# How do I configure Pupil Premium?

The Pupil Premium indicator can be imported to SCO from your MIS system. The field will import automatically if using the Wonde or SIMS dynamic link.

If using a csv file to import pupil data, the **Pupil Premium Indicator** field will need to be added to your import file.

You can also manually configure pupil accounts to indicate Pupil Premium status, as follows:
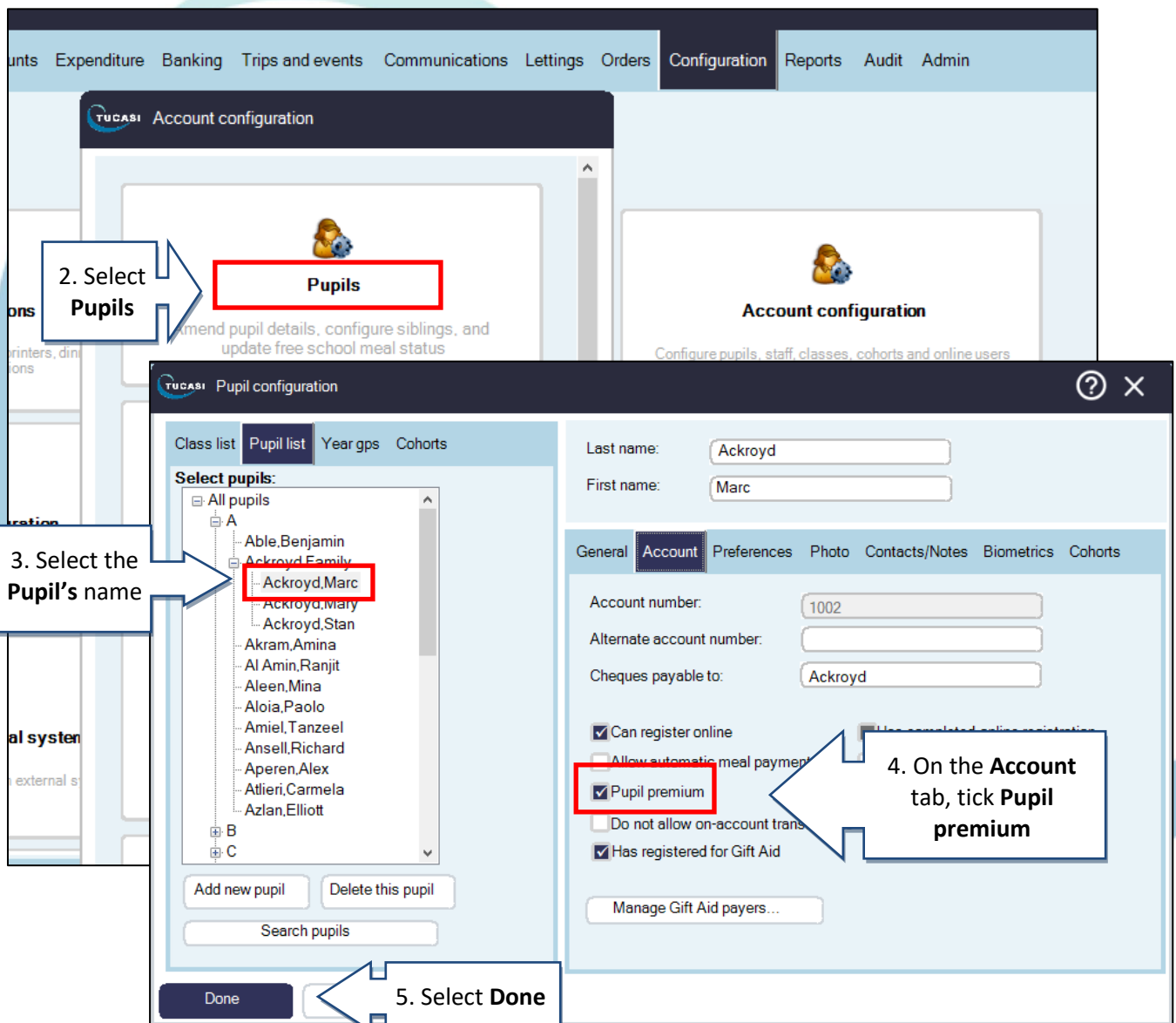
1. Select the **Configuration** tab and then **Account configuration**

