



Bramcote College

Online Payments in MCAS A guide for parents

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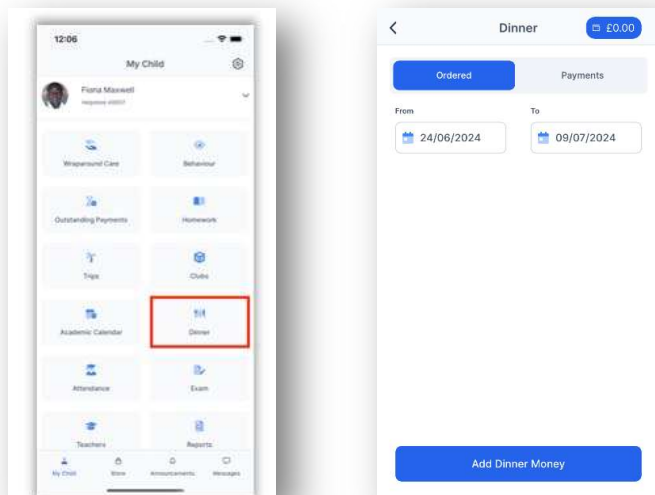
Dinner Money

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.

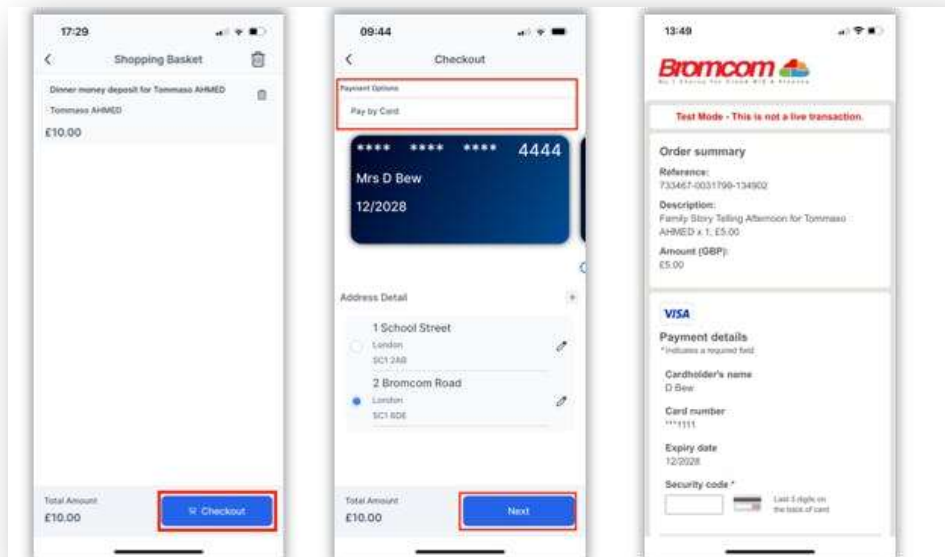


Enter the amount you would like to add to the dinner wallet and click **Add to Basket**.

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

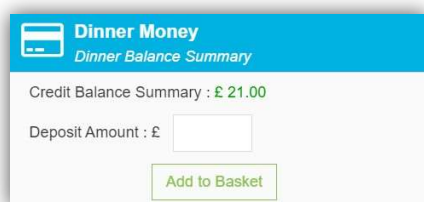
Select a Payment Option from the dropdown and click Next.

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.



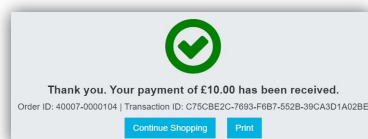
Shopping Basket


 Dinner Money x1 £10.00 ✕

Deposit for
Adesiyan
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: 400017-0000104 | Transaction ID: C75CB2C-7693-F6B7-552B-39CA3D1A02BE

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

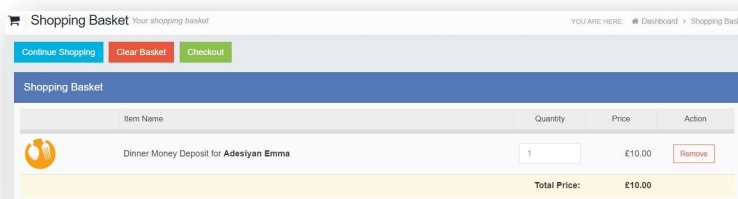


Dinner Money
Dinner Balance Summary

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 Adesiyan Emma	<input type="text" value="1"/>	£10.00	Remove
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

