Food Service Deposit

Last Modified on 10/29/2026 11:17 am CDT

Point of Sale (POS) tools are available with Campus Food Service.

Tool Search: Food Service Deposit

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.

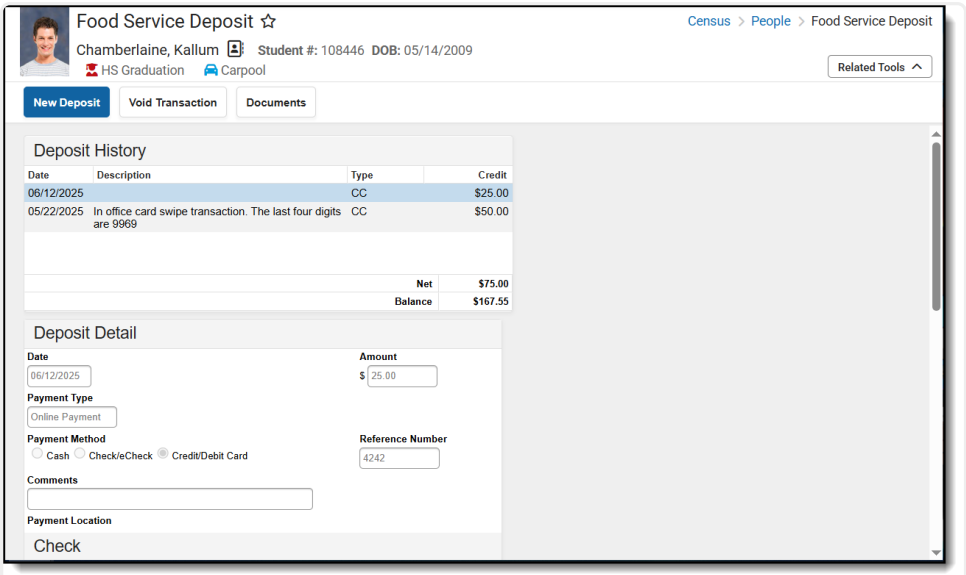
Deposits for student patrons should be handled through the Household Food Service Deposit tool, which allows a deposit to be dispersed among various members of a household.

See the Food Service Deposit Tool Rights article for information on available tool rights.

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 Food Service Deposit 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

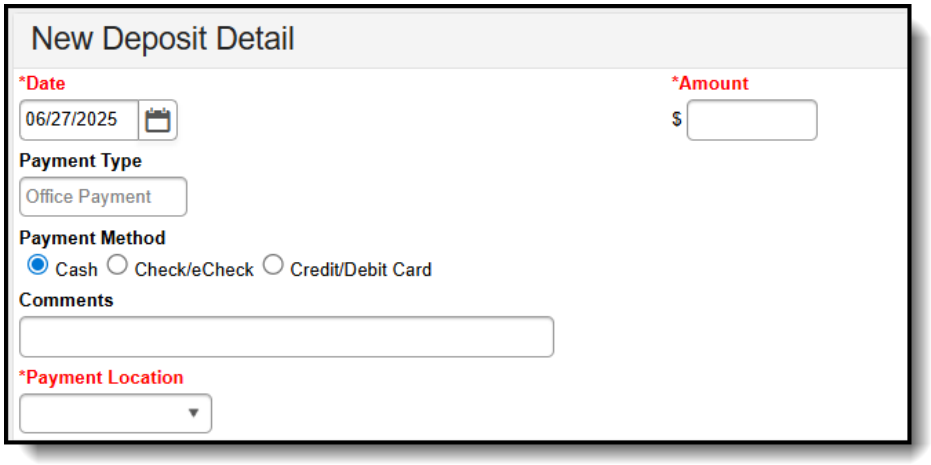
Field Descriptions

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.
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.

Field	Description
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. Click **New Deposit**. A New Deposit Detail table will appear.
2. The deposit **Date** is auto-filled with the current date, and may be adjusted.
3. Enter the **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**.

