Schools Cash Office

Income Administration Software

Schools Cash Office

2

Academic Year End Process - Guide

CONTENTS

1. About this document

This is the second of three guides to take you through the whole Academic Year End process. You must have worked through the first guide before working through this one.

The guides are as follows:

1. 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.

2. Academic Year End Process

- These are the tasks that need to be completed at the start of the autumn term.
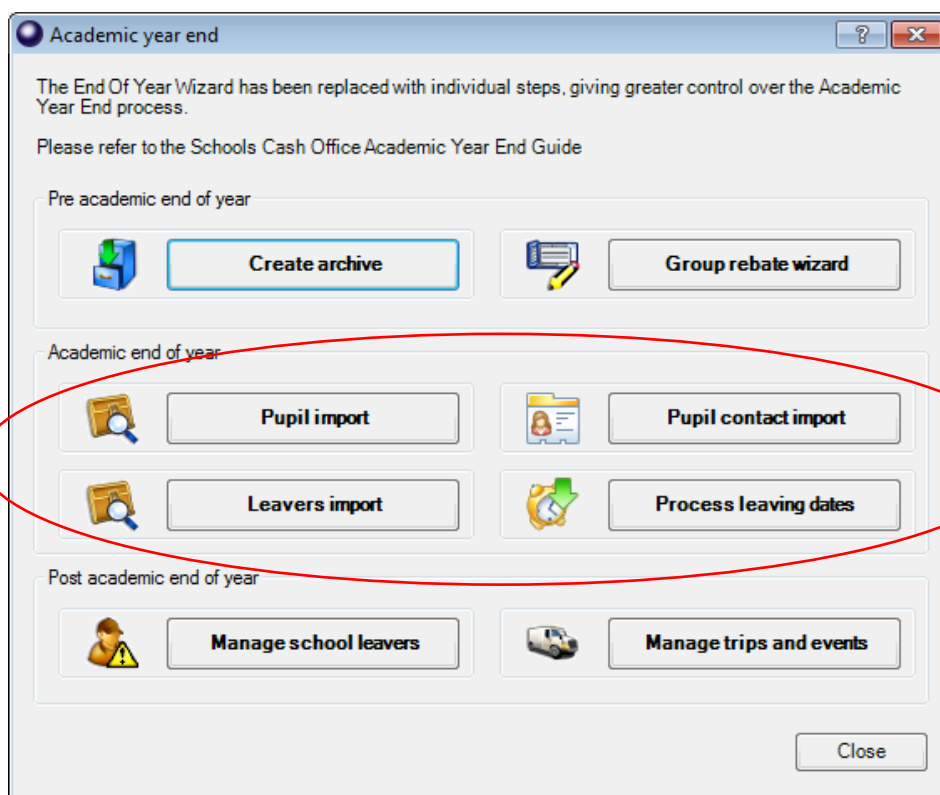
3. Post Academic Year End

- 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 will refer back to sections completed in the previous guide so you should have this to hand. The Academic Year End Process 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. Academic Year End Process Checklist

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

Task	Applicable to	Complete
Generate data for new Academic Year	Schools WITHOUT the SIMS dynamic link	
Import Pupil Data	**ALL**	
Create Leavers Report	Schools WITHOUT the SIMS dynamic link	
Import Leavers data	**ALL**	
Import Pupil Contact Data	Comms users only	
Process leaving dates	**ALL**	
Update Dinner money / Extended day settings	Dinner money / Extended day users only	

3. Updating SCO with new academic year data

SIMS Dynamic Link users, please continue to section 3.3.

3.1. *Generate the New Academic Year data - schools without the SIMS dynamic link*

Pupil data for the new academic year is required for:

- New starters.
- Existing pupils in new registration groups and other changed data.

Unless you have a suitable report definition saved from last year / previous term / SCO installation, a report containing the following **separate** fields for all pupils needs to be generated and saved (from Excel) as a CSV (comma delimited) file.

IMPORTANT: the generated report **must** contain **all** the mandatory fields listed below with exact field names as indicated. You may need to manually rename or merge fields in Excel if your MIS system does not automatically generate the required fields. For example, you may need to merge separate fields for "address" and "postcode" into an "Address Line" field (search **Help** in Excel for instructions on how to **concatenate** fields).

