

Category: ADMINISTRATION	Document Type: Quick Steps	Author: Content Team	Software Version: 10.0	Updated: 3/13/2020
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RECORD SALES

In PrimeroEdge, there are two methods to enter bulk sales. Bulk sales are particularly helpful for counting and claiming meals for students that went on a field trip, the After-School Snack Program, CACFP (Supper Program), and the Summer Feeding program.

The bulk entry method of counting and claiming allows School Districts or Serving Sites to enter a total number of meals that should be claimed for reimbursement without the need for a point of sale system or cash register.

There are two methods of bulk entry – **Summary Entry** and **Detailed Entry**.

⚠ Bulk Entries Are Entered in **PrimeroEdge**, Not ExpressPoint.

For **Record Sales**, go to **Point of Service > Administration > Record Sales**.

SUMMARY ENTRY

The **Summary Entry** is claiming a **total number of meals** at the serving site without tying a meal to an individual or particular student.

On the **Record Sales** page

1. Select information such as the **Serving Site, Session Date, Meal Type, Meal Menu Item**
2. Select the **Summary** radio button
3. Click **Apply**

Record Sales

Site Code: 002 Site: CENTRAL HS

Terminal: SITE_002_002 Session Date: 3/13/2020 Meal Type: Lunch Meal Menu Item: Reimbursable Meal

Entry Method:

Summary Quick Meals Only Detailed

Apply

4. Enter the total number of **Meal Counts** for the appropriate **Person Type**
5. Enter **A La Carte** amounts if necessary
6. Click **Next**

Step 1 - Enter Lunch Summary Step 2 - Close Session Step 3 - Confirmation

Lunch Sales				
Person Type	Meal Count	Meal Price	A La Carte	Total Amount
Free	<input type="text" value="100"/>	\$1.00	<input type="text" value="\$0.00"/>	\$100.00
Reduced	<input type="text" value="50"/>	\$1.00	<input type="text" value="\$0.00"/>	\$50.00
Paid	<input type="text" value="60"/>	\$1.00	<input type="text" value="\$0.00"/>	\$60.00
Staff	<input type="text" value="4"/>	\$1.00	<input type="text" value="\$3.00"/>	\$7.00
Visitor	<input type="text" value="2"/>	\$1.00	<input type="text" value="\$5.00"/>	\$7.00
Prog Adult	<input type="text" value="5"/>	\$1.00	<input type="text" value="\$5.00"/>	\$10.00
Second Meal	<input type="text" value="25"/>	\$1.00	<input type="text" value="\$0.00"/>	\$25.00

Note: Italicized text indicates a Patron is inactive for this serving date.

7. Close out the session by entering money collected for sales
In a situation where no currency was collected because all meals were served at no charge, leave each field at 0.
8. Click **Save**

Step 1 - Enter Lunch Summary Step 2 - Close Session Step 3 - Confirmation

Denominations		
Coins		
Pennies	<input type="text" value="100"/>	\$1.00
Nickels	<input type="text" value="50"/>	\$2.50
Dimes	<input type="text" value="20"/>	\$2.00
Quarters	<input type="text" value="20"/>	\$5.00
Half-Dollars	<input type="text" value="30"/>	\$15.00
Dollars	<input type="text" value="20"/>	\$20.00
Bills		
Ones	<input type="text" value="5"/>	\$5.00
Fives	<input type="text" value="5"/>	\$25.00
Tens	<input type="text" value="5"/>	\$50.00
Twenties	<input type="text" value="4"/>	\$80.00
Fifties	<input type="text" value="1"/>	\$50.00
Hundreds	<input type="text" value="0"/>	\$0.00

Check(s)

Check Number	Amount
No records to display.	

Summary

Cash	<input type="text" value="\$255.50"/>
Checks	<input type="text" value="\$0.00"/>
Total	<input type="text" value="\$255.50"/>

A successful message will appear once **Save** is clicked.

The options to **Record New Sales** and **Print Close Session** are available.

⚠ Return to **Reconciliation** and reconcile this session.

DETAILED ENTRY

The **Detailed Entry** allows the serving site to claim a meal for reimbursement or charge an individual or particular student for reimbursable meals or ala cart items, without the use of the Point of Sale or Cash Register.

