

BALANCE ADJUSTMENTS

Go to Students/Maintenance

Enter student ID or Name and click SEARCH

Double click on the student

General **Account** Contacts Medical

Click on ACCOUNT

Click on ADJUST ACCOUNT BALANCE

Account Information

Charge Limit:*

\$6.25

Current Balance: \$41.85

Adjust Balance

Transfer Balance

Custom Charge Limit:*

No

Bonus Credits: 0

Adjust Account Balance

Current Balance: \$57.40

Last Used Date: 9/30/2015 11:39:06 AM

Adjustment Type:*

[Dropdown menu]

Affect Today's Cash:*

No

School:*

T. Jefferson Elementary

Serving Period:*

After School Snacks

Amount:*

\$0.00

Bonus Credits:

0

No bonus for 'Paid' at T. Jefferson Elementary

Check:*

No

Comment:*

[Text input field]

Cancel

Save

ADJUSTMENT TYPE:

- Refund – reduce balance
- Deposit – increase balance

Amount – amount you want to increase or decrease balance by

Enter a comment of why you are doing the adjustment