

End of Day/Reconcile Day

For the date you are closing, you should have a line for each day, each cashier and each meal service.

EXAMPLE: you have 3 cashiers serving breakfast and Lunch. Each day you should see 6 lines.

The reconciled should say YES if the cashier closed out of their meal service and reconciled their drawer

If it says NO, you cannot close the day.

To reconcile the days, double click on the line that says NO

End of Day > Reconcile Day Search

Reconcile Day Search

Serving Date	Serving Period	User	Reconciled
5/13/2016	Lunch	Debbie	No

MINIMALLY and you have to do is click the drop down in the field RECONCILED and change to YES.

The bottom part you can fill in with the number of bills and coins if you want.

Click SAVE

End of Day > Reconcile Day Search > Reconcile Day Maintenance

Reconcile Day Information

Serving Date: 05/13/2016 Serving Period: Lunch
User: Debbie Reconciled : No
Starting Cash: * 10

Totals

Cash Total: \$0.00
Check Total: \$0.00
Credit Card Total: \$0.00
Grand Total: \$0.00

Cash Check Credit Card

Bill Count

\$100:*	0	\$5:*	0
\$50:*	0	\$2:*	0
\$20:*	0	\$1:*	0
\$10:*	0		

Coin Count

\$1 Coin:*	0	\$.10 Coin:*	0
\$.50 Coin:*	0	\$.05 Coin:*	0
\$.25 Coin:*	0	\$.01 Coin:*	0

Cancel Save

Serving Date	Serving Period	User	Reconciled
5/13/2016	Lunch	Debbie	Yes

Now you are ready to close the day

END OF DAY/CLOSE DAY

If a school is listed, no matter what the status is under closed, it needs to be closed.

If the status says YES, it means the meal service was reopened after it was reconciled and needs to be reclosed.

Again, if you have 3 buildings serving breakfast and lunch, you will see 6 lines. One for each school and meal service.

Double click on one of the lines

Serving Date	School	Closed
5/13/2016	T. Jefferson Elementary	No

Once you have counted the money **FOR THIS SCHOOL ONLY**, you put that amount in the Actual Deposit field.

Then click CLOSE DAY

Close Day Information

Serving Date: 5/13/2016

Cashiers

Serving Date	Name	User	Reconciled
5/13/2016	Lunch	Debbie	Yes

Attendance

School	Enrollment	Attendance %	Attendance #	Labor Hours	Comment
T. Jefferson El...	129	97	126	0	

Deposit

Serving Period	Actual Deposit	Commodity Food Value	Purchased Food Value	Bank Bag #
Lunch	\$0.00	\$0.00	\$0.00	

Cancel

Close Day