Schools Cash Office
Income Administration Software

Schools Cash Office

Academic Year End Guide 2019

Contents

Document Change History	
Date	Details of Change

1.   About this guide

This guide will take you through setting up pupil and staff data in Schools Cash Office (SCO) ready for the new academic year. Not all sections/modules will be relevant to your school, but we recommend that you refer to each section of the guide and proceed with the required actions.

Note that any references to 'Dinner money' relate to the Dinner money module as used by primary schools, not the cashless catering link used by secondary schools.

This guide relates to SCO version 2.4.0.96 and later – to check you are on the latest version, in SCO click on the **Income** tab, under the **Help** button the installed version is displayed.

If your version starts with 2.4 but is an earlier version than 2.4.0.96, please refer to http://tucasihelp.com/faqs/50.html for details on the latest upgrade.

If your version starts with 2.3, you cannot use this guide. In SCO at the bottom of the screen click on Guides & Documentation, scroll to the bottom of the screen and follow the instructions in guides 1, 2, and 3 in the ACADEMIC YEAR END GUIDES section.

2.   Schools Cash Office and GDPR compliance

As you will be aware, new regulations came into place from 25th May 2018 relating to how personal data should be handled under the new GDPR guidelines. At Tucasi we have reviewed our processes and the SCO software to ensure that we are compliant with the new regulations.

We have distributed revised GDPR Contracts to all our customers which will act as an agreement to evidence that Tucasi have stated that they will only process your data in compliance with GDPR. This will also allow Tucasi to evidence that you have given Tucasi authority to process your data within the parameters of the Law.

GDPR requires us to remove data from the database beyond there being no legitimate basis for holding it. Therefore, we ask schools to take responsibility to use correct workflow/processes to keep themselves GDPR compliant.

This would mean, for example, ensuring pupils and staff who are no longer on roll at your school are deleted from the system in a timely manner, ideally during the academic year end process or soon after.

Schools should ensure that completed school Trips are deleted in a timely manner during the academic or financial year end processes, as appropriate.

The Banking screen should be cleared down during the academic or financial year end processes, as appropriate. This would apply even if you don't currently use SCO to reconcile with your bank account.

This document references processes to cover all the above requirements which we hope you will find useful.

You may also be interested in the Tucasi news article relating to GDPR which you can find here: GDPR What This Means

You can view the Tucasi Privacy Policy here: Tucasi Privacy Policy

If you have any queries regarding GDPR compliance and Tucasi Schools Cash Office, please email operations@tucasi.com.

3.   Set new term dates (Dinners and Extended day users only)

If you do not use the Dinners or Extended day modules, *proceed to section 6.*

Enter new term dates and school holidays in the Dinners and/or Extended day modules, as follows:

WARNING - **Do not Change** existing term dates – you should **Add** new term dates for the next year.

For Dinner money users
- Click on the **Dinners** tab (you must do this first to activate the following options)
- Click on the **Configuration** tab, select **System options**
- Under the **General** tab next to **Set up term dates** click **Set up**
- Scroll down to the bottom of the listed term dates, if necessary
- Click on **Add** and enter school open and school close dates
- Enter a Description such as **Autumn 1**
- Click on **Done**
- Repeat for each half term
- In the box below, enter any **Day Closures** for example **Training** or **Bank Holidays**
- Click on **Done**. Click on **Done**
- On the **Dinners** tab, click **Settings**, **Term dates**
  Check that the Term dates have been updated automatically. Click on **Done**

For Dinner Money users with Extended day
- If using Extended day, click on the **Extended day** tab, click **Settings**, **Session dates**
- If you want to use the standard term dates added above, click **Merge standard term dates** at the bottom of the screen to update the session dates
- Repeat the above for each Club that you have set up
- If your Extended day clubs are open during the school holiday, enter the **Open** and **Close** dates as applicable for each club
- Day closures will appear as an **X** in the Dinner money and Extended day screens

For Extended day users without the Dinner Money module
- Click on the **Extended day** tab, select the first club, click **Settings**, **Session dates**
- Scroll down to the bottom of the listed term dates, if necessary
- Click on **Add** and enter school open and school close dates
- Enter a Description such as **Autumn 1**
- Click on **Done**
- Repeat for each half term
- In the box below, enter any **Day Closures** for example **Training** or **Bank Holidays**
- Click on **Done**. Click on **Done.**
- Repeat the above for all clubs
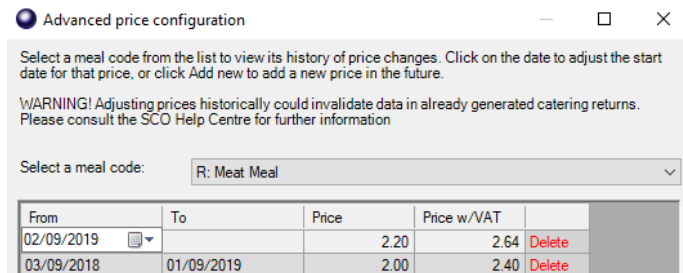
Proceed to section 4

4.   Update Dinner money prices (Dinners users only)

If your school has a meal price increase starting in September, follow the steps below, otherwise *proceed to section 5*.

