

KidKare Accounting User Manual

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Sign Up for KidKare Accounting for Homes

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CST

KidKare Accounting provides an entire suite of accounting features to better help you track and manage your finances. If you already have a KidKare account, you can sign up for KidKare Accounting directly inside KidKare.

1. From the menu to the left, click **Accounting**. If you do not already have a subscription, the Sign Up page opens.
2. Click **Start My Free 30-Day Trial**.
3. Provide your billing information and follow the on-screen prompts.
4. Once the process is complete, access accounting features from the menu to the left.

Watch the video below for a brief overview of how to use your new Accounting features.

Note: If you do not already have a KidKare account, you can sign up for KidKare Accounting at <https://www.kidkare.com/daycare-accounting-software/>.

Complete KidKare Accounting Handbook

This is an interactive handbook you can use to learn how to navigate KidKare

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CST

Accounting. It contains links out to useful information, as well as short video tutorials—embedded right in the PDF. Click the brackets (Fullscreen) in the bottom-left of the window below to view the PDF in full-screen mode.

[VIDEO] Welcome to KidKare Accounting!

KidKare Accounting provides an entire suite of accounting features to better help you track and manage your finances. Watch our video below for a brief overview of the KidKare Accounting feature. Then, click the links that follow for more detailed information!

Last Modified on 11/18/2021 4:56 pm
CST

[Manage Invoices](#) | [Create & Verify an ePay Account](#) | [Manage Expenses](#) | [Calculate Time-Space %](#) | [Accounting Reports](#)

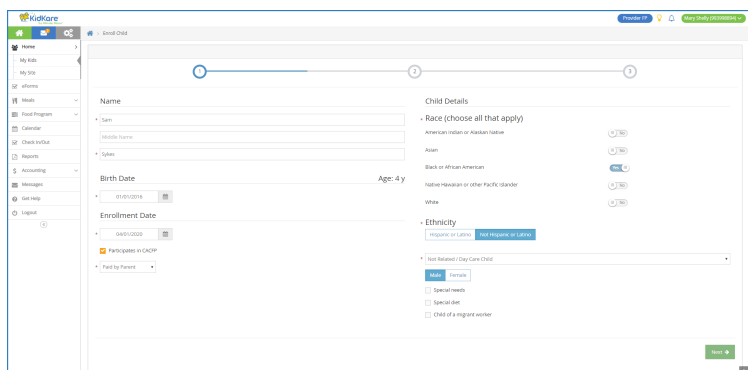
Get Started with Accounting

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CST

This article provides the basic steps to get started, as well as links to more detailed instructions and tutorial videos.

[Click here to view the complete KidKare Accounting Handbook.](#)

1. **Enroll Children:** Each invoice you create must be assigned to a child. This means that you must enroll children before you can begin creating invoices. You enroll children from the Kids page. See [Enroll a Child](#) for more information.



2. **Designate Payers:** Each child must have at least one designated payer assigned to their file. A payer is the person or entity responsible for paying for the child's care. When designating payers, you can assign a certain percentage for which the payer is responsible. You can designate payers during the enrollment process, or you can designate payers from the Child Information page. See [Designate Payers for Invoices](#) for more information.

Once you have enrolled children and designated payers, you can begin using KidKare's accounting features. You can now:

- **Create Invoices:** Create invoices on a daily, weekly, or monthly basis. You can also create recurring invoices. Parents/guardians who use ePay and receive recurring invoices can approve automatic payments once they receive their first invoice. For more information, see [Create an Invoice](#) and [Create a Recurring Invoice](#).
- **Record Invoice Payments:** When a payer makes a payment in-person, you record the payment on the payer's unpaid or partially-paid invoices. For more information, see [Record Invoice Payments](#).
- **Record Expenses:** Record business expenses in KidKare to help with your tax deductions each year. This includes expenses related to activities, advertising, rent, appliances, and so on. You can also track mileage on vehicles used for your business. For more information, see [Record Expenses](#).
- **Calculate Time/Space %:** Your Time/Space percentage represents the proportion of your home that you use for business purposes. This figure is then used to determine how much of your shared business and


personal expenses can be deducted as a business expense. For more information, see [Enter Time/Space Calculations](#).

- **Run Reports:** Generate and print accounting reports on the Reports page. Available reports include various expenses reports and worksheets, Form W-10, Time/Space reports, and more.

Set User Permissions for Accounting

Last Modified on 02/09/2023 8:19 am
CST

As a center administrator, you can control which of your employees has access to the accounting information in KidKare Accounting. This setting is managed on the User Permissions page in KidKare.

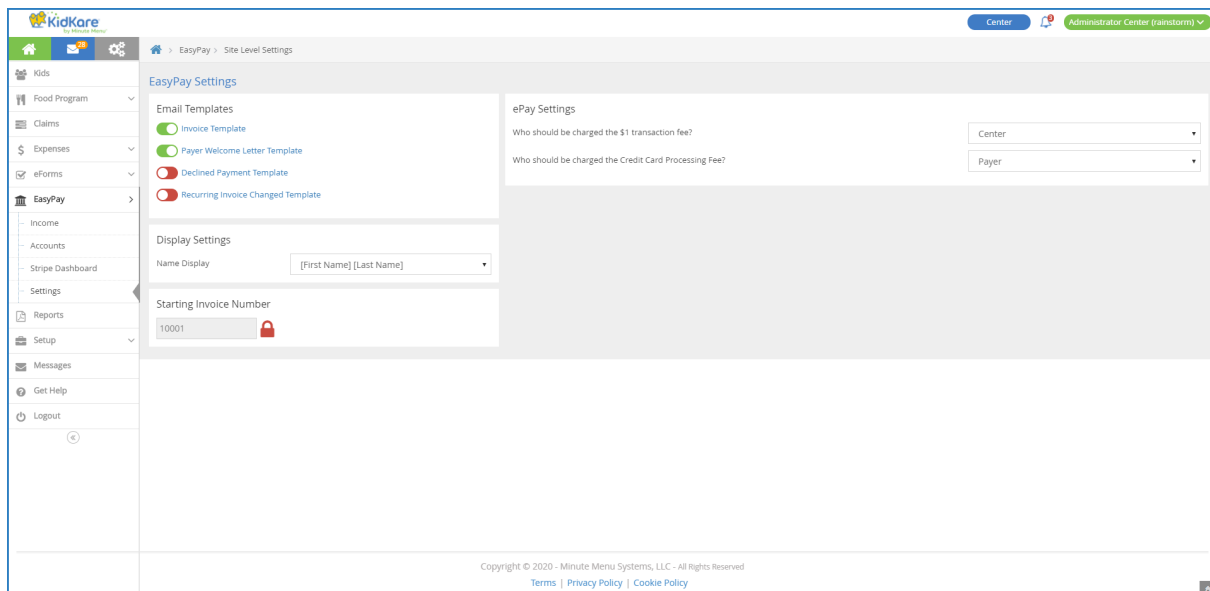
1. From the menu to the left, click **Setup**.
2. Click **User Permissions**. The User Permissions page opens.
3. In the **Accounting Access** column, click  to enable or disable access to Accounting. Your changes are saved automatically.



Manage Your Accounting Settings

Last Modified on 02/09/2023 8:09 am

Accounting settings are stored on the Site Level Settings page. On this page, you can customize email templates, update display settings, set your starting invoice number, and sign up for ePay. If you are already signed up for ePay, this is where you specify who pays transaction and credit card processing fees. Changes made to this page save automatically, unless otherwise specified.

1. From the menu to the left, click **Accounting**.
2. Click **Settings**. The Site Level Settings page opens.



3. In the **Email Templates** section, enable/disable and customize email templates. For details, see [Customize Email Templates](#).
4. In the **Display Settings** section, click the **Name Display** drop-down menu and select **[First Name] [Last Name]** or **[Last Name] [First Name]**. Names on the invoice list display in the order you select here. If you are a home childcare provider, go to **Step 6**. If you run a commercial childcare center, continue to **Step 5**.
5. In the **Starting Invoice Number** section, select the invoice number with which to start. The default starting invoice number is 10001.
 - a. Click .
 - b. Click the **Starting Invoice Number** box and enter the new starting invoice number. You can use any number you wish. However, if you have existing invoices and change this value, the new starting number must be greater than the highest invoice number that currently exists for your site. For example, if Invoice #10068 exists and you enter 10060 in this box, you are prompted to select a different number.
 - c. Click .
6. In the **ePay Settings** section, specify who pays transaction and credit card processing fees.
 - a. Click the **Who Should be Charged the \$1 Transaction Fee** drop-down menu and select **Payer** or your

user name.

- b. Click the **Who Should be Charged the Credit Card Processing Fee** drop-down menu and select **Payer** or your user name.

Note: **Step 6** only applies to users who have signed up for ePay. If you are not currently signed up for ePay, you can do so here. For more information, see [Sign Up for ePay](#).

Transfer Your Data to an Independent Account

Last Modified on 01/19/2022 10:33 am

Note: This article pertains to home childcare providers using accounting who have been recently removed by their sponsor. If this situation does not apply to you, see [Sign Up for KidKare Accounting for Homes](#) to learn how to sign up to KidKare Accounting.

Once your food program sponsor removes you, you have up to 60 days to continue using KidKare and complete any outstanding claims. After all outstanding claims are processed, transfer your accounting data to an independent account to continue using KidKare Accounting. A message detailing this requirement will display when you log in to KidKare, and you will have the option to continue claiming or transfer now. After 60 days have passed, you must either transfer your data or cancel your accounting subscription.

Note that your food program data will not be transferred. To comply with USDA record-keeping requirements, print and retain three years of claimed food and attendance history prior to transferring your account (or within 60 days of removal, if you plan to cancel). We recommend that you create a folder on your computer in which to store these PDF reports. See [What to Print After Account Deactivation](#) for more information.

Transferring Your Data

1. Log in to app.kidkare.com. The Account Changes message displays.
2. If you have completed all claims, or if your 60 days have passed, click **Transfer My Data**.

Note: If 60 days have not passed and you need more time to complete your claims, click **I Need More Time** to continue using KidKare. Note that this option is no longer available once 60 days have passed.

3. Enter a new username for your account.
4. Enter a new password for your account.
5. Click **Complete Transfer**.
6. Click **OK** at the confirmation prompt.

After clicking **Complete Transfer**, your new independent account is automatically created, and the transfer process begins.

Removed Providers with Inactive Accounting Subscriptions

If you have an inactive accounting subscription, your data is automatically migrated to an independent account after 60 days. When you log in to KidKare, you will be presented with the Reactivate page. When you reactivate, you will continue to use the same username and password.

Removed Providers without Accounting Subscriptions

If you do not and have never had an active accounting subscription, you can create an independent account and sign up for a 30-day free trial of Accounting once all claims processing is complete.

Canceling Your Subscription

If you do not wish to transfer your data to a new independent account to continue using KidKare Accounting, you can cancel it instead. If you plan to cancel your subscription, we **strongly recommend** that you print or save any data you need prior to cancellation.

1. Log in to app.kidkare.com. The Account Changes message displays.
2. Click **Cancel My Subscription**.
3. At the Are You Sure prompt, click **Yes, Cancel My Subscription**. Your subscription is cancelled, and you will no longer be able to access KidKare.

Customize Accounting Email Templates

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CST

KidKare Accounting for Homes and Centers both come with several default email templates used when you email invoices to payers and designate guardians as payers. If you also use ePay, payers receive emails when payment is declined and when you make changes to recurring invoices. Personalize these emails to fit your business and branding needs. You can also enable and disable them.

Edit Accounting Email Templates

Customize email templates to fit your business and branding needs.

1. From the menu to the left, click **Accounting**.
2. Click **Settings**. The Site Level Settings page opens.
3. Click the template to update. For example, to customize the invoice email template, you would click **Default Invoice Template**. The Email Template pop-up opens.

Invoice Template

Subject: Invoice 10001 from Provider Name

To: Payer Email

From: Provider Name <noreply@kidkare.com>

Dear Smith, Ann,

Thank you for your business.

Please [click here](#) to view or print your invoice from Provider Name. For your convenience, you can also pay your invoice online with a credit card or bank account (ACH).

If you are unable to view the invoice using the link above, please copy and paste this address into your browser.
%23%2Fprovider-accounting%2Fview-invoice-for-payer%2F

We look forward to doing more business with you.

Regards,

Provider Name

Attachments

[Edit](#)

4. Click **Edit**.
5. Update the **Subject**, **From**, and **Message** boxes, as needed. Variables you can use to fill-in certain information are listed at the bottom of the editor (#Payerid, #Email, #id, and so on). To add one of these

variables to your text, type @ and begin typing the variable to use. A list of available items displays as you type, so you can select the variable you need. For example, to populate the Subject with the recipient's invoice number, you would type @InvoiceNumber in the **Subject** box.

The screenshot shows the 'Invoice Template' editor. It has a title bar with a close button (X). The main content area is divided into three sections: 'Subject *', 'From *', and 'Message *'. The 'Subject' field contains 'Invoice @Id from @BilledFrom'. The 'From' field contains '@BilledFrom'. The 'Message' field contains a template with several variables: 'Dear @BilledTo,', 'Thank you for your business.', 'Please click here to view or print your invoice from @BilledFrom. For your convenience, you can also pay your invoice online with a credit card or bank account (ACH).', 'If you are unable to view the invoice using the link above, please copy and paste this address into your browser.', '@LinkUrl', 'We look forward to doing more business with you.', and 'Regards,'. Below the message field is a section titled 'Type @ to insert the tags' with a list of variables: PayerId, Status, Email, BilledFrom, InvoiceDate, BilledTo, Id, ChildNames, BillingPeriod, DueDate, Amount, Balance, LinkUrl, and InvoiceNote. At the bottom left, there is an 'Attachments' section with an 'Add Attachment' button. At the bottom right, there are three buttons: a lightbulb icon, 'Cancel', and 'Save'.

6. To add an attachment:
 - a. Click **Add Attachment**.
 - b. Click **Choose**.



File Type & Size Limits: You can attach the following file types: .JPG, .JPEG, .PNG, .DOC, .DOCX, .XLS, .XLSX, .PPT, .PPTX, and .PDF. The maximum file size for an individual file is 10MB, and the total size for all attachments is 25MB.

- c. Browse to the attachment on your computer, and click **Open**.
7. When finished, click **Save**.

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Enable & Disable Accounting Email Templates

You can enable and disable email templates you do not wish to use. For example, if you do not plan on emailing invoices to parents, you could disable the Default Invoice Template.

1. From the menu to the left, click **Accounting**.
2. Click **Settings**. The Site Level Settings page opens. If an invoice is enabled, the slider is green. If the invoice is currently disabled, the slider is red.
3. Click  to enable the template.
4. Click  to disable the template.

Your changes are saved automatically on this page.

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Set Up a PIN for Your Financial Data

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CST

To protect your financial data, you must set a PIN for your billing information if you are a sponsored home childcare provider or a childcare center. Providers who are using KidKare Accounting without a sponsor do not have to set a PIN. After you set your PIN, you are required to enter it before you can access the Income page. After you enter your PIN the first time, KidKare will remember it until you clear your cache.

PIN Requirements

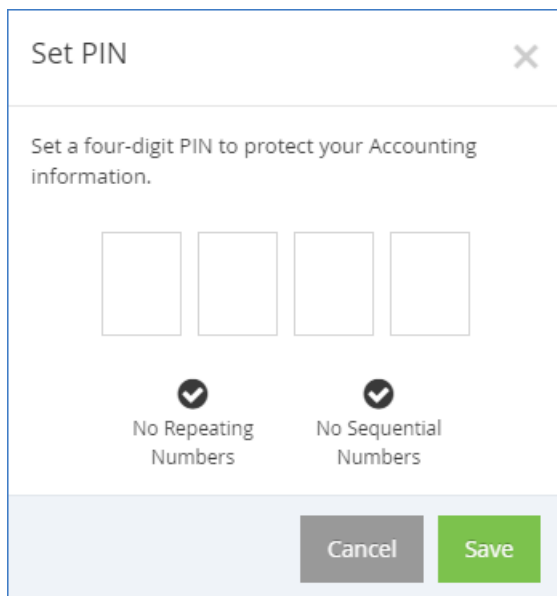
PINs must meet the following requirements:

- Four digits
- No sequential numbers (such as 1234, 5678, etc.)
- No repeating numbers (such as 1111, 1112, etc.)

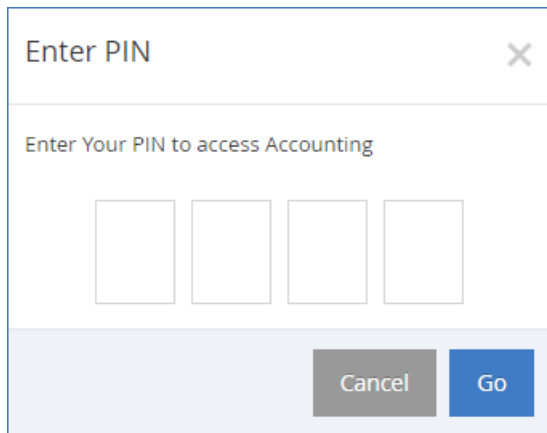
Set a PIN

To set your PIN:

1. From the menu to left, click **Accounting**.
2. Click **Income**. The Set PIN pop-up opens.



3. Enter a single digit in each of the boxes. Your cursor automatically advances to the next box as you type. The checkmarks turn green as requirements are met.
4. Click **Save**. You will be prompted to enter your PIN the next time you log in and access the Invoices page.



Enter PIN

Enter Your PIN to access Accounting

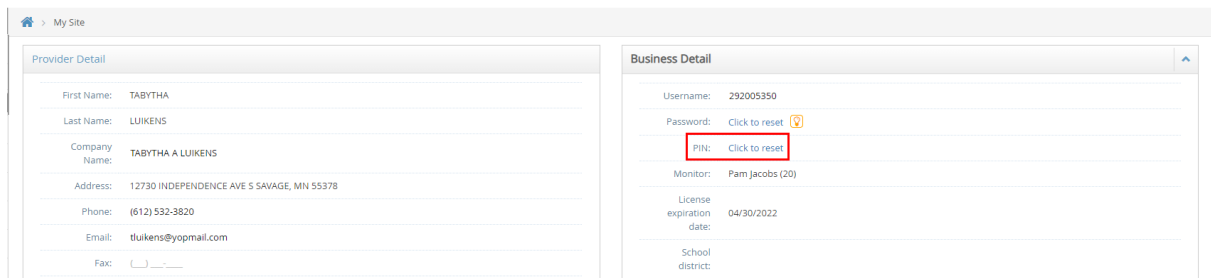
Four empty input boxes for PIN digits.

Cancel Go

Reset Your PIN

If you forget your PIN, you can reset it from the My Account page.

1. Click **Home**.
2. Click **My Site**. The My Site page opens.
3. In the **Business Detail** section, click **Click to Reset** next to **PIN**. An email is sent to the email address on file.



My Site

Provider Detail

First Name: TABYTHA

Last Name: LUIKENS

Company Name: TABYTHA A LUIKENS

Address: 12730 INDEPENDENCE AVE S SAVAGE, MN 55378

Phone: (612) 532-3820

Email: tlukens@yopmail.com

Fax: () - -

Business Detail

Username: 292005350

Password: [Click to reset](#)

PIN: [Click to reset](#)

Monitor: Pam Jacobs (20)

License expiration date: 04/30/2022

School district:

4. Click the link in the email. You are logged in to KidKare and presented with the Set PIN pop-up.
5. Enter your new PIN.
6. Click **Save**.

