



Schools Cash Office

Income Administration Software

Schools Cash Office

Optional

How to import Pre-admissions into Schools Cash Office



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1. About this document

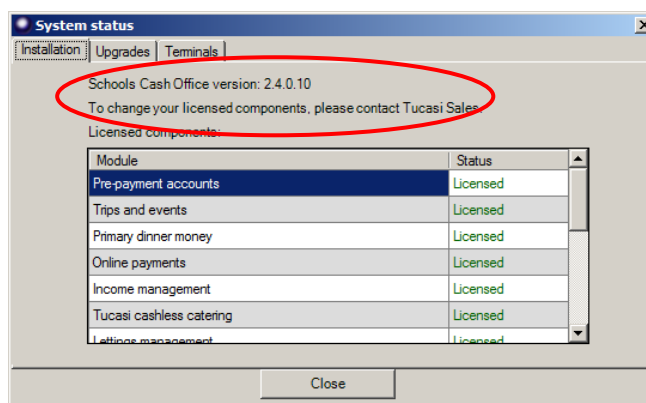
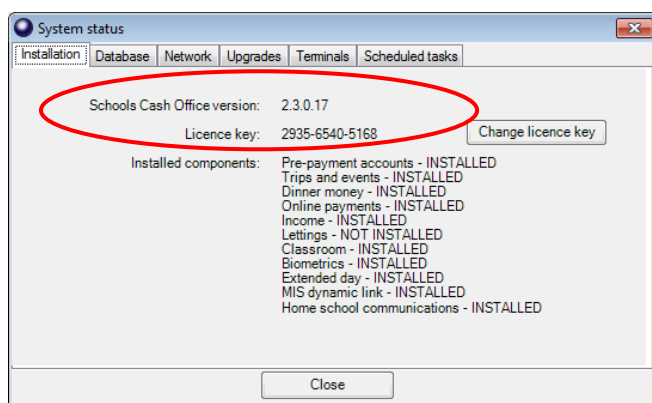


IMPORTANT: This document is specific for users of **SCO version 2.3.0.16 or higher** and **SCO version 2.4**.

To check which version of SCO you are currently using:

- Go to the **Reports** tab (version 2.3) or the **Admin** tab (version 2.4).
- Run the **System Status Report**.

Your latest version will be shown on the Installation tab:



Module	Status
Pre-payment accounts	Licensed
Trips and events	Licensed
Primary dinner money	Licensed
Online payments	Licensed
Income management	Licensed
Tucasi cashless catering	Licensed
Lettings management	Licensed

2. Import Pre-admissions data – pre checks



Importing pre-admissions is **optional** and should only be done if you require new pupil data in SCO **before** they have been admitted in your MIS (i.e. before the year end roll over). For example, you may wish to record uniform sales for new starters. **There will be additional steps to follow on the first day of term to ensure that pupil records are not duplicated, so only import pre-admissions if you wish to record income for these pupils before September.**

You will need to generate a report from your MIS system with details of the pre-admissions, you may need to contact your MIS support for assistance in creating this report.

If you require to import pre-admissions for pupils to top up cashless catering online it's important that you read **section 2.3** below.

2.1 Check what IDs are used for existing Pupils in SCO (all schools)



IMPORTANT: before proceeding you need to establish which Pupil ID you use in Schools Cash Office, this will be UPN, Admission Number or MIS ID.

For example:

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

To check the Pupil ID in use:

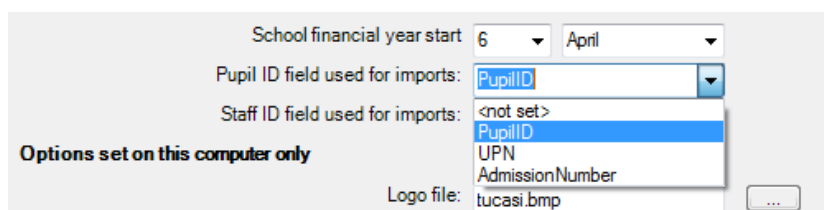
- Click on the **Accounts** tab
- Look at the number in the Pupil ID column

Make a note of the Pupil ID type used in SCO: _____

2.2 Configure Pupil ID and verify Default year group for imports in SCO

You will need to set Pupil IDs before further imports.

