

## Special Instructions for Florida School Districts affected by Hurricane Irma

This document outlines the steps required to create two claim files using the MyFUNDamentals software and related imports and modules. Only those districts that have been given disaster relief assistance approval from the Florida Dept. of Agriculture and Consumer Services (DACS) need to follow these instructions. The steps and procedures for creating and submitting a single monthly claim file have not changed.

The guidelines provided by DACS indicate that school districts affected by Hurricane Irma should file two separate claims for September 2017 and two separate claims for October 2017.

The first September claim is for 9/1/2017 through 9/17/2017. Meals for this date range are claimed by student eligibility status (free, reduced, or paid) or using CEP or Provision 2 claiming ratios, just like a regular claiming period.

The second September claim (or revision) adds meals served from 9/18/2017 through 9/30/2017. Meals for this date range are all claimed at the free status.

The first October claim is for 10/1/2017 through 10/20/2017. Meals for this date range are all claimed at the free status.

The second October claim (or revision) adds meals served from 10/21/2017 through 10/31/2017. Meals for this date range are claimed by student eligibility status (free, reduced, or paid) or using CEP or Provision 2 claiming ratios, just like a regular claiming period.

The Claims Export for the split months requires the 'Visual Calendar' to be setup. (Yearly Setup/Production Calendar then look for the 'Visual Calendar' link. Verify that all production days are marked in green and update. Make sure that any adjustments due to hurricane days have been made. If changes were made, click the Copy button and copy the changes to all other sites.

For districts using a vendor specific point of sale import, (WebSmartt, Horizon (Kidserve and OneSource), Nutrikids, MCS Newton, MealsPlus, Mosaic (non-cloud version only), Lunchbox.NET), a new 'Custom' option is available in the Accounting Period or Month dropdown. If this option is not available, you will need to download and install the latest program update which should also update your point of sale import and the Claims Export module. Districts using one of these direct connection, or non-text-based imports should follow the steps below in the section titled 'POS Vendor Imports'. Districts that utilize a text-based or spreadsheet-based import, for meal counts should follow the steps in the section titled 'Text-Based POS Imports'.

## September 2017 Importing and Claim Export

### POS Vendor Imports

Please follow these steps to import meals/revenues/etc. from your direct connection point of sale vendor import. \*You should substitute the Point of Sale text in the instructions for your specific point of service vendor.

1. Under Monthly Procedures, start your Point of Sale\* import.
2. Change the Accounting Period dropdown to 'Custom'.
3. Click Import.
4. Set the Beginning Date to 9/1/2017.
5. Set the Ending Date to 9/17/2017.
6. Click Next. (leaving the checkbox to 'Change All Student Meals to Free Status' unchecked)
7. When the import finishes, click the Import button again.
8. Set the Beginning Date to 9/18/2017.
9. Set the Ending Date to 9/30/2017.
10. This time, put a check in the checkbox to 'Change All Student Meals to Free Status'.
11. Click Next.

### Text-Based POS Imports

Please follow these steps to import meals/revenues/etc. from your text-based or spreadsheet-based point of sale import. \*You should substitute the Point of Sale text in the instructions for your specific point of service vendor.

This process will require two text files or spreadsheets for each month. When generating or exporting the data from your Point of Service system, you will simply create a file for each date range needed. Once these files have been created, follow the steps below to import into MyFUNDamentals.

1. Under Monthly Procedures, start your Point of Sale\* import.
2. Browse to the file or spreadsheet for the first part of September.
3. Change the Accounting Period dropdown to 'Custom'.
4. Click Import.
5. Set the Beginning Date to 9/1/2017.
6. Set the Ending Date to 9/17/2017.
7. Click Next. (leaving the checkbox to 'Change All Student Meals to Free Status' unchecked)
8. When the import finishes, browse to the file or spreadsheet for the last part of September, then click the Import button again.
9. Set the Beginning Date to 9/18/2017.
10. Set the Ending Date to 9/30/2017.
11. This time, put a check in the checkbox to 'Change All Student Meals to Free Status'.
12. Click Next.

