



schoolmoney

Dinners User Guide



communitybrands



Introduction

The Dinners section of the **SchoolMoney** system allows both parents to prepay for dinners online and the school to assess and record the data needed for the office and the kitchen.

This User Guide is a step-by-step manual that will help you navigate how to collect dinner money from your parents through the online system and also how to fill out the register, which marks the child as having taken the meal.

If you have never used dinners through **SchoolMoney** before, we advise that you call us on **02072378456** to book in a training session, so that we can set you up and talk through the best way to use this section of the system for your school.

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1. Setting up Dinner Payments

During your training on the **SchoolMoney** system, any information regarding your school dinners will be set up by your trainer or a member of the **SchoolMoney** team. This will include how much the dinners cost and adding your students into the payment. Once this has been set up, you will be able to start creating your dinner payments and registers.

*If you need a new group set up or have not been trained on dinners, please call **02072378456**. A member of the team will be able to book you a training.*

1.1 Creating the weekly payment from the Dinner Register

Regardless of how you will be using our Dinner module, you must always set up your payments on a weekly basis.

To set up your week's payment, you will need to go to the Register tab in **SchoolMoney**. This will bring up a register showing all of the students that have been added to the payment.

Student Name	Year Group	Form	M	T	W	T	F	Cost this register	Cost so far	Paid so far	Arrears	Paid in advance
Bhandari Aakanksha	Year 6	Tortuga	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					£0.00
Bloggs Joe	Staff	Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					£0.00
Brooks Dan	Year 3	Hogwarts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					£0.00
Chouhan Tejash	Year 4	Tortuga	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					£0.00
Darkins Andrew	Year 2	Hogwarts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					£0.00
Darkins Luke	Year 6	Hogwarts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					£0.00
dharamshi veena	Year 3	Hundred Acre Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					£0.00
Dunn Daniel	Year 4	OZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					£0.00
Guest Glen	Year 6	Hundred Acre Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					£0.00
Harry Prince	Year 6	Tortuga	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					£0.00
Holmes Leigh	Year 6	Pride Rock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					£0.00
Hook Lydia	Year 4	Narnia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					£0.00
Howard Russel	Visitor	Visitor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					£0.00
Jakeman Alex	Year 3	Hundred Acre Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					£0.00

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

Copy Bookings Export Print Save

There are some filters (left to right) along the top of the screen:

- **Dinner Group Filter:** This will allow you to swap between your dinner groups (school or staff for example).

- **Date:** This allows you to change the week you are looking at on the register. It automatically defaults to today's date. Please change this to the correct week when setting up your payment.
- **Filter:** This allows you to filter for year groups and form groups if you ever need to break the register down.
- **Show Bookings Only:** When this is ticked, it will only show students that have marks against their names. Anyone without bookings for the whole week will not be shown.
- **Show Off Rolled:** When ticked, this will include any students that have left the school on the list.

Once you have filtered correctly, you need to select the 'Save' button in the bottom right-hand corner.

Once the register has been saved, press F5 on your keyboard to refresh the system and send you back to the Payments tab.

Status	Description	Reference	Type	Due Date	Students	Total Outstanding	Total Amount	Last Message Date
Online	School Lunches	W/C 09 Sep 2019	Dinner Money	Fri 13 Sep 2019	38	£0.00	£0.00	Not Contacted

Your payment has now been set up and is ready to use!

1.2 Creating multiple weekly payments from the Payments Tab

If you would like to set up your Dinner Payments in bulk, you can do this easily within the Payments Tab. We recommend that it is best to set up the Dinner Payments a half-term at a time.

To set up multiple weeks' payment, you will need to go to the Payments tab in **SchoolMoney** and click on the green Add Button in the bottom right corner.

In the Payments Type drop-down, select the Dinner Money option, and click on the Create Payment button.

If you have more than one Dinner Register set up (i.e. if you have one for School Dinners and one for Staff Dinners) please ensure that you have selected the correct register from the Select Dinner Register drop-down at the top.

Then, use the two Date buttons to choose the Start Date and End Date of the period for which you would like to generate the dinner payments, and click on the Save Button.

You will see a confirmation message to show that the payments have been set up successfully. Click OK. Your new Dinner Payments will now have been added to your payments list.