- In SCO, click on the **Configuration** tab.
- Select **System Options**.
- On the **General** tab select the Pupil ID you wish to use from the **Pupil ID field used for imports** (this is the ID you made a note of above).



- *You can also set your Staff ID from here.*
- Verify **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 **Done**.

2.3 Schools that use the Online Payments Cashless link



IMPORTANT: If your school uses Tucasi online payments to top up your cashless system you will need to carefully read this section. If pre-admissions are imported into Schools Cash Office without a Pupil ID then parents will **NOT** be able to top up their child's dinner account. Depending on which Pupil ID you wrote down in section 2.1 please read the relevant section below:

Pupil ID	Action
MIS ID	When a pre-admission is added to your MIS system a MIS ID number is generated. For example, in SIMS.net this is called Person ID. You should be able to generate a report for pre-admissions using this ID. Please contact your MIS support for assistance.
UPN	When pre-admissions are entered into your MIS, the UPN number should also be entered. When the UPNs are added you should be able to generate a report in your MIS containing details of the pre-admissions and their UPN.
Admission Number	Admission numbers are not generated until the first day of the new academic year. If you import your pre-admissions with no Pupil ID parents won't be able to top up the cashless account online. The solution is to change the Pupil ID in both Schools Cash Office and your cashless system. Please contact Tucasi support for assistance 0844 800 4017.

2.4 Check if you use the SIMS dynamic link (all schools)



IMPORTANT: if you are licensed to use the SIMS Dynamic Link, and use UPNs or Admission Numbers as Pupil IDs in SCO, you must **turn the auto-import off** before you proceed. This needs to be done on **all** computers configured for auto-import. Furthermore, **temporarily turn the pupil import to csv** on the computer used for the pre-admissions import. (Refer to **section 2.5 below** for details).

If you use UPNs or Admission Numbers there will be additional steps to follow on the first day of term to avoid duplicate pupils. For SIMS Dynamic Link users: once you have imported and updated the Pupil ID on the first day of term the auto-import can be switched back on.

If you use the SIMS Dynamic Link refer to section 2.5

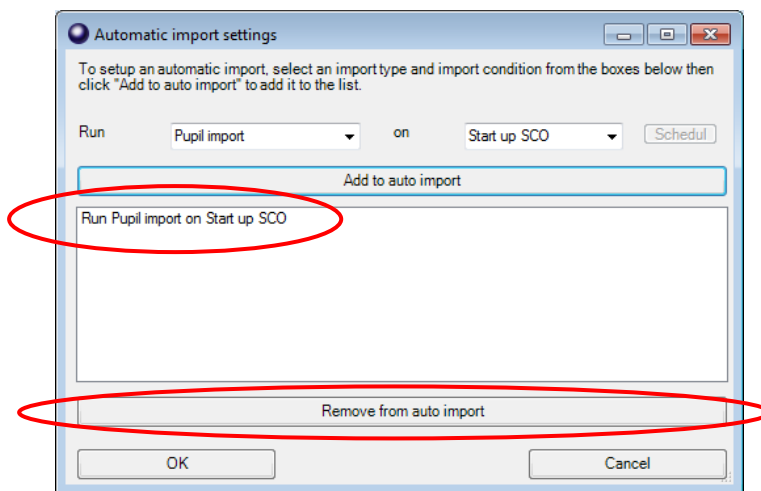
If you don't use the SIMS Dynamic Link refer to section 3

2.5 Change the link settings in SCO (SIMS Dynamic Link schools)



Before you proceed with the import of pre-admissions into SCO you must **turn off the auto-import** on the SIMS Dynamic Link. This needs to be done on **all** computers configured for the auto-import. To adjust this setting:

- In SCO, click on the **Configuration** tab, then select **Import from external system**.
- Click on **Import configuration**.
- Select **Setup auto import**.
- Check if “Pupil import” is set to run on start up of SCO, as below:



- If it is, select the line saying “Run Pupil import on Start up SCO” and click on **Remove from auto import**.
- Repeat the above steps and remove any other auto-import tasks, e.g. Pupil contact import.
- Click **OK** twice.



IMPORTANT: remove this setting from **all** the other computers configured with the SIMS Dynamic Link.

