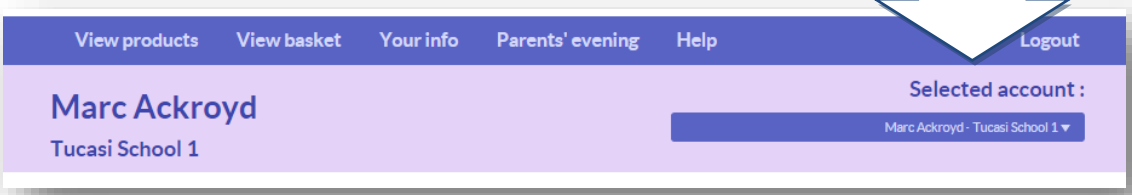
Schools Cash Office
Income Administration Software

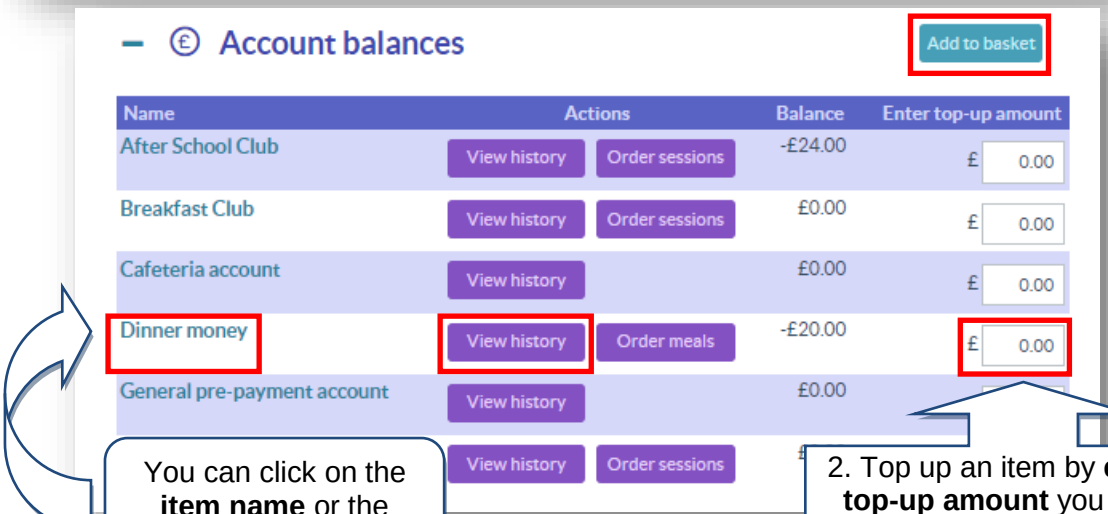
Quick Reference Guide
Online Payments – Checkout with FuturePay

How do I add items to my basket?

Important: you must register before you can purchase an item online. Your school will provide you with a letter explaining the registration process.

1. Load your Internet browser and login to your account and select the pupil you wish to make a purchase for

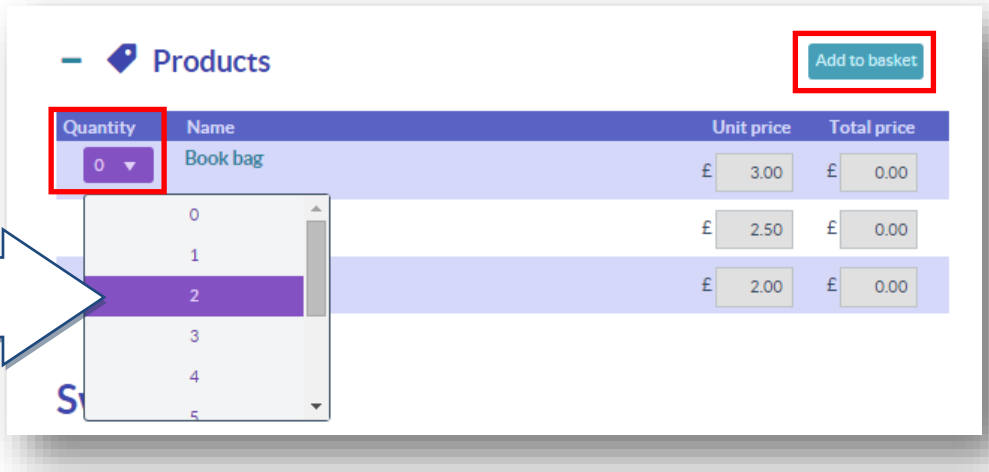




You can click on the **item name** or the **View history** button to view further details

2. Top up an item by **entering top-up amount** you wish to pay and **Add to basket**

3. If it's a product you want to purchase choose the **quantity** and **Add to basket**



Your items will now be added to your basket

How do I view my child's school dinner history?