Payments List (1 - 9 / 9) Select All None									
△	Status △	Description △	Reference △	Type △	Due Date △	Students △	Total Outstanding △	Total Amount △	Last Message Date △
<input type="checkbox"/>	Offline	School Dinners	W/C 29 Mar 2021	Dinner Money	Thu 01 Apr 2021	20	£0.00	£0.00	Not Contacted
<input type="checkbox"/>	Offline	School Dinners	W/C 22 Mar 2021	Dinner Money	Thu 25 Mar 2021	20	£0.00	£0.00	Not Contacted
<input type="checkbox"/>	Offline	School Dinners	W/C 15 Mar 2021	Dinner Money	Thu 18 Mar 2021	20	£0.00	£0.00	Not Contacted
<input type="checkbox"/>	Offline	School Dinners	W/C 08 Mar 2021	Dinner Money	Thu 11 Mar 2021	20	£0.00	£0.00	Not Contacted
<input type="checkbox"/>	Offline	School Dinners	W/C 01 Mar 2021	Dinner Money	Thu 04 Mar 2021	20	£0.00	£0.00	Not Contacted
<input type="checkbox"/>	Offline	School Dinners	W/C 22 Feb 2021	Dinner Money	Thu 25 Feb 2021	20	£0.00	£0.00	Not Contacted

If you have a second Dinner Register group set up (e.g. For Staff Dinners), please follow the steps again, remembering to choose the correct register from the Select Dinner Register drop-down.

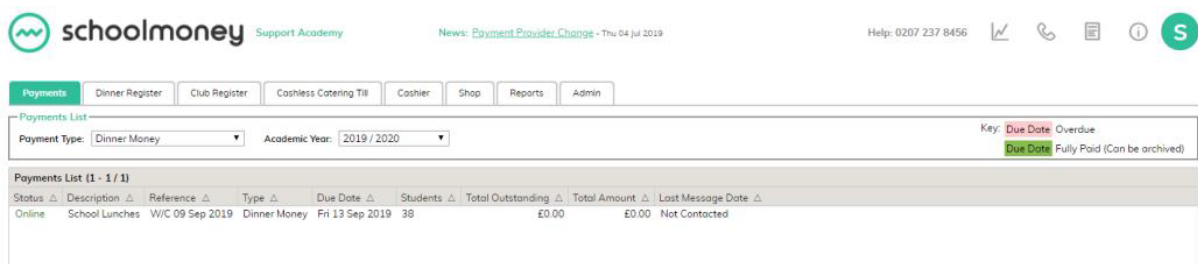
1.3 Adjusting your Dinner Payment

Now that you have set up your dinner week, you can go into the payment to adjust any information, such as:

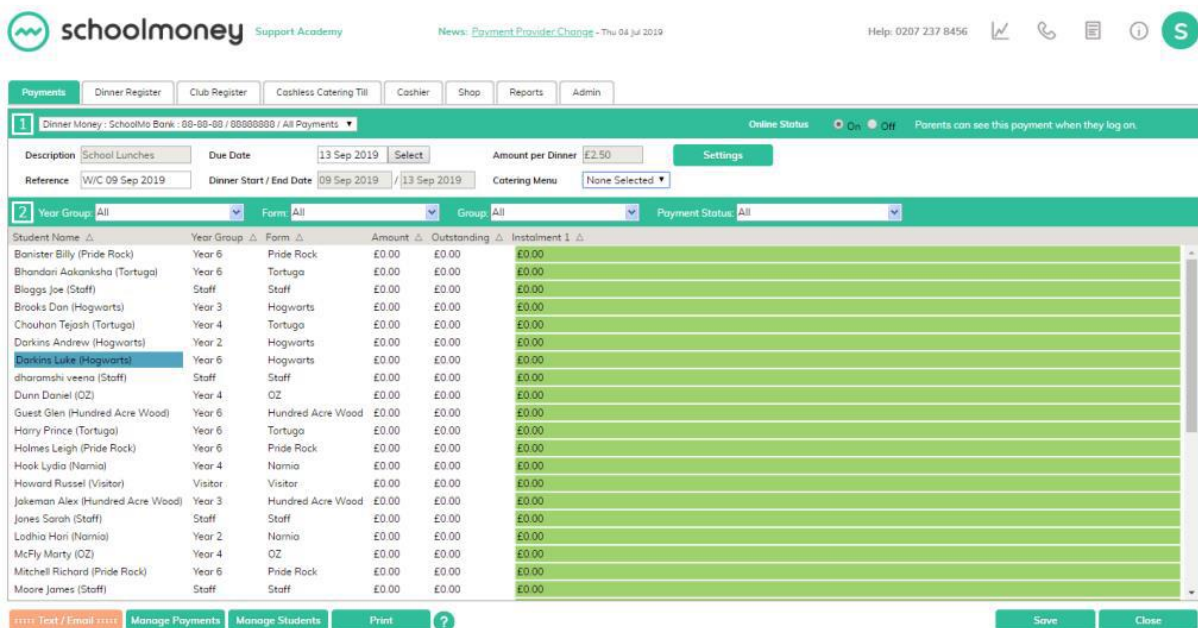
- Setting the payment to live, so parents can pay or book online.
- Adding and removing children as they leave or enter the school.
- Contacting the parents via text/email.

