

LAUSD

Food Services Division



“Nourishing Children to Achieve Excellence”

CAFETERIA MANAGER

DAILY CMS GUIDE

UPDATED: 10/12/2020

FOR ASSISTANCE OR QUESTIONS, INPUT REMEDY TICKET AT:

<https://lausd-myit.onbmc.com>



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SECTION 1: CONTENT OVERVIEW

Included in this training guide are the following business processes:

1. Logging onto OneSource
2. Opening the Cafeteria Manager Terminal
3. Processing Meal Sales
4. Closing the Till
5. End of the Day Processing
6. Reporting

1.1 LOGIN TO ONESOURCE

- A POS (Point of Service) terminal is assigned to a cashier and their Single Sign-On password will be used to log on to the POS terminal
 - No Cashier or Cafeteria Manager will allow another employee to use the POS terminal while he/she is logged onto that terminal
1. Double-click the **OneSource** icon on desktop
 2. Login to OneSource
 - a. **USERNAME:** Last Name, First Name (Find name on drop-down list)
 - b. **PASSWORD:** Use your SSO LAUSD password





1.2 OPEN CAFETERIA MANAGER TERMINAL

- Go to **Front of the House > Point of Service > Open Terminal**

1. Verify that the serving date matches the current date. If the date is correct, click **YES**. If the date is incorrect, click **NO** and select the correct date from the calendar.



2. Leave "Opening Till:" at **\$0.00** when opening till at Manager Terminal, then click **Enter**.



3. Make sure to select correct **Serving Period**. Here you will also have a chance to **Change Date** if need to. The system is now ready to process sales.





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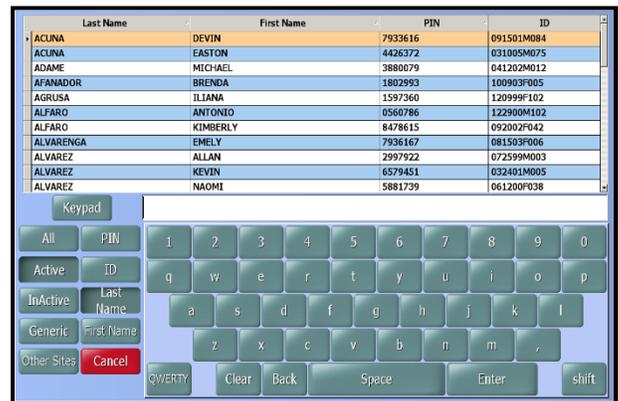
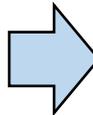
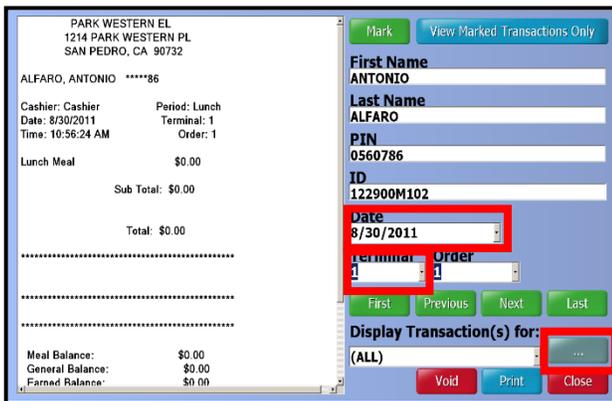
1.3 VOIDING A SALE

A sale can be voided from either the terminal where it was recorded or the managers PC after opening a terminal.

1. From the Point of Service screen, click the **View Journal** button:



2. Select the correct **Date** from the drop-down list
3. Select the correct **Terminal** from the drop-down list
4. Press the Browse button “[...]” to find students name



5. Begin typing the students **First Name** or **Last Name** until you locate it
6. Highlight the student’s name- it will turn orange after selecting it. Press **Enter**.





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7. After selecting student, make sure the correct sale is displayed. If the student has both breakfast and lunch, only one will appear at a time. Use the **Previous** and **Next** button to find the sale to void.

PARK WESTERN EL
1214 PARK WESTERN PL
SAN PEDRO, CA 90732

ALVAREZ, KEVIN *****51

Cashier: Manager Period: Breakfast
Date: 8/31/2011 Terminal: 1
Time: 9:23:20 AM Order: 12

Breakfast Meal \$0.00

Sub Total: \$0.00

Total: \$0.00

Meal Balance: \$0.00
General Balance: \$0.00
Earned Balance: \$0.00

Mark View Marked Transactions Only

First Name: KEVIN
Last Name: ALVAREZ
PIN: 6579451
ID: 032401M005
Date: 8/31/2011
Terminal: 1 Order: 12

First Previous Next Last

Display Transaction(s) for:
ALVAREZ, KEVIN

Void Print Close

8. When the correct sale is located, click **Void**, then click **OK**

Void this transaction?

OK Cancel

9. The **Voided** transaction will remain, BUT the Void button will disappear.

PARK WESTERN EL
1214 PARK WESTERN PL
SAN PEDRO, CA 90732

ALVAREZ, KEVIN *****51

Cashier: Manager Period: Breakfast
Date: 8/31/2011 Terminal: 1
Time: 9:23:20 AM Order: 12

VOIDED TICKET

Breakfast Meal \$0.00

Sub Total: \$0.00

Total: \$0.00

VOIDED TICKET

Mark View Marked Transactions Only

First Name: KEVIN
Last Name: ALVAREZ
PIN: 6579451
ID: 032401M005
Date: 8/31/2011
Terminal: 1 Order: 12

First Previous Next Last

Display Transaction(s) for:
ALVAREZ, KEVIN

Print Close

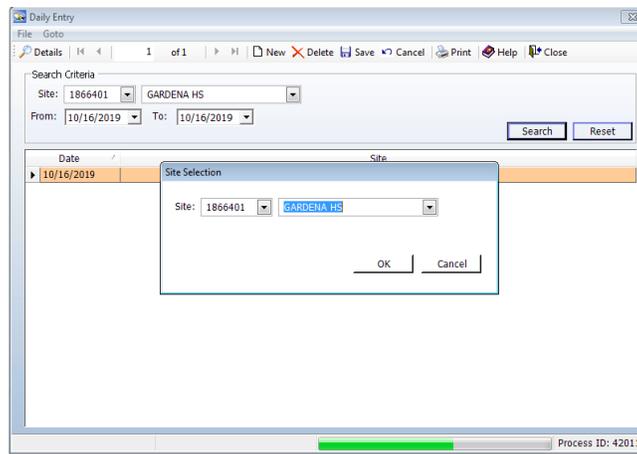


1.4 CREATING DAILY ENTRY RECORD

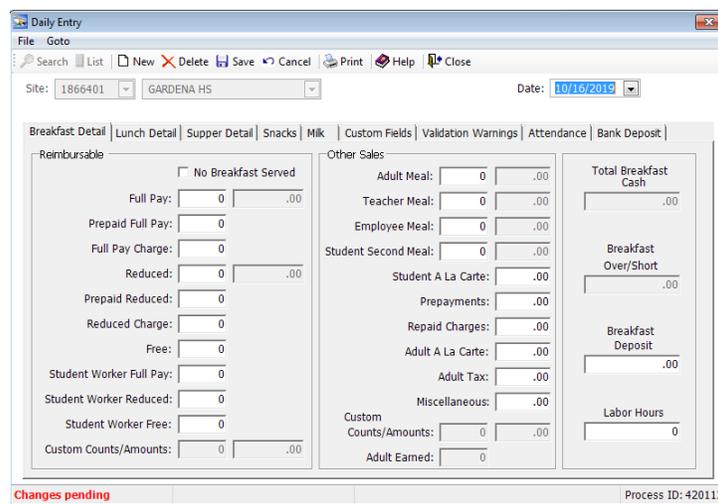
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Create a Daily Entry record for any offsite or programs not claimed using a POS. **Daily Entry** record needed for **Supper, Snack, EEC or Offsites**.

- Go to **Front of the House > Accountability > Daily Entry**
 1. Select the **Site** from the drop-down list
 2. Enter **Date** and click **Search**.
 - If a daily entry record is not found, follow next steps.
 3. Click **New**
 4. Select the correct site from the **Site** drop-down list.
 5. Click **OK**.



6. Select the correct tab- **Breakfast Detail, Lunch Detail, Supper Detail, or Snacks**
 - a. Enter the number of meal according to the correct **Counting and Claiming Procedures** for the site.
7. Remember to click **Save** before closing





1.5 EDITING DAILY ENTRY RECORD

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CMS will allow editing of **Daily Entry** records for 10 days after they have been created. Any changes after that time will need to be completed at Central Office.

- Go to **Front of the House > Accountability > Daily Entry**

1. If the record is for an offsite or EEC, select the site from the list and click **Search**.
2. Scroll through the list and use the **Date** column to find the correct daily entry record.
3. **Double-click** the record. Once open, you are able to edit the daily entry.
4. Remember to **Save** before closing.

The screenshot shows the 'Daily Entry' window with the following details:

- Site:** 0000000 (LAUSD Central Office)
- Date:** 09/12/2017
- Navigation Tabs:** Breakfast Detail, Lunch Detail, Supper Detail (selected), Snacks, Milk, Custom Fields, Validation Warnings, Attendance, Bank Deposit
- Reimbursable Section:**
 - No Supper Served
 - Full Pay: 0 .00
 - Prepaid Full Pay: 0
 - Full Pay Charge: 0
 - Reduced: 0 .00
 - Prepaid Reduced: 0
 - Reduced Charge: 0
 - Free: 1
 - Student Worker Full Pay: 0
 - Student Worker Reduced: 0
 - Student Worker Free: 0
 - Custom Counts/Amounts: 0 .00
- Other Sales Section:**
 - Adult Meal: 0 .00
 - Teacher Meal: 0 .00
 - Employee Meal: 0 .00
 - Student Second Meal: 0 .00
 - Student A La Carte: .00
 - Prepayments: .00
 - Repaid Charges: .00
 - Adult A La Carte: .00
 - Adult Tax: .00
 - Miscellaneous: .00
 - Custom Counts/Amounts: 0 .00
 - Adult Earned: 0
- Summary Section:**
 - Total Supper Cash: .00
 - Supper Over/Short: .00
 - Supper Deposit: .00
 - Labor Hours: 0
- Status:** Changes pending
- Process ID:** 420112



1.6 DAILY ENTRY FOR PROVISION 2 “NON-BASE” YEAR

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- Go to **Front of the House > Accountability > Daily Entry** and click **New**
 1. Select the date from the **Date** drop-down list
 2. Select the correct site from the **Site** drop-down list
 3. Select the correct tab – **Lunch Detail** or **Breakfast Detail**.
 4. Enter the total number of student meals in the **Free Pay** box
 5. Enter the adult meals served in the **Adult Meal** box.
 6. Enter the cafeteria employee meals in the **Employee Meal** box
 7. Enter the second meal AND student a la carte cash in the **Student A La Carte** box
 8. Enter the adult a la carte money in the **Adult A La Carte** box. **DO NOT INCLUDE CASH COLLECTED FOR ADULT MEALS.**

BANK DEPOSIT

1. Click the **Bank Deposit** tab
2. Enter the **Primary Deposit**
3. Enter the last 5 digits of the **Primary Slip Number**
4. Click **Save** on the menu bar and then click **Close**



1.6 DAILY ENTRY FOR PROVISION 2 "BASE" YEAR

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- Go to **Front of the House > Accountability > Daily Entry** and click **New**
 1. Select the date from the **Date** drop-down list
 2. Select the correct site from the **Site** drop-down list
 3. Select the correct tab – **Lunch Detail** or **Breakfast Detail**.
 4. Enter the total number of Full Pay meals served in the **Full Pay** box
 5. Enter the number of Reduced meals served in the **Reduced** box
 6. Enter the number of Free meals served in the **Free** box
 7. Enter the adult meals served in the **Adult Meal** box.
 8. Enter the cafeteria employee meals in the **Employee Meal** box
 9. DO NOT enter the student second meals in the **Student Second Meal** box
 10. Enter the second meal AND student a la carte cash in the **Student A La Carte** box
 11. Enter the money prepaid on adult accounts in the **Prepayments** box
 12. Enter the adult a la carte money in the **Adult A La Carte** box. DO NOT INCLUDE CASH COLLECTED FOR ADULT MEALS

