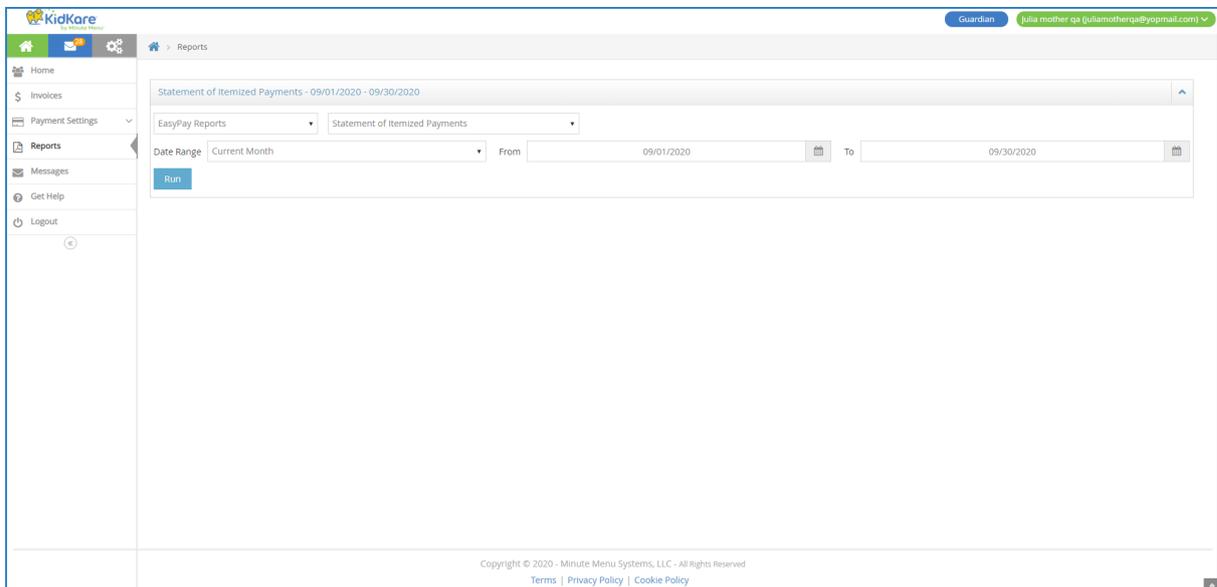


Print a Statement of Itemized Payments

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CST

The Statement of Itemized Payments report lists all payments your Payers have made on invoices for a selected timeframe. For example, you can print this report for an entire week, month, year, and more. Each payment is listed on a separate line and includes the invoice number, payment method, invoice total, payment total, and so on. The sum of all payment totals is also included.

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 Itemized Payments**.
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 software interface. On the left is a navigation menu with options: Home, Invoices, Payment Settings, Reports (selected), Messages, Get Help, and Logout. The main content area is titled 'Reports' and shows the configuration for the 'Statement of Itemized Payments' report. The report title is 'Statement of Itemized Payments - 09/01/2020 - 09/30/2020'. Below the title are two dropdown menus: 'EasyPay Reports' and 'Statement of Itemized Payments'. The 'Date Range' dropdown is set to 'Current Month'. Below this, there are 'From' and 'To' date input fields with calendar icons, both containing '09/01/2020' and '09/30/2020' respectively. A blue 'Run' button is positioned below the date fields. At the bottom of the page, there is a footer with the text: 'Copyright © 2020 - Minute Menu Systems, LLC - All Rights Reserved. Terms | Privacy Policy | Cookie Policy'.

6. Click **Run**.