2. Select **Pupils**

3. Select the **Pupil's** name

4. On the **Account** tab, tick **Pupil premium**

5. Select **Done**

# How do I configure a Pupil Premium Cost Centre?

1. Select the **Configuration** tab

Banking | Trips and events | Communications | Lettings | Orders | Configuration | Reports | Au

**User configuration**

Configure user IDs and level of user access

2. Select **Banking configuration**

**Banking configuration**

Configure bank accounts, cost centres, account codes and pre-payment accounts

**Template manager**

View and edit mail merge templates

TUCASI | Banking configuration

**Bank accounts/cost centres**

Configure main bank account names and create/delete cost centres

3. Select **Bank accounts/cost centres**

**Account codes**

Configure account codes for further reporting

**Pre-payment accounts**

Configure pre-payment accounts

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Bank accounts and cost centres | Pre-payment accounts | Pupil premium

**Bank accounts**

Details
Enter the name of the cost centre her

- All bank accounts
    - Friends Of School
        - Play group Fees
    - Main Account
        - After School Club
        - Art Club Spring Term 2023
        - Bank Interest
        - Breakfast Club
        - Charities
        - Dinner Money
        - Donations
        - Exam Fees
        - French Trip 20
        - Isle of Wight 2
        - Lettings insura
        - Lockers
        - Maths Worksh
        - Museum 2023
        - Nottingham Ca
        - Nursery
        - Oliver Twist
        - PayPoint Misc
        - Pupil Premium
        - Stationery
        - Tower Wood I
        - Uniform
        - VMS Bank Cha
    - School Fund
        - Fundraising
        - Nursery
        - Photos
        - School Buildin

Pupil Premium Funding

4. Select the relevant **Bank Account** then select **Add new**

5. Enter the name of the cost centre e.g. **Pupil premium**

7. Select **Bank accounts/cost centres**

Done | Cancel

6. Select **Done**

8. Select the **Pupil premium** tab

TUCASI | Bank configuration

Bank accounts and cost centres | Pre-payment accounts | Pupil premium

**Pupil premium cost centre**

If the school tracks pupil premium spending on pupils, all such spending is recorded against a dedicated cost centre.
Select the cost centre used for pupil premium spending here.

Select the cost centre to be used: | Pupil Premium Funding

9. Select the **Pupil premium** cost centre created above and select **Done**

# How do I record Pupil Premium payments?

## Dinners & Extended Day

**Note**: Pupils entitled to Pupil Premium display with an * next to their name

| Pupil name | | ◄ | 19/02/2024 M T W | | | 26/02/2024 | | T F | 04/03/2024 M T W T | | | F |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| * Ackroyd,Marc | Payment | | | | | | | | | | | M |
| Drummond,Vanessa | Payment | | | | | | | | | | | |
| Goodway,Catherine | Payment | | | | | | | | | | | |
| Guntley,Mike | Payment | | | | | | | | | | | M |
| Healey,Karen | Payment | | | | | | | | | | | M |

1. Select the **Payment** button next to the name of the pupil

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**Enter Dinner Money discount amount** ✕

Ackroyd,Marc　　　　　　　　　　　　　[ Payment history ]

Select:
○ Payment　　○ Refund　　⦿ Discount

2. Select **Discount**

Specify the payment type:
⦿ Cash　　○ Cheque　　○ Credit/debit　　○ On account

Available account balance: 0.00

Effective date　　　[ 07 03 2024 ▦▾ ] ☐ Enab

Enter discount amount:　[ 15.00 ]

Show receipt after discount?　☑

Is pupil premium contribution?　☑

Reason for discount:　[ Pupil premium contribution ]

3. Enter the amount of Pupil Premium and tick box **Is pupil premium contribution?**

[ Confirm discount ]　[ Cancel ]

4. Reason for discount populates as 'Pupil premium contribution'. Select **Confirm discount**

# Trips and events

**Note**: Pupils entitled to Pupil Premium display with an * next to their name



**Trip payments - Museum 2023**

| Account | Class | Year | | Paid | | |
|---|---|---|---|---|---|---|
| * Ackroyd,Marc (1002) | Year 6 | 6 | Payment | | | 0 |
| Drummond,Vanessa (... | Year 6 | 6 | Payment | 0.00 | | 0 |
| Goodway,Catherine (... | Year 6 | 6 | Payment | 0.00 | 0.00 | 10.00 |
| Guntley,Mike (1105) | Year 6 | 6 | Payment | 0.00 | 0.00 | 10.00 |
| Healey,Karen (1120) | Year 6 | 6 | Payment | 0.00 | 0.00 | 10.00 |
| Hobbs,Sam (1124) | Year 6 | 6 | Payment | 0.00 | 0.00 | 10.00 |