The screenshot shows the 'Daily Entry' window with the following fields highlighted by red boxes and letters:

- a**: Date (06/29/2010)
- b**: Site (LAUSD Central Office)
- c**: Lunch Detail tab
- d**: Full Pay (0)
- e**: Reduced (0)
- f**: Free (0)
- g**: Adult Meal (0)
- h**: Employee Meal (0)
- i**: Student Second Meal (0)
- j**: Student A La Carte (.00)
- k**: Prepayments (.00)
- l**: Adult A La Carte (.00)
- m**: Bank Deposit tab

BANK DEPOSIT

1. Click the **Bank Deposit** tab
2. Enter the **Primary Deposit**
3. Enter the last 5 digits of the **Primary Slip Number**
4. Click **Save** on the menu bar and then click **Close**

The screenshot shows the 'Bank Deposit' tab in the 'Daily Entry' window with the following fields highlighted by red boxes and letters:

- 3**: Save button on the menu bar
- n**: Primary Deposit (\$0.00)
- o**: Primary Slip #



1.7 DAILY ENTRY FOR CEP SITES

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- Go to **Front of the House > Accountability > Daily Entry** and click **New**.
- 1. Select the date from the **Date** drop-down list
- 2. Select the **Main Site** drop-down list
- 3. Select the correct tab – **Lunch Detail** or **Breakfast Detail**.
- 4. Enter all meals served in the **Free** box
- 5. Enter the adult a la carte money in the **Adult A La Carte** box. **DO NOT INCLUDE CASH COLLECTED FOR ADULT MEALS**

BANK DEPOSIT

1. Click the **Bank Deposit** tab
2. Enter the **Primary Deposit**
3. Enter the last 5 digits of the **Primary Slip Number**
4. Click **Save** on the menu bar and then click **Close**



1.8 DAILY ENTRY FOR PRICING SITE

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- Go to to **Front of the House > Accountability > Daily Entry** and click **New**.
 1. Select the date from the **Date** drop-down list
 2. Select the **Main Site** drop-down list
 3. Select the correct tab – **Lunch Detail** or **Breakfast Detail**
 4. Enter the Free meals served in the **Free** box
 5. Full Pay *eligible meal* in the **Full Pay** box
 6. Enter the Full Pay EA, SD, SA, Ed *Tickets* received in the **Prepaid Full Pay** box
 7. Enter the Reduced Pay *eligible meal* in the **Reduced** box
 8. Enter the Reduced *Pre paid meals* in the **Prepaid Reduced** box
 9. Enter the Reduced Meals without co-pay in the **Reduced Charge** box
 10. Enter the adult meals served in the **Adult Meal** box
 11. Enter the employee meals in the **Employee Meal** box
 12. DO NOT enter the student second meals in the **Student Second Meal** box
 13. Enter the second meal AND student a la carte cash in the **Student A La Carte** box
 14. Enter the money for tickets sold in the **Prepayments** box
 15. Enter the adult a la carte money in the **Adult A La Carte** box. DO NOT INCLUDE CASH COLLECTED FOR ADULT MEALS.

The screenshot shows the 'Daily Entry' window with the 'Lunch Detail' tab selected. The interface includes a menu bar with options like File, Goto, Search, List, New, Delete, Save, Cancel, Print, Help, and Close. Below the menu, there are dropdown menus for 'Site' (0000000) and 'Date' (06/29/2010). The main area is divided into 'Reimbursable' and 'Other Sales' sections. The 'Reimbursable' section has fields for Full Pay, Prepaid Full Pay, Reduced, Prepaid Reduced, Reduced Charge, Free, and Student Worker Full Pay. The 'Other Sales' section has fields for Adult Meal, Employee Meal, Student Second Meal, Student A La Carte, Prepayments, and Adult A La Carte. A 'Total Lunch' column is on the right. Red circles with letters (a-o) highlight specific fields: (a) Date, (b) Site, (c) Lunch Detail tab, (d) Full Pay, (e) Prepaid Full Pay, (f) Reduced, (g) Prepaid Reduced, (h) Reduced Charge, (i) Free, (j) Adult Meal, (k) Employee Meal, (l) Student Second Meal, (m) Student A La Carte, (n) Prepayments, (o) Adult A La Carte, and (p) Bank Deposit tab.

BANK DEPOSIT

1. Click the **Bank Deposit** tab
2. Enter the **Primary Deposit**
3. Enter the last 5 digits of the **Primary Slip Number**
4. Click **Save** on the menu bar and then click **Close**

The screenshot shows the 'Daily Entry' window with the 'Bank Deposit' tab selected. The interface includes a menu bar with options like File, Goto, Search, List, New, Delete, Save, Cancel, Print, Help, and Close. Below the menu, there are dropdown menus for 'Site' (0000000) and 'Date' (06/29/2010). The main area is divided into 'Deposit Amounts' and 'Deposit Details' sections. The 'Deposit Amounts' section has fields for Primary Deposit (\$0.00) and Secondary Deposit (\$0.00). The 'Deposit Details' section has fields for Primary Slip # and Secondary Slip #. Red circles with letters (3, q, r) highlight specific fields: (3) Save button, (q) Primary Deposit, and (r) Primary Slip #.

1.9 DAILY ENTRY FOR SNACKS

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- Go to **Front of the House > Accountability > Daily Entry** and click **New**.
 1. Select the date from the **Date** drop-down list
 2. Select the correct site from the **Site** drop-down list
 3. Click the **Snacks** tab
 - If a snack program is missing, contact the CMS Help Desk
 4. Enter the number of snacks that were served to each program
 5. If a snack program was not served, choose **Not Served**. You must also enter a reason in the **Not Served Reason** column. Some reasons include: **Program closed, Pupil Free Day, Minimum Day** and **Holiday**
 6. Area Eligible - enter the snacks in the **Area Eligible Snacks** column
 7. Non-Area Eligible - enter the number of **Free, Reduced, and Paid** snacks
 8. Enter the enrollment for each snack program
 9. Area Eligible - Enter the snack enrollment in the **Enrollment** box
 10. Non-Area Eligible - Enter the snack enrollment by eligibility in the **Free Eligible, Reduced Eligible, Paid Eligible** boxes
 11. Click **Save** on the menu bar and then click **Close**

AREA ELIGIBLE

Not Served	Snack Name	Area Eligible Snacks	Not Served Reason	Delivered	Amount	Enrollment
<input type="checkbox"/>	BOYS & GIRLS CLU	0		0	0	0
<input type="checkbox"/>	YS	0		0	0	0

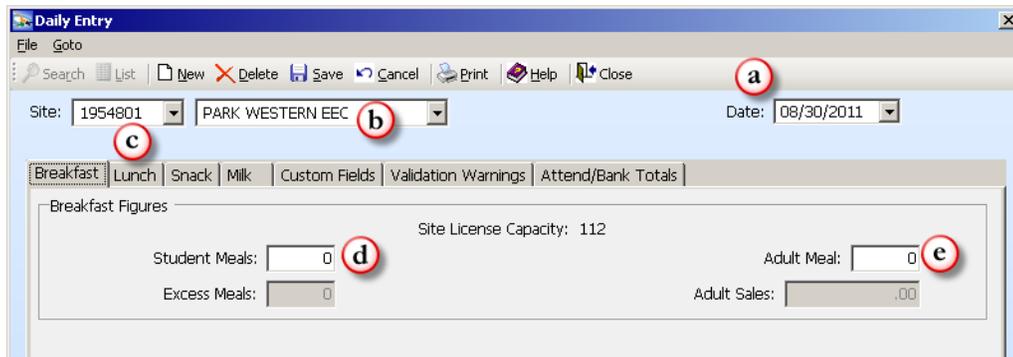
NON-AREA ELIGIBLE

Not Serve	Snack Name	Free Snacks	Reduced Snacks	Paid Snacks	Not Served Reason	Delivere	Amount	Free Eligible	Reduce Eligible	Paid Eligible
<input type="checkbox"/>	BOYS & GIRL	0	0	0		0	0	0	0	0
<input type="checkbox"/>	YS	0	0	0		0	0	0	0	0

1.10 DAILY ENTRY FOR EEC MEALS

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- Go to **Front of the House > Accountability > Daily Entry** and click **New**
 - a. Select the date from the **Date** drop-down list.
 - b. Select the correct site from the **Site** drop-down list
 - c. Select the correct tab – **Breakfast, Lunch, or Snack**
 - d. Enter the total number of student meals in the **Student Meals** box
 - e. Enter the adult meals served in the **Adult Meal** box



Daily Entry

File Goto

Search List New Delete Save Cancel Print Help Close

Site: 1954801 PARK WESTERN EEC Date: 08/30/2011

Breakfast Lunch Snack Milk Custom Fields Validation Warnings Attend/Bank Totals

Breakfast Figures

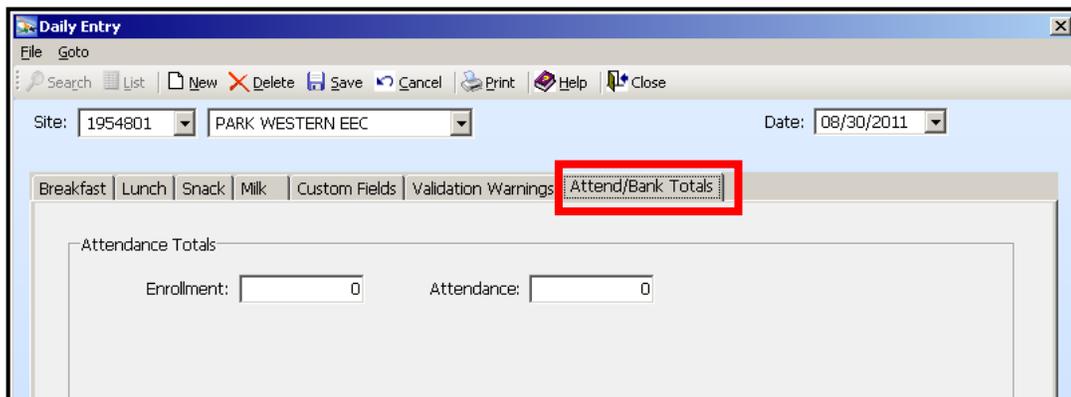
Site License Capacity: 112

Student Meals: 0 Adult Meal: 0

Excess Meals: 0 Adult Sales: .00

Attendance

- a. Click the **Attend/Bank Total** tab
- b. Enter the **Enrollment and Attendance**
- c. Click **Save** on the menu bar and then click **Close**



Daily Entry

File Goto

Search List New Delete Save Cancel Print Help Close

Site: 1954801 PARK WESTERN EEC Date: 08/30/2011

Breakfast Lunch Snack Milk Custom Fields Validation Warnings **Attend/Bank Totals**

Attendance Totals

Enrollment: 0 Attendance: 0



1.11 DAILY ENTRY FOR OFFSITE OR CSPP MEALS

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- Go to **Front of the House > Accountability > Daily Entry** and click **New**
 - a. Select the date from the **Date** drop-down list.
 - b. Select the correct site from the **Site** drop-down list.
 - c. Select the correct tab – **Lunch Detail** or **Breakfast Detail** or **Snacks**.
 - d. Enter the number of **Full Pay** meals served in the **Full Pay** box.
 - e. Enter the number of **Reduced** meals served in the **Reduced** box.
 - f. Enter the number of **Free** meals served in the **Free** box.
 - g. Enter the adult meals served in the **Adult Meal** box.
 - h. Enter the cafeteria employee meals in the **Employee Meal** box.
 - i. Enter the adult a la carte money in the **Adult A La Carte** box.

