Add a New Transaction to a Food Service Account

Last Modified on 10/22/2022 9:50 am CDT

Classic View: Point of Sale > Account Maintenance > Account > Journal tab

Search Terms: Journal

In general, the Journal tab is for viewing account activity and making transaction adjustments.

> Deposits should NOT be entered on the Journal tab. To enter a deposit, do so through the FS Deposit tab or by processing the deposit at the Point of Sale Terminal. Deposits entered on the Journal tab do NOT display on the FS Deposit tab.

If a transaction was not processed through standard deposit tools, it may be manually created on this screen. To create a new purchase transaction, click the **New Transaction** button.

Account Journal ☆

Food Service > Information > Account Journal

New Transaction **Save** **Cancel**

Journal Period

From 7/25/2020   To 08/24/2020   Date Type Post Date ▼

Transaction List

Post	TX	Description	Patron	#	Debit	Credit	Run Balance
7/25/2020	7/25/2020	Starting Balance					
		Balance		1		$6.95	

		Net	0	6.95	
		Current Balance		6.95	

Transaction Detail

*Customer **Emily Smith** ▼

*Application ▼

*Date 8/24/2020

Time

*Location ▼

*Service ▼

Payment Method ▼

Reference #

Description

Transaction Item List

Entry Type	Purchasable Item	Quantity	Amount
◉ Debit ○ Credit	▼		
◉ Debit ○ Credit	▼		
◉ Debit ○ Credit	▼		
◉ Debit ○ Credit	▼		
◉ Debit ○ Credit	▼		

Adding a New Purchase Transaction

1. Select the **Customer** (patron name) that should be associated with this transaction. If the account is a family account, multiple names will be available for selection.
2. Select the **Location** where this transaction occurred.
3. Enter the transaction **Date** in *MMDDYY* format or click the calendar icon to select a date.
4. Enter the **Time** of the transaction in *HHMM* format,
5. Select the **Application** (service layout) to which the transaction is assigned.
6. Select the **Service** (serving period menu) to which the transaction is assigned.
7. Enter a **Description** of the transaction.

When adding a new purchase transaction, do not select/enter items in the **Payment Method** or **Reference #** fields.

In the Transaction Item List editor:

1. Select the **Debit** button to indicate that the purchase amount to be subtracted from the patron's current account balance.
2. Select the **Purchasable Item** to be debited from the patron's account.
3. Enter a number in the **Quantity** field to indicate how many of the Purchasable Items should be processed.

Review and **Save** the new transaction. The transaction will appear in the Transaction List editor.

Generic Account or Combination Purchases

If a generic account purchase should be tracked, the Journal can be adjusted to reflect the purchase but not retain it as a debit against the patron's account.

The following types of scenarios are related to tracking generic account or combination purchases:

- **Correction/Adjustment involving a generic account purchase** - If a student purchases a meal on their account and also purchases an additional item with cash, but the cashier processes both to the patron's account, the Journal will require an adjustment. The cost of the cash-payed item can be credited back to the patron's account so that he/she is not getting charged twice.
- **Generic account purchase occurring outside of regular processing** - If a generic account purchase could not be processed via the normal method (*e.g.*, terminal was not in use or connected to the network at the time of purchase) it can still be entered for historical purposes.

To create a new generic account deposit transaction, click the **New Transaction** icon in the action bar *OR* select the existing transaction to be corrected.

In this example, both items should be tracked for the account, but only the Lunch Meal Item was purchased with the account, while the Fruit was paid for in cash. The fruit amount must therefore be credited.

Example Transaction

The Transaction Detail and Transaction Item List editors will display.

Enter or verify information in the Transaction List editor:

1. Select the **Customer** (patron name) that should be associated with this transaction. If the account is a family account, multiple names will be available for selection.
2. Select the **Location** where this transaction occurred *(i.e.,* the name of the POS terminal, unless Cafeteria Serve or Class Serve functionality was used).
3. Enter the transaction **Date** in *MMDDYY* format or click the calendar icon to select a date.

4. Enter the **Time** of the transaction in *HHMM* format.

> Best practice is to leave this field blank. Campus uses the default time of midnight which can help you identify transactions that are manually entered.

5. Select the **Application** (service layout) to which the transaction is assigned.
6. Select the **Service** (serving period menu) to which the transaction is assigned.
7. Select the **Payment Method** used for the new deposit transaction.
8. Enter the **Reference #** if it applies to the type of Payment Method selected.
9. Enter a **Description** of the transaction.

ALL items that were purchased should then be added as debits in the Transaction Item List editor. Any item not purchased with funds from the patron's account (*e.g.,* purchased with cash) should then be credited back to the patron. This allows the purchase to be tracked, but not charged, to the account.

1. Select the **Debit** button for all items that were purchased (cash or account).

2. Select the **Credit** button to credit the patron's account for purchases NOT paid for by the account (*e.g.,* cash).
3. Enter the **Amount** to be credited back to the patron's account.
4. Enter a number in the **Quantity** field to indicate how many of the Purchasable Items should be processed.

Review and **Save** the transaction.