

# 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**



# 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

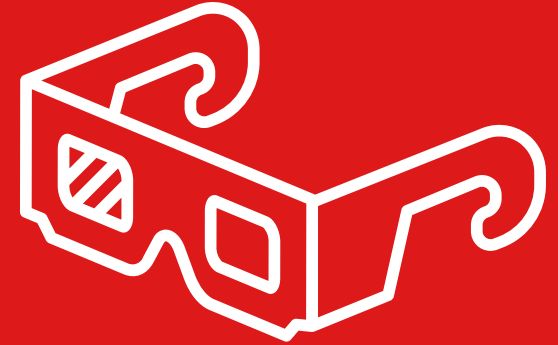
- Setting up MCAS for the first time
  - If you are not yet using MCAS in school, we recommend booking a session with us to do bespoke setup - please email [schoolsict@coventry.gov.uk](mailto:schoolsict@coventry.gov.uk) to request a session.
- New Users to MCAS
- Clubs and Trip Setup
- Wraparound care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

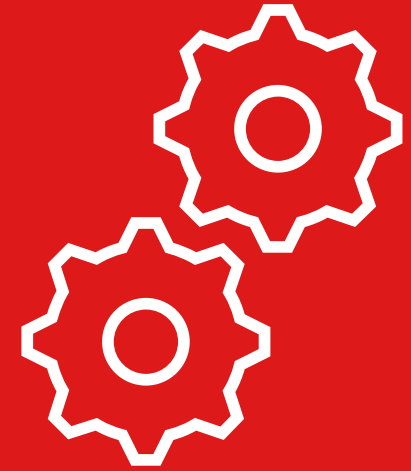
- MCAS is a one stop shop app & Website for parents to interact with school and allows parents access to much of the data in the MIS - it also allows parents to self-serve for many different things.
- It has the following features
  - Take payments for clubs, trips, wraparound, dinner money and school 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**.

### Online Payment Settings ?

Enable Online Payment

Online Payment Title:

Online Payment Subtitle:  ?

Enable PayPoint Payments

Enable Offline Purchases

Offline Payment Message:

Do not allow parents to create negative balances ?

Parents can use existing balances to make purchases

BACS Remittance Delivery Email Address:

Send email confirmation after purchase is completed

# 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 i

Enable Online Payment


Online Payment Title:

Online Payment Subtitle:  i

Enable PayPoint Payments

Enable Offline Purchases

Offline Payment Message:

Do not allow parents to create negative balances 

Parents can use existing balances to make purchases

BACS Remittance Delivery Email Address:

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 i

Enable Online Payment

Online Payment Title:

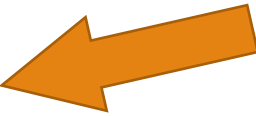
Online Payment Subtitle:  i

Enable PayPoint Payments

Enable Offline Purchases

Offline Payment Message:

Do not allow parents to create negative balances i

Parents can use existing balances to make purchases 

BACS Remittance Delivery Email Address:

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 i

Enable Online Payment

Online Payment Title:

Online Payment Subtitle:  i


Enable PayPoint Payments

Enable Offline Purchases

Offline Payment Message:

Do not allow parents to create negative balances i

Parents can use existing balances to make purchases

BACS Remittance Delivery Email Address:  

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

### Online Payment Settings ⓘ

Enable Online Payment

Online Payment Title:

Online Payment Subtitle:  ⓘ

Enable PayPoint Payments


Enable Offline Purchases

Offline Payment Message:

Do not allow parents to create negative balances ⓘ

Parents can use existing balances to make purchases

BACS Remittance Delivery Email Address:

Send email confirmation after purchase is completed 

# 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

Enable Instalment Reminders

A reminder email or MCAS Message will be sent out to users who have paid a deposit when:

The next instalment is due in the next  days.

An instalment is  day(s) overdue.

Reminder:

Email  MCAS Message

Message:

Dynamic Fields:

# 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 can 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.

### Instalment Reminders

Enable Instalment Reminders

A reminder email or MCAS Message will be sent out to users who have paid a deposit when:

The next instalment is due in the next  days.

An instalment is  day(s) overdue.

Reminder:

Email  MCAS Message

Message:

Dynamic Fields:


# 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](mailto: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	<input checked="" type="checkbox"/>	

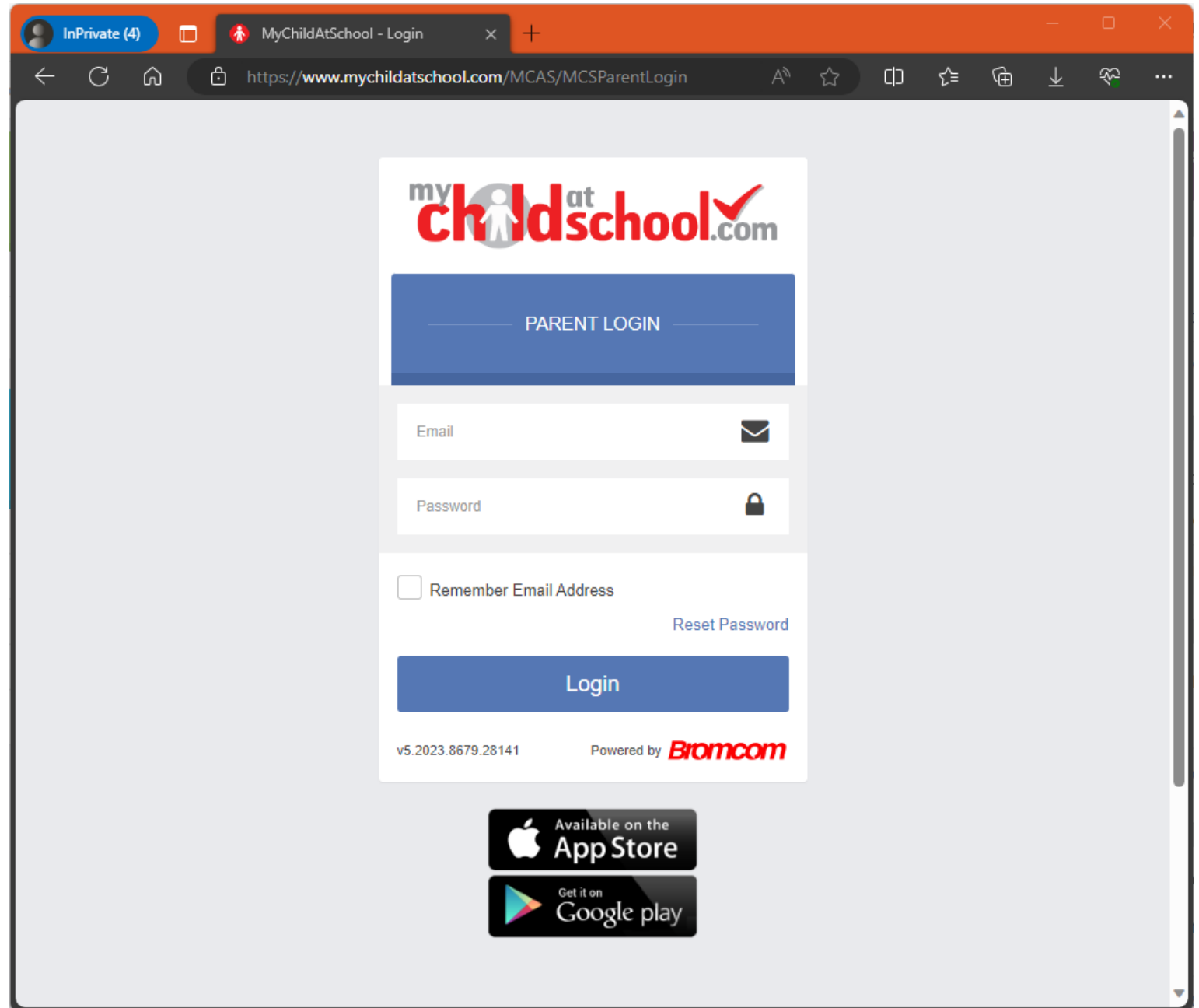


# What do contacts see



# 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

The screenshot shows the desktop homepage of the MyChildAtSchool website for Bromcom Primary School. The page is titled "Dashboard Homepage and Launchpad" and is personalized for Paul Addison. The layout includes a left-hand navigation menu, a top header with the school logo and user profile, and a main content area with several widgets. Orange arrows point to specific elements: "Student picker" points to the user profile dropdown, "Menu" points to the left-hand navigation menu, "Shopping Basket" points to the shopping cart icon in the top right, "Contact's Profile" points to the user profile icon, and "Widget" points to the "Dinner Money" widget.

