Household Food Service Deposit

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Tool Search: Household Food Service Deposit

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

The Household Food Service Deposit screen allows a district to enter new deposits, void existing deposits and review account balances for any patron in a household. In general, this tool is used to manage deposits made to student accounts.

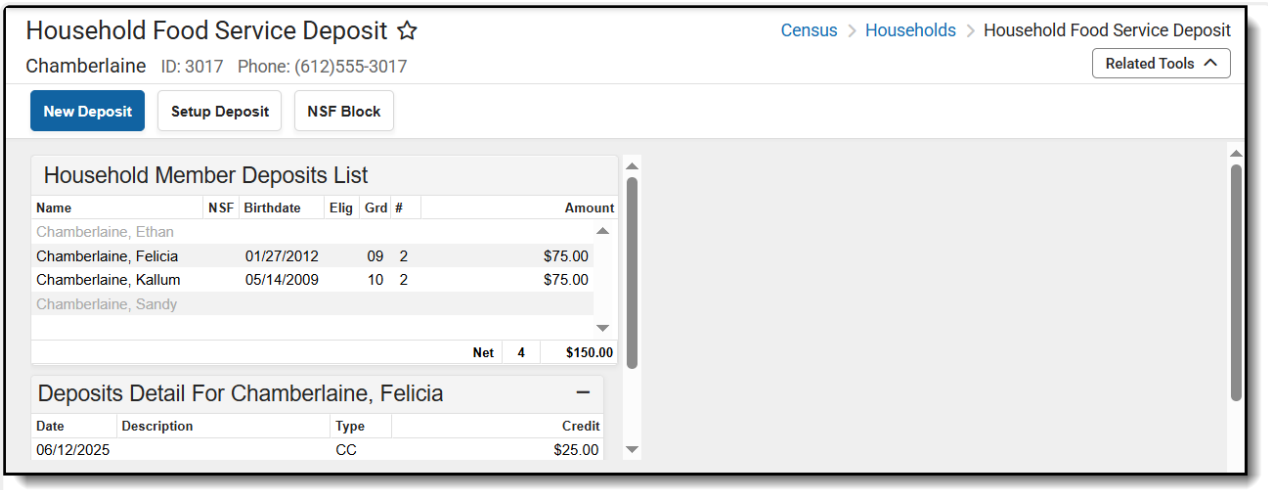
All members of the household will be shown in the Household Member Deposits List editor. However, only the members who have Food Service accounts will appear in black text and have a Deposit Detail editor to track their deposits. Members of the household who do not have an account are shown in gray text.

When a new deposit is to be added to a household, the funds may be dispersed in a variety of manners:

- Funds may be distributed based on the setup of deposit percentages saved for the household.
- Funds may be equally distributed among patrons.
- Funds may be unequally distributed among patrons.
- All funds from the deposit may be distributed to one patron.

To view the details of an existing deposit, click on the deposit in the Deposits Detail editor. The details cannot be edited, as they are read-only.

The **Do not accept check area** of the Check editor displays a checkmark for household members who should not be allowed to pay with a check. Please see the Create an NSF Block article for more information.



Household Food Service Deposit

Field Descriptions

Household Member Deposits List Editor

Column Header	Definitions
Name	Name of household member.
NSF	An "X" in the **NSF** (No Sufficient Funds) column indicates 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.
Birthdate	The birth date of the household member.
Elig(ibility)	The discounted meal status (free or reduced) of the individual. If the student does not qualify for free or reduced meal purchases, this column will be blank. If a student's eligibility should NOT be viewed by cashiers processing meal purchases the Eligibility setting of the POS Preferences should be disabled.
Grd (Grade)	Grade level of the household member.
# (Number)	Total number of deposits given for that household member.
Amount	Dollar amount of the deposit.
Net	The net total of deposits. If a deposit has been voided, this total will reflect that adjustment.

