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INTRODUCTION

Welcome to the National Food Service Management Institute

The NFSMI Mission is to: Provide information and services that promote the continuous improvement of the Child Nutrition Programs.

Our Purpose is to:

- Conduct research related to Child Nutrition Programs.
- Provide education & training.
- Develop a network of professional trainers.
- Use and promote appropriate technology for education and dissemination.

NFSMI Services Include:

- Communication and Information
- Technical Assistance
- Project Development
- Education
- Training
- Research

Financial Management Information System

NFSMI, working with a national task force, developed a uniform system for recording financial data. The task force included district Child Nutrition Program (CNP) administrators and state agency directors. This uniform system is called FMIS and includes basic financial statements, data analysis, budget development, and budget analysis. FMIS is designed to allow data to be reported in a consistent and organized format to help CNP administrators make informed financial decisions. Included in the FMIS are definitions, categories, formulas, and reports based on accepted accounting principles used widely in business. Uniform formulas are used to calculate performance measures that are useful in decision making. Using the FMIS model will enable comparisons of financial performance of one school with other schools in the district. Eventually the FMIS model will permit a district to compare its financial performance with similar school districts.
NFSMI FUNDamentals Software

To assist School Food Service Administrators with using the FMIS, NFSMI developed a software tool based on the FMIS model. An advisory committee included representatives from state agencies. A pilot study was conducted from July 2000 through July 2001. Idaho and Mississippi participated in statewide tests. School districts from Arizona, Connecticut, Florida, Louisiana, Michigan, Nevada, New York, South Dakota, Utah and Vermont also participated in pilot tests. A working knowledge of accounting is required for successful use of this product. A self-instructional on-line tutorial is included. You may work through the entire tutorial at one time or call on the tutorial when you need it. We hope you find that both the FMIS model and the NFSMI FUNDamentals software helpful to the management and decision making in your operation.

NFSMI Products and Services are available:

NFSMI website http://www.nfsmi.org
By phone 1-800-321-3054
By mail at NFSMI, The University of Mississippi, P.O. Drawer 188, University, MS 38677-0188

The NFSMI FUNDamentals Setup Wizard

The Welcome screen is the entry point for the Setup Wizard.

Description

The National Food Service Management ID code, or Registration Code, is entered to begin the setup process.

Button explanation

The Cancel Button cancels the Setup Wizard.
The Help Button displays on-line help to direct the user through the data entry process.
The Next Button allows the user to proceed to the next screen in the Setup Wizard.

Step by Step

Step One: Enter your 7 digit numeric Registration Code. You may obtain a registration code from Visual Solutions at 1-888-228-3120.

Step Two: Click the Next button to proceed. If any errors occur, re-enter the information and try again.
Setting Your Password

The Setting Your Password screen allows users to create a user name and password that will be required to access the NFSMI FUNDamentals software.

Description

The user may enter a username and password up to 10 characters (numbers or letters).

Button explanation

The Cancel Button cancels the Setup Wizard and closes the screen.  The Help Button displays on-line help to direct the user through the data entry process.  The Back Button allows the user to navigate to the previous screen in the Setup Wizard.  The Next Button verifies password, saves data to the user’s database closes the screen, and takes the user to the next screen in the Setup Wizard.

Step by Step

Step One: Enter a User Name in the entry area “Type a user name”. The user name must be between 1 and 10 characters in length. The characters may be letters and numbers only.
Step Two: Enter a password in the entry area “Type a password”. The password must be between 1 and 10 characters in length. The characters may be letters and numbers only.
Step Three: Re-enter the same password in the “Confirm the password” entry area. The passwords must match or the software will prompt the user to re-enter.
Step Four: Click the Next button to continue the setup process.
Edit School Food Authority Information

The **Edit School Food Authority (SFA) Information** screen is used to collect SFA specific information.

![Edit School Food Authority Information Screen](image)

**Description**

This screen enables the user to set up information related to the SFA. The SFA Name and basic demographic information will be displayed for a registered user.

**Button explanation**

The **Cancel Button** cancels any modified data and closes the screen.  
The **Help Button** displays on-line help to direct the user through the data entry process.  
The **Back Button** allows the user to return to the previous input screen during the Setup Wizard.  
The **Next Button** closes the screen and sends the user to the next screen in the Setup Wizard.
Step by Step

**Step One:** Complete the SFA information screen by entering the following information.

- **Name:** The name of the School Food Authority.
- **District Cost Center Code:** The cost center or location code for the district office.
- **Institution Type:** This indicates the type of institution (Private, public, or other institution).
- **Percent Free and Reduced:** The percentage of students who are free and reduced for lunch.
- **Address:** The user’s street address.
- **City:** The city in which the user resides.
- **Zip:** The user’s postal zip code.
- **Phone:** The user’s phone number including area code.
- **Fax:** The user’s fax number including area code.
- **Contact Person:** The person to contact for further information if required.
- **Email Address:** A primary point of contact for this system’s electronic mail address.

**Step Two:** Click the Next button to save the entered data and proceed to the next screen in the setup wizard.
Accounting Periods Setup

The **Accounting Periods Setup** screen is used to set up Accounting Periods for the software.

![Accounting Periods Setup](image)

**Description**

**Accounting Periods:** Accounting periods can be described as grouping criteria for data transactions used primarily for reporting purposes. An accounting period is considered one month in the appropriate year.

**Appropriation Year:** An appropriation year is defined as a budgetary year established by the SFA. Appropriation years begin and end in different months from state to state.

**Button explanation**

The **Cancel Button** cancels any modified data and closes the screen.

The **Help Button** displays on-line help to direct the user through the data entry process.

The **Back Button** allows the user to return to the previous input screen during the Setup Wizard.

The **Next Button** verifies that accounting periods have been set up and take the user to the next screen in the Setup Wizard.

The **Create Button** will create 12 accounting periods for one fiscal year based on the starting month supplied by the user.

**Step by Step**

**Step One:** Choose the month in which you begin your budgetary or fiscal year from the “When do you begin your fiscal (budgetary) year?” drop box.

**Step Two:** Use the up and down arrows from the “Appropriation Year” to select the current year or the year from which you will enter data in this software package.

**Step Three:** Click the Create button to create the accounting periods.

**Step Four:** Click the Next button to continue the setup process.
Setup Completion

The Congratulations screen concludes the Setup Wizard and displays the user's User Name and Password. Simply click the OK Button to close the Setup Wizard and begin operation.
Logging in to Get Started

The Login screen is used to log into the software. It requires a valid user name and password. Users may also load a sample database for product evaluation or training by clicking the Load Demo Data button and following the instructions.

Description

Enter the User Name and Password that was created during the setup process in the spaces provided.

Button explanation

The Cancel Button cancels the login. The OK Button will be enabled as soon as a user name and password are entered. Clicking OK will begin the login process and if a correct user name and password were entered, will bring you into the software.

Step by Step

Step One: Enter a valid User Name.
Step Two: Enter a valid Password.
Step Three: Click OK to Login.
Site Maintenance/Managing Facility Sites

Edit School Food Authority Information

The **Edit School Food Authority (SFA) Information** screen is used to collect SFA specific information.

![Edit School Food Authority Information](image)

**Description**

This screen enables the user to edit information related to the SFA. The SFA name and basic demographic information will be displayed for a registered user.

**Button explanation**

The **Update Button** saves data and modifications to the user’s database.  
The **Help Button** displays on-line help to direct the user through the data entry process.  
The **Cancel/Close Button** cancels any modified data and/or closes the screen. (button caption will change to Close after an update is performed)
Step by Step

Step One: Click Site Maintenance Menu from the NFSMI FUNDamentals Menu then click the School Food Authority Maintenance option.

Step Two: Review and edit (if needed) the following information.

- **SFA Name:** The name of the School Food Authority.
- **Cost Center Code:** The cost center code or location code for the district office.
- **Address:** The user’s street address.
- **City:** The user’s city name.
- **Zip:** The user’s postal zip code.
- **Phone:** The user’s phone number including area code.
- **Fax:** The user’s fax number including area code.
- **Contact Person:** The person to contact for further information if required.
- **Email Address:** The contact person’s electronic mail address.
- **Institution Type:** This indicates the type of institution (Private, public, or other institution).

  **Open Campus Policy:** Students may leave the campus during the meal hour.

Step Three: Click the Update button to save any edited data then click Close or click Cancel to close the screen.
Edit School Information

The **Edit School Information** screen allows the user to enter the demographic and financial information for each school in the software.

![Edit School Information Screen](image)

**Description**

This screen enables the user to set up information related to schools.

**Button explanation**

The **Add Button** allows the user to add a new school.  
The **Update Button** saves data and modifications to the user’s database.  
The **Delete Button** removes the current school and all underlying data from the software.  
The **Help Button** displays on-line help to direct the user through the data entry process.  
The **Cancel Button** cancels any modified data and closes the screen.  
The drop-down box at the bottom of the screen allows the user to navigate between schools.
Step by Step

**Step One:** Click Site Maintenance Menu from the NFSMI FUNDamentals Menu then click the School Maintenance option.

**Step Two:** Review and edit (if needed) the following information:

- **Name:** The name of the school.
- **Site Abbreviation:** An abbreviation that can identify the selected school. This is only used for certain charts and reports where space is limited.
- **Cost Center Code (Accounting):** The school’s designated cost center code or location code. This code should match the school’s location code used by the district’s accounting system.
- **Cost Center Code (Alternate):** An alternate cost center code or location code for the selected school. This code should match the school’s location code used by the district’s Point of Sale system. (in most cases this will be the same as the Accounting Cost Center Code)
- **Address:** The school’s street address.
- **City:** The school’s city name.
- **Zip:** The school’s postal zip code.
- **Phone:** The school’s phone number including area code.
- **Fax:** The school’s fax number including area code.
- **Contact Person:** The person to contact for further information.
- **Email Address:** Electronic mail address for primary contact person.
- **Institution Type:** Indicates the type of institution (Private, public, or other institution).
- **Production Type:** Click the drop box to choose on the following options:
  - Production-Cook for Inventory
  - Production-Cook for Service
  - Non-Production-Service Only
- **Meal Planning Method:** Click the drop box and select one of the following options:
  - Traditional Food Based
  - Enhanced Food Based
  - Nutrient Standard,
  - Assisted Nutrient Standard
  - Any Reasonable Approach
- **Inactive:** A checked Inactive box sets the school as inactive. An unchecked Inactive box indicates that the region is active.

**Step Three:** Click the Additional Information tab.
**Step Four:** Complete the following school information:

![Edit School Information window](image)

**National School Lunch Programs:** Place a check mark by those federal programs implemented by the school.

**Federal Lunch Reimbursement Level:** Select the appropriate Federal Lunch Reimbursement Level for each school.

**Select Meal Price Group(s):** Select the appropriate Meal Price Group(s) for the schools. Multiple meal price groups may be selected for a school. (Example: K-12 where elementary students pay a lower price for full paid lunches than secondary students pay for full paid lunches)

**Step Five:** Click the Update button to save the entered data.
Edit Administrative Center Information

The **Edit Administrative Center Information** screen allows the user to enter the demographic financial information for each administrative center in the software. An administrative center is any entity that services more than one school. Examples are prep kitchens, district level functions other than the district office that are tracked in the district accounting system such as technology services.

![Edit Administrative Center Information](image)

**Description**

This screen enables the user to set up information related to the administrative center.

**Button explanation**

The **Add Button** allows the user to add a new warehouse to the software.
The **Update Button** saves data and any modifications to the user’s database.
The **Delete Button** removes the current warehouse and all underlying data from the software.
The **Help Button** displays on-line help to direct the user through the data entry process.
The **Cancel Button** cancels any modified data and closes the screen.
Step by Step

Step One: Click Site Maintenance Menu from the NFSMI FUNDamentals Menu then click the Administrative Centers Maintenance option.

Step Two: Review and edit (if needed) the Administrative Centers Information screen by entering the following information:

- **Name:** The name of the warehouse.
- **Cost Center Code (Accounting):** The administrative center’s designated cost center code or location code. This code should match the school’s location code used by the district’s accounting system.
- **Cost Center Code (Alternate):** An alternate cost center code or location code for the selected administrative center. For an administrative center that is a prep kitchen, this is the Accounting Cost Center Code of the school. For standalone prep kitchens or district level administrative centers, this code will be the same as the Accounting Cost Center Code.
- **Address:** The administrative center’s street address.
- **City:** The administrative center’s city name.
- **Zip:** The administrative center’s postal zip code.
- **Phone:** The administrative center’s phone number including area code.
- **Fax:** The administrative center’s fax number including area code.
- **Contact Person:** The person to contact for further information.
- **Email Address:** Electronic mail address for primary contact person.
- **Institution Type:** Indicates the type of institution (Private, public, or other institution).
- **Production Type:** Click the drop box to choose one of the following options: Production-Cook for Inventory, Production-Cook for Service, Non-Production-Service Only.

