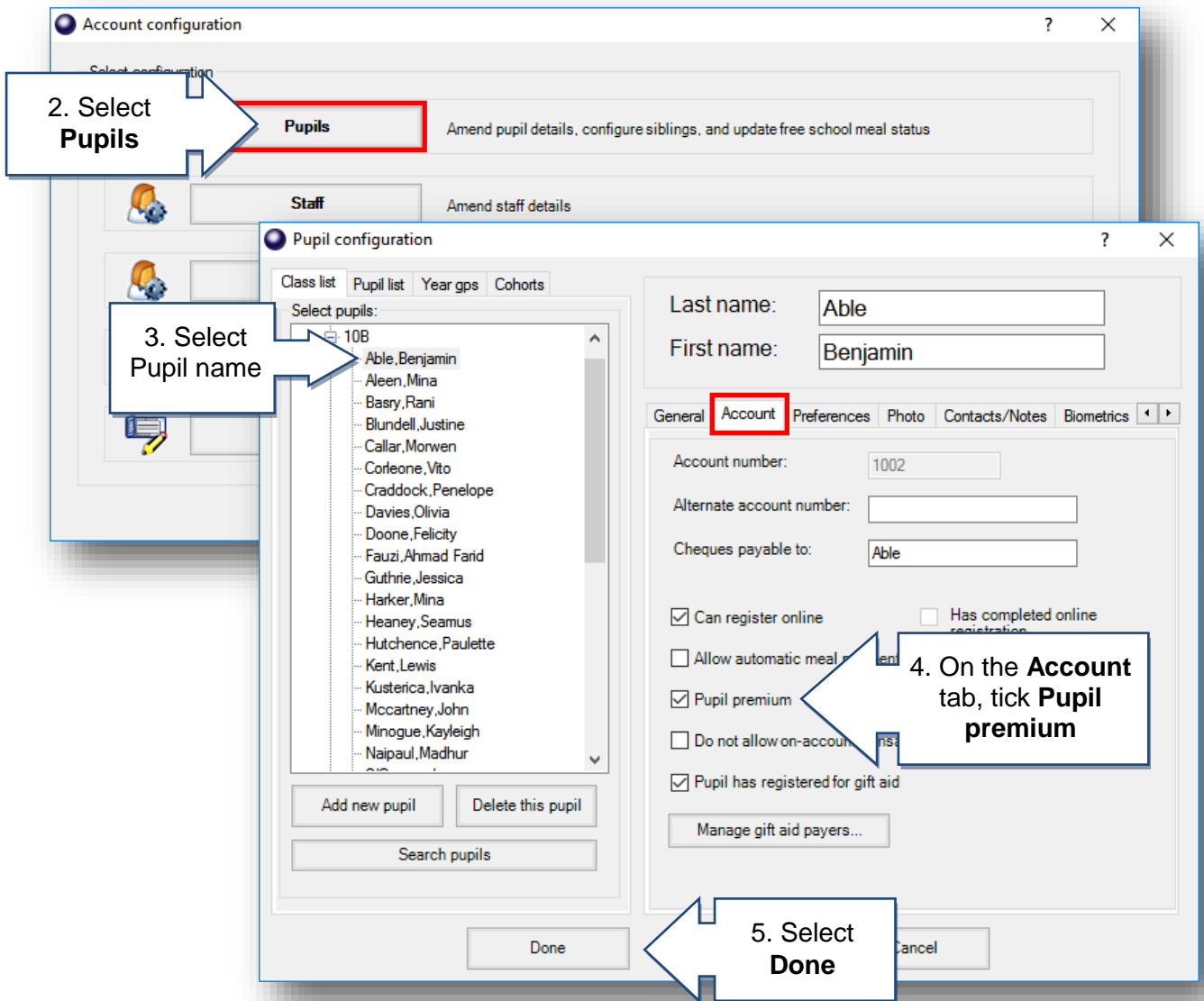


How do I configure Pupil Premium?

The Pupil Premium indicator can be imported to SCO from your MIS system. The field will import automatically if using the 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:

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



2. Select Pupils

3. Select Pupil name

4. On the Account tab, tick Pupil premium

5. Select Done

How do I configure a Pupil Premium Cost Centre?

