

# Bromcom MyChildAtSchool for new Users

**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 what MCAS can be used for
  - What contacts see when using MCAS
  - How to manage users of MCAS
  - How to deal with suspense items and messages from parents
  - How to manage finance items including configurations required in Bromcom Finance
  - Reports available

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

# We will not be covering

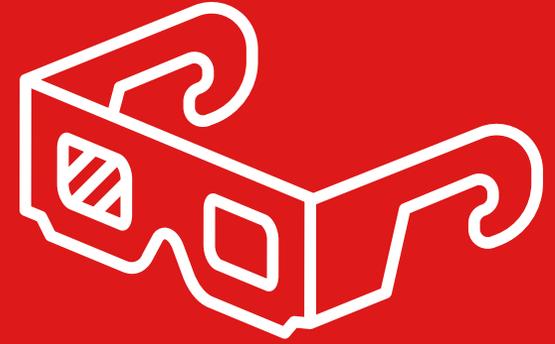
- Setting up MCAS for the first time
  - If you are not yet using MCAS in school, we recommend booking a session with us to do bespoke setup - please email [schoolsict@coventry.gov.uk](mailto:schoolsict@coventry.gov.uk) to request a session.
- Setting up Online payments and products
- Clubs and Trip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

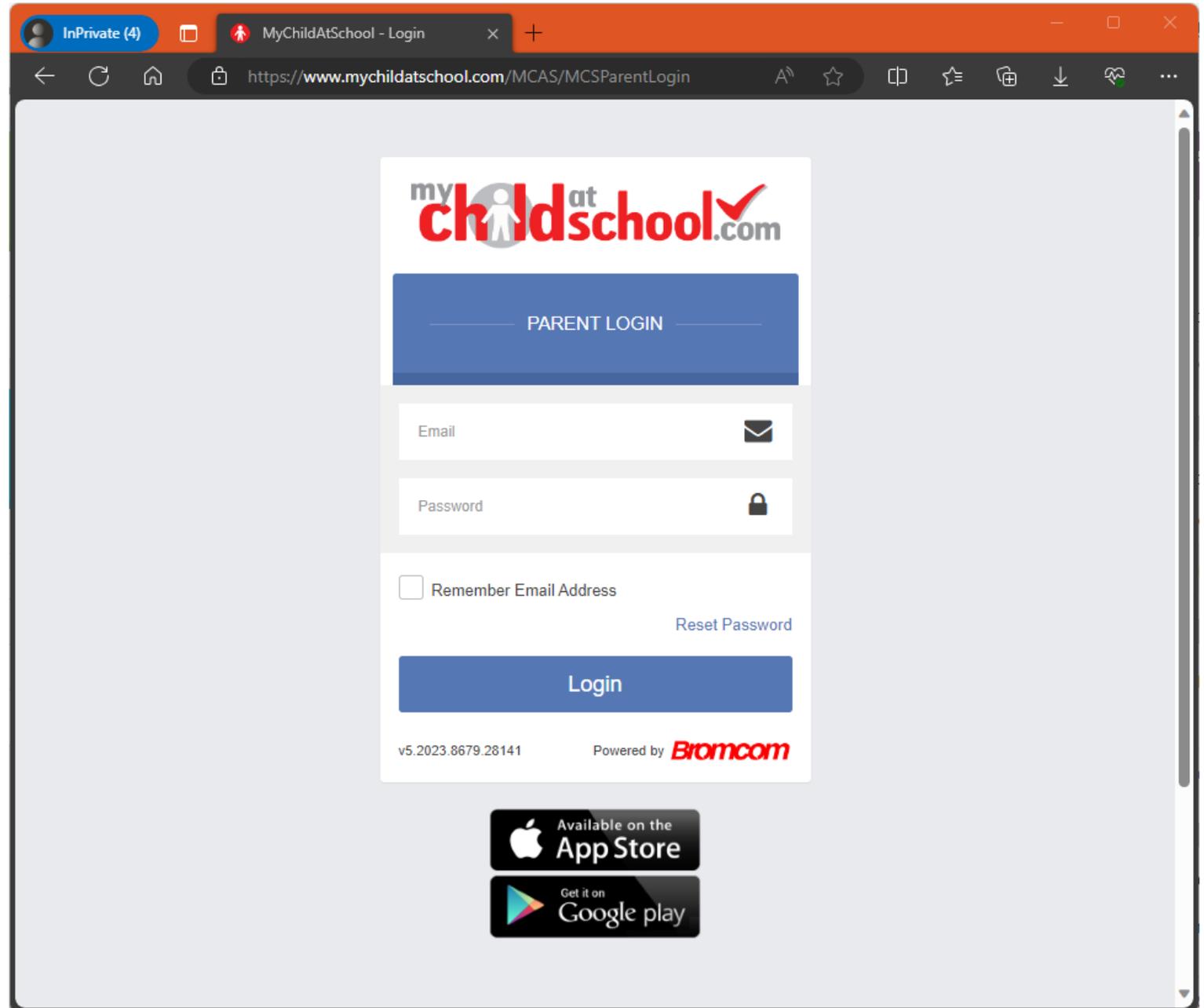
- Each contact that you want to access MCAS must have a valid email address registered in your MIS.
- Contacts can only see their own information and that of the child (this includes the child's address).
- Contacts can access different children through the same log in, for example if they have multiple 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).

# 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 MyChildAtSchool for Bromcom Primary School. The page is personalized for Paul Addison, with a 'Student picker' dropdown menu. The main content area is divided into several widgets:

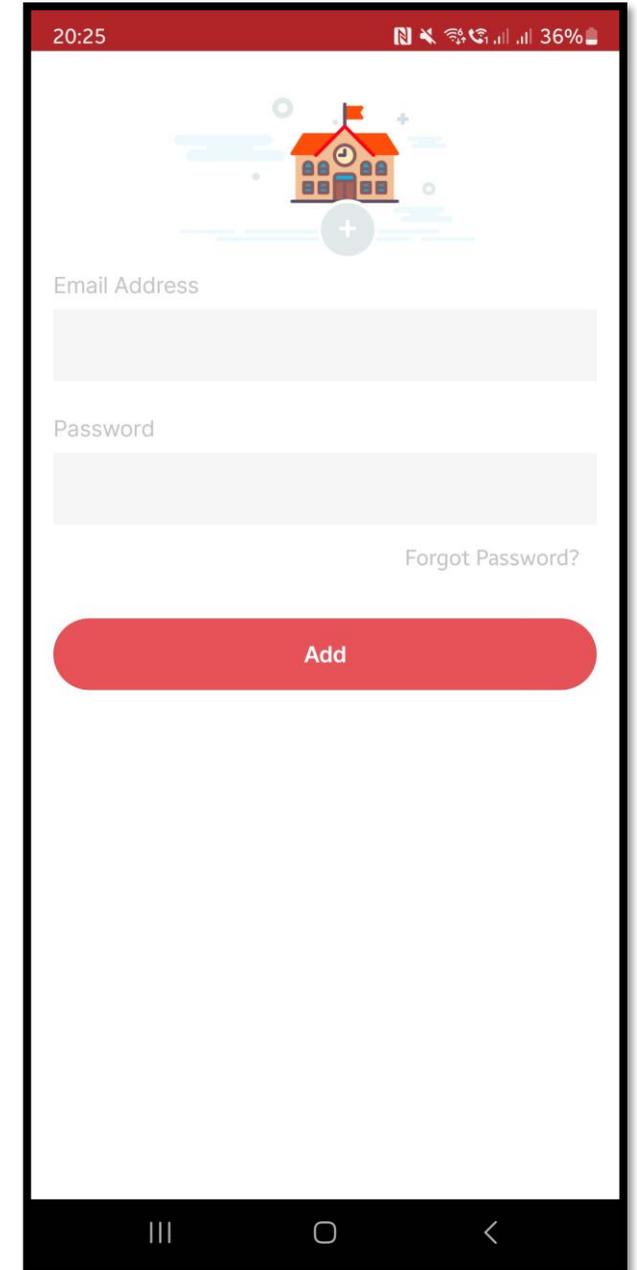
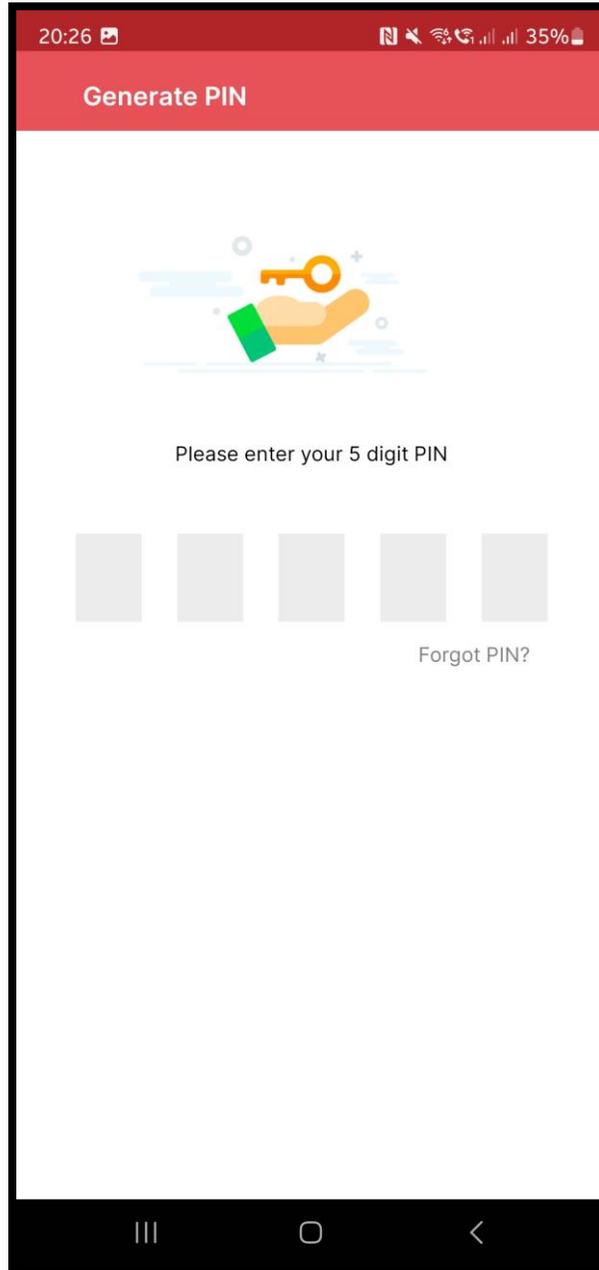
- Attendance:** A green widget showing 'Is Paul at school?' with a table for AM and PM Tutor Group periods.
- Assessment:** An orange widget showing 'How is Paul performing?' with 'No Assessment data found'.
- School Letters:** A purple widget listing letters such as 'Free-School Meal letter' and 'Dinner Menu'.
- Dinner Detail:** A blue widget showing 'Paul's recent meals' with 'No Dinner Details data found'.
- Announcements:** A purple widget showing 'No Announcements data found'.
- Dinner Money:** A blue widget showing 'Dinner Balance Summary' with a credit balance of £ 0.00 and a deposit amount field.
- Clubs & Trips:** A green widget showing 'Paul's upcoming club & trips'.