- **Expenses to be applied to Administrative Overhead Expense:** This option determines which expense category is used when expenses are distributed from this cost center. (normally, district level functions require a check and prep kitchens are unchecked)

- **Inactive:** A checked inactive box designates that the selected administrative center is inactive. An unchecked box designates an active administrative center.

Step Three: Click the Update button to save the entered data.
Setup Menu

Initial/Yearly Setup Sub-Menu

**Budgeted Daily Labor Hours**

The **Budgeted Daily Labor Hours** screen allows the user to define the total budgeted labor hours per day for each school or prep kitchen in the software.

![Budgeted Daily Labor Hours](image)

**Description**

This information will be used in connection with production calendars to generate monthly production labor hours for each school.

**Button explanation**

The **Cancel Button** cancels any modified data and closes the screen.

The **Help Button** displays on-line help to direct the user through the data entry process.

The **Print Button** allows the user to print the data to the printer after previewing the report on the screen.

The **Update Button** saves data and modifications to the user’s database.
Step by Step

Step One: Click Setup, then Initial/Yearly Setup, then Budgeted Daily Labor Hours from the NFSMI FUNDamentals Menu or click the Personnel image from the NFSMI FUNDamentals Launch Pad.
Step Two: Enter the number of budgeted daily production hours for each school or prep kitchen.
Step Three: Click Update to save the data entered.
Commodity Allowance Factor

The Commodity Allowance Factor screen allows the user to view and update the USDA Commodity Allowance Factor used in program analysis.

Description

The commodity allowance factor is the value of donated food or, where applicable, cash in lieu of commodities for each reimbursable lunch served.

Button explanation

The Update Button updates the data.  
The Cancel Button cancels the screen.

Step by Step

Step One: Click Setup, then Initial/Yearly Setup, then select Commodity Allowance Factor from the NFSMI FUNDamentals Menu.  
Step Two: Modify the amount and click Update.
**Fund Balance**

The Fund Balance screen allows the user to enter or edit the beginning fund balance of the child nutrition fund for the working year. The software can accept district or school based data entry. Most often, financial officers will only have a single fund balance amount for the district.

![Fund Balance Entry](Image)

**Description**

Users enter beginning balance(s) for the initial program year.

**Button explanation**

The Update Button saves data and any modifications to the user’s database. The Cancel Button cancels any modified data and closes the screen. The Help Button displays on-line help to direct the user through the data entry process.

**Step by Step**

**Step One:** Click Setup, then Initial/Yearly Setup, then select Fund Balance.
**Step Two:** Enter the amount of the Beginning Fund Balance for the current fiscal year. Total Revenues, Total Expenses, and Current Balance are calculated based on information in the FUNDamentals software.
**Step Three:** Click the Update button to save the entered data.
Indirect Cost Percentage

The Indirect Cost Percentage screen allows the user to enter or edit the indirect cost percentage.

![Screenshot of Indirect Cost Percentage screen]

**Description**

State government regulates the indirect cost percentage that may be assessed from school administration to school food services. If allowed by state government, school districts may choose to assess a percentage of expenses not directly attributable to school food service such as utilities and building maintenance from food service funds. Users of the NFSMI FUNDamentals software program will enter the state or SFA indirect cost percentage as applicable to school food authorities.

The Edit Indirect Generated Formula link on this screen opens the Edit Indirect Generated Formula screen, which allows users to determine which major accounts will be considered when calculating the hypothetical Indirect Generated amount. These settings are unique to each school. One scenario where this setting should be modified is one in which a school’s cafeteria is metered separately from the school. The food service fund is paying this expense directly, so property operation, maintenance, and energy expenses should not be used as part of the indirect generated amount.

**Button explanation**

The **Update Button** saves data and any modifications to the user’s database. The **Cancel Button** cancels any modified data and closes the screen. The **Help Button** displays on-line help to direct the user through the data entry process.

**Step by Step**

**Step One:** Click Setup, then Initial/Yearly Setup, then select Indirect Cost Percentage.
**Step Two:** Enter the maximum direct cost percentage (as a percent) allowable by Indirect Cost Percentage definition.
**Step Three:** Click the Update button to save the entered data.
Meal Pricing

The **Meal Pricing** screen is used to link schools to meal pricing groups. Schools must be linked to at least one meal pricing group and may be linked to more than one meal pricing group.

### Description

A Meal Pricing Group contains the pricing information for all student and adult meals that may be served at a school. (not including Contracted Meals) Schools may be linked to one or more meal pricing groups.

### Button explanation

The **Cancel Button** cancels any modified data and closes the screen.

The **Help Button** displays on-line help to direct the user through the data entry process.

The **Print Button** allows the user to send the data to the printer after previewing the report on the screen.

The **Update Button** saves data and any modifications to the user’s database.

The **Meal Pricing Groups Link** opens the Meal Pricing Groups screen.

The **Automatic Deselection** checkbox is used primarily in the initial software setup when new meal pricing groups have been established. When this option is selected, the software removes any previously selected meal pricing groups for a school when the new meal pricing group is selected.
Step by Step

Step One: Click Setup, then Initial/Yearly Setup, then select Meal Pricing.
Step Two: Click the Meal Pricing Groups link at the bottom of the screen.
Step Three: Click the Meal Pricing Group link at the top of the Meal Pricing Setup screen.

Step Four: Modify the Description for the default Meal Pricing Group and create any other meal pricing groups needed by your district. Enter a numerical value for the Display Order for any added meal pricing groups.
Step Five: Click the Update button to save the data entered. Click the Close button to return to the Meal Pricing Setup screen.
Step Six: Review and adjust the Student and Adult Meal Price information for each meal pricing group. Be sure to click the Update button before selecting the next meal pricing group from the drop down selection at the top of the screen.

Step Seven: Review the student and adult meal prices for each meal pricing group. When complete, click the Cancel/Close button to return to the Meal Pricing screen.

Step Eight: Place a check in the Automatic Deselection checkbox.

Step Nine: For each school listed, select the appropriate meal price group(s). If you need to link a school to multiple meal price groups (Example: K-12), remove the check from the Automatic Deselection checkbox to disable this option.

Step Ten: Click Update to save any changes.

Step Eleven: Click the Cancel/Close button to close the screen.
Meal Equivalent Factor

The Meal Equivalent Factor screen allows the user to view and update the meal equivalent factors used in program analysis.

Description

A Meal Equivalent is the unit of measurement used to gauge the effectiveness and productivity of a school foodservice program. Meal Equivalent Factors are based on a unit of production equating non-reimbursable food sales to the standard student lunch. The meal equivalent factor used by NFSMI FUNDamentals is the sum of one FREE student lunch reimbursement plus the USDA Commodity Allowance amount. It may be necessary for the user to present reports and data in meal equivalent factors different than those determined by the task force. The NFSMI FUNDamentals provides methods by which additional meal equivalent factors may be created. The purpose of this screen is to allow users to modify the factor.

Button explanation

The Cancel Button cancels any modified data and closes the screen. The Help Button displays on-line help to direct the user through the data entry process. The Update Button saves data and modifications to the user’s database.

Step by Step

Step One: Click Setup, then the Meal Equivalent Factor option from the NFSMI FUNDamentals Menu or click the Meal Equivalent Factor image on the NFSMI FUNDamentals Launch Pad.

Step Two: To modify the meal equivalent factor to meet state or local SFA requirements, select the appropriate level from the list at the bottom of the screen. Levels are defined as NFSMI level, State level, School Food Authority level, and School level. Alternative Meal Equivalent Factors may be keyed and reported for each level.

Step Three: Click in the Factor cell and make the appropriate modifications. A factor may not be zero.

Step Four: Click Update to save the changes.
Production Calendar

The Production Calendar screen allows the user to modify and update production calendars for all sites defined in the software.

Description

The production calendar is simply the number of production days for each month.

Button explanation

The Cancel Button cancels any modified data and closes the screen. The Help Button displays on-line help to direct the user through the data entry process. The Copy Calendar Utility opens the Copy Calendars Utility, which allows users to copy any created production calendar to other selected cost centers. The Print Button allows the user to print the data to the printer after previewing the report on the screen. The Update Button saves data and modifications to the user’s database. The Apply to All Sites checkbox may be used to copy the changes to all existing calendars.
Step by Step

Step One: Click Setup on the NFSMI FUNDamentals Menu then click Setup, then click Initial/Yearly Setup, then click the Production Calendar option.
Step Two: Choose the cost center for which you want to create a production calendar from the cost center drop box.
Step Four: Enter the number of production days for each month.
Step Five: If modifying an existing calendar, and you wish to apply this change to all existing calendars, then place a checkmark in the Apply to All checkbox. Click Update when all modifications have been made. If this is a new calendar, click the Copy Calendar Utility and follow the instructions there to copy this calendar to one or more cost centers.
Reimbursement Rates

Federal Reimbursements

The Federal Reimbursements screen allows the user to modify the USDA Federal Programs reimbursement.

![Federal Reimbursement Rates](image)

**SCHOOL PROGRAMS**

**MEAL, SNACK, AND MILK PAYMENTS TO STATES AND SCHOOL FOOD AUTHORITIES**

Expressed in Dollars or Fractions Thereof

Effective from July 1, 2008 - June 30, 2009

Note: If the rates below are not correct you may click this link to download and install the current rates, or you may also manually adjust the rates.

<table>
<thead>
<tr>
<th>NATIONAL SCHOOL LUNCH PROGRAM</th>
<th>Loss than 60%</th>
<th>60% or More</th>
<th>Maximum Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid</td>
<td>0.24</td>
<td>0.26</td>
<td>0.32</td>
</tr>
<tr>
<td>Reduced</td>
<td>2.17</td>
<td>2.19</td>
<td>2.34</td>
</tr>
<tr>
<td>Free</td>
<td>2.57</td>
<td>2.59</td>
<td>2.74</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SCHOOL BREAKFAST PROGRAM</th>
<th>Non-Severe Need</th>
<th>Severe Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid</td>
<td>0.25</td>
<td>0.25</td>
</tr>
<tr>
<td>Reduced</td>
<td>1.10</td>
<td>1.30</td>
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<td>Free</td>
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<td>1.60</td>
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<table>
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<tr>
<th>AFTERSCHOOL SNACKS SERVED IN AFTERSCHOOL CARE PROGRAMS</th>
<th>Paid</th>
<th>Reduced</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>0.06</td>
<td>0.35</td>
<td>0.71</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIAL MILK PROGRAM</th>
<th>Paid</th>
<th>Free</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.185</td>
<td>0.185</td>
</tr>
</tbody>
</table>

(Average Cost Per 1/2 Pint of Milk)

**Description**

The Federal Reimbursements screen is used to set appropriate reimbursement rates for child nutrition programs offered to each participating site. Modifications can be made to the currency amount and the dates in which the rates are effective.

**Button explanation**

The Close Button cancels any modified data and closes the screen.
The Refresh Button may be clicked after using the rate update link at the top of the screen to download and install the Federal reimbursement rates for the current program year.
The Update Button saves any data and modifications to the user’s database.
Step by Step

**Step One:** Click Setup and Federal Reimbursement from the NFSMI FUNDamentals Launch Pad or click the Reimbursement Rates image.

**Step Two:** Click in the cell beside the Federal Reimbursement category you would like to modify and enter the new amount.

**Step Three:** Click Update to save the Federal Reimbursement amounts.
State Reimbursements

The **State Reimbursements** screen allows the user to modify the state reimbursement rates. This screen is used only if state reimbursements are calculated on a per meal basis.

The **State Reimbursements** screen is used to set appropriate state reimbursement rates for child nutrition programs offered at each participating site. Modifications can be made to the currency amounts. The State Reimbursement revenue may be automatically calculated by the NFSMI FUNDamentals.

**Button explanation**

- The **Close Button** cancels any modified data and closes the screen.
- The **Update Button** saves data and modifications to the user’s database.
**Step by Step**

**Step Two:** Click Setup from the NFSMI FUNDamentals Menu then choose the Reimbursement Rates option or click the reimbursement rates image on the NFSMI FUNDamentals Launch Pad.

**Step Four:** Click in the cell beside the State Reimbursement category you would like to modify and enter the new amount.

**Step Six:** Click Update to save the State Reimbursement amounts.
Budget (Optional)

Revenue Budget

The Revenue Budget screen is used to develop a cost center based budget.

Description

This screen is used to enter revenue budget information.

Note: Budget projections should be compared to actual revenues and expenditures on a monthly basis.

Button explanation

The Cancel Button cancels any modified data and closes the screen. The Help Button displays on-line help to direct the user through the data entry process.
The **Print Button** allows the user to print the data to the printer after previewing the report on the screen. 

The **Update Button** saves data and any modifications to the user’s database. Users may click this button only when they have selected an Accounting Period other than “Yearly Budget”. 