The screenshot shows the 'Daily Entry' window with the 'Lunch Detail' tab selected. The 'Site' is set to 'LAUSD Central Office' and the 'Date' is '06/29/2010'. The 'Attendance' tab is also visible. The 'Reimbursable' section includes fields for Full Pay, Reduced, and Free meals. The 'Other Sales' section includes fields for Adult Meal, Employee Meal, Student Second Meal, Student A La Carte, and Adult A La Carte. A 'Total Lunch' column is on the right.

Attendance

- k. Enter the **Enrollment**, **Approved Free**, and **Approved Reduced**
- l. Click **Save**, then close.

The screenshot shows the 'Daily Entry' window with the 'Attendance' tab selected. The 'Attendance Totals' section includes fields for Enrollment, Approved Free, and Approved Reduced. Below this is the 'x Attendance Factor' section with corresponding fields for Attendance, Approved Free, and Approved Reduced. The 'Save' button in the toolbar is highlighted.



1.12 DAILY ENTRY FOR SATUDAY MEALS

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- Go to **Front of the House > Accountability > Daily Entry** and click **New**
 - a. Select the date from the **Date** drop-down list
 - b. Select the correct site from the **Site** drop-down list
 - c. Select the correct tab – **Lunch Detail** or **Breakfast Detail**
 - d. Enter the number of **Full Pay** meals served in the **Prepaid Full Pay** box
 - e. Enter the number of **Reduced** meals served in the **Prepaid Reduced** box
 - f. Enter the number of **Free** meals served in the **Free** box
 - g. Click the **Attendance** tab

The screenshot shows the 'Daily Entry' window with the following fields and annotations:

- Site:** 0000000 (LAUSD Central Office) - circled in red with 'b'
- Date:** 06/29/2010 - circled in red with 'a'
- Attendance** tab is selected - circled in red with 'g'
- Prepaid Full Pay:** 0 - circled in red with 'd'
- Prepaid Reduced:** 0 - circled in red with 'e'
- Free:** 0 - circled in red with 'f'
- Lunch Detail** tab is selected - circled in red with 'c'

Attendance

- h. Enter the **Enrollment, Approved Free, and Approved Reduced**
- i. Click **Save**, then close.

The screenshot shows the 'Daily Entry' window with the 'Attendance' tab selected. The following fields are highlighted with red boxes and annotations:

- Save** button - circled in red with '3'
- Enrollment:** 0 - circled in red with 'k'
- Approved Free:** 0
- Approved Reduced:** 0



1.13 DAILY ENTRY FOR SFSP MEALS

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1. Use this method to enter both first and second meals.
2. Navigate to **Front of the House > Accountability > Daily Entry** and click **New**.
3. The **Daily Entry Detail** screen will display.
 - a. Select the date from the **Date** drop-down list.
 - b. Select the correct site from the **Site** drop-down list.
 - c. Select the correct tab – **Breakfast** or **Lunch**.
 - d. Please note your individual **Site Serving Cap** at the top part of the screen.
 - e. Enter **Backup Meals Received** only if you have received backup meals today.
 - f. Enter the number of **Meals Prepared or Received** from NNC.
 - g. Enter **Backup or Emergency Meals Used** only if you used them today.
 - h. Enter **First Meals Served to Children**.
 - i. Enter **Second Meals Served to Children**.
 - j. Enter the meals served to employees in **Meals Served to Program Adults**.
 - k. Enter the meals served to teachers in **Meals Served to Non-Program Adults**.
- l. At the bottom right of the screen, the **Meals Over Site Serving Cap** is the number of meals served over the site serving cap displayed at the top of the screen.

The screenshot shows the 'Daily Entry' application window. At the top, there is a menu bar with 'File' and 'Goto'. Below the menu bar is a toolbar with icons for Search, List, New, Delete, Save, Cancel, Print, Help, and Close. The main area contains a form with the following fields and callouts:

- Site:** 1601501-01 (callout c)
- Site:** PARK WESTERN EL CSPP (callout b)
- Date:** 08/30/2011 (callout a)
- Breakfast Figures** (selected tab)
- Site Serving Cap:** 75 (callout d)
- Backup Meals Received:** 0 (callout e)
- Meals Prepared or Received:** 0 (callout f)
- Backup or Emergency Meals Used:** 0 (callout g)
- Total Meals Prepared for Serving:** 0
- First Meals Served to Children:** 0 (callout h)
- Second Meals Served to Children:** 0 (callout i)
- Meals Served to Program Adult:** 0 (callout j)
- Meals Served to Non-Program Adult:** 0 (callout k)
- Total Meals Served:** 0
- Unserviced Meals:** 0
- Cash Received from Adults:** .00
- Meals Over Site Serving Cap:** 0 (callout l)

At the bottom of the window, there is a status bar with 'Changes pending' on the left and 'Process ID: 420112' on the right.



1.14 DAILY ENTRY FOR SUPPER

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- Go to **Front of the House > Accountability > Daily Entry** and click **New**
 - a. Select the date from the Date drop-down list
 - b. Select the Main Site drop-down list
 - c. Select the correct tab – **SUPPER** Tab
 - d. Enter the Supper meals served in the **Free** box
 - e. When no **SUPPER** is served. The box **No Supper Served** must be checked
 - f. Click **Save**, then close

Reimbursable	Other Sales	Summary
<input type="checkbox"/> No Supper Served	Adult Meal: 0 .00	Total Supper Cash: .00
Full Pay: 0 .00	Teacher Meal: 0 .00	Supper Over/Short: .00
Prepaid Full Pay: 0	Employee Meal: 0 .00	Supper Deposit: .00
Full Pay Charge: 0	Student Second Meal: 0 .00	Labor Hours: 0
Reduced: 0 .00	Student A La Carte: .00	
Prepaid Reduced: 0	Prepayments: .00	
Reduced Charge: 0	Repaid Charges: .00	
Free: 1	Adult A La Carte: .00	
Student Worker Full Pay: 0	Adult Tax: .00	
Student Worker Reduced: 0	Miscellaneous: .00	
Student Worker Free: 0	Custom Counts/Amounts: 0 .00	
Custom Counts/Amounts: 0 .00	Adult Earned: 0	

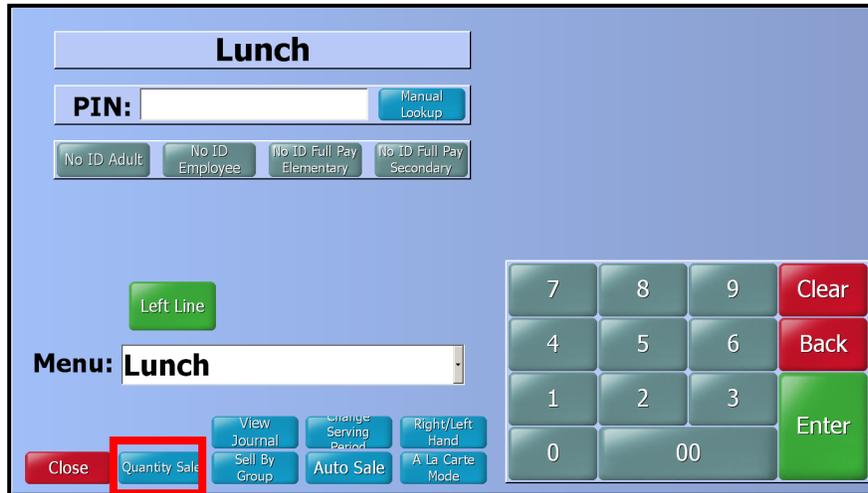


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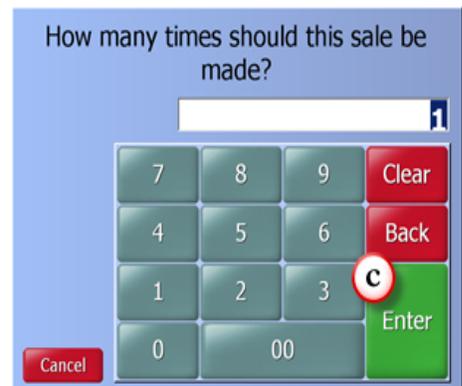
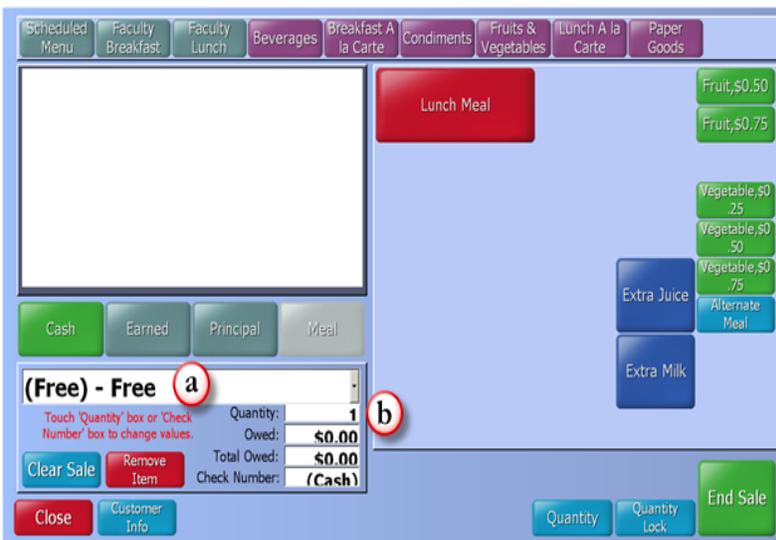
1.15 QUANTITY SALE- OTHER MEALS

Quantity Sales need to happen when you are recording meal sales for new students or students that you cannot find in the system.

1. Go to **Front of the House > Point of Service > Process Sales** (open a terminal if necessary).
2. Click the **Quantity Sale** button



3. There are two things that must be done for each quantity sale:
 - a. Select the eligibility from the drop-down list. (**Free, Reduced, or Full Pay**)
 - b. Enter the number of meals by clicking inside the **Quantity** box—a pop up will appear. Type the number of meals to sell
 - c. Then press the **Enter** button





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4. Click the **End Sale** button
5. Click **OK**

The screenshot shows the Cafeteria Management System interface. At the top, there are several menu categories: Scheduled Menu, Faculty Breakfast, Faculty Lunch, Beverages, Breakfast A la Carte, Condiments, Fruits & Vegetables, Lunch A la Carte, and Paper Goods. The main area displays a transaction for 'R Lunch Meal' with a price of \$0.00. Below this, there are buttons for 'Cash', 'Earned', 'Principal', and 'Meal'. A dropdown menu is set to '(Free) - Free'. The 'Quantity' is set to 5, and the 'Total Owed' is \$0.00. There are buttons for 'Clear Sale', 'Remove Item', and 'Check Number'. At the bottom right, the 'End Sale' button is highlighted with a red box.

The ticket will be sold 5 times for a total of \$0.00.

