



Food Service Year End

February, 2011

Table of Contents

YEAR-END STEPS.....	3
RUNNING REPORTS.....	3
ACCOUNTS BALANCE REPORTS.....	4
ACCOUNT STATUS REPORTS.....	5
NEW YEAR POS.....	6
NEW YEAR ELIGIBILITY	10
REVIEW	13

This tutorial will show you how to complete the Year End Process for the Food Module.

The Food service year-end process must be done AFTER rolling over to the new school year

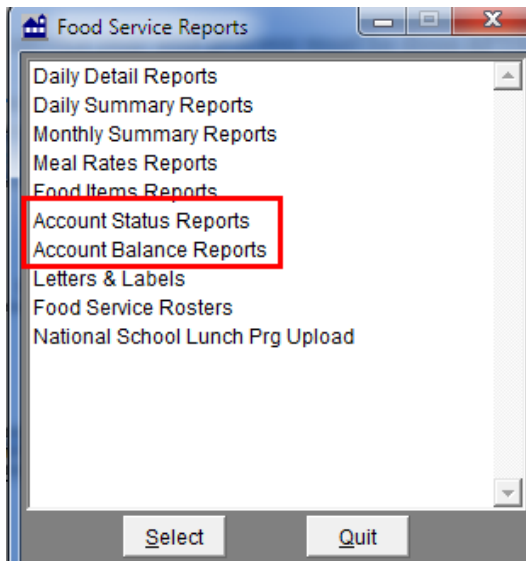
Year-End Steps

Before you start, there are several steps that need to be taken.

1. Send out letters to people having balances due
2. Get accounts cleaned up before closing the old year
3. Run Food Service reports and save to pdf.

Running Reports

To get to the reports, log in to FoxPro and go to Food Service > Reports.



At minimum, run two of the reports for each individual school. The first one is the **Account Status Reports**. The other is the **Account Balance Reports**, which you'll run for all students, faculty and patrons.

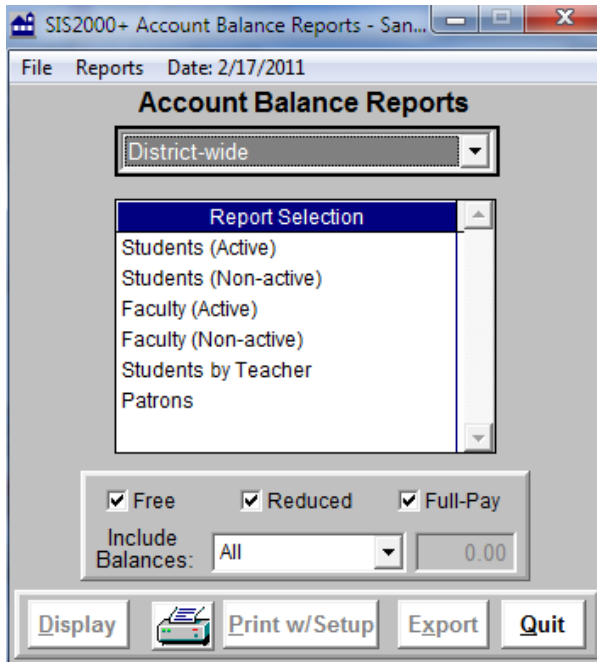
These reports will be very valuable if parents or others need to get this information in the future.

Reminder: Save all reports to .pdf format. In addition, print the reports and save them on multiple storage media that can be saved offsite.

