

SIMS

helping
schools
inspire

Accredited Support



Keystone
MIS
SIMS Support & Training

Dinner Money

Frequently Asked Questions

Service Desk: 01482 238 700
Email: Support@KeystoneMIS.co.uk

www.KeystoneMIS.co.uk

<https://tinyurl.com/Support-SIMS>

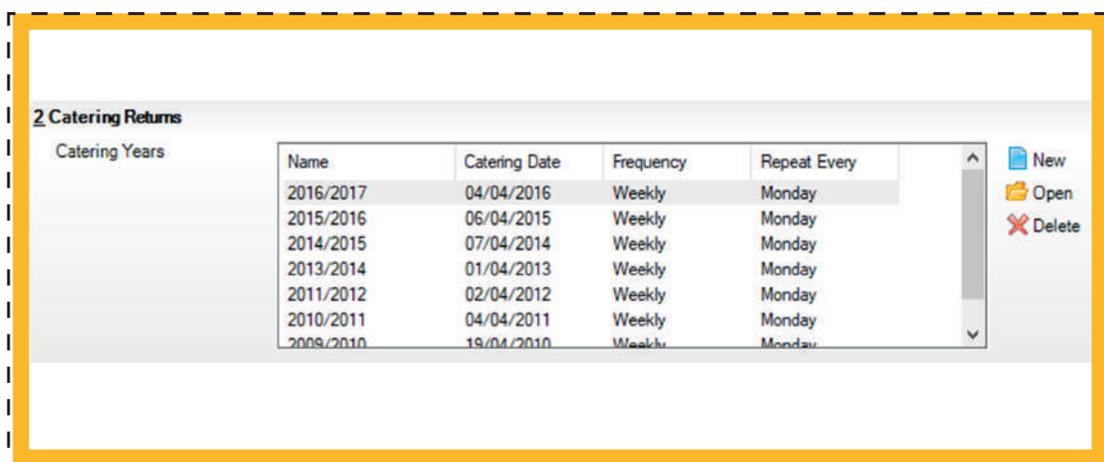
Contents List:

1. What needs to be done at the end/start of an academic year?
1. How do you process a refund in Dinner Money?
1. I have accidentally added a payment to the wrong pupil – what should I do?
2. I have been given a cash or a cheque from a parent to cover two siblings in school, how do I deal with this in Dinner Money?
2. How can I see all pupils or staff that owe dinner money?
3. The cost of the dinners is increasing, how do I deal with this?
4. I have recorded a payment on the wrong date, how do I amend it?
4. The school have had a cheque returned from the bank which was for dinners. How do we deal with this in dinner money as it has already been processed?
5. We have a number of pupils that have the same meal type every day. Is there a way to record this in SIMS?
7. How often should I complete a Banking Return?
9. The school have decided they want to offer different school meals e.g. Vegetarian option, Jacket Potato etc. How would we deal with this in Dinner Money?

What needs to be done at the end/start of an academic year?

Create a new catering year – Tools/Dinner Money/Setup – click on new Produce an outstanding balance letters/reports – Reports/DinnerMoney/Finance/Pupil Balances or Staff Balances

Ensure you have reconciled all pupil and staff balances. This is particularly important for impending leavers (eg Year 6)



