

What can I make available online?

- Account payments**
- Dinner Money
 - Extended Day
 - Breakfast & After School Clubs
 - Nursery top up sessions
 - After School Activity Clubs (eg Football, Dance)
 - Holiday Club
 - Cashless Catering top-ups
 - Snack Money
 - Schools Cash Office General Pre-payment account top-ups

— € Account balances Add to basket

Name	Actions	Balance	Enter top-up amount
After School Club	View history Order sessions	£-24.00	£ <input type="text" value="0.00"/>
Breakfast Club	View history Order sessions	£0.00	£ <input type="text" value="0.00"/>
Cafeteria account	View history	£0.00	£ <input type="text" value="0.00"/>
Dinner money	View history Order meals	£-18.00	£ <input type="text" value="0.00"/>
General pre-payment account	View history	£0.00	£ <input type="text" value="0.00"/>
Out of School Care	View history Order sessions	£0.00	£ <input type="text" value="0.00"/>

- Trips and Events**
- Trips (including day, residential and limited places trips)
 - Events (eg Proms)
 - Tuition (eg Swimming, Music)
 - School Fund Donation

Trips and events
4 items in Trips and events
Collapse all | Expand all

— 🚗 Trips and events Add to basket

Name	History	Options	Total cost	Total owing	Enter payment amount	Pay in full?
Jorvik Viking Centre	View	View	£15.00	£10.00	£ <input type="text" value="0.00"/>	<input type="checkbox"/>
London	View	View	£220.00	£170.00	£ <input type="text" value="0.00"/>	<input type="checkbox"/>

— 🚗 Optional trips and events Add to basket

Name	Total cost	Enter payment amount	Pay in full?
France	£750.00	£ <input type="text" value="0.00"/>	<input type="checkbox"/>
Skiing 2018	£700.00	£ <input type="text" value="0.00"/>	<input type="checkbox"/>

Tuition
2 items in Tuition
Collapse all | Expand all

— 🚗 Trips and events Add to basket

Name	History	Options	Total cost	Total owing	Enter payment amount	Pay in full?
Music Tuition	View	View	£150.00	£100.00	£ <input type="text" value="0.00"/>	<input type="checkbox"/>
Swimming	View	N/A	£30.00	£30.00	£ <input type="text" value="0.00"/>	<input type="checkbox"/>

Fundraising
3 items in Fundraising
Collapse all | Expand all


— 🚗 Trips and events Add to basket

Name	History	Options	Total cost	Total owing	Enter payment amount	Pay in full?
School Fund Donations	View	View	£0.00	£0.00	£ <input type="text" value="0.00"/>	<input type="checkbox"/>

Products

- Uniform
- Locker deposits
- Revision guides
- Exam Fees
- School Fundraising
- School shop items (eg stationery)
- Performance tickets
- DVDs
- And anything that can be configured in Schools Cash Office using a Product button

Uniform
3 items in Uniform
Collapse all | Expand all

–  **Products** Add to basket

Quantity	Name	Unit price	Total price
0 ▼	Cardigan	24" (£8.50) ▼	£ 9.00 £ 0.00
0 ▼	Polo shirt	24" (£6.00) ▼	£ 8.00 £ 0.00
0 ▼	Sweatshirt	24" (£8.50) ▼	£ 8.50 £ 0.00

Other items
3 items in Other items
Collapse all | Expand all

–  **Products** Add to basket

Quantity	Name	Unit price	Total price
0 ▼	Book bag		£ 3.00 £ 0.00
0 ▼	PE bag		£ 2.50 £ 0.00
0 ▼	Water bottle		£ 2.00 £ 0.00

For more in depth information on configuring items for online payments, please refer to the *Online Payments Configuration & Administration guide*, which can be obtained from the documentation page of the Tucasi website:

<http://www.tucasihelp.com/documents/2.4SCOOnlinePaymentsConfigurationGuide.pdf>

How do I put a trip online?

1. Tick **Trip available online**

The screenshot shows the 'Configure school trip' window. On the left, under 'Which pupils are going?', a list of classes (10B to 9B and Reception) is shown with checkboxes. On the right, under 'Which pupils can apply online?', the same list is shown. In the center, the 'Online payments' section has a checkbox for 'Trip available online' which is checked. Below it, 'Minimum online top-up' is set to 35,00. At the bottom left, the 'Save and exit' button is highlighted. Arrows point from text boxes to these specific elements.

