

LunchBox

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Section 1: Introduction

1.1 Layout of POS Keyboard

LunchBox utilizes a Point of Sale (POS) Keyboard system. Three different models are used. The following describes the configuration and functions of the Emax keyboard. The keys shaded in the diagram are user-definable, meaning they can be changed at the school's discretion (see section 5.3.4 for instructions on defining these keys). The IBM 4694 keyboard is shown in Figure 2, and the Sure One keyboard is shown in Figure 3.

Area 1				Area 2			Area 3			
A	B	C	D	RECALL F2 SAVE		STATUS LOOKUP	MEAL U	V	ADULT W	ESCAPE
E	F	G	H	7	8	9	C H A R G E	X	STATUS Y 1	VOID BACK SPACE
I	J	K	L	4	5	6		Z	STATUS - 2	RETURN
M	N	O	P	1	2	3	CASH ENTER		STATUS 3	ACCT DEPOSIT
READ Q LEFT	R	S	READ T RIGHT	0	00	A LA CARTE LOOKUP		UP YES	DOWN NO	STUDENT LOOKUP

Figure 1: Emax Keyboard Diagram

Area 1 – These are the user-definable A La Carte and Read keys.

[A LA CARTE]: Charges the item and price defined to the student's account (i.e. chips, \$0.25).

[READ LEFT/READ RIGHT]: Reads the student ID number when using the keypads.

Area 2 – These keys are defined as follows:

[SAVE/RECALL F2]: Recalls previous transactions and saves information when prompted by the system.

[STATUS LOOKUP]: Lists all status options possible and enables the cashier to assign a status to a customer which is not listed as a user-defined status key (i.e.: Free, Reduced, Full, Adult...).

[A LA CARTE LOOKUP]: This key is used to look up an A La Carte item that is not listed on the user-defined A La Carte keys. For instructions on defining A La Carte lookup keys, refer to Section 5.3.4.

The remaining numbers in this area are used as a typical number pad. (**Note:** Decimal points do not have to be input when using this pad to ring sales.)

Area 3 – These keys are defined as follows:

[CHARGE]: Allows the cashier to charge a purchase to an account, leaving the account with a negative balance.

[CASH/ENTER]: Allows the cashier to enter cash for a purchase. It is also used as the [Enter] key.

[UP/YES]: Enables the user to move **up** in lists and to answer **yes** to system-prompted questions.

[DOWN/NO]: Enables the user to move **down** in lists and to answer **no** to system-prompted questions.

[ESCAPE]: Used to move backwards from a screen or menu to a previous screen or menu throughout the program. It also enables transactions to be canceled.

[VOID/BACKSPACE]: Will void any items on a purchase, void error messages from the screen, and/or allow the user to backspace when typographical errors are made.

[RETURN]: Allows the Manager to return any items for cash or refund money from a student account.

[ACCOUNT/DEPOSIT]: Enables the cashier to inquire into any account balance as well as deposit funds into an account.

[STUDENT LOOKUP]: Enables the cashier to look up the account identification number of any student alphabetically by their last name.

[STATUS KEYS]: Used to ring up a sale under a particular status (i.e.: Free, Reduced, Full, Adult...).

Area 3			Area 2			Area 1			
ADULT A	SAVE RECALL	VOID BACK SPACE	ACCOUNT DEPOSIT		ESCAPE	F	K	P	U
STATUS 1 B	A LA CART LOOKUP	UP YES	7	8	9	G	L	Q	V
STATUS 2 C	STATUS LOOK UP	DOWN NO	4	5	6	H	M	R	W
STATUS 3 D	STUDENT LOOK UP	RETURN	1	2	3	I	N	S	X
EMPLOYEE E	CHARGE	CASH ENTER	0	00	Z	J	O	T	Y

Figure 2: IBM 4694 Keyboard

Esc Break	F1	Save F2 Recall	F3	F4	Student F5 Lookup	Charge	Return	F8	Status Lookup	F10	Ala- Carte	Acct. Dep	Insert Prt Scr	Home Scr Lk	Pg UP Pause
~	!	@	#	\$	%	^	&	*	()	-	+	Delete	End	Pg Dn
`	1	2	3	4	5	6	7	8	9	0	_	=			
Tab	Q	W	E	R	T	Y	U	I	O	P		Bkspc	7	8	9
Caps Lock	A	S	D	F	G	H	J	K	L	:	"	Cash	4	5	6
Shift		Z	X	C	V	B	N	M	<	>	Up ↑	Enter	1	2	3
Ctrl	Alt	{	}	Fn			Alt	Ctrl	?	Left ← Read	Down ↓	Right → Read	0	00	.
		[]						/						

Figure 3: Sure One Keyboard

Note: The Caps Lock key must be depressed for LunchBox to work. However, there is no Caps Lock light on the Sure One Keyboard. If the A-La-Carte keys do not work, depress the Caps Lock key.

1.2 Description of Transaction Screen

This is the primary screen used by cashiers:

MAIN MENU » LUNCH [TOP STATUS LINE]		04/26/1999	3:01:35 pm
[PURCHASE WINDOW]	NAME : ID : [STUDENT INFORMATION WINDOW] BALANCE : MEMO :		
	[DATA ENTRY LINE]		
ENTER ID NUMBER, OR ITEM KEY [MESSAGE WINDOW]		TENDERED : [TOTALS WINDOW] CHANGE :	
		[TOOL BAR]	Esc to Exit

Figure 4: Transaction Screen

1. PURCHASE WINDOW – Displays items to be purchased.
2. STUDENT INFORMATION WINDOW – Displays the student's name, the identification number, the account balance and any comment that has been entered into this student's account information (For example: allergic to milk, missing card..., see Section 3.18 Add/Edit Student for instructions on how to input information in this field). **Optional Feature:** This window also displays a photograph of the student when the photo system is installed with the LunchBox program.
3. DATA ENTRY LINE – Displays any information entered by the cashier, such as the amount tendered or the student identification number.
4. TOTALS WINDOW – Displays the total purchase price, the amount tendered and the change to be returned to the student.
5. MESSAGE WINDOW – Displays the status of each transaction, any error messages as well as system-imposed questions.

6. TOP STATUS LINE – This bar appears at the top of the transaction screen and not only displays the date and time, but also the menu tree. The menu tree (i.e. Main Menu >> Lunch) displays the current menu level. This basically tells you where you are in the program.
7. TOOL BAR - At the bottom of the transaction screen is a tool bar that contains useful information (such as “F2/SAVE to Save” and “ESC to Exit”) for conducting transactions. This tool bar appears on every screen throughout the LunchBox program and basically tells you what to do.

1.3 Training Mode

To access: Main Menu>>Back Office>>Settings>>Register

Before beginning LunchBox, Kyrus Corporation recommends that you practice operating the program using the Training Mode. The Training Mode will allow changes to be made within the program (including all screens and settings) for training purposes only. These changes do not affect the system once the Training Mode is exited.

The Training Mode can only be turned on or off by the Cafeteria Manager or other appointed personnel because the Manager’s password must be known.

How To:

1. At the server (back office computer), go to the **Startup Menu**.
2. Type [**U**] for utilities.
3. Type [**R**] to reset training DBF’s.
4. Now go to the register you wish to train on.
5. From the Main Menu, highlight **Back Office** and press [Enter].
6. Enter the Manager’s **password**, and press [Enter]. (During initial installation, the Manager password will be set by your Kyrus Corporation Representative. However, it can be changed at the school’s discretion, see Section 5.4.5.)
7. Highlight **Settings** and press [Enter].
8. Highlight **Register** and press [Enter].

9. Highlight **Training Mode** and press [Enter]. Note: an [X] next to Training Mode means that the feature has been turned on. Remove the [X] the same way to turn the Training Mode off.
10. Press [F2] to save. Press [Y] if the change is correct. **Important: Do not alter any other settings on this screen without instruction from your Kyrus Corporation Representative.** If any changes accidentally occur, do not save the file. Press [ESC] and return to Step 8. If the save command is inadvertently pressed, select [N]o at the save prompt to avoid saving the changes.

```
MAIN MENU » BACK OFFICE » SETTINGS » REGISTER                                2:27:54 pm
Terminal Number: 1
Breakfast keyboard DBF: BRKKEY
Lunch keyboard DBF: LNCHKEY
Breakfast PLU DBF: BRKPLU
Lunch PLU DBF: LNCHPLU
Printer: LPT1
Floppy Drive: A:
KeyPad #1 COM port: 1
KeyPad #2 COM port: 2
Number of KeyPads: 0
[X] Training Mode
F2/SAVE to Save      ↓↑ to Move      ENTER to select      Esc to Exit
```

Figure 5: Register Settings Screen

Section 2: Breakfast

2.1 Beginning Breakfast

How To:

1. Highlight **Breakfast** and press [Cash/Enter]. The Transaction Screen will now appear.
2. Enter your **starting cash**. Do **not** use a decimal point (For example, input 5000 for \$50.00). Press [Enter].
3. If the amount is correct, press [**UP/YES**]. If the amount is incorrect, press [DOWN/NO], re-enter the correct starting cash amount and press [Enter].
Note: Make sure the starting amount is correct as **it cannot be changed** once you press [UP/YES].

MAIN MENU » BREAKFAST		04/28/1999	10:48:19 am
	NAME :		
	ID :		
	BALANCE :		
	MEMO :		
	TENDERED :		
	CHANGE :		
Enter starting cash:	0		
Esc to Exit			

Figure 6: Transaction Screen – Enter Breakfast Starting Cash

2.2 Processing Meals

2.2.1 Enter Account Identification Number

As students enter the cashier's line, their personal accounts can be accessed by one of several methods (depending on the system purchased). Select the method, and follow the procedures provided below to access the student accounts.

- **Scanner** – As a student approaches the register, slide his/her identification card through the scanner. The student account will appear on screen.
- **Keypad System** – Using the keypad provided near the cashier station, the student can enter his/her identification number and press [Enter]. To retrieve the student account on the screen, press [**READ**]. Note: The keypad can store up to 250 numbers at a time. They will be processed in the order in which they are entered.
- **Wand** – Using a bar code scanning wand, scan the student bar code (located on a student roster sheet beside the student's name or on the student's identification card). The account will appear on screen.
- **Keyboard Entry** – Using the POS Keyboard, enter the identification number with the number keys. The number typed will appear in the DATA ENTRY LINE. If the account number is correct, press [CASH/ENTER] to pull up the account.

Student Lookup

If a student's identification number is unknown, press [**STUDENT LOOKUP**]. Do one of the following:

- Type the **first few letters of the last name**, select the appropriate person using [UP/YES] OR [DOWN/NO] and press [CASH/ENTER] OR
- Just press [**CASH/ENTER**] to see a list of all students in the directory, select the name using [UP/YES] OR [DOWN/NO] and press [CASH/ENTER].

The student's account will appear in the STUDENT INFORMATION WINDOW. Press [ESC] to exit at any time. See Figure 7 for a sample transaction screen with a student lookup.

MAIN MENU » BREAKFAST		05/17/1999		8:49:34 am																																																							
		NAME :																																																									
		ID :																																																									
		BALANCE :																																																									
		MEMO :																																																									
<table border="1"> <tbody> <tr> <td>SMITH</td> <td>BILLY</td> <td>9190364</td> <td>HRM0210</td> <td></td> <td></td> </tr> <tr> <td>SMITH</td> <td>CORINA</td> <td>8878365</td> <td>HRM0422</td> <td></td> <td></td> </tr> <tr> <td>SMITH</td> <td>DARCELIA</td> <td>9602293</td> <td>HRM0102</td> <td></td> <td></td> </tr> <tr> <td>SMITH</td> <td>PAUL</td> <td>8213035</td> <td>HRM0516</td> <td></td> <td></td> </tr> <tr> <td>SMITH</td> <td>PAUL</td> <td>8642738</td> <td>HRM0525</td> <td></td> <td></td> </tr> <tr> <td>SMITH</td> <td>TAVARIS</td> <td>9299751</td> <td>HRM0308</td> <td></td> <td></td> </tr> <tr> <td>SMITH</td> <td>TYRONE</td> <td>9013491</td> <td>HRM0424</td> <td></td> <td></td> </tr> <tr> <td>SMITH</td> <td>FRANKIE</td> <td>8647901</td> <td>HRM0422</td> <td></td> <td></td> </tr> <tr> <td>SMITH</td> <td>DELLISA</td> <td>8864688</td> <td>HRM0318</td> <td></td> <td></td> </tr> </tbody> </table>						SMITH	BILLY	9190364	HRM0210			SMITH	CORINA	8878365	HRM0422			SMITH	DARCELIA	9602293	HRM0102			SMITH	PAUL	8213035	HRM0516			SMITH	PAUL	8642738	HRM0525			SMITH	TAVARIS	9299751	HRM0308			SMITH	TYRONE	9013491	HRM0424			SMITH	FRANKIE	8647901	HRM0422			SMITH	DELLISA	8864688	HRM0318		
SMITH	BILLY	9190364	HRM0210																																																								
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SMITH	TAVARIS	9299751	HRM0308																																																								
SMITH	TYRONE	9013491	HRM0424																																																								
SMITH	FRANKIE	8647901	HRM0422																																																								
SMITH	DELLISA	8864688	HRM0318																																																								
ENTER ID NUMBER, OR ITEM KEY		CHANNEL :																																																									
Esc to Exit																																																											

Figure 7: Transaction Screen - Student Lookup

Status Keys

Not every customer will have an identification number or an account (such as new students or visitors). Status keys can be used to assign a status and thus the appropriate meal price. When a [STATUS] key is pressed, a meal will appear in the PURCHASE WINDOW. The price of the meal will be adjusted appropriately. However, the STUDENT INFORMATION WINDOW will remain empty. Refer to section B below to complete the transaction.

2.2.2 Ringing Sales

Once an account is opened, the items purchased can easily be entered in the register. This section breaks down the various methods used to ring up sales.

A. Meals

This section is presented as if the system setting for automatic reimbursable meals is on (refer to Section 5.3.1 to control this setting). The automatic reimbursable meal will force the transaction screen to automatically ring up a meal when an account is entered.

[Status 1] – Free Meal Program. If the student is on the Free Meal Program, no price will be charged for the meal. However, if the student purchases any A La Carte items or an additional meal, the full item price will be charged.

[Status 2] – Reduced Meal Program. If the student is on the Reduced Meal Program, the meal price will automatically be reduced. However, if the student purchases any A La Carte items or an additional meal, the full item price will be charged.

[Status 3] – Full Price. Students who aren't in either of the two programs above have full-price status and pay full price for all foods.

As the meals are automatically entered, the price may appear in the PURCHASE WINDOW if the system setting for "meal price display" is on. Otherwise, the meal prices won't be displayed. A La Carte prices, however, will always be displayed beside the item.

Note: If you are using Automatic Reimbursable Meals (see System Settings, Section 5.3.1), it is important to remember to void the automatic meal to prevent overcharging when a student is purchasing only A La Carte items. Void the meal by pressing **[VOID/BACKSPACE]** as the cursor is on the meal line in the PURCHASE WINDOW.

B. Status Key Sales

To ring up a meal for customers who do not have an identification number or an account (such as new students or visitors), press the appropriate **[STATUS]** key to ring up a meal. Then, complete this sale as follows. If the customer is only purchasing A La Carte items, simply press the item(s) on the A La Carte keypad being purchased, then continue with Step 2.

How To:

1. Press the appropriate **[STATUS]** key (e.g., Visitor or Status 1). If the automatic reimbursable meal option is on, a meal will appear in the PURCHASE window, and the meal price will be adjusted appropriately. Again, the price will only be displayed if the meal price display option is on.
2. Since the customer doesn't have an account balance, the amount due for the meal will appear in the TOTALS WINDOW.
3. Ring up any additional items (**A La Carte** items, etc.) AND press **[CASH/ENTER]**.
4. Collect the final amount due (cash only) shown in the top half of the TOTALS WINDOW and enter it in the DATA ENTRY LINE (without decimal).

5. Press [**CASH/ENTER**] and return the change (if any) to complete the sale.

C. A La Carte Items

The A La Carte items are located in Area 1 of the POS keyboard. To add them to an order, simply press the appropriate key. The item and the price will appear in the PURCHASE WINDOW. Because all A La Carte items are full price, the prices will always be displayed in this window regardless if the meal price display option is off.

Because there may be more A La Carte items than there are keys, more items may be located using the [A LA CARTE LOOKUP] key. This key will display a list of all items from which to choose. Select the appropriate item by using the [UP/YES] or [DOWN/NO] keys and press [CASH/ENTER]. The item and price will appear in the PURCHASE WINDOW.

Again, it is important to remember that when the automatic reimbursable meal option is on, void the meal if a customer is purchasing only A La Carte items.

D. Miscellaneous Items

Miscellaneous items (For example, items that aren't defined with the A La Carte keys or located in the A La Carte Lookup list) or items that are to be accounted for by other departments, should be rung up using the appropriate department key (usually [MISC]).

How To:

1. Enter the **amount** of the item (without decimals).
2. Press [**MISC**] (or other Dept. key if more than one is programmed), and then press [CASH/ENTER].

The PURCHASE WINDOW will display "MISC" and the miscellaneous item's price.

2.2.3. Collecting Payment

Quick Reference: To determine whether to collect payment or to return change, imagine the TOTALS WINDOW is separated into two halves: the top half and the bottom half. If an amount appears in the **top** half of the window, **collect** that amount from the student. If an amount appears in the **bottom** half of the window, **return** that amount to the student.

Once the sales are rung up in the register, payment can be collected in one of four ways:

- A. Cash Payment**
- B. Account Payment**
- C. Check Payment**
- D. Charge (leaving negative account balance)**

Of course, if the student is on the **Free Meal Program**, the balance due will be zero unless they purchase anything other than one meal. To “collect payment” for zero balances, simply press [CASH/ENTER]. This will clear the account and prepare the transaction screen for the next transaction.

A. Cash Payment

How To:

1. **Collect the cash** from the student.

If given the **exact amount of purchase**, simply collect the cash and press [CASH/ENTER]. The account will be cleared, and the transaction will be complete. Begin the next transaction.

If the **cash received is more than the amount of purchase**, enter the amount received (without the decimal point). It will appear in the DATA ENTRY LINE on the screen.

2. Press [**CASH/ENTER**] to process the sale.
3. The **change** due to the student will appear in the TOTALS WINDOW at the bottom. Return that amount to the student and begin the next transaction.

B. Account Payment

Payment for meals can also be deducted from an account. As items are entered into the PURCHASE WINDOW, they are automatically deducted from the account balance if it contains enough funds. Finalize the sale by pressing [CASH/ENTER], but do not collect any money.

If the funds are depleted during the transaction, the remaining purchase amount will appear in the top half of the TOTALS WINDOW once all items have been input. Either collect the remaining balance in cash, and refer to Step 1 of the Cash Payment procedure, or press [CHARGE] to charge the remaining balance to the account, leaving it with a negative balance. This is called a “split-tender transaction.”

If more cash is given than is due, the register will deplete the cash intake amount before depleting the account balance. (For example, if the account has \$3.00, the sale is \$4.00, and the student pays with \$5.00, the account will remain at \$3.00 and return the \$1.00 change to the customer.) In other words, the sale is exactly like a cash sale.

C. Check Payment

To receive a check for payment, follow the procedure for cash payment **if the check is written for just the amount due**. If the check is for more than the amount of purchase, the amount remaining should be deposited into the student's account unless instructed otherwise by the Cafeteria Manager.

How To:

1. Enter all items to be purchased, then press [**ACCOUNT/DEPOSIT**].
2. Enter the **amount** of the check (without decimal) and press [CASH/ENTER].
3. Press [**UP/YES**] if the amount is correct OR press [**DOWN/NO**] if it is incorrect, then re-enter the amount.
4. If the check tracking option is on, the screen will ask for the **check number**. Enter the number located at the upper right corner of the check and press [CASH/ENTER].

Note: All checks should be placed in the cash drawer and counted at the end of the serving period when you do the Cash Declaration.

D. Charge

If a student doesn't have any cash or account credit to pay for a meal, the meal can be charged to the account, leaving a negative balance.

How To:

A. No cash or credit

- 1) Ring the sale as normal.
- 2) If the student doesn't have any cash or credit, press [**CHARGE**]. The amount of purchase will be accrued as a negative balance in the account.

B. Some cash but not enough

- 1) Ring the sale as normal.

- 2) If the student has some cash, but the amount of purchase exceeds the amount of cash, **enter the amount of cash given** (without decimal) and press [**CASH/ENTER**]. The balance due will appear in the TOTALS WINDOW.
- 3) Press [**CHARGE**] to charge the remaining balance to the account, leaving the account with a negative balance.

C. Account has a balance, but not enough

- 1) Ring the sale as normal. As items are entered into the PURCHASE WINDOW, they are automatically deducted from the account balance. As the funds deplete, the remaining purchase amount will appear in the top half of the TOTALS WINDOW.
- 2) Press [**CHARGE**] to charge the balance to the account, leaving it with a negative balance.

Note: If the “**Low-Funds Warning**” option is turned on (see Section 5.3.1), the next time the account is accessed, a “Low Funds Warning” will appear on the screen when an account balance is low or negative. If this warning appears, continue with the transaction by pressing [**VOID/BACKSPACE**].

Any time a student’s account is charged, the student needs to be made aware of the low funds. It is up to the schools discretion how to handle such situations.

2.2.4 Making Account Deposits

The procedure for depositing funds into accounts using either cash or check is the same.

How To:

1. There are two ways to make an account deposit:
 - A. If the student is making a deposit as he/she is making a **purchase**, ring the sale as normal except press [**ACCOUNT/DEPOSIT**] before typing the amount of the cash/check into the DATA ENTRY LINE.
 - B. If the student is **not** purchasing any items at the time of deposit, **Retrieve the student’s account** (see Section 2.2.1). Next, VOID the meal using [**VOID/BACKSPACE**] (if the automatic reimbursable meal setting is on), and then press [**ACCOUNT DEPOSIT**].

2. At the prompt in the MESSAGE WINDOW, enter the **amount** of cash/check (without decimals), and press [**CASH/ENTER**].
3. Verify the amount, and press [**UP/YES**] if correct, and then press [**CASH/ENTER**]. If the amount is incorrect, press [**DOWN/NO**] and return to step 2. If the check tracking option is on, enter the **check number** (located at the upper right corner of the check) and press [**CASH/ENTER**] again. If the deposit is cash, just press [CASH/ENTER] again.
4. The amount to collect from the student will appear in the top half of the TOTALS WINDOW. Collect the cash/check, and press [**CASH/ENTER**]. The register is ready to begin the next transaction.

Note: If the amount deposited has been entered incorrectly and has already been verified and entered as correct, the transaction can still be canceled by pressing [**ESC**] at any time. The system will ask, "Do you want to cancel the transaction?" Press the [**UP/YES**] key and return to Step 1 to restart the transactions.

2.2.5 Returns

How To:

1. Press [**RETURN**] on the POS keyboard.
2. Enter the Manager's **Password** and press [CASH/ENTER].
3. If the return amount is to be given in cash, go to Step 4. If the return amount is to be credited to an account, enter the **Account Number** and press [CASH/ENTER]. The account will appear on the screen.
4. Enter the **item(s) to be returned** by pressing the appropriate key on the keyboard (For example, press the hamburger A La Carte key to return a hamburger). The item and return amount will appear in the PURCHASE WINDOW.
5. If giving cash back, return the amount in the top half of the TOTALS WINDOW. If giving account credit, the amount of the item will automatically be added to the account as it is entered in the PURCHASE WINDOW.
6. Press [**CASH/ENTER**] to complete the transaction.

