



BACK OFFICE

2014-2015



LOGIN TO THE SYSTEM

If you are at your own terminal or PC then you may log in with the following entries.

1. At the prompt "login:" you will type in lower case your own assigned login (_____) and press enter.
 2. At the prompt "password" you will type in lower case "usda92" and press enter.
 3. At the next prompt "PASSWORD" you will enter in upper case "FOOD" or your customized password
 4. At the prompt "enter operator initials" you will type in your three initials.
 5. At the prompt "is all OK" type "Y"
 6. You will then be at the MASTER MENU and into the program.
- ☆ Please note that one must be careful and accurate in the login process. If mistakes are made in the entries or in being in upper or lower case at the wrong time, then the system will not let you in. Be sure to make all entries carefully and accurately.

END OF DAY ROUTINE

All campus terminals must be logged off before the Food Service Office personnel completes the END OF DAY procedures. This routine prepares files for next days activity, causes certain files to merge and be placed in correct sequences, and backs up data for the day. This is an essential operation.

The following steps **must** be completed at the end of each school day:

1. Access the Systems Design Food Service Menu.
2. From the Master Menu, select menu option FS and press enter.
3. Select option 07=End of Day Processing Menu
4. Then select option 03=Clear Clerk Files. NOTE: A DAILY MUST
5. Then select option 04=Update Accuclaim Data.
Note: Press Enter for today's date.
6. Then select option 05=Off-Campus Report. (Generates a report)
7. Then select option 06=Merge Meal and Cash Transactions

NOTE: Then print the following reports:

8. Option 09=District Eligibility Report may be run daily but is not a necessity
9. Option 10=Daily Summary Report. This is a snapshot of all the days' activity at each campus. A must for monitoring campus activity. (Generates a report.)
10. END OF DAY COMPLETE. LOG OFF

TO LOG OFF AT THE END OF THE DAY

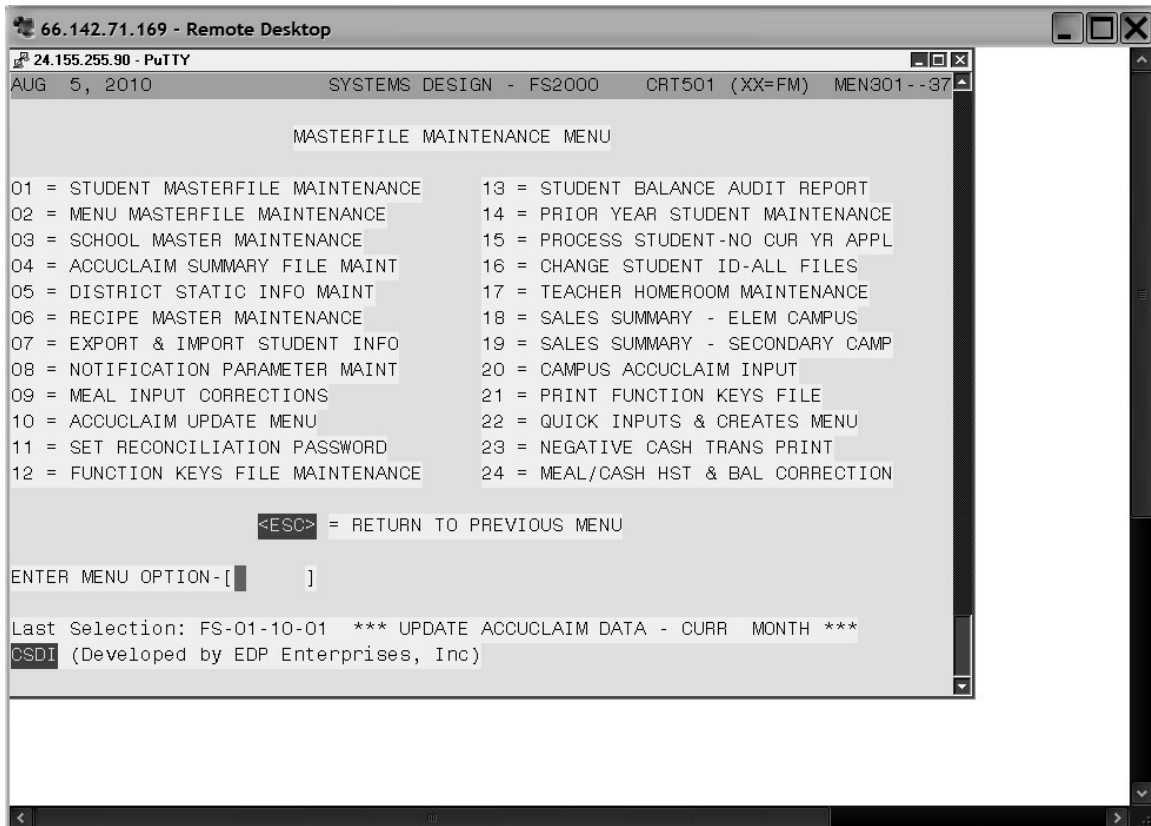
1. @ ENTER MENU OPTION **(QU) PRESS ENTER**
2. @ C TO CONTINUE, X TO LOGOFF, **PRESS X THEN ENTER**
3. IT IS NOW SAFE TO TURN THE POWER OFF TO THE TERMINAL or SHUTDOWN THE PC.

MASTERFILE MAINTENANCE

The Masterfile Maintenance menu allows the operator to add, change, or delete data to numerous data basis within the system. These options are available to back office personnel and are not displayed on screen at the campus level. A description of the most essential options may be found below.

MASTERFILE MAINTENANCE MENU

FS-01



STUDENT MASTERFILE MAINTENANCE FS-01-01

66.142.71.169 - Remote Desktop

66.90.221.9 - PuTTY

APR 7, 2014 STUDENT MASTERFILE MAINTENANCE CHANGE SCH005-

STUDENT ID# -[000023182] 20=FAMILY CODE -[000023182]

01=STD LAST NAME-[LACK] CURR BALANCE -[.00]

02=STD FRST NAME-[SYDNEY] 21=GUARDIAN NAME -[SHARON LACK]

03=STD MDDL NAME-[MARIE] 22=GRD ADDRESS 1 -[P O BOX 777]

04=STD TITLE -[] 23=GRD ADDRESS 2 -[]

05=SCHOOL # -[0041] 24=GRD CITY-STATE-[CORPUS CHRISTI, TX]

06=GRADE -[07] 25=GRD ZIP -[78413]

07=CURR STATUS -[F] 26=PERSONAL PIN# -[]

08=PREV STATUS -[P] 27=ASSOC D/CERT# -[]

09=STATUS CHG DT-[07-26-2013] 28=ETHNIC CODE ---[5] White, not Hispani

10=LAST BREAK DT-[] 29=TELEPHONE # -[361-555-5555]

11=LAST LUNCH DT-[] 30=CARD REPLACE -[]

12=LAST SNACK DT-[] 31=BALANCE USAGE -[]

13=LAST SUPPER DT-[] 32=DC[Y] HS[] ES[] HM[] MI[] RU[] FC

14=ACTIVE?(Y/N) -[Y] 33=SOC SEC NBR ---[999-99-9999]

15=WITHDRAWAL DT-[] =ALERT MESS -[Type M -Alert Is In Memos

16=BIRTH DATE ---[10-23-1998] 35=HOME ROOM --[] 36=HOME ROOM 2-[]

17=CASH ONLY FLG-[] 37=USER CODE --[] PREV ID--[]

ALL OK?(Y/NCL)-[*] FIELD-[00]

COPYRIGHT 2013 - SYSTEMS DESIGN MEMOS

Fields 1 through 6, 16, fields 21 through 25, 29, 33 and 35 come directly from Districts PEIMS system.

Fields 7 thru 9 come from the Free & Reduced Application module and is updated in REAL-TIME mode.

Fields 10 through 13 show the last time the student received a meal

Field 14 is updated nightly from the Districts PEIMS system; if the student withdraws they can't get a meal

Field 17 tells the clerk that student must pay in **cash only** when set to **Y**

CURRENT BALANCE shows Students current balance in REAL-TIME!

Field 26 is for a personal pin number that must be used by the student for every purchase when invoked.

Field 27 shows Direct Cert by association when used.

Field 28 is for Ethnic code and can be manual input or is downloaded from Districts PEIMS system.

Field 30 is used to track the number of ID Cards issued to the student.

Field 31 is used to inform clerks that prepaid balance is for reimbursable lunch and breakfast only or to verify the student's ID. Set flag to "**M**" for **MEALS ONLY** or "**V**" to **VERIFY STUDENT ID**.

