

# End of Year Procedures Dinner Money 2009 Centrally Hosted Schools

Produced By:	<b>ICT Helpline</b>
Reviewed By:	
Service:	<b>OCYPS - ICT Services</b>
Date:	05 June 2009
Version	<b>1</b>

At the end of every academic year Dinner Money is closed down and in early September the new year in Dinner Money is set up. The closedown process is extremely quick and should take no more than 5 minutes to perform. Ideally the Dinner Money closedown should be carried out on the last school day in July or at least BEFORE 31<sup>st</sup> August 2009. Setting up the Dinner Money new year takes longer and should be done on or AFTER 1<sup>st</sup> September 2009 when the 2009/10 classes in Sims .net have become the current classes.

### **Before Running the Year End Closedown**

It is advisable to carefully monitor pupil balances in Pupils | Balance | Pupils in Debt/Pupils in Credit in the last few weeks of the summer term. Any pupils with credit balances should be refunded and outstanding debts should be collected wherever possible. Ideally all pupils will have a zero balance on the last day of term. This is particularly true of pupils leaving your school because after closedown they will not be accessible in Dinner Money.

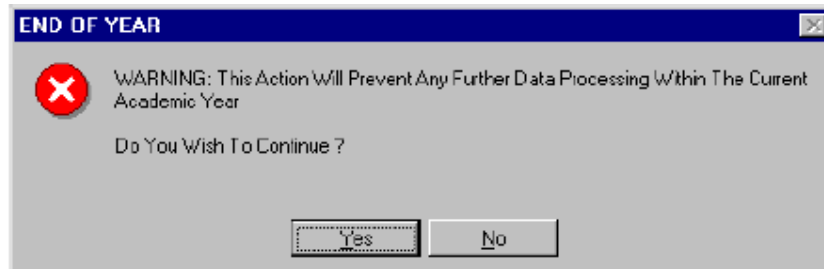
### **Make sure you have a backup of your Dinner Money**

1. Double click My Computer
2. Double click Central Share
3. Double click Sims Share
4. Select File\New\Folder create a folder called Dinner Money 2009
5. Double click Sims.net and Dinner Money folder
6. Double click Dinner Money folder
7. Left click Dindata32 file
8. Select Edit and then Copy
9. Click on the drop down arrow at the end of the Address Box at the top
10. Double click on Central Share
11. Double click on Sims Share
12. Double click on Dinner Money 2009 folder
13. Click on Edit and then Paste.

## **YEAR END CLOSEDOWN**

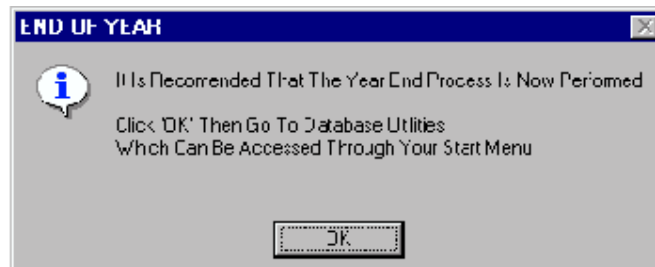
Do not carry out the year end until you have finished all your transactions in Dinner Money on the last day of the school's academic year eg:  
Refunded all your creditors  
Entered all your staff and pupil meals and payments  
Created your final week's catering form  
Carried out a backup (see above)

1. Select **Systems Menu | End of Year Balances** from the Menu Bar. The following message will be displayed and allow you to abandon the procedure, if required. Please note that once this process has completed you will not be able to do anything more with the current year's data.



2. Click **Yes** to continue, making sure that your printer is online. An **End of Year Pupil Balance** report is sent directly to your printer.

The first part of the Year End process is complete when the following message is displayed.



At this point Dinner Money closes down automatically.

3. Double click My Computer  
Double click Central Share  
Double click Sims Share  
Double click Sims.net and Dinner Money  
Double click Dinner Money  
Double click DBUTILS file
  
4. Click the **Year End** button.



5. Year End - Database Utility screen appears. Read the warning and click on Yes to continue if you are ready to do so.
  
6. Repair Complete screen appears. Click OK
  
7. Year end complete screen appears, click on OK and click on the cross to close Database Utilities.

This completes the year end in Dinner Money.