Primary Schools

Payment history for Dinner money

Date of last online payment: 08 Mar 2016 16:20
Last online payment amount: £8.00
Current balance: -£10.00

View calendar

Description	Date	Paid	Amount
Dinner money	08 Mar 2016 16:20	Online	£8.00
Child meal payment	08 Mar 2016 16:17	In school	£10.00
Child meal payment	28 Aug 2015 14:55	In school	£55.00
Child meal payment	28 Aug 2015 14:54	In school	£100.00
Dinner money	23 Jan 2015 18:19	Online	£25.00
Child meal payment	20 Oct 2014 16:45	In school	£10.00
Child meal payment	09 Oct 2014 11:36	In school	£10.00

Once within **View history** of Dinner Money you can click on the school dinner calendar

Marc Ackroyd - Dinner money calendar

March 2016

Mon	Tue	Wed	Thu	Fri	Sat	Sun
D	D	D	D	D		
	1 M	2 M	3 V	4 S		
7 M	8 M	9	10	11		
14 T	15	16	17	18		
21	22	23	24	25		
28	29	30	31			

View / Download report for online orders between and

Key

Sessions		Codes			
D	Dinners	A	Absent	P	School sandwich
		M	Meat meal	J	Jacket potato
		x	School closed	V	Veg meal
		T	On trip	S	Home sandwich
		B	Baguette		

Secondary Schools

Payment history for Cafeteria account

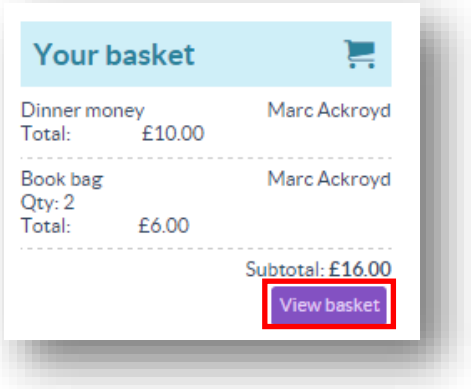
Date of last online payment: 08 Mar 2016 16:30
Last online payment amount: £15.00
Current balance: £13.96

Description	Date	Paid	Amount
Cafeteria account	08 Mar 2016 15:10	Online	£15.00
1 x Water Lrg, 1 x Mini Cuplet, 1 x Large Baguette	08 Mar 2016 13:28	Cashless	-£2.68
1 x Misc, 1 x Tray Bakes, 1 x Sandwich	07 Mar 2016 13:30	Cashless	-£3.11
Money Added	04 Mar 2016 12:46	Cashless	£5.00

