



**schoolmoney**

# Cashless Catering User Guide



**communitybrands**



## Introduction

This user guide will show you how you can utilise our Cashless Catering system. It will explain how to mark on meals and run relevant reports, with the aim of making your lunchtime run as smoothly as possible.

The Cashless Catering option is an add-on to SchoolMoney and allows you to mark on specific meal choices so that you can monitor the lunchtime rush.

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# 1. Using the Cashless Catering Till

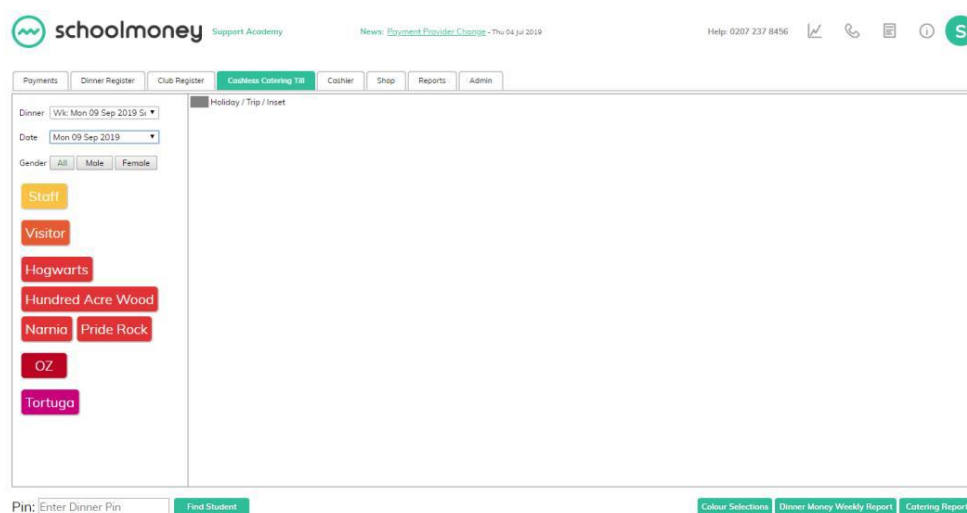
Using the Cashless Catering Till is a simple and straightforward way to manage your lunchtimes. There are many ways you can utilise this add-on module:

- In the classroom on an interactive whiteboard
- In the classroom on a teacher/teaching assistant-controlled laptop/computer/tablet
- In the dinner hall
- Mark it on yourself in the office after receiving paper registers from the teachers
- Get the parents to pre-book their meals from home

If you have any questions regarding the best way to use this system for your school, please contact us on [02072378456](tel:02072378456) and we can talk it through with you.

To begin, open up [SchoolMoney](#) and select the Cashless Catering tab at the top.

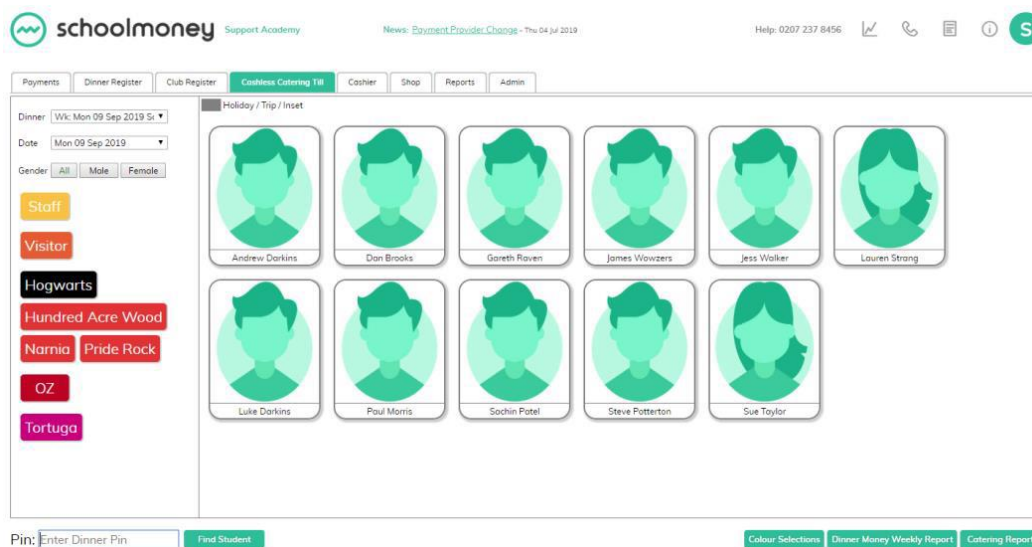
**Please note:** you still have to set up your dinner weeks. Please see our [Dinners User Guide](#) for information on how to do this.



