



Newton Front of the House Finish Line

Daily

- **Enter After School Counts (Supper, Snack, Offsites)**
- **Run Yesterdays Meal Summary Count Report**
- **Save and Review “Print After-Posting Reports” (All-In-One Report)**

Export to folder on managers desktop

- **“Start Operating Date”**

(Verify Bottom Blue Ribbon) has school site and the correct date

- **Select Meal Service Breakfast or Lunch**

Bottom blue ribbon indicates what service is open. This will allow staff to open outside POS Terminals

Enter employee meals when applicable

- **Select “Stop Meal” service for breakfast or lunch**
- **Post Operating Day**

Enter Bank Deposit, Daily Figures& MISC counts(please refer to “Posting day” quick guide)

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



Edison Back of the House Finish Line

Daily

- **Receive Inventory (Receiving Tickets)**

Edison →Home →Receive Inventory

- **Send or receive Stock Transfer (inventory adjustments) when applicable**

Edison →Home →Issue Inventory

- **Edit and Complete Dairy order (see Ordering Calendar)**

Edison →Order →Select Dairy Order →Edit Order →Save Changes and Complete Order

- **Print Receiving Ticket for Dairy (for the next day, adjustments must be sent to vendor by 9:00am)**

Utilities →Ordering →Review Approved/Sent Orders

- **Manually Complete Daily Production Worksheets & Sign**
- **Complete Production Record Update – Must match Production**

Edison →Home →Production →Find date and meal type

- **Verify All Daily Paperwork has been completed & signed including all HACCP/Temperature log, timesheets, flushing logs (if required) etc.**

Weekly

Monday

Print & Review Approved Sent Orders; Foods Warehouse, CK, and Gold Star Receiving Tickets For the 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 Menu Planning**
- **Create/Edit/Save and Complete Order**

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

- **Conduct Physical On-Site Inventory (last working day of month)**

Enter Physical Inventory and Commit Inventory

AS NEEDED: Stock Transfers Inventory Adjustments