



## Café Fiscal Friendly Reminders for Food Services Managers for FY2025-26

### Meal Counts in Newton:

1. All meals must be recorded promptly no later than the next business day.
2. If no meals served on any day, check appropriate "No Meal Served" box in Misc Counts. For example, if no lunch due to minimum day, check the "No Lunch Served" box on that day.
3. When the manager's terminal is down, keep written record of meals and sales. When POS is not communicating, report immediately to the CMS Help Desk and keep reported ticket number for reference. Recheck POS communication regularly and continue to follow up until resolved.
4. The missing meals report must be corrected right away so that missing meals are entered into Newton and we do not lose meal revenue when submitting claim reimbursements to the state.

### OneSource Inventory Report:

5. If unit per case is equal to 1, the broken quantities should be a decimal. Example (0.25, 0.50, 0.75, etc.)
6. If unit per case is equal to 2, the broken quantities should be a whole number. Example (5, 10, 120 or 1000, etc.)

### CMS Receiver Report:

7. Request credit **ASAP** from the vendor if items are not received or not received in full quantity.
8. Enter the invoice and CMS stock number correctly.

### Cash/Sales Transactions:

9. Avoid cash shortages/ overages. If cash sales were entered in error/incorrectly or missing, please correct immediately. If there is an issue with making corrections, please place a service request or contact CMS Help Desk.
10. Deposit all cash collections. Deposit waiver \$50 per month. All deposits must be deposited by the end of the month. Never use collections to buy supplies or other purposes.
11. Special function invoice (SFI) contact [sandra.joya@lausd.net](mailto:sandra.joya@lausd.net).