdown 'Fixed Term Contract'. 8. 'Date of Employment' with a date input. 9. 'Contract Duration (Months)' with a numeric input '9'. 10. 'Bank Account Holder Name' with a text input 'Legal entity/holder account variant string'. 11. 'Bank Account Number' with a text input 'Standard banking structure code'. 12. 'Non-Global Internal Earnings/Deductions' section with the instruction 'Select individual components to include in the payroll calculation.' and a table:

Apply	Component	Type
☐	Staff Njangi Savings	Deduction
☐	School Fee / Internal Loan Deductions	Deduction
☐	Extra Classes & Others	Earning

- **Staff Njangi Savings (Deduction):** Checking this box opens the **Institutional Njangi Registry Allocation** panel. Here, you select a **Target Active Njangi Cycle Room** and set a **Scheduled Njangi Amount (XAF)** to be automatically deducted from their salary each month.



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- **School Fee / Internal Loan Deductions (Deduction):** Checking this box opens the **School Fee Escrow Split Details** panel, which lets a staff member pay off a student's school fees directly from their salary.
 - **Select Student Beneficiary:** Search and select the specific student by name or registration number.
 - **Scheduled Amt (XAF):** The amount to deduct from the salary each month for the student's fees.
 - **Target Cap (XAF):** The absolute total limit of the loan or fee. Once the deductions hit this cap, the system automatically stops docking the salary.
 - **Frequency Pattern:** Choose how often this deduction happens. You can pick *Monthly Deductions*, *One-time Execution*, or



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Custom Months. If you choose *Custom Months*, a multi-select dropdown drops down, letting you check off the exact calendar months (like *January, February, March*) when the money should be pulled.

Note: If the employee in question has more than one child, you can click the another student beneficiary button and fill in the details.

- **Extra Classes & Others (Earning):** Checking this box allows you to configure additional custom monthly credit add-ons to reward the employee for taking on extra classroom work.



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Once every single setting is accurately filled out, click the blue **[Execute & Activate Contract]** button at the bottom right to save the contract, update the main contract registry list, and queue up the worker for future monthly payroll processing loops.

5.4.2 Contract Table Overview

The main data table displays the key summary details for every employee:

- **Assigned Staff Identity:** Displays the staff member's full name, profile avatar initials, and their unique **ID Linkage Ref** (e.g., **SSNPS-011**).
- **Post & Rank:** Shows their primary job role (e.g., *Teacher*, *Bursar*) alongside any administrative Duty Post badge highlighted below it (e.g., *Vice Principal*, *Principal*, *Management*).
- **Contact:** Displays the employee's registered email address and phone number (shows **N/A** if not provided).
- **Contract Salary:** The base monthly pay rate (e.g., **65,000 XAF**, **210,000 XAF**).
- **Commencement:** The official start date of the active agreement (e.g., **01 Sep 2026** or **05 Jul 2026**).
- **Contract Status:** A badge indicating if the agreement is currently active (**Active Contract**), suspended, or expired.



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- **Pagination Bar:** Found at the bottom right, allowing you to flip through pages (e.g., *Displaying 1–10 of 84 frameworks*).

Quick Action Toolbar

At the far-right end of each row, there are four interactive action buttons:

Icon	Tooltip Name	Action Description
	Inspect Contract Details	Opens the side slide-out drawer (Contract Details) showing all terms, banking info, and active standing orders.
	Amend Active Terms	Opens the contract editor page to update salary rates, duty posts, bank info, or standing order deductions.
	Suspend Contract	Temporarily freezes the contract, placing salary payments on hold without deleting the staff record.



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	Terminate Contract	Permanently ends or archives the contract agreement.
---	--------------------	--

The Contract Details Drawer (Inspect View)

When you click the **Inspect Contract Details** () icon, a side panel titled **[Staff Name]'s Contract Details** slides out from the right. It organizes contract details into **4 distinct navigation tabs**:

Tab 1: Active Terms

Gives a complete overview of the administrative and personal parameters:

- **Contract Parameters:** Displays the unique reference code (e.g., **CTR-30-1783277613**), school section assignment (*DAYCARE, NURSERY & PRIMARY SCHOOL*), primary post rank (*Teacher*), duty post responsibility allowance status, contract classification (*SPECIFIED_DURATION*), validity window (*9 Month(s)*), and effective entry date.
- **Assignee Personal Info:** Displays statutory NSIF identifier, year of entry into the school system, contact email, and phone number.
- **Bank Details:** Shows the registered bank account holder name and account number.



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The screenshot displays the AcadPack Pro web application interface. On the left is a dark sidebar with navigation links: Dashboard Analytics, Contracts (highlighted), PERSONAL WORKSPACE (My Pay Slips, Administrative Posi..., Standing Orders, Payroll Batches, Configurations, System Logs), and ACCOUNT SECURITY (Logout). The main content area is titled 'Contract Registry' and shows a table of employee contracts. The table has columns for Assigned Staff Identity, Post & Rank, and Contact. The table lists several employees, including Madam ATOH CATHY TAB, Mr AKENJI CLAUDVL, Madam ASAHMANDAM DEL, Mr AZANJI DESMOND, Madam AWAH FELICIA M., Madam AKUMA IRINE NE, Madam AKWA JOAN, Madam AMBIA KELLIE C., Madam ABEH LINDA, and Madam ADELINE LUM NK. The details for Madam ABEH LINDA are shown on the right in a modal window titled 'ABEH's Contract Details'. This modal includes sections for Active Terms, Contract Parameters, Assignee Personal Info, and Bank Details. The Contract Parameters section shows details for contract CTR-28-1783274553, assigned to a Teacher at the HIGH SCHOOL SECTION, with a validity window of 9 months starting from 05 Jul 2026. The Assignee Personal Info section shows her Statutory NSIF ID as labelh-929394, year of entry as 2026, email as brandonichami@gmail.com, and phone number as 653595434. The Bank Details section shows her bank account name as label-bank-account and bank account number as labelh-account-no.

Assigned Staff Identity	Post & Rank	Contact
Madam ATOH CATHY TAB... T00024	Bursar Vice Principal	N/A
Mr AKENJI CLAUDVL... SSHS-003	Bursar Vice Principal	N/A
Madam ASAHMANDAM DEL... SSNPS-113	Teacher Principal	N/A
Mr AZANJI DESMOND T00040	Bursar Vice Principal	N/A
Madam AWAH FELICIA M... SSHS-155	Teacher Principal	N/A
Madam AKUMA IRINE NE... SSHS-172	Teacher Principal	N/A
Madam AKWA JOAN SSNPS-020	Teacher Management	N/A
Madam AMBIA KELLIE C... SSHS-165	Teacher Principal	N/A
Madam ABEH LINDA T00026	Teacher	brandonichami@gmail.com 653595434
Madam ADELINE LUM NK... SSNPS-011	Teacher	velvetwoodruff@gmail.com

Displaying 1-10 of 84 frameworks

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Tab 2: Remuneration Matrix

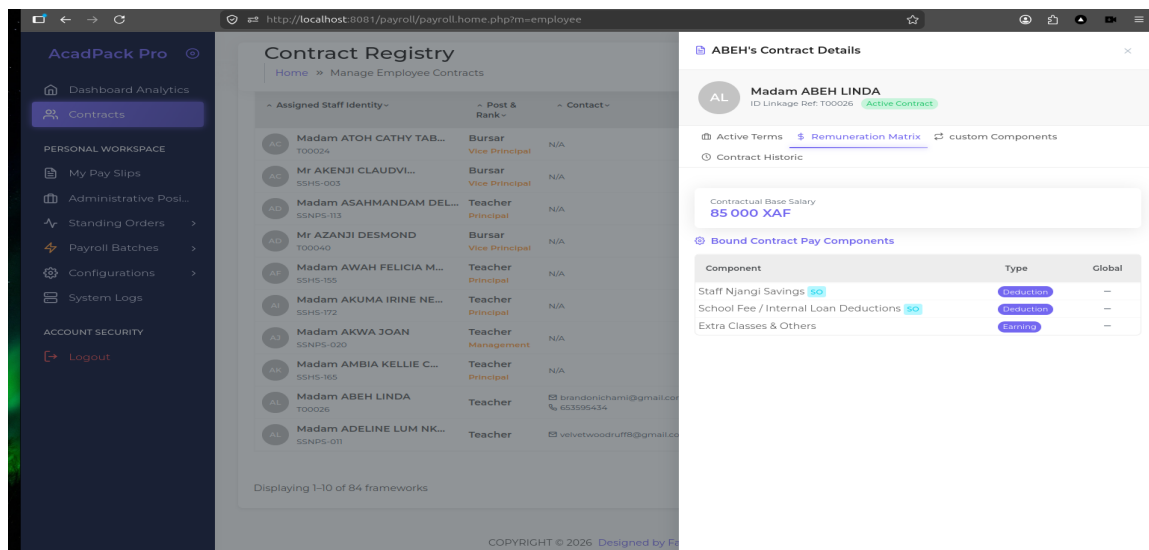
Displays the financial structure of the contract:

- **Contractual Base Salary:** Highlights the core monthly salary amount in large font (e.g., **65,000 XAF**).
- **Bound Contract Pay Components:** A table listing every pay component bound to this contract, showing its **Type** (*Deduction* or *Earning*) and whether it is a global or custom setting.