The **Distribute by Period Button** is used to proportionally allocate funds over accounting periods based on the production calendar setup.

**Step by Step**

### Entering Yearly Data & Distributing by Period

**Step One:** Choose the cost center for which you want to create budget data from the NFSMI FUNDamentals Launch Pad cost center drop box.  
**Step Two:** Click the Revenues Budget image on the NFSMI FUNDamentals Launch Pad.  
**Step Three:** Choose Yearly Budget from the drop box.  
**Step Four:** Click in the Budget Amount cell next to the revenue description to enter the budgeted dollar amount.  
**Step Five:** Click the Distribute by Period button to proportionally allocate funds over accounting periods based on the production calendar setup.

### Entering Monthly Data

**Step One:** Choose the cost center for which you want to create budget data from the NFSMI FUNDamentals Launch Pad cost center drop box.  
**Step Two:** Click the Revenues Budget image from the NFSMI FUNDamentals Launch Pad.  
**Step Three:** Choose the period for which data will be keyed from the drop box.  
**Step Four:** Click in the Budget Amount cell next to the revenue description to enter the budgeted dollar amount.  
**Step Five:** Click Update to save any changes entered.
Expenditure Budget

The Expenditure Budget screen is used to develop a cost center based budget.

![Expenditure Budget Screen]

**Description**

This screen is used to enter revenue budget information.

**Note:** Budget projections should be compared to actual revenues and expenditures on a monthly basis.

**Button explanation**

The Close Button cancels any modified data and closes the screen.

The Help Button displays on-line help to direct the user through the data entry process.

The Print Button allows the user to print the data to the printer after previewing the report on the screen.

The Update Button saves data and any modifications to the user’s database. Users may click this button only when they have selected an Accounting Period other than “Yearly Budget”.

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The **Distribute by Period Button** is used to proportionally allocate funds over accounting periods based on the production calendar setup.

**Step by Step**

**Entering Yearly Data & Distributing by Period**

**Step One:** Choose the cost center for which you want to create budget data from the NFSMI FUNDamentals Launch Pad.

**Step Two:** Click the Expenditure Budget image from the NFSMI FUNDamentals Launch Pad.

**Step Three:** Choose Yearly Budget from the drop option.

**Step Four:** Click in the Budget Amount cell next to the expenditure description to enter the budgeted dollar amount.

**Step Five:** Click the Distribute by Period button to proportionally allocate funds over accounting periods based on the production calendar setup.

**Entering Monthly Data**

**Step One:** Choose the cost center for which you want to create budget data from the NFSMI FUNDamentals Launch Pad.

**Step Two:** Click the Expenditures Budget image from the NFSMI FUNDamentals Launch Pad.

**Step Three:** Choose the period for which data will be keyed from the drop box.

**Step Four:** Click in the Budget Amount cell next to the expenditure description to enter the budgeted dollar amount.

**Step Five:** Click update to save any changes entered.
Add-On Modules

Description
The FUNdamentals Add-On Modules Preferences screen allows user control over the order in which the add-on modules load, the button text for each module, and the button length used for add-on modules. FUNdamentals Add-On Modules load buttons into the purple bar at the bottom of the NFSMI FUNdamentals Launch Pad. Add-On Modules are started by clicking the associated button.

Add-On Module Description: The text used on the Module Button.
Display Order: The order in which the Module Buttons are displayed at the bottom of the NFSMI FUNdamentals Launch Pad from left to right.
Inactive: Determines if a button is created for the Add-On Module.
Module Button Length: The length (in twips) of each Add-On Module button. A twip is a unit of measurement and is relative to the size of your computer display. Only adjust this setting you have issues with text wrapping on the buttons.

Button explanation

The Cancel Button cancels any modified data and closes the screen.
The Help Button displays on-line help for this screen.
The Print Button allows the user to print the data to the printer after previewing the report on the screen.
The Update Button saves data and modifications to the user’s database.

Step by Step

Step One: Click Setup on the NFSMI FUNdamentals Menu then click Program Setup then click Add-On Modules.
Step Two: Review or modify the information displayed.
Step Five: Click Update to save any changes, then click Cancel to close the screen.
Chart of Accounts

The **Edit General Ledger (GL) Components** screen is used to set up the components of the general ledger.

![Edit GL Components Screen](image)

**Description**

This screen is used to define the order or placeholder and number of characters in each component of the general ledger structure. Components may be set inactive if the component is not used in the local financial accounting general ledger structure.

**Button explanation**

The **Cancel Button** cancels any modified data and closes the screen. The **Help Button** displays on-line help to direct the user through the data entry process. The **Print Button** allows the user to send the data to the printer after previewing the data on the screen. The **Update Button** saves data and any modifications to the user’s database.
Step by Step

Step One: Click Setup on the NFSMI FUNDamentals Menu then click Program Setup then click Chart of Accounts.
Step Two: Click in the Placeholder cell to change the position of this component of the General Ledger code. This must be a whole number. The numbers can only be used once and have to range from 1 to 8.
Step Three: Click in the Number of Characters cell to set the number of characters for this component. This must be a whole number.
Step Four: Click in the Inactive cell to make components active or inactive. If a component is inactive it will not be included in the GL code.
Step Five: The General Ledger Number cell gives information on where to set the General Ledger numbers for the individual components.
Step Six: Complete data entry by clicking the Update button to save the data entered.
Revenue Categories/Expense Categories

The **Edit Detail Account Information** screen is used to enter revenue and expenditure categories.

### Description

The Edit Detail Account Information Screen is used to enter revenue and expenditure categories and may be modified and edited by the user. This screen is used to create and modify DETAIL account categories.

### Button explanation

- **Close Button** cancels any modified data and closes the screen.
- **Help Button** displays on-line help to direct the user through the data entry process.
- **Delete Button** removes the selected account from the user’s database.
- **Print Button** allows the user to print the data to the printer after previewing the report on the screen.
- **Update Button** saves data and any modifications to the user’s database.
**Step by Step**

**Step One:** Click the Setup Menu, then click Program Setup, then choose Revenue or Expenditure Categories options.

**Step Two:** Click the Detail button on the Revenue or Expenditure account for which information will be viewed or changes will be made.

**Step Three:** Review and edit the Description, GL Number, or Help Text for each account. Accounts that are not relevant in your district may be deleted or marked Inactive.

**Step Four:** Add new Detail Accounts by scrolling to the end of the list and entering the new account information in the blank line at the bottom of the list.

**Step Five:** Click the Update button to save any changes.
Meal Equivalent Ratios

The Meal Equivalent Ratios screen allows the user to view and update the meal equivalent ratios used in program analysis.

Description

The meal equivalent ratio is the unit of measurement used to gauge the cost effectiveness and productivity of a school food service program. The rate entered in this data entry screen is the number of meals served, per category, equal to one student meal. The meal equivalent ratios used by NFSMI FUNDamentals are:

1 Lunch = 1 Lunch
1 Lunch = 1.5 Breakfast
1 Lunch = 3 After School Snacks
It may be necessary for the user to present reports and data in meal equivalent ratios different than those determined by the task force. The NFSMI FUNDamentals provides methods by which additional meal equivalent ratios may be created. The purpose of this screen is to allow users to modify the factor.

**Button explanation**

The **Cancel Button** cancels any modified data and closes the screen.
The **Help Button** displays on-line help to direct the user through the data entry process.
The **Print Button** allows the user to print the data to the printer after previewing the report on the screen.
The **Update Button** saves data and modifications to the user’s database.

**Step by Step**

**Step One:** Click Setup, then the Meal Equivalent Ratios option on the NFSMI FUNDamentals Menu or click the Meal Equivalents image on the NFSMI FUNDamentals Launch Pad.
**Step Two:** To modify the meal equivalent ratio to meet state or local SFA requirements, select the appropriate level from the list at the bottom of the screen. Levels are defined as NFSMI level, State level, School Food Authority level, and School level. Alternative Meal Equivalent Ratios may be keyed and reported for each level.
**Step Three:** Click in the Rate cell and make the appropriate modifications. A factor may not be zero.
**Step Four:** Click Update to save the changes.
Preferences

The Preferences menu allows the user to determine set the background color of the launch pad.
Federal Program Eligibility

The **Federal Program Eligibility** screen is used to enter and edit monthly eligibility (application counts) information for each school. Eligibility information may be entered for each NSLP program independently. Only programs that have been selected for the selected school will be displayed. For convenience, when entering or editing the information for the top record, the information floods to the remaining rows in the grid. Also, eligibility records are automatically written forward, which means that when eligibility is updated for July, it is also updated for all months forward.

**Button explanation**

The **Print Button** allows the user to print the data to the printer after previewing the report on the screen.

The **Update Button** saves data and modifications to the user’s database.

The **Close Button** cancels any modified data and closes the screen.

**Step by Step**

**Step One:** Click Monthly Data Entry, then the Federal Program Eligibility option on the NFSMI FUNDamentals Menu.

**Step Two:** Review and edit the Enrollment, Free (Applications), Reduced, (Applications), and ADA (Average Daily Attendance Factor) for the site selected in the Cost Center drop box, and for the Month selected in the Month drop box.

**Step Three:** Click Update to save the changes.
Inventory Values

The **Inventory Values** screen is used to enter and edit monthly ending inventory values for schools, prep kitchens, and warehouses. The Month drop box has an option for ‘Initial Values’, which is used to enter the initial starting values for the software.

![Inventory Values screen](image)

**Button explanation**

The **Cancel/Close Button** cancels any modified data or closes the screen.
The **Help Button** displays on-line help to direct the user through the data entry process.
The **Print Button** allows the user to print the data to the printer after previewing the report on the screen.
The **Copy From Previous Month Button** copies inventory values for schools from the previous month (or initial values) into the grid. The inventory values are not saved until the Update button is clicked. This function is useful for months with no inventory activity, such as summer months.
The **Update Button** saves data and modifications to the user’s database.

**Step by Step**

**Step One:** Click Monthly Data Entry, then the Inventory Values option on the NFSMI FUNDamentals Menu.
**Step Two:** Review or edit the Ending dollar values of inventory in the following areas

— Purchased Food
— Commodities
— Supplies

for each school, warehouse, or prep kitchen for the month selected in the Month drop box.

**Step Three:** Click Update to save the changes.
Labor Hours

The **Personnel Labor Hours Entry** screen allows the user to view local and distributed production labor hours by school. Additionally, local prep kitchen production labor hours may be viewed and modified as needed.

### Description

Personnel labor hours information is generated based on the personnel profile (budgeted daily labor hours) and production calendar as defined for a school or prep kitchen. The generated amounts may also be modified using this screen.

### Button explanation

The **Cancel Button** cancels any modified data and closes the screen. The **Help Button** displays on-line help to direct the user through the data entry process. The **Print Button** allows the user to print the data to a printer after previewing the report on the screen. The **Update Button** saves any data and modifications to the user’s database.

### Step by Step

**Step One:** Click Monthly Data Entry, then the Labor Hours option on the NFSMI FUNDamentals Menu or click the Labor Hours image on the NFSMI FUNDamentals Launch Pad. **Step Two:** The estimated labor information for Total Budgeted Production Hours will be displayed. If no record has been saved for a school or prep kitchen, this Budgeted amount will

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also be displayed in the Actual Local Labor Hours and highlighted in blue. If necessary, click the appropriate cell and modify.

**Step Three:** Click the Update button to save the data entered.
Meal Counts

The Meal Count Detail screen allows you to view, modify, and update meal counts for the date range on the Launch Pad.

Description

This screen is cost center specific and will show information for the cost center chosen in the drop down selection at the bottom of the screen. From this screen counts can only be entered for individual schools. If the date range brings up multiple entry information, then the screen can only be viewed not updated.
**Button explanation**

The **Cancel Button** cancels any modified data and closes the screen.

The **Help Button** displays on-line help to direct the user through the data entry process.

The **Quick Entry** button will show the Meal Counts Quick Entry screen. This screen enables data entry in a different format for all schools for selected meal pricing groups and meal types. This format follows a typical Point of Service monthly summary report. Schools may be sorted by name or cost center code.

The **Print Button** allows the user to print the data to a printer after previewing the report on the screen.

The **Update Button** saves any data and modifications to the user’s database.

**Step by Step**

**Step One:** Click the Meal Counts image on the NFSMI FUNDamentals Launch Pad to open the Meal Count Detail screen.

**Step Two:** Choose a cost center for which data will be entered from the drop down selection at the bottom of the screen.

**Step Three:** Click the Total Served cell beside the appropriate meal category and enter the number of meals served.

  **TIP:** You can also type = and enter in a formula to calculate the meals served. (=239 + 340 + 329). The value in Total Served must be numeric. A total will appear at the bottom of the screen for all of your meal programs.

**Step Four:** Click the Update button to save the data entered.
Revenues and Expenditures

The **Revenues and Expenditures Data Entry** screen allows the user to view or edit revenue or expenditure information.