Field 32 is used to flag direct cert and is loaded directly from CNPIMS monthly! The program prints DC letters and campus rosters as well. This field may be set manually as well.

=ALERT MESS (See following page for instruction)

Field 35 is used for Homeroom and is updated nightly by Districts PEIMS system.

Field 36 is used for 2nd Homeroom or for ASSP to provide Barcode Roster entry for ASSP by caregiver.

Field 37 is used for user defined User Code such as Head Start, Even Start, Homeless or any other category that a district wants to track meal serving separately.

PREV ID is used by the program to move history of a student's transaction from one Student ID number to another ID number.

M=ALERT MESS MEMO MAINTENANCE

Systems Design has made a change this year to better utilize the space available in the student master file under Food Service (FS), Master File (01), Student Master File (01). As shown below you will no longer have the Alert Message field 34 available (limited to just 30 characters), instead we have expanded the MEMO file (which has 3 lines of 70 characters for a total of 210 character message). At ALL OK? type "M" to access MEMO MAINTENANCE.

66.142.71.169 - Remote Desktop

66.90.221.9 - PuTTY

APR 7, 2014 STUDENT MASTERFILE MAINTENANCE CHANGE SCH005-

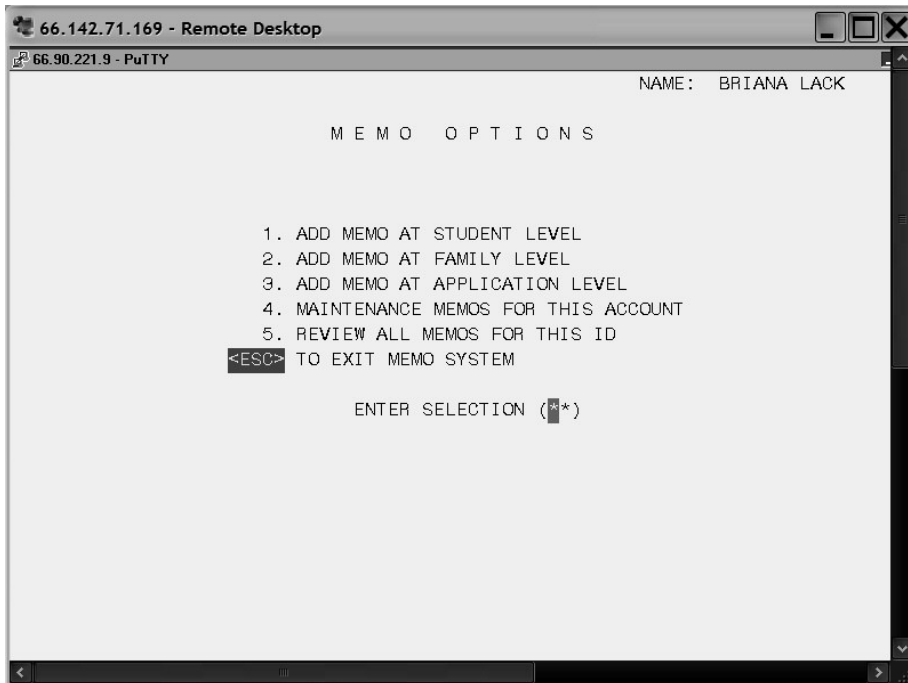
STUDENT ID# -[000023182] 20=FAMILY CODE -[000023182]

01=STD LAST NAME-[LACK] CURR BALANCE -[.00]
02=STD FRST NAME-[SYDNEY] 21=GUARDIAN NAME -[SHARON LACK
03=STD MDDL NAME-[MARIE] 22=GRD ADDRESS 1 -[P O BOX 777
04=STD TITLE -[] 23=GRD ADDRESS 2 -[
05=SCHOOL # -[0041] 24=GRD CITY-STATE-[CORPUS CHRISTI, TX]
06=GRADE -[07] 25=GRD ZIP -[78413]
07=CURR STATUS -[F] 26=PERSONAL PIN# -[]
08=PREV STATUS -[P] 27=ASSOC D/CERT# -[]
09=STATUS CHG DT-[07-26-2013] 28=ETHNIC CODE ---[5] White, not Hispani
10=LAST BREAK DT-[] 29=TELEPHONE # -[361-555-5555]
11=LAST LUNCH DT-[] 30=CARD REPLACE -[]
12=LAST SNACK DT-[] 31=BALANCE USAGE -[]
13=LAST SUPPER DT-[] 32=DC[Y] HS[] ES[] HM[] MI[] RU[] FC
14=ACTIVE?(Y/N) -[Y] 33=SOC SEC NBR ---[999-99-9999]
15=WITHDRAWAL DT-[] =ALERT MESS -[Type M -Alert Is In Memos
16=BIRTH DATE ---[10-23-1998] 35=HOME ROOM --[] 36=HOME ROOM 2-[
17=CASH ONLY FLG-[] 37=USER CODE --[] PREV ID--[
ALL OK?(Y/NCL)-[*] FIELD-[00]

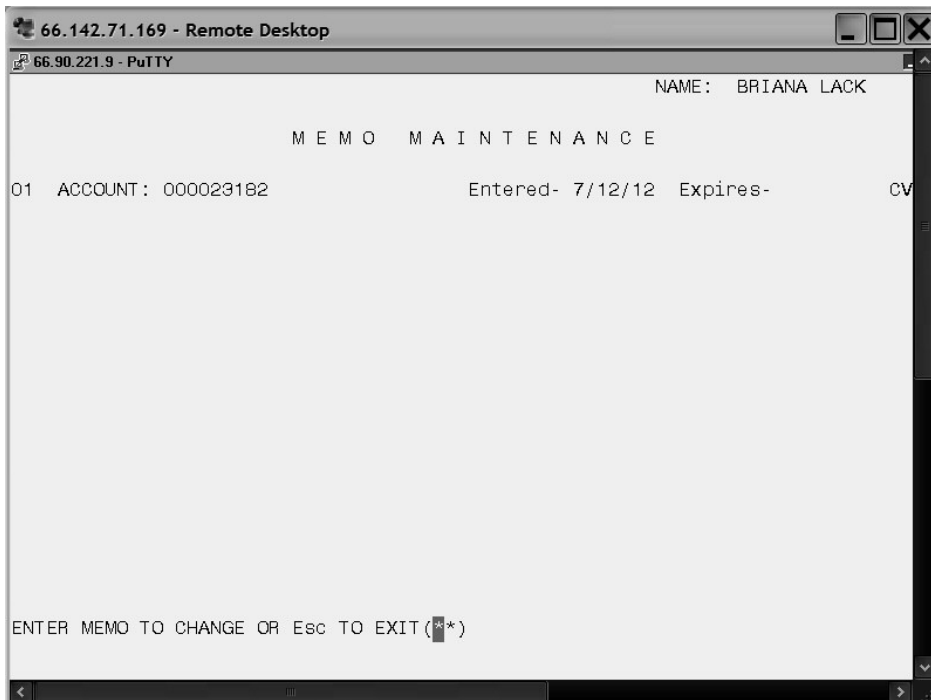
COPYRIGHT 2013 - SYSTEMS DESIGN MEMOS

We have added a **class** section to the MEMO file which will allow you the ability to group MEMOs. The system comes standard with the following classes: **A** for *general alerts*; **E** for *parent email* addresses, and **F** for *Food Allergies*. Any message that you may of had in your district's system field 34 ALERT MESS was moved when your system was rolled over to the A class in MEMOs. You can see any MEMOs for any student by simply entering **M** at the ALL OK at the bottom of the student master file record screen. You can even add additional Class categories to your system under Systems Maintenance (**SM**), Parameter File (**08**) using option 11 Memo Class Codes.

