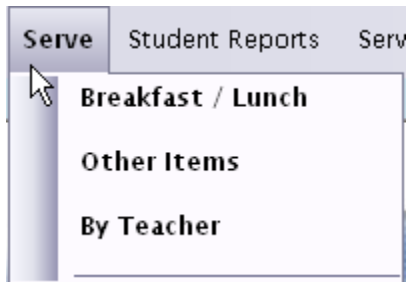




Meals Plus Version 8 Manager and Cashier Training

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



Signing in Breakfast/Lunch

The screenshot shows the 'Serving Breakfast / Lunch' window. It includes the following elements:

- Serving Date:** 11/ 1/2007
- Meal Type:** Radio buttons for Breakfast and Lunch (Lunch is selected).
- Quick Serve Item:** L 001 Lunch
- Serving Site:** 302 MealsPlus High School
- Touch Screen ON:** A button with a hand icon.
- Navigation:** Continue (blue arrow) and Close (red X) buttons.
- Keypad:** A numeric keypad with buttons for 7, 8, 9, 4, 5, 6, 1, 2, 3, Tab, 0, and BKSP. There are also four blue arrow buttons (up, down, left, right) for navigation.

- 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.



Meals Plus Version 8 Manager and Cashier Training

- 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.

Select Student

ID: 1265008 Name: ALLEN, AIMEE

Name Look Up Visiting Student

Available Items

Lunch Special	Lunch Reimb	Milk	Milk Choc	Bread / Roll	Crackers
Soup Combo	Pizza Slice	Dessert	Large Juice	Small Ice Cream	Large Ice Cream
Entree	Water	Yogurt	Soup	Second Meal	Snack/Chips
Milkshake	Tea/Coffee	F/B Sandwich	Sub	Cookie	Gatorade
Salad Large	Salad Small	Chef Salad	Fresh Fruit	Vegetable	Burger

Item ID	Quantity	Description	Nut. Code	Price
L031	1	Water	X	1.00
L001	1	Reimbursable Lunch	1	0.00

Enter Payment

Total Due: 1.00
Pending Balance: -1.00
Amount Paid: 5.00
Check Number:
Change: 4.00

\$0.01 \$0.05 \$0.10 \$0.25 \$0.50 \$1.00
\$5 \$10 \$20 \$50 \$100 CLR
Receipt OFF Cash Account

Cashier: ADMIN
Serving: Lunch, 302
Date: 12/9/2009

Student Info

Serving#: 1275 Grade: 00
Teacher: MILLER
Site: Wilmington High

EGG/PEANUT ALLERGY

Edit Quantity LAST BALANCE -12.40
History Review
Clear Void

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



Meals Plus Version 8 Manager and Cashier Training

- 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.

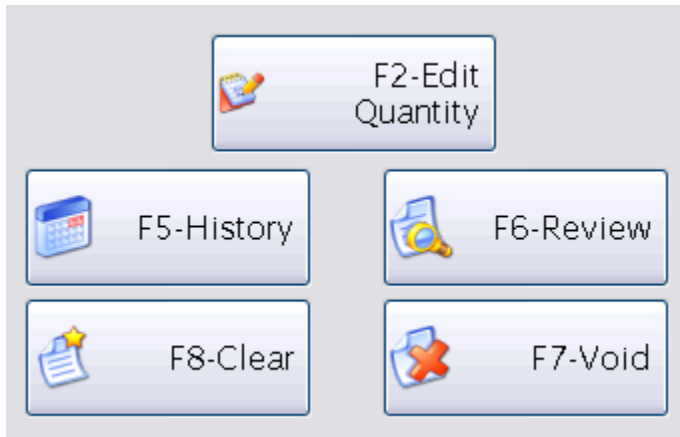
Enter Payment

Total Due:	1.85	\$0.01	\$0.05	\$0.10	\$0.25	\$0.50	\$1.00
Pending Balance:	0.55	\$5	\$10	\$20	\$50	\$100	CLR
Amount Paid:	5.00	Receipt OFF		Cash		Account	
Check Number:							
Change:	3.15						

- 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.

