



MCS Newton

POS User Guide: Cashier

MCS Newton Cafeteria Management

765 Jefferson Road #400

Rochester, NY 14623

Heartland

A Global Payments Company

© 2024 Heartland Payment Systems, LLC

Table of Contents

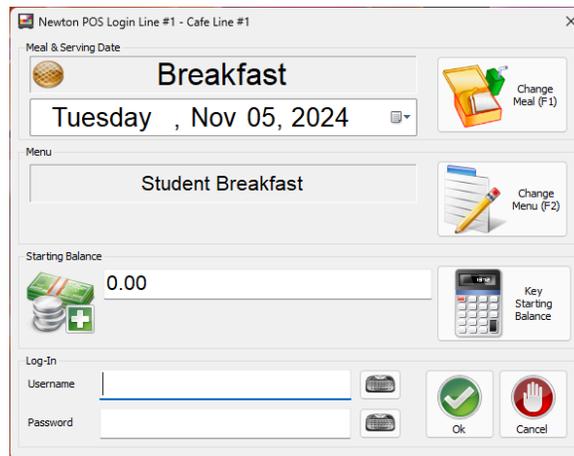
- 1. How to Log In to the Register**
- 2. Selling a Student Meal**
- 3. Void an Item Before Payment**
- 4. Money Owed; Cash Payment w/ Change Requested Back**
- 5. Money Owed; Cash Payment w/ Change Applied to Account**
- 6. Toggle Between PIN Pad Screen and Search Screen**
- 7. Review POS Transactions/Edit Sale AFTER Payment**
- 8. Recording Employee Meals (Manager Only)**
- 9. Selling an Adult Meal**
- 10. Visiting Student from Other School (Temporary)**
- 11. Quit Serving Line (Cashier Closing POS)**

How to Log In to the Register

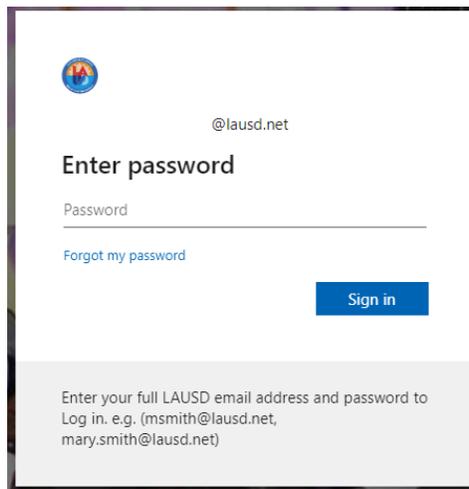
1. Double-Click on the Newton POS icon on the desktop.



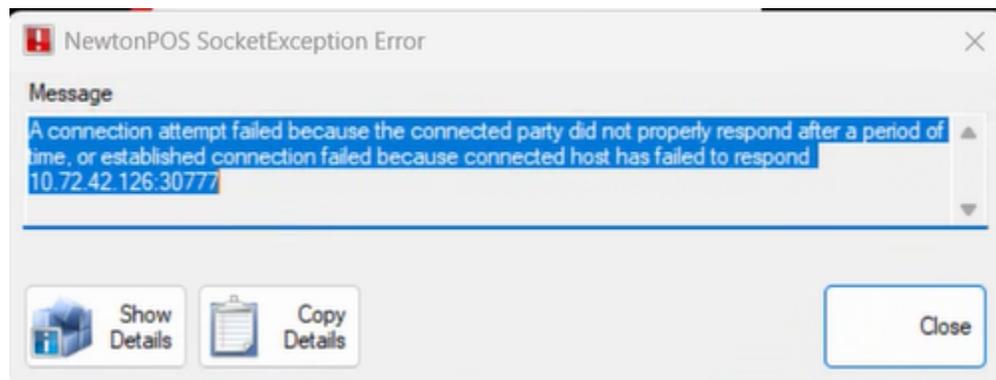
2. Confirm Meal, Date & Menu then enter cash drawer starting balance (per Cafeteria Manager instructions) and leave the Log In section blank.

The screenshot shows the Newton POS Login Line #1 - Cafe Line #1 window. It has a title bar with a close button. The main area is divided into sections: "Meal & Serving Date" with a dropdown menu set to "Breakfast" and "Tuesday, Nov 05, 2024"; "Menu" with a dropdown menu set to "Student Breakfast"; "Starting Balance" with a text input field containing "0.00"; and "Log-In" with "Username" and "Password" input fields. There are also icons for "Change Meal (F1)", "Change Menu (F2)", and "Key Starting Balance". At the bottom right, there are "Ok" and "Cancel" buttons.

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

The screenshot shows the Secure Sign On window. It features the LAUSD logo at the top left, followed by "@lausd.net". The main heading is "Enter password". Below this is a "Password" input field with a password strength indicator. There is a link for "Forgot my password" and a blue "Sign in" button. 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)".

