



# Alderman White School

## Online Payments in MCAS A guide for parents

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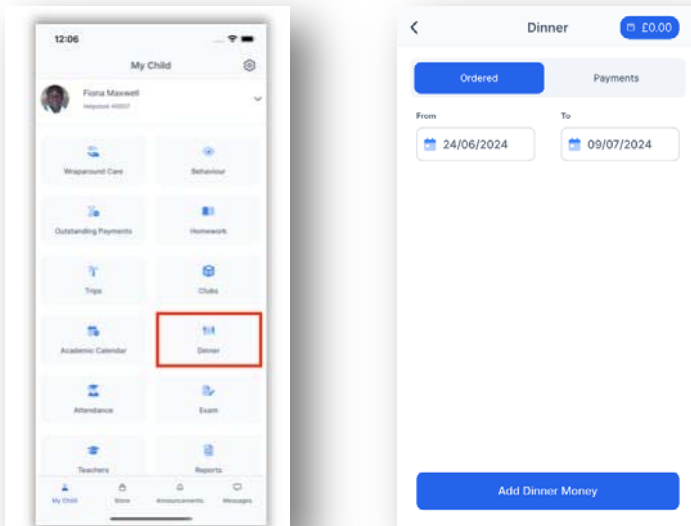
## Dinner Money

The **Dinner Money** option is accessible via the **Dinner** module dashboard in the App and as a **Widget** in the web version. Funds can be added to your child's account once they are officially on roll at school.

### In the App

On the **My Child** dashboard, go to the **Dinner** module.

The blue wallet at the top of the Dinner screen displays the available dinner money balance. Click on the **Add Dinner Money** button.

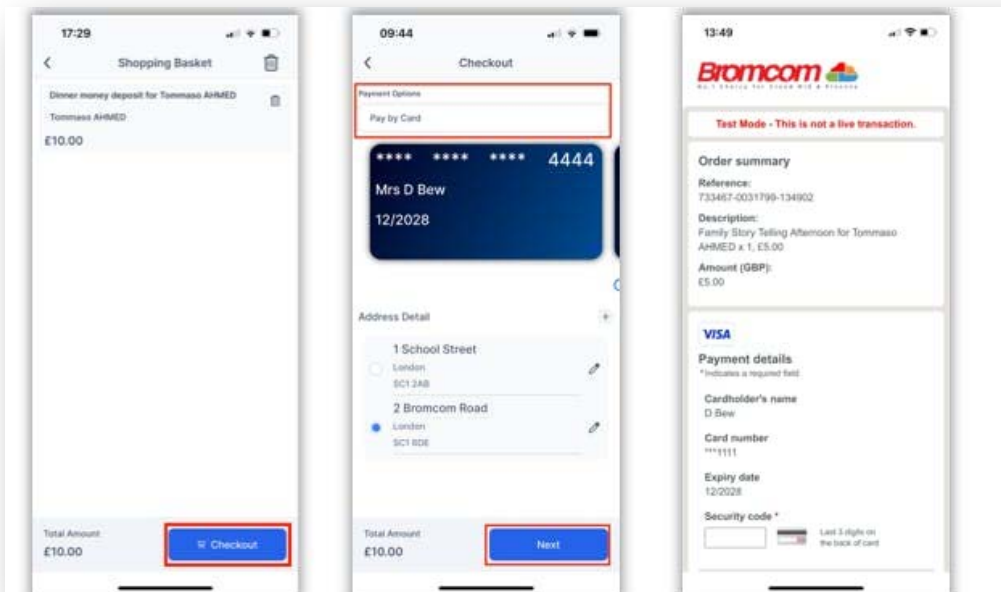


Enter the amount you would like to add to the dinner wallet and click **Add to Basket**.

Once you have added it to the Basket, you will be taken automatically to the Shopping Basket screen where you can click Checkout.

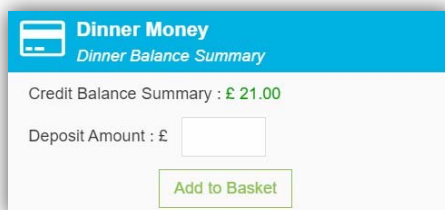
Select a Payment Option from the dropdown and click Next.

This will take you to the Bromcom Order Summary screen to complete payment.



## In the Web version

The **Widget** displays the current **Credit Balance Summary** and gives the option to top-up the **Balance**




**Dinner Money**  
Dinner Balance Summary

Credit Balance Summary : £ 21.00

Deposit Amount : £

[Add to Basket](#)

To top-up funds enter the amount in the **Deposit Amount** box and click the **Add To Basket** button. The **Shopping Basket** icon  on the information bar will now display that you have 1 item in the **Basket**, click here to open the **Basket** and view the contents, the item can be removed by clicking on the **X** to the right.



