



## How to View a Meal Statement in Skyward Family Access

1. Login to your Skyward Family Access account.
2. Navigate to the “Food Service” tab on the left side of the screen & click “Food Service”.

The screenshot shows the Skyward Family Access interface for Rocky Raccoon. The page is titled "Family Access" and includes navigation links for "Test Mom", "My Account", "Contact Us", and "Exit". The user is logged in as "Rocky Raccoon".

The main content area is divided into several sections:

- Home**: A sidebar menu with options like "NEW Student Enrollment", "2022 - 23 Online Registration", "2021 - 22 Online Registration", "Online Forms", "Arena Scheduling", "Calendar", "Gradebook", "Attendance", "Student Info", "Food Service" (highlighted), "Schedule", "Discipline", "Test Scores", "Fee Management", "Activities", "Student Services", "Graduation Requirements", "Homeroom", and "Conferences".
- Food Service**: The main content area, which includes:
  - Current Account Balance**: Family: \$0.00, Lunch Type: Paid.
  - Today's Lunch Menu**: No lunch menu details are available for the current date. A link to "Lunch Calendar" is provided.
  - Food Service Messages/Links**: (High School) Click on the link below for the free and reduced Alternate Household application for your High School Student. OHS Alternate Household Form.
  - Rocky (High School)**: View Totals | Make a Payment. There are no payment records for this student.
- Print Reports**: Rocky: Meal Statement |
- Weekly Purchases For:** Tue Aug 2, 2022. Navigation for Previous Week and Next Week.
- Set Purchase Limit**: Rocky (High School). Week Total: \$0.00. Key Pad Number: 056531. A table shows purchase status for each day from Sun Jul 31, 2022 to Sat Aug 6, 2022, with "No purchases for this date" for all days.



3. On the right side of the screen click “Meal Statement” highlighted in blue.

The screenshot shows the Aramark Family Access interface for Rocky Raccoon. The page is titled "Family Access" and includes a navigation menu on the left with options like "Home", "NEW Student Enrollment", "2022 - 23 Online Registration", "2021 - 22 Online Registration", "Online Forms", "Arena Scheduling", "Calendar", "Gradebook", "Attendance", "Student Info", "Food Service", "Schedule", "Discipline", "Test Scores", "Fee Management", "Activities", "Student Services", "Graduation Requirements", "Homeroom", and "Conferences". The "Food Service" section is active, displaying "Current Account Balance" (Family: \$0.00, Lunch Type: Paid), "Today's Lunch Menu" (No lunch menu details are available for), and "Lunch Calendar". A yellow arrow points from the "Lunch Calendar" link to the "Meal Statement" link, which is highlighted in blue. Below the "Lunch Calendar" link, there is a "Food Service Messages/Links" section for High School students, with a link to "OHS Alternate Household Form". At the bottom of the "Food Service" section, it states "There are no payment records for this student." On the right side, there is a "Weekly Purchases For:" section for "Tue Aug 2, 2022", with "Previous Week" and "Next Week" navigation buttons. Below this, there is a "Set Purchase Limit" section for "Rocky (High School)" with a "Week Total" of \$0.00 and a "Key Pad Number" of 056531. A table below shows "No purchases for this date" for each day from Sun Jul 31, 2022 to Sat Aug 6, 2022.

Family Access  
SKYWARD Rocky Raccoon

Test Mom My Account Contact Us Exit

District Links

Food Service Applications

Current Account Balance  
Family: \$0.00  
Lunch Type: Paid

Today's Lunch Menu  
No lunch menu details are available for

Lunch Calendar

Print Receipts  
Rocky: Meal Statement

Weekly Purchases For: Tue Aug 2, 2022

Previous Week Next Week

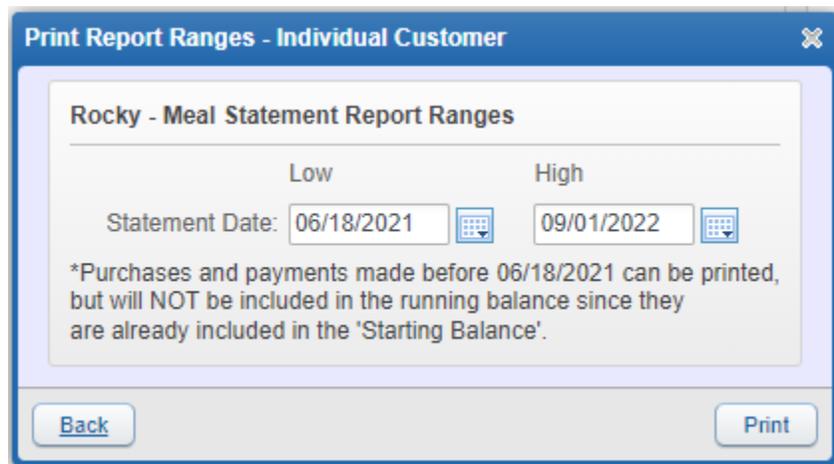
Rocky (High School)

Set Purchase Limit

Week Total: \$0.00  
Key Pad Number: 056531

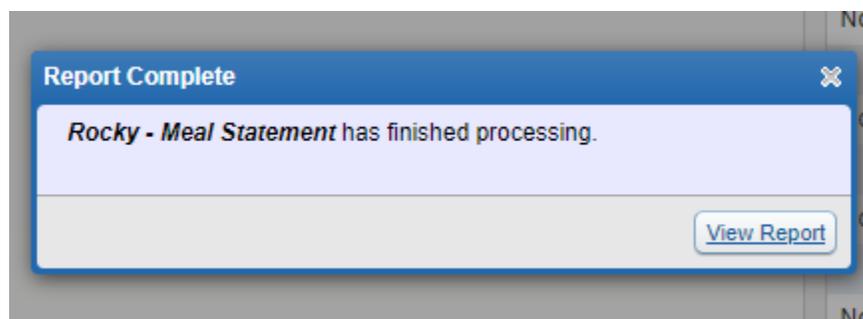
Item	Price
Sun Jul 31, 2022	
No purchases for this date.	
Mon Aug 1, 2022	
No purchases for this date.	
Tue Aug 2, 2022	
No purchases for this date.	
Wed Aug 3, 2022	
No purchases for this date.	
Thu Aug 4, 2022	
No purchases for this date.	
Fri Aug 5, 2022	
No purchases for this date.	
Sat Aug 6, 2022	
No purchases for this date.	

4. A box will pop-up requesting the start & end date you wish to set for the meal statement. This will allow you to see all purchases made by the customer in the selected date ranges.



The screenshot shows a dialog box titled "Print Report Ranges - Individual Customer" with a close button (X) in the top right corner. The main content area is titled "Rocky - Meal Statement Report Ranges". Below the title, there are two columns labeled "Low" and "High". Under "Low", the "Statement Date:" is set to "06/18/2021" with a calendar icon to its right. Under "High", the date is "09/01/2022" with a calendar icon to its right. Below the date fields, there is a note: "\*Purchases and payments made before 06/18/2021 can be printed, but will NOT be included in the running balance since they are already included in the 'Starting Balance'." At the bottom of the dialog, there are two buttons: "Back" on the left and "Print" on the right.

5. Once you have selected your desired options, click "print" in the bottom right corner of the pop-up box.
6. The report will run. When complete, select "view report" in the bottom right corner of the pop-up box. The report will display as a PDF.



The screenshot shows a dialog box titled "Report Complete" with a close button (X) in the top right corner. The main content area contains the text: "Rocky - Meal Statement has finished processing." At the bottom right of the dialog, there is a button labeled "View Report".



**\*\*Daily purchases can also be viewed on the right side of the screen (pictured below).**

Family Access  
Rocky Raccoon

Test Mom My Account Contact Us Exit

District Links

Home

NEW Student Enrollment

2022 - 23 Online Registration

2021 - 22 Online Registration

Online Forms

Arena Scheduling

Calendar

Gradebook

Attendance

Student Info

**Food Service**

Schedule

Discipline

Test Scores

Fee Management

Activities

Student Services

Graduation Requirements

Homeroom

**Food Service** Applications

Current Account Balance  
Family: \$0.00  
Lunch Type: Paid

Today's Lunch Menu  
No lunch menu details are available for the current date.

Lunch Calendar

Print Reports  
Rocky: Meal Statement |

Food Service Messages/Links  
(High School)  
Click on the link below for the free and reduced Alternate Household application for your High School Student.  
OHS Alternate Household Form

Rocky (High School) View Totals | Make a Payment

There are no payment records for this student.

Weekly Purchases For: Tue Aug 2, 2022

Previous Week Next Week

Rocky (High School)

Set Purchase Limit

Week Total: \$0.00

Key Pad Number: 056531

Item	Price
Sun Jul 31, 2022	
No purchases for this date.	
Mon Aug 1, 2022	
No purchases for this date.	
Tue Aug 2, 2022	
No purchases for this date.	
Wed Aug 3, 2022	
No purchases for this date.	
Thu Aug 4, 2022	
No purchases for this date.	
Fri Aug 5, 2022	
No purchases for this date.	
Sat Aug 6, 2022	
No purchases for this date.	