

Cheat Sheet (Food Service) (New Look)

Last Modified on 09/26/2024 3:49 pm CDT

[Deposit \(Household\)](#) | [Deposit \(Single Patron\)](#) | [View One Patron's Transactions](#) | [New Transaction](#) | [Void Transactions](#) | [Adjustments](#) | [Balance Transfers](#) | [Flags](#) | [Block Ala Carte Items or Checks on the POS Terminal](#) | [PIN Report](#) | [Negative Account Balance Report](#) | [Transaction Summary Report \(Production Counts\)](#) | [Transaction Detail Report \(Journal of Transactions\)](#) | [End of Day Report \(Drawer Counts\)](#) | [Deposit Report \(View Entered Checks, etc.\)](#) | [Audit Report \(When Transactions Look Wrong\)](#) | [View Student Details \(Phone Numbers, etc.\)](#)


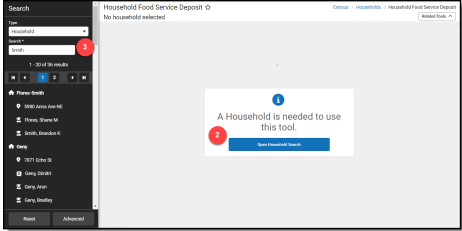
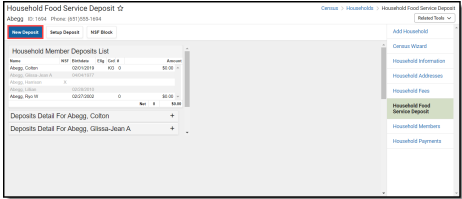
The instructions in this cheat sheet apply to the New Look look of Campus.

Deposit (Household)

Quick Steps

1. Go to *Census > Households > Household Food Service Deposit*.
2. Click Open Household Search.
3. Enter and then select the name of the Household.
4. Click the **New Deposit** button.
5. In the Member field, select **All** to split the payment evenly or select a household member.
6. Enter the **Payment Amount**, then complete one of the following tasks
 - To split the payment evenly between patrons, click **Fill**.
 - If there is a student in the household that is not receiving part of the deposit or the deposit is split unevenly, manually enter the amounts.
Do NOT Click FILL. The amount entered for each patron must equal the amount entered in the Payment Amount field.
7. Select the **Payment Method** and **Payment Location**.
8. Click **Save**.

Step	Action	Example
Detailed Steps		

Step	Action	Example
1	Go to <i>Census > Households > Household Food Service Deposit</i> .	 <p>The screenshot shows a sidebar menu titled 'Households'. The items listed are: Add Household, Census Wizard, Household Information, Household Addresses, Household Fees, Household Food Service Deposit (highlighted in yellow), Household Members, and Household Payments.</p>
2 & 3	Enter and then select the name of the Household.	 <p>The screenshot shows the 'Household Food Service Deposit' page. A search bar is visible on the left. A message box in the center states: 'A Household is needed to use this tool.' with a 'Select Household Search' button below it.</p>
3	Click the New Deposit button.	 <p>The screenshot shows the 'Household Food Service Deposit' page with the 'New Deposit' button highlighted in blue. The page also displays a table of 'Household Member Deposits List' and a sidebar menu.</p>

Step	Action	Example																
4	Select All to split the payment evenly or select a household member.																	
5	Enter the Payment Amount , then complete one of the following tasks <ul style="list-style-type: none"> To split the payment evenly between patrons, click Fill. If there is a student in the household that is not receiving part of the deposit or the deposit is split unevenly, manually enter the amounts. Do NOT Click FILL. The amount entered for each patron must equal the amount entered in the Payment Amount field. 	<p>OR</p> <table border="1"> <caption>Deposit Distribution For Abegg, Colton</caption> <thead> <tr> <th>Account #</th> <th>Deposit %</th> <th>Balance</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>5753</td> <td></td> <td>\$-2.50</td> <td>30.00</td> </tr> </tbody> </table> <table border="1"> <caption>Deposit Distribution For Abegg, Ryo W</caption> <thead> <tr> <th>Account #</th> <th>Deposit %</th> <th>Balance</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>607</td> <td></td> <td>\$37.00</td> <td>70.00</td> </tr> </tbody> </table>	Account #	Deposit %	Balance	Amount	5753		\$-2.50	30.00	Account #	Deposit %	Balance	Amount	607		\$37.00	70.00
Account #	Deposit %	Balance	Amount															
5753		\$-2.50	30.00															
Account #	Deposit %	Balance	Amount															
607		\$37.00	70.00															
6	Select the Payment Method and Payment Location .																	
7	Click Save .																	

