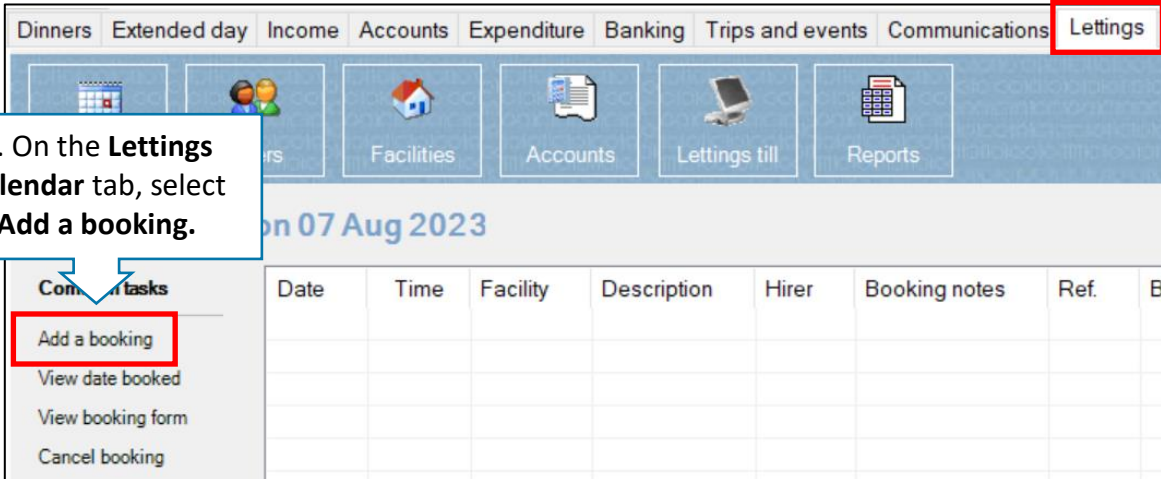


How do I check availability and make a booking?

1. On the **Lettings Calendar** tab, select **Add a booking**.

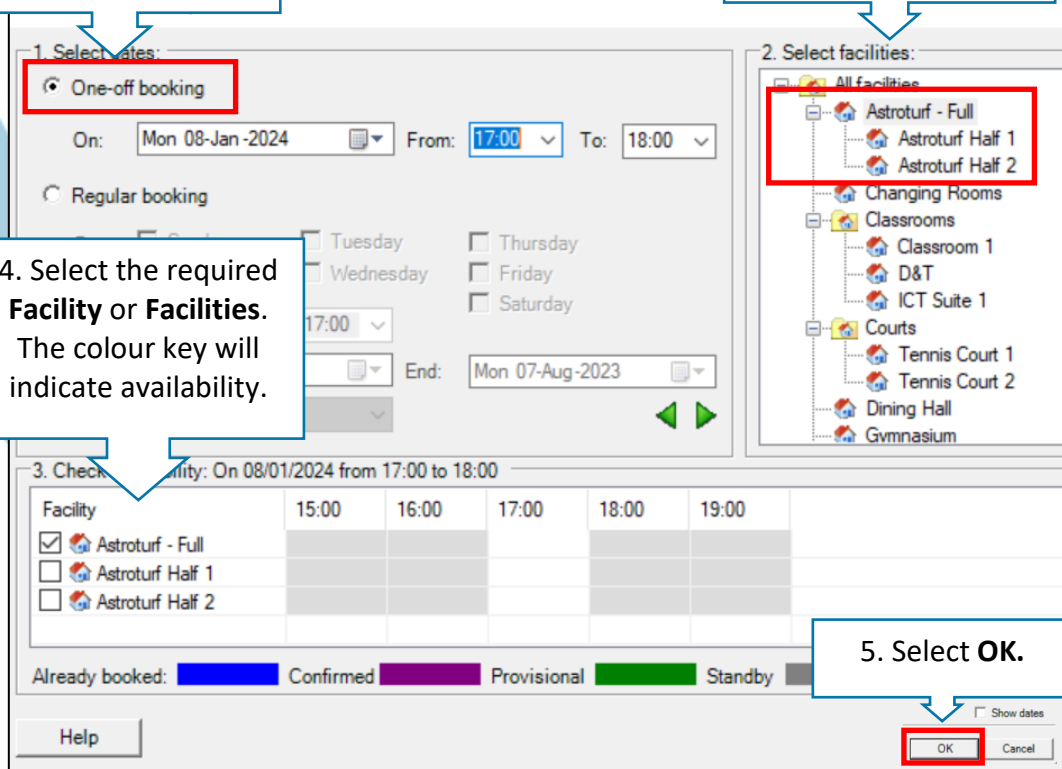


The screenshot shows the 'Lettings' tab selected in the top navigation bar. Below it, a 'Common tasks' menu is open, with 'Add a booking' highlighted in a red box. The background shows a calendar for Monday 07 Aug 2023.

