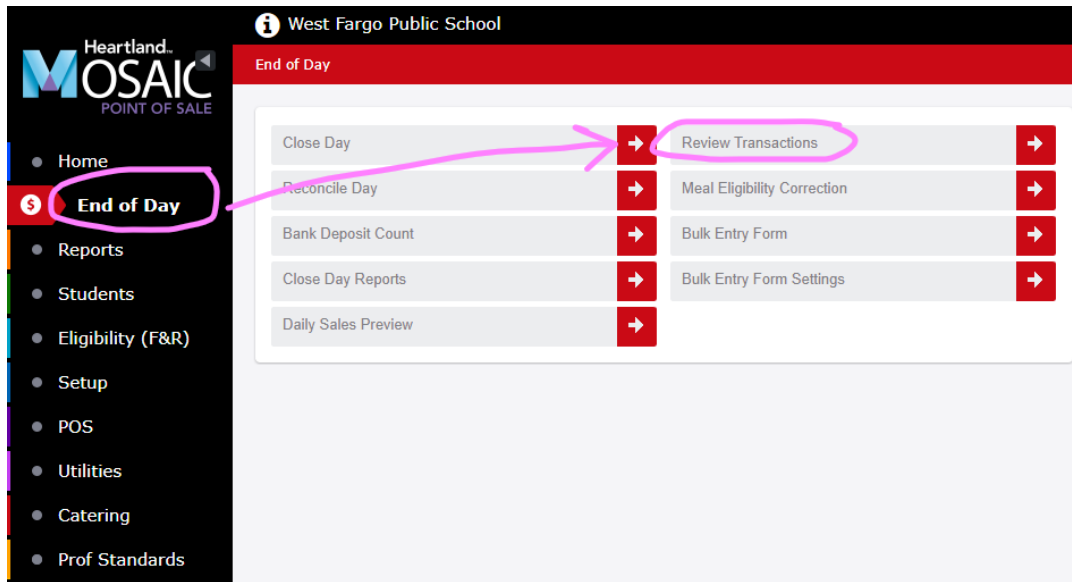


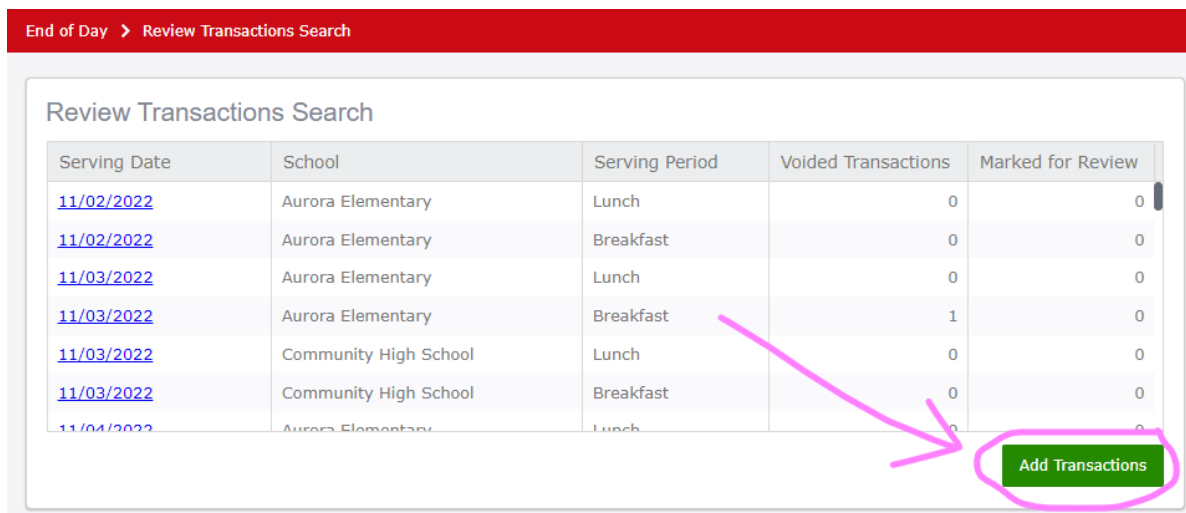


How to Charge an Adult Meal with no Lunch Account or ID

- Click 'End of Day' on the left side of the screen.
- Click 'Review Transactions'.



- Click the green button 'Add Transactions'





- Select your school.
- Select the serving period that you need to charge the meal to.
- Select the date of the meal.
- Click the green button 'Continue'.

End of Day > Review Transactions Search > Add Transactions

Add Transactions

School Name

West Fargo High ...

POS Number

0

Serving Period

Lunch

Serving Date

November 2022

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8				

Cancel

Continue



- Click the green button 'No-ID Adult'.

West Fargo Public School

End of Day > Review Transactions Search > Add Transaction > Student Search

Advanced Search

Last Name	<input type="text"/>	First Name	<input type="text"/>
POS ID	<input type="text"/>	School	<input type="text"/>
District ID	<input type="text"/>	Birth Date	<input type="text"/>
Other ID	<input type="text"/>	Active	Yes
Grade	<input type="text"/>	Homeroom	<input type="text"/>
Status	<input type="text"/>	SSN	<input type="text"/>
Phone Number	<input type="text"/>		

Reset No-ID Sale **No-ID Adult** Search

- Double click on 'ES Meal' on the right side of the screen (or whatever they are purchasing).
- Enter in the amount of cash or check they gave you in the appropriate spot.
- Click the green button 'Finish'.

End of Day > Review Transactions Search > Add Transaction > Student Search > POS Transaction Maintenance

West Fargo High School Lunch POS #: 0 (slee) Tue 2:37:03 PM 11/8/2022

Name	Starting Balance	Ending Balance	Status	POS ID	District ID	Grade	Homeroom	Birth Date	Charge Limit
, Adult	0.00	0.00	Adults	@99999999	999999990	None	None	3/15/1992	\$0.00

Medical Alerts

Serving Line Notes

Qty.	Full Name	Price	X
1	ES Meal	3.70	

Amount Due 0

Amount Tendered

Account : 0.00

Cash 3.70

Check 0.00

Change Due 0.00

Deposit Change

Check #

3. Finish Charge

Menu Product Search

Full Name	Type	Price
Coffee	Ala Carte	2.00
Cookie	Ala Carte	0.60
Cream Cheese	Ala Carte	0.35
ES Meal	Meal	3.70
Extra Breadstick	Ala Carte	0.75
Fruit	Ala Carte	0.75
HS Meal	Meal	3.70
Izze	Ala Carte	1.25
Kickstart	Ala Carte	1.50
Milk	Ala Carte	0.50

Cancel