



MCS Newton

Secondary Cashier Meal Service Activity

MCS Newton Cafeteria Management

765 Jefferson Road #400

Rochester, NY 14623

Heartland

A Global Payments Company

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Overview

This activity will help guide you through a typical meal service using NewtonPOS. Your Cafeteria Manager will be leading you through the activity so you can become familiar with the system and learn to process the different types of transactions you will see during any given serving period.

During this activity you will go through the following steps and transaction types:

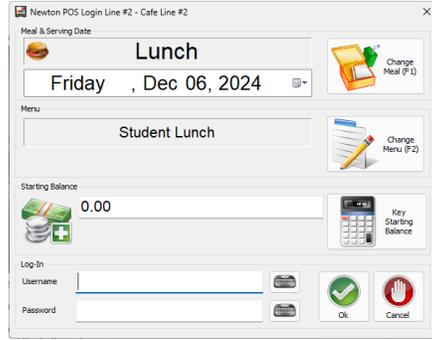
1. Begin Lunch Service & Unidentified Reimbursable Meals
2. Student - A La Carte
3. Adult - Lunch Tray
4. Adult - A La Carte Item
5. Quit Serving Line

Login to the Register

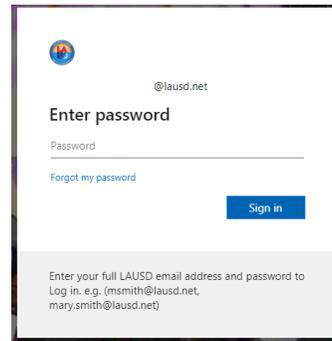
To begin, you will sign in to NewtonPOS using your LAUSD Single Sign-On.

| <p>Step 1: Double-Click on the "NewtonPOS" icon on the desktop</p> |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|-------------|-------------|--------|---|--------------|-----------|---|--------------|-----------|-----|--------------|-----------|---|--------------|-----------|---|--------------|-----------|---|--------------|-----------|---|--------------|-----------|---|--------------|-----------|---|--------------|-----------|----|---------------|-----------|----|------------|-----------|
| <p>Step 2: If prompted, attach the serving line to the assigned number for your station. Ask your manager if you don't know the number.</p> | <p>Attach Serving Line</p> <p>Cannot find Serving Line Guid. You must attach this workstation to a serving line before you can operate as a line-machine.</p> <table border="1"><thead><tr><th>Line Number</th><th>Description</th><th>Status</th></tr></thead><tbody><tr><td>1</td><td>Manager Line</td><td>Available</td></tr><tr><td>2</td><td>Cafe Line #2</td><td>Available</td></tr><tr><td>▶ 3</td><td>Cafe Line #3</td><td>Available</td></tr><tr><td>4</td><td>Cafe Line #4</td><td>Available</td></tr><tr><td>5</td><td>Cafe Line #5</td><td>Available</td></tr><tr><td>6</td><td>Cafe Line #6</td><td>Available</td></tr><tr><td>7</td><td>Cafe Line #7</td><td>Available</td></tr><tr><td>8</td><td>Cafe Line #8</td><td>Available</td></tr><tr><td>9</td><td>Cafe Line #9</td><td>Available</td></tr><tr><td>10</td><td>Cafe Line #10</td><td>Available</td></tr><tr><td>30</td><td>Food Truck</td><td>Available</td></tr></tbody></table> <p>Ok Cancel</p> | Line Number | Description | Status | 1 | Manager Line | Available | 2 | Cafe Line #2 | Available | ▶ 3 | Cafe Line #3 | Available | 4 | Cafe Line #4 | Available | 5 | Cafe Line #5 | Available | 6 | Cafe Line #6 | Available | 7 | Cafe Line #7 | Available | 8 | Cafe Line #8 | Available | 9 | Cafe Line #9 | Available | 10 | Cafe Line #10 | Available | 30 | Food Truck | Available |
| Line Number | Description | Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Manager Line | Available | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Cafe Line #2 | Available | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ▶ 3 | Cafe Line #3 | Available | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Cafe Line #4 | Available | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Cafe Line #5 | Available | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Cafe Line #6 | Available | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Cafe Line #7 | Available | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Cafe Line #8 | Available | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Cafe Line #9 | Available | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Cafe Line #10 | Available | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | Food Truck | Available | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