Note: If you enter the wrong PIN when accessing the Invoices page, you can click the **Click Here to Reset Your PIN** link to go to the My Site page and reset your PIN.

Set Up Siblings in KidKare

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CST

Before you can add multiple children to a single invoice, those children must have the same contact in their enrollment information. This contact can then be added as a Payer on the Accounts page. Children with the same Payer will populate the secondary Select Child drop-down menu when you're creating an invoice and select Add Child.

Set Up Siblings in KidKare for Homes

To set up siblings in KidKare using an existing contact:

1. From the **My Participants** page, select the child to update.
2. Click **Edit** in the **Primary Guardian** section.
3. Click **+ Add Another Contact**.
4. Click **Existing**.
5. Click the **Select Existing Contact** drop-down menu and select the contact to associate with this account.
6. Select **Primary Guardian, Guardian, or Other**.
7. When finished, click **Update**.
8. Designate the contact as a Payer of invoices. See [Designate Payers for Invoices](#) for more information.

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Set Up Siblings in KidKare Food Program

If you are a commercial childcare center, use these instructions to set up siblings in KidKare.


1. From the Participants page, select the child to update. The View Participant page opens.
2. Click **Add Contact** in the **Contacts** tab.
3. Enter the contact's name in the **First Name** and **Last Name** boxes. These must match the contact on the sibling record.
4. Click the **Relationship** drop-down menu and select this contact's relationship to the participant.
5. Click **Save**.
6. Designate the contact as a Payer of invoices. See [Designate Payers for Invoices](#) for more information.

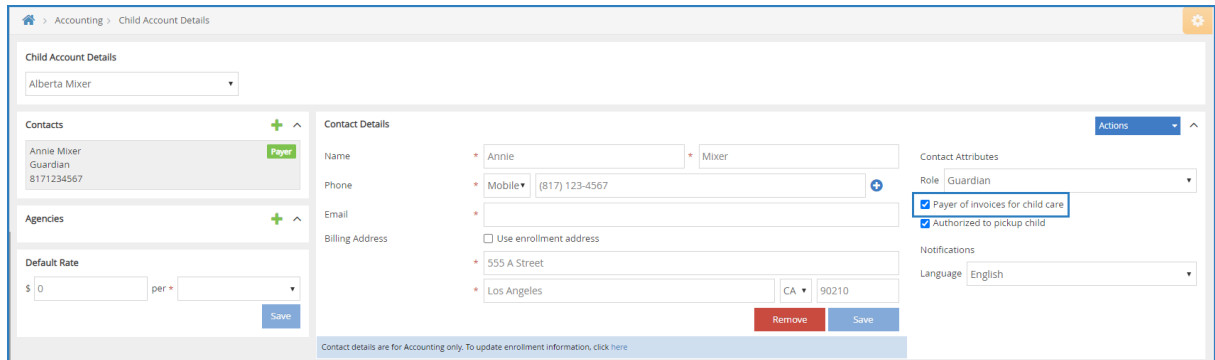
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Designate Payers for Invoices

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CST

Before you can create an invoice for a participant, you must designate at least one Payer on the participant record.

1. From the menu to the left, click **Accounting**.
2. Click **Accounts**. The Account Details page opens.
3. Select a participant. The Participant Account Details page opens and displays information for the last participant you viewed.
4. Click the drop-down menu at the top of this page to select the participant for whom to add a payer.
5. Click  in the **Contacts** section to the left. If you are updating an existing contact, select the contact from the Contacts section to the left.
6. In the **Contact Details** section, check the **Payer of Invoices for Participant Care** box. If you are entering a new contact, complete the contact's details.



The screenshot shows the 'Child Account Details' page for 'Alberta Mixer'. The 'Contacts' section on the left lists 'Annie Mixer' as a 'Guardian' with a 'Payer' role. The 'Contact Details' section on the right includes fields for Name, Phone, Email, and Billing Address. The 'Contact Attributes' section has a 'Role' dropdown set to 'Guardian' and two checked checkboxes: 'Payer of invoices for child care' and 'Authorized to pickup child'. The 'Notifications' section has a 'Language' dropdown set to 'English'. A 'Save' button is visible at the bottom right of the form.

7. Click **Save**.
8. To send a welcome letter to this payer, click the **Actions** drop-down menu and select **Send Welcome Letter**.

Understand Invoice Statuses

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CST

Your invoices can be at any one of six statuses. Review the table below to learn what each status means and when it is applied.

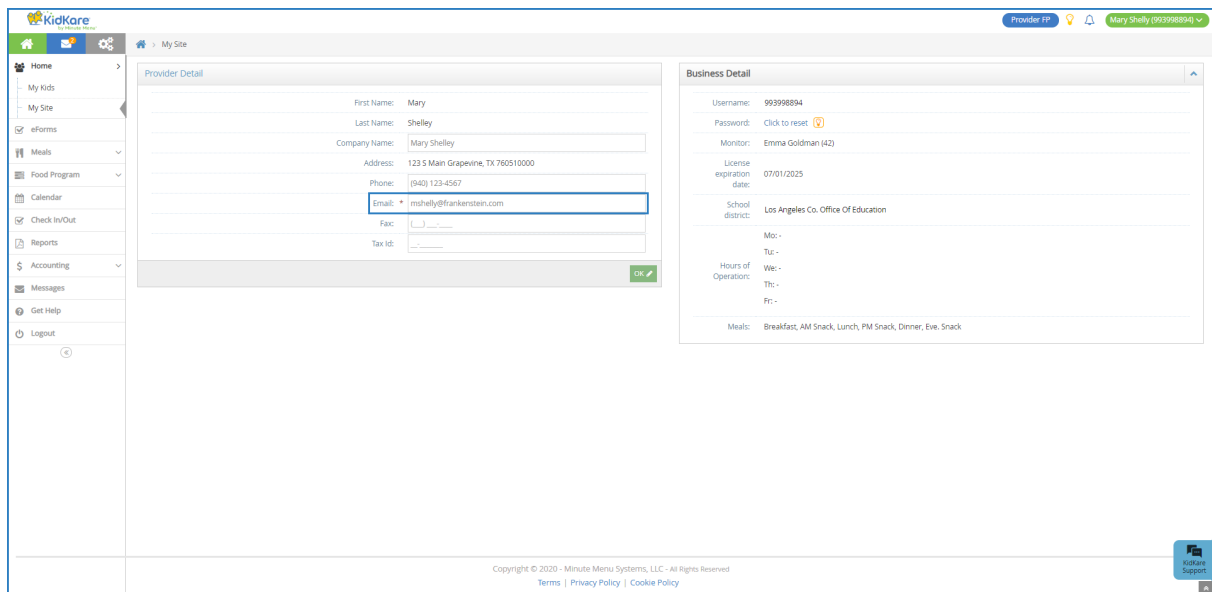
Status	Description
Draft	The invoice was created, but has not yet been sent to the Payer. The total amount of the invoice and the balance is visible.
Partially Paid	The invoice was created and sent to the Payer, and the Payer has paid only part of the total due. The total amount on the invoice is visible, and the Invoice Balance column shows less than the Total Amount column.
Unpaid	The invoice was created and sent to the Payer, but the Payer has not made any payments towards the balance. The total amount and the balance are both visible.
Paid	The invoice was created and sent to the Payer, and the Payer has paid the balance in full.
Declined	The invoice was created and sent to a Payer who has auto-pay enabled on their account, but their form of payment was declined. The total amount and the balance are both visible.
Deleted	You have deleted the invoice. The total amount and the balance are both still visible. If you do not want the balance to show in your total amount, close the invoice instead of deleting it. Closing an invoice erases the balance and prevents it from being shown in your total amount and on reports.

Resolve the "Invalid Value Passed For Email" Error

Last Modified on 08/17/2020 2:01 pm
CDT

When you attempt to sign up for Accounting, you may see the following error message: Invalid Value Passed for Email. This error means that there is no email address tied to your KidKare account.

1. From the menu to the left, click **Home**.
2. Click **My Site**. The My Site page opens.
3. In the **Provider Detail** section, click **Edit**.
4. Click the **Email** box and enter your email address.



The screenshot shows the KidKare web interface. On the left is a navigation menu with options like Home, My Kids, My Site, eForms, Meals, Food Program, Calendar, Check In/Out, Reports, Accounting, Messages, Get Help, and Logout. The main content area is titled 'My Site' and contains two panels: 'Provider Detail' and 'Business Detail'. The 'Provider Detail' panel has fields for First Name (Mary), Last Name (Shelley), Company Name (Mary Shelley), Address (123 S Main Grapevine, TX 760510000), Phone ((940) 123-4567), Email (* msshelly@frankenstein.com), Fax, and Tax Id. The 'Email' field is highlighted with a blue border. The 'Business Detail' panel shows Username (99398884), Password (Click to reset), Monitor (Emma Goldman (42)), License expiration date (07/01/2025), School district (Los Angeles Co. Office Of Education), and Meals (Breakfast, AM Snack, Lunch, PM Snack, Dinner, Eve. Snack). At the bottom, there is a copyright notice for Minuteman Systems, LLC and a KidKare Support icon.

5. Click **OK**.

Manage Contacts

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CST

All contacts for a participant account can be found on the Participant Account

Details page. Here, you can manage contact status, add contacts, and update contacts. Contacts can be at one of the following statuses:

- **Payer:** This contact can pay invoices.
- **Other:** This is a non-payer contact.
- **Inactive:** This contact is no longer a payer on the participant account.

Note: Contact details entered on the Participant Account Details page are for accounting purposes only. This information does not affect enrollment data. To update enrollment data, see [Edit Participant Enrollment Information](#).

Click a link below to jump to a specific ic.

Add Contacts

Before you can create invoices for participants, you must first add accounting contacts to the participant account and designate at least one of them as a payer of invoices. This means that the contact can receive and pay invoices for the participant account. If you need to add an agency to a participant account, see [Manage Agencies](#).

1. From the menu to the left, click **Accounting**.
2. Click **Accounts**. The Participant Account Details page opens and displays information for the last participant you viewed.

The screenshot displays the 'Participant Account Details' page for 'Marks, Halle'. The page is divided into several sections:

- Participant Account Details:** Shows the participant name 'Marks, Halle' in a dropdown menu.
- Contacts:** A list of contacts with 'Montoya, Maria Guardian' selected and marked as a 'Payer'.
- Agencies:** A section for adding agencies with a 'Default Rate' field set to '\$ 0 per *' and a 'Save' button.
- Contact Details:** A form for adding or editing contact information for 'Maria Montoya'. Fields include Name, Phone (Home: (916) 345-8787), Email (jpeters@minutemenu.com), and Billing Address (5112 Los Banos Blvd., Elk Grove, CA 95657). There are 'Remove' and 'Save' buttons at the bottom.
- Contact Attributes:** Includes Role (Guardian), Payer of invoices for participant care (checked), Authorized to pick up participant (unchecked), Notifications, and Language (English).
- Invoices:** A summary bar shows Received (\$60.00), Pending (\$0.00), Balance (\$190.00), and Total (\$250.00). Below is a table of invoices:

Date	Invoice #	Payer(s)	Status	Amount	Payer Balance	Total Balance
01/13/2022	35503973	Montoya, Maria	Partial	\$250.00	\$190.00	\$190.00

Display 3 records Showing 1 to 1 of 1 entries. Navigation: Previous 1 Next

- Credits of Montoya, Maria:** A table showing credits:

Date	Amount	Reason	Credit Amount	Credit Used	Credit Balance
01/13/2022	\$60.00	Credit Used for invoice 35503973		\$60.00	\$0.00

3. Click the drop-down menu at the of the page and select the participant for whom to add a contact.

Note: Click **Filters** to filter the participants included in the drop-down menu by **Active, Pending, or Withdrawn** status.

4. Click **+** in the **Contacts** section to the left.
5. In the **Contact Details** section:

Note: If this section does not display, click **∨** to expand it.

- a. Click **Existing** or **New**. If you select Existing, you can select a contact you've entered previously.

- b. Click the **Name** boxes and enter this contact's first and last name.
 - c. Click the **Phone** drop-down menu and select **Home, Mobile, or Work**. Then, enter the phone number in the corresponding box. To add additional contact numbers, click **+**.
 - d. Click the **Email** box and enter the contact's email address.
 - e. Click the boxes in the **Billing Address** section and enter the contact's billing address. You can also check the **Use Enrollment Address** box to use the address stored in the participant's enrollment record.
6. In the **Contact Attributes** section:
 - a. Click the **Role** drop-down menu and select **Guardian** or **Other**.
 - b. If this contact can pay invoices for the participant account, check the **Payer of Invoices for Participant Care** box.
- Note:** When you mark a contact as a Payer, you can specify the dollar amount or percentage they pay for care in the Payment Settings section of this page. For more information, see [Manage Payment Settings](#).
- c. If this contact can pick the participant up from care, check the **Authorized to Pick Up Participant** box.
7. In the **Notifications** section, set notification preferences for this participant.
 - a. Click the **Language** drop-down menu and select **English** or **Spanish**.
 - b. Select the notification type: **Email** or **Text Message**.

- Click **Save**.
- If this contact is a Payer, click the **Actions** drop-down menu and select **Send Welcome Letter**. The contact receives an email at the address you specified in **Step 5d**.


Note: You can customize the welcome letter contacts receive. For more information, see [Customize Accounting Email Templates](#).

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Edit Contacts

You can update contact details at any time. Remember, adding or updating contacts on the Participant Account Details page only updates accounting information for that contact. Enrollment information is not affected.

- From the menu to the left, click **Accounting**.
- Click **Accounts**. The Participant Account Details page opens. The Participant Account Details page opens and displays information for the last participant you viewed.
- Click the drop-down menu at the top of the page and select the participant for whom to manage contacts.
- From the **Contacts** section to the left, click the contact to change. The **Contact Details** section displays the current information for this contact.

Note: If this section does not display, click  to expand it.

- Click each box in the **Contact Details** section, and enter new information over the existing information.
- Update your selections in the **Contact Attributes** section, as needed.
- When finished, click **Save**.


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Set Contacts to Inactive

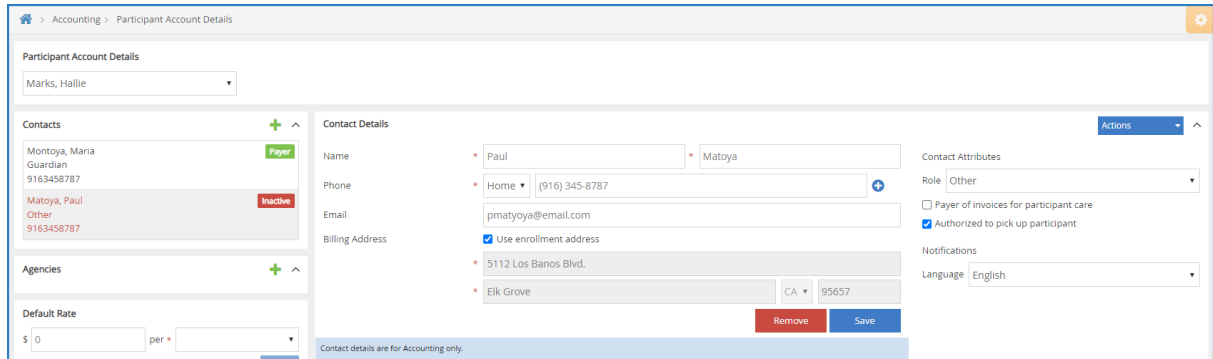
When you set a contact to inactive, it means they are no longer a payer on the participant account. This person

is still a contact for the participant, but does not pay invoices.

1. From the menu to the left, click **Accounting**.
2. Click **Accounts**. The Participant Account Details page opens. The Participant Account Details page opens and displays information for the last participant you viewed.
3. Click the drop-down menu at the of the page and select the participant for whom to manage contacts.
4. From the **Contacts** section to the left, click the contact to change. The **Contact Details** section displays the current information for this contact.

Note: If this section does not display, click  to expand it.

5. In the **Contact Attributes** section, clear the **Payer Invoices for Participant Care** box.
6. When finished, click **Save**. The contact is set to inactive status.



The screenshot shows the 'Participant Account Details' page for 'Marks, Hallie'. The 'Contacts' section on the left lists 'Montoya, Maria Guardian' (Payer) and 'Matoya, Paul Other' (Inactive). The 'Contact Details' section for Paul Matoya includes: Name (Paul Matoya), Phone (Home: (916) 345-8787), Email (pmatyoya@email.com), Billing Address (5112 Los Banos Blvd., Elk Grove, CA 95657), and Contact Attributes (Role: Other, Payer of invoices for participant care: unchecked, Authorized to pick up participant: checked). The 'Notifications' section shows Language: English. 'Remove' and 'Save' buttons are at the bottom right.

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Remove a Contact

To remove a contact from a participant account:

1. From the menu to the left, click **Accounting**.
2. Click **Accounts**. The Participant Account Details page opens and displays information for the last participant you viewed.
3. Click the drop-down menu at the of the page and select the participant for whom to remove a contact.
4. In the **Contacts** section, select the agency to remove. Their information displays in the Contact Details section.
5. Click **Remove**.
6. At the **Are You Sure** prompt, click **Yes**. The contact is removed.

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Manage Agencies

Last Modified on 02/09/2023 7:56 am
CST


If a participant's care is paid partially or in full by an agency, add the agency to the participant's account. Adding or updating agencies on the Participant Account Details page only updates accounting information for that contact. Enrollment information is not affected.


Agencies can be at one of the following statuses:

- **Agency Payer:** This agency can pay invoices.
- **Inactive:** This agency is no longer a payer on the participant account.

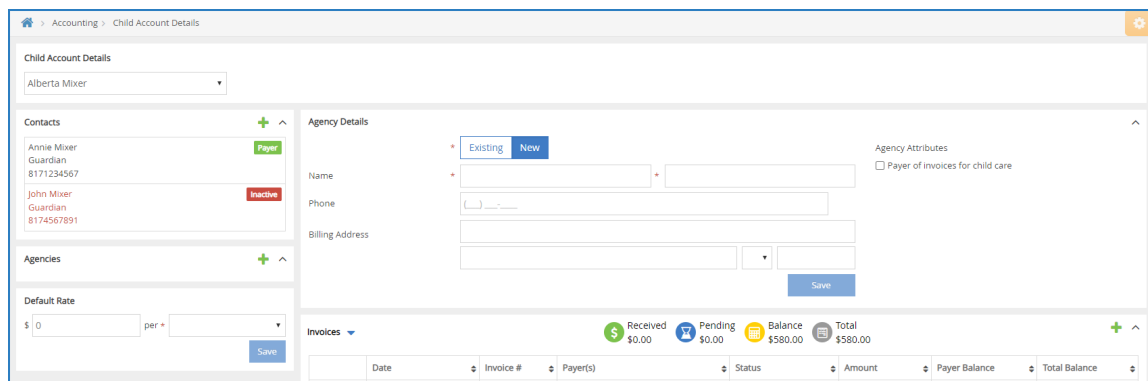
You can also split payments between contacts and agencies. For more information, see **Manage Payment Settings**.