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Tab 3: Custom Components

Shows all recurring active deductions and automated payment splits attached to this contract:

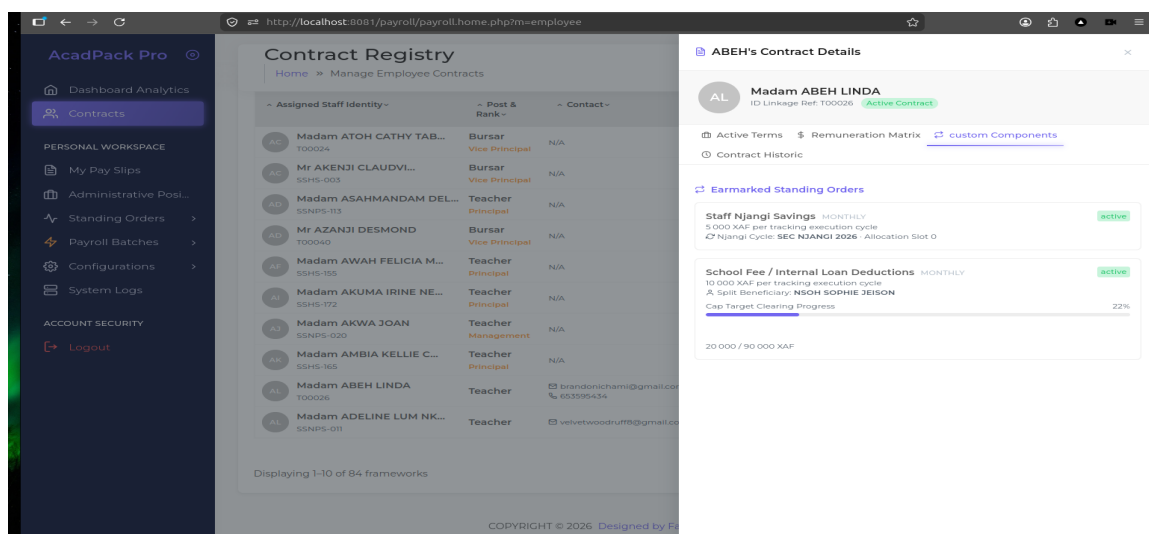
- **Staff Njangi Savings:** Displays the monthly deduction amount (e.g., **7,500 XAF**) and the specific Njangi cycle group it routes to (e.g., *NUR & PRI NJANGI 2026*).
- **School Fee / Internal Loan Deductions:** Shows active salary deductions for student tuition repayment. It displays:
 - The monthly deduction amount (e.g., **5,000 XAF**).
 - The **Split Beneficiary** student name (e.g., *LUM LOYCE AFANWI*).



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- A **Cap Target Clearing Progress** bar showing the exact percentage paid off toward the total target cap (e.g., **11%** completed — **5,000 / 45,000 XAF**).



Tab 4: Contract Historic

Keeps a permanent audit log for governance and accounting security:

- **Contract History:** Lists all current and past contract reference numbers, baseline pay rates, duty allowances, validity start/end dates, and operational statuses (**active**).
- **Bank Accounts Audit:** Logs all bank accounts associated with this employee, showing account names, account numbers, the date logged (e.g., **08 Jul 2026**), and current status.



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Assigned Staff Identity	Post & Rank	Contact
Madam ATOH CATHY TAB... T00024	Bursar Vice Principal	N/A
Mr AKENJI CLAUDVL... SSHS-003	Bursar Vice Principal	N/A
Madam ASAHMANDAM DEL... SSNPS-113	Teacher Principal	N/A
Mr AZANJI DESMOND T00040	Bursar Vice Principal	N/A
Madam AWAH FELICIA M... SSHS-155	Teacher Principal	N/A
Madam AKUMA IRINE NE... SSHS-172	Teacher Principal	N/A
Madam AKWA JOAN SSNPS-020	Teacher Management	N/A
Madam AMBIA KELLIE C... SSHS-165	Teacher Principal	N/A
Madam ABEH LINDA T00026	Teacher	brandonichami@gmail.co 653595434
Madam ADELINE LUM NK... SSNPS-011	Teacher	velvetwoodruff@gmail.co

Contract Identity & Rank	Compensation Matrix	Profile	Status
CTR-28-1783274553 Teacher	Base: 85 000 XAF Duty Allow: 0 XAF	F: 05 Jul 2026 T: Present	Active

Account Name	Account Number	Logged On	Status
label-bank-account	label-account-no	08 Jul 2026	Active

5.4.3 Amending Contract Terms

When you click the **Amend Active Terms** (✎) icon on a row, the full modification page opens:

- **Locked Identity:** The **System Teacher Reference Linkage** field is greyed out/locked to prevent accidentally assigning one teacher's salary modifications to another employee.
- **Warning Notice:** A banner reminds you: *"Important: Updating terminates the existing active agreement and initializes a new contract version."*

Note: This warning applies for all fields except for the non-global internal earnings/deductions.



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- **Editable Fields:** You can update the baseline salary, assign or dissolve administrative duty posts (via the — *Dissolve Administrative Duty Post* — dropdown option), change bank details, or modify Njangi and School Fee deduction splits.
- **Commit Options:** Click [**Commit Term Modifications**] to save the changes under a new contract version reference, or [**Abort Modifications**] to cancel.

The screenshot displays the 'Contract Registry' page in the AcadPack Pro system. The left sidebar contains navigation links for Dashboard Analytics, Contracts, Personal Workspace (My Pay Slips, Administrative Posi..., Standing Orders, Payroll Batches, Configurations, System Logs), and Account Security (Logout). The main content area is titled 'Contract Registry' and shows a 'Manage Employee Contracts' link. A red banner indicates 'Modifying Contract Matrix — Ref #: CTR-30-1783277613'. A warning message states: 'Important: Updating terminates the existing active agreement and initializes a new contract version.' The form is titled 'Modify Active Operational Contract Framework — Assignee: Madam ADELINE LUM NKWENTI'. It includes fields for System Teacher Reference Linkage (Madam ADELINE LUM NKWENTI), School Section (DAYCARE, NURSERY & PRIMARY SCHOOL), National Social Insurance Registry (NSIF No) (adeline-38384), Contractual Base Salary (XAF) (65000.00), Employee Post (Teacher), Employee Duty Post (Dissolve Administrative Duty Post), Contract Classification (Fixed Term Contract), Date of Employment (2026-07-05), Contract Duration (Months) (9), Bank Account Holder Name (bankname), and Bank Account Number (9033432). A section for 'Non-Global Internal Earnings/Deductions' is also visible, with a note to 'Select individual components to include in the payroll calculation.' The bottom of the form has a table with columns 'Apply', 'Component', and 'Type'.

5.5 Payroll Batches

Overview



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The **Payroll Batches** menu allows Payroll Masters to compute, review, edit, approve, and disburse monthly staff salaries across various school sections. The system enforces a step-by-step workflow to ensure accuracy prior to final approval and bank document generation.

