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FAO Users of Dinner Money 7

Dinner Money 7 Year End & September 2015 Startup Guide

If you use Dinner Money 7 in SIMS.net, there are number of small procedures for you to complete before using Dinner Money 7 in the Autumn Term.

Please read all of this document, before making any changes in SIM.net

End of Summer Term

It is advisable to reconcile pupil and staff balances, issue refunds or collect debts (where possible) by the end of term, particularly for any pupils or staff who are leaving the school. This should be done in accordance with your existing financial regulations.

You may choose to print off a copy of the Pupil Balances and Staff Balances report (**Reports | Dinner Money | Finance | Pupil (or Staff) Balances**) from the date of your opening balances in Dinner Money 7 to the last working day of the current academic year as a record of opening balances, all meals taken, transactions and balances at the year end.

All transactions should be entered and all banking completed up to and including the last day of the Summer term.

Any cash refunds given will be deducted from the Final week's banking

All pupil and staff balances at the end of the last day of the Summer term will be rolled forward into the new Academic year thus ensuring consistency to a pupil's financial records.

Implementation of universal infant free school meals (UIFSM)

From September 2014 all pupils in reception, year 1 and year 2 in state funded schools in England became eligible for free school meals (FSMs). This included academies, free schools, pupil referral units and alternative provision as well as maintained schools.

Existing entitlements to free school meals for disadvantaged pupils in nursery classes and at key stages 2- 4 **remained the same, based on the existing free school meals eligibility criteria.**

Pupils should only be recorded as FSM eligible if they meet the FSM eligibility criteria (ie in respect to family income) and make a claim. This should be recorded in the dietary panel on the pupil's basic record for Census \funding purposes.

Pupils who are only in receipt of a free school lunch due to a universal entitlement - such as the infant pupil universal entitlement,– should not be recorded as FSM eligible and therefore will not be eligible to receive pupil premium.

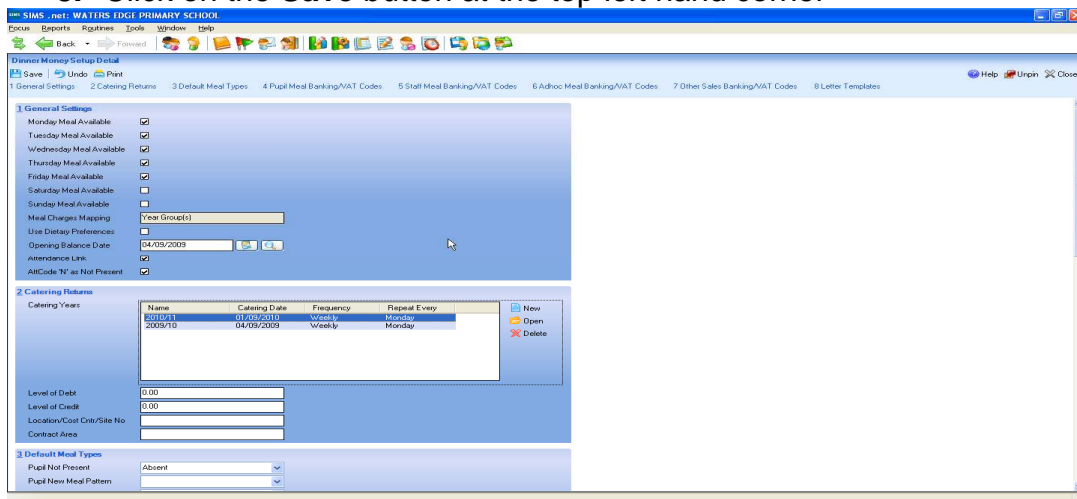
The next few pages will show how to update Dinner Money 7 for the new Academic Year .

You should already have decided your increased meal prices from Sept 2015.

The following steps should be undertaken either on the last day of term after banking has been completed or on the 1st day back of the new Autumn term but before any meals or payments are entered into Dinner Money 7

A new Catering return needs to be set up for the new academic year (if your Academic Year commences Sept 2015)

