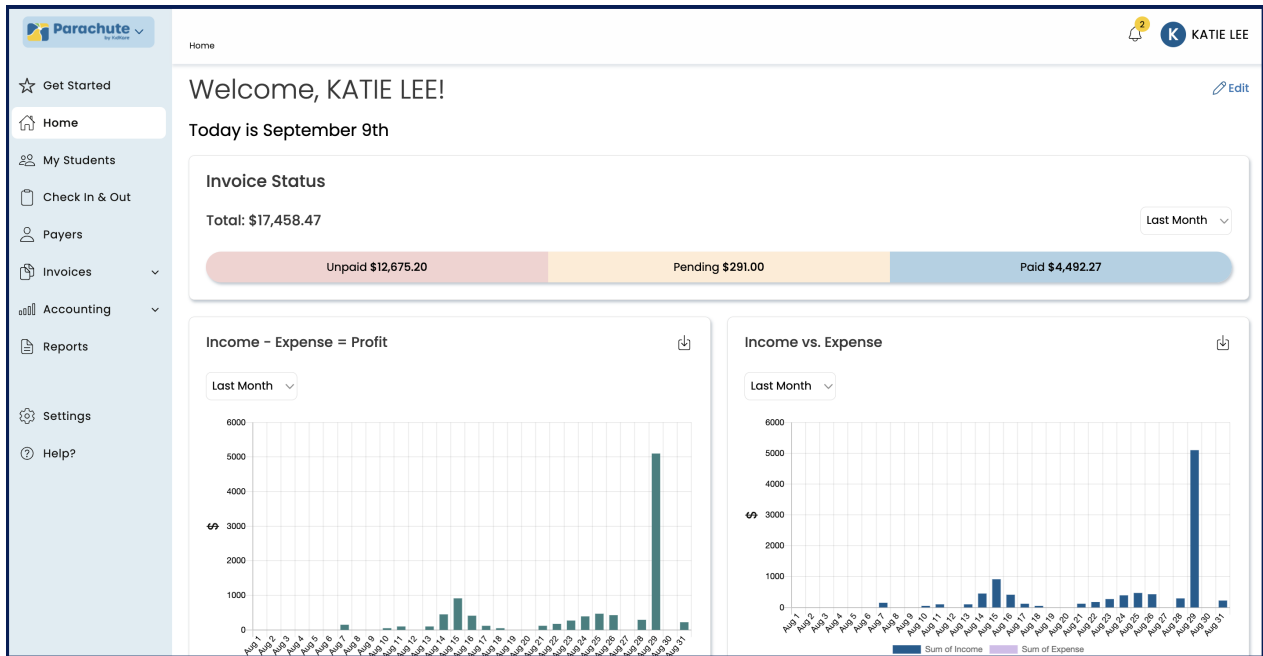


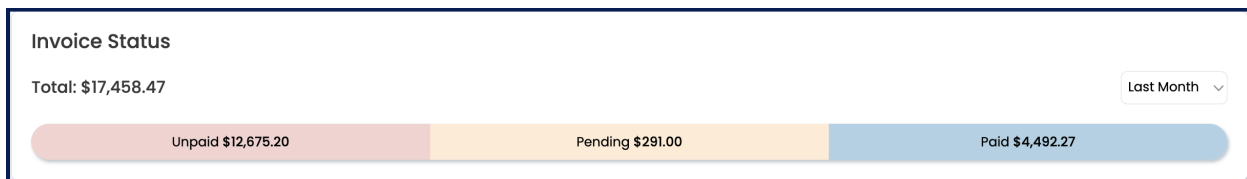
# Parachute Home Page

Last Modified on 03/04/2024 3:29 pm  
CST

Parachute allows you to view high-level insights about your finances directly from the **Home** page. View charts and graphs based off of your invoices, as well as the income and expense data you enter. This article will show you a breakdown of each part of the **Home** page and what reporting options are available.

