

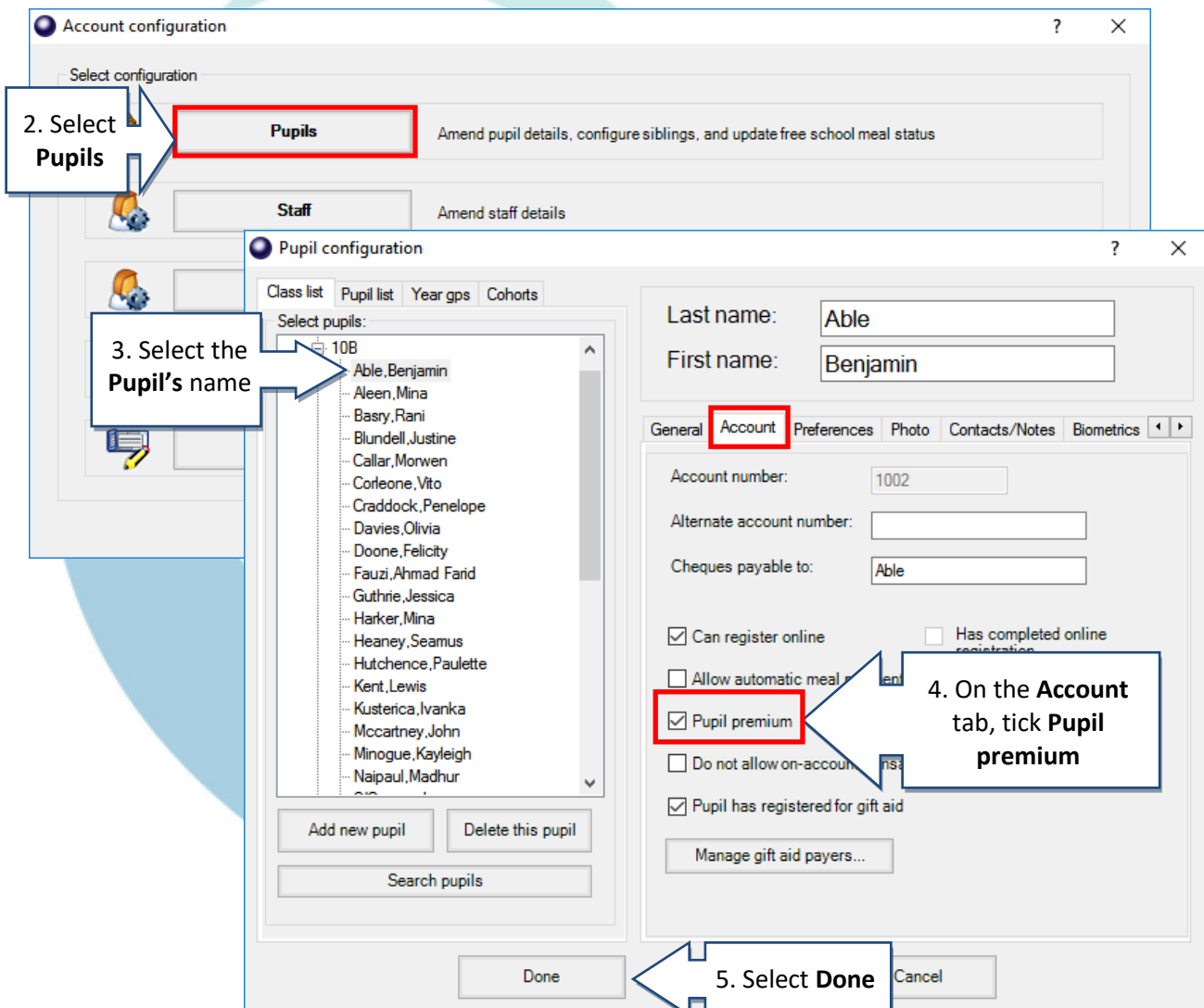
How do I configure Pupil Premium?

