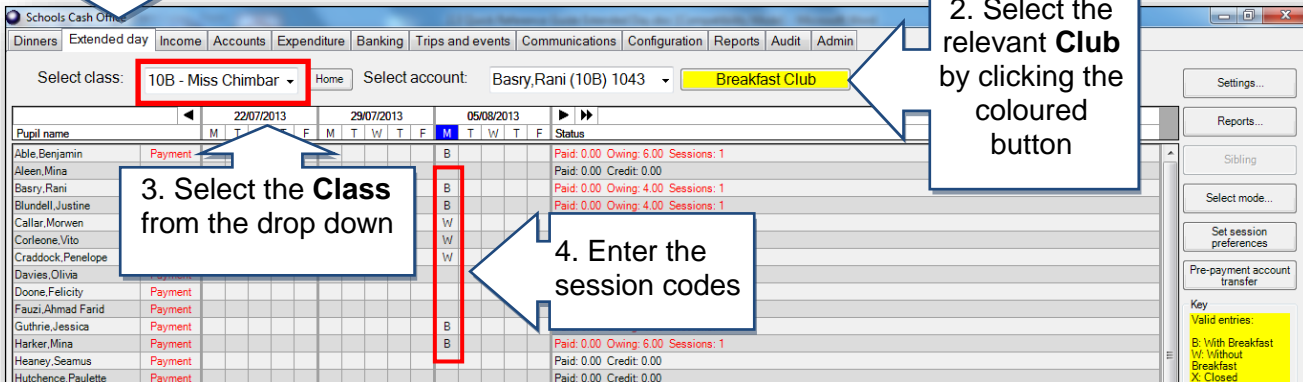


How do I enter sessions attended?

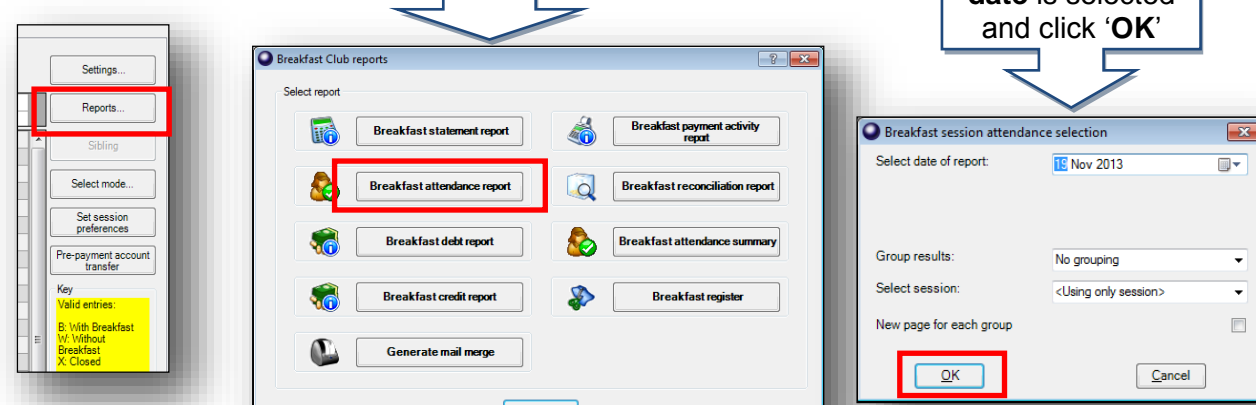
1. Click on the main **Extended day** tab
2. Select the relevant **Club** by clicking the coloured button
3. Select the **Class** from the drop down
4. Enter the session codes



You can enter session choices on the day or they can be entered for future days either manually or using preferences.

How do I print a list of who is attending today?

1. Select **Reports**
2. Select **Attendance report** relevant to your club
3. Ensure the **date** is selected and click 'OK'



The report displays who is due to attend today with space to write time in/out and signature.

How do I enter cash and cheque payments?

