



MCS Newton

LAUSD Manager User Guide

MCS Newton Cafeteria Management

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Heartland

A Global Payments Company

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Log In

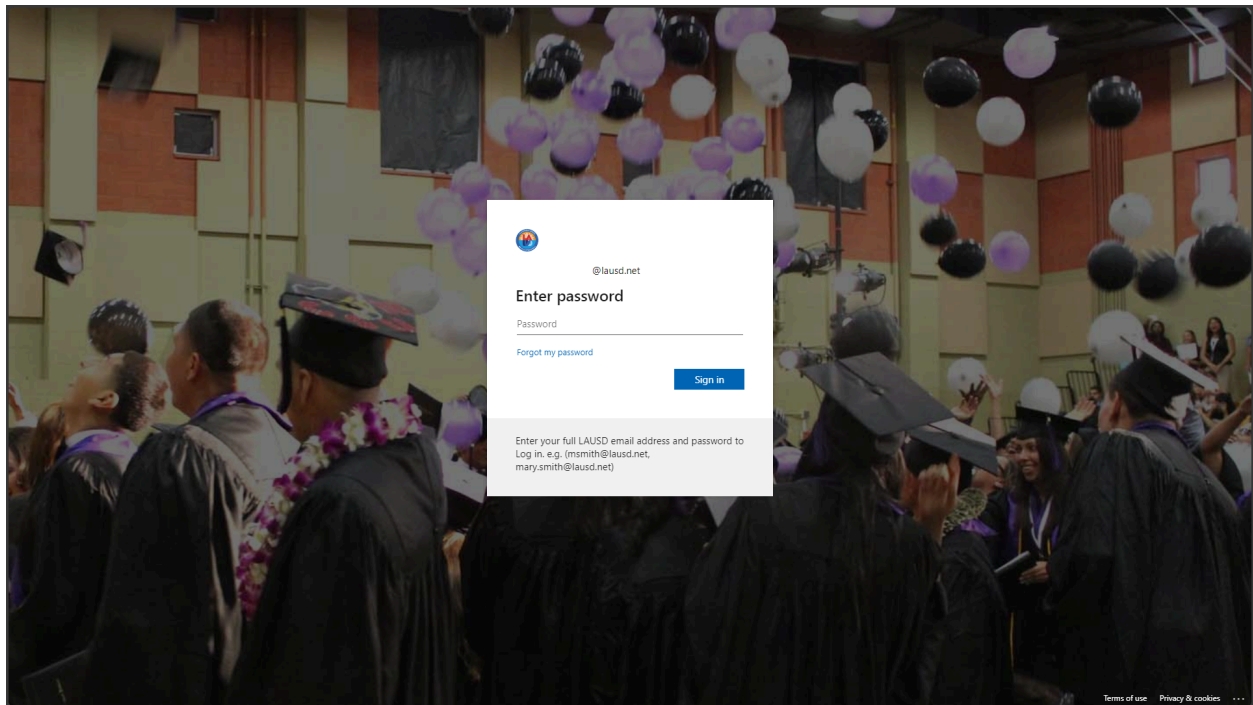


1. Double click the Newton Icon on your desktop >>

2. Leave the fields blank. Click **"Ok"**

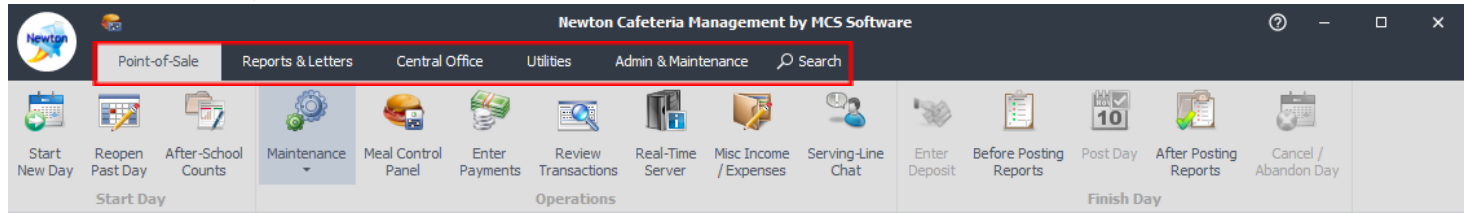
A dialog box titled "Login to Newton". It has two input fields: "User Name" and "Password". Below the fields are four buttons: "Advanced" (with a gear icon), "Work Offline" (with a server icon and a red prohibition sign), "Ok" (with a green checkmark icon), and "Cancel" (with a red hand icon).

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

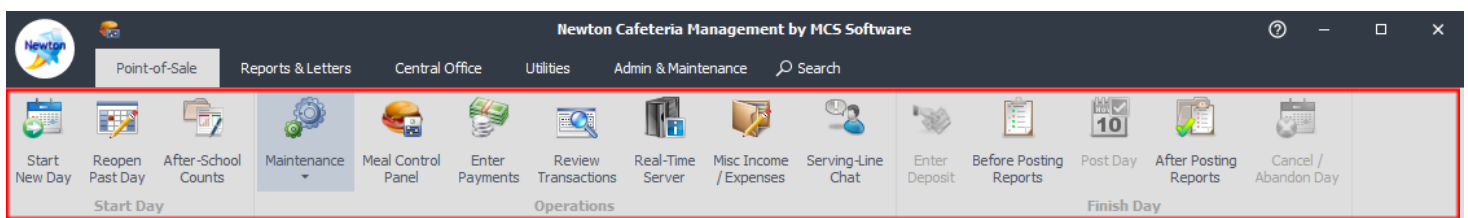


Navigation

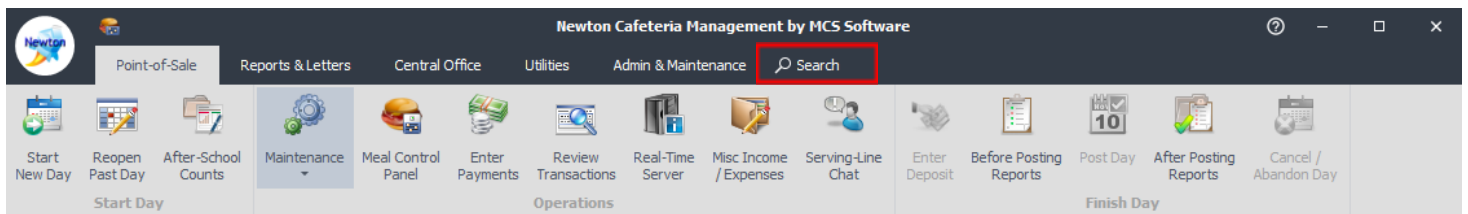
Tabs: Located at the top of the ribbon menu for quick navigation between operations within the system.



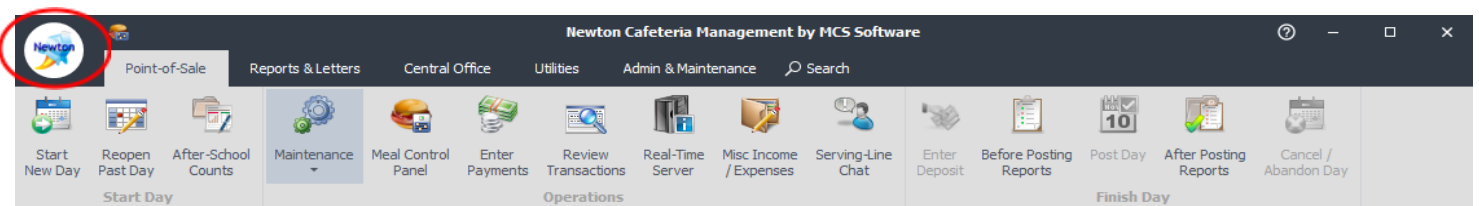
Ribbon Menu: Consists of icons to allow quick access to tasks and operations. Typically broken down into groups of actions that are performed in sequence.



Search: You will find a search field at the top of the ribbon menus. Click Search to enable the field, and then type a topic to display.



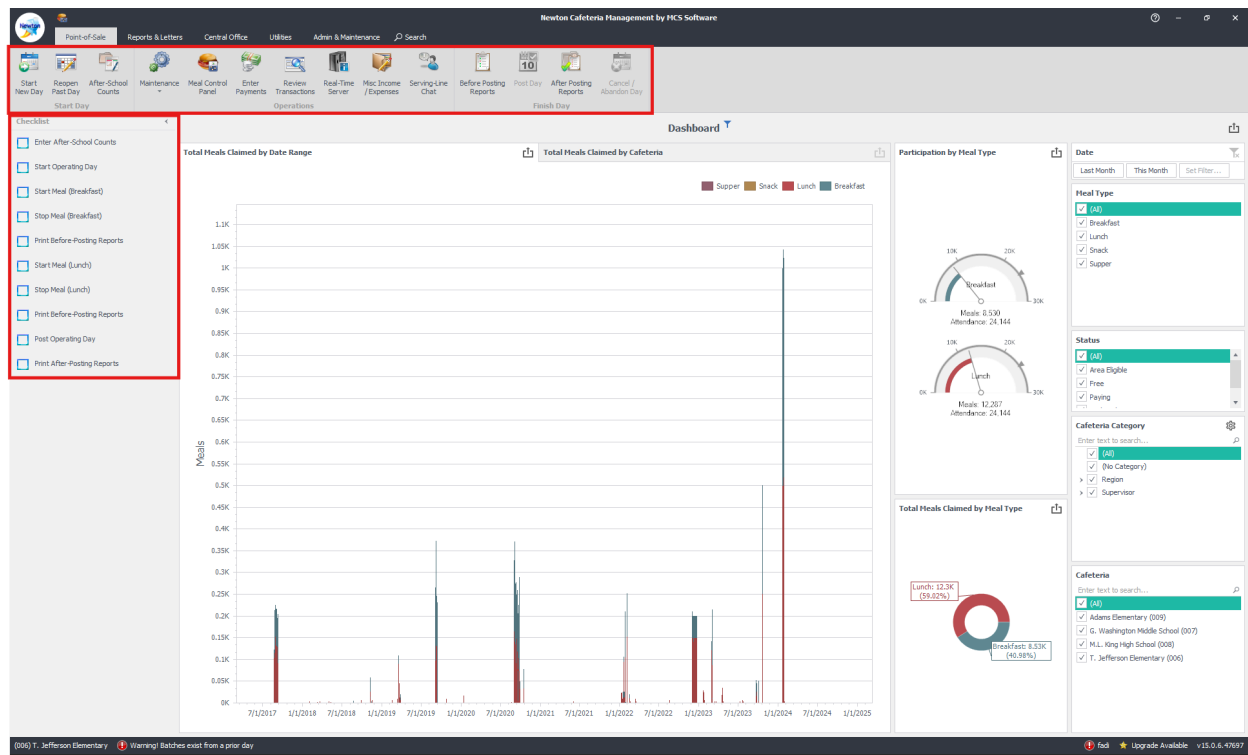
Newton icon: Select the Online User Guide to view a comprehensive website with answers to all of your questions about Newton.



Home Page Overview

Daily operations for the Cafeteria Manager (Back Office) are completed by using the Ribbon at the top of the screen OR the Checklist to the left of the screen.

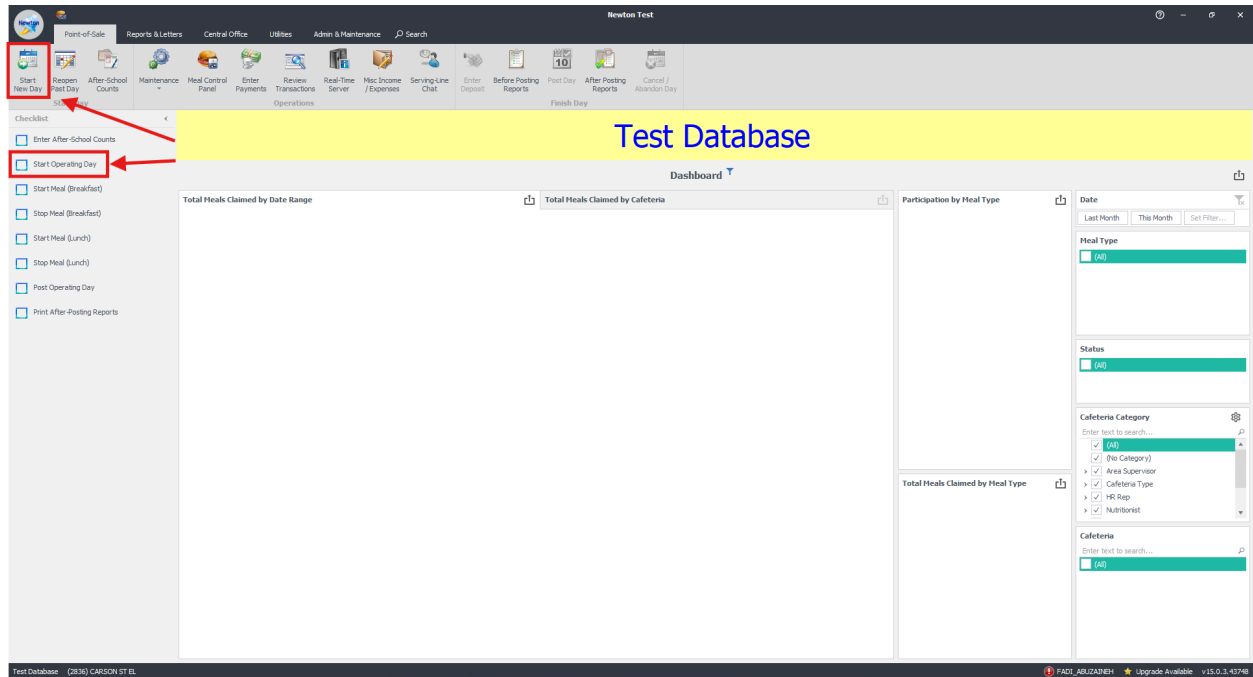
As system checklist tasks have been completed, a checkmark is placed in the box. Custom checklist tasks will need to be checked off by the user once complete.



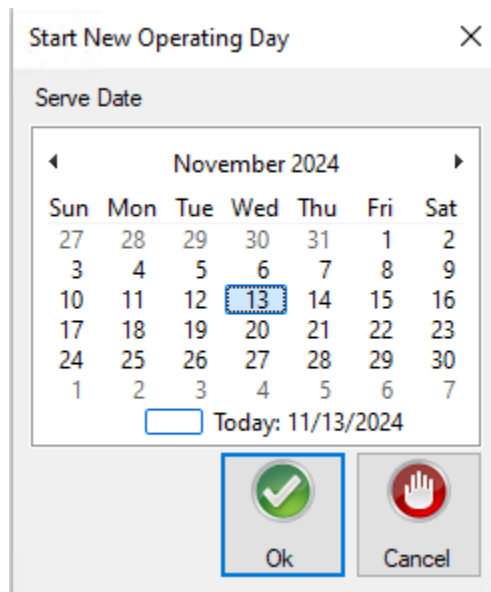
Note: If you reopen a previously posted day or did not post the prior day, Newton displays the operating day at the bottom of the screen. You will also be notified if there are existing batches (group of transactions) for a day other than the current operating day.

Start New Operating Day

1. Click on Start Operating Day from the checklist or Start New Day from the Point of Sale ribbon. **Note – only one day can be open at a time. If the Start New Day button is grayed out, then another day is still in progress. You must finish that day before opening a new day. Refer to the Cancel/Abandon section for more information.**



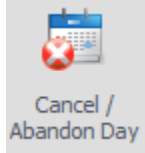
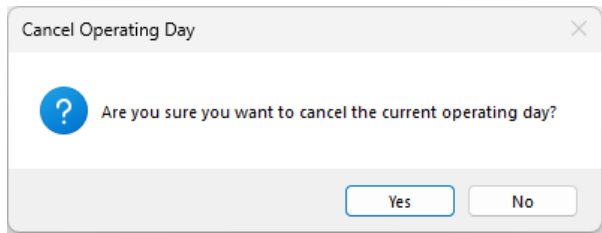
2. Verify the selected day. Click **"Ok"**



Cancel/Abandon Day:

There may be times that it is necessary to cancel or abandon the current operating day. **This should never be done while serving.**

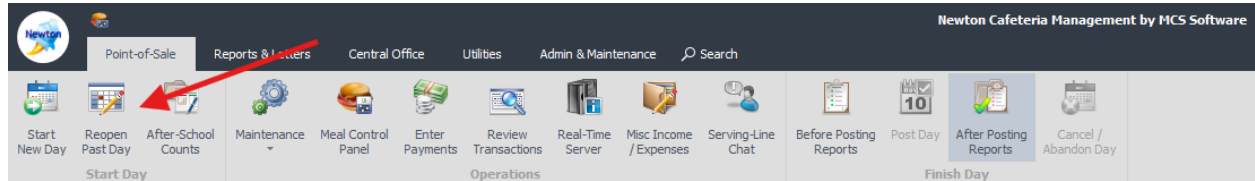
You may choose to cancel/abandon the day in order to post a different operating day, if issues exist on a previous day and that day is still active, or if some updates affecting daily operations has occurred. Cancel/Abandon Day does NOT remove or delete batches or transactions!

From the Point of Sale tab, click "Cancel/Abandon Day"	 A button with a calendar icon and a red 'X' over it, with the text "Cancel / Abandon Day" below it.
Click "Yes" to confirm	 A dialog box titled "Cancel Operating Day" with a close button (X) in the top right corner. It contains a question mark icon and the text "Are you sure you want to cancel the current operating day?". At the bottom, there are two buttons: "Yes" and "No".

Reopen Previous Day

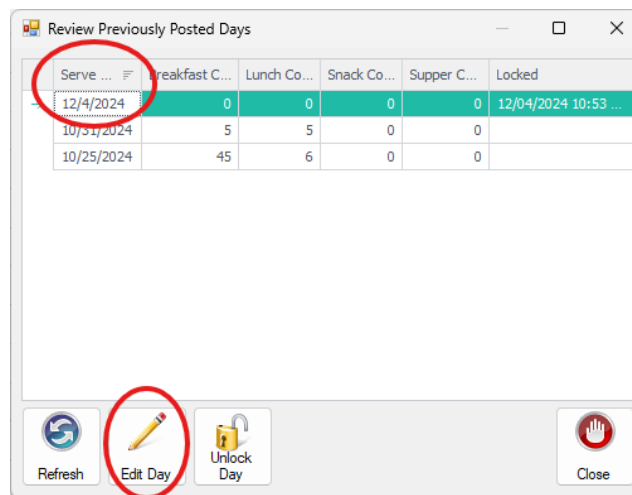
This allows you to make edits or add transactions to a day that has already been posted.