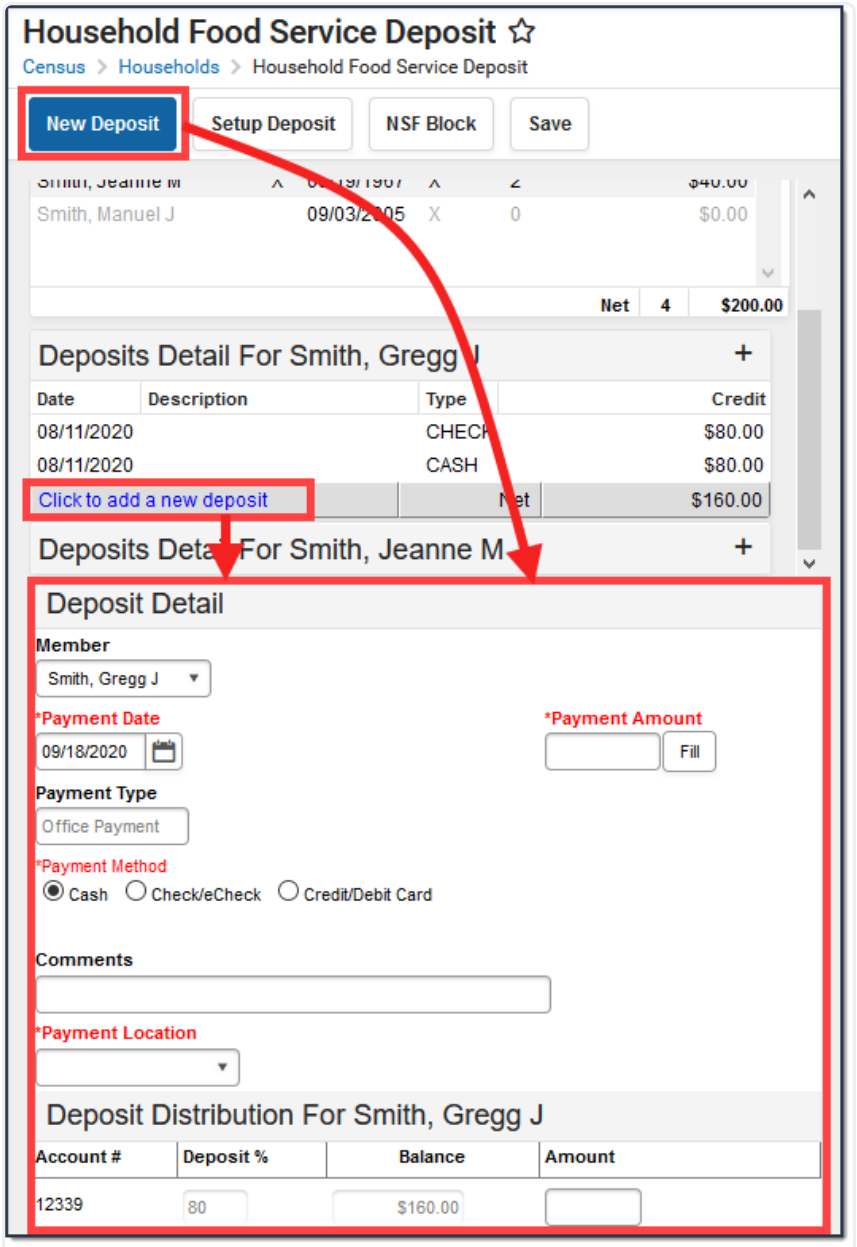
Deposits Detail Editor

Column Header	Definitions
Date	Date on/for which the transaction was posted.
Description	Comments on the transaction, as entered by the user. If the deposit has been made by a parent/student through use of the online payments, this field will indicate the payment method (*e.g.*, Visa, Checking Account, Savings Account").
Type	The type of deposit: Cash, Check or CC (Credit Card).
Credit	The amount of the deposit credited to the patron.
Net	The net total of deposits. If a deposit has been voided, this total will reflect that adjustment.

Add a Deposit for One Household Member

To specify a deposit for only one individual within the household:

- Select the **Click to add a new deposit** link on a patron's Deposits Detail editor, ***OR***
- Click the **New Deposit** icon from the action bar and select the name of the individual patron from the **Member** field.



Deposit Detail Editor

Deposit Detail Editor Field Descriptions

Fields/Items	Definition
Member	The name of the household member to whom the deposit should be applied. "All" is the default selection, allowing the funds to be dispersed among the members of the household.
Payment Date	Date for which the deposit should be recorded.
Payment Amount	Total value of the deposit.