1. Select Configuration tab

2. Select Banking configuration

3. Select Bank accounts/cost centres

4. Select the Bank Account you want the new cost centre in

5. Select Add new

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

7. Select Done

8. Select Bank accounts/cost centres again

9. Select the Pupil premium tab

10. Select the Pupil premium cost centre you created in step 6

11. Select Done

How do I record Pupil Premium payments?

Dinners & Extended Day

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

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

| Pupil name | Payment | Status |
|--------------------|---------|-----------------------------------|
| * Ackroyd, Marc | Payment | Paid: 50.00 Owing: 20.00 Meals: 1 |
| * Ackroyd, Mary | Payment | Paid: 0.00 Owing: 20.00 Meals: 1 |
| Drummond, Vanessa | Payment | Paid: 0.00 Owing: 4.00 |
| Goodway, Catherine | Payment | Paid: 0.00 Owing: 6.00 |
| Guntley, Mike | Payment | Paid: 0.00 Credit: 16.00 |
| Healey, Karen | Payment | Paid: 0.00 Owing: 8.00 |
| Hobbs, Sam | Payment | Paid: 0.00 Owing: 6.00 |
| Honeywell, Fred | Payment | Paid: 0.00 Owing: 6.00 |
| Hutchinson, Roger | Payment | Paid: 0.00 Owing: 4.00 |
| Jones, Jim | Payment | Paid: 0.00 Credit: 6.00 |
| Kaur, Samreen | Payment | Paid: 0.00 Owing: 6.00 |
| Kearney, Kev | Payment | Paid: 0.00 Owing: 4.00 |
| Kingston, Sarah | Payment | Paid: 0.00 Owing: 4.00 |
| Lester, John | Payment | Paid: 0.00 Owing: 6.00 |
| Manish, Gadhia | Payment | Paid: 0.00 Owing: 6.00 |
| * Moore, Steven | Payment | Paid: 0.00 Owing: 6.00 |
| Peacock, Chris | Payment | Paid: 0.00 Owing: 6.00 |
| Rhodes, Mary | Payment | Paid: 0.00 Owing: 6.00 |
| Sharma, Paul | Payment | Paid: 0.00 Owing: 8.00 |
| Smith, Jason | Payment | Paid: 0.00 Owing: 6.00 |
| Smylie, David | Payment | Paid: 0.00 Owing: 4.00 |
| Stafford, Joe | Payment | Paid: 0.00 Owing: 2.00 |
| Welton, Gavin | Payment | Paid: 0.00 Owing: 2.00 |
| *Winters, Elaine | Payment | Paid: 0.00 Credit: 0.00 |
| Wong, Ling | Payment | Paid: 0.00 Credit: 0.00 |

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:

Show receipt after discount?

Is pupil premium contribution?

Reason for discount:

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

Trips

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

Trip payments - Marwell Zoo

| Pupil ID | Account | Class | Payment | Slip? | | | | Account notes |
|--------------------------|--------------------------|-------|---------|--------------------------|-------|------|--------|----------------------------|
| T820200100036 | * Ackroyd, Marc (1228) | 8B | Payment | <input type="checkbox"/> | | | | Nut allergy, needs epi pen |
| L820200100003 | * Ackroyd, Mary (1229) | 8B | Payment | <input type="checkbox"/> | | | | Diabetic |
| C820200100044 | Drummond, Vanessa (1230) | 8B | Payment | <input type="checkbox"/> | 0.00 | | | |
| V820200199048 | Goodway, Cathemne (1231) | 8B | Payment | <input type="checkbox"/> | 0.00 | | | |
| V820200100047 | Guntley, Mike (1232) | 8B | Payment | <input type="checkbox"/> | 0.00 | | | |
| X820200199059 | Healey, Karen (1233) | 8B | Payment | <input type="checkbox"/> | 0.00 | | | Gluten free |
| P820200199064 | Hobbs, Sam (1234) | 8B | Payment | <input type="checkbox"/> | 0.00 | 0.00 | 10.00 | |
| Z820200100042 | Honeywell, Fred (1235) | 8B | Payment | <input type="checkbox"/> | 0.00 | 0.00 | 10.00 | |
| L820200100032 | Hutchinson, Roger (1236) | 8B | Payment | <input type="checkbox"/> | 0.00 | 0.00 | 10.00 | |
| Q820200100025 | Jones, Jim (1237) | 8B | Payment | <input type="checkbox"/> | 0.00 | 0.00 | 10.00 | |
| Y820200199079 | Kaur, Samreen (1238) | 8B | Payment | <input type="checkbox"/> | 0.00 | 0.00 | 10.00 | |
| X820200100029 | Keamey, Kev (1239) | 8B | Payment | <input type="checkbox"/> | 0.00 | 0.00 | 10.00 | |
| J820200100050 | Kingston, Sarah (1240) | 8B | Payment | <input type="checkbox"/> | 0.00 | 0.00 | 10.00 | |
| L820200199089 | Lester, John (1241) | 8B | Payment | <input type="checkbox"/> | 0.00 | 0.00 | 10.00 | |
| W820200100038 | Manish, Gadhia (1242) | 8B | Payment | <input type="checkbox"/> | 0.00 | 0.00 | 10.00 | |
| G820200199096 | * Moore, Steven (1243) | 8B | Payment | <input type="checkbox"/> | 0.00 | 0.00 | 10.00 | |
| F820200100046 | Peacock, Chris (1244) | 8B | Payment | <input type="checkbox"/> | 0.00 | 0.00 | 10.00 | |
| A820200100033 | Rhodes, Mary (1245) | 8B | Payment | <input type="checkbox"/> | 0.00 | 0.00 | 10.00 | |
| N820200199125 | Shama, Paul (1246) | 8B | Payment | <input type="checkbox"/> | 0.00 | 0.00 | 10.00 | |
| E820200100026 | Smith, Jason (1247) | 8B | Payment | <input type="checkbox"/> | 0.00 | 0.00 | 10.00 | |
| M820200199134 | Smylie, David (1248) | 8B | Payment | <input type="checkbox"/> | 0.00 | 0.00 | 10.00 | |
| Q820200199136 | Stafford, Joe (1249) | 8B | Payment | <input type="checkbox"/> | 0.00 | 0.00 | 10.00 | |
| J820200199159 | Welton, Gavin (1250) | 8B | Payment | <input type="checkbox"/> | 0.00 | 0.00 | 10.00 | |
| P820200100005 | Winters, Elaine (1251) | 8B | Payment | <input type="checkbox"/> | 0.00 | 0.00 | 10.00 | |
| R820200100045 | Wong, Ling (1252) | 8B | Payment | <input type="checkbox"/> | 0.00 | 0.00 | 10.00 | |
| TOTAL (25 pupils) | | | | | 10.00 | 0.00 | 240.00 | |

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

Enter discount amount:

Show receipt after discount?

Is pupil premium contribution?