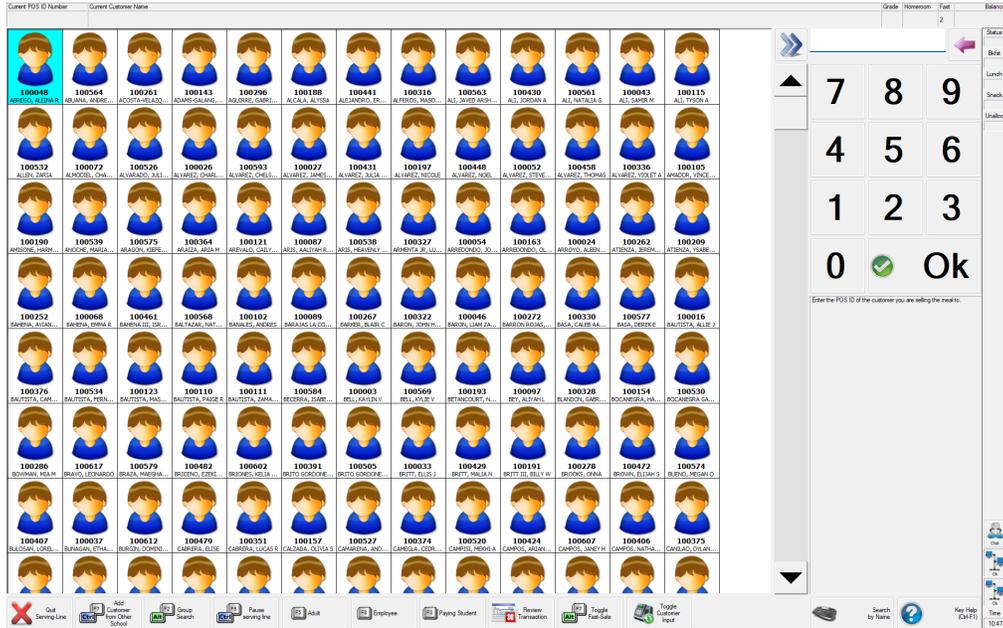
Note: If you come across this error, it means your manager has not started meal service yet. Please confirm with your manager that the meal is running before attempting to log in.



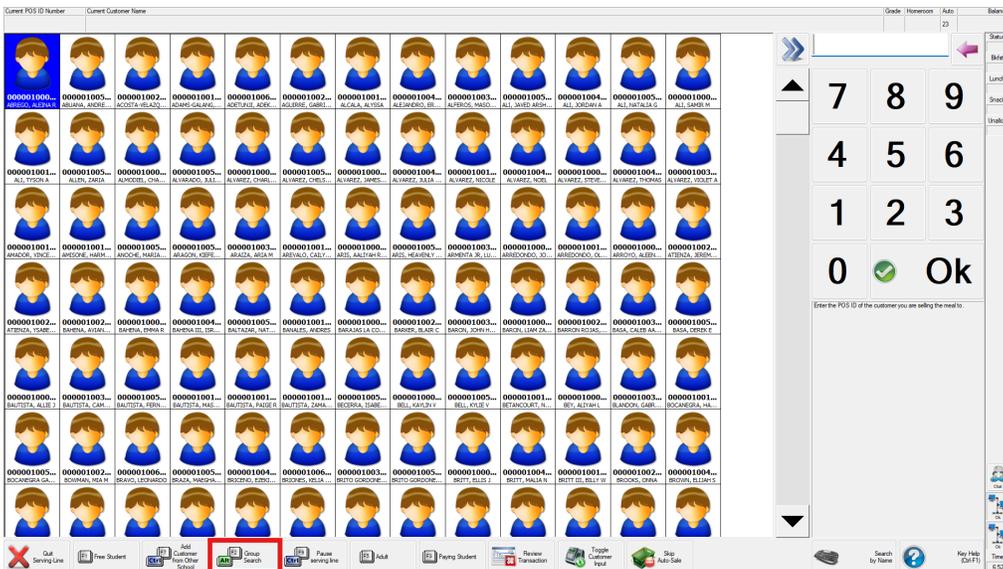
Selling a Student Meal

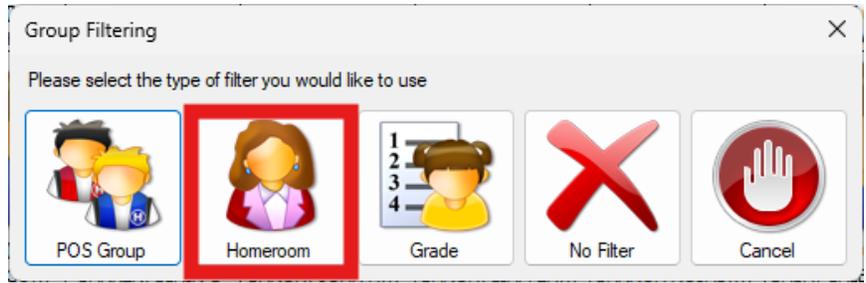
- Elementary Schools

In the Student Search screen, simply select the student to sell a reimbursable meal. If a student does not take the entire meal, select Toggle Fast Sale on the bottom, select the student, click Incomplete Meal, then click Ok. Click the Toggle Fast Sale button twice to turn it back on.