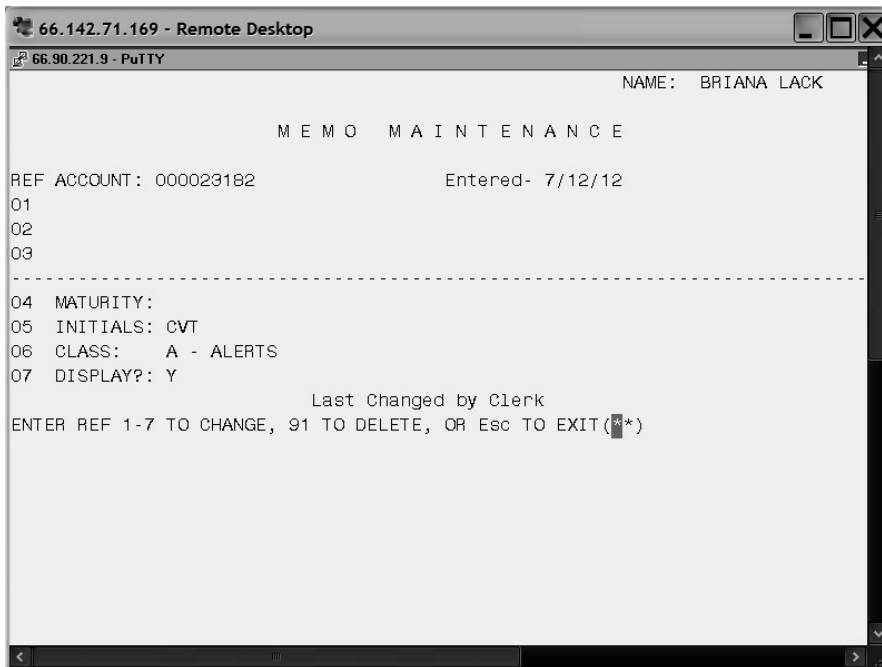
Your staff can also maintenance or delete existing MEMOs by selecting the desired options below when they go into "M" option on the student master file:



After the clerk selects option 4 Maintenance Memos for this Account, they will have the option to select the desired memo for a student.



The clerk can make changes to the memo or they can delete it as shown in the options below:



If a clerk enters 91 here the MEMO will be deleted.

EXPLANATION OF CODES USED IN STUDENT MASTERFILE

Student/Meal Status Status Codes

Code	Explanation
C	Cash
D	Denied
F	Free
G	Generic
P	Paid
R	Reduced
T	Temporary (allows food server to select meal type. (This may be used on a temporary acct when the student has not been issued a Student ID, but you know the student has submitted an application.)
V	Adult Visitor
X	Adult Free
Y	Adult Paid (employees)
Z	Adult Visitor (non-employees)

Student Master Grade Codes

The following grade codes are in addition to the normal grade codes of EC, PK, K, 1-12.

Code	Explanation
CC	Childcare
IP	Infant Program
AC	Alternate Center
AT	Alternate Center
HS	HOME SCHOOL

Temporary Account Numbers

ACCOUNT NUMBER	FAMILY CODE	LAST NAME	FIRST NAME	CAMPUS	GRADE	STATUS	GUARDIAN NAME
9900 + clerk #	9900000	CASH	ADULT	ASSIGNED	E	Y	ADULT CASH ACCTS
9800 + clerk #	9800000	CASH	STUDENT	ASSIGNED	ASSIGNED	C	STUDENT CASH ACCTS
9700 + clerk #	9700000	CASH	VISITOR	ASSIGNED	E	Z	VISITOR CASH ACCTS
9600 + clerk #	9600000	STAFF	CAFE	ASSIGNED	E	X	CAFE STAFF ACCTS

Student Master User Codes

User codes are assigned in the student masterfile but must be set up under Systems Maintenance prior to assignment.

Code	Explanation
01	HEAD START
10	HOMELESS
11	RUNAWAY
12	MIGRANT

MENU MASTERFILE MAINTENANCE FS-01-02

This option is utilized to add, change, or delete menu items. The operator will select FS-01-02, then A=Add, C=change, D=Delete. The system will then prompt for the campus number and the meal type.

66.142.71.169 - Remote Desktop

24.155.255.90 - PuTTY

AUG 5, 2010 SCHOOL MENU FILE MAINTENANCE CHANGE SCH006II131

SCHOOL NUMBER ----[0001] S.D. High School
MEAL TYPE -----[]
MEAL ITEM NUMBER -[]

SELECT MEAL TYPE

** REGULAR TERM **

B = Breakfast
L = Lunch
A = After School Snack
J = Express Ala Carte
S = Snack Bar

** SUMMER PROGRAM **

F = First Meal(Breakfast)
M = Mid Day Meal(Lunch)
Q = Quick Meal(Snack)
E = Evening Meal(Supper)

MEAL TYPE: []

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The operator will then be prompted for the item number. If in the Change or Delete mode the item's current info will be displayed. If in the Add mode the fields will be blank to be completed by the operator.

66.142.71.169 - Remote Desktop

24.155.255.90 - PuTTY

AUG 5, 2010 SCHOOL MENU FILE MAINTENANCE CHANGE SCH006II131

SCHOOL NUMBER ----[0001] S.D. High School
MEAL TYPE -----[L]
MEAL ITEM NUMBER -[01] RESERVED FOR REIMBURSABLE MEALS

01= ITEM DESCR ----[CHEZ BURGER]
02= CLASS -----[R]
03= ITEM PRICE ----[1.50]
04= REDUCED PRICE -[.40]
05= STAFF PRICE ---[2.50]
06= VISITOR PRICE -[2.50]
07= 2ND MEAL PRICE-[1.50]

ALL OK?(Y/N)-[]

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NOTE: Item numbers 1-14 are reserved for reimbursable meals only!!

SCHOOL MASTERFILE MAINTENANCE FS-01-03

This option allows the operator to add, change, or delete information pertinent to a particular school/campus. Such as: campus type, NSLP flag, Severe need, labor hours, off campus prices, etc.

66.142.71.169 - Remote Desktop

24.155.255.90 - PuTTY

AUG 5, 2010 CAMPUS FILE MAINTENANCE CHANGE SCH002--31

CAMPUS ID: -----[0001]

01= CAMPUS DESC --[S.D. High School]

02= MANAGER NAME--[]

03= PHONE NUMBER--[] ** OFF CAMPUS PRICES **

04= CAMPUS TYPE --[H] 13= REDUC BREAK --[.30]

05= ATTEND PCTG --[93] 14= PAID BREAK --[1.25]

06= NSLP FLAG --[Y] 15= REDUC LUNCH --[.40]

07= SEVERE NEED --[N] 16= PAID LUNCH --[2.20]

08= ASSP FLAG --[Y]

09= SFSP FLAG --[Y] 18= EXPRESS INPUT-[Y]

10= PROVISION 2 --[] 19= HOMEROOM INPUT[N]

11= LABOR HOURS --[75.0]

12= CREDIT LIMIT -[Y] [5.00] 21= BALANCE NOTICE LIMIT --[N] [.00]

24= STATE ID -----[]

ALL OK?(YNC)-[Y]

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NOTE: The flags set here are specific to the particular campus and override any coordinating flags in the district masterfile.

ACCUCLAIM SUMMARY FILE FS-01-04

The Accuclaim Summary File houses and displays all accuclaim and income information by campus by date. This information is filled in automatically during the End of Day process.

66.142.71.169 - Remote Desktop

24.155.255.90 - PuTTY

AUG 5, 2010 ACCUCLAIM SUMMARY FILE MAINTENANCE CHANGE SCH007--27

SCHOOL NUMBER -[0001] S.D. High School

MEAL PROCESS DATE-[05-29-2010] SEVERE NEED --[N]

01= ELIG FREE -[] 17= CLERK TOTALS--[.00]

02= ELIG REDUCED -[] 18= CASH DEPOSITS-[.00]

03= ACTIVE PAID -[] Earned 19= CASH SHORT -[.00]

04= BREAK FREE -[] [] 20= \$ BRK-STUDENT-[.00]

05= BREAK REDUCED-[] [] 21= \$ BRK-STD-OTH-[.00]

06= BREAK PAID -[] [] 22= \$ BRK-ADULT -[.00]

07= BREAK ADULT F-[] 23= \$ BRK-ADT-OTH-[.00]

08= BREAK ADULT P-[] 24= \$ LCH-STD-A -[.00]

09= LUNCH FREE -[] [] 25= \$ LCH-STD-RED-[.00]

10= LUNCH REDUCED-[] [] 26= \$ LCH-STD-OTH-[.00]

11= LUNCH PAID -[] [] 27= \$ LCH-ADULT -[.00]

12= LUNCH ADULT F-[] 28= \$ LCH-ADT-OTH-[.00]

13= LUNCH ADULT P-[] 29= \$ SNACK STUD -[.00]

14= SNACK FREE -[] ** SUMMER FOOD PROGRAM **

15= SNACK REDUCED-[] 30=BREAK-[] 31=LUNCH -[]

16= SNACK PAID -[] 32=SNACK-[] 33=SUPPER-[]

ALL OK?(YNC)-[Y] Access Earned Meals Using Fields 34-39

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DISTRICT STATIC INFO FS-01-05

All information pertaining to the district is retained in this option.

Options 1-7 contain information pertinent to the district. NOTE: Both fields in option 6 must be completed in order to use automated upload of monthly claim to TDA.

Options 8-15 and 19-24 are the reimbursement rates as determined by the state.

Option 16 indicates the date the rollover was completed. The rollover prepares the system for the next school year.

Option 17 allows for the entry of prior date meals in the system. When entering prior date or backdating meals this flag must be set.

