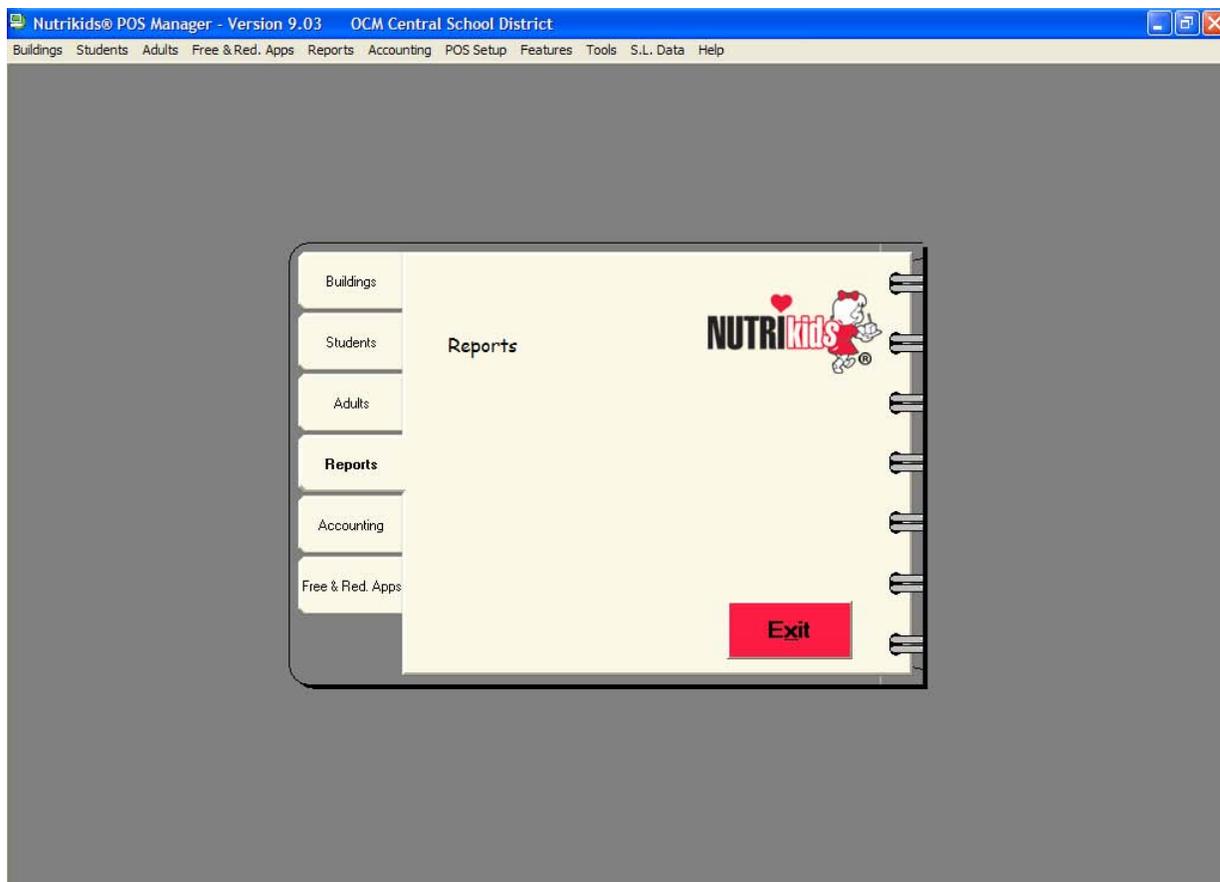


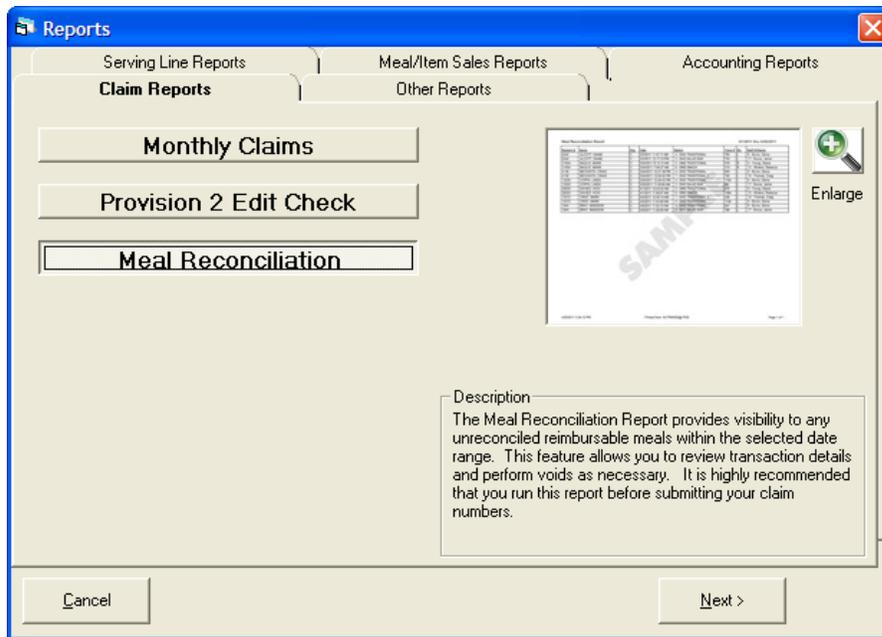
Meal Reconciliation

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.



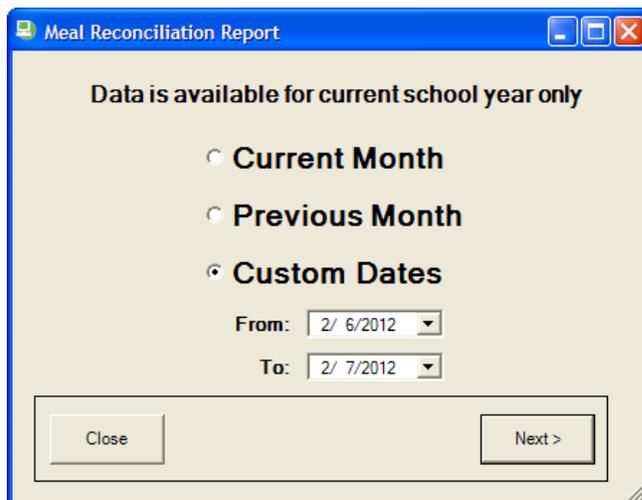
To view and print Meal Reconciliation:

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



5. Click on **Next>**.

6. The Meal Reconciliation Report screen will appear.

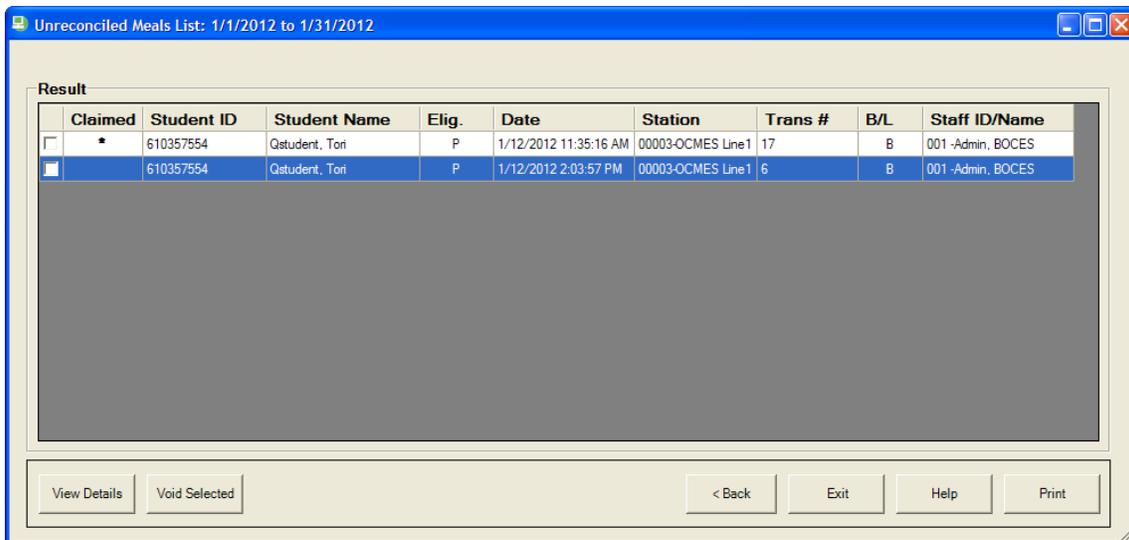


7. Select **Current Month**, **Previous Month** or **Custom Dates**.

- 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>**.

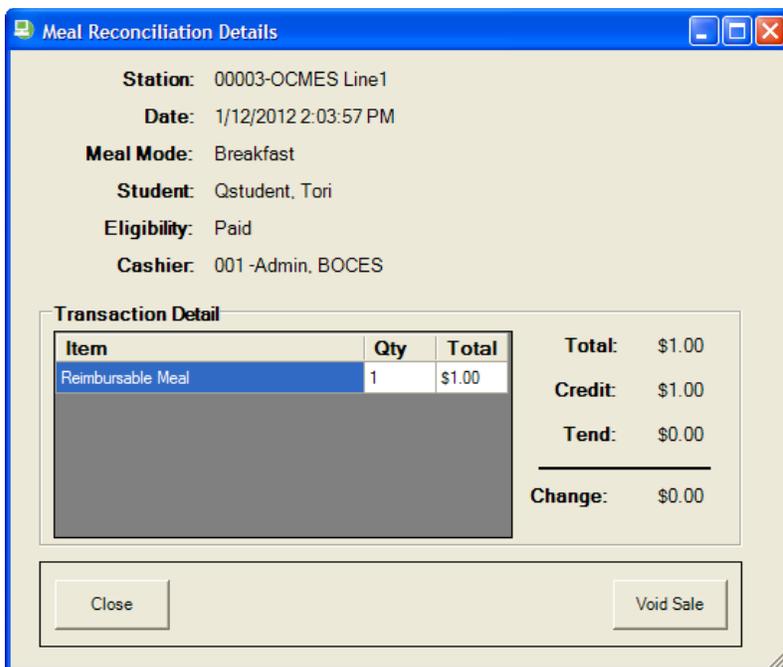
9. The Unreconciled Meal List screen will appear.



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

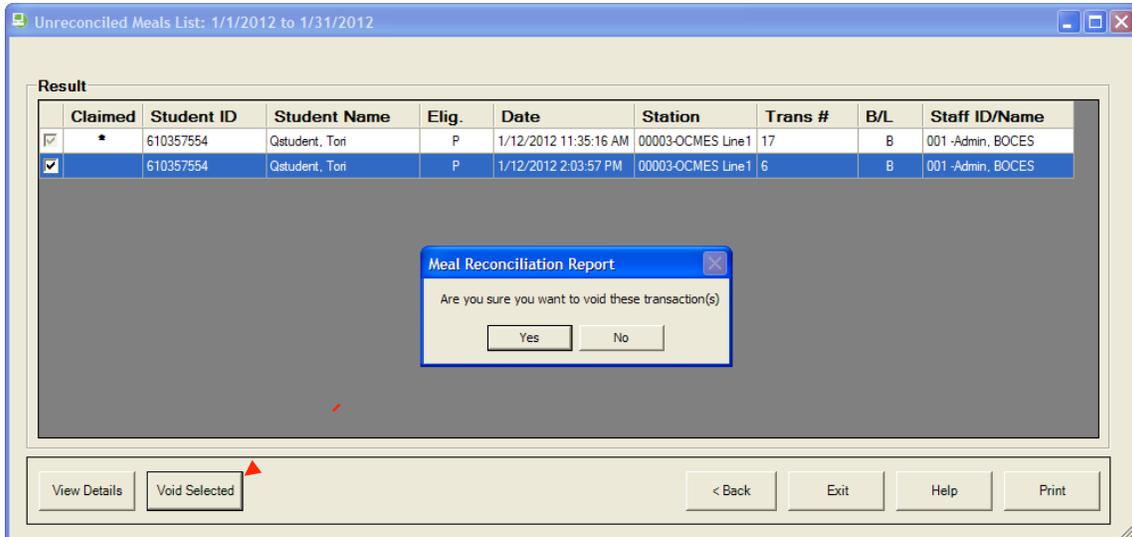
10. To void by using **View Details**.

