



Schools Cash Office

INCOME ADMINISTRATION SOFTWARE

SESSION OVERVIEW

This session will provide you with an understanding of how to manage your lettings with Schools Cash Office. The session will be delivered over the phone and will last up to 2 hours. We will guide you into a remote connection so we can view your screen.

LETTINGS TRAINING AGENDA

- Initial consultation
- How to make one off bookings
- How to make regular bookings
- Amending a booking
- Generating invoices
- Raising manual invoices
- Recording payments and refunds
- Generating reminders and statements
- Issuing credit notes
- Reports
- Banking income/returned cheques – if applicable
- Using the reconciliation function – if applicable
- Financial reports – if applicable