

ARCHDIOCESE OF LOUISVILLE

FOOD SERVICE

POS TRAINING MANUAL

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SALES ACTIVITY TRANSACTIONS

1. **LOGGING IN/UNLOCKING THE TERMINAL**

- PRESS F2 LOGIN/UNLOCK
- ENTER LOGIN NAME - CASH
- PRESS TAB KEY
- ENTER LOGIN PASSWORD - CASH
- PRESS ENTER

After exiting Café Terminal double click on Ctswin to pull up Café Terminal.

2. **OPENING THE TERMINAL**

- PRESS F5 OPEN TERMINAL
- PRESS YES
- VERIFY IF THE DATE IS CORRECT
- PRESS YES IF DATE IS CORRECT
- OPENING AMOUNT WILL ALWAYS BE \$0.00
- PRESS ENTER

The word **OPEN** with the date should be flashing in green at the bottom of the screen. If the date flashing is red and flashing another date, the cashier must perform closing procedures (see #23) before making any transaction.

3. **ENTERING SALES MODE**

- PRESS F1 SALES MODE, FOLLOWED BY:
- PRESS F2 BREAKFAST (this applies to only schools that serve breakfast) *OR*
- PRESS F3 LUNCH
- PRESS YES
- PRESS OK

4. **RECEIVE ON ACCOUNT (ROA) ON ACCOUNT/CASH (UNLIMITED)**

- ENTER PIN # (IF THE CHILD'S PIN NUMBER IS NOT KNOWN PRESS F2 SEARCH AND ENTER THE CHILD'S LAST NAME. MAKE SURE THE NAME HIGHLIGHTED IS THE STUDENT YOU ARE SEARCHING.)
- PRESS ENTER
- PRESS ROA
- KEY IN THE DOLLAR AMOUNT RECEIVED
- PRESS CASH

5. ROA'S ON ACCOUNT/CHECK (UNLIMITED)

- ENTER PIN # (IF YOU DO NOT KNOW THE CHILD'S PIN NUMBER PRESS F2 SEARCH AND ENTER THE CHILD'S LAST NAME. MAKE SURE THE NAME HIGHLIGHTED IS THE STUDENT YOU ARE SEARCHING.)
- PRESS ENTER
- PRESS ROA
- KEY IN THE DOLLAR AMOUNT RECEIVED
- PRESS F7 PAY BY CHECK
- PRESS CHECK
- KEY IN THE CHECK NUMBER
- PRESS ENTER

6. PREPAID LUNCHES (PPL'S) ON ACCOUNT/CASH

- ENTER PIN # (IF THE CHILD'S PIN NUMBER IS NOT KNOWN PRESS F2 SEARCH AND ENTER THE CHILD'S LAST NAME. MAKE SURE THE NAME HIGHLIGHTED IS THE STUDENT.)
- PRESS ENTER
- PRESS F6 PPL
- PRESS QTY (DIVIDE \$ AMOUNT RECEIVED BY THE PRICE OF LUNCH TO GET # OF PPL'S)
- KEY IN THE NUMBER OF PPL'S
- PRESS ENTER
- PRESS ROA
- KEY IN THE DOLLAR AMOUNT RECEIVED
- PRESS CASH

7. PPL'S ON ACCOUNT/CHECK

- ENTER PIN # (IF THE CHILD'S PIN NUMBER IS NOT KNOWN PRESS F2 SEARCH AND ENTER THE CHILD'S LAST NAME. MAKE SURE THE NAME HIGHLIGHTED IS THE STUDENT YOU ARE SEARCHING.)
- PRESS F6 PPL
- PRESS QTY (DIVIDE \$ AMOUNT RECEIVED BY THE PRICE OF LUNCH TO GET # OF PPL'S)
- KEY IN THE NUMBER OF PPL'S
- PRESS ENTER
- PRESS ROA
- KEY IN THE DOLLAR AMOUNT RECEIVED
- PRESS F7 PAY BY CHECK
- PRESS CHECK
- KEY IN CHECK NUMBER
- PRESS ENTER

8. PROCESSING ID SALES

- STUDENT WILL ENTER PIN NUMBER INTO THE PIN PAD
- PRESS GET PIN
- RING UP ITEMS BEING PURCHASED IN THE FOLLOWING ORDER:

ALWAYS REMEMBER AND IMPLEMENT A.R.M. RULE:

(A) A LA CARTE

(R) ROA TRANSACTIONS

(M) MEAL PURCHASES

- PRESSING MEAL OR CASH WILL END THE TRANSACTION

9. ADULT NO ID SALES

- PRESS F1 NO ID
- PRESS NO ID LUNCH
- ENTER SELECTED ITEM BY PRESSING THE CORRESPONDING KEYS
- PRESS SUB TOTAL
- PRESS CASH

10. VOIDING PRIOR SALE TRANSACTION

- PRESS JOURNAL
- PRESS VOID
- PRESS ESC
- PRESS SEARCH
- PRESS ENTER
- ENTER CORRECT TRANSACTION

11. VOIDING TRANSACTIONS THAT OCCUR THAT DAY

- PRESS JOURNAL (USE THE UP ARROW TO FIND THE TRANSACTION TO VOID.)
- PRESS VOID
- PRESS ESC
- PRESS SEARCH
- PRESS ENTER
- ENTER CORRECT TRANSACTION

REFUNDS/CHANGES TO ACCOUNT

12. REFUND CASH ON ACCOUNT

- ENTER PIN # (IF THE CHILD'S PIN NUMBER IS NOT KNOWN PRESS F2 SEARCH AND ENTER THE CHILD'S LAST NAME. MAKE SURE THE NAME HIGHLIGHTED IS THE STUDENT YOU ARE SEARCHING.)
- PRESS ENTER
- PRESS ROA
- PRESS REFUND
- KEY IN DOLLAR AMOUNT TO BE REFUNDED
- PRESS CASH
- GIVE BACK CASH

13. REFUND PREPAID LUNCHES

- ENTER PIN # (IF THE CHILD'S PIN NUMBER IS NOT KNOWN PRESS F2 SEARCH AND ENTER THE CHILD'S LAST NAME. MAKE SURE THE NAME HIGHLIGHTED IS THE STUDENT YOU ARE SEARCHING.)
- PRESS ENTER
- PRESS F6 PPL
- PRESS QTY
- PRESS REFUND
- ENTER NUMBER OF PPL'S TO BE REFUNDED
- PRESS ENTER
- PRESS CASH
- GIVE BACK CASH

14. TO CHANGE PPL'S TO UNLIMITED SPENDING

- ENTER PIN # (IF THE CHILD'S PIN NUMBER IS NOT KNOWN PRESS F2 SEARCH AND ENTER THE CHILD'S LAST NAME. MAKE SURE THE NAME HIGHLIGHTED IS THE STUDENT YOU ARE SEARCHING.)
- PRESS ENTER
- PRESS F6 PPL
- PRESS QTY
- PRESS REFUND
- ENTER # OF PPL'S ON ACCOUNT
- PRESS ENTER
- PRESS ROA
- ENTER DOLLAR VALUE OF PPL'S BEING TRANSFERRED TO UNLIMITED SPENDING
- PRESS CASH

15. CLOSING THE TERMINAL

- PRESS ESC EXIT SALES MODE
- PRESS YES
- PRESS F6 CLOSE TERMINAL
COUNT & ENTER COIN QUANTITIES (EXAMPLE: \$0.40 IS 4 DIMES)
COUNT & ENTER BILL AMOUNT (EXAMPLE: \$60.00 IS ENTERED AS 60)
- PRESS F2 ENTER CHECKS
- PRESS F4 RECONCILE BY #
- EVERY CHECK RECEIVED FOR THAT DAY WILL NEED TO BE HIGHLIGHTED AND PRESS **F1 Mark Entry**
- PRESS F3 SAVE
- PRESS F5 SAVE TOTAL

Verify that all totals are correct. Look at the amounts entered and make sure they were keyed in correctly.