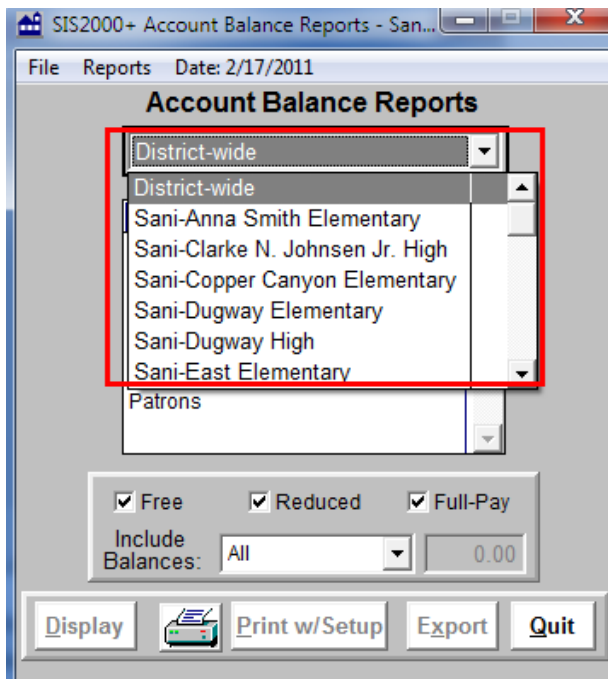
You'll have to run **all** reports for **each** individual school. You can do this per school if you are logged on to an individual school or you can do it more easily for each school if you are logged on to the district office.

Accounts Balance Reports

Let's look at the Account Balance Reports.



In the example above, the user is logged in to the district office. You can use the drop-down box at the top of the screen to choose each school, one by one, and then run the report for each school individually.

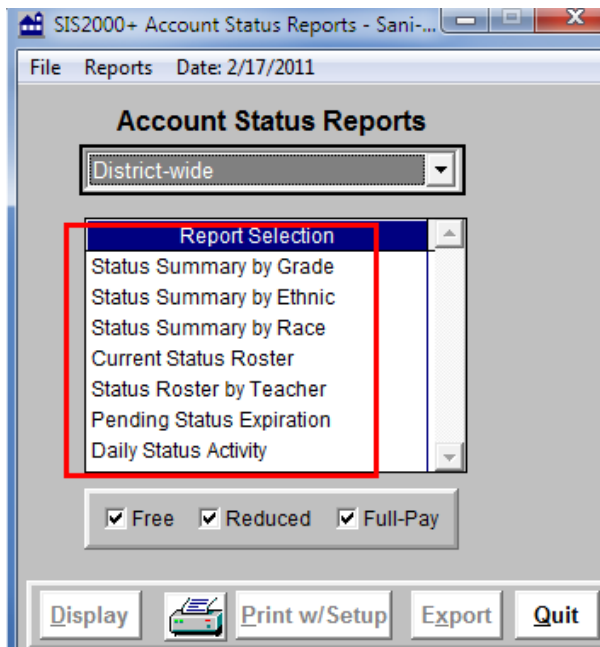


If you were to leave the drop-down selection as “District-wide”, you would not get any of the faculty, patrons, or non-active students.

Once you select a school, you’ll need to run each of the six reports for that school. Do this process for each school in the district.

Account Status Reports

Next, you’ll need to run the Account Status Reports. You’ll need to run each of the seven reports for each school. Just as with the Account Balance Reports, save the report results to pdf, as well as to another media that can be saved offsite.



Now that you’ve run and saved the reports, you can run the Year-end processes.

First, who should you be logged in as: a District or as a School?

For a school district with multiple schools, you would do all the year-end processes logged in as the district. Remember that when you back-up data or bring balances forward, you are doing it for the entire database, which means all schools in the district.

For charter schools, if you had multiple tracks in one year, you too would need to be in the district office. If you only had one track, the year-end process can be completed either in the school or in the district office.

New Year POS

Go to Main Menu > Food Service > Administration > New Year POS.

POS stands for Point of Sale.

Important:
Food Service New Year functions must be performed AFTER all other Student New Year procedures have been completed.

