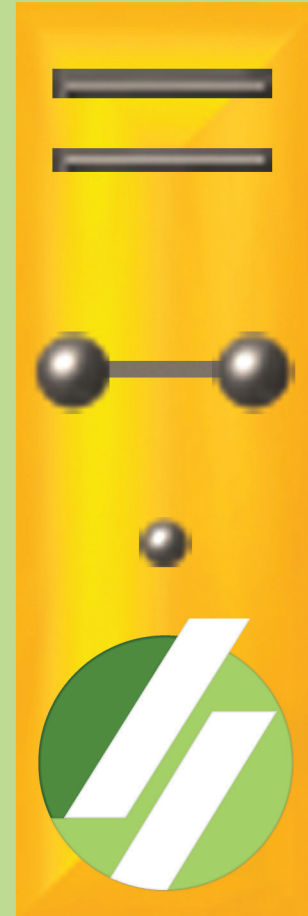
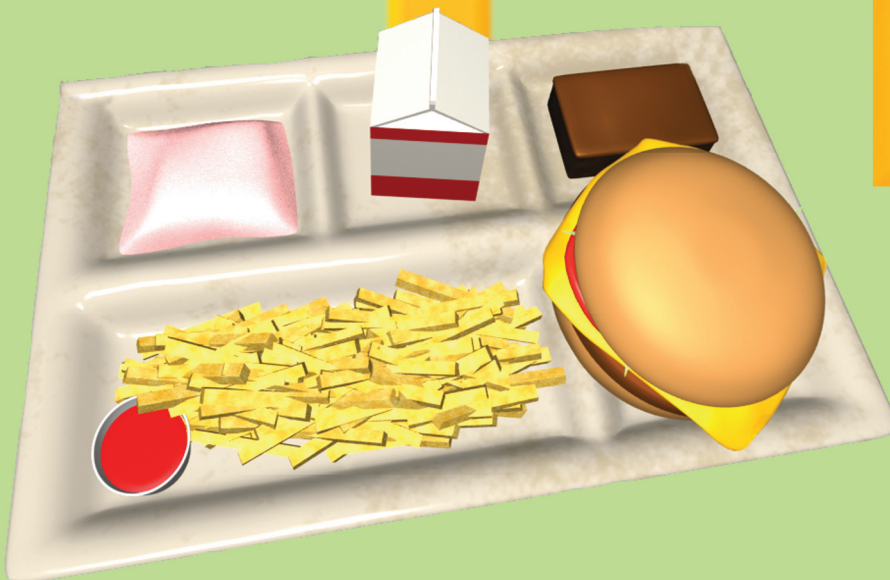


# Clerk's Manual Point of Sale SYSTEMS DESIGN



**systems design**

FOOD & NUTRITION MANAGEMENT SYSTEMS

SYSTEMS DESIGN

# **Clerk's Manual for Point of Sale**

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Clerk's POS Manual v.2

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## Surfing through the Menus

### Lesson 1: The Master Menu

login:

- lower case
- use login provided

X X X X X

Enter

Password:

- lower case

U S D A 9 2

Enter

ENTER PASSWORD:

- UPPERCASE

U S D A

```
SCO OpenServer(TM) Release 5 (csdiloan) (ttyp5)
Systems Design
login: mhf505
Password:
```

#### Notes:

Login Provided: \_\_\_\_\_

The first login and password are lower case sensitive. Turn CAP LOCKS on after the first login and password as the system only responds to CAPS after that point.

```
SYSTEMS DESIGN Application Software
Copyright 2006
For support, CALL (800) 887-1828
www.systemsdesignusa.com
```

ENTER PASSWORD \* \* \* \*

NOTE: Make sure CAPS LOCK is turned ON

## SYSTEMS DESIGN

ENTER TERMINAL OPERATOR  
INITIALS:

- Personal Initials
- UPPERCASE

X X X

OK? (Y/N)

Y

ENTER TERMINAL OPERATOR INITIALS - [BJH]

OK? (Y/N) - [ ]

## Lesson 2: The Clerk's Screen

ENTER MENU OPTION:

FOOD SERVICES SYSTEM

F S

Enter

```

MASTER MENU

FS = FOOD SERVICES SYSTEM      EM = E-MAIL MENU
IN = INVENTORY SYSTEM
TM = TIME CARD SYSTEM

<ESC> = TERMINATE MASTER MENU

ENTER MENU OPTION-[FS ]
    
```

ENTER MENU OPTION:

MEAL PROCESSING MENU

0 2

Enter

```

FOOD SERVICES MENU

02 = MEAL PROCESSING MENU      13 = STUDENT MASTERFILE INQUIRY
03 = STUDENT MEAL/BALANCE INQ MENU
04 = REPORTS MENU
05 = STUDENT ALPHA INQUIRY

<ESC> = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[02 ]
    
```

ENTER MENU OPTION:

MEAL INPUT / CASH RECEIPTS

0 1

Enter

```

MEAL PROCESSING MENU

01 = MEAL INPUT / CASH RECEIPTS      13 = SET-UP MENU CHANGES
02 = PRINT CASH TRANSACTION REPORT    14 = CASH REPORT - ALPHA
03 = PRINT MEAL TRANSACTION SUMMARY   15 = TRANS REPORT - ALPHA
04 = MANAGER'S DEPOSIT ENTRY          16 = CLERK RECONCILIATION
05 = OFF-CAMPUS ACTIVITY REPORT        17 = CAMPUS RECONCILIATION REPORT

11 = CHECK PRINTER
12 = ATTACH A PRINTER

<ESC> = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[01 ]
    
```

## SYSTEMS DESIGN

ENTER CAMPUS ID:

Use your campus ID #

X X X X

```
ENTER DISTRICT NUMBER-[01]  SYSTEMS DESIGN FOOD SERVICE
CAMPUS ID: [ ] <ESC> to Exit
MEAL TYPE: [ ]
TRAN DATE: [ ]

CALC CHANGE(Y/N): [N]
```

ENTER MEAL TYPE:

B – Breakfast  
L – Lunch  
A – After School Snack  
J – Junk Line  
S – Snack Bar

X

```
ENTER DISTRICT NUMBER-[01]  SYSTEMS DESIGN FOOD SERVICE
CAMPUS ID: [0041]          SIXTH GRADE CAMPUS
MEAL TYPE: [ ]
TRAN DATE: [ ]

CALC CHANGE(Y/N): [N]
```

### SELECT MEAL TYPE

```
** REGULAR TERM **
B = Breakfast
L = Lunch
A = After School Snack
J = Junk Line
S = Snack Bar

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

MEAL TYPE: [ ]
```

PROMPT MOST COMMON SERVED  
REIMBURSABLE MEAL

See Detail Next Page

```
ENTER DISTRICT NUMBER-[01]  SYSTEMS DESIGN FOOD SERVICE
CAMPUS ID: [0041] MCNAIR SIXTH GRADE CAMPUS
MEAL TYPE: [L]  PROMPT STANDARD REIMB MEAL? (Y/N)...Y
TRAN DATE: [ ]
```

ITEM TO PROMPT - \*\*

CALC CHANGE(

### MENU ITEMS INQUIRY

ITEMS	DESCRIPTION	PRICE	REDUCED	STAFF	VISITOR
1	MEAL	1.50	.40	2.60	2.60
2		2.00	.40	2.60	2.60
3	Most	1.75	.40	2.60	2.25
4	commonly	1.75	.40	2.60	2.25
5	served	1.75	.40	2.60	2.25
6	reimbursable	1.75	.40	2.60	2.25
7	meal	1.75	.40	2.60	2.25
8		1.75	.40	2.60	2.25
9		1.75	.40	2.60	2.25
10		1.75	.40	2.60	2.25

CLERK NUMBER 501



## SYSTEMS DESIGN

PROMPT MOST COMMON SERVED  
REIMBURSABLE MEAL DETAIL:

Use up & down arrow  
keys to scroll through  
reimbursable meal options

Enter

ITEM TO PROMPT - 01 MEAL  
SHOWS WHICH REIMB MEAL  
WILL BE AUTOMATICALLY  
ENTERED.

(CHOOSE MEAL & PRESS ENTER)

MENU ITEMS INQUIRY					
ITEMS	DESCRIPTION	PRICE	REDUCED	STAFF	VISITOR
1	MEAL	1.50	.40	2.60	2.60
2	PIZZA MEAL	2.00	.40	2.60	2.60
3		1.75	.40	2.60	2.25
4		1.75	.40	2.60	2.25
5		1.75	.40	2.60	2.25
6		1.75	.40	2.60	2.25
7		1.75	.40	2.60	2.25
8		1.75	.40	2.60	2.25
9		1.75	.40	2.60	2.25
10		1.75	.40	2.60	2.25

```
ENTER DISTRICT NUMBER-[01]  SYSTEMS DESIGN FOOD SERVICE
CAMPUS ID: [0041]           SIXTH GRADE CAMPUS
MEAL TYPE: [L]      PROMPT STANDARD REIMB MEAL? (Y/N)...Y
TRAN DATE: [07-21-2008]

CALC CHANGE (Y/N):
```

ITEM TO PROMPT - 01  
MEAL

CALC CHANGE (Y/N)

N

ALL OK? (Y/N)

Y

```
CALC CHANGE (Y/N): [N]

ALL OK? (Y/N) - [Y]
```

You will be directed to the Clerk's Screen.

### Notes:

Prompting a Meal: When an ID Number is entered, the most commonly served reimbursable meal will be prompted on the screen.

There may be a slight variation in your entry sequence if you operate a Snack or Junk Line or if you wish to not prompt a meal. Please ask your Cafeteria Manager.

## Serving Meals & Accepting Money

### CLERK INSTRUCTIONS

Serving meals and accepting money originates at the clerk screen. The single most important function of the clerk is serving meals to students and employees. The following three tasks **must be completed** to ensure system accuracy and efficiency:

RECORD THE STUDENT ID NUMBER  
RECORD ALL MEAL ITEMS SERVED  
RECORD ALL MONEY RECEIVED

### **Accuracy is Key!**

Accuracy is **key** for Reports, Student Accounts and Employee Accounts.

The accuracy of all the data compiled for the Federal and State reports is determined by the accuracy of the clerk at the Point of Sale. To ensure the data has been captured accurately and completely, two reports will be generated at the end of each meal to highlight any mistakes that were made during service.

The clerk will correct any mistakes through easy edit routines in the system's software. These methods will be covered in a later chapter.

The POS system allows for students and employees to maintain account balances which may be used for the purchase of reimbursable meals, a la carte food items, and snack items. Because these accounts are very similar to bank accounts, accuracy will be important on all transactions. These balances may be used and/or received/reviewed at any meal facility in the entire district. The system maintains complete cash transactions on each individual so the account holder may audit their cash transactions to ensure accuracy.

**Only one reimbursable meal per student, per meal will be allowed on the system.** If the message: "LUNCH (OR BREAKFAST) ALREADY SERVED THIS STUDENT" appears on the screen then that student ID number has already been presented to the clerk for that service. An additional meal may be served, but it will be charged and will not count on any reports as a reimbursable meal.

The clerk is not required or permitted to identify the student as free or reduced status. The POS system discretely handles the status of each student, as determined by the district's free and reduced application program. The correct price will be charged if all applications are current. If a clerk questions the status of a student, they should go through the proper channels to ensure the system reflects the correct status. If a free or reduced student appears as paid, an application may not be on file for the student. The parent should complete an application for the student.

## **SYSTEMS DESIGN**

### IDENTIFICATION OF STUDENTS/EMPLOYEES

There are 4 methods of identifying a student/employee at meal service:

#### ID CARD

This is the most efficient method of entry. The clerk scans the barcode on the ID CARD with the barcode reader at the point of sale.

#### MANUAL ID ENTRY

The student/employee voices their ID number, and the clerk enters the ID # on the keypad.

#### STUDENT KEYPAD ENTRY

The student/employee enters their ID # on a keypad near the point of sale.

#### ID LOOK-UP

The clerk performs a look-up of a student/employee ID (covered in a later chapter).

### MORE ON REIMBURSABLE MEALS

Clerks must be familiar with the components of reimbursable meals in order to record the meal accurately. The system will prompt the most common meal served, which is the reimbursable meal. If that meal is not served, the reimbursable meal must be taken off (press the up arrow key). The correct meal or a la carte items may be recorded. Counting meals served is the basis for the district's monthly reimbursements, so accuracy is important.

