



SCO | Twelve15

**Central Catering Reporting
User Guide**

*for use by
Twelve15 caterers only*



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About this document

This document is applicable to central catering teams using SCO's Centralised Reporting Webapp functionality.

This document describes how to access the Reporting Webapp URL to run specific reports pulling meal count data from sites using Schools Cash Office (SCO) Dinner Money module and manually added data for non-SCO user sites.

Before you start

You will already have been asked to provide details of the sites for which you have a catering contract and your nominated central 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 sites form part of your catering contract at a future stage, or you require additional Reporting Webapp access for new central staff, please consult the Tucasi Operations Team.

Logging in to the reporting webapp

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

Visit www.scopay.com/ReportingWebapp

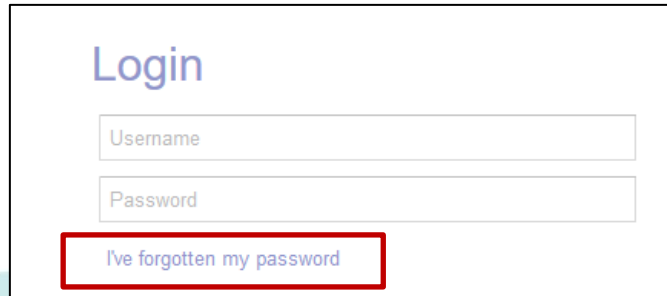


Note that if you are typing this address into a browser manually, the address is case sensitive, so you will need to type the uppercase R and W.

Login or set your password

Note that these instructions are for Twelve15 caterers only, not for school use.

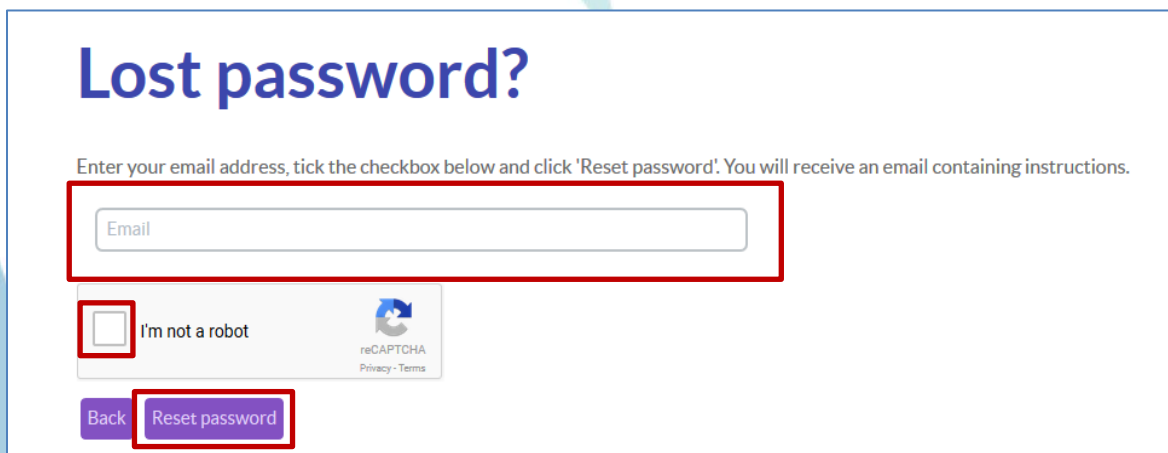
At the login screen enter your Username (email address) and password or click **I've forgotten my password**.



The screenshot shows a login form with the title "Login". It contains two input fields: "Username" and "Password". Below these fields is a button labeled "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 click **Reset password**.



The screenshot shows a page titled "Lost password?". Below the title is a text instruction: "Enter your email address, tick the checkbox below and click 'Reset password'. You will receive an email containing instructions." Below this is an "Email" input field, highlighted with a red box. Underneath the input field is a reCAPTCHA section with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. The checkbox is also highlighted with a red box. At the bottom of the form are two buttons: "Back" and "Reset password", with the "Reset password" button highlighted by a red box.

Check your **Inbox** – an automated email will have been sent containing further instructions.

Note: confirmation emails will only be sent to registered email addresses.

If an email is not received, please check the email account 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 set your password.

Once your password has been set, log in to www.scopay.com/ReportingWebapp with your username (email) and newly created password.

Viewing catering returns

The **Received Returns** screen is the default view when logging in to the ReportingWebapp.

