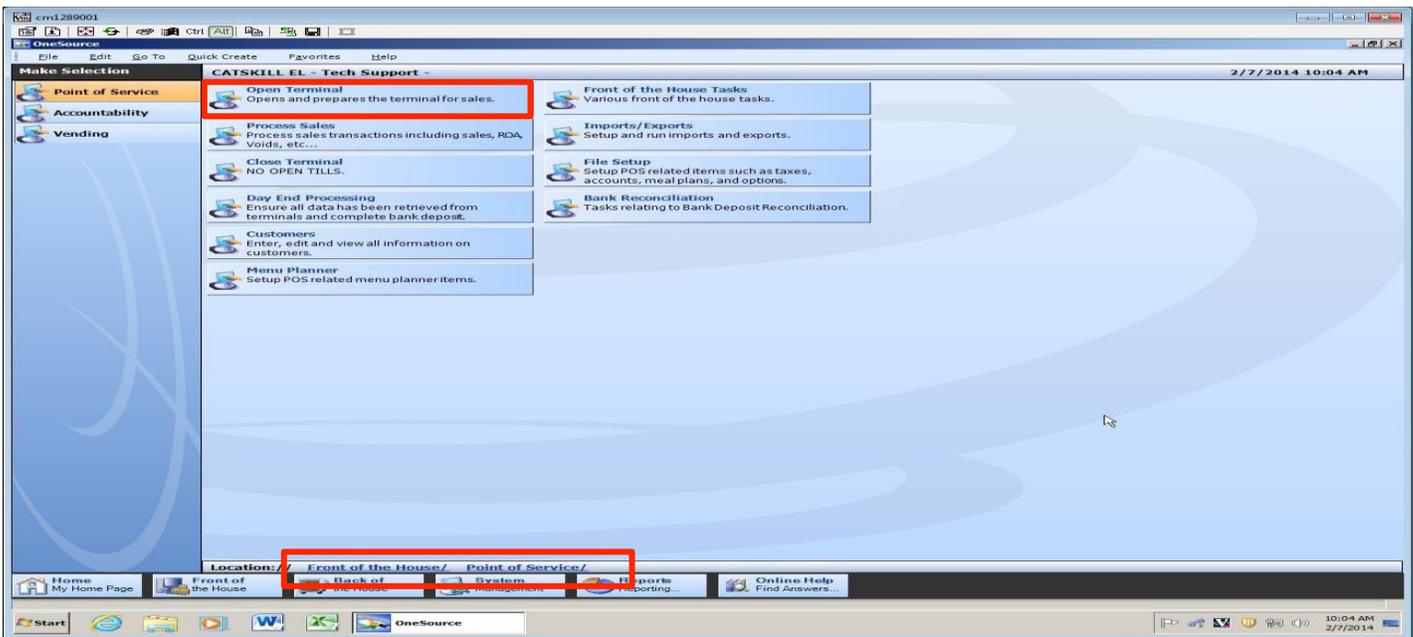




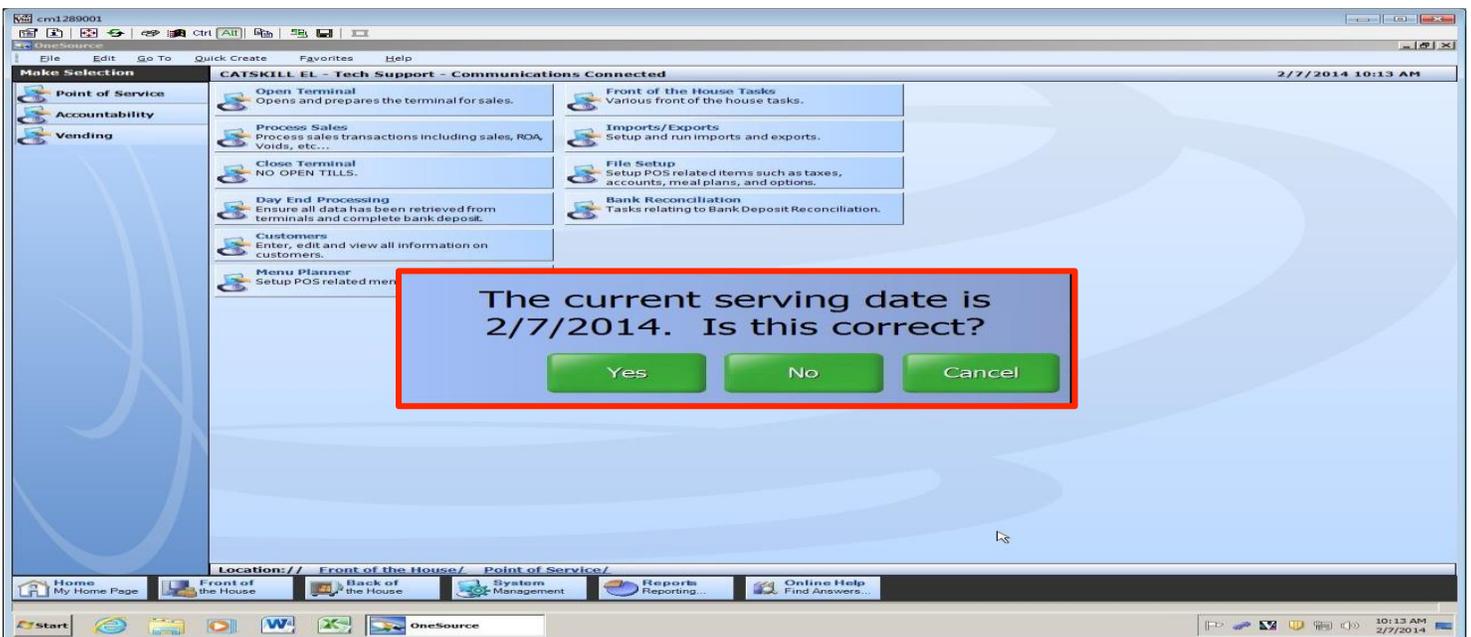
Applying Payments to Student Accounts CEP Sites Best Practices

