

How do I add a trip?

1. Click on the **Trips and events** tab.
At the bottom of the screen
Select **Add Trip**.

2. Complete the
Trip details.

4. Either select pupils here
if they are on the trip and
owe the money.
**This will show as a debt on
SCOPAY.**

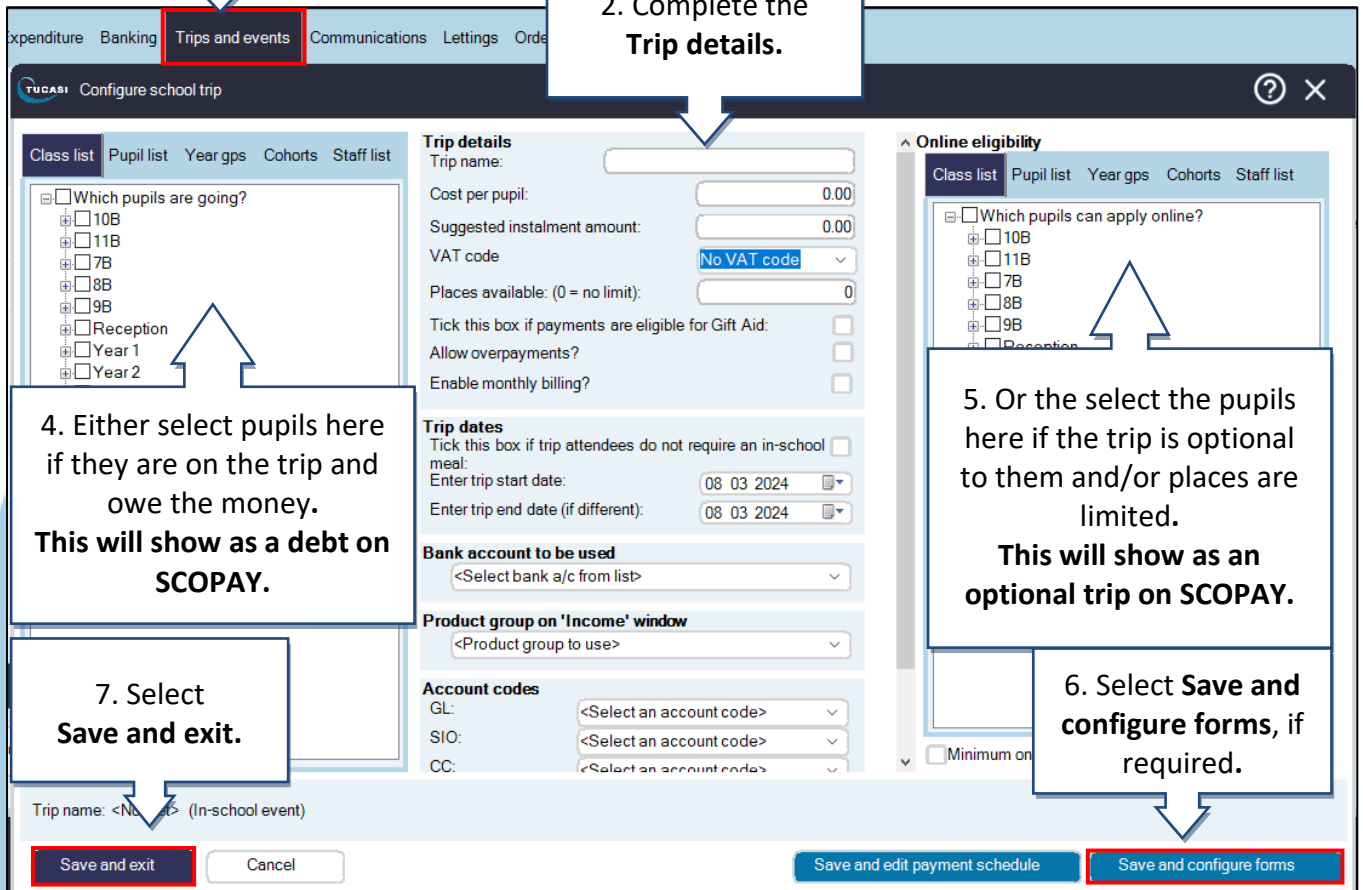
7. Select
Save and exit.

