Print Multiple Statements / Invoices

Watch the (3:11) video tutorial Print Statements-Invoices

1. Point to **Reports** (menu) > **Find a Report** > search for **Statements - Print**.

2. Use the *Family/Account Search Criteria* to tell Jackrabbit which families you want to print a statement for.

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 *Tools > Edit Settings > Statements/eComm Receipts*. 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 envelope for mailing.

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Use *Tools > Edit Settings* to add your logo and update your organization address.

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The mailing address is taken from the contact who has *Billing Contact* set to yes.

Family/Acct Matthews

This is the Statement Header

Account Summary	
Previous Balance as of July 01, 2016	0.00
+ Fees	194.00
- Payments	0.00
Balance as of July 20, 2016	**194.00**

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

Transaction Summary July 01, 2016 - July 20, 2016

This is the Statement Description

Date	Type	Payment Method	Student	Class/Event	Orig Amt	Disc	Amt	Balance
07/01/16	Previous Balance							0.00
07/01/16	Tuition Fee		Rory Matthews	Jr Parkour - Thurs - 8pm	75.00		75.00	75.00
07/01/16	Tuition Fee		Rory Matthews	Jr Parkour - Tues - 6pm	70.00	14.00	56.00	131.00
07/01/16	Tuition Fee		Quinn Matthews	Jr Parkour - Wed - 8pm	70.00	7.00	63.00	194.00

This is the Statement Footer

This is the Additional Footer

Printed: 07/21/16

QUICK tip!

Time Saver! Create *Favorites* for frequently used statement settings. See **Favorites (Report Criteria Templates)** for instructions.