

# Using the Spread Transactions Tool

Link to video demonstration: <https://www.screencast.com/t/cjGoYcGiyIW>

- Please note: We recommend creating a new meal item if you will be using this tool. Also, if you will be allowing seconds, a separate “Second Meal” button will need to be used to track the “seconds” purchases.

Step 1: Enable seconds. This setting is found on the LCS1000>Lines>Line Settings>Prevent Seconds>No.

The screenshot shows the 'Lunch Cashier System' interface. The top navigation bar includes Home, Student, Lines, Reports, System, User Management, Student Messenger, Updates, Links, and Sign Out. The main header displays the system name and logo. Below the header, the 'District: WEST DISTRICT KARENS TEST' is shown. The left sidebar lists various menu items under 'Student Information'. The main content area is titled 'Line: Elem Breakfast (Meal: B - Line: 1)' and contains a 'Line Settings' form. The 'Prevent Seconds' option is highlighted with a red box and is set to 'No'. Other settings include 'Change To Milk', 'Disable A La Carte Below Threshold', 'Cash Only Line', and 'Line Software Version'.

Step 2: Enter the transactions in the serving line.


The screenshot shows the 'Wordware' interface. The top navigation bar includes Options, Dashboard, and a mail icon. The main header displays the system name and logo. Below the header, the 'Lunch Serving Line 13 (Elem Lunch 1) | Logged in as KAREN VOLINKATY | 9/17/2020' is shown. The left sidebar lists various menu items under 'Student Information'. The main content area is titled 'Student ID Name Gd Limit' and shows the student 'MARTIN BRADY P' with a photo. The 'Family Balance' section shows 'Total Current Purchase \*' and 'Total for Current Meal Period \*' both at \$0.00. The 'Item' table shows three 'Covid Free Elem Lunch' items, each priced at \$0.00 and served at 12:33pm. A red arrow points to the three lunch items, and a text box explains that three lunches are being sent home with Martin Brady.

Item	Price *	Time
Covid Free Elem Lunch	\$0.00	12:33pm
Covid Free Elem Lunch	\$0.00	12:33pm
Covid Free Elem Lunch	\$0.00	12:33pm

\* Disclaimer: For privacy reasons, the administrator may choose to always display full price including for free and reduced students, even though the correct price will be saved.

Wordware Options Dashboard Lunch Serving Line 13 (Elem Lunch1) | Logged in as KAREN VOLINKATY | 9/17/2020

Prev Next Multi Item Erase Stu Search Cash Sale Payment Override Close

**Student ID** 1005 **Name** HILLARY BARRETT R **Gd** 1 **Limit** \$10.00 

Family Balance: (Show)  
 Total Current Purchase \*: \$0.00  
 Total for Current Meal Period \*: \$0.00

Item	Price *	Time
Covid Free Elem Lunch	\$0.00	12:35pm
Covid Free Elem Lunch	\$0.00	12:35pm
Covid Free Elem Lunch	\$0.00	12:35pm

\*Disclaimer: For privacy reasons, the administrator may choose to always display full price including for free and reduced students, even though the correct price will be saved.


Main [AlaCarte](#) [sandwich](#) [Misc](#) [Num Pad](#) [Allergies](#)

Covid Free Elem Lunch Extra Entree Milk

**In this example, three lunches were given to Hillary Barrett's guardian during a curbside pickup.**

Wordware Options Dashboard Lunch Serving Line 13 (Elem Lunch1) | Logged in as KAREN VOLINKATY | 9/17/2020

Prev Next Multi Item Erase Stu Search Cash Sale Payment Override Close

**Student ID** 9004 **Name** Sally Anderson F **Gd** 4 **Limit** \$10.00 

Family Balance: (Show)  
 Total Current Purchase \*: \$0.00  
 Total for Current Meal Period \*: \$0.00

Item	Price *	Time
Covid Free Elem Lunch	\$0.00	12:39pm
Covid Free Elem Lunch	\$0.00	12:39pm
Covid Free Elem Lunch	\$0.00	12:39pm

\*Disclaimer: For privacy reasons, the administrator may choose to always display full price including for free and reduced students, even though the correct price will be saved.

