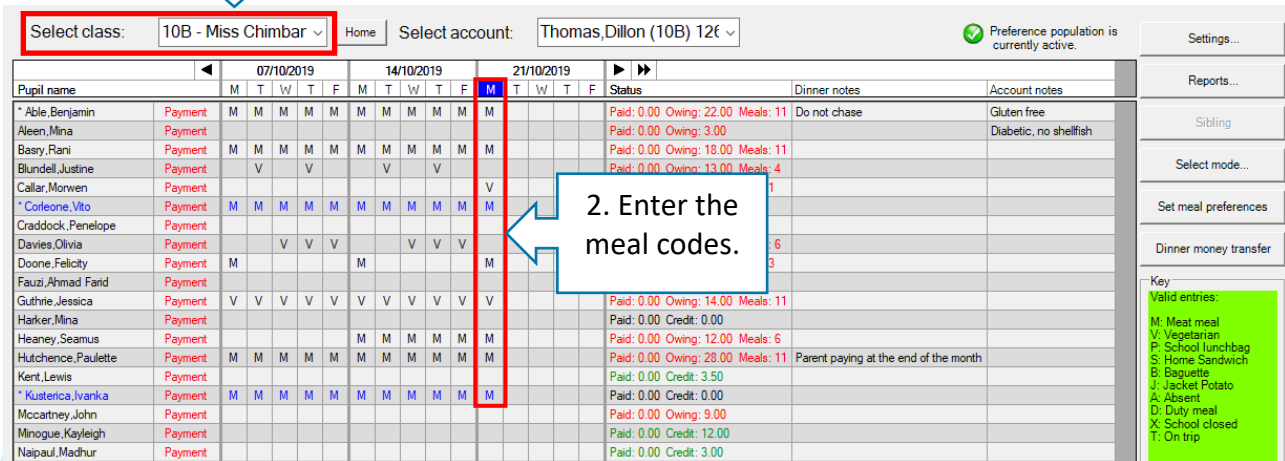


How do I enter meal choices?

1. Click on the **Dinners** tab.
Select the **Class**
from the drop down.

Meals ordered in the **Classroom** or on **SCOPAY** will appear on the Dinners screen automatically.



Select class: 10B - Miss Chimbar Home Select account: Thomas,Dillon (10B) 12€ Preference population is currently active.

