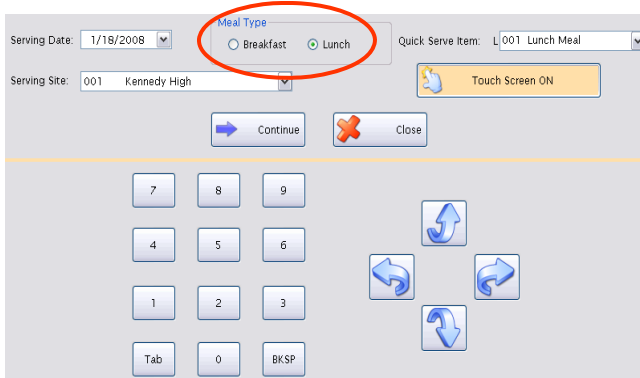


BREAKFAST/LUNCH ENTRY SCREEN

When serving breakfast/lunch, verify that the Meal Type you are serving is correct.



GENERIC ACCOUNTS

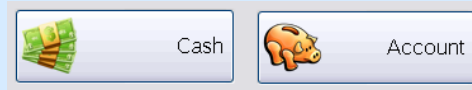
Some account numbers have been reserved for special use as Generic Accounts. They can be used when an individual account number has not been set up, or a visitor is eating in the cafeteria.

Generic Accounts can be used more than once during a serving session, but charges and prepayments are not allowed.

PIN#	NAME
200	Status 2 Account (Free)
300	Status 3 Account (Reduced)
400	Status 4 Account (Full Pay Student)
600	Teacher Account
700	Adult Account
800	SFS Account
900	Catered Account

PAYMENT KEYS

F9 = Cash



Use this option when the actual amount of money you add to the drawer is exactly equal to the **total due** for this transaction.

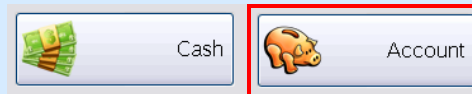
Ex. Purchase amount is \$2.50
The student gives you \$5.00
You give the student \$2.50 back

Choose the Cash button to complete the transaction.

If you want POS to tell you how much change the student should receive back, enter \$5.00 in the Amount Paid section and the change will be calculated in the change section.

Enter Payment	
Total Due:	2.50
Pending Balance:	-2.50
Amount Paid:	5.00
Check Number:	
Change:	2.50

F11 = Account



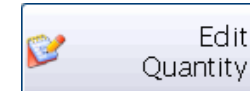
Use this option when you are receiving cash (prepaid meals or charges), or for transactions where the payment received is either more or less than the total due and you want to update the account balance.

Ex. Purchase amount is \$2.50

The student gives you \$5.00 and wants the change added to their account.

Enter \$5.00 in the Amount Paid box and choose the Account button to complete the transaction.

OTHER KEYS



Highlight the Quantity field so you can change the quantity purchased.



Alternately, you can use the + and—buttons.



Clear can be used if you have made a mistake and would like to clear the whole screen and start over.



Review can be used if you would like to view previous transactions completed for a specific serving number.



F7 (Void) is used if a transaction has been completed (F9 or F11 has been pressed) and is incorrect. You must first review the transaction (F6) before you void it.

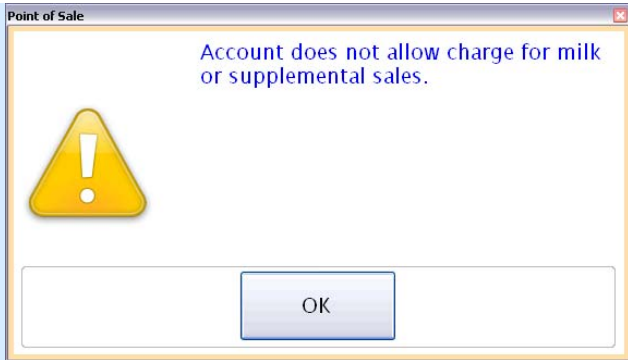


F5 (History) will show you every transaction that has occurred on a student's account.

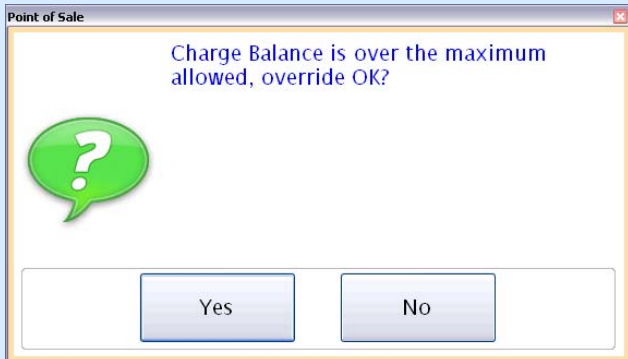


The red X will close the serving screen.

