



NUTRIKIDS® Point of Sale

SERVING LINE CASHIER TUTORIAL

Thomas McFarlane
\$27325
Alt. ID:
Grade: 2
Opening Balance:
Ending Balance: 0.00

Reim. Meal
Apple 1 1.50
Water 1 0.45
Pretzels 1 1.00

Total: 3.40
PrePaid: 0.00
Cash Due: 3.40
Tendered:
Change:

Student Identification
LUNCH
Hosters Quick Count
Scan View Transactions
Delete Select
Student Search 4123
Adult Search
Previous Student
Backspace ENTER

Reim. Lunch
Main
Deli Line
Ice Cream
Drinks
Group5
Group6
CLOSE SALE

Apple 1.50
Banana 0.50
Orange 0.50
Strawberry 0.50
Water 0.45
Pretzels 1.00

Exit **Back** **Open Student** **Open Adult** **Student Search** **Adult Search** **View Transactions**

Felder, Donna
Capps, Eric
Capps, Linda
Damon, Wendy
Dobson, Jane
Harris, Vicki
Kendall, James
Lambert, Emily
Lambert, Vicki
McFarlane, Thomas
Rosen, James

Tutorial Version





NUTRIKIDS® POS SYSTEMS SOFTWARE

CASHIER TUTORIAL

2010

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GETTING STARTED

This manual demonstrates the simple procedures you will perform during breakfast and lunch when operating your NUTRIKIDS POS System. We will show you how to start the NUTRIKIDS Program and explain how to navigate easily through the various screens. Do not be afraid to ask questions!

You will see an icon on your Desktop named NUTRIKIDS CASHIER TRAINING. Click this icon twice and an hourglass will appear as the program starts. A Log-In Screen appears. Each cashier's name is available and may be selected at any time throughout the meal serving period.



LOGGING ON A CASHIER

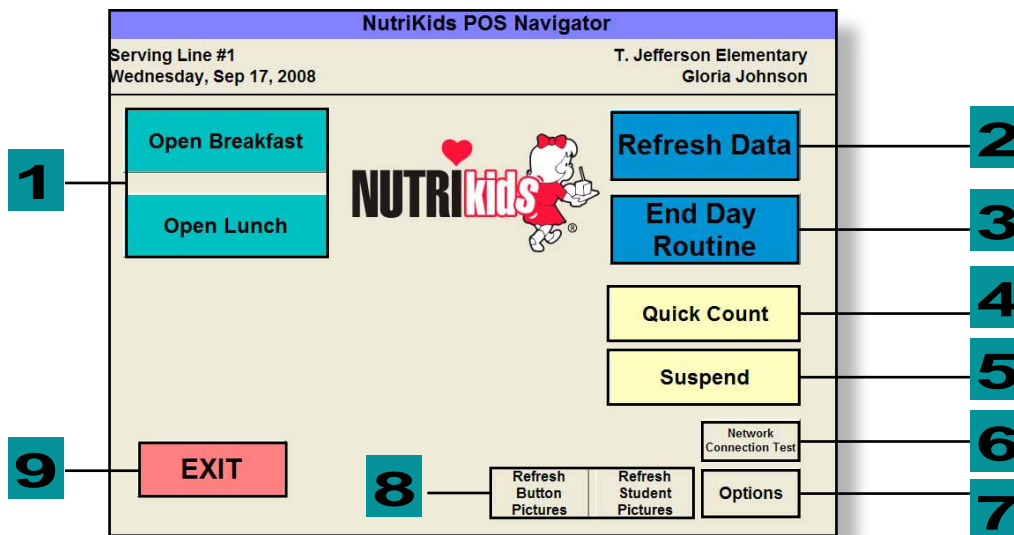
1. Selecting a Cashier:

- ▶ Press **SEARCH**.
- ▶ Use the **UP** or **DOWN** arrow keys to locate the correct cashier name.
- ▶ Highlight the name and press **SELECT**.

2. Entering a Passcode:

- ▶ Press the Number Pad with the cashier's 4-digit passcode.
- ▶ The Passcode for this training is **1234**.
- ▶ Press **LOG IN**.
- > *NOTE: If you have incorrectly entered a Passcode, you will be prompted with a message that states "Invalid Passcode. Try again!" Press OK and then press the Number Pad to correctly re-enter the Passcode.*

OVERVIEW OF MAIN MENU SCREEN



1. MEAL PERIOD SELECTION– As a Meal Period is about to begin, press the corresponding button. Once you have selected a Meal Period, by pressing either OPEN BREAKFAST or OPEN LUNCH the STUDENT ID screen appears.

2. REFRESH DATA– Pressing this button allows you to update information from the Manager’s program throughout the Service Day. Information that is generated from either the Director’s or Manager’s Office may be quickly updated to the Serving Line via REFRESH DATA. Simply press the button and the updated information will be available. This should be run before entering into a meal period.

3. END DAY ROUTINE– This is the final process which completes the end of the serving day. Pressing END DAY ROUTINE sends all of the day’s transactions back to the Manager’s Office for record keeping and report generating. IMPORTANT: This task is ONLY performed when all meals have been served for the day!

4. QUICK COUNT– Throughout the day, the Quick Count feature allows anyone to view Student and Adult participation during a specific meal period. The Student participation numbers are divided into Student Eligibility Groups (Free, Reduced, and Paid). Total Reimbursable Meals are totaled at the bottom of the screen. Any Ala Carte items sold are also listed in the Quick Count screen for a quick review of daily sales.

5. SUSPEND– This feature takes the Serving Line back to the LOG IN screen. Use this feature anytime the Cashier leaves the Serving Line.

6. NETWORK CONNECTION TEST– Press this button to determine whether your serving line is connected to the Manager’s database or not. It is extremely important that the Serving Line program is connected to the Manager’s database. If you get a message that says ERROR, there is either a network problem or your Serving Line is not looking in the correct location for the Manager’s database.

7. OPTIONS– Press this button to set options for the session that you are currently signed on to. Once you exit the Serving Line program, these options return to their defaults and have to be reset the next time you sign on. The two options that can be set here are Auto Meal and Auto Next (students only).

8. REFRESH PICTURES– If your District is using the Picture Features, it will be set-up from within the Manager Program. If there are any additions or modifications to these pictures in the Manager Program, you will need to press this button to see the changes on the Serving Line.

9. EXIT– Closes out of the program and returns you to the Desktop.

STUDENT ID SCREEN

The Student Identification screen appears after selecting a Meal Period.

ACCESSING A STUDENT OR ADULT

There are several options to use when accessing a student or adult:

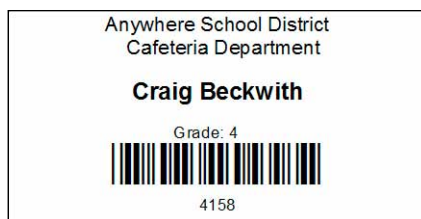
- ▶ Omni Directional Scanner—Used by cashier or customer.
- ▶ Wand—Used by Cashier.
- ▶ Pin Pad/Slot Reader (Bar Code Reader)—Used by customer.
- ▶ Class/Picture Roster Lists—This option is available on the screen when the SHOW CLASSROOM LIST option is selected in the Manager's Program.
- ▶ Manual entry of student numbers from the touchscreen monitor used by Cashier.
- ▶ The cashier may also access Student information by performing a Manual Student Alpha Search.

Each of these options may be used on any serving line (if all are enabled).

The screenshot displays the 'Student Identification' screen with a teal header. The header contains the title 'Student Identification' on the left, a small icon on the right, and the date and time '8:14 AM Wednesday, 09/17/2008' on the left and 'BREAKFAST' on the right. Below the header, the screen is divided into several sections. On the left, there are two pink buttons labeled 'Class Rosters' and 'Picture Roster'. To their right is a yellow button labeled 'Quick Count'. Below 'Quick Count' is another yellow button labeled 'View Transactions'. In the center, there are four yellow buttons arranged in a 2x2 grid: 'Open Student', 'Student Search', 'Open Adult', and 'Adult Search'. At the bottom left is a red button labeled 'Exit to Navigator' and a yellow button labeled 'Previous Student'. On the right side, there is a large grey rectangular area. Below it are two buttons: 'Delete' and 'Select'. At the bottom right is a numeric keypad with buttons for digits 0-9, 'Clear', 'Backspace', and 'ENTER'. The 'Clear' button is labeled 'Clear' and the 'Backspace' button is labeled 'Backspace'. The 'ENTER' button is labeled 'ENTER'.

STUDENT ID SCREEN (CONTINUED)

With the Pin Pad/Slot Reader, Wand, or Omni Directional Scanner, the student can scan the ID card as they come to the Cashier. The Bar Code, located at the bottom of the card, includes the student identification number. The student's account appears on the screen.



If the student does not have their card with them during the meal service period, they may also access their student information by typing in the student ID number. Once the student's number is entered, the Student's account appears on the Cashier's Screen and the transaction can begin.

Student Identification 0

8:14 AM Wednesday, 09/17/2008 **BREAKFAST**

Class Rosters Picture Roster Quick Count View Transactions

Delete Select

4158

Open Student Student Search

Open Adult Adult Search

Exit to Navigator Previous Student

7 8 9

4 5 6

1 2 3

0 Clear "A"ult

Backspace ENTER

Craig Beckwith A

4158 AIT ID View Picture

Grade: 4

EXIT ADD PAYMENT Print Balance

Opening Balance: 0.00

Ending Balance: 0.00

Cereal Breakfast Pizza Pancake Waffles

Danish Blueberry Muffin

Corn Muffin Bagel Fresh Fruit Bottled Water

Open Misc. Worker Meal Milk Juice

Reim. Brkfst

Main

Group2

Group3

Group4

Group5

Group6

CLOSE SALE

Reim. Meal 1 0.75

Clear Item

Total: 0.75

PrePaid: 0.00

Cash Due: 0.75

Tendered:

Change:

No Change

0.00 1.00 7 8 9 Acct Over-Ride

2.00 1.25 4 5 6 Clear

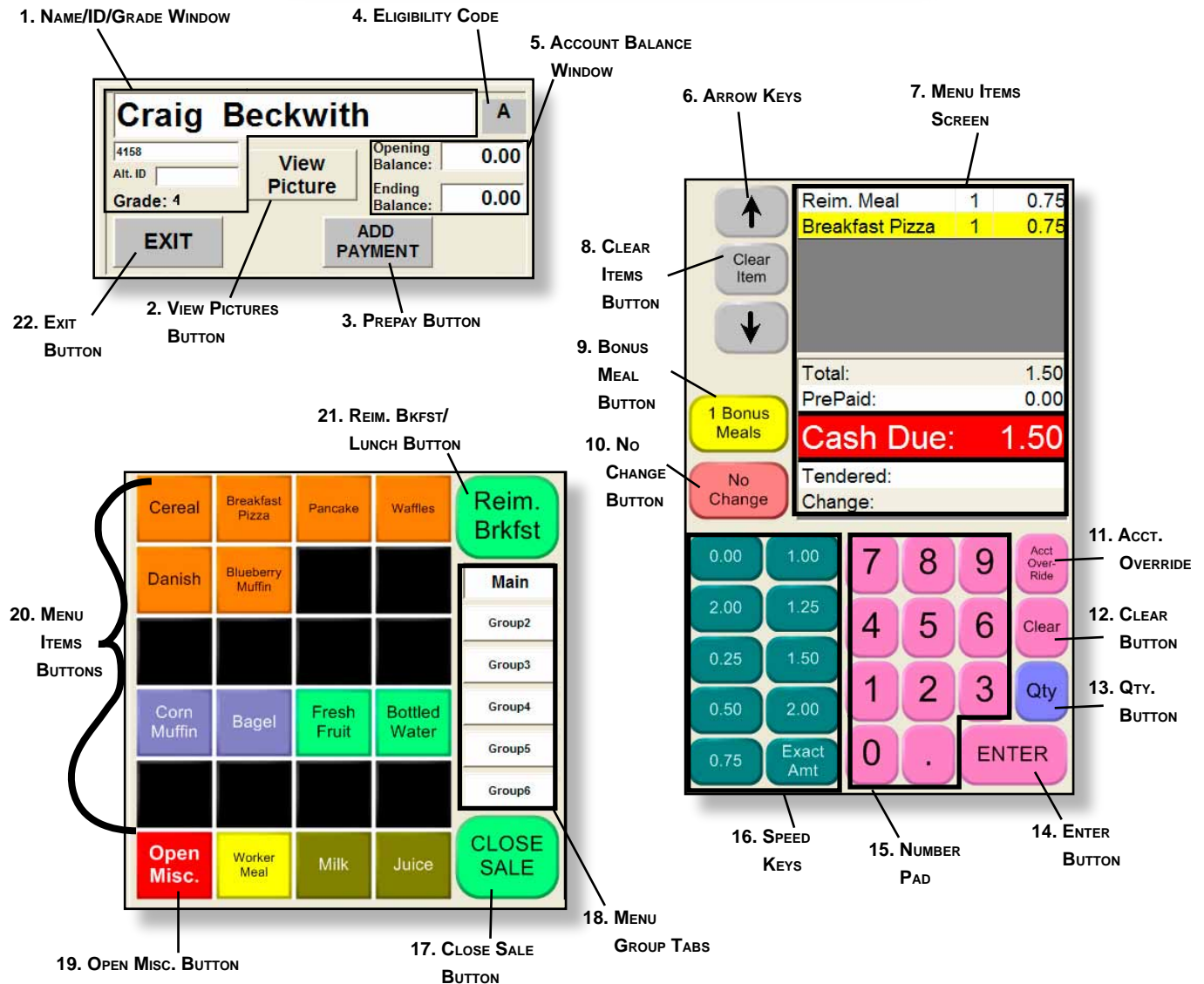
0.25 1.50 1 2 3 Qty

0.50 2.00 0 . ENTER

0.75 Exact Amt

STUDENT TRANSACTION SCREEN OVERVIEW

Please reference the following two pages for explanations of each button.