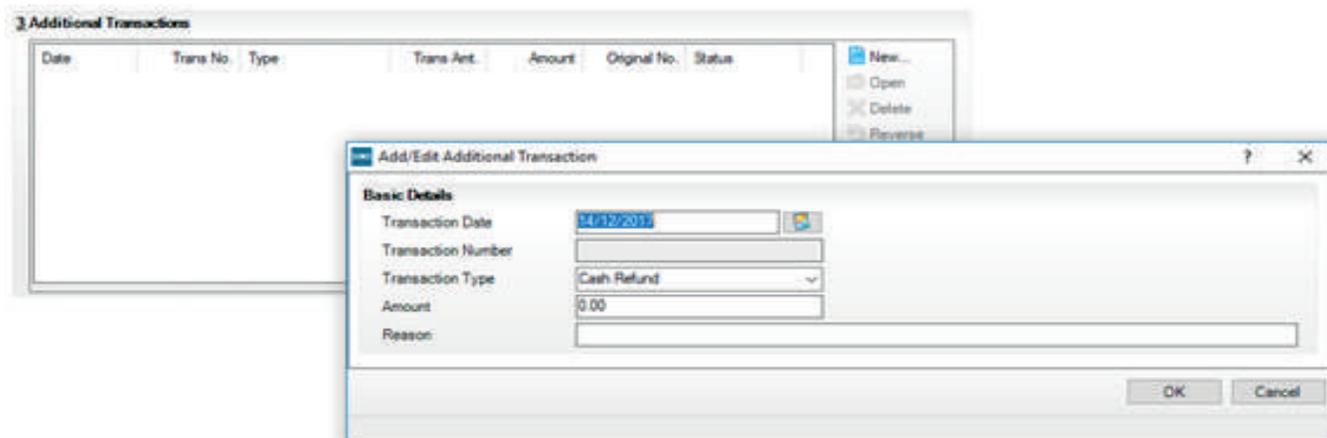
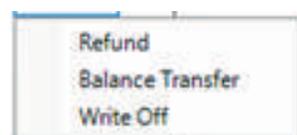
Catering Years	Name	Catering Date	Frequency	Repeat Every
2016/2017		04/04/2016	Weekly	Monday
2015/2016		06/04/2015	Weekly	Monday
2014/2015		07/04/2014	Weekly	Monday
2013/2014		01/04/2013	Weekly	Monday
2011/2012		02/04/2012	Weekly	Monday
2010/2011		04/04/2011	Weekly	Monday
2009/2010		19/04/2010	Weekly	Monday

How do you process a refund in Dinner Money?



You can only process a refund where the outstanding balance is over £0.00.

Go to the relevant pupil record and use the links to access dinner money financials. Or go to Focus/ Dinner Money/Pupil Additional Transactions In the Additional Transaction section click on New - select refund



Additional Transactions

Date	Trans No.	Type	Trans Amt.	Amount	Original No.	Status
------	-----------	------	------------	--------	--------------	--------

Buttons: New, Open, Delete, Reverse

Add/Edit Additional Transaction

Basic Details:

Transaction Date: 04/12/2015

Transaction Number: [empty]

Transaction Type: Cash Refund

Amount: 0.00

Reason: [empty]

Buttons: OK, Cancel

I have accidentally added a payment to the wrong pupil – what should I do?

You can transfer the payment from one pupil to another.

You can either go via Pupil Details / Dinner Money Financials in the links panel or Focus/ Dinner Money/Pupil Additional Transactions.

In section 3 – Additional Transactions click on New, select Balance Transfer

You can now enter the amount of money, a reason and then select the pupil you wish to transfer the money to. Click on Save – once you click on save a transaction number will be created and the current balance of the pupil you are using will update.

1.

I have been given a cash or a cheque from a parent to cover two siblings in school, how do I deal with this in Dinner Money?

Dinner Money allows you to do a split payment for two or more pupils, these do not have to be siblings. Focus/Dinner Money/Pupil Payments, click on search to display all pupils, or use the filters to only display relevant pupils. Enter the full amount of money received against one of the relevant pupils in the relevant cash or cheque column. Enter any new meal prices.

The screenshot shows the 'Split Payment' dialog box in the Dinner Money software. The dialog box has a 'Total Payment Amount' field set to 10.00 and an 'Add Pupil' button. Below this is a table with columns for 'Pupil Name', 'Class', and 'Amount'. Two pupils are listed: 'Zafar, Enisa*' in class 2GH with an amount of 5.00, and 'Zafar, Layla' in class 2JB with an amount of 5.00. At the bottom of the dialog box, there are fields for 'Total Amount Allocated' (5.00) and 'Amount to be Allocated' (5.00). A pink callout box highlights the 'Add Pupil' button and contains the text: 'Details of any siblings will automatically show here. Click on Add Pupil if you need to add any other pupils in school'.

Click on the Split Payments icon, this will display all pupils that are linked to each other as siblings in SIMS. If a pupil is not showing but you need to split the payment click on the Add Pupil icon and search for them, click ok and they will now be displayed in the panel.

Enter the relevant amounts against each pupil.

Once you have split all the payments click on OK, click on Save. Click on Save and confirm OK.

How can I see all pupils or staff that owe dinner money?

Go to Reports/Dinner Money/Finance/Pupil Balances or Staff Balances. Enter the relevant information in the pop up – the dates will default from the beginning of the academic year to the current dates. Change the drop down on the Group Type to All (or anything else that may be required). Change the Balance Type to In Debt. Click on continue.