Main [AlaCarte](#) [sandwich](#) [Misc](#) [Num Pad](#) [Allergies](#)

Covid Free Elem Lunch Extra Entree Milk

**In this example, three lunches were sent home with Sally Anderson.**

Step 3: Close and process your line(s).

Step 4: Search for the transactions you processed in the LCS1000>Student tab>Batch Edit>Transaction Batches.

**Batch Edit**

Hide Search & Filters Hide Advanced Search Hide Actions Log List

Student Batches Transaction Batches

**Search & Filters**  
Reset all filters

Meal Type: Lunch (L) Start Date: 9/17/2020 End Date: 9/17/2020 Transaction Code(s): Price: Search

Families: Select. 0 families currently selected. Students: Select. 0 students currently selected. School(s): Select. 0 schools currently selected. Grade(s): Select. 0 grades currently selected. Items: Select. 0 items currently selected. Lines: Select. 0 lines currently selected. Show Deleted Transactions:

**Actions**  
Action: --Please select-- Apply to: --Please select-- 0 transactions selected Run

Found 9 entries, showing entries 1 to 9 <<First | <<Previous | 1 | >>Next | >>Last | Entries per page: 20 Download CSV

Student ID	Student Name	Student Type	School	Item ID / Item Name	Date	Amount	Transaction Code	Deleted
9004	Sally Anderson	F	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	F	No
9004	Sally Anderson	F	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
9004	Sally Anderson	F	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
1009	MARTIN BRADY	P	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
1009	MARTIN BRADY	P	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
1005	HILLARY BARRETT	R	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
1005	HILLARY BARRETT	R	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
1009	MARTIN BRADY	P	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	X	No
1005	HILLARY BARRETT	R	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	Y	No

Step 5: Under Actions, select Spread Transactions.

**Batch Edit**

Hide Search & Filters Hide Advanced Search Hide Actions Log List

Student Batches Transaction Batches

**Search & Filters**  
Reset all filters

Meal Type: Lunch (L) Start Date: 9/17/2020 End Date: 9/17/2020 Transaction Code(s): Price: Search

Families: Select. 0 families currently selected. Students: Select. 0 students currently selected. School(s): Select. 0 schools currently selected. Grade(s): Select. 0 grades currently selected. Items: Select. 0 items currently selected. Lines: Select. 0 lines currently selected. Show Deleted Transactions:

**Actions**  
Action: --Please select-- Apply to: --Please select-- 0 transactions selected Run

Delete/Undelete Transaction  
Group Change Status Price  
Group Change Account Origin  
Effective Date Group Change  
Update Item Price  
Switch Item  
Update School  
Change Transaction Code  
**Spread Transactions**  
Change Transaction Date

Found 9 entries, showing entries 1 to 9 <<First | <<Previous | 1 | >>Next | >>Last | Entries per page: 20 Download CSV

Student Name	Student Type	School	Item ID / Item Name	Date	Amount	Transaction Code	Deleted
Anderson	F	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	F	No
Anderson	F	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
Anderson	F	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
M BRADY	P	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
M BRADY	P	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
HILLARY BARRETT	R	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
HILLARY BARRETT	R	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
MARTIN BRADY	P	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	X	No
HILLARY BARRETT	R	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	Y	No

## Step 6: Select Entire Filter List.

**Lunch Cashier System** mayflower Remote Support Download

Dist: WEST DISTRICT KARENS TEST Technician Login

**Batch Edit**

Hide Search & Filters Hide Advanced Search Hide Actions Log List

Student Batches Transaction Batches

**Search & Filters**  
Reset all filters

Meal Type: Lunch (L) Start Date: 9/17/2020 End Date: 9/17/2020 Transaction Code(s): Price: Search

Families: Select. X 0 families currently selected. Students: Select. X 0 students currently selected. School(s): Select. X 0 schools currently selected. Grade(s): Select. X 0 grades currently selected. Items: Select. X 0 items currently selected. Lines: Select. X 0 lines currently selected. Show Deleted Transactions:

**Actions**

Action: Spread Transactions Apply to: --Please select-- Number of Days: 0 Skip Weekends:  0 transactions selected Run

