## **Meal Reconciliation**

Meal Reconciliation is used to void a meal that may have been inadvertently sold as a reimbursable meal. *BEFORE* voiding a meal it is recommend to print out a Transaction History of the person you are adjusting. Using the void eliminates any history of the transaction, so if you have to put the voided meal back in as a second meal, you will need the history for ALL items of that transaction.



## To view and print Meal Reconciliation:

- 1. Click Reports.
- 2. Click Reports.
- 3. Click Claim Reports.
- 4. Click Meal Reconciliation.

Reports				X
Serving Line Reports Claim Reports	Meal/Item Sales Reports Other Reports	-J.	Accounting Repo	orts
Monthly Claims Provision 2 Edit Check				<b>Enlarge</b>
Meal Reconciliation		5		
	Description The Meal Rec unreconciled r range. This fe and perform vu that you run th numbers.	conciliation Re reimbursable m aature allows y oids as neces: nis report befor	port provides visibility to neals within the selected ou to review transaction sary. It is highly recomm e submitting your claim	any I date n details nended
Cancel			<u>N</u> ext >	

- 5. Click on <u>Next></u>.
- 6. The Meal Reconciliation Report screen will appear.

Meal Reconciliation Report									
Data is available for current school year only									
Current Month									
ି Prev	Previous Month								
ণ Cust	om Dates								
From:	2/ 6/2012 💌								
To:	2/ 7/2012 💌								
Close		Next >							

- 7. Select Current Month, Previous Month or Custom Dates.
  - Current Month will show current months Unreconciled Meal List, if any.
  - Previous Month will show previous months Unreconciled Meal List, if any.
  - Custom Dates let you choose your date range by selecting the drop down arrow.
- 8. Click Next>.
- 9. The Unreconciled Meal List screen will appear.

	Student ID	Student Name	Elig.	Date	Station	Trans #	B/L	Staff ID/Name
•	610357554	Qstudent, Tori	P	1/12/2012 11:35:16 AM	00003-OCMES Line1	17	В	001 -Admin, BOCES
1	610357554	Qstudent, Tori	Р	1/12/2012 2:03:57 PM	00003-OCMES Line1	6	В	001 -Admin, BOCES

Note: There are two methods to void an unreconciled meal.

10. To void by using **View Details**.

- Click box in front of account you wish to select.
- Click on View Details.
- The Meal Reconciliation Details screen will appear.

💄 Meal Reconciliatio	n Details					X		
Station:	00003-OCMES Lin	ne1						
Date:	1/12/2012 2:03:57	PM						
Meal Mode:	Breakfast							
Student:	Student: Qstudent, Tori							
Eligibility:	Eligibility: Paid							
Cashier.	Cashier. 001 -Admin, BOCES							
Transaction Det	ail							
Item		Qty	Total	Total:	\$1.00			
Reimbursable Meal		1	\$1.00	Credit:	\$1.00			
				Tend:	\$0.00			
				Change:	\$0.00			
Close					Void Sale			

- Click on Void Sale to void this sale
- Click **Close** to close this screen <u>without</u> voiding meal.

11. To void by using **Void Selected**.

	Claimed	Student ID	Student Name	Elig.	Date	Station	Trans #	B/L	Staff ID/Name	
7	•	610357554	Qstudent, Tori	P	1/12/2012 11:35:16 AM	00003-OCMES Line1	17	В	001 -Admin, BOCES	
7		610357554	Qstudent, Tori		1/12/2012 2:03:57 PM	00003-OCMES Line1	6	В	001 -Admin, BOCES	
					Yes No					

- Select **Yes** to continue.
- Select **No** to stop action.
- Click Yes.
- Void Reason Selection screen will appear.