New Food Service year: 2010 - 2011
Enrollment for year 2011: 423

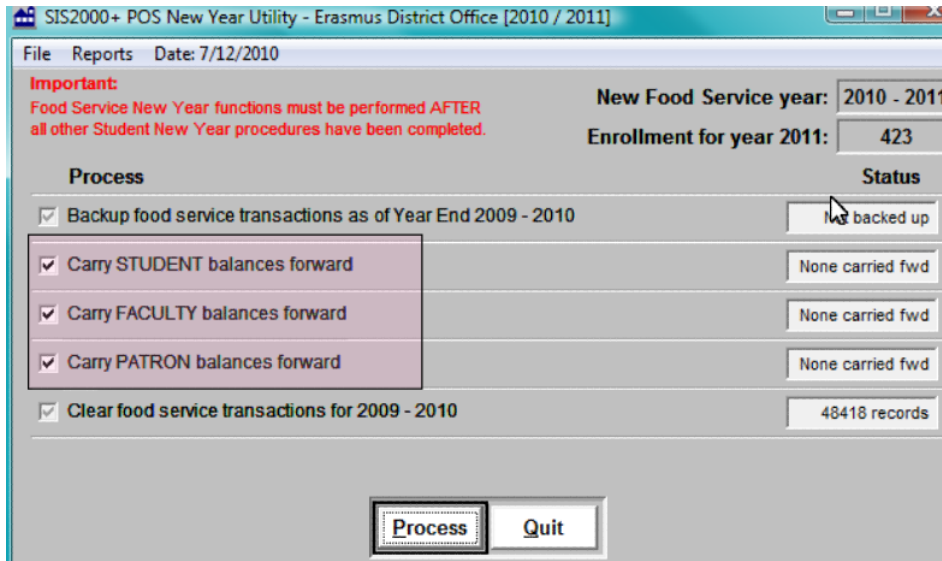
Process	Status
<input checked="" type="checkbox"/> Backup food service transactions as of Year End 2009 - 2010	backed up
<input checked="" type="checkbox"/> Carry STUDENT balances forward	None carried fwd
<input checked="" type="checkbox"/> Carry FACULTY balances forward	None carried fwd
<input checked="" type="checkbox"/> Carry PATRON balances forward	None carried fwd
<input checked="" type="checkbox"/> Clear food service transactions for 2009 - 2010	48418 records

Process Quit

When you enter the New Year POS screen at this point, all the checkboxes will be checked by default. The uppermost and bottom checkboxes will both be disabled, so that you can't uncheck them. This insures that information for the year will be backed up. Also, it insures that those transactions will be cleared to make room for the current year's transactions.

This reminds us how important it is to run and save all the reports against the database BEFORE you clear the transactions.

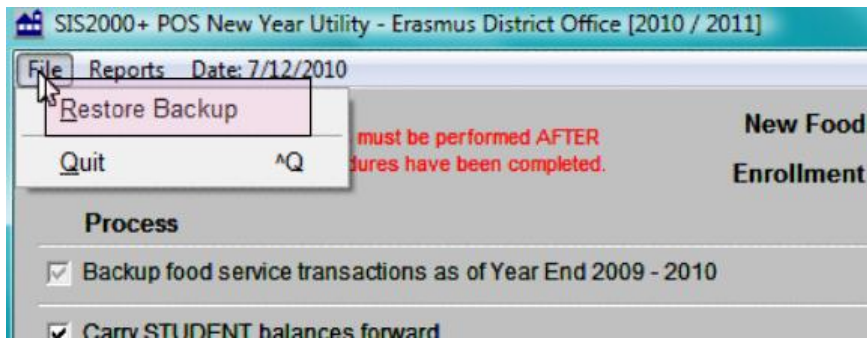
The best time to run the New Year POS screen is any time before the start of the new school year. The three boxes in the middle enable you to carry your balances forward.



The program gives you the ability to uncheck one or more boxes, but that would only happen in a special case. In general, just leave the boxes checked to carry forward Student, Faculty, and Patron balances.