2. Select **One-off booking** or **Regular booking**.

3. Select the **Facility** or **Group**.

4. Select the required **Facility** or **Facilities**.  
The colour key will indicate availability.



The screenshot shows the booking form with 'One-off booking' selected in a red box. The 'Select facilities' section shows a tree view with 'Astroturf - Full' highlighted in a red box. Below, a calendar grid shows availability for 'Astroturf - Full' on 08/01/2024 from 17:00 to 18:00. A legend at the bottom indicates 'Already booked' (blue), 'Confirmed' (purple), 'Provisional' (green), and 'Standby' (grey). The 'OK' button is highlighted in a red box.

5. Select **OK**.

6. Select a **Hirer** or select **New hirer** and add the details.

Booking form: 'New booking'

**Common tasks**

- Select hirer
- Add facilities
- Change facility
- Change prices
- Print confirmation

Hirer: <Click here to select a hirer>

Description:

VAT treatment:  Use facility rate  Exempt

Facilities booked:

Facility	Date	From	To
✓ Astroturf - Full	Mon 08 Jan ...	17:00	

Select name

Type name or select from list:

Name	Contact
Archers Football Team	Mr David Plummer
Badminton Club	Mrs Jenny Witchalls
Braintree Town	Mr David Barber
Henry Gribbon	Mr Henry Gribbon
John Smith	Mr John Smith
Majorettes	Mrs Jo Mason
Mandy King	Miss Mandy King
Mr Green	Mr John Green
* School Hirer	
Tennis Club	Mrs Joan Wilson
The Bridge Club	Mr Jack Jones

Category: <All hirers>

**New hirer** OK Cancel

7. Select **OK** to confirm price or first type in a **Special price**.

Confirm price

Facility	Price group	Price band	Period	Discount	Nett price
Astroturf - Full	Astro Turf - Full	Standard	All other days	0.000	25.00

Selected price:

Price group: Astro Turf - Full Price band: Standard

Discount: 0.000 % Nett price: 25.00  Special pricing

Help **OK** Cancel

8. Check the details then select **Save**.

Booking form: 'New booking'

**Common tasks**

- Select hirer
- Add facilities
- Change facility
- Change prices
- Print confirmation

**Other tasks**

- Cancel date
- Edit date
- Remove date
- Change time
- Delete booking form
- View facility
- View hirer
- View reminders

Hirer: Archers Football Team

Description: Archers Football Team

VAT treatment:  Use facility rate  Exempt

Facilities booked:

Facility	Date	From	To
✓ Astroturf - Full	Mon 08 Jan ...	17:00	18:00

Status

Confirmed  Provisional  Standby

Booked: 07/08/2023 14:19

Confirmation sent: <Not sent>

Booking form notes:

1 item

Nett: £25.00  
Insurance: £0.00  
VAT: £5.00  
Gross: £30.00

✓ OK ✗ Cancelled ! Clashes with another booking

📅 Holiday date

General **Save** Cancel

# How do I generate invoices?

1. Select the **Lettings Accounts** tab.

2. Select **Generate invoices**.

4. **Deselect** any hirers that should not be invoiced. Select **OK**.

no bookings have been selected for invoicing. Please uncheck any entries which you do not want to be invoiced.