2.2.6 Refunds

How To:

1. Press [**RETURN**] on the POS keyboard.
2. Enter the Manager's **Password** and press [CASH/ENTER].
3. Enter the **Account Number** and press [CASH/ENTER].
4. Press the [**ACCOUNT/DEPOSIT**] key.
5. Enter the **Amount** to be returned from the account and press [CASH/ENTER].
6. Press [**UP/YES**] if the amount is correct and press [CASH/ENTER]. If incorrect, press [**DOWN/NO**] and re-enter the amount.
7. Give the student the amount on the screen and press [CASH/ENTER].

2.3 Closing Out After Breakfast (Cash Declaration)

To Access: Main Menu >> Cash Declaration

At the end of each serving period, the registers must declare the cash. Exit the transaction screen by pressing [**ESC**]. Then, follow these steps to close each register prior to beginning the next serving period. (See Figure 7 for a sample Cash Declaration screen).

How To:

1. Highlight **Cash Declaration** and press [CASH/ENTER].
2. Highlight **Breakfast** and press [CASH/ENTER].
3. The serving period income can be counted in two ways (depending on the system settings, see Section 5.3.1).
 - A. If the Cash Declaration screen says, "Enter cash-in-drawer total:" add the **cash value** of all currency and checks, and enter the amount in the space provided (no decimals). Press [**CASH/ENTER**]. If the amount is correct, press [**UP/YES**]. If the amount is incorrect, press [DOWN/NO] and retype the amount.

- B. If the Cash Declaration screen lists *each type* of bill and coin, enter the **number** of bills and coins, not the cash value. Press [CASH/ENTER] after each entry to move to the next line.
4. Press [RECALL/SAVE] to save the cash total. If you use this amount as your lunch starting cash (see Policy Discussion below), note this amount. Verify the amount in the drawer and press [UP/YES] if it is correct. If the amount is incorrect, press [DOWN/NO] and retype the amount.
 5. Count the **number of checks** in the cash drawer, *not* the check values. Enter the number and press [CASH/ENTER].
 6. Enter the **amount of each check** (no decimals) AND the **check numbers** (if check tracking option is on), pressing [CASH/ENTER] after each entry. **Note:** Set the breakfast checks aside so they aren't recounted at the end of the lunch period.
 7. Press [RECALL/SAVE] to save the information. Verify the check total and press [UP/YES] if it is correct. If it is incorrect, press [DOWN/NO] and return to Step 6.

MAIN MENU » CASH DECLARATION » BREAKFAST		04/28/1999	4:13:27 pm
		CASH	
\$100 0	\$0.50 0
\$50 0	\$0.25 26
\$20 0	\$0.10 3
\$10 1	\$0.05 1
\$5 3	\$0.01 0
\$2 0		
\$1 14		

F2/SAVE to Save ↓↑ to Move ENTER to select Esc to Exit

Figure 8: Breakfast Cash Declaration Screen

Policy Discussion:

After your breakfast money is counted, there are two things you can do with it: use it as your starting cash for lunch or set it aside to be deposited at the end of the day.

Option 1: Use the breakfast money as the lunch starting cash.

While you are declaring your money in breakfast, write down the cash total when you are finished with the cash part of the declaration. You will not need to know your check total for lunch. Once you are finished declaring your breakfast cash, go back to the Main Menu. Highlight Lunch and press [Enter]. Enter the starting cash amount for lunch as the ending cash amount from breakfast. Make sure all breakfast checks are set aside so they aren't recounted at the end of lunch.

Option 2: Do a separate breakfast deposit.

Set all breakfast money aside (cash and checks) minus the lunch starting cash amount. Once you are finished declaring your breakfast cash, go back to the Main Menu. Highlight Lunch and press [Enter]. Enter the starting cash amount for lunch. The breakfast money set aside will be deposited at the end of the day.

Section 3: Lunch

3.1 Beginning Lunch

How To:

1. From the Main Menu, highlight **Lunch** and press [CASH/ENTER]. The Transaction Screen will now appear.
2. Enter your **starting cash** (no decimal point – i.e. enter 5000 for \$50.00. Press [CASH/ENTER].
3. If the amount is correct, press [UP/YES]. If the amount is incorrect, press [DOWN/NO], re-enter the correct starting cash amount and press [CASH/ENTER]. **Note:** Make sure the starting amount is correct as **it cannot be changed** once you press [UP/YES].

MAIN MENU » LUNCH		04/29/1999	2:03:19 pm
	NAME :		
	ID :		
	BALANCE :		
	MEMO :		
	TENDERED :		
Enter starting cash:	0	CHANGE :	
			Esc to Exit

Figure 9: Transaction Screen – Enter Lunch Starting Cash

3.2 Processing Meals

(**Note:** Lunch is processed the same way as breakfast)

3.2.1 Enter Account Identification Number

As students enter the cashier's line, their personal accounts can be accessed by one of several methods (depending on the system purchased). Select the method and follow the procedures provided below to access the student accounts.

- **Scanner** – As a student approaches the register, slide his/her identification card through the scanner. The student account will appear on screen.
- **Keypad System** – Using the keypad provided near the cashier station, the student can enter his/her identification number and press [Enter]. To retrieve the student account on the screen, press [READ]. Note: The keypad can store up to 250 numbers at a time. They will be processed in the order in which they are entered.
- **Wand** – Using a bar code scanning wand, scan the student bar code (located on a student roster sheet beside the student's name or on the student's identification card). The account will appear on screen.
- **Keyboard Entry** – Using the POS Keyboard, enter the identification number with the number keys. The number entered will appear in the DATA ENTRY LINE. If the account number is correct, press [CASH/ENTER] to pull up the account.

Student Lookup

If a student's identification number is unknown, press [**STUDENT LOOKUP**]. Do one of the following:

- Type the **first letters of the last name**, select the appropriate person using [UP/YES] OR [DOWN/NO] and press [CASH/ENTER] OR
- Just press [**CASH/ENTER**] to see a list of all students in the directory, select the name using [UP/YES] OR [DOWN/NO] and press [CASH/ENTER].

The student's account will appear in the STUDENT INFORMATION WINDOW. Press [ESC] to exit at any time. See Figure 10 for a sample transaction screen with a student lookup.

MAIN MENU » LUNCH		05/17/1999		9:51:50 am																																					
		NAME :																																							
		ID :																																							
		BALANCE :																																							
		MEMO :																																							
<table border="1"> <tbody> <tr> <td>SMITH</td> <td>BILLY</td> <td>9190364</td> <td>HRM0210</td> </tr> <tr> <td>SMITH</td> <td>CORINA</td> <td>8878365</td> <td>HRM0422</td> </tr> <tr> <td>SMITH</td> <td>DARCELIA</td> <td>9602293</td> <td>HRM0102</td> </tr> <tr> <td>SMITH</td> <td>PAUL</td> <td>8213035</td> <td>HRM0516</td> </tr> <tr> <td>SMITH</td> <td>PAUL</td> <td>8642738</td> <td>HRM0525</td> </tr> <tr> <td>SMITH</td> <td>TAVARIS</td> <td>9299751</td> <td>HRM0308</td> </tr> <tr> <td>SMITH</td> <td>TYRONE</td> <td>9013491</td> <td>HRM0424</td> </tr> <tr> <td>SMITH</td> <td>FRANKIE</td> <td>8647901</td> <td>HRM0422</td> </tr> <tr> <td>SMITH</td> <td>DELLISA</td> <td>8864688</td> <td>HRM0318</td> </tr> </tbody> </table>						SMITH	BILLY	9190364	HRM0210	SMITH	CORINA	8878365	HRM0422	SMITH	DARCELIA	9602293	HRM0102	SMITH	PAUL	8213035	HRM0516	SMITH	PAUL	8642738	HRM0525	SMITH	TAVARIS	9299751	HRM0308	SMITH	TYRONE	9013491	HRM0424	SMITH	FRANKIE	8647901	HRM0422	SMITH	DELLISA	8864688	HRM0318
SMITH	BILLY	9190364	HRM0210																																						
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SMITH	FRANKIE	8647901	HRM0422																																						
SMITH	DELLISA	8864688	HRM0318																																						
ENTER ID NUMBER, OR ITEM KEY			CHANGE :																																						
Esc to Exit																																									

Figure 10: Transaction Screen - Student Lookup

Status Keys

Not every customer will have an identification number or an account (such as new students or visitors). Status keys can be used to assign a status and thus the appropriate meal price. When a [STATUS] key is pressed, a meal will appear in the PURCHASE WINDOW. The price of the meal will be adjusted appropriately. However, the STUDENT INFORMATION WINDOW will remain empty. Refer to section B below to complete the transaction.

3.2.2 Ringing Sales

Once an account is opened, the items purchased can easily be entered in the register. This section breaks down the various methods used to ring up sales.

A. Meals

This section is presented as if the system setting for automatic reimbursable meals is on (refer to Section 5.3.1 to control this setting). The automatic reimbursable meal will force the transaction screen to automatically ring up a meal when an account is entered.

[Status 1] – Free Meal Program. If the student is on the Free Meal Program, no price will be charged for the meal. However, if the student purchases any A La Carte items or an additional meal, the full item price will be charged.

[Status 2] – Reduced Meal Program. If the student is on the Reduced Meal Program, the meal price will automatically be reduced. However, if the student purchases any A La Carte items or an additional meal, the full item price will be charged.

[Status 3] – Full Price. Students who aren't in either of the two programs above have full-price status and pay full price for all foods.

As the meals are automatically entered, the price may appear in the PURCHASE WINDOW if the system setting for "meal price display" is on. Otherwise, the meal prices won't be displayed. A La Carte prices, however, will always be displayed beside the item.

Note: If you are using Automatic Reimbursable Meals (see System Settings, Section 5.3.1), it is important to remember to void the automatic meal to prevent overcharging when a student is purchasing only A La Carte items. Void the meal by pressing **[VOID/BACKSPACE]** as the cursor is on the meal line in the PURCHASE WINDOW.

B. Status Key Sales

To ring up a meal for customers who do not have an identification number or an account (such as new students or visitors), press the appropriate **[STATUS]** key to ring up a meal. Then, complete the sale as follows. If the customer is only purchasing A La Carte items, simply press the item(s) on the A La Carte keypad being purchased, then continue with Step 2.

How To:

1. Press the appropriate **[STATUS]** key (For example, Visitor or Status 1). If the automatic reimbursable meal option is on, a meal will appear in the PURCHASE window, and the meal price will be adjusted appropriately. Again, the price will only be displayed if the meal price display option is on.
2. Since the customer doesn't have an account balance, the amount due for the meal will appear in the TOTALS WINDOW.
3. Ring up any additional items (**A La Carte** items, etc.) and press **[CASH/ENTER]**.
4. **Collect** the final amount due (cash only) shown in the top half of the TOTALS WINDOW and enter it in the DATA ENTRY LINE (no decimal).

5. Press [**CASH/ENTER**], and return the change (if any) to complete the sale.

C. A La Carte Items

The A La Carte items are located in Area 1 of the POS keyboard. To add them to an order, simply press the appropriate key. The item and the price will appear in the PURCHASE WINDOW. Because all A La Carte items are full price, the prices will always be displayed in this window regardless if the meal price display option is off.

Because there may be more A La Carte items than there are keys, more items may be located using the [A LA CARTE LOOKUP] key. This key will display a list of all items from which to choose. Select the appropriate item by using the [UP/YES] or [DOWN/NO] keys and press [CASH/ENTER]. The item and price will appear in the PURCHASE WINDOW.

Again, it is important to remember that when the automatic reimbursable meal option is on, void the meal if a customer is purchasing only A La Carte items.

D. Miscellaneous Items

Miscellaneous items (For example, items that aren't defined with the A La Carte keys or located in the A La Carte Lookup list) or items that are to be accounted for by other departments, should be rung up using the appropriate department key (usually [MISC]).

How To:

1. Enter the **amount** of the item (no decimals).
2. Press [**MISC**] (or other Dept. key if more than one is programmed), and then press [CASH/ENTER].

The PURCHASE WINDOW will display "MISC" and the miscellaneous item's price.

3.2.3. Collecting Payment

Quick Reference: To determine whether to collect payment or to return change, imagine the TOTALS WINDOW is separated into two halves: the top half and the bottom half. If an amount appears in the **top** half of the window, **collect** that amount from the student. If an amount appears in the **bottom** half of the window, **return** that amount to the student.

Once the sales are rung up in the register, payment can be collected in one of four ways:

- A. Cash Payment**
- B. Account Payment**
- C. Check Payment**
- D. Charge (leaving negative account balance)**

Of course, if the student is on the **Free Meal Program**, the balance due will be zero unless they purchase anything other than one meal. To “collect payment” for zero balances, simply press [CASH/ENTER]. This will clear the account and prepare the transaction screen for the next transaction.

A. Cash Payment

1. **Collect the cash** from the student.

If given the **exact amount of purchase**, simply collect the cash and press [CASH/ENTER]. The account will be cleared, and the transaction will be complete. Begin the next transaction.

If the **cash received is more than the amount of purchase**, enter the amount received (no decimal). It will appear in the DATA ENTRY LINE on the screen.

2. Press [**CASH/ENTER**] to finalize the sale.
3. The **change** due to the student will appear in the TOTALS WINDOW at the bottom. Return that amount to the student and begin the next transaction.

B. Account Payment

Payment for meals can also be deducted from an account. As items are entered into the PURCHASE WINDOW, they are automatically deducted from the account balance if it contains enough funds. Ring the sale up by pressing [**CASH/ENTER**] but do not collect any money.

If the funds deplete during the transaction, the remaining purchase amount will appear in the top half of the TOTALS WINDOW once all items have been input. Either collect the remaining balance in cash, and refer to Step 1 of the Cash Payment procedure, or press [CHARGE] to charge the remaining balance to the account, leaving it with a negative balance. This is called a “split-tender transaction.”

If more cash is given than is due, the register will deplete the cash intake amount before depleting the account balance. (For example, if the account has \$3.00, the sale is \$4.00, and the student pays with \$5.00, the account will remain at

\$3.00 and return the \$1.00 change to the customer.) In other words, the sale is exactly like a cash sale.

C. Check Payment

To receive a check for payment, follow the procedure for cash payment **if the check is written for just the amount due**. If the check is for more than the amount of purchase, the amount remaining should be deposited into the student's account unless instructed otherwise by the Cafeteria Manager.

How To:

1. Enter all items to be purchased, then press [**ACCOUNT/DEPOSIT**].
2. Enter the **amount** of the check (no decimal) and press [CASH/ENTER].
3. Press [**UP/YES**] if the amount is correct OR press [**DOWN/NO**] if it is incorrect, then re-enter the amount.
4. If the check tracking option is on, the screen will ask for the **check number**. Enter the number located at the upper right corner of the check and press [CASH/ENTER].

Note: All checks should be placed in the cash register drawer and counted at the end of the serving period when you do the Cash Declaration.

D. Charge

If a student doesn't have any cash or account credit to pay for a meal, the meal can be charged to the account, leaving a negative balance.

How To:

A. No cash or credit

- 1) Ring the sale as normal.
- 2) If the student doesn't have any cash or credit, press [**CHARGE**]. The amount of purchase will be accrued as a negative balance in the account.

B. Some cash but not enough

- 1) Ring the sale as normal.
- 2) If the student has some cash, but the amount of purchase exceeds the amount of cash, **enter the amount of cash given** (no decimal) and

press [**CASH/ENTER**]. The balance due will appear in the TOTALS WINDOW.

- 3) Press [**CHARGE**] to charge the remaining balance to the account, leaving the account with a negative balance.

C. Account has a balance, but not enough

- 1) Ring the sale as normal. As items are entered into the PURCHASE WINDOW, they are automatically deducted from the account balance. As the funds deplete, the remaining purchase amount will appear in the top half of the TOTALS WINDOW.
- 2) Press [**CHARGE**] to charge the balance to the account, leaving it with a negative balance.

Note: If the “**Low-Funds Warning**” option is turned on (see Section 5.3.1), the next time the account is accessed, a “Low Funds Warning” will appear on the screen when an account balance is low or negative. If this warning appears, continue with the transaction by pressing [**VOID/BACKSPACE**].

Any time a student’s account is charged, the student needs to be made aware of the low funds. It is at the school’s discretion how to handle such situations.

3.2.4 Making Account Deposits

The procedure for depositing funds into accounts using either cash or check is the same.

How To:

1. There are two ways to make an account deposit:
 - A. If the student is making a deposit as he/she is making a **purchase**, ring the sale as normal except press [**ACCOUNT/DEPOSIT**] before entering the amount of the cash/check into the DATA ENTRY LINE.
 - B. If the student is **not** purchasing any items at the time of deposit, **Retrieve the student’s account** (see Section 3.2.1). Next, VOID the meal using [**VOID/BACKSPACE**] (if the automatic reimbursable meal setting is on), and then press [**ACCOUNT DEPOSIT**].
2. At the prompt in the MESSAGE WINDOW, enter the **amount** of cash/check (no decimals) and press [**CASH/ENTER**].

3. Verify the amount and press [**UP/YES**] if correct and then press [**CASH/ENTER**]. If the amount is incorrect, press [**DOWN/NO**] and return to step 2. If the check tracking option is on, enter the check number (located at the upper right corner of the check) and press [**CASH/ENTER**] again. If the deposit is cash, just press [**CASH/ENTER**] again.
4. The amount to collect from the student will appear in the top half of the TOTALS WINDOW. Collect the cash/check and press [**CASH/ENTER**]. The register is ready to begin the next transaction.

Note: If the amount deposited has been entered incorrectly and has already been verified and entered as correct, the transaction can still be canceled by pressing [**ESC**] at any time. The system will ask, "Do you want to cancel the transaction?" Press the [**UP/YES**] key and return to Step 1 to restart the transactions.

3.2.5 Returns

How To:

1. Press [**RETURN**] on the POS keyboard.
2. Enter the Manager's **Password** and press [**CASH/ENTER**].
3. If the return amount is to be given in cash, go to Step 4. If the return amount is to be credited to an account, enter the **Account Number** and press [**CASH/ENTER**]. The account will appear on the screen.
4. Enter the **item(s) to be returned** by pressing the appropriate key on the keyboard (For example, press the hamburger A La Carte key to return a hamburger). The item and return amount will appear in the PURCHASE WINDOW.
5. If giving cash back, return the amount in the top half of the TOTALS WINDOW. If giving account credit, the amount of the item will automatically be added to the account as it is entered in the PURCHASE WINDOW.
6. Press [**CASH/ENTER**] to complete the transaction.

3.2.6 Refunds

How To:

1. Press [**RETURN**] on the POS keyboard.

2. Enter the Manager's **Password** and press [CASH/ENTER].
3. Enter the **Account Number** and press [CASH/ENTER].
4. Press the [**ACCOUNT/DEPOSIT**] key.
5. Enter the **Amount** to be returned from the account and press [CASH/ENTER].
6. Press [**UP/YES**] if the amount is correct and press [CASH/ENTER]. If incorrect, press [**DOWN/NO**] and re-enter the amount.
7. Give the student the amount on the screen and press [CASH/ENTER].

3.3 Closing Out After Lunch (Cash Declaration)

To Access: Main Menu >> Cash Declaration

At the end of each serving period, the registers must declare the cash. Exit the transaction screen by pressing [**ESC**]. Then, follow these steps to close each register prior to beginning the next serving period. (See Figure 11 for a sample Cash Declaration screen.)

How To:

1. From the Main Menu, highlight **Cash Declaration** and press [CASH/ENTER].
2. Highlight **Lunch** and press [CASH/ENTER].
3. The serving period income can be counted in two ways (depending on the system settings, see Section 5.3.1).
 - A. If the Cash Declaration screen says, "Enter cash-in-drawer total:" add the **cash value** of all currency and checks, and enter the amount in the space provided (no decimals). Press [**CASH/ENTER**]. If the amount is correct, press [**UP/YES**]. If the amount is incorrect, press [**DOWN/NO**] and re-enter the amount.
 - B. If the Cash Declaration screen lists *each type* of bill and coin, enter the **number** of bills and coins, not the cash value. Press [CASH/ENTER] after each entry to move to the next line.
4. Press [**RECALL/SAVE**] to save the cash total. Verify the amount in the drawer and press [**UP/YES**] if it is correct. If the amount is incorrect, press [**DOWN/NO**] and re-enter the amount.

5. Count the **number of checks** in the cash drawer, *not* the check values. Enter the number and press [**CASH/ENTER**].
6. Enter the **amount of each check** (no decimals) AND the **check numbers** (if check tracking options is on), pressing [**CASH/ENTER**] after each entry. **Note:** Make sure you do not include checks that were counted in the Breakfast Cash Declaration.
7. Press [**RECALL/SAVE**] to save the information. Verify the check total and press [**UP/YES**] if it is correct. If it is incorrect, press [**DOWN/NO**] and return to Step 6.

MAIN MENU » CASH DECLARATION » LUNCH		05/17/1999	3:25:33 pm
CASH			
\$100	0	\$0.50	0
\$50	0	\$0.25	126
\$20	1	\$0.10	63
\$10	3	\$0.05	61
\$5	7	\$0.01	10
\$2	0		
\$1	94		
F2/SAVE to Save ↓↑ to Move ENTER to select Esc to Exit			

Figure 11: Lunch Cash Declaration Screen

Section 4: Special Milk Program

The Special Milk Program is available only if the program setting is selected in the System Settings (see Section 5.3.1). It is used to ensure that younger students' milk money is received by the cafeteria personnel rather than lost or forgotten. Typically, teachers will collect the money either for the day or for the week. In doing so, they pay for their students' milk both in advance and in large quantities. (See Figure 12 for a sample Special Milk Program transaction screen.)

How To:

1. From the Main Menu, highlight **Special Milk Program** and press [CASH/ENTER].
2. Use the [UP/YES] and [DOWN/NO] keys to go from field to field and enter the appropriate amounts:
 - A. **Regular Paid:** This will track the income for milk for one day.
 - B. **Advance Paid:** This will record the income for milk paid for in advance.
 - C. **Charges Collected:** When a previously charged milk is paid for, the amount collected is entered here.
 - D. **Declared Deposit:** At the end of the day, add the amount collected and enter it here.
 - E. **Charges:** Record the amount of money charged by students/teachers who didn't have the funds today.
 - F. **Total Number Free:** Enter the number of students who are participating in the Free Meal Program.
 - G. **Total Number Regular:** Enter the number of students who pay regular milk price.
 - H. **Total Number Charged:** Enter the total number of milks charged.
3. Press [SAVE/RECALL] to save. Press [UP/YES] if the amounts input are correct. If not, press [DOWN/NO] and re-enter the data.

CASH		PARTICIPATION	
Regular Paid	0.00	Total Number Free	0
Advance Paid	0.00	Total Number Regular	0
Charges Collected	0.00		
Declared Deposit	0.00		
Charges	0.00	Total Number Charged	0

F2/SAVE to Save ↓↑ to Move ENTER to select Esc to Exit

Figure 12: Special Milk Program Transaction Screen

Section 5: Back Office

5.1 Reports

This is where most LunchBox printouts will be generated. These reports are required daily, monthly or on an as needed basis.

5.1.1 End-of-Day Report

These reports *must* be run at the end of every day. If they aren't cleared daily, the next time you try to enter LunchBox, the system will display the message, "Totals have not been cleared! You must run End of Day report first."

The End-of-Day Reports can include a variety of reports depending on which reports are preferred by the school. To select which reports to include in the End-of-Day Report, refer to Section 5.3.3.