If you need to amend your dinner prices, please refer to our separate Administration Guide.

Find your dinner week on the payments page.

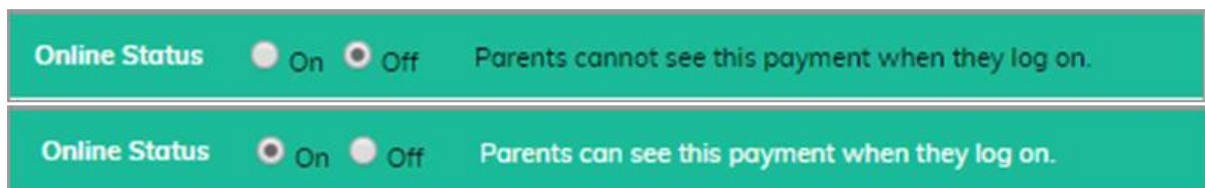


Double click into the payment so that it brings up the information.



To make the payment live, you can send out a text or email using the ‘Text/Email Parents’ button in the bottom left-hand corner just as you would with trips (Please see the [SchoolMoney User Guide](#)). This will let the parents know that they can go online and pay for dinner money.

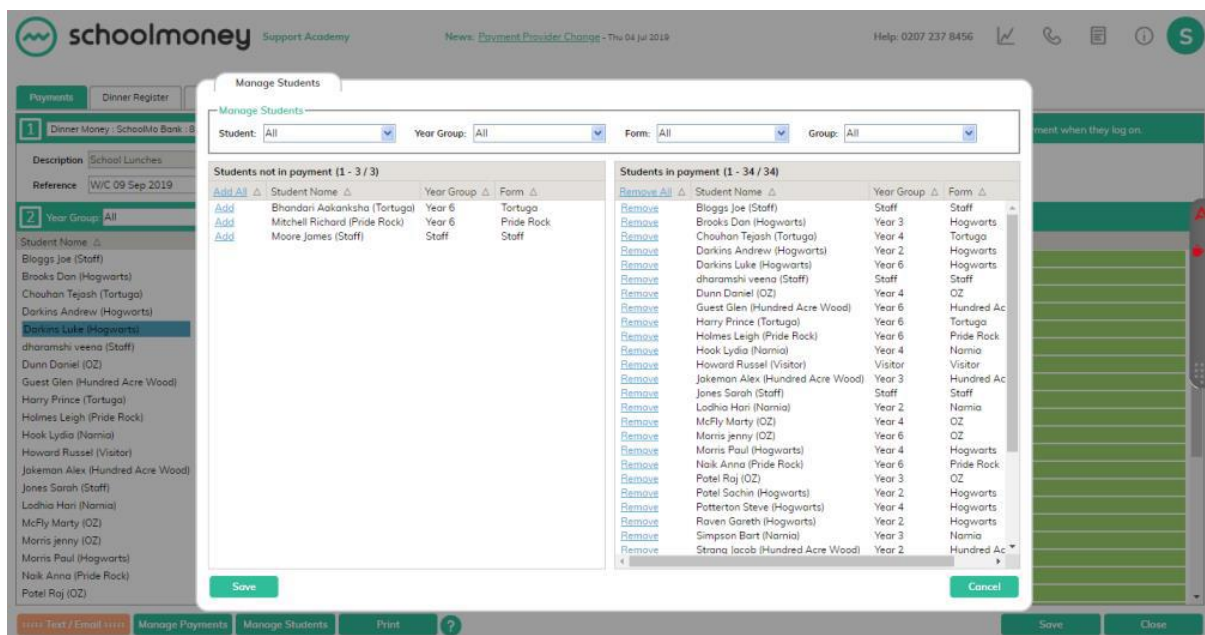
You can also manually turn the payment live by changing the payment status to ‘On’ in the top right-hand corner. Once you have done this, press ‘Save’, and the parents will now be able to see the payment when they log in.