Next, temporarily turn the pupil import to csv on the computer you wish to use for the pre-admissions import.

- In SCO, click on the **Configuration** tab, then select **Import from external system**.
- Click on **Import configuration**.
- Select **CSV file** from the Data source drop-down next to the **Pupil import** type.

- Click on **OK** and then **Close**.

3. Create pupil data report for Pre-admissions in your MIS system



A report containing the following **separate** fields needs to be generated for all **Applicants**, and saved (from Excel) as a CSV (comma delimited) file.

- Forename
- Surname
- Date of Birth
- Year Taught In
- Reg Group
- Address Line
- Either **UPN**, **Admission Number** or **Person Id** (this should match the Pupil ID you wrote down earlier)

Depending on which Pupil ID you are using will determine how you will complete this process and what actions, if any, you need to take in September.

Please refer to the table over the page.

Existing Pupil IDs in SCO (view on Accounts screen)	Pre-admission IDs to be used in the MIS report	Caption to be used in the MIS report	Important notes
UPN e.g. X123456789123	UPN	UPN	<p>The values may not be available in MIS as yet. You can import blank UPNs at this stage and update them in SCO at the start of the new academic year.</p> <p>For more details on how to update blank IDs refer to section 5</p> <p>SIMS Dynamic Link users - you must turn the auto-import off before you proceed.</p>
Admission Number e.g. 001234 or 1234 (without leading zeroes)	Admission Number	AdmissionNumber	<p>As the values will not be available in MIS before the first day of the new academic year, you can import blank Admission Numbers. You will update them in SCO later.</p> <p>For more details on how to update blank IDs refer to section 5</p> <p>SIMS Dynamic Link users - you must turn the auto-import off before you proceed.</p>
ID e.g. 6789	Person Id	PupilID	<p>In SIMS.net, Person Id becomes Sims ID when pre-admissions have been admitted.</p> <p>In SIMS.net, the ID / Person Id fields are only available to users who are part of the Third Party Reporting group. If appropriate, you may wish to ask your IT department to add you to this group.</p> <p>SIMS Dynamic Link users – you do not need to change the settings.</p>

When you create the report in your MIS system you will need to change the caption of each field so the csv file has the correct headings for importing into Schools Cash Office. Change the captions as specified below:

Field	Caption
Legal Forename	Forename
Legal Surname	Surname
Date of Birth	Date of Birth
Choose either UPN or Admission Number or person_id (choose this if you are using ID for your existing pupils in SCO)	UPN AdmissionNumber PupilID
Year Taught In	Year Taught In
Registration Group	Reg Group
Home Address Line	Address Line



IMPORTANT: you should not have all three Pupil ID fields in your report, you should have either, UPN, AdmissionNumber or PupilID.

Once you have created your csv file it should look like the following:

Forename	Surname	Date of Birth	UPN or AdmissionNumber or PupilID	Year Taught In	Reg Group	Address Line
John	Smith	01/01/2006	Use the relevant field heading UPN e.g. X123456789123 Admission No e.g. 001234 ID e.g. 6789	0	PreAdmissions	1 High Street, Anytown, AB1 2CD

- Select **File, Save As**, select a suitable folder location (make a note of the location) and enter a filename, for example SCO PreAdmissions 2015.

In the **Save as type** field, select **CSV (Comma delimited)** or **CSV (MS-DOS)**. Click on **Save**. Click **Yes** when prompted.

File name:	SCO PreAdmissions 2015
Save as type:	CSV (Comma delimited)

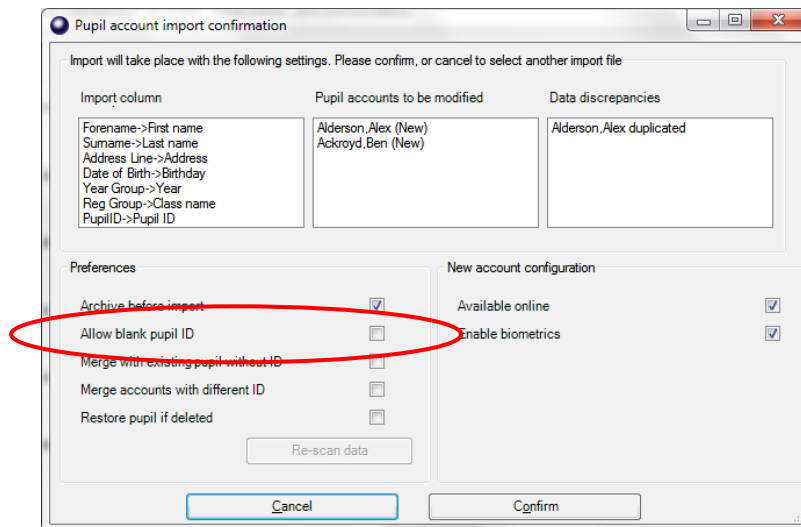
- **IMPORTANT:** Check the csv file carefully to ensure that the data is correct and that the Pupil ID matches that currently used for pupils in SCO, unless blank.
- Close the file and exit Excel. Click **No** when prompted.