5.1.1.1 Cash Reconciliation Report

The End-of-Day Reports can include many optional reports. However, the Cash Reconciliation Report will always be generated, as it is a required report. The report is divided into four sections: Breakfast Program, Lunch Program, Special Milk Program and Totals/Deposits. See Figure 12 for a sample report.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **End of Day Report** and press [Enter].
3. If you are finished serving meals and have completed your Cash Declarations and any other required tasks, press [Y].
4. If you have the **Edit Check Report** selected, will you be prompted to enter 'Today's Attendance Factor'. This is a percentage value.)
 - For this you will need to get the **Enrollment** and **Attendance** from the school office. How to figure the Attendance Factor:

A. Attendance Factor = (Today's Attendance / Today's Enrollment) X
100

On your calculator:

1. Enter the Attendance.
2. Press [+].
3. Enter the Enrollment.
4. Press [=].
5. Press [X].
6. Enter 100.
7. Press [=].

Enter this number as the Attendance Factor and press [Enter].

7. If you have the **Enter Actual Deposit at EOD** option selected in the System Settings, you will be prompted to enter the **Actual Deposit** for Breakfast and for Lunch. You will need to have your deposit counted by this time. If you combine Breakfast and Lunch moneys into one deposit, then just press [Enter] with zero as your Breakfast deposit and enter the whole deposit as a Lunch deposit. (LunchBox doesn't care either way).
8. If you have BOTH the **Special Milk Program** and the **Enter Special Milk Deposit at EOD** options selected in the System Settings, you will be prompted to enter the **Actual Deposit** for the Special Milk Program. You will need to have your deposit counted by this time.
9. If you have EITHER of the **Enter Actual Deposit** options selected in the System Settings, you will see the **Actual Deposit** amounts that you previously entered. Review these and make any needed corrections. When the Actual Deposit amounts are correct, press the [F2] key to save.
10. You will then see this message:

Please DO NOT answer the following question until the
Printer has Stopped and All Reports have been printed

Is print out O.K.? (YES/Y,NO/N)

Make sure that your reports are complete and that your totals are acceptable before you press [YES/Y]. If there is a problem with your reports, you may press [NO/N] and resolve the discrepancy; however, you will need to perform the End-of-Day Report again.


11. If you pressed [YES/Y], you will see the two messages (shown below) which must both be cleared by pressing [VOID/BACKSPACE].

Notice

TOTALS HAVE BEEN CLEARED SAFELY!
Press VOID/BKSP to continue._


Notice

Don't forget to do a data backup!
Press VOID/BKSP to continue._

 See note below

12. This completes the End-of-Day Report. You may be required to perform other Special Reports on a daily or monthly basis. Refer to Special Reports or any specific instructions for these reports.

REMEMBER: The End-of-Day Report procedures MUST be completed daily (by answering [YES/Y] to the question above) in order to prepare the system for the next serving day.

 This is a reminder only and does not perform the backup. In order to perform the daily backup procedure, you must go to the Startup Menu (see Section 8.2.1).

DAILY COUNT AND CASH RECONCILIATION FOR DECLINING BALANCE SYSTEMS KYRUS ELEMENTARY SCHOOL 2/25/1999 School # 0			
BREAKFAST PROGRAM			
Students Reduced	\$5.00	Total Number Free	7
Students Regular (Paid)	\$2.00	Total Number Reduced	5
Cash for Non-Reim. Meals	\$3.00	Total Number Regular Paid	12
Student Charges Collected	\$25.00	Breakfast Participation	24
Adult Charges Collected	\$0.00		
Adult A La Carte	\$0.00	Total Non-Reimbursable	3
Student A La Carte	\$5.00	Total A La Carte	13
All Other Cash Income	\$0.00		
Student Prepayments	\$10.00	Taxable Total	\$0.00
Non-Student Prepayments	\$20.00	Total Tax Collected	\$0.00
System Subtotal	\$70.00		
Declared Income	\$70.00	Actual Deposit	\$ 70.00
Difference (Over/Short)	\$0.00	Actual Difference	\$ 0.00
LUNCH PROGRAM			
Students Reduced	\$8.00	Total Number Free	14
Students Regular (Paid)	\$33.60	Total Number Reduced	3
Cash for Non-Reim. Meals	\$4.00	Total Number Regular Paid	21
Student Charges Collected	\$10.00	Breakfast Participation	38
Adult Charges Collected	\$0.00		
Adult A La Carte	\$0.00	Total Non-Reimbursable	3
Student A La Carte	\$54.05	Total A La Carte	7
All Other Cash Income	\$0.00		
Student Prepayments	\$26.75	Taxable Total	\$0.00
Non-Student Prepayments	\$3.50	Total Tax Collected	\$0.00
System Subtotal	\$139.90		
Declared Income	\$139.90	Actual Deposit	\$ 139.90
Difference (Over/Short)	\$0.00	Actual Difference	\$ 0.00
SPECIAL MILK PROGRAM			
Regular Paid	\$0.50	Total Number Free	3
Advance Prepayments	\$0.10	Total Number Regular	7
Charges Collected	\$0.70	Special Milk Participation	10
System Subtotal	\$1.30		
Declared Income	\$1.30		
Difference (Over/Short)	\$0.00	Actual Deposit	\$ 1.30
Charges	\$0.70	Actual Difference	\$ 0.00
Total Number Charged	7		
SYSTEM TOTAL	\$211.20	ACTUAL DEPOSIT	\$ 211.20
TOTAL DECLARED INCOME	\$211.20		
TOTAL DIFFERENCE	\$0.00	ACTUAL DIFFERENCE	\$ 0.00
Signature _____		Signature _____	
Comments _____			
* Denotes edited amounts			

Figure 13: Cash Reconciliation Report

5.1.1.2 Optional End-of-Day Reports

The End-of-Day Reports can include any of the following optional reports. To add any of these optional reports to the End-of-Day Report Configuration, see Section 5.3.3 for instructions. Once these are selected in the End-of-Day Configuration, they will print in conjunction with the Daily Count and Cash Reconciliation Report (see Section 5.1.1.1). Many of these same reports can be run for past days (Section 5.1.3) or “live” for the current day (Section 5.1.4) before the End of Day Report has been run.

- A. Breakfast Terminal Report
- B. Lunch Terminal Report
- C. Meal Modifiers Report
- D. Who Ate Breakfast Report
- E. Who Ate Lunch Report
- F. Low Funds Report
- G. Breakfast Cash Declaration Report
- H. Lunch Cash Declaration Report
- I. Declared Check Listing Report
- J. Breakfast Deposits Report
- K. Lunch Deposits Report
- L. Charges Report
- M. Student Accounts Summary Report
- N. USDA Edit-Check Report (Potential Overclaim Report)
- O. Consolidated Reports:
 - 1. Balance Report (Breakfast and/or Lunch)
 - 2. Account Meal Sales Report (Breakfast and/or Lunch)
 - 3. Department and A La Carte Sales Report (Breakfast and/or Lunch)
 - 4. Tender Report (Breakfast and/or Lunch)
 - 5. Type A Counts Report (Breakfast and/or Lunch)

A. Breakfast Terminal Report

This will print the same reports as the Consolidated Reports for Breakfast, only separated by terminal number (see O. 1-5 below).

B. Lunch Terminal Report

This is the same as the Breakfast Terminal Report only it reports on the Lunch Period.

C. Meal Modifiers Report (optional)

This report lists the number of students that ate a modified meal listed by status and dollar amount. A modified meal is a type of reimbursable meal that is a larger portion, higher quality, etc. that you wish to price a little higher than the standard reimbursable meal. To set pricing for Modified Meals, see Card Status

File (5.3.4.2-3.h.) and to program a Modified Meal key, see Define Status Keys (5.3.4.1-C).

MEAL MODIFIER SALES					
Kyrus Elementary School					
02/26/1999					
<u>MODIFIED STATUS</u>	<u>STATUS</u>		<u>SALES COUNT</u>		<u>SALES AMOUNT</u>
MEAL MODIFIER	FREE	0	\$0.00
	REDUCED	0	\$0.00
	FULL	0	\$0.00
	ADULTS	0	\$0.00
	EMPLOYEE	0	\$0.00
	STUDENT WORK	0	\$0.00
	VISITOR	0	\$0.00
	EXTRA MEAL	0	\$0.00
	VSTNG STD	0	\$0.00
	TOTAL	0	\$0.00

Figure 14: Meal Modifiers Report

D. Who Ate Breakfast Report

This report lists all students who ate breakfast today (provided their ID number was entered) with a total number of students and a total balance.

Kyrus Elementary School								
Student Account Information								
Students that Ate Breakfast								
Last Name	First Name	ID Number	Grade	Card Stat.	Balance	Ala Carte	No. of Charges	Approval Year
ABNER	KEVIN	150318	3	3	\$0.00	Y	0	/ /
ABNER	LYNDA	153506	3	3	\$0.00	Y	0	/ /
ADAMS	MATTHEW	160071	2	3	\$0.00	Y	0	/ /
ADAMS	ROCKY	200544	1	3	\$0.00	Y	0	/ /
ALEXANDER	ROBERT	340062	4	3	\$0.00	Y	0	/ /
ALLEN	CHASE	205257	4	3	\$0.00	Y	0	/ /
ALLEN	DANIEL	153694	2	3	\$0.00	Y	0	/ /
ALLEN	DAVID	159405	1	3	\$12.40	Y	0	/ /
Total Students =		8	Total Balance =		\$12.40			

Figure 15: Who Ate Breakfast Report

E. Who Ate Lunch Report

This report is the same as the Who Ate Breakfast Report except it shows data for the Lunch Period.

F. Low Funds Report

This report lists the student accounts that have a balance equal to or less than the amount specified in the End-of-Day Report Configuration Screen (see Section 5.3.3). You can also specify whether or not to include free students and how you want the report sorted. This report will show the total number of students and the balance summary.

Kyrus Elementary School					
2/25/1999		Low Funds Available Report		Page: 1	
Last Name	First Name	ID	Status	Balance	Homeroom
ADKINS	ANGIE	2585	2	-10.00	BRADFORD
FOREMAN	JONATHAN	1918	3	-7.00	BUNDY
JONES	JOSHUA	4169	1	-.50	NEVIN
WOODY	SUSAN	1292	3	-3.25	ADAMS
Total Students =		4	Balance Summary =		\$-20.75

G. Breakfast Cash Declaration Report

Figure 16: Low Funds Report

The Breakfast Cash Declaration Report shows the cash declared for breakfast for each terminal. This report can appear two ways depending on whether Cash Declaration by Denomination is selected or not in the system settings (Section 5.3.1). See Figure 17 for a sample report.

1. If the system setting for **Cash Declaration by Denomination is OFF** (see Section 5.4.1), the list of currency types will contain zeros. However, the total at the bottom will contain the numbers declared by the cashier. Also at the bottom will be a list of the number of checks and the check values. The cash declared and checks declared are added together, and the starting cash is subtracted. The result is the total register income.
2. If the system setting for **Cash Declaration by Denomination is ON** (see Section 5.4.1), the number of each currency type will be provided next to the appropriate line. These are the numbers declared by the cashiers. Everything else at the bottom of the report will remain the same as is described above.

Kyrus Elementary School Breakfast Cash Declaration Terminal #1 2/25/1999					
CASH DECLARED					
\$100	...	0	\$50	...	0
\$10	...	0	\$5	...	1
\$1	...	4	\$0.50	...	0
\$0.10	...	15	\$0.05	...	0
			\$20	...	0
			\$2	...	0
			\$0.25	...	5
			\$0.01	...	0
Total		\$ 11.75			
Number of Checks		0	Check Total		\$ 0.00
Cash + Checks		\$ 11.75	Cash + Checks - Starting Cash		\$ 1.75
Estimated Cash In Drawer		\$ 13.00			
Declared Cash In Drawer		\$ 11.75			
Over / Short		\$ -1.25	(SHORT)		

Figure 17: Breakfast Cash Declaration Report

H. Lunch Cash Declaration Report

This report is the same as the Breakfast Cash Declaration Report except it shows data for the Lunch Period.

I. Declared Check Listing Report

The Declared Check Listing Report lists the checks declared in breakfast and lunch cash declarations by check number and amount. This report will only print if the system setting for check tracking is selected (see Section 5.4.1).

Declared Check Listing Kyrus Elementary School 04/29/1999	
<u>Check Number</u>	<u>Amount</u>
123	10.00
456	10.00
789	20.00
Check total =	40.00

Figure 18: Declared Check Listing Report

J. Breakfast Deposits Report

This report lists the deposits made during the breakfast serving period. This report can be selected in the End of Day Report settings to list check deposits, cash deposits or both.

Kyrus Elementary School Breakfast Account Deposits Deposits by ID 04/29/1999					
Deposits paid by checks and cash					
Name	ID	Amount	Term #	Check #	Date
ADAMS, JOHN	441	20.00	1	123	04/29/1999
JEFFERSON, TOM	442	5.00	1	CASH	04/29/1999
KENNEDY, JOHNNY	443	10.00	1	456	04/29/1999
LINCOLN, ABE	444	5.00	1	789	04/29/1999
WASHINGTON, GEORGE	445	15.00	1	CASH	04/29/1999
		Total Amount =	55.00		

Figure 19: Breakfast Deposits Report

K. Lunch Deposits Report

The Lunch Deposits Report is the same as the Breakfast Deposits Report except it lists the deposits made during the Lunch serving period.

L. Charge Report

The Charges Report lists the name, ID number and amount for each charge made to an account today.

Kyrus Elementary School Daily Charge Report 04/29/1999		
Name	ID	Amount Charged
DAVIS, BETTE	1234	\$0.75
MONROE, MARILYN	3624	\$0.75

Figure 20: Charge Report

M. Student Accounts Summary Report

The Student Accounts Summary Report shows the total amount available and the amount due on accounts.

Kyrus Elementary School Student Accounts Summary 02/25/1999	
Money Available From Accounts . . . \$	145.50
Money Owed On Accounts \$	5.50
DAILY	
Money Used From Accounts \$	-116.10
Charges \$	12.75
MONTHLY	
Money Used From Accounts \$	350.50
Charges \$	54.90

Figure 21: Student Accounts Summary Report

N. USDA Edit-Check Report

The purpose of the USDA Edit-Check Report is to check for any overclaims for reimbursable meal sales for each serving period. This report takes the number of eligible students and their status and multiplies it by the Attendance Factor (see Section 5.1.1.1). This gives the Estimated Participation number or how many reimbursable meals that should be served on that day. Then it compares the Estimated Participation number with the Actual Participation number of reimbursable meals that were served during the serving period. If the Actual Participation number is greater than the Estimated Participation number, it will mark the overclaim with an asterisk (*). **Note:** the actual heading on this report is “Potential Overclaim Report.” In order for the Monthly Edit Check Report to consolidate its data (see Section 5.1.7), which is a monthly total of this same information, this USDA Edit-Check report must be selected in the End-of-Day Report Configuration (see Section 5.3.3). See Figure 22 for a sample report.

Kyrus Elementary School Potential Over-Claim Report 02/25/1999							
<u>BREAKFAST</u>	Actual No. Eligible		Attendance Factor		Estimated Participation		Actual Participation
Free	40	X	90.0%	=	36	vs.	25
Reduced	20	X	90.0%	=	18	vs.	22 *
Full	107	X	90.0%	=	97	vs.	20
<u>LUNCH</u>	Actual No. Eligible		Attendance Factor		Estimated Participation		Estimated Participation
Free	40	X	90.0%	=	36	vs.	25
Reduced	20	X	90.0%	=	18	vs.	15
Full	107	X	90.0%	=	97	vs.	80

* - Denotes Potential Overclaim

Figure 22: USDA Edit-Check Report

O. Consolidated Reports

These reports show totals from all terminals consolidated into one report. To print a report for each terminal, see Breakfast and Lunch Terminal Reports (A. and B.) above.

1. Balance Report (Breakfast and/or Lunch)

The Balance Report combines the totals from all registers and shows the cash totals, charges and pre-pays, voids and returns, tax totals and number of transactions. See Figure 23 for a sample report.

Kyrus Elementary School BREAKFAST CONSOLIDATED REPORT Balance 02/25/1999			
CASH TOTALS			
Starting Cash	\$	200.00	
Cash Collected	\$	1.30	
Cash In Drawer	\$	201.30	
Declared Cash In Drawer	\$	209.00	
Over / Short	\$	7.70	(OVER)
CHARGES AND PRE-PAIDS			
Charges		0.00	
Pre-Paids		0.00	
VOIDS AND RETURNS			
Voids	0	...	\$ 0.00
Returns	0	...	\$ 0.00
Escaped	0		
TAX TOTALS			
Total Taxable Sales ..	\$	0.00	
Total Tax Collected ..	\$	0.00	
Number of Transactions ..		5	
NRGT		39.60	

Figure 23: Consolidated Balance Report

2. Account Meal Sales Report (Breakfast and/or Lunch)

This report shows the income and refunds from the prepaid accounts (broken down by status). It also shows the number of reimbursable meals sold to each status, the income received from each status for the reimbursable meals and the total number of reimbursable meals sold (broken down by status). See Figure 24 for a sample report.

Kyrus Elementary School						
BREAKFAST CONSOLIDATED REPORT						
Account and Meal Sales						
PREPAID ACCOUNT SALES						
		INCOME			REFUNDS	
FREE\$	0.00\$			0.00
REDUCED\$	1.30\$			0.00
FULL\$	0.00\$			0.00
ADULTS\$	2.00\$			0.00
EMPLOYEE\$	2.00\$			0.00
STUDENT WORKER\$	1.00\$			0.00
VISITOR\$	5.00\$			0.00
VSTNG STD\$	0.00\$			0.00
Back Office\$	0.00\$			0.00
TOTALS\$	11.30\$			0.00
REIMBURSABLE MEAL SALES						
		SALES		SALES		REIMBURSABLE
		COUN		AMOUNT		COUNT
		T				
FREE	20\$	0.00	20
REDUCED	5\$	2.00	5
FULL	90\$	90.00	90
ADULTS	4\$	8.00	0
EMPLOYEE	0\$	0.00	0
STUDENT WORKER	0\$	0.00	0
VISITOR	0\$	0.00	0
EXTRA MEAL	5\$	10.00	0
VSTNG STD	0\$	0.00	0
TOTALS	124\$	110.00	115

Figure 24: Consolidated Account and Meal Sales Report

3. Department and A La Carte Sales Report (Breakfast and/or Lunch)

This report shows the number of sales for each department and the total income for each. It also shows the number of each A La carte item sold and the amount of income for each. See Figure 25 for a sample report.

Kyrus Elementary School			
BREAKFAST CONSOLIDATED REPORT			
Department and A La Carte Sales			
02/25/1999			
OPEN DEPARTMENT SALES			
LUNCH MSC	1 \$ 1.00
TOTALS	1 \$ 1.00
A LA CARTE SALES			
MILK	4 \$ 1.00
ICE CREAM	3 \$ 0.90
MUFFIN	10 \$ 5.00
DOUGHNUT	8 \$ 2.00
TOTALS	25 \$ 8.90

Figure 25: Consolidated Department and A La Carte Sales Report

4. Tender Report (Breakfast and/or Lunch)

This report shows the tender amount of each status broken down by cash, prepaid and charge.

Kyrus Elementary School				
BREAKFAST CONSOLIDATED REPORT				
Tender Report				
02/25/1999				
TENDER AMOUNTS BY STATUS				
		CASH	PPD	CHARGE
FREE	3.50 2.75 0.00
REDUCED	5.25 10.50 0.75
FULL	18.00 2.75 2.00
ADULTS	3.50 1.75 1.75
EMPLOYEE	0.00 0.00 0.00
STUDENT WORKER	0.00 0.00 0.00
VISITOR	1.75 0.00 0.00
EXTRA MEAL	1.75 0.00 0.00
VSTNG STD	0.00 0.00 0.00
TOTALS	33.75 17.75 4.50

Figure 26: Consolidated Tender Report

5. Type A Individual Counts Report (Breakfast and/or Lunch)

This report shows the meal counts of each status broken down by cash, prepaid and charge.

Kyrus Elementary School						
BREAKFAST CONSOLIDATED REPORT						
Type 'A' Individual Counts						
02/25/1999						
REIMBURSABLE COUNTS BY TENDER						
		PPD		CASH		CHARGE
FREE	20	5	0
REDUCED	5	20	0
FULL	25	110	5
ADULTS	2	15	1
EMPLOYEE	0	5	0
STUDENT WORKER	0	0	0
VISITOR	0	0	0
EXTRA MEAL	0	5	0
VSTNG STD	0	0	0
TOTALS	52	160	6

Figure 27: Consolidated Type A Individual Counts Reports

5.1.2 Accounts Reporting

This section of the reports module is concerned with student accounts, or more precisely, just accounts, as adults may also have accounts in the LunchBox system.

- A. Low Funds Available Report
- B. Ate Breakfast / Ate Lunch Reports
- C. Charge Report
- D. Letters
- E. Student Listing Report

A. Low Funds Available Report

The Low Funds Available Report shows which students have a balance LESS than the amount you enter (free students may be excluded). See Figure 28 for a sample report.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Accounts Reporting** and press [Enter].
3. Highlight **Low Funds Available Report** and press [Enter].
4. Press [**S**] for screen or [**P**] for printer and press [Enter].
5. Enter a **balance** amount WITHOUT a decimal and press [Enter]. (You will print students whose balance is LESS than this amount.)
6. Press [**Y**] to include FREE students in this report OR press [**N**] to NOT include free students in this report and press [Enter].
7. Press [**1**] to sort the report by Last Name OR press [**2**] to sort by Homeroom and press [Enter].

MAIN MENU » BACK OFFICE » REPORTS » ACCOUNTS » LOW FUNDS						4:28:40 pm
Kyrus Corporation		Low Funds Available Report			Page:	1
04/29/1999						
Last Name	First Name	ID	Status	Balance	Homeroom	
AGEE	KEON	8475873	3	\$-0.75	HRM0314	
AGUIAR	ABIGAIL	7769250	3	\$-0.75	HRM0470	
ANDERSON	KENNECIA	8701609	3	\$-0.75	HRM0423	
Total Students =		3	Balance Summary = \$-2.25			
◀ Done ▶ M Column: 0 ▶						

Figure 28: Low Funds Available Report

B. Ate Breakfast / Ate Lunch Reports

The Ate Breakfast / Ate Lunch Reports list all students that have (or have NOT) eaten Breakfast or Lunch up to the time at which the report is run. (NOTE: After the End of Day process has been completed, this report will NOT show students who have eaten today. Refer to Past Daily Reports after End of Day has been run.) See Figure 29 for a sample report.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Accounts Reporting** and press [Enter].
3. Highlight **Ate Breakfast OR Ate Lunch Report** and press [Enter].
4. Press [**S**] for screen OR [**P**] for printer and press [Enter].
5. Press [**1**] to report on students that have eaten the meal OR press [**2**] to report on students that have NOT eaten the meal and press [Enter].

