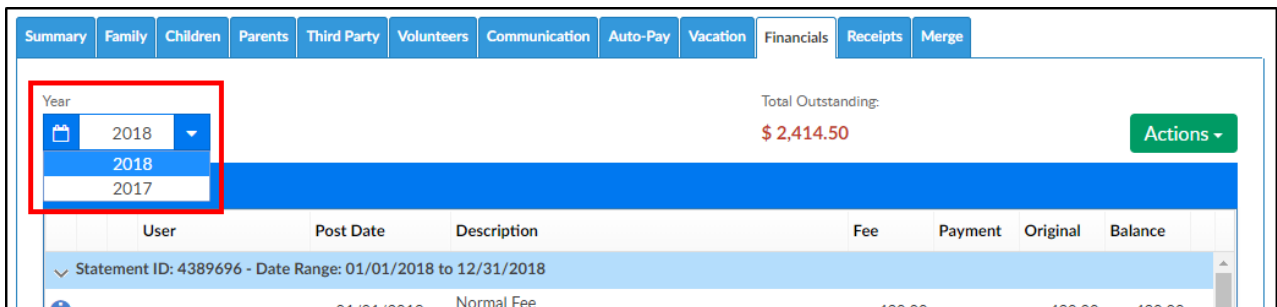


Family Record, Financials Tab

Last Modified on 06/14/2023 8:05 am EDT

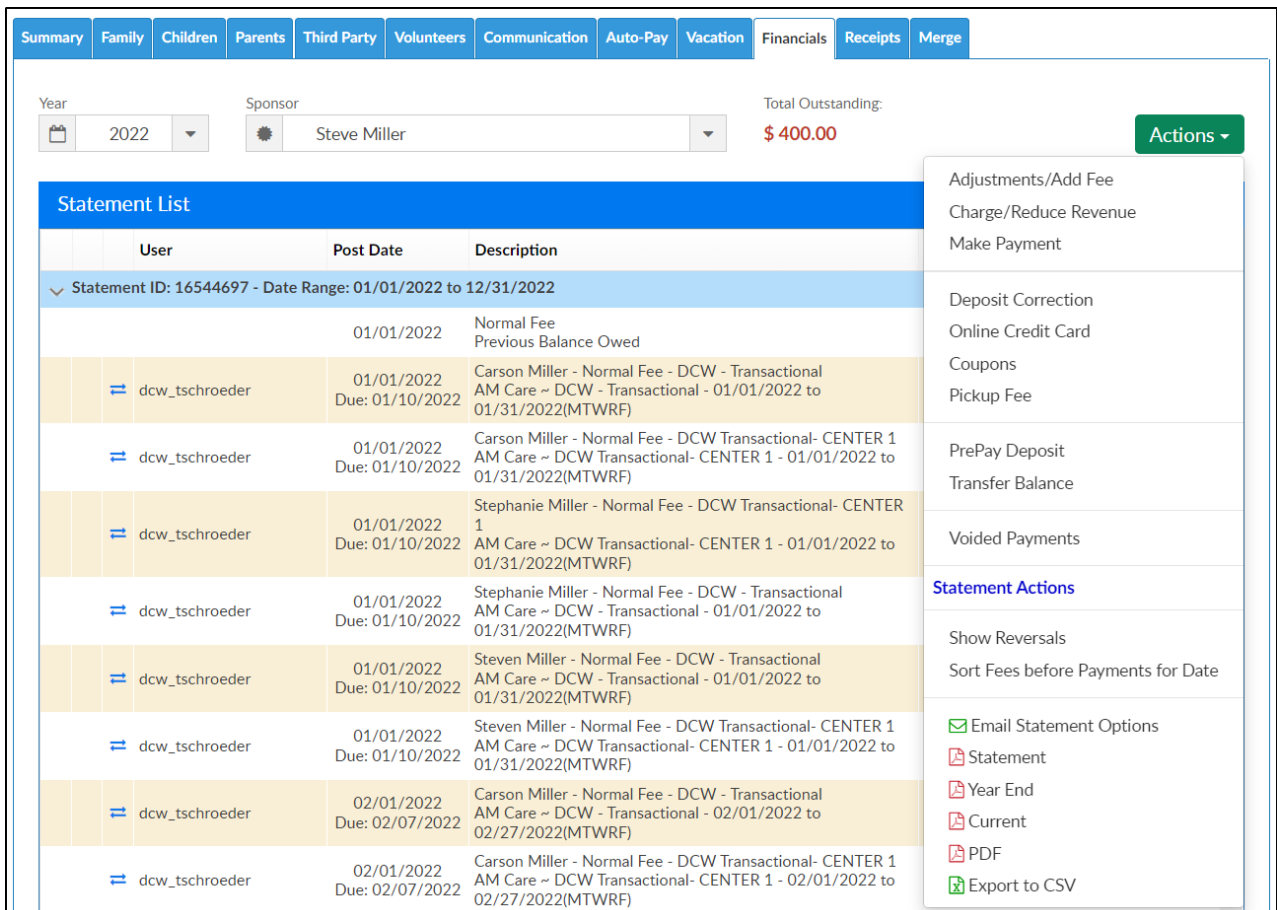
The family Financial tab displays the family's charges, adjustments, and payments. The look of this screen may vary depending on if a site is running defined or transactional billing, but the functionality is generally the same.