Fields/Items	Definition
Fill (Clear)	This button allows the funds entered in the Payment Amount field to be dispersed among the members of the household listed at the bottom of this editor. If deposit percentages have been assigned, the Fill button will automatically split this amount as indicated in the Deposit % column. If no deposit percentages exist, the funds will be dispersed equally among all members of the account. After this button has been used and the funds have been distributed, the name of this button will change to "Clear" and will allow the user to clear the distribution.
Payment Type	This field will auto-populate with the value "Office Payment" when the deposit is made through this tool. If the deposit has been made by a parent/student using the My Cart tool in Campus Parent or Campus Student, this field indicates that the payment was made "Online."
Payment Method	Payment method used for the deposit: Cash, Check/eCheck or Credit/Debit Card. When "Check/eCheck" is selected, the **Check Number** field will appear. If "Credit/Debit Card" is selected, the **Reference Number** field will appear.
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	Location at which the deposit was entered.

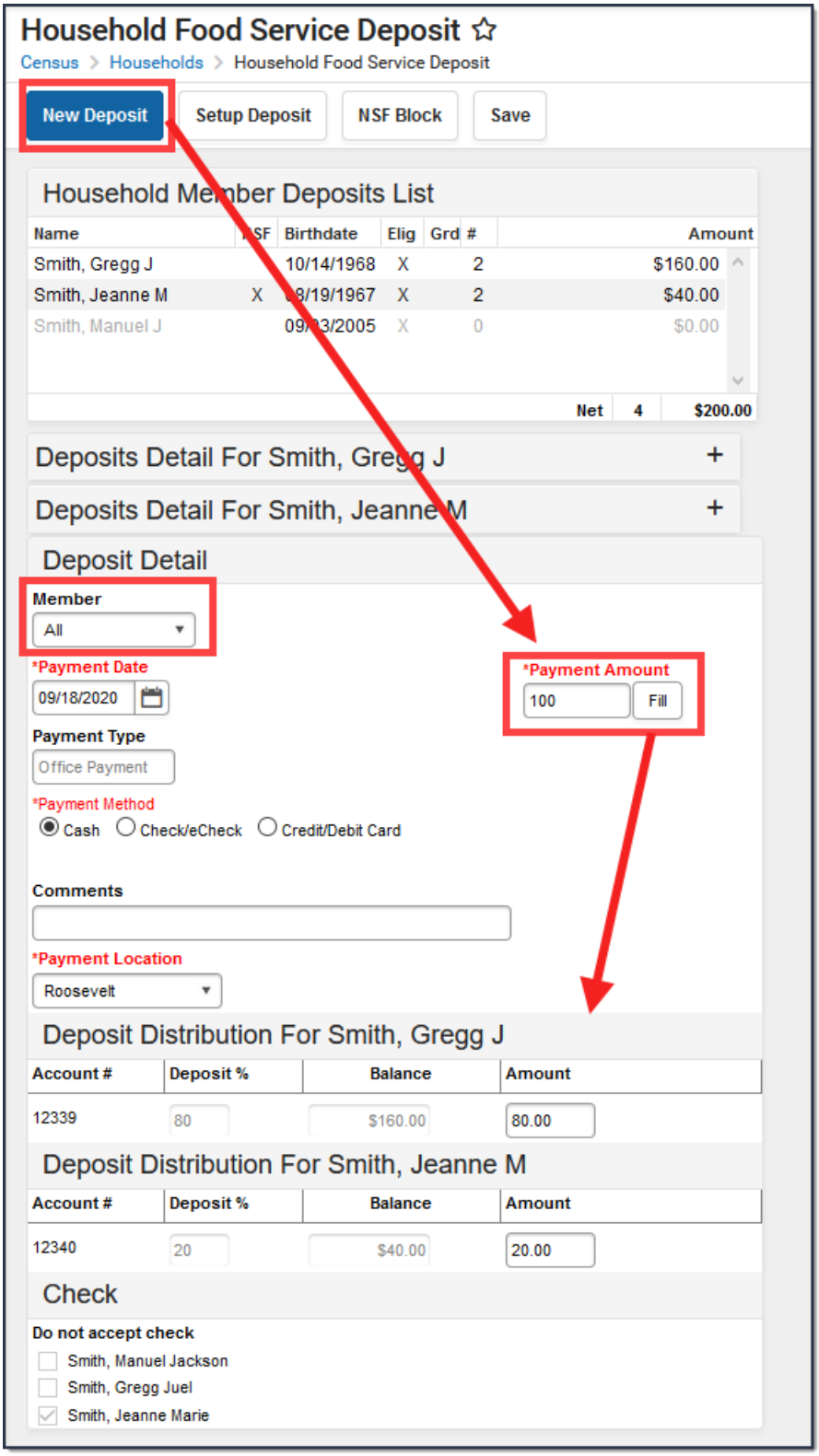
A Deposit Distribution editor will appear for each account attached to the household:

