



# How to Set Up Web UFS to Report On-line Internet Payments

## QUESTION

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How do I create Meal Shells for on-line internet payments? (Redeemed Method only)

## ANSWER

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1. Use the method below to create an on-line program with no reimbursement amounts.

In Web UFS:

1. Click on **Meal Entry → Meal setup → Program Maintenance → Add.**
  2. Enter a new program # and the program name of "On-Line Payments".
  3. Click the *Program* dropdown and select **Lunch.**
  4. Enter zeros for all amounts.
  5. Click **Save.**
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2. Attach an on-line program to the meal shell using only the Prepaid Misc. Program Revenue (Web UFS) line in Prepaid Sales category.

In Web UFS:

1. Click on **Meal Entry → Meal Setup → Meal Shell → Add.**
2. Enter the *School #.*
3. Enter the on-line *Program #.*
4. Press **Tab.**
5. Check only the **Prepaid Misc Program Revenue** option (uncheck all others).
6. Enter **1.00** for the value.
7. Click **Save.**