

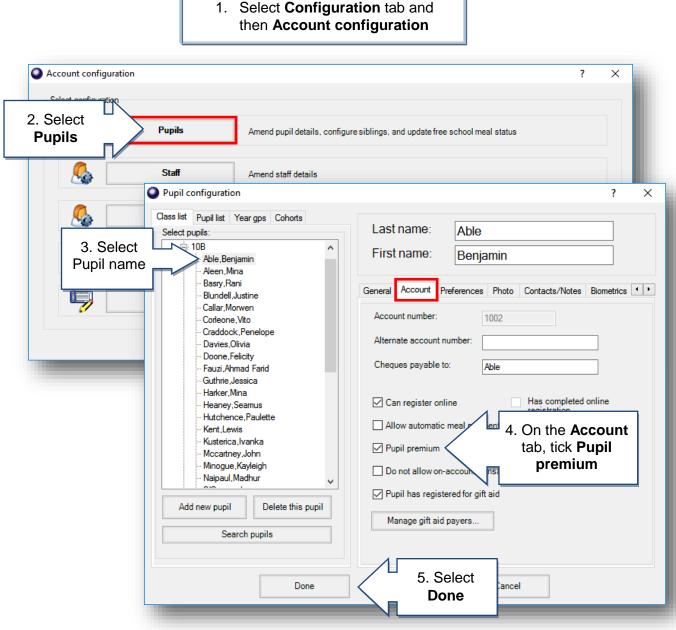
Schools Cash Office

Income Administration Software

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

How do I configure a Pupil Premium Cost Centre? 1. Select Dinners Extended day Income Accounts Expenditure Banking Trips and events Communications Orders Configuration Configuration tab Configuration 6 System options Banking configuration 3. Select Bank Select configuration 83 User configuration accounts/cost 5 Bank accounts/cost ce 8 Account configuration centres 2 Account codes 6 ome configuration 2. Select Banking Banking configuration Pre-payment accounts Ha Configu configuration 0 Close System configuration Ş Import from external system ort data generated from an external syst 6 Template manager View and edit mail merge templates 1 Update online logo Upload a new online school logo Bank configuration × ? Bank accounts and cost centres Pre-payment accounts Pupil premium 4. Select the 6. Enter the name nk accounts Details Enter the name of the cost centre h **Bank Account** All bank accounts of the cost centre Official Account Pupil Premium you want the new After School Activities e.g. Pupil After School Club cost centre in Delete cost centre Bank Charges Breakfast Club premium - Charities - Dinner Money Donations English Department Exam fees France Jorvik Viking Centre Lockers London Maths Department Music Tuition 2015/16 Pupil Premium Out of School Care Photos Science Department Stationery Uniform 9. Select the **Pupil** Alton Towers premium tab Fundraising School Fund Donation 5. Select Add Bank configuration × new Bank accounts and cost centres Pre-payment accounts Pupil premium Cancel Done Pupil premium cost centre If the school tracks pupil premium spending on pupils, all such spending is recorded against a dedicated cost centre. Select the cost centre used for pupil premium spending here. 7. Select Done Select the cost centre to be used: Pupil Premium king configuration 8. Select Bank 10. Select the accounts/cost Pupil premium centres again cost centre you Configure account codes for further reporting created in step 6 Pre-payment accounts Hð Configure pre-payment accounts Close 11. Select Done Done Cancel

How do I record Pupil Premium payments?

Dinners & Extended Day

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

Pupil name	 ■ 22/03 M ■ 	Payment button	16 T F	Status
* Ackroyd,Marc	Payment K	-		Paid: 50.00 Owing: 20.00 Meals: 1
* Ackroyd, Mary	Payment	next to the name of		Paid: 0.00 Owing: 20.00 Meals: 1
Drummond,Vanessa	Payment			Paid: 0.00 Owing: 4.00
Goodway,Catherine	Payment	the pupil		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 Credit: 0.00
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 amou	int	×
Ackroyd,Marc	Payment hi	story
Select: O Payment O Refu	und	2. Select Discount
Specify the payment type:		
Cash		
O Cheque		
O Credit/debit		
On account		
Available account balance: 0.00		
Effective date Enter discount amount: Show receipt after discount? Is pupil premium contribution?	02 Aug 2016	3. Enter the amount of Pupil Premium and tick box Is pupil premium contribution?
Reason for discount:	Pupil premium contribution	
Confirm discount	Cancel	
4. Reason for discount pop as 'Pupil premium contrib Select Confirm disco u	ution'.	