STUDENT TRANSACTION SCREEN OVERVIEW (CONTINUED)

1. **NAME/ID/GRADE WINDOWS**—Displays the name, ID number, and Alternate ID number (if used), of the child/adult whom you are currently working with.
2. **VIEW PICTURES BUTTON**—If pictures have been setup and installed on the serving line, then you will be able to press this button and display a picture of the current student.
3. **PREPAY BUTTON**—Allows you to make a cash or check deposit on a student account.
4. **ELIGIBILITY CODE WINDOW**—This is the Free/Reduced/Full Pay eligibility code that has been setup by your district.
5. **ACCOUNT BALANCE WINDOWS**—Opening Balance window shows the balance of the student account before any items are selected and the Ending Balance window shows the account balance after items are selected.
6. **ARROW KEYS**—These arrow keys allow you to move through the menu items in the sales screen. The selected item will be highlighted in yellow. When an item is selected, you may choose to use the remove the item using the ***REMOVE ITEM*** button.
7. **MENU ITEMS SALES SCREEN**—This window shows all the items that are currently being purchased. It gives a total for those items, shows the amount that will be taken out of the person's account (if they have money on their account), the Cash Due (be sure to always look at this amount), amount of money tendered (once entered by the cashier), and the change that is due.
8. **REMOVE ITEM BUTTON**—When pressed it will remove the item that is highlighted in yellow from the Menu Items area.
9. **BONUS MEAL BUTTON**—If you offer bonus meals or bonus items, this button will be present. The defaults for earning a meal or item are set within each building. You can press this button after a Reimbursable Meal has been sold (and before pressing **CLOSE SALE**) and it will take away any charge to the student for that one meal.
10. **NO CHANGE BUTTON**—Pressing **NO CHANGE** automatically adds the amount of Change due into the Student or Adult's prepay account balance.
11. **ACCT. OVERRIDE BUTTON**—This button is used when a student/adult gives you cash for a sale instead of using the money that is in their account. Enter the amount the student is giving you on the Number Pad and then press **ACCT. OVERRIDE** *instead* of pressing **ENTER** on the Number Pad.
12. **CLEAR BUTTON**—Use **CLEAR** on the Student Transaction Screen to delete an incorrect dollar amount entered.
13. **QUANTITY BUTTON**—**QUANTITY** allows large purchases of an item to be entered with one button.
14. **ENTER BUTTON**—Pressing **ENTER** from the *Student Transaction Screen* places the \$ amount you have entered into the **Tendered** box. Once you press **ENTER** in the *Student Transaction Screen*, the amount appears in the **Tendered** box and the **Change** box displays what you owe the student.
15. **NUMBER PAD**—Use the Number Pad to enter in the amount that was tendered to you. When the amount is not available on the speed keys, you have to use the Number Pad when using the account override button. When using the Number Pad you must press the decimal and **ENTER** or **ACCT. OVERRIDE** when finished.
16. **SPEED KEYS**—These keys are used for quick input of common amounts that are tendered at the time of sale.

STUDENT TRANSACTION SCREEN OVERVIEW (CONTINUED)

- 17. CLOSE SALE BUTTON**—**CLOSE SALE** ends the current transaction. Remember to enter the dollar amount and then press **CLOSE SALE**. This will return you to the *Student Identification Screen* in order to start processing the next customer.
- 18. MENU GROUP TABS**—You will notice on the *Student Transaction Screen* that there are tabs labeled Main, Group 2, 3, 4, 5, and Misc. Each Group has 24 keys. There are 6 Groups available to select menu items from. These Group tabs are set up in the Manager's Program, giving the ability to categorize specific items used in ala carte sales. For example, Group 2 could be used for all the dessert items, Group 3 may have all the Salad Bar items, and so on.
- 19. OPEN MISC. BUTTON**—This button can be used when a specific ala carte item button is missing. When pressed, you need to use the Number Pad to enter the amount of the item (be sure to use a decimal and press **ENTER**).
- 20. MENU ITEM BUTTONS**—These buttons are all of your ala carte items that can be customized by the Manager's program.
- 21. REIM. BRKFST/LUNCH BUTTON**—When pressed, this give the student a reimbursable meal and charge them the correct price based on their eligibility.
- 22. EXIT BUTTON**—Use this button to exit the student account when you are not selling them anything. In order to exit, use the **REMOVE ITEM** button to remove any items that are showing in the *Menu Items Screen*. **EXIT** is also used when you are making a Prepayment on a student account when no purchase is made at the time of the prepayment.



STUDENT IDENTIFICATION SCREEN USING THE CLASS ROSTER

1. Press **CLASS ROSTERS**.

Student Identification

8:14 AM Wednesday, 09/17/2008 BREAKFAST

Class Rosters (circled) Picture Roster Quick Count View Transactions Delete Select

Open Student Student Search

Open Adult Adult Search

Exit to Navigator Previous Student

7 8 9

4 5 6

1 2 3

0 Clear "A"ult

Backspace ENTER

2. Press **LONG, MARY**.
3. Press **SELECT GROUP**.

Teacher List

All Students A-Z	Samuels, Allen	Grade 4
All Adults A-Z	Smith, Nancy	Grade 5
Bus 79,	Burns, Samuel	Grade 6
Felder, Donna	Grade PK	Grade 7
Jeffries, Dean	Grade K	Grade 8
Jones, Andrew	Grade 1	Grade 9
Long, Mary (circled)	Grade 2	Grade 10
O'Hara, Hannah	Grade 3	Grade 11

Page Up (circled) Select Group (circled) Page Down

Exit

4. Press **BECKWITH, CRAIG**.
5. Press **SELECT STUDENT**.

Exit Redraw Display Open Student Open Adult Student Search Adult Search View Trans Quick Count

< <<< Long, Mary >>> >

Beckwith, Craig (circled)	McGreevy, Elaine
Burek, Thomas	Neubauer, Beth
Chapin, Beth	Passmore, Nicki
Crist, Mark	Proia, Terri
DeRosa, Patrick	Rombola, Tina
Ellinwood, Laura	Smith, Vicki
Hillman, Patrick	Spurling, Patrick
Kaseman, Tina	Webster, Beth
Kincaid, Beth	
Lehman, Nicki	

Select Student (circled) Reim. Lunch



STUDENT IDENTIFICATION SCREEN USING THE PICTURE ROSTER

1. Press **PICTURE ROSTER**.

Student Identification

8:14 AM Wednesday, 09/17/2008 BREAKFAST

Class Rosters **Picture Roster** Quick Count

View Transactions

Delete Select

Open Student Student Search

Open Adult Adult Search

Exit to Navigator Previous Student

7 8 9

4 5 6

1 2 3

0 Clear "A" dult

Backspace ENTER

2. Press the name **FELDER, DONNA**.
3. Press **SELECT GROUP**.

Teacher List

All Students A-Z	Samuels, Allen	Grade 4
All Adults A-Z	Smith, Nancy	Grade 5
Bus 79,	Burns, Samuel	Grade 6
Felder, Donna	Grade PK	Grade 7
Jeffries, Dean	Grade K	Grade 8
Jones, Andrew	Grade 1	Grade 9
Long, Mary	Grade 2	Grade 10
O'Hara, Hannah	Grade 3	Grade 11

Page Up

Select Group

Page Down

Exit

4. Press **CAPLES, ERIC**.
5. Press **SELECT STUDENT**.

Exit Redraw Display Open Student Open Adult Student Search Adult Search View Trans. Quick Count

< <<< Felder, Donna >>> >

Select Student

Reim. Brkfst

Milk

Juice

No Photo

Caples, Eric Cole, Craig Coppa, Linda Darrow, Mandy Dobbins, Jamie Hanes, Vicki

Hosken, Jessica Keenan, Eric Lamborn, Randy Lovell, Vicki McCauley, Jamie Rotolo, Scott

Snowell, Gay Stockwell, Jessica



SEARCH BY ID#

1. The cashier may also enter the Student Identification Number by pressing the Number Keys on the right and then **ENTER**.

Student Identification 0

8:14 AM Wednesday, 09/17/2008 **BREAKFAST**

Class Rosters	Picture Roster	Quick Count		
		View Transactions		
		Delete	Select	
Open Student	Student Search	4158		
Open Adult	Adult Search	7	8	9
		4	5	6
		1	2	3
		0	Clear	"A"dult
Exit to Navigator	Previous Student	Backspace	ENTER	

Craig Beckwith A

4158
Alt. ID:
Grade: 4

View Picture

EXIT **ADD PAYMENT** **Print Balance**

Opening Balance: 0.00
Ending Balance: 0.00

Cereal	Breakfast Pizza	Pancake	Waffles	Reim. Brkfst
Danish	Blueberry Muffin			
				Main
				Group2
				Group3
Corn Muffin	Bagel	Fresh Fruit	Bottled Water	Group4
				Group5
				Group6
Open Misc.	Worker Meal	Milk	Juice	CLOSE SALE

Reim. Meal 1 0.75

↑
Clear Item
↓

Total: 0.75
PrePaid: 0.00
Cash Due: 0.75
Tendered:
Change:

No Change

0.00	1.00	7	8	9	Acct. Over-Ride
2.00	1.25	4	5	6	Clear
0.25	1.50	1	2	3	Qty
0.50	2.00	0	.	ENTER	
0.75	Exact Amt				

MANUAL STUDENT SEARCH

A student can also be looked up on the cashier's screen. You will need to use this method if a student has forgotten their ID # or has switched rooms and the information has not filtered to the Food Service Department. Follow the steps outlined below to find the Student and process the transaction.



LOCATING A STUDENT THROUGH A MANUAL STUDENT SEARCH

1. Press **STUDENT SEARCH**.

Student Identification

9:14 AM Wednesday, 09-17-2008 BREAKFAST

Class Rosters Picture Roster Quick Count View Transactions

Delete Select

Open Student **Student Search** Open Adult Adult Search

Exit to Navigator Previous Student

7 8 9
4 5 6
1 2 3
0 Clear *Adult
Backspace ENTER

2. Type **REC**.
3. Press **ENTER**.

STUDENTS CAN BE LOOKED UP
BY FIRST OR LAST NAME

Student Search

Name: REC

Search by Last Name
Search by First Name

Backspace

Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M

Exit Clear ENTER

4. Press **RECINO, LINDA**.
5. Press **SELECT**.
6. Continue to process the transaction.

Student ID	Last Name	First Name	MI	Grade
658885	Recino	Linda		6
668340	Reisman	Jessica		1
671611	Rice	Jamie		2
688665	Rodriguez	Thomas		3
693313	Rombolo	Tina		4
693372	Root	Laure		5
695713	Rossitz	Eric		6
695926	Rotolo	Scott		K
698259	Runyan	Beth		1

Exit New Search

USE THE UP OR DOWN
ARROW TO SCROLL IF THE
STUDENT'S NAME IS NOT
SEEN ON THE SCREEN.

PROCESSING TRANSACTIONS

ENTERING BREAKFAST TRANSACTIONS

Press **OPEN BREAKFAST** on the Meal Period screen to get started.

The screen is titled "NutriKids POS Navigator". It displays "Serving Line #1" and "Wednesday, Sep 17, 2008" on the left, and "T. Jefferson Elementary" and "Gloria Johnson" on the right. The main area contains several buttons: "Open Breakfast" (circled in black), "Open Lunch", "Refresh Data", "End Day Routine", "Quick Count", "Suspend", "EXIT" (red), "Refresh Button Pictures", "Refresh Student Pictures", "Network Connection Test", and "Options". A cartoon character is also visible in the center.

TRANSACTION #1: BASIC REIMBURSABLE TRANSACTION

1. Enter the Student ID # **4158** on the Number Pad.
2. Press **ENTER**.

The screen is titled "Student Identification" and shows "8:14 AM Wednesday, 09/17/2008" and "BREAKFAST". It features a grid of buttons: "Class Rosters", "Picture Roster", "Quick Count", "View Transactions", "Open Student", "Student Search", "Open Adult", "Adult Search", "Exit to Navigator", and "Previous Student". A numeric keypad is on the right, with the number "4158" entered. The "ENTER" button is circled in black. A bracket on the right side of the keypad is labeled "NUMBER PAD".

3. The Student Transaction screen will be visible with the student's account information.
4. Press **REIM. BRKFST**. The Cash Due will indicate the amount the student owes is \$0.75.
5. Type **.75** on the Number Pad using the decimal key.
6. Press **ENTER**.
7. \$0.00 will appear at Change reflecting the amount due to the student.
8. Press **CLOSE SALE**.