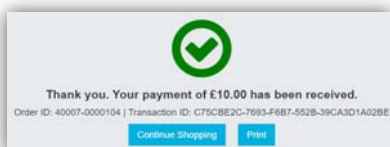
Shopping Basket


 Dinner Money x1 £10.00 **X**

Deposit for  
Adesiyen  
Emma

Checkout 1 item - £10.00

To continue click on the green **Checkout** button, which will open the **Shopping Basket**. Here you can click the **Continue Shopping** button to open the **School Shop** and add more items, the **Clear Basket** button to empty the **Basket** or the **Checkout** button to continue and make your payment.






Thank you. Your payment of £10.00 has been received.

Order ID: 40007-0000104 | Transaction ID: C75C8E2C-7993-F687-552B-39CA3D1A02BE

[Continue Shopping](#) [Print](#)



**Dinner Money**  
Dinner Balance Summary

Credit Balance Summary : £ 21.00

Deposit Amount : £

[Add to Basket](#)



Shopping Basket Your shopping basket

YOU ARE HERE: [Dashboard](#) > [Shopping Basket](#)

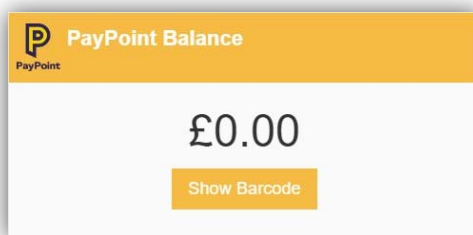
[Continue Shopping](#) [Clear Basket](#) [Checkout](#)

Item Name	Quantity	Price	Action
 Dinner Money Deposit for Adesiyen Emma	1	£10.00	<a href="#">Remove</a>
Total Price:		£10.00	

Enter your **Payment Details** on the following page, once verified and paid a **Confirmation** message will be given and the **Credit Balance Summary** updated.

## PayPoint

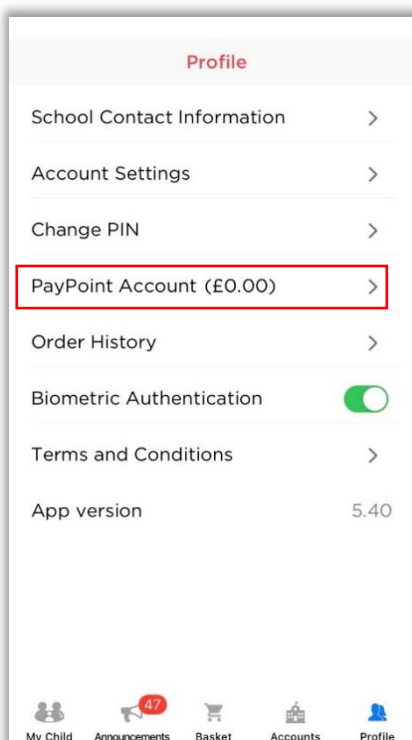
The **PayPoint** option is accessible as a **Widget** in the web version.



The **Widget** displays the current **PayPoint Balance**, clicking on the **Show Barcode** button will display the **Barcode** allowing this option to be setup and used by **PayPoint Users**.



In the **MCAS app** your **PayPoint Balance** can be viewed via Your **Profile Area**



The bar code can be scanned in any store that accepts **PayPoint transactions**, your nearest store can be found on the [PayPoint website \(https://consumer.paypoint.com/\)](https://consumer.paypoint.com/). The minimum top-up value is £5, with a maximum of £99. Please note the funds can take between 24 -48 hours to appear on your MCAS account. **Please keep the receipt should you have any queries.**

After 24-48 hours, check your **PayPoint balance** by selecting the **Profile** icon again. Your available balance will be visible against '**PayPoint Account**', which can now be used within MCAS to pay for school meals, items in the school shop or any school trips/activities.

## Clubs & Trips

The **Clubs & Trips** options are accessible from the App **Dashboard** and both the **Menu Bar** and a **Widget** in the web version.

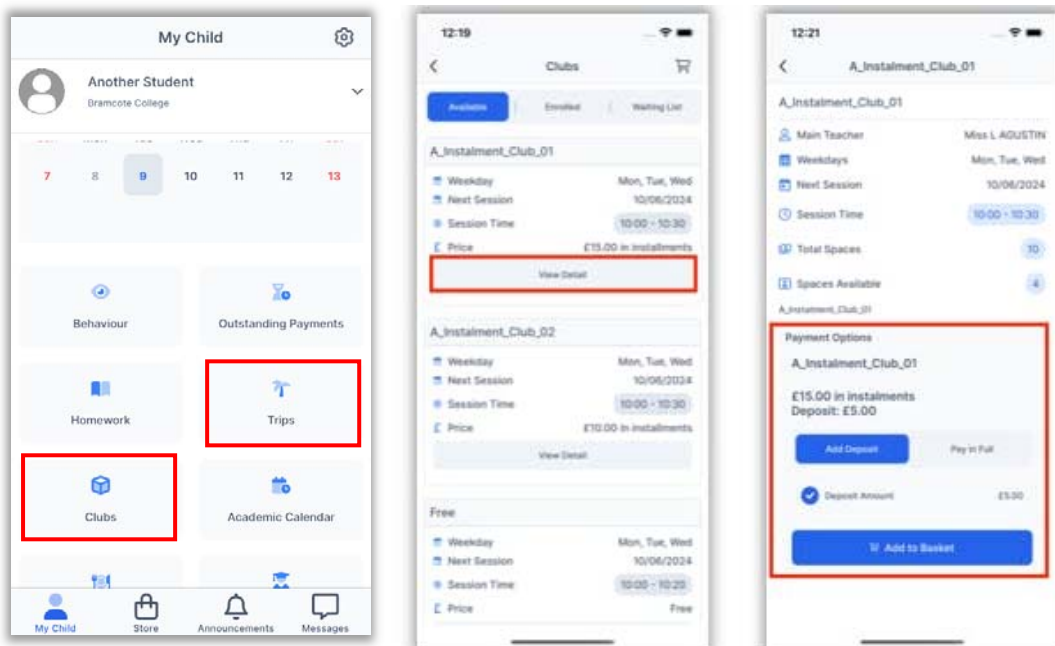
If your child has been enrolled on a Club or Trip these will be displayed. If a Club or Trip is available for your child you will be able to see this in the 'Available' section.