MAIN MENU » BACK OFFICE » REPORTS » ACCOUNTS » ATE BREAKFAST								10:46:17 am
05/13/1999		Kyrus Corporation				Page:		1
0		Student Account Information						
		Students that Ate Breakfast						
Last Name	First Name	ID Number	Grade	Card Stat.	Balance	Ala Carte	No. of Charges	Approva Year
ANDERSON	DEMETRIUS	9906462	1	3	\$0.00	N	0	02/11/19
BERRY	ANDREA	8782690	4	3	\$0.00	N	0	02/11/19
CHERRY	CHRISTINA	9493644	2	3	\$0.00	N	0	02/11/19
DAVIS	TAMI	9330069	2	3	\$0.00	N	0	02/11/19
FERGUSON	SHELDON	9513326	2	3	\$0.00	N	0	02/11/19
JONES	ROBERT	9785742	1	3	\$0.00	N	0	/ /
SMITH	FRANKIE	8647901	4	3	\$0.00	N	0	02/11/19
WILLIAMS	ASHLEY	9782327	1	3	\$0.00	Y	0	02/11/19
Total Students =		8	Total Balance =		\$0.00			
<< Done >>		M	Column:		0			

Figure 29: Who Ate Breakfast Report

C. Charge Report

The Charge Report lists all students that have charged to their account AND have not since made a deposit. (ANY amount of deposit made to an account with charges clears the account from showing up on this report unless you select "report by balance.") See Figure 30 for a sample report.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Accounts Reporting** and press [Enter].
3. Highlight **Charge Report** and press [Enter].
4. Press [**S**] for screen OR [**P**] for printer and press [Enter].
5. Press [**1**] to sort the report by Last Name OR press [**2**] to sort by Homeroom and press [Enter].
6. Press [**1**] to report by number of times charged since last deposit OR press [**2**] to report by balance (i.e. All students with \$5.00 or more in charges would be entered as -500) OR press [**3**] to report on both (i.e. All students with at least 2 charges and a balance less than -\$5.00).
7. Press [**Y**] if you wish to include Free students in the report OR press [**N**] if you do NOT wish to include Free students in the report.
8. Depending on your selection in #6 above, enter the...
 - **Number of charges** – lists anyone with the number you enter (or more) charges since their last deposit OR
 - **Balance** – lists students with any number of charges AND a balance equal to or LESS than the amount you enter. (You must use a minus sign for negative amounts and must not use the decimal point, i.e. – 0.01 would be entered '-1') OR
 - **Both** – lists students who fulfill BOTH of the above requirements

MAIN MENU » BACK OFFICE » REPORTS » ACCOUNTS » CHARGE							12:37:24 pm
Kyrus Corporation		Charge Report			Page: 1		
05/13/1999	Charges=> 1 & Amounts=> -0.01						
Last Name	First Name	ID	Grade	Balance	Charges	Status	Homeroom
AGEE	KEON	8475873	3	\$-0.75	1	3	HRM0314
AGUIAR	ABIGAIL	7769250	4	\$-0.75	1	3	HRM0470
ANDERSON	KENNECIA	8701609	4	\$-0.75	1	3	HRM0423
Students Processed = 3			Balance Summary = \$-2.25				
< Done >		M	Column: 0				

Figure 30: Charge Report

D. Letters

The letters option allows you to print letters to individual students or groups of students based on their balance sorted by grade or homeroom. There are two pre-written letters included with LunchBox. These will both need to be modified for your school location before you use them (see Edit A Letter [c]). If you wish to print letters to a group of students based on their balance, you must first Edit Options (e) before you Print Letters (a). See Figure 31 for a sample letter.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Accounts Reporting** and press [Enter].
3. Highlight **Letters** and press [Enter].
 - a. **Print Letters** – displays a menu of the existing letters that you can print.
 - 1) Highlight **Print Letters** and press [Enter].
 - 2) Highlight **Charge OR Lowfunds** to select the letter you wish to print (see Edit A Letter below) and press [Enter].

- 3) Select **All Qualifying Students** to print letters to all students that have charges or low funds OR select **One Individual Student** to print a letter for one particular student (you will need to provide the account number) and press [Enter].

b. **Create New Letter** – allows you to create your own letter.

- 1) Highlight **Create New Letter** and press [Enter].
- 2) Type the **name** of your new letter (Do NOT enter any spaces in the name).
- 3) Type your new letter.
- 4) To Insert Values (this automatically pulls the information from the student's account, i.e. STDNAME for student name), make sure your cursor is exactly where you want the value inserted, and press [F5]. Highlight the field you wish to insert and press [Enter].



IMPORTANT: Do not type in these fields between the two *'s or add or delete any *'s.



- 5) Press [F2] to save.
 - 6) Now you can print the letter by following the instructions in Print Letters (a).
- c. **Edit A Letter** – Before printing any letters, you will need to edit the existing ones.
- 1) Highlight **Edit A Letter** and press [Enter].
 - 2) Highlight the **Letter** you wish to edit and press [Enter].
 - 3) If this is your first time editing the letters, be sure to change the address to your school's and edit the phone number and your name. IMPORTANT: Do not type in the value fields between the two *'s or add or delete any *'s.



- d. **Delete A Letter** – displays a menu of the existing letters that you can delete. This procedure can NOT be undone. Once you delete a letter, it is gone forever!
- 1) Highlight **Delete A Letter** and press [Enter].
 - 2) Highlight the **Letter** you wish to delete and press [Enter].
 - 3) Press [Y]es if you are sure you want to delete the letter.
- e. **Edit Options** – Determines whether or not a student has a letter printed based on their account balance.
- 1) Highlight **Edit Options** and press [Enter].
 - 2) Enter the **Low Balance Amount** (LunchBox will print letters to students with this balance amount and less) and press [Enter].
 - 3) Press [N]o if you do NOT want to include zero balance accounts and press [Enter]. This is recommended, because if you select [Y]es, LunchBox will print letters for all the Free and Cash students, also.
 - 4) Press [F2] to save.
 - 5) Now you can print the letter by following the instructions in Print Letters (a).

```

MAIN MENU » BACK OFFICE » REPORTS » ACCOUNTS » LETTERS                                1:10:16 pm
-----CHARGE LETTER-----
Homeroom: * HOMERM *

Kyrus Elementary School
Food Services Department
113 Regional Park Drive
Kingsport, TN 37660

* LETDATE *

Dear Parents or Guardian:

The account #* STIDID * of * STDNAME * now has
a balance of $* STDBAL *. Please send enough money
to cover the charge balance. You may deposit money
into your child's account at this time to allow
additional meals to be purchased from this account.

F2/SAVE to Save                                F5/LkUp for insert values                                Esc to Exit

```

Figure 31: Sample Charge Letter

E. Student Listing Report

The Student Listing Report generates a selected roster of accounts. See Figure 32 for a sample report.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Accounts Reporting** and press [Enter].
3. Highlight **Student Listing Report** and press [Enter].
4. Press [**S**] for screen or [**P**] for printer and press [Enter].
5. Press the number corresponding to the type of sorting you want for the student listing and press [Enter]:
 - 1) Alphabetical Order – for a complete listing, press [Enter] for both the Starting Name and Ending Name. You may also select a range of students by last name (i.e. Starting Name: type 'K' and press [Enter], Ending Name (non-inclusive): type 'N' and press [Enter]. This will generate a list of those whose last name begins with 'K' through 'M' but NOT 'N'.)
 - 2) Student ID Order - for a complete listing press [Enter] for both the Starting ID and Ending ID. You may also select a range of students by ID like the Alphabetical Listing. The Ending ID is non-inclusive (if you enter '2' for the Starting ID and '6' for the Ending ID, you will get a listing of students whose ID begins with 2 though 5 ... NOT including the 6's.)
 - 3) Grade – prints a roster for the grade number that you enter with the students in alphabetical order.
 - 4) Homeroom – prints a roster of homerooms in alphabetical order or by individual homeroom. Select 1) to print one homeroom per page OR 2) to page break after each grade within a homeroom. Then select 1) to print all homerooms OR 2) to print one homeroom. If 2), highlight the homeroom to print and press [Enter].
 - 5) Status – prints a roster for the status (meal eligibility) that you select with the students in alphabetical order.

MAIN MENU » BACK OFFICE » REPORTS » ACCOUNTS » STUDENT LIST								1:36:11 pm
05/13/1999		Kyrus Corporation				Page:		1
0		Student Account Information						
		Alphabetical Student Listing						
Last Name	First Name	ID Number	Grade	Card Stat.	Balance	Ala Carte	No. of Charges	Approval Year
ACEVEDO	JOANNETTE	9895160	1	3	\$19.25	N	0	02/11/199
ACEVEDO	JOHN	9376237	3	3	\$4.25	N	0	02/11/199
ACEVEDO	NAEDGIE	8980757	4	3	\$9.25	N	0	02/11/199
ACKERMAN	CHEYENNE	9934159	0	3	\$0.00	N	0	02/11/199
ACKERMAN	KASEY	9379553	2	3	\$4.25	N	0	02/11/199
ACKERMAN	TARA	9652934	2	3	\$12.90	N	0	02/11/199
AGEE	ERIC	9885856	0	3	\$0.00	N	0	02/11/199
AGEE	ERICA	9355769	2	3	\$0.00	N	0	02/11/199
AGEE	KEON	8475873	3	3	\$-0.75	N	1	02/11/199
AGUIAR	ABIGAIL	7769250	4	3	\$-0.75	N	1	02/11/199
AGUILAR	STEVE	9349085	2	3	\$0.00	N	0	02/11/199
AGUILAR	TROY	1089383	0	3	\$0.00	N	0	02/11/199
ALCY	RICHARDSON	1089409	0	3	\$0.00	N	0	02/11/199
ALLEN	DANICIA	9359357	3	3	\$0.00	N	0	02/11/199
<< Done >>	M	Column:	1					

Figure 32: Student Listing Report

5.1.3 Past Daily Reports

The Past Daily Reports are previous daily reports. They can be accessed for the current month or retrieved from the monthly backup diskettes (see Monthly Data Restore, Section 8.3.1) **Note:** If you have run today's End of Day Report, today's information would be found here, in Past Daily Reports.

- A. Terminal Report
- B. Consolidated Report
- C. Deposits Report
- D. Cash Reconciliation Report
- E. Meal Modifiers Report (optional)
- F. History Transaction Search
- G. Who Ate Breakfast / Lunch Report

A. Terminal Report

The Past Daily Terminal Reports contain several reports. These match the End of Day Terminal Reports for previous days. The reports are listed below:

- *Terminal Balance* – Shows the cash totals, charges and prepaids, voids and returns, the tax totals and the number of transactions. See Figure 23 for a sample report.

- *Terminal Account and Meal Sales* – Shows the income and refunds from the prepaid accounts (broken down by status). It also shows the number of reimbursable meals sold to each status, the income received from each status for the reimbursable meals and the total number of reimbursable meals sold (broken down by status). See Figure 24 for a sample report.
- *Terminal Department and A La Carte Sales*– Shows the number of sales for each department and the total income for each. It also shows the number of each A La Carte item sold and the amount of income for each. See Figure 25 for a sample report.
- *Terminal Tender Report* – shows the tender amount of each status broken down by cash, prepaid and charges. See Figure 26 a for sample report.
- *Terminal Type 'A' Individual Counts Report* – Shows the meal counts of each status broken down by cash, prepaid and charges. See Figure 27 for a sample report.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Past Daily Reports** and press [Enter].
3. Highlight **Terminal Report** and press [Enter].
4. Enter [**C**] for the current month OR enter [**R**] for restored monthly data (see Section 8.3.1) and press [Enter].
5. Enter the **terminal number** to be reported on OR press zero [**0**] for all terminals and press [Enter].
6. Choose [**S**] to view the information on the screen OR choose [**P**] to print the information and press [Enter].
7. Enter the **Starting Date** for the report and press [Enter].
8. Enter the **Ending Date** for the report and press [Enter].
9. Enter [**B**] for a report on Breakfast OR [**L**] for Lunch and press [Enter].

B. Consolidated Report

The Past Daily Consolidated Reports contain the same reports as the Past Daily Terminal Reports only all workstations are grouped into one report. These match the End of Day Consolidated Reports for previous days. The reports are listed below:

- *Balance* – Shows the cash totals, charges and prepaids, voids and returns, the tax totals and the number of transactions. See Figure 23 for a sample report.
- *Account and Meal Sales* – Shows the income and refunds from the prepaid accounts (broken down by status). It also shows the number of reimbursable meals sold to each status, the income received from each status for the reimbursable meals, and the total number of reimbursable meals sold (broken down by status). See Figure 24 for a sample report.
- *Department and A La Carte* – Shows the number of sales for each department and the total income for each. It also shows the number of each A La Carte item sold and the amount of income for each. See Figure 25 for a sample report.
- *Tender Report* – Shows the tender amount of each status broken down by cash, prepaid, and charges. See Figure 26 for a sample report.
- *Type 'A' Individual Counts Report* – Shows the meal counts of each status broken down by cash, prepaid and charges. See Figure 27 for a sample report.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Past Daily Reports** and press [Enter].
3. Highlight **Consolidated Report** and press [Enter].
4. Enter [**C**] for the current month OR enter [**R**] for restored monthly data (see Section 8.3.1) and press [Enter].
5. Choose [**S**] to view the information on the screen OR choose [**P**] to print the information.
6. Enter the **Starting Date** for the report.
7. Enter the **Ending Date** for the report.
8. Enter [**B**] for a report on Breakfast OR [**L**] for Lunch.

C. Deposits Report

The Past Daily Deposits Report lists the deposits made during a specified serving period. It can be selected to list check deposits, cash deposits or both. This matches the End of Day Deposits Reports for previous days. See Figure 19 for a sample report.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Past Daily Reports** and press [Enter].
3. Highlight **Deposits Report** and press [Enter].
4. Enter [**C**] for the current month OR enter [**R**] for restored monthly data (see Section 8.3.1) and press [Enter].
5. Choose [**S**] to view the information on the screen OR choose [**P**] to print the information.
6. Type the **Starting Date** for the report and press [Enter].
7. Type the **Ending Date** for the report and press [Enter].
8. Enter [**B**] for a report on Breakfast OR [**L**] for Lunch.
9. Select which deposits you want the report to display:
 - (1) Checks Only
 - (2) Cash Only
 - (3) Checks and Cashand press [Enter].

D. Cash Reconciliation Report

The Past Daily Cash Reconciliation Report is divided into four sections: Breakfast Program, Lunch Program, Special Milk Program, and Totals/Deposits. This matches the required End of Day Cash Reconciliation Report. See Figure 12 for a sample report.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Past Daily Reports** and press [Enter].
3. Highlight **Reconciliation Report** and press [Enter].
4. Enter [**C**] for the current month OR enter [**R**] for restored monthly data (see Section 8.3.1) and press [Enter].
5. Choose [**S**] to view the information on the screen OR choose [**P**] to print the information.
6. Type the **Starting Date** for the report and press [Enter].
7. Type the **Ending Date** for the report and press [Enter].

E. Meal Modifiers Report (optional)

The Past Daily Meal Modifiers Report lists the number of students that ate a modified meal listed by status and dollar amount. This matches the End of Day Meal Modifiers Report for a previous day. See Figure 13 for a sample report.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Past Daily Reports** and press [Enter].
3. Highlight **Meal Modifiers Report** and press [Enter].
4. Type [**B**] for Breakfast OR [**L**] for Lunch and press [Enter].
5. Enter [**C**] for the current month OR enter [**R**] for restored monthly data (see Section 8.3.1) and press [Enter].
6. Type the **Starting Date** for the report and press [Enter].
7. Type the **Ending Date** for the report and press [Enter].
8. Press [**S**] to view the information on the screen OR press [**P**] to print the report.

F. History Transaction Search

The Past Daily History Transaction Report will show all transactions made in a student's account during a particular time period. **Note:** You can only report on one month at a time (i.e. 02/01/1999 to 02/28/1999). This report is beneficial if there is any controversy over how much money should be in a student's account as it can be used as proof to substantiate disputes. See Figure 33 for a sample report.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Past Daily Reports** and press [Enter].
3. Highlight **History Transaction Search** and press [Enter].
4. Enter **[C]** for the current month OR enter **[R]** restored monthly data (see Section 8.3.1) and press [Enter].
5. Enter the **Beginning Date** to search from and press [Enter].
6. Enter the **Ending Date** to search to and press [Enter].
7. Enter the student's **Account Number** OR press zero **[0]** for all and press [Enter].
8. Enter **[B]** for a report on Breakfast OR **[L]** for Lunch OR **[A]** for all and press [Enter].
9. Enter the **terminal number** to be reported on OR press zero **[0]** for all terminals and press [Enter]. Note: The system will or will not ask for this depending upon the Transaction Search Options selected (See Section 5.3.3.C)
10. Press **[F2]** to run the report.

Date	Time	Trm #	Transaction Description	Amt	Charge Amt	P'Paid Amt	Dep Amt	Cash Rcv'd	Start Bal	End Bal
05/13	10:41	1	BREAKFAST MEAL CASH	0.75				0.75	0.00	0.00

MAIN MENU » BACK OFFICE » REPORTS » SEARCH HISTORY TRANSACTIONS 2:07:10 pm
 Transaction History Search
 Kyrus Corporation
 Name of School: Kyrus Corporation
 Date: 05/13/1999
 ID# 8647901 Last: SMITH First: FRANKIE MI:
 Status: 3 Current Balance: 0.00
 « Done » Column: 1

Figure 33: History Transaction Search

G. Who Ate Breakfast / Lunch Report

The Who Ate Breakfast / Lunch Report lists the Name, ID Number, Status, Balance and Number of Charges for each student that ate during a certain period on a specified day. This matches the End of Day Who Ate Breakfast / Lunch Report for a previous day. See Figure 15 for a sample report.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Past Daily Reports** and press [Enter].
3. Highlight **Who Ate Breakfast OR Who Ate Lunch** and press [Enter].
4. Enter **[C]** for the current month OR enter **[R]** for restored monthly data (see Section 8.3.1) and press [Enter].
5. Enter the **Date** to be reported on and press [Enter].

6. Press the number for how you want the report sorted:

- 1) Student Name
- 2) Status
- 3) Grade

and press [Enter].

7. Press [**S**] to view the information on the screen OR press [**P**] to print the report and press [Enter].

5.1.4 Flash Sales Report

The Flash Sales Reports can be printed at any time. They do not affect the End-of-Day reports. These reports reflect the sales of the current day (providing the End of Day Report has not been run). **Note:** to see who ate today, go to Accounts Reporting (Section 5.1.2.B). Flash Sales contains the following reports:

- A. Breakfast/Lunch Summary Report
- B. Cash Declaration Report
- C. Account Deposits Report (optional system setting)
- D. Check Listing Report (optional system setting)
- E. Cash Reconciliation Report
- F. Live Transaction Search
- G. Meal Modifiers Report (optional system setting)

A. Breakfast / Lunch Summary Report

The Flash Sales Breakfast and Lunch Summary Reports are accessed in the same way and present the same general information. These reports match the End of Day Terminal OR Consolidated Reports for the current day. The Breakfast / Lunch Summary Report contains the reports listed below:

- *Terminal (or Consolidated) Balance* – Shows the cash totals, charges and prepaids, voids and returns, the tax totals and the number of transactions. See Figure 23 for a sample report.
- *Terminal (or Consolidated) Account and Meal Sales* – Shows the income and refunds from the prepaid accounts (broken down by status). It also shows the number of reimbursable meals sold to each status, the income received from each status for the reimbursable meals, and the total number of reimbursable meals sold (broken down by status). See Figure 24 for a sample report.

- *Terminal (or Consolidated) Department and A La Carte* – Shows the number of sales for each department and the income for each. It also shows the number of each A La Carte item sold and the income for each. See Figure 25 for a sample report.
- *Terminal (or Consolidated) Tender Report* – Shows the tender amount of each status broken down by cash, prepaid and charges. See Figure 26 for a sample report.
- *Terminal (or Consolidated) Type 'A' Individual Counts Report* – Shows the meal counts of each status broken down by cash, prepaid and charges. See Figure 27 for a sample report.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Flash Sales Reports** and press [Enter].
3. Highlight either **Breakfast** OR **Lunch** Summary Report and press [Enter].
4. Highlight either **Terminal** OR **Consolidated** Report and press [Enter].
 - **Terminal** – Enter the **terminal number** to be reported on OR enter a zero [0] to generate a separate report for each terminal (5 pages per report) and press [Enter].
 - **Consolidated** – Reports on all terminals combined into one 5 page report.
5. Press [**S**] to view the information on the screen OR press [**P**] to print the report and press [Enter].

B. Cash Declaration Report

The Flash Sales Cash Declaration Report shows the cash declared for either breakfast or lunch for one specific terminal or for all terminals. This report can appear two ways depending whether or not Cash Declaration by Denomination is selected in the system settings (Section 5.3.1). This report matches the End of Day Breakfast / Lunch Cash Declaration Report for the current day. See Figure 8 for a sample report.

- a) If the system setting for **Cash Declaration by Denomination is OFF** (see Section 5.3.1), the list of currency types will contain zeros. However, the total at the bottom will contain the numbers declared by the cashier. Also at the bottom will be a list of the number of checks and the check values. The cash declared and checks declared are added together, and the starting cash is subtracted. The result is the total register income.
- b) If the system setting for **Cash Declaration by Denomination is ON** (see Section 5.3.1), the number of each currency type will be provided next to the appropriate line. These are the numbers entered by the cashiers. Everything else at the bottom of the report will remain the same as is described above.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Flash Sales Reports** and press [Enter].
3. Highlight **Cash Declaration Report** and press [Enter].
4. Enter the **terminal number** to be reported on OR enter a zero [0] to generate a separate report for each terminal and press [Enter].
5. Enter [B] to report on Breakfast OR [L] to report on Lunch and press [Enter].
6. Press [S] to view the information on the screen OR press [P] to print the report and press [Enter].

C. Account Deposits Report

The Flash Sales Account Deposits Report lists the deposits made during a specified serving period. It can be selected to list check deposits, cash deposits or both. This report matches the End of Day Breakfast / Lunch Deposits Report for the current day. See Figure 19 for a sample report.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Flash Sales Reports** and press [Enter].
3. Highlight **Account Deposits Report** and press [Enter].
4. Enter [B] for a report on Breakfast OR [L] for Lunch and press [Enter].
5. Press [S] to view the information on the screen OR press [P] to print the report and press [Enter].

6. Type which deposits you want the report to display:

- (1) Checks Only
- (2) Cash Only
- (3) Checks and Cash

and press [Enter].

D. Check Listing Report

The Flash Sales Check Listing Report will only appear in the Flash Reports menu if the system setting for check tracking is selected (see Section 5.3.1). This report lists the checks declared in breakfast and lunch cash declarations by check number and amount. See figure 18 for a sample report.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Flash Sales Reports** and press [Enter].
3. Highlight **Check Listing Report** and press [Enter].
4. Press [**S**] to view the information on the screen OR press [**P**] to print the report and press [Enter].

E. Cash Reconciliation Report

The Flash Sales Cash Reconciliation Report is divided into four sections: Breakfast Program, Lunch Program, Special Milk Program, and Totals/Deposits. This matches the required End of Day Cash Reconciliation Report for the current day. See Figure 13 for a sample report.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Flash Reports** and press [Enter].
3. Highlight **Cash Reconciliation Report** and press [Enter].
4. Press [**S**] to view the information on the screen OR press [**P**] to print the report and press [Enter].

5. When prompted, enter the **Actual Deposit Amount** for each applicable serving period: Breakfast, Lunch and/or Special Milk. Verify each, and press [Y] when they are correct.
6. When prompted, make any necessary changes, and press [F2] to save.

F. Live Transaction Search

The Flash Sales Live Transaction Search will report all activity on a student's account. The report matches the History Transaction Search (Section 5.1.3) for the current day.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Flash Sales Reports** and press [Enter].
3. Highlight **Live Transaction Search** and press [Enter].
4. Highlight **Account ID Number** (by pressing [Enter] twice).
5. Enter an **ID Number** and press [Enter]. (Entering a zero [0] here will print this report {one student per page} for all students that have used their accounts today).
6. Enter [B] for a report on Breakfast OR [L] for Lunch OR [A] for all and press [Enter].
7. Enter the **terminal number** on which you wish to report this student's transactions or enter zero [0] to report transactions for this student on all terminals and press [Enter].
8. Press [F2] to run the transaction search.

G. Meal Modifiers Report (optional)

The Flash Sales Meal Modifiers Report lists the number of students that ate a modified meal listed by status and dollar amount. This report matches the End of Day Meal Modifiers Report for the current day. See Figure 14 for a sample report.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Past Daily Reports** and press [Enter].
3. Highlight **Meal Modifiers Report** and press [Enter].
4. Type **[B]** for Breakfast OR **[L]** for Lunch and press [Enter].
6. Enter **[C]** for the current month OR enter **[R]** for restored monthly data (see Section 8.3.1) and press [Enter].
7. Type the **Starting Date** for the report and press [Enter].
8. Type the **Ending Date** for the report and press [Enter].
9. Press **[S]** to view the information on the screen OR press **[P]** to print the report.

