

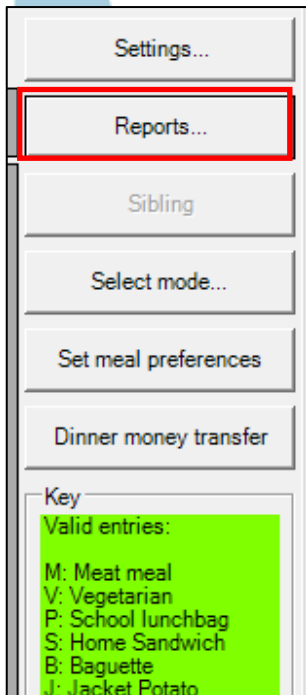
How do I create a catering return in SCO?

1. Ensure all meals are entered for the week concerned.

		05/08/2019				
Pupil name		M	T	W	T	F
* Able, Benjamin	Payment	M	V	S	V	M
* Aleen, Mina	Payment	M	M	M	M	M
Basry, Rani	Payment	V	V	V	V	M
Blundell, Justine	Payment	V	V	V	V	M
Callar, Morwen	Payment	M	M	M	M	M
Corleone, Vito	Payment	M	M	M	M	M
Craddock, Penelope	Payment	M	V	V	M	M
Davies, Olivia	Payment	M	V	V	M	V
Doone, Felicity	Payment	S	V	V	M	M
Fauzi, Ahmad Farid	Payment	M	M	M	M	M

① Meal data can be collected through the Dinner money module in school, via the Classroom edition or via online meal ordering on SCOPAY

2. Select Reports.



Settings...

Reports...

Sibling

Select mode...

Set meal preferences

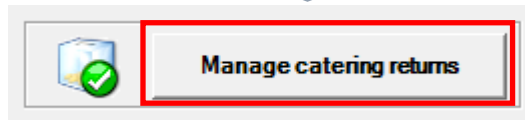
Dinner money transfer

Key

Valid entries:

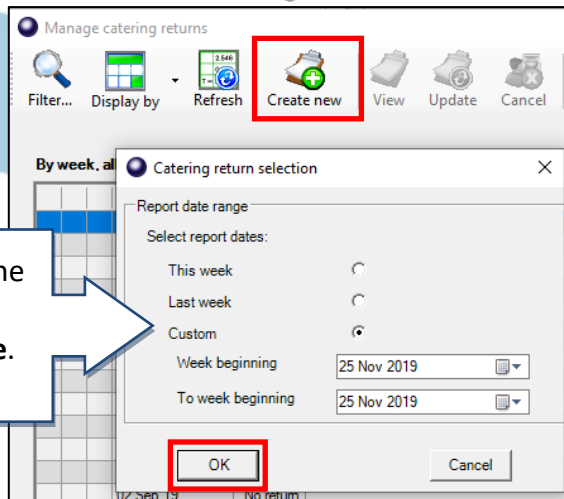
M: Meat meal
V: Vegetarian
P: School lunchbag
S: Home Sandwich
B: Baguette
J: Jacket Potato

3. Select Manage catering returns.



Manage catering returns

4. Select Create New.



Manage catering returns

Filter... Display by Refresh **Create new** View Update Cancel

By week, all

Catering return selection

Report date range

Select report dates:

This week

Last week

Custom

Week beginning 25 Nov 2019

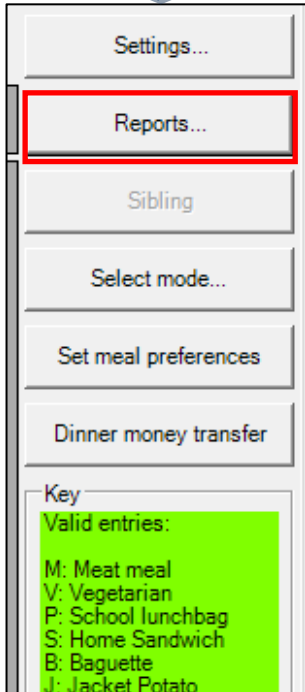
To week beginning 25 Nov 2019

OK Cancel

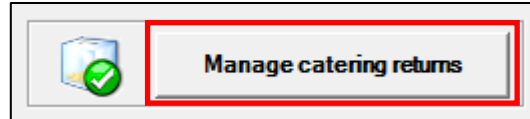
5. Select the required date range. Click OK.

How do I sign off a catering return in SCO?

1. Select **Reports.**



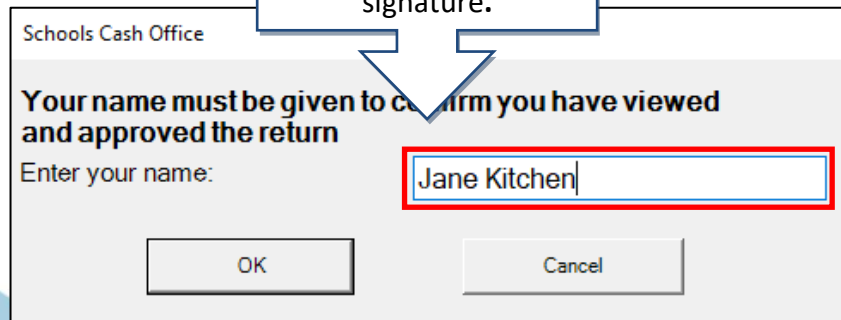
2. Select **Manage catering returns.**



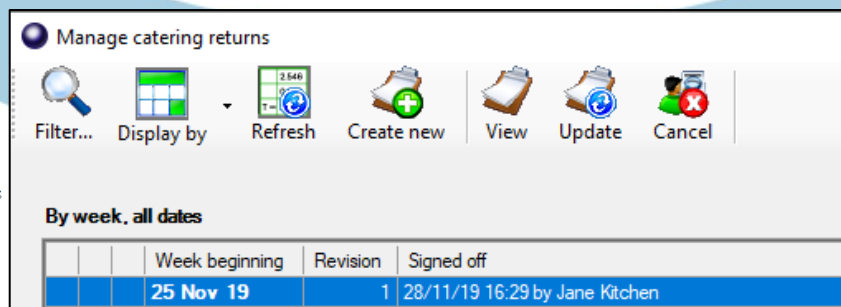
3. Highlight the appropriate return and click on **Sign off.**



4. Enter your name and select **OK** to add your electronic signature.



5. The Status of the catering return will now display the date and time of Sign off.



① The catering return will now be submitted electronically to the central catering team