## To order meal items

Go to My Accounting | Cafeteria | Orders | Meal Orders tab.

- 1. Enter the quantity of meals to be ordered.
- 2. Select meal from drop-down.
- 3. Update when complete.
- 4. Current (Open cycle) and previous (Closed cycle) meal selections can be printed.

My Cafeter	ia Orde	ers								
Meal Orders		A la Carte								
Cycle Year	2016	•	Lunch Cycle	Spring 2016	•)	Open - Order	ring allowe	d	ake Pa	
Date		Beckner, Esther				Gald, Mary		Beckner, ck		
Mon Feb 1st				•	30	•				
Tue Feb 2nd				•	T	•	After Upda	filing out your order(s ite and the total will dis	), click splay	
Wed Feb 3rd				•	)(	•	on the	<ul> <li>The total showing is actual price, not bas lunch price plans.</li> </ul>	based ed on	
Thu Feb 4th				•						
Fri Feb 5th				¥)		•			•	
Mon Feb Sth				•		•			•	
Tue Feb 9th	0			•		•				
Wed Feb 10th				•		۲				
Thu Feb 11th	1			•	30	•			•	
Fri Feb 12th				•		•	1	Fish Nuggets	•	
Mon Feb 15th				•		۲			•	

## To order A la Carte (Milk)

Go to My Accounting | Cafeteria | Orders | A la Carte tab.

- 1. Parents can click on blue count button to view list of available a la carte items.
- 2. Once window is open, parents can enter the quantity of meals for each student.
- 3. Update when complete.
- 4. Current (Open cycle) and previous (Closed cycle) meal selections can be printed.

Meal Orders	A la Carte				Albit	arle / Jonas Beckner / 12/24/20	13	Print
						Rem Name	Price *	
Lunch Cycle Decem	1ber 2013	• Open	Open - Ordering allowed		0	01 Big Breakfast		
Date Beckne	r, Jonas Beck	mer, Nick	Beckner, Benny	Beck	0	Apple Pie	\$2.50 E	*
Mon Dec 02 2013	- o	0	0.0		0	Apple Turnover	\$4.30	
Tue Dec 03 2013	0				1	Baked Potato Soup	\$3.50	
Wed Dec 04 2013	0	0	-	$\rightarrow$	0	Banana	\$0.50	
Thu Dec 05 2013	10	0			0	Big Breakfast	\$2.00	
Fri Dec 06 2013	0	0	(		0	Biscuits and Gravy	\$2.50	E
Mon Dec 09 2013	0				1	Block-o-Cheddar	\$3.50	
Tue Der 10 2013					0	Bottled Water	\$0.75	
Wed Dec 11 2012			-		0	Bunt Cake	\$4.50	_
The Dec 13 2013					0	Cereal	\$0.50	
Thu Dec 12 2013					0	Cheese Pizza	\$0.00	
Fri Dec 13 2013					0	Chicken-Fried Steak	\$12.50	
Mon Dec 16 2013	. 0	- 0			0	Chocodile	\$2.50	
Tue Dec 17 2013	0.00	. 0			0	Chocolate Eclair	\$1.50 +	
Wed Dec 18 2013	0.0	- 0	0			Lipite Cites		
Thu Dec 19 2013	0.0	0.0	.0					

Only "Family 1" families can order for their children. If your children are in a split family and you do not see their names on the order list, please contact your school to rectify this if you are going to be the one making orders.