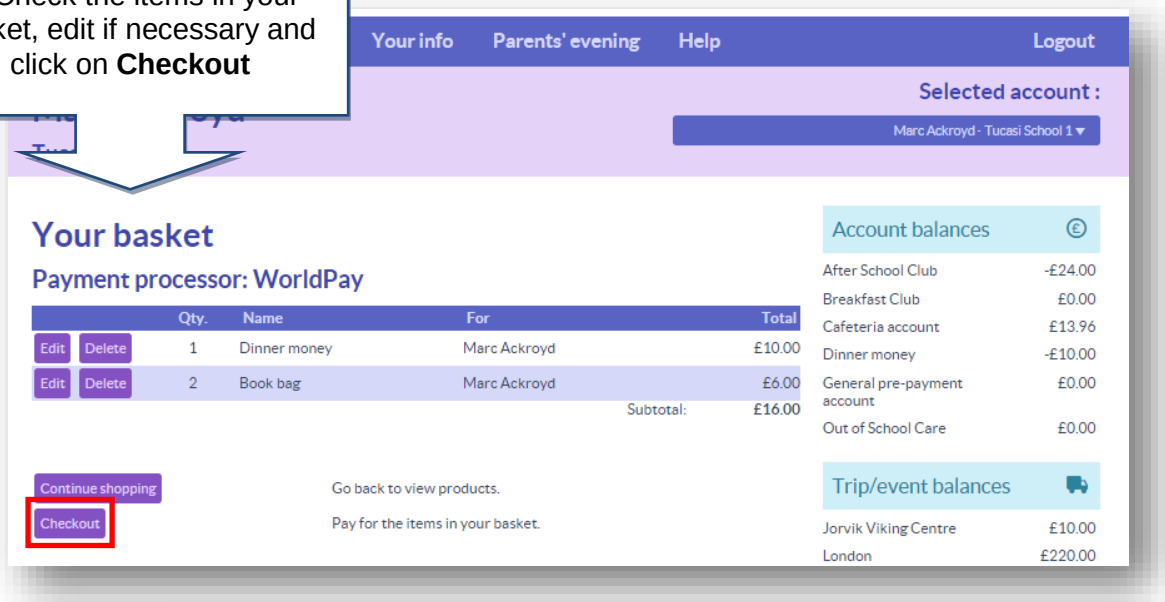
Once within **view history** of the Cashless Catering account you can see your child's purchase history

How do I go to the checkout?

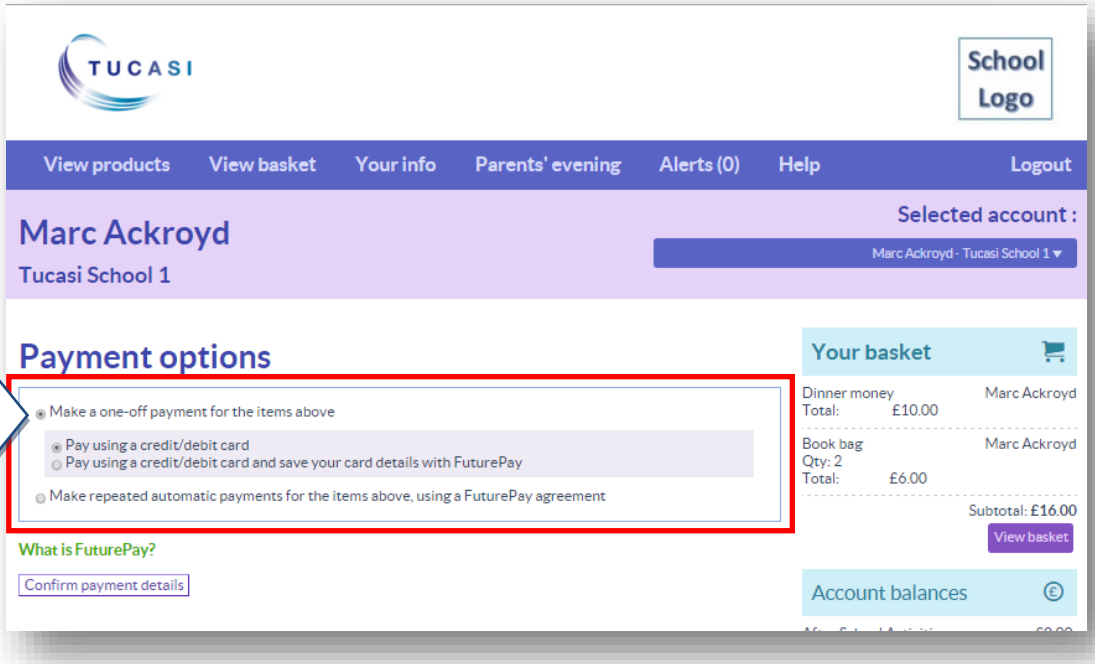
1. Click on **View basket** which is displayed on the right hand side of the screen