1. Click on “Reopen Past Day”

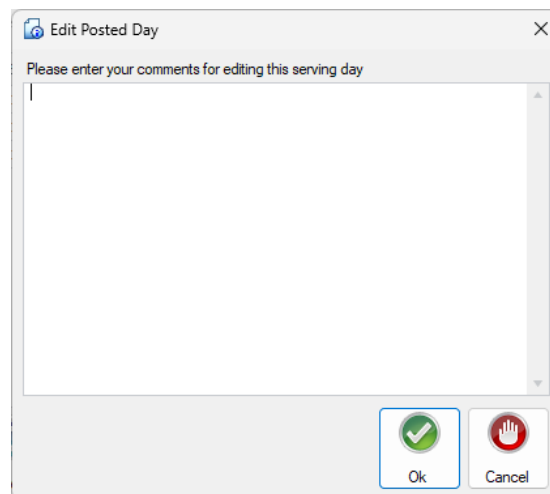


2. A Review Previously Posted Days window will appear.

3. Select the day from the list and click “Edit Day”



4. Enter a comment explaining the reason you are editing the previous serving day and click “Ok”

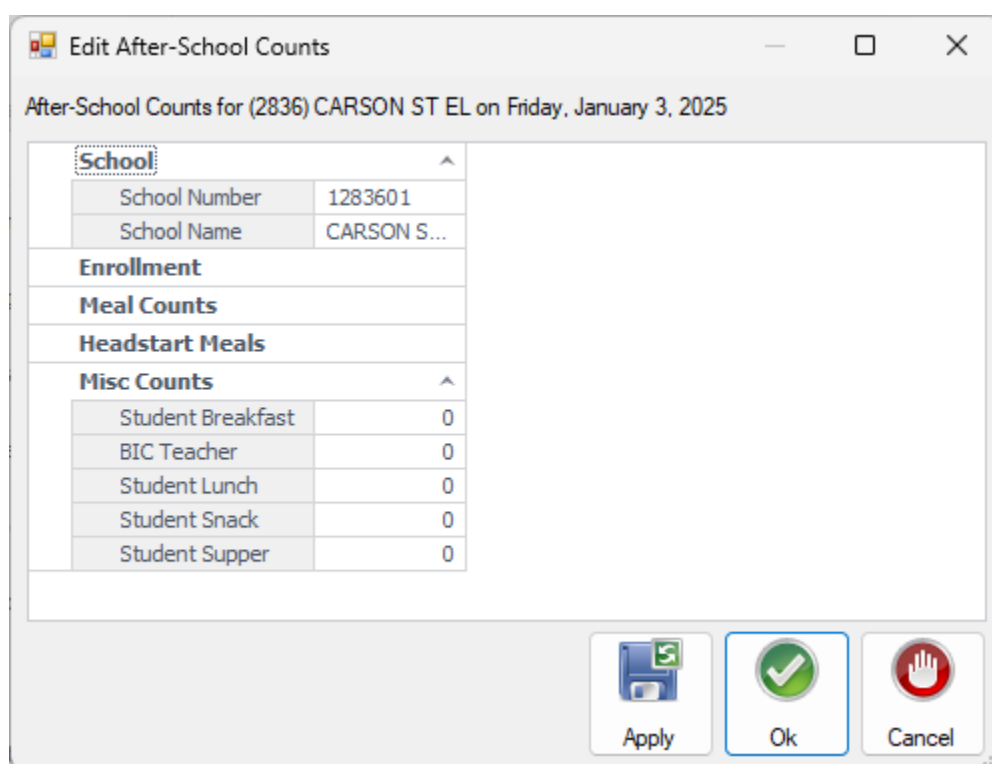


5. You will need to re-post this day first. You cannot have two operating days open at once. Proceed to instructions for **Post Operating Day**.

After-School Counts

The After-School Count feature allows you to post specific meals (supper, field trip, etc.) that occurred after the last meal of the last operating day without having to re-open and re-post the day. If a second operating day has been started, the ability to select the previous operating day is available. Editing after-school counts can only occur once in the below procedures. Additional edits must occur by re-opening and re-posting a day.

1. In the Point of Sale tab, click on **"After-School Counts"**
2. Select which operating day you wish to enter school counts. Then, click **"Ok"**
3. Enter count numbers for each meal (and fed-by school, if applicable). Then, click **"Ok"**



School	
School Number	1283601
School Name	CARSON S...

Enrollment	
------------	--

Meal Counts	
-------------	--

Headstart Meals	
-----------------	--

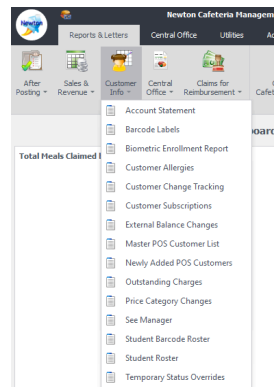
Misc Counts	
Student Breakfast	0
BIC Teacher	0
Student Lunch	0
Student Snack	0
Student Supper	0

Out of Café Meals (Field Trips, ESE, VE, Clinic, ISS, etc)

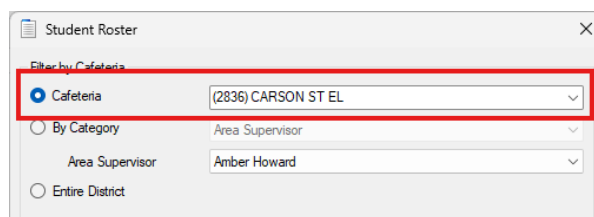
Once you have started a New Day, you can utilize the POS terminal to ring up Out of Café Meals. See the Cashiering manual for instructions on ringing in individual meals served outside the Cafeteria.

Print a Roster

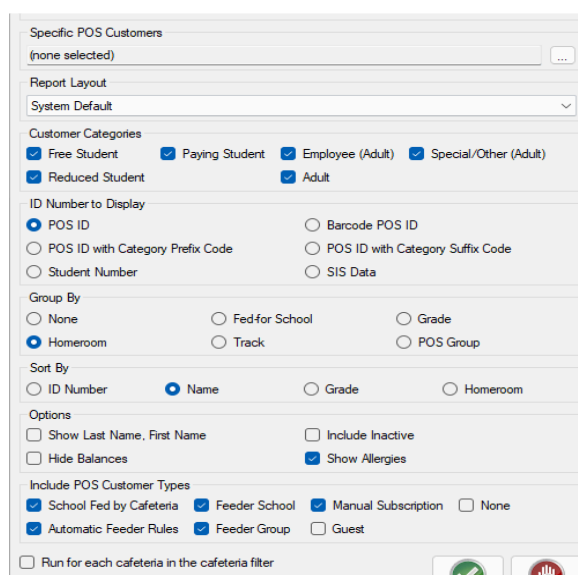
1. From the ribbon, select **"Reports & Letters → Customer Info → Student Roster"**



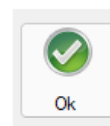
2. The Student Roster window will open. Filter by Cafeteria name. Your cafeteria should be in the dropdown by default



3. Select the other options you would like: ID number, group by homeroom, sort by name or homeroom, and/or show allergies, etc.



4. Click **"Ok"** and then opt to print or export your report



Print a Customer List

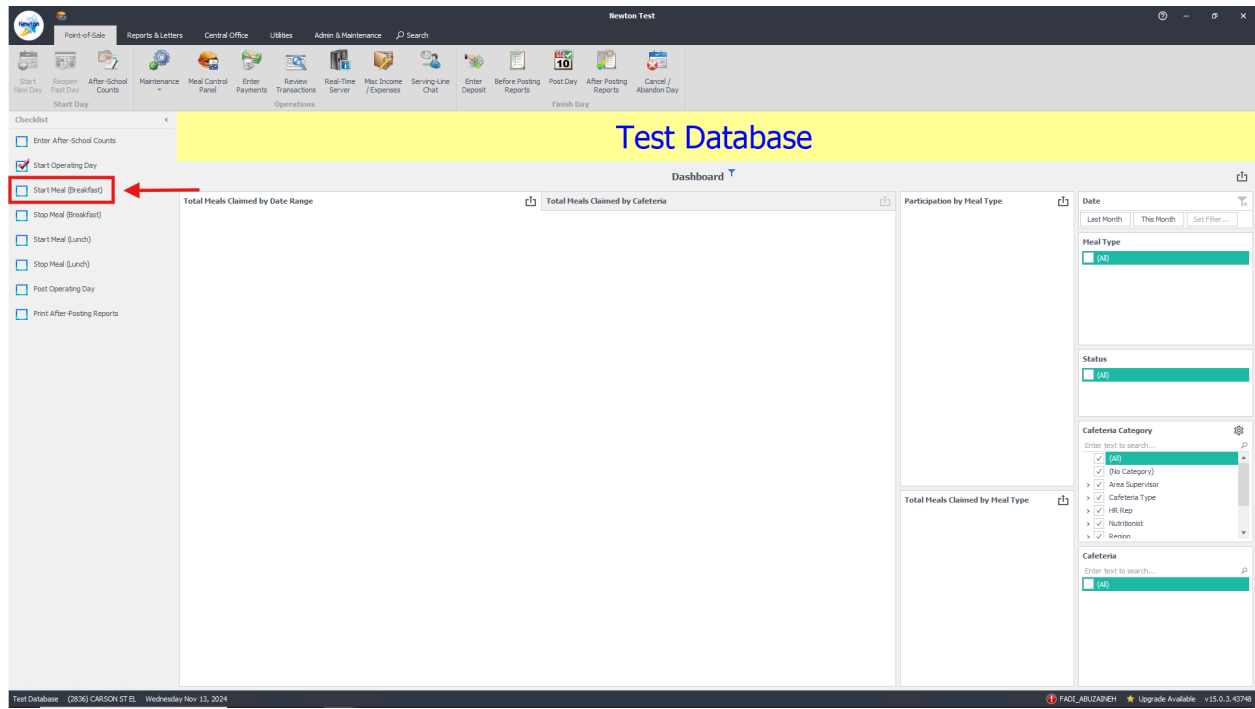
1. On the ribbon, find **Reports & Letters** → **Customer Info** → **Master POS Customer List**
2. The Master POS Customer window will open. Filter by your Cafeteria Name
3. Select the other options you would like.
4. Be sure to toggle the option in the Show Meal Status to **"Coded"**

The screenshot shows the 'Master POS Customer List' window. The 'Filter by Cafeteria' section has 'Cafeteria' selected with '(901) Anclothe Elementary' in the dropdown. 'Region' is 'Default' and 'Cluster' is 'Charter 9-12'. 'Entire District' is unselected. The 'Customer Categories' section has 'Free Student', 'Paying Student', 'Employee (Adult)', 'Special/Other (Adult)', 'Reduced Student', and 'Adult' all checked. The 'Balance' section has 'Customers with any balance' selected. The 'ID Number to Display' section has 'Student Number' selected. The 'Group By' section has 'None' selected. The 'Sub-Group By' section has 'None' selected. The 'Sort By' section has 'ID Number' selected. The 'Options' section has 'Show Last Name, First Name', 'Show Balance', 'Include Inactive', 'Include DC Students Only', 'Include Multi-Reimbursables', 'Include Permanent Statuses', 'Include Future-Change Statuses', 'Include Temporary Override Statuses', and 'Include Prior-Year Only' all checked. The 'Show Meal Status' section has 'Coded' selected, which is highlighted by a red rectangle. The 'Include POS Customer Types' section has 'School Fed by Cafeteria', 'Feeder School', 'Manual Subscription', 'Automatic Feeder Rules', 'Feeder Group', and 'Guest' all checked. The 'Run for each cafeteria in the cafeteria filter' checkbox is unselected. The 'Ok' and 'Cancel' buttons are at the bottom right.

5. Click **"Ok"** and then opt to print or export your report.

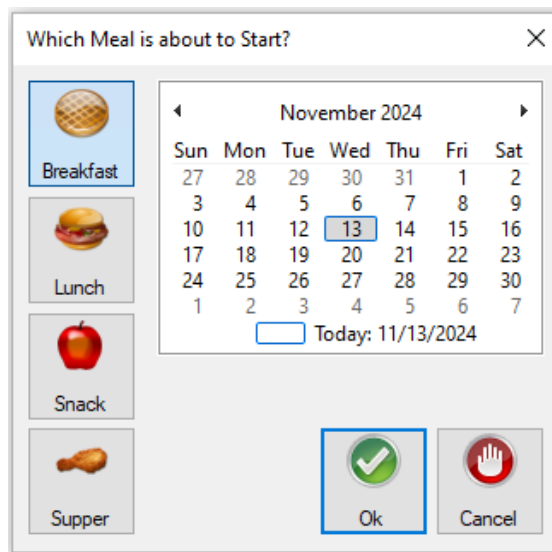
Start/Stop a Meal Session

1. Click on Start Meal (Breakfast or Lunch) on the checklist. Notice that there is now a check mark in the box on the checklist.

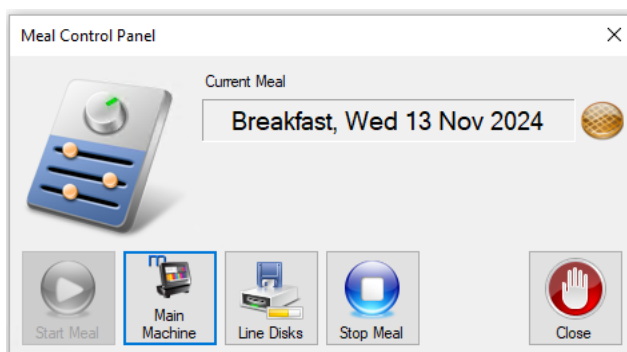


2. Verify the selected Meal and Date in the **"Which Meal is about to Start?"** box (Breakfast, Lunch, Snack, Supper).

Click **"Ok"** to start the meal. The cashiers can now launch Newton POS on their touch screens.



3. A Meal Control Panel window will appear. Click **"Close."** This allows you to go about your normal business while the POS terminals are running. To bring the Meal Control Panel back up, you can use the Checklist by clicking on Start Meal.

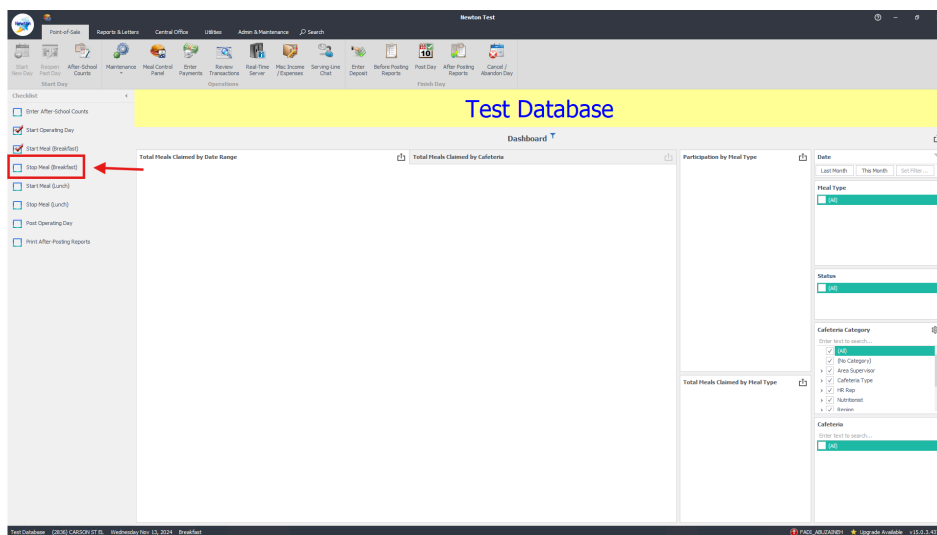


4. Go about your daily operations during meal service.

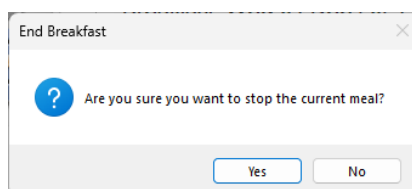
5. When lines are done, cashiers will count their cash drawer, enter it into the POS system at the line, and bring it to you (if applicable). See Cashiering manual.

6. Once you are sure all meal service is concluded, click on **"Stop Meal"** from the checklist.

Before closing the meal service on your computer, make sure that all POS terminals are closed.



7. You will be asked if you're sure you want to close the current meal service. Click **"Yes"**



Opening Main Machine POS Serving Line:

1. To enter POS transactions from the office PC, click the **"Meal Control Panel"** button on the **Point of Sale** tab
2. Click the **"Main Machine"** button
3. If prompted, select **"Line 1 – Manager"** and then click **"Ok"**
4. Log into **NewtonPOS**
 - a. Note: Do NOT select a different date or meal than what was selected when the meal was started
5. To get back to **Newton** without closing the POS, press **Alt + Tab** on your keyboard
6. Click the **"Close"** button on the **Meal Control Panel** tab to close that window. This does NOT stop the meal.



Cashiering

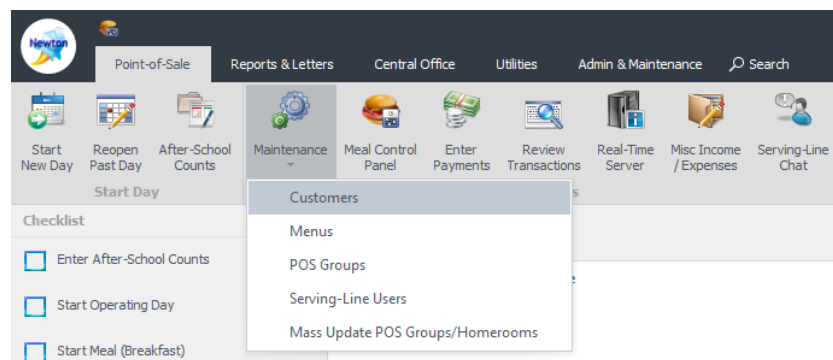
These instructions are for front-of-the-house cashiering at the POS terminal.

REFER TO YOUR CASHIERING MANUAL

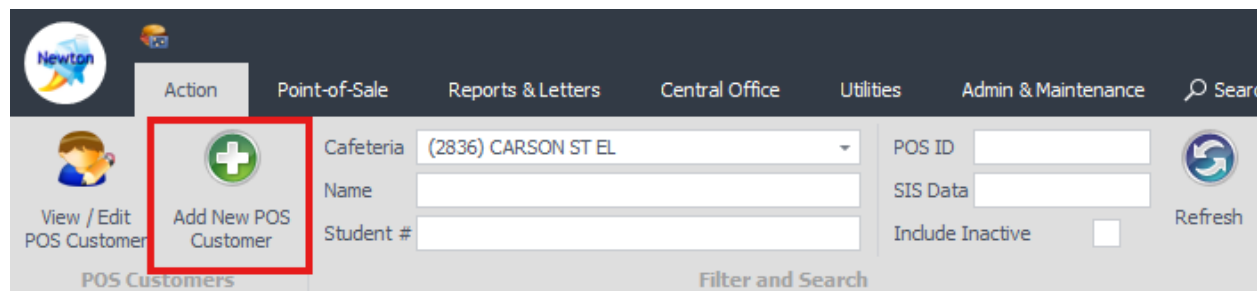
Serve Guest Student or Subscribe to New Customer

Note: This can only be done by Central Office, please contact them to Add New Customers or Guest Students

From the Point-of-Sale tab click on **Maintenance → Customers**



1. Click **"Add New POS Customer"**




a. Subscribe to an existing customer record (if student's primary school is NOT changing; they are a guest)


Add new POS Customer

POS Customer records are created automatically from central-office Customer records that are enrolled in a school fed by your cafeteria, or when you manually subscribe to them. To create a new POS Customer record, you must either create a new central-office customer record that is enrolled in a school fed by your cafeteria, or you can subscribe to an existing customer record that is enrolled elsewhere.

