

Online Invoice Review and Payment

Updated Jul 20, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

Overview

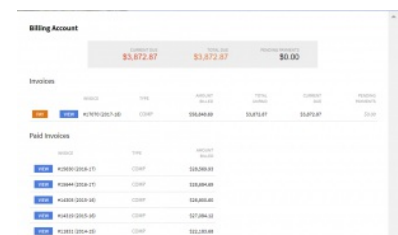
Online Invoice Review adds an account overview page to the Parent Portal for any accounting-enabled school. An optional payment interface enables parents to make payments toward any/all of their current invoices online.

The Basic Interface

The basic interface provides a high-level overview of the household account as well as an itemized list of invoices (active and paid).

The Invoice Dashboard

As seen above, the dashboard consists of a household account overview and an itemized list of invoices. The account overview includes the gross Current Due amount, the total unpaid amount, and the total pending amount (pending means the payments which have been made but haven't yet been posted by the business office).



Billing Account						
Current Due		Total Due		Payments Received		
\$3,872.87		\$3,872.87		\$0.00		
Invoices						
Invoice	Type	Amount Billed	Total Unpaid	Current Due	Pending	Invoice Number
KTEN-2021-05	COMP	\$3,872.87	\$3,872.87	\$3,872.87	\$0.00	KTEN-2021-05
Paid Invoices						
Invoice	Type	Amount Billed	Total Unpaid	Current Due	Pending	Invoice Number
KTEN-2020-11	COMP	\$3,872.87	\$0.00	\$0.00	\$3,872.87	KTEN-2020-11
KTEN-2020-10	COMP	\$3,872.87	\$0.00	\$0.00	\$3,872.87	KTEN-2020-10
KTEN-2020-09	COMP	\$3,872.87	\$0.00	\$0.00	\$3,872.87	KTEN-2020-09
KTEN-2020-08	COMP	\$3,872.87	\$0.00	\$0.00	\$3,872.87	KTEN-2020-08

The itemized list of invoices lists each invoice by number and school year. Each line item includes invoice type, the total amount billed on the invoice, the total unpaid, and the current due. Pending payments are displayed in green.

Additionally, parents may download any invoice as a PDF document by clicking on an invoice number from invoice list.

Online Invoice Payment

If a school chooses to activate online invoice payment, users will be enabled to select "PAY" next to

any of their active invoices. This moves an invoice to the payment queue just below the account summary. Any item in the payment queue can be adjusted to any amount between \$0 and the total unpaid amount of each invoice.

After any adjustments have been made, users select “Pay Now” and are transferred to the Veracross [online payment system](#) to complete the transaction.

Invoice Dashboard with Payment Activated

Clarifications on the Payment System

Veracross does not support automated recurring ACH or Credit Card payment, nor do we store user’s credit card information.

