



Nutrikids Enterprise Manager Start of School Checklist

2023-2024 School Year

Review the checklist below to make sure each item has been completed before the start of the new school year. Each checklist item contains a reference to the sections covering that information. To access our library of knowledge articles, visit help.heartlandschoolsolutions.com.



Note: You must complete your End of Year process before completing Start of School tasks.

- Verify that the **NUTRIKIDS® YEAR END PROGRAM** has been completed.
- Verify that all new students and faculty have been added via the import process or manually to NUTRIKIDS POS for the upcoming school year.
- Add any new food service employees (cashiers/managers) to NUTRIKIDS POS and verify all existing employees are set to the correct building and security role.
- Confirm meal prices for Paid Students, Reduced Students, and Adults.
- Confirm the building settings are correct. This includes credit limits and bonus meals (if used).
- Update Reimbursement Rates.
- Create menu items/prices for new products and add the items to the correct menu boards.

Update prices for existing menu items.

Verify speed key layouts reflect new meal/item prices.

Verify stations are associated with the correct menu boards and speed keys.

Verify stations are assigned to view/serve the correct buildings/students.

Verify your CEP and Provision 2 settings for Breakfast, Lunch, Base Year, If applicable.

The USDA FSN-742 form requires Provision 2 counts for districts that participate in the program. The Nutrikids POS system will capture these values during the month of October. Please make sure that the Provision 2 settings within Nutrikids POS are accurate, including base year designation, for each of your schools.

Update ala carte and credit limits to correspond with updated meal prices for each building.

Review your Serving Line configuration and settings with your Technology Department.

Free and Reduced Module Users - Confirm that their Free & Reduced Income Guidelines were updated.

Support

Phone

For additional support, please contact Technical Support. Monday through Thursday 7 a.m. - 7 p.m. ET, Friday 7 a.m. - 6 p.m. ET at 800-724-9853

Email

Email support contact information: help@nutrikids.com

Support Central

For the most up-to-date help and support information, please visit our library of knowledge articles at:

<https://help.heartlandschoolsolutions.com/>

NUTRIKIDS® Software

Enterprise Start of Year Instructions

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Heartland

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