### App Version

On the **My Child** dashboard, go to the **Clubs** or **Trips** module.

Click the **View Detail** button for the Club/Trip you wish to pay for.

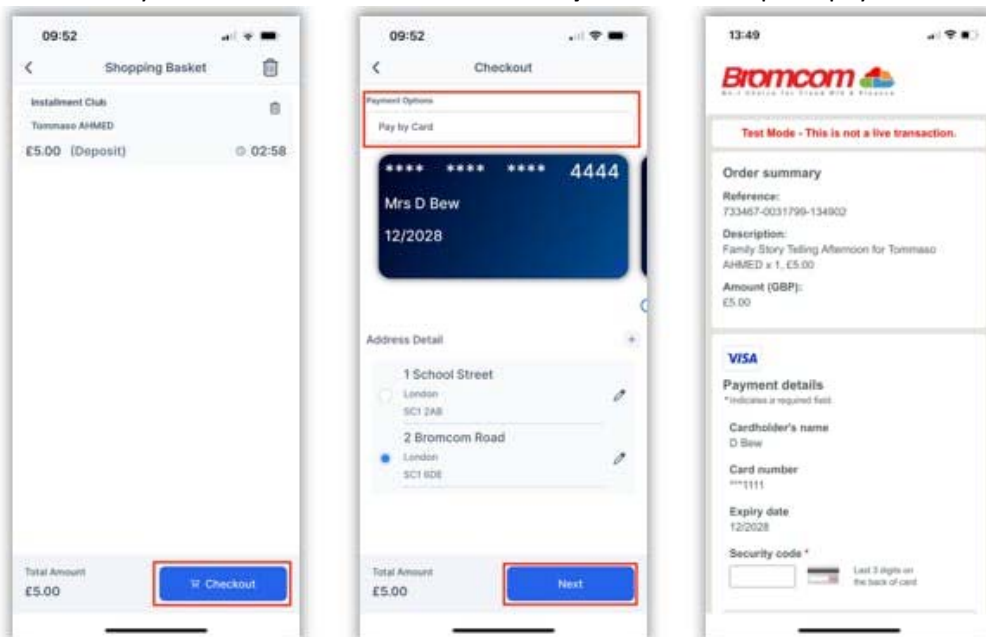
Select the **Payment Option**, if there any available, followed by **Add to Basket**.



Once it has been added to the **Basket**, you will be taken automatically to the **Shopping Basket** screen where you can click **Checkout**.

Select a **Payment Option** from the dropdown and click **Next**.

This will take you to the Bromcom **Order Summary** screen to complete payment.



## Web view

To make a payment towards a trip, click on the trip title, the full cost will be displayed. If part payment is available this option will be shown when you open the trip details screen.

**Trips** Bettina's upcoming trips

YOU ARE HERE: Dashboard > Trips

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

Available Trips (click on trip or click to view more details and sign up)

☐ Hide fully booked events

Trip Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost	Spaces Available
Trip to Wales	Mrs C Barlow	03/04/2023	Mon, Tue, Wed, Thu	10:00	540	£150.00	20

**Club/Trip Detail - Abioye, Bettina**

Type: Club Main Teacher: Mrs C Barlow

Club Name: Trip to Wales

Description: Trip to Wales

Next Session: Mon 03/04 Places: 20

Start Time: 10:00 Spaces Available: 20

Session Length: 540 mins Total Cost: £150.00 (Part-Pay is enabled for this item)

[Part Pay](#) [Pay in Full](#) [Close](#)

**Trip to Wales (Part Paid) Instalment 1 for Bettina Abioye**

Amount: £ 50

[Cancel](#) [Add to Basket](#)

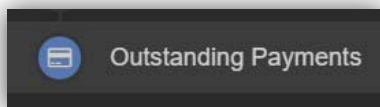
**Shopping Basket**

Trip to Wales (Part Paid) Instalment 1 for Bettina Abioye

Checkout 1 item - £50.00

## Outstanding Payments

The **Outstanding Payments** option is accessible only from the **Menu Bar** and a **Widget**.