1. Select the **Payment** button next to the name of the pupil

**Enter trip discount amount**

Ackroyd,Marc                    Payment history

Select:
○ Payment      ○ Refund      ◉ Discount

Specify the payment type:
◉ Cash         ○ Cheque      ○ Credit/debit      ○ On account

Available account balance: 0.00

Effective date          07 03 2024          Enab

Enter discount amount:   10.00

Show receipt after discount?   ☑

Is pupil premium contribution?   ☑

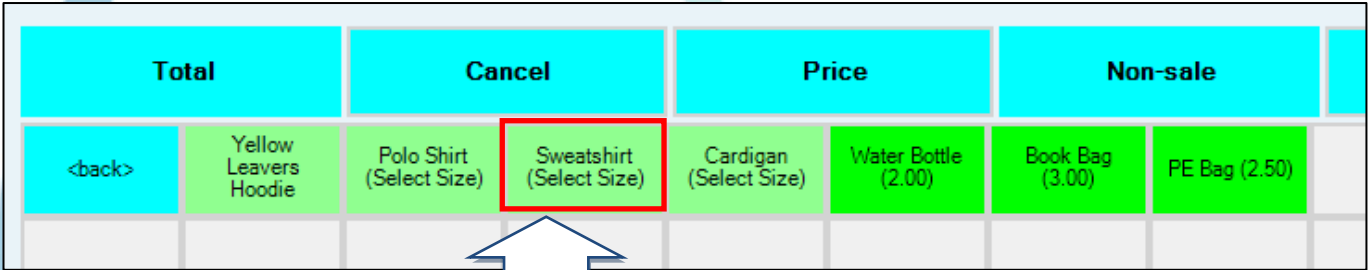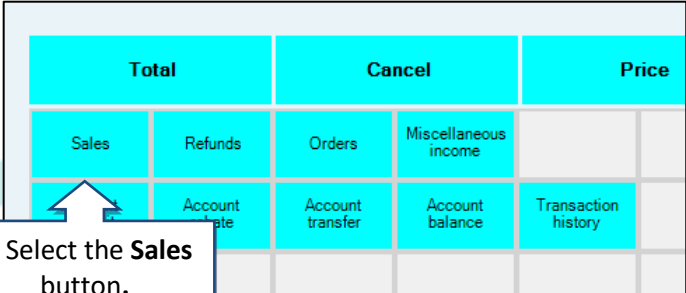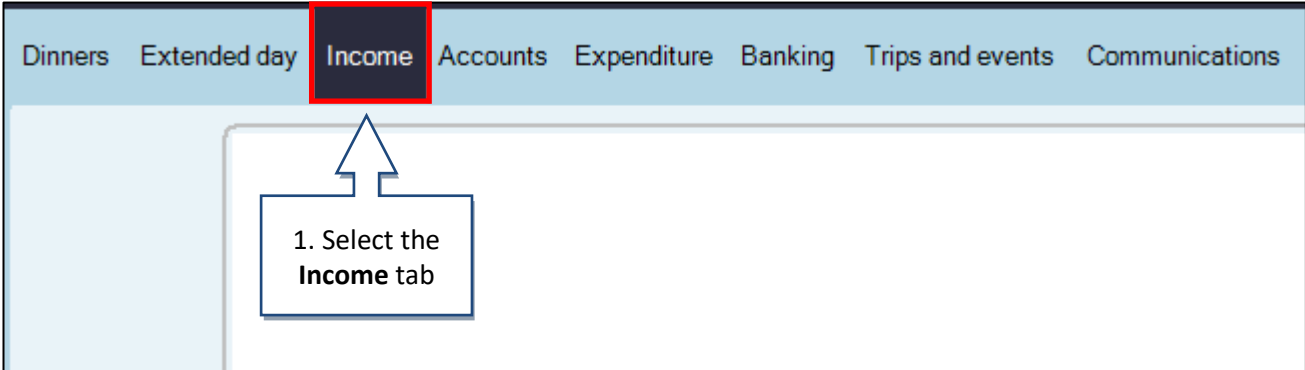Reason for discount:   Pupil premium contribution