The screenshot shows the 'Schools Cash Office' interface. On the left, a list of pupils is displayed with a 'Payment' button next to each name. The name 'Basry, Rani' is highlighted with a red box. An arrow points from this box to a callout box containing the text: '1. Select the 'Payment' button next to the name of the pupil'. To the right, the 'Enter Breakfast Club payment details' dialog box is open for 'Basry, Rani'. It shows options for 'Payment', 'Refund', and 'Write off balance'. Under 'Specify the payment type', 'Cash' is selected. The 'Enter payment amount' field contains '4.00'. A 'Confirm payment' button is highlighted with a red box. An arrow points from a callout box containing the text: '2. Select the payment type, enter the amount and click 'Confirm payment'' to this button.

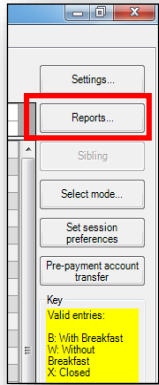
With cheques an extra screen will prompt you to add cheque details.

How do I check the total income I have entered?

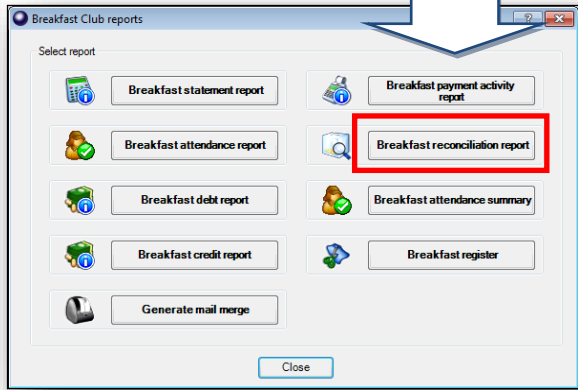
The screenshot illustrates the steps to generate a report. Step 1: A callout box '1. Select Reports' points to the 'Reports...' option in the 'Settings...' menu. Step 2: A callout box '2. Select Payment activity report relevant to your club' points to the 'Breakfast payment activity report' button in the 'Breakfast Club reports' dialog. Step 3: A callout box '3. Select the date range and click 'OK'' points to the 'OK' button in the 'Breakfast payment activity report selection' dialog. This dialog shows 'Report date range' set to 'Today', 'Select report dates' set to 'Nov 2013', and 'Select class' set to '<All classes>'. The 'OK' button is highlighted with a red box.

How do I reconcile at the end of the week?

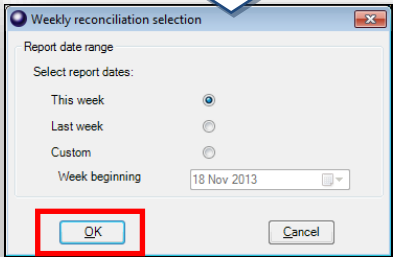
1. Select Reports



2. Select Reconciliation report relevant to your club

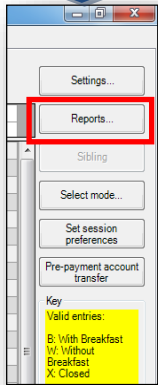


3. Select the date range and click 'OK'

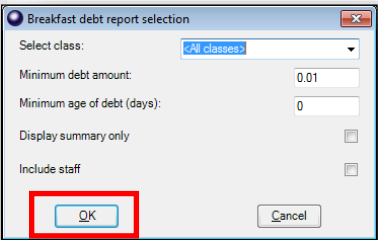
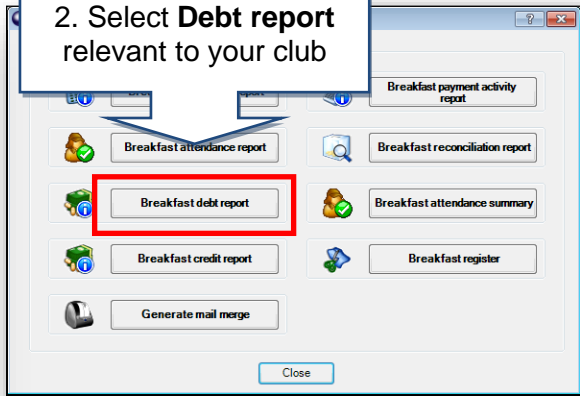


How do I check for debt?

