

# Parent Portal Statements - Printing Statements

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Families can create and print financial statements for any date. This allows parents the ability to view a monthly billing statement or view an entire year's billing statement.

1. From the home screen, click the Statements tile
2. Click Statement

View Year: 2018 **VIEW** Show Prepaid Deposits | Summary Year End **Statement**

Date	Description	Fee	Paid	Balance
<b>Statement ID: 6155521</b>				
<b>Period: 10/15/2018 to 10/19/2018</b>				
<a href="#">View Statement</a>				
	- Previous Balance Owed -	12044.50		12044.50
10/15/2018	Ken Brown - Tuition - Central Falls ABC Kindergarten Room - 10/15/2018 to 10/19/2018 <a href="#">(View Details)</a>	0.00		12044.50
<b>Total</b>		<b>12044.50</b>	<b>0.00</b>	<b>12044.50</b>
<b>Statement ID: 6117510</b>				
<b>Period: 09/06/2018 to 09/30/2018</b>				
<a href="#">View Statement</a>				
	- Previous Balance Owed -	12044.50		12044.50
09/06/2018	Ken Brown - Tuition - Central Falls ABC Kindergarten Room - 09/06/2018 to 09/30/2018 <a href="#">(View Details)</a>	0.00		12044.50
<b>Total</b>		<b>12044.50</b>	<b>0.00</b>	<b>12044.50</b>

3. Enter the begin and end dates to pull a statement for. Then select PDF or Excel

**Customer Statement Criteria**

Begin Date:

End Date:

Defaults to the current billing period.

Export To: PDF

OK Reset Cancel

4. Click OK
5. A statement will be created for the date range requested in the format requested (PDF or Excel)