

1	From the MEAL INPUT SCREEN go to the MAIN OPERATORS SCREEN.		
2	Select 9 to exit the MAIN OPERATORS SCREEN.		
3	Select option 02 and print the CASH REPORT. Each cashier prints their own individual CASH REPORT.		
4	Select option 03 to print the MEAL TRANSACTION SUMMARY. This is to be completed by only one terminal in each cafeteria. <i>This report reflects a combination of all meal transactions from all terminals.</i>		
5	Select option 16 and complete the CLERK RECONCILLIATION FORM. Each cashier must complete this routine. <i>This report is the basis for submitting data on cash transactions to the system.</i>		
6	Compare the two reports and check for accuracy. Each cashier must complete this routine. <i>This step is important because it will prevent incorrect meal and cash data amounts in individual accounts.</i>		
7	Select option 17 and complete the printing of the CAMPUS RECONCILLIATION FORM. <i>This routine will print a combination of all clerks CASH RECONCILLIATION FORMS which will assist the manager in making the deposit while posting all cash totals to the system.</i>		
8	Select option 04 and complete the MANAGERS DAILY DEPOSIT. <i>This screen permits the entry of the deposit and the total money from the computer totals. These are not in order of entry. Use the amounts from lines 30 and line 24 from the CLERK RECONCILLIATION REPORT (for single line campuses) or from the CAMPUS RECONCILLIATION REPORT (for campuses with more than one point of sale).</i>		
9	Exit the system		
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