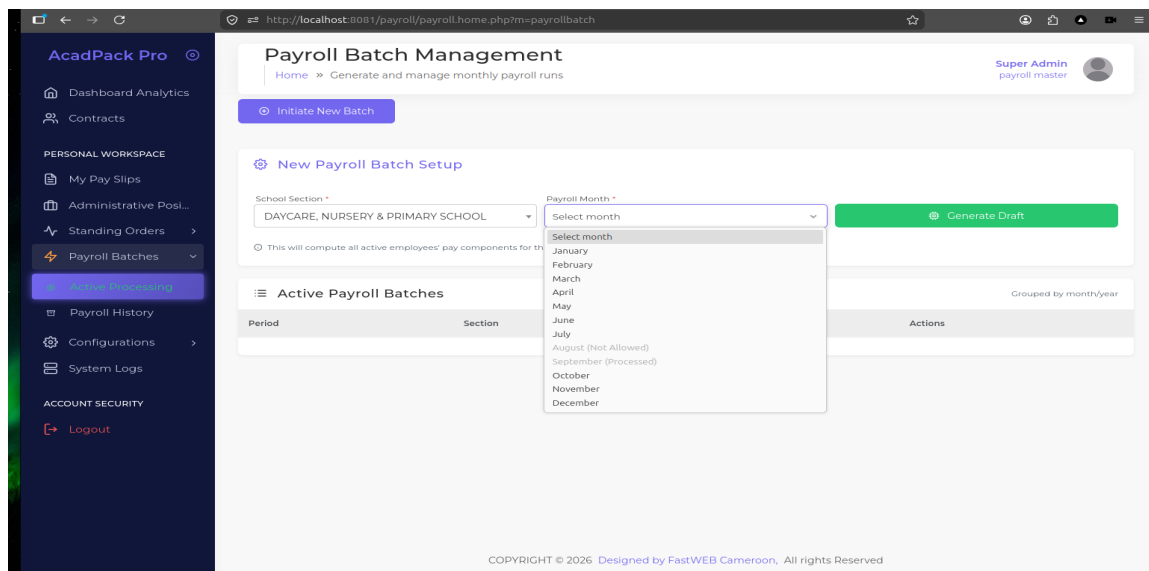
5.5.1 Initiating a New Payroll Batch

1. Navigate to **Payroll Batches → Active Processing**. on the sidebar menu.
2. Click the **[+ Initiate New Batch]** button at the top of the page.
3. Select the target **School Section** (e.g., *Daycare, Nursery & Primary School*) from the dropdown menu.
4. Select the **Payroll Month**.
Note: Months marked as *(Processed)* or *(Not Allowed)* cannot be selected.
5. Click **[⚙️ Generate Draft]** to compute payroll components for all active employees in that section.



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5.5.1.1 Reviewing & Editing Draft Batches

Once generated, the system opens the **Payroll Preview** screen in **Draft Mode**.

5.5.1.2 Summary Cards & Tabs

- **Metrics Header:** Displays real-time totals for **Employees**, **Total Gross Earnings**, **Total NSIF**, **Total Tax**, and **Total Net Pay**.
- **Report Tabs:** Switch between specific breakdown sheets:
 - **NSIF Report:** NSIF registration numbers, statutory employee/employer contribution calculations.
 - **Tax Report:** Tax deduction breakdowns including C.C.F, I.R.R.P, C.A.C, CRTV, TDL, and Pension Schemes.



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- **Other / Net Pay:** Custom allowances, extra earnings, standing orders, and net salary computations.

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Logout

Payroll Batch Management
Home » Generate and manage monthly payroll runs

Payroll Preview — DAYCARE, NURSERY & PRIMARY SCHOOL
payroll preview for October 2025

Draft mode: Fields marked with a purple corner indicator are editable. Click to modify; changes save automatically.

Employees: 82 | Total Gross Earnings: 13,970,000 | Total NSF: 1,934,845 | Total Tax: 1,551,826 | Total Net Pay: 12,405,674

NSIF report | Tax report | Other / net pay

STEP BY STEP EDUCATION COMPLEX NTARINKON-MANKON
DAYCARE, NURSERY & PRIMARY SCHOOL

N.S.I.F DEDUCTIONS FOR THE MONTH OF OCTOBER 2025

S/N	Names	Internal Reg No	NSF Reg No	Year of Entry	Post	Arrears	Salary	Duty Post	Allowance	Brutt Salary	N.S.I.F contrib P.F. 3.70% A.T. 1.95%
1	AFUHI PASCAL DZE	T00033	NSIF-SECI-172	2026	Teacher	---	145,000	Principal	0	145,000	5,365 2,538
2	AKENJI CLAUDVIS TSE	SSH5-003	NSIF-SECI-129	2026	Bursar	---	210,000	Vice Principal	15,000	225,000	8,325 3,936
3	AKUMA IBINE NEH	SSH5-172	NSIF-SECI-156	2026	Teacher	---	145,000	Principal	0	145,000	5,365 2,538
4	AMBE WALTER FUIH	SSH5-090	NSIF-SECI-152	2026	Bursar	---	210,000	Vice Principal	15,000	225,000	8,325 3,936
5	AMIBA KELLIE CHABAH	SSH5-165	NSIF-SECI-150	2026	Teacher	---	145,000	Principal	0	145,000	5,365 2,538
6	ANEMBOM VERIA NYINGCHO	SSH5-162	NSIF-SECI-148	2026	Bursar	---	210,000	Vice Principal	15,000	225,000	8,325 3,936
7	ANYE MARGARET BIH	SSH5-107	NSIF-SECI-135	2026	Bursar	---	210,000	Vice Principal	15,000	225,000	8,325 3,936
8	ATCH CATHY TABOH	T00024	NSIF-SECI-163	2026	Bursar	---	210,000	Vice Principal	15,000	225,000	8,325 3,936
9	ATONNAH WALTERS CHE	T00025	NSIF-SECI-164	2026	Teacher	---	125,000	Management	20,000	145,000	5,365 2,538
10	AWAH FELICIA MEH	SSH5-155	NSIF-SECI-144	2026	Teacher	---	145,000	Principal	0	145,000	5,365 2,538
11	BANYONG SEVERIN	T00021	NSIF-SECI-160	2026	Bursar	---	210,000	Vice Principal	15,000	225,000	8,325 3,936
12	BISANG VANESSA AWAH	SSH5-169	NSIF-SECI-154	2026	Bursar	---	210,000	Vice Principal	15,000	225,000	8,325 3,936
13	BUDYH NOELLA NFORSHI	SSH5-149	NSIF-SECI-141	2026	Teacher	---	145,000	Principal	0	145,000	5,365 2,538

5.5.1.3 Live Draft Editing

- **Purple Corner Indicators:** Fields displaying a small **purple corner indicator** (e.g., *Socials*, *Extra Classes*, *Arrears*) are directly editable inline.
- Simply click the cell, update the value, and the changes will save automatically while recalculating summary totals in real time.



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Home » Generate and manage monthly payroll runs

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payroll master

Employees: 82
Total Gross Earnings: 13,970,000
Total NSIF: 1,934,845
Total Tax: 1,551,826
Total Net Pay: 12,405,674

NSIF report Tax report Other / net pay

STEP BY STEP EDUCATION COMPLEX NTARINKON-MANKON
Box 485 Ntarinkon - Bamenda - North West Region
DAYCARE, NURSERY & PRIMARY SCHOOL
Dapfotter - Handaak - Suvaak

S.S.H.S Ntarinkon - Box 485 Ntarinkon - Bamenda
Employer No: 370-0109060-EdM20700047306

OTHER DEDUCTIONS, EARNINGS & NET SALARY FOR THE MONTH OF OCTOBER 2025									
S/N	Names	Total deductions	Net salary	Net Pay	Other deductions			Extra earnings	
					NSANGI	SCHOOL DEDUCTIONS	SOCIALS	EXTRA CLASSES & OTHERS	ARREARS
1	AFUH PASCAL DZE	15,634	129,366	129,366	0	0	100%	---	---
2	AKENJI CLAUDVIS TSE	26,032	198,968	198,968	0	0	0	---	---
3	AKUMA IRINE NEH	15,634	129,366	129,366	0	0	0	---	---
4	AMBE WALTERS FUH	26,032	198,968	198,968	0	0	0	---	---
5	AMBA KELLIE CHABAH	15,634	129,366	129,366	0	0	0	---	---
6	ANEMBOM VEDIA NYINGCHO	26,032	198,968	198,968	0	0	0	---	---
7	ANYE MARGARET BIH	26,032	198,968	198,968	0	0	0	---	---
8	ATOH CATHY TABOH	26,032	198,968	198,968	0	0	0	---	---
9	ATOHNNAH WALTERS CHE	15,634	129,366	129,366	0	0	0	---	---
10	AWAH FELICIA MEH	15,634	129,366	129,366	0	0	0	---	---
11	BIANYONG SEVERIN	26,032	198,968	198,968	0	0	0	---	---
12	BISANG VANESSA AWAH	26,032	198,968	198,968	0	0	0	---	---
13	BUYOH NOELLA NFORSHI	15,634	129,366	129,366	0	0	0	---	---
14	CHI KINGSLY CHE	26,032	198,968	198,968	0	0	0	---	---
15	DAMARIS BANIDO	15,634	129,366	129,366	0	0	0	---	---
16	EDO EVELINE AMBE	15,634	129,366	129,366	0	0	0	---	---
17	FONKI MARVELOUS	15,634	129,366	129,366	0	0	0	---	---
18	FONKWA NYAMKAH AKUMA	15,634	129,366	129,366	0	0	0	---	---
19	CHABORE MARENDA I ENDETEND	15,634	129,366	129,366	0	0	0	---	---

5.5.1.4 Draft Report Printing

- Click the [ **Print**] button at any point during review to open the browser print preview and print the current report draft.