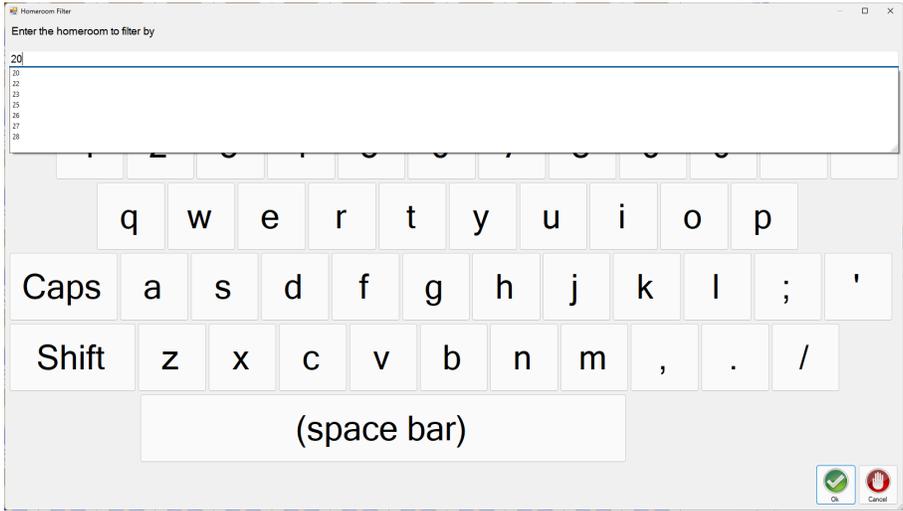


If serving meals by Homeroom, click Group Search then select Homeroom in the filter pop-up.





Enter the Homeroom number in the search bar and click OK. From there you will see the classroom roster and can identify each student to sell them a meal, as shown above.



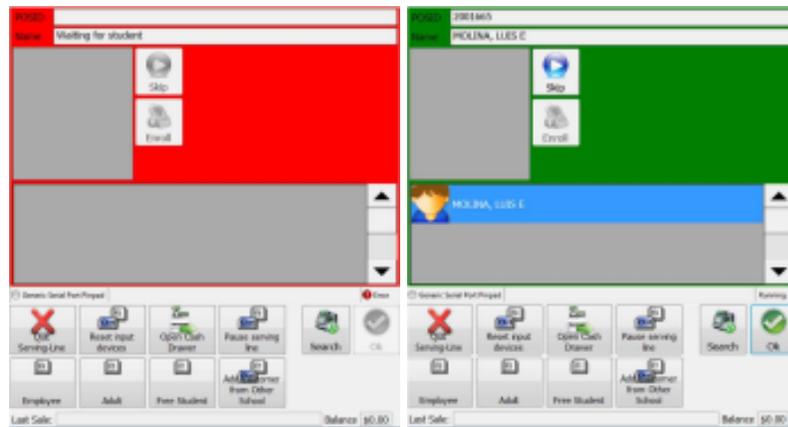
The main POS interface displays the following information:

- Current POS ID Number: 00000100564
- Current Customer Name: ABUANA, ANDREW R
- Grade: 4, Homeroom: 20, Auto: 23, Balance: \$0.00
- Homeroom Filter: 20
- Student Roster Grid:

000001005... ABUANA, ANDREW R	000001003... ASHER, JESSICA M...	000001002... BARKER, BLAIR C	000001000... BAUTISTA, ALLIE Z	000001001... CALZADA, OLIVIA S	000001006... CAMPOS, JANEY H	000001000... COS CHACON, K...	000001002... DARBY, GARIE...	000001004... DIAZ, ALINA	000001001... FARFAN-CUELLA...	000001003... FRANCOS, SELA...	000001003... FRANCO-VARGA...	000001004... GARCIA, NATAS...
000001006... HERNANDEZ, JA...	000001003... HORN, ROYTON	000001003... HORN, SOPHIE...	000001002... HERRERA, YOLA...	000001003... ROJAS MARTINE...	000001004... ROSALES, LUNAL	000001005... SAGARDO, BLESS...	000001000... SHADIN, SARAH	000001001... SIDON, DEBEN L	000001001... SOLACHE, JACK O	000001003... SOTO, JOSHUA A	000001003... HERNANDEZ, VIL...	
- Right Panel:
 - Numeric keypad: 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, Ok (with green checkmark).
 - Instruction: Enter the POS ID of the customer you are selling the meal to.
- Bottom Toolbar:
 - Quit Serving Line (red X)
 - Free Student (F)
 - Add Customer from Other School (C)
 - Group Search (G)
 - Pause serving line (P)
 - Adult (A)
 - Paying Student (S)
 - Review Transaction (R)
 - Toggle Customer Input (T)
 - Skip Auto-Sale (S)
 - Search by Name (M)
 - Key Help (CM-F1)
 - Time: 6:59

