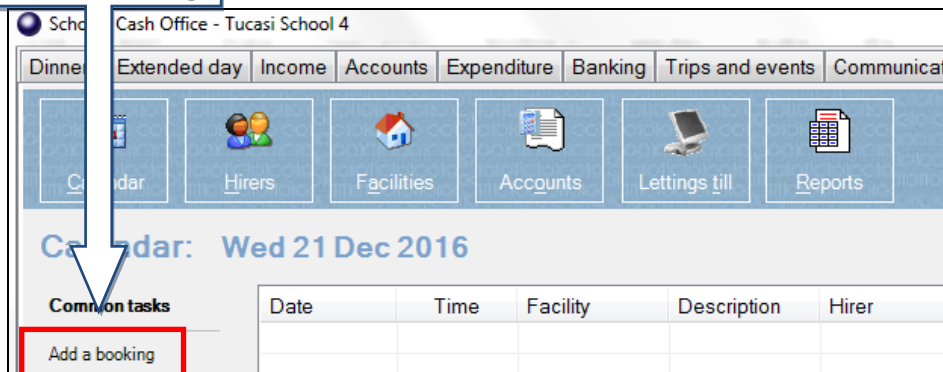## Schools Cash Office
Income Administration Software

How do I check availability and make a booking?

1. Click on **Add a booking**