- PRESS F1 RUN TOTALS

*If there are discrepancies, **PRESS ESC** and enter back into sales mode (see #3) In sales mode, **PRESS journal** and view the sales transactions. Once the error is found void (see #11) that transaction and reenter it correctly. **Repeat the steps above to complete the closing procedure.***

- PRESS F3 CLOSE TERMINAL
- THE COMPUTER WILL ASK, “ DO YOU WISH TO PRINT A RECEIPT WITH THE CLOSING TOTALS” **PRESS YES**
*YOU **MUST** PRINT AT THIS TIME OR YOU WILL NOT GET A RECEIPT FOR THIS TRANSACTION
- PRESS F3 FILE MAINTENANCE
- PRESS F3 PACK/INDEX
- PRESS OK
- PRESS F4 FILE UTILITIES
- **PRESS BACK UP ALL DATA TO DISKETTE**
- PRESS OK
- PRESS F1 BEGIN BACKUP
INSERT DISKETTE & HIT OK (IF COMPUTER ASKED TO INSERT 2ND DISK REMOVE THE FIRST DISK AND INSERT A NEW BLANK DISK LABELED DAY OF WEEK #2. **DO NOT REUSE DISK #1 IF THIS MESSAGE APPEARS.**)
- REMOVE DISKETTE
- PRESS ESC CLOSE
- PRESS ESC RETURN TO MAIN MENU
- PRESS F7 PRINT/VIEW REPORTS
- PRESS F1 SALES ACTIVITY REPORT
- PRESS F1 TODAY’S ACTIVITY REPORT
- PRESS F3 PRINT
- PRESS ESC CLOSE
- PRESS F2 LOGOUT/LOCK TERMINAL
- PRESS ESC EXIT CAFÉ TERMINAL
- PRESS YES

TO SETUP NEW INFORMATION

16. ADDING PATRONS

- PRESS F3 FILE MAINTENANCE
- PRESS F1 ENTER/EDIT PATRON
- PRESS F4 ADD PATRON
- ENTER LAST NAME FIRST NAME OF PATRON (SPACE NO COMMA)
- PRESS ENTER
- TYPE THE ID NUMBER OF YOUR PATRON
- PRESS ENTER
- THE QUESTION ADD # LAST NAME FIRST NAME APPEARS
- CONFIRM BY PRESSING YES
- IF THE ID NUMBER ALREADY EXISTS A MESSAGE WILL APPEAR STATING “PATRON ID NUMBER ALREADY PRESENT IN DATABASE” ABORT THE PROCEDURE AND CONTINUE BY PRESSING **F4 ADD PATRON** AND REENTER THE INFORMATION WITH A DIFFERENT PIN NUMBER, IF THE SCHOOL OFFICE DOES NOT PROVIDE PIN NUMBERS THE CAFETERIA WILL NEED TO ASSIGN PIN NUMBERS.
- PRESS F5 SAVE PATRON (IF ALL INFORMATION IS CORRECT)
- PRESS YES
- PRESS F5 EDIT PATRON
- ENTER INFORMATION (ADDRESS, GRADE, HOME ROOM #, STATUS: F = FREE, R = REDUCED, D = FULL PAID, A = ADULT.
- PRESS F5 SAVE PATRON
- PRESS YES
- PRESS ESC EXIT
- PRESS ESC RETURN TO MAIN MENU

17. EDITING PATRONS

- PRESS F3 FILE MAINTENANCE
- PRESS F1 ENTER/EDIT PATRON
- PRESS F1 FIND PATRON
- PRESS F3 PATRON BY NAME
- TYPE PATRON LAST NAME
- MAKE SURE THE HIGHLIGHTED PATRON IS THE PATRON TO EDIT. IF NOT THE HIGHLIGHTED PATRON, SCROLL UP OR DOWN FOR THE CORRECT PATRON TO EDIT.
- PRESS OK
- PRESS F5 EDIT PATRON
- EDIT INFORMATION
- PRESS F5 SAVE PATRON
- PRESS YES
- PRESS ESC EXIT
- PRESS ESC RETURN TO MAIN MENU

18. ENTERING ITEMS

- PRESS F3 FILE MAINTENANCE
- PRESS F2 ENTER/EDIT ITEMS
- PRESS F4 ADD NEW ITEM
- ENTER DESCRIPTION OF NEW ITEM
- PRESS ENTER
- ENTER NUMBER OF NEW ITEM (ONLY USE NUMBERS BETWEEN 50 TO 75)
- PRESS ENTER
- PRESS F5 EDIT CURRENT ITEM
- EDIT INFORMATION OF ITEM
- PRESS F5 SAVE CURRENT ITEM
- PRESS F7 DEFINE CATEGORY
- SELECT CATEGORY (PLACE A CHECK NEXT TO THE CATEGORY)
- PRESS SAVE
- PRESS ESC EXIT
- PRESS ESC RETURN TO MAIN MENU