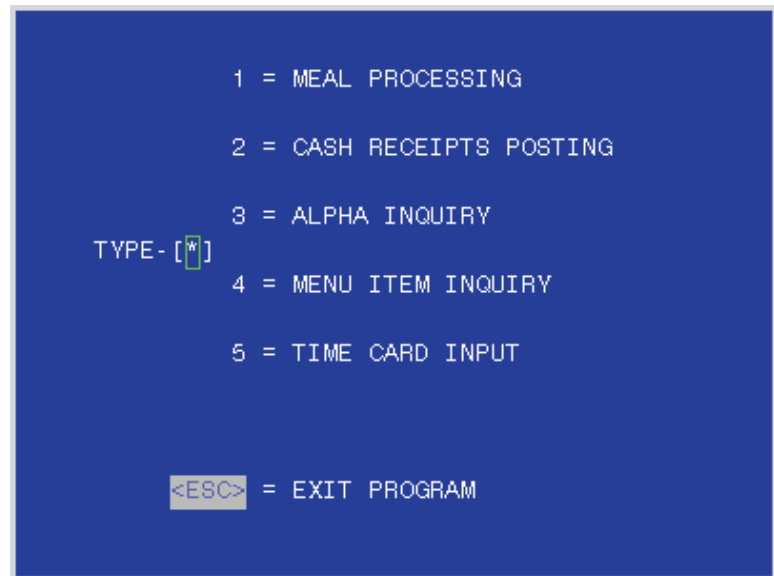
## Lesson 3: Food Services Meal Processing

This is the clerk's screen. You will reach this screen by following the instructions in Lesson 2. There 5 functions that can be prompted at this screen.

For this lesson select:

MEAL PROCESSING

1



The following screen is the MEAL INPUT Screen. This particular screen shot indicates that LUNCH is being served.

**TIP:** The <ESC> (Escape) key will take you back one screen.

STUDENT ID:

ENTER STUDENT ID (Use scanner, keypad or look-up)

X X X X X X

Enter



## SYSTEMS DESIGN

This is the MEAL INPUT screen. Notice, again at the top of the screen, that you are serving LUNCH. Also listed are STUDENT ID #, NAME, GRADE and BALANCE. The pictured student has an ID # of 76877 and is in GRD 08 with a BALANCE of 3.75.

As soon as the ID # is entered, the system pulls up the most commonly served meal, and in most cases the system will prompt the reimbursable meal unless you did not choose to prompt a meal earlier. One example for not prompting a meal could be a snack line.

In the example below the clerk can assume this student is free status because an amount of .00 appears in the AMT line. If this were not a free student, a dollar amount would appear in the AMT line. A small amount (.40) would indicate a student of reduced status.

```
SIXTH GRADE CAMPUS      MEAL INPUT - LUNCH

STUDENT ID:      76877                      GRD: 08  BALANCE:      3.75

LINE  ITEM  DESCRIPTION  QTY    AMT
-01-   01    MEAL             1      .00
-02-
-03-
-04-
-05-
-06-
-07-
-08-
-09-

      TOTAL DUE:           .00
-10- AMT TENDERED:        .00
-12- REF/CK# [           ]

ALL OK?(Y,N,C,M,R,E) *
```

To complete the recording of this meal the clerk must determine if the student wishes to purchase additional items. If no additional items are desired the clerk will press:

This will take the clerk to the AMT TENDERED line.

The system will automatically place .00 in the AMT TENDERED field and ask the clerk ALL OK? Y(YES)

Entering Y accepts the transaction and sends it to the main processor where it becomes part of the permanent records.

## SYSTEMS DESIGN

If the clerk had selected N(NO)

**N**

to the ALL OK question the clerk would be prompted for which LINE needed to be corrected.

ALL OK?(Y,N,C,M,R,E) N LINE-[\*\*]

At this point the clerk may correct any mistakes made on the LINE.

If the clerk had selected C(CANCEL)

**C**

then the entire screen is erased, all entries are cancelled prior to their recording and the original MEAL INPUT screen returns for a new entry.

If the clerk had selected M(MONEY)

**M**

then the cursor moves to LINE -10- AMT TENDERED where the correct money amount can be entered.

To review the keystrokes needed to complete a quick free meal transaction without added items, follow these steps:

X X X X X X

Enter

Enter

Y

### Notes:

At any time before the clerk enters the AMT TENDERED the up arrow key will move the clerk between the LINES. The down arrow will move the clerk to AMT TENDERED line.

To review the keystrokes needed to complete a quick reduced meal transaction without added Items, follow these steps:

X X X X X X

Enter

Enter

(ENTER AMT TENDERED – NO DECIMALS)

Enter

Y

**REMEMBER:** Only one reimbursable meal per student, per meal will be allowed on the system. If the message: "LUNCH (OR BREAKFAST) ALREADY SERVED THIS STUDENT" appears on the screen then that student ID number has been presented to the clerk a second time. An additional meal may be served, but it will be charged and will not count on any reports as a reimbursable meal.

GRADE		CAMPUS		MEAL INPUT - LUNCH	
STUDENT ID:		76877		GRD: 08	BALANCE: 3.75
LINE	ITEM	DESCRIPTION	QTY	AMT	TODAY'S ACTIVITY
-01-	01	MEAL	1	1.50	MEAL 1 \$0.00
-02-					
-03-					
-04-					
-05-					
-06-					
-07-					
-08-					
-09-					
LUNCH ALREADY SERVED TO THIS STUDENT!!					
TOTAL DUE:		1.50			
-10-	AMT TENDERED:		1.50		
-12-	REF/OK# [ ]				
ALL OK?(Y,N,C,M,R,E) *					

## Lesson 4: The MEAL INPUT Screen – Accepting Money

In the last lesson, Free/Reduced transactions were discussed. This lesson will cover transactions that will prompt the clerk to accept money and checks. In the example below, this student has a balance but is tendering money to the clerk instead of using the account balance.

The steps are similar to the Free/Reduced transactions with the exception of entering additional items by using special function keys and accepting money. The special function keys have already been determined by the items served at your district and are posted on a template at each clerk's station. You will find them at the top of your keyboard.

```

SIXTH GRADE CAMPUS      MEAL INPUT - LUNCH

STUDENT ID:      76946  ERIN BADLEY      GRD: 09  BALANCE:   12.26

LINE  ITEM  DESCRIPTION  QTY    AMT
-01-   01    MEAL          1      2.20
-02-   16    MILK/JUICE    1      .40
-03-
-04-
-05-
-06-
-07-
-08-
-09-

      TOTAL DUE:      2.60
-10- AMT TENDERED:
-12- REF/CK# [      ]

```

- 🍋 The top line identifies SCHOOL CAMPUS and which MEAL is being served (LUNCH)
- 🍋 STUDENT ID: #, STUDENT NAME (ERIN BRADLEY), GRADE (09) and BALANCE (12.26)
- 🍋 LINE 01 – ITEM 01 – REIMBURSABLE MEAL PROMPTED
- 🍋 The MEAL QTY is 1
- 🍋 The meal AMT is 2.20

(Notice the amount: If the amount were 0 then this would be a FREE meal. If the amount were .40 the meal would be reduced. This example is neither FREE nor REDUCED. The student will owe money when the transaction is completed.

- 🍋 LINE 03 – ITEM 16 – The student adds a beverage (MILK/JUICE), QTY1, AMT .40
- 🍋 TOTAL DUE – 2.60

In the example above, the clerk will enter the Student ID #, the reimbursable meal will be prompted and the function key for MILK/JUICE will be pressed (in the example the function key is 16). A QTY of 1 will be automatically entered. The clerk will enter 260 (no decimals) in the AMT TENDERED line, press enter and confirm the transaction is complete/correct by pressing Y.



## SYSTEMS DESIGN

To review the keystrokes needed to complete a meal transaction with added Items, follow these steps:

X X X X X X

Enter

(PRESS FUNCTION KEY)

Enter

(ENTER AMT TENDERED)

Enter

Y

If the student had been using the account balance amount the clerk would press the ENTER key in the AMT TENDERED field. The AMT TENDERED field would populate with .00 and 2.60 would be deducted from the student's account.

## Lesson 5: Receiving Money on Account while Serving Meals

Clerks may also receive money on accounts while serving meals. This lesson covers accepting checks, logging check numbers (REF) and accepting cash on account while serving meals.

STUDENT ID:

- ENTER STUDENT ID (Use scanner, keypad or look-up)

X X X X X X

Enter

ITEM NUMBERS

- ENTER ITEM NUMBERS

REIMBURSABLE MEAL PROMPTED

- ADD MILK/JUICE

(PRESS FUNCTION KEY)

Enter

- ENTER AMT TENDERED (enter check amount with no decimals)

(ENTER AMT TENDERED)

Enter

- ALL OK? (R = Reference, record the check number – example number is 2255 )

R

Enter

(ENTER REF/CK#)

Enter

- ALL OK? (Y = Yes, accept & record transaction)

Y

```
SIXTH GRADE CAMPUS      MEAL INPUT - LUNCH
STUDENT ID: 76946*****
<ESC> to Exit
```

```
SIXTH GRADE CAMPUS      MEAL INPUT - LUNCH
STUDENT ID: 76946 ERIN BADLEY      GRD: 09  BALANCE: 30.76
LINE  ITEM  DESCRIPTION  QTY  AMT
-01-  01    MEAL          1    1.50
-02-  █
-03-
-04-
```

```
SIXTH GRADE CAMPUS      MEAL INPUT - LUNCH
STUDENT ID: 76946 ERIN BADLEY      GRD: 09  BALANCE: 30.96
LINE  ITEM  DESCRIPTION  QTY  AMT
-01-  01    MEAL          1    1.50
-02-  16    MILK/JUICE      1    .40
-03-  █
-04-
-05-
```

```
TOTAL DUE: 1.90
-10- AMT TENDERED: 2000 █
-12- REF/CK# [ ]
```

```
TOTAL DUE: 1.90
-10- AMT TENDERED: 20.00
-12- REF/CK# [2255**]
ALL OK? (Y,N,C,M,R,E) R  LINE-[12]
```

## SYSTEMS DESIGN

To review the keystrokes needed to complete a meal transaction with added Items and a check deposit, follow these steps: Remember the examples use sample function key numbers. Use your template to determine which function keys represent different menu items.

X X X X X X

Enter

(PRESS FUNCTION KEY)

Enter

(ENTER AMT TENDERED)

Enter

R

(ENTER REF/CK#)

Y

**Accepting Cash on Deposit:** The normal procedure for accepting cash for meals requires the clerk to record the amount that will be retained in the cash drawer and change is counted back. For example if the student meal total is 2.00, and the student presents a 5.00 bill to the clerk expecting change, the clerk will enter 200 in the AMT TENDERED field and count back 3 ones to the student. If the student intends for the change to go on his account the clerk will enter 500 in the AMT TENDERED field and 3 dollars will appear on the student's account.

## Lesson 6: Quick Alpha Student Look-up in MEAL INPUT

Student identification must be recorded accurately. There are several methods for entering student ID numbers including keypad, scanning an ID card and alpha look-up. On the occasion that a student does not have his ID card and/or cannot remember his student ID, the clerk may perform a quick alpha look-up while serving meals.

STUDENT ID:

- ENTER a question mark in the STUDENT ID field

?

Enter

NAME=

- ENTER student last initial, first initial, school (any or all)  
One or more characters of either name may be entered.

TYPE LAST INITIAL

Enter

TYPE FIRST INITIAL

Enter

SCHOOL

Enter

Use the up and down arrow keys to find the student. If the student does not appear:

F A C E Esc

Enter

MEAL INPUT - LUNCH

STUDENT ID: ?\*\*\*\*\*  
<ESC> to Exit

SIXTH GRADE CAMPUS MEAL INPUT - LUNCH

STUDENT ID: ?\*\*\*\*\*  
<ESC> to Exit

STUDENT NAME INQUIRY II

NAME=B E SCHOOL= 0041

STUDENT NAME INQUIRY II

NAME=B E SCHOOL= 0001

*AYALA, ALEXANDRIA	71924	0001	09
AYALA, CALVEN R	70024	0001	10
AYALA, KARINA G	70564	0001	09
AYALA, LUCAS G	67128	0001	12
AYALA, NICOLAS-KEEAN	71711	0001	09
AYALA, WILSON J	80907	0001	09
BADLEY, DAYSON T	77064	0001	11
BADLEY, ERIN A	76946	0001	09
BAERWALD, JENNIFER L	68719	0001	12
BAILEY, CHAD A	67129	0001	12

## SYSTEMS DESIGN

The escape key plus the enter key returns the clerk to the Student ID box for a chance to search with more detail. For example, if only the LAST INITIAL was entered it might be helpful to list part of the LAST NAME and the FIRST INTIAL, plus the SCHOOL.

