



COURSE OUTLINE

Course/Workshop Name

Level

Presentation Style

SynergySoft Cash Receipting

Basic

Hands on training

Who should Attend

The course is designed for new Council Front Desk and Administration Officers to provide a comprehensive knowledge of all of the programs and processes necessary to fully utilise the SynergySoft Cash Receipting module. This course is also suitable for experienced officers who require refresher training.

Prerequisites

Attendees will need to have:

- Knowledge of SynergySoft
- Fundamental knowledge of computers
- Fundamental knowledge of MS word

Course Content

- **Control Details**
- **Receipting**
 - Parameters
- **General Receipting**
 - Rates
 - Sundry Debtors
 - Dog Registrations
 - Miscellaneous Receipts
 - Trust Receipts
 - Rebate Claims
 - Owner Rate Receipts
- **Bank Deposit Creation for Nightly Balancing**
- **Changing Bank Deposit Dates**



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people with vision

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- **Canceling Receipts**
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- **Receipt Update**
- **Revesing Receipts**
- **Reports/Enquiries**
 - General System Reports
 - Rates Receipts Reports
 - General System Enquiries
 - User Reports
 - Structural Views