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**



The screenshot shows two overlapping windows. The top window is 'Account configuration' with a 'Pupils' tab selected. The bottom window is 'Pupil configuration' with the 'Account' tab selected. Five numbered callouts provide step-by-step instructions:

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

2. Select Banking configuration

3. Select Bank accounts/cost centres

4. Select the relevant Bank Account then select Add new

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

6. Select Done

7. Select Bank accounts/cost centres

8. Select the Pupil premium tab

9. Select the Pupil premium cost centre created above

10. 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

		22/02/2016			29/02/2016			07/03/2016				
Pupil name		M	T	W			F	M	T	W	T	F
* Ackroyd, Marc	Payment							M				
* Ackroyd, Mary	Payment							V				
Drummond, Vanessa	Payment											
Goodway, Catherine	Payment											
Guntley, Mike	Payment											
Healey, Karen	Payment											
Hobbs, Sam	Payment											
Honeywell, Fred	Payment											
Hutchinson, Roger	Payment											
Jones, Jim	Payment											
Kaur, Samreen	Payment											
Kearney, Kev	Payment											
Kingston, Sarah	Payment											
Lester, John	Payment											

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

Enter Dinner money 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: 02 Aug 2016

Enter discount amount: 20.00

Show receipt after discount?

Is pupil premium contribution?

Reason for discount: Pupil premium contribution

2. Select **Discount**

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

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 - Marwell Zoo

Pupil ID	Account	Class		Slip?	M?	F?	Trip specific notes	
T820200100036	* Ackroyd, Marc (1228)	8B	Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
L820200100003	* Ackroyd, Mary (1229)	8B	Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
C820200100044	Drummond, Vanessa (1230)	8B	Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
V820200199048	Goodway, Catherine (1231)	8B	Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
V820200100047	Guntley, Mike (1232)	8B	Payment	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	10.00
X820200199059	Healey, Karen (1233)	8B	Payment	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	10.00
P820200199064	Hobbs, Sam (1234)	8B	Payment	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	10.00
Z820200100042	Honeywell, Fred (1235)	8B	Payment	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	10.00
L820200100032	Hutchinson, Roger (1236)	8B	Payment	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	10.00
Q820200100025	Jones, Jim (1237)	8B	Payment	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	10.00
Y820200199079	Kaur, Samreen (1238)	8B	Payment	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	10.00
X820200100029	Keamey, Kev (1239)	8B	Payment	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	10.00
J820200100050	Kingston, Sarah (1240)	8B	Payment	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	10.00
L820200199089	Lester, John (1241)	8B	Payment	<input type="checkbox"/>	<input type="checkbox"/>	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: 02 Aug 2016 Enable

Enter discount amount: 10.00

Show receipt after discount?

Is pupil premium contribution?

