Entering BIC Adult Meals Into CMS
Quick Reference Guide

Importance	It is important that BIC counts are entered in CMS **every day**. Central office uses the information from CMS to determine the correct meal counts at each school site.
	BIC Adult meals are **not** reimbursable meals; however, it is still a district expense and they must be entered correctly into CMS for accounting purposes.
Before entering BIC adult meals in CMS	Total the amount of adult meals from all classroom rosters to determine how many BIC adult meals need to be entered in CMS.
	Open the cafeteria manager's terminal for breakfast and select the correct date of meal service.
	Enter the student breakfast meals first.
	After entering the student breakfast meals, enter BIC adult meals.
Avoid Inaccuracy's during CMS Entry	Follow the nine steps on the Best Practices - Entering BIC Adult Meals Into CMS.
	Change the dropdown box from "Free" to "(Adult)-Adult". This will prevent the BIC adult meals from being claimed as student reimbursable meals.
	Click the **"BIC Adult Meal"** button - **Do not use the "Breakfast Meal" button. "**Breakfast Meals" are for students and are not BIC adult meals.
	Click on the quantity box to input the correct number of BIC adult meals served. If you do not update the quantity, the "Items Sold Report" will show only one BIC adult meal was served.
	Schools with errors or zero BIC adult meals entered will show up on an error report provided by Café Fiscal. To prevent the need for verification by Café Fiscal, adult BIC meals should be entered in CMS daily and accurately.
After entering BIC adult meals in CMS	Preview the "Items Sold Report" under the description column, confirm the BIC adult meals are entered under "BIC Adult Meal" and not "Breakfast Meals". Verify the correct number of BIC adult meals have been entered.