Welcome

- We will start shortly.

- Please make sure your **Camera** and **Microphone** are switched **off**.

- This session **will be recorded**, by joining the session you are agreeing to being recorded. If you do not wish to be recorded, please do not join the session.

- If you want to listen to the audio via the telephone, please call **020 3787 4277** and use the conference ID **357 947 28#**

Bromcom MyChildAtSchool for Online Purchases

Webinar

Coventry City Council

DIGITAL SERVICES FOR SCHOOLS AND ACADEMIES

Data Protection Disclaimer

Screenshots used in this presentation have been taken from a test / training system, which contains details of fake people.

Any similarity to those living or dead is purely coincidental.

Session Objectives

- By the end of this session, you should:
    - Understand how to configure online payments
    - Understand how a contact can pay for items
    - Setting up products and managing the store
    - Staff Dinner Money purchases
    - Understand how school staff can create an order
    - View Purchases & Making Refunds
    - View Balances

   There will be plenty of time to ask questions, please feel free to ask as we go along.

We will not be covering

- Setting up MCAS for the first time
  - If you are not yet using MCAS in school, we recommend booking a session with us to do bespoke setup – please email schoolsict@coventry.gov.uk to request a session.
- New Users to MCAS
- Clubs and Trip Setup
- Wraparound care Setup

We have different sessions available for all the above.

Terminology

Whilst most users of **MCAS** will be parents with parental responsibility, rather than using the word **Parent**, thought out this session we will refer to users of MCAS as **Contacts**

Overview
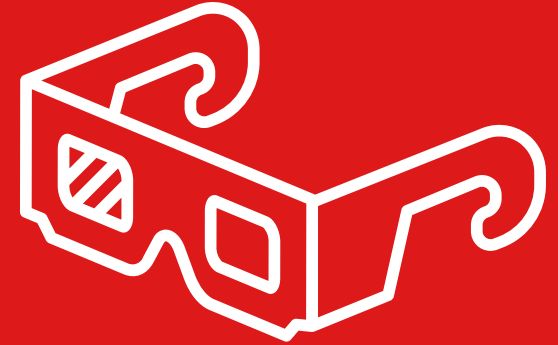
What is MyChildAtSchool?

- MCAS is a one stop shop app & Website for parents to interact with school and allows parents access to much of the data in the MIS – it also allows parents to self-serve for many different things.

- It has the following features
    - Take payments for clubs, trips, wraparound, dinner money and school shop items (books, uniform etc)
    - Show parents data from the MIS such as school reports, attendance, assessment, behaviour, school diary
    - Allow parents to book clubs, trips and wraparound
    - Parents can choose meal menu items for their child
    - Submit data changes to school
    - Share newsletters and other importance school documents and announcements
    - Parents can pay using, credit and debit card and PayPoint
    - Record parental consent

What else do I need to know?

- Each contact that you want to access MCAS must have a valid email address registered in your MIS.

- Contacts can only see their own information and that of the child (this includes the child's address).

- Contacts can access different children through the same log in, for example if they have multiple children at school.

- Contacts with children at different schools that use Bromcom can use the same email address to login.

- Online **payments & refunds** made through MCAS attract a transaction fee of around **1.275%** (please check the fee applicable to your school).

Configuration
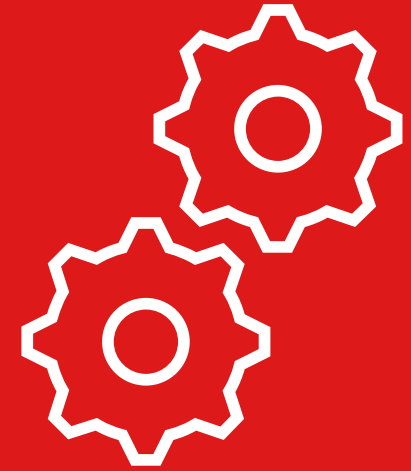
Online Payment Settings

- **Config > MyChildAtSchool > Online Payments**

- **Note:** You will not see this screen unless you have an active bank account setup in your Bromcom System.

Settings

You can change the name of the school shop, and you can set a subtitle (Hint: you can include the student's name by adding **%StudentName%)**

Offline Orders This advertises to parents that they can bring cash into school. Recommend this is turned off. But you can still take cash if this is turned off. If you use this set an **Offline Payment message** so that contacts know where to go with their money.

If you are still taking cash you might want to consider **PayPoint.**

PayPoint

- MCAS Supports PayPoint, but you must have it switched on – please log a ticket if you want to use it.

- Parents top up their MCAS balance which they can then use to purchase items.

- Contacts are issued with a PayPoint barcode which they can take into a PayPoint location and use to add funds to their account.

- The barcode is specific to the parent and their account rather than an item or product – so if you have PayPoint users they still have to check out their basket, but they use 'PayPoint' as the payment option (if they have enough credit) at checkout time.

- PayPoint transactions incur the same transaction fee as other payment types.

Settings (2)

Do not allow parents to create negative balances

With this ticked parents will not be able to create an owing balance – for example in a running balance club or for dinners. This will prevent contacts from ordering wrap around care or dinners until they top up.

Online Payment Settings ⓘ

☑ Enable Online Payment

Online Payment Title:
School Shop

Online Payment Subtitle:
Online Payment

☑ Enable PayPoint Payments

☑ Enable Offline Purchases

Offline Payment Message:
Please speak to school reception to pay your orc

☐ Do not allow parents to create negative balances

☐ Parents can use existing balances to make purchases

BACS Remittance Delivery Email Address:
admin@watersedge.coventry.sch.uk

☐ Send email confirmation after purchase is completed

Settings (3)

Parents can use existing balances to make purchases

With this ticked, parents can use dinner money or running balance club funds to purchase trips etc.

Online Payment Settings ℹ️

☑ Enable Online Payment
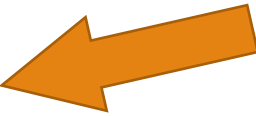
Online Payment Title: School Shop

Online Payment Subtitle: Online Payment   ℹ️

☑ Enable PayPoint Payments

☑ Enable Offline Purchases

Offline Payment Message: Please speak to school reception to pay your orc

☐ Do not allow parents to create negative balances ℹ️

☐ Parents can use existing balances to make purchases

BACS Remittance Delivery Email Address: admin@watersedge.coventry.sch.uk

☐ Send email confirmation after purchase is completed

Settings (4)

BACS Remittance Delivery Email Address

This is the email address that the BACS remittance will be sent to weekly by Bromcom. It should be a generic school email address.

Hint: You can produce the same report yourself, so you don't have to wait for it to be sent.

Online Payment Settings ⓘ

☑ Enable Online Payment

Online Payment Title:　　　　School Shop

Online Payment Subtitle:　　Online Payment　　ⓘ

☑ Enable PayPoint Payments

☑ Enable Offline Purchases

Offline Payment Message:　　Please speak to school reception to pay your orc

☐ Do not allow parents to create negative balances　ⓘ

☐ Parents can use existing balances to make purchases

BACS Remittance Delivery
Email Address:　　　　　admin@watersedge.coventry.sch.uk

☐ Send email confirmation after purchase is completed

Settings (5)

Send email Confirmation after purchase is complete

Recommend this is turned on. This sends contacts a confirmation email when they have purchased something from your store

Instalment Reminders

Some purchases can have instalments

You can enable instalment reminders if you use instalments.

The message can be sent when an instalment is due in the next x number of days and/or if it is overdue.

Instalment Reminders (2)

Customise the reminder text

You can customise the text for the 'Next instalment is due' message and the 'Instalment is overdue' message

The message text ca be customised by using the dynamic fields. Click into the text box where you want to place the dynamic text and choose the item from the dropdown menu.

Bank Accounts

The Bank Account(s) to which funds will be paid are shown on this screen too. It's a good idea to review this periodically to make sure that your funds are being paid into the correct account.

If you want another bank account to be added (e.g., school fund) you can do this by emailing schoolsict@coventry.gov.uk with a copy of a recent bank statement for that account.

One bank account must be nominated to receive dinner money payments.

Authenticated Bank Accounts

If you would like to add and/or remove a bank account please contact the Bromcom Customer Care Team.

