



# How To Enter Daily Entry for Supper



## OPEN FRONT OF THE HOUSE - DAILY ENTRY

1. Click the **Front of The House** button



2. Click the **Accountability** button



3. Click the **Daily Entry** button



4. Daily Entry screen appears

- Click **New** on menu bar
- Enter Search Criteria
- Select **Main Site**
- Select correct date for Supper service

Search Criteria

Site: 1691801 STATE EL

From: 08/16/2022 To: 08/16/2022

Search Reset

5. Select the correct tab for **Supper**

- Enter the total number of student meals in the **Free** box

Breakfast Detail | Lunch Detail | **Supper Detail** | Snacks | Milk | Custom Fields | Validation Warnings | Attendance | Bank Deposit

Reimbursable

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: 0**

Student Worker Full Pay: 0

Student Worker Reduced: 0

Student Worker Free: 0

Custom Counts/Amounts: 0 .00

Other Sales

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

Total Supper Cash: .00

Supper Over/Short: .00

Supper Deposit: .00

Labor Hours: 0

Changes pending Process ID: 420112

6. Click **Save** on the menu bar and then click **Close**.