CYBERSOFT

PrimeroEdge – Manager Checklists
PrimeroEdge 6.9

Contents

Cashier's Log 3

Record Sales Checklist 5

Reconciliation Checklist 6

Deposit Slip Checklist 9

Duplicate Meals Checklist 10

Edit Checks Checklist 11

Meal Count Checklist **12**

Reports Checklist **12**

End of Month Checklist **12**

Reimbursement Claim Checklist **12**

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How to Use This Guide

This guide includes a sample Cashier's Log and 10 checklists to help you successfully complete Point of Service activities. Please reproduce them as you wish.

Please contact your Cybersoft Support Analyst with any questions, comments or suggestions at:

Phone: 866.442.6030

Email: support@primeroedge.com

Cashier's Log

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School: ______________________________ School #: ______________

POS Session Date: ______________________ Cashier: ______________

○ Breakfast ○ Lunch ○ Other: ______________

Trans #	Marked for Review	Student Name	Student PIN	Problem Description (Please be specific)

POS Session Checklist

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1 Begin – Open POS session

- ❑ **A** Click (touch) **Open POS**—the **Open POS** screen appears.
- ❑ **B** Count the money in your cash drawer.
- ❑ **C** Enter your starting change bank in **Denominations** and click **OK**.

2 Record sales & payments

- ❑ **A** Click (touch) **Enter POS**.
- ❑ **B** Load a patron onto the serving screen—via PIN pad, Barcode scanner, Biometric device, or use **Look Up** by name or picture.
- ❑ **C** When the patron appears on the serving screen, the Meal is automatically served, if your POS is set to do so. If not, click/touch the Meal and/or any additional items being purchased.
- ❑ **D** When all items being served for the transaction are entered, select payment method (Charge, Cash, Check).
- ❑ **E** For each transaction, repeat steps B through D.

3 Close POS session

- ❑ **A** When all sales/payments have been made, click (touch) **Exit**.
- ❑ **B** Click (touch) **Close POS**—the **Close POS** screen appears.
- ❑ **C** Count the money in your cash drawer.
- ❑ **D** Enter your ending change bank on the **Close POS** screen.

4 Finish – Exit POS session

- ❑ **A** Click (touch) **OK**—session status displays "Closed".
- ❑ **B** Click (touch) **Exit**—the **POS Menu** screen appears.

Record Sales Checklist

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1 Begin – Access Point of Service (POS)

- ❑ A Click the **Point of Service** tab.
- ❑ B Click **Administration** to expand the menu.

2 Record – Enter Record Sale

- ❑ A Click the **Record Sales** menu selection to display the *Record Sales* page.
- ❑ B Select **Site**, **Terminal**, **Session Date**, **Meal Type**, **Meal Menu Item**, and **Entry Method** (Summary, Quick, Meal Only or Detailed), and then click **Apply**.
- ❑ C For a
  - **Summary Record Sale**—enter the **Enrollment** count and **Meal Count** for each **Person Type**, and enter **A La Carte** amounts when needed > click **Next**.
  - **Quick Record Sale**—enter the Student ID (PIN) or use **Lookup** ( ) to load patron data > check "**Had Meal**" for each student served a meal > enter **A La Carte** sales and **Payment Amount** (add check number for a check payment) as needed > when all transactions are entered, click **Record Sales** > click **Next** > enter other sales, if needed > click **Next**.
  - **Meal Only Record Sale**—enter the Student ID (PIN) or use **Lookup** ( ) to load patron data > when all transactions are entered, click **Record Sales** > click **Next** > enter other sales, if needed > click **Next**.
  - **Detailed Record Sale**—check "**Had Meal**" for each student served a Meal > record amounts for **A La Carte** and **Payments**, and **Check #s,** as needed > enter other sales, if needed > click **Next**.

> **Notes:**
> - Quick and Meal Only sales are limited to 25 entries per page; if more entries are needed, click RESET (Reset to continue.
> - Use Edit Sales to modify Summary sales.

- ❑ D Enter closing denominations on the **Close Session** tab and click **Save**.

3 Finish – Reconcile Session

- ❑ A Use the Reconciliation Checklist on page **6** to reconcile the session.

