



Schools Cash Office

Income Administration Software

Schools Cash Office

1

Pre Academic Year End - Guide



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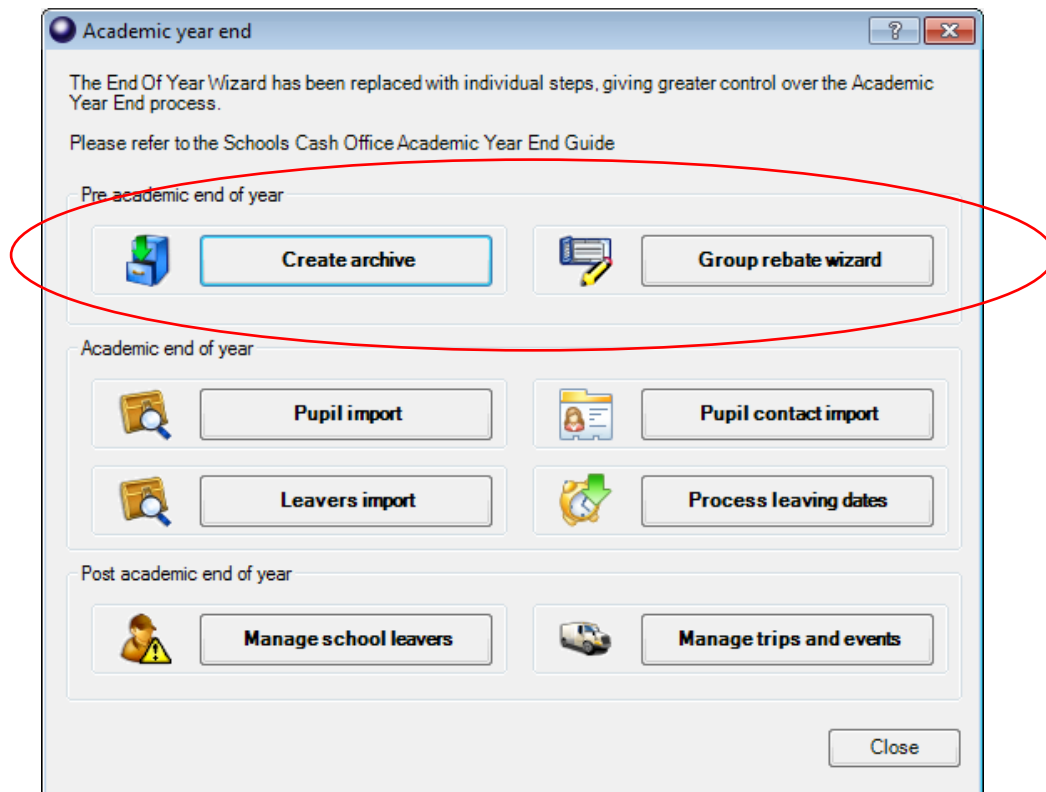
1. About this document

This is the first of three guides to take you through the whole Academic Year End process.

The guides are as follows:

- **Pre Academic Year End**

- These are the tasks that need to be carried out in Schools Cash Office prior to commencing the Academic Year End process itself.



- **Academic Year End Process**

- These are the tasks that need to be completed at the start of the autumn term.

- **Post Academic Year End**

- These are the tasks which can be done at the end of the process but some are optional.

Some of the tasks detailed in this document are optional.

The Pre Academic Year End checklist will assist you to carry out the tasks detailed in this document. You can mark tasks as complete as you work through the step by step instructions.

2. Pre Academic Year End Checklist

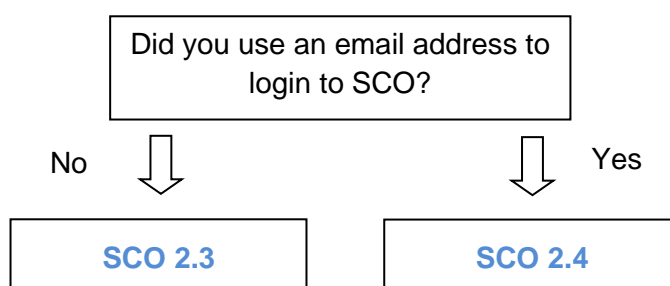
Print this list and mark each section as you complete it – cross through anything that isn't applicable.