Reason for discount: Pupil premium contribution

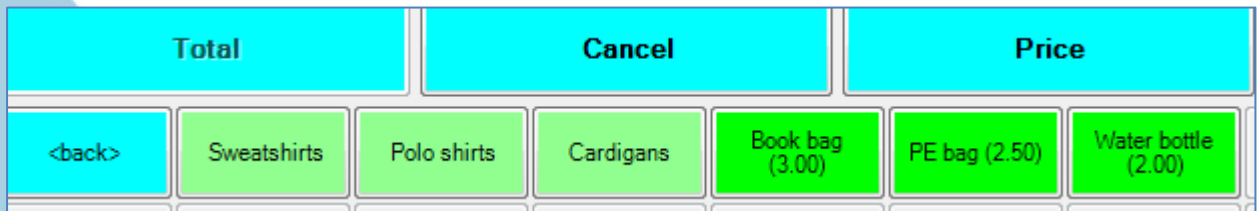
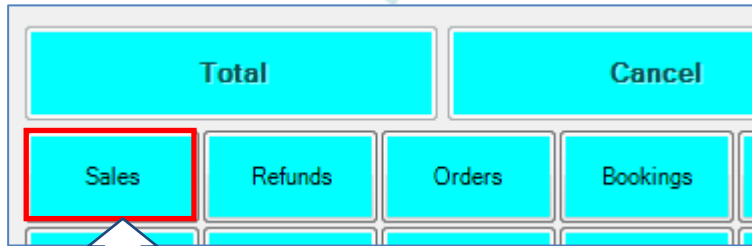
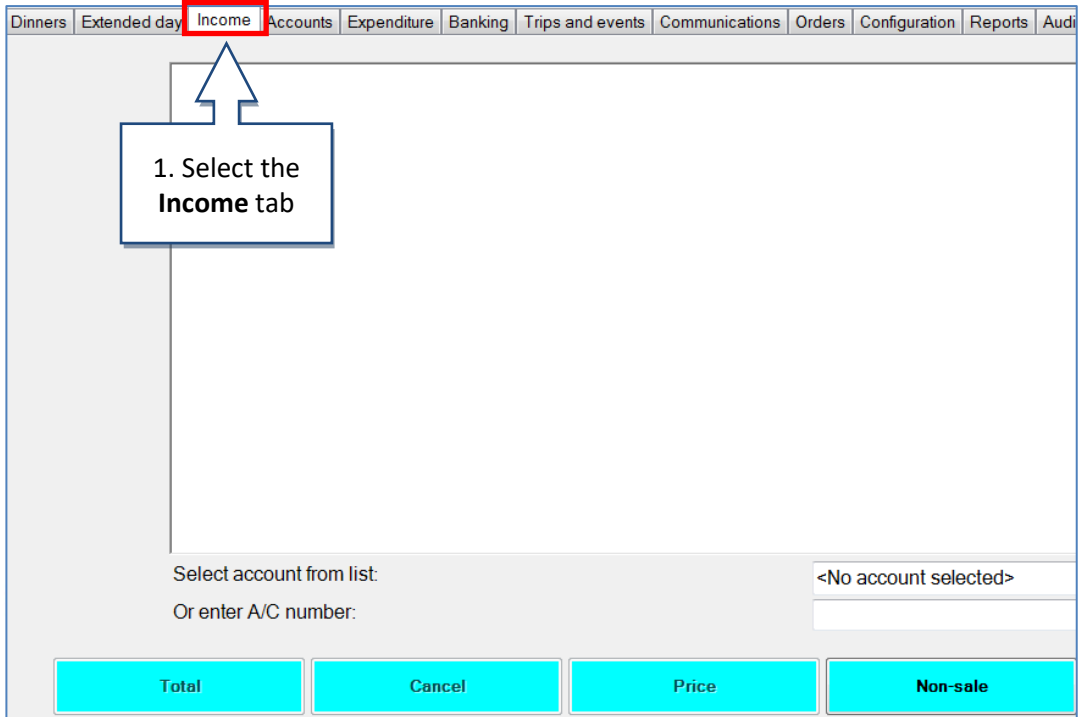
Confirm discount Cancel

2. Select **Discount**

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

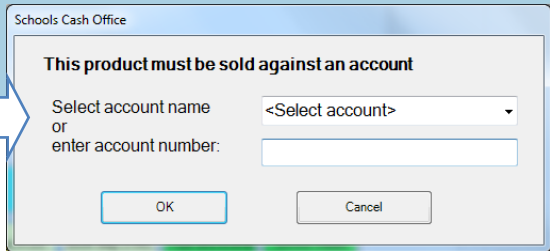
4. Reason for discount populates as 'Pupil premium contribution'. Select **Confirm discount**

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



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



Schools Cash Office - Tucasi School 1

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

Items purchased:

Book bag	3.00
----------	------

Select account from list: * Ackroyd, Marc (8B) 1228

Enter price/qty/code:

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

Schools Cash Office

Enter amount of pupil premium contribution

Pupil premium:

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

Schools Cash Office - Tucasi School 1

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

Items purchased:

Book bag	3.00
Pupil premium	-3.00

Select account from list: * Ackroyd, Marc (8B) 1228

Enter price/qty/code:

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

Schools Cash Office - Tucasi School 1

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

Items purchased:
Book bag 3.00
Pupil premium -3.00

price/qty/code:

Total Cancel Price

<back> Sweatshirts Polo shirts Cardigans Book (3.00) PE bag (2.50) (2)

Schools Cash Office

Are you delivering the stock products immediately?

Yes No

7. Select the **Total** button

8. Select **Yes**

Schools Cash Office - Tucasi School 1

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

Items purchased:
Book bag 3.00
Pupil premium -3.00
TOTAL 0.00

list: * Ackroyd, Marc (8B) 1228

mode Cancel Price Non-sale Memo On account

Complete transaction

9. Select **Complete transaction**

Schools Cash Office - Tucasi School 1

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

Items purchased:
Book bag 3.00
Pupil premium -3.00
TOTAL 0.00

03/08/16 09:53 Transn: 9901 / 1000000036
Terminal: ALEXFINSTER-PC Operator: Bobbi Brown
Tucasi School 1

The transaction now shows as completed.


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

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

Pupil premium column


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: Bastry, Amal (Tower Wood Residential 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