



**Schools Cash Office**  
Income Administration Software

# SCO Central Reporting User Guide



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## 1. About this document

This document is applicable to Multi Academy Trusts using SCO's Centralised Reporting Webapp functionality.

This document describes how to access the Reporting Webapp URL to allow MAT staff to run specific reports pulling transactional data from their Schools Cash Office (SCO) Academy sites.

## 2. Before you start

You will already have been asked to provide details of your SCO Academy Sites and your nominated users to allow the configuration to be completed by the Tucasi Operations Team.

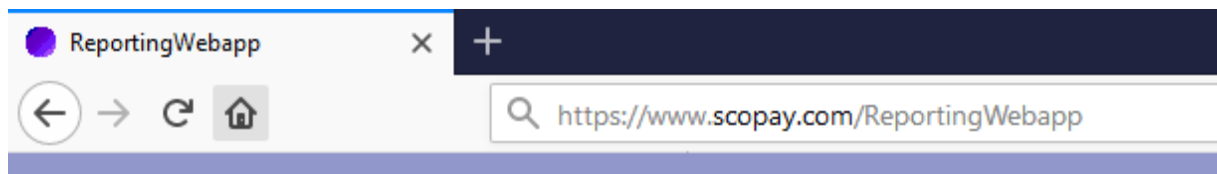
Note that usernames must be valid email addresses which have not already registered as Schools Cash Office users. If necessary, please consult your own IT Support Team to request an alias email address that can be used as your Reporting Webapp username.

If additional academies join the MAT at a future stage, or you require additional Reporting Webapp access for new staff, please consult the Tucasi Operations Team.

## 3. Logging in to the Reporting Webapp

The Central Reporting Webapp is accessed online and requires no installation.

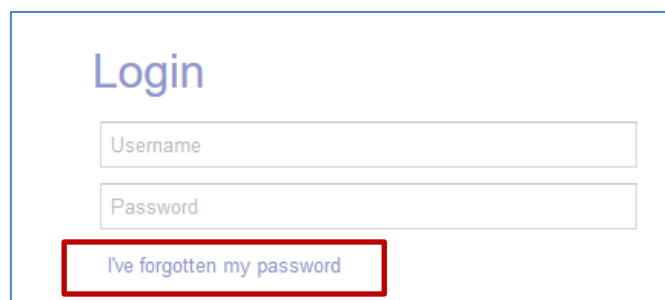
- Visit [www.scopay.com/ReportingWebapp](https://www.scopay.com/ReportingWebapp)



**Note that if you are typing this address into a browser manually, the address is case sensitive.**

### 3.1 Setting your password

- At the login screen, click the **I've forgotten my password** link.

A screenshot of the login screen for the Reporting Webapp. The title is 'Login'. There are two input fields: 'Username' and 'Password'. Below the 'Password' field, there is a link that says 'I've forgotten my password', which is highlighted with a red rectangular box.

- Enter the **email address** that you initially provided to Tucasi.
- **Tick** the security box and **Reset password**.

- Check your inbox – an automated email will have been sent containing further instructions.

**Note: confirmation emails will only be received to registered email addresses. If an email is not received, please check the email that you used. Please also check your junk items/spam folder as automated emails may have been routed here rather than your inbox.**

- Follow the instructions in your email to reset your password.
- Once your password has been reset, log in to [www.scopay.com/ReportingWebapp](http://www.scopay.com/ReportingWebapp) with your username (email) and newly created password.

## 4. Running Reports

The SCO Central Reporting Webapp currently allows access to three main reports taking data from your linked SCO academies.



## 4.1 Finance Summary Report

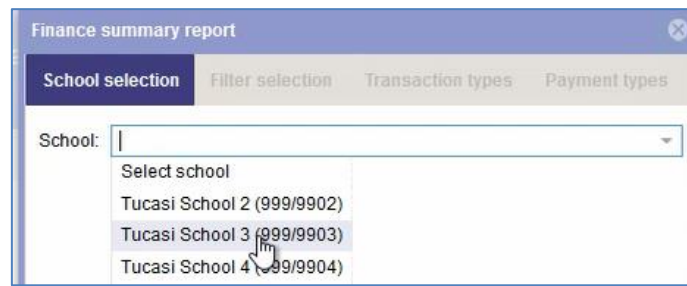
This report provides a csv format summary of transaction totals, suitable for exporting into a third party finance package if applicable.