Column/Field	Definition
Account #	The number of the household member's food service account.
Deposit %	The percentage of each household deposit that should be distributed to the account. If a number does not appear in this column, household deposit percentages have not been established (through the **Setup Deposit** icon in the action bar).
Balance	The current balance of the account.

Column/Field	Definition
Amount	This is the amount of the total deposit listed in the Payment Amount field that will be applied to this account. If the **Fill** button has been used, this field will be auto-populated with a specific amount: • **If theDeposit % column contains a value**, the Amount field will reflect that value as a percent of the Payment Amount field (*e.g.*, if the Deposit % field has a value of "40" and the Payment Amount field has a value of "100," the Amount field will contain a value of "40"). • **I f the Deposit % column does not contain a value**, the Amount field will reflect a value that is an equal division of the Payment Amount field dispersed among all accounts of the household (e.g., if there are 2 accounts attached to the household, and the Payment Amount value is "100," each Amount field will contain a value of "50"). If the **Fill** button has not been used, or if the auto-populated amounts should be adjusted, the Amount field may be manually edited.

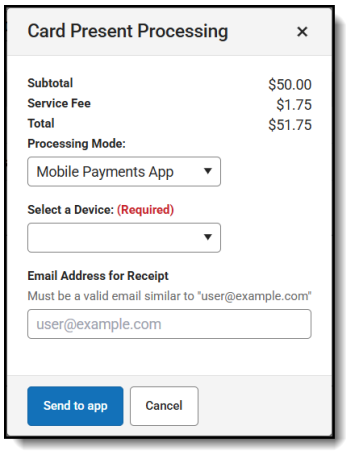
Make a Deposit for All Household Members

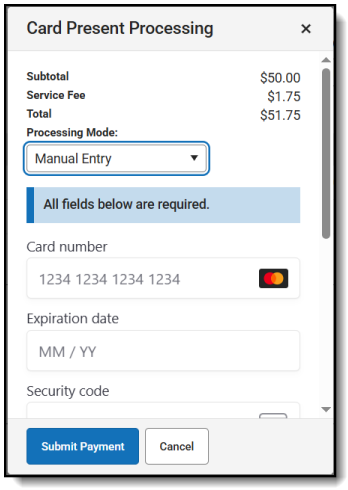
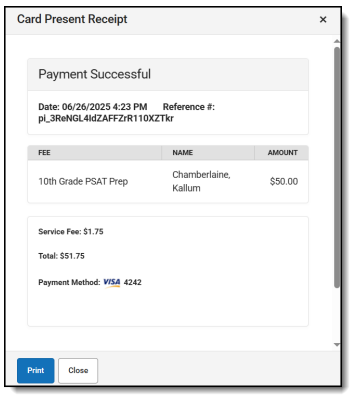
Entering a Payment Amount and clicking the Fill button will auto-divide the amount among the accounts. If deposit percentages are established, the Payment Amount will be divided accordingly. If deposit percentages are not set up, the Payment Amount is dispersed equally among accounts.



1. Select the **New Deposit** icon from the action bar. The Deposit Detail editor will appear.
2. Select "All" from the **Member** field. If the deposit should only be attributed to one member, select his/her name from this field instead.
3. Enter or select a **Payment Date**.
4. Enter a **Payment Amount**.
5. Select a **Payment Type**.

Click here to expand...

Payment Method	Description
Cash	Select **Cash**.
Check/eCheck	The **Check #** field displays when you select this option. Enter the **Check #**.
Credit/Debit Card	If your district does NOT use Online Payments or a Desktop Card Reader, enter the **Reference #**.
Credit/Debit Card (Mobile Payments App)	Click here to expand... 1. Click the **Process** button. The Card Present Processing 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)	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 **Submit Payment** 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.  5. Click the **Close** button. The payment displays below the fee(s) with the type and date of the payment, the amount paid in the **Credit** column and **Balances** and **Totals** updated accordingly.