If student inquiry is successful highlight the student with the up or down arrow key and press:



The clerk will be returned to the MEAL INPUT screen and may begin serving a meal to the student of inquiry.

To review the keystrokes needed to complete a successful STUDENT INQUIRY, follow these steps:



(ENTER INITIAL, PART OR ALL OF LAST NAME)



(ENTER FIRST INITIAL, PART OR ALL OF FIRST NAME)



(ENTER SCHOOL)



## Lesson 7: Quick Student MEAL INQUIRY in MEAL INPUT

A student MEAL INQUIRY may be conducted during MEAL INPUT if necessary. This inquiry can be helpful when information is needed quickly about a student's meal history or in case of meal corrections.

STUDENT ID:

- ENTER an I (for Inquiry) in the STUDENT ID field

I

Enter

```
SIXTH GRADE CAMPUS      MEAL INPUT - LUNCH
STUDENT ID: I*****
<ESC> to Exit
```

START DATE:

- ENTER for current day or enter a date to post a range from that date to the current date



Enter

-OR-

M M D D Y Y

Y

```
FOOD SERVICES MEAL INQUIRY      SCH925IU28
STUDENT ID: 076946 ERIN BADLEY      P START DATE: 10/01/2008
```

```
FOOD SERVICES MEAL INQUIRY
STUDENT ID: 076946 ERIN BADLEY      P START DATE: 10/01/2008
-----
DATE      MEAL ITEM      QTY      AMT      C      DATE      MEAL ITEM      QTY      AMT      C
-----
10-07     01 MEAL                1       2.20     Y
10-07     16 MILK/JUICE          1        .40     Y
```

After viewing the MEAL HISTORY the clerk can view ANOTHER STUDENT INQUIRY by selecting Y or go back to the MEAL INPUT screen by selecting N. The clerk cannot make corrections at this screen, but notes can be made to make the corrections in the MEAL INPUT screen which will be covered later.

## Lesson 8: Posting Cash Receipts

This routine is used to accept money on account when meals are not being served.

When to use CASH RECEIPTS POSTING:

- Record deposits made to accounts outside of serving times.
- Make corrections detected on the CASH REPORT.

\*Remember to log check numbers.

FROM TERMINAL OPERATOR'S  
MENU

Select Option 2 – CASH RECEIPTS  
POSTING

- Enter STUDENT ID # (Use scanner, keypad or look-up)

- 01 - The date will auto place
- 02 – Check # or ENTER
- 03 – Type– auto place (RECEIPT)
- 04 – AMOUNT – No Decimals

(ENTER AMOUNT)

ALL OK (Y,N,C)....

SIXTH GRADE CAMPUS		CASH RECEIPTS	
STUDENT ID:	76946	ERIN BADLEY	BALANCE: 10.05
01 - DATE:	07-24-2008		
02 - REF/CK#			
03 - TYPE:	R		
04 - AMOUNT:	10.00		
ALL OK?(Y,N,C)...n LINE-[**]			

### Notes:

**ALL OK (Y,N,C)**

Y = accept record

N = enter field # to correct

C = entries are cancelled

# Chapter

# 3

## Print Cash & Meal Reports

### Lesson 9: Printing Cashier Reports

The CASH REPORT contains all transactions accumulated during the day for breakfast and lunch.

This routine is used to print a CASH REPORT for a single clerk's line. Each clerk will be required to print this report. The report will be used to balance transactions to the cash drawer and to detect/correct errors in cash that may have occurred during meal service.

#### Notes:

To move between Menus quickly you can use the <ESC> key (escape) to get back to the desired menu.

#### FROM MEAL PROCESSING MENU

- PRINT CASH TRANSACTION REPT

0 2

Enter

- WHICH PRINTER?

X X X

- ARE YOU SURE (Y/N)?

Y

- ENTER CAMPUS ID

X X X X

- ALL OK? (Y/N/C)

Y

```

MEAL PROCESSING MENU

01 = MEAL INPUT / CASH RECEIPTS      13 = SET-UP MENU CHANGES
02 = PRINT CASH TRANSACTION REPORT    14 = CASH REPORT - ALPHA
03 = PRINT MEAL TRANSACTION SUMMARY   15 = TRANS REPORT - ALPHA
04 = MANAGER'S DEPOSIT ENTRY          16 = CLERK RECONCILIATION
05 = OFF-CAMPUS ACTIVITY REPORT        17 = CAMPUS RECONCILIATION REPORT

11 = CHECK PRINTER
12 = ATTACH A PRINTER

<ESC> = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[02]      WHICH PRINTER?-[998]
ARE YOU SURE? (Y/N)-[Y]
  
```

```

JUL 24, 2008      CASH TRANSACTION LISTING

ENTER DISTRICT NUMBER-[01]  SYSTEMS DESIGN FOOD SERVICE

ENTER CAMPUS ID-[ ] <ESC> to Exit
  
```



## SYSTEMS DESIGN

SYSTEMS DESIGN FOOD SERVICE					PAGE 001	
CASH TRANSACTION REPORT FOR 07-24-2008					07-24-2008	
CAMPUS ID: 0041		SIXTH GRADE CAMPUS		CLERK: 501	13:58	
=====						
STUDENT	STUDENT'S NAME	DATE	REF NO	RECVD	SALES	ADJUST
=====						
076946	BADLEY, ERIN A	07-24-2008		10.00	.00	
** TOTALS **				10.00	.00	

An end of listing dialogue may pop up on your screen for a moment, and you will then be returned to the MEAL PROCESSING MENU. Pictured above is a screen shot of what your CASH REPORT will resemble. Following the CASH REPORT is the CLERK RECONCILIATION, which is covered in the next chapter.

Remember: Each clerk will print this report because this report contains the transactions unique to their line. This report contains all the transactions that take place on a given day and accumulate during the day for breakfast and lunch.

## Lesson 10: Printing the MEAL REPORT

Only one clerk prints the MEAL REPORT which lists all transactions for the entire campus of the selected meal type (Breakfast/Lunch/Snack/Junk/After School). Reports for Snack or Junk lines may be printed as a separate report. The MEAL REPORT is used to view all transactions by students/staff and assists in the correction of mistakes. The end of the report is a summary of the various items sold.

### FROM MEAL PROCESSING MENU

- PRINT MEAL TRANSACTION SUMMARY

03

Enter

- WHICH PRINTER?

XXX

- ARE YOU SURE (Y/N)?

Y

- ENTER CAMPUS ID

XXXX

- SELECT MEAL TYPE (B, L, S, J, A)

B=Breakfast, L=Lunch, S=Snack, J=Junk, or A=After School

X

- ENTER CLERK NUMBER

ALL

Enter

```

MEAL PROCESSING MENU

01 = MEAL INPUT / CASH RECEIPTS      13 = SET-UP MENU CHANGES
02 = PRINT CASH TRANSACTION REPORT    14 = CASH REPORT - ALPHA
03 = PRINT MEAL TRANSACTION SUMMARY   15 = TRANS REPORT - ALPHA
04 = MANAGER'S DEPOSIT ENTRY          16 = CLERK RECONCILIATION
05 = OFF-CAMPUS ACTIVITY REPORT        17 = CAMPUS RECONCILIATION REPORT

11 = CHECK PRINTER
12 = ATTACH A PRINTER

<ESC> = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[02]      WHICH PRINTER?-[998]
                             ARE YOU SURE? (Y/N)-[ ]
  
```

```

JUL 25, 2008      MEAL TRANSACTION FILE LISTING

ENTER DISTRICT NUMBER-[01]  SYSTEMS DESIGN FOOD SERVICE

ENTER CAMPUS ID-[ ] <ESC> to Exit
  
```

```

JUL 25, 2008      MEAL TRANSACTION FILE LISTING

ENTER DISTRICT NUMBER-[01]  SYSTEMS DESIGN FOOD SERVICE

ENTER CAMPUS ID-[0041]      SIXTH GRADE CAMPUS

ENTER TYPE (B/L/S/J/A)      SELECT MEAL TYPE
                             ** REGULAR TERM **
                             B = Breakfast
                             L = Lunch
                             A = After School Snack
                             J = Junk Line
                             S = Snack Bar

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

                             MEAL TYPE: [*]
  
```

## SYSTEMS DESIGN

🟢 SUMMARY ONLY?

🟢 ALL OK? (Y/N/C)

```

JUL 25, 2008          MEAL TRANSACTION FILE LISTING
ENTER DISTRICT NUMBER-[01]  SYSTEMS DESIGN FOOD SERVICE

ENTER CAMPUS ID-[0041]      SIXTH GRADE CAMPUS

ENTER TYPE (B/L/S/J/A/F/M/E/Q)-[L]
ENTER CLERK NUMBER-[ALL]
SUMMARY ONLY?(Y/N)-[N]

ALL OK?(Y/N/C)-[Y]
  
```

An end of listing dialogue may pop up on your screen for a moment, and you will then be returned to the MEAL PROCESSING MENU. Pictured below is a screen shot of what your MEAL REPORT will resemble when it is printed.

SYSTEMS DESIGN FOOD SERVICE			CLERK: ALL	PAGE 001
MEAL SERVING TRANSACTIONS FOR: 07-25-2008				07-25-2008
CAMPUS: 0041	SIXTH GRADE CAMPUS		**** LUNCH ****	13:23
=====				
STUDENT	STUDENT'S NAME	DATE	ITM DESCRIPTION	QTY AMOUNT OFF CLRK
=====				
076946	BADLEY, ERIN A	07-25-2008	*01 MEAL	1 2.20 Y 501
076946	BADLEY, ERIN A	07-25-2008	16 MILK/JUICE	1 .40 Y 501
076946	BADLEY, ERIN A	07-25-2008	33 CHICK-FIL-A	1 2.40 Y 501
** TOTAL ITEMS -		3		

### Notes:

It is very important to look at both the CASH REPORT and the MEAL REPORT for any mistakes that may have been made during service.

## Reconciliation and Deposits

### Lesson 11: Clerk Reconciliation

Each clerk must complete and print a CLERK DAILY RECONCILIATION report.

FROM MEAL PROCESSING MENU

- SELECT CLERK RECONCILIATION

1 6

Enter

- WHICH PRINTER?

X X X

- ARE YOU SURE (Y/N)?

Y

- ENTER CAMPUS ID

X X X X

- ALL OK? (Y/N/C)?

Y

```

MEAL PROCESSING MENU

01 = MEAL INPUT / CASH RECEIPTS      13 = SET-UP MENU CHANGES
02 = PRINT CASH TRANSACTION REPORT    14 = CASH REPORT - ALPHA
03 = PRINT MEAL TRANSACTION SUMMARY   15 = TRANS REPORT - ALPHA
04 = MANAGER'S DEPOSIT ENTRY          16 = CLERK RECONCILIATION
05 = OFF-CAMPUS ACTIVITY REPORT        17 = CAMPUS RECONCILIATION REPORT

11 = CHECK PRINTER
12 = ATTACH A PRINTER

<ESC> = RETURN TO PREVIOUS MENU

ENTER MENU OPTION- [ ]

```

```

JUL 25, 2008      CLERK DAILY RECONCILIATION

ENTER DISTRICT NUMBER-[01]  SYSTEMS DESIGN FOOD SERVICE

ENTER CAMPUS ID-[0041]      SIXTH GRADE CAMPUS
ENTER CLERK NO--[501]
ENTER DATE-----[07-25-2008]

ALL OK?(Y/N/C) - [Y]

```

The active CLERK DAILY RECONCILIATION SCREEN:

```

JUL 25, 2008          CLERK DAILY RECONCILIATION          SCH131--23

COUNT      AMOUNT      AMOUNT
01 - HUNDREDS  [  0]  [   .00 ] 21 - BEGINNING CASH  + [      ]
02 - FIFTIES   [  0]  [   .00 ] 22 - P O S CASH      [      ]
03 - TWENTIES  [  1]  [  20.00 ] 23 - P O S CHECKS    [      ]
04 - TENS       [  3]  [  30.00 ] 24 - P O S TOTAL     + [      ]
05 - FIVES      [ 15]  [  75.00 ] 25 - ENDING CASH & CHECKS= [      ]
06 - TWOS       [  0]  [   .00 ] 26 - TOTAL $ ONHAND(16) - [      ]
07 - ONES       [100]  [ 100.00 ] 27 - DIFF(OVER/UNDER)  = [      ]
08 - $1.00 COIN [  0]  [   .00 ]
09 -  .50 COIN  [  0]  [   .00 ] 29 - RETAINED CASH    [      ]
10 -  .25 COIN  [ 90]  [  22.50 ] 30 - DEPOSIT (26 - 29)  = [      ]
11 -  .10 COIN  [ 20]  [   2.00 ]
12 -  .05 COIN  [  3]  [   .15 ]
13 -  .01 COIN  [  0]  [   .00 ]
14 - TOTAL CASH      + [ 249.65 ] 34 - CASH OVER/UNDER   [      ]
15 - TOTAL CHECKS    + [  25.00 ] 35 - CHECKS OVER/UNDER [      ]
16 - TOTAL $ ONHAND  = [ 274.65 ] 36 - COUNTS (CASH -   0 )
                                   (SALES-   1 )

ALL OK?(Y,N,C).
A=Change All          COPYRIGHT 2008 - SYSTEMS DESIGN

```

The system computes the amount of money the COUNT represents. For example: when the clerk enters a COUNT of one 20 dollar bill the system responds by populating 20.00 dollars in the AMOUNT box. This means the clerk took one 20.00 dollar bill from a student/employee, and she is recording that 20 dollar bill in the system.

