



MCS Newton

Newton Point of Sale Meal Service Activity - Cafeteria Manager

MCS Newton Cafeteria Management

765 Jefferson Road #400

Rochester, NY 14623

Heartland

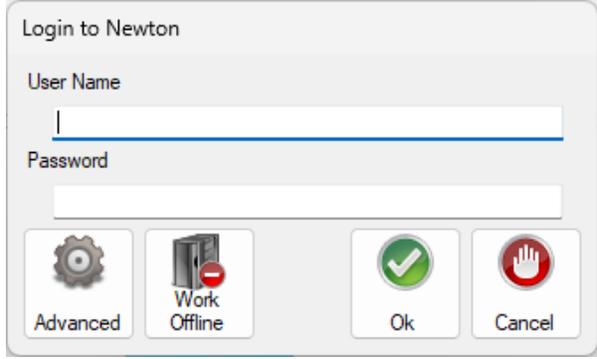
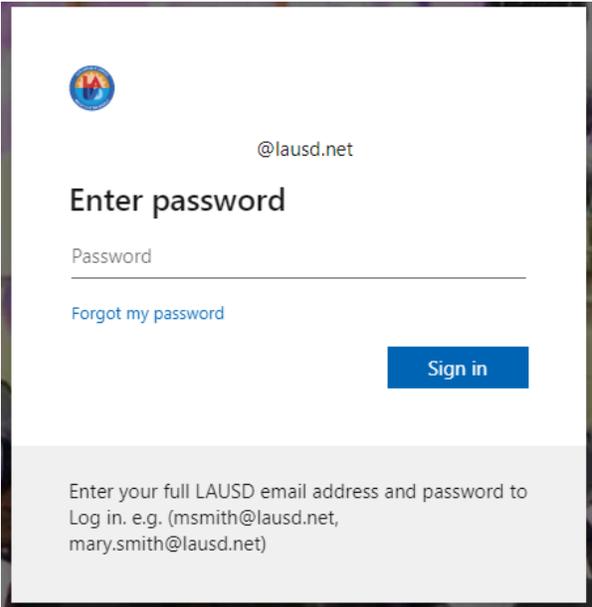
A Global Payments Company

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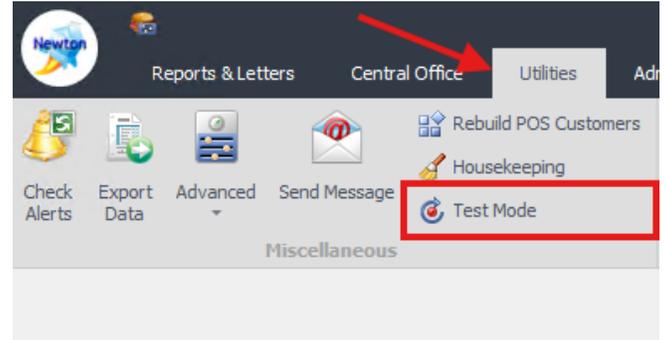
Log In

<p>Step 1: Double click the "Newton" icon on your desktop</p>	 The image shows a blue square icon with the word "Newton" in white text at the top and bottom. In the center, there is a smaller icon depicting a person's head and shoulders.
<p>Step 2: Leave User Name and Password blank and then click "Ok"</p>	 The image shows a "Login to Newton" dialog box. It has two input fields: "User Name" and "Password", both of which are currently blank. Below the input fields are four buttons: "Advanced" (gear icon), "Work Offline" (server rack icon with a red stop sign), "Ok" (green checkmark icon), and "Cancel" (red hand icon).
<p>Step 3: A window will pop up for Secure Sign On. Log in with your LAUSD credentials.</p>	 The image shows a "Secure Sign On" window. At the top left is the LAUSD logo. Below it is the text "@lausd.net". The main heading is "Enter password". There is a "Password" input field. Below the input field is a link that says "Forgot my password". A blue "Sign in" button is located on the right side. At the bottom, there is a grey box with the text: "Enter your full LAUSD email address and password to Log in. e.g. (msmith@lausd.net, mary.smith@lausd.net)".

