



Schools Cash Office

Income Administration Software

Schools Cash Office

3

Post Academic Year End - Guide



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1. About this document

This is the last of three guides to take you through the whole Academic Year End process. You must have worked through the first two guides 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.

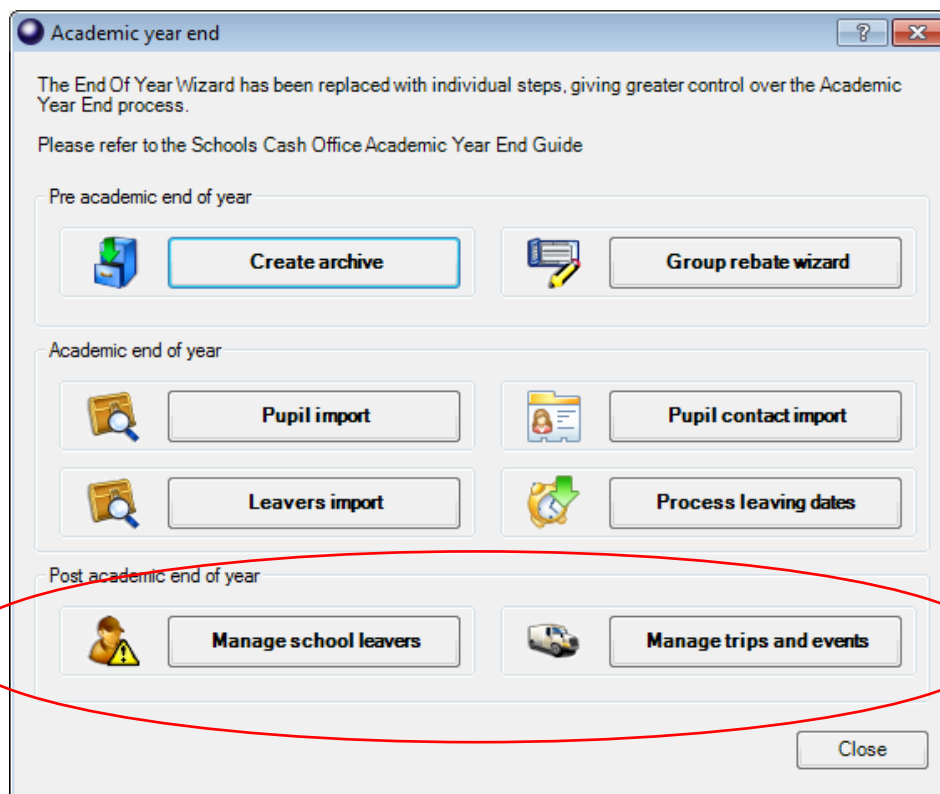
2. Academic Year End Process

- 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 are optional but recommended. The Post 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. Post 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
Check for school leavers	ALL	
Delete leavers	ALL (if applicable)	
Restore deleted pupils	ALL (if applicable)	
Delete other pupils	ALL (if applicable)	
Delete duplicate pupils	ALL (if applicable)	
Delete empty classes	ALL	
Delete staff that have left	ALL	
Send letters to parents – Online Payments / Communications	Online and/or Comms users only	
View products available online	Online users only	
Remove products available online	Online users only	
Remove trips available online	Online users only	
Update Contacts	Comms users only	
Rename Classes	Schools WITHOUT the SIMS dynamic link	
Assign Teachers	Schools WITHOUT the SIMS dynamic link	

3. Manage school leavers

Any final year group pupils selected for deletion during the year end process with a credit or debit balance for dinner money or pre-payment accounts are retained to allow for collection of outstanding trip balances. They will **NOT** be deleted from SCO, but will be marked as a **School Leaver**.

3.1. Check for school leavers

To check if you have any leavers still on SCO with a balance:

- Click on the **Admin** tab.
- Click on **End of academic year**.
- Click on **Manage school leavers**.



If you have pupils to delete, move on to step 3.2, otherwise move straight on to section 3.3

Completed



3.2. Delete leavers

If there are pupils to delete then:

Pupil name	Class	Leaving on	Status	Retain	Restore	Delete
Ansell, Richard	11B	24/07/13	On 4 trips: Music Lessons 2012/13, Jorvik Viking Centre 20...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Flowers, Gary	11B	24/07/13	On 5 trips: Music Lessons 2012/13, Forest of Dean 2013, Jo...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Middleton, Sarah	11B	24/07/13	On 3 trips: Music Lessons 2012/13, Jorvik Viking Centre 20...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Total leavers: 3 Selected to restore: none Selected to delete: 3

Save Cancel Set suggestions Restore initial view

- Tick the relevant box to **Delete** pupils.
- Click on **Save** to complete the process.

