

Food Service (Portal)

The Food Service screen allows parents and students access to the following food service information:

- **Current account balances**
- **Transactions** (food item purchases, account deposits of cash, check and credit card, when enabled)
- **Account history** (historical transaction records)
- **Account adjustments** (debits/credits)

Viewing Account Information

The Food Service screen includes the following features.

Family

Messages >

Family Members >

Calendar >

Payments >

Food Service

To Do List >

User Account

Account Management >

Contact Preferences >

Access Log >

[Care E1](#)

[Care E2](#)

[Care E3](#)

Food Service

Account Name	Account #	Balance as of 01/27/2011
Kommer, Emily N	15726	\$-0.70
Kommer, Jarred L	3356	\$5.85
Kommer, Jessica	15725	\$16.90
Kommer, Mallory S	2706	\$20.00

Current, individual balances for students in the household who have Food Service Accounts.

Transactions are based on the student and date range selected. "Go" refreshes the displayed data.

Transaction Detail

Show transactions for Kommer, Emily Month Date Range January (2011) Go Print

Date	Patron	Item	Debit	Credit
01/01/2011		Starting Balance		\$4.00
01/18/2011	Emily K	Fruit, Fresh Whole	\$0.50	
		2 X Rc Krspy	\$1.60	
		3 X Peanut Butter cup	\$1.20	
		2 X Lg Cookie	\$0.80	
		Yogrt	\$0.60	
Total Debits/Credits			\$4.70	\$4.00
Ending Balance as of 01/27/2011				\$-0.70

Purchased meal items

Account Information Area

The following information is available at the top of the screen:

Food Service		
Account Name	Account #	Balance as of 01/27/2011
Kommer, Emily N	15726	\$-0.70
Kommer, Jarred L	3356	\$5.85
Kommer, Jessica	15725	\$16.90
Kommer, Mallory S	2706	\$20.00

Column	Description
Account Name	This column lists the names of household members who have individual Food Service accounts.
Account Number	This column indicates the number associated to the accounts established for the household.
Balance as of (Current Date)	This column indicates the balance for each account, as of the current date.

Transaction Detail Area

The Transaction Detail area, located in the middle of the page, controls which transactions are displayed in the list at the bottom of the page. Information may be filtered based on the fields in this section:

Transaction Detail

Show transactions for
 Month Date Range

Date	Patron	Item	Comment	Debit	Credit
01/01/2011		Starting Balance			\$4.00
01/18/2011	Emily K	Fruit, Fresh Whole		\$0.50	
		2 X Rc Krspy		\$1.60	

Field / Button	Description
Show Transactions for	This dropdown field allows the user to select the person/account to be reviewed or printed . If switching between accounts, click the Go button to refresh the information in the Transaction List table. If accounts are set up as family accounts, the user can choose to view/print specific student transactions or family account transactions.
Month	When the Month button is selected, the user may select a month from the dropdown list that appears. After clicking the Go button, all transactions posted for that month will display. The Ending Balance total at the bottom of the page will be the balance as of the last day of the selected month, <i>OR</i> , the current date, if the selected month is the current month.
Date Range	When the Date Range button is selected, the user should enter a start date and an end date in the two fields that appear. After clicking the Go button, all transactions posted on and between the specified start and end dates will be displayed in the Transaction List table.
Go	Clicking on the Go button refreshes the display of the Transaction List table, based on the criteria currently displayed in the Transaction Detail area.
Print	Clicking on the Print button will generate a PDF of transaction data, based on the criteria currently displayed in the Transaction Detail area.

Transaction List Table

The following types of information may appear in the table at the bottom of the screen, if the account has applicable transactions posted:

Transaction Detail

Show transactions for **Kommer, Emily** Month Date Range **January (2011)**

Date	Patron	Item	Comment	Debit	Credit
01/01/2011		Starting Balance			\$4.00
01/18/2011	Emily K	Fruit, Fresh Whole		\$0.50	
		2 X Rc Krspy		\$1.60	
		3 X Peanut Butter cup		\$1.20	
		2 X Lg Cookie		\$0.80	
		Yogrt		\$0.60	
Total Debits/Credits				\$4.70	\$4.00
Ending Balance as of 01/27/2011					\$-0.70

Column	Description
Date	This column contains dates on which transactions occurred.
Patron	The patron to whom the transaction directly relates.
Item	The transaction type - generally a deposit or (food) purchase, but may also include adjustments, voided items and starting balances. Purchases - each item and/or meal name will be indicated (e.g., Brkfst Meal, Pizza, Milk, Ala Carte). Deposits - to the account, it will be listed as "Deposit" with a description of the payment method listed in the Comment column. Entries in gray font are posted transactions that have been successfully voided. Entries in red font represent the action of voiding the original transaction (the preceding items in gray font).