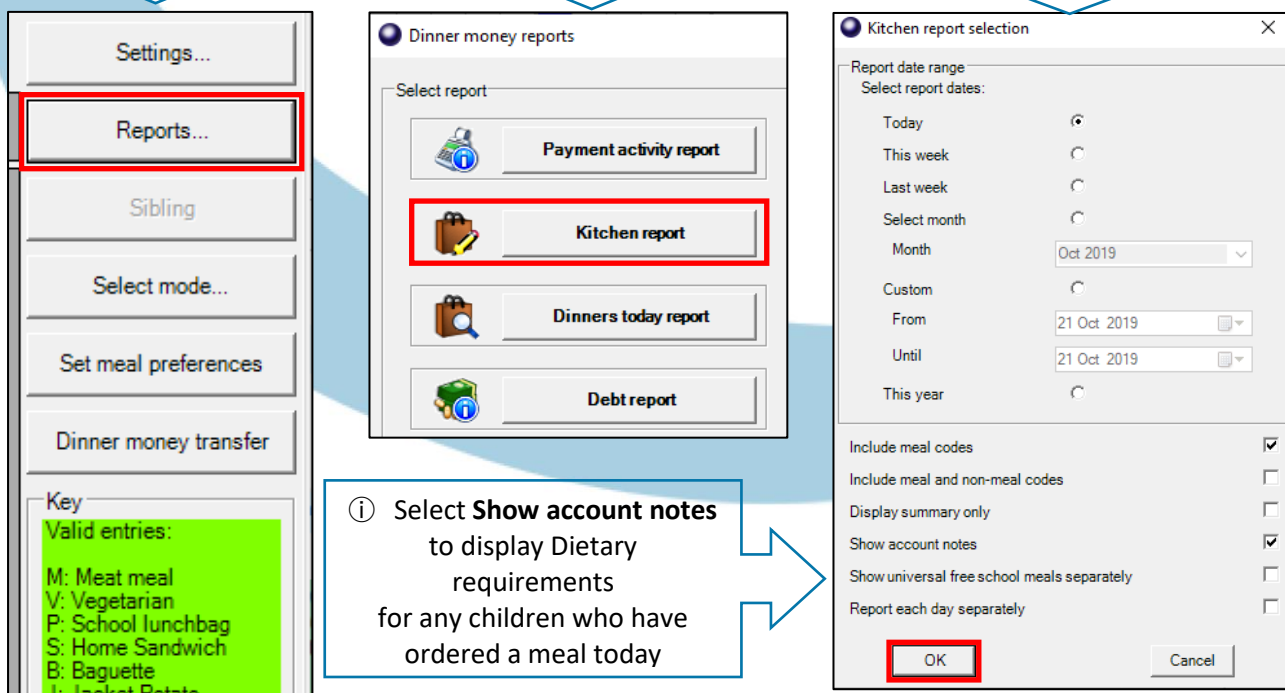
Pupil name	Payment	07/10/2019					14/10/2019					21/10/2019					Status	Dinner notes	Account notes
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
* Able, Benjamin	Payment	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	Paid: 0.00 Owing: 22.00 Meals: 11	Do not chase	Gluten free
Aleen, Mina	Payment																Paid: 0.00 Owing: 3.00		Diabetic, no shellfish
Basy, Rani	Payment	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	Paid: 0.00 Owing: 18.00 Meals: 11		
Blundell, Justine	Payment		V		V			V		V							Paid: 0.00 Owing: 13.00 Meals: 4		
Callar, Morwen	Payment																		
* Corleone, Vito	Payment	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M			
Craddock, Penelope	Payment																		
Davies, Olivia	Payment			V	V	V			V	V	V								
Doone, Felicity	Payment	M					M								M				
Fauzi, Ahmad Farid	Payment																		
Guthrie, Jessica	Payment	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	Paid: 0.00 Owing: 14.00 Meals: 11		
Harker, Mina	Payment																Paid: 0.00 Credit: 0.00		
Heaney, Seamus	Payment						M	M	M	M	M	M	M	M	M	M	Paid: 0.00 Owing: 12.00 Meals: 6		
Hutchence, Paulette	Payment	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	Paid: 0.00 Owing: 28.00 Meals: 11	Parent paying at the end of the month	
Kent, Lewis	Payment																Green: 0.00 Credit: 3.50		
* Kusterica, Ivanka	Payment	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	Paid: 0.00 Credit: 0.00		
Mccartney, John	Payment																Paid: 0.00 Owing: 9.00		
Minogue, Kayleigh	Payment																Paid: 0.00 Credit: 12.00		
Naipaul, Madhur	Payment																Paid: 0.00 Credit: 3.00		

How do I tell the kitchen how many meals to cook today?

1. Select **Reports**.

2. Select **Kitchen report**.

3. Review the options. Click **OK**.



Settings... Reports... Sibling Select mode... Set meal preferences Dinner money transfer

Key
Valid entries:
M: Meat meal
V: Vegetarian
P: School lunchbag
S: Home Sandwich
B: Baguette
J: Jacket Potato

Dinner money reports

Select report

- Payment activity report
- Kitchen report**
- Dinners today report
- Debt report

Kitchen report selection

Report date range:
Select report dates:

Today

This week

Last week

Select month

Month: Oct 2019

Custom

From: 21 Oct 2019

Until: 21 Oct 2019

This year

Include meal codes

Include meal and non-meal codes

Display summary only

Show account notes

Show universal free school meals separately

Report each day separately

OK Cancel

Select **Show account notes** to display Dietary requirements for any children who have ordered a meal today

How do I print a list of pupils who have ordered a meal today?

1. Select **Reports**.

Settings...

Reports...

Sibling

Select mode...

Set meal preferences

Dinner money transfer

Key

Valid entries:

M: Meat meal
V: Vegetarian
P: School lunchbag
S: Home Sandwich

2. Select **Dinners today report**.

Dinner money reports

Select report

Payment activity report

Kitchen report

Dinners today report

Debt report

3. Review the options. Click **OK**.

Dinners today report selection

Select date of report: 21 Oct 2019

Group results: By class

New page for each class

Hide free meal information

Include non-meal codes

Show notes

OK Cancel

How do I enter cash and cheque payments for dinners?

