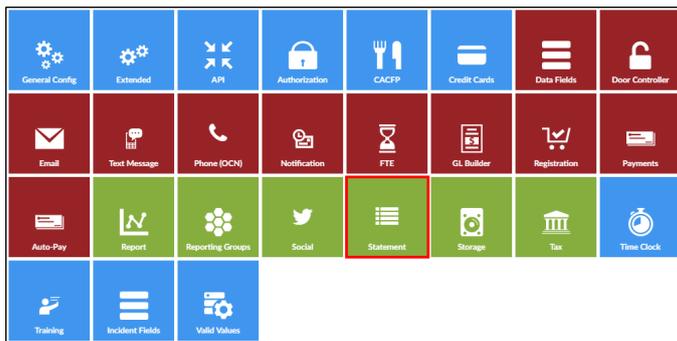


# System Config > Statement

Last Modified on 06/28/2019 10:08 am EDT

The System Config > Statement screens allows administrators to change what is displayed on the Family's Financials tab and the billing statement.

1. From the Setup > System Config menu, select Statement



2. For each configuration option, choose Yes or No to have the option displayed or not displayed. Please Note: Some of these options will also change the Family's Financial tab Statement List

3. Family Financial Screen Options

- Display Zero Dollar Fees
  - Yes - show items with zero dollar fees

Statement ID: 6155547 - Date Range: 10/15/2018 to 10/19/2018 - Current Period					
		10/15/2018	Normal Fee		
			Previous Balance Owed - 09/06/2018 - 09/30/2018	1,072.96	1,072.96
	System	10/15/2018	Tiffany Johnson-Adams - Normal Fee - Central Falls A Big Room - 10/15/2018 to 10/19/2018	140.00	1,212.96
	System	10/15/2018	Tiffany Johnson-Adams - Normal Fee - Central Falls PM, Drop In - 10/15/2018 to 10/19/2018	0.00	1,212.96
	System	10/15/2018	Tiffany Johnson-Adams - Normal Fee - Central Falls Summer Program 3 - 10/15/2018 to 10/19/2018	0.00	1,212.96
			<b>Total</b>	<b>1,212.96</b>	<b>0.00</b>
					<b>1,212.96</b>

- No - do not show zero dollar fee items

Normal Statement List						
	User	Post Date	Description	Fee	Payment	Balance
Statement ID: 6155547 - Date Range: 10/15/2018 to 10/19/2018 - Current Period						
		10/15/2018	Normal Fee			
			Previous Balance Owed - 09/06/2018 - 09/30/2018	1,072.96		1,072.96
	System	10/15/2018	Tiffany Johnson-Adams - Normal Fee - Central Falls A Big Room - 10/15/2018 to 10/19/2018	140.00		1,212.96
			<b>Total</b>	<b>1,212.96</b>	<b>0.00</b>	<b>1,212.96</b>

- Display Prepaid Deposits
- Show Detail Post Date
- Display Original Amount
  - Yes - show outstanding balance on current statement

- No - only show current balance on current statement
- Display Amount Allocated
- Display Due Date
  - Yes - display the due date on the statement
  - No - do not display the due date
- Allow Payments & Fees to be Edited
  - Yes - payments and fees can be edited on the Family's Financial tab
  - No - payments and fees cannot be edited on the Financial tab
- Allow Statement Details to be Deleted
  - Yes - allow details to be deleted from the Financials tab
  - No - do not allow details to be deleted from the Financials tab
- Allow Family Statement Recreate
  - Yes - allow statements to be recreated. This option is under the Action menu on the Financials tab



- No - do not allow statements to be recreated. The option is removed from the Actions menu on the financials tab
- Number of Periods to Display on Family Statement. See examples below

- Example of 1 period on the statement

Normal Statement List						
	User	Post Date	Description	Fee	Payment	Balance
Statement ID: 6155547 - Date Range: 10/15/2018 to 10/19/2018 - Current Period						
		10/15/2018	Normal Fee Previous Balance Owed	929.00		929.00
	System	10/15/2018	Tiffany Johnson-Adams - Normal Fee - Central Falls A Big Room - 10/15/2018 to 10/19/2018	140.00		1,069.00
			<b>Total</b>	<b>1,069.00</b>	<b>0.00</b>	<b>1,069.00</b>

- Example of 3 periods on the statement

Normal Statement List						
	User	Post Date	Description	Fee	Payment	Balance
Statement ID: 6155547 - Date Range: 10/15/2018 to 10/19/2018 - Current Period						
		10/15/2018	Normal Fee Previous Balance Owed - 09/06/2018 - 09/30/2018	1,072.96		1,072.96
	System	10/15/2018	Tiffany Johnson-Adams - Normal Fee - Central Falls A Big Room - 10/15/2018 to 10/19/2018	140.00		1,212.96
Total				1,212.96	0.00	1,212.96
Statement ID: 5939202 - Date Range: 09/06/2018 to 09/30/2018						
		09/10/2018	Normal Fee Previous Balance Owed - 07/09/2018 - 07/13/2018	960.96		960.96
	System	09/06/2018	Tiffany Johnson-Adams - Normal Fee - Central Falls A Big Room - 09/06/2018 to 09/30/2018	112.00		1,072.96
Total				1,072.96	0.00	1,072.96
Statement ID: 5591719 - Date Range: 07/09/2018 to 07/13/2018						
		07/10/2018	Normal Fee Previous Balance Owed - 04/22/2018 - 04/28/2018	847.96		847.96
	System	07/09/2018	Tiffany Johnson-Adams - Normal Fee - Central Falls A Big Room - 07/09/2018 to 07/13/2018	140.00		987.96
	ccarline2	08/07/2018	Credit Card - Payer: Steve Adams Online Payment ID: 1001622178 - Invoice #: 4261069 - 2:53 PM		20.00	967.96
	ccarline2	08/07/2018	Credit Card - Payer: Steve Adams Online Payment ID: 1001622186 - Invoice #: 4261206 - 3:24 PM		7.00	960.96
Total				987.96	27.00	960.96

- o Family Statement Display - select which version of the statement to display
  - Normal
  - Flat Detail
  - Version 2
  - Version 2 - Due Date
  - Version 3

#### 4. PDF Statement Options

- o Display Birth Date on Statement
  - Yes - display the students birth date on the statement
  - No - do not display the students birth date on the statement
- o Display Family ID on Statement
  - Yes - display the family ID on the statement
  - No - do not display the family ID on the statement
- o Display Discounts as Credits on Statement
  - Yes
  - No
- o Use Business Level Address for Year End Statements
  - Yes - use the address of the business level on the year end tax statements

- No - use the center address on the year end tax statements
  - Use Beginning Balance as of From Date on Statement
    - Yes
    - No
  - Which Address to Display on Statement
    - Child - display the student's address on the PDF statement
    - Guardian - display the guardian's address on the PDF statement
  - Print Statements By
    - Family - print statements by family (include both parents/guardians)
    - Guardian - print statements by guardian (this is helpful with split families)
  - Statement Footer - enter text to display on the bottom of statements
  - Year End Tax Statement Service
  - Customer Statement Service
  - Family Statement Service (Invoice)
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