

View Invoices in a Family Account

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On the **Invoice Date** (defined by the Family Billing Profile), transactions in the *Pending* section of the *Family Account > Transactions* tab are moved to the *Ledger Transactions* section. Once an invoice is in the Ledger Transactions section, it is also viewable in the **Invoices** tab.



When an invoice is in the *Pending* section of the *Transactions* tab of a Family Account, you can select it with the checkbox and click the **Invoice Now** button to process the invoice immediately.

Use the **Email Invoice to Payers** button to email an invoice as needed, and the Payer(s) will receive an email with a link to the invoice. Or click the link for the invoice to open the invoice on a new tab.

Family Account

Zaxby

DETAILSBILLINGTRANSACTIONS**INVOICES**AUDIT LOG

Actions

Invoice Date: Most Recent

Invoice Number

0000-32151

Invoice Amount

\$510.00

Invoice Sent Date

Tue Dec 26, 2023

Invoice Due Date

Tue Dec 26, 2023

Payers

Sarabeth "Sara" Zaxby

Email Invoice to Payers

Sample Invoice



Over the Rainbow Child Center
Mineola Ave
Little River, SC 29566
Tax ID: 3216549899

Bill To:
Sarabeth "Sara" Zaxby
Customer Account: #1000000343

Invoice

#0000-32151

Due Date

Dec 26, 2023

Total Dec 26, 2023

\$510.00

Transactions

4 Transactions

Date	Child	Description	Dates of Service	Total
Dec 26, 2023	Frankie	Tuition		\$175.00
Dec 26, 2023	Frankie	Tuition		\$250.00
Dec 26, 2023	Sally	Tuition		\$35.00
Dec 26, 2023	Sally	Tuition		\$50.00