### Description

Revenue and Expenditure Detail Account amounts can be entered or modified* by selecting a school in the Cost Center drop box, verifying the date range, and clicking on a Summary Account on the left side of the screen. Revenue and Expenditure information for this screen is school based. Initial data entry will date stamp the source document column. Users may choose to modify the source document information.

* Updates are not allowed in the following situations:

  - The Cost Center selected is a Administrative level cost center. (District Level or Prep Kitchen) The amounts shown represent a summary of schools. Select a school in the Cost Center drop box.
  
  - The Expense Summary Account chosen is Administrative Overhead Expense The amounts shown represent distributed amounts. Administrative Overhead Expenses are entered at the Administrative level in the Administrative Costs (and Revenues) data entry screen. These administrative revenues and expenses are distributed to schools based on a meal equivalent formula.
  
  - The amount for the Detail Account being edited is the summary of multiple records. If this is the case, you may view individual records by using the Transaction List. The
Transaction List may be used to delete duplicate or misplaced detailed account records. It may also be necessary to view the Revenue List or Expenditure List to perform records maintenance, or troubleshoot multiple records issues.

**Button explanation**

The **Cancel Button** cancels any modified data and closes the screen.  
The **Help Button** displays on-line help to direct the user through the data entry process.  
The **Quick Entry Button** displays the Quick Entry screen which provides an alternative format for data entry of Detail Accounts by school.  
The **Print Button** allows the user to print the data to the printer after previewing the report on the screen. Each grid may be printed separately.  
The **Update Button** saves data and modifications to the user’s database.

**Step by Step**

**Step One:** Click Monthly Data Entry, then the Revenues (or Expenditures) option on the NFSMI FUNDamentals Menu or click the Revenues (or Expenditures) image on the NFSMI FUNDamentals Launch Pad.  
**Step Two:** Select the appropriate date option. It is highly encouraged to perform data entry by the month. Make sure the Monthly Date Option is selected, then select the Month for which to enter the financial information from the Month drop box. The Month Range date option is provided for the ability to view and print year to date or quarterly totals.  
**Step Three:** Choose the specific cost center for which the data will be entered from the drop down selection box at the top of the screen. Data Entry in the screen is only allowed for schools. All other cost center types will display the summary of schools. (in the case of Prep Kitchens, the amounts displayed will represent the summary of all schools assigned to the selected Prep Kitchen)  
**Step Four:** Select the desired Summary Account by clicking in the appropriate grid row.  Select the desired Detail Account by clicking in the Amount column beside the appropriate detail account description. Edit or enter the amount*. Modify any other detail accounts that require data entry or editing. *Alternately, users may click the Quick Entry button to enter detailed revenue or expenditure account information by school. The Quick Entry screen also allows for switching between revenue or expenditure detail accounts belonging to the revenue or expenditure summary account selected on the Revenue/Expenditure Data Entry screen.  
**Step Five:** Click the Update button to save the data entered.  
**Step Six:** Repeat Steps Four and Five for other Summary Accounts that require data entry or editing.  
**Step Seven:** Repeat Steps Three through Five for other Cost Centers that require data entry or editing.
The Quick Entry screen is used for detailed data entry on Revenues, Expenditures, and Meal Counts and allows school names to be listed alphabetically by school name or location code. This format is handy when keying data from standard printouts or reports that may be available in financial accounting or point of service systems.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Site Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>$253.45</td>
<td>Alpha Elementary School - 0061</td>
</tr>
<tr>
<td>$964.05</td>
<td>Bravo High School - 0161</td>
</tr>
<tr>
<td>$314.60</td>
<td>Charlie Elementary School - 1041</td>
</tr>
<tr>
<td>$89.80</td>
<td>Delta Elementary School - 5031</td>
</tr>
<tr>
<td>$69.80</td>
<td>Echo Middle School - 3021</td>
</tr>
<tr>
<td>$370.25</td>
<td>Foxtrot Elementary School - 0131</td>
</tr>
<tr>
<td>$317.25</td>
<td>Golf High School - 1121</td>
</tr>
<tr>
<td>$233.55</td>
<td>Hotel Middle School - 4021</td>
</tr>
<tr>
<td>$621.10</td>
<td>Indigo Elementary School - 2161</td>
</tr>
</tbody>
</table>

$3,233.85

Order By Site Name
Order By Cost Center Code

[Image of Quick Entry screen]
Administrative Overhead Distribution

The Administrative Overhead Distribution screen allows the user to enter or edit administrative expenses and revenues.

![Administrative Overhead Distribution Screen]

**Description**

The Administrative Overhead Distribution screen is used to prorate administrative and overhead revenues and expenditures based on meals and meal equivalents served. Administrative overhead may be entered for SFAs, warehouses, and non-serving production kitchens as appropriate.

**Button explanation**

The **Cancel Button** cancels any modified data and closes the screen.

The **Help Button** displays on-line help to direct the user through the data entry process.

The **Update Button** saves any data and modifications to the user’s database.

The **Print Button** allows the user to print the data to a printer after previewing the report on the screen.

The **Distribute Button** distributes the entered administrative revenues or expenses to all schools using a meal equivalent formula.
Step by Step

Step One: Select the month for which information has been gathered.

Step Two: Click the Monthly Data Entry menu, then the Administrative Overhead Costs option from the NFSMI FUNDamentals Menu or click the Administrative Overhead Costs image from the NFSMI FUNDamentals Launch Pad.

Step Three: Select either the Expenses option or the Revenues option at the bottom of the screen.

Step Four: Click the Amount cell beside the appropriate expenditure subcategory and enter the dollar amount. Subcategories are grouped by major revenue or expenditure category.

Step Five: Click the Update button to save the data entered.

Step Six: Click the Distribute button to distribute the revenues or expenses to all schools using a meal equivalent formula. If no meals are found for the data entry period, then you will be given the option of selecting an alternate month. This is quite common for summer months when schools are not in service. If selecting an alternative month, please select a month for which meals exist in the software.
USING THE LIST FORM

The List Form allows users to view in a list format all data that has been entered in categories of information:

- Administrative Expenditure List
- Administrative Revenue List
- Expenditure List
- Labor Hours List
- Meal Counts List
- Revenue List
- Site List
- Transaction List

Sample List
**Button explanation**

The **Activity Button**

The Activity button lists activity functions within the active module.

Activity Options Include:
- **Delete**: Deleted the selected record.
- **Delete All**: Deletes ALL records displayed on the screen.
- **Export to Excel**: Creates a comma separated text file that can be opened from Microsoft Excel.
- **Edit Cost Center**: Allows the user to change the cost center for filtered records.
- **Edit Dates**: Allows the user to change the date range for filtered records.

The **List Button**

The List button provides a shortcut to all available list screens.

The **Print Button**

The Print button Print columns and rows as displayed on the user’s screen.

The **View Button**

The View button allows the user to select criteria for the records displayed on the screen (i.e. Sort criteria, columns to be displayed):
- **Screen Views Saved** - Allows the user to choose a saved Screen View to be displayed. The user may also delete saved Screen Views with the View option button. Select the screen view by clicking the name from the list and clicking OK.
- **Save This Screen View** – Allows the user to save the sort and column criteria that have been selected. Type the name and click OK to save the view.
- **Sort On Selected Column** – Sorts the records displayed by the column in which the cell pointer is located. To sort by a specific column click in any row in that column and choose the Sort On Selected Column option from the Activity button.
- **Apply Screen View Selections** – All sort and column selection criteria must be applied with this option before the change will occur. Use this option to activate all changes requested.

The **Close Button**

The Close Button removes the screen from the display area.

**Right Mouse Button Events**

All list screens allow the user the ability to click the right button of their mouse to display sort options and record selection criteria options. Users may choose as many options as they wish to select and sort records. Use the following steps to use any of these sort or record selection criteria:

- **Filter By Selection**: This option selects records matching the selected criteria. Users must place the cell pointer on the cell containing the information to be matched, click the right button of the mouse, and click this option.
- **Filter Excluding Selection**: This option selects records not matching the selected criteria. Users must place the cell pointer on the cell containing the information to be excluded, click the right button of the mouse, and click this option.
- **Custom Filter Selection**: This option allows the user to create custom information for filtering records. The user will click anywhere in the column for which custom criteria
will be applied. This screen will display the Column header that the user had selected before pressing the right button of the mouse. Numeric columns will allow the user to select from the Numeric Search criteria. Test columns will allow the user to select from the String Search criteria. Users may enter any criteria appropriate for the search. Two examples are included:

Users need all Meal Counts for Breakfast:
Select Meal Count List/Click Account column/Click Right Mouse Button/Click Custom Criteria/Select Contains/Enter Breakfast/Click OK

Users need all Revenues Equal to or greater than $1000:
Select Revenues List/Click Amount column/Click Right Mouse Button/Click Custom Criteria/Select >=/Enter 1000/Click OK

**Sort By Selection:** This option sorts records in the order determined by the user. Place the cell pointer in the column to be sorted, click the right button of the mouse, click the sort by selection option, and choose ascending or descending. An ascending sort will sort records A-Z or 0-9. A descending sort will sort records Z-A or 9-0.

**Release Last Filter:** This option releases the last record selection criteria supplied by the user. This option will only be available if a filter has been previously selected. This option has the effect of allowing a user to step backward through the applied filters.

**Release Last Sort:** This option releases the last record sort selected by the user. This option will only be available if a sort has been previously selected. This option has the effect of allowing a user to step backward through the applied sorts.

**Release Sort/Filter:** This option releases all sort or record selection criteria supplied by the user. After a user creates as many sorts or record selections as necessary to select and display desired records, the user may release all selected criteria by choosing this option.

**Other List Screen Features**

— The Use Date Range from Launch Pad checkbox option is self-explanatory and is checked by default. If you wish to view all records for a list screen, simply remove the checkmark from the checkbox.

— The Autosum checkbox may be checked to always calculate the sum of all displayed records.

— The Sum button (=) will calculate the sum of all displayed records.

— The number of records returned and the recordset return time show how many physical records are displayed and how long the system took to acquire and display the records.

— When viewing the Schools List screen, users have an additional option to select which columns are shown and to assign a name to the column selection.
The **Change Password** screen allows the current user to modify their password used for accessing the NFSMI FUNDamentals software. To manage other users, (create, delete, edit) you may use the User Security screen.

**Description**

The user may enter a password up to 10 characters (numbers or letters) and can update when needed. You will need to store this password in a secure location for future reference should you forget it.

**Button explanation**

The **Cancel/Close Button** closes the screen.  
The **Help Button** displays on-line help to direct the user through the data entry process.  
The **Update Button** saves data and modifications to the user’s database.

**Step by Step**

**Step One:** Click Utilities from the NFSMI FUNDamentals Menu then choose the Change Password option.  
**Step One:** Enter your password in the entry area **“Type the Current Password”**.  
**Step Two:** Enter a password in the entry area **“Type a Password”**. The password may be set up to 10 characters. The characters may be letters and numbers only.  
**Step Three:** Re-enter the same password in the **“Confirm the new password”** entry area. The passwords must match or the software will prompt the user to re-enter.  
**Step Four:** Click the Update button to save the new password.
Copy Calendars Utility

The Copy Calendars Utility screen allows the user to quickly copy a calendar that has been created to other cost centers.

Description

This screen allows the user to quickly copy a calendar that has been created to other cost centers.

Button explanation

The Cancel Button cancels any modified data and closes the screen.
The Help Button displays on-line help to direct the user through the data entry process.
The Update Button saves any data and modifications to the user’s database.
Step by Step

**Step One:** Click Utilities from the NFSMI FUNDamentals Menu then choose the Copy Existing Calendar option or click the Copy Calendars Utility button from the Production Calendar screen.

**Step Three:** Select the cost center to copy from in the Copy From drop down selection.

**Step Four:** Select the cost center(s) that you want to copy this calendar to in the Copy To listbox by placing a checkmark beside the school name.

**Step Five:** Click the Update button to complete the copy process.
Export Utility

The Export Utility screen allows the user to export certain database data to text files for transport purposes. This utility is still available, but has largely been superseded by the use of the ‘Export to Excel’ function that is now part of the List Screens. (Excluding Site Lists)

Description

Users can export revenue, expenditure, and meal count data. Data are exported to a text file. Users name the text file and choose a location in which the text file will be saved.
**Button explanation**

The **Help Button** displays on-line help to direct the user through the data entry process.
The **Cancel Button** closes the screen.
The **Next Button** moves the user to the next screen in the export process.
The **Back Button** moves the user to the previous screen in the export process.
The **Export Now Button** writes the requested data to the text file chosen by the user. If the file already exists, the user is given the following choices:

- Overwrite the existing file
- Add the new data to the end of the file – this option is provided for users who need to export data from multiple cost centers
- Cancel the export and choose another name/location

**Step by Step**

**Step One:** Click Utilities from the NFSMI FUNDamentals Menu then choose the Export Utility option or click the Export Utility image from the NFSMI FUNDamentals Launch Pad.

