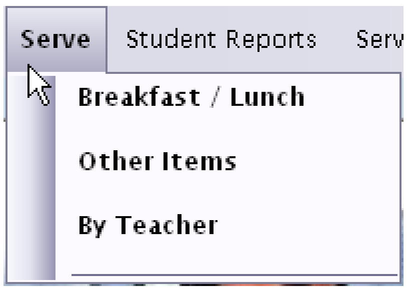
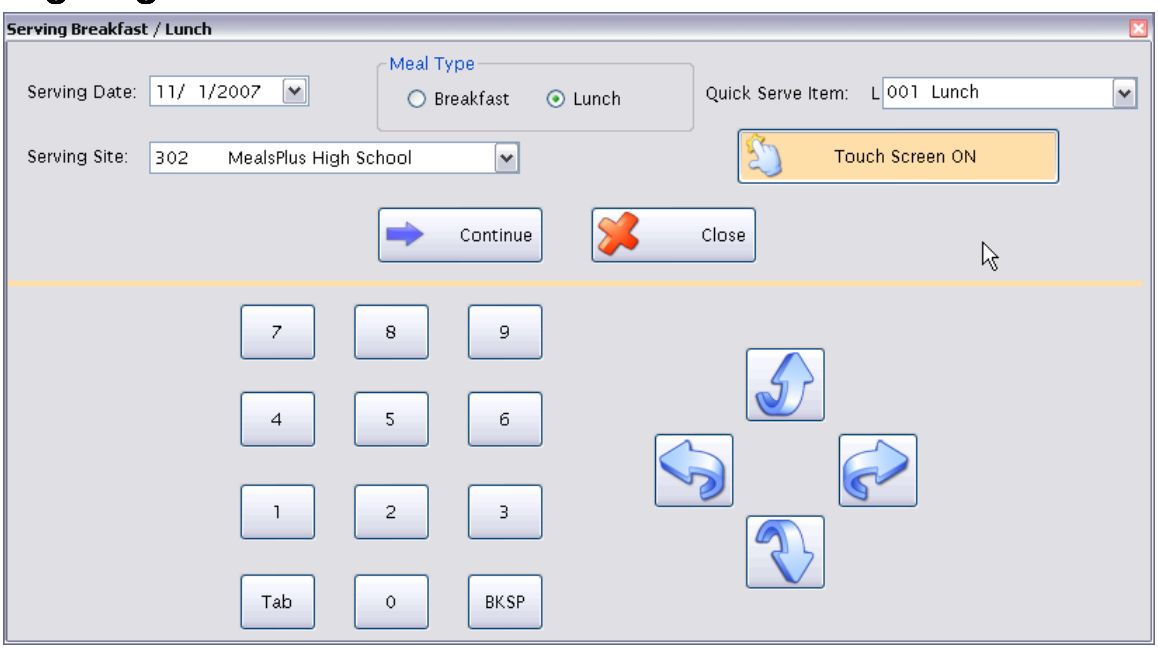
Meals Plus Version 8
Manager and Cashier Training

The main location we will be working is under the **Serve** drop down menu, and then **Breakfast /Lunch**.



Signing in Breakfast/Lunch



- Verify the serving date is correct.
- Choose the meal type you wish to serve.
- If you would like to use a Quick Serve item, either enter the item number or choose the item from the drop down.
    - Usually it would be the reimbursable meal, but it can be any item. If you enter an item here, you won't need to enter it every time you select a student.

- This will save time if most students get the same item, but if someone is not getting that item, you will need to remove it when serving that student.

- If you are using a touch screen you will turn that on here. Once you have turned the touch screen option on, it will remain on every time you log in.
- Verify your serving site is correct.
- Click Continue to Proceed.