- **Secondary Schools w/ PIN Pad**

PIN Pad screen shows Red when it's ready for a customer, and Green after a valid ID# is entered.



1. Reimbursable Meals will be sold automatically after clicking Ok on the highlighted student.

- If A La Carte, select the Search button and hit Toggle Fast Sale (Alt + F7) on the bottom. Select Toggle Customer Input to return to the PIN Pad screen. Then click Ok, select each item served then process the transaction as normal. Go back to the Search screen to hit the Toggle Fast Sale (Alt + F7) button twice to turn Fast Sale back on.
- If a student does not take the entire meal, hit the Search button, select Toggle Fast Sale (Alt + F7) on the bottom, select the student, click Incomplete Meal, then click Ok. Go back to the Search screen to hit the Toggle Fast Sale (Alt + F7) button twice to turn Fast Sale back on.



2. Click Ok to complete the transaction.

Void an Item Before Payment

1. Before you finish an A La Carte transaction, you can void an item
2. Select the item to void
3. Click the Void Item button twice
4. Click Ok



Money Owed: Cash Payment w/ Change Requested Back

1. Payment Due (shown in RED)
2. Enter amount tendered
3. Click Ok to end transaction
4. Change is automatically calculated and will show for you. Click Ok

Description	Price
Breakfast Sandwich	\$1.75
Cafe LA Coffee Cake	\$1.50
Hot Oatmeal	\$0.75

Total Sale: \$4.00 Result
Unallocated \$0.00 \$0.00 \$0.00

Payment Due **1** \$4.00

2 5.00

7 8 9
4 5 6
1 2 3
0 . **3** Ok

Buttons: Giving Change (Click to toggle), Comment, Check, Allocate Funds, Cancel

Change Due

Change due to customer:

\$1.00

Ok Cancel

Money Owed: Cash Payment w/ Change Applied to Account

1. Payment Due (for items listed)

- If RED the customer owes money
- If GREEN the customer DOES NOT owe money

2. When a Payment is Due, enter the \$ amount tendered

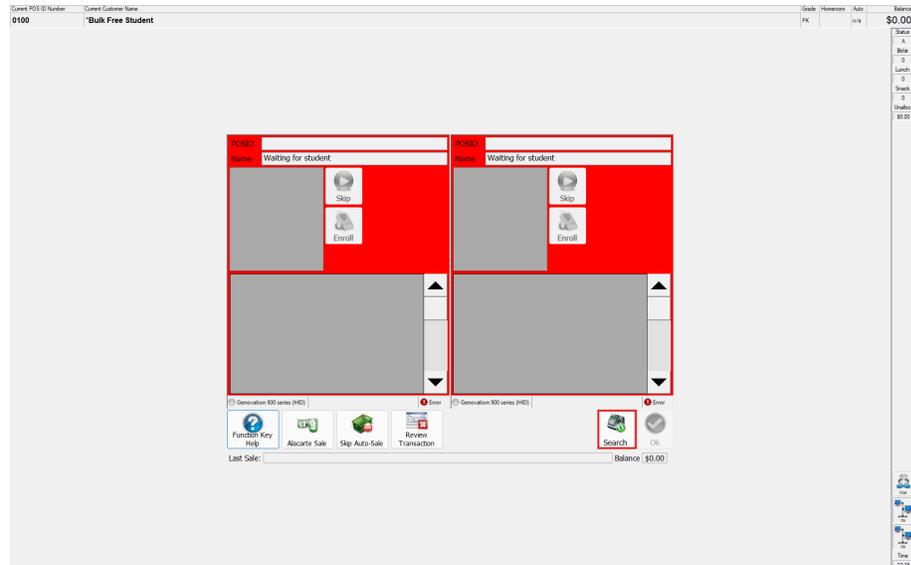
3. Click Give Change button to toggle to Applying Overpayments (button turns RED)

	5.00				
Applying Overpayments (Click to toggle)	7	8	9		Check
	4	5	6		
Allocate Funds	1	2	3		Cancel
Special Keys (Ctrl-F1)	0	.	Ok		