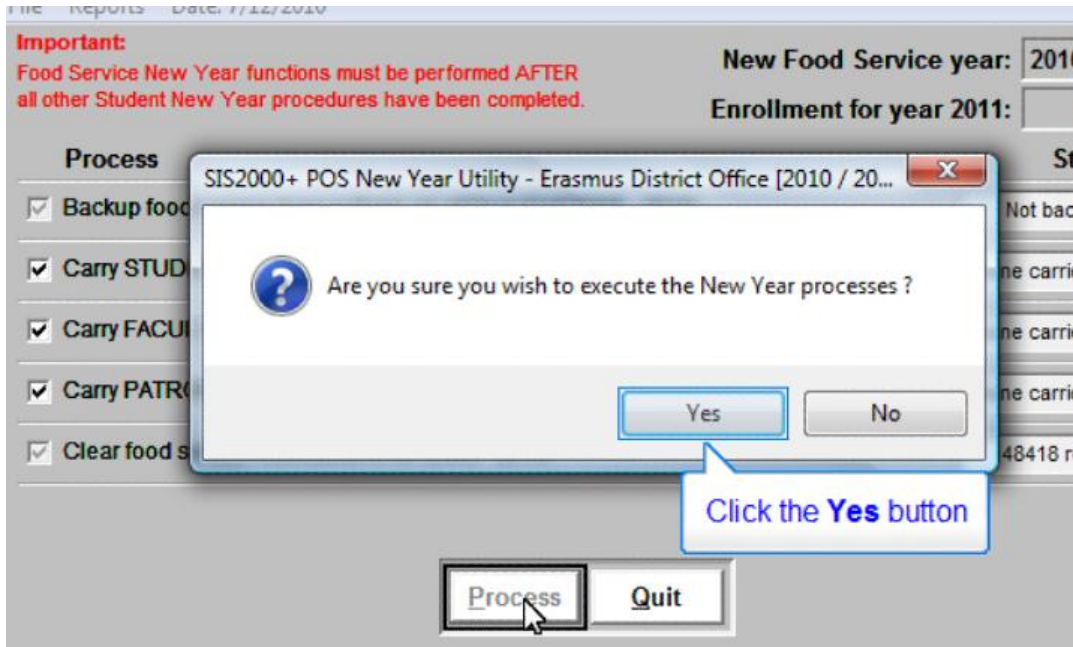
Next, click on Process.

A Safety tip: It would be extremely rare, but if your connection were to go down after you click Process, there is a way to recover. To do this go to File > Restore Backup.

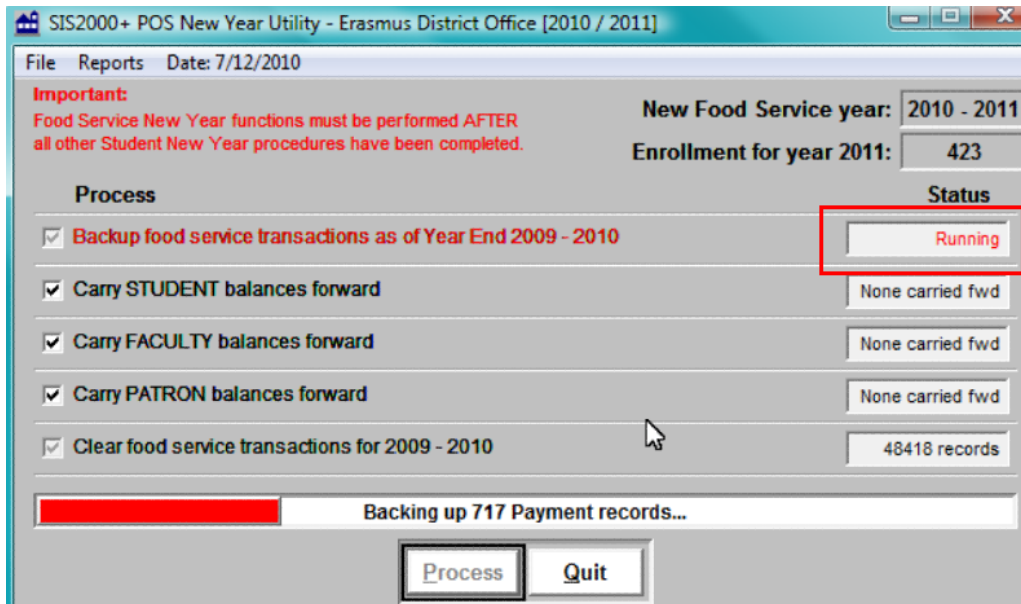


Restoring the backup will reverse what has been done to that point.

Press Process. You will get the following question.

