

# Participants & Rosters: Households & Participants: Invoicing Households: Creating 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.

Before attempting to create an invoice, be sure that the “Invoicing Feature” is turned on in Site Details and you have entered a fee schedule for each participant you will be invoicing for.

## To create an invoice:

- Click on “Participants & Rosters” on the main dashboard.
- Select the name of the Parent/Guardian you want to invoice.
- Click on the orange “Invoice” button to the right of the name of the Parent/Guardian.
- Complete the fields as follows:
  - **Invoice Date (required)**: this is the date of the invoice.
  - **Date From (required)**: this is the first date for the invoice.
  - **Date To (required)**: this is the last date for the invoice.
- Click the blue “Calculate Child Care” and My Food Program will automatically calculate the total fees due for child care based on the attendance recorded for the child and their individual fee schedule.
- Add additional fees or record discounts by selecting the appropriate choice from the dropdown and a description. **Note: if you are entering a discount, the “amount” item should be entered as a negative number. For example -20 for a \$20 discount.**
- Click the blue “Update Sub-Total” button.
- If you are receiving immediate payment, you can record it at the time. If you are creating the invoice to send click on “Generate Invoice”

**Invoice #1002** Create Date: 07/27/2020

Bill To: John Doe

Invoice Date:

Date From:

Date To:

**Child Care** Calculate Child Care

| Child            | Quantity | Rate   | Rate Type              | Total           |
|------------------|----------|--------|------------------------|-----------------|
| Susie Doe        | 1        | 150.00 | Week                   | \$150.00        |
| Susie Doe        | 0        | 0.00   | Week (School Day Rate) | \$0.00          |
| <b>Sub-Total</b> |          |        |                        | <b>\$150.00</b> |

**Fees and Discounts** Add Fee/Discount

| Type     | Description                 | Amount |
|----------|-----------------------------|--------|
| Discount | Credit for sibling discount | -20    |

**Invoice Sub-Total** **\$130.00**

**Payments** Add Payment

| Payment Type | Notes                | Amount               |
|--------------|----------------------|----------------------|
| Select       | <input type="text"/> | <input type="text"/> |

**Generate Invoice**

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- Your invoice will now appear under the list of outstanding invoices.
- If you would like to view the invoice in your web browser, click the “View” link next to the invoice.



**Child Care Center**  
Tax ID: null  
123 Main Street Duluth GA 55109  
Phone: (555) 555-5555 E-mail: info@myfoodprogram.com

**INVOICE #1000**

Created: August 16, 2018

Bill To: John Doe

| Invoice Number | Date From  | Date To    | Date Printed |
|----------------|------------|------------|--------------|
| 1000           | 08/06/2018 | 08/10/2018 | 08/16/2018   |

| Child                                  | Quantity | Rate     | Rate Type              | Sub-Total       |
|--|----------|----------|------------------------|-----------------|
| Susie Doe                              | 1.00     | \$150.00 | Week                   | \$150.00        |
| Susie Doe                              | 0.00     | \$0.00   | Week (School Day Rate) | \$0.00          |
| Sub-Total                              |          |          |                        | \$150.00        |
| Discount (Credit for sibling discount) |          |          |                        | \$-20.00        |
| <b>TOTAL</b>                           |          |          |                        | <b>\$130.00</b> |

| Payments Received |          |
|-------------------|----------|
| BALANCE DUE       | \$130.00 |

- If you are printing or emailing the invoice, click the “Download” link next to the invoice to generate a print-friendly PDF.



**Child Care Center**  
Tax ID:  
123 Main Street, Duluth GA 55109  
Phone: (555) 555-5555 Email:

**Invoice #1000**

Created: 08/16/2018

Bill To: John Doe

| Number | Date From  | Date To    | Date Printed |
|--------|------------|------------|--------------|
| 1000   | 08/06/2018 | 08/10/2018 | 08/16/2018   |

| Child Name                            | Quantity | Rate     | Rate Type              | Sub-Total       |
|---------------------------------------|----------|----------|------------------------|-----------------|
| Susie Doe                             | 1.00     | \$150.00 | Week                   | \$150.00        |
| Susie Doe                             | 0.00     | \$0.00   | Week (School Day Rate) | \$0.00          |
| Sub-Total:                            |          |          |                        | \$150.00        |
| Discount(Credit for sibling discount) |          |          |                        | \$-20.00        |
| <b>TOTAL:</b>                         |          |          |                        | <b>\$130.00</b> |