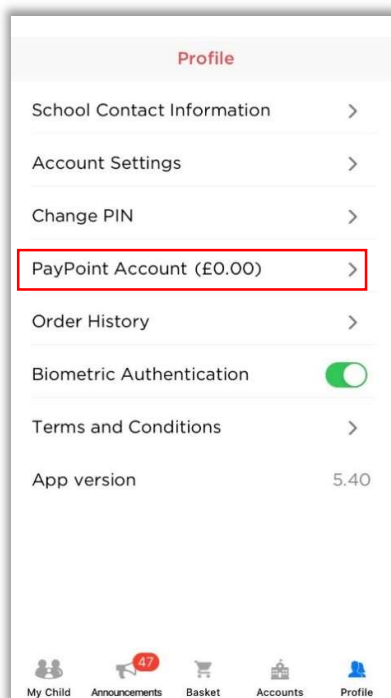
The **PayPoint** option is accessible as a **Widget** in the web version.



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.

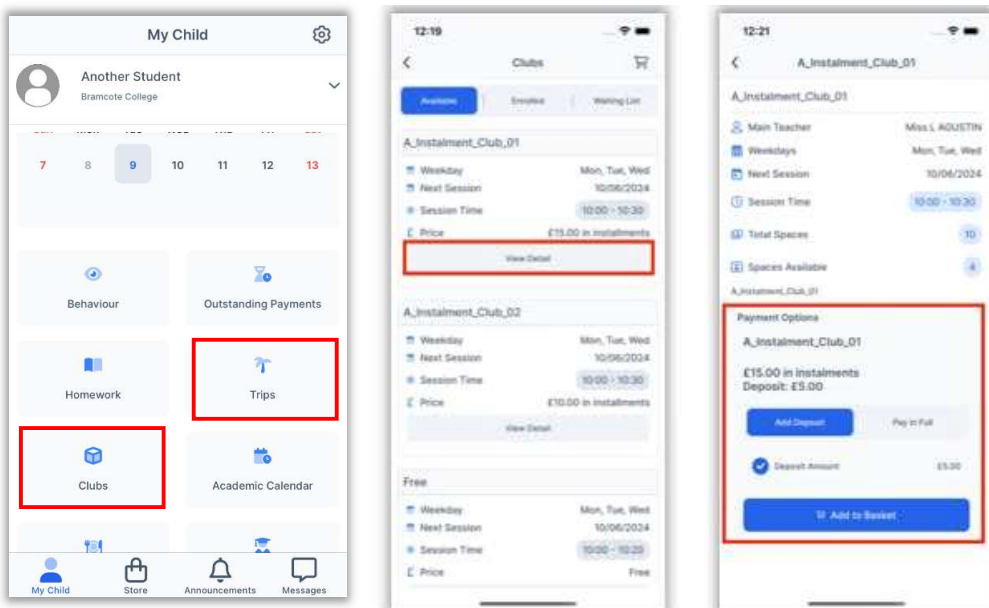
If your child has been enrolled on a Club or Trip these will be displayed. If a Club or Trip is available for your child you will be able to see this in the 'Available' section.

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.

