

End of School Year Process (Food Service)

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This article provides some step-by-step recommendations and best practice instructions for Food Service end of school year processes. This includes student account and PIN processes, mailing letters to households concerning student balances, and terminal maintenance.

Please note that the following processes may not align with your district's end of year processes.

Inactivate Graduated Student Accounts

Tool Search: Account Management Wizard

Students must be marked as inactive after they have graduated from school. The student's PINs can be removed and returned to Campus for future use by other students. The **Mode** options under the **Account Management Wizard** provide options for users to manage student account information and balances.

1. Select **Inactive accounts** from the **Mode** dropdown.
2. Choose the **Student** option as the **Type**.
3. Optional: select an **Ad Hoc Filter**.
4. Scroll down the **Enrollment End Status** field and select **Graduated from High School**.
5. Select the appropriate grade (e.g., 12) from the **Grade** field.
6. Mark the **Use Ended Enrollments** box.
7. Select the current **School Year** that is ending.
8. Mark the **Include Patron Detail** box to view student names with the total number of graduated students.
9. Click the **Test** button to view the results of the report before making changes to the database. To finalize these changes, click on **Run Update**. The results appear in another window.

Account Management Wizard

Select Type of accounts to deactivate. Student accounts will be deactivated based on criteria selected. Select Test to preview changes before Run Update.

Mode: Inactivate accounts

Type: Student Staff Students and Staff

Ad Hoc Filter:

Enrollment End Status:

Grade:

02: Transfer to another school in district
03: Transfer to approved nonpublic school
04: Moved to other MN school district
05: Moved out of MN
06: Dropout (16 or older)
07: Left after compulsory att age w/written election
08: Graduated from High School

CTRL-click or SHIFT-click to select multiple

Use Ended Enrollments:

School Year: 13-14

Include Patron Detail:

Remove Student PINs

1. Select **Remove PINs** from the **Mode** dropdown.
2. Choose the **Student** option as the **Type**.
3. Select the **Ad Hoc Filter** from the dropdown options to narrow the number of students whose PINs will be removed.
4. Mark the **Include Patron Detail** box to view student names instead of just the total number of graduated students.
5. Click the **Test** button to view the results of the report before making changes to the database. To finalize these changes, click on **Run Update**. The results appear in another window.

Account Management Wizard

Select Type of accounts from which to remove PINs. Selection of a Student or Staff Type will remove PINs from all current inactive accounts. Select Test to preview changes before Run Update.

Mode: Remove PINs

Type: Student Staff Students and Staff

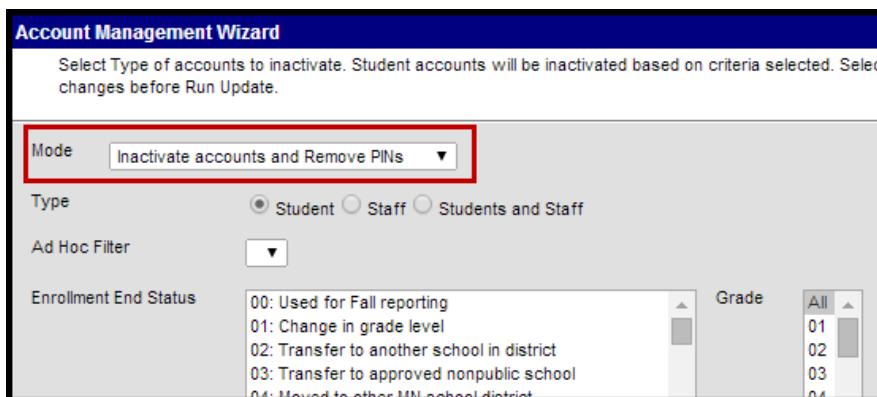
Ad Hoc Filter:

Include Patron Detail:

Inactivate Graduated Student Accounts and Remove Student PINs

You can also mark graduating student accounts as inactive and remove their PINs from the system

at once by selecting **Inactive accounts and Remove PINs** from the **Mode** dropdown and completing the report editor. With this option, an **Ad Hoc Filter** is not necessary to remove PINs - the student's PINs that are removed are those with the selected **Enrollment End Status**. For end-of-year purposes, this is due to graduation. This option is used most often by districts.



