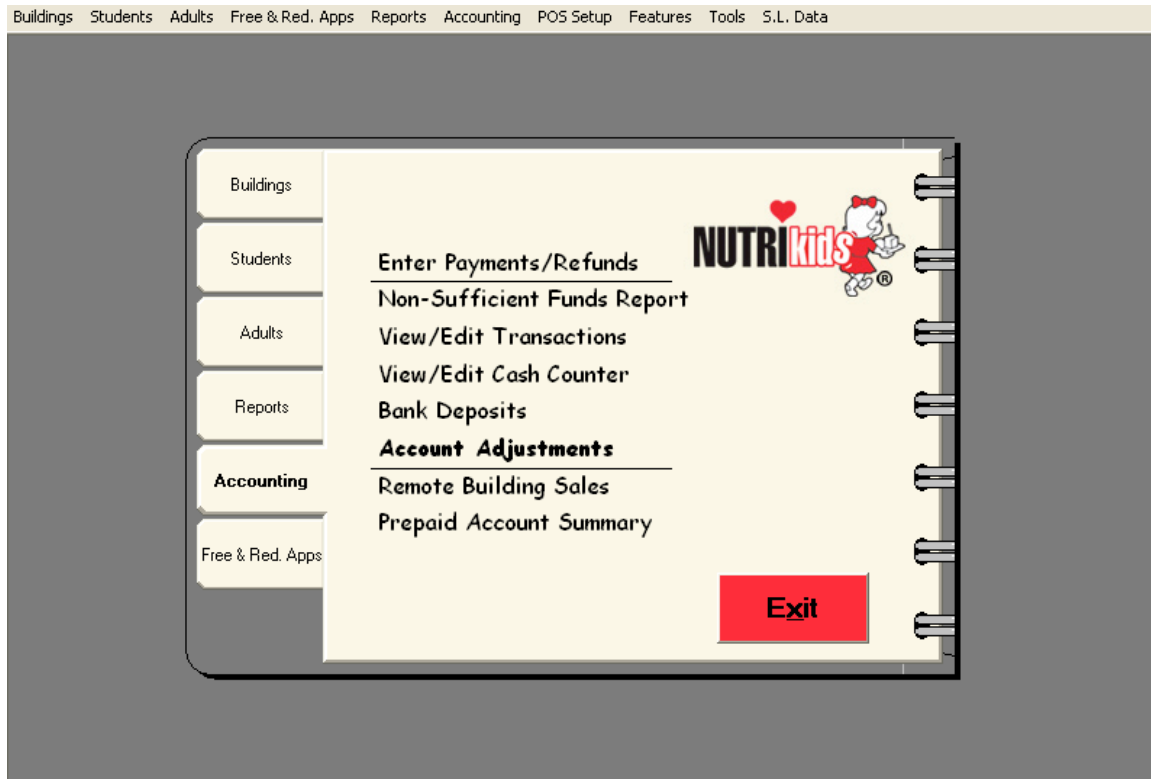
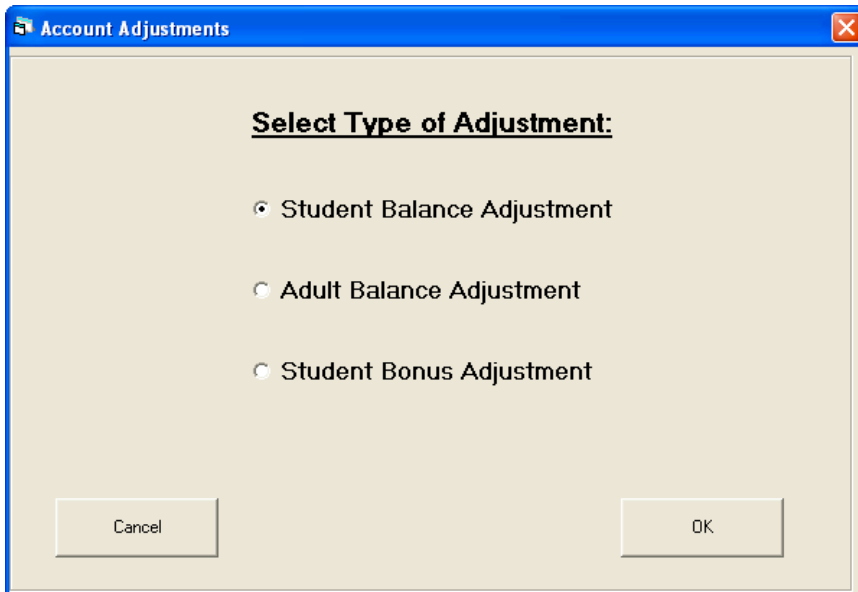


Student /Adult Balance Adjustments

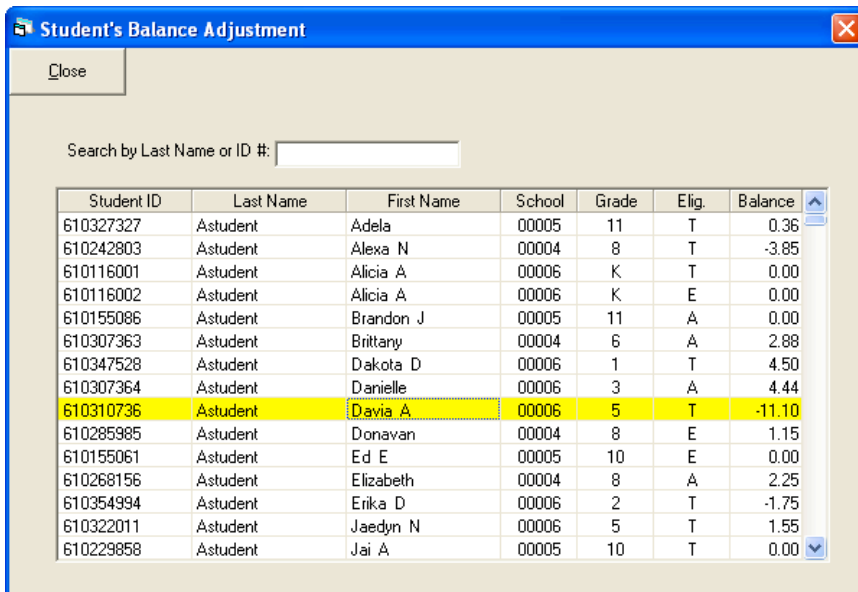
You may make any correction to a student or adult account through the manager's program. In order for the adjusted balance to be reflected at the serving line, you must perform the **Serving Line Transfer** from the Director's Program and **Refresh Data** at the serving line.



