

## Ordering by Parents

If a cycle is set up and open for orders, parents can order lunches for their students by logging into their site.

### To order meal items

Go to My Accounting | Cafeteria | Orders | Meal Orders tab.

1. Enter the quantity of meals to be ordered.
2. Select meal from drop-down.
3. Update when complete.
4. Current (Open cycle) and previous (Closed cycle) meal selections can be printed.

**My Cafeteria Orders**

Meal Orders | A la Carte | Print | Update

Cycle Year: 2016 | Lunch Cycle: Spring 2016 | Open - Ordering allowed | Make Payment

| Date         | Beckner, Esther      | Gald, Mary           | Beckner, ...         |
|--------------|----------------------|----------------------|----------------------|
| Mon Feb 1st  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Tue Feb 2nd  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Wed Feb 3rd  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Thu Feb 4th  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Fri Feb 5th  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Mon Feb 8th  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Tue Feb 9th  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Wed Feb 10th | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Thu Feb 11th | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Fri Feb 12th | <input type="text"/> | <input type="text"/> | 1 Fish Nuggets       |
| Mon Feb 15th | <input type="text"/> | <input type="text"/> | <input type="text"/> |

After filling out your order(s), click Update and the total will display below. The total showing is based on the actual price, not based on lunch price plans.

Click on the green **Make Payment** button to apply a lunch payment.

## To order A la Carte

Go to My Accounting | Cafeteria | Orders | A la Carte tab.

1. Parents can click on blue count button to view list of available a la carte items.
2. Once window is open, parents can enter the quantity of meals for each student.
3. Update when complete.
4. Current (Open cycle) and previous (Closed cycle) meal selections can be printed.

The screenshot shows the 'Meal Orders' interface with the 'A la Carte' tab selected. The 'Lunch Cycle' is set to 'December 2013' and the status is 'Open - Ordering allowed'. A table lists dates from Mon Dec 02 2013 to Thu Dec 19 2013, with columns for 'Beckner, Jonas', 'Beckner, Nick', and 'Beckner, Benny'. Each cell contains a blue button with the number '0'. An arrow points from the 'Beckner, Benny' column to the 'A la Carte / Jonas Beckner / 12/24/2013' window. This window shows a list of items with quantities and prices:

| Item Name             | Price   |
|-----------------------|---------|
| 0 01 Big Breakfast    | \$5.00  |
| 0 Apple Pie           | \$2.50  |
| 0 Apple Turnover      | \$4.50  |
| 1 Baked Potato Soup   | \$3.50  |
| 0 Banana              | \$0.50  |
| 0 Big Breakfast       | \$2.00  |
| 0 Biscuits and Gravy  | \$2.50  |
| 1 Block-o-Cheddar     | \$3.50  |
| 0 Bottled Water       | \$0.75  |
| 0 Bunt Cake           | \$4.50  |
| 0 Cereal              | \$0.50  |
| 0 Cheese Pizza        | \$0.00  |
| 0 Chicken-Fried Steak | \$12.50 |
| 0 Chocodie            | \$2.50  |
| 0 Chocolate Eclair    | \$1.50  |

Buttons for 'Update' and 'Close' are visible at the bottom of the window.

**Only "Family 1" families can order for their children. If your children are in a split family and you do not see their names on the order list, please contact your school to rectify this if you are going to be the one making orders.**

**Parents are unable to order food from the menu on the same day; orders close at 12 GMT the night before.**

# My Accounting| My Payments

## PayPal

Your school can set up specific payments that you can pay purchase/ pay into if you have your own Paypal account created.

My Accounting / My Payments

PayPal PayJunction

Payments History

| Name                                       | Details   |
|--|---|
| <a href="#">Cafeteria Account Payments</a> | Payment for your cafeteria account                              |
| <a href="#">Childcare Account Payments</a> |   |
| <a href="#">confirmation</a>               | Confirmation  |
| <a href="#">Donations</a>                  | Free will donations to our school                               |
| <a href="#">Parking</a>                    | Parking Permit  |
| <a href="#">Parking Passes</a>             | Parking Passes needed by students to park in student parking... |
| <a href="#">Raffle Tickets</a>             | Raffle Tickets  |
| <a href="#">speeding ticket</a>            | i was speeding  |
| <a href="#">Sports Fees Payment</a>        | Spring Sports Fees Payment                                      |
| <a href="#">Tee Shirts</a>                 | School Tee Shirts sales. Please mention size in memo area.      |
| <a href="#">Test paypal</a>                | This is a test description that should be displayed correctl... |
| <a href="#">Tuition 2011-2012</a>          | Tuition payments  |

Click on the blue Payment name link to purchase or pay into a specific area. From that window you will click Pay Now button at the bottom to get into your PayPal account to complete the transaction.

PayPal / Payment / Cafeteria Account Payments

Sycamore education PayPal Tri-County School  
The safer, easier way to pay

First Name:   
Last Name:   
Address:   
  
City:   
State:   
Zip:   
Phone:   
Email:

Payee: Tri-County School  
Details:   
Memo:

Amount   
Tax   
Total

[Pay Now](#)

The History tab will show you the list of PayPal payments you have made sorted by month/year.

My Accounting / My Payments

PayPal PayJunction

Payments History

Year 2015

| Date              | Status  | Processed                | Paypal Payment | Memo          | Amount      |
|-------------------|---------|--------------------------|----------------|---------------|-------------|
| 02/26/15 11:37 AM | PENDING | <input type="checkbox"/> |                | Invoice: 7574 | 417.00      |
|                   |         |                          |                |               | <b>0.00</b> |

The option to send payments into the school is available if needed, labeled "Lunch" with your child's name. Checks made payable to Howard Gardner MI Charter School.