The screenshot shows the 'Account Management Wizard' interface. At the top, a message says: 'Select Type of accounts to deactivate. Student accounts will be deactivated based on criteria selected. Select changes before Run Update.' Below this, the 'Mode' dropdown is set to 'Inactivate accounts and Remove PINs'. The 'Type' section has 'Student' selected. The 'Ad Hoc Filter' dropdown is open. The 'Enrollment End Status' dropdown shows options: 00: Used for Fall reporting, 01: Change in grade level, 02: Transfer to another school in district, 03: Transfer to approved nonpublic school, and 04: Moved to other MN school district. The 'Grade' dropdown shows 'All' selected, with other grade levels (01, 02, 03, 04) listed below it.

Adjust Inactive Student Account Balances

Inactive student accounts with positive or negative balances at the end of the school year can be adjusted. This leaves a description of the adjustment on the student's Journal tab.

1. Select **Adjust balances on inactive accounts** option from the **Mode** dropdown.
2. Choose the **Student** option as the **Type**.
3. Select an **Ad Hoc Filter**. (Optional)
4. Mark either **Positive Balance** or **Negative Balance** as the Account Balance option.
5. Choose an **Adjustment Type**. Default options include: Bad Debt, Refund, and Write-Off.
6. Include a **Description** of the adjustment.

This description can be seen on the Portal by parents as well as on the student's Journal tab.

7. Mark the **Include Patron Detail** box to view student names instead of just total numbers.
8. Click the **Test** button to view the results of the report before making changes to the database. To finalize these changes, click **Run Update**. The results appear in another window.

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Selection of Student or Staff Type will zero out balances from all current inactive accounts based on Account Balance chosen. Enter an Adjustment Type and Description to populate in the patrons' Journal. Select Test to preview changes before Run Update.

Mode: Adjust balances on inactive accounts

Type: Student

Ad Hoc Filter

*Account Balance: Positive Balance

*Adjustment Type: Refund

*Description: test

Include Patron Detail:

Test Run Update

Run the Adjustment Report

Tool Search: Reports

After student accounts have been adjusted, districts can reference these changes by running an **Adjustment Report** to view these records.

1. Select an individual school or choose **District (All Schools)** from the **School** dropdown.
2. Select a **School Year**.
3. Select a **Summary Type**. Options include: Daily, Period, and Month.
4. Select a **Date Type**. Options include the **Transaction Date** or the **Post Date**.
5. Choose an **Adjustment Type** for the report. Default options include: Bad Debt, Refund, and Write-Off.

The Date options depend on the Summary Type selected. For any date, the input date must be within the range of the calendar year's start date and end date. Input a day, start date, and end date, or month in which to run the report.

6. Mark the **Adjustment Detail** box.
7. Select how you would like to sort the report from the **Sort by** options: **Adjustment Type** or **Student Name**.
8. Select **Generate Report**. The results appear in another window.

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This report prints adjustment summary and detail information. The input date/month must be within the range of calendar year's start date and end date.

Which school and period would you like to include in the report?

School: District (All Schools) ▾
School Year: 14-15 ▾
Summary Type: Daily Period Month
Date: 07/22/2014
Date Type: Transaction Date Post Date

Which type of report would you like to generate?

Adjustment Type: Bad Debt ▾
Refund
Write-Off
Adjustment Detail: Show
Sort By: Adjustment Type Student Name

Generate Report

Send Letters to Households

Districts can send out letters to households notifying them of the student's account current balance through the **Patron Balance** report. Districts can also send a letter with the use of the **Balance Letter Wizard** or through **POS Account Messenger**.