Task	Applicable to	Complete
Mark final year pupils as leavers in MIS	All	
Prepare new pupil data in MIS	All	
Create an Archive	SCO Version 2.3 only	
Set term dates	Dinner Money and Extended day users only	
Generate catering returns	Dinner Money users only	
Update Dinner Money prices	Dinner Money users only	
Update Extended Day prices	Extended Day users only	
Check Pupil IDs	ALL	
Update Pupil IDs	ALL (if applicable)	
Check SCO Settings	ALL	
Check account balances for leavers	ALL	
Remove account balances for leavers	ALL (if applicable)	



What version of Schools Cash Office am I using?

To check what version you are using log into SCO:



3. Mark final year pupils as leavers in MIS system

This process is carried out using your existing MIS system, e.g. SIMS, Integris, CMIS etc. The information will be used to create a leavers report for SCO at a later stage.

Please refer to your MIS manual for assistance.



Now move on to section 4.

Completed



4. Prepare new pupil data in MIS system

This process involves adding pupil details into your MIS system e.g. SIMS, Integris, CMIS etc. You do not need to create a new academic year data report in your MIS or import any data into SCO at this stage.

Please refer to your MIS manual for assistance.



Now move on to section 5.

Completed



5. Create an Archive (SCO version 2.3 only)



Before commencing the Academic Year End process you must create an archive of your current SCO database. This can be used to view data if necessary.

NOTE: This option is not available to schools using SCO version 2.4 or later.

- Start **Schools Cash Office** (on any PC with SCO installed).
- Click on the **Admin** tab.
- Click on **End of academic year**.
- Click on **Create archive**.
- Click **Yes**.
- Enter a title e.g. **Academic Year 2014/15**.
- Click on **OK**.
- Click on **Close**.



If you use:

Dinner Money and/or Extended day
refer to sections 6,7,8 and 9.

Otherwise continue to section 10.

Completed



6. Set term dates – Dinner Money / Extended Day users only

If you wish to enter your term dates and show your school as closed during holiday periods in the Dinner Money and/or Extended Day modules, complete the following:



WARNING - **Do not Change** existing term dates – you should **Add** new term dates.

Version 2.3

- Click on the **Configuration** tab, **Run Setup Wizard**,
- Enter first and final year groups in your school.
- Click on **Next**, click **Set Term Dates**, then follow the **Both versions** instructions below to complete the setup.

Version 2.4

- Click on the **Configuration** tab, **System Options**, under **General tab** next to Set up term dates click **Set up**, then follow the **Both versions** instructions below to complete the setup.

Both versions

- Scroll down to the bottom of the listed term dates, if necessary.
- Click on **Add** to enter School opens and School closes dates.
- Click on **Done**.
- Repeat for each half term.
- Enter any **Day Closures**.
- Click on **Done**.
- Click on **Close**.
- On the **Dinners** tab, click **Settings, Term dates**. Term dates will be updated automatically. Click on **Done**.
- On the **Extended day** tab, click **Settings, Session dates**.
- Click **Merge standard term dates** at the bottom of the screen to update session dates.
- Click on **Done**. Repeat for each Extended day club.



Now move on to section 7

Completed





7. Generate Catering Returns – Dinner Money users only

If you use the Dinner Money module AND submit electronic Catering Returns, you need to ensure that they have all been submitted before you move onto the next guide.

- On the **Dinners tab** click on **Reports**.
- Click on **Manage Catering Returns**.
- All reports that haven't been signed off will need to be processed as such. Highlight the report and click on **Sign off**.
- Enter your name, click on **OK**.
- Repeat for all the relevant reports.
- **SCO version 2.3 only**: next, highlight any reports that need to be sent, click on **Send**.
- Click on **OK** twice.
- Click on **Close**.

For **SCO version 2.3** the data synchronisation process runs at 3.00pm. If the M1 form has been sent successfully the Manage catering returns display will show the text "Sent successfully - <date-time stamp> FTP".

For **SCO version 2.4**, M1 is sent as soon as it has been signed off.



Now move on to section 8.

Completed



8. Update Dinner Money prices – Dinner Money users only

If your school has a price increase on meals, the costs can either be entered prior to the new term and marked as Advanced Prices or you can wait until the new term and enter them at least a day before the effective price increase (please refer to the **Academic Year End Process guide** to set the prices at a later date).