On the **Record Sales** page

1. Select information such as the **Serving Site, Session Date, Meal Type, Meal Menu Item, Special Roster**
2. Select the **Detailed** radio button
3. Select an **Enrollment Status**
4. Click **Apply**

Record Sales

Site Code: 001 | Site: TIMBER CREEK HS

Terminal: SITE_002_001 | Session Date: 3/13/2020 | Meal Type: Lunch | Meal Menu Item: Lunch Combo Meal

Entry Method: Summary Quick Meals Only Detailed

Special Roster: -- SELECT --

Enrollment Status: All Actives only

Apply

🔍 The **Look Up...** button is available to search for respective students by ID number.

5. Select the **Had Meal** checkbox if the student received a reimbursable meal
6. Enter the dollar amount of **A La Carte** items, **Payment** amount received and **Check #'s** if a student provided payment via check
7. Click **Next**

Step 1 - Enter Lunch Details Step 2 - Enter Other Lunch Sales Step 3 - Close Session Step 4 - Confirmation

Lunch Sales - Detailed Look Up ...

ID / PIN	Name	Grade	Homeroom	Balance	Had Meal	A La Carte	Payment	Check #
46006	Abbey, Servando			\$33.05	<input type="checkbox"/>	\$1.50		
15956	Abegg, Eugene			\$11.70	<input checked="" type="checkbox"/>	\$2.00		
81086	Abeles, Ernica			-\$26.55	<input checked="" type="checkbox"/>	\$0.00	\$30.00	

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Cancel Next »

If there were additional sales that you were not able to record at the **POS/ExpressPoint** device, you would be able to enter those now. For example, a **New Student** without an ID number, **Staff, Visitors, and Program Adults** (Foodservice Employees.)

8. Enter the total number of **Meal Counts** for the appropriate **Person Type**
9. Enter **A La Carte** amounts if necessary
10. Click **Next**

Step 1 - Enter Lunch Details Step 2 - Enter Other Lunch Sales Step 3 - Close Session Step 4 - Confirmation

Other Lunch Sales

PersonType	Meal Count	Meal Price	A La Carte	Total Amount
New Student	5	\$3.25	\$5.00	\$21.25
Staff	4	\$3.90	\$3.00	\$18.60
Visitor	2	\$3.90	\$0.00	\$7.80
Prog Adult	6	\$3.90	\$20.00	\$43.40

Cancel « Previous Next »

11. Close out the session by entering money collected for sales

In a situation where no currency was collected because all meals were served at no charge, leave each field at 0.

12. Click **Save**

Step 1 - Enter Lunch Details
Step 2 - Enter Other Lunch Sales
Step 3 - Close Session
Step 4 - Confirmation

Denominations		
Coins		
Pennies	100	\$1.00
Nickels	50	\$2.50
Dimes	20	\$2.00
Quarters	20	\$5.00
Half-Dollars	30	\$15.00
Dollars	20	\$20.00
Bills		
Ones	5	\$5.00
Fives	5	\$25.00
Tens	5	\$50.00
Twenties	4	\$80.00
Fifties	2	\$100.00
Hundreds	1	\$100.00

Check(s)

+ Add New Check

Check Number	Amount	
No records to display.		

Summary

Cash	405.50	
Checks	0.00	
Total	405.50	

11
12

Cancel
« Previous
Save

A successful message will appear once **Save** is clicked.

The options to **Record New Sales** and **Print Close Session** are available.

▲ Return to **Reconciliation** and reconcile this session.

Step 1 - Enter Lunch Details
Step 2 - Enter Other Lunch Sales
Step 3 - Close Session
Step 4 - Confirmation

Detailed Sale Entry Completed Successfully!

Record New Sales
Print Close Session

💡 It is required by the respective State Agency that a district claiming meals for federal reimbursement, maintain documentation to prove the meals being bulk entered into PrimeroEdge are being claimed correctly. During an Administrative Review, the C.E. would be required to prove to the State Agency that the meals being claimed via bulk entry were taken by an eligible student within the district. Some meal programs offered by the USDA, offer meal program-specific tally sheets that can be used for counting and claiming purposes. In that case, detailed student information is not required. However, the C.E. would need to prove that if 100 meals were bulk entered for the Summer Feeding Program on July 01, 2019, a Summer Feeding Program Tally Sheet is on file that shows 100 tally-marks for that meal service day. The tally sheet, Edit Check, and Activity Report must mirror the meal counts claimed.

Because of this, it is strongly advised that all C.E.'s maintain a Roster, C.E.P., Summer Feeding Program, After School Snack Program, or CACFP (Supper Program) Tally Sheet on file. The tally sheets should be filed with the Edit check, Activity Report, and Production Records for the respective meal service. **The USDA and the respective State Agency require this documentation to remain on file and is accessible for 5 calendar years.**