2. Check the items in your basket, edit if necessary and click on **Checkout**



3. You will be prompted to choose one of the following three options



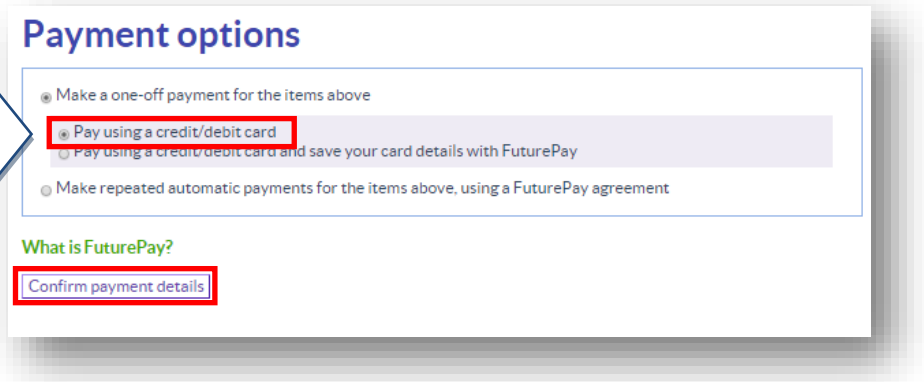
1. **Pay using a credit/debit card**
   Use this option to enter your card details (these will not be saved) and continue with payment.

2. **Pay using a credit/debit card and save your details with FuturePay**
   Use this option to continue with the payment and save your card details so you don't need to enter them again for future payments.

3. **Make repeated automatic payments for the above items, using a FuturePay agreement**
   This is similar to a standing order and at a date set by yourself the payment will automatically re-occur. This is useful for school lunch payments.

1. Pay using a credit/debit card

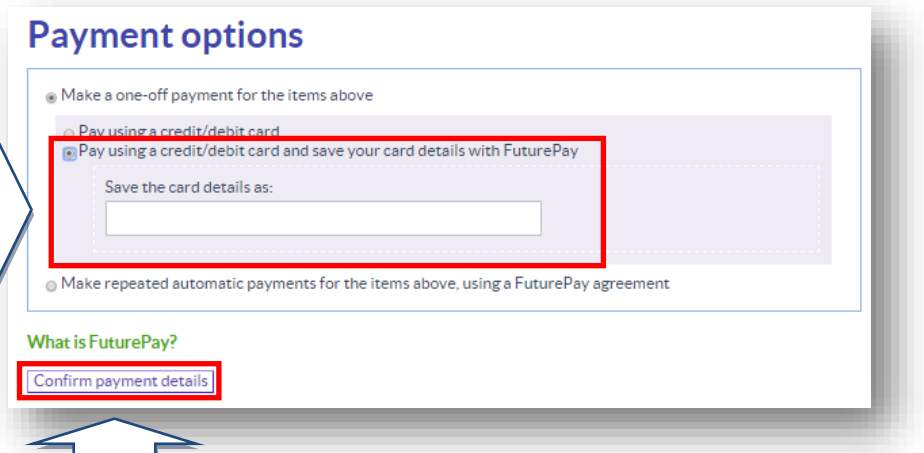
1. Select the option **Pay using a credit/debit card** and click **Confirm payment details**



2. Continue to section **"Enter address and card details"**

2. Pay using a credit/debit card and save your card details with FuturePay

1. Select **Pay using a credit/debit card and save your card details with FuturePay** you will need to enter a name/description in **Save the card details as**