You may want to add new students into your dinner payments if they join the school during the year. Click on ‘Manage Students’ in the bottom left-hand corner.



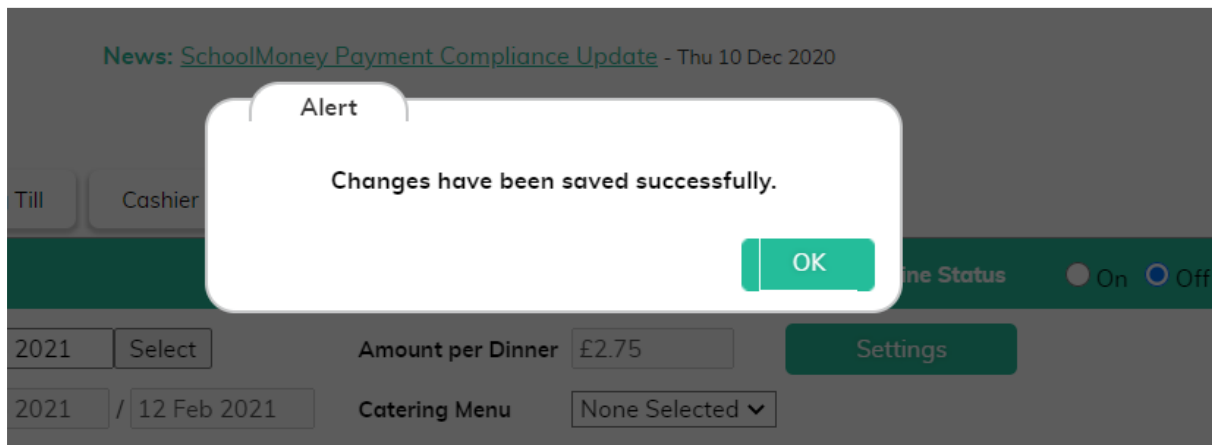
This will then bring up a list of all students who have not been added to the payment on the left-hand side of the screen.



Select the 'Add' link next to the name of the child you would like to move over, and they will be added to the list of children on the register.

If you would like to remove a child from the register, click on the 'Remove' link next to their name on the right-hand side of the screen.

Once the correct children are on the right-hand side, click 'Save' in the bottom left-hand corner. The register will have been updated.



2. Marking & Using the Register

Now that the payments have been set up, you will need to start filling in the register. This can be done in a variety of ways. The most common examples are:

- Admin staff mark it off in the office after receiving paper registers.
- Teachers mark the meals directly onto **SchoolMoney** in the classrooms.

To begin, go to the Register tab and filter as needed (**correct dinner group, correct date and correct year/form group**).

Once you have filtered correctly, you can then mark off the meals for that day by clicking into the box for each child who has had a meal. Boxes can be selected in advance and removed at a later time if required.