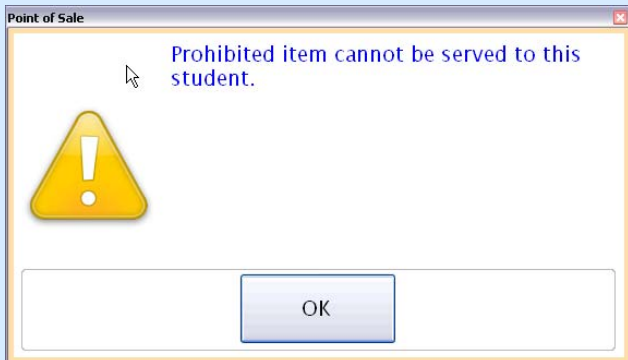
NOTIFICATION MESSAGES



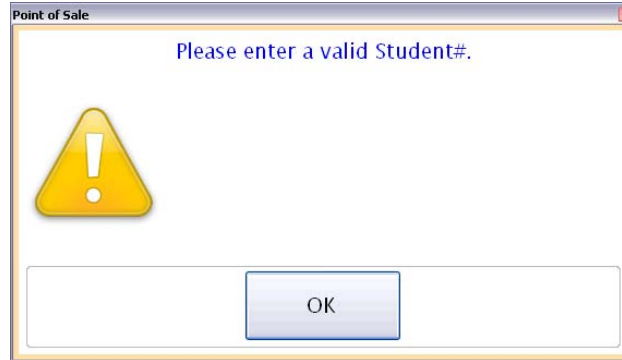
This account does not allow charges of supplemental sales. Touch okay and remove the item or enter the amount of cash for the sale and press Account.



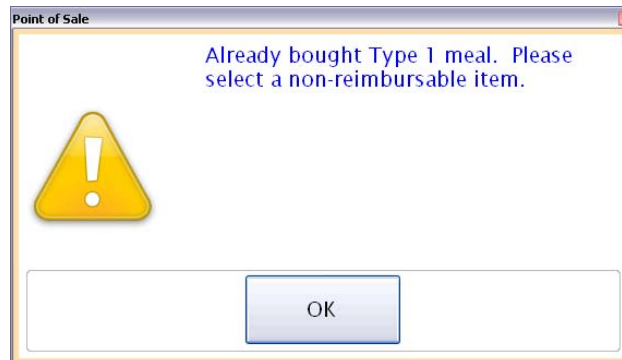
Maximum charge is set to a specific dollar amount and the account has reached that limit. Touch no to return to the serving screen, or Yes to override and allow charges.



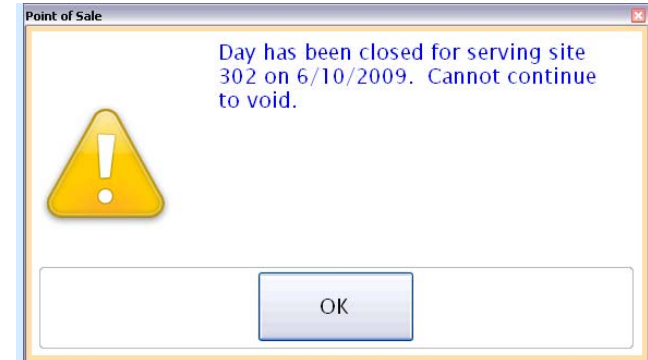
This item has been prohibited for this student, click OK and remove item to continue.



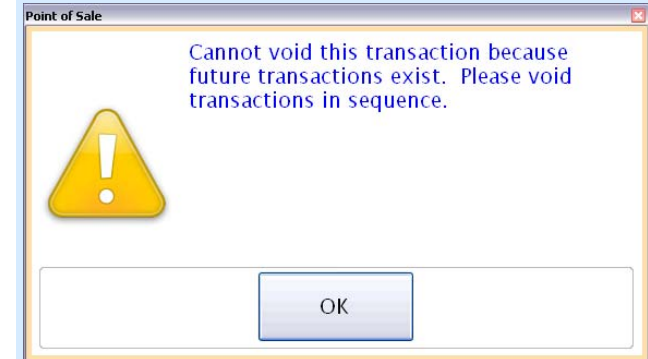
An incorrect serving number or student number was entered, or the enter key was pressed on a blank screen. Press enter and key a valid number.



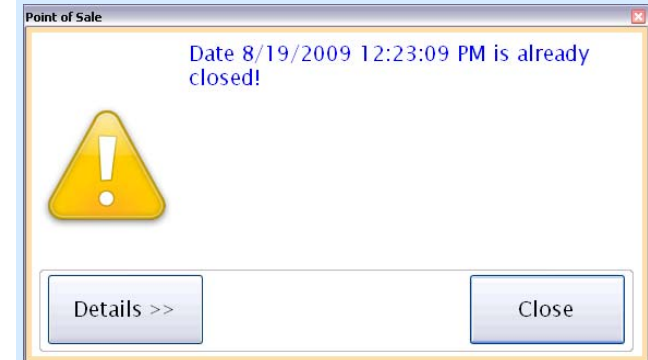
This student has already purchased a "Nutrition Code 1" meal today . Only one "Nutrition Code 1" meal may be purchased on a student account. If this is an additional meal, please use the appropriate item number.



In order to void an incorrect transaction, the day must not be closed. If the day has been closed, an Administrator will need to unclosed it.



More recent transaction exist in the history and this void is prohibited. Start at the most recent transaction and void backward.



The date has been closed and transactions are not allowed. If the date was closed by mistake, and Administrator can "Unclose the date" using the Utility.