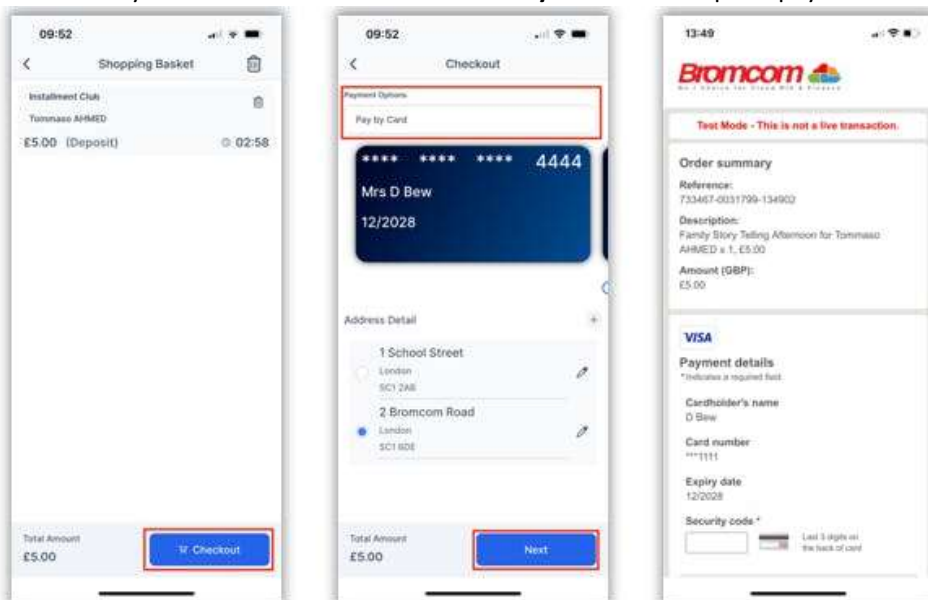
Select the **Payment Option**, if there any available, followed by **Add to Basket**.



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

Bettina's Trips

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

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

☐ Hide fully booked events

Trip Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost	Spaces Available
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](#)

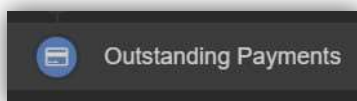
Shopping Basket

Trip to Wales (Part Paid) Instalment 1 for Bettina Abioye x1 £50.00

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 have 4 outstanding instalments.

Item	Amount	Due Date	Add to Basket
Rome Trip Summer 2020 Instalment 1	£100.00	31/03/2020	Add to Basket
Rome Trip Summer 2020 Instalment 2	£100.00	30/04/2020	Add to Basket
Rome Trip Summer 2020 Instalment 3	£100.00	29/05/2020	Add to Basket
Rome Trip Summer 2020 Instalment 4	£100.00	30/06/2020	Add to Basket