To set prices as Advanced Prices:

- On the **Dinners tab**, select **Settings, Meal codes**.
- Click **Advanced price config**.
- Choose the appropriate meal code from the **Select a meal code** dropdown.
- Click **Add new**.

From	To	Price	Price w/VAT	
01/09/2014	<input type="text"/>	0.00	0.00	Delete
		2.00	2.40	Delete

September 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Today: 07/05/2014



Note: this will position the previous price/s at the bottom of the list and enable the top line for new pricing.

- Enter the **From** date on the top line.
- Enter the **Price**.
- Tab to enter the **Price w/VAT** (can be changed if required – this is the price charged to adults).
- Change the **Select a meal code** dropdown to the next appropriate code.
- Follow the above until all the codes have been amended.
- Click **Done**.
- Click **Done** again and then **Close**.

The new prices will be effective from the date you have entered.



Now move on to section 9.

Completed



9. Update Extended Day prices – Extended Day users only

If your school has a price increase on any clubs, the costs can either be entered prior to the new term and marked as Advanced Prices or you can wait until the new term and enter them at least a day before the effective price increase (please refer to the **Academic Year End Process guide** to set the prices at a later date).

To set prices as Advanced Prices:

- On the **Extended day** tab, select the relevant club.
- Click on **Settings, Session codes**.
- Click **Advanced price config**.
- Choose the appropriate session code from the **Select a session code** dropdown.
- Click **Add new**.



Note: this will position the previous price/s at the bottom of the list and enable the top line for new pricing.

- Enter the **From** date on the top line.
- Enter the **Price**.
- Tab to enter the **Price w/VAT** (can be changed if required).

- Change the **Select a session code** dropdown to the next appropriate code.
- Follow the above until all the codes have been amended.
- Click **Done**.
- Click **Done** again and then **Close**.
- Repeat the above for each club that you have in SCO.

The new prices will be effective from the date you have entered.



Now move on to section 10.

Completed



10. Check Pupil IDs

10.1 Check the type of Pupil ID in SCO

Make a note of the Pupil ID currently used in SCO. This can be cross-checked later to avoid any duplicate pupils or discrepancies during the new import.

- In SCO click on the **Accounts** tab.

What is the name of the first pupil? _____

What is their pupil ID? _____

What type of ID is it? (tick the applicable box)

UPN e.g. X123456789123	<input type="checkbox"/>
Admission No e.g. 001234	<input type="checkbox"/>
Admission No e.g. 1234 (without leading zeroes)	<input type="checkbox"/>
SIMS ID e.g. 6789	<input type="checkbox"/>



Now move on to section 10.2

Completed



10.2 Do you use the online payments cashless link and the Alternate ID? (SCO version 2.3 only)

Do you have the online payments cashless link? _____



If YES continue below,
otherwise go to section 10.4

Completed

Some SCO version 2.3 schools that have the online payments cashless link may use the Alternate Pupil ID. To find out if you use this setting run the following report:

- In SCO, click on the **Reports** tab.
- Select **Account reports**.
- Select **Account balance report**.
- Select **Cafeteria account** from the drop down.
- Tick **Include zero amounts** and click **OK**.

Account name	Account number	Alternate	Daily limit	Balance
Able, Benjamin	1002	001001	0.00	2.50
Ackroyd, Marc	1004	001002	0.00	0.00
Ackroyd, Mary	1005	001003	0.00	0.00
Ackton, Stan	1007	001004	0.00	0.00

Do you use the Alternate ID?



If YES continue to section 10.3,
otherwise go to section 10.4

Completed

10.3 Is the Alternate ID active? (SCO version 2.3 only)

- On the server locate the SCO folder
- Open the **SCOdatsync.ini** file

Does the file contain the following text?

```
[OtherSettings]
IPMHoldsBalance=1
AlternateNumber=1
ShowRunningBalanceOnline=0
```



If **YES** please contact Tucasi Support for further assistance 0800 400 4017, otherwise go to section 10.4

Completed

10.4 Does everyone have a Pupil ID?



It is important that **all** Pupils have an ID in SCO, otherwise it may cause duplicates when importing new data.

- In SCO, click on the **Accounts** tab.
- Click on the **Pupil ID heading** to sort by Pupil. Any blank IDs will appear at the top.

Do you have any blanks? _____



If **YES** continue to section 10.5, otherwise go to section 11.