Reconciliation Checklist

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1 Begin – Access Point of Service (POS)

❑ A Click the **Point of Service** tab.

❑ B Click **Administration** to expand the menu.

2 Enter Record Sale

❑ A Click the **Reconciliation** menu selection to display the *Reconciliation* page.

❑ B Select **Site**, beginning and ending dates in **From** and **To**, and **Session Status**, and click **Apply**.

❑ C Click **Reconcile** ( ) in a session listing.

❑ D Verify the **Opening Balance**; if not correct, click (Opening Balance) **Details**, make changes to Denominations, and click **OK**.

❑ E Click the **Transactions** tab and use the Cashier's log as a reference to make needed changes.

- To adjust a sales transaction, click **Edit** ( ) in a transaction listing and use the following

    — To add a Menu Item, click **Add** > select an item and click **OK** > make Amount or Payment Method changes as needed > enter a comment > click **OK**.

    — To remove a Menu Item, select an item in **Sale Details** and click **Remove >** make changes in **New Payment Amount** or **Payment Method** (enter a check number if needed) as needed > enter a comment > click **OK**.

    — To adjust payment information, make changes in **New Payment Amount** and/or **Payment Method** (enter a check number if needed) as needed > enter a comment > click **OK**.

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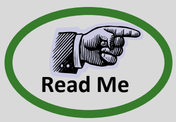
When changing a transaction from a cash payment to a check payment or when correcting a check number, you must adjust Closing Balance Details to properly list the check in Checks. You do not need to change Cash in Closing Balance Details—Cash is the amount counted during Close POS.

- To add a transaction

  Click **Add Transaction… >** enter a Student ID (PIN) or use **Lookup** ( ) to find a patron **>** select a **Meal Type >** add the Menu Item(s) in **Sale Details >** enter the **Payment Amount** (if any) **>** select the **Payment Method** (enter a check number, if needed) **>** enter a **Comment** > click **OK.**



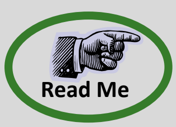
If the transaction is a check payment, you must add the check in Closing Balance Details to properly list the check in Checks.

- To add a payment

  Click **Add Payment... >** click **Add Student** (link) and either enter a Student ID (PIN) or use **Lookup** ( ) to find a patron, and click **OK >** enter **Payment Amount >** select a payment **Method** (enter the check number, if needed) **>** click **Submit Payment >>**.

  To add another payment, click **Add Student** (link) and repeat all steps above.

  When all payments are entered, click **Close**.



If payment is by check, you must add the check in Closing Balance Details to properly list the check in Checks.

- ❑ **F** When all required changes noted on the Cashier's Log have been completed using step E, click the **Summary** tab.
- ❑ **G** Click (**Closing Balance**) **Details...**
- ❑ **H** Re-count the drawer to verify the amount shown in **Net Receipts >** make changes to denominations where needed > verify each check number and check amount **>** click **OK.**
- ❑ **I** If the session is not balanced (message "**This session is not balanced**" is shown), click **Adjust Session >** enter a **Comment >** click **OK.**
- ❑ **J** When the session is balanced (message "**This session is balanced and ready to be reconciled**" is shown), click **Reconcile Session**.

- ❑ **K** When the session is reconciled (message "**This session is reconciled**" is shown), click **« Back to Sessions** (link).
- ❑ **L** Remove net receipts from the drawer and set aside for the bank deposit.
- ❑ **M** Count the remaining money to verify that the correct amount is available in the drawer for the next starting change bank.
- ❑ **N** Repeat steps C through K for each session to be reconciled.

* If a session is eligible for Auto Reconcile (**A/R** checked) and no changes are listed on the Cashier's Log, skip steps C through K and click **Auto Reconcile**.

Deposit Slip Checklist

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A Deposit Slip must be created in PrimeroEdge for all monies received, even when a physical bank deposit is not made.

1 Begin – Access Point of Service (POS)

- ❑ A Click the **Point of Service** tab.
- ❑ B Click **Administration** to expand the menu.

