List of Documents:

|  |  |
| --- | --- |
| **Document** | **Description** |
| Invoice | The Invoice for SAOM is a web service that simplifies the way that the Academy can manage and monitor their sales, generate invoices, receive and track payments. |
| Receipt | Receipts will be given to customers or student when they make a booking to see a show or when booking online examinations, booking courses for confirmation of their purchase. |
| Credit Note | Credit notes are typically used when there has been an error in an already-issued invoice, such as an incorrect amount, or when a customer wishes to change their original order. |
| Bookings income | This is going to be some sort of record of keeping track of how much money SAOM is generating from Bookings. |
| Online Tuition (Full time courses) | This is a way of the customer keeping track of how much they are earning from full time courses. |
| Equipment Maintenance List | Documents for Equipment maintenance is vital for keeping track of who repairs the equipment for example the mics, chairs, instruments etc. and SAOM need to keep track of how much money these repairs cost each year. |
| Timetables | Timetables are important for both teachers and full time students and will be given out at the start of each year(Room allocations etc.) |
| Student Fees | Students pay at the start of each year or before exams and SOAM keeps track of these payments .There are no instalments fees are payed in full upfront. |
| Theatre capacity | The maximum capacity for the theatre would be 100 people so SAOM need to make sure they don’t overbook. |
| Exam Reports | SAOM wants to generate online exam reports every 3 or 6 months. |
| External Exams | Students apply for exams online and pay the fee upfront and prices may very depending what grade and how many exams they are doing and the Academy will keep track of all fees and students will receive receipts. |
| Student Registration/Candidate form(results sheet) | Students Register at the start of each year and cannot change course afterword and the student must pay in full at the start of the year when registering. This form also requires students to fill in all of their personal details name ,number etc. |
| Certificates | SAOM processes results from exams and if the students succeed they receive a Certificate. |
| Box Office | This is used for people to book tickets for the shows. |
|  |  |
| Results form | This is how the Academy will keep track of all of the results from the students. |