Description	Account Name	Number	Sort Code	Dinner Money Payment
Bromcom Technology Corp.	Bromcom Technology Corp.	1234567890	12-34-56	☑

What do contacts see

Logging In Desktop

- Using the registered email address (that's on your Bromcom)

- The password that the contact set themselves when they were invited to use the service

- Contacts can choose '**Reset Password**' if they forget their details
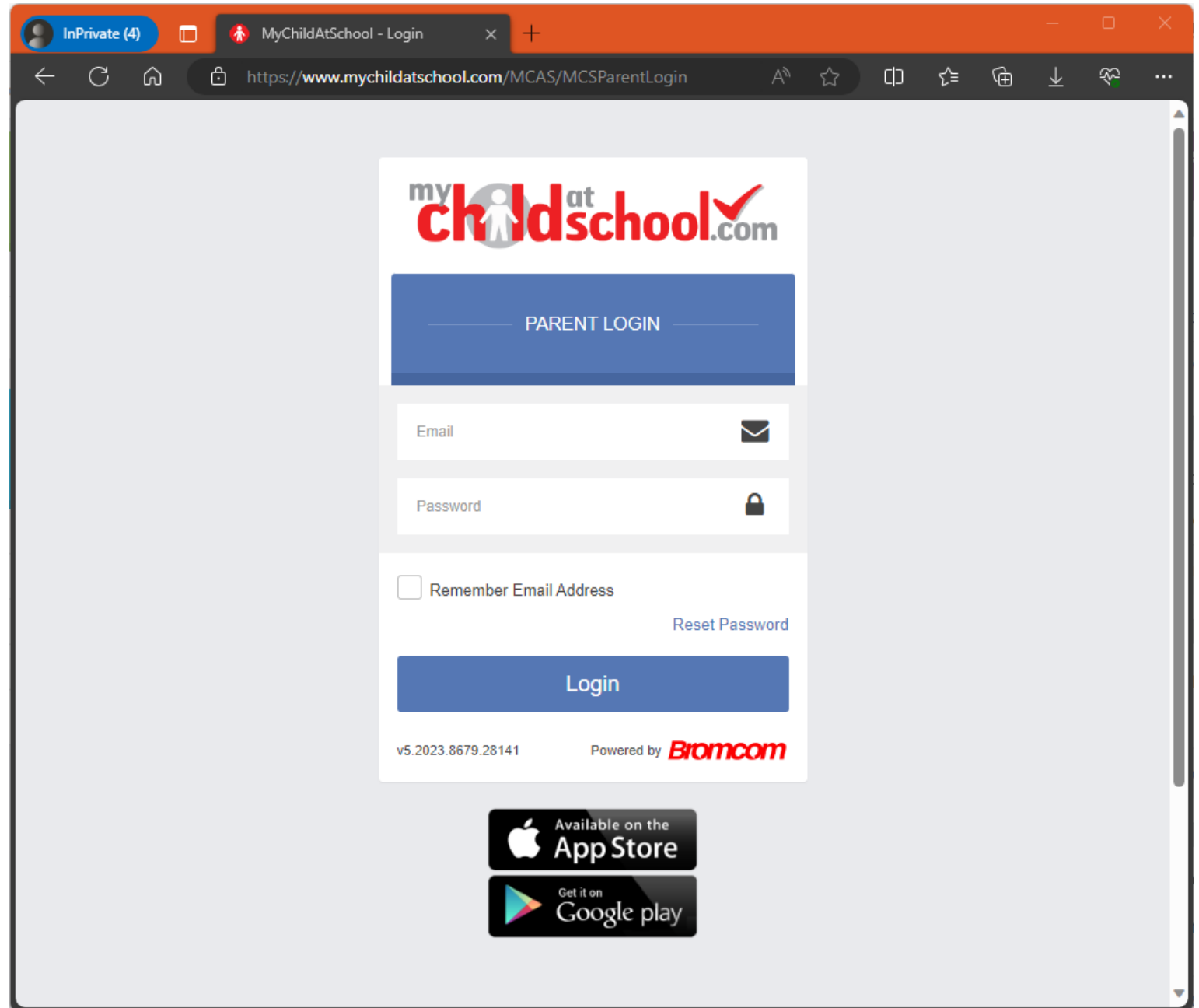
Homepage Desktop

Homepages
will look different depending on the school and the child's information

Shopping Basket

Contacts Profile

Student picker

Menu

Widget

Bromcom Primary School

Dashboard *Homepage and Launchpad*

YOU ARE HERE: 🏠 Dashboard

Paul Addison ▾
Change Student

- Dashboard
- Data Collection Form
- Announcements
- Assessment
- Attendance
- Parents Evening
- Reports
- Academic Calendar
- School Shop
  - All
  - Equipment
  - Photographs
  - Uniform
- Clubs
- Trips

Attendance — *Is Paul at school?* [More]

Period	Subject	Mark
AM	Tutor Group	❓
PM	Tutor Group	❓

Assessment — *How is Paul performing?* [More]

No Assessment data found

Dinner Detail — *Paul's recent meals* [More]

No Dinner Details data found

Announcements [More]

No Announcements data found

Dinner Money — *Dinner Balance Summary*

Credit Balance Summary : £ 0.00

Deposit Amount : £ [   ]

[Add to Basket]

Clubs & Trips — *Paul's upcoming club & trips*

School Letters [More]

Free-School Meal letter Published on 04th September 2023

Free-School Meal letter

Attachments: 🔗 FSM letter.pdf

Dinner Menu Published on 04th September 2023

Dinner Menu available for the year 2023/2024

Attachments: 🔗 Dinner menu letter.pdf

Disco Letter Published on 06th March 2023

Disco Letter for April

Attachments: 🔗 Disco Letter.docx

Ofsted Letter to Parents Published on 09th October 2023

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Terms And Conditions

Products & Store

The School Shop

- The shop is designed for **physical items** such as book bags, uniform, etc it's not designed to be used to pay for trips or other debt.

- Trips should be setup as a trip – this gives the full functionality of management of a trip or club.

- You cannot setup a free product, the minimum charge is £1.

- The shop can do stock management.

- You could setup a school fund payment in the shop.

- You can also setup hidden products to allow you to charge for debt items such as late fees for before / after school clubs.

Products vs Clubs and Trips

What	What should you use	Why
A school trip to Alton Towers	Trip	You want to manage the number of bookings, you need a list of students in attendance, you want to take attendance for a club, you want only students to book once.
Wraparound charges	Running balance club	
After school football club	Club	
School Consent tickets for parents/guardians	Product	You don't mind who is coming, but you only have certain number of tickets. Parents can purchase as many tickets as they like and that you have stock.
Debt Payment	Hidden Product	You can create the debt for the parent using an order. Parent can pay the debit through MCAS.

School Stop Overview

Product Categories

- Products must be placed in Categories

- It's a good idea to have a think about which categories you are going to use before you set them up.

- Categories should be as generic as possible but still meaningful.

- For example: you might want a category called 'Donations' in which you can put in your products for donations for things like school fund or charity events. I'd recommend against too many categories as contacts will get confused.

Creating a category

- **Config > My Child At School > Product Categories**

- Click **New**

- Enter a **Name** and **Code** (the code must be unique and it's a good idea for you to enter something that you will recognise)

- Make it **Active**

- You can also choose to make it a menu item so that it shows in the left-hand side bar to contacts.

- When entered all the details click **Create**

Products

- **Modules > MyChildAtSchool > Online Payments > Products**
- You can see all products which are setup in your system.

Creating a Product (1)

- **Modules > MyChildAtSchool > Online Payments > Products**

- Click **New**

- Enter the details as requested. The first few items are mandatory, shown with a *

- Click the Image Not Available button to upload an image

- **Hint:** Contacts are more likely to buy an item if it has an image.

