

Unit Financial Systems

User Guide

How to Update School Services Reimbursement Rates, Meal Shells & OSI Templates

At the beginning of each school year, units should make any necessary updates to Federal and State Reimbursement rates and make sure the Meal Shell and OSI templates include all applicable accounts for proper reporting.

Update Reimbursement Rates in Program Maintenance

- Navigate to Meal Entry > Meal Setup > Program Maintenance. The **Program Maintenance** browse screen appears.
- Select the program you want to update and click edit. The Program Maintenance edit screen will appear.
- Make any necessary rate changes or additions to the existing information.
 - **Federal:** Free, Reduced, Paid and EE Free (if applicable)
 - **State:** Free, Reduced, Paid and EE Free (if applicable)
 - **Milk:** Free and Paid
- Enter the date range (within current reporting period) to apply new program rates
- Click Save to enter your changes into the database.
- Click OK, then click OK again.
- Repeat until all programs have been updated

Update Meal Shell Template

- Navigate to Meal Entry > Meal Setup > Meal Shell. The meal shell browse screen appears.
- Select the meal shell you want to update and click edit. The meal entry edit screen will appear.
- Make any necessary changes to existing information.
- To enable an account line for use in the template, click the “Use This Line?” check box to place a check mark in the box.
- To disable an account line for use in the template, click the “Use This Line?” check box to remove the check mark.
- Add any meal rate changes or additions
- Click Save
- Click OK.

Update the OSI Template

- Navigate to OSI > OSI Template. The OSI template browse screen will appear.

- Select the unit you wish to update and click edit. The OSI template edit screen will appear.
- Following these steps to update the template:
 - To enable an account line for use in the template, click the “Use This Line?” check box to place a check mark in the box.
 - To disable an account line for use in the template, click the “Use This Line?” check box to remove the check mark.
 - To add a new OSI account line:
 - Select an existing account line where you want to insert the new line.
 - Click either Insert Before Highlighted Line or Insert After Highlighted Line.
 - Click the blank line that appears and type in the account # desired.
 - Or click the search icon to open the Account Lookup screen.
 - Select an account from the Accounts Inquiry list.
- When you have finished the template changes, click Save.
- Click OK to return to the OSI Template browse screen.

Please Note: You cannot edit an OSI template tied to an entry that has been transmitted.