5. Or the select the pupils
here if the trip is optional
to them and/or places are
limited.
**This will show as an
optional trip on SCOPAY.**

6. Select **Save and
configure forms**, if
required.

3. Select **Trip
available online**.

Payments options
 Trip available online
 PayPoint enabled



The screenshot shows the 'Configure school trip' form in the TUCASI system. The 'Trips and events' tab is selected at the top. The form is divided into several sections:

- Class list:** A list of classes (10B, 11B, 7B, 8B, 9B, Reception, Year 1, Year 2) with checkboxes for selection.
- Trip details:** Fields for Trip name, Cost per pupil (0.00), Suggested instalment amount (0.00), VAT code (No VAT code), Places available (0), and checkboxes for Gift Aid eligibility, overpayments, and monthly billing.
- Trip dates:** Fields for start and end dates (both 08 03 2024).
- Bank account to be used:** A dropdown menu for selecting a bank account.
- Product group on 'Income' window:** A dropdown menu for selecting a product group.
- Account codes:** Fields for GL, SIO, and CC, each with a dropdown menu.
- Online eligibility:** A section with a similar class list and checkboxes for online application eligibility.

At the bottom of the form, there are three buttons: 'Save and exit' (highlighted in red), 'Cancel', and 'Save and edit payment schedule'. A fourth button, 'Save and configure forms' (highlighted in red), is located to the right of the 'Save and edit payment schedule' button.

How do I enter Trip payments?

① Note that payments made online via SCOPAY will be automatically assigned to the trip.

1. Double click the trip name to open the payments window

2. Click the **Payment** button next to the pupil's name.

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

Account	Class	Year	Paid	D
Ackroyd, Marc (1002)	Year 6	6	Payment	0.00
Drummond, Vanessa...	Year 6	6	Payment	0.00
Goodway, Catherine (...)	Year 6	6	Payment	0.00
Kearney, Kev (1150)	Year 6	6	Payment	0.00

Enter trip payment details

Drummond, Vanessa

Select: Payment Refund Discount Write off balance

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

Current balance: 0.00

07 03 2024 Enabled

payment amount:

receipt after payment?

Is pupil premium contribution?

Memo:

How do I record Miscellaneous Income?

1. Click on the **Income** tab.

3. Enter the **Payment details**.

Extended day **Income** Accounts Expenditure Banking Trips and events

Select account from list:

Or enter A/C number:

Details of this transaction

Cake Sale

Credit this cost centre

Cost centre:

GL:

SIO:

CC:

Specify the payment type

Cash Cheque Credit/debit On account

Show receipt?

Effective date: Enable

Pupil details

Pupil account no:

Or select name:

(no pupil selected)

Amount

Gross amount:

VAT information

VAT'able? VAT amount:

2. Select **Miscellaneous Income**.

4. Select **Done**.

How do I record Income using Product buttons?

1. Select the **Income** tab. Select **Sales**.

Total		Cancel	
Sales	Refunds	Orders	Miscellaneous income
Account deposit	Account rebate	Account transfer	Account balance

Total		Cancel	
Trips and events	Uniform	Workshops	After School Activities

2. Select the **Button** you wish to enter income for. Enter the **pupil name**, if prompted.

Select account from list:
*Enter price/qty/code:

Total	Cancel	Price
<back>	24' (8.50)	26' (8.50)
	28' (8.50)	30' (8.50)

This product must be sold against an account

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

OK Cancel

OR

3. Select the **Button** you wish to enter income for. Enter the **amount** of the **Cash** or **Cheque**.

Select account from list:
*Enter price/qty/code:

Total	Cancel
<back>	Red Nose Day (Enter price)
	Children in Need (Enter price)

Price entry is required for this item

Enter price: 0.00

OK Cancel

4. Select the **Total** button.

Total	Cancel
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5. Select the **Payment** type.

Sales mode		Cancel	
Cash	Cheque	Credit/debit	On account

How do I record Expenditure?

1. Select the **Expenditure** tab.

The screenshot shows the 'Expenditure' tab selected in the top navigation bar. Below it, the 'Expenditure functions' section contains two main options: 'Payment to supplier' and 'Miscellaneous expenditure'. A callout box points to the 'Expenditure' tab, and another callout box points to the two main options.

Expenditure functions

- Payment to supplier**
Record expenditure payments to suppliers or regular payees
- Miscellaneous expenditure**
Record ad hoc expenditure payments

3. Enter **transaction details** or select **Supplier**. Select the **cost centre, payment type** and **amount**. Click **Done**.

The screenshot shows the 'Enter payment details' form with the following fields and options:

- Payee details**
Select a supplier, or click 'Add new' to add a new supplier:
Supplier list: ABC Coaches [Edit]
- Pay from this cost centre**
Cost centre: Museum 2023
GL: <Select an account code>
SIO: <Select an account code>
CC: <Select an account code>
- Specify the payment type**
 Cash Cheque Credit/debit Petty cash
Show receipt?
Effective date: 07 03 2024 [Enable]
- Amount**
Gross amount: 0.00
- VAT information**
VAT'able? VAT amount: []
- Buttons: Done (highlighted), Cancel

ⓘ Select the **Credit/debit** payment option for payments made by **bank transfer**.

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
Trips and events section
help.tucasi.com