OK Cancel

6. Click **OK** and the **Process Sales** screen will appear
7. Follow steps **2-5** above to continue entering all **Free, Reduced, and Full Pay meals**



SECTION 2- END OF MEAL SERVICE

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2.1 CLOSE THE TERMINAL

1. Go to **Front of House > Point of Service > Close Terminal**
2. Enter the currency collected in the fields on the **Close Terminal** screen. The money counted should be entered as a quantity, not the actual value (for example, \$1.00 in quarters is entered as '4'). If no money was received on the cafeteria manager's computer, leave these fields alone. Typical transactions performed on the Cafeteria Managers terminal are: **Prepayment** on student and adult accounts, **Adjustments** and **Refunds**
3. Only student body check and impress checks are accepted for special functions/catering sales. If a check is received from an approved source, click the **Select All** button to count it in the totals under **Checks**
4. Click **Total Register**. The system totals the amounts entered and displays the till information
5. To resolve any discrepancies, see **Appendix B - Resolving Discrepancies**.
6. Click **Close** to return to the **Point of Service** menu

Site	Date	Term.	Till	User
LADemo SITE	01/08/2009	1	1	ADMINISTRATOR



2.2 CHANGE FUND & MONEY HANDLING

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When closing, the cafeteria manager will count the money in the till and record the closing amount on the **Till Money Audit** form. Both employees are required to initial and date the form. The form and the funds are turned in to management. The cafeteria manager will verify all till balances for all terminals by reviewing and printing the **Till Report** for all terminals. This can be compared against the **Till Money Audit form** signed by each cashier to review any discrepancies. (Refer to Policy 5.2.4

2.3 END OF DAY PROCESSING

1. Before continuing, make sure all tills have been closed and the bank deposit amount has been determined. The **Till Report** can be used to help with this
2. At this point, your deposit slip(s) should be completed. You will need information from the slip to continue
3. Navigate to **Front of the House > Point of Service > Day End Processing > Bank Deposit**
4. The current date will appear at the top of the screen, highlighted in orange. To choose another day, use the search controls
5. Double-click on the date in order to view today's bank deposit screen

Bank Deposits							
Deposit Date	Site	Saved	Pri. Reco	Sec. Reco	Bank Deposit	Bank Bag	Message
08/30/2011	PARK WESTERN EL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		
08/18/2011	PARK WESTERN EL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		
07/22/2011	PARK WESTERN EL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		
07/18/2011	PARK WESTERN EL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		
06/24/2011	PARK WESTERN EL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		
06/21/2011	PARK WESTERN EL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		
06/07/2011	PARK WESTERN EL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	196.05		
06/06/2011	PARK WESTERN EL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	160.15		
06/03/2011	PARK WESTERN EL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.80		
06/02/2011	PARK WESTERN EL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	184.90		
06/01/2011	PARK WESTERN EL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	163.15		
05/31/2011	PARK WESTERN EL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	121.80		
05/27/2011	PARK WESTERN EL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	84.30		
05/26/2011	PARK WESTERN EL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	102.35		
05/25/2011	PARK WESTERN EL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	77.15		



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6. Enter the deposit amount in the **Primary Deposit** box and the deposit slip number in the **Primary Slip #** box. **Note: always click on the right side of the box*
7. If the amount of coins is more than \$25.00, it is necessary to create another deposit slip. This amount and slip number will be entered in the **Secondary** boxes
8. Any catering money collected needs to be added to your deposit amount. This will show as an overage, so be sure to enter each catering invoice number and amount in the **Memo** box
9. Depending on the day's activities, you may need to make a note of something else in the **Memo** box. Some common examples are: **Refund Issued, Over/Short Explanation, Double Meal cash shortage, Quantity Sales**, etc
10. Click the **Save** button, and then the **Close** button. For more information, see **Appendix B - Prepare and Make Bank Deposits**

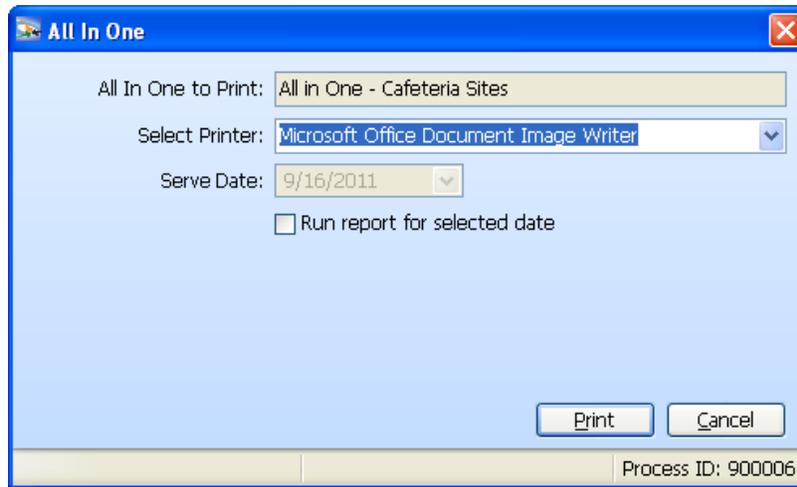
The screenshot shows the 'Bank Deposits' application window. At the top, there is a menu bar with 'File' and 'Goto'. Below the menu bar is a toolbar with buttons for 'Search', 'List', 'New', 'Delete', 'Save', 'Cancel', 'Print', 'Export', 'Help', and 'Close'. The 'Save' button is circled in red with the number 10. The main area of the window is divided into two columns: 'Deposit Amounts' and 'Deposit Details'. Under 'Deposit Amounts', there are two rows: 'Primary Deposit: \$30.00' and 'Secondary Deposit: \$27.00'. Under 'Deposit Details', there are two rows: 'Primary Slip #: 130100025' and 'Secondary Slip #: 130100026'. Below these columns is a 'Total Bank Deposit: \$57.00' field. Further down is a 'Bank Bag #' field. At the bottom, there is a 'Memo:' field with a large text area. The 'Memo' field is circled in red with the numbers 8 and 9. At the bottom left, there is a status bar that says 'Changes pending'. At the bottom right, there is a 'Process ID: 400804'.

SECTION 3- CMS REPORTS

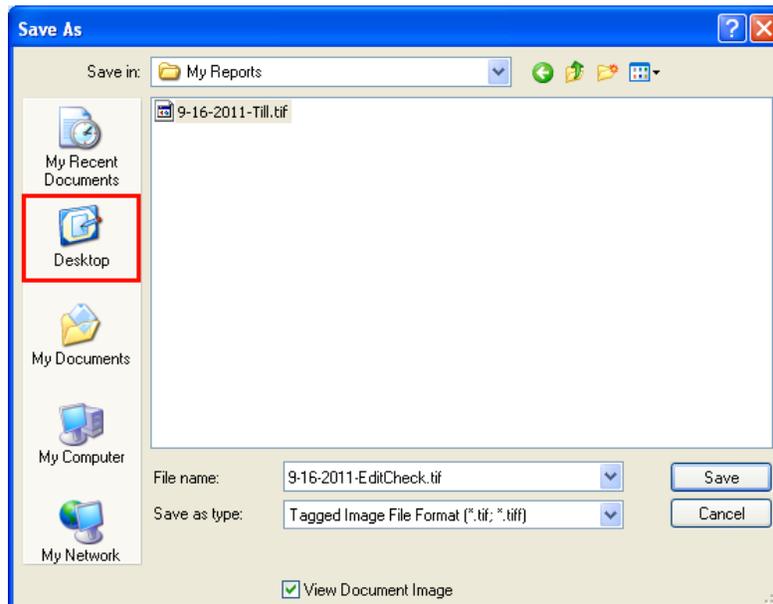
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3.1 SAVING DAILY ALL IN ONE REPORTS

1. Go to **Reports > All in One > Go!**
2. Make sure the ‘**Microsoft Office Document Image Writer**’ is selected, then click **Print**



3. The ‘Save As’ window will appear – choose **Desktop** and then double-click **My Reports**. Enter the date followed by the report name (ex. – 9-16-2011 Bank Deposit)



4. Click **Save**. You will do this for every report in the **All in One** Report- make sure to change the name according to which report you are saving: Till Report, Edit Check, Deposit & Meal Count Report.



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3.2 ALL IN ONE REPORTS

BANK DEPOSIT

This report displays the variance between the daily deposit amount and the amount received into the site terminals.

HORIZON CENTRAL OFFICE											
OneSource Bank Recap / Reconciliation											
Date	Sales	Account Deposits	House Deposits	Adjusted	Catering	Accounts Receivable	Cash Purchases	Total Posted	Variance	Daily Deposits	Bank Deposits
11/08/2005	\$3.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$103.75	\$103.75	\$103.75
11/14/2005	\$6.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00	\$120.00	\$120.00
Totals:	\$10.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$223.75	\$223.75	\$223.75

REPORT CRITERIA: _____
 Sections Filter(s): _____ Criteria Filter(s): _____

EDIT CHECK

Used to view any meal sales over the adjusted attendance factor.

Horizon Elementary North										
Edit Check Report										
0041 Horizon Elementary North										
Date	Eligible Applications			Meal Counts			% Participation			
	Free	Reduced	Full Pay	Free	Reduced	Full Pay	Free	Reduced	Full Pay	
09/26/2006	27	35	39	Breakfast	17	14	9	62.96	40.00	23.08
With Factor	26	34	38	Lunch	17	26	22	62.96	74.29	56.41
				Snacks	0	0	0	****	****	****
09/27/2006	27	35	39	Breakfast	17	8	7	62.96	22.86	17.95
With Factor	26	34	38	Lunch	27	35	38	100.00	100.00	97.44
				Snacks	0	0	0	****	****	****

Any (Not Compliant) note must be followed up with an explanation: _____
 REPORT CRITERIA: _____

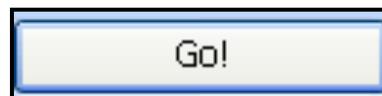
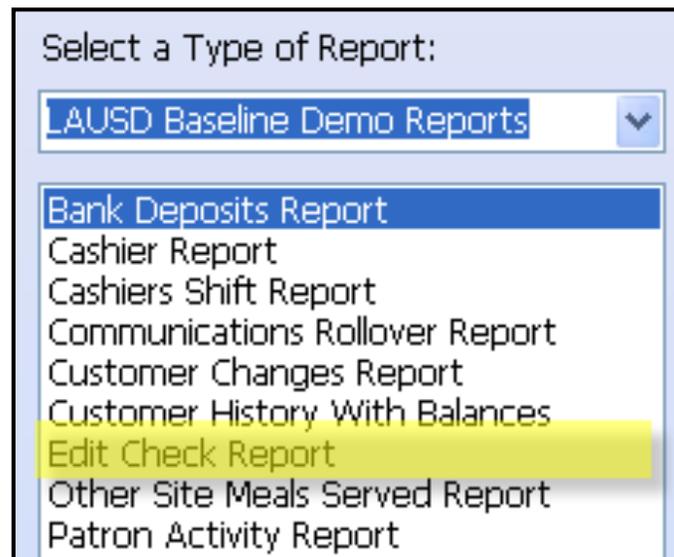
TILL REPORT

This is used to view each POS terminals' till count and variance. This report should also be compared to the **Till Money Audit** form such that the cash from the POS transactions identified in the report match. Once a till has been closed, this report cannot be changed. It always displays what the till looked like at the time it was closed. However, since the variance on the bank deposit is calculated by the amount of the deposit, till variances have no effect on the end-of-the-day variance.

Horizon Elementary East							
OneSource Till Report							
Horizon Elementary East							
8/7/2006		Terminal: 1					
Till Number: 1 Operator: Barnes, Annie							
Till Open Time:	2:52:45 pm	Cash:	\$100.00	Opening Till	\$100.00	Posted	\$0.00
Till Close Time:	3:52:00 pm	Checks:	\$0.00		\$0.00	Variance	Balanced
		Total Variance: Balanced					
Till Number: 2 Operator: Barnes, Annie							
Till Open Time:	4:18:56 pm	Cash:	\$100.00	Opening Till	\$250.10	Posted	\$157.10
Till Close Time:	4:58:18 pm	Checks:	\$4.00		\$4.00	Variance	\$3.00 Over
		Total Variance: \$3.00 Over					
8/8/2006		Terminal: 1					
Till Number: 1 Operator: Barnes, Annie							
Till Open Time:	11:58:46 am	Cash:	\$106.00	Opening Till	\$131.87	Posted	\$51.75
Till Close Time:	12:34:39 pm	Checks:	\$0.00		\$0.00	Variance	\$19.88 Short
		Total Variance: \$19.88 Short					
Till Number: 2 Operator: Barnes, Annie							
Till Open Time:	3:35:10 pm	Cash:	\$100.00	Opening Till	\$103.00	Posted	\$2.85
Till Close Time:	3:38:08 pm	Checks:	\$0.00		\$0.00	Variance	\$0.15 Over
		Total Variance: \$0.15 Over					
Till Number: 3 Operator: Barnes, Annie							

3.3 VIEWING POS REPORTS

1. Go to **Reports > Point of Service > Select name of report** from the list, then click **GO!**



2. A report criteria screen will appear and report parameters can be entered. These parameters vary depending on the specific report being generated.