**Step Two:** Select the type of export (Revenues, Expenditures, or Meal Counts) from the drop-down list. Set the beginning and ending dates for the data you want to export. Click the Next button.

**Step Three:** Select a cost center from the drop-down list.

**Step Four:** Place a check mark in the check box beside the categories you want to export. Click the Next button.

**Step Five:** Select a location for the text file that will be created by using the drive selector and the directory list box. Double-clicking on a folder in the directory list box opens the folder and displays the subfolders contained within it. Click the Export Now button to create the text file. When the export is complete, the user will be given the choice to start another export or quit.
**Import Utility**

The purpose of the **Import Utility** screen is to import text files into the database. The types of data that can be imported are meals served, revenues, and expenses.

![Import Utility Screen](image)

**Description**

Users choose the file to be imported by selecting the text file location from the appropriate drive and directory.

**Button explanation**

The **Help Button** displays on-line help to direct the user through the data entry process. The **Import Button** imports the specified information into the database. The **Cancel Button** cancels any modified data and closes the screen.
Step by Step

Step One: Click Utilities from the NFSMI FUNDamentals Menu then choose the Import Utility option or click the Import Utility image from the NFSMI FUNDamentals Launch Pad.

Step Two: Select the drive where the file is located.

Step Three: Select the directory where the file is located.

Step Four: Select the file you want to import.

Step Five: Select the type of file that you are importing.

Step Six: Decide whether or not to verify the data during the import process.
  - **Verify on import (not checked)** – If the imported record(s) covers the same time span as an existing record in the table then it will replace that record.
  - **Verify on import (checked)** – Clicking this button will prompt the user to accept or decline each record from the selected text file.

Step Seven: Click the Import button to start the import process.
Level Security

The **Level Security** screen allows the user to deny/allow access to specific functions in the software based on the level of the subordinate users.

**Note:** This screen is available only to the highest user of the software.

**Button explanation**

The **Cancel Button** cancels any modified data and closes the screen.
The **Help Button** displays on-line help to direct the user through the data entry process.
The **Print Button** allows the user to print the data to the printer after previewing the report on the screen.
The **Update Button** saves data and modifications to the user’s database.
Step by Step

**Step One:** Click Utilities then Security Settings from the NFSMI FUNDamentals Menu then choose the Level Security option. Note: Only the top level user of the software will have access to these functions.

**Step Two:** Click the module name from the drop box for which security will be set.

**Step Three:** Determine the software functions in the grid for which you want to block access and place a check mark in the appropriate column.

**Step Four:** When you are finished setting level security for the software, click the Update button to save the changes. You can return to this screen at any time to change the settings as needed.
User Security

Description

The User Security Screen is a multi-purpose user management utility and is used for the most common user related tasks including:

- Adding new users to the software
- Editing User Names, Passwords, and Form Level Security for existing users
- Deleting users from the software

Users are grouped by level and cost center. Security settings for screens and functions are always applied by User Security first, then by Level Security. If a screen or function is flagged for ‘Block Access’ for either a particular user or for the level that the user belongs to, access will be denied for that user.

Button explanation

The **Add User Button** opens the Add User data input screen and allows the operator to add a new user to the cost center selected in the Current Groups list box.

The **Edit User Button** opens the Edit User Info data input screen and allows the operator to edit the User Name, Password, and Full Name of the user selected in the Current Users list box.
The **Remove User Button** allows the operator to remove the user selected in the Current Users list box from the NFSMI FUNDamentals software. Note: At least one user account must exist for each cost center in the software.

The **Update Button** saves the security settings that have been applied/edited for the user selected in the Current Users list box at the top of the screen.

The **Help Button** displays on-line help to direct the user through the data entry process.

The **Cancel Button** cancels any modified data and closes the screen.

**Step by Step**

**Step One:** Click Utilities then Security Settings from the NFSMI FUNDamentals Menu then choose the User Security option. Note: Only the top level user of the software will have access to these functions.

**Step Two:** Select a cost center in the Current Groups list box.

**Step Three:** Select a user to manage in the Current Users list box. By default, each cost center contains one user with the User Name and Password set to a 7 or 11 digit number. If additional users are needed for the selected group or cost center, click the Add User button. To edit the login information or Full Name for the selected user, click the Edit User button. To delete the currently selected user, click the Remove User button. Note: All cost centers must be associated with at least one user.

**Step Four:** Click the module name from the drop box for which security will be set.

**Step Five:** Determine the software functions in the grid for which you want to block access and place a check mark in the appropriate column.

**Step Six:** When you are finished setting user security for the software, click the Update button to save the changes. You can return to this screen at any time to change the settings as needed.
File Upload Utility

The File Upload Utility may be used to transfer files from the user’s workstation (or network resources) to a secure web folder. This utility is most often used for troubleshooting import files or reports, or posting database files. This utility can also be used to keep off-site database backups.

Button explanation

The **Browse Button** enables users to browse to files on their workstation or network. The **Upload Button** transfers (copies) the selected file to the remote private folder. Please note the option for ‘Zip File Before Upload’. This option zips the selected file before the transfer. The **Download Button** saves the selected remote file to a location chosen by the user. The **Delete Button** removes the selected remote file from the remote private folder. The **Cancel\Close Button** closes the screen.
Update ADP (Average Daily Participation)

The Update ADP Special Utility recalculates the Average Daily Participation for all sites based on year to date lunches served divided by the total production days from the beginning of the fiscal year through the ending day of the month or month range selected on the NFSMI FUNDamentals Launch Pad.

**Button explanation**

The **Continue Button** recalculates the ADP for all schools using the information displayed. The **Cancel/Close Button** closes the screen.

**Step by Step**

**Step One:** Click Utilities then Special Utilities from the NFSMI FUNDamentals Menu then choose the Update ADP option.

**Step Two:** Review the information on the screen and click the Continue button to recalculate the Average Daily Participation, or click the Cancel button to cancel the operation.
Generate Labor Hours Special Utility

The Generate Labor Hours Special Utility converts budgeted labor hours to actual labor hours based on Budgeted Daily Labor Hours multiplied by the total Production Day counts for the date range selected.

Button explanation

The Help Button displays on-line help to direct the user through the process. The Start Button starts the procedure of generating the actual labor hours. The Cancel/Close Button closes the screen.

Step by Step

Step One: Click Utilities then Special Utilities from the NFSMI FUNDamentals Menu then choose the Generate Labor Hours option.
Step Two: Review the information on the screen and click the Start button to generate the actual labor hours, or click the Cancel button to cancel the operation.
Calculate Revenues Special Utility

The Calculate Revenues Utility calculates revenues related to student or adult meals where a meals times rate formula can be applied. These revenue categories include Adult Meal Sales, Student Meal Sales, Federal Reimbursements, and State Reimbursements. Revenues will be generated for each revenue category that has been selected. It is important to note that the revenue is generated as Earned revenue and may not agree with reports from your financial accounting or point of service reports. Financial accounting systems most often record the revenue for the date on which the revenue was received, not the date range or date for which the revenue was earned. Point of service systems often report meal sales as money applied to participants accounts. (deposits) For the purposes of producing analysis reports and establishing benchmarks, it often makes sense to generate revenues where a meals time rate formula can be applied.

Button explanation

The Help Button displays on-line help to direct the user through the process.
The Linking Button opens the Meal Types to Revenue Links screen which allows users to determine the detailed revenue account that will receive the generated revenue.
The Start Button starts the procedure of generating revenues for the selected revenue categories.
The Cancel/Close Button closes the screen.

Step by Step

Step One: Click Utilities then Special Utilities from the NFSMI FUNDamentals Menu then choose the Generate Revenues option.
Step Two: Review the information on the screen and click the Start button to generate the revenues or click the Cancel button to cancel the operation.
Reimbursement Regenerator Special Utility

The Reimbursement Regenerator Utility recalculates existing Federal and State Reimbursement amount for all existing records in the NFSMI FUNDamentals software. The operation may be performed for all cost centers or for a selected cost center. This utility is most often used after modifying reimbursement rates or changing the Lunch Reimbursement Level for a school or schools, or when the number of meal counts has changed for a prior period.

Button explanation

The Help Button displays on-line help to direct the user through the process. The Start Button starts the procedure of regenerating the Federal and State Reimbursements. The Cancel/Close Button closes the screen.

Step by Step

Step One: Click Utilities then Special Utilities from the NFSMI FUNDamentals Menu then choose the Regenerate Reimbursements option.
Step Two: Review the information on the screen and click the Start button to regenerate the Federal or State Reimbursements, or click the Cancel button to cancel the operation.
REPORTING SECTION

Printing Reports

The Reports List screen displays a list of reports and graphs available in the software. Double click on a report or graph from the list to view and/or print.

![Reports List Screen](image)

Description

This screen shows a list of reports and charts available to the user. Report options may be specific to the selected report.

Button explanation

The **Cancel Button** cancels any modified data and closes the screen.

The **Help Button** displays on-line help to direct the user through the process.

The **View Button** displays the selected report or graph and provides the user with the option to print or export the report or graph.

Step by Step

**Step One:** Click the Reports image from the NFSMI FUNDamentals Launch Pad.
Step Two: Choose a report from the list.
Step Three: Choose the specific cost center for which you wish to produce a report
Step Four: Select the month or month range for which you wish to produce a report.
Step Five: Choose the meal equivalent level of factors to be used in computations.
Step Six: Some reports offer report options. If the report options section is visible, review the options provided and change if desired. Consolidated reports will print single page reports for the SFA or Administrative Center selected in the Cost Center drop box.
Step Seven: Click the View Button to preview the report.

The steps for creating a chart are identical to those for creating a report, except that a chart can only be created for reports in the Charts category.
Printing Charts

The NFSMI FUNDamentals Chart is used to present report information in a graphical format. A sample chart follows:

![Sample Chart](image)

**Description**

The Program/Category selection area allows the user to choose between the different types of meal programs or revenue or expense categories. You can alternate between these categories without closing the Chart screen.

- **Rotation** control allows the user to rotate the chart up to 360 degrees. This is helpful when the category labels overlap.
- **Elevation** control is used to provide a 3-D effect if desired by tilting the chart.
- **Cutoff Value** control is used to group categories that represent a percentage smaller than specified in the box. To change the value, simply click in the text box, type the new value and press the Enter key. Categories below the specified percentage will appear at the bottom.
Button explanation

The **Print Button** allows the user to print the chart to the printer after previewing the chart on the screen.

The **Help Button** displays on-line help to direct the user through the process.

The **Close Button** closes the screen.

The **Export Button** copies the chart to the windows clipboard as an image which may be pasted into a wide variety of applications including word processors, graphics programs, presentation builders, and web pages. Examples include Microsoft Word, Microsoft PowerPoint, Microsoft Paint, Microsoft Photo Editor, etc. For help on pasting into these applications, please refer to the help provided with the target application. Most often a paste may be accomplished through an Edit Menu, a right-click menu, or a keyboard shortcut. (Ctrl+V)
Help Menu

Downloads

The Download menu option provides access to a web page containing links to current documentation, troubleshooting utilities, and commonly requested information and tools for the NFSMI FUNDamentals software. Examples of downloads available are:

- NFSMI FUNDamentals Full Installation
- Component Registration (alternate installer for secondary users)
- NFSMI FUNDamentals Update Package (standalone)
- Yearly Federal Reimbursement Rates Update
- NFSMI FUNDamentals Year End Rollover Utility
- NFSMI FUNDamentals Software Version History (What’s New)
- Online Help provides a link to a live operator available to answer questions regarding usage or trouble-shooting of the NFSMI FUNDamentals software.

Documentation

FUNDamentals Help

The FUNDamentals Help menu option starts the classic windows Help subsystem used in most other software applications. The FUNDamentals Help file contains a table of contents, index, and a searchable library for the NFSMI FUNDamentals software. Note: If NFSMI FUNDamentals is installed on a Windows Vista workstation, a patch from Microsoft must be applied for the FUNDamentals Help to work correctly.

User’s Guide

The User’s Guide menu option may be used to open this document. Note: The User’s Guide may be replaced as part of a software update.

On Line Tutorial

The On Line Tutorial menu option opens a web page and starts an interactive Flash Animation Tutorial for using the NFSMI FUNDamentals software.
Check for Updates

The Check for Updates menu option starts the Update Wizard. If updates have been posted for the NFSMI FUNDamentals the Update Wizard will show a compiled list of program enhancements or issues addressed. If updates are available, users are advised to click the Download and Install Current Update to ensure that their NFSMI FUNDamentals software is current, and to take advantage of new features. Updates to the software are posted as problems or issues are reported and fixed. Updates are also posted as new features are added, usually through customer request. To report program errors or request a program change, please read the section below titled ‘Report a Problem’.
Support

On Line Support

Online Support provides a link to a live operator available to answer questions regarding usage or trouble-shooting of the NFSMI FUNDamentals software. This link also provides additional links to self-help resources for users of the NFSMI FUNDamentals software.

