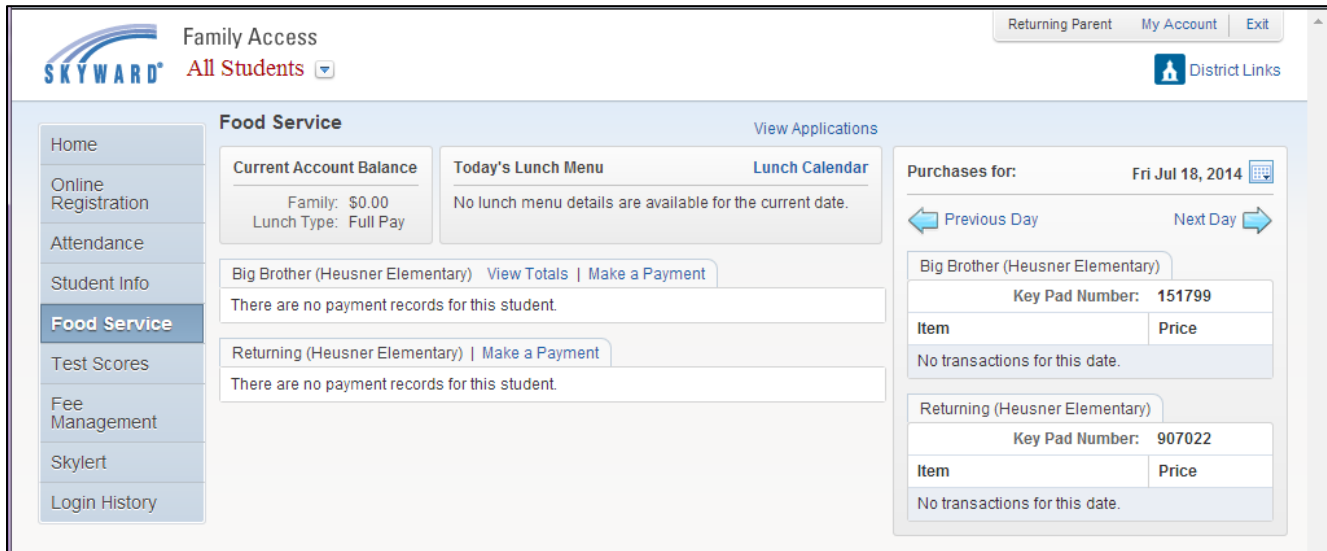


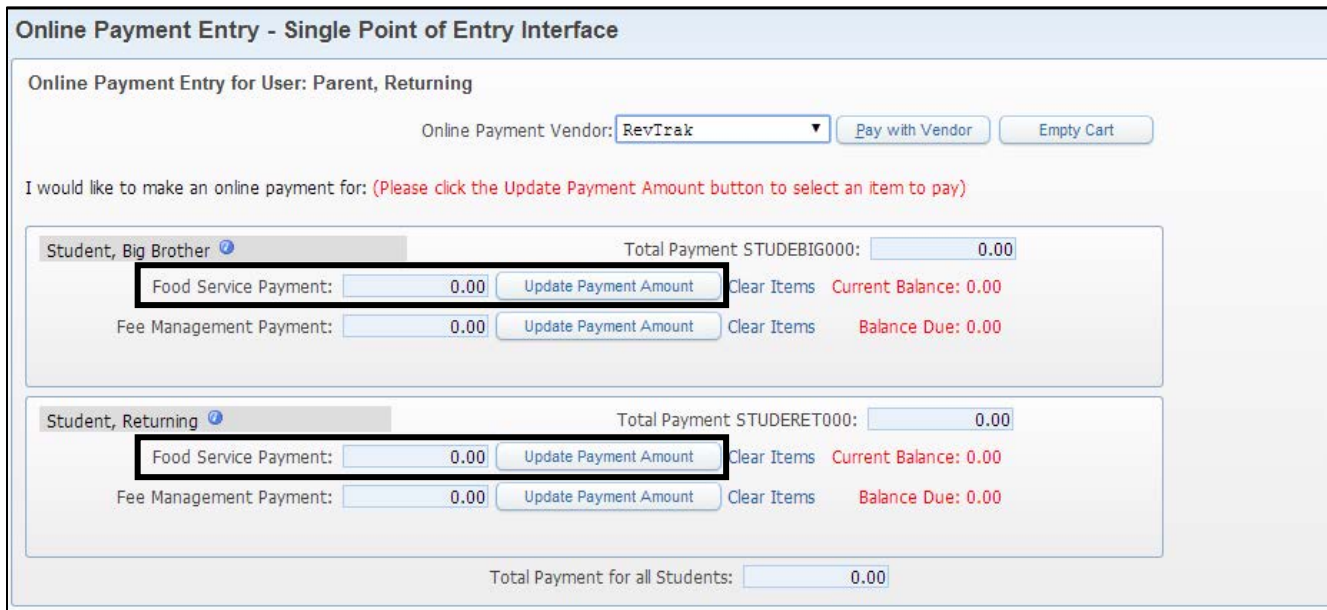
Food Service Payment

Log into Skyward Family Access and click on the Food Service Link on the left side of the page to make a food service payment. Your students will be listed on this screen.