19. TO ADD TO TOUCH SCREEN LAYOUT

- PRESS F3 FILE MAINTENANCE
- PRESS F6 SET UP TERMINAL
- PRESS F6 TOUCHSCREEN LAYOUT
- HIGHLIGHT LUNCH OR BREAKFAST
- PRESS F2 EDIT
- CLICK ON DROP DOWN ARROW UNDER A BOX WITH THE WORD NONE
- SCROLL DOWN TO THE ITEM YOU WISH TO ADD
- CLICK ON ITEM TO ADD
- AFTER ALL ITEMS HAVE BEEN ADDED, **CLICK F1 SAVE**
- PRESS ESC CLOSE
- PRESS ESC CLOSE
- PRESS F3 PACK/INDEX
- PRESS OK
- PRESS ESC CLOSE
- PRESS ESC RETURN TO MAIN MENU

20. TO CHANGE CHARGE LIMITS

- PRESS F3 FILE MAINTENANCE
- F6 SET UP TERMINAL
- F4 EDIT ELIGIBILITY MATRIX
- USE THE UP OR DOWN KEY TO HIGHLIGHT THE MEAL ELIGIBILITY TO EDIT IN THE LIST.
- TO CHANGE REDUCED (R) STATUS, HIGHLIGHT R(-9-8)
- PRESS F2 EDIT
- TYPE THE MAXIMUM TOTAL CHARGE AMOUNT
- HIT TAB KEY TO MOVE CURSOR TO NEXT FIELD
- TYPE THE MAXIMUM DAILY CHARGE ALLOWED
- PRESS F1 OK
- TO CHANGE FULL PAID (D) STATUS, HIGHLIGHT D(-9-8)
- PRESS F2 EDIT
- TYPE THE MAXIMUM TOTAL CHARGE AMOUNT
- HIT TAB KEY TO MOVE CURSOR TO NEXT FIELD
- TYPE THE MAXIMUM DAILY CHARGE ALLOWED
- PRESS F1 OK
- TO CHANGE ADULT (A) STATUS, HIGHLIGHT A(-9-99)
- PRESS F2 EDIT
- TYPE THE MAXIMUM TOTAL CHARGE AMOUNT
- HIT TAB KEY TO MOVE CURSOR TO NEXT FIELD
- TYPE THE MAXIMUM DAILY CHARGE ALLOWED
- PRESS F1 OK
- PRESS F1 SAVE
- PRESS ESC CLOSE
- PRESS ESC RETURN TO MAIN MENU

REPORTS

21. PATRON PARTICIPATION REPORT

- PRESS F7 PRINT/VIEW REPORTS
- PRESS F10 PATRON PARTICIPATION REPORT
- PRESS F1 INDIVIDUAL PATRON DETAILS
- HIGHLIGHT THE PATRON(S) YOU WISH TO INCLUDE.
- PRESS F5 ADD
- SELECT PATRON LIST
- HIGHLIGHT THE DESIRED PATRON
- PRESS F1 OK
- ENTER THE STARTING DATE YOU WANT THE REPORT TO INCLUDE
- PRESS ENTER
- ENTER THE CLOSING DATE YOU WANT THE REPORT TO INCLUDE
- PRESS ENTER
- PRESS F3 PRINT
- PRESS ESC CLOSE
- PRESS ESC CLOSE RETURN TO MAIN MENU

22. PATRON BY STATUS REPORT

- F7 PRINT VIEW REPORTS
- F6 OTHER PATRON REPORTS
- F1 ALL PATRONS
- F4 PATRON BY STATUS
- ENTER STATUS TO PRINT
- TYPE IN THE LETTER THAT REPRESENTS THE STATUS (E.G., **A** FOR ADULT, **F** FOR FREE, **R** FOR REDUCED, **D** FOR FULL PAID)
- PRESS ENTER
- PRESS F3 PRINT
- PRESS ESC CLOSE
- PRESS ESC CLOSE RETURN TO MAIN MENU