It will bring up options on the left-hand side:

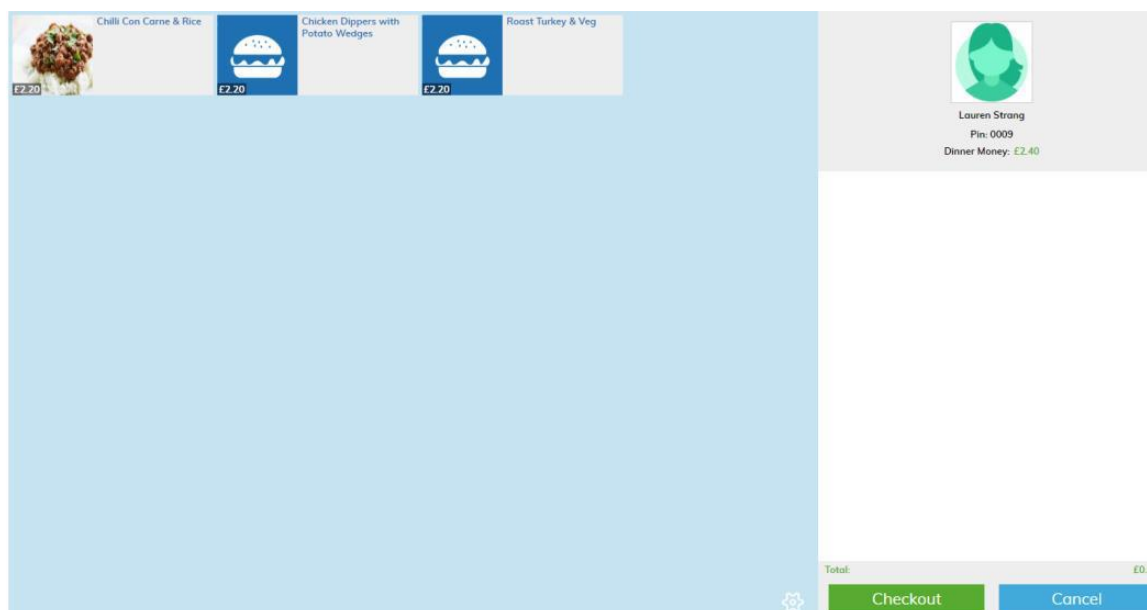
- **Dinner:** the week you are on
- **Date:** the date of that week
- **Gender:** if you would like to filter by male/female/all
- **Form groups:** this will show you a list of all your form groups organised into year groups by colour

Make sure that the correct dinner week and date have been chosen, and pick a form group to mark meals against.



Your class list will appear on the right-hand side of the screen; the children can be alphabetised by first name or surname.

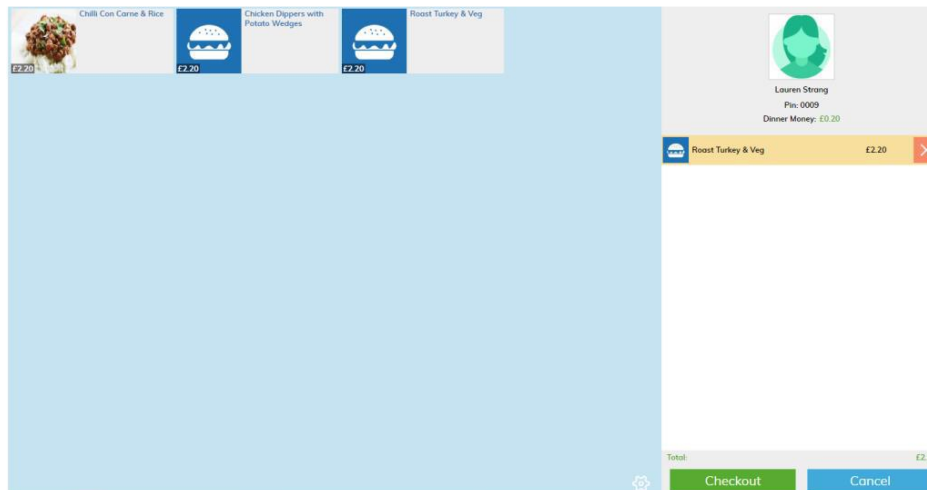
Select the child you would like to mark the meal against; this will bring up a box.