5.1.5 Employee Hours Reporting (optional)

This will access the following reports:

- A. Employee Hours Report** – lists the total hours worked by each employee.
- B. Time Cards Report** – reports the clock-in and clock-out times of all or one employee.
- C. Edit Time Card** – to add or delete clock-in/clock-out times.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Employee Hours Reporting** and press [Enter].
3. Highlight **Employee Hours Report** OR **Time Cards Report** OR **Edit Time Card** and press [Enter].
 - **Employee Hours:**
 - a). Enter the **Starting Date** of the report week and press [Enter].
 - b). Enter the **ID number** of the employee to be reported on OR type **[ALL]** to see a report for all employees and press [Enter].

- c). Press [**S**] to view the information on the screen OR press [**P**] to print the report and press [Enter].

➤ **Time Cards:**

- a). Enter the **Starting Date** of the report week and press [Enter].
- b). Enter the **ID number** of the employee to be reported on OR type [**ALL**] to see a report for all employees and press [Enter].
- c). Press [**S**] to view the information on the screen OR press [**P**] to print the report and press [Enter].

➤ **Edit Time Card:**

- a). Highlight **Add Clock-In** OR **Add Clock-Out** OR **Delete Clock-In** OR **Delete Clock-Out** and press [Enter].
- b). Enter the **Employee ID** Number and press [Enter].
- c). Enter the **Date to Edit** and press [Enter].
- d). Enter the **Time of Event** and press [Enter].
- e). Press [**F2**] to Save.

5.1.6 Special Reports (optional)

The Special Reports Section is an optional report setting. To activate these special reports, see Section 5.3.3. The Special Reports Section contains the following reports:

- A. Daily Record Report
- B. Potential Under-claim Report
- C. State Report

A. Daily Record Report

The Daily Record Report is a monthly report that is broken into four different pages listed below. This report generates a monthly consolidation of meal counts and income totals and is commonly referred to as the “**Monthly Report.**”

IMPORTANT: You need to run the Daily Record Report on the last serving day of the month. Make certain that the End-of-Day Report has been

completed and be certain **not** to do the Monthly Backup until you have finished with the Daily Record Report.

The four different pages of the report are:

1. Breakfast Income – lists the daily breakfast totals for a month listing the total number of meals sold in each status; the total non/reimbursable meals sold, total a la cartes and extra milks sold, cash income listed by status and income totals. See Figure 34 for a sample report.
2. Lunch Income – This is the same as the Breakfast Income page except it lists totals for the lunch period.
3. Special Milk Program Income – lists the daily totals for a month listing the number of milks sold in each status, cash income and income totals. See Figure 35 for a sample report.
4. Grand Totals – lists the daily totals for a month listing the income totals. See Figure 36 for a sample report.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Special Reports** and press [Enter].
3. Highlight **Daily Record Report** and press [Enter].
4. Type **[C]** for the current month OR **[R]** for restored monthly data (see Section 8.3.1) and press [Enter].
5. Type the **month** number the report is for and press [Enter].
6. Enter the **year** (4 digit) and press [Enter].

Monthly Summary of Daily Record Report												
Kyrus Elementary School												
February, 1999												
BREAKFAST INCOME												
D	REDUCED	PAID	NON	STUDENT	ADULT	STUDENT	ADULT	ALL OTHER				
A	STUDENT	STUDENT	REIMB	CHARGES	CHARGES	ALC	ALC	CASH	PREPAY	SYSTEM	DECLARED	OVER/
Y				COLLECT	COLLECT			INCOME	INCOME	SUBTOTAL	INCOME	SHORT
1	10.00	120.00	2.00	5.00	0.00	32.25	0.00	0.00	5.00	230.00	229.00	1.00
2	9.00	136.00	4.00	2.00	0.00	40.00	0.00	0.00	25.00	240.50	240.00	0.50
3	8.90	140.80	4.00	1.50	0.00	30.25	0.00	0.00	14.00	286.70	286.70	0.00
4	11.00	129.00	8.00	5.50	0.00	45.25	0.00	0.00	35.00	256.00	266.00	10.00
5	7.40	132.00	6.00	12.00	0.00	53.40	0.00	0.00	13.50	267.30	262.00	5.30
6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	8.90	140.80	4.00	1.50	0.00	30.25	0.00	0.00	14.00	286.70	286.70	0.00
9	11.00	129.00	8.00	5.50	0.00	45.25	0.00	0.00	35.00	256.00	266.00	10.00
10	7.40	132.00	6.00	12.00	0.00	53.40	0.00	0.00	13.50	267.30	262.00	5.30
11	10.00	120.00	2.00	5.00	0.00	32.25	0.00	0.00	5.00	230.00	229.00	1.00
12	9.00	136.00	4.00	2.00	0.00	40.00	0.00	0.00	25.00	240.50	240.00	0.50
13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	7.40	132.00	6.00	12.00	0.00	53.40	0.00	0.00	13.50	267.30	262.00	5.30
16	10.00	120.00	2.00	5.00	0.00	32.25	0.00	0.00	5.00	230.00	229.00	1.00
17	9.00	136.00	4.00	2.00	0.00	40.00	0.00	0.00	25.00	240.50	240.00	0.50
18	8.90	140.80	4.00	1.50	0.00	30.25	0.00	0.00	14.00	286.70	286.70	0.00
19	11.00	129.00	8.00	5.50	0.00	45.25	0.00	0.00	35.00	256.00	266.00	10.00
20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	9.00	136.00	4.00	2.00	0.00	40.00	0.00	0.00	25.00	240.50	240.00	0.50
23	8.90	140.80	4.00	1.50	0.00	30.25	0.00	0.00	14.00	286.70	286.70	0.00
24	11.00	129.00	8.00	5.50	0.00	45.25	0.00	0.00	35.00	256.00	266.00	10.00
25	7.40	132.00	6.00	12.00	0.00	53.40	0.00	0.00	13.50	267.30	262.00	5.30
26	10.00	120.00	2.00	5.00	0.00	32.25	0.00	0.00	5.00	230.00	229.00	1.00
27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	185.20	2,631.20	96.00	104.00	0.00	804.60	0.00	0.00	370.00	5,122.00	5,134.80	67.20

Figure 34: Daily Record Report, Breakfast Income, Page 1

Monthly Summary of Daily Record Report Kyrus Elementary School February, 1999											
D A Y	KINDERGARTEN COUNTS			TOTAL #		KINDERGARTEN INCOME					
	FREE	PAID	TOTAL	CHARGES	CHARGED	REGULAR PAID	ADVANCE PREPAY	CHARGES COLLECTED	SYSTEM SUBTOT	DECLARED INCOME	OVER/ SHORT
1	12	20	120	0.00	9	10.50	15.40	1.00	20.00	22.00	2.00
2	13	15	132	6.00	4	12.00	4.90	9.00	26.50	24.00	2.50
3	13	18	136	8.00	6	14.00	5.50	0.80	24.00	24.00	0.00
4	10	15	144	8.00	8	23.00	8.00	1.50	29.00	29.00	0.00
5	13	22	137	3.00	0	11.00	13.50	12.00	36.00	36.50	0.50
6	0	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
7	0	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
8	15	18	136	7.00	6	14.00	5.50	0.80	24.00	24.00	0.00
9	14	15	144	5.00	8	23.00	8.00	1.50	29.00	29.00	0.00
10	13	22	137	3.00	0	11.00	13.50	12.00	36.00	36.50	0.50
11	14	20	120	0.00	9	10.50	15.40	1.00	20.00	22.00	2.00
12	13	15	132	6.00	4	12.00	4.90	9.00	26.50	24.00	2.50
13	0	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
14	0	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
15	31	22	137	0.00	0	11.00	13.50	12.00	36.00	36.50	0.50
16	14	20	120	0.00	9	10.50	15.40	1.00	20.00	22.00	2.00
17	13	15	132	10.00	4	12.00	4.90	9.00	26.50	24.00	2.50
18	15	18	136	0.00	6	14.00	5.50	0.80	24.00	24.00	0.00
19	14	22	144	0.00	8	23.00	8.00	1.50	29.00	29.00	0.00
20	0	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
21	0	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00
22	14	20	120	0.00	0	10.50	15.40	1.00	20.00	22.00	2.00
23	13	18	136	1.00	6	14.00	5.50	0.80	24.00	24.00	0.00
24	14	15	144	1.00	8	23.00	8.00	1.50	29.00	29.00	0.00
25	13	22	137	0.00	0	11.00	13.50	12.00	36.00	36.50	0.50
26	14	20	120	0.00	9	10.50	15.40	1.00	20.00	22.00	2.00
27	0	0	0	0.00	4	12.00	0.00	0.00	0.00	0.00	0.00
28	0	0	0	0.00	6	14.00	0.00	0.00	0.00	0.00	0.00
	285	372	2664	58.00	114	306.50	199.70	89.20	535.50	540.00	19.50

Figure 35: Daily Record Report, Special Milk Program Income, Page 3

Monthly Summary of Daily Record Report					
Kyrus Elementary School					
February, 1999					
GRAND TOTALS					
D A Y	SYSTEM TOTAL	DECLARED TOTAL	TOTAL OVER/SHORT	ACTUAL DEPOSIT	ACTUAL DIFF.
1	356.50	360.00	3.50	360.00	3.50
2	360.00	356.00	4.00	356.00	4.00
3	332.50	332.00	0.00	332.00	0.00
4	380.50	381.00	1.00	381.00	1.00
5	402.50	401.00	1.50	401.00	1.50
6	0.00	0.00	0.00	0.00	0.00
7	0.00	0.00	0.00	0.00	0.00
8	356.50	360.00	3.50	360.00	3.50
9	360.00	356.00	4.00	356.00	4.00
10	332.50	332.00	0.00	332.00	0.00
11	380.50	381.00	1.00	381.00	1.00
12	402.50	401.00	1.50	401.00	1.50
13	0.00	0.00	0.00	0.00	0.00
14	0.00	0.00	0.00	0.00	0.00
15	356.50	360.00	3.50	360.00	3.50
16	360.00	356.00	4.00	356.00	4.00
17	332.50	332.00	0.00	332.00	0.00
18	380.50	381.00	1.00	381.00	1.00
19	402.50	401.00	1.50	401.00	1.50
20	0.00	0.00	0.00	0.00	0.00
21	0.00	0.00	0.00	0.00	0.00
22	356.50	360.00	3.50	360.00	3.50
23	360.00	356.00	4.00	356.00	4.00
24	332.50	332.00	0.00	332.00	0.00
25	380.50	381.00	1.00	381.00	1.00
26	402.50	401.00	1.50	401.00	1.50
27	0.00	0.00	0.00	0.00	0.00
28	0.00	0.00	0.00	0.00	0.00
	7,328.00	7,320.00	40.00	7,320.00	40.00

Figure 36: Daily Record Report , Grand Totals, Page 4

B. Potential Underclaim Report

The Potential Underclaim report lists any students whose ID number was entered but did not purchase anything. This can happen while in the A La Carte Meal Build Mode (see System Settings, Section 5.3.1) if the cashier forgets to hit the meal key or A La Carte keys, thereby entering no transaction into this account. **Note:** You must run the End-of-Day report **before** running this report.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Special Reports** and press [Enter].
3. Highlight **Potential Underclaim Report** and press [Enter].
4. Press **any key** to continue.
5. Enter [**C**] for the current month OR enter [**R**] for restored monthly data (see Section 8.3.1) and press [Enter].
6. Enter the **Date** to report on and press [Enter].
7. Press [**S**] to view the information on the screen OR press [**P**] to print the report and press [Enter].

MAIN MENU >> BACK OFFICE >> REPORTS >> POTENTIAL UNDERCLAIM				3:05:12 pm
Beth's School				
POTENTIAL UNDERCLAIM				
05/19/1999				
BREAKFAST				
	FREE	0	
	REDUCED	0	
	FULL	0	
LUNCH				
	FREE	0	
	REDUCED	4	
	FULL	0	
<< Done >>		Column:	0	

Figure 37: Potential Underclaim Report

C. State Report – These are special state reports required in Virginia and North Carolina ONLY. See your Kyrus representative for instructions if these reports apply to you.

5.1.7 Monthly Edit Check

This report displays the same information as the USDA Edit-Check Report (optional End-of-Day Report, see Section 5.1.1.2-N). Any potential overclaims for reimbursable meal sales are displayed for the entire month. **Note:** The USDA Edit-Check Report must be selected in the End-of-Day Report Configuration (see Section 5.3.3.B) in order for this data to be collected throughout the month.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Monthly Edit Check** and press [Enter].
3. Enter [**C**] for the current month OR enter [**R**] for restored monthly data (see Section 8.3.1) and press [Enter].
4. Enter the **number** for the reporting month (i.e. [5] for May) and press [Enter].

MAIN MENU >> BACK OFFICE >> REPORTS														11:35:01 am	
Kyrus Elementary May															
FREE					REDUCED					FULL					
D A T E	E L I G	E S T	BREAK. ACTUAL	LUNCH ACTUAL	E L I G	E S T	BREAK. ACTUAL	LUNCH ACTUAL	E L I G	E S T	BREAK. ACTUAL	LUNCH ACTU			
13	0	0	0	0	0	0	0	0	665	618	8	0			
17	0	0	1 *	0	0	0	0	0	665	618	3	0			
24	0	0	0	0	0	0	0	0	556	517	0	0			
24	0	0	0	0	0	0	0	0	556	517	0	7			
TOTALS			ELIGIBLE	ESTIMATED	BREAKFAST			ACTUAL	LUNCH			ACTUA			
FREE			0	0				1				0			
REDUCED			0	0				0				0			
FULL			2442	2270				11				7			
<< Done >>			M	Column:				0							

Figure 38: Monthly Edit Check Report

5.1.8 Cashier Sign On/Off (optional)

This report lists the Cashier's time at their cash registers. The report displays the date and time that the cashier logged on or off the register, which register they logged onto, and the cashier's ID. This report is available only if Cashier Sign-On Security is selected in the System Settings (see Section 5.3.1). See Figure 39 for a sample report.

How To:

1. Highlight **Reports** and press [Enter].
2. Highlight **Cashier Sign On/Off** and press [Enter].
3. Type the **Employee ID Number** to report on OR type zero [0] for all employees.
4. Type the **starting date** of the report and press [Enter].
5. Type the **ending date** of the report and press [Enter].
6. Enter the serving period ([1] for breakfast, [2] for lunch OR [3] for Both) and press [Enter].
7. Type the **Terminal Number** to report on OR type zero [0] for all terminals and press [Enter].
8. Press [**S**] to view the information on the screen OR press [**P**] to print the report and press [Enter].

MAIN MENU >> BACK OFFICE >> REPORTS							3:27:32 pm
Beth's School							
Cashier Assignment Report						Page	
Report Performed On: 05/19/1999							
Reporting For 05/19/1999 TO							
Date	Time		Id	Name	ON/OFF	Terminal	
05/19/1999	15:25:34	[L]	123456789	ADAMS, MORTICIA M	ON	1	
05/19/1999	15:25:36	[L]	123456789	ADAMS, MORTICIA M	OFF	1	
05/19/1999	15:25:44	[L]	333	BROWN, ROBERT B	ON	1	
05/19/1999	15:25:47	[L]	333	BROWN, ROBERT B	OFF	1	
05/19/1999	15:25:24	[L]	1000	HELMS, BETH	ON	1	
05/19/1999	15:25:28	[L]	1000	HELMS, BETH	OFF	1	
05/19/1999	15:25:40	[L]	222	SMITH, SARAH S	ON	1	
05/19/1999	15:25:41	[L]	222	SMITH, SARAH S	OFF	1	

« Done » M Column: 0

Figure 39: Cashier Sign On / Off Report

5.2 ACCOUNT INFORMATION

This section of LunchBox is where all account maintenance is performed.

5.2.1 Add Student

This screen will enable a new student to be added to the account database. See Figure 40 for a sample Account Information Screen.

How To:

1. Highlight **Account Information** and press [Enter].
2. Highlight **Add Student** and press [Enter].
3. Enter the student's **ID Number** OR press [**F6**] for random generation of an ID number and press [Enter]. Note: If you wish to limit the range of the ID numbers that are randomly generated, see Section 5.3.1, System Settings.
4. Type **Last Name** and press [Enter].
5. Type **First Name** and press [Enter].
6. Type **Middle Initial** and press [Enter].
7. Type the **year** the student will graduate (i.e. class of 2001) and press [Enter].
8. Type **Card Status** OR press [**F5**] for Card Status Lookup and press [Enter].
9. Leave **Balance** blank (this is filled in during Account Deposits, see Section 2.2.4) and press [Enter].
10. Type [**Y**(yes)] OR [**N**(no)] for ability to purchase A La Carte items and press [Enter].
11. Type any **Comments** for this student (e.g., Allergic to milk) and press [Enter].
12. Type student's **Homeroom** (can be Teacher's name or homeroom number) and press [Enter].
13. Type the **Grade** the student is in and press [Enter]. **NOTE: THIS IS VERY IMPORTANT. THIS WILL HAVE A DIRECT AFFECT ON GRADE ADVANCEMENT. For teachers, put "55"**
14. Type the **Approval Year** (this is the year this student was approved for Free or Reduced lunches) if applicable and press [Enter].

15. Type [Y] if the student has had a Previous Card and press [Enter].
16. Type the **District ID Number** and press [Enter].
17. Type the **Parent's Name** and press [Enter].
18. Type the **1st Address** and press [Enter].
19. Type the **2nd Address** (if applicable) and press [Enter].
20. Type the **City** and press [Enter].
21. Type the **State** and press [Enter].
22. Type the **Zip Code** and press [Enter].
23. Type the **First Phone Number** and press [Enter].
24. Type the **Second Phone Number** (if applicable) and press [Enter].
25. Type in the student's **Birth Date** and press [Enter].
26. Press [F2] AND press [Y] to save changes and press [Enter].

MAIN MENU » BACK OFFICE » ACCOUNT MAINTENANCE » ADD		8:51:34 am
Student ID Number	111	
Last Name	SMITH	
First Name	JOHN	
Middle Initial	M	
Class Of	2	
Card Status	3 FULL	
Balance	2.50	
A La Carte	Y	
Comments	ALLERGIC TO MILK	
Homerom	JONES	
Grade	5	
Approval Year	08/01/1999	
Previous Card	N	
District ID Number	111222	
Parent	JOAN SMITH	
Address1	21 MAPLEVIEW RD.	
Address2		
City	KINGSPORT	
State	TN	Zip 37660
Phone1	4235551234	Phone2 4235551235
Birth Date	01/01/1987	
↑ ↓ ← → to Move		F2 to Save Esc to Exit

Figure 40: Account Information Screen

5.2.2 Edit/Change Student

This screen will allow you to change or update a student's information.

How To:

1. Highlight **Edit/Change Student** and press [Enter].
2. Enter the student's **ID Number** and press [Enter] OR press [**F5**] for student lookup and type the first few letters of the last name or just press [Enter] for a list of all the students, highlight the student you wish to edit and press [Enter].
3. Every field on this screen can be changed. Highlight the field you wish to edit and make changes.
4. When you are finished making changes, press [**F2**] to save.
NOTE: You must press [F2] and answer [**Y**]es before changes will be permanent.

5.2.3 Delete/Drop Student

This screen allows you to remove a student from the system. **NOTE:** Deleted students can be recalled.

How To:

1. Highlight **Delete/Drop Student** and press [Enter].
2. Enter the student's **ID Number** and press [Enter] OR press [**F5**] for student lookup and type the first few letters of the last name or just press [Enter] for a list of all the students, highlight the student you wish to edit and press [Enter].
3. A red option box will appear in the lower left corner of the screen: "Delete Student? Yes/NO".
4. Press [**Y**] for Yes. You will go back to the Delete/Drop Student Screen. Notice: in the lower left corner of the screen, there will be a message: "Student deleted".

5.2.4 View/Print Student

This screen allows you to view or print a student's account information.

How To:

1. Highlight **View/Print Student** and press [Enter].
2. Enter the student's **ID Number** and press [Enter] OR press [F5] for student lookup and type the first few letters of the last name or just press [Enter] for a list of all the students, highlight the student you wish to edit and press [Enter].
3. Press [F3] to print the information you see on the screen.
NOTE: The students will be listed in sequential order by their ID numbers, and you can scroll through them by using the [Page Up] and [Page Down] keys.

5.2.5 End-Of-Year Procedures

This procedure puts the highest or graduating grade of this school on a disk to take to another school. It also advances remaining students forward one grade.

How To:

1. Highlight **End Of Year Procedure** and press [Enter].
2. To proceed, type [Y] twice.
3. Type the **grade** of the students that you want to purge. These are students that are leaving the school (Elementary to Middle, Middle to High).
4. To skip printing a hard copy of the purged students, press [ESC]. (**NOT RECOMMENDED**)
5. To **print** a copy of the purged students, make sure your printer is on and has plenty of paper, then press [Enter].
6. To copy students to disk, press [Y]. This disk can be taken to other schools and these students added to that school (Elementary to Middle, Middle to High).
7. To skip copying students to disk, press [N]. (**NOT RECOMMENDED**)

8. To prevent a grade from advancing, (usually Pre K, Teachers, Special Ed.) highlight the **Grade**, hold [**Shift**] and press [Enter]. This will place a diamond on the left side of the grade, and that grade will not advance.

NOTE: Students that have failed need to be placed a grade back before you do this procedure. Example: If Tom fails the 4th grade, put him in the 3rd grade before you do the End-of-Year Procedure.

MAIN MENU » BACK OFFICE » ACCOUNT MAINTENANCE » END-OF-YEAR 9:06:39 am

Mark grades to exclude from advancement

Grades

◆	1
	2
	3
	4
	5

SHIFT-ENTER TO MARK TAB TO FINISH ESC TO EXIT

↑ ↓ to Move ← to select Esc to Exit

Figure 41: End-of-Year Procedure – Grades to exclude from advancement

5.2.6 Account Deposits

This screen allows you to add money to an account. See Figure 42 for a sample Account Deposits screen.

How To:

1. Highlight **Account Deposits** and press [Enter].
2. Enter the student's **ID Number** and press [Enter] OR press [**F5**] for student lookup and type the first few letters of the last name or just press [Enter] for a list of all the students, highlight the student you wish to edit and press [Enter].
3. Type **Amount** to be deposited in account (no decimals) and press [Enter]. Example: \$2.00 would be 200.

4. Type the serving period: [B] breakfast OR [L] lunch. **NOTE:** This is when you determine where this money will be accounted for, Lunch or Breakfast – in other words, where this money will be declared. **This money will need to be declared for the appropriate serving period in one of the registers.**
5. If you have TRACK CHECK NUMBERS turned on in System Settings AND the amount to be deposited is a check, enter the **check number** and press [Enter].
6. Press [Y] to save changes.

```

MAIN MENU » BACK OFFICE » ACCOUNT MAINTENANCE » ACCOUNT DEPOSITS      9:20:55 am

Student ID Number      123
Last Name              SMITH
First Name             JOHN
Middle Initial         M
Class Of               2
Card Status            3
No. of Charges         0

Balance                3.50

Enter Amount to Deposit : 1.00
Deposit income to (B)reakfast or (L)unch : L
Enter check number (Just press ENTER if cash) : 0

↑ ↓ ← → to Move                ← F2 to Save                Esc to Exit
    
```

Figure 42: Account Deposits Screen

5.2.7 Add Photo ID (optional system setting)

If your school has purchased Photo ID from Kyrus Corporation, photos of the students will appear on the Point-Of-Sale screen when their ID numbers are entered. This function allows you to attach a photo to an account. Note: If your server is WIN95, this needs to be done on a workstation. See Figure 43 for a sample Add Photo ID Screen.