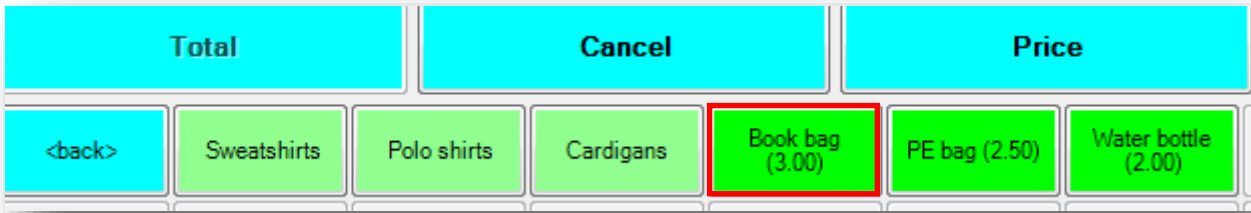
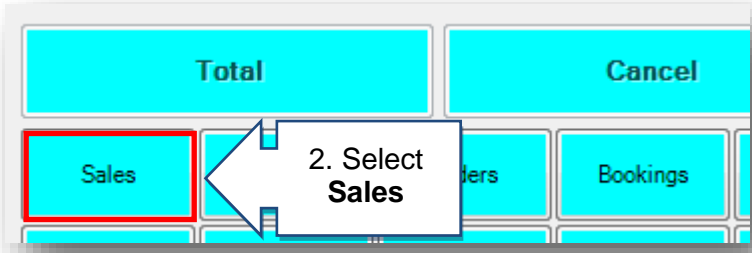
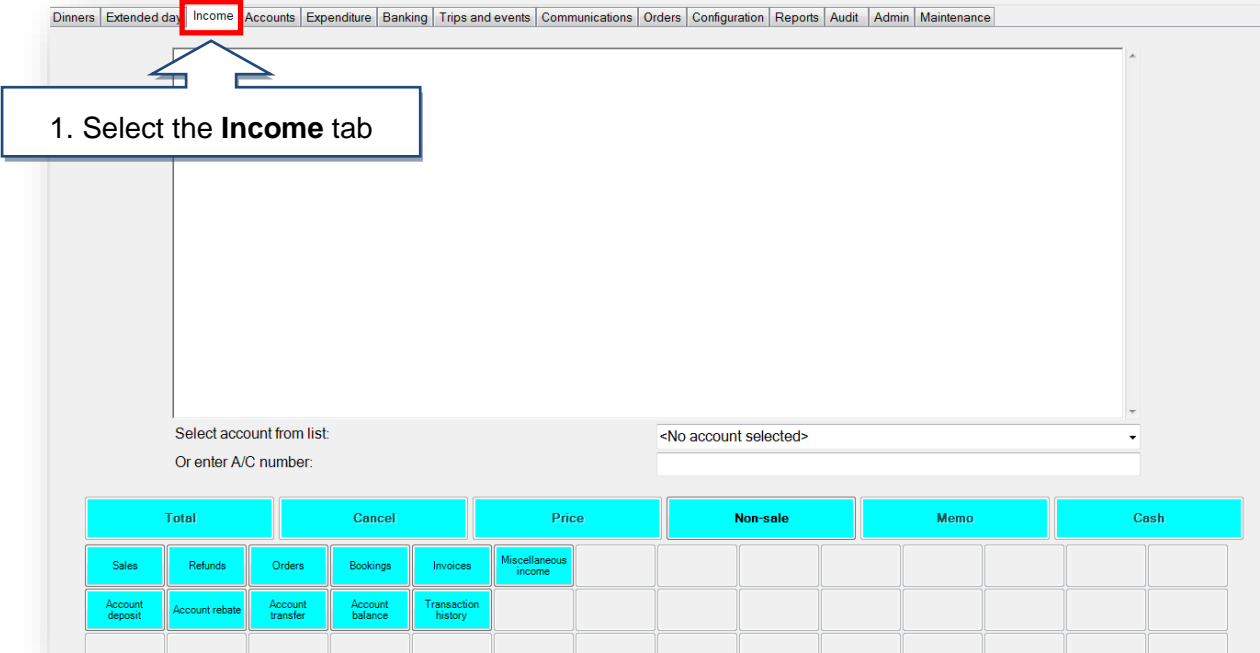
Reason for discount: Pupil premium contribution

2. Select **Discount**

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

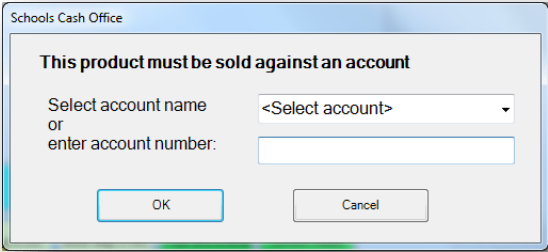
4. Reason for discount populates as 'Pupil premium contribution'. Select **Confirm discount**