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3.4 HOW TO UTILIZE THE MEAL COUNTS REPORT

The **Meal Counts Report** provides the counts for reimbursable meals, employees, and adult meals sold. Since the report displays the counts for each terminal individually, it can be used to make sure the terminals are communicating. It is important to check this report every day because it confirms that all of the terminals are properly communicating with the manager PC. The Meal Counts Report does not have to be printed or saved.

1. Go to **Reports > Point of Service > Meal Counts Report > Go!**
2. Select the correct date using the drop down menu
3. Click the **Preview** button
 - For more detail about navigating POS reports, see *Section 3.3, Viewing POS Reports*
 - a. **Terminal Number:** each terminal has a corresponding row with meal counts
 - b. **Reimbursable Student Meals:** reimbursable totals for each meal period and terminal
 - c. **Employee Meals:** counts every employee that enters their own meal into the system
 - d. **Adult Meals:** counts every **Adult Tray** that was sold, typically on the faculty terminal

LAUSD Central Office										
Meal Counts Report										
1818901 IRVING MS										
Terminal Number	Full Pay	Reduced	Free	Reimbursable Totals	Second Meal	Employee	Adult	Teacher	Total Meals	
03/29/2012										
Breakfast										
2	0	0	0	0	0	0	3	0	3	
3	9	7	103	119	0	0	0	0	119	
5	19	10	109	138	0	0	0	0	138	
Breakfast Totals		28	17	212	257	0	0	3	0	260
Lunch										
2	0	0	0	0	0	0	5	0	5	
3	14	8	103	125	0	0	0	0	125	
5	24	11	142	177	0	0	0	0	177	
Lunch Totals		38	19	245	302	0	0	5	0	307
Daily Totals		66	36	457	559	0	0	8	0	567
Site Breakfast Totals		28	17	212	257	0	0	3	0	260
Site Lunch Totals		38	19	245	302	0	0	5	0	307
Site Totals		66	36	457	559	0	0	8	0	567
Grand Breakfast Totals		28	17	212	257	0	0	3	0	260
Grand Lunch Totals		38	19	245	302	0	0	5	0	307
Grand Totals		66	36	457	559	0	0	8	0	567



CAFETERIA MANAGEMENT SYSTEM TRAINING



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If a terminal does not appear on the report, it means either the terminal was not used or it is not communicating. Typically, not ALL of your terminals will be opened for every serving period. If this is the case, it is expected that the unused terminal will not appear on this report. Note that terminal 0 is from **Daily Entry** and terminal 1 is from the manager terminal.

In the case that one or more terminals are missing, wait until the next morning and check the Meal Counts Report again. If the counts/terminal(s) still do not appear on the report, notify the CMS Helpdesk. Continue using the terminal as usual, even if connectivity issues persist. The meal counts will be sent to the manager PC once connectivity is restored.

LAUSD Central Office										
Meal Counts Report										
1873601 LOS ANGELES SH										
Terminal Number	Full Pay	Reduced	Free	Reimbursable Totals	Second Meal	Employee	Adult	Teacher	Total Meals	
03/29/2012										
Breakfast										
0	0	0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	3	12	0	15	
3	0	0	91	91	0	0	0	0	91	
4	2	3	84	89	0	0	0	0	89	
5	3	7	166	176	0	0	0	0	176	
Breakfast Totals	5	10	341	356	0	3	12	0	371	
Lunch										
0	0	0	0	0	0	0	0	0	0	
1	0	0	7	7	0	0	0	0	7	
2	0	0	0	0	0	6	6	0	12	
3	0	3	101	104	0	0	0	0	104	
4	0	3	104	107	0	0	0	0	107	
5	0	4	143	147	0	0	0	0	147	
Lunch Totals	0	10	355	365	0	6	6	0	377	

**The picture above indicates that Terminals 2-5 are connected properly. The row for Terminal 1 (the manager PC) shows that it was not opened for breakfast, but was opened for lunch. One must open and close a terminal in order to process Quantity Sales or Account Adjustments, which is the reason why a row for Terminal 1 appears on this report. Keep in mind that you may choose not to open your manager terminal every day; therefore you would not have a row appear for Terminal 1.*



CAFETERIA MANAGEMENT SYSTEM TRAINING



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LAUSD Central Office										
Meal Counts Report										
1832101 PACOIMA MS										
Terminal Number	Full Pay	Reduced	Free	Reimbursable Totals	Second Meal	Employee	Adult	Teacher	Total Meals	
03/29/2012										
Breakfast										
0	0	0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	9	0	0	9
3	3	5	37	45	0	0	0	0	0	45
4	19	5	68	92	0	0	0	0	0	92
5	3	4	30	37	0	0	0	0	0	37
6	5	2	20	27	0	0	0	0	0	27
7	8	8	86	102	0	0	0	0	0	102
8	2	5	27	34	0	0	0	0	0	34
9	7	1	35	43	0	0	0	0	0	43
10	4	4	31	39	0	0	0	0	0	39
11	1	0	8	9	0	0	0	0	0	9
13	2	0	7	9	0	0	0	0	0	9
Breakfast Totals	54	34	349	437	0	0	9	0	0	446
Lunch										
0	0	0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	12	11	0	0	23
3	5	5	57	67	0	0	0	0	0	67
4	14	1	75	90	0	0	0	0	0	90
5	8	2	43	53	0	0	0	0	0	53
6	7	4	31	42	0	0	0	0	0	42
7	5	3	45	53	0	0	0	0	0	53
8	6	7	50	63	0	0	0	0	0	63
9	9	4	39	52	0	0	0	0	0	52
10	4	1	40	45	0	0	0	0	0	45
11	4	5	23	32	0	0	0	0	0	32
12	17	4	100	121	0	0	0	0	0	121
Lunch Totals	79	36	503	618	0	12	11	0	0	641

**In this example, Terminal 13 shows up for breakfast, but not for lunch. Most likely this school uses Terminal 12 as an alternative to 13 during lunch, therefore the fact that rows 12 and 13 are “missing” under different serving periods is not a problem. However, if a terminal was in fact used to serve meals, but does not show up on the Meal Counts Report, you know you have a connectivity issue. Also notice how Terminal 1 is not represented on this report at all. This is acceptable because the manager terminal was not opened at all that day.*



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3.5 POS REPORTS TO VIEW DAILY

DOUBLE MEAL

This report shows students who have received multiple reimbursable meals from different lines.

**Note: This will only happen if there are connectivity issues at a terminal (wired or wireless network issues) or if the manager terminal is turned off or not working properly*

- One of the reimbursable meals must be voided and re-entered as a second meal (non-reimbursable). This will result in a cash shortage; the CM should report the reason for the shortage on the **Bank Deposit Report**

Horizon OneSource		HORIZON DISTRICT OFFICE			
		Double Meal Report			
Date	Serving Period	Name	PIN	Cashier	Reimbursable Meal Count
8/7/2006	Lunch	WILLIAMS, LAURA	192	Barnes, Annie	2
REPORT CRITERIA: _____					

SUSPICIOUS TRANSACTIONS REPORT

Report lists number of times that a user performed an action that the system deems suspicious or possibly in error. This can be used to identify users who need additional training.

- **Escape from Sale** -- User entered a sale but closed the sale before completing it.
- **Escape from Cash** -- User completed the sale, but when the system asked for money, the user canceled the tender screen and returned to the sale.
- **Remove Sales Item** -- Item was deleted from the sale.
- **Clear Sales Screen** -- The sales items were cleared.
- **Void** -- Sale was voided.
- **Void Close** -- User counted till, pressed Total Register, then voided the close.

Horizon OneSource		SAMPLE SITE	
		Suspicious Transactions Audit	
Site: Roosevelt Dining Facility			
Transaction Counts for Smith, Mary			
Escape from Cash Screen: 8			
Escape from Sale: 16			
Remove Sales Item: 4			
Zero Dollar Transaction: 23			
Bowles, Sallie			
Date	Time	Terminal	Transaction Type
11/7/2005	3:14:32 pm	1	Escape from Sale
11/7/2005	3:18:26 pm	1	Escape from Cash Screen
11/7/2005	3:18:52 pm	1	Escape from Sale
11/7/2005	3:44:18 pm	1	Escape from Sale
11/8/2005	8:52:45 am	1	Voided Close
Transaction Counts for Bowles, Sallie			
Escape from Cash Screen: 1			
Escape from Sale: 3			
Voided Close: 1			



3.6 MISCELLANEOUS POS REPORTS

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ACCOUNT BALANCE REPORT

Used to view customers' current account balance. It can be set to show all positive balances, all negative balances, or both.

SAMPLE SITE

Account Balance Report

PIN	ID	Name	Status	Grade	Homeroom	Charge Account	Debit Account	General	Total Balance
550299	0041WRIA0	Baker, Steven	Active	None	None	\$0.00	\$66.25	\$0.00	\$66.25
844228	0041WRIBDH	Bridwell, Nicole	Active	None	None	\$0.00	\$47.00	\$0.00	\$47.00
351183	0041WRIBMY	Crowell, Joe	Active	None	None	\$-2.10	\$0.00	\$0.00	\$-2.10
278130	0041WRIBJQ	Johnson, Nancy	Active	None	None	\$-0.50	\$0.00	\$0.00	\$-0.50
288091	0041WRIAAL	LaVerne, Julie	Active	None	Mrs. Smith	\$-2.00	\$0.00	\$0.00	\$-2.00
891251	0041WRI5XC	Lefkowitz, Gary	Active	None	Mrs. Dean	\$0.00	\$43.15	\$0.00	\$43.15
329835	0041WRI5JN	McDavey, Deirdre	Active	None	Mrs. Bridwell	\$-1.00	\$0.00	\$0.00	\$-1.00
003	10093	McEnport, Jamie	Active	None	None	\$-5.15	\$43.30	\$0.00	\$38.15
014569	0041WRI5CZ	Rally, Andrew	Active	None	Mrs. Dean	\$-0.75	\$50.05	\$0.00	\$49.30
110264	0041WRIA2Z	Ravenal, Gaylord	Active	None	Mrs. Dean	\$-5.00	\$0.00	\$0.00	\$-5.00
723179	0041WRI897	Smith, Sara	Active	None	None	\$0.00	\$92.00	\$0.00	\$92.00
168593	0042WRJF27	Stimson, Simon	Active	None	None	\$0.00	\$47.00	\$0.00	\$47.00
659059	0041WRI5R1	Troy, Lillian	Active	None	Mrs. Harris	\$0.00	\$8.65	\$0.00	\$8.65
577073	0041WRIAZK	Vallon, Ike	Active	None	None	\$0.00	\$46.25	\$0.00	\$46.25

REPORT CRITERIA:
sections filter(s): _____ Criteria Filter(s): _____

ADJUSTMENTS

Used to view adjustments made during the selected date range.

