LETTINGS TRAINING SESSION OVERVIEW

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

The session will either be delivered over the phone, and will last up to 2 hours, or will be delivered as part of your onsite training day *(depending on the option ordered).*

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