Deposit (Single Patron)

Quick Steps

1. Go to *Census > People > Food Service Deposit*.
2. Click **Open Person Search**. If the search has already been used, it will automatically open.
3. Enter and then select the name of the student.
4. Click **New Deposit**.
5. Enter the **Amount**.
6. Select the **Payment Method** and **Payment Location**.
7. Click **Save**.

Example

Food Service Deposit ☆

Abegg, Dylan V [ID] Student #: 171900001 DOB: 09/15/2007 Counselor: Joy Counselor

Medical Condition(s) HS Graduation Custody Restriction Peer Tutor NHS 504 Student

All On-Site

New Deposit Save Documents

Date	Description	Type	Credit
			Net \$0.00
			Balance \$104.20

New Deposit Detail

*Date: 09/09/2024 *Amount: \$

Payment Type: Office Payment

Payment Method: Cash Check/eCheck Credit/Debit Card

Comments:

*Payment Location: Check

View One Patron's Transactions

Quick Steps

1. Go to *Food Service > Information > Account Journal*.
2. Click **Open POS Account Search**. If the search has already been used, it will automatically open.
3. Enter and then select the name of the student. If you don't know the student's last name, enter a comma, space, and then the first name.
4. Click the Account. The Account Journal screen will appear with the Transaction List.

Example

Account Journal ☆

Account # 5661

New Transaction Print Transfer Adjustment

Account # 5661

Name: Dylan Victor Abegg Grade: 11 Date of Birth: 09/15/2007 Student Number: 171900001

Journal Period: From: 8/27/2024 To: 9/26/2024 Date Type: Full Date

Post	TX	Description	Patron	Debit	Credit	Run Balance
8/27/2024	8/27/2024	Starting Balance		0	\$104.20	

New Transaction

Quick Steps

1. Go to *Food Service > Information > Account Journal*.
2. Click **Open POS Account Search**. If the search has already been used, it will automatically open.
3. Enter and then select the name of the student. If you don't know the student's last name, enter a comma, space, and then the first name.
4. Click the Account.
5. Click **New Transaction**.
6. Fill in the required fields within Transaction Detail.
7. Click **Save**.

Example

Void Transactions

Quick Steps

1. Go to *Food Service > Information > Account Journal*.
2. Click **Open POS Account Search**. If the search has already been used, it will automatically open.
3. Enter and then select the name of the student. If you don't know the student's last name, enter a comma, space, and then the first name.
4. Click the Account.
5. Click the transaction you want to void. You must select the transaction. After you select the transaction, the **Void TX** button displays.
6. Click **Save**.

Example

Post	TX	Description	Patron	#	Debit	Credit	Run Balance
9/27/2024	9/27/2024	Starting Balance				\$104.30	
09/26/2024	09/26/2024	Cash Payment	Dylan Abegg	1	\$2.00		\$106.30

Adjustments

Quick Steps

1. Go to *Food Service > Information > Account Journal*.
2. Click **Open POS Account Search**. If the search has already been used, it will automatically open.
3. Enter and then select the name of the student. If you don't know the student's last name, enter a comma, space, and then the first name.
4. Click the Account.
5. Click **Adjustment**.
6. Fill in the required fields within the Adjustment section.
7. Click **Save**.

Example

Account Journal ☆
Account 5661

New Transaction Print Transfer **Adjustment**

Account # 5661

Name	Grade	Date of Birth	Student Number
Dylan Victor Abegg	11	09/15/2007	17190001

Journal Period
From: 8/27/2024 To: 09/26/2024 Date Type Post Date

Transaction List

Post	TX	Description	Patron	#	Debit	Credit	Run Balance
8/27/2024		Starting Balance		1		\$104.30	
09/26/2024	09/26/2024	Cash Payment	Dylan Abegg	1	\$2.00		\$106.30

Balance Transfers

Quick Steps

1. Go to *Food Service > Information > Account Journal*.
2. Click **Open POS Account Search**. If the search has already been used, it will automatically open.
3. Enter and then select the name of the student. If you don't know the student's last name, enter a comma, space, and then the first name.
4. Click the Account.
5. Click **Transfer**.
6. Enter the **Account #** of the person receiving the money and the **Amount**.
7. Click **Save**.