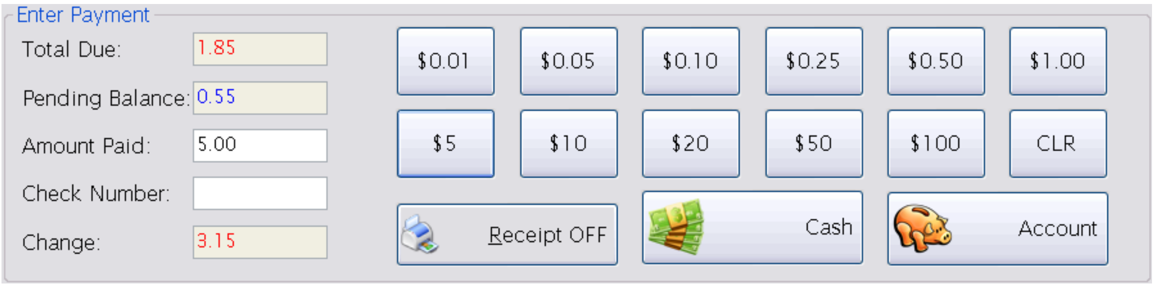
Serving Students

If using touch screen, enter the student number using the keypad displayed on the screen or have the student use any external device you may be using to enter their number.

After a student number has been entered in the ID field, the serving screen will look like this.

- If a student does not know their student number or serving number you can use the Name Look Up button.

- If the student is visiting from another school in the district, you can look them up by using the Visiting Student button.
- The student info section includes the students serving number, grade, teacher, site and special message (if there is one).
- Available Items – These are all the items set up in your item file for the meal type you chose to serve.
- Items purchased will show up under the Available Items.



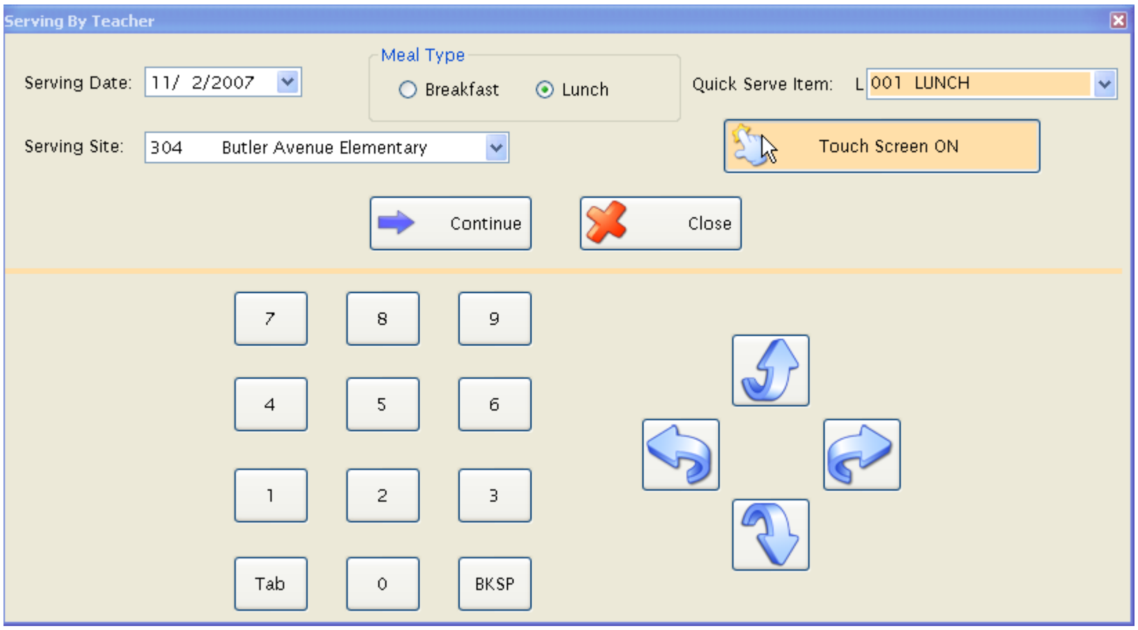
- Total due is the total of all items purchased.
- Pending Balance is the amount of money the student will have in their account if the transaction is processed with funds on their account.
- Amount Paid is the actual cash given to the cashier. If you are using a touch screen, you can use the buttons to the right to enter the amount.
- Check number can be used when paying by check.
- Change is the amount due back to the student should you process this transaction as cash.
- Cash (F9) – The amount of cash that is going in the drawer is exactly the total amount due. You must enter an amount in the payment field to use this option.
- Account (F11) – Dollar amount that is more or less than exact amount due and will be going on or coming off account.