To change the statement year, click the Year drop-down box and select the year to display. Once in a new year, users are unable to delete prior year transactions. If a total needs to be corrected, an adjustment/fee would need to be added to the ledger by selecting the Actions button, then select Adjustment/Add Fee.

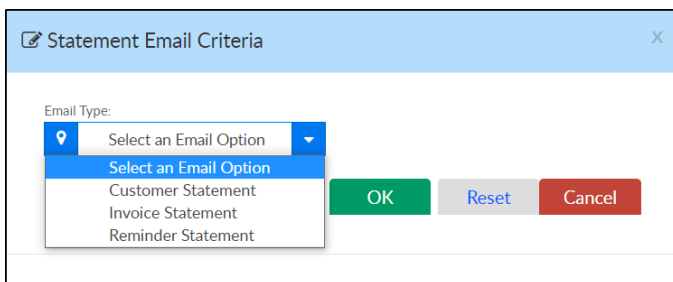


Actions Menu

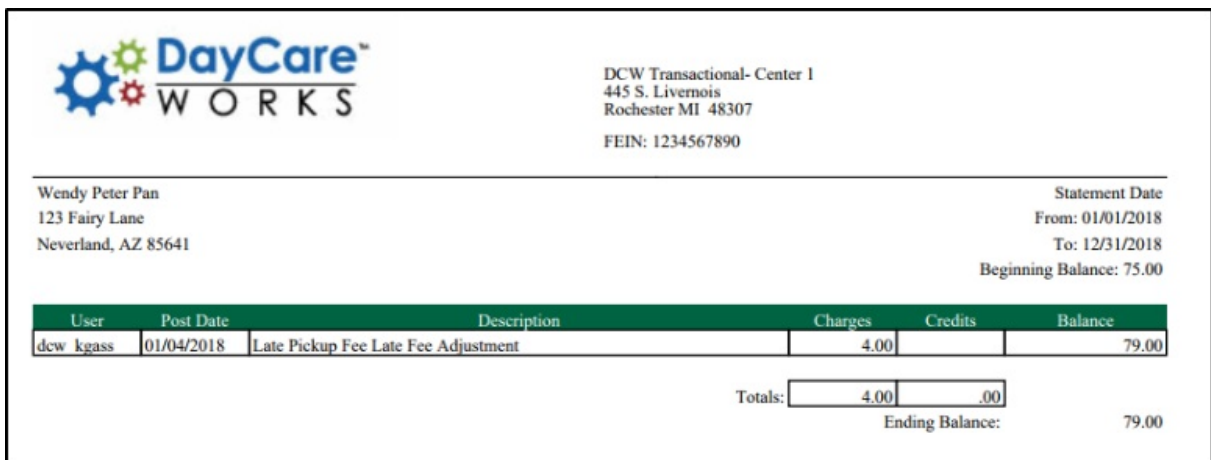
There are several options under the Actions menu within the Financials tab. Click on the links below for more information.



