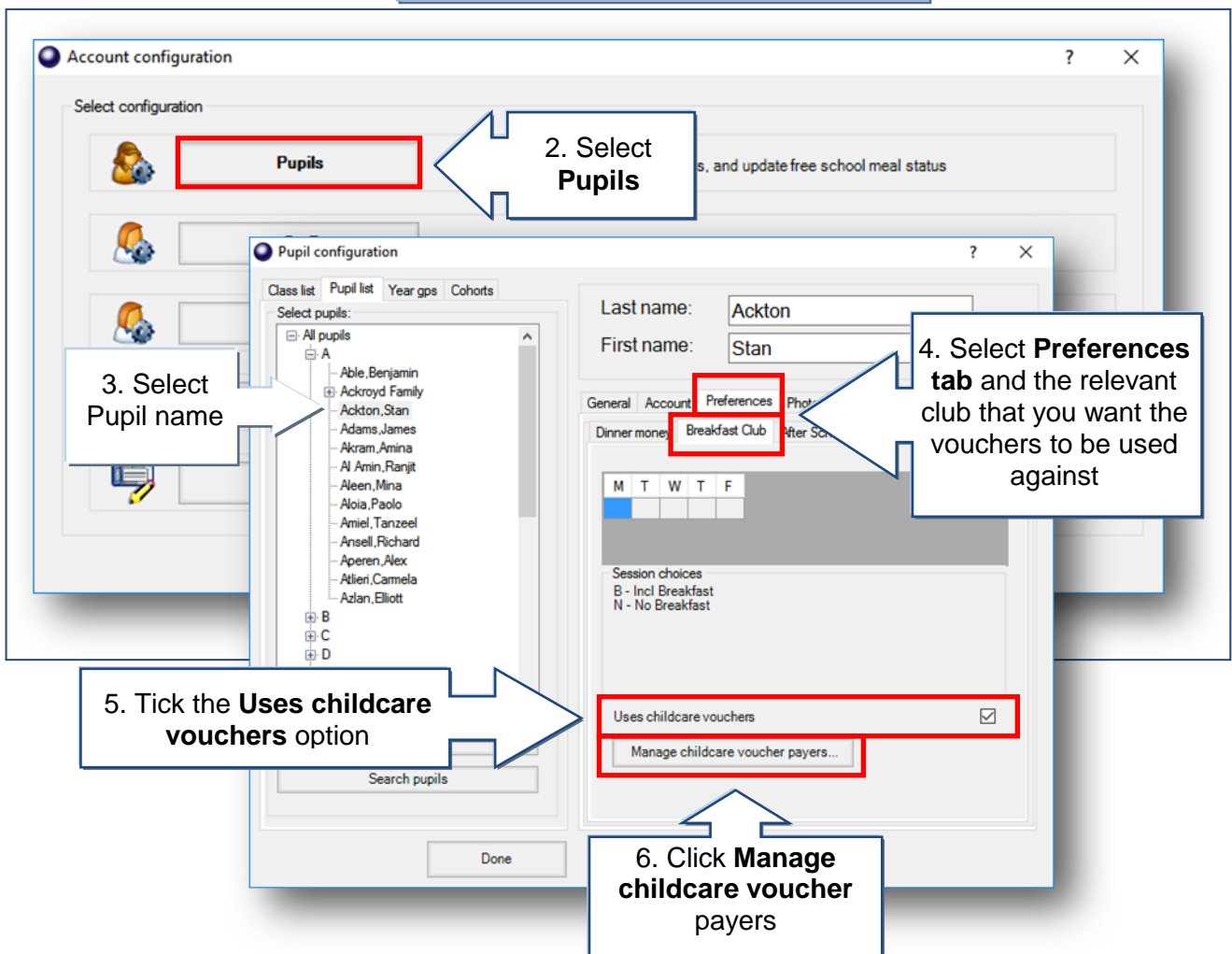


## How do I configure Childcare Voucher Payments?

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.

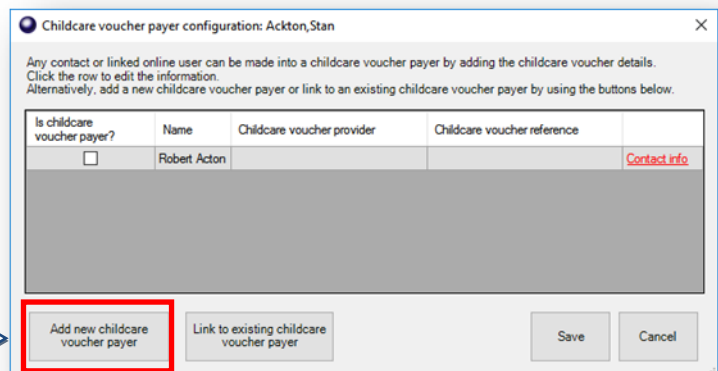
1. Select **Configuration** tab and then **Account configuration**



The screenshot shows the 'Account configuration' window. Step 1 points to the 'Pupils' tab. Step 2 points to the 'Pupils' tab. Step 3 points to a list of pupil names in the 'Pupil configuration' window. Step 4 points to the 'Preferences' tab in the 'Pupil configuration' window. Step 5 points to the 'Uses childcare vouchers' checkbox. Step 6 points to the 'Manage childcare voucher payers...' button.

