

Bromcom Dinner Manager

Welcome to the session. We will begin shortly.

Please ensure that you also have an audio connection either through a headset and microphone attached to your computer or by telephone to the published number.

You will join the session muted but there is a chat facility available where you can type questions.

This session will be recorded and shared with colleagues after the session. By attending you agree and accept you may be captured in the recording.

Introductions & Welcome

Alison York
ICT & Digital



Welcome

Feel free to ask questions throughout either in the chat or put your hand up.

There will be time to ask questions at the end of the session.

Agenda

Daily Dinner Routines

Maintenance

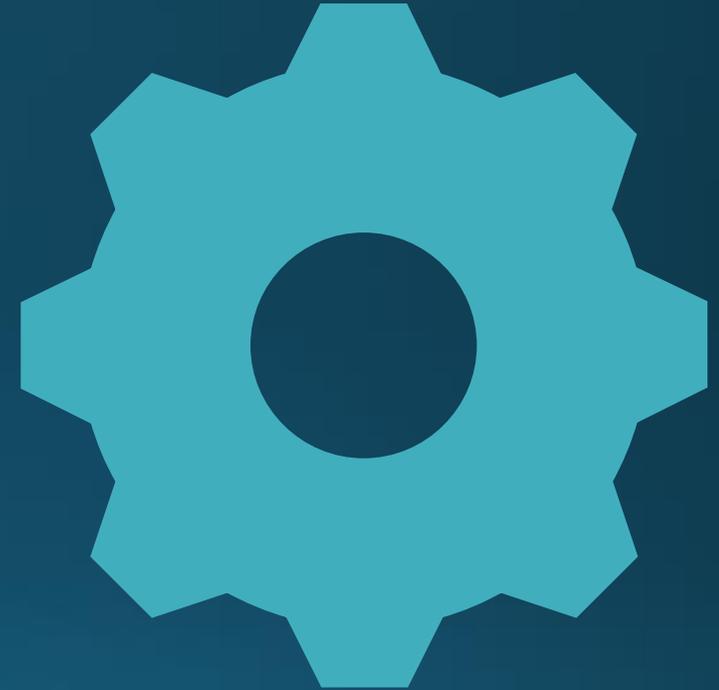
Dinners with MCAS

Payments

Reports

MCAS Parent View

Widgets



Home Page/Overview Widgets

- **Dinner Balance*** – This allows Staff to make Dinner Payments for themselves and see their previous charges.
- **Dinner Registers** – This allows Staff to see any Dinner Registers for the current day.
- **Dinners for Week** – This allows Staff to see Pupil, Staff and Custom Dinner Numbers for the current week (Monday to Sunday).
- **Monies paid for Week** – This allows Staff to see money taken for the current week against Pupils, Staff and Custom Dinners.
- **Unconfirmed Dinner Money Payments** – This allows Staff to see any Unconfirmed Dinner Money Payments against Students (they can be confirmed via Students>Actions>Confirm Dinner Payments).



Demo

Meal Definitions

Meal Types

[Config](#) > [Admin](#) > [Lookup Tables](#)

Meal Definitions

[Config](#) > [Dinner](#) > [Meal Definitions](#)



