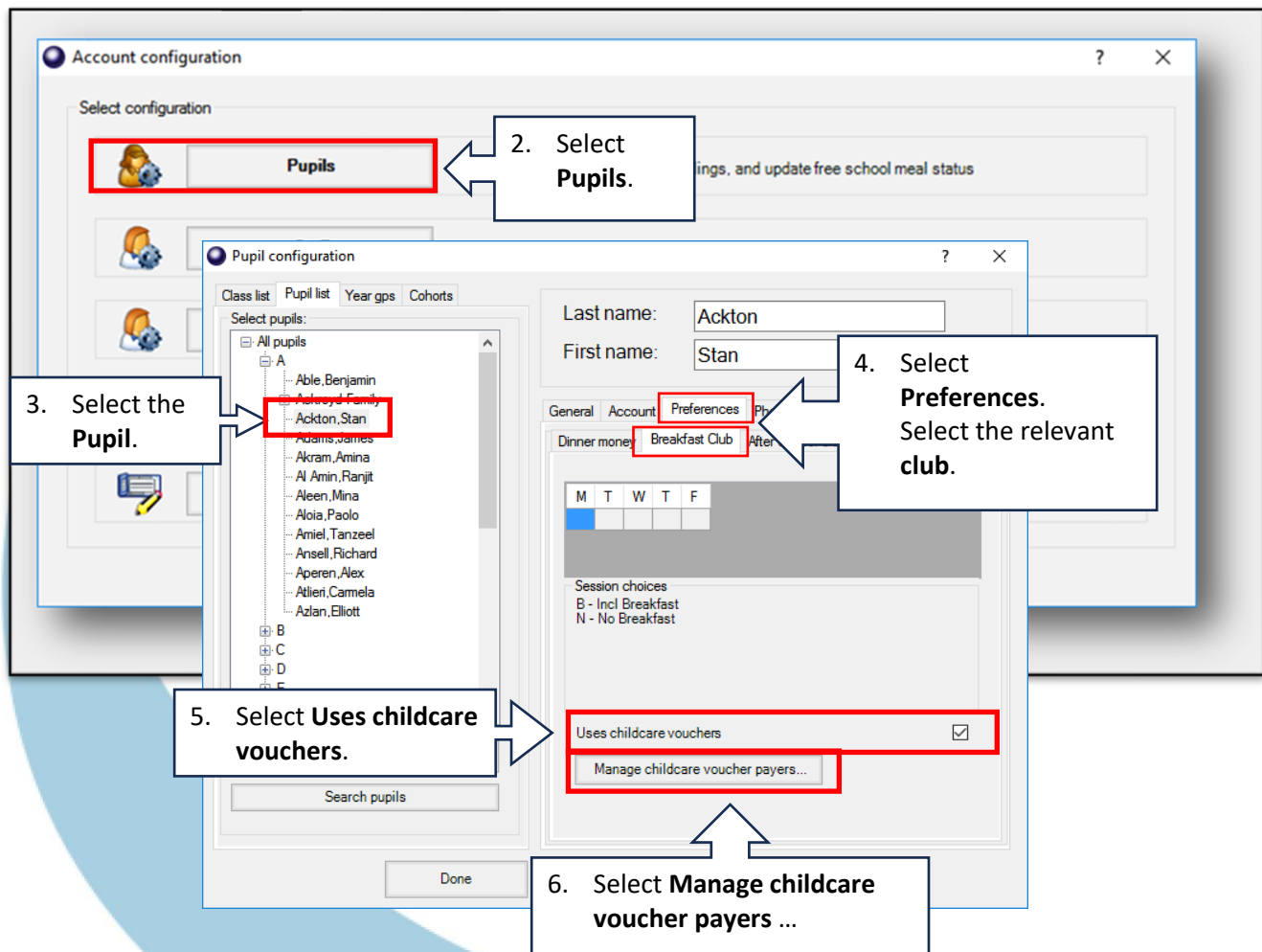


How do I configure Childcare Voucher Payments?

