



Schools Cash Office

INCOME ADMINISTRATION SOFTWARE

SESSION OVERVIEW

This session will provide you with an understanding of how to manage Extended day within Schools Cash Office 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.

EXTENDED DAY TRAINING AGENDA

- Initial consultation
- Logging on and navigation
- Introduction to the extended day module
- Enter session choice options
- Reports for club staff
- Recording income
- Corrections and refunds
- Moving balances and write offs
- Using childcare vouchers if applicable
- Reports
- Banking

CUSTOMISATION AND SETUP

- Creating user IDs (user names and passwords)
- Setting up Pupil Premium – if applicable
- Setting term dates
- Setting up club, session codes and prices
- Entering balances brought forward
- Set up online ordering - if applicable
- Set up cohorts – if applicable
- Setting pupil default sessions - if applicable
- Set up template location and customise letter template