**Note:** If you already have contacts set up for the pupil they will be displayed, you can click on the name of the contact to use as a new Childcare Voucher payer.

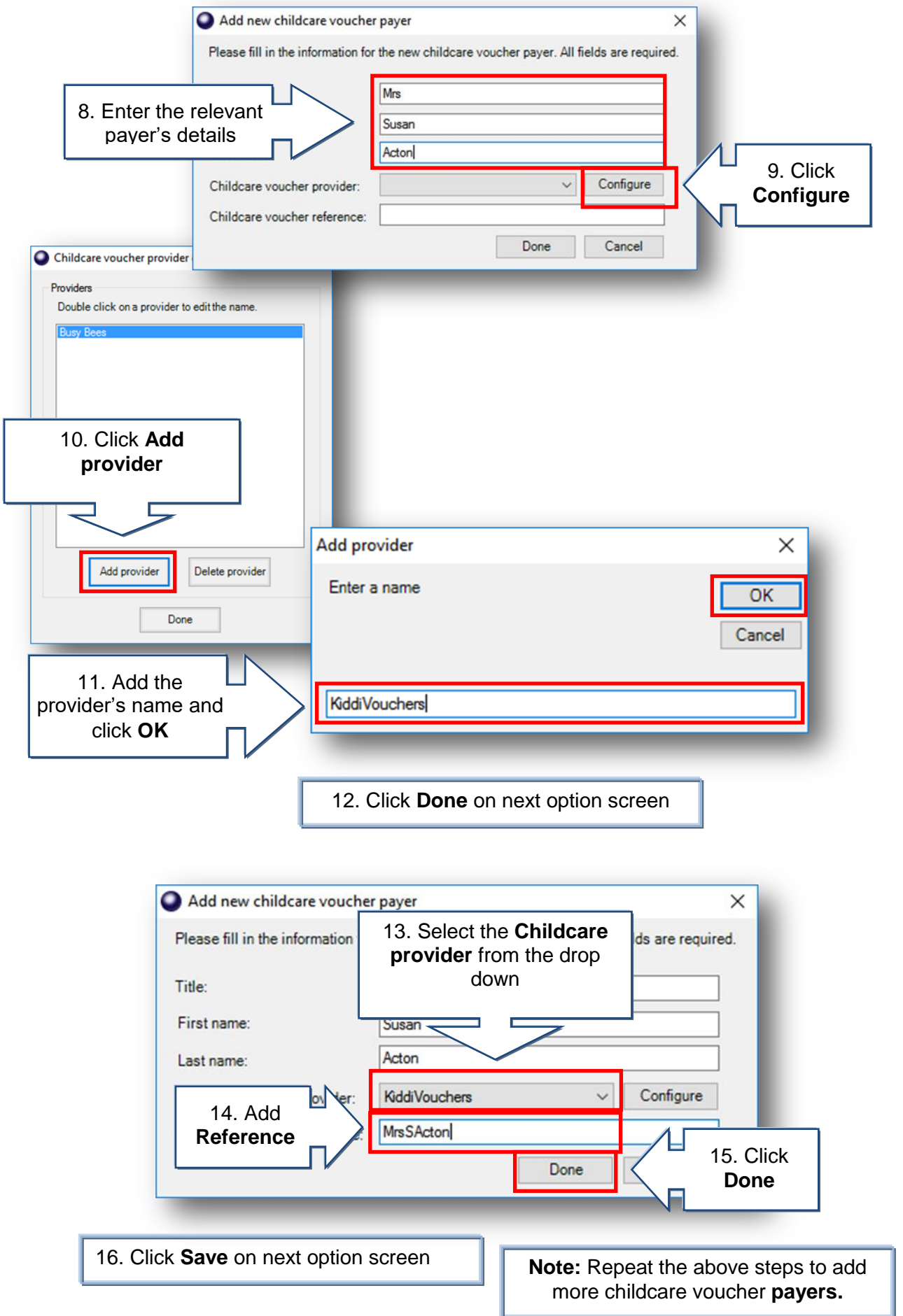
7. Click **Add new childcare voucher payer**



The dialog box is titled 'Childcare voucher payer configuration: Ackton, Stan'. It contains a table with the following data:

| Is childcare voucher payer? | Name         | Childcare voucher provider | Childcare voucher reference  |
|-----------------------------|--------------|----------------------------|------------------------------|
| <input type="checkbox"/>    | Robert Acton |                            | <a href="#">Contact info</a> |

At the bottom, there are two buttons: 'Add new childcare voucher payer' (highlighted with a red box) and 'Link to existing childcare voucher payer'. There are also 'Save' and 'Cancel' buttons.