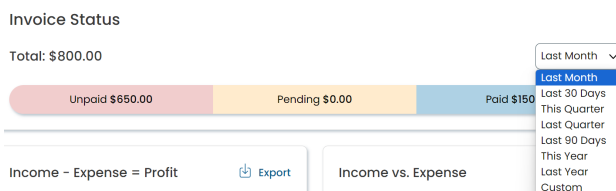


## Invoice Status



To view the balance of invoices by status over a selected period of time:

1. Select the time period you want to view from the dropdown on the right.




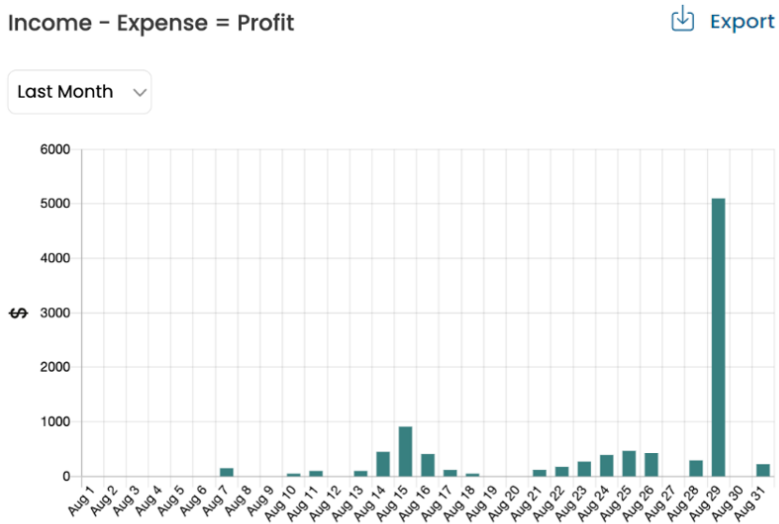
2. Once the time period is selected, the amounts will update automatically.
  - a. **Total:** This includes the collective total of unpaid, pending, and paid invoices for the time period selected.
  - b. **Unpaid:** Dollar amount of invoices that have not yet been paid.

- c. **Pending:** Dollar amount of invoices where payment has been made but funds have not yet settled to your account.
- d. **Paid:** Dollar amount for invoices that you have received payment for.

## Income - Expense = Profit

This graph takes the dollar amount of Income and subtracts it from the the dollar amount of Expenses entered to show you overall profit during this time period

1. Select the time period you want to view from the dropdown underneath **Income - Expense = Profit**.
2. View the dollar amount of Profit over time.
3. Click  **Export** to download this data to a CSV file.

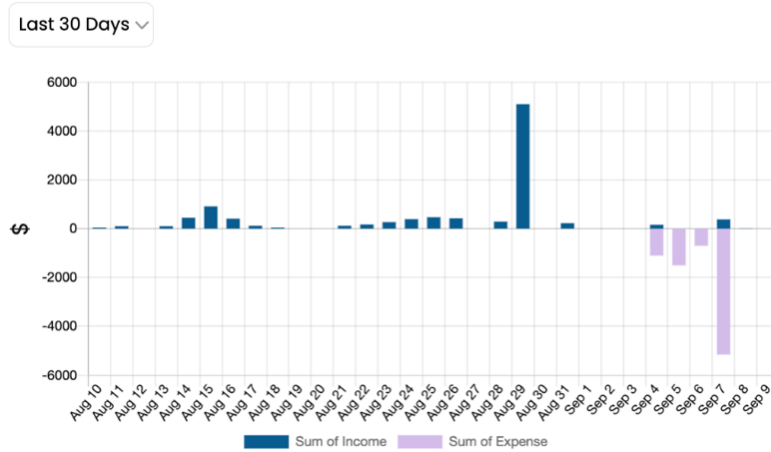


## Income vs. Expense

This graph shows both the sum of Income and the sum of expenses entered during this time period, this is a more detailed view of what you see on the Profit graph

## Income vs. Expense

[Export](#)



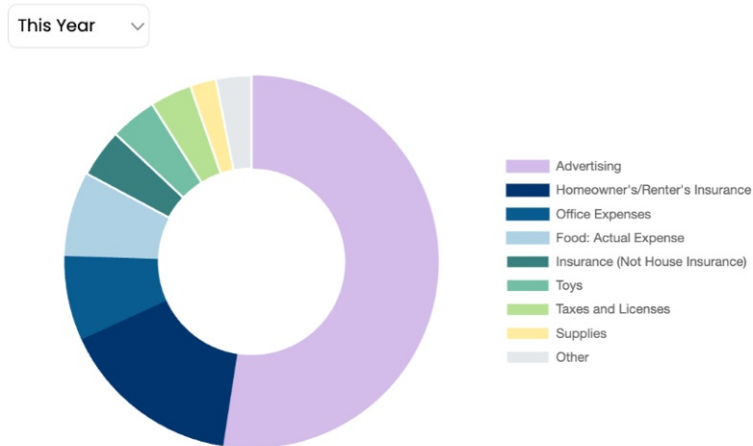
1. Select the time period you want to view from the dropdown underneath **Income vs Expense**.
2. View the sum of Income and the sum of expenses by month.
3. Click [Export](#) to download this data to a CSV file.

