Inactivate Food Service Accounts and Remove PINs Simultaneously

Last Modified on 10/29/2026 11:44 am CDT

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

Tool Search: Account Management Wizard

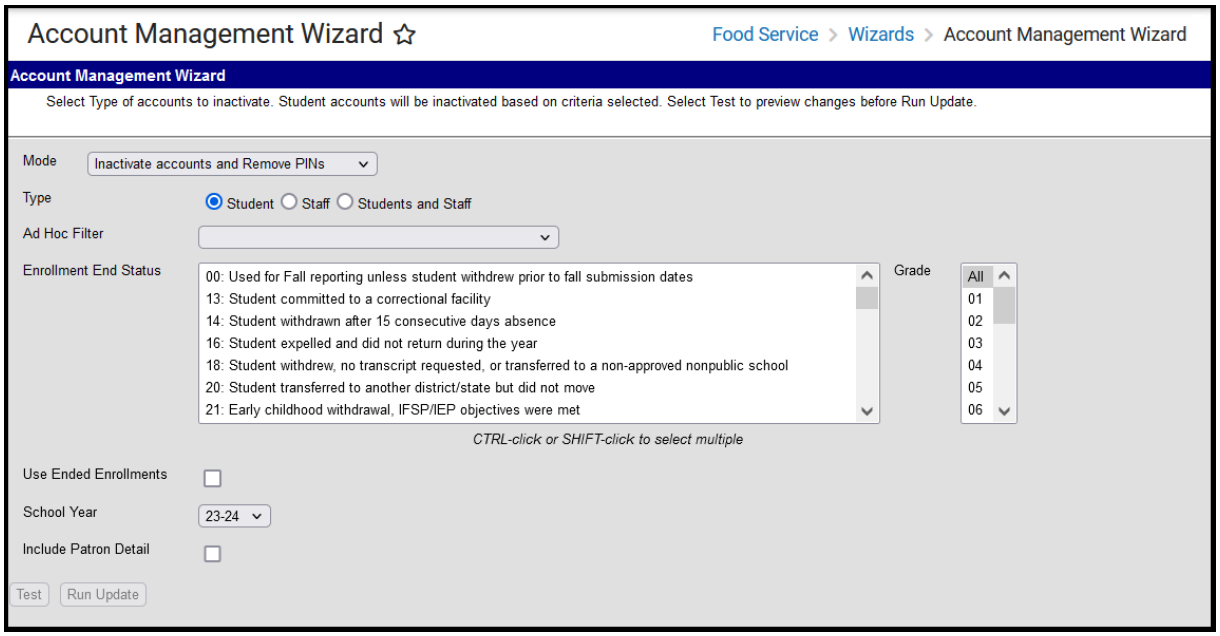
This option simultaneously inactivates food service accounts and removes the PINs.

About	Description
Inactivating Accounts	Inactivating an account clears the **Active** checkbox on the Account Details tool. Inactive accounts do not appear on POS terminals. **Student Accounts** The Account Management Wizard inactivates Student Accounts when a student does not have a current active or future-dated active enrollment. The wizard searches for an Enrollment End Status Code and/or Enrollment End Date depending on the criteria you select. However, if you use the Ad hoc tool to select student accounts, the wizard inactivates all accounts regardless of current or future-dated enrollments. **Staff Accounts** The Account Management Wizard inactivates staff accounts when the staff member has a District Employment and/or District Assignment record with end dates and no active or future-dated District Employment record or District Assignments. **Family Accounts** The Account Management Wizard considers the enrollments for all patrons on the account. If ANY patron on the family account has an active enrollment or an active staff record, the account is NOT inactivated. All patrons on family accounts are inactivated with the account if there are no active or future student enrollments or staff employment records found in Campus for the patrons on the account. However, if you use the Ad hoc tool to select accounts, the wizard inactivates all accounts regardless of current or future-dated enrollments or employment records.

About	Description
Removing PINs	This option removes the PIN from patrons who have an inactive account in Campus. For example, an account where the **Active** checkbox on the Account Details tool has been cleared. When a PIN is removed the **Location School** field is set to "Default" on the Account Details tool. **Family Accounts** If a family account is inactive and you select **Student** in the **Type** field, the PIN is only removed from the student on the family account. To remove staff PINs from family accounts, select **Staff** or **Staff and Student** in the **Type** field. If there are any patrons on a family account with no enrollment or employment record, you must manually remove the PIN or use an Ad Hoc filter. **Food Service Cashier and Food Service Manager** The Account Management Wizard only removes personal PINs from an account. If an inactive staff account includes Cashier and Manager PINs, these PINs will no longer work on the Point of Sale Terminal; however, these PINs will not be removed from the account. Cashier and Manager PINs must be manually removed.

