



CMS FOH Newton Manager Quick Guide

Start New Operating Day: Click **Start New Day** from the point of sale **ribbon**
Verify day selected Click **Ok**

Start a Meal Session: On the checklist Click **Start Meal** (Select Breakfast or Lunch) there will be a check on the meal service selected

Verify the Meal Service Selected is correct: Click **OK**
Verify the Correct Date is Selected: Click **OK**

A meal control panel will appear Click **Close** this allows you to go about your normal business day

Before Starting the next meal service you will need to: **Stop Meal**
On the checklist: Click **Stop Meal** on the meal you are stopping

Before Posting the day, you have the option to **Review Transactions**
Click **Review Transactions** on the **ribbon**
Select by highlighting the **Café line # or Batch number** you want to review
Select **Edit Review** – now you can add, **view/edit or remove transactions**
(For how to Refer to Managers Guide)

Post Operating Day:
From the checklist Click on **Post Operating Day**
Enter ending Till amounts Click **OK**

A Post Operating Day window will appear with different tabs **DO NOT SELECT DAILY FIGURES TAB UNTILL ALL COUNTS HAVE BEEN REVIEWED ~ EDITED ~ CORRECTED**



Click On **Bank Deposit Tab** verify the correct information was entered on the cash receipts section

Enter **Deposit slip number**

Enter bank number in the -- Deposit Comments

If no cash was collected check the box that reads No Cash Collected

Click **Ok**

Next Select **Misc Counts Tab:**

Misc Meal Counts (Quantity Sale) EEC - CSPP- Offsite & BIC:

Select **Misc Counts Tab –For each site on the dropdown -**

Select meal type – **Enter Meal Counts**

Click **OK**

No Service – If no service was performed type in **No Service-** N/S will display in the meal summary

When Done Click **OK**

Entering Employee Meals: To turn Fast Sale Off- **Toggle Fast Sale-Click**

Employee- Click Employee Tray – Click OK

Daily Figures Tab: Offsites – EEC - CSPP **any site that requires attendance**

Enter Attendance Count – Enter meal counts- check off reviewed for each site dropdown

Save All in One Reports – Posting Reports

On the checklist: **Click Post After Posting Reports** The selected reports that

need to be saved are checked off – You may check off any other reports you need

Click OK

Saving All in One Reports – (Refer to all in one guide)