The clerk will record all bills and coins in this manner. In the example, the clerk is reporting one 20 dollar bill, three 10 dollar bills, fifteen 5 dollar bills, one hundred 1 dollar bills, 90 quarters, etc.... The system will compute the total cash when the clerk has populated the fields.

Total checks will need to be totaled and added to the TOTAL CHECKS line. It is very important to include all checks in the cash drawer. The TOTAL CHECKS (15) must equal the POS CHECKS (23).

This form will print along with a list of each check taken. The form can be used as an aid when making a deposit.

# SYSTEMS DESIGN

SYSTEMS DESIGN FOOD SERVICE

PAGE 001

CLERK RECONCILIATION REPORT FOR 07-25-2008

CAMPUS ID: 0041

SIXTH GRADE CAMPUS

CLERK: 501

1

----- I N P U T -----

----- C A L C U L A T E D -----

	COUNT	AMOUNT		AMOUNT
01 - HUNDREDS		.00	21 - BEGINNING CASH	+
02 - FIFTIES		.00	22 - P O S CASH	
03 - TWENTIES	1	20.00	23 - P O S CHECKS	
04 - TENS	3	30.00	24 - P O S TOTAL	+
05 - FIVES	15	75.00	25 - ENDING CASH & CHECKS=	
06 - TWOS		.00	26 - TOTAL \$ ONHAND(16)	-
07 - ONES	100	100.00	27 - DIFF(OVER/UNDER)	=
08 - \$1.00 COIN		.00		
09 - .50 COIN		.00	29 - RETAINED CASH	
10 - .25 COIN	90	22.50	30 - DEPOSIT(26 - 29)	=
11 - .10 COIN	20	2.00		
12 - .05 COIN	3	.15		
13 - .01 COIN		.00		
14 - TOTAL CASH	+	249.65	34 - CASH OVER/UNDER	=
15 - TOTAL CHECKS	+	25.00	35 - CHECKS OVER/UNDER	=
16 - TOTAL \$ ONHAND	=	274.65	36 - COUNTS (CASH - 0 ) (SALES - 1	

Clerk Signature:\_\_\_\_\_

## C H E C K S

```

=====
STUDENT   STUDENT'S NAME      DATE      REF NO  RECVD
=====

```

## Lesson 12: Campus Reconciliation

The manager typically performs the CAMPUS RECONCILIATION. If only one terminal is present on campus it is not necessary to print the CAMPUS RECONCILIATION.

### FROM MEAL PROCESSING MENU

- SELECT CAMPUS RECONCILIATION

1 7  
Enter

- WHICH PRINTER?

X X X

- ARE YOU SURE (Y/N)?

Y

- ENTER CAMPUS ID

X X X X

- ENTER DATE (OR PRESS ENTER FOR TODAY'S DATE)

M M D D Y Y

-OR-

Enter

- PRINT TOTALS ONLY?  
(PRESS Y(YES) OR N(NO))

Y N

- ALL OK? (Y/N/C)

Y

```
JUL 25, 2008          CAMPUS DAILY RECONCILIATION REPORT
ENTER DISTRICT NUMBER-[01]  SYSTEMS DESIGN FOOD SERVICE

ENTER CAMPUS ID-[ ] <ESC> to Exit
```

```
MEAL PROCESSING MENU

01 = MEAL INPUT / CASH RECEIPTS      13 = SET-UP MENU CHANGES
02 = PRINT CASH TRANSACTION REPORT   14 = CASH REPORT - ALPHA
03 = PRINT MEAL TRANSACTION SUMMARY  15 = TRANS REPORT - ALPHA
04 = MANAGER'S DEPOSIT ENTRY         16 = CLERK RECONCILIATION
05 = OFF-CAMPUS ACTIVITY REPORT       17 = CAMPUS RECONCILIATION REPORT

11 = CHECK PRINTER
12 = ATTACH A PRINTER

<ESC> = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[ ]
```

```
JUL 25, 2008          CAMPUS DAILY RECONCILIATION REPORT
ENTER DISTRICT NUMBER-[01]  SYSTEMS DESIGN FOOD SERVICE

ENTER CAMPUS ID-[0041]      SIXTH GRADE CAMPUS

ENTER DATE - [07-25-2008]

PRINT TOTALS ONLY? - [N]

ALL OK? (Y/N/C) - [Y]
```

## SYSTEMS DESIGN

Answering PRINT TOTALS ONLY - Y(YES) prints only the totals of all clerks on the reconciliation form. If N(NO) is selected then the totals will print as well as a copy of all CLERK RECONCILIATION forms. It is very important that the CAMPUS RECONCILIATION is performed each day if there are multiple lines. This report is the basis for the MANAGER'S DAILY DEPOSIT ENTRY.

SYSTEMS DESIGN FOOD SERVICE				PAGE 001	
CAMPUS RECONCILIATION REPORT FOR 07-25-2008					
CAMPUS ID: 0041		SIXTH GRADE CAMPUS		CLERK: ALL	
	COUNT	AMOUNT		AMOUNT	
01 - HUNDREDS		.00	21 - BEGINNING CASH	+	
02 - FIFTIES		.00	22 - P O S CASH		
03 - TWENTIES	1	20.00	23 - P O S CHECKS		
04 - TENS	3	30.00	24 - P O S TOTAL	+	
05 - FIVES	15	75.00	25 - ENDING CASH & CHECKS=		
06 - TWOS		.00	26 - TOTAL \$ ONHAND (16)	-	
07 - ONES	100	100.00	27 - DIFF (OVER/UNDER)	=	
08 - \$1.00 COIN		.00			
09 - .50 COIN		.00	29 - RETAINED CASH		
10 - .25 COIN	90	22.50	30 - DEPOSIT (26 - 29)	=	
11 - .10 COIN	20	2.00			
12 - .05 COIN	3	.15			
13 - .01 COIN		.00			
14 - TOTAL CASH		+	249.65		
15 - TOTAL CHECKS		+	25.00		
16 - TOTAL \$ ONHAND		=	274.65		



## Lesson 13: The Manager's Daily Deposit

Each day after all meals have been served, reports have been reviewed and cash has been balanced, the manager completes the MANAGER'S DEPOSIT ENTRY. The first entry is the amount of cash actually collected which will make up the deposit. The second entry comes from the totals of the cash received columns of each CASH REPORT and is an accumulation of the total amount of cash that should have been collected. The difference is the cash over or short which will appear on the screen when the entries are completed. This information is captured on several reports at the main office and is an integral part of the information that is required to be gathered each day.

### FROM MEAL PROCESSING MENU

SELECT MANAGER'S  
DEPOSIT ENTRY

04

Enter

ENTER CAMPUS ID

XXXX

```
MEAL PROCESSING MENU

01 = MEAL INPUT / CASH RECEIPTS      13 = SET-UP MENU CHANGES
02 = PRINT CASH TRANSACTION REPORT    14 = CASH REPORT - ALPHA
03 = PRINT MEAL TRANSACTION SUMMARY   15 = TRANS REPORT - ALPHA
04 = MANAGER'S DEPOSIT ENTRY          16 = CLERK RECONCILIATION
05 = OFF-CAMPUS ACTIVITY REPORT       17 = CAMPUS RECONCILIATION REPORT

11 = CHECK PRINTER
12 = ATTACH A PRINTER

<ESC> = RETURN TO PREVIOUS MENU

ENTER MENU OPTION- [ ]
```

```
JUL 28, 2008      CAMPUS DEPOSIT - OVER/SHORT ENTRY

ENTER DISTRICT NUMBER-[01]  SYSTEMS DESIGN FOOD SERVICE

CAMPUS ID --[****]
<ESC> to Exit
```

## SYSTEMS DESIGN

- ENTER TODAY'S DEPOSIT (from line 30 of either CLERK RECONCILIATION or CAMPUS RECONCILIATION REPORTS)

2 1 4 5 0

Enter

- ENTER TOTAL CASH RECEIVED (from line 24 of either CLERK RECONCILIATION or CAMPUS RECONCILIATION REPORTS)

2 1 0 5 0

Enter

```
DEC 18, 2008          CAMPUS DEPOSIT - OVER/SHORT ENTRY
ENTER DISTRICT NUMBER-[01]  SYSTEMS DESIGN FOOD SERVICE
CAMPUS ID --[0001] SYSTEMS DESIGN HIGH SCHOOL
ENTER TODAY'S DEPOSIT .... 214.50          << From Reconciliation Line 30
ENTER TOTAL CASH REC'D .. 210.50          << From Reconciliation Line 24
                                CASH OVER:          4.00
ALL OK?(Y/N/C) -[*]
```

\*In our example the cash is over 4.00

- ALL OK?(Y/N/C)

Y

# Chapter

# 5

## The Inquiry

### Lesson 14: Student Meal Inquiry

#### FROM THE MASTER MENU

- SELECT FOOD SERVICES

**F** **S**  
Enter

- SELECT STUDENT MEAL/BALANCE INQ MENU

**0** **3**  
Enter

- SELECT MEAL ACTIVITY

**0** **1**  
Enter

- WHICH PRINTER?

**X** **X** **X**

- ARE YOU SURE? (Y/N)

**Y**

```

MASTER MENU
FS = FOOD SERVICES SYSTEM      EM = E-MAIL MENU
IN = INVENTORY SYSTEM
TM = TIME CARD SYSTEM

```

```

FOOD SERVICES MENU
02 = MEAL PROCESSING MENU      13 = STUDENT MASTERFILE INQUIRY
03 = STUDENT MEAL/BALANCE INQ MENU
04 = REPORTS MENU
05 = STUDENT ALPHA INQUIRY

```

```

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 **

<ESC> = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[01]          WHICH PRINTER?-[998]
                                ARE YOU SURE? (Y/N)-[ ]
Last Selection: FS-03-03      *** SHORT FORM MEAL ACTIVITY INQ/PRINT ***

```

## SYSTEMS DESIGN

### ENTER STUDENT ID

X

X

X

X

X

X

Enter

JUL 28, 2008

FOOD SERVICES MEAL INQUIRY

STUDENT ID: 76946\*\*\*

### ENTER START DATE

M

M

D

D

Y

Y

JUL 28, 2008

FOOD SERVICES MEAL INQUIRY

SCH325U-24

STUDENT ID: 076946 ERIN BADLEY

START DATE: 07/28/2008

P STOP DATE: 07/28/2008

### ENTER END DATE (OR PRESS ENTER FOR TODAY'S DATE)

M

M

D

D

Y

Y

-OR-

Enter

This report can be viewed directly on the screen or it can be printed. The clerk can access a mini version of MEAL INQUIRY from the meal input screen by typing an I in the student ID field. This will display the cash history for that day only.

JUL 28, 2008		FOOD SERVICES MEAL INQUIRY							
SCH325U-24									
						START DATE: 07/28/2008			
STUDENT ID: 076946 ERIN BADLEY						P STOP DATE: 07/28/2008			
-----									
-----									
Date	Time	Meal Item	QTY	AMT	SCHL	CLK	OC	UC	ST
-----									
-----									
07-28-2008	16:07:08	01 MEAL	1	2.20	0041	501	Y		P
07-28-2008	16:07:08	33 CHICK-FIL-A	1	2.40	0041	501	Y		
07-28-2008	16:07:08	22 1.00 ITEM	1	1.00	0041	501	Y		
07-28-2008	16:07:08	27 ADD'L MEAL	2	4.00	0041	501	Y		

## Lesson 15: Cash History Inquiry

## FROM THE MASTER MENU

- SELECT FOOD SERVICES


- SELECT STUDENT MEAL/BALANCE INQ MENU


- SELECT CASH ACTIVITY


- WHICH PRINTER?