Add / Edit Product
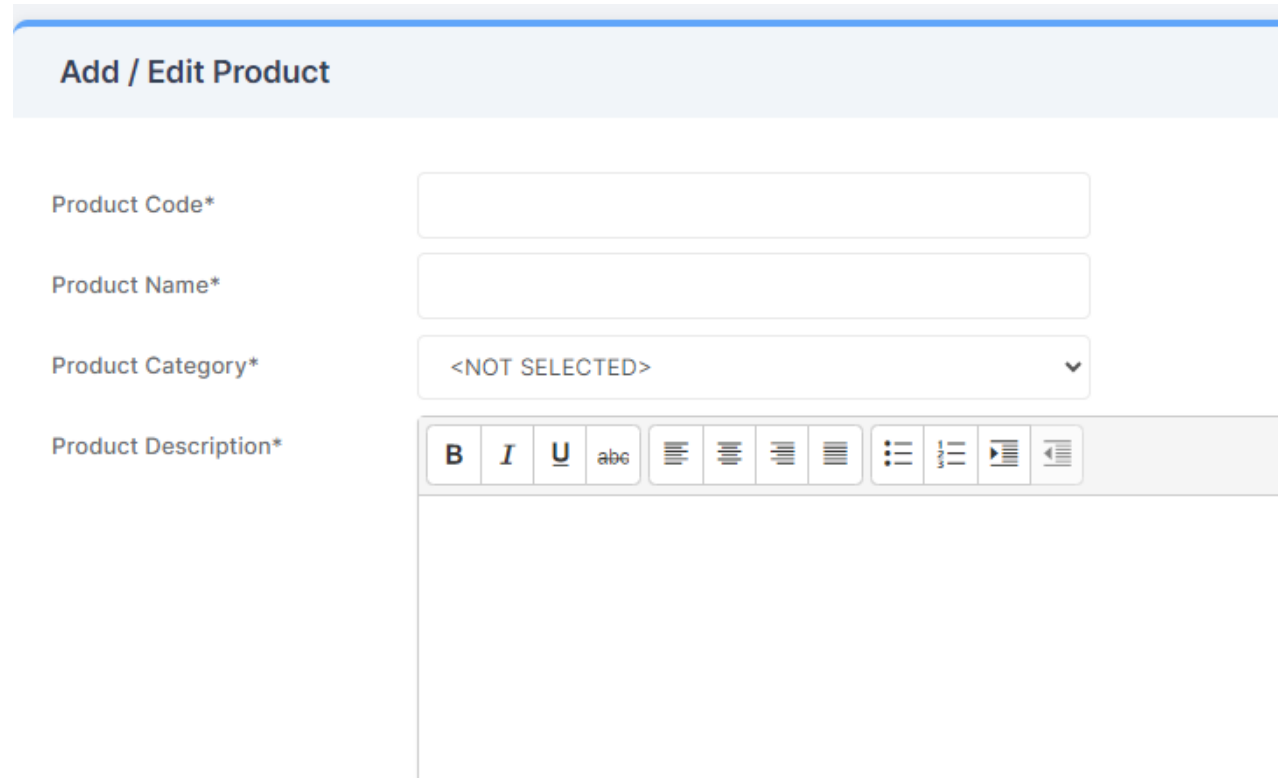
Product Code*

Product Name*

Product Category*   <NOT SELECTED>

Product Description*   **B** *I* U abc

Creating a Product (2)

- **Published** tick box

When ticked the product is available to be purchased in the system. This only defines if it can be used not if it shows in the shop.

Published	☑
Account Limit	⦿ Unlimited ◯ Limited
Quantity Options	⦿ Unlimited ◯ Limited
Display To	⦿ Everyone ◯ Selective Groups
	☐ Requires Parental Responsibility for Purchase
Display Between		
External Ledger Code	
External Cost Centre Code	
External Analysis Code	
Consent Required	☐

Creating a Product (3)

- **Account Limit** either Unlimited or Limited

Limited means that a particular MCAS account is limited to a number of purchases. For example, you might use this if you only want a contact to be able to purchase a certain number of a product.

Published	☑
Account Limit	◉ Unlimited ○ Limited
Quantity Options	◉ Unlimited ○ Limited
Display To	◉ Everyone ○ Selective Groups
	☐ Requires Parental Responsibility for Purchase
Display Between	[ ] 📅 [ ] 📅
External Ledger Code	[ ]
External Cost Centre Code	[ ]
External Analysis Code	[ ]
Consent Required	☐

Creating a Product (4)

- **Quantity Options** either Unlimited or Limited

How many of this product do you have to sell. For example : If you have limited number of jumpers to sell you would choose **Limited** and set your stock amount. You would edit the product each time you got a new delivery.

Published	☑
Account Limit	● Unlimited ○ Limited
Quantity Options	● Unlimited ○ Limited
Display To	● Everyone ○ Selective Groups
	☐ Requires Parental Responsibility for Purchase
Display Between	
External Ledger Code	
External Cost Centre Code	
External Analysis Code	
Consent Required	☐

Creating a Product (4)

- **Quantity Options** either Unlimited or Limited

How many of this product do you have to sell. For example : If you have limited number of jumpers to sell you would choose **Limited** and set your stock amount. You would edit the product each time you got a new delivery.

Unlimited would be used for items which are not physical, such as donations or if you order physical items in following an order from a contact.

Published	☑
Account Limit	⦿ Unlimited ◯ Limited
Quantity Options	⦿ Unlimited ◯ Limited
Display To	⦿ Everyone ◯ Selective Groups
	☐ Requires Parental Responsibility for Purchase
Display Between	[ ] 📅 [ ] 📅
External Ledger Code	[ ]
External Cost Centre Code	[ ]
External Analysis Code	[ ]
Consent Required	☐

Creating a Product (5)

- **Display To**

- **Display Between**

These two options limit when a product is visible in the store.

Display To can be used to show a product only to contacts of a particular group of students – for example you might be selling tickets to year 5 parents only.

Display between sets if the product is visible on the store for parents. A start date is necessary for it to show but the end date can be left blank.

You could leave both dates blank if this is a product which you want only staff to have access to. For example: a product for late pickup charges

Published	☑
Account Limit	⦿ Unlimited ◯ Limited
Quantity Options	⦿ Unlimited ◯ Limited
Display To	⦿ Everyone ◯ Selective Groups
	☐ Requires Parental Responsibility for Purchase
Display Between	[　　　　📅] [　　　　📅]
External Ledger Code	[　　　　]
External Cost Centre Code	[　　　　]
External Analysis Code	[　　　　]
Consent Required	☐

Creating a Product (6)

- **Require Parental Responsibility for Purchase**

If this is selected then only contacts who have parental responsibility can purchase the product.

Creating a Product (7)

- **Ledger codes, Cost Centre and Analysis Codes**

These are set as required for your finance system.

Published	☑
Account Limit	⦿ Unlimited ○ Limited
Quantity Options	⦿ Unlimited ○ Limited
Display To	⦿ Everyone ○ Selective Groups
	☐ Requires Parental Responsibility for Purchase
Display Between		
External Ledger Code	
External Cost Centre Code	
External Analysis Code	
Consent Required	☐

Creating a Product (8)

- **Consent Required**

This is set if you need consent from your contacts to purchase an item. For example: you might use this when purchasing tickets for an out of school event.

Published	☑
Account Limit	⦿ Unlimited ◯ Limited
Quantity Options	⦿ Unlimited ◯ Limited
Display To	⦿ Everyone ◯ Selective Groups
	☐ Requires Parental Responsibility for Purchase
Display Between		
External Ledger Code	
External Cost Centre Code	
External Analysis Code	
Consent Required	☐

Club and Trip Payment Options

Variations	Fixed Price	Variable Price	Instalments	Running Balance
Allows you to setup different prices for different types of pupils, e.g. PP and Non PP. Needs a reporting group. Only can be used if you are charging in one lump sum.	Charges each child the same amount for that Trip/Club	Allows parents to choose how much they want to pay, you set a minimum and maximum. E.g. maybe a club or trip which only requires a donation and you don't mind how much!	Allows you to set a deposit and then instalment amounts due on different dates.	Great for clubs – e.g. where the charge is based on attendance at the club. Allows the parent to add money to their account which is then spent when the pupil attends. Similar to how dinner money works

Payment Options

- **Variations**

Allows you to set prices for different types of products e.g. sizes of uniform items or set prices for different groups of students e.g. students entitled to PP funding or different year groups.

Hint: You may need to setup report groups for different payment groups. E.g. to charge PP students and non PP students different amounts.

Payment Options

- **Offline Payments**

Advertises to contacts that they can pay for this with cash if they bring it into school. You can still take cash (if you wish) by adding an order manually for a contact.

You must choose the bank account you want the payments to go into.

Ordering a product

- Locate an item in the store, click it and click 'Add to Basket'

- Click the shopping basket to check out.

- Contacts can update the quantity and delete the item if necessary.

Baseball Cap
£5.00

Shopping Basket

Checkout 2 items - £7.00

YOU ARE HERE: Dashboard > School Shop

Mr O Burnett
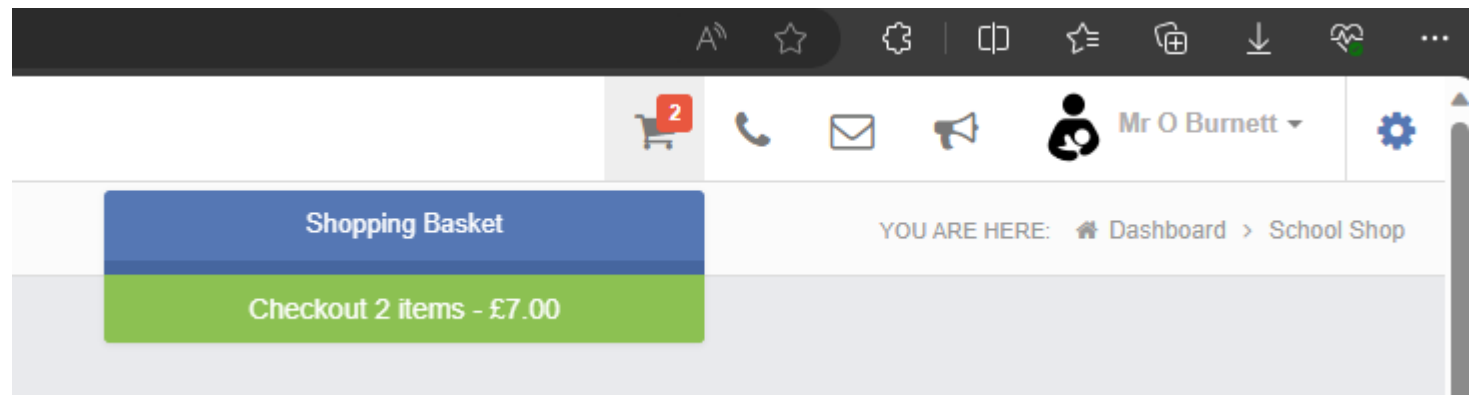
Check out Options

- Three possible options, PayPoint, Offline or Card

- Offline does not have to be enabled – even if it is not enabled the system will allow you to take cash but it won't be advised to parents. This is a school decision.

