How Do I Make a Meal Payment?

The meal selections available are set and maintained by the School District. If you are looking for a date range that is not listed, please contact your School District.

Note: If your School District is not using the Meals module in PayForIt.net, you will not see the option on your menu bar.

Contents

Step 1 – Meal Menu→Meal Payment

To make a scheduled meal payment from the homepage, press <u>Meal</u> and choose <u>Meal Payment.</u>
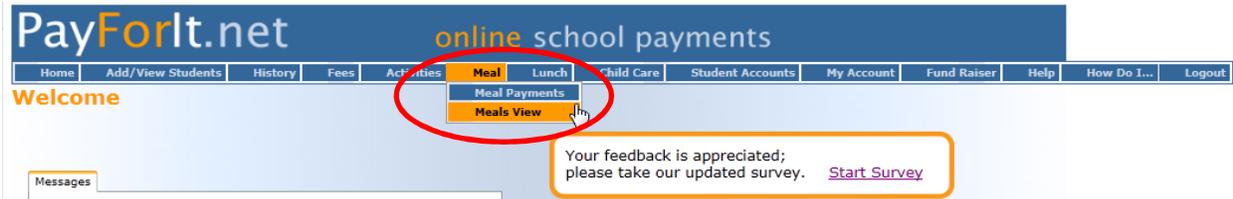
Step 2 – Select School and Program

1) Select the School and the Program; the school and the meal program will default to the primary school and the meal program for the school.

2) Press the <u>Go To Menu</u> button to make selections.

Step 3 – Make Selections for the First Week

3) The meal choices provided by the school will display, starting with the first week available.
   a) Go back to the previous screen, by pressing the <u>Previous</u> button.
   b) Press the Save Selections button to save the choices made for that week.

Meal Payment

Menu for meals - Week of 5/7/2012

	Meal Choice for: Monday 5/7/2012	Meal Choice for: Tuesday 5/8/2012	Meal Choice for: Wednesday 5/9/2012	Meal Choice for: Thursday 5/10/2012	Meal Choice for: Friday 5/11/2012
Item 1	Mac and Cheese ☑ Amber Colbert ($2.00)	Chef salad ☐ Amber Colbert ($2.00)	Pizza ☑ Amber Colbert ($2.00)	PB & J ☐ Amber Colbert ($2.00)	Mac and Cheese ☑ Amber Colbert ($2.00)
Item 2	PB & J ☐ Amber Colbert ($2.00)	Mac and Cheese ☑ Amber Colbert ($2.00)	Turkey Sandwich ☐ Amber Colbert ($2.00)	Chef salad ☑ Amber Colbert ($2.00)	Pizza ☐ Amber Colbert ($2.00)

[Previous] [Save Selections]

Weeks in Program

☐ 5/7/2012 (Selecting)
☐ 5/14/2012
☐ 5/21/2012
☐ 5/28/2012

Step 4 – Confirm, Remove and Select Items for the First Week

4) Verify selections:
   a) The cost for all selected days will be totaled, and any ICF fees applied.

   b) Delete any Meal Selections from the transaction, by pressing the <u>Delete</u> link next to the activity.

Meal Payment

Meals Selected for 5/7/2012

	Name	Amount	Internet Convenience Fee	Trans. Fee	Total
Delete	Amber Colbert 05/07/2012 - Mac and Cheese	$2.00	$0.00	$1.25	$3.25
Delete	Amber Colbert 05/08/2012 - Mac and Cheese	$2.00	$0.00	$0.00	$2.00
Delete	Amber Colbert 05/09/2012 - Pizza	$2.00	$0.00	$0.00	$2.00
Delete	Amber Colbert 05/10/2012 - Chef salad	$2.00	$0.00	$0.00	$2.00
Delete	Amber Colbert 05/11/2012 - Mac and Cheese	$2.00	$0.00	$0.00	$2.00
	Total:	$10.00	$0.00	$1.25	$11.25

[Previous] [Select Items for 5/14/2012]

Weeks in Program

☑ 5/7/2012 (Done)
☐ 5/14/2012 (Selecting)
☐ 5/21/2012
☐ 5/28/2012

5) Press the <u>Select Items</u> button for that week to proceed to the next step.