Add Agencies

1. From the menu to the left, click **Accounting**.
2. Click **Accounts**. The Participant Account Details page opens and displays information for the last participant you viewed.
3. Click the drop-down menu at the top of the page and select the participant for whom to add an agency.
4. Click  in the **Agencies** section to the left.
5. In the **Agency Details** section:

Note: If this section does not display, click  to expand it.

- a. Click **Existing** or **New**. If you select Existing, you can select an agency previously. This is useful if one agency pays invoices for multiple participants.




The screenshot shows the 'Child Account Details' page for 'Alberta Mixer'. It features a 'Contacts' list with 'Annie Mixer Guardian' (Payer) and 'John Mixer Guardian' (Inactive). The 'Agencies' section is expanded, showing the 'Agency Details' form with fields for Name, Phone, and Billing Address. The 'Agency Attributes' section includes a checkbox for 'Payer of invoices for child care'. A summary bar at the bottom shows financial data: Received \$0.00, Pending \$0.00, Balance \$580.00, and Total \$580.00. Below this is an 'Invoices' table with columns for Date, Invoice #, Payer(s), Status, Amount, Payer Balance, and Total Balance.

- b. Click the **Name** boxes and enter the agency representative's first and last name.
 - c. Click the **Phone** box and enter the agency's phone number.
 - d. Click the **Billing Address** boxes and enter the agency's billing address.
6. In the **Agency Attributes** section, check the **Payer of Invoices for Participant Care** box.
 7. Click **Save**.

Edit Agencies

You can update agency details at any time. Remember, adding or updating agencies on the Participant Account Details page only updates accounting information for that contact. Enrollment information is not affected.

1. From the menu to the left, click **Accounting**.
2. Click **Accounts**. The Participant Account Details page opens. The Participant Account Details page opens and displays information for the last participant you viewed.
3. Click the drop-down menu at the top of the page and select the participant for whom to manage agencies.
4. From the **Agencies** section to the left, click the contact to change. The **Agency Details** section displays the current information for this agency.


Note: If this section does not display, click  to expand it.

5. Click each box in the **Agency Details** section, and enter new information over the existing information.
6. Update your selections in the **Agency Attributes** section, as needed.
7. When finished, click **Save**.

Set Agencies to Inactive

When you set an agency to inactive, it means they are no longer a payer on the participant account. For example, if an agency is no longer paying for Participant A, but is paying for Participant B, you would set that agency inactive for Participant A.

1. From the menu to the left, click **Accounting**.
2. Click **Accounts**. The Participant Account Details page opens. The Participant Account Details page opens and displays information for the last participant you viewed.
3. Click the drop-down menu at the top of the page and select the participant for whom to manage agencies.
4. From the **Agencies** section to the left, click the contact to change.

Note: If this section does not display, click  to expand it.

5. In the **Agency Attributes** section, clear the **Pays Invoices for Participant Care** box.

The screenshot displays a user interface for managing agency details. On the left, there are two lists: 'Contacts' and 'Agencies'. The 'Contacts' list shows two entries: 'Annie Mixer Guardian' with a 'Payer' status and 'John Mixer Guardian' with an 'Inactive' status. The 'Agencies' list shows one entry: 'Texas State' with an 'Inactive' status. The main area is titled 'Agency Details' and contains several input fields: 'Name' (set to 'Texas'), 'Phone' (set to '(512) 123-4567'), and 'Billing Address' (set to '111 Capitol Road, Austin, TX 55555'). There are 'Remove' and 'Save' buttons at the bottom of this section. At the bottom of the interface, a summary bar shows financial metrics: 'Received \$0.00', 'Pending \$0.00', 'Balance \$580.00', and 'Total \$580.00'.

6. When finished, click **Save**. The agency is set to inactive for this participant.

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Remove Agencies

To remove an agency from a participant account:

1. From the menu to the left, click **Accounting**.
2. Click **Accounts**. The Participant Account Details page opens and displays information for the last participant you viewed.
3. Click the drop-down menu at the top of the page and select the participant for whom to remove an agency.
4. In the **Agencies** section, select the agency to remove. Their information displays in the Agency Details section.
5. Click **Remove**.
6. At the **Are You Sure** prompt, click **Yes**. The agency is removed.

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Set a Default Rate for Invoices

Last Modified on 02/09/2023 8:02 am
CST

Each participant can have a default rate charged to their account. When you assign a default rate in the participant account record, invoices created for that participant default to this rate.

1. From the menu to the left, click **Accounting**.
2. Click **Accounts**. The Participant Account Details page opens and displays information for the last participant you viewed.
3. Click the drop-down menu at the top of the page and select the participant to update.
4. In the **Default Rate** section, click the **\$** box and enter the base charge.
5. Click the **Per** drop-down menu and choose from the following:
 - Hour
 - Half Day
 - Day
 - Week
 - Two Weeks
 - Month
 - Attendance
6. Click **Save**.

The screenshot shows a software interface for setting a default rate. On the left, there is a form titled "Default Rate" with a text input field containing "\$ 250.00", a label "per *", and a dropdown menu currently set to "Week". A blue "Save" button is located below the form. On the right, there is a notification box that says "No credits are associated with this agency." Below that, a section titled "Related Children" displays a card for "Alberta Mixer" who is "4y 4m" old, accompanied by a grey silhouette icon.

Split Payments Between Payers

Last Modified on 02/09/2023 8:06 am

KidKare Accounting allows you to split payments between contacts and agencies, asCST

needed. This allows you to divide payments between payers and agencies, agencies and agencies, or payers and payers. This division can be done on a percentage or dollar amount basis.

Note: You must have multiple contacts/agencies set as payers on a participant account before you can see this option.

1. From the menu to the left, click **Accounting**.
2. Click **Accounts**. The Participant Account Details page opens and displays information for the last participant you viewed.
3. Click the drop-down menu at the top of the page and select the participant to change.
4. In the **Payment Details** section, select **Percentage** or **\$ Amount**.
5. Enter the percentage or dollar amount each contact/agency is responsible for paying in the corresponding boxes. Percentage amounts must add up to 100%.
6. If you selected **\$ Amount** in **Step 4**, click the **If the Invoice Total Exceeds the Amounts List Above What Should Happen** drop-down menu and choose the contact/agency to whom to apply charges.

The screenshot displays the 'Payment Settings' configuration for a participant account. It includes an 'Agencies' list with 'Texas State' (ID: 5121234567) marked as an 'Agency Payer'. The 'Payment Settings' section is set to '\$ Amount' and shows two payers: 'Annie Mixer' with a payment amount of \$50.00 and 'Texas State' with a payment amount of \$400.00. A dropdown menu is open, indicating the action to take if the invoice total exceeds the listed amounts: 'Apply charges to Annie Mixer'. A 'Save' button is visible at the bottom right.

7. When finished, click **Save**.


Now, when you create an invoice for this participant, any payers designated on the account appear on the Add Invoice page. Note that all payers are selected by default, and their payment amounts display.

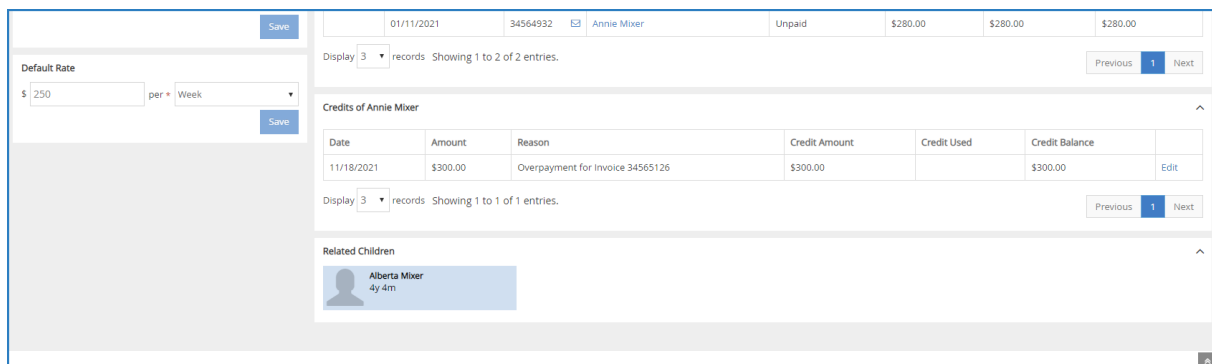
Manage Account Credits

Last Modified on 02/09/2023 8:10 am
CST

When a contact or agency overpays an invoice, a credit is added to their account.

You may also have issued a refund in the form of account credit. This page also lists any credits used towards invoice payments. You can view and manage these credits from the Participant Account Details page.

1. From the menu to the left, click **Accounting**.
2. Click **Accounts**. The Participant Account Details page opens and displays information for the last participant you viewed.
3. Click the drop-down menu at the top of the page and select the participant to update.
4. Select a contact from the **Contacts** section or an agency from the **Agencies** section.
5. Scroll to the **Credits Of** section (to the right). If this section does not display, click  to expand it.



The screenshot shows the 'Credits of Annie Mixer' section. It includes a table with columns for Date, Amount, Reason, Credit Amount, Credit Used, and Credit Balance. The table contains one entry for 11/18/2021 with an amount of \$300.00, reason 'Overpayment for Invoice 34565126', and a credit amount of \$300.00. The Credit Used and Credit Balance columns are also populated with \$300.00. There is an 'Edit' link for this entry. The page also shows a 'Default Rate' of \$250 per Week and a 'Related Children' section with a card for Alberta Mixer, 4y 4m.

The following details for each credit displays:

- o **Date:** This is the date the credit was issued or used.
 - o **Amount:** This is the total amount of the credit issued or used.
 - o **Reason:** This is the reason the credit was issued or used. For example, if the credit was issued for overpayment, this column would state Overpayment for Invoice ##### (where ##### is the affected invoice number). If it was used as a payment, this column would say Credit Used for Invoice ##### (where ##### is the affected invoice number).
 - o **Credit Amount:** This is the total credit amount issued. This column is blank for credits used as payment.
 - o **Credit Used:** This is the amount of account credit this contact/agency used to pay an invoice.
 - o **Balance:** This is the remaining credit balance for the contact/agency.
6. To update a credit:

Note: You can only edit credits issued—not credits used.

- a. Click **Edit** on the credit row to change. The Edit Credit Account Transaction pop-up opens.

Edit Credit Account Transaction ✕

#30437804

Date	11/18/2021
Credit Amount	<input type="text" value="\$300"/>
Credit Used	\$0.00
Balance	\$300.00

Overpayment for Invoice 34565126

Cancel Save

- b. Click the **Credit Amount** box and enter a new amount.
- c. Click the **Notes** box and enter additional notes, as needed.
- d. When finished, click **Save**.

Manage Invoices on Participant Accounts

Last Modified on 02/13/2023 1:55 pm CST

The Participant Account Details page lists all invoices associated with the selected participant, so you can see which invoices are outstanding, paid, and so on. A total account balance also displays above the invoice table, giving you a snapshot of the participant's account status. This includes the total received, and pending amounts, as well as the account balance and account totals.

1. From the menu to the left, click **Accounting**.
2. Click **Accounts**. The Participant Account Details page opens and displays information for the last participant you viewed.
3. Click the drop-down menu at the top of the page and select the participant for whom to view invoices.

Child Account Details

Alberta Mixer

Contacts

Annie Mixer
Guardian
8171234567

Agencies

Default Rate

\$ 0 per +

Save

Contact Details

Name: Annie Mixer

Phone: Mobile (817) 123-4567

Email:

Billing Address: 555 A Street, Los Angeles, CA 90210

Contact Attributes: Role: Guardian, Payer of invoices for child care, Authorized to pickup child

Notifications: Language: English

Contact details are for Accounting only. To update enrollment information, click here

Invoices

Received \$0.00, Pending \$0.00, Balance \$580.00, Total \$580.00

Date	Invoice #	Payer(s)	Status	Amount	Payer Balance	Total Balance
01/11/2021	34565126	Annie Mixer	Unpaid	\$300.00	\$300.00	\$300.00
01/11/2021	34564932	Annie Mixer	Unpaid	\$280.00	\$280.00	\$280.00


Display 3 records Showing 1 to 2 of 2 entries.

Credits of Annie Mixer

No credits are associated with this contact.


4. Scroll to the **Invoices** section. If this section does not display, click  to expand it.

The following columns display:

- o Date
 - o Invoice #
 - o Payer(s)
 - o Status
 - o Amount
 - o Payer Balance
 - o Total Balance
5. Click  and select **Recurring Invoices** to view any recurring invoices associated with this participant account.

The following information displays for recurring invoices:

- o Payer(s)

- Frequency
 - Amount
 - Next Invoice Date
 - Status
6. You can filter invoices and recurring invoices by each column. Simply use the drop-down menus to filter, or type in the text boxes.
 7. Click each column header to sort in ascending or descending order.
 8. Click **Previous** and **Next** to navigate between pages of invoices.
 9. Click the **Display** drop-down menu to change the number of invoices that display by default. You can select **3, 10, 20, 50,** or **100**.
 10. Click  to add an invoice from this page. For more information, see [Create an Invoice](#).

Note: As of 2/8/2023 a new option will be added to the Settings section of Accounting that allows Providers to enable Payer permissions by default. In the settings section it will have a check box next to "Payer Permission access granted by default". All providers who enable Accounting after 2/8 will have this box checked automatically. **All Providers with Existing accounts will not have this box checked automatically but will have the ability to check the box and enable the setting.**

Send a Statement of Account

Last Modified on 02/09/2023 8:02 am
CST

The Statement of Account lists a payer's current unpaid and paid invoices, any payments made, and any relevant notes. It also includes the total billed, total paid, and total account balance. You can email this report directly to payer contacts.

1. From the menu to the left, click **Accounting**.
2. Click **Accounts**. The Participant Account Details page opens and displays information for the last participant you viewed.
3. Click the drop-down menu at the top of the page and select the participant for whom to add a contact.
4. From the **Contacts** section to the left, click the contact to whom to send the report.
5. Click the **Actions** drop-down menu and select **Send Statement of Account**.

The screenshot displays a 'Contact Details' form. On the left, there are input fields for Name (John Mixer), Phone (Home (817) 456-7891), Email (jmixer@email.com), and Billing Address (555 A Street, Los Angeles, CA 90210). On the right, there are sections for Contact Attributes (Role: Guardian, Payer of invoices for child care, Authorized to pickup child), Notifications, and Language (English). An 'Actions' dropdown menu is open, showing 'Welcome Email' and 'Statement of Account' as options. At the bottom, there are 'Remove' and 'Save' buttons. A footer note states 'Contact details are for Accounting only.'

Create a New Invoice

Last Modified on 12/19/2023 3:36 pm
CST

You can create invoices and email them to payers. You can either create an invoice each day/week/month, or you can create recurring invoices. In this article, we discuss how to create a single invoice. For more information about creating recurring invoices, see [Create a Recurring Invoice](#).

Creating Invoices

When creating invoices, you can invoice siblings at the same time, and you have the option to invoice withdrawn children.

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

4. Click **Add Invoice**. The New Invoice page opens.

The screenshot shows the 'New Invoice' page with the following details:

- Billing Details:** Invoice Date: 11/18/2021, Terms: Due on Receipt, Due Date: 11/18/2021.
- Payment & Notification Options:** Send Email Notification to Payers (checked), Payment Options: Cash/Check, ePay.
- Child Care Table:**

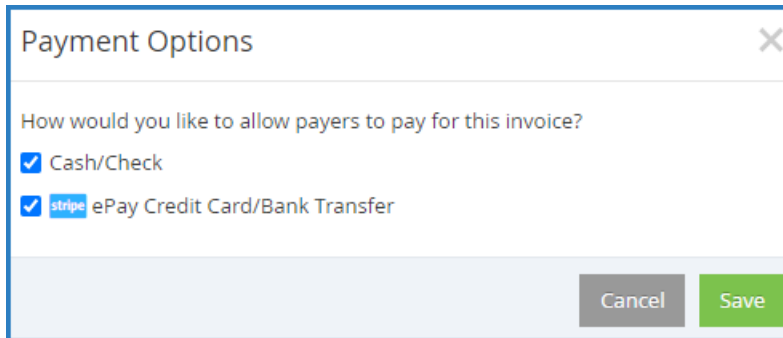
Child	Rate	Rate Type	Qty	Fee	Discount	Child Total
	\$ 0		1	\$ 0	\$ 0	\$0.00
- Other Billable Items Table:**

Description	Rate	Qty	Discount	Item Total
	\$ 0	0	\$ 0	\$0.00
- Invoice Total:** \$0.00
- Recurring Invoice Settings:** Repeat: Never (selected), Weekly, Every Other Week, 2x/Month, Monthly.

5. In the **Billing Details** section:
 - a. Click the **Invoice Date** box and select the invoice date from the calendar. This defaults to today's date.
 - b. Click the **Terms** drop-down menu and choose from the following:
 - Due on Receipt
 - Due in 7 Days
 - Due in 15 Days
 - Due in 30 Days

- Custom
 - c. If you selected **Custom** in **Step 5b**, click the **Due** box and enter the number of days from the invoice date that this invoice is due. The **Due Date** field to the right updates automatically.
 - d. Click the **Billing Period** boxes and set the first and last day of the billing period for this invoice.
- 6. In the **Payment & Notification Options** section:

- a. Click . The Payment Options dialog box opens.

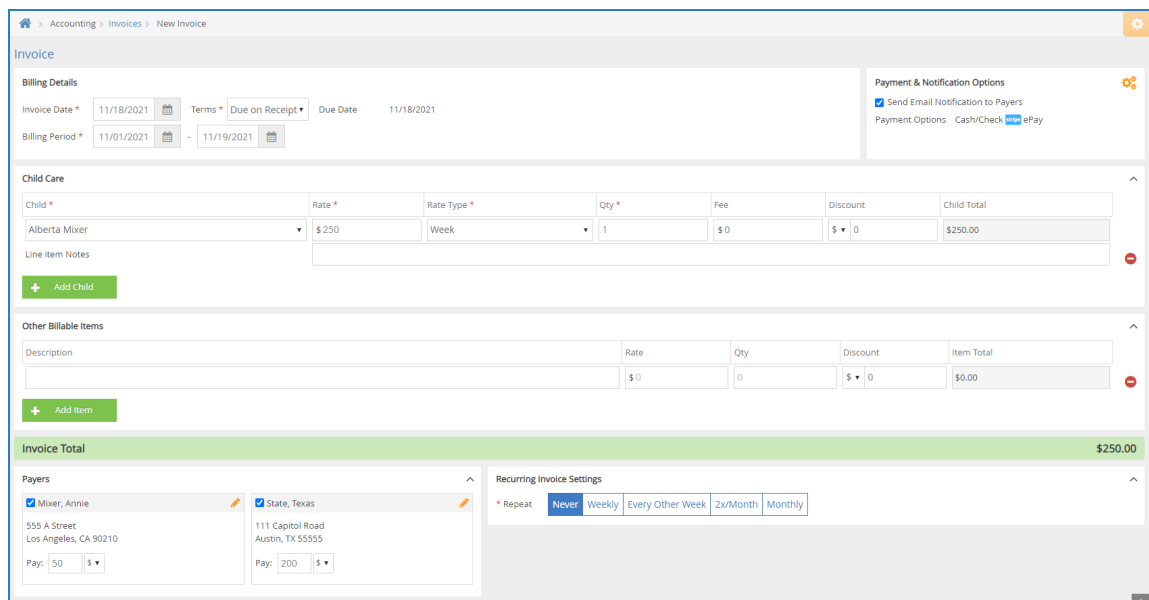


- b. Check the box next to each payment method to allow for this invoice.
 - c. Click **Save**. The Payment Options dialog box closes.
 - d. Check the **Send Email Notification to Payers** box to send an email to payers once this invoice is completed.

