

Family Invoices

Last Modified on 12/09/2024 4:29 pm EST

Invoices show transactions for a Payer during a billing period, including fees and applied discounts. Use invoicing to:

- ✦ Request payment from families.
- ✦ Give families a detailed record of their dues per site for a billing period.
- ✦ Provide important documentation for tax purposes.

[Expand/Collapse All](#)

View a Family's Invoices

1. Go to **Family Accounts** (left menu) > **Profiles** card > **View # Active Family Accounts**
2. Select the family and then their **Invoices** tab.
3. Scroll through the invoices and click the **Invoice Number** for the invoice you wish to view more details on.

967908 > Family Account

Traska Actions

DETAILS BILLING TRANSACTIONS **INVOICES** AUDIT LOG NOTES

Invoice Date: Most Recent

Invoice Number
0000-10735

Invoice Amount
\$720.00

Invoice Sent Date
Sat Aug 24, 2024

Invoice Due Date
Sun Aug 25, 2024

Payers
Mariana Traska

Email Invoice to Payers

4. View the invoice similar to the one below and print it if you wish by going to your browser's options, such as **File > Print**.



Science Kids
 10961 Burnt Mill Rd.
 Jacksonville, FL 32256
 Tax ID: 999-88-9999

Bill To:
Mariana Traska
 Customer Account: #1000009656

Invoice

#0000-10735

Due Date
Aug 25, 2024

Total Aug 24, 2024
\$720.00

Transactions 4 Transactions

Date	Child	Description	Dates of Service	Total
Aug 24, 2024	Jake	Other fee		\$20.00
		Discount	-5.00	
		\$5.00 Recurrent Discount		
Aug 24, 2024	Marley	Tuition		\$500.00
Aug 24, 2024	Marley	Tuition		\$100.00
Aug 24, 2024	Skyler	Tuition		\$100.00

Send Invoices to Payers

1. Go to **Family Accounts** (left menu) > **Profiles** card > **View # Active Family Accounts**
2. Select the family and then their **Invoices** tab.
3. Scroll through the invoices and click **Email Invoice to Payers** for the invoice you wish to send to the Payer listed for the invoice. The Payer(s) will receive an email with details and a link to the invoice.

967908 > Family Account

Traska Actions ▾

DETAILS BILLING TRANSACTIONS **INVOICES** AUDIT LOG NOTES

Invoice Date: Most Recent ▾


Invoice Number
0000-10735

Invoice Amount
\$720.00

Invoice Sent Date
Sat Aug 24, 2024

Invoice Due Date
Sun Aug 25, 2024

Payers
👤 Mariana Traska

✉ Email Invoice to Payers 

Invoice Immediately

Though invoices are created automatically, pending transactions can be invoiced immediately.

1. Go to **Family Accounts** (left menu) > **Profiles** card > **View # Active Family Accounts**
2. Select the family and then their **Transactions** tab.
3. Go to the *Pending* section and select the transaction(s) you would like to invoice immediately.
4. Click **Invoice Now**, then click **Yes, Invoice Now** in the *Invoice Now?* window.

Pending

Invoice Date: Sep 21, 2024



Monthly Supplies Fee

\$15.00



Jerome Dennis

\$ Weekly Billing Profile

Invoice Date: Sep 21, 2024



Monthly Supplies Fee

\$15.00



Kiama Dennis

\$ Weekly Billing Profile

Invoice Date: Sep 21, 2024



Tuition for 2nd and 3rd - Afterschool Care (3-6 PM)

\$100.00



Jerome Dennis

\$ Weekly Billing Profile

Invoice Now



5. View the newly created invoice by going to the family's Invoices tab.