EITHER:
2. Select pupils who are **going** on a trip (ie trips where participating pupils are already known)

OR:
2. Select pupils who are **invited** to go on a trip (ie trips with limited places, offered on first come, first served basis)

3. If required, tick and enter minimum online top-up

4. Select **'Save and exit'**

Remember:

Selecting the pupils on the left: this puts the pupil on the trip and a balance owing is displayed online.

Selecting the pupils on the right: this puts the trip online as optional and displays the total cost of the trip. Pupils are not allocated to go on a trip unless a payment is made.

Once the trip is full, it no longer displays online to pupils who were invited but didn't make a payment.

How do I put products online?

1. Click on **Configuration** tab then **Income configuration**

2. Select **Products**

3. Select **Product** from list

4. Tick **Available online**. If the product needs to be collected then tick **Stock product**

5. Select **'Done'**

How do I know what Trips / Products I have online?

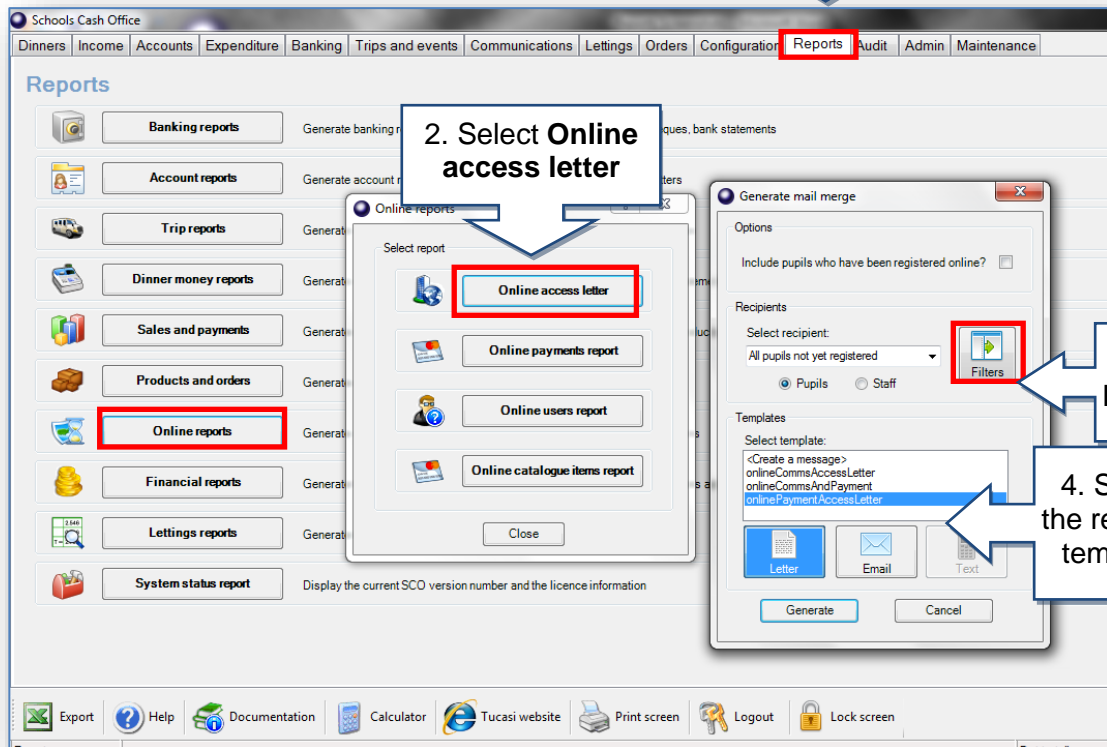
1. Click on **Reports** tab then **Online reports**

2. Select **Online catalogue items report**

3. Select **OK**
Report will show all items currently online

How do I generate a letter and link code for the first parent?