To send a letter to a household regarding an account's low balance through the **Patron Balance** report:

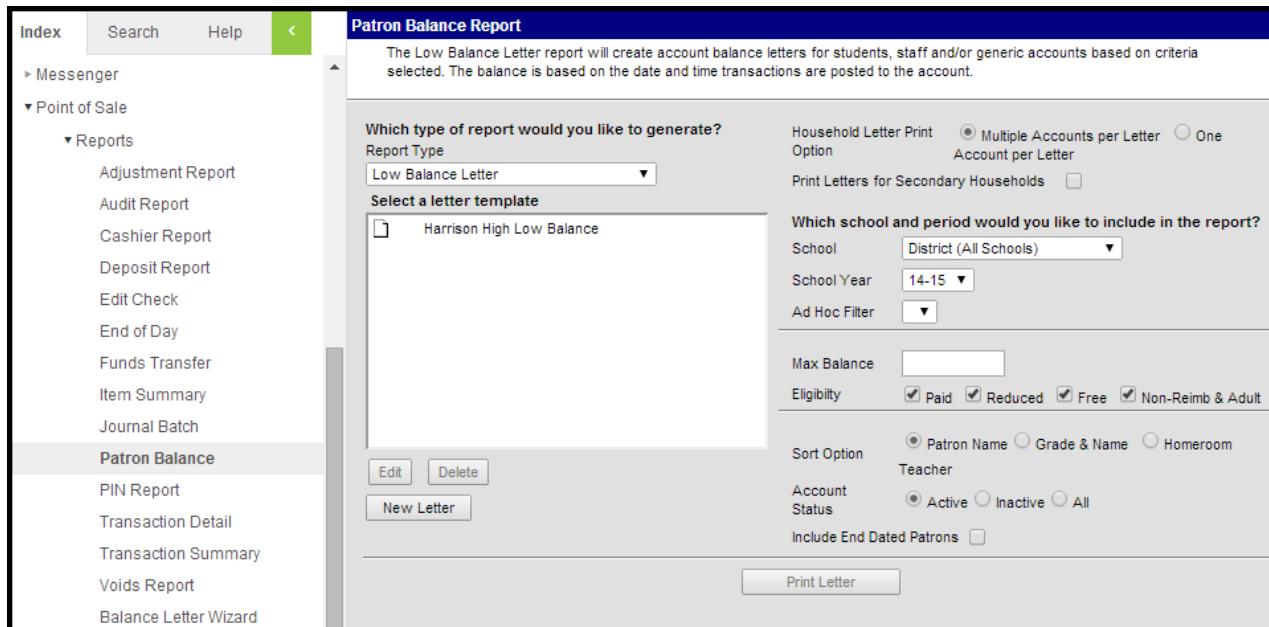
1. Select **Low Balance Letter** from the **Report Type** dropdown.
2. Choose a **Household Letter Print Option**. Select **Multiple Accounts per Letter** if there are multiple students with Food Service accounts residing in the same household or select **One Account per Letter**.
3. Mark the **Print Letters for Secondary Households** check box. (Optional)
4. Reports can be run for individual schools and all schools in the district. Select a school or choose **District (All Schools)** from the **School** dropdown.
5. Select a **School Year**.
6. Select an **Ad Hoc Filter**. (Optional)
7. Input a **Maximum Balance** value. (Optional)
8. Select **Eligibility** options. Check box options include: Paid, Reduced, Free, and Non-reimb & Adult.
9. Select **Sort Options**. Options include: Patron Name, Grade & Name, and Homeroom Teacher.
10. Select an **Account Status**. Options include: Active, Inactive, and All.
11. Mark the **Include End Dated Patrons** check box. (Optional)
12. Select an existing template from the **Select a letter template** options or create a new template by selecting **New Letter** without selecting a template. Complete one of the following options:

Option	Procedure
Select a letter template	If a template is selected, click Edit . A template letter detail will appear. Anything in a white text box will print as it shows in the detail editor.
New Letter	If a template is not selected, click New Letter and create a new template.

13. After the letter editor detail is modified to fit your specifications, click **Save, Copy, Print Sample, or Back** to further edit the letter options.

14. Select **Print Letter**.

For more details about Patron Balance information and reporting, see the [Patron Balance](#) page.



The Low Balance Letter report will create account balance letters for students, staff and/or generic accounts based on criteria selected. The balance is based on the date and time transactions are posted to the account.

