DINNER MONEY SESSION OVERVIEW

This session will provide you with an understanding of how to manage SCO Dinners and prepare your school ready to go live.

The session will either be delivered over the phone, and will last up to 3 hours, or will be delivered onsite *(depending on the option ordered).*

AGENDA

- Initial consultation
- Logging on and navigation
- Introduction to the dinner module
- Enter meal choice options
- Reports for kitchen staff
- Recording income
- Corrections and refunds
- Moving balances and write offs
- Entering snack money if applicable
- Backdating free school meal changes
- Reports
- Banking

CUSTOMISATION AND SETUP

- Creating user IDs (user names and passwords)
- Setting up meal codes and prices
- Setting up Pupil Premium - if applicable
- Setting pupil default meals - if applicable
- Setting term dates
- Entering Dinner Money balances brought forward
- Set up template location and customise letter template
- Set up online ordering - if applicable
- Set up online menus - if applicable