NUTRIKIDS® Point of Sale
SERVING LINE CASHIER TUTORIAL

Tutorial Version
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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.
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).
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 TRANSACTION SCREEN OVERVIEW

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

2. Press **LONG, MARY**.

3. Press **SELECT GROUP**.

4. Press **BECKWITH, CRAIG**.

5. Press **SELECT STUDENT**.
**STUDENT IDENTIFICATION SCREEN USING THE PICTURE ROSTER**

1. Press **PICTURE ROSTER**.

2. Press the name **FELDER, DONNA**.

3. Press **SELECT GROUP**.

4. Press **CAPLES, ERIC**.

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

2. Type **REC**.

3. Press **ENTER**.

4. Press **RECINO, LINDA**.

5. Press **SELECT**.

6. Continue to process the transaction.
**PROCESSING TRANSACTIONS**

**ENTERING BREAKFAST TRANSACTIONS**

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

**TRANSACTION #1: BASIC REIMBURSABLE TRANSACTION**

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

**Transaction #2: Basic Reimbursable Transaction**

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

---

**Transaction #3: Basic Reimbursable with Ala Carte**

1. Enter the Student ID # **125308**.

2. Press **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**.

**Transaction #4: Basic Reimbursable with Ala Carte and Change**

1. Enter the Student ID # **153700**.

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

6. Enter $2.00 on the Number Pad.
7. Press ENTER.
8. The Change Due will be $0.80.
9. Press CLOSE SALE.
**TRANSACTION #5: ENTERING A PREPAYMENT TRANSACTION**

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

![Image of student identification screen]

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

![Image of prepay screen]

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**.

![Image of student transaction screen]
8. Press **REIM. BRKFST**.
9. Note that the meal is now being deducted from the *Opening Balance* of $20.00.
10. Press **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.
14. Press **ADD PAYMENT**.
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.

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.

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

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

You return to the Student ID Screen where you can enter the next student number.
**TRANSACTION #7: OPEN MISCELLANEOUS TRANSACTION**

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

![Image showing the student identification interface]

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.

**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.
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**.
**Transaction #8: Account Override**

1. Enter the Student ID # **120138**.

2. Press **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.
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**.
**TRANSACTION #9: USING VIEW TRANSACTIONS**

VIEW TRANSACTIONS lists all breakfast transaction history on that date.

1. Press **VIEW TRANSACTIONS**.

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.
**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.

![Image of the Mark for Review screen]

**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.
**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**.

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.

**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.

3. Press on the first 3 letters of the student's LAST name.

4. Type **GUE**.

5. Press **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.

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>307360</td>
<td>Giardino</td>
<td>Randy</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>314875</td>
<td>Godfrey</td>
<td>Mark</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>395220</td>
<td>Guerrier</td>
<td>Gary</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

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.
**Transaction #11: Closing the Breakfast Meal Period**

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

![Student Identification Screen]

2. Press **CLOSE BREAKFAST**.

![Serving Line #1 Navigator Screen]

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

![Serving Line #1 Navigator Screen with options]**
**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 Al a 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.

![Image of a point-of-sale system screen showing a transaction for Linda Stevens, including meal and drink options, with a selection for a Lunch, a Reim. Meal, and a Juice, along with cash entered and tendered amounts.]
**TRANSACTION #4: BASIC TRANSACTION WITH A LA 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**.
**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.

![Transaction Screen](image)

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

8. Press **CLOSE SALE**.

![Transaction Screen](image)
**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.
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.

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

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**.

![LunchByte System Screen](image)

**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.

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.
**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.

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**.
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.
**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**.

![Allergic to Milk](image)

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.

2. Press BETH SMITH.

3. Press SELECT. Beth Smith's account history for that day appears.
4. Press **MARK FOR REVIEW**.

![Image of a transaction screen with options to mark for review]

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

6. Press **SAVE**.

![Image of a pop-up with reasons for marking transactions]

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

**TRANSACTION #15: ADULT SEARCH, CHARGING A MEAL TRANSACTION**

1. Press **ADULT SEARCH**.

![ADULT SEARCH](image)

2. Enter the last name of the adult you are looking for using the keyboard.
3. Type **JONES**.
4. Press **ENTER**.
5. The search screen displays with the selected Adult name highlighted.

6. Press **SELECT**.

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**.
**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.
**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*. 

![Cash Counter Screen](image)
**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.

![Check Calculator Diagram]
**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**.

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.
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:**

<table>
<thead>
<tr>
<th>Student/Adult Name</th>
<th>ID#/Problem</th>
<th>Grade</th>
<th>Homeroom</th>
<th>Reim. Meal</th>
<th>Ala Carte Items</th>
<th>Entered</th>
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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