NB Leavers with Account or Pre-payment balances will not be deleted until the balances have been transferred to siblings or rebated.



To clear balances, please refer to sections 13 to 17 in the **Pre Academic Year End** guide.



Now move on to section 3.3

Completed

3.3. Delete other pupils – if applicable

Any pupils that have not been covered using the process above should be deleted from SCO manually. To delete individual pupils:-

- Click on the **Accounts** tab.
- Right click pupil record.
- Click on **Delete**.
- Click on **OK**.

To delete multiple pupils:

- Sort by **Class** (click on the Class column heading).
- Select the first pupil in the group to be deleted, hold down **SHIFT** on the keyboard and select the last pupil in the group.
- Point at the selection and right click.
- Click on **Delete**.
- Click on **OK**.



Now move on to section 3.4

Completed

3.4. Restore deleted pupils – if applicable

Any pupils deleted in error may be restored, if required.

- Click on the **Admin** tab.
- Click on **Database management**.
- Click on **Restore deleted data**.
- Click on **Pupils**.
- Tick any pupils to **Restore**.
- Click on **Done**.
- Click on **OK**.



Now move on to section 4.

Completed

4. Manage duplicate pupils

Duplicate pupils occur if a pupil does not currently have a Pupil ID in SCO or a different Pupil ID was used when new pupil data was imported.

If there are duplicates, your screen might look like this:

Schools Cash Office									
Dinners	Extended day	Income	Accounts	Expenditure	Banking	Trips and events	Communications	Configuration	Rep
<i>Family accounts - View by individual pupil</i>									
Account No	Last name	First name	Address	Class	Status	Pupil ID			
1002	Able	Benjamin	45 Willow Way, Port Talbot, SA12 8TP	10B	Gift aid	V820444405031			
1625	Ackroyd	Ben	1 Wide Street, Anytown, AB1 2BH	9B		002456			
1621	Ackroyd	Ben (2)	1 Wide Street, Anytown, AB1 2BH	9B					
1004	Ackroyd	Marc	27 Springfield Avenue, Kempston, Bedford, Bedfo...	8B	Gift aid	T820200100036			
1005	Ackroyd	Mary	27 Springfield Avenue, Kempston, Bedford, Bedfo...	8B	Gift aid	L820200100003			
1007	Ackton	Stan	86 Abey Path, Spalding, Lincs, PE11 1AY	1B	FSM, Gift aid	M820200105001			
1627	Acton	Stan	86 Abey Path, Spalding, Lincs, PE11 1AY	9B		006543			
1623	Acton	Stan (2)	86 Abey Path, Spalding, Lincs, PE11 1AY	9B					

We advise you **not to use** SCO until you have sorted out your duplicate pupils.



If you do **NOT** have any duplicate pupils please continue to section 5.

Completed

4.1. What Pupil ID should I be using?



You need to decide which Pupil ID should have been used in SCO.

The Pupil ID field will usually be one of the following:-

- SIMS ID e.g. 6789
- UPN e.g. X123456789123
- Admission No e.g. 001234
- Admission No e.g. 1234 (without leading zeroes)

4.2. Viewing the Duplicate Pupils

It is possible to view a list of duplicate pupils by clicking on the **Accounts** tab:

Account No	Last name	First name	Address	Class	Status	Pupil ID
1617	Able	Benjamin	45 Willow Way, Port Talbot, SA12 8TP	10B		4574335
1002	Able	Benjamin (2)	45 Willow Way, Port Talbot, SA12 8TP	10B	Gift aid	V820444405031
1004	Ackroyd	Marc	27 Springfield Avenue, Kempston, Bedford, Bedfo...	8B	Gift aid	T820200100036
1005	Ackroyd	Mary	27 Springfield Avenue, Kempston, Bedford, Bedfo...	8B	Gift aid	L820200100003
1007	Ackton	Stan	86 Abey Path, Spalding, Lincs, PE11 1AY	1B	FSM, Gift aid, ...	M820200105001
1619	Aleen	Mina	87 Dove Road, Bedford, Bedfordshire, MK41 8BA	10B		5435435
1015	Aleen	Mina (2)	87 Dove Road, Bedford, Bedfordshire, MK41 8BA	10B		T820432104006