Access Test Mode

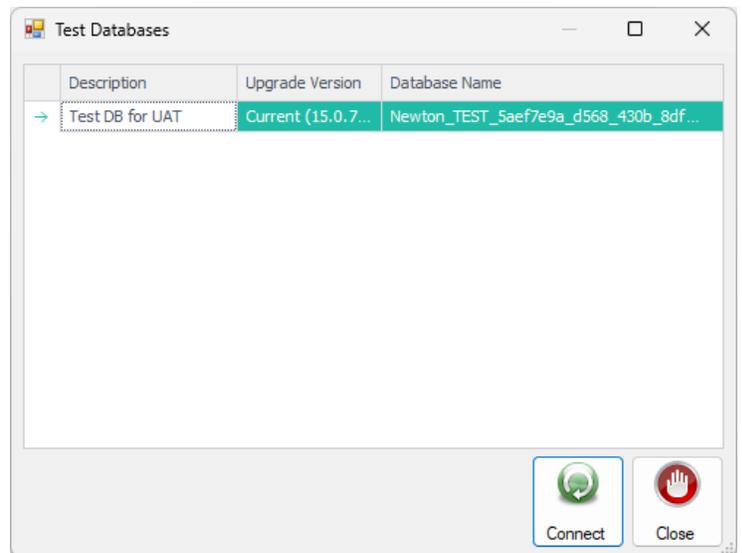
Test Mode is a way to perform operations that will not affect data in production. Essentially Test Mode will allow Cafeteria Managers and Cashiers to perform functions without affecting the current database.

Step 1: From the **"Utilities"** tab, select **"Test Mode"**

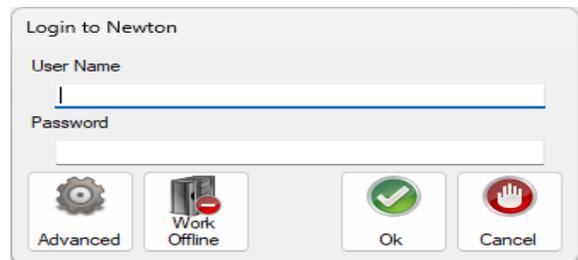


Step 2: Select **"Training DB Wk XX"** as shown in the screenshot

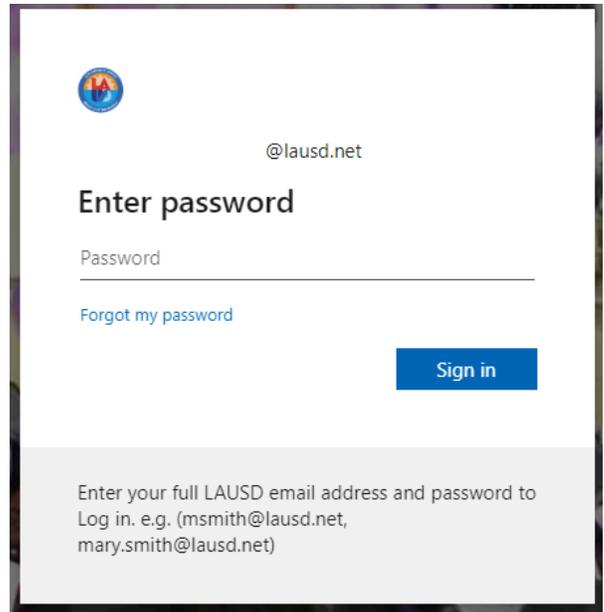
Your Trainer will tell you the specific one to choose. Feel free to write which one in this box for your convenience.



Step 3: Leave User Name and Password blank and then click **"Ok"** when the Login window appears

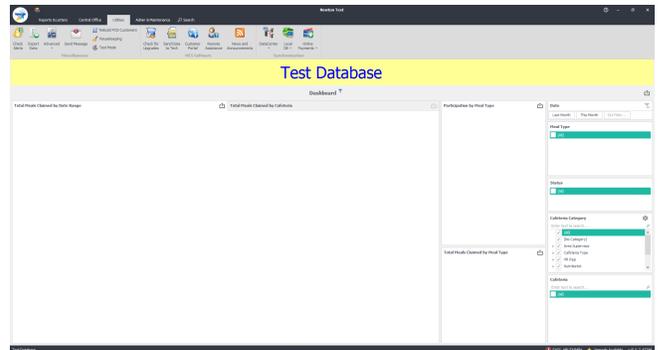


Step 4: Another window will pop up for Secure Sign On. Log in with your LAUSD credentials

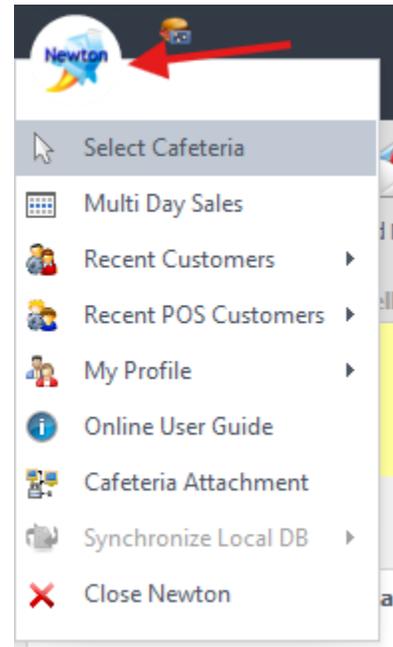


Step 5: Once you are logged in, a new window with a yellow banner across the top saying "Test Database" will be displayed confirming you are in the Test Database