☐ Create a new customer record

☒ Subscribe to an existing customer record

Ok

Cancel

2. If you create a new customer record, the Edit Customer window will show. You must complete the information as you would when completing customer maintenance.

[illegible]

3. If you are subscribing to a student at another feeding site, the Pick Customer window will pop up. Select the customer by entering the name and click **"Ok"**

Pick Customer

Search

Name School

Student Number F&R Attached

SIS Data Inactive

POS ID

Stude...	First n...	MI	Last n...	Suffix	Nick n...	Categ...	School	SIS D...	Grade	Track	F & R ...	Inactive	Inactivat...

Batch in Progress

There might come a time when a site goes to post their end of day and they get the following message:

The screenshot shows a software window titled "Post Operating Day - Thursday, September 12, 2024". The window has several tabs: "Bank Deposit", "Daily Figures", "Expenses & Revenue", "Labor Hours", "Misc Counts", and "POS Batches". The "Daily Figures" tab is active. The "School" dropdown is set to "Cleveland". There is a "Reviewed" checkbox which is checked. The window is divided into three main sections: "Demographic Counts", "Manual Meal Counts", and "Receipt Totals & Variance".

Demographic Counts:

Category	Count	Use AF
Attendance	837	<input checked="" type="checkbox"/>
Enrolled	289	<input type="checkbox"/>
Free	289	<input type="checkbox"/>
Reduced	96	<input type="checkbox"/>
Paying	496	<input type="checkbox"/>
All Students	881	<input type="checkbox"/>

Manual Meal Counts:

Meal Type	Count
CEP Breakfast	0
CEP Lunch	0
Free Snacks	0
Free Suppers	0
Headstart Breakfast	0

Receipt Totals & Variance:

Category	School	Cafeteria
Cash Collected	0.00	0.00
Checks Collected	0.00	0.00
Net Other	0.00	0.00
Calculated Receipts	0.00	0.00

Other Meal Enrollment:

Meal Type	Count
Snack	0
Supper	0

An "Input Validation" dialog box is displayed in the center of the window. It contains a yellow warning triangle icon and the text: "One or more batch is currently in-progress. You cannot post while transaction batches are in progress". There is an "OK" button at the bottom right of the dialog box.

At the bottom of the window, there are three buttons: "Save without Posting" (with a floppy disk icon), "Ok" (with a green checkmark icon), and "Cancel" (with a red hand icon). The "Ok" button is highlighted with a blue border.

To resolve this issue, click **"Ok"** and then click on **"Save without Posting"** to exit the screen.

On your home screen, under your point of sale tab, you will click on **"Review Transactions."** You want to see which batch has the issue.

Note that in this case, one of the breakfasts says **"In Progress"** in the **"Status"** field. Click on Close to get out of this screen.

Batch #	Status	Tag	Meal Type	Transaction Count	Line #	Line Description	Serve Date	Line Start
16	Awaiting Posting		Lunch	2	20	012 Manager Line	9/12/24	1:27 PM S
17	Awaiting Posting		Breakfast	1	20	012 Manager Line	9/12/24	1:50 PM S
18	Awaiting Posting		Lunch	1	20	012 Manager Line	9/12/24	1:54 PM S
19	In Progress		Breakfast	1	20	012 Manager Line	9/12/24	10:21 AM

At the bottom of the window is a toolbar with icons for: Retrieve, Double Card, Refresh, Search, Edit / Review, Toggle / Skip, Remove, and Close.

Now go back to your checklist and click on **"Start Meal (Breakfast)"**. You are going to go through the steps as if you were going to serve breakfast.

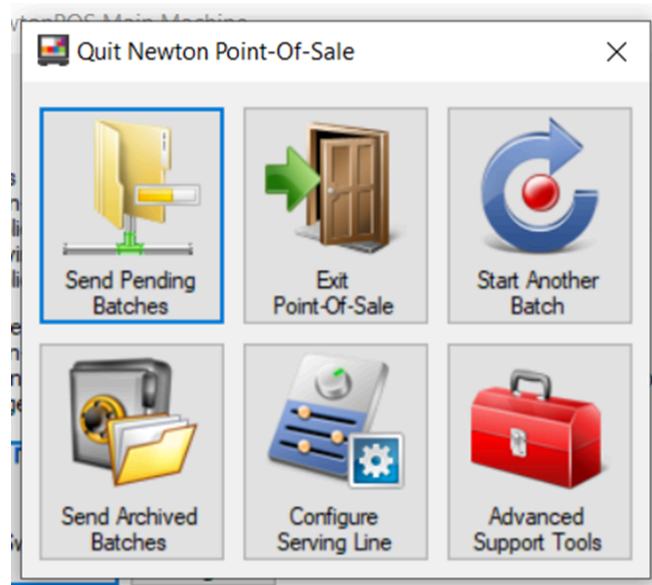
The interface shows a checklist on the left and a graph on the right. The checklist items are:

- ☒ Start Operating Day
- ☒ Start Meal (Breakfast)
- ☒ Stop Meal (Breakfast)
- ☒ Start Meal (Lunch)
- ☒ Stop Meal (Lunch)
- ☐ Post Operating Day
- ☐ Print After-Posting Reports

The graph on the right is titled "Total Meals Claimed by Date Range" and has a Y-axis labeled "Meals" with a scale from 6K to 18K in increments of 2K.

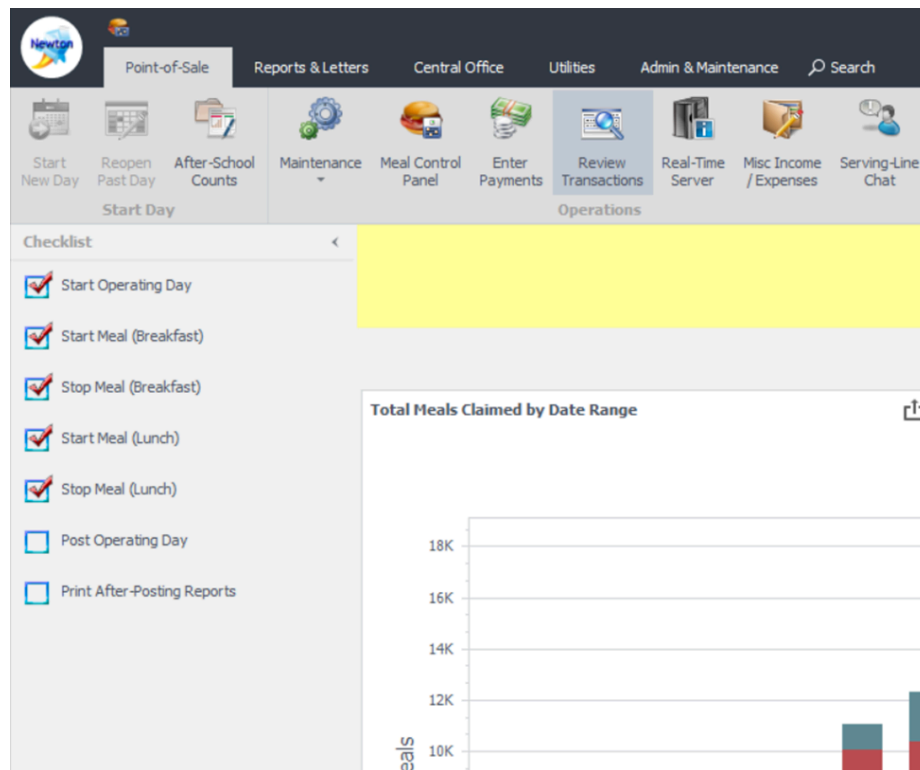
When you reach the POS screen, don't login. Click on **"Cancel"**. Note the following screen shows up. Note the button that shows **"Send Pending Batches"**. Click on that button first then click on **"Exit Point-of-Sale"**.

Now, you might run into a situation where this button is simply grayed out. In that case, simply click on **"Exit Point-of-Sale"**.

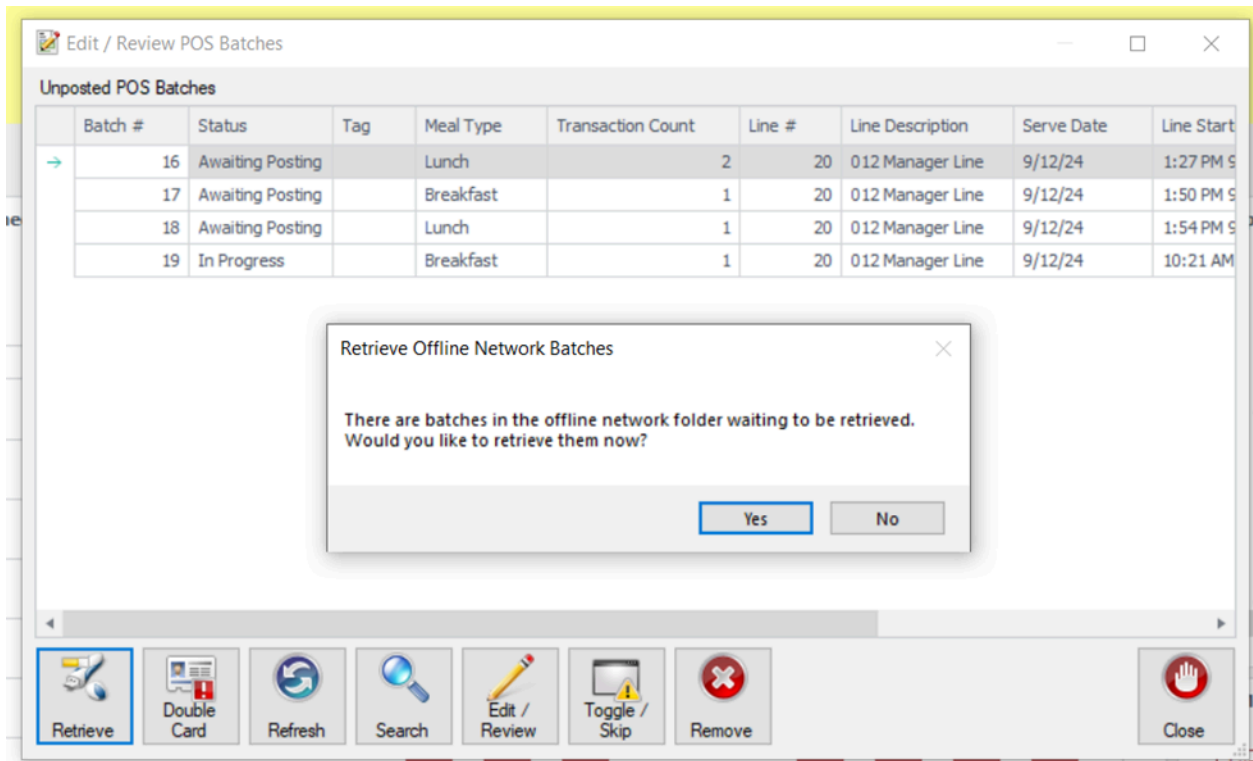


Once you return to the Newton screen, stop the meal.

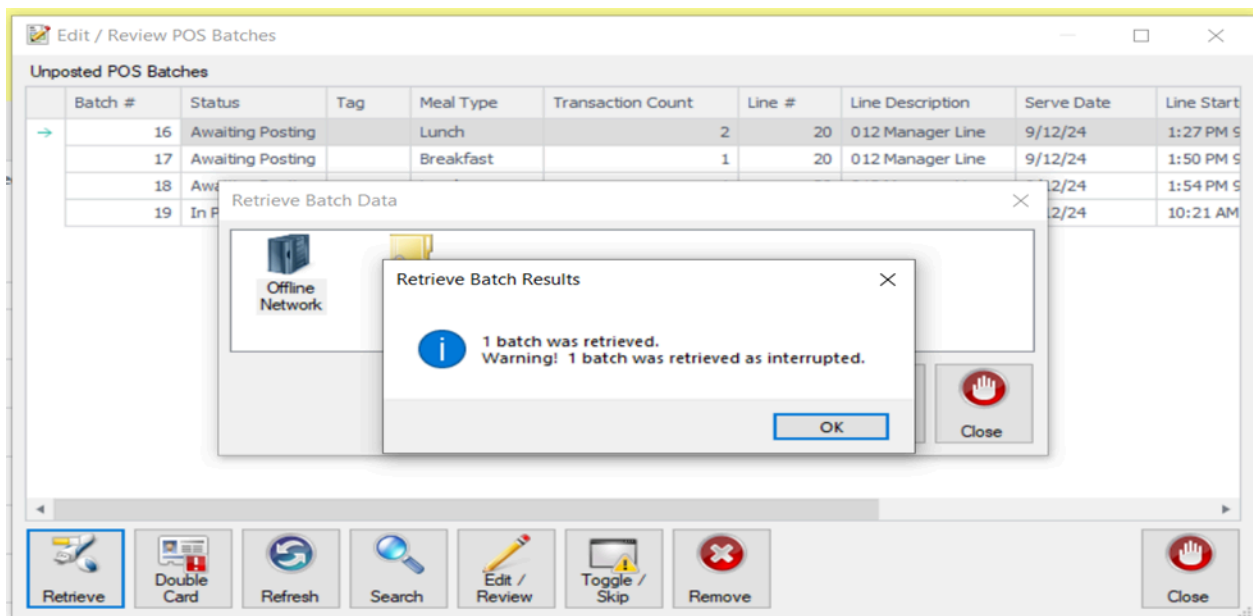
Now that you have stopped the meal you will return to **"Review Transactions"**



Note that when you click on **"Review Transactions"** you will get a message that looks like this. Click on **"Yes"**

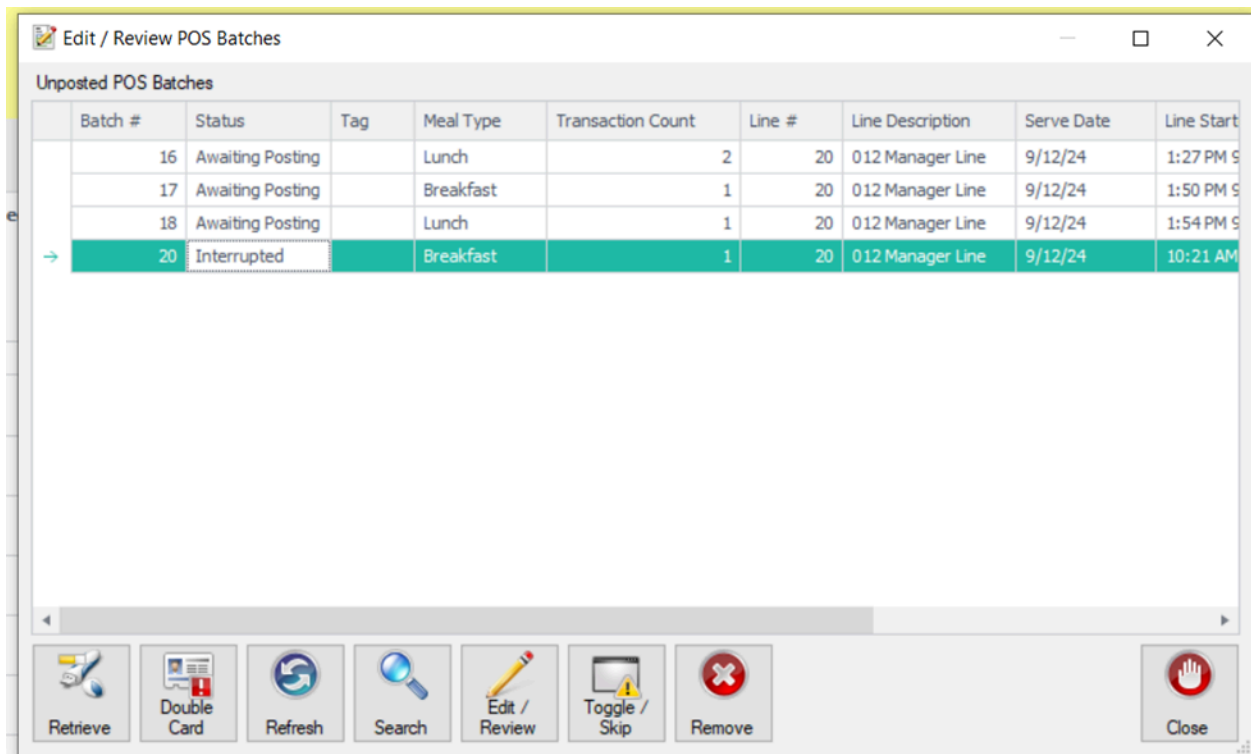


After clicking on **"Yes"** you will get a message similar to this



Click on **"Ok"**

Note now that the batch that said **"In Progress"** says **"Interrupted"**. To correct this issue, Select the **"Interrupted"** batch by clicking on it once. Then click the **"Toggle Skip"** button.

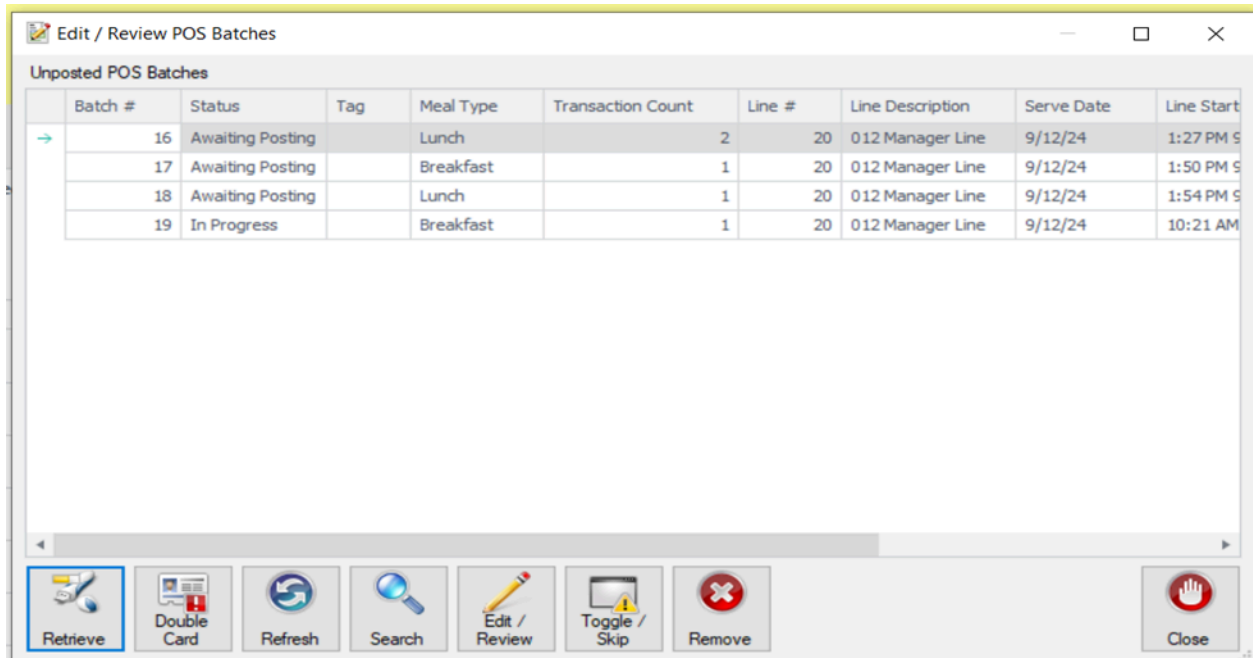


Now the **"Interrupted"** batch will change to **"Awaiting Posting"**. Click on **"Close"** and now you can post.