- ARE YOU SURE? (Y/N)

```

MASTER MENU

FS = FOOD SERVICES SYSTEM      EM = E-MAIL MENU
IN = INVENTORY SYSTEM
TM = TIME CARD SYSTEM

```

```

FOOD SERVICES MENU

02 = MEAL PROCESSING MENU      13 = STUDENT MASTERFILE INQUIRY
03 = STUDENT MEAL/BALANCE INQ MENU
04 = REPORTS MENU
05 = STUDENT ALPHA INQUIRY

```

```

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 **

<ESC> = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[01 ]           WHICH PRINTER?-[998]
                                   ARE YOU SURE? (Y/N)-[ ]
Last Selection: FS-03-03          *** SHORT FORM MEAL ACTIVITY INQ/PRINT ***

```

## SYSTEMS DESIGN

The active STUDENT CASH INQUIRY SCREEN:

JUL 29, 2008		FOOD SERVICES CASH INQUIRY				SCH335U-25	
						END BALANCE:	5.05
STUDENT ID:		076946 ERIN BADLEY				START DATE:	07/28/2008
						STOP DATE:	07/29/2008
-----		-----					
DATE	RECEIPT	MEALS	ADJUST	DATE	RECEIPT	MEALS	ADJUST
-----		-----					
07-28-08	9.60						
07-28-08		9.60					

This screen will allow look-up of the cash and spending history of a student or any other person who has an account with the food service department. This is a helpful screen when answering parent questions regarding balances on accounts and how much their child has been spending and on what items. ***The clerk can access a mini version of this routine from the meal input screen by typing I in the student ID field. This will display the cash history for that day only.***

The example below is the option of printing the inquiry. This inquiry is very helpful when correcting mistakes.

JUL 28, 2008		FOOD SERVICES CASH INQUIRY					
SCH335U-25						END BALANCE:	5.05
STUDENT ID:		076946 ERIN BADLEY				START DATE:	07/28/2008
						STOP DATE:	07/28/2008
-----		-----					
DATE	RECEIPT	MEALS	ADJUST	DATE	RECEIPT	MEALS	
-----		-----					
ADJUST							
-----		-----					
07-28-08	9.60						
07-28-08		9.60					

## Lesson 16: Student Alpha Inquiry

Student alpha inquiries are useful to determine a student's ID number. You do not have to enter the entire last, first, middle, school and grade.

### FROM THE MASTER MENU

SELECT FOOD SERVICES

F S

Enter

STUDENT ALPHA INQUIRY

0 5

Enter

ALL OK? YNC

Y

Enter the first few letters of the last name or the entire name if desired.

Enter

```

AUG  4, 2008                STUDENT ALPHA INQUIRY
                             ALPHA INQUIRY

01-STD LAST NAME-[B*****]
02-STD FRST NAME-[E*****]
03-STD MDDL NAME-[*****]
04-SCHOOL      -[0001]
05-GRADE       -[09]

  ID NO  =====LAST NAME===== ==FIRST NAME==  M  SCHL  GRD
-----
076946  BADLEY                      ERIN            A  0001  09
071754  BALLARD                     CHRISTOPHER   N  0001  09
075981  BALLESTEROS                 ERICA        G  0001  09
069365  BARBOZA                     ALMA         N  0001  09
070742  BARBOZA                     TOMAS        0001  09
073448  BARELA                      MICHAEL      J  0001  09
072835  BARNHILL                    JONATHAN     0001  09
072836  BARNHILL                    KAITLYN     0001  09
100213  BAUGHMAN                    ELIZABETH    A  0001  09
CONTINUE DISPLAY? (Y/N)...Y
ALL OK? (YNC) - [Y]
  
```

Press enter to go to each field. You may put in as little or as much information as needed to find the student about which you are inquiring. Our student ID NO is 76946. You may either write this number down or CONTINUE DISPLAY by selecting Y, and the next listing of names will appear. If you select N the program will return to the Main Menu.

## Printing

### Lesson 17: Printing Student Listings by School, by Grade

There are several times during which the STUDENT LISTINGS are helpful:

- 🌀 A system outage – to have a backup of which students were served along with the associated details would be helpful to facilitate the recording of this data. For that reason, a current list should be kept on hand at each point of service in each cafeteria.
- 🌀 Checking student status.
- 🌀 Checking student data with the school office.

#### FROM THE MASTER MENU

##### 🌀 SELECT FOOD SERVICES

**F** **S**  
**Enter**

##### 🌀 REPORTS MENU

**0** **4**  
**Enter**

##### 🌀 LISTING BY SCHOOL, BY GRADE

**0** **2**  
**Enter**

```
FOOD SERVICES REPORTS MENU

*** STUDENT REPORTS ***          *** MISC REPORTS ***
02 = LISTING BY SCHOOL, BY GRADE  14 = SCHOOL MENU LISTINGS
03 = LISTING BY SCHOOL, BY ID#    18 = PRINT NEGATIVE BALANCE NOTICES
04 = STUDENT BALANCES BY SCHOOL   19 = PRINT LOW BALANCE NOTICES
05 = DISTRICT LISTING - ALPHA
06 = FREE-REDUCED LIST, BY SCHOOL
08 = SELECT STATUS REPORT
09 = ARCHIVED F/R REPORT BY SCHOOL
12 = OTHER NOTIFICATION PRINT
```

#### Notes:

The FOOD SERVICES REPORTS MENU allows multiple types of reporting. The report in this lesson is 02 - LISTING BY SCHOOL, BY GRADE. Printing by grade makes it easier to find students and staff.



WHICH PRINTER?

X X X

ARE YOU SURE? (Y/N)

Y

ENTER CAMPUS TO PRINT (OR PRESS ENTER FOR ALL CAMPUSES)

X X X X

-OR-

Enter

PRINT BY HOME ROOM

N

ENTER GRADE TO PRINT (OR PRESS ENTER FOR ALL CAMPUSES)

X X

-OR-

Enter

SORT BY GRADE (Y/N)

Y

ENTER USER CODE TO PRINT (OR PRESS ENTER FOR ALL USER CODES)

X X

-OR-

Enter

AUG 4, 2008 STUDENT MASTER KEY BUILD

ENTER CAMPUS TO PRINT: 0001

ENTER GRADE TO PRINT: A11 SORT BY GRADE (Y/N): Y

ENTER USER CODE TO PRINT: A11

### Notes:

KEEP ONE OF THESE REPORTS AT EACH POS STATION AT ALL TIMES FOR REFERENCE.

## SYSTEMS DESIGN

- ALL OK? YNC

- ANSWER 1 (ACTIVE STUDENTS) 2 (INACTIVE STUDENTS) 3 (ALL ACTIVE ACCOUNTS) 4 (ALL INACTIVE ACCOUNTS) or 5 (ALL ACCOUNTS)

- Double Space Report?(Y/N)

- Hide the Meal Status?(Y/N)

- File has been extracted to print! Y to print or C to cancel

```

DEC 18 ,2008          STUDENT MASTERFILE LISTING
ENTER DISTRICT NUMBER-[01]  SYSTEMS DESIGN FOOD SERVICE

1 = ACTIVE STUDENTS-[*]
2 = INACTIVE STUDENTS
3 = ALL ACTIVE ACCTS
4 = ALL INACTIVE ACCTS
5 = *** ALL ACCTS ***
<ESC> = End Program
  
```

Notice on the printed STUDENT LISTING that the ID NUMBER, STUDENT'S NAME, FAMILY CODE, STATUS and GRADE are listed.

SYSTEMS DESIGN FOOD SERVICE					PAGE 002				
CAMPUS ID: 0001 SYSTEMS DESIGN HIGHSCHOOL					ACTIVE STUDENTS				
=====									
STUDENT	STUDENT'S NAME			FMLY CD	ST	SCHL	GRD	STAT CHG	PREV USER CD
=====									
080907	AYALA, WILSON J			000080907	P	0001	09		
076946	BADLEY, ERIN A			000076946	P	0001	09		
071754	BALLARD, CHRISTOPHER N			000071754	P	0001	09		
075981	BALLESTEROS, ERICA G			000075981	P	0001	09		
070742	BARBOZA, TOMAS			000070742	P	0001	09		
073448	BARELA, MICHAEL J			000073448	P	0001	09		

## Lesson 18: Printing Student Balance Reports

STUDENT BALANCE REPORTING is useful in several ways, including:

- ✔ Determining how much money students and staff owe Food Services.
- ✔ Managing charges and identifying accounts which owe over a specified amount.
- ✔ Identifying students with an incorrect status (i.e. free students on the negative balance report).
- ✔ Helping the clerk remind students their positive balance is getting low.

### FROM THE MASTER MENU

- ✔ SELECT FOOD SERVICES

- ✔ SELECT REPORTS MENU

```
MASTER MENU
FS = FOOD SERVICES SYSTEM      EM = E-MAIL MENU
IN = INVENTORY SYSTEM
TM = TIME CARD SYSTEM
```

```
FOOD SERVICES MENU
02 = MEAL PROCESSING MENU      13 = STUDENT MASTERFILE INQUIRY
03 = STUDENT MEAL/BALANCE INQ MENU
04 = REPORTS MENU
05 = STUDENT ALPHA INQUIRY
```

## SYSTEMS DESIGN

### SELECT STUDENT BALANCES BY SCHOOL

0 4

Enter

### WHICH PRINTER?

X X X

### ARE YOU SURE? (Y/N)

Y

```
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
08 = SELECT STATUS REPORT
09 = ARCHIVED F/R REPORT BY SCHOOL
12 = OTHER NOTIFICATION PRINT

*** MISC REPORTS ***
14 = SCHOOL MENU LISTINGS
18 = PRINT NEGATIVE BALANCE NOTICES
19 = PRINT LOW BALANCE NOTICES

<ESC> = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[ ]
```

In report options you will enter CAMPUS, GRADE, OPTION (A=Active; I=Inactive; B=Both), BAL TYPE (P=Positive; N=Negative; B=Both), DOLLAR LIMIT FOR REPORT (use decimal) and ACCT TYPE (1=All Accounts, 2=Students Only, 3=Employees Only, 4=User Code Only).

### ENTER CAMPUS TO PRINT (OR PRESS ENTER FOR ALL CAMPUSES)

X X X X

-OR-

Enter

### ENTER GRADE TO PRINT (OR PRESS ENTER FOR ALL GRADES)

X X

-OR-

Enter

### ENTER OPTION (A,I,B)

X

### ENTER BALANCE TYPE (P,N,B)

X

### ENTER DOLLAR LIMIT FOR REPORT (Decimal Required)

X X X . X X

```
SEP  2, 2008          STUDENT MASTER KEY BUILD

ENTER CAMPUS TO PRINT: 0001
ENTER GRADE TO PRINT:  All
ENTER OPTION (A=Active; I=Inactive; B=Both)-[B]
ENTER BAL TYPE (P=Positive; N=Negative; B=Both)-[N]
ENTER DOLLAR LIMIT FOR REPORT---[ 100.00-]

ENTER ACCT TYPE TO PRINT---[2]          1=All Accounts
                                         2=Students Only!
                                         3=Employees Only!
                                         4=User Code Only!

ALL OK?(Y/N)-[Y]
```

## SYSTEMS DESIGN

🟢 ENTER ACCOUNT TYPE (1,2,3,4)

🟢 ALL OK? (Y/N/C)

🟢 File has been extracted to print! Y to print or C to cancel

SYSTEMS DESIGN FOOD SERVICE			SEP 2, 2008 11:47-AM			
STUDENT TRIAL BALANCE AT: 09-02-2008			SCH401--23			
CAMPUS ID:			PAGE 001			
=====						
STUDENT	STUDENT'S NAME	BALANCE	LST BREAK	LST LUNCH	GRD	ST ACT
=====						
000002	a, a	242.05	06-10-08	08-26-08	HS	F
068414	ABEL, MEGAN D	37.55	06-06-07	07-28-08	10	P
068416	ABERNETHY, KAYLA A	4180.00-	02-02-05	02-08-06	10	P
100175	ABITBOL, MICHAEL	2.20-	02-02-05	02-10-05	12	F
076163	ABSHER, JUSTIN O	1.55	04-20-06	02-10-05	10	P
076157	ABSHER, TAYLOR R	3.75	02-02-05	02-10-05	12	P
067611	ABUNDEZ, BETTY J	5.00	02-02-05	02-10-05	12	P
068833	ABUNDEZ, VANESSA L	4.80	02-02-05	02-10-05	10	P
070390	ACEVEDO, ANGELINA J	2.20-		02-10-05	10	P

## Lesson 19: Printing Menu Listings

Print and keep a copy of the MENU LISTINGS at each clerk's station for quick reference to facilitate:

- 🟢 Manual entry of items not programmed on a function key.
- 🟢 Reviewing menu items for accurate pricing.
- 🟢 Posting the menu for students to view.

