



TRIPS AND EVENTS SESSION OVERVIEW

This session will provide you with an understanding of how to manage trips and income and prepare your school ready to go live.

The session will either be delivered over the phone, and will last up to 3 hours, or will be delivered onsite (*depending on the option ordered*).

AGENDA

- Initial consultation
- Logging on and navigation
- Introduction to the trips and income module
- How to add trips and events
- Recording income
- Corrections and refunds
- Using Pupil Premium
- Reports
- Setting up cost centres and product buttons
- Recording other income and expenditure
- Orders and stock check
- Banking
- Bank reconciliation
- Financial reports

CUSTOMISATION AND SETUP

- Configuration of Bank accounts and cost centres
- Configuration of Products
- Configuration of Pupil Premium – if applicable
- Account codes – if applicable
- Set up template location and customise letter templates
- Opening balances for trips – if applicable
- Add balances for reconciliation – if applicable
- Set up petty cash – if applicable