

You will need to create bulk menu product

1. Setup/Menu Product
2. Click ADD
3. Give the meal a name like Cold Breakfast or Bag Lunch
4. Type is Bulk Meal

Full Name : *	<input type="text" value="Cold Breakfast"/>	POS Display Name : *	<input type="text" value="Cold Breakfast"/>
Reimbursable Milk Count : *	<input type="text" value="0"/>	POS Text Color : *	<input type="text" value="Black"/>
Type : *	<input type="text" value="Bulk Meal"/>	POS Button Color: *	<input type="text" value="White"/>

5. Click PRICING at the top of the screen
6. Select the appropriate Bulk Meal Status
7. Click save

Pricing Information

Price: *	<input type="text" value="\$0.00"/>	1
Cost : *	<input type="text" value="\$0.0000"/>	1
Bulk Meal Status : *	<input type="text" value="Free"/>	

Now you need to create the bulk form

End of Day/Bulk Entry Form Settings

1. Click ADD
2. Give the form a name and click ADD SECTION

School Name _____
Serving Date ###/##/####

Select a school ID to add ▼ +

3. You need to fill in a name, serving period, and select a bulk meal
 - a. Once you have selected the bulk meal, you have to click the +
 - b. If you have more than one Bulk Meal for the serving Period, select another bulk meal and click +
 - c. Then click ADD Section if you need to add another serving period
 - d. Click Save when done

Select a Serving Period ▼

Bulk Meal Items
Select a Bulk Meal to add ▼ +

A La Carte Items
Select an A La Carte to add ▼ +

 Totals 0 \$0.00

 Bank Deposit \$0.00
Over/Short \$0.00
Bank Bag Number

Entering number of meals sold

1. End of Day/Bulk Entry Form
2. Click on the appropriate form
3. Select School name and date
4. Click ADD

Create Bulk Entry Form - school closed

School Name

Serving Date

March 2020						
Su	Mo	Tu	We	Th	Fr	Sa
23	24	25	26	27	28	29
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16					

5. Enter the number of meals served for each serving period associated with this bulk entry.
6. Click CLOSE DAY when done

school closed

School Name	G. Washington Middle School
Serving Date	3/13/2020

Breakfast Breakfast

Bulk Meal Items

Cold Breakfast	<input type="text" value="0"/>	\$0.00	\$0.00
Bulk Meal Totals	0		\$0.00

Breakfast Totals 0 \$0.00

lunch Lunch

Bulk Meal Items

BAG LUNCH	<input type="text" value="0"/>	\$0.00	\$0.00
Bulk Meal Totals	0		\$0.00


lunch Totals 0 \$0.00

Mosaic – Bulk Entry

After you Click SAVE you will get the following popups

Are you sure? 

Are you sure you want to save this Bulk Entry Form?

Warning Information 

If cash was taken, you must reconcile under End of Day > Daily Reconciliation, Actual Deposit and Bank Bag # (if used) must be entered on the End of Day > Close Day screen.

Daily Sales Report will look like this if you didn't take in any money

Serving Period: Breakfast

Counts

Reimbursable Meal:	0
Free:	0
Reduced:	0
Paid:	0
CEP/Prov 2:	0
Non-Reimbursable Meal:	20
Free/Reduced/Paid:	20
Non-Reimbursable Free:	0
Non-Reimbursable Paid:	0
Ala Carte & Dept:	0

Income Totals

System:	\$0.00
Declared:	\$0.00
Declared Difference:	\$0.00
Actual Deposit:	\$0.00
Actual Difference:	\$0.00
Taxable Total:	\$0.00
Total Tax Collected:	\$0.00

Serving Period: Lunch

Counts

Reimbursable Meal:	0
Free:	0
Reduced:	0
Paid:	0
CEP/Prov 2:	0
Non-Reimbursable Meal:	150
Free/Reduced/Paid:	0
Non-Reimbursable Free:	0
Non-Reimbursable Paid:	150
Ala Carte & Dept:	0