Report a Problem

The Report a Problem menu option opens a web page to a location which can be used to Report an Issue or Request a Program Change. Program changes are considered on a case by case basis and may be implemented if the result is beneficial to a significant number of current or potential users of the NFSMI FUNDamentals software. If the requested program change is beneficial only to the requestor, the software developer may reach an agreement to provide custom software development solutions with requestor’s school district or employer.

About Menu

FUNDamentals

The About FUNDamentals screen provides diagnostic information about the users operating system, FUNDamentals database version, FUNDamentals executable file version and date, and historical database(s) (if any exists) locations. This screen also provides access to the File Upload Utility and to the Database Connections Detail screen.

NFSMI

The About NFSMI screen introduces the NFSMI FUNDamentals software and it’s objectives. Clicking on the sunken areas at the bottom of the screen will display the appropriate information in the center of the screen related to the National Food Service Management Institute’s:

- Location and History
- Mission Statement
- Vision
- Services

Visual Solutions

The About Visual Solutions screen introduces the software vendor responsible for the maintenance and support for the NFSMI FUNDamentals software. Visual Solutions operates under contract with NFSMI to provide all software downloads, documentation, and initial support services to any school foodservice entity wanting to utilize the NFSMI FUNDamentals software.
Exit

The Exit menu option saves user information for the open session such as month selection(s) and user preferences and closes the NFSMI FUNDamentals software.
### APPENDIX I

#### Revenues Definitions

<table>
<thead>
<tr>
<th>Adult Meal Sales</th>
<th>This item includes all revenue received from the sale of meals to adults. Meals sold to school employees, parents, and guests of the school district should be included in this category.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast Guest Adult Meals</td>
<td>These are meals sold to adults, such as parents, who are invited to eat at school but pay a higher meal price than school employee adults.</td>
</tr>
<tr>
<td>Breakfast School District Employees</td>
<td>This category includes meals sold to the school district's adult employees. Meal prices to employees are often less than those meal prices charged to guests.</td>
</tr>
<tr>
<td>Lunch Guest Adult Meals</td>
<td>These are meals sold to adults, such as parents, who are invited to eat at school but pay a higher meal price than school employee adults.</td>
</tr>
<tr>
<td>Lunch School District Employees</td>
<td>This category includes meals sold to the school district's employees. Meal prices to employees are often less than those meal prices charged to guests.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Meal Sales</th>
<th>These are funds received from the sale of meals prepared and regularly served for an agreed price to constituents of an agency, organization, business, or group who have entered into a contractual agreement with the School Food Authority for meals.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracted Child Nutrition Programs</td>
<td>These are nutrition programs sponsored by federal, state or local governments to benefit children. Examples are: Head Start, Even Start, Child or Day Care Meals and/or Snacks, etc.</td>
</tr>
<tr>
<td>Detention Centers</td>
<td>Meals served in nutrition programs for inmates in adult detention centers, juvenile detention centers, etc. are included in this category.</td>
</tr>
<tr>
<td>Elderly Nutrition Programs</td>
<td>These are nutrition programs sponsored by federal, state, or local governments to improve the nutritional well being of elderly adults. Examples are: Meals on Wheels, Senior Citizen Meals, Adult Day Care, etc.</td>
</tr>
<tr>
<td>Other</td>
<td>Contracted meals provided to individuals or organizations outside the school district that are not accounted for in any of the previously discussed items are included in this category.</td>
</tr>
<tr>
<td>Private Schools / Agencies</td>
<td>These are entities or organizations such as private schools, private day care centers, etc. that contract with school districts to provide reimbursable schools meals.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Donated Commodities Revenue</th>
<th>This refers to the value of commodities used or received including the commodity value in processed commodities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash In Lieu of Commodities</td>
<td>These funds are issued for purchase of specified foods instead of receiving donated commodities.</td>
</tr>
<tr>
<td>Commodity Letter of Credit</td>
<td>This refers to the value of products used during that period.</td>
</tr>
<tr>
<td>Donated Commodities Used</td>
<td>Value of donated commodities used during the reporting period.</td>
</tr>
</tbody>
</table>

<p>| Federal Source Revenue | These payments are received from federal funds for reimbursable meals, afterschool care snacks, the value of donated commodities received, cash received in lieu of commodities, federal grants, and funds for other federal nutrition programs. |</p>
<table>
<thead>
<tr>
<th>Revenues Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afterschool Care Program Snacks Free</td>
</tr>
<tr>
<td>This refers to the federal cash reimbursements for snacks served free to children</td>
</tr>
<tr>
<td>and youth in certain afterschool care programs.</td>
</tr>
<tr>
<td>Afterschool Care Snacks Paid</td>
</tr>
<tr>
<td>This refers to the federal cash reimbursements for snacks served to children</td>
</tr>
<tr>
<td>and youth who pay in certain afterschool care programs.</td>
</tr>
<tr>
<td>Afterschool Care Snacks Reduced</td>
</tr>
<tr>
<td>This refers to the federal cash reimbursements for snacks served at reduced price</td>
</tr>
<tr>
<td>to children and youth in certain afterschool care Programs.</td>
</tr>
<tr>
<td>Child and Adult Care Food Program (CACFP)</td>
</tr>
<tr>
<td>Funds paid to schools who participate in the federally funded Child and Adult Care</td>
</tr>
<tr>
<td>Food Program.</td>
</tr>
<tr>
<td>Grants (Federal)</td>
</tr>
<tr>
<td>This item includes grant money awarded to school districts who submit successful</td>
</tr>
<tr>
<td>proposals for special projects and activities.</td>
</tr>
<tr>
<td>Other Federal Programs</td>
</tr>
<tr>
<td>These are other federally funded school food service programs administered by the</td>
</tr>
<tr>
<td>local authority such as PALS.</td>
</tr>
<tr>
<td>Reimbursement Free Breakfast</td>
</tr>
<tr>
<td>This is the federal cash payment received for breakfast meals that meet federal</td>
</tr>
<tr>
<td>standards and are served to eligible children. The amount received is based on the</td>
</tr>
<tr>
<td>meal definition (breakfast), category (free), and school economic status (regular).</td>
</tr>
<tr>
<td>Reimbursement Free Lunch</td>
</tr>
<tr>
<td>This is the federal cash payment received for lunch meals that meet federal standards</td>
</tr>
<tr>
<td>and are served to eligible children. The amount received is based on the meal</td>
</tr>
<tr>
<td>definition (lunch), category (free), and school economic status (regular).</td>
</tr>
<tr>
<td>Reimbursement Free SN Breakfast</td>
</tr>
<tr>
<td>This is the federal cash payment received for breakfast meals that meet federal</td>
</tr>
<tr>
<td>standards and are served to eligible children. The amount received is based on the</td>
</tr>
<tr>
<td>meal definition (breakfast), category (free), and school economic status (severe need).</td>
</tr>
<tr>
<td>Reimbursement Paid Breakfast</td>
</tr>
<tr>
<td>This is the federal cash payment received for breakfast meals that meet federal</td>
</tr>
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<td>standards and are served to eligible children. The amount received is based on the</td>
</tr>
<tr>
<td>meal definition (breakfast), category (paid), and school economic status (severe need).</td>
</tr>
<tr>
<td>Reimbursement Reduced Breakfast</td>
</tr>
<tr>
<td>This is the federal cash payment received for breakfast meals that meet federal</td>
</tr>
<tr>
<td>standards and are served to eligible children. The amount received is based on the</td>
</tr>
<tr>
<td>meal definition (breakfast), category (reduced), and school economic status (regular).</td>
</tr>
<tr>
<td>Reimbursement Reduced Lunch</td>
</tr>
<tr>
<td>This is the federal cash payment received for lunch meals that meet federal standards</td>
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<tr>
<td>and are served to eligible children. The amount received is based on the meal</td>
</tr>
<tr>
<td>definition (lunch), category (reduced), and school economic status (regular).</td>
</tr>
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<td>Reimbursement Reduced SN Breakfast</td>
</tr>
<tr>
<td>This is the federal cash payment received for breakfast meals that meet federal</td>
</tr>
<tr>
<td>standards and are served to eligible children. The amount received is based on the</td>
</tr>
<tr>
<td>meal definition (breakfast), category (reduced), and school economic status (severe need).</td>
</tr>
<tr>
<td>Reimbursement Special Milk Free</td>
</tr>
<tr>
<td>This is the federal cash payment received for half pints of milk served free</td>
</tr>
</tbody>
</table>
### Revenues Definitions

<table>
<thead>
<tr>
<th><strong>Fund Transfer-In Revenue</strong></th>
<th>These funds are transferred to the school foodservice operation from other school funds.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer of General Funds</td>
<td>Funds transferred to the school foodservice operation from other school district funds.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Interest</strong></th>
<th>This is the money earned on bank deposits, investments, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Earned Certificate of Deposit</td>
<td>This is a higher yield savings account with limited times of accessibility to the principal without affecting earnings. Interest rates are based on the length of time the money is on deposit with longer terms yielding higher interest earnings.</td>
</tr>
<tr>
<td>Interest Earned Interest Bearing Bank Account</td>
<td>These checking accounts pay interest on the cash balance of the account. It is not uncommon for such accounts to have a monthly maintenance fee. Frequently, the interest rate is variable and earnings should be monitored so earnings exceed the monthly maintenance fee.</td>
</tr>
<tr>
<td>Interest Earned Long Term Investments</td>
<td>The principal is committed for a specific period of time, and the investment is higher than normal checking and saving accounts.</td>
</tr>
<tr>
<td>Interest Earned Money Market Accounts</td>
<td>This is a checking account that pays a higher interest rate than a regular checking account. A monthly minimum balance is required.</td>
</tr>
<tr>
<td>Interest Earned School District Temporary Loan</td>
<td>This is interest earned on funds loaned to the school district.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Miscellaneous Other Revenue</strong></th>
<th>This item covers other revenue not classified or included elsewhere such as rebates, sale of surplus equipment, and lease or rental of equipment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Rebate Prior Year</td>
<td>These are discounts offered from food companies in the form of rebates that are received by the school foodservice program after the fiscal year has closed.</td>
</tr>
<tr>
<td>Other</td>
<td>Funds received and not classified or included elsewhere.</td>
</tr>
<tr>
<td>Sale of Surplus Equipment</td>
<td>This item covers surplus equipment that is sold to an outside entity. The equipment may be declared surplus when new equipment is purchased or when a district closes a school.</td>
</tr>
</tbody>
</table>

| **Other Food Sales** | This item includes revenue from food sales such as a la carte, extra meal components (milk), snacks, and special school or catered meals. |
### Revenues Definitions

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Other A La Carte</td>
<td>This may be used as an overall category for items that are priced separately and sold separately from a reimbursable meal.</td>
</tr>
<tr>
<td>Extra Meal Components</td>
<td>These items compose the reimbursable meal and are made available for students to purchase separately.</td>
</tr>
<tr>
<td>Extra Student Meals</td>
<td>Second meals sold to students who have already purchased a reimbursable meal.</td>
</tr>
<tr>
<td>Non-Reimbursable Snacks</td>
<td>These are items sold outside the school meals program or federal afterschool care program. They include snacks provided to students during break or after school.</td>
</tr>
<tr>
<td>Sales Catering</td>
<td>This includes foodservice events provided to groups or organizations outside the school district for a predetermined price. Events are catered on a per-request basis and are priced based on menu and service requested.</td>
</tr>
<tr>
<td>Sales Concessions</td>
<td>Items sold at school foodservice-operated concession stands.</td>
</tr>
<tr>
<td>Special School Functions</td>
<td>This category is for meal events or refreshments that are provided to other school departments for special school functions or events.</td>
</tr>
<tr>
<td>Vending Machines</td>
<td>Items sold from cafeteria-operated vending machines or commissions from vended food sales.</td>
</tr>
</tbody>
</table>

### Other Local Source Revenue

Other local sources include those funds received from sources such as contributions, local government aid or grants.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributions</td>
<td>This item includes money contributed to the school foodservice program by local organizations, groups, individuals, etc. for program support or special activities.</td>
</tr>
<tr>
<td>Local Government Aid</td>
<td>These are funds paid to the school foodservice program from the local city or county government such as local subsidies for salaries or other labor costs.</td>
</tr>
<tr>
<td>Local Grants</td>
<td>Grant money awarded to the school foodservice program by local companies, industries, etc. to support special projects and activities.</td>
</tr>
</tbody>
</table>

### State Source Revenue

These funds are provided to the School Food Authority from State government.
# Revenues Definitions

