

PRICE CHANGES

Open QSP Manager and Login

Goto Controls > Item Maintenance > Add/Edit Item

LOOKUP

Click Lookup at Bottom of Screen

Select Cafeteria

In the box below, find item you want to change and highlight it.

Select Item

Cafeteria:

Group:

Active Only:

Search:

Item Number	Description	Group	Price
1	Breakfast		.00
2	Lunch		.00
224	Extra Dressing .35	Ala-Cart	.35
233	Nachos Cheese ...	Ala-Cart	1.00
234	French Fries 1.00	Ala-Cart	1.00
235	Extra Fruit .75	Ala-Cart	.75
236	Extra Veggie .75	Ala-Cart	.75
237	Extra Entree 1.25	Ala-Cart	1.25
238	Extra W/O Lunch...	Ala-Cart	2.10

Click Ok

ALA CARTE ITEM

LOOKUP FIRST

Item	Sales Tax	Dietary Counts
Cafeteria: SOSI - Southeast Elem/Interm		Meal: <input type="checkbox"/>
Item Number: 234		Student Worker Meal: <input type="checkbox"/>
Item Description: French Fries 1.00		Count as Milk: <input type="checkbox"/>
Key Name: French Fries 1.00		Active: <input checked="" type="checkbox"/>
Price: 1.00		Use a Variable Price: <input type="checkbox"/>
Item Group: Ala-Cart		Sold by Weight: <input type="checkbox"/>

New Reset Save Print Lookup ... Sartox - 7/26/2011 3:27:04 PM (Edit_Item)

Item Description is what shows up on Reports.

Key Name is what shows up on the Lunch Screen Layouts.

Change Price and then Click Save at Bottom of Screen

*****If you changed Key Name you will have to edit your layout (described on last page)*****

MEAL ITEM

LOOKUP FIRST

The screenshot shows a software interface for editing a meal item. At the top, there are four tabs: 'Item', 'Sales Tax', 'Meal Prices' (which is highlighted with a red box), and 'Meal Reimbursement'. Below the tabs, the form contains several input fields and checkboxes. On the left side, there are four rows of input fields: 'Cafeteria:' with a dropdown menu showing 'SOSI - Southeast Elem/Interm', 'Item Number:' with a text box containing '2', 'Item Description:' with a text box containing 'Lunch', and 'Key Name:' with a text box containing 'Lunch'. Below these is a 'Price:' field with a text box containing '0.00'. On the right side, there are six checkboxes: 'Meal:' (checked), 'Student Worker Meal:' (unchecked), 'Count as Milk:' (unchecked), 'Active:' (checked), 'Use a Variable Price:' (unchecked), and 'Sold by Weight:' (unchecked). At the bottom of the form, there is a row of buttons: 'New', 'Reset', 'Save', 'Print', and 'Lookup ...'. To the right of the buttons is a status bar that reads 'Sartox - 7/28/2011 12:31:42 PM (Edit_Item)'. There are also two small square buttons with up and down arrows on the right side of the form area.

Main Page leave Price as \$0.00

Click on the Meal Prices Tab at Top (See Picture Above)

Select School

Select Meal Type (Depends on which meal you are changing: Lunch or Breakfast)

Continued on Next Page...

Item	Sales Tax	Meal Prices				Meal Reimbursement	
School:	SOSI - Southeast Elem/Intern						
Meal Type:	Lunch						
Meal Status	Patron Type	Active	Price	Reimb	SN	Sales Acct	Tax Acct
Denied	STUDENT	<input checked="" type="checkbox"/>	2.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(none)	(none)
	ADULT	<input checked="" type="checkbox"/>	3.00	<input type="checkbox"/>	<input type="checkbox"/>	(none)	(none)
	PS-3	<input checked="" type="checkbox"/>	2.40	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(none)	(none)
Reduced	STUDENT	<input checked="" type="checkbox"/>	0.40	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(none)	(none)
	ADULT	<input type="checkbox"/>	0.00	<input type="checkbox"/>	<input type="checkbox"/>	(none)	(none)
	PS-3	<input checked="" type="checkbox"/>	0.40	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(none)	(none)
Free	STUDENT	<input checked="" type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(none)	(none)
	ADULT	<input type="checkbox"/>	0.00	<input type="checkbox"/>	<input type="checkbox"/>	(none)	(none)
	PS-3	<input checked="" type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(none)	(none)
New	Reset	Save	Print	Lookup ...	Sartox - 7/28/2011 12:31:42 PM (Edit_Item)		

Change your Price here:

Denied – Student – Active – **Price** – Reimb

Denied – Adult – Active – **Price** – Not Reimb

Reduced – Student – Active – **Price** – Reimb

Free – Student – Active – **Price** – Reimb

Click Save at Bottom of Screen

*****If Meal Item Price Changed you may have to Edit your Credit Limits for students that Charge (on next Page)*****

CREDIT LIMITS

Goto Controls > Accounting Maintenance > Add/Edit Credit Limits

Select School

Patron Type – Meal Status – Max Daily Charge – Max Total Charge

Max Daily Charge is what a student can charge per day.

Max Total Charge is how far into the hole a student can go negative.

Make sure you change it accordingly to a Free, Reduced, and Denied Student and Denied Adult.

i.e. \$2.50 Max Day for \$10 Max Total means a student can charge up to \$2.50/day. Once that student hits a total negative of -\$10.00 on their account that student cannot charge its \$2.50/day anymore.

Patron Type	Meal Status	Max Daily Charge	Max Total Charge
ADULT	Denied	10.00	50.00
ADULT	Free	0.00	0.00
ADULT	Reduced	0.00	0.00
K-5	Denied	5.00	10.00
K-5	Free	0.00	0.00
K-5	Reduced	2.50	5.00
STUDENT	Denied	0.00	0.00
STUDENT	Free	0.00	0.00
STUDENT	Reduced	0.00	0.00

LAYOUT – (ONLY IF YOU CHANGED KEY NAME)

Goto Controls > Terminal Maintenance > Add/Edit Layout

Select Cafeteria

Select Layout

Click (and Hold) on Item and Drag Item from Layout to White Box on left then Release
This will update the item.

Now Click (and Hold) that Item from the White Box and Drag it back to the Layout

Save at Bottom

DO NOT, I REPEAT, DO NOT CLICK DELETE THIS WILL ERASE YOUR WHOLE LAYOUT TEMPLATE

For changes to take effect in QSP, you must log out of QSP POS and log back in.

For Help or Assistance, Please Call 1-800-669-0792

Sincerely,

Esber Support Team