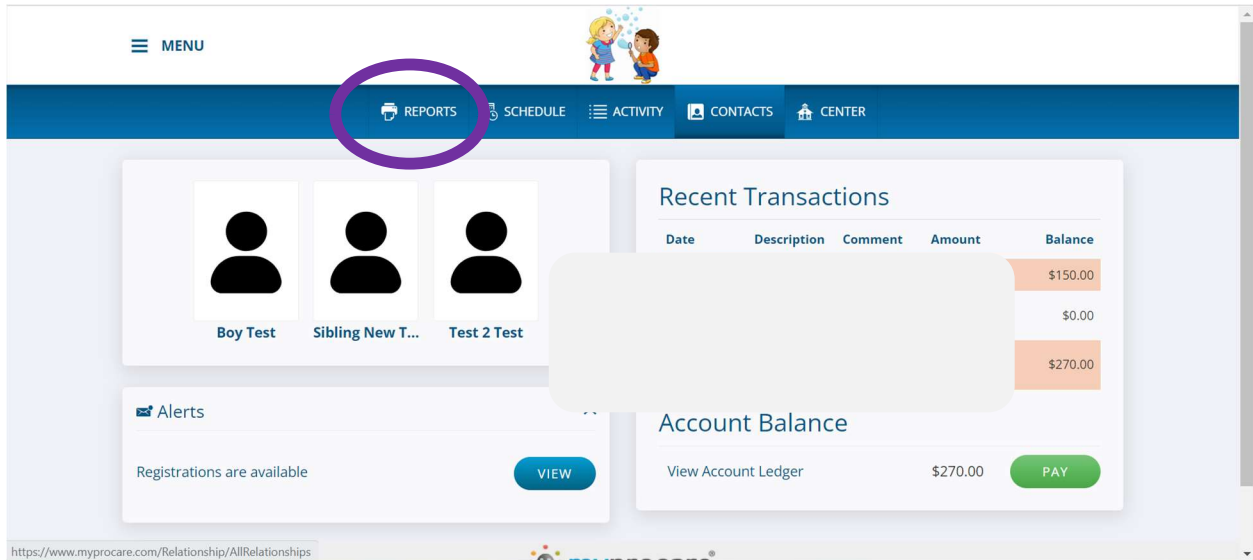


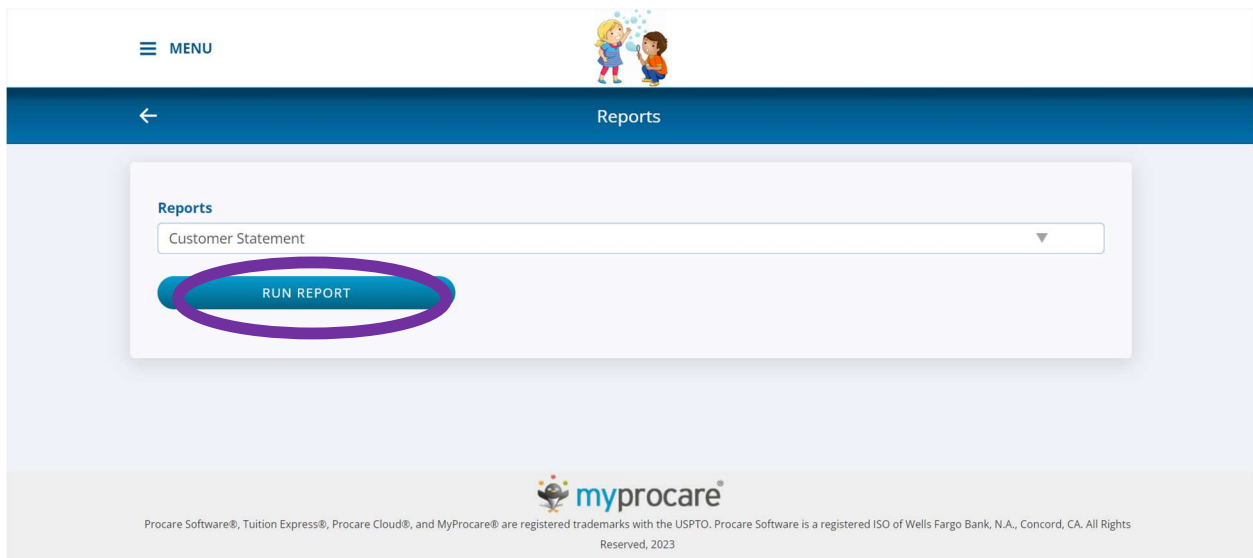
## To Run a Customer Statement For Any Custom Date Range:

1. Log into your [myprocare.com](https://myprocare.com) account
2. Select the Report Menu
3. Select Customer Statement and Run Report
4. Select Date Range and Run Report
5. Your Customer Statement in PDF form is generated with our school information including Tax ID
6. If you need assistance or have any questions, please contact the office.



The screenshot shows the myprocare.com dashboard. The top navigation bar includes a 'MENU' icon, a 'REPORTS' icon (circled in purple), and other options like 'SCHEDULE', 'ACTIVITY', 'CONTACTS', and 'CENTER'. Below the navigation bar, there are several widgets: 'Recent Transactions' with a table of transactions, 'Account Balance' showing a balance of \$270.00, and 'Alerts' with a 'VIEW' button. The URL at the bottom is <https://www.myprocare.com/Relationship/AllRelationships>.

Date	Description	Comment	Amount	Balance
				\$150.00
				\$0.00
				\$270.00



The screenshot shows the 'Reports' page in the myprocare.com system. The page has a blue header with a 'Reports' title and a back arrow. Below the header, there is a 'Reports' section with a dropdown menu set to 'Customer Statement' and a 'RUN REPORT' button (circled in purple). The footer contains the myprocare logo and legal information.

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MENU

Reports

Customer Statement - Filter By Date Range

Manually select a range of time,  
01/01/2022 to 12/31/2022

Or select a predefined time frame:  
 This Week    This Month    This Year  
 Last Week    Last Month    Last Year

CANCEL    **RUN REPORT**

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Stepping Stones Preschool  
3951 W. Happy Valley Rd  
Glendale, AZ 85310

Julie Ruebsamen  
(623) 606-4266  
julie.ruebsamen@steppingstonesaz.com  
TaxID: 94-2437102