1. Select Reports



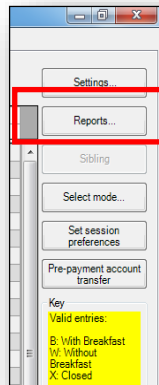
2. Select Debt report relevant to your club



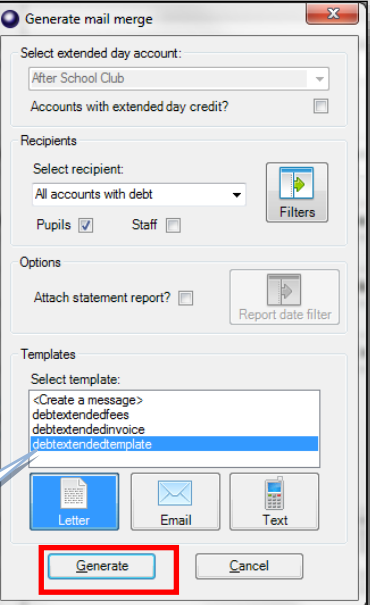
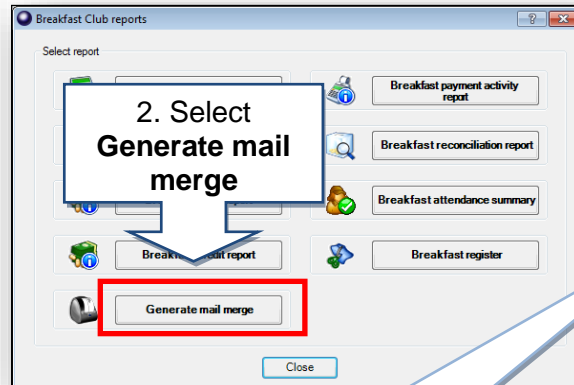
3. Check the selection, enter minimum debt amount (if required) and click 'OK'

How do I send letters to chase for debts?

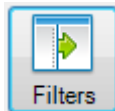
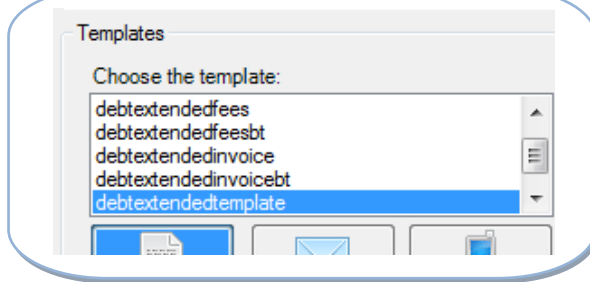
1. Select Reports



2. Select Generate mail merge

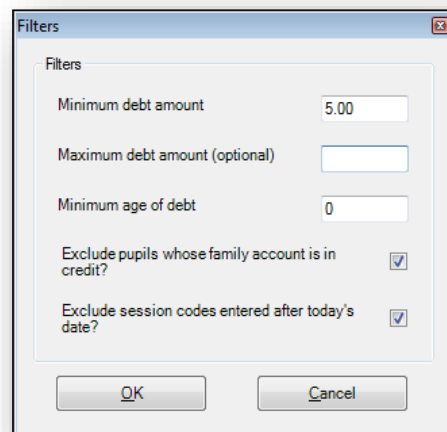


3. Select the required template and click 'Generate'



You can use the  button to set more criteria.

For example, if you want to issue debt chasers for accounts over a specific amount owing and/or exclude those accounts with session codes entered after today's date.



Support

If you have any queries please click the **help** button to access the online Help Centre or contact our Customer Support team.

Email: support@tucasi.com
Telephone: 0844 800 4017