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.

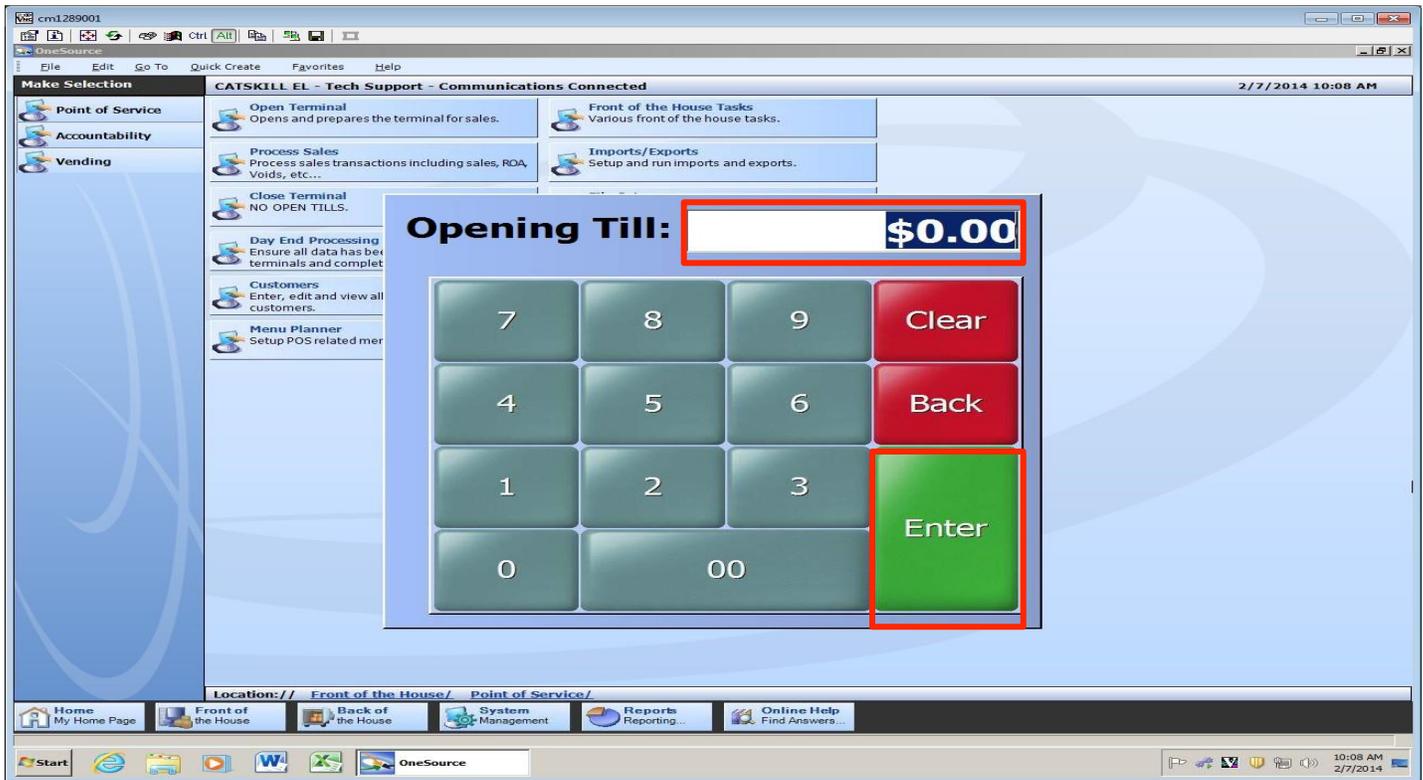
- From the home screen click on Front of the House>Point of Service>Open Terminal