Step 5 – Continue to Make Selections for all Available Weeks

6) Continue choosing selections for each week available, the available weeks in the program will be listed showing when all have been selected.

Weeks in Program

☑ 5/7/2012 (Done)
☑ 5/14/2012 (Done)
☑ 5/21/2012 (Done)
☐ 5/28/2012 (Selecting)
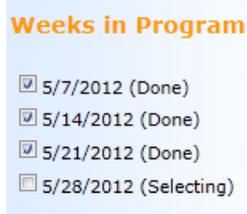
7) On the last week's selection, the <u>Save Selections</u> button will change from a date designation to simply <u>Save Selection</u>.

Meal Payment

Menu for meals - Week of 5/28/2012

	Meal Choice for: Monday 5/28/2012	Meal Choice for: Tuesday 5/29/2012	Meal Choice for: Wednesday 5/30/2012	Meal Choice for: Thursday 5/31/2012	Meal Choice for: Friday 6/1/2012
Item 1	Mac and Cheese ☑ Amber Colbert ($2.00)	Pizza ☐ Amber Colbert ($2.00)	Turkey Sandwich ☑ Amber Colbert ($2.00)	Pizza ☐ Amber Colbert ($2.00)	Pizza ☑ Amber Colbert ($2.00)
Item 2	Chef salad ☐ Amber Colbert ($2.00)	Chef salad ☑ Amber Colbert ($2.00)	PB & J ☐ Amber Colbert ($2.00)	Chef salad ☑ Amber Colbert ($2.00)	Mac and Cheese ☐ Amber Colbert ($2.00)

Previous   Save Selections

Weeks in Program

☑ 5/7/2012 (Done)
☑ 5/14/2012 (Done)
☑ 5/21/2012 (Done)
☐ 5/28/2012 (Selecting)

8) Press the <u>Save Selection</u> button to confirm all selections for the available weeks, and to proceed to the next step.

Step 6 – Verify Selections for All Weeks

9) Verify selections:
   a) The cost for ALL selected days will be totaled, and any the total ICF fees applied.

   b) On this screen, any Meal Selections can be removed from the transaction, by pressing the <u>Delete</u> link next to the meal.

Meal Payment

☑ 5/7/2012 (Done)
☑ 5/14/2012 (Done)
☑ 5/21/2012 (Done)
☑ 5/28/2012 (Done)

Meals Selected for 5/28/2012

	Name	Amount	Internet Convenience Fee	Trans. Fee	Total
Delete	Amber Colbert 05/07/2012 - Mac and Cheese	$2.00	$0.00	$1.25	$3.25
Delete	Amber Colbert 05/08/2012 - Mac and Cheese	$2.00	$0.00	$0.00	$2.00
Delete	Amber Colbert 5/09/2012 - Pizza	$2.00	$0.00	$0.00	$2.00
Delete	Amber Colbert 05/30/2012 - Turkey Sandwich	$2.00	$0.00	$0.00	$2.00
Delete	Amber Colbert 05/31/2012 - Chef salad	$2.00	$0.00	$0.00	$2.00
Delete	Amber Colbert 06/01/2012 - Pizza	$2.00	$0.00	$0.00	$2.00
	Total:	$40.00	$0.00	$1.25	$41.25

Previous   Review & Process Transaction

10) Press the Review & Process button, to proceed to the next step.

Step 7 – Process Transaction

11) Choose the payment method, with the Payment Method dropdown.

12) Press the Process Transaction button, to confirm and submit the payment.

Meal Payment

Name	Amount	Internet Convenience Fee	Total
Amber Colbert	$40.00	$0.00	$40.00
Total:	$40.00	$0.00	Amount: $40.00 Trans. Fee: $1.25
			Total: $41.25

Payment Method: Test ▼
Process Transaction

Step 8 – Process Transaction Confirmation

13) Once the <u>Process Transaction</u> button is pressed, the following screen will show while the transaction is being processed.

