

My Food Service (Employee Self Service)

Last Modified on 10/21/2024 8:19 am CDT

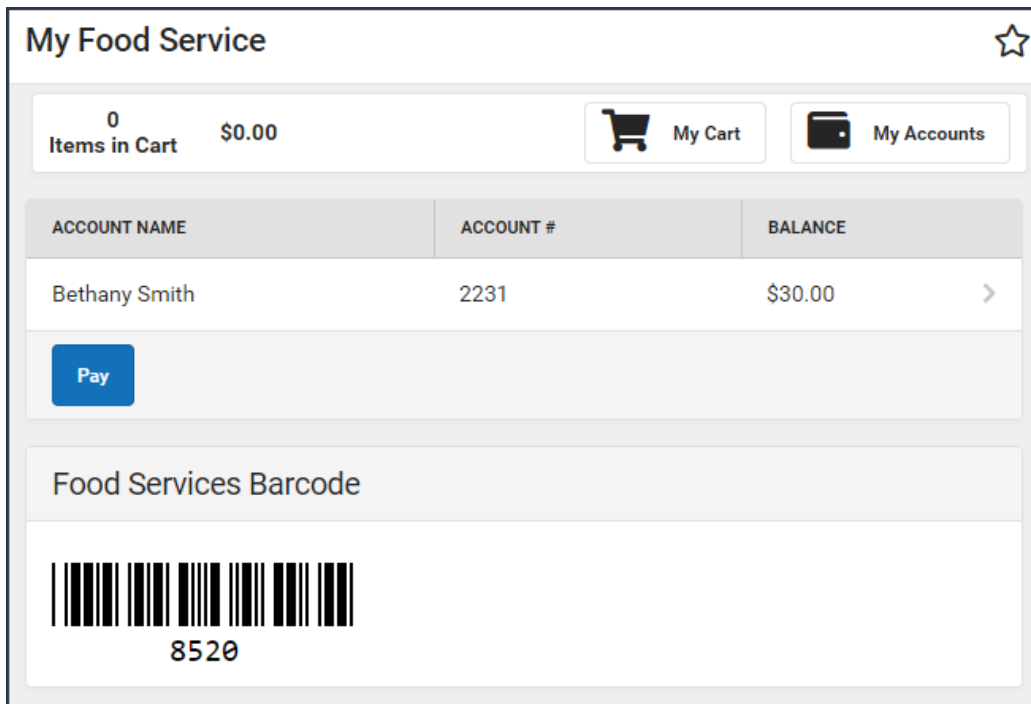
Classic View: Employee Self Service > My Food Service

Search Terms: My Food Service

This functionality is only available to districts who have purchased Point of Sale and have turned on Online Payments for Food Service at the district level.

The My Food Service tool allows you to add money to your Food Service account and view your food service account details including purchases, deposits, and adjustments.

If your district uses barcode scanners, you can open this tool on your mobile device and have the cashier scan your barcode. The Food Service Barcode is only available if you also have a Food Service PIN.



How do I add money to my Food Service account?

1. Click the **Pay** button.

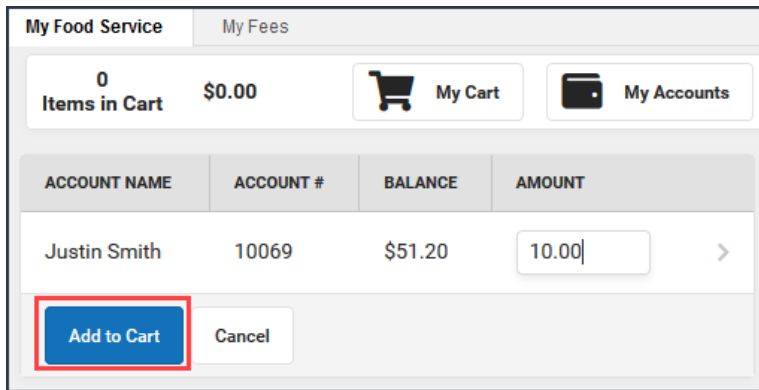
Result

The **Amount** column displays.

2. Enter the amount you want to add in the **Amount** field. If a box is unavailable for you to enter

an amount, your account may not be active and you may need to contact your school.

3. Click **Add to Cart**.



The screenshot shows the 'My Food Service' interface. At the top, there are two tabs: 'My Food Service' (selected) and 'My Fees'. Below the tabs, it displays '0 Items in Cart' and '\$0.00'. There are two buttons: 'My Cart' (with a shopping cart icon) and 'My Accounts' (with a wallet icon). Below this is a table with the following columns: ACCOUNT NAME, ACCOUNT #, BALANCE, and AMOUNT. The table has one row with the following data: Justin Smith, 10069, \$51.20, and 10.00. There is a right arrow next to the amount '10.00'. Below the table, there are two buttons: 'Add to Cart' (highlighted with a red box) and 'Cancel'.

ACCOUNT NAME	ACCOUNT #	BALANCE	AMOUNT
Justin Smith	10069	\$51.20	10.00

4. Select **My Cart**. The Checkout Screen displays.

5. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).

For help adding Payment Methods, see the [Payment Methods \(Employee Self Service\)](#) article.

6. Select **Submit Payment**.

How do I automatically add money to my Food Service account?

To automatically add money to your Food Service account monthly or when it reaches a low balance, use the **Recurring Payments** tool—this is NOT part of the Food Service tool.

Need more information? See the [Recurring Payments](#) article for more information.

How do I view my account details?

To view your food service account details including purchases, deposits, and adjustments, click anywhere on the row that shows your account name and number. The details automatically display with the last 7 days of transactions. You can change the Time Frame to see more information. You can also click the Print button in the action bar to save a PDF copy of your Food Service Account Statement.

Smith, Justin T
 Gender: M

My Food Service My Fees

ACCOUNT NAME	ACCOUNT #	BALANCE
Justin Smith	10069	\$51.20

Pay

Smith, Justin T
 Gender: M

My Food Service My Fees

Justin Smith

Time Frame
 Last 7 Days

Totals for selected time frame

Current Balance:	\$51.20	Starting Balance:	\$8.70
Money In:	\$50.00	Money Out:	\$7.50

03/02/2020	
Adult Alt. Salad Meal	\$3.75
03/03/2020	
Deposit	+\$50.00
03/03/2020	
Adult Lunch Meal (Sec)	\$3.75

Back Print

Food Service Account Statement for Justin Smith

2019-20 • WILLMAR
611 5TH STREET SW, WILLMAR MN 56201-3297

Generated on 03/03/2020 03:29:39 PM

Transaction Summary for Justin Smith

Balance as of 02/25/2020	Debit	Credit	Transfer	Deposit	Balance as of 03/03/2020
\$8.70	\$7.50	\$0.00	\$0.00	\$50.00	\$51.20

Transaction Detail for Justin Smith

Transaction Time	Patron Name	Category	Item	#	Debit	Credit	Run Balance
1. 03/03/2020 00:00	Smith , Justin	*Deposit	Cash (Amount: \$50.00)			\$50.00	
							\$58.70
2. 03/03/2020 00:00	Smith , Justin	Ala Carte	Adult Lunch Meal (Sec)	1	\$3.75		
							\$54.95
3. 03/02/2020 00:00	Smith , Justin	Ala Carte	Adult Alt. Salad Meal	1	\$3.75		
							\$51.20
			Total Debits/Credits		\$7.50	\$50.00	