Food Service Deposit

Last Modified on 10/21/2024 8:22 am CDT

View Existing Deposits | Create a New Deposit | Void a Deposit | Managing Documents

Tool Search: Food Service Deposit

This functionality is only available in districts that have purchased Campus Point-of-Sale as add-on functionality.

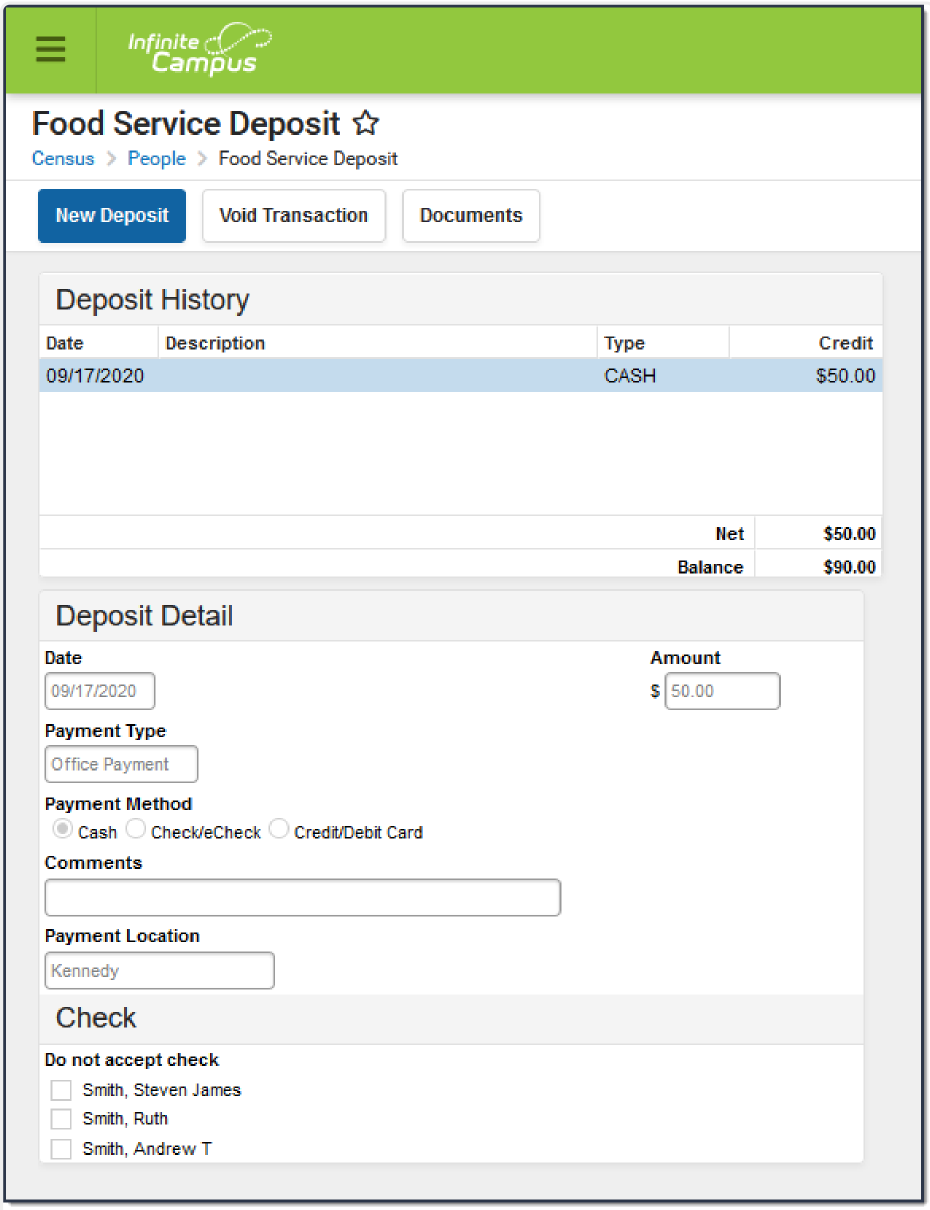
The Food Service Deposit tool allows a district to enter new deposits, void existing deposits and review account balances for a patron with a POS account. In general, this tool is used for a district or school staff member whose account is not attached to a household record in Campus.

Deposits for student patrons should be handled through the Household FS Deposits tool, which allows a deposit to be dispersed among various members of a household.

View Existing Deposits

The Food Service Deposit tool is designed for making and tracking individual deposits to food service accounts. Deposits made through the Household FS Deposits tool will show the amount of the deposit specifically allocated to the account being viewed (*e.g.*, if a household deposit of $100 is split between two patrons, this tool will only show the $50 applied to this account).