### FROM THE MASTER MENU

- 🟢 SELECT FOOD SERVICES

**F S**  
**Enter**

```

MASTER MENU

FS = FOOD SERVICES SYSTEM      EM = E-MAIL MENU

IN = INVENTORY SYSTEM
TM = TIME CARD SYSTEM
  
```

- 🟢 SELECT REPORTS MENU

**0 4**  
**Enter**

```

FOOD SERVICES MENU

02 = MEAL PROCESSING MENU      13 = STUDENT MASTERFILE INQUIRY
03 = STUDENT MEAL/BALANCE INQ MENU
04 = REPORTS MENU
05 = STUDENT ALPHA INQUIRY
  
```

- 🟢 SELECT SCHOOL MENU LISTINGS

**1 4**  
**Enter**

- 🟢 SELECT PRINTER

**X X X**

- 🟢 ARE YOU SURE?(Y/N)

**Y**

```

FOOD SERVICES REPORTS MENU

*** STUDENT REPORTS ***          *** MISC REPORTS ***
02 = LISTING BY SCHOOL, BY GRADE  14 = SCHOOL MENU LISTINGS
03 = LISTING BY SCHOOL, BY ID#    18 = PRINT NEGATIVE BALANCE NOTICES
04 = STUDENT BALANCES BY SCHOOL   19 = PRINT LOW BALANCE NOTICES
05 = DISTRICT LISTING - ALPHA
06 = FREE-REDUCED LIST, BY SCHOOL
08 = SELECT STATUS REPORT
09 = ARCHIVED F/R REPORT BY SCHOOL
12 = OTHER NOTIFICATION PRINT

<ESC> = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[ ]
  
```

## SYSTEMS DESIGN

- ENTER CAMPUS ID

X X X X

- SELECT MEAL TYPE (B,L,A,J,S)

X

- PRINT ANOTHER?(Y/N)

X

- ALL OK? (Y/N/C)

Y

0001

SELECT MEAL TYPE

\*\* REGULAR TERM \*\*

B = Breakfast

L = Lunch

A = After School Snack

J = Junk Line

S = Snack Bar

\*\* SUMMER PROGRAM \*\*

F = First Meal(Breakfast)

M = Mid Day Meal(Lunch)

Q = Quick Meal(Snack)

E = Evening Meal(Supper)

MEAL TYPE: [X]

### SYSTEMS DESIGN FOOD SERVICE

MENU ITEM LISTING AT: 09-02-2008 13:34

CAMPUS ID:

PAGE 1

#### LUNCH MENU

ITEM	DESCRIPTION	PAID	CODE	REDU	CODE	STAFF	CODE	VISIT	CODE	2ND	RECIPE
01	MEAL	1.50	P	.40	R	2.60	Y	2.60	Z	1.50	1001
02	PIZZA MEAL	2.00	P	.40	R	2.60	Y	2.60	Z	2.00	1002
09	TEST	1.75	P	.40	R	2.60	Y	2.25	Z	1.75	
16	MILK/JUICE	.40	P	.00	R	.00	Y	.00	Z	.40	

## Lesson 20: Printing Negative Balance Notices

Print negative balance notices to send to the classroom and/or to a student's parents at home. These notices may be printed with a limit. For example, you can print notices only for students who are negative twenty dollars or more.

### FROM THE MASTER MENU

#### SELECT FOOD SERVICES

**F S**

**Enter**

#### REPORTS MENU

**0 4**

**Enter**

#### PRINT NEGATIVE BALANCE NOTICES

**1 8**

**Enter**

#### WHICH PRINTER?

**X X X**

#### ARE YOU SURE? (Y/N)

**Y**

```

MASTER MENU

FS = FOOD SERVICES SYSTEM          EM = E-MAIL MENU

IN = INVENTORY SYSTEM
TM = TIME CARD SYSTEM
  
```

```

FOOD SERVICES MENU

02 = MEAL PROCESSING MENU          13 = STUDENT MASTERFILE INQUIRY
03 = STUDENT MEAL/BALANCE INQ MENU
04 = REPORTS MENU
05 = STUDENT ALPHA INQUIRY
  
```

```

FOOD SERVICES REPORTS MENU

*** STUDENT REPORTS ***          *** MISC REPORTS ***
02 = LISTING BY SCHOOL, BY GRADE  14 = SCHOOL MENU LISTINGS
03 = LISTING BY SCHOOL, BY ID#    18 = PRINT NEGATIVE BALANCE NOTICES
04 = STUDENT BALANCES BY SCHOOL   19 = PRINT LOW BALANCE NOTICES
05 = DISTRICT LISTING - ALPHA
06 = FREE-REDUCED LIST, BY SCHOOL
08 = SELECT STATUS REPORT
09 = ARCHIVED F/R REPORT BY SCHOOL
12 = OTHER NOTIFICATION PRINT

<ESC> = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[ ]
  
```



## SYSTEMS DESIGN

- ENTER CAMPUS TO PRINT (OR PRESS ENTER FOR ALL CAMPUSES)

X X X X

-OR-

Enter

- ENTER DOLLAR LIMIT FOR NEG BAL (no decimal)

2 0 0 0

Enter

```
SEP  2, 2008                STUDENT MASTER KEY BUILD
ENTER DISTRICT NUMBER-[01]   SYSTEMS DESIGN FOOD SERVICE

ENTER CAMPUS TO PRINT:  All          Press 'Enter' for All

ENTER DOLLAR LIMIT FOR NEG BAL... 20.00-
ENTER ACCT TYPE TO PRINT ... [1]
                                1=ALL ACCOUNTS
                                2=STUDENTS ONLY
                                3=EMPLOYEES ONLY
                                4=SELECT SINGLES
                                5=USER CODE

ENTER OPTION (A=ACTIVE; I=INACTIVE; B=BOTH)-[B]

SORT ORDER (H=HOMEROOM; G=GRADE)-[G]
```

- ENTER ACCT TYPE TO PRINT (1=ALL ACCOUNTS, 2=STUDENTS ONLY, 3=EMPLOYEES ONLY, 4=SELECT SINGLES, 5=USER CODE)

X

- ENTER OPTION (A=ACTIVE, I=INACTIVE, B=BOTH)

X

- SORT ORDER (H=HOMEROOM, G=GRADE)

X

- ENTER HOMEROOM OR GRADE (OR PRESS ENTER FOR ALL)

X X

-OR-

Enter

- ALL OK? (Y/N/C)

Y

- ENTER RUN DATE (OR PRESS ENTER FOR TODAY'S DATE)

M M D D Y Y

-OR-

Enter

## SYSTEMS DESIGN

🌀 ENTER A SELECT STATUS TO PRINT (F,R,P,X,Y or Enter For All)  
F=Free, R=Reduced, P=Paid, X=Adult Free, Y=Adult Paid

X

🌀 ENTER TYPE OF PRINTER FOR OUTPUT  
L=HP LASERJET LASER  
D=OKIDATA 320 DOT MATRIX

X

SYSTEMS DESIGN FOOD SERVICE

DATE: 12-18-2008

Student ID: 001015447 ANONYMOUS, JOE  
Campus: SYSTEMS DESIGN HIGH SCHOOL

Grade: 10 Homeroom:  
Teacher:

DAD ANONYMOUS  
TX 00000

Dear Parent/Guardian

Our records indicate that a balance of \$1.75- is owed on this student's account. Please make your payment to the cafeteria as soon as possible to eliminate this overdue account.

## Lesson 21: Printing Low Balance Notices

Use low balance notices at the direction of the Food Service Director. The low balance report is designed to select those students who have accounts which fall in a certain dollar range. The clerk can specify this range and send notices to the individuals to which it applies.

### FROM THE MASTER MENU

#### SELECT FOOD SERVICES

**F S**

**Enter**

#### REPORTS MENU

**0 4**

**Enter**

#### PRINT LOW BALANCE NOTICES

**1 9**

**Enter**

#### WHICH PRINTER?

**X X X**

#### ARE YOU SURE? (Y/N)

**Y**

```

MASTER MENU

FS = FOOD SERVICES SYSTEM      EM = E-MAIL MENU

IN = INVENTORY SYSTEM
TM = TIME CARD SYSTEM
  
```

```

FOOD SERVICES MENU

02 = MEAL PROCESSING MENU      13 = STUDENT MASTERFILE INQUIRY
03 = STUDENT MEAL/BALANCE INQ MENU
04 = REPORTS MENU
05 = STUDENT ALPHA INQUIRY
  
```

```

FOOD SERVICES REPORTS MENU

*** STUDENT REPORTS ***      *** MISC REPORTS ***
02 = LISTING BY SCHOOL, BY GRADE      14 = SCHOOL MENU LISTINGS
03 = LISTING BY SCHOOL, BY ID#      18 = PRINT NEGATIVE BALANCE NOTICES
04 = STUDENT BALANCES BY SCHOOL      19 = PRINT LOW BALANCE NOTICES
05 = DISTRICT LISTING - ALPHA
06 = FREE-REDUCED LIST, BY SCHOOL
08 = SELECT STATUS REPORT
09 = ARCHIVED F/R REPORT BY SCHOOL
12 = OTHER NOTIFICATION PRINT

<ESC> = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[19]      WHICH PRINTER?-[998]
ARE YOU SURE? (Y/N)-[Y]
Last Selection: FS-04-19      *** LOW BALANCE NOTICES ***
  
```

## SYSTEMS DESIGN

- ENTER CAMPUS TO PRINT (OR PRESS ENTER FOR ALL CAMPUSES)

X X X X

-OR-

Enter

- ENTER LOW DOLLAR AMOUNT

1 0 0 0

- ENTER HIGH DOLLAR AMOUNT

2 0 0 0

- ENTER ACCT TYPE (1=ALL ACCOUNTS, 2=STUDENTS ONLY, 3=EMPLOYEES ONLY, 4=SELECT SINGLES)

X

- INCLUDE ACCOUNTS WITH 'FREE' MEAL STATUS (Y=YES; N=NO)

X

- ENTER OPTION (A=ACTIVE, I=INACTIVE, B=BOTH)

X

- SORT ORDER (H=HOMEROOM, G=GRADE)

X

- ENTER HOMEROOM OR GRADE (OR PRESS ENTER FOR ALL)

X X

-OR-

Enter

- ALL OK? (Y/N/C)

Y

```
SEP  3, 2008          STUDENT MASTER KEY BUILD

ENTER DISTRICT NUMBER-[01]  SYSTEMS DESIGN FOOD SERVICE

ENTER CAMPUS TO PRINT:  0041          Press 'Enter' for All

ENTER LOW DOLLAR LIMIT ...      10.00
ENTER HIGH DOLLAR LIMIT ...     20.00
ENTER ACCT TYPE TO PRINT ... [1]      1=ALL ACCOUNTS
                                         2=STUDENTS ONLY
                                         3=EMPLOYEES ONLY
                                         4=SELECT SINGLES
INCLUDE ACCOUNTS WITH 'FREE' MEAL STATUS (Y=YES; N=NO)-[Y]
ENTER OPTION (A=ACTIVE; I=INACTIVE; B=BOTH)-[A]

SORT ORDER (H=HOMEROOM; G=GRADE)-[G]      GRADE: [  ] Press ENTER for all

ALL OK?(Y/N/C)-[Y]
```

## SYSTEMS DESIGN

- ENTER RUN DATE (OR PRESS ENTER FOR TODAY'S DATE)

-OR-

- ENTER A SELECT STATUS TO PRINT (F,R,P,X,Y OR PRESS ENTER FOR ALL)

F=Free, R=Reduced, P=Paid,  
X=Adult Free, Y=Adult Paid

-OR-

- ENTER TYPE OF PRINTER FOR OUTPUT

L=HP LASERJET LASER

D=OKIDATA 320 DOT MATRIX

- ALL OK?(Y/N/C)

```
SEP  3, 2008                LOW BALANCE NOTIFICATION
ENTER DISTRICT NUMBER-[01]  SYSTEMS DESIGN FOOD SERVICE

ENTER RUN DATE--[08/01/2020]

ENTER TYPE OF PRINTER FOR OUTPUT... D
L=HP LASERJET LASER
D=OKIDATA 320 DOT MATRIX

ALL OK?(YNC)-[Y]
```

### SYSTEMS DESIGN FOOD SERVICE

Date: 09-04-2008

Student ID: Sample  
Campus: Sample

Grade: 7 Homeroom: 9  
Teacher: Mrs. Sample

Our records indicate that your child has a prepaid meal balance of \$10.00+. Please make payment to the School Cafeteria listed below to avoid an overdue account.