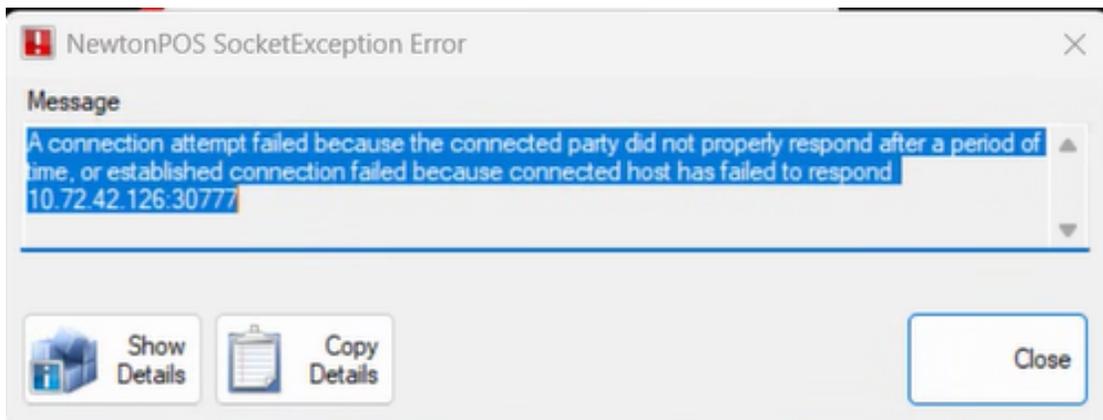
Step 2: Confirm Meal, Date & Menu then enter cash drawer starting balance (per Cafeteria Manager instructions) and leave the Log In section blank



Step 3: Click "Ok." A window will pop up for Secure Sign On. Log in with your LAUSD credentials



Note: If you come across this error, it means your manager has not started a meal yet. Please confirm with your manager that the meal is running before attempting to log in.



Begin Lunch Service & Unidentified Reimbursable Meals

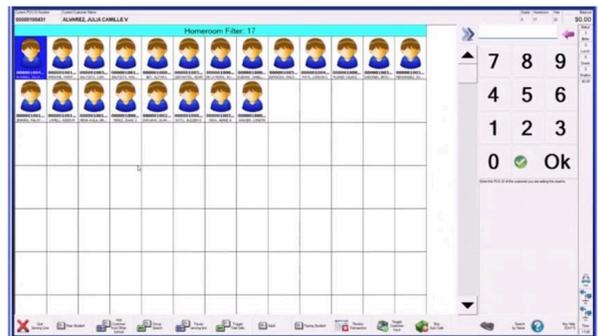
In the future, students at Secondary sites will identify themselves at the point of sale by scanning their ID card. Currently, students will continue to use 9 + Enter.

When you login, you will see the Student Search Screen with student names and photos. You will **not** identify students at this time.

At the bottom of your screen you will see several buttons. During this activity you will be using Adult, Free Student, Toggle Fast Sale and Quit Serving-Line.



Step 1: To begin, Secondary schools will start on the Student Search screen.



Step 2: Next, enter 9 + Enter in your PIN pad to simulate a student transaction.



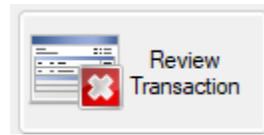
Step 3: You will hear a sound once the Reimbursable Meal is entered and the top right of your screen will say "SALE OK"



Step 4: Repeat Step 2 and Step 3 a few more times to familiarize yourself with the Reimbursable Meal transactions.

Optional: You can press the **"Review Transactions"** to see how many transactions were completed.