Option 18 indicates Provision 2 status and the base year info

Options 25-28 set the charge limit for a particular campus, staff, or status.

66.142.71.169 - Remote Desktop

66.90.221.9 - PuTTY

APR 7, 2014 DISTRICT STATIC INFO FILE MAINTENANCE CHANGE SCH003-

DISTRICT NUMBER -[01]

01= DIST NAME -[BIGTOWN ISD
02= DIST ADDRESS -[1254 MAIN STREEN]
03= DIST CITY-S-Z-[BIGTOWN, TEXAS 77722]
04= CONTACT PERS -[MARY SMITH]
05= TELEPHONE -[5-555-5512] 18= PROV. 2 -[N] BASE MO/YR-[]/[
06= DIST NO/CE ID-[111-111]/[00333] 19= REIMB REG SNK-[.0700]
07= COUNTY -[BIG COUNTY] 20= REIMB RED SNK-[.3900]
08= REIMB REG L -[.2700] 21= REIMB FREE SNK-[.7800]
09= REIMB RED L -[2.4600] 22= SFSP BREAKFAST-[1.5500]
10= REIMB FREE L -[2.8600] 23= SFSP LNCH/SUPP-[2.8600]
11= REIMB REG B -[.2700] 24= SFSP SUPPLEMNT-[.0000]
12= REIMB RED B -[1.2500] 25= ELEM. CR LIMIT-[999.99]
13= REIMB FREE B -[1.5500] 26= HS/MS CR LIMIT-[999.99]
14= SEVERE RED B -[.3000] 27= EMPLOYEE LIMIT-[999.99]
15= SEVERE FREE B-[.3000] 28= REDU. CR LIMIT-[999.99]
16= BAL FWD DATE -[08-31-2013]
17= POST DT ALLOW-[09-15-13] Type M for Meal Equivalence
Type S for Alt School Pricing
ALL OK?(YNC)-[*]
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NOTE: Type "M" @ ALL OK to set up values for Meal Equivalency; type "S" @ ALL OK to set alternative campus pricing

Meal Input Corrections FS-01-09

This option is used to key in Breakfast, Lunch, and snack meals to the school file or to make meal data entry corrections. It can be used for initial input where no meals have been posted or to make corrections to existing meals served by a clerk. For example lets say that clerk at a campus served to many paid reimbursable meals to a child's account. You can use the FS-01-09 option to make the correction as seen below. You will notice that the screen will prompt for the transaction date, and the type of meal you are correcting. After answering the questions the meal correction now resides permanently on file, but you must run an Accuclaim update (FS-01-10) on the desired date for it to show on your final records.

66.142.71.169 - Remote Desktop

24.155.255.90 - PuTTY

AUG 5, 2010 FOOD SERVICES MEAL PROCESSING SCH120II45

S.D. High School MEAL INPUT - LUNCH

STUDENT ID: 68414 MEGAN ABEL GRD: 10 BALANCE: 3.15

LINE	ITEM	DESCRIPTION	QTY	AMT	TODAY'S ACTIVITY
-01-	R				CHEZ BURGER 11 \$16.50
-02-					Type 'R' To Do A Reversal
-03-					
-04-					
-05-					
-06-					
-07-					
-08-					
-09-					

TOTAL DUE:

-10- AMT TENDERED:

-12- REF/CK# []

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CLERK NUMBER 501

Type "R" on line 1 of the meal input screen. The MEAL REVERSAL screen will display; then highlight the item to be taken off the account and press enter.

66.142.71.169 - Remote Desktop

24.155.255.90 - PuTTY

AUG 5, 2010 FOOD SERVICES MEAL PROCESSING SCH120II45

S.D. High School MEAL INPUT - LUNCH

STUDENT ID: 68414 MEGA MEAL INPUT REVERSAL ITEM LOOKUP CE: 3.15

LINE	ITEM	DESCRIPTION	QTY	AMT	ACTIVITY
-01-	R				
-02-					
-03-					
-04-					
-05-					
-06-					
-07-					
-08-					
-09-					

TOTAL DUE:

-10- AMT TENDERED:

-12- REF/CK# []

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13 CLERK NUMBER 501

Press <ENTER> to Accept
<ESC> to Cancel

The system will automatically reverse the items; correcting the meal count and the account balance simultaneously.

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66.142.71.169 - Remote Desktop
24.155.255.90 - PuTTY
AUG 5, 2010          FOOD SERVICES MEAL PROCESSING          SCH120II45
S.D. High School    MEAL INPUT - LUNCH

STUDENT ID: 68414 MEGAN ABEL          GRD: 10 BALANCE: 19.65

LINE  ITEM  DESCRIPTION  QTY   AMT      TODAY'S ACTIVITY
-01-   01    CHEZ BURGER   11-   16.50-    CHEZ BURGER  11  $16.50
-02-
-03-
-04-
-05-
-06-
-07-
-08-
-09-

TOTAL DUE: 16.50-
-10- AMT TENDERED:
-12- REF/CK# [ ]      RESET LAST LUNCH DATE? (Y/N) *

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13          CLERK NUMBER 501
  
```

NOTE: You can also use this program to post initial meals served at a campus. When using generic accounts it is best to only serve reimbursable meals. Use the student cash and adult cash accounts for other meal items that are not reimbursable items.

ACCUCLAIM UPDATE FS-01-10

Always perform an ACCUCLAIM UPDATE after making corrections to meals. This step reads the corrections into the ACCUCLAIM SUMMARY file to maintain historical data and for reporting purposes.

```

66.142.71.169 - Remote Desktop
24.155.255.90 - PuTTY
AUG 5, 2010          SYSTEMS DESIGN - FS2000          CRT501 (XQ=FM)  MEN301--37

UPDATE ACCUCLAIM MENU

01 = ACCUCLAIM UPDATE SINGLE DATE
02 = ACCUCLAIM UPDATE DATE RANGE

ENTER MENU OPTION-[ ]