5.5.1.5 Approving a Batch

- Once all figures are verified and inline edits are complete, click [**Approve Batch**].
- A confirmation modal will appear:
"This will lock all amounts, generate payslips, and record all standing order executions. This action cannot be undone."
- Click [**Yes, Approve**] to lock the batch.



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Payroll Batch Management
Home » Generate and manage monthly payroll runs

Payroll Preview — DAYCARE, NURSERY & PRIMARY SCHOOL
payroll preview for October 2025

Draft mode: Fields marked with a purple corner indicator are editable. Click to modify, changes save automatically.

Summary:
Employees: 82
Total Gross Earnings: 13,970,000
Total NSIF: 1,934,845
Total Tax: 1,551,837
Total Net Pay: 12,403,663

Approve Payroll Batch?
This will lock all amounts, generate payslips, and record all standing order executions. This action cannot be undone.

Yes, Approve **Cancel**

S/N	Name	NSIF	Gross Earnings	NSIF	Tax	Net Pay	Other deductions	SOCIALS	Extra earnings
1	AFUH PASCAL DZE	15,634	129,366	1,934,845	0	1,000	SCHOOL DEDUCTIONS	0	0
2	AKENJI CLAUDVIS TSE	26,032	198,968	1,934,845	0	0	0	0	0
3	AKUMA IRINE NEH	15,634	129,366	1,934,845	0	0	0	0	0
4	AMBE WALTERS FUH	26,032	198,968	1,934,845	0	0	0	0	0
5	AMBA KELLIE CHABAH	15,634	129,366	1,934,845	0	0	0	0	0
6	ANEMBOH VEDIA WINGCHO	26,032	198,968	1,934,845	0	0	0	0	0
7	ANYE MARGARET BIH	26,032	198,968	1,934,845	0	0	0	0	0
8	ATOH CATHY TABOH	26,032	198,968	1,934,845	0	0	0	0	0
9	ATOHNAH WALTERS CHE	15,634	129,366	1,934,845	0	0	0	0	0
10	AWAH FELICIA MEH	15,634	129,366	1,934,845	0	0	0	0	0
11	BANYONG SEVERIN	26,032	198,968	1,934,845	0	0	0	0	0
12	BISANG VANESSA AWAH	26,032	198,968	1,934,845	0	0	0	0	0
13	BUYOR NOELLA NFORSHI	15,634	129,366	1,934,845	0	0	0	0	0

5.5.1.6 Post Approval & Bank Document Processing

- After approving a batch, you are returned to the **Active Payroll Batches** table.

A. Partial Period Processing Notice

If some school sections have not yet been processed for the selected month, the system displays the indicator text: **Partial period processing active**

B. Generating Bank Documents



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1. Click [ **Print Bank Docs**]. This opens the **Bank Documents** generation view in a new browser tab.
2. The view includes tabs for:
 - **Debit Letter:** The formal authorization letter to the bank specifying total salaries to be debited.
 - **School Section Tabs:** Displays individual salary and standing order remittance schedules for every generated school section in that batch run.
3. Click the print button to launch the print preview for formal submission to financial institutions.

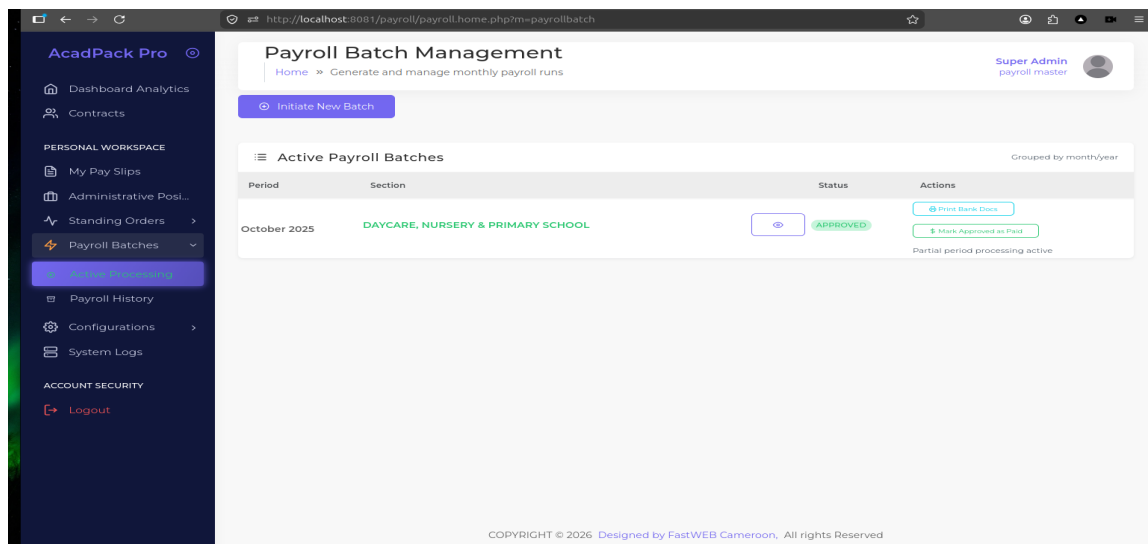
C. Marking as Paid & Employee Notifications

1. From the **Active Processing** list, click [**\$ Mark Approved as Paid**].
2. This action updates the batch status to **PAID** and automatically dispatches email notifications to all affected employees regarding their pay for that month and year.



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5.5.2 Payroll History

The **Payroll History** meny provides an archive of all past, fully finalized, and paid payroll periods. Once a payroll batch is marked as paid in the *Active Processing* view, its data is permanently locked and stored in the historical ledger.

Key Metrics & Summary Cards

At the top of the **Closed Payroll History** page, high-level summary cards display aggregate financial metrics compiled across all historical closed periods:

- **Closed Periods:** Total count of completed monthly payroll cycles stored in the system archive.



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- **Total Gross Disbursed:** Cumulative gross earnings paid out to all employees across all closed periods.
- **Total NSIF:** Cumulative statutory NSIF deductions managed and remitted across closed periods.
- **Total Tax:** Aggregate statutory tax obligations calculated across closed periods.
- **Total Net Paid Out:** Cumulative net salaries disbursed to staff bank accounts.

Period	Employees	Gross	NSIF	Tax	Net Paid	Action
September 2025	84	14,155,000	1,960,468	1,568,275	12,549,225	Bank Check

Navigating the Payroll History Table

Each primary table row represents an entire closed pay period (e.g., *September 2025*):



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- **Period & Academic Year:** Displays the month and associated academic year cycle.
- **Employees:** Indicates the total number of staff members paid across all school sections during that period.
- **Period Totals:** Shows aggregate **Gross**, **NSIF**, **Tax**, and **Net Paid** figures for the entire month.
- [ **Bank Docs**] **Button:** Generates combined bank debit letters and remittance schedules for all sections included in that historic period.

Clicking the expand arrow (▼) next to any period row expands the entry to reveal individual **School Section / Association** records generated for that month (e.g., *Daycare, Nursery & Primary School, High School Section*).

Each sub-row displays section-specific employee counts, gross earnings, and net totals, along with dedicated action tools:

Action Button	Description
[ View Report]	Opens the read-only payroll summary and deduction reports (NSIF, Tax, Net Pay) for that specific school section.



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[Print Payslips]	Generates and launches a printable document containing all individual employee payslips for that section's batch.
[Resend Emails]	Re-sends digital payslip notifications directly to all registered employee email addresses associated with that section's payroll run.