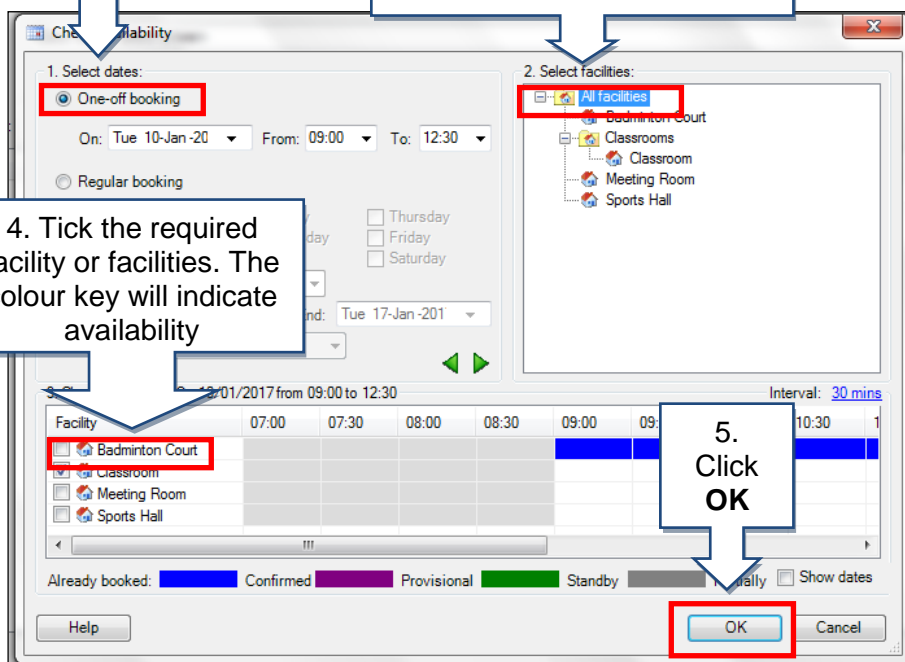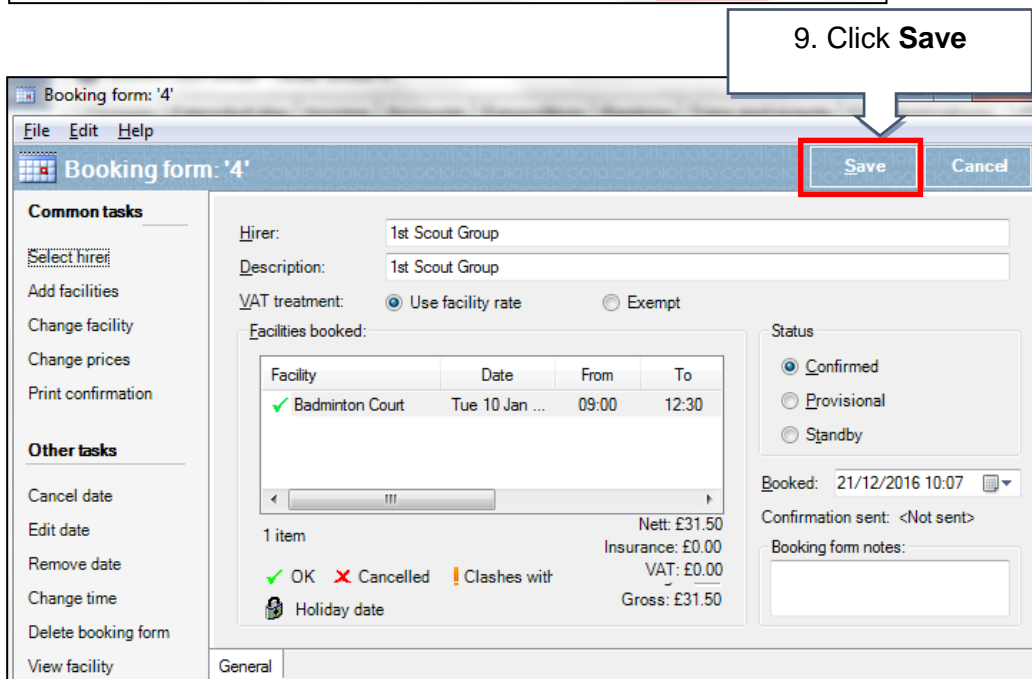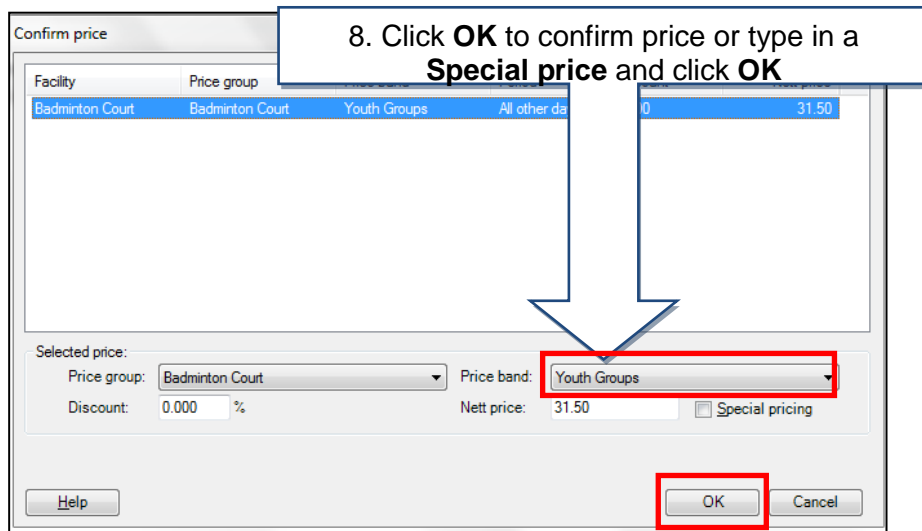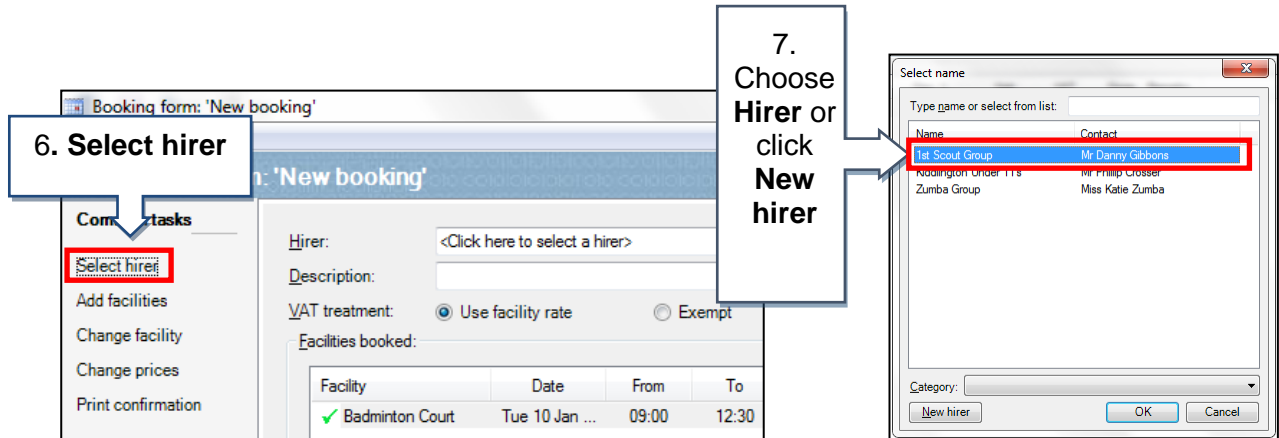