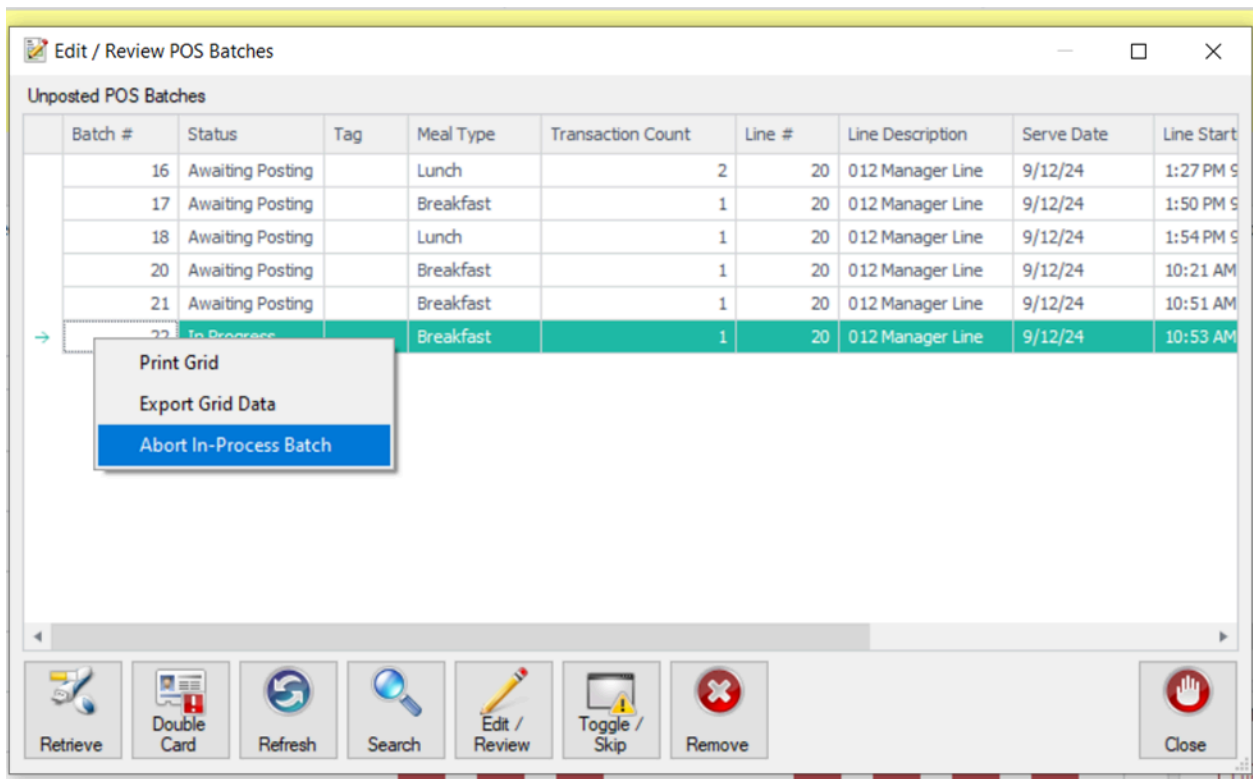
Another scenario that can happen is that you followed all the steps above and the batch still says in Progress. In that case you follow these steps:

Verify that no Meal is currently running. You can see this if you look at the bottom left of your Newton window and next to the cafeteria name it doesn't show either **"Breakfast"** or **"Lunch"**.

You will see that the batch is still **"In Progress"**. You are going to right click on it.



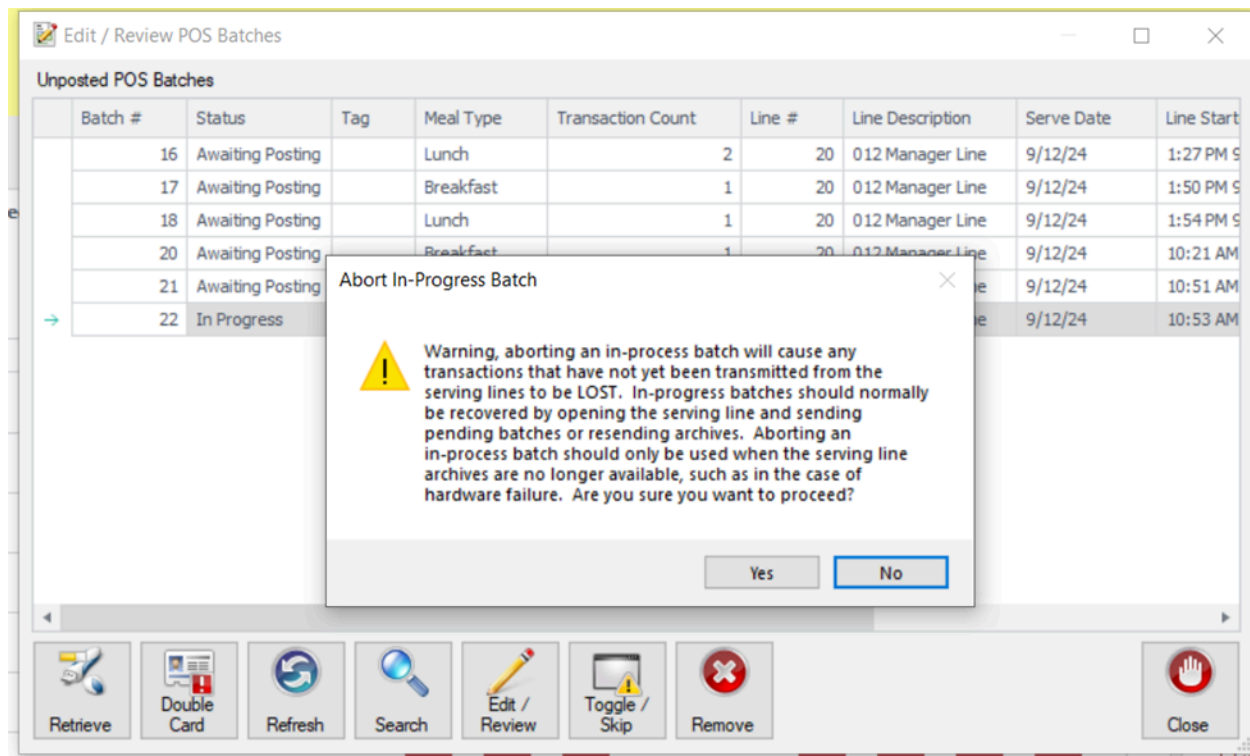
When you right click on it, you will get the following options:



You are going to choose **"Abort In-Process Batch"**

If you have permissions to Abort a batch, you will get the following message which is basically saying that if you do have the POS serving line Open, you might lose transactions.

Since we know that no meal is running we will click on **"Yes"**. However if you don't have permissions to Abort a batch, an Override screen might pop up. You will have to request an Override and call the central office to allow it.

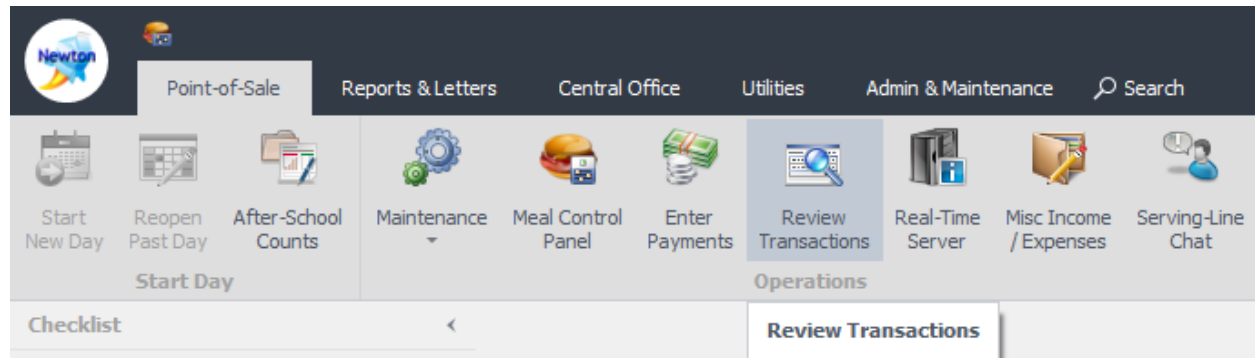


Now you will get an interrupted batch. Simply click on it once and click on toggle skip to change it to **"Awaiting Posting."** Now you can go and **"Post your Operating Day"**

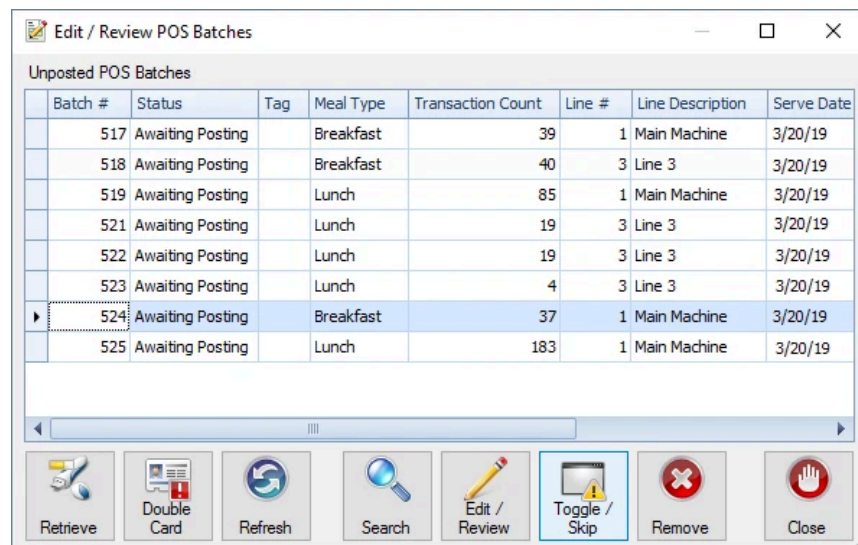
Toggle/Skipped Batches

This feature allows you to change the status of a batch in order to skip posting batches for a day/number of days. When you are ready to post past days, the transactions can be toggled to allow posting.

In the Point of Sale tab, click on **"Review Transactions"**



Select a batch by clicking on it. Then, click **"Toggle/Skip"**



Notice that the status changes from the current status to Skip. Repeat the process for additional batches that need to be skipped.

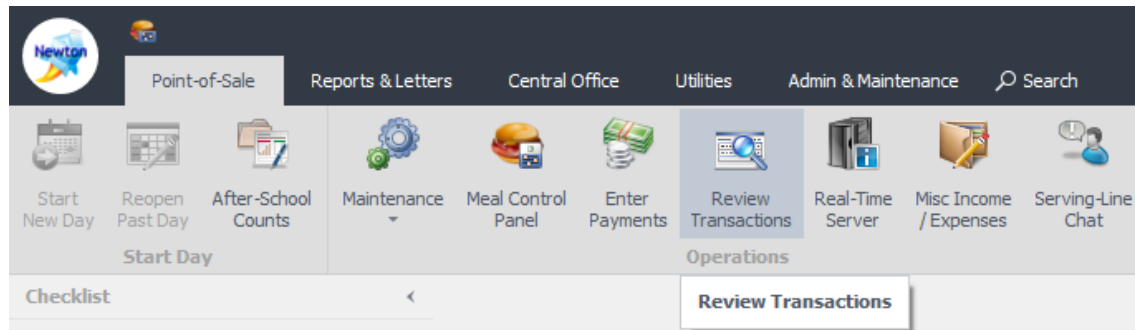
a. When you are ready to post batches for the skipped batches, select the batch and click the **"Toggle/Skip"** button again so the status changes to *Awaiting Posting*.

Remove Batches

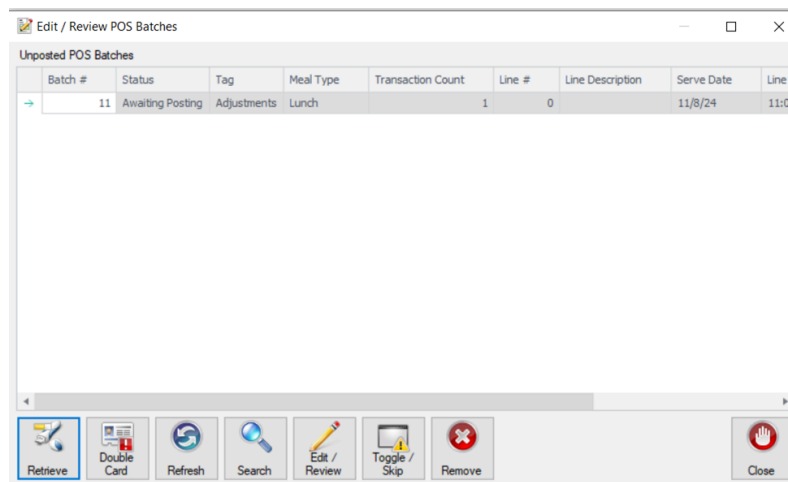
Removes a batch from the list such as batches containing zero transactions or where transactions have been entered a second time.

There is no UNDO when performing this operation. Make certain you wish to perform this function before proceeding.

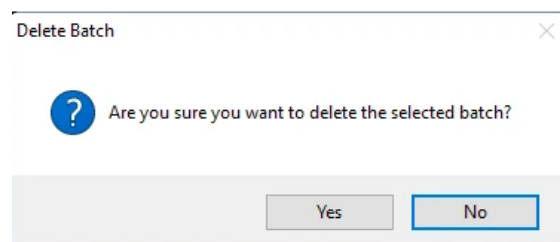
On your Point of Sale screen, you will click on **"Review Transactions"**



a. Select a batch by clicking on it. Then, click **"Remove"**



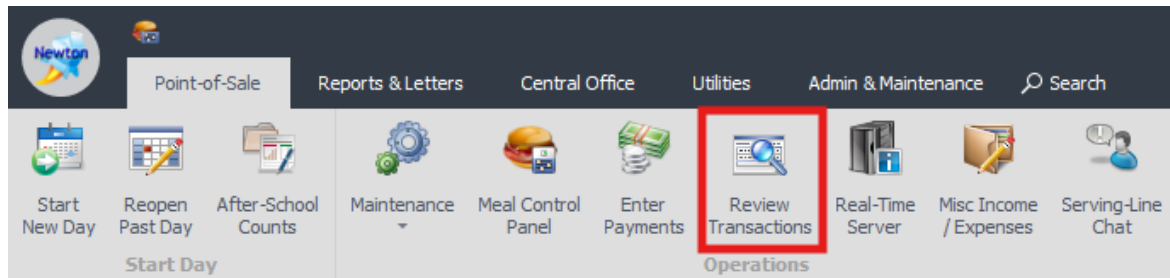
b. A confirmation window will appear asking if you are sure you want to delete the selected batch. Click **"Yes"** to continue with the process.



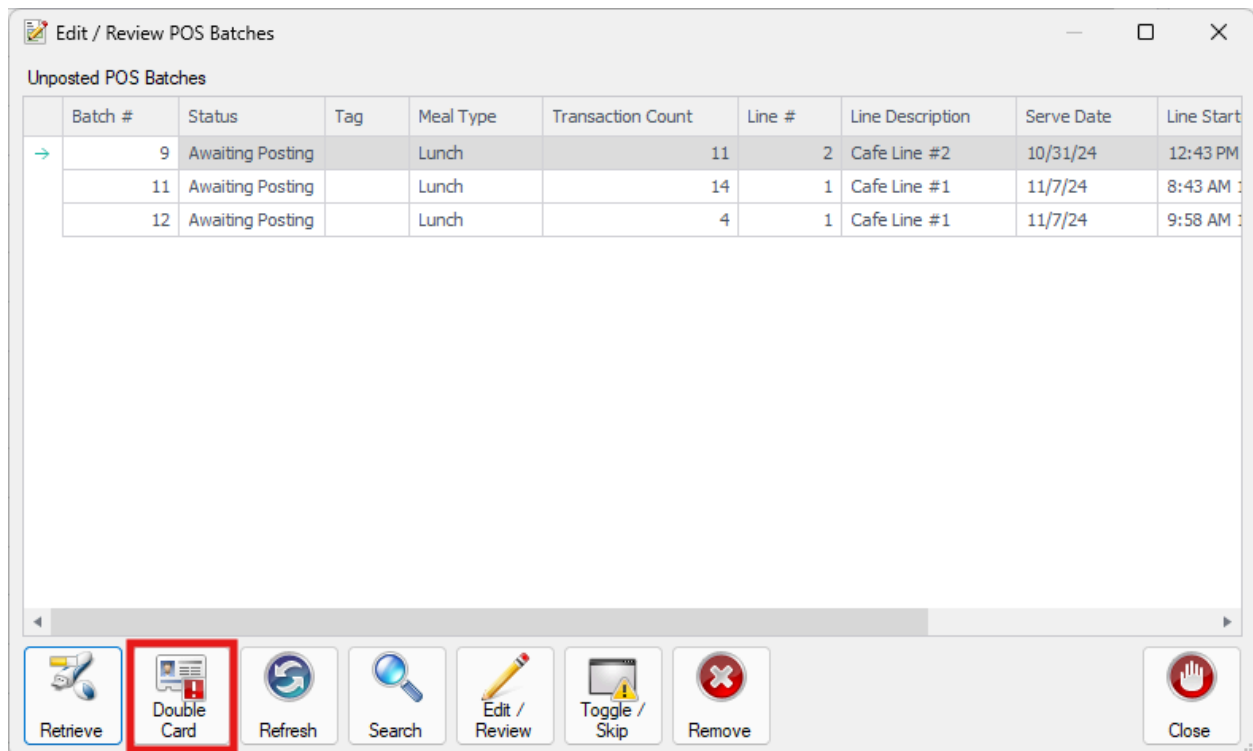
Double Card Usage

The Double Card option allows you to check for and correct any double card usage for meals. Double card usages occur typically when there is loss of network or no network connectivity. A double card usage will appear if there are two reimbursable meals sold to one student or if an at-cost meal is sold to a student where no reimbursable meal exists. To find these, follow these steps:

Click on **Point of Sale → Review Transactions**



i. Click the **"Double Card"** button.



ii. Use the drop-down menu to Choose Meal.