The day's meal options will pop up in the centre of the screen. Each item has a cost and once it is selected, that cost will reduce any credit the child may have. You also have the option to add a packed lunch to the menu which will not incur any costs if selected.

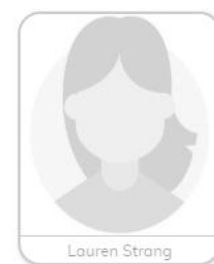
For more information about meal items and how to add menus to [SchoolMoney](#), please see our [Administration Guide](#).

To select the item the child wants to eat, click on the icon and it will move over to the right-hand side of the page. The cost will be added to the total at the bottom. Select Checkout to finish that child's selection.



Now that the meal has been selected and checked out, the child's picture will go grey to indicate that a meal has been chosen.

Now that the dinner has been chosen in the Cashless Catering Till, it will have also automatically marked off the register for you. This means that you do not have to duplicate your work and all costs are automatically calculated.



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Key: ■ Paid ■ Free ■ Universal Infant Free ■ Sandwiches ■ Parent Booked

Student Name	Year Group	Form	M	T	W	T	F	Cost this register	Cost so far	Paid so far	Arrears	Paid in advance
Brooks Dan	Year 3	Hogwarts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£37.60	£30.70	-£6.90	
Darkins Andrew	Year 2	Hogwarts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£0.20	£0.00	-£0.20	
Darkins Luke	Year 6	Hogwarts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£54.30	£41.60	-£12.70	
Morris Paul	Year 4	Hogwarts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£25.10	£85.10	£60.00	
Patel Sachin	Year 2	Hogwarts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£0.00	£9.80	£9.80	
Potterton Steve	Year 4	Hogwarts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£28.50	£21.50	-£7.00	
Raven Gareth	Year 2	Hogwarts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£0.20	£9.80	£9.60	
Strang Lauren	Year 3	Hogwarts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£2.20	£15.20	£15.40	£0.20	
Taylor Sue	Year 3	Hogwarts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£4.80	£9.80	£5.00	
Walker Jess	Year 2	Hogwarts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£0.00	£9.80	£9.80	
Wowzers James	Year 6	Hogwarts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£67.90	£67.90	£0.00	

Dinners Taken: Mon: 1 (0) Tue: 0 (0) Wed: 0 (0) Thu: 0 (0) Fri: 0 (0) Total: 1 (0)

Copy Bookings Export Print Save

If you choose a meal for a Free School Meal child or a Universal Free School Meal child, it will ignore the cost of the item and mark the child as blue or brown on the register, thus creating no cost.

## 2. Using the Till through the Register

If you would like a quicker way to fill out children's meal options on a daily basis, you could take advantage of our register feature. This is most useful when teachers are filling out meal choices in the classrooms using a laptop or tablet, as it saves valuable teaching time.

Set up your dinner week as normal. On the Register tab, make sure that the correct week and group are selected. To mark the child, click on the box relevant to the day you are marking off. A pop up box will appear.

The screenshot shows the 'Dinner Register' interface. At the top, there are navigation tabs: Payments, Dinner Register (selected), Club Register, Cashless Catering Till, Cashier, Shop, Reports, and Admin. Below the tabs, there are filters for 'School Lunches', '09 Sep 2019', 'Date', 'Filter: All', 'Booked Status: Show All', and 'Show Offrolled:'. A table lists students with columns for Student Name, Year Group, Form, and days of the week (M, T, W, T, F). The table shows data for Bhandari Askanksha, Bloggs Joe, Brooks Dan, Chouhan Tejash, and Darkins Andrew. Below the table, a modal window displays three meal options: 'Chilli Con Carne & Rice' (£2.20), 'Chicken Dippers with Potatoes Wedges' (£2.20), and 'Roast Turkey & Veg' (£2.20). A 'Dan Breaks' section shows 'Dan Breaks' with 'Pin: 1141' and 'Arrears: -£7.30'. A 'Total' bar at the bottom right shows '£0.00' and a 'Close' button.