Annotations on the image include:

- 'Student picker' pointing to the dropdown menu.
- 'Menu' pointing to the left-hand navigation sidebar.
- 'Widget' pointing to the Dinner Money section.
- 'Shopping Basket' pointing to the shopping cart icon in the top right.
- 'Contact's Profile' pointing to the user profile icon in the top right.

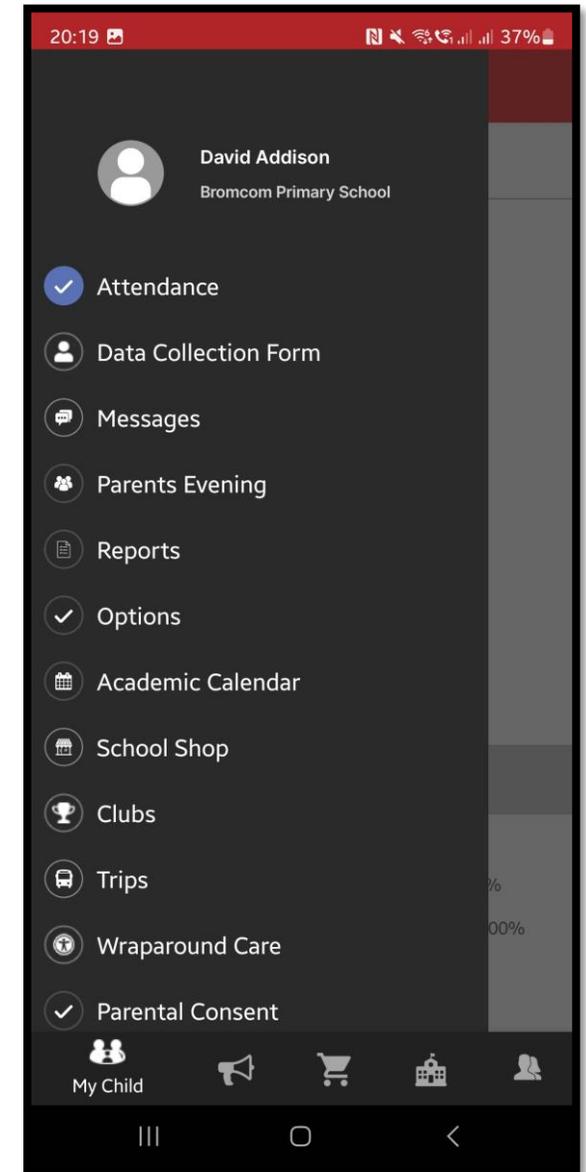
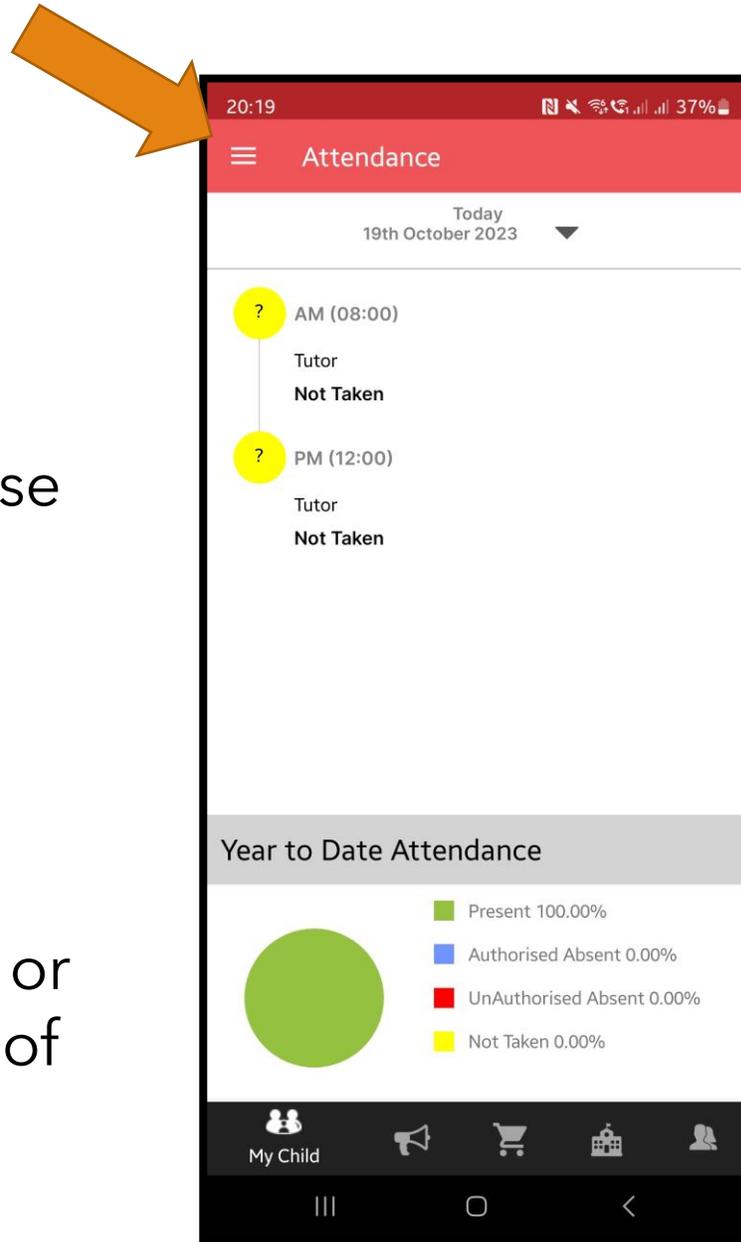
# Logging In Mobile App

- First the download the app from the App Store or Google Play
- Next, they will be asked to set a **PIN code**
- Finally, they can login using their registered email and the password they set



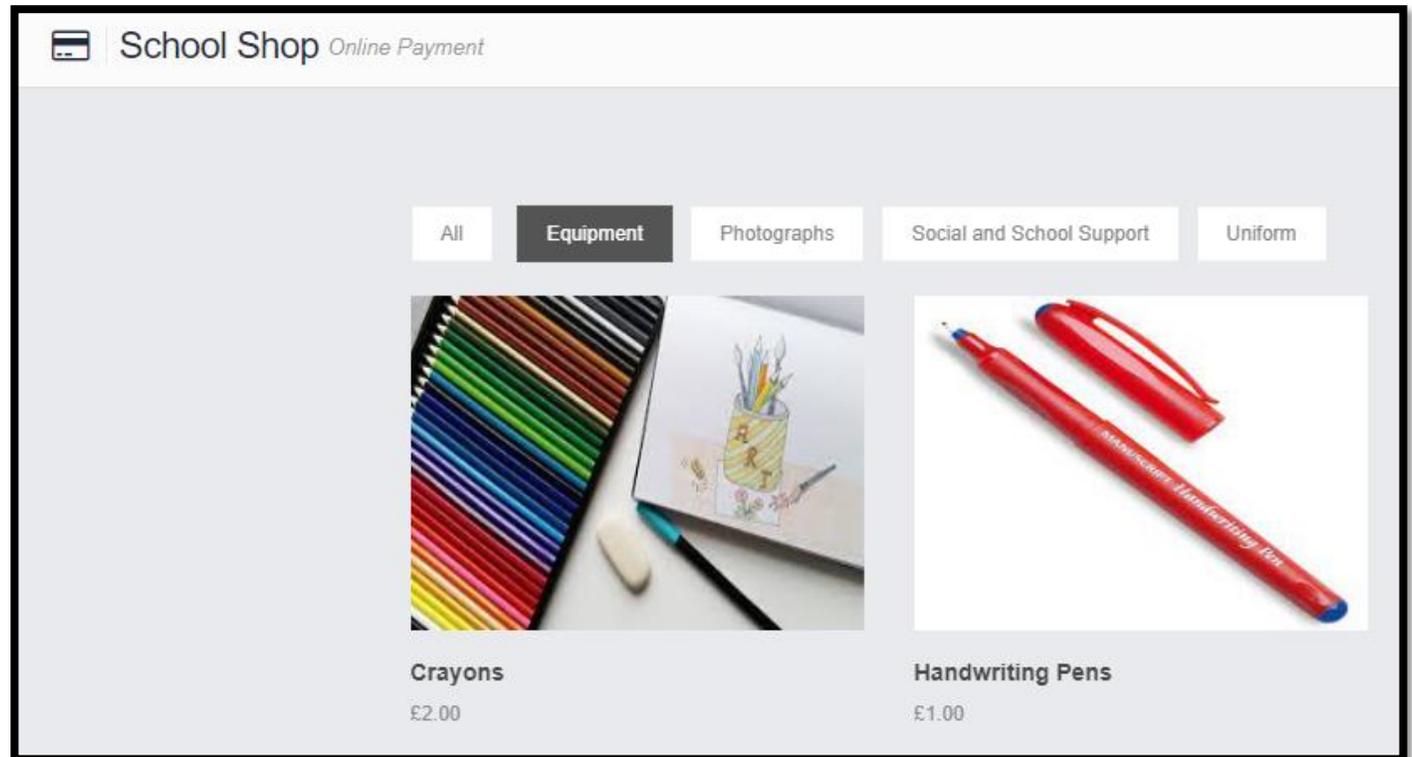
# Mobile App

- Will default to the first area available. In this case attendance.
- Contacts can use the hamburger menu (the three lines) to open the pull-out menu to get to different parts of MCAS or the icons at the bottom of the screen



# Making Purchases Shop

- This works like most online shopping.
- Items are purchased from a store and then can be added to the basket for payment on check out.
- Products, clubs, trips etc can all be added and checkout together.
- We will see how you get details of products sold later in this session.



# A note about the 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.

# 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

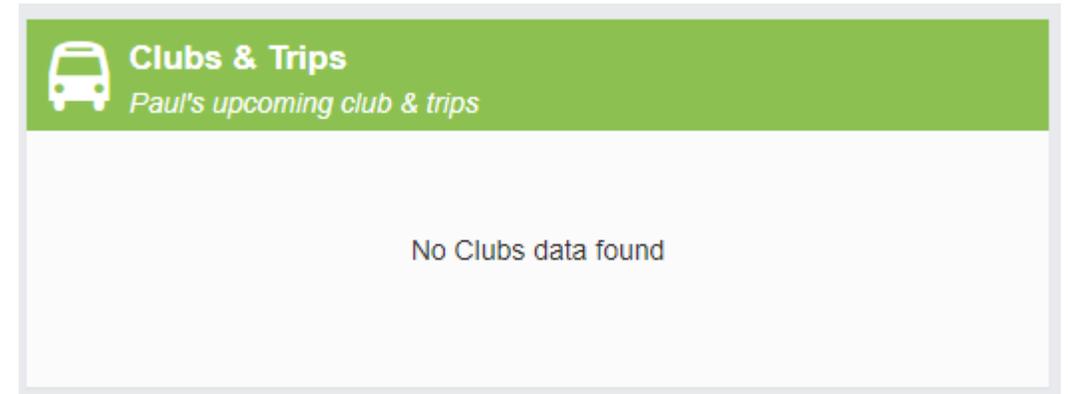
**Session Length:** 570 mins      **Total Cost:** £150.00

*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](#)

# Trips Widget

- This will only show trips which are booked and happening soon (within next four weeks).
- Booking trips is done through the left hand menu.