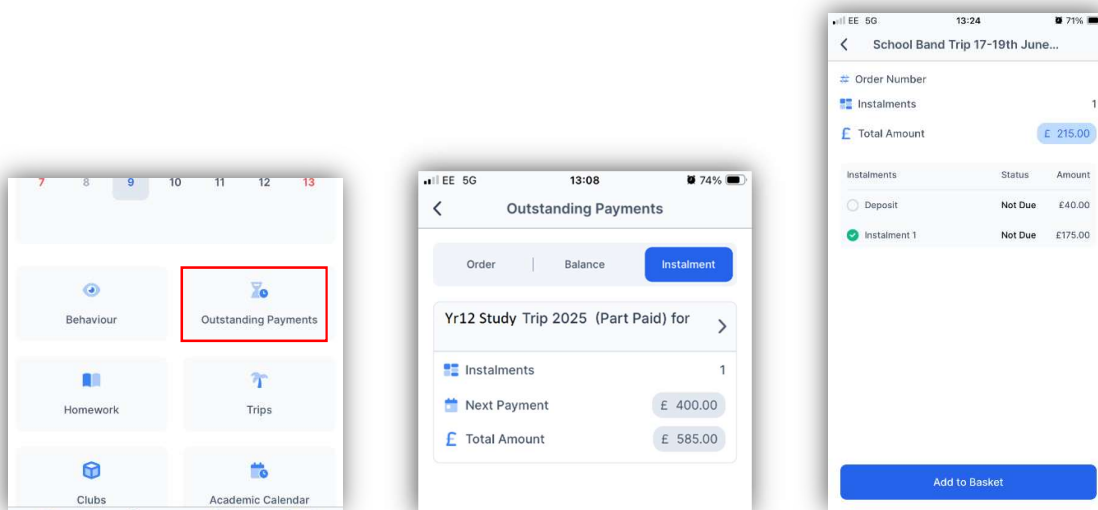
Outstanding Payments Instalments

YOU ARE HERE: Dashboard > Outstanding Payments

Instalment 2	£100.00	Due	22/10/2022	Add to Basket
Instalment 3	£100.00	Due	05/11/2022	Add to Basket
Instalment 4	£100.00	Due	26/11/2022	Add to Basket
Instalment 5	£100.00	Due	17/12/2022	Add to Basket
Instalment 6	£100.00	Due	24/12/2022	Add to Basket
Instalment 7	£100.00	Due	21/01/2023	Add to Basket
Instalment 8	£50.00	Due	04/02/2023	Add to Basket
Trip to Wales (Part Paid) for Bettina Abioye (Club)	£150.00	1		£20.00

Instalment	Order Number	Amount	Status	Due Date	Add to Basket
Deposit	20117-0003692	£20.00	Outstanding		
Instalment 1		£130.00	Not Due		Add to Basket

App view



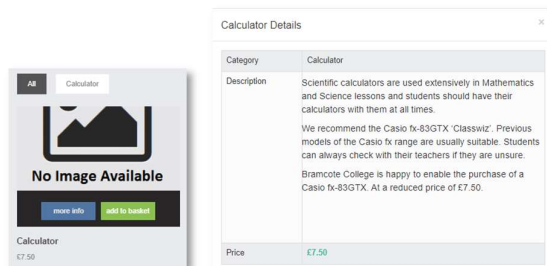
School Shop - Products

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.

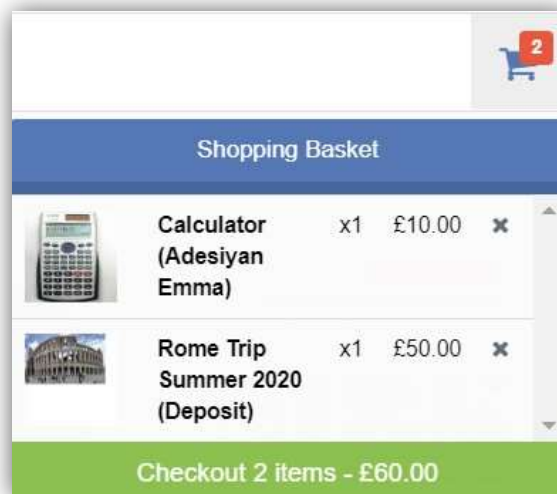
To find out more about an item simply mouse over and click on the **More Info** button (or click on the item in the app), this will display the information the school have created for the item

Web view

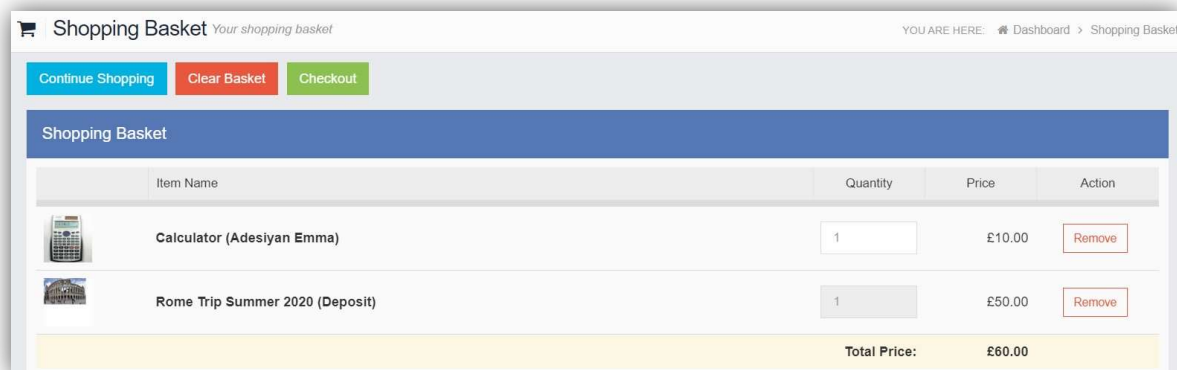


If you want to purchase an item it is just like any Online Shopping page, just click on the **Add to Basket** button on the item/s you wish to buy. If the item to be purchased has the option for payment by **Instalments** you will be asked at this point how you want to pay this. Click on the **Add Deposit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

