

# Mosaic – Updating Menu Prices

1. Click Setup/Menu Product
2. Select Meal for the TYPE and click Search

Setup > Menu Product Search

Full Name

POS Display Name

Allow Bonus

Type

Medical Alert

Taxable

Copy Reset Add Search

You will get a list of all your meals.

3. Click on the first one and then click on PRICING

Setup > Menu Product Search > Menu Product

General Pricing Medical

The system will automatically take you into your Breakfast prices

4. For all the Reimbursable meal prices you have, you will click on the Status Name. In the example below, you would click on the word PAID

Meal Pricing

Meal Price Template: No Template

Breakfast Lunch Snack ZAfterschool Meal

ZHead Start Snack ZSpecial Milk ZSummer Breakfast

ZSummer Lunch ZSummer Snack

Status Name	Meal Price	Extra Meal Price
<a href="#">Adults</a>	\$2.55	\$2.55
<a href="#">CEP/Provision 2</a>	\$0.00	\$0.00
<a href="#">EIG</a>	\$0.00	\$0.00
<a href="#">Employee</a>	\$2.55	\$2.55
<a href="#">Free</a>	\$0.00	\$1.40
<a href="#">Paid</a>	\$1.40	\$1.40

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5. Update ONLY the Meal Price to 0.00

Click OK

## Meal Pricing

Student Status Name:\* Paid

Meal Price:\* \$1.40

Extra Meal Price:\* \$1.40

Sold As Student Status:\* Paid

Cancel OK

When done, scroll down to see if you have any other reimbursable meals. You might have a REDUCED that is .25

Once done with Breakfast for the ONE menu product, click LUNCH and change the lunch prices.

When done click SAVE. This will take you back to your search screen. Do steps 2 – 5 until all the prices have been zeroed out

### Meal Pricing

Meal Price Template: No Template Apply Meal Price Template

Breakfast **Lunch** Snack ZAfterschool Meal

ZHead Start Snack ZSpecial Milk ZSummer Breakfast

ZSummer Lunch ZSummer Snack

Status Name	Meal Price	Extra Meal Price
<a href="#">Adults</a>	\$3.71	\$3.71
<a href="#">CEP/Provision 2</a>	\$0.00	\$0.00
<a href="#">EIG</a>	\$0.00	\$0.00
<a href="#">Employee</a>	\$3.71	\$3.71
<a href="#">Free</a>	\$0.00	\$2.15
<a href="#">Paid</a>	\$2.15	\$2.15

Delete Cancel Save