

Helpful Hints For Cashiers

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

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

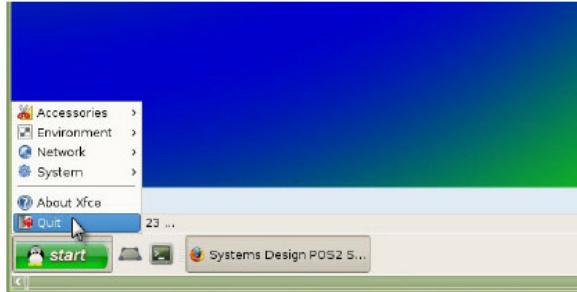
Be sure to note that in the lower left of the touchscreen that it indicates if the keyboard is active when it says Key Input ON. When Key Input is Off you may turn it on by touching the blue portion of the screen. Be sure to check this feature if the touchscreen seems to be disabled and does not function.


Contact Systems Design
800.887.1828
www.systemsdesignusa.com
www.learnsdi.com



Log Off The Touch Screen Monitor

- 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 Start
- Click on Quit



- Click on Shut Down
- Be sure to click only on the shut down box 



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.

Your Login _____

Your Password _____

Cashier Quick Start Card

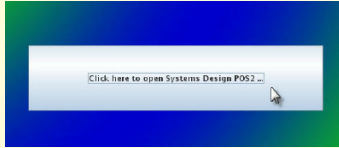
Smart Solutions for School Child Nutrition Programs



Log On To System

Turn on the 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



Be Sure to turn number lock to on

Login

Type in your login which is unique to your terminal

Your login _____ Press ENTER

Password

Type in your password

Your Password _____ Press ENTER

Password

Type in your password.as provided to you. This is the one in the center of the screen.

Your password

Enter Operator Initials

Type in your three initials

Is All OK?

Enter Y for Yes

Enter Menu Option

Enter FS for Food Service Press ENTER

Enter Menu Option

Enter 02 for Meal Processing Press ENTER

Enter Menu Option

Enter 01 for Meal Processing and Cash Receipts Press ENTER

Enter School Number

Enter Your School Number

Enter Meal Type

Enter B or L for Breakfast or Lunch *There may be a list of other choices that could apply*

Prompt A Reimb Meal

Here you will enter a Y if you would like for the selected reimbursable meal to be prompted when you enter the student ID on the Meal Input Screen

Meal To Prompt

If you enter Y in the last step a box will appear which will permit you to highlight the meal to prompt. When highlighted Press ENTER

Is All OK?

Type Y if all is OK

At "TYPE"

Type in a 1 for Meal Input

Must be in Lower Case

Must be in Upper Case

After Breakfast

- 1 From the Meal Input Screen Press ESC
- 2 Press ESC to Exit The Program
- 3 Select 02 and print the Cash Transaction Report
- 4 Select 03 and print the Meal Transaction Report

It is good practice to count the cash drawer to determine what the beginning cash actually is before any cash transactions for this day. Cash will be left in the cash drawer during the day as all cash is counted after lunch is completed.


After Lunch

- 1 From the Meal Input Screen Press ESC
- 2 Press ESC to Exit The Program
- 3 Select 02 and print the Cash Transaction Report
- 4 Select 03 and print the Meal Transaction Report
- 5 Do 16 Clerk Reconciliation
- 6 Look at reports and correct mistakes
- 7 Do 17 Campus Reconciliation
- 8 Do 04 Managers Deposit Entry

Schools With Multiple Lines If you are a school with two or more lines you may accomplish step 8 which is entering your POS Totals from step 7 Do 17 Campus Reconciliation. After completing the Campus Reconciliation you will be asked if you want to Post To The Managers Deposit. If you answer yes then step 8 will be accomplished.

Schools with only one line do not have to do step 7 Do Campus Reconciliation as step 7 combines all the 16 Clerk Reconciliations into the 17 Campus Reconciliation. One line schools will go to Step 8 and enter the POS Totals and the Clerk Deposit in the Managers Deposit Entry.

 All Cashiers

 Manager Only

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 which is step 7 or step 8. Mistakes made at the campus level may only be corrected on the day the mistakes or made with out back office permissions

Correcting Mistake

The Two Most Common Mistakes Are:

- Entering the wrong number of meal items
- Entering the wrong cash amount

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 Input 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 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.

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.