Click on OK on the pop up and the report will be displayed.

The report can be printed, or you can copy and paste it into Word or Excel.

The screenshot shows the 'Criteria for Pupil Balances Report' dialog box. It has a 'Date Range' section with 'Start Date' set to 01/09/2017 and 'End Date' set to 14/12/2017. Below this is the 'Group Type and Groups' section, where 'Group Type' is set to 'Classes' and the 'Classes' list includes '<None>', 'N1 AM', 'N1 PM', 'PM', 'AM', and 'ELM'. At the bottom is the 'Balances' section, where 'Balance Type' is set to '<Any>', and 'In Debt' is selected. There are 'Check All' and 'Uncheck All' buttons, and 'Continue' and 'Cancel' buttons at the bottom.

2.

Service Desk: 01482 238 700

Email: Support@KeystoneMIS.co.uk

www.KeystoneMIS.co.uk





Don't forget you can run debtor letters for pupils which can be printed and given to each of the relevant parents.

Go to Reports/Dinner Money/Letters/Debtor. Enter the relevant information in the pop up, you must enter a level of Debt to (i.e. the max amount), click on continue and OK to the output option.

Each of the letters will be produced and can be printed off.

14 December 2017

1 Penwald Close
Crowland
Peterborough
PE6 0AQ

Dear Mr and Mrs Cassidy,

Re: School Meal Payments for Michael Cassidy, 4ES

Michael has been taking school meals this term, but the school has not received any dinner money recently. The outstanding balance on 14/12/2017 was -£12.60. I would be grateful if payment could be arranged as soon as possible.

Yours sincerely,

The cost of the dinners is increasing, how do I deal with this?

Tools/Dinner Money/ select either Pupil Meal Definitions, Staff Meal Definitions, Adhoc Meal Definitions or Other Sales Definitions. You may potentially have to go in to one or more of these areas to deal with the price increases.

Click on search to display the meal definitions.

Description	Meal Type	Year Group(s)	Current Charge
Absent	Absent	N2, R, 1, 2, 3, 4, 5, 6	0.00
Home	Home	N2, R, 1, 2, 3, 4, 5, 6	0.00
Packed Lunch	Packed Lunch	N2, R, 1, 2, 3, 4, 5, 6	0.00
School Meal	School Meal	N2, R, 1, 2, 3, 4, 5, 6	2.10

Start Date	End Date	Charge
01/09/2014		2.10
01/09/2010	31/08/2014	1.60
19/04/2010	31/08/2010	1.50

Double click on the relevant definition to edit.

This is what will be displayed after making the change

Start Date	End Date	Charge
15/12/2017		2.20
01/09/2014	14/12/2017	2.10
01/09/2010	31/08/2014	1.60
19/04/2010	31/08/2010	1.50

In section 2 Charges click on new and enter the relevant information. You can select a start date in the future and the end date can be left blank.

Click OK. You will notice that the previous charge will now have an end date from the day before the new charge comes into effect. Click on Save.

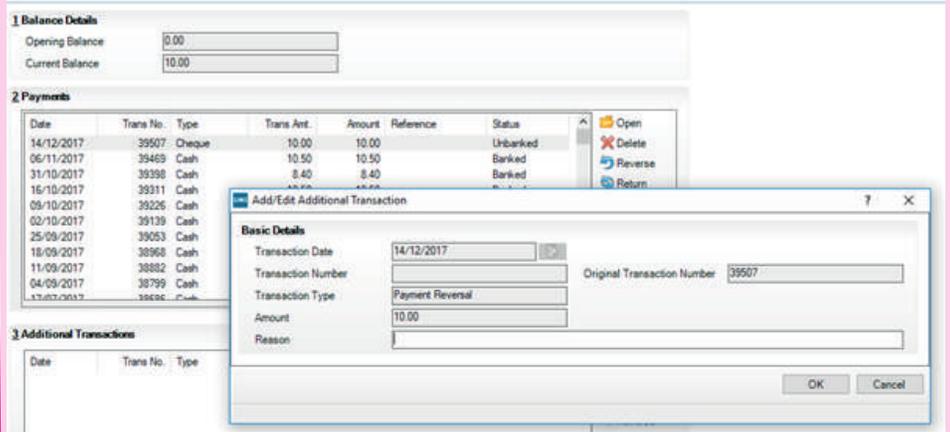
Repeat the process for all the areas affected by the price increase.

3.