Please wait while your transaction is processed

Please do not press the Back button ...
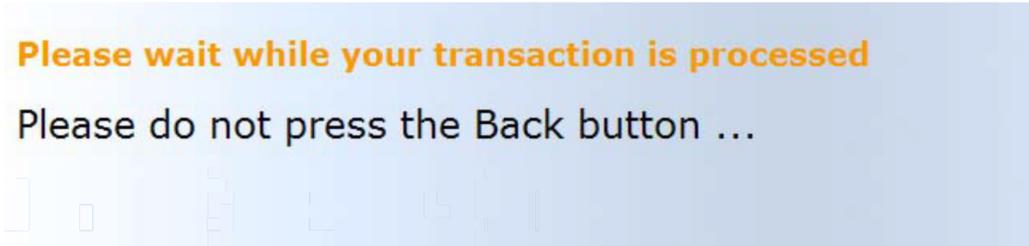
14) Pressing the <u>Process Transaction</u> button, will produce the following screen with the complete payment details, including the amount, the fee, and the payment type.

Transaction Complete

[Return to Home Page]

Transaction Processing Results:

Transactions
Order Number: 00076-00003813
Status: Approved
Merchant: DBS Test - ACH
Payment Method: Test
Total Amount: $41.25
Reference ID: 00076-00003813
Message: Approved

Transaction Details:

00076-00003813 Details	Charge
Amber Colbert 05/07/2012 - Mac and Cheese	Amount: $2.00 ICF: $0.00 Trans. Fee: $1.25 Total: $3.25
Amber Colbert 05/09/2012 - Pizza	Amount: $2.00 ICF: $0.00 Trans. Fee: $0.00
...hef s...	... Trans. Fee: $0.00 Total: $2.00
Amber Colbert 05/31/2012 - Chef salad	Amount: $2.00 ICF: $0.00 Trans. Fee: $0.00 Total: $2.00
Total:	**$41.25**

15) In addition, an email confirmation is sent confirming the payment, with details such as the debit account used. The Merchant account name will be designated by the school.

PayForIt.net Processed 1 transaction on 06/01/2012 @ 09:03:10.

The total amount charged was: $41.25 and was charged to your Test account ending with: 7809.

Your payment has been processed as an Electronic Funds Transfer via ACH check processing. We will submit this transaction to your bank and it should appear on your bank account in the next 2 days. **If there are any issues with this payment, you will be notified via email.**

Transaction 1 (00076-00003813)					
Merchant Name	Reference ID	Amount	ICF	Trans. Charge	Total Charge

DBS Test	00076-00003813	$40.00	$0.00	$1.25	$41.25
		Details			
	Student Name	**Fee Name**	**Amount**	**ICF**	**Trans. Charge**	**Total Charge**
1	Amber Colbert	05/07/2012 - Mac and Cheese	$2.00	$0.00	$1.25	$3.25
20	Amber Colbert	05/31/2012 - Chef salad	$2.00	$0.00	$0.00	$2.00

The charge will have the Merchant Name listed above.

Summary	
Amount:	$40.00
Internet Convenience Fee:	$0.00
Transaction Charge:	$1.25
Total Charged:	**$41.25**

You can use the following link: www.Payforit.net to log into your account.

If you have any questions, contact PFIAdmin@databusys.com.

Step 9 – View Payment History

16) Payments can be viewed at any time, via the History→Payment history menu. Press the
<u>Trans ID</u> link to show the details from a particular transaction.

