



ORDER OF OPERATION



After Breakfast, Lunch and/or Other sales has been served, meal summary should be ran for the appropriate meal type. This summary must be run for each cashier that served.

Verify the date, select the serving site and a cashier and enter the beginning and ending cash. Click Preview.

Opening Cash:	0.00	Total Receipts:	40.20
Closing Cash:	40.00	Net Collected:	40.00
		Over / Under:	-0.20

Review the Net Collected and Over/Under to make sure no mistakes were made. The Net Collect is the Opening Cash minus the Closing Cash. It should be equal to your total receipts. If a mistake was made, enter the correct numbers and rerun the summary again.



Click the printer icon to print a copy for your records.



Meal Summary

Breakfast

If you serve breakfast, you will need each cashier to run Meal Summary for breakfast, making sure to enter the opening and closing cash. This can be found under Serving Reports, Meal Summary.



Meal Summary

Lunch

Next you will need to run the Meal Summary for lunch. You can have your cashiers run their own summary or you can run one for them.



Daily Deposit

Finally, Daily Deposit needs to be run. This includes all the money collected for the entire day and can be found under Serving Reports, Daily Deposit.

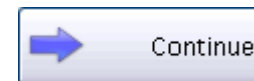
The last report you run is the Daily Deposit.

Site #	Att. Factor	Attendance	Membership	Max. Free	Allowed Free	Max. Reduced	Allowed Reduced	Max. Paid	Allowed Paid
205	94.00	467	499	160	150	151	141	188	176

Verify the date and site, then enter the total amount of your deposit. This should be the total money from each cashier.

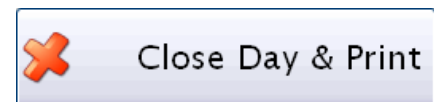
Att. Factor	Attendance	Membership
94.00	467	499

Att. Factor (Attendance Factor) is automatically generated from the Control File. Verify this information is correct. If needed, this field can be changed.



Click Continue to Proceed.

Verify the information is correct. When you are satisfied with the numbers, Close Day & Print. This will print a copy of your Daily Deposit and prevent further changes to the day.



CORRECTING COMMON ERRORS

Charges & Prepayment

The Charges & Prepayment report is a useful tool in finding errors which may be causing an error in your deposit.

This report can be run by a specific date range and user to find a payment that may have been entered incorrectly.

How to Void

You can void your own transactions or another user's transactions if you have security rights and the day is not closed. Transactions will be shown in reverse sequence and must be voided in that same order if any charges or prepayments are involved.

Be sure to check the Cashier, Meal, School, and date before you void. If you want to void another transaction, just use **Review** and **Void** again.

DAY CLOSED!

Site #	Att. Factor	Attendance	Membership	Max. Free	Allowed Free	Max. Reduced	Allowed Reduced	Max. Paid	Allowed Paid
205	94.00	468	500	159	149	152	142	189	177

If you have already closed the day and attempt to run the Daily Deposit or Meal Summary again, you will receive one of these messages. You can re-print the reports, but changes are not allowed. If corrections need to be made, contact someone with Administrative rights and have them unclosed the day.

CORRECTING COMMON ERRORS



If the Over/Under is incorrect on the daily deposit, verify the beginning and ending cash were entered correctly.

Transaction History

If the Over/Under is incorrect by a large amount, a payment may have been entered incorrectly or too many items charged to an account. Go to Serving Reports, Transaction History, by Date.

Select the date you are viewing both in the From and To box and choose type of transaction and User you wish to view. Click preview.



Look over the report and see if there are any payments or transactions that stand out. Correct the error by voiding the transaction and entering the item or payment correctly.