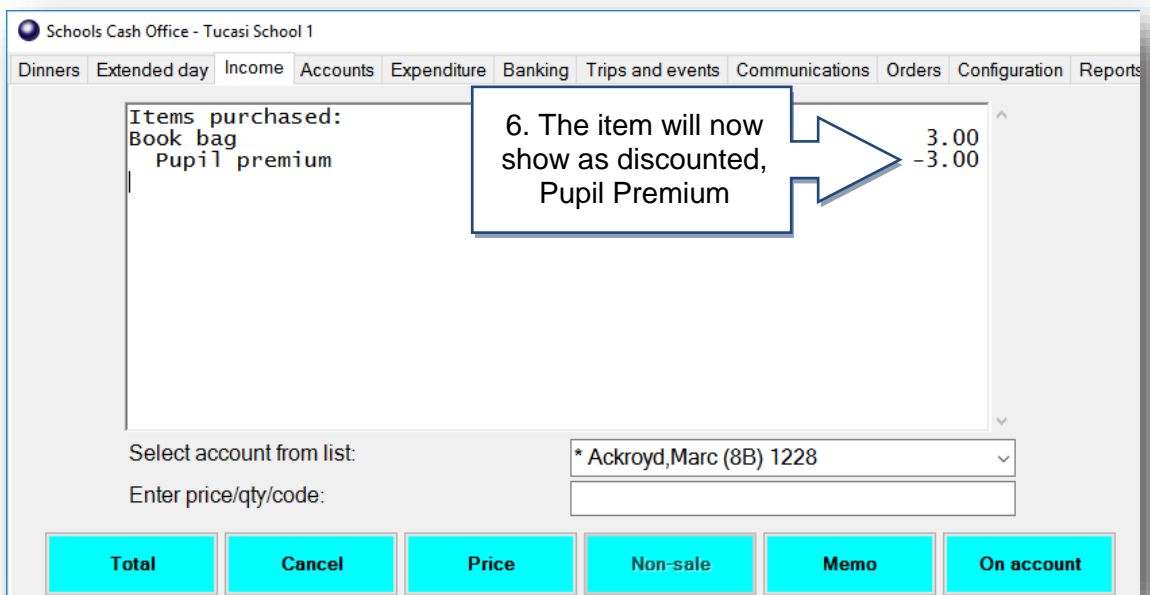
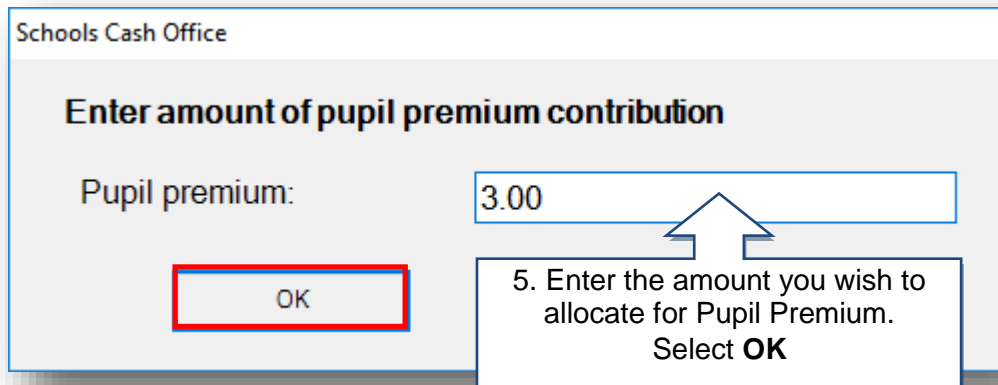
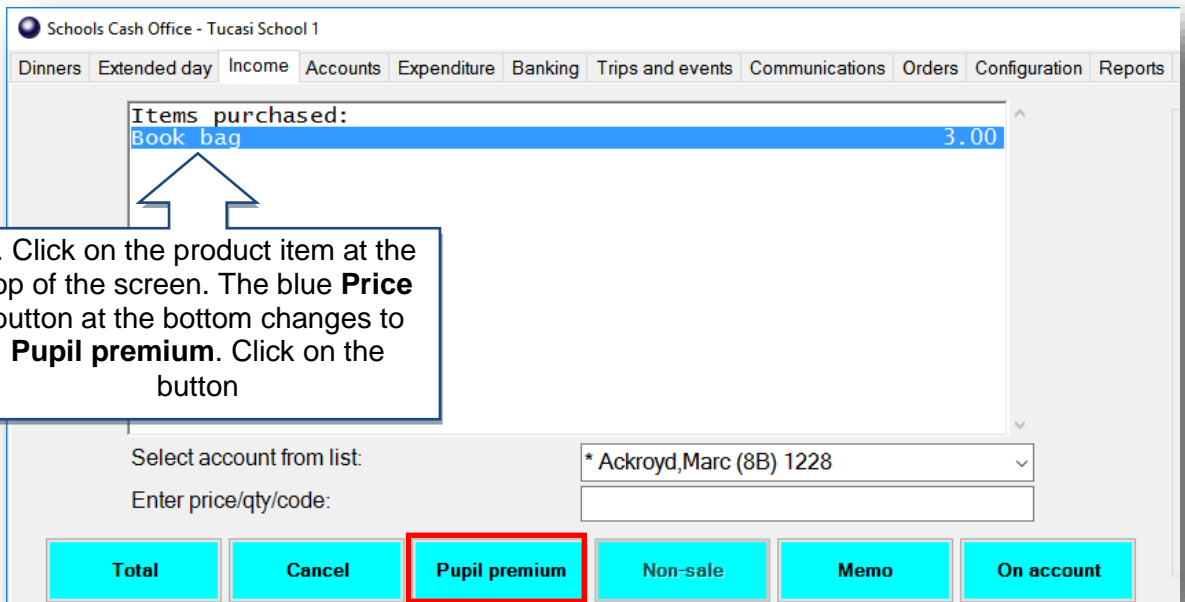
How do I record Pupil Premium for Income using Product buttons?