NB The column label for the pupil ID MUST match Pupil ID field set for imports in SCO

Mandatory fields:

- Forename

- Surname

- Date of Birth

- Either **UPN** or **PupilID** or **AdmissionNumber**
  *(this should match the Pupil ID field used for imports, as described in Section 10 in the **Pre Academic Year End guide**)*

- Year Taught In

- Reg Group

- Address Line

- Eligible for Free Meals

Optional fields:

- Notes

- Gender

- Alias Account Number (if used by the cashless catering link)

The location and name of my pupil import file is: _____

Now move on to section 3.2   Completed ☐

3.2. *Import Pupil data - schools without the SIMS dynamic link*

- In SCO, click on the **Admin** tab.
- Select **End of academic year**.
- Select **Pupil import**.
- Browse and select the SCO Pupil Data CSV file you saved in section 3.1.
- A window will be displayed summarising the actions taken.
- Review the **Data discrepancies** screen to ensure no duplicates are imported.

IMPORTANT: if you previously imported Pre-admissions with blank Pupil IDs, tick **Merge with existing pupil without ID** and click on **Re-scan data**.

- Click on the **Confirm** button.
- Click on **Close**.

Now move on to section 4.   Completed ☐

3.3. *Import Pupil Data - SIMS dynamic link users only*

- In SCO, click on the **Admin** tab.
- Select **End of academic year**.
- Select **Pupil import**.
- In case of discrepancies, a **Data discrepancies** screen will appear to ensure no duplicates are imported.

IMPORTANT: if you previously imported Pre-admissions with blank Pupil IDs, tick **Merge with existing pupil without ID** and click on **Re-scan data**.

- Click on the **Confirm** button.
- Click on **Close**.

Now move on to section 4.   Completed

4. Processing Leavers

4.1. *Create the Leavers report – schools without the SIMS dynamic link*

SIMS Dynamic Link users, please continue to section 4.3.

If you are not licensed for the SIMS dynamic link, you will need to create a report containing the leaving dates for all pupils who have left school either during or at the end of the academic year that has just finished.

The report should contain the following **separate** fields including **Leaving date** (see below). A filter should be added to ensure that you only select pupils who have left during the 2014/15 academic year.

Please note that this report may not contain data related to any deceased pupils – these should be deleted manually in Schools Cash Office.

Create a report from your MIS system with the following fields:

Mandatory fields:

- Forename
- Surname
- Date of Birth
- UPN or PupilID or AdmissionNumber
  *(this should match the Pupil ID field used for imports, as described in Section 10 in the **Pre Academic Year End guide**)*
- Year Taught In
- Reg Group
- Address Line
- Leaving Date

The report should be generated and saved (from Excel) as a CSV (comma delimited) file to be imported in section 4.2 below.

NB This process can be carried out at a later date if the relevant data is not available.

The location and name of my Leavers file is: _____

Now move on to section 4.2   Completed ☐

4.2. *Import Leavers Data – schools without the SIMS dynamic link*

- In SCO, click on the **Admin** tab.
- Select **End of academic year**.
- Select **Leavers import**.
- Browse and select the SCO Pupil Data Leavers CSV file you saved in section 4.1.
- A window will be displayed summarising the actions taken.
- Review the **Data discrepancies** screen to ensure no duplicates are imported.
- Click on the **Confirm** button.
- Click on **Close**.

Now move on to section 5.   Completed ☐

4.3. *Import Leavers Data - SIMS dynamic link users only*

- In SCO, click on the **Admin** tab.
- Select **End of academic year**.
- Select **Leavers import**.

Now move on to section 5.   Completed ☐

5. Importing Pupil Contact data

For schools that use the **Communications Module**, unless you currently capture contact data from the scopay website, you should also import contact details for Pupils. Please follow the instructions in the **SCO Communications Configuration Guide.**

Now move on to section 6.   Completed ☐

6. Processing leaving dates

In this step, you will delete all leavers with no outstanding balances. You will be able to choose whether or not to delete pupils with outstanding trip balances.

Ensure the following have been carried out prior to processing leaving dates:

- Balances for pre-payment account and cashless catering pupils leaving school have been transferred or rebated (as described in the **Pre Academic Year End guide**).
- Balances for Dinner money and Extended day pupils leaving school have been transferred, rebated or written off (as described in **Pre Academic Year End Guide**).
- Leavers' data has been prepared and **imported** (as described in section 4).

6.1. *Process leaving dates – all schools*

- Ensure SCO is closed on all other PCs.
- In **SCO**, click on the **Admin** tab.
- Select **End of academic year**.
- Click on **Process leaving dates**.
- Select the option to 'Allow deletion of leavers enrolled on trips'.

  Alternatively, if there are still debts to be collected for these pupils, the leavers with trip debts can be deleted at a later date via 'Manage School Leavers' (detailed in the **Post Academic Year End guide**).

