

Student Record Account Balance

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In the Account Balance section of the Student Records screen, users can view the student's account balance, which details the current invoice balance and provides itemized invoice details. This is a read-only screen; no changes can be made to the account.

The screenshot shows the 'Student Records' screen with the 'Account Balance' tab selected. A banner at the top states: 'This account has a current account Credit on the balance. The most recent invoice is displayed below for reference.' Below this is the 'Invoice Billing Window: 01/12/2026 - 01/16/2026' and 'Due Date: 12/29/2025'. The 'CURRENT BALANCE' section shows a balance of '\$0.00'. The 'FALL BREAK CARE CONTRACT' section shows a balance of '\$-10.00' with items: AM Section (2 x \$20.00 / Day, \$40.00), PM Section (0 x \$0.00 / Day, \$0.00), Discount (Multi-kids, -\$30.00), and Discount (FRAM-Reduced, -\$20.00). The 'WINTER BREAK CARE CONTRACT' section shows a balance of '\$36.00' with items: Winter Break Care (3 x \$12.00 / Day, \$36.00). The 'BEFORE SCHOOL CARE CONTRACT' section shows a balance of '\$-10.00' with items: AM Section (4 x \$5.00 / Day, \$20.00), Discount (Multi-Kids, -\$30.00). The 'PREVIOUS ACTIVITY' section shows a balance of '\$-2,724.00'. At the bottom are 'Close' and 'Print invoice' buttons.

Understanding the Account Balance Screen

Field	Description
Account Balance Banner	A banner displays a quick view at the top of the student's account balance section giving the current status of the account: Paid in Full, Account Credit, or Outstanding Balance.
Invoice Billing Window	Indicates the date range to which the invoice applies and lists the date on which payment is due.
Current Balance	A breakdown of charges, credits, and discounts applied to the student's account for each session in which they are enrolled.
Print Invoice	Allows users to print a specific invoice for the student. See Print Invoice for more information.