Other Key Functions

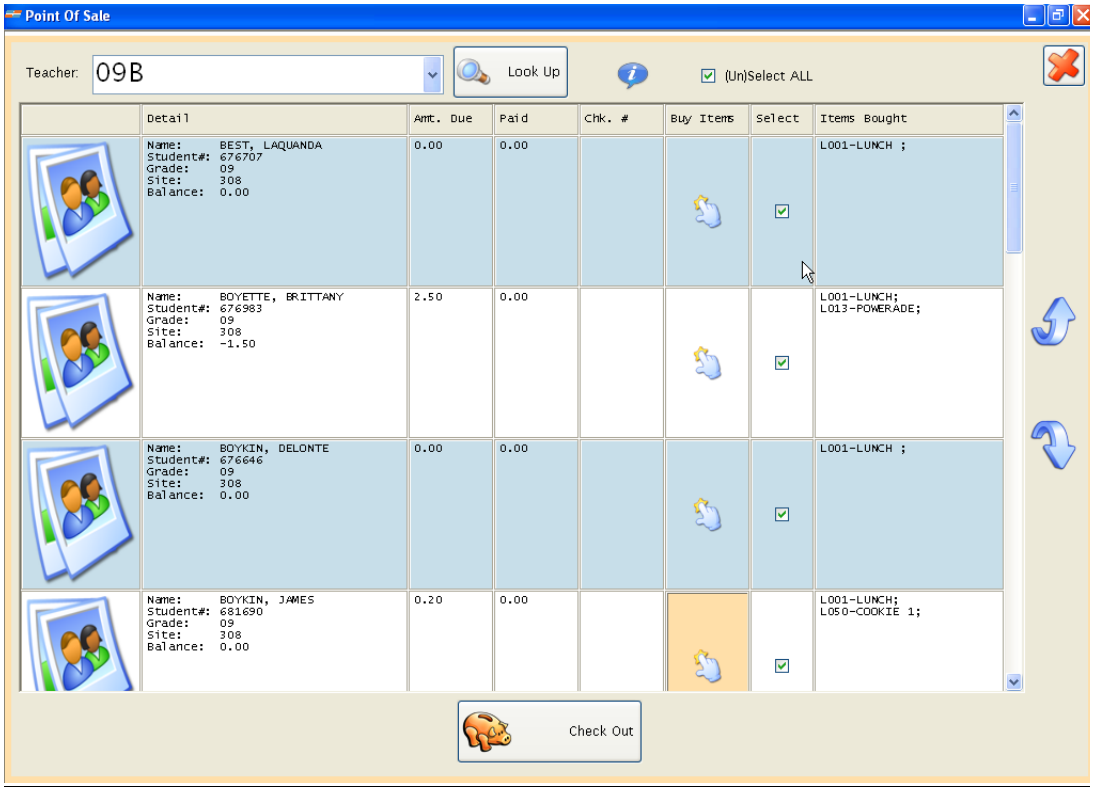
- Edit Quantity (F2) – This will allow you to edit the quantity field in the items purchased section. You can also highlight the item and use the + and – buttons to edit quantity.
- Review (F6) – After a transaction has been processed you can immediately review it by hitting F6. This is a quick way to double check what you did if you're not sure.
- Clear (F8) – This is used to clear a screen and return to a blank serving screen.
- Void (F7) – You must review a transaction before voiding it. This will void the whole transaction.
- History (F5) – If you enter a student into the ID section, then click F5 it will show all the history of transactions for that student. The most recent transaction on the top. If there has been a void it is listed in red with a voided date and time in those boxes.