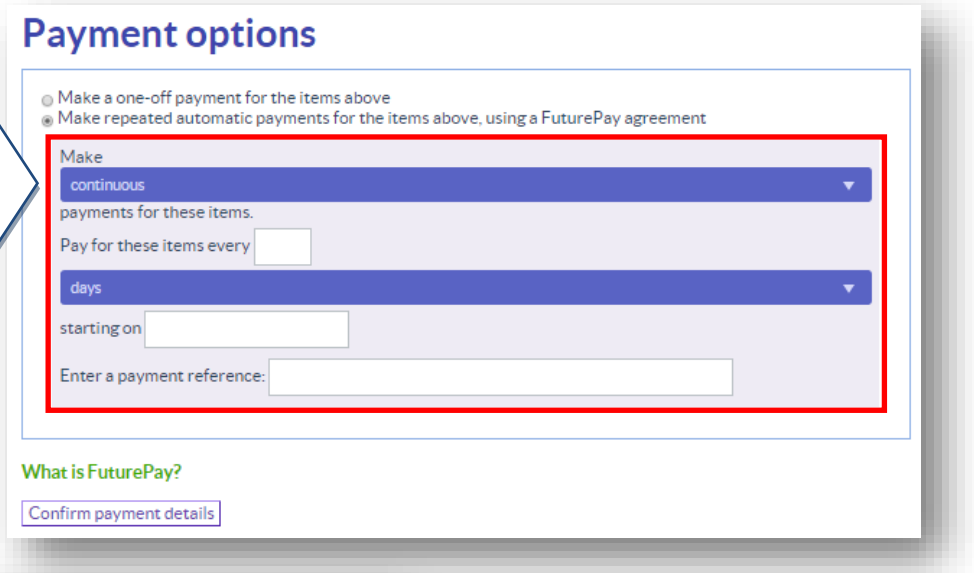


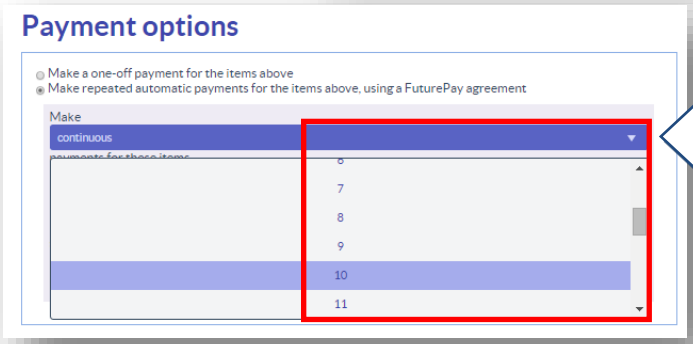
2. Click **Confirm payment details**

3. Continue to section **"Enter address and card details"**

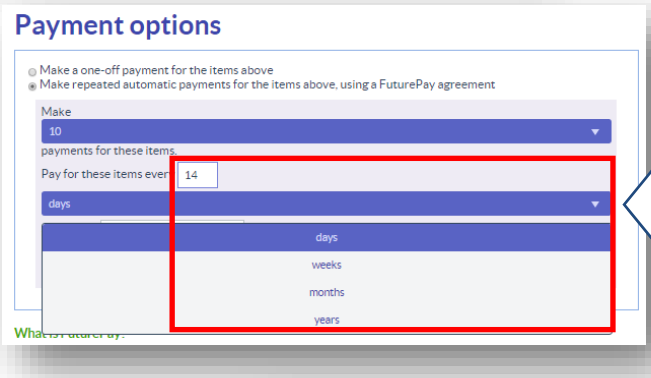
3. Make repeated automatic payments for the above items, using a FuturePay agreement