Completed

10.5 Update the blank Pupil ID

- In SCO, click on the **Accounts** tab.
- Click on the **Pupil ID heading** to sort by Pupil ID and group any pupils without Pupil IDs.
- Right-click on the pupil and click on **Edit Pupil Details**.
- Enter the ID in the **Pupil ID** field (this can be copied from your MIS pupil database).
- Click on **Done**.

If Pupil IDs are not entered at this step and duplicate pupils are created, these can be handled by following **Manage duplicate pupils (Post Academic Year End Guide)**. Note that when importing the new pupil data you will see a warning message if duplicate pupils have been detected.

Please note that in SIMS.net, the **ID** field is only available to users who are part of the **Third Party Reporting** group. You may wish to contact your MIS support team for further assistance.



Now move on to section 11.

Completed

11. Check SCO settings

Ensure that the first year group and final year group settings have been set in SCO:

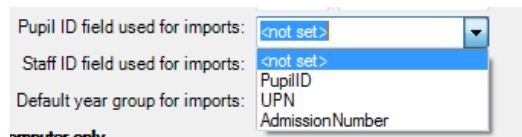
- Click on the **Configuration** tab.
- Click on **System options**.
- In the **General** tab, check the following information is entered correctly:
 - School name
 - Unique school ID
 - Local Authority ID
 - School first year group*
 - School final year group*

*For example, Primary schools would usually be 0 and 6
 Infant schools would usually be 0 and 2
 Junior schools would usually be 3 and 6
 Secondary schools would usually be 7 and 11 or 13

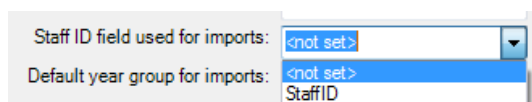
Note: use 0, not R, to represent Reception year group.

- Pupil ID field used for imports

Select from PupilID (ie SIMS ID),
UPN or Admission Number



- Staff ID field used for imports
Select StaffID



- Default year group for imports



This setting is particularly important when importing **Nursery** pupils and allows you to nominate a Year outside of Y0 (reception), Y1 and Y2 to exclude the Nursery from the Universal Free School Meals eligibility. You can enter your preferred Year for Nursery or leave it as 15.

For example:

Infant schools, enter 3
Junior schools, enter 7
Any other schools, leave as 15

- Click on **Done**



Now move on to section 12.

Completed



12. Check account balances for pupils leaving the school



In order to delete pupils, you will need to clear any account balances for leavers (both credit and/or debit balances).

To establish whether there are any pupils with accounts with a non-zero balance:

- In SCO, click on the **Accounts** tab.
- Click on the relevant column heading to sort by the required account, e.g. 'Dinner Bal'.

Note: a single click will display negative balances at the top. Another single click will change grouping into a descending order and display positive balances at the top.

Please also note that the number of columns visible on the Accounts tab depends on the modules licensed in SCO, i.e. schools with no cashless catering link will not be able to see the 'Cafeteria Bal' column. Similarly, schools with no Extended Day module won't see columns such as 'Breakfast Bal' or 'ASC Bal'.

Schools Cash Office											
Dinners	Extended day	Income	Accounts	Expenditure	Banking	Trips and events	Communications	Configuration	Reports	Audit	Admin
<i>Family accounts - View by individual pupil</i>											
First name	Address	Class	Status	Pupil ID	Pre-pay Bal	Cafeteria Bal	Dinner Bal	Breakfast Bal	ASC Bal		
Mary	27 Springfield Avenue, Kempston, Bedford, Bedfo...	8B	Gift aid	L820200100003	0.00	0.00	0.00	-16.00	0.00		
Marc	27 Springfield Avenue, Kempston, Bedford, Bedfo...	8B	Gift aid	T820200100036	0.00	0.00	-10.00	-12.00	-4.00		
Mina	25 Crown Place, Bedford, Bedfordshire, MK42 9HD	10B		V820432104075	0.00	0.00	0.00	-2.00	0.00		
Benjamin	45 Willow Way, Port Talbot, SA12 8TP	10B	Gift aid	V820444405031	0.00	2.50	0.00	-2.00	25.00		
Thomas	73 Erica Walk, Thomey, Peterborough, PE6 0QU	7B		K820200100012	0.00	0.00	0.00	0.00	0.00		
Shona	48 Castle Hill, Huntingdon, Cambridgeshire, PE29 ...	11B		A820432103139	0.00	0.00	0.00	0.00	0.00		
Zena	22 Park View, Blunham, Bedford, Bedfordshire, M...	6B		M820200102083	0.00	0.00	0.00	0.00	0.00		
Raymond	The Grange Park Avenue, Bedford, Bedfordshire, ...	3B		H820200104034	0.00	0.00	0.00	0.00	0.00		
Alayna	238 Dafydd Place, Bary, CF63 1RN	3B		Z820200103045	0.00	0.00	0.00	0.00	0.00		

