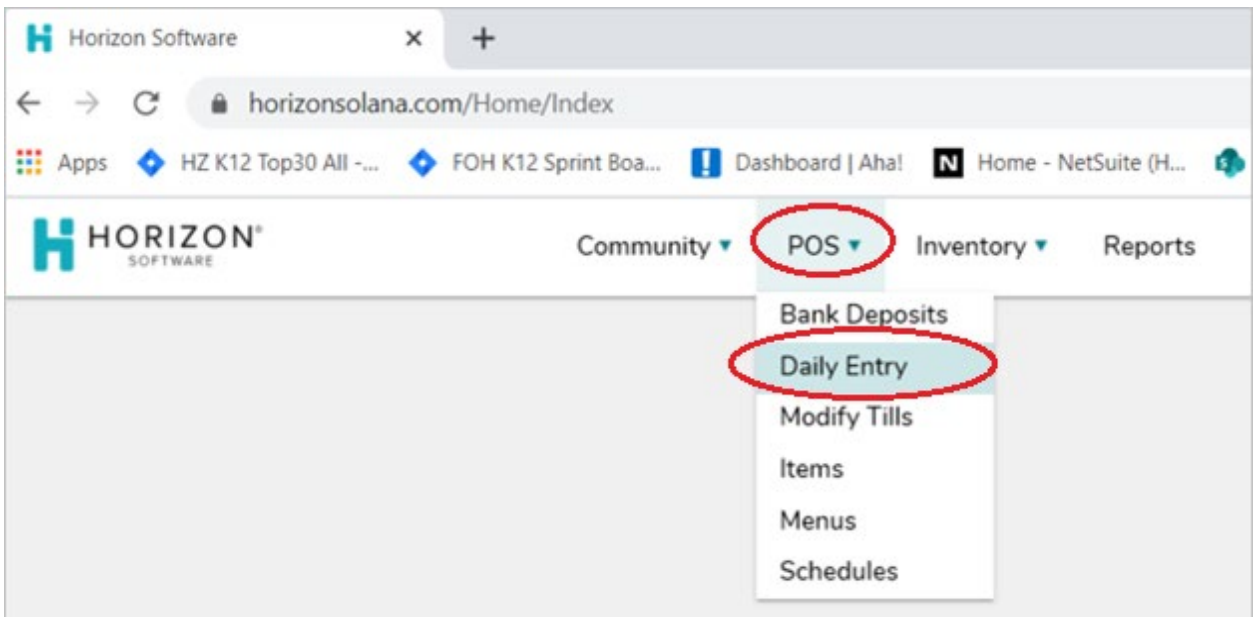


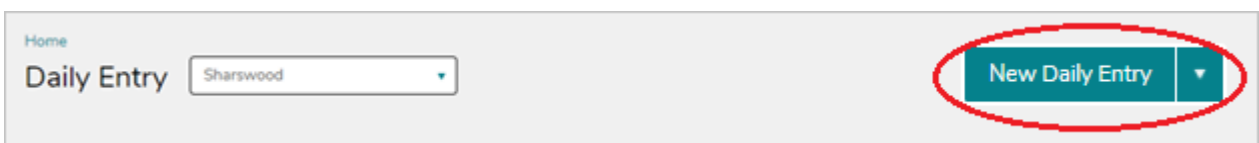
## Daily Entry Process – Summer Feeding

### In School Breakfast & Lunch Serving

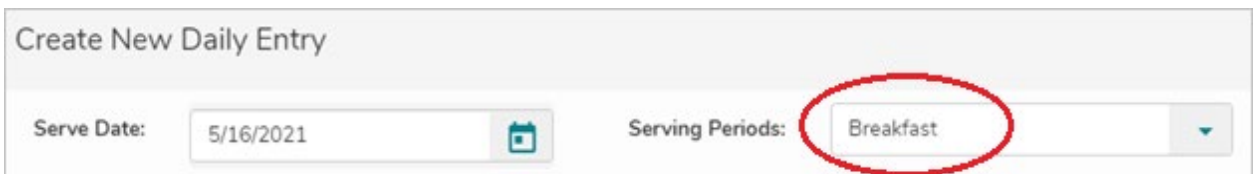
1. Go to <https://horizonsolana.com/>.
2. Enter your email address and password. Click Sign In.
3. Hover over the *POS* menu and click *Daily Entry*.



4. Select your site and click *New Daily Entry*.



5. For reporting Breakfast meal counts, select the *Breakfast* serving period.



6. For reporting Lunch meal counts, select the *Lunch* serving period.

Daily Entry

Serve Date: 5/16/2021

Serving Periods: Lunch

7. Enter the total number of meals served in the *Free* field in the *Reimbursable* column and click *Save* in the bottom-right corner of the screen.

