

# PowerLunch Setup Documentation

PowerLunch is the lunch management portion of PowerSchool. The system helps you monitor meals sold—including free and reduced lunches—as well as student account balances and transactions. A full array of reports are available, including meal count reports and transaction reports.

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# Meal Classifications

PowerLunch classifies cafeteria patrons into the following categories—Students & Adults. This helps schools maintain records on how many meals are sold.

## Students

**Most people that eat lunch at school are students. They are divided into six groups based on the amount each pays for meals:**

- **Free:** These students have qualified for the free lunch program
- **Reduced:** These students have qualified for a reduced price for meals.
- **Full Pay:** These students pay the full, standard price for meals

## Adults

**There are three classifications for adult patrons:**

- **Staff:** Staff work at the school or in the school district. Staff members include teachers, administrators, counselors, custodial staff, and maintenance workers.
- **Guest:** These adult patrons do not work at the school. Parents and/or other visitors would be considered guest.
- **Earned:** These adults have earned a free meal by working at the school. This classification is the equivalent of the exempt status for students.

# PowerLunch Initialization

Initialize PowerLunch, begin by setting up the following items:

## Set Prices

Set up a price list for the different categories of patrons at your school. Each category pays a different price for meals depending on their role at your school and their financial situation.

- On the start page, choose **PowerLunch** under Applications in the main menu. The PowerLunch page appears.
- Click **Set Prices and Options** under Management. The Set Prices and Options page appears.
- Use the following screenshot to enter information: **Only check the first 3 boxes as shown at the bottom of this screenshot**

## Set Prices and Options

Patron Type	Breakfast Prices	Second Breakfast Prices	Lunch Prices	Second Lunch Prices
Student Full Price	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Free Price	Free	0.00	Free	0.00
Student Reduced Price	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Guest Price	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Staff Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Adult Guest	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Auto-calculate cash if account is deficit

Use single-screen lunch process (QuickSale)

Show student photo on screen

Don't use false balance for free lunch students

Allow students from any school through the lunch line (affects all schools)

## Set Messages

Set up warning messages that appear when a student's account balance gets low or becomes deficit. Also, set up a message to tell the cashier if a student is eating a second meal for the day. **If you do not want a message for a specific event, leave that field blank when setting up messages.**

### Set Messages

When account balance drops below this level...	<input type="text"/>
...display this message: (this school only)	<input type="text"/>
When there is not enough money in the account, display this message? (all schools)	Please update students lunch account.
When patron is purchasing a 2nd meal, display this message? (all schools)	<input type="text"/>

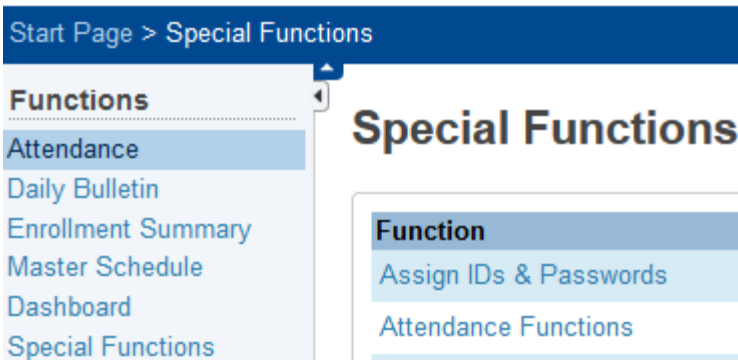
# Lunch ID Numbers

## Students

Assign numbers to a group of students or to an individual student. Lunch ID numbers may or may not be the same numbers as the student ID numbers. They are linked to the price that students pay for their meals and are used to keep track of students' meal account balances.

- Select the group of students you wish to create Lunch ID numbers for. Select ALL for the entire school
- From the MAIN PowerSchool menu, select **Special Functions --- Assign ID's & Passwords**

## PowerSchool



- **UNCHECK ALL BOXES EXCEPT ASSIGN LUNCH ID'S**
- Verify the Current Selection contains the correct number of Students
- Decide how the Lunch ID should be formatted and choose from the drop-down menu (shown below). The LunchID can be 3-8 characters and can be taken from the Student ID Number, SSN, etc.

For ALL CURRENTLY ENROLLED STUDENTS (changes all IDs/passwords for all students)

For the selected 15484 students only

For Aartun, Asia-li Danae only

Don't overwrite any existing IDs or passwords

In case of conflicts append: a 3 digit random number

Assign Student Usernames and passwords  Assign Access IDs and passwords

Each Username/Access ID 8 characters long and is Random letters

Each password is 4 characters long and is Student's first name

Enable access accounts for processed students  Enable access accounts for processed parents

Assign Lunch IDs

Each Lunch ID is 6 digits long and is taken from student number

- a random number
- taken from student number
- taken from the SSN
- taken from the web ID
- taken from the phone PIN

## Staff

To assign lunch IDs to staff, you must assign them one at a time

- Find Staff Member
- Select Information Page
- Enter LunchID
- Submit

## Publishing Lunch IDs

Run the following report for student Lunch ID's with barcode

Select Student or group of Students


Print a Report

PowerLunch Card

## Set Up Beginning Balances

### Students

- On the start page, search for and select a student
- Choose **Lunch Transactions** under Administration in the student pages menu. The Lunch Transactions page appears
- Click **New**. The Transaction Record page appears
- Enter the information requested. (Information in the Description Field is just an example)
- Submit
- This process will need to be completed for each student

Transaction Date	8/5/2015	 (MM/DD/YYYY)
Description	Beginning Balance OR Initial Deposit	
Amount of Fee	<input type="text"/>	
Amount of Credit	<input type="text"/>	
Tender Type	<input type="radio"/> Cash <input checked="" type="radio"/> Check	

### Staff

- On the start page, search for and select a staff member.
- Click **Transactions** under Function in the staff pages menu
- Click **New**.
- Complete the Transaction Record page
- Submit
- This process will need to be completed for each Staff member

# Reports

The following reports are available from the PowerLunch menu:

## Reports

PowerLunch Class Counts	Meal counts from PowerTeacher today.
Cash Report	Reports cash collected by each cashier on specified day.
Meal Count Report	Reports a quick list of total meals served during a specified date range.
Meal Count Listing	Detailed version of Meal Count Report.
Transaction Detail Report	Reports every transaction during a specified date range.