

Course Title: Dinner Money

Duration:

½ day

Times:

9.30am – 12.30pm

Course Aims:

This course is an introduction to using SIMS for recording Dinner and Dinner Money

information. It will cover the activation of the software, the personalisation of the settings to

meet the school’s own requirements, the recording of opening balances, daily meal

arrangements and payments and how to run the banking routine and produce various reports

and letters to parents.

Course Objectives:

By the end of the course you will be able to:

* Record all types of pupil, staff and visitor meal arrangements including special meals

such as theme meals

* Record all types of pupil, staff and visitor payments including electronic payments
* produce a variety of reports for different requirements such as registers, the kitchen,
* mid–day supervisors, pupil and staff statements
* complete the regular financial transactions
* produce a weekly catering return
* Produce mail letters to parents

Target Audience:

Administration staff who are responsible for the completion of Dinner Money processes

Requirements:

An understanding of how SIMS is used to maintain and update pupil information is desirable but not essential.