- 7. In the **Participant Care** section:



- a. Click the **Participant** drop-down menu and select the participant to add to this invoice. If there is a default rate set on the participant's account, the Rate and Rate Type boxes populate automatically.

Note: If you need to create an invoice for a Pending participant, click **Filters** in the top-right corner, and select **Pending**. This will include Pending participants in the **Participant** drop-down menu.



- b. Click the **Rate** box and enter the base rate to charge for this participant.
 - c. Click the **Rate Type** drop-down menu and choose from the following:
 - Hour
 - Half Day
 - Day
 - Week
 - Two Weeks
 - Month
 - Attendance
 - d. Click the **Qty** box and enter the number of units charged. For example, if you selected **Day** in **Step 6c**, this would be the number of days for which you are charging.
 - e. Click the **Fee** box and enter any additional fees charged.
 - f. Click the **Discount** box and enter any discounts that apply. This can be a dollar amount or percentage. To change it, click the **\$** drop-down menu and select %.
 - g. Click the **Line Item Notes** box and enter any notes about the charges.
 - h. To add another participant to the invoice, click **Add Participant** and repeat **Steps 6a-6g**. Participants must be set up as siblings before you can add them to the same invoice.
8. In the **Other Billable** Items section:
- a. Click **Description** box and enter a description of the billable item. For example, you may be charging for diapers.
 - b. Click the **Rate** box and enter the rate charged for this time.
 - c. Click the **Qty** box and enter the amount of this item to bill.
 - d. Click the **Discount** box and enter any discounts that apply. This can be a dollar amount or percentage. To change it, click the **\$** drop-down menu and select %.
 - e. Click **Add Item** and repeat **Steps 7a - 7d** for each billable item to add.
9. In the **Payers** section, check the box next to each payer who should receive this invoice.

The screenshot shows the 'Invoice Total' section with a green header. Below it is the 'Payers' section, which contains two payer entries. Each entry has a checked checkbox, an edit icon (pencil), an address, and a 'Pay' field with a dropdown menu for the currency symbol.

Payers	
<input checked="" type="checkbox"/> State, Texas  111 Capitol Road Austin, TX 55555 Pay: <input type="text" value="400"/> \$ ▾	<input checked="" type="checkbox"/> Mixer, Annie  555 A Street Los Angeles, CA 90210 Pay: <input type="text" value="350"/> \$ ▾

10. If a payer has an account credit, click  next to the credit to apply it to this invoice.

11. Click the **Note** box and enter any notes about this invoice. To show this note on the payer's copy, check the **Show on Payer Copy** box.
12. Choose from the following options:
 - Click **Save as Draft** to save this invoice as a draft and return to working on it later.
 - Click **Preview** to preview the invoice. If you checked the **Send Email Notification to Payers** box in **Step 6d**, you can customize the email the payer receives before sending the invoice.
 - Click **Create Invoice** to create the invoice without previewing it. The invoice is created at Unpaid status and you are returned to the invoices list. If you checked the **Send Email Notification to Payers** box in **Step 6d**, the invoice is sent to the payer.

Once you create or create and send an invoice, it moves from Draft status to Unpaid status. Once the guardian makes a payment, you can record a payment to the invoice. For more information, see [Record Invoice Payments](#).

[VIDEO] Create a Recurring Invoice

Last Modified on 02/09/2023 8:08 am
CST

You can create invoices and email them to guardians. You can either create an invoice each day/week/month, or you can create recurring invoices. Creating recurring invoices allows KidKare to automatically generate invoices for you using the billing frequency you choose.



Note: Do you need to edit a recurring invoice instead of creating one? [Click here to learn how!](#)

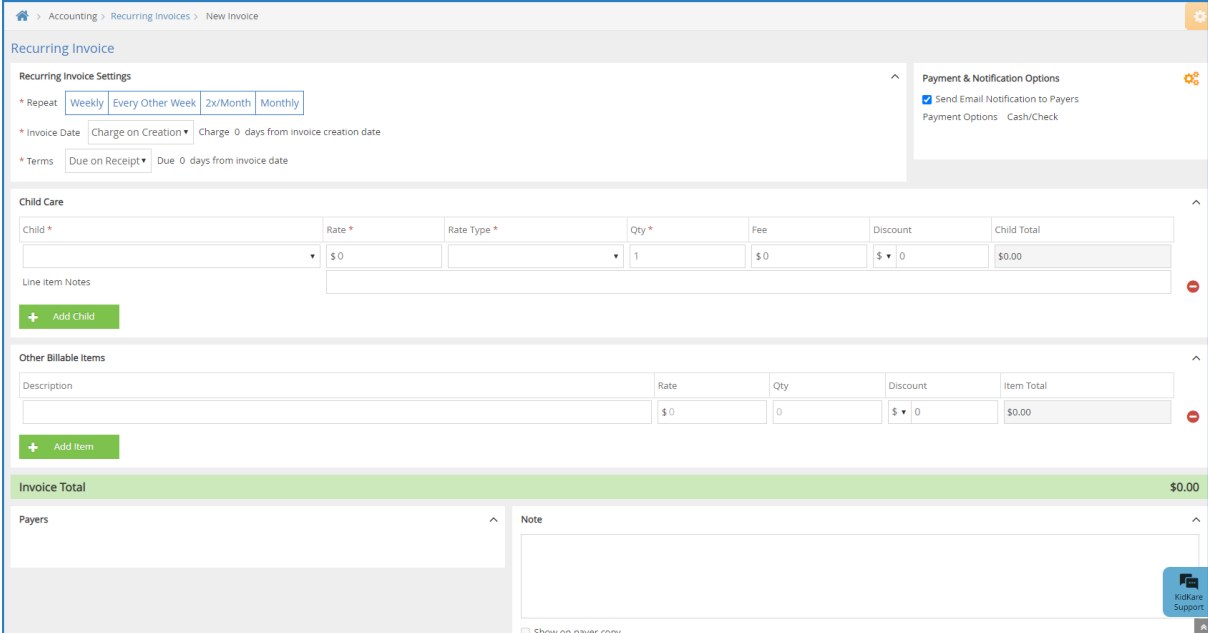
Watch the short video below to learn more, or scroll down for step-by-step instructions.

Create Recurring Invoices

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.


4. Click  and select **Recurring Invoices**.
5. Click . The New Invoice page opens.



The screenshot displays the 'Recurring Invoice' settings page. At the top, there are navigation breadcrumbs: 'Accounting > Recurring Invoices > New Invoice'. The main section is titled 'Recurring Invoice Settings' and includes several fields: 'Repeat' (with options: Weekly, Every Other Week, 2x/Month, Monthly), 'Invoice Date' (with a dropdown for 'Charge on Creation' and a value of '0 days from invoice creation date'), and 'Terms' (with a dropdown for 'Due on Receipt' and a value of '0 days from invoice date'). To the right, there are 'Payment & Notification Options', including a checked box for 'Send Email Notification to Payers' and 'Payment Options' set to 'Cash/Check'. Below these settings are two tables. The first table, 'Child Care', has columns for 'Child', 'Rate', 'Rate Type', 'Qty', 'Fee', 'Discount', and 'Child Total'. It shows one row with a rate of \$0 and a total of \$0.00. The second table, 'Other Billable Items', has columns for 'Description', 'Rate', 'Qty', 'Discount', and 'Item Total'. It shows one row with a rate of \$0 and a total of \$0.00. At the bottom, there is an 'Invoice Total' section showing '\$0.00' and a 'Payers' section with a 'Note' field. A 'KidKare Support' button is visible in the bottom right corner.

6. In the **Recurring Invoice Settings** section:
 - a. Select the repeat schedule for this invoice. You can choose from the following:
 - Weekly

- Every Other Week
 - 2x/Month
 - Monthly
- b. Click the **Repeat On** drop-down menu(s) and specify when this invoice should repeat. For example, if you selected Weekly in **Step 6a**, you would select the day on which to generate this invoice for the week.
- c. Click the **First Invoice Billing Period** box and select the start date for the first recurring invoice's billing period. The end date populates according to your selection in **Step 6a**.

- d. Click the **Terms** drop-down menu and choose from the following:
- Due on Receipt
 - Due in 7 Days
 - Due in 15 Days
 - Due in 30 Days
 - Custom
- e. If you selected **Custom** in **Step 5d**, click the **Due** box and enter the number of days from the invoice date that this invoice is due. The **Due Date** field to the right updates automatically.
7. In the **Payment & Notification Options** section:
- a. Click . The Payment Options dialog box opens.

- b. Check the box next to each payment method to allow for this invoice.
- c. Click **Save**. The Payment Options dialog box closes.
- d. Check the **Send Email Notification to Payers** box to send an email to payers once this invoice is completed.
8. In the **Participant Care** section:

- a. Click the **Participant** drop-down menu and select the participant to add to this invoice. If there is a default rate set on the participant's account, the Rate and Rate Type boxes populate automatically.

Note: If you need to create an invoice a Pending participant, click **Filters** to the top-right, and select **Pending**. This will include Pending participants in the Participant drop-down menu.

- b. Click the **Rate** box and enter the base rate to charge for this participant.
 - c. Click the **Rate Type** drop-down menu and choose from the following:
 - Hour
 - Half Day
 - Day
 - Week
 - Two Weeks
 - Month
 - Attendance
 - d. Click the **Qty** box and enter the number of units charged. For example, if you selected **Day** in **Step 6c**, this would be the number of days for which you are charging.
 - e. Click the **Fee** box and enter any additional fees charged.
 - f. Click the **Discount** box and enter any discounts that apply. This can be a dollar amount or percentage. To change it, click the **\$** drop-down menu and select **%**.
 - g. Click the **Line Item Notes** box and enter any notes about the charges.
 - h. To add another participant to the invoice, click **Add Participant** and repeat **Steps 6a-6g**. Participants must be set up as siblings before you can add them to the same invoice.
9. In the **Other Billable** Items section:
 - a. Click **Description** box and enter a description of the billable item. For example, you may be charging for diapers.
 - b. Click the **Rate** box and enter the rate charged for this time.
 - c. Click the **Qty** box and enter the amount of this item to bill.
 - d. Click the **Discount** box and enter any discounts that apply. This can be a dollar amount or percentage. To change it, click the **\$** drop-down menu and select **%**.
 - e. Click **Add Item** and repeat **Steps 8a - 8d** for each billable item to add.
 10. In the **Payers** section:
 - a. Check the box next to each payer who should receive this invoice.
 - b. Click the **Pay** boxes and adjust the amount for which the selected payers are responsible.
 11. Click the **Note** box and enter any notes about this invoice. To show this note on the payer's copy, check the **Show on Payer Copy** box.
 12. Click **Create**. The invoice is created and the Recurring Invoices page opens again.

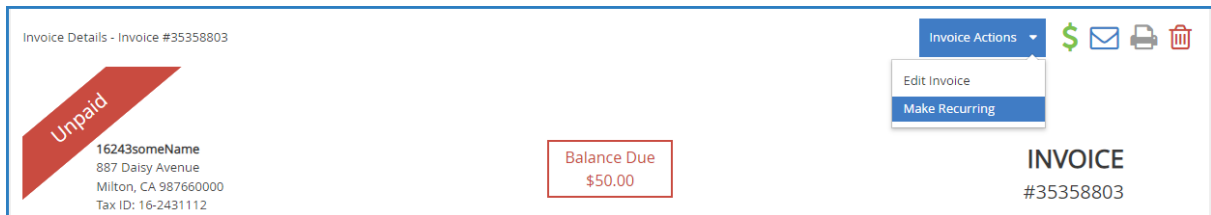
Create Recurring Invoices from the Invoice Details Page

You can make past invoices recurring invoices from the Invoice Details page, if needed. This means you do not have to set up all invoice details—just the recurring invoice schedule.

1. From the menu to the left, click **Accounting**.
2. Select **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

4. Locate the invoice to make recurring.
5. Click the invoice to update. The Invoice Details page opens.
6. Click the **Invoice Actions** drop-down menu and select **Make Recurring**. The Edit Invoice page opens.



7. In the **Recurring Invoices** section:
 - a. Select the repeat schedule for this invoice. You can choose from the following:
 - Weekly
 - Every Other Week
 - 2x/Month
 - Monthly
 - b. Click the **Repeat On** drop-down menu(s) and specify when this invoice should repeat. For example, if you selected Weekly in **Step 9a**, you would select the day on which to generate this invoice for the week.
8. Review the invoice details and make changes, as needed.
9. Click **Create**.


Apply Credits to New Invoices

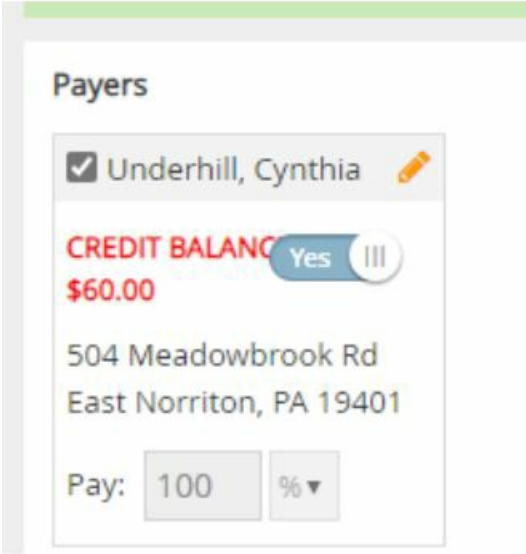
Last Modified on 03/17/2023 2:48 pm
CDT

If a guardian has a credit on their account, you can apply it to a new invoice as you create it.


1. From the menu to the left, click **Accounting**.
2. Click **Income**. The invoices page opens.
3. Enter your Accounting PIN and click **Go**.


Note: If you do not have an Accounting PIN set, you are prompted to set one.

4. Click **New Invoice**.
5. Begin setting up the invoice as you normally would. For more information, see [Creating an Invoice](#) or [Create a Recurring Invoice](#).
6. Select the child from the drop-down under **Child**.
7. If there is a credit on the payer's account, the credit will display in the lower left corner under **Payers**. The credit is applied by default. If you do not want to apply the credit to this invoice, you must click  to remove it.




Payers

Underhill, Cynthia 

CREDIT BALANCE Yes 

\$60.00

504 Meadowbrook Rd
East Norriton, PA 19401

Pay: % 

Note: If you apply a credit to a new recurring invoice, any credits on the parent account will always be automatically applied to the next invoice.

8. When finished building the invoice, click **Preview**.
9. Click **Create** or **Create and Send**.

Note: If you apply a credit to a new invoice, it is created as a Partially Paid invoice, instead of as an Unpaid invoice. On the Invoices page, make sure you set the Status filter to include invoices that are at the

Partially Paid status.

Add Comments to Invoices

Last Modified on 02/09/2023 8:04 am
CST

You can add internal comments to each invoice. Comments are stored on with the invoice, along with invoice history and payment activity. This allows you to keep a log of any pertinent information regarding payment.

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

4. Use the filters to locate the invoice to view.
5. Click the invoice number for the invoice to view. The View Invoice page opens.
6. Scroll to the **Invoice Activity** section.
7. Ensure that the Comments tab is highlighted blue.
8. Click **+ Add Comment**.
9. Click the text box that displays and enter your comments.

Invoice Activity

11/18/2021 08:31 AM Invoice created for \$250.00

11/18/2021 08:29 AM Invoice started

Plans to pay tomorrow.

Add Comment Cancel

Payment Activity Comments System Activity

10. Click **Add Comment**.

Note: Comments cannot be removed from invoices once added.

View Invoices

Last Modified on 02/09/2023 8:07 am
CST

All invoices are stored on the Invoices page, including recurring invoices. This page gives you an overall view of pending and paid invoices, a total balance summary, and allows you to access invoice details and balance details.

View the Invoice List

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

4. The Invoices page opens.

<input type="checkbox"/>	Date	Invoice #	Billing Period	Child(ren)	Payer(s)	Autopay	Status	Settlement	Amount	Balance
<input type="checkbox"/>	11/17/2021	35356779	11/17/2021 - 11/23/2021	AutoInvoice Child	Hai PG	Off	Unpaid		\$110.00	\$110.00
<input type="checkbox"/>	11/15/2021	35353087	11/15/2021 - 11/21/2021	AutoInvoice Child	Hai PG	Off	Unpaid		\$310.00	\$310.00
<input type="checkbox"/>	11/15/2021	35353080	11/15/2021 - 11/28/2021	AutoInvoice Child	Hai PG	Off	Unpaid		\$310.00	\$310.00
<input type="checkbox"/>	11/15/2021	35353076	11/15/2021 - 11/21/2021	AutoInvoice Child	Hai PG	Off	Unpaid		\$310.00	\$310.00
<input type="checkbox"/>	11/10/2021	35340541	11/10/2021 - 11/16/2021	AutoInvoice Child	Hai PG	Off	Unpaid		\$110.00	\$110.00
<input type="checkbox"/>	11/08/2021	35336692	11/08/2021 - 11/14/2021	AutoInvoice Child	Hai PG	Off	Unpaid		\$310.00	\$310.00
<input type="checkbox"/>	11/08/2021	35336683	11/08/2021 - 11/14/2021	AutoInvoice Child	Hai PG	Off	Unpaid		\$310.00	\$310.00
<input type="checkbox"/>	11/03/2021	35324571	11/03/2021 - 11/09/2021	AutoInvoice Child	Hai PG	Off	Unpaid		\$110.00	\$110.00
<input type="checkbox"/>	11/01/2021	35320014	11/01/2021 - 11/07/2021	AutoInvoice Child	Hai PG	Off	Unpaid		\$310.00	\$310.00
<input type="checkbox"/>	11/01/2021	35320008	11/01/2021 - 11/14/2021	AutoInvoice Child	Hai PG	Off	Unpaid		\$310.00	\$310.00

Display 10 records. Showing 1 to 10 of 520 entries.

Received \$92,949.00 Pending \$0.00 Balance \$208,094.00 Total \$301,043.00

The following information displays for each invoice:

- **Date:** This is the date the invoice was created.
- **Invoice #:** This is the invoice number.
- **Billing Period:** This is the period for which the invoice was issued.
- **Participant(s):** These are the participants included on the invoice.
- **Payer(s):** These are the payers associated with the invoice. You can click the payer's name to quickly update that payer's contact information. These changes affect accounting data only—enrollment data is not updated.
- **Autopay:** This column indicates whether the payer associated with the listed invoice is using Autopay.
- **Status:** This is the invoice's current status. See [Understand Invoice Statuses](#) for more information.