23. ACCOUNT STATUS LETTERS

- PRESS F7 PRINT/VIEW REPORTS
 - PRESS F8 ACCOUNT STATUS LETTERS
 - PRESS F1 AUTOMATIC SELECTION
 - PRESS F4 PROCEED (IF LETTER HAS BEEN EDITED, IF NOT, EDIT LETTER)
 - CHANGE 30 DAYS TO 0 DAYS
1. TO PRINT FREE (F) STATUS LETTERS HIGHLIGHT F(-9-8)
 2. PRESS F2 ACCOUNT LIMIT
 3. PRESS CLEAR
 4. ENTER MAXIMUM ACCOUNT BALANCE
 5. PRESS ENTER
 6. PRESS F4 PREPAID LUNCHESES
 7. ENTER MAXIMUM NUMBER OF PREPAID LUNCHESES
 8. PRESS ENTER
 9. REPEAT STEPS 1-8 FOR R(-9-8), D(-9-8) AND A(-9-99)
 10. PRESS F1 PROCEED
 11. CHOOSE WHAT ORDER YOU WANT THE LETTERS TO PRINT OUT.(HOMEROOM, GRADE, NAME)
 12. PRESS F3 PRINT
 13. PRESS ESC CLOSE

24. TO SHUT COMPUTER COMPLETELY DOWN

- CLICK START
- CLICK SHUT DOWN
- CLICK OK

TERMINAL WILL TURN OFF

INSERT NEW MONTH TO DO END OF MONTH PAPERWORK

F7 PRINT/VIEW REPORTS

F12 STATE FORMS

1ST ESC CANCEL – DO NOT HIT, THE INFORMATION WILL NOT UPDATE

2ND ESC CANCEL – ENTER, OR IT WILL PRINT

HELP (LOWER RIGHT HAND COLUMN OF SCREEN)

CLICK **INSERT NEW MONTH**

SELECT MONTH

OK

ENTER AVERAGE DAILY ATTENDANCE

OK

ENTER AVERAGE ATTENDANCE FACTOR

OK

NO (ENTER SCN4 INFORMATION)

ESC CANCEL – DO NOT HIT

GO TO % COST ALLOCATION BOX (FAR RIGHT)

CELL EK 19 → TYPE IN STANDARD PRE-COST = **PRE-COST**

GO TO PAPERWORK BOOKKEEPER GIVES YOU.

INCOME STATEMENT

1ST COLUMN ON INCOME STATEMENT

ON SPREADSHEET COLUMN EN (TOTAL)

CELL EN26

TYPE FORMULA (= ACCOUNT #4157.7X AMOUNT +ACCOUNT #4158.7X AMOUNT + ACCOUNT #4159.7X AMOUNT + ACCOUNT #4160.7X AMOUNT)

ENTER

CELL EN28

ENTER CAFETERIA PAYROLL ACCOUNT #2084.7X AMOUNT

ENTER

CELL EN29

ENTER EQUIPMENT DEPRECIATION ACCOUNT #3901.7X AMOUNT

ENTER

CELL EN31

ENTER CAFETERIA INDIRECT COST ACCOUNT #3706.7X AMOUNT

ENTER

CELL EN30

TYPE FORMULA (= ACCOUNT #2111.7X AMOUNT +ACCOUNT #2113.7X AMOUNT + ACCOUNT #2114.7X AMOUNT + ACCOUNT #2116.7X AMOUNT+ ACCOUNT #2148.7X AMOUNT + ACCOUNT #2401.7X AMOUNT + ACCOUNT #4102.7X AMOUNT + ACCOUNT #4103.75 AMOUNT + ACCOUNT #4104.7X AMOUNT +ACCOUNT #4105.7X AMOUNT + ACCOUNT #4106.7X AMOUNT + ACCOUNT #4707.7X AMOUNT)

ENTER

GO TO D2 – TRANSFERRED TO BOTTOM (SECTION 4)

GO TO TOP OF D2 SECTION 1:

OPENING BANK BALANCE (RECONCILED)

(11)

BALANCE SHEET

SECTION 1 ON D2

(13) INCOME DUE

(13)

(19) VALUE OF INVENTORY ON HAND

(19)

(SHOULD MATCH PHYSICAL INVENTORY ON CONSOLIDATED INVENTORY SHEETS)

(15) UNPAID BILLS

(15)

(SHOULD BE AT LEAST ADMINISTRATION FEE OWED TO CENTRAL OFFICE)

CHECK REGISTER

(14) ALL EXPENDITURES

(14)

BANK STATEMENT

(12) BANK DEPOSITS

MUST MATCH DEPOSITS AND CREDITS ON BANK STATEMENT.

GO DOWN D2 TO SECTION 3.

