

How Do I View Account Balances in Sycamore

My Accounting ⇒ Summary shows a summary of all accounts a family may have charges in.

The primary accounts a family will have are:

- Accounting (“Tuition”)
- Childcare (“Extended Care”)
- Cafeteria (“Hot Lunch”)

By clicking the account name, a family will be able to show a detailed transaction history on that particular account.

In each account, transaction history is available either by “ALL” or individual month search options. When searching by month, make sure to select the appropriate year from the dropdown menu.



VIEWING ACCOUNT BALANCES - Tuition

A family can click “All” to view all transaction history on their tuition account, or they can click a month to view transaction history by month. Primary transaction examples include:

- The tuition rate charged to each student.
- Any multiple student discounts applied.
- All payments applied (PMT).
- All credits applied, such as:
 - Wisconsin Parental Choice Program (WPCP)
 - Student Tuition Assistance Scholarship (STAS)
 - SCRIP tuition incentive.

VIEWING ACCOUNT BALANCES - Childcare

aka Extended Care

“Check In/Out” Tab

Shows a detailed history of when student(s) were checked in and out of Extended Care.

NOTE - St. John the Baptist Catholic School charges by the session, not by the minute, hour, etc. The check-in/out times are there as placeholders only to help assign the appropriate rate to be charged.

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| ● Before School | Check in at 7:00 am; Check out at 7:45 am |
| ● After School, Normal School Day | Check in at 3:00 pm; Check out at 5:00 pm |
| ● After School, Early Dismissal Day | Check in at 11:30 am; Check out at 5:00 pm |

“Account” Tab

Shows a family’s detailed transaction history, just like the Accounting (“Tuition”) menu.

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| ● Before School | \$5.00 per session |
| ● After School, Normal School Day | \$7.00 per session |
| ● After School, Early Dismissal Day | \$15.00 per session |

VIEWING ACCOUNT BALANCES - Cafeteria

aka Hot Lunch

Orders

Teachers take hot lunch and cold lunch counts each morning as part of their Homeroom routine, so making orders in advance is an option for families who may like to do so for their student(s).

- Ordering can only be done if a menu has been updated in Sycamore.
- Only hot lunches need to be ordered; if your student is planning to eat cold lunch on a particular day, a “meal” does not need to be ordered.
- You do not need to order “2” meals for your student(s) to eat seconds.

To Place a Lunch Order

1. My Accounting ⇒ Cafeteria ⇒ Orders
2. Select the “Cycle Year” and “Lunch Cycle”
3. Select the meal from the drop down under the appropriate child(ren).
4. Make sure to click “Update” in the upper right corner to save any changes you make.

Account

Shows a family’s detailed transaction history, just like the Accounting (“Tuition”) and Childcare (“Extended Care”) menus.

A “Milk Order” charge occurs when a student has a cold lunch, but requests a glass of milk - provided by the Hot Lunch Program - to drink during their meal.