	Void Re	eason Selection	
			_
		Void Reason	
		Duplicate Entry	
		Student changed his/her mind.	
		Cashier Error	
		Incorrect Student	
		Check status of student.	
		Check account balance.	
		Student keeps harassing cashier.	
]			1
	CI	lose Save	

- Check box to select your reason for voiding a meal.
- Click **Save** to void.
- Click **Close** to return to previous screen.

ine	conciled N	Neals List: 1/1/20	012 to 1/31/2012							
es	ult									
	Claimed	Student ID	Student Name	Elig.	Date	Station	Trans #	B/L	Staff ID/Name	
1	•	610357554	Qstudent, Tori	Р	1/12/2012 11:35:16 AM	00003-OCMES Line1	17	В	001 -Admin, BOCES	
1		610357554	Qstudent, Tori		1/12/2012 2:03:57 PM	00003-OCMES Line1	6		001 -Admin, BOCES	

- 12. **<Back** to go back a screen.
- 13. Exit to leave screen.
- 14. Help for help screen.
- 15. **Print** to print the report.
  - To Export a report click on **Export Report** button.

粤 Mea	l Reconcili	ation Report							
<b>P</b> 6	5 😪 H	🔹 н н 🔄	🛛 🎢 👫 -						
Main Re	Peport								
		610156705	Tstudent, Austin	P	2/7/2012 2:32:17 PM	00001-OCMMS/HS Line1	5	L	011 -Rotte 木
	Х	610242516	Bstudent, Alexa	Р	2/7/2012 9:52:39 AM	00001-OCMMS/HS Line1	56	L	011 -Rotte
		610242516	Bstudent, Alexa	Р	2/7/2012 2:32:24 PM	00001-OCMMS/HS Line1	6	L	011 -Rotte
	Х	610242803	Astudent, Alexa	F	2/7/2012 9:46:48 AM	00001-OCMMS/HS Line1	15	В	011 -Rotte
		610242803	Astudent, Alexa	F	2/7/2012 2:25:21 PM	00001-OCMMS/HS Line1	4	В	011 -Rotte
	Х	610268098	Qstudent, Alen	F	2/7/2012 9:45:46 AM	00001-OCMMS/HS Line1	5	В	011 -Rotte
		610268098	Qstudent, Alen	F	2/7/2012 2:25:07 PM	00001-OCMMS/HS Line1	1	В	011 -Rotte
	Х	610268098	Qstudent, Alen	F	2/7/2012 9:49:47 AM	00001-OCMMS/HS Line1	33	L	011 -Rotte
		610268098	Qstudent, Alen	F	2/7/2012 2:31:56 PM	00001-OCMMS/HS Line1	2	L	011 -Rotte
	Х	610282235	Estudent, Alan	R	2/7/2012 9:49:56 AM	00001-OCMMS/HS Line1	35	L	011 -Rotte
		610282235	Estudent, Alan	R	2/7/2012 2:32:01 PM	00001-OCMMS/HS Line1	3	L	011 -Rotte
	Х	610374021	Sstudent, Alexandra	Р	2/7/2012 9:46:55 AM	00001-OCMMS/HS Line1	16	В	011 -Rotte
		610374021	Sstudent, Alexandra	Р	2/7/2012 2:25:26 PM	00001-OCMMS/HS Line1	5	В	011 -Rotte
	Х	610242803	Astudent, Alexa	F	2/23/2012 2:37:05 PM	00003-OCMES Line1	2	В	020 -Early,
		610242803	Astudent, Alexa	F	2/23/2012 2:39:22 PM	00001-OCMMS/HS Line1	2	В	011 -Rotte
	Х	610268098	Qstudent, Alen	F	2/23/2012 2:36:50 PM	00003-OCMES Line1	1	В	020 -Early,
		610268098	Qstudent, Alen	F	2/23/2012 2:39:13 PM	00001-OCMMS/HS Line1	1	В	011 -Rotte
	Х	610242803	Astudent, Alexa	F	2/24/2012 1:40:18 PM	00001-OCMMS/HS Line1	5	L	011 -Rotte
		610242803	Astudent, Alexa	F	2/24/2012 1:52:40 PM	00003-OCMES Line1	5	L	020 -Early,
			•				· · · ·		· · · · ·

• Export Report screen appears.

Export Report		? 🛛
<sup>4</sup> Save in:	🞯 Desktop 💽 🔶 🛅 🕂	
My Recent Documents	My Documents My Computer My Network Places NK DC Import Tool NutriKids Powerpoint 2011 Other icons	
My Documents My Computer		
My Network Places	File name: Save as type: Crystal Reports (*.rpt)	Save Cancel

- Select Save in drop down arrow to choose where you want to save it.
- Click in **File name** box to key in name of report.
- Click **Save** to save (export) report.