Meal Patterns

Modules > Dinner > Update Meal Patterns



MCAS Configuration

Config > MyChildAtSchool > Dinner Money



MCAS Configuration

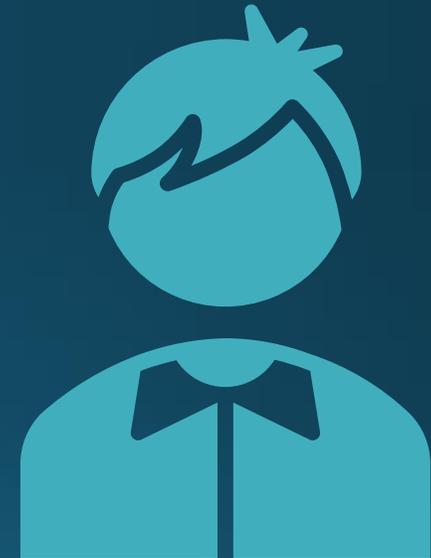
- **Text/Colour Settings:**
 - **Enable Dinner Money Module** – Tick this to **Enable** and display the **Dinner Money Module** on **MCAS**.
 - **Select which Year Groups can use Dinner Money on MCAS** – Click in the field box and select the desired **Year Groups**, each **Year Group** selected will be displayed and can be removed by clicking the white **X**.
 - **Dinner Money Panel Title** – The **Title** entered here will be what is seen for the **Widget** on **MCAS**.
 - **Dinner Money Panel Subtitle** – The **Subtitle** entered here will be visible for the **Widget** on **MCAS**, this can be left as default or changed.
 - **Credit Balance Summary Statement** – This can be left as default or changed.
 - **Credit Balance Summary Colour** – This is set by default to **Green** but can be changed using the **Colour Picker**.
 - **Debit Balance Summary Statement** – This can be left as default or changed.
 - **Debit Balance Summary Colour** – This is set by default to **Red** but can be changed using the **Colour Picker**.

MCAS Configuration

- **Tick boxes:**
 - **Show Dinner Details** – This will show **Parents** their **Account Balance** with a Summary of recent Meals taken by the Student.
 - **Send Dinner Money Reminders when balance is low** – When ticked, a message will be sent to the **User** when their **Dinner Money** balance falls below the specified minimum amount.
 - **Do not allow parents to create negative balances for Dinner Menu purchases** – When selected, if the **Dinner Money** will go into a **Negative Balance** a **Message** will be given to the **Parent** when using **MCAS** that their **Balance** will need **Topping Up**.
 - **Apply a minimum deposit amount** – when the box is ticked a **Minimum Amount** option is displayed, enter the **Minimum Amount** a **Parent** can enter when using **MCAS**

Dinner Money Leavers

Bromcom Dinner Money for Leavers
Document available on
www.coventry.gov.uk/schoolsict



Reports

Reports > Dinner



DINNER

- ✎ Daily Meal Report
- ✎ Dinner Account Balances
- ✎ Dinner Numbers
- ✎ Dinner Register Audit
- ✎ Dinner Money Audit
- ✎ Dinner Registers
- ✎ Meal Statistics
- ✎ Overdrawn Dinner Account
- ✎ Dinner Accounts In Credit
- ✎ Kitchen Statistics
- ✎ Dinner Account Statements
- ✎ Catering Return
- ✎ Payment Summary
- ✎ Banking Return
- 📄 Individual Dinner Account Statement
- ✎ Weekly Catering Return
- 📄 Weekly Reconciliation

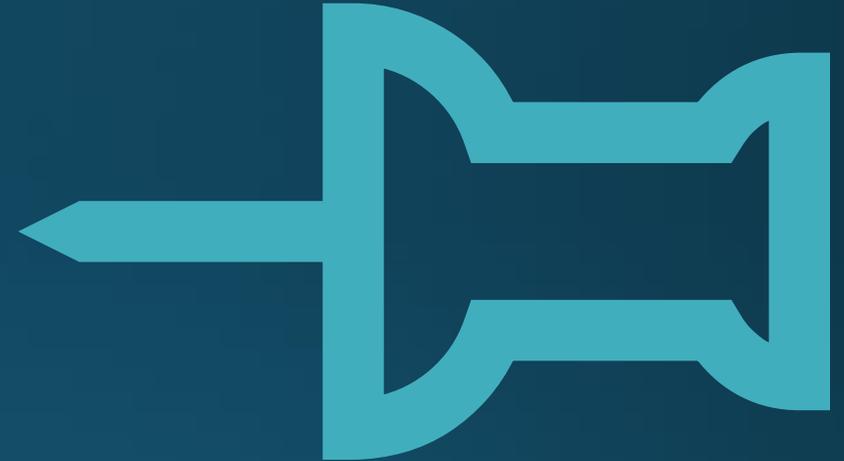
<https://docs.bromcom.com/knowledge-base/how-to-view-dinner-reports/>

Remember

Student List –

Actions > Confirm Dinner Numbers

Actions > Confirm Dinner Payments



Questions



Thank you