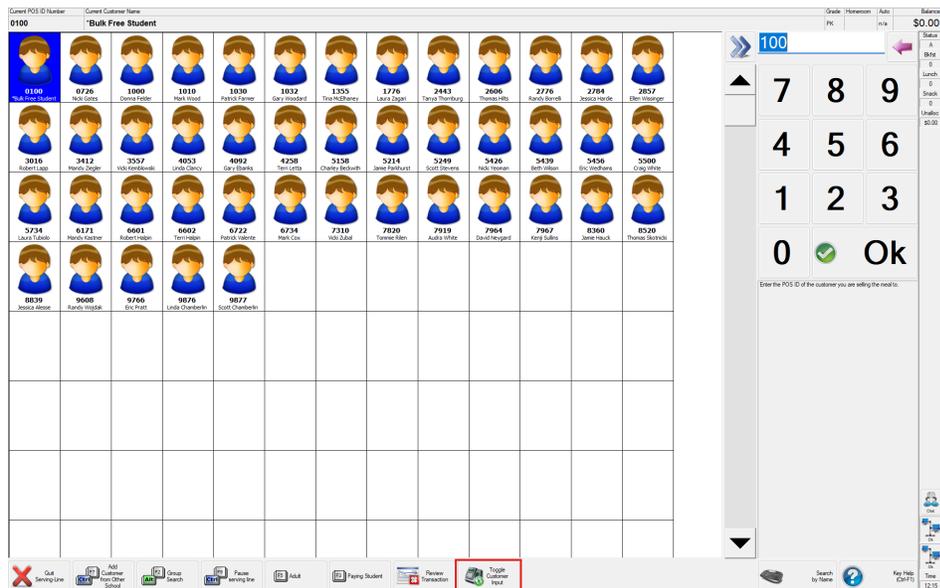
4. Click Ok to finish transaction

Toggle Between PIN Pad Screen and Search Screen

1. From the PIN Pad, Click Search to get to the Search screen



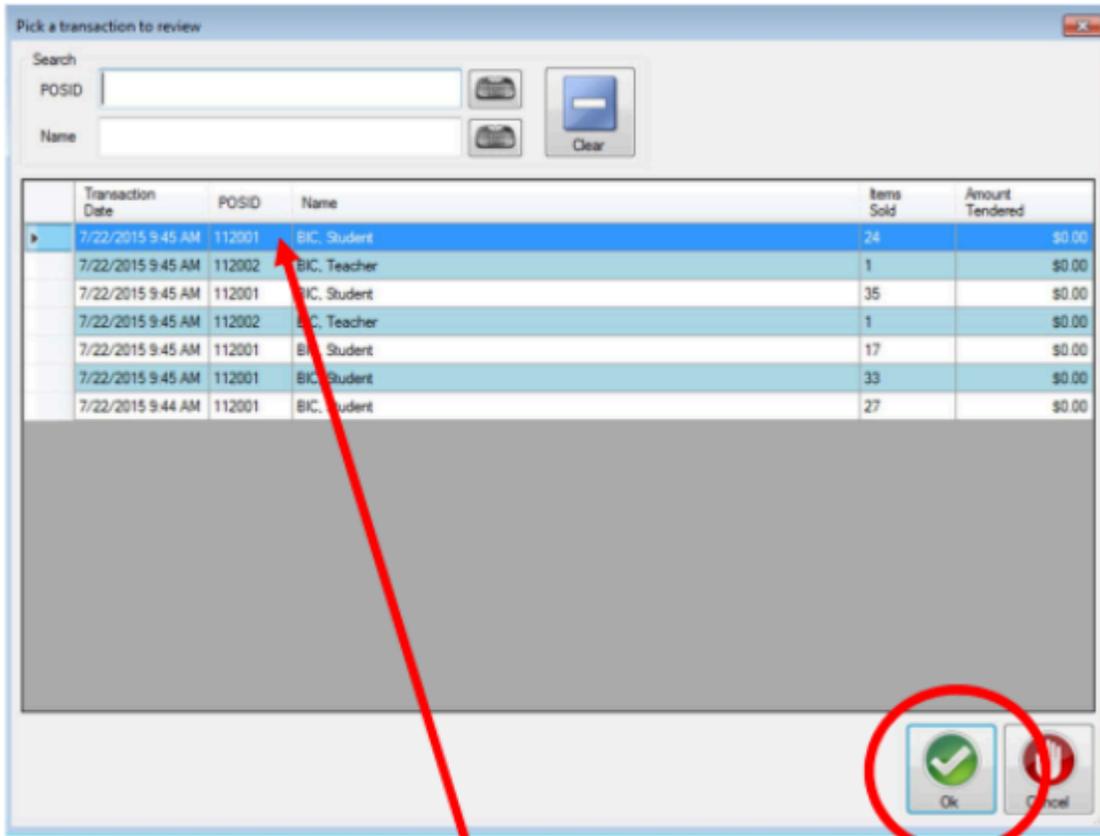
2. From the Search screen, click Toggle Customer Input to return to the PIN pad screen



