

# Post Operating Day for Hub Receiver Claiming

After selecting the Hub Receiver Site cafeteria, Food Service Managers at Hub Sites will enter meal claims in Post Operating Day for each Hub Receiver Site.

- Start Operating Day
- Start Meal (Breakfast)
- Stop Meal (Breakfast)
- Start Meal (Lunch)
- Stop Meal (Lunch)
- Post Operating Day

Do NOT open any meal services

Click **“Start Operating Day”**. Select your date of service. Click **“OK”**.

Click **“Post Operating Day”**.

Enter Deposit Amount

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

Total Cash 0.00

Total Amount of Checks 0.00

Total Deposit \$0.00

OK  Cancel

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

Leave cash balance as zero and click **“OK”**.

Post Operating Day - Wednesday, February 05, 2025

Bank Deposit

Pennies (\$0.01)	0	Total
Nickels (\$0.05)	0	Total
Dimes (\$0.10)	0	Grand
Quarters (\$0.25)	0	
Half Dollars (\$0.50)	0	Bank D
Dollar Coins (\$1)	0	0
Ones (\$1)	0	0
Twos (\$2)	0	0
Fives (\$5)	0	0
Tens (\$10)	0	0
Twenties (\$20)	0	0
Fifties (\$50)	0	0
Hundreds (\$100)	0	0
Handcarried Cash	0.00	

No cash was collected today

OK  Cancel

## Bank Deposit

Select **“No Cash was collected today”**.

Post Operating Day - Monday, May 12, 2025

Misc Counts

Student Breakfast		
Student Lunch		
Student Supper		

OK  Cancel

## Misc Counts

Enter your breakfast, lunch, and supper in the correct meal category.

Post Operating Day - Wednesday, February 05, 2025

Daily Figures

School: [MADRVA DEL REY MS]  Reviewed

Attendance	272	<input checked="" type="checkbox"/> Use AF	Free Snacks	0	0.00	0.00
Enrolled	192		Free Suppers	0	0.00	0.00
Reduced	96		Headstart Breakfast	0	26.79	26.79
Feeling	96		Headstart Lunch	0	0.00	0.00
All Students	294		Headstart Supper	0	0.00	0.00
			Headstart Supper	0	0.00	0.00
			Special Mkt Count	0	0.00	0.00

Receipt Totals & Variance

Calculated Receipts	26.79	26.79
Counted Receipts	0.00	0.00
Variance	26.79	26.79

OK  Cancel

## Daily Figures

*Main Site:* Click **“Use AF”** and click **“Reviewed”**.

*Offsites or CSPP:* Use the dropdown box to select the Offsite or CSPP. Click **“Reviewed”**. Repeat for any remaining sites.