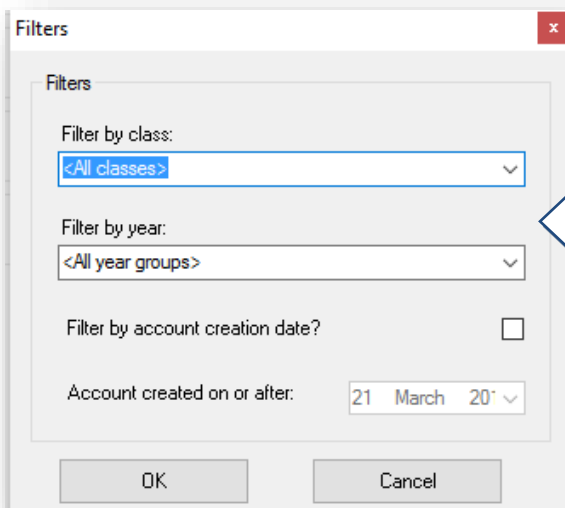
1. Click on **Reports** tab then **Online reports**



2. Select **Online access letter**

3. Select the **Filters** button

4. Select the relevant template



4. Use the drop down field to select the class or year group you wish to produce the letters for.

NOTE: If you do not use the filters button the letters will be produced for the whole school in alphabetical order.

A letter will be generated for each pupil at the school. If a parent has lost the letter you can re-print and will give you the same link code, until they have registered online.

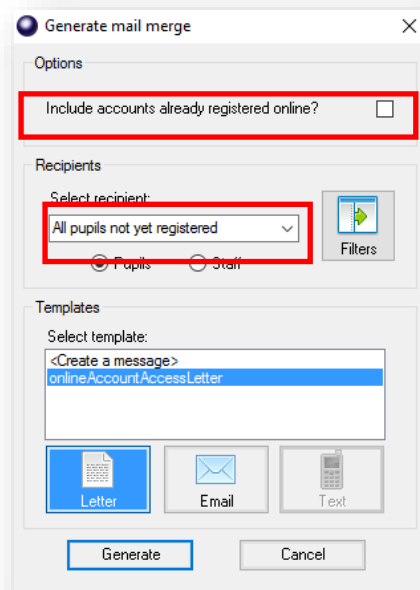
You may wish to advise parents that online link codes are for **one time use only**. They are no longer needed once a parent's account has been activated.

How do I generate a letter and link code for the second parent?

Sometimes a parent may request a second link code so mum and dad can have separate logins.

Follow the steps in the previous section, ensuring you tick **Include pupils who have been registered online** then select the individual pupil name before generating.

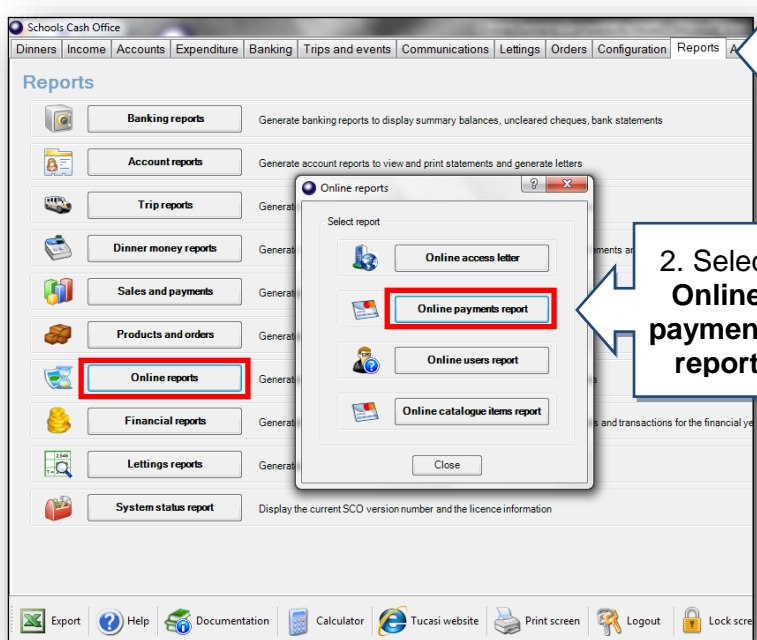
The letter will generate with a new code which can be used by the second parent.



The screenshot shows the 'Generate mail merge' dialog box with the following settings:

- Options:** 'Include accounts already registered online?' is checked.
- Recipients:** 'Select recipient:' dropdown is set to 'All pupils not yet registered'. Radio buttons for 'Pupils' and 'Staff' are visible below.
- Templates:** 'Select template:' dropdown is set to 'online.AccountAccessLetter'.
- Output:** 'Letter', 'Email', and 'Text' options are shown as buttons, with 'Letter' selected.
- Buttons:** 'Generate' and 'Cancel' buttons are at the bottom.

