



Catering Purse (Parent Guide)



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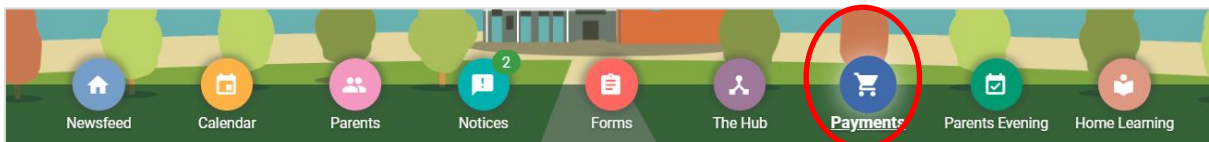
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Introduction

This guide explains what the **Meal Order purse** is and how parents can make payments for **school meals**.

Accessing Weduc Payments

Step 1. Click the Payments icon:

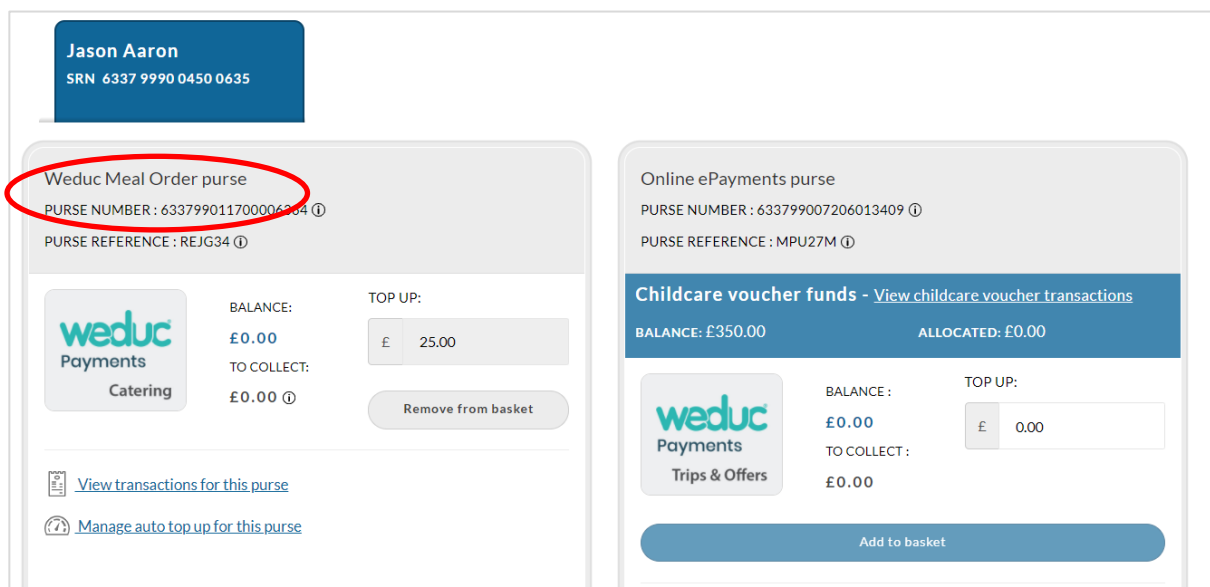


Step 2. If you have more than one child, select the child that you wish to make a school meals payment for:



Payments Purses

If the school are already using Weduc Payments, you will be familiar with the **Online ePayments Purse**: which is used for Trips and Offers, However, a second purse: **Weduc Meal Order Purse**, will now also be visible:




Payment Options

Top Up

Step 1. In the **Weduc Meal Order purse**, add the amount you wish to top up into the **TOP UP box**, then click **Add to basket**:

Jason Aaron
SRN 6337 9990 0450 0635

Weduc Meal Order purse
PURSE NUMBER : 633799011700006364 ⓘ
PURSE REFERENCE : REJG34 ⓘ

	BALANCE:	TOP UP:
	£0.00	£ 25.00
	TO COLLECT:	
	£0.00 ⓘ	Add to basket


[View transactions for this purse](#)
[Manage auto top up for this purse](#)

Step 2. Check out by clicking on the **View basket** button, followed by the **Checkout** button:

1 Items
Total: £25.00 **View basket**

Weduc Payments

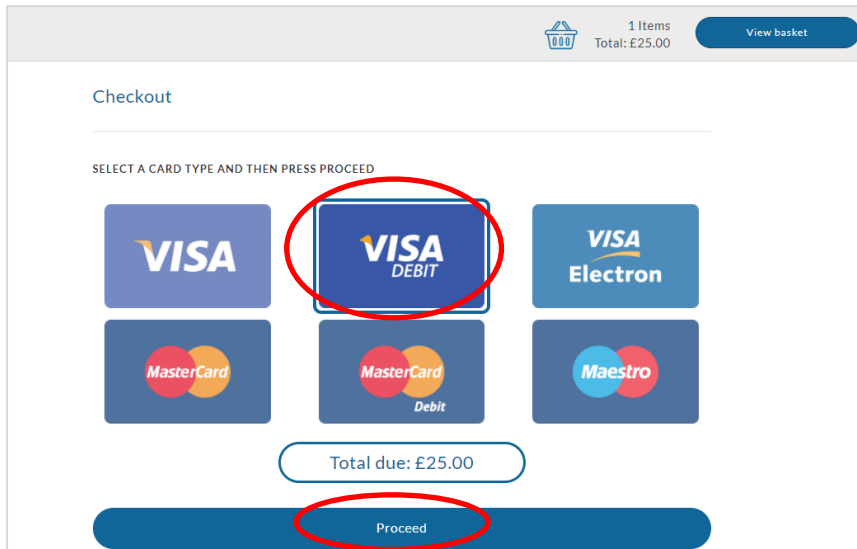
My Basket

Items in basket		
TOP UP	PRICE	REMOVE
 Jason Aaron Weduc Catering 633799011700006364	£25.00	X

Amount from purse: £0.00
Total: £25.00

Checkout

Select a **CARD TYPE**, then click the **Proceed** button:



Checkout

1 Items Total: £25.00 [View basket](#)

SELECT A CARD TYPE AND THEN PRESS PROCEED

VISA VISA DEBIT VISA Electron

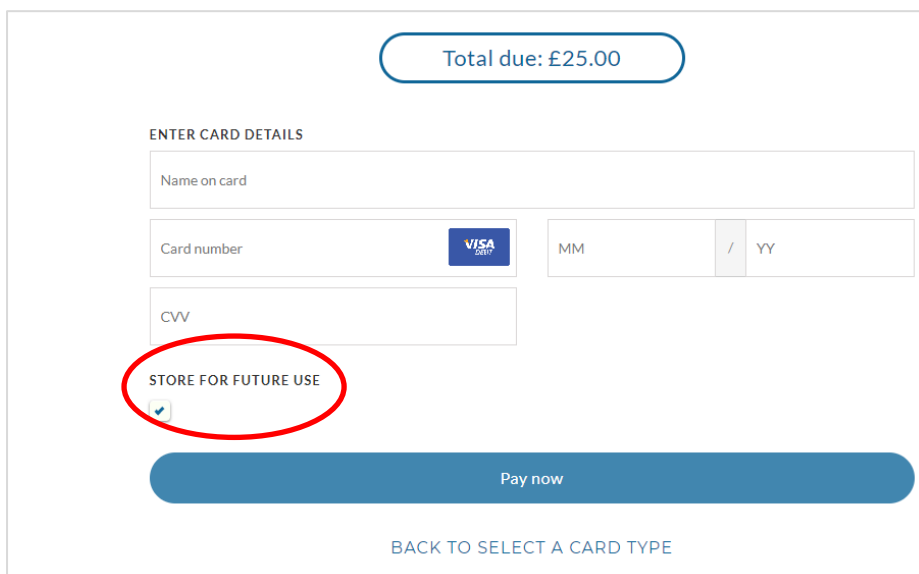
MasterCard MasterCard Debit Maestro

Total due: £25.00

Proceed

Please be aware that your card issuer may charge a fee for credit card payments


Enter your card details and, should you wish to save the details for a quicker check out process in the future, click the **STORE FOR FUTURE USE** button. Saving your card details will also enable you to use **Auto Top Up**:



Total due: £25.00

ENTER CARD DETAILS

Name on card

Card number  MM / YY

CVV

STORE FOR FUTURE USE

Pay now

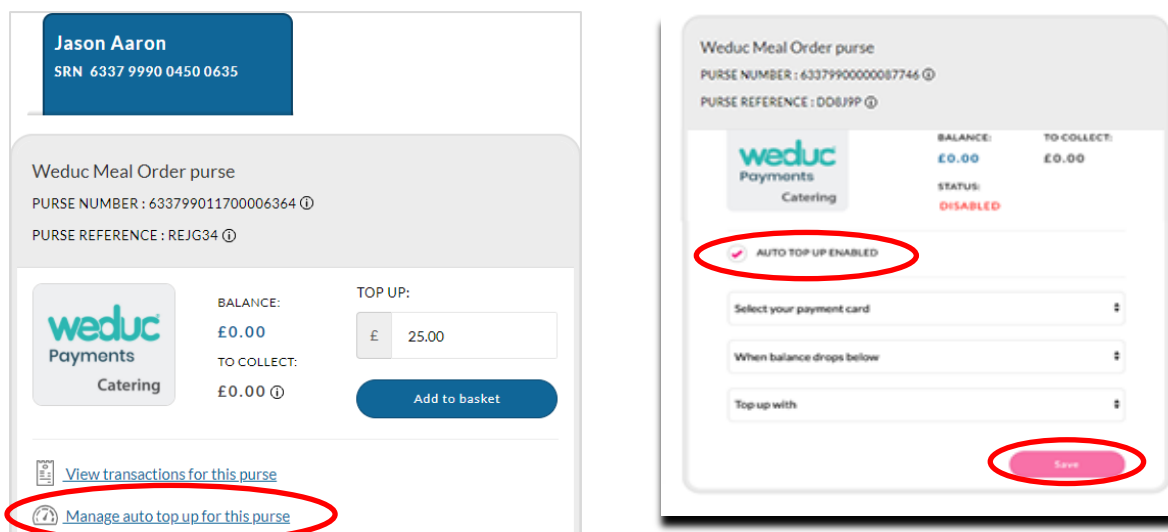
[BACK TO SELECT A CARD TYPE](#)

Auto Top Up

You are able to set up an Auto Top Up for the Meal Order Purse which ensures that funds are automatically added from your payment card when your balance falls below a pre-selected amount.

Step 1. To enable Auto Top Up you will first need to make a payment and store your payment card (as in the above instructions).

Step 2. After you have stored your payment card, select **Manage auto top up for this purse** which will take you to a further screen, select the **tick box to enable Auto top up**, in the drop-down boxes you can now choose your payment card, the balance that the purse must fall below to initiate the top up and the amount that you would like to top up with, followed by clicking the **Save** button.



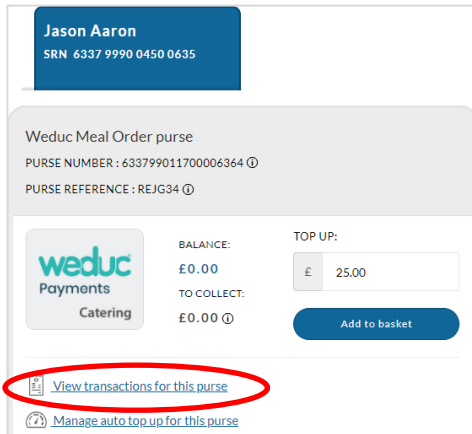
The image shows two screenshots of the Weduc app interface. The left screenshot shows the 'Weduc Meal Order purse' page for Jason Aaron. It displays the purse number (633799011700006364) and reference (REJG34). The balance is £0.00 and the top-up amount is set to £25.00. A link 'Manage auto top up for this purse' is circled in red. The right screenshot shows the 'Manage auto top up' settings page. It displays the purse number (6337990000087746) and reference (D08J9P). The balance is £0.00 and the status is 'DISABLED'. The 'AUTO TOP UP ENABLED' checkbox is checked and circled in red. Below it are three dropdown menus for 'Select your payment card', 'When balance drops below', and 'Top up with'. A 'Save' button is circled in red at the bottom right.