**Navigation Menu (Left):**

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

**Widgets:**

- Attendance:** Is Paul at school? (Table with columns: Period, Subject, Mark)
- Assessment:** How is Paul performing? (No Assessment data found)
- School Letters:** Free-School Meal letter (Published on 04<sup>th</sup> September 2023), Dinner Menu (Published on 04<sup>th</sup> September 2023), Disco Letter (Published on 06<sup>th</sup> March 2023), Ofsted Letter to Parents (Published on 09<sup>th</sup> October 2023)
- Dinner Detail:** Paul's recent meals (No Dinner Details data found)
- Announcements:** 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

**Header:** Bromcom Primary School, Mrs J Addison

**Footer:** © 2023 - Bromcom Computers Plc, 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

my child school.com Bromcom Primary School

School Shop Online Payment

YOU ARE HERE

BROMCOM PRIMARY SCHOOL

Harry Addison  
Change Student

- Dashboard
- Data Collection Form
- Announcements
- Assessment
- Attendance
- Parents Evening
- Reports
- Academic Calendar
- School Shop
- Clubs
- Trips
- Wraparound Care
- Dinners

All Equipment Photographs Social and School Support Uniform

1.7x2.3" Keyring £7.00 to £7.00

5x7" CLASS print in a sleeve £5.00

8x6" Print £6.00 to £6.00

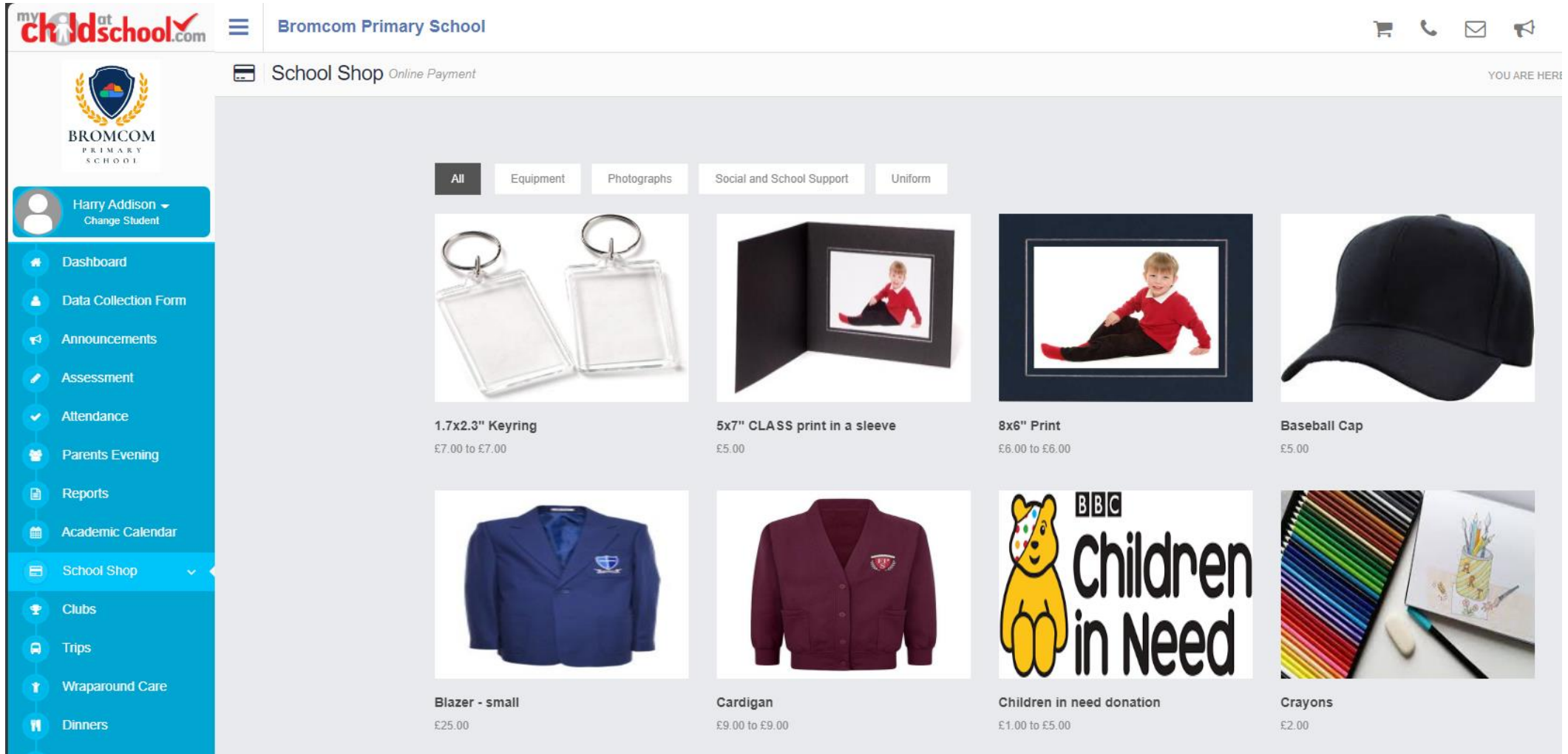
Baseball Cap £5.00

Blazer - small £25.00

Cardigan £9.00 to £9.00

Children in need donation £1.00 to £5.00

Crayons £2.00

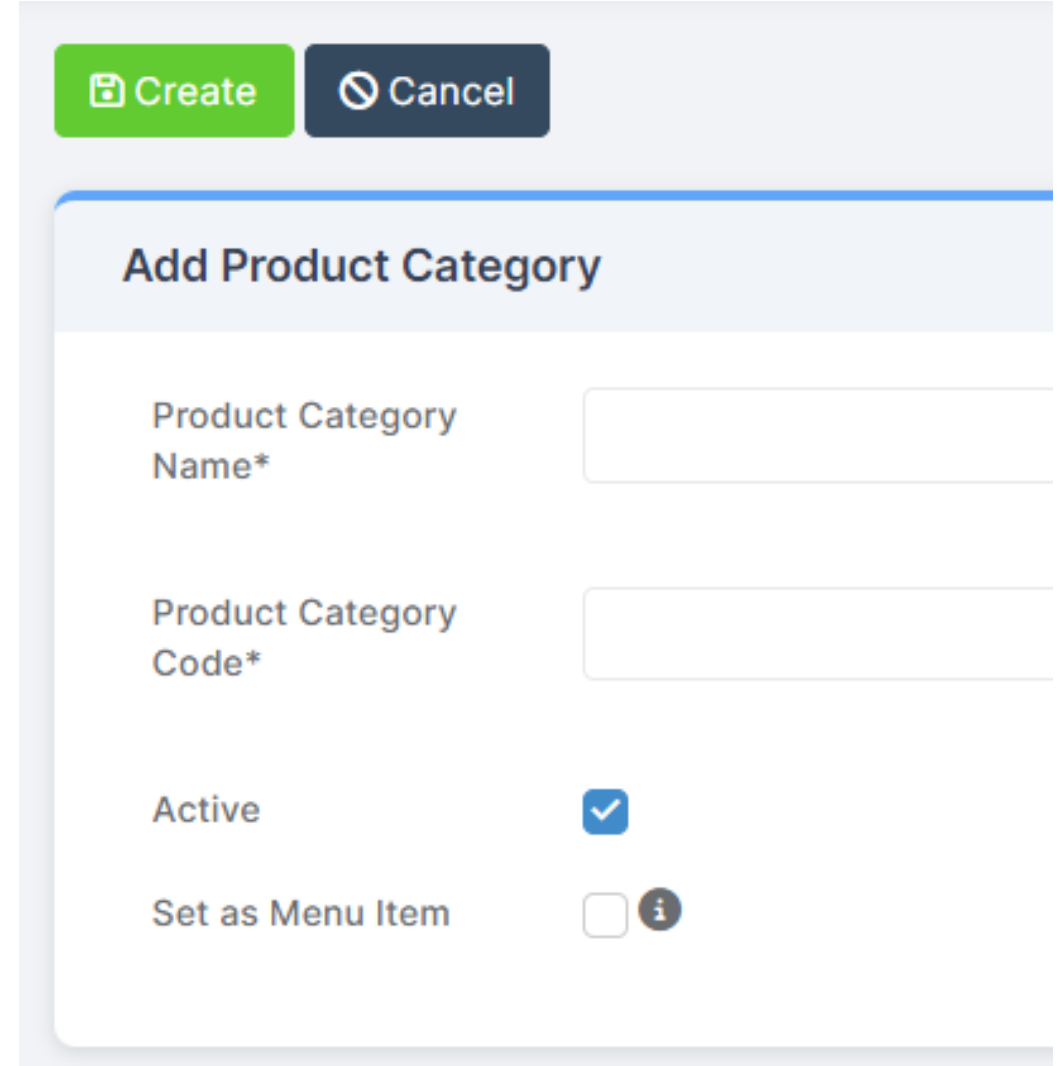


# Product Categories

- 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**



The screenshot shows a web application interface for adding a product category. At the top, there are two buttons: a green 'Create' button with a plus icon and a dark blue 'Cancel' button with a close icon. Below these is a light blue header bar with the text 'Add Product Category'. The form contains four fields: 'Product Category Name\*' with an empty text input, 'Product Category Code\*' with an empty text input, 'Active' with a checked checkbox, and 'Set as Menu Item' with an unchecked checkbox and an information icon.