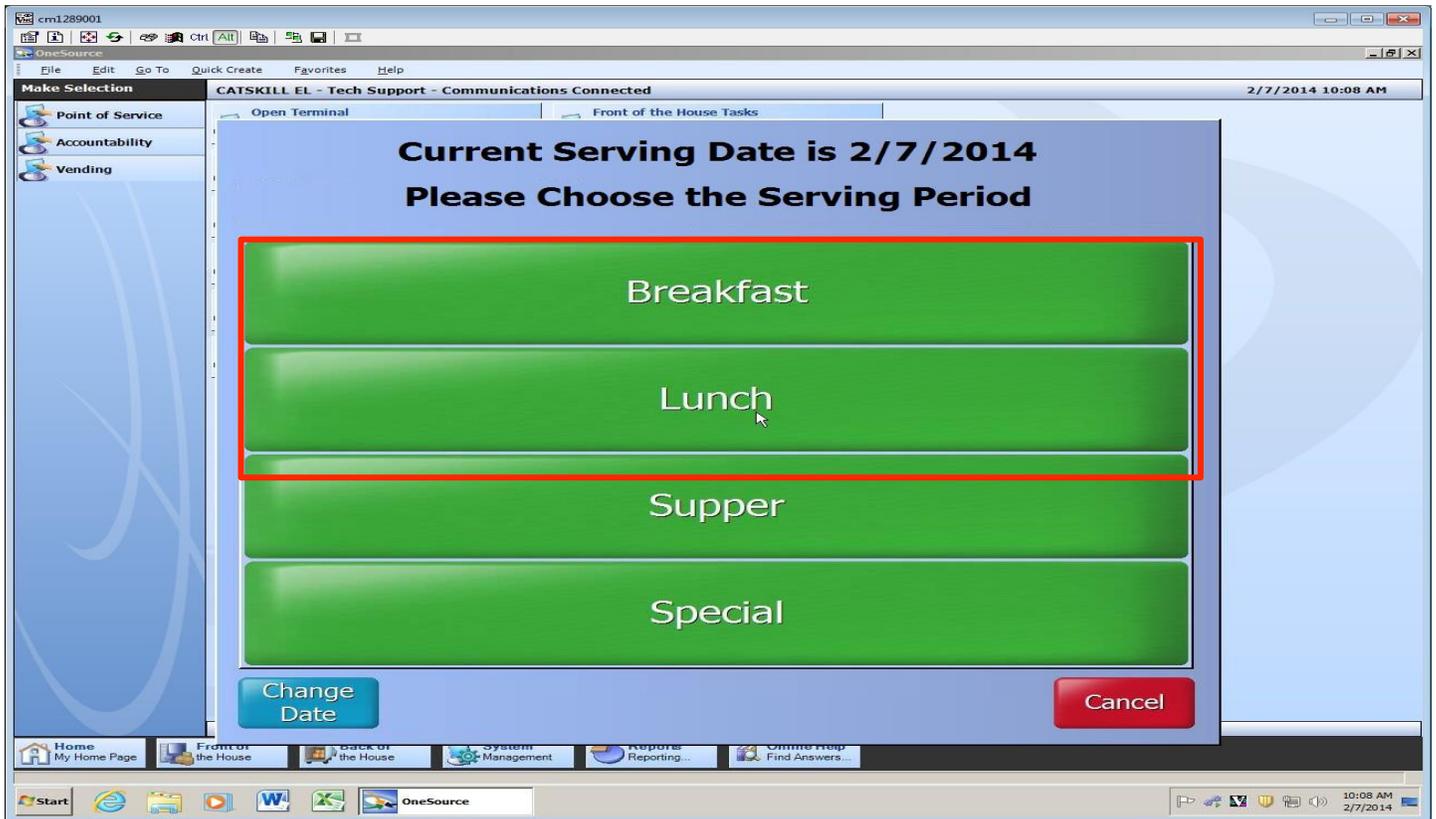
- Choose the correct serving date, if the date shown is correct click YES; if the date shown is incorrect click on NO then choose the correct date



