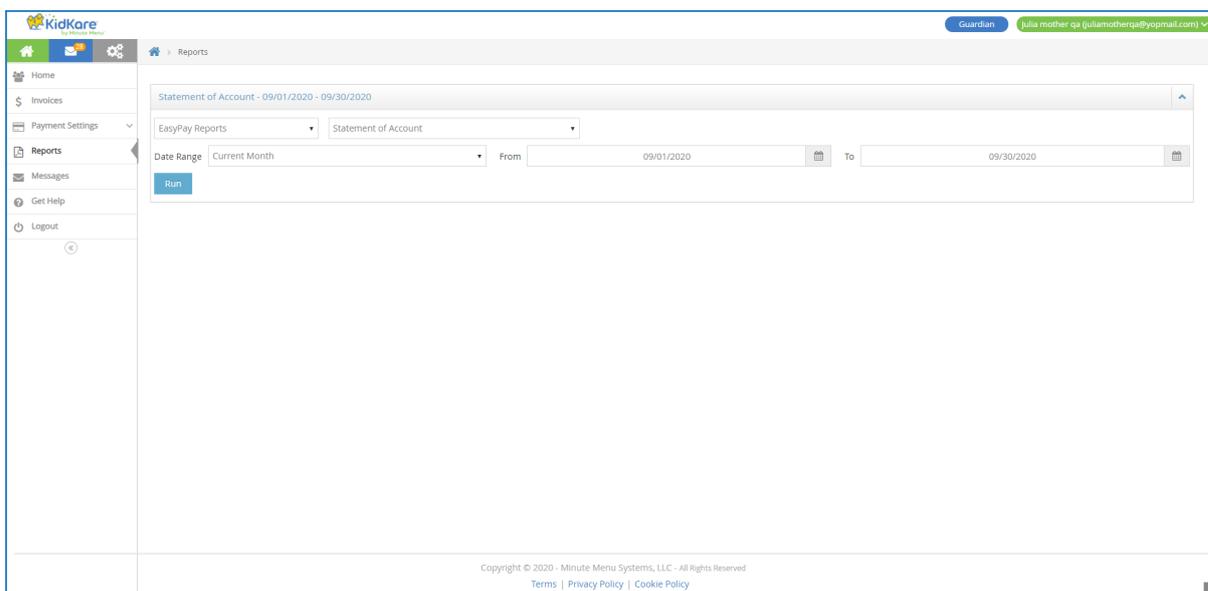


Print a Statement of Account

Last Modified on 01/27/2023 1:34 pm
CST

The Statement of Account lists your current unpaid and paid invoices, any payments made, and any relevant notes. It also includes the total billed, total paid, and total account balance.

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 Payers drop-down menu and select the payer for whom to print this report. You can select multiple Payers or All Payers.
5. Click the **Date Range** drop-down menu and select a date range for which to run this report. You can also select **Custom** to set a custom date range in the **From** and **To** boxes.



The screenshot displays the KidKare web application interface. On the left, a navigation menu includes options like Home, Invoices, Payment Settings, Reports, Messages, Get Help, and Logout. The 'Reports' section is active, showing a form for generating a 'Statement of Account' for the period '09/01/2020 - 09/30/2020'. The form includes a 'Date Range' dropdown set to 'Current Month', and 'From' and 'To' date fields with calendar icons, both containing '09/01/2020' and '09/30/2020' respectively. A blue 'Run' button is positioned below the date fields. The footer of the page contains copyright information for Minute Menu Systems, LLC, along with links to Terms, Privacy Policy, and Cookie Policy.

6. Click **Run**.