Or by looking in the **import_rpt_(date and time).txt** file in the **LogFiles** folder located in the SCO folder on your server.

```
import_rpt_1406242000 - Notepad
File Edit Format View Help
Pupil Import
Starting backup
Account database archived OK
4 records processed
Correcting 3 duplicate names:
Alderson, Alex
Ackroyd, Ben
Acton, Stan
3 account records processed
2 new pupils added
2 new families added
0 free meal accounts
0 deleted accounts restored
0 new classes added
Done
```



Now move on to section 4.3

Completed

4.3. Deciding which Pupil account you should retain – if applicable

To retain existing transactions for a pupil, you will need to move (cut and paste) the **Pupil ID** from the pupil record you wish to delete to the pupil you wish to keep, as follows:

- Click on the **Accounts** tab.
- Double-click on the duplicated pupils to see whether transactions have been entered against them.



If no transactions have been entered against either of the duplicated pupils and you **do NOT have the SCO Online Payment module**, delete the pupil without a Pupil ID or incorrect ID.

If you need to retain the pupil without the Pupil ID, you will need to transfer the Pupil ID as follows:

- Right-click on the pupil with the allocated Pupil ID, click on **Edit pupil details**.
- Highlight the **Pupil ID**, cut the Pupil ID (Ctrl X or right-click and select Cut).
- Click on **Done**.
- Right-click on the pupil without the Pupil ID, click on **Edit pupil details**. Highlight the **Pupil ID**, **paste** the Pupil ID (Ctrl V or right-click and select Paste).

The screenshot shows a 'Pupil configuration' window with the following details:

- Last name: Able
- First name: Benjamin
- Address: 45 Willow Way, Port Talbot, SA12 8TP
- Pupil ID: 4574335

- Click on **Done**.
- Repeat for each duplicate pupil.



If you have Online Payments continue through section 4.3, otherwise go to 4.4

Completed



For schools who have the SCO Online Payment module you **must** check that the pupil you want to remove isn't already linked up with a registered parent online.

To check this:

- Click on the **Configuration** tab.
- Select **Account Configuration**.
- Select **Online Users**.
- Find your pupil from either the **Class list**, **Pupil list** or **Year gps** tab. If they have a '+' against their name, click on their name to see which parents have registered for online payments against the pupil.

Online user configuration

Use this form to link already-registered online users with staff or pupils. The 'User list' tab shows all online users who have registered.
You may link online users with multiple pupils or staff members.

Class list Pupil list Year gps Cohorts Staff list User list

Select account:

- All pupils
 - A
 - Able, Benjamin
 - Able, Benjamin (2)
 - Ackroyd Family
 - Ackroyd, Marc
 - ipmdemo@tucasi.com
 - Ackroyd, Mary
 - Ackton, Stan
 - Aleen, Mina
 - Aleen, Mina (2)
 - B
 - C
 - D
 - E
 - F

Online user details

Email address:

First name:

Last name:

Contact:

Gift aid payer:

Linked accounts:

Name	Link/unlink
Ackroyd, Marc	Unlink
Ackroyd, Mary	Unlink



*NB If you delete a pupil who has a parent registered against them online you will need to re-issue them with a new online **Pupil Link Code**.*



Now move on to section 4.4

Completed

4.4. Deleting the Duplicate Pupils – if applicable

To remove the identified duplicate pupils you will need to delete them from SCO manually.

To delete individual pupils:

- Click on the **Accounts** tab.
- Right click on the pupil's name.
- Click on **Delete**.
- Click on **OK**.

Account No	Last name	First name	Address
1617	Able	Benjamin	12 8TP
1002	Able	Benjamin (2)	12 8TP
1004	Ackroyd	Marc	n, Bedford, B
1005	Ackroyd	Mary	n, Bedford, B



Now move on to section 5.

Completed

If you need to restore any deleted pupils please refer to section 3.4 in this guide.

5. Delete empty classes

After automatically incrementing registration groups and/or removing final year group pupils, SCO may contain some 'empty' classes. You will need to identify these empty classes and then delete the class.

- Click on the **Configuration** tab.
- Click on **Account configuration**.
- Click on **Classes**.
- Empty classes will be displayed as having 0 pupils.
- Click on the class and select **Delete** class.
- Click on **Yes**.
- Repeat for each class.
- Click on **Done**.



Now move on to section 6.

Completed

6. Delete staff that have left

Staff that have left can be deleted from the system if they have no account balance.

- Click on the **Configuration** tab.
- Click on **Account configuration**.
- Click on **Staff**.