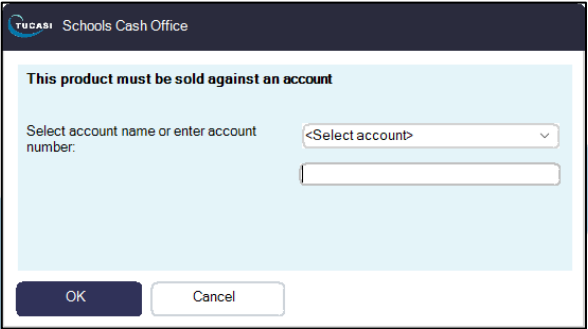Confirm discount    Cancel

2. Select **Discount**

3. Enter the amount of Pupil Premium and tick **Is pupil premium contribution?**

4. Reason for discount populates as 'Pupil premium contribution'. Select **Confirm discount**

# How do I record Pupil Premium for Income using Product buttons?

| Dinners | Extended day | Income | Accounts | Expenditure | Banking | Trips and events | Communications |

**1. Select the Income tab**

| Total | | Cancel | | Price |
|---|---|---|---|---|
| Sales | Refunds | Orders | Miscellaneous income | |
| | Account rate | Account transfer | Account balance | Transaction history |

**2. Select the Sales button.**

| Total | | Cancel | | Price | | Non-sale | | |
|---|---|---|---|---|---|---|---|---|
| <back> | Yellow Leavers Hoodie | Polo Shirt (Select Size) | Sweatshirt (Select Size) | Cardigan (Select Size) | Water Bottle (2.00) | Book Bag (3.00) | PE Bag (2.50) | |

**3. Select the Product button you wish to enter income for.**
**Enter pupil name if prompted or select pupil name from the "Select account' list"**

**Note**: Pupils entitled to Pupil Premium display with an * next to their name

### TUCASI Schools Cash Office

**This product must be sold against an account**

Select account name or enter account number:   <Select account>

[ OK ]   [ Cancel ]

inners  Extended day  **Income**  Accounts  Expenditure  Banking  Trips and events  Communications  Lettings  Orders

Items purchased:
**Sweatshirt(24")**

4. Select the product item at the top of the screen. The blue **Price** button at the bottom changes to **Pupil premium**. Click on the button

Select account from list:                                           * Ackroyd,Marc (Year 6)

*Enter price/qty/code:

| **Total** | **Cancel** | **Pupil premium** | **Non-sale** |
|---|---|---|---|
| <back> | Yellow Leavers Hoodie | Polo Shirt (Select Size) | Sweatshirt (Select Size) | Cardigan (Select Size) | ar Bottle (2.00) | Book Bag (3.00) | PE Bag (2.50) |

5. Enter the amount you wish to allocate for Pupil Premium.
Select **OK**

TUCASI  Schools Cash Office

**Enter amount of pupil premium contribution**

Pupil premium:                5.00

OK          Cancel

Items purchased:
Sweatshirt(24")
  Pupil premium

6. The item will now show as discounted, Pupil Premium

8.50
-5.00

7. Select the **Total** button

* Ackroyd,Marc (Year 6)

price/qty/code:

| Total | Cancel | Price | Non-sale | Memo | On acc |
|---|---|---|---|---|---|
| <back> | Yellow Leavers Hoodie | Polo Shirt (Select Size) | Sweatshirt (Select Size) | Cardigan (Select Size) | Water Bottle (2.00) | Book Bag (3.00) | PE Bag (2.50) | | | |

Schools Cash Office

Are you delivering the stock products immediately?

Yes    No

8. Select **Yes**

Items purchased:
Sweatshirt(24")
  Pupil premium

TOTAL

8.50
-8.50

0.00

9. Select **Complete transaction**

list:

* Ackroyd,Marc (Year 6)

enter payment amount:

| Sales mode | Cancel | Price | Non-sale | Memo | On acc |
|---|---|---|---|---|---|
| Complete transaction | | | | | |

| | | | | | | Items purchased: | | |
| Sweatshirt(24") | | | | | | | 8.50 | |
|   Pupil premium | | | | | | | -8.50 | |
| | | | | | | | | |
| TOTAL | | | | | | | 0.00 | |
| | | | | | | | | |
| 08/03/24 14:15 Transn: 9902 / 1000000582 | | | | | | | | |
| Terminal: TUCASI-LT-00050 Operator: Sue Ridley | | | | | | | | |
|                                 Tucasi School 2 | | | | | | | | |
| VAT code S   20% | | | | | | | 0.00 | |
| VAT reg. no 123456789 | | | | | | | | |

The transaction now shows as completed.