When you have chosen to pay for **Trips** or items from the **School Shop** in and there is an outstanding amount to pay, this will be displayed on the **Outstanding Payments Widget** and visible on the **Outstanding Payments** page (access from the menu or by clicking on the **More** button in the Widget). An **Instalment** can be paid by clicking on the **Add to Basket** button on either page, this can then be paid in the normal way through **Checkout**.

## Web view

**Outstanding Payments** Instalments

YOU ARE HERE: Dashboard > Outstanding Payments

You have 4 outstanding instalments.

Item	Amount	Due Date	<a href="#">Add to Basket</a>
Rome Trip Summer 2020 Instalment 1	£100.00	31/03/2020	<a href="#">Add to Basket</a>
Rome Trip Summer 2020 Instalment 2	£100.00	30/04/2020	<a href="#">Add to Basket</a>
Rome Trip Summer 2020 Instalment 3	£100.00	29/05/2020	<a href="#">Add to Basket</a>
Rome Trip Summer 2020 Instalment 4	£100.00	30/06/2020	<a href="#">Add to Basket</a>

**Outstanding Payments** Instalments

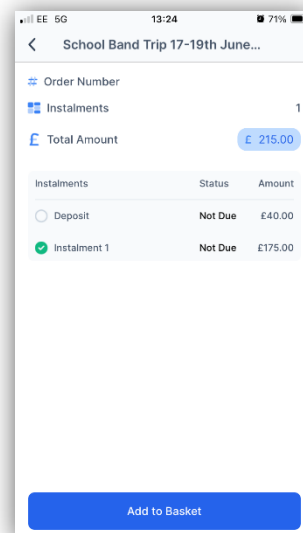
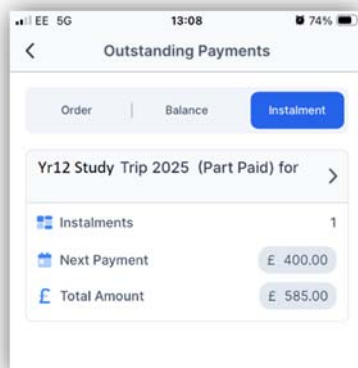
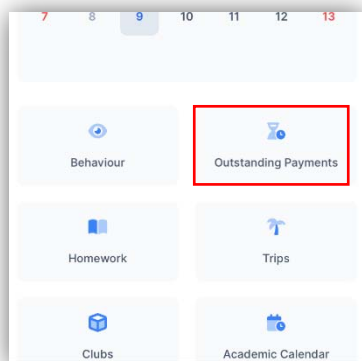
YOU ARE HERE: Dashboard > Outstanding Payments

Instalment 2	£100.00	Due	22/10/2022	<a href="#">Add to Basket</a>
Instalment 3	£100.00	Due	05/11/2022	<a href="#">Add to Basket</a>
Instalment 4	£100.00	Due	26/11/2022	<a href="#">Add to Basket</a>
Instalment 5	£100.00	Due	17/12/2022	<a href="#">Add to Basket</a>
Instalment 6	£100.00	Due	24/12/2022	<a href="#">Add to Basket</a>
Instalment 7	£100.00	Due	21/01/2023	<a href="#">Add to Basket</a>
Instalment 8	£50.00	Due	04/02/2023	<a href="#">Add to Basket</a>

Trip to Wales (Part Paid) for Bettina Abioye (Club) £150.00 1 £20.00

Instalment	Order Number	Amount	Status	Due Date	<a href="#">Add to Basket</a>
Deposit	20117-0003692	£20.00	Outstanding		
Instalment 1		£130.00	Not Due		<a href="#">Add to Basket</a>

## App view



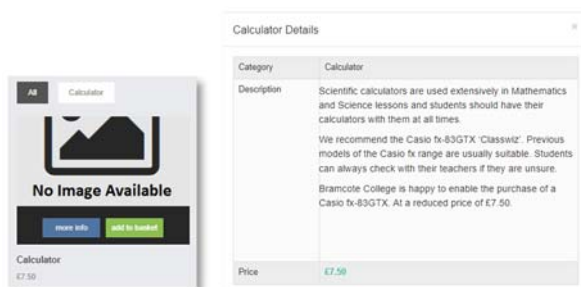
## School Shop - Products

The **Products** option is accessible only from the **Menu Bar**.

This is an **Online School Shop** and will display the items the school currently have available for you to purchase.