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

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

2. Select **Pupils**

3. Select Pupil name

4. Select **Preferences** tab and the relevant club that you want the vouchers to be used against

5. Tick the **Uses childcare vouchers** option

6. Click **Manage childcare voucher payers**

7. Click **Link to existing childcare voucher payer**

| Is childcare voucher payer? | Name         | Childcare voucher provider | Childcare voucher reference  |
|-----------------------------|--------------|----------------------------|------------------------------|
| <input type="checkbox"/>    | Robert Acton |                            | <a href="#">Contact info</a> |

**8. Click Search**

**9. Click on the payer's name to select it**

**10. Click Save on next option screen and then click Done to complete the pupil's account configuration.**

| Title | First name | Last name | Childcare voucher provider | Childcare voucher reference |
|-------|------------|-----------|----------------------------|-----------------------------|
| Mr    | Bob        | Able      | Kiddi Care                 | MrBobAble                   |

## How do I process Childcare Voucher payments?

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

**1. Navigate to the relevant club**

**2. Select the relevant pupil and click on the Payment button**

**3. Select Credit/debit**

**4. Enter the amount received via voucher**

**5. Select Confirm payment**

Enter Breakfast Club payment details

Ackton, Stan 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

Enter payment amount: 25.00

Show receipt after payment?

Is pupil premium contribution?

Memo:

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>  
 <Select payer>  
 Robert Acton  
 Susan Acton

Done

6. Select the **childcare voucher payer**

7. Click **Done**

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

Select account: <Select account> **After School Club**

08/08/2016 15 / 15 places remaining

| T | F | M | T | W | T | F | Status                  |
|---|---|---|---|---|---|---|-------------------------|
|   |   |   |   |   |   |   | Paid: 0.00 Owing: 24.00 |
|   |   |   |   |   |   |   | Paid: 0.00 Credit: 0.00 |
|   |   |   |   |   |   |   | Paid: 0.00 Credit: 0.00 |
|   |   |   |   |   |   |   | Paid: 0.00 Credit: 0.00 |
|   |   |   |   |   |   |   | Paid: 0.00 Credit: 0.00 |
|   |   |   |   |   |   |   | Paid: 0.00 Credit: 0.00 |
|   |   |   |   |   |   |   | Paid: 0.00 Credit: 0.00 |
|   |   |   |   |   |   |   | Paid: 0.00 Credit: 0.00 |

Settings...  
**Reports...**  
 Sibling  
 Select mode...  
 Set session preferences  
 Pre-payment account

1. Select the **Extended Day** tab, relevant club and then **Reports**

Breakfast Club reports

Select report

BC statement report

BC payment activity report

BC attendance report

BC reconciliation report

BC debt report

BC attendance summary

BC credit report

BC register

Generate mail merge

**BC childcare voucher payments report**

Close

2. Select **BC childcare voucher payments report**

3. Select the date range, class, provider or individual pupil if appropriate.

Report date range  
Select report dates:

Today

This week

Last week

Select month

Month

Custom

From

Until

All dates

Select class:

Select pupil:

Select childcare provider:

OK Cancel

4. Click OK

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

1. Select the **Reports** tab and then **Financial Reports**

Reports

- Banking reports
- Account reports
- Trip reports
- Dinner money reports
- Sales and payments
- Products and orders
- Online reports
- Financial reports**
- Lettings reports

Financial reports

Select report

- Income and expenditure summary
- Cost centre ledger report
- Gift aid payment report
- Gift aid registration form
- Petty cash report
- Transaction audit report
- Pupil premium contribution report
- Childcare voucher payments report**

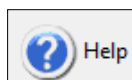
Close

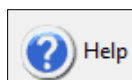
2. Select **Childcare voucher payments report**

3. Select the date range, class, provider or individual pupil if appropriate.

4. Click **OK**

## Support



If you have any queries please click the  button to access the online Help Centre or contact our Customer Support team.

Email: [support@tucasi.com](mailto:support@tucasi.com)  
Telephone: 0844 800 4017