<table>
<thead>
<tr>
<th>Revenues Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other State Revenue</strong></td>
</tr>
<tr>
<td>State funds received and not classified or included elsewhere, such as state money provided for salary equalization of school foodservice employees.</td>
</tr>
<tr>
<td><strong>State Funds (Matching / Meal Reimbursement)</strong></td>
</tr>
<tr>
<td>These are state appropriated revenues paid to school districts for use in the school foodservice program which is required by USDA. [Note: method for calculating this item can differ from state to state.]</td>
</tr>
<tr>
<td><strong>State Grant Money</strong></td>
</tr>
<tr>
<td>Grant money awarded to school districts for special projects and activities under state guidelines. Examples are Breakfast Start-Up, State PALS, Summer Feeding Replacement Aid, and Technology Grants.</td>
</tr>
<tr>
<td><strong>State Milk Reimbursement Free</strong></td>
</tr>
<tr>
<td>Cash payments from the state for milk served free to children in eligible schools and agencies that do not participate in other school foodservice programs.</td>
</tr>
<tr>
<td><strong>State Milk Reimbursement Paid</strong></td>
</tr>
<tr>
<td>Cash payments from the state for milk served to children who pay in eligible schools and agencies that do not participate in other school foodservice programs.</td>
</tr>
<tr>
<td><strong>State Reimbursement Free Breakfast</strong></td>
</tr>
<tr>
<td>This is the cash payment from the state for the reimbursable breakfast served free.</td>
</tr>
<tr>
<td><strong>State Reimbursement Free Lunch</strong></td>
</tr>
<tr>
<td>This is the cash payment from the state for the reimbursable lunch served free.</td>
</tr>
<tr>
<td><strong>State Reimbursement Free SN Breakfast</strong></td>
</tr>
<tr>
<td>This is the cash payment from the state for the reimbursable breakfast served to severe need schools.</td>
</tr>
<tr>
<td><strong>State Reimbursement Paid Breakfast</strong></td>
</tr>
<tr>
<td>This is the cash payment from the state for the reimbursable breakfast paid.</td>
</tr>
<tr>
<td><strong>State Reimbursement Paid Lunch</strong></td>
</tr>
<tr>
<td>This is the cash payment from the state for the reimbursable lunch paid.</td>
</tr>
<tr>
<td><strong>State Reimbursement Paid SN Breakfast</strong></td>
</tr>
<tr>
<td>This is the cash payment from the state for the reimbursable breakfast served to severe need schools.</td>
</tr>
<tr>
<td><strong>State Reimbursement Reduced Breakfast</strong></td>
</tr>
<tr>
<td>This is the cash payment from the state for the reimbursable breakfast reduced.</td>
</tr>
<tr>
<td><strong>State Reimbursement Reduced Lunch</strong></td>
</tr>
<tr>
<td>This is the cash payment from the state for the reimbursable lunch reduced.</td>
</tr>
<tr>
<td><strong>State Reimbursement Reduced SN Breakfast</strong></td>
</tr>
<tr>
<td>This is the cash payment from the state for the reimbursable breakfast served reduced to severe need schools.</td>
</tr>
<tr>
<td><strong>Student Meals Sales</strong></td>
</tr>
<tr>
<td>These funds are identified as revenue received from the sale of reimbursable meals to students. Included are monies received from full-paying and reduced-paying students.</td>
</tr>
<tr>
<td>Revenues Definitions</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Sale of Afterschool Care Full Paid</strong></td>
</tr>
<tr>
<td>Charges Collected</td>
</tr>
<tr>
<td><strong>Sale of Afterschool Care Full Paid</strong></td>
</tr>
<tr>
<td>Prepaid</td>
</tr>
<tr>
<td><strong>Sale of Afterschool Care Full Paid</strong></td>
</tr>
<tr>
<td><strong>Sale of Afterschool Care Reduced</strong></td>
</tr>
<tr>
<td><strong>Sale of Student Breakfasts Full Paid</strong></td>
</tr>
<tr>
<td>Charges Collected</td>
</tr>
<tr>
<td><strong>Sale of Student Breakfasts Full Paid</strong></td>
</tr>
<tr>
<td>Prepaid</td>
</tr>
<tr>
<td><strong>Sale of Student Lunch Full Paid</strong></td>
</tr>
<tr>
<td><strong>Sale of Student Lunch Full Paid</strong></td>
</tr>
<tr>
<td><strong>Sale of Student Lunch Full Paid Prepaid</strong></td>
</tr>
<tr>
<td><strong>Sale of Student Lunch Full Paid Sale</strong></td>
</tr>
<tr>
<td><strong>Sale of Student Lunch Reduced Paid</strong></td>
</tr>
<tr>
<td>Charges Collected</td>
</tr>
</tbody>
</table>
## APPENDIX II

### Expenses Definitions

<table>
<thead>
<tr>
<th>Administrative Overhead Expense</th>
<th>Expense distributed to school foodservice sites from the district expenses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting/General Office/ Foodservice Administrators</td>
<td>This item includes salaries and wages for the bookkeeper, payroll clerks, secretaries, receptionist, etc. that are charged directly to the foodservice program. The salaries and wages charged directly to the foodservice program for the administrator, assistants to the administrator, school district area supervisors, nutrition coordinators, school foodservice purchasing agents, and other employees in positions associated with administrative duties.</td>
</tr>
<tr>
<td>Administrative Capital Equipment</td>
<td>Expenditures in this category include costs for acquiring administrative fixed assets such as initial equipment, or replacement of equipment. Unit cost and useful life may be specified by entity.</td>
</tr>
<tr>
<td>Administrative Employee Benefits Expense</td>
<td>This expense item includes social security, all insurance applicable to administrative employees, workers compensation, retirement contributions paid by foodservice, and unemployment insurance. This item may, according to school board policy, include employee meals, job related medical expenditures not covered by insurance, and other employee benefits such as uniforms paid for from school foodservice funds.</td>
</tr>
<tr>
<td>Administrative Miscellaneous Expenses</td>
<td>These items are administrative expenditures not classified or included elsewhere.</td>
</tr>
<tr>
<td>Administrative Property Operation, Maint., &amp; Energy</td>
<td>This item covers amounts expended for administrative property service, maintenance, and upkeep of property. It includes energy costs, payments to other agencies for repairs and maintenance of foodservice equipment, and repair or upkeep of administrative facilities.</td>
</tr>
<tr>
<td>Administrative Purchased Technical Services</td>
<td>Expenses include fees expended for administrative professional and technical services including accounting, legal and training. Architects, consultants, computer specialist, food service management fees, and other similar services are included.</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>Expenditures in this category include costs for acquiring fixed assets such as initial equipment, or replacement of equipment. Unit cost and useful life may be specified by entity.</td>
</tr>
</tbody>
</table>
# Expenses Definitions

<table>
<thead>
<tr>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Leased - Kitchen Major</td>
<td>This line item is for payments to use kitchen equipment that will be returned to leasing agent when the lease expires.</td>
</tr>
<tr>
<td>Equipment Leased - Office Equipment</td>
<td>This line item is for payments to use office equipment that will be returned to leasing agent when the lease expires.</td>
</tr>
<tr>
<td>Equipment Leased - Vehicles</td>
<td>This line item is for payments to use vehicles that will be returned to leasing agent when the lease expires.</td>
</tr>
<tr>
<td>Equipment Leased / Purchased - Kitchen Major</td>
<td>This category covers kitchen equipment initially leased for a contract price. When the lease is fully paid, the equipment becomes the property of the school district.</td>
</tr>
<tr>
<td>Equipment Leased / Purchased - Office</td>
<td>This category covers office equipment initially leased for a contract price. When the lease is fully paid, the equipment becomes the property of the school district.</td>
</tr>
<tr>
<td>Major Equipment/Furniture Purchased - Dining Furniture</td>
<td>This item refers to expenditure for equipment or furniture over a specified dollar amount, as defined by the state, with a life expectancy greater than one year. It is recorded to a fixed asset account. Items include dining room tables/chairs.</td>
</tr>
<tr>
<td>Major Equipment/Furniture Purchased - Kitchen Major</td>
<td>This item refers to expenditure for equipment or furniture over a specified dollar amount, as defined by the state, with a life expectancy greater than one year. It is recorded to a fixed asset account. Items include major food preparation equipment, refrigeration equipment, serving line equipment.</td>
</tr>
<tr>
<td>Major Equipment/Furniture Purchased - Kitchen Small</td>
<td>This item refers to expenditure for small kitchen equipment or furniture over a specified dollar amount, as defined by the state, with a life expectancy greater than one year. It is recorded to a fixed asset account. Items include major food preparation equipment, refrigeration equipment, serving line equipment, copying machines, fax machines, computer hardware, dining room tables/chairs, office desk, etc.</td>
</tr>
<tr>
<td>Major Equipment/Furniture Purchased - Office</td>
<td>This item refers to expenditure for office equipment over a specified dollar amount, as defined by the state, with a life expectancy greater than one year. It is recorded to a fixed asset account. Items include copying machines, fax machines, computer hardware, office desk, etc.</td>
</tr>
<tr>
<td>Major Equipment/Furniture Purchased - Office Furniture</td>
<td>This item refers to expenditure for office furniture over a specified dollar amount, as defined by the state, with a life expectancy greater than one year. It is recorded to a fixed asset account. Items include office desk, etc.</td>
</tr>
<tr>
<td>Major Equipment/Furniture Purchased - Vehicles</td>
<td>This item refers to expenditure for vehicles or furniture over a specified dollar amount, as defined by the state, with a life expectancy greater than one year. It is recorded to a fixed asset account.</td>
</tr>
<tr>
<td>Donated Commodities Expense</td>
<td>This expense item covers the value of commodities used, including food purchased with a commodity letter of credit and cash in lieu of commodities.</td>
</tr>
<tr>
<td>Beginning Commodity Inventory</td>
<td>This is the value of donated commodities in storage at the beginning of the month.</td>
</tr>
<tr>
<td>Ending Commodity Inventory</td>
<td>This is the value of donated commodities in storage at the end of the month.</td>
</tr>
<tr>
<td>Values of Commodities Received</td>
<td>This is the assigned value by USDA for donated commodity items.</td>
</tr>
</tbody>
</table>
## Expenses Definitions

<table>
<thead>
<tr>
<th><strong>Employee Benefits Expense</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medicare Liability</strong></td>
<td>This category is for recording the employer's matching contribution to FICA for employee's retirement Medicare benefit.</td>
</tr>
<tr>
<td><strong>Employee Meals</strong></td>
<td>The costs of school meals eaten by school foodservice employees.</td>
</tr>
<tr>
<td><strong>Employee Uniforms</strong></td>
<td>Expenditures paid by the school foodservice program for uniforms, shoes, etc. for cafeteria employees.</td>
</tr>
<tr>
<td><strong>Group Insurance (Health, life, etc)</strong></td>
<td>This item includes costs to the school foodservice program for contributions or premiums paid for employee insurance such as health, hospitalization, dental, accident and/or life.</td>
</tr>
<tr>
<td><strong>Medical Expense Not Covered By Insurance</strong></td>
<td>This item includes expenditures for employee accidents or health concerns that are work related, but not covered by insurance programs, excluding workers compensation.</td>
</tr>
<tr>
<td><strong>Personal Leave / Sick Pay</strong></td>
<td>This item is used to report the portion of salary/wages expended for compensation to employees while absent from work due to vacation, personal, sick leave, bereavement, or jury duty, expended for compensation to employees while absent from work.</td>
</tr>
<tr>
<td><strong>Retirement Contributions</strong></td>
<td>The cost of contributions made by the school foodservice fund to employee pension plans.</td>
</tr>
<tr>
<td><strong>Social Security</strong></td>
<td>This is a federal retirement tax imposed on employers. Rate is set as a percentage of salaries and wages paid. Only the employer's share should be reported.</td>
</tr>
<tr>
<td><strong>Tuition Reimbursement</strong></td>
<td>Reimbursement of expenses for educational purposes.</td>
</tr>
<tr>
<td><strong>Unemployment Compensation</strong></td>
<td>This item includes contribution by employers to unemployment funds required by unemployment compensation laws.</td>
</tr>
<tr>
<td><strong>Workers Compensation</strong></td>
<td>This is the cost of contributions made by school foodservice to an insurance program that provides benefits to employees who suffer job related injuries and illness.</td>
</tr>
</tbody>
</table>

### Food Production Supplies

This includes expenses for paper or disposable supplies used only for production and service of food at the school site. This category may be required to be identified separately for indirect cost purposes.

- **Food Production Supplies**: Paper or disposable supplies used at the school site only for production and service of food.

### Fund Transfer-Out Expense

These funds are transferred from the school foodservice operation to other school district funds.

- **Fund Transfer**: These funds are transferred from the school foodservice operation to other school district funds.