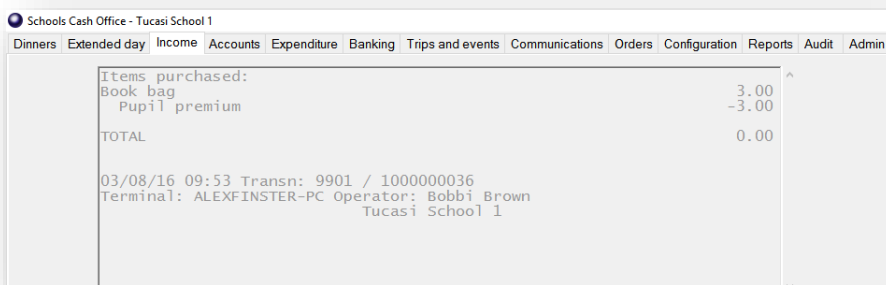
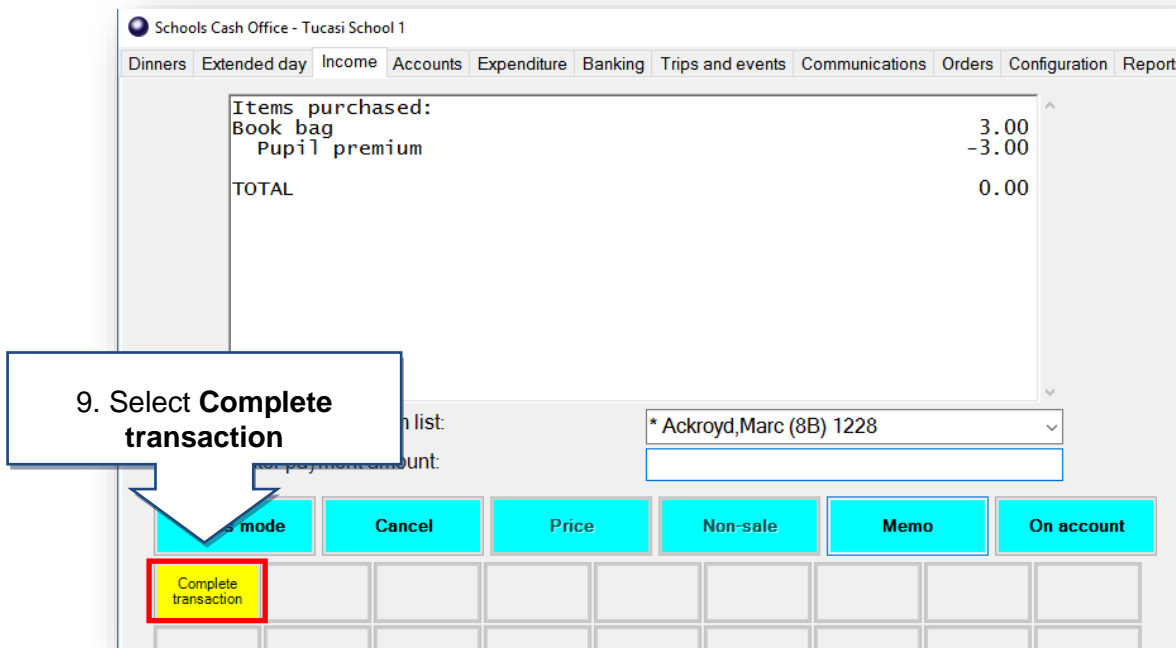
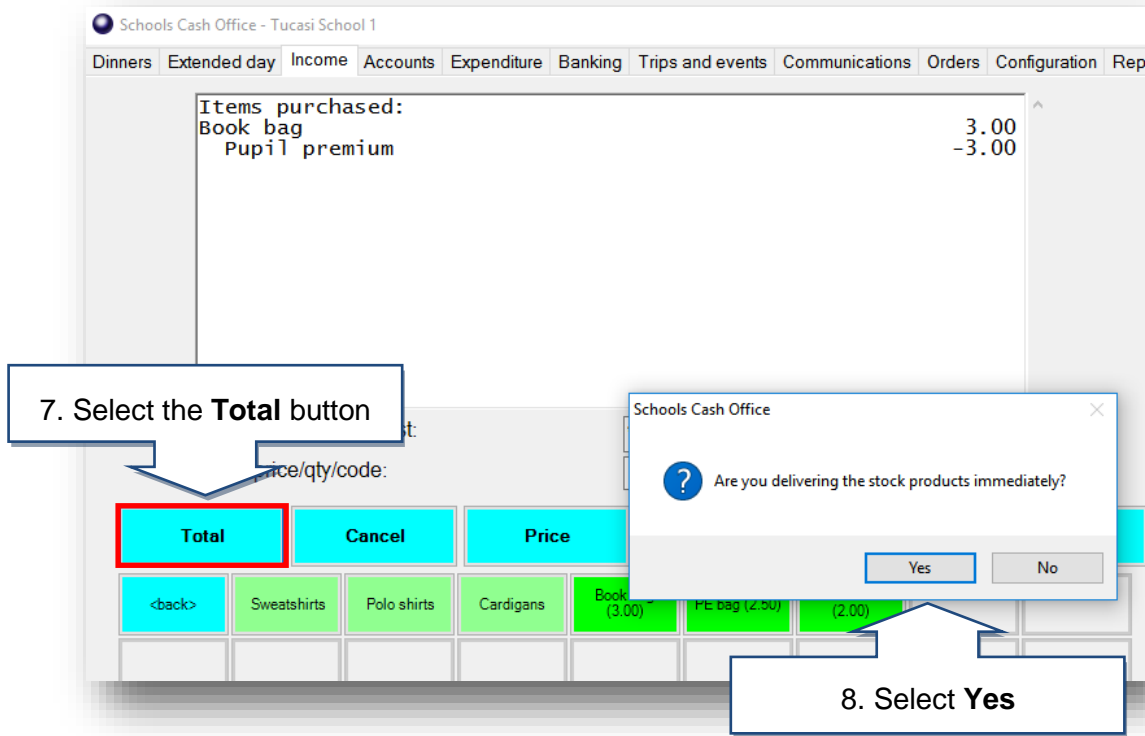