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Payroll Batches

Active Processing

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Configurations

System Logs

ACCOUNT SECURITY

Logout

Closed Payroll History

Home » Archived Payroll Records

Super Admin
payroll master

Active Session

Closed Payroll History

All paid periods — figures pulled from the locked payroll ledger

Closed Periods

1

Total Gross Debited

14,155,000

Total NISF

1,960,468

Total Tax

1,568,275

Total Net Paid Out

12,549,225

Show 10 entries

Period

Employees

Gross

NSIF

Tax

Net Paid

Action

September 2025
2025/2026

84

14,155,000

1,960,468

1,568,275

12,549,225

Blank Check

ASSOCIATION NAME

EMPLOYEES

GROSS (FCFA)

NET (FCFA)

ACTION

DAYCARE, NURSERY & PRIMARY SCHOOL

82

13,970,000

12,405,674

View Report

Print Payslips

Resend Emails

HIGH SCHOOL SECTION

2

185,000

143,551

View Report

Print Payslips

Resend Emails

Showing 1 to 1 of 1 entries

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5.6 My Payslips

The **My Pay Slips** menu gives staff members direct access to their personal salary receipt archives. Employees can review their monthly pay records,



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view detailed earnings and deduction breakdowns in real time, and download or print official copies of their payslips.

5.6.1 Accessing My Pay History

Navigate to **Personal Workspace > My Pay Slips** on the left sidebar menu.

My Salary Receipts

Home > Pay Slips History Archive

ABEH LINDA employee

My Payslips

Your complete pay history — click any row to view or download

Show to entries

Search:

Period	School	Gross	NSIF	Tax	Net Pay	Actions
September 2025	HIGH SCHOOL SECTION	85,000	11,773	7,273	62,727	

Showing 1 to 1 of 1 entries

< Previous 1 Next >

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The main table presents a history of all past paid salary periods:

- **Period:** The month and calendar year of the payment cycle (e.g., *September 2025*).
- **School:** The specific school section or branch under which the salary was issued (e.g., *HIGH SCHOOL SECTION*).
- **Gross:** Total gross monthly earnings before any statutory or internal deductions.



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- **NSIF:** Total statutory social security contribution deducted.
- **Tax:** Combined total of income and local taxes (I.R.R.P, Council Tax, C.R.T.V, TDL, etc.).
- **Net Pay:** The final net salary disbursed to the employee (highlighted in bold green).

5.6.1.1 Viewing Payslip Details (Modal View)

To inspect the itemized breakdown of a specific payslip:

- **Click directly on any table row, OR**
- Click the blue [ **View Payslip**] eye icon in the **Actions** column.

This action opens the **Payslip Preview Modal**, displaying a complete digital copy of the pay receipt:



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Payslip Preview

STEP BY STEP EDUCATION COMPLEX NTARINKON-MANKON
BOX BOX 485 NTARINKON BAMEBIDA, NORTH WEST REGION
HIGH SCHOOL SECTION

P.O. Box 485 Ntarinkon Bamebida Mankon: Discipline - Hardwork - Success Tuesday, July 21, 2026
Employer No: 370-0109065-D-912070004730NE (HIGH SCHOOL SECTION)

PAY SLIP FOR THE MONTH OF SEPTEMBER 2025

Name of Employee: **ABEH LINDA**
National Social Insurance No: **labach-529384**
email: **brandonichamie@gmail.com**
Serial Number in Employee's Register: **T00026**

INCOME:		DEDUCTIONS:	
Post Held: Teacher		Land Bank Tax 1.0%::	850 FRS
Rate of Monthly Pay:	85,000 FRS	Income Tax (I.R.R.P)::	1,685 FRS
Extra Classes & Others:	0 FRS	Council Tax:	168 FRS
Salary Arrears:	0 FRS	C.R.T.V Tax::	756 FRS
Total Gross Pay:	85,000 FRS	TDL:	250 FRS
		Staff Njangi::	5,000 FRS
		School Fee / Internal Loan	10,000 FRS
		Deductions:	
		Staff Societies:	0 FRS
		Pension Scheme 4.2%:	3,570 FRS
		Total Deduction:	ECFA 22,873 FRS
		Net Pay:	ECFA 62,727 FRS
		Sixty Two Thousand Seven Hundred And Twenty Seven Francs only	

For Nji Labande
SCHOOL DIRECTOR
Signature of Employee

2026-07-21 10:09:54

Print **Close**

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5.6.1.2 Printing & Downloading Payslips

Employees can print or save a PDF copy of their payslip in two ways:

1. **Directly from the Table:** Click the green [] print icon in the **Actions** column.
2. **From the Preview Modal:** Click the green [**Print**] button inside the payslip preview modal.

Both actions launch a dedicated print-formatted view in a new browser tab with the system's print dialog pre-opened:

- Select your printer or choose **Save as PDF** from the browser print settings window to download a clean, print-ready document.



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- Use [**Print / Save as PDF**] to re-trigger the print window
or [**× Close Window**] to return to your workspace.

5.7 Tuition Loan Clearance

The **Tuition Loans** (located under **Standing Orders > Tuition Loans**) bridges the payroll department and the school finance system. It tracks payroll deductions withheld from staff salaries intended for student tuition sponsorship and facilitates the direct transfer of accumulated funds into the beneficiary student's financial account.

Tuition Loan Clearance
Home » Academic Loan Monitoring

Tuition Loan Clearance Desk
View and sync accumulated employee school loan deductions to active student accounts.

TOTAL OUTSTANDING ESCROW BALANCE: 10,000 FCFA

ACADEMIC YEAR: 2025/2026 (Current) | SCHOOL SECTION: All Sections

Show: 10 entries | Search:

EMPLOYEE	BENEFICIARY STUDENT	ACADEMIC YEAR	TARGET (FCFA)	ACCUMULATED (FCFA)	CURRENT BALANCE (FCFA)	ACTION
ABEH LINDA T00026	NSOH SOPHIE ZEISON SP25A0495	2025/2026	90,000	10,000	0	Pay Fee Details
ADELINE LUM NKWENTI SSNPS-011	LUM LOYCE AFANWI SS25A0514	2025/2026	45,000	10,000	10,000	Pay Fee Details

Showing 1 to 2 of 2 entries | < Previous 1 Next >

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Viewing Transaction History & Audit Logs



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Clicking [**Details**] next to any record opens the **Statement of Account Ledger** modal. This trail lists all real-time movements associated with that specific standing order:

- **Deposit Entries:** Records monthly payroll deductions withheld during batch approvals (e.g., **Batch #94 – SCHOOL_FEE deduction**).
- **Withdrawal Entries:** Tracks payments previously disbursed from escrow into the student's financial account (e.g., **Cleared split balance payout out of payroll desk**).

The screenshot displays the AcadPack Pro web application. On the left is a dark sidebar with navigation links. The main content area is titled 'Tuition Loan Clearance' and includes a 'Tuition Loan Clearance Desk' section with a 'TOTAL OUTSTANDING ESCROW BALANCE: 10,000 FCFA'. Below this is a table of transactions. An overlay modal titled 'Statement of Account Ledger' is open, showing a detailed transaction trail for NSOH SOPHIE ZEISON.

DATE	TYPE	REFERENCE / NOTE	AMOUNT (FCFA)
2026-07-13 19:10	WITHDRAWAL	Cleared split balance payout out of payroll desk	10,000
2026-07-13 19:10	DEPOSIT	Batch #94 — SCHOOL_FEE deduction (SO #42)	10,000

5.7.1 Executing Tuition Fee Payments

A. How Payment Allocation Works



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When the [**Pay Fee**] button is clicked, the system processes a disbursement from the current escrow balance to the student's account:

1. **FeeSync:** The system credits the student's record in the **Finance Module**.
2. **Cap Calculation:** If the **Current Escrow Balance** exceeds the student's **Remaining Expected Tuition Fee**, the system automatically caps the payment amount to match the exact remaining balance (e.g., if escrow holds 50,000 FCFA but the student only owes 45,000 FCFA, only 45,000 FCFA will be posted).
3. **SMS Notification:** Immediately upon confirmation, an automated **SMS alert** is dispatched to the staff member/teacher notifying them that the tuition payment has been officially applied to the student's account.

