



Schools Cash Office Lettings Administration System for Schools and Academies

Streamline the lettings process



We no longer have double bookings and invoicing is so much easier.

**Secondary School,
West Sussex**





Lettings

School Payments made easy

Tucasi Schools Cash Office is a portfolio of software systems that help streamline one of the key time-grabbers in schools: the collecting, administration and banking of non-grant income. This includes money received for school lunches, extra-curricular activities, trips, music lessons, theatrical productions, art materials, etc.

The systems are quick and easy to use and very robust. They are divided into different components that allow you to install only those that are relevant to you. Schools that have installed Schools Cash Office have started to see a reduction in administrative workload within weeks of installation.

Lettings administration

Tucasi Lettings Administration System is a software package that is designed specifically to help schools manage the job of letting out their facilities. The system's comprehensive features are easy to use and will reduce the workload associated with managing the school lettings. It is suitable for any type of facility or resource including sports pitches, gyms, classrooms, studios, vehicles, projectors and IT equipment.

Facilities

- Maintain details of the facilities you have for hire
- Create logical groupings of facilities to make it easier for you to manage
- Enter and maintain a price list with flexibility to set multiple price bands for each facility

Hirers

- Maintain details of hirers
- Set appropriate discount levels for each hirer
- Manage insurance requirements, including automatic reminders to hirers to renew insurance details

Calendar

- Record and maintain bookings
- Easily manage repeat bookings
- Confirm and cancel bookings
- View bookings by date or date range
- Print booking confirmations

Accounts

- Automatically generate invoices from bookings
- Print invoices and credit notes
- Produce reminders and statements
- Record payments and refunds
- Design your own stationery layouts

General

- View and print reports
- Export data to spreadsheets
- Download and install updates over the internet

For more information contact our Sales Team on 0844 800 4016 or email sales@tucasi.com



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