- PayPoint needs to be topped up before it can be used.

Payment & Address Details

○ Use PayPoint Balance (£0.00)   **PayPoint**   Insufficient Funds

○ Offline Payment   All of the products in your basket must be offline payments enabled, in order to use this option at checkout.

● **Use New Card**

Other Payments

Outstanding Items

- Contacts will see a list of outstanding items on their home page.

- Contacts can pay for any item shown including instalments which aren't yet due.

- School can add an outstanding order for the parent to pay.

Trip Booking

- Only trips which are available to this child are shown.

- Booked trips are also shown (if any).

Paul's Trips

Trip Name	Teacher	Next Booked Session	Start Time	Room	Cost/Balance	
		No upcoming trips were found.				

Available Trips *(click or tap a club to view more details and sign up)*

☐ Hide fully booked events

Trip Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost	Spaces Available	
Edinburgh Castle	Mr D Bond	22/02/2024	Thu, Fri	07:30	570	£150.00	Full	🔍

Trip Booking

- This trip has an instalment plan.

- The contact can pay the whole amount now or pay the deposit only.

- The due date is shown.

- Adding a child to a trip will give consent too.

Club/Trip Detail - Addison, Paul

Type:	Club	**Main Teacher:**	Mr D Bond
Club Name:	Edinburgh Castle		
Description:	Edinburgh Castle		

Instalments:

Instalment	Due Date	Amount
Deposit	31/10/2023	£50.00
Instalment 1	30/11/2023	£33.33
Instalment 2	31/12/2023	£33.33
Instalment 3	31/01/2024	£33.34

Next Session:	Thu 22/02	**Places:**	0
Start Time:	07:30	**Spaces Available:**	0
Session Length:	570 mins	**Total Cost:**	£150.00

Please note: this club can be paid for offline (cash/cheque, etc). To do this, select the 'Offline Payment' option when you get to the checkout screen.
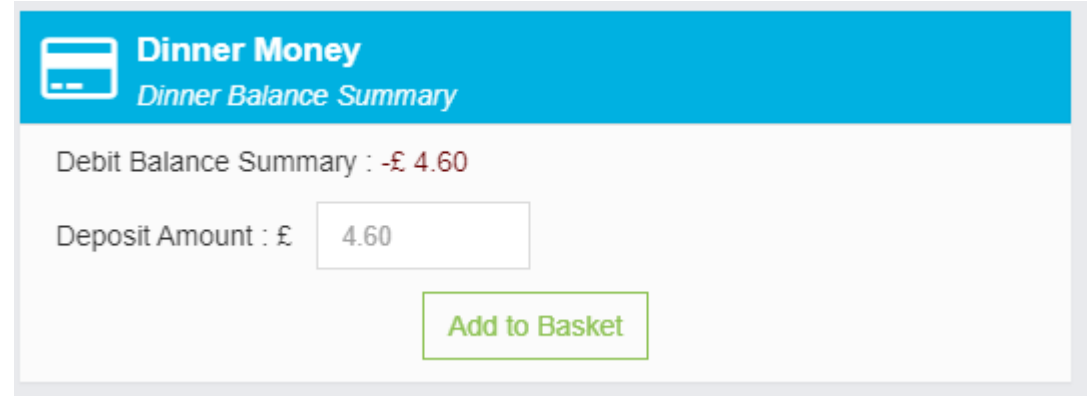
Add Deposit To Basket   Add Full Amount To Basket   Close

Dinner Money Payments

There are two ways to pay

1. Adding money to the account – MCAS will show the debit or credit balance. Parents can top this up at any time with any amount.

2. Parent's can choose to pay the outstanding balance from the 'Outstanding Payments' widget
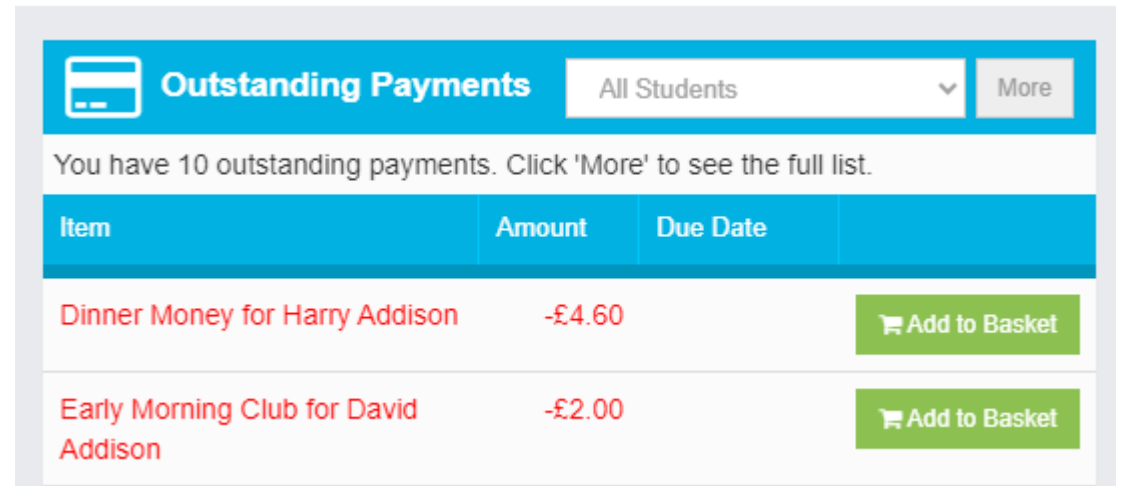
Split Parent Families

- MCAS shows information to the contact about the children they have access to – it shows the same information to all contacts.

- For example, both parents can see bookings (trips, wrap around etc) and outstanding dinner money.

- If one parent has booked a trip with an instalment plan, both parents can view and pay all or part. This is handy if a split parent family want to share the cost.

- The child's main address will also be shown – if this is an address one partner shouldn't know you should hide it from view.

Back Office Processes

Viewing Purchases, Orders, Refunds and Adding Orders on behalf of contacts

Coventry City Council

DIGITAL SERVICES
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Viewing Purchases

- Modules > MyChildAtSchool > View Purchases

- You can see everything that has been bought between the dates specified.

- Double click on an item to open it.

View Purchases

Purchases Between 04/10/2019 and 15/10/2023

Grid actions   Copy   Excel   CSV   PDF   Print   Search:

Item Name	Item Type	Quantity	Total Revenue	Total Paid	Total Outstanding
1.7×2.3" Keyring	Product	2	£14.00	£14.00	£0.00
5×7" CLASS print in a sleeve	Product	2	£10.00	£10.00	£0.00
8×6" Print	Product	1	£6.00	£6.00	£0.00
After School Club	Club	1715	£17150.00	£17150.00	£0.00
Art Attack	Club	1	£20.00	£0.00	£20.00
Australia Trip	Club	2	£2400.00	£50.00	£2350.00
Blazer - small	Product	3	£75.00	£25.00	£50.00
Breakfast Club	Club	1283	£1924.50	£1923.00	£1.50
Cardigan	Product	1	£9.00	£9.00	£0.00
Cooking Club	Club	445	£890.00	£890.00	£0.00
Crayons	Product	2	£4.00	£4.00	£0.00
Football Club	Club	5	£25.00	£0.00	£25.00

Viewing Purchases

- For clubs this gives a great view of the order status, who has paid and what.

- You can see what is owing and you can send messages from here, and download a copy of the list in Excel, CSV, PDF or you can print it.

Orders

- All payments on MCAS have an order behind them.
- **Modules > MyChildAtSchool > View Orders**

Viewing an Order

- Double click on an order to open it

Order Details

Order Number	45034-0004025	Order Status	Paid
Order Date	06/10/2023 16:24	Order Authorisation Code	
Ordered By	Mrs J Addison	Order Transaction ID	
Order Value	£15.00	Notes	
Payment Method	Cash		
Payment Received By	Miss S Abram	Payment Received Date	06/10/2023 16:25

Ordered Items

Quantity	Description	Pupil/Staff	Tutor Group	Item Price	Total Price	Refunded By	Refund Date	
1	Handwriting Pens for Paul Addison	Paul Addison	2 Butterflies	£1.00	£1.00			
1	London Zoo - Year 4 for Paul Addison	Paul Addison	2 Butterflies	£15.00	£15.00			✕ Refund Item
1	Refund - 1 of 1 Handwriting Pens for Paul Addison	Paul Addison	2 Butterflies	-£1.00	-£1.00	Miss S Abram	06/10/2023 16:25	

Previous   Next   ⊘ Close

Refunding an Order

- Double click on an order to open it.

- Locate the item to be refunded.

- Click the refund item button

- This will be refuned back to the payment card, PayPoint balance or for cash payments you will have to issue a cash refund or transfer back to their bank.

- Refunds to card/paypoint attract the transaction fee (school pays this fee not the parent).

Order Details

Order Number	45034-0004025	Order Status	Paid
Order Date	06/10/2023 16:24	Order Authorisation Code	
Ordered By	Mrs J Addison	Order Transaction ID	
Order Value	£15.00	Notes	
Payment Method	Cash		
Payment Received By	Miss S Abram	Payment Received Date	06/10/2023 16:25

Ordered Items

Quantity	Description	Pupil/Staff	Tutor Group	Item Price	Total Price	Refunded By	Refund Date	
1	Handwriting Pens for Paul Addison	Paul Addison	2 Butterflies	£1.00	£1.00			
1	London Zoo - Year 4 for Paul Addison	Paul Addison	2 Butterflies	£15.00	£15.00			✕ Refund Item
1	Refund - 1 of 1 Handwriting Pens for Paul Addison	Paul Addison	2 Butterflies	-£1.00	-£1.00	Miss S Abram	06/10/2023 16:25	

Previous   Next   ⊘ Close

Creating an Order

On behalf of contacts

Coventry City Council

DIGITAL SERVICES
FOR SCHOOLS AND ACADEMIES

Creating an Order

- You can create an order so that parents can pay for items.

- Use this sparingly.

- Modules > MyChildAtSchool > View Orders

- Click the Create Order button.

- Complete the form by selecting the correct child and the item.

Note: You will only be able to add a order for a running balance club if the student is already a member of the club.

Add items to the order

- You can add many different items to the order, and you can even mix product types Including trip payments and shop items for example.

- Then click **Next**

Create Order - Order Details

Select Student: Harry Addison

⊕ Add Dinner Money Balance   ⊕ Add Running Balance Club Deposit   ⊕ Process Instalments or Part-Paid Items

	Item	Student	Quantity/Amount	Price	Total Price	
⊖	Blazer - small	Harry Addison	1	£25.00	£25.00	
⊖	Crayons	Harry Addison	1	£2.00	£2.00	
⊖	Pencil Case	Harry Addison	1	£2.50	£2.50	
	<NOT SELECTED>		1			✓
				Total Price:	£29.50	

⊘ Cancel   ➔ Next

Products with additional options

- Here for the 'Edinburgh Castle' trip you can add the Deposit or Full amount as an order.
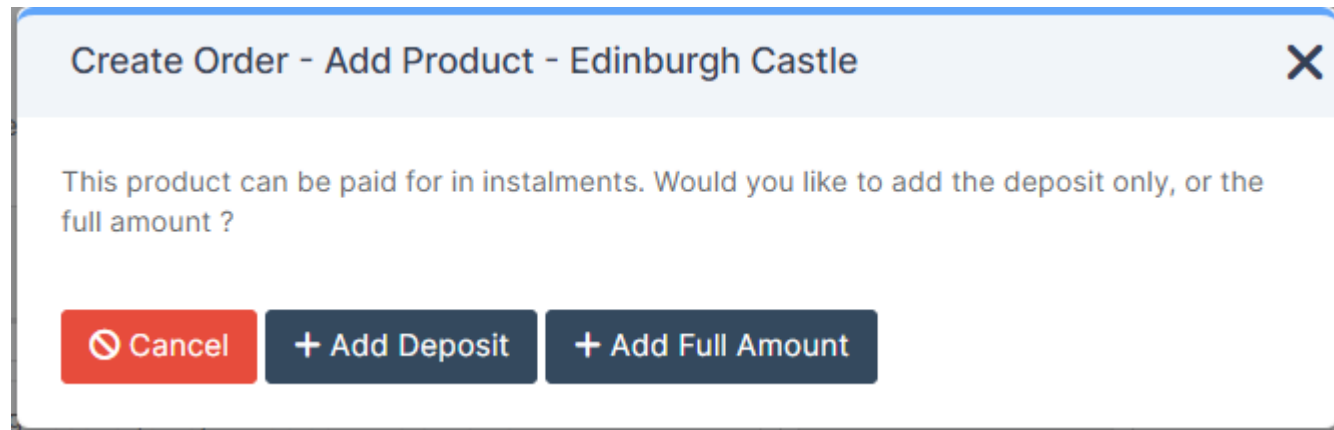
Order Summary

- Choose a contact who is making the payment.

- Then click either Create Order to create a debt for the contact to pay via MCAS or Create Order and Pay Now if the order is to be paid now.

Pay Now

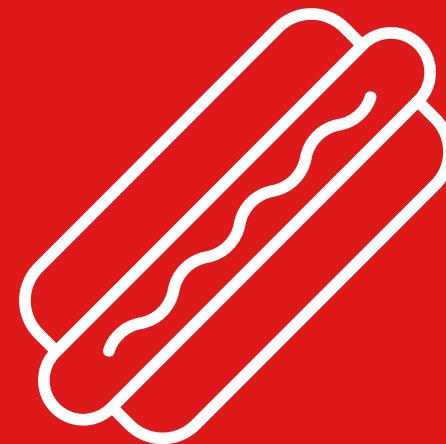- Check the order details are correct, then Pay Now
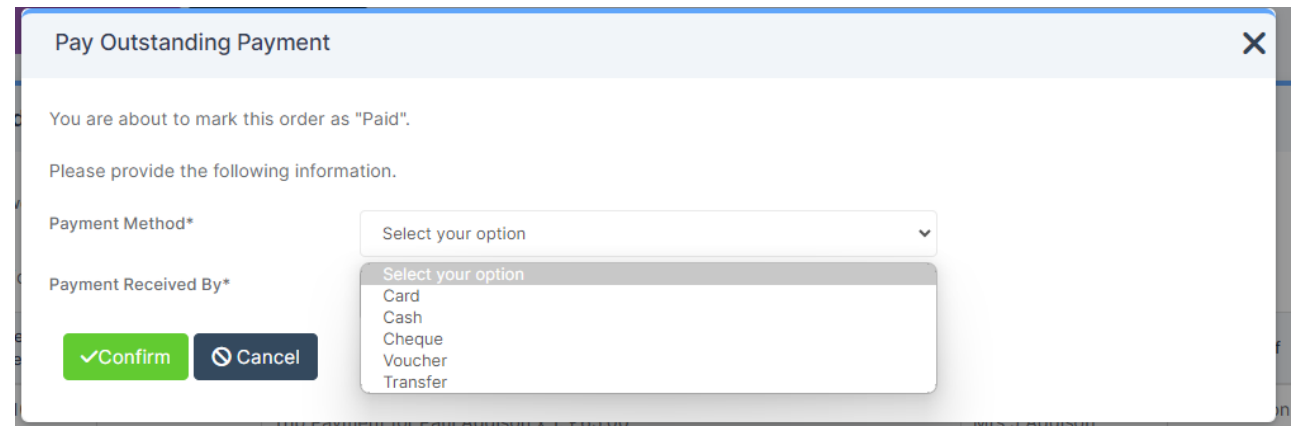
Pay Outstanding Payment

- Choose the Payment Method and the Member of staff receiving the payment.

- Card will enable you to enter card details.

- Voucher or transfer should be used when you are getting a manual payment into the school account from the parent e.g. tax free childcare.

- Next confirm the payment

- Balances will be updated.

