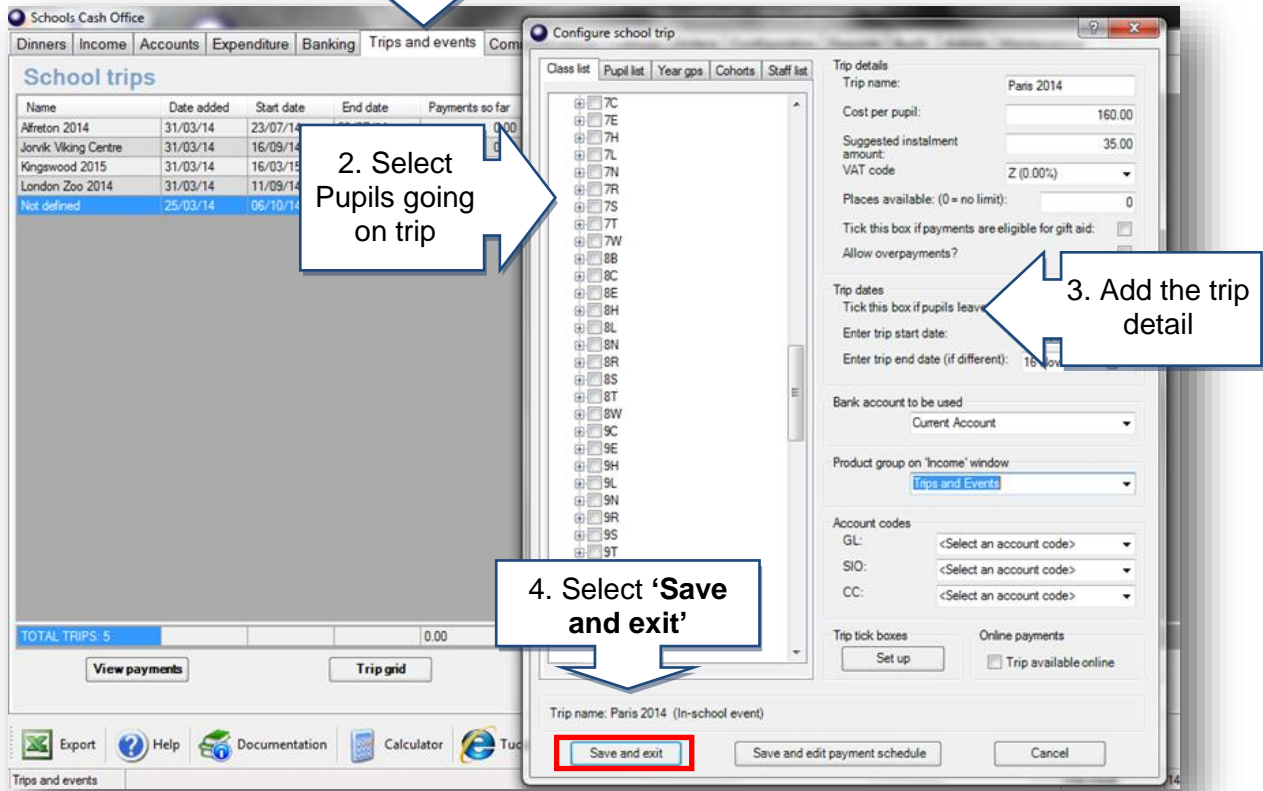


How do I add a trip?

1. Click on the **Trips and events** tab and then **Add trip** at the bottom

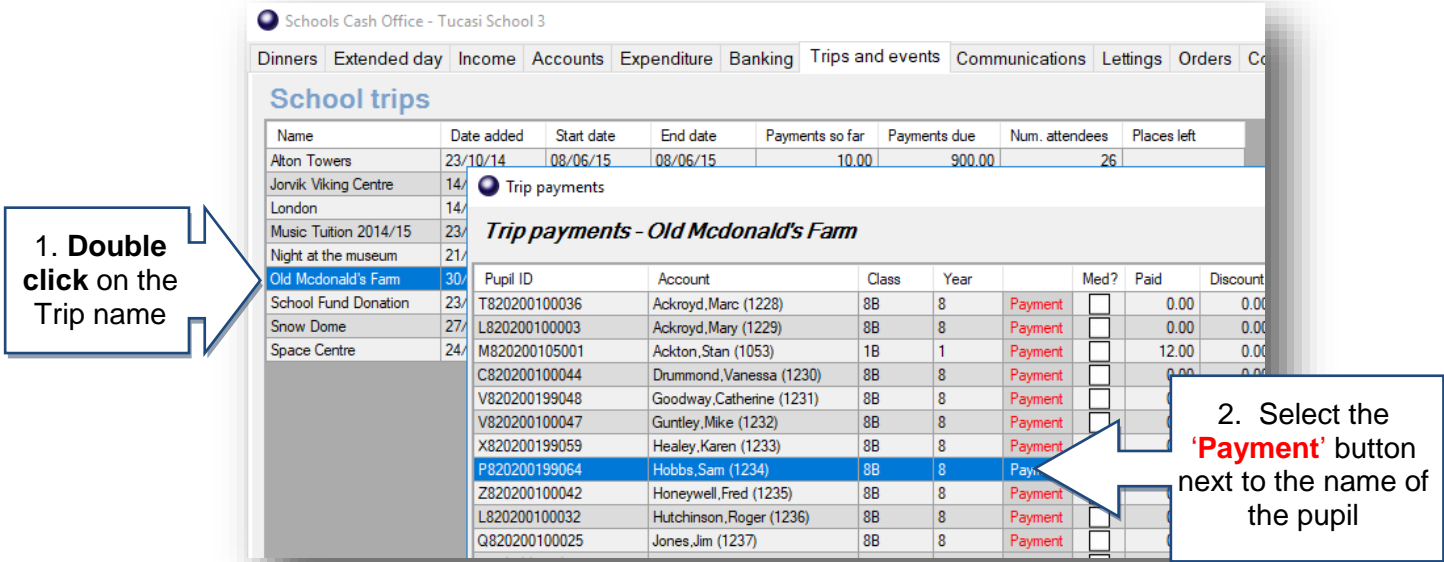


2. Select Pupils going on trip

3. Add the trip detail

4. Select 'Save and exit'

How do I enter Trip payments?



