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.)

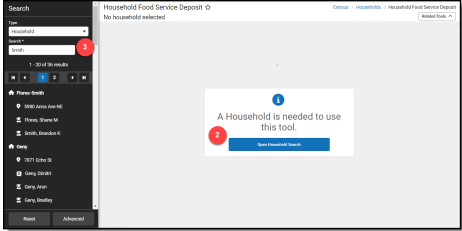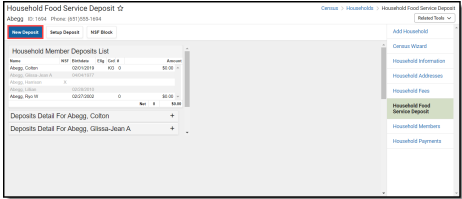The instructions in this cheat sheet apply to the New Look look of Campus.

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 *Census > Households > Household Food Service Deposit.*	
2 & 3	Enter and then select the name of the Household.	
3	Click the **New Deposit** button.	

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 • 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.	OR
6	Select the **Payment Method** and **Payment Location**.	
7	Click **Save**.	

Deposit (Single Patron)

Quick Steps	Example
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**.	

View One Patron's Transactions

Quick Steps	Example
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.	

New Transaction

Quick Steps	Example
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**.	

Void Transactions

Quick Steps	Example
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**.	

Adjustments

Quick Steps	Example
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**.	

Balance Transfers

Quick Steps	Example
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**.	

Flags

Quick Steps	Example
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**.	
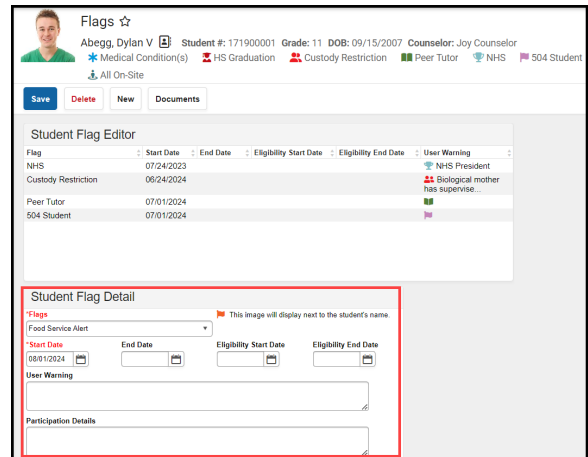
Block Ala Carte Items or Checks on the POS Terminal

Quick Steps	Example
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**.	
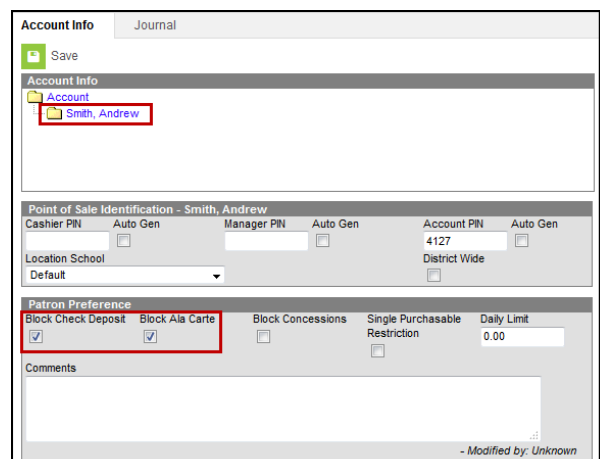
PIN Report

Quick Steps	Example

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.
    ○ **Homeroom Teacher** - Pick this option if you have homerooms in your school to get a list sorted by teacher.
5. Click **Generate**.	

Negative Account Balance Report

Quick Steps	Example
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**.	

Transaction Summary Report (Production Counts)

Quick Steps	Example

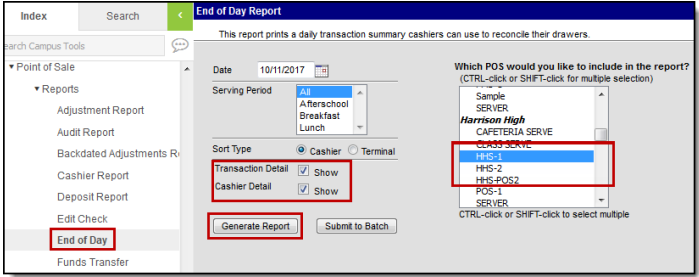| Quick Steps	Example
1. Go to *Point of Sale > Reports > Transaction Summary*. 2. Select your **School**. 3. Select **All Services**. 4. Mark the **Include Purchasable Detail** checkbox. 5. Click **Generate Report**.	

Transaction Detail Report (Journal of Transactions)
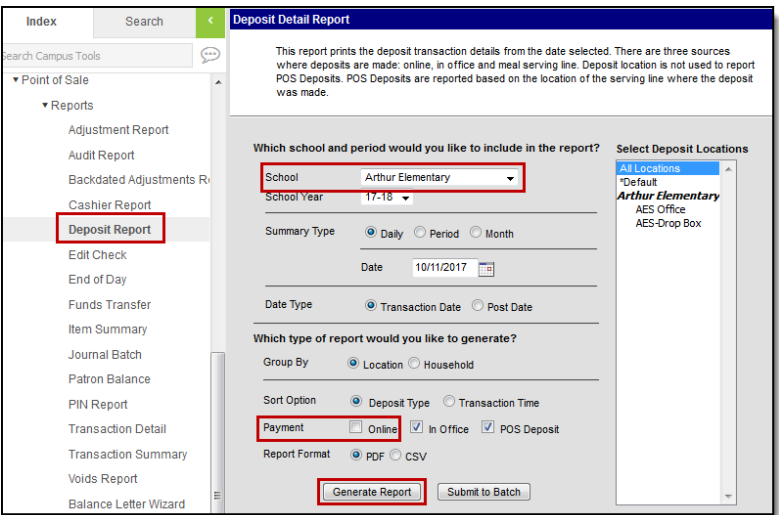
Quick Steps	Example
1. Go to *Point of Sale > Reports > Transaction Detail*. 2. Choose the Terminal. 3. Click **Generate Report**.	

End of Day Report (Drawer Counts)

Quick Steps	Example
1. Go to *Point of Sale > Reports > End of Day*. 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.)

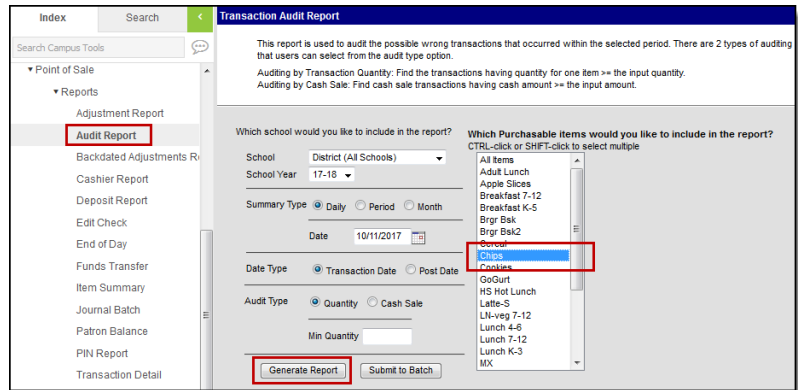| Quick Steps	Example
1. Go to *Point of Sale > Reports > Deposit Report*. 2. Select your **School**. 3. Clear the **Online** Payments checkbox. 4. Click **Generate Report**.	

Audit Report (When Transactions Look Wrong)

Quick Steps	Example

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

View Student Details (Phone Numbers, etc.)

Quick Steps	Example
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.	