- Export your screen to Excel for easy reference if required.
- Circle as applicable:

Do you have balances for Dinner Money?		
Credit If Yes, go to section 13	Yes	No
Debit If Yes, go to section 14	Yes	No
Do you have balances for Extended Day?		
Credit If Yes, go to section 13	Yes	No
Debit If Yes, go to section 15	Yes	No

Do you have balances for Pre-payment account?		
Credit If Yes, go to section 13	Yes	No
Debit If Yes, go to section 16	Yes	No
Do you have balances for Cafeteria?		
If Yes, go to section 17	Yes	No



If you answered NO to all of the above you have completed the Pre Academic Year End Process.

Completed



You can now proceed to the **Academic Year End Process guide**.

13. Manage *credit* balances for Dinner Money/Extended Day or Pre-payment account

Any credit balances for pupils who have left school can either be refunded back to the parent, or can be transferred to a sibling's account.

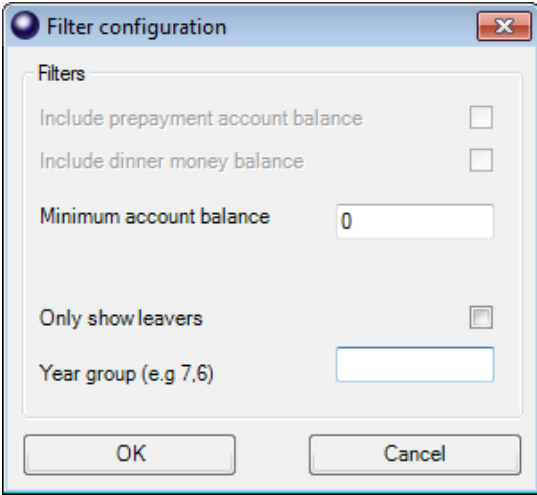
13.1 Refunding credit balances

Credit balances can be refunded one at a time or all in one go. This section shows you how to deal with all refunds at the same time.

- In SCO click on the **Admin** tab.
- Select **End of academic year**.
- Select **Group rebate wizard**.

Any pupils who have already been marked as a leaver will be listed on screen. If you have not already marked your leavers you will need to do the following:

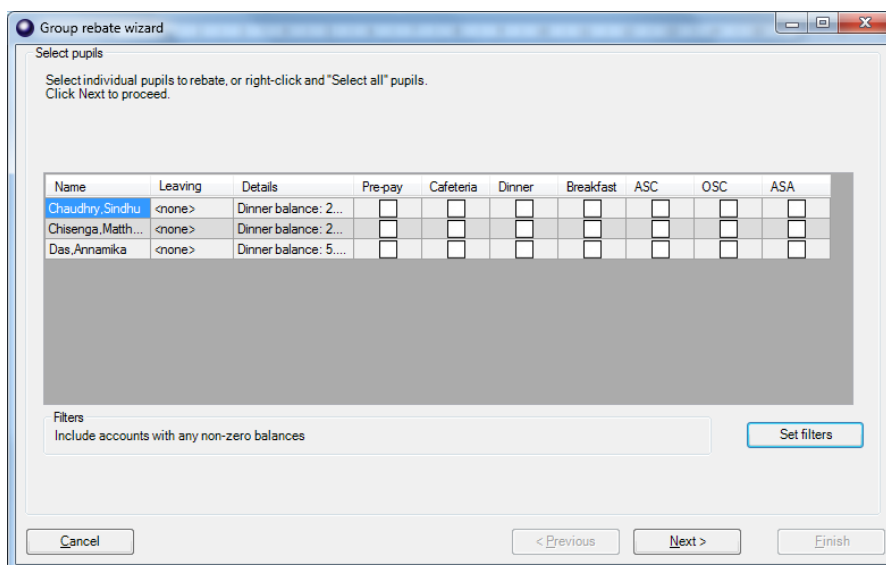
- Click the **Set filters** button.
- Un-tick **Only show leavers**.
- Enter the year group you wish to rebate and click **OK**.



