

FOOD AND NUTRITION PROCEDURES

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Miami-Dade County Public Schools

Subject: OPERATING PROCEDURES FOR THE FasTrak ScMP P.O.S.
CASH REGISTER SYSTEM

For Action By: PRINCIPAL, FOOD SERVICE MANAGER, CASHIERS

Refer Questions to: FOOD SERVICE ADMINISTRATORS,
DEPARTMENT OF FOOD AND NUTRITION HELP DESK

INTRODUCTION

The computerized Point-of Sale (P.O.S.) cash register system is an approved accounting system which standardizes operational procedures, provides an audit trail of cash control, and counts and records meals claimed for reimbursement. Each student will utilize their student identification number which tracks updated meal eligibility status, payments and itemized meal components. In elementary and middle schools each and every student must use their student identification number to consume a meal regardless of their meal benefit status.

SERVICE

The Department of Food and Nutrition created a Help Desk to provide food service managers with assistance in the operation of the P.O.S. Its functions are the following:

- A. Provide technical assistance with the computerized cash register system.
- B. Provide operational assistance with the computerized cash register system.
- C. Determine needs for maintenance or repair.
- D. Provide cash register and computer training.

OPERATION

Following are the procedures required to operate the Fastrak computerized cash register system:

EVERY AFTERNOON:

- 1.a After completing Day End and prior to leaving for the day:
 - a. Click on WAN
 - b. Click Start Upload
 - c. A black screen will appear with some writing
 - d. After a few minutes you will see a screen that will Start Download
- DON'T CLICK -

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EVERY MORNING:

- 1.b When you come in to the cafeteria:
 - a. Click OK on the POS computer – or cancel WAN ERROR
 - b. Go to START, Shutdown, Click OK
 - c. Wait 60 seconds
 - d. Turn back-on, press Ctrl, Alt, Del
 - e. Log on to Network using your employee number and password
 - f. You should be at your desktop screen
 - g. Click on WAN
 - h. Click on Start Upload – If you still have the WAN ERROR call the Help Desk
 - i. A black screen will appear with some writing
 - j. After a few minutes you will see a screen that will ask
Start Download - CLICK
 - k. Click OK
 - l. When finished, enter SCMP Fastrack to serve breakfast

2. Enter the correct password.

3. Select Breakfast.

4. Check overlay(s) to make sure all menu items (including leftovers and substitutes) have been entered, and print one for each register.

5. Cashier signs on with his/her assigned password.

6. Each sale is entered separately and itemized as each student or adult passes the register. Students enter their student identification number (middle and senior high) or PIN# (elementary and K-8) on the keypad and it is also required that the student's name be stated by either a MDCPS staff member or by the student. Adult meals are entered as Account #1.

Students in all grades must enter their account numbers onto the keypad. Although cashiers may do it for students in grades PK-2. In special situations an adult designee may assist the student in entering his/her number. It is also required that the student's name be stated by either a MDCPS staff member or by the student.

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7. In all schools, account #2 and 3-Card may not be used for entering a reimbursable meal served to a student. If a student is purchasing a la carte items, they must enter their meal numbers as well (at all grade levels).
8. Enter pre-paid monies or checks received into individual student accounts. Run a check report and compare with check totals to verify accuracy.
9. Enter employee meals. All food service employee meals are entered using their own individual account and NEED to be itemized.
10. After Breakfast, set the PC in Lunch mode and proceed as with breakfast.
11. If the power goes out during breakfast or lunch, the cashier must record the student's account numbers and meal status (free, reduced, or paid) on the power failure form ([Attachment A](#)), or by using the database report as a checklist. At the end of day, if the power has been restored, each student's account number and the type of sale made must be entered in the cash register or the office PC. It is not necessary to itemize the meal components. They may be entered using the BREAKFAST MEAL or LUNCH MEAL keys. At this time, if you notice that a student's meal eligibility status was documented incorrectly and money is due, enter the sale, enter the electronic CRCR and explain what happened on this occasion in the comment section of the banking tab.

If power is out all day, enter meals in electronic CRCRs using correct eligibility and adjust prepaid student accounts.

NOTE: On the comment section of the electronic CRCR, indicate "Power failure all day". Keep a copy of the database report that was checked off with your daily records.

REMEMBER: To run a student database and balance report EVERY Friday, or at least once a week. It is required by the Department of Education. In addition, there must be a database run on the last calendar day of each month. Database reports must be filed and kept in a folder.

