

Restore Deleted Invoices

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If you delete an invoice or recurring invoice in error, you can restore it. When you restore an invoice, it is restored to its original status.

In this article:

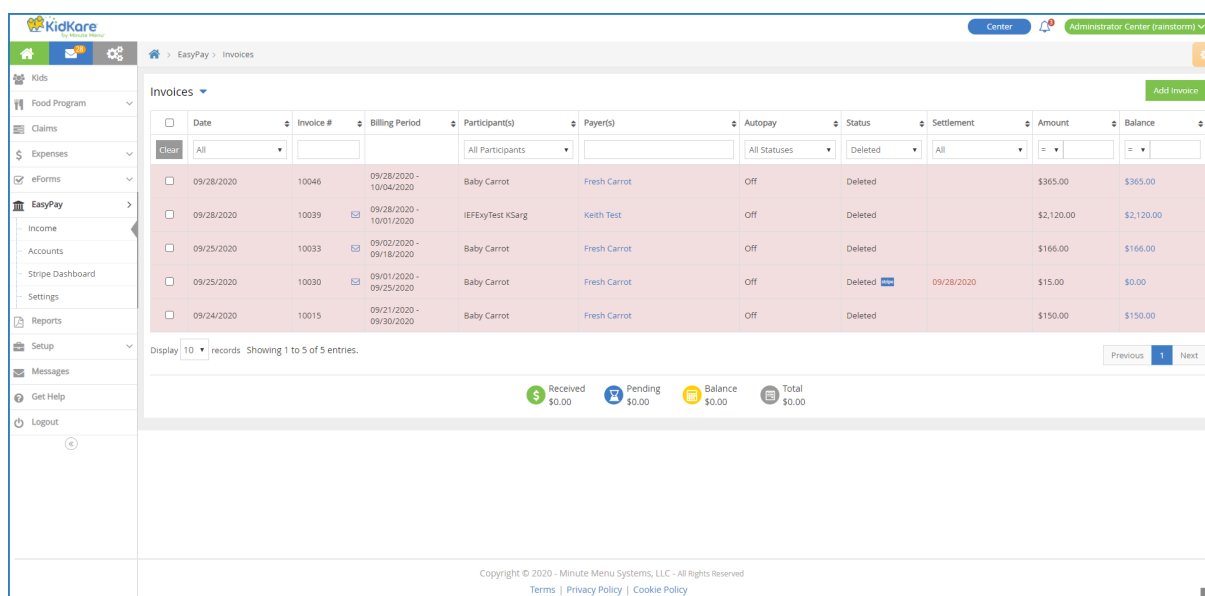
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Restore a Deleted Invoice

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

4. Click the **Status** drop-down menu and select **Deleted**. Only deleted invoices display.



The screenshot shows the 'Invoices' page in the EasyPay system. The left sidebar contains navigation options: Kids, Food Program, Claims, Expenses, eForms, EasyPay (selected), Income, Accounts, Stripe Dashboard, Settings, Reports, Setup, Messages, Get Help, and Logout. The main content area displays a table of invoices with columns: Date, Invoice #, Billing Period, Participant(s), Payer(s), Autopay, Status, Settlement, Amount, and Balance. The table is filtered to show only 'Deleted' invoices. There are 5 rows of data, all highlighted in red. The bottom of the page shows a summary: Received \$0.00, Pending \$0.00, Balance \$0.00, and Total \$0.00. The footer contains copyright information for Minute Menu Systems, LLC.

<input type="checkbox"/>	Date	Invoice #	Billing Period	Participant(s)	Payer(s)	Autopay	Status	Settlement	Amount	Balance
<input type="checkbox"/>	09/28/2020	10046	09/28/2020 - 10/04/2020	Baby Carrot	Fresh Carrot	Off	Deleted		\$365.00	\$365.00
<input type="checkbox"/>	09/28/2020	10039	09/28/2020 - 10/01/2020	IEFExyTest KSaig	Keith Test	Off	Deleted		\$2,120.00	\$2,120.00
<input type="checkbox"/>	09/25/2020	10033	09/02/2020 - 09/18/2020	Baby Carrot	Fresh Carrot	Off	Deleted		\$166.00	\$166.00
<input type="checkbox"/>	09/25/2020	10030	09/01/2020 - 09/25/2020	Baby Carrot	Fresh Carrot	Off	Deleted	09/28/2020	\$15.00	\$0.00
<input type="checkbox"/>	09/24/2020	10015	09/21/2020 - 09/30/2020	Baby Carrot	Fresh Carrot	Off	Deleted		\$150.00	\$150.00

Note: Deleted invoice rows are highlighted in red, so you can also easily find them without filtering.

5. Click the invoice to restore. The View Invoice page opens.
6. Click the **Invoice Actions** drop-down menu and select **Restore**.


- At the Are You Sure prompt, click **Restore**. The invoice is restored to its original status.

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Restore a Deleted Recurring Invoice

- From the menu to the left, click **Accounting**.
- Click **Income**.
- Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

- Click  and select **Recurring Invoices**. The Recurring Invoices page opens.
- Click the **Status** drop-down menu and select **Deleted**. Only deleted invoices display.

Note: Deleted invoice rows are highlighted in red, so you can also easily find them without filtering.

6. Click the invoice to restore.

7. At the Are You Sure prompt, click **Restore**. The recurring invoice is restored to its original status.

The screenshot shows the KidKare EasyPay interface. A confirmation dialog box is open in the center, asking "Are you sure?" with the message "Hey there! This will restore the status of the invoice to its original status." and buttons for "Restore" and "Cancel".

The background interface shows the "Recurring Invoices" section. It includes a table with columns: Payer(s), Participant, Amount, Next Invoice Date, and Status. The table lists two invoices for "Fresh Carrot" with amounts of \$295.10 and \$20.00, both with a status of "Deleted".

Below the table, it says "Display 10 records. Showing 1 to 2 of 2 entries." and has "Previous" and "Next" buttons.

The footer of the interface includes the copyright notice: "Copyright © 2020 - Minute Menu Systems, LLC - All Rights Reserved" and links for "Terms", "Privacy Policy", and "Cookie Policy".

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