When done, press **"Cancel"**



Pick a transaction to review

Search

POSID

Name

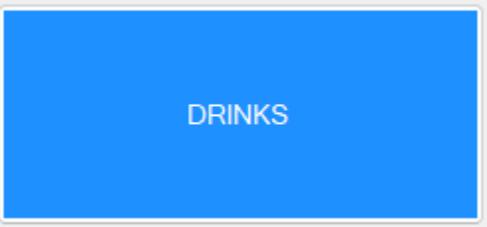
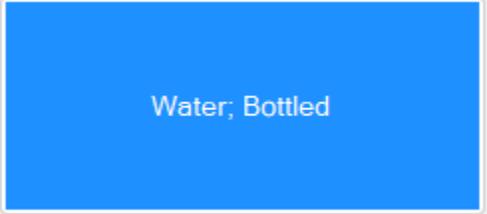
Clear

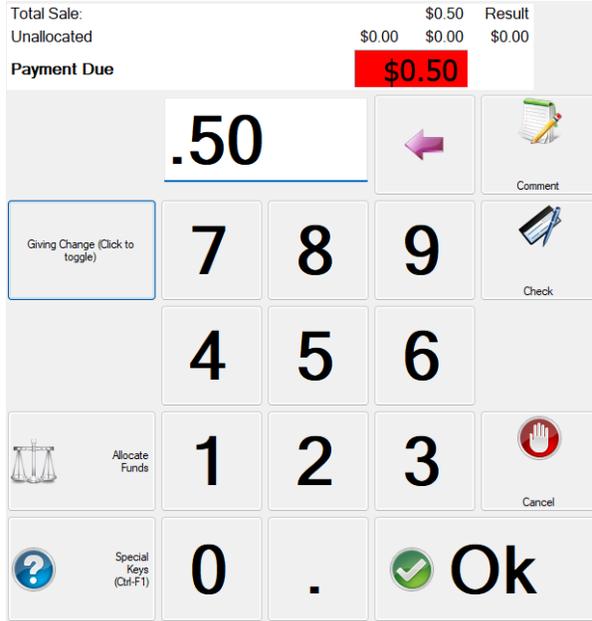
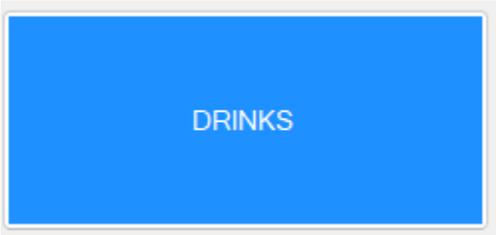
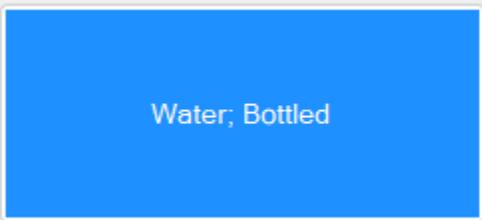
| Transaction Date | POSID | Name | Items Sold | Amount Tendered |
|---------------------|-------|--------------------|------------|-----------------|
| 1/25/2025 9:31 AM | 9 | Student, Anonymous | 1 | \$0.00 |
| 1/25/2025 9:31 AM | 9 | Student, Anonymous | 1 | \$0.00 |
| 1/25/2025 9:31 AM | 9 | Student, Anonymous | 1 | \$0.00 |
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| 1/25/2025 9:31 AM | 9 | Student, Anonymous | 1 | \$0.00 |
| 1/25/2025 9:31 AM | 9 | Student, Anonymous | 1 | \$0.00 |

Ok Cancel

Student - A La Carte

The next transactions will be for Student A La Carte. To complete A La Carte sales Fast Sale should be disabled so the A La Carte transaction screen will appear.

