

Recording Snacks that have been added to CMS after Start Date

Site: 0000000 LAUSD Central Office Date: 10/13/2010

WARNING - INVALID DATA

Lunch Detail | Breakfast Detail | **Snacks** | Milk | Custom Fields | Validation Warnings | Attendance | Bank Deposit

Reimbursable

| | | |
|--------------------------|----|-------|
| Full Pay: | 10 | 10.00 |
| Prepaid Full Pay: | 0 | |
| Full Pay Charge: | 0 | |
| Reduced: | 0 | .00 |
| Prepaid Reduced: | 0 | |
| Reduced Charge: | 0 | |
| Free: | 0 | |
| Student Worker Full Pay: | 0 | |
| Student Worker Reduced: | 0 | |
| Student Worker Free: | 0 | |
| Custom Counts/Amounts: | 0 | .00 |

Other Sales

| | | |
|------------------------|-----|-----|
| Adult Meal: | 0 | .00 |
| Teacher Meal: | 0 | .00 |
| Employee Meal: | 0 | .00 |
| Student Second Meal: | 0 | .00 |
| Student A La Carte: | .00 | |
| Prepayments: | .00 | |
| Repaid Charges: | .00 | |
| Adult A La Carte: | .00 | |
| Adult Tax: | .00 | |
| Miscellaneous: | .00 | |
| Custom Counts/Amounts: | 0 | .00 |
| Adult Earned: | 0 | |

Total Lunch Cash: 10.00

Lunch Over/Short: -10.00

Lunch Deposit: .00

Labor Hours: 0

Changes pending Process ID: 420112

When recording snacks that have been added to the system after the Daily Entry forms have been completed, click on New (make sure that the correct site is chosen).

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| Prepaid Reduced: | 0 | |
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| Free: | 0 | |
| Student Worker Full Pay: | 0 | |
| Student Worker Reduced: | 0 | |
| Student Worker Free: | 0 | |
| Custom Counts/Amounts: | 0 | .00 |

Other Sales

| | | |
|------------------------|-----|-----|
| Adult Meal: | 0 | .00 |
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| Student Second Meal: | 0 | .00 |
| Student A La Carte: | .00 | |
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| Repaid Charges: | .00 | |
| Adult A La Carte: | .00 | |
| Adult Tax: | .00 | |
| Miscellaneous: | .00 | |
| Custom Counts/Amounts: | 0 | .00 |
| Adult Earned: | 0 | |

Total Lunch Cash: 10.00

Lunch Over/Short: -10.00

Lunch Deposit: .00

Labor Hours: 0

Changes pending Process ID: 420112

Click on the dropdown arrow and change the date to the date the snacks were served. Click on the snacks tab and record the snack count, then click save. You will do this for each day a snack was served. You will have two Daily Entry forms for the Main site for the day, one will be snacks only and the other will be the meals and deposit information. If you have an EEC or Offsite program you will also have a Daily Entry form for that program.