1. Highlight **Account Information** and press [Enter].
2. Highlight **Add Photo ID** and press [Enter].
3. Type the student's **ID Number** and press [Enter] OR press [F5] to see an alphabetical listing of all the students, highlight student you wish to edit and press [Enter].

4. Type the **Photo ID File Name** and press [Enter].
5. Type [Y] to save.

```
MAIN MENU » BACK OFFICE » ACCOUNT MAINTENANCE » ADD PHOTO 11:20:19 am
Student ID Number 9190364
Last Name         SMITH
First Name        BILLY

Class Of          0
Card Status       3      FULL
Homeroom          HRM0210
Grade             2

Photo ID File Name

↑ ↓ ← → to Move          ← to Select          Esc to Exit
```

Figure 43: Add Photo ID Screen

5.2.8 Recall Dropped Student

This recalls an account that you had previously dropped in case the student comes back to school. See Figure 44 for a sample Recall Dropped Student screen.

How To:

1. Highlight **Account Information** and press [Enter].
2. Highlight **Recall Dropped Students** and press [Enter].
3. Highlight the student's **Name** and press [Enter]. (Note: You may type the first letter of the student's last name and it will take you to that part of the list.)
4. Press [Y] to recall the selected student.

MAIN MENU » BACK OFFICE » ACCOUNT MAINTENANCE » RECALL DROPPED STUD 9:25:08 am

Last Name	First Name	ID
JOHNSON	SEAN	9867
MATTHEWS	LAUREN	1617
MCARDLE	THEIA	7354
MCDOWELL	JULIAN	96
MILLER	JENNIFER	8971
MOORE	IAN	3427
MOORE	NATHAN	8030
NESBITT	DAVID	3110
NOCK	AERYK	1304
PEAK	TRISTIAN	802
PEAK	KRISTEN	9803
PETERSON	MAKENZIE	4573
PHILLIPS	DAKOTA	6429
SMITH	PATRICK	7213
SPARKS	WESLEY	6949
SPARKS	WILLIAM	1407
SPROUSE	MARTIN	7324
STALEY	VANESSA	516
WARE	DEQUANA	9785

↑ ↓ ← → to Move

Figure 44: Recall Dropped Student Screen

5.3 SETTINGS

This section of LunchBox is where all settings for your particular school are configured.

5.3.1 System

This screen controls the system settings. The various settings are controlled by pressing the spacebar to mark or remove an [X], as appropriate. [X] means the setting is on, [] means the setting is off. If the setting has () beside it, use the spacebar to select one or the other. The settings are broken down below. See Figure 45 for a sample System Settings Screen.

IMPORTANT: Use the [Tab] key or the arrow keys to scroll between the system settings. **CAUTION:** [Enter] will change the settings when it is used to toggle through the settings!

How To:

1. Highlight **Settings** and press [Enter].
2. Highlight **System** and press [Enter].
3. Highlight the item you wish to change and press the **Spacebar** to turn the settings off or on.
4. Press [F2] and type [Y] to save your changes. (Note: press [ESC] at any time to exit the screen without saving your changes.)

System Settings:

School Name: Your school name is input by Kyrus Corporation.

School ID: This is your school number used for Central Office software.

Number of Terminals: The number of terminals is input by Kyrus Corporation.

[] **Breakfast:** If selected, the system will offer breakfast as a serving period.

[] **Lunch:** If selected, the system will offer lunch as a serving period.

[] **Automatic Reimbursable Meal:** If selected, the system will automatically charge every customer for a reimbursable meal when the account number is entered into the register. Note: If not selected, the system will automatically select A La Carte Meal Build (system will recognize A La Carte items as reimbursable meals if all requirements are met).

[] **Use NuMenus – If selected**

[] **Breakfast: Offer Versus Serve: If selected.....**

Lunch: Offer Versus Serve: If selected....

Cash Declaration by Denomination: If selected, the cashier will enter the *quantity* of each type of bill and coin when entering their Cash Declaration. If not selected, the cashier will input the total *value* of money.

Extra Meals Cash Only: If selected, extra meals cannot be paid for using a student's account funds. Cash, however, can still be used.

Track Check Numbers: If selected, the system will ask for a check number for each deposit.

Cashier Sign-On Security: If selected, cashiers must sign-on with their ID number before each serving period.

Tax Rate: Enter the percentage amount if tax is applicable.

1st Tax Break Point: If applicable, enter the amount where taxing begins.

Random ID Generation Range: If you wish to limit the range of the ID numbers for this school, input a beginning and ending ID number. This is useful if your district does not want students to have duplicate numbers in different schools (i.e. 100-300 for elementary school, 301-500 for middle school, etc.)

Number of Charges Allowed: Input the maximum number of times a student is allowed to charge meals.

Charge Amount Allowed: Input the dollar amount to limit the maximum amount accounts can be charged.

Sales Total Display: Select which size (big, small or invisible) you want the Sales Total to be displayed.

Display Meal Price: If selected, the system will display the price of meals. (Note: the monitor must not be able to be seen by the students if this is selected).

Happy Birthday Message: If selected and the birth date is entered into the student's account, a message will appear on the screen when it is the child's birthday.

Low Funds Warning If selected, a warning message will appear on the screen if the account balance is below the preset amount. (See Low Funds Warning Amount below.)

Include Zero Balance If selected in addition to Low Funds Warning, any accounts that have a balance of zero will be included in the warning.

Low Funds Warning Amount: Enter the dollar amount to be considered as a low account balance.

Last Grade at This School: This is preset to 99.

Status Override: If selected, this allows the cashier to sell a meal at a status different than the one assigned to this account.

A La Carte Only Override Allowed: If selected, ...

Special Milk Program If selected, the system will offer the Special Milk Program in the Main Menu.

Printer Available: If selected, this tells the system that a printer is connected and is available for printing reports.

- Enter Actual Deposit at EOD:** If selected, the system will ask for the Actual Bank Deposit amount when the End-of-Day Report is run.
- Enter Special Milk Deposit at EOD:** If selected, the system will ask for the Actual Special Milk Bank Deposit amount when the End-of-Day Report is run.
- Allow Charge on a Cash Sale:** If selected, the system will allow cash students to charge meals.

```

MAIN MENU » BACK OFFICE » SETTINGS » SYSTEM                                     10:02:52 am
School Name: Kyrus Elementary School      Number of charges allowed: 9999
School ID: 0                             Charge amount allowed: 999999
Number of Terminals: 2
Serving Periods
[X] Breakfast                            Sales Total Display
[X] Lunch                                (*) Big ( ) Small ( ) Invisible
[ ] Automatic Reimbursable Meal          [ ] Display Meal Price
[ ] Use NuMenus                          [X] Happy Birthday Message
[ ] Breakfast: Offer Versus Serve        [X] Low Funds Warning
[ ] Lunch: Offer Versus Serve            [ ] Include Zero Balance
[X] Cash Declaration by Denomination     Low Funds Warning Amount: -1.25
[ ] Extra Meals Cash Only
[X] Track Check Numbers                  Last Grade at this school 99
[X] Cashier Sign-On Security             [ ] Status Override
Tax Rate: 0.0000                         [X] A La Carte Only Override allowed
1st Tax Break Point: 10                   [X] Special Milk Program
Random ID Generation Range:              [ ] Printer Available
From 1 To 9999999999                     [X] Enter Actual Deposit at EOD
                                           [ ] Enter Special Milk Deposit at EOD
                                           [ ] Allow Charge on a Cash Sale
F2/SAVE to Save      ↓↑ to Move      ENTER to select      Esc to Exit
    
```

Figure 45: System Settings Screen

5.3.2 Register

This screen controls the settings for each terminal. These settings are pre-set by KYRUS CORPORATION. They should not be altered unless done under the supervision of your KYRUS CORPORATION Representative.

Training Mode

Before beginning LunchBox, Kyrus Corporation recommends that you practice operating the program using the Training Mode. The Training Mode will allow changes to be made within the program (including all screens and settings) for training purposes only. These changes do not affect the system once the Training Mode is exited.

Note: The Training Mode can only be turned on or off by the Cafeteria Manager or other appointed personnel because the Manager's password must be known. See figure 46 for a sample Register Settings Screen.

How To:

1. At the server (back office computer), go to the **Startup Menu**.
2. Type [**U**] for utilities.
3. Type [**R**] to reset training DBF's.
4. Now go to the register you wish to train on.
5. From the Main Menu, highlight **Back Office** and press [Enter].
6. Enter the Manager's **password**, and press [Enter]. (During initial installation, the Manager password will be set by your Kyrus Corporation Representative. However, it can be changed at the school's discretion, see Section 5.4.5.)
7. Highlight **Settings** and press [Enter].
8. Highlight **Register** and press [Enter].
9. Highlight **Training Mode** and press [Enter]. Note: an [X] next to Training Mode means that the feature has been turned on. Remove the [X] the same way to turn the Training Mode off.
10. Press [**F2**] to save. Press [**Y**] if the change is correct. **Important: Do not alter any other settings on this screen without instruction from your Kyrus Corporation Representative.** If any changes accidentally occur, do not save the file. Press [ESC] and return to Step 8. If the save command is inadvertently pressed, select [**N**]o at the save prompt to avoid saving the changes.

```
MAIN MENU » BACK OFFICE » SETTINGS » REGISTER 11:16:11 am
Terminal Number: 1
Breakfast keyboard DBF: BRKKEY
Lunch keyboard DBF: LNCHKEY
Breakfast PLU DBF: BRKPLU
Lunch PLU DBF: LNCHPLU
Printer: LPT1
Floppy Drive: A:
Keypad #1 COM port: 1
Keypad #2 COM port: 2
Number of KeyPads: 0
[X] Training Mode
F2/SAVE to Save      |↑ to Move      ENTER to select      Esc to Exit
```

Figure 46: Register Settings Screen

5.3.3 Report

Report Settings controls which reports are selected to run.

- A.** The **Optional Reports** screen will display [] **Special Reports**. If Special Reports are selected with the enter key and saved, it will display Special Reports under the Reports Menu (see Section 5.2.1).

How To:

1. Highlight **Settings** and press [Enter].
2. Highlight **Report** and press [Enter].
3. Highlight **Optional Reports** and press [Enter].
4. Press the **Spacebar** to place an [X] next to Special Reports to select this report. (Press the spacebar to remove the [X] if you wish to remove this report.)
5. Press [**F2**] and type [**Y**] to save your changes. (Note: press [**ESC**] at any time to exit the screen without saving your changes.)

B. The **End-of-Day Configuration** screen lists all the sub-reports available in the End-of-Day report. For a view of the various reports, see Section 5.1.1.

The various report settings are controlled by pressing the spacebar to mark or remove an [X], as appropriate. [X] means the report is selected, [] means it is not. If the setting has () beside it, use the spacebar to select one or the other. See Figure 47 for a sample End-of-Day Report Configuration Screen.

IMPORTANT: Use the [Tab] key or the arrow keys to scroll between the system settings. [Enter] will change the settings when it is used to toggle through the settings!

How To:

1. Highlight **Settings** and press [Enter].
2. Highlight **Report** and press [Enter].
3. Highlight **End-of-Day Configuration** and press [Enter].
4. Highlight the item you wish to change and press the **Spacebar** to turn the settings off or on.
5. Press [F2] and type [Y] to save your changes. (Note: press [ESC] at any time to exit the screen without saving your changes.)

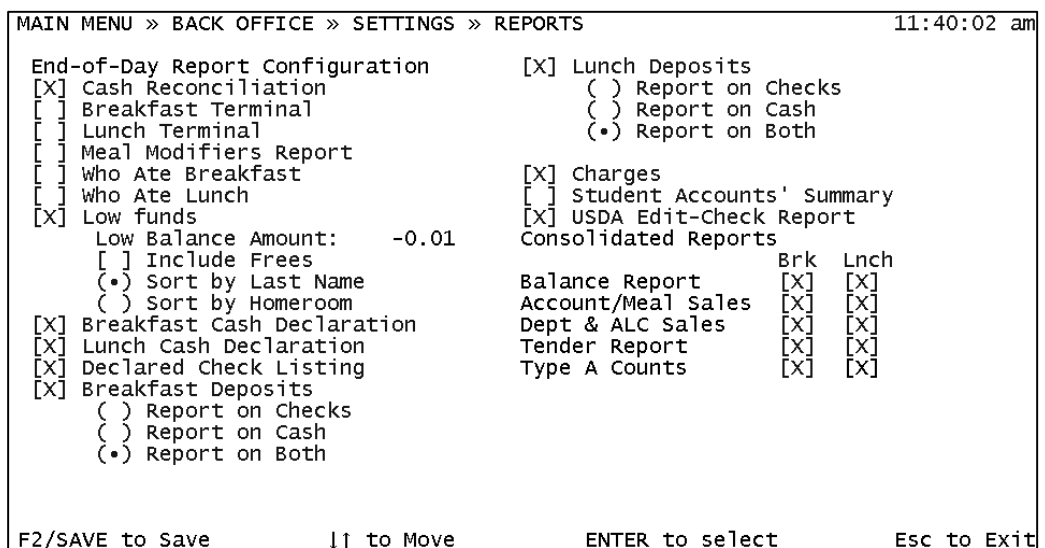


Figure 47: End-of-Day Report Configuration Screen

C. Transaction Search Options

This affects your History Transaction Search (see Section 5.1.3.F) options. Whether or not the Terminal Number is selected here determines whether or not you will be asked for a terminal number when you run a History Transaction Search.

How To:

1. Highlight **Settings** and press [Enter].
2. Highlight **Report** and press [Enter].
3. Highlight **Transaction Search Options** and press [Enter].
5. Press the **Spacebar** to place an [X] next to Terminal Number to select. (Press the spacebar to remove the [X] if you wish to remove.)
6. Press **[F2]** and type **[Y]** to save your changes. (Note: press **[ESC]** at any time to exit the screen without saving your changes.)

5.3.4 Point-Of-Sale

This menu is used to define system prices and the keys on the POS keyboard and therefore is easier to do on the POS keyboard. These keys can be defined on the back office computer if the corresponding key letter is known. (i.e. letter "E" is a roll)
Note: Do not change any POS Settings until after the End of Day Report has been run and totals have been cleared.

A. Breakfast/Lunch Keyboard

How To:

1. Highlight **Breakfast** OR **Lunch** Keyboard and press [Enter] (both breakfast and lunch keys are defined using the same steps).
2. Highlight which of the options listed below to define and press [Enter]:
 - a. Define A La Carte Keys
 - b. Define A La Carte Lookups
 - c. Define Status Keys
 - d. Define Department Keys
 - e. Define Left KeyPad (#1) Read Key
 - f. Define Right KeyPad (#2) Read Key

- g. Define Cash Sale Status Keys
- h. Delete a Key
- i. Delete A La Carte Lookup

a. Define A La Carte Keys

See Figure 48 for a sample Define A La Carte Key Screen.

- 1). Press the **key** on the POS keyboard that you wish to define.
- 2). Type the **description** of the item (For example, "sausage").
- 3). Enter the A La Carte price (no decimal).
- 4). If the system setting for A La Carte Meal Build is turned on (Automatic Reimbursable Meal is not selected in the System Settings, see Section 5.4.1), a list of the four food groups will appear. Enter the number of exchanges the item fulfills in each corresponding group number (For example, sausage fulfills one exchange of group 2: meat). **Note:** a complete meal equals 1 milk, 1 meat, 2 fruit/veg and 1 bread exchange.

If the item fulfills all the *marked* food groups at *all* times (For example, hot dog always fulfills a meat and bread requirement), enter [**F**] in the line below the list of food groups.

If the item can fulfill *more than one* food group requirement, (For example, peas can fulfill a vegetable or a meat requirement), enter [**T**] in the line below the list of food groups.

- 5). Press [**SAVE/RECALL**] to save OR press [**ESC**] to exit the screen without saving the change.
- 6). Proceed with each key until all items are defined. Press [**ESC**] to exit.

```

MAIN MENU » BACK OFFICE » SETTINGS » POS » LUNCH KEYBRD » DEFINE ALC11:58:39 am

Enter new A La Carte description:  ROLL
Enter new A La Carte price:        10
Enter 1st food group number:       0
Enter 2nd food group number:       0
Enter 3rd food group number:       0
Enter 4th food group number:       1
AND Groups = .F. OR = .T.:  F

Press F2/SAVE to save changes or ESC to cancel changes.

F2/SAVE to Save      ↓↑ to Move      ENTER to select      Esc to Exit

```

Figure 48: Define A La Carte Key Screen

b. Define A La Carte Lookups

Note: This procedure can be performed on the back office computer.

- 1). Enter a number to assign to the lookup item and press [Enter].
- 2). Type the description of the item (For example, donut).
- 3). Enter the A La Carte price (no decimal).
- 4). If the system setting for A La Carte Meal Build is turned on (in other words, Automatic Reimbursable Meal is not selected in the System Settings, see Section 5.4.1), a list of the four food groups will appear. Enter the number of exchanges the item fulfills in each corresponding group number (For example, sausage fulfills one exchange of group 2: meat). **Note:** a complete meal equals 1 milk, 1 meat, 2 fruit/veg and 1 bread exchange.
- 5). If the item fulfills all the *marked* food groups at *all* times (For example, hot dog always fulfills a meat and bread requirement), enter [**F**] in the line below the list of food groups.
- 6). If the item can fulfill *more than one* food group requirement, (For example, peas can fulfill a vegetable or a meat requirement), enter [**T**] in the line below the list of food groups.
- 7). Press [**SAVE/RECALL**] to save OR press [**ESC**] to exit the screen without saving the change.

8). Proceed with each key until all items are defined. Press **[ESC]** to exit.

c. Define Status Keys

See Figure 49 for a sample Define Status Keys screen.

- 1). Press the **Status Key** you wish to define.
- 2). Select the status for the key from the list provided on the screen.
Use the **[UP/YES]** OR **[DOWN/NO]** to move up or down.
- 3). Press **[Enter]** to select the status.
- 4). **Repeat** this procedure until all status keys are defined.
- 5). Press **[SAVE/RECALL]** to save the changes OR press **[ESC]** to exit the screen without saving the changes.

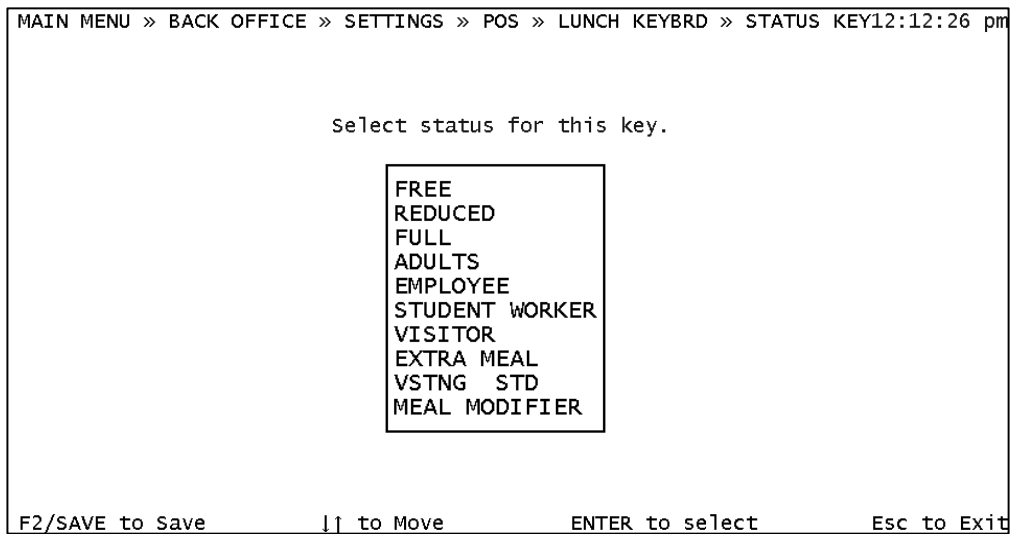


Figure 49: Define Status Keys screen

d. Define Department Keys

Some items need to be rung up as Miscellaneous items (For example, items that aren't defined with the A La Carte keys or located in the A La Carte Lookup list) or need to be accounted for by other departments. These items should be rung up using the appropriate department key. First, the Department Key must be defined and then a key assigned on the POS keyboard. These are the instructions on how to assign that key on the keyboard. (To Define a New Department, see Section C below.)

- 1). Press the **key** that you wish to assign as a Department Key.
- 2). Select from the list displayed on the screen the **department** to be defined and press [Enter]. (To create departments, see Define Departments, section C below).
- 3). Repeat this procedure until all department keys are defined.
- 4). Press [**SAVE/RECALL**] to save the changes OR press [**ESC**] to exit the screen without saving the changes.

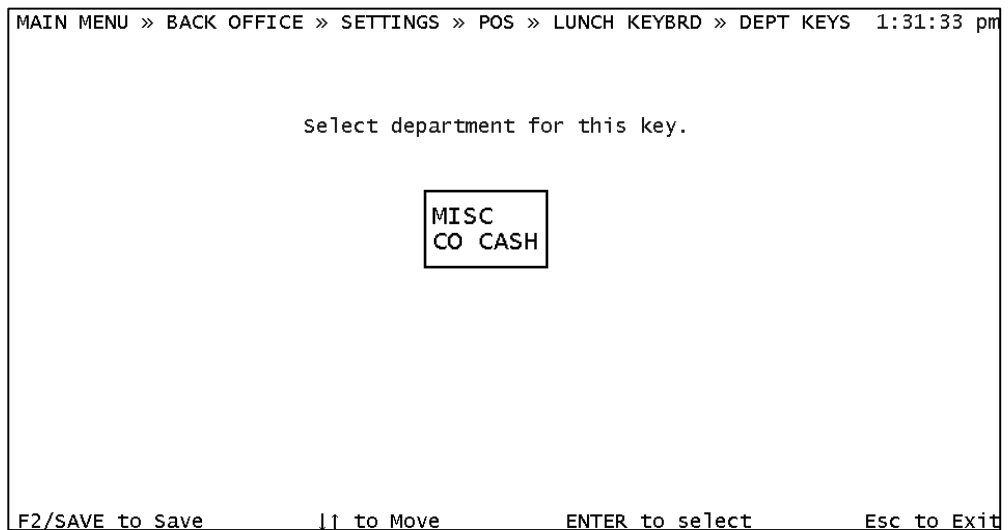


Figure 50: Define Department Screen

e. Define Left KeyPad (#1) Read Key

The Read Key is used in conjunction with the keypad identification system. It must be depressed in order to read the student's identification number and display their account. (This key is typically defined by your KYRUS CORPORATION Representative at the time of

program installation.) If more than one keypad is used per register, name the keypad on the left of the register Keypad #1 and the one on the right Keypad #2.

- 1). Press the **key** you want to use as the Read Key.
- 2). Press [**SAVE/RECALL**] to save the change OR press [**ESC**] to exit the screen without saving the change.

f. Define Right Keypad (#2) Read Key.

Follow the instructions above for defining the left keypad.

g. Define Cash Sale Status Keys

When pressed, a Cash Sale Status Key will set the status for a cash sale. Unlike the standard status key, this key will not automatically ring up a reimbursable meal (see Section c above).

Note: This key is preset by KYRUS CORPORATION. However, the key can be defined to suit the user's needs).

- 1). Press the **key** that you want to use for entering cash sales.
- 2). Select the status for the key from the list provided on the screen. Use the [**UP/YES**] OR [**DOWN/NO**] to move up or down.
- 3). Press [**Enter**] to select the status.

h. Delete a Key

- 1). To delete the definition of any key, press the **key** to delete, and the current definition of the key will appear.
- 2). Press [**UP/YES**] to delete the key OR press [**DOWN/NO**] if the key chosen is incorrect. If an incorrect key is chosen, return to Step 1. Press [**ESC**] at any time to exit the screen without saving the deletions.

i. Delete A La Carte Lookup

See Figure 51 for a sample Delete A La Carte Lookup Screen.