- On the **Configuration** tab, select **System options**, select the **Dinners/Extended day** tab
- Add a tick in **Allow meal price changes for dates before today**, click **Done**
- On the **Dinners** tab, select **Settings**, **Meal codes**
- Click **Advanced price config**
- Choose the appropriate meal code from the **Select a meal code** dropdown
- Make a note of the current **From** date and **Price** in case this is required later
- Click **Add new**

Note: this will position the previous price/s at the bottom of the list and enable a new top line for new pricing.

From	To	Price	Price w/VAT	
02/09/2019		2.20	2.64	Delete
03/09/2018	01/09/2019	2.00	2.40	Delete

Advanced price configuration

Select a meal code from the list to view its history of price changes. Click on the date to adjust the start date for that price, or click Add new to add a new price in the future.

WARNING! Adjusting prices historically could invalidate data in already generated catering returns. Please consult the SCO Help Centre for further information

Select a meal code: R: Meat Meal

- Enter the required **From** date on the top line (this can be a date before today if you need to backdate meal prices)
- Leave the **To** date blank
- Enter the **Price** (pupil price)
- Enter the **Price w/VAT** (this is the price charged to adults and VAT is automatically calculated. This price can be overtyped if required)
- Change the **Select a meal code** dropdown to the next appropriate code
- Follow the above until all the codes have been amended
- Click **Done**
- Click **Done** again and then **Close**

The new prices will be effective from the date you selected. You can test this by scrolling to that date in the **Dinners** tab and enter a code against a pupil or member of staff.

Proceed to section 5

5. Update Extended day prices (Extended day users only)

If your school has a price increase for Extended day clubs starting in September, follow the steps below, otherwise *proceed to section 6.*

- On the **Configuration** tab, select **System options**
- Select the **Dinners**/**Extended Day** tab
- Add a tick in **Allow meal price changes for dates before today**, click **Done**
- On the **Extended day** tab, select the relevant club
- Click on **Settings**, **Session codes**
- Click **Advanced price config**
- Choose the appropriate session code from the **Select a session code** dropdown
- Make a note of the current **From** date and **Price** in case this is required later
- Click **Add new**
  Note: this will position the previous price/s at the bottom of the list and enable a new top line for new pricing.

- Enter the required **From** date on the top line (this can be a date before today if you need to backdate session prices)
- Leave the **To** date blank
- Enter the **Price** (pupil price)
- Enter the **Price w/VAT** (this is the price charged to adults and VAT is automatically calculated. This price can be overtyped if required)

From	To	Price	Price w/VAT	
02/09/2019			3.30	3.96	Delete
27/01/2015	01/09/2019	3.00	3.60	Delete

Advanced price configuration

Select a session code from the list to view its history of price changes. Click on the date to adjust the start date for that price, or click Add new to add a new price in the future.

Select a session code: S: Short Session

- Change the **Select a session code** dropdown to the next appropriate code
- Follow the above until all the codes have been amended
- Click **Done**
- Click **Done** again and then **Close**
- Repeat the above for each Club that you have set up
- The new prices will be effective from the date you have selected. You can test this by scrolling to that date in the **Extended day** club and enter a code against a pupil or member of staff

Proceed to section 6

6.   Check account balances for pupils leaving the school (All schools)

You will need to clear any account balances for leavers (both credit and/or debit balances).
NB You do not need to remove pupils from trips before deleting them from SCO.

To establish whether there are any pupils with accounts with a non-zero balance:

• In SCO, click on the **Accounts** tab

• Click on the **Year** column heading, this will sort the pupils by year group. Scroll down to the year group that is leaving school. Scan the columns on the right to check for any pupils with balances

Note: The number of columns visible on the **Accounts** tab depends on the modules licensed in SCO at your school, i.e. schools with no cashless catering link will not see the **Cafeteria bal** column. Similarly, schools with no Extended Day module won't see columns such as **Breakfast bal** or **ASC bal**, etc.

First name	Address	Class	Year	Status	Reg'd online?	Pupil ID	Pre-pay bal	Cafeteria bal	Dinner bal
Adrian	29 Napier Street,Bletchley,Milton Keynes,MK2 2NE,	11B	11			V820432103074	0.00	0.00	-84.00
Timota	The Moorings White City,Titchwell,King's Lynn,No...	11B	11			M820432103131	0.00	0.00	-84.00
Samanatha	49 New Street,Aberkenfig,Bridgend,CF32 9BL,	11B	11			W820432103200	0.00	0.00	-84.00
Lucy	3 Kimble Drive,Bedford,Bedfordshire,MK41 9TA,	11B	11			L820432103111	0.00	0.00	-124.00
Suzzanne	48 Pont Pentre Caravan Park,Upper Boat,Pontypr...	11B	11			G820432103035	0.00	0.00	-116.00
William	48 Fairholme,Bedford,Bedfordshire,MK41 9DA,	11B	11			L820432104197	0.00	0.00	-86.00
Shona	48 Castle Hill,Huntingdon,Cambridgeshire,PE29 3...	11B	11			A820432103139	0.00	0.00	-82.00
Karen	52 Norse Road,Bedford,Bedfordshire,MK41 0NR,	11B	11	FSM		B820432104191	0.00	0.00	0.00
Catherine	30 Lythemere,Orton Malborne,Peterborough,PE2 ...	11B	11	FSM		B820432103190	0.00	0.00	0.00
Jaswinder	38B Whittlesey Road,March,Cambridgeshire,PE1...	11B	11	FSM		Y820432103211	0.00	0.00	0.00

You can export this screen to Excel for your records, if required (use the **Export** button at the bottom left of the screen in SCO).

