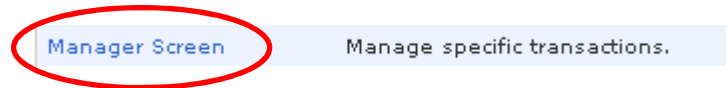


Online Tutorial: Entering Previous Meal Transactions

At times, you may need to enter breakfast or lunch transactions into PowerLunch for a date other than the current date.

While this is possible, it **VERY IMPORTANT** to not fall more than one day behind, as numbers are reported to government for reimbursement at the end of each month.

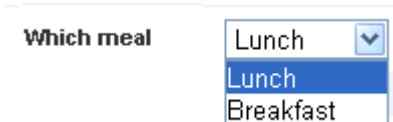
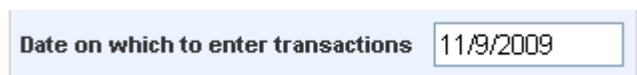
Step 1: From the PowerLunch screen, click the “Manager Screen” link.



Step 2: Click the “Transaction for a Different Date” link.

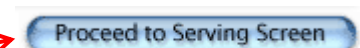


Step 3: Enter the desired date into the appropriate field.



Step 4: Select the appropriate meal (breakfast or lunch) from the drop-down menu.

Step 5: Click the “Proceed to Serving Screen” button.



Step 6: Enter the ID numbers of the students who were served lunch – just as you normally would.

Step 7: When you’re finished, click “Stop Serving/Log off.” Repeat Steps 3-7 as necessary for additional dates.