The screenshot shows a window titled "Double Card Usage" with a close button (X) in the top right corner. At the top, there is a "Choose Meal:" dropdown menu set to "Lunch". Below this is a table with columns: POS ID, First Name, Last Name, Status, Transaction Date, Line Number, Line Description, Purchase Type, and Cash Tendered. The table contains three main entries for POS 19, 25, and 22. POS 19 and 25 show "Ok" status, while POS 22 shows "Duplicate Reimbursable" warnings. A context menu is open over the POS 22 entry, showing options: Edit Transaction (pencil icon), Void Transaction (red X icon), Print Grid, and Export Grid Data. At the bottom left is a "Fix All" button with a bandage icon, and at the bottom right is a "Close" button with a red hand icon.

POS ID	First Name	Last Name	Status	Transaction Date	Line Number	Line Description	Purchase Type	Cash Tendered
19	J	Ta	Ok	10/2/2014	1	POS 1	Reimbursable	\$0.00
25	T	Ta	Ok	10/2/2014	1	POS 1	Reimbursable	\$0.00
				10/2/2014	1	POS 1	At Cost	\$0.00
22	M	To	Duplicate Reimbursable	10/2/2014	1	POS 1	Reimbursable	\$0.00
				10/2/2014	1	POS 1	Reimbursable	\$0.00

iii. Review the double-card usages by clicking on the plus sign of each student.

iv. Right-click on a row and select the appropriate action.

i. Edit Transaction - Allows the user to edit a transaction (e.g. the student ate two meals and one of the transactions was sold At-Cost). Refer to [Edit/Review](#) for details.

ii. Void Transaction - Allows the user to void/remove the transaction (e.g. The Line Operator selected the wrong student from the list). Enter a comment about why you are voiding the transaction. Then, click "Ok"

Click Close once you have corrected all double card usage issues.

Fix All Warning

The Fix All button will automatically convert second reimbursable meals to at-cost meals. **Only use the Fix All button if your Supervisor or Central Office contact has informed you it is okay.**

Permission to disable the Fix All button can be found in Administration and Maintenance → Permissions → Cafeteria Role Permissions → Transactions → "Double card usage utility; fix all"

Recount Money & Edit

1. You may notice that you miscounted your money while Posting. Click on the **"Bank Deposit Tab"**

2. Click **"Edit Counts"**

Post Operating Day - Wednesday, December 04, 2024

Bank Deposit | Daily Figures | Expenses & Revenue | Labor Hours | Misc Counts | POS Batches

Cash Receipts

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

Totals

Total Checks	0.00	...
Total Cash	0.00	
Grand Total	0.00	


Bank Deposit

☐ Bank Deposit Today


Deposit Amount: 0.00



Deposit Slip #:

Deposit Comments:

 Edit Counts

☐ No cash was collected today

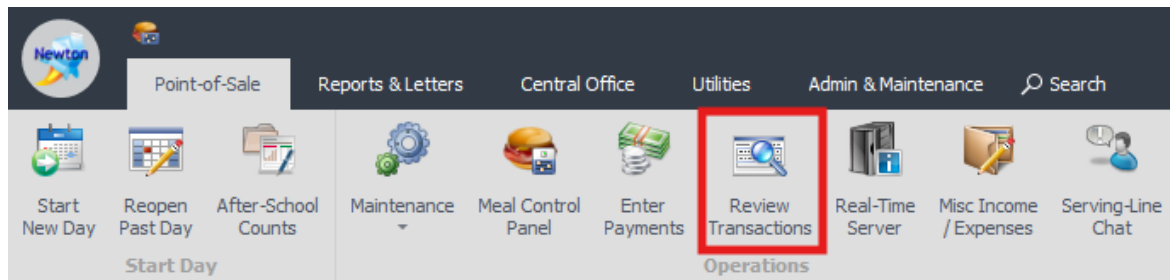
 Save without Posting

 Ok  Cancel

3. Once done, click **"Ok"**

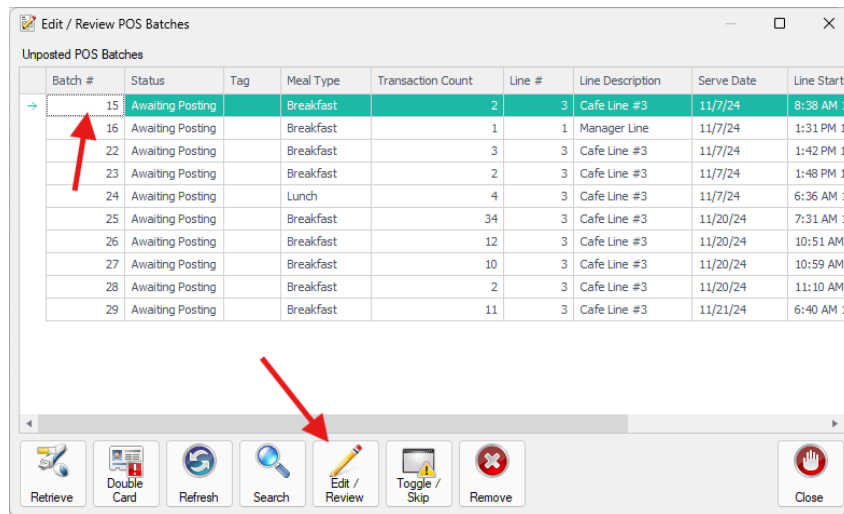
Review Transactions

1. Click on **"Review Transactions"** on the ribbon.

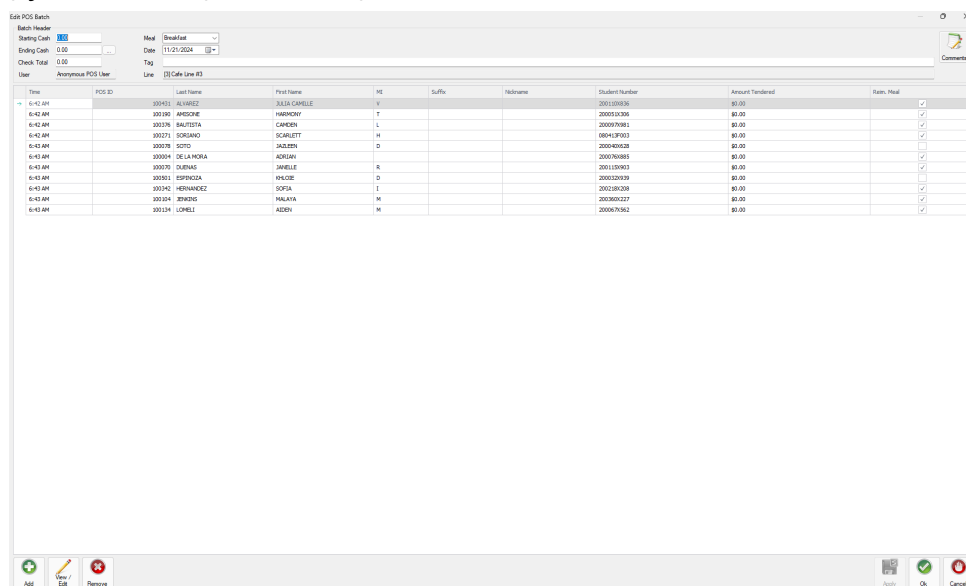


2. Select Batch # (click to highlight or double-click to open/edit).

3. Click **"Edit/Review"**



From here, you can **Add, View/Edit, or Remove** a transaction.



Add Transaction

1. Click "Add"

Batch Header

Starting Cash: 0.00, Ending Cash: 0.00, Check Total: 0.00

Meal: Breakfast, Date: 11/21/2024

User: Anonymous POS User, Line: [3] Cafe Line #3

Time	POS ID	Last Name	First Name	HE	Suffix	Nickname	Student Number	Amount Tendered	Reim. Meal
6:42 AM	100431	ALVAREZ	JULIA CAMILLE	V			2001100336	\$0.00	<input checked="" type="checkbox"/>
6:42 AM	100190	AMISONE	HARMONY	T			2000510306	\$0.00	<input checked="" type="checkbox"/>
6:42 AM	100376	BAUTISTA	CAMDEN	L			2000970881	\$0.00	<input checked="" type="checkbox"/>
6:42 AM	100271	SORIANO	SCARLETT	H			080413P003	\$0.00	<input checked="" type="checkbox"/>
6:43 AM	100078	SOTO	JAZLEEN	D			2000401628	\$0.00	<input checked="" type="checkbox"/>
6:43 AM	100004	DE LA MORA	ADRIAN				2000760385	\$0.00	<input checked="" type="checkbox"/>
6:43 AM	100070	DUBINO	JAVELLE	R			2001100903	\$0.00	<input checked="" type="checkbox"/>
6:43 AM	100501	ESPINOZA	KHLOE	D			2000320930	\$0.00	<input checked="" type="checkbox"/>
6:43 AM	100342	HERNANDEZ	SOPIA	I			2002180208	\$0.00	<input checked="" type="checkbox"/>
6:43 AM	100104	JENKINS	MALAYA	M			200360X227	\$0.00	<input checked="" type="checkbox"/>
6:43 AM	100134	LOKELI	AIDEN	M			2000670562	\$0.00	<input checked="" type="checkbox"/>

Buttons: Add, Edit, Remove, Apply, Ok, Cancel

2. An **Edit POS Transaction** window opens. Search by customer's name and/or ID#.

3. Click **"Add Purchase"**

Customer

POS ID: 100003, Student Number: 200106X142

Name: BELL, KAYLIN V

Price Category: Paying Student

Payment / Adjustment

Adjustment Type: Payment, Amount Tendered: 0.00

☒ Cash, Change Tendered: 0.00

☐ Check, Check #: , Date: 12/ 4/2024

☐ Credit Card

Customer Balance

	Unallocated	Reim. Only
Before	0.00	0.00
Change	0.00	0.00
After	0.00	0.00

POS ID	Item Description	Purchase Type	OVS Purchase Type	Item Cost
--------	------------------	---------------	-------------------	-----------

Buttons: Edit Transaction, Add Purchase, Remove Purchase, Print Receipt, Ok, Cancel

4. Select item to add. Click **"Ok"**

The 'Add Purchase' dialog box contains a table with the following items:

POS ID	Description
1	Bagel; Beef & Cheese
2	Blueberry Oat Bar
3	Breakfast Burrito (Variety)
4	Breakfast Sandwich
5	Cafe LA Coffee Cake
6	Cinnamon Swirl
7	Deluxe Cereal (Variety)
8	French Toast
9	Ham & Cheese CroissantSandwich
10	Hot Oatmeal
11	Mini Maple Pancakes
12	Muffin (Variety)

At the bottom right, there are two buttons: 'Ok' (with a green checkmark icon) and 'Cancel' (with a red hand icon). A red arrow points to the 'Ok' button.

5. Enter Cash Tendered, if applicable.

6. Click **"Ok"**

The 'Edit POS Transaction' dialog box contains the following information:

Customer: POS ID 100003, Student Number 200106X142, Name BELL, KAYLIN V, Price Category Paying Student

Payment / Adjustment: Adjustment Type Payment, Amount Tendered 0.00, Change Tendered 0.00

Customer Balance:

	Unallocated	Reim. Only
Before	0.00	0.00
Change	-1.50	0.00
After	-1.50	0.00

Transaction Table:

POS ID	Item Description	Purchase Type	OVS Purchase Type	Item Cost
	Deluxe Cereal (Variety)	Alacarte	(n/a)	\$1.50

At the bottom, there are five buttons: 'Edit Transaction' (pencil icon), 'Add Purchase' (green plus icon), 'Remove Purchase' (red X icon), 'Print Receipt' (printer icon), and 'Ok' (green checkmark icon). A red arrow points to the 'Ok' button.

7. The new added transaction is now in Blue. Click **"Ok"**







Batch Header

Starting Cash: 0.00 Meal: Breakfast Date: 11/21/2024

Ending Cash: 0.00 Tag: Comments:

Check Total: 0.00 User: Anonymous POS User Line: [3] Cafe Line #3

Time	POS ID	Last Name	First Name	MI	Suffix	Nickname	Student Number	Amount Tendered	Reim. Meal
6:42 AM		100431 ALVAREZ	JULIA CAMILLE	V			2001101836	\$0.00	<input checked="" type="checkbox"/>
6:42 AM		100190 AMESHE	HARRISON	T			2000518306	\$0.00	<input checked="" type="checkbox"/>
6:42 AM		100176 BALTIMA	CAMDEN	L			2000970981	\$0.00	<input checked="" type="checkbox"/>
6:42 AM		100271 SORIANO	SCARLETT	H			0804131903	\$0.00	<input checked="" type="checkbox"/>
6:43 AM		100078 SOTO	JAZLEEN	D			2000401628	\$0.00	<input checked="" type="checkbox"/>
6:43 AM		100004 DE LA MORA	ADRIAN				2000701885	\$0.00	<input checked="" type="checkbox"/>
6:43 AM		100070 DUENAS	JANELLE	R			2001110190	\$0.00	<input checked="" type="checkbox"/>
6:43 AM		100501 ESPINOZA	KHLOE	D			2000120939	\$0.00	<input checked="" type="checkbox"/>
6:43 AM		100142 HERRANDEZ	SOPIA	I			2001181308	\$0.00	<input checked="" type="checkbox"/>
6:43 AM		100104 JENKINS	MALAYA	H			2003601227	\$0.00	<input checked="" type="checkbox"/>
6:43 AM		100118 LOVELL	RUDEN	H			2000670563	\$0.00	<input checked="" type="checkbox"/>
10:22 AM		100003 BELL	KAYLIN	V			2001061142	\$0.00	<input type="checkbox"/>

 Add
  View / Edit
  Remove
  Apply
  Ok
  Cancel

6. Click **"Edit Transaction"**

Edit POS Transaction

Customer

POS ID: 100078 Student Number: 200040X628

Name: SOTO, JAZLEEN D

Price Category: Free Student

Payment / Adjustment

Adjustment Type: Payment Amount Tendered: 0.00

☒ Cash Change Tendered: 0.00

☐ Check Check #: Date: 12/ 4/2024

☐ Credit Card

Customer Balance

	Unallocated	Reim. Only
Before	0.00	0.00
Change	0.00	0.00
After	0.00	0.00

POS ID	Item Description	Purchase Type	OVS Purchase Type	Item Cost
	Incomplete Meal	Alacarte	(n/a)	\$0.00

Edit Transaction **Add Purchase** **Remove Purchase** **Print Receipt** **Ok** **Cancel**

7. Enter comment as to why you are editing the transaction.

Edit Transaction

Please enter your comments about editing this transaction

Ok **Cancel**

8. Click **"Ok"**

9. Edit transaction:
 - a. Add or subtract amount tendered
 - b. Add check & check number
 - c. Add or remove purchase
10. Click **"Ok"**

The screenshot shows the 'Edit POS Transaction' window. It contains fields for Customer information (POS ID, Student Number, Name, Price Category), Payment/Adjustment details (Adjustment Type, Amount Tendered, Change Tendered, Cash/Check/Credit Card options, Check #, Date), and a Customer Balance table. Below these is a table of transactions. At the bottom are buttons for Edit Transaction, Add Purchase, Remove Purchase, Print Receipt, Ok, and Cancel. Red arrows point to the 'Amount Tendered' field, the 'Check #' field, the 'Add Purchase' button, the 'Remove Purchase' button, and the 'Ok' button.

Customer

POS ID: 100078 Student Number: 200040X628

Name: SOTO, JAZLEEN D

Price Category: Free Student

Payment / Adjustment

Adjustment Type: Payment

Amount Tendered: 0.00

Change Tendered: 0.00

☒ Cash

☐ Check Check #: Date: 12/ 4/2024

☐ Credit Card

Customer Balance

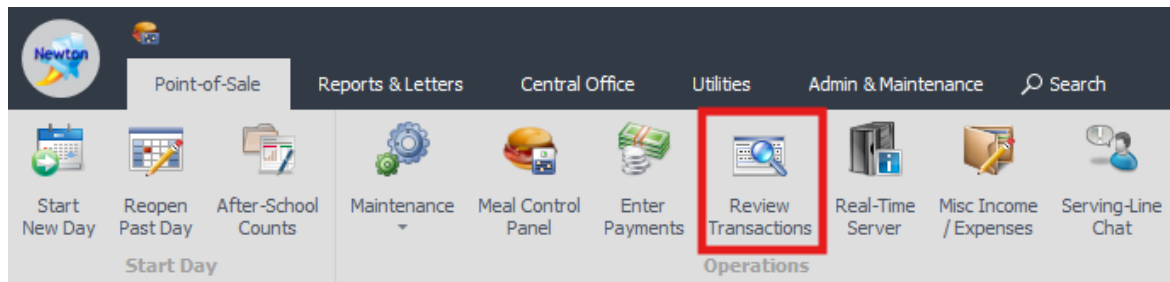
	Unallocated	Reim. Only
Before	0.00	0.00
Change	0.00	0.00
After	0.00	0.00

POS ID	Item Description	Purchase Type	OVS Purchase Type	Item Cost
→	Incomplete Meal	Alacarte	(n/a)	\$0.00

Buttons: Edit Transaction, Add Purchase, Remove Purchase, Print Receipt, Ok, Cancel

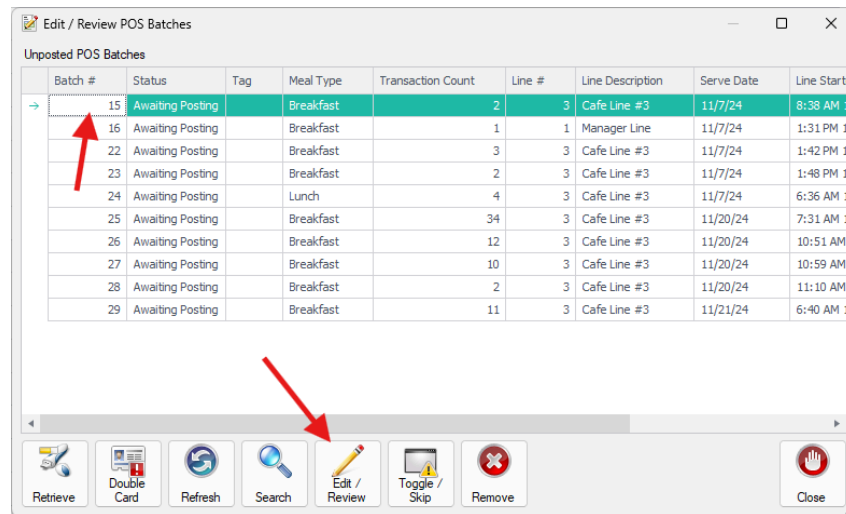
Remove Transaction

1. Click on **Point-of-Sale → Review Transactions** from the ribbon.



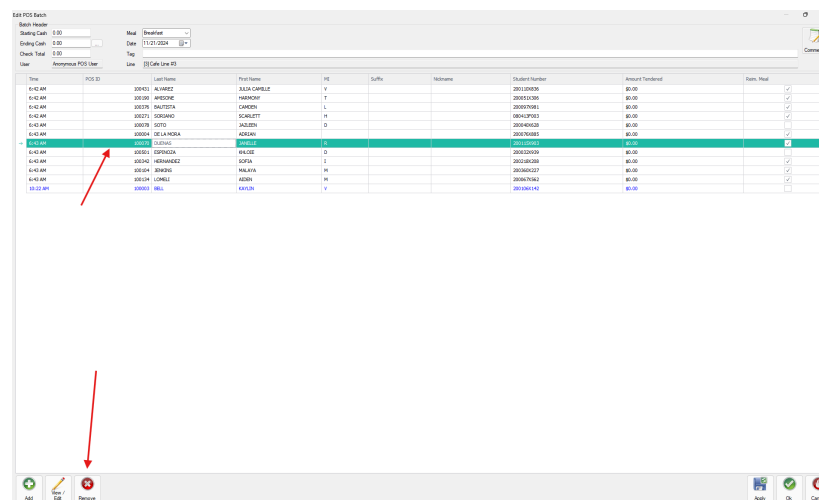
2. Click on the Batch that you want to remove the purchase from.