IMPORTANT: Close the original Newton window in order to proceed with the activity

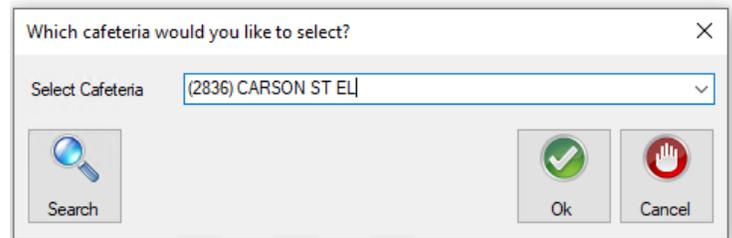


Step 6: Click the Newton bubble on the top left and click **"Select Cafeteria"**

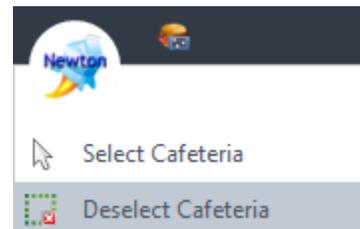


Step 7: In the popup window, type in your Cafeteria name or location code in the dropdown window and select it, then click **"Ok"**

Note: Location Code may need to be used to search since Cafeteria names may be abbreviated.



Step 8: If you select the wrong one, click the Newton bubble again and click **"Deselect Cafeteria"** then repeat the process to select your Cafeteria



Prewrite for Activity for Student Identification

Elementary Sites - Assign Homerooms for Cashiers

Elementary School Cafeteria Managers should assign each Cashier two Classrooms at your school to complete meal transactions with. Cashiers will search Classrooms through a Group Search using Homeroom in Newton.

Homerooms are populated in Newton by MSiS. These are usually room numbers but may vary by site. Cafeteria Manager should reference what is used on MSiS.

Secondary Sites

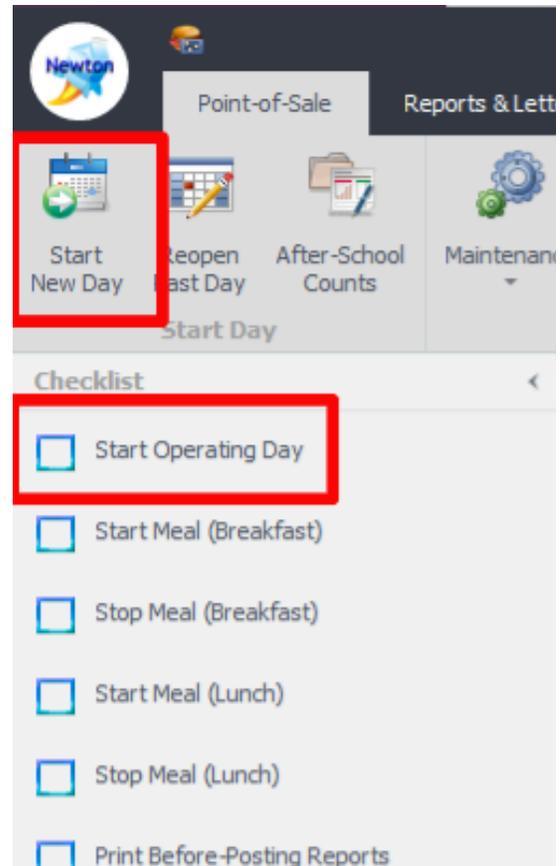
Secondary Sites will continue to use 9 + Enter at the point of sale. Secondary Cafeteria Managers do not need to assign Homerooms to Cashiers.

In the future, Secondary students will use their universal ID to scan at the point of sale for identification. This will be rolled out in the future.

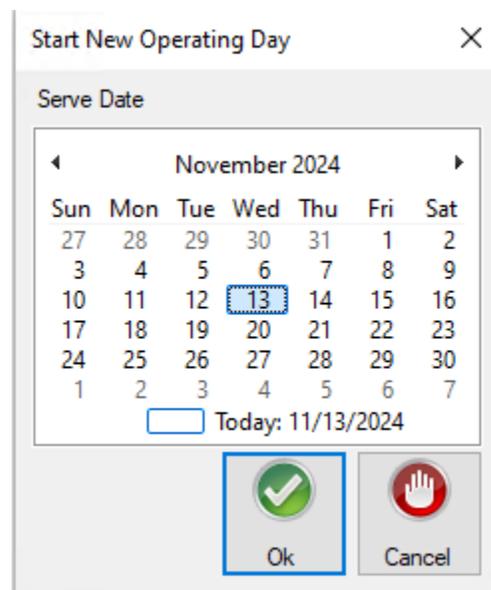
Start Test Operating Day

To begin the activity, you must first start the Operating Day.

