Printing Statements for Year-End Taxes: Method 1

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

After logging in, click on "Reports" at the top of the Menu.

Extended School Program					
📅 REPORTS			🏦 CENTER		
		Recent T	ransactions		

This will bring you to the "Report" screen as shown below. From there, select the dropdown menu and select "Customer Charge Credit Summary" and then "Run Report."

	Reports	
Reports		
Customer Charge Credit Summary		•
Customer Statement		
Customer Charge Credit Summary		

Select the option for "Last Year" and then "Run Report."

Customer Charg	e Credit Summary - F	ilter By	/ Date Range		
Manually sele	ct a range of time,				
01/01/2022		to	12/31/2022		
Or select a pre	edefined time fram	ne:			
This Week	This Month	1	his Year		
Last Week	Last Month	L	.ast Year		

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

If you have issues, please feel free to email us at **ESPregistration@lexingtonky.gov** and we'll get back to you. Thank you!

Printing Statements for Year-End Taxes: Method 2

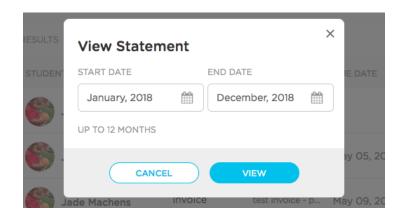
You can easily view and print all of your transactions with your childcare provider by logging into the Procare website at <u>https://schools.procareconnect.com/login</u>

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

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	Connected to 💜 Munchkins Center (TE)					1	
🖈 Dashboard	Max Smith ~ Family						
 Payments Family List 	<u>Current Ba</u> Amount In		0 \$0				STATEMENT
	SHOWING 9 OF 9 F	RESULTS	TYPE	DESCRIPTION	AMOUNT		DF 9 < >
	May 1, 2020 2:18 PM	MS Max Smith	Invoice May 01, 2020	tuition	\$700	\$700	
	Jan 17, 2020	MS Max Smith	Payment Cash	balancing	e \$-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.

Direct link for steps: <u>https://help.procareconnect.com/en/articles/1911379-parents-printing-statements-for-year-end-taxes-or-reimbursement</u>

If you have issues, please feel free to email us at **ESPregistration@lexingtonky.gov** and we'll get back to you. Thank you!