- [Adjustments/Add Fee](#) - add a credit or debit to a family's account
- [Charge/Reduce Revenue](#) - add a credit or debit to a family's account
- [Make Payment](#) - receipt a payment to a family's account (check, cash, money order)
- [Deposit Correction](#) - update a previous deposit amount or detail
- Online Credit Card - charge parents using a credit card
- [Coupons](#) - add a coupon (credit) to a family's ledger
- [Pickup Fee](#) - add a late pickup fee to a family's ledger
- [Prepay Deposit](#) - accept prepayments for families in the system
- [Transfer Balance](#) - move a balance from family to family
- Voided Payments - view payments that have been voided
- Show Reversals - view any payment reversals
- Email Statement Options



- Statement - enter the Customer Statement Criteria to pull a statement for the family



User	Post Date	Description	Charges	Credits	Balance
dew kgass	01/04/2018	Late Pickup Fee Late Fee Adjustment	4.00		79.00
Totals:			4.00	.00	
Ending Balance:					79.00

- Year End - pull a year end payment statement for the family. If no payments have been received for the year selected, the statement will display as blank (no detail)



Wendy Peter Pan
 Family Id: 317251
 123 Fairy Lane
 Neverland, AZ 85641

Year End Tax Statement: 2018

Amt Paid: 50.00

TAX ID: 1234567890

DCW Transactional- Center 1 * 445 S. Livernois * Rochester MI 48307

Family Name: Wendy Peter Pan
 Children Name: Tinkerbell Peter Pan

Date	UserName	Description	Amount
01/04/2018		Check - Nbr: 2345	\$ 50.00
		Total	\$ 50.00

- Current - displays current and prior statement detail. **Please Note:** this will be most useful for defined billing clients



Invoice Number: 4389690

Due Date: Upon Receipt

Invoice Date: 01/04/2018

Wendy Peter Pan

Balance Due: 29.00

Payment Amount: _____

Check #: _____

DCW Transactional- Center 1 * 445 S. Livernois * Rochester MI 48307

Wendy Peter Pan
 123 Fairy Lane
 Neverland AZ 85641

 Please Tear Off

DCW Transactional- Center 1
 445 S. Livernois
 Rochester MI 48307

Invoice No. 4389690

Name: Wendy Peter Pan
 Address: 123 Fairy Lane
 City: Neverland State: AZ Zip: 85641
 Phone:

Post Date: 01/01/2018
 Tax ID: 1234567890
 Billing Begin: 01/01/2018
 Billing End: 12/31/2018
 Last Amount Received: \$ 50.00
 Last Amount Paid Date: 01/04/2018

Post Date	UserName	Description	Price	Total
01/01/2018		Previous Balance Owed	75.00	75.00
01/04/2018	dew_kgass	Late Fee Adjustment	4.00	79.00
01/04/2018	dew_kgass	Check - - 2345	-50.00	29.00
		Total:		29.00

Last Statement Details

Post Date	UserName	Description	Price	Total
11/01/2017	dew_kgass	Tinkerbell Peter Pan - PM, After School Care ~ DCW Transactional-Center 1 - 11/01/2017 to 11/30/2017(MTWRf)	25.00	25.00
01/01/2018	dew_kgass	Tinkerbell Peter Pan - PM, After School Care ~ DCW Transactional-Center 1 - 01/01/2018 to 01/31/2018(MTWRf)	25.00	50.00
02/01/2018	dew_kgass	Tinkerbell Peter Pan - PM, After School Care ~ DCW Transactional-Center 1 - 02/01/2018 to 02/28/2018(MTWRf)	25.00	75.00
		Total:		75.00

- PDF - family statement detail displayed with less detail in a PDF format

DCW - Transactional 445 S. Livernois Rochester MI 48307				
Payment				
Post Date	UserName	Description	Fee	Payment
01/01/2018		- Previous Balance Owed -	75.00	
01/01/2018	dew_kgass	- Late Pickup Fee - Late Fee Adjustment	4.00	
01/04/2018	dew_kgass	Check - Nbr: 2345 - 7:59 AM		50.00

- Export to CSV - excel version of the statement

A	B	C	D
Post Date	Description	Fee	Payment
1/1/2018	- Normal Fee - Previous Balance Owed - 01/01/2017 - 12/31/2017	405	
1/4/2018	- Late Pickup Fee - Late Fee Adjustment	4	
1/4/2018	Check - Nbr: 2345 - 7:59 AM		50
	Total	409	50