Example

Account Journal ☆
Account 5661

New Transaction Print Save Cancel

Transaction List

Post	TX	Description	Patron	#	Debit	Credit	Run Balance
8/27/2024		Starting Balance		1		\$104.30	
09/26/2024	09/26/2024	Cash Payment	Dylan Abegg	1	\$2.00		\$106.30

Net 0 106.30
Current Balance 106.30

Transaction Detail

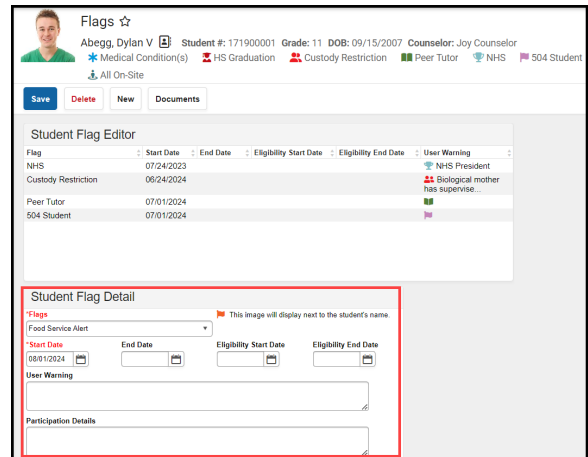
*Transfer To Account # *Amount

Flags

Quick Steps

1. Go to *Student Information > General > Flags*.
2. Click **Open Student Search**. If the search has already been used, it will automatically open.
3. Enter and then select the name of the student. If you don't know the student's last name, enter a comma, space, and then the first name.
4. Click the student's name.
5. Click **New**.
6. Select **Food Service Alert** in the Flags dropdown list.
7. Enter in a Start Date as 7/1/YYYY or 8/1/YYYY.
8. Enter a **User Warning**. (40 character max)
9. Click **Save**.

Example

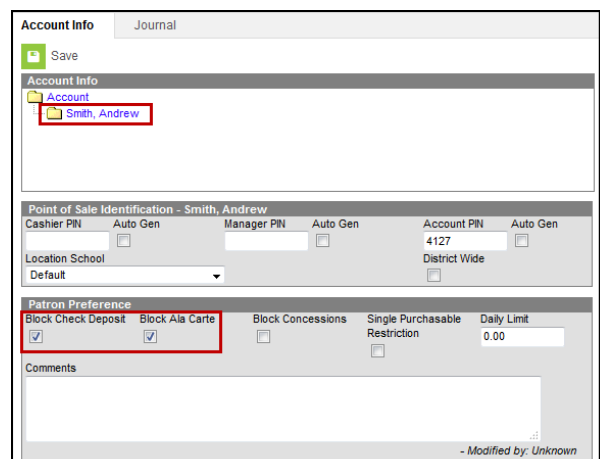


Block Ala Carte Items or Checks on the POS Terminal

Quick Steps

1. Click the **Search** tab.
2. Select **Account**, enter the student's last name, and click **Go**
3. Click on Account # (not name).
4. Click the **Account Info** tab.
5. Select the patron's name.
6. Mark the **Block Check Deposit** and/or **Block Ala Carte** checkboxes.
7. Click **Save**.

Example



PIN Report

Quick Steps

1. Go to *Point of Sale > Reports > PIN Report*
2. Select **PIN Report**.
3. Select your **School**.
4. Select one of the following **Sort Options**.
 - **Patron Name** - Pick this option if you want a master list.
 - **Homerroom Teacher** - Pick this option if you have homerooms in your school to get a list sorted by teacher.
5. Click **Generate**.

Example

Negative Account Balance Report

Quick Steps

1. Go to *Point of Sale > Reports > Patron Balance*.
2. Select **Low Balance Report**.
3. Select your **School**.
4. Enter **-.01** as the **Max Balance**.
5. Click **Generate Report**.

Example

Transaction Summary Report (Production Counts)

Quick Steps

Example

Quick Steps

1. Go to *Point of Sale > Reports > Transaction Summary*.
2. Select your **School**.
3. Select **All Services**.
4. Mark the **Include Purchasable Detail** checkbox.
5. Click **Generate Report**.