- The leaving dates will be processed.
- Click **Start** to confirm it.
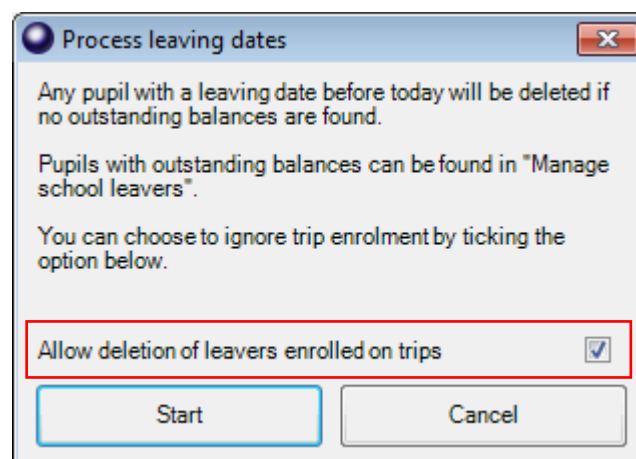
This completes the end of academic year process. Click on the **Accounts** tab to check that leavers have been deleted and that new data has been imported.

NB Any leavers with outstanding balances will display 'Has Left' in the Status column. Please refer to the **Post Academic Year End guide** on how to manage them manually.

The number of pupils on the system can be viewed at the bottom left, below the Help button.

You can now proceed to the **Post Academic Year End guide** for further steps.

Now move on to section 7, if applicable. Otherwise, you have completed the Academic Year End Process.

Completed ☐

7. Updating Dinner Money / Extended Day settings

If you don't have the **Dinner Money** or **Extended Day** modules, you are ready to proceed to the final steps in the **Post Academic Year End guide**.

If you don't have the **Dinner Money** module go to section 7.3

7.1. *Update Dinner Money Prices*

This step needs to be completed only if the meal prices have changed and you haven't already set **Advanced meal prices,** as detailed in the **Pre Academic Year End guide**.

To set prices <u>effective from tomorrow</u>:

- On the **Dinners** tab, click on **Settings**, **Meal codes**.
- Change any meal prices or use the + to add new codes.*

  *Note: if you have added new meal codes, their prices will become effective immediately.

- Click on **Done**.
- Click **OK** when this prompt appears:
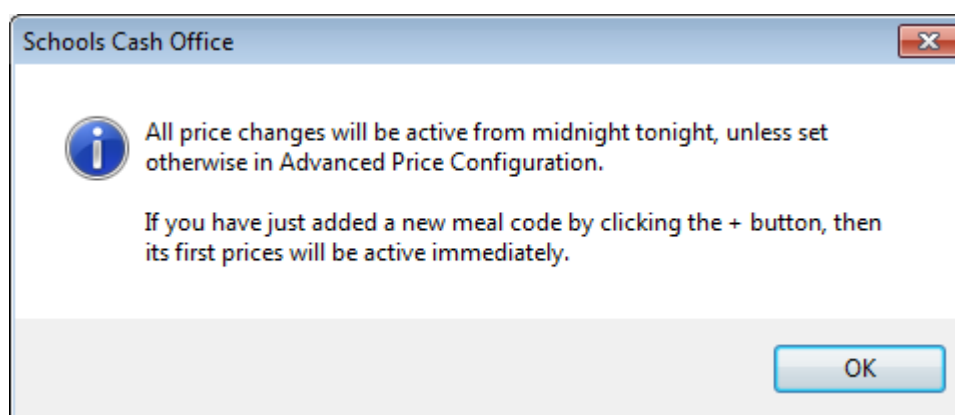
- Click on **Close**.

The new meal prices will be effective from tomorrow. If you need to use the meal prices prior to tomorrow (e.g. today, or an earlier date), carry out the following:

To set prices <u>effective from today / an earlier date</u>:

- On the **Configuration** tab, select **System options**.
- Click on the **Dinners/Extended day** tab.
- Tick **Allow meal price changes for dates before today?**
- Click **Done**.

- 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**.

