

# How to: Correct Deposit Amount for a POS Imported Meal Entry

## QUESTION

How do I correct a deposit amount for a POS Imported Meal Entry?

## ANSWER

Have user enter a manual meal entry for the corrected amount.

1. Click on **Meal Entry > Meal Entry > Meal Entry.**
2. Click **Add.**
3. Enter the correct *Register #, Program #, Cashier #* and *Transaction Date* info.
4. Enter the adjustment amount (+ or -) in the *Cash Count* line.
5. Then enter **.01** in the *Prepaid Misc. Program Revenue* line using the *Meal Count Entry* tab.
6. Click **OK.**
7. Click the **Over/Short Reasons** tab.
8. Select the correct reason code.
9. Click **Save.**

The screenshot displays the 'Unit Financial System' interface. At the top, it shows the user 'UFS PROD SS HD TEST' and the week end '01/14/2011'. The main menu includes 'Maintenance', 'Revenues', 'Expenses', 'Weekly Entries', 'Meal Entry', 'OSI', 'Statistics', 'WOR Reports', 'Transmit to FSC', 'End of Week Routines', 'Setup', 'Utility', and 'Help'. The current path is 'Meal Entry->Meal Entry->Meal Entry'.

Key fields are highlighted with red boxes:

- Register Number:** 22: re-imb test paid
- Cashier Number:** 1: Michael Bosley
- Unit Number:** 70301118: Sodexo Help Desk
- Week End Date:** 1/14/2011
- Trans. Date:** 1/12/2011
- School Number:** 1: Test school
- Program Number:** 4: Re-imb test for paid

The interface features two main tables:

Item Description	Amount
Cash Count	-10.00
Change Fund Amount	0.00
Deposit Amount	-10.00
Calculated Days Activity \ Meal Count Entry	0.00
Less Voids/Overrings	0.00
No. of Voids/Overrings	0
No. of NO-SALES	0
Deferred Income	0.01
Total Revenue	0.01
Cashier Over/Short Amount	-10.01

Line No.	Category	Description	Meal Rate	Count	Ext. value
1	Prepaid Sales	Reduced	1.000	0.00	0.00
2	Prepaid Sales	Full Price	1.000	0.00	0.00
3	Prepaid Sales	A la Carte Sales	1.000	0.00	0.00
4	Prepaid Sales	Adult Meals	1.000	0.00	0.00
5	Prepaid Sales	Milk	1.000	0.00	0.00
6	Prepaid Sales	Milk Program	1.000	0.00	0.00
7	Prepaid Sales	Prepaid Misc Program Revenue	1.000	0.01	0.01
<b>Total:</b>				0.00	0.00

Buttons at the bottom include 'Save', 'Cancel', 'OK', and 'Cancel'.