



Alderman White School

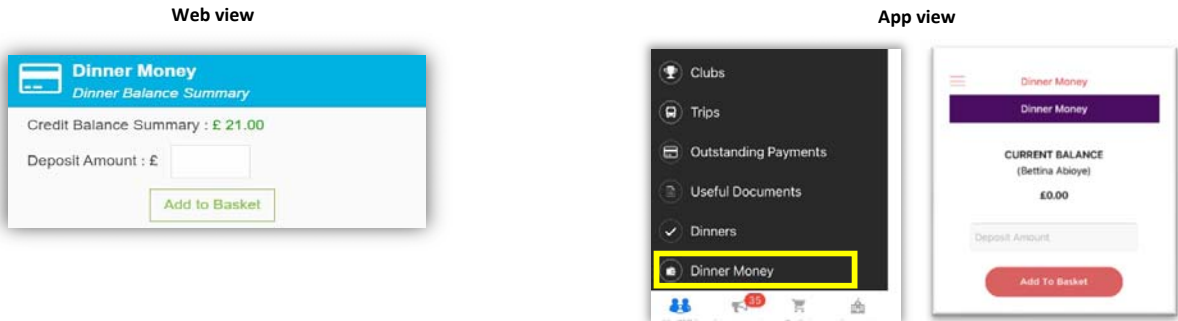
Online Payments in MCAS A guide for parents


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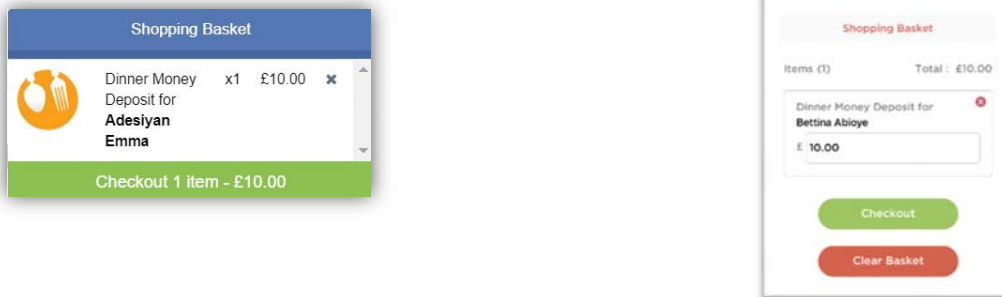
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Dinner Money

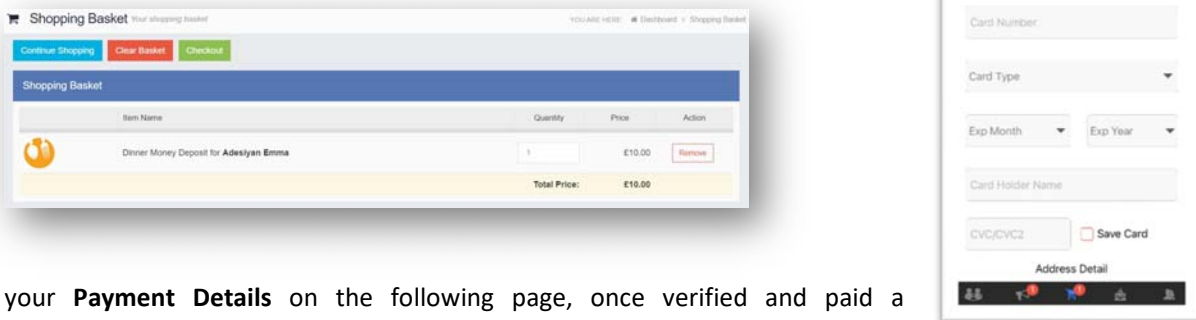
The **Dinner Money** option is accessible as a **Widget** in the web version and via the side menu in the App. The **Widget** displays the current **Credit Balance Summary** and gives the option to top-up the **Balance**.