Craig Beckwith A

4158
Alt. ID:
Grade: 4

View Picture

Opening Balance: 0.00
Ending Balance: 0.00

EXIT ADD PAYMENT Print Balance

Cereal Breakfast Pizza Pancake Waffles
Danish Blueberry Muffin
Corn Muffin Bagel Fresh Fruit Bottled Water
Open Misc. Worker Meal Milk Juice

Reim. Meal 1 0.75

Total: 0.75
PrePaid: 0.00
Cash Due: 0.75
Tendered:
Change:

No Change

0.00 1.00 2.00 2.25 0.25 0.50 0.75

7 8 9 4 5 6 1 2 3 0 . ENTER

Reim. Brkfst

CLOSE SALE

TRANSACTION #2: BASIC REIMBURSABLE TRANSACTION

1. Enter the Student ID # **658865**.
2. Press **ENTER**.

Student Identification 0

8:14 AM Wednesday, 09/17/2008 BREAKFAST

Class Rosters Picture Roster Quick Count View Transactions

Delete Select

Open Student Student Search

Open Adult Adult Search

Exit to Navigator Previous Student

658865

7 8 9 4 5 6 1 2 3 0 Clear "A" dult

Backspace ENTER

The Student Transaction Screen appears with the student's account information

3. Press **REIM. BRKFST.**
4. The cash screen will indicate the amount that the student owes at Cash Due.
5. The student owes \$0.75 and gives you \$1.00.
6. Enter 1.00 for the amount tendered (make sure to use the decimal point).
7. Press **ENTER**.
8. The *amount tendered* reflects you have entered \$1.00.
9. The Change shows \$0.25 for the amount due to the student.
10. Press **CLOSE SALE**.

Linda Recino A

658865 Alt. ID View Picture Opening Balance: 0.00 Ending Balance: 0.00

Grade: 6 EXIT ADD PAYMENT Print Balance

Cereal	Breakfast Pizza	Pancake	Waffles
Danish	Blueberry Muffin		
Corn Muffin	Bagel	Fresh Fruit	Bottled Water
Open Misc.	Worker Meal	Milk	Juice

Reim. Meal 1 0.75

Total: 0.75 PrePaid: 0.00

Cash Due: 0.75

Tendered: 1.00 **Change: 0.25**

0.00 1.00 7 8 9 Acct Over-Ride

2.00 1.25 4 5 6 Clear

0.25 1.50 1 2 3 Qty

0.50 2.00 0 . ENTER

0.75 Exact Amt

TRANSACTION #3: BASIC REIMBURSABLE WITH ALA CARTE

1. Enter the Student ID # **125308**.
2. Press **ENTER**.

Student Identification 0

8:14 AM Wednesday, 09/17/2008 BREAKFAST

Class Rosters Picture Roster Quick Count View Transactions

Delete Select

Open Student Student Search 125308

Open Adult Adult Search

Exit to Navigator Previous Student

7 8 9

4 5 6

1 2 3

0 Clear "A"dult

Backspace ENTER

The Student Transaction Screen appears

3. Press **REIM. BRKFST.**
4. Press **FRESH FRUIT.**
5. Both *Fresh Fruit* and *Reim. Meal* appear on the screen.
6. The *Cash Due* is \$0.70.
7. Enter **.70** for the amount tendered (use the decimal point).
8. Press **ENTER**. *This will show the tendered amount of \$.70 and the change due 0.00.*
9. Press **CLOSE SALE.**

Laura Campione C

Alt. ID: 125308 View Picture Opening Balance: 0.00

Grade: 6 EXIT ADD PAYMENT Ending Balance: 0.00 Print Balance

Cereal	Breakfast Pizza	Pancake	Waffles
Danish	Blueberry Muffin		
Corn Muffin	Bagel	Fresh Fruit	Bottled Water
Open Misc.	Worker Meal	Milk	Juice

Reim. Brkfst

Fresh Fruit

CLOSE SALE

ENTER

Reim. Meal 1 0.25

Fresh Fruit 1 0.45

Total: 0.70

PrePaid: 0.00

Cash Due: 0.70

Tendered:

Change:

No Change

0.00 1.00 7 8 9 Acct Over-Ride

2.00 1.25 4 5 6 Clear

0.25 1.50 1 2 3 Qty

0.50 2.00 0 . ENTER

0.75 Exact Amt

TRANSACTION #4: BASIC REIMBURSABLE WITH ALA CARTE AND CHANGE

1. Enter the Student ID # **153700**.
2. Press **ENTER**.

Student Identification 0

8:14 AM Wednesday, 09/17/2008 BREAKFAST

Class Rosters **Picture Roster** **Quick Count**

View Transactions

Open Student **Student Search**

Open Adult **Adult Search**

Exit to Navigator **Previous Student**

Delete Select

153700

7	8	9
4	5	6
1	2	3
0	Clear	"A"ult
Backspace	ENTER	

The Student Transaction Screen appears

3. Press **REIM. BRKFST.**
4. Press **FRESH FRUIT.**
5. The total of \$1.20 for this transaction shows at *Cash Due*.

Elaine Cobo A

153700 Alt. ID View Picture Opening Balance: 0.00 Ending Balance: 0.00

Grade: 6 EXIT ADD PAYMENT Print Balance

Cereal Breakfast Pizza Pancake Waffles Reim. Brkfst

Danish Blueberry Muffin Main

Corn Muffin Bagel Fresh Fruit Bottled Water

Open Misc. Worker Meal Milk Juice CLOSE SALE

Reim. Meal 1 0.75

Fresh Fruit 1 0.45

Total: 1.20

PrePaid: 0.00

Cash Due: 1.20

Tendered: 0.00

Change: 0.00

No Change

0.00 1.00 2.00 0.25 0.50 0.75 7 8 9 4 5 6 1 2 3 0 . ENTER

6. Enter \$2.00 on the Number Pad.
7. Press **ENTER**.
8. The *Change Due* will be \$0.80.
9. Press **CLOSE SALE**.

Elaine Cobo A

153700 Alt. ID View Picture Opening Balance: 0.00 Ending Balance: 0.00

Grade: 6 EXIT ADD PAYMENT Print Balance

Cereal Breakfast Pizza Pancake Waffles Reim. Brkfst

Danish Blueberry Muffin Main

Corn Muffin Bagel Fresh Fruit Bottled Water

Open Misc. Worker Meal Milk Juice CLOSE SALE

Reim. Meal 1 0.75

Fresh Fruit 1 0.45

Total: 1.20

PrePaid: 0.00

Cash Due: 1.20

Tendered: 2.00

Change: 0.80

No Change

0.00 1.00 2.00 0.25 0.50 0.75 7 8 9 4 5 6 1 2 3 0 . ENTER

TRANSACTION #5: ENTERING A PREPAYMENT TRANSACTION

1. Enter the Student ID # **153700**.
2. Press **ENTER**.

Student Identification
8:14 AM Wednesday, 09/17/2008 BREAKFAST

Class Rosters Picture Roster Quick Count View Transactions

Open Student Student Search

Open Adult Adult Search

Exit to Navigator Previous Student

207948

7 8 9
4 5 6
1 2 3
0 Clear "A"ult
Backspace ENTER

The Student Transaction Screen appears

3. Press **ADD PAYMENT** under the student's name. *The Prepay Screen appears, showing the Student's name, ID #, and current balance.*

Linda DeSalvo A

207948 View Picture Opening Balance: 0.00
Add ID: Ending Balance: 0.00
Grade: 5 Print Balance

EXIT ADD PAYMENT

Cereal Breakfast Pizza Pancake Waffles Reim. Brkfst
Danish Blueberry Muffin Main
Corn Muffin Bagel Fresh Fruit Bottled Water Group2
Open Misc. Worker Meal Milk Juice CLOSE SALE Group3
Group4
Group5
Group6

No Change
0.00 1.00 7 8 9 Add Over Ride
2.00 1.25 4 5 6 Clear
0.25 1.50 1 2 3 Qty
0.50 2.00
0.75 Exact Amt 0 . ENTER

Total: 0.00
PrePaid: 0.00
Cash Due: 0.00
Tendered:
Change:

4. Enter the amount of the prepayment. Enter **20.00** on the number pad (no decimal is necessary).
5. Press **CHECK**.
6. At check #, enter **257** using the Number Pad.
7. Press **SAVE**.

Student ID: 207948 PrePay Refund

Name: Linda DeSalvo

Current Balance: 0.00

Pre-Pay Amount: 20.00

Cash CHECK

Check #: 257

SAVE Cancel

5.00 10.00 20.00
7.50 12.00 4.00
7 8 9
4 5 6
1 2 3
<< Back 0 Clear

8. Press **REIM. BRKFST.**
9. Note that the meal is now being deducted from the *Opening Balance* of \$20.00.
10. Press **CLOSE SALE.**

Linda DeSalvo A

207948
AHL ID:
Grade: 5

View Picture

Opening Balance: 20.00
Ending Balance: 19.25

EXIT ADD PAYMENT Print Balance

Cereal Breakfast Pizza Pancake Waffles
Danish Blueberry Muffin
Corn Muffin Bagel Fresh Fruit Bottled Water
Open Misc. Worker Meal Milk Juice

Reim. Brkfst

Maill
Group2
Group3
Group4
Group5
Group6

No Change

0.00 1.00 7 8 9
2.00 1.25 4 5 6
0.25 1.50 1 2 3
0.50 2.00 0 . ENTER

Reim. Meal 1 0.75

Total: 0.75
PrePaid: 0.75
Cash Due: 0.00
Tendered:
Change:

CLOSE SALE

SCENARIO:

Linda just realized she needs \$5.00 for a Student activity after school. The \$5.00 was part of the \$20.00 prepayment and she mistakenly deposited ALL of the money.

11. Do a student search for **LINDA DESALVO**.
12. Bring her account up on the screen.
13. Notice the *Opening Balance* of \$19.25.
14. Press **ADD PAYMENT**.

Linda DeSalvo A

207948
AHL ID:
Grade: 5

View Picture

Opening Balance: 19.25
Ending Balance: 19.25

EXIT ADD PAYMENT Print Balance

Cereal Breakfast Pizza Pancake Waffles
Danish Blueberry Muffin
Corn Muffin Bagel Fresh Fruit Bottled Water
Open Misc. Worker Meal Milk Juice

Reim. Brkfst

Maill
Group2
Group3
Group4
Group5
Group6

No Change

0.00 1.00 7 8 9
2.00 1.25 4 5 6
0.25 1.50 1 2 3
0.50 2.00 0 . ENTER

Reim. Meal 1 0.75

Total: 0.00
PrePaid: 0.00
Cash Due: 0.00
Tendered:
Change:

CLOSE SALE

15. Press **REFUND**.
16. **CLEAR** the existing amount.
17. Enter **5.00** using either the Number Pad or *Speed Keys*.
18. Press **SAVE** and Linda's new account balance will be reflected in her account screen.

Student ID: 207948 PrePay / **Refund**

Name: Linda DeSalvo

Current Balance: 19.25

Ending Balance: 19.25

Refund Amount: 5.00

SAVE Cancel

5.00 10.00 20.00
7.50 12.00 4.00
7 8 9
4 5 6
1 2 3
<< Back 0 **Clear**

19. Give Linda \$5.00 from cash drawer.
20. Press **EXIT**.
21. Press **EXIT** again at the Student Search screen to return to the Student Identification screen.

Linda DeSalvo A

207948 View Picture Opening Balance: 14.25

AIL ID Ending Balance: 14.25

Grades ADD PAYMENT Print Balance

EXIT Reim. Brkfst

Cereal Breakfast Pizza Pancake Waffles Main

Danish Blueberry Muffin Group2

Com Muffin Bagel Fresh Fruit Bottled Water Group3

Open Misc. Worker Meal Milk Juice Group4

CLOSE SALE No Change

Total: 0.00
PrePaid: 0.00
Cash Due: 0.00
Tendered:
Change:

0.00 1.00 7 8 9 Add Over-Ride
2.00 1.25 4 5 6 Clear
0.25 1.50 1 2 3 Qty
0.50 2.00 0 . ENTER
0.75 Exact Amt



NOTE: You are **NOT** closing a sale. You are exiting a transaction that has no items.

TRANSACTION #6: CANCELLING A TRANSACTION

1. Enter the Student ID # **52986**.
2. Press **ENTER**.

The screenshot shows the 'Student Identification' screen. At the top, it displays '8:14 AM Wednesday, 09/17/2008' and 'BREAKFAST'. The screen has a menu on the left with options: 'Class Rosters', 'Picture Roster', 'Quick Count', 'View Transactions', 'Open Student', 'Student Search', 'Open Adult', 'Adult Search', 'Exit to Navigator', and 'Previous Student'. On the right, there is a numeric keypad with digits 0-9, a 'Clear' button, and an 'A"dult' button. The student ID '52986' is entered in the top right field. The 'ENTER' button is circled in red.

The screen appears, informing you that an invalid student ID number has been entered.

3. Press **OK**.

The screenshot shows the same 'Student Identification' screen, but with a black overlay box in the center. Inside the box, the text 'Invalid Student Number' is displayed above an 'OK' button, which is circled in red. The background screen elements are partially visible through the overlay.

4. Enter the correct student ID number, **529865**.
5. Press **ENTER**.

Student Identification

8:14 AM Wednesday, 09/17/2008 BREAKFAST

Class Rosters Picture Roster Quick Count

View Transactions

Delete Select

Open Student Student Search 529865

Open Adult Adult Search

Exit to Navigator Previous Student

7 8 9

4 5 6

1 2 3

0 Clear "A"ult

Backspace ENTER

SCENARIO:

If you enter a Student ID number and start to ring up the purchase and the student in front of you does not want any of the items on their tray, you can exit out of the transaction without saving it.