## Top Expenses

This a pie chart of your top entered expenses during this time period

### Top Expenses

[Export](#)

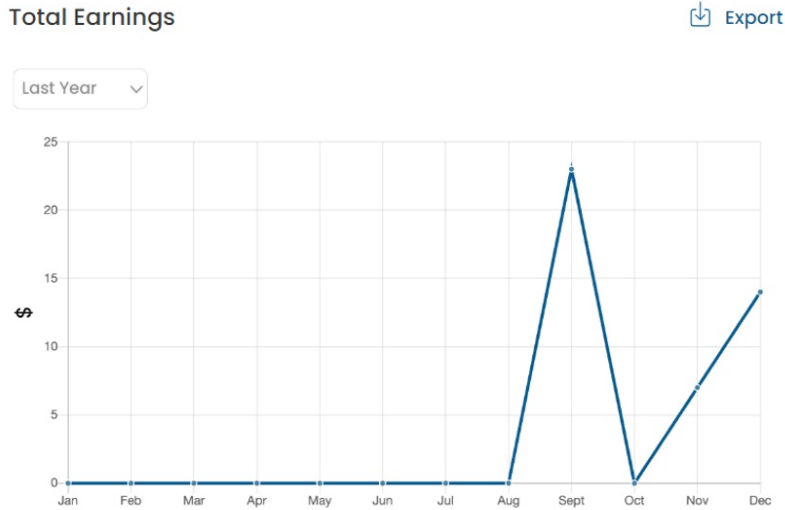


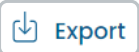
1. Select the time period you want to view from the dropdown underneath **Top Expenses**.
2. View your top expenses by %.
3. Click [Export](#) to download this data to a CSV file.

## ParaPay Payouts

This chart will show total earnings from credit card and ACH payments during this time period.

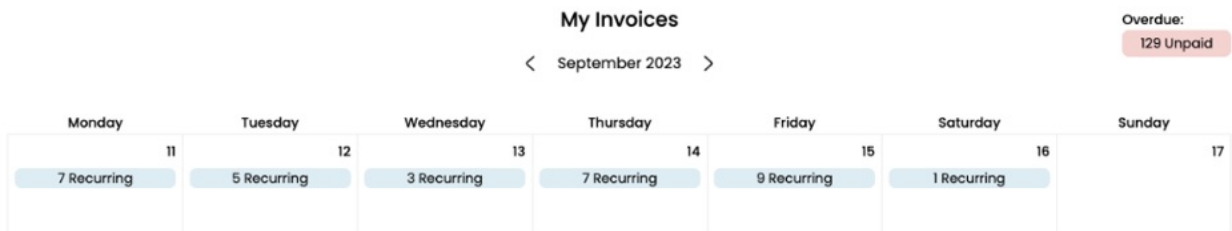
**Note:** You can still view the Stripe dashboards and payout information by going directly to [express.stripe.com](https://express.stripe.com) and logging in using your Stripe credentials.



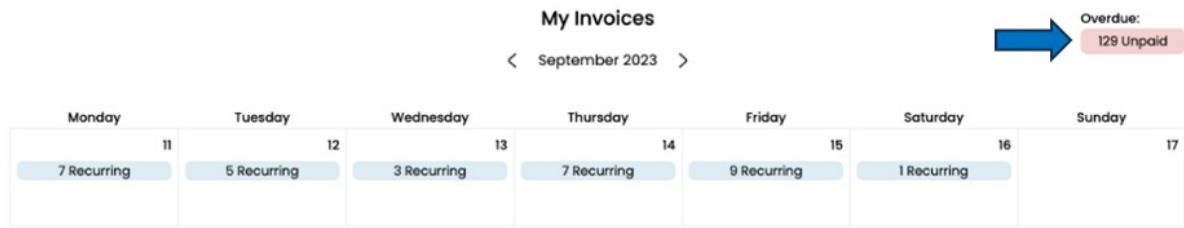
1. Select the time period you want to view from the dropdown underneath **Total Earnings**.
2. View your total amount of payouts from credit card and ACH payments
3. Click  **Export** to download this data to a CSV file.