Invoice?	Date	Time	Hirer	Nett price	Facility	Status	VAT rate
<input checked="" type="checkbox"/>	Thu 14 Mar...	20:00-21:30	Majorettes	22.50	Dining Hall	Confimed	Standard V...
<input checked="" type="checkbox"/>	Thu 21 Mar...	20:00-21:30	Majorettes	22.50	Dining Hall	Confimed	Standard V...
<input checked="" type="checkbox"/>	Thu 28 Mar...	20:00-21:30	Majorettes	22.50	Dining Hall	Confimed	Standard V...
<input checked="" type="checkbox"/>	Thu 04 Apr...	20:00-21:30	Majorettes	22.50	Dining Hall	Confimed	Standard V...
<input checked="" type="checkbox"/>	Sat 23 Feb ...	19:00-23:30	Mandy King	67.50	Dining Hall	Confimed	Standard V...
<input checked="" type="checkbox"/>	Tue 12 Mar...	19:30-21:00	Tennis Club	15.00	Tennis Cou...	Confimed	Standard V...
<input checked="" type="checkbox"/>	Mon 18 Fe...	18:00-19:00	The Bridge...	10.00	Classroom 1	Confimed	Standard V...
<input checked="" type="checkbox"/>	Mon 25 Fe...	18:00-19:00	The Bridge...	10.00	Classroom 1	Confimed	Standard V...
<input checked="" type="checkbox"/>	Mon 04 Ma...	18:00-19:00	The Bridge...	10.00	Classroom 1	Confimed	Standard V...
<input checked="" type="checkbox"/>	Mon 11 Ma...	18:00-19:00	The Bridge...	10.00	Classroom 1	Confimed	Standard V...
<input checked="" type="checkbox"/>	Mon 18 Ma...	18:00-19:00	The Bridge...	10.00	Classroom 1	Confimed	Standard V...
<input checked="" type="checkbox"/>	Wed 20 M...	20:00-21:30	The Bridge...	15.00	Classroom 1	Confimed	Standard V...
<input checked="" type="checkbox"/>	Mon 25 Ma...	18:00-19:00	The Bridge...	10.00	Classroom 1	Confimed	Standard V...
<input checked="" type="checkbox"/>	Mon 01 Apr...	18:00-19:00	The Bridge...	10.00	Classroom 1	Confimed	Standard V...

# How do I record a receipt payment?

1. Select the **Lettings Accounts** tab and select **Record receipt**.

2. Select the **Hirer** and select **OK**.

The screenshot shows the 'Lettings Accounts' tab selected. A dropdown menu is open under 'Issue', with 'Record receipt' highlighted. A dialog box for selecting a hirer is open, with 'Archers Football Team' and 'Mr David Plummer' selected. The 'OK' button is highlighted.

3. Enter any **Reference**, the **Payment method** and **Amount**.

4. Select **Auto-allocate**. Select **Save**.

5. Alternatively, enter the amount against the relevant invoice. Select **Save**.

The screenshot shows the 'New receipt' form. The 'Auto-allocate' option is selected. The 'Reference', 'Payment method', and 'Amount received' fields are highlighted. The 'Save' button is highlighted. A table of transactions is visible at the bottom.

Date	Number	Type	Reference	Total	Outstanding	Allocated
21/12/2018 2...	1	Invoice	BR: 1	1,020.00	1,020.00	1,020.00
01/08/2023 2...	6	Invoice	BR: 1, 12, 13	612.00	612.00	50.00
07/08/2023 1...	0	On account		-50.00	-50.00	-50.00

# How do I generate reports?

1. Select the **Lettings Reports** tab.

The screenshot shows the top navigation bar with tabs: Dinners, Extended day, Income, Accounts, Expenditure, Banking, Trips and events, Communications, and Lettings. Below the navigation bar is a row of icons for various functions: Calendar, Hirers, Facilities, Accounts, Lettings till, and Reports. The Reports icon is highlighted with a red box. Below this is a section titled 'Calendar: Mon 07 Aug 2023' with 'Common tasks' (Add a booking, View date booked) and a table with columns: Date, Time, Facility, Description, Hirer, Booking notes, Ref., and B.

2. Select the required **Lettings Report**.

The 'Lettings reports' dialog box contains a grid of report options:

Accounts list	Holiday dates
Aged debtors	Income analysis
Booking analysis	Invoice analysis by month
Booking calendar	Invoice totals
Booking list	Price band list
Uninvoiced bookings	Price list
Facility list	Receipts and refunds
Future provisional and standby bookings	Unpaid invoices
Hirer list	VAT rates

A 'Close' button is located at the bottom right of the dialog.

3. Select the required **report settings**.  
Select **OK**.

The 'Booking calendar report selection' dialog box includes the following settings:

- Select report style:**
  - Report: List
  - Excel: One day
  - Excel: One week
  - Excel: One month
- Report date range:**
  - From: 01 Sep 2022
  - Until: 31 Aug 2023
- Select facilities to report on:**
  - All facilities
    - Astroturf - Full
      - Astroturf Half 1
      - Astroturf Half 2
    - Changing Rooms
    - Classrooms
      - Classroom 1
      - D&T
      - ICT Suite 1
    - Courts
      - Tennis Court 1
      - Tennis Court 2
    - Dining Hall
- Show cancelled bookings?
- Hide contact details
- Hide notes

Buttons for 'OK' and 'Cancel' are at the bottom.



## How do I get help?



Email your query to the  
Tucasi Customer Support Team  
**support@tucasi.com**



Tucasi Customer Support Team  
**02380 016 564**  
8.30 am to 4.00 pm Monday to Friday

### SCO Help Centre

See the  
**Lettings** section  
**[help.tucasi.com](https://help.tucasi.com)**