The screenshot shows the 'Received returns' screen. The left sidebar contains filtering options: School (All schools), Status (All), Show missing returns (checked), Date range (This year, Last week, Select month: August 2019, From/to: 01/07/2019 to 16/08/2019), and an Apply filter button. The main table displays the following data:

School ID	School	Revision ↓	Created by caterer?	Received
Week ending: 16 Aug 19				
1111	Ben Surrey School	1	Yes	23 Aug 19 16:00
5202	SCOPAY School			
9901	Tucasi School 1			
9902	Tucasi School 2			
9904	Tucasi School 4			
9905	Tucasi School 5			
9906	Tucasi School 6			
Week ending: 09 Aug 19				
1111	Ben Surrey School			
5202	SCOPAY School			
9901	Tucasi School 1			
9902	Tucasi School 2			

This screen provides an overview of the status of returns submitted by any schools linked to the caterer's reporting group.

In the cases where sites are users of SCO Dinner Money module, the catering returns will be uploaded automatically once signed off in school by authorised staff.

In cases where sites are not SCO Dinner Money users, or in cases where the in-school staff have not yet submitted a catering return then a catering return can be created manually.

Use the **Filtering** options to select the appropriate date range to view:

The 'Filtering' sidebar is shown with the following settings:

- School: All schools
- Status: All (dropdown menu open showing 'All', 'Signed off', 'Not signed off')
- Show missing returns:
- Date range:
 - This year
 - Last week
 - Select month: November 2019
 - From / to: 25/11/2019 to 29/11/2019
- Apply filter button

Filters can be applied to narrow the search results to:

- All schools or a single school of interest.
- The **Status** of catering returns.
 - Select to display **All**
 - Only those that are **Signed off**
 - Only those that are **Not signed off**
- Additionally, include returns that are **Missing** or to display only those that have been submitted.

Catering returns that have been submitted by schools will display options to **View**, **Sign off** and **Revise**.

View	Sign off	Signed off	Edit
Sign off all returns for week			
View	Sign off	Not signed off	Revise

- Select **View** to see the original catering return figures that have been submitted by the school.
- The **Revise** button allows changes to be made to a catering return that has already been submitted by the school.
- Once the Central Catering Team are happy with the figures, the return should be approved using the **Sign Off** option.

View	Sign off	Signed off	Edit
Sign off all returns for week			
View	Revoke	28 Nov 19 by Tucasi	Revise

The Catering Returns screen displays the new **Signed Off** status to display date and user details.

A **Revoke** option displays for returns that have been signed off.

Note that catering returns that have been created or signed off by the Central Catering Team via the Reporting Webapp cannot be amended in school.

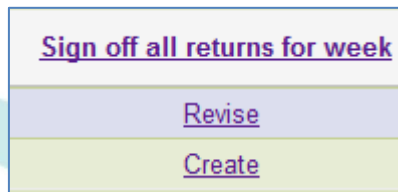
Any subsequent changes will need to be notified to the Catering Team and amended through the **Revise** option.

The new revision together with previous revisions will be available to view.

Catering returns: 2						
School ID	School	Revision ↓	Created by caterer?	Received	View	Sign off
Week ending: 22 Nov 19						
9901	Tucasi School 1	2	Yes	28 Nov 19 13:19	View	Revoke
9901	Tucasi School 1	1	Yes	28 Nov 19 12:59	View	Revoke

For sites where catering returns have not yet been submitted, or where the school does not use the SCO Dinner Money module, a Catering Return can be manually created.

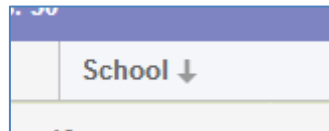
Filter to find the appropriate week/site name and click **Create**.



The data from these returns will be added to the global totals.

With the exception of the **View** and **Edit** columns on the main **Catering Returns** screen, all columns can be sorted by clicking the column header.

An arrow indicates which column is being used and whether the current sort order is ascending or descending.



Reports

The **Reports** menu for Twelve15 currently consists of three reports.

A global **Catering report** summarising catering return data across all sites or individual sites.