1. Click **Accounting**.
2. Click **Account Adjustments**.



3. Click **Student** or **Adult Balance Adjustments**.
4. Click **OK**.



5. Type in the **Search** box the first few consonants of the last name or ID# of the student or adult.
6. Press **Enter** on the keyboard.
7. The selected student /adult will highlight.
8. Double click on the highlighted name.

Student's Balance Adjustment

Davia Astudent Current Balance: -11.10

Adjustment Amount:

Select Adjustment Type:

Add to Balance

Deduct From Balance

Adjustment Reason: (75 Character Max)

Past Adjustments:

Date	Amount	Reason
NONE		

9. To process this adjustment:

- Enter the adjustment amount in the **Adjustment Amount** box.
- Click the radio button to **Add to Balance** or **Deduct From Balance** the adjusted amount from the account.
- Enter an adjustment reason.
- Click **Save** to complete the adjustment.
- Click **Exit** to close.

Student's Balance Adjustment

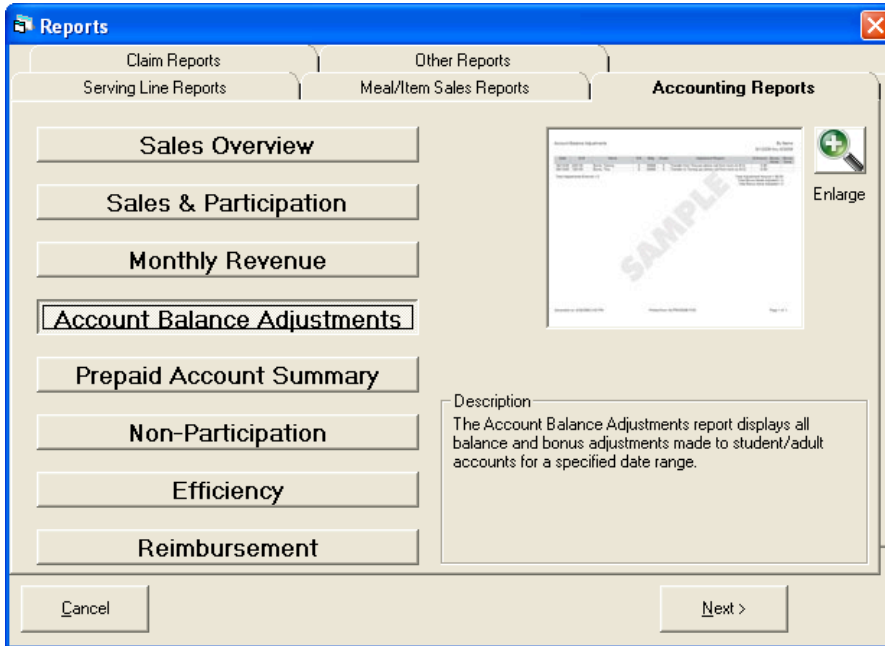
Search by Last Name or ID #:

Student ID	Last Name	First Name	School	Grade	Elig.	Balance
610327327	Astudent	Adela	00005	11	T	0.36
610242803	Astudent	Alexa N	00004	8	T	-3.85
610116001	Astudent	Alicia A	00006	K	T	0.00
610116002	Astudent	Alicia A	00006	K	E	0.00
610155086	Astudent	Brandon J	00005	11	A	0.00
610307363	Astudent	Brittany	00004	6	A	2.88
610347528	Astudent	Dakota D	00006	1	T	4.50
610307364	Astudent	Danielle	00006	3	A	4.44
610310736	Astudent	Davia A	00006	5	T	0.90
610285985	Astudent	Donavan	00004	8	E	1.15
610155061	Astudent	Ed E	00005	10	E	0.00
610268156	Astudent	Elizabeth	00004	8	A	2.25
610354994	Astudent	Erika D	00006	2	T	-1.75
610322011	Astudent	Jaedyn N	00006	5	T	1.55
610229858	Astudent	Jai A	00005	10	T	0.00

Note: You can view the adjustment on the **Student Adjustment** tab in the Balance column.

To view /print a Balance Adjustment report:

1. Click **Reports**.
2. Click **Reports** again.
3. Click **Adjustments**.



4. Click **Next>**.
5. Select date range of adjustment.
6. Click **Finish**.
7. Click **Print** to print the report.

Close Print

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OCM Central School District
Account Balance Adjustments

By Name
8/28/09

Date	ID #	Name	S/A	Bldg.	Grade	Adjustment Reason	\$ Amount	Bonus Meals	Bonus Items
08/28/09	610310736	Astudent, Davia	S	00006	5	paving off debt	12.00		

Total Adjustments Entered = 1

Total Adjustment Amount = \$12.00
Total Bonus Meals Adjusted = 0
Total Bonus Items Adjusted = 0