- **Settlement:** This is the date the invoice was paid or deleted.
 - **Amount:** This is the total amount billed.
 - **Balance:** This is the remaining amount owed. Click the amount in this column to view the Balance Details pop-up. This lists each payer on the invoice and the amount owed. You can record payments and refunds from this pop-up.
5. Use the boxes and menus at the top of the table to filter the invoices that display. You can filter by every column *except* Billing Period.
 6. Click each column header to sort invoices in ascending or descending order.
 7. Click an invoice to view invoice details. See the **View Invoice Details** heading, below.

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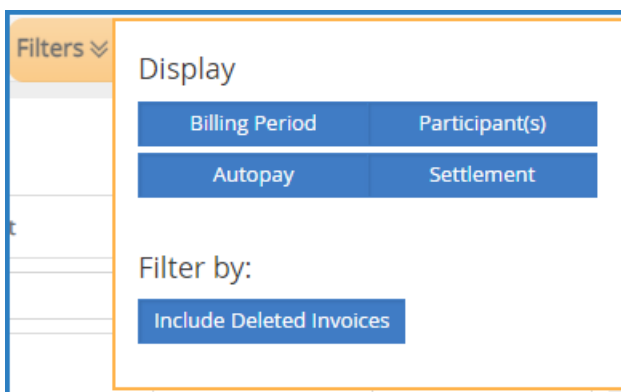
View Deleted Invoices

Deleted invoices do not display in the invoices list by default. To display them:

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

4. Click **Filters** in the top-right corner.
5. Select **Include Deleted Invoices**. Deleted invoices are now included in the invoices list. These rows are highlighted in red, so you can easily find them.



6. Click **Filters** again to hide the display options.

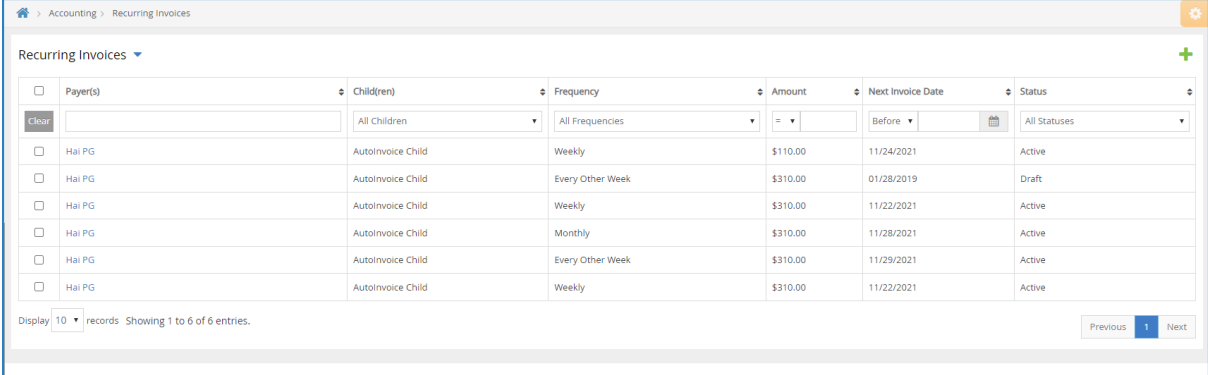
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View the Recurring Invoices List

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

4. Click  and select **Recurring Invoices**.



<input type="checkbox"/>	Payer(s)	Child(ren)	Frequency	Amount	Next Invoice Date	Status
<input type="checkbox"/>	<input type="text" value="Hai PG"/>	All Children	All Frequencies		Before	All Statuses
<input type="checkbox"/>	Hai PG	Autoinvoice Child	Weekly	\$110.00	11/24/2021	Active
<input type="checkbox"/>	Hai PG	Autoinvoice Child	Every Other Week	\$310.00	01/28/2019	Draft
<input type="checkbox"/>	Hai PG	Autoinvoice Child	Weekly	\$310.00	11/22/2021	Active
<input type="checkbox"/>	Hai PG	Autoinvoice Child	Monthly	\$310.00	11/28/2021	Active
<input type="checkbox"/>	Hai PG	Autoinvoice Child	Every Other Week	\$310.00	11/29/2021	Active
<input type="checkbox"/>	Hai PG	Autoinvoice Child	Weekly	\$310.00	11/22/2021	Active

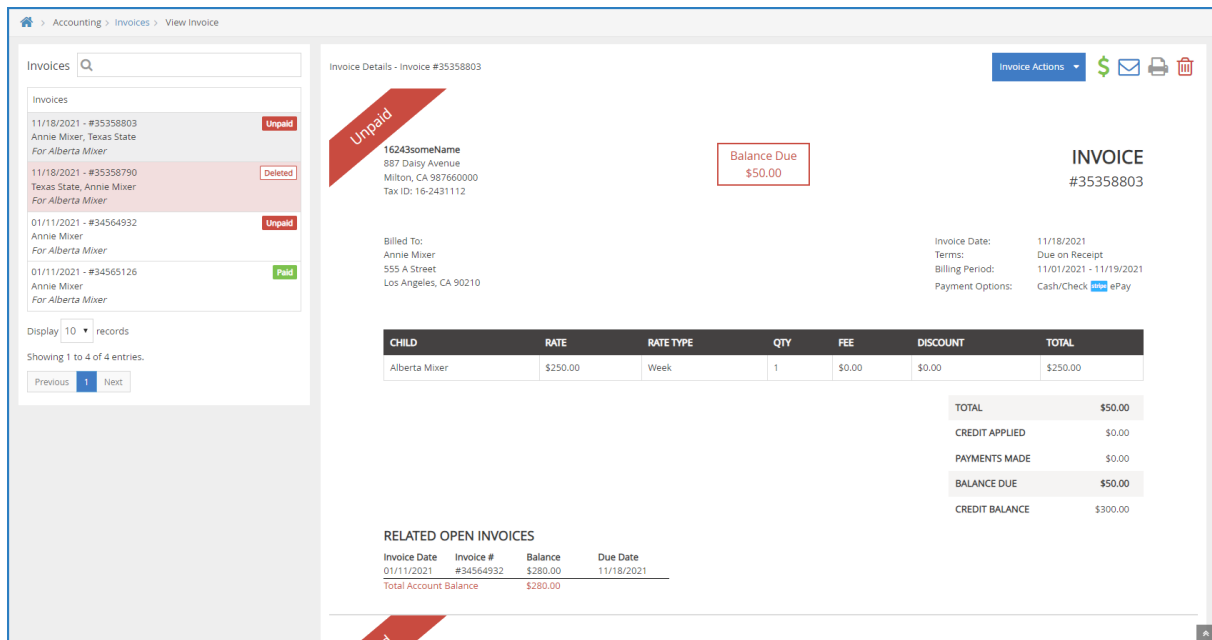
The following information displays for each invoice:

- **Payer(s):** These are the payers associated with the invoice.
 - **Participant(s):** These are the participants included on the invoice.
 - **Frequency:** This is the frequency with which the invoice is generated. For example, this column would show Weekly for invoices that run each week.
 - **Amount:** This is the total amount billed.
 - **Next Invoice Date:** This is the next date on which this invoice will run.
 - **Status:** This is the status of the recurring invoice. This can be Draft, Active, or Deleted.
5. Use the boxes and menus at the top of the table to filter the invoices that display.
 6. Click each column header to sort invoices in ascending or descending order.
 7. Click an invoice to view invoice details. See the **View Invoice Details** heading, below.

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View Invoice Details

1. From the menu to the left, click **Accounting**.
2. Click **Income**. The Invoices page opens.
3. Click the invoice to view.



The View Invoice page opens and displays the following:

- **Invoices:** A list of other invoices associated with this participant 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 the invoice details.
- **Invoice:** The invoice as the payer receives it displays to the right. It includes all line items you set up, payments made, credits applied, and so on.
- **Invoice Activity:** This section lists all actions taken on this invoice to date. You can filter this section to Payment Activity, Comments, and/or System Activity.

Note: You can also access invoice details from the Invoices section on the Participant Account Details page. To do so, click the invoice to view. The Invoice Details page opens.

Viewing Payment Status At-A-Glance

Payment status for all current invoices displays at the bottom of the Invoices list. These numbers are automatically updated as you apply filters, so you always seen payment status for the particular time period, invoices, and participants you are viewing.

Status	Definition
Received	This is the sum of all invoice payments for invoices where the invoice status is Paid, Partially Paid, or Declined.

Pending	This is the sum of all invoice payments for invoices where the invoice status is Paid or Partially Paid and the settlement is pending, and invoices that are at Declined status.
Balance	This is the sum of all invoice balances where the invoice status is Unpaid or Declined minus pending payments for all invoices at Partially Paid and Paid status.
Total	This is the sum of all invoice amounts where the invoice status is Partially Paid, Unpaid, Paid, Declined, or Closed.

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Edit Invoices

Last Modified on 02/09/2023 8:01 am
CST

You can edit unpaid, paid, partially paid, and recurring invoices, as needed. Note that you must remove payments from paid or partially paid invoices before you can edit them. Click the links below to jump to a specific invoice type.

Edit Unpaid Invoices

Editing unpaid invoices is relatively straightforward and does not require additional steps. You simply make changes to the invoice and provide the updated copy to the Payer.

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

4. Use filters to locate the invoice to change.
5. Click the invoice to update. The View Invoice page opens.
6. Click the **Invoice Actions** drop-down menu and select **Edit Invoice**. The Edit Invoice page opens.
7. Make changes, as needed. For details, see [Create an Invoice](#).
8. When finished, click **Update**. The Preview Invoice page opens.
9. Review the updated invoice details and make changes to the email (to the right), as needed.
10. Click **Re-Send Invoice**. The updated invoice is emailed to the Payer.

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Edit Partially Paid or Paid Invoices

If you have recorded a payment on an invoice, you must first delete payments from it before you can change it. When you delete payments, the paid amount is automatically recorded on the Payer account as an account credit that can be applied towards the update invoice/future invoices. You can also record a refund instead. See [Record Refunds](#) for more information.

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

4. Use filters to locate the invoice to change.
5. Click the invoice to update. The View Invoice page opens. You must either record a refund or delete

payments.

6. Click the **Invoice Actions** drop-down menu and select **Delete Payments**.
7. At the Are You Sure prompt, click **Delete**.
8. Click the **Invoice Actions** drop-down menu and select **Edit Invoice**. The Edit Invoice page opens.
9. Make changes, as needed. For details, see [Create an Invoice](#).
10. When finished, click **Update**. The Preview Invoice page opens.
11. Review the updated invoice details and make changes to the email (to the right), as needed.
12. Click **Re-Send Invoice**. The updated invoice is emailed to the Payer.


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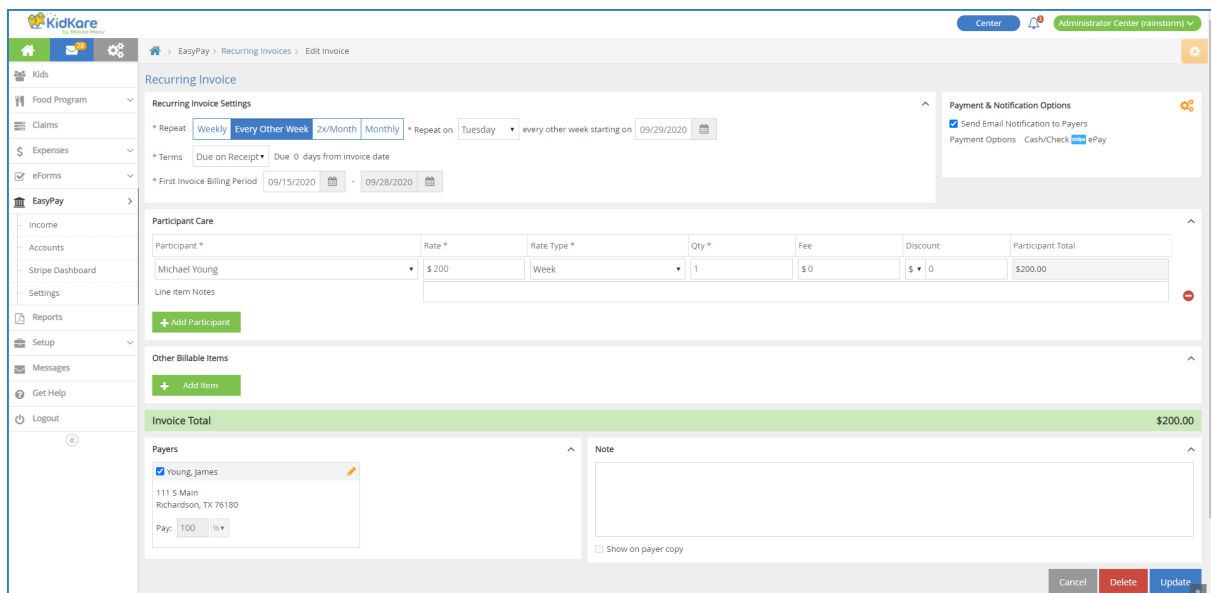
Edit Recurring Invoices

You can edit recurring invoices regardless of status.

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

4. Click  and select **Recurring Invoices**. The Recurring Invoices page opens.
5. Click the recurring invoice to update. The Edit Invoice page opens.



The screenshot displays the 'Edit Invoice' page in the KidKare EasyPay system. The interface includes a left-hand navigation menu with options like Kids, Food Program, Claims, Expenses, eForms, EasyPay, Income, Accounts, Stripe Dashboard, Settings, Reports, Setup, Messages, Get Help, and Logout. The main content area is titled 'Recurring Invoice' and contains several sections:

- Recurring Invoice Settings:** Includes options for Repeat (Weekly, Every Other Week, 2x/Month, Monthly), Repeat on (Tuesday), every other week starting on (09/29/2020), Terms (Due on Receipt, Due 0 days from invoice date), and First Invoice Billing Period (09/15/2020 to 09/28/2020).
- Payment & Notification Options:** Includes a checked box for 'Send Email Notifications to Payers' and 'Payment Options' (Cash/Check, ePay).
- Participant Care:** A table with columns for Participant, Rate, Rate Type, Qty, Fee, Discount, and Participant Total. The current entry is Michael Young, \$200, Week, 1, \$0, \$0, and \$200.00.
- Other Billable Items:** A section with an 'Add Item' button.
- Invoice Total:** A green bar showing a total of \$200.00.
- Payers:** A section for 'Young, James' with address '111 S Main, Richardson, TX 76180' and a 'Pay' dropdown set to 100%.
- Note:** A text area for adding notes, with a 'Show on payer copy' checkbox.

At the bottom right, there are buttons for 'Cancel', 'Delete', and 'Update'.

6. Make changes, as needed. For more information, see [Create Recurring Invoices](#).
7. Click **Update**.

Note: If the recurring invoice you changed is at Draft status, click **Create**. This saves your changes and moves the recurring invoice to Active status.

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Record Invoice Payments

Last Modified on 11/18/2021 7:52 am
CST

When a Payer makes a cash or check payment, record it as a payment on unpaid or partially paid invoices. If your Payer has account credits, you can also apply the credit toward the invoice payment.

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your accounting PIN and click **Go**.

Note: If you do not have an account PIN set, you are prompted to set one.

4. Locate the invoice for which to record payment. Filter suggestions are below.
 - Click the **Status** drop-down and select **Unpaid** and/or **Partial** to view only those invoices that have not been paid or have been partially paid.
 - Click the **Participant(s)** drop-down menu and select the participant(s) to view.
 - If you know the invoice number, click the **Invoice #** box and type it.
5. Click the row for the invoice to pay. The View Invoice page opens.
6. Click . The Payment for Invoice pop-up opens.

Payment for Invoice #10041
✕

Payer:

Cash
Check
Account Credit

Balance \$75.00

Check #

Amount

Payment Date
📅

Notes

Send payment receipt?
 freshCarrot@yopmail.com

Cancel
Record Payment

7. Click the **Payer** drop-down menu and select the person who is making a payment.
8. Select **Cash**, **Check**, or **Account Credit**.

Note: The Account Credit option displays only if there is an existing account credit on the participant account.

9. Click the **Amount** box and enter the payment amount. This defaults to the invoice total. If you selected **Check** in **Step 8**, you can also enter the check number in the **Check Number** box.
10. Click the **Payment Date** and select the date on which you received payment. This defaults to today's date.
11. Click the **Notes** box and enter any notes about this payment.
12. In the **Send Payment Receipt** section, check the box next to the payer email address to which to email a receipt. This option is not available when recording payments made with account credit.
13. When finished, click **Record Payment**. If payment was made in-full, the invoice is moved to Paid status. If a partial payment was made, the invoice moves to Partial status.

[VIDEO] Record Refunds

Last Modified on 11/18/2021 7:55 am

With KidKare Accounting, you can issue refunds to payers. Refunds can be issued as CST cash, checks, or account credits. Refunded credit card payments must be issued as one of the aforementioned methods of payment, as Stripe does not issue refunds. Watch the quick video below or scroll down for step-by-step instructions to learn more.

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

4. Locate the invoice for which to record a refund. Filter suggestions are below.
 - Click the **Status** drop-down and select **Paid** and/or **Partial** to view only those invoices that are paid or partially paid.
 - Click the **Participant(s)** drop-down menu and select the participant(s) to view.
 - If you know the invoice number, click the **Invoice #** box and type it.
5. Click the row for the invoice to refund. The View Invoice page opens.
6. Click the **Invoice Actions** drop-down menu and select **Record Refund**. The Refund for Invoice pop-up opens.
7. Click the **Payer** drop-down menu and select the payer to which you are issuing a refund.

Refund for Invoice #10031
✕

Payer:

Cash

Check

Account Credit

Credit Balance \$1,247.05

Total Paid \$544.00

Amount

Refund Date

Notes

Cancel

Record Refund

8. Select **Cash**, **Check**, or **Account Credit**.
9. Click the **Amount** box and enter the amount you are refunding. This defaults to the total amount paid on the invoice. If you selected **Check** in **Step 7**, you can also enter the check number in the **Check Number** box.
10. Click the **Refund Date** box and enter the date the refund was issued. This defaults to today's date.
11. Click the **Notes** box and enter any comments about this refund.
12. Click **Record Refund**. The invoice status moves back to **Unpaid** or **Partial**.


Email an Invoice

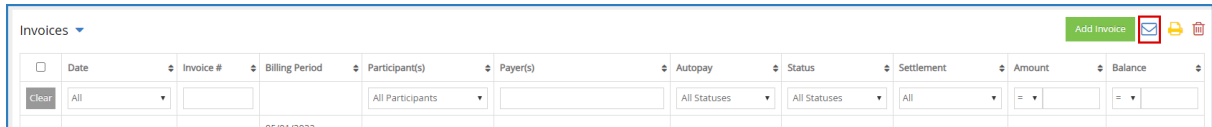
Last Modified on 05/26/2022 9:01 am
CDT

While you can email invoices when you create them, you can also email existing invoices. This is useful if the payer did not receive the first email. Before emailing invoices, verify that you have the correct email address on file for the payer.