If there are no account balances for Leavers, *proceed to section 10*

Otherwise, *proceed to section 7*

7. Manage balances for Dinners/Extended day only

If there are no Dinner or Extended day balances for Leavers, *proceed to section 8*.

Dinner or Club *credit* balances for leavers can either be refunded back to the parent or transferred to a sibling's account.

Dinner or Club *negative* debt balances should either be collected, transferred to a sibling or written off.

7.1. Remove any meals or sessions entered for leavers beyond their leaving date

Before you start handling credit or debit balances for Leavers, ensure there are no meal or session codes entered beyond the pupil's leaving date.

- In Dinners or Extended day click on **Reports**
- Click on the **Statement Report**
- Select Custom dates **From** the last day of term **To** (for example) December 2019
- Select **Only show pupils with debt**
- Select the relevant **Class** or **Cohort**
- Generate the report
- Scan through to ensure there are no codes entered for the future. If there are, delete them in SCO before handling any balances

7.2. Refund balances for dinners and extended day

To refund an online payment via WorldPay

If your online payments are credited direct to your Local Authority or a Caterer, you will need to contact them to request the refunds to the parents' accounts.

If your online payments are credited to your school bank account, you can refund credits back to the parent via your WorldPay account.

Access your Worldpay Account
- Browse to www.worldpay.com/uk
- Select **Account login**, **Business Gateway account login (MAI)** and login with your WorldPay username and password set up when you created your WorldPay account – your username will likely be in the format admin@[yourschoolpr] – after the @ symbol will be 12 characters

To search for transactions
- Click on **Payments**, enter the transaction number (you can find this in SCO on the transaction receipt), click on the **Search** button

To refund a payment via WorldPay
- Open the online transaction
- Scroll down until the **Refund** section is displayed
- To make a full refund, select the **Refund** button
- To make a partial refund, enter the required refund amount in the **Amount** box, then select the **Refund** button
- If the refund is successful, you will see the message **Refund successful**
- The payment status changes to **Sent_For_Refund**

Record the online refund in SCO

- In SCO, go to the relevant item (Dinners or Extended day)
- Select the red **Payment** button
- Select the **Refund** option
- Select the **Credit/debit** option
- Enter the amount refunded
- In the **Memo** field enter narrative such as **Refunded by WP** and the WP transaction number
- Enter a credit/debit reference (this will show in the **Check bank statement** screen)
- Click on **Done**

For assistance with your WorldPay account, please contact WorldPay on 0330 333 1233. You will need to quote your Merchant Code (you should have this on original correspondence from WorldPay).

To refund by cash or cheque in school

- In SCO click on the appropriate module tab e.g. **Dinners** or **Extended day**
- Click on the red **Payment** button for the child with the credit balance
- Select the **Refund** option and the correct payment method (cash or cheque)
- The refund amount will automatically display
- Enter a Memo e.g. **Child has left school** (you can copy and paste this text for other refunds)
- Click **Confirm refund**, enter a reference when prompted if required

Proceed to section 7.3.

7.3. Write off balances for dinners and extended day

Writing off balances will not affect your Banking figures.
- In SCO click on the **Dinners or Extended day** tab
- Click on the **Payment** button, next to the relevant pupil
- Select **Write off balance**
- The amount is automatically entered and can't be altered
- Enter a **Reason for write off** click **Confirm write off**

Proceed to section 7.4.

7.4. Transfer dinners and extended day balances to siblings

Transferring balances will not affect your Banking figures.
- In SCO click on the **Dinners or Extended day** tab
- On the right hand side of the screen, click on the **Dinner money transfer or Pre-payment account transfer** button
- Click the down arrow and select the **From account**
- Click the drop down and select the **To account**
- Enter the **Amount,** if you are transferring a negative/owing amount ensure you put a - before the figure (e.g. -10.00)
- Click **OK**

Proceed to section 8

8.   Manage balances for pre-payment accounts (All schools)

If there are no pre-payment account balances for Leavers, *proceed to section 9.*

Any **Pre-pay bal** *credit* balances for pupils who have left school can either be refunded back to the parent or can be transferred to a sibling's account.

Any **Pre-pay bal** *negative* balances will need to be collected or written off.

8.1. *Refund credit pre-payment account balances*

- In SCO click on the **Income** tab
- Select **Account Rebate**
- Select the appropriate pupil/staff account name from the drop-down list and click **OK**
- Select the **General pre-payment account** when prompted
- Click the appropriate payment method to complete the refund

8.2. *Enter a payment for a pre-payment account debt*

- In SCO click on the **Income** tab
- Click on the **Account deposit** button
- Select the pupil account to add the payment
- Click **OK**
- Click the down arrow and select the **General pre-payment account**
- Enter the amount to deposit
- Select the relevant payment method - cash or cheque

8.3. *Transfer pre-payment account balances to siblings*

- In SCO click on the **Income** tab
- Click on the **Account transfer** button
- Click the down arrow and select **General pre-payment account**
- Click the down arrow and select the **From account**
- Click the drop down and select the **To account**
- Enter the **Amount,** if you are transferring a negative/owing amount ensure you put a - before the figure (eg -10.00)
- Click **OK**

8.4. *Write off pre-payment account balances*

You can write off the balance to allow deletion of the pupil. **Please note there is no audit trail of this adjustment.**

If you didn't do so earlier, export your screen to Excel before commencing this section for your records, if required (use the **Export** button at the bottom left of the screen in SCO).