Example

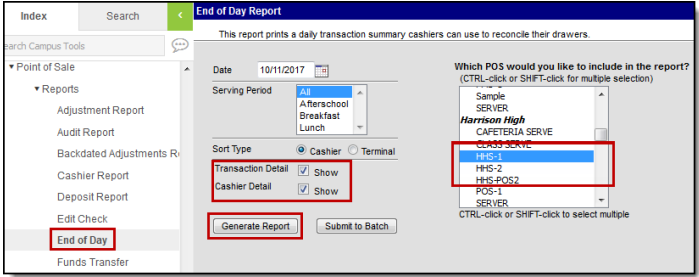
Transaction Detail Report (Journal of Transactions)

Quick Steps

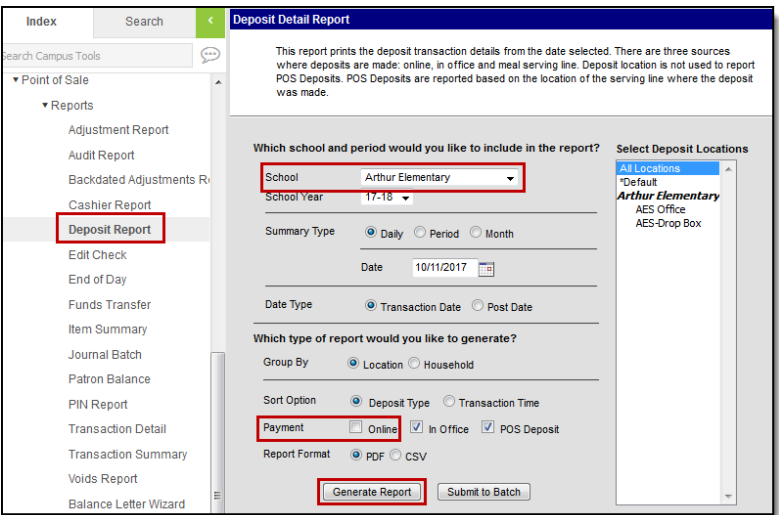
1. Go to *Point of Sale > Reports > Transaction Detail*.
2. Choose the Terminal.
3. Click **Generate Report**.

Example

End of Day Report (Drawer Counts)

Quick Steps	Example
<ol style="list-style-type: none"> 1. Go to <i>Point of Sale > Reports > End of Day.</i> 2. Select the Terminal on the right side. 3. Mark the Transaction Detail and Cashier Detail checkboxes. 4. Click Generate Report. 	

Deposit Report (View Entered Checks, etc.)

Quick Steps	Example
<ol style="list-style-type: none"> 1. Go to <i>Point of Sale > Reports > Deposit Report.</i> 2. Select your School. 3. Clear the Online Payments checkbox. 4. Click Generate Report. 	

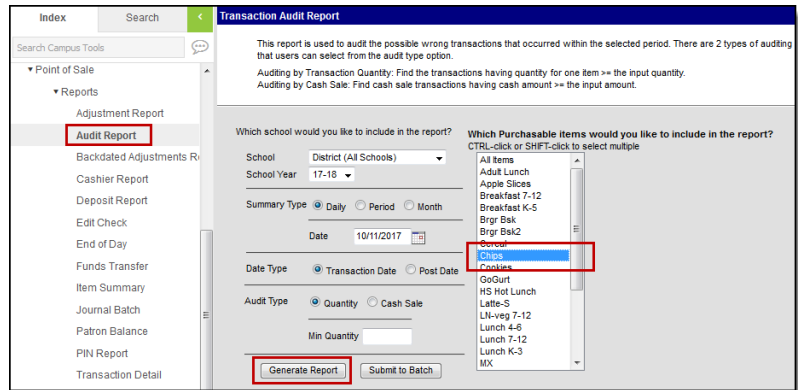
Audit Report (When Transactions Look Wrong)

Quick Steps	Example

Quick Steps

1. Go to *Point of Sale > Reports > Audit Report*.
2. Select the Item(s) you want to report.
3. Click **Generate Report**.

Example



View Student Details (Phone Numbers, etc.)

Quick Steps

1. Go to *Student Information > General > Summary*.
2. Click **Open Student Search**. If the search has already been used, it will automatically open.
3. Enter and then select the name of the student. If you don't know the student's last name, enter a comma, space, and then the first name.
4. Click the student's name.

Example

