

Schools Cash Office

Income Administration Software

How do I configure Childcare Voucher Payments?

Before the childcare voucher payments can be entered, you need to add childcare voucher payer(s) and childcare voucher provider(s) to the relevant pupils' accounts.



8. Enter the re payer's de	Add new childcare vouche Please fill in the information for elevant tails Childcare voucher provider: Childcare voucher reference:	r payer r the new childcare vouch Mrs Susan Acton	er payer. All fields are requi	× red. 9. Click Configure	
Childcare voucher provider Providers Double click on a provider to ec Busy Bees 10. Click Add provider	lit the name.		Done Cancel		
Add provider	elete provider Enter Ind Kiddiv 12. 0	ovider a name /ouchers Click Done on r	next option scree	X OK Cancel	
Ad Plea Title Firs Las	dd new childcare vouche se fill in the information : t name: 14. Add Reference	r payer 13. Select the provider fror dow Susan Acton KiddiVouchers MrsSActon	Childcare n the drop n Co Done	x are required. Infigure 15. Click Done	
16. Click S a	ve on next option	screen	Note: Repeat more childc	the above steps to ac are voucher payers.	bt
SCO v2.4 Quick Refere	nce Guide – Childcare Vo	ouchers 2		August 2	016 v1

How do I link existing childcare voucher payer to a sibling's account?

1. Select **Configuration** tab and then **Account configuration**



		ner payer			×	
Search -						
First Last	name:		Sear	8. C	Click Search	
Matching	childcare voud	her payers (click	to select)			
Title	First name	Last name	Childcare voucher provider	Childcare voucher reference	9	Click on the paver's
Mr	Bob	Able	Kiddi Care	MrBobAble <		name to select it
			10. Clia Done t	ck Save on next op o complete the pup	tion screen a il's account o	and then click configuration.
	1		10. Clie Done t	ck Save on next op o complete the pup	tion screen a il's account o	and then click configuration.

How do I process Childcare Voucher payments?

Childcare voucher payments should be added via the Extended Day tab.

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Credit/debit details	
Credit/debit payment to:	Official Account
Payment amount:	25.00
Enter Credit/debit details/reference:	Ackton
Record as childcare voucher payment	? Select payer> 6. Select the childcare voucher payer Robert Acton Susan Acton
Done	
7. Click Done	

How do I run the Childcare Voucher Report for individual clubs?

lec	aco	cou	int:	<	Sel	ect	account> ~	After S	chool Club	Settings	1. Select the Extended
016		Γ	0	8/08/2	016		► ₩		15/15 places remainin	g Breat	Day tab,
T	F	M	1 1	W	Т	F	Status			Reports	relevant club
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								Close			

	BC childcare voucher pay Report date range Select report dates:	yments report selection X
	Today	۲
	This week	0
	Last week	0
	Select month	0
3. Select the date	Month	Aug 2016 🗸 🗸
range, class,	Custom	0
provider or	From	03 Aug 2016 📃 🔻
individual pupil if	Until	03 Aug 2016
appropriate.	All dates	0
	Select class:	<all classes=""></all>
	Select pupil:	<all pupils=""></all>
	Select childcare provider:	<all providers=""> ~</all>
4. Click OK		<u>C</u> ancel

How do I run the Childcare Voucher Report for all clubs?

	N 11 .	1				
	Banking reports	Generat	e banking reports to d	isplay summary balances,	unclear	ed cheques, bank statements
	Account reports	G 💽 Fi	nancial reports	?	×	te letters
\$	Trip reports	G	Select report			and letters
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8	Financial reports	G	8	Petty cash report]	id payments and transactions for the financial year
Q	Lettings reports	G	Т	ransaction audit report		nore
-	_			pil premium contribution report]	
			Chi	Idcare voucher payments report	<	2. Select Childca voucher paymer

	Childcare voucher payme	ents report selection \times
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	Last week	0
	Select month	0
3. Select the date	Month	Aug 2016 🗸
range, class,	Custom	0
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individual pupil if	Until	03 Aug 2016
appropriate.	All dates	0
	Select class:	<all classes=""> ~</all>
	Select pupil:	<all pupils=""> ~</all>
	Select childcare provider:	<all providers=""></all>
4. Click OK		Cancel