This tool will only display deposit transactions. For a complete summary of all account activity (*e.g.*, deposits, purchases, adjustments), please view the account Journal tool.



Individual Food Service Deposit Tool

Field Descriptions

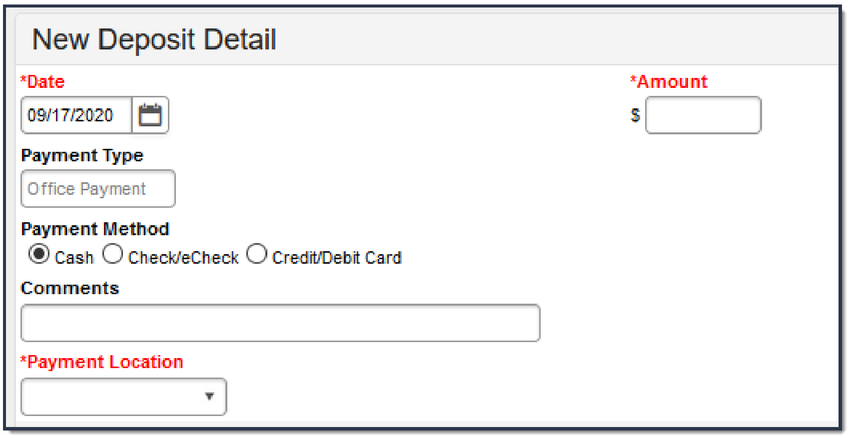
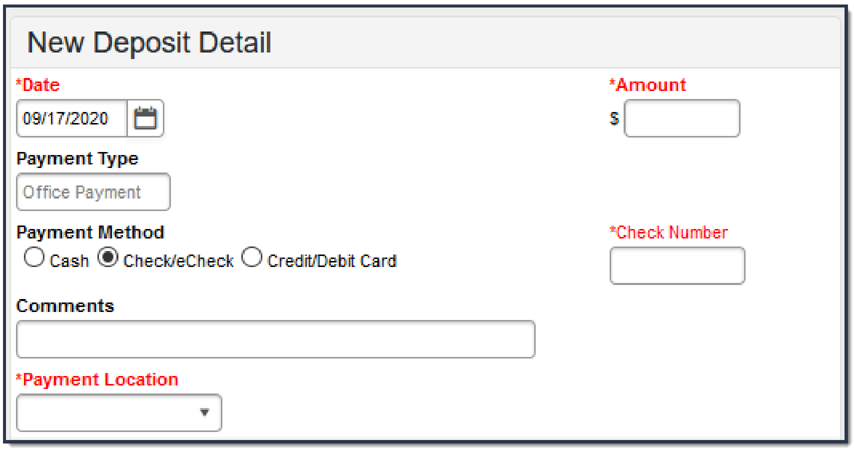
Field	Description
Date	Date for which the deposit should be recorded.
Amount	The amount to be deposited.
Payment Type	This field will auto-populate with the value "Office Payment" when the deposit is made through this tool. If the deposit was made by a parent/student using the My Cart payments tool in Campus Parent or Campus Student, this field will indicate that the payment was made "Online."
Payment Method	Payment method used for the deposit.

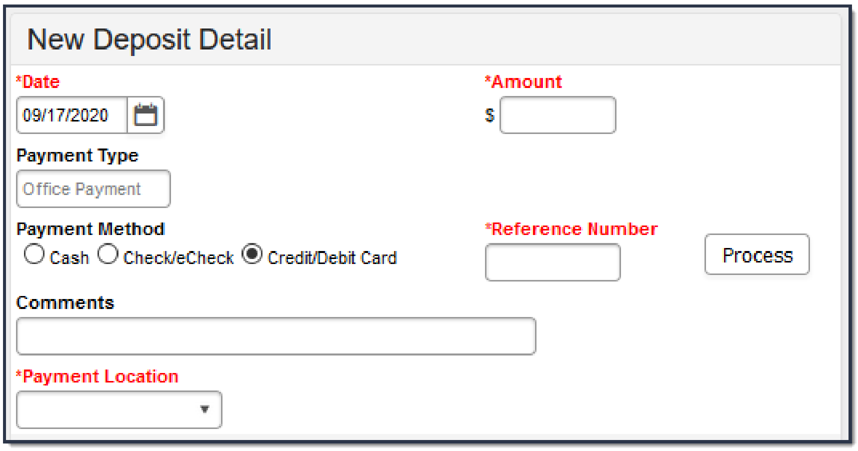
Field	Description
Check Number	This field only appears when the Payment Method selected is "Check/eCheck." This field should contain the number of the check.
Reference Number	This field only appears when the Payment Method selected is "Credit/Debit Card." This field should contain the credit/debit card number. Only use this field if your district does not use Online Payments.
Comments	User-entered details on the deposit that will display in the Description column of the Deposits Detail editor of each member's individual account information.
Payment Location	The location at which the deposit was entered. This dropdown list is populated with items created on the Payment Location tool.
Do Not Accept Check	A check mark in the **Do Not Accept Check** box indicates a NSF(No Sufficient Funds) Block has been set for the patron, indicating that the district has had to collect money from this patron. This is a visual flag to warn staff members not to accept checks from this person. A checkmark for patrons in this area does not prevent check deposits. An alert will appear to the staff member attempting to deposit a check for a "blocked" patron, but that staff member may bypass the warning and continue depositing the check.

