

Log On To System

The Printer

There may be times when the report you have sent to the printer does not print. Most of the time this is because the printer has become detached from the server. You can attach the printer by going to FS>02>11 to check if the printer is attached. If it is not attached you may attach it by going to FS>02>12 and following the prompts to re attach the printer.

Unlock a Terminal

You may at some point experience the terminal not letting you log on. It will let you put in your login but then it will quickly go back to login. This is because this terminal was not properly logged off and the server thinks you are still logged on. When this happens we have to "Unlock the Terminal" to do this we can type in unlock at the login prompt and then usda92 at the password. Type in your clerk number when asked to do so, then the Enter Key and you will be able to log in. You can also Unlock a different terminal by typing in UNLOCK in the ENTER MENU OPTION prompt and entering the subject clerk number when asked and then following the prompts.

Received Listing

By pressing the Received Listing Key you may view on screen all the transactions in which a customer either student, staff or visitor has given you cash or check. This list shows the ID number, name, amount and the time of the transaction.

Accuracy

Remember that it is very important to be accurate when recording meals and money. The data that the cashier records is the information that the POS system uses to file reports and claims with the government.

Key Input ON or OFF

Be sure to note that in the lower left of the touchscreen that it indicates if the keyboard is active when it says Key Input ON. When Key Input is Off you may turn it on by touching the blue portion of the screen. Be sure to check this feature if the touchscreen seems to be disabled and does not function.

Contact Systems Design

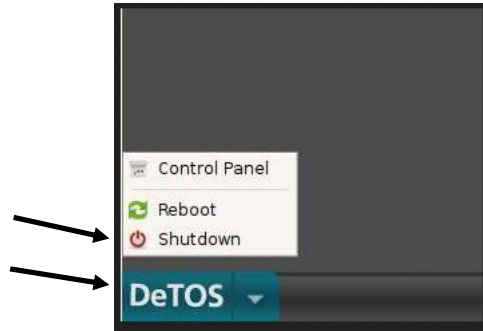
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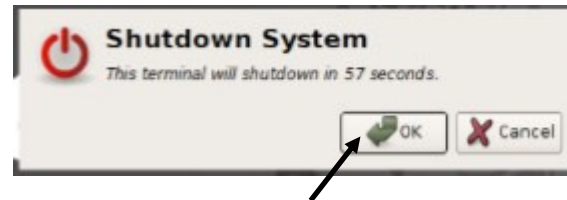
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Log Off The POS System

- At Enter Menu Option enter **QU**
- Enter **X** to log off system
- Click on the **X** at upper right of screen to close window
- Click on **DeTOS**



After You click on DeTos and then Shutdown you will see the Shutdown System box as indicated below.



To shutdown the POS terminal click on the OK button. If you do not click on the shutdown button the terminal will shutdown by itself in 60 seconds.

You can find a lot of learning material, documents and tutorials by going to the Systems Design Learning web site.

www.learnsdi.com

Be sure that the terminal is logged off each day as all cashiers need to exit the system properly so that the back office administrators may complete the End of Day Procedures.

Cashier Quick Start Card

Smart Solutions for School Child Nutrition Programs



Log On To System

Turn on power

The thin client will boot and then come to a screen that says CLICK HERE FOR SYSTEMS DESIGN. Touch that box and login will appear



Turn on Number Lock

Login	Type in your login which is unique to your terminal Your login is _____ Press Enter Key	
Password	Type in your password Your password is _____ Press Enter Key	
Password	Type your password as provided to you. This one is in the middle of the screen Your password _____	
Enter Initials	Type in your three initials	
All OK?	Enter Y for Yes	
Menu Option	Enter FS For Food Services	Press Enter
Menu Option	Enter 02 for Meal Processing	Press Enter
Menu Option	Enter 01 Meal Processing/Cash Receipts	Press Enter
School No.	Enter your school number	
Meal Type	Enter the Meal Type you intend to serve. There may be a list of meal types	
Prompt Meal	Enter Y if you want the system to automatically bring up the reimbursable meal or N if you do not want to prompt the meal	
Highlight	Use the arrow keys to highlight the meal you would like to prompt and then press the Enter Key. You may have up to 14 reimbursable meals in the list	
All OK?	Enter Y for Yes	
Type	Type 1 to go to Meal Input where you record meals and money	