Last Selection: FS-01-09 *** MEAL / CASH INPUT CORRECTION INPUT ***
CSDI (Developed by EDP Enterprises, Inc)
  
```

SERVING PRIOR DAYS MEALS

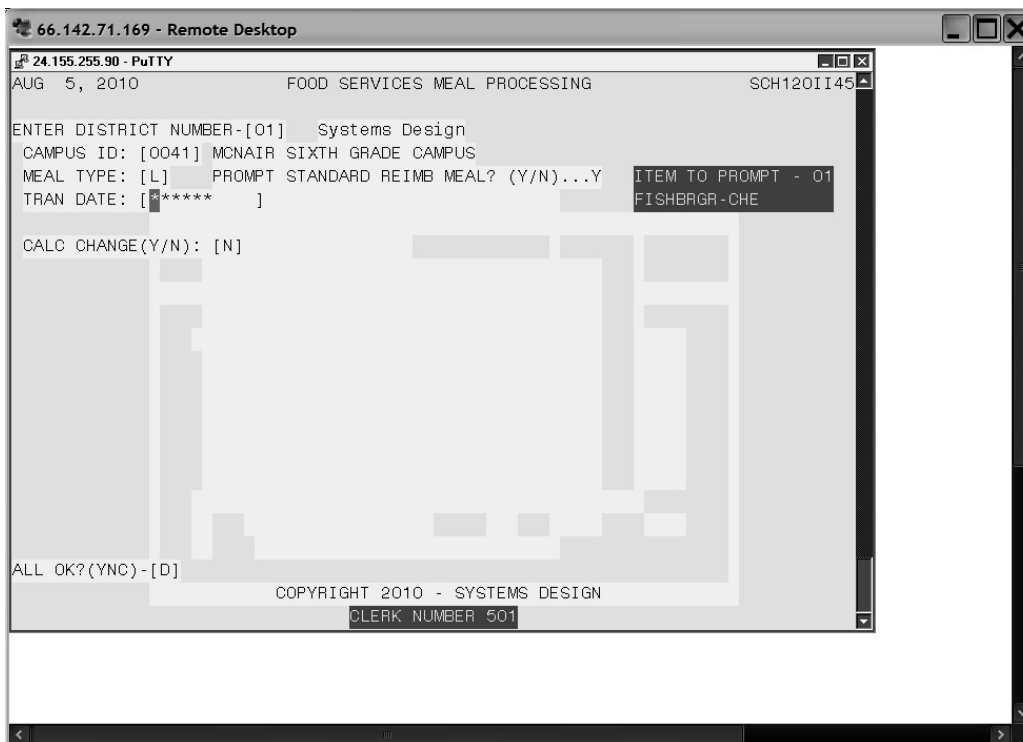
In the event the system is down and meals cannot be entered that day, this option allows for the system to be backdated so meals can be easily posted to the accounts.

1. Go to **FS-01-05** and change the date in **field 25** to the desired **previous** date you wish to allow clerks at the campuses to serve meals. This will allow clerks to back date only to the date specified.

2. The clerks will then need to enter MEAL PROCESSING using **FS-02-01** and enter the letter **"D"** (as shown below), when prompted at the bottom of the screen @ ALL OK?(Y, N, C).

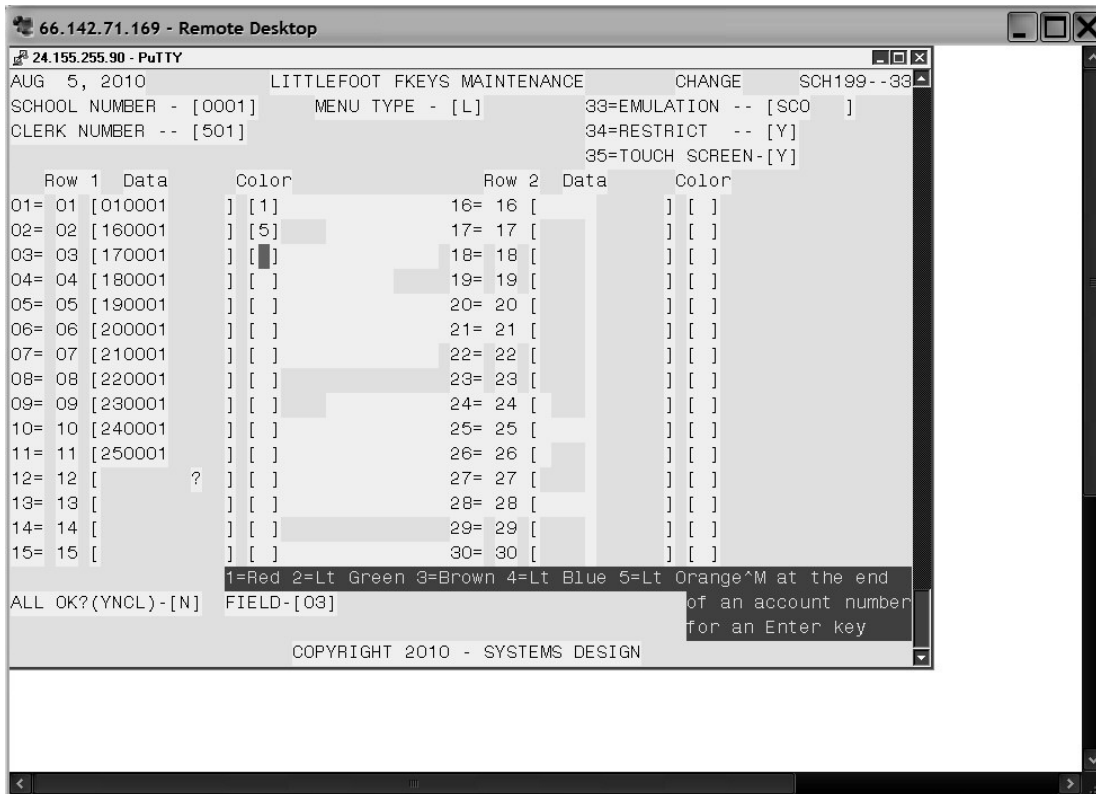
This will allow the clerk the ability to back date to the approved date you previously entered.

NOTE: Once the date is changed the date in the top left side of the screen will flash to the new date entered.



FUNCTION KEY MAINTENANCE FS-01-12

This option is used to assign the function keys (hot keys). In the Touch Screen mode you can also assign colors to the keys for easier recognition on the touch screen monitor. This option is also used to assign function keys (hot keys) on regular keyboards to assist cashiers in quickly entering additional items on accounts for purchase.



NOTE: In regular keyboard mode there are 24-function key available. In the Touch Screen mode there are 45 function keys available for each meal type.

TRANSFERRING FUNDS FROM STUDENT TO SIBLING

To transfer funds from one student's account to a sibling's account, simply use the Cash Receipts Posting under MEAL PROCESSING by answering the following setup questions:

1. Go to **FS-02-01** answer the initial questions campus (0041 for example) meal type (B or L) prompt standard meal (Y or N) and all OK (Y, N, C).
2. Then select **[2]** CASH RECEIPT POSTING
3. Then enter ID number of student you want to take money from (you can use? to look up name) then the **amount** (example 200- remember no decimal place) of transfer
4. Go to the bottom of the screen and @ ALL OK (Y,N,C) enter **N** and at LINE enter **[93]**. Remember your district may have a password. This will allow you to enter a **"T"** on line 3 and then prompt ID number of the student to receive the transferred money as shown below:

66.142.71.169 - Remote Desktop

24.155.255.90 - PuTTY

AUG 5, 2010 FOOD SERVICES MEAL PROCESSING SCH120II45

MCNAIR SIXTH GRADE CAMPUS CASH RECEIPTS

STUDENT ID: 70456 PAUL YBARRA BALANCE: .60-

TRANSFER TO: *****

01 - DATE: 08-05-2010

02 - REF/CK# 000000

03 - TYPE: T VALID CODES ARE:

04 - AMOUNT: .00

A - ADJUSTMENT

R - CASH RECEIPT

N - RETURNED CK

B - BALANCE FWD

T - TRANSFER TO

E - REFUND

ALL OK?(Y,N,C)...N LINE-[93]

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CLERK NUMBER 501

NOTE: This is a back office function. You would not want to give the code "93" to campus personnel.

ADJUSTING ACCOUNT BALANCES AND ACCESSING SPECIFIC AUDIT CODES

At times back office staff may need to make an adjustment to a student's account. Various situations can create the need for these adjustments. Such as; a student withdraws from school and the balance of their account is refunded to them, or reverse funds from an insufficient check, or transfer money from one students account to another.

66.142.71.169 - Remote Desktop

24.155.255.90 - PuTTY

AUG 5, 2010 FOOD SERVICES MEAL PROCESSING SCH120II45

MCNAIR SIXTH GRADE CAMPUS CASH RECEIPTS

STUDENT ID: 70456 PAUL YBARRA BALANCE: .60-

01 - DATE: 08-05-2010

02 - REF/CK# 000000

03 - TYPE: R VALID CODES ARE:

04 - AMOUNT: .00

A - ADJUSTMENT

R - CASH RECEIPT

N - RETURNED CK

B - BALANCE FWD

T - TRANSFER TO

E - REFUND

ALL OK?(Y,N,C)...N LINE-[93]

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CLERK NUMBER 501

To make an adjustment to an account:

1. Go to FS-02 MEAL PROCESSING MENU. Then log into the appropriate campus. NOTE: It doesn't matter which MEAL TYPE you select. There is only one money account.
2. Then select TYPE [2] CASH RECEIPTS POSTING.
3. At STUDENT ID; enter the student or adult account number to be adjusted
4. At 04-AMOUNT, enter the amount to be adjusted and press enter
5. At the ALL OK? (Y,N,C), type "N"; then at LINE-[], type in access code 93(as shown above)
6. The cursor then goes to 03-TYPE: and the VALID CODES ARE: displays on screen (as shown above).
7. Select the code based on the type of adjustment being made on this account and enter the single letter code on LINE 3, press enter.
8. Then at ALL OK?(Y,N,C) press enter to accept.

NOTE: The system will keep the last code entered until the operator changes it or exits the program.

STANDARD REPORT OPTIONS

```
66.142.71.169 - Remote Desktop
66.90.221.9 - PuTTY
APR 7, 2014          SYSTEMS DESIGN - FS2000  CRT501 (XX=FM)  MEN301-

                          FOOD SERVICES REPORTS MENU

          *** STUDENT REPORTS ***
02 = LISTING BY SCHOOL, BY GRADE
03 = LISTING BY SCHOOL, BY ID#
04 = STUDENT BALANCES BY SCHOOL
05 = DISTRICT LISTING - ALPHA
06 = FREE-REDUCED LIST, BY SCHOOL
07 = EMPLOYEE LISTING, BY CAMPUS
08 = SELECT STATUS REPORT
09 = ARCHIVED F/R REPORT BY SCHOOL
10 = ARCHIVED DISTRICT LISTING
11 = CATEGORICALLY FREE LIST
12 = OTHER NOTIFICATION PRINT