Meals Plus Version 8 Manager and Cashier Training

Other Key Functions

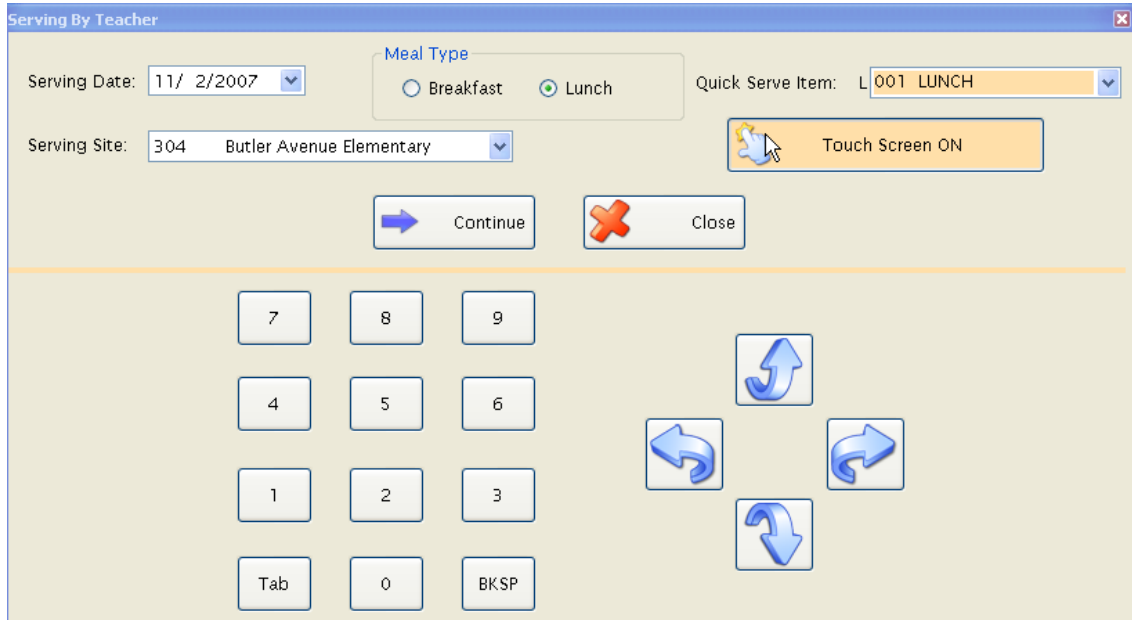


- Edit Quantity (F2) – This will allow you to edit the quantity field in the items purchased section. You can also highlight the item and use the + and – buttons to edit quantity.
- Review (F6) – After a transaction has been processed you can immediately review it by hitting F6. This is a quick way to 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.