Lower Case

Upper Case

After Meals

After Breakfast

1. Press the Received Listing Button and review the cash receipts to detect errors that may have been made.
2. Press the ESC KEY to exit the Meal Input Screen.
3. Press the ESC KEY to exit the Program.
4. Print 02 Cash Receipts Report if you found errors when looking at the Received Listing. If you did not find errors then skip this step.
5. Only one cashier needs to print the 03 Meal Transaction Summary unless the manager directs that each cashier print one for each terminal to view what that individual terminal served.

After Lunch For Clerks

1. Press the Received Listing Button and review the cash receipts to detect errors that may have been made.
2. Press the ESC KEY to exit the Meal Input Screen.
3. Press the ESC KEY to exit the Program.
4. Print 02 Cash Receipts Report if you found errors when looking at the Received Listing. If you did not find errors then skip this step.
5. Only one cashier need print the 03 Meal Transaction Summary unless the manager directs the printing of one for each terminal to view what that individual terminal served.
6. Do the 16 Clerk Reconciliation. It is a good idea to take out your starting cash before counting your money. If you take out your starting money you will enter a 0 in the Beginning Balance and the Retained Cash fields. Be careful to count and enter your money accurately as you may need a password to do any corrections.
7. Look at your reports and correct any mistakes in meals or cash.

After Lunch for Managers

1. Review the cashiers clerk Reconciliation Reports.
2. Assist the cashiers in correcting any cash or meal mistakes.
3. Print the 17 Campus Reconciliation Report
4. The end of the 17 Campus Reconciliation Report asks if you want to update the managers deposit. Type Y to update as this is an important step that must be accomplished.
5. After updating the managers deposit the manager will reconcile the deposit amount on the 17 report with the money count.

Reports printed should be organized by the manager and checked for mistakes. If mistakes are found they should be corrected before the final closing of the day. Mistakes made at the campus level may only be corrected on the day the mistakes or made with out back office permissions

Correcting Mistakes

How To Correct Meal Input Errors

You will find the meal input errors on the Meal Transaction Report which you print at the end of the day. You will make note of the error which is most likely serving an incorrect number of meals or items or serving items to the wrong person. After identifying the correction to be made, go to Meal Input. Put in the subject student ID number and press the Enter Key. On line 1 where it asks for an Item number enter an R. A box pops up where you may use the arrow key to select the item to be reversed. When selected then press the Enter Key and the item will be entered with a minus which will reverse the entry. You will also be prompted to reset the last reimbursable meal date if the reversed item is a reimbursable item.

How To Correct Cash Mistakes

Find the cash mistakes on the Cash Transaction Report which each cashier prints out at the end of the day. Make note of the error which is normally caused by entering the wrong amount on the amount tendered line of the Meal Input screen or entering money on the wrong student account. After finding the error then go to Cash Receipts, enter the subject student ID number, enter to get to the Amount Line and enter the desired correction either plus or minus to correct the amount in error. You may also correct errors which involve check numbers on this screen by reversing out the cash entry and re-entering the transaction with a check number.

A Few Tips For Cashiers

When printing the Meal Transaction Report you will be asked if you want the summary only. You will see the default entry of N is already in the Summary Only field. This means that you will not get just the summary but the entire report which is what you want. This entire report will be a listing of items served, to who, the quantity, and the last page will be the summary. All you must do is press the Enter Key at the default entry of N to get the entire report but you must replace the N with a Y to get only the summary of the transactions. Notice that you will be asked if you want to view the report on screen before you are asked if you want to print the report.

After you make cash corrections you should print out the Clerk Reconciliation and the Campus Reconciliation Reports again to obtain the correct information.

Be sure to always record the check number if the customer provides a check for payment. We track checks given for payment.

Find and correct any cash or meal mistakes each day or the back office will have to find and correct the mistakes for the cashier or campus.