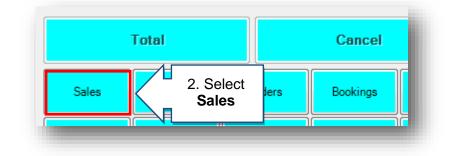
Trips

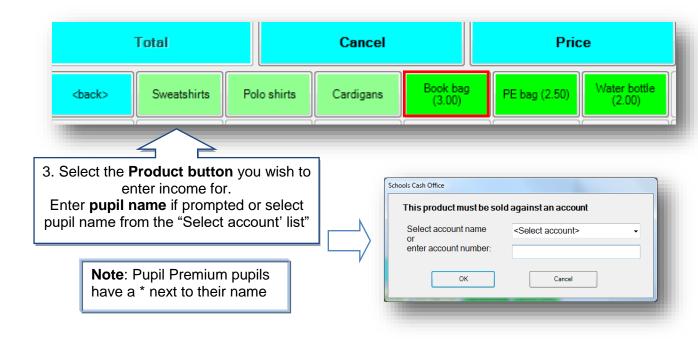
Trip payment	ts - Marwell Zoo					1			Select the		
Pupil ID	Account	Class		Slip?			* Pa	avm	ent button	Account notes	
	 Ackroyd, Marc (1228) 	8B	Payment	\leq						Nut allergy, needs epi pen	
L820200100003	 Ackroyd, Mary (1229) 	8B	Payment				nex	t to	the name of		
C820200100044	Drummond, Vanessa (1230)	8B	Payment			0.00	1	1 1-		Diabetic	
V820200199048	Goodway,Catherine (1231)	8B	Payment			0.00		τn	e pupil		
V820200100047	Guntley, Mike (1232)	8B	Payment			0.00					
X820200199059	Healey,Karen (1233)	8B	Payment			0.00				Gluten free	
P820200199064	Hobbs,Sam (1234)	8B	Payment			0.00	0.00	10.00			
Z820200100042	Honeywell, Fred (1235)	8B	Payment			0.00	0.00	10.00			
L820200100032	Hutchinson, Roger (1236)	8B	Payment			0.00	0.00	10.00			
Q820200100025	Jones, Jim (1237)	8B	Payment			0.00	0.00	10.00			
Y820200199079	Kaur, Samreen (1238)	8B	Payment	Π	Π	0.00	0.00	10.00			
X820200100029	Keamey,Kev (1239)	8B	Payment			0.00	0.00	10.00			
J820200100050	Kingston, Sarah (1240)	8B	Payment	\square	Π	0.00	0.00	10.00			
L820200199089	Lester, John (1241)	8B	Payment	П	П	0.00	0.00	10.00			
W820200100038	Manish,Gadhia (1242)	8B	Payment			0.00	0.00	10.00			
G820200199096	* Moore, Steven (1243)	8B	Payment	Ē	Π	0.00	0.00	10.00			
F820200100046	Peacock,Chris (1244)	8B	Payment	T	Π	0.00	0.00	10.00			
A820200100033	Rhodes, Mary (1245)	8B	Payment	П	П	0.00	0.00	10.00			
N820200199125	Shama,Paul (1246)	8B	Payment	П	П	0.00	0.00	10.00			
E820200100026	Smith, Jason (1247)	8B	Payment	П	П	0.00	0.00	10.00			
M820200199134	Smylie, David (1248)	8B	Payment	П	П	0.00	0.00	10.00			
Q820200199136	Stafford, Joe (1249)	8B	Payment	П	П	0.00	0.00	10.00			
J820200199159	Welton,Gavin (1250)	8B	Payment	П	П	0.00	0.00	10.00			
P820200100005	Winters,Elaine (1251)	8B	Payment	Н	Н	0.00	0.00	10.00			
R820200100045	Wong,Ling (1252)	8B	Payment	П	П	0.00	0.00	10.00			
	TOTAL (25 pupils)					10.00	0.00	240.00			

Enter trip discount amount		×
Ackroyd,Marc	Payment his	
Select: O Payment O Refu	ind Discount	2. Select Discount
Specify the payment type:		
Cash		
O Cheque		
 Credit/debit 		
On account		
Available account balance: 0.00		
Effective date	02 Aug 2016	3. Enter the amount of
Enter discount amount:	10.00	Pupil Premium and tick Is pupil premium
Show receipt after discount?		contribution?
Is pupil premium contribution?		
Reason for discount:	Pupil premium contribution	
Confirm discount	Cancel	
4. Reason for discount pop as 'Pupil premium contribu Select Confirm discou	ition'.	

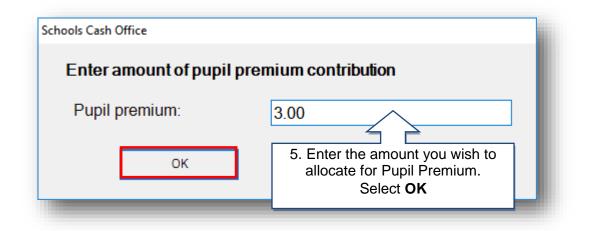
How do I record Pupil Premium for Income using Product buttons?