Key filters include:

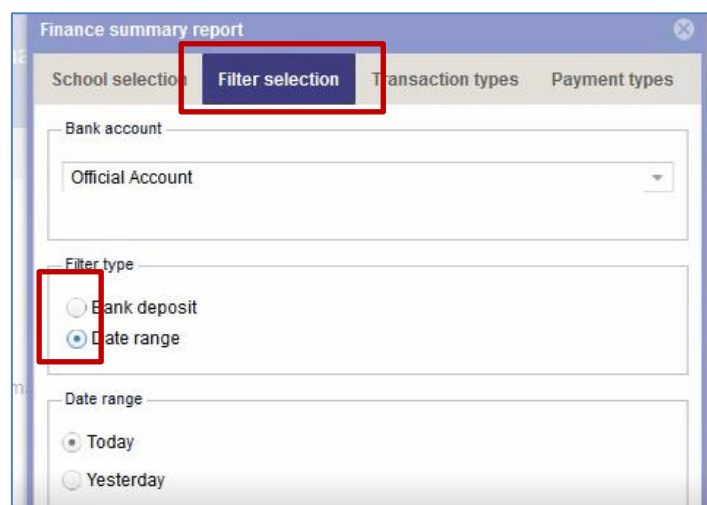
- Select to include transactions based on either a specific bank deposit reference, or a date range.
- Ability to include or exclude income and expenditure transaction types.
- Select payment methods for inclusion, with the option to specify online payment separately from other direct payments.
- Results can be grouped by account codes and/or by cost centre with the ability to further separate results by payment method.

To run the report:

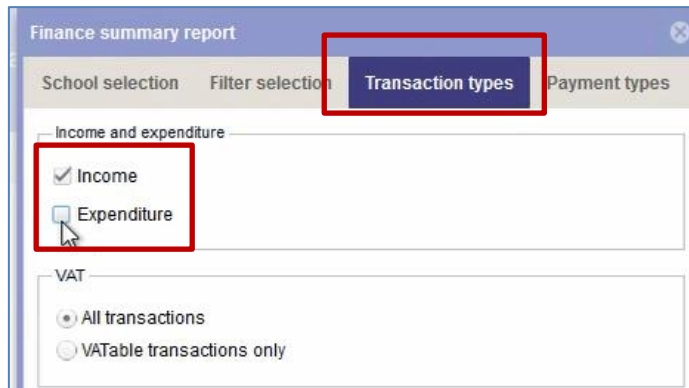
- Select the appropriate site name from the drop down list.



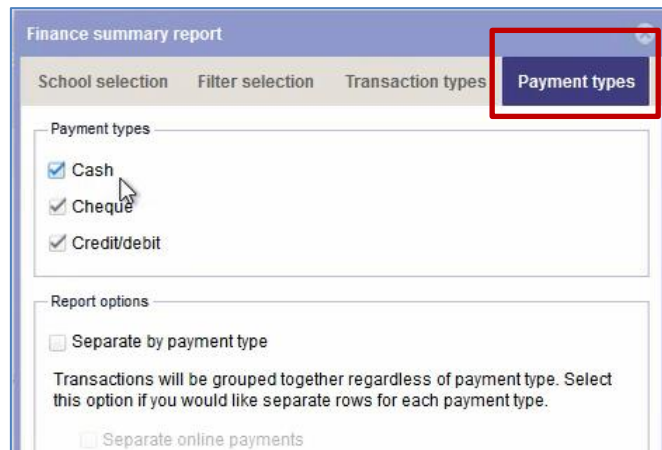
- Click the **Filter Selection** heading.
- Select the appropriate **Bank account** from the drop down list
- Select whether you wish to report transactions from a specific **Bank deposit** (and select a specific deposit from the drop down list) or a **Date range** (and select an appropriate date range to use).



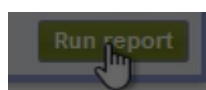
- Click the **Transaction types** header tab.



- By default the report will return results for both Income and Expenditure transaction types. Untick either box if you wish to remove particular transactions from the report.
- If you wish to report only on transactions that contained VAT, rather than all transactions for the bank deposit or date range selected, then select the appropriate option.
- Click the **Payment types** header tab.

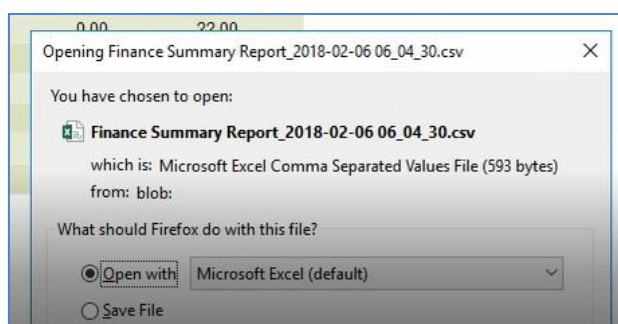


- By default all payment types will be included on the report – if you wish to focus on a particular payment type, then deselect any do not apply.
- The report output will automatically create a single line total for payments that share account codes irrespective of the payment method. If you would like to split this line further to display separate lines for each of cash, cheque and direct credit/debit payments then tick the **Separate by payment type** box.
- Additionally if you've select to include direct credit/debit transactions on your report and you have also selected to separate by payment type, you will be presented with a further tick box to give the option of separating Online Payments from any other direct credit/debit payments that have been logged.
- The final tick box allows you to break the results down further, grouping transactions only if they share the same cost centre.
- Click the **Run Report** button at the bottom of the screen.