REASON: When the system is down or there is no electricity, the student database report will be the only way you may verify student account numbers, meal eligibility status and account balance.

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12. Before the Day End procedure, enter any special programs and/or off-line sales in the Graphics POS. Special Programs are: After School Care, Y.W.C.A., F.C.A.A., bagel sales, vending commission checks, etc. Enter the quantity and/or the amount of money, if any, for the day.
13. A weekly Special Program Report must be run each Friday. Print three (3) copies of each report. Every Friday, two (2) copies of the Special Program report and a copy of each daily verification report of the week must be mailed to Food Service Accounting. It is the manager's responsibility to ensure that copies of all reports sent to accounting are also filed at the school.
- 14 a. Each cashier must count the money in his/her register after they completed counting the cash register change (bank) and give to the designee for verification (counting the money again). A Cash For Deposit Report is completed and signed by the cashier and designee and given to the manager. The two (2) employees verifying the Cash For Deposit Report are responsible for the accuracy of the money count.
- 14 b. **Schools with money counting machines:**
 1. The cash register change (bank) must be counted and separated in each cash register drawer. (Each cashier may do this prior to turning in the drawer for counting).
 2. In the money counting room, there should be two (2) employees other than the food service manager that will do the money counting.
 3. If the cash register change (bank) has already been counted in the cash register drawer, then the two employees will proceed to count the collection for the day in each drawer using the money counting machine. If the cash register change (bank) has not been counted, then they will do this first.
 4. The money counting machine should be programmed with the correct date. The printout from each line will be the official document indicating the count and denominations of each drawer. The cashier (to indicate it is his/her drawer, must initial the printout) and the employee counting the money on the money counting machine must initial the printout of each drawer as well. No longer will each cashier complete the Cash for Deposit Report. Each printout from the money counting machine will take its place. The final printout from the money counting machine combining the grand total deposit for the cafeteria for that day must be initialed by the two employees doing the money counting. All money counting machine printouts must be given to the food service manager to enter in the computer as part of Day End. Each day the printouts must be kept with the other records and filed.

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15. After all the monies have been counted and combined, a bank deposit slip is to be completed and initialed by the head cashier and the designee who verified the amounts. The manager will initial the deposit slip after verifying that:
- A) The form is completed properly and accurately.
 - B) Two (2) employees have verified the deposit and initialed the deposit slip.
 - C) The total bills, change amount, check amount, and the deposit total, equals the combined total of the Cash for Deposit reports for all lines.
 - D) The pre-printed number on the deposit bag must be written on the deposit slip. If there is more than one deposit bag, write the numbers of all deposit bags on the deposit slip.

The monies for deposit are to be placed into the designated food service deposit bag(s), with the appropriate information written on the outside, and sealed before taking to the school's main office for pick-up by the armored car service. (Refer to Food and Nutrition Manual, E-12, page 6, for the deposit procedures).

16. When the manager supervises a food service operation where less than 300 meals are served for lunch, or an emergency situation is caused by a shortage of personnel, the manager may be the second person to verify the money count and to initial the deposit slip confirming its accuracy.

Remember, **NO** manager is to perform cashiering duties on a regular basis. An additional employee should be trained to be a back-up cashier. This will allow the manager to be available to perform their required duties regarding assistance and supervision during meal service.

17. End of Day: After the deposit has been prepared, see instructions listed below.
- A. The food service manager or satellite assistant is the designated employee responsible for entering the deposit information in the computer. Another employee may enter the deposit only when very special circumstances warrant it, with approval from the region coordinator.
 - B. If the food service manager is not available and the cashier is the one entering the information, then his/her name must be entered in the computer. Do not enter the food service manager's name.
 - C. When entering the deposit, you must declare the coins, cash and checks by each serving line on the first attempt.

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- D. If after entering the deposit, there are discrepancies (over/short) and you are certain what they are, abort the Day End Procedure and make corrections.
- E. Any time you make corrections after the Day End Procedure has started; you must print the section of the Event Log indicating the correction. You may need to enter an electronic CRCR with the correction.
- F. If you have no knowledge of why the deposit and the calculated deposit do not match, you must leave the deposit and the calculated deposit as it appears on the screen and Day End Report.
- G. Any discrepancy of \$10.00 over/short, must be documented with an electronic CRCR, even if you are not aware of the reason.

