

## Helpful Information

### 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 reattach 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 press the Enter Key and you will be able to login. 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.

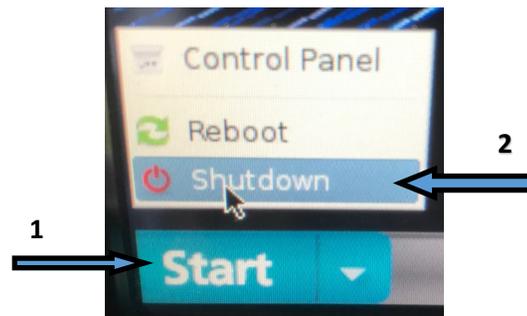
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www.systemsdesignusa.com www.learnsvdi.com

## Log Off The System

Remember that it is very important to shut the system down properly. By doing so damage to the thin client is avoided.

- At any ENTER MENU OPTION prompt type QU
- Enter X to log off the system
- Click on the X at the top right of the screen to close the screen
- Click on the green Start Button at bottom left of screen
- Click on the Shutdown Button



The Shutdown System box will appear in the middle of the screen. Click on OK and the system will shutdown.



You can find a lot of learning material, documents and tutorials by going to the Systems Design Learning web site. [learnsvdi.com](http://learnsvdi.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



## CASHIER VERSION

## Log On To The System

Turn on  
Power

The system will boot and then come to a screen shown below.  
Touch or click on this box and the system will go to login.



Login Type in your Clerk number

Select (2) Cashier Menu —This is the new fast way

Select Meal Type B L D A J S

Select Enter the Meal Type you intend to \serve.

Calculate Enter Y if you want to use the calculate change feature

ALL OK If all is OK then enter Y

Select Select 1 for Meal Processing

You are now ready to enter the student ID Number and record meals

Lower Case Upper Case

If you elect to use the Calculate Change Option

After you enter the items to be purchased and move to the Amount Tended line if you enter the exact amount of the purchase then there is no requirement for the Calculate Change pop up to be used. If you enter an amount greater than the Amount Due then a pop up is displayed.

### DISTRIBUTION SUMMARY

TOTAL PURCHASE---	3.00
AMOUNT TENDERED--	10.00
1 CHECK NUMBER-----	
2 APPLY TO ACCOUNT--	3.00
3 CHANGE DUE-----	7.00
WHICH?	
Y=Give Them The Change	

You may make an election to enter a check number, apply a certain amount to the client's account and view the amount of change to be given to the client. Enter Y

## After Meals

### After Breakfast For Clerks

Press the Received Listing Button and review the cash receipts to detect errors that may have been made.

Press the ESC KEY to exit the Meal Input Screen.

```
>CASH REPORT
MEAL REPORT
RECONCILIATION INPUT
RECONCILIATION REPORT
CHECK PRINTER
```

You can now print a cash report if necessary and the meal report for breakfast. It is not necessary to do the reconciliation input or reconciliation for breakfast.

### After Lunch For Clerks

Press the Received Listing Button and review the cash receipts to detect errors that may have been made.

Press the ESC KEY to exit the Meal Input Screen.

```
>CASH REPORT
MEAL REPORT
RECONCILIATION INPUT
RECONCILIATION REPORT
CHECK PRINTER
```

Select cash report if printing is required  
One cashier prints meal report  
All clerks select and complete Reconciliation Report

Note that you can check to see if printer is attached and working by selecting Check Printer

### After Lunch for Managers

Review the cashiers clerk Reconciliation Reports.  
Assist the cashiers in correcting any cash or meal mistakes.

```
>CASH REPORT
MEAL REPORT
RECONCILIATION INPUT
RECONCILIATION REPORT
CHECK PRINTER
```

4. Select Reconciliation Report and print. Be sure to complete this process through the Managers Daily Deposit.

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 are made without back office permissions

## How To Correct 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 Errors

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 Additional Tips For Clerks

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.

Always be sure to enter the check numbers when receiving and recording checks.

Be sure to shut down the POS terminal properly.