Inactivate and Remove PINs from Student Accounts

1. Select **Inactivate accounts and Remove PINs** from the **Mode** dropdown list.



2. Complete one of the following account selection options.

Option	Description
Select one of the **Type** radio buttons.	**- Student**. This option inactivates and removes PINs on student accounts only. **- Students and Staff**. This option inactivates and removes PINs on student accounts and staff accounts.
Select an **Ad hoc Filter**.	This option allows you to select an Ad hoc filter that you have made to select staff and/or students. The filter you select overrides and hides all other criteria on the screen. Go to step 4. The Ad hoc tool uses the year/school/calendar selected in the top toolbar in Campus. If you do not select All Schools/All Calendars, the Ad hoc tool will use the specific Year, School and Calendar selected. If you do not have Tool Rights to All Schools and All Calendars, Ad hoc will generate based on the specific year, school and calendar selected in the toolbar. When you use the Ad hoc option, the wizard inactivates all accounts regardless of current or future-dated enrollments or employment records. Ad hoc can also be used to inactivate accounts for patrons who have no enrollment or employment record.

3. Use the information in the following table to complete the fields on the wizard:

Field	Description
Enrollment End Status	Select the End Status(es) (entered on the Enrollments tool) for the student. If you do not select an Enrollment End Status, you must select the **Use Ended Enrollments** checkbox. End Statuses vary by state.
Grade	Select the grade(s) for which you want to inactivate accounts. Only student's accounts that also meet the selected Enrollment End Status and/or Enrollment End Date will be inactivated.
Use Ended Enrollments	Mark this checkbox to inactivate student accounts with enrollment end dates earlier than today's date. When you select this option, the Account Management Wizard will NOT inactivate any accounts where a student has today's date or a future date as an end date on their enrollment.
School Year	Select the school year for which you want to inactivate accounts. The default selection is the current school year.

4. Mark the **Include Patron Detail** checkbox to include details like the account numbers and names on the Account Management Report.

5. Click the **Test** button. The Account Management Wizard tests and update and displays a the Account Management Report.

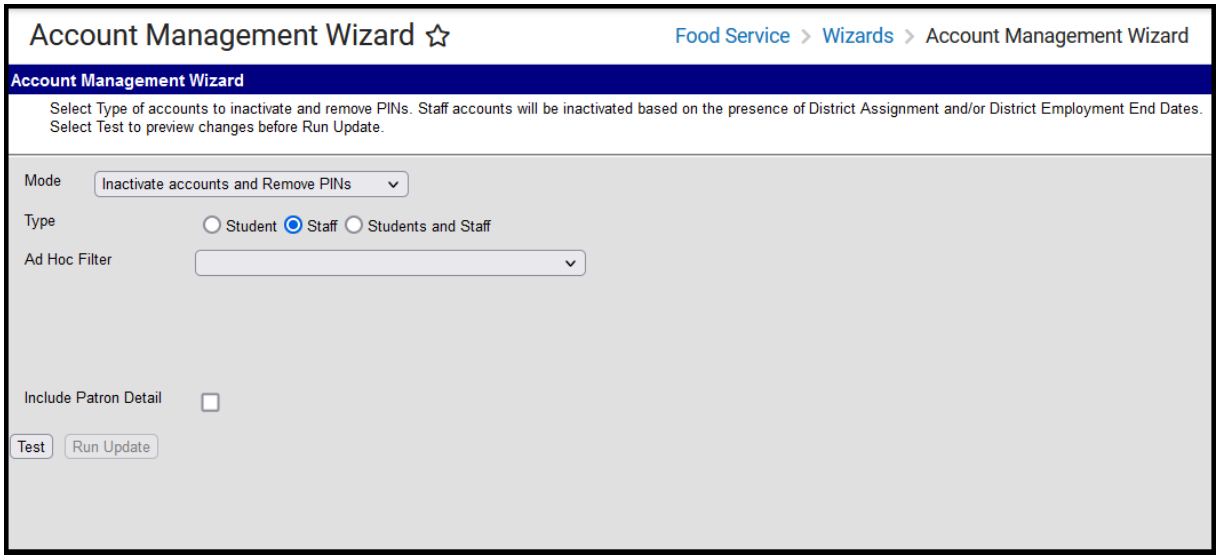
> Testing is required before the **Run Update** button becomes active. No data is written to the database.