6. Clear all of the selected items by pressing **CLEAR ITEM**.
7. Press **EXIT**.

Elaine McGreevy

View Opening Balance: 0.00

Grade: 4

EXIT

Cereal Danish Corn Muffin Open Misc.

Clear all Sales items before cancelling!

OK

CLOSE SALE

0.50 2.00 0.75 Exact Amt 0 ENTER

You return to the Student ID Screen where you can enter the next student number.

Student Identification

8:14 AM Wednesday, 09/17/2008 BREAKFAST

Class Rosters Picture Roster Quick Count

View Transactions

Delete Select

Open Student Student Search

Open Adult Adult Search

Exit to Navigator Previous Student

7 8 9

4 5 6

1 2 3

0 Clear "A"ult

Backspace ENTER

TRANSACTION #7: OPEN MISCELLANEOUS TRANSACTION

1. Enter the Student ID # **260200**.
2. Press **ENTER**.

The screenshot shows the 'Student Identification' screen. At the top, it displays '8:14 AM Wednesday, 09/17/2008' and 'BREAKFAST'. On the left, there are buttons for 'Class Rosters', 'Picture Roster', 'Quick Count', 'View Transactions', 'Open Student', 'Student Search', 'Open Adult', 'Adult Search', 'Exit to Navigator', and 'Previous Student'. On the right, there is a numeric keypad with digits 0-9, a 'Clear' button, and an 'ENTER' button which is circled in red. The student ID '260200' is entered in the top right field.

SCENARIO:

Beth is purchasing a Reimbursable Meal and needs a cup to share her drink with a friend. The school charges \$0.25 for a cup. The OPEN MISC. button can be used to designate a specific dollar amount for a non-specific item to be used for that individual sale only.

3. Press **REIM. BRKFST.**
4. Press **OPEN MISC.**
5. Enter **.25** on the Number Pad.
6. Press **SAVE**.
7. The *Cash Due* shows \$1.00 is due.

The screenshot shows the 'Misc Item' screen. At the top, it displays 'Beth Fauci' and 'A'. Below this, there is a numeric keypad with digits 0-9, a 'Clear' button, and a 'SAVE' button which is circled in red. The amount '0.25' is entered in the 'Enter \$ Amount:' field. On the left, there are buttons for 'EXIT', 'Cereal', 'Breakfast Pizza', 'Danish', 'Blueberry Muffin', 'Corn Muffin', 'Bagel', 'Open Misc.', 'Worker Meal', 'Milk', 'Juice', 'SALE', '0.75', 'Exact Amt', and 'U'. On the right, there are buttons for '8', '9', 'Acct Over-Ride', '5', '6', 'Clear', '2', '3', 'Qty', and 'ENTER'.

8. Enter **1.00** as the *Tendered* amount using the Number Pad.
9. The amount is now reflected in *Tendered* and the *Change Due* (\$0.00) displays.
10. Press **CLOSE SALE**.

Beth Fauci				A
260200		View Picture		Opening Balance: 0.00
Alt. ID				Ending Balance: 0.00
Grade: 1		EXIT		ADD PAYMENT
Cereal	Breakfast Pizza	Pancake	Waffles	Reim. Brkfst
Danish	Blueberry Muffin			Main
				Group2
Com Muffin	Bagel	Fresh Fruit	Bottled Water	Group3
				Group4
				Group5
Open Misc.	Worker Meal	Milk	Juice	Group6
				CLOSE SALE

Reim. Meal		
1	0.75	
Misc Item	1	0.25
Total: 1.00		
PrePaid: 0.00		
Cash Due: 1.00		
Tendered: 1.00		
Change: 0.00		

No Change	
0.00	1.00
2.00	1.25
0.25	1.50
0.50	2.00
0.75	Exact Amt

7 8 9	
4 5 6	1 2 3
0	.

TRANSACTION #8: ACCOUNT OVERRIDE

1. Enter the Student ID # **120138**.
2. Press **ENTER**.

Student Identification

8:14 AM Wednesday, 09/17/2008 BREAKFAST

Class Rosters Picture Roster Quick Count

View Transactions

Delete Select

Open Student Student Search 120138

Open Adult Adult Search

Exit to Navigator Previous Student

Backspace ENTER

Tina is getting a Reimbursable Meal and a Fresh Fruit.

3. Press **REIM. BRKFST** and **FRESH FRUIT**.
4. Tina has an *Opening Balance* of \$13.00. She would like to keep the money in her account today and pay cash for the entire purchase with \$2.00.

Tina Burris A

120138 View Picture Opening Balance: 13.00

Alt. ID Ending Balance: 11.80

Grade: 5 ADD PAYMENT Print Balance

EXIT

Cereal Breakfast Pizza Pancake Waffles

Danish Blueberry Muffin

Corn Muffin Bagel Fresh Fruit Bottled Water

Open Misc. Worker Meal Milk Juice

Reim. Brkfst

Main

Group2

Group3

Group4

Group5

Group6

CLOSE SALE

Reim. Meal 1 0.75

Fresh Fruit 1 0.45

Total: 1.20

PrePaid: 1.20

Cash Due: 0.00

Tendered:

Change:

No Change

0.00 1.00 7 8 9 Acct. Over-Ride

2.00 1.25 4 5 6 Clear

0.25 1.50 1 2 3 Qty

0.50 2.00 0 . ENTER

0.75 Exact Amt

5. Enter 2.00.
6. Press **ACCT. OVERRIDE** (Speed Keys CANNOT be used for this function!).
7. The *Account Override* leaves \$1.20 due in Tina's prepayment account and gives her Change of \$0.80.
8. Press **CLOSE SALE**.

Tina Burris A

120138 Alt. ID: View Picture Opening Balance: 13.00

Grade: 5 ADD PAYMENT Ending Balance: 13.00 Print Balance

EXIT

Cereal	Breakfast Pizza	Pancake	Waffles	Reim. Brkfst
Danish	Blueberry Muffin			Main
				Group2
				Group3
Corn Muffin	Bagel	Fresh Fruit	Bottled Water	Group4
				Group5
				Group6
Open Misc.	Worker Meal	Milk	Juice	CLOSE SALE

Reim. Meal 1 0.75
Fresh Fruit 1 0.45

Total: 1.20
PrePaid: 0.00
Cash Due: 1.20
Tendered: 2.00
Change: 0.80

No Change

0.00 1.00 7 8 9 Acct. Over. Rate
2.00 1.25 4 5 6 Clear
0.25 1.50 1 2 3 Qty
0.50 2.00 0 . ENTER
0.75 Exact Amt

TRANSACTION #9: USING VIEW TRANSACTIONS

VIEW TRANSACTIONS lists all breakfast transaction history on that date.

1. Press **VIEW TRANSACTIONS**.

Student Identification

9:14 AM Wednesday, 09/17/2008 BREAKFAST

Class Rosters Picture Roster Quick Count

View Transactions

Delete Select

Open Student Student Search

Open Adult Adult Search

Exit to Navigator Previous Student

7 8 9

4 5 6

1 2 3

0 Clear "A"dult

Backspace ENTER

2. Press **Linda DeSalvo's** name.
3. Press **SELECT**.
4. The next screen shows the detailed transaction history for Linda: items purchased, cash due and tendered, as well as the amount of change given to the student.

Sales for 09/17/2008

Trans.	Name	Total	PrePaid	Amt Due	Tendered	Change	Status
1	DeSalvo, Linda	0.75	0.75	0.00	0.00	0.00	
2	Beckwith, Craig	0.75	0.00	0.75	0.75	0.00	
3	Recino, Linda	0.75	0.00	0.75	1.00	0.25	
4	Campione, Laura	0.70	0.00	0.70	0.70	0.00	
5	Cobo, Elaine	1.20	0.00	1.20	2.00	0.80	
6	Fauci, Beth	1.00	0.00	1.00	5.00	4.00	
7	Burns, Tina	1.20	0.00	1.20	2.00	0.80	

Page Up

Select

Page Down

Exit Sales Prepays

MARK FOR REVIEW

The *View Transaction* screen also gives the cashier the ability to *Mark a Sale for Review* so they can go back through the transaction after the meal period if an item was charged incorrectly, and so on. Use this screen to select a reason for reviewing the transaction.

The screenshot shows the 'View Transaction' screen with the following details:

- ID Number:** 207948
- Student Name:** DeSalvo, Linda
- Sale Items:** A table with one item: 'Reimbursable Meal' with quantity '1' and price '0.75'. Below the table are 'Page Up' and 'Page Down' buttons.
- Sale Summary:** A table with the following values:

Total:	0.75
PrePaid:	0.75
Cash Due:	0.00
Tendered:	0.00
Change:	0.00
- Buttons:** 'Mark for Review' (circled in black), 'Void', and 'Exit' (red button).

VOID

The cashier can use *VOID* from the *Student Transaction* screen to void the transaction. Use this screen to describe why the transaction was voided.

1. When finished, press **SAVE**.
2. Then press **EXIT** to return to the *Student Identification Screen*.

The screenshot shows the 'VOID' screen with the following details:

- Reasons for Voiding:** A list of seven options:
 - 1 New Classroom assignment needed.
 - 2 Verify Student ID Number.
 - 3 Open Student, see note - issue student ID Number.
 - 4 Incorrect Entry, entered twice.
 - 5 Student changed their mind, cancelled purchased. (highlighted in blue)
 - 6 Transfer Prepayment Between Siblings.
 - 7 Verify Student Purchase
- Buttons:** 'Cancel' and 'Save' (circled in black).
- Navigation:** 'Page Up' and 'Page Down' buttons on the right side.

VIEW *PREPAYMENTS*

PREPAYS lets the cashier see any prepayments that a particular student has made.

1. Press **PREPAYS**.
2. Linda's name will appear highlighted.
3. Press **SELECT**.

Prepayments for 09/17/2008

Trans	ID #	Name	\$ Amt	Type	Ck. #	Status
1	207948	DeSalvo, Linda	20.00	Check	257	
2	207948	DeSalvo, Linda	-5.00	Cash		

Page Up
↑
Select
↓
Page Down

Exit Sales **Prepays**

4. This screen shows the amount of the prepayment that Linda made during Breakfast that day along with the check number since she paid by check.

ID Number: 207948
Student Name: DeSalvo, Linda

Prepayment Amount: **20.00**

Prepayment Type: **Check**

Number: 257

Mark for Review
Void

Exit



VIEW TRANSACTIONS is the perfect way to review transactions that have processed on this register. This feature also gives you the ability to void transactions or mark them for review by a manager.

TRANSACTION #10: USING THE STUDENT SEARCH TO LOCATE A CHILD

1. Press **STUDENT SEARCH**.
2. If you need to search for an Adult, use the **ADULT SEARCH** button.

The screenshot shows the 'Student Identification' screen. At the top, it displays the time '8:14 AM', the date 'Wednesday, 09/17/2008', and the status 'BREAKFAST'. Below this, there are several buttons: 'Class Rosters', 'Picture Roster', 'Quick Count', 'View Transactions', 'Delete', and 'Select'. In the center, there are four buttons: 'Open Student', 'Student Search' (circled in black), 'Open Adult', and 'Adult Search'. At the bottom, there are 'Exit to Navigator' and 'Previous Student' buttons. On the right side, there is a numeric keypad with digits 0-9, a 'Clear' button, and an 'A'dult' button. At the bottom right, there are 'Backspace' and 'ENTER' buttons.

3. Press on the first 3 letters of the student's LAST name.
4. Type **GUE**.
5. Press **ENTER**.

STUDENTS CAN BE
LOOKED UP BY
FIRST OR LAST NAME

The screenshot shows the 'Student Search' screen. At the top, it says 'Student Search'. Below that, there is a 'Name:' field containing the text 'GUE'. To the left of the field, there are two radio buttons: 'Search by Last Name' (selected) and 'Search by First Name'. To the right of the field, there is a '<= Backspace' button. Below the field, there is a keyboard with letters arranged in three rows: Q W E R T Y U I O P, A S D F G H J K L, and Z X C V B N M. The letters 'E', 'G', and 'U' are circled in black. At the bottom, there are three buttons: 'Exit', 'Clear', and 'ENTER'.

6. All of the students with last names beginning with your selection will appear in the window.
7. Press the name **GARY GUERRIERI**.
8. Press **Select**.

Student ID	Last Name	First Name	MI	Grade
307390	Giardino	Randy		5
314875	Godfrey	Mark		6
338630	Guerrieri	Gary		1

Exit

New Search

Page Up

↑

Select

↓

Page Down

9. The *Student Transaction Screen* appears.
10. You can also look up a student by their first name using the same procedure, except you would select the *First Name* option.
11. Press **EXIT**.