- In SCO click on the **Accounts** tab
- Right click on the **Pre-pay bal** column header
- Select **Enable set account balances** and click **Yes**
- The column will go yellow, you are able to change the relevant balances to zero
- Once you have amended the balances right-click on the header again and select **Disable set account balances**
- Select **Yes** to save the changes
- Click **OK**

Proceed to section 9

9. Manage account balances for Cafeteria account (Cashless catering schools only)

If your school does not have a link with a cashless catering system, p*roceed to section 10.*

If your school is using the Tucasi SCO link with another cashless catering system (e.g. Cunninghams/ IMPACT, CRB, Nationwide/NRS, Vericool, Sharp, Uniware, Live Register etc.), you might see balances for Leavers in the **Cafeteria bal** column.

These balances should be managed on your cashless catering system. Payments originally made online can subsequently be refunded via WorldPay (see section 7.2 – To refund an online payment via WorldPay).   No transactions should be entered in Schools Cash Office against the pupils' accounts. If you need to record the expenditure transactions in SCO for bank reconciliation purposes, we recommend that you use the **Expenditure**, **Miscellaneous expenditure** option.

Once you have cleared any credit or debit balances for Leavers in your cashless catering system this will, in turn, update balances in Schools Cash Office.

However, if you have already deleted the Leavers from the cashless system and there are still balances in SCO, you will have the option to remove Leavers in Schools Cash Office, despite them having Cafeteria balances. This is done later in the Academic Year End process.

If there are no cashless catering refunds due for leavers, p*roceed to section 10*

10. Delete leavers via the Accounts tab

Now that you have cleared all balances for Leavers, if your Leavers are easily identifiable (in the same Class or Year group) you are able to delete them as one selection in the **Accounts** screen.

If they are not easily identifiable (e.g. if you have mixed classes or year groups, leavers over multiple years or 6th form), *proceed to section 11* to import leaving dates and delete pupils automatically.

- In the **Accounts** screen, click on the **Class** or **Year** column heading to group the **Leavers** together

- Select the first pupil to highlight their account

- Hold down **SHIFT** (below Caps Lock) and select the last pupil to highlight all pupils in the range.
  You can do this in small chunks if you prefer

- Right-click on the highlight and click on **Delete** (at this stage you can opt to **Keep** any pupils who have debts on trips which you may wish to chase prior to deletion)

- Right-click and **Delete** any other pupils who have left school throughout the year

If you have deleted pupils in error, you can easily restore them – see *section 24.*

Proceed to section 11

11. Check Pupil IDs (All schools)

It is important to check which ID you have previously used to import the pupils from your MIS (MIS = **M**anagement **I**nformation **S**ystem e.g. SIMS, Progresso, CMIS, Scholarpack, Bromcom, Arbor, PupilAsset, Integris G2). You will need this information later in the process.

- Click the **Configuration** tab and select **System options**
- Make a note of the option selected in **Pupil ID field used for imports**

It is important that **ALL** pupils have an ID in SCO, otherwise duplicate pupil accounts may be created when importing new data. All IDs must be entered before you import.

- In SCO, click on the **Accounts** tab
- Click on the **Pupil ID** column heading to sort by ID. Any blank IDs will appear at the top. (You may need to click the heading a couple of times for the blank IDs to appear at the top)

If you have any pupils without IDs you will need to add them in as follows:
- Right-click on the pupil's name and click **Edit pupil details**
- Enter the ID in the **Pupil ID** field (this can be copied from your MIS pupil database)
- Click on **Done**

Please note that in SIMS the ID field is only available to users who are part of the Third Party Reporting group. You may wish to contact your MIS support team for further assistance.

If you deleted pupils at section 10, proceed to section 13.

Otherwise, proceed to section 12

12. Import leaving dates (All schools)

If you are using SIMS, follow this section to see if the dynamic link is set up on your PC. If you are not using SIMS, proceed straight to section 12.1.

- In SCO, click on the **Configuration** tab
- Select **Import from external system**
- Select **Import configuration**
- Click on **Dynamic link configuration**. If the **SIMS dynamic link status** indicates **Not installed**, *proceed to section 12.1*
- If the **SIMS dynamic link status** indicates **Installed** and there is a username and password in the **SIMS Login** section of this screen, click on **Cancel**
- In the **Data source** column, next to the **Leavers** heading ensure **SIMS Dynamic Link** is selected
- In SCO, click on the **Admin** tab
- Select **End of academic year,** select **Leavers import**

NOTE: this import **adds Leaving Dates** to any pupils who have been marked as Leavers in SIMS for the current academic year, but does not delete pupils.
In section 2.2 the screen will list ALL pupils in the **Pupils to be modified** column – this indicates that all pupils will be reviewed for a leaving date. Only those with a leaving date in the file above will be updated.

Proceed to section 12.3 for instructions on deleting Leavers.

12.1. Create leaving data (schools <u>without</u> a dynamic link)

You will need to create a report containing the leaving dates for all pupils who left school either during or at the end of the academic year that has just finished. Contact your MIS support if you need assistance creating this report.

The report should contain the following **separate** fields with **identical field headings** to that shown below. A filter should be added to ensure that you only select pupils who have left during this academic year.