2. FEDERAL REIMBURSEMENT RECEIVED.

- GO TO BANK STATEMENT AND TYPE NUMBER NEXT TO **RC BISHOP PREATH CRT.**

THIS SECTION ADDS UP TO THE BANK DEPOSITS. THIS NUMBER MUST MATCH THE BANK DEPOSITS ON BANK STATEMENT.

BANK RECONCILIATION SUMMARY

(17) CLOSING BANK BALANCE RECONCILED

(17)

(IF IT DOES NOT MATCH THERE IS A PROBLEM WITH THE ALL EXPENDITURES.)

CHECK YOUR REIMBURSEMENT RATE:

IF IT IS NOT CORRECT, YOU MUST CHANGE THE RATE.

GO TO TAB LOCATED AT THE BOTTOM LEFT HAND OF COMPUTER

CHANGE RATES

TO PRINT

PUT IN LEGAL PAPER

GO TO TAB LOCATED AT THE BOTTOM LEFT HAND OF COMPUTER

IF ALLOCATION DOES NOT PRINT, GO TO AND HIGHLIGHT THROUGH .

GO TO FILE

PRINT

▪ SELECTION

MAKE COPY AND TURN INTO THE FOOD SERVICE OFFICE.

CLOSE - THE RIGHT HAND TOP OF THE SCREEN

SAVE

ALLOCATION SHEET

- **ENTER STANDARD PRE-COST PER UNIT:** (CELL EK24)
 - TO CALCULATE A STANDARD **PRE-COST** FOR YOUR PROGRAM – FROM THE PLANNING AND PRODUCTION RECORD, TOTAL THE COST PER MEAL SERVED AMOUNT FOR 10 LUNCHES. THEN DIVIDE BY 10. (THIS NUMBER REMAINS THE SAME ALL SCHOOL YEAR.)
 - MISC/A LA CARTE IS SET AT 50% (DO NOT ENTER ANYTHING)
- **PROJECTED PRE-COST STUDENT LUNCHES/BREAKFAST/A LA CARTE:** (THE COMPUTER WILL CALCULATE THIS FOR YOU.)

FROM FINALIZED INCOME STATEMENT (AFTER JOURNAL ENTRIES HAVE BEEN POSTED), IN THE TOTAL COLUMN, ENTER THE FOLLOWING:

- **COST OF FOOD USED:** COST OF FOOD USED PLUS (+) (ACCOUNT NUMBER 4157.7X)
NON –INVENTORY FOOD/MILK PLUS (+/-) (ACCOUNT NUMBER 4158.7X)
OVER/SHORT MINUS (-) (ACCOUNT NUMBER 4159.7X)
INVENTORY ADJUSTMENTS (ACCOUNT NUMBER 4160.7X)
(ACCOUNT NUMBERS 4157.7X + 4158.7X+/-4159.7X-4160.7X) (CELL EN 31)
- **USDA COMMODITIES:** SHOULD BE ZERO.
- **DIRECT LABOR:** CAFETERIA PAYROLL PLUS + CAFETERIA EXTRA WORKERS
(ACCOUNT NUMBERS 2084.7X + 2085.7X)
- **EQUIPMENT DEPRECIATION EXPENSE:** (ACCOUNT NUMBER 3901.7X)
- **OTHER DIRECT:** ADD THE FOLLOWING ACCOUNT NUMBERS:
 - +2111.7X CAFETERIA EMPLOYER’S FICA
 - +2113.7X CAFETERIA RETIREMENT EXPENSE
 - +2114.7X CAFETERIA WORKER’S COMP INS.
 - +2116.7X PAYROLL – MISC BENEFITS
 - +2148.7X BENEFIT DOLLARS
 - +2401.7X CONVENTIONS/MILEAGE
 - +4102.7X ADMINISTRATION FEE
 - +4103.7X SUPPLIES
 - +4104.7X CAFETERIA EQUIPMENT >\$300
 - +4105.7X TELEPHONE (DIRECT LINE)
 - +4106.7X CAFÉ-CLEANING SUPPLY/OFFICE MDS
 - +4707.7X EQUIPMENT <\$300
- **INDIRECT COST:** (ACCOUNT NUMBER 3706.7X) SHOULD BE 10% OF DIRECT LABOR AND PAYROLL RELATED EXPENSES
- **VALUE OF DONATION:** SHOULD BE ZERO
- THE TOTAL SHOULD MATCH TOTAL CAFETERIA EXPENSES ON INCOME STATEMENT
- SCROLL TO THE LEFT FOR D2.