Select account from list: * Ackroyd,Marc (Year 6)

Or enter A/C number:

# How do I report on Pupil Premium?

## Trip Balances Report

*(Trips and events tab, Reports, Trip balances report)*

### Trip Balances Report
Reported at: 14/08/2023 16:25:37

Pupil premium column

Trip: Museum 2023 (Date of trip: 15/03/2023)

| Name | Class | Paid | Discount | Pupil premium | Owing |
|---|---|---|---|---|---|
| Ackroyd, Marc | Year 6 | 0.00 | 0.00 | 5.00 | 5.00 |
| Drummond, Vanessa | Year 6 | 0.00 | 0.00 | 0.00 | 10.00 |
| Goodway, Catherine | Year 6 | 0.00 | 0.00 | 0.00 | 10.00 |
| Guntley, Mike | Year 6 | 0.00 | 0.00 | 0.00 | 10.00 |
| Healey, Karen | Year 6 | 0.00 | 0.00 | 0.00 | 10.00 |
| Hobbs, Sam | Year 6 | 0.00 | 0.00 | 0.00 | 10.00 |
| Honeywell, Fred | Year 6 | 0.00 | 0.00 | 5.00 | 5.00 |
| Hutchinson, Roger | Year 6 | 0.00 | 0.00 | 0.00 | 10.00 |
| Jones, Jim | Year 6 | 0.00 | 0.00 | 0.00 | 10.00 |

# Cost Centre Ledger Report

*(Reports tab, Financial reports, Cost centre ledger report)*

Reporting on **Pupil Premium** cost centre provides a breakdown of all Pupil Premium contributions over a period of time.

### Cost Centre Ledger Report
Reported at: 14/08/2023 16:12:10

**Cost centre: Pupil Premium Funding**
Report dates: 01/01/2023 to 14/08/2023

| Date/time | Trans. no. | Description | Payment ID | Credit | Debit | Balance |
|---|---|---|---|---|---|---|
| | | | Opening balance | | | 0.00 |
| 05/01/23 11:15 | 1000000577 | On account Sale:Basry,Amal (Tower WoodResidential 2023) | | | 250.00 | -250.00 |
| 14/08/23 16:01 | 1000000579 | On account Dinner Income: Ackroyd,Marc (Pupil premium (Dinner Mone | | | 15.25 | -265.25 |
| 14/08/23 16:02 | 1000000580 | On account Sale: Ackroyd,Marc (Pupil premium (After School Club)) | | | 30.00 | -295.25 |
| 14/08/23 16:03 | 1000000581 | On account Sale: Ackroyd,Marc (Museum 2023) | | | 5.00 | -300.25 |
| 14/08/23 16:04 | 1000000582 | On account Sale: Ackroyd,Marc (Book Bag) | | | 3.00 | -303.25 |
| 14/08/23 16:06 | 1000000583 | On account Sale: Honeywell,Fred (Museum 2023) | | | 5.00 | -308.25 |
| | | | Total credits/debits | 0.00 | 308.25 | |
| | | | Closing balance | | | -308.25 |

# Pupil Premium Contributions Report

*(Reports tab, Financial reports, Pupil premium contribution report)*

The Pupil Premium Contributions report provides a breakdown of all Pupil Premium contributions per pupil, over a period of time.

### Pupil Premium Contribution Report
Reported at: 14/08/2023 16:14:56

Transactions between 01/08/2023 and 31/08/2023

**Ackroyd, Marc**

| Date | Transaction | Item | Amount |
|---|---|---|---|
| 14/08/2023 | 1000000579 | Dinner Money | 15.25 |
| 14/08/2023 | 1000000580 | After School Club | 30.00 |
| 14/08/2023 | 1000000581 | Museum 2023 | 5.00 |
| 14/08/2023 | 1000000582 | Book Bag | 3.00 |
| | | Total | 53.25 |

**Honeywell, Fred**

| Date | Transaction | Item | Amount |
|---|---|---|---|
| 14/08/2023 | 1000000583 | Museum 2023 | 5.00 |
| | | Total | 5.00 |
| | | Grand total | 58.25 |

# 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
**Pupil Premium** section
**help.tucasi.com**