I have recorded a payment on the wrong date, how do I amend it?

You are not able to edit a payment and change the date, if the payment has not yet been banked you can reverse the original payment and then enter the payment again selecting the correct date.

To reverse a payment go to the pupil record and dinner money financials in the links panel. Highlight the payment and click on reverse



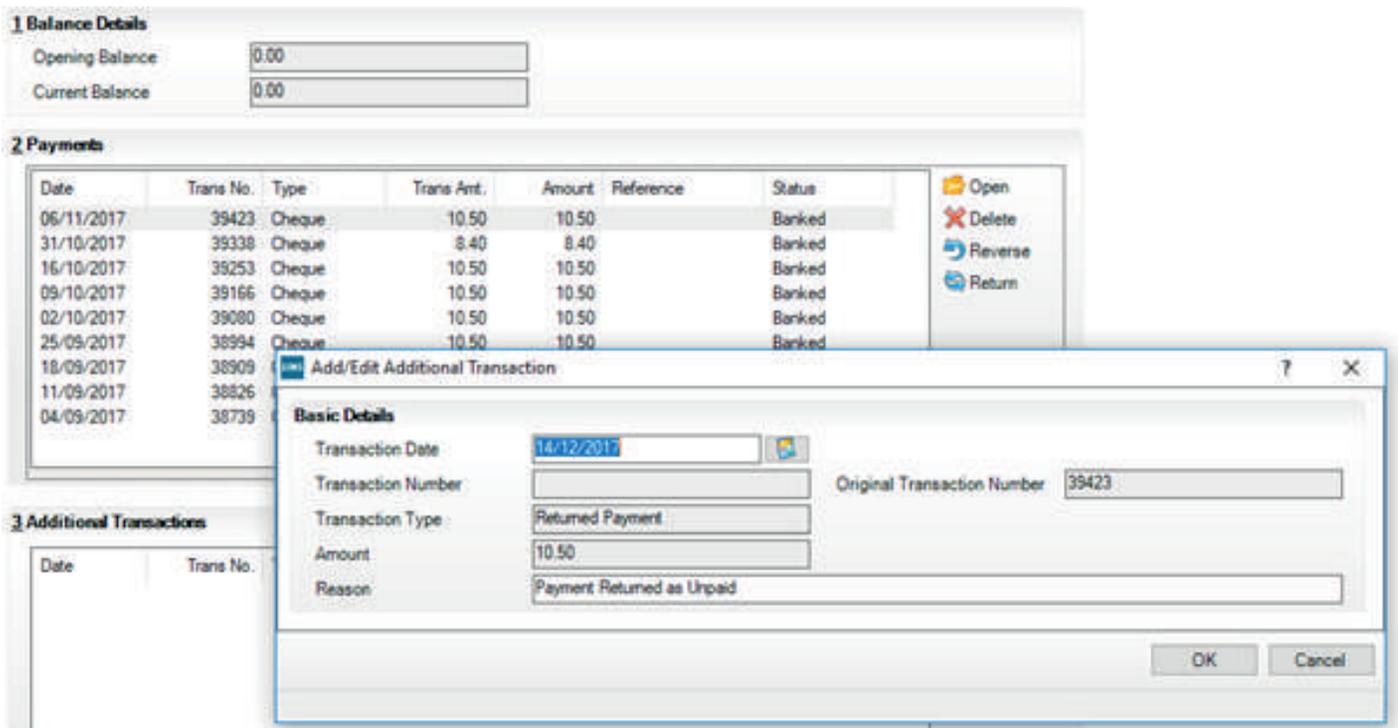
This will now be displayed in the pupils record

14/12/2017	39507	Cheque	10.00	10.00	Reversed
------------	-------	--------	-------	-------	----------

In cases where the payment has been banked this will have to be left on the wrong date.

The school have had a cheque returned from the bank which was for dinners. How do we deal with this in dinner money as it has already been processed?

There is a facility in dinner money to allow you to return a cheque payment that has been returned from the bank. Go to the relevant pupil record for the affected pupil and the dinner money financials in the links panel. In section 2 highlight the payment that has been returned and click on return. You will get a pop up.



You can enter more information in the reason should you wish, it will default to return payment as unpaid. Click on OK, you will see the status will change to returned and the current balance will amend accordingly. Click on save.

4.

We have a number of pupils that have the same meal type every day. Is there a way to record this in SIMS?

