

Printing Statements for Year-End Taxes or Reimbursement

Updated on 26 Jan 2024 • 1 Minute to read

You can easily view and print all of your transactions with your childcare provider by logging into the Procure website provided by your school.

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

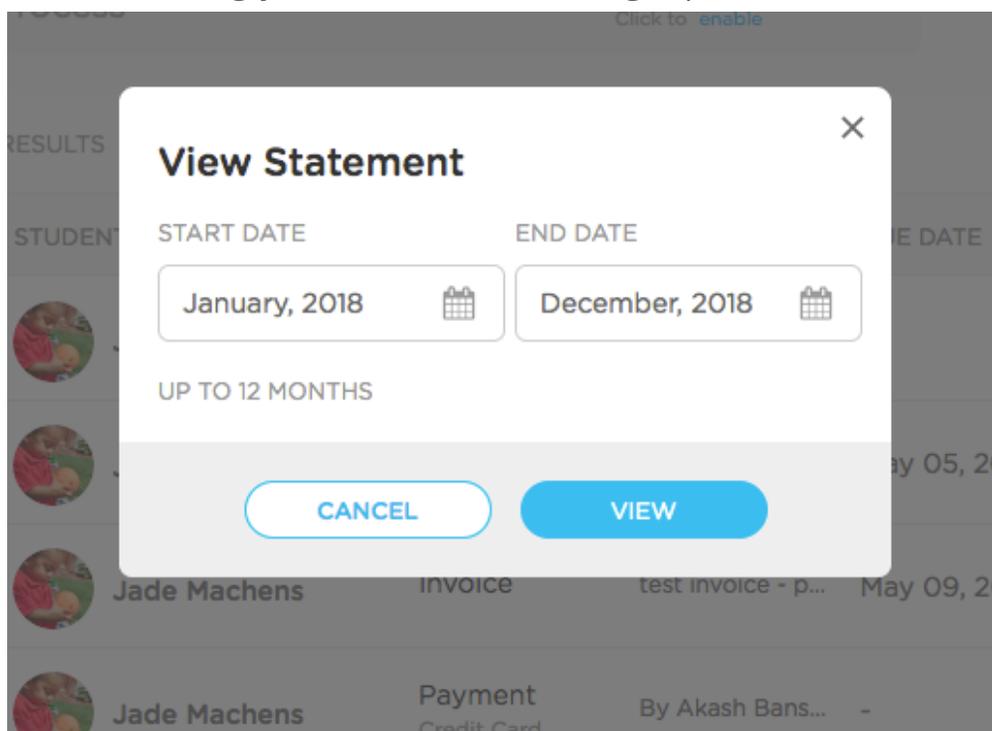
The screenshot shows the Procure website interface. At the top left is the Procure logo with the tagline 'CENTER CONNECT'. To its right, it says 'Connected to Munchkins Center (TE)'. In the top right corner, there is a user profile icon. A left-hand navigation menu contains 'Dashboard', 'Payments', and 'Family List'. The main content area is for 'Max Smith Family'. It displays 'Current Balance \$700' and 'Amount In Process \$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, it says 'SHOWING 9 OF 9 RESULTS' and '1 - 9 OF 9'. A table lists transactions:

| 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.

2. 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.

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