SAMPLE SITE

Adjustments Report

8/4/2005

Time	Name	ID	User Name	Action Performed	Account	Amount
9:43:12AM	Cody, Michael	10004	ADMIN ADMIN	Manual Adjustment	Debit Account	\$90.00
9:43:13AM	Cody, Michael	10004	ADMIN ADMIN	Manual Adjustment	Meal Credits	\$25.00
9:44:05AM	Falkland, John	10009	ADMIN ADMIN	Manual Adjustment	Debit Account	\$77.75
9:44:06AM	Falkland, John	10009	ADMIN ADMIN	Manual Adjustment	Meal Credits	\$25.00
9:39:04AM	Harvey, John	10002	ADMIN ADMIN	Manual Adjustment	Debit Account	\$115.50
9:39:05AM	Harvey, John	10002	ADMIN ADMIN	Manual Adjustment	Meal Credits	\$200.00
9:39:57AM	Harvey, John	10002	ADMIN ADMIN	Manual Adjustment	Debit Account	\$15.25
9:46:03AM	Huff, Kevin	0612	ADMIN ADMIN	Manual Adjustment	Meal Credits	\$750.00
9:38:08AM	Jones, George	100001	ADMIN ADMIN	Manual Adjustment	Debit Account	\$19.25
9:38:09AM	Jones, George	100001	ADMIN ADMIN	Manual Adjustment	Meal Credits	\$25.00
9:40:53AM	McEnport, Jamie	10003	ADMIN ADMIN	Manual Adjustment	Debit Account	\$94.50
9:40:53AM	McEnport, Jamie	10003	ADMIN ADMIN	Manual Adjustment	Meal Credits	\$25.00
9:42:47AM	McEnport, Jamie	10003	ADMIN ADMIN	Manual Adjustment	Charge Account	\$-20.00
9:42:58AM	McEnport, Jamie	10003	ADMIN ADMIN	Manual Adjustment	Debit Account	\$-12.00
9:43:23AM	Navasport, Jerry	10005	ADMIN ADMIN	Manual Adjustment	Meal Credits	\$145.22
9:43:23AM	Navasport, Jerry	10005	ADMIN ADMIN	Manual Adjustment	Debit Account	\$38.12
9:43:32AM	Orlando, Nelson	10006	ADMIN ADMIN	Manual Adjustment	Debit Account	\$95.25
9:43:32AM	Orlando, Nelson	10006	ADMIN ADMIN	Manual Adjustment	Meal Credits	\$25.00
9:43:41AM	Preston, Robert	10007	ADMIN ADMIN	Manual Adjustment	Debit Account	\$98.00
9:43:41AM	Preston, Robert	10007	ADMIN ADMIN	Manual Adjustment	Meal Credits	\$25.00
9:43:53AM	Scoomaker, Orville	10008	ADMIN ADMIN	Manual Adjustment	Debit Account	\$98.00
9:43:53AM	Scoomaker, Orville	10008	ADMIN ADMIN	Manual Adjustment	Meal Credits	\$25.00



CAFETERIA MANAGEMENT SYSTEM TRAINING



DAILY CHARGE

Used to view students who charged a meal during the current day.

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Horizon OneSource		SAMPLE SITE				
		Daily Charge				
Horizon Elementary North						
06/02/2006						
Serving Period: Lunch						
Name	ID	PIN	Homeroom	Account	Amount	
Crowell, Joe	0041WRIBMY	351183		Charge Account	\$0.75	
Crowell, Joe	0041WRIBMY	351183		Charge Account	\$0.35	
Crowell, Joe	0041WRIBMY	351183		Charge Account	\$0.25	
Crowell, Joe	0041WRIBMY	351183		Charge Account	\$0.25	
Crowell, Joe	0041WRIBMY	351183		Charge Account	\$0.50	
Johnson, Nancy	0041WRIBJQ	278130		Charge Account	\$0.50	
LaVerne, Julie J	0041WRIAAL	288091	Mrs. Smith	Charge Account	\$0.75	
LaVerne, Julie J	0041WRIAAL	288091	Mrs. Smith	Charge Account	\$0.50	
LaVerne, Julie J	0041WRIAAL	288091	Mrs. Smith	Charge Account	\$0.25	
LaVerne, Julie J	0041WRIAAL	288091	Mrs. Smith	Charge Account	\$0.25	
McDavey, Deirdre C	0041WRISJN	329835	Mrs. Bridwell	Charge Account	\$0.75	
McDavey, Deirdre C	0041WRISJN	329835	Mrs. Bridwell	Charge Account	\$0.25	
Rally, Andrew B	0041WRIS CZ	014569	Mrs. Dean	Charge Account	\$0.50	
Rally, Andrew B	0041WRIS CZ	014569	Mrs. Dean	Charge Account	\$0.25	
Ravenal, Gaylord H	0041WRIA ZZ	110264	Mrs. Dean	Charge Account	\$0.75	
Ravenal, Gaylord H	0041WRIA ZZ	110264	Mrs. Dean	Charge Account	\$0.25	

DAILY JOURNAL

Used to view all transactions on a selected terminal on a selected day. This is commonly used when tracking down overages and shortages.

Horizon OneSource		HORIZON DISTRICT OFFICE									
		Daily Journal									
Horizon Elementary East		Serving Date: 08/08/2006									
Serving Time	Record	Terminal	Period	Item	Type	Account	Eligibility	Qty	Patron ID	Amount	
12:01:37 pm	1	1	Lunch	NACHOS WITH GROUND BEEF	Cash Sale	Cash	E	1	10001	\$0.00	
12:01:37 pm	2	1	Lunch	MILK, 1/2 PINTS, LOWFAT (2%)	Cash Sale	Cash	E	1	10001	\$0.00	
12:01:37 pm	3	1	Lunch	MIXED VEGETABLES, BUTTERED	Cash Sale	Cash	E	1	10001	\$0.00	
12:01:39 pm	4	1	Lunch	APPLES, GRANNY	Cash Sale	Cash	E	1	10001	\$0.00	
12:01:58 pm	5	1	Lunch	CHEICKEN NUGGETS	Cash Sale	Cash	E	1	10006	\$0.00	
12:01:58 pm	6	1	Lunch	MILK, 1/2 PINTS, LOWFAT (2%)	Cash Sale	Cash	E	1	10006	\$0.00	
12:01:58 pm	7	1	Lunch	PEACHES, SLICED	Cash Sale	Cash	E	1	10006	\$0.00	
12:01:58 pm	8	1	Lunch	MIXED VEGETABLES, BUTTERED	Cash Sale	Cash	E	1	10006	\$0.00	
12:02:14 pm	9	1	Lunch	NACHOS WITH GROUND BEEF	Account Debit	Debit Account	T	1	10007	\$2.00	
12:02:14 pm	10	1	Lunch	MILK, 1/2 PINTS, LOWFAT (2%)	Cash Sale	Cash	T	1	10007	\$0.00	
12:02:14 pm	11	1	Lunch	APPLES, GRANNY	Cash Sale	Cash	T	1	10007	\$0.00	
12:02:14 pm	12	1	Lunch	MIXED VEGETABLES, BUTTERED	Cash Sale	Cash	T	1	10007	\$0.00	
12:02:34 pm	13	1	Lunch	NACHOS WITH GROUND BEEF	Meal Account Debit	Meal Credits	T	1	10028	\$2.00	
12:02:34 pm	14	1	Lunch	MILK, 1/2 PINTS, LOWFAT (2%)	Cash Sale	Cash	T	1	10028	\$0.00	
12:02:34 pm	15	1	Lunch	MIXED VEGETABLES, BUTTERED	Cash Sale	Cash	T	1	10028	\$0.00	
12:02:34 pm	16	1	Lunch	APPLES, GRANNY	Cash Sale	Cash	T	1	10028	\$0.00	

ITEMS SOLD

Used to view all items sold on a terminal or group of terminals. This report can be run for a selected date range.

Horizon OneSource		SAMPLE SITE				
		Items Sold Report				
Site: Horizon Elementary North						
Stock Number	Description	Quantity	Unit Cost	Total Cost	Sale Price	Total Price
6/1/2006 Terminal: 3						
1270	TATER TOTS	1	\$0.50	\$0.50	\$1.00	\$1.00
1351	GRAPES, RED SEEDLESS	1	\$0.50	\$0.50	\$0.50	\$0.50
3011	SUB COMBO	12	\$0.00	\$0.00	\$3.00	\$36.00
A010	SUBMARINE SANDWICH	4	\$0.00	\$0.00	\$0.95	\$3.80
A107	SLICED CARROTS, BUTTERED	1	\$0.00	\$0.00	\$0.35	\$0.35
A402	MILK	2	\$0.00	\$0.00	\$0.25	\$0.50
POSMEAL	DAILY HOT MEAL	5	\$0.50	\$2.50	\$3.00	\$15.00
Totals for Terminal 3:		26		\$3.50		\$57.15
Totals for 6/1/2006:		26		\$3.50		\$57.15



CAFETERIA MANAGEMENT SYSTEM TRAINING



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MEAL COUNT REPORT

Used to view meal counts for a selected date range. The meal counts are separated by line number, serving period, and eligibility.

HORIZON DISTRICT OFFICE										
Meal Counts Report										
0043 Horizon Elementary East										
Terminal Number	Full Pay	Reduced	Free	Reimbursable Totals	Second Meal	Employee	Adult	Teacher	Total Meals	
08/07/2006										
Lunch										
1	18	21	14	53	17	13	4	10	97	
Lunch Totals		18	21	14	53	17	13	4	10	97
Breakfast										
1	0	0	0	0	0	0	0	0	0	
Breakfast Totals		0	0	0	0	0	0	0	0	
Lunch										
1	25	30	30	85	0	14	5	10	114	
Lunch Totals		25	30	30	85	0	14	5	10	114
Snack										

PREPAID COLLECTIONS

Used to view customers who made prepayments during the selected date range.

HORIZON CENTRAL OFFICE							
Prepaid Collections							
08/07/2006							
PIN	Terminal	Name	Cashier	Check #	Account	Payment	
Adult							
013	1	Vogel, Megan	Barnes, Annie		Debit Account	\$20.00	
049	1	Williamson, Sally	Barnes, Annie		Debit Account	\$10.00	
059	1	Selbert, Nancy	Barnes, Annie		Debit Account	\$20.00	
Debit Account:						50.00	
Adult Total:						\$50.00	
Student							
101	1	AIKENS, SHARON	Barnes, Annie		Meal	\$3.00	
107	1	BROWN, RASHONN	Barnes, Annie		Meal	\$18.65	
144	1	JOHNSON, GABRIELLE	Barnes, Annie		Meal	\$10.00	
147	1	KIRKLAND, DIANA	Barnes, Annie		Meal	\$9.35	
166	1	ROBERSON, JAMIE	Barnes, Annie		Meal	\$10.00	
Meal:						51.00	
Student Total:						\$51.00	
Daily Total:						\$101.00	

VOIDS REPORT

Used to view voids made during the selected date range

SAMPLE SITE							
Voids Report							
0013 Roosevelt Dining Facility							
Serve Date	Terminal Number	PIN	Customer Name	Total Paid By Account	Total Paid By Cash/Check	Total Paid	Cashier
01/24/2006	4	003	McEnport, Jamie	\$-50.00	\$50.00	\$0.00	Williams
REPORT CRITERIA:							
Sections Filter(s):				Criteria Filter(s):			



SECTION 4- APPENDIX A

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4.1 SECOND MEAL VS DOUBLE MEAL REPORT

The **Second Meal Report** and the **Double Meal Report** are two reports that sound the same but display very different information. To learn how to navigate to these reports, see *Section 3.3: Viewing POS Reports*

The **Second Meal Report** is used to determine if more than one meal was purchased by a student or adult. A second meal can only occur if the account has enough money to support the first meal and the second meal, which is always the full (adult) price. The second meal charges the account \$1.75 for breakfast and \$2.50 for lunch. A second meal can occur for one of two reasons:

1. The child or adult purchases a second meal by choice. In this case, their name should appear on the **Second Meal Report**. For a student, this indicates that they received a reimbursable meal, and intentionally bought a second meal for the full adult tray price.
2. There is a mistake and the student is accidentally charged for a second meal, even though they only received/purchased one meal. This mistake can happen at both elementary and secondary schools for different reasons.
 - a. At elementary schools, the second meal error occurs when the cashier accidentally presses the name of the child twice. The money for the second meal is automatically deducted from the account in addition to the reimbursable meal
 - b. At secondary schools, the second meal error occurs when the student types in their number back to back (two times in a row) and the cashier does not catch them doing this. Their account is debited for both the reimbursable meal and the second meal (the adult tray price).