Student Name	Year Group	Form	M	T	W	T	F	Cost this register	Cost so far	Paid so far	Arrears	Paid in advance
Bloggs Joe	Staff	Staff						£0.00	£17.30	£7.20	-£10.10	
Brooks Dan	Year 3	Hogwarts						£0.00	£37.60	£30.70	-£6.90	
Chouhan Tejash	Year 4	Tortuga						£0.00	£27.50	£22.50	-£5.00	
Darkins Andrew	Year 2	Hogwarts						£0.00	£0.20	£0.00	-£0.20	
Darkins Luke	Year 6	Hogwarts						£0.00	£54.30	£41.60	-£12.70	
aharamshi veena	Year 3	Hundred Acre Wood						£0.00	£0.00	£0.00		£0.00
Dunn Daniel	Year 4	OZ						£0.00	£32.50	£15.90	-£16.60	
Guest Glen	Year 6	Hundred Acre Wood						£0.00	£41.60	£41.00	-£0.60	
Harry Prince	Year 6	Tortuga						£0.00	£0.00	£0.00		£0.00
Holmes Leigh	Year 6	Pride Rock						£0.00	£16.00	£18.80		£2.80
Hook Lydia	Year 4	Narnia						£0.00	£21.20	£21.20		£0.00
Howard Russel	Visitor	Visitor						£0.00	£23.10	£15.00	-£8.10	
Jakeman Alex	Year 3	Hundred Acre Wood						£0.00	£39.40	£30.60	-£8.80	
Jones Sarah	Staff	Staff						£0.00	£18.20	£18.20		£0.00

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

Copy Bookings Export Print Save

Each coloured tick represents something different:

Green: paid hot meal

Blue: free hot meal (financial aid)

Brown: universal free hot meal (years R, 1, 2)

If the child you are marking defaults to hot meals, the first time you mark the register it will become green/blue/brown. If you click the box a second time it will turn purple to indicate the child is having a packed lunch. If you click it a third time the box will become blank again.

If the child defaults to packed lunches the first time you click the box it will turn purple. If you click the box a second time it will change to green/blue/brown to represent a hot meal.

If you do not want to tick each child one-by-one, you have the option to mark off all students in one go. To do this, first of all, ensure that you have set the filter at the top to 'All' (if you want to mark off the whole school), or an individual class or year group if you would like to mark a class at a time.

Then, select the day drop-down, where you have various options available to help you mark off all of the students:

Student Name	Year Group	Form	M	T	W	T	F	Cost this register
Bloggs Joe	N2	Button Moon	Purple	Purple	Purple	Blue	Open Dropdown	2.99
bLOGGS Joseph	Visitor	Visitor	Purple	Purple	Purple	Purple		0.00
Brookes Mike	Year 5	Narnia	Blue	Blue	Blue	Blue		1.96
Daniels Roger	Visitor	Visitor	Blank	Blank	Blank	Blank		0.00

- **Marks All Defaults:** This will mark each student down with their default meal according to their preference set up in the Meal Patterns. *(If you are a SIMS user then these meal patterns will have automatically imported from SIMS. If you use another MIS system, you can set them up under the student profiles in Admin and Students. You can find more information about this in our Administration guide).*

- **All Dinners:** This will mark each student down for a School Meal, regardless of what their meal preference for the day is. It will automatically allocate either a Paid, Free, or Universal Free meal depending on their status.

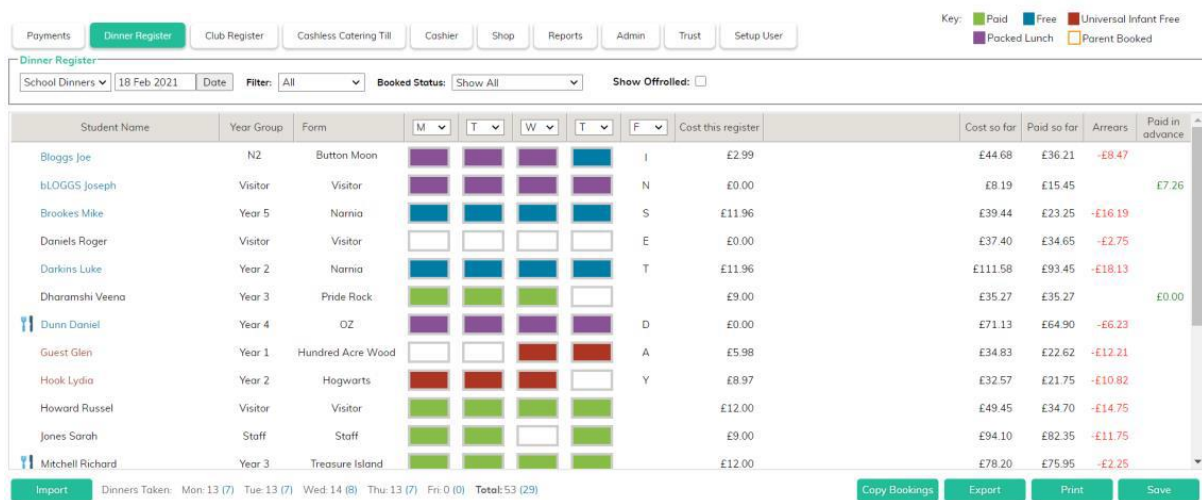
- **All Packed Lunch:** This will mark each student down for a Packed Lunch, regardless of what their meal preference for the day is.

