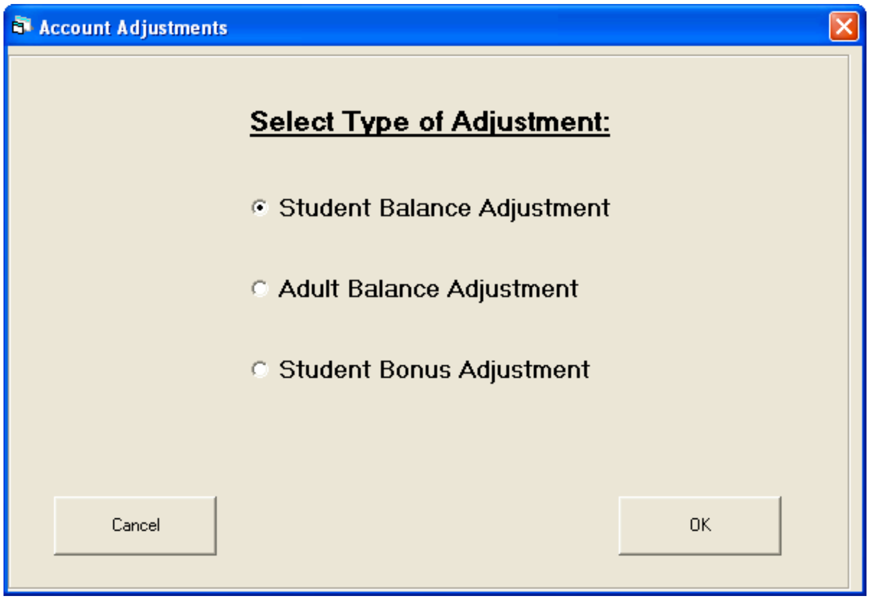
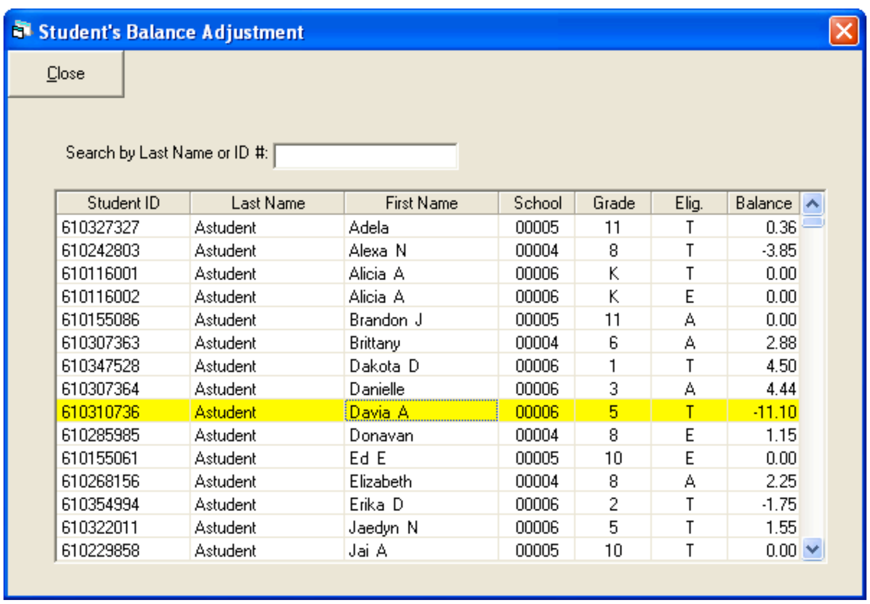
Student /Adult Balance Adjustments

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.

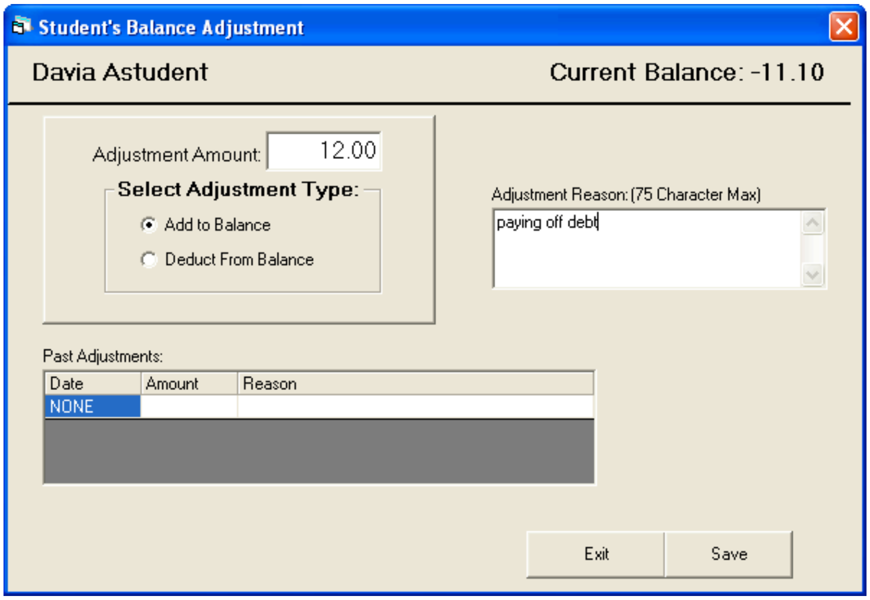
1. Click **Accounting**.
2. Click **Account Adjustments**.