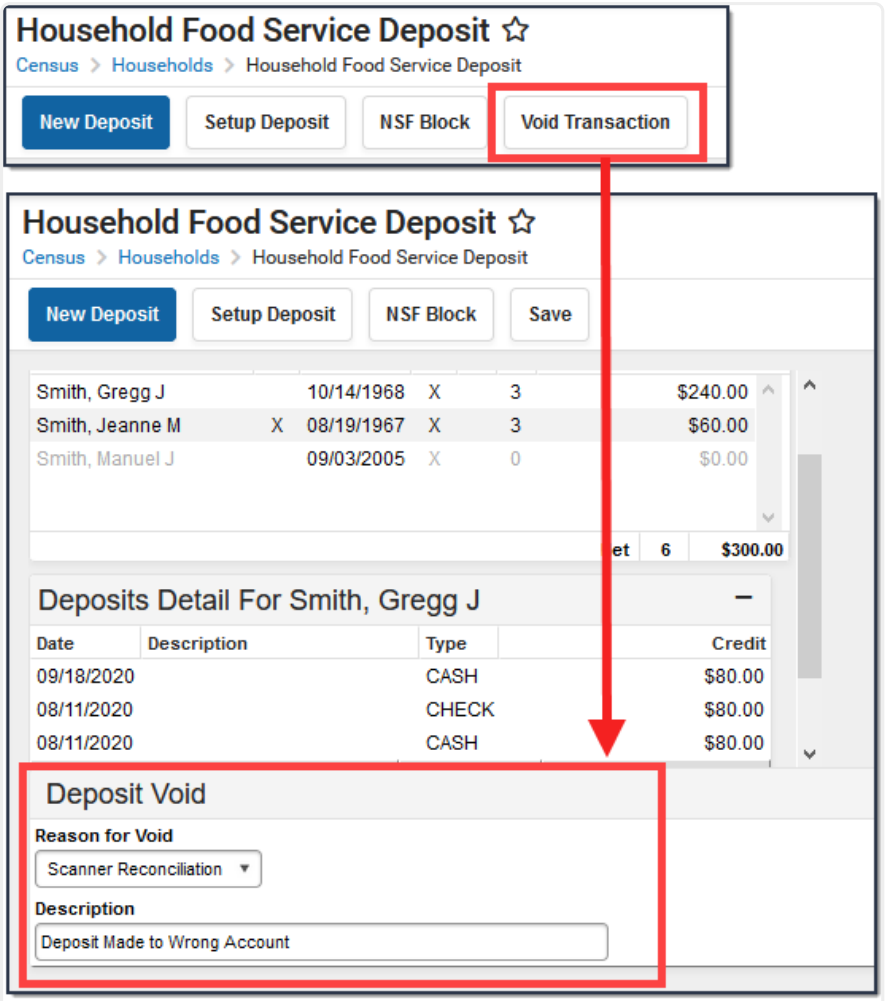
6. Enter additional details in the **Comments** field. This text will be displayed in the Description column of the Deposits Detail editor.
7. Select a **Payment Location** to indicate where the deposit was entered.

8. Verify the **Amount**. If necessary, this field can be manually edited.
9. Click the **Fill** button to disperse the Payment Amount among the accounts. The dispersal amount will automatically appear in the Amount field of each member's account Deposit Distribution editor.

Void a Household Food Service Deposit Transaction

1. Expand the Deposits Detail editor of the proper patron within the household.
2. Select the deposit transaction to void.
3. Click the **VoidTransaction** icon in the action bar. The Deposit Void editor will appear.
4. Select a **Reason** for voiding the deposit.
5. If desired, enter a **Description** for the void. Text entered in this area will show up in the Description column of the Deposits Detail editor.
6. Click **Save** to void the transaction.
7. Click **Yes** on the pop-up window to finalize the void.

Upon reopening the Deposits Detail editor for the patron, the Date of the reversed transaction will appear in bright red text, indicating that it was voided. The Date of the original transaction will appear in dark red text.



Voiding a Transaction