Student Supply Debits and Credits

Supplies · https://docs.dacapoinventory.com/doc/student-supply-debits-and-credits/

Track what students owe (or are credited) for reeds, strings, binders, and other supplies — then email families or print receipts.

Where to go

Supplies → Student Supply Debits & Credits

Review balances

1. Open the page and filter by ensemble type if needed.
2. Open a student to see their supply ledger.
3. Remember: a **negative** balance usually means the student owes money.

Add a debit or credit

1. Select the student(s).
2. Add the amount and a clear description.
3. Save. The balance updates right away.

Communicate with families

- Email selected families about outstanding balances.
- Print receipts when cash/check changes hands in the room.

Delete a transaction only when it was entered in error — keep an accurate year-long trail for bookkeeping.