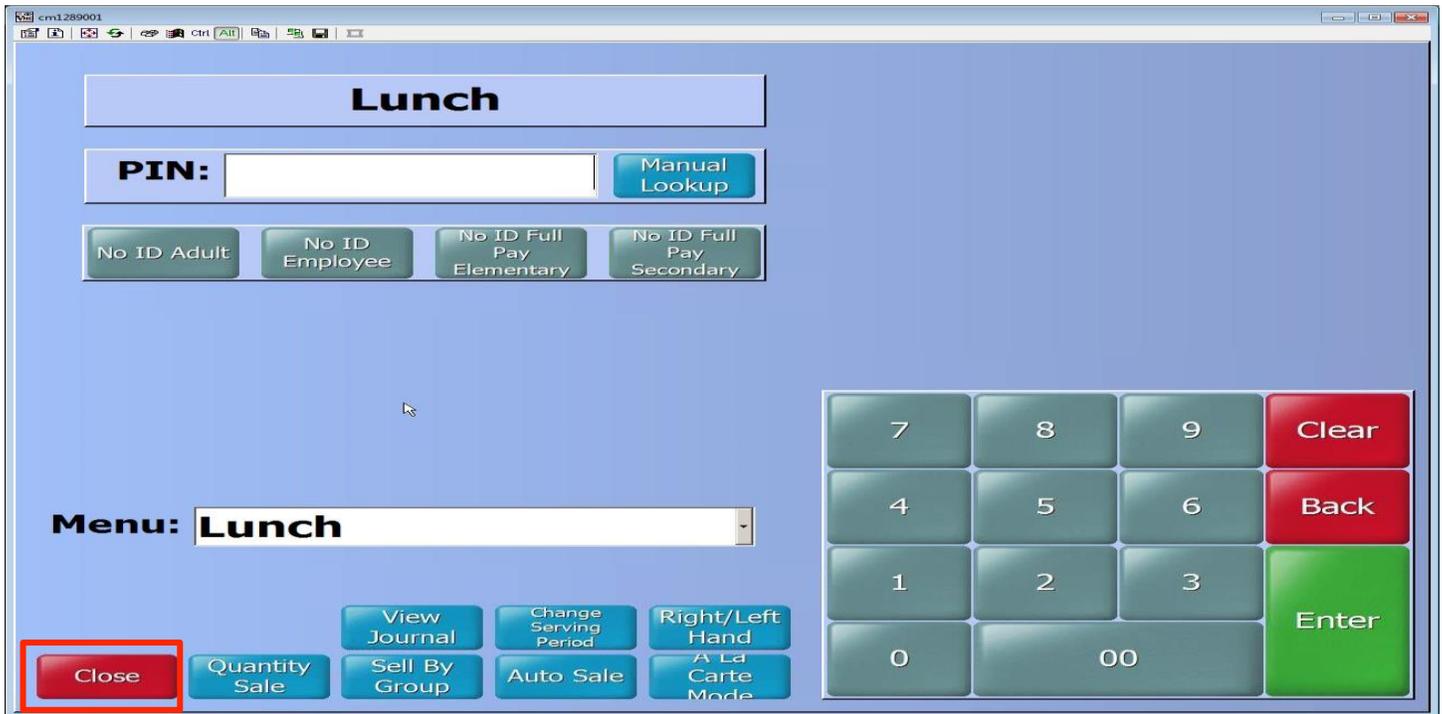
- Leave the till at \$0.00, press enter