1. Select **Make repeated automatic payments for the items above using a FuturePay agreement**

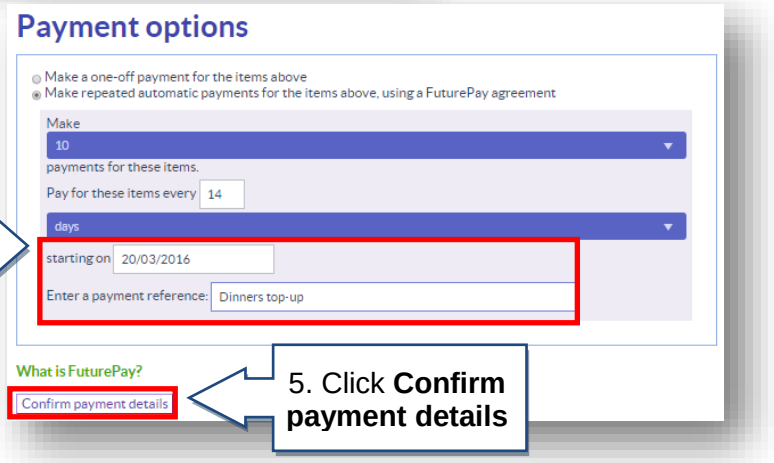




2. Select how many times you would like the payment to repeat



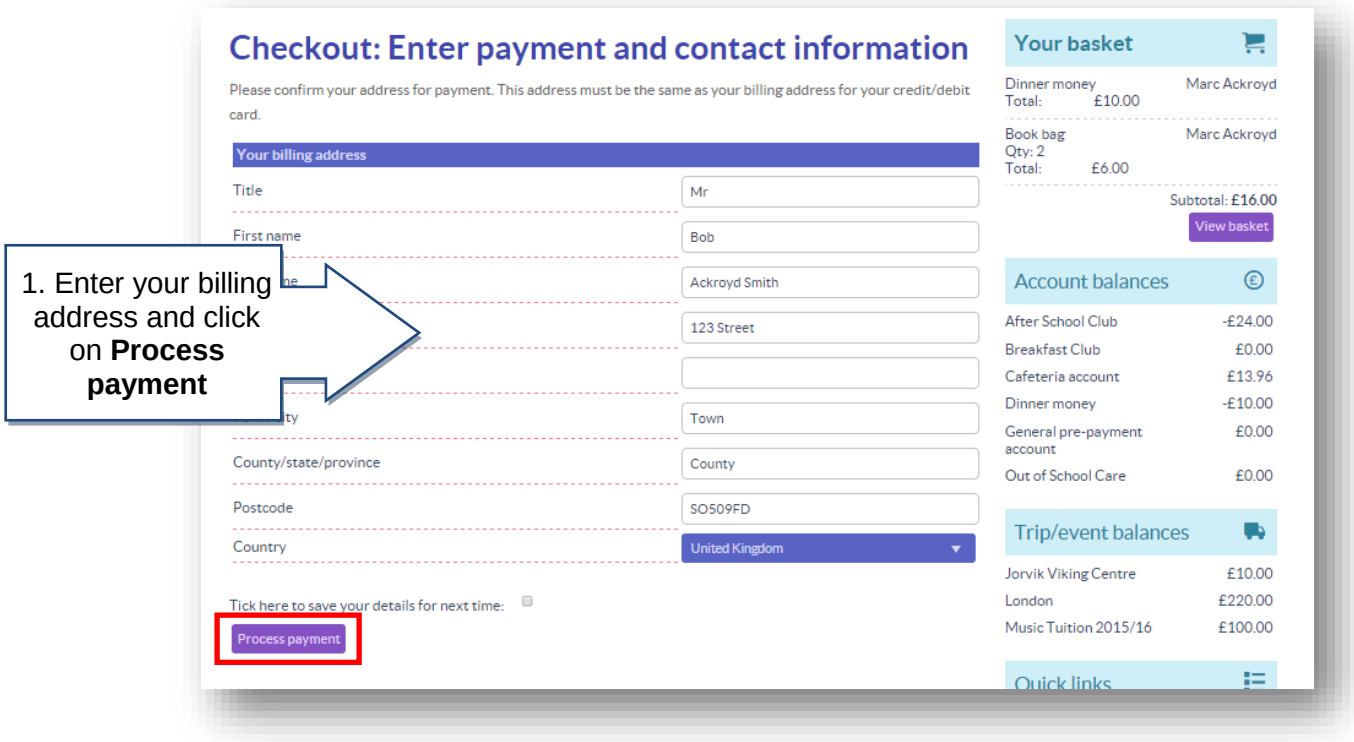
3. Enter how often you require the payment to repeat, for example every 14 days



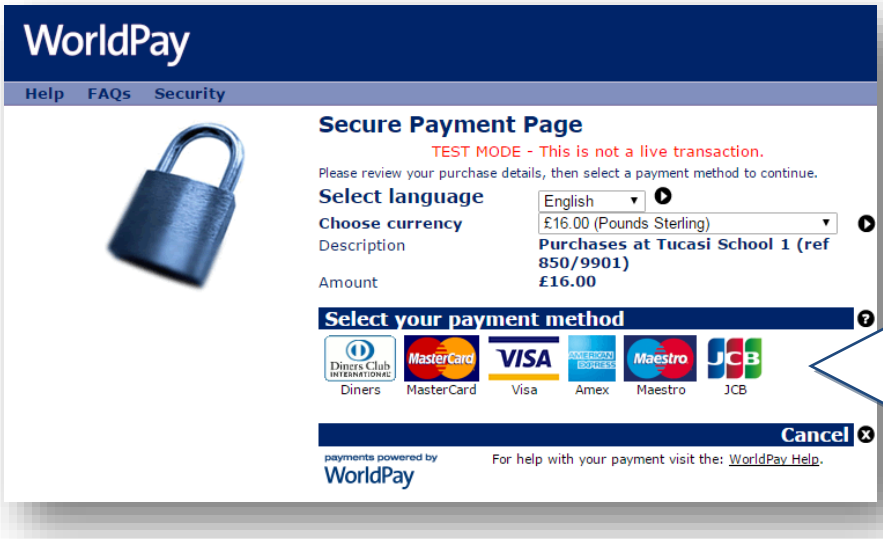
4. Enter a start date for the payment and a reference