6. Review the Account Management Report.
7. Click the **Run Update** button to inactivate accounts. A confirmation window displays.
8. Click **OK**. The Account Management Wizard clears the **Active** checkbox and removes the PIN on the Account Details tool and displays the Account Management Report.

Inactivate and Remove PINs from Staff Accounts

The Account Management Wizard inactivates staff accounts and removes personal PINs when the staff member has a District Employment and/or District Assignment record with an end date and no active or future-dated District Employment and/or District Assignments.

1. Select **Inactivate accounts and Remove PINs** from the **Mode** dropdown list.



2. Complete one of the following account selection options.

Option	Description
Select one of the **Type** radio buttons	**- Staff**. This option inactivates and removes PINs on staff accounts only. **- Students and Staff**. This option inactivates and removes PINs on student accounts and staff accounts.

Option	Description
Select an **Ad hoc Filter**	This option allows you to select an Ad hoc filter that you have made to select staff and/or students. If you do not select All Schools/All Calendars, the Ad hoc tool will use the specific Year, School and Calendar selected. If you do not have Tool Rights to All Schools and All Calendars, Ad hoc will generate based on the specific year, school and calendar selected in the toolbar. When you use the Ad hoc option, the wizard inactivates all accounts regardless of current or future-dated enrollments or employment records. Ad hoc can also be used to inactivate accounts for patrons who have no enrollment or employment record.

3. Mark the **Include Patron Detail** checkbox to include details like the account numbers and names on the Account Management Report. (optional)

4. Click the **Test** button.

> Testing is required before the **Run Update** button becomes active. No data is written to the database.

Result
The Account Management Wizard tests and update and displays a the Account Management Report (PDF).

5. Review the Account Management Report.
6. Click the **Run Update** button to inactivate accounts. A confirmation window displays.
7. Click **OK**. The Account Management Wizard clears the **Active** checkbox and removes the PIN on the Account Details tool and displays the Account Management Report.

Account Management Report Example

09-10
0347 CAMPUS District
1234 109th Ave NE , Blaine MN 55449
Generated on 08/12/2011 11:09:16 AM Page 1 of 1

Account Management Report
Mode: Inactivate Accounts and Remove PINs
Type: Student
Selected: Use Ended Enrollments
Grade: PS

Summary

Total # of Accounts inactivated	7

Patron Detail

Inactive Account #	Patron Name	Grade	PIN Number Removed	Enrollment End Status	Enrollment End Date	# of Patrons on Account
3678	[redacted]	PS	6472	61 Referral to Special Education	09/11/09	1
3842	[redacted]	PS	9969	60 No referral	09/10/09	1
4011	[redacted]	PS	8141	60 No referral	09/11/09	1
4020	[redacted]	PS	6828	60 No referral	09/11/09	1
2569	[redacted]	PS	-	61 Referral to Special Education	09/11/09	1
1501	[redacted]	PS	-	60 No referral	08/28/09	1
3810	[redacted]	PS	6627	61 Referral to Special Education	09/11/09	1

Report example for inactivating accounts and removing PINs

Report Section	Description
Summary	This section reports the total number of accounts inactivated. • If the district uses Family Accounts, the number of accounts reported in the Summary may be different than the number of patrons listed under the Patron Detail section. • If the district uses Family Accounts and Enrollment End Status(es) are selected as criteria, the **Total # of Accounts inactivated** (in the Summary section) may be different than the total count of **Enrollment End Status(es)** (in the Patron Detail section).
Patron Detail	• This section is sorted alphabetically by patron names and includes the following columns. ◦ **Student Section**: Inactive Account #, Grade, PIN Number Removed, Enrollment End Status (if any), Enrollment End Date (if any) and # of Patrons on Account. ◦ **Staff Section**: Inactive Account #, PIN Number Removed and # of Patrons on Account. • The **# of Patrons on Account** column is intended for districts using Family Accounts. If a district uses Family Accounts, the account is only inactivated if at least one of the patrons meet the criteria selected and all remaining patrons on the account have an ended student enrollment or ended staff employment record. The PIN is only removed from the patron(s) who meets the criteria and only that patron is listed in the Patron Detail section.