



**Schools Cash Office**  
Income Administration Software

# **Schools Cash Office**

## **How to Configure and Record Pupil Premium Contributions**



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## 1. About this document

This document is designed to help schools configure and record pupil premium contributions in Schools Cash Office (SCO).

Once configured, this process will allow pupil premium contributions to be recorded in the Extended Day, Dinner Money and Trips & Events modules. You will also be able to record pupil premium contributions on the Income tab using product buttons.

There is a new report to show you how much has been recorded as pupil premium contributions. The Trip Balances Report in the Trips & Events module will also include any pupil premium contributions for each child and you will be able to run the cost centre ledger report.

## 2. Before you start

You must have SCO version 2.4.0.37 or later installed. To check this, go to the **Admin** tab and click on **System Status Report**.

## 3. Configuring Pupil Premium

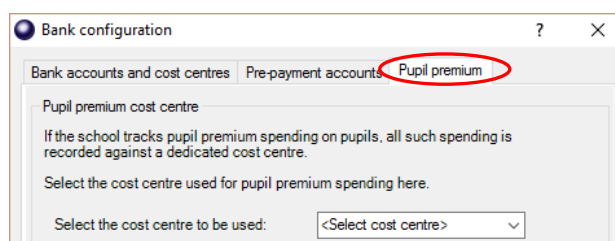
Before pupil premium contributions can be recorded, you need to add a new cost centre.

### 3.1 Adding Pupil Premium cost centre

- Go to the **Configuration** tab, select **Banking Configuration**.
- Click on **Bank accounts/cost centres**.
- Select the bank account which is linked to pupil premium contributions.
- Select **Add new cost centre**, type the name for the cost centre in the **Details** field in the right hand window, i.e Pupil Premium.
- Select **Done**.

### 3.2 Configuring Pupil Premium cost centre

- Go to the **Configuration** tab, select **Banking Configuration**.
- Click on **Bank accounts/cost centres**.
- Navigate to the **Pupil premium** tab and from the drop down menu select the new cost centre that has been created.



- Click on **Done**.

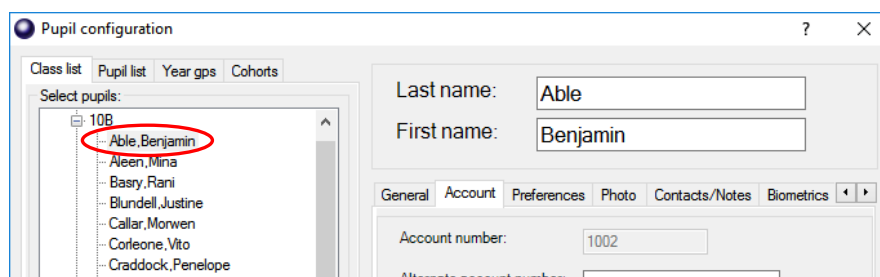
## 4. Configuring Pupils' Accounts

The Pupil Premium indicator can be imported to SCO from your MIS system. The field will import automatically if using the SIMS dynamic link. If using a csv file to import pupil data the Pupil Premium field will need to be added to your import file.

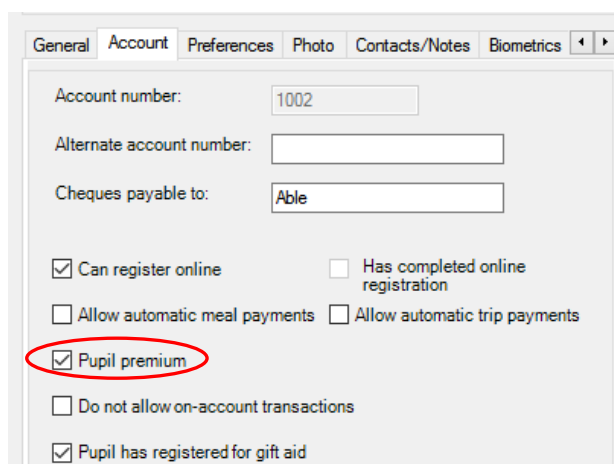
You can also manually configure pupil accounts to indicate Pupil Premium status.

### 4.1 Configuring pupil accounts manually

- Select **Configuration** tab and then **Account configuration**.
- Select **Pupils** and then the name of the pupil from the list.



- Navigate to the **Account** tab and tick the **Pupil premium** option.



- Click on **Done**.

## 5. Recording Pupil Premium payments

Once pupil premium has been configured the contributions can be recorded in the Extended Day, Dinner Money, Trips & Events modules and also on the Income tab.

### 5.1 Pupil Premium payments in Dinners/Extended Day

- Select the **Dinners/Extended Day** tab.
- Navigate to the relevant class in Dinners or the Extended Day club.
- Select the **Payment** button next to the name of the pupil.

Note: Pupil Premium pupils have a \* next to their name.

- Select **Discount**.

Enter Dinner money discount amount

Ackroyd, Marc Payment history

Select:  Payment  Refund  **Discount**  Write off balance

Specify the payment type:

Cash  
 Cheque  
 Credit/debit  
 On account

Available account balance: 0.00

Effective date: 02 Aug 2016  Enable

Enter discount amount: 20.00 Split...