# 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.

# Meal Selection

 Dinners

< Previous Week    Week Commencing 16/10/2023    Next Week >    16/10/2023 - 22/10/2023

Monday 16/10/2023	Tuesday 17/10/2023	Wednesday 18/10/2023	Thursday 19/10/2023
<p>Opt 1: Breaded Fish or Savoury Mince</p> <p>Opt 2: Carrots or Garden Peas or Mashed Potato</p> <p>Opt 3: Fruit or Yoghurt</p>	<p>Opt 1: Chicken Curry or Chicken Panini</p> <p>Opt 2: Sweetcorn or Broccoli Florets or Herb Diced Potatoes</p> <p>Opt 3: Jelly Pot or Fruit or Yoghurt</p>	<p>Opt 1: Chicken Goujons or Cottage Pie</p> <p>Opt 2: Salad Selection or Baked Beans or Mashed Potato or Gravy</p> <p>Opt 3: Flakemeal Biscuit or Fruit or Yoghurt</p>	<p>Opt 1: Roast Gammon or Chicken and Pasta Bake</p> <p>Opt 2: Carrots or Califlower Florets or Potatoes</p> <p>Opt 3: Ginger Biscuit or Fruit or Yoghurt</p>

### Meal Selection

Choice:  Steak Burger ⓘ    Stuffed Bacon Roll ⓘ

Choice:  Baked Beans ⓘ    Sweetcorn ⓘ    Broccoli Florets ⓘ    Mashed Potato ⓘ    Gravy ⓘ

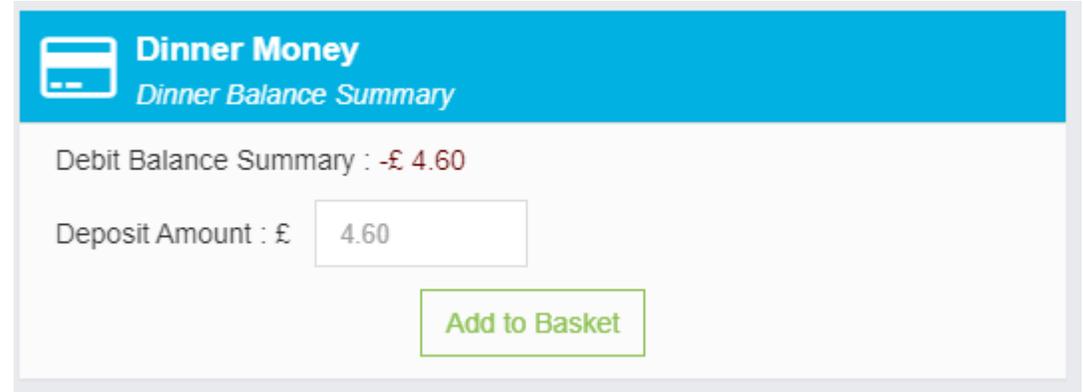
Choice:  Fruit ⓘ    Yoghurt ⓘ

No Data Found

# 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

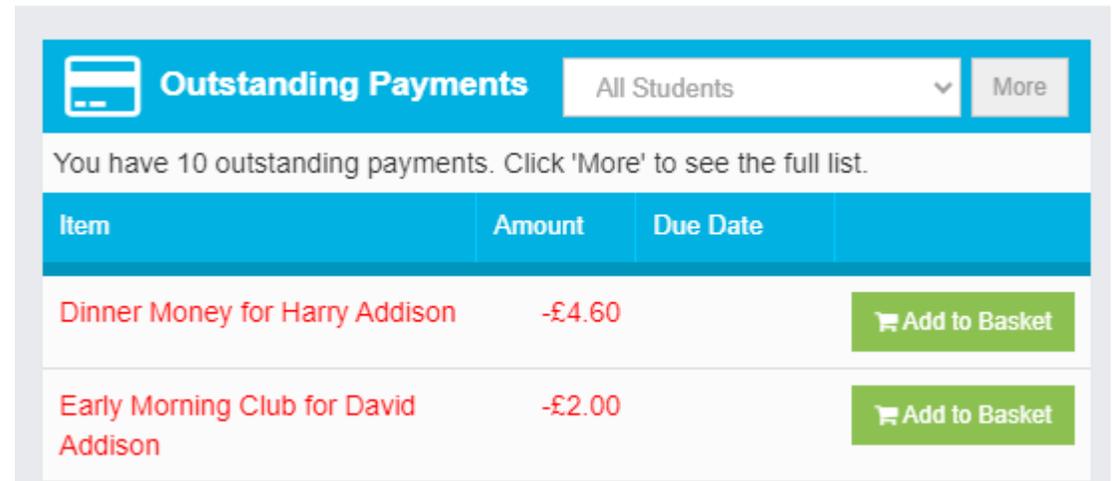


**Dinner Money**  
*Dinner Balance Summary*

Debit Balance Summary : -£ 4.60

Deposit Amount : £

[Add to Basket](#)



**Outstanding Payments**  [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>

# Viewing Dinner Money

- The Dinner's screen will show the parent the means taken and the cost. These only appear once the meal is confirmed.

Transactions between:  and

Dinner Date	Meal Detail	Cost
19/10/2023	School Meal	£2.30
18/10/2023	School Meal	£2.30
17/10/2023	School Meal	£2.30
16/10/2023	School Meal	£2.30

# Dinner Tips

- You must make sure your dinners are confirmed **daily** - this keeps your dinner account balances up to date & your parents happy 😊
- If you add a cash payment for a student, make sure it is confirmed. This updates their balance.
- You can configure different menus for different dietary preferences - e.g. a vegan menu and a non-vegan menu and show only the correct menu to specific children
- You can have multiple menus running for different year groups

# 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.

# 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		

# User Management



# In this section

- User Overview
- Creating new users
- Deactivating users
- Fixing issues with users
- Viewing User status

# User Overview

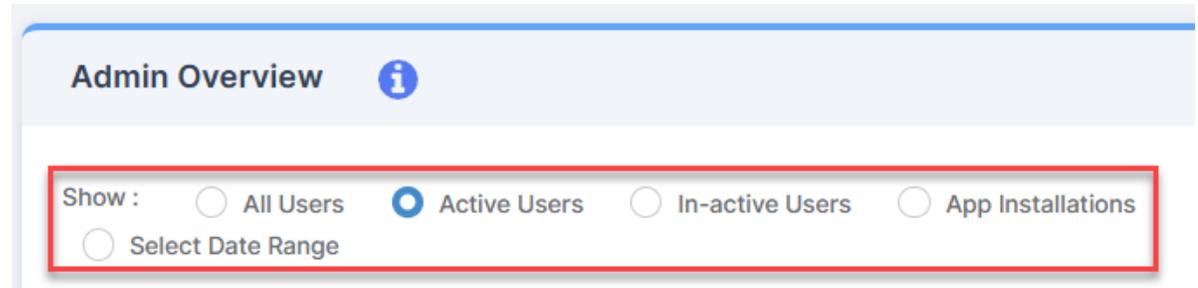
- **Modules > MyChildAtSchool > Administration > Overview**
- This screen gives you a breakdown of your MCAS accounts.

The screenshot displays the 'Admin Overview' interface. At the top, there is a header 'Admin Overview' with an information icon. Below the header, there are filter options: 'Show : All Users', 'Active Users' (selected), 'In-active Users', and 'App Installations'. There is also a 'Select Date Range' option and a search box. The main content is a table with the following data:

Name	Email Address	Last Login	Status
<a href="#">Mrs C Abdullahi</a>	[Redacted]	13/09/2023 10:15:41	Enabled
<a href="#">Ms C Addison</a>	[Redacted]	31/08/2023 09:32:39	Enabled
<a href="#">Mr R Lewis</a>	[Redacted]	04/07/2023 12:14:23	Enabled
<a href="#">Mr J Anderson</a>	[Redacted]	22/05/2023 17:44:52	Enabled
<a href="#">Miss J Addison</a>	[Redacted]	09/08/2022 15:59:19	Enabled
<a href="#">Mr J Watkin</a>	[Redacted]	22/02/2022 23:05:44	Enabled
<a href="#">Mr J Addison</a>	[Redacted]	13/10/2021 14:15:18	Enabled
<a href="#">Miss J Barber</a>	[Redacted]	21/04/2021 12:46:06	Disabled

At the bottom of the page, it indicates '12 Users'.

# Filters



- **All Users** - this shows all users who have an account
- **Active Users** - those who have used their account recently
- **In-active Users** - those who have an account but who haven't logged in ever or haven't used it recently
- **App Installations** - shows all those contacts who have the MCAS app installed on their devices
- The **Select Date Range** option allows you to select the date range that you want to look at

# User Accounts

- **Modules > MyChildAtSchool > Administration > User Accounts**

User Account Maintenance 📘 Contacts without any email address are listed in red 📌

User Account

Contacts  🔍 🔴 Active Only + New Action ▾ Export As ▾

<input type="checkbox"/>	Profile ↑	Status ⇅	Email Address ⇅	Activation Status ⇅	Action
<input type="checkbox"/>	Aaron Baggaley	Enabled	Not Available	🟡 Not yet activated	<span>✎</span> <span>🗑️</span>
<input type="checkbox"/>	Adam Meadows	Enabled	email21@bromcomcloud.com	🟡 Not yet activated	<span>✎</span> <span>🗑️</span>
<input type="checkbox"/>	Adam Omar	Enabled	omar@sky.com	🟡 Not yet activated	<span>✎</span> <span>🗑️</span>
<input type="checkbox"/>	Adele Maguire	Enabled	email103@bromcomcloud.com	🟡 Not yet activated	<span>✎</span> <span>🗑️</span>
<input type="checkbox"/>	Adele Miles	Enabled	miilo@ddcom.com	🟡 Not yet activated	<span>✎</span> <span>🗑️</span>

# New User Accounts

- You can create new user accounts in bulk – this is useful for your new intake
- You can create accounts for your pre-admission children
- By default, new contacts don't get an MCAS account, you need to generate accounts for new contacts
- Contacts need to have an email address stored in MCAS before they can have an account
- **Remember** to do this when you have new students or a new intake

# Create New Users (1)

- **Modules > MyChildAtSchool > Administration > User Accounts**
- Click 
- You can browse by Contacts or Students

# Create New Users (1)

- Students will only be listed if they have 0 contacts with an account
- Contacts are only listed if they don't already have an account.