The screenshot shows the Skyward Family Access interface. On the left is a navigation menu with 'Food Service' highlighted. The main content area is titled 'Food Service' and includes a 'Current Account Balance' section showing Family: \$0.00 and Lunch Type: Full Pay. There are two student entries: 'Big Brother (Heusner Elementary)' and 'Returning (Heusner Elementary)', both with 'There are no payment records for this student.' On the right, there are sections for 'Purchases for: Fri Jul 18, 2014' and two tables for 'Big Brother (Heusner Elementary)' and 'Returning (Heusner Elementary)', both showing 'No transactions for this date.' with a 'Key Pad Number' field.

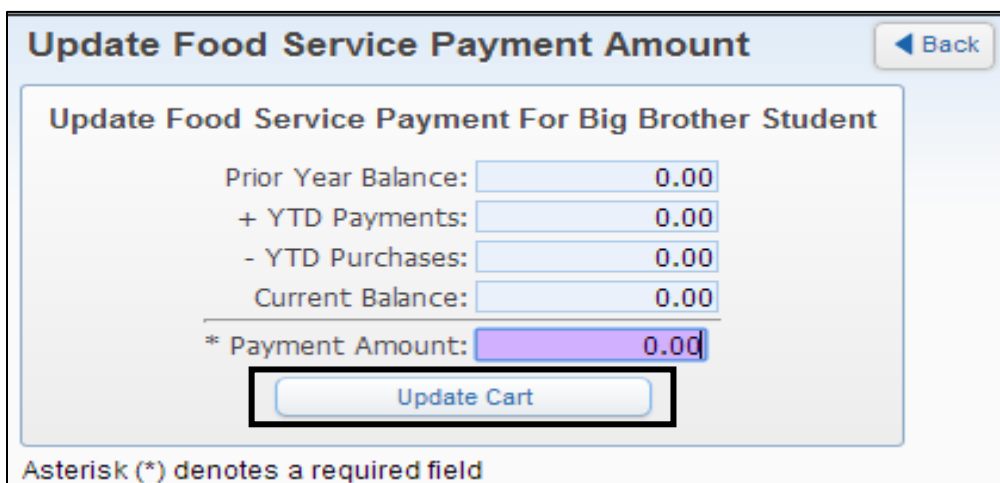
Click Make a Payment and the following screen appears.



The screenshot shows the 'Online Payment Entry - Single Point of Entry Interface'. It is for a 'Parent, Returning' user. The 'Online Payment Vendor' is set to 'RevTrak'. Below, there are two student entries: 'Student, Big Brother' and 'Student, Returning'. Each entry has a 'Food Service Payment' line with a value of 0.00 and an 'Update Payment Amount' button. There are also 'Fee Management Payment' lines and 'Total Payment' fields for each student, all showing 0.00. A 'Total Payment for all Students' field at the bottom also shows 0.00.

Click on Update Payment Amount on one of the Food Service Payment lines and this next screen appears.

Next, enter the amount of \$ you want to apply to the food service account and click Update Cart button.



The screenshot shows the 'Update Food Service Payment Amount' screen. It is titled 'Update Food Service Payment For Big Brother Student'. It contains a summary of the account balance: 'Prior Year Balance: 0.00', '+ YTD Payments: 0.00', '- YTD Purchases: 0.00', and 'Current Balance: 0.00'. Below this is a required field '* Payment Amount:' with a value of 0.00. At the bottom, there is an 'Update Cart' button. A note at the bottom states 'Asterisk (*) denotes a required field'.

The amount entered in the last step will now show up on the food service line where it was entered. The amount will show up on only one student line, but will be available for all students in the family.

Online Payment Entry - Single Point of Entry Interface ← Back

Online Payment Entry for User: Parent, Returning

Online Payment Vendor:

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

Student, Big Brother ⓘ	Total Payment STUDEBIG000:	<input type="text" value="25.00"/>
Food Service Payment:	<input type="text" value="25.00"/> <input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/> Current Balance: 0.00
Fee Management Payment:	<input type="text" value="0.00"/> <input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/> Balance Due: 0.00

Student, Returning ⓘ	Total Payment STUDERET000:	<input type="text" value="0.00"/>
Food Service Payment:	<input type="text" value="0.00"/> <input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/> Current Balance: 0.00
Fee Management Payment:	<input type="text" value="0.00"/> <input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/> Balance Due: 0.00

Total Payment for all Students: