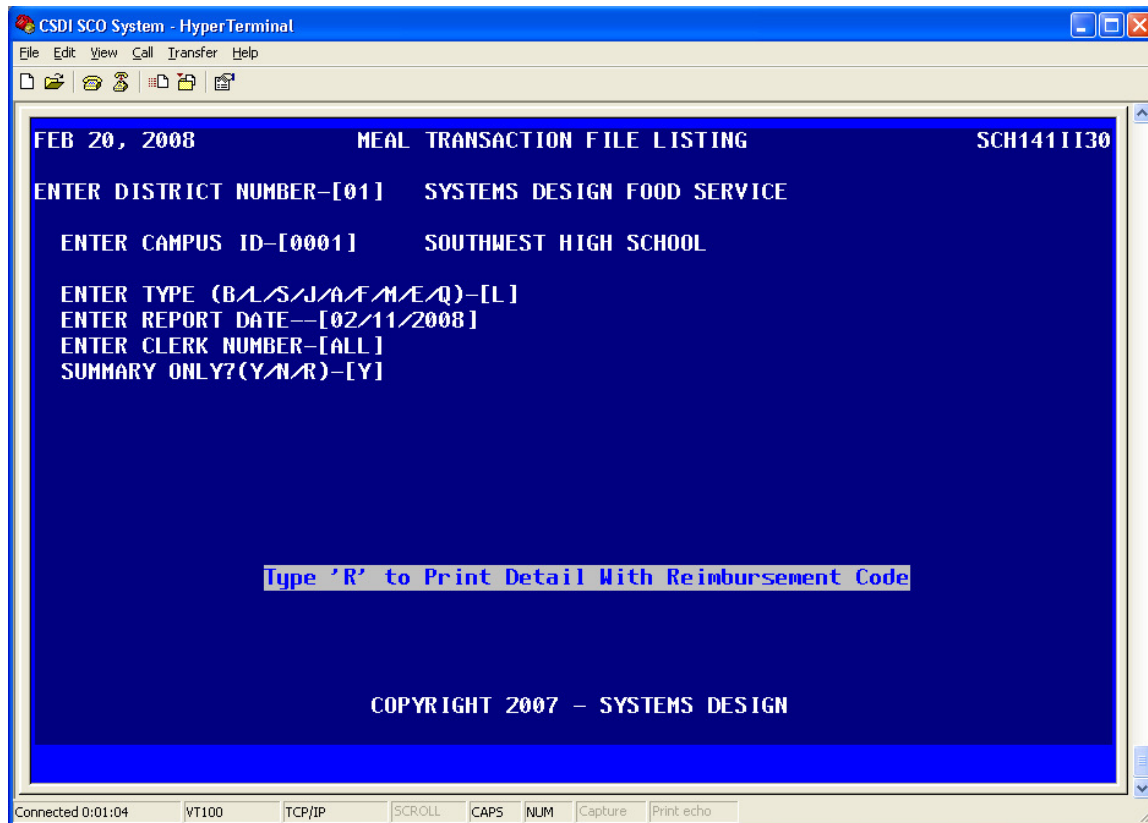


## AUDIT REPORT WITH MEAL STATUS



In Systems Design Version II Food Service software, the rated meal report with each student's name and the status of each meal claimed (F, R or P) for an audit that is easily available. You need only type at the menu big brackets [ ] at the bottom of the screen anywhere in the system **"MEALRP"** for current month and **"MEALR2"** for prior months. You will be prompted to confirm entering the MEAL TRANSACTION REPORT with a Y/N prompt and you will type **"Y"**. You will be asked which printer you want the report sent to and you press [ENTER] to use your default printer or enter the printer number of your choice (example **"02"**), and **Y/N** if your printer selection is correct. Next, the above screen will appear prompting for the campus number you want to report (example **"0001"**), the date you desire (example **"021108"**), which clerk you desire (enter the clerk number or press [ENTER] for all clerks). At the "SUMMARY ONLY" prompt type **"R"** for rated report. This report can be run from any clerk or manager station and can be password protected if desired. The system will also ask if you want the status encrypted which is what you generally want unless it is for the auditor in which case answer **N** so that the F,R, and P print out by the meal type.

This rated meal report for the auditor is also available under [FS] [04] [15] for current month and [FS] [04] [16] for previous months. You need to enter **[R]** for a Rated report at the "SUMMARY ONLY" prompt.

You will also want have a printout of all students on applications for the campus selected for audit. This is available under **LA-14-05** simply answer questions for desired format. Be sure to also run a list of incomplete applications (**LA-13-13**) and a report on applications mismatch report