

Misc - Charges and Credits by Family Center - PDF

Last Modified on 07/03/2019 8:22 am EDT

Report Description

This report gathers the revenue data and payment transactions based on the family center. **Please Note:** discounts are not separated out on this version of the report, they are included in the amount of the transaction.

Report Conditions

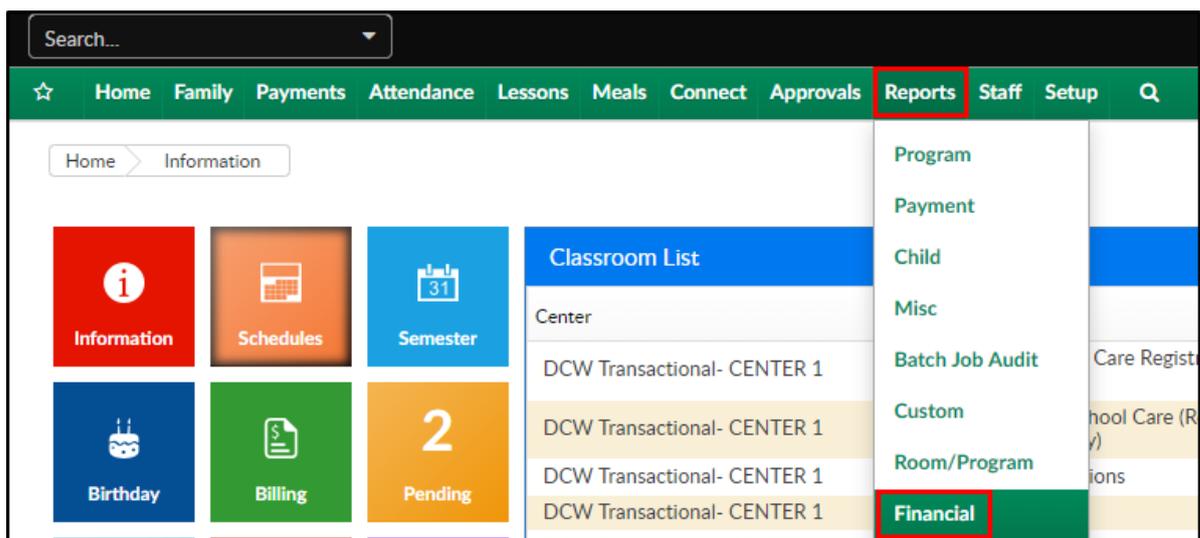
- If date fields are left blank, the data will pull for the entire year

Sample Report

Click the report name to view a sample: [Charges and Credits by Family Center.pdf](#) 

Accessing the Report

1. From the Reports menu, click Financial



2. From the Report Category drop-down, select Misc

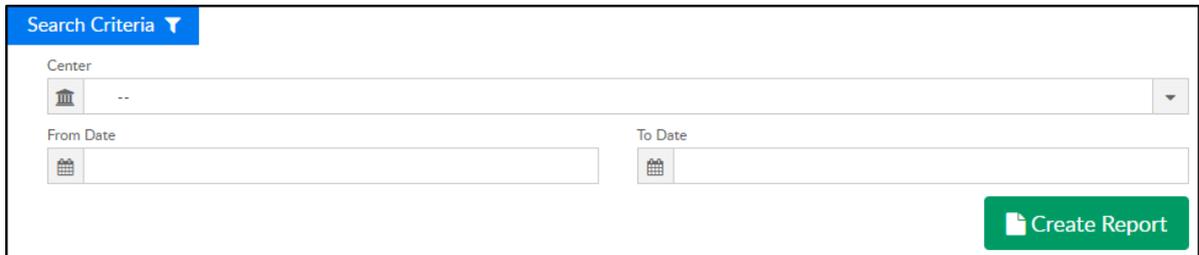


3. Choose Charges and Credits by Family Center - PDF from the Report drop-down



A screenshot of a web interface showing a dropdown menu for reports. The menu is titled "Report" and contains one visible option: "Charges and Credits by Family Center - PDF". There is a small icon to the left of the text and a downward arrow to the right.

4. Use additional search criteria as needed



A screenshot of a "Search Criteria" form. The form has a blue header with the text "Search Criteria" and a downward arrow. Below the header are three input fields: "Center" (with a building icon and "--" text), "From Date" (with a calendar icon), and "To Date" (with a calendar icon). A green button labeled "Create Report" is located at the bottom right of the form.

- Center - choose the center
 - From Date - to view data within a specific date range, select a date
 - To Date - choose a to date, if applicable
5. Click Create Report
 6. The report will download in PDF format

Report Fields

- Center ID
- Center Name
- Period
- Initial Balance
- Description
 - Tuition Charges
 - Other Charges
 - Credits
- GL Account
- Amount
- Items
- Payment Type
- Charges and Credits Summary