1. Click the **Payment** button to the right of the pupil's name.

Dinners Extended day Income Accounts Expendi

Select class: 10B - Miss Chimbar

	14/10/2019				
Pupil name	M	T	W	T	F
* Able, Benjamin	Payment	M	M	M	M
Aleen, Mina	Payment				
Basry, Rani	Payment				
Blundell, Justine	Payment				
Callar, Morwen	Payment				
* Corleone, Vito	Payment				
Craddock, Penelope	Payment				
Davies, Olivia	Payment				
Doone, Felicity	Payment				
Fauzi, Ahmad Farid	Payment				
Guthrie, Jessica	Payment				
Harker, Mina	Payment				

2. Select the **Payment type**, enter the **Amount** and click **Confirm payment**.

Enter Dinner money payment details

Able, Benjamin Payment history

Select: Payment Refund Discount Write off balance

Specify the payment type:

Cash

Cheque

Credit/debit

On account

Available account balance: 0.00

Effective date: 27 Oct 2019 Enable

Enter payment amount: 10.00

Show receipt after payment?

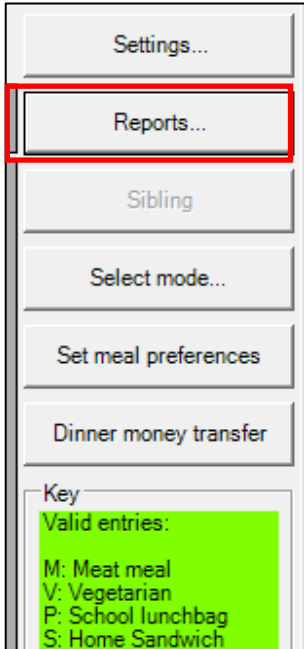
Is pupil premium contribution?

Memo:

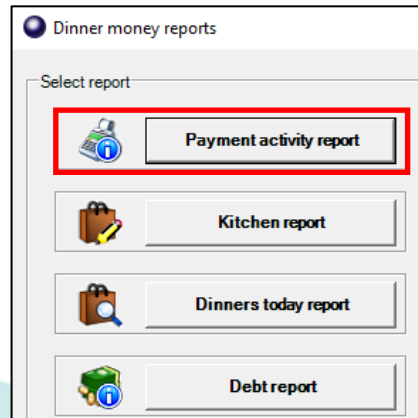
Confirm payment Cancel

How do I check the total income I have entered?

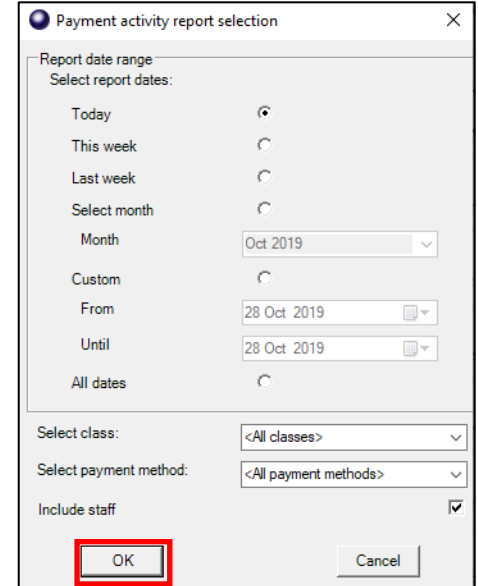
1. Select **Reports**.



2. Select **Payment activity report**.

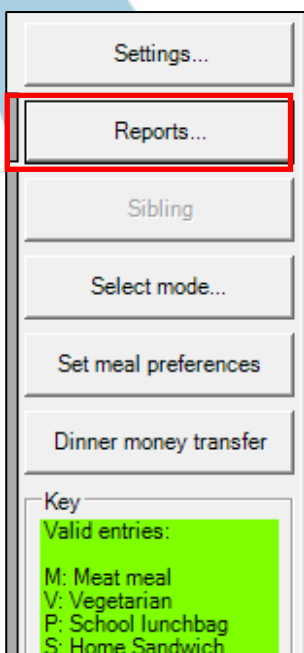


3. Select the **Date range** and click **OK**.

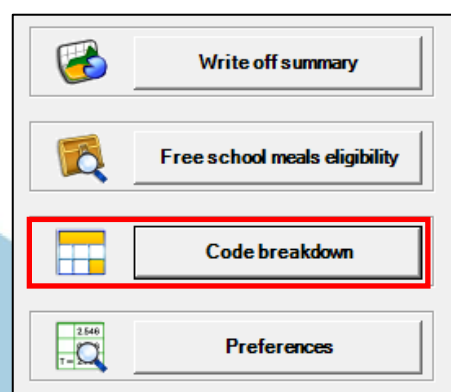


How can I get a breakdown of all meals ordered this week?

