

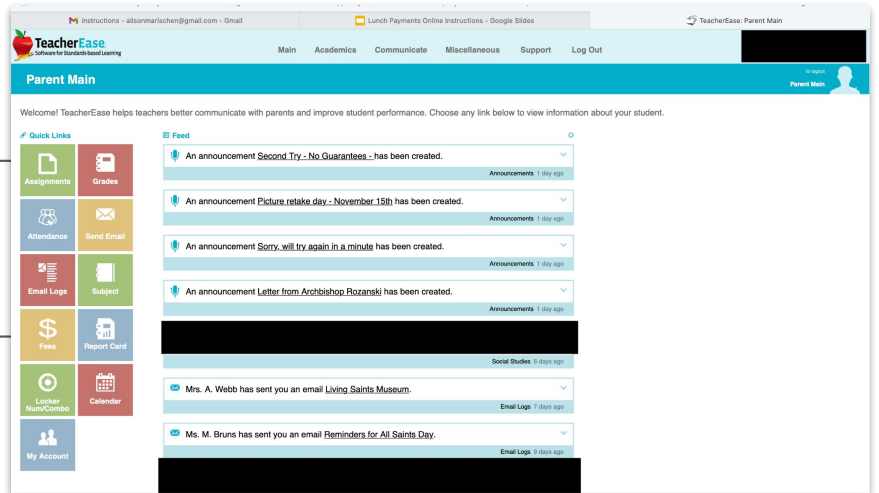
# LUNCH PAYMENTS - Checking Your Balance

Food Service Consultants uses **TeacherEase** to apply lunch purchases against student lunch accounts. It is a manual process for our administration to add lunch money deposits (check or online) to TeacherEase. Please allow 2-3 business days before checking Teacher Ease to see your balance reflect payments you have made toward your lunch balance.

## TO CHECK LUNCH BALNCE:

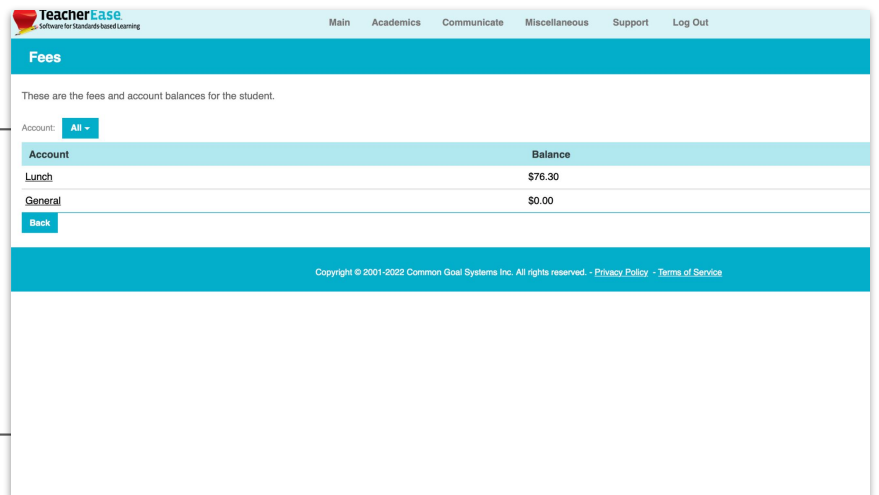
1

Log into TeacherEase



2

- Click "Fees"
- Lunch should appear with your balance



3

Click on the "Lunch" line to see day by day withdraws for purchases and deposits of lunch money purchases (whether by check or online)

A screenshot of the TeacherEase Fees page showing a detailed transaction table. The table has four columns: 'Category', 'Amount', 'Balance', and 'Notes'. The transactions include a \$60.00 credit card payment, several \$0.20 and \$1.75 debits for student food service, and another \$60.00 credit card payment. The final balance is -\$25.35.

Category	Amount	Balance	Notes
Payment (Credit Card)	\$60.00	\$76.30	Wix order 10018
Student Food Service	-\$0.20	\$16.30	Milk
Student Food Service	-\$1.75	\$16.50	A- extra item
Student Food Service	-\$4.75	\$18.25	A- item meal
Student Food Service	-\$0.20	\$23.00	Milk
Student Food Service	-\$1.75	\$23.20	A- extra item
Student Food Service	-\$4.75	\$24.95	A- item meal
Payment (Credit Card)	\$60.00	\$29.70	wix order # 10017
Student Food Service	-\$0.20	-\$30.30	Milk
Student Food Service	-\$4.75	-\$30.10	A- item meal
Student Food Service	-\$1.75	-\$25.35	A- extra item