REPORT AND CLAIM FOR REIMBURSEMENT

SECTION I

- **OPENING RECONCILED BANK BALANCE-** THIS IS THE CLOSING RECONCILED BANK BALANCE FROM THE PREVIOUS MONTH.
- **BANK DEPOSIT** – COMPUTER WILL CALCULATE FROM SECTION III THIS NUMBER MUST AGREE WITH BANK STATEMENT.
- **INCOME DUE** – THIS IS THE TOTAL OF PETTY CASH (ACCOUNT NUMBER 0132.7X), SAVING, CD'S CASH DRAWER, AND ACCOUNT RECEIVABLE(ACCOUNT NUMBER 0152.7X) FROM THE BALANCE SHEET.(AFTER CURRENT MONTH'S JOURNAL ENTRIES HAVE BEEN POSTED)
- **ALL EXPENDITURES** – THIS NUMBER WILL BE THE TOTAL ON THE CHECK REGISTER (AFTER ALL INVOICES HAVE BEEN PAID).
- **UNPAID BILLS** – THIS NUMBER WILL BE ON THE BALANCE SHEET UNDER ACCOUNTS PAYABLE ACCOUNT NUMBER 0611.7X(AFTER CURRENT MONTH'S JOURNAL ENTRIES HAVE BEEN POSTED).
- **COMPUTED CASH POSITION** – COMPUTER WILL CALCULATE THIS NUMBER.(OPENING BANK BALANCE + BANK DEPOSIT + INCOME DUE – ALL EXPENDITURES = COMPUTED CASH POSITION)
- **VALUE OF INVENTORY ON HAND** IS LOCATED ON THE CONSOLIDATED INVENTORY UNDER PHYSICAL INVENTORY. (THIS NUMBER MUST AGREE WITH YOU BALANCE SHEET ACCOUNT NUMBER 0151.7X)
- **APPROVED APPLICATIONS FREE/REDUCED** – COMPUTER WILL ENTER THESE NUMBERS FROM STATUS OF PATRONS ENTERED UNDER ENTER/EDIT PATRONS.

SECTION II

- COMPUTER WILL COMPLETE THIS SECTION. THIS IS THE NUMBER OF STUDENTS WHO ATE AND REIMBURSEMENT EARNED FOR THE ENTIRE MONTH.

SECTION III

- **CASH FROM DAILY SALES:** COMPUTER WILL ENTER AUTOMATICALLY FROM CASH RECEIVED THROUGHOUT MONTH.
- **FEDERAL REIMBURSEMENT:** REIMBURSEMENT RECEIVED DURING THE CURRENT MONTH.
- **OTHER INCOME:** EQUALS BANK ACCOUNT INTEREST, RETURN CHECKS, AND MISC. INCOME.

THIS SECTION MUST MATCH BANK STATEMENT DEPOSITS.

SECTION IV

- SECTION IV IS TRANSFERRED FROM THE ALLOCATION SHEET, WHICH WAS ENTERED FROM INCOME STATEMENT.

