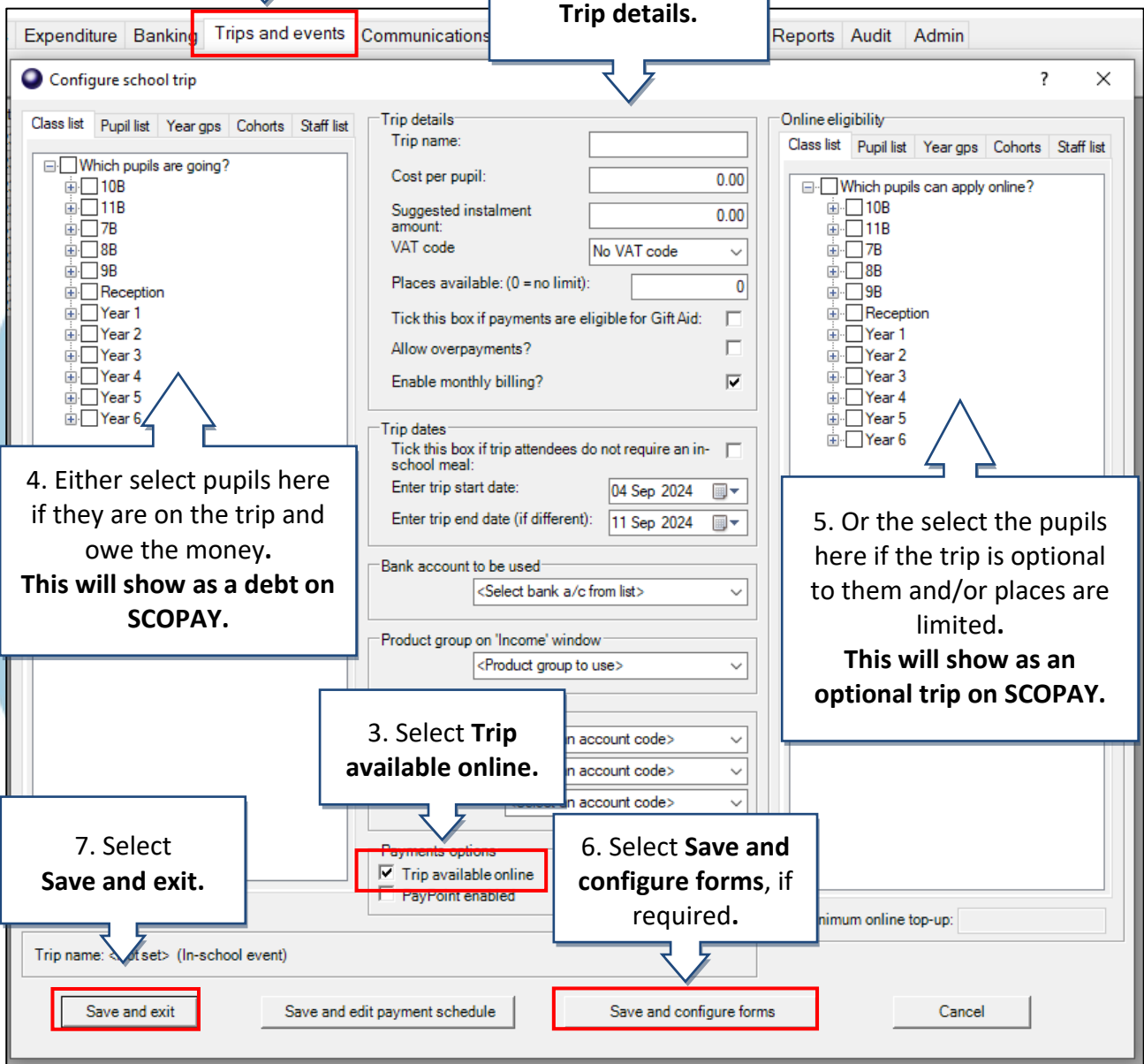


How do I add a trip?

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

2. Complete the
Trip details.



The screenshot shows the 'Configure school trip' window with the following callouts:

- 1.** Points to the 'Trips and events' tab at the top and the 'Add Trip' button at the bottom.
- 2.** Points to the 'Trip details' section, which includes fields for Trip name, Cost per pupil, Suggested instalment amount, VAT code, Places available, Gift Aid eligibility, Allow overpayments?, and Enable monthly billing?.
- 3.** Points to the 'Trip dates' section, including a checkbox for in-school meals and date pickers for start and end dates.
- 4.** Points to the 'Which pupils are going?' list on the left, which includes checkboxes for classes like 10B, 11B, 7B, 8B, 9B, Reception, and Years 1-6.
- 5.** Points to the 'Online eligibility' section on the right, which includes a checkbox for 'Which pupils can apply online?' and a similar list of classes.
- 6.** Points to the 'Payments options' section at the bottom, where the 'Trip available online' checkbox is checked.
- 7.** Points to the 'Save and exit' button at the bottom left.