Gary Guerrieri

338630
Alt. ID:
Grade: 1

View Picture

EXIT

ADD PAYMENT

Print Balance

Cereal	Breakfast Pizza	Pancake	Waffles
Danish	Blueberry Muffin		
Corn Muffin	Bagel	Fresh Fruit	Bottled Water
Open Misc.	Worker Meal	Milk	Juice

Opening Balance: 5.55

Ending Balance: 5.55

Reim. Brkfst

Main

Group2

Group3

Group4

Group5

Group6

CLOSE SALE

Total: 0.00

PrePaid: 0.00

Cash Due: 0.00

Tendered:
Change:

0.00 1.00 7 8 9

2.00 1.25 4 5 6

0.25 1.50 1 2 3

0.50 2.00 1 2 3

0.75 Exact Amt 0 . ENTER

TRANSACTION #11: CLOSING THE *BREAKFAST MEAL PERIOD*

1. Press **EXIT TO NAVIGATOR** from the *Student Identification* screen.

Student Identification

8:14 AM Wednesday, 09/17/2008

BREAKFAST

Class Rosters Picture Roster Quick Count

View Transactions

Delete Select

Open Student Student Search

Open Adult Adult Search

Exit to Navigator Previous Student

7 8 9

4 5 6

1 2 3

0 Clear "A"dult

Backspace ENTER

2. Press **CLOSE BREAKFAST**.

NutriKids POS Navigator

Serving Line #1 T. Jefferson Elementary

Wednesday, Sep 17, 2008 Gloria Johnson

Continue Serving Breakfast

Close Breakfast

NUTRIkids

Refresh Data

End Day Routine

Quick Count

Suspend

EXIT

Refresh Button Pictures Refresh Student Pictures Options

Network Connection Test

3. The Navigator Screen appears with the options to **RE-OPEN BREAKFAST** or to **OPEN LUNCH**.

NutriKids POS Navigator

Serving Line #1 T. Jefferson Elementary

Wednesday, Sep 17, 2008 Gloria Johnson

Re-Open Breakfast

Open Lunch

NUTRIkids

Refresh Data

End Day Routine

Quick Count

Suspend

EXIT

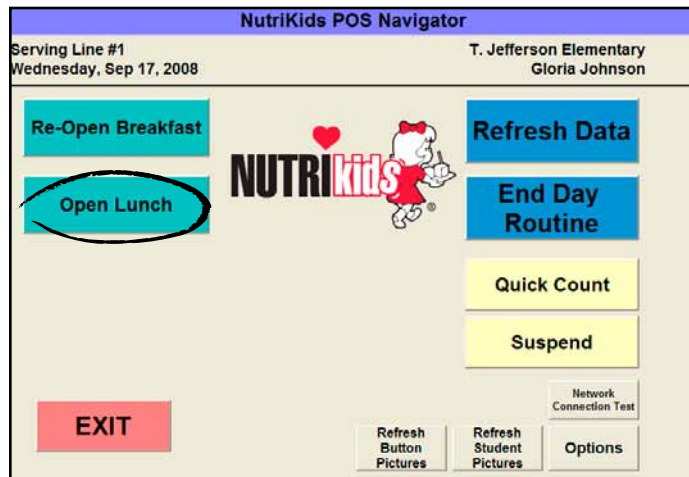
Refresh Button Pictures Refresh Student Pictures Options

Network Connection Test

ENTERING LUNCH TRANSACTIONS

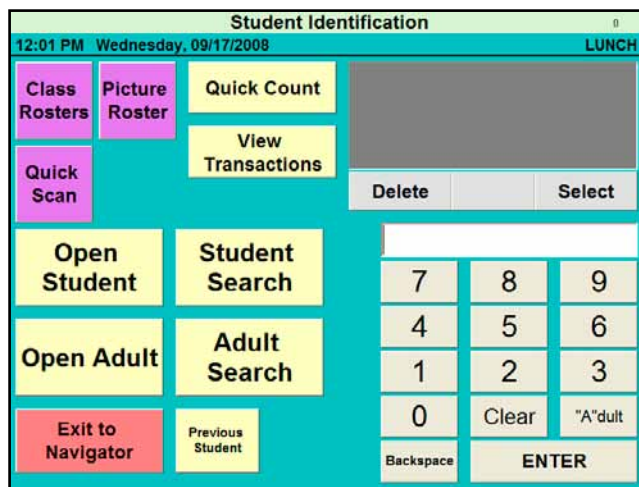
Press **OPEN LUNCH** on the *Navigator* screen.

The Student Identification screen appears so you can begin entering your lunch transactions.



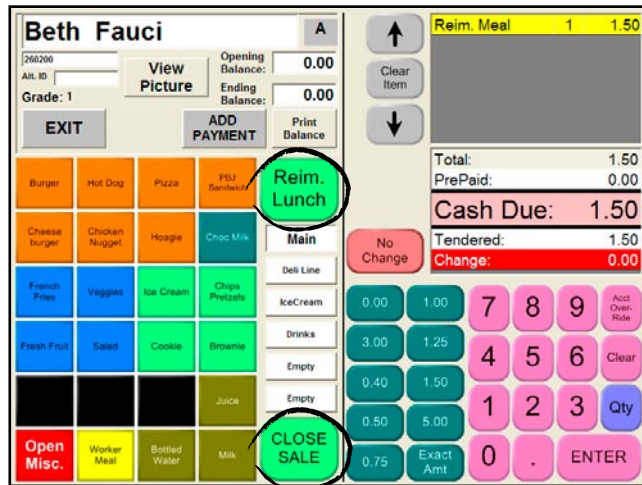
The following Lunch transactions (numbers 1-5), will initiate at the *Student Identification* screen by entering in Student ID numbers. As each of the scenarios is completed, the program will default back to the *Student Identification* screen for you to complete the next transaction.

After each scenario, we will show you what your cashier screen should look like if you have entered the transaction correctly.



TRANSACTION #1: BASIC REIMBURSABLE TRANSACTION

1. Enter the Student ID # **260200**.
2. Press **REIM. LUNCH**.
3. The student gives you the correct change.
4. Press **EXACT AMOUNT**.
5. Press **CLOSE SALE**.



TRANSACTION #2: BASIC REIMBURSABLE TRANSACTION WITH CHANGE

1. Enter the Student ID # **791590**.
2. Press **REIM. LUNCH**.
3. The student gives you \$2.00.
4. Press the **\$2.00 speed key** for the amount tendered.
5. Change going back to the student will automatically appear.
6. Press **CLOSE SALE**.



TRANSACTION #3: BASIC STUDENT TRANSACTION WITH ALA CARTE

1. Enter the Student ID # **800425**.
2. Press **REIM. LUNCH**.
3. Press **JUICE**.
4. Enter **1.00** in cash from student.
5. Press **CLOSE SALE**.

The screenshot displays the LunchByte POS interface for a student transaction. The top section shows the student's name, Linda Stevens, and her ID, 800425. The interface includes a menu grid with various food items, a payment section with buttons for 'Reim. Lunch' and 'CLOSE SALE', and a transaction summary on the right. The transaction summary shows a total of 0.75, with 0.15 pre-paid, resulting in a cash due of 0.60. The payment section shows a tendered amount of 1.00, resulting in a change of 0.40.

Linda Stevens		C	
800425	View Picture	Opening Balance:	0.15
Grade: 5	ADD PAYMENT	Ending Balance:	0.00
EXIT	Print Balance		

Item	Qty	Price
Reim. Lunch	1	0.40
Juice	1	0.35

Item	Price
Burger	0.40
Hot Dog	0.40
Pizza	0.40
PSU Sandwich	0.40
Cheeseburger	0.40
Chicken Nugget	0.40
Hoagie	0.40
Choc. Milk	0.40
French Fries	0.40
Veggies	0.40
Ice Cream	0.40
Chips Pretzels	0.40
Fresh Fruit	0.40
Salad	0.40
Cookies	0.40
Brownies	0.40
Open Misc.	0.40
Worker Meal	0.40
Bottled Water	0.40
Milk	0.40

Payment Method	Amount
Total:	0.75
PrePaid:	0.15
Cash Due:	0.60
Tendered:	1.00
Change:	0.40

TRANSACTION #4: BASIC TRANSACTION WITH ALA CARTE AND CHANGE

1. Enter the Student ID # **52443**.
2. Press **REIM. LUNCH**.
3. Press **BURGER**.
4. Press **COOKIE**.
5. Press **ICE CREAM**.
6. Press the **OPEN MISC.** button.
7. Enter **.40** on the number pad for the cost of the *Open Misc.* item.
8. Press **ENTER**.
9. Student tenders **4.00** cash.
10. Press **CLOSE SALE**.

Tina Thornburg A

52443
Alt. ID:
Grade: 5

View Picture

Opening Balance: 0.00
Ending Balance: 0.00

EXIT ADD PAYMENT Print Balance

Burger Hot Dog Pizza PBJ Sandwich
Cookie Reim. Lunch
Cheeseburger Chicken Nugget Hoagie Choc. Milk
French Fries Veggies Ice Cream Chips Pretzels
Fresh Fruit Salad Cookie Brownie
Open Misc. Worker Meal Bottled Water Milk
CLOSE SALE

Reim. Meal 1 1.50
Hamburger 1 0.85
Cookie 1 0.30
Ice Cream 1 0.45
Misc Item 1 0.40

Total: 3.50
PrePaid: 0.00
Cash Due: 3.50
Tendered: 4.00
Change: 0.50

No Change

0.00 1.00 7 8 9
3.00 1.25 4 5 6
0.40 1.50 1 2 3
0.50 5.00 0 . ENTER
0.75 Exact Amt

TRANSACTION #5: ENTERING A PREPAYMENT TRANSACTION

1. Press **ADD PAYMENT** from Scott's student account screen # **575689**.
2. Enter a check for **\$120.00**.
3. Check # **1567**.
4. Complete the transaction to look like the screen below.
5. Press **SAVE**.
6. Press **YES** to verify deposited amount is correct.

Student ID: 575689 PrePay Refund

Name: Scott Musson

Current Balance: 0.00

Pre-Pay Amount: 120.00

Cash **Check**

Check #: 1567

SAVE Cancel

5.00 10.00 20.00

7.50 12.00 4.00

7 8 9

4 5 6

1 2 3

<< Back 0 Clear

7. Press **REIM. LUNCH** button; your screen should look like the one below.
8. Press **CLOSE SALE**.

Scott Musson A

575689 View Picture Opening Balance: 120.00

Alt. ID Ending Balance: 118.50

Grade: 2 ADD PAYMENT Print Balance

EXIT

Burger Hot Dog Pizza PBJ Sandwich **Reim. Lunch** Main

Cheeseburger Chicken Nugget Hoagie Choc. Milk Deli Line

French Fries Veggies Ice Cream Chips Pretzels IceCream

Fresh Fruit Salad Cookies Brownies Drinks

Open Misc. Worker Meal Bottled Water Milk Empty

CLOSE SALE

Reim. Meal 1 1.50

Total: 1.50

PrePaid: 1.50

Cash Due: 0.00

Tendered: Change:

0.00 1.00 7 8 9 Acct Over Ride

3.00 1.25 4 5 6 Clear

0.40 1.50 1 2 3 Qty

0.50 5.00 0 . ENTER

0.75 Exact Amt

CLASS ROSTER

The Class Roster is typically used in an elementary setting when students come through the serving line by each Teacher's class or by grade.



USING THE CLASS ROSTER

1. Press **CLASS ROSTER** on the main menu. The *Class Roster* displays Teachers' names and/or Grade levels.

The screenshot shows the 'Student Identification' screen with a teal background. At the top, it displays '12:15 PM Wednesday, 09/17/2008' and 'LUNCH'. The screen is divided into several sections:

- Class Rosters** (pink button, circled with a black line)
- Picture Roster** (pink button)
- Quick Count** (yellow button)
- View Transactions** (yellow button)
- Quick Scan** (pink button)
- Open Student** (yellow button)
- Student Search** (yellow button)
- Open Adult** (yellow button)
- Adult Search** (yellow button)
- Exit to Navigator** (red button)
- Previous Student** (yellow button)

On the right side, there is a numeric keypad with buttons for digits 0-9, 'Clear', and '"A"dult'. Below the keypad are 'Backspace' and 'ENTER' buttons. A 'Delete' button is also visible near the top right.



LOCATING A *TEACHER'S CLASS*

The following transactions, 7 thru 9, will default back to the *Class Roster*.

1. Press the name **JEFFRIES, DEAN**.
2. Press **SELECT GROUP**.

Teacher List		
All Students A-Z	Smith, Nancy	Grade 5
All Adults A-Z	Burns, Samuel	Grade 6
Felder, Donna	Grade PK	Grade 7
Jeffries, Dean	Grade K	Grade 8
Jones, Andrew	Grade 1	Grade 9
Long, Mary	Grade 2	Grade 10
O'Hara, Hannah	Grade 3	Grade 11
Samuels, Allen	Grade 4	Grade 12

Page Up
Select Group
Page Down

Exit

3. Press the name **MARK BAGLIO**.
4. Press **SELECT STUDENT**. Mark's *Student Transaction Screen* appears.

Jeffries, Dean		
Alcott, Diane	Kmiotek, Elaine	X Thornburg, Tina
Baglio, Mark	Marra, Linda	Verdile, Laura
Bertolette, Terri	McNamara, Laura	Wissinger, Elaine
Burris, Tammy	OBrien, Elaine	
Burris, Tina	Patrick, Mandy	
Crumb, Gary	Quataert, Patrick	
DeSalvo, Linda	Root, Laura	
Englert, Eric	Schoeneman, Randy	
Giardino, Randy	Smith, Beth	
Hanks, Mandy	X Stevens, Linda	

Select Student
Reim. Lunch

Exit

STUDENT NAMES DENOTED BY AN X HAVE ALREADY
RECEIVED A REIM. MEAL FOR THAT PERIOD.