Create a New Deposit

1. Select the **New Deposit** icon. A New Deposit Detail table will appear.
2. The deposit **Date** is auto-filled with the current date, but may be adjusted, as necessary.
3. Enter the **Payment Amount**. This dollar amount can be entered in whole or dollar/cent values (*e.g.*, 100 or 100.00).
4. Enter any relevant **Comments** for this deposit.
5. Select a **Payment Location**.
6. Complete the deposit using one of the following **Payment Methods**.

Payment Method	Description

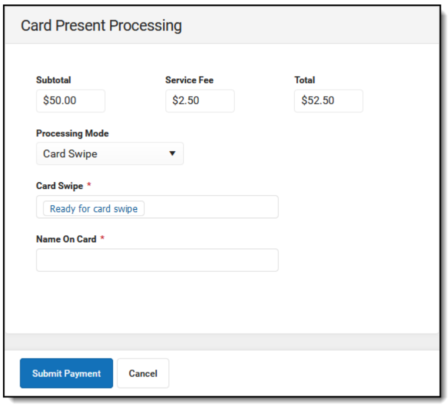
Payment Method	Description
Cash	Select **Cash**, then click the **Save** button. 
Check/eCheck	The **Check #** field displays when you select this option. Enter the **Check #** then click the **Save** button. 

<table>
<tr><th>Payment Method</th><th>Description</th></tr>
<tr><td>Credit/Debit Card</td><td>If your district does NOT use Online Payments or a Desktop Card Reader, enter the Reference # then click the Save button.

</td></tr>
</table>

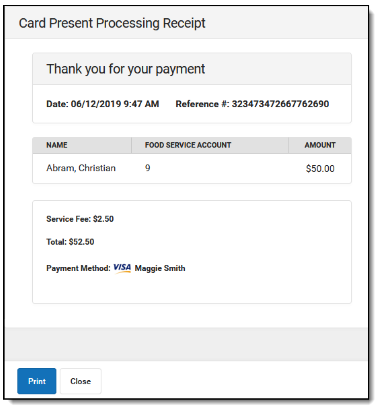
<table>
<tr><th>Payment Method</th><th>Description</th></tr>
<tr><td>Credit/Debit Card (Card Swipe)</td><td>

Complete these steps if you are using a Desktop Card Reader.

▸ Click here to expand...

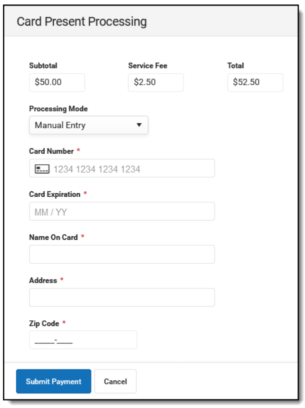
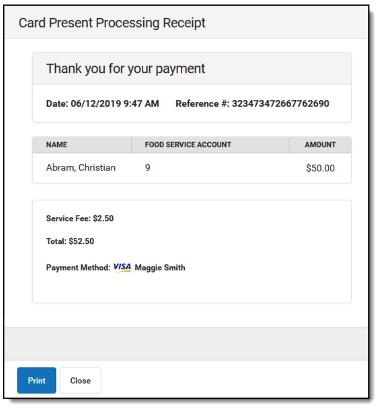
1. Click the **Process** button.
   Result
   The Card Present Processing window displays. The *Card Swipe* **Processing Mode** is automatically selected.
   

2. Swipe the card through the card reader.
   Result
   A progress bar appears in the Card Swipe field. When the process completes, the message changes to **Success**.

   If you already entered the **Name on Card**, click *Enable Card Swipe* in the **Card Swipe** field then swipe the card through the card reader.
3. Enter the the **Name on Card**.
4. Click the **Submit Payment** button**.**
   Result
   If the transaction is successful, the receipt displays and you can print the receipt from your browser.
   

