

Work with a Family's Transactions

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The Transactions tab in a Family Account shows you the three steps of the automatic billing workflow. You can make changes to invoices in the *Scheduled* and *Pending* sections. However, once the billing invoice moves to the *Ledger* section, the invoice is considered a historical reference and cannot be changed.

The screenshot shows a web interface for a Family Account. At the top, it says '967908 > Family Account'. Below that is the name 'Cho' and navigation tabs: 'DETAILS', 'BILLING', 'TRANSACTIONS' (which is selected), 'INVOICES', and 'AUDIT LOG'. The main content area shows a 'Family Balance' of '\$586.56' with a dropdown arrow. Below that is 'Aurora Cho Balance' with a balance of '\$586.56'. Further down, it lists 'Last Payment Jul 18, 2024' for '\$800.00' and 'Last Invoice Aug 24, 2024' for '\$100.00'. A section titled 'Multi-site Balances' lists three items: 'Science Kids (Northside)' at '\$0.00', 'Science Kids (Southside)' at '\$586.56', and 'Science Kids (Westside)' at '\$0.00'.

Family Balance	
Family Balance	\$586.56

Aurora Cho Balance	
Aurora Cho Balance	\$586.56
Last Payment Jul 18, 2024	\$800.00
Last Invoice Aug 24, 2024	\$100.00

Multi-site Balances	
Science Kids (Northside)	\$0.00
Science Kids (Southside)	\$586.56
Science Kids (Westside)	\$0.00

The *Family Balance* appears at the top of the Billing and Transactions tabs in a Family Account. Click the **Expand** icon  to see more details about the family's balance, such as the balance for each Payer, last payment date, last invoice date, and the balance owed for each site.

Expand/Collapse All

▢ Scheduled

▢ Pending

▢ Ledger Transactions