Yes, you can utilise the default meal patterns. For this to work correctly you will need to ensure you have ticked the attendance link in the Dinner Money Setup Detail page. This is reached in Tools/Dinner Money/Setup, it is in section 1 and is the last but one tick box.



Dinner Money Setup Detail
Save Undo Print
1 General Settings 2 Catering Returns 3 Default Meal Types 4 Pupil Me

1 General Settings

- Monday Meal Available
- Tuesday Meal Available
- Wednesday Meal Available
- Thursday Meal Available
- Friday Meal Available
- Saturday Meal Available
- Sunday Meal Available
- Meal Charges Mapping Year Group(s)
- Use Dietary Preferences
- Opening Balance Date 19/04/2010
- Attendance Link
- AttCode 'N' as Not Present

To set up default dinner money patterns, this can be done via Focus/Dinner Money/Pupil Default Meal Patterns. Click on search to display all pupils, or use the filters to refine your search

Pupil Default Meal Patterns: 445 matches
Save Undo Print

Filter
Status: Current Pupils; Effective Date: 14/12/2017

Pupils
Pupil Copy Horizontal Action...

Pupil Name	Class	Re	Mon	Tue	Wed	Thu	Fri
Kender, Fearne	PM						
Lin, Jian	PM						
Ludwika, Karina	AM						
Ludwika, Lidia	AM						
Martin, Araminta	AM						
McCann, Austin	AM						
Merkle, Simon	PM						
Patterson, Tiffany	AM						
Sauzo, Amiaz	N1 AM						
Singh, Aafia	PM						
Sonin, Marku	N1 AM						
Travers, Paul	N1 PM						
Whitemore, Paige	PM						
Adams, Laura	6VC		SM	SM	SM	SM	SM
Adams, Nancy	ELM		SM	SM	SM	SM	SM
Adams, Sadie	ELM		SM	SM	SM	SM	SM

Right click to display meal definitions. Use Shift or alt to highlight more than one pupil and/or day of the week

- SM - School Meal
- PL - Packed Lunch
- HO - Home
- AB - Absent
- System Default Meal Ctrl+D
- Link to Pupil
- Copy Meal(s) Ctrl+C
- Select All Pupils Ctrl+A
- Sort by this column (Mon)
- Sort by...
- Display...

Fill in the relevant meals for each day of the week. If you right click in an empty field the meal options will be displayed. You can select from the list and it will move to the next empty field.

You can change the direction it will move from vertical to horizontal by clicking on the icon at the top of the screen. Click on Save when completed.

5.

Once the default meal pattern is in place it can be utilised by:-

1. The teacher in the class. They can highlight the full row of students in the dinner money register and right click and select default meal. This will prepopulate all the pupils meals based on the default pattern. You can select more than one pupil by using the shift or ctrl keys and the mouse.

Attendance		Dinner Register		
Name	Reg	Interventions	Dinner	
Akeman, Steven	2GH	0	PL	
Balik, Karolina	2GH	0	SM	
Banks, Chloe	2GH	0	SM	
Browne, Miss Lettie	2GH	0	PL	
Carter, Ryan	2GH	0	SM	
Caster, Evia	2GH	0	PL	
Clarke, Emma	2GH	0	SM	
Dawes, Connie	2GH	0	SM	
Domain, Hubert	2GH	0	SM	
Edwards, David	2GH	0	SM	
Elliott, Sophie	2GH	0	PL	
Frano, Izabela	2GH	0	SM	
Green, Lily	2GH	0	PL	
Henson, Oscar	2GH	0	SM	
Kalil, Ayra	2GH	0	SM	
Lewis, Jack	2GH	0	SM	
Lowes, Mei	2GH	0	SM	
Masters, Paige	2GH	0	SM	
McKenzie, Lily	2GH	0	SM	
Mostafa, Bahad	2GH	0	SM	

SM - School Meal
 PL - Packed Lunch
 HO - Home
 AB - Absent
Default Meal Ctrl+D
 Clear Meal Del
 Display Codes
 Enter Comments

2. The admin staff via Focus/Attendance/Edit Marks – select the relevant information in the filters. Click on search, open your selection. Click on dinner register tab. Click on the lock icon to enable the overwrite. Click into a blank field and right click and select default meal. You can use your shift or ctrl buttons to select more than one pupil then right click and select default meal. Click on the lock icon to lock in your changes.