Create Cancel

Add Product Category

Product Category Name\*

Product Category Code\*

Active

Set as Menu Item  

# Products

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

Products i

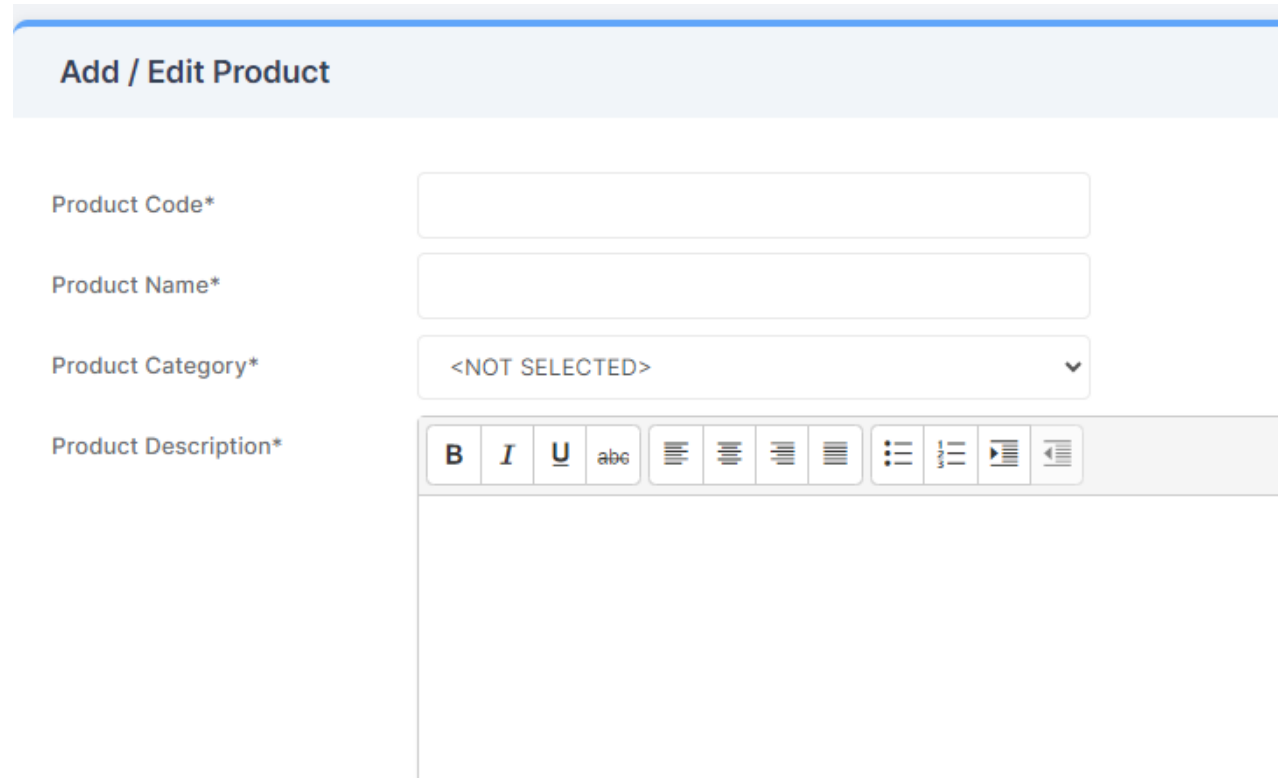
Product Category:   Hide Expired Items

Grid actions      Search:

<input type="checkbox"/>	Product Code <span>↓</span>	Product Name <span>↑</span>	Available Until <span>↑</span>	Price <span>↑</span>	Remaining <span>↑</span>	Published <span>↑</span>
<input type="checkbox"/>	1.7X2.3KRING	1.7×2.3" Keyring		£7.00 to £7.00	Unlimited	Yes
<input type="checkbox"/>	5×7CLASSPHOTO	5×7" CLASS print in a sleeve		£5.00	Unlimited	Yes
<input type="checkbox"/>	8X6PHOTO	8×6" Print		£6.00 to £6.00	Unlimited	Yes

# 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.





The screenshot shows a web form titled "Add / Edit Product". It contains the following fields and elements:

- Product Code\***: A text input field.
- Product Name\***: A text input field.
- Product Category\***: A dropdown menu currently showing "<NOT SELECTED>".
- Product Description\***: A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), text color (abc), bulleted list, numbered list, indent, outdent, link, unlink, and a refresh icon.

# 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	<input checked="" type="checkbox"/>
Account Limit	<input checked="" type="radio"/> Unlimited <input type="radio"/> Limited
Quantity Options	<input checked="" type="radio"/> Unlimited <input type="radio"/> Limited
Display To	<input checked="" type="radio"/> Everyone <input type="radio"/> Selective Groups
	<input type="checkbox"/> Requires Parental Responsibility for Purchase
Display Between	<input type="text"/>  <input type="text"/> 
External Ledger Code	<input type="text"/>
External Cost Centre Code	<input type="text"/>
External Analysis Code	<input type="text"/>
Consent Required	<input type="checkbox"/>



# 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	<input checked="" type="checkbox"/>
Account Limit	<input checked="" type="radio"/> Unlimited <input type="radio"/> Limited
Quantity Options	<input checked="" type="radio"/> Unlimited <input type="radio"/> Limited
Display To	<input checked="" type="radio"/> Everyone <input type="radio"/> Selective Groups
	<input type="checkbox"/> Requires Parental Responsibility for Purchase
Display Between	<input type="text"/>  <input type="text"/> 
External Ledger Code	<input type="text"/>
External Cost Centre Code	<input type="text"/>
External Analysis Code	<input type="text"/>
Consent Required	<input type="checkbox"/>

# 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	<input checked="" type="checkbox"/>
Account Limit	<input checked="" type="radio"/> Unlimited <input type="radio"/> Limited
Quantity Options	<input checked="" type="radio"/> Unlimited <input type="radio"/> Limited
Display To	<input checked="" type="radio"/> Everyone <input type="radio"/> Selective Groups
	<input type="checkbox"/> Requires Parental Responsibility for Purchase
Display Between	<input type="text"/>  <input type="text"/> 
External Ledger Code	<input type="text"/>
External Cost Centre Code	<input type="text"/>
External Analysis Code	<input type="text"/>
Consent Required	<input type="checkbox"/>

# 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	<input checked="" type="checkbox"/>
Account Limit	<input checked="" type="radio"/> Unlimited <input type="radio"/> Limited
Quantity Options	<input checked="" type="radio"/> Unlimited <input type="radio"/> Limited
Display To	<input checked="" type="radio"/> Everyone <input type="radio"/> Selective Groups
	<input type="checkbox"/> Requires Parental Responsibility for Purchase
Display Between	<input type="text"/>  <input type="text"/> 
External Ledger Code	<input type="text"/>
External Cost Centre Code	<input type="text"/>
External Analysis Code	<input type="text"/>
Consent Required	<input type="checkbox"/>

# 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	<input checked="" type="checkbox"/>
Account Limit	<input checked="" type="radio"/> Unlimited <input type="radio"/> Limited
Quantity Options	<input checked="" type="radio"/> Unlimited <input type="radio"/> Limited
Display To	<input checked="" type="radio"/> Everyone <input type="radio"/> Selective Groups
	<input type="checkbox"/> Requires Parental Responsibility for Purchase
Display Between	<input type="text"/>  <input type="text"/> 
External Ledger Code	<input type="text"/>
External Cost Centre Code	<input type="text"/>
External Analysis Code	<input type="text"/>
Consent Required	<input type="checkbox"/>

# Creating a Product (6)

- **Require Parental Responsibility for Purchase**



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

Published	<input checked="" type="checkbox"/>
Account Limit	<input checked="" type="radio"/> Unlimited <input type="radio"/> Limited
Quantity Options	<input checked="" type="radio"/> Unlimited <input type="radio"/> Limited
Display To	<input checked="" type="radio"/> Everyone <input type="radio"/> Selective Groups
	<input type="checkbox"/> Requires Parental Responsibility for Purchase
Display Between	<input type="text"/>  <input type="text"/> 
External Ledger Code	<input type="text"/>
External Cost Centre Code	<input type="text"/>
External Analysis Code	<input type="text"/>
Consent Required	<input type="checkbox"/>

# Creating a Product (7)

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



These are set as required for your finance system.

Published	<input checked="" type="checkbox"/>
Account Limit	<input checked="" type="radio"/> Unlimited <input type="radio"/> Limited
Quantity Options	<input checked="" type="radio"/> Unlimited <input type="radio"/> Limited
Display To	<input checked="" type="radio"/> Everyone <input type="radio"/> Selective Groups
	<input type="checkbox"/> Requires Parental Responsibility for Purchase
Display Between	<input type="text"/>  <input type="text"/> 
External Ledger Code	<input type="text"/>
External Cost Centre Code	<input type="text"/>
External Analysis Code	<input type="text"/>
Consent Required	<input type="checkbox"/>

# 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	<input checked="" type="checkbox"/>
Account Limit	<input checked="" type="radio"/> Unlimited <input type="radio"/> Limited
Quantity Options	<input checked="" type="radio"/> Unlimited <input type="radio"/> Limited
Display To	<input checked="" type="radio"/> Everyone <input type="radio"/> Selective Groups
	<input type="checkbox"/> Requires Parental Responsibility for Purchase
Display Between	<input type="text"/>  <input type="text"/> 
External Ledger Code	<input type="text"/>
External Cost Centre Code	<input type="text"/>
External Analysis Code	<input type="text"/>
Consent Required	<input type="checkbox"/>

# Club and Trip Payment Options

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



# 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**

Variations  Yes  No

Price Options  Fixed Price  Variable Price  Instalments

Item Price (£)\*

Associated Account\*

Enable Offline Payment

**Payment Options**

Variations  Yes  No

	Variation Name	Code	Quantity	Assign Group	Price (£)
<input checked="" type="checkbox"/>	<input type="text" value="Small"/>	<input type="text" value="SM"/>	<input type="text" value="50"/>	<input type="text" value="Select a Grou..."/>	<input type="text" value="10"/>