3. Click **"Edit/Review"**

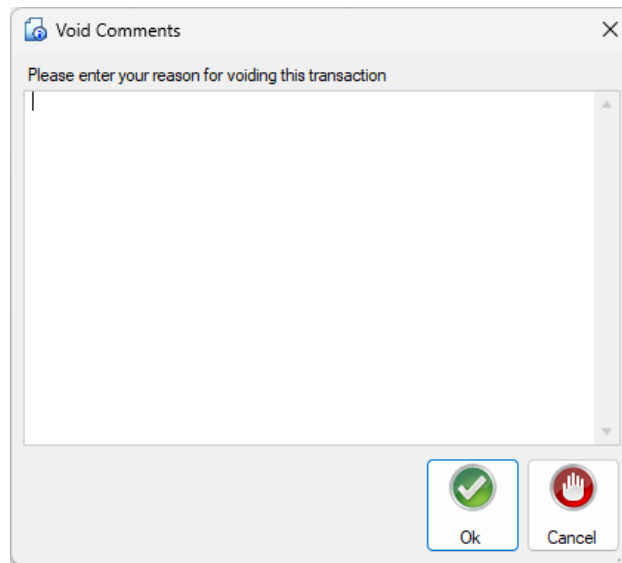


4. Click and highlight the transaction that you wish to remove.

5. Click **"Remove"**



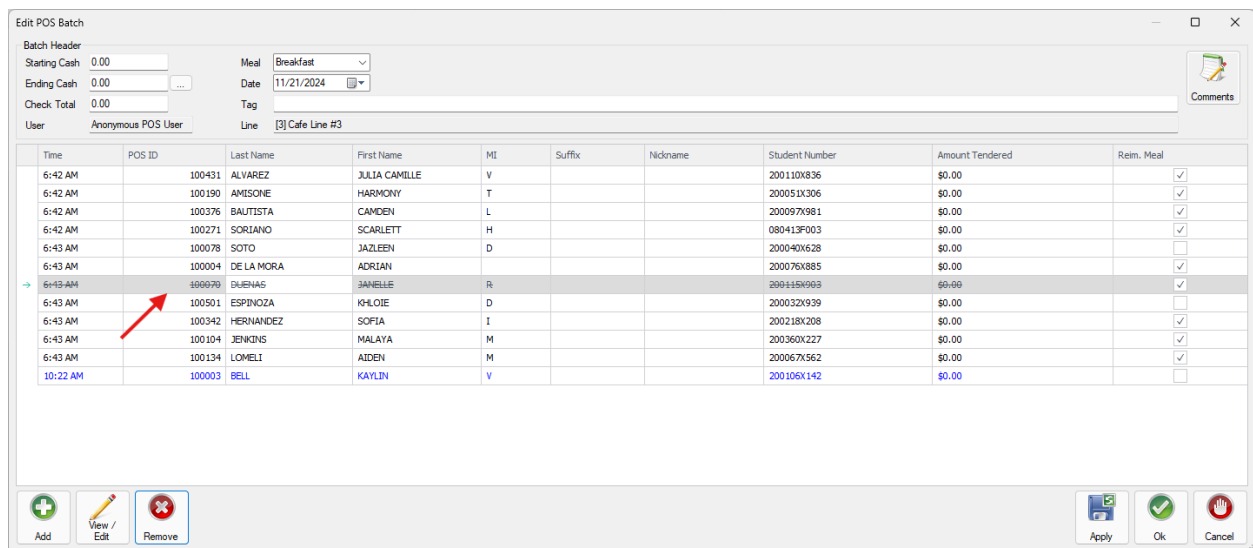
6. Enter a comment as to why you are voiding/removing the transaction.



A dialog box titled "Void Comments" with a close button (X) in the top right corner. The main area contains a text input field with the placeholder text "Please enter your reason for voiding this transaction". At the bottom right, there are two buttons: "Ok" with a green checkmark icon and "Cancel" with a red hand icon.

7. Click **"Ok"**

9. The removed (voided) transaction will be marked out. From here, you can Add, Edit, or Remove other transactions, if necessary. Repeat actions as necessary.



The "Edit POS Batch" window displays a table of transactions. The table has columns for Time, POS ID, Last Name, First Name, MI, Suffix, Nickname, Student Number, Amount Tendered, and Reim. Meal. A red arrow points to the row for 6:43 AM, POS ID 100342, Last Name HERNANDEZ, First Name SOFIA, MI I, which is marked as voided. The bottom of the window features buttons for Add, View / Edit, and Remove, along with Apply, Ok, and Cancel buttons.

Time	POS ID	Last Name	First Name	MI	Suffix	Nickname	Student Number	Amount Tendered	Reim. Meal
6:42 AM	100431	ALVAREZ	JULIA CAMILLE	V			200110X836	\$0.00	<input checked="" type="checkbox"/>
6:42 AM	100190	AMISONE	HARMONY	T			200051X306	\$0.00	<input checked="" type="checkbox"/>
6:42 AM	100376	BAUTISTA	CAMDEN	L			200097X981	\$0.00	<input checked="" type="checkbox"/>
6:42 AM	100271	SORTIANO	SCARLETT	H			080413F003	\$0.00	<input checked="" type="checkbox"/>
6:43 AM	100078	SOTO	JAZLEEN	D			200040X628	\$0.00	<input type="checkbox"/>
6:43 AM	100004	DE LA MORA	ADRIAN				200076X885	\$0.00	<input checked="" type="checkbox"/>
6:43 AM	100070	DUENAS	JANELLE	R			200115X903	\$0.00	<input checked="" type="checkbox"/>
6:43 AM	100501	ESPINOZA	KHLOIE	D			200032X939	\$0.00	<input type="checkbox"/>
6:43 AM	100342	HERNANDEZ	SOFIA	I			200218X208	\$0.00	<input type="checkbox"/>
6:43 AM	100104	JENKINS	MALAYA	M			200360X227	\$0.00	<input checked="" type="checkbox"/>
6:43 AM	100134	LOMELI	AIDEN	M			200067X562	\$0.00	<input checked="" type="checkbox"/>
10:22 AM	100003	BELL	KAYLIN	V			200106X142	\$0.00	<input type="checkbox"/>

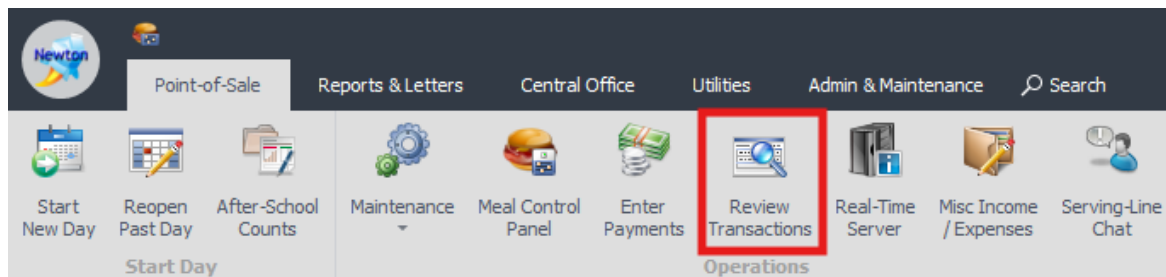
11. Click **"Ok"**

12. Once you are done Editing Transactions, click **"Close"**

Edit Starting and Ending Cash

If cashiers are unable to count money and add it on the POS, they must do it in the manager's office.

1. Click on **Review Transactions** in the ribbon.



2. Select the appropriate batch.

3. Click **"Edit/Review"** An Edit POS Batch window will appear:

Time	POS ID	Last Name	First Name	MI	Suffix	Nickname	Student Number	Amount Tendered	Reim. Meal
8:39 AM	100564	ABUANA	ANDREW	R			200115X500	\$0.00	<input checked="" type="checkbox"/>
8:39 AM	100327	ARMENTA JR	LUIS	E			200159X735	\$0.00	<input checked="" type="checkbox"/>

Edit Starting Cash - Adjust starting cash if incorrect. Click **"Ok"**

Edit Ending Cash - Click the ellipses icon to enter figures for cash received while on the serving line.

a. An Edit Ending Cash Balance window will open.

b. Click **"Ok"** when edits are complete.

Add Check- add total check value.

Click **"Ok"** when done.

Dollar Counts	
Ones	0
Fives	0
Tens	0
Twenties	0
Fifties	0
Hundreds	0

Coin Counts	
Pennies	0
Nickels	0
Dimes	0
Quarters	0

Misc Cash	
Misc Cash	\$0.00
Total	\$0.00

Ending Cash Balance: \$0.00

Post Operating Day

1. Click on **Post Operating Day** from the checklist.

The screenshot shows the Newtix Point-of-Sale software interface. The top navigation bar includes 'Point-of-Sale', 'Reports & Letters', 'Central Office', 'Utilities', 'Admin & Maintenance', and a search icon. Below this is a row of icons for various functions: Start New Day, Reopen Past Day, After-School Counts, Maintenance, Meal Control Panel, Enter Payments, Review Transactions, Real-Time Server, Misc Income / Expenses, and Serving-Line Chat. The 'Checklist' section on the left lists the following tasks with checkboxes: Enter After-School Counts, Start Operating Day, Start Meal (Breakfast), Stop Meal (Breakfast), Start Meal (Lunch), Stop Meal (Lunch), Post Operating Day (highlighted with a red box and a red arrow), and Print After-Posting Reports. To the right of the checklist is a 'Total Meals Claimed by Date Range' graph with a y-axis ranging from 0.4 to 0.5.

2. Enter ending cash balances from cashiers in the Enter Deposit Amount window. You will get it from their Blank Bank Deposit and/or verifying their counts.

The screenshot shows the 'Enter Deposit Amount' window. It has a title bar with a close button. The main area is divided into two columns for entering cash balances. The left column lists denominations from Ones (\$1) to Hundreds (\$100). The right column lists coin denominations from Pennies (1¢) to Dollar Coins (100¢), plus a 'Misc Cash' field. Below these columns is a 'Total Cash' field showing 0.00. At the bottom left is a 'Total Amount of Checks' field showing 0.00. At the bottom right is a 'Total Deposit' field showing \$0.00. At the very bottom are 'Ok' and 'Cancel' buttons. There is also a small illustration of hands holding a stack of money.

Make sure all edits, voids, and money entries are performed before you click Ok.

3. A Post Operating Day window appears with different tabs. Fill in the deposit screen if any cash was taken. If not, then the **"No cash was collected today"** checkbox should be marked.

If any checks were collected then the ellipsis button next to **"Total Checks"** should be clicked on and you should verify all your checks are accounted for.

a. Enter **"Deposit Slip #"** in field and enter **"Bank Bag #"** in the Deposit Comments box.

Click on the **"Daily Figures"** tab (#1):

a. Look to see that your **Calculated Receipts** equals the **Counted Receipts** (a \$0.00 variance). This means that there was no variance in your cash drawer (#2).

b. If there is no Variance, click on the **"Reviewed"** checkbox (#3). This must be done in order to Post. If you have a variance greater than 1% of your deposit, you will need to do some research.

Daily Figures Tab (CSPP/EEC Sites) - Attendance

If you are at a site that has CSPP/EEC, attendance will not be pulled in automatically for those specific programs, so you must enter them manually.

The following screenshot is an example of when the Attendance Factor is automatically checked at a site without CSPP/EEC:

Bank Deposit | Daily Figures | Expenses & Rev

School: CARSON ST EL

Demographic Counts

	Attendance	Enrolled	Track Out
Free	576	247	0
Reduced		16	0
Paying		360	0
All Students		623	0

☒ Use AF

The difference you will see in the Daily Figures Tab for CSPP/EEC sites is this box for **"Use AF"** (Attendance Factor) being unchecked.

Follow these steps to properly count attendance when posting:

1. For your regular cafeteria attendance, you will have to check the **"Use AF"** box manually. It will then fill in your attendance for you

Bank Deposit | Daily Figures | Expenses & Rev

School: WEST ATHENS EL

Demographic Counts

	Attendance	Enrolled	Track Out
Free	0	377	0
Reduced		19	0
Paying		152	0
All Students		548	0

☐ Use AF

Bank Deposit | Daily Figures | Expenses & Rev

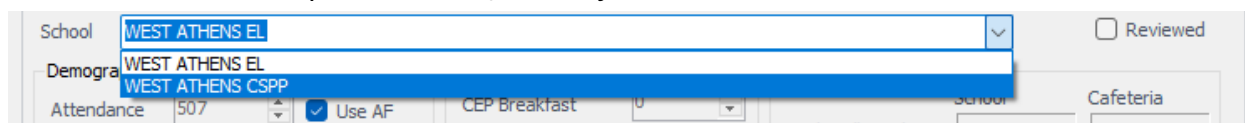
School: WEST ATHENS EL

Demographic Counts

	Attendance	Enrolled	Track Out
Free	507	377	0
Reduced		19	0
Paying		152	0
All Students		548	0

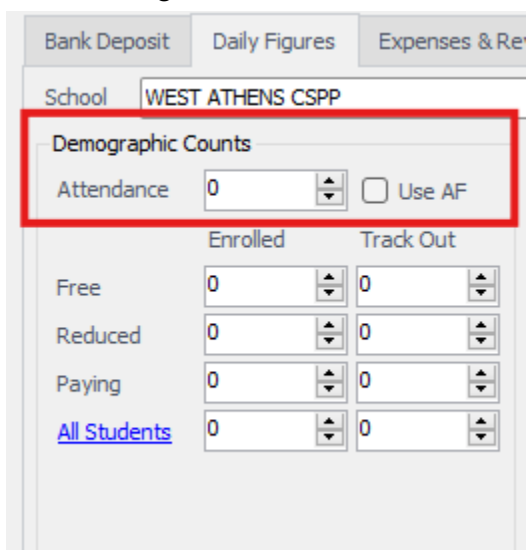
☒ Use AF

2. In the **"School"** dropdown menu, select your CSPP/EEC site



A screenshot of a web form. The 'School' dropdown menu is open, showing two options: 'WEST ATHENS EL' and 'WEST ATHENS CSPP'. The 'WEST ATHENS CSPP' option is highlighted in blue. Below the dropdown, there are fields for 'Attendance' (507), 'Use AF' (checked), 'CEP Breakfast' (0), and 'Cafeteria'.

3. Enter your Attendance count ONLY for the site in the designated field WITHOUT checking the "Use AF" box or entering numbers in the "Enrolled" sections.



A screenshot of a web form showing the 'Demographic Counts' section. The 'School' dropdown is set to 'WEST ATHENS CSPP'. The 'Attendance' field is set to 0, and the 'Use AF' checkbox is unchecked. Below this, there are sections for 'Enrolled' and 'Track Out' counts for 'Free', 'Reduced', 'Paying', and 'All Students' categories, all set to 0.

4. Click the **"Reviewed"** checkbox after you are finished as you normally would when posting.

Bulk Entry (Misc. Meal Counts)

LAUSD will use the Misc Meal Counts tab for all Bulk Entry

Post Operating Day - Friday, December 13, 2024

Bank Deposit | Daily Figures | Expenses & Revenue | Labor Hours | **Misc Counts** | POS Batches

Description	CARSON ST EL
→ Student Breakfast	0
BIC Teacher	0
Student Lunch	0
Student Snack	0
Student Supper	0

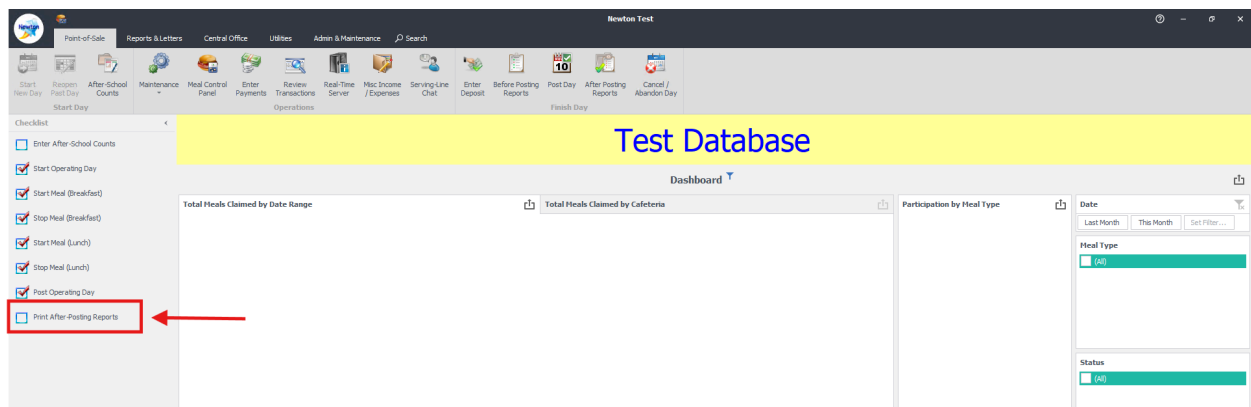
Save without Posting

Ok Cancel

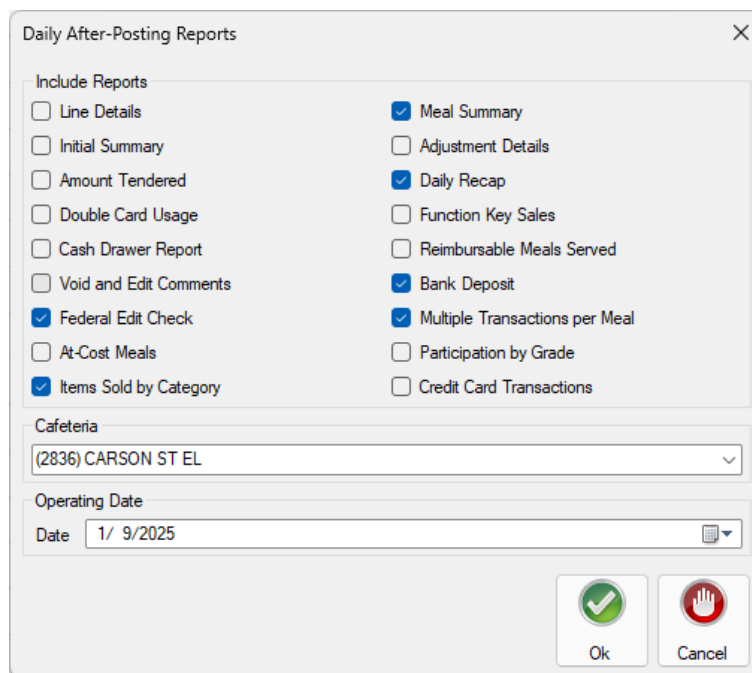
When you are ready to Post, Click **"Ok"**. This Posts your transactions for the day.