Entire filter list Selected Only

	Student ID	Student Name	Student Type	School	Item ID / Item Name	Date	Amount	Transaction Code	Deleted
<input type="checkbox"/>	9004	Sally Anderson	F	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	F	No
<input type="checkbox"/>	9004	Sally Anderson	F	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
<input type="checkbox"/>	9004	Sally Anderson	F	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
<input type="checkbox"/>	1009	MARTIN BRADY	P	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
<input type="checkbox"/>	1009	MARTIN BRADY	P	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
<input type="checkbox"/>	1005	HILLARY BARRETT	R	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
<input type="checkbox"/>	1005	HILLARY BARRETT	R	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
<input type="checkbox"/>	1009	MARTIN BRADY	P	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	X	No
<input type="checkbox"/>	1005	HILLARY BARRETT	R	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	Y	No

Step 7: Select the number of days to spread the transactions over. For example, if you want to spread these transactions over the next 5 days, you would enter "5".

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Dist: WEST DISTRICT KARENS TEST Technician Login

**Batch Edit**

Hide Search & Filters Hide Advanced Search Hide Actions Log List

Student Batches Transaction Batches

**Search & Filters**  
Reset all filters

Meal Type: Lunch (L) Start Date: 9/17/2020 End Date: 9/17/2020 Transaction Code(s): Price: Search

Families: Select. X 0 families currently selected. Students: Select. X 0 students currently selected. School(s): Select. X 0 schools currently selected. Grade(s): Select. X 0 grades currently selected. Items: Select. X 0 items currently selected. Lines: Select. X 0 lines currently selected. Show Deleted Transactions:

**Actions**

Action: Spread Transactions Apply to: Entire filter list Number of Days: 5 Skip Weekends:  0 transactions selected Run

Found 9 entries, showing entries 1 to 9 | <<First | <<Previous | 1 | >>Next | >>Last | Entries per page: 20 | Download CSV

	Student ID	Student Name	Student Type	School	Item ID / Item Name	Date	Amount	Transaction Code	Deleted
<input type="checkbox"/>	9004	Sally Anderson	F	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	F	No
<input type="checkbox"/>	9004	Sally Anderson	F	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
<input type="checkbox"/>	9004	Sally Anderson	F	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
<input type="checkbox"/>	1009	MARTIN BRADY	P	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
<input type="checkbox"/>	1009	MARTIN BRADY	P	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
<input type="checkbox"/>	1005	HILLARY BARRETT	R	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
<input type="checkbox"/>	1005	HILLARY BARRETT	R	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
<input type="checkbox"/>	1009	MARTIN BRADY	P	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	X	No
<input type="checkbox"/>	1005	HILLARY BARRETT	R	Elementary School (996/X)	42247 Covid Free Elem Lunch	9/17/2020	0.00	Y	No

Step 8: Click the "Run" button.

**Lunch Cashier System** *mayflower* Remote Support Download

Dashboard: WEST DISTRICT KARENS TEST Technician Login

**Batch Edit**  
 Hide Search & Filters | Hide Advanced Search | Hide Actions | Log List

Student Batches | Transaction Batches

**Search & Filters**  
 Reset all filters

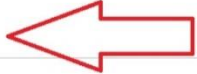
Meal Type: Lunch (L) | Start Date: 9/17/2020 | End Date: 9/17/2020 | Transaction Code(s): | Price: | Search

Families: 0 families currently selected. | Students: 0 students currently selected. | School(s): 0 schools currently selected. | Grade(s): 0 grades currently selected. | Items: 0 items currently selected. | Lines: 0 lines currently selected. | Show Deleted Transactions:

**Actions**  
 Action: Spread Transactions | Apply to: Entire filter list | Number of Days: 5 | Skip Weekends:  | 0 transactions selected | **Run**

Found 9 entries, showing entries 1 to 9 | <<First | <<Previous | 1 | >>Next | >>Last | Entries per page: 20 | Download CSV