Review POS Transactions or Editing After a Sale

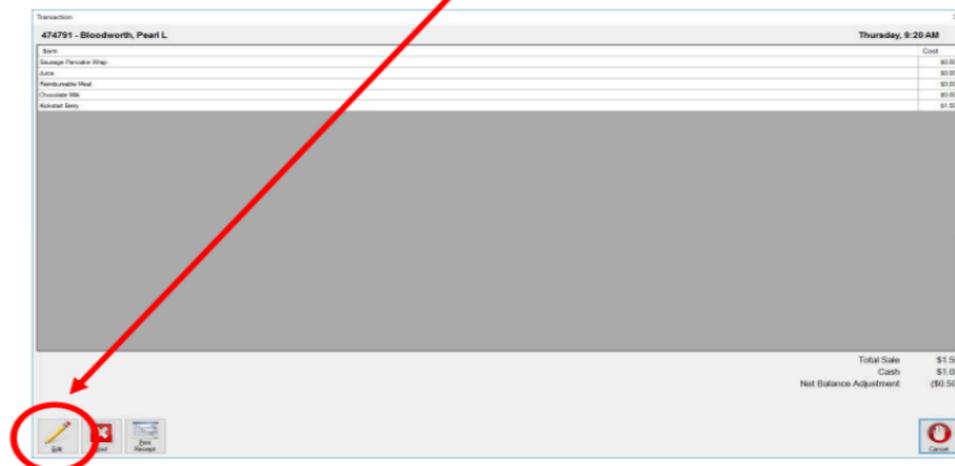
1. Click the Review Transaction button to access your sale history BEFORE closing the register

NOTE: Transactions are listed with NEWEST at the TOP



2. To edit a completed sale, select the transaction and click OK

3. Review the sale details and click EDIT if edits are needed



4. Explain why the edit is necessary in the Comment box and click OK



5. The Cash Register interface will pop up next for you to edit the transaction. When you have completed the corrections, click OK

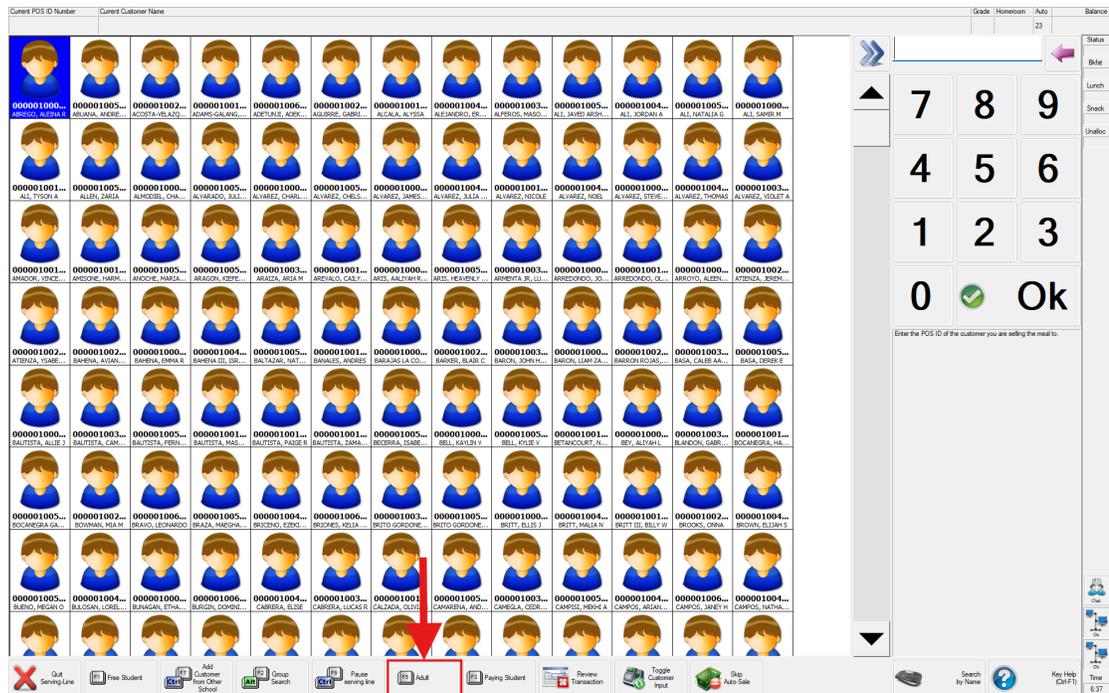
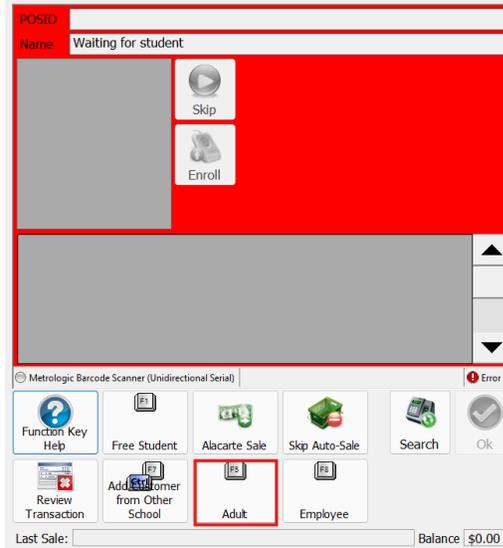
Recording Employee Meals (Manager ONLY or other designated employee)