In the comments section of the banking tab, type in "Do not have explanation for discrepancy." By doing this, you are acknowledging you noticed the discrepancy and have not found the reason for the "over/short".

18. The End of Day report is no longer printed, but saved electronically as a file. The saved End of Day Report will consist of the following:
- A. Deposit Slip Report
 - B. Financial Report
 - C. Financial Report – Meal Count
 - D. Itemization By Line Report
 - E. Money Reconciliation Report
 - F. Check Report
 - G. Adjustment Report
 - H. Financial Report – Revenue
 - I. Financial Report – Registers
 - J. Financial Report – Cash and Checks Receipts
 - K. Special Event Log

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19. Prepare the overlay for the next day, including any leftovers or substitutions being used.
20. WAN connections: Click on PCS ScMP32 WAN connection icon. Then click to "Start Upload" and establish connection with ITS.
21. Do not download.

DESCRIPTION OF ACTIVE ELIGIBILITIES

Below you will find a detailed description of all the active eligibilities for students in the Cash Register System:

ELIGIBILITY DESCRIPTION

- 1 **FREE** - A student approved for free meals with a new 2009-2010 application (or through direct certification). There will probably be only a few students with this eligibility during the first few weeks of school. As the Department of Food and Nutrition approves new 2009-2010 applications, there will be more students with eligibility 1.
- 2 **REDUCED** - A student approved for reduced price meals with a new 2009-2010 application. As with eligibility 1, there will be a few students with eligibility 2 in the beginning of school. As the Department of Food and Nutrition approves new 2009-2010 applications, there will be more students with eligibility 2.
- 3 **PAID ELEMENTARY**
- 4 **PAID SECONDARY**
- 5 **NON-RESIDENT FREE** - Any student approved for free meals with a new 2009-2010 application eating in your school, but **not** in your school's ISIS.
- 6 **NON-RESIDENT REDUCED** - Any student approved for reduced meals with a new 2009-2010 application eating in your school but **not** in your school's ISIS.
- 7 **NON-RESIDENT PAID ELEMENTARY**
- 8 **NON-RESIDENT PAID SECONDARY**
- 9 **PREVIOUS FREE** - Students approved for free meals with the 2008-2009 application. Remember students have approximately 20 days to eat on last year's meal eligibility. As the Department of Food and Nutrition approves the new 2009-2010 applications, in most cases, the 9's will become 1's.

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ELIGIBILITY DESCRIPTION (cont.)

- 10 **PREVIOUS REDUCED** - Students approved for reduced meals with the 2008-2009 applications. Remember reduced price students have approximately 20 days to eat on last year's meal eligibility. As the Department of Food and Nutrition approves the new 2009-2010 applications, in most cases, the 10's will become 2's.
- 15 **EMPLOYEES**
- 16 **ADULTS**
- 17 **ADDITIONAL MEAL**
- 20 **NON-RESIDENT PREVIOUS FREE** - Any student approved for free meals with last year's 2008-2009 application eating in your school but **not** in your school's ISIS. As the Department of Food and Nutrition approves the new 2009-2010 applications, in most cases, the eligibility 20 will become a 5.
- 21 **NON-RESIDENT PREVIOUS REDUCED** - Any student approved for reduced price meals with last year's 2008-2009 application eating in your school but **not** in your school's ISIS. As the Department of Food and Nutrition approves the new 2009-2010 applications, in most cases, the eligibility 21 will become 6.
- 22 **SPECIAL PROGRAMS**

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NON-RESIDENT STUDENTS

Non-Resident is any student that eats at your school but their ISIS information is at another school, therefore, not part of your database.

Processing Non-Resident students in schools with alana cash registers:

The students will enter their student identification numbers just as they would in their "home" school. The meal balance will deduct from their "home" school account, or they may pay cash.

Processing Non-Resident Students In Schools With Pos-05 Cash Register:

All students not part of your school's ISIS system must be manually entered in the PC with the non-resident eligibility. If you had Non-Resident students in your database the previous year, they may still be part of the database for the current year. You need to check before opening a new account. You should have an official Manager's Meal Authorization list for 2008-2009 with the student's names and eligibilities as the supporting documentation. If a Non-Resident Account is closed, the manager must re-open the account manually. The food service manager must run a database list for non-resident students and send a copy for each meal service. The site director or designee must check off who each student who receives a meal and sign the database list after the meals have been served. The database list is then returned to the base school manager to enter the students who ate and account for the meals before doing the Day End Procedure. Please be advised that their meal identification number is the student identification number (middle and senior high) and PIN# (elementary and K-8).