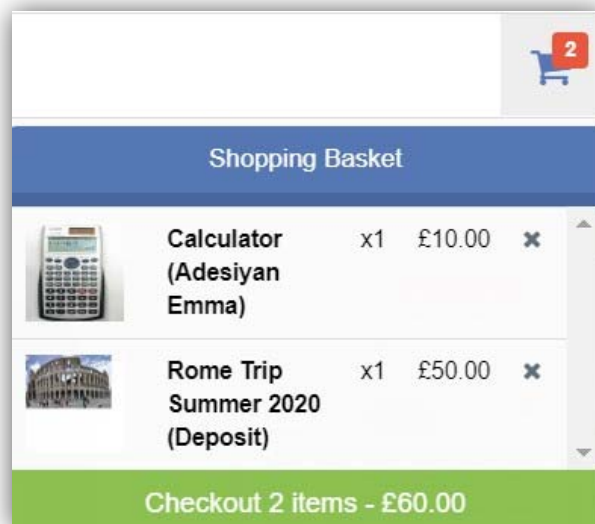
To find out more about an item simply mouse over and click on the **More Info** button (or click on the item in the app), this will display the information the school have created for the item

## Web view

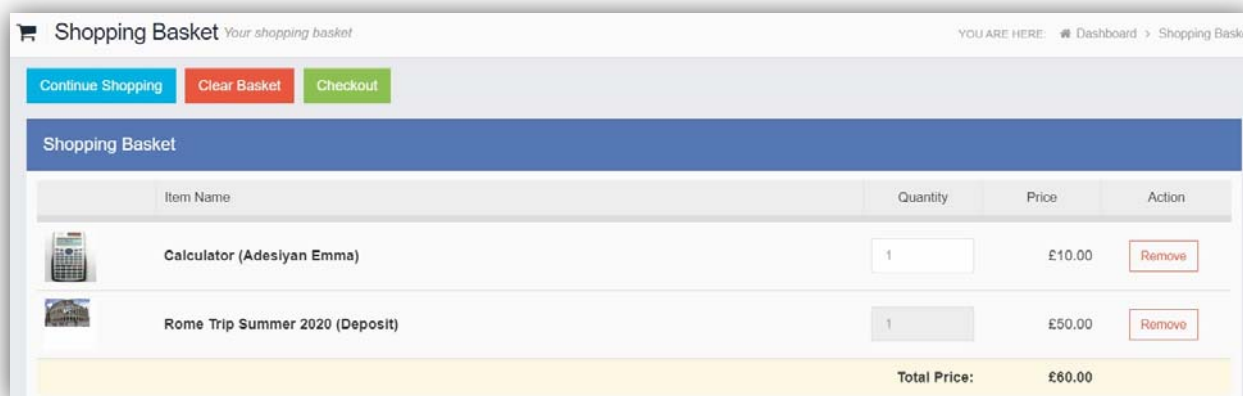


If you want to purchase an item it is just like any Online Shopping page, just click on the **Add to Basket** button on the item/s you wish to buy. If the item to be purchased has the option for payment by **Instalments** you will be asked at this point how you want to pay this. Click on the **Add Deposit to Basket** or the **Add Full Amount to Basket** button.

The **Shopping Basket** icon will show the number of items in the **Basket**, click on the **Basket** icon to display the items in it.



To remove items click on the **X** to the right of the item, to continue and make the **Purchase** click on the green **Checkout** button at the bottom. The Items will be displayed again along with the **Student** name, if buying for siblings both names will be displayed.



To continue shopping click on the **Continue Shopping** button, to clear the **Basket** and start again click on the **Clear Basket** button, to make the **Purchase** click on the **Checkout** button. Items can still be removed at this point by clicking on the **Remove** button to the right of the item.

On clicking the **Checkout** button the payment page will be displayed, again what is displayed here is dependent on the school. Here payments can be made using **PayPoint** if there are sufficient funds or by **Card**, an **Offline Payment** option can be enabled by the school for payments to be made directly to the school, cash or cheque.



Checkout

Payment Details

[Go Back](#)
[Confirm & Pay](#)

Order Summary

Item Name	Quantity	Price
Calculator (Adeslyan Emma)	1	£10.00
Rome Trip Summer 2020 (Deposit)	1	£50.00
		<b>Total Price: £60.00</b>

Payment & Address Details

☐ Use PayPal Balance (£0.00)
 