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

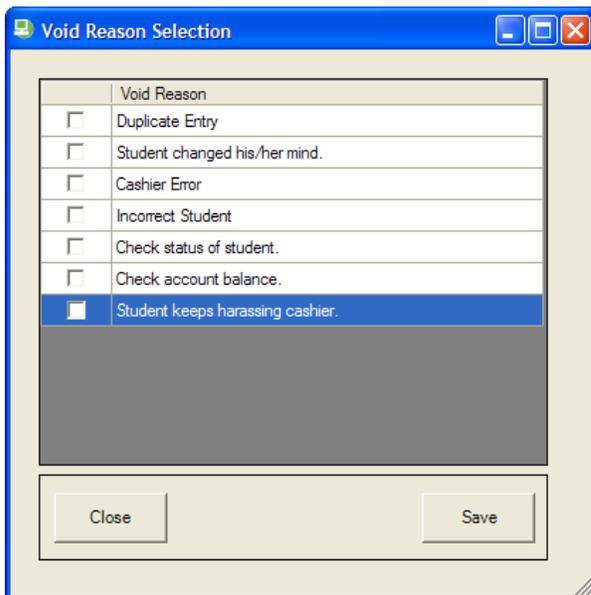


- Click on **Void Sale** to void this sale
- Click **Close** to close this screen *without* voiding meal.

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



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



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

Unreconciled Meals List: 1/1/2012 to 1/31/2012

Result

Claimed	Student ID	Student Name	Elig.	Date	Station	Trans #	B/L	Staff ID/Name	
<input type="checkbox"/>	*	610357554	Qstudent, Tori	P	1/12/2012 11:35:16 AM	00003-OCMES Line1	17	B	001 -Admin, BOCES
<input checked="" type="checkbox"/>		610357554	Qstudent, Tori	P	1/12/2012 2:03:57 PM	00003-OCMES Line1	6	B	001 -Admin, BOCES

View Details Void Selected < Back Exit Help Print

12. <Back to go back a screen.