Step 1: Click on **"Start Operating Day"** from the checklist or **"Start New Day"** from the **"Point of Sale"** ribbon



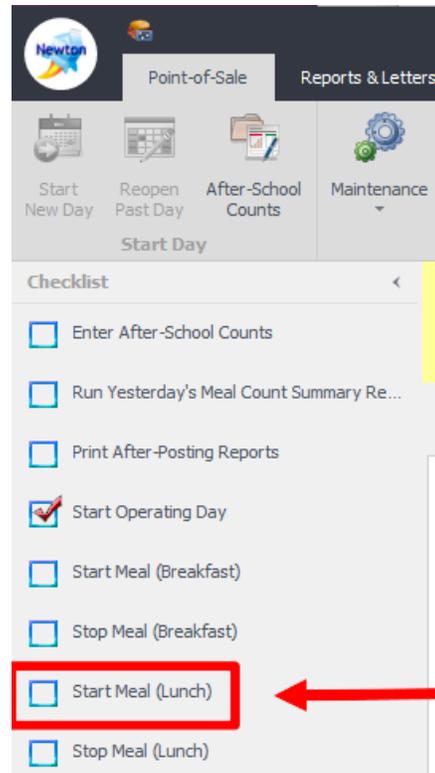
Step 2: Verify the selected day. Click **"Ok"**



Start a Meal Session

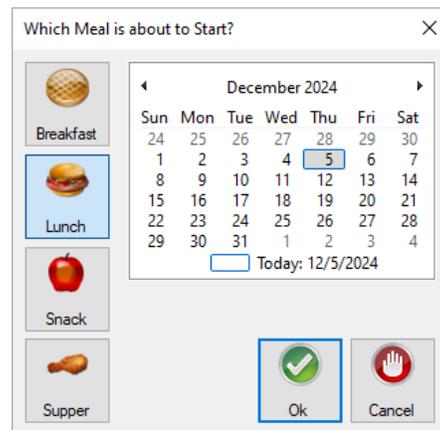
Next, you will Start a Lunch Meal so the Cashiers can run through their test transactions.

Step 1: Click on **"Start Meal (Lunch)"** on the checklist. Notice that there is now a check mark in the **"Start Operating Day"** checklist



Step 2: Verify the selected Meal in the **"Which Meal is about to Start?"** box is **Lunch** and the date is correct.

Click **"Ok"** to start the meal. The cashiers can now launch NewtonPOS on their touch screens



Step 3: A Meal Control Panel window will appear. Click **"Close"**

This allows you to go about your normal business while the POS terminals are running



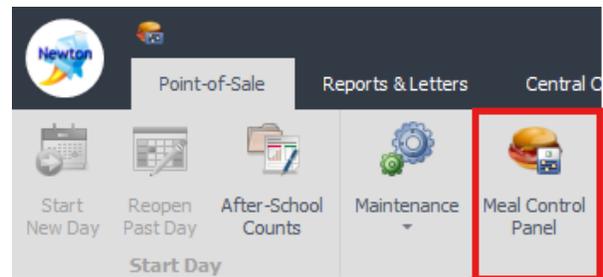
Step 4: Once you have initiated Lunch meal service, Cafeteria Managers should assist all employees individually. Each POS machine should be tested

Elementary Managers: Assign your cashiers two Homerooms (classrooms) to use to serve meals during the activity

Opening Main Machine POS Serving Line

When all employees have completed their meal service activity and all POS machines have been closed, Cafeteria Managers will return to their Manager Machine and enter employee meals via the POS "Main Machine" feature before stopping the meal service.

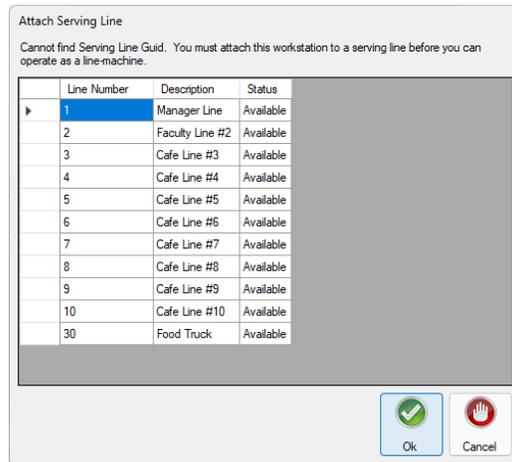
Step 1: Click the **"Meal Control Panel"** button on the **Point of Sale** tab



