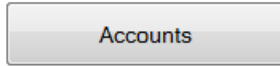


Account Adjustment vs Account Refund

There are two ways to manually adjust an account in Nourish. Both methods are done from the Accounts page. Select the **Accounts** button from the Nourish main page.



Locate the account by typing the last name into the **Name** field and using the down arrow on keyboard to locate the account or by typing the account ID in the **ID#** field and hitting enter on the keyboard.

nourish - Accounts: School= Training High School

Name	<input type="text" value="Russ John :2124:A"/>	ID#	<input type="text"/>	<input type="button" value="Clear"/>	<input type="button" value="Save/Submit"/>	<input type="button" value="Close"/>
<input type="checkbox"/> Search the other schools (for Account History report)		School Year	<input type="text" value="2019-2020"/>			

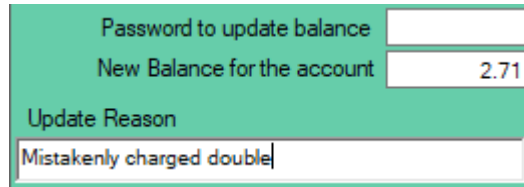
The accounts screen will display the account information for the selected student/staff.

nourish - Accounts: School= Training High School

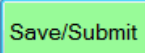
Name	<input type="text" value="Russ John :2124:A"/>	ID#	<input type="text"/>	<input type="button" value="Clear"/>	<input type="button" value="Save/Submit"/>	<input type="button" value="Close"/>
<input type="checkbox"/> Search the other schools (for Account History report)		School Year	<input type="text" value="2019-2020"/>			
ID#*	<input type="text" value="2124"/>	Pin#	<input type="text"/>			
Last*	<input type="text" value="Russ"/>			Mail. Addr.	<input type="text" value="91 Sunnyside Drive"/>	
First*	<input type="text" value="John"/>			City/St./Zip	<input type="text" value="Elmira"/>	<input type="text" value="NY 14905"/>
Status*	<input type="text" value="Active"/>	Gender	<input type="text"/>	Email	<input type="text"/>	
Grade	<input type="text"/>			Phone#s	<input type="text"/>	
Homeroom	<input type="text"/>				Include on Breakfast Roster	<input type="text" value="y"/>
Type*	<input type="text" value="Adult"/>	F/R App Rcvd	<input type="text" value="n"/>			Temporary Account
Other Dist.	<input type="text" value="n"/>	Location	<input type="text"/>		Alt Meal Due to Neg. Bal.(does NOT charge)	
Balance	<input type="text" value="1.71"/>	Beginning of Year Balance	<input type="text" value="1.71"/>		Breakfast Today	
					<input type="text" value="n"/>	
					Lunch Today	
					<input type="text" value="n"/>	
					Disabled due to parent request	
					<input type="text"/>	
					A la carte Purchases Permitted	
					<input type="text" value="y"/>	
					<input checked="" type="checkbox"/> Mon. <input checked="" type="checkbox"/> Tues. <input checked="" type="checkbox"/> Wed. <input checked="" type="checkbox"/> Thurs. <input checked="" type="checkbox"/> Fri.	
Beginning Month/Day <input type="text"/> Ending Month/Day** <input type="text" value="3/4"/>		<input type="button" value="Print"/>		<input type="button" value="Help"/>		
**=Month/Day/Year for summer trans.		Refund <input type="text"/> Cashier <input type="text" value="ajbailey"/> Register <input type="text" value="2"/> Service <input type="text"/>		Password to update balance <input type="text"/> New Balance for the account <input type="text"/> Update Reason <input type="text"/>		
<input type="checkbox"/> Allergy is life threatening		*=Required				
Allergies <input type="text"/>						
Cashier Notes <input type="text"/>						
Office Notes <input type="text" value="New:9/11/2012 Adult."/>						
Balance Notes <input type="text"/>						