At this point, you should have two sets of records for September in MyFUNDamentals. Perform the remaining items on the Monthly Procedures menu until you reach the CNP Export. This includes the Meals Allocation which will only affect the records for the first half of the month.

## Using the CNP Claims Export

1. Under Monthly Procedures, start the CNP Claims Export Module.
2. Change the Claiming Month to 'Custom'.
3. Click Export.
4. Set the Beginning Date to 9/1/2017.
5. Set the Ending Date to 9/17/2017.
6. Click Next. (leaving the checkbox for 'Mark as Revision' unchecked)
7. When the Export finishes, click the Export button again.
8. Set the Beginning Date to 9/1/2017.
9. Set the Ending Date to 9/30/2017.
10. Put a check in the checkbox to Mark as Revision.
11. Click Next.

There should now be two Claim files for September in the folder where these are created.

1. September\_2017\_CNP\_Claims.txt (9/1/2017 – 9/17/2017)
2. September\_2017\_CNP\_Claims\_Rev.txt (9/1/2017 – 9/30/2017)

## October 2017 Importing and Claim Export

### POS Vendor Imports

Please follow these steps to import meals/revenues/etc. from your direct connection point of sale vendor import. \*You should substitute the Point of Sale text in the instructions for your specific point of service vendor.

1. Under Monthly Procedures, start your Point of Sale\* import.
2. Change the Accounting Period dropdown to 'Custom'.
3. Click Import.
4. Set the Beginning Date to 10/1/2017.
5. Set the Ending Date to 10/20/2017.
6. Put a check in the checkbox to 'Change All Student Meals to Free Status'.
7. Click Next. When the import finishes, click the Import button again.
8. Set the Beginning Date to 10/21/2017.
9. Set the Ending Date to 10/31/2017.
10. This time, make sure the checkbox to 'Change All Student Meals to Free Status' is unchecked.
11. Click Next.

### Text-Based POS Imports

Please follow these steps to import meals/revenues/etc. from your text-based or spreadsheet-based point of sale import. \*You should substitute the Point of Sale text in the instructions for your specific point of service vendor.

This process will require two text files or spreadsheets for each month. When generating or exporting the data from your Point of Service system, you will simply create a file for each date range needed. Once these files have been created, follow the steps below to import into MyFUNDamentals.

1. Under Monthly Procedures, start your Point of Sale\* import.
2. Browse to the file or spreadsheet for the first part of October.
3. Change the Accounting Period dropdown to 'Custom'.
4. Click Import.
5. Set the Beginning Date to 10/1/2017.
6. Set the Ending Date to 10/20/2017.
7. Put a check in the checkbox to 'Change All Student Meals to Free Status'.
8. Click Next. When the import finishes, browse to the file or spreadsheet for the last part of October, then click the Import button again.
9. Set the Beginning Date to 10/21/2017.
10. Set the Ending Date to 10/31/2017.
11. This time, make sure the checkbox to 'Change All Student Meals to Free Status' is unchecked.
12. Click Next.

At this point, you should have two sets of records for October in MyFUNDamentals. Perform the remaining items on the Monthly Procedures menu until you reach the CNP Export. This includes the Meals Allocation which will only affect the records for the last half of the month.

## Using the CNP Claims Export

12. Under Monthly Procedures, start the CNP Claims Export Module.
13. Change the Claiming Month to 'Custom'.
14. Click Export.
15. Set the Beginning Date to 10/1/2017.
16. Set the Ending Date to 10/20/2017.
17. Click Next. (leaving the checkbox for 'Mark as Revision' unchecked)
18. When the Export finishes, click the Export button again.
19. Set the Beginning Date to 10/1/2017.
20. Set the Ending Date to 10/31/2017.
21. Put a check in the checkbox to Mark as Revision.
22. Click Next.

There should now be two Claim files for October in the folder where these are created.

1. October\_2017\_CNP\_Claims.txt (10/1/2017 – 10/20/2017)
2. October\_2017\_CNP\_Claims\_Rev.txt (10/1/2017 – 10/31/2017)