1302701 CHATSWORTH PARK EL		CHATSWORTH PARK EL			
Date	Time	Terminal	Name	Meal Purchased	Customer PIN
04/09/2012	3:03 pm	1	ODOM, TYLER	Breakfast Meal	9278504
04/09/2012	3:03 pm	1	ODOM, TYLER	*Breakfast Meal	9278504
04/09/2012	3:09 pm	1	PALMA, EDGAR	Breakfast Meal	6766701

* = Voided



CAFETERIA MANAGEMENT SYSTEM TRAINING



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The **Double Meal Report** is used to determine if more than one reimbursable meal is recorded on a student account. This typically happens when the terminals are not communicating properly. For example, a child comes through and receives a breakfast meal on terminal 3; if the terminals aren't communicating, when he comes to a different terminal for second chance, it won't indicate that he already ate. Usually, if all the terminals are connected and communicating properly, a red warning appears that **"A meal has already been purchased."** If there is *only* one terminal being used to process student meals, **Double Meals** cannot be created.

LAUSD Central Office
Double Meal Report

Date	Serving Period	Name	PIN	Cashier	Reimbursable Meal Count
1813201 - FOSHAY LC					
2/12/2010	Breakfast	NAVARRO, JAZMIN	3164218	BAILEY, BARBARA	2
2/12/2010	Breakfast	NAVARRO, JAZMIN	3164218	CROPPER, KATHY	2
2/12/2010	Lunch	CAMPOS, MICHELLE	9235390	MARKS, PATRICIA	2
2/12/2010	Lunch	CAMPOS, MICHELLE	9235390	PAGE, ROBERTA	2
2/12/2010	Lunch	HERNANDEZ, ASHLEY	0749956	MARKS, PATRICIA	2
2/12/2010	Lunch	HERNANDEZ, ASHLEY	0749956	CROPPER, KATHY	2
2/12/2010	Lunch	RIVAS, BRENDA	7798769	MARKS, PATRICIA	2
2/12/2010	Lunch	RIVAS, BRENDA	7798769	PAGE, ROBERTA	2
2/12/2010	Lunch	RIVAS, CHRISTY	7896369	CROPPER, KATHY	2
2/12/2010	Lunch	RIVAS, CHRISTY	7896369	MARKS, PATRICIA	2
2/12/2010	Lunch	STEPTER, MALIK	9966303	PAGE, ROBERTA	2
2/12/2010	Lunch	STEPTER, MALIK	9966303	MARKS, PATRICIA	2
2/12/2010	Lunch	STONE, KALAYAH	7799161	PAGE, ROBERTA	2
2/12/2010	Lunch	STONE, KALAYAH	7799161	MARKS, PATRICIA	2

Scheduled Menu
Faculty Breakfast
Faculty Lunch
Beverages
Breakfast A la Carte
Condiments
Fruits & Vegetables
Lunch A la Carte
Paper Goods

Breakfast Meal

Fruit,\$0.50

Fruit,\$0.75

Extra Juice

Extra Milk

Bonus \$0.00

General \$0.00

Earned

Meal

Cash

EDGAR PALMA

042399M095

Close

Customer Info

\$

Quantity

Quantity Lock

End Sale

A meal has already been purchased.



4.2 TROUBLESHOOTING SECOND MEALS

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The **Second Meal Report** is used to determine if more than one meal was purchased by a student or adult. A second meal can only occur if the account has enough money to support the first meal and the second meal, which is always the full (adult) price. If a student intentionally purchases two meals, then a second meal is expected. If this is a student or cashier error, the second (adult price) meal must be voided. Follow the steps below, but see *section 4.1: Second Meals vs. Double Meals* for further reference.

1. Run the Second Meal Report to identify the students whose meals will be voided:
 - **Reports > Point of Service > Second Meal Report > Click Go!**
 - a. IF this report has a message that reads, “No Data Matching Criteria,” then you have no second meals as long as the terminals are communicating properly. This is ideal.
 - b. IF the report does not display names, this means that student was served two meals (one reimbursable meal and one second meal). Make sure to void only the second meal if the was a mistake. You can determine this by making sure to void the one that has the adult tray price (\$1.75 for Breakfast, \$2.50 for Lunch)
 - c. Either print or write down a list of names along with the cashier name to void them.

** Once you have voided any unintentional second meals, the report will still display the students name but, and asterisk (*) will appear next to the name.*

1302701 CHATSWORTH PARK EL		CHATSWORTH PARK EL				
Date	Time	Terminal	Name	Meal Purchased	Customer PIN	
04/09/2012	3:03 pm	1	ODOM, TYLER	Breakfast Meal	9278504	
04/09/2012	3:03 pm	1	ODOM, TYLER	*Breakfast Meal	9278504	
04/09/2012	3:09 pm	1	PALMA, EDGAR	Breakfast Meal	6766701	

* = Voided

2. Find the Meals and **Void** them, follow these steps:
 - a. Go to **Process Sales** (open terminal if necessary)
 - b. Click the **View Journal** button
 - c. If the sales were made on a previous day, change **Date**, verify date is correct.
 - d. Select the correct Terminal from the drop-down list. Use the cashiers name to determine which terminal to choose. (EX: Maria worked Terminal 2 today, etc)
 - e. Using the **Three Dot button [...]** search by typing in the student’s name then Enter
 - f. Verify the correct student is selected and click the **Void** button, then **OK**
 - g. Repeat these steps until all unintentional second meals have been voided.



4.3 TROUBLESHOOTING DOUBLE MEALS

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A **Double Meal** is when a student receives 2 reimbursable meals in a serving period (ex. – John Smith receives 2 free breakfasts). It happens when a POS terminal serves a meal to a student, and before that system is able to notify the manager PC, a different POS terminal also serves that student a meal. Until the communication happens, the terminals believe the student has not yet eaten a meal. This can happen when the communication network goes down or there is a problem with the manager PC.

There are typically 2 causes of Double Meals: a student comes through 2 serving lines to get 2 meals, or the cashier mistakenly identifies a student on one of the lines. One of these reimbursable meals needs to be voided so that there is no over-claiming – follow the steps below to void one of the meals. **Note: This should be done on the manager's PC.*

1. Run the Double Meal Report to identify the students whose meals will be voided:
 - **Reports > Point of Service > Double Meal Report > Click Go!**
2. The **Report Criteria** for the **Double Meal Report** will appear
3. Select the correct **Date** (usually today's date) using the From and To drop down menu
4. Click the **Preview** button

The screenshot shows a software window titled "Report Criteria for Double Meal Report". The window has a menu bar with options: Preview, Print, Select Printer, Default, New, Delete, Save, Copy, Cancel, Export, Help, and Close. The "Preview" button is highlighted with a red box. Below the menu bar, there are two main sections: "Sections" and "Criteria".

Sections:

- Report Header
 - Include Printed By
 - Include Time
- Site Selection
 - All Sites
 - Individual Sites ...
 - Site Group
- Report Footer
 - Include Criteria
 - Include Notes ...

Criteria:

Date: All From: 8/31/2011 To: 8/31/2011 Report Period: (range)

The "From" and "To" date fields are highlighted with a red box.

Process ID: 800107



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- a. IF this report has a message that says, “**No Data Matching Criteria,**” you have no Double Meals as long as the terminals are communicating correctly. This is good.
- b. IF the report does display names, each name will be displayed two times. This means that a student was served 2 meals, so he or she will have 2 lines on the report. Make sure to **void** only 1 of the meals.
- c. Either print or write down a list of the names along with the cashier name to void.

LAUSD Central Office Double Meal Report					
Date	Serving Period	Name	PIN	Cashier	Reimbursable Meal Count
1813201 - FOSHAY LC					
2/12/2010	Breakfast	NAVARRO, JAZMIN	3164218	BAILEY, BARBARA	2
2/12/2010	Breakfast	NAVARRO, JAZMIN	3164218	CROPPER, KATHY	2
2/12/2010	Lunch	CAMPOS, MICHELLE	9235390	MARKS, PATRICIA	2
2/12/2010	Lunch	CAMPOS, MICHELLE	9235390	PAGE, ROBERTA	2
2/12/2010	Lunch	HERNANDEZ, ASHLEY	0749956	MARKS, PATRICIA	2
2/12/2010	Lunch	HERNANDEZ, ASHLEY	0749956	CROPPER, KATHY	2
2/12/2010	Lunch	RIVAS, BRENDA	7798769	MARKS, PATRICIA	2
2/12/2010	Lunch	RIVAS, BRENDA	7798769	PAGE, ROBERTA	2
2/12/2010	Lunch	RIVAS, CHRISTY	7896369	CROPPER, KATHY	2
2/12/2010	Lunch	RIVAS, CHRISTY	7896369	MARKS, PATRICIA	2
2/12/2010	Lunch	STEPTER, MALIK	9966303	PAGE, ROBERTA	2
2/12/2010	Lunch	STEPTER, MALIK	9966303	MARKS, PATRICIA	2
2/12/2010	Lunch	STONE, KALAYAH	7799161	PAGE, ROBERTA	2
2/12/2010	Lunch	STONE, KALAYAH	7799161	MARKS, PATRICIA	2

5. Find the meals and **void** them.
 - a. Go to **Process Sales** screen (open terminal if necessary).
 - b. Click the **View Journal** button.
 - c. If the sales were made on a previous day, change the **date**, if not verify date
 - d. Select the correct **Terminal** form the drop-down list. Use cashiers name to determine which terminal to choose (EX: Maria worked Terminal 2 today, etc.)
 - e. Using the **Three Dot button [...]** search by typing in the student’s name then Enter
 - f. Verify the correct student is selected and click the **Void** button, then **OK**
 - g. Repeat these steps until all **Double Meals** have been voided.
6. Run the **Double Meal Report** again (Step 1) - it should say **No Data Matching Criteria.**



SECTION 5- APPENDIX 2

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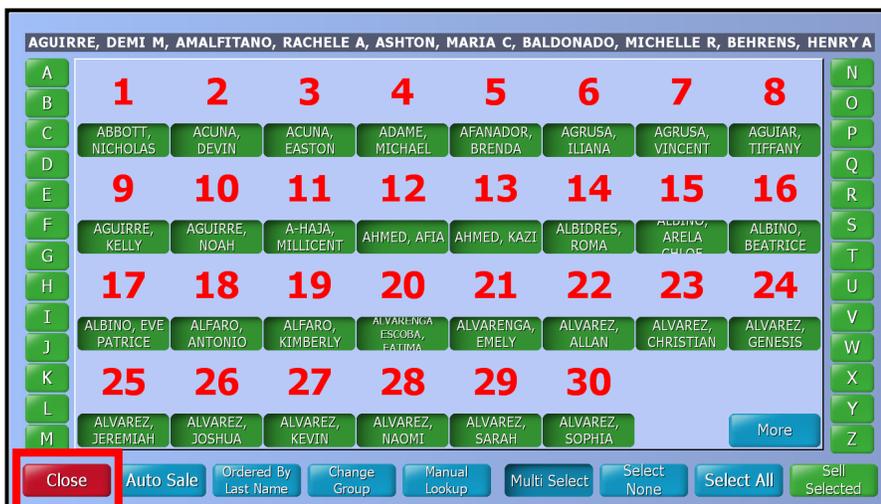
5.1 RED NUMBER WARNING

If at any time you see red numbers on your screen, STOP what you are doing and follow these instructions before you make any mistakes. You could accidentally sell a meal to the entire school if you do not fix your mistake immediately. Red numbers look like what is pictured below, and are caused by using the **Multi Select** button incorrectly while the students are displayed. If you feel that you have sold the entire school a meal by pressing the combination of **Multi Select**, **Select All**, **Sell Selected** in the student screen, and contact the helpdesk right away.