| | |
|--|--|
| <p>Step 1: Next, you will process a Student A La Carte transaction. Press the Toggle Fast Sale button at the bottom right of the Student Search screen once.</p> |  |
| <p>Step 2: Check that Fast Sale is turned off in the top right of your screen. The screen will now say "Auto" with "N/A" below</p> |  |
| <p>Step 3: Now press the Free Student button at the bottom of the screen.</p> |  |
| <p>Step 4: Press the "DRINKS" button on the bottom left</p> |  |
| <p>Step 5: Add "Water; Bottled"</p> |  |

| | |
|--|--|
| <p>Step 6: Enter \$0.50 for amount tendered, no change given.</p> <p>Press "Ok" to complete transaction</p> |  <p>Total Sale: \$0.50 Result \$0.00 Unallocated \$0.00 \$0.00 Payment Due \$0.50</p> <p>.50</p> <p>← Comment</p> <p>Giving Change (Click to toggle) 7 8 9 Check</p> <p>4 5 6</p> <p>Allocate Funds 1 2 3 Cancel</p> <p>? Special Keys (Ctrl-F1) 0 . ✓ Ok</p> |
| <p>Step 7: You will process another Student A La Carte transaction.</p> <p>Press the "Free Student" button at the bottom of the Student Search screen</p> |  |
| <p>Step 8: The A La Carte transaction screen will display</p> <p>Add "Burrito (Variety)"</p> |  |
| <p>Step 9: Press the "DRINKS" button on the bottom left</p> |  |
| <p>Step 10: Add "Water; Bottled"</p> |  |

Step 11: Enter **\$2.50** for amount tendered, no change given

Press **"Ok"** to complete transaction

| | | |
|-------------|---------------|--------|
| Total Sale: | \$2.50 | Result |
| Unallocated | \$0.00 | \$0.00 |
| Payment Due | \$2.50 | |

| | | | | |
|---------------------------------|---|---|------|---------|
| 2.50 | | | ← | Comment |
| Giving Change (Click to toggle) | 7 | 8 | 9 | Check |
| | 4 | 5 | 6 | |
| Allocate Funds | 1 | 2 | 3 | Cancel |
| Special Keys (Ctrl-F1) | 0 | . | ✓ Ok | |

Step 12: You will return to the Student Search Screen, then tap **"Toggle Fast Sale"** twice to turn Fast Sale back on

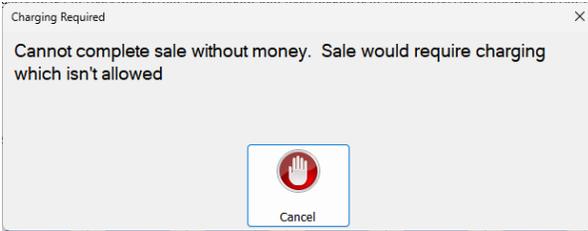
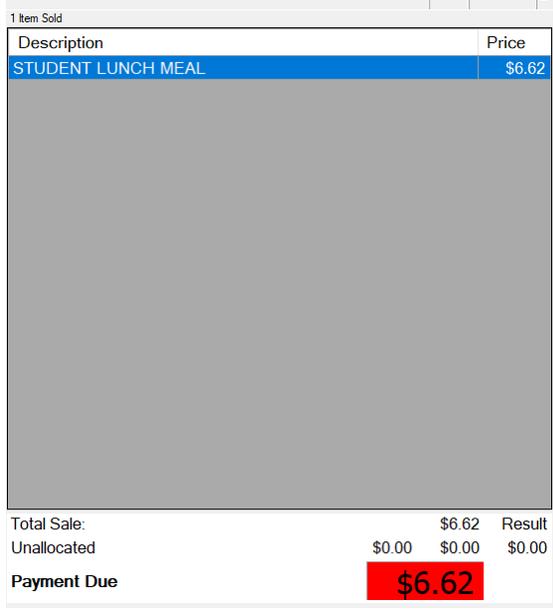


Step 13: Before continuing, ensure the top right corner shows **"FAST."** If it does not show fast, return to Step 12 where you will tap the **"Toggle Fast Sale"** button until it states **"FAST"**



Adult - Lunch Tray

The next transaction will be a Lunch Tray for an Adult. Fast Sale will remain enabled.