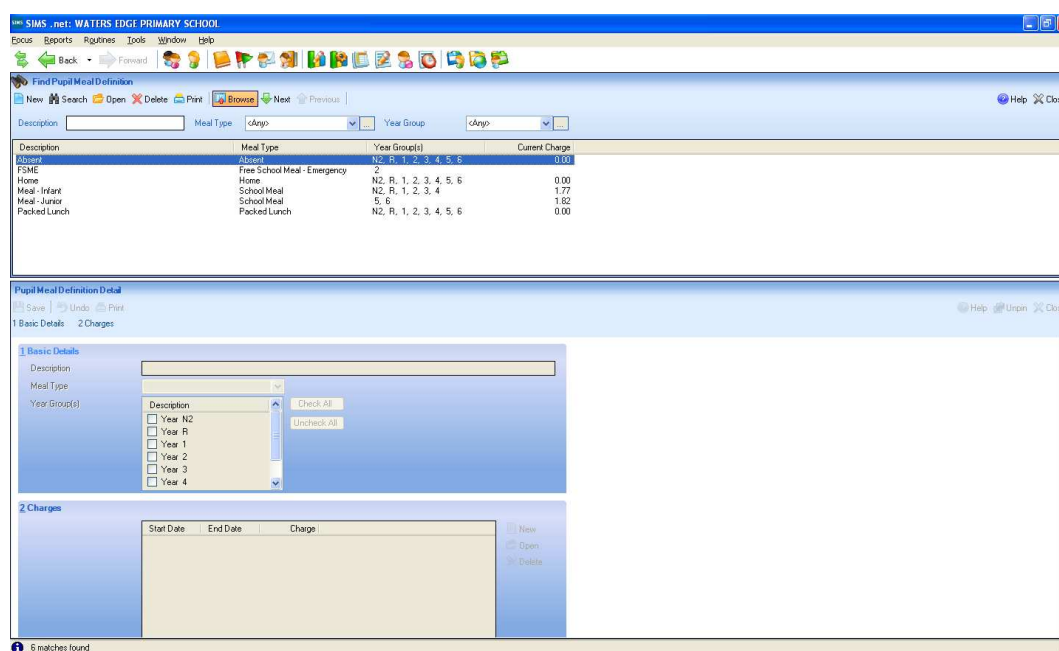
1. Tools | Dinner Money | Setup
2. Go to panel 2 Catering Returns
3. Click on the NEW button on Right hand side
4. In the Name field enter “2015/2016”
5. In the Catering Date field enter “07/09/2015” Or the first day of Term if not “07/09/15”(if meals are consumed during that week)
6. The frequency is normally “Weekly”
7. The Repeat every is normally “Monday” – Click OK
8. Click on the Save button at the top left hand corner



A message will appear “ the following change(s) will not take proper effect until all users (including yourself) have restarted the sims .net application” - just log out of **Sims.net** and back in again.

1 - Editing Meal charges – Nursery, Infants and Juniors – Separate Meal charges.

1. Tools | Dinner Money | Pupil Meal Definitions
2. Click Search
3. You will see from the screen – Meal definitions for Universal Free School Meal Credit, Home, Absent and Packed Lunch – These do not need to be edited.



4. Highlight the **Meal type** you wish to amend e.g. **Meal – Junior** and **double click** or **open** to view. ***This will edit the Meal charge for years 5 & 6 only. If you have separate charges for Infant and Junior Year groups***
5. In the **Charges** panel, click on **New** and put the **new start date** e.g. **07/09/15** along with the **new meal amount (without VAT)**. This will automatically put an **end date** against the old meal charge. Click **OK & Save**
6. Click **browse** to return to the **Pupil Meal definition** screen
7. Highlight the next **Meal type** to amend e.g. **Meal – Infant** and **double click** to **open**.
8. In the **Charges** panel, click on **New** and enter a new meal charge dated **07/09/15**. An end date will be entered to the old meal date to this meal charge e.g. **31/08/14** and click **OK** and **save**

9. Add the **new Infants meal price from Step 4. (existing years 3 and 4)** – click **browse** and **new**.

10. Repeat for **Nursery Meal Charges** if req'd.

There is no requirement to amend meal definitions for **Home, Packed lunch and Absent** as these are set to a zero charge

