

View & Print Invoices

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All invoices you receive from your daycare center are stored on the Invoices page.

View Invoices on the Invoices Page

1. From the menu to the left, click **Invoices**. The Invoices page opens.

Date	Invoice #	Payer(s)	Participant(s)	Status	Billing Period	Amount	Balance
09/30/2020	10080	julia father qa julia mother qa	julia qa	Unpaid	09/03/2020 - 09/18/2020	\$100.00	\$100.00
09/24/2020	10029	julia father qa julia mother qa	julia qa	Paid	09/21/2020 - 10/02/2020	\$168.00	\$0.00
09/24/2020	10016	julia father qa julia mother qa	julia qa	Declined	09/23/2020 - 09/29/2020	\$100.00	\$100.00
09/24/2020	10013	julia father qa julia mother qa	julia qa	Paid	07/01/2020 - 09/30/2020	\$100.00	\$0.00
09/24/2020	10012	julia father qa julia mother qa	julia qa	Declined	08/12/2020 - 09/30/2020	\$100.00	\$50.00
09/24/2020	10007	julia father qa julia mother qa	julia qa	Paid	09/23/2020 - 09/30/2020	\$100.00	\$0.00
09/24/2020	10005	julia father qa julia mother qa	julia qa	Unpaid	09/10/2020 - 09/10/2020	\$100.00	\$100.00
09/24/2020	10004	julia father qa julia mother qa	julia qa	Unpaid	09/04/2020 - 09/04/2020	\$92.00	\$92.00
09/24/2020	10002	julia father qa julia mother qa	julia qa	Unpaid	09/01/2020 - 09/16/2020	\$80.00	\$80.00

Display 10 records: Showing 1 to 9 of 9 entries.

Paid \$418.00 Balance \$522.00 Total \$940.00

This page displays the following:

- **Date:** This is the date the invoice was created.
 - **Invoice #:** This is the invoice number.
 - **Participant(s):** These are the children included on the invoice.
 - **Payer(s):** These are the payers associated with the invoice. This is you and anyone else authorized to pay invoices for your child's care.
 - **Status:** This is the invoice's current status. For example, an unpaid invoice would show Unpaid, a partially paid invoice would show Partial, and a paid invoice would show Paid.
 - **Amount:** This is the total amount billed.
 - **Balance:** This is the remaining amount owed.
2. Use the boxes and menus at the top of the table to filter the invoices that display.
 3. Click each column header to sort invoices in ascending or descending order.
 4. Click the dollar amount shown in the **Balance** column to view payment details. The Payment Details pop-up opens and displays the payment date, payment method, and remaining balance. This is only available if you've made a payment on the listed invoice.

Payment Details			
Payment Date	Payment Amount	Payment Method	Balance Remaining
09/29/2020	\$50.00	Cash	\$50.00

5. Click an invoice to view invoice details. See the **View Invoice Details** heading, below.

[Return to Top](#)

View & Print Invoices on the View Invoice Page

The View Invoice page displays complete invoice details. You can print and pay invoices from this page, as well as navigate between invoices without returning to the Invoices page.

1. From the menu to the left, click **Invoices**. The Invoices page opens.
2. Click the invoice to view. The View Invoice page opens.

The screenshot shows the KioKare 'View Invoice' page. On the left is a navigation menu with options like Home, Invoices, Payment Settings, Reports, Messages, Get Help, and Logout. The main content area is split into two columns. The left column lists several invoices with their dates, numbers, and status (e.g., 'Unpaid', 'Declined', 'Partial'). The right column displays the details for invoice #10080, including the recipient's name and address (Little Rainstorms), a 'Balance Due' of \$100.00, and a 'Pay Online' button. Below the invoice details is a table of line items and a section for 'RELATED OPEN INVOICES'.

PARTICIPANT	RATE	RATE TYPE	QTY	FEES	DISCOUNT	TOTAL
Julia qa	\$250.00	TwoWeeks	1	\$0.00	\$0.00	\$250.00

Invoice Date	Invoice #	Balance	Due Date
09/24/2020	#10005	\$100.00	09/24/2020
09/24/2020	#10004	\$52.00	09/24/2020
09/24/2020	#10002	\$80.00	09/24/2020
09/24/2020	#10012	\$50.00	09/24/2020
09/24/2020	#10016	\$100.00	09/24/2020
10/05/2020	#10054	\$100.00	10/05/2020

The View Invoice page lists the following:

- **Invoices:** A list of other invoices associated with your account displays to the left. Each one includes status markers that tell you, at-a-glance, whether the invoice is unpaid, paid, partially paid, and so on. You can click each invoice in this list to view invoice details.
- **Invoice:** The invoice itself displays to the right. It includes the center's contact information, balance due, terms, accepted payment methods, line items, and related open invoices.

3. Click **Pay Online** to make a payment on this invoice. See [Pay Invoices](#) for more information.

4. To print this invoice:

- a. Click . Your browser's printing options open.

- b. Select your printer and adjust your printing settings, as needed.
- c. Click **Print**.

[Return to Top](#)