Forename	Surname	DOB	One of **PupilID or AdmissionNumber or UPN**	AddressLine	RegGroup	Year	LeavingDate
Benjamin	Able	01/01/2002	123456	45 Willow Way, AN1 2TW	11FC	11	20/07/2018

For the field containing the pupil IDs, select **only one** field - **UPN** *or* **PupilID** *or* **AdmissionNumber** as you noted earlier.

The report should be generated and saved (from Excel) as a **CSV (comma delimited)** file and saved to a location on your computer that you can access.

Ensure the **Leaving date** in your csv file is a date **before today's date** - the leavers cannot be deleted from SCO until the day after the leaving date at the earliest.
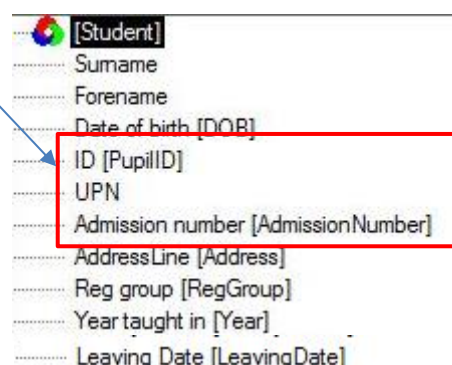
12.2. Import the leaving dates into Schools Cash Office

- Ensure the csv file created above has been closed
- In SCO, click on the **Admin** tab

- Select **End of academic year,** select **Leavers import**

- Browse and select the above csv file you saved on your computer

- A window will be displayed summarising the actions taken. Do not be alarmed that the screen lists all pupils in the **Pupils to be modified** column – this indicates that all pupils will be reviewed for a leaving date. Only those with a leaving date in the file above will be affected

- Click on the **Confirm** button. Click on **Close**

NOTE: this import **adds Leaving Dates** to any pupils who have been marked as Leavers in your MIS.

Proceed to section 12.3 for instructions on deleting Leavers.

12.3. Delete leavers (All schools)

In this step, you will delete all leavers with zero balances.

- Ensure SCO is closed on all other PCs

- In **SCO**, click on the **Admin** tab

- Select **End of academic year,** click on **Process leaving dates**

- Select the option to **Allow deletion of leavers with cashless balance**
  This is applicable if you use the cashless link to a third party catering system (e.g. Cunninghams, Nationwide etc.) and if leavers have been deleted from the cashless system before any balances updated in SCO

- Select the option to **Allow deletion of leavers enrolled on trips**
  This is applicable if you no longer require pupils that have left to pay for debts on trips.
  Selecting this option will mean that parents will no longer be able to pay for trips online for Leavers

- Click **Start** to delete the pupils

- The leaving dates will be processed
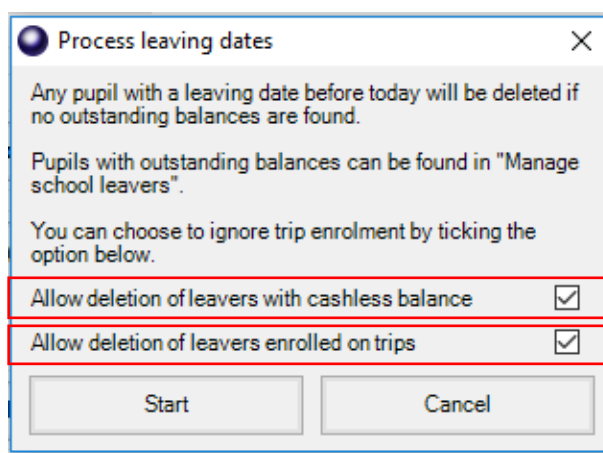
NB If there are any pupils who have left but still have a balance a box will appear with their details. These pupils will automatically be transferred to a class named **Leavers** and their balances can be handled later.

Click on the **Accounts** screen to check that the leavers have been removed.

Any leavers with outstanding balances will display as **Has Left** in the **Status** column on the **Accounts** tab. Such pupils will show on **SCOPAY** as (**Left school**) and **parents will no longer be able to pay online**. To allow parents to pay online, on the **Accounts** tab, **right-click the pupil**, **Edit pupil details**, remove the tick from **Pupil has left school**, click **Done**.

If the leavers have not been removed, ensure that they don't have any balances and that the **Leaving date** in your csv file is a date **before today's date** then repeat section 12.3.

If you have deleted pupils in error, you can easily restore them – see *section 24.*

Proceed to section 13

13. Format Nursery class settings (schools with Nursery pupils only)

If you do not have Nursery pupils in your school *proceed to next section*.

If you are going to import Nursery pupils into SCO and their Year Group in your MIS is marked as N1 or N2, you will need to import these as Year 15s in SCO. To do this, simply change the **Default year group for imports** setting:

- Click on the **Configuration** tab
- Click on **System options**
- Enter the **Default year group for imports:** as 15
- Click on **Done**

This will ensure that any pupils imported with a Year Group outside of 0-13, or a Year Group with an alphabetical character in the import file, will go into the Year 15 Year Group in SCO.

Proceed to next section

System options

Enter values for options:

General | Receipts | Device | Income | Dinners/Extended Day | Communications | VAT/Tax | Che

Options set across the system

School name:	Tucasi School 1
Unique school ID:	9901
Local authority ID:	850
School first year group:	0
School final year group:	11
Hide Pupil ID in accounts tab	☐
Hide old account deposits/refunds	☐
Show user login/logout events	☐
School financial year start	1 ∨ September ∨
MIS link	SIMS ∨
Pupil ID field used for imports:	UPN ∨
Staff ID field used for imports:	StaffID ∨
Third party cashless ID field used for imports:	<ID field used for imports> ∨
Set up term dates	Set up
Default year group for imports:	15

14. Update SCO with new academic year data (All schools)

If your school does not have the SIMS dynamic link *proceed to section 14.2.*

In this section you will import the data for the new academic year including new starters, existing pupils into their new classes and year groups/UFSM groups and Free school meal updates.

14.1. Schools with the SIMS dynamic link

The SIMS dynamic link will not import the new pupils into SCO until on or after the date they become **On roll** in SIMS. If you have auto-import set then this will happen automatically on the first day of term. We therefore recommend that you carry out this process after that date, otherwise refer to the separate guide How To Import PreAdmission Pupils.

Ensure you do not carry out this process until the leaving date for your leavers has passed, otherwise they may be imported again.

- In SCO, click on the **Admin** tab
- Select **End of academic year**
- Select **Pupil import**
- In case of discrepancies, a **Data discrepancies** screen will appear to ensure no duplicates are imported

IMPORTANT: if you previously imported Pre-admissions with blank Pupil IDs, tick **Merge with existing pupil without ID** and click on **Re-scan data**.

- Ensure that any pupils marked as (New) in the **Pupil accounts to be modified** section are new to the school. Scroll down this column to check that existing pupils are not marked as (New)
- Click on the **Confirm** button
- Click **Close**

Proceed to section 15.
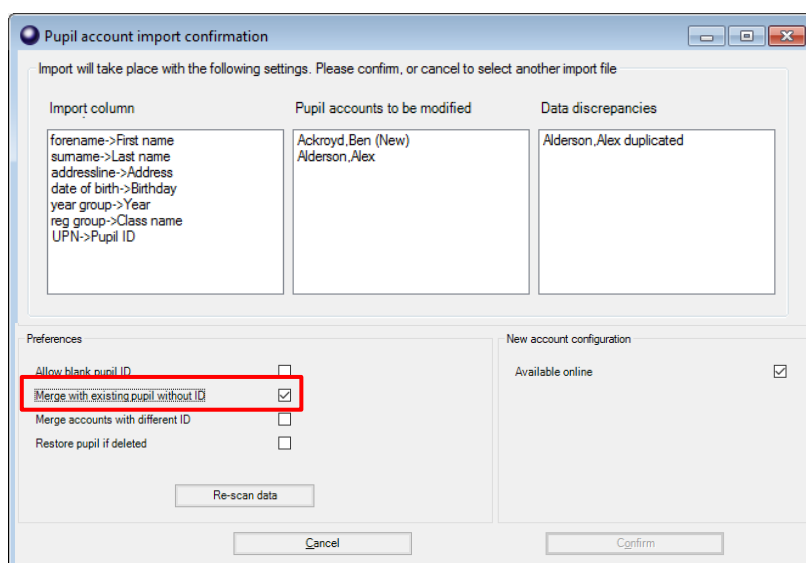
14.2. Schools without a dynamic link

This section will describe how to update your pupil data for the new academic year for new starters and existing pupils into new registration groups and other changed data. Contact your MIS support if you need assistance creating this report.

Prepare a report to update pupil data

A report containing the following **separate** fields for all pupils needs to be generated and saved (from Excel) as a CSV (comma delimited) file.

IMPORTANT: the generated report **must** contain **all** the mandatory fields listed below **with exact field names as indicated**. You may need to manually rename or merge fields in Excel if your MIS does not automatically generate the required fields. For example, you may need to merge separate fields for "address" and "postcode" into an "AddressLine" field (search **Help** in Excel for instructions on how to **concatenate** fields).

NB The column label for the Pupil ID MUST match the Pupil ID field set for imports in SCO you wrote down earlier.

If you have previously imported pupil data, you may already have a report with the following fields saved in your MIS.

Mandatory fields:
Forename
Surname
Date of Birth
Either **UPN** or **PupilID** or **AdmissionNumber**
(this should match the Pupil ID field used for imports)
Year Taught In
Reg Group
AddressLine
Eligible for Free Meals

Optional fields:
Notes
Gender
Salutation
PupilPremiumIndicator

The report should be generated and saved (from Excel) as a **csv (comma delimited)** file and saved to a location on your computer that you can access.

Import the data into Schools Cash Office

- In SCO, click on the **Admin** tab
- Select **End of academic year**
- Select **Pupil import**
- Browse and select the SCO Pupil Data csv file you saved
- A window will be displayed summarising the actions taken
- A **Data discrepancies** screen will appear to ensure no duplicates are imported

IMPORTANT: if you previously imported Pre-admissions with blank Pupil IDs, tick **Merge with existing pupil without ID** and click on **Re-scan data**.

- Ensure that any pupils marked as (New) in the **Pupil accounts to be modified** section are new to the school. Scroll down this column to check that existing pupils are not marked as (New)

- Click on the **Confirm** button.
- Click on **Close**
- Click on the **Accounts** tab and check that the leavers have been removed, new pupils imported and the remaining pupils are in their correct classes and year groups
- At the bottom left of the **Accounts** screen, below the **Help** button, check that the number of records matches the number of pupils on roll in your MIS

If any pupils have been duplicated, this can be handled later in section 23.

If you are using the Tucasi Communications module, *proceed to section 15*.

Otherwise, *proceed to section 16*
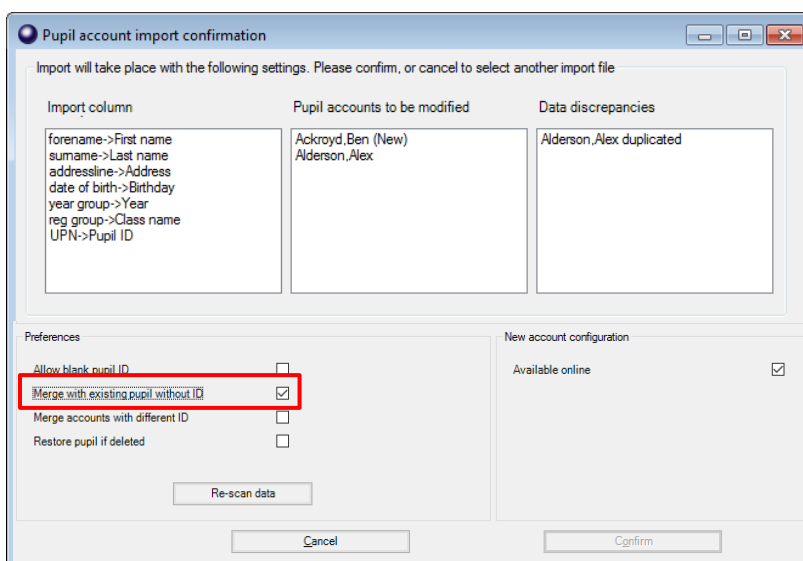
15. Import Pupil Contact data (Schools using SCO Communications)

If you are not using the Tucasi SCO Communications module to send emails/texts *proceed to section 16*.

If you are using the Tucasi SCO Communications module, but your school does not have the SIMS dynamic click *proceed to section 15.2*.

15.1. Schools with the SIMS dynamic link

- In SCO, click on the **Configuration** tab
- Select **Import from external system,** select **Pupil contact import**
- Review the details and click **Confirm**
- Once complete, click on the **Communications** tab, select **Account** contact report, select **All dates**, select **Show accounts with no contact**, click **OK**
- Review the data to ensure all contact details are displayed.
- Close the report.

Proceed to section 16

15.2. Pupil contact import – schools without a dynamic link

Prepare the Pupil contact import data

Pupil contact details (mobile numbers and email addresses) can be imported into SCO by preparing a file in your MIS. If you have previously imported pupil contact data, you may already have a report with the following fields saved in your MIS. Contact your MIS support if you need assistance creating this report.

The required fields for the report **MUST** match the headings below:

Either **UPN** or **PupilID** or **AdmissionNumber**	this should match the Pupil ID field used for imports
FirstName	this is the contact first name, not the pupil
LastName	this is the contact last name, not the pupil
MobileNumber	this is the mobile number of the contact
EmailAddress	this is the email address of the contact
PhoneNumber	this is the phone number of the contact
Priority	this is the contact priority assigned to the contact
ContactID	ID of the Contact, although this field is optional
ParentalResponsibility	this field is optional

The report should be generated and saved (from Excel) as a CSV (comma delimited) file and saved to a location on your computer that you can access. Ensure the file is closed before proceeding.

Import the file into SCO

- In SCO, click on the **Configuration** tab, select **Import from external system**
- Select **Pupil contact import**
- Browse and select the SCO Pupil Data csv file you saved above
- Review the details and click **Confirm**
- Once complete, click on the **Communications** tab, select **Account** contact report, select **All dates**, select **Show accounts with no contact**, click **OK**
- Review the data to ensure all contact details are displayed.

Proceed to next section

16. Configure preferences (Dinner money and Extended day schools)

If you set default meal patterns for pupils (e.g. if they order in advance and you set Preferences in SCO) you will need to enter these for any new pupils.

If you do not use Preferences for Dinner money or Extended day, *proceed to section 17.*

16.1. Enter pupil preferences

- On the **Configuration** tab click on **Account configuration**, **Pupils**
- Select the pupil and click on the **Preferences** tab
- Enter Preferences for Dinners and any Extended day clubs
- Enter preferences for all new pupils and delete preferences for any pupils no longer required
- Click **Done**
- Click **Close**

16.2. Populate any meal or session choices for the future

- In **Dinners**, click on **Set meal preferences**
- Select the required options
- Click on **Done**

- In **Extended day**, click on **Set session preferences**
- Select the required options
- Click on **Done**
- Repeat for any other clubs

Proceed to next section.

17. Update any cohort pupil sets

If you do not use cohorts, proceed to next section.

- Click the **Configuration** tab
- Click **Account configuration**
- Click **Cohorts**
- Click the first cohort, add or remove pupils on the right hand side
- Repeat for other cohorts, click on **Done**

Proceed to next section

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18. Delete empty classes (all schools)

After updating the pupil data, SCO may contain some 'empty' classes which can be deleted.

- Click the **Configuration** tab
- Click **Account configuration**
- Click **Classes - e**mpty classes will be displayed as having 0 pupils
- Click the empty class and select **Delete class**
- Click **Yes**
- Repeat for each class. Click **Done**

Proceed to next section

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19. Add new staff

If you have previously added staff manually (via **Configuration**, **Account configuration**, **Staff, Add new staff**) repeat this to add any new staff.

If you have previously imported staff with Staff IDs or via the SIMS link, repeat this process for new staff. On the import screen ensure only new staff are marked with [New] after their name, otherwise you will see duplicate staff.

Proceed to next section

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20. Assign teachers to classes (Dinner money, Extended day and Parents evening users only)

- Click on the **Configuration** tab
- Click **Account configuration**
- Click on **Classes**
- Click on the required class
- Click the down arrow next to **Teacher name** and select the appropriate teacher
- Repeat for each teacher, click on **Done**

Proceed to next section

21. SCO Dinner money startup class (Classroom edition users only)

If your school does not use the SCO Classroom Edition, *proceed to next section*.

If you are using the Classroom Edition and need to change the default class for each teacher, the teacher will need to login to Classroom Edition via www.scopay.com/ClassroomWebapp with their own email address and change the setting:

- Select **Order meal for today**
- Select **Control**
- **Select Settings**
- Click the down arrow next to **Show class on start-up**: and select the required class
- Click on **Save**

Proceed to next section

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22. Delete staff that have left (All schools)

Staff that have left can be deleted from the system if they have no account balance.

- Click on the **Configuration** tab
- Click on **Account configuration**
- Click on **Staff**
- Click on the staff member to delete and select **Delete this staff**
- Click on **Yes**
- Repeat for each staff member
- Click on **Done**

Proceed to next section

23. Manage duplicate pupils (All schools)

Duplicate pupils occur if a pupil does not have a Pupil ID in SCO or a different Pupil ID was used when new pupil data was imported.

It is possible to view a list of duplicate pupils by clicking on the **Accounts** tab:

Account no	Last name	First name	Address	Class	Year	Status	Reg'd online?	Pupil ID
1002	Able	Benjamin	45 Willow Way,Port Talbot,SA12 8TP.	10B	10	FSM, Gift aid	☐	V820444405031
1228	Ackroyd	Marc	27 Springfield Avenue,Kempston,Bedford,Bedford...	8B	8		☑	T820200100036
1229	Ackroyd	Mary	27 Springfield Avenue,Kempston,Bedford,Bedford...	8B	8		☑	L820200100003
1325	Ackroyd	Mary	27 Springfield Avenue,	8B	8		☐	006543
1053	Ackton	Stan	86 Abey Path,Spalding,Lincs,PE11 1AY.	1B	1	UFSM	☐	M820200105001
1277	Adams	James	133 Armstrong Drive,Bedford,Beds,MK42 9JW,	Rece...			☐	X820432105002
1253	Akram	Amina	128 Marton Road,Mulbarton,EAST TOWN,Eastsh...	9B	9		☐	T820444405020

We advise you **not to use** SCO until you have sorted out any duplicate pupils.

If there are no duplicate pupils, *proceed to section 24.*

- Check the type of Pupil ID in SCO
- Click the **Configuration** tab and select **System options**
- Make a note of the option selected in **Pupil ID field used for imports**

23.1. Deciding which duplicate account to retain

Has the parent registered online?

For schools who have the SCO Online Payment module (SCOPAY) you **must** check that the pupil you wish to delete isn't already linked up with a registered parent online.

- Click on the **Accounts** tab
- Check the **Reg'd online?** column
- Retain the pupil account that has a tick in the box

Which account has recent transactions against it?

- Click on the **Accounts** tab
- Double-click on the pupil account. An account statement will be displayed
- If no transactions have been entered against either of the duplicated pupils and you **DO NOT have the SCO Online Payment module**, retain the pupil with the correct Pupil ID

23.2. How to move the correct ID from one duplicate to another:

If you need to retain the pupil without the correct Pupil ID, you will need to transfer the Pupil ID as follows:

- Right-click on the pupil **with** the allocated Pupil ID, click on **Edit pupil details**
- Highlight the **Pupil ID**, cut the Pupil ID (Ctrl X or right-click and select Cut)
- Click on **Done**
- Right-click on the pupil **without** the correct Pupil ID, click on **Edit pupil details**
- **Paste** the Pupil ID (Ctrl V or right-click and select Paste)
- Click on **Done**
- Repeat for each duplicate pupil

23.3. Delete Duplicate pupils

Once you have identified which pupils to delete, you can delete them via the **Accounts** tab:

- **Right click** on the pupil's name
- Click on **Delete, c**lick on **OK**

At the bottom left of the **Accounts** screen, below the **Help** button, check that the number of records matches the number of pupils on roll in your MIS.

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24. Restore deleted pupils

If pupils have been deleted in error, you can easily restore them:

- Click on the **Admin** tab
- Click on **Database management**
- Click on **Restore deleted data**
- Click on **Pupils**
- Select the relevant pupils to restore, click on **Done**

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25. Documentation and Support

Congratulations! You have now completed the Academic year end process and SCO is now ready to use for the new academic year. If you have any queries, please contact:

Tucasi Customer Support
Visit www.tucasi.com/support and click

Log A Ticket

☎ **02380 016564**

In **SCO** click on **Guides & Documentation**

To import pupils marked as Pre-admission in your MIS:
Refer to the guide **How To Import PreAdmission Pupils**

To carry out the Financial Year End Process,
including archiving trips and reconciling the Banking:
Refer to the guide **Financial Year End Guide**

To change which items are available online and
generate Online access letters for new starters:
Refer to the guide **Quick Reference Guide Online Payments**