Below please find the non-resident eligibilities:

<u>Number</u>	<u>Title</u>
5	Non-resident free
6	Non-resident reduced
7	Non-resident paid - elementary
8	Non-resident paid - secondary
20	*Non-resident previous free
21	*Non-resident previous reduced

*All students entered in the PC with 2008-2009 school year free and reduced price application information must be entered with eligibility 20 or 21, until they have received approval for the new school year.

Also, keep in mind that ITS will not print the meal pass for these students. **The food service manager will need to print these cards or database reports.**

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When entering Non-Resident student meals served in the electronic CRCR you need to use the Special Program Meal Categories listed below:

Elementary:

Non-Resident Breakfast Free	ESPBF	2062
Non-Resident Lunch Free	ESPLF	2065
Non-Resident Breakfast Reduced	ESPBR	2063
Non-Resident Lunch Reduced	ESPLR	2066
Non-Resident Breakfast Paid	ESPBP	2064
Non-Resident Lunch Paid	ESPLPD	2067

Secondary:

Non-Resident Breakfast Free	SSPBF	2074
Non-Resident Lunch Free	SSPLF	2079
Non-Resident Breakfast Reduced	SSPBR	2075
Non-Resident Lunch Reduced	SSPLR	2080
Non-Resident Breakfast Paid	SSPBP	2078
Non-Resident Lunch Paid	SSPLPD	2043

STUDENT NON-REIMBURSABLE MEAL

The Non-Reimbursable Meal POS key is used to enter meals for students **ONLY WHEN:**

- 1) Someone else used their meal identification number in error
- OR
- 2) A spilled meal is being replaced.

No other type of entry is authorized under Non-Reimbursable.

The Student Non-Reimbursable Meal categories must be placed on the menu overlay as a fixed a la carte key item.

Place the following recipe #'s on the fixed overlay indicating the POS key location according to your school level:

<u>Recipe#</u>	<u>Description</u>	<u>P.O.S. Key Position</u>
8885	Non-Reimbursable Meal - Elem. Breakfast	33
8886	Non-Reimbursable Meal - Elem. Lunch	34
8887	Non-Reimbursable Meal - Sec. Breakfast	33
8888	Non-Reimbursable Meal - Sec. Lunch	34

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When using the Non-Reimbursable key for a student meal, you must:

- 1) Use the student's keypad number at the cash register, then the non-reimbursable key.
DO NOT ITEMIZE THIS MEAL.
- 2) Print the portion of the Event Log showing the meal eaten on that keypad number.
- 3) Print a copy of the ScMP32 student information screen showing the student's meal eligibility with the student's keypad number or student identification number. Keep in the daily records folder.
- 4) Indicate how many of #1 or #2 (above) meals were entered on the Non-Reimbursable key.

This is the supporting documentation to justify a Non-Reimbursable Meal key.

STUDENT SECOND MEAL (BREAKFAST/LUNCH)

Below please find the instructions for entering student second meals (i.e. when a student wants to buy a second breakfast or lunch).

Student Second Meals, (breakfast and lunch) should be part of the fixed a la carte overlay with the following recipe #'s, place these recipes on the indicated P.O.S. key location according to the school grade level.

<u>Recipe #</u>	<u>Description</u>	<u>POS Key</u>	<u>Position</u>
8881	Student Additional Meal - Elementary Breakfast		41
8882	Student Additional Meal - Elementary Lunch		42
8883	Student Additional Meal - Secondary Breakfast		41
8884	Student Additional Meal - Secondary Lunch		42

The price for second meals served to a student is:

Student Additional Meal - Elementary Lunch	2.25
Student Additional Meal - Secondary Lunch	2.50

When entering a student additional meal, you must use the individual student account number of the student who is consuming the meal. **DO NOT ITEMIZE THIS MEAL.**

When entering an additional student breakfast, the student will utilize their key pad or student identification number and the cashier will enter the meal under the Additional Meal-Breakfast key. **DO NOT ITEMIZE THIS MEAL.**

The student price for an additional breakfast will be \$2.00.