### User Account Creation

Select Students  Select Contacts

Grid actions: Copy Excel CSV PDF Print Search:

<input type="checkbox"/>	Last Name	First Name	Tutor Group	Admission Number	Year Group
<input type="checkbox"/>	Addison	Wesley	N - Badgers	N08254	N1
<input type="checkbox"/>	Aspinall	Thomas	N - Badgers	N08255	N1
<input type="checkbox"/>	Bhudia	Alexandia	N - Badgers	N08256	N1
<input type="checkbox"/>	Brown	Amber	N - Foxes	N08257	N1
<input type="checkbox"/>	Buayam	Kamonwan	N - Badgers	N08260	N1
<input type="checkbox"/>	Burke	Jordan	N - Foxes	N08262	N1
<input type="checkbox"/>	Byrom	Jade	N - Foxes	N08264	N1
<input type="checkbox"/>	Chadwick	Reece	N - Badgers	N08265	N1
<input type="checkbox"/>	Cooper	Christopher	N - Badgers	N08266	N1
<input type="checkbox"/>	Cooper	Gemma	N - Foxes	N08267	N1
<input type="checkbox"/>	Cooper	Taylor	N - Badgers	N08268	N1
<input type="checkbox"/>	Darrett	Natalie	N - Foxes	N08269	N1

Next Cancel

# Create New Users (2)

**User Account Creation**

Select Students  Select Contacts

Grid actions: Copy Excel CSV PDF Print Search:

<input type="checkbox"/>	Last Name	First Name	Tutor Group	Admission Number	Year Group
<input type="checkbox"/>	Addison	Wesley	N - Badgers	N08254	N1
<input type="checkbox"/>	Aspinal	Thomas	N - Badgers	N08255	N1
<input type="checkbox"/>	Bhudia	Alexandria	N - Badgers	N08256	N1
<input type="checkbox"/>	Brown	Amber	N - Foxes	N08257	N1
<input type="checkbox"/>	Buayam	Kamonwan	N - Badgers	N08260	N1
<input type="checkbox"/>	Burke	Jordan	N - Foxes	N08262	N1
<input type="checkbox"/>	Byrom	Jade	N - Foxes	N08264	N1
<input type="checkbox"/>	Chadwick	Reece	N - Badgers	N08265	N1
<input type="checkbox"/>	Cooper	Christopher	N - Badgers	N08266	N1
<input type="checkbox"/>	Cooper	Gemma	N - Foxes	N08267	N1
<input type="checkbox"/>	Cooper	Taylor	N - Badgers	N08268	N1
<input type="checkbox"/>	Darrett	Natalie	N - Foxes	N08269	N1

**User Account Creation**

Select Students  Select Contacts

Grid actions: Copy Excel CSV PDF Print Search:

<input type="checkbox"/>	Last Name	First Name	Tutor Group	Admission Number	Year Group
<input checked="" type="checkbox"/>	Addison	Wesley	N - Badgers	N08254	N1
<input checked="" type="checkbox"/>	Aspinal	Thomas	N - Badgers	N08255	N1
<input type="checkbox"/>	Bhudia	Alexandria	N - Badgers	N08256	N1
<input type="checkbox"/>	Brown	Amber	N - Foxes	N08257	N1
<input type="checkbox"/>	Buayam	Kamonwan	N - Badgers	N08260	N1
<input type="checkbox"/>	Burke	Jordan	N - Foxes	N08262	N1
<input type="checkbox"/>	Byrom	Jade	N - Foxes	N08264	N1
<input type="checkbox"/>	Chadwick	Reece	N - Badgers	N08265	N1
<input type="checkbox"/>	Cooper	Christopher	N - Badgers	N08266	N1
<input type="checkbox"/>	Cooper	Gemma	N - Foxes	N08267	N1
<input type="checkbox"/>	Cooper	Taylor	N - Badgers	N08268	N1
<input type="checkbox"/>	Darrett	Natalie	N - Foxes	N08269	N1

- Tick the contacts or students you want to create an MCAS Account for & then click Next
- **Note:** Creating a large number of accounts at the same time can take a while.

# Create New Users (3)

- If doing multiple contacts choose **Auto**
- Ensure **Parental Responsibility** is ticked
- Choose the contact priorities that you want to create accounts for.
- Review the names in the list and click **Generate**

### User Account Creation

Manual (Ideal for creating individual accounts)

Auto (Ideal for creating new accounts en masse, meeting the criteria set below)

Contact priority level and Parental Responsibility

Parental Responsibility (Note that any contacts with a Court Order will be ignored and need to be manually dealt with to set up an account)

Contact Priority  All  1  2  3

Access	Contact Name	Student First Name	Student Last Name	Relation	Admission No	Tutor Group	Year Group	Priority	Parental Responsibility	Court Order Restriction	Show Student Detail
<input checked="" type="checkbox"/>	Ms C Addison	Wesley	Addison	Mother	N08254	N - Badgers	N1	1	Yes	No	<input checked="" type="checkbox"/>

# Create New Users (4)

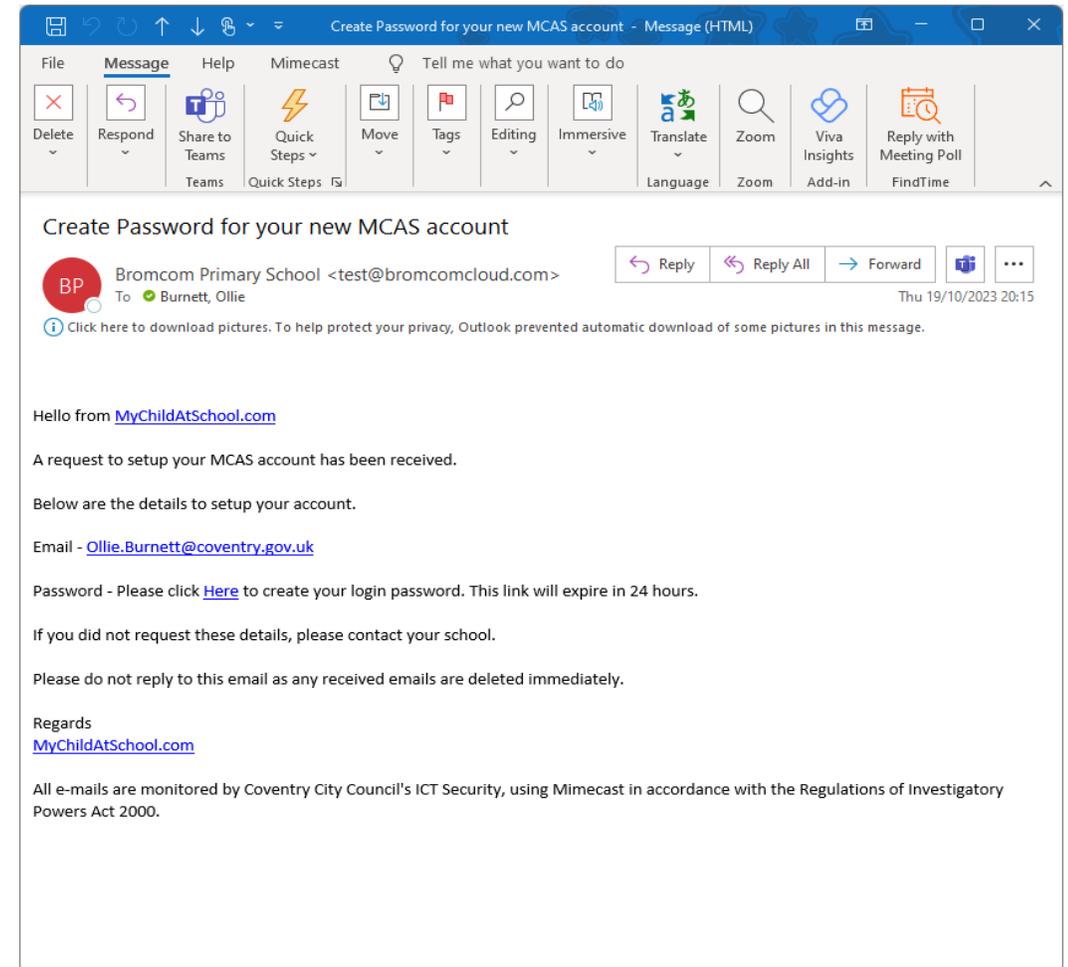
- Accounts will be generated, any contacts without an email address will not be able to log in or receive their welcome email.
- Click **Send Generate Password Email**
- You will get a message (top right) if the email was sent successfully.

The screenshot shows the 'User Account Creation' interface. At the top right, a red notification message states: 'Contacts without any email address are listed in red'. Below this is a table with columns: Contact Name, Is Active, Students, and Email Address. The table contains six rows of user data. The first row, 'Mr C Ainsworth', is highlighted in red, indicating it lacks an email address. The other rows have email addresses listed. At the bottom right, there is a green button labeled 'Send Generate Password Email'. A red arrow points from a red callout box containing the text 'Contacts without email addresses cannot login.' to the red row in the table. Another red arrow points from the bottom right towards the 'Send Generate Password Email' button.

Contact Name	Is Active	Students	Email Address
Mr C Ainsworth	Enabled	Wesley Addison	
Mr R Addison	Enabled	Wesley Addison	demo@bromcom.com
Mr R Aspinall	Enabled	Thomas Aspinall	
Mrs J Aspinall	Enabled	Thomas Aspinall	
Mrs S Ainsworth	Enabled	Wesley Addison	
Ms C Addison	Enabled	Charlie Smyth, Wesley Addison	sales@bromcom.com