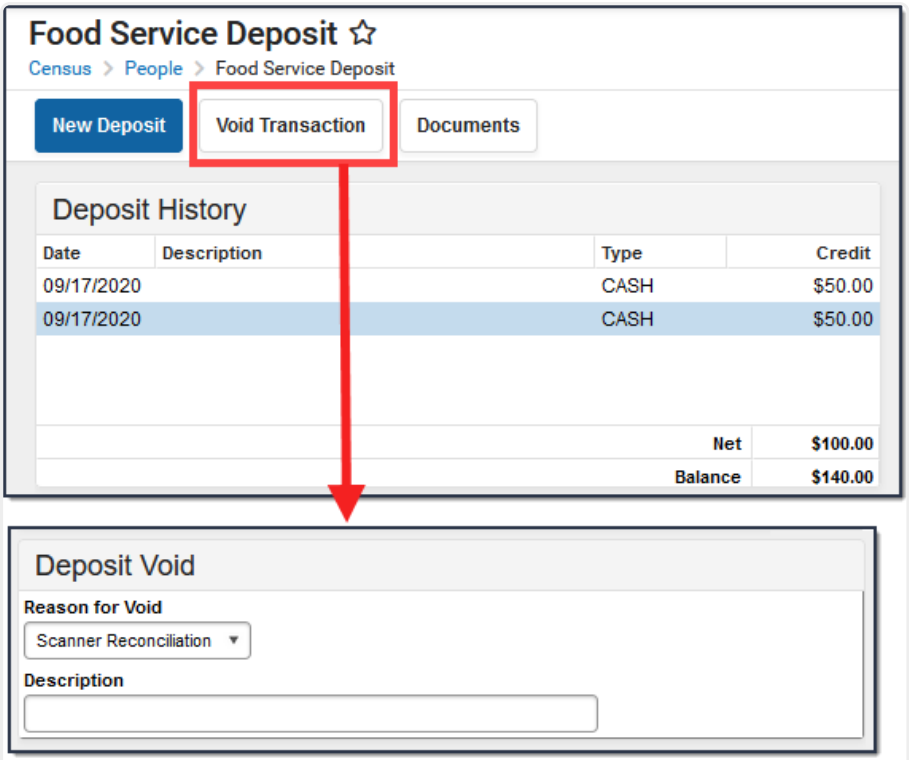
Payment Method	Description
Cash	Select **Cash**, then click the **Save** button. 
Check/eCheck	The **Check #** field displays when you select this option. Enter the **Check #** then click the **Save** button.

Payment Method	Description
Credit/Debit Card	If your district does NOT use Online Payments or a Card Reader, enter the **Reference #** then click the **Save** button.
Credit/Debit Card (Campus Payments Terminal)	Complete these steps if you are using the Campus Payments Terminal. Click here to expand... 1. Open and log in to the Campus Payments Terminal. 2. Click the **Process** button. The Make Payment window displays. 3. Select **USB Reader** in the Processing Mode field. 4. Enter an Email Address if the cardholder would like a receipt. 5. Click **Send**. 6. Use the card reader to either tap, swipe, or read the chip in the card. A receipt displays with the option to print.
Credit/Debit Card (Mobile Payments App)	Complete these steps if you are using the Mobile Payments App. Click here to expand... 1. Click the **Process** button. The Make Payment window displays. 2. Select **Mobile Payments App** in the Processing Mode field. 3. Select one of the mobile devices configured for Campus Payments from the **Select a Device** field. For details on setting up the mobile app to take payments, see Mobile Payments Setup for Office Payments. 4. Enter an Email Address if the cardholder would like a receipt. 5. Click **Send to app**. It will then appear as a Pending Transaction on that mobile device. You may need to tap Refresh for the transaction to appear. 6. Tap **Submit Payment**. 7. Use the card reader to either tap, swipe, or read the chip in the card. When payment is complete, a confirmation message displays on the app. In Campus, a card present receipt display.

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. 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 ▪ Security Code ▪ Full Name ▪ Country or region ▪ Address ▪ Email Address for Receipt 4. Click the **Send** button. If the transaction is successful, the receipt displays and you can print the receipt from your browser. A receipt is emailed if an email address was entered in the Email field. This email is not included in the Sent Message Log.

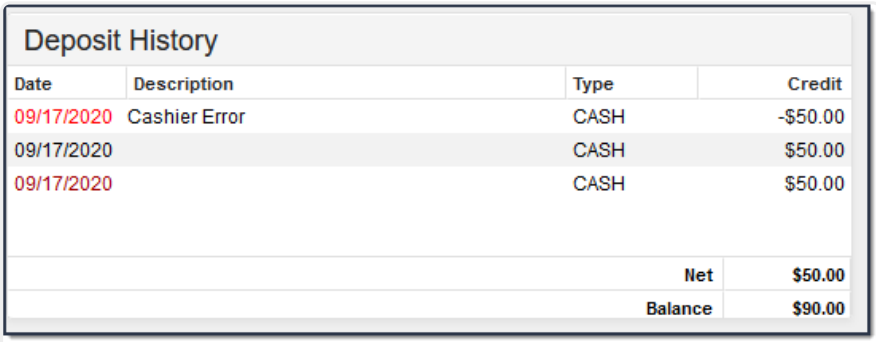
Void a Deposit

1. Click the deposit that you want to void in the Deposit History editor.
2. Click the **Void Transaction** button. 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

Manage 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