The image shows a 'Filter configuration' dialog box with the following fields and options:

- Filters** section:
 - Include prepayment account balance
 - Include dinner money balance
- Minimum account balance**: A text input field containing the number '0'.
- Only show leavers
- Year group (e.g 7,6)**: A text input field.

At the bottom of the dialog are two buttons: **OK** and **Cancel**.



Any pupils who have a credit balance for dinners, extended day or the pre-payment account will be listed here. You can refund any credits in one go (for example dinners and extended day), or you can just refund dinner money on its own.

You either need to tick the individual boxes or, if you would like to refund all dinner money, right click on the dinner header and choose **Select all**.

- Click **Next**.
- Select the refund payment method, if you chose cash, follow the next two steps through and confirm the rebate. For cheque you can allocate the cheque numbers against each pupil as follows:

Refunding by cheque

You can either enter one cheque reference, or multiple cheque numbers associated with each pupil.

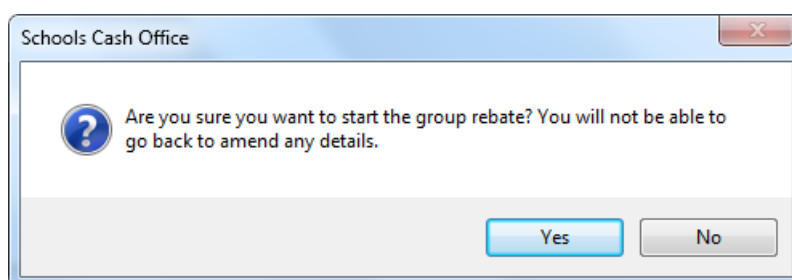
13.1.1 a) One cheque reference

- Enter the **Payment reference** and click **Next**.

The names of the pupils and refund amount will be listed on screen.

- Click **Next**.

You will get the following message:



- Click **Yes**.

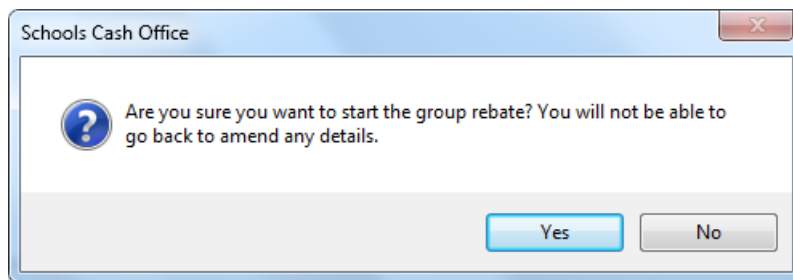
13.1.2 b) Multiple cheque reference

- Tick **Manual reference**.
- Click **Next**.

The names of the pupils and refund amount will be listed on screen.

- Click **Next**.

You will get the following message:



- Click **Yes**.
- You will be prompted to enter the cheque reference, enter the reference and click **Done**.
- Repeat until you have entered all cheques.
- Click **Finish**.

13.2 Transferring credit balances to siblings

If the pupil has a sibling in school you can transfer the credit balance to their account. This will not affect your banking.

13.2.1 a) Dinner Money

- In SCO click on the **Dinners** tab.
- Click on the **Dinner money transfer** button.
- Click the down arrow and select the '**From account**'.
- Click the drop down and select the '**To account**'.
- Enter the **Amount**.
- Click **OK**.

13.2.2 b) Extended Day

- In SCO click on the **Extended Day** tab.
- Select the relevant pre-payment area, e.g. Breakfast Club.
- Click on the **Pre-payment account transfer** button.

- Click the down arrow and select the '**From account**'.
- Click the drop down and select the '**To account**'.
- Enter the **Amount**.
- Click **OK**.

13.2.3 c) **Pre-payment account**

- In SCO click on the **Income** tab.
- Click on the **Account transfer** button.
- Click the down arrow and select **General pre-payment account**.
- Click the down arrow and select the '**From account**'.
- Click the drop down and select the '**To account**'.
- Enter the **Amount**.
- Click **OK**.

14. Manage *debit* balances for Dinner Money

If your school uses Tucasi Dinner Money module you will need to clear any balances for pupils that have left school. Debit balances can be collected from the pupil, written off or transferred to a sibling.