Column	Description
Comment	<p>Entries in this column provide additional details on the transaction listed in the Item column. These are a standard set of labels applied to the transaction.</p> <p>Comments on Purchases - If the transaction was a meal or food item purchase, the school's internal method of processing may be indicated (<i>e.g.</i> , Cafeteria Serve, Class Serve).</p> <p>Comments on Deposits - If the transaction was a deposit, the payment method is indicated as "Cash," "Check #," "Credit Card #," "Online Checking" or "Online Savings" (the last three options are only applicable if a school allows that type of payment method).</p> <p>Voided Transactions - If the purchase or deposit transaction has been voided, it will be indicated. Comments on the voided transaction will display, if entered. Entries in <i>gray</i> font are posted transactions that have been successfully voided. Entries in <i>red</i> font represent the action of voiding the original transaction (the preceding items in gray font).</p>
Debit	This column indicates a purchase or adjustment amount that <i>reduced</i> the current account balance.
Credit	This column indicates a deposit or adjustment amount that <i>increased</i> the current account balance.

Below the Transaction List table are two three totals: **Total Debits, Total Credits, Ending Balance as of [Date]**.

These totals are for the **Month** or **Date Range** currently displayed in the Transaction Detail area.

Making an Online Payment

PATH: *Portal > Family > Payments*

The **Payments** tool allows Portal users to make online payments to fees and/or food services incurred by members of a household.

Before a user can successfully make an online payment, [Payment Information](#) must first be registered with the payment vendor. This can be done by selecting the [Register your credit cards and banking information](#).

Once a form of payment has been registered, choose the amount of the fee payment by entering the amount to be paid in the **Payment Field** (maximum allowable amount \$150 per transaction).



Family

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Payments

Accepted Payment Methods

[Payment History](#)

Minimum payment amount is \$6.00

In the sections below, you may add additional funds to your student's lunch accounts, pay for school fees, and add items pay for.

Food Service Account	Balance	*Estimate	Payment
Student, Adam M	\$0.00	<input type="button" value="N/A"/>	\$ <input type="text"/>
Student, Laura A	\$0.00	<input type="button" value="N/A"/>	\$ <input type="text"/>

* The estimated payment is for one month and is based on the past food service purchases.

Student	Fee	Due Date	Due	Payment
Student, Adam M	Registration Fee	09/20/2013	<input type="button" value="\$25.00"/>	\$ <input type="text"/>
	New Fee	06/19/2014	<input type="button" value="\$50.00"/>	\$ <input type="text"/>
	Optional Fee 1	06/19/2014	<input type="button" value="\$150.00"/>	\$ <input type="text"/>
	Optional Items <input type="button" value="v"/>			
Student, Laura A	Registration Fee	09/20/2013	<input type="button" value="\$25.00"/>	\$ <input type="text"/>
	Optional Fee 1	06/30/2014	<input type="button" value="\$144.00"/>	\$ <input type="text"/>
	Choir Concert	07/01/2014	<input type="button" value="\$13.00"/>	\$ <input type="text"/>
	Optional Items <input type="button" value="v"/>			

Total: \$

Making a Payment

Payments made through the portal cannot be voided.

A **Convenience Fee** of \$2.75 per transaction will be applied and included in the **Total**. Click **Continue** to proceed to the Payment Method screen:

The screenshot shows a web interface for making a payment. At the top left, the word "Payments" is displayed. Below it, "Accepted Payment Methods" is followed by logos for VISA, MasterCard, American Express, and echeck. A blue button labeled "Payment History" is in the top right. The total amount, "Total:\$102.00", is centered. Below this, the instruction "Select the payment method" is followed by "Add" and "Edit" buttons. Two radio button options are listed: "echeck *6789 - Checking" (which is selected) and "VISA *0026". At the bottom, there are "Back" and "Continue" buttons.

Payment Selection

Select the appropriate payment method (previously registered). Click **Continue** to proceed to the fees Confirmation page:

Make Payment

Review the payment information. If a receipt of this payment is desired, enter the email address where the receipt should be sent in the **Receipt Email Address** field. Review the payment information again to ensure accuracy. To exit without making the transaction, click **Cancel**.

Otherwise, click **Make Payments** to process the fees payment. When the transaction has been processed, the Payment Receipt screen will display. Click the **Make Payment** button to process the payment.

To print a copy of the receipt, click **Print** in the lower right-hand side of the screen. Please note: This is your only opportunity to print a receipt, although you may always look up your payment history in the Payments Tab by selecting the blue Payment History button. To return to the main Payments screen, click **Back To Payments**. If an email address was entered to receive a receipt, it will look similar to this:

**Important message from the Public Schools Campus
Messenger system:**

Your payment is complete. Please print this receipt for your records.

Date: 8/7/2013 9:49 AM

Reference #: 16088204

Payment Method: VISA *0026

Convenience Fee: \$3.00

Total: \$38.00

thank you!

This message was delivered on behalf of the Public Schools.

Please do not reply to this email. This messenger mailbox is not monitored.