

Instructions of how to increase a Dinner Money Charge

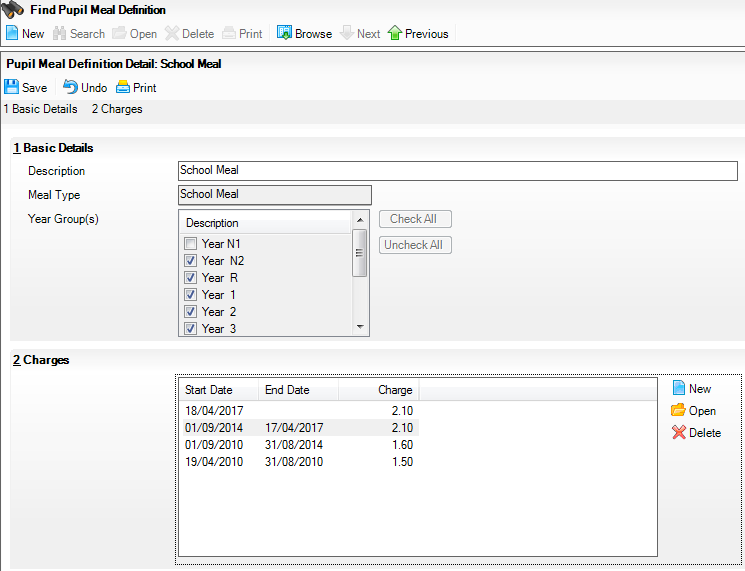
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| **Document Author:** | *Elaine Smith* | **Valid from:** | *18.4.2017* |

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From the 1st April Oldham have increased the charge for Dinner Money to £2.10

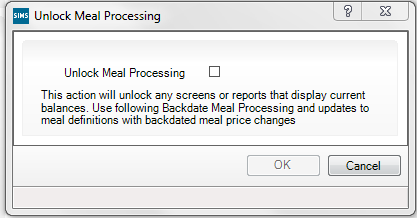
For schools which use Dinner Money the following changes will need to processed in Sims Dinner Money to ensure these changes are calculated correctly.

1. Go to Tools/ Dinner Money/Pupil Meal Definitions
2. Click on search.
3. Double click into all the meals with the old price of £2 and click on new next to the charges box
4. Input todays date with the new charge of £2.10



If the date shows as tomorrows date you will have to go to ensure everyone is logged out of Dinner Money and then go to

1. Tools/Dinner Money/Backdate Meals Processed.
2. Ensure the dates cover this terms dates e.g. start date should be 18.4.2017 to todays date.
3. Then repeat the action 1 to 4 above and change the amount in the Meal definition.
4. Once saved go to:
5. Tools /DinnerMoney/Unlock meal processing and put a tick in the tick box and click OK



If you have any problems with this procedure please do not hesitate to contact the helpdesk and a member of the Team will be pleased to help.