Before childcare voucher payments can be entered, you need to add childcare voucher payer(s) and childcare voucher provider(s) to the relevant pupils' accounts.

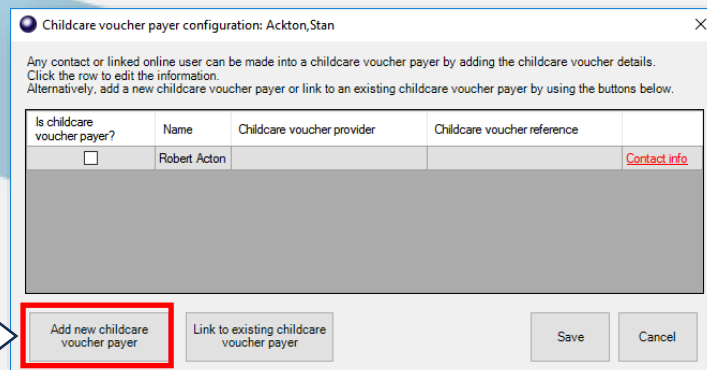
1. Select the **Configuration** tab and then **Account configuration**.



The screenshot shows the 'Account configuration' window. Step 1 points to the 'Pupils' tab. Step 2 points to the 'Pupils' button. Step 3 points to the 'Ackton, Stan' entry in the pupil list. Step 4 points to the 'Preferences' tab and the 'Breakfast Club' option. Step 5 points to the 'Uses childcare vouchers' checkbox. Step 6 points to the 'Manage childcare voucher payers...' button.

Note: If you already have contacts set up for the pupil they will be displayed, you can select the name of the contact to use as a new Childcare Voucher payer.

7. Select **Add new childcare voucher payer**.



The dialog box 'Childcare voucher payer configuration: Ackton, Stan' contains the following table:

Is childcare voucher payer?	Name	Childcare voucher provider	Childcare voucher reference
<input type="checkbox"/>	Robert Acton		Contact info

At the bottom, there are two buttons: 'Add new childcare voucher payer' (highlighted) and 'Link to existing childcare voucher payer', along with 'Save' and 'Cancel' buttons.

8. Enter the relevant payer's details.

9. Select **Configure**.

10. Select **Add provider**.

11. Add the **provider's name** and select **OK, Done**.

12. Select the **Childcare provider** from the dropdown.

13. Add a reference.

14. Select **Done, Save**.

Note: Repeat the above steps to add more childcare voucher **payers**, if required.

How do I link an existing childcare voucher payer to a sibling's account?

1. Select the **Configuration** tab and then **Account configuration**

The screenshot shows the 'Account configuration' window. Step 2: The 'Pupils' tab is selected. Step 3: The 'Pupil configuration' window is open, and 'Ackton, Stan' is selected in the 'Select pupils' list. Step 4: The 'Preferences' tab is selected, and the 'Breakfast Club' is chosen. Step 5: The 'Uses childcare vouchers' checkbox is checked. Step 6: The 'Manage childcare voucher payers...' button is highlighted.

The screenshot shows the 'Childcare voucher payer configuration: Ackton, Stan' window. It contains a table with the following data:

Is childcare voucher payer?	Name	Childcare voucher provider	Childcare voucher reference	
<input type="checkbox"/>	Robert Acton			Contact info

Step 7: The 'Link to existing childcare voucher payer' button is highlighted.

Select childcare voucher payer

Search

First name:

Last name:

8. Select the Search button.

Matching childcare voucher payers (click to select)

Title	First name	Last name	Childcare voucher provider	Childcare voucher reference
Mr	Bob	Able	Kiddi Care	MrBobAble

9. Click on the Payer's name.

10. Click Save on next option screen and then click Done to complete the pupil's account configuration.

How do I process Childcare Voucher payments?

Childcare voucher payments should be entered via the Extended Day tab.

