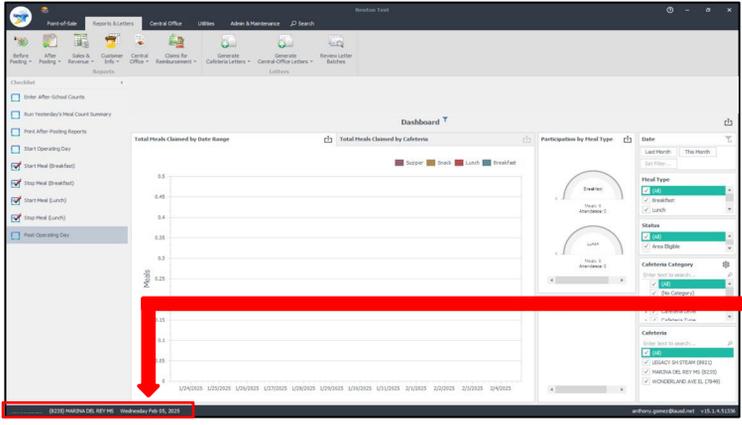


# End Of Day (Newton) Posting

A.



Review batches in your meal transaction to verify all batches are awaiting posting.

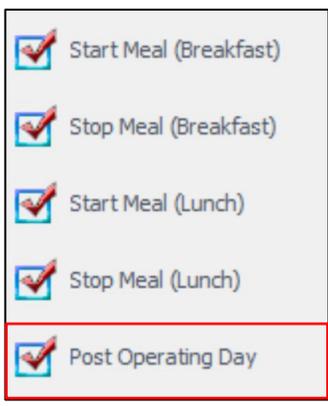
Ensure all meal services have been stopped.

Verify that all Point Of Service Terminals have been closed by staff before posting.



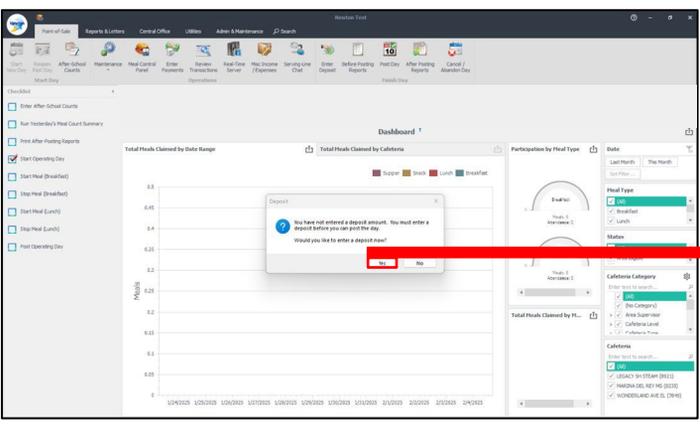
Verify the bottom ribbon has **no service showing (breakfast or lunch)**, proving services for the day have been closed.

B.



Once you have verified that all service are closed out for the day **Click Post Operating Day**

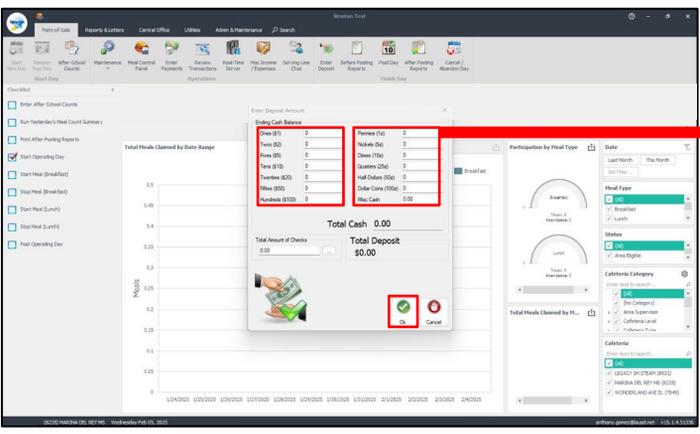
C.



Once **Posting Operating Day** has been selected a message box will appear stating to enter your **“Bank Deposit”** click **Yes**.

*You must enter a bank deposit amount only at the end of day when Posting.*

D.



Enter all cash on hand made from students and faculty sale collections. If no Sales leave cash balance as a zero and click **“Ok”**

# Posting Operating Day

Follow the order below:

**1<sup>st</sup>. Bank Deposits**

**2<sup>nd</sup>. Misc Counts**

**3<sup>rd</sup>. Daily Figures**

! If you see a **Discrepancy** Click **"Edit Counts"** this will request an override to Central Office to re-open for correction.

If no discrepancy, follow steps below.

Input your Deposit Slip number

Input your Bank Bag Number

If no deposit, select **"No Cash was collected today"**.

! In the **"MISC"** Tab. Enter your B.I.C. counts, field trips, or quantity sale under the correct meal category.



If you have offsites, EEC, or CSPP. You will enter all meal counts into correct category.

! No meal service, click drop down and select **"No Service"** under the correct Meal category.

Last step is click on **"Daily Figures Tab"** and review all site information.

Ensure you click **"Reviewed"** for each site if multiple offsites, EEC, or CSPP.

! If you don't select **"Reviewed"** for each site, you will not be able to Post at end of day.

! Main site select **"USE AF"** For any Offsite, EEC, or CSPP input Enrollment in the **"FREE"** category and put your daily attendance in **"Attendance Box"**

If no offsites only click Reviewed for your main site. Once you click **"Reviewed"** and ensured you followed all steps above. Click **"Ok"** to Post and Exit Newton if all work is done.

! Check Meal Summary Report to verify counts for the days service.

(Select Reports & Letters → After Posting → Meal Summary → Enter Date Range → Click "Ok")