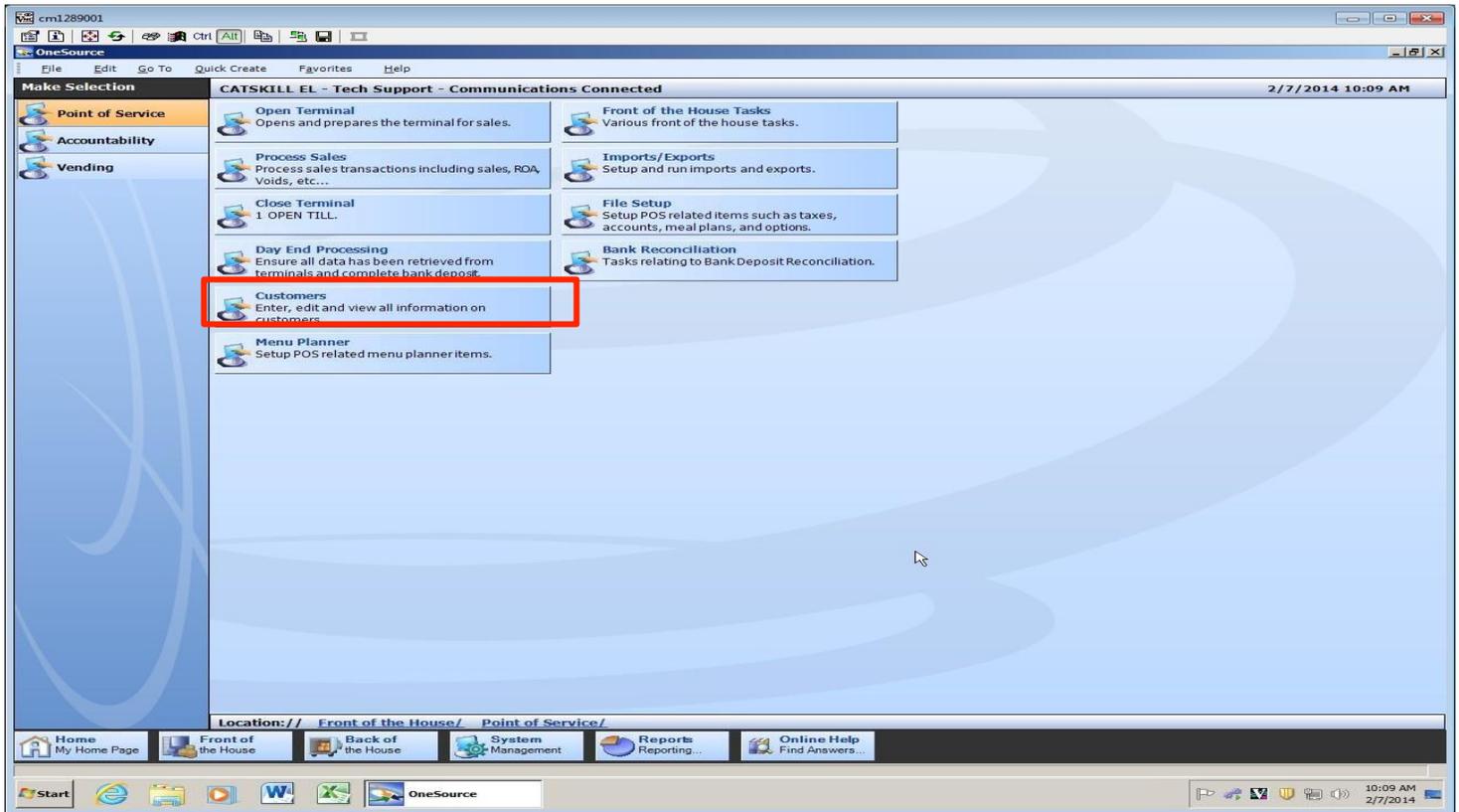
- Click on either Breakfast or Lunch meal service