Print After-Posting Reports

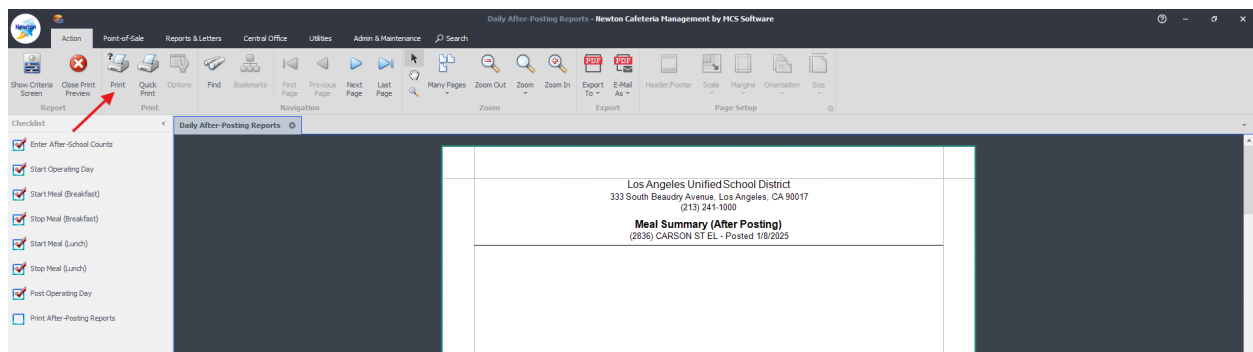
1. Click on **Print After-Posting Reports** in the checklist:



2. The pre-selected reports will be checked off. Check any other reports you need and click **"Ok"**:



3. The reports will be generated. Click **"Print"** to bring up the Print window. You can save your reports as a PDF (as shown in below screenshot).



Print

Printer name: Microsoft Print to PDF Preferences

Status: The printer is ready.

Location:

Comment:

Document(s) in queue: 0

Number of copies: 1 Collate

Page range: ☒ All
☐ Current page
☐ Selection
☐ Pages: 1-26
For example, 5-12

Print on both sides:

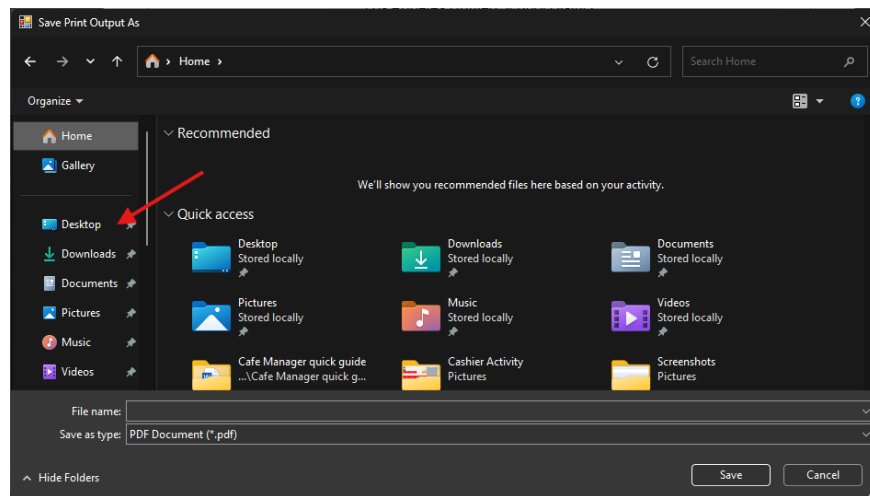
Paper source:

Print to file: ☐

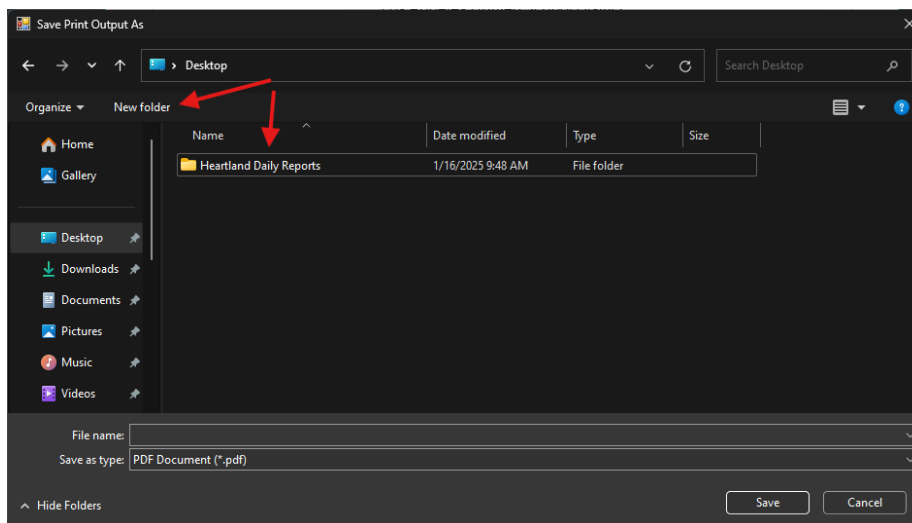
File path:

Print Cancel

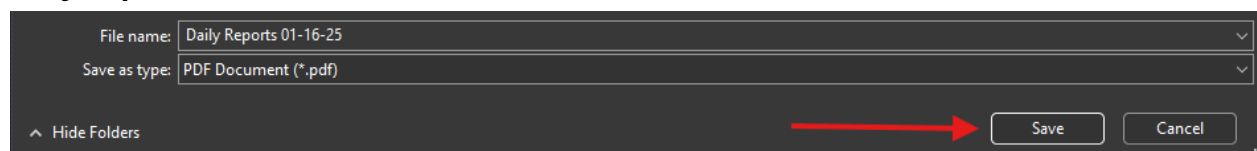
After clicking **"Print"** a window will pop up asking where you'd like to save your file. Click **"Desktop"** on the left side.



Then, click **"New Folder"** and title it **"Heartland Daily Reports"** Double click on the new folder to open it.

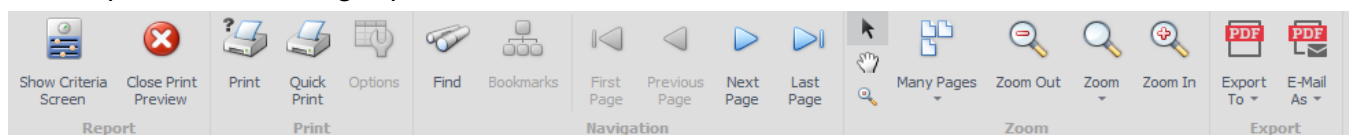


Once you are in the folder, click the File Name field and use this naming convention: **Daily Reports XX-XX-XX** (date with dashes in between) then click **"Save"**



Once this folder is set up, you will have to navigate to it to save your Daily Reports each day moving forward.

Other options for viewing reports include:



Show Criteria Screen - Goes back to checklist to add or remove reports from the preview.

Quick Print - Automatically prints the report to the default printer.

Find - Allows you to search the report(s) for specific text.

Page Navigation Arrows - Allows you to quickly navigate pages or to the beginning or end of the report.

Export To - Allows you to select a format type in which to export the report. Clicking the "PDF" icon on the top will bring up an export window:

A screenshot of a 'PDF Export Options' dialog box. The dialog has a title bar with a close button. It contains several settings: 'Page range:' with a text input; 'Don't embed these fonts:' with a text input; a checkbox for 'Export editing fields to AcroForms'; 'PDF/A compatibility:' and 'PDF/UA compatibility:' both set to 'None' via dropdown menus; a checkbox for 'Rasterize Images'; 'Rasterization Resolution:' set to '96'; a checked checkbox for 'Convert images to JPEG'; 'Image quality:' set to 'Highest' via a dropdown; 'Password security:' and 'Digital signature:' both set to '(none)' via dropdown menus; and a section for metadata with fields for 'Application:', 'Author:', 'Keywords:', 'Subject:', and 'Title:'. At the bottom are 'OK' and 'Cancel' buttons.

Hit "Ok" on the bottom to save to the designated location on your computer. Follow the same instructions as above for saving your Daily Reports.

End of Day Reports

Meal Summary (After Posting)

The Meal Summary report breaks down the final meal counts by item (item description, count, item cost, cash tendered, prepaids used), item category (category description, count, item cost, cash tendered, prepaids used), adjustment summary (adjustment description, count, amount) and provides a summary of all meals.

School System				
Child Nutrition Programs				
Meal Summary (After Posting)				
(070) Elementary - Posted 9/17/2013				
(070) Elementary				
Breakfast				
Summary by Item				
Item Description	Count	Item Cost	Cash Tendered	Prepaids Used
REIMB. BREAKFAST	78	\$0.00	\$0.00	\$0.00
Summary by Item Category				
Category Description	Count	Item Cost	Cash Tendered	Prepaids Used
Reimbursable Meal	78	\$0.00	\$0.00	\$0.00
Adjustment Summary				
Adjustment Description	Count	Amount		
Payment	1	\$1.00		
Lunch				
Summary by Item				
Item Description	Count	Item Cost	Cash Tendered	Prepaids Used
ENTREE, HOT LINE	1	\$1.75	\$1.75	\$0.00
HOT LINE LUNCH	84	\$17.35	\$16.55	\$0.80
Summary by Item Category				
Category Description	Count	Item Cost	Cash Tendered	Prepaids Used
Extra Sales	1	\$1.75	\$1.75	\$0.00
Reimbursable Meal	84	\$17.35	\$16.55	\$0.80
Adjustment Summary				
Adjustment Description	Count	Amount		
Correction	1	\$2.50		
Payment	5	\$14.00		
Refund	1	-\$0.40		
Transfer	2	\$0.00		

All Meals				
Summary by Item				
Item Description	Count	Item Cost	Cash Tendered	Prepays Used
ENTREE, HOT LINE	1	\$1.75	\$1.75	\$0.00
HOT LINE LUNCH	84	\$17.35	\$16.55	\$0.80
REIMB. BREAKFAST	78	\$0.00	\$0.00	\$0.00
Summary by Item Category				
Category Description	Count	Item Cost	Cash Tendered	Prepays Used
Extra Sales	1	\$1.75	\$1.75	\$0.00
Reimbursable Meal	162	\$17.35	\$16.55	\$0.80
Adjustment Summary				
Adjustment Description	Count	Amount		
Correction	1	\$2.50		
Payment	6	\$15.00		
Refund	1	-\$0.40		
Transfer	2	\$0.00		

Initial Summary (After Posting)

The Initial Summary (After Posting) report provides final details of meals and breaks the compiled information down to show the line number/description, the number of each meal status types, at cost counts, a la carte counts, total meals served, total cash collected, and variance amount.

SchoolSystem

Child Nutrition Programs

Initial Summary (After Posting)

(070) Elementary - Posted on 09/17/2013

Breakfast											
Line Number / Description	Reduced Student	Free Student	Paying Student	Student Meals	Adult Helper	Other Adult At Cost	A la carte	Total Meals	Total Cash	Variance	
1 - Main	3	34	2	39	0	0	0	39	\$0.00	\$0.00	
Machine											
3 - Line 3	2	33	4	39	0	0	0	39	\$1.00	-\$1.00	
Breakfast	5	67	6	78	0	0	0	78	\$1.00	-\$1.00	
Lunch											
Line Number / Description	Reduced Student	Free Student	Paying Student	Student Meals	Adult Helper	Other Adult At Cost	A la carte	Total Meals	Total Cash	Variance	
	0	0	0	0	0	0	0	0	\$4.60	-\$4.60	
1 - Main	4	53	6	63	0	0	1	63	\$21.05	-\$41.05	
Machine											
3 - Line 3	0	20	1	21	0	0	0	21	\$6.25	-\$6.25	
Lunch	4	73	7	84	0	0	1	84	\$31.90	-\$51.90	

Adjustment Details (After Posting)

The Adjustment Details report shows final transaction details affecting deposits (payments and refunds) and non-deposits (corrections and transfers). The transaction date and time, user completing the transaction, customer POS ID, customer name, amount, check number/check date (if applicable), and transaction totals are included in the report.

School System Child Nutrition Programs Adjustment Details (After Posting) (070) Elementary - Posted on 09/17/2013						
Deposit-Affecting Adjustments						
Payments						
Transaction Date	User	Customer POS ID	Customer Name	Amount	Check Number	Check Date
09/17/13 1:13 AM	asdasd	1	Ha , B N	\$1.00		
09/17/13 1:20 AM	System Manager	1	Ke L P	\$3.00		
09/17/13 1:20 AM	System Manager	1	Bu , D L, II	\$2.00		
09/17/13 1:30 AM	asdasd	1	Na D A	\$2.00		
09/17/13 1:30 AM	asdasd	1	Gi , K D	\$2.00		
09/25/13 1:55 PM	System Manager	2	Sm , E H	\$5.00	1001	09/17/13
		Total Cash	\$10.00	Total Payments	\$15.00	
		Total Checks	\$5.00			
Refunds						
Transaction Date	User	Customer POS ID	Customer Name	Amount	Check Number	Check Date
09/25/13 1:56 PM	System Manager	1	Wi , J J	(\$0.40)		
		Total Cash	(\$0.40)	Total Refunds	(\$0.40)	
		Total Checks	\$0.00			
				Total Deposit-Affecting Adjustments	\$14.60	
Non-Deposit-Affecting Adjustments						
Corrections						
Transaction Date	User	Customer POS ID	Customer Name	Amount	Check Number	Check Date
09/25/13 2:01 PM	System Manager	1	Ge , R J	\$2.50		
		Total Corrections			\$2.50	
Transfers						
Transaction Date	User	Customer POS ID	Customer Name	Amount	Check Number	Check Date
09/25/13 2:04 PM	System Manager	1	Jo , A M	(\$1.85)		
09/25/13 2:04 PM	System Manager	1	Jo , J J	\$1.85		
		Total Transfers			\$0.00	
				Total Non-Deposit-Affecting Adjustments	\$2.50	
September 30, 2013 10:15 AM						
Point-of-Sale After Posting Reports						
Page 16 of 34						

Daily Recap (After Posting)

The Daily Recap report breaks down meal totals by status to include paid, charged, prepaid, meals earned and state reimbursed totals to include the types of meals, cash collected, total meals served, vending, catering, miscellaneous sales, and sales of the day. Additionally, food cash and other cash incomes, deposits posted, deposits entered, variance amounts, net charges, deposits affecting receipts, customers on file, and miscellaneous figures.

Daily Recap								
(0101) Sunlake High School								
Daily Recap for Serve Date: 05/19/2017								
Enrollment:	1923							
Attendance:	1804							
	LUNCH		BREAKFAST		SNACK		SUPPER	
	MEALS	CASH	MEALS	CASH	MEALS	CASH	MEALS	CASH
REDUCED MEALS								
Reduced Meals Paid	5	\$2.25	2	\$0.60	0	\$0.00	0	\$0.00
Reduced Meals Charged	10		3		0		0	
Reduced Prepaid Meals	28		4		0		0	
Reduced Meals Earned	0		0		0		0	
Reduced (State Reimb.)	0		0		0		0	
Total Student Reduced	43	\$2.25	9	\$0.60	0	\$0.00	0	\$0.00
FREE MEALS								
Free Meals	196		62		0		0	
Free Meals Earned	0		0		0		0	
Total Student Free	196		62		0		0	
FULL PAY MEALS								
Full Pay Meals Paid	24	\$77.10	0	\$0.00	0	\$0.00	0	\$0.00
Full Pay Meals Charged	25		1		0		0	
Full Pay Prepaid Meals	85		5		0		0	
Full Pay Meals Earned	0		0		0		0	
Total Full Pay Meals	134	\$77.10	6	\$0.00	0	\$0.00	0	\$0.00
AREA ELIGIBLE MEALS								
Area Eligible Meals	0		0		0		0	
Total Student Meals	373	\$79.35	77	\$0.60	0	\$0.00	0	\$0.00
ADULT MEALS								
Adult Meals Paid	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Adult Meals Charged	0		0		0		0	
Adult Meals Prepaid	0		0		0		0	
Adult Meals Earned (Emp.)	12		7		0		0	
Total Adult Meals	12	\$0.00	7	\$0.00	0	\$0.00	0	\$0.00
OTHER MEALS								
At Cost Student Meals	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
At Cost Adult Meals	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Total Other Meals	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
TOTAL MEALS SERVED	385	\$79.35	84	\$0.60	0	\$0.00	0	\$0.00
MISCELLANEOUS SALES								
Alacarte	917	\$259.65	33	\$19.00	0	\$0.00	0	\$0.00
Milk	260	\$0.80	45	\$0.00	0	\$0.00	0	\$0.00
Entree	371	\$15.00	91	\$1.00	0	\$0.00	0	\$0.00
Fruit	411	\$0.00	87	\$0.00	0	\$0.00	0	\$0.00
Veg	86	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
TOTAL SALES TODAY (Including Meals)	\$354.80		\$20.60		\$0.00		\$0.00	

DAILY RECAP CONT'D

(0101) Sunlake High School
Daily Recap for Serve Date: 05/19/2017

FOOD CASH INCOME		OTHER CASH INCOME	
Student Meals	\$79.95	Prepayments for Students	\$633.05
Adult Meals	\$0.00	Prepayments for Adults	\$0.00
At Cost Student Meals	\$0.00	Charges Collected for Students	\$82.55
At Cost Adult Meals	\$0.00	Charges Collected for Adults	\$0.00
Miscellaneous Sales	\$295.45	Refunds	\$0.00
Total Food Cash Income	\$375.40	Total Other Cash Income	\$715.60
TOTAL DEPOSIT POSTED			
		\$1428.60	
TOTAL DEPOSIT ENTERED			
		\$1428.40	
VARIANCE			
		\$(0.20)	
NET CHARGES		DEPOSIT-AFFECTING RECEIPTS	
Net Charges Accrued	\$53.80	Vending-Cafe	\$53.25
Net Charges Reconciled	\$82.55	Vending-Enterprise	\$284.35
CUSTOMERS ON FILE		Catering	\$75.00
Free Students	483	MISCELLANEOUS FIGURES	
Reduced Students	109	Corrections	\$0.00
Paying Students	1331	Total Meal Cost	\$1590.15
Out-of-session Students	0	Net Taxable Sales	\$0.00
Inactive Students	17		
Adults	75		
LABOR HOURS			
Breakfast	0.0		
Lunch	88.5		
Snack	0.0		
Supper	0.0		

Bank Deposit

The Bank Deposit report reflects the amount of funds received for the operating day and assists in ensuring all totals are correct. The operating date, deposit slip # (bank bag#), manager's name, cafeteria, total cash, total checks, and total deposits are listed. Signature lines are included for best practice of confirming amounts.