Insufficient Funds

☐ Offline Payment
 

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

☒ Use New Card

Payment Details

Card Number

Card Type

Expiry

Date Month

Year

CVC/CVC2

☐ Save card details for quick payment in the future

Card Holder's Name

Address Details

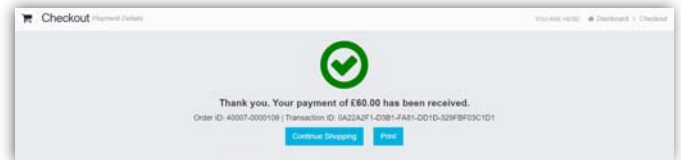
Address

City

Post Code

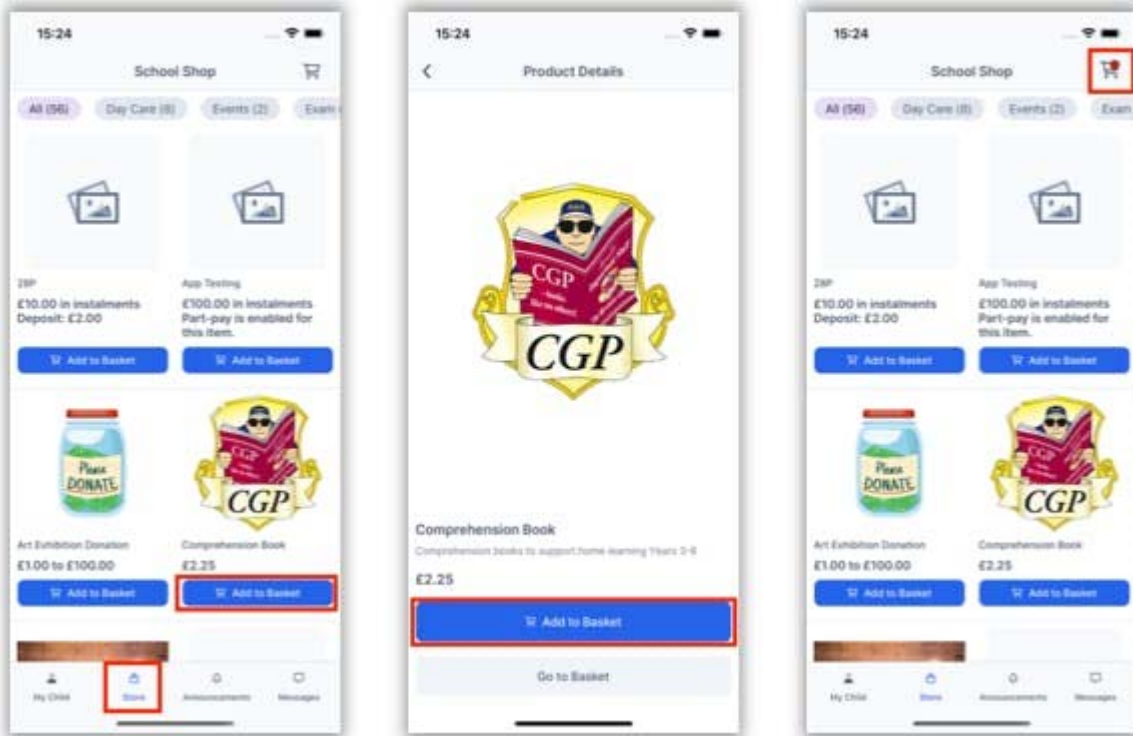
[Go Back](#)
[Confirm & Pay](#)

Enter your payment details and click on the **Confirm & Pay** button, the payment will go through the **Secure Payment** process and when completed a **Confirmation** message will be given.

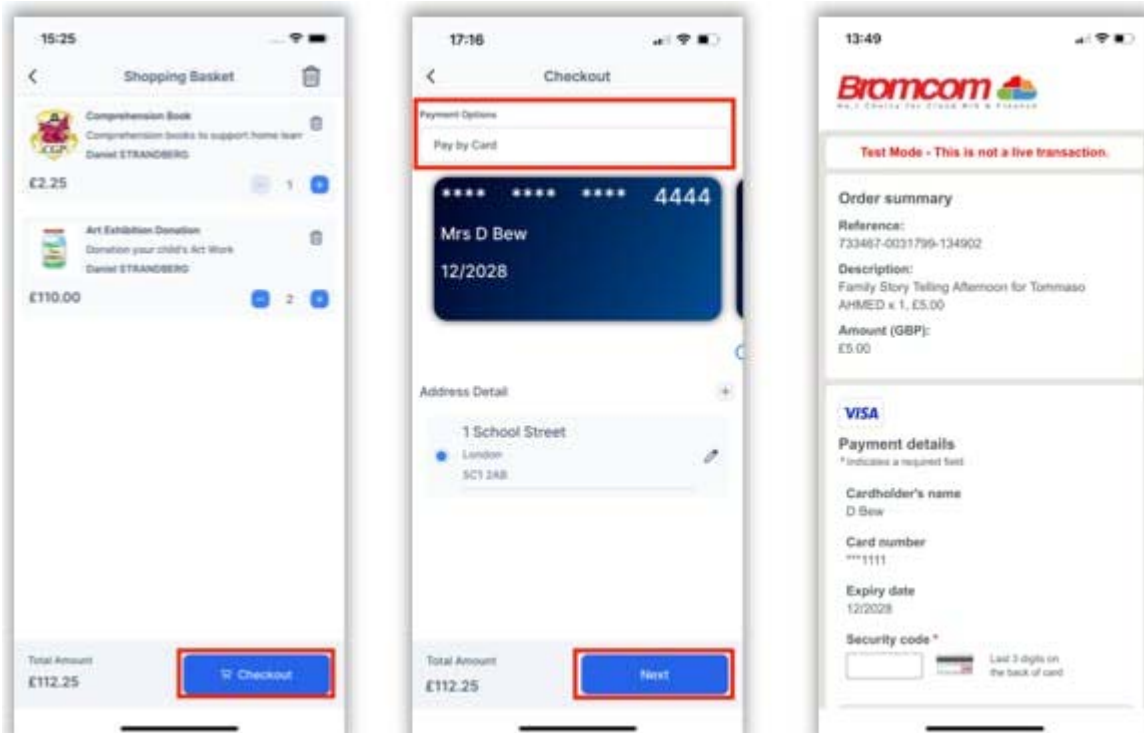


## App version

1. Go to **Store** in the banner. Click **Add to Basket** against the item you would like to purchase.
2. Complete any payment options and select any sizing if relevant and click **Add to Basket**.
3. Once you have finished adding items from the Store to the Basket, click on the **Basket icon**.