3. Select the **Product** button you wish to enter income for.
Enter **pupil name** if prompted or select pupil name from the "Select account" list"

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







The transaction now shows as completed.

How do I report on Pupil Premium?

Trip Reports – Trip Balances Report

Trip Balances Report
Reported at: 03/08/2016 10:19:52

Trip: London

New Pupil premium column

| 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 |

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: 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 |
|----------------|------------|---|----------------------|------------------------|--------|----------|
| | | | | Opening balance | | 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 | |
| | | | | Closing balance | | 1,900.00 |

Financial Reports - Pupil Premium Contributions Report

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: 03/08/2016 10:30:21

Transactions between 03/08/2016 and 03/08/2016

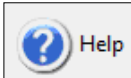
Able, Benjamin

| Date | Transaction | Item | Amount |
|--------------|-------------|----------------|--------------|
| 03/08/2016 | 1000000039 | Breakfast Club | 12.00 |
| Total | | | 12.00 |

Ackroyd, Marc

| Date | Transaction | Item | Amount |
|--------------|-------------|----------------------|--------------|
| 03/08/2016 | 1000000034 | Dinner money | 20.00 |
| 03/08/2016 | 1000000035 | London | 10.00 |
| 03/08/2016 | 1000000036 | Book bag | 3.00 |
| 03/08/2016 | 1000000037 | Jorvik Viking Centre | 10.00 |
| 03/08/2016 | 1000000038 | After School Club | 20.00 |
| Total | | | 63.00 |

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

Telephone: 0844 800 4017