

## Account Balance Adjustment

You can create an account balance adjustment transaction for a parent or guardian if their current account balance is incorrect. The main reasons for adjusting a parent’s account balance are:

- You are transferring their balance from another accounting system.
- You made a mistake when you originally entered their opening balance.
- You created a refund transaction for the incorrect amount.
- You created a bad debt transaction for the incorrect amount.

### To view a parent’s current balance

Log into Harmony and a Dashboard will be displayed that contains a list of children along with their parents/guardians and their account balances. For example,

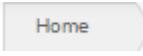
DASHBOARD

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

### To adjust an account balance

Click “**Child Care**” from the main menu.

Click “**Parents/Guardians**”.

A window similar to the following will be displayed:

GUARDIANS

Search Keyword...   Displaying 6 out of 6

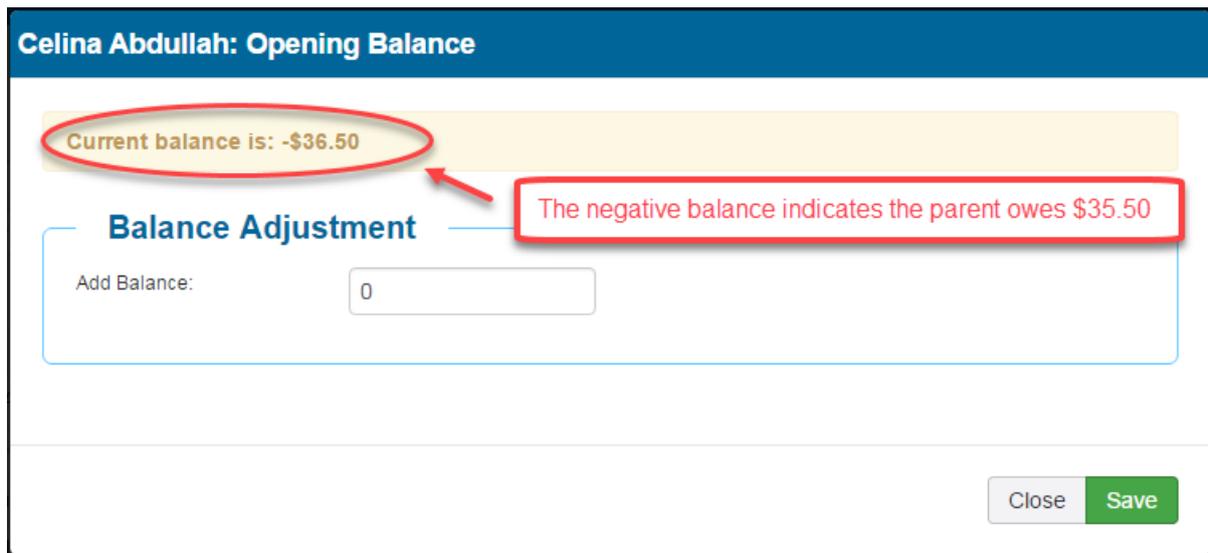
Current Search Options: Status: Active

Surname	First Name	Children	Email	Phone	Mobile	Work	Active	
Abdig	Florencio	Yolonda Abdig,Sally Abdig,Talitha Abdig,Delores Abdig,Arron Abdig	tedr@redbourne.com.au	07 4534 2344	0419 654 231		Yes	
Abdullah	Celina	Farah Abdullah	tedr@redbourne.com.au				Yes	
Allshouse	Tyler	Han Allshouse	tedr@redbourne.com.au	07 6543 1234	0781 234 678		Yes	
Altes	Rae	Treasa Altes	tedr@redbourne.com.au				Yes	
Altes	Adam	Treasa Altes	tedr@redbourne.com.au				Yes	
Annuzzi	Evelynn	Cruz Annuzzi,Michaela Annuzzi	tedr@redbourne.com.au				Yes	

The “**Account Balance**” button will allow you to adjust the balance for parent/guardian.

Click the “**Account Balance**” button for the appropriate parent/guardian.

