

SynergySoft Front Counter

Overview

This course is designed for administration officers wishing to obtain a general overview of SynergySoft Front Counter (Receipting, Cats, Dogs, Dev Services, Rates Enquiries).

Who You Are

Attendees will need to have:

- Knowledge of SynergySoft
- Fundamental knowledge of computers

Learning Outcomes

1. Receipting Settings and Functions
 - a. Setting Up Receipt Types, Cashiers and Registers
 - b. Setting Up Miscellaneous Receipt Categories
 - c. Importing Direct Debit and Remote Credit Files
 - d. Cancelling Receipts
 - e. Closing Open Receipt Batches
2. Receipting Processes in SynergySoft Systems
 - a. Rates and Pensioner Rebate Receipting
 - b. Dog and Cat Receipting
 - c. Sundry Debtor Receipting
 - d. Building and Planning Receipting
 - e. Miscellaneous Receipting
3. Receipting Reports and Updating Receipts
4. Dogs & Cats Registrations



5. Rates and Property Enquiries
6. Building and Planning Enquiries



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