

# Account Management Wizard

Last Modified on 03/11/2024 8:44 am CDT

This functionality is only available to customers who have purchased Campus Point of Sale as add-on functionality.

**Classic View:** Point of Sale > Account Maintenance > Account Management Wizard

**Search Terms:** Account Management

The Account Management Wizard helps you complete the following tasks.

Task	Description
<b>Inactivate Food Service Accounts</b>	This option clears the <b>Active</b> checkbox on the patron's <a href="#">Account Info</a> tab. Inactive accounts do not appear on POS terminals.
<b>Remove PINs</b>	This option removes the PIN from patrons who have an inactive account in Campus.
<b>Inactivate Accounts and Remove PINS</b>	This option simultaneously inactivates patron accounts and removes the PINs.
<b>Adjust balances on Inactive Accounts</b>	This option adjusts inactive account balances to zero.
<b>Transfer Patron Account Data</b>	This option transfers patron(s) account data to a new or existing account. For example, when individual accounts move to a family account or a family account is separating into individual accounts.