Finance Summary Report								
Report		Data						
Export to CSV								
GL	SIO	CC	Cost centre	Payment type	Income	Expenditure	VAT	Total
			After Scho...	Online	25.00	0.00	0.00	25.00
6726		99010	Dinner Mo...	Cash	22.00	0.00	0.00	22.00
6726		99010	Dinner Mo...	Online	100.00	0.00	0.00	100.00
7211		99010	Jorvik Viki...	Cash	15.00	0.00	0.00	15.00
7211		99010	Jorvik Viki...	Cheque	15.00	0.00	0.00	15.00
7010		99010	Music Tuiti...	Cash	50.00	0.00	0.00	50.00
7010		99010	Music Tuiti...	Cheque	75.00	0.00	0.00	75.00

- The report displays as a data sheet. Click **Export to CSV** to produce a file that can be edited and saved as required for import to your finance package.



## 4.2 Online Payments Report

The Online Payments Report allows you to report on all transactions processed through SCO's online payment module for a given date range. The report can display data from a single academy or can combine data pulled in from each academy.

Key filters include:

- Ability to select a single academy or combine data across all sites.
- User definable dates for the reporting period.
- An option to list all individual transactions by payment date (irrespective of the item(s) purchased, or split transactions to give individual cost centre totals.

To run the report:

- From the drop down list select either an individual school name, or select **All Schools**.
- Select the appropriate **Bank account** (note, that this filter is only available when running the report for an individual academy).
- If required select an individual cost centre or leave blank to include results for all cost centres.
- Select the appropriate **date** or date range.

- The **Group by cost centre tick** box allows you to group payments for each individual cost centre (to see cost centre sub-totals). If you prefer to see a single list of all transactions irrespective of the cost centre of the item purchased, then leave this box unticked.
- Where you have selected to report on **All Schools**, rather than a single school, then you have the option of displaying the results as a series of similar reports, one per school, or if preferred you can select to report on all transaction totals in a single report. Tick the **Combine School data** tick box to produce a single report combining all sites' transactional data or leave blank to produce a print run of individual reports for each school selected.

### 4.3 *Income & Expenditure Report*

The Income & Expenditure report allows you to report income and expenditure totals for cost centres within a selected bank account any selected given date range. The report can display data from a single academy or can be run to produce data for all academies.

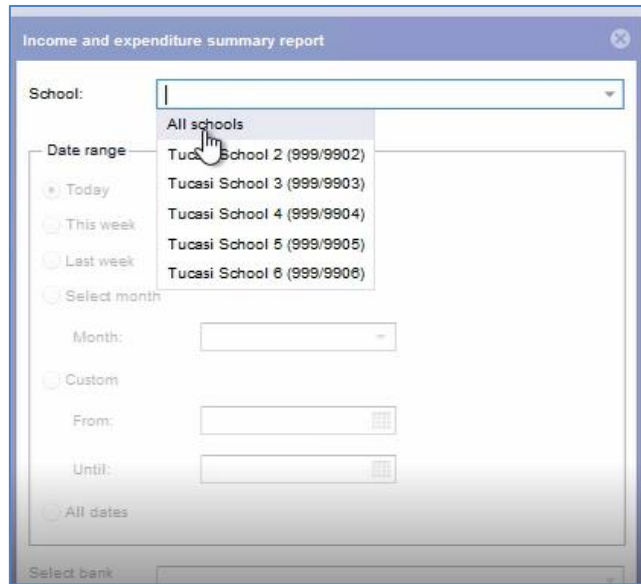
Key filters include:

- Option to run for an individual site or display data for all academies.
- Option to exclude cost centres containing only zero amounts.
- Ability to include detailed information for uncleared transactions.

To run the report:

- From the drop down list select either an individual school name, or select **All Schools**.
- Select the required date or date range.
- Select to include a specific bank account if required (Note, that this option is only available when running the report for a specific individual school).





- Tick to include cost centres with only zero amounts if required.
- Tick to display a summary total of deleted cost centres if appropriate.
- Select whether you wish to include a summary of unreconciled items to allow you to compare with your bank reconciliation.
- Select Run Report

Tucasi School 3 - Income and Expenditure Summary							
Reported at: 06/02/2018 18:07:35							
Account activity between 05/02/2018 and 11/02/2018							
Bank account: Official Account							
<b>Official Account</b>							
Cost centre	Opening	Transfer	Transfer out	Receipts	Payments	Inter acct	Balance
After School Activities	20.00	0.00	0.00	0.00	0.00	0.00	20.00
After School Club	251.00	0.00	0.00	25.00	0.00	0.00	276.00
Art Attack	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	3.75	0.00	0.00	0.00	0.00	0.00	3.75
Breakfast Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00

## 5. Support

If you have any queries about using the Central Reporting functionality, please contact:

Tucasi Customer Support

Email: [support@tucasi.com](mailto:support@tucasi.com)