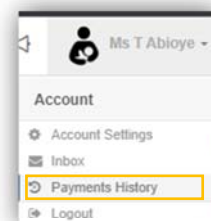
4. On the **Shopping Basket** screen, click **Checkout**.
5. Select a **Payment Option** from the dropdown and click **Next**.
6. This will take you to the Bromcom **Order Summary** screen to complete payment.



# Payment History

## Web version

Your **Payment History** page can be found in the Web version via your Account details menu in the top right of the screen. It displays the last **10 Payments** made by to the **User**.



Payments History Previous orders and payments

YOU ARE HERE: [Dashboard](#) > [Payments History](#)

Search:

Order Number	Authorisation Code	Order Date	# of Items	Payment Method	Total Amount	Order Status
40007-0000101	3535756	18/02/2020 08:58:59	2	Card	£60.00	Paid
99997-0000100	3300927	21/01/2020 11:09:18	1	Card	£3.00	Paid
99997-0000099	3300898	21/01/2020 11:06:51	1	Card	£5.00	Paid
99997-0000095	3039335	11/12/2019 09:51:42	1	Card	£5.00	Paid
99997-0000094	3039313	11/12/2019 09:49:15	1	Card	£5.00	Paid
99997-0000093	3039223	11/12/2019 09:42:59	1	Card	£5.00	Paid
99997-0000092	3039176	11/12/2019 09:37:23	1	Card	£10.00	Paid
99995-0000090	2614561	16/10/2019 09:17:10	1	Card	£15.00	Paid
99995-0000089	2614502	16/10/2019 09:10:19	1	Card	£0.00	Refunded
99995-0000087	2583363	10/10/2019 18:23:53	1	Card	£10.00	Paid

Showing 10 entries

This page can be **Searched** or **Ordered** by **Columns**.

## App version

To see your **Payment History** in the **app**

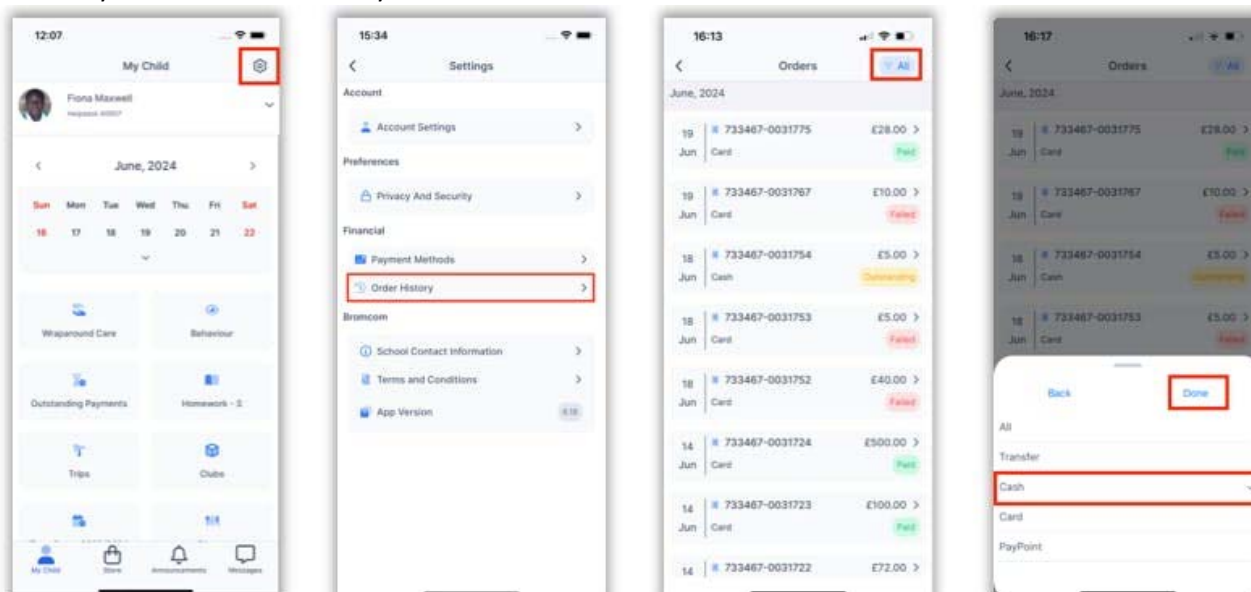
On the **My Child** dashboard screen, go to **Settings**.

Go to **Financial > Order History**.

Click the **Filter** icon to filter to view one payment method at a time.

Select the payment method you would like to filter and click **Done**.