B. Payment Execution Steps

1. Locate the employee entry with an active **Current Balance**.
2. Click [**Pay Fee**].
3. A confirmation modal will appear specifying the amount to be disbursed:

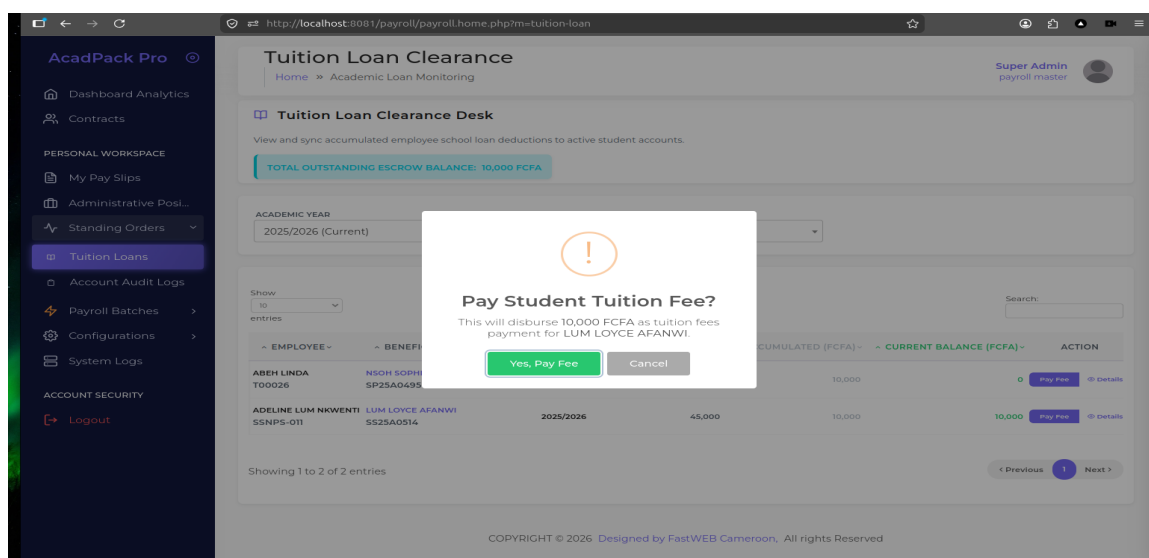
"Pay Student Tuition Fee? This will disburse [Amount] FCFA as tuition fees payment for [Student Name]."



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4. Click [**Yes, Pay Fee**] to confirm and commit the transaction.



C. Zero Balance Protection

If a user attempts to click [**Pay Fee**] on an entry where the **Current Balance** is 0 FCFA, the system blocks the action and displays a notification toast: *"This standing order has no active current balance left to clear."*



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Tuition Loan Clearance

Tuition Loan Clearance Desk

View and sync accumulated employee school loan deductions to active student accounts.

TOTAL OUTSTANDING ESCROW BALANCE: 10,000 FCFA

ACADEMIC YEAR: 2025/2026 (Current) | SCHOOL SECTION: All Sections

EMPLOYEE	BENEFICIARY STUDENT	ACADEMIC YEAR	TARGET (FCFA)	ACCUMULATED (FCFA)	CURRENT BALANCE (FCFA)	ACTION
ABEH LINDA T00026	NSOH SOPHIE ZEISON SP25A0495	2025/2026	90,000	10,000	0	Pay Fee Details
ADELIN LUM NKWENTI SSNPS-011	LUM LOYCE AFANWII SS25A0514	2025/2026	45,000	10,000	10,000	Pay Fee Details

Showing 1 to 2 of 2 entries

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5.8 Account Audit Logs

The **Account Audit Logs** module (found under **Standing Orders > Account Audit Logs**) serves as a centralized financial auditing ledger. It tracks every transaction flow—including payroll withholdings, over-the-counter payments, and clearing disbursements—across all internal holding accounts (escrow, tuition, Njangi pots, and staff social funds).

Real Time Escrow Pool Metrics

The top summary cards display real-time balances accumulated across internal accounts:

- **Total Escrow Pool:** Combined total balance currently sitting across all internal holding accounts.



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- **Tuition Holding:** Aggregate unremitted funds reserved for student school fee payments.
- **Njangi Pots:** Total active holdings allocated for employee internal contribution schemes (Njangi).
- **Staff Socials:** Total funds held for staff welfare and social contributions.

DATE	ACCOUNT	FLOW	AMOUNT	ORIGIN
Jul 21, 2026 14:04	PRL SCHOOL_FEE NURSERY & PRIMARY SCHOOL FEE HOLDING ACCOUNT	DEPOSIT	5,000 FCFA	Automated Batch Run
Jul 21, 2026 14:04	PRL NJANGI PRL NJANGI ACCOUNT	DEPOSIT	7,500 FCFA	Automated Batch Run
Jul 21, 2026 14:04	PRL STAFF_SOCIALS NURSERY & PRIMARY STAFF SOCIALS ACCOUNT	DEPOSIT	1,000 FCFA	Automated Batch Run
Jul 21, 2026 14:04	PRL STAFF_SOCIALS NURSERY & PRIMARY STAFF SOCIALS ACCOUNT	DEPOSIT	1,000 FCFA	Automated Batch Run
Jul 20, 2026 17:23	PRL SCHOOL_FEE NURSERY & PRIMARY SCHOOL FEE HOLDING ACCOUNT	DEPOSIT	5,000 FCFA	Automated Batch Run
Jul 20, 2026 17:23	PRL NJANGI PRL NJANGI ACCOUNT	DEPOSIT	7,500 FCFA	Automated Batch Run

Advanced Filtering

Administrators can narrow down audit records using five filter parameters:

1. **Section:** Filter by school department (e.g., *Daycare, Nursery & Primary School, High School Section*, or *All Sections*).
2. **Academic Year:** Filter transactions tied to a specific session (e.g., *2025/2026*).



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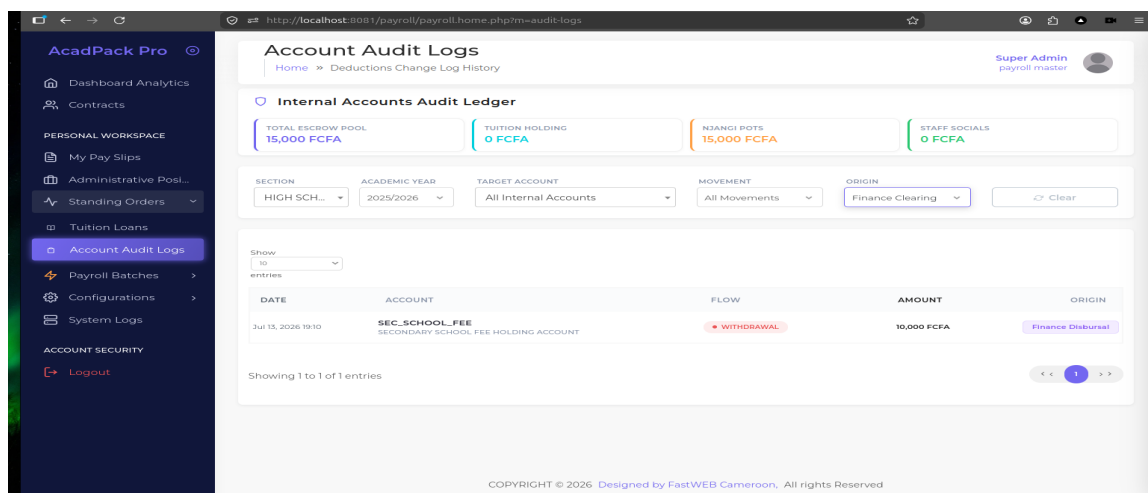
3. **Target Account:** Select a specific internal holding account (e.g., **PRI_SCHOOL_FEE**, **PRI_NJANGI**, **PRI_STAFF_SOCIALS**, **SEC_SCHOOL_FEE**, **SEC_NJANGI**) or select *All Internal Accounts*.
4. **Movement:** Filter by transaction direction:
 - **DEPOSIT Only:** Incoming funds into escrow (e.g., deductions executed via payroll runs or cash receipts).
 - **WITHDRAWAL Only:** Outgoing disbursements cleared from escrow into external/finance modules.
5. **Origin:** Filter entries based on how the transaction was triggered:
 - **Automated Batch Run:** System-generated withholdings during monthly payroll processing.
 - **Over-The-Counter Cash:** Manual cash deposits credited into internal accounts.
 - **Finance Clearing:** Disbursements triggered when clearing balances (e.g., paying tuition fees into the student finance module).

Tip: Click the [ **Clear**] button to reset all active filters to default settings.