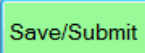
Account Adjustment vs Account Refund

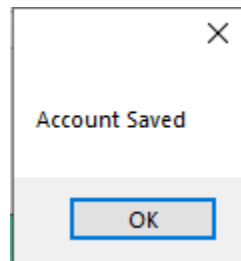
The preferred method of account adjustment is to use the **New Balance** option located in the right lower middle side of the account screen. Enter the Password, the New Balance amount and enter the Reason for the balance adjustment



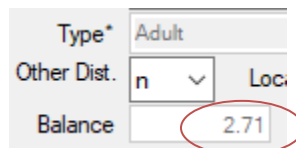
A screenshot of a green-bordered form with three input fields. The first field is labeled 'Password to update balance' and is empty. The second field is labeled 'New Balance for the account' and contains the value '2.71'. The third field is labeled 'Update Reason' and contains the text 'Mistakenly charged double'.

 Save/Submit

When finished select the  button to save the changes. A confirmation window will appear. Select **OK** to close the window.

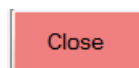


The new balance will appear on the accounts screen.

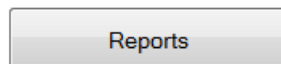


A screenshot of an account details form. It includes a 'Type*' dropdown menu set to 'Adult', an 'Other Dist.' dropdown menu set to 'n', and a 'Balance' field containing '2.71'. The 'Balance' field is circled in red.

Select the **Close** button to close the account page and return to the Nourish main page.

 Close

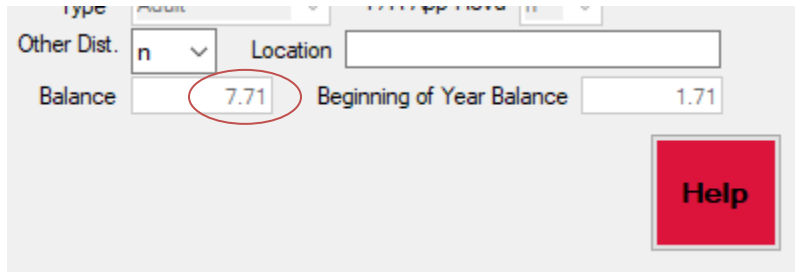
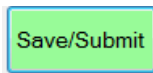
All account balance adjustments appear on the **Updated Balance Report** located under **Reports** from the Nourish main page.

 Reports

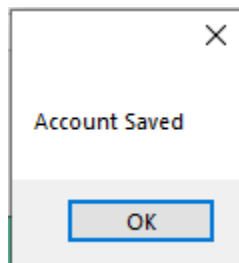
Account Adjustment vs Account Refund

The **Refund** window is a physical deduction from the Individual’s Account whereby the money is directly handed to the individual and decreases the physical amount in the cash drawer.

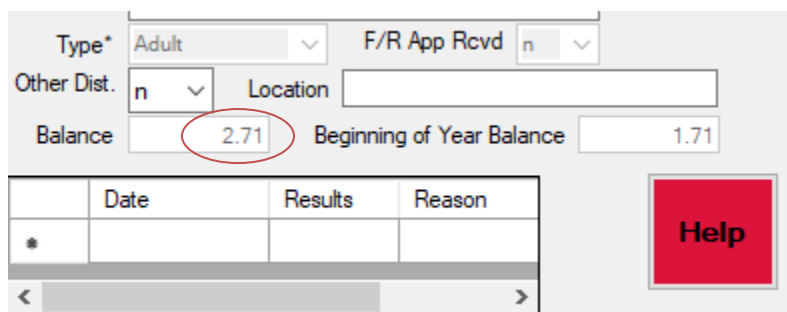
BEFORE REFUND of \$5.00

When finished select the **Save/Submit** button to save the changes. A confirmation window will appear. Select **OK** to close the window.



AFTER REFUND of \$5.00



Again, the preferred method of account adjustment is to use the **New Balance** option (page 2).