

Generate & Print a Family Statement

Last Modified on 12/12/2023 10:11 am EST

Parents or Contacts may request a Statement for a Family Account. Statements are generated at the Family Account level and can be printed and distributed as needed.

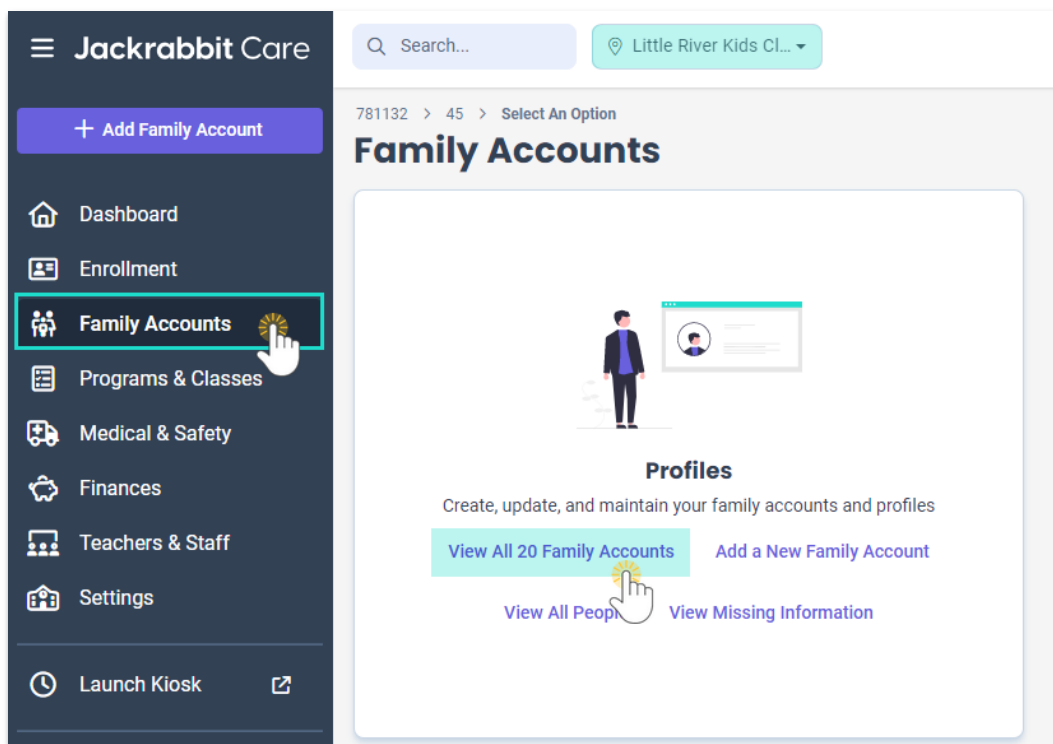
Statements include the name of your childcare facility, logo, address, phone number, main email address, and Tax ID. Transactions are listed on the Statement with a Current Balance, Total Charges, and Total Payments.


Generate a Statement

Follow these steps to generate and print a family statement.

1. Go to the **Left Menu > Family Accounts**.

Note: Be sure you have the right site selected at the top of the page.



2. Click the **View All # Family Accounts** link located on the **Profiles** card.
3. Select a Family.
 - The family's account opens to the **Details** tab by default, but you can generate a statement from any tab in the account.
4. Go to the **Actions Menu**  **> Generate Statement**.
5. Make the selections in the **Generate Statement** window.
 - Select a Payer from the drop-down list.
 - Click to see a list and select the children on the account to be included in the statement.

- Select from the date ranges in the drop-down menu or create a custom date range.

Generate Statement

Select a Payer *

Krysie Kane ▼

Select Child(ren) *

Jacqueline "Jacquie" Kane x Joseph "Joey" Kane x

Dates *

Select a date range to generate your transaction statement.

Last 30 days ▼

[Cancel](#)[Generate Statement](#)

6. Click **Generate Statement**. A statement is generated and ready to print.

Account > Statement

Kane

Over the Rainbow
Childcare

Little River Kids Club
Mineola Ave
Little River, SC 29566

Phone: +1(999) 565-6664
Email: oodlesoffun222@gmail.com
Tax ID: 3216549899

Actions

Print

Statement 11/11/2023 - 12/11/2023

Current Balance As of Dec 11, 2023

\$636.00

Krystal "Krysie" Kane
Customer Account: 1000000339

Total Charges **\$636.00**

Total Payments **\$0.00**

Transactions 6 Transactions

Date	Child	Description	Total
Dec 11, 2023	Jacquie Kane	Tuition/One-time 14 Day class adjustment	100.00 \$100.00
Dec 11, 2023	Jacquie Kane	Tuition/Weekly Tuition for 2 - Toddler Care - Daily Schedule	200.00 \$300.00
Dec 11, 2023	Jacquie Kane	Other fee/Weekly Monthly snack fee.	18.00 \$318.00
Dec 11, 2023	Joey Kane	Tuition/One-time 14 Day class adjustment	100.00 \$418.00
Dec 11, 2023	Joey Kane	Tuition/Weekly Tuition for 2 - Toddler Care - Daily Schedule	200.00 \$618.00
Dec 11, 2023	Joey Kane	Other fee/Weekly Monthly fee for snacks.	18.00 \$636.00

11/11/2023 - 12/11/2023 6 Transactions

7. Go to the **Actions Menu** > **Print**.

- o A print dialogue box opens for you to make your selections and print the statement.
- o Click **Print**.



Help is just a few clicks away! Go to [Jackrabbit Care Support - Resource Center](#) to select the help option that works best for you.