# 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.

**Payment Options**

Variations  Yes  No

Price Options  Fixed Price  Variable Price  Instalments

Item Price (£)\*

Associated Account\*

Enable Offline Payment

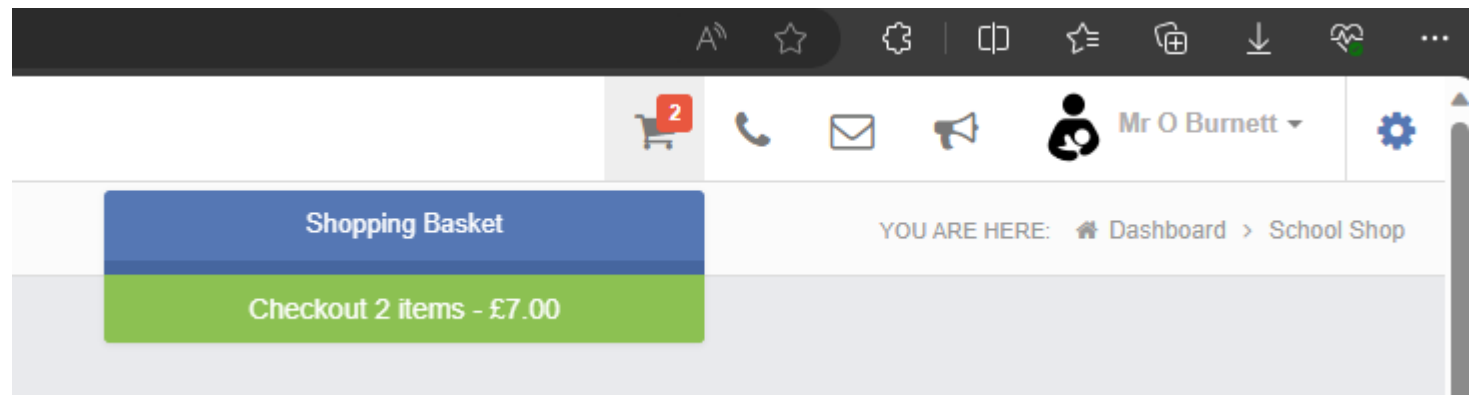
**Payment Options**

Variations  Yes  No

	Variation Name	Code	Quantity	Assign Group	Price (£)
<input checked="" type="checkbox"/>	<input type="text" value="Small"/>	<input type="text" value="SM"/>	<input type="text" value="50"/>	<input type="text" value="Select a Grou..."/>	<input type="text" value="10"/>

# 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.



# 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











<input type="radio"/> Use PayPoint Balance (£0.00)		Insufficient Funds
<input type="radio"/> Offline Payment		All of the products in your basket must be offline payments enabled, in order to use this option at checkout.
<input checked="" type="radio"/> 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.

Outstanding Payments			All Students	More
Item	Amount	Due Date		
After School Club 1 for David Addison	-£3.00			Add to Basket
Early Morning Club for David Addison	-£2.00			Add to Basket
Club (Football Club) Reservation for David Addison	£5.00			Pay By Card
Skiing Trip for David Addison (Part Paid)	£500.00			Pay By Card
Trip Payment for David Addison	£56.00			Pay By Card
Blazer - small for Harry Addison	£25.00			Pay By Card
Blazer - small for Harry Addison	£25.00			Pay By Card
Art Attack for Harry Addison	£20.00			Pay By Card
Edinburgh Castle for Harry Addison (Deposit)	£50.00			Pay By Card
Skiing Trip (Part Paid) Instalment 1 for David Addison	£400.00			Add to Basket

# 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 <small>(click or tap a club to view more details and sign up)</small>							
<input type="checkbox"/> 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:**

**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.*

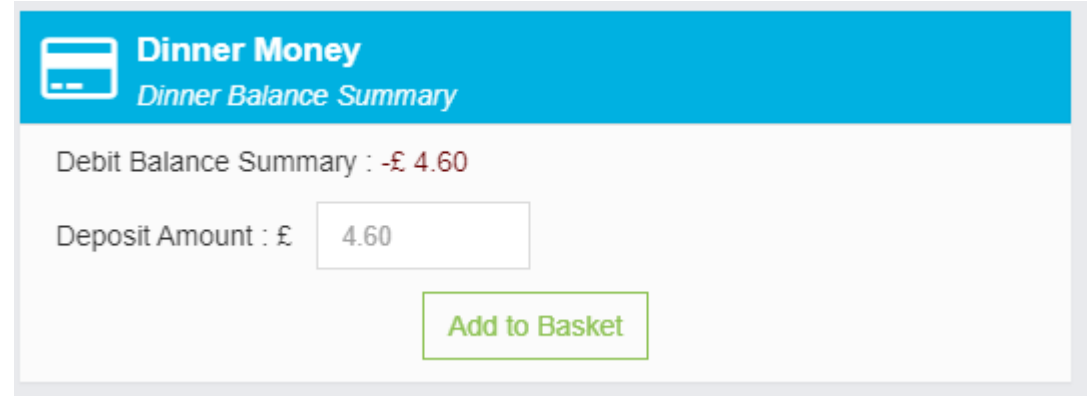
[Add Deposit To Basket](#)   [Add Full Amount To Basket](#)   [Close](#)



# 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

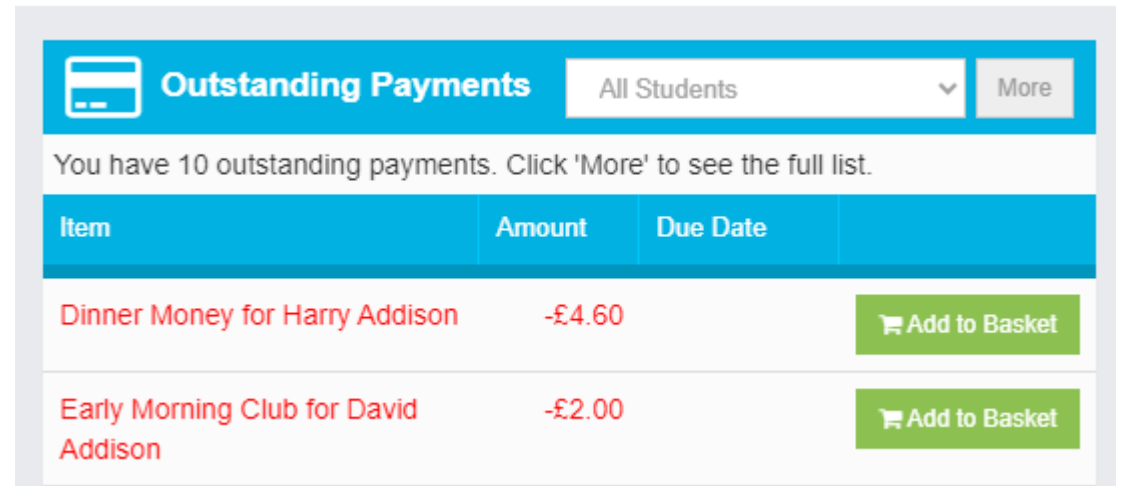


**Dinner Money**  
*Dinner Balance Summary*

Debit Balance Summary : -£ 4.60

Deposit Amount : £

[Add to Basket](#)



**Outstanding Payments** All Students More

You have 10 outstanding payments. Click 'More' to see the full list.

Item	Amount	Due Date	
Dinner Money for Harry Addison	-£4.60		<a href="#">Add to Basket</a>
Early Morning Club for David Addison	-£2.00		<a href="#">Add to Basket</a>

# 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**

# 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
Foothall 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.

The screenshot displays a web interface for viewing purchases. At the top, there are buttons for 'Close' and 'Send Messages'. Below this, four summary cards show: Quantity (2), Total Amount (£2400.00), Paid Amount (£50.00), and Outstanding Amount (£2350.00). A navigation bar includes 'Assigned People', 'View Income', and 'View Debt' buttons, with a subtitle 'Club details for Australia Trip between 04/10/2019 and 15/10/2023'. The main section is titled 'View Assigned People' and features a table with columns for Last Name, First Name, Year Group, Tutor Group, Ordered By, Quantity, Total Price, Amount Paid, Amount Outstanding, Last Payment Date, and Next Payment Due. The table contains two rows of data and a total row. Grid actions (Copy, Excel, CSV, PDF, Print) and a search box are located above the table.

