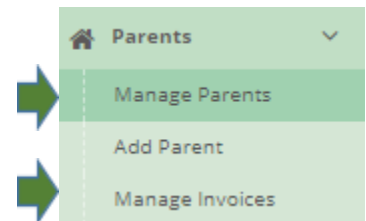


Parent Invoicing

This section is important- we will explain how you get paid!

- Click on Manage Parents -> Choose the parent name -> Click on **Billing** from the **View/Edit** screen -> Click on **Create Invoice**
- OR Click on **Manage Invoices**



In the **Billing** tab of the **View/Edit** screen of a parent's profile you can:

- Create Invoices
- Edit Invoices
- Add invoice items
- Save payment methods

Billing Info - Charles Gardner

Parent Info | **Billing** | Notes | Documents

Invoices

	Parent	Invoice Date	Amount	Payments
Edit	Charles Gardner	5/24/2021	\$210.00	\$0.00
Edit	Charles Gardner	3/29/2021	\$210.00	\$0.00
Edit	Charles Gardner	4/13/2020	\$10.00	\$0.00
Edit	Charles Gardner	3/20/2020	\$0.00	\$0.00
Edit	Charles Gardner	3/20/2020	\$10.00	\$10.00
Total			\$440.00	
Payments			\$10.00	
Balance Due			\$430.00	

[Create Invoice](#)

Parent/Child Billing Setup

	Child	Amount	Primary	
Edit	Hunter Gardner	\$10.00	Yes	✖
Edit	Emma Gardner	\$200.00	Yes	✖

[Add Parent/Child Billing Item](#)

Pre Payments

No Pre Payments with a balance exist.

[Add Pre Payment](#)

Saved Payment Methods

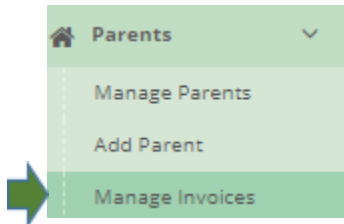
No Payment Methods have been created.

[Add Payment Method](#)

Parent/Child Billing Setup

Click the **Add Parent/Child Billing** Item to **update Invoice amounts**.

	Child	Amount	Primary	
Edit	Hunter Gardner	\$10.00	Yes	✘
Edit	Emma Gardner	\$200.00	Yes	✘



The **Manage Invoices** tab allows you to see all your invoices.

You can **Create a New Invoice** or **Configure Invoice Items**.

Parent Invoice List

Find Invoices

Invoice Dates Between -

Parent

Paid Status Paid Unpaid Both

[Find Invoices](#)

[Create New Invoice](#) [Configure Invoice Items](#)

Invoice List

	Parent	Invoice Date	Due Date	Amount	Payments
Edit	Charles Gardner	4/13/2020	04/18/2020	\$10.00	\$0.00
Edit	Charles Gardner	3/29/2021	04/03/2021	\$210.00	\$0.00
Edit	Charles Gardner	5/24/2021	05/29/2021	\$210.00	\$0.00
				Total	\$430.00

Select **Configure Invoice Items** to edit, delete, or add items.

Invoice Setup for Ellie's Furs and Feathers Care

[Back to Invoice List](#)

Invoice Item Types

Item Name	Item Price
Edit Daily Rate	\$10.00
Edit Hourly Rate	\$6.00

Add New Invoice Item Type

New Item Name

New Item Price

[Add Item](#)

Once you have your items, you can **Create an Invoice**.

Click **Create Invoice**.

Enter the invoice information.

***Don't forget to click Update Invoice to save the information.**

Edit Invoice Print Back to Invoices

Invoice Created. ✕

Parent Reid Brown

Invoice Number

Invoice Date

Date Due

Line Items

No Line Items have been added to this invoice.

New Item Name	New Item Description	Item Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>

Update Invoice

Payments









No payments have been applied to this invoice.

How does the parent pay?

Parents will **login** to their account using the **username** and **password** you assign them.

(See Parent's Tab on pg. 11 help file for details on creating a username and password)

They will click on **Account & Billing**.

-  Dashboard
-  Child Info
-  Documents & Files
-  **Account & Billing**
-  Daily Sheets
-  Sign In Report
-  Calendar
-  Feedback

Here, they can see **invoices, payment methods**, and they can **pay their invoice** from this screen. They will:

- **Click view/pay**
- **Input payment information** (the Parent Quick Guide includes instructions for the parent).

Unpaid Invoices

	Invoice#	Amount	Invoice Date	Paid
View/Pay	026589	\$1.00	05/27/21	
View/Pay	026409	\$1.00	05/16/21	
View/Pay	026405	\$1.00	05/13/21	
View/Pay	025642	\$1.00	05/03/21	
View/Pay	025302	\$1.00	04/26/21	
View/Pay	024886	\$1.00	04/16/21	
View/Pay	023812	\$1.00	04/12/21	
View/Pay	023497	\$1.00	04/06/21	
View/Pay	023024	\$1.00	03/29/21	
View/Pay	021799	\$10.00	03/23/21	
View/Pay	021796	\$1.00	03/22/21	

[View All Invoices](#)

View Invoice

Invoice #: 026589
 Date: 5/27/2021

Line Items

Item Description	Item Amount
Service for Elizabeth Spence (5/3/2021 - 5/27/2021).	\$1.00
Total:	\$1.00

Pay Online

Select a Payment Method

Payment Amount \$1.00

Convenience Fee \$0.00

First Name

Last Name

Saved Payment Methods

	Name	Type	Card/Account Number	Primary
Edit	A L Allen Gardner	Credit Card	XXXXXXXXXX	Yes

[Add Payment Method](#)

You can now see the parent has paid by looking at the **Parents Tab** -> Manage Parents or Manage Invoices tabs.