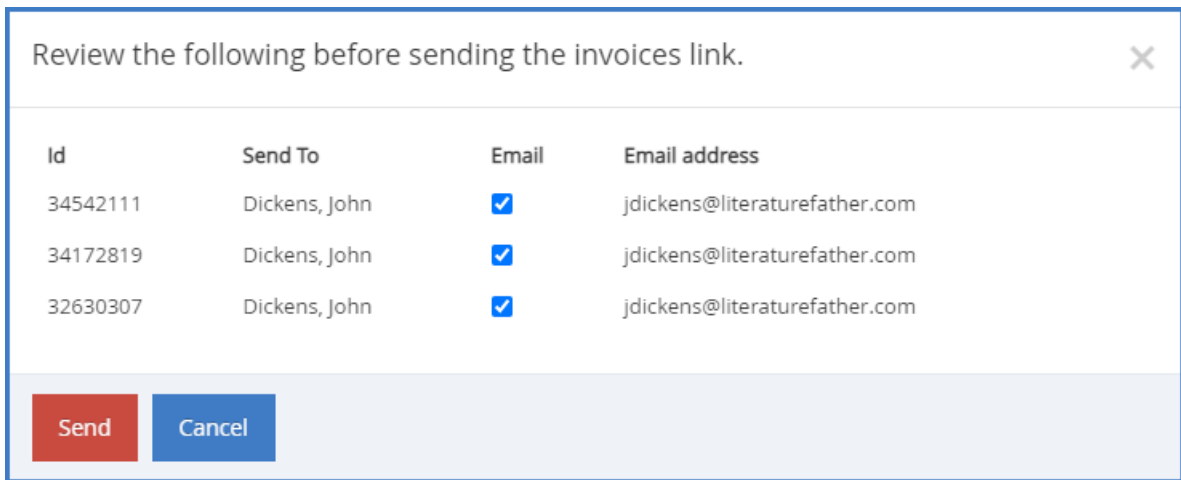
1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your accounting PIN and click **Go**.

Note: If you do not have an account PIN set, you are prompted to set one.

4. Filter to the invoices to email.
5. Check the box next to the invoice(s) to email. You can also check the box at the top of the column to select all invoices.
6. Click  in the top-right corner above the invoices list. The Review the Following Before Sending the Invoices Link popup opens.



7. Confirm the displayed information is correct.



8. Click **Send**.

Note: Payers cannot pay invoices online unless you have set up ePay in KidKare and have approved the specific payer for ePay.

Print Invoices


Last Modified on 11/18/2021 8:37 am
CST

You can print invoices of any status from the invoices list or from the View Invoice page. Click a link below to jump to a specific method.

Print Invoices from the Invoices List

1. From the menu to the left, click **Accounting**.
2. Select **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.


4. Filter to the invoice(s) to print.
5. Check the box next to the invoice(s) to print. You can also check the box at the top of the column to select all invoices.
6. Click . Your browser's print options display.
7. Click **Print**.

Print Invoices from the View Invoice Page

This can be useful if a payer requests a receipt for payment.

1. From the menu to the left, click **Accounting**.
2. Select **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

4. Select the invoice to print. The View Invoice page opens.
5. Click . Your browser's print options display.
6. Click **Print**.

Delete Invoices

Last Modified on 01/03/2022 11:39 am
CST


You can delete invoices from the Invoices page, the Recurring Invoices page, and the View Invoice page. However, if an invoice is at Paid or Partial status, you must refund or delete the payments recorded to that invoice before you can delete it. For more information about recording refunds, see [Record Refunds](#). For information about deleting payments, see the [Delete Paid and Partially Paid Invoices](#) heading, below.

Click a link below to jump to a specific topic.

Notes: Did you delete an invoice in error? Restore it! See [Restore Deleted Invoices](#) for more information. Also remember, you are prompted to enter your Accounting PIN when accessing invoices. If you do not have a PIN set up, you are prompted to enter one.


Delete Invoices from the Invoices Page

You can delete multiple invoices at once from the Invoices page as long as they do not have any payments recorded to them. If you need to delete an invoice that is at Paid or Partial status, see the [Delete Paid and Partially Paid Invoices](#) heading, below.

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Check the box next to the invoices to delete.
4. Click .
5. At the Are You Sure prompt, click **Delete**. The invoices you selected are moved to Deleted status.



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Delete Invoices from the View Invoice Page

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Click the invoice to delete. The View Invoice page opens.
4. Click .
5. At the Are You Sure prompt, click **Delete**. The invoice is moved to Deleted status.


[Return to Top](#)

Delete Recurring Invoices from the Recurring Invoices Page

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Click  and select **Recurring Invoices**. The Recurring Invoices page opens.
4. Check the box next to the invoices to delete.
5. Click .
6. At the Are You Sure prompt, click **Delete**. The invoices you selected are moved to Deleted status.

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Delete Recurring Invoices from the Edit Invoices Page

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Click  and select **Recurring Invoices**. The Recurring Invoices page opens.
4. Click the recurring invoice to delete. The Edit Invoice page opens.
5. Click **Delete** at the bottom of the page. The recurring invoice is deleted.

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Delete Paid and Partially Paid Invoices

Before you can delete invoices at Paid or Partial status, you must first refund or delete the payments recorded to those invoices. This article covers deleting payments. For more information about recording refunds, see [Record Refunds](#).

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Click the invoice to delete. The View Invoice page opens.
4. Click the **Invoice Actions** drop-down menu and select **Delete Payments**.
5. At the Are You Sure prompt, click **Delete**. If the parent paid this invoice via credit card, the payment is automatically credited back to their account as an accounting credit. If the invoice was paid via cash or check, no refund is issued in KidKare. The payment is simply deleted.
6. Click .
7. At the Are You Sure prompt, click **Delete**. The invoice is moved to Deleted status.

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Restore Deleted Invoices

Last Modified on 05/12/2022 1:09 pm
CDT

If you delete an invoice or recurring invoice in error, you can restore it. When you restore an invoice, it is restored to its original status. Click a link below to jump to a topic.

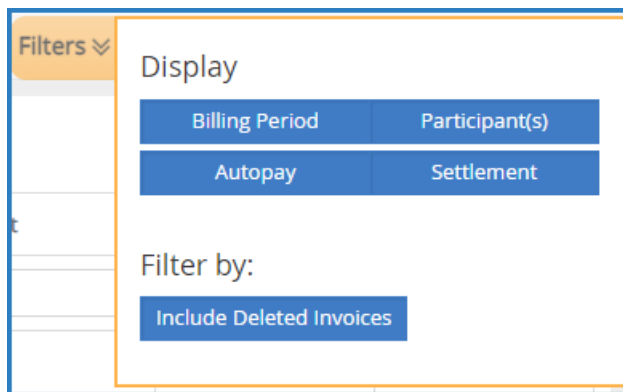
Display Deleted Invoices

Before you can view and restore your deleted invoices, you must update your page settings to show deleted invoices. To do so:

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

4. Click **Filters** in the top-right corner.
5. Select **Include Deleted Invoices**. Deleted invoices are now included in the invoices list. These rows are highlighted in red, so you can easily find them.



6. Click **Filters** again to hide the display options.

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Restore a Deleted Invoice

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

4. Click the **Status** drop-down menu and select **Deleted**. Only deleted invoices display.
5. Click the invoice to restore. The View Invoice page opens.


6. Click the **Invoice Actions** drop-down menu and select **Restore**.
7. At the Are You Sure prompt, click **Restore**. The invoice is restored to its original status.

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Restore a Deleted Recurring Invoice

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

4. Click  and select **Recurring Invoices**. The Recurring Invoices page opens.
5. Click the **Status** drop-down menu and select **Deleted**. Only deleted invoices display.
6. Click the invoice to restore.
7. At the Are You Sure prompt, click **Restore**. The recurring invoice is restored to its original status.

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Understand & Get Started with ePay

Last Modified on 12/19/2023 3:37 pm
CST

ePay allows payers to pay their invoices electronically with a credit card, or with ACH. Once ePay is set up, payers can also set up auto-pay so invoices are paid automatically. Money is deposited directly into your account, so you do not have to worry about depositing checks or cash. Since payers can see their invoices online, you also no longer need to print invoices.

How It Works

1. You email invoices to the payers.
2. Payers log in to KidKare and pay their invoices with a credit card or their bank account. They can also set up automatic payments.
3. Payments are deposited directly into your bank account.
4. Payments are automatically recorded and the corresponding invoices are marked paid.

Accepted Credit Cards

Stripe ePay accepts the following major credit cards:

- Visa
- Master Card
- Discover
- American Express

Options & Fees for ePay

Transaction Fees

Every online payment has a \$1.00 fee charged for using the service. This fee can be paid by the payer or by the provider.

Debit and Credit Card Fees

All debit card or credit card transactions have a 2.95% variable fee, in addition to the \$1.00 transaction fee noted above. This fee can be paid by the payer or by the provider. ACH payments do not require this fee, which makes it the more cost-effective option.

Example

For example, if a payer makes a \$100 debit or credit card payment, there is a \$1.00 transaction fee + 2.95% debit/credit card fee. 2.95% of \$100 is \$2.95.

$\$2.95$ (credit/debit card fee) + $\$1.00$ (transaction fee) = $\$3.95$ in total fees.

Other Fees

The following are additional fees Stripe may charge:

- **ACH Returns & Notices of Charge:** \$4.00 per return (to the provider's account).
- **Customer-Initiated Returns:** \$25.00 per return (to the provider's account).
- **Debit or Credit Card Chargebacks:** \$40.00 per return (to the parent's account).

Payers who have additional questions about fees for online payments should talk directly to their care provider.

To get started, see [Create and Verify an ePay Account](#).

[VIDEO] Create & Verify ePay Account

Last Modified on 12/19/2023 3:38 pm
CST

The first step towards accepting payments online is to set up a Stripe account. Watch our video for more information, or scroll down for text instructions!

1. From the menu to the left, click **Accounting**.
2. Click **Settings**. The Site Level Settings page opens.
3. In the **Setup Stripe ePay to Accept Online Payments** section, click **Apply Now**.
4. Enter your **phone number** and your **email address**.
5. Click **Continue**. Stripe will text or email a verification code to you.
6. Once you receive the verification code, enter it. You must enter this code before you can continue the account creation process. If you do not receive a text, check that you entered your phone number correctly. You can also click **Resend Code**.
7. Now, enter your legal name (first and last) and date of birth.
8. Specify where to send funds (debit card or bank account).
9. Depending on what you selected in **Step 9**, enter either your **card number** and **expiration date**, or your **bank account number** and **routing number**.
10. Save your information.

Additional Information Requirements

Stripe may require additional information when setting up your account to comply with US law. This information may include basic details, such as a valid address or date of birth. They may also require information regarding what is referred to as Beneficial Owners of your businesses. Such owners can include the owner of your business, any executives, and any representatives. For details, see Stripe's [Beneficial Owner and Direct Definitions](#).

Note: Stripe may also ask you for your social security number, tax ID number, and/or a photo ID. This information is used to verify your identity when creating your account. Stripe will never ask you to email this information—you can upload a copy of your driver's license or other form of acceptable identification directly into Stripe's secure dashboard.

Next Steps

Your Stripe account is now created. Your first electronic payment will take 7-10 days to deposit into your account. Stripe takes measures to verify your account during this preliminary elongated period. See **Account Verification**, below.

After your first payment has deposited into your account, you can then expect for credit card payments to

generally deposit into your account in three (3) business days, while ACH payments typically deposit into your account in four (4) business days.

Once you have created your stripe account, you are returned to KidKare. There are a few additional settings to confirm.

1. Specify who pays the transaction fee: Provider (you) or Parent.
2. Specify who pays the credit card processing fee: Provider (you) or Parent.
3. Click **Save**.

Account Verification

Stripe will make two small deposits into your account. Once you receive these deposits:

1. In KidKare, click **Accounting** from the menu to the left.
2. Click **Payment Settings**.
3. Select **Bank Account**.
4. Click **Verify**.
5. Enter the deposit amounts you received.

Note: You **must** verify your Stripe account to receive payments. You must still complete this step even if you have already started to receive payouts. If you do not verify your account within 10 days, you will stop receiving payouts.

Edit Your Stripe ePay Account

Last Modified on 11/18/2021 7:38 am
CST

When you first set up ePay for your account, you specify who is responsible for transaction and credit card processing fees: you or the payer. You can change this option at any time on the Edit Stripe ePay Account page.

Note: See [Options and Fees for ePay](#) for more information about transaction and credit card processing fees.

1. From the menu to the left, click **Accounting**.
2. Click **Settings**. The Site Level Settings page opens.

The screenshot displays the 'Accounting Settings' page. On the left, there are sections for 'Email Templates' (with four radio buttons for Invoice, Payer Welcome Letter, Declined Payment, and Recurring Invoice Changed) and 'Display Settings' (with a dropdown for Name Display). The main area is titled 'ePay Settings' and contains two questions with dropdown menus: 'Who should be charged the \$1 transaction fee?' (set to 'Payer') and 'Who should be charged the Credit Card Processing Fee?' (set to 'Provider'). The footer includes copyright information for Minute Menu Systems, LLC and links to Terms, Privacy Policy, and Cookie Policy.

3. In the **ePay Settings** section, click the **Who Pays the \$1 Transaction Fee** drop-down menu and/or the **Who Pays the Credit Card Processing Fee** drop-down menu and choose from the following:
 - o Parent
 - o Provider
4. When finished, click **Save**.



Record Other Income

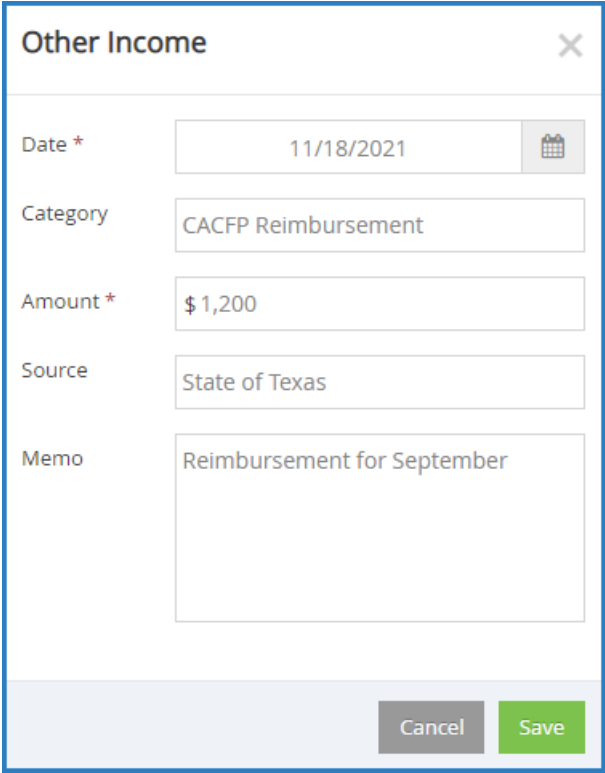
Last Modified on 11/18/2021 7:58 am
CST


Other income is income not already tracked on your invoices. You can record and track this income on the Other Income page. This could be claim reimbursements, spousal income, grants, registration fees, side business income, and more.

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your accounting PIN and click **Go**.

Note: If you do not have an account PIN set, you are prompted to set one.

4. Click  and select **Other Income**. The Other Income page opens.
5. Click . The Other Income pop-up opens.
6. Click the **Select a Day** box and enter the date on which the income was earned.
7. Click the **Category** box and enter the income category. This could be food program, donation, grant, and so on.
8. Click the **Amount** box and enter the dollar amount received.
9. Click the **Received From** box and enter the name of the person/entity that paid you.



Other Income		✕
Date *	11/18/2021	
Category	CACFP Reimbursement	
Amount *	\$ 1,200	
Source	State of Texas	
Memo	Reimbursement for September	
Cancel		Save

10. Click **Save**.

View Other Income

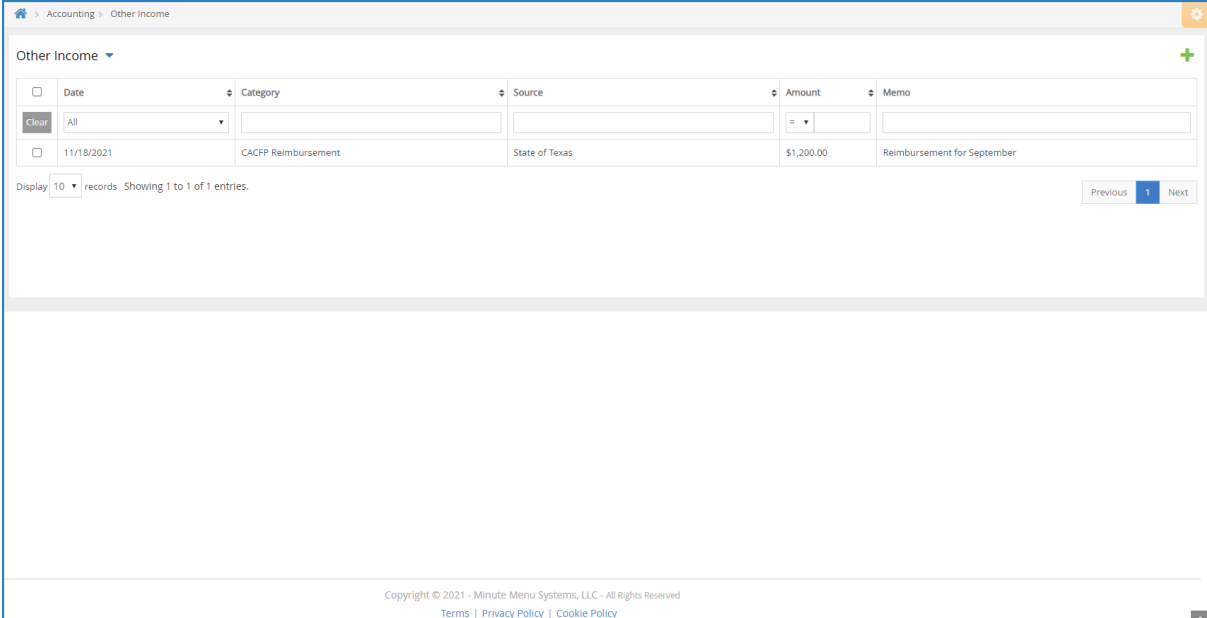
Last Modified on 11/18/2021 8:01 am

Your Other Income entries are listed on the Other Income page. You can set filters to locate specific entries—especially if you need to print only certain entries out of a long list.

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your accounting PIN and click **Go**.

Note: If you do not have an account PIN set, you are prompted to set one.

4. Click  and select **Other Income**. The Other Income pages opens.



The screenshot shows the 'Other Income' page with a table of entries. The table has columns for Date, Category, Source, Amount, and Memo. One entry is visible: 11/18/2021, CACFP Reimbursement, State of Texas, \$1,200.00, Reimbursement for September. There are filter options for Date, Category, Source, and Amount, and a 'Clear' button. The page also shows 'Display 10 records Showing 1 to 1 of 1 entries.' and navigation buttons for 'Previous', '1', and 'Next'.

The following information displays for each entry (assuming you provided it):

- **Date:** This is the date the income was received.
 - **Category:** This is the category to which you assigned the income.
 - **Source:** This is the source of the income you assigned to this entry.
 - **Amount:** This is the dollar amount of the income.
 - **Memo:** This displays any notes you entered about the other income entry.
5. You can filter by the following:
 - **Date:** Click the drop-down menu and select the time period to view. To set a custom date range, select **Custom** and enter start and end dates in the boxes that display.

Note: To clear a custom date filter, click the **Date** drop-down menu and select a different time period to view, or you can select **All** to display all entries. You can also click **Clear** in the far-left column to clear all applied filters.

