



**Schools Cash Office**  
INCOME ADMINISTRATION SOFTWARE

## **SESSION OVERVIEW**

This session will provide you with an understanding of online payments and get your school ready to go live. The session will be delivered over the phone and will last up to 3 hours. We will guide you into a remote connection so we can view your screen.

## **ONLINE PAYMENTS TRAINING AGENDA**

- Initial consultation
- How to generate the online letter for parents and staff
- How to add items online for payment
- Using parental trip consent online
- How to complete orders
- How to process refunds – WorldPay schools only
- Reports

## **CUSTOMISATION AND SETUP**

- Configure bank accounts for online payments
- Customise the online letters for parents and staff
- Configure account codes – if applicable
- Setting up online ordering for dinners – if applicable
- Setting up online session booking for extended day clubs – if applicable
- Configure SCOPAY
- Configure WorldPay account
- Complete a test payment – debit/credit card will be required