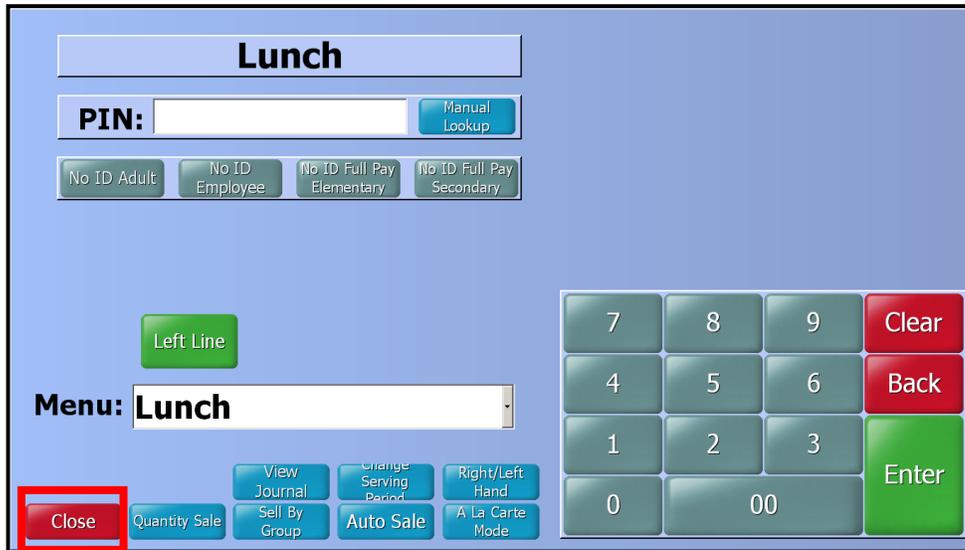
** Multi Select is only to be used at elementary schools, during breakfast time, and while in the group screen. You should never press Multi Select while in the student screen, like the picture below.*



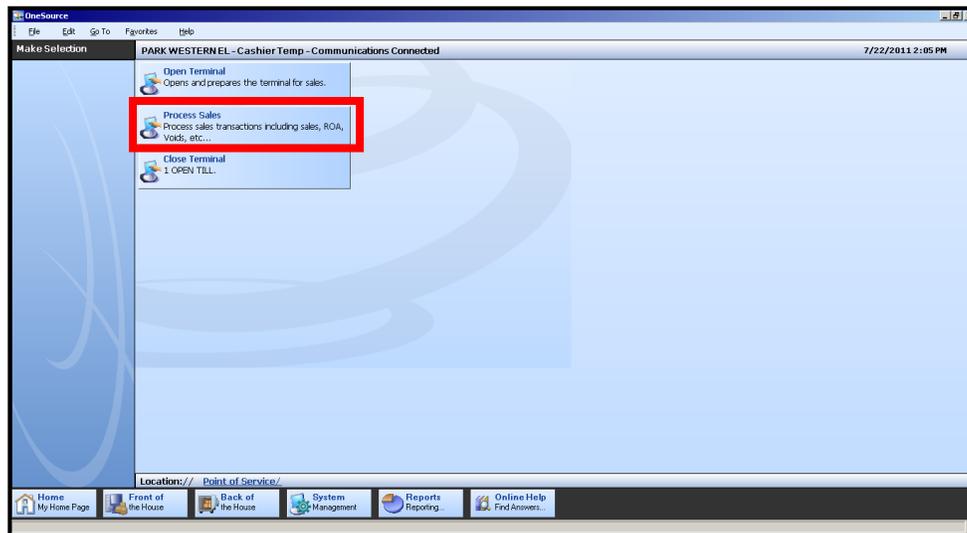
1. Press the red **Close** button. This will take you out of the student screen.



- Press the red **Close** button again. This will take you out of the POS screen.



- Once you see the blue menu, press the **Process Sales** button to return to the POS screen and apply all of your correct settings. By doing this, you are wiping out all of the incorrect settings and starting fresh.



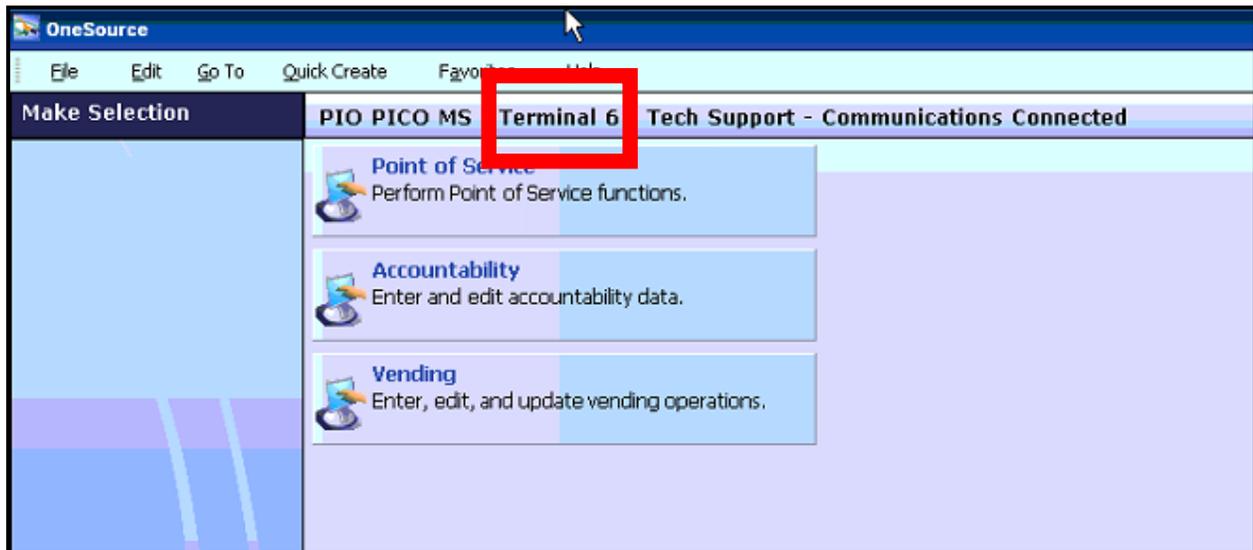
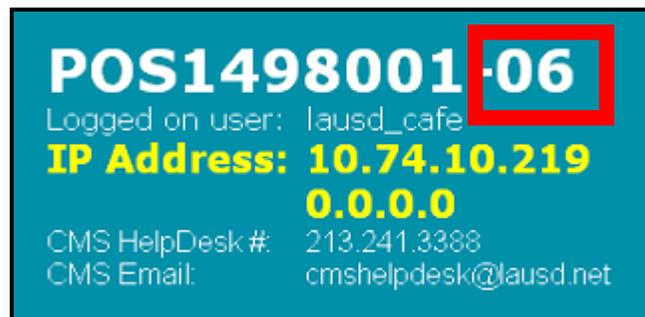
- After pressing **Process Sales** and applying the correct settings, continue with your meal transactions.



5.2 HOW TO DETERMINE THE POS TERMINAL NUMBER

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There are 2 ways to check a terminal number. Before logging into OneSource, look in the top right corner of the POS terminal. The dash followed by a number (located above the IP address) indicates the terminal number. If OneSource is already open, the terminal number will be displayed near the top of the screen. It is a good idea for all employees working on a Point of Service terminal to know which number terminal they are assigned to.





5.3 RESOLVING DISCREPANCIES- GENERAL INFORMATION

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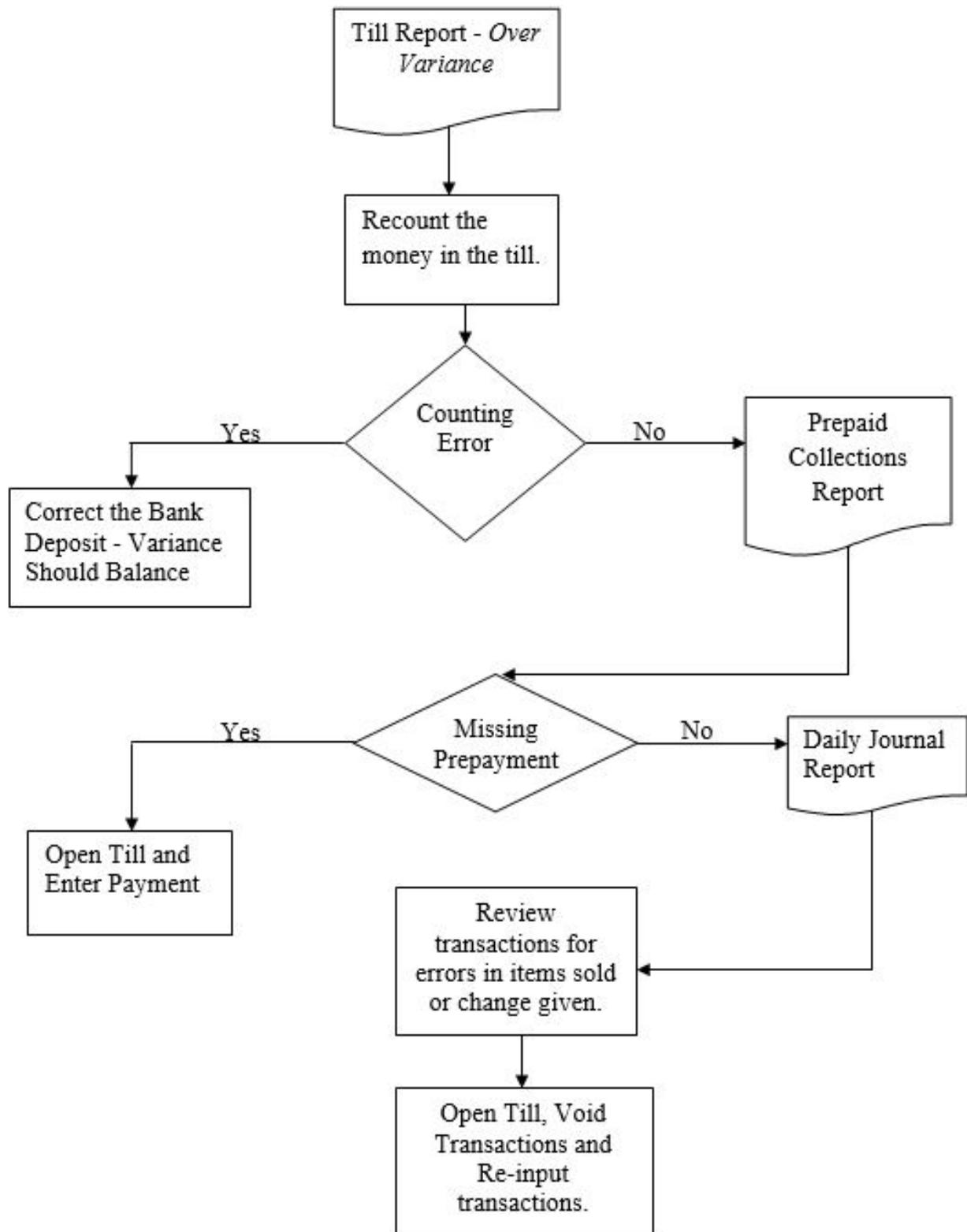
Use the following information if experiencing Overages/Shortage discrepancies:

1. **Overages** – The following items are the most common causes of cash overages:
 - a. Cash counting errors
 - b. Voids made after the bank deposit was saved
 - c. Money received outside the system that was not entered
 - d. Prepayment was received but not applied to the account
 - e. Change was not returned to the customer and not applied to the account

2. **Shortages** - The following items are the most common causes of cash shortages:
 - a. Cash counting errors
 - b. A refund that was made on the cafeteria managers terminal and cash was taken from the line terminal
 - c. A prepayment that was entered twice in error
 - d. Double meals that were sold in error
 - e. Second meals that were sold in error

5.4 RESOLVING DISCREPANCIES- OVERAGES

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5.5 RESOLVING DISCREPANCIES- SHORTAGES

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