          *** MISC REPORTS ***
14 = SCHOOL MENU LISTINGS
15 = SELECTED DATE MEAL SUMMARY
16 = SELECTED SUMMARY - PRIOR MONTH
17 = YEAR-END DROPS BALANCE REPORT
18 = PRINT NEGATIVE BALANCE NOTICES
19 = PRINT LOW BALANCE NOTICES
          *** EOM REPORTS ***
21 = ACCUCLAIM REPORTS MENU
    PRINT REIMBURSEMENT REPORT
23 = PRINT DAILY INCOME REPORT
24 = REIMBURSEMENT CLAIM MENU

          <ESC> = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[ ]

Last Selection: FS-01-05          *** DISTRICT STATIC INFORMATION ***
CSDI (Developed by EDP Enterprises, Inc)
```

Options 2 and 3 allow clerks to print Campus Rosters in Alpha or Numeric order and we suggest you use

E option for encryption of meal status

Option 4 allows clerk to print report shows student and adult balances positive, negative or both.

Option 5 prints a roster in Alpha order for the entire district.

Option 6 prints a Free & Reduced List for the campus.

Option 7 prints an Employee list (Teacher, Maintenance, and Café) for the district.

Option 8 allows the clerk the ability to print a report by a single status of Free, Reduced, Paid, or Denied.

Option 9 allows the clerk to print the Free/ Reduced report for a specific date in history for audit purpose.

Option 10 allows a clerk the ability to print a school roster (by home room or grade order) for prior date

Option 11 allows a clerk to run a report of all students that are categorically free

Option 12 Custom notice to parents stating child's ID number for meal serving prints two notices per page.

Option 14 prints the campus menus.

Option 15 and 16 allows managers to print a prior date meal transaction summary of meals severed or actual list of what every student purchased on that prior date.

Option 17 allows clerks to print a list of possible student balances dropped at the end of the year.

Option 18 prints negative balance notice to students that owe money by grade and homeroom.

Option 19 prints low balance notice to students with low balances by grade and homeroom.

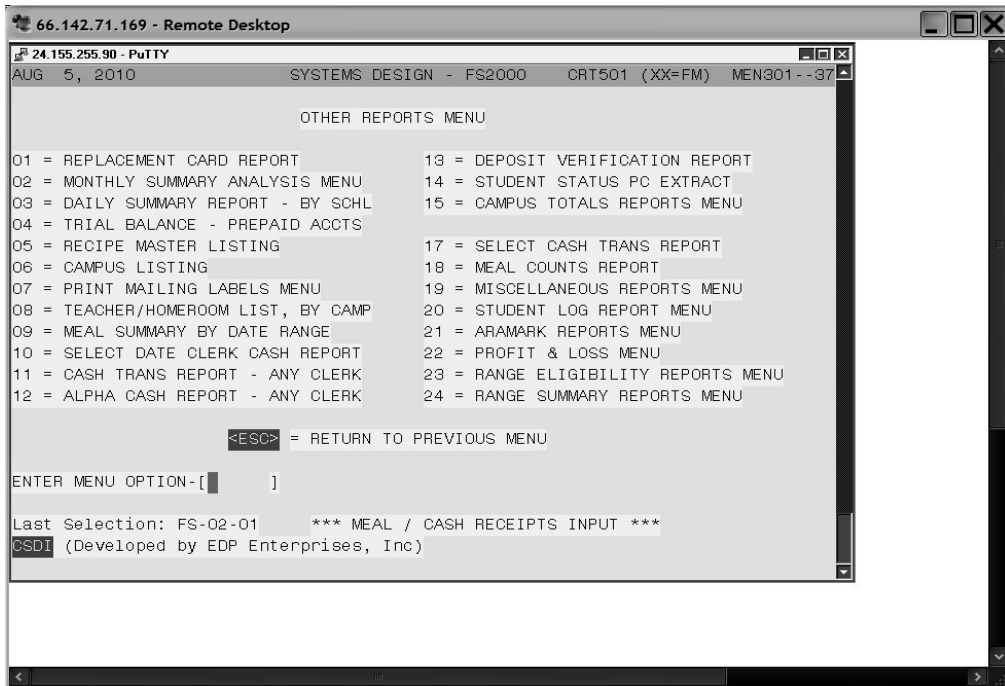
Options 21 through 24 are for End of Month and are in Texas State format!

****Note:** Under Option 24, Reimbursement Claim Menu:

You will use option 2 for the Site Based Claim

You will use option 3 for the Summer Feeding Claim

OTHER REPORTS OPTIONS FS-16



Option 1 prints a report by student showing the number of replacement cards issued.

Option 2 prints a report showing total income from cash sales and State reimbursement

Option 3 shows a one page snap shot of one day's student reimbursement counts, adult counts, cash sales amounts broken down by category, for each campus and a district total. This report also shows meal equivalencies and meal per labor hour break down by campus!

Option 4 prints report summarizing all prepaid and negative accounts for each campus

Option 5 is used to reflect recipe used for each reimbursable menu item served

Option 6 prints a list of campuses, TEA number and campus name

Option 7 prints a mailing label using Avery 6160 gummed labels

Option 8 prints a list of Homeroom Teachers with associated homeroom.

Option 9 prints a summary of meals items served and revenue generated for a specified time frame.

Options 10, 11, and 12 print a cash report for a specific clerk in alpha or numeric order.

Option 13 prints or displays on the screen deposits posted by the campuses.

Option 14 allows for an ASCII file to be generated that can upload student data to other programs like Excel

Option 15 prints a snap shot of positive, negative and net balances totaled by student, adult, and other. (See page 20 for description of these reports.)

Option 16 prints the Ethnic totals by grade by campus.

Option 17 prints a report by cash transaction (receipt, adjustment, balance forward, NFS checks or sales) sorted by campus, clerk, and grade.

Option 18 prints a list by student by grade showing the total number of meals served to each student by date range.

Option 19 prints reports for all alert messages, and students who changed ID numbers.

Option 20 is a report by student showing all enrollments and with draw dates and any meal status changes.

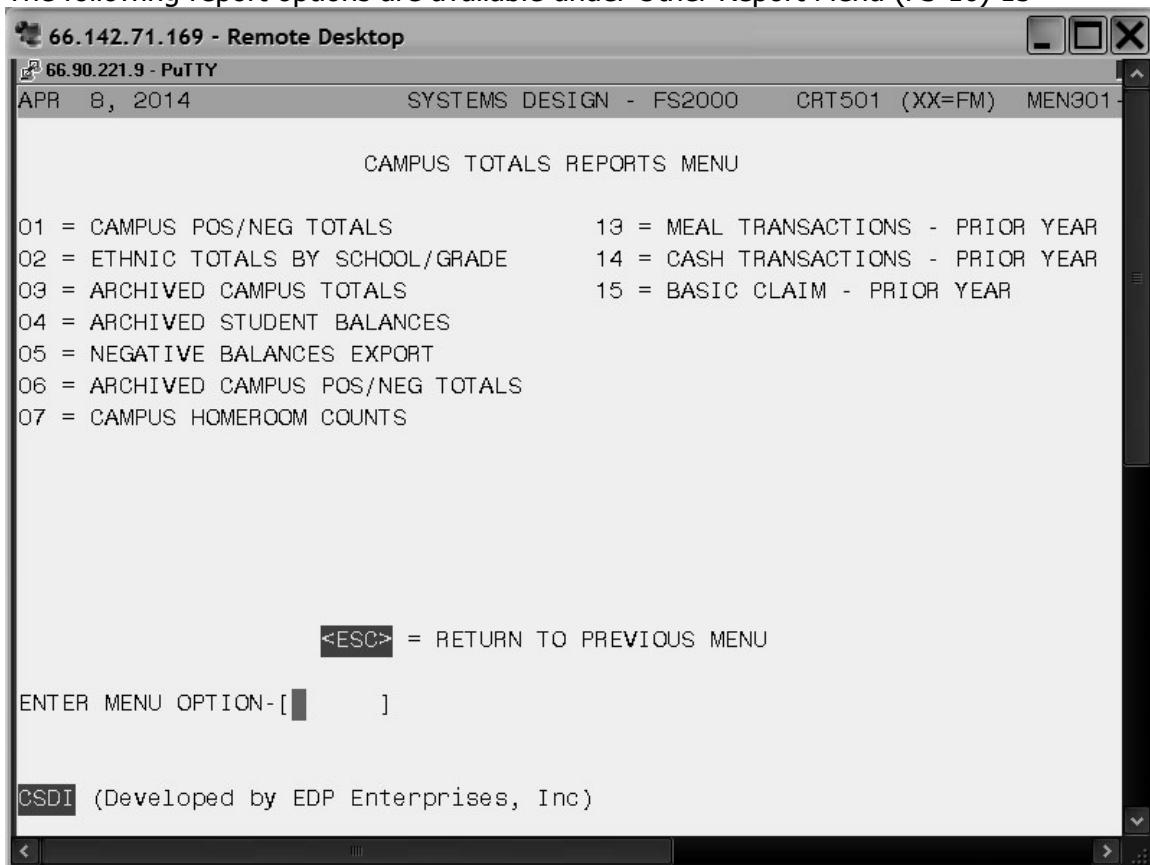
Option 21 customized ARAMARK reports.

Option 22 is for profit and loss reports by campus including district average.

Option 23 and 24 are various range summary reports available by date range broken out by meal type and campus. (See page 21 for instructions for Severe Need calculations.)

Campus Totals Report Options

The following report options are available under Other Report Menu (FS-16) 15



Option 01 This option will give you a report by campus of Current Positive and Negative balance totals.

Option 02 This option will give you a report by campus and grade of the ethnic totals.

Option 03 This will provide the same information as option 1 but with archived information.

Option 04 This report will give you the balance per student with archived information.

Option 05 This will produce a file in a cvs format to export student balances to excel

Option 06 This will produce a file in a cvs format to export campus balances to excel

Option 07 This will produce a report that lists the teacher's name and number of students that are in each homeroom by campus.

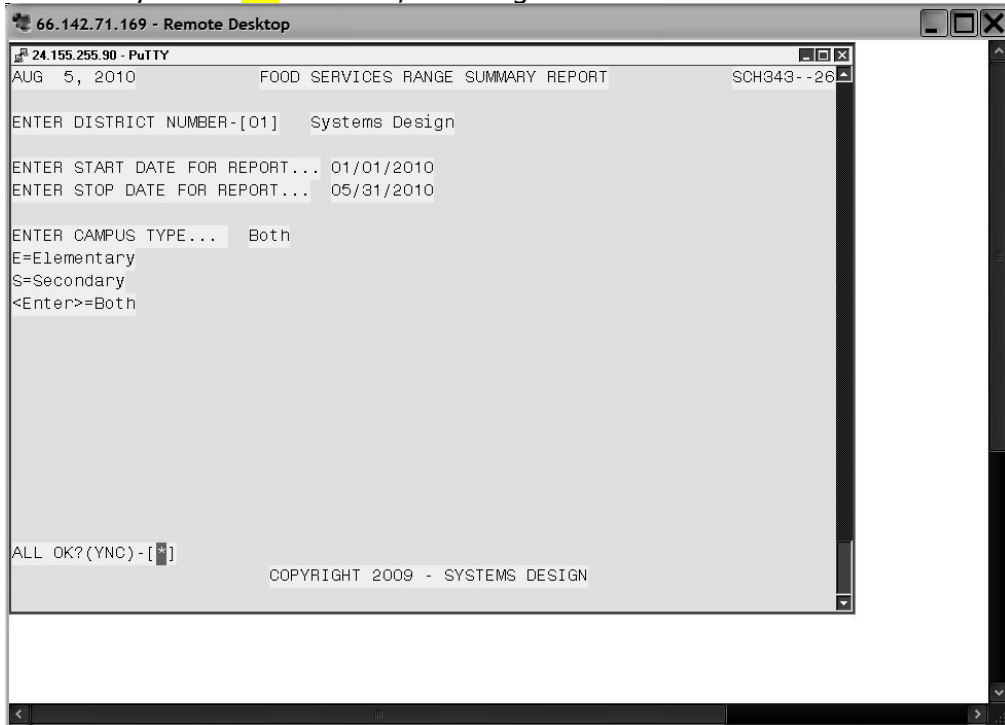
Option 13 This report will provide any meal transaction (B,L,or A) from a prior year.

Option 14 This report will provide any cash transaction for any clerk from the prior year

Option 15 This option will let you print a Site Based Claim from a prior year.

Severe Need Calculations Report

Systems Design can provide you with information you need to fill out the questions for Severe need Breakfast Program. Simply go to the master menu and select **FS** (Food Service), then select **16** (Other Reports Menu) then select **24** (Range Summary Report), then finally select **01** for NSLP/SBP Programs as seen below:



You will then be prompted to enter the start date and stop date of the report. The state requests that the start date be 07/01 of a given year and the stop date 06/30 of the next year. Then you will be prompted to enter "E" for Elementary or "S" for Secondary. For both simply hit the **enter key**. This will provide you a report with all the information required by campus.

STUDENT MEAL/BALANCE INQUIRY FS-03

This option allows the operator to access, view, and/or print the account history for every student and staff. Options 1 and 2 access the current month files. Options 15, 16, and 20 access current and previous months files. Option 22 prints a statement of account. Each option allows the operator to select a start and stop date.

