

Print Multiple Statements / Invoices

Last Modified on 11/03/2020 12:34 am EST

1. Go to **Reports** (menu) > **Find Reports** > search for **Statements-Print**.
2. Use the *Family/Account Search Criteria* to select the families whose statements you want to print.
3. Use the *Transaction Search* section to narrow down the types and dates of transactions you want displayed on the statement.
4. Use the *Format Options* section to create the 'look' of the statement by selecting which family and transaction information to include. Logo, header and footer settings are also customized here.
Tip: If you regularly use the same Statement Header and /or Footer, you can create defaults in the *Gear (icon) > Settings > General > Statements (left menu)*. If you need to change the default for one set of statements only, you can edit the header / footer while on the *Statements - Print* screen.
5. Click **Submit**.
6. Statements will be created based on the settings you've chosen and open in PDF format, so that they can be printed to 8 1/2 x 11 paper.
7. Printed statements fit into a #10 window (business size) envelope for mailing.


Statement

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Jackrabbit Education
9820 Northcross Center Ct
Huntersville, NC 28078

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Phone: (704) 895-4034

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Marlene Dierksen
504 Jordan Avenue
Rabbitfoote, NC 28078

Family/Acct Dierksen

Statement of Account

Account Summary

Previous Balance as of June 25, 2020	75.00
Fees	67.50
Payments/Credits	-67.50
Balance as of August 24, 2020	75.00

To opt NOT to display the account summary set the format option *Show Account Summary* to no.

Transaction Summary June 25, 2020 - August 24, 2020

Date	Type	Payment Method	Student	Class/Event	Orig Amt	Disc	Amt	Balance
06/25/20	Previous Balance							75.00
07/01/20	Tuition Fee	Check	David Dierksen	Hip Hop L2 - Thurs 7pm	67.50		67.50	142.50
07/01/20	Payment	Check					-67.50	75.00

Balance Due Upon Receipt

Printed: 08/24/20

- 1 - Return address is set by going to the Gear (menu) > Settings > General > Organization Defaults (left menu).
- 2 - Organization logo can be added by going to the Gear (menu) > Settings > General > Organization Logo (left menu).
- 3 - Family email address is taken from the contact who has **Billing Contact** set to Yes.



Time Saver! Save your settings for frequently used statement settings. See [Favorites \(Report Criteria Templates\)](#) for instructions.
