



**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.

## **LETTINGS ONLINE TRAINING AGENDA**

- Initial consultation
- How to generate the online letter for hirers
- How hirers book online – if applicable
- Confirming online bookings – if applicable
- How hirers pay online – if applicable
- Online payment report – if applicable
- Online payments refund process – if applicable

## **CUSTOMISATION AND SETUP**

- Configure bank accounts for online payments – if applicable
- Customise the online letters for hirers
- Configure account codes – if applicable
- Configure facilities for online booking – if applicable
- Configure SCOPAY
- Configure WorldPay account – if applicable
- Complete a test payment – debit/credit card will be required (if applicable)