1. Click **Employee** button on PIN pad screen or Search screen and ring in each meal individually. Record each employee's name in Comment box.



Selling an Adult Meal

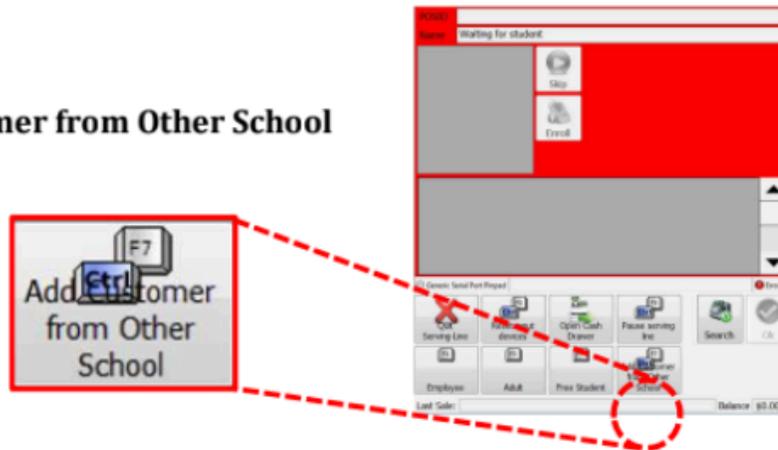
- Adults can enter their number into the PIN pad (if they have one) and proceed as normal. If they do not have an account, then click the Adult key found on the PIN pad screen or search screen.



- If Adult chooses a Student meal, select Adult Breakfast/Lunch Tray in the menu. If selections are from the main line, then ring in individual items on the menu.
- Adults with no account must tender money (no charging allowed).
- Click OK to finish transaction.

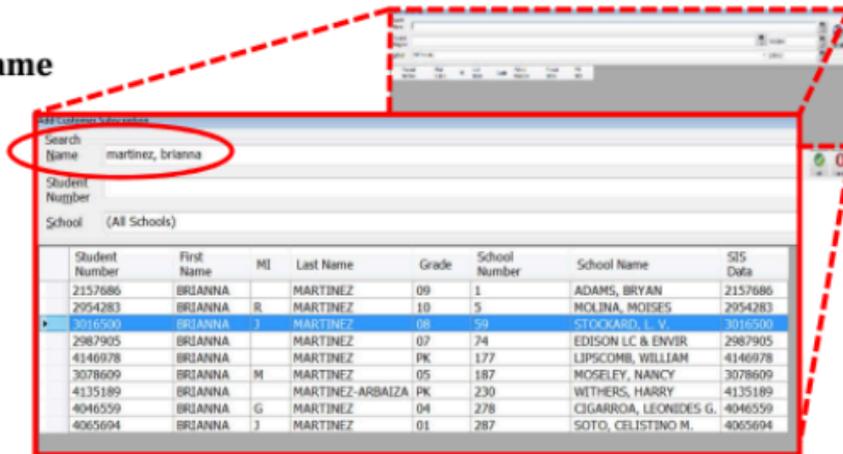
Visiting Student from Other School (Temporary)

1. Click **Add Customer from Other School**



2. Use popup window to search for student

- Search by **name**

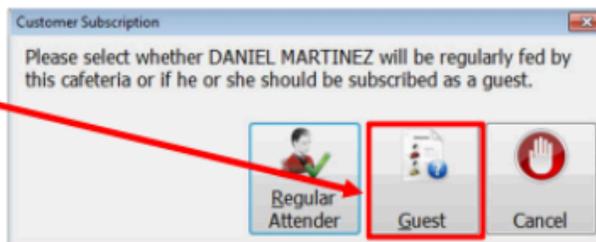


- Search by **ID#**



3. Double-click the student

4. Click **Guest**



Quit Serving Line (Cashier Closing POS)