1. Double click on the Trip name

2. Select the 'Payment' button next to the name of the pupil

Name	Date added	Start date	End date	Payments so far	Payments due	Num. attendees	Places left
Alton Towers	23/10/14	08/06/15	08/06/15	10.00	900.00	26	
Jorvik Viking Centre	14/						
London	14/						
Music Tuition 2014/15	23/						
Night at the museum	21/						
Old McDonald's Fam	30/						
School Fund Donation	23/						
Snow Dome	27/						
Space Centre	24/						

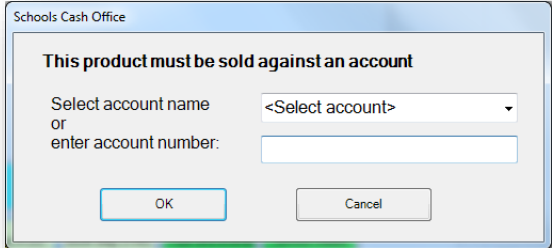
Trip payments - Old McDonald's Fam								
Pupil ID	Account	Class	Year	Med?	Paid	Discount	Payment	
T820200100036	Ackroyd, Marc (1228)	8B	8			0.00	Payment	
L820200100003	Ackroyd, Mary (1229)	8B	8			0.00	Payment	
M820200105001	Acton, Stan (1053)	1B	1			12.00	Payment	
C820200100044	Drummond, Vanessa (1230)	8B	8				Payment	
V820200199048	Goodway, Catherine (1231)	8B	8				Payment	
V820200100047	Guntley, Mike (1232)	8B	8				Payment	
X820200199059	Healey, Karen (1233)	8B	8				Payment	
P820200199064	Hobbs, Sam (1234)	8B	8				Payment	
Z820200100042	Honeywell, Fred (1235)	8B	8				Payment	
L820200100032	Hutchinson, Roger (1236)	8B	8				Payment	
Q820200100025	Jones, Jim (1237)	8B	8				Payment	

How do I record Income using Product buttons?

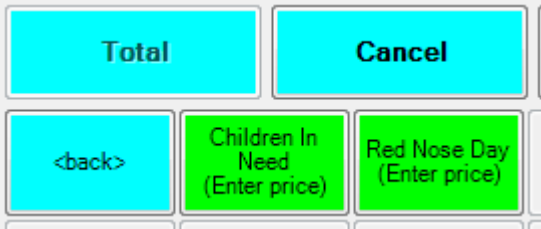
1. Select the **Income** tab.
Select **Sales**



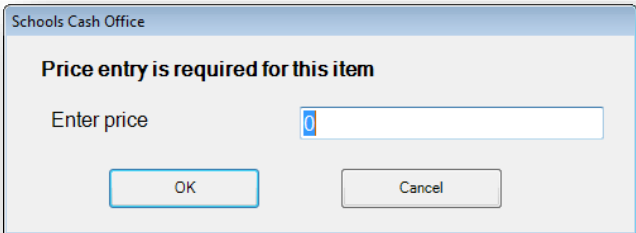
2. Select the **button** you wish to enter income for.
Enter **pupil name** if prompted.



OR



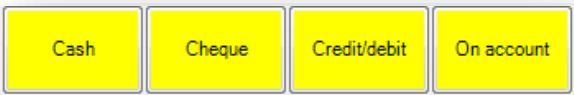
2. Select the **button** you wish to enter income for.
Enter **amount** required.



3. Select the **'Total'** button



4. Select the **Payment** type



How do I record Expenditure?

1. Click on the **Expenditure** tab

The screenshot shows the 'Schools Cash Office' interface with the 'Expenditure' tab selected. Under 'Expenditure functions', two options are visible: 'Payment to supplier' (with a credit card icon) and 'Miscellaneous expenditure' (with a cash icon). Both buttons are highlighted with a red rectangular box.

2. Select **Payment to supplier** or **Miscellaneous expenditure**

The 'Enter payment details' dialog box is shown. It contains the following fields and options:

- Payee details:** 'Supplier list' dropdown menu set to 'ABC Coaches' with an 'Edit' button.
- Pay from this cost centre:** 'Cost centre' dropdown set to 'Kingswood 2013'; 'GL code', 'SIO code', and 'CC code' dropdowns all set to '<Select an account code>'. There is also an 'Edit' button.
- Specify the payment type:** Radio buttons for 'Cash', 'Cheque' (selected), and 'Credit/debit'.
- Show receipt?:** A checked checkbox.
- Amount:** 'Gross amount' text box containing '300.00'.
- VAT information:** 'VAT'able?' checkbox (unchecked) and 'VAT amount' text box.
- Buttons:** 'Done' and 'Cancel' buttons at the bottom, with 'Done' highlighted by a red box.

3. Enter **transaction details** or select **Supplier**. Enter **cost centre, payment type** and **amount**. Click **'Done'**

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: 02380 016 564