  Note: this will position the previous price/s at the bottom of the list and enable the top line for new pricing.
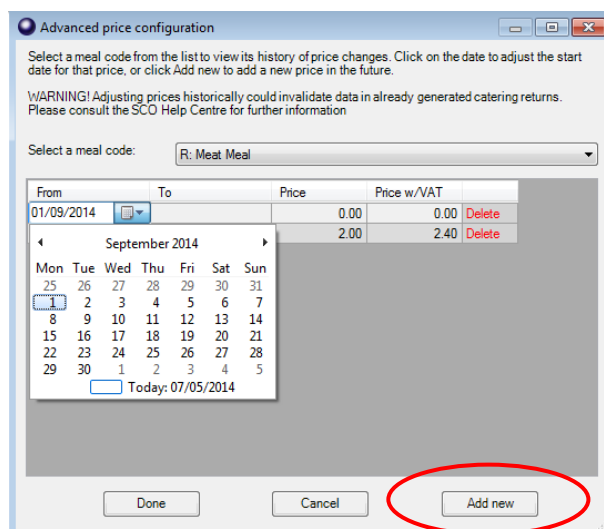
- Enter the **From** date on the top line.

- Enter the **Price**.

- Tab to enter the **Price w/VAT** (can be changed if required).

- Change the **Select a meal code** dropdown to the next appropriate code.

- Follow the above until all the codes have been amended.

- Click **Done.**

- Click **Yes** to save the changes, then **OK** and **Close.**

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

Now move on to section 7.2   Completed ▢

7.2.   *Configure meal preferences for new pupils*

If you don't use Meal preferences, proceed to section 7.3

- On the **Configuration tab** click on **Account configuration**, **Pupils**.

- Select the pupil and click on the **Preferences** tab.

- Enter **Preferences** for **Dinners**.

- Continue entering preferences for all new pupils and delete preferences for those pupils no longer requiring regular meals.

- Click **Done**.

- Click **Close**

Now move on to section 7.3   Completed ▢

7.3. *Update Extended Day Prices*

If you don't use the **Extended Day** module, proceed to the final steps in the **Post Academic Year End guide**.

This step needs to be completed only if your session prices have changed and you haven't already set **Advanced session prices,** as detailed in the **Get Ready For Academic Year End guide**.

To set prices <u>effective from tomorrow</u>:

- On the **Extended day** tab, select the relevant club, then click on **Settings**, **Session codes**.

- Change any session prices or use the + to add new codes*.

  *Note: if you have added new session codes, their prices will become effective immediately.

- Click **Done**.

- Click **OK** when the following prompt appears:
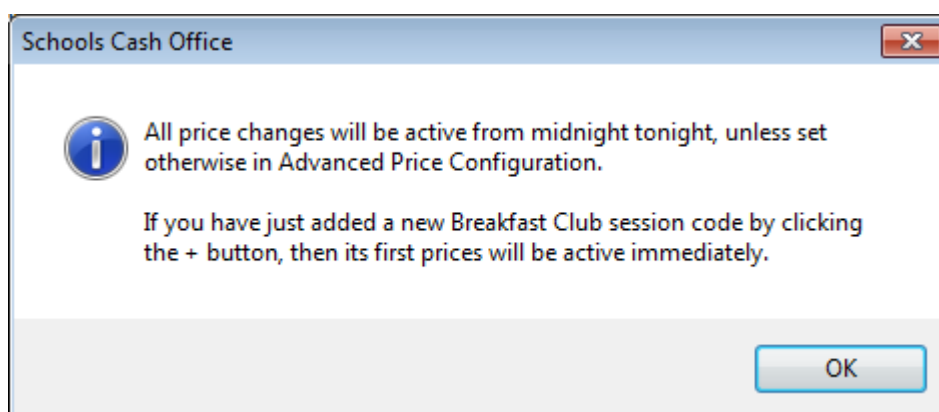
- Complete for each club or pre-payment account used.
- Click **Close**.

The new session prices will be effective from tomorrow. If you need to use the new prices prior to tomorrow (e.g. today, or an earlier date), carry out the following:

To set prices <u>effective from today / an earlier date</u>:

- On the **Configuration** tab, select **System options**.

- Click on the **Dinners/Extended day** tab.

- Tick **Allow meal price changes for dates before today?**

  Note: this might have already been ticked if you set advanced pricing for Dinner money.

- Click **Done**.

- 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 **OK** 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 7.4   Completed ☐

7.4. *Configure session preferences for new pupils*

If you don't use Session preferences, you are now ready to proceed to the final steps in the **Post Academic Year End guide**.

- On the **Configuration** tab click on **Account configuration**, **Pupils**.

- Select the pupil and click on the **Preferences** tab.

- Click on the relevant club and enter preferences or delete preferences for those no longer requiring the club.

- Continue for all the relevant pupils.

- Click on **Done**.

- Click on **Close**.

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

Support

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

Tucasi Customer Support

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Telephone: 0844 800 4017