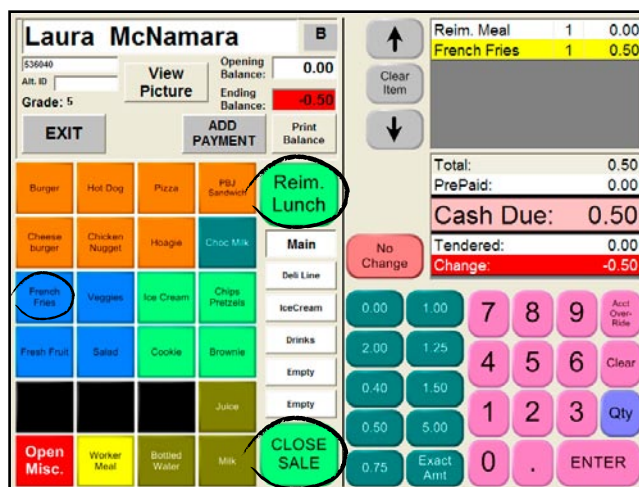
TRANSACTION #7: BASIC TRANSACTION WITH ALA CARTE ITEM

1. Press **REIM. LUNCH**.
2. Press **SALAD**.
3. Press **FRENCH FRIES**.
4. The student gives you \$2.00.
5. Tender **2.00** on the *Speed Key*.
6. Press **CLOSE SALE**.



TRANSACTION #8: BASIC TRANSACTION, STUDENT CHARGES THE MEAL

1. Select **LAURA MCNAMARA**.
2. Press **REIM. LUNCH**.
3. Press **FRENCH FRIES**.
4. The Student has forgotten their money. Press **0.00** on the *Speed Keys* as the amount tendered, the ending balance will reflect a negative \$0.50.
5. Press **CLOSE SALE**.



TRANSACTION #9: BASIC TRANSACTION, NO CHANGE

1. Select **ELAINE WISSINGER**.
2. Press **REIM. LUNCH**.
3. Press **PIZZA**.
4. The student gives you \$20.00 but would like to put the change in their account.
5. Enter **20.00** using the Number Pad.
6. Press **NO CHANGE** button and the amount remaining will deposit into the account.
7. Press **CLOSE SALE**.

Elaine Wissinger A

1857 Alt. ID: View Picture Opening Balance: 0.00

Grade: 5 ADD PAYMENT Ending Balance: 17.40 Print Balance

EXIT

Burger	Hot Dog	Pizza	Pop
Cheeseburger	Chicken Nugget	Hoagie	Choc. Milk
French Fry	Veggies	Ice Cream	Chips
Fresh Fruit	Salad	Cookies	Brownie
Open Misc.	Worker Meal	Bottled Water	Milk

Reim. Lunch

No Change

CLOSE SALE

Reim. Meal	1	1.50
Pizza	1	1.10
Total:		2.60
PrePaid:		0.00
Cash Due:		2.60
Deposit		20.00
Change:		0.00

0.00 1.00 7 8 9

2.00 1.25 4 5 6

0.40 1.50 1 2 3

0.50 5.00 0 . ENTER

0.75 Exact Amt



EXIT TO THE STUDENT IDENTIFICATION SCREEN!

TRANSACTIONS USING A STUDENT'S ACCOUNT BALANCE

TRANSACTION #10: BASIC TRANSACTION, NO CHANGE

1. Enter Student ID # **67633**.
2. Press **REIM. LUNCH** and **COOKIE**.
3. The student has money in their account that they would like to use.
4. Press **CLOSE SALE**.

Terri Bertolette A

67633
Alt. ID: []
Grade: 5

Opening Balance: 4.95
Ending Balance: 3.15

EXIT ADD PAYMENT Print Balance

Burger Hot Dog Pizza PB&J Sandwich
Cheese burger Chicken Nugget Hoagie Choc. Milk
French Fries Veggies Ice Cream Chips Pretzels
Fresh Fruit Salad Cookie Brownie
Open Misc. Worker Meal Bottled Water Milk

Reim. Lunch
CLOSE SALE

Reim. Meal 1 1.50
Cookie 1 0.30

Total: 1.80
PrePaid: 1.80
Cash Due: 0.00
Tendered:
Change:

No Change

0.00 1.00 7 8 9
2.00 1.25 4 5 6
0.40 1.50 1 2 3
0.50 5.00 0 . ENTER
0.75 Exact Amt

TRANSACTION #11: ACCOUNT OVERRIDE

1. Enter student ID# **140192**.
2. Press **REIM. LUNCH**.
3. The student has money in their account, however they would like to pay for the meal today with \$2.00.
4. Press only the number **2** on the number pad.
5. Press **ACCT. OVERRIDE**.
6. Press **CLOSE SALE**.

Beth Chapin A

140192
Alt. ID: []
Grade: 4

Opening Balance: 13.00
Ending Balance: 13.00

EXIT ADD PAYMENT Print Balance

Burger Hot Dog Pizza PB&J Sandwich
Cheese burger Chicken Nugget Hoagie Choc. Milk
French Fries Veggies Ice Cream Chips Pretzels
Fresh Fruit Salad Cookie Brownie
Open Misc. Worker Meal Bottled Water Milk

Reim. Lunch
CLOSE SALE

Reim. Meal 1 1.50

Total: 1.50
PrePaid: 0.00
Cash Due: 1.50
Tendered: 2.00
Change: 0.50

No Change

0.00 1.00 7 8 9
2.00 1.25 4 5 6
0.40 1.50 1 2 3
0.50 5.00 0 . ENTER
0.75 Exact Amt

ACCT. Override

ADDING MONEY TO AN ACCOUNT ON THE SERVING LINE

TRANSACTION #12: PREPAY CASH, PROCESS A BASIC TRANSACTION

This demonstrates that a prepayment can be made as the transaction is happening.

1. Enter student ID # **237160**.
2. The student wants to prepay \$10.00 cash to add to their account.
3. Press **REIM. LUNCH**.
4. Notice that \$1.50 is due.

The screenshot shows the LunchByte POS interface. At the top, the student's name 'Thomas Ealy' and ID '237160' are displayed. The 'Opening Balance' and 'Ending Balance' are both 0.00. A green circle highlights the 'ADD PAYMENT' button. Below the menu grid, a green circle highlights the 'Reim. Lunch' button. The right side of the screen shows a transaction summary: 'Reim. Meal 1 1.50', 'Total: 1.50', 'PrePaid: 0.00', and 'Cash Due: 1.50' in red. The bottom right features a numeric keypad and buttons for 'No Change', 'Exact Amt', and 'ENTER'.

5. Press **ADD PAYMENT**.
6. Press the **\$10.00** speed key. Note that the "Pre-Pay Amount" field is auto-filled with \$10.00.
7. Press **CASH**.

The screenshot shows the 'PrePay' screen. The 'Student ID' is 237160 and the 'Name' is Thomas Ealy. The 'Current Balance' is 0.00. The 'Pre-Pay Amount' field is auto-filled with 10.00. Below this, there are 'Cash' and 'Check' buttons, with 'Cash' circled in green. At the bottom left, there is a 'SAVE' button circled in green and a 'Cancel' button. On the right, there is a numeric keypad with buttons for 5.00, 10.00 (circled in green), 20.00, 7.50, 12.00, 4.00, and a standard numeric keypad (0-9, *, /, << Back, Clear).

8. Press **SAVE**.
9. Note that the amount of the meal was deducted from the *Opening Balance*. Also note that there is no cash due and the cash due box is not flashing since Thomas now has money in his account.

Thomas Ealy				A
237160	View Picture	Opening Balance:	10.00	
Alt. ID:		Ending Balance:	8.50	
Grade: 1	EXIT	ADD PAYMENT	Print Balance	
Burger	Hot Dog	Pizza	PIZ Barbecue	Reim. Lunch
Cheese burger	Chicken Nugget	Hoagie	Choc Milk	Main
French Fries	Veggies	Ice Cream	Chips Pretzels	Deli Line
Fresh Fruit	Salad	Cookies	Brownies	Ice Cream
			Juice	Drinks
Open Misc.	Worker Meal	Bottled Water	Milk	Empty
				CLOSE SALE

Reim. Meal	1	1.50
Total: 1.50		
PrePaid: 1.50		
Cash Due: 0.00		
Tendered:		
Change:		

0.00	1.00	7	8	9	Acct Over-Ride
2.00	1.25	4	5	6	Clear
0.40	1.50	1	2	3	Qty
0.50	5.00	0	.	ENTER	
0.75	Exact Amt				

ALLERGIES & REMOVING A MENU ITEM AFTER SELECTION

TRANSACTION #13: ALLERGIES & REMOVING A MENU ITEM AFTER SELECTION

1. Enter the student ID # **15722**.
2. Note the student has an allergy to milk. Press **OK**.



3. Press **REIM. LUNCH**, **FRENCH FRIES**, and **COOKIE**.
4. The student does not have enough money for the cookie.
5. Select the cookie by using the arrow keys to scroll through the menu item list.
6. Press **CLEAR ITEM**.
7. Enter **.50** on the number pad.
8. Press **ENTER**.
9. Press **CLOSE SALE**.

VIEW TRANSACTION BUTTON

Use the View Transaction button to review the transactions for each student. You can use this screen if you have made an error and want to alert the Manager to correct the situation. Pre-entered error messages will appear after you select MARK FOR REVIEW.

TRANSACTION #14: USING VIEW TRANSACTION BUTTON

1. Press **VIEW TRANSACTIONS**.

Student Identification

12:41 PM Wednesday, 09/17/2008 LUNCH

Class Rosters Picture Roster Quick Count

Quick Scan

View Transactions

Delete Select

Open Student Student Search

Open Adult Adult Search

Exit to Navigator Previous Student

7 8 9

4 5 6

1 2 3

0 Clear "A"ult

Backspace ENTER

2. Press **BETH SMITH**.
3. Press **SELECT**. Beth Smith's account history for that day appears.

Sales for 09/17/2008

Trans	Name	Total	PrePaid	Amt Due	Tendered	Change	Status
11	Stevens, Linda	0.75	0.15	0.60	1.00	0.40	
12	Thornburg, Tina	3.50	0.00	3.50	4.00	0.50	
13	Musson, Scott	1.50	1.50	0.00	0.00	0.00	
14	Baglio, Mark	1.05	0.00	1.05	2.00	0.95	
15	McNamara, Laura	0.50	0.00	0.50	0.00	-0.50	
16	Wissinger, Elaine	2.60	2.60	0.00	0.00	0.00	
17	Bertollette, Terri	1.80	1.80	0.00	0.00	0.00	
18	Chapin, Beth	1.50	0.00	1.50	2.00	0.50	
19	Faly, Thomas	1.50	1.50	0.00	0.00	0.00	
20	Smith, Beth	0.50	0.00	0.00	0.50	0.00	

Page Up

Select

Page Down

Exit Sales Prepays

4. Press **MARK FOR REVIEW**.

ID Number: 15722
Student Name: Smith, Beth

Sale Items:

Reimbursable Meal	1	0.00
French Fries	1	0.50

Sale Summary:

Total:	0.50
PrePaid:	0.00
Cash Due:	0.50
Tendered:	0.50
Change:	0.00

Mark for Review (circled in black)

Void

Exit

5. Select the reason that you are marking that transaction for review.

6. Press **SAVE**.

1 New Classroom assignment needed.
2 **Verify Student ID Number.**
3 Open Student, see note - issue student ID Number.
4 Incorrect Entry, entered twice.
5 Student changed their mind, cancelled purchased.
6 Transfer Prepayment Between Siblings.
7 Verify Student Purchase

Save (circled in green)

Cancel

7. Press **EXIT** to get to the *Student Identification* screen.

ADULT TRANSACTIONS

TRANSACTION #15: ADULT SEARCH, CHARGING A MEAL TRANSACTION

1. Press **ADULT SEARCH**.

The screenshot shows the 'Student Identification' screen. At the top, it displays the time '12:55 PM', the date 'Wednesday, 09/17/2008', and the meal type 'LUNCH'. The screen is divided into several sections. On the left, there are buttons for 'Class Rosters', 'Picture Roster', 'Quick Count', 'Quick Scan', 'Open Student', 'Open Adult', 'Exit to Navigator', and 'Previous Student'. In the center, there are buttons for 'View Transactions' and 'Adult Search'. The 'Adult Search' button is circled in black. On the right, there is a numeric keypad with buttons for digits 0-9, 'Clear', 'Backspace', and 'ENTER'. There are also 'Delete' and 'Select' buttons.

2. Enter the last name of the adult you are looking for using the keyboard.
3. Type **JONES**.
4. Press **ENTER**.

The screenshot shows the 'Adult Search' screen. At the top, it says 'Adult Search'. Below that, there is a text input field labeled 'Name:' with the text 'JONES' entered. Below the input field, there are two radio buttons: 'Search by Last Name' (which is selected) and 'Search by First Name'. To the right of these radio buttons is a '<= Backspace' button. Below the radio buttons is a virtual keyboard with three rows of letters: Q W E R T Y U I O P, A S D F G H J K L, and Z X C V B N M. The 'S' key is highlighted. At the bottom, there are three buttons: 'Exit', 'Clear', and 'ENTER'. The 'ENTER' button is circled in black.