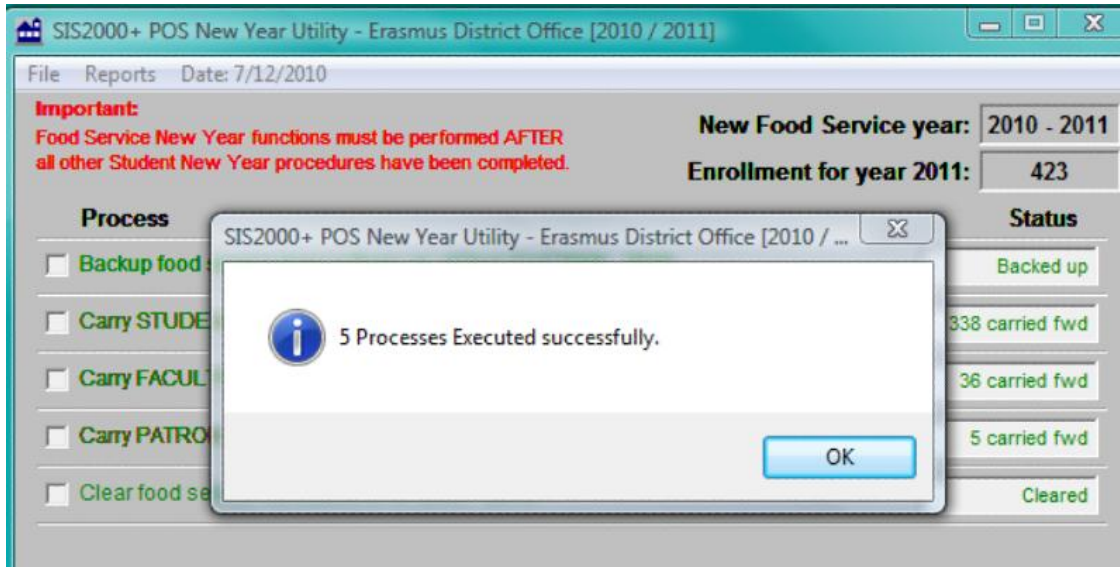


If you are sure, press Yes.



Running the process will take several minutes, but you'll be able to see the progress.

When the process is complete, you will see the following:



You can see under Status what processes have been completed.

Press OK.

You may notice that the checkboxes are unchecked now.

If you don't put your eligibility applications into SIS, then you are done with the Food Service Year End Process.

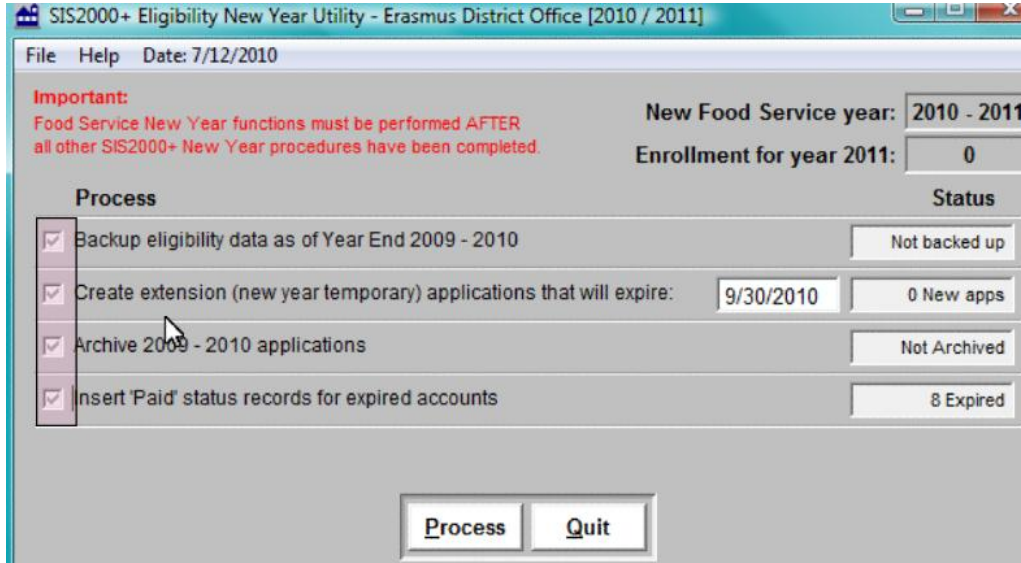
However, if you DO put your eligibility applications into SIS, you have one more important step to complete.

Press Quit on the screen and then click on the New Year Elig button.



New Year Eligibility

The timing of this step is very important. This step **MUST** be done **BEFORE SCHOOL STARTS** and **BEFORE** any new Eligibility Applications are entered. Otherwise you might have two applications for one student; one active application and a second temporary application that you would have to delete for one student. This would be a problem because the dates would overlap.