Edit Marks

Search
 Open
 Print
 Browse
 Next
 Previous

Week Beginning

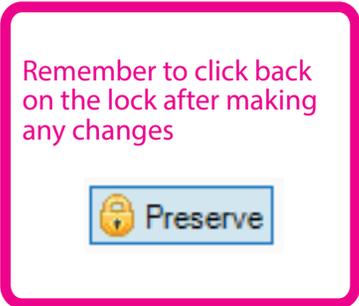
Include accepted applicants
 Treat as one group

Short Name	Description	Group Type
Whole School Selected		



Select a pupil or a row or select all.

Right click and select default meal.



		Previous Week					Next Week		Select All		Show only students with Unexplained Absences today	
		Attendance							Dinner Register			
Name	Reg	Interventions	Mon 04/12 Dinner	Tue 05/12 Dinner	Wed 06/12 Dinner	Thu 07/12 Dinner	Fri 08/12 Dinner					
Abhra, Abjit	3TO	0									AB	
Abhra, Alisha	3TO	0										
Abhra, Neel	3CB	0										
Abhra, Shaquib	AM	0										
Ackton, Charlotte	AM	0										
Ackton, Stan	3CB	0	PL									
Adams, Laura	6VC	0										
Adams, Nancy	ELM	0										
Adams, Sadie	ELM	0										
Akeman, Rebecca	5BB	0										
Akeman, Richard	2JB	0										
Akeman, Steven	2GH	0										
Alala, Candis	PINE	0										
Alamilla, Sofia	2JB	0										
Alyona, Tatyana	PINE	0									AB	
Ampar, Tarak	6VC	0									AB	

SM - School Meal
 PL - Packed Lunch
 HO - Home
 AB - Absent
Default Meal Ctrl+D
 Clear Meal Del
 Display Codes
 Enter Comments

How often should I complete a Banking Return?

Banking Return Detail: Banking Return Dated - 14/12/2017

Save Print

1 Basic Details 2 Cash Received 3 Cash Refunded 4 Cheques Received 5 Adhoc Received 6 Other Sales

1 Basic Details

Bank Number	
Banking Date	14/12/2017
Total Amount	33.00
Reference	
Authorised By	

2 Cash Received

Pupils	Class	Amount
	ELM	2.50
	2JB	2.20
	3TO	5.00
	3CB	10.00
	5BB	3.30

Pupils Total: 23.00

Staff	Name	Amount
-------	------	--------

Staff Total: 0.00

Grand Total: 23.00

3 Cash Refunded

We would recommend that all schools do an authorised banking return at least once a week.

You can run unauthorised banking returns at any time to check the details against monies held. Reports/Dinner Money/Banking return click on new- this will display the details entered. You can click print if you need a copy.



To create an authorised return Reports/Dinner Money/Banking Return click on new. You will get a pop up asking in you want to save your changes. Click Yes. Enter a reference and click on Save and Authorise, OK



Find Banking Return

New Search Open Print Erase Next Previous

Banking Return Detail: Banking Return Dated - 14/12/2017

Save Print

1 Basic Details 2 Cash Received 3 Cash Refunded 4 Cheques Received 5 Adhoc Received 6 Other Sales Received

1 Basic Details

Bank Number	
Banking Date	14/12/2017
Total Amount	33.00
Reference	
Authorised By	

2 Cash Received

Pupils	Class	Amount
	ELM	2.50
	2JB	2.20
	3TO	5.00
	3CB	10.00
	5BB	3.30

Pupils Total: 23.00

Staff	Name	Amount
-------	------	--------

Confirm Authorization

Warning

Total Amount: 33.00

Reference:

Confirming authorization will prevent any further changes to Payments or Refunds included on this Banking Return.

Save and Authorise:

OK Cancel

The banking return will not display each pupil or staff member by name. If you need to know which pupils and staff have paid during the same period as your banking return you will need to run a report via Reports/Dinner Money/Cheque and Payment Detail List

Enter the start date as the date after the last banking return and the end date as the date you ran the current banking return.

This report can then be kept with your banking return for more detailed information.

