

# *EFS User's Manual*



Ver. 16.12



**EFS User's Manual**  
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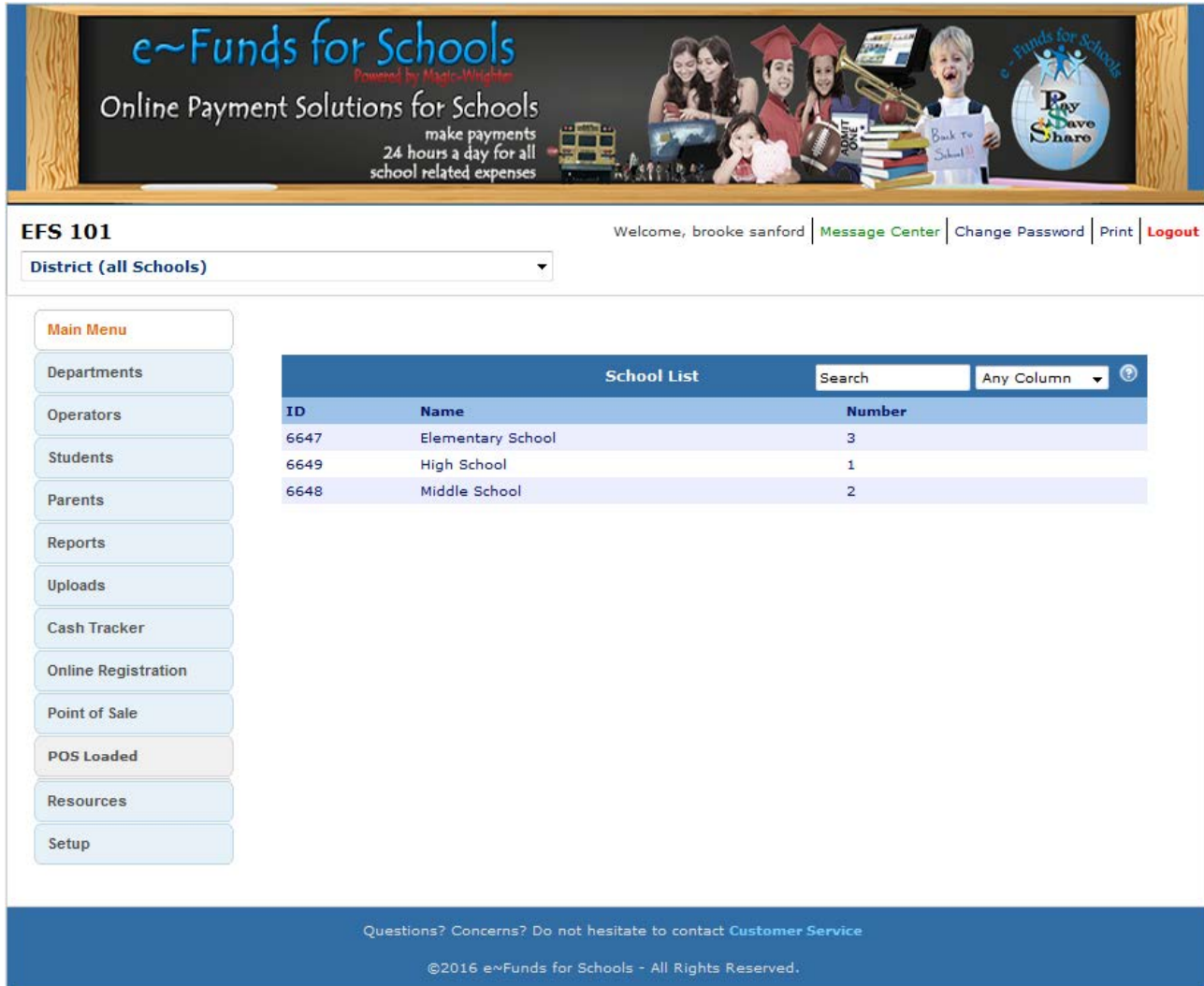
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## School List

### School List

When an Operator logs into e~Funds for Schools (EFS), the first display is the **School List**. This is a listing of the different buildings your school district provided to EFS during implementation.



**e~Funds for Schools**  
Powered by Magic-Wrighter  
Online Payment Solutions for Schools  
make payments  
24 hours a day for all  
school related expenses

Welcome, brooke sanford | [Message Center](#) | [Change Password](#) | [Print](#) | [Logout](#)

District (all Schools) ▼

**Main Menu**

- Departments
- Operators
- Students
- Parents
- Reports
- Uploads
- Cash Tracker
- Online Registration
- Point of Sale
- POS Loaded
- Resources
- Setup

| School List |                   |        |
|-------------|-------------------|--------|
| ID          | Name              | Number |
| 6647        | Elementary School | 3      |
| 6649        | High School       | 1      |
| 6648        | Middle School     | 2      |

Questions? Concerns? Do not hesitate to contact [Customer Service](#)

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If a new building needs to be added to your School List, you will need to contact an EFS Customer Relations Representative; adding a school building is a backend process.

## Operators

### Operators Overview

When a school district comes on board with EFS, an operator is created for the school's primary contact. During the training your school district has with an EFS Customer Relations Representative, you will learn how to create additional operators for your school district.

Operator rights are designed to restrict staff access to the EFS system, hereby protecting the system from unauthorized use, and allowing each school district to maintain control over access to the confidential payment reports.


It is important to note that at no level of access, including full administrator rights, does school staff or its administrators have access to parent credit card information or parent checking account and school deposit account number information. The maximum amount of information provided to authorized school personnel, in regards to banking account number information, are the last 4-digits of any account number.

Operator Access rights are divided into three (3) major categories:

- I. Administrator
- II. Manager
- III. Staff

# Operators

## Description Tab

| <b>Description</b>                                | Authorization  | Payment Items   |
|---|--|---|
| Account Information                               |  |   |
| User Name:  | <input type="text"/>                                 |   |
| Name:   | <input type="text"/>                                 |   |
| Email:  | <input type="text"/>                                 |   |
| Password:   | <input type="password"/>                             |  |
| Retype Password:                                  | <input type="password"/>                             |   |
| Security Key:                                     | <input type="text"/>                                 |   |
| Retype Security Key:                              | <input type="text"/>                                 |   |
| Assigned School:                                  | <input type="text" value="District (all Schools)"/>  | ▼   |
| Role:   | <input type="text" value="[select a role]"/>         | ▼   |
| Notifications                                     |  |   |
| <input type="checkbox"/>                          | Receives NSF / UNC emails                            |   |
| <input type="checkbox"/>                          | Receives student file upload emails                  |   |
| <input type="checkbox"/>                          | Receives student file out of date emails             |   |
| <input type="checkbox"/>                          | Receives real time posting notification error emails |   |
| <input type="button" value="Submit Description"/> |  |   |

## Operators

### Description Tab Field Definitions

**User Name:** This is the User Full Name that is entered on the Operator Log In screen. There are no system requirements for this field.

**Name:** This is the name of the person you are adding as an operator. This is not the User Name that the person uses to login. This is helpful to customer relations staff when searching for a contact.

**Email:** The email address of the operator that is being created. This field is required.

**Password:** The password requirements are as follows:

- Minimum of 7 characters in length
- At least 1 capital letter
- At least 1 lower case letter
- At least 1 number

The operator will be required to change their password every 90 days.

**Security Key:** This field does not have any requirements. The operator is not required to change this field but is able to reset this field if a reset is initiated.

**Assigned School:** This drop down list will include any buildings that the school has set up within the EFS system. If you are adding an operator that will be assigned to one specific building, you can select the building from the drop down list. If that operator is given rights to add new operators as a Manager, they can only add the operators to the building that is selected in that drop down list.



## Operators

### Description Tab Field Definitions (Continued)

**Role:** The role drop down list includes three options; **Administrator**, **Manager** and **Staff**.

#### **Administrator**

The Administrator is created by the e~Funds for Schools system and is designed to be the initial access person to the system during setup and training. During the initial school training period, the school will be directed to establish Managers. It is recommended to establish Managers with required system rights, including the right to add staff needing access to the e~Funds for Schools system.

The individual assigned by your school as the Administrator should not use the Administrator login for ordinary daily access. This will help reduce the risk of unauthorized personnel observing and noting the Administrator's login password information which carries the most access privileges to the system.

The e~Funds for Schools Customer Relations staff and management does not have access to any Manager or Staff login password information and cannot provide your school with such information.

Should an Administrator forget their login **User Full Name**, **Password** or **Security Key**, they may initiate a reset for their credentials by utilizing the **Forgot Password or User Full Name** option from the main login screen. Once selected, the Operator Recovery menu will be displayed. From this menu, the operator may initiate a reset for **User Full Name**, **Password** or **Security Key**.

After the operator has selected which credentials they would like to reset, a 4-digit pin number will be generated and displayed. The operator will then receive an email containing a link for the operator to click to reset their information. Once the operator clicks the provided link, they will enter the 4-digit pin number that was generated for them. An additional screen will display where they can create a new password of their choosing.

*Note: Operators cannot reset both their Security Key AND Password within the same 24-hour time period.*

*Note: The PIN number is only valid for 2 hours.*

## Operators

### Description Tab Field Definitions (Continued)

#### Manager

The Manager access rights serve two primary purposes: first, a Manager may have restricted or full access privileges over each of the e~Funds for Schools' modules and features within each module; second, to establish access rights to additional staff requiring access to the e~Funds for Schools system.

Managers are established by the Administrator. Each Manager may be restricted to specific school functions, school buildings and reports.