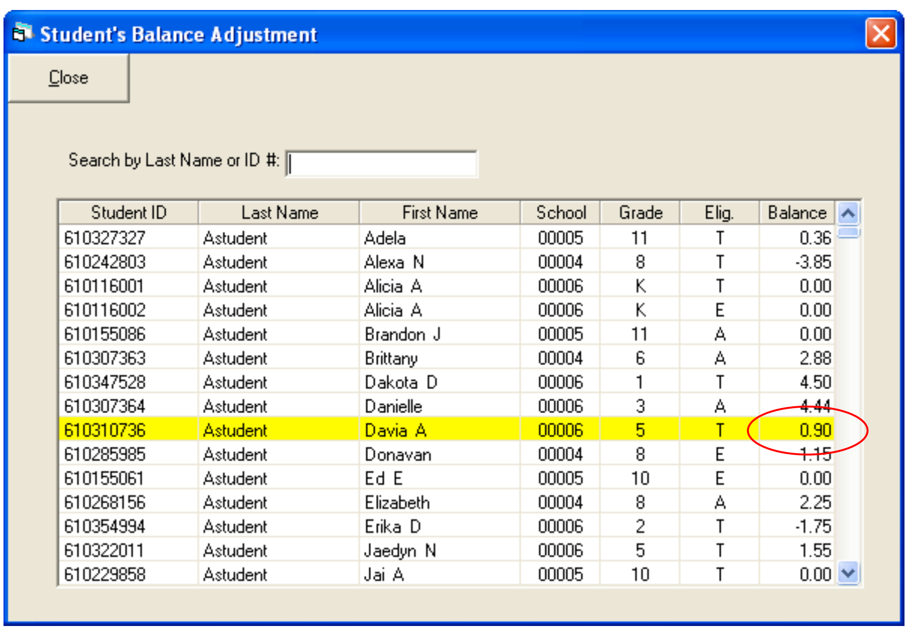
3. Click **Student** or **Adult Balance Adjustments**.
4. Click **OK**.



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.



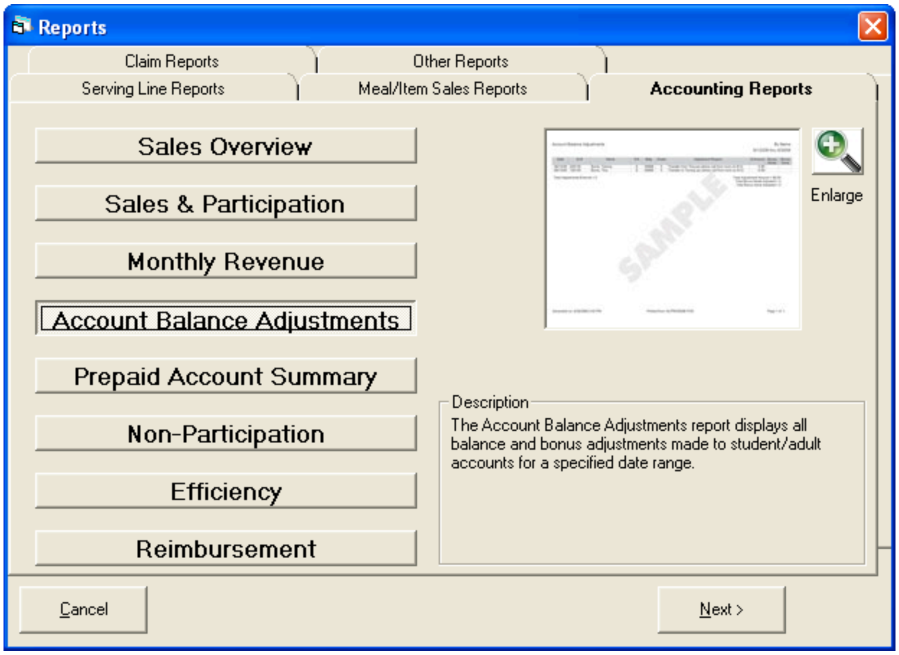
9. To process this adjustment:
    - Enter the adjustment amount in the **Adjustment Amount** box.
    - Click the radio button to **Add to Balance** or **Deduct From Balance** the adjusted amount from the account.
    - Enter an adjustment reason.
    - Click **Save** to complete the adjustment.
  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



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.