# Family Record, Financials Tab - Recreate Current Statement

Last Modified on 04/02/2019 11:04 am EDT
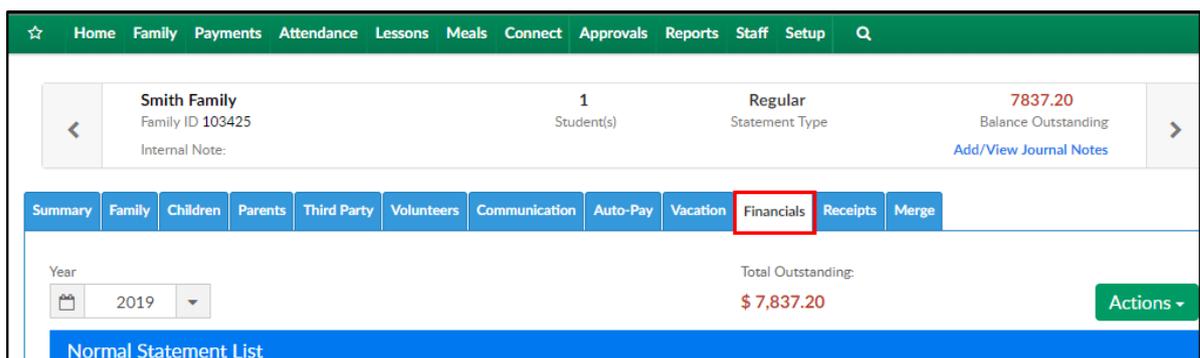
One of the features of defined billing is the ability to recreate billing for the underlined current period. This means that if schedules have been added, attendance has been recorded, rates have been changed, or discounts have been added, the rate billed will reflect the most recent updates after recreation.

Recreate a Family's Statement

1. Search the student/family's last name in the Search... field
2. Select the family to recreate billing for
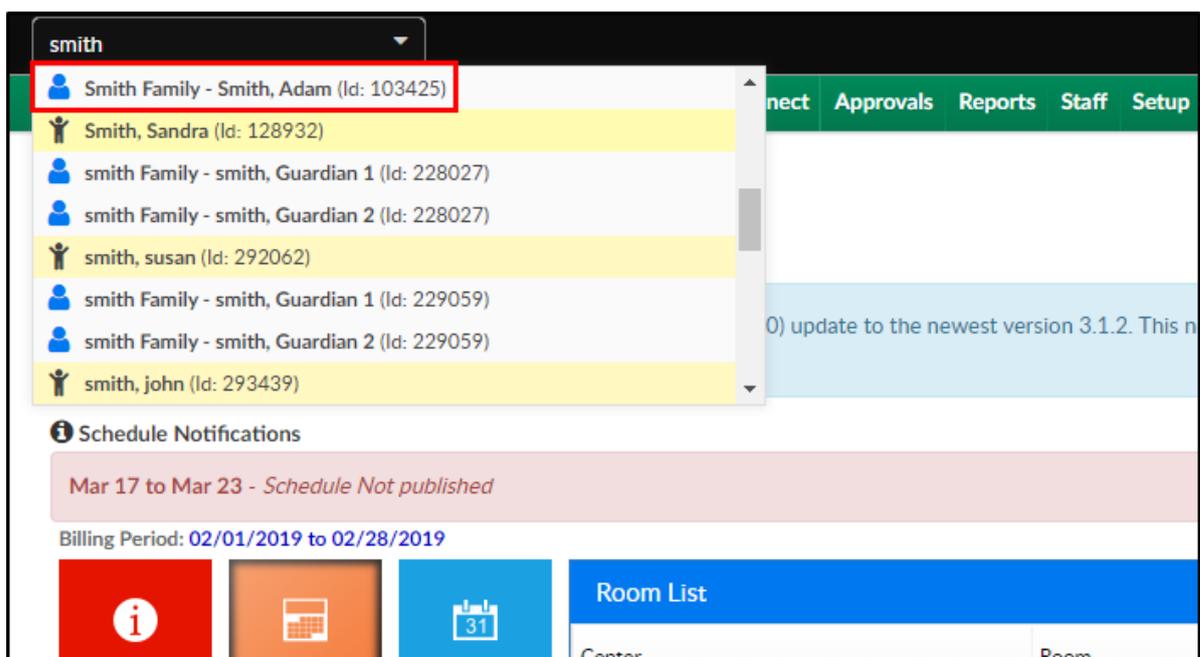
3. Ensure the Financials tab is active. Notice the balance is $7,837.20 prior to recreating the statement

4. Click Actions, then select Recreate Current Statement

5. Click OK on the confirmation popup

6. A Success message will appear at the top of the financials screen to confirm the statement has been recreated. Also, notice the balance is now $9,014.40

SUCCESS
Statement has been recreated.

Year

2019 ▾

Total Outstanding:
$ 9,014.40

Actions ▾

Normal Statement List

	User	Post Date	Description	Fee	Payment	Balance	
Statement ID: 7294009 - Date Range: 02/01/2019 to 02/28/2019 - Current Period							
ℹ		03/15/2019	Normal Fee Previous Balance Owed - 01/01/2019 - 01/31/2019	7,837.20		7,837.20	
ℹ 🖉	System	02/01/2019	Sandra Smith - Tuition - Central Falls BC - After Care Rooms - 02/01/2019 to 02/28/2019 **Has $42.00 Employee 2 Discount**	378.00		8,215.20	✖
ℹ 🖉	System	02/01/2019	Sandra Smith - Normal Fee - Central Falls BC - Before Care Room - 02/01/2019 to 02/28/2019 **Has $30.00 Employee 2 Discount**	270.00		8,485.20	✖
ℹ 🖉	System	02/01/2019	Sandra Smith - Normal Fee - Central Falls Big Room Z - 02/01/2019 to 02/28/2019 **Has $58.80 Employee 2 Discount**	529.20		9,014.40	✖
📄			Total	9,014.40	0.00	9,014.40	
Statement ID: 6919914 - Date Range: 01/01/2019 to 01/31/2019							
ℹ		01/17/2019	Normal Fee Previous Balance Owed - 12/01/2018 - 12/31/2018	6,337.20		6,337.20	
ℹ 🖉	System	01/01/2019	Sandra Smith - Normal Fee - Central Falls A Big Room - 01/01/2019 to 01/31/2019	672.00		7,009.20	
ℹ 🖉	System	01/01/2019	Sandra Smith - Tuition - Central Falls BC - After Care Rooms - 01/01/2019 to 01/31/2019	483.00		7,492.20	
ℹ 🖉	System	01/01/2019	Sandra Smith - Normal Fee - Central Falls BC - Before Care Room - 01/01/2019 to 01/31/2019	345.00		7,837.20	
📄			Total	7,837.20	0.00	7,837.20	