

Print a Statement of Account

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CST

The Statement of Account lists a payer's 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 **Report** drop-down menu and select **Statement of Account**.
4. Click the **Payers** drop-down menu and select the payer for whom to print this report. You can also select **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.
6. Click **Run**.

The screenshot shows the KidKare web application interface. The left sidebar contains a navigation menu with options like Kids, Food Program, Claims, Expenses, eForms, EasyPay, Reports, Setup, Messages, Get Help, and Logout. The main content area displays a 'Statement of Account' report for the period 09/01/2020 - 09/30/2020. The report is for the payer 'Carrot, Fresh' at the center 'Little Rainstorms Tax ID#'. It shows an unpaid invoice of \$169.96 and a list of payments made, including a \$365.00 payment on 09/24 and a \$200.00 payment on 09/24.

Invoice Date	Invoice Number	Participant	Billed To	Status	Billing Period	Amount	Balance
09/24	10001	Carrot, Baby	Carrot, Fresh	Unpaid	09/01/20 - 09/15/20	\$169.96	\$169.96
Payments Made							
Date Amount (USD) Payment Type Notes							
09/24	10008	Carrot, Baby	Carrot, Fresh	Unpaid	09/21/20 - 09/27/20	\$365.00	\$365.00
Payments Made							
Date Amount (USD) Payment Type Notes							
09/24					Check #12		thanh trong view
09/24					Check #1		thanh pay ngoai list
09/24					CC		
09/29					Cash		
09/24	10014	Carrot, Baby	Carrot, Fresh	Paid	09/11/20 - 09/25/20	\$200.00	\$0.00
Payments Made							
Date Amount (USD) Payment Type Notes							
09/24					CC		