	Last Name	First Name	Year Group	Tutor Group	Ordered By	Quantity	Total Price	Amount Paid	Amount Outstanding	Last Payment Date	Next Payment Due
<input type="checkbox"/>	Ahmed	Charlotte	03	3 Oak	Ms R Ahmed	1	£1200.00	£50.00	£1150.00		N/A
<input type="checkbox"/>	Ahmed	Lesley	03	3 Oak	Ms C Ahmed	1	£1200.00	£0.00	£1200.00		N/A
					<b>Total</b>	<b>2</b>	<b>£2400.00</b>	<b>£50.00</b>	<b>£2350.00</b>		

# Orders

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

View Orders ⓘ

Orders Between  and  Order Status

Grid actions      Search:

	Order Date	Order Number	Order Items	Purchaser	Pupil/Staff	Amount	Payment Method	Order Status
<input type="checkbox"/>	13/10/2023 09:39:02	45034-0004027	Trip Payment for Paul Addison x 1, £65.00	Mrs J Addison	Paul Addison (2 Butterflies)	£65.00	Cash	Outstanding
<input type="checkbox"/>	13/10/2023 09:35:18	45034-0004026	Trip Payment for David Addison x 1, £56.00	Miss J Addison	David Addison (3 Oak)	£56.00	Cash	Outstanding
<input type="checkbox"/>	06/10/2023 16:24:50	45034-0004025	Handwriting Pens for Paul Addison x 1, £1.00 London Zoo - Year 4 for Paul Addison x 1, £15.00	Mrs J Addison	Paul Addison (2 Butterflies)	£15.00	Cash	Paid

# 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 Date	06/10/2023 16:25
Payment Received By	Miss S Abram		

### 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			<a href="#">× Refund Item</a>
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 refunded 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 Date	06/10/2023 16:25
Payment Received By	Miss S Abram		

### 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			<a href="#">X Refund Item</a>
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**

# 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.

Create Order - Order Details

Select Student

Add Dinner Money Balance

Item	Student	Quantity/Amount	Price	Total Price	
<NOT SELECTED>		1			<input checked="" type="checkbox"/>

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  🔍 ↶ ✕

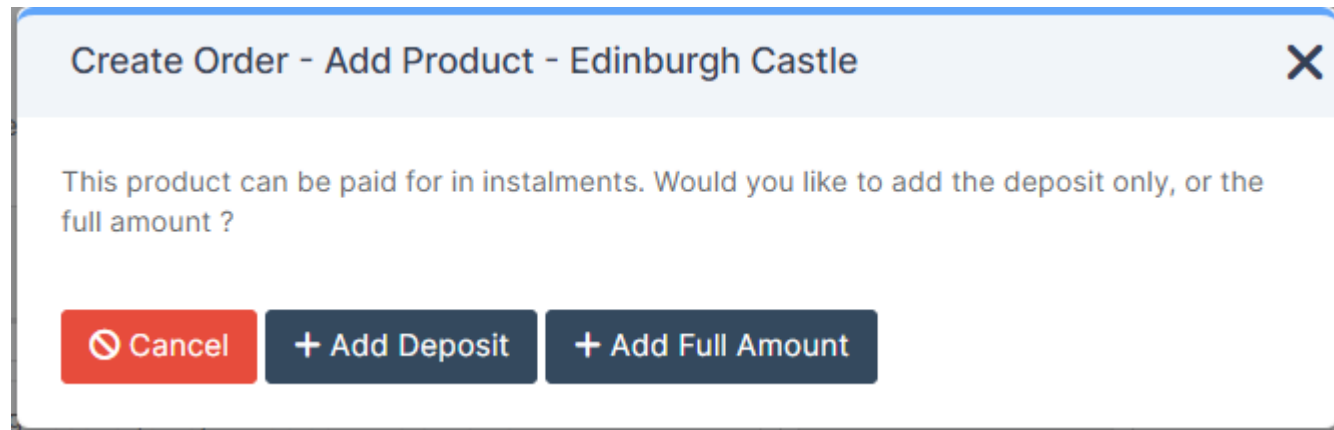
[+ Add Dinner Money Balance](#) [+ Add Running Balance Club Deposit](#) [+ Process Instalments or Part-Paid Items](#)

↕	Item	Student	↕	Quantity/Amount	↕	Price	↕	Total Price	↕	↕
⊖	Blazer - small	Harry Addison		<input type="text" value="1"/>		£25.00		£25.00		
⊖	Crayons	Harry Addison		<input type="text" value="1"/>		£2.00		£2.00		
⊖	Pencil Case	Harry Addison		<input type="text" value="1"/>		£2.50		£2.50		
	<input type="text" value="&lt;NOT SELECTED&gt;"/>			<input type="text" value="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.

### Create Order - Summary ✕

The following order will be created:

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
			Total Price:	£29.50

Select Contact

Cancel ← Back Create Order & Pay Now Create Order

# Pay Now

- Check the order details are correct, then Pay Now

### Order Details

Order Number	45034-0004028	Order Status	Outstanding
Order Date	19/10/2023 21:49	Order Authorisation Code	
Ordered By	Miss J Addison	Order Transaction ID	
Order Value	£29.50	Notes	
Payment Method	Cash		

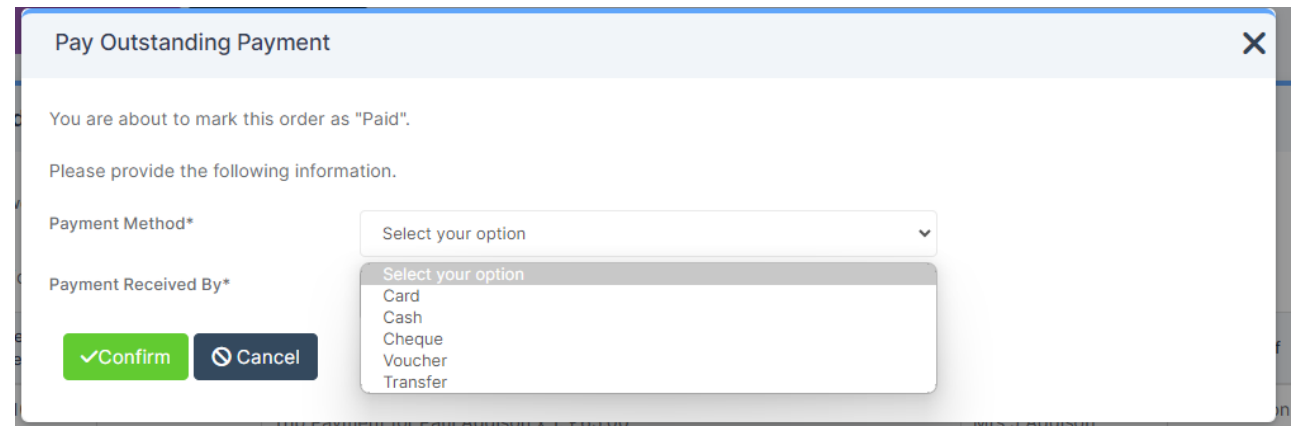
Ordered Items

Quantity	Description	Pupil/Staff	Tutor Group	Item Price	Total Price	Refunded By	Refund Date
1	Blazer - small for Harry Addison	Harry Addison	5 Maple	£25.00	£25.00		
1	Crayons for Harry Addison	Harry Addison	5 Maple	£2.00	£2.00		
1	Pencil Case for Harry Addison	Harry Addison	5 Maple	£2.50	£2.50		

Previous Next Close Cancel Order Pay Order

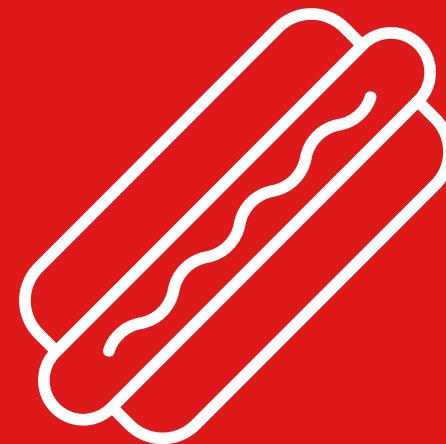
# Pay Outstanding Payment

- 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.



The screenshot shows a dialog box titled "Pay Outstanding Payment" with a close button (X) in the top right corner. The text inside the dialog reads: "You are about to mark this order as 'Paid'. Please provide the following information." Below this text are two dropdown menus. The first is labeled "Payment Method\*" and has a dropdown arrow. The second is labeled "Payment Received By\*" and has a dropdown arrow. Below the dropdown menus are two buttons: a green "Confirm" button with a checkmark icon and a dark blue "Cancel" button with a close icon. The dropdown menu for "Payment Received By\*" is open, showing the following options: "Select your option", "Card", "Cash", "Cheque", "Voucher", and "Transfer".

