

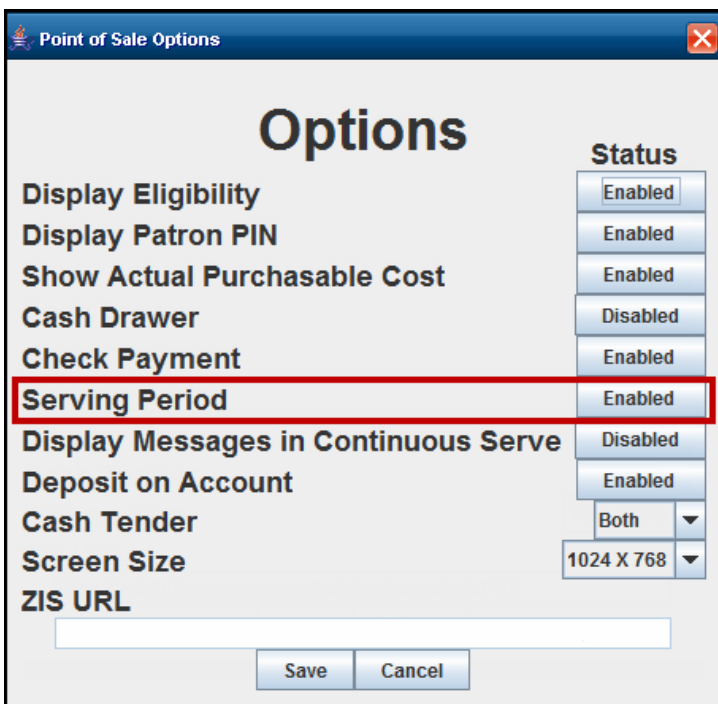
End of Serving Period Setup Requirements

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To use the end of serving period functionality to balance the cash drawers, terminals must first be properly configured by a food service administrator.

Terminal Setup

On the Administrator's Options menu, the food service administrator must set the **Serving Period** to **Enabled**.



Admin POS Options Menu

This action can only be performed by users logged in as a food service administrator. For more information, please see the *POS Configuration Technical Guide*.

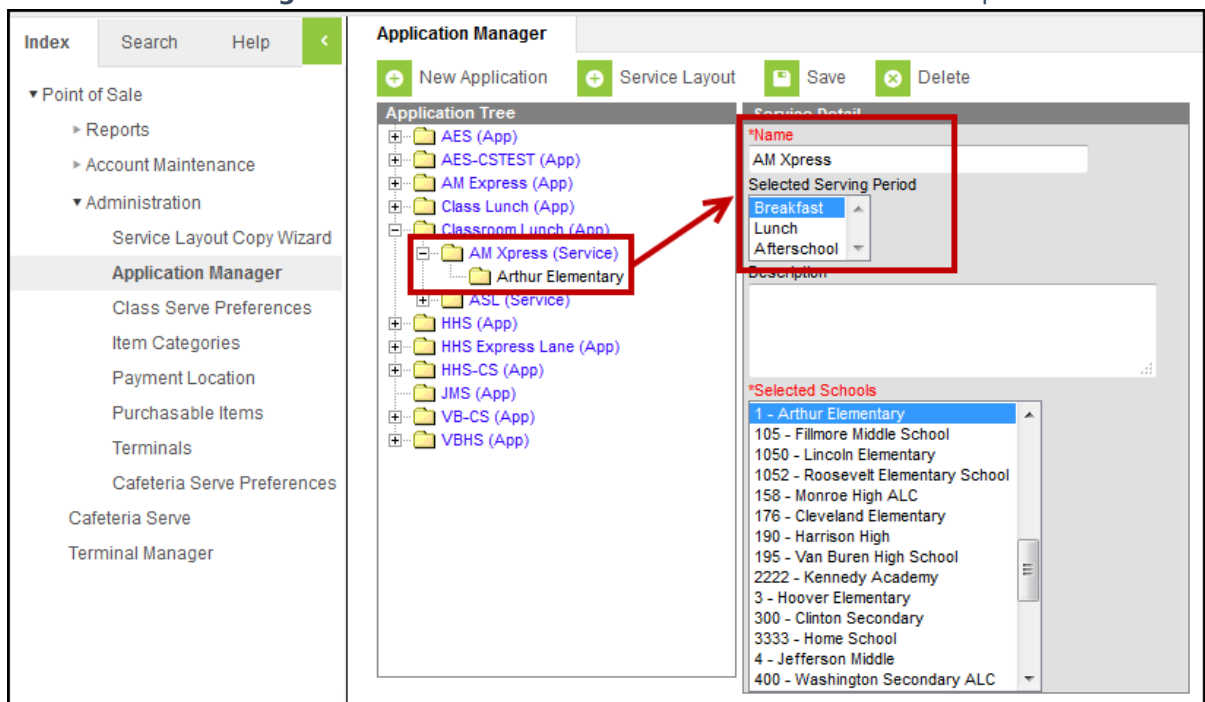
This will allow each cashier to balance his/her cash drawer at the end a serving period.

For accuracy, Infinite Campus recommends that cashiers always keep record of the starting balance of their cash drawers.

Campus Application Setup

Within the Campus interface, the following setup is also required:

- Services to display for selection on the POS terminal must exist within the *Point of Sale > Application Manager* tool.
- The **Selected Serving Period** field of a service should be set to the correct period.



Application Manager Serving Period Setup