13. Exit to leave screen.

14. Help for help screen.

15. Print to print the report.

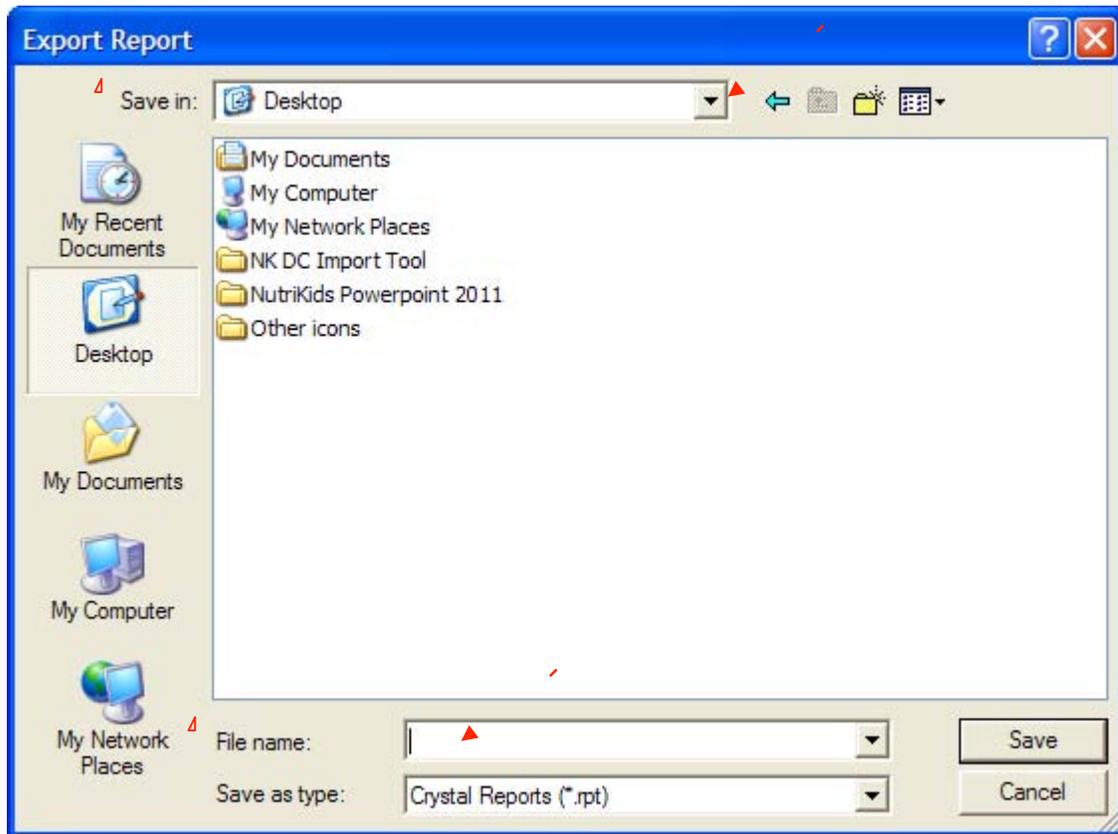
- To Export a report click on **Export Report** button.

Meal Reconciliation Report

Main Report Export Report

	610156705	Tstudent, Austin	P	2/7/2012 2:32:17 PM	00001-OCMMS/HS Line1	5	L	011 -Rotte
X	610242516	Bstudent, Alexa	P	2/7/2012 9:52:39 AM	00001-OCMMS/HS Line1	56	L	011 -Rotte
	610242516	Bstudent, Alexa	P	2/7/2012 2:32:24 PM	00001-OCMMS/HS Line1	6	L	011 -Rotte
X	610242803	Astudent, Alexa	F	2/7/2012 9:46:48 AM	00001-OCMMS/HS Line1	15	B	011 -Rotte
	610242803	Astudent, Alexa	F	2/7/2012 2:25:21 PM	00001-OCMMS/HS Line1	4	B	011 -Rotte
X	610268098	Qstudent, Alen	F	2/7/2012 9:45:46 AM	00001-OCMMS/HS Line1	5	B	011 -Rotte
	610268098	Qstudent, Alen	F	2/7/2012 2:25:07 PM	00001-OCMMS/HS Line1	1	B	011 -Rotte
X	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
X	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
X	610374021	Sstudent, Alexandra	P	2/7/2012 9:46:55 AM	00001-OCMMS/HS Line1	16	B	011 -Rotte
	610374021	Sstudent, Alexandra	P	2/7/2012 2:25:26 PM	00001-OCMMS/HS Line1	5	B	011 -Rotte
X	610242803	Astudent, Alexa	F	2/23/2012 2:37:05 PM	00003-OCMES Line1	2	B	020 -Early
	610242803	Astudent, Alexa	F	2/23/2012 2:39:22 PM	00001-OCMMS/HS Line1	2	B	011 -Rotte
X	610268098	Qstudent, Alen	F	2/23/2012 2:36:50 PM	00003-OCMES Line1	1	B	020 -Early
	610268098	Qstudent, Alen	F	2/23/2012 2:39:13 PM	00001-OCMMS/HS Line1	1	B	011 -Rotte
X	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.



- 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.