Should you wish to disable Auto TopUp, untick the **Auto Top Up Enabled** box, followed by clicking the **Save** button.

Please be aware that your card issuer may charge a fee for credit card payments

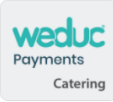
Transactions

You can view transactions that have been made for all purses associated to your account, with the ability to filter for transactions between specified dates, it displays 10 transactions per page. This can be done by clicking on the **View transactions for this purse** link, as shown below:



Jason Aaron
SRN 6337 9990 0450 0635

Weduc Meal Order purse
PURSE NUMBER : 63379901170006364 ⓘ
PURSE REFERENCE : REJG34 ⓘ

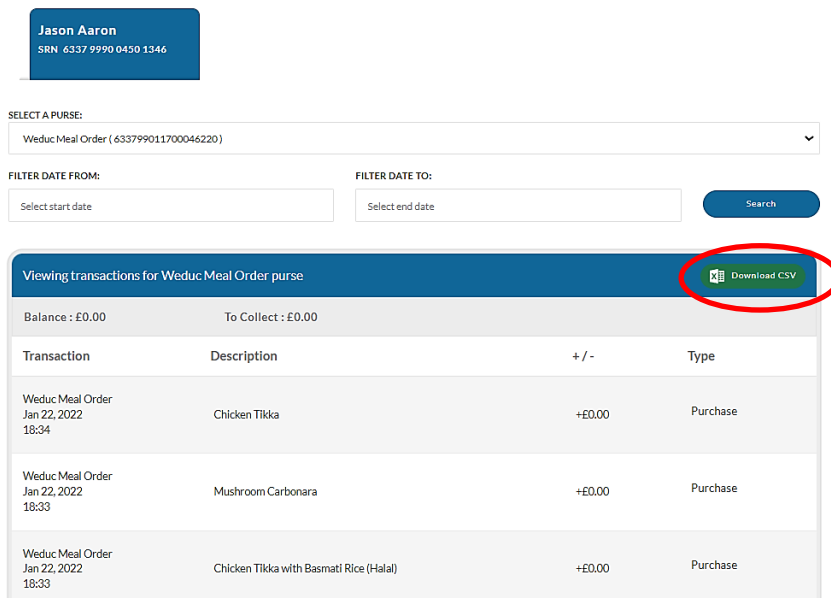

 BALANCE: £0.00
 TO COLLECT: £0.00 ⓘ

TOP UP: £ 25.00
 Add to basket

[View transactions for this purse](#)
[Manage auto top up for this purse](#)

What you see will vary, depending on how the school have set up menus. However, generally, you will be able to see what your child has eaten and the cost of the meal (see the example screenshot below). You can download an Excel file with all transactional information if you wish. This is available on both the App and through the Portal, but you will need an excel file viewer such as Microsoft Excel or Google Sheets to view the file.

Below are the most recent transactions on your account. You can see 10 transactions on each page and can choose to view other users or purses associated to your account.



Jason Aaron
SRN 6337 9990 0450 1346

SELECT A PURSE:
Weduc Meal Order (633799011700046220) ▼

FILTER DATE FROM: Select start date
 FILTER DATE TO: Select end date
 Search

Viewing transactions for Weduc Meal Order purse

Balance : £0.00
 To Collect : £0.00

Transaction	Description	+ / -	Type
Weduc Meal Order Jan 22, 2022 18:34	Chicken Tikka	+£0.00	Purchase
Weduc Meal Order Jan 22, 2022 18:33	Mushroom Carbonara	+£0.00	Purchase
Weduc Meal Order Jan 22, 2022 18:33	Chicken Tikka with Basmati Rice (Halal)	+£0.00	Purchase

Download CSV

Last Updated: 07/04/2022

Updated By: Weduc Account Management Team