School System Child Nutrition Programs			
Bank Deposit			
(070) Elementary - Posted on 09/17/2013			
Operating Date		09/17/2013	
Manager's Name		L. Ha	
Cafeteria		(070) Elementary	
Deposit Slip #		A9900999	

Bills		Qty	Value
\$100	x		\$0.00
\$50	x		\$0.00
\$20	x	5	\$100.00
\$10	x	14	\$140.00
\$5	x	8	\$40.00
\$2	x		\$0.00
\$1	x	154	\$154.00
Total Bills			\$434.00

Coins		Qty	Value
100¢	x		\$0.00
50¢	x		\$0.00
25¢	x	8	\$2.00
10¢	x	14	\$1.40
5¢	x	51	\$2.55
1¢	x	15	\$0.15
Total Coins			\$6.10
Misc Cash			\$0.00

Total Cash:	\$440.10	Signature #1	
Total Checks:	\$5.00	Signature #2	
Total Deposit:	\$445.10		

Check Listing Details

Check #	Amount
1001	\$5.00

Check #	Amount

Check #	Amount

Total Checks: \$5.00

Federal Edit Check

The Federal Edit Check report shows daily counts from the beginning of the current month to the current date and includes meals served, enrollment, and attendance numbers.

A row will be flagged with one of the following codes if any of the following issues occurs:

- A: Exceeds applications on file
- B: Exceeds eligible times attendance factor
- D: Exceeds average daily attendance
- If more than one issue occurs, the day will be flagged with an asterisk * and a message will appear above the Comments section.
- A manager signature line is included for best practice of confirming amounts.

School System																			
Child Nutrition Programs																			
Federal Edit Check																			
Beginning Date: 09/01/2013					Ending Date: 09/17/2013														
(070) Elementary					Attendance Factor: 95.69%														
Provision II Percentages - September, Breakfast					Free: 86.19%					Reduced: 4.75%					Paying: 9.06%				
Eligible Students					Number of Student Lunches					Number of Student Breakfasts									
Date	Reduced	Free	Paying	Attendance	Reduced	Free	Paid	Total	Other	Reduced	Free	Paid	Total	Other					
09/17/2013	48	535	46	0	4	73	7	84	0	4	67	7	78	0					
Totals				0	4	73	7	84	0	4	67	7	78	0					

Legend

A - Exceeds applications on file

B - Exceeds eligible times attendance factor

D - Exceeds average daily attendance

* - One or more problems for the day

Total number of days lunch was served	1
Total number of days breakfast was served	1
Total number of days snack was served	0
Average daily attendance	0
Average daily participation - lunch	84
Average daily participation - breakfast	78
Maximum number of reduced applications on file on any day	48
Maximum number of free applications on file on any day	535
Maximum number of paid students on file on any day	46
Enrollment on last day	629

09/17/2013 84 Lunch meals served exceeds ADA of 0

09/17/2013 78 Breakfast meal served exceeds ADA of 0

Comments

Manager's Signature _____

September 30, 2013 10:15 AM

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Point-of-Sale | After Posting Reports

Other Reports

Misc Posting Cash (Custom Reports)

The Misc Posting Cash report shows the daily totals for miscellaneous revenue (catering and vending revenue). This report should be used when preparing the monthly vending reports.

Line Details (After posting)

The Line Details (After Posting) report shows the final meal type, batch number, serving line name, time the meal was served, customer the meal was sold to, customer's meal status, item/adjustment description, purchase type, meal/item cost, amount tendered by customer, total meals sold in a batch, batch meal cost total, batch amount tendered total, meal cost total, and meal amount tendered total.

Items Sold by Category

The Items Sold by Category report shows totals of items and items categories of meals sold in meal status categories for the established date/date range.

Participation by Grade

The Participation by Grade report shows the number of meals sold to each grade, the cost of meals served, and the total cost of all meals served for the established date/date range.

At-Cost Meals (After Posting)

The At-Cost Meals report displays any meals which were sold at-cost. The serving line, transactions date, customer, item description and item cost are displayed and the total at-cost transactions. If no at-cost occurred or issues have been cleared prior to posting the operating day, no information will be displayed in the report.

Multiple Transactions per Meal (After Posting)

The Multiple Transactions per Meal report reflects any customers which have had multiple transactions during a meal after the operating day has been posted. The report displays the POS ID, customer name, meal, time the transaction occurred, the line number, cashier name, purchase/adjustment description, price of item/meal, and amount tendered. If multiple transactions have not occurred or issues have been cleared prior to posting the operating day, no information will be displayed in the report.

Void and Edit Comments (After Posting)

The Void and Edit Comments report displays the batch number, serving line, user, student number, student name, type of change, and comments as to why a change has occurred when voids and edits have been made.

Reimbursable Meals Served (After Posting)

The Reimbursable Meals Served report breaks down any reimbursable meals served by the customer and includes the student number, customer name, price category, and meal the customer received. Meals are totaled by price category and total amounts of reimbursable meals sold.

Amount Tendered (After Posting)

The Amount Tendered report displays final amounts paid for each meal. The POS ID, meal benefit category, customer name, check number/date (if applicable), and amount is displayed for each monetary transaction. Additionally, line totals, meal totals, and total amount collected are displayed.

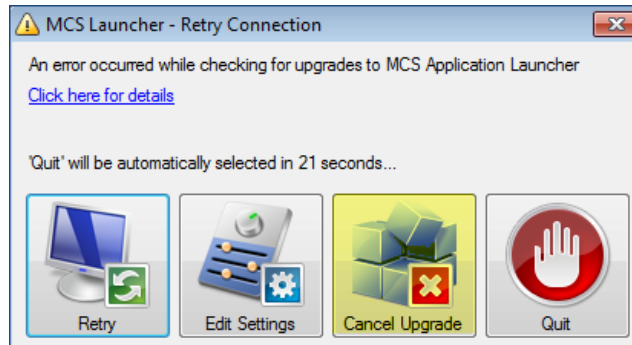
Cash Drawer Report (After Posting)

The Cash Drawer Report shows a final summary of each starting cash, tender counts of cash and checks, miscellaneous cash, total amount tendered, and overages and shortages for each batch. Totals for all batches are displayed as well. If your Calculated Receipts do NOT equal the Counted Receipts and there is a variance larger than 1% of the total deposit, you will need to do some research.

Working Offline from the Manager's Main Machine

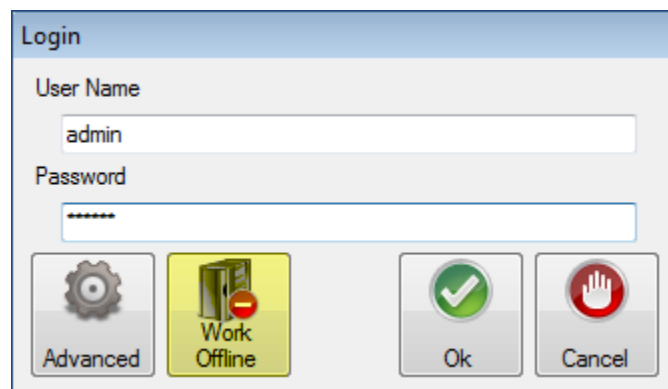
This section will explain how to use Newton in the event there is no internet connection at your site.

1. Login to Newton.
2. When there is not a network available, the MCS Launcher-Retry Connection window will display. Select Cancel Upgrade twice and then the Login window will open as usual.



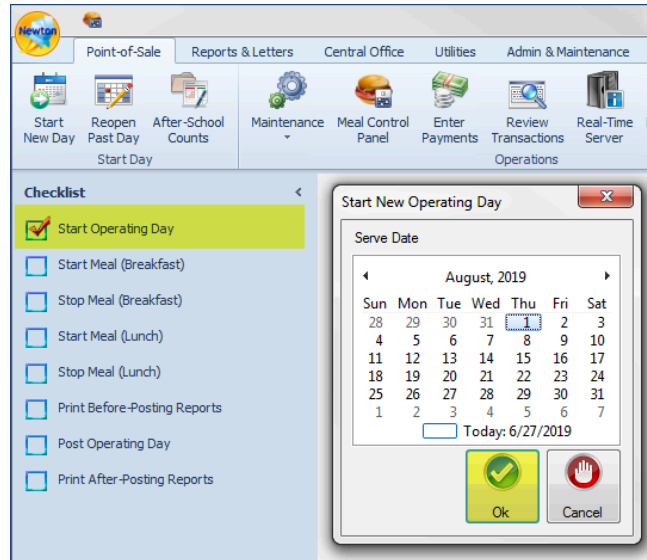
3. Enter your username and password. Then, select Work Offline.

Note: The workstation must be a computer that is permanently attached to a cafeteria to work offline.

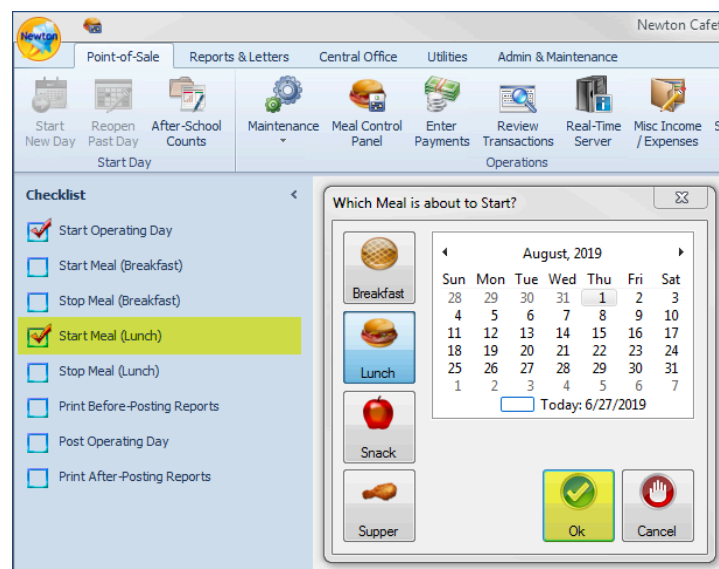


4. Under the Point-of-Sale ribbon click Start New Day or click Start Operating Day under the Checklist.

- Select an operating day from the calendar and click Ok.



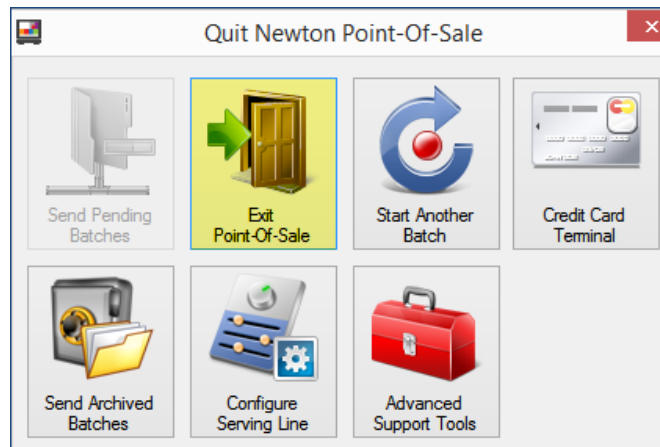
5. Click Start Meal (Breakfast or Lunch) in the *Checklist*, confirm that the correct meal and date is selection on the calendar, and click Ok.



6. You may now open the line on the Main Machine as usual and serve.

- Select the Main Machine button.
- Select a serving line and click Ok.
- Login and serve the meal.
- Complete the meal transactions. When you are done, click Quit Serving-Line.
- In the End Batch window, enter cash and check amounts. When you are done, click Ok.
- If you are finished entering amounts, click Yes.

7. If the network issues are not resolved, you may select Exit Point-Of-Sale.



8. In the Meal Control Panel, click Stop Meal.

- In the End Lunch window, if you are done serving the meal and wish to stop, click Yes.
- Click Close to exit the *Meal Control Panel*.

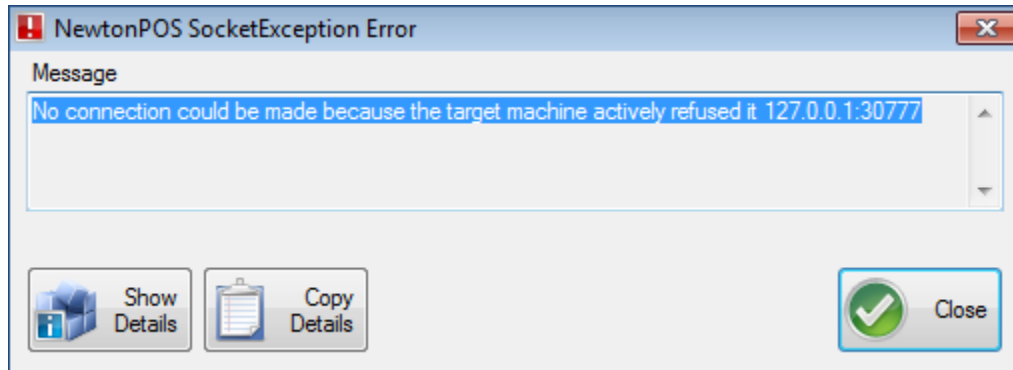
9. Finish the Day

- When the network has been restored, Newton will need to be restarted and you can post as usual.

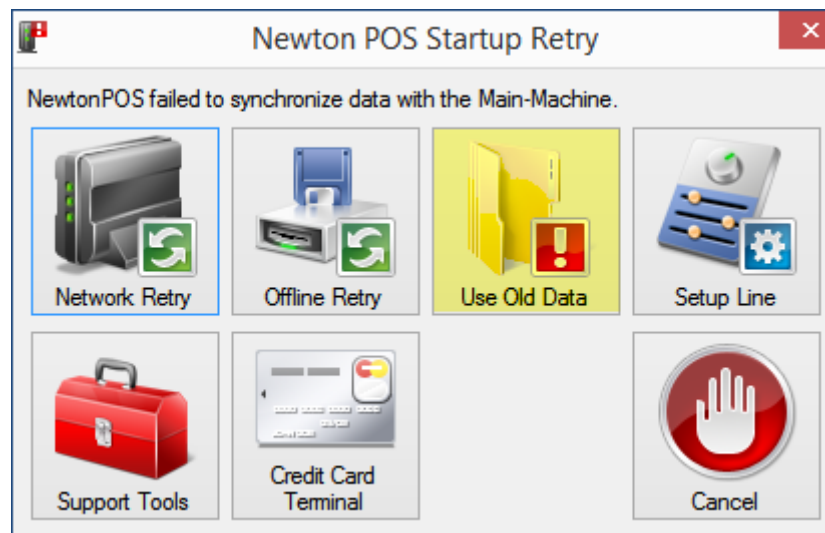
Working Offline from the POS Line Machine

Note: In order to begin working offline in Newton POS, the meal must first be started on the Manager's Machine.

1. Login to Newton POS.
2. Close the Socket Exception Error.

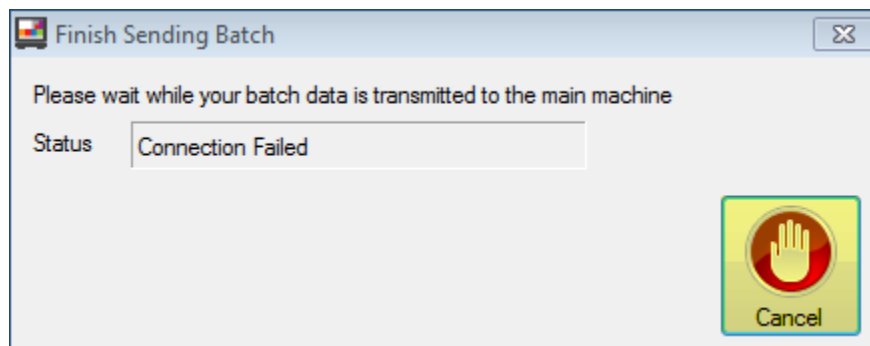


3. Select Use Old Data. The POS will run off the last set of synced data.

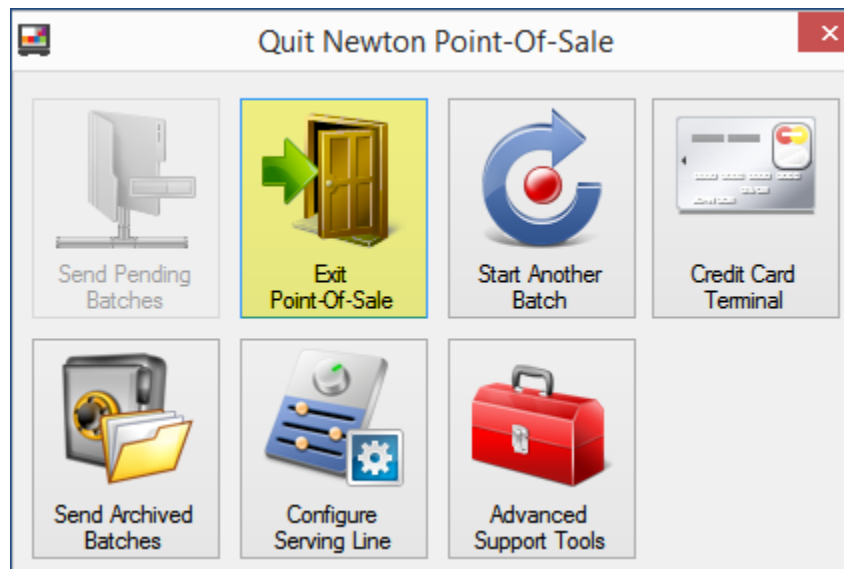


4. Login and serve the meal as usual.
 - When working offline, the meal and menu will have to be manually selected.
 - Complete the meal transactions. When you are done, click Quit Serving-Line.
 - In the Quit NewtonPOS window, click Yes.
 - In the End Batch window, enter cash and check amounts. When you are done, click Ok.
 - If you are finished entering amounts, click Yes.

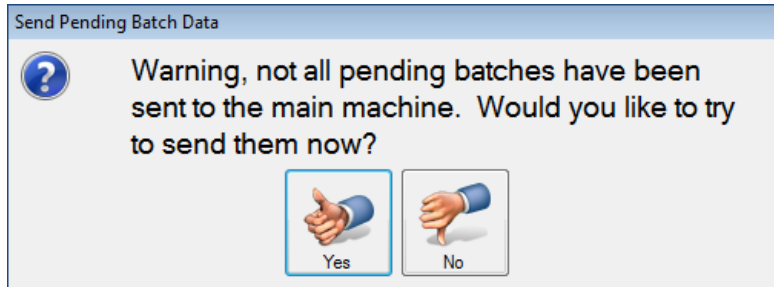
- If the network is still not available, a Connection Failed status message will display. Select Cancel to close the screen.



5. If the network issues are not resolved, you may select Exit Point-Of-Sale.



- You will receive a warning that not all batches have been sent to the main machine.
 - Select Yes if network is functional, or No if it is not available.
- Note: If the network comes online and the batches are not being recognized when submitted, close out of Newton POS and reopen it.



If you had to select No in Step 5, then once the network has been restored, open Newton POS and it will prompt to send pending batches the next time you exit.