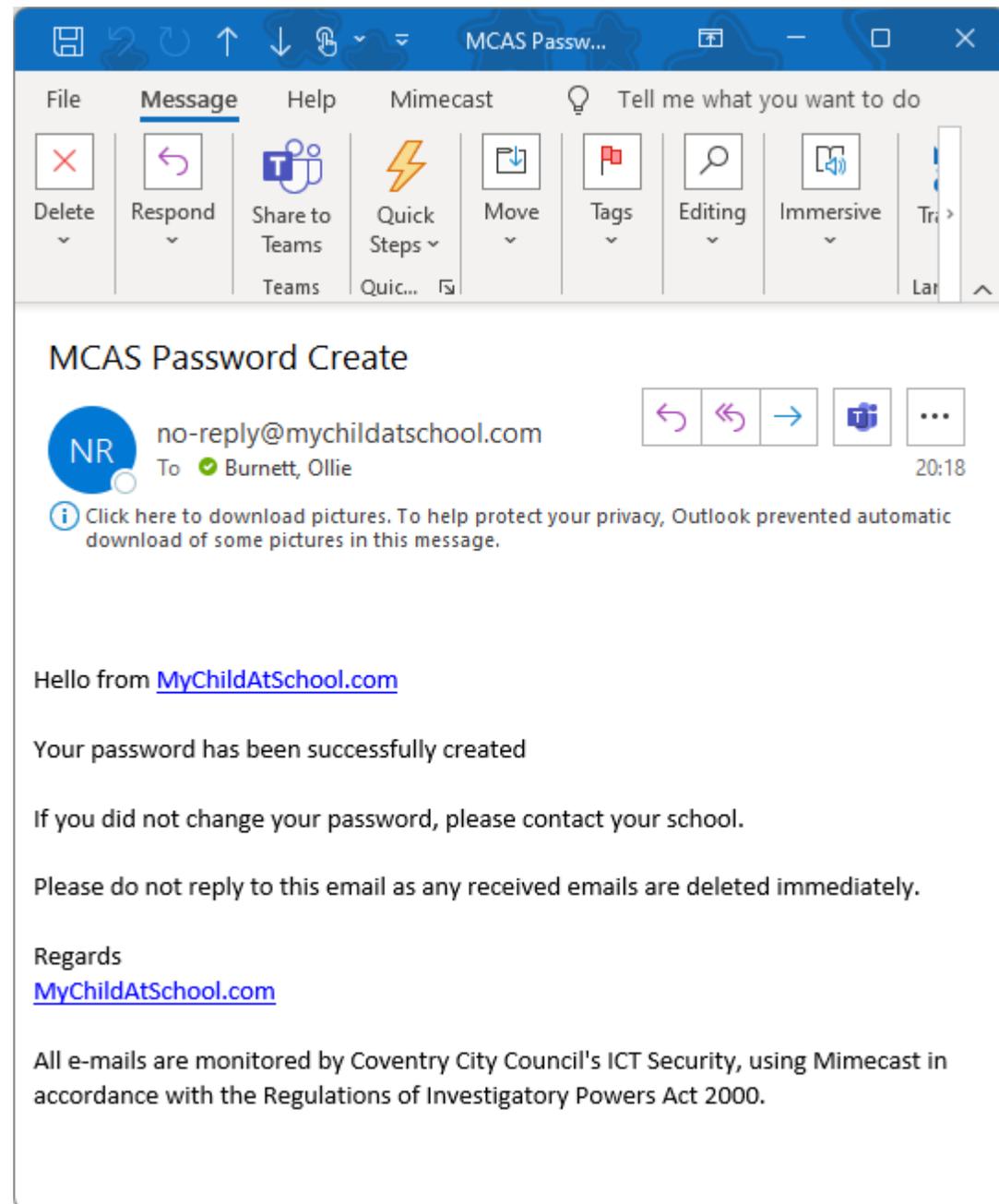
# Create Password Email

- Email will be received by a contact inviting them to create a password.
- The link to create the password is valid for **24 hours only**.
- If the parent struggles to create their account it could be because
  - Password is not strong enough
  - They may need to clear their browser cache (or simply restart their browser).



# Confirmation Email

- Confirmation email is received once the password has been successfully created.



# Dealing with contacts who can't login

- Check email address exists on the MIS and they are spelt correctly.
- Check email address is correct - has the contact changed their email address - do they have a work one and a home one - are they using the one that you have on file?
- Check the contact has enabled their account by creating their password. If the create password link expires, they can use the 'Forgot Password' link on the MCAS homepage to reset their password.

# User Account Issues

**User Account Maintenance**

User Accounts: Ms A Baggaley

Account status:  Enabled  Disabled

Email Address(es): **1** Missing email address

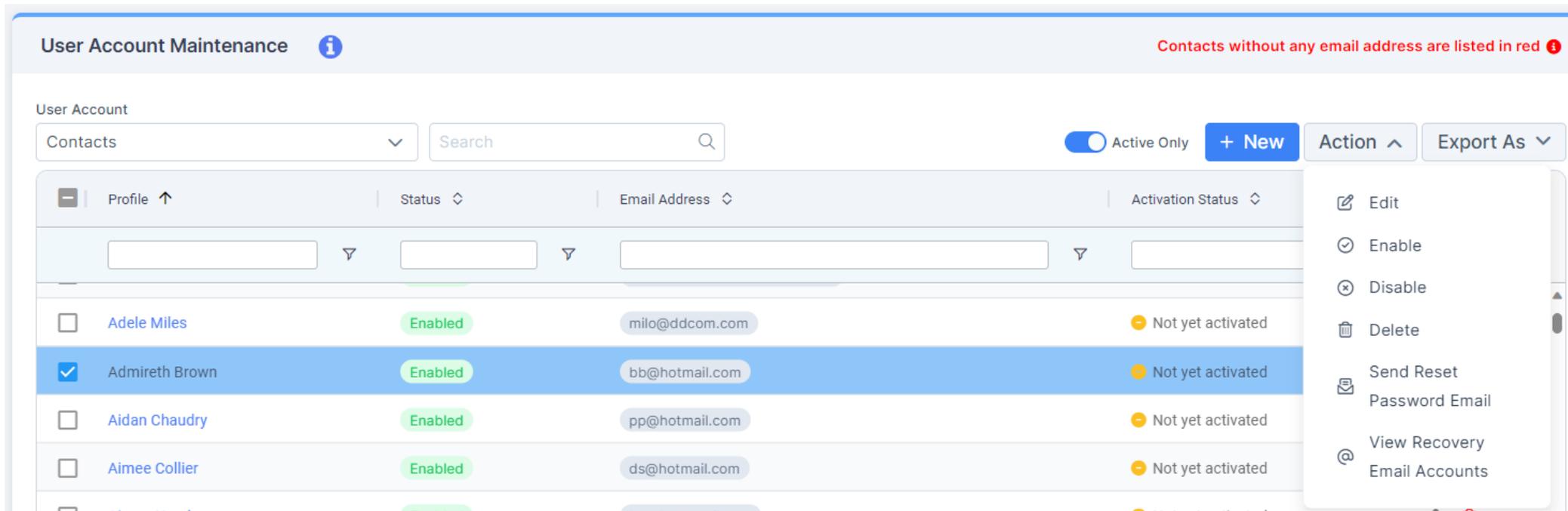
Access	Student First Name	Student Last Name	Relation	Admission No	Tutor Group	Year Group	Show Student Details
<input type="checkbox"/>	Demi	Horsman	Other Family Member	01027			<input type="checkbox"/>
<input checked="" type="checkbox"/>	George	Bagley	Mother	N08336	6 Willow	06	<input checked="" type="checkbox"/>

Activity: **5** This account has never been used

1. Shows this contact is missing an email address so can't login/
2. Access Colum, this parent can only see George's details and not Demi's (that's probably correct in this case but can occur when contacts should see the other child's details).
3. Show student details is not ticked for Demi so the contact won't be able to see the student details in MCAS.
4. Shows the relation between the contact and the child.
5. Shows if the account has ever been used.

# Deactivating Users

- **Modules > MyChildAtSchool > User Accounts** and locate the user
- Tick to select then click **Action > Disable**



The screenshot displays the 'User Account Maintenance' interface. At the top, there is a header with the title 'User Account Maintenance' and an information icon. A red notification banner states 'Contacts without any email address are listed in red'. Below the header, there is a 'User Account' section with a dropdown menu set to 'Contacts', a search bar, and a toggle for 'Active Only'. A '+ New' button and an 'Action' dropdown menu are also present. The 'Action' menu is open, showing options: Edit, Enable, Disable, Delete, Send Reset Password Email, and View Recovery Email Accounts. The main content area is a table with columns for Profile, Status, Email Address, and Activation Status. The table contains several rows of user data, with the row for 'Admireth Brown' selected and highlighted in blue. The 'Disable' option in the action menu is highlighted in red.

Profile	Status	Email Address	Activation Status
<input type="checkbox"/> Adele Miles	Enabled	milod@ddcom.com	Not yet activated
<input checked="" type="checkbox"/> Admireth Brown	Enabled	bb@hotmail.com	Not yet activated
<input type="checkbox"/> Aidan Chaudry	Enabled	pp@hotmail.com	Not yet activated
<input type="checkbox"/> Aimee Collier	Enabled	ds@hotmail.com	Not yet activated

# Password Resets

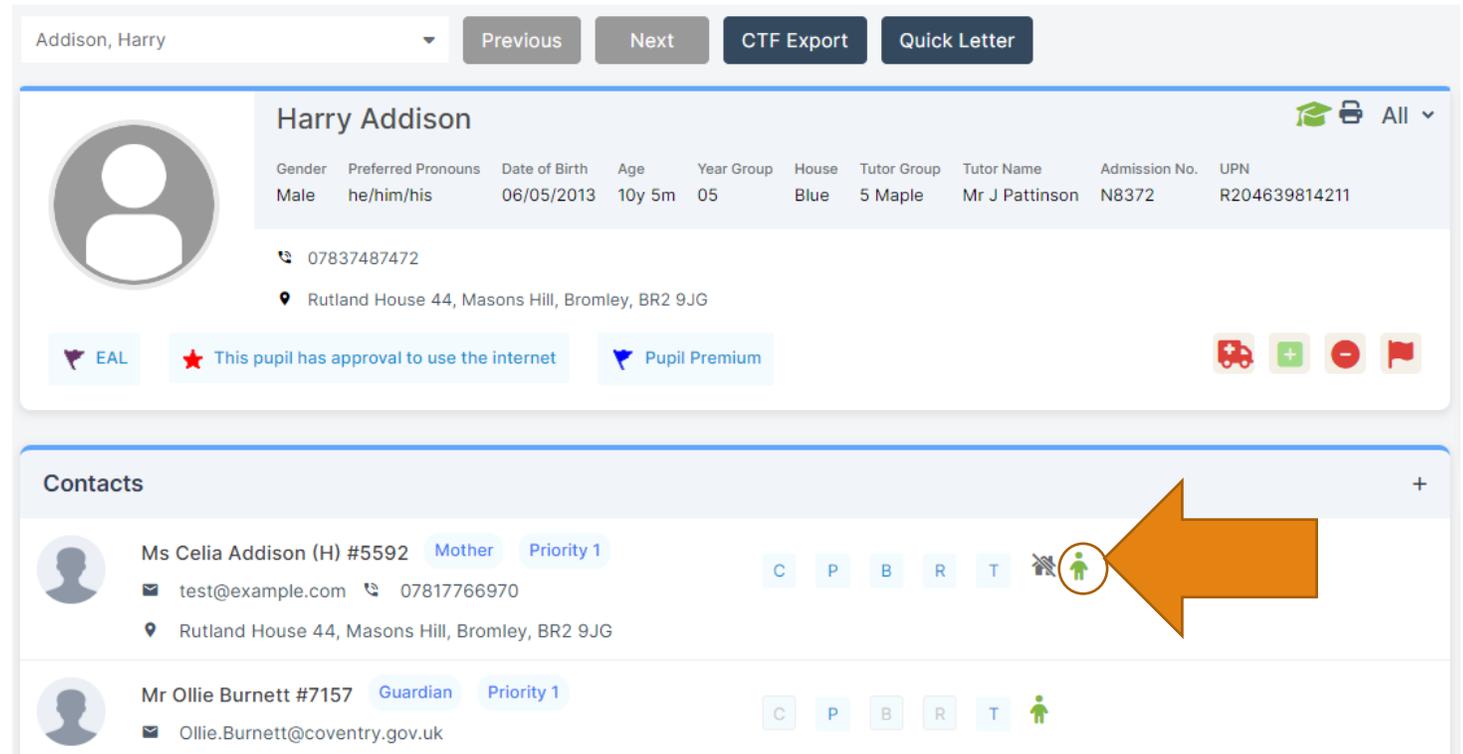
- **Modules > MyChildAtSchool > User Accounts** and locate the user
- Tick to select then click **Action > Send Reset Password Email**

The screenshot displays the 'User Account Maintenance' interface. At the top, there is a header with the title 'User Account Maintenance' and an information icon. A red notification banner states 'Contacts without any email address are listed in red'. Below the header, there is a 'User Account' section with a dropdown menu set to 'Contacts', a search bar, and a toggle for 'Active Only'. A '+ New' button is also present. The main area contains a table of user accounts with columns for Profile, Status, Email Address, and Activation Status. The row for 'Admireth Brown' is selected, and an 'Action' dropdown menu is open, showing options like Edit, Enable, Disable, Delete, Send Reset Password Email, and View Recovery Email Accounts.

