



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 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.