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5.9 Year Transition

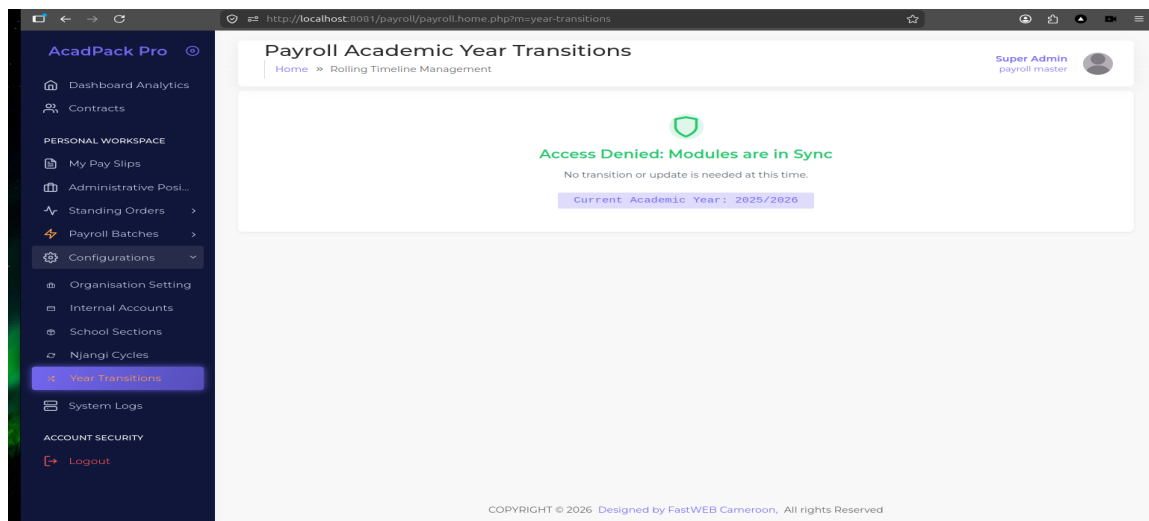
The **Year Transitions** menu manages the alignment between the school's general Academic Module and the Payroll Module. It handles rolling over employee custom pay components (excluding standing orders) when a new academic year begins.

Note: When the Payroll Module and the main Academic Module are operating on the exact same active academic year, the system engages an automated safety guardrail.

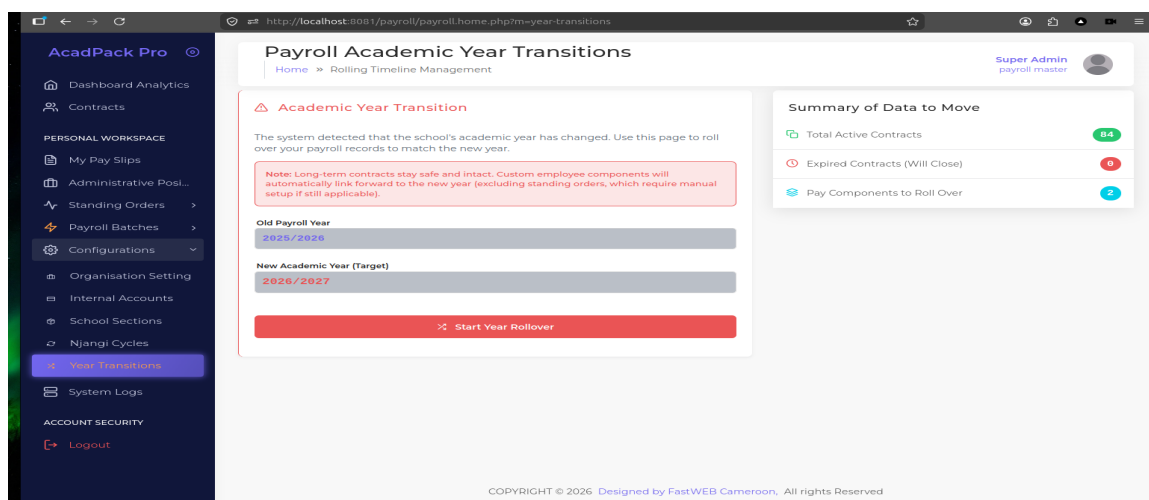


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When a new academic year transition is done in the Academic Module (e.g., advanced to **2026/2027**) while the Payroll Module is still running on the previous year (e.g., **2025/2026**), the guardrail opens automatically to present the **Academic Year Transition Interface**.





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System Audit Logs

The **System Audit Logs** menu (accessible via the **System Logs** option on the sidebar across the **Academic**, **Finance**, and **Payroll** modules) provides a global security and activity audit ledger. It records all system transactions, user authentication events, automated batch operations, and record modifications in real time to ensure transparency and compliance.

Share Multi-Module Audit Architecture

Because **AcadPack Pro** utilizes a unified activity ledger, the System Logs desk across all three primary portals (Academic Administration, Finance, and Payroll) pulls from the central activity record.

Filtering Audit Logs

To audit specific operations or investigate activity during a precise window, administrators can utilize the top filter parameters:

- **Category Filter:** Filter activities by specific operation types (e.g., *Login / Payroll Auth*, *BATCH_CREATED*, *BATCH_APPROVED*, *PAYROLL BATCH ITEM UPDATE SUCCESS*, *PAYROLL PERIOD DISBURSEMENT SUCCESS*, or select - *All Categories* -).
- **Start Date & End Date:** Specify a custom calendar range (e.g., **2026-07-01** to **2026-07-31**) to isolate events that occurred within a particular period.



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- **[Filter] / [Start] Button:** Executes the filter query and refreshes the ledger display.

System Logs
Home » Audit Logs

VIEW SYSTEM LOGS

FILTERS
All Categories - Start Date: 2026-07-21 End Date: 2026-07-21 **Start**

All Subjects

Date Time	Category	Description	UserID
15:47	Login	Successful. Login as Finance	fin
15:10	Payroll Auth	Successful. Logged into Payroll module under explicit role context: payroll master	admin
15:09	Payroll Auth	Successful. Logged into Payroll module under explicit role context: employee	labelh
15:01	Payroll Auth	Successful. Logged into Payroll module under explicit role context: payroll master	admin
14:52	Payroll Auth	Successful. Logged into Payroll module under explicit role context: employee	labelh
14:04	BATCH_APPROVED	Payroll batch #96 approved by user 1	admin
14:01	PAYROLL BATCH ITEM UPDATE SUCCESS	Updated Batch item #6575 (1000 FRs) for employee #157.	admin
14:00	PAYROLL BATCH ITEM UPDATE SUCCESS	Updated Batch item #6707 (1000 FRs) for employee #172.	admin
13:58	BATCH_CREATED	Payroll batch #96 created for school 1, month 10/2025, acad year 1. Employees computed: 82	admin
12:13	Payroll Auth	Successful. Logged into Payroll module under explicit role context: payroll master	admin
2026-07-20 17:23	PAYROLL PERIOD DISBURSEMENT SUCCESS	Successfully transitioned Batches (95,94) status metrics to PAID. Distribution system complete: Total of 7 emails dispatched successfully, 77 operations returned failures.	admin
2026-07-20 17:23	BATCH_APPROVED	Payroll batch #95 approved by user 1	admin
2026-07-20 17:23	BATCH_CREATED	Payroll batch #95 created for school 1, month 9/2025, acad year 1. Employees	admin

System Audit Logs
Home » Global Security & Activity Records

Start Date: 2026-07-01 End Date: 2026-07-31 **Filter**

Show: 10 entries

Timestamp	Category	Description	User
2026-07-21 15:10:25	Payroll Auth	Successful. Logged into Payroll module under explicit role context: payroll master	Super Admin T00011
2026-07-21 15:09:23	Payroll Auth	Successful. Logged into Payroll module under explicit role context: employee	ABEH LINDA T00026
2026-07-21 15:01:30	Payroll Auth	Successful. Logged into Payroll module under explicit role context: payroll master	Super Admin T00011
2026-07-21 14:52:07	Payroll Auth	Successful. Logged into Payroll module under explicit role context: employee	ABEH LINDA T00026
2026-07-21 14:04:04	BATCH_APPROVED	Payroll batch #96 approved by user 1	Super Admin T00011
2026-07-21 14:01:23	PAYROLL BATCH ITEM UPDATE SUCCESS	Updated Batch item #6575 (1000 FRs) for employee #157.	Super Admin T00011
2026-07-21 14:00:58	PAYROLL BATCH ITEM UPDATE SUCCESS	Updated Batch item #6707 (1000 FRs) for employee #172.	Super Admin T00011



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Date Time	Category	Description	UserID
15:48	Login	Successful. Login as Admin	admin
15:47	Login	Successful. Login as Finance	fin
15:30	Payroll Auth	Successful. Logged into Payroll module under explicit role context: payroll master	admin
15:09	Payroll Auth	Successful. Logged into Payroll module under explicit role context: employee	labe
15:01	Payroll Auth	Successful. Logged into Payroll module under explicit role context: payroll master	admin
14:52	Payroll Auth	Successful. Logged into Payroll module under explicit role context: employee	labe
14:04	BATCH_APPROVED	Payroll batch #96 approved by user 1	admin
14:01	PAYROLL BATCH ITEM UPDATE SUCCESS	Updated Batch item #6575 (1000 FRs) for employee #157.	admin
14:00	PAYROLL BATCH ITEM UPDATE SUCCESS	Updated Batch item #6707 (1000 FRs) for employee #172.	admin
13:58	BATCH_CREATED	Payroll batch #96 created for school 1, month 10/2025, acad year 1. Employees computed: 82	admin
12:33	Payroll Auth	Successful. Logged into Payroll module under explicit role context: payroll master	admin
2026-07-20 17:23	PAYROLL PERIOD DISBURSEMENT SUCCESS	Successfully transitioned Batches (95,94) status metrics to PAID. Distribution system complete: Total of 7 emails dispatched successfully, 77 operations returned failures.	admin
2026-07-20 17:23	BATCH_APPROVED	Payroll batch #95 approved by user 1	admin

User Management and Permissions

Overview

AcadPack Pro enforces role-based access control (RBAC) across all three modules. Every user account is provisioned and maintained by a System Administrator, who determines which modules a user can enter and which role(s) they assume within each one. No user can self-assign a role or module — visibility on any login screen is strictly limited to what has been configured for that specific account.