Step 2: Click the **"Main Machine"** button

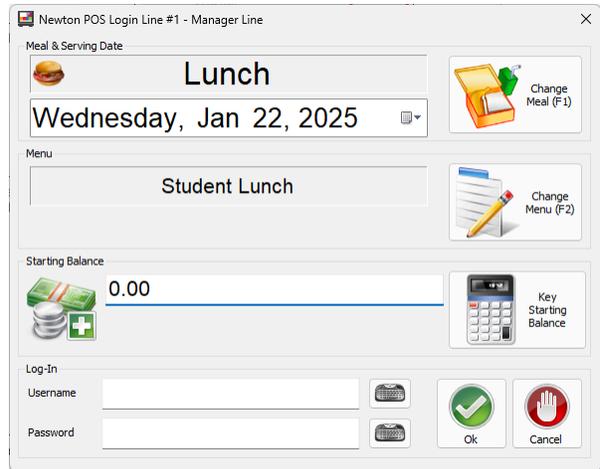


Step 3: If prompted, select **"Line 1 – Manager"** and then click **"Ok"**



Step 4: Log into **"Newton POS"** by leaving the fields blank, clicking **"Ok"** and inputting your LAUSD credentials in the pop-up window (like you would when logging in normally).

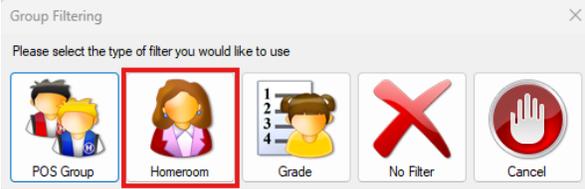
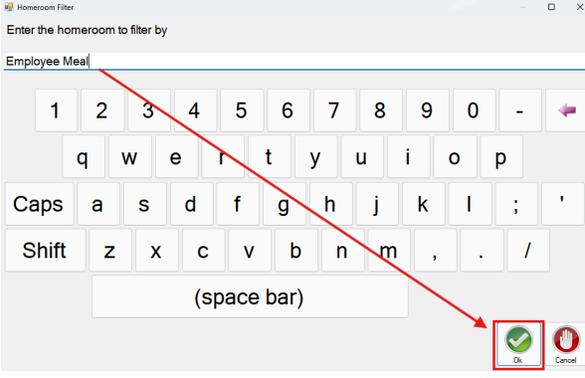
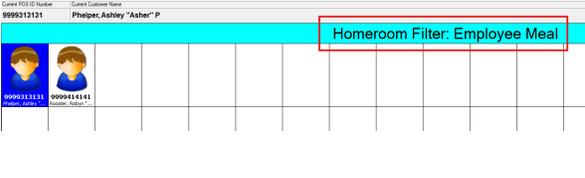
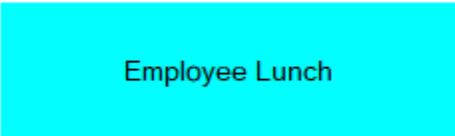
Note: Do NOT select a different date or meal than what was selected when the meal was started



Entering Employee Meals

Below is the method for entering employee meals via the Main Machine POS Terminal. Employee meals should only be entered by Managers.

Group Search / Homeroom

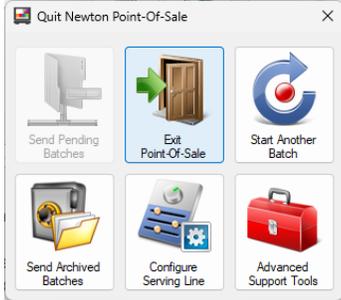
<p>Step 1: Click on the "Group Search" button on the POS screen</p>	
<p>Step 2: Select "Homeroom"</p>	
<p>Step 3: Type "Employee Meal" into the on screen window to filter to the Employees and click "OK"</p>	
<p>Step 4: Touch/Click on the correct employees to bring up the transaction screen</p>	
<p>Step 5: Hit "Employee Lunch" and hit "OK" to complete transaction.</p>	

Employee Function Key Sales

If you have a temporary employee on site that has a meal and they are not included in the Employee Meal Homeroom, follow these steps:

<p>Step 1: Use employee Meal Allowance Log to enter in Employee Meals</p>	
<p>Step 2: In NewtonPOS, hit "Toggle Fast Sale" to turn off Fast Sale. Then, hit the "Employee" button on the bottom, add the "Employee Lunch" item and click Ok.</p> <p>This will be done for each employee meal that was served during the meal service</p>	

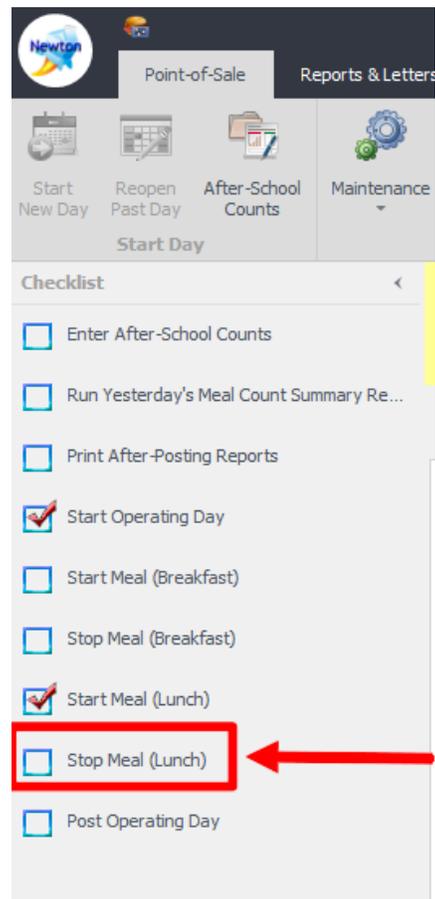
After you finish entering Employee Meals:

<p>Step 1: Hit "Quit Serving Line" on the bottom. Click "Yes"</p>	
<p>Step 2: Click "Exit Point-Of-Sale"</p>	
<p>Step 3: You will be returned to the Meal Control Panel in Newton. Click "Close"</p>	

Stop Meal Session

Step 1: **Before closing the meal service on your computer, make sure that all POS terminals are closed.**

Click **"Stop Meal (Lunch)"** on the checklist



Step 2: You will be asked if you're sure you want to close the current meal service. Click **"Yes"**



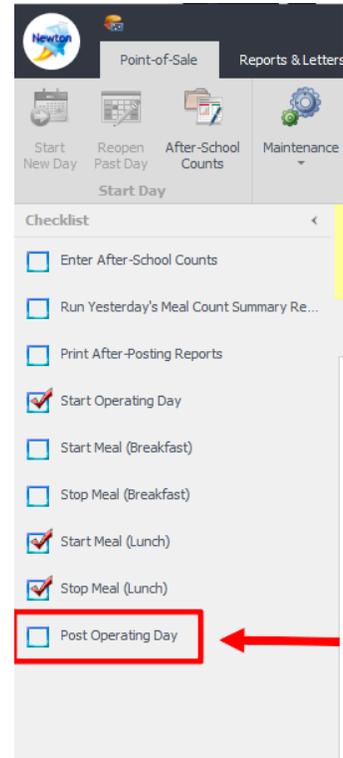
Step 3: You will be returned to the Meal Control Panel in Newton. Click **"Close"**



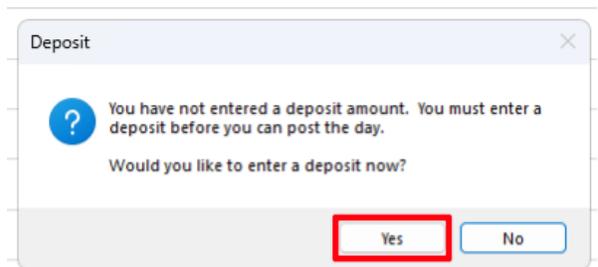
Post Operating Day

Now that you've completed the Meal Service, you will practice posting your day.

Step 1: Click on **"Post Operating Day"** from the checklist



Step 2: A pop-up will appear requesting to enter in a deposit. Click "Yes"



Step 3: Enter the total cash collected from every cashier station in the Enter Deposit Amount window, then click **"Ok"**

Note: Normally you would input the collected amount from your cashiers accordingly but for this activity no money was actually collected.

Amounts will vary depending on the number of cashiers that completed the activity. Totals need to match the total amount entered by cashiers.

Elementary Cafeteria

Multiply the total number of cashiers that completed the activity by \$19.36.

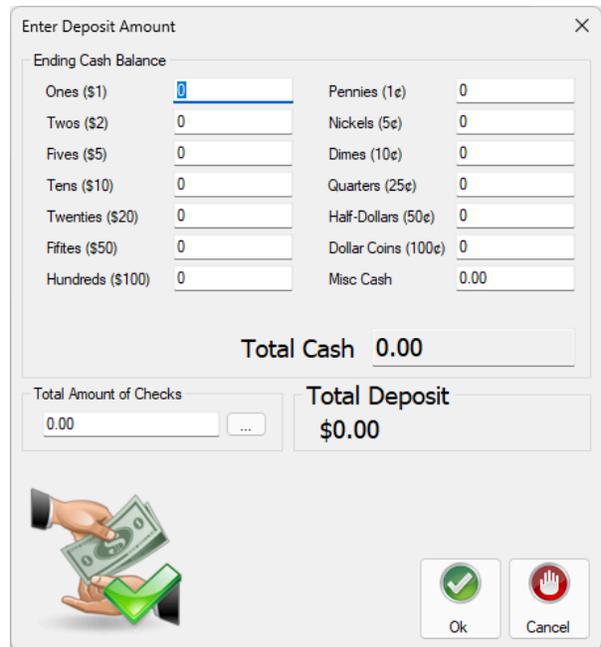
- 1 Cashier = \$19.36
- 2 Cashier = \$38.72
- 3 Cashier = \$58.08
- 4 Cashier = \$77.44
- 5 Cashier = \$96.80

Secondary Cafeteria

Multiply the total number of cashiers that completed the activity by \$14.86.