Thank you in advance for your prompt response!

Sample School Campus  
Anywhere, USA

## Correcting Mistakes

### MISTAKES IN SERVING MENU ITEMS:

Most mistakes in serving the correct number of menu items occur because of over-scanning an ID card or students overwriting the clerk with the keypad. This means that the ID card is scanned twice or another student enters their numbers before the previous transaction is complete.

#### Notes:

The two most common mistakes are:

- ✔ Serving the wrong number of menu items
- ✔ Entering the wrong amount of cash received

The clerk may see this mistake occur and be able to back out the entry as the student's record is on the screen. Most likely, the clerk will catch MENU ITEM mistakes on the TRANSACTION REPORT. The MENU ITEM TRANSACTION REPORT should be printed out after **every** meal. Scan this report for accuracy by looking down the QTY column to check for reasonable quantities of items served. If for example, 235 sandwiches were served to one student, then it is probably a mistake.

### Lesson 22: Correcting Menu Item Mistakes

Write down or highlight the student's ID number from the MENU ITEM TRANSACTION REPORT.

Example: 76946

Write down the correction to be entered beside the incorrect entry on the report.

Example: ITEM 06 – 235 (Quantity of 235 of Item #06 is being removed from the student's account)

#### FROM THE MEAL INPUT SCREEN

✔ ENTER STUDENT ID #

X X X X X

Enter

```

JAN 21, 2009          FOOD SERVICES MEAL PROCESSING
SYSTEMS DESIGN HIGH SCHOOL    MEAL INPUT - LUNCH

STUDENT ID: *****
<ESC> to Exit
  
```

## SYSTEMS DESIGN

- ENTER ITEM #

06

- ENTER QTY

235-

- ENTER TYPE OF CORRECTION  
(F,R,P,X,Y,Z or A  
For All Other)

F=Free, R=Reduced,  
P=Paid, X=Adult Free,  
Y=Adult Paid, Z=Visitor,  
A=All Other Sales

X

- RESET LAST LUNCH DATE? (Y/N) Y=If removing the only meal served to that student for that date

X

- PRESS ENTER (to exit item input)

Enter

- PRESS ENTER (to show no cash received)

Enter

- PRESS ENTER (to accept the correction)

Enter

```

SYSTEMS DESIGN HIGH SCHOOL      MEAL INPUT - LUNCH

STUDENT ID:      76946  ERIN BADLEY      GRD: 09  BALANCE:  32.26
                                PAID

LINE  ITEM  DESCRIPTION  QTY  AMT
-01-   06                235-
-02-
-03-
-04-
-05-
-06-
-07-
-08-
-09-

TOTAL DUE:                .00
-10- AMT TENDERED:
-12- REF/CK# [          ]

ENTER TYPE OF CORRECTION: P
F=FREE REIMB.  X=FREE ADULT
R=REDU REIMB.  Y=PAID ADULT
P=PAID REIMB.  Z=VISITOR
A=ALL OTHER SALES

RESET LAST LUNCH DATE? (Y/N) W
  
```

### Note:

If a mistake occurs in the number of items sold, there will be a large money mistake as well. Do not correct the money because the correction you make in the menu item will correct the money.

## Lesson 23: Correcting Cash Mistakes

### MISTAKES MADE IN CASH TRANSACTIONS:

Cash mistakes are caused by entering an incorrect amount or over scanning an ID card. The most common cash mistake is made when the clerk fails to record the money paid by a student. Two things will occur:

1. The student's account is charged as if they did not pay for the items served.
2. The cash reconciliation will report an amount **over**.

Cash mistakes can be found by careful examination of the CASH TRANSACTION REPORT. Each clerk is responsible for reviewing their own report. Scan the AMOUNT RECEIVED column to detect any odd or unusual amounts of cash. Do not look at the SALES column because any cash mistakes will be found in the AMOUNT RECEIVED column. For example, if a student reflects \$534.00 in the AMOUNT RECEIVED column there has probably been a cash mistake which needs to be corrected.

Write down or highlight the student's ID number from the CASH TRANSACTION REPORT.

Example: 76946

Write down the correction to be entered beside the incorrect entry on the report.

Example: \$534.00 – (\$534.00 is being removed from the student's account)

#### FROM THE CASH REPORTS POSTING SCREEN

- ENTER STUDENT ID #

X X X X X

Enter

- PRESS ENTER (to skip the CHECK field)

Enter

- Enter 53400- (no decimals)

5 3 4 0 0 -

- PRESS ENTER (to accept the correction)

Enter

```
SYSTEMS DESIGN HIGH SCHOOL      CASH RECEIPTS

STUDENT ID: *****
<ESC> to Exit
```

```
SYSTEMS DESIGN HIGH SCHOOL      CASH RECEIPTS

STUDENT ID:      76946  ERIN BADLEY      BALANCE:    32.26

01 - DATE:      01-21-2009

02 - REF/CK#

03 - TYPE:      R

04 - AMOUNT:    53400-
```



**Notes:**

It is very important for each clerk to correct their mistakes each and every day. If the corrections are not made by the clerk then the back office must make the correction.

Remember to correct the mistakes found on the MENU TRANSACTION REPORT only in the Item # and Quantity fields. Cash associated with Item # mistakes will be automatically corrected.

Correct the mistakes found on the CASH TRANSACTION REPORT in the Amount field of the CASH RECEIPTS POSTING SCREEN.

Re-print reports to confirm corrected items.

## End of Day Tasks

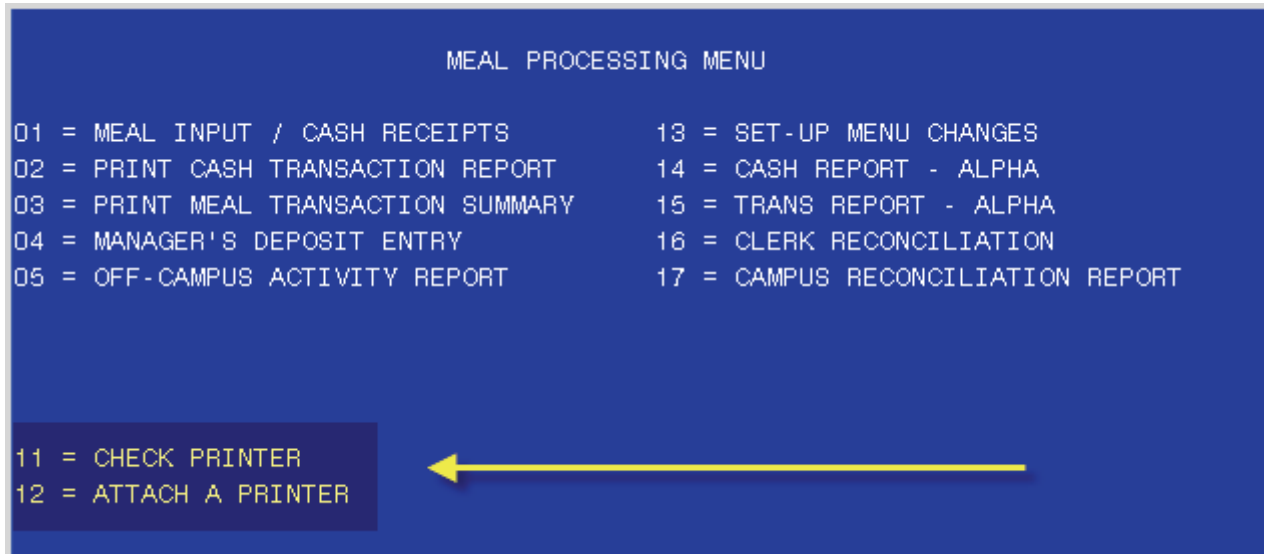
Several actions are required by the main clerks upon completion of meal service. This will guarantee the information gathered from the meal transaction is properly handled.

1. From the MEAL INPUT screen go to the MAIN OPERATORS screen.
2. Select ESC (escape) to exit the MAIN OPERATORS screen.
3. Select option 2 and print the CASH TRANSACTION REPORT (each clerk prints their own report).
4. Select option 3 and print the MEAL TRANSACTION SUMMARY. This summary is to be completed by only one terminal in each cafeteria as this report reflects a combination of all meal transactions from all terminals.
5. Select option 16 to complete the CLERK RECONCILIATION. Each clerk must complete this routine. It is the basis for submitting data on cash transactions to the system.
6. Scan the two reports for accuracy. Each clerk is responsible for finding and correcting mistakes every day.
7. Select option 17 to complete the printing of the CAMPUS RECONCILIATION. This printing routine will print a combination of all the clerks' CASH RECONCILIATION forms. This routine assists the manager in making the deposit and posts all cash totals to parts of the system.
8. Select option 4 to complete the MANAGER'S DAILY DEPOSIT. Enter the actual deposit and total received amounts from lines 30 and line 24 of the CAMPUS RECONCILIATION report (or CLERK RECONCILIATION for single line campuses).

## Help

### Attaching a Printer

From the MAIN OPERATING SCREEN clerks can use option 11 to check the status of their printer and option 12 to attach their printer.

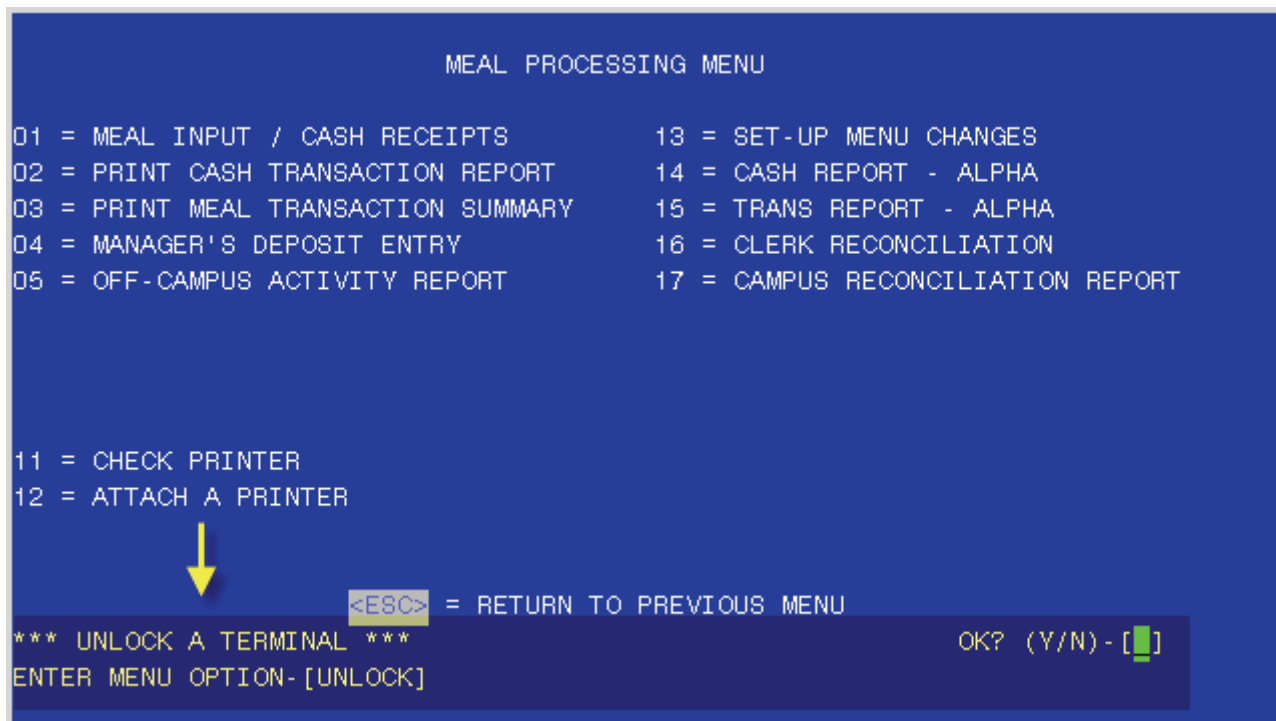


## Unlocking a Terminal

In the event that a terminal freezes or the screen display reads "PROCESS IS RUNNING" clerks can unlock the terminal.

- At the ENTER MENU OPTION prompt type UNLOCK, and the system will ask for a clerk number to unlock.