- **Select None:** This will clear the register of all marks and clear the day's meals. *Only do this if you are sure you want to remove all marks as they cannot be recovered once you have saved. Any money paid towards those meals will automatically be credited back to the students' accounts.*

You can then work through the list and make any amendments as necessary. Please remember to click on the Save button once you have finished.

This box also allows you to set days as Holidays, Inset Days, and School Trips, in case there are times that you would have no marks in the register, or you wish to prevent parents from being able to book.

Please note that if you set a day as a Holiday, Inset Day or School Trip, any existing marks will be removed from the register and cannot be retrieved once you have Saved. Any money paid towards these meals will automatically be credited back to the students' accounts.



Student Name	Year Group	Form	M	T	W	T	F	Cost this register	Cost so far	Paid so far	Arrears	Paid in advance
Bloggs Joe	N2	Button Moon	■	■	■	■	I	£2.99	£44.68	£36.21	£8.47	
bLOGGS Joseph	Visitor	Visitor	■	■	■	■	N	£0.00	£8.19	£15.45		£7.26
Brookes Mike	Year 5	Narnia	■	■	■	■	S	£11.96	£39.44	£23.25	£16.19	
Daniels Roger	Visitor	Visitor	■	■	■	■	E	£0.00	£37.40	£34.65	£2.75	
Darkins Luke	Year 2	Narnia	■	■	■	■	T	£11.96	£111.58	£93.45	£18.13	
Dharamshi Veena	Year 3	Pride Rock	■	■	■	■		£9.00	£35.27	£35.27		£0.00
Dunn Daniel	Year 4	OZ	■	■	■	■	D	£0.00	£71.13	£64.90	£6.23	
Guest Glen	Year 1	Hundred Acre Wood	■	■	■	■	A	£5.98	£34.83	£22.62	£12.21	
Hook Lydia	Year 2	Hogwarts	■	■	■	■	Y	£8.97	£32.57	£21.75	£10.82	
Howard Russel	Visitor	Visitor	■	■	■	■		£12.00	£49.45	£34.70	£14.75	
Jones Sarah	Staff	Staff	■	■	■	■		£9.00	£94.10	£82.35	£11.75	
Mitchell Richard	Year 3	Treasure Island	■	■	■	■		£12.00	£78.20	£75.95	£2.25	

Once you have filled out your register, press 'Save' in the bottom right-hand corner of your screen. This will update the system with all of the costs that the children have accumulated.

You can fill the register out on a daily or a weekly basis.

The costs will appear on the right-hand side of the screen, allowing you to always see if a child is in debt or credit for dinner money.

3. Free School Meals & Dinner Preferences

If any of your children are Free School Meals or if they have specific meal patterns, these will need to be set up before you start using the system. You will need to do this manually through the Admin tab.

Please note: if you have Infant children in the school who are under the Government Universal Free School Meal scheme, then this will already be set up for you, and any reception, year 1 and year 2 children will automatically be free.

To start, open up [SchoolMoney](#), select the Admin tab and click on the 'Students' icon.

The screenshot shows the SchoolMoney Admin interface. At the top, there's a navigation bar with tabs: Payments, Dinner Register, Club Register, Cashless Catering Till, Cashier, Shop, Reports, and Admin (highlighted). Below the navigation bar, there's a header with the SchoolMoney logo, 'Support Academy', a news item 'Payment Provider Change - Thu 04 Jul 2019', and a help number '0207 237 8456'. On the right, there are icons for help, search, and a user profile.