- 1). Select the **number** of the A La Carte Lookup item you wish to delete, and the current definition and price of the item will appear.

- 2). Select **[UP/YES]** if that is the correct item to delete OR press **[DOWN/NO]** if it is incorrect. If an incorrect item is chosen, return to Step 1. Press **[ESC]** at any time to exit the screen without saving the deletions.

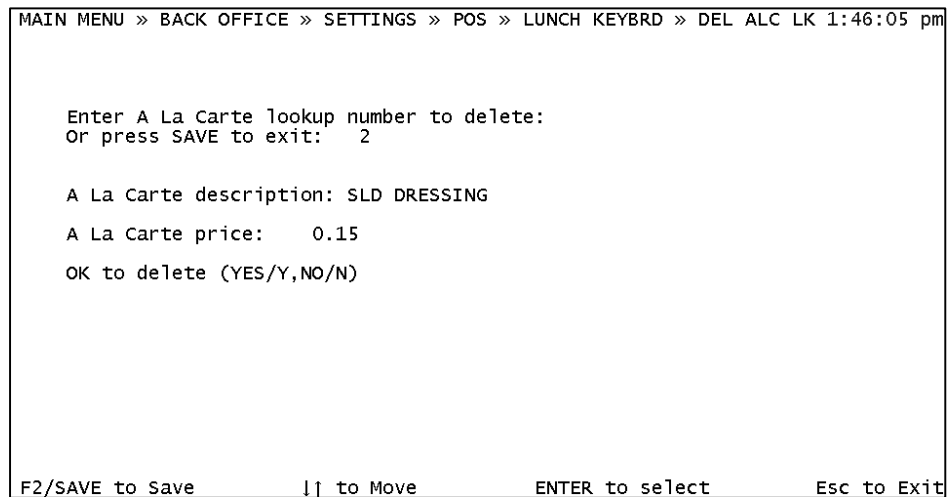


Figure 51: Delete A La Carte Lookup Screen

B. Card Status File

This screen controls the meal price settings for each status. These prices need to be set on the back office computer as the decimal key will be needed. **Note:** Do not change any POS Settings until after the End of Day Report has been run and totals have been cleared. See Figure 52 for a sample Card Status File Screen.

How To:

1. Highlight **Point-of-Sale** and press [Enter].
2. Highlight **Card Status File** and press [Enter].
3. Use the **[TAB]** key or the arrow keys to move from field to field within this table. Complete the table as follows:
 - a) **Status No:** Assign a status number to each status (e.g., Status #1 is free meals).
 - b) **Description:** Assign a status description to each number (e.g., a status #1 is free).

- c) **Breakfast Meal Price:** Input the price of breakfast for each status defined above (e.g., a Status 2 – Reduced, Breakfast meal costs \$0.30).
 - d) **Lunch Meal Price:** Input the price of lunch for each status defined above (e.g., a Status 3 – Full, Lunch meal costs \$1.25).
 - e) **Reimbursable:** Type [T] if the meal is reimbursed by the government OR type [F] if the meal is non-reimbursable.
 - f) **Cash Only:** Type [T] if the meal can only be paid for with cash OR type [F] if credit from a student's account can be used.
 - g) **Taxable:** Type [T] if the meal is taxable OR type [F] if the meal is non-taxable. (If taxable, be sure to set the tax rate in the system settings, see Section 5.3.1).
 - h) **Modifier Key:** Type [T] if this is a Meal Modifier (i.e. a type of reimbursable meal that is a larger portion, higher quality, etc. that you wish to price a little higher than the standard reimbursable meal) OR type [F] if it is a standard meal. Enter the price difference between the higher priced meal and the standard reimbursable meal. Note: you must also define a Meal Modifier status key (see Define Status Key, Section 5.3.4.1.C).
 - i) **Consolidate to a Meal:** Type [T] if using A La Carte Meal Build and you want a la carte items that make up a complete meal to be priced as a reimbursable meal according to that account status OR type [F] if that does not apply.
4. Press [F10] to ADD a line OR [F4] to DELETE a line OR [F2] to SAVE any changes you have made. Press [ESC] if you wish to EXIT without saving any changes.

MAIN MENU » BACK OFFICE » SETTINGS » POS » CARD STATUS				3:28:32 pm
Card Status File Maintenance				≡
Status No.	Description	Breakfast Meal Price	Lun	▲
1	FREE	0.00		
2	REDUCED	0.30		
3	FULL	0.75		
4	ADULTS	0.85		
5	EMPLOYEE	0.00		
6	STUDENT WORKER	0.00		
7	VISITOR	0.85		
8	EXTRA MEAL	0.75		
9	VSTNG STD	0.75		
10	MEAL MODIFIER	0.25		

◆
▼
▶◆

F10 to Add F4 to Delete F2 to Save Esc to Exit

Figure 52: Card Status File Screen

B. Define Departments

Some items need to be rung up as Miscellaneous items (For example, items that aren't defined with the A La Carte keys or located in the A La Carte Lookup list) or need to be accounted for by other departments. These items should be rung up using the appropriate department key. First, the Department Key must be defined and then a key assigned on the POS keyboard. (To Define a Department Key, see Section A.d. above.)

How To:

1. Highlight **Point-of-Sale** and press [Enter].
2. Highlight **Define Departments** and press [Enter].
3. Type the Department **Number** you wish to use and press [Enter].
4. Enter the **Name** of the Department and press [Enter].
5. When all departments are defined, press [**SAVE/RECALL**] to save the changes OR press [**ESC**] at any time to exit without saving.

C. Define Reimbursable Meal

This setting is optional. If Automatic Reimbursable Meal is not selected in the System Settings (Section 5.3.1), then the A La Carte Meal Build Setting is turned on. The A La Carte Items must be defined according to category in order to build a reimbursable meal.

The government will reimburse schools for meals that meet the FDA's requirements for a well-balanced meal. If this setting is on, A La Carte item combinations that meet the requirements set in this screen can be recognized as a reimbursable meal. The price will depend on the account status. Complete this screen appropriately.

Press [**SAVE/RECALL**] when settings are complete. Press [**Y**] OR [**UP/YES**] to save these settings if they are correct OR press [**N**] or [**DOWN/NO**] to exit without saving. This screen can be exited any time by pressing [**ESC**].

MAIN MENU » BACK OFFICE » SETTINGS » POS » DEFINE REIMBURSABLE MEAL		3:45:20 pm
LUNCH		
MILK	1	
MEAT	1	
FRUIT/VEG	2	
BREAD	1	
F2/SAVE to Save ↑↓ to Move ENTER to select Esc to Exit		

Figure 53: Define Reimbursable Meal Screen

5.3.5 Manager Password

The Manager Password must be entered to gain access to the Back Office files. At the time of program installation, your KYRUS CORPORATION Representative will assist in setting the Manager Password. However, it can be changed at any time. The password should be given to others with caution. All of the account information, system settings and reports are controlled in the Back Office files.

How To:

1. Highlight **Manager Password** and press [Enter].
2. Enter new **password** and press [Enter].
3. Re-enter new **password** and press [Enter].
4. Press [**ESC**] to exit. The new password is now set.

5.4 Menu Planning (optional)

Menu Planning is an optional system setting. This is a convenient feature used to designate a set of keys to rotate with different daily menus. To utilize this feature, please contact your Kyrus Corporation representative for instructions.

5.4.1 Define Rotating Keys

Note: Before you can take advantage of the Menu Planning option, you must first define the rotating keys. See figure 54 for a sample Define Rotating Key screen.

How To:

1. Determine the A La Carte keys you want to set as Rotating keys (these keys will change with every menu).
2. From the Back Office menu, highlight **Settings** and press [Enter].
3. Highlight **Point of Sale** and press [Enter].
4. Highlight **Breakfast OR Lunch Keyboard** and press [Enter].
5. Highlight **Define A La Carte Keys** and press [Enter].
6. Ensure that your 'CAPS LOCK' is on.
7. Press the [**key**] you want to define as a menu key.
8. Type a **generic description** to identify the food group you will use the key for (i.e. ENTRÉE, ENTRÉE 2, VEGGIE, FRUIT, etc.) and press [Enter].
9. Press [**Y**] (This will be a Rotating Key).
10. Enter the **food group number** to assign to this key (i.e. vegetables would be "3" for Fruit/Veg) and press [Enter].
11. Press [**F2**] to save.
12. Repeat steps 7-11 until all rotating keys are defined.

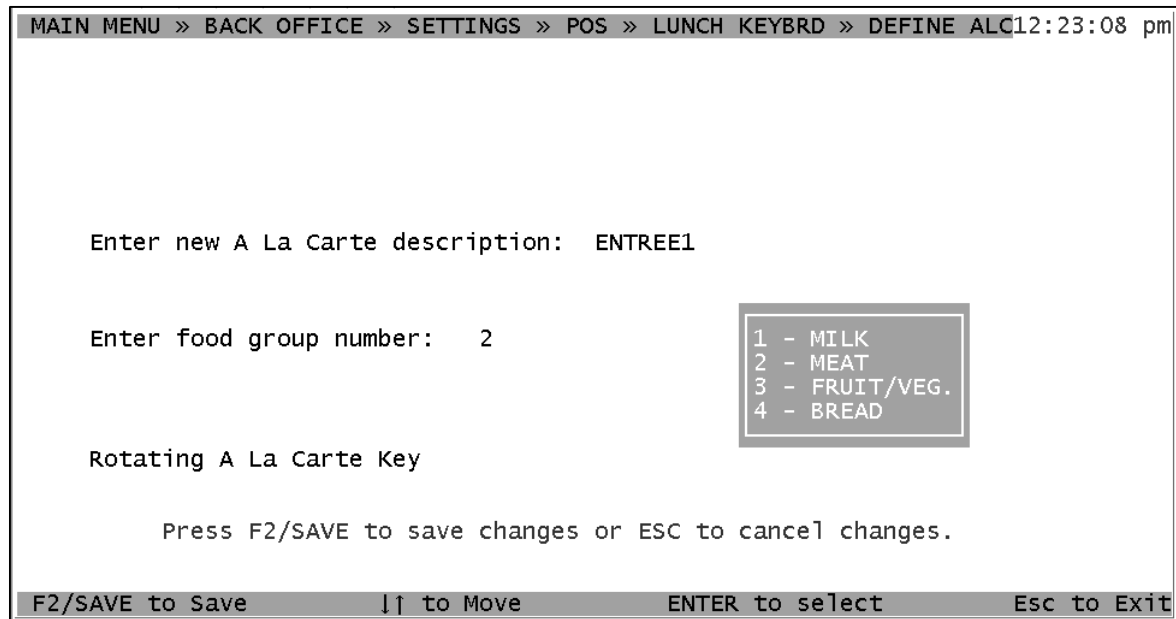


Figure 54: Define Rotating Key screen

5.4.2 Define Menus

This is used to define each food item to a specified menu day. See Figure 55 for a sample Define Menus Screen.

How To:

1. Highlight **Menu Planning** and press [Enter].
2. Highlight **Define Menus** and press [Enter].
3. Press [**L**] to define a lunch menu OR [**B**] for a breakfast menu and press [Enter].
4. Enter the number of the **day** in your menu cycle that you wish to begin defining and press [Enter].
5. To define only one day, press [Enter] again OR to define more than one day, enter the number of the **day** in your menu cycle you wish to define last and press [Enter].
6. To select an item to assign to a key, you may type the first letter in the menu item description. This will move the highlight bar to the first item in the list that starts with that letter.

7. Highlight the desired **menu item** and press [Enter]. (If no item is to be assigned to a key, press [Page Down] until 'NONE' is highlighted and press [Enter].)
8. Repeat steps 6-7 until all rotating keys are assigned menu items from the item file.
9. When the last key is assigned for that day's menu, 'Save This Menu? Y/N' will appear. Press [Y] if menu is OK to save (you can edit it later).
10. Remember to 'Set Day In Cycle'.

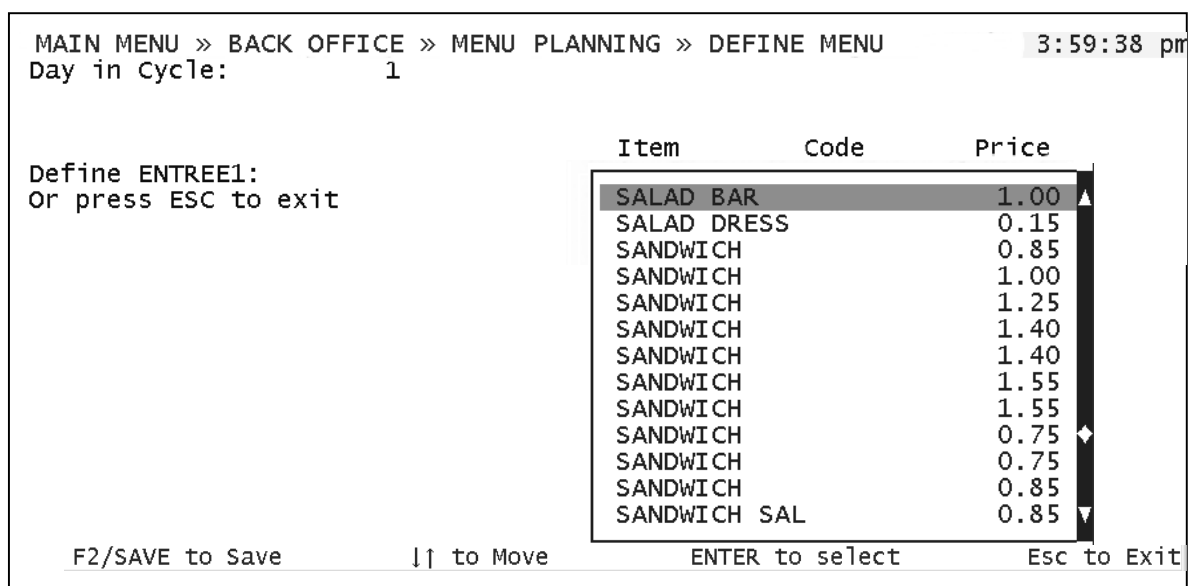


Figure 55: Define Menus Screen

5.4.3 Edit Menus

This is used to edit menus you have already defined. See Figure 56 for a sample Edit Menus Screen.

How To:

1. Highlight **Menu Planning** and press [Enter].
2. Highlight **Edit Menus** and press [Enter].
3. Press [L] to edit a lunch menu OR [B] to edit a breakfast menu and press [Enter].

4. Type the number of the **day** in your menu cycle that you wish to edit and press [Enter].
5. To modify an item, press [**F5**].
6. You may type the first letter in the menu item description. This will move the highlight bar to the first item in the list that starts with that letter.
7. Highlight the **new menu item** and press [Enter]. (To leave an item the same, press [Enter].)
8. Repeat steps 4 -7 until all rotating keys are assigned menu items from the item file.
9. When the last key is assigned, 'Save This Menu? Y/N' will appear. Press [**Y**] if menu is OK to save.
10. Remember to 'Set Day In Cycle'.

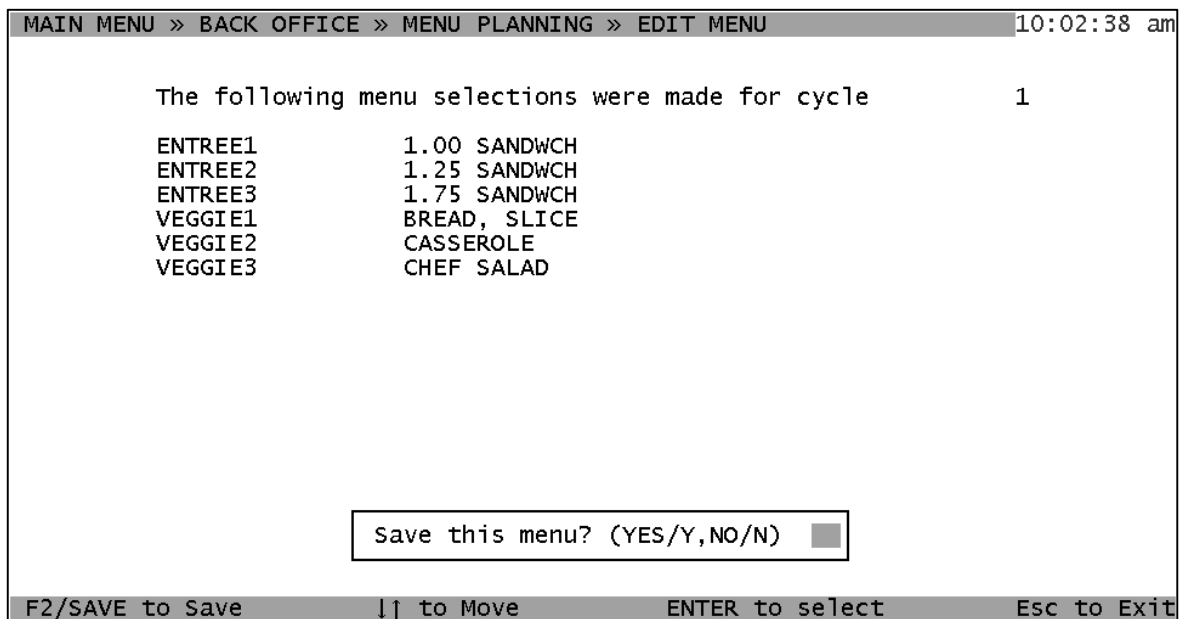


Figure 56: Edit Menus Screen

5.4.4 Print Menus

This is used to print menus you have defined.

How To:

1. Highlight **Menu Planning** and press [Enter].
2. Highlight **Print Menus** and press 'Enter'.
3. Press [**S**] for screen or [**P**] for printer and press [Enter].
4. Press [**L**] to print a lunch menu OR [**B**] for a breakfast menu and press [Enter].
5. Type the number of the **day** in your menu cycle you want to start printing and press [Enter].
6. Type the number of the **day** to print last and press [Enter] (to print only one day, just press [Enter] twice). This will print one menu for all days from the 'start' day to the 'stop' day.
7. Repeat steps 2-5 for each copy of the menu you need.
8. Remember to 'Set Day In Cycle'.

MAIN MENU » BACK OFFICE » MENU PLANNING » PRINT MENUS			10:15:31 am
07/28/1999	Kyrus Elementary School Menu Cycle Report Day In Cycle 2		Page: 1
Item	Description	Price	
ENTREE1	BURRITO	0.75	
ENTREE2	BR PZ GR&SAU	0.80	
ENTREE3	CHIX NUGGETS	0.95	
VEGGIE1	BREADSTICK	0.30	
VEGGIE2	BUN	0.20	
VEGGIE3	FRUIT CRISP	0.50	
<< Done >> < More > Column: 0			

Figure 57: Print Menus Screen

5.4.5 View Current Menus

This is used to view today's menu.

How To:

1. Highlight **Menu Planning** and press [Enter].
2. Highlight **View Current Menu** and press [Enter].
3. Press [**L**] to view the lunch menu OR [**B**] to view the breakfast menu and press [Enter].
4. Remember to 'Set Day In Cycle'.

```
MAIN MENU » BACK OFFICE » MENU PLANNING » VIEW MENU 10:18:43 am
This is the menu for today, day 1 in the cycle:
ENTREE1          1.00 SANDWCH
ENTREE2          1.25 SANDWCH
ENTREE3          1.75 SANDWCH
VEGGIE1          BREAD, SLICE
VEGGIE2          CASSEROLE
VEGGIE3          CHEF SALAD
Press any key to continue...
↓ ↑ to move          ENTER to select          Esc to Exit
```

Figure 58: View Current Menu Screen

5.4.6 Item File Maintenance

This is used to edit menu items. See Figure 59 for a sample Item File Maintenance screen.

How To:

1. Highlight **Menu Planning** and press [Enter].
2. Highlight **Item File Maintenance** and press [Enter].

There are 3 things you can do here...

- A. Modify existing items (name, price, cost, food groups).
- B. Add new items to be available for your menus.
- C. Delete existing items.

A. To modify an item...

- 1). Use the 'UP', 'DOWN', 'PAGE UP' and 'PAGE DOWN' keys to find the item in the list.
- 2). Use the 'TAB' key to move across to the field in the item record you want to modify.
- 3). Type over the old data. (When changing prices, you must use the decimal.)
- 4). Repeat these steps for all items you want to modify.
- 5). Press 'F2' to save your changes.

B. To add new items...

- 1). Press the 'F10' key and an empty record will appear at the bottom of the list.
- 2). Code: Enter your code for this food item (optional).
- 3). Description: Enter the description you wish to use for this food item.
- 4). Price: Enter the price to the student (use the decimal).
- 5). Cost: Enter the cost to the county or district (use the decimal).
- 6). (The 'Cost' field must be filled in if you will be running the 'Cost Report'.)
- 7). Group1: Enter the food group number (i.e. 1-4 from the list at the bottom of the screen).
- 8). Groups 2-4: Enter additional food group numbers if this item can be counted in additional groups (i.e. hotdog can be counted as #2 meat and #4 bread).

C. To delete an item...

- 1). Highlight the item you wish to delete and press [F4].
- 2). A small dot should appear to the left of the 'Code' field.
- 3). The item will be gone the next time you re-enter the Menu Planning option.

3. Remember to 'Set Day In Cycle'.

MAIN MENU » BACK OFFICE » ITEM FILE MAINTENANCE								12:33:09 pm
Code	Description	Price	Cost	Grp 1	Grp 2	Grp 3	Grp 4	Alt. Item?
	DESSERT	0.50	0.00	3	0	0	0	
	FRUIT A	0.50	0.00	3	0	0	0	
	FRUIT B	0.50	0.00	3	0	0	0	
	FRUIT C	0.50	0.00	3	0	0	0	
	FRUIT CRISP	0.50	0.00	3	0	0	0	
	FWCS MUFFIN	0.40	0.00	4	0	0	0	
	HAM, 10Z	0.35	0.00	2	0	0	0	
	JUICE, 4OZ	0.30	0.00	3	0	0	0	
	MILK	0.25	0.00	1	0	0	0	
	PRETZEL, 10Z	0.15	0.00	4	0	0	0	
	PUDDING 1/2	0.35	0.00	1	0	0	0	
	SAUS LINK	0.25	0.00	2	0	0	0	
	SAUS PATTIE	0.25	0.00	2	0	0	0	
	SLOPPY JOE	0.75	0.00	2	0	0	0	

1 - MILK
 2 - MEAT
 3 - FRUIT/VEG
 4 - BREAD

F10 to Add F4 to Delete F2 to Save Esc to Exit

Figure 59: Item File Maintenance Screen

5.4.7 Print Item File

This is used to print the entire menu item file. See Figure 60 for a sample Item File Report.

How To:

1. Highlight **Menu Planning** and press [Enter].
2. Highlight **Print Item File** and press [Enter].
3. Press [**S**] for screen or [**P**] for printer and press [Enter].

MAIN MENU » BACK OFFICE » MENU PLANNING » PRINT ITEMS 4:08:32 pm

Kyrus Elementary School

07/28/1999 Item File Report Page: 2

Item	Code	Price	Cost	Grp 1	Grp 2	Grp 3	Grp 4
FWCS CRISPIE		0.50	0.00	0	0	0	0
FWCS TACOS		0.90	0.00	0	0	0	0
GOLDEN GRAH		0.50	0.00	0	0	0	0
GRAND COOKIE		0.50	0.00	0	0	0	0
GRANOLA BAR		0.50	0.00	0	0	0	0
GRAVY		0.10	0.00	0	0	0	0
HAM ON BUN		1.00	0.00	0	0	0	0
HBURGER BSKT		1.50	0.00	0	0	0	0
ICE CREAM		0.35	0.00	0	0	0	0
ICY JUICY		0.35	0.00	0	0	0	0
JELLO		0.30	0.00	0	0	0	0
JELLO FLUFF		0.50	0.00	0	0	0	0
JELLO W/FRT		0.50	0.00	0	0	0	0
JUICE, 50%		0.35	0.00	0	0	0	0

D < More > Column: 0

Figure 60: Item File Report

5.4.8 Menu Re-assignment

This is used to change the menu that is being used for today.