Serve by Teacher

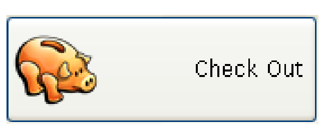
- Go to the **Serve** drop down menu, then select **By Teacher**



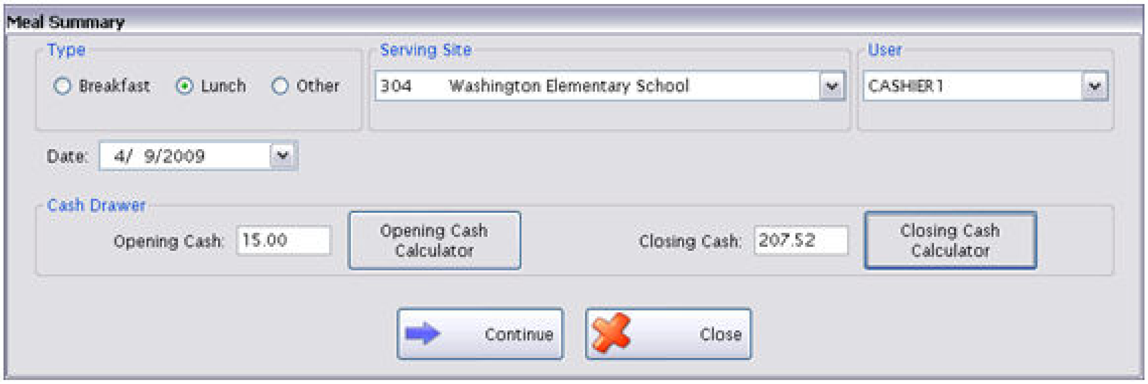
- Verify the serving date is correct.
- Choose the meal type you wish to serve.
- If you would like to use a Quick Serve item, enter the item number or choose the item from the drop down.
- Verify your serving site is correct.
- If you are using a touch screen you will turn that on here. Once you have turned the touch screen option on, it will remain on every time you log in
- Click Continue to Proceed



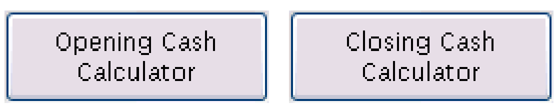
- Select the teacher from the drop down menu, or select Look Up to search teacher names.
- Students will display in the window. To select all students use the (un)Select ALL check box. If students are absent or not coming through line, uncheck the Select box.
- Students without a check box in the “Select” column will not be served a meal or an item.
- To add or remove items, click on the “Buy Items” button. Check or uncheck items the student is purchasing.
- The amount due will display a total per student. If the student is paying cash or prepaying, enter the dollar amount in the “Paid” column.
- If prepaying with a check enter the check number in the “Chk. #”.
- To process the entire class at once click or touch the Check Out button.



Meal Summary



- Choose the type of Meal you wish to run a Summary for.
- Select the serving site.
- Verify that the user name and date is correct.
- Cash Drawer, Opening cash: Enter the beginning amount in the drawer.
- Closing Cash: Enter the amount of cash you had after the meal was served (include beginning cash when reporting this amount).
- Click continue.
- Review information on the screen. If correct print and return to your manager.



When you click or touch the Cash Calculator button, it will be highlighted in orange and a keypad will be displayed. (To close the Cash Calculator, click the orange-highlighted button again.)