Profile	Status	Email Address	Activation Status
<input type="checkbox"/> Adele Miles	Enabled	mil@ddcom.com	Not yet activated
<input checked="" type="checkbox"/> Admireth Brown	Enabled	bb@hotmail.com	Not yet activated
<input type="checkbox"/> Aidan Chaudry	Enabled	pp@hotmail.com	Not yet activated
<input type="checkbox"/> Aimee Collier	Enabled	ds@hotmail.com	Not yet activated

# Accessing MCAS as a Contact

- Open a student's record.
- Locate the contact you are interested in
- Click the 'green jelly baby'
- MCAS will open as if you are logged in as that parent.
- You can interreact with MCAS in the same way as the parent, including making purchases and bookings etc.



Addison, Harry

Previous Next CTF Export Quick Letter

Harry Addison

Gender	Preferred Pronouns	Date of Birth	Age	Year Group	House	Tutor Group	Tutor Name	Admission No.	UPN
Male	he/him/his	06/05/2013	10y 5m	05	Blue	5 Maple	Mr J Pattinson	N8372	R204639814211

07837487472

Rutland House 44, Masons Hill, Bromley, BR2 9JG

EAL This pupil has approval to use the internet Pupil Premium

### Contacts

	Ms Celia Addison (H) #5592 <span>Mother</span> <span>Priority 1</span>	<span>C</span> <span>P</span> <span>B</span> <span>R</span> <span>T</span> 	
	test@example.com		07817766970
	Rutland House 44, Masons Hill, Bromley, BR2 9JG		
	Mr Ollie Burnett #7157 <span>Guardian</span> <span>Priority 1</span>	<span>C</span> <span>P</span> <span>B</span> <span>R</span> <span>T</span> 	
	Ollie.Burnett@coventry.gov.uk		

# Incoming items from Contacts



# Data Changes

- Contacts can change their data (And that of their child) on MCAS if you allow them.
- All data changed by contacts has been be approved by school before it is updated on your MIS.
- This is sometimes called *items in suspense*.
- You can access the requested changes via **Modules > MyChildAtSchool > Requested Changes**

# Data Changes

- **Modules > MyChildAtSchool > Requested Changes**

The screenshot shows the 'Requested Changes' interface. At the top, there are filter options:  Accepted,  Rejected,  Awaiting, and  Show Admission Form Submissions. Below these are date filters:  Requested Date,  Modified Date, Start Date: 09/10/2023, End Date: 15/10/2023, and a Refresh button. A search box is also present. The table below displays two rows of data, both with a status of 'Awaiting'.

	Change Type	Requested By	Requested For	Related Student	Year Group	Requested Date	Modified By	Modified Date	Status
<input checked="" type="checkbox"/>	Telephone Update Request	Mr A Ahmed	Richard Ahmad	Yusra Ahmed Richard Ahmad	02	15/10/2023 12:20			Awaiting
<input checked="" type="checkbox"/>	Telephone Update Request	Mr A Ahmed	Richard Ahmad	Richard Ahmad Yusra Ahmed	02	15/10/2023 12:20			Awaiting

- Use the filters to select items that are '**Awaiting**' action. Make sure you use the date filters appropriately.

# Accepting or Rejecting a Change

- The change is shown to you.
- You can compare them and decide if you want to accept or reject them.
- Rejecting a data item should only be done where you are sure it is a mistake. If in doubt, please check with the contact.
- Keep in mind your responsibilities under GDPR and Statutory Data Collection requirements.
- You might have a legal duty to delete or change some data, but you also may have a legal duty to keep some data for return back to the DfE via your Census.

### Manage Requested Changes

Contact: Mr A Ahmed

Related Student(s): Yusra Ahmed, Richard Ahmad ( 02)

Requested change type: Telephone Update Request

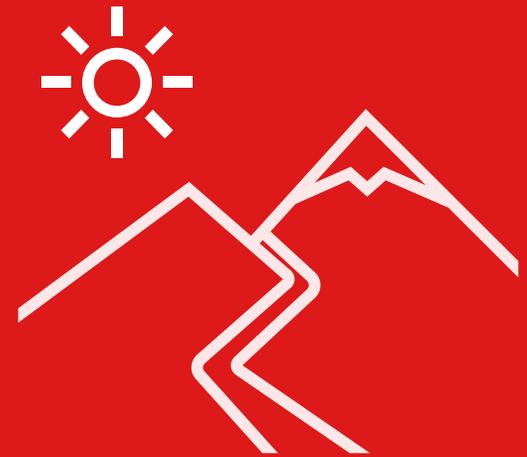
Data Item	Existing	Proposed
Telephone Number	02083752898	01632852996

Accept  Reject

# Messages from Parents

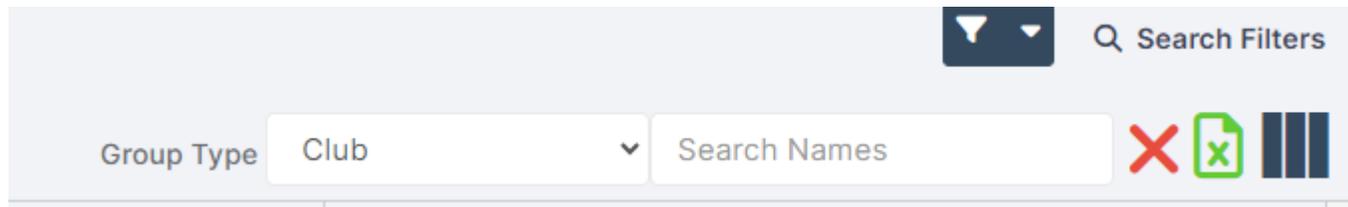
- If enabled parents can send messages via the MCAS app.
- These are shown at Modules > MyChildAtSchool > Received Messages
- It's easy to miss a message.
- You can turn this off if you want to.
- This can be turned off via **Config > MyChildAtSchool > Notification** settings by removing the tick from the "Give parents the option to contact the school through MCAS Admin"
- If schools use this function, we recommend that you also turn on email notification to your school mailbox that a message has been received.

# Clubs, Trips and Wraparound Management



# In this section

- Viewing Membership of Clubs / Trips
- Taking Attendance for Clubs / Trips
- Allocating Wraparound care
  
- The following options are generally carried out on the Groups screen.
- Click groups and change the group type to **Club**



# Terminology

In Bromcom Clubs, Trips and Wraparound care are all created under the **Club** heading.

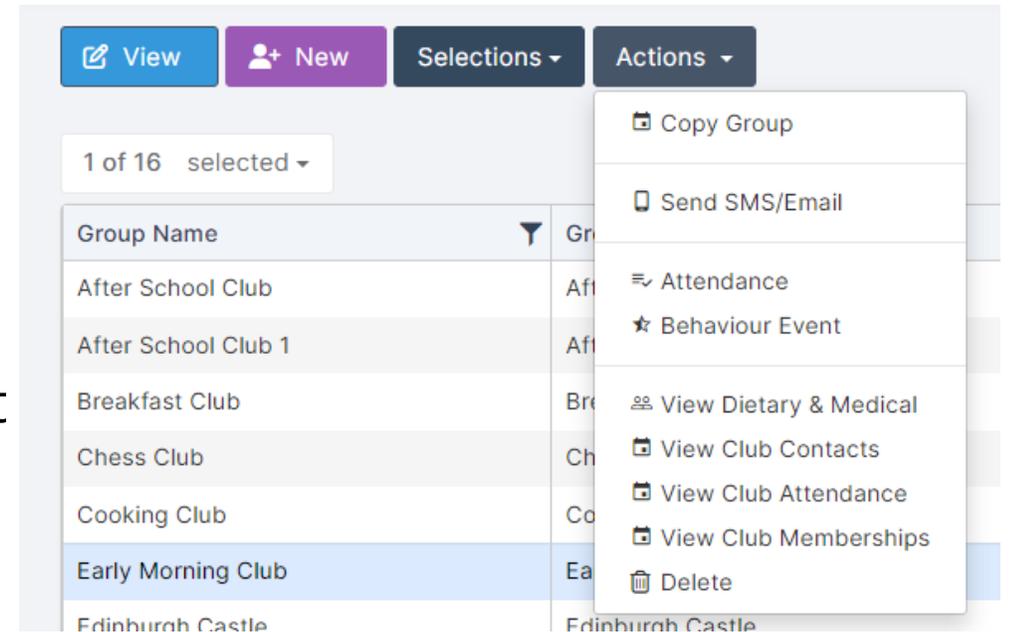
A club is a special type of Group so is found in the **Groups** section

# Creating a new club or trip

- This is out of scope for this session but...
- If you find yourself setting one up before you have attended training, please follow these golden rules
  - In the Basic Details Panel - Set the Start Date and End Date of the club to be the longest possible dates (this doesn't affect what parents can see but it does affect how you can manage it).
  - Think carefully about if it should be a running balance club, paid or free club - once this is set you can't change it.
  - Collect all the details together that you need to create the club - such as relevant students, dates, information letters, teacher who is running the club.

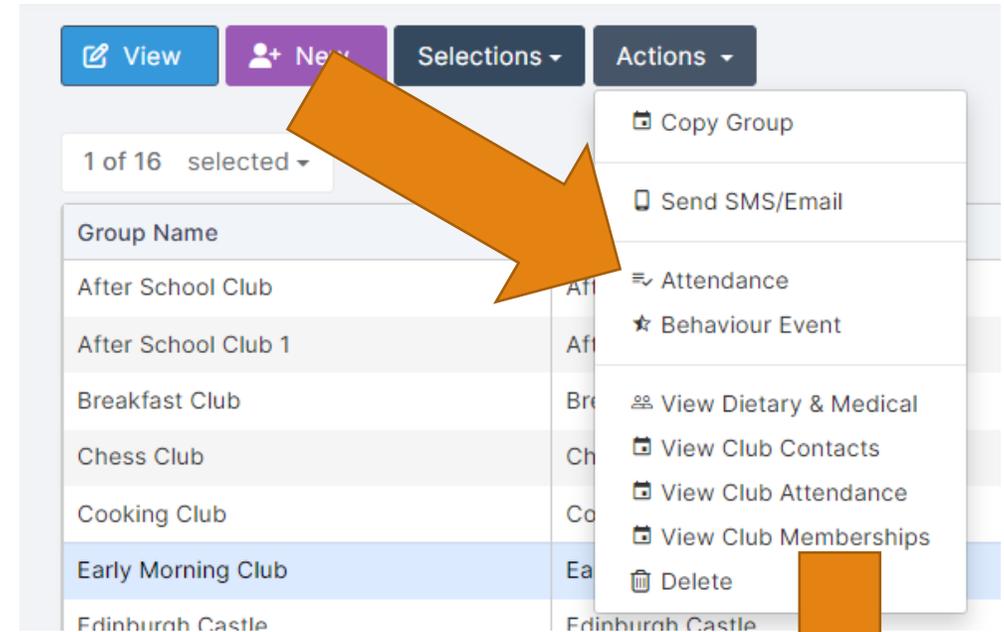
# Membership of Clubs / Trip

- Locate a club in the list
- Click **Actions > View Club Membership**
- View contacts with View Club Contacts
- View Dietary & Medical to get a quick report of dietary and medical information for the members of a club.