# Staff Dinner Money



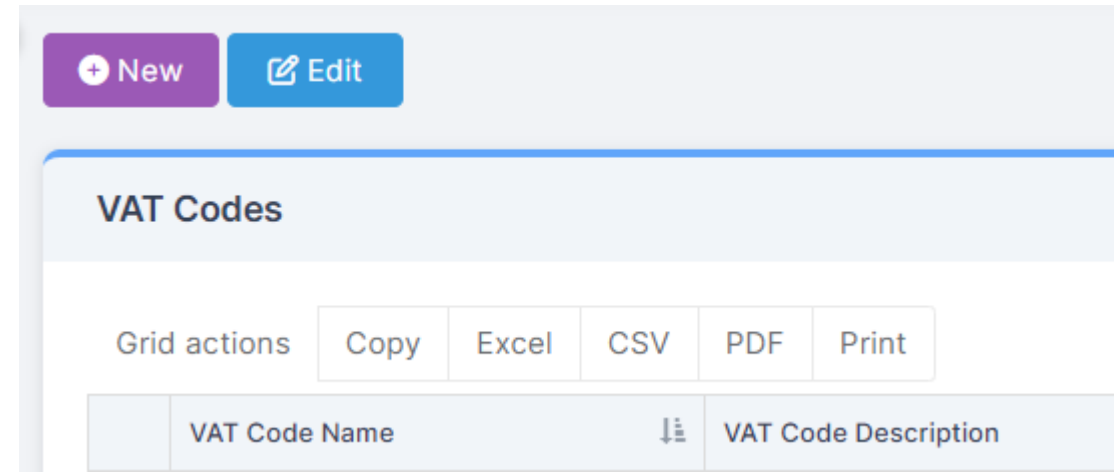


# Staff Dinner Money

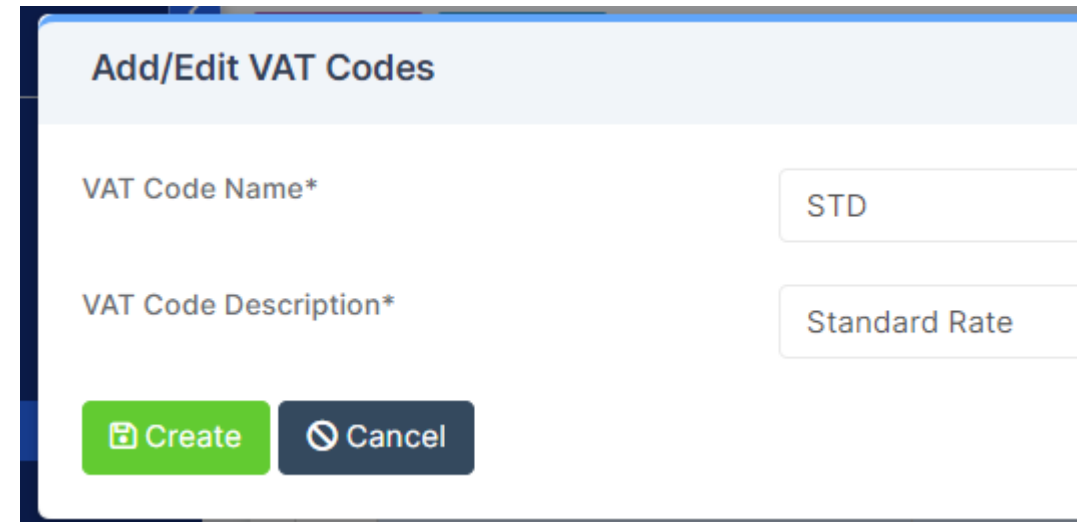
- Staff members can use Bromcom to pay for their school meals.
- To do this you must:
  - Charge VAT on staff meals & have a VAT code setup
  - Have an appropriate staff meal charge setup
  - Staff who need to pay must have a Bromcom account
  - Add and confirm meals daily for staff

# 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**



A screenshot of a web application interface for managing VAT Codes. At the top, there are two buttons: a purple '+ New' button and a blue 'Edit' button with a pencil icon. Below these is a header section titled 'VAT Codes'. Underneath the header, there is a row of 'Grid actions' buttons: 'Copy', 'Excel', 'CSV', 'PDF', and 'Print'. Below the actions is a table header with two columns: 'VAT Code Name' and 'VAT Code Description'. A small downward arrow icon is positioned between the two column headers.



A screenshot of a form titled 'Add/Edit VAT Codes'. The form contains two input fields. The first field is labeled 'VAT Code Name\*' and contains the text 'STD'. The second field is labeled 'VAT Code Description\*' and contains the text 'Standard Rate'. At the bottom of the form, there are two buttons: a green 'Create' button with a document icon and a dark blue 'Cancel' button with a close icon.

# VAT Code Setup (2)

- Enter the VAT rate of 20% and click the green tick, then click close


**Add/Edit VAT Codes**

VAT Code Name\*

VAT Code Description\*

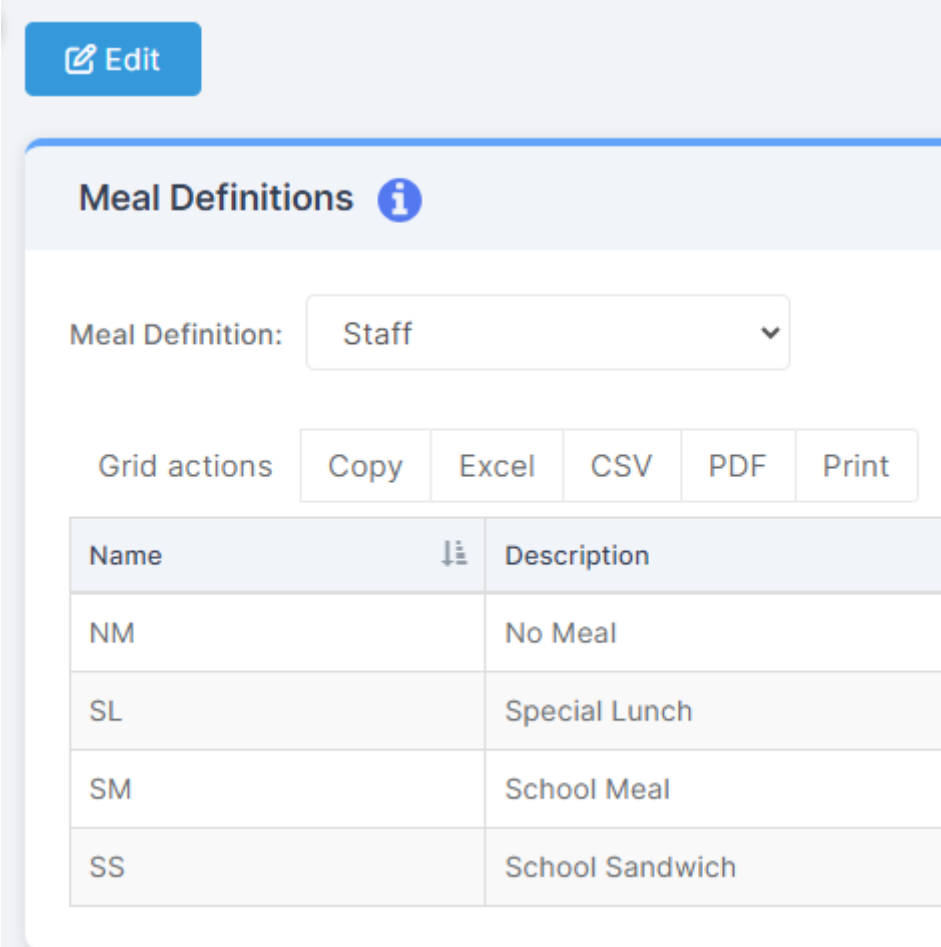
[Edit VAT Code Name and Description](#)

VAT Rate %	Start Date	End Date	
<input type="text" value="20.00"/>	01/01/1990	<input type="text" value=""/> <small>Calendar icon</small>	<input checked="" type="checkbox"/>



# 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**



[Edit](#)

Meal Definitions ?

Meal Definition:

Grid actions [Copy](#) [Excel](#) [CSV](#) [PDF](#) [Print](#)