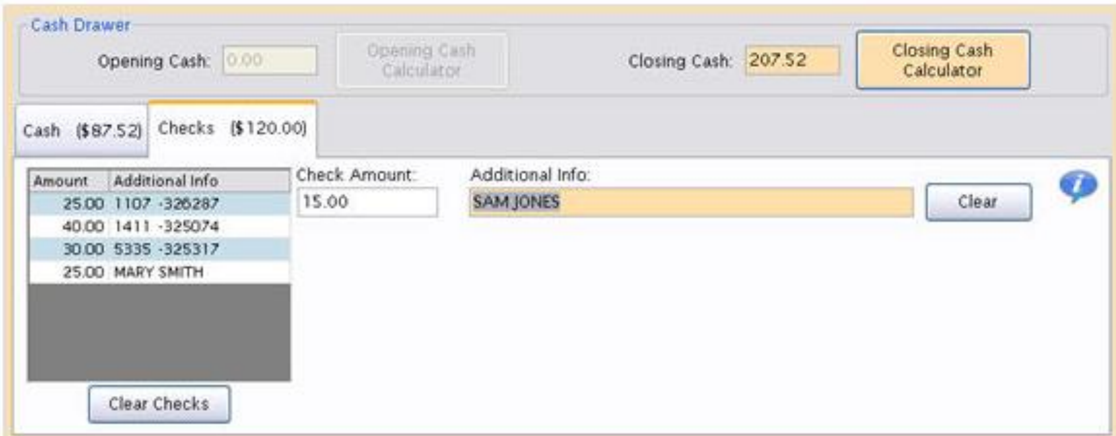
There are two tabs - one tab for cash and one for checks.

On the **Cash** tab, enter the number of coins and bills you have for each denomination.

- In the example shown below, there are 7 pennies, 3 nickels, 8 dimes, 15 ones, 6 fives, 2 tens, and 1 twenty.
- The total (87.52) is automatically calculated as you enter the coin and bill counts.

When you open the **Checks** tab, any check numbers that were entered in the serving screen will be listed in the grid automatically.

It will list the payment amounts, and the **Additional Info** field will show the **Check Number** and **Student#** with a hyphen between them.



To edit a check Amount or the Additional Info, highlight that line in the grid.

Then you can edit the information in the **Check Amount/Additional** Info fields to the right of the grid.

You can enter anything you like under **Additional Info** (up to 25 characters).

Press **Enter** to save your changes.

The **Clear** button removes only the current information in these fields.

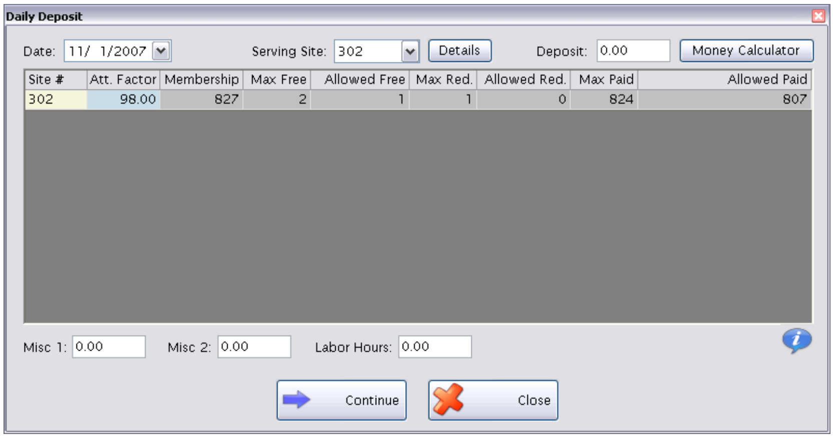
To enter additional checks, type in the Check Amount and any Additional Info such as check number, student #, or bank name, in the fields to the right of the grid. Press E**nter** to put it in the grid.

To remove a check, double-click the amount in the grid.

Clear Checks removes **all** the check information.

To close the Cash Calculator, click or touch the orange button again.

Daily Deposit



- Verify the date is correct.
- Enter the deposit amount.
- Click Continue.
- Review information on the screen. If correct, click CLOSE DAY & PRINT button.

For the Manager

- Make sure Breakfast and Lunch summaries have been printed for each cashier.
- After summaries are done run the Daily Deposit Report

When looking for errors when the cashier does not balance, you can run the following reports:

- Serving Reports- Charge and Prepayment: Shows list of all students that prepaid/charged/paid charges or used prepay.
- Serving Reports- Checks Summary: Shows list of checks received on a specific day/date range
- Serving reports- Transaction History: by Date, by Student or by Item
- If you find something and need to void or key additional sales, rerun the summaries. The summary numbers supply the Daily Deposit Report.