YOU ARE HERE: [Dashboard](#) > [Checkout](#)

Go Back

Confirm & Pay

Order Summary

Item Name	Quantity	Price
Calculator (Adesiyen Emma)	1	£10.00
Rome Trip Summer 2020 (Deposit)	1	£50.00
		Total Price: £60.00

Payment & Address Details

☐ Use PayPoint 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

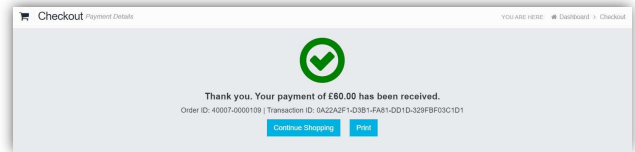
City

Post Code

Go Back

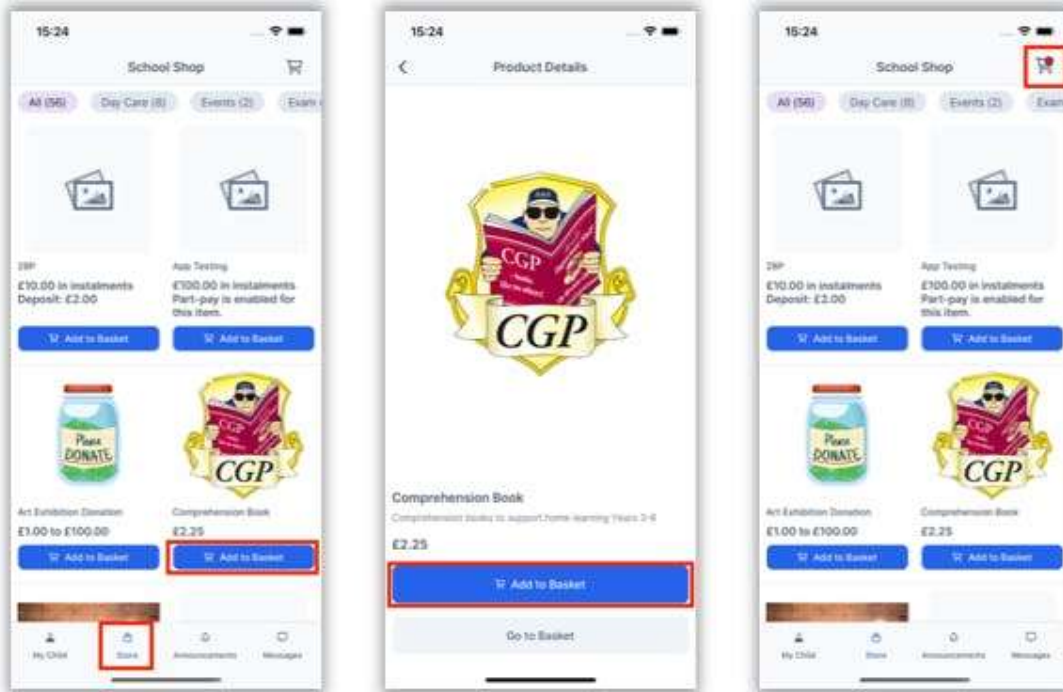
Confirm & Pay

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.