Process	Status
<input checked="" type="checkbox"/> Backup eligibility data as of Year End 2009 - 2010	Not backed up
<input checked="" type="checkbox"/> Create extension (new year temporary) applications that will expire: 9/30/2010	0 New apps
<input checked="" type="checkbox"/> Archive 2009 - 2010 applications	Not Archived
<input checked="" type="checkbox"/> Insert 'Paid' status records for expired accounts	8 Expired

When you go into the Eligibility New Year Utility screen, all of the checkboxes are checked by default. That's because all of these processes need to happen.

By clicking the Process button, you'll be:

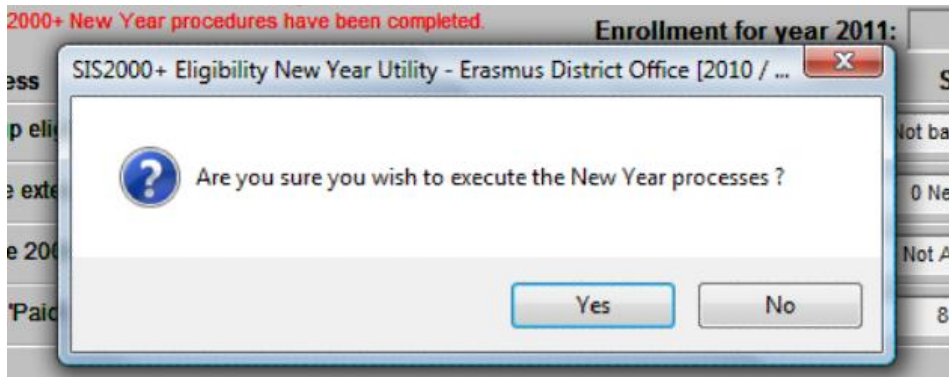
- Backing up your eligibility data for the old year
- Creating extension or New Year temporary applications and these will expire on the date entered in the box on the right.
 - By default, that date will always come in as September 30 of the current year.
 - The date in the box actually needs to be **EXACTLY** thirty days from the first day of school. Including the first day of school and excluding any holidays and weekends.
 - So if September 30 is not the right date, you'll need to enter the correct date.
 - For example, if the first day of school is August 30, the date I would have to enter is October 12.
 - Be very careful because this is audited frequently.



- During these 30 days, when a temporary or extension application is in force, you will need to re-enter applications for all students needing them. The system will automatically change the status of the temporary application when you enter the real one. This is because you can't have two applications open at the same time for the same student.
- Of course, closed applications will stay in the system log.
- You'll archive applications from the prior school year.
- You'll be inserting "Paid" status records for expired accounts.

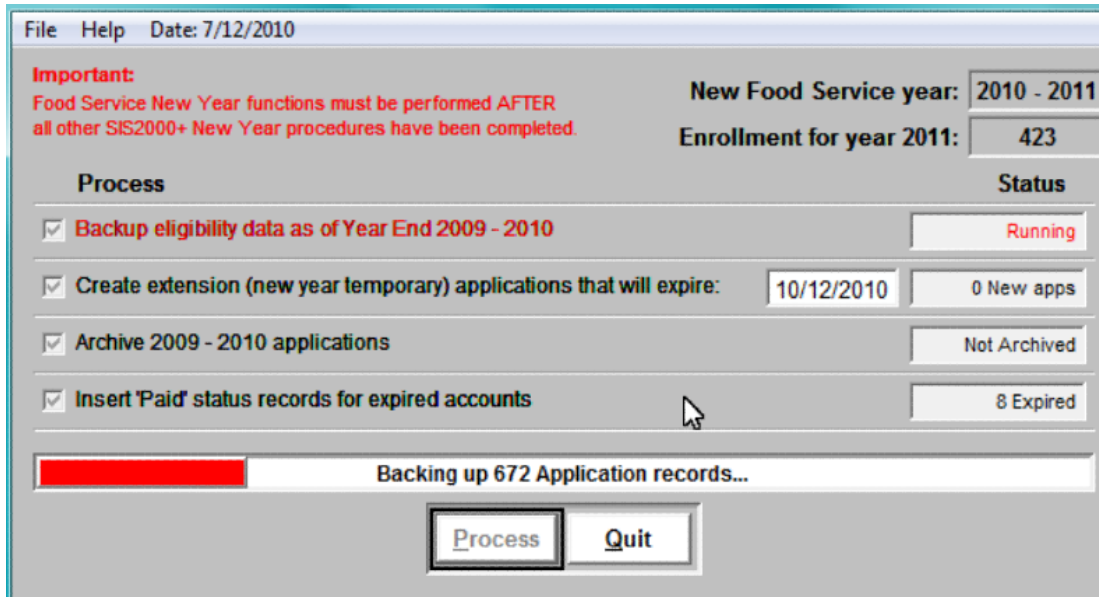
Press Process. Remember that if your connection goes down, you can restore the backup by going to File > Restore Backup.