Staff Dinner Money

Coventry City Council

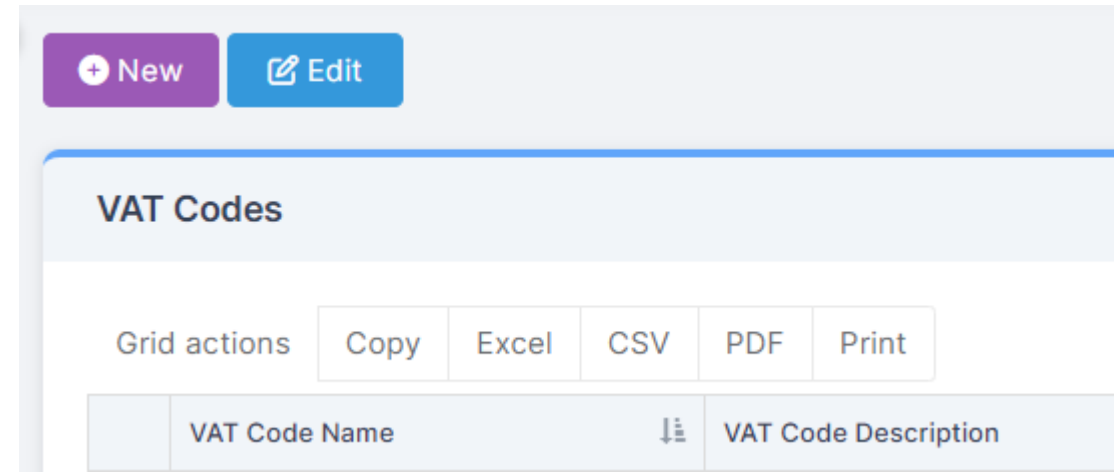DIGITAL SERVICES
FOR SCHOOLS AND ACADEMIES
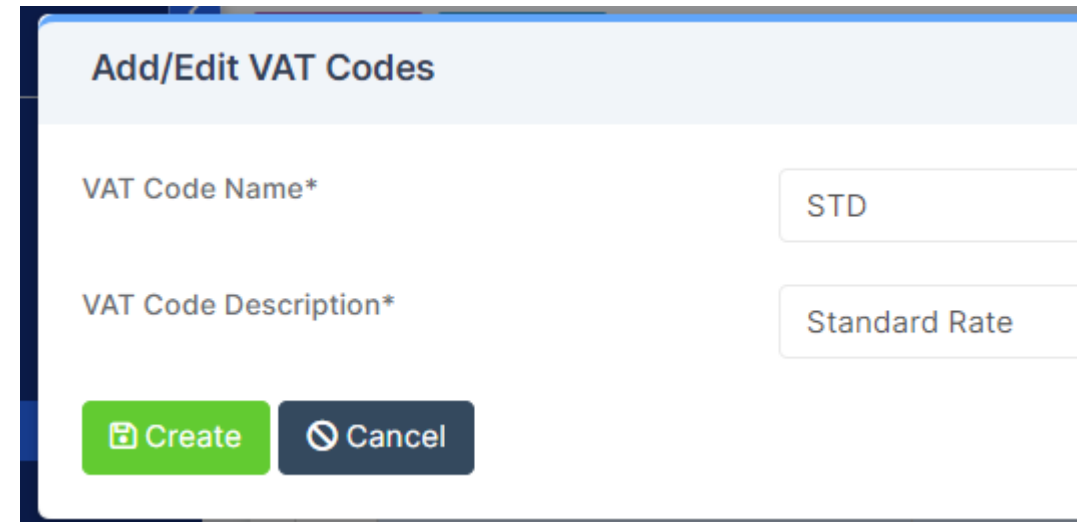
Staff Dinner Money

- Staff members can use Bromcom to pay for their school meals.

- To do this you must:
  - Charge VAT on staff meals & have a VAT code setup
  - Have an appropriate staff meal charge setup
  - Staff who need to pay must have a Bromcom account
  - Add and confirm meals daily for staff

VAT Code Setup (1)

- You must first setup a VAT Code
- Config > Dinner > VAT Code
- Click **New**
- Enter the details as displayed and click **Create**

VAT Code Setup (2)

- Enter the VAT rate of 20% and click the green tick, then click close
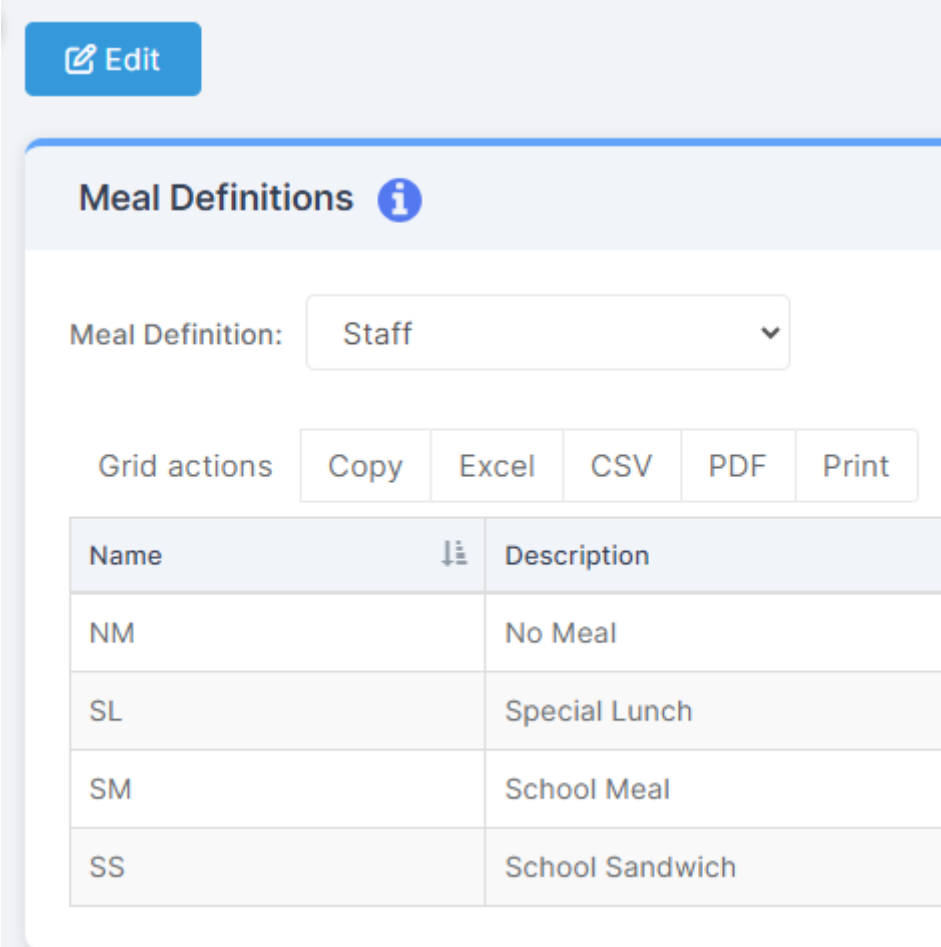
Setting a Staff Meal Type (1)

- The **Meal Type** defines what a meal is charged at.

- **Config > Dinner > Meal Definitions**

- Choose **Staff** from the drop down

- Locate the relevant meal which will probably be **'School Meal'** click it and then click **Edit**

Setting a Staff Meal Type (2)

- Meals run for a specific period, meaning you can set up prices to take effect in the future. You do this by editing the start and end dates.

- Each meal type must have a VAT Code

- The Charge in £ entered is the charge BEFORE VAT. Bromcom will add the VAT on for you.

Edit Meal Category

Category 1   School Provided   Category 2   In School
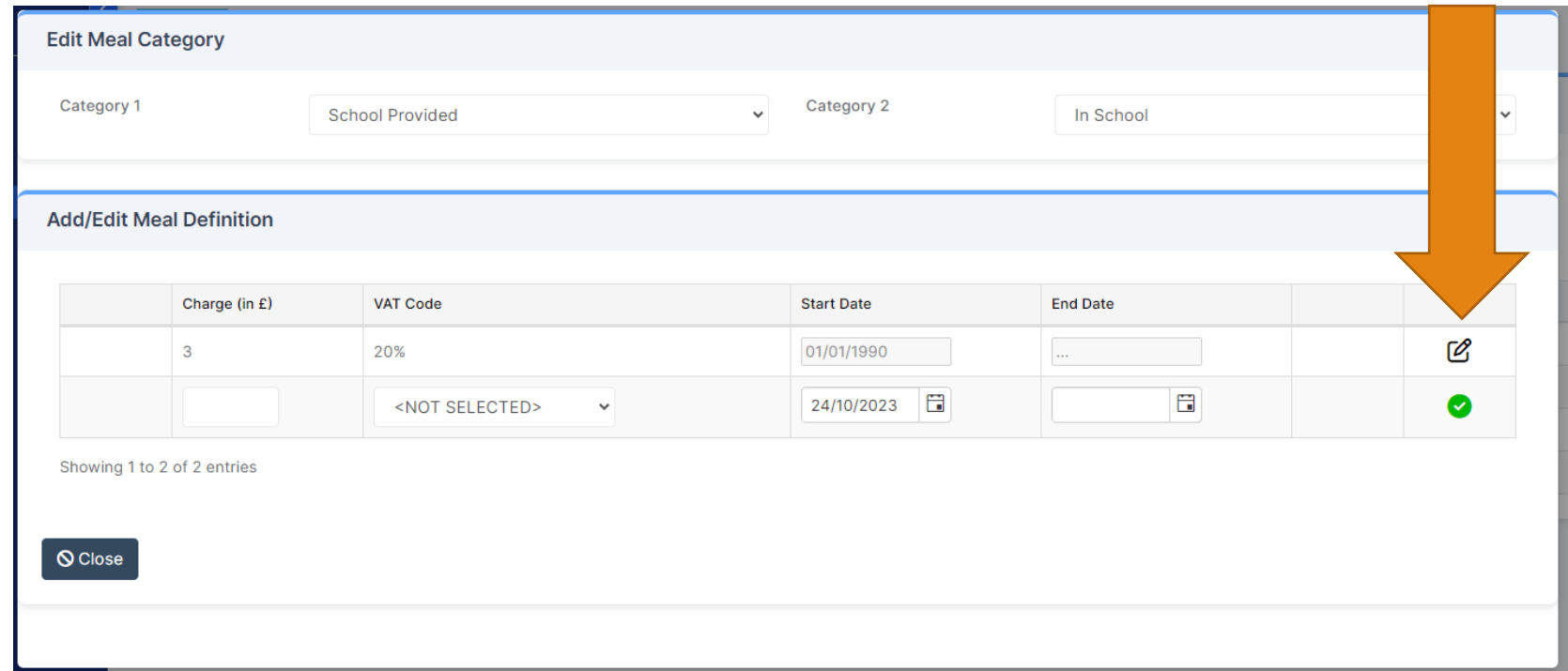
Add/Edit Meal Definition

	Charge (in £)	VAT Code	Start Date	End Date	
	3	20%	01/01/1990	...	✏
		<NOT SELECTED>	24/10/2023		✅

Showing 1 to 2 of 2 entries

🚫 Close

Setting a Staff Meal Type (3)

- Click the pencil and paper to edit an existing row.

