Food Service (Portal)
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Account Types | Viewing Account Information | Example of Printed Account Information

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:

![Image 1: Food Service Screen](image_url)
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.

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.
Image 3: Account Information

Account Information Area

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

**Food Service**

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account #</th>
<th>Balance as of 01/27/2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kommer, Emily N</td>
<td>15726</td>
<td>$-0.70</td>
</tr>
<tr>
<td>Kommer, Jarred L</td>
<td>3356</td>
<td>$5.85</td>
</tr>
<tr>
<td>Kommer, Jessica</td>
<td>15725</td>
<td>$16.90</td>
</tr>
<tr>
<td>Kommer, Mallory S</td>
<td>2706</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

Current balances for students in the household who have Food Service Accounts.

Transactions are based on the student and date range selected. "Go" refreshes the displayed data.

Image 4: Individual Accounts

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Name</td>
<td>This column lists the names of household members who have individual Food Service accounts.</td>
</tr>
<tr>
<td>Account Number</td>
<td>This column indicates the number associated to the accounts established for the household.</td>
</tr>
</tbody>
</table>
Balance as of (Current Date)  
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:

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

### 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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Patron</th>
<th>Item</th>
<th>Comment</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2011</td>
<td></td>
<td>Starting Balance</td>
<td></td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td>01/02/2011</td>
<td>Emily K</td>
<td>Fruit, Fresh Whole</td>
<td></td>
<td>$0.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 x Re: Krispy</td>
<td></td>
<td>$1.60</td>
<td></td>
</tr>
</tbody>
</table>
Image 6: Transaction List

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>This column contains dates on which transactions occurred.</td>
</tr>
<tr>
<td>Patron</td>
<td>The patron to whom the transaction directly relates.</td>
</tr>
<tr>
<td>Item</td>
<td>The transaction type - generally a deposit or (food) purchase, but may also include adjustments, voided items and starting balances.</td>
</tr>
<tr>
<td></td>
<td>- Purchases - each item and/or meal name will be indicated (e.g., Brkfst Meal, Pizza, Milk, Ala Carte).</td>
</tr>
<tr>
<td></td>
<td>- Deposits - to the account, it will be listed as “Deposit” with a description of the payment method listed in the Comment column. 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).</td>
</tr>
<tr>
<td>Comment</td>
<td>Entries in this column provide additional details on the transaction listed in the Item column. These are a standard set of labels applied to the transaction.</td>
</tr>
<tr>
<td></td>
<td>- Comments on Purchases - If the transaction was a meal or food item purchase, the school's internal method of processing may be indicated (e.g., Cafeteria Serve, Class Serve).</td>
</tr>
<tr>
<td></td>
<td>- Comments on Deposits - If the transaction was a deposit, the payment method is indicated as &quot;Cash,&quot; &quot;Check #,&quot; &quot;Credit Card #,&quot; &quot;Online Checking&quot; or &quot;Online Savings&quot; (the last three options are only applicable if a school allows that type of payment method).</td>
</tr>
<tr>
<td></td>
<td>- Voided Transactions - If the purchase or deposit transaction has been voided, it will be indicated. Comments on the voided transaction will display, if entered. 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).</td>
</tr>
</tbody>
</table>
Debit This column indicates a purchase or adjustment amount that reduced the current account balance.

Credit This column indicates a deposit or adjustment amount that increased 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 Family Account

12-13 • PUBLIC SCHOOLS
4321 109TH AVENUE NE, BLAINE MN 55449

Transaction Summary for Family Account

<table>
<thead>
<tr>
<th>Balance as of 01/01/2013</th>
<th>Debit</th>
<th>Credit</th>
<th>Transfer</th>
<th>Deposit</th>
<th>Balance as of 01/31/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8.85</td>
<td>$11.15</td>
<td>$62.60</td>
<td>$0.00</td>
<td>$14.75</td>
<td>$75.25</td>
</tr>
</tbody>
</table>

Transaction Detail for Family Account

1. 01/03/2013 09:55
   Switch, Jimmy
   01/03/2013 12:01
   Voiced Transaction
   Ala Cane
   Hot Ent-Inf
   1
   $1.00

2. 01/03/2013 09:55
   Switch, Joey
   01/03/2013 09:55
   Deposit
   Check # 1111
   1
   $1.40

3. 01/03/2013 09:55
   Switch, Jimmy
   01/03/2013 09:55
   Deposit
   Check # 1111
   1
   $1.00

4. 01/03/2013 09:55
   Switch, Joey
   01/03/2013 09:55
   Deposit
   Cash
   Amount: $14.75
   1
   $14.75

5. 01/03/2013 10:01
   Switch, Joey
   01/03/2013 10:01
   Deposit
   Ala Cane
   Milk, 8 oz PLAS
   1
   $0.40

   Cash Payment
   5.00

6. 01/03/2013 11:01
   Switch, Jimmy
   01/03/2013 11:02
   Deposit
   1
   $7.80

7. 01/16/2013 10:02
   Switch, Joey
   01/16/2013 10:02
   Transfer from Account #21068 (Switch, Jimmy)
   $22.80

8. 01/16/2013 10:02
   Switch, Jimmy
   01/16/2013 10:02
   Transfer from Account #21068 (Switch, Jimmy)
   $22.80

9. 01/16/2013 13:45
   Switch, Joey
   01/16/2013 13:45
   Lunch
   LUNCH/SH
   1
   $2.00

   Ala Cane
   Peanut Butter cup
   1
   $0.40

   Ala Cane
   SWITCH
   1
   $1.25

10. 01/16/2013 13:45
    01/16/2013 13:45
    Switch, Jimmy
    Ala Cane
    Lg Chip
    1
    $0.80

    Ala Cane
    Pretzel, lg
    1
    $0.75

    Ala Cane
    Lg Cookie
    1
    $0.40

    Ala Cane
    Rc Krispy
    1
    $0.80

    Ala Cane
    SWITCH
    1
    $1.25

11. 01/16/2013 13:45
    01/16/2013 13:49
    Switch, Joey
    Deposit
    $30.00

12. 01/17/2013 10:21
    01/17/2013 10:22
    Switch, Joey
    Lunch
    LUNCH/SH
    1
    $0.00

    Ala Cane
    Fruit, Fresh Whole
    1
    $0.50

13. 01/17/2013 10:24
    01/17/2013 10:24
    Switch, Joey
    Voiced Transaction
    Ala Cane
    Lg Milk
    1
    $4.38

14. 01/17/2013 10:29
    01/17/2013 10:29
    Switch, Jimmy
    Lunch
    LUNCH/SH
    1
    $0.00

    Ala Cane
    Peanut Butter cup
    1
    $0.40

    Ala Cane
    Lg Milk
    1
    $1.00

Total Debits/Credits $33.95 $166.35
Image 7: Example of Printed Account Information for a Household Account