2. Choose **One-off** or **Regular booking** and select date and times

3. Select the facility or group

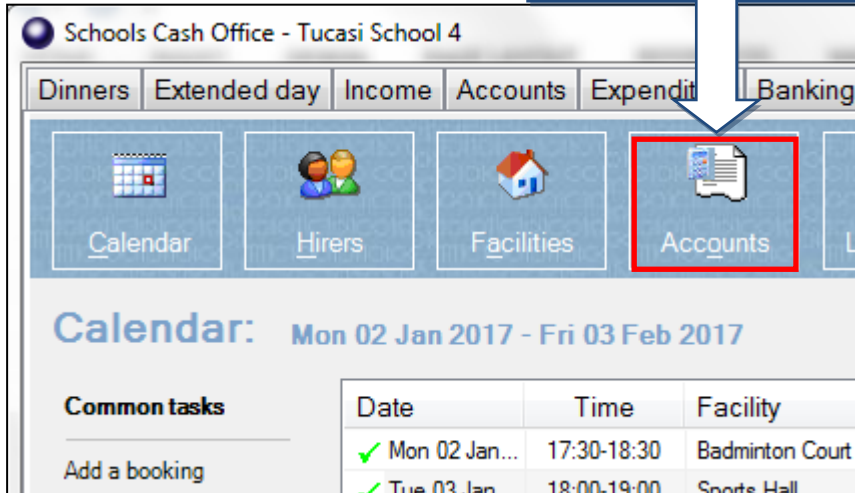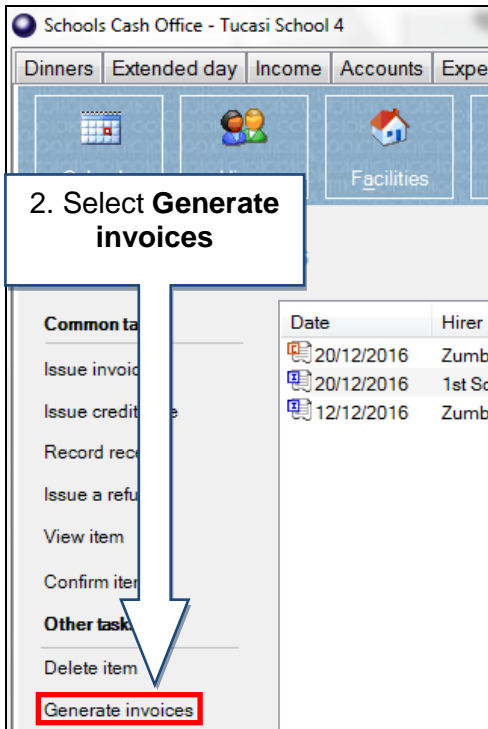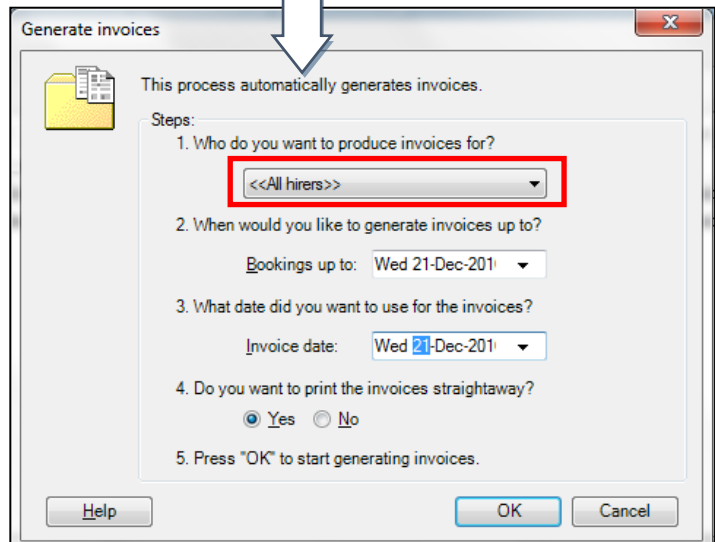4. Tick the required facility or facilities. The colour key will indicate availability