- Use the green tick to save.

- If you are starting a new meal price you **must leave the old one in situ** and add a new row. Otherwise Bromcom will recalculate all balances.

Toping Up staff Balances

- Staff top up their own Balances from their homepage. To do this they must have the 'Dinner Balance' widget enabled. This relates to the member of staff themselves.

Toping Up staff Balances (2)

- Hover the mouse over the Dinner Balance widget and click the outward pointing arrow.

- Staff can then use the Pay button to top up their balance .

Toping Up staff Balances (3)

- Dinner Charges Panel shows what they have bill billed for.

- Their balance is visible, they can see the payments they have made so far, what they have been charged for and they can change the date range to see different information.

Charging for Meals

- Just like student meals you must complete the staff dinner register for each day.

- You do this through the staff list.

- Select the staff you want to manage and click **Actions > Dinner Register** then select the meal type – choose **Save and Confirm** to process the charge for the meal.

Balances

Viewing Balances

- Balances for Running Balance Clubs (e.g. Wraparound) and dinner Money can be viewed via Modules > MyChildAtSchool > View Balances

View Balances ℹ️

| Grid actions | Copy | CSV | Excel | PDF | Print | ☑ Hide students with overall balance of... | Year Groups: <NOT SELECTED> | Search: |

Last Name	First Name	Tutor Group	New Breakfast Club	Weekend Mornings Club	Dinner Money	Total
Adams	Thomas	N - Foxes		-	£8.90	£8.90
Addison	David	3 Oak		-	£55.00	£55.00
Addison	Harry	5 Maple	£0.00	£0.00	£1050.00	£1050.00
Addison	Peter	1 Caterpillars		-£50.00	£0.00	-£50.00
Ahmad	Richard	3 Oak		-£50.00	£0.00	-£50.00
Ahmed	Charlotte	3 Oak		-£50.00	£0.00	-£50.00
Aldridge	Charlie	6 Willow		-	£10.00	£10.00
Alsop	Steven	6 Birch		-£50.00	£12.70	-£37.30
Angell	Charlotte	6 Birch		-£50.00	-£2.30	-£52.30
Argent	James	6 Birch	-£15.00	-	£10.00	-£5.00
		Total	-£15.00	-£250.00	£801.60	£536.60

Overall Balances

View Balances ⓘ

| Grid actions | Copy | CSV | Excel | PDF | Print | ☑ Hide students with overall balance of... | Year Groups: | <NOT SELECTED> | Search: | |

Last Name ↕	First Name ↕	Tutor Group ↕	New Breakfast Club ↕	Weekend Mornings Club ↕	Dinner Money ↕	Total ↕
Adams	Thomas	N – Foxes	–	–	£8.90	**£8.90**
Addison	David	3 Oak	–	–	£55.00	**£55.00**
Addison	Harry	5 Maple	£0.00	£0.00	£1050.00	**£1050.00**
Addison	Peter	1 Caterpillars	–	-£50.00	£0.00	**-£50.00**
Ahmad	Richard	3 Oak	–	-£50.00	£0.00	**-£50.00**
Ahmed	Charlotte	3 Oak	–	-£50.00	£0.00	**-£50.00**
Aldridge	Charlie	6 Willow	–	–	£10.00	**£10.00**
Alsop	Steven	6 Birch	–	-£50.00	£12.70	**-£37.30**
Angell	Charlotte	6 Birch	–	-£50.00	-£2.30	**-£52.30**
Argent	James	6 Birch	-£15.00	–	£10.00	**-£5.00**
		Total	**-£15.00**	**-£250.00**	**£801.60**	**£536.60**

Showing 1 to 100 of 101 entries

Previous | 1 | 2 | Next

Transferring balance between students or payment item

- From the View Balance screen click the child with the balance you want to transfer from.

- Click Transfer

- Complete the form. 1 The balance you want transfer from, 2. The student to transfer to (can be themselves), 3. The club or dinner money. 4. The amount and 5. You must give a Comment.

Balance Transfers

- Its good practice to make sure that the contacts for a student know that their balance is being transferred and why.

- You can transfer balances between siblings only and not other children.

- Can be useful to do this at the end of the school year if the child leaving has a credit balance that you want to transfer to a sibling.

- Use balance transfers before issuing a refund as refunds attract the transaction fee which school must pay.

- Balances for Clubs which are not setup as Running Balance clubs cannot be transferred.
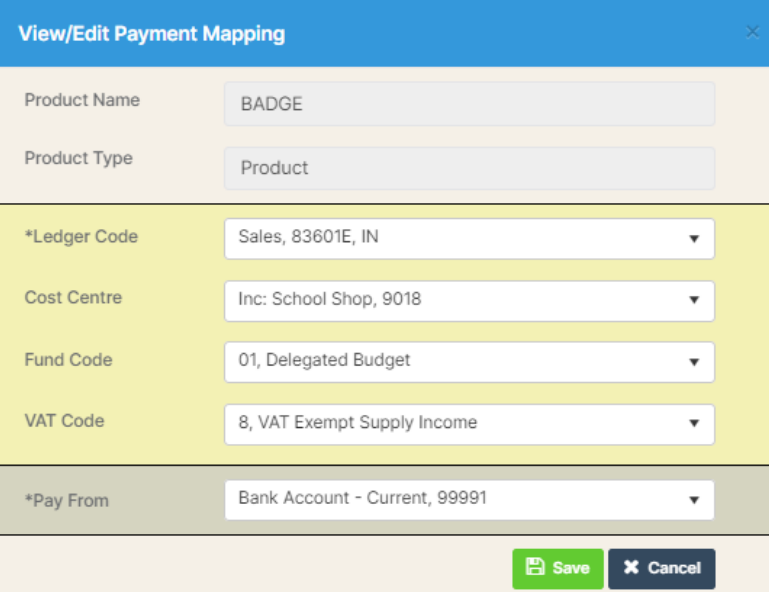
Online Payment Mapping

- When Products have been added to Online Payments, or Clubs, Trips or Wraparound have been set up. They need to be mapped to the relevant Cost Centre or Ledger Code in Finance.

- If your school has been using MCAS for a while some of this will already have been done, but you must set this up for each new product, club, trip or running balance club.

- **NOTE**: You will not be able to map products until a financial transaction has been made in the system i.e. a journal of some type has been posted (journal, order, invoice etc.)

Adding Mappings

- Modules > Finance > Routines > Online Payment Mappings

- There are three sections on this screen, Products, Running Balance Clubs and Dinner, work through each in turn.

- Highlight the item to be mapped and click
  View / Edit

- Add in the necessary codes for the payment to go against
  - Ledger Code

  - Cost Centre

  - Fund Code (will be automatically filled in)

  - VAT Code (Add the appropriate code for the product)

  - Pay From (Choose the appropriate bank account)

  - Ensure that the correct VAT code is selected.

BACS Report

- Bromcom sends the BACS remittance weekly on a Thursday. The payment will be received in the bank account on Thursday, Friday or Monday depending on the receiving bank.

- This remittance will be automatically emailed to the address set up in - **Config > MyChildAtSchool > Online Payments**

Running the BACS report

- You can run the BACS report yourself **Reports > MyChildAtSchool > BACS Transfers**

- If the report is being run manually, care should be taken to ensure that the dates selected are from a **Thursday** date to a **Wednesday** date, or the Net Payment amount may display differently to the amount received in the payment.

- We have published guidance notes on this process.

Page 1 of the BACS Transfer report shows the following

Category Summary shows the income for each category, the Transaction Fee payable and the VAT. The Net Payment is the Amount paid less the Transaction Fee and VAT.

