

ParentSquare Pay

Using invoices vs. posts to collect payments

	Invoices	Posts
What it is	A bill sent to families for a required payment	An open payment request shared with a group
Optional or required	Required; families must pay the set amount	Optional; families choose whether to pay
Who sets the amount	School sets a fixed amount	Payer chooses the amount or quantity
Who can create one	Admin and any staff with payments/invoices permission	Any staff member with posting permissions
How families get added to the payment request	Manually select students, upload a CSV	Open to a group or shared by link, including guests
Additional features	• Automatic reminders so families don't miss a payment • Paid/unpaid status visible to both staff and families	• Can require approval before publishing • Can require payments and forms to be submitted together • Payment report details available to post creator
Common use cases	• Program fees - Afterschool, extended day, and summer camps • Technology fees - Device insurance and repair • Sports - Participation and equipment fees • Extracurriculars - Club dues and activity fees • Academics - AP exam, textbook, library, and graduation fees See more use cases for invoices	• Field trips - Day field trip and chaperone fees • Donations - Class parties, bake sales, donation drives, staff appreciation • Purchases - Book orders and spirit gear • Class contributions - Class project fees, supplies, and calculators See more use cases for post payments