For example: Your school district could establish the principal at each school building as a Manager and restrict the access rights of each principal to the activities within their respective buildings, including adding and maintaining e~Funds for Schools access privileges to authorized school staff, event reports and deposits made from parent payments.

The e~Funds for Schools Customer Relations staff and management does not have access to any Manager or Staff login password information and cannot provide your school with such information.

Should a Manager forget their login **User Full Name**, **Password** or **Security Key**, they may initiate a reset for their credentials by utilizing the **Forgot Password or User Full Name** option from the main login screen. Once selected, the Operator Recovery menu will be displayed. From this menu, the operator may initiate a reset for **User Full Name**, **Password** or **Security Key**.

After the operator has selected which credentials they would like to reset, a 4-digit pin number will be generated and displayed. The operator will then receive an email containing a link for the operator to click to reset their information. Once the operator clicks the provided link, they will enter the 4-digit pin number that was generated for them. An additional screen will display where they can create a new password of their choosing.

*Note: Operators cannot reset both their Security Key AND Password within the same 24-hour time period.*

*Note: The PIN number is only valid for 2 hours.*

## Operators

### Description Tab Field Definitions (Continued)

#### General Staff Operator Rights

Authorized Managers are responsible for adding each school employee requiring access to the e-Funds for Schools system and establishing restricted General Staff access privileges.

General Staff operators may be restricted to specific school functions, school buildings and reports.

For example, an employee may be allowed access to a specific school building's daily payment reports, but be restricted from accessing parent or student information. Another employee may have access rights to the school's event module but be restricted from file transfers.

The e-Funds for Schools Customer Relations staff and management does not have access to any Manager or Staff login password information and cannot provide your school with such information.

Should a General Staff operator forget their login **User Full Name, Password** or **Security Key**, they may initiate a reset for their credentials by utilizing the **Forgot Password or User Full Name** option from the main login screen. Once selected, the Operator Recovery menu will be displayed. From this menu, the operator may initiate a reset for **User Full Name, Password** or **Security Key**.

After the operator has selected which credentials they would like to reset, a 4-digit pin number will be generated and displayed. The operator will then receive an email containing a link for the operator to click to reset their information. Once the operator clicks the provided link, they will enter the 4-digit pin number that was generated for them. An additional screen will display where they can create a new password of their choosing.

*Note: Operators cannot reset both their Security Key AND Password within the same 24-hour time period.*

*Note: The PIN number is only valid for 2 hours.*

## Operators

### Description Tab Field Definitions (Continued)

**Notifications:** Not all notifications are available for every school; it depends on your school's setup with e-Funds for Schools

**Receives NSF/UNC emails:** An email will be sent for any ACH payments that are returned NSF or Uncollected. This includes all payments in the District; it cannot be separated by school buildings.

**Receives student file upload emails:** Each time a student file is uploaded, whether it is an automated process for the school or it is done manually, the person with this notification selected will receive an email. Automated uploads are done every business day unless scheduled differently by the school.

**Receives student file out of date emails:** If the school is receiving a file from their lunch vendor or SIS system and it is processed every business day through the e-Funds for Schools site, this email will be generated if that file has not been received in over two business days. If the school is getting lunch balances updated with this file, the email notification will be generated if a file is received that includes lunch balances that have not changed in over two business days.

**Receives cash tracker emails:** If the school is using Cash Tracker, by selecting this notification, the operator will receive a notification when a Cash Tracker deposit has been approved.

**Receives real time notification error emails:** If the school has specific payment items, i.e. fees or lunches, set to notify to a vendor and the payment is not notified, an email will be generated. Payments are re-notified to the vendor if they fail on the first attempt. The school can verify whether or not the payment failed from the reports or from the payment history that is associated to the student/parent.

# Operators

## Authorization Tab

|   |  |               |
|---|--|---------------|
| Description   | Authorization  | Payment Items |
| <b>Authentication Rights</b>                        |  |               |
| Days Allowed:                                       | <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thr <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun   |               |
| Times Allowed:                                      | 0800 to 1700   |               |
| Web Browser Login:                                  | <input checked="" type="checkbox"/>  |               |
| IPs Allowed:  | IP filtering is not active for this district   |               |
| <b>Access Rights</b>                                |  |               |
| <b>Administrative</b>                               |  |               |
| Operators:  | <input type="radio"/> None <input type="radio"/> View Only <input type="radio"/> View and Maintain   |               |
| <b>School(s)</b>                                    |  |               |
| Allowed Schools:                                    | <input type="checkbox"/> District (all schools)<br><input type="checkbox"/> Elementary School <input type="checkbox"/> High School<br><input type="checkbox"/> Middle School   |               |
| <b>General</b>                                      |  |               |
| Parents:  | <input type="radio"/> None <input type="radio"/> View Only <input type="radio"/> View and Maintain <input type="checkbox"/> Remove Payment Information   |               |
| Parents Payments:                                   | <input type="checkbox"/> All<br><input type="checkbox"/> Remove Pre-Authorized <input type="checkbox"/> Cancel Pending<br><input type="checkbox"/> Create Pre-Authorized   |               |
| Students:   | <input type="radio"/> None <input type="radio"/> View Only <input type="radio"/> View and Maintain   |               |
| Payment Items:                                      | <input type="radio"/> None <input type="radio"/> View Only <input type="radio"/> View and Maintain   |               |
| Uploads:  | <input type="checkbox"/> Student File <input type="checkbox"/> eCheck  |               |
| Fundraising:  | <input type="checkbox"/> Manage  |               |
| Setup:  | <input type="checkbox"/> Parent Message <input type="checkbox"/> Site Access   |               |
| Point of Sale:                                      | <input type="checkbox"/> Checkout  |               |
| <b>Reports</b>                                      |  |               |
| Reports, Static:                                    | <input type="checkbox"/> All   |               |
| Reports, Dynamic:                                   | <input type="checkbox"/> All<br><input type="checkbox"/> Pending Payments<br><input type="checkbox"/> Reconciliation<br><input type="checkbox"/> Meal Guarantee Enrollment<br><input type="checkbox"/> Auto Charge Enrollment<br><input type="checkbox"/> Contested Fees   |               |
| Reports, On Demand:                                 | <input type="checkbox"/> All<br><input type="checkbox"/> Transaction Line Item<br><input type="checkbox"/> Cash Tracker - Electronic Receipt Audit<br><input type="checkbox"/> Pre-Authorized Payments<br><input type="checkbox"/> Student Fees <input type="checkbox"/> Payment Plans <input type="checkbox"/> Low Meal Balance |               |
| <b>Renotify Vendors</b>                             |  |               |
| Vendor Renotification:                              | <input type="checkbox"/> Can Renotify Vendors  |               |
| <input type="button" value="Submit Authorization"/> |  |               |

## Operators

### Authorization Tab (Continued)

If you have selected Administrator as the role for this operator, you will not be required to select Access Rights.

If you have selected Manager or Staff for the operator's role, you will need to select their Access Rights.

You will only see the Cash Tracker and Check Scanner options if your school has these options enabled.

### Authorization Tab Field Definitions

**Days and Times Allowed:** Each operator can be assigned specific days and times that they are allowed to access the e~Funds for Schools system. This portion of the setup must be filled out for all operators, including Administrators. Please flag the days of the week that the operator should have access and the times during those days that they are allowed access (times must be entered in 24-hour format). If the operator requires access at all times, each day will need to be flagged and the times allowed would be 0000 to 2359.

**Operators:** This will give the operator access to **View and Maintain** or **View Only** other operators that are set up at the school, or **None** may be selected so the operator does not have access to other operators. If the operator is assigned to a specific school building, and has view and maintain or view access, they can only view, add or edit operators in their assigned building.

**Allowed Schools:** The operator will need to have any buildings flagged for which they need access to dynamic reports and payment items.

**Parents:** Select the privileges that the operator should have for the **Parents** section in e~Funds for Schools. By selecting **None**, they will not be able to select that option from the Main Menu.

**Parent Payments:** These options will give operators the ability to delete any pre-authorized payments that parents have set up, or create a payment on behalf of the parent. The cancel pending option depends on how your school is set up, this may not be an option for your school district.

**Students:** In order for the operator to **View Only** or **View and Maintain** students, an option will need to be selected here. If **None** is selected, the operator will not be able to select the **Students** option from the Main Menu.

**Payment Items:** In order for an operator to be able to Add, Edit or Delete a payment item they will need to have **View and Maintain** access. The operator can only complete the functions selected within their allowed school buildings.

**Uploads:** If the operator will need to have access to upload a student or eCheck file, these options will need to be flagged. Not all schools upload student files; this process may be automated for your school.

**Cash Tracker:** If your school is using Cash Tracker, the operators that need access to Cash Tracker will need their access defined by these selections.

## Operators

### Authorization Tab Field Definitions (Continued)

**Fundraising:** If your school creates Fundraising type payment items, this option will need to be flagged for any operators that are in charge of managing these Fundraising items. The Fundraising option is available from the Setup tab at the Main Menu.

**Setup:** Giving the operator access to the **Parent Message**, will allow them the ability to change the message that is at the login page for your school's e-Funds for Schools site.

Giving the operator rights to the **Site Access** option, will allow them to create time periods where parents are either not allowed access to submit payments or processing is stopped. **Site Access** can be used to turn off Low Balance and Pre-Authorized payments.

**Point of Sale:** If the school is using the Point of Sale feature, they will need to give operators access to this option to process transactions. The items that the operator has access to are defined in the Payment Items tab of their set up. This setting does not apply to the POS Loaded option.

**Static Reports:** By flagging this option, the operator has access to the Recent Reports selection from the Reports menu. If they are assigned to a specific building in the description tab, they would only see that school's reports from this option.