5. Click **Confirm payment details**

Enter address and card details



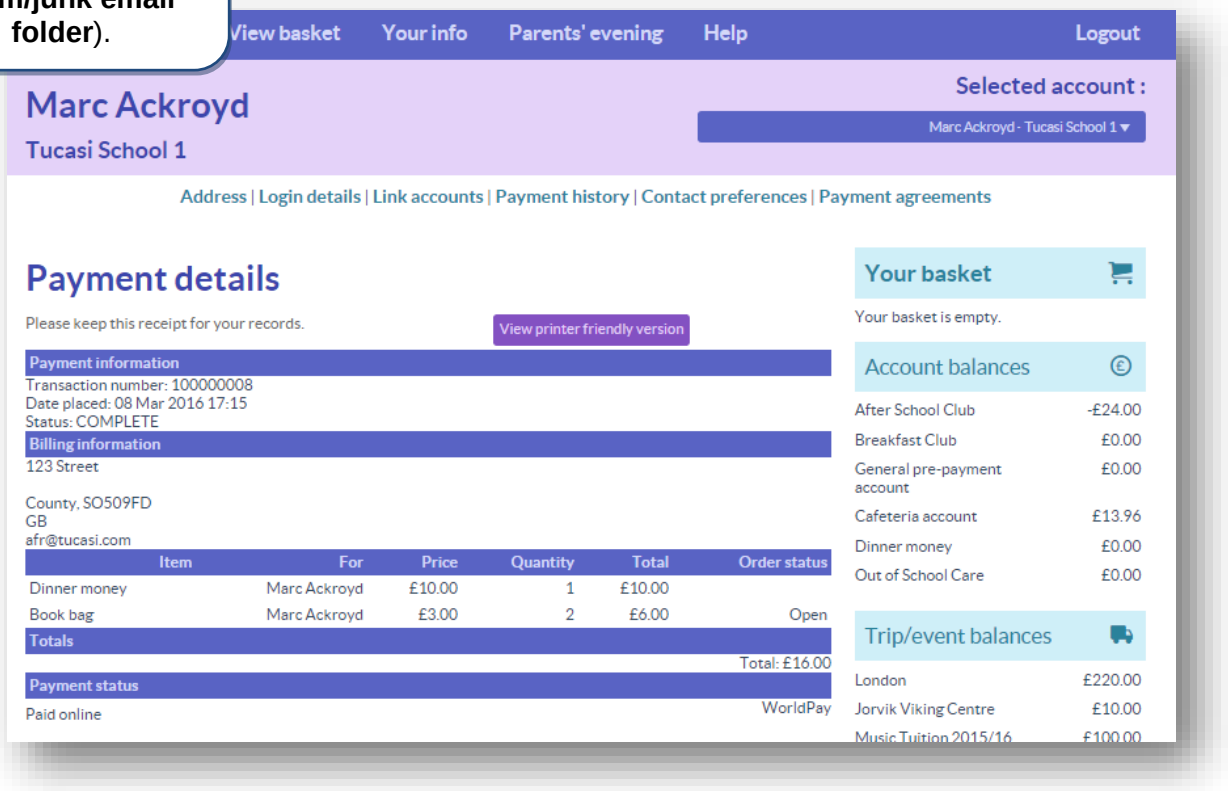
1. Enter your billing address and click on **Process payment**



NB The payment page may look different to this example if your child's school uses a Local Authority payment gateway.

2. Select your payment method, enter your card details, then click on **Make payment**

You will receive an email confirming your purchase. (**Remember to check your spam/junk email folder**).



If you need help with the system or for further enquiries please contact the School Office at your child's school.

If you have any questions please also refer to the Video and Quick Reference Guides in the Help option within your online account.

Or **See our frequently asked questions** link on the online account login screen.