FREQUENTLY ASKED QUESTIONS

1. Q: WHY IS THE MEAL KEY GONE?
A: IT COULD BE SEVERAL THINGS:
 1. THAT CHILD MAY HAVE BEEN SERVED A MEAL FOR THAT DAY
 2. MAKE SURE THE TERMINAL IS NOT OPENED FOR A PREVIOUS DAY. IF SO, PERFORM CLOSING PROCEDURES (*SEE #23*) AND RE-OPEN FOR THE CORRECT DATE (*SEE #2 & #3*)
 3. ARE ANY USERS OPENED FOR THE PREVIOUS DATE? IF SO, PERFORM CLOSING PROCEDURES (*SEE #23*) AND RE-OPEN FOR THE CORRECT DATE (*SEE #2 & #3*)
2. Q: WHY IS THE STUDENT'S ACCOUNT INFORMATION MISSING?
A: THIS INFORMATION HAS BEEN HIDDEN; **HIT F4 INFO** IN SALES MODE AND THE INFORMATION WILL BECOME VISIBLE AGAIN.
3. Q: WHAT ITEM NUMBER SHOULD BE USED WHEN ADDING NEW A LA CARTE ITEMS?
A: ANY NUMBER BETWEEN 50 & 75. (*SEE #17*)
4. Q: SHOULD PARENTS SEND IN A CHECK FOR EACH CHILD?
A: NO, PARENTS CAN SEND IN ONE CHECK WITH PIN NUMBERS AND IT CAN BE DIVIDED BETWEEN EACH CHILD AS NOTED ON THE CHECK.
5. Q: WHY DOES THE COMPUTER SAY "NO CHARGED ALLOWED. DAILY LIMIT WOULD BE EXCEEDED"?
A: THE CHILD HAS REACHED THE CHARGE LIMIT SET IN THE ELIGIBILITY MATRIX. (*SEE #19*) TO ADJUST CHARGE LIMITS ACCORDING TO SCHOOL POLICY.
6. Q: CAN THE RECEIPT BE PRINTED AGAIN?
A: NO
7. Q: WHY IS THE MEMBERSHIP ON THE STATE FORMS MORE THAN ENROLLED?
A: EITHER AN ADULT HAS AN INCORRECT STATUS, AS A CHILD, OR THERE IS A STUDENT IN THE DATABASE, WHICH NO LONGER ATTENDS THE SCHOOL.
8. Q: CAN I CLAIM A STUDENT FROM ANOTHER SCHOOL? IF SO, HOW?
A: YES, A STUDENT FROM ANOTHER SCHOOL CAN BE CLAIMED. PRESS F1 NO ID ENTER PAID STUDENT AND PRESS CASH.
9. Q: CAN THE STAFF TRAIN ON THE SYSTEM WITHOUT WORKING ON THE LINE?
A: YES, GO TO TRAINING MODE ON THE MAIN MENU. TRAINING MODE ALLOWS STAFF TO PRACTICE ALL OF THE SYSTEM'S FUNCTIONS.
NOTE: DO NOT PROCESS ACTUAL SALES OR PERFORM NECESSARY FILE MAINTENANCE. THE WORK PERFORMED DURING TRAINING MODE WILL NOT BE SAVED.

10. Q: CAN INFORMATION BE CORRECTED ON ANOTHER DATE?
A: YES, THE TERMINAL CAN BE OPENED ON A PERVIOUS DATE AND THE TRANSACTION CORRECTED.
11. Q: HOW IS A TRANSACTION CORRECTED?
A: IF THE TRANSACTION HAS ENDED. (SEE #10 & #11) VOID INCORRECT TRANSACTION AND REENTER THE CORRECT SALE. IF THE TRANSACTION HAS NOT ENDED DELETE THE ITEM WHICH WAS ENTERED INCORRECTLY.
12. Q: HOW DO I CHANGE PRICES OF LUNCHES OR A LA CARTE ITEMS?
A: GO TO ENTER/EDIT ITEMS AND CHANGE THE PRICE (SEE #17).
13. Q: WHY DOES A CHILD WHO HAS PPL'S HAVE TO CHARGE?
A: PPL'S ARE FOR LUNCHES ONLY, NOT MILK OR A LA CARTE ITEMS. IF A PARENT WISHES TO CHANGE A PPL TO UNLIMITED (SEE #14).
14. Q: WHAT IS AUTO MODE?
A: THE COMPUTER IS AUTOMATICALLY RECORDING AND PRICING A MEAL PURCHASED AS SOON AS THE STUDENT'S PIN NUMBER IS ENTERED. THIS FEATURE IS DESIGNED FOR CAFETERIAS THAT DO NOT SELL A LA CARTE ITEMS.
15. Q: ANYTIME DURING THE DAY, CAN I CHECK MY CURRENT AMOUNT IN MY TILL?
A: YES, PRESS **F9 CURRENT TILL AMOUNT**.
16. Q: WHAT IS PACK/INDEX? WHY IS IT A PART OF THE CLOSING PROCEDURE?
A: PACKING FREES UP SPACE TO ACCEPT NEW DATA. INDEX ALLOWS CAFÉ TERMINAL TO LOCATE ANY NEW CHANGES THAT HAVE BEEN MADE. ANY INFORMATION THAT HAS BEEN ADDED OR CHANGED IN CAFÉ TERMINAL WILL NOT BE ACCESSIBLE UNTIL THIS PROCEDURE IS COMPLETED.