Page 1

BACS Transfers

Coventry Primary School(50047)

From	12/04/2023	To	20/04/2023		School ID	50047

Category Summary

Category	Transactions	Amount Paid	Transaction Fee	VAT*	Net Payment
Club/Trip	4	£272.50	£3.49	£0.70	£268.31
Dinner	3	£239.70	£3.06	£0.61	£236.03
Product	15	£201.25	£2.57	£0.51	£198.17

* Subject to rounding

Bank Payment Summary

Bank Account	Amount Paid	Transaction Fee	VAT*	Net Payment
Bromcom Technology Corp. (12-34-56/12345678)	£713.45	£9.12	£1.82	£702.51
Total	**£713.45**	**£9.12**	**£1.82**	**£702.51**

* Subject to rounding

Bank Payment Summary shows the total income the total Transaction Fee payable and the VAT. The Net Payment is the Amount paid less the Transaction Fee and VAT. The Net Payment is the amount received in the Bank

Page 2

Product Summary shows the income for each individual product, the Transaction Fee payable and the VAT. The Net Payment is the Amount paid less the Transaction Fee and VAT.

BACS Transfers

Coventry Primary School(50047)

Product Summary

Purchase Item	Amount Paid	Transaction Fee	VAT*	Net Payment
Student Dinner	£194.70	£2.49	£0.50	£191.71
Staff Dinner	£45.00	£0.57	£0.11	£44.32
Banana	£0.75	£0.01	£0.00	£0.74
Beach - Donkey	£10.00	£0.13	£0.03	£9.84
Before School Childcare	£100.00	£1.28	£0.26	£98.46
Before School Club - September 2022	£162.50	£2.08	£0.42	£160.00

If the ✓ Include Transaction List box is ticked Page 3 will show each individual transaction

BACS Transfers

Coventry Primary School(50047)

Transaction List

Date & Time	Order Number	Item Description	Category	Amount Paid	Transaction Fee	Bank Account	Person Name
18/04/2023 13:11:10	90087-0000650	Broom and Cat for Chelsea Augustine (Part Paid)	Product	£1.00	£0.01	Bromcom Technology Corp.	Mrs T Maclean
18/04/2023 13:11:10	90087-0000650	School Blazers - Small for Chelsea Augustine	Product	£12.00	£0.15	Bromcom Technology Corp.	Mrs T Maclean
18/04/2023 13:11:10	90087-0000650	PE Kit - Small for Chelsea Augustine	Product	£15.00	£0.19	Bromcom Technology Corp.	Mrs T Maclean

Processing BACS remittance and Posting to Bank Reconciliation

- When a payment has been received at the Bank, check that the bottom line Net Payment on the BACS Transfer Report is the same amount as has hit the bank.

1. Go to Modules > Finance > Routines > Online Payment Mappings

2. Click on **Process Payments** this button will not be available if the mappings have not been done.

3. Enter the dates that the BACS Remittance Covers

4. Click Process

5. This will create the journal Popups must be enabled for this. A separate tab will open showing the journal.

Processing BACS remittance and Posting to Bank Reconciliation (2)

6. Check that the Amount Paid on the BACS Transaction Report matches the totals in brown on the top right

7. In the Journal Lines section, the totals will show for the various Cost Centres and Ledger Codes.

8. Click **Add Lines** to add a line for the Fees.

9. 9.   Enter the Ledger Code, Cost Centre, Fund Code and VAT Code F for the Transaction Fees

10. Enter the Amount as the Total Transaction Fee shown on the Transaction Report

11. Tick as Net

12. Tick as Debit/Credit

13. Add a remark e.g. Bromcom Transaction Fees and click **Save**

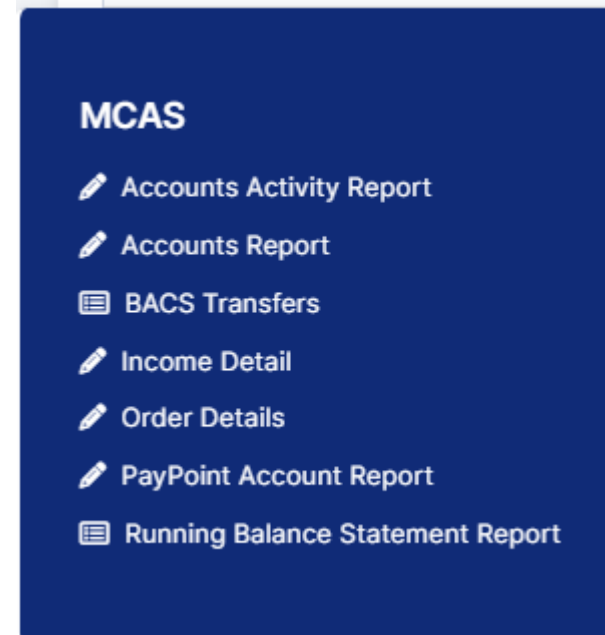# Processing BACS remittance and Posting to Bank Reconciliation (3)

11. Two journal lines will be added – one for the Fees and another for the VAT on the Fees

12. The Bank line will now show the Net Payment made to the bank as per the BACS Transaction Report

13. If all totals are correct, return to the top of the page and **Save**

14. The Journal should then be posted using the **Post Journal** button

15. 15. This will now show on the Bank Reconciliation page ready for reconciling. The VAT will show on the VAT Report

Useful Reports

Reports

- There are several reports available to you

- **Reports > MyChildAtSchool**

MCAS

✏ Accounts Activity Report

✏ Accounts Report

☰ BACS Transfers

✏ Income Detail

✏ Order Details

✏ PayPoint Account Report

☰ Running Balance Statement Report

BACS Transfers

- Gives an exact copy of the transactions which will be included on your BACS transfer.

BACS Summary Report

Bromcom Technology School

From   05/06/2019   To   12/06/2019

School ID   911242

Category Summary

Category	Amount Paid	Transactions	Transaction Fees	VAT	Net Payment
Clubs/Trips	£20.55	2	£0.41	£0.08	£20.06
Dinner	£39.00	7	£1.15	£0.23	£37.62
Products	£63.00	8	£1.27	£0.25	£61.48
Total	**£122.55**	**17**	**£2.83**	**£0.57**	**£119.15**

Bank Payment Summary

Bank Account	Categories	Net Payment
Lloyds Bank (44-55-66/6548744)	Dinner	£37.62
Work Bank (65-55-13/9874577)	Clubs/Trips	£20.06
NatWest Bank (11-22-33/812899123)	Products	£61.48
Total		**£119.15**

Income Detail

- Shows the income received and for what by users

Individual Income   Bromcom School of Technology

Income Generated Between 09/10/2018 **and** 01/11/2018

by user Mrs A Ablett (Ablett13529)

Transaction	Order No.	Order Total	Fees	Income
09/10/2018	911242-0005146	£225.00	£2.97	£222.03
09/10/2018	911242-0005147	£16.00	£0.30	£15.70
09/10/2018	911242-0005148	£15.00	£0.29	£14.71
09/10/2018	911242-0005149	£15.50	£0.30	£15.20
09/10/2018	911242-0005150	£30.00	£0.48	£29.52
09/10/2018	911242-0005151	£20.00	£0.36	£19.65
09/10/2018	911242-0005152	£10.00	£0.23	£9.77
31/10/2018	911242-0005158	£15.00	£0.29	£14.71
	Total	**£346.50**	**£5.22**	**£341.29**

by user Mr M Bedells (Bedells19730)

Transaction	Order No.	Order Total	Fees	Income
31/10/2018	911242-0005156	£220.00	£2.91	£217.10
31/10/2018	911242-0005157	£5.00	£0.16	£4.84
01/11/2018	911242-0005162	£1.00	£0.11	£0.89
	Total	**£226.00**	**£3.18**	**£222.83**

by user Mr A Berry (Berry19373)

Transaction	Order No.	Order Total	Fees	Income
09/10/2018	911242-0005153	£11.00	£0.24	£10.76
09/10/2018	911242-0005154	£1.00	£0.11	£0.89
09/10/2018	911242-0005155	£5.50	£0.17	£5.33
	Total	**£17.50**	**£0.52**	**£16.98**

Bromcom   Produced by B BromcomUser 15:31:33 09/01/2019   Page 1 of 2

Order Details

- Lists details of the orders made. These can either be through MCAS or via orders you have added yourself.

PayPoint Account Report

- This produces the bar code for use at PayPoint stores for the selected pupil
- **TIP:** You might want to print and cut out the barcode and laminate it before giving to a parent.

Bromcom School of Technology
4887 Prospect House,Homesdale Road
Bromley, BR2 9LY
Tel: 0200000000,   Email: Bromcom@gmail.com

20/03/2019
Dear Mrs M Bailey,

Thank you for the request to use PayPoint to credit your students online payment account.

You can take this letter to any PayPoint retailer and they will be able to scan the barcode and take payment that will be credited to your Online Payment account PayPoint balance.

Funds will appear on your Online Payment balance once the transfer is completed which will take between 36 to 48 hours.

Sincerely,
Mrs J Barnett
Bromcom School of Technology

982602210000000002

Running Balance Statement Report

- Shows you the balances for your running balance clubs.

Any Questions?

Remember we want to hear from you!

Please keep logging your queries, problems no matter how small

Email **schoolsict@coventry.gov.uk**
or Call **024 7678 6620**

We will soon be releasing our new call logging portal for schools too, known as Motion some of you may be using it already but soon it will have more options specifically for schools.