Statistics			Mon	Tues	Wed	Thurs	Fri	Total	
Year group 0									
Paid			0	0	0	0	0	0	
Free			4	4	4	4	4	20	
Universal Free			48	46	48	48	46	234	
Daily total			50	50	52	52	50	254	
Year group 1									
Paid			0	0	0	0	0	0	
Free			4	4	5	4	5	22	
Universal Free			43	43	49	43	49	227	
Daily total			47	47	54	47	54	249	
Year group 2									
Paid			0	0	0	0	0	0	
Free			4	4	5	4	4	21	
Universal Free			44	45	45	45	45	224	
Daily total			48	49	50	49	49	245	
Year group 3									
Paid			17	18	25	19	28	105	
Free			5	4	7	5	7	28	
Universal Free			0	0	0	0	0	0	
Daily total			22	22	32	24	33	133	
Year group 4									
Paid			15	15	32	16	32	110	
Free			3	3	3	3	3	15	
Universal Free			0	0	0	0	0	0	
Daily total			18	18	35	19	35	125	
Year group 5									
Paid			16	16	24	0	23	79	
Free			5	5	5	0	5	20	
Universal Free			0	0	0	0	0	0	
Daily total			21	21	29	0	28	94	
Year group 6									
Paid			10	10	25	10	24	79	
Free			1	1	2	1	2	7	
Universal Free			0	0	0	0	0	0	
Daily total			11	11	27	11	26	85	
Other									
Paid			0	0	0	0	0	0	
Free			0	0	0	0	0	0	
Universal Free			0	0	0	0	0	0	
Daily total			0	0	0	0	0	0	
Adjustment to paid pupil meals (prior period)			0	0	0	0	0	0	
ADULTS	Paid	Full	3	2	2	2	0	9	
		Main	0	0	0	0	0	0	
		Sweet	0	0	0	0	0	0	
	Duty (Free)	Full	0	0	0	0	0	0	
		Main	0	0	0	0	0	0	
		Sweet	0	0	0	0	0	0	
	Totals	Full	3	2	2	2	0	9	
		Main	0	0	0	0	0	0	
		Sweet	0	0	0	0	0	0	
	Reconciliation of Income								
	Balance at start of week								687.11
	Amount due (incl VAT)		-144.28	-143.75	-254.20	-110.85	-246.75	-899.83	
Adjustment to amount due (paid/free)		0.00	0.00	0.00	0.00	0.00	0.00		
Received by school - Cash		0.00	0.00	0.00	0.00	0.00	0.00		
Received by school - Cheque		0.00	0.00	0.00	0.00	0.00	0.00		
Received online - Debit/Credit Cards		122.10	107.60	143.00	4.70	2.35	379.75		
Refunded by school - Cash		0.00	0.00	0.00	0.00	0.00	0.00		
Refunded centrally		0.00	0.00	0.00	0.00	0.00	0.00		
Refunded online - Debit/Credit Cards		0.00	0.00	0.00	0.00	0.00	0.00		
Rejected cheques		0.00	0.00	0.00	0.00	0.00	0.00		
Write Offs		0.00	0.00	0.00	0.00	0.00	0.00		
Balance at end of week								167.03	
of which paid in advance								1777.21	
of which overdue								-1610.16	
Reconciliation of Cash & Cheques Banked									
Cash	Not banked at start of week								0.00
	Received by school		0.00	0.00	0.00	0.00	0.00	0.00	
	Refunded		0.00	0.00	0.00	0.00	0.00	0.00	
	Banked		0.00	0.00	0.00	0.00	0.00	0.00	
	Adjustments		0.00	0.00	0.00	0.00	0.00	0.00	
	Not banked at end of week								0.00
Cheques	Not banked at start of week								0.00
	Received by school		0.00	0.00	0.00	0.00	0.00	0.00	
	Banked		0.00	0.00	0.00	0.00	0.00	0.00	
	Adjustments		0.00	0.00	0.00	0.00	0.00	0.00	
	Not banked at end of week								0.00
	Comments								
Autumn Term Week 6									

A report to list **Received returns** within a user-defined period.

Received Returns			
Reported at: 28/11/2019 13:42			
All schools with data received for the week beginning 18/11/19			
DfES ID	Name	Num Received	Last Received
9901	Tucasi School 1	2	28/11/2019
Total:	1		

A report to list **Missing returns** within a user-defined period.

Missing Returns		
Reported at: 28/11/2019 13:43		
All schools with no data received for the week beginning 18/11/19		
DfES ID	Name	Last Received
Total:	0	
No sites to report		

All reports have the option to output to .csv format should any further analysis be required.

Help

If you have any queries about the linked school sites, please contact the Operations Team:
email operations@tucasi.com

Or contact our Customer Support Team:

Online: www.tucasi.com/support and click **Log a Ticket**

Telephone: 02380 016 564

Email: support@tucasi.com

