

Applying Payments to Student Accounts 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.

## **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 Name Balance   General -3.20   Meal 0.00   Bonus 0.00	Account Functions / Maintenance					
Account Name Balance   General -3.20   Meal 0.00   Bonus 0.00    Current Balance:  \$3.20  Payment Amount:  \$3.20  Payment Amount:  \$3.20  New Balance:  New Balance: \$0.00  New Balance: \$0.00  Account is Active	r				Transation Dataily	
▶       General       -3.20       Previous Balance: \$0.00         Meal       0.00       -\$3.20       Payment Amount: \$0.00         Bonus       0.00       Payment Amount: \$3.20       New Balance: \$0.00         Vew Balance:       \$0.00       \$0.00       New Balance: \$0.00         Payment Amount:       \$3.20       Check #:       Account is Active		Account Name	Balance	Payment Refund Adjustment Maintenance		
Meal       0.00       Current Balance:       Payment Amount:       Payment Amount:       Payment Amount:       New Balance:       Payment Amount:         Bonus       0.00       Check #:       Check #:       Account is Active		General	-3.20		Previous Balance: \$0.00	
Bonus 0.00 Payment Amount: \$3.20 Check #: Account is Active		Meal	0.00	Current Balance:	Payment Amount: \$0.00	
Payment Amount:     \$3.20       Keck #:     New Balance: \$0.00       Check #:     Account is Active		Bonus	0.00	-\$3.20		
Check #: Account is Active				Payment Amount: \$3.20	New Balance: \$0,00	
Save Payment				Check #:	Account is Active	

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.