## SETTING UP A NEW YEAR IN DINNER MONEY

This should ideally be carried out on or AFTER 1<sup>st</sup> September 2009 when the classes have been promoted in Sims .Net. If carried out BEFORE 1<sup>st</sup> September 2009 step 4 below will import your 2008/09 classes. That would enable you to complete the rest of the set up instructions, however you would then need to import pupil details again on or AFTER 1 September to import your next year's classes and print out registers.

1. Go to the Dinner Money planet on the Sims Home page on the Portal from within your Managed Service. Download the new term dates file by left clicking the term dates file and then click File \Save target as and save it in Central Share\Sims Share\Dinner Money 2009. Do the same for the meal charges file.
2. Log into Dinner Money. If prompted for a datafile select dindata32.mdb
3. Set up Wizard 1 of 4. Click on the Import button and browse to the Term Dates file you downloaded from the Portal in step 1 above. Select TermDates0910.txt and click on the Open button. Click Next.
4. Set up Wizard 2 of 4. Browse to Central Share\Sims Share\Sims.net and Dinner Money\Sims.net\commandpulsar.exe. Click on Open then click on Next to import. On the Update Pupil details screen click on OK.  
NB. Before 1 September 2009 your 2008/09 classes will be imported.
5. Setup Wizard 3 of 4. Re-map the year groups for Infant or Junior meals. Click Next, confirm the mappings are correct and click the Finish button. Click OK on Wizard 4 of 4.
6. In System Defaults work your way through the tabs checking your school details, catering returns, backups, settings and Banking Codes tabs.
7. Go to System Menu, Settings Menu, Meal charges and click on the Import button. Browse to the Meal charges file downloaded from the Portal in Step 1. and click on Open. Click on OK on the Import Complete screen. Click on each of the Meal types on the left hand side in turn to confirm the charges have been imported and they are correct for your school. Close the Meal Charges screen.
8. Go to Pupils | Default Meal Pattern and click on the Import button. Browse to file Central Share\Sims Share\Sims.net and Dinner Money\Dinner

Money\DnrMnyDMP.txt and click on the Open button. Click OK on the import complete screen. Close the Default Meal Pattern screen. If you cannot find the file you can enter the default meal patterns manually via Pupils | Default Meal Pattern.

9. Go to System Menu | Dates Menu | School Closures and add 3 May 2010 as a Bank Holiday closure and any teacher training days you have. NB if trying to run this before 1 September 2009 you will get an error message. You will need to run it again after 1 September.
  
10. Go to Pupils | Opening Balance and click on the Import button. Browse to file Central Share\Sims Share\Sims.net and Dinner Money\Dinner Money\DnrMnyEOYBalance.txt. This may take a few seconds - please be patient. If you cannot find this file the opening balances MUST be filled in manually via Pupils | Opening Balance. The opening balances are the closing balances of 2008/2009 - this report was printed out at Step 2 of the Year End notes on page 3 of these notes.
  
11. Go into System Menu | Settings Menu | VAT rates. Highlight the existing VAT rates and click on the Remove button. Enter 01/09/2009 in the Start date box, 31/08/2010 in the End date box and 13.04 in the VAT rate box. Click on the Add button and then click on the close door icon to exit the VAT Rate screen.

The first time you click on the Pupil Meals button you will be prompted to enter Monday's date from the week in which reporting is set to commence. Once this date has been set the start date screen will not be presented again and the entered date cannot be edited. You should also note that you will be prevented from entering meals prior to this date. It is VITAL that the correct date is entered. If your pupils take their first meal of the new academic year during the week beginning 31st August then you should enter 31/08/09.

This completes the setting up of Dinner Money for most schools. Some schools will have a Nursery intake arriving in school later in the term. At that time Dinner Money will trigger the error message: **Meal type(s) without charge or not set for the current date.** To rectify this go to System Menu | Settings Menu | Year Map and make sure all years have either an Infant or Junior meal mapped. Then go into System Menu | Settings Menu | Meal Charges and ensure that your lowest year has a valid date range and price.