

Student Record Outstanding Invoices

Last Modified on 07/20/2026 12:16 pm CDT

Outstanding Invoices

In the Outstanding Invoices section of the Student Records screen, users can view any unpaid invoice balances for the student's account. This screen details the current invoice balance and provides itemized invoice details. This is a read-only screen; no changes can be made to the account.

If the account does not have any outstanding (unpaid) invoices, a banner displays saying: This account has no outstanding invoices.

Outstanding Invoices		
INVOICE #815 - ATTENDANCE		INVOICE BILLING WINDOW 06/29/2026 - 07/03/2026
Item	Description	Amount
Attendance	1 day(s) x \$55.00/day	\$55.00
Previous Activity		\$55.00
Total		\$110.00
Due Date: 07/10/2026		
<i>Dependent Care Outstanding Invoices</i>		

Understand the Outstanding Invoices Screen

Field	Description
Session Invoice	The Session Invoice column displays the session(s) for which the student has an outstanding invoice.
Invoice Billing Window	Indicates the date range to which the invoice applies and lists the date on which payment is due.
Item	The item for which the student is being invoiced.
Description	A breakdown of charges, credits, and discounts applied to the student's account for each session in which they are enrolled.
Amount	The Amount owed for each item listed.
Print Invoice	Allows users to print a specific invoice for the student. See Print Invoice for more information.