Click **Save**

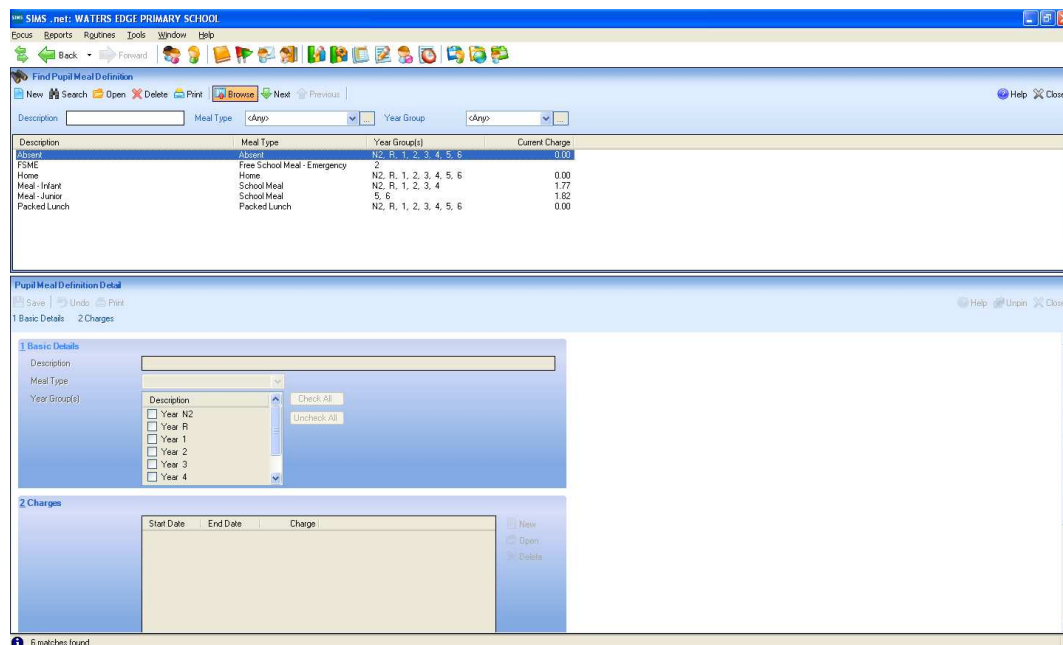
2 - Editing Meal charges – One Charge for Years 3 to 6

If you have the same meal charges for years 3 – 6 and these change Sept 2015

11. Tools | **Dinner Money** | **Pupil Meal Definitions**

12. Click **Search**

13. Find the meal definition you need to update.



14. Highlight the **Meal type** you wish to amend e.g. **School Meal Yr 3-6** and **double click** or **open** to view.

15. In the **Charges** panel, click on **New** and put the **new start date** e.g. **07/09/15** along with the **new meal amount (without VAT)**. This will automatically put an **end date** against the old meal charge. Click **OK & Save**

16. Click **browse** to return to the **Pupil Meal definition** screen

STAFF MEAL

If you intend to increase the **Staff Meal cost** the routine is as follows:

1. **Tools | Dinner Money | Staff Meal Definitions**
2. Click **Search** and **open Paid Staff Meal** option from the **Find Staff Meal definition** screen.
3. In the **Charges** panel, click on **New** and put the **new start date e.g 07/09/15** along with the **new meal amount including the VAT (currently 20%)**. This will automatically put an **end date** against the old meal charge. Click **OK and Save**

If there are other **Staff Meal types** to amend – click **browse** to return to the **Staff Meal definitions** screen, highlight the next type to amend – double click to open and enter the new amount from **point 3**

Repeat if required if more Staff meal types to be amended

ADHOC MEAL

1. **Tools | Dinner Money | Adhoc Meal Definitions**
2. Click **Search** and **open the Meal definition you wish to amend**.
3. In the **Charges** panel, click on **New** and put the **new start date** along with the **new meal amount (without VAT)**. This will automatically put an **end date** against the old meal charge. Click **OK and save**

If there are other Meal types to amend – click **browse** to return to the **Adhoc Meal definitions** screen, highlight the next type to amend – double click to open and enter the new amount from **point 3**

Repeat if more Adhoc meal types to be amended, meal charges that have not increased do not need to be amended

When amending Adhoc meal definitions for adult meals please ensure the new meal price also includes VAT

Other Sales (if Used) Eq Milk

1. **Tools | Dinner Money | Other Sales Definitions**
2. Click **Search** and **open** the **Sale definition** you wish to amend.
3. In the **Charges** panel, click on **New** and put the **new start date e.g. 07/09/15** along with the **new sale amount (without VAT)**. This will automatically put an **end date** against the old meal charge. Click **OK** and **save**

New Pupils

Ensure that any new pupil's have their relevant default meal pattern defined you can view or amend this either by opening the **pupil record** and amending the details on **tab 6 – dietary tab** or via **Focus | Dinner Money | Pupil Meal Default Patterns**

Also ensure that for new and existing Pupil's their **Free School Meal (FSM) entitlement is up to date** – if not, this can have an adverse impact on Dinner Money 7, as those pupil's may accrue a debt if they take a School Meal whereas in reality they should show a zero balance.

The steps above should be undertaken either on the last day of term after banking has been completed or on the 1st day back of the new Autumn term but before any meals or payments are entered into Dinner Money 7