```
66.142.71.169 - Remote Desktop
24.155.255.90 - PuTTY
AUG 5, 2010          SYSTEMS DESIGN - FS2000      CRT501 (XX=FM)  MEN301--37

      STUDENT MEAL/BALANCE INQ MENU

      ** CURRENT PERIOD INQ/PRINT **          ** ALL PERIOD SHORT FORM **
                                         INQUIRY/PRINT
01 = MEAL ACTIVITY                        15 = MEAL ACTIVITY
02 = CASH ACTIVITY                        16 = CASH ACTIVITY

                                         ** ALL PERIOD EXTENDED FORM **
                                         INQUIRY/PRINT
                                         20 = CASH ACTIVITY
                                         22 = ACCOUNT TRANSACTION STATEMENT

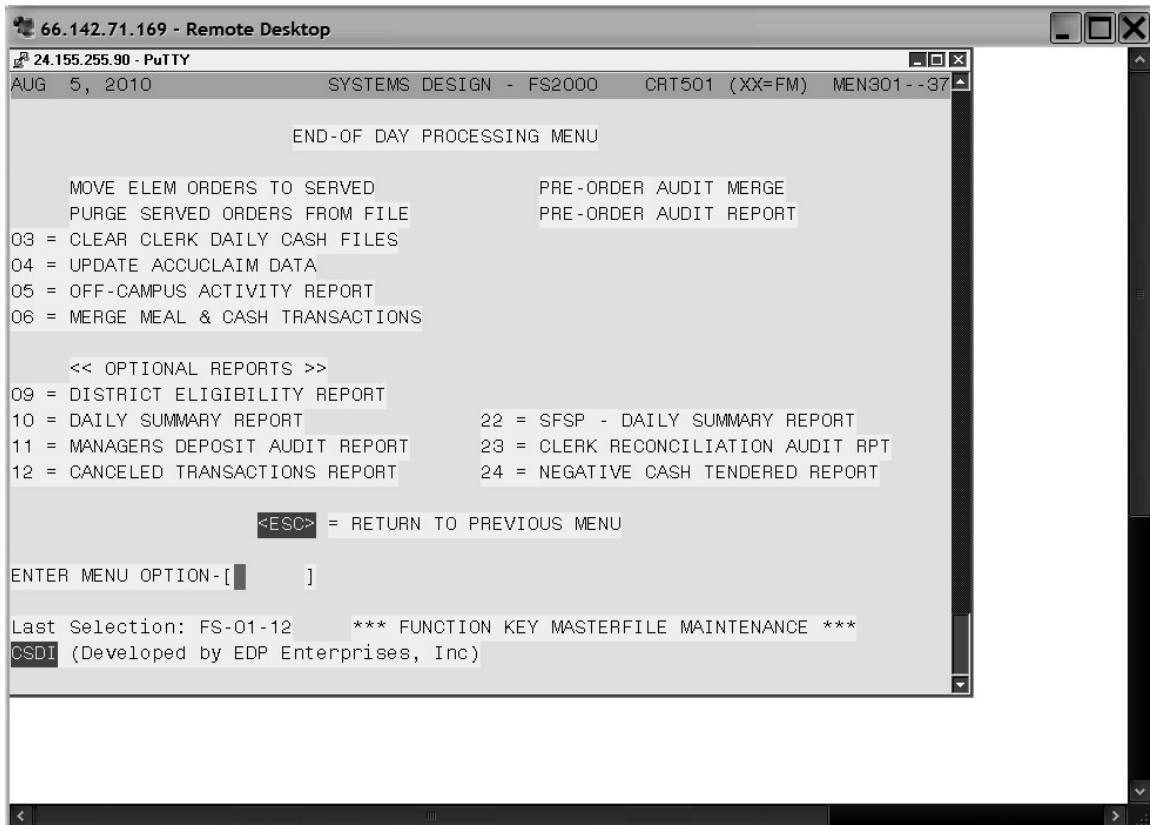
      <ESC> = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[ ]