Payment History

| Transaction Types: | All Transaction Type ▼ | ☐ Approved Transactions Only |
| Payment Date Range: | 5/2/2012 ▼ | to ▼ |

[Refresh]

Transactions	Charge	00076-00003813 Details	Charge
Trans ID: 00076-00003759 Date: 05/14/2012 16:21:33 Merchant: DBS Test - ACH Payment Method: Test Status: Approved	Amount: $10.00 ICF: $0.00 Trans. Fee: $1.25 Total: $11.25	Amber Colbert 05/07/2012 - Mac and Cheese	Amount: $2.00 ICF: $0.00 Trans. Fee: $1.25 Total: $3.25
Trans ID: 00076-00003771 Date: 05/18/2012 10:40:25 Merchant: DBS Test - ACH Payment Method: Test Status: Approved	Amount: $50.00 ICF: $0.00 Trans. Fee: $1.25 Total: $51.25	Amber Colbert 05/09/2012 - Pizza	Amount: $2.00 ICF: $0.00 Trans. Fee: $0.00 Total: $2.00
Trans ID: 00076-00003779 Date: 05/21/2012	Amount: $1.00	Amber Colbert 05/11/2012 - Mac and Cheese	Amount: $2.00 ICF: $0.00 Trans. Fee: $0.00 Total: $2.00
		Amber Colbert	Amount: $2.00
		Chef ...	....0.00 Trans. Fee: $0.00 Total: $2.00
			Amount: $40.00 ICF: $0.00 Trans. Fee: $1.25 Total: $41.25

Step 10 – View Purchased Meals and Current Credits

17) To view purchased meals or credits for meals not used, from the homepage press <u>Meals</u> and choose <u>Meals View.</u>

PayForIt.net online school payments

| Home | Add/View Students | History | Fees | Activities | Meal | Lunch | Child Care | Student Accounts | My Account | Fund Raiser | Help | How Do I... | Logout |

Welcome

Meal Payments
 Meals View

Your feedback is appreciated; please take our updated survey. Start Survey

Messages
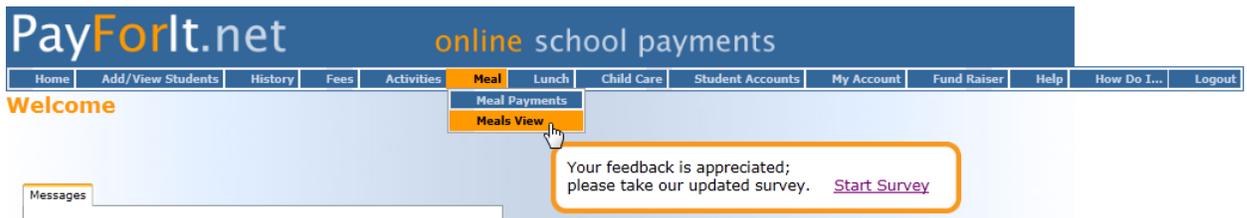
18) If you'd like to limit the list:
   a) Choose a certain student and/or a certain date range.
   b) Choose to show <u>Purchased Meals</u> or <u>Current Credits</u>

19) Show:
   a) Purchased Meals: The full list of selections will be listed:

View Purchased Meals/Credits

Select: Amber Colbert (ID=17325)
Date Range: ___ to ___
Show: ● Purchased Meals ○ Current Credits

Name	Date	Item	Price
Amber Colbert	05/07/2012	Mac and Cheese	$2.00
Amber Colbert	05/08/2012	Mac and Cheese	$2.00
Amber Colbert	05/09/2012	Pizza	$2.00
Amber Colbert	05/30/2012	Turkey Sandwich	$2.00
Amber Colbert	05/31/2012	Chef salad	$2.00
Amber Colbert	06/01/2012	Pizza	$2.00

   b) Current Credits: Credit for unused days will be listed here, and can be used during the next selections. The credit, as long as the school has had the appropriate time to apply, will be applied on the final screen when processing a payment.

View Purchased Meals/Credits

Select: Amber Colbert (ID=17325)
Date Range: ___ to ___
Show: ○ Purchased Meals ● Current Credits

General information

- When the Food service department issues a credit for a meal, for whatever reason the student was not in school and the FSD was informed in ample time, the credit will be applied on the final screen when processing a payment.

- When a district uses Meal features, they are pre-ordered prior to the end of the previous month, example April deadline may pass on March 30, or this could be set to the last day of the month, or a few days prior. Most will expire at midnight on the deadline date.

- If the week is not available, the deadline may have passed, please contact the school directly to make selections.