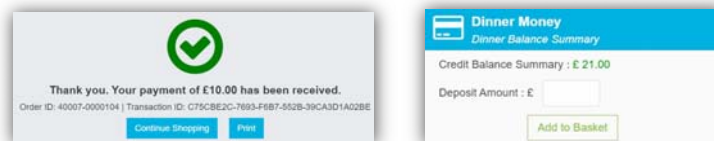
To top-up funds enter the amount in the **Deposit Amount** box and click the **Add To Basket** button. The **Shopping Basket** icon  on the information bar will now display that you have 1 item in the **Basket**, click here to open the **Basket** and view the contents, the item can be removed by clicking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



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.

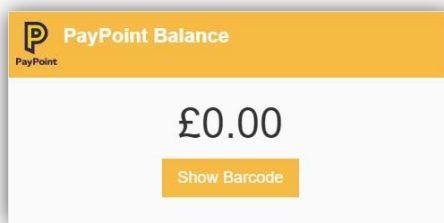


Enter your **Payment Details** on the following page, once verified and paid a **Confirmation** message will be given and the **Credit Balance Summary** updated.



PayPoint

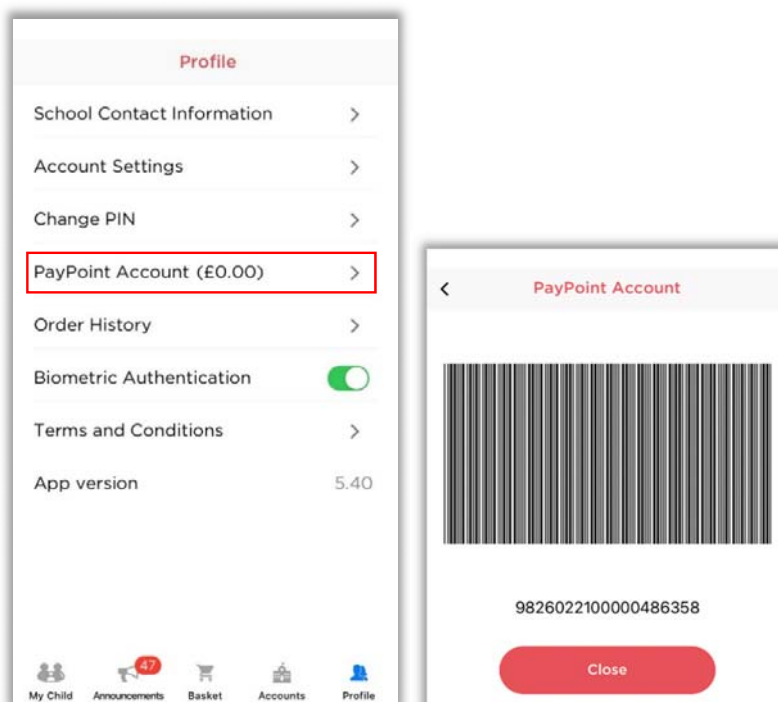
The **PayPoint** option is accessible as a **Widget** in the web version.



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** and **Barcode** can be viewed via Your **Profile** Area



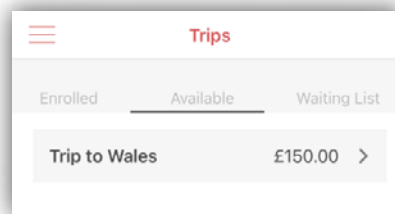
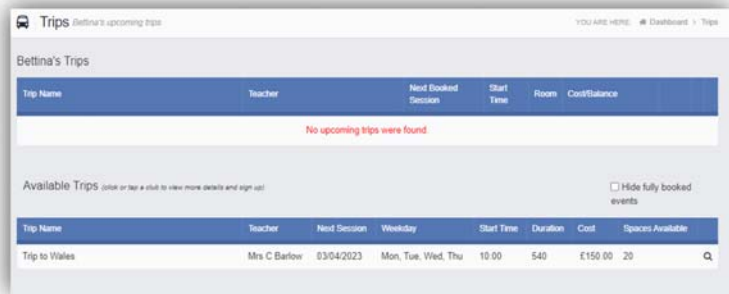
The bar code can be scanned in any store that accepts **PayPoint transactions**, your nearest store can be found on the [PayPoint website \(https://consumer.paypoint.com/\)](https://consumer.paypoint.com/). The minimum top-up value is £5, with a maximum of £99. Please note the funds can take between 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

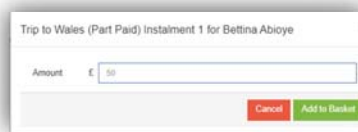
The **Clubs & Trips** options are accessible from both the **Menu Bar** and a **Widget**.

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 of the page. In the app you will need to click on the 'Available' label at the top of the screen.



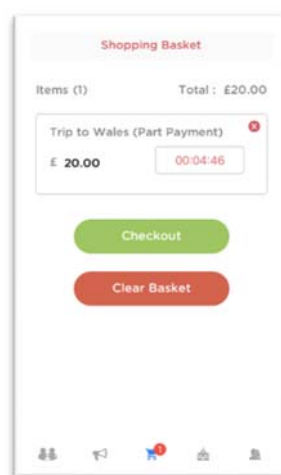
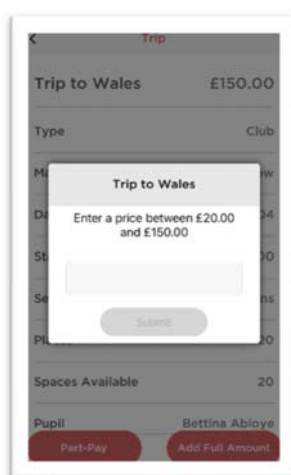
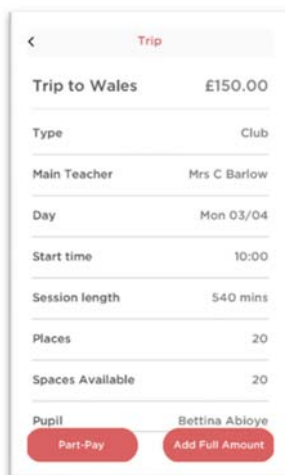
To make a payment towards a trip, click on the trip title, the full cost will be displayed. If part payment is available this option will be shown when you open the trip details screen.

Web view



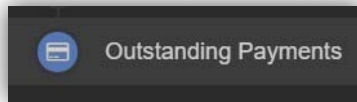
App view

Select to Add Full Amount or Part-pay (Enter value you will pay). The value will be added to your Shopping basket and you will need to Checkout and make the payment to register your child's enrolment on the trip.



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

Instalment	Order Number	Amount	Status	Due Date
Instalment 2		£100.00	Due	22/10/2022
Instalment 3		£100.00	Due	05/11/2022
Instalment 4		£100.00	Due	26/11/2022
Instalment 5		£100.00	Due	17/12/2022
Instalment 6		£100.00	Due	24/12/2022
Instalment 7		£100.00	Due	21/01/2023
Instalment 8		£50.00	Due	04/02/2023
Trip to Wales (Part Paid) for Bettina Abioye (Club)		£150.00	1	£20.00
Deposit	20117-0003692	£20.00	Outstanding	
Instalment 1		£130.00	Not Due	