2 Create Deposit Slip

- ❑ A Click **Reconciliation** on the **Administration** menu to display the *Reconcilition* page.
- ❑ B Add the net receipts from each reconciled session.
- ❑ C Click **Deposit Slip…** on the *Reconciliation* page.
- ❑ D Verify **Site**, and **Date** as the date to appear on the deposit slip.
- ❑ E Click **Apply** to show the amount in **Actual Total**—this is the deposit amount.
- ❑ F Enter **Denominations** (cash and coins from your sessions).

Notes:

- Checks from your sessions automatically appear.
- Deposit Total lists the total of all cash and checks.

- ❑ G If
  - **Deposit Total** and **Actual Total** match, click **Save**.
  - **Deposit Total** and **Actual Total** *do not* match, re-count the money and change denominations as needed to match the money on hand for the bank deposit.
- ❑ H If
  - **Deposit Total** and **Actual Total** now match, click **Save**.
  - **Deposit Total** and **Actual Total** *still do not match*, enter a comment and click **Save**.
- ❑ I Prepare the hand-written deposit slip and write the PrimeroEdge deposit slip number on the hand-written deposit slip.
- ❑ J Click **Close** ( ).

Duplicate Meals Checklist

1 Begin – Access *Serving Exceptions* page

- ❑ A Click **Point of Service** tab.
- ❑ B Click **Administration** to expand the menu.
- ❑ C Click **Serving Exceptions** on the **Administration** menu to display the *Serving Exceptions* page.
- ❑ D Verify "**Duplicate Meals**" is selected on the *Serving Exceptions* page.

2 Remove duplicate meals

- ❑ A Select one or more search conditions and click **Apply**.
- ❑ B Select one meal as the reimbursable meal by clicking **Keep** (☑).
- ❑ C For the remaining listed meals, click one of
  - **Delete** (✕) to delete a meal.
  - **Charge** ($) to charge the meal as a second meal or as an A La Carte item.

> Note: When an icon is selected, it turns green.

- ❑ D When all meals have been marked, click **Save**.

Edit Checks Checklist

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1 Begin – Access Point of Service (POS)

- ❑ **A** Click the **Point of Service** tab.
- ❑ **B** Click **Administration** to expand the menu.

2 Generate Meal Count Report

- ❑ **A** Click Edit Checks on the **Administration** menu to display the *Edit Checks* page.
- ❑ **B** Select a **Site Code/Site** and a **Date Range**, and click **Apply**.
- ❑ **C** In the **Edit Check List**
  - To view Edit Check details, click the **Reason** link in an Edit Check listing; click **Close** to close the *Edit Check Reason* popup.
  - To resolve an Edit Check, click **View Comments** ( ) in an Edit Check listing; enter text describing why the Attendance Factor was exceeded; click **Add Comment** to close the *Edit Check Comments* popup.
- ❑ **D** Repeat the second bullet in step C above for each listed Edit Check.

Meal Count Checklist

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1 Begin – Access Point of Service (POS)

- ❑ **A** Click the **Point of Service** tab.
- ❑ **B** Click **Daily Reports** to expand the menu.

2 Generate Meal Count Report

- ❑ **A** Click **Meal Count** on the **Daily Reports** menu to display the *Meal Count* page.
- ❑ **B** Do one of the following
  - To view live data, click **Meal Count** to display the *Meal Count* page; select "Terminal" in the Meal Count By group and click **Generate Report**.
  - To view historical data, click **Activity** to display the *Activity* page; select **Site** criteria, a **Date Range**, and report options as needed and click **Generate Report**.

POS Reports Checklist

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1 Begin – Access Point of Service (POS)

- ❑ **A** Click the **Point of Service** tab.

2 Daily Reports – Generate reports

- ❑ **A** Click **Daily Reports** to expand the menu.
  - Click **Activity** and generate a report of sales activity by Meal Type for a selected date range.
  - Click **Meal Count** and generate a report of live meal counts by terminal (select "Terminal" in Meal Count By group).
  - Click **Menu Item Sales** and generate a list of counts, item price, and revenue by eligibility type for each menu item at each site; grand total of all menu items sold appears at end of report.
  - Click **Patron Participation** and generate a list of all Menu Items purchased for a selected date; grand totals appear at end of report.