A window similar to the following will be displayed:



**Celina Abdullah: Opening Balance**

Current balance is: -\$36.50

**Balance Adjustment**

Add Balance:

The negative balance indicates the parent owes \$35.50

Close Save

The “Current Balance” is the balance as at today’s date.

**NOTE:**

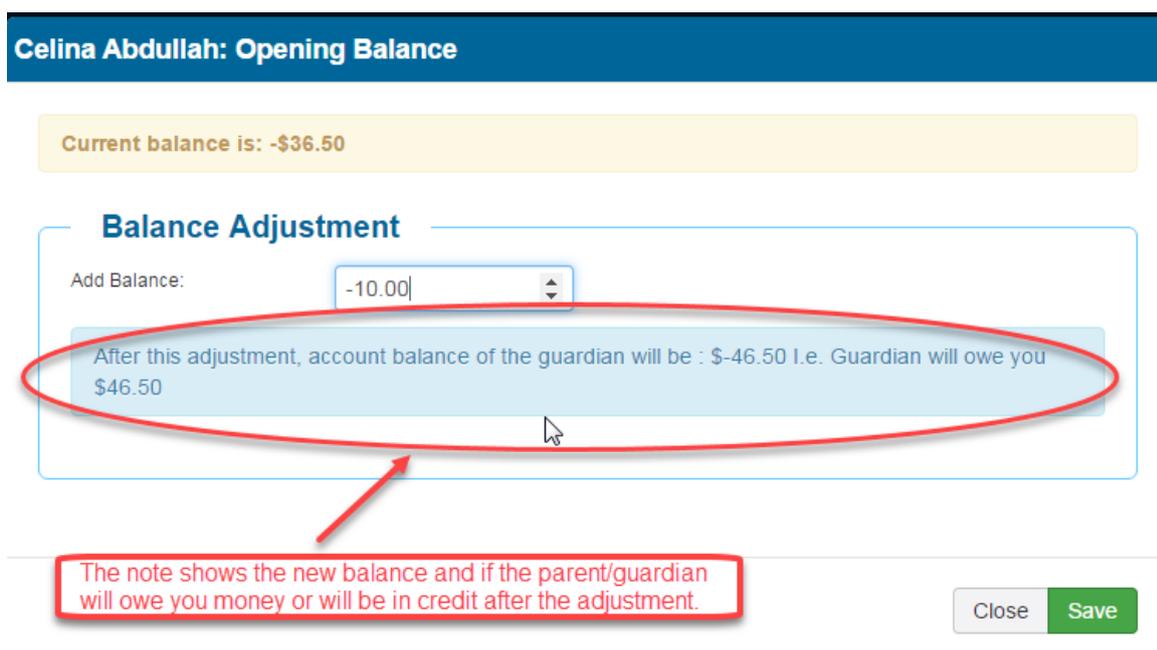
*If the balance is negative, the parent/guardian owes you money.*

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

*If the balance is \$0.00, the parent/guardian doesn’t owe you any money and has NOT paid in advance. A zero balance is often displayed as \$0.00 CR.*

As you enter the “**Balance Adjustment**” amount, the new balance is displayed below the amount along with a note indicating if the new balance means the parent/guardian owes you money or is in credit.

For example, if you enter “-\$10.00” in the “**Balance Adjustment**” amount for the above parent/guardian, the following window would be displayed:



**Celina Abdullah: Opening Balance**

Current balance is: -\$36.50

**Balance Adjustment**

Add Balance:

After this adjustment, account balance of the guardian will be : \$-46.50 I.e. Guardian will owe you \$46.50

The note shows the new balance and if the parent/guardian will owe you money or will be in credit after the adjustment.

Close Save

In this example, the balance adjustment will increase the amount the parent owes from \$-36.50 to \$-46.50.

Once you are happy with the new balance, click the **“Save”** button to save the balance adjustment details.

**NOTE:**

*Once you save a balance adjustment, you CANNOT change that transaction; however, you can enter another balance adjustment transaction to set the correct balance.*