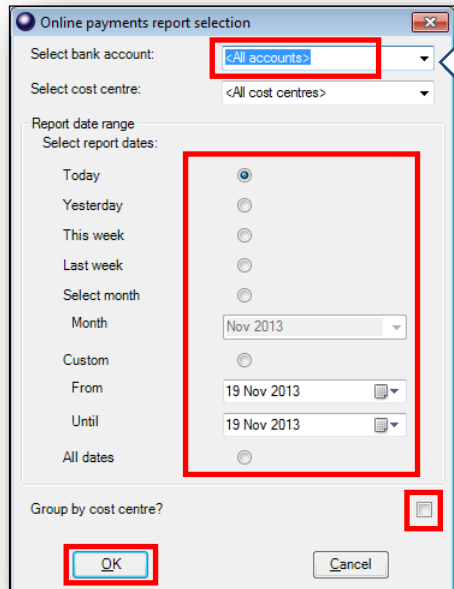
How do I know what payments have been made online?



1. Click on **Reports** tab then **Online**

2. Select **Online payments report**

The screenshot shows the 'Reports' tab selected in the Schools Cash Office application. The 'Online reports' option is highlighted with a red box. A callout box points to the 'Reports' tab with the instruction '1. Click on Reports tab then Online'. Another callout box points to the 'Online payments report' option in the 'Online reports' dialog box with the instruction '2. Select Online payments report'.



3. Select **bank account, date** and tick box if you want report to **Group by cost centre**. Select **OK**

The screenshot shows the 'Online payments report selection' dialog box. The 'Select bank account' dropdown is set to '<All accounts>' and the 'Select cost centre' dropdown is set to '<All cost centres>'. The 'Report date range' section is highlighted with a red box, showing 'Today' selected. The 'Group by cost centre?' checkbox is checked. The 'OK' button is also highlighted with a red box. A callout box points to the dialog box with the instruction '3. Select bank account, date and tick box if you want report to Group by cost centre. Select OK'.

How do I reconcile my bank statement for online payments?

Bank reconciliation is carried out the same as your current process. Below shows you how online payments show in SCO for bank reconciliation.

Use this screen to check deposits against your bank statement. Select all payments which appear on the statement. After other credits (such as interest) and debits (such as bank charges) have been entered, the closing balance should match that on the statement.

Select bank account: Official Account

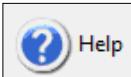
Banked at	Description	Amount	Present?	Credit	Debit	Balance
09/11/12 11:28	Opening balance - Official Account		<input type="checkbox"/>			1,335.15
18/10/11 17:58	Payment: Cheque, No.234576801 Payee: Taylor's Uniform	-625.00	<input type="checkbox"/>			1,335.15
20/10/11 16:45	Deposit: 876	40.00	<input type="checkbox"/>			1,335.15
21/10/11 16:34	Deposit: 877	10.00	<input type="checkbox"/>			1,335.15
23/05/13 17:32	Payment: Credit/debit, No:Bill Ackroyd Payee: Official Account	86.00	<input type="checkbox"/>			1,335.15
10/06/13 13:13	Payment: Credit/debit, No:Ackton edenred 2342432 Payee: Official Account	120.00	<input type="checkbox"/>			1,335.15
11/06/13	4 credit/debit statement entries	175.00	<input type="checkbox"/>			1,335.15
	Other credits and debits			0.00	0.00	1,335.15
	Closing balance					1,335.15

2. Click on the + sign and this will display each individual transaction (see below)

1. Payments are deposited into your bank account daily and show on your statement as a daily total. Payments show in SCO as credit/debit as a daily amount

23/05/13 17:32	Payment: Credit/debit, No:Bill Ackroyd Payee: Official Account	86.00	<input type="checkbox"/>			1,335.15
10/06/13 13:13	Payment: Credit/debit, No:Ackton edenred 2342432 Payee: Official Account	120.00	<input type="checkbox"/>			1,335.15
11/06/13 10:48	Payment: Credit/debit, No:Bill Ackroyd Payee: Official Account	20.00	<input type="checkbox"/>			1,335.15
11/06/13 10:52	Payment: Credit/debit, No:Bill Ackroyd Payee: Official Account	85.00	<input type="checkbox"/>			1,335.15
11/06/13 10:53	Payment: Credit/debit, No:Bill Ackroyd Payee: Official Account	20.00	<input type="checkbox"/>			1,335.15
11/06/13 10:54	Payment: Credit/debit, No:Bill Ackroyd Payee: Official Account	50.00	<input type="checkbox"/>			1,335.15
	Other credits and debits			0.00	0.00	1,335.15
	Closing balance					1,335.15

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