

Participants & Rosters: Households & Participants: Invoicing Households: Recording Payments on Invoices



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 record a payment on an invoice:

- Click on “Participants & Households” on the main dashboard.
- Select the name of the Parent/Guardian.
- Click on the blue “Add Payment” button to the right of the invoice.
- Scroll to the bottom of the page and complete the “Payment” fields as follows:
 - **Payment Method (required):** select how payment was received.
 - **Notes:** for your recordkeeping.
 - **Amount (required):** the amount of the payment.
- Click the blue “Update” button or the green “Save” button.
- The payment is now linked to the invoice. The invoice cannot be deleted after a payment has been received.

A screenshot of the "Payments" form in the My Food Program interface. The form has a title "Payments" and a blue "Add Payment" button in the top right corner. Below the title, there are three input fields: "Payment Type" with a dropdown menu showing "Check", "Notes" with the text "Check #1453", and "Amount" with the value "130". A green "Update" button is located at the bottom right of the form, circled in yellow.