5. Click **OK**

6. Select hirer

7. Choose Hirer or click New hirer

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
✓ Badminton Court	Tue 10 Jan ...	09:00	12:30

Select name

Type name or select from list:

Name	Contact
1st Scout Group	Mr Danny Gibbons
Riddington Under 11's	Mr Phillip Crosser
Zumba Group	Miss Katie Zumba

Category:

New hirer   OK   Cancel

---

8. Click OK to confirm price or type in a Special price and click OK

Confirm price

Facility	Price group				
Badminton Court	Badminton Court	Youth Groups	All other da...	0	31.50

Selected price:
Price group: Badminton Court
Discount: 0.000 %
Price band: Youth Groups
Nett price: 31.50   ☐ Special pricing

Help   OK   Cancel

---

9. Click Save

Booking form: '4'

File   Edit   Help

Booking form: '4'   Save   Cancel

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

Hirer: 1st Scout Group
Description: 1st Scout Group
VAT treatment: ⦿ Use facility rate   ◯ Exempt
Facilities booked:

Facility	Date	From	To
✓ Badminton Court	Tue 10 Jan ...	09:00	12:30

1 item

✓ OK   ✗ Cancelled   ! Clashes with
🔒 Holiday date

Nett: £31.50
Insurance: £0.00
VAT: £0.00
Gross: £31.50

Status
- ⦿ Confirmed
- ◯ Provisional
- ◯ Standby

Booked: 21/12/2016 10:07
Confirmation sent: <Not sent>
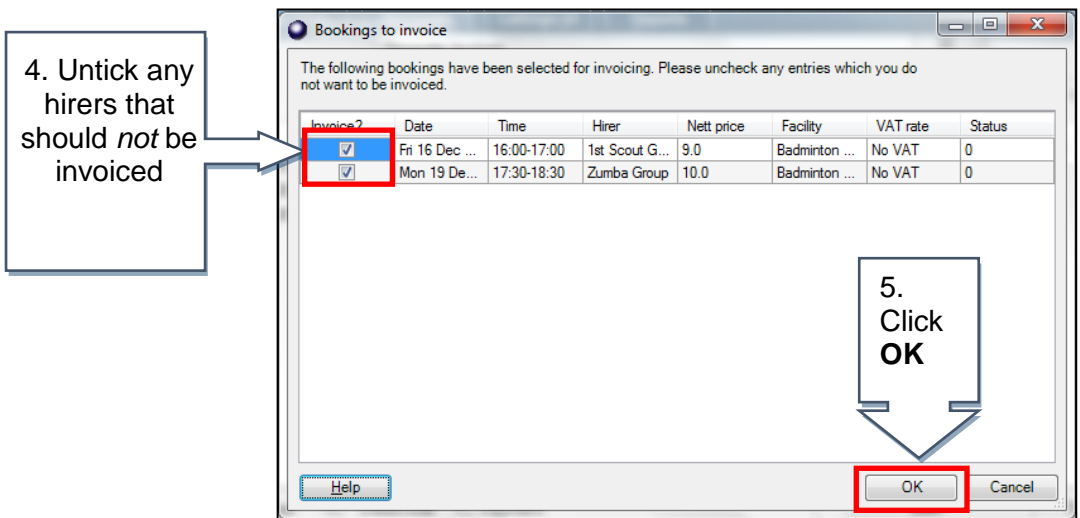Booking form notes:

General

How do I generate invoices?