Name	Description
NM	No Meal
SL	Special Lunch
SM	School Meal
SS	School Sandwich

# 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  Category 2

---

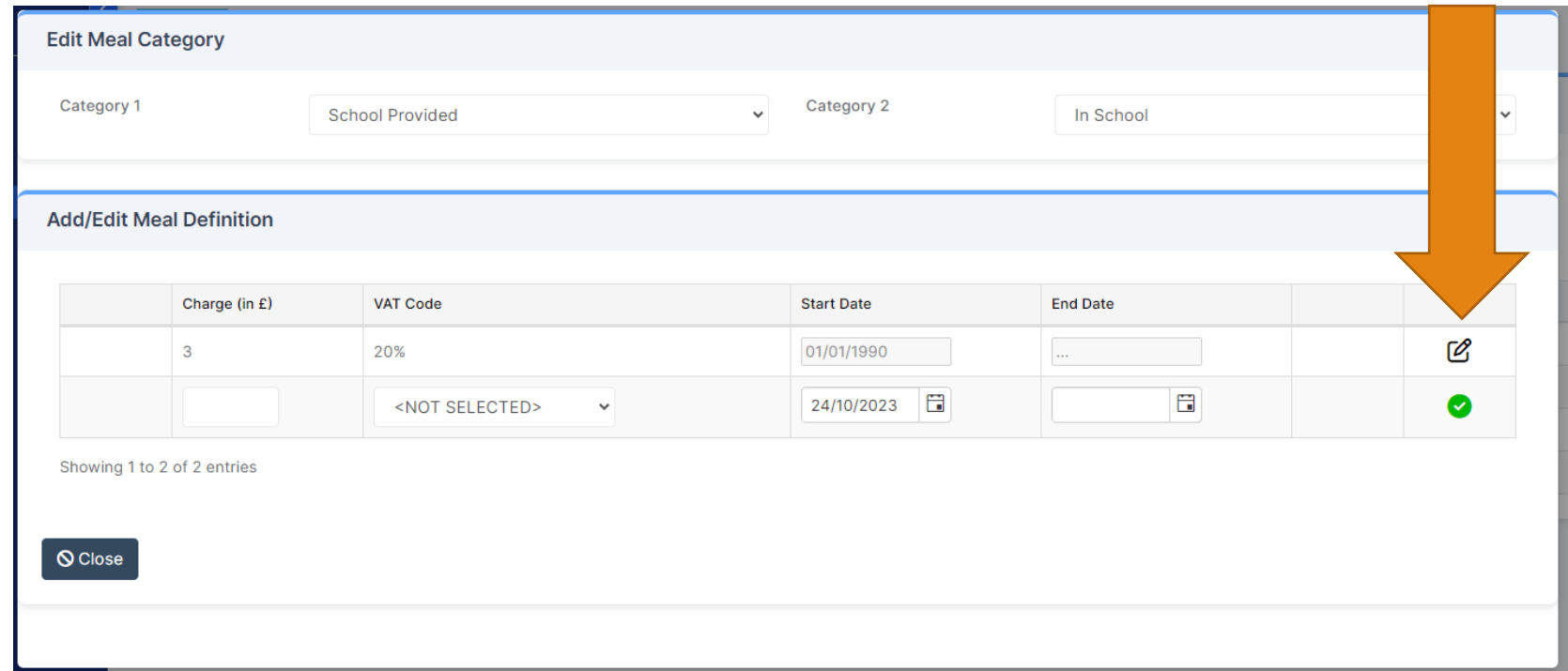
### Add/Edit Meal Definition

	Charge (in £)	VAT Code	Start Date	End Date		
	3	20%	<input type="text" value="01/01/1990"/>	<input type="text" value="..."/>		
	<input type="text"/>	<input type="text" value="&lt;NOT SELECTED&gt;"/>	<input type="text" value="24/10/2023"/>	<input type="text"/>		



Showing 1 to 2 of 2 entries

# 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.



The screenshot shows the 'Edit Meal Category' interface. At the top, there are two dropdown menus for 'Category 1' (set to 'School Provided') and 'Category 2' (set to 'In School'). Below this is the 'Add/Edit Meal Definition' section, which contains a table with two rows. The first row has a charge of 3, a VAT code of 20%, and a start date of 01/01/1990. The second row has an empty charge field, a '<NOT SELECTED>' VAT code, and a start date of 24/10/2023. A large orange arrow points to the green tick icon in the second row, indicating the save action.

	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](#)

# Topping Up staff Balances

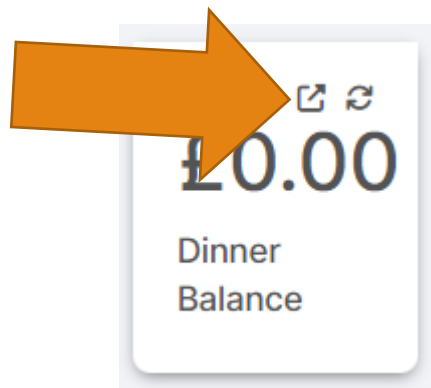
- Staff top up their own Balances from their homepage. To do this they must have the 'Dinner Balance' widget enabled. This relates to the member of staff themselves.

The screenshot displays the staff homepage for Bromcom Primary School. The page header includes the school logo, the name 'Bromcom Primary School', a dropdown menu set to 'All-Through', and the current 'Interval: 23-24'. Below the header is an 'Overview' section with five data widgets. A large orange arrow points to the 'Dinner Balance' widget, which shows a value of £0.00. The other widgets show: 0 Timetabled Groups Today, 0 Groups, 28 Missing Registers, and 0 SMS Credits Remaining. A dark blue sidebar on the left contains navigation icons for Home, Favourites, Modules, and Students.

Widget	Value
Timetabled Groups Today	0
Groups	0
Missing Registers	28
Dinner Balance	£0.00
SMS Credits Remaining	0

# Topping 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 .



The screenshot shows the Bromcom Primary School staff portal. At the top, it displays "Bromcom Primary School" and "All-Through". The main content is a weekly menu for the week commencing 23/10/2023, with columns for Monday through Sunday. Each day lists three options (Opt 1, Opt 2, Opt 3) for the dinner. Below the menu, there is a "Current Balance: £0.00" and a green "Pay" button. At the bottom, there are two sections: "Dinner Charges" and "Dinner Payments", both with empty tables and "No data available in table" messages.

Monday 23/10/2023	Tuesday 24/10/2023	Wednesday 25/10/2023	Thursday 26/10/2023	Friday 27/10/2023	Saturday 28/10/2023	Sunday 29/10/2023
Opt 1: Steak Burger or Stuffed Bacon Roll	Opt 1: Pasta Bake or Fish Goujons	Opt 1: Chicken Curry or Sausages	Opt 1: Roast Chicken or Salmon Wrap	Opt 1: Margherita Pizza or Chicken and Vegetable Stir-Fry		
Opt 2: Baked Beans or Sweetcorn	Opt 2: Carrots or Herb Diced Potatoes	Opt 2: Garden Peas or Carrots	Opt 2: Broccoli Florets or Salad Selection	Opt 2: Noodles or Sweetcorn		
or Broccoli Florets or Mashed Potato	or Garden Peas or Parsley Sauce	or Mashed Potato or Gravy	or Potatoes or Mashed Potato	or Salad Selection or Chips		
or Gravy	Opt 3: Flakemeal Biscuit or Fruit	Opt 3: Jelly Pot or Fruit	or Gravy Opt 3: Shortbread or Fruit	Opt 3: Ice Cream Tub or Fruit		
Opt 3: Fruit or Yoghurt	or Yoghurt	or Yoghurt	or Yoghurt			



# Topping 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.

From:   To:

Current Balance: £0.00

### Dinner Charges

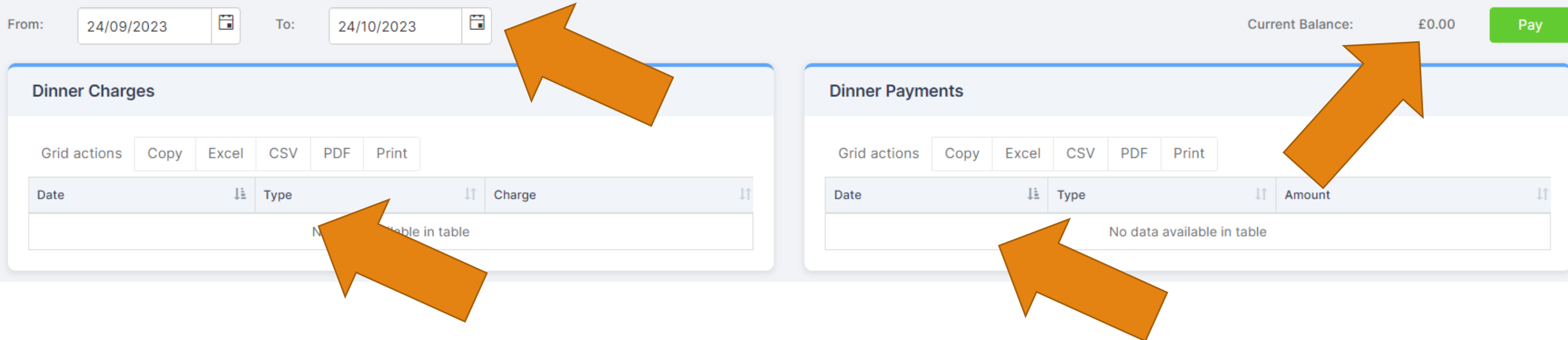
Grid actions

Date	Type	Charge
No data available in table		

### Dinner Payments

Grid actions

Date	Type	Amount
No data available in table		

The screenshot shows a user interface for managing staff balances. At the top, there are date range selectors for 'From' (24/09/2023) and 'To' (24/10/2023), each with a calendar icon. To the right, the 'Current Balance' is displayed as £0.00, with a green 'Pay' button next to it. Below these are two main panels: 'Dinner Charges' and 'Dinner Payments'. Each panel has a header with the title, a row of 'Grid actions' (Copy, Excel, CSV, PDF, Print), and a table. The 'Dinner Charges' table has columns for Date, Type, and Charge, and currently shows 'No data available in table'. The 'Dinner Payments' table has columns for Date, Type, and Amount, and also shows 'No data available in table'. Three large orange arrows are overlaid on the image: one points to the date range selectors, another points to the 'Dinner Charges' table, and a third points to the 'Dinner Payments' table. A fourth orange arrow points downwards from the top right of the image towards the 'Pay' button.

# 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 

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
		<b>Total</b>	<b>-£15.00</b>	<b>-£250.00</b>	<b>£801.60</b>	<b>£536.60</b>

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.

The screenshot shows a 'Transfer Balance' form with the following fields and values:

- Source:**
  - Student: Harry Addison
  - Tutor Group: 5 Maple
- From\*:** 1 Dinner Balance (£1050.00)
- Destination:**
  - Student\*: 2 Harry Addison (5 Maple)
  - To\*: New Breakfast Club (£0.00) 3
- Amount (£)\*:** 4 900
- Comment\*:** 5

At the bottom, there are two buttons: a red 'Close' button and a green 'Confirm' button. A red arrow points to the 'Confirm' button.

# Balance Transfers

- It's 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.