- Click on the staff member to delete and select **Delete this staff**.
- Click on **Yes**.
- Repeat for each staff member.
- Click on **Done**.



Now move on to section 7.

Completed

7. Online Payments / Communications – if applicable



If you do NOT use the Online Payments and/or Communications module, please continue to section 8.

If you use the Online Payments module, you may wish to send out letters and/or emails to new parents to encourage them to register.

If you use the Communications module and allow parents to register their contact details online, you may wish to send out letters to new parents to encourage them to register.

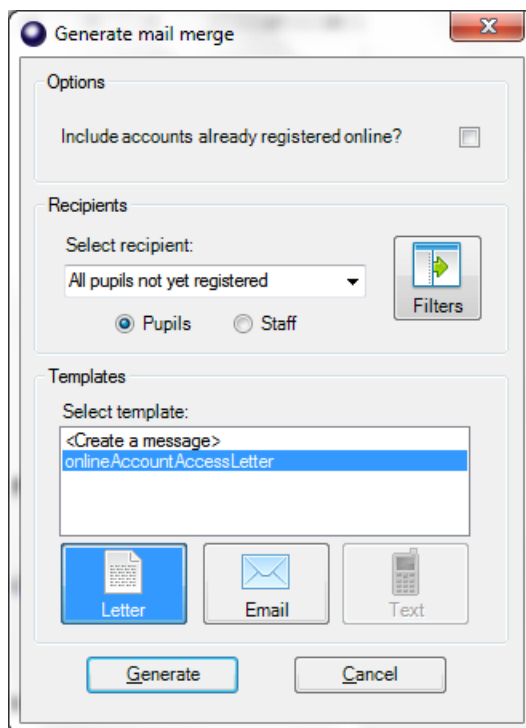
Please note that if you opted to import contact details from your MIS you will not be able to allow parents to update their details online, and vice versa (as described in the **SCO Communications Configuration Guide**).

7.1. Generate letters to parents for new pupils – optional

When you add new pupils to SCO an **Online Link Code** is automatically generated for each pupil within 24 hours. (**Note:** for SCO version 2.4 or later the link codes are available immediately). The Online Link Code enables parents to register for their online account or to link an additional child to an existing account.

To generate the letter and/or email:

- Log on to a **client PC** (not the server, if using SCO version 2.3).
- In SCO, on the **Reports** tab, select **Online reports**.
- Select the **Online access letter**.
- Click the down arrow below **Select recipient** and select a pupil or leave the default **All pupils not yet registered**.



- If required, click the **Filters** button and select to **Filter by class** or **Filter by year group**.

Alternatively, to generate the letter for all pupils, leave the defaults **All classes** and **All year groups**.

- Select the **onlineAccountAccessLetter**.

Schools using the **SCO Communications** module: if sending the letter by email, click the **Email** button.

- Select **Generate**.



Now move on to section 7.2

Completed 

7.2. View products available online

You may have products online that you no longer supply and may wish to remove these products.

To check items available online:

- Click on the **Reports** tab.
- Click on **Online reports**.

- Click on **Online catalogue items report**.
- Select **All pupils**.
- Click on **OK**.



Now move on to section 7.3

Completed

7.3. Remove products available online – if applicable

- Click on the **Configuration** tab.
- Click on **Income configuration**.
- Click on **Products**.
- Click on the relevant product.
- Untick **Available online**.
- Continue with each unwanted product.
- Click **Done**.

These items will no longer appear online, but will still show in SCO. If using SCO version 2.3, you need to allow the overnight synchronisation to run before this is effective.



Now move on to section 7.4

Completed

7.4. Remove trips available online – if applicable

- Click on the **Trips and events** tab.
- Click on the trip once.
- Click **Change trip**.
- Un-tick **Trip available online**.
- Click **Save and exit**.

These trips will no longer appear online, but will still show in SCO. If using SCO version 2.3, you need to allow the overnight synchronisation to run before this is effective.

To delete completed trips please see section 9.2 in Appendix 1 at the end of this guide.



Now move on to section 7.5.

Completed

7.5. Updating contact data (*Communications*)

If you haven't already, you should also update your existing pupil and staff contact details (unless you allow them to update their contact details online). Please follow the instructions in the **SCO Communications Configuration and Administration Guide**.



Now move on to section 8.

Completed

8. Manage Classes

8.1. Rename classes – optional

You may need to rename classes after the Academic Year End process. Class names should remain the same as in your pupil MIS system.