Dinners Extended day Income Accounts Expenditure Banking Trips and events Communications Lettings Orders Configuration Reports

Select class: Y1 - Mike Jones Home Select account: **1. Navigate to the relevant club.** **Breakfast Club**

Pupil name	12/06/2023	19/06/2023	26/06/2023	Status	Breakfast Club notes	Account
Ackton, Stan		B B B B	F	Paid: 0.00 Owing: 15.00 Sessions: 5		
Aloia, Paolo				Paid: 0.00 Credit: 0.00		

2. Locate the pupil and select the Payment button.

3. Select the Credit/debit option.

4. Enter the amount of the voucher.

5. Select Confirm payment.

Enter Breakfast Club payment details

Ackton, Stan 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: 25 Jun 2023 Enable

Enter payment amount:

Show receipt after payment?

Is pupil premium contribution?

Memo:

Confirm payment Cancel

Credit/debit details

Credit/debit payment to:

Payment amount: 15.00

Enter Credit/debit details/reference:

Record as childcare voucher payment? Robert Ackton

Done

6. Select the **Childcare Voucher Payer**.

7. Select **Done**.

How do I run the Childcare Voucher Report for an individual club?

<Select account> **Breakfast Club** Preferences currently

W	T	F	Status	Breakfast Club notes	Account notes
			Paid: 15.00 Credit: 0.00 Sessions: 5		
			Paid: 0.00 Credit: 0.00		
			Paid: 0.00 Credit: 0.00		
			Paid: 0.00 Owing: 402.00		
			Paid: 0.00 Credit: 0.00		
			Paid: 0.00 Credit: 0.00		No Milk
			Paid: 0.00 Credit: 0.00		
			Paid: 0.00 Credit: 0.00		
			Paid: 0.00 Owing: 201.00		

1. Navigate to the relevant club and select the **Reports** button.

Breakfast Club reports

Select report

2. Select the club **childcare voucher payments report**.

Breakfast Club childcare voucher payments report sel...

Report date range

Select report dates:

Today

This week

Last week

Select month

Month

Custom

From

Until

All dates

Select class:

Select account:

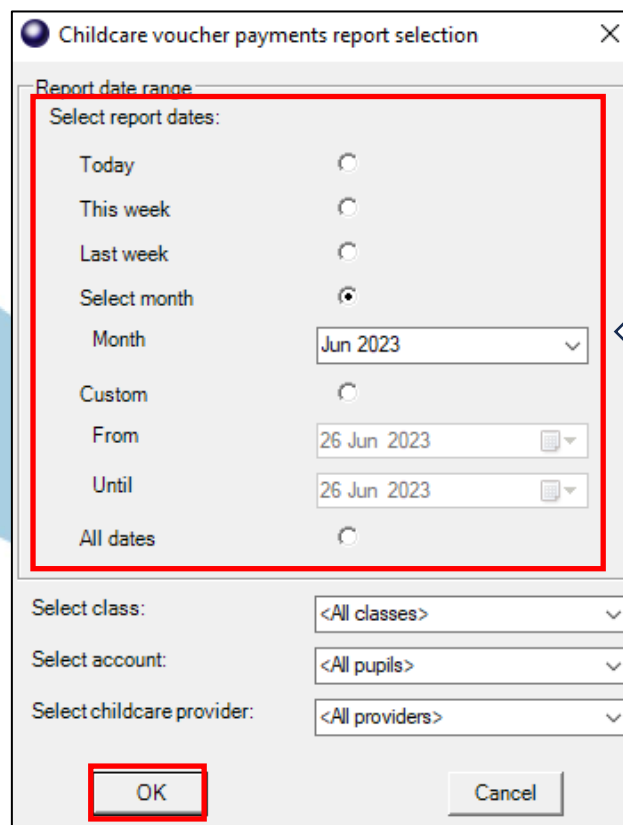
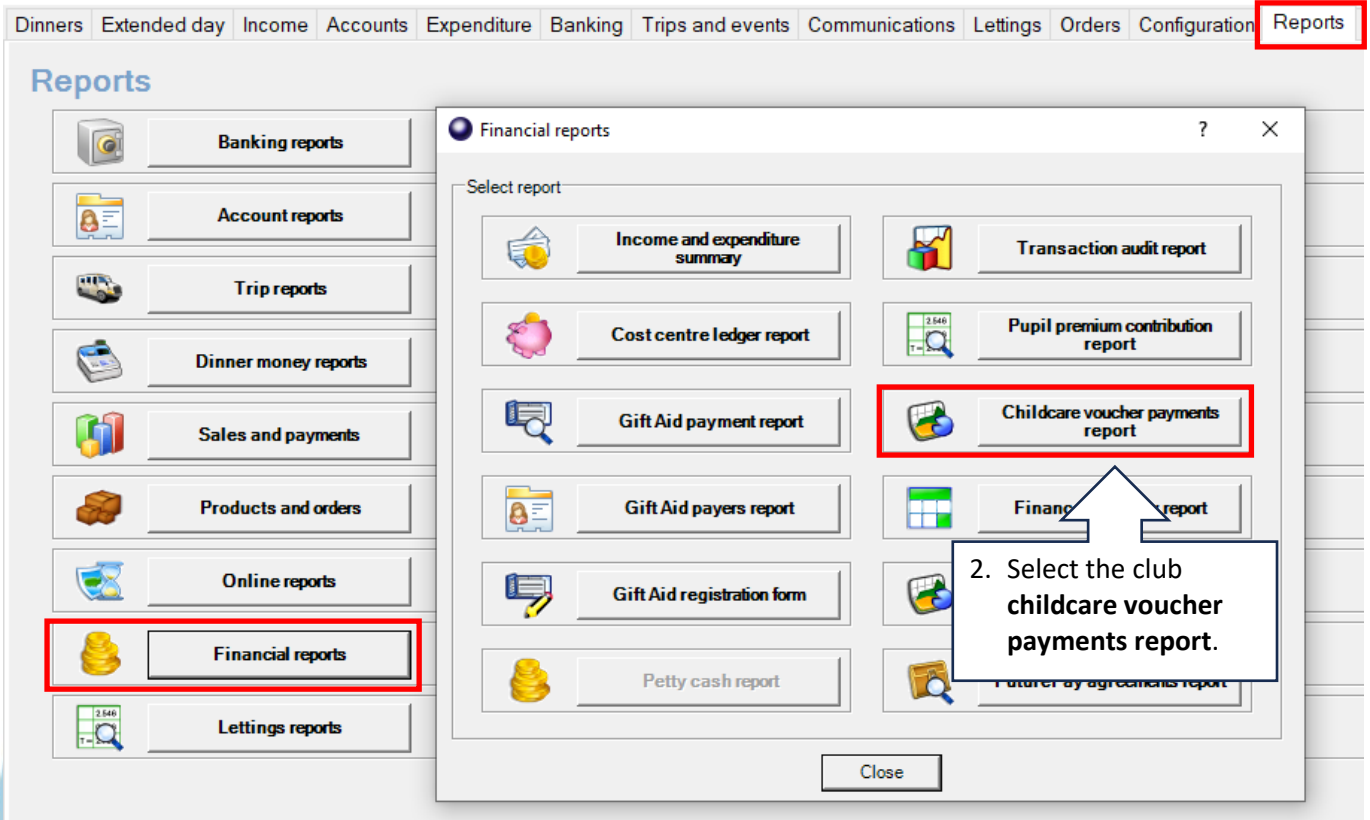
Select childcare provider:

OK

3. Select the required **date range** and select **OK**.

How do I run the Childcare Voucher Report for all clubs?

1. Select the **Reports** tab and then **Financial Reports**



3. Select the required **date range** and select **OK**.

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
Childcare Vouchers section
help.tucasi.com