- **Category:** Click the box at the top of this column and begin typing a category name.
 - **Source:** Click the box at the top of this column and begin typing a source.
 - **Amount:** Click the drop-down menu and select an operator. You can choose equals (=), greater than (>), . Then, click the corresponding text box and enter an amount. For example, to find all Other Income over \$100, you would select > in the first box and then type **100** in the corresponding text box.
 - **Memo:** Click the box at the top of this column and begin typing a memo.
6. To clear any applied filters, click **Clear** in the far-left column.
 7. Click each column header to sort in ascending or descending order.


Edit Other Income

Last Modified on 02/01/2023 3:46 pm
CST

To edit an Other Income entry:

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your accounting PIN and click **Go**.

Note: If you do not have an account PIN set, you are prompted to set one.

4. Click  and select **Other Income**.
5. Click the entry to change. The Other Income pop-up opens.
6. Enter new information over the existing information.
7. Click **Save**.



Delete Other Income

Last Modified on 11/18/2021 8:02 am
CST

You can delete Other Income entries, when needed. There is no need to zero any amounts before proceeding.

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your accounting PIN and click **Go**.

Note: If you do not have an account PIN set, you are prompted to set one.

4. Click  and select **Other Income**.
5. Check the box next to the other income entries to delete. You can also check the box at the top of the table to select all entries.
6. Click .
7. Click **OK** at the Are You Sure prompt.



Print Other Income

Last Modified on 11/18/2021 8:03 am
CST

To print your Other Income entries for your records:

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

4. Click  and select **Other Income**. The Other Income page opens.
5. Check the box next to each income entry to print.
6. Click . Your browser's printer settings open.
7. Select your printer and adjust your printing settings, as needed.
8. Click **Print**.


Record New Expenses


Last Modified on 12/19/2023 3:39 pm
CST

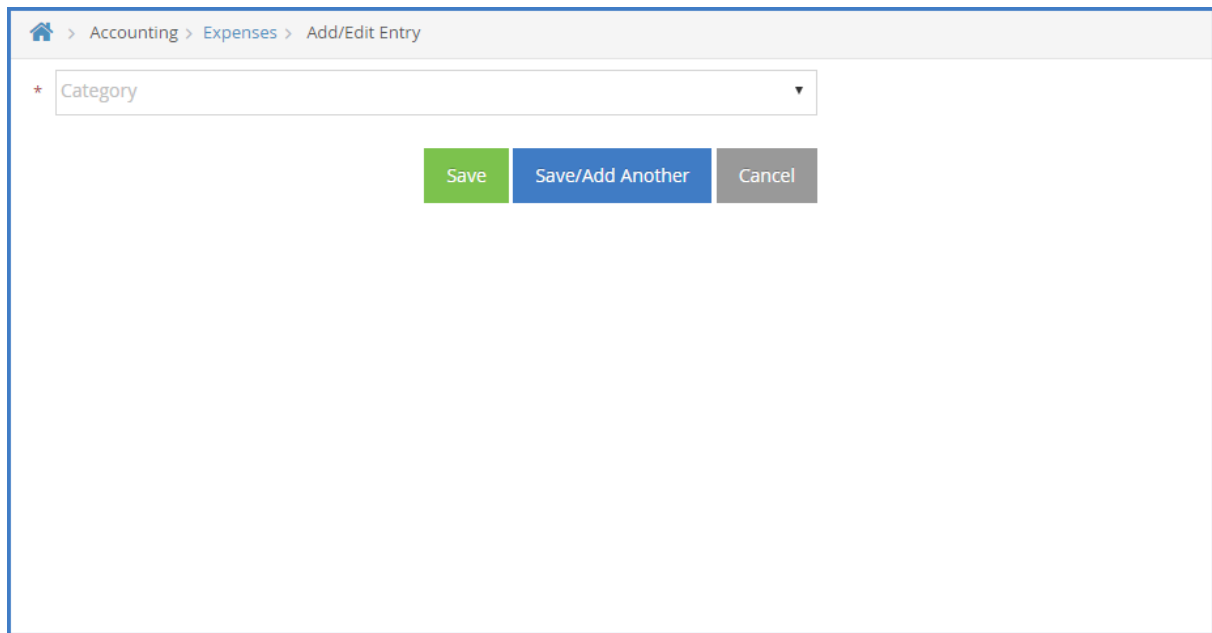
Record business expenses in KidKare to help you with your tax deductions each year. Some examples of expenses you could enter include, but are not limited to:

- Activity Expenses (Admission Fees to Amusement Parks, Museums, Etc)
- Advertising (Business Cards, Flyers, Ads, Etc)
- Apartment/Home Rent
- Appliances (Washer, Dryer, Etc)
- Cleaning Supplies (Detergent, Paper Towels, Soap, Etc)
- Business Software (Including KidKare)
- Office Equipment (Computer, Printer, Desk, Fax Machine, Etc)
- Food
- Furniture
- Home Repairs and Maintenance

You can also claim expenses purchased second-hand from garage sales and resale websites. Document the purchase when you pick the item up. Include the item purchased, date of purchase, purchase price, address/location of the purchase, a photo of the purchased item (if possible), and any other relevant or identifying information. For more information about reporting expenses, see [Tom Copeland's blog](#).


1. From the menu to the left, click **Accounting**.
2. Click **Expenses**. The Expenses page opens.
3. Click . The Add/Edit Entry page opens.
4. Click the **Category** drop-down menu and select the expense category.

Note: If you notice expense categories you do not need, you can hide them from this list. To do so, click  next to the category to hide and respond to the confirmation prompt. If you hide an expense category, you must create a custom category to return it to the list. For more information, see [Add a Custom Expense Category](#).



5. Click the **Select a Day** box and enter the date of the purchase/expense.
6. Click the **Amount** box and enter the dollar amount of the expense.
7. Click the **Paid To** box and enter the name of the entity/person you paid for the product or service.
8. Click the **Item Description** box and enter a brief description of the purchase, if needed.
9. Click the **Business Use** drop-down menu and choose from the following:
 - **100% Business Use:** The expense was used **only** for business purposes.
 - **Actual Business Use:** The expense was used for both business and personal. If you select this option, indicate the exact percentage that was used for business.
 - **Time/Space %:** The expense was used for both business and personal. If you select this option, you can use the time/space percentage to calculate the amount used for business. You calculate the Time/Space % on the Time/Space tab.

Note: If you selected Wages Paid to Employee in **Step 4**, the Business Use drop-down menu is disabled.

10. Click  next to **Do You Want to Add Mileage to the Expense** if you want to record mileage. Once you save this entry, you will be taken to the Mileage tab to add the mileage.

Accounting > Expenses > Add/Edit Entry

* Activity Expenses

Schedule C Expense. Examples: Admission fees to: museums, amusement parks, zoo; camera, field trip expenses, film, film developing, food deliveries, gymnastics, movies, music lessons, recreation center fees, swimming lessons, etc.

* 03/06/2021 * \$ 250.00

Zoo

Field Trip

* 100% Business Use

Do you want to add mileage to the expense? No

Save Save/Add Another Cancel

11. When finished, click **Save**. You can also click **Save and Add Another** to save this entry and immediately add a new one.

Add a Custom Expense Category

Last Modified on 06/09/2022 9:31 am
CDT

KidKare comes with default expense categories for you to select, but you may find that you need a category that isn't listed. In this case, you can create a custom expense category.

You can also add a custom expense category if you hide an expense category in error. For example, if you hide Activity Expenses by accident, simply follow the steps below to add Activity Expenses back to the category list.

1. From the menu to the left, click **Accounting**.
2. Click **Expenses**.
3. Click **New Entry**.
4. Click the **Category** box and enter the name of your custom category. Make sure you type in the **Category** box and *not* the Type to Search box.

The screenshot shows the 'Add/Edit Entry' form in the Accounting > Expenses section. The 'Category' dropdown menu is open, showing a list of expense categories. The selected category is 'Office Supplies'. The list includes: Activity Expenses, Advertising, Apartment or Home Rent, Casualty Losses, Cleaning Supplies, Computer Software, Food: Actual Expense, Furniture/Appliances/Play Equipment More than \$2,500, and Furniture/Appliances/Play Equipment/Carpets \$2500 or less. A search box with the placeholder 'Type to search...' is visible above the list. At the bottom of the form are three buttons: 'Save' (green), 'Save/Add Another' (blue), and 'Cancel' (grey). A 'Reset' button is also visible in the top right of the dropdown menu.

5. Complete the rest of your expense entry as you normally would. For more information, see [Record Expenses](#).
6. Click Save or **Save/Add Another**.

Track Food & Vehicle Expenses

Last Modified on 11/19/2021 2:14 pm

Note: Consult with your accountant or tax preparer on how to properly track and deduct your expenses.

Food Expenses

Below is a brief description of the two basic ways food expenses are recorded for income tax purposes. Food expenses are included on Schedule C reports as a standard allowance.

1. **Standard Meal Allowance:** The IRS has developed a standard food deduction for individuals operating a childcare business. This based on Tier 1 rates in effect at the beginning of the calendar year (January 1 - December 31). You can apply this meal rate to all meals served to children. There are two reports in KidKare that calculate the amount of this expenses deduction:
 - **Provider Tax Report:** This report is available to all providers on the food program. It also includes food program reimbursement amounts.
 - **Standard Meal Allowance Report:** This report is available to all providers with an Accounting subscription.
2. **Actual Food Expense:** With this method, you keep track of the actual amount of money spent on food. As there are multiple ways to determine business food expenses when using this method, you should consult your tax preparer to determine the best way to deduct food costs. A few examples are listed below.
 - If you can completely separate business food expenses from personal food expenses, use the 100% Business food expense listed on the report.
 - If you have Shared food expenses, determine what percentage of these expenses are business. Then, add them to the 100% Business food expenses listed.
 - Determine your own average cost per meal per child by pricing out several Breakfast, Lunch, and Snack sample menus. Multiply your average cost per meal by the total number of meals and snacks served.

Note: The total expenses entered in KidKare for actual food expenses is reported on the Actual Food Expenses report.

Vehicle Expense

There are two methods for deducting vehicle expenses for tax purposes. Vehicle expenses are included on Schedule C reports as a standard allowance.



1. **Standard Mileage Method:** With this method, you would add all business miles and multiply them by the IRS standard mileage rate for each year. The **KidKare Vehicle Mileage** report provides a total for all business miles you've recorded with KidKare.
2. **Actual Vehicle Expense:** With this method, you would track all car expenses. The Vehicle Deduction Comparison report can help you decide which deduction to use. Share this report with your tax preparer. However, note that you must enter the following information to KidKare for this report to have usable data:
 - Business mileage recorded under the **Mileage** tab on the Expenses page.
 - **Starting** and **Ending** mileage for the year recorded under the **Vehicles** tab on the Expenses page.
 - Actual vehicle expenses recorded under the **Expenses** tab on the Expenses page.

Add and Manage Vehicles

Add vehicles you use for your child care business to KidKare via the Vehicles page. This allows you to track yearly mileage for tax purposes.

Last Modified on 03/25/2021 9:38 am
CDT


Adding Vehicles

1. From the menu to the left, click **Accounting**.
2. Click the **Expenses**. The Expenses page opens.
3. Click  and select **Vehicles**.
4. Click . The Add/Edit page opens.
5. Click the **Date First Used for Business** box and enter the day you first used this vehicle for your business.
6. Click the **Name of Vehicle** box and enter a name for this vehicle. This is to help you identify this vehicle later.
7. Click the **Make/Model** box and enter the vehicle's make and model.
8. Click the **Purchase Price** box and enter the original purchase price of this vehicle. This box is optional.

Accounting > Vehicles > Add/Edit



[+ Add Mileage Interval](#)



Date first used for business

* 

*

*

Mileage History : 03/01/2021 - 12/31/2021  

* Odometer start date	<input type="text" value="03/01/2021"/> 
Odometer reading at start date	<input type="text" value="14.00"/>
* Odometer end date	<input type="text" value="12/31/2021"/> 
Odometer reading at end date	<input type="text" value="0.00"/>
Total miles driven in 03/01/2021 - 12/31/2021	<input type="text"/>

[Save/Add Another](#) [Save](#)

9. Click the **Fair Market Value When First Used for Business** box and enter the fair market value of the vehicle when you began using it for your child care business. This information should either be in your lease/financing contract, or you can use a resource like Kelley Blue Book to find the fair market value of the vehicle for the year you started using it for your business. This box is optional.
10. If you plan to track the vehicle's mileage for tax purposes, enter the current odometer readings in the **Mileage History** section. You should typically update your odometer reading each year. For more information, see Tom Copeland's blog [It's Time to Record Your Vehicle's Odometer Reading](#).
 - a. Click the **Odometer Start Date** box and enter the date of the first odometer reading.
 - b. Click the **Odometer Reading at Start Date** box and enter the odometer reading as of the date you entered in **Step 9a**.
 - c. Once you enter a mileage, the **Odometer End Date** box automatically updates to 12/31 of the current

year. Return at the end of the year and record the updated mileage in the **Odometer Reading End Date**. The total miles driving between the Start and End date displays.

11. Click **Save** or click **Save/Add Another**.

Updating Odometer Readings

At the end of each year, you should record the odometer reading for your car.

1. From the **Vehicles** page, click the vehicle to update. The Add/Edit page opens and displays details for the vehicle you selected.
2. In the **Mileage History** section, click the **Odometer End Date** box and enter the date for your ending odometer reading. When entered the odometer starting reading, the **Odometer End Date** box defaulted to 12/31 of the current year.
3. Click the **Odometer Reading At End Date** box and enter the odometer reading as of the end of the year.
4. Click **Update**.

If you need to add a new mileage interval for a new year:

1. Click **Add Mileage Interval** at the top of the page. An empty Mileage History section is added.

Mileage History
^ ✕

Odometer start date	<input type="text"/>	
Odometer reading at start date	<input type="text" value="0.00"/>	
Odometer end date	<input type="text"/>	
Odometer reading at end date	<input type="text" value="0.00"/>	
Total miles driven in	<input type="text"/>	

Mileage History : 03/01/2021 - 12/31/2021
^ ✕

* Odometer start date	<input type="text" value="03/01/2021"/>	
Odometer reading at start date	<input type="text" value="14.00"/>	
* Odometer end date	<input type="text" value="12/31/2021"/>	
Odometer reading at end date	<input type="text" value="0.00"/>	
Total miles driven in 03/01/2021 - 12/31/2021	<input type="text"/>	


2. Click the **Odometer Start Date** box and enter the starting date for this new interval. For example, if your ending reading date was 12/31/18, the new start date would be 1/1/19.

Note: Odometer start and end dates must be within the same year.

3. Click the **Odometer Reading at Start Date** box and enter the new odometer reading. For example, you could enter the odometer reading as of your ending reading date.
4. Click **Update**. Next year, return and update the ending date and reading in this section.

Removing Vehicles

If you no longer use a particular vehicle for your child care business (for example, you may have traded it in), you can remove the vehicle record. If the vehicle has existing mileage records, you are prompted to confirm that you still want to delete the vehicle. Ensure that you do not need to retain mileage records for the vehicle before proceeding.

1. From the Vehicles page, check the box next to the vehicle to delete.
2. Click .
3. At the Are You Sure prompt, click **OK**.

Note: You can also delete vehicles from the Add/Edit page. To do so, click the vehicle to delete. The Add/Edit page opens. Click **Delete** at the bottom of the window and respond to the confirmation prompt.



Add and Manage Mileage Records

Last Modified on 03/25/2021 9:39 am
CDT

Record mileage for trips made for business purposes on the Mileage page. If you have set up vehicles on the Vehicle page, you can assign mileage to a particular vehicle. For more information about adding vehicles, see [Add and Manage Vehicles](#).

Adding Mileage Records

When you add mileage records, the only required information is the miles traveled. However, it is useful to add additional information, such as the vehicle used, the origin, your destination, and so on so you have a more complete record of miles traveled for business purposes.

1. From the menu to the left, click Accounting.
2. Click **Expenses**.
3. Click  and select **Mileage**.
4. Click . The Add/Edit page opens.
5. Click the **Date** box and enter the date for this record. This defaults to the current date.
6. Click the **Vehicle** drop-down menu and select the vehicle to which to assign this record.
7. Click the **Origin** box and enter the starting point of this trip. For example, if you are starting from your home, you could enter Home.
8. Click the Destination box and enter your destination. For example, you could enter the name of a grocery store.
9. Click the **Miles** box and enter the total mileage for a one-way trip. For example, if your destination is 10 miles from your origin, you would enter 10 in this box. This is the only box that is required.
10. Click the **Purpose** box and enter a reason for this trip, if needed.
11. Check the **Round Trip** box to automatically calculate round trip miles (to your destination and back to your origin). For example, if you entered 10 in the Miles box, the mileage change to 20 when you check this box.
12. Click **Save** or **Save/Add Another**.

Managing Mileage Records

Each mileage record you enter is stored on the Mileage page. You can filter this page to view specific mileage records for specific date ranges.

To filter this list:

1. Click the **Date Range** drop-down menu and select a date range to view. You can choose from the following:
 - Current Month
 - Current Quarter
 - Current Year

- Previous Month
 - Previous Quarter
 - Previous Year
2. Click **Go**. The display updates.

Note: To set a custom date range, click the **From** and **To** boxes and enter the date range to view. Then, click **Go**.


Updating Mileage Records

To update or correct a mileage record:

1. From the Mileage page, click the record to update. The Add/Edit page opens.
2. Enter new information over the existing information.
3. Click **Update** or **Save/Add Another**.

Removing Mileage Records

To remove a mileage record (for example, you might have entered mileage in error):

1. From the Mileage page check the box next to the record to delete.
2. Click .
3. Click **OK** at the confirmation prompt.

Note: You can also delete mileage records from the Add/Edit page. To do so, click the record to delete. The Add/Edit page opens. Click **Delete** at the bottom of the window and respond to the confirmation prompt.

Enter Time/Space Calculations

Last Modified on 02/01/2023 3:52 pm
CST



Your Time/Space percentage represents the proportion of your home that you use for business purposes. You use this figure to determine how much of your shared business and personal expenses can be deducted as a business expense. For more information about Time/Space %, see Tom Copeland's blog [The Time-Space Percentage Quiz](#)

The Time/Space % is determined by the following formula:

$$\text{EXCLUSIVE SPACE PERCENTAGE} + (\text{REGULAR USE AREA SPACE PERCENTAGE} * \text{TIME PERCENTAGE}) = \text{TIME/SPACE PERCENTAGE}$$

Before you begin, ensure that you have recorded your time in [KidKare](#). Please see [Add Participant Hours to Time/Space Calculations](#) and [Record Work Hours When Participants are not Present](#) for more information.


To determine your Time/Space %:

1. From the menu to the left, click **Accounting**.
2. Click **Expenses**.
3. Click  and select **Time/Space**.
4. Click  to the right and select **Time/Space Calculation**.
5. Click the **Total Square Feet in Your Home** box and enter the total square footage of your home.
6. Click the **Square Feet of Rooms Used 100% for Business** and enter the total square footage of only those rooms you use exclusively (100%) for business. This could include the daycare room, the play room, and so on.
7. Click the **Square Feet of Rooms Regularly Used for Business** box and enter the total square footage of those rooms you use for **both** home and business. This could include the kitchen, bathroom, and so on. Do not include rooms that are for personal use (such as your bedroom).
8. If your child care business was in operation for only a portion of the current year:
 - a. Check the **My Participant Care Business was in Operation for only a Portion of YEAR** box (YEAR reflects the current year).

