

**COURSE 2 – MANAGER/END OF DAY****DAILY TASKS****Login**

Opening the website and logging in with username and password

**Reconcile all sessions**

- Search Filters
  - Site, Status, Date
- Show list of sessions
  - Expand list (defaults to 5 sessions)
  - Explain sortable headers/column search
  - Manage views
  - Select the document icon for viewing only/reconcile icon to reconcile
- Reconciliation Info Screen
  - Review what cashier counted versus what system calculated
  - How to adjust opening balance
  - How to adjust closing balance
  - Adjust Session – if necessary
  - Search for transactions
  - Edit Existing Transaction
    - Add Items
    - Remove Items
    - Edit Payment Method
    - Edit Payment Amount
  - Add Transaction
  - Add Payment
  - Reconcile Session

**Deposit Slip**

- Search for Existing Deposit Slips
- Add Deposit Slip

## ADDITIONAL TASKS (AS NEEDED)

### Roster

- Explain Special Rosters – used in POS application
- Add/Create New Roster
- Add Students to Roster

### Reminders

- Explain Balance Reminder Letter Criteria
  - Patron Criteria
    - Students
    - Adults
    - Balance Criteria
  - Print Criteria
    - Single
    - Multiple
- View/Print/Email Balance Reminders

### Edit Checks

- Explain Search Screen
- Resolve as desired, based on district procedures

### Students/Accounts

- Lookup Screen – review search criteria
- Open Student Details
- Review Tabs
  - Summary
  - Guardian & Contact
  - Household Information
  - Enrollment
  - Eligibility/Benefits
  - Allergies/Restrictions
  - Documents & Comments
  - Restrictions/Special Instructions
  - Transactions