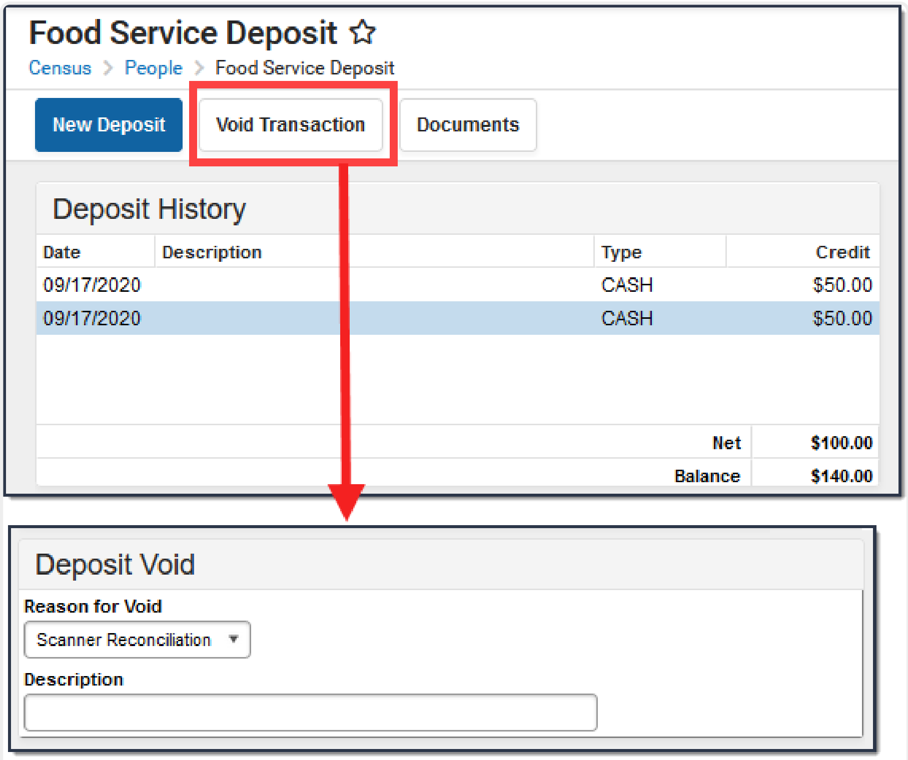
5. Click the **Close** button.
   Result
   The new deposit is listed in the Deposit History editor.

</td></tr>
</table>

Payment Method	Description
Credit/Debit Card (Manual Entry)	Complete these steps if you do not have a Desktop Card Reader. Click here to expand... 1. Click the **Process** button. **Result** The Card Present Processing window displays.  2. Select *Manual Entry* in the **Processing Mode** dropdown list. 3. Fill out the following fields. - Card Number - Card Expiration - Name on Card - Address - Zip Code 4. Click the **Submit Payment** button. **Result** If the transaction is successful, the receipt displays and you can print the receipt from your browser.  5. Click the **Close** button. **Result** The new deposit is listed in the Deposit History editor.

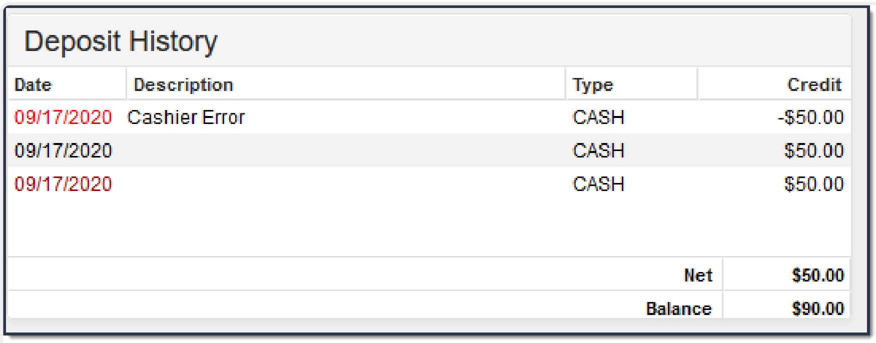
Void a Deposit

1. Click the deposit that you want to void in the Deposit History editor.
2. Click the **Void Transaction** button.
   Result
   The Deposit Void editor appears.
3. Select the **Reason for Void**.
4. Add comments in the **Description** field.
   Comments display as the Description in the Deposit History editor.
5. Click **Save**.



Voiding a Transaction

The void and original transactions will both display in red text:



Example Void Deposit

Managing Documents

To view documents, click the **Documents** button on the action bar. Users with the appropriate tool rights may also complete the following tasks.

- Upload Documents
- Delete Documents
- Replace Documents
- Edit a Document Name or File Description
- Download Documents