14.1 *Transferring debit balances to siblings*

- In SCO click on the **Dinners** tab.
- Click on the **Dinner money transfer** button.
- Click the down arrow and select the '**From account**'.
- Click the drop down and select the '**To account**'.
- Enter the **Amount** (this will be a negative amount).
- Click **OK**.

14.2 *Writing off dinner balances*

- In SCO click on the **Dinners** tab.
- Click on the **Payment** button, next to the pupil.
- Select **Write off balance**.
- The amount is automatically entered and can't be altered.
- Enter **Reason for write off**.
- Click **OK**.

15. Manage *debit* balances for Extended Day

If your school uses Tucasi Extended Day module you will need to clear any balances for pupils that have left school. Debit balances can be collected from the pupil, written off or transferred to a sibling.

15.1 Transferring debit balances to siblings

- In SCO click on the **Extended Day** tab.
- Click on the **Pre-payment account transfer** button.
- Click the down arrow and select the '**From account**'.
- Click the drop down and select the '**To account**'.
- Enter the **Amount** (this will be a negative amount).
- Click **OK**.

15.2 Writing off extended day balances

- In SCO click on the **Extended Day** tab.
- Click on the **Payment** button, next to the pupil.
- Select **Write off balance**.
- The amount is automatically entered and can't be altered.
- Enter **Reason for write off**.
- Click **OK**.

16. Manage *debit* balances for Pre-payment account

You will need to clear any pre-payment account balances for pupils that have left school. Debit balances can be collected from the pupil, written off or transferred to a sibling. This will not affect your banking.

16.1 Collecting the payment from pupils

If you have collected the payment from the pupil you can credit this to the pupil's pre-payment account.

- In SCO click on the **Income** tab.
- Click on the **Account deposit** button.
- Select the pupil account to add the payment.
- Click **OK**.
- Click the down arrow and select the **General pre-payment account**.
- Enter the amount to deposit.

- Select the relevant payment method, Cash or Cheque.
-

16.2 Transferring debit balances to siblings

- In SCO click on the **Income** tab.
 - Click on the **Account transfer** button.
 - Click the down arrow and select **General pre-payment account**.
 - Click the down arrow and select the '**From account**'.
 - Click the drop down and select the '**To account**'.
 - Enter the **Amount** (this will be a negative amount).
 - Click **OK**.
-

16.3 Writing off pre-payment account balances

As a last resort you can write off the balance to allow deletion of the pupil. **Please note there is no audit trail of this adjustment.**

- In SCO click on the **Accounts** tab.
- Right click on the '**Pre-pay Bal**' column header.
- Select **Enable set account balances** and click **Yes**.
- The column will go yellow, you are able to change the relevant balances to zero.
- Once you have amended the balances right click on the header again and select **Disable set account balances**.
- Select **Yes** to save the changes.
- Click **OK**.

17. Manage account balances for Cafeteria account



IMPORTANT: If your school is using the Tucasi link with another cashless catering system (e.g. Cunninghams, CRB, Nationwide, Vericool, Sharp, Uniware or Live Register), **you must clear any credit or debit balances in the cashless system and ensure that you don't delete the pupils from your cashless system until the next day to allow both systems to synchronise.** After the synchronisation has taken place, the balances will appear correctly online and in Schools Cash Office. You are then able to delete the pupils from your cashless system.

Do **NOT** refund or transfer these cashless balances in Schools Cash Office.

17.1 What happens if the pupil has been removed from the cashless system?

If the pupil has been removed from your cashless system and you are unable to refund or pay the balance you will need to amend the balance in Schools Cash Office to be able to delete them.

Please note there is no audit trail of this adjustment.

- In SCO click on the **Accounts** tab.
- Right click on the '**Cafeteria Bal**' column header.
- Select **Enable set account balances** and click **Yes**.
- The column will go yellow, you are able to change the relevant balances to zero.
- Once you have amended the balances right click on the header again and select **Disable set account balances**.
- Select **Yes** to save the changes.
- Click **OK**.



You have now completed the Pre Academic Year End process, please move to the next guide.

Completed

Support

If you have any queries when carrying out the Pre Academic Year End process please contact:

Tucasi Customer Support

Email: support@tucasi.com

Telephone: 0844 800 4017