TUCASI

Schools Cash Office
INCOME ADMINISTRATION SOFTWARE

SESSION OVERVIEW

This session will provide you with an understanding of how to manage trips and income 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.

TRIPS AND EVENTS TRAINING 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
- Adding balances for reconciliation – if applicable
- Set up petty cash – if applicable