How To:

1. Press [**L**] for the lunch menu OR [**B**] for the breakfast menu and press [Enter].
2. Today's current menu and day in the cycle will be displayed. Press [Enter] to continue.
3. Enter the **day** in the cycle to set the menu to and press [Enter].
4. The new menu for today will now be displayed. Press [Enter] to continue.

5.4.9 Set Day in Cycle

This is where you tell LunchBox what day in the menu cycle you are on today.
Important: Always set your day in cycle after entering the Menu Planning screen menu.

Note: Tomorrow's menu is automatically loaded when you run End of Day reports.

- * If you have already run 'End of Day Reports' and *then* work on menus, remember to set the Day-in-Cycle for tomorrow's menu.
- * If you work on menus during your day (before End of Day Reports), then set the Day-in-Cycle for today's menu.

How To:

1. Highlight **Menu Planning** and press [Enter].
2. Highlight **Set Day In Cycle** and press [Enter].
3. Enter the **day** in your menu cycle to begin the rotation (today) and press [Enter].
4. Press [Enter] to continue.

5.5 Utilities

The Utilities directory is used to access and control several LunchBox features.

5.5.1 Reindex All Databases

This utility will enable the LunchBox software program to be reloaded in the event of a power surge or a sudden computer shut down where the program is improperly exited. This utility is also useful when the main terminal is turned off before the registers are exited properly.

Important: All registers must be turned off prior to re-indexing!

How To:

1. Highlight **Reindex All Databases** and press [Enter].
2. Type [Y] once you've made certain all your terminals are turned off and press [Enter].

5.5.2 Set Date and Time

This will set the date and time for all registers and must be done at the back office system. The changes won't appear on all registers until they are all turned off and then back on.

How To:

1. Highlight **Set Date and Time** and press [Enter].
2. DATE: At the prompt, type in the current **date** (e.g., 01-01-1999) and press [Enter].
3. TIME: If the current time is correct, press [ESC]. If not, press [Backspace] to continue. All time must be entered using military time. Press [Backspace] again and enter the new **time** by adding 12 hours after 12:00 noon (e.g. 10:30 PM would be 22:30).
4. Press [Enter] to save changes.

5.5.3 Promotions

This screen is used for tracking during special promotions (e.g., if the school decides to award all students who eat a reimbursable meal during the week of January 9 through January 13). This screen has four sub-screens for control of promotions:

- Update Current Promotion
- Print Promotion Results
- Start a New Promotion
- Turn a Promotion On/Off

Although these sub-screens are presented in this order on the screen, they are explained below in the order in which they are used to set up a new promotion.

Start New Promotion

Note: Any previous promotions and their settings must be cleared from this New Promotions file prior to beginning another promotion. If previous promotions haven't been deleted or saved elsewhere, do so before continuing any further. See Figure 61 for a sample Start New Promotion Screen.

All new students will automatically be added into the new promotions files at the time of access.

1. Highlight **Start New Promotion** and press [Enter].
2. If previous promotions have been cleared, type [Y] and press [Enter].
3. Press [Enter] again to continue.
4. Type the **Starting Date** and press [Enter].
5. Type the **Ending Date** and press [Enter].
3. Use the arrow keys to move the cursor and press [Enter] to select which days of the week and which meal(s) to track.
4. Once changes are made, press [F2] to save. Tracking will begin on the selected starting date.

```
MAIN MENU » BACK OFFICE                                     4:33:13 pm

      Select Promotion Settings from the List below

      Starting Date : 05/01/1999
      Ending Date   : 05/31/1999

      Track for :
      [X] Monday
      [X] Tuesday
      [X] Wednesday
      [X] Thursday
      [X] Friday

      [ ] Track for Breakfast
      [X] Track for Lunch

      ↑ ↓ to Move      ← to Select      F2/Save to Save      Esc to Exit
```

Figure 61: Start New Promotion Screen

Print Promotion Results

This report will list each student that satisfies the requirements of the promotion. See Figure 62 for a sample report.

1. Highlight **Print Promotion Results** and press [Enter].
2. Press [**S**] for screen OR [**P**] for printer and press [Enter].
3. Press [**S**] to report on selected days OR [**A**] to report on all and press [Enter].
4. IF you pressed S to report on selected days, highlight the **day(s)** and press [Enter] to select that day. Press [**F2**] and then [**Y**] to save.
5. Select the order you wish the report to sort by: **1)** alphabetical, **2)** grade, **3)** homeroom or **4)** status and press [Enter].

MAIN MENU » BACK OFFICE		8:23:28 am				
05/25/19		Kyrus Elementary School				
<<<< Promotions Report >>>>		Page : 1				
Last Name	First Name	MI	ID Number	Homeroom	Grade	Status
BALL	TIMOTHY		9891755	HRM0201	2	3
CARVER	MACKENZIE		1047902	HRM0570	5	3
JONES	ROBERT		9785742	HRM0103	1	3
KEATON	JOSHUA		9600230	HRM0207	2	3
LEWIS	HENRY	E	8783961	HRM0422	4	3
SCOTT	JESSICA	L	8845711	HRM0526	5	3
SMITH	BILLY	M	9190364	HRM0210	2	3
Total Students =		7				
<< Done >>		Column: 1				

Figure 62: Promotion Results Report

Turn a Promotion Off/On

If a promotion is currently on, but is ending, select [Y] when the system asks to turn it off. If the promotion is currently off but needs to be turned on, select [Y] when the system asks to turn it on.

5.5.4 Employee File Maintenance (optional)

This option functions like a time clock and enables the employee files to be maintained by selecting the following functions:

A. Add Employee

This will enable a new employee to be added to the employee database.

How To:

1. Highlight **Add Employee** and press [Enter].
2. Enter the employee's **ID number**, their **last name**, their **first name** and their **middle initial**.
3. Verify the information added and press [F2] to save.

B. View Employee

This will allow an employee file to be viewed. However, changes cannot be made from this screen.

How To:

1. Highlight **View Employee** and press [Enter].
2. Enter the employee's ID number OR press [F5] for the employee directory. If using [F5], type the employee's last name OR press [Enter] for an alphabetical list of all employees in the files.
3. Press [Enter]. The employee's file will appear on the screen.

```
MAIN MENU » BACK OFFICE » UTILITIES » EMPLOYEE FILE MAINTENANCE » VI 4:20:36 pm

ID:      222
LName:   SMITH
FName:   SARAH
MI:      S

Press a key to continue.

↓ ↑ to move                ENTER to select                Esc to Exit
```

Figure 63: View Employee Screen

C. Edit Employee

This will allow an employee file to be edited.

How To:

1. Highlight **Edit Employee** and press [Enter].
2. Enter the employee's **ID number** OR press [F5] for the employee directory. Make the necessary changes to the file.
3. Verify the changes, and press [F2] to save.

D. Delete Employee

This will delete an employee from the employee files.

How To:

1. Highlight **Delete Employee** and press [Enter].
2. Enter the employee's **ID number** OR press **[F5]** for the employee directory.
3. At the prompt, press **[Y]** to delete the employee's file.

5.5.5 Update All Student Photos (optional)

This will replace all photos stored in the LunchBox photo directory with new photos according to the file numbers. The new photos will be matched to the corresponding students using the file number.

How To:

1. Highlight **Update All Student Photos** and press [Enter].

Does anything else need to go here?????????

5.5.6 Drop File Maintenance

This function is to be used when you wish to delete students in the drop file completely from your system. Since students often drop and re-enroll again, LunchBox saves dropped accounts for future retrieval. Sometimes it is necessary to permanently drop these students in order to make room on your hard drive. **Note:** each one of these functions will print a list of the selected student accounts, so make sure you have paper in your printer.

How To:

1. Highlight **Drop File Maintenance** and press [Enter]. Then select one of the following:
 - A. Print all records in the Drop file.
 - B. Delete only records with a zero balance.
 - C. Delete by date range.
 - 1). Type the beginning and ending dates and press [Enter].
 - D. Delete all records in the Drop file.

5.5.7 Clear Progress Flags

This is to be used when you get an error stating "Another Terminal is in Reports."

Important: All registers must be turned off prior to running the Clear Progress Flags.

How To:

1. Highlight **Clear Progress Flags** and press [Enter].
2. Type [Y] and press [Enter].
3. Type [Y] again once you've made certain all your terminals are turned off and press [Enter].
4. Press [Enter] again to continue.

5.5.8 Sign Off Cashiers (optional)

This is to be used when the manager gets an error stating “cashier is already logged on,” but they aren’t. This is only applicable if Cashier Security Sign-On is selected in the System Settings (Section 5.3.1).

How To:

1. Highlight **Sign Off Cashiers** and press [Enter].
2. Type the [**Terminal Number**] OR zero [**0**] for all terminals and press [Enter].

5.5.9 MSDS Tools

This section can only be accessed with help from your Kyrus Representative. For further information, see Section 8.8.

Section 6: Clock In/Out (optional)

This can be used by the cashiers to clock in and out daily. To access, choose Clock In/Out from the Main Menu.

To clock in:

How To:

1. At the Main Menu, highlight **Clock In/Out** and press [Enter].
2. If the time is correct, press [**Enter**].
3. Enter your **employee number** and press [Enter] again.
4. The words "Clocked In" will appear on the screen.

To clock out:

How To:

1. At the Main Menu, highlight **Clock In/Out** and press [Enter].
2. If the time is correct, press [**Enter**].
3. Enter your **employee number** and press [Enter] again.
4. The words, "Clocked Out" will appear on the screen.

INSERT DIAGRAM IF POSSIBLE HERE

Section 7: QUIT

Exiting Main Menu

How To:

1. At the Main Menu, highlight [**Quit**] and press [Enter].
2. Type [**999**] and press [Enter] to exit the program.

The system will check all databases for problems before closing.

Note:

If you are using a terminal, the message "Safe To Power Off" will appear, and it is now safe to power off.

If you are using the manager's computer, The Startup Menu will appear on the screen (see Section 8).

Section 8: Startup Menu

The Startup Menu is accessible only on the manager's computer and contains the following options:

- 8.1 (M)ain Menu
- 8.2 (B)ackup
- 8.3 (R)estore
- 8.4 (S)tart Remote Communications (if equipped with a modem)
- 8.5 (E)nd Remote Communications (if equipped with a modem)
- 8.6 (C)reate New Workstation Floppy
- 8.7 (U)tilities
- 8.8 (Q)uit

Note: To make a selection, just type the first letter of the selection. Do NOT press [Enter] after typing the letter.

8.1 (M)ain Menu

By selecting Main Menu from the Startup Menu, the LunchBox Program is opened.

8.2 (B)ackup

The Backup menu selection will enable the data used on a daily basis to be backed up (stored) on a disk. Select one of the following options:

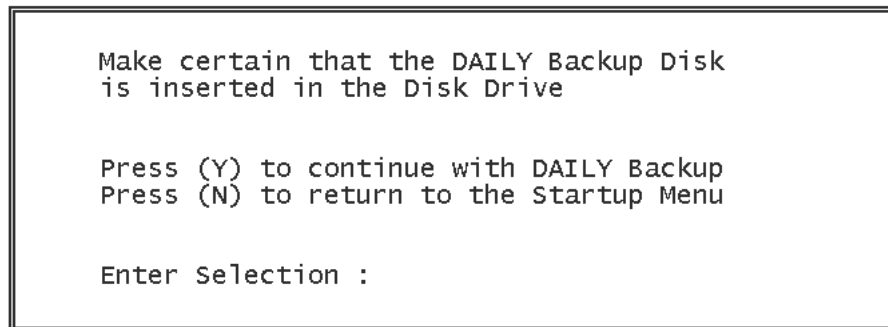
- 8.2.1 (D)aily Backup
- 8.2.2 (M)onthly Backup
- 8.2.3 (P)hoto Backup (optional)
- 8.2.4 (S)tartup Menu

8.2.1 (D)aily Backup

Daily Backup will enable a backup of all data files that are affected on a daily basis.

How To:

1. Select Daily Backup by pressing [D] and the following message will appear:



2. Insert the daily backup disk into your floppy drive (Drive A) and type [Y] to continue.
3. The files will scroll on the screen as the backup is being processed. When the scrolling stops, the message, "Press any key to continue..." will appear at the bottom of the screen.
4. Press any key on the keyboard to respond to this message. When the backup procedure is completed, the screen will return to the Startup Menu. Remove the daily backup disk from the floppy drive (Drive A).

CAUTION: If the computer prompts you to insert Disk Number 2 during a backup, you must remove the first disk and insert a new blank floppy before pressing a key to continue, or data will be lost.

8.2.2 (M)onthly Backup

A monthly backup should be done on the last serving day of the month. This is to be done after you run the end of day report, run any monthly reports you may need and perform the daily backup.

Monthly Backup will enable a backup of all data files that must be updated on a periodic basis. **Note:** It is very important to perform the monthly backup only once per month!

How To:

1. Type [M] to select Monthly Backup.
2. Insert the monthly backup disk into your floppy drive (Drive A) and press [Enter]. (Use a new or clean disk each month.)

3. Select the month you are backing up by pressing the appropriate letter (e.g. [A] for January) and the following message will appear:

```
NOTICE : Today Should be the last serving day of the Month!

The Monthly Backup will remove JANUARY's sales
data to a diskette.

If you need to print a MONTHLY REPORT and have not
DO NOT CONTINUE. Press (Q) to quit to the Startup Menu

To Proceed : Insert a diskette Labeled : JANUARY
and press (Y).

Enter Selection : _
```

4. Type [Y] to continue. The files will scroll on the screen as the backup is being processed. When the scrolling stops, the message, "Press any key to continue..." will appear at the bottom of the screen.
5. Press any key on the keyboard to respond to this message. When the backup procedure is completed, the screen will return to the Startup Menu. Remove the monthly backup disk from the floppy drive (Drive A).

CAUTION: If the computer prompts you to insert Disk Number 2 during a backup, you must remove the first disk and insert a new blank floppy before pressing a key to continue or data will be lost.

8.2.3 (P)hoto Backup (optional)

By selecting Photo Backup, a backup of all files that contain the student photographs can be performed. This step is applicable only if your school has selected the photos option with LunchBox.

How To:

1. Insert the photo backup disk into the floppy drive (Drive A). (It is important to insert the backup disk before continuing to Step 2).
2. Press [P] to select Photo Backup.
3. The message "PHOTOS WILL NOW BE COPIED TO THE DISKETTE" will appear.

4. The files will scroll on the screen as the backup is being processed. When the scrolling stops, the message, "Press any key to continue..." Will appear at the bottom of the screen.
5. Press any key on the keyboard to respond to this message. When the backup procedure is completed, the screen will return to the Startup Menu. Remove the photo backup disk from the floppy drive (Drive A).

CAUTION: If the computer prompts you to insert Disk Number 2 during a backup, you must remove the first disk and insert a new blank floppy before pressing a key to continue or data will be lost.

8.2.4 (S)tartup Menu

Press [**S**] to return to the Startup Menu.

8.3 (R)estore

The Restore menu selection will enable data from a previously made backup diskette to be restored. Select one of the following options:

8.3.1 (M)onthly Data Restore

8.3.2 (P)hoto Restore

8.3.3 (Q)uit to Startup Menu

8.3.1 (M)onthly Data Restore

Monthly Data Restore will enable restoration of past monthly data files needed to perform a historical transaction search.

How To:

1. Press [**M**] to select Monthly Data Restore.
2. Select the month you wish to restore data by from by pressing the appropriate letter (e.g. press [**A**] for January) and the following message will appear:

INSERT THE DISK LABELED JANUARY.
Press any key to continue . . .

3. Insert the monthly backup disk you wish to restore from into your floppy drive (Drive A) and press [Enter].

8.3.2 (P)hoto Restore

Photo Restore will enable restoration of all data files that form the student pictures. This is applicable only if your school has selected the photos option with LunchBox.

How To:

1. Select Photo Restore by pressing [**P**].
2. The message, "Please insert Backup Disk into Drive A and press enter" will appear. Insert the photo backup disk you wish to restore from into your floppy drive (Drive A) and press [Enter].

8.3.3 (Q)uit to Startup Menu

Press [**Q**] to return to the Startup Menu.

8.4 (S)tart Remote Communications (if equipped with a modem)

Start remote communications is used when a Kyrus Representative needs to dial into your school computer.

How To:

1. Type [**S**] to start remote communications.
2. You will see a green and blue screen, and then the Startup Menu will appear. Your modem line should now be open and the caller should be able dial into your computer.

8.5 (E)nd Remote Communications (if equipped with a modem)

End remote communications is used when a Kyrus Representative has dialed into the school computer and has finished their work. It is important that when they are finished, and End communications is performed so that no one else can dial into the computer.

How To:

1. Type [E] to end the open communication state.
2. You will see a green and blue colored screen display, and then the Startup Menu will appear. Your modem line should now be closed and your call completed.

8.6 (C)reate New Workstation Floppy

Create New Workstation Floppy is used when a workstation's boot disk has been damaged or is missing.

How To:

1. To create a new boot disk, insert a blank formatted 3.5" high density floppy disk into drive A and press [C].
2. Type the letter corresponding to which workstation the boot disk is for (e.g. [A] for terminal #2), and the following message will appear:

```
!!! WARNING !!!
THIS WILL ERASE THE FLOPPY
BEFORE MAKING A NEW COPY.
DO YOU WANT TO CONTINUE ?

(Y) Yes
(N) No

Enter selection : _____
```

The following message will appear next:

```
THE SYSTEM WILL CONTROL ITSELF FOR A MINUTE
PRESS THE 'N' KEY THEN PRESS 'ENTER'
WHEN THIS QUESTION APPEARS
'QuickFormat Another?(Y/N)'

Press any key to continue . . .
```

3. Press any key to continue
4. Insert new disk into drive A and press [Enter] when ready. The files will now be copied to the disk.
5. When the question "QuickFormat Another?" appears, type [N] and press [Enter].
6. Press any key to continue.
7. Press [Q] to return to the Startup Menu.

8.7 (U)tilities

The following options are found in the Utilities Menu:

- 8.7.1 (C)lear Report Flags
- 8.7.2 (U)til
- 8.7.3 (R)eset Training DBFs
- 8.7.4 (F)iles to Central Office
- 8.7.5 (I)mport Free & Reduced Info
- 8.7.6 (V)irus Scan
- 8.7.7 (E)nd of Year File Maintenance
- 8.7.8 (D)isk Check
- 8.7.9 (X) to Format a Diskette
- 8.7.10 (S)tartup Menu

8.7.1 (C)lear Report Flags

This function is used if, when trying to run your End-of-Day Reports, you receive the following error message:

```
      WARNING
-----
There is another terminal in Reports!
Only one terminal is allowed in Reports
at a time.
Press VOID/BKSP to continue._
```

How To:

1. Press [C] to clear the report flags.
2. Once the screen returns to the Startup Menu, you can return to the LunchBox Reports menu.

8.7.2 (U)til

This menu can only be accessed with the help of your Kyrus Corporation Representative as a daily password is required. The options within this menu are briefly explained below:

- **Browse** – used to search and make minor changes to the databases.
- **Reindex** – **reindexes the database fields**
- **Pack** – deletes records marked for deletion in the databases
- **Modify Structure** – used to change the field types and sizes in the databases
- **Replace** – replaces information in the database fields
- **Delete For** – deletes records in the databases
- **Zap** – erases databases completely
- **Fix Record Count** – **fixes the database record counts**
- **Clear Brkfst Flags** – clears who ate breakfast from the student.dbf database
- **Clear Lunch Flags** – clears who ate lunch from the student.dbf database
- **Display Memory File - ??**
- **FRC & Reindex All** – fixes the database record counts and reindex the database fields
- **Reset Daily Totals and Flags** – does the end of day procedure without overwriting the previous end-of-day totals
- **Set Groups Due to Menu Change - ??**
- **Blank Out Homeroom** – can be done at year-end to delete all information in the homeroom and balance fields in the student.dbf database
- **Modify Reports** – used to change the structure of reports

8.7.3 (R)eset Training DBFs

This function copies all current information into the training databases before the training mode is selected. (See Section 1.3)

How To:

1. Press **[R]** to prepare the system for training mode.
2. The screen will return to the Startup Menu when finished. You are now ready to put your registers into training mode.

8.7.4 (F)iles to Central Office (optional)

This option copies reports from the school for export to the central office. This option is available only if your school selected the Central Office software package.

How To:

1. Insert a blank disk into drive A and press **[F]**.
2. The following message will appear. Press any key to continue.



DATA WILL NOW BE COPIED TO THE DISKETTE

3. The files will be now be copied and exported. No files will be erased, only copied. The screen will return to the Startup Menu.

8.7.5 (I)mport Free & Reduced Info (optional)

This option imports current Free & Reduced information on the students from the Central Office. This option is available only if your school selected the Free & Reduced software package.

How To:

1. Press **[I]** to download Free & Reduced information from the Central Office.

1. Insert the Free & Reduced Disk from the Central Office into Drive A and press any key to continue.

INSERT THE FREE & REDUCED DISK
Press any key to continue . . .

2. The following message will appear when the
2. The screen will return to the Startup Menu.

8.7.6 (V)irus Scan

This option is used to check for viruses on your computer. It should be used only if you have an IBM computer using the DOS operating system. If your computer uses the Windows operating system, you need to use another form of virus protection.

How To:

1. Press [**H**] to scan the hard drive OR press [**D**] to scan a disk OR press [**U**] to return to the Utilities Menu and cancel.
2. The screen will return to the Startup Menu if there are no viruses detected.

8.7.7 (E)nd of Year File Maintenance

This procedure deletes all monthly backups from your hard drive and should only be done at the end of the school year. This will prevent the message “monthly backup already exists – replace?” from appearing when monthly backups are performed next year.

How To:

1. Press [**E**] to perform the End of Year File Maintenance. The following screen will appear:

—END OF YEAR MENU—

WARNING : This procedure will erase all
Monthly Backup Data stored on the computer

(Y) TO CONTINUE
(N) TO RETURN TO THE STARTUP MENU

ENTER SELECTION :

2. Type [Y] to continue OR [N] to return to the Startup Menu.
3. When you see the message, “monthly data has been removed,” press any key to continue. The screen will return to the Startup Menu.

8.7.8 (D)isk Check

This procedure is to _____???

How To:

1. Press [D] to perform the Disk Check. The screen will return to the Startup Menu.

8.7.9 (X) to Format a Diskette

This procedure will format a blank diskette.

How To:

1. Press [X] to format a disk. Insert the new disk into drive A and press [Enter].
2. The screen will ask if you wish to format another. Type [N] if you are finished and press [Enter].
3. You will return to the Utilities Menu.

8.7.10 (S)tartup Menu

Select [Q] to return to the Startup Menu.

8.8 (Q)uit

Quit is used to let the system know that you are ready to shut off the power. Once you have exited from the LunchBox Main Menu, performed the Daily backup (and Monthly Backup if needed), and are ready to power down, select Quit by pressing [Q].

If **DOS**: The message, "Safe to power OFF now!" will appear. Do not power off unless this message appears!

If **Windows**: You will return to the icons screen. Click on [Start], then [Shut Down]. Then click on the circle to select [Shut Down] again and click [OK] (see below). It is now safe to power off your computer.