# Club Attendance

- You can record attendance for a club. First locate a club in the list then Click **Actions** > **Attendance**
- Enter the appropriate attendance code (standard Df Codes) in the box



A screenshot of the 'Attendance' form. The form includes a date range selector (Date: 06/11/2023, To: 06/11/2023) and a table with columns for Last Name, First Name, TG, Year, and an attendance code input box. The 'Save' and 'Cancel' buttons are visible at the bottom.

Last Name	First Name	TG	Year	Attendance Code
Addison	David	3 Oak	03	[?]

# Note on Membership List and Amounts

- For clubs/trips which are run on an instalment basis you will not see the total amount paid here. You will generally see the first amount the contact paid. For some that will be the full amount for others it may be only the deposit. See the **View Purchases** Screen for full details.



Student Memberships - 19 (Female 5 / Male 14)												
Add Multiple		Delete										
<input type="checkbox"/>	Last Name	First Name	Year	TG	Gender	Order ID	Amount	Order Status	Start Date	End Date	Actions	
<input type="checkbox"/>	Adams	Thomas	N2	N - Foxes	M	45034-0004029	£50.00	Outstanding	19/10/2023	31/08/2024		
<input type="checkbox"/>	Addison	Harry	05	5 Maple	M	45034-0004030	£50.00	Outstanding	19/10/2023	31/08/2024		
<input type="checkbox"/>	Addison	Peter	02	1 Caterpillars	M	45034-0004031	£50.00	Outstanding	19/10/2023	31/08/2024		

# Tips

- Avoid adding students to groups yourself, it's much better to get parents to do it.
- You can view MCAS as if you are a contact (the green jelly baby) and complete actions on the parent's behalf.

# Wraparound (1)

- Wraparound care should be setup as running balance club.
- Each time the child is booked on a session the balance is debited. Contacts can top the balance up via MCAS.
- You can add bookings to a running balance club by opening it from the Clubs list in the Groups Menu
- Scroll down to the **Student Memberships**

# Wraparound (2)

- Make a booking by clicking next in the appropriate sell and selecting the appropriate charge.

Student Memberships

Show Only Active Memberships

<input type="checkbox"/>	Last Name ↓↑	First Name ↓↑	TG ↓↑	6/11 Mon ↓↑	7/11 Tue ↓↑	8/11 Wed ↓↑	9/11 Thu ↓↑	10/11 Fri ↓↑
<input type="checkbox"/>	Addison	David	3 Oak	AF1	AF1	AF1		
<input type="checkbox"/>	Addison	Harry	5 Maple					
<input type="checkbox"/>	Addison	Paul	2 Butterflies					
Members/Limit:				1/∞	1/∞	1/∞	0/∞	0/∞

# Memberships (all types of club)

- To add new members to a club, use the Add button and select from the list.
- If a child ceases to be a member, select them and then click the Edit Membership Dates button and insert the correct dates.
- For wraparound clubs - If you want to send messages to members the 'Send Messages' button to be taken to the message, send screen with the appropriate children selected.

# Where is my club/trip? (1)

## **My Club or Trip is not showing in MCAS**

This is usually because of one of the following.

- Date visible on MCAS has passed.
- The club end date has passed.
- The club has no schedule.
- The club is not available to the relevant students - e.g. it has the wrong membership
- It is set to show in the wrong area - this is set from the Basic Details in the group.

# Where is my club/trip? (2)

- Open the club
- Groups > Change the filter to clubs
- Locate the club and open it
- Check the dates highlighted and then click the Schedule Panel.

Panels All

### Basic Group Details

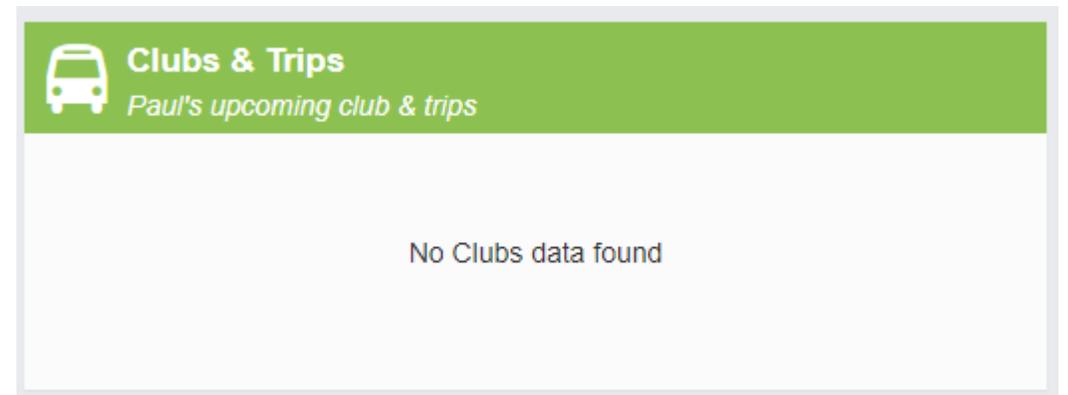
Name*	<input type="text" value="Chess Club"/>	Description*	<input type="text" value="Chess CLub"/>
Start Date*	<input type="text" value="01/01/2019"/>	End Date*	<input type="text" value=""/>
Display club in the following section on MCAS*	<input type="text" value="Clubs"/>	Payment Type*	<input type="text" value="Free"/>

### Additional Group Details

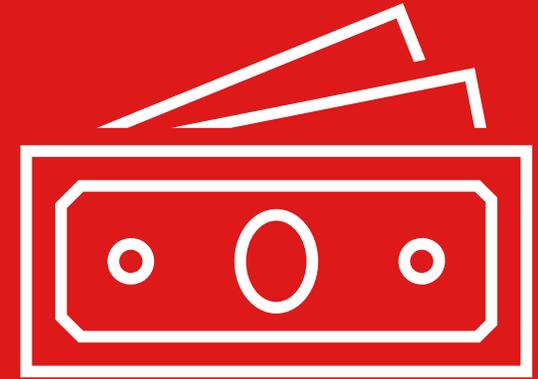
Attachments	<input type="button" value="Browse"/>	<input type="text" value="Choose a file"/>	<input type="text" value="&lt;NOT SELECTED&gt;"/>
Membership Limit	<input type="text" value="20"/>	Reserved Spaces	<input type="text" value=""/>
Live on MCAS Between	<input type="text" value="27/08/2023 00:00"/>	<input type="text" value="and"/>	<input type="text" value=""/>

# Contact says the club isn't showing but it is?

- This is often because the contact is looking in the wrong place.
- The Clubs and Trips Widget will only show booked trips.
- Or, the contact has multiple children, and trip is available only to one of their children and they are logged in as the wrong child.



# Payments and Orders



# 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:       Hide students with overall balance of... Year Groups:  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.

# 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 application interface for viewing purchases. At the top, there are two buttons: "Close" and "Send Messages". Below these are four summary cards: "Quantity" (2), "Total Amount" (£2400.00), "Paid Amount" (£50.00), and "Outstanding Amount" (£2350.00). Below the summary cards are three tabs: "Assigned People" (selected), "View Income", and "View Debt". The main content area is titled "View Assigned People" and contains 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 has two rows of data and a total row. A search bar is located at the top right of the table area.

Club details for Australia Trip between 04/10/2019 and 15/10/2023

	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
					Total	2	£2400.00	£50.00	£2350.00		

# 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 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			<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

- 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.

The screenshot shows a web form titled "Create Order - Order Details". At the top, there is a "Select Student" dropdown menu with search, refresh, and close icons. Below it is a toggle for "Add Dinner Money Balance". The main part of the form is a table with the following columns: "Item", "Student", "Quantity/Amount", "Price", and "Total Price". The first row in the table has a dropdown menu showing "<NOT SELECTED>", a quantity of "1", and a green checkmark in the "Total Price" column. At the bottom of the form, there are two buttons: a red "Cancel" button and a green "Next" button.

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**

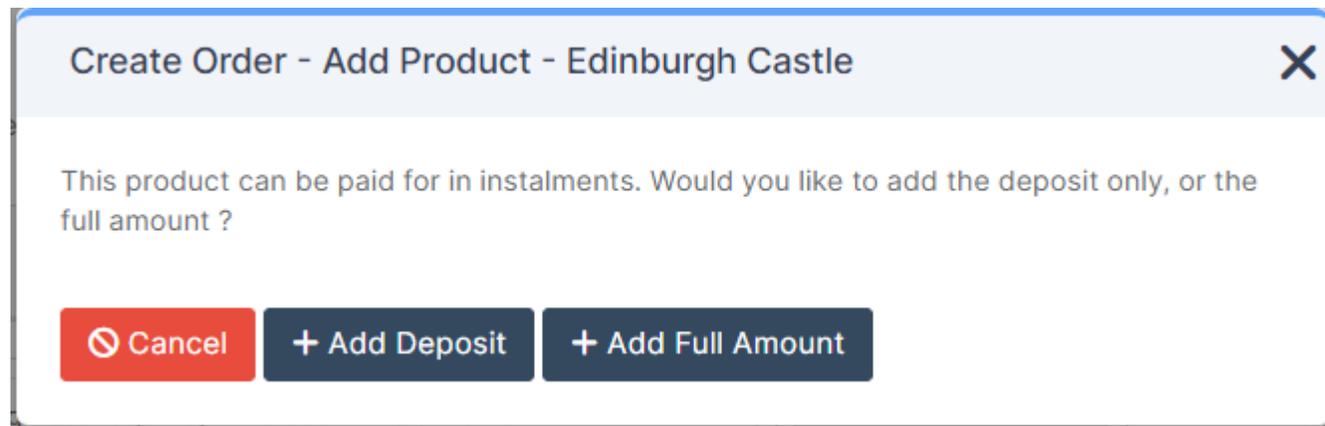
### Create Order - Order Details

Select Student

Item	Student	Quantity/Amount	Price	Total Price
<input type="button" value="-"/> Blazer - small	Harry Addison	<input type="text" value="1"/>	£25.00	£25.00
<input type="button" value="-"/> Crayons	Harry Addison	<input type="text" value="1"/>	£2.00	£2.00
<input type="button" value="-"/> Pencil Case	Harry Addison	<input type="text" value="1"/>	£2.50	£2.50
<input type="button" value="-"/> <NOT SELECTED>		<input type="text" value="1"/>		
Total Price:				£29.50

