

Add a transaction to a day:

1. Click End of Day
2. Click Review Transactions

Add Transactions

3. Click ADD TRANSACTION
4. Enter Serving Period and pick the date

Add Transactions

School Name

POS Number

Serving Period

Serving Date

October 2020

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Enter a Serving Period

Select a date

Click CONTINUE

Cancel

Continue

5. Search for a student

6. Double click on the student's name

The picture below will appear. Select the meal from the right side of the screen and click OK

The screenshot shows a POS system interface with a red header bar containing navigation links: "End of Day", "Review Transactions Search", "Add Transaction", "Student Search", and "POS Transaction Maintenance". The main area is divided into several sections:

- Header:** "Milford CSD", "Lunch", "POS #: 0 (cmarino)", and "Fri 12:00:00 AM 11/22/2019".
- Student Information Table:**

Name	Starting Balance	Ending Balance	Status	POS ID	District ID	Grade	Homeroom	Birth Date	Charge Limit
Dunnion, Patrick R.	0.00	0.00	Free	2873	12873	11	None	4/10/2003	\$0.00
- Medical Alerts:** A section with a profile picture icon, titled "Medical Alerts" and "Serving Line Notes", containing the text "2 snacks per day & ice cream on friday".
- Payment Summary:**

Qty.	Full Name	Price	X

Amount Due: 0
Amount Tendered: 0.00
Account: 0.00
Cash: 0.00
Check: 0.00
Change Due: 0.00
Tax: 0.00
Total: 0.00

Buttons: "Finish" (green), "Charge" (blue), "Deposit Change" (checkbox), "Check #" (input field).
- Menu Product Search:** A table with columns "Full Name", "Type", and "Price".

Full Name	Type	Price
9-12 Meal	Meal	0.00
9-12 Salad Bar Meal	Meal	0.00
9-12 Sandwich Meal	Meal	0.00
9-12 Yes Entree	Meal	0.00
BAGEL	Ala Carte	0.75
BOCES 9-12 Meal	Meal	0.00
BOCES 9-12 Sand Meal	Meal	0.00
BOCES K-8	Meal	0.00
BOCES K-8 Sand Meal	Meal	0.00
Catering	Ala Carte	39.89
COFFEE	Ala Carte	1.00

Buttons: "Cancel" (blue).

When done, you have to close the day again