

Quick Reference Guide Childcare Vouchers

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.



Add new chi Please fill in the Title. 8. Enter the relevant payer details. Childcare vouc Childcare vouc	ildcare voucher payer × e information for the new childcare voucher payer. All fields are required. r's V Mrs Susan Acton cher provider: cher reference: Done Cancel
Childcare voucher provider config Providers Double click on a provider to editthe name. Busy Bees 10. Select Add provider. Add provider Delete provider Done	Add provider Enter a name OK Cancel KiddiVouchers In. Add the provider's name and select OK, Done.
Add new child Please fill in the in Title: First name: Last name: Childcare vouche	Acton
13. Add a reference.	>reference: MrsSActon Done Cancel
	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**

\$	Pupils	2.	Select Pupils .	ings, and update free scho	ool meal status	- 1
3. Select the Pupil.	Pupil configuration Class list Pupil list Year gps Select pupils: All pupils All pupils All pupils All pupils All pupils Address Charly Ackton, Stan Address Charly Aram, Amina Al Amin, Ranjit Aleen, Mina Aloia, Paolo Amiel, Tanzeel Ansell, Richard Aperen, Alex Alien, Camela Address Charly Search pup	s Cohorts	Last name First name General Accourt Dinner mone, M T W Session choic B - Inci Breat N - No Break Uses childca Manage c 6. Selec voucl	es fast re vouchers hildcare voucher payers t Manage childcare her payers	<pre>? × Select the Preferences Select the r club. </pre>	s tab. elevant
		Childcare voucher Any contact or linked o Click the row to edit th Alternatively, add a ner Is childcare voucher payer?	payer configur online user can l e information. w childcare voue Name Robert Acton	ation: Ackton,Stan be made into a childcare voucher cher payer or link to an existing ch Childcare voucher provider	payer by adding the chil ildcare voucher payer b Childcare voucher re	X dcare voucher details. / using the buttons below. ference <u>Contact info</u>

Select childcare vo	ucher payer				×	
Search First name: Last name:		Sea	8.	Select the Search but	tton.]
Matching childcare vou Title First name Mr Bob	ucher payers (click Last name Able	to select) Childcare voucher provider Kiddi Care	Childcare voucher refe MrBobAble	rence	9. Clic Pay	k on the /er'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 Expendit	re Banking Trips and events Communications Lettings Orders Co	onfiguration Reports
Select class: Y1 - Mike Jones ~	me Select account: 1. Navigate to the relevant club.	eakfast Club
12/06/2023	19/06/2023 26/06/2023 ► ₩	
Pupil name M T W T F	M T W T F M T W T F Status Br	eakfast Club notes Account
Ackton,Stan Payment	B B B B Paid: 0.00 Owing: 15.00 Sessions: 5 Paid: 0.00 Credit: 0.00 Paid: 0.00 Credit: 0.00	
2. Locate the pupil and select the Payment button.	Enter Breakfast Club payment details $ imes$	
	Ackton,Stan Payment history Select: Payment Refund Discount Write off balance	
	Specify the payment type:	
	C Cash	
3. Select the	C Cheque	
Credit/debit option.	On account	
	Available account balance: 0.00	
4. Enter the amount of	Effective date 25 Jun 2023 v Enable	
the voucher.	Show receipt after payment?	
	Is pupil premium contribution?	
5. Select Confirm payment.	Memo: Confirm payment Cancel	

Credit/debit details	
Credit/debit payment to:	School Account
Payment amount:	15.00
Enter Credit/debit details/reference:	Acton (Kiddie Vouchers)
Record as childcare voucher payment	6. Select the Childcare Voucher Payer.
Done	Cancel
7. Select Done.	

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

<select a<="" th=""><th>account> ~</th><th>Breakfast Club 📀</th><th>Preference currently</th><th>Settings</th></select>	account> ~	Breakfast Club 📀	Preference currently	Settings
06/2023 W T F	Status	Breakfast Club notes Account notes		Reports
Image:	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 Paid: 0.00 Credit: 0.00 Paid: 0.00 Credit: 0.00 Paid: 0.00 Credit: 0.00	No Milk	1.	Navigate to the relevant club and select the Reports button.

Breakfast Club reports	?	×	Breakfast Club childca	re voucher payments report sel ×
Select report			Report date range Select report dates:	
Breakfast Club statement report	Breakfast Club attendance summary		Today	с
			This week	C
Breakfast Club attendance report	Breakfast Club register		Last week	C
			Select month	ſ
Breakfast Club debt report	Breakfast Club childcare voucher payments report		Month	Jun 2023 🗸 🗸
			Custom	0
Breakfast Club credit report	Breakf preferences		From	26 Jun 2023
			Until	26 Jun 2023
Generate mail merge	2. Select the club		All dates	0
	childcare voucher			
Breakfast Club payment activity report	payments report.		Select class:	<all classes=""></all>
			Select account:	<all pupils=""></all>
Breakfast Club reconciliation report			Select childcare provider:	<all providers<="" th=""></all>
				3. Select the required
C	lose		ок	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**

Dinners Extended day Income Accounts Expenditure Banking Trips and events Communications Lettings Orders Configuration Reports Reports Financial reports ? × C Banking reports Select report Account reports ۵E Income and expenditure summary Ê Y Transaction audit report Trip reports 2.546 T - Q Pupil premium contribution report Cost centre ledger report Ċ Dinner money reports Childcare voucher payments report Ę 8 Gift Aid payment report h Sales and payments report Products and orders Gift Aid payers report Finang 8= 2. Select the club Online reports R Ę Gift Aid registration form childcare voucher payments report. Financial reports Petty cash report Ô 2.546 T - 💭 Lettings reports Close

Select report dates:					
Today	C				
This week	С				
Last week	С			2	Soloct the
Select month	œ			13.	required date
Month	Jun 2023	~	$\left \right\rangle$		range and
Custom	C			4	select OK .
From	26 Jun 2023				
Until	26 Jun 2023				
All dates	С				
Select class:	<all classes=""></all>		\sim		
Select account:	<all pupils=""></all>		\sim		
Select childcare provider:	<all providers=""></all>		\sim		

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 <u>help.tucasi.com</u>