1 Select **Accounts**

3. Choose **All hirers** or select individual hirers from the drop down menu

2. Select **Generate invoices**

4. Untick any hirers that should *not* be invoiced

5. Click **OK**

How do I record a receipt?

1. Select **Record a receipt**

2. Click to select a **Hirer** or Type the name of an individual hirer
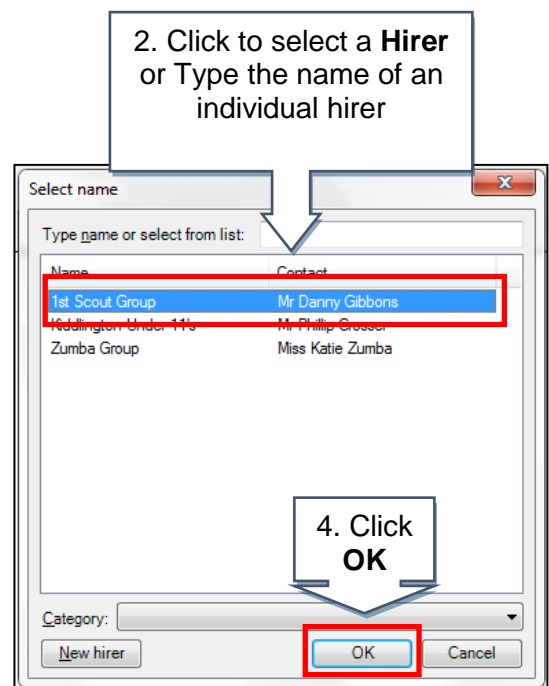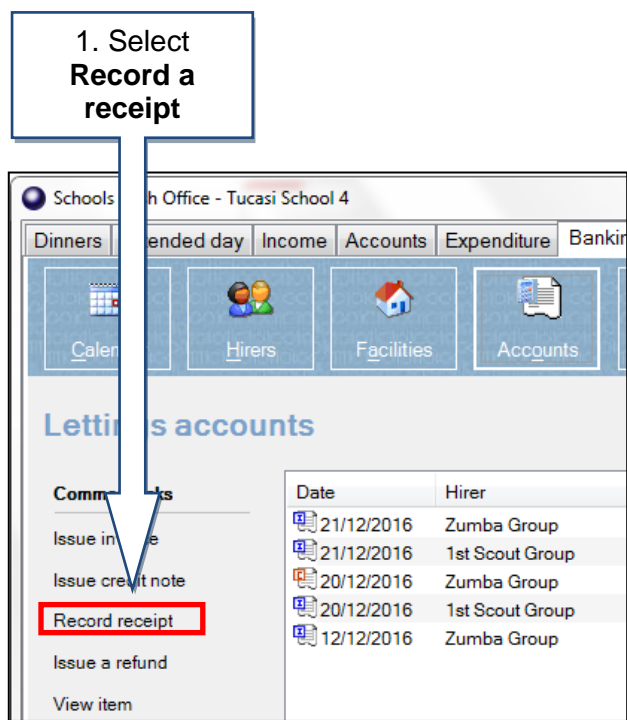
4. Click **OK**

3. Enter **Amount received, Payment method** and **Reference**

5. Alternatively type in amount against the relevant invoice and click on **Save**

4. Select **Auto-allocate**

How do I generate reports?

1. Select **Reports**

2. Choose the required Lettings report

3. Set the report style, report date range and facility

Lettings reports

Select report:

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	

Close

Booking calendar report selection

Select report style:
- ● Report: List
- ○ Excel: One day
- ○ Excel: One week
- ○ Excel: One month

Report date range
From   21 Dec 2016
Until   21 Dec 2016

Select facilities to report on:
- ☑ All facilities
  - ☑ Badminton Court
  - ☑ Classrooms
    - ☑ Classroom
  - ☑ Meeting Room
  - ☑ Sports Hall

Show ca... ...ookings? ☑

4. Click OK

OK   Cancel

Support

If you have any queries please click the Help button or press F1 on the keyboard to access the Help Centre or contact our Customer Support team.

Email: support@tucasi.com
Telephone: 02380 016 564