Where User Access is Configured

User accounts and their permission flags are managed centrally from the Academic Module, under **Setup/Management → Teachers/Users** (see Section 5.1.2.2). From this panel, an administrator can:



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- Create or update a staff member's core profile and contact details
- Assign the staff member to a specific Associated School (department/workspace)
- Toggle **Can Login**, which grants access to the Academic Module frontend
- Toggle **Can Login to Payroll**, which grants cross-module access to the Payroll Module and exposes payroll role assignment options

Role Definition Module

1. Academic Module

Role	Access Level
Administrator	Full configuration and management rights across academic setup, staff, students, marksheets, and term-ending workflows
Teacher / Classmaster	Restricted to assigned classes and subjects; can enter marks and comments only for courses they've been mapped to in Academic Subjects



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2. Finance Module

Role	Access Level
Finance	Unrestricted access — can process payments, manage accounts, purposes, fees, and run financial reports
Fee Viewer	Read-only access limited to viewing tuition fee reports

3. Payroll Module

Role	Access Level
Employee	Restricted to viewing and printing their own monthly payslips
Executive	Read-only, supervisory access to contracts, disbursement totals, and cost reporting
Payroll Master	Full administrative rights — contract creation, batch processing, configurations, and organizational settings



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A single staff profile may hold multiple payroll roles simultaneously (e.g., Employee + Executive) where the institution's structure requires it, via the Payroll Role Assignments multi-selector.

Permission Enforcement Guardrails

- Users only see the roles and modules that have been explicitly enabled on their account; anything not assigned is invisible on the login screen, not merely locked.
- Attempting to access a section without the correct permission flag returns a "**Permission Denied**" message (see Troubleshooting Guide, Section C).
- Role changes take effect immediately upon saving the staff record, but the affected user must log out and back in for updated permissions to apply to their active session.

Requesting Access

Staff members who require a new role, additional module access, or a permission correction should contact their institution's System Administrator directly. Administrators cannot grant elevated Payroll Master or Finance-role access without appropriate institutional authorization, per the school's internal governance policy.



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Troubleshooting Guide

Below are common operational issues across the Academic, Finance, and Payroll modules, along with their resolution steps:

A. Finance & Tuition Loan Issues

- **Problem:** Clicking [**Pay Fee**] on the Tuition Loan Clearance Desk shows a zero-balance error.
 - **Cause:** The current escrow balance is 0 FCFA or has already been cleared.
 - **Solution:** Verify in the **Statement of Account Ledger** if the standing order has accumulated new payroll deductions in recent payroll batch runs.
- **Problem:** Automated SMS notification not received after fee disbursement.
 - **Cause:** Phone number missing in employee profile or SMS gateway credit exhausted.
 - **Solution:** Confirm the teacher's phone number formatting in employee settings and check the system SMS log queue.

B. Payroll & Payslip Discrepancies

- **Problem:** Standing order deductions (School Fee, Njangi, Socials) are not appearing on an employee's payslip.



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- **Cause:** The standing order rule is inactive or not linked to the current academic year/month.
- **Solution:** Navigate to **Standing Orders > Configurations** and ensure the deduction rule status is marked active and assigned to the running payroll batch.
- **Problem:** Unable to approve or finalize a payroll batch run.
 - **Cause:** Unresolved exceptions, missing employee contract rates, or incomplete biometric/attendance syncs.
 - **Solution:** Review **Account Audit Logs** and batch error logs to resolve outstanding unverified records before re-running the batch calculation.

C. System & Access Issues

- **Problem:** "Permission Denied" error message when accessing a specific table or report.
 - **Cause:** User account lacks the required permission flag for that section.
 - **Solution:** Contact your Super Admin to adjust role assignments.



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Frequently Asked Questions (FAQ)

General

Q: Which module should I use to log in?

A: Navigate to your institution's system URL and select the appropriate module (Academic, Finance, or Payroll) from the central gateway page. Each module has its own dedicated login screen and role selector.

Q: I don't see my role listed on the login screen. What do I do?

A: Only roles that have been explicitly assigned to your account by the System Administrator will appear. Contact your administrator to have the correct role configured.

Q: Can one staff member access more than one module?

A: Yes. A staff member's profile can be flagged with cross-module access (e.g., "Can Login to Payroll") in addition to their standard Academic Module access, provided the administrator has enabled the relevant toggles on their staff record.

Academic Module

Q: Why can't I enter marks for a subject?

A: The subject has likely been locked by an administrator in the Academic Subjects matrix. You'll see a warning banner indicating the subject is locked



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— contact your administrator to have it unlocked via Setup/Management → Academic Subjects.

Q: When should I change the Academic Year or Term?

A: Only after third-term results are fully validated and student promotions are completed (for Academic Year), or after the current term's results have been generated, printed, and published (for Term). Changing these prematurely affects every dropdown and filter across the system.

Q: Why is a class showing an "Above Capacity" warning?

A: The number of registered students has exceeded the Max Class Capacity configured for that stream. Review the class configuration under Setup/Management → Classes if the threshold needs adjusting.

Finance Module

Q: Why doesn't a student show an amount due?

A: Expected Class Fees must be configured for the current academic year before balances appear. Check Setup/Management → Expected Class Fees.

Q: Can I reverse a payment entered by mistake?

A: Yes, authorized Finance-role users can delete an incorrect transaction from Payment Transactions, which recalculates the student's balance automatically.



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Q: What does the "Brought Forward" warning mean?

A: It indicates that prior-year balances haven't yet been migrated into the current academic year. This is expected in a school's first year on the system, or before an administrator runs Set Brought Forward.

Payroll Module

Q: Why can't I select a particular payroll month?

A: Months already marked (Processed) or flagged (Not Allowed) are locked from re-selection to prevent duplicate processing.

Q: What happens when I click "Approve Batch"?

A: All figures are locked, payslips are generated, and standing order executions (Njangi, School Fee deductions, etc.) are recorded. This action is irreversible, so verify all inline edits beforehand.

Q: Standing order deductions aren't showing on an employee's payslip — why?

A: The deduction rule is likely inactive or not linked to the current academic year/month. Check Standing Orders > Configurations to confirm the rule is active and assigned to the running batch.

Q: Where can employees view their payslips?

A: Under Personal Workspace → My Pay Slips, employees can view, print, or download any historical payslip tied to their account.



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Support and Contact Information

If you encounter technical errors, database inconsistencies, or require custom setup assistance beyond this manual, please reach out to the technical support team using the official contact channels below:

Technical Support & Software Provider

- **Developer / Vendor:** FastWEB Cameroon
- **Support Email:** contact@fastwebcm.org
- **Telephone / Direct Support:** (+237) 677 19 62 52

 **Note for Administrators:** When reporting technical issues or reporting system errors, please include the relevant page URL, date and time stamp, affected Employee ID / Student Matricule, and any error message displayed on screen to facilitate fast resolution.

Revision History

This document outlines the operational manual for the **AcadPack** management system (covering the Academic, Finance, and Payroll modules). Updates to this manual are logged below to reflect new feature releases, system enhancements, and procedural adjustments.



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Document Version History

Version	Release Date	Author	Summary of Changes / Updates
v1.0	September 2013	Development Team	Initial draft of user documentation covering core Academic and Student Management workflows.
v2.0	September 2025	Development Team	Added detailed guides for the Finance Module.
v3.0	July 2026	Development Team	Added detailed guides for the Payroll Module.