

Applying Payments to Student Accounts CEP Sites Best Practices

When collecting money from students that have a negative balance you must apply the payment to the account to remove the negative balance. Follow the instructions below.

• From the home screen click on Front of the House>Point of Service>Open Terminal

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Accountability	Open Terminal Opens and prepares the terminal for sales.	Front of the House Tasks Various front of the house tasks.	
Vending	Process Sales Process sales transactions including sales, ROA voids, etc	Setup and run imports and exports.	
$ \rightarrow $	Close Terminal NO OPEN TILLS.	File Setup Setup POS related items such as taxes, accounts, meal plans, and options.	
	Bay End Processing Ensure all data has been retrieved from terminals and complete bank deposit.	Bank Reconciliation Tasks relating to Bank Deposit Reconciliation.	
	Customers Enter, edit and view all information on customers.		
	Setup POS related menu planner items.		
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• Choose the correct serving date, if the date shown is correct click YES; if the date shown is incorrect click on NO then choose the correct date



• Leave the till at \$0.00, press enter

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• Click on either Breakfast or Lunch meal service



• You have now logged on, click CLOSE

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• Click on the Customers button



• Type in the customer name or customer ID number of the student, click search

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		3649571	080706M063	ALAN	DAVIS	1289001	02	
		6760163	091703F026	PAULINA	DE LA TORRE	1289001	05	
		1179117	030803M023	KHYLE	DE LEON	1289001	05	
		00974096	00974096	LORETTA	DEL REAL	1289001	A	
		0367139	073109M020	MANUEL	DELGADO	1289001	PK	
		1688077	082808F050	MELODY	DELGADO	1289001	PK	
		6411969	093007F009	HARMONY	DELGADO	1289001	01	
		0254033	122207M061	STEVEN	DELGADO	1289001	PK	
		2368757	041708M070	RON JOHN CARMELO	DEOMAMPO	1289001	PK	
		5118350	063006F010	JESSICA	DESEO	1289001	02	
		4138217	070508M009	DYLAN ANDREW	DESEO	1289001	PK	
		3983935	111703M070	REGINALD JOJO	DESEO JR	1289001	05	
		1715576	012407F068	CHARLIZE BUEN	DIAL	1289001	01	
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		7663255	052599F017	ALAINA ROSE	DIOQUINO	1289001	01	
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• Click on Account Functions

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Vending	Process Sales transactions including sales, ROA, Voids, etc	
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	Attach Photo Clear Photo Attach Photo Clear Photo Process ID: 400005 Process ID: 400005	
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ACCOUNT PAYMENTS

- 1. Click on the **Payment** tab
- 2. Select the General account from the list
- 3. You can tell which account is currently selected because it will have a ▶ next to the account name
- 4. Click in the Payment Amount field
- 5. Enter the **Payment** amount
- 6. Click Save Payment

Ac	count Functions / Mainte	nance		
Г	Account Name	Balance	Payment Refund Adjustment Maintenance	Transaction Details:
1	▶ General	-3.20		Previous Balance: \$0.00
	Meal	0.00	Current Balance:	Payment Amount: \$0.00
ŀ	Bonus	0.00	-\$3.20	
			s3.20	New Balance: \$0.00
			the state of the s	
				Account is Active
			Save Payment	Close

7. You will get a message that the **Payment** has been saved, click **OK**

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A payment for \$3.20 has been posted to the account.
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- 8. Check the Transaction Details, it will show the new balance
- 9. Click Close to complete the transaction, payment has been posted to the account