To be done after EACH meal service. There are two ways to quit the serving line:

1. From the Search screen:



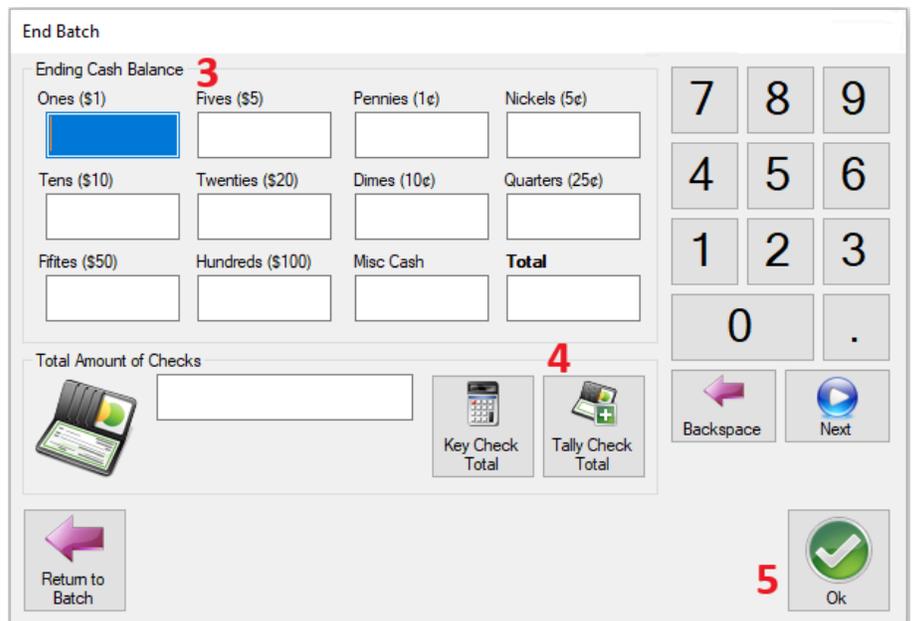
2. From the Customer Input Screen:



You will then see this window. Click Yes.

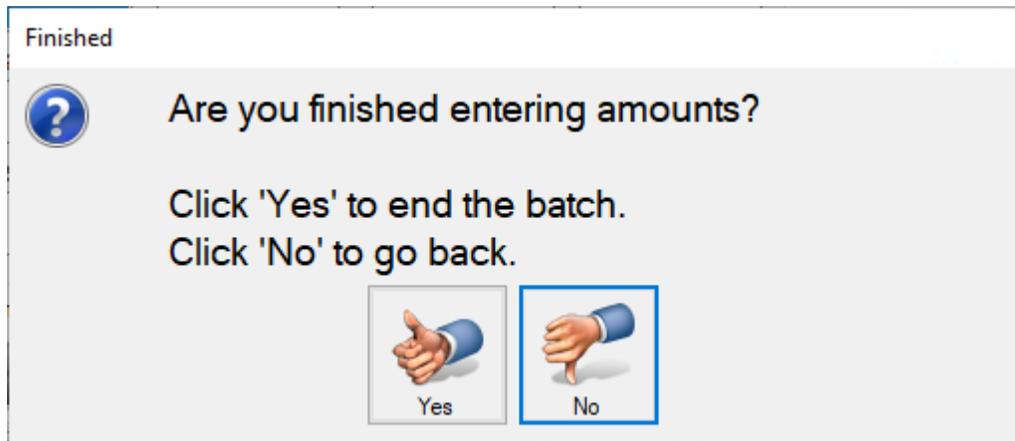


3. Enter ending cash into each field (if applicable)
4. Click Tally Check total to verify checks
5. Click Ok when done

The 'End Batch' screen is a form for recording cash and checks. It includes:

- Ending Cash Balance** (marked with a red '3') with a grid of input fields for:
 - Ones (\$1)
 - Fives (\$5)
 - Pennies (1c)
 - Nickels (5c)
 - Tens (\$10)
 - Twenties (\$20)
 - Dimes (10c)
 - Quarters (25c)
 - Fifties (\$50)
 - Hundreds (\$100)
 - Misc Cash
 - Total
- Total Amount of Checks** (marked with a red '4') with an input field and a calculator icon.
- Buttons for **Key Check Total** and **Tally Check Total**.
- Navigation buttons: **Return to Batch** (left arrow), **Backspace** (left arrow), **Next** (right arrow), and **Ok** (checkmark) (marked with a red '5').

6. Click **Yes** if you are finished and do not have changes. Click **No** if you need to make adjustments.



7. To quit Newton and completely close your register, click **Exit Point-Of-Sale**

