

# Food Service (Portal)

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✔ This article is for parents to use. Districts can choose to provide this information to their parents or use it as a guide for creating district-owned documentation.

The Food Service screen allows parents and students access to the following food service information:

- **Current account balances**
- **Transactions** (food item purchases, account deposits of cash, check and credit card, when enabled)
- **Account history** (historical transaction records)
- **Account adjustments** (debits/credits)

⚠ The link to the **Food Service** screen does not display for everyone. Specific school operations and settings determine whether this link displays. Similarly, the [Payments](#) link, which allows you to electronically deposit funds into food service accounts, is only available if that feature is used by the school.

The link to the **Food Service** screen displays in the Portal index, as shown:

The screenshot shows the 'Food Service' section of a portal. On the left is a navigation menu with 'Food Service' highlighted. The main content area is titled 'Food Service' and displays account information for 'Family Account' (Account # 4451) with a balance of \$113.15 as of 02/22/2013. Below this is a 'Transaction Detail' section with filters for 'Family Account', 'Month', and 'February (2013)'. A table lists transactions with columns for Date, Patron, Item, Comment, Debit, and Credit. The table shows a starting balance of \$96.40 and several transactions including lunch meals and cookies. At the bottom, a summary shows 'Total Debits/Credits' of \$3.25 and an 'Ending Balance as of 02/22/2013' of \$116.40.

Account Name	Account #	Balance as of 02/22/2013
Family Account	4451	\$113.15

  

Date	Patron	Item	Comment	Debit	Credit
02/01/2013		Starting Balance			\$96.40
02/04/2013	Andrew S	Lunch Meal (Sec)		\$0.00	
		Cookie		\$0.35	
		Medium Item \$.60		\$0.60	
02/04/2013	Emma S	Brkfst Meal (Elem)		\$0.00	
02/04/2013	Emma S	Brkfst Meal (Elem)		\$0.00	
02/05/2013	Emma S	Lunch Meal (Sec)		\$1.95	
		Cookie		\$0.35	
02/05/2013	Andrew S	Lunch Meal (Sec)		\$0.00	

Total Debits/Credits: \$3.25      \$116.40  
Ending Balance as of 02/22/2013: \$113.15

Image 1: Food Service Screen

# Account Types

Depending on school setup of food service accounts, the organization of the Food Service screen may vary. Some users may have family accounts, where one account is shared by all individuals in the household. Other users may have individual accounts, where an account exists for each member of a household.

The screenshot shows a navigation menu on the left with 'Food Service' highlighted. Two views of the 'Food Service' screen are shown, separated by 'OR'. The top view shows a 'Family Account' with a balance of \$113.15 as of 02/22/2013. A callout box states 'One account is shared by all individuals in the household.' The bottom view shows individual student accounts with balances as of 01/27/2011. A callout box states 'Current individual balances for students in the household who have Food Service accounts.' Red arrows point from the 'Food Service' menu item to both views.

Account Name	Account #	Balance as of 02/22/2013
Family Account	4451	\$113.15

OR

Account Name	Account #	Balance as of 01/27/2011
Kommer, Emily N	15726	\$-0.70
Kommer, Jarred L	3356	\$5.85
Kommer, Jessica	15725	\$16.90
Kommer, Mallory S	2706	\$20.00

Image 2: Family Account versus Individual Student Food Service Accounts within the same Household

## Viewing Account Information

The Food Service screen includes the following features.

**Food Service**

Account Name	Account #	Balance as of 01/27/2011
Kommer, Emily N	15726	\$-0.70
Kommer, Jarred L	3356	\$5.85
Kommer, Jessica	15725	\$16.90
Kommer, Mallory S	2706	\$20.00

Transaction Detail

Show transactions for:   Month  Date Range

Date	Patron	Item	Debit	Credit
01/01/2011		Starting Balance		\$4.00
01/18/2011	Emily K	Fruit, Fresh VWhole	\$0.50	
		2 X Rc Krspy	\$1.60	
		3 X Peanut Butter cup	\$1.20	
		2 X Lg Cookie	\$0.80	
		Yogrt	\$0.60	
Total Debits/Credits			\$4.70	\$4.00
Ending Balance as of 01/27/2011				\$-0.70

Image 3: Account Information

## Account Information Area

The following information is available at the top of the screen:

Food Service		
Account Name	Account #	Balance as of 01/27/2011
Kommer, Emily N	15726	\$-0.70
Kommer, Jarred L	3356	\$5.85
Kommer, Jessica	15725	\$16.90
Kommer, Mallory S	2706	\$20.00

Image 4: Individual Accounts

Column	Description
Account Name	This column lists the names of household members who have individual Food Service accounts.

<b>Account Number</b>	This column indicates the number associated to the accounts established for the household.
<b>Balance as of (Current Date)</b>	This column indicates the balance for each account, as of the current date.

## Transaction Detail Area

The Transaction Detail area, located in the middle of the page, controls which transactions are displayed in the list at the bottom of the page. Information may be filtered based on the fields in this section:

Transaction Detail

Show transactions for   Month  Date Range

Date	Patron	Item	Comment	Debit	Credit
01/01/2011		Starting Balance			\$4.00
01/18/2011	Emily K	Fruit, Fresh Whole		\$0.50	
		2 X Rc Krspy		\$1.60	

Image 5: Transaction Detail

Field / Button	Description
<b>Show Transactions for</b>	This dropdown field allows the user to select the person/account to be reviewed or <a href="#">printed</a> . If switching between accounts, click the <b>Go</b> button to refresh the information in the Transaction List table. If accounts are set up as family accounts, the user can choose to view/print specific student transactions or family account transactions.
<b>Month</b>	When the <b>Month</b> button is selected, the user may select a month from the dropdown list that appears. After clicking the <b>Go</b> button, all transactions posted for that month will display. The <b>Ending Balance</b> total at the bottom of the page will be the balance as of the last day of the selected month, <i>OR</i> , the current date, if the selected month is the current month.
<b>Date Range</b>	When the <b>Date Range</b> button is selected, the user should enter a start date and an end date in the two fields that appear. After clicking the <b>Go</b> button, all transactions posted on and between the specified start and end dates will be displayed in the Transaction List table.
<b>Go</b>	Clicking on the <b>Go</b> button refreshes the display of the Transaction List table, based on the criteria currently displayed in the Transaction Detail area.
<b>Print</b>	Clicking on the <b>Print</b> button will generate a PDF of transaction data, based on the criteria currently displayed in the Transaction Detail area.

