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.

Summa	iry F	amily	Children	Parents	Third Party	Volunteers	Communication	Auto-Pay	Vacation	Financials	Receipts	Merge			
Year		2018 2018 2017								Total Outsta \$ 2,414.5				Actio	ons 🗸
		U	ser		Post Date	De	scription				Fee	Payment	Original	Balance	
											^				
					04.04.	No No	rmal Fee				400.0	0	400.00	400.00	

Actions Menu

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

Summary	Famil	y Children	Parents	Third Party	Volunteers	Communication	Auto-Pay	Vacation	Financials	Receipts	Merge	
Year	202	2 •	Sponso	r Steve Mill	er			•	Total Outst \$ 400.00		Ar	Actions -
Stat	emei	nt List									Cŀ	arge/Reduce Revenue
		User		Post Dat	te	Description					M	ake Payment
🗸 Sta	✓ Statement ID: 16544697 - Date Range: 01/01/2022 to 12/31/2022								posit Correction			
				01/03		Normal Fee Previous Balance	Owed					line Credit Card
	#	dcw_tschro	eder		1/2022	Carson Miller - N AM Care ~ DCW 01/31/2022(MT	- Transactio					upons :kup Fee
	₽	dcw_tschro	eder		1/2022	Carson Miller - N AM Care ~ DCW 01/31/2022(MT	Transaction					Pay Deposit
	#	dcw_tschro	eder		1/2022 /10/2022	Stephanie Miller 1 AM Care ~ DCW 01/31/2022(MT	Transaction				Vo	ided Payments
	≓	dcw_tschro	eder		1/2022	Stephanie Miller AM Care ~ DCW 01/31/2022(MT	- Transactio			al		ow Reversals
	=	dcw_tschro	eder		1/2022	Steven Miller - N AM Care ~ DCW 01/31/2022(MT	- Transactio					rt Fees before Payments for Date
	#	dcw_tschro	eder		1/2022	Steven Miller - N AM Care ~ DCW 01/31/2022(MT	Transaction				Ø	Email Statement Options Statement
	#	dcw_tschro	eder		1/2022	Carson Miller - N AM Care ~ DCW 02/27/2022(MT	- Transactio					Year End Current
	₽	dcw_tschro	eder		1/2022	Carson Miller - N AM Care ~ DCW 02/27/2022(MT	Transaction					PDF Export to CSV

- 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

🕑 Stater	ment Email Criteria					Х
Email Typ			1			
Ŷ	Select an Email Option	-				
	Select an Email Option					
	Customer Statement		ОК	Reset	Cancel	
	Invoice Statement					
	Reminder Statement					

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

	DCW Transactional- Center 1 445 S. Livernois Rochester MI 48307
	FEIN: 1234567890
Wendy Peter Pan	Statement Date
123 Fairy Lane	From: 01/01/2018
Neverland, AZ 85641	To: 12/31/2018
	Beginning Balance: 75.00
User Post Date Description	Charges Credits Balance
dcw 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)

Amt Paid: 50. TAX ID: 12345678	Wendy Peter Pan Family Id: 317251 123 Fairy Lane Neverland, AZ 85641	W O R K S								
DCW Transactional- Center 1 * 445 S. Livernois * Rochester MI 48307 Family Name: Wendy Peter Pan										
Children Name: Tinkerbell Peter Pan										
Amount	Description	HearNama	Date							
Amount \$ 50.00	Description Check - Nbr: 2345	UserName	Date 01/04/2018							

• Current - displays current and prior statement detail. Please Note: this will be most useful for

defined billing clients

	-		Invoice Number: 4389690	Due Date: Upon Receip
10		are	Invoice Date: 01/04/2018	
-	WÓR	KS	Wendy Peter Pan	Balance Due: 29.0 Payment Amount:
				Check #:
		DCW Transactional- Center 1 * 445 S	Livernois * Rochester MI 48307	
		Wendy Peter Pan		
		123 Fairy Lane		
		Neverland AZ 85641		
		Please Te	ar Off	
45 S. Liverr ochester MI	1 48307			Invoice No. 4389690
ame:	Wendy Pete			t Date: 01/01/2018
ddress:	123 Fairy L			Tax ID: 1234567890
ity:	Neverland	State: AZ Zip: 85641		Begin: 01/01/2018
hone:				ng End: 12/31/2018
			Last Amount Re Last Amount Pai	d Date: 01/04/2018
Post Date	UserName		Description	Price Total
1/01/2018	Oserivanie	Previous Balance Owed	Description	75.00 75.0
1/04/2018	dcw kgass	Late Fee Adjustment		4.00 79.0
1/04/2018	dcw kgass	Check 2345		-50.00 29.0
	10			Total: 29.0
	Last Statement Detail	le .		
Post Date	UserName		Description	Price Total
1/01/2017	dcw_kgass		er School Care ~ DCW Transactional-	25.00 25.0
1/01/2017			School Com DCW Transational	25.00 50.0
1/01/2018	dcw_kgass	Tinkerbell Peter Pan - PM, Afte Center 1 - 01/01/2018 to 01/31/	2018(MTWRF)	
1/01/2017 1/01/2018 2/01/2018	dcw_kgass dcw_kgass	Center 1 - 01/01/2018 to 01/31/	2018(MTWRF) er School Care ~ DCW Transactional-	25.00 75.0 Total: 75.0

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



• Export to CSV - excel version of the statement

1	A	D	C	U
	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
ľ				