| <p>Step 1: Next, you will process an Adult transaction with Fast Sale on. Tap the "Adult" button on the bottom of the screen.</p> |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|-------------|--------|--|--|-------------|-------|--|--|--------------------|--------|--|--|--|--|--|--|-------------|--------|--------|--|-------------|--------|--------|--------|--------------------|---------------|--|--|
| <p>Step 2: A window will pop up explaining charging will be required. This is normal, tap "Cancel" to continue the transaction.</p> |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Step 3: A "Student Lunch Meal" will be added to the transaction</p> <p>Note: While the screen reads "Student Lunch Meal," the system will recognize the Adult customer and charge the adult price accordingly</p> |  <table border="1" data-bbox="824 793 1377 1402"> <thead> <tr> <th colspan="4">1 Item Sold</th> </tr> <tr> <th>Description</th> <th colspan="2">Price</th> <th></th> </tr> </thead> <tbody> <tr> <td>STUDENT LUNCH MEAL</td> <td>\$6.62</td> <td></td> <td></td> </tr> <tr> <td colspan="4"> </td> </tr> <tr> <td>Total Sale:</td> <td>\$6.62</td> <td>Result</td> <td></td> </tr> <tr> <td>Unallocated</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Payment Due</td> <td>\$6.62</td> <td></td> <td></td> </tr> </tbody> </table> | 1 Item Sold | | | | Description | Price | | | STUDENT LUNCH MEAL | \$6.62 | | | | | | | Total Sale: | \$6.62 | Result | | Unallocated | \$0.00 | \$0.00 | \$0.00 | Payment Due | \$6.62 | | |
| 1 Item Sold | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Description | Price | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| STUDENT LUNCH MEAL | \$6.62 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Sale: | \$6.62 | Result | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unallocated | \$0.00 | \$0.00 | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Payment Due | \$6.62 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Step 4: Enter **\$10.00** for amount tendered and tap **"Ok"**

| | | |
|-------------|---------------|--------|
| Total Sale: | \$6.62 | Result |
| Unallocated | \$0.00 | \$0.00 |
| Payment Due | \$6.62 | |

10.00

Giving Change (Click to toggle)

7 8 9

4 5 6

Allocate Funds

1 2 3

Special Keys (Ctrl-F1)

0 . Ok

Comment

Check

Cancel

Step 5: **Change Due** window will pop up. Tap **"Ok"**

Change Due

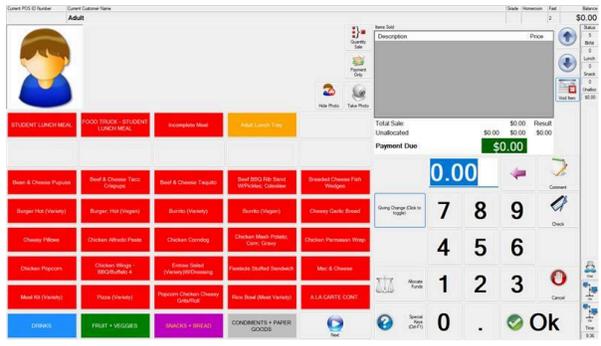
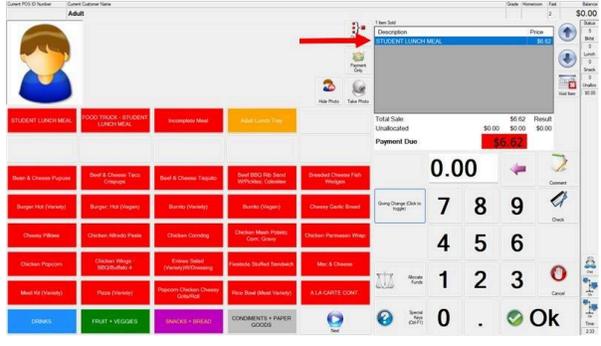
Change due to customer:

 **\$3.38**

Ok Cancel

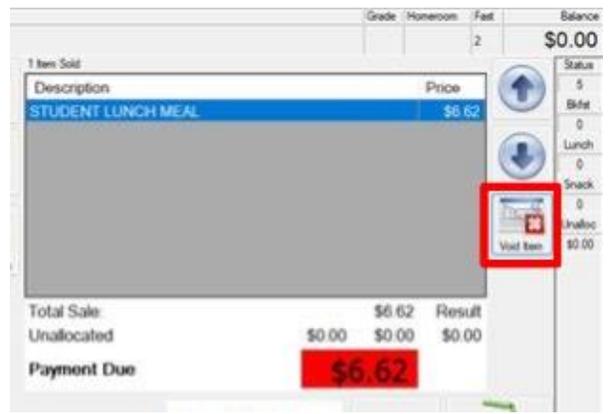
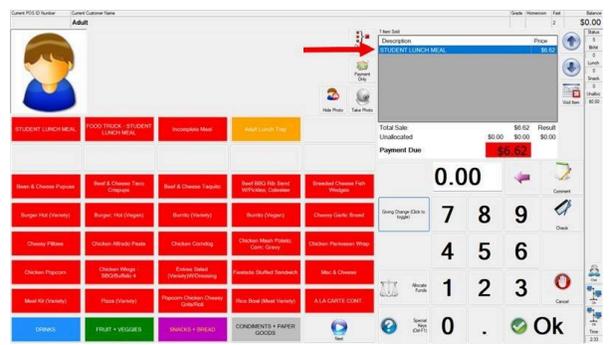
Adult - A La Carte Item

This transaction will be for an A La Carte item for an Adult with Fast Sale disabled.

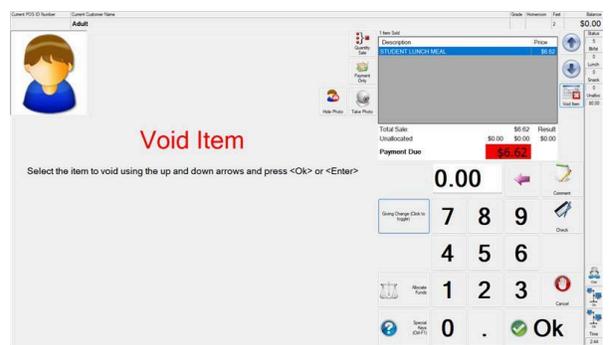
| | |
|---|---|
| <p>Step 1: Next, you will process an Adult A La Carte transaction</p> <p>The Screen will return to the Student Search Screen. Press "Toggle Fast-Sale"</p> |  |
| <p>Step 2: Confirm Fast Sale is off by checking the top right corner</p> |  |
| <p>Step 3: Tap "Adult" button to bring up Transaction screen</p> |  |
| <p>Step 4: After pressing the "Adult" button, you will be taken to the A La Carte transaction screen.</p> <p>If you successfully disable Fast Sale, your cart will be empty. Skip to Step 8 if your cart is empty.</p> <p>If you did not disable Fast Sale, a Student Lunch Meal will display in your cart. Proceed to Step 5 if you have a Student Lunch Meal displayed in the cart and will need to Void the item.</p> | <p>Fast Sale Disabled w/ no item in Cart</p>  <p>Fast Sale Enabled w/ item in Cart</p>  |

Step 5: If you made a mistake and did not turn off **Fast Sale**, a Student Lunch Meal will display in your cart.

Press **"Void Item"** once to activate the ability to void.

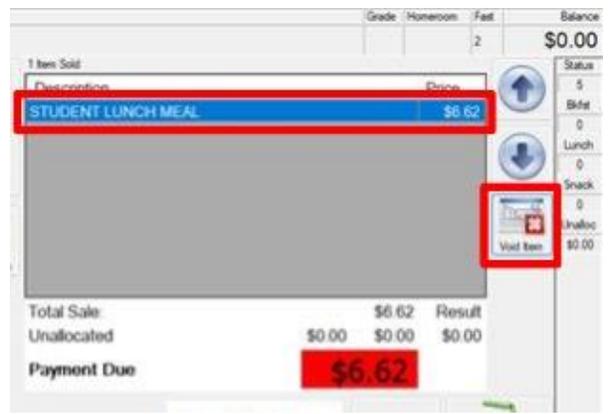


Step 6: The A La Carte screen will now be replaced with **"Void Item"**



Step 7: Now press **"Void"** again to remove the selected item in your cart. The selected item will be highlighted blue.

In this instance, there is only one item in your cart so the **"Student Lunch Meal"** will automatically be selected.



Step 8: Confirm your Adult cart is empty and select **"Chicken Wings - BBQ/Buffalo 4"**

Price should show **\$5.24** (\$4.75 + tax)

The screenshot shows a POS system interface. At the top, there's a header with 'Adult' and a user icon. Below that is a grid of menu items categorized by color: Student Lunches (red), Food Truck - Student Lunches (orange), Breakfast Menu (yellow), and Kids Lunch Tray (green). The 'Chicken Wings - BBQ/Buffalo 4' item is highlighted in red. To the right, a summary window shows: Total Sale: \$0.00, Unallocated: \$0.00, Result: \$0.00, and Payment Due: \$0.00. Below the menu grid is a large red button with the text 'Chicken Wings - BBQ/Buffalo 4'. At the bottom, a payment summary window displays: Total Sale: \$5.24, Unallocated: \$0.00, and Payment Due: \$5.24.

Step 9: Enter **\$10.00** for amount tendered and tap **"Ok"**

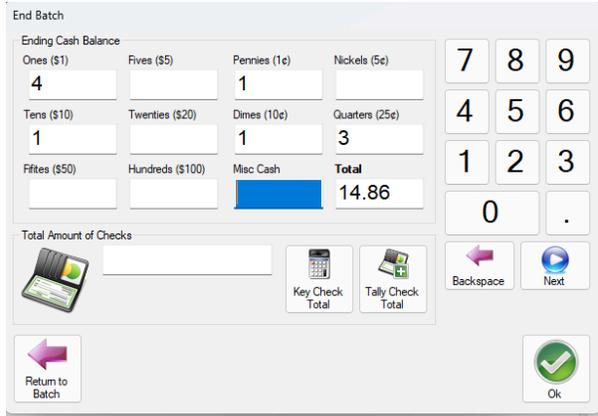
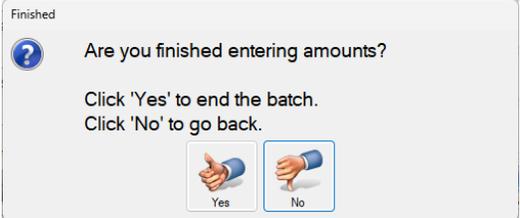
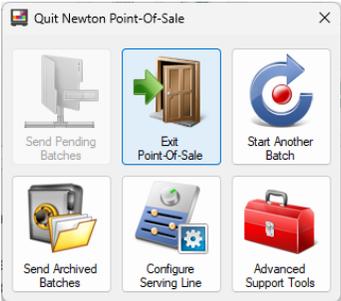
The screenshot shows a numeric keypad interface. The amount '10.00' is entered in the top field. Below the keypad are several icons: 'Giving Change (Click to toggle)', 'Allocate Funds', 'Special Keys (Ctrl-F1)', 'Comment', 'Check', and 'Cancel'. The 'Ok' button is highlighted with a green checkmark.

Step 10: Change Due window will pop up. Tap **"Ok"**

The screenshot shows a 'Change Due' window. It displays 'Change due to customer:' followed by '\$4.76'. There is an icon of a stack of coins with a green arrow pointing to it. At the bottom, there are two buttons: 'Ok' (with a green checkmark) and 'Cancel' (with a red hand icon).

Quit Serving Line

The last portion of this activity will be to Quit Serving Line at the end of the meal service.

| | |
|--|--|
| <p>Step 1: Now, we will conclude meal service.</p> <p>Select "Quit Serving Line" on the bottom left, then tap "Yes"</p> |  |
| <p>Step 2: Enter Ending Cash Balance as shown:</p> <p>Ones (\$1) - 4 Tens (\$10) - 1 Pennies (1c) - 1 Dimes (10c) - 1 Quarters (25c) - 3</p> <p>The total should show \$14.86</p> <p>Tap "Ok"</p> |  |
| <p>Step 3: The following window will pop up. Click "Yes" to end the batch.</p> |  |
| <p>Step 4: Tap "Exit Point-of-Sale" to close register</p> |  |