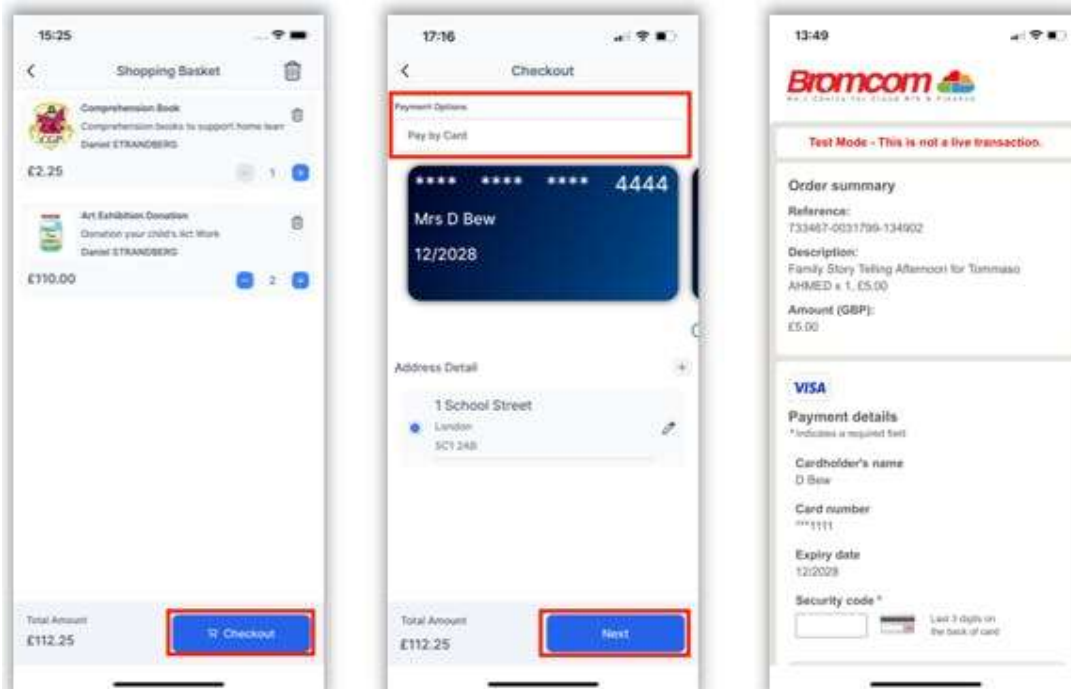


App version

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**.



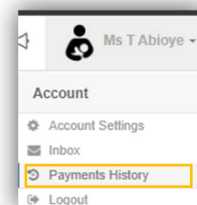
4. On the **Shopping Basket** screen, click **Checkout**.
5. Select a **Payment Option** from the dropdown and click **Next**.
6. This will take you to the Bromcom **Order Summary** screen to complete payment.



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**

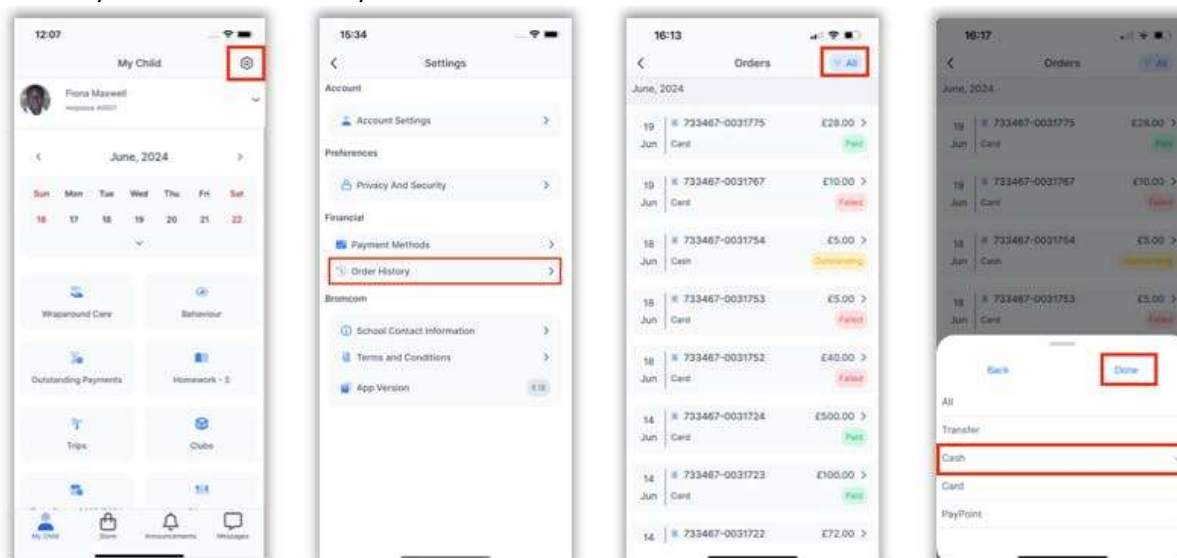
On the **My Child** dashboard screen, go to **Settings**.

