

Dinner Monies Database Version 2011.1

1. Upgrade Notes

1.1 The above upgrade is required to correct an issue within the weekly banking screen. Any monies entered prior to the previous roll forward have not been accounted for correctly and are showing as “Bfwd” figures within the banking summary.

As part of this upgrade all of the Bfwd amounts within the banking summary screen will be reset to £0.00.

Correct Bfwd Amounts: If the amounts shown in the Bfwd column of the banking summary are correct, because no banking was made in the previous week, please roll forward before completing the upgrade.

Non-Zero Bfwd Amounts: If the amounts shown in the Bfwd column are incorrect but you do have valid Bfwd amounts for a different value (i.e. you do not need this to be reset to £0.00) you will need to complete the upgrade and then call Computer Accounts to have the valid amount re-entered into your database.

Bfwd Zero: If the Bfwd amounts in the banking screen are shown correctly at £0.00 you must still perform the upgrade to ensure that you are on the latest version.

1.2 An additional line has been added to the Kitchen Summary “**Pupil Meals by Meal Type**” section to show the total meals that are not specific to a Meal Type (Regular Hot Meals).

1.3 Some schools have reported an issue with the calculation of “**Total Collected**” on the weekly summary which has been amended. The database has calculated these figures correctly – it is just the report that had an issue.

1.4 A link to the Dinner Monies Database User Guide has been added to the ‘Options’ drop down list.

2 Clarification of Procedures

2.1 A “**Type**” must be selected for each meal rate within the ‘Set Meal Rates’ screen. This type is used when apportioning the monies collected within the banking summary screen and is used to determine which meal rate can be selected with then School Meals, School Milk and Adult Meals screen.

| Meal Rates | | | |
|--|-------|-------|--------------------------|
| Rate | Price | Type | VAT |
| <input checked="" type="checkbox"/> Adult Meal | £2.05 | Adult | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Adult VAT | £2.40 | Adult | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Free Meal | £0.00 | Free | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Paid Meal | £2.00 | Pupil | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Paid Milk | £0.20 | Milk | <input type="checkbox"/> |

Please ensure that all meal types within your Dinner Monies Database have a type selected.

2.2 Meal Type Prices

A price is only required within the Meal Types section if the cost of that meal type is **different** to the cost of a normal paid meal. For example, if a normal costs £2.05 and a Vegetarian Meal costs £2.05 no price is required. A price is only required where the meal type provided costs more or less than a normal meal, for example, a Party Meal.

| Meal Types | | |
|----------------------------|---------------------|-------|
| Code | Description | Price |
| <input type="checkbox"/> P | School Packed Lunch | £0.00 |
| <input type="checkbox"/> V | Vegetarian Meal | £0.00 |
| <input type="checkbox"/> X | Christmas Dinner | £0.00 |
| <input type="checkbox"/> | | £0.00 |

If a price is entered into this section and that meal type is registered for a pupil receiving free meals the database will add the price entered for the meal type to the debit carried forward. When calculating the credit / debit carried forward the difference in price between the Meal Rate and Meal Type will be entered (i.e. and additional 70p if the normal meal is £2.05 and the meal type is £2.75). Where the normal meal cost is £0.00 (free meals) this means the full price of the meal type will be included.

If this has already happened within your dinner monies database you will need to enter a correcting adjustment for each free meal pupil to take the "C/Fwd" back to £0.00.

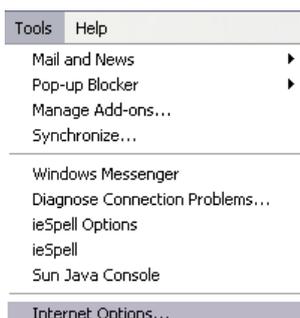
3. Upgrade Instructions

To complete the Upgrade please take the following steps:

Please Note: You must only complete this upgrade if you are currently using Version 2011 of the Dinner Monies Database.

As this upgrade has been released so close to the original Version 2011 there may be an issue with cached internet files (meaning the new file will not be downloaded). Before attempting to complete the upgrade please take the following steps.

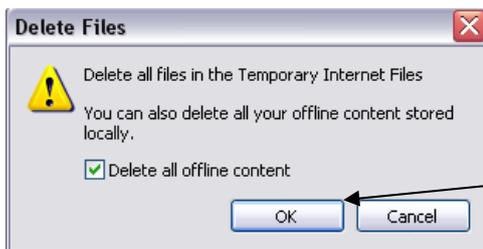
Open Internet Explorer.



Select 'Tools' then 'Internet Options'.



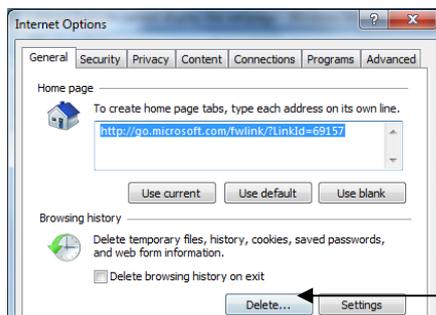
Under the 'General' tab click 'Delete Files'.



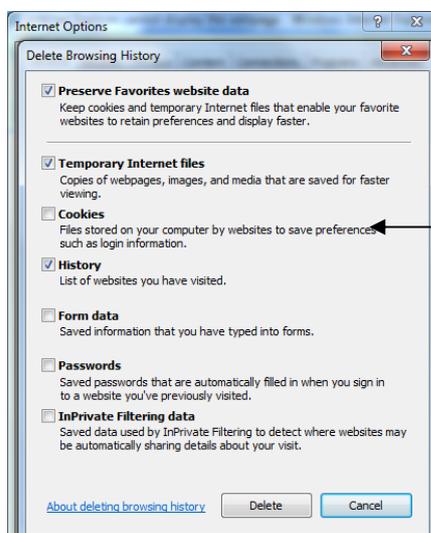
Place a tick in the 'Delete all offline content' box and click 'OK'.

Windows 7 Users

Open Internet Explorer, click 'Tools' then 'Internet Options'.

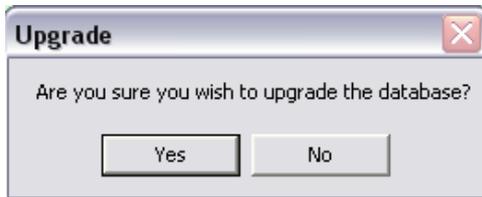


Under the 'General' tab, click 'Delete'



Place a tick in 'Temporary Internet Files' and 'History', then click 'Delete'.

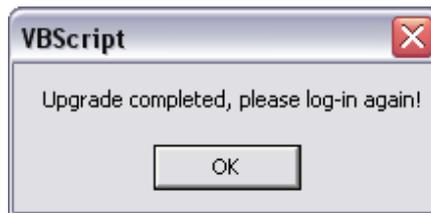
Within the Dinner Monies Database click the 'Upgrade' button within the 'School Details' screen.



Click 'Yes' to continue with the upgrade process, or 'No' to cancel.



Click 'OK' to the above message once the Dinner Monies Database has closed completely.



You must wait for this message before logging back into the database. This process may take a few minutes depending on the speed of your computer.

Once the upgrade is complete please ensure that the version stated on the Main Menu is **2011.1**.



If the version does not state **2011.1** please contact Computer Accounts for assistance.