Manage Lunch Money

You can add money to an account or refund an incorrect lunch charge using Lunch Money.

> **Note**
>
> You can print a list of credits or refunds at the end of each posting. However, if you skip this option, you won't be able to return to report postings.

To add money to an account

1. On the Home screen, click **Lunch**. The Lunch Management Assistant displays.
2. Click **Lunch Money**. The Lunch Money dialog box displays.
3. Make your selections, and click **Next** to move to the next window.
4. In the last window, click **Post**.

> Select **Edit** or **Delete** to make changes to a refund prior to posting.

To apply a refund to an account

1. On the Home screen, click **Lunch**. The Lunch Management Assistant displays.
2. Click **Lunch Money**. The Lunch Money dialog box displays.
3. In the **Receive Refund from Lunch Account** section, select an option.
4. Click **Next**.
5. Make your selections, and click **Next**.
6. Click **Post**.

> Select **Edit** or **Delete** to make changes to a refund prior to posting.