

## *Participants & Rosters: Households & Participants: Invoicing Households: Deleting an Invoice*



My Food Program has the ability for sites to track invoices sent to parent/guardians or county agencies for subsidized child care and the payments made on those invoices. The system is for tracking purposes only. There is no integrated system for sending or receiving payments.

### **To delete an invoice:**

- Click on "Participants & Households" on the main dashboard.
- Select the name of the Parent/Guardian.
- Scroll down to the list of invoices.
- Click on the red "Delete Invoice" button to the right of the invoice. Note: once a payment has been recorded on an invoice, it can no longer be deleted.
- Click "OK" when the system prompts you to confirm.