Note that subsequently opening the csv file to view or change information may cause loss of data. If amendments are required, **do not open and amend this file** – run the report again in SIMS, make the required changes and resave the file in csv format.

4. Import Pre-admissions into SCO

- In SCO, click on the **Admin** tab.
- Select **End of academic year**.
- Select **Pupil import**.
- Browse and select the SCO PreAdmissions 2015 CSV file you saved in section 3
- A window will be displayed summarising the actions taken.
- Carefully review the **Data discrepancies** screen to ensure no duplicates are imported.
- For any pre-admissions with no Pupil ID, tick **Allow blank pupil ID**, then click **Re-scan data**.



- Click **Confirm**.
- Click **Close**.

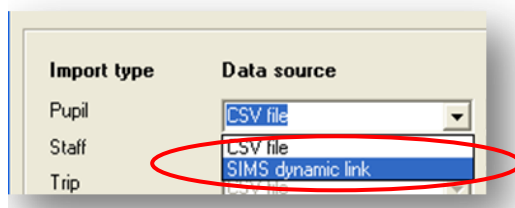
For schools that use the SIMS Dynamic Link please refer to section 4.1

For schools that don't use the SIMS Dynamic Link please refer to section 5

4.1 Re-configure the SIMS Dynamic Link settings in SCO – (SIMS Dynamic Link schools only)

You can now re-enable pupil imports via the SIMS link.

- In SCO, click on the **Configuration** tab, then select **Import from external system**.
- Click on **Import configuration**.
- Select **SIMS dynamic link** from the Data source drop-down next to the **Pupil** import type.



- Click **OK** and then **Close**.



IMPORTANT: do not Setup auto import at this stage. This can only be done in September once you have followed the steps in section 5.

5. What happens in September?



On the first day of the new academic year you will need to import from your MIS all your pupils on roll. This will change the class and year of any existing pupils and will assign the correct class to the pre-admissions you imported earlier on in the year.

For schools that use the SIMS Dynamic Link please refer to section 5.1

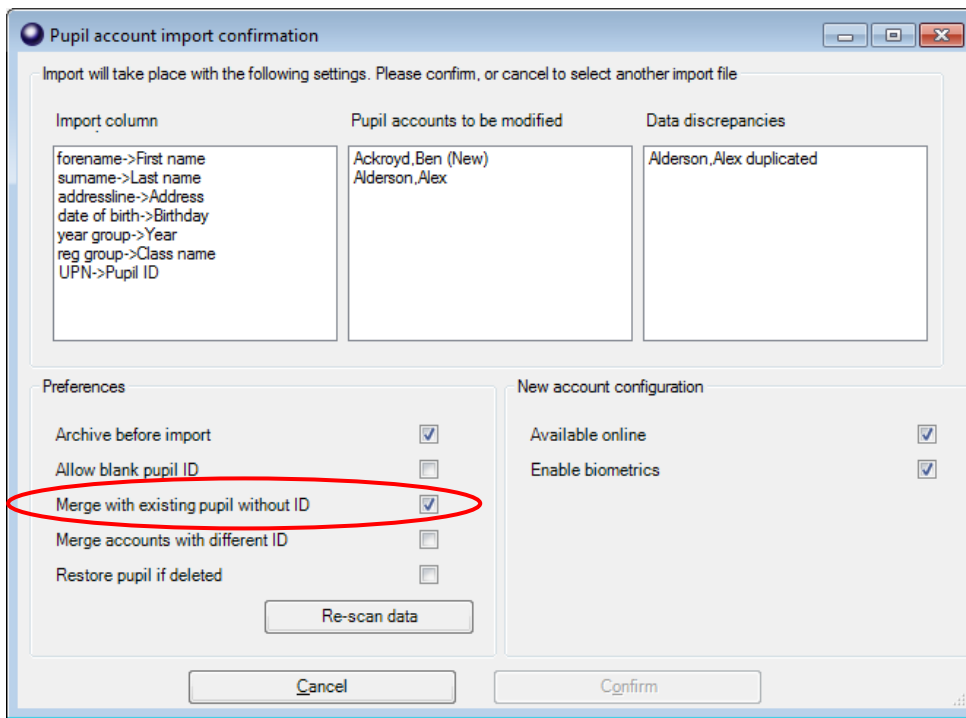
For all other schools please refer to section 5.3