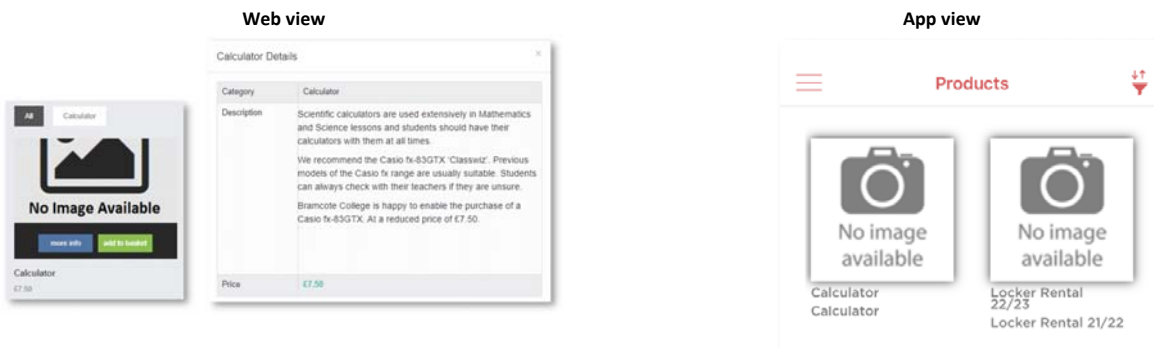
App view

School Shop - Products

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

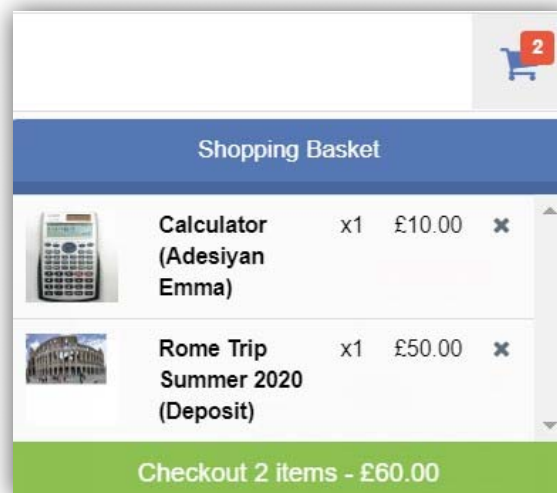
This is an **Online School Shop** and will display the items the school currently have available for you to purchase.

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



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.

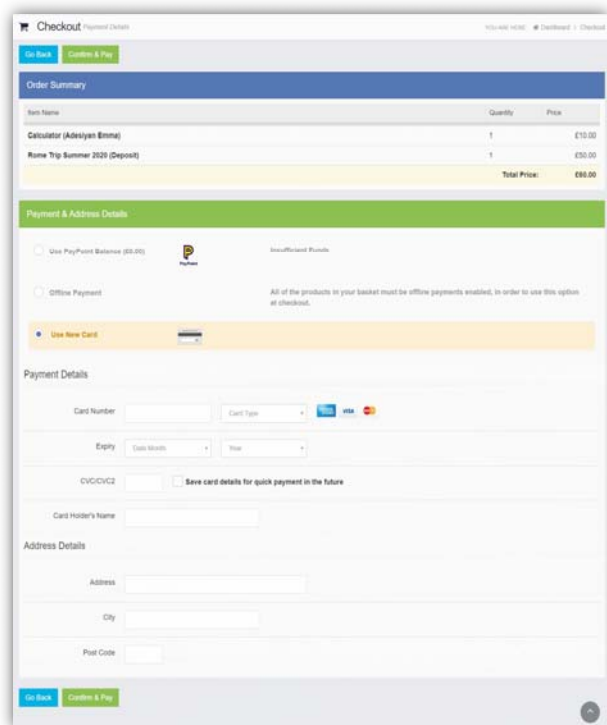


To remove items click on the **X** to the right of the item, to continue and make the **Purchase** click on the green **Checkout** button at the bottom. The items will be displayed again along with the **Student** name, if buying for siblings both names will be displayed.

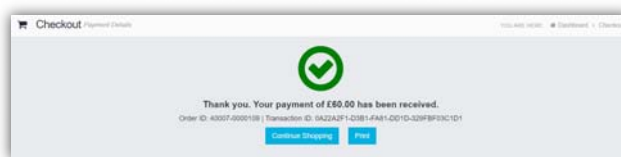


To continue shopping click on the **Continue Shopping** button, to clear the **Basket** and start again click on the **Clear Basket** button, to make the **Purchase** click on the **Checkout** button. Items can still be removed at this point by clicking on the **Remove** button to the right of the item.

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.

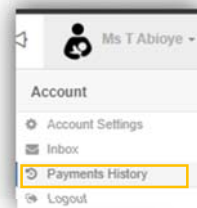


Enter your payment details and click on the **Confirm & Pay** button, the payment will go through the **Secure Payment** process and when completed a **Confirmation** message will be given.



Payment History

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**.

To see your **Payment History** in the **app** go to your **Profile** area and select **Order History** from the menu. Here you can see details of your recent payments.