Dinners Extended	day Income	Accounts Exp	enditure Bank	ing Trips and	l events Comn	nunications Or	rders Configura	ation Reports	Audit Adm	in Maintenance	•	*	
1. Select	the In	come	tab										
	Select acco	ount from list C number:	:				<no account<="" td=""><td>selected></td><td></td><td></td><td></td><td>*</td><td></td></no>	selected>				*	
	Total		Cancel		Pric	e	•	lon-sale		Memo		Cas	h
Sales	Refunds	Orders	Bookings	Invoices	Miscellaneous income								
Account deposit	Account rebate	Account transfer	Account balance	Transaction history									
											_		_

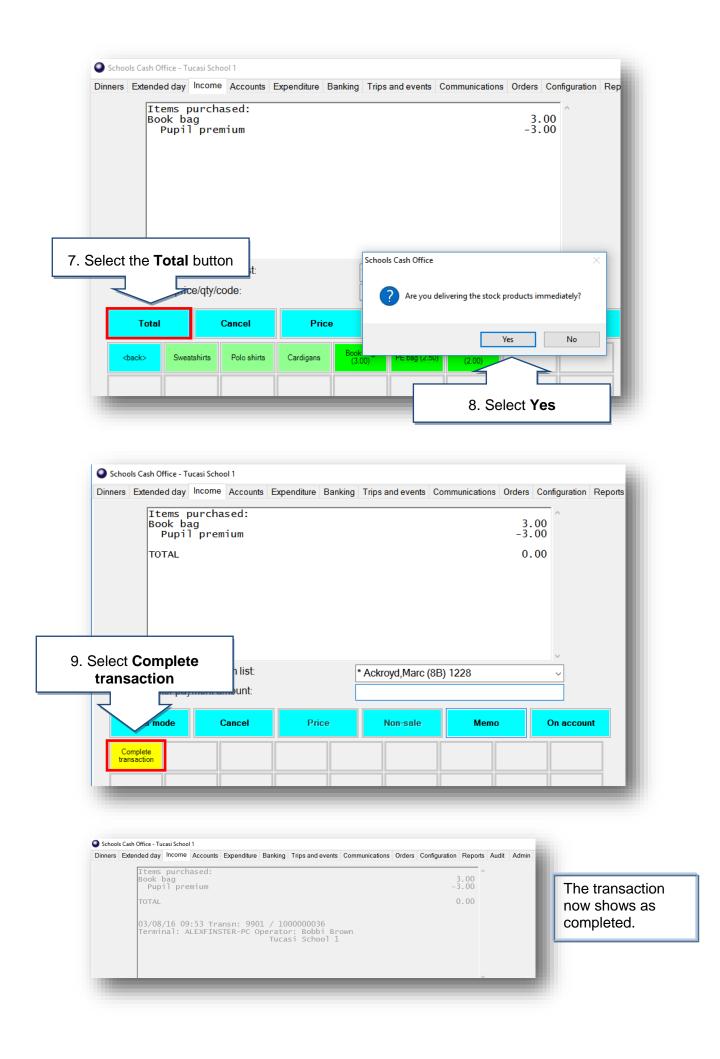




	Extended day	Income	Accounts	Expenditure	Banking	Trips and events	Communications	Orders	Configuration	Reports
	Items p Book ba		sed:					3.	00	
p of th utton a	on the pro- le screen. at the botto premium .	The blu om cha . Click	ue Pric anges t	e						
	butto	n								
	butto Select ac Enter prio	count fro			[* Ackroyd,Marc (8B) 1228		~	



s Extended d	y Income	Accounts	Expenditure	Banking	Trips and events	Commu	inications	Orders	Configuration
Book	Items purchased: Book bag Pupil premium			show	e item will n as discount pil Premium	ed,		3. > -3.	00 00
	account fr			[* Ackroyd,Marc ((8B) 12	28		~



How do I report on Pupil Premium?

Trip Reports – Trip Balances Report

		прв	alances	Кер	אנ		
		Reported	l at: 03/08/20	16 10:19:	52		
Trip: London					New Pup	il premiun	n colum
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 ba	ance	2,000.00
03-08-16 09:17	100000034	On account Dinner Income: Ackroyd, Marc (Pupil premium (Dinner mo	ne		20.00	1,980.00
03-08-16 09:20	100000035	On account Sale: Ackroyd, Marc (London)			10.00	1,970.00
03-08-16 09:53	100000036	On account Sale: Ackroyd, Marc (Book bag)			3.00	1,967.00
03-08-16 10:02	100000038	On account Sale: Ackroyd, Marc (Pupil premium (After School Club))			20.00	1,947.00
03-08-16 10:02	100000037	On account Sale: Ackroyd, Marc (Jorvik Viking Centre)			10.00	1,937.00
03-08-16 10:15	100000039	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 ba	ance	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.

	Pup	il Premium Contribution Report		
		Reported at: 03/08/2016 10:30:21		
insactions betwe	en 03/08/2016 a	nd 03/08/2016		
Able, Benjamin				
Date	Transaction	Item		Amoun
03/08/2016	100000039	Breakfast Club		12.00
			Total	12.00
Ackroyd, Marc				
Date	Transaction	Item		Amoun
03/08/2016	100000034	Dinner money		20.00
03/08/2016	100000035	London		10.00
03/08/2016	100000036	Book bag		3.00
03/08/2016	100000037	Jorvik Viking Centre		10.00
03/08/2016	100000038	After School Club		20.00
			Total	63.00

