

# Parents: Printing Statements for Year-End Taxes or Reimbursement

Download a PDF statement of your invoices and payments



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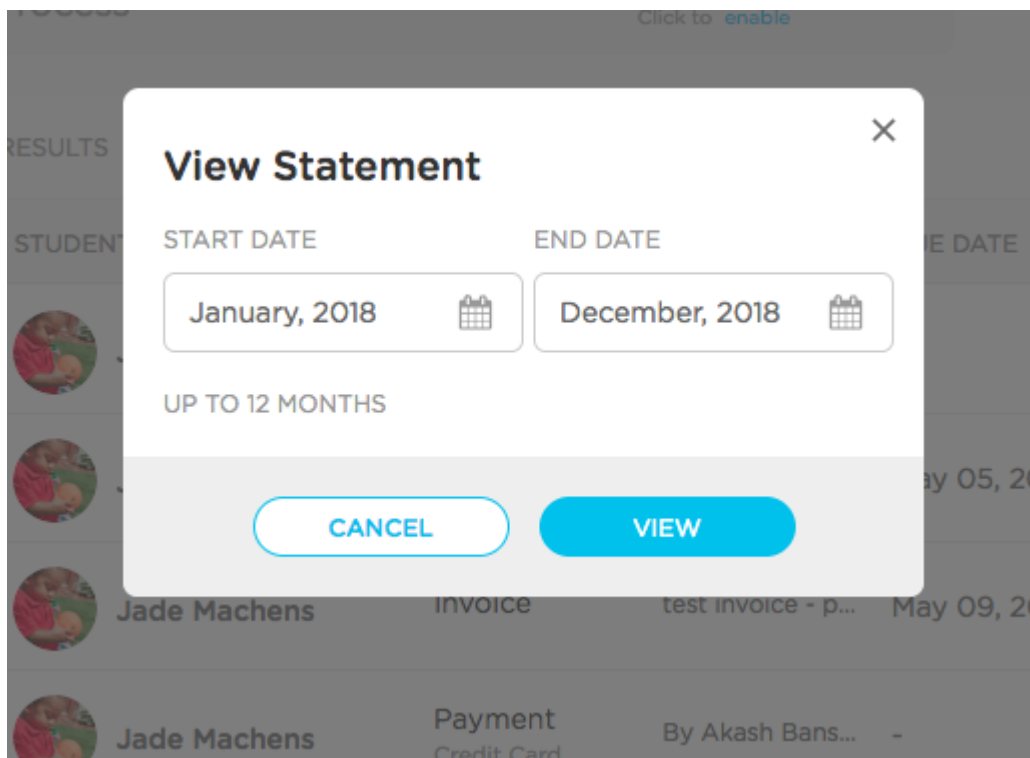
You can easily view and print all of your transactions with your childcare provider by logging into the Procure website at <https://schools.procureconnect.com/login>

After logging in, click on "Payments" in the left-hand menu. From there, you'll see a page that lists your invoices and payments.

The screenshot shows the Procure Center Connect interface. At the top, it says "Connected to Munchkins Center (TE)". The user is logged in as "Max Smith Family". The current balance is \$700, and the amount in process is \$0. A blue "MAKE PAYMENT" button is visible. A red arrow points to a "STATEMENT" button, which is highlighted with a red box. Below this, a table shows the payment history:

DATE	STUDENT	TYPE	DESCRIPTION	AMOUNT	BALANCE
May 1, 2020 2:18 PM	MS Max Smith	Invoice May 01, 2020	tuition	\$700	\$700
Jan 17, 2020 10:50 AM	MS Max Smith	Payment Cash	balancing	✓ \$-1	\$0

The button for pulling a PDF statement is circled in red above. This will give you a date range to choose from, going up to a 12 month period. After selecting your desired date range, press "View."



From there, a PDF will appear on your browser, which you can then download and print out as needed.