- 1 Cashier = \$14.86
- 2 Cashier = \$29.72
- 3 Cashier = \$44.58
- 4 Cashier = \$59.44
- 5 Cashier = \$74.30

Make sure all edits, voids, and money entries are performed before you click "Ok"



Ending Cash Balance			
Ones (\$1)	0	Pennies (1c)	0
Twos (\$2)	0	Nickels (5c)	0
Fives (\$5)	0	Dimes (10c)	0
Tens (\$10)	0	Quarters (25c)	0
Twenties (\$20)	0	Half-Dollars (50c)	0
Fifties (\$50)	0	Dollar Coins (100c)	0
Hundreds (\$100)	0	Misc Cash	0.00

Total Cash 0.00

Total Amount of Checks 0.00

Total Deposit \$0.00

Ok Cancel

Step 4: A Post Operating Day window appears with different tabs. The **"Bank Deposit"** tab will show first.

The Cash Receipts section will be filled with the amounts you entered in the last window

Denomination	Count
Pennies (\$0.01)	0
Nickels (\$0.05)	0
Dimes (\$0.10)	0
Quarters (\$0.25)	0
Half-Dollars (\$0.50)	0
Dollar Coins (\$1)	0
Ones (\$1)	5
Twos (\$2)	0
Fives (\$5)	2
Tens (\$10)	1
Twenties (\$20)	1
Fifties (\$50)	0
Hundreds (\$100)	0
Miscellaneous Cash	0.00

No cash was collected today

Step 5: Enter Deposit Slip # and Bank Bag # in **"Deposit Comments"**

Bank Deposit Today

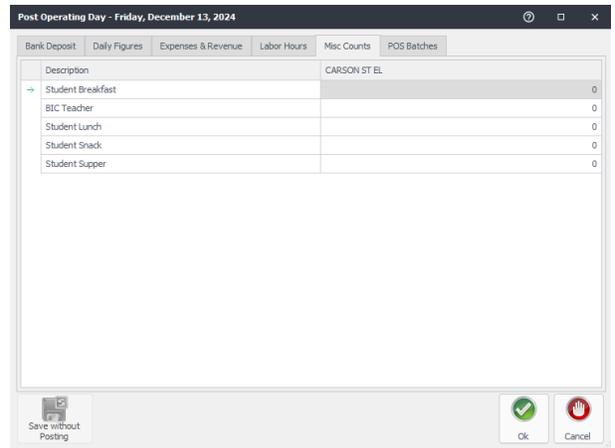
Deposit Amount: 45.00

Deposit Slip #: 123456

Deposit Comments: (Bank Bag #)

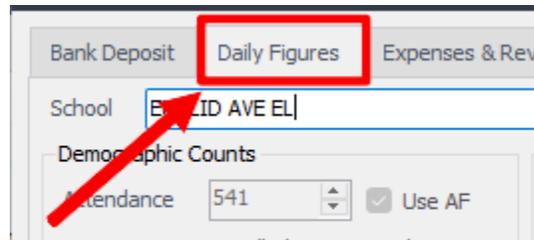
Step 6: Click on the **"Misc Counts"** tab, to enter BIC, EEC, CSPP and offsite meal counts (Quantity Sale). Do not press "OK" until you have completed all tabs and are ready to post

For the activity, you can enter in random counts for this tab.



Step 7: Next click on the **"Daily Figures"** tab

Do not press "Ok"

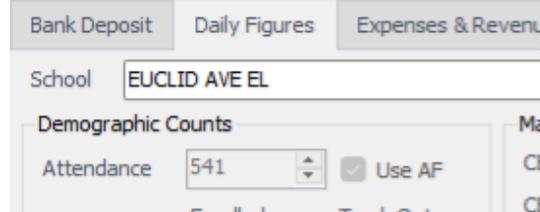


Step 8: On **"Daily Figures"** review the **"Demographic Counts"**

For Cafeterias that will use the Attendance Factor for all sites, "AF" will be automatically checked and no further actions are needed in Attendance.

For Cafeterias that have one or more sites that require attendance to be entered, Cafeteria Managers will need to either check the **"AF"** box for each site or enter in **"Attendance"**

Example of Cafeteria Site with AF Only



Example of Cafeteria Requiring Attendance

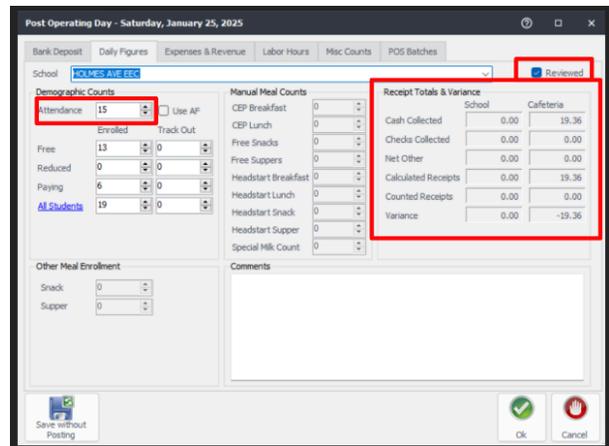


Step 9: For sites that require Attendance for any of their sites, enter in Attendance, Confirm **"Total Receipts & Variance"** and select **"Reviewed"** for each site.

