

## Transaction History

For a contact, such as a parent or guardian, account transactions are created in the contact's account when you:

- Adjust a contact's balance.
- Create a timesheet or a non-timesheet invoice.
- Receipt a payment.
- Issue a refund.
- Write off one or more invoices or part of an invoice as a bad debt.

The transaction history option allows you to view the account transactions for a specific contact to understand which transactions have been applied to their account balance.

### NOTE:

*Transactions are included in the account transaction history based on the date the transactions were actually entered into your accounts and not the date the transactions refer to.*

### To view a parent's or guardian's current balance

Log into Harmony and a Dashboard will be displayed that contains a list of children along with their parent or guardian and their account balance. For example,

DASHBOARD

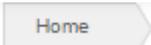
Children e-Signature

A negative balance indicates the parent/guardian owes you money.

A positive balance indicates the parent/guardian has paid in advance.

A \$0.00 balance indicates the parent/guardian doesn't owe you any money and they have not paid in advance.

| Guardian ... | Guardian ... | Child Firs... | Child Sur... | CC... | CCB Elig... | Multichil... | Guardian ... | YTD Abse. |
|--------------|--------------|---------------|--------------|-------|-------------|--------------|--------------|-----------|
| Adam         | Altes        | Treasa        | Altes        |       |             |              | \$0.00 G     |           |
| Celina       | Abdullah     | Farah         | Abdullah     | 99 %  | 6           |              | -\$36.50 G   | 1         |
| Evelynn      | Annuzzi      | Cruz          | Annuzzi      | 75 %  | 34          |              | \$133.80 G   | 1         |
| Evelynn      | Annuzzi      | Michaela      | Annuzzi      | 67 %  | 0           |              | \$133.80 G   | 1         |
| Florencio    | Abdig        | Arron         | Abdig        |       |             |              | \$1,845.16 G |           |

If you are already logged into Harmony, select the  button that appears at the top of most windows.

### NOTE:

*If a parent or guardian has multiple children, the parent or guardian and their balance will appear for each child. The balance is for the parent or guardian and is NOT a specific child balance.*

### To display the list of transactions for a parent or guardian

|           |           |         |           |      |    |           |               |   |   |
|-----------|-----------|---------|-----------|------|----|-----------|---------------|---|---|
| Florencio | Abdig     | Yolonda | Abdig     |      |    |           | -\$4,793.42 G | i |   |
| Rae       | Altes     | Treasa  | Altes     | 87 % | 4  |           | -\$422.19 G   | i | 1 |
| Tyler     | Allshouse | Han     | Allshouse | 85 % | 46 | 2=102.00% | \$353.27 G    | i | 1 |

1 - 11 of 11 items

Click this button to view the transaction history.

'G' indicates guardian balance

For the required parent or guardian, click the  **"Transaction History"** button that is located next to the parent's or guardian's balance.

The following window contains a sample Account Transaction History for "Rae Altes":

## Transactions for Rae Altes

| Created             | Trans. Date | Type                 | Amount    | Balance After | Reference |  |
|---------------------|-------------|----------------------|-----------|---------------|-----------|--|
| 13/12/2016 10:30 AM | 13/12/2016  | Invoice              | -\$13.20  | -\$422.19     | INV-1030  |  |
| 07/12/2016 12:24 PM | 07/12/2016  | Receipt              | \$300.00  | -\$408.99     | REC-1008  |  |
| 06/12/2016 04:15 PM | 06/12/2016  | Timesheet Fee        | -\$240.00 | -\$708.99     | INV-1022  |  |
| 06/12/2016 04:15 PM | 06/12/2016  | Timesheet Levies     | -\$16.00  | -\$468.99     | INV-1022  |  |
| 06/12/2016 04:15 PM | 06/12/2016  | Attendance Subsidies | \$19.67   | -\$452.99     | INV-1022  |  |
| 06/12/2016 12:54 PM | 06/12/2016  | Timesheet Fee        | -\$240.00 | -\$472.66     | INV-1016  |  |
| 06/12/2016 12:54 PM | 06/12/2016  | Timesheet Levies     | -\$16.00  | -\$232.66     | INV-1016  |  |
| 06/12/2016 12:54 PM | 06/12/2016  | Attendance Subsidies | \$19.67   | -\$216.66     | INV-1016  |  |
| 06/12/2016 12:52 PM | 06/12/2016  | Timesheet Fee        | -\$240.00 | -\$236.33     | INV-1015  |  |
| 06/12/2016 12:52 PM | 06/12/2016  | Timesheet Levies     | -\$16.00  | \$3.67        | INV-1015  |  |
| 06/12/2016 12:52 PM | 06/12/2016  | Attendance Subsidies | \$19.67   | \$19.67       | INV-1015  |  |

1 - 11 of 11 items

### NOTE:

*Account transactions are included in the account balances based on the date the transactions were actually entered into your accounts and not the date the transactions refer to.*

### To locate one or more transactions in the list

The list of transactions may become long; however, apart from browsing through the list, you can change the view so you only see the transactions that you are interested in by applying one or more filters.

For example, to see all the transactions with the text "INV-1015" in their "Reference":

Click on the  **"Down Arrow"** button in the contact **"Name"** column header.

Click on **"Filter"** to display the filter details

Clicking this button displays the menu for the "Reference" column

Enter the text and select the "Filter" button.

Select **"Contains"** from the list of filter options.

Enter the text "INV-1015" (it doesn't matter if you enter the text in upper, lower, or mixed case).

Click on the **"Filter"** button to display the records that match the filter.

