

# MCS Newton /CMS FINISH LINE

## DAILY

- Enter After School Counts (Supper, Snack, Offsites)** *Newton*
- Run Yesterdays Meal Summary Count Report** *Newton*
- Print After-Posting Reports (All-In-One Report)** *Newton*  
*Export to folder into managers computer*
- Open Newton “Start Operating Date”** *Newton*  
*(Verify Bottom Blue Ribbon) has school site and correct date*
- Select Meal Service Breakfast or Lunch** *Newton*  
*Bottom blue ribbon indicates what service is open. This will allow staff to open outside POS Terminals*
- Receive Ordered Goods (Receiving Tickets)**  
*Back of the House →Inventory management →Receiving and Stock Transfers*
- Send or receive Stock Transfer (inventory adjustments) when applicable**  
*Back of the House →Inventory management →Receiving and Stock Transfers*
- Edit and Complete Milk order (for 2 days out)**  
*Back of the house →Procurement →Shopping list →Enter shopping list →enter date*
- Print Receiving Ticket for Milk (for next day, adjustments must be made by 9:00am)**  
*Reports →Inventory →Receiving Tickets*
- Manually Complete Daily Production Worksheets (CA format) & Sign**
- Complete Production Record (CA format) Update – Must match Production Worksheet**  
*Back of the House→Production→Daily Production→Find date and meal service*
- Verify All Daily Paperwork has been completed & signed including all HACCP/Temperature log, timesheets, flushing logs (if required) etc.**
- Select “Stop Meal” service for breakfast or lunch** *Newton*
- Post Operating Day** *Newton*  
*Enter BIC, EEC, CSPP, and offsite into MISC counts*

# WEEKLY

(Refer to CMS Ordering Calendar for changes to CMS tasks deadlines)

## ***Monday***

- Print & Review Foods Warehouse, CK, and Gold Star Receiving Tickets**  
*For upcoming week, warehouse adjustments must be sent to Food Order Desk by Monday*
  - CK sites (NNC Orders) by 12:00 PM
  - Prep sites by 3:00 PM

## ***Wednesday***

- Complete EZ Steps for Projected Menu Plan Quantities**
- Edit and Save Shopping Lists**

## ***Thursday***

- Create Production Records (For upcoming week)**
  - **Edit Projected Production Numbers (For upcoming week)**
  - **Print Recipes (Only if recipe(s) were updated) (For upcoming week)**
  - **Print Production Worksheet (For upcoming week)**

# MONTHLY

- Print Rosters**  
**Print out Newton Student Roster and MISIS eligibility roster on the 1st operating day of each month**  
**In Newton select tab "Reports & Letters -> Customer Info -> Student Roster"**  
**No need to distribute Account Balance Letters due to SSO waivers**
- Conduct Physical On-Site Inventory (last working day of month)**  
**Enter Physical Inventory Count**  
**Review Physical Inventory Value Report**  
**Complete Inventory**  
**AS NEEDED: Stock Transfers Inventory Adjustments**
- Print Newton Student Roster Report & MiSiS eligibility roster on the FIRST operating day of the month**