Meals Plus Version 8 Manager and Cashier Training

Serve by Teacher

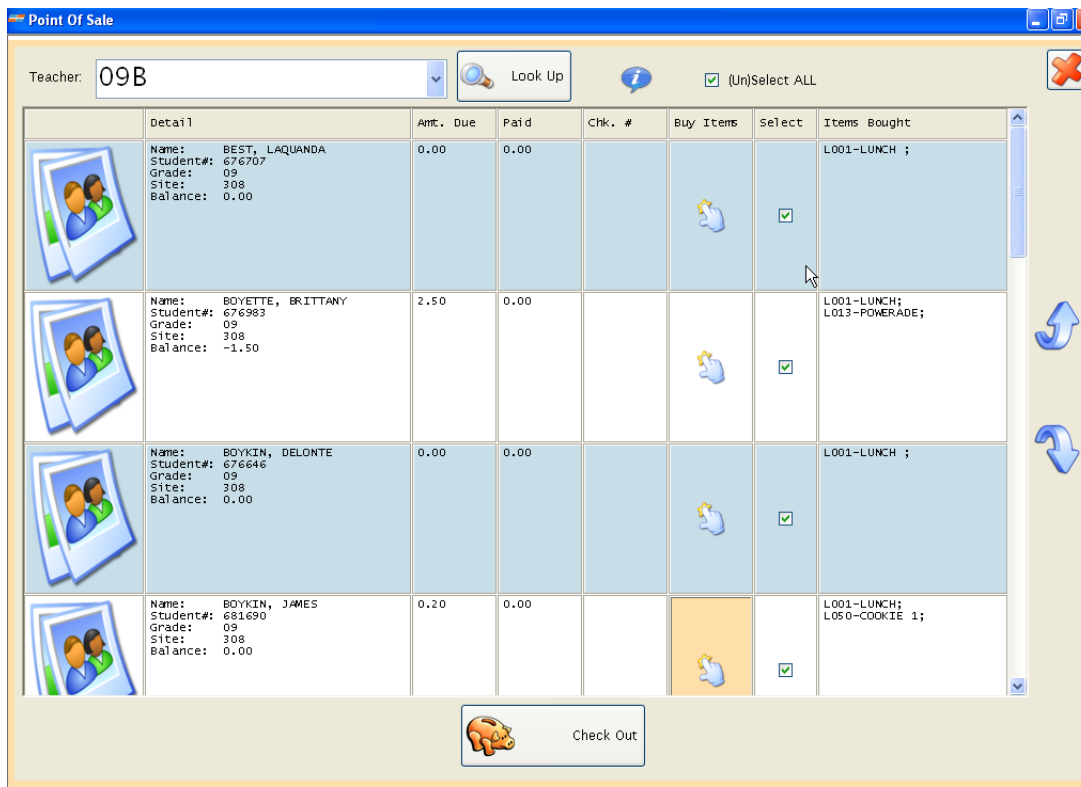
- Go to the **Serve** drop down menu, then select **By Teacher**

A screenshot of the "Serving By Teacher" software interface. The window title is "Serving By Teacher". It contains several input fields and buttons. At the top left, "Serving Date:" is set to "11/ 2/2007". To its right, "Meal Type" has radio buttons for "Breakfast" and "Lunch", with "Lunch" selected. Further right, "Quick Serve Item:" is set to "L 001 LUNCH". Below these, "Serving Site:" is set to "304 Butler Avenue Elementary". A "Touch Screen ON" button with a hand icon is visible. At the bottom of the form area, there are "Continue" and "Close" buttons. Below the form area is a numeric keypad with buttons for digits 0-9, "Tab", and "BKSP", along with four arrow buttons (up, down, left, right).

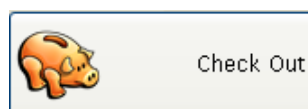
- Verify the serving date is correct.
- Choose the meal type you wish to serve.
- If you would like to use a Quick Serve item, enter the item number or choose the item from the drop down.
- Verify your serving site is correct.
- If you are using a touch screen you will turn that on here. Once you have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



Meals Plus Version 8 Manager and Cashier Training



- 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.





Meals Plus Version 8 Manager and Cashier Training

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.



Meals Plus Version 8 Manager and Cashier Training

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.

The screenshot shows the 'Cash Drawer' interface. At the top, there are fields for 'Opening Cash: 0.00' and 'Closing Cash: 207.52', each with a corresponding 'Opening Cash Calculator' and 'Closing Cash Calculator' button. Below this, there are two summary boxes: 'Cash (\$87.52)' and 'Checks (\$120.00)'. The main area contains a grid of check entries:

Amount	Additional Info
25.00	1107 -326287
40.00	1411 -325074
30.00	5335 -325317
25.00	MARY SMITH

To the right of the grid, there are input fields for 'Check Amount:' (containing '15.00') and 'Additional Info:' (containing 'SAM JONES'). A 'Clear' button is located to the right of the 'Additional Info' field. At the bottom left of the grid area, there is a 'Clear Checks' button.

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 **Enter** 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.



Meals Plus Version 8 Manager and Cashier Training

Daily Deposit

Site #	Att. Factor	Membership	Max Free	Allowed Free	Max Red.	Allowed Red.	Max Paid	Allowed Paid
302	98.00	827	2	1	1	0	824	807

- 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.