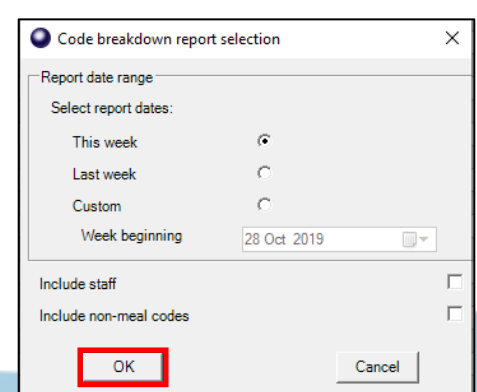
1. Select **Reports**.



2. Select **Code breakdown report**.

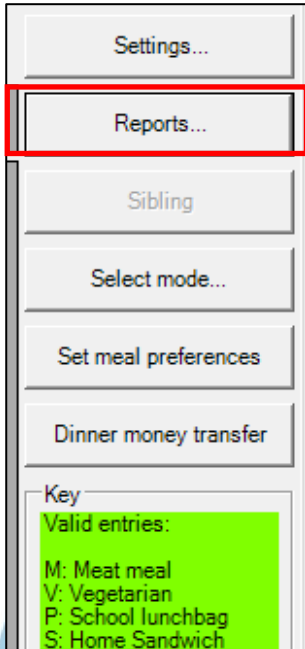


3. Select the **Date range** and click **OK**.

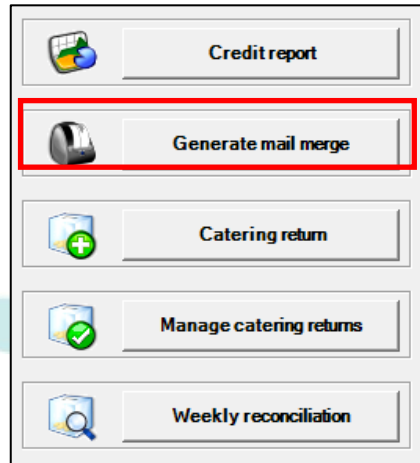


How do I send letters or emails/texts to chase for debts?

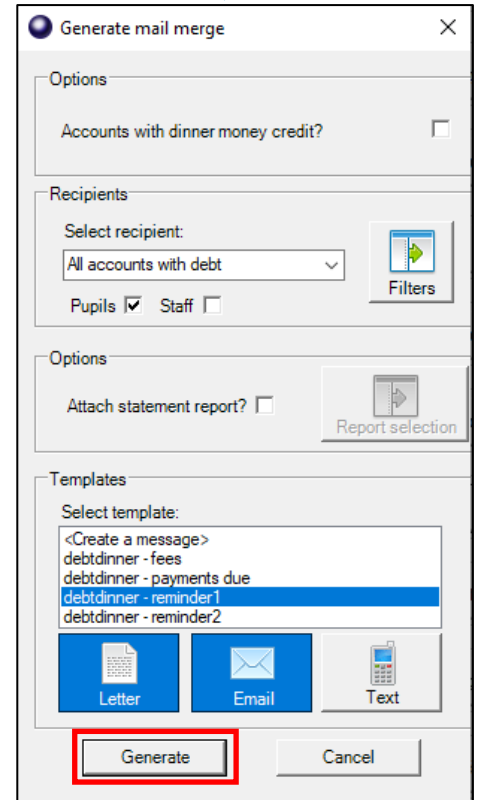
1. Select **Reports**.



2. Select **Generate mail merge**.



3. Select the template required and click **Generate**.



How do I get help?



Email your query to the
Tucasi Customer Support Team
support@tucasi.com



Tucasi Customer Support Team
02380 016 564
8.30 am to 4.00 pm Monday to Friday

SCO Help Centre
See the
Dinner money section
help.tucasi.com