


# Edit Unpaid Invoices

Last Modified on 04/28/2020 9:33 am CDT

You can edit unpaid and recurring invoices.

**Note:** To edit paid invoices, you must first delete the payments on them. See [Edit Paid Invoices](#) for more information.

1. From the menu to the left, click **Accounting**.
2. Click **Invoices**. The Invoices page opens.
3. Set filters, as needed.
4. Click the unpaid invoice to edit. The invoice details open.
5. Click  .
6. Make changes, as needed. You can edit the following:
  - Billing Period
  - Invoice Date
  - Rate
  - Rate Type
  - Units
  - Fees
  - Discount
  - Line Item Notes
  - General Notes

**Notes:** You cannot add an additional child to the invoice. You also cannot add new children to the invoice. You can check the **Make This Recurring** box to change this invoice to a recurring invoice. However, you can not clear the Make This Recurring box when editing recurring invoices. If you need to change a recurring invoice to a one-time invoice, you must delete the recurring invoice and create a new, regular invoice. For more information, see [Delete Recurring Invoices](#).

Provider ID

Mary Shady (99396884)

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Accounting > Invoices > Edit Invoice

Make this recurring invoice?

Billing Period

01/01/2020

02/07/2020

Invoice Date

02/07/2020

Include withdrawn children?

Yes

Invoice details	Rate	Rate Type	Units	Fees	Discount	Sub Total
Lavenza, Elizabeth	\$ 150	Week	4	\$ 0	0	\$ 600.00

Line item notes

ADD Child

LAVENZA, MARIA (Pay: 100%)

CREDIT BALANCE \$0.00

BILLING ADDRESS

222 California Ave

Beverly Hills

CA, 902100000

General notes

Total (\$): 600.00

Preview

Cancel

Delete

7. When finished, click **Preview**.

8. Review the invoice details.

9. Click **Update**.