

2006-2007 End of Year Checklist

1. **Food Service System, 04 = Reports Menu,
04 = Student Balances by School
Or
FS = Food Service System,
16 = Other Reports Menu,
04 = Trial Balance – Prepaid Accounts**
And
**FS=Food Service System,
04= Reports Menu,
06= Free-Reduced List, By School**
 2. **Print Alerts. FS = Food Service System,
16 = Other Reports Menu,
19 = Misc. Rpts – Change Ids & Alerts**
 3. **Selectively Delete Alerts that will be obsolete for the next school year.
FS = Food Service System,
01 = Masterfile Maintenance Menu,
01 = Student Masterfile Maintenance, Call up the student account and put spaces in
field 34 (Alerts)**
- Note: This does not have to be done if you check the clear all alerts on the 2007-2008
School Year Questionnaire.**
4. **Hardware.**
 - a. **Clerk workstations – turn the power strip off.**
 - b. **Multiplexers & modems – leave them on (the heat generated will keep moisture from
building up).**
 - c. **Printers – turn the power switch off.**
 - d. **Port servers – unplug power from wall.**
 5. **Mark on your calendar, a reminder to call Systems Design, to make your end of year
backup tape (if needed) and to do the rollover for the new school year.**

2007-2008 Begin Year Checklist

- 1. Set Free/Reduced Income Eligibility Ranges for the New Year –**
 - a. Districts using the FS2000 Lunch Application Processing System - As part of the rollover process Systems Design will automatically update the income eligibility ranges.**
 - b. Districts using some other automated free/reduced lunch application system need to check with their vendor for proper procedures for updating their system.**

Note: The New Year rollover must be done and these rates must be updated before you can start loading any new applications.

- 2. Set Reimbursement Rates - Each District will be responsible for inputting the State reimbursement rates:**

These can be set by going under:

- FS = Food Service,**
- 01 = Masterfile Maintenance Menu,**
- 05 = District Static Info Maint.**

Change fields 06 through 08 for the lunch reimbursement rates and fields 09 through 11 for the breakfast reimbursement rates. If you are using the After School Snack feature field 17 thru 19 need to be set. If you are a severe need district then fields 12 and 13 need to be set.

- 3. Have a Yearend Backup Tape – As part of our rollover process this year we would like to make a tape backup of your system before doing the rollover. Check the appropriate line on the 2007-2008 Questionnaire if you need to order a tape.**

- 4. Set application-starting number to 08000000. Go to SM-08-02 and change field 8.**

- 5. Set inventory starting PO number to zeroes also. Same screen field 6.**

- 6. Price changes?**

Go to:

- FS = Food Service,**
- 01 = Masterfile Maintenance Menu,**
- 02 = MEAL MENU MAINTENANCE**

Also you need to go to:

- FS = Food Service,**
- 01 = Masterfile Maintenance Menu,**
- 03 = SCHOOL MASTER MAINTENANCE**

5/10/2007

Change the reimbursable breakfast and lunch prices if your reimbursable meal prices change so that the off campus price will be the same as the on campus price charged.

NOTE: ON THE DAY WE DO YOUR ROLLOVER, THERE CAN NOT BE ANY CASH TRANSACTIONS POSTED. WE WRITE OUT A BALANCE FORWARD TRANSACTION TO THE CASH FILE. ANY CASH POSTED THAT DAY WOULD BE INCLUDED IN THE BALANCE FORWARD CAUSING A DOUBLING EFFECT.

Inventory End of Year.

On the day you wish to close out the 2006-2007 school year, after you have run your 09 = End of Month Routines, you need to run:

10 = End of Year Routines

Under this menu you need to run:

01 = Clear YTD Fields & Reset Files

02 = Purge Old Open Orders (this will ask you for a date, be careful, don't put a date that would delete orders put in at end of the year, for the first weeks of the new year. You could be safe and put the date of 05-20-07.)

Using FS2000 Lunch Applications in 2007-2008

1. Notification of Temporary Status Expiration

10 days prior the expiration date you need to go to:

- LA =LUNCH APPLICATION**
- 03 = UPDATE TEMPORARY STATUS MENU**
- 02 = ROLLED OVER STATUSES EXPIRING**

It will ask you for an APPLICATION DATE LIMIT. Use the last day of school last year. This step creates a letter for last year's applicants that have not reapplied and for any prior year direct certified or converted free or reduced students without an application.

2. Updating Status on the Expiration Date – After you have run your Food Service End of Day procedures on the last day of the 30 day grace period then you need to go to:

- LA =LUNCH APPLICATION**
- 03 = UPDATE TEMPORARY STATUS MENU**
- 03 = TEMPORARY APPLICATION EXPIRING**

This will change only the applications that are temporary with a temporary date that has expired.

3. Direct Certified and Converted Accounts from the previous year that have not been certified this year and did not turn in an application need to be expired. Go to:

- FS = FOOD SERVICE**
- 01 = MASTERFILE MAINTENANCE MENU**
- 15 = PROCESS STUDENT-NO CUR YR APPL**

This will remove the before mentioned students from being free or reduced. Be sure when it asks for the Date Limit to use the last day of school last year.