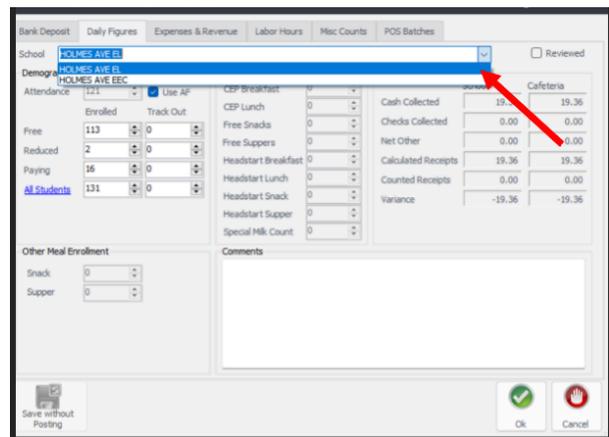
For sites that do not have any Enrollment numbers, ensure to enter in Enrollment under Total Enrollment as well.

For Sites that use Attendance Factor, just review **"Total Receipts & Variance,"** then select **"Reviewed"** for each site.

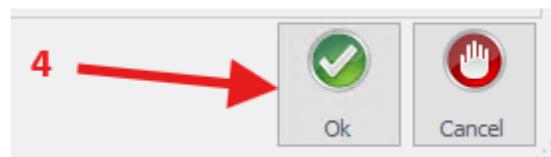
Look to see that your **"Calculated Receipts"** equals the **"Counted Receipts"** (a \$0.00 variance). This means that there was no variance in your cash drawer.



Step 10: To select another site, use the drop down. This is only for Cafeterias with multiple sites.

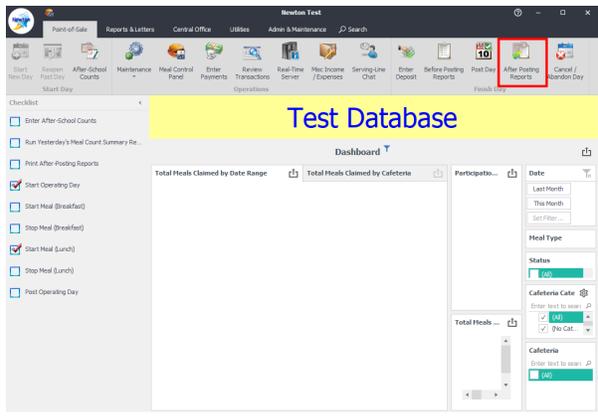
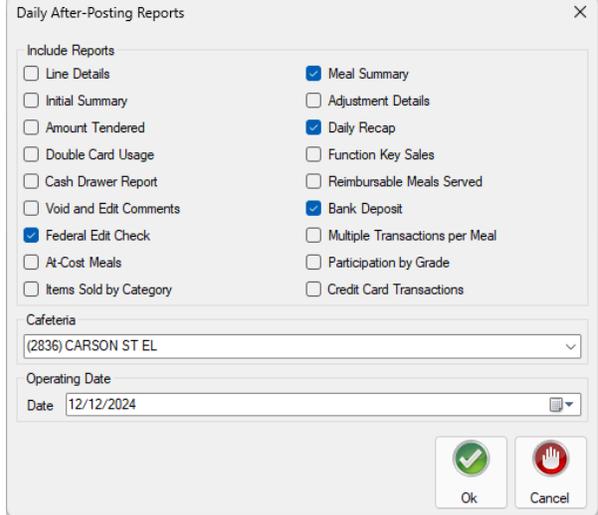


Step 11: When you are ready to Post and have completed the Bank Deposit tab, Misc Counts tab and Daily Figures tab, click **"Ok."** This Posts your transactions for the day.



Print After-Posting Reports

Next, you will print your After-Posting Reports to keep for your records.

<p>Step 1: Click on "Print After-Posting Reports"</p>	
<p>Step 2: The pre-selected reports will be checked off. For the purpose of this activity, we won't check any additional boxes. Click "Ok"</p> <p>Note: On a normal day, Meal Summary report will be run separately using a custom report created for LAUSD.</p>	
<p>Step 3: The reports will be generated. Click "Print" located on the top left</p>	