



Webinar - COURSE OUTLINE

Course/Workshop Name
Level

**Cash Receipting for Building/Town Planning
Basic**

Overview

This session covers:

An overview of Cash Receipting in the Building and Town Planning modules

Learning Objectives

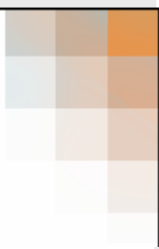
After completing this session attendees will be able to:

- Apply Fees to a Building Application
- Apply Fees to a Town Planning Application
- Apply Fees at Front Counter using Cash Receipting
- Cash Received but batch not updated in Receipt
- Refund Overpaid Fees based on Over-Estimated of Value of work
- Request Additional Fees based on Under-Estimate of Value of Work
- Cancel Charges – Prior to Receipt Update
- Cancel Charges – Post Receipt Update

Prerequisites

Attendees will need to have basic computer skills and knowledge of the following:

- Windows
- Microsoft Office



To lodge your Booking or for further information:
please contact Ann Bull on 9315 7000 or email
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