# 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		

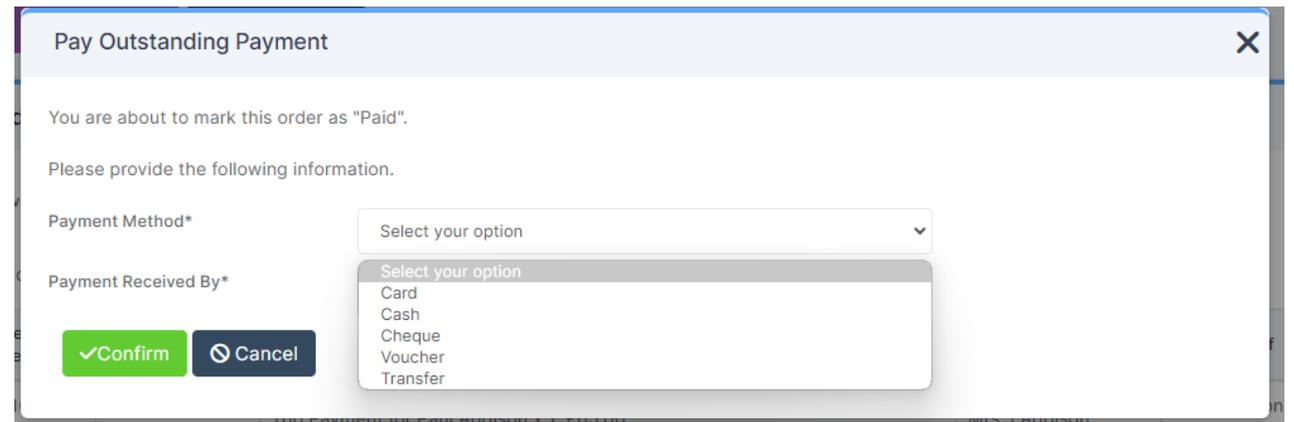
Ordered Items

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".

# 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.

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

Save Cancel

# 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)

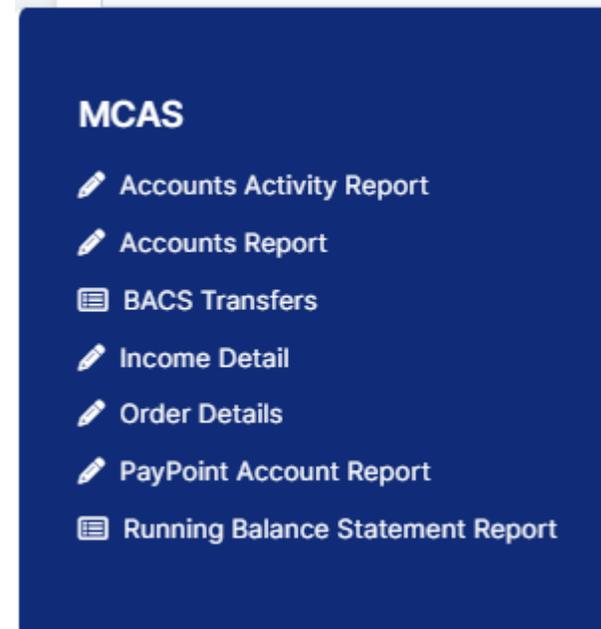
11. Two journal lines will be added - one for the Fees and another for the VAT on the Fees
12. The Bank line will now show the Net Payment made to the bank as per the BACS Transaction Report
13. If all totals are correct, return to the top of the page and **Save**
14. The Journal should then be posted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



# Accounts Activity Report

- Shows details of which users have logged in and when.

<b>Accounts Activity Report</b>					
User Name	Student Name	Activity	IP Address	Activity Date	Activity Type
Mrs R Chester	Eleanor Chester	User logged in.	86.24.201.127	28/08/2017 21:26:33	LoginRequest
Mrs R Chester	Eleanor Chester	User logged in.	86.24.201.127	24/08/2017 20:27:44	LoginRequest
Mr A Laking	Joshua Laking	User logged in.	86.16.165.111	14/08/2017 14:05:25	LoginRequest
Mr A Laking	Joshua Laking	User logged in.	86.16.165.111	27/08/2017 23:07:22	LoginRequest
Mr A Laking	Joshua Laking	User logged in.	86.16.165.111	27/08/2017 23:07:25	LoginRequest
Mr A Laking	Joshua Laking	User logged in.	188.29.165.16	28/08/2017 12:29:28	LoginRequest
Mr A Laking	Joshua Laking	User logged in.	86.16.165.111	17/07/2017 07:51:02	LoginRequest
Mr R Matthews	Melissa Adhikari	User logged in.	62.232.2.130	13/10/2017 14:48:38	LoginRequest
Mr R Matthews	Melissa Adhikari	User logged in.	62.232.2.130	17/10/2017 12:10:04	LoginRequest
Mrs J Parkinson	sally Mogg	User logged in.	84.92.209.77	26/08/2017 07:55:18	LoginRequest
Mrs J Parkinson	sally Mogg	User logged in.	86.22.95.142	17/07/2017 19:47:28	LoginRequest
Mrs J Parkinson	sally Mogg	User logged in.	86.22.95.142	18/07/2017 15:56:15	LoginRequest

# Accounts Report

- Shows a list of the accounts which are active and setup on the system and who they belong to.

Accounts Report										Bromcom School of Technology 	
Contact Name	Salutation	Student Name	Login Name	Password	Address	Enabled	Last Modified	Modified By	Tutor Group	Year Group	
Mrs J Colley	Mrs C Colley	Harrison Colley	Colley16450	WN5681	8461 Prospect House ,Homesdale Road ,Bromley ,Kent ,BR2 9LY	Yes		Mr A Ottewell	10ETur	10	
Mrs J Colley	Mrs C Colley	Isaac May	Colley16450	WN5681	8461 Prospect House ,Homesdale Road ,Bromley ,Kent ,BR2 9LY	Yes		Mr A Ottewell	10ETur	10	
Mrs S Cook	Mrs S Barker	Graham Jarvis	Barker16753	XC0252	5402 Prospect House ,Homesdale Road ,Bromley ,Kent ,BR2 9LY	Yes		Mr A Ottewell	10ETur	10	
Mr G Curley	Mr Wilson	Austin Aftab	Curley22063	WO6550	1172 ,Homesdale Road ,Bromley ,Kent ,BR2 9LY	Yes	25/10/2017 15:10:30	B BromcomUser	HMS-11C-TBR	11	
Mrs K Fairweather	Mrs Fairweather	Benjamin Ayres	Fairweather21062	IP8371	656 Prospect House ,Homesdale Road ,Bromley ,Kent ,BR2 9LY	Yes		B BromcomUser	RYD-11B	11	
Mrs J Glendinning	Mrs J Hughes	John Lince	Hughes19298	twinkle127	8088 Prospect House ,Homesdale Road ,Bromley ,Kent ,BR2 9LY	Yes	20/04/2016 13:09:47	Mrs J Glendinning	9ASpa	9	
Mrs I Harriman	Mrs D Harriman	Alfie PREF Atkinson PREF	Harriman16412	VA2076	5302 Prospect House ,Homesdale Road ,Bromley ,Kent ,BR2 9LY	Yes		Mr A Ottewell		10	
Mr H Harriman	Mr M Harriman	Alfie PREF Atkinson PREF	Harriman16413	EX6065	5302 Prospect House ,Homesdale Road ,Bromley ,Kent ,BR2 9LY	Yes		Mr A Ottewell		10	
Mrs A Harrison	Mrs A Horobin	Megan Horobin	Horobin16475	WW4808	5625 Prospect House ,Homesdale Road ,Bromley ,Kent ,BR2 9LY	Yes		Mr A Ottewell	10SCha	10	
Mrs K Keeman	Mrs K Keeman	Paris Andrews	Keeman15057	JR2785	7903 Prospect House ,Homesdale Road ,Bromley ,Kent ,BR2 9LY	Yes		Mr A Ottewell		11	
Mrs T Lince	Mrs Lince	Jenifer Lince	Lince14773	William1	2132 Prospect House ,Homesdale Road ,Bromley ,Kent ,BR2 9LY	Yes	06/02/2014 11:59:45	Mrs T Lince	10RRow	10	
Mrs T Lingard	Mrs T Lingard	Lily-Mae Lingard	Lingard15060	oconto54	8320 Prospect House ,Homesdale Road ,Bromley ,Kent ,BR2 9LY	Yes	02/09/2014 18:53:26	Mrs T Lingard	9KBri	11	
Mrs T Lingard	Mrs T Lingard	Chloe Lingard	Lingard15060	oconto54	8320 Prospect House ,Homesdale Road ,Bromley ,Kent ,BR2 9LY	Yes	02/09/2014 18:53:26	Mrs T Lingard	9KBri	11	
Mr M Lingard	Mr M Lingard	Lily-Mae Lingard	Lingard15061	NN1734	8320 Prospect House ,Homesdale Road ,Bromley ,Kent ,BR2 9LY	Yes		Mr A Ottewell	9KBri	11	
Mr M Lingard	Mr M Lingard	Chloe Lingard	Lingard15061	NN1734	8320 Prospect House ,Homesdale Road ,Bromley ,Kent ,BR2 9LY	Yes		Mr A Ottewell	9KBri	11	
Mrs C Lockett	Mrs C Lockett	Lisa Lockett	Lockett19399	MR5834	8057 Prospect House ,Homesdale Road ,Bromley ,Kent ,BR2 9LY	Yes		Mrs H Briggs	8SVan	8	
Mr N Lond	Mr N Lond	Ethan Lond	Lond15140	OT5852	5563 Prospect House ,Homesdale Road ,Bromley ,Kent ,BR2 9LY	Yes		Mr A Ottewell	10RRow	10	
Mrs J Lowndes	Mrs J Lowndes	Rita Lowndes	Lowndes14954	CU1442	6824 Prospect House ,Homesdale Road ,Bromley ,Kent ,BR2 9LY	Yes		Mr A Ottewell		11	
Mrs R Lusby	Mrs R Lusby	Michael Lusby	Lusby19402	ER0812	8053 Prospect House ,87 camforth crescent ,Bromley ,Kent ,DN34 5Jb	Yes		Mrs H Briggs	8NNob	8	
Mrs C Marriott	Mrs C Marriott	Ryan Marriott	Marriott19409	NI6042	8132 Prospect House ,Homesdale Road ,Bromley ,Kent ,BR2 9LY	Yes		Mrs H Briggs	8NNob	8	

# BACS Transfers

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

<b>BACS Summary Report</b>					
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



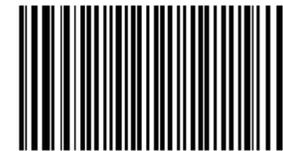
20/03/2019  
Dear Mrs M Bailey,

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
<b>Summary</b>								
	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>	
<b>Account Balances</b>								
	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		

# 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.