

Dinner Payments & Reporting.

Training Agenda



Target Audience

The **Dinner Payments & Reporting** training is recommended for delivery to the following people from your school:

- ✓ Administration team (members of staff responsible for Dinner Support)
- ✓ Deputy Headteacher

Pre-Requisites

To ensure attendees have the necessary foundational and setup knowledge, this course should be completed after the **Dinners – Setup & Routines** training.

Objectives of Session

By the end of this session, attendees will be able to:

- ✓ Manage dinner money payments and adjustments
- ✓ View and transfer account balances
- ✓ Run reports for debt chasing and parent communication

Agenda Overview

- ✓ **Payments**
 - Dinner Money Top Up
 - Parents: via MCAS
 - Schools: via MIS (View Orders and Processing Refunds)
 - Transferring Balances
 - View Balances
 - Balance Adjustments
 - Dinner Account Balances
 - Dinner Money Payment
 - Debt Chasing
 - Sending Messages to Parents (Student Dinner Balance Dynamic Field)
- ✓ **Reporting**
 - Overview of In-Built Dinner Reports
 - Kitchen Statistics Report (inc. scheduling)
 - Daily Meal Report
 - Weekly Catering Return
 - Overdrawn Dinner Account
 - Individual Account Statement
 - Quick Reports
 - Student/Staff Account Balances Domain