The main content area is divided into three sections:

- Student Details:** Forename: Lauren, Surname: Strang, Gender: Female, Year: Year 3, Form: Hogwarts, ADNO: 14, Admission Status: On Roll, Medical Information: Asthma.
- Parent Details:** Parent Title: Mrs, Parent Forename: Debra, Parent Surname: Strang, Mobile: +44, Email: lauren.strang@eduspot.co.uk, Offline Contact: (checkbox).
- School Dinners:** School Dinner Days: Mon, Tue, Wed, Thu, Fri (checkboxes), Free School Meals: (checkbox), Cashless Pin: 0009, Dietary Information: (text area).

At the bottom, there are buttons for 'View Parents', 'Reset Password', 'Save', and 'Cancel'. A barcode and 'Print Paypoint Slip' button are also visible on the right side.

3.1 Free School Meals

If you have the SIMS link V44 then your FSM students will come across automatically.

When you open up their information page, there will be a box halfway down that says Free School Meals; tick this and it will pop up with two date boxes.

The screenshot shows a close-up of the 'Free School Meals' section. It includes a checkbox labeled 'Free School Meals' which is checked. Below it, there are two rows of date selection:

- Entitlement Starts: 28 Feb 2018 (with a 'Start' button)
- Entitlement Ends: 28 Feb 2018 (with an 'End' button)

These boxes allow you to choose the entitlement dates for that child's free school meals. Click on the 'Start' and 'End' buttons; this will bring up a calendar. Choose the dates and press 'OK.'

Once you have picked the dates, you will need to press the save button in the bottom right-hand corner. Now the child's amount will always be 0.00 and they will appear as blue on the register when ticked.

3.2 Dinner Preferences

If you have the SIMS link V44 then your dinner preferences for each child will come across automatically.

Above the option of free school meals, you will have the option of 'School Dinner Days;' these tick boxes dictate whether a child will be automatically marked on the register as a hot meal or a sandwich.

If the days have ticks in the boxes, it means they are down as hot meals.

School Dinner Days:	Mon	Tue	Wed	Thu	Fri
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If the days have no ticks, it means they are down as sandwiches.

School Dinner Days:	Mon	Tue	Wed	Thu	Fri
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once any changes have been made, select 'Save' in the bottom right-hand corner. Any changes will be reflected when you mark off the register.

4. SIMS Attendance Import

If you take your attendance in SIMS and do not want to mark another register for dinners, you can import your attendance into our Dinner Register. This automatically marks off which students are in school that day and leaves any students that aren't blank. If you are going to be using the SIMS Attendance import you need to make sure that your meal preferences are in the **SchoolMoney** system so that your children are coded the correct colour when the report is imported.

4.1 Setting up the Import

The below instructions, only need to be completed the first time you run the import.

Downloading the Report

- 1) Login to www.teachers2parents.co.uk
- 2) Select the T2P icon
- 3) Click on the ADMIN link
- 4) Select the SETUP SIMS tab
- 5) Click on the ATTENDANCE REPORT link (Make sure this is saved with the extension .RptDef)

Uploading the Report

- 1) Login to SIMS.net
- 2) Click on REPORTS and select IMPORT
- 3) Click on Open, navigate to the saved file and open it
- 4) Click on the IMPORT button
- 5) Click on the CLOSE button

4.2 Running the Import

The below instructions need to be followed on a daily basis to run the report from SIMS and import it into **SchoolMoney**.

Running the Report

- 1) Click on Reports and select Run Reports
- 2) Click on the Plus Icon by FOCUS
- 3) Click on Student
- 4) Double Click on T2P Attendance
- 5) Select the Date for the Attendance Information
- 6) Click on OK

Importing into SM

- 1) A text file should open displaying the data for all the students who have not attended for the given date
- 2) Copy all the information in the file
- 3) Login to **SchoolMoney**
- 4) Go to the Register
- 5) Select the Date you wish to import information into
- 6) Click in the box next to the Import button
- 7) Paste the Attendance information
- 8) Click on the Import button

5. Dinner Groups & Pre Booking

If you would like any extra Dinner Groups adding to the system, please call our support team on **02072378456** and they will be able to set these up for you.

If you require the parents to pre-book their child's dinner days online in advance and you would like this option on your system, please get in touch with the support team and they will be able to set that up for you.

6. Contact Details

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**

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