If you use SIMS.net Dynamic Link – do **NOT** follow this process as the classes will be renamed back to the original class name in SIMS.net when you re-run the link.

SIMS Dynamic Link users have now completed the Post Academic Year End Process.

For those who do NOT use SIMS.net Dynamic Link:

- Click on the **Configuration** tab.
- Click **Account configuration**.
- Click on **Classes**.
- Click on the class to rename and overwrite the name in the Class name box.
- Repeat for each class.
- Click on **Done**.



Now move on to section 8.2

Completed

8.2. Assign teachers – optional

You may need to assign teachers to classes after the Academic Year End process.



If you use **SIMS.net Dynamic Link** – do **NOT** follow this process

- Click on the **Configuration** tab.
- Click **Account configuration**.
- Click on **Classes**.
- Click on the required class.
- Click the down arrow next to Teacher name and select the appropriate teacher.
- Repeat for each teacher.
- Click on **Done**.



You have now completed the
Post Academic Year End process.

Completed

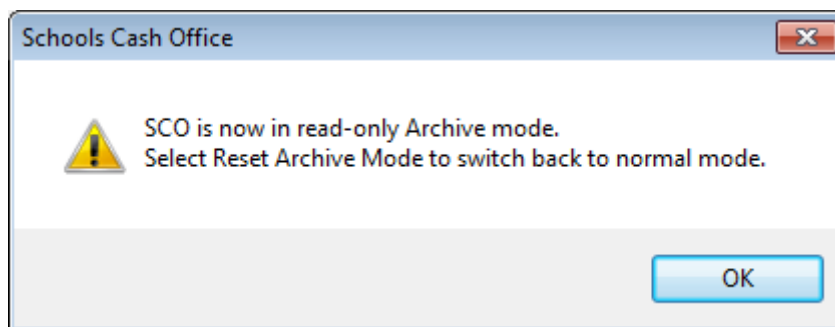
9. Appendix 1

9.1. View archived data (not applicable to SCO version 2.4 or later)

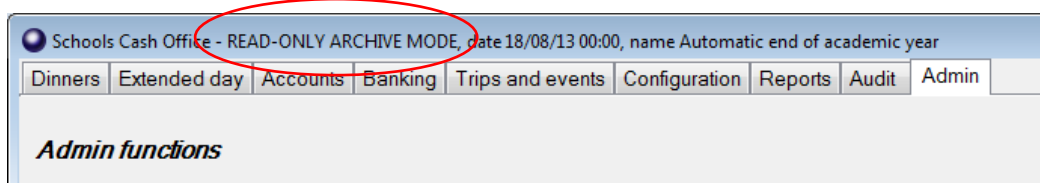
Data from the previous academic year can be viewed in Read-Only mode via the Archive at any time in the future and reports can be generated.

To view archived data (not applicable in SCO version 2.4 or later):

- On the **Admin** tab, click on **Archive management**.
- Click on **Browse archives**.
- Click on the required archive, click on **Select**.
- Click **OK** when the following prompt appears:



- SCO will revert to Read-Only Archive Mode which is displayed at the top of the window:



- Data can be viewed and reports can be generated.
- When finished viewing the archive, click on **Admin**, then **Archive management**.
- Click on **Reset archive mode**.
- Click on **OK** to return to the normal operating mode.

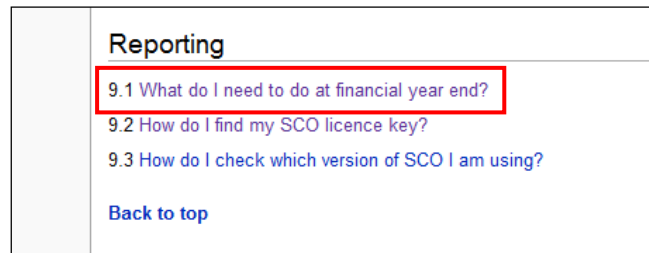
9.2. Delete completed trips

You may wish to take this opportunity to delete any trips which have finished. Please refer to the FAQ “What do I need to do at financial year end?”

You can locate the FAQ here:-

- In SCO click on the **Help** button at the bottom of the screen.
- At the top left of the screen click on **FAQs**
- Under **Reporting** select **9.1**
- **What do I need to do at financial year end?**

This document describes how to delete completed trips (**section 7**).



It is **NOT** compulsory to delete trips at this point.

Support

SCO is now ready to use for the new academic year. If you have any queries when carrying out the Academic Year End process please contact:

Tucasi Customer Support

Email: support@tucasi.com

Telephone: 0844 800 4017