Choose the option the child would like to eat, and the box will automatically close.

**Please note:** this is limited to one option per child. If you need to select more than one option, this needs to be done through the Cashless till. This will mark off the register for you.

The screenshot shows the 'Dinner Register' interface after a selection. The table is the same as in the previous screenshot, but the 'M' box for Brooks Dan is now highlighted in green, indicating a selection. The modal window is no longer visible.

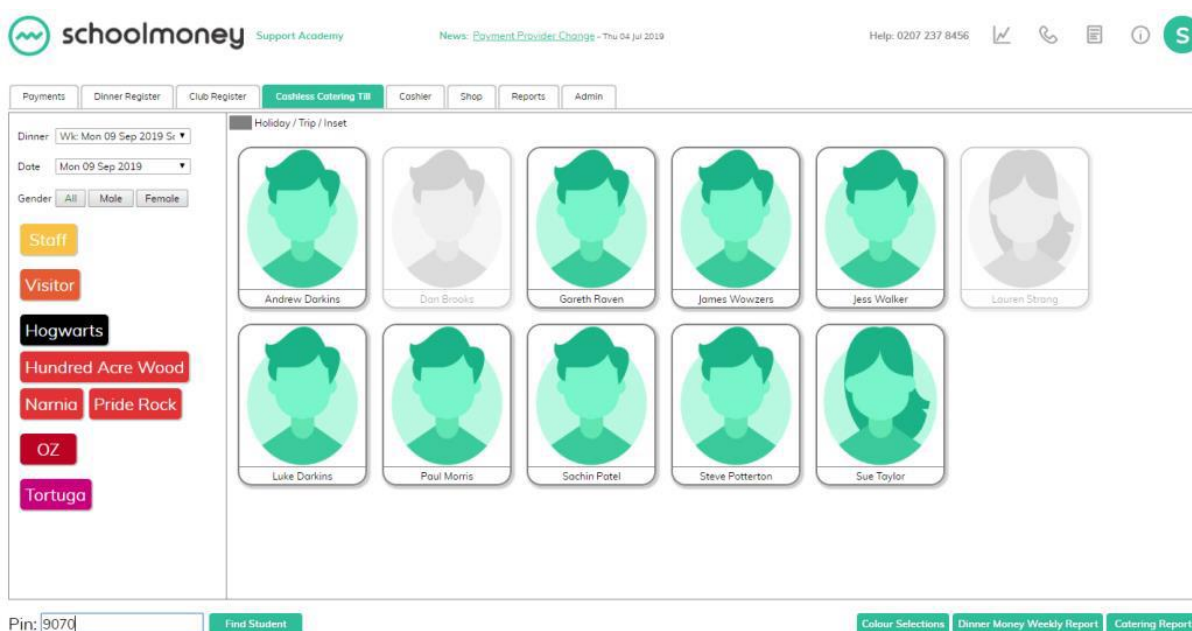
Repeat on any remaining children.

### 3. Secondary Schools

Secondary schools will be sent a pin-pad for each till they have set up in the dinner hall.

Students will input their own unique pin using the pad, which will then bring up their meal options. From there, you can choose what they want to eat, and when they are ready, they can check out. This will automatically reduce money from their account.

Pin numbers can be accessed in the child’s student record in the Admin tab.





## 4. Reports

### 4.1 Catering Report and the Dinner Money Weekly Report

A detailed guide to the reports below can be found in the [Reports User Guide](#). However, if you ever need quick access to the Dinner Money Weekly Report or the Catering Report, you can select them in the bottom left-hand corner of the Cashless Catering Till.

Click on the Catering Report link and a new box will appear, which gives you a pop up version of the report. You can print or export it from here if you need to send it to the kitchen or use it in the office. Select the Back button in the bottom right to close it.

