

## ACED - FRESHBOOKS ACCOUNT INFORMATION

The FreshBooks system is a general billing platform used by the ACED Program. It is not connected to OLP's Lumen system, or the Parish Online Giving\* (payment) system. Therefore, the information in the Parent Portal is available to you at all times. Once you log in, you are able to see all invoices, payments, credits, and your account statement.

***\*Note that online payments do not immediately show up in FreshBooks, because they are made into the Online Giving system. In fact, all payments, whether cash, check, or online, are manually posted into the FreshBooks system. When posting those payments, I indicate the date of the check or online payment; however it will not show up until the date I post the payment. Payments are generally posted into FreshBooks once or twice a week.***

If you are in need of an ACED statement for tax or re-imbursement purposes, please follow the information below to find the information you need.

1. **Log into your FreshBooks portal.** Every parent has been sent a log-in invitation within the past year. If you are new to ACED this year, your invitation was sent when your account was first established. If you had an account last year, you may have received that invitation last spring. If you do not know your log-in information, I will re-send an invitation to you upon request.
2. **HOME TAB** – The Home Tab gives you a quick look at your account balance (“Overview”). It also gives you the option to view your Account Statement.
  - a. **The Account Statement** shows all transactions from the time your account was established. There is not an option to select a date range.
3. **INVOICES TAB** – The Invoices Tab is more useful in viewing specific information for a select date range. Here, you can view or print any or all of your invoices, and see details of any payments or credits on your account. The Search option allows you to select a specific date range.

[FRESHBOOKS LOG-IN LINK](#)