**Transactions for Rae Altes**

| Created             | Trans. Date | Type                 | Amount    | Balance After | Reference |   |
|---------------------|-------------|----------------------|-----------|---------------|-----------|---|
| 06/12/2016 12:52 PM | 06/12/2016  | Timesheet Fee        | -\$240.00 | -\$236.33     | INV-1015  |  |
| 06/12/2016 12:52 PM | 06/12/2016  | Timesheet Levies     | -\$16.00  | \$3.67        | INV-1015  |   |
| 06/12/2016 12:52 PM | 06/12/2016  | Attendance Subsidies | \$19.67   | \$19.67       | INV-1015  |   |

1 - 3 of 3 items

*Annotations:*  
 - Red circles highlight the dropdown arrow in the Reference column and the Trash Can icon.  
 - Red boxes with arrows point to the Reference column header and the Trash Can icon, containing text: "The white background indicates a filter has been applied to this column." and "When a filter is applied, the Trash Can button is displayed in red."

**To remove all the filters**

Click the  "Clear all Filters" button.

All the filters will be removed, all the transactions will be displayed, and the  "Clear all Filters" button will be disabled and displayed in light grey.

**To refresh the list of transactions**

If you set filters for multiple columns, you will need to select the  "Search" button to apply all the filters to the list of transactions.

**Transactions for Rae Altes**

| Created             | Trans. Date | Type                 | Amount    | Balance After | Reference |   |
|---------------------|-------------|----------------------|-----------|---------------|-----------|---|
| 06/12/2016 12:52 PM | 06/12/2016  | Timesheet Fee        | -\$240.00 | -\$236.33     | INV-1015  |  |
| 06/12/2016 12:52 PM | 06/12/2016  | Timesheet Levies     | -\$16.00  | \$3.67        | INV-1015  |   |
| 06/12/2016 12:52 PM | 06/12/2016  | Attendance Subsidies | \$19.67   | \$19.67       | INV-1015  |   |

1 - 3 of 3 items

*Annotation:*  
 - Red circle highlights the Refresh icon in the top right corner, with a red box containing text: "Click this button to refresh the list of transactions."

**What are the column headings?**

The "Created" column contains the date the transaction was entered into the system.

The "Trans. Date" column contains the date the transaction refers to. For example, you may create an invoice today, but you can set the invoice date (Transaction Date) to the date the expense was actually incurred.

The "Type" column contains the name of the type of transaction. For example, "Invoice", "Receipt".

**NOTE:**

*The transaction type for a non-timesheet invoice will be "Invoice", however, timesheet invoices are broken down into multiple transaction types, such as "Timesheet Fee", Timesheet Levies", "Attendance Subsidies".*

The "Amount" column contains the transaction amount.

**NOTE:**

*If the amount is negative, the parent's or guardian's account is debited.*

*If the balance is positive, the parent's or guardian's account is credited.*

The “**Balance After**” column contains the parent’s or guardian’s account balance after the transaction amount has been applied to the account.

**NOTE:**

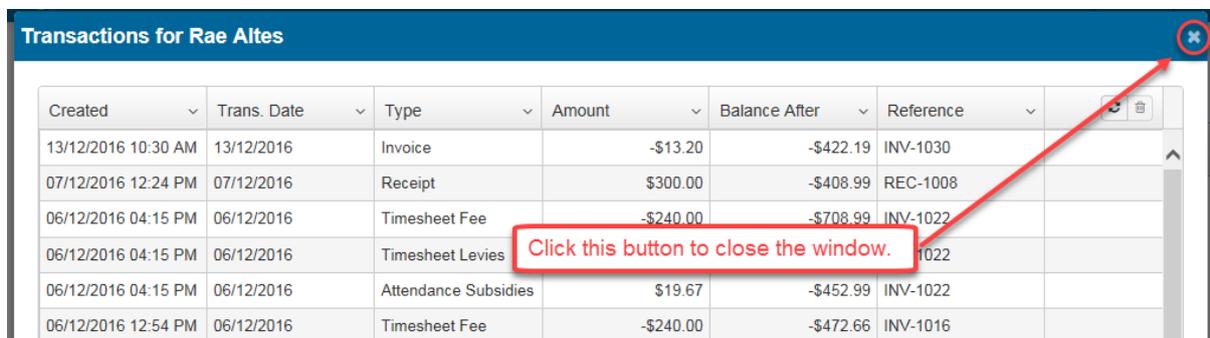
*If the balance is negative, the parent or guardian owes you money.*

*If the balance is positive, the parent or guardian has paid in advance and is in credit.*

*If the balance is \$0.00, the parent or guardian doesn’t owe you any money and has NOT paid in advance.*

The “**Reference**” contains a reference to the transaction. For example, if the reference is an invoice number, such as “INV-1030”, you can see the detail of the transaction by viewing that invoice in the “**Accounts, Invoices**” option.

**To close the transaction history window**



| Created             | Trans. Date | Type                 | Amount    | Balance After | Reference |
|---------------------|-------------|----------------------|-----------|---------------|-----------|
| 13/12/2016 10:30 AM | 13/12/2016  | Invoice              | -\$13.20  | -\$422.19     | INV-1030  |
| 07/12/2016 12:24 PM | 07/12/2016  | Receipt              | \$300.00  | -\$408.99     | REC-1008  |
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| 06/12/2016 04:15 PM | 06/12/2016  | Timesheet Levies     |           |               | 1022      |
| 06/12/2016 04:15 PM | 06/12/2016  | Attendance Subsidies | \$19.67   | -\$452.99     | INV-1022  |
| 06/12/2016 12:54 PM | 06/12/2016  | Timesheet Fee        | -\$240.00 | -\$472.66     | INV-1016  |

Click the  “**Close**” button located on the right-hand side of the window title.