U N L O C K

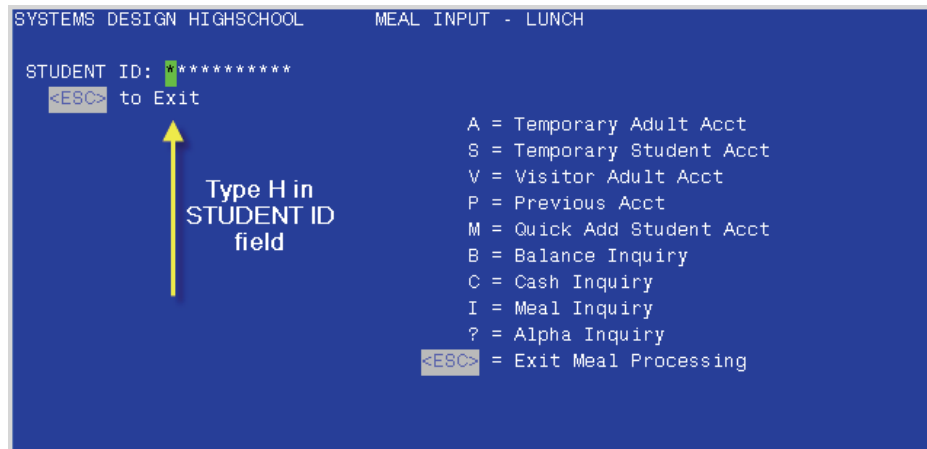


## Help Menu

- Typing H (ENTER) in the STUDENT ID field will show the clerk all options available.

H

Enter



The **A** key accesses the Adult Cash Account and frees up that key from the pre-programmed function keys.

The **S** key does the same process for the Student Cash Account

The **V** key does the same process for the Visitor Cash Account

The **P** key allows the clerk to bring back up the previous student/ adult account and transactions so that they can edit them.

The **M** key allows clerks to use the Quick Enter for assigning temporary account # to students not currently in the districts PEIMS system. This screen has an additional password and is restricted from use by most districts.

The **B** key will allow clerks to simply display the current balance of a student/ adult.

The **C** key will allow clerks to see the historical cash transactions of a student/ adult.

The **I** key will allow clerks to see the historical meal transactions of a student/ adult.

The **?** key can be used in conjunction with the others keys to allow a name search of the districts database of student and adult accounts.

If you have entered an account and you wish to exit the account without processing a transaction, on line 1 of the meal input screen, the **<ESC>** will allow you to exit that account without going to ALL OK?

The **<ESC>** is the only key that will allow the clerk to exit the meal serving process!

**REMEMBER THE ESCAPE KEY WILL GET OUT OF EVERYTHING!**

## Logging Off

At the end of day your terminal must be LOGGED OFF, enabling the main office to complete their end of day routines. To LOG OFF simply go back to the MASTER MENU. At the MASTER MENU enter QU (for quit) in ENTER MENU OPTION:

FROM THE MASTER MENU

ENTER MENU OPTION

Q U

```
MASTER MENU
FS = FOOD SERVICES SYSTEM      EM = E-MAIL MENU
IN = INVENTORY SYSTEM
TM = TIME CARD SYSTEM

<ESC> = TERMINATE MASTER MENU
ENTER MENU OPTION-[QU ]
```

```
ENTER 'C' TO CONTINUE, 'X' TO LOG OFF...
```

### Notes:

Printing out BALANCE REPORTS on a regular basis assists in finding students in an incorrect status and helps in collection of money.

Find and correct mistakes each day. Automated POS allows for great accuracy, and accuracy depends on the clerk.

Keep a current STUDENT LISTING at each POS in case of a power outage. The listing will be of great assistance when information must be logged later.

Keep a current print out of MENU ITEMS at each POS. The listing will aid in entering seldom sold items quickly and in keeping prices and items current.

## POS v2 Shortcuts

The following shortcuts in the program are designed to minimize keystrokes for clerks. All of the shortcuts are utilized in the MEAL INPUT screen.

1. To serve parents a meal on their child's account:

- a. input the STUDENT ID #

X X X X

- b. serve the student meal and a la cart items

- c. on the next entry line, type P1 and enter the quantity desired.

P 1 X

\*Notice the item is served at the ADULT PAID price.

JAN 22, 2009 FOOD SERVICES MEAL PROCESSING SCH120II3  
SYSTEMS DESIGN HIGH SCHOOL MEAL INPUT - LUNCH

STUDENT ID: 76946 ERIN BADLEY GRD: 09 BALANCE: 27.86

LINE	ITEM	DESCRIPTION	QTY	AMT
-01-	01	BBQ Sandwich	1	2.00
-02-	01	BBQ Sandwich	1	2.40
-03-				
-04-				
-05-				
-06-				
-07-				
-08-				
-09-				
TOTAL DUE:				4.40
-10-	AMT TENDERED:			
-12-	REF/CK# [ ]			

ADULT PAID Price

2. If the cursor is blinking at the AMT TENDERED line (line 10) and additional items need to be served to the current student, press the up arrow key to go back to the ITEM line.

↑

## SYSTEMS DESIGN

3. If the wrong student's account is pulled up, press the ESC (escape) key to go back to the STUDENT ID.



4. To make meal data entry error corrections use the REVERSAL option. Type "R" on line 1 of the MEAL INPUT screen and press ENTER to activate the REVERSAL ITEM LOOKUP window.



The screenshot shows a terminal window with a blue background. At the top, a red header bar contains the text "JAN 22, 2009", "FOOD SERVICES MEAL PROCESSING", and "SCH120II". Below the header, the text "SYSTEMS DESIGN HIGH SCHOOL" and "MEAL INPUT - LUNCH" is displayed. The main screen shows "STUDENT ID: 76946 ERIN" and "CE: 32.26". A yellow box highlights the title "MEAL INPUT REVERSAL ITEM LOOKUP". Below this, a table with columns "LINE", "ITEM", "DESCRIPTION", "QTY", "ITEM DESCRIPTION", "QTY", and "AMT" is visible. The table contains one row with "R" in the "ITEM" column. Below the table, the text "TOTAL DUE: .00" is shown. At the bottom, the text "Press <ENTER> to Accept" and "<ESC> to Cancel" is displayed. A small "Enter" key icon is shown next to the "R" in the table. The footer of the window reads "COPYRIGHT 2009 - SYSTEMS DESIGN".

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

TOTAL DUE: .00

-10- AMT TENDERED:

-12- REF/CK# [ ]

Press <ENTER> to Accept  
<ESC> to Cancel

COPYRIGHT 2009 - SYSTEMS DESIGN



## SYSTEMS DESIGN

5. Pay attention to the onscreen ALERT messages. ALERT messages appear when the clerk is about to perform a function that is questionable by the system. The clerk must answer the alert question with a Y (accept) or N (decline). In the example below a quantity of 5 was incorrectly entered for ITEM 01 (BBQ Sandwich).

LINE	ITEM	DESCRIPTION	QTY	AMT
-01-	01	BBQ Sandwich	1	2.00
-02-	01	BBQ Sandwich	1	2.40
-03-	01	BBQ Sandwich	5	
-04-				
-05-				
-06-				
-07-				
-08-				
-09-				

CHECK QUANTITY  
IS IT CORRECT? ☐

TOTAL DUE: 4.40

-10- AMT TENDERED:

-12- REF/CK# [ ]

6. To see the previously accessed account, type "P" at the STUDENT ID prompt.

P

SYSTEMS DESIGN HIGH SCHOOL		MEAL INPUT - LUNCH	
STUDENT ID:	*****	Type "P" to view previous account	
<ESC> to Exit			

# Manual POS Data Entry Form

Date	<hr/>
School Name	<hr/>
School Number	<hr/>
Clerk Login	<hr/>
Clerk Number	<hr/>
Printer Number	<hr/>

[illegible]



# Cashier Checklist

- Login to the system
- Serve food items & accept money
- Handle checks
- Record cash receipts
- Look at menu listings
- Look up students from masterfile
- Print cash reports
- Print meal reports
- Clerk reconcillation
- Manager's daily entry
- Correct cash mistakes
- Correct meal mistakes
- Student masterfile inquiry
- Look up student meal history
- Look up student cash history
- Print cash history
- Print meal history
- Past due notices
- Print low balance notices
- Print student listings
- Log off the system
- Trouble shoot the printer
- Trouble shoot the terminal

## tips

- ✓ When asked to print a summary on the MEAL REPORT remember that Y prints the last page and N prints the entire report.
- ✓ Always reprint the CASH REPORT & CLERK RECONCILIATION REPORT after corrections have been made. If corrections are made on the MEAL REPORT reprint the last page only.
- ✓ If you do not correct mistakes, the main office must make the corrections.
- ✓ If a customer is paying by check always record the check number.
- ✓ Use a POS data entry form to record any exceptions so they may be entered when the meal service is complete.

## LOGIN

Remember to end the day at the login prompt. Press ESC as the menu option to go back through the menus, or you can enter QU to get there more quickly. Select X to log off and press enter to get back to the login.

## PRINTER PROBLEMS

IS IT PLUGGED IN?  
IS PAPER LOADED?

Still not working? Call the Food Service Office as the printer may need to be attached.

## TERMINAL PROBLEMS

If you get a blinking cursor with no login:

IS THE POWER TURNED ON  
THE TERMINAL?  
IS THE POWER ON THE  
MONITOR?  
ARE ALL THE CONNECTIONS TO  
THE TERMINAL AND MONITOR  
PLUGGED IN AND SNUG?

Systems Design  
3765 Saturn Road  
Corpus Christi, TX 78413  
800.887.1828  
[www.systemsdesignusa.com](http://www.systemsdesignusa.com)

QU  
for  
ST  
C  
CA

# Login *to the system*

## Turn on Power

Be sure the screen says "Login" and the cursor is blinking. This means the connection is active to the server.

## Login

Type your unique login:  
ENTER

## Password

Type your Password:  
ENTER

## PASSWORD

Type your second  
PASSWORD:  
ENTER

## OPERATOR INITIALS

Type your 3 INITIALS  
ENTER

## ALL OK?

Enter Y  
(YES)

## ENTER MENU OPTION

Enter FS  
(FOOD SERVICE)

## ENTER MENU OPTION

Enter 02  
(FOOD PROCESSING)

## ENTER MENU OPTION

Enter 01  
(MEAL INPUT CASH  
RECEIPTS)

## SCHOOL #

Enter Campus ID #

## MEAL TYPE

Enter B or L  
(B=breakfast, L=lunch)

## PROMPT REIMB MEAL?

Enter Y or N  
(Y=yes, N=no)

## CALC CHANGE?

Enter to accept default of N  
or Y to accept the change  
routine

## ALL OK?

Enter Y for ALL OK



lower case



UPPER CASE

Remember to type your login carefully. If you make a mistake, the system will not let you enter. Be sure to use lower case and UPPER CASE letters as described when logging into the system.

# After *breakfast*

- 1 From the MEAL INPUT screen press ESC (escape)
- 2 Press ESC to EXIT the program
- 3 Print 02 CASH TRANSACTION REPORT
- 4 Print 03 MEAL TRANSACTION REPORT

Be sure that each clerk counts the beginning cash and that this amount is known before cash transactions are made.

Cash remains in the drawer after breakfast and is counted all at one time after lunch. Balancing of the cash drawer is done after lunch and will account for both breakfast and lunch transactions.

# After *lunch*

- 1 From the MEAL INPUT screen press ESC (escape)
- 2 Press ESC to EXIT the program
- 3 Print 02 CASH TRANSACTION REPORT
- 4 Print 03 MEAL TRANSACTION REPORT
- 5 Run 16 CLERK RECONCILIATION
- 6 Look at reports and correct any mistakes
- 7 Run 17 CAMPUS RECONCILIATION
- 8 Run 04 MANAGERS DAILY DEPOSIT



Each Clerk



Manager

After lunch, the manager will organize the reports and check them for errors. Each clerk is generally responsible for correcting their individual mistakes. Mistakes found on the CASH REPORT will be corrected in CASH RECEIPTS. Mistakes found on the MEAL REPORT will be corrected in MEAL INPUT.

# 2 com mistake

## correctin MENU

- ✓ Highlight the Student TRANSACTION
- ✓ Write down the incorrect entry of item 06 235 - (from the Student)
- ✓ Go to the MEAL
- ✓ Enter the Student
- ✓ Enter the Item #
- ✓ Enter 235- for Q
- ✓ Press Enter
- ✓ Press Enter at A
- ✓ Press Enter to A

## correctin CASH

- ✓ Highlight the Student TRANSACTION
- ✓ Write down the incorrect entry of (\$534.00 is being)
- ✓ Go to the CASH
- ✓ Enter the Student
- ✓ Press Enter (to s
- ✓ Enter 53400- (no account balance)
- ✓ Press Enter to A