### General Operating Supply Expense

These items include the cost of general supplies necessary for the operation of the school foodservice program, including office supplies and dish machine supplies.
### Expenses Definitions

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kitchen Supplies and Small Equipment</strong></td>
<td>These items are used in the process of preparing, serving, and storing food. Kitchen utensils: Cutting knives, measuring devices, spatulas, whips, brushes, thermometers, serving utensils, protective gloves, cutting boards, and other such kitchen items. Cookware/ovenware: Pots, steam pans, cobbler pans, bun pans, skillets, and other similar cookware. Preparation equipment: This category includes scales, timers, can openers, and small equipment such as blenders or hand mixers. Storage/transport: Pan racks, drainage racks, utility carts, can storage racks, food storage containers, storage bins, food transport cart, and other items used for storage. Serving line supplies: Plates, flatware, glasses, plastic aprons, plastic gloves, trays, tray racks, and other similar items.</td>
</tr>
<tr>
<td><strong>Cleaning / Janitorial</strong></td>
<td>These items used to keep the foodservice facilities clean and sanitary.</td>
</tr>
<tr>
<td><strong>Maintenance and Repair Supplies</strong></td>
<td>These items are purchased by school foodservice program for in-house repair and upkeep of equipment and facilities.</td>
</tr>
<tr>
<td><strong>Office Supplies</strong></td>
<td>These items are used in the district/school office to administer the school foodservice program.</td>
</tr>
<tr>
<td><strong>Indirect Costs</strong></td>
<td>This represents the share of any general school district overhead attributable to the school foodservice operations, including foodservice activities and support services provided by other district departments that are recovered through an approved cost allocation plan.</td>
</tr>
<tr>
<td><strong>Indirect Costs</strong></td>
<td>This represents the share of any general school district overhead attributable to foodservice operations, including foodservice activities and support services provided by other district departments that are recovered through an approved cost allocation plan.</td>
</tr>
<tr>
<td><strong>Miscellaneous Expenses</strong></td>
<td>These items are expenditures not classified or included elsewhere.</td>
</tr>
</tbody>
</table>
## Expenses Definitions

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and Periodicals</td>
<td>These items include books, periodicals, and other publications that can be used in the operation or management of the school foodservice program.</td>
</tr>
<tr>
<td>Dues, Professional</td>
<td>The costs of memberships in business, technical, and professional organizations.</td>
</tr>
<tr>
<td>Marketing</td>
<td>This item is for the costs of improving customer satisfaction with the school nutrition program. Included are promotions, point of sale decor, advertising, publicity, customer satisfaction surveys, etc.</td>
</tr>
<tr>
<td>Nutrition Education</td>
<td>This item is for the costs of conducting or promoting nutrition education in the school district.</td>
</tr>
<tr>
<td>Other</td>
<td>Other miscellaneous costs that are not accounted for in any of the previously discussed items.</td>
</tr>
<tr>
<td>Professional Conference / Meeting</td>
<td>This category is for the cost of meetings and conferences where the primary purpose is the dissemination of technical information including meals, transportation, rental of meeting facilities, and other incidental costs.</td>
</tr>
<tr>
<td>Recruitment Costs</td>
<td>Costs related to attracting applicants for vacancies within the school foodservice operation.</td>
</tr>
<tr>
<td>Staff Development Activities / Training</td>
<td>The costs associated with training activities provided for employee development.</td>
</tr>
<tr>
<td>Subscriptions</td>
<td>This item refers to the costs of subscriptions to business, professional, and technical periodicals that are applicable to school foodservice program.</td>
</tr>
<tr>
<td>Transportation - Fuel and Oil</td>
<td>This item includes the cost of fuel and oil directly used by vehicles owned or leased by the school foodservice program.</td>
</tr>
<tr>
<td>Transportation - Insurance</td>
<td>The cost of insurance on vehicles owned or leased by the school foodservice program.</td>
</tr>
<tr>
<td>Transportation - Repair and Service</td>
<td>These expenditures are for outside labor and parts to repair or service vehicles owned or leased by the school foodservice operation. The costs for tires, batteries, etc. purchased by school foodservice program are included.</td>
</tr>
<tr>
<td>Travel, In District</td>
<td>Expenses for local travel (mileage) within the school district. Other expenses may include visits to schools and business related trips to banks, etc.</td>
</tr>
<tr>
<td>Property Operation, Maintenance, &amp; Energy</td>
<td>This item covers amounts expended for property service, maintenance, and upkeep of property. It includes energy costs, payments to other agencies for repairs and maintenance of foodservice equipment, and repair or upkeep of cafeteria facilities.</td>
</tr>
<tr>
<td>Electricity</td>
<td>This item includes the cost of electricity purchased from outside producers. Must be metered if allowed as a direct cost.</td>
</tr>
<tr>
<td>Fuel</td>
<td>This item includes the cost of oil, gas, and other types of fuel used for a facility.</td>
</tr>
<tr>
<td>Grounds and Landscaping</td>
<td>This item includes the cost of maintenance to the grounds or landscaping for outdoor patios or other school foodservice facilities.</td>
</tr>
<tr>
<td>Repair and Maintenance</td>
<td>This item includes costs paid for services to maintain the building, furnishings, equipment, and other expenses necessary to keep the school foodservice facilities in operating conditions.</td>
</tr>
<tr>
<td>Security Services</td>
<td>This refers to the costs of providing security, including security alarm systems and cameras; also included are armored car and guard services.</td>
</tr>
<tr>
<td>Water</td>
<td>This item includes the cost of water purchased, sewage usage charges, cost of water purification, and water tests.</td>
</tr>
</tbody>
</table>
### Expenses Definitions

<table>
<thead>
<tr>
<th>Purchased Food Expense</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Inventory</strong></td>
<td>This refers to the value of the food inventory at the beginning of the month.</td>
</tr>
<tr>
<td>Commodity Distribution Charges</td>
<td>These charges are assessed by the state for storage and transportation of donated commodities and for administration of commodity distribution.</td>
</tr>
<tr>
<td>Commodity Processing Charges</td>
<td>These are fees paid to commercial food processor for processing USDA commodity foods into more convenient forms. It does not include the value of the donated commodity food.</td>
</tr>
<tr>
<td>Company Rebates</td>
<td>This item refers to money received from a company as an incentive to use a product. If the rebate is received during the year in which the food is purchased, it is recorded as a reduction to food cost. Rebates from the prior school year are recorded as revenue.</td>
</tr>
<tr>
<td><strong>Ending Inventory</strong></td>
<td>This refers to the value of the food inventory at the end of the month.</td>
</tr>
<tr>
<td>Food Costs Purchased Foods Received</td>
<td>This is the category for the dollar value of foods, prepared foods, oils, spices, condiments, and other edible goods purchased for the foodservice program during the accounting period.</td>
</tr>
<tr>
<td>Other Purchased Foods</td>
<td>This expense category can be used for grouping specific food item purchases such as bread, milk or others.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purchased Technical Services</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenses include fees expended for professional and technical services including accounting, legal and training. Architects, consultants, computer specialist, food service management fees, and other similar services are included.</strong></td>
<td></td>
</tr>
<tr>
<td>Expenses Definitions</td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td></td>
</tr>
<tr>
<td>Advertisement</td>
<td>Advertisement for vacancies, invitations to bid, etc. are included in this line item.</td>
</tr>
<tr>
<td>Communication</td>
<td>These costs are associated with communication services, including telephone services, cell phones, fax machines, beepers and beeper services, Internet access providers, and two-way radios.</td>
</tr>
<tr>
<td>Consultant / Technical Service Fee</td>
<td>This item includes the cost of professional services such as public accountants and auditors, architects, professional consultants, assisted NuMenu fees, and physician fees for physicals and drug tests. Technical services fees include required inspection fees such as health department and permit fees, safety inspection and permit fees, and environmental compliance fees.</td>
</tr>
<tr>
<td>Custodial and Maintenance Contracts</td>
<td>This item includes the costs of services and contracts not provided by the foodservice department or school system.</td>
</tr>
<tr>
<td>Data Processing</td>
<td>This refers to the cost of data processing services, including fees paid to data processing professionals. Other costs include contract fees for computer support, computer systems analysts, annual subscription fees for software, license fees, costs of hardware maintenance, and other related service fees.</td>
</tr>
<tr>
<td>Food Service Management Fee</td>
<td>This refers to the fees charged by an organization for management or supervision of the whole or part of the school foodservice operation, which includes contract management company fees and shared management fees. For example, several school districts may enter into a cooperative purchasing agreement whereby one school district assumes all administrative duties related to purchasing and other districts pay a fee to that district.</td>
</tr>
<tr>
<td>Human Resource Services</td>
<td>This item includes costs of employee services including drug screening, background checks, fingerprinting, and medical exams required for employment. It may include employee assistance, counseling, and other similar services.</td>
</tr>
<tr>
<td>Laundry and Linen Service</td>
<td>This item includes the cost of contracting outside laundries for laundry services for the school foodservice operation. It may include the cost of dry cleaning curtains and draperies associated with the foodservice operation.</td>
</tr>
<tr>
<td>Legal</td>
<td>This item includes legal fees for retaining an attorney.</td>
</tr>
<tr>
<td>Other</td>
<td>Other professional or technical service fees or costs that are not accounted for in any of the previously discussed items.</td>
</tr>
<tr>
<td>Printing</td>
<td>Costs for printing services to print school menus, eligibility applications, handbooks, forms, and other materials necessary for the operation of the school foodservice program. The cost for binding and other related services are also included.</td>
</tr>
<tr>
<td>Property Insurance</td>
<td>This item includes the cost of insurance premiums for liability, theft coverage, lost or damaged goods, performance bonds, fire and weather. Postal insurance for shipped or mailed items may be included in this category.</td>
</tr>
<tr>
<td>Salary &amp; Wages Expense</td>
<td>These positions are associated with producing and serving food including cleanup and delivery to satellite locations.</td>
</tr>
<tr>
<td>Expenses Definitions</td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>This category is used to record other salaries and wages that are not accounted for in any of the previously discussed items. This may include prorated or transferred salaries charged to school foodservice funds for a portion of another school employee's time.</td>
</tr>
<tr>
<td><strong>School Foodservice Maintenance / Custodial</strong></td>
<td>This item refers to positions associated with maintenance, repair, and upkeep of school foodservice facilities including the following: Repair - This item includes salaries and wages paid to school employees from school foodservice funds for repair to school foodservice equipment/facilities. It may also include wages paid to equipment and refrigeration mechanics, painters/carpenters, etc. Custodial - Salaries and wages paid to school personnel for upkeep, maintenance, and general housekeeping duties. Employees at the school level may include the custodian, janitor, and handyman.</td>
</tr>
<tr>
<td><strong>School Foodservice Managers</strong></td>
<td>Salaries/wages paid to employees who manage the school foodservice program at the school site are recorded in this category.</td>
</tr>
<tr>
<td><strong>School Foodservice Operating Staff Cooks / Cashiers</strong></td>
<td>This item includes salaries and wages paid to school foodservice employees who are responsible for all preparation and serving (including meal count) duties in the school foodservice operation.</td>
</tr>
<tr>
<td><strong>School Foodservice Operating Staff Overtime</strong></td>
<td>Wages paid for work performed in excess of 40 hours per week is considered overtime. The rate of pay is one and one half times regular pay for all hours worked over 40 hours in a regular work week.</td>
</tr>
<tr>
<td><strong>School Foodservice Operating Staff Student Labor</strong></td>
<td>This item refers to compensation paid to student workers.</td>
</tr>
<tr>
<td><strong>School Foodservice Operating Staff Substitute</strong></td>
<td>(1) Wages paid to substitute employees who work for regular employees who are absent; (2) Wages paid to regular employees for work outside the time considered to be a regular day. The rate of pay is the same as a regular day unless it exceeds 40 hours per week, at which time it becomes overtime.</td>
</tr>
<tr>
<td><strong>School Foodservice Operating Staff Workers / Helpers</strong></td>
<td>This category represents wages paid to foodservice employees at the school level for duties other than food production, i.e. dishwasher.</td>
</tr>
<tr>
<td><strong>School Foodservice Staff Drivers / Satellite</strong></td>
<td>This refers to the salaries/wages paid to truck drivers and assistants whose only duties are to deliver meals to satellite locations. If they have other duties in the program or school district, then the portion of salary for time spent on other duties should be assigned to the appropriate category.</td>
</tr>
<tr>
<td><strong>School Foodservice Staff Monitors / Supervisors</strong></td>
<td>This item represents wages paid to personnel who monitor and/or supervise the dining room while students are eating. They have no responsibilities in the production of food or service to students.</td>
</tr>
<tr>
<td><strong>SFS Warehouse Personnel</strong></td>
<td>This refers to the salaries and wages paid to employees for duties associated with the cafeteria products that are delivered to and stored in a school district warehouse. Includes warehouse manager, receiving clerk, delivery personnel, etc.</td>
</tr>
</tbody>
</table>