Last Selection: FS-01-12      *** FUNCTION KEY MASTERFILE MAINTENANCE ***
CSDI (Developed by EDP Enterprises, Inc)
```

NOTE: The account activity can be viewed on screen or printed based on the operator's response to the on screen prompts.

END OF DAY PROCESSING FS-07



The screenshot shows a remote desktop window titled "66.142.71.169 - Remote Desktop". Inside the window is a terminal window titled "24.155.255.90 - PuTTY". The terminal displays the "END-OF DAY PROCESSING MENU" with the following options:

```
AUG 5, 2010          SYSTEMS DESIGN - FS2000      CRT501 (XX=FM)  MEN301--37

                        END-OF DAY PROCESSING MENU

      MOVE ELEM ORDERS TO SERVED          PRE-ORDER AUDIT MERGE
      PURGE SERVED ORDERS FROM FILE      PRE-ORDER AUDIT REPORT
03 = CLEAR CLERK DAILY CASH FILES
04 = UPDATE ACCUCLAIM DATA
05 = OFF-CAMPUS ACTIVITY REPORT
06 = MERGE MEAL & CASH TRANSACTIONS

      << OPTIONAL REPORTS >>
09 = DISTRICT ELIGIBILITY REPORT
10 = DAILY SUMMARY REPORT                22 = SFSP - DAILY SUMMARY REPORT
11 = MANAGERS DEPOSIT AUDIT REPORT      23 = CLERK RECONCILIATION AUDIT RPT
12 = CANCELED TRANSACTIONS REPORT      24 = NEGATIVE CASH TENDERED REPORT

      <ESC> = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[ ]

Last Selection: FS-01-12    *** FUNCTION KEY MASTERFILE MAINTENANCE ***
CSDI (Developed by EDP Enterprises, Inc)
```

All campus terminals must be logged off before the Food Service Office personnel completes the END OF DAY procedures. This routine prepares files for next days activity, causes certain files to merge and be placed in correct sequences, and backs up data for the day. This is an essential operation.

The following steps **must** be completed at the end of each school day:

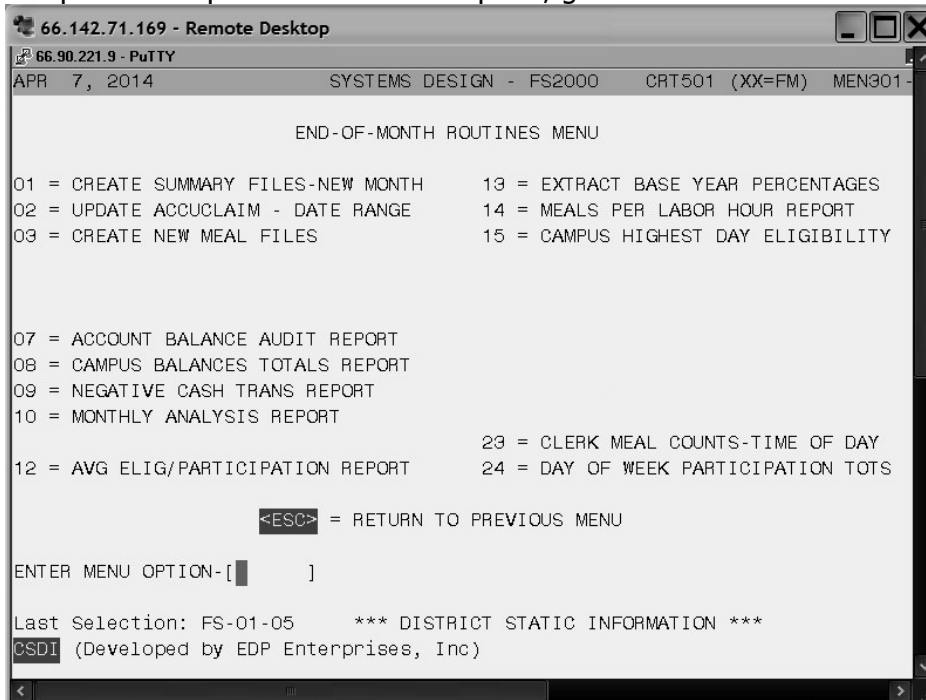
1. Access the Systems Design Food Service Menu.
2. From the Master Menu, select menu option FS and press enter.
3. Select option 07=End of Day Processing Menu
4. Then select option 03=Clear Clerk Files. NOTE: A DAILY MUST
5. Then select option 04=Update Accuclaim Data.
Note: Press Enter for today's date.
6. Then select option 05=Off-Campus Report. (Generates a report)
7. Then select option 06=Merge Meal and Cash Transactions

NOTE: Then print the following reports:

8. Option 09=District Eligibility Report may be run daily but is not a necessity
9. Option 10=Daily Summary Report. This is a snapshot of all the days' activity at each campus. A must for monitoring campus activity. (Generates a report.)
10. END OF DAY COMPLETE. LOG OFF

End of Month Report Options FS-08

This option is essential in closing the month and preparing for the new month. This should only be performed the last day of the month AFTER end of day has been completed. To print MONTH-END reports, go to FS-04.



Option **01** This step must be run and can be ran at anytime, it sets up the files for each campus for serving and recording meals and cash transactions.

Option **02** will allow you to run an update Accuclaim for every day of the month with one entry

Option **03** This allows the system to break up the meals into monthly totals for quicker operation.

This can only be run prior to serving the first meal of the new month. This step should never be run more than once and only at the end of the prior month.

Option **07** is a report of any accounts whose balance does not match the cash history report ending balance.

Option **08** This will produce a report showing the total cash balances (+ and -) for student and adults by campus

Option **09** This will produce a report showing all clerks negative cash transactions by campus

Option **10** This will produce a report show ALL income (state reimbursement, adult and student Ala cart, and the cash form student paid portion of reimburse-able meals by campus

Option **12** will print by a user defined date range the average enrollment by status (F,R,P) and participation level in each status by breakfast and lunch per campus.

Option **13** is for Provision 2 base year information

Option **14** will give you the detail and average MPLH for each campus

Option **15** is a report of the highest day eligibility (F,R,&P) at each campus over a date range.

Option **23** provides meals counts for any given time

Option **24** gives a report by campus showing each meal (B & L) totals by the day of the week

TO LOG OFF AT THE END OF THE DAY

1. @ ENTER MENU OPTION **(QU)** PRESS ENTER
2. @ C TO CONTINUE, X TO LOGOFF, **PRESS X THEN ENTER**
3. IT IS NOW SAFE TO TURN THE POWER OFF TO THE TERMINAL or SHUTDOWN THE PC.

POINT OF SALE SHORTCUTS AND HELPFUL HINTS

The following are shortcuts and helpful hints designed to minimize keystrokes for cashiers and assist in troubleshooting minor issues.

POS SHORTCUTS

All of these are utilized in the meal input screen

1. To serve a PARENT MEAL on their child's account-
 - a. Input student ID
 - b. Serve student meal and ala cart items
 - c. Then on the next entry line, type **P1** (for Parent Meal) and press enter, the system will then prompt you for the quantity of Adult Visitor meals you want to serve at the visitor price which is deducted from the child's account
2. If cursor is blinking at the amount tendered line (line 10) and you need to go back up to serve additional items—Simply press the arrow up key
3. If you pull up the wrong student's account, simply press the ESC (escape) key to go back to Student ID
4. To make a meal data entry error correction; use the REVERSAL option. Type **"R"** on line 1 of the meal input screen to bring up the Reversal Screen.
5. Pay close attention to the on screen ALERT messages. Alert messages appear highlighted on screen when a clerk is about to perform a function that is questionable. The clerk MUST answer the ALERT message by typing "y" to accept, or "N" to decline. There is also a new MEMO message that will display for a student with a long allergic message. This MEMO will display up to 180 characters of information but the clerk only has to press the enter key to remove the MEMO message.

HELPFUL HINTS

1. ATTACH A PRINTER—If the printer does not print, first check the power and cables are securely attached. Then clerks can use Option FS-02-11 to check the status of their printer and Option FS-01-11 to attach their printer.

1. UNLOCK A TERMINAL--In the event a terminal freezes or displays on screen 'PROCESS IS RUNNING', clerks can unlock the terminal. If you are logged into the system; at the ENTER MENU OPTION type **[UNLOCK]**, then enter your password. The system will prompt the clerk to enter the clerk number to be unlocked. This allows clerks to unlock each other.
2. To UNLOCK your own TERMINAL--There is a method to "Unlock "yourself when "I-Shell is already running ". You can perform this operation by entering the following at the login prompt:

At Login: **unlock** (press enter)

At Password: **usda92** (which is not displayed on the screen)(press enter)

The operator will be prompted to enter the clerk number to be unlocked. You need only enter your **3 digit clerk number then press the enter key.** The program will then unlock the desired clerk and return the operator back to their original login screen, where the operator can now login.