3 Patron Reports – Generate reports

- ❑ **A** Click **Patron Reports** to expand the menu.
  - Click **Patron Balance** and generate a report of current, individual patron balances; grand total appears at end of report.
  - Click **Payments** and generate payments by site or by patron with details of payment type, amount and check number (where appropriate); student, site and grand totals provided at end of report.
  - Click **POS Roster** and generate a list of all patrons with eligibility codes; keep handy with POS terminal for emergency use.
  - Click **Transaction History** and generate all transaction details for a selected date range; grand totals for Debits and Credits are provided.

4 Business Reports – Generate reports

- ❑ **A** Click **Business Reports** to expand the menu.
  - Click **Bank Deposits** and generate a list of all deposit slips created during a selected date range; grand total of all deposits appears at end of report.
  - Click **Cash Collection** and generate a summary or details of all cash collected for a selected date range.
  - Click **Marked for Review** and generate a list of all POS entries to be reviewed.

End of Month Checklist

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1 Begin – Access Point of Service (POS)

- ❑ **A** Click the **Point of Service** tab.
- ❑ **B** Click **Administration** to expand the menu.

2 Record Sales – Enter snacks & meals

- ❑ **A** Click **Record Sales** on the **Administration** menu to display the *Record Sales* page.
- ❑ **B** Use the Record Sales Checklist on page 5 to
  1) Enter Afterschool Snacks as a Summary Entry.
  2) Reconcile the Session(s).

3 Reconciliation – Verify reconciliation of all sessions

- ❑ **A** Click **Reconciliation** on the **Administration** menu to display the *Reconciliation* page.
- ❑ B Select **From** and **To** (date range) conditions to include the entire current month and click **Apply**.
  - If no sessions are listed, this step is complete.
  - If sessions are listed, use the Reconciliation checklist on page **6** to reconcile each session.

4 Edit Checks – Verify resolution of Edit Checks

- ❑ **A** Click **Edit Checks** on the **Administration** menu to display the *Edit Checks* page.
- ❑ **B** Select **Date Range** conditions to include the current month and click **Apply**.
- ❑ **C** Select **Unresolved** to view all meal services requiring resolution.
- ❑ **D** Use the Edit Checks Checklist on page **11** to resolve remaining Edit Checks.

5 Deposits & Cash Collection – Verify daily deposits

- ❑ **A** Click **Business Reports** to expand the menu.
- ❑ **B** Click **Cash Collection** on the **Business Reports** menu.
- ❑ **C** Select the current month in **Date Range** and "Detailed" for **Report Type**, and click **Generate Report.**
- ❑ **D** Verify that a deposit slip was created for each day cash was collected.
- ❑ **E** If any cash collection days do not have a deposit slip, use the Deposit Slip Checklist on page 9 to create the missing slips.

6 Close Period – Secure data

- ❑ **A** Click **Management** to expand the menu.
- ❑ **B** Click **POS Periods** on the **Management** menu to display the *POS Periods* page.
- ❑ **C** Select "POS Period" in **Period Type**, if needed.
- ❑ **D** Select the **Fiscal Year**, if needed, and **Site**.
- ❑ **E** Click **Get Periods**.
- ❑ **F** Click **Close Period** in the period listing for the current month.

Reimbursement Claim Checklist

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The Duplicate Meals Checklist must be completed before creating a Reimbursement Claim.

1 Begin – Access Point of Service (POS)

- ❑ A Click the **Point of Service** tab.
- ❑ B Click **Reimbursements** to expand the menu.

2 Create claim

- ❑ A Click **Reimbursement Claims** on the **Reimbursements** menu to display the *Reimbursement Claims* page.
- ❑ B Select an (Academic) **Year** and **Period**, and click **Apply**.
- ❑ C Click **Create Claim**.
- ❑ D After creating a claim
  - Click **Submit** to send the claim to the State Agency.
  - Click **Re-Create Claim** to regenerate the claim.
  - Click **Preview** to display the Reimbursement Claim.
  - Click **Standard** to display claim data by site.
  - Click **Export** to send the claim data to a .TXT file.

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Each district is unique—the claim maybe "Submitted" or "Exported" —this is controlled by district configuration settings.