Note: Depending on your account settings, this option may read something different, such as My Child Care Business was in Operation for only a Portion of YEAR. See [Set Display Settings](#) for more information.

- b. Click the **Business Start Date** box and enter your business start date.
 - c. Click the **Business End Date** and enter your business end date.
9. Click **Calculate %**. The calculation displays.

Time/Space Time/Space Calculation

03/25/2021  **GO**

Total square feet in your home:

Square feet of rooms used 100% for business:

Square feet of rooms regularly used for business:

My participant care business was in operation for only a portion of 2021.

Calculate %

Space Percentage - Exclusive Area of Home

$$\frac{500 \text{ square feet exclusively used in business}}{2500 \text{ total square feet in the home}} = 20.00\%$$

Space Percentage - Regular Use Area of Home

$$\frac{400 \text{ square feet regularly used in business}}{2500 \text{ total square feet in the home}} = 16.00\%$$

Time Percentage

$$\frac{0 \text{ hours home is used business}}{2007 \text{ hours in 2021}} = 0.00\%$$

Time/Space Percentage



$$20.00\% \text{ exclusive area} + (16.00\% \text{ Space} * 0.00\% \text{ Time}) =$$



20.00% Time/Space Percentage



Add Participant Hours to Time/Space Calculations

Last Modified on 01/31/2023 3:10 pm
CST

You can add participant hours to the Time/Space %. To do so:

1. From the menu to the left, click **Accounting**.
2. Click **Expenses**.
3. Click  and select **Time/Space**.
4. Click  to the right and select **Children Present Hours**.
5. Select the **Date Range** you are needing to enter **Time/Space** for.
6. Click the red **Go** box. Make sure that the year in the **Month** column updates.






Time/Space ▾ Children Present Hours ▾				
Date range	From	To		
Current Year ▾	◀ January 2023 ▶	◀ December 2023 ▶	GO	
Month	Hours	Auto Calculate By	Notes	Actions
January 2023		Attendance Records Hours of Operation		
February 2023		Attendance Records Hours of Operation		

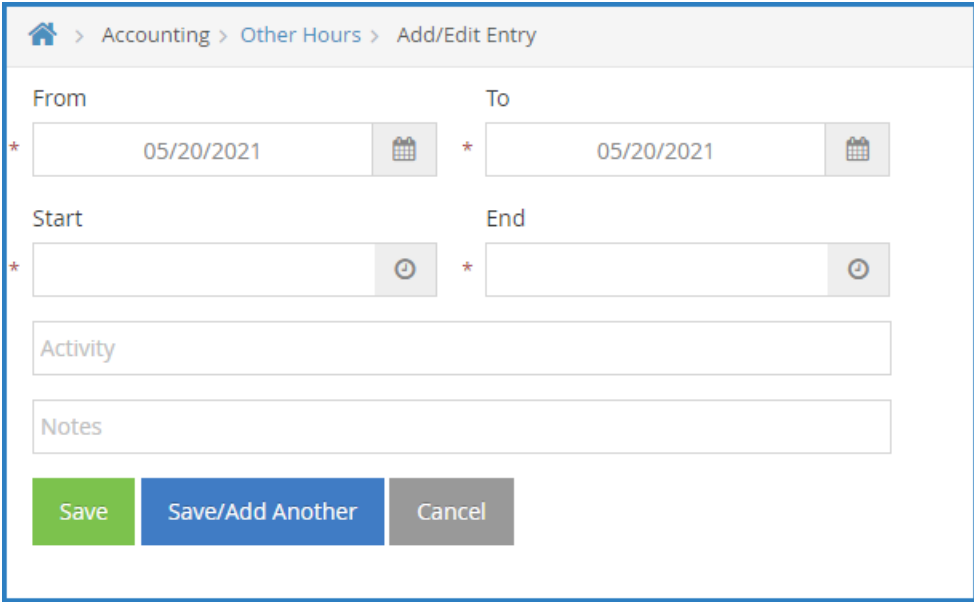
7. Choose how to calculate hours. You can choose from the following:
 - **Attendance Records:** Click **Attendance Records** in the **Auto Calculate By** column to automatically calculate children present hours by attendance records for the month.
 - **Hours of Operation:** Click **Hours of Operation** in the **Auto Calculate By** column to automatically calculate hours of operation for the month using the hours on your **My Site** page. If your hours of operation vary from what is shown on the **My Site** page, click  in the **Hours** column on the row for the month to change. The **Hours of Operation** pop-up opens. Click the **Open** and **Close** boxes for each day of the week and enter your actual hours of operation for that month. Leave both boxes blank for each day you are closed.
 - □
8. Click  in the Actions column.

Record Work Hours When Participants are not Present

Last Modified on 05/20/2021 8:09 am
CDT

There are things you must do to manage your child care business even when children are not present in your home, such as cleaning, paperwork, and so on. Use KidKare to record the number of hours you spend doing business activities in your home when the children in your care are not present. These hours will then be added to the hours you care for children to calculate your Time/Space %.

1. From the menu to the left, click **Accounting**.
2. Click **Expenses**.
3. Click  and select **Time/Space**.
4. Click  to the right and select **Other Hours**.
5. Click . The **Add/Edit Entry** page opens.
6. Click the **From** and **To** boxes and select the dates the work was done. To select one day, select the same date in both boxes.
7. Click the **Start** box and enter the time you started working. You can also click  to use arrows to adjust the time up and down.
8. Click the **End** box and enter the time you stopped working. You can also click  to use arrows to adjust the time up and down.
9. Click the **Activity** box and enter the activity you did. You can also select an existing activity from the list that displays.
10. Click the **Notes** box and enter any notes about the activity, if needed.



Accounting > Other Hours > Add/Edit Entry

From: 05/20/2021 To: 05/20/2021

Start: End:

Activity

Notes

Save Save/Add Another Cancel

11. When finished, click **Save**. You can also click **Save/Add Another** to save your entry and begin adding a new one.

About Accounting Reports

Last Modified on 12/19/2023 9:24 am
CST

KidKare Accounting comes with several reports. To print them:

1. From the menu to the left, click **Reports**. The Reports page opens.
2. Click the **Select a Category** drop-down menu, and select **Accounting Reports**.
3. Click the **Select a Report** drop-down menu and select the report to print.

The following reports are available:

- **Actual Food Expenses:** This report lists any expenses you've recorded under the Actual Food Expenses category on the Expenses page. It includes the date, expense category, paid to, total amount, and business use percentage. Use this report to calculate your actual business food expenses instead of using the standard meal allowance rate.
- **Depreciation Worksheet:** This worksheet is for all of your Form 4562 depreciated expenses. Form 4562 is an IRS tax form used to claim deductions or amortization of a piece of property. This worksheet will include depreciation information for your Home, as entered under the Home category on the Expenses page. This worksheet will also include vehicles you have entered in Expenses.
- **Form 8829 Detailed Expenses:** This report is for your house-related expenses. It includes taxes and totals. Use this form to figure the allowable expenses for your home on Schedule C.
- **Form 8829 House Worksheet:** This report is for your house-related expenses. It is the same report as Form 8829 Detailed Expenses, but does not contain the same level of detail. Use this form to figure the allowable expenses for your home on Schedule C.
- **Form W-10:** This report lists the total amount of payments a Payer has made for children in your care. This provides Payers with your correct name, address, and TIN. Payers do not file this form on their taxes. Instead, they use it when filing Form 1040 or Form 1040SR. Some Payers may also need this information if receive benefits under their employer's dependent care plan.
- **Form W-10 (Blank):** This report is a blank version of Form W-10.
- **Other Income:** This report includes other income sources, such as donations, registration fees, or any other income generated outside of regular childcare payments. You record this information in the Other Income tab on the Expenses page.
- **Schedule C Detailed Expenses:** This report includes all recorded expenses that are *not* house expenses. This includes advertising costs, office expenses, activity expenses, and so on. Use this report when filing Form 1040.
- **Schedule C Worksheet:** This is the same report as Schedule C Detailed Expenses, but does not contain the same level of details. Use this report when filing Form 1040.
- **Standard Meal Allowance:** This report totals all of the meals you recorded in the program and multiplies it by the IRS meal rate. Compare this report with the **Actual Food Expense** report to see which one gives you

a higher deduction.

- **Statement of Account:** This report lists the parent/guardian's current unpaid and paid invoices, any payments made, and any relevant notes. It also includes the total billed, total paid, and total account balance.
- **Statement of Itemized Payments:** This report lists all payments you have received on invoices for a selected time frame. For example, you can print this report monthly. Each payment is listed on a separate line and includes the invoice number, payment method, invoice total, payment total, and so on. The sum of all payment totals is also included.
- **Time/Space - Hours Children are Present:** This report lists the hours children were present for a specific year, as input in the Children Present Hours tab on the Expenses page.
- **Time/Space Calculation:** This report provides your time/space percentage as calculated by KidKare. It uses values you enter in the Time/Space tab on the Expenses page.
- **Vehicle Deduction Comparison:** This report provides you with a comparison of vehicle deduction using the the Standard Mileage Rate method and the Actual Vehicle Expenses method.
- **Vehicle Mileage:** This report lists the mileage you recorded in the Mileage tab on the Expenses page. It is divided by vehicle and includes the date, origin, destination, purpose, and mileage for each trip, as well as the rate of depreciation. Totals for mileage and depreciation are also included.
- **ePay Settlement Report:** This report lists payments made through ePay. It includes the payment status, invoice number, billed to, payment date, invoice amount, and payment amount.

Print an Account Statement

Last Modified on 12/19/2023 9:24 am

The Account Statement report lists all invoices and payments within a selected time frame.

1. From the menu to the left, click **Reports**.
2. Click the **Select a Category** drop-down menu and select **Accounting Reports**.
3. Click the **Select a Report** drop-down menu and select **Statement of Account**.
4. Click the **All Parents** drop-down menu and select the parent to include in this report.
5. Click the **Date Range** drop-down menu and select the time frame for which to print the report. You can also set a custom date range in the **From** and **To** boxes.
6. Click **Run**. The report displays.

The screenshot shows the KidKare web interface. The left sidebar contains a navigation menu with options like Home, eForms, Meals, Food Program, Calendar, Check In/Out, Reports, Accounting, Messages, Get Help, and Logout. The main content area displays the 'Statement of Account' for the period 01/01/2019 to 12/31/2019. The report is for 'All Parents' and shows a date range of 'Previous Year'. The provider name is 'Shelley, Mary Tax (ID#)' and the payer name is 'Laverza, Mana'. The report includes a table of invoices and payments.

Invoice Date	Invoice Number	childName	Billed To	Status	Billing Period	Amount	Balance
11/18	33157191	Laverza, Elizabeth	Laverza, Mana	Paid	11/04/19 - 11/15/19	\$200.00	\$0.00

Payments Made


Date	Amount (USD)	Payment Type	Notes
02/07	\$200.00	Check #	

Total Amount: \$200.00
Total Payments: \$200.00
Total Balance: \$0.00

Child Care Provider's Signature

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7. To print it, click **Print**. Your browser's printer options display.
8. Adjust your printer settings, as needed, and click **Print**.

Note: If you are printing this report, click  to collapse the report header. This saves space on your printed report.

Year-End Tax Reports

Last Modified on 12/19/2023 9:24 am
CST

KidKare Accounting provides several useful reports for your year-end accounting procedures. This article details the reports you should print for your accountant, as well as reports you should print for your parents.

To print these reports, click **Reports** from the menu to the left. When the Reports page opens, select **Accounting** in the **Select a Category** drop-down menu.

Year-End Reports for Your Accountant

Note that the specific reports you should print and give to your accountant may vary according to how much of the Accounting feature you use. If you make full-use of our Accounting features, print the following reports and provide them to your accountant:

1. **Actual Food Expense:** This report lists all food expenses. It is used to calculate your actual business food costs instead of using the standard meal allowance rate. There are several ways to determine your business food expenses if you are using the Actual Food Expenses method. No matter which method you choose, IRS rules require you to save food receipts for all business and personal food expenses.
 - If you can completely separate business food expenses from personal food expenses, use the 100% Business food expense listed on the report.
 - If you have Shared food expenses, determine what percentage of these expenses are business. Then, add them to the 100% Business food expenses listed.
 - Determine your own average cost per meal per child by pricing out several Breakfast, Lunch, and Snack sample menus. Multiply your average cost per meal by the total number of meals and snacks served.
2. **Depreciation Worksheet:** This report is for all Form 4562 depreciated expenses.
3. **Form 8829 House Worksheet** or **Form 8829 Detailed Expenses:** These reports are for house-related expenses. Both are the same, but Form 8829 Detailed Expenses contains additional details.
4. **Schedule C Worksheet** or **Schedule C Detailed Expenses:** These reports are for all expenses, including house, vehicle, and food expenses. Both are the same report, but Schedule C Detailed Expenses includes additional details.
5. **Standard Meal Allowance:** This report totals all of the meals you recorded in the program and multiplies it by the IRS meal rate. Compare this report with the **Actual Food Expense** report to see which one gives you a higher deduction.
6. **Time-Space Calculation:** This report provides your time/space percentage as calculated by KidKare. If your accountant wants to calculate your time/space percentage instead, print the **Time-Space - Hours Children Present** report and the **Time-Space - Other Activities** report.
7. **Vehicle Deduction Comparison:** This report is for vehicle-related expenses. It uses data from the following

parts of KidKare to determine vehicle expenses.

- Business mileage recorded under the **Mileage** tab on the Expenses page.
- **Starting** and **Ending** mileage for the year recorded under the **Vehicles** tab on the Expenses page.
- Actual vehicle expenses recorded under the **Expenses** tab on the Expenses page.

Note: You can also print the **Vehicle Mileage** report for additional mileage details.

Year-End Reports for Parents

You must print the **Form W-10** report for each of your parents. Form W-10 includes the parent's annual total for childcare. They need this report to file their taxes.

You can also print the **Statement of Itemized Payments** report or the **Statement of Account** report if they need a more detailed report of their payments.

Form 1099-K

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CST

Understand Form 1099-K

If you received over \$600 (over any number of transactions) in parent payments via ePay for a calendar year, you should have received a Form 1099-K information report. This form lists the gross amount of all reportable card transactions/third-party network transactions.

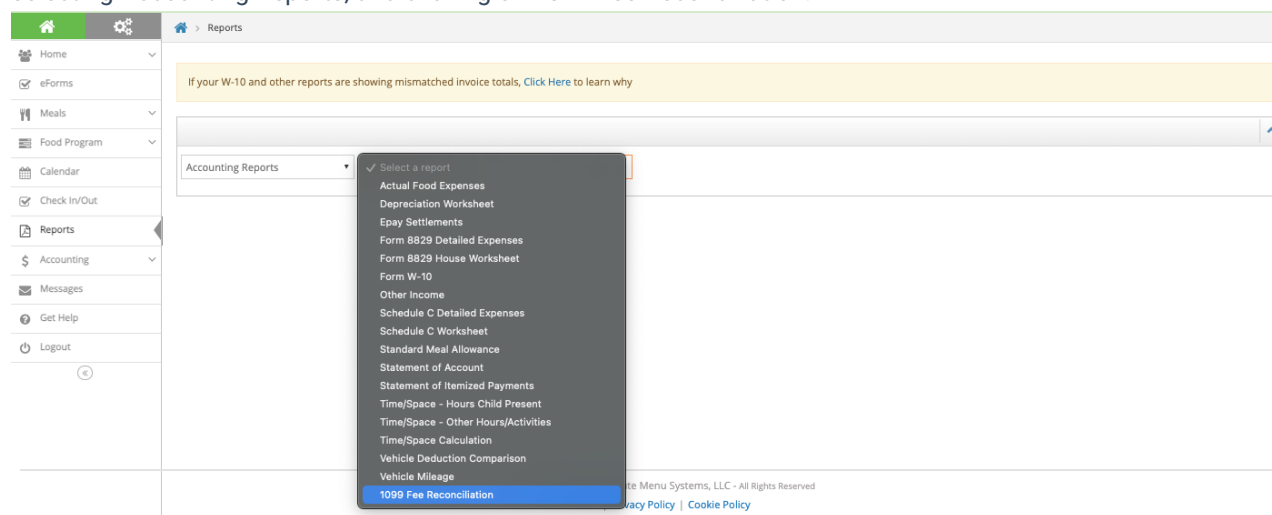
For more information about Form 1099-K and what you should use it for, see [Understanding Your Form 1099-K](#) and [Form 1099-K Frequently Asked Questions](#) on the IRS website

1099 Fee Reconciliation Report

The 1099-K that Stripe creates includes transaction fees paid by either you, as the provider, or parents as well as the amounts received from Stripe Payouts. This will look like one lump sum.

In order to properly fill out the Expenses section of Part II of your Schedule C you will need to be able to separate out how much of the overall amount within the 1099-K should be considered Income vs. Expenses. Fees paid by either you or the parent can be considered Expense, payouts from Stripe are considered Income.

You can see the totals broken out in the 1099 Fee Reconciliation Report by navigating to the Reports section, selecting Accounting Reports, and clicking on 1099 Fee Reconciliation.



From here you can select which year you would like to run the report for, this report becomes available for the previous year at the end of January.

Home > Reports

If your W-10 and other reports are showing mismatched invoice totals, [Click Here](#) to learn why

1099 Fee Reconciliation

Accounting Reports | 1099 Fee Reconciliation | 2022 | 2021 | 2020 |

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Print the ePay Settlements Report

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CST

The ePay Settlements report lists payments made through ePay. It includes the payment status, invoice number, billed to, payment date, invoice amount, and payment amount.

1. From the menu to the left, click **Reports**.
2. Click the **Select a Category** drop-down menu and select **Accounting Reports**.
3. Click the **Select a Report** drop-down menu and select **EPay Settlements**.
4. Set the following filters, as needed:
 - **Payer:** Select a specific Payer for whom to run the report. To run this report for all Payers, select **All**.
 - **Date Range:** Select the date range for which to run the report. The From and To boxes update as you change your selection. You can choose from the following:
 - Custom
 - Week From Today
 - Current Week
 - Current Month
 - Current Year
 - Current Quarter
 - Current Fiscal Year
 - Previous Month
 - Previous Year
 - Previous Quarter
 - Previous Fiscal Year
5. Click **Run**. The data for the report displays.

Print W-10s for Payers

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CST

This report lists the total amount of payments a Payer has made for children in your care. This provides Payers with your correct name, address, and TIN. Payers do not file this form on their taxes. Instead, they use it when filing Form 1040 or Form 1040SR. Some Payers may also need this information if they receive benefits under their employer's dependent care plan.

1. From the menu to the left, click **Reports**.
2. Click the **Select a Category** drop-down menu and select **Accounting Reports**.
3. Click the **Report** drop-down menu and select **Form W-10**.
4. Click the **Display Your Name or Business Name on Form W-10** drop-down menu and select the name to print on the form.
5. Click the **Payers** drop-down menu and select the payer for whom to print this report, or select **All Payers**. You can also select **Blank** to print a blank W-10.
6. Click the **Select a Year** box and select the year for which to print the report.
7. Click **Run**. A PDF downloads.