Daily Entry

Serve Date: 5/16/2021

Serving Periods: Lunch

Daily Entry Attendance

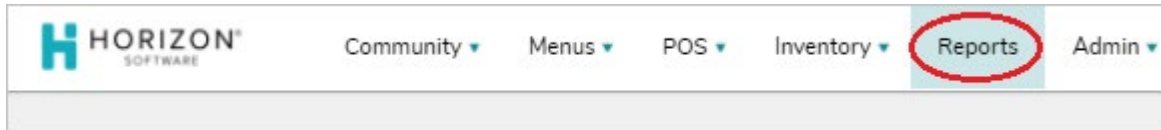
Reimbursable		Other Sales	
Full Pay:	0 \$0.00	Adult Meal:	0 \$0.00
Prepaid Full Pay:	0	Teacher Meal:	0 \$0.00
Full Pay Charge:	0	Employee Meal:	0 \$0.00
Reduced:	0 \$0.00	Student 2nd Meal:	0 \$0.00
Prepaid Reduced:	0	Student A La Carte:	\$0.00
Reduced Charge:	0	Prepayments:	\$0.00
Free:	109	Repaid Charges:	\$0.00
		Adult A La Carte:	\$0.00

Cancel Save

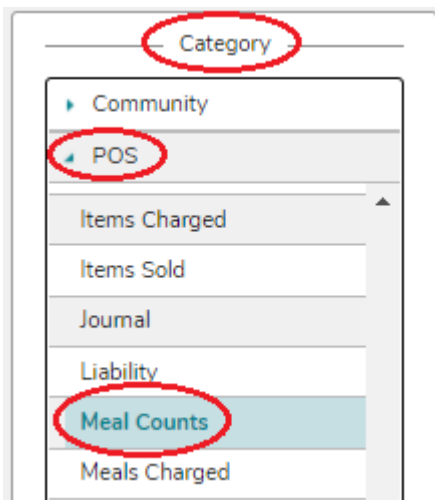
## Verifying your Meal Counts

The Meals Count report is a simple way to check the meals you have entered for accuracy. Running the report after the final serving period will provide a quick view of your totals.

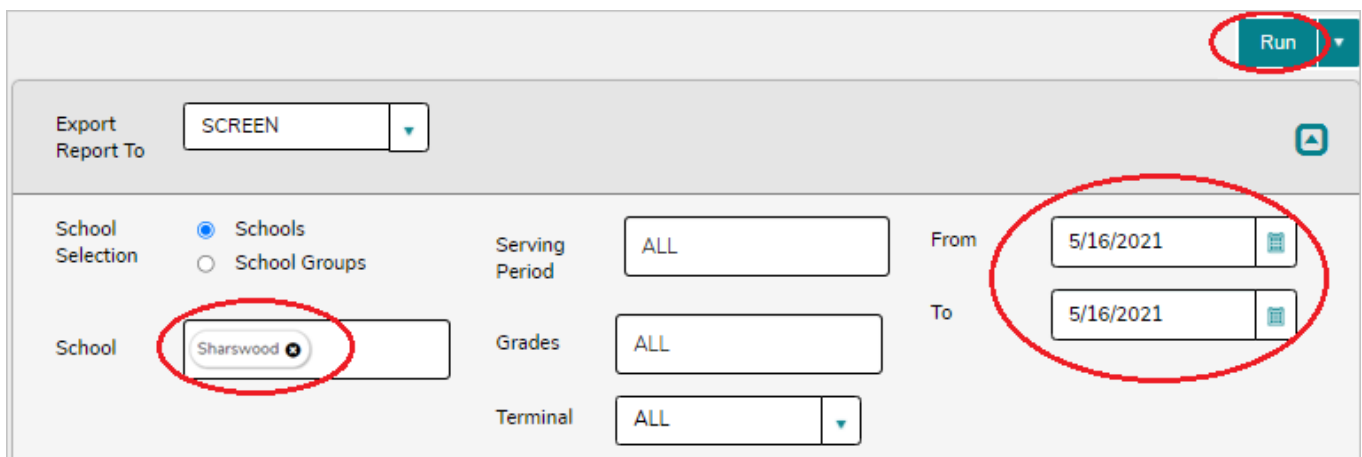
1. To access the Meal Counts report, select *Reports* from the menu bar.



2. In the *Category* menu on the left side of the screen, select *POS* and then select *Meal Counts*.



3. In the criteria selection on the right side of the screen, select the *school* you are serving in, the appropriate *From* and *To* (date range), and then click the *Run* button in the top-right corner of the screen.



4. The report preview window will display (shown below). The Reimbursable Total column for Breakfast and Lunch will show what you entered in the daily entry screen.

*Meal Counts Report Sample*

<b>Meal Counts</b>											
Start Date:	5/16/2021			Terminal:	ALL			Grade:	ALL		
End Date:	5/16/2021			Serving Period:	ALL			Run:	Detailed		
School:	Sharswood										
		Full Pay	Reduced	Free	Reimbursable Total	Second Meals	Employee	Adult	Teacher	Total Meals	
	Standard	0	0	0	0	0	0	0	0	0	
	Non-standard <sup>(1)</sup>	0	0	109	109	0	0	0	0	109	
	<b>Totals:</b>	<b>0</b>	<b>0</b>	<b>109</b>	<b>109</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>109</b>	
Serve Date	School	Serving Period	Full Pay	Reduced	Free	Reimbursable Total	Second Meals	Employee	Adult	Teacher	Total Meals
05/16/2021	Sharswood <sup>(2)</sup>	Breakfast				0	0	0	0	0	0
05/16/2021	Sharswood <sup>(2)</sup>	Lunch				109	0	0	0	0	109
05/16/2021	Sharswood <sup>(2)</sup>	Snack				0	0	0	0	0	0
05/16/2021	Sharswood <sup>(2)</sup>	Supper				0	0	0	0	0	0

Questions & Support – Dial: 215-400-3663 Option 2