

# Set Up Lunch Management

Initially, some set up is required in order for all users to have the necessary rights to use Lunch Management.

You don't have to select the Lunch Login check box when creating an administrator account. Administrators automatically have all rights to Lunch Management.

If someone isn't an administrator, but they work in the front office, you can select which Lunch Management security rights they need.

## Useful Information

You can set up a user so they'll only have rights to view the Lunch Management Assistant when they log in to HeadMaster.

### ▼ To give non-administrative users rights to Lunch Management

1. On the Home screen, click **User Administration**.
2. Select a user name, and click **Edit**.
3. In the Lunch Security section, select the appropriate check boxes.
4. Click **Save**.
5. To add Lunch Management rights to other users, repeat steps 2-4.

If the teachers are taking lunch counts at the beginning of the school day, they need to have their Lunch Management rights set up as well.

### ▼ To give teachers rights to Lunch Management

1. On the Home screen, click **User Administration**.
2. Select the **Teacher** or **Teacher Login** user group.
3. Click **Edit**.
4. In the Lunch Security section, select the appropriate check boxes.
5. Click **Save**.

### ▼ To complete the Lunch Management Settings

1. On the Home screen, click **Options**.
2. Click **Lunch Settings**.
3. Make your selections.

## Useful Information

**Lunch Password** makes the Lunch Line screen password protected. You must enter the password to close the Lunch Line screen.

**Low Balance Reminder** lets you to set a specific dollar amount to be the low balance. Once a student's balance falls below that dollar amount, then a warning appears on the Lunch Line screen. This also enables you to send out Low Balance emails to parents.

### ▼ To set up the billing portion of Lunch Management

#### Option #1: If you are not integrating with ACS General Ledger

1. On the Home screen, click **Define List**. The Define List dialog box displays.
2. In the Available Fields list, expand Billing and click **Accounts**.

## Useful Information

Lunch Management works with HeadMaster Billing. You need to create two billing accounts: a lunch account and a checking account. These accounts are added to a revenue center called Lunch.

If you don't have accounts set up or don't need to have the account information in HeadMaster, you can create generic accounts:

- Offset account: 123456789
- Checking account: 987654321

3. Click **Add**. The Accounts dialog box displays.
4. Enter the Account Number and Account Name.
5. Click **OK**.
6. In the Available Fields list, expand Billing and click **Revenue Centers**.
7. Click **Add**. The New/Edit Revenue Centers dialog box displays.
8. Enter the account information, and click **OK**.

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9. In the **Lunch** drop-down list, select **Lunch Revenue Center**.
10. Click **OK**