5. The search screen displays with the selected Adult name highlighted.
6. Press **SELECT**.

Adult ID	Last Name	First Name	MI	Grade
0002	Jeffries	Dean		
30	Johnson	Diane		
0003	Jones	Andrew		

Page Up
 ↑
Select
 ↓
 Page Down

Exit
New Search

7. Press **ADULT LUNCH** button.
8. Charge the Adult meal (no money).
9. Press **0.00** speed key.
10. Note the Ending Balance showing in red, signifying a negative balance.
11. Press **CLOSE SALE**.

Andrew Jones

0003
AID ID

Opening Balance: 0.00
Ending Balance: -3.50

EXIT **ADD PAYMENT** **Print Balance**

Burger	Hot Dog	Pizza	PIJ Sandwich
Cheese burger	Chicken Nugget	Hougie	Chow. Mlk
French Fries	Veggies	Ice Cream	Chips Pretzels
Fresh Fruit	Salad	Cookies	Brownies
			Juice
Open Misc.	Worker Meal	Bottled Water	Milk

Adult Lunch

↑
Adult Meal 1 3.50

Clear Item
↓

Total: 3.50
PrePaid: 0.00
Cash Due: 3.50
Tendered: 0.00
Change: -3.50

No Change

Ice Cream

Drinks

Empty

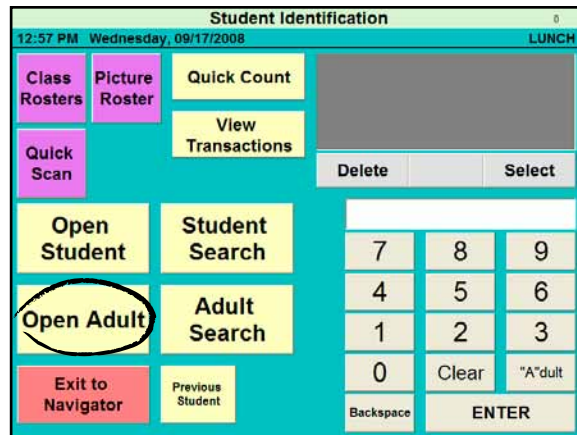
Empty

0.00	1.00	7	8	9	Act Over Ride
2.00	1.25	4	5	6	Clear
0.40	1.50	1	2	3	Qty
0.50	5.00	0	.	ENTER	
0.75	Exact Amt				

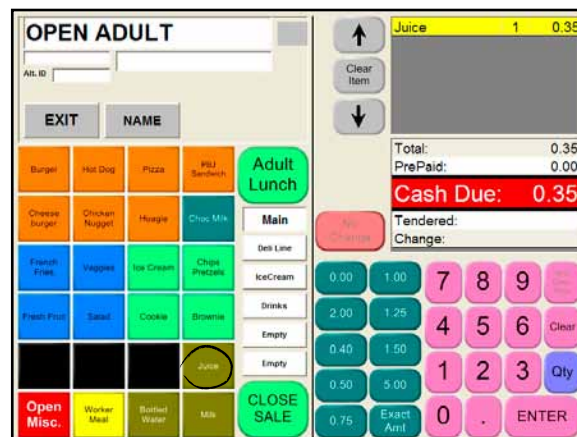
Close SALE

TRANSACTION #16: OPEN ADULT ALA CARTE ITEM PAYING CASH

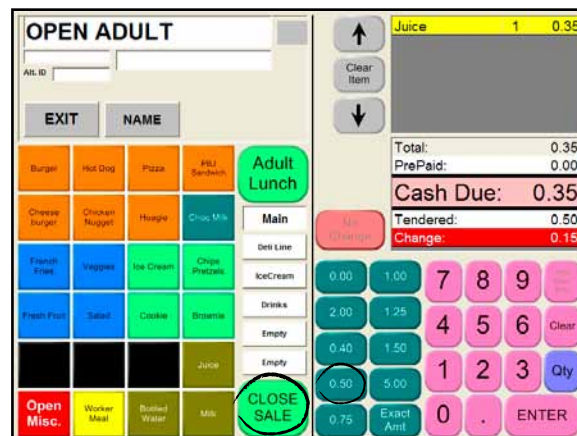
1. Press **OPEN ADULT**.



2. Press **JUICE**.
3. The cash due of \$0.35 flashes, alerting you that there is cash due.



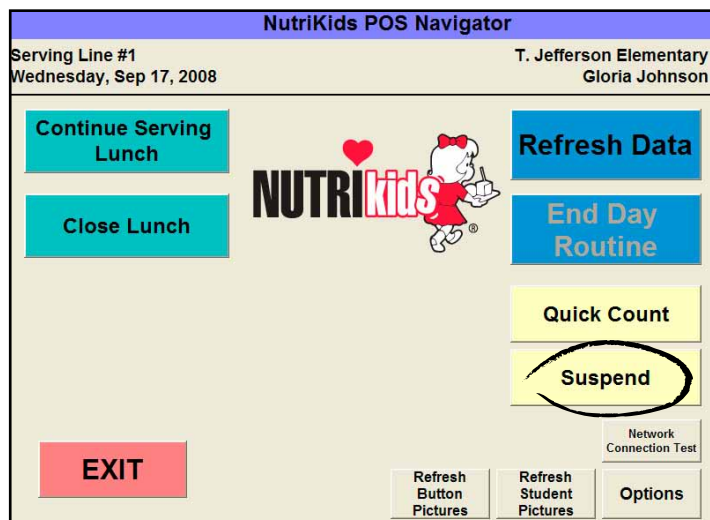
4. The customer gives you \$0.50.
5. Press **0.50** speed key.
6. Press **CLOSE SALE**.



TRANSACTION #17: USING THE **SUSPEND** BUTTON

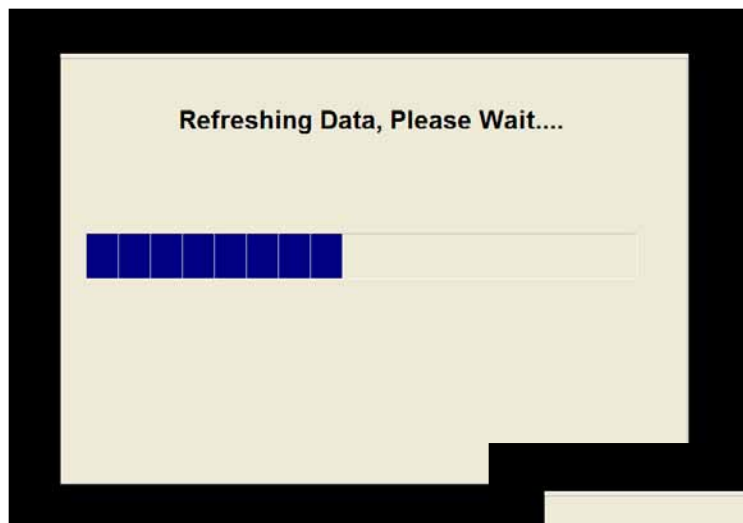
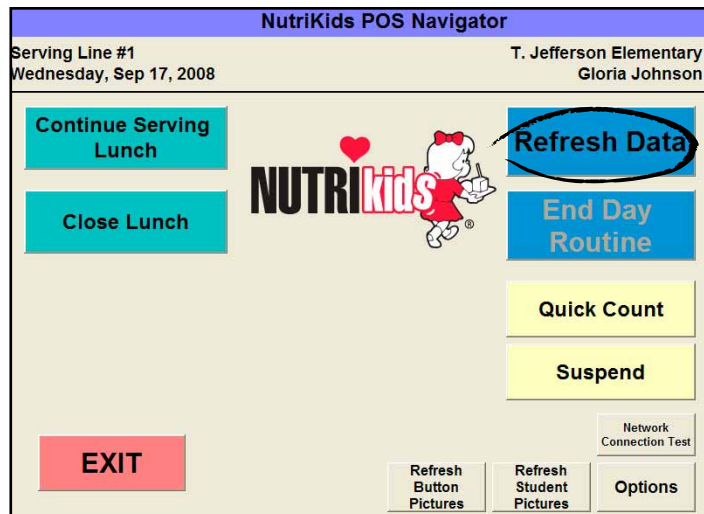
When Breakfast is finished or anytime that you need to leave your computer, press the **SUSPEND** button from the Main Menu.

This takes you back to the Cashier Log-In screen. This prevents anyone from having access to the station.



TRANSACTION #18: REFRESHING DATA

Each and every time that you log onto your computer, it is a good idea to get in the habit of Refreshing. Each time that you press the **REFRESH DATA** button, your station is updated with the latest information from your manager's system. This is important to do each day or periodically throughout the day at your manager's request so that new student data or menu changes are reflected at the cashier line.



TRANSACTION #19: BENEFITS OF QUICK COUNT

Press **QUICK COUNT** from the Student ID screen to view the quantities of each item sold for that day. This feature is a quick reference for what items are selling and their quantities.

Items Sold for Lunch

Description	Total Sold
Meals Free	3
Meals Reduced	1
Meals Paid	8
Adult Meal	1
Misc.	1
Hamburger	1
Pizza	1
Juice	2
Cookie	3
Salad	1
French Fries	3
Ice Cream	1

↑

↓

12 Meals Sold

EXIT

Breakfast
Count

Lunch
Count

TRANSACTION #20: CLOSING THE LUNCH PERIOD

After all Lunches have been served and entered into the cashier's station, you will exit to the main menu and close lunch.

COUNTING THE CASH DRAWER

1. If you had a beginning balance (for example to give change), remember to remove that amount from the cash drawer BEFORE counting your money.



REMEMBER: Depending upon your Cashier Set-up, when you are counting your money you will either count how many coins and dollars you have, OR the total amount of the dollar values. The Nutrikids POS Cash Counter has a coin and bill counter built into it. For example, if you have 10 twenties in your drawer at the end of the day, enter 10 in the \$20 field. The system automatically calculates that you have \$200 in twenties.

2. You are able to enter the amount of cash that you have collected for Breakfast and Lunch in the Cash Drawer screen.
3. Press **Enter** or press the next box you want to be in after each denomination is entered.
4. The Cash Counter will tally all the money you took in for Breakfast and Lunch and display that amount at **Grand Total**.
5. Once you have entered all of the cash in your Cash Drawer, you will add up the total of all the checks you took in by using the **Check Calculator**.

Lunch - September 17, 2008

Ending Cash in Drawer

Number of Bills/Coins:		Dollar Amount:
	\$100	0.00
	\$50	0.00
	\$20	0.00
1	\$10	10.00
2	\$5	10.00
5	\$1	5.00
	1.00 C	0.00
	0.50 C	0.00
8	0.25 C	2.00
2	0.10 C	0.20
5	0.05 C	0.25
	0.01 C	0.00

Rolls:

	Checks	140.00
	Misc	0.00

Counter Check

Grand Total: 167.45

Check Calculator

Save

TRANSACTION #21: USING THE CHECK CALCULATOR

Use the Check Calculator to add all of your checks during the Close Lunch Routine. The cash and check amounts that you enter will be used to balance your drawer.

1. Using the number pad, enter the amount of each check, pressing **Enter** after each.
2. Press **SAVE** when you have finished entering your checks.
3. Press **SAVE** again on the Cash Counter screen.

INCORRECTLY ENTERED
CHECK AMOUNTS CAN BE
REMOVED BY PRESSING
REMOVE.

#	Amount
1	20.00
2	120.00

Check Amount:

7 8 9
4 5 6 Clear
1 2 3 <<
0 . Enter

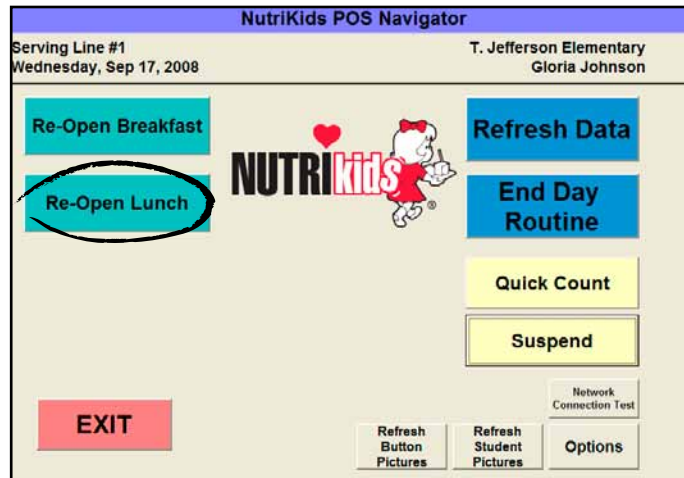
Total Amount: 140.00

Exit Save

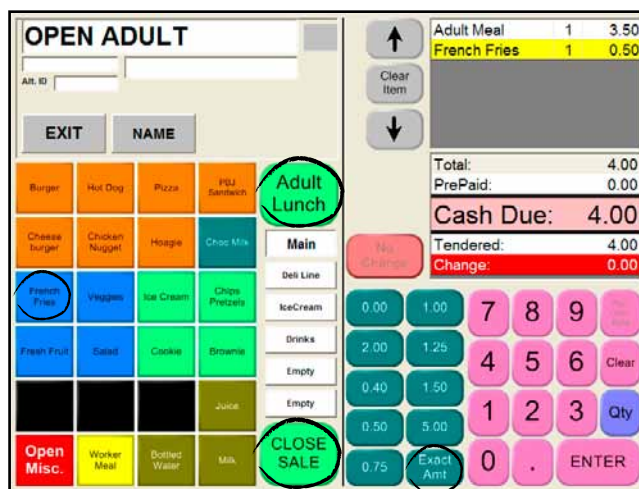
TRANSACTION #22: RE-OPENING LUNCH PERIOD

Just as you are finishing up, a teacher comes up and wants to buy a lunch with cash in hand.