Which type of report would you like to generate?
Report Type: Low Balance Letter

Household Letter Print
Option: Multiple Accounts per Letter One Account per Letter
Print Letters for Secondary Households:

Which school and period would you like to include in the report?
School: District (All Schools)
School Year: 14-15
Ad Hoc Filter:

Max Balance:
Eligibility: Paid Reduced Free Non-Reimb & Adult

Sort Option: Patron Name Grade & Name Homeroom Teacher
Account Status: Active Inactive All
Include End Dated Patrons:

Print Letter

Save Copy Print Sample Back

Letter Detail

*Letter Name **Harrison High Low Balance** *Font Type **Arial**

Allow Margin for Letter Head

Letter Format

Low / Negative Account Balance Reminder

Date: **MM/DD/YYYY**

Guardian Name(s)
Address
City, State, Zip

Dear Parent or Guardian,

The balance(s) for the following food service account(s) are:

Save Back

Letter Detail

*Letter Name **[]** *Font Type **Arial**

Allow Margin for Letter Head

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Point of Sale

Reports

Adjustment Report

Audit Report

Cashier Report

Deposit Report

Edit Check

End of Day

Funds Transfer

Item Summary

Journal Batch

Patron Balance

PIN Report

Transaction Detail

Transaction Summary

Voids Report

Balance Letter Wizard

Account Maintenance

This wizard will walk you through the creation of an account balance letter format. The student's basic information, account balance and mailing address will be printed automatically.

Balance Letter Templates

Which students would you like to include in the report?

Grade **All Students**

Ad Hoc Filter

Enrollment Effective Date **07/21/2014**

Summary Date* **07/21/2014**

Sort Option Name Grade Balance Homeroom Teacher

Edit **Delete** **New Letter** **Print Letter**

POS Account Messenger

POS Account Messenger sends Point of Sale account related messages to Messenger contacts for student and recipients, select an Ad Hoc filter.

The Template Name and User/Group can be changed after selecting Save or Copy.

User/Group Template

Enter the filter criteria for POS Account Messenger:

School	Grade	Eligibility
All Schools	All Grades	All Eligibilities
0000 Adams Elementary ALC	01	Paid
988 Alternative Learning Center	02	Reduced
555 Appleby Middle	03	Free
1 Arthur Elementary	04	Non-Reimb & Adult
019 Buchanan Middle School	05	
8 Carter Middle	06	
176 Cleveland Elementary	07	
300 Clinton Secondary	08	
0197 Coolidge Elementary	09	

CTRL-click or SHIFT-click to select multiple

Balance All Range Use Account Reminder Setting Account All Active Inactive

Ad Hoc Filter (Further narrows criteria)

Effective Date Limit delivery to contacts that speak

Delivery Devices: Inbox Email Voice Text

Sender's Email:

Message Subject

Message Body
Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.

Font **Size** **Font Color**

Terminal Maintenance

Tool Search: Terminals

The Events column of the **Terminals** editor of Point of Sales Administration should be at or very close to 0 (zero) for all terminals on or after the last day of serving. A terminal that has events that only increase and do not reduce may indicate a terminal is no longer in use. To keep performance and messaging optimal, terminals no longer in use should be deactivated.

Name	Last IP Address	Events	Responses
AES-1		36	0
CAFETERIA SERVE		0	0
CLASS SERVE		0	0
CS-1		0	0
HHS-1		20950	0
POS-1	10.35.58.14	20951	0
SERVER		0	0
VBHS-1		0	0

Best practices for verifying that the Event column is accurate for the Point of Sale terminals:

- It is recommended that cashiers write down the name of the last student who went through their lunch line on the last day of school.
- Generate a Daily Transaction Detail Report for the last day of school and check for the name of the student who went through the lunch lines last to verify the last transaction has been posted successfully.

Deactivating Terminals

Once the last successful transaction has been verified, the terminals that will not be used until the following school year can be inactivated.

This can be done by:

1. Going to **Point of Sale > Administration > Terminals**.
2. Select a Terminal; a **Terminal Detail** will appear for that terminal.
3. Unmark the **Active** check box.
4. Save.

When the next school year is about to begin, mark the terminal as Active once more and complete a POS Data Reload. For instructions on the POS Data Reload process, see the [Terminal Manager](#) page.

