

# Family Record, Financials Tab - Adjustments/Add Fee

Last Modified on 01/09/2019 3:45 pm EST

There are several ways a credit (adjustment) or a fee could be added to a family's account. If the adjustment/fee needs to be added for only one family, follow the steps below:

## 1. Navigate to the family record, then select the Financials tab

The screenshot shows the 'Miller Family' record with 4 students and a regular statement type. The balance outstanding is \$436.00. The 'Financials' tab is highlighted in red. Below the navigation tabs, the year is set to 2018, and the total outstanding is \$436.00. An 'Actions' button is visible. The 'Statement List' table shows a statement for 2018 with the following data:

User	Post Date	Description	Fee	Payment	Original	Balance
Statement ID: 6338221 - Date Range: 01/01/2018 to 12/31/2018						
stevemiller1	11/15/2018	Carson Miller - Normal Fee - DCW Transactional-CENTER 1 DCW Transactional- CENTER 1 Cub Scouts Zoo Trip - *School Year Care - Extracurricular Activities 2018 - 11/01/2018 to 12/31/2018 Registration Fee	20.00			20.00

## 2. Click Actions, then select Adjustments/Add Fee

The screenshot shows the 'Financials' tab selected, and the 'Actions' menu is open. The 'Adjustments/Add Fee' option is highlighted in red. The 'Statement List' table shows the following data:

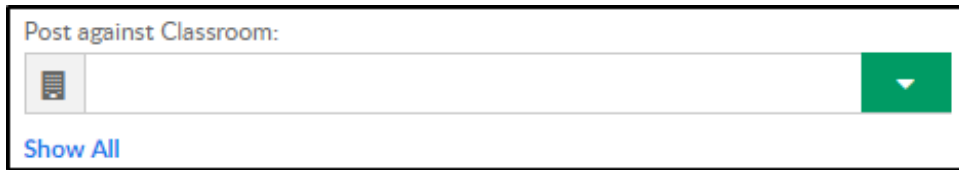
User	Post Date	Description	Fee
Statement ID: 6338221 - Date Range: 01/01/2018 to 12/31/2018			
stevemiller1	11/15/2018	Carson Miller - Normal Fee - DCW Transactional-CENTER 1 DCW Transactional- CENTER 1 Cub Scouts Zoo Trip - *School Year Care - Extracurricular Activities 2018 - 11/01/2018 to 12/31/2018 Registration Fee	20.00
System	11/15/2018	Carson Miller - Normal Fee - DCW Transactional-CENTER 1 Cub Scouts Zoo Trip - 11/05/2018 to 12/31/2018 - Normal Fee	20.00
stevemiller1	12/06/2018	Carson Miller - Registration - DCW Transactional-CENTER 1 Registration Fee: Cub Scouts - Lions - Extracurricular	51.00

- Split Families - if an adjustment needs to be added to a split family, the Adjustment/Add Fee option is not available if the Sponsor drop-down is set to Combined. Use the drop-down to select a parent/agency, then navigate to the Actions menu

- Adjustment Type - select the adjustment type from the drop-down menu. **Please Note:** this list is populated from [valid values](#) that have been setup. The type of adjustment selected will impact the GL detail (if setup) and will help to class the type of transaction that users have created. Adjustment types can be generic or specific depending on reporting requirements

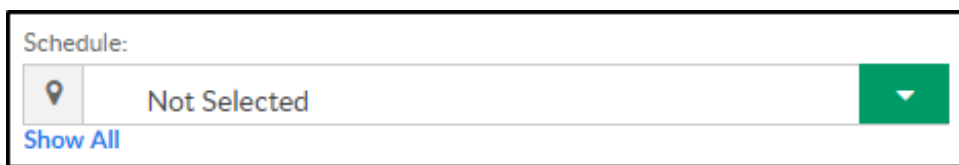
- Adjustment Amount - enter the amount that will be debited or credited to the account. **Please Note:** to create a balance due, enter a positive number; to create a credit, enter a negative number
- Post Date - select the date the transaction will post from the calendar. Best Practice: only use dates within the current month, this would ensure closed reconciliations from prior months are not impacted
- Student/Child - select which student's record this adjustment should be tied to
- Due Date - if there is a due date tied to the fee, select the due date from the calendar
- Post Against Classroom - select which room the debit or credit should be tied to. If no room displays, but the student has a current, prior,

future room assignment, click Show All. **Best Practice:** always select a room and schedule to ensure proper allocation of the credit/fee



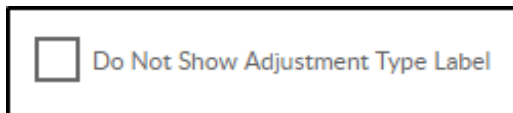
A screenshot of a dropdown menu titled "Post against Classroom:". The menu is currently empty, showing a list icon on the left and a green downward arrow on the right. Below the dropdown is a blue "Show All" link.

- Schedule - select the time frame of the room that should be associated to the transaction. If no schedule displays, click Show All. **Best Practice:** always select a room and schedule to ensure proper allocation of the credit/fee



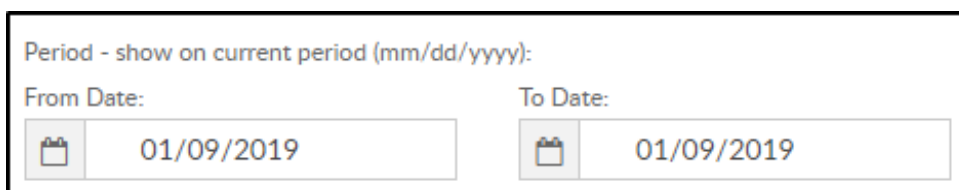
A screenshot of a dropdown menu titled "Schedule:". The menu shows "Not Selected" with a location pin icon on the left and a green downward arrow on the right. Below the dropdown is a blue "Show All" link.

- Notes - enter any notes for the transaction; these notes will display for parent on the financial statement
- Do Not Show Adjustment Type Label - this will hide the type of adjustment that was selected on the family statement



A screenshot of a checkbox labeled "Do Not Show Adjustment Type Label". The checkbox is currently unchecked.

- Number of Units - enter the number of units if the adjustment is related to items
- From Date/To Date - **Best Practice:** leave the default



A screenshot of a form section titled "Period - show on current period (mm/dd/yyyy):". It contains two date input fields. The "From Date:" field has a calendar icon and the date "01/09/2019". The "To Date:" field also has a calendar icon and the date "01/09/2019".

- Existing Fee List - to allocate to a specific line item, click the transaction displayed in this section. **Please Note:** this is optional

Apply To: (Click On Existing Row Below)

Existing Fee List					
Date	Student	Room		Amount	Due
01/08/2019	miller, Stephanie	Girl Scouts	Registration - Registration Fee: Girl Scouts - Extracurricular Activities 2018 - 01/14/2019 to 05/31/2019	10.00	10.00
01/08/2019	miller, Sarah	Girl Scouts	Registration - Registration Fee: Girl Scouts - Extracurricular Activities 2018 - 01/14/2019 to 05/31/2019	10.00	10.00
			Registration - Registration Fee: Girl Scouts		

- Click Save. The adjustment/fee can now be viewed on the family's financial screen. If a statement needs to be sent to the family, navigate to [Payments > Outstanding](#)