How do I enter Trip payments?

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

1. Double-click on the trip to open it.

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

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

The screenshot shows the 'Trip payments - London' interface. A table lists pupils with columns for Pupil ID, Account, Class, Year, Paid, Discount, Owing, Consent, and Consent notes. The 'Payment' button is highlighted next to Marc Ackroyd. A modal window titled 'Enter trip payment details' is open for Marc Ackroyd, showing options for payment type (Cash, Cheque, Credit/debit, On account), amount (40.00), and a 'Confirm payment' button.

| Pupil ID | Account | Class | Year | Paid | Discount | Owing | Consent | Consent notes |
|----------|--------------------------|-------|------|----------------|----------|--------|-------------------------------------|---------------------------|
| 1410 | * Ackroyd, Marc (1002) | 8B | 8 | Payment 180.00 | 0.00 | 40.00 | <input checked="" type="checkbox"/> | Mark will need to take... |
| 1411 | Drummond, Vanessa (1070) | 8B | 8 | Payment | 0.00 | 0.00 | <input type="checkbox"/> | |
| 1412 | Goodway | | | | | 220.00 | <input type="checkbox"/> | |
| 1413 | Guntley, M | | | | | 220.00 | <input type="checkbox"/> | |
| 1414 | Healey, K | | | | | 60.00 | <input type="checkbox"/> | |
| 1415 | Hobbs, S | | | | | 220.00 | <input type="checkbox"/> | |
| 1416 | * Honeyw | | | | | 00.00 | <input checked="" type="checkbox"/> | |
| 1417 | Hutchins | | | | | 60.00 | <input type="checkbox"/> | |
| 1418 | Jones, Jim | | | | | 20.00 | <input type="checkbox"/> | |

How do I record Miscellaneous Income?

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

2. Select **Miscellaneous Income**.

3. Enter the **Payment details**.

4. Select **Done**.

The screenshot shows the 'Enter miscellaneous' form. The 'Income' tab is selected. The 'Miscellaneous income' option is chosen in the account list. The form fields include: Cost centre (Charities), GL code, SIO code, CC code, payment type (Cash), show receipt (checked), effective date (27 Oct 2019), pupil details (no pupil selected), gross amount (12.40), and VAT information (VATable? unchecked). A 'Done' button is highlighted at the bottom.

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 |

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

| | | | |
|------------------|---------|-----------|-------------------------|
| Total | | Cancel | |
| Trips and events | Uniform | Workshops | After School Activities |

| | |
|--|---------------------------|
| Sweatshirt 24" (8.50) | Schools Cash Office |
| This product must be sold against an account | |
| Select account name or enter account number: | * Ackroyd, Marc (8B) 1002 |
| | 1002 |
| OK | Cancel |

OR

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

| | | | |
|---------------------------------------|----------------------------|---------------------|--------|
| Total | Cancel | Price | Non-se |
| <back> | Red Nose Day (Enter price) | Schools Cash Office | |
| Price entry is required for this item | | | |
| Enter price | 25.36 | | |
| OK | Cancel | | |

4. Select the **Total** button.

| | |
|-------|--------|
| Total | Cancel |
|-------|--------|

5. Select the **Payment** type.

| | | | |
|------------|--------|--------------|------------|
| Sales mode | | Cancel | |
| Cash | Cheque | Credit/debit | On account |

How do I record Expenditure?

1. Select the **Expenditure** tab.

Schools Cash Office - Tucasi School 12

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

Expenditure functions

| | | | |
|--|----------------------------------|--------|-----------------------------|
| | Payment to supplier | Record | suppliers or regular payees |
| | Miscellaneous expenditure | Record | ments |

2. Select **Payment to supplier** or **Miscellaneous Expenditure**.

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

① Select the **Credit/debit** payment option for payments made by **bank transfer**.

Enter payment details

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: London
GL code: <Select an account code>
SIO code: <Select an account code>
CC code: <Select an account code>

Specify the payment type
 Cash Cheque Credit/debit Petty cash

Show receipt?
Effective date: 31 Oct 2019 [Enable]

Amount
Gross amount: 320.00

VAT information
VAT'able? VAT amount: []

[Done] [Cancel]

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