WATERS EDGE PRIMARY SCHOOL (823 2999)	
Cheque and Payment Detail List: Cheque Payments	Period: 11/12/2017 to 14/12/2017

Pupils

All

Name	Class	Type	Date	Trans No.	Payer Name	Reference	Notes	Bank Date	Bank No.	Trans Amount
Abhra, Abjit	3TO	Cheque	12/12/2017	39,506				14/12/2017	305	15.00
Adams, Laura	6VC	Cheque	14/12/2017	39,507						10.00
Total										25.00

Staff

All

Name	Staff Code	Type	Date	Trans No.	Payer Name	Reference	Notes	Bank Date	Bank No.	Trans Amount
Total										0.00

Summary

Section	Total
Pupils	25.00
Staff	0.00
Grand Total	25.00

Positive values are monies received or balances in credit; Negative values are monies paid out or balances owing.

Created on 14/12/2017 at 13:42 by Mrs Gillian Grosvenor

Generated by SIMS Dinner Money v7.178

The school have decided they want to offer different school meals e.g. Vegetarian option, Jacket Potato etc.

How would we deal with this in Dinner Money?

You will have to add a new lookup to the relevant area and then add a new pupil meal definition to accommodate the changes. You may also need to end the current meal definition if this is no longer to be used.

To enter the new lookup go to Tools/Lookups/Maintain. Change the Data Area to Dinner Money click on search. Edit the relevant look up area e.g. Student Meal Type.

The left screenshot shows the 'Find Lookup Type' window. It has a search bar and a 'Data Area' dropdown set to 'Dinner Money'. Below is a table of existing meal types:

Description	Data Area
Adhoc Meal Type	Dinner Money
Other Sales Type	Dinner Money
Staff Meal Type	Dinner Money
Student Meal Type	Dinner Money

The right screenshot shows the 'Find Lookup Type Details' window for 'Student Meal Type'. It has tabs for '1 Basic Details' and '2 Values'. The 'Basic Details' tab shows 'Student Meal Type' selected, with 'Data Area' set to 'Dinner Money' and 'Mode' set to 'Standard with Categories'. The '2 Values' tab shows a table of meal codes and descriptions:

Code	Description	Categories	Active
SM	School Meal	School, In	Active
HM	Hot School Meal	School, In	Active
CM	Cold School Meal	School, In	Active
SS	School Sandwich	School, In	Active
PL	Packed Lunch	Own, In	Active
HO	Home	Own, Out	Active
AB	Absent	Own, Out	Active
OS	Other School	Own, Out	Active
CC	Cash Cafeteria	School, In	Active

If the school no longer wish to see School Meal as an option, double click to edit and untick the active status.

The 'Add/Edit Lookup Value' dialog box shows the following details for 'School Meal':

- Code: SM
- Description: School Meal
- Category: School - School Provided
- Category 2: In - In School
- Active:

To add a new lookup, click on New then add the relevant details and click Ok.

The 'Add/Edit Lookup Value' dialog box shows the following details for a new 'Vegetarian Option' lookup:

- Code: VG
- Description: Vegetarian Option
- Category: School - School Provided
- Category 2: In - In School
- Active:



Once you have set up the look up you MUST log off SIMS and back on again for it to take effect.

You can set up a new meal definition.

Tools/Dinner Money/Pupil Meal Definitions – click on search to display your current definitions.

Find Pupil Meal Definition

New Search Open Delete Print Browse Next Previous

Description Meal Type <Any> Year Group <Any>

Description	Meal Type	Year Group(s)	Current Charge
Absent	Absent	N2, R, 1, 2, 3, 4, 5, 6	0.00
Home	Home	N2, R, 1, 2, 3, 4, 5, 6	0.00
Packed Lunch	Packed Lunch	N2, R, 1, 2, 3, 4, 5, 6	0.00
School Meal	School Meal	N2, R, 1, 2, 3, 4, 5, 6	2.10

To add a new definition, click on New

Pupil Meal Definition Detail

Save Undo Print

1 Basic Details 2 Charges

1 Basic Details

Description:

Meal Type:

Year Group(s):

- Year N1
- Year N2
- Year R
- Year 1
- Year 2
- Year 3

Buttons: Check All, Uncheck All

2 Charges

Start Date	End Date	Charge
14/12/2017		2.20

Buttons: New, Open, Delete

Annotations:

- Enter a description and link to meal type.
- Select year groups that can have this option.
- Enter the charge.

Repeat the process of adding the new lookup and meal definitions until all the new options have been added.

Please note – you can set up a new meal definition for the future, however, it will display when you take the dinner money register from the day it is created. This can cause a number of problems, so we recommend setting up new meal definitions from the day they are required or during a holiday period in preparation for the day pupils return to school.