## Transaction List Table

The following types of information may appear in the table at the bottom of the screen, if the account has applicable transactions posted:

Date	Patron	Item	Comment	Debit	Credit
01/01/2011		Starting Balance			\$4.00
01/18/2011	Emily K	Fruit, Fresh Whole		\$0.50	
		2 X Rc Krspy		\$1.60	
		3 X Peanut Butter cup		\$1.20	
		2 X Lg Cookie		\$0.80	
		Yogrt		\$0.60	
Total Debits/Credits				\$4.70	\$4.00
Ending Balance as of 01/27/2011					-\$0.70

Image 6: Transaction List

Column	Description
<b>Date</b>	This column contains dates on which transactions occurred.
<b>Patron</b>	The patron to whom the transaction directly relates.
<b>Item</b>	<p>The transaction type - generally a deposit or (food) purchase, but may also include adjustments, voided items and starting balances.</p> <ul style="list-style-type: none"> <li>• <b>Purchases</b> - each item and/or meal name will be indicated (e.g., Brkfst Meal, Pizza, Milk, Ala Carte).</li> <li>• <b>Deposits</b> - to the account, it will be listed as "Deposit" with a description of the payment method listed in the <b>Comment</b> column.</li> </ul> <p>Entries in gray font are posted transactions that have been successfully voided.            Entries in red font represent the action of voiding the original transaction (the preceding items in gray font).</p>
<b>Comment</b>	Entries in this column provide additional details on the transaction listed in the <b>Item</b> column. These are a standard set of labels applied to the transaction.

	<ul style="list-style-type: none"> <li>• <b>Comments on Purchases</b> - If the transaction was a meal or food item purchase, the school's internal method of processing may be indicated ( <i>e.g.</i> , Cafeteria Serve, Class Serve).</li> <li>• <b>Comments on Deposits</b> - If the transaction was a deposit, the payment method is indicated as "Cash," "Check #," "Credit Card #," "Online Checking" or "Online Savings" (the last <b>three</b> options are only applicable if a school allows that type of payment method).</li> <li>• <b>Voided Transactions</b> - If the purchase or deposit transaction has been voided, it will be indicated. Comments on the voided transaction will display, if entered. Entries in <i>gray</i> font are posted transactions that have been successfully voided. Entries in <i>red</i> font represent the action of voiding the original transaction (the preceding items in gray font).</li> </ul>
<b>Debit</b>	This column indicates a purchase or adjustment amount that <i>reduced</i> the current account balance.
<b>Credit</b>	This column indicates a deposit or adjustment amount that <i>increased</i> the current account balance.

Below the Transaction List table are two three totals: **Total Debits, Total Credits, Ending Balance as of [Date]**.



These totals are for the **Month** or **Date Range** currently displayed in the Transaction Detail area.

## Example of Printed Account Information

Clicking on the **Print** button will generate a PDF of transaction data, based on the criteria currently displayed in the Transaction Detail area.

# Food Service Account Statement for Stephanie Aarons

15-16  
 Fillmore High School  
 610 James Burgess Rd, Suwanee MN 45666

Generated on 05/14/2016 10:57:11 AM

## Transaction Summary for Stephanie Aarons

Balance as of 05/06/2016	Debit	Credit	Transfer	Deposit	Balance as of 06/06/2016
\$18.25	\$21.25	\$0.00	\$20.00	\$0.00	\$17.00

## Transaction Detail for Stephanie Aarons

Transaction Time	Patron Name	Category	Item	#	Debit	Credit	Run Balance
1. 05/10/2016 09:08	Aarons, Stephanie	Ala Carte	Yogurt	1	\$0.75		
		Ala Carte	VT Wtr	1	\$4.00		
							\$13.50
2. 05/10/2016 09:49	Aarons, Stephanie	Transfer from Account#4855 (Aarons, Lisa)					\$20.00
							\$33.50
3. 05/11/2016 12:00	Aarons, Stephanie	Ala Carte	GoGurt	1	\$1.00		
		Ala Carte	GoGurt	1	\$1.00		
							\$31.50
4. 05/11/2016 12:00	Aarons, Stephanie	Lunch Meal	Lunch 7-12	1	\$1.75		
							\$29.75
5. 05/12/2016 12:00	Aarons, Stephanie	Lunch Meal	Lunch 7-12	1	\$2.50		
		Ala Carte	X-Milk	1	\$0.25		
							\$27.00
6. 05/13/2016 12:00	Aarons, Stephanie	Breakfast Meal	Breakfast 7-12	1	\$2.00		
							\$25.00
7. 05/13/2016 12:00	Aarons, Stephanie	Lunch Meal	Lunch 7-12	1	\$2.50		
		Ala Carte	X-Milk	1	\$0.25		
		Ala Carte	Nachos	1	\$5.25		
							\$17.00
<b>Total Debits/Credits</b>					<b>\$21.25</b>	<b>\$20.00</b>	

Image 7: Example of Printed Account Information for a Household Account