## My Invoices

This is a calendar view of upcoming recurring and scheduled invoices, as well as a view of past invoices sent and their current status.



1. Click the < and > icon on either side of the date to view past and future weeks data.
2. View future invoices by:
  - o **Type:** Recurring & Scheduled
  - o **Status:** Unpaid, Pending, & Paid
3. Click on the pink button that shows total **Overdue** in the top right corner. show you a list of overdue invoices.




4. A screen opens with a list of overdue invoices for you to view and manage.
5. Click on a specific date to open additional invoice details.
6. A screen open with a list of invoices for you to view and manage.

Monday, February 12th  
1 Unpaid Invoice(s)

Send Date	Source	Child	Payer(s)	Amount	Status	Due Date
02/12/2024	Recurring	Toddler, Tinas	Tina Holder	\$325.00	Unpaid	02/12/2024

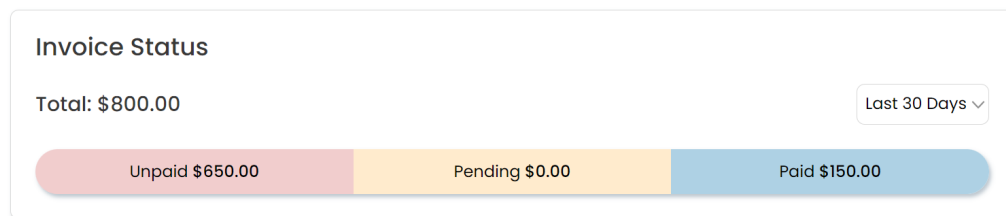
## Edit Home Page

1. You can remove charts that you don't want to view by clicking the  icon in the top right corner under your name.

Welcome, Parachute ByKidKare!

 Edit

Today is February 13th

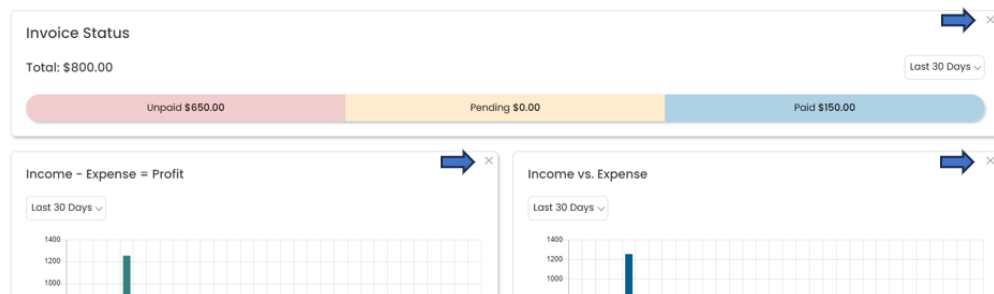


2. Click X at the corner of the chart you would like to hide

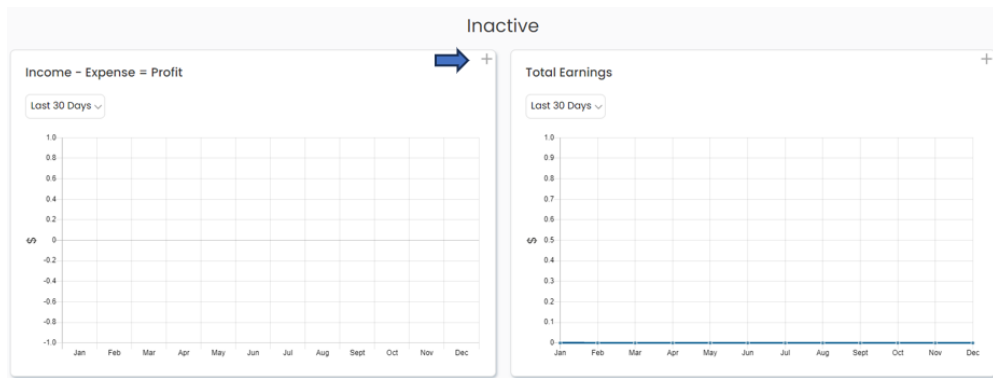
Welcome, Parachute ByKidKare!

Cancel Save

Today is February 13th



3. Find hidden charts under the **Inactive** section at the bottom of the screen.
4. Click the + to add it back to your home page.



5. When you're finished click the **Save** button at the top right of your screen