**Dynamic Reports:** The operator will need to be granted access to the reports that the school would like them to view. The school can then define the individual payment items that the operator can view on the dynamic reports from the Payment Item tab.

**On Demand Reports:** The operator will need to be given access to the reporting options that your school would like them to have. The On-Demand Reports also include the Vendor Payment Report and the Low Meal Balance Report.

**Check Scanners:** If your school is using a check scanner with Cash Tracker, the operators that need access to check scanners will need to be granted access to this area.

# Operators

## Payment Items Tab

Description
Authorization
Payment Items

Payment Item Information Access

Check the boxes to the right of payment items in order to grant permission for operator access to information pertaining to that payment item.

type here to filter payment items

|  | Dynamic Reports          | Payment Notice           | Point of Sale            |
|--|--------------------------|--------------------------|--------------------------|
| <b>Subscribe</b> (when new payment items are added, automatically grant access to these categories)<br><small>Permission will only be granted for new payment items that are created within schools that this operator explicitly has access to.</small> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Individual Payment Item Permissions:</b>  |                          |                          |                          |
| <b>District</b> (all payment items for district)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Elementary School</b> (all payment items for school)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1 - Lunch  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| RF - Registration Fee  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| <b>High School</b> (all payment items for school)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 - Lunch  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| RF - Registration Fee  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 12345 - Uniforms   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| <b>Middle School</b> (all payment items for school)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 - Lunch  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| RF - Registration Fee  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| THR1 - Theater Donations   | <input type="checkbox"/> | <input type="checkbox"/> |                          |

**Dynamic Reports:** If the created operator’s role is Manager or Staff, the payment item reports to which they need access will need to be flagged in the first column. There is a **Subscribe** option at the top of the page that can be flagged to grant the operator access to any new items that are created for their allowed schools. The allowed schools are selected on the Authorization tab of the Operators settings.

**Payment Notice:** If the operator would like to receive an email notice each time a payment is made to a specific item, the box in this column should be flagged. If the operator is an Administrator, they can select the **Payment Notice** options for their own operator account when they are logged into the e~Funds for Schools system.

**Point of Sale:** If your school is using Point of Sale, you will need to select the items for which the operator will process payments from the **Point of Sale** column. This does not apply to the POS Loaded option.



## Operators

### Resetting a Password or Security Key

If an Operator does not know their password or security key, a temporary password or security key can be requested by selecting **Forgot password, security key or user full name?** on the bottom of the login screen.

You will be prompted to select what information you would like to recover:

#### Operator Recovery

---

##### What information would you like to recover?

- User Full Name
- Password
- Security Key

##### Or

- Enter Password Reset Token
- Enter Security Reset Token

Please note that you cannot request both your password, and security key on the same day. If you need both, please contact a district administrator. If you do not know your district administrator contact customer service with your access number, and email address.

As the Operator Recovery screen notes, password reset requests and security key reminders cannot be requested on the same day. If you need both, you would need to contact your district administrator.

## Operators

### Password Reset

If you select **Password** as the information you would like to recover, you will be asked to enter the **Account Number** and **User Full Name**. The system will then provide you with a 4-digit pin number you will need to note:

Instructions have been sent to, bsanford@mvpbanking.com. You will receive a link that will take you to the next step. You have two hours to complete the process before this PIN expires. This **PIN** will be needed to verify your request:

# 6922

An email will be sent to the operator's associated email address. From the email, you will click the provided link and be asked to enter the PIN you were provided.

Please enter the PIN you received when the recovery request was placed. If an administrator placed the request for you they should provide you with the PIN.

**PIN:**

Submit

After entering the PIN, you will be prompted to create your password:

You have been authorized to reset your password. Please enter your new password below, and click "Submit"

**Password:**

**Confirm Password:**

Submit

For security reasons your new password must adhere to the following rules:

- must be at least 7 characters long
- must contain at least 1 number (0-9)
- must contain at least 1 capital letter (A-Z)
- must NOT be one of the past ten (10) passwords used for this account

## Operators

### Security Key Recovery

If you select **Security Key** as the information you would like to recover, you will be asked to enter the **Account Number** and **User Full Name**. The system will then provide you with a 4-digit pin number you will need to note:

Instructions have been sent to, [bsanford@mvpbanking.com](mailto:bsanford@mvpbanking.com). You will receive a link that will take you to the next step. You have two hours to complete the process before this PIN expires. This **PIN** will be needed to verify your request:

**5858**

An email will be sent to the operator's associated email address. From the email, you will click the provided link and be asked to enter the PIN you were provided.

Please enter the PIN you received when the recovery request was placed. If an administrator placed the request for you they should provide you with the PIN.

**PIN:**

Submit

After entering the PIN, you will be prompted to create your security key:

You have been authorized to reset your security-key. Please enter your new security-key below, and click "Submit"

**Security Key:**

**Confirm Security Key:**

Submit

For security reasons your new password must adhere to the following rules:

- must be at least 7 characters long
- must contain at least 1 number (0-9)
- must contain at least 1 capital letter (A-Z)
- must NOT be one of the past ten (10) passwords used for this account

## Adding a Payment Item

### Adding a Payment Item

Creating Payment Items may or may not be necessary, depending on the vendor your school district utilizes; student fees and other payment items may be automatically pulled into the EFS system. Once you have established that there is a need to add a payment item, such as lunch payments, to your EFS website, please follow the steps below:

### Payment Item Information

Click on **Main Menu** from the Navigation Menu (left) → Select the building to which you wish to add the payment item, and then select **Add Payment Item**.

**Payment Item Information**

Name: \*

Ref Number: \*

Comments:  254 remaining characters

Start Date:

End Date:

Min. Amount:

Amount Due:  (i.e. 50.00)  Force this amount

Max. Amount:

Department:

Deposit Table: \*

GL Account:

Real Time (hidden from parents): No

Type:  Standard  
 Lunch  
 Student Fee  
 Fundraiser

Visible on:  Student Tabs (for associated students)  
 Pre-Authorized Student Tabs (for associated students)  
 General Tab (for all parents)^  
 Point of Sale (for permitted operators)

Sort Order:

Thumbnail:  No file chosen

**Third Party Settings**

Bill Code:

^ Checking the General Item box makes this payment item visible to all visitors, not just those associated with students.

\* Required field.

[Submit](#)

[Back to Payment Items](#)

## Adding a Payment Item

### Payment Item Information Field Definitions

**Name:** Name of the payment item you are adding. This information will be visible to the parents when they are logged into their e~Funds for Schools account and select **Make a Payment**.

**Ref Number:** The reference number is not viewed by parents when making online payments. This is a reporting field used by the school. The field can include letters or numbers. The reference number does not need to match when creating the same items between different school buildings.

**Comments:** When a parent makes a payment to the school, the comment will display when they move their cursor over the payment item. An example would be "Thank you for your payment." This field can contain up to 254 characters.

**Start Date:** This is the selected calendar date that payments can start being accepted for the payment item that is being created. For example, if you did not want to accept payments for meals until two weeks after the start of school, then you would set the appropriate date to reflect when parents can begin making payments for the item.

**End Date:** This is the selected calendar date after which payments can no longer be accepted. This allows the operator to designate a time to stop accepting payment items for the item in question. For example, if an operator wanted to shutdown lunch payments during the summer, setting an end date at the end of the school year would be appropriate.

*Note: Operators must remove the end date of the payment item or edit the date to a future date in order for parents to view this item. If the end date is in the past, parents are not able to view this item until it is changed.*

**Min. Amount:** The school can decide to enforce a minimum payment amount for any item that has been created. If a minimum amount is entered, the parents will need to pay at least that amount when submitting their payments online.

**Amount Due:** If there is a payment item that has a specific cost, then you would input the amount of the item here. For example, a yearbook that costs \$40.00 would be a payment item where Amount Due input would be needed.

**Force This Amount (checkbox):** If you select this checkbox, then the Amount Due must be paid in full (no partial payments).

**Max Amount:** By entering an amount in this field, it will set a payment limit on payments made by parents through e~Funds for Schools for that specific item.

**Department:** This option is used to link a payment item to a Department that the school has created from the Main Menu in e~Funds for Schools. This only applies to the schools that are using the POS Loaded module.

**Deposit Table:** This is the school district's bank account(s) where funds will be deposited.

## Adding a Payment Item

### Payment Item Information Field Definitions (Continued)

**Type:** There are four different types to choose from when you create your payment item; **Standard, Lunch, Student Fee** and **Fundraiser**.

**Standard:** This option would be selected when creating a payment item that is available for the parents of students in the building to which the item is added. This would not be used for the payments that are being notified to the school's lunch vendor.

**Lunch:** If the school is accepting lunch payments and those payments need to be notified to their lunch vendor, this type will need to be selected.

**Student Fee:** This option is selected so the item paid for is notified to the school's vendor.

**Fundraising:** These items are visible to parents who decide to participate with a Fundraiser for the school. If you have any questions about setting up Fundraising items or how they appear to parents, please contact e~Funds for Schools.

**Visible On:** There are four different boxes you can select to make the payment items visible for different individuals:

**Student Tabs:** The items that are marked with this option are only visible to the students that are in the building to which the payment item is attached. For example, if the payment item was marked on Student tabs and attached to the Elementary school, all of the parents that were paying for students in the Elementary school would see this item.

**Pre-Authorized Student Tabs:** By removing the check from this box, parents/users can only submit a one-time payment to that item. Leaving the box checked will allow parents/users to create weekly, bi-weekly, or monthly pre-authorized payments for that item.

**General Tab:** By checking this box, the payment item is visible to any person that is registering through the e~Funds for Schools website for your district. Lunch payments should not be marked on **General Tabs**. If a person pays for an item on a **General Tab** instead of on their student's tab, that payment will not be reported with a student name or number.

**Point of Sale:** By checking this box the item will be available through the Point of Sale option from the main menu. For additional information on Point of Sale, please contact an EFS Customer Relations Representative.

**Sort Order:** This field will allow the school to order any Standard type payment item within each school building in the order that they would like them to appear to those who are making payments. For additional information, please contact an EFS Customer Relations Representative.

**Thumbnail:** This is for schools that are utilizing the Point of Sale option with e~Funds for Schools. This will allow you to upload a picture of the item that is being sold through the Point of Sale option.

# Reports

## Recent Reports

To access **Recent Reports**, select **Reports** from the Main Menu then **Recent Reports**. **Recent Reports** are generated for the last 120 days.

| Reports for last 120 days |            |            |            |            |
|---------------------------|------------|------------|------------|------------|
| 2016-02-22                | 2016-02-16 | 2016-02-15 | 2016-02-12 | 2016-02-10 |
| 2016-02-08                | 2016-01-04 |            |            |            |

### Back to Reports Menu

Next, a date can be selected. After the date is selected, the **view**, **save** and **print version** options for the report will be available. Any payments made on a Saturday or Sunday will appear on Monday's reports. If there were no payments processed on a specific date, there will not be a report or date listed.

| Reports for 2016-02-16   |                      |                      |                               |
|--------------------------|----------------------|----------------------|-------------------------------|
| District Report          | <a href="#">view</a> | <a href="#">save</a> | <a href="#">print version</a> |
| Payment Item Report      | <a href="#">view</a> | <a href="#">save</a> | <a href="#">print version</a> |
| School Report            | <a href="#">view</a> | <a href="#">save</a> | <a href="#">print version</a> |
| Deposit Table Report     | <a href="#">view</a> | <a href="#">save</a> | <a href="#">print version</a> |
| General Ledger Report    | <a href="#">view</a> | <a href="#">save</a> | <a href="#">print version</a> |
| Fee Report               |                      | inactive             |                               |
| Student Fee Payment File |                      | inactive             |                               |
| Student Payment File     | <a href="#">view</a> |                      |                               |

\* To re-activate publication of inactive reports, please contact your e-Funds For Schools customer support representative.

### Back to Recent Reports Menu

The reports will have payments grouped based on which option is selected; below is an example of a **District Report**.

**Daily Payment Report By District**  
EFS 101

Date: 02/16/2016    Time: 09:30:00 ET

| <u>Student Number</u> | <u>Student Name</u> | <u>Grade</u> | <u>Amount</u>   | <u>Payment Type</u> | <u>Event ID</u> | <u>Event Name</u> | <u>Reference Number</u> |         |
|-----------------------|---------------------|--------------|-----------------|---------------------|-----------------|-------------------|-------------------------|---------|
| 5393                  | DAY PRESLEY         | 01           | 5.00            | Online Checking     | 1               | Lunch             |                         |         |
| 3436                  | DAY TANNER          | 06           | 5.00            | Online Checking     | 2               | Lunch             |                         |         |
| 5387                  | SHELDON ELIJAH      | 01           | 10.00           | Online Checking     | 1               | Lunch             |                         |         |
| 5779                  | SHELDON LOGAN       | KD           | 10.00           | Online Checking     | 1               | Lunch             |                         |         |
|                       |                     |              | <b>Totals</b>   |                     |                 |                   |                         |         |
|                       |                     |              | Online Checking |                     |                 |                   |                         | \$30.00 |

## Reports

### Recent Reports (Continued)

There are six reports that break down payment information into different categories for the school district as a whole:

**District Report:** This report provides payment details and payment type totals of all payments processed for the district on the selected date.

**Payment Item Report:** This report provides the payment type totals by each payment item that payments have been processed for on the selected date.

**School Report:** This report provides payment type totals separated by each school building for the selected date.

**Deposit Table Report:** This report provides payment type totals separated by each deposit table for the selected date. The deposit tables can be edited from each individual payment item. New deposit tables must be created by an EFS Customer Relations Representative.

**General Ledger Report:** This report provides payment type totals separated by each General Ledger account number for the selected date. The General Ledger account field can be updated from the payment item settings.

**Fee Report:** If the school is paying the credit card convenience fee on behalf of the parent, this report will include the charges received by the school based on credit card transactions that were processed on the date selected.

If the school is using additional e~Funds for Schools features, there will be different report options available. Please contact an EFS Customer Relations Representative to obtain more information regarding Point of Sale, POS Loaded, Cash Tracker and Online Registration.



## Reports

### Low Meal Balance Report

This is a dynamic report that is generated using the filters below. After selecting the filters that you would like to use, the report can be generated and viewed, or printed from a PDF.

The **Low Meal Balance** report creates a report displaying the parents that have set their students up with low meal balance payments. Schools can also use this report to see which parents are receiving low balance notices. *Note: The school will only have this report available if e-Funds for Schools is receiving lunch balances from the school's lunch vendor.*

Filters

**Student Name:**

**Payment Item:**

---

**School:**

**Receives Notices:**

---

**Auto Pay:**

Presentation

**Group By:**

**Order By:**

Below is an example of a **Low Meal Balance** report:

| Low Meal Balance - e-Funds For Schools      |                 |                 |        |              |                      |          |          |               |              | EFS 101 - bsanford - 02/09/16 16:35:07 ET 1 |
|---|-----------------|-----------------|--------|--------------|----------------------|----------|----------|---------------|--------------|---|
| Low Meal Balance                            |                 |                 |        |              |                      |          |          |               |              |   |
| Grouped by Payer, and ordered by Payer Name |                 |                 |        |              |                      |          |          |               |              |   |
| School                                      | Payer Name      | Student Name    | Number | Payment Item | Last Update          | Cur. Bal | Min. Bal | Replenish Amt | Rec. Notice? | Auto Pay?                                   |
| <b>Day, Jessica</b>                         |                 |                 |        |              |                      |          |          |               |              |   |
| Elementary School                           | Day, Jessica    | DAY, PRESLEY    | 5303   | 1 - Lunch    | 12/08/14 10:20:37 ET | 30.00    | 0.00     | 0.00          | No           | No  |
| <b>Peters, Brian</b>                        |                 |                 |        |              |                      |          |          |               |              |   |
| Elementary School                           | Peters, Brian   | PETERS, MIAHA   | 5438   | 1 - Lunch    | 12/08/14 10:20:37 ET | 60.00    | 0.00     | 0.00          | No           | No  |
| Elementary School                           | Peters, Brian   | PETERS, WILLIAM | 4808   | 1 - Lunch    | 12/08/14 10:20:36 ET | 60.00    | 0.00     | 0.00          | No           | No  |
| <b>Sanford, Brooke</b>                      |                 |                 |        |              |                      |          |          |               |              |   |
| Elementary School                           | Sanford, Brooke | SHELDON, LOGAN  | 5779   | 1 - Lunch    | 12/08/14 10:20:37 ET | 60.00    | 10.00    | 0.00          | No           | No  |
| Elementary School                           | Sanford, Brooke | SHELDON, ELIJAH | 5387   | 1 - Lunch    | 12/08/14 10:20:37 ET | 60.00    | 10.00    | 0.00          | No           | No  |
| <b>Smith, Joe</b>                           |                 |                 |        |              |                      |          |          |               |              |   |
| Elementary School                           | Smith, Joe      | ABEL, ANYA      | 5366   | 1 - Lunch    | 12/08/14 10:20:37 ET | 20.00    | 5.00     | 20.00         | Yes          | Yes   |

6 low balances accounted for.

## Reports

### Pre-Authorized Payment Report

The **Pre-Authorized Payment** report can be generated using the filters below and printed or viewed from a PDF.

The report will provide you with the **Next Payment Date, Student Name, Student Number, Payer Name/email, Payment Item, Payment Method, Frequency** of the payment (i.e. monthly, weekly, bi-weekly) and the **Total** of that payment.

Filters

**Payment Type:** All ▼

**Payment Item:** District (all Payment Items) ▼

---

**School:** District (all Schools) ▼

**Show Details:**

---

**Student Name:** search for a student by na... ▼

Presentation

**Group By:** Next PMT Date ▼

**Order By:** Next PMT Date ▼

Below is an example of the **Pre-Authorized Payment** report:

| Pre-Authorized Payments - Detail   |                |                |        |                |       |              |                  |           |               |
|--|----------------|----------------|--------|----------------|-------|--------------|------------------|-----------|---------------|
| Grouped by Next PMT Date, and ordered by Next PMT Date<br>Restricted to Active |                |                |        |                |       |              |                  |           |               |
| <b>02/12/2016</b>  |                |                |        |                |       |              |                  |           |               |
| Next PMT Date  | Created By     | Student Name   | Number | Payer Name     | Email | Payment Item | Payment Method   | Frequency | Total         |
| 02/12/2016   | Brian Peters   | WILLIAM PETERS | 4808   | Brian Peters   |       | 1 - Lunch    | Checking Account | Monthly   | 50.00         |
| 02/12/2016   | Brian Peters   | MIAHA PETERS   | 5438   | Brian Peters   |       | 1 - Lunch    | Checking Account | Monthly   | 50.00         |
| <b>Totals for 2016-02-12</b>   |                |                |        |                |       |              |                  |           |               |
| <i>Checking Account</i>  |                |                |        |                |       |              |                  |           | <b>100.00</b> |
| <b>Net Total</b>   |                |                |        |                |       |              |                  |           | <b>100.00</b> |
| <b>02/16/2016</b>  |                |                |        |                |       |              |                  |           |               |
| Next PMT Date  | Created By     | Student Name   | Number | Payer Name     | Email | Payment Item | Payment Method   | Frequency | Total         |
| 02/16/2016   | Brooke Sanford | ELUAH SHELDON  | 5387   | Brooke Sanford |       | 1 - Lunch    | Checking Account | Weekly    | 10.00         |
| 02/16/2016   | Brooke Sanford | LOGAN SHELDON  | 5779   | Brooke Sanford |       | 1 - Lunch    | Checking Account | Weekly    | 10.00         |
| 02/16/2016   | Jessica Day    | TANNER DAY     | 3438   | Jessica Day    |       | 2 - Lunch    | Checking Account | Weekly    | 5.00          |
| 02/16/2016   | Jessica Day    | PRESLEY DAY    | 5393   | Jessica Day    |       | 1 - Lunch    | Checking Account | Weekly    | 5.00          |
| <b>Totals for 2016-02-16</b>   |                |                |        |                |       |              |                  |           |               |
| <i>Checking Account</i>  |                |                |        |                |       |              |                  |           | <b>30.00</b>  |
| <b>Net Total</b>   |                |                |        |                |       |              |                  |           | <b>30.00</b>  |
| <b>Grand Totals</b>  |                |                |        |                |       |              |                  |           |               |
| <i>Checking Account</i>  |                |                |        |                |       |              |                  |           | <b>130.00</b> |
| <b>Net Total</b>   |                |                |        |                |       |              |                  |           | <b>130.00</b> |

6 student pre-authorized payments accounted for.

## Reports

### Vendor Reconciliation Report

This report is generated using a start and end date. Once the report is generated, it can be viewed or printed from a PDF; there is also an export feature.

This report will provide totals for the morning and evening of each business date, so the school can see when the payment was sent to their lunch or fee vendor in comparison to when we processed the payment.

| Date Range         |            |
|--------------------|------------|
| <b>Start Date:</b> | 2016-02-21 |
| <b>End Date:</b>   | 2016-02-21 |

Below is an example:

| Vendor Proc Date | Processing Cycle | Credit Card Payments | Daily Vendor CC Total | EFS Bank CC Deposit | ACH eCheck Payments | Daily Vendor eCheck Total | EFS ACH Bank Deposit | Daily Bk Dep Grand Total | Daily Vendor Grand Total | Daily EFS Dep Grand Total | Adjustments |
|------------------|------------------|----------------------|-----------------------|---------------------|---------------------|---------------------------|----------------------|--------------------------|--------------------------|---------------------------|-------------|
| 2016-02-15       | Morning          | 0.00                 | 0.00                  | 0.00                | 0.00                | 0.00                      | 0.00                 | 0.00                     | 0.00                     | 0.00                      | 0.00        |
| 2016-02-15       | Evening          | 0.00                 | 0.00                  | 0.00                | 0.00                | 0.00                      | 0.00                 | 0.00                     | 0.00                     | 0.00                      | 0.00        |
| 2016-02-16       | Morning          | 0.00                 | 0.00                  | 0.00                | 0.00                | 0.00                      | 0.00                 | 0.00                     | 0.00                     | 0.00                      | 0.00        |
| 2016-02-16       | Evening          | 0.00                 | 0.00                  | 0.00                | 30.00               | 30.00                     | 0.00                 | 30.00                    | 30.00                    | 0.00                      | 0.00        |
| 2016-02-17       | Morning          | 0.00                 | 0.00                  | 0.00                | 0.00                | 0.00                      | 30.00                | 0.00                     | 0.00                     | 30.00                     | 0.00        |
| 2016-02-17       | Evening          | 0.00                 | 0.00                  | 0.00                | 0.00                | 0.00                      | 0.00                 | 0.00                     | 0.00                     | 0.00                      | 0.00        |
| 2016-02-18       | Morning          | 0.00                 | 0.00                  | 0.00                | 0.00                | 0.00                      | 0.00                 | 0.00                     | 0.00                     | 0.00                      | 0.00        |
| 2016-02-18       | Evening          | 0.00                 | 0.00                  | 0.00                | 0.00                | 0.00                      | 0.00                 | 0.00                     | 0.00                     | 0.00                      | 0.00        |
| 2016-02-19       | Morning          | 0.00                 | 0.00                  | 0.00                | 0.00                | 0.00                      | 0.00                 | 0.00                     | 0.00                     | 0.00                      | 0.00        |
| 2016-02-19       | Evening          | 0.00                 | 0.00                  | 0.00                | 0.00                | 0.00                      | 0.00                 | 0.00                     | 0.00                     | 0.00                      | 0.00        |
| 2016-02-20       | Morning          | 0.00                 | 0.00                  | 0.00                | 0.00                | 0.00                      | 0.00                 | 0.00                     | 0.00                     | 0.00                      | 0.00        |
| 2016-02-20       | Evening          | 0.00                 | 0.00                  | 0.00                | 0.00                | 0.00                      | 0.00                 | 0.00                     | 0.00                     | 0.00                      | 0.00        |
|                  | Pending Deposit: |                      | 0.00                  |                     |                     | 0.00                      |                      |                          | 0.00                     |                           |             |
|                  | Grand Total      |                      | 0.00                  | 0.00                |                     | 30.00                     | 30.00                |                          | 30.00                    | 30.00                     | 0.00        |

## Reports

### Cash Tracker – Electronic Receipt Audit Report

*Note: This report will only be active if the school is using Cash Tracker or is taking Cash or Paper Check payments from the POS Loaded option.*

This report generates a complete Audit Trail of all cash and paper check payments received by the school. This report will give your School Auditors a complete report of all funds received and submitted using the Cash Tracker option. Your school needs to be using the Cash Tracker Service to activate this report.

Below are the filters that can be used when generating this report:

| Filters             |  |                      |  |
|---------------------|--|----------------------|--|
| <b>Deposit TN:</b>  | <input type="text" value="search for a deposit"/>        | <b>Payment TN:</b>   | <input type="text" value="search for a payment"/>          |
| <b>Created By:</b>  | <input type="text" value="District (all operators)"/>    | <b>Student Name:</b> | <input type="text" value="search for a student by na..."/> |
| <b>Approved By:</b> | <input type="text" value="District (all operators)"/>    | <b>Payment Item:</b> | <input type="text" value="District (all Payment Items)"/>  |
| <b>Verified By:</b> | <input type="text" value="District (all operators)"/>    |                      |  |
| Presentation        |  |                      |  |
| <b>Order By:</b>    | <input type="text" value="Deposit Date Created (ne..."/> | <b>Show Details:</b> | <input type="checkbox"/>                                   |
|                     | <small>* only available on detail report</small>         |                      |  |
| Date Range          |  |                      |  |
| <b>Start Date:</b>  | <input type="text" value="2016-02-01"/>                  | <b>End Date:</b>     | <input type="text" value="2016-02-29"/>                    |

After the report is generated, it can be viewed or printed from a PDF, as well as exported. If your school is utilizing Cash Tracker and needs further explanation pertaining to this report, please contact an EFS Customer Relations Representative.

## Reports

### Vendor Payment Report

This report can be generated using the filters and the date/time fields below. Once generated, it can be printed or viewed from a PDF, or exported.

This report will pull all payments submitted through the school's e~Funds for Schools website within the date and time range selected. The report will display a time stamp for payments and can be generated in the time zone that is specific to your school. There are building, payment item and payment type filters that can be applied when generating this report.

Filters

**Payment Type:** All **Payment Item:** All Available

---

**School:** District (all Schools)

Date Range

**Start Date:** 2016-02-15 00:00    **End Date:** 2016-02-21 00:00    **Timezone:** Eastern (...)

Below is an example of the **Vendor Payment Report**:

| Vendor Payment Report - e-Funds For Schools |                 |        |   |  |   |               | EFS 101 - bsanford - 02/22/16 16:12:11 ET |                         | 1     |       |
|---|-----------------|--------|---|--|---|---------------|---|-------------------------|-------|-------|
| Vendor Payment Report                       |                 |        | 02/15/2016 00:00:00 EST - 02/21/2016 00:00:00 EST |  | Grouped by Date, and ordered by Date / Time |               |   |                         |       |       |
|   |                 |        | Restricted to Historical, Pending                 |  |   |               |   |                         |       |       |
| <b>02/16/16</b>                             |                 |        |   |  |   |               |   |                         |       |       |
| Date  | Student Name    | Number | Payer Name  | Payment Item/Deposit Table/GLAccountNumber | Vendor ID                                   | Operator Name | Payment Method                            | Fee                     | Total |       |
| 02-16-2016 09:30:00                         | DAY, TANNER     | 3436   | Day, Jessica                                      | 2 Lunch<br>General Fund                    |   |               | Checking Account                          | 0.00                    | 5.00  |       |
| 02-16-2016 09:30:00                         | SHELDON, ELIJAH | 5387   | Sanford, Brooke                                   | 1 Lunch<br>General Fund                    |   |               | Checking Account                          | 0.00                    | 10.00 |       |
| 02-16-2016 09:30:00                         | DAY, PRESLEY    | 5393   | Day, Jessica                                      | 1 Lunch<br>General Fund                    |   |               | Checking Account                          | 0.00                    | 5.00  |       |
| 02-16-2016 09:30:00                         | SHELDON, LOGAN  | 5779   | Sanford, Brooke                                   | 1 Lunch<br>General Fund                    |   |               | Checking Account                          | 0.00                    | 10.00 |       |
| <b>Totals for 02/16/16</b>                  |                 |        |   |  |   |               |   |                         |       |       |
|   |                 |        |   |  |   |               |   | <b>Checking Account</b> |       | 30.00 |
|   |                 |        |   |  |   |               |   | <b>Net Total</b>        |       | 30.00 |
| <b>Grand Totals</b>                         |                 |        |   |  |   |               |   |                         |       |       |
|   |                 |        |   |  |   |               |   | <b>Checking Account</b> |       | 30.00 |
|   |                 |        |   |  |   |               |   | <b>Net Total</b>        |       | 30.00 |
| 4 transactions accounted for.               |                 |        |   |  |   |               |   |                         |       |       |

## Reports

### Transaction Line Item Report

This dynamic report can be ordered and grouped using several different filters that are accessed from the **Edit Settings** option after you select the setting you wish to edit. After the start and end date have been selected, the settings of the report can be changed. This report feature can be used to create your own special type of report and also creates a csv (comma delimited) file that can be used for import/export purposes. We recommend that you “practice” with this report area to create any specialty reports that would be beneficial to you or other school departments.

#### Standard Report Settings

- [Pending Payments](#)
- [District](#)
- [School](#)
- [Payment Item](#)
- [Deposit Table](#)
- [General Ledger](#)
- [Point of Sale](#)

#### Operator Defined Report Settings

- [Add Report Setting](#)

This report can be viewed or printed from a PDF, or exported.

| Filters              |                               |                        |   |
|----------------------|-------------------------------|------------------------|---|
| <b>Payment Type:</b> | All                           | <b>Payment Item:</b>   |   |
| <b>School:</b>       | District (all Schools)        | <b>Show Processed:</b> | <input checked="" type="checkbox"/> <b>Show Pending:</b> <input type="checkbox"/> |
| <b>Student Name:</b> | search for a student by na... | <b>Show Details:</b>   | <input checked="" type="checkbox"/>   |
| <b>Operator:</b>     | District (all operators)      | <b>Origin:</b>         | All   |
| Presentation         |                               |                        |   |
| <b>Group By:</b>     | Date                          | <b>Order By:</b>       | Date / Time   |
| Date Range           |                               |                        |   |
| <b>Start Date:</b>   | 2016-02-16                    | <b>End Date:</b>       | 2016-02-21  |

## Reports

### Transaction Line Item Report (Continued)

Below is an example of the **Transaction Line Item Report**:

| Transaction Line Item Report - Detail - District - e-Funds For Schools |                 |        |                 |   |           | EFS 101 - LauraFuller - 07/28/16 11:43:21 ET |                  |      | 1            |
|--|-----------------|--------|-----------------|---|-----------|--|------------------|------|--------------|
| <b>Transaction Line Item Report - Detail</b>                           |                 |        |                 | 02/16/2016 - 02/21/2016<br>Restricted to Historical |           | Grouped by Date, and ordered by Date / Time  |                  |      |              |
| <b>02/16/16</b>  |                 |        |                 |   |           |  |                  |      |              |
| Date   | Student Name    | Number | Payer Name      | Payment Item/Deposit Table/GLAccountNumber          | Vendor ID | Operator Name                                | Payment Method   | Fee  | Total        |
| 02/16/2016   | DAY, PRESLEY    | 5393   | Day, Jessica    | 1<br>Lunch<br>General Fund                          |           |  | Checking Account | 0.00 | 5.00         |
| 02/16/2016   | SHELDON, LOGAN  | 5779   | Sanford, Brooke | 1<br>Lunch<br>General Fund                          |           |  | Checking Account | 0.00 | 10.00        |
| 02/16/2016   | DAY, TANNER     | 3436   | Day, Jessica    | 2<br>Lunch<br>General Fund                          |           |  | Checking Account | 0.00 | 5.00         |
| 02/16/2016   | SHELDON, ELIJAH | 5387   | Sanford, Brooke | 1<br>Lunch<br>General Fund                          |           |  | Checking Account | 0.00 | 10.00        |
| <b>Totals for 02/16/16</b>   |                 |        |                 |   |           |  |                  |      |              |
| <b>Checking Account</b>  |                 |        |                 |   |           |  |                  |      | <b>30.00</b> |
| <b>Net Total</b>   |                 |        |                 |   |           |  |                  |      | <b>30.00</b> |
| <b>Grand Totals</b>  |                 |        |                 |   |           |  |                  |      |              |
| <b>Checking Account</b>  |                 |        |                 |   |           |  |                  |      | <b>30.00</b> |
| <b>Net Total</b>   |                 |        |                 |   |           |  |                  |      | <b>30.00</b> |
| 4 transactions accounted for.  |                 |        |                 |   |           |  |                  |      |              |

## Reports

### Reconciliation Report

Below is an example of the **Reconciliation Report**. This report allows you to pick a specific start and end date and produce reports by the payment date or by the deposit date. This is what you will use when reconciling with the school's bank statement. Simply enter the dates to be viewed and you will be able to match the deposit date totals with the school's bank statement(s).

Start date:

End date:

Lookup By:

Deposit Table:

[View Report](#) | [Clear Dates](#)

| Reconciliation Report |                |              |           |  |                 |                |             | Export         |
|-----------------------|----------------|--------------|-----------|--|-----------------|----------------|-------------|----------------|
| Batch Type            | Payment Date ▲ | Deposit Date | Account ▲ | GL Account   | Deposit Table   | Batch Amt      | Returns     | Net Deposit    |
| Credit Card           | 2016-02-11     | 2016-02-16   | 2007      | 401<br>Lunch=185.00;226<br>Lunch=20.00;222<br>Lunch=25.00;301<br>Lunch=20.00;106<br>Lunch=10.00;   | General Account | 260.00         |             | 260.00         |
| ACH                   | 2016-02-12     | 2016-02-18   | 2007      | 222<br>Lunch=648.00;401<br>Lunch=1494.00;106<br>Lunch=175.00;110<br>Lunch=182.60;226<br>Lunch=580.00;104<br>Lunch=75.00;112<br>Lunch=169.00;<br>N/A=132.75;108<br>Lunch=79.00; | General Account | 3535.35        |             | 3535.35        |
|                       |                |              |           |  |                 | <b>3795.35</b> | <b>0.00</b> | <b>3795.35</b> |

### Pending Payments

The **Pending Payments** report displays payments that have been made to EFS but have not yet been processed.

| Pending Payments |         |                   |                   |              |  |
|------------------|---------|-------------------|-------------------|--------------|--|
| Date             | Amount  | School            | Payment Item      | Parent       |  |
| 2016-02-23       | \$10.00 | Middle School     | Lunch             | Day, Jessica |  |
| 2016-02-23       | \$10.00 | Elementary School | Lunch             | Day, Jessica |  |
| 2016-02-23       | \$50.00 | Middle School     | Theater Donations | Day, Jessica |  |

### Invoices

At the end of the month, an email will be sent to the school if there are any fees due from the school. The email will notify the school to view their electronic invoice, available online and located in the reporting area. Invoices are broken down into months that the school received charges.



## NSF and Uncollectable Payments Uncollected Process

### NSF and Uncollectable Payments

All payments made are submitted in a file to the Federal Banking ACH system the night that the payment appears on the **Daily Reports**. The financial entity from where the payment is being withdrawn has 24 to 48 hours to respond to a returned payment. Usually, this happens within 24-hours so we are able to display the NSF or Uncollectable returned items in a report to the school within 2 to 3 business days. It may take an extra day or two if the bank uses another fiscal entity to handle their electronic ACH transactions. Weekends, holidays and the time of day a payment is processed can also have an effect on this response time.

### NSF Payments Procedures

The initial payment is made on behalf of a student and comes back within 2 to 3 business days, as stated above. If the payment is returned as NSF, an NSF Report will be generated, the school will receive an email notifying them of the NSF and the parent will receive an email informing them that their checking account had insufficient funds and the payment will be retried on a specified date.

An NSF payment is retried once if the school is set up for Automatic Re-presentment and the initial payment is returned NSF due to insufficient funds in the parent's checking account. The retry is typically made on the third banking day after the school and parent receive notification.

If the payment is collected when the retry is processed, a **Settled NSF Items** report will be generated within 2 to 3 business days from the retry. There is not an email notification tied to this report. The school will have to review the District's **Recent Reports** to find a settled item.

**Note: Because NSF payments are retried and there is the potential that the funds will be collected, we strongly urge schools to wait to pull back the funds from the student's school account until the payment goes Uncollectable.**

### Uncollectable Payments Procedures

If an account is closed, has an incorrect account number, is not authorized or is blocked from taking electronic debits, then an Uncollectable Report is generated within 2 to 3 business days; both the parents and the school receive an automatic email notification that the payment was returned. A payment returned as an Uncollectable means the payment is "dead" and has not been processed. Receiving an Uncollectable Report is notice to reverse the credit given to the student's account by backing it out of the school program where it was initially posted.

A second instance that a payment would be considered Uncollectable is if an NSF retry comes back unsuccessful. If an NSF retry is unable to collect the funds, the payment is considered Uncollectable. At that point, an Uncollectable Report would be generated and both the parent and school would receive an email notification of the returned payment. Again, receiving an Uncollectable Report is notice to reverse the credit given to the student's account by backing it out of the school program where it was initially posted.

## Parent Section

### Parent Section Overview

Every school district is provided a link where parents can register and access their accounts. Once a parent has registered through the parent link for your district, the parent's information will be visible from the **Parents** section in the Main Menu. Operators at the school that are provided access to the system can also be given access to the **Parents** section. After selecting **Parents**, the operator can view any parents that have registered through the EFS link for your district.

### Parent List

There is a search bar at the top of the list that will allow the school to search by **Any Column**, **First Name**, **Last Name** or **Username**.

| Parent List |            |          |             | Search | Any Column | ? |
|-------------|------------|----------|-------------|--------|------------|---|
| Last Name   | First Name | Username | Text Number |        |            |   |
| Casey       | Alex       | acasey   |             |        |            |   |
| Day         | Jessica    | jday     |             |        |            |   |
| Mecum       | Breana     | Bremecum |             |        |            |   |
| Peters      | Brian      | bpeters  |             |        |            |   |
| Sanford     | Nick       | nsanford |             |        |            |   |
| Sanford     | Brooke     | bsanford |             |        |            |   |

Once a parent is selected, the school can view information pertaining to that specific account.

**General Information**

|                             |                        |                     |    |
|-----------------------------|------------------------|---------------------|----|
| <b>Name:</b>                | Brian Peters           |                     |    |
| <b>Username:</b>            | bpeters                | <b>Family #:</b>    |    |
| <b>Home Email:</b>          | bpeters@mail.com       | <b>Phone:</b>       |    |
| <b>Work Email:</b>          |                        |                     |    |
| <b>Guaranteed Lunch:</b>    | No                     | <b>Auto Charge:</b> | No |
| <b>AutoPay Credit Card:</b> | None                   |                     |    |
| <b>Current Date/Time:</b>   | 08/22/2016 13:57:39 ET |                     |    |
| Unlock Parent               |                        |                     |    |

**Students**

|                   |  |
|-------------------|--|
| MIAHA PETERS      |  |
| WILLIAM PETERS    |  |
| Attach Student(s) |  |

**Pre-Authorized Payments**

| Next Date  | Total Amount | Frequency | Payments Left |  |
|------------|--------------|-----------|---------------|--|
| 2016-09-12 | 100.00       | Monthly   |               |  |
| WILLIAM    | 50.00        | Lunch     |               |  |
| MIAHA      | 50.00        | Lunch     |               |  |

Add Pre-Authorized Payment
Pre-Authorized Payment History

**Payment Activity**
View payments for Last 30 days ▼

| Date       | Amount  | Payment Item |  |
|------------|---------|--------------|--|
| 2016-08-12 | \$50.00 | Lunch        |  |
| 2016-08-12 | \$50.00 | Lunch        |  |

## Parent Section

### Parent Information

The parent information screen is broken down into four different sections: **General Information**, **Students**, **Pre-Authorized Payments** and **Payment Activity**.

### General Information

The school can view the parent’s first name, last name, username, email address and phone number. There is also an **Unlock** feature, allowing Operators the ability to unlock a parent who has exhausted their login attempts for the day.

| General Information         |                        |                     |    |
|-----------------------------|------------------------|---------------------|----|
| <b>Name:</b>                | Brian Peters           |                     |    |
| <b>Username:</b>            | bpeters                | <b>Family #:</b>    |    |
| <b>Home Email:</b>          | bpeters@mail.com       | <b>Phone:</b>       |    |
| <b>Work Email:</b>          |                        |                     |    |
| <b>Guaranteed Lunch:</b>    | No                     | <b>Auto Charge:</b> | No |
| <b>AutoPay Credit Card:</b> | None                   |                     |    |
| <b>Current Date/Time:</b>   | 08/22/2016 13:57:39 ET |                     |    |
| Unlock Parent               |                        |                     |    |

Below the **General Information**, an edit and delete icon are available to operators at the school given access to this area (see above).

| General Information           |   |                            |                                     |
|-------------------------------|---|----------------------------|-------------------------------------|
| <b>First Name:</b>            | <input type="text" value="Brian"/>            | <b>Last Name:</b>          | <input type="text" value="Peters"/> |
| <b>Username:</b>              | <input type="text" value="bpeters"/>          | <b>Family #:</b>           | <input type="text"/>                |
| <b>Home Email: (optional)</b> | <input type="text" value="bpeters@mail.com"/> | <b>Phone #: (optional)</b> | <input type="text"/>                |
| <b>Work Email: (optional)</b> | <input type="text"/>                          |                            |                                     |
| <a href="#">Update</a>        |   |                            |                                     |

| Payment Information            |   |
|--------------------------------|---|
| <b>Preferred Payment Type:</b> | Checking <span style="float: right;"><a href="#">Delete All Payment Information</a> </span> |
| <b>Checking</b>                |   |
| <b>Routing Number:</b>         | *****0719   |
| <b>Account Number:</b>         | ****1519  |

In the edit section, an operator can update a parent’s email address, phone number and/or delete payment information.

*Note: Only a parent is able to add or edit their payment information; operators and the Customer Relations Representatives at EFS are able only to delete the payment information.*

## Parent Section


### Students

If the parent has linked students to their account, those students will be listed in the **Student** section. To expand the student information, click on the student's name. If the school uses a food service program that provides lunch balances to EFS, the balance would be displayed after expanding the student's information.


If the EFS system is receiving balance information, parents will also have the option to activate Low balance emails and Auto Charge. If the parent has set up low balance services, the information will be available with the student.

The school has the ability to link a student to the parent account using the **Attach Student(s)** option on the left-hand side of the **Students** section. They can also remove a student using the small plug icon (🔌) to the right of each student's name.

**Students**

MIAHA PETERS 

|                            |        |                                 |
|----------------------------|--------|---------------------------------|
| <b>Current Balance:</b>    | 510.00 | <a href="#">view history</a>    |
| <b>Low balance emails:</b> | No     | <b>Low balance payments:</b> No |
| <b>Low Amount:</b>         | 0.00   | <b>Debit Amount:</b> 0.00       |
| <b>Guaranteed Lunch:</b>   | No     | <b>Auto Charge:</b> No          |

WILLIAM PETERS 

|                            |        |                                 |
|----------------------------|--------|---------------------------------|
| <b>Current Balance:</b>    | 510.00 | <a href="#">view history</a>    |
| <b>Low balance emails:</b> | No     | <b>Low balance payments:</b> No |
| <b>Low Amount:</b>         | 0.00   | <b>Debit Amount:</b> 0.00       |
| <b>Guaranteed Lunch:</b>   | No     | <b>Auto Charge:</b> No          |

**Attach Student(s)**

## Parent Section

### Adding a Student to a Parent Account

For parents to be able to make payments on behalf of their student, the student needs to be linked to the parent account in e~Funds for Schools. To link a student to a parent account, follow the outlined steps:


Once you have logged into the EFS system, select **Parents** from the Main Menu on the left-hand side of page. From the parent list search for and select the parent to whom the student needs to be linked. Once you are on the parent’s information page, select **Attach Student(s)** beneath the Students section. The following informational box will be displayed:

Enter either the **Family Number** or **Student Number** and the **Student Last Name**, and select **Add**. The student will become linked to that parent account, allowing the parent to submit payments on behalf of the student.

### Pre-Authorized Payments

If the parent has scheduled recurring pre-authorized payments for their student, the information for that payment will be included in this section. The operators at the school who have access to **Add/Remove pre-authorized payments** would be able to delete a pre-authorized payment on behalf of a parent using the small trash can icon to the right of the payment, or schedule a pre-authorized payment on behalf of the parent using the **Add Pre-Authorized Payment** option to the left of the section.

If the operator is given access, they can edit an existing pre-authorized payment by selecting the notepad icon or view the revision history for that payment by selecting the magnifying glass icon.

| Pre-Authorized Payments    |              |                                |   |
|----------------------------|--------------|--------------------------------|---|
| Next Date                  | Total Amount | Frequency                      | Payments Left   |
| 2016-03-14                 | 100.00       | Monthly                        |    |
| WILLIAM                    | 50.00        | Lunch                          |   |
| MIAHA                      | 50.00        | Lunch                          |   |
| Add Pre-Authorized Payment |              | Pre-Authorized Payment History |   |

## Parent Section

### Payment Activity

Payment activity will default to the last 30 days. The school can view the current school year or the previous school year from this section. To view additional information on the payment i.e. exact time, payment method or which student was credited, the operator can select the small information icon (i) to the right of the payment.

| Payment Activity |          |              | View payments for | Last 30 days |
|------------------|----------|--------------|-------------------|--------------|
| Date             | Amount   | Payment Item |                   |              |
| 2016-02-12       | \$100.00 | Lunch        | (i)               |              |
| 2016-02-12       | \$100.00 | Lunch        | (i)               |              |
| 2016-02-12       | \$50.00  | Lunch        | (i)               |              |
| 2016-02-12       | \$50.00  | Lunch        | (i)               |              |
| 2016-02-05       | \$60.00  | Lunch        | (i)               |              |
| 2016-02-05       | \$60.00  | Lunch        | (i)               |              |

Payment Detail X

|                      |                 |                      |                        |
|----------------------|-----------------|----------------------|------------------------|
| <b>Payment Item:</b> | Lunch           | <b>Pay Date:</b>     | 2016-02-12 15:02:52 ET |
| <b>Paid By:</b>      | Peters, Brian   | <b>Amount:</b>       | \$100.00               |
| <b>Paid For:</b>     | Peters, William | <b>Account Used:</b> | ****1519               |
| <b>Payment Type:</b> | Online Checking | <b>Status:</b>       | Accepted               |
| <b>Source:</b>       | Website         |                      |                        |
| <b>Comments:</b>     | N/A             |                      |                        |

### Blocking a Student

There are instances where a parent’s payments continually go Uncollectable, costing the school district unnecessary fees. To stop a parent from making payments, the student will need to be blocked. To block a student, select **Students** from the Main Menu on the left-hand side of page. From the student list, search for the student you wish to block.

Once the student is displayed, click on the small green circle next to the student’s name:



Once the green circle has been selected, the system will prompt a password to be entered. This password can be anything you like; this password is what will be entered on the parent side of EFS to unblock this student.

If you wish to remove the block from the student, you can search for them in the student list and select the block icon to remove the restriction. You do not need the password to remove the restriction if it is being removed by someone at the school with access to do so.



## Initiating a Payment on Behalf of a Parent

### Initiating a Payment on Behalf of a Parent

It is possible for school staff to initiate a payment on behalf of a parent, should the need arise. In order to initiate a payment for a parent, follow the outlined steps:

If you have a role other than Administrator for your operator, you will need to flag the **Create Pre-Authorized** option under **Parents Payments** in the Authorization tab.

Parents Payments:  All

Remove Pre-Authorized     Cancel Pending

Create Pre-Authorized

Select **Parents** from the Main Menu on the left-hand side of the screen. From the parent list, search for and select the parent for whom you will be initiating a payment. Once you are on the parent's information page, select **Add Pre-Authorized Payment**.

| Pre-Authorized Payments    |              |                                |               |
|----------------------------|--------------|--------------------------------|---------------|
| Next Date                  | Total Amount | Frequency                      | Payments Left |
| No pre-authorized payments |              |                                |               |
| Add Pre-Authorized Payment |              | Pre-Authorized Payment History |               |

First, select the **Payment Method** you would like to use: **Existing, Different Checking, Different Credit Card** or **None, Parent will Complete**. Second, select the frequency option for the payment, followed by the student, payment item and amount to be applied to the student's account. Once the information has been entered and verified, select **Confirm Pre-Authorization Payment** at the bottom of the page.

*Note: For a One Time Payment, **Amount** and **Next Amount** will be the same and **Starting Date**, **Ending Date** and **Next Payment Date** are all the same.*

Add a Pre-Authorized Payment for Alex Casey Help

---

**Payment Method**

Existing Checking (x9741)    select a payment method  
 Different Checking  
 Different Credit Card  
 None, Parent will Complete

---

**Repeat Options**

**Repeat Frequency:** [select a frequency]   
 **Starting Date:** [select a freq first]   
 **Ending Date:** [select a freq first]   
 **Next Payment Date:** [select a first pmt date]

Locked:

---

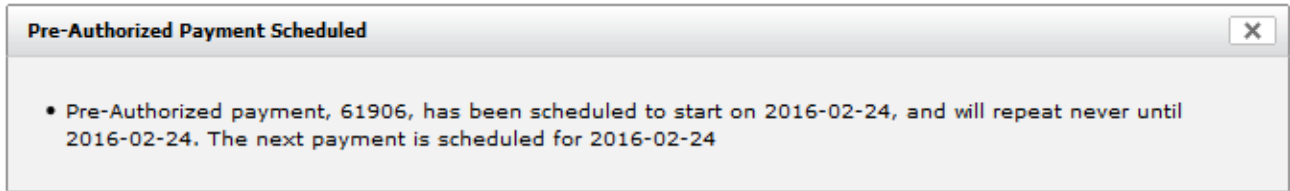
**Details** (rows without amounts will be ignored)

| Student / Family:           | Payment Item:                     | Amount: | Next Amount |
|-----------------------------|-----------------------------------|---------|-------------|
| [select a student / family] | [select a student / family first] |         |             |
| [select a student / family] | [select a student / family first] |         |             |
| [select a student / family] | [select a student / family first] |         |             |

## Initiating a Payment on Behalf of a Parent

### Initiating a Payment on Behalf of a Parent (Continued)

Once the Pre-Authorized Payment has been confirmed, you will be returned to the parent's information page. There will be a confirmation at the top of the screen:



To view the Pre-Authorized Payment history, select the magnifying glass icon to the right of the Pre-Authorized Payment you wish to view.

The notepad icon to the right of the Pre-Authorized Payment may be selected to edit the payment.

You may also delete the Pre-Authorized Payment by clicking on the trash can icon to the right of the Pre-Authorized Payment you wish to delete.

| Pre-Authorized Payments    |              |       |                                |               |
|----------------------------|--------------|-------|--------------------------------|---------------|
| Next Date                  | Total Amount |       | Frequency                      | Payments Left |
| 2016-02-24                 | 10.00        |       | One Time                       | 1             |
| CONNOR                     | 10.00        | Lunch |                                |               |
| Add Pre-Authorized Payment |              |       | Pre-Authorized Payment History |               |



## Setup

### Setup

Selecting **Setup** from the Main Menu on the left-hand side allows you to place a Parent Message onto the Parent site's login screen, schedule downtimes for the website and manage the Fundraising service for the school district.

### Parent Message

The **Parent Message** tab allows an Operator, with the specified right, the ability to create a parent message to be displayed on the parent's main login page.

The screenshot shows a web interface with a navigation bar at the top containing four tabs: "Parent Message" (selected), "Report Information", "Site Access", and "Fundraising". Below the tabs is a light blue panel. At the top of this panel is a text box containing the instruction: "This setting allows you to enter a message to be displayed on the main login page. An example would be a welcome message, or a message informing parents that payments will not be accepted during the holidays." Below this instruction are two form fields: "Parent Message Title:" followed by a single-line text input, and "Parent Message:" followed by a larger multi-line text area. At the bottom center of the panel is a "Submit" button.

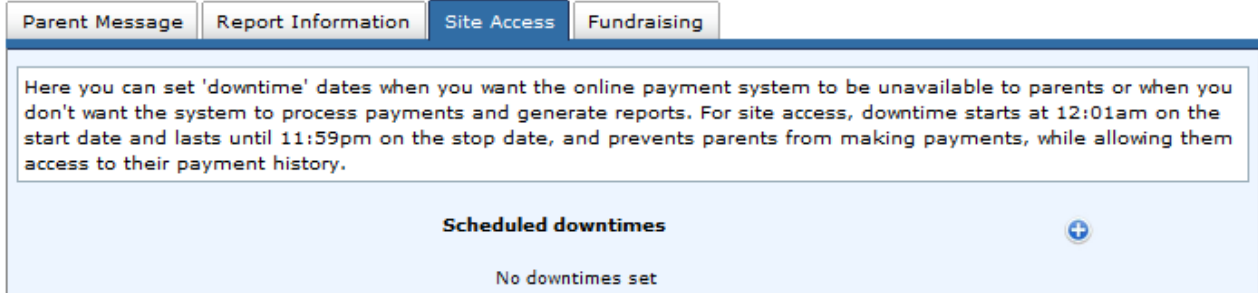
Below is an example of what a Parent Message will look like on the parent's login page:

The example shows two rounded rectangular message boxes on a white background. The first box is titled "Message Box" and contains the text: "First time users need to Register their information. Thank you for using our online service!". The second box is titled "Welcome to e~Funds for Schools" and contains two paragraphs of text. The first paragraph reads: "This service eliminates the cash you give your children and checks you write the school. e~Funds for Schools is the easiest and fastest electronic payment system you will ever use." The second paragraph is titled "Doing our part in 'Keeping it Green'" and reads: "By using e~Funds for Schools we can reduce pollution and help save our forests. When you make a payment electronically and eliminate paper checks, you do a small part in protecting the earth, which we all share and love."

## Setup

### Site Access

The **Site Access** tab allows an Operator, with the specified right, the ability to create a period of downtime for the parent website. Downtime for the site means that parents will not be able to utilize the site; a downtime is used for a period of time such as summer break when you may not want parents to make payments. The following is an example of how to initiate a downtime:



By selecting the blue circle with the white plus sign, a calendar prompting a **Downtime start date**, **Downtime stop date**, **Shut off** selections and **Comment** field will display:

We urge schools creating a Downtime to flag every option in the **Shut off** section. Even **Site Access** should be shut off; we suggest this because parents would still be able to login and submit a payment that would process as soon as the Downtime ended, if **Site Access** remained available during the Downtime.

## Setup

### Site Access (Continued)





Once you have selected the dates and flagged the settings, select **Submit**. The Downtime will then be scheduled.

If the scheduled Downtime needs to be removed prior to the end date, select the recycle bin icon to the far right.

**Scheduled downtimes** +

---

**Downtime Start:** 2016-02-26    **Downtime End:** 2016-03-31    **Comment:** Mid-Winter Break

**Processing:**     **Site Access:**     **Pre-Authorized Payments:**  

### Fundraising

Parent Message   Report Information   Site Access   **Fundraising**

---

You can manage fundraising events in this area. You may select one fundraising event as a default for the district, as well as one additional default per school building.

| School Name  | Event Name | Default Amount | D | S |
|--|------------|----------------|---|---|
| There are no events with the 'Fundraiser' flag set |            |                |   |   |

**Fundraising** is an additional feature that not all schools utilize. If you have questions or are interested in this feature, please contact an EFS Customer Relations Representative.

## Resources

### Resources

**Resources** is found as a part of the Main Menu on the left-hand side of the screen. This section provides beneficial manuals and quick guides pertaining to frequently asked questions in a downloadable PDF format.

The screenshot shows a web interface for 'Resources'. At the top is a blue header with the word 'Resources'. Below it is a sub-header 'Reference Guides'. The main content area features a 'Resource List' table with a search bar and a dropdown menu. The table has three columns: 'Name', 'Created', and 'Attachment'. One row is visible with the following data:

| Name                         | Created                | Attachment |
|------------------------------|------------------------|------------|
| NSF & Uncollectable Payments | 2016-01-27 07:51:44 ET | Download   |

# Thank You for Choosing



PLEASE CONTACT US WITH ANY QUESTIONS OR CONCERNS!

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