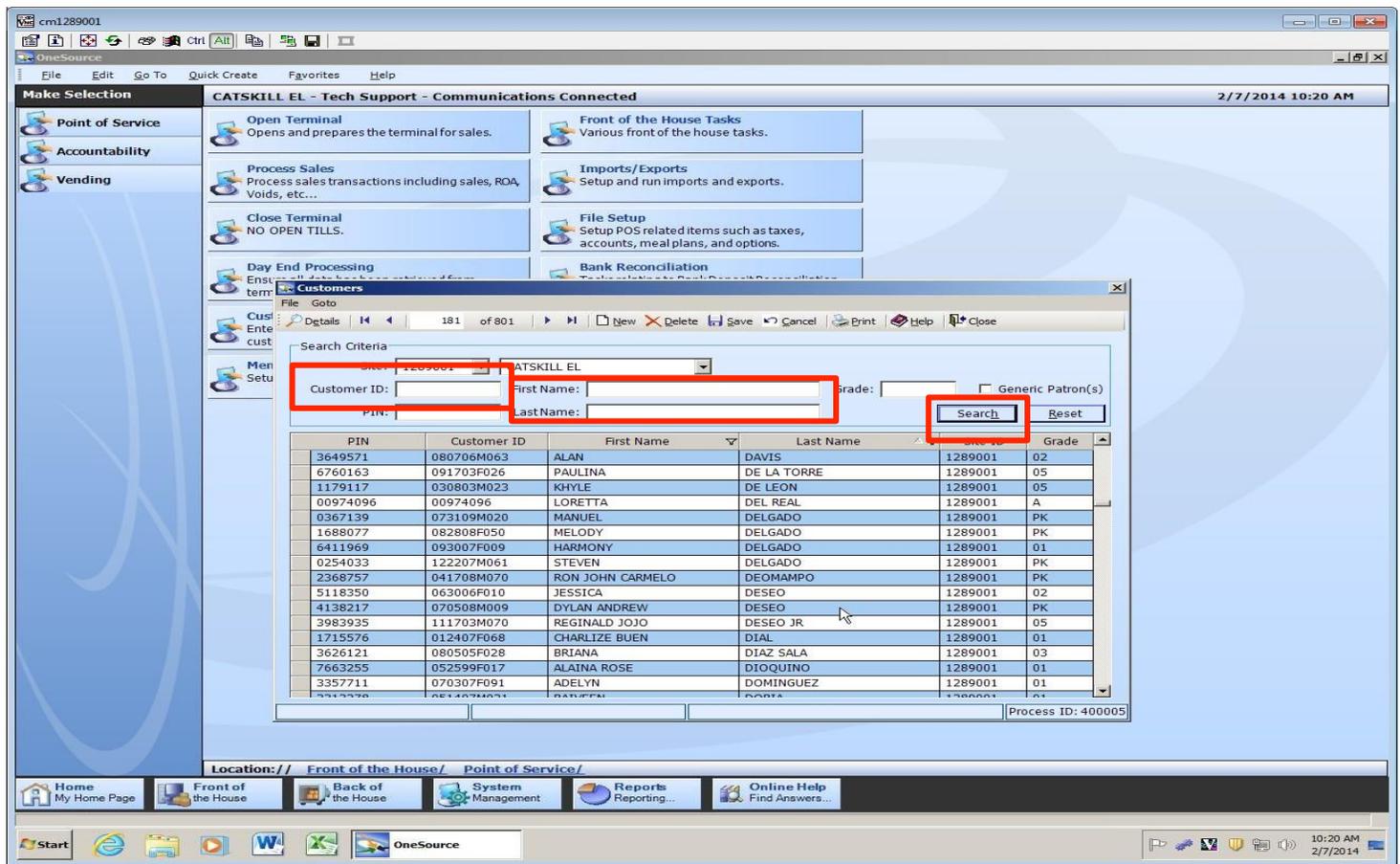
- You have now logged on, click CLOSE



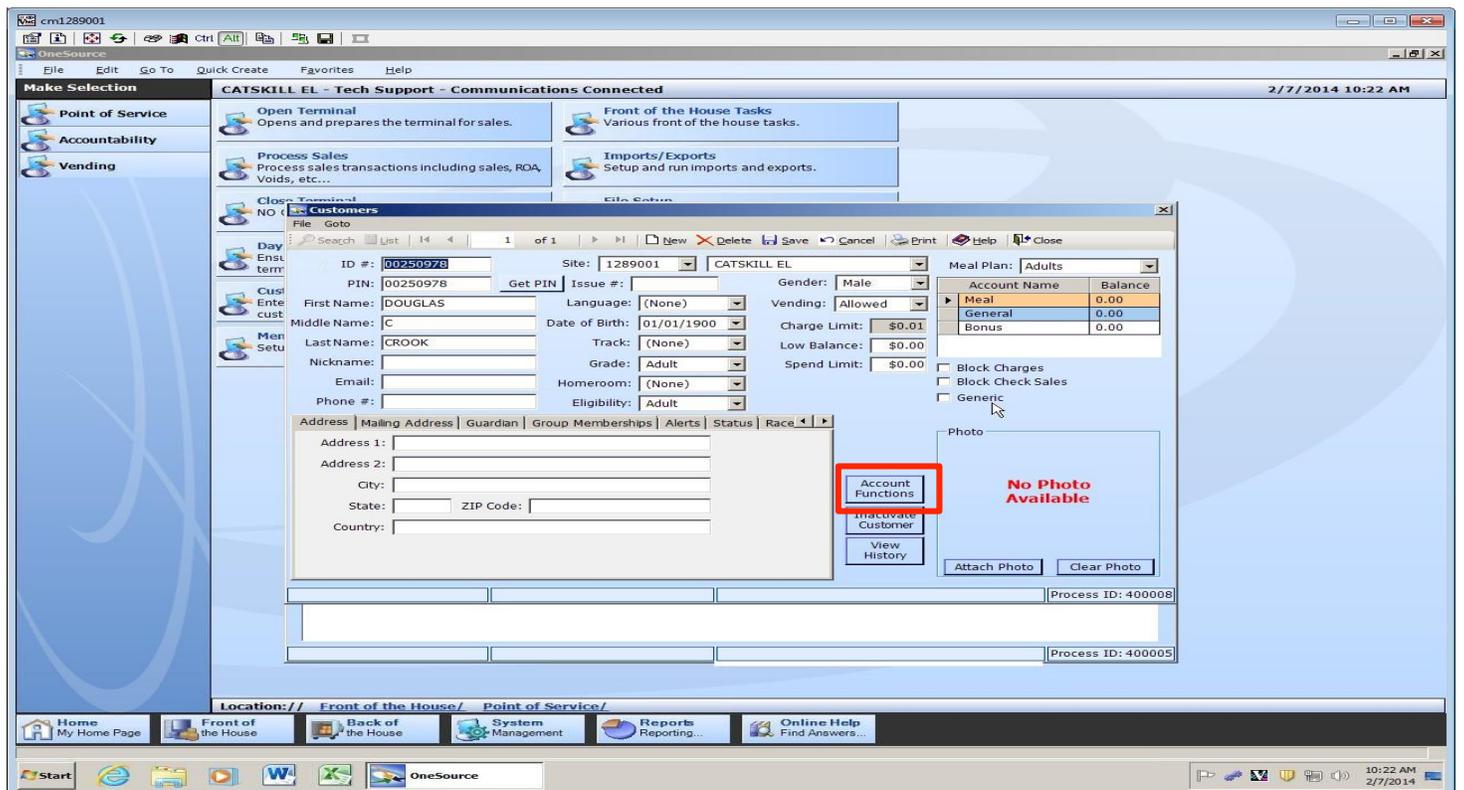
- Click on the Customers button



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



- Click on Account Functions



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**

Account Functions / Maintenance

Account Name	Balance
► General	-3.20
Meal	0.00
Bonus	0.00

Payment Refund Adjustment Maintenance

Current Balance:
-\$3.20

Payment Amount:
\$3.20

Check #:

Save Payment

Transaction Details:

Previous Balance: \$0.00
Payment Amount: \$0.00
New Balance: \$0.00

Account is Active

Close

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



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