



# Calculating Balances in Accounts Receivable

In the Add/Edit Customers window in Accounts Receivable, you can calculate a customer or family's balance. If you track families, the student and family balances display when you select a student's balance to calculate. When you calculate a family balance, only that family's balance displays.

1. Under Manage Records, click the **Records** tab.
2. In the drop-down list, select **Add/Edit Customers**. Click **Go** .
3. On the **Customer** tab, select the customer whose account balance you want to calculate.
4. Right-click on the customer's record and click **Calculate Balance** on the drop-down menu.
5. The **Calculate Balance** window displays. The customer's balance automatically displays, and if AR is [setup to track families](#), the primary family's balance displays just below the customer's balance. The balance calculates according to the current date.
6. To recalculate the customer's balance, select the date for which to calculate the balance in the **As of** drop-down list.
7. Under **Calculate using**, select **Due Date** to calculate the customer's balance according to the date payments are due or select **Invoice Date** to calculate the customer's balance according to the date invoices were created.
8. Select **Include Open Transactions** to include transactions that have not been posted in the customer's calculated balance.
9. Select **Only Include Positive Fee Balances** to exclude any credit balances and show the actual amount owed.
10. Click **Recalculate** to recalculate the customer's balance according to the changes you made.

1. Under Manage Records, click the **Records** tab.
2. In the drop-down list, select **Add/Edit Customers**. Click **Go** .
3. On the **Family** tab, select the customer whose account balance you want to calculate.
4. Right-click on the family's record and click **Calculate Balance** on the drop-down menu.
5. The **Calculate Balance** window displays the family's balance. The balance calculates according to the current date.
6. To recalculate the family's balance, select the date for which to calculate the balance in the **As of** drop-down list.
7. Under **Calculate using**, select **Due Date** to calculate the family's balance according to the date payments are due or select **Invoice Date** to calculate the family's balance according to the date invoices were created.
8. Select **Include Open Transactions** to include transactions that have not been posted in the family's calculated balance.
9. Select **Only Include Positive Fee Balances** to exclude any credit balances and show the actual amount owed.
10. Click **Recalculate** to recalculate the family's balance according to the changes you made.