5.1 Importing pupil data using the SIMS Dynamic Link

- 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**.

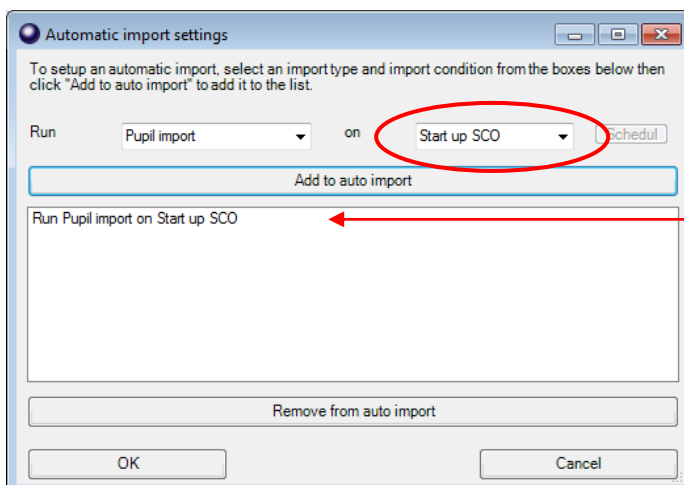


- Click **Confirm**.
- Click **Close**.

5.2 *Reset the SIMS Dynamic Link to run on start-up of SCO (SIMS Dynamic Link users only)*

If SIMS Dynamic Link was previously set to auto-import pupil data on start-up of SCO, but subsequently turned off to import pre-admissions data (as described in section 2.4), you can now reset this option.

- In SCO, click on the **Configuration** tab, then select **Import from external system**.
- Click on **Import configuration**.
- Select **Setup auto import**.
- Ensure that “Pupil import” is set to run on start up of SCO, as below.
- Click on **Add to auto import**.



The task will appear in the white part of the window.

- Repeat the above steps if you wish to add any other tasks to auto-import, e.g. Pupil contact import. **Note:** ensure that Pupil Contact import runs **after** the Pupil import.
- Click **OK** twice.

5.3 Importing pupil data using the csv file

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:	Optional fields:
Forename	Notes
Surname	Gender
Date of Birth	Alias Account Number (if used by the cashless catering link)
Either UPN or PupilID or AdmissionNumber <i>(this needs to match the Pupil ID field used for imports, as you wrote down in section 2.1)</i>	
Year Taught In	
Reg Group	
Address Line	
Eligible for Free Meals	

- 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 as above.
- 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**.

This is important as it will ensure no duplicate pupil records are created.

Pupil account import confirmation

Import will take place with the following settings. Please confirm, or cancel to select another import file

Import column	Pupil accounts to be modified	Data discrepancies
forename->First name surname->Last name addressline->Address date of birth->Birthday year group->Year reg group->Class name UPN->Pupil ID	Ackroyd, Ben (New) Alderson, Alex	Alderson, Alex duplicated

Preferences

- Archive before import
- Allow blank pupil ID
- Merge with existing pupil without ID**
- Merge accounts with different ID
- Restore pupil if deleted

New account configuration

- Available online
- Enable biometrics

Re-scan data

Cancel Confirm

- Click **Confirm**.
- Click **Close**.

Support

If you have any queries when importing pre-admissions please contact:

Tucasi Customer Support

Email: support@tucasi.com

Telephone: 0844 800 4017