

How to Transfer Cafeteria Balances

Step 1-

CR Download the APP Store



Step 2- Click the cafeteria transfer icon outlined below, a popup box will open for selecting patrons

ashboard		
All Students	John Evelyn Rivers	CATHERIN)
Meal	5.217 RV.S.	
Name	Cafeteria Balance	Add Funds
John Evelyn Rivers	\$50.25	Я
CATHERINE Rose Lakios	\$55.25	ЭЩ
Caleb Joseph Masuraha	\$40.25)Ħ
Julianna Lily Ihsan	\$15.00	Я
Wynston Joseph Witt	\$11.60	Ħ







Step 3- Select patrons > Proceed

Dashb	oard			
. 4	All Students	John Evelyn Ri	vers 🛉 CATH	
7 2	Share C	afeteria E	Balance	⊗ \4
Meal	Patron 1*			137 SE
Name	John Evelyn Rivers		•	
John E	Patron 2 * MichaelRuth Haessi	g	•	
CATHE				
Caleb	CANCEL		PROCEED	
Juliani				
Wynston	Joseph Witt	\$11.60	١	
Michael R	uth Haessig	\$-1.50	Ŕ	
ABK (CO)	147 <i>14</i> 7 140 1			

Step 4- Enter transfer amount > Select option for send or receive funds > Review and check box for conditions > Click Transfer

-	Share Cafeteria Balance Cafeteria Balance Transfer		
Meal	John Rivers Michael Haessig Current Balance: \$50.25 New Balance: \$30.25 New Balance: \$18.50		
Name	Transfer Details		
John E	Transfer Amount : 20.00 Send Funds O Receive Funds		
CATHE	I agree to transfer part/full balance for the above ✓ mentioned Cafeteria account from one patron to another. I am aware that once fund transferred cannot be revoked		
Julian	CANCEL TRANSFER		
Michae			







Step 4- Transfer is complete



Please do not hesitate to contact PaySchools Central Customer Service **877-393-6628**





