

Family Record, Financials Tab - Charge/Reduce Revenue

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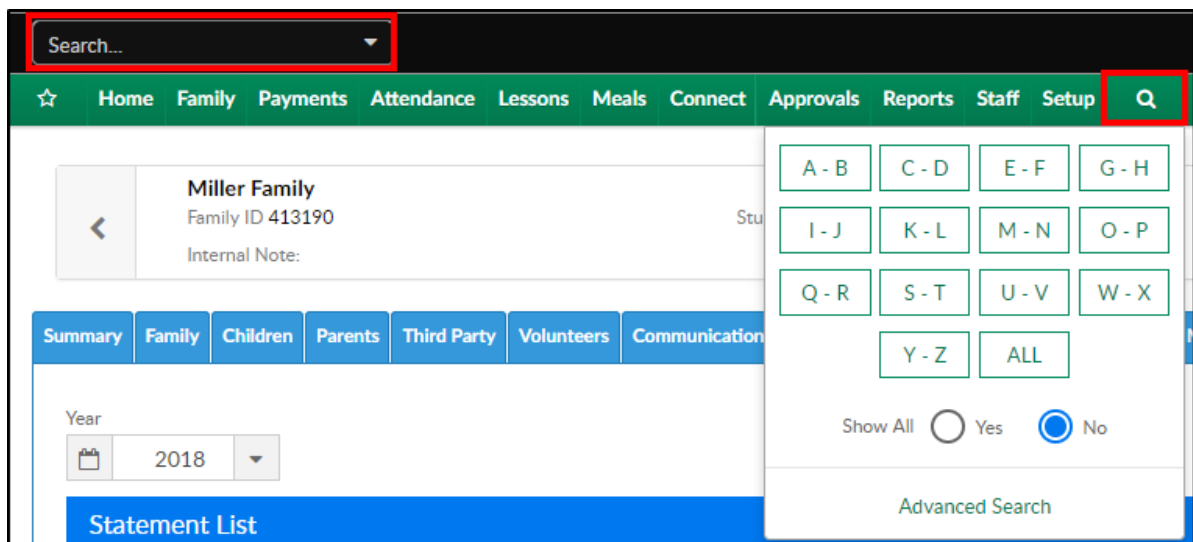
The Charge/Reduce Revenue option allows administrators to simplify adjustments made to financial ledgers for families within the system. Using this method administrators can select what Type - Fee Valid Values can be setup in the system and have charge revenue.

Please Note: when setting up the [Type - Fee Valid Values](#), the Revenue Adjustment Category must be selected.

NEW CONFIGURATION: If you have revenue adjustment categories setup and do not see them as options on the Charge/Reduce revenue screen please be sure the Use Revenue Tracking Dates field on the [Setup > System Config > Statement](#) screen is set to Yes.

Charge Revenue

1. Search for the family by entering the last name into the Search box or using the magnifying glass



2. Select the Financials tab

Miller Family
Family ID 413190
Internal Note:

4 Student(s)
Regular Statement Type

436.00 Balance Outstanding
Add/View Journal Notes

Summary Family Children Parents Third Party Volunteers Communication Auto-Pay Vacation **Financials** Receipts Merge

Year: 2018

Total Outstanding: \$ 436.00

Actions

3. The click Actions and select Charge/Reduce Revenue

Auto-Pay Vacation **Financials** Receipts Merge

Total Outstanding:
\$ 436.00

Actions

- Adjustments/Add Fee
- Charge/Reduce Revenue**
- Make Payment
- Deposit Correction
- Coupons
- Pickup Fee
- PrePay Deposit
- Transfer Balance
- Voided Payments

	Fee
Annual Fee - DCW Transactional-	
CENTER 1 Cub Scouts Zoo Trip - Extracurricular Activities 2018 - 08/31/2018 Registration Fee	20.00
Annual Fee - DCW Transactional- - 11/05/2018 to 12/31/2018 -	20.00
Registration - DCW Transactional- Cub Scouts - Lions - Extracurricular	51.00

4. Select Charge Revenue from the I WANT TO drop-down

Charge/Reduce Revenue

Family: Miller Family

I WANT TO: *
\$ Charge Revenue

- Adjustment Type - select the adjustment type from the drop-down menu
- Adjustment Amount - enter the amount of revenue to be charged
- Student/Child - select the student the revenue will be charged to
- Post Date - select the post date
- Post Against Classroom - select the classroom the revenue will be charged to

10. Notes - enter an additional notes
11. Period - From/To Date - select the period for the charged revenue
12. The Summary section will show the balance before and after the adjustment

Summary	
Balance before Adjustment:	436.00
Adjustment:	100.00
Balance after Adjustment:	536.00

13. Click Save

Reduce Revenue

1. Search for the family by entering the last name into the Search box or using the magnifying glass

2. Select the Financials tab

3. The click Actions and select Charge/Reduce Revenue

The screenshot shows a financial summary with a total outstanding of \$436.00. An 'Actions' dropdown menu is open, listing several options: Adjustments/Add Fee, Charge/Reduce Revenue (highlighted with a red box), Make Payment, Deposit Correction, Coupons, Pickup Fee, PrePay Deposit, Transfer Balance, and Voiced Payments.

	Fee
Registration Fee - DCW Transactional-	
CENTER 1 Cub Scouts Zoo Trip - Extracurricular Activities 2018 - 01/14/2019 to 05/31/2019 Registration Fee	20.00
Registration Fee - DCW Transactional- - 11/05/2018 to 12/31/2018 -	20.00
Registration - DCW Transactional- Girl Scouts - Lions - Extracurricular	51.00

4. Select Reduce Revenue from the I WANT TO drop-down

The screenshot shows the 'Charge/Reduce Revenue' form. The 'Family' field is set to 'Miller Family'. The 'I WANT TO' dropdown menu is open, showing a dollar sign icon and the selected option 'Reduce Revenue'.

5. In the Existing Fee List, select the row to associate the reduced revenue to

The screenshot shows the 'Existing Fee List' table. The first row is highlighted in yellow. The table has columns for Date, Student, Room, Amount, and Due.

Date	Student	Room	Amount	Due
01/08/2019	miller, Stephanie	Girl Scouts	10.00	10.00
01/08/2019	miller, Sarah	Girl Scouts	10.00	10.00
01/08/2019	miller, Stephanie	Girl Scouts	10.00	10.00

6. Adjustment Amount - enter the amount of revenue to be reduced

7. Student/Child - the student's name, from the selected line above, will appear in this field

8. Post Date - select the post date

9. Notes - enter an additional notes
10. The Summary section will show the balance before and after the adjustment

Summary	
Balance before Adjustment:	436.00
Adjustment:	20.00
Balance after Adjustment:	456.00

11. Click Save

Write-Off Family Bad Debt

Click [here](#) for more information