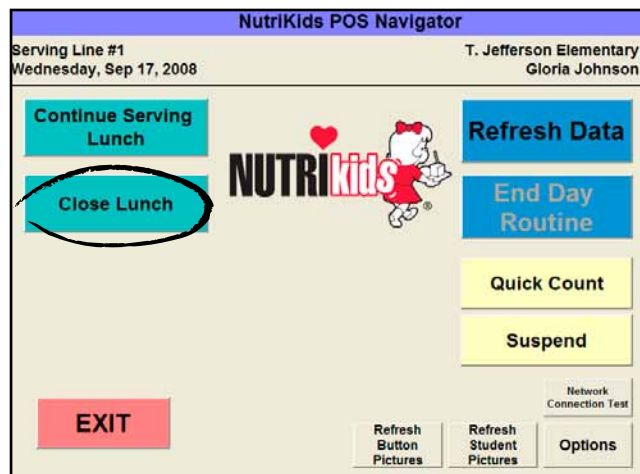
1. Press **RE-OPEN LUNCH**.



2. Press **OPEN ADULT**.
3. Press **ADULT LUNCH** and **FRENCH FRIES**.
4. You can also look up the Adult by name.
5. They pay you the exact amount owed.
6. Press **EXACT AMOUNT**.
7. Press **CLOSE SALE**.



8. Exit to the *Student Identification* screen.
9. Press **EXIT TO NAVIGATOR**.
10. Press **CLOSE LUNCH**.
11. Count your drawer and add to the Cash Counter Screen.



TRANSACTION #23: END OF DAY ROUTINE

The End of Day Routine transfers all of your transaction history to the manager's computer. This procedure **MUST BE RUN EVERY DAY** in order for the manager to have access to all the records. Once you have run the Day End Routine, you cannot get back into the cashier station.

1. Press **END DAY ROUTINE**.
2. Press **NO** to change it to **YES** for each meal period.
3. Press **OK**.

To complete "End of Day"
You must verify that each meal period is OK to be closed for today!

BREAKFAST will be closed permanently for today.
Are you sure? Yes/No
☐ NO

LUNCH will be closed permanently for today.
Are you sure? Yes/No
☐ NO

To complete "End of Day"
You must verify that each meal period is OK to be closed for today!

BREAKFAST will be closed permanently for today.
Are you sure? Yes/No
☐ YES

LUNCH will be closed permanently for today.
Are you sure? Yes/No
☐ YES



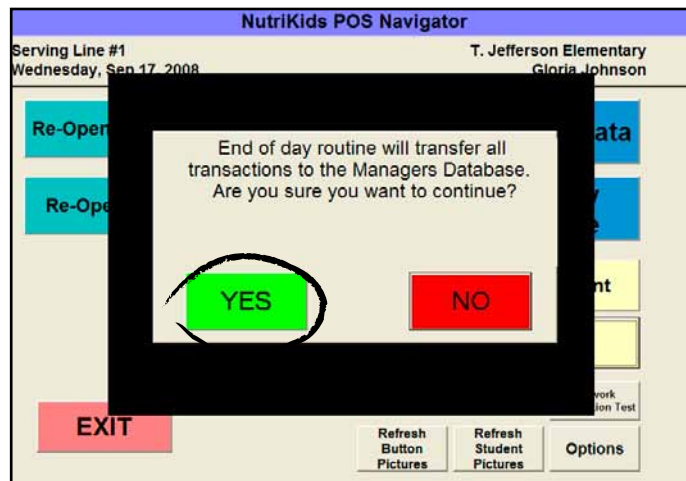
If you do not select YES to close all meal periods that have been opened, this message will appear. You will need to select YES for any open meal periods.

End of Day Process has been DENIED

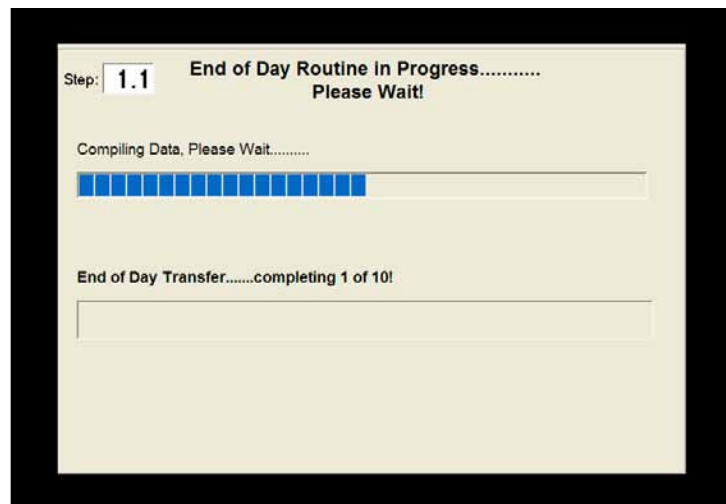
In order to run "End of Day", all meal periods that have been opened today must be marked "YES".

One or more meal periods are not ready to close for the day!

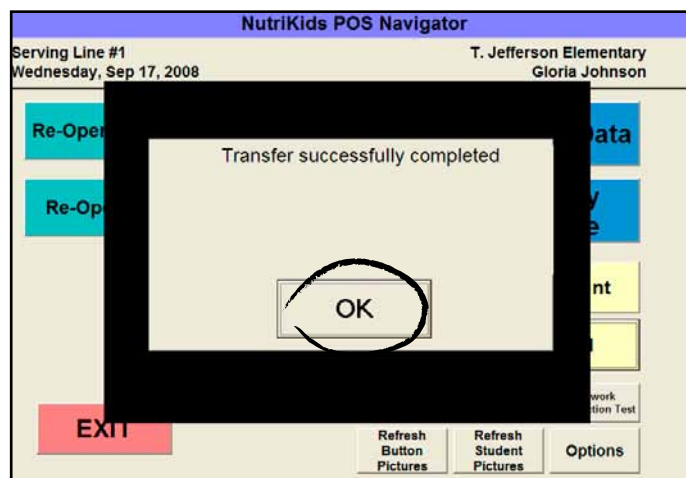
4. Press **YES** to verify.



5. A progress bar informs you that the sales information is being transferred to the server for access by the manager/director.

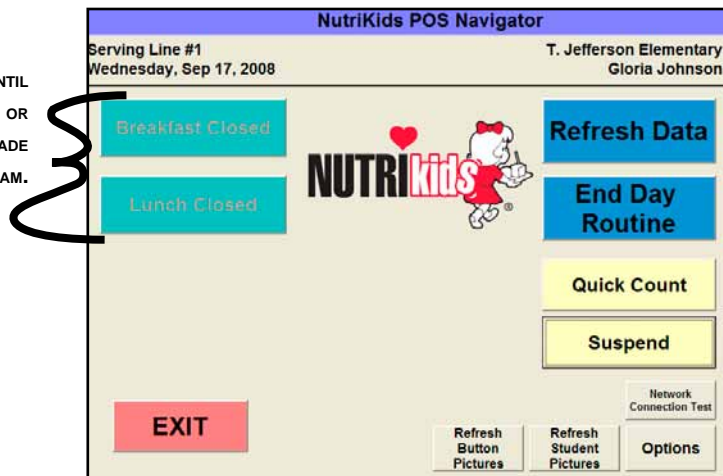


6. Click **OK** when the transfer is complete.



7. Press **EXIT**.
8. The cashier responsibilities for the day are done. You may now turn off the computer at the serving line.

MEAL PERIODS WILL BE LOCKED UNTIL TOMORROW MORNING. ANY DRAWER OR TRANSACTION CHANGES CAN BE MADE FROM THE **MANAGER** PROGRAM.



MISSING STUDENT ID # LIST

NUTRIKIDS POS DATABASE MANAGEMENT LIST

School Name:

Cashier Station:

Date:

[illegible]

NUTRIKIDS POINT OF SALE REVIEW

POS Transactions Review for Serving Line Cashiers

The following is a review of possible transactions that may take place on the Serving Line. Read each situation carefully. **Number each step in order to correctly complete the transaction.**

1. A student purchases a Full Meal and has correct change. Place a number in the order of each step that will be needed to process this transaction.

- | | |
|--------------------------|---------------------------------|
| A. ____ Press CLOSE SALE | B. ____ Press REIMBURSABLE MEAL |
| C. ____ Press ENTER | D. ____ Press EXACT AMOUNT |

2. A student purchases a Full Meal and an extra Ala Carte item. The student gives you an even dollar amount that is more than the amount needed. For example: Lunch costs \$1.25 the Ala Carte item is \$.35, the student gives you \$2.00 but would like the remaining \$.40 to go into his/her account balance.

- | | |
|------------------------------------|----------------------------------|
| A. ____ Click CLOSE SALE | B. ____ Press REIMBURSABLE MEAL |
| C. ____ Press NO CHANGE | D. ____ Press the Ala Carte Item |
| E. ____ Press \$2.00 on Number Pad | F. ____ Press ENTER |

3. A student comes through the line and only wants to purchase Milk. The student pays with \$1.00.

- | | |
|--------------------------|--|
| A. ____ Press CLOSE SALE | B. ____ Press the Milk Button |
| C. ____ Press ENTER | D. ____ Press the number "1" on Number Pad |

4. A student comes through the line with a Full Meal. He/She does NOT have any money today.

- | | |
|--------------------------|-------------------------------------|
| A. ____ Press CLOSE SALE | B. ____ Press "0" on the Number Pad |
| C. ____ Press ENTER | D. ____ Press REIMBURSABLE MEAL |

5. A student comes through the line and wants to prepay his/her meal with a Check as well as purchase a Full Meal for the day.

- | | |
|----------------------------|---------------------------------|
| A. ____ Press CLOSE SALE | B. ____ Press REIMBURSABLE MEAL |
| C. ____ Press CHECK | D. ____ Press PREPAY |
| E. ____ Press SAVE | F. ____ Enter Prepay Amount |
| G. ____ Press Check Number | |

6. Student has an Account Balance. Today he/she has brought money and does not wish to purchase the meal using \$ on Account.

- | | |
|-------------------------------------|---------------------------------|
| A. ____ Press CLOSE SALE | B. ____ Press ACCOUNT OVERRIDE |
| C. ____ Enter the amount to be paid | D. ____ Press REIMBURSABLE MEAL |

7. Student has a Full Meal and has placed 2 additional items on the tray as extra sales. The student has enough money to purchase one additional item. What steps should the cashier take to remove the additional item from the screen?

- | | |
|--------------------------------------|--|
| A. ____ Press CLOSE SALE | B. ____ Continue transaction as normal |
| C. ____ Highlight Item to be removed | D. ____ Click CLEAR ITEM |



Answer the following questions by writing True or False beside each statement.

8. _____ A student may NOT prepay a meal while coming through the Serving Line at breakfast or lunch.
9. _____ If a student has a charge and brings money to pay the charge, the same steps used when adding a prepayment to a student account are used in clearing an account of any charges.
10. _____ If a student does not have an ID Card or Number available, or if the student has forgotten his/her number, the child will NOT be allowed to eat because there is no way to locate this child.

If this is FALSE, how can the student be located? _____

11. _____ When leaving the Cashier Station during the Lunch Period, you should always place the Serving Line in SUSPEND.
12. _____ A Quick Count may not be seen until the end of the day.
13. _____ Use REFRESH DATA to update any student or adult information that may have been entered from the Manager's Program throughout the day.
14. _____ Through VIEW TRANSACTIONS, a student or adult transaction may be voided or marked with a reason.
15. _____ A student may charge a Reimbursable Meal on the serving line.

Write the word you feel would best complete the following sentences.

16. The END OF DAY routine is done at the _____ of the day when all Student or Adult transactions have been completed.
17. To quickly access how many meals and specific items have been sold for a specific serving period, Breakfast and/or Lunch, press the _____ button.
18. If a student has misplaced his/her ID card and does not know their number, you can locate the student by using the _____ button.
19. If a student does NOT have an ID number and has NOT been entered into the system, use the _____ button to give the student a Reimbursable Meal for the day and then mark the transaction for review using a notice that the "student is new and needs an ID number."
20. To mark a Prepayment Transaction for an error, press VIEW TRANSACTION, press _____ and then press Mark for Review. Highlight the error message that is needed and click SAVE.



ANSWER GUIDE

Use this Answer Guide to assist in the Training and Review of cashiers after they have gone through the Transaction Review.

1. **B-D-C-A**
2. **B-D-E-F-C-A**
3. **B-D-C-A**
4. **D-B-C-A**
5. **D-F-C-G-E-B-A**
6. **D-C-B-A**
7. **C-D-B-A** or **B-C-D-A**
8. **FALSE**
9. **TRUE**
10. **FALSE, STUDENT SEARCH**
11. **TRUE**
12. **FALSE**
13. **TRUE**
14. **TRUE**
15. **TRUE**
16. **END**
17. **QUICK COUNT**
18. **STUDENT SEARCH**
19. **OPEN STUDENT**
20. **PREPAYS, SELECT**

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