<input type="checkbox"/>	Student ID	Student Name	Student Type	School	Item ID / Item Name	Date	Amount	Transaction Code	Deleted
<input type="checkbox"/>	9004	Sally Anderson	F	Elementary School (996/A)	42247 Covid Free Elem Lunch	9/17/2020	0.00	F	No
<input type="checkbox"/>	9004	Sally Anderson	F	Elementary School (996/A)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
<input type="checkbox"/>	9004	Sally Anderson	F	Elementary School (996/A)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
<input type="checkbox"/>	1009	MARTIN BRADY	P	Elementary School (996/A)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
<input type="checkbox"/>	1009	MARTIN BRADY	P	Elementary School (996/A)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
<input type="checkbox"/>	1005	HILLARY BARRETT	R	Elementary School (996/A)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
<input type="checkbox"/>	1005	HILLARY BARRETT	R	Elementary School (996/A)	42247 Covid Free Elem Lunch	9/17/2020	0.00	2	No
<input type="checkbox"/>	1009	MARTIN BRADY	P	Elementary School (996/A)	42247 Covid Free Elem Lunch	9/17/2020	0.00	X	No
<input type="checkbox"/>	1005	HILLARY BARRETT	R	Elementary School (996/A)	42247 Covid Free Elem Lunch	9/17/2020	0.00	Y	No



**Actions**  
 Action: Spread Transactions | Apply to: Entire filter list | Number of Days: 5 | Skip Weekends:  | 0 transactions selected | **Run**

Found 9 entries, showing entries 1 to 9 | <<First | <<Previous | 1 | >>Next | >>Last | Entries per page: 20 | Download CSV

<input type="checkbox"/>	Student ID	Student Name	Student Type	School	Item ID / Item Name	Date	Amount	Transaction Code	Deleted
<input type="checkbox"/>	3218	HILLARY BARRETT	R	Washington Elementary (321/P)	42260 Covid Free Elem Lunch	9/17/2020	0.00	R	No
<input type="checkbox"/>	3123	Sally Anderson	F	Washington Elementary (321/P)	42260 Covid Free Elem Lunch	9/17/2020	0.00	F	No
<input type="checkbox"/>	3124	MARTIN BRADY	P	Washington Elementary (321/P)	42260 Covid Free Elem Lunch	9/17/2020	0.00	P	No
<input type="checkbox"/>	3218	HILLARY BARRETT	R	Washington Elementary (321/P)	42260 Covid Free Elem Lunch	9/18/2020	0.00	R	No
<input type="checkbox"/>	3124	MARTIN BRADY	P	Washington Elementary (321/P)	42260 Covid Free Elem Lunch	9/18/2020	0.00	P	No
<input type="checkbox"/>	3123	Sally Anderson	F	Washington Elementary (321/P)	42260 Covid Free Elem Lunch	9/18/2020	0.00	F	No
<input type="checkbox"/>	3218	HILLARY BARRETT	R	Washington Elementary (321/P)	42260 Covid Free Elem Lunch	9/21/2020	0.00	R	No
<input type="checkbox"/>	3123	Sally Anderson	F	Washington Elementary (321/P)	42260 Covid Free Elem Lunch	9/21/2020	0.00	F	No
<input type="checkbox"/>	3124	MARTIN BRADY	P	Washington Elementary (321/P)	42260 Covid Free Elem Lunch	9/21/2020	0.00	P	No

Transactions are now evenly spread over the next 5 weekdays



A sample detailed statement showing transactions were spread over five days:

Example District 1873  
18344 Minnetonka Blvd  
Deephaven, MN 55391

Deephaven, September 17, 2020

FAMILY LUNCH ACCOUNT STATEMENT

Family ID: 16  
09/01/2020 thru 09/24/2020

Walter Barrett  
393 Oak Lane  
Testing City, MN 55555

DATE	TRANSACTION	STUDENT ID	STUDENT ACCOUNT ID	AMOUNT
09/17/2020	Covid Free Elem Lunch - HILLARY	3218	2902632	\$0.00
09/18/2020	Covid Free Elem Lunch - HILLARY	3218	2902632	\$0.00
09/21/2020	Covid Free Elem Lunch - HILLARY	3218	2902632	\$0.00

BEGINNING BALANCE \$0.00  
TOTAL CHARGES (-) \$0.00  
TOTAL PAYMENTS (+) \$0.00  
ENDING BALANCE \$0.00

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