Meal Selection	Paid For	Free Meals	Universal Infant Free Meals	Packed Lunch	Packed Lunch (FSM)	Packed Lunch (IJFSM)
Chicken Dippers with Potato Wedges	3	0	1	0	0	0
Jacket Potato with Tuna & Sweetcorn Mayo	2	0	0	0	0	0
Roast Turkey & Veg	4	0	1	0	0	0
<b>TOTAL:</b>	<b>9</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>

Select the Dinner Money Weekly Report; this will bring up a similar box and again you can print or export it if you need to.

The screenshot shows the 'Dinner Money Weekly Report' window in the SchoolMoney system. The window has a title bar and a close button. Below the title bar are several dropdown menus for filtering: 'Group' (set to 'All'), 'Year' (set to 'All'), and 'Form' (set to 'All'). There are also date pickers for 'Dinners From' (Mon 15 Jul 2019) and 'Dinners To' (Fri 19 Jul 2019). A note below these filters states: 'Dinners from Monday the 15th of July 2019 to Friday the 19th of July 2019'.

The main content area of the window is titled 'Dinners (1 - 6 / 6)'. It contains a table with the following data:

Dinner Date	Paid Meals	FSM	UIFSM	Packed Lunches
Mon 15 Jul 2019	7	-	2	-
Tue 16 Jul 2019	2	-	-	-
<b>Totals</b>	<b>9</b>	<b>-</b>	<b>2</b>	<b>-</b>
Cost	£22.00			
Amount Received	£22.00			
Balance	-£20.00			

At the bottom of the window, there are buttons for 'Export' and 'Print', and three checkboxes: 'Exclude Staff', 'Exclude Offrolled Students', and 'Exclude Tuck Shop Items'.

## 4.2 Colour Selections

The Colour Selections section allows you to see at a glance which children have selected which types of dinner items, coded by colour. Eg...

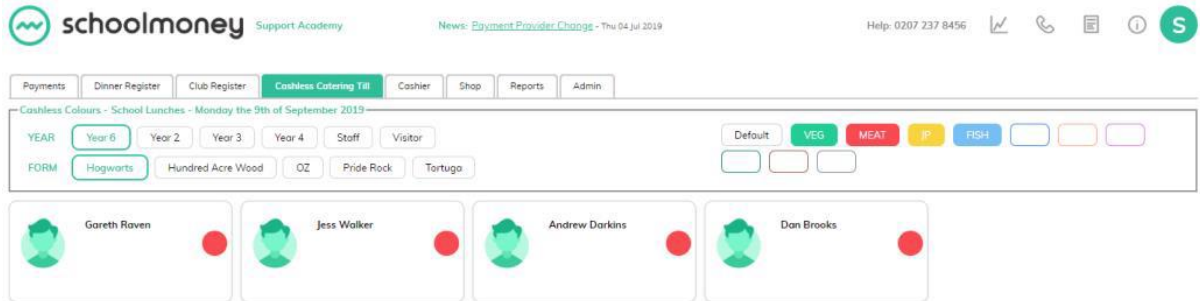
- Red - Meat
- Green - Veg
- Yellow - Jacket Potato
- Blue - Fish

These dinner item types can be added and allocated through the Dinner Items section in Admin. **Please see the [Administration Guide](#) for how to set this up.**

In the Cashless Catering Till, select the button in the bottom right-hand corner. This will bring up a list of years and form groups on the left-hand side and a list of the selections you have created on the right-hand side.

Select the year and form group you would like to see the information for on the left. On the right, click on the meal type you want to see the information for. You can select as many or as few meal types as you need at a time.

You will then be able to see by colour which pupils are having meat meals, veg meals etc. You will then be able to see by colour which pupils are having meat meals, veg meals etc.



[Back](#)

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## 5. Contact Details

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We hope this user guide has helped you to use the **SchoolMoney** system. If you have any questions or require further assistance, please get in contact with us and we will be more than happy to help.

Telephone number: **02072378456**

Online: [www.eduspot.co.uk/support](http://www.eduspot.co.uk/support)

We look forward to hearing any ideas or feedback you have about **SchoolMoney**, so let us know what you think!