Show receipt after discount?

**Is pupil premium contribution?**

Reason for discount: Pupil premium contribution

Confirm discount Cancel

- Enter the amount of Pupil Premium and tick box **Is pupil premium contribution?**
- Select **Confirm discount**.

## 5.2 Pupil Premium payments in Trips and Events

- Select the **Trips and Events** tab and click on the relevant trip name.
- Select the **Payment** button next to the name of the pupil.  
Note: Pupil Premium pupils have a \* next to their name.
- Select **Discount**.
- Enter the amount of Pupil Premium and tick box **Is pupil premium contribution?**
- Select **Confirm discount**.

## 5.3 Pupil Premium payments using Product Buttons

- Select the **Income** tab, click on **Sales**.

Select account from list: <No account selected>

Or enter A/C number:

Total	Cancel	Price	Non-sale	
<b>Sales</b>	Refunds	Orders	Bookings	Invoices
Account deposit	Account rebate	Account transfer	Account balance	Transaction history
				Miscellaneous income

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

Note: Pupil Premium pupils have a \* next to their name.

- Click on 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 - 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:

Total Cancel **Pupil premium** Non-sale Memo On account

- Enter the amount you wish to allocate for Pupil Premium, select **OK**.  
The item will now show as discounted, Pupil Premium.
- Select the **Total** button, select Yes if applicable.
- Select **Complete transaction**.

Note: If the pupil is purchasing other items or the pupil premium contribution is only part of the total amount you will need to finish the transaction with a cash or cheque sale.

## 6. Running Reports

### 6.1 Running the Trip Balances Report

If you are using the Trips and Events module the Trip Balances Report there is now a new pupil premium column. To run the report:

- Click on the **Reports** tab and select **Trip reports**.
- Select **Trip balances report** and then the name of the trip from the drop down menu. Group by class or year group if appropriate.
- Click **OK**.

**Trip Balances Report**

Reported at: 03/08/2016 10:19:52

**Trip: London**

Account name	Class	Slip?	Med?	Paid	Discount	Pupil premium	Owing
Ackroyd, Marc	8B	False	False	0.00	0.00	10.00	210.00
Ackroyd, Mary	8B	False	False	0.00	0.00	0.00	220.00

## 6.2 Running the Cost Centre Ledger Report

If you run the Cost Centre Ledger Report in the Financial Reports section it will now include the new Pupil Premium cost centre. It provides a breakdown of all Pupil Premium contributions over a period of time. To run the report:

- Click on the **Reports** tab and select **Financial reports**.
- Select **Cost centre ledger report** and then the name of the cost centre from the drop down menu.

- Select the date range you wish to report on, click **OK**.

Cost Centre Ledger Report						
Reported at: 03-Aug-16 10:25:35						
Cost centre: Pupil Premium						
Report dates: 03-Aug-16 to 03-Aug-16						
Date/time	Trans. no.	Description	Payment ID	Credit	Debit	Balance
				<b>Opening balance</b>		2,000.00
03-08-16 09:17	1000000034	On account Dinner Income: Ackroyd, Marc (Pupil premium (Dinner mone		20.00		1,980.00
03-08-16 09:20	1000000035	On account Sale: Ackroyd, Marc (London)			10.00	1,970.00
03-08-16 09:53	1000000036	On account Sale: Ackroyd, Marc (Book bag)		3.00		1,967.00
03-08-16 10:02	1000000038	On account Sale: Ackroyd, Marc (Pupil premium (After School Club))			20.00	1,947.00
03-08-16 10:02	1000000037	On account Sale: Ackroyd, Marc (Jorvik Viking Centre)			10.00	1,937.00
03-08-16 10:15	1000000039	On account Sale: Able, Benjamin (Pupil premium (Breakfast Club))			12.00	1,925.00
03-08-16 10:16	1000000040	On account Sale: Aleen, Mina (Pupil premium (Breakfast Club))			25.00	1,900.00
				Total credits/debits		
				0.00	100.00	
				<b>Closing balance</b>		1,900.00

## 6.3 Running the Pupil Premium Contributions Report

This is a new report. It provides a breakdown of all Pupil Premium contributions per pupil, over a period of time. To run the report:

- Click on the **Reports** tab and select **Financial reports**.
- Select **Pupil premium contribution report**.
- Select the date range you wish to report on.

- You can select an individual pupil or <All pupils>.
- Group by class or year group if appropriate, click **OK**.

Pupil Premium Contribution Report				
Reported at: 03/08/2016 10:30:21				
Transactions between 03/08/2016 and 03/08/2016				
Able, Benjamin				
Date	Transaction	Item	Amount	
03/08/2016	1000000039	Breakfast Club		12.00
			<b>Total</b>	<b>12.00</b>
Ackroyd, Marc				
Date	Transaction	Item	Amount	
03/08/2016	1000000034	Dinner money		20.00
03/08/2016	1000000025	Lunch		10.00

## 7. Support

If you have any queries on setting up the Pupil Premium Payments in SCO, please contact:

Tucasi Customer Support  
 Email: [support@tucasi.com](mailto:support@tucasi.com)  
 Tel: 0844 800 4017