



Schools Cash Office  
Income Administration Software

# SCO Lettings Till

## Training summary



Tucasi Ltd Wessex House Upper Market Street Eastleigh Hampshire SO50 9FD  
02380 016 563 [www.tucasi.com](http://www.tucasi.com)

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## Introduction

SCO Lettings software can be configured to be used with a till. It can also be used to support pay and play operations and for sales of any other items.

SCO Lettings vTill enables you to do the following:

- Maintain a price list detailing the charges you make for your facilities and any other items you sell.
- Record details of sales and refunds made to the customer.
- Record the payment of pre-arranged bookings that you have made in SCO Lettings.
- Record the payment of invoices you have issued in SCO Lettings.
- Print detailed receipts using a receipt printer (contact Tucasi for details of the printer).
- Keep detailed records of cash and cheques
- Keep track of the VAT charged on all transactions.

## To view Lettings vTill

### Viewing Lettings till

- Click the Lettings tab
- Select Lettings till

## Set-up sales (product) buttons

### Add a sale (product) button

Add sales buttons to record pay and play income or equipment hire e.g. Gym, swimming, fitness suite, racket hire and tennis balls.

- On the Configuration screen, select Income configuration
- Select Products
- Review the hierarchal structure
- Click on the + to expand the relevant product group e.g. Lettings
- Click on Add product. The wizard will be displayed
- Follow the steps in the wizard
- Ensure Visible in till mode is selected
- Repeat the steps above for each new sale button
- Click Done

The product button will appear on the Lettings till screen.

### Edit a product button

- On the Configuration screen, select Income configuration
- Select Products
- Select the sales product and edit the details on the right hand side.
- Alternatively, you can easily edit the sales details from the Lettings till or Income screen by right clicking on the button.

### Delete a sale button

- On the Configuration screen, select Income configuration
- Select Products
- Select the sales product
- Click Delete product
- Click Done

Press F1 or Help for further assistance

## Recording a payment

### Recording a payment

- On the Lettings tab, select Lettings till, then Sales
- Select the relevant activity or item
- The item and amount will appear in the Items purchased window
- Click on Finish
- Click on the relevant payment type e.g. Cash or Cheque
- The transaction is complete

### Cancel one item on a sale

Use this if you want to cancel one of the items you have included in the sale (before you have entered the payment details).

- In the Items purchased window click to select the item line you wish to delete
- Click Void Line

### Continue with the transaction

### Cancel the total sale

Use this if you want to cancel a total sale (before you have entered the payment details).

- Click Void All
- Select Yes

### Refunds

Use this if you wish to refund money back to the customer.

- On the Lettings tab, select Lettings till, then Sales
- Select the relevant item/s that you need to refund.
- These will appear in the Refund transaction window
- Click on Finish
- Click on the relevant payment type for the refund e.g Cash or Cheque

## Recording a payment for a booking

### Recording a payment for a booking

Use this if you need to make a payment for a booking made in SCO Lettings that has not yet been invoiced.

- From the Lettings till, select Bookings under the Pay for heading
- Find the relevant booking
- The booking will now appear in the Items purchased window
- Click on the relevant payment type i.e. Cash or Cheque
- The transaction is complete

## Recording a payment for an invoice

### Recording a payment for an invoice

Use this if you need to make a payment for an invoice generated in SCO Lettings.

- On the Lettings till screen, select Invoice under the Pay for heading.
- Select the hirer from the list, and OK
- Enter the payments details. The payment will automatically be allocated to the oldest invoice (you can change this if necessary).
- Click Save, then Yes.

## Adding and removing cash from the till

### Adding cash to the till

You would typically do this at the start of the day to add a cash float.

- Click the Add Cash button.
- Enter how much cash you have added to the till.
- Click the green tick and click Yes.

### Removing cash from the till

During the day you may wish to remove cash from the till.

- Click the Remove button.
- Enter how much cash you are removing.
- Click the green tick.
- You will get a message asking if you want to remove all card/cheque transactions.
- Click Yes or No as applicable.
- Click Yes.

## Reconciling the till

### Why you would reconcile the till

- Reconciling the till at the end of each day is good business practice.
- You will reconcile the till transactions with the contents of the cash drawer.
- A report will be produced showing details of all the transactions together with a summary of the various payment methods (i.e. cash, cheque and card).

### How to reconcile the till

You would typically do this at the end of each day.

- Click the Reconcile button.
- A message will appear showing the amount of cash, cheque and card payments you should have in the cash draw.
- These figures reflect the sales and refunds entered into the till since the last time it was reconciled, plus any cash added or removed from the till.
- By clicking on the Print report button a detailed report in Excel will be generated, please refer to the next section.
- When you are ready to reconcile click on the green button.



- Click Yes.
- A message will confirm that all cash, cheques and card transactions have been removed from the till.
- Click OK.
- If you are leaving any cash in the till you will need to add this to the till. Please refer to the Adding and Removing cash from the till sections above.

## Till reconciliation report

A detailed report can be generated in Excel giving details since the last time you reconciled the till. The report is split into 3 worksheets as follows:

**Reconciliation:** this shows the total values of the sales and refunds since the last reconciliation. The total should be the same as the total in your cash drawer.

**VAT:** this shows how much VAT has been charged on sales and refunds since the last reconciliation.

**Transactions:** this will list every transaction since the last reconciliation, including the item that was paid for and the payment method.

For audit purposes you may find it useful to print and save this report.

## Help

### Online Help

Press the Help button at the top of the screen or press the F1 button on the keyboard.

### Email

Email the Support team at [support@tucasi.com](mailto:support@tucasi.com)

### Telephone help

Phone the dedicated SCO helpline on 02380 016 564