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**.

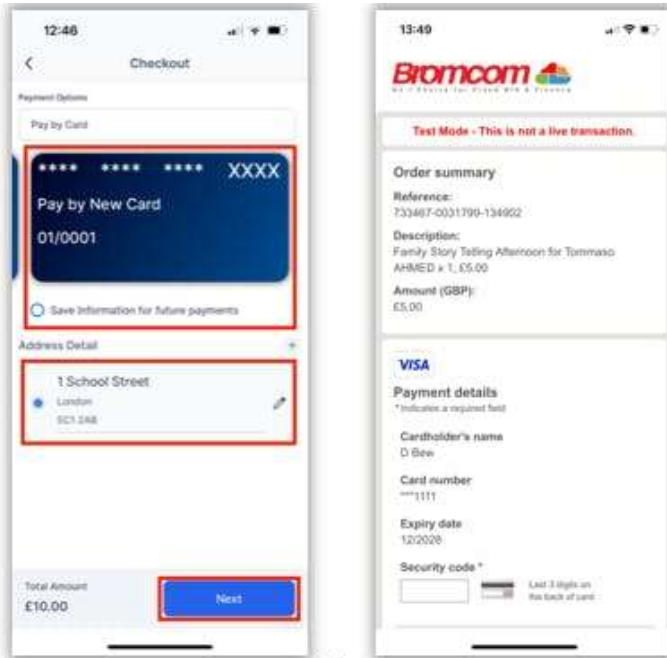
Note: Go to My Child > Settings > Payment Methods > My Cards to see the last five transactions. Clicking on See All will take you to the Order History screen mentioned above.



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

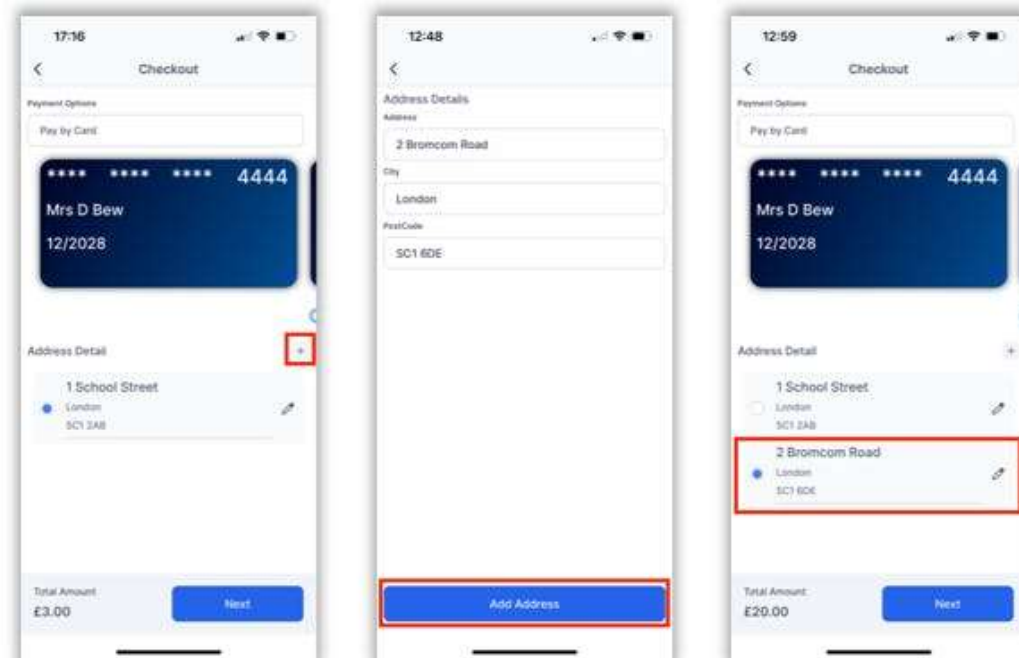
When making an online purchase on the Checkout screen, choose **Pay by New Card** (you may need to swipe past saved cards to see this option). Tick **Save information for future payments** to save this card. Select from the list of saved addresses. Click **Next**.

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.