When you press Process, you'll see the following:

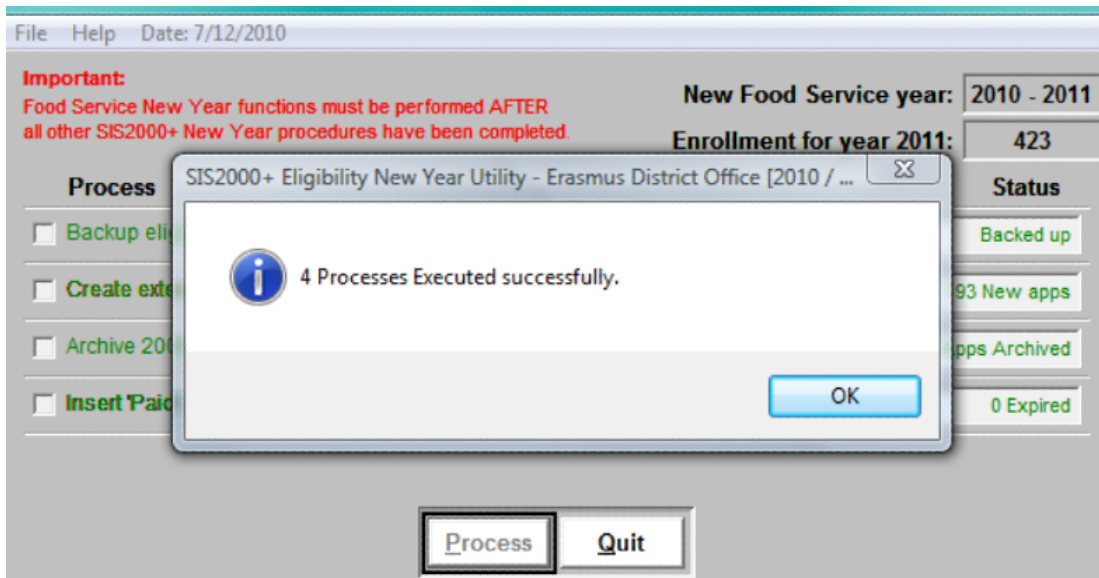


If you're sure, press Yes.

Running the four processes will take a few minutes, but the screen will show you the progress.



When the process is complete you'll see:



Press OK.

File Help Date: 7/12/2010

Important:
Food Service New Year functions must be performed AFTER all other SIS2000+ New Year procedures have been completed.

New Food Service year: 2010 - 2011
Enrollment for year 2011: 423

Process	Status
<input type="checkbox"/> Backup eligibility data as of Year End 2009 - 2010	Backed up
<input type="checkbox"/> Create extension (new year temporary) applications that will expire: 9/30/2010	193 New apps
<input type="checkbox"/> Archive 2009 - 2010 applications	Apps Archived
<input type="checkbox"/> Insert 'Paid' status records for expired accounts	0 Expired

Process Quit

Notice that the Status column tells you what has been done.

Press Quit.

The process is complete.

REVIEW

1. No food service year-end processing until the 'regular' year-end rollover has been completed.
2. Send letters and try to clean up accounts.
3. Run account reports and save them (.pdf) for future use.
4. Run PROCESS on the 'New Year POS' screen to back up, bring balances forward, and clear transactions.
5. If eligibility applications are done in SIS, run PROCESS on the 'Eligibility New Year Utility' screen.