View Invoices in a Family Account

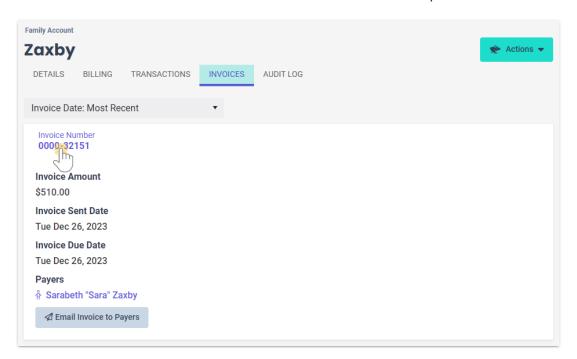
Last Modified on 01/02/2024 9:42 am EST

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.

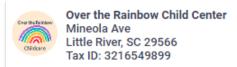


When an invoice is in the *Pending* section of the *Transactions* tab of a Family Account, you can select it with the checkbox and click the **Invoice Now** button to process the invoice immediately.

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.



Sample Invoice



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

#0000-32151

Due Date

Total Dec 26, 2023

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