# Bromcom Finance



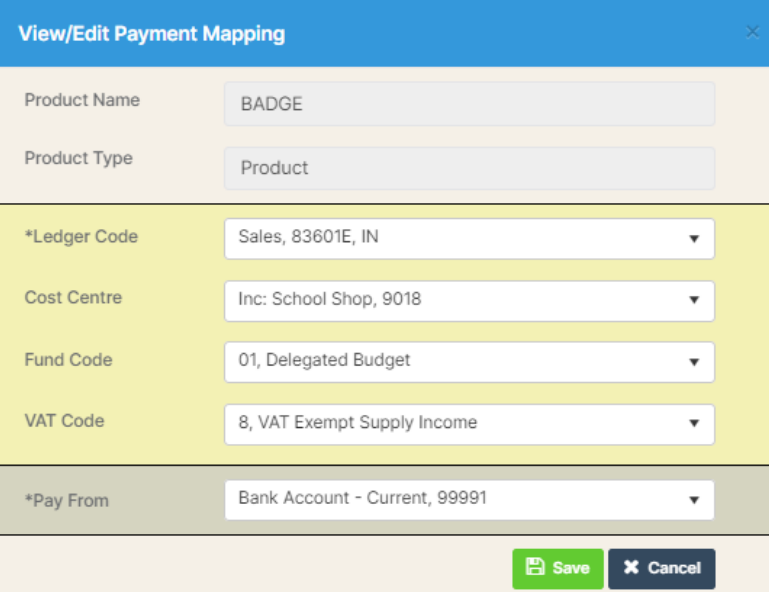


# Online Payment Mapping

- 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.



The screenshot shows a 'View/Edit Payment Mapping' form with the following fields and values:

View/Edit Payment Mapping	
Product Name	BADGE
Product Type	Product
*Ledger Code	Sales, 83601E, IN
Cost Centre	Inc: School Shop, 9018
Fund Code	01, Delegated Budget
VAT Code	8, VAT Exempt Supply Income
*Pay From	Bank Account - Current, 99991

At the bottom right, there are two buttons: 'Save' (green) and 'Cancel' (dark blue).

# 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

**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.

## 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. (12-34-56/12-45678)	£713.45	£9.12	£1.82	£702.51
<b>Total</b>	<b>£713.45</b>	<b>£9.12</b>	<b>£1.82</b>	<b>£702.51</b>

\* 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)

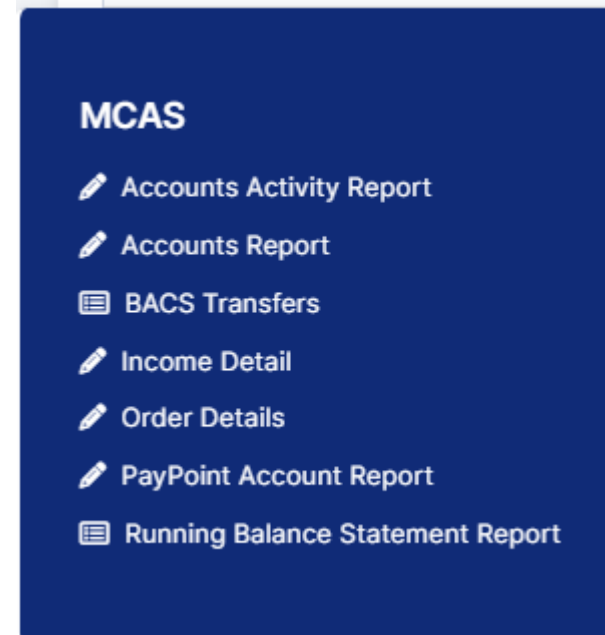
11. Two journal lines will be added - one for the Fees and another for the VAT on the Fees
12. The Bank line will now show the Net Payment made to the bank as per the BACS Transaction Report
13. If all totals are correct, return to the top of the page and **Save**
14. The Journal should then be posted 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**




# BACS Transfers

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

<b>BACS Summary Report</b>		Bromcom Technology School			
From	05/06/2019	To	12/06/2019	School ID	911242
<b>Category Summary</b>					
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
<b>Total</b>	<b>£122.55</b>	<b>17</b>	<b>£2.83</b>	<b>£0.57</b>	<b>£119.15</b>
<b>Bank Payment Summary</b>					
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			
<b>Total</b>		<b>£119.15</b>			

# Income Detail

- Shows the income received and for what by users

  
Bromcom School of Technology

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**Individual Income**

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
<b>Total</b>		<b>£346.50</b>	<b>£5.22</b>	<b>£341.29</b>

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
<b>Total</b>		<b>£226.00</b>	<b>£3.18</b>	<b>£222.83</b>

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
<b>Total</b>		<b>£17.50</b>	<b>£0.52</b>	<b>£16.98</b>

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**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.

Order Details								
Detail of Orders between 20/10/2018 and 06/11/2018								
Order Number	Order Date	Ordered By	Ordered Item	Qty	Item Value	Order Value	Auth. Code	Transaction ID
911242-0005156	31/10/2018 14:49:11	Mr M Bedells	Movie Trip	1	£10.00	£10.00	19197727	3BA84AB2-9303-02A8-B3E9-BE6C4A4401D6
			Summer 2018 Ski trip	1	£210.00	£210.00		
			<b>Order Total</b>			<b>£220.00</b>		
911242-0005157	31/10/2018 14:52:25	Mr M Bedells	School Uniform- Tie	1	£5.00	£5.00	19197787	9B7206E3-49F0-BB55-40B1-73ACAC27DCF9
			<b>Order Total</b>			<b>£5.00</b>		
911242-0005158	31/10/2018 14:57:17	Mrs A Ablett	Movie Trip	1	£10.00	£10.00	19197867	DB0C3202-EC25-9CAB-9ECD-17D94A42157D
			School Cap	1	£5.00	£5.00		
			<b>Order Total</b>			<b>£15.00</b>		
911242-0005159	31/10/2018 15:02:41	Mr R Wilson	School Uniform- Tie	1	£10.00	£10.00	19197944	567758EB-CA3D-58CA-A789-1948B7832808
			Pencil	3	£0.50	£1.50		
			<b>Order Total</b>			<b>£11.50</b>		
911242-0005160	31/10/2018 15:15:29	Mr P Buley	Calculator	2	£1.00	£2.00	19198226	AF8C6A2F-D802-0689-682E-075021688E4C
			School Cap	1	£5.00	£5.00		
			School Uniform- Cardigan	2	£10.00	£20.00		
			<b>Order Total</b>			<b>£27.00</b>		
911242-0005161	31/10/2018 15:17:52	Mr P Buley	School Uniform- Cardigan	1	£10.00	£10.00	19198255	BF7E7FCE-3F25-939A-23C9-A5D0FECCBB6B
			School Magazine	1	£0.00	£0.00		
			Movie Trip	1	£10.00	£10.00		
			<b>Order Total</b>			<b>£20.00</b>		
911242-0005162	01/11/2018 11:22:02	Mr M Bedells	School Magazine	1	£0.00	£0.00	19207151	0203F583-49D7-3ABD-C6E0-79174EDBDD8D
			Calculator	1	£1.00	£1.00		
			<b>Order Total</b>			<b>£1.00</b>		
<b>Total Value of all orders</b>						<b>£299.50</b>		

# 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.

Running Balance Statement Report							511759	
Balance between: 05/09/2021 - 11/09/2021		Groups Selected:			After School DM2 After School Excursion (no member) After School Excursion (Sports)	School ID:	511759	
Summary								
	Total Sessions	Total Students	Students With Unpaid Balance	Overpaid	Total Cost	Total Paid	Total Outstanding	
After School DM2	7	5	5	0	£3,480.00	£1,805.00	-£1,675.00	
After School Excursion (no member)	61	6	4	1	£3,473.95	£4,108.79	£634.84	
After School Excursion (Sports)	6	5	2	3	£650.00	£1,710.00	£1,060.00	
<b>Total</b>	<b>74</b>	<b>16</b>	<b>11</b>	<b>4</b>	<b>£7,603.95</b>	<b>£7,623.79</b>	<b>£19.84</b>	
Account Balances								
		Year	Tutor Group	Sessions	Cost	Paid	Outstanding	
Ausrine ABEDIN		5	Violet M	10	£1,520.00	£500.00	-£1,020.00	
	After School DM2			3	£360.00	£300.00	-£60.00	
	After School Excursion (no member)			4	£1,110.00	£100.00	-£1,010.00	
	After School Excursion (Sports)			3	£50.00	£100.00	£50.00	
Glenda NAKAGEME				10	£76.37	£0.00	-£76.37	
	After School Excursion (no member)			10	£76.37	£0.00	-£76.37	
Jasper ABDOUL		5	Violet M	8	£1,460.00	£1,390.00	-£70.00	
	After School DM2			3	£360.00	£150.00	-£210.00	
	After School Excursion (no member)			3	£1,060.00	£900.00	-£160.00	
	After School Excursion (Sports)			2	£40.00	£340.00	£300.00	
Miriam ABISOGUN		5	Violet M	9	£1,608.79	£1,330.00	-£278.79	
	After School DM2			6	£1,600.00	£300.00	-£1,300.00	
	After School Excursion (no member)			3	£8.79	£0.00	-£8.79	
	After School Excursion (Sports)			0	£0.00	£1,030.00	£1,030.00	
Phoenix ABDI		4	Indigo P	10	£2,550.00	£4,040.00	£1,490.00	
Produced by BromcomUser 08:43:44 13/09/2021							Page 1 of 2	



# Any Questions?



# Remember we want to hear from you!

Please keep logging your queries, problems no matter how small

Email [schoolsict@coventry.gov.uk](mailto: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.