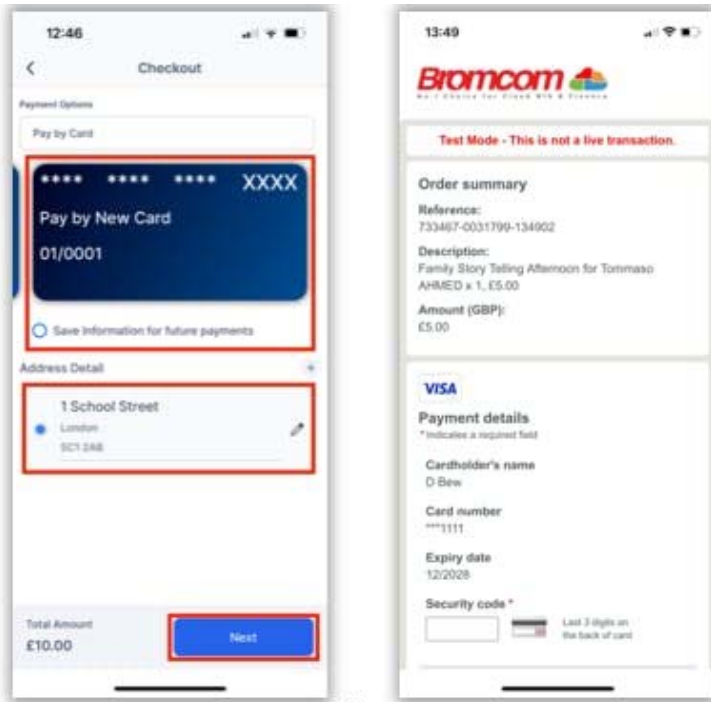
**Note:** Go to My Child > Settings > Payment Methods > My Cards to see the last five transactions. Clicking on See All will take you to the Order History screen mentioned above.



## How to add a new card for online payments in the App

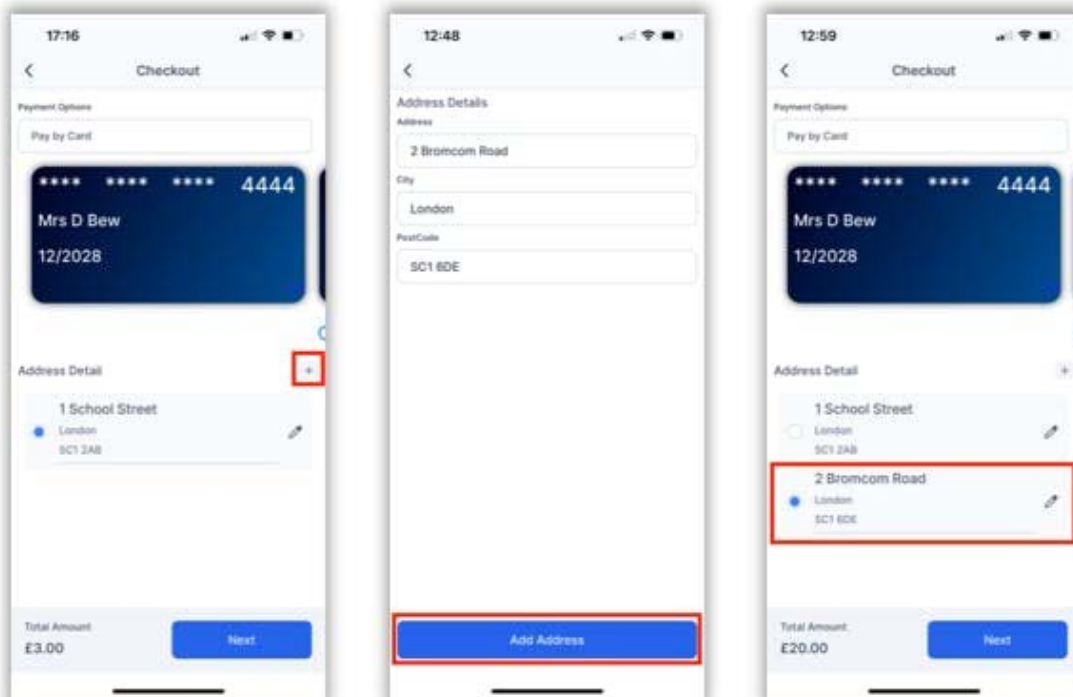
When making an online purchase on the Checkout screen, choose **Pay by New Card** (you may need to swipe past saved cards to see this option). Tick **Save information for future payments** to save this card. Select from the list of saved addresses. Click **Next**.

This will take you to the Bromcom **Order Summary** screen to complete payment.



## How to add a new address to a payment card in the App

1. When making an online purchase on the Checkout screen, simply click +.
2. Enter the new **Address Details** and click **Add Address**.
3. The new address will automatically be selected for the selected card.



## How to delete a payment card from the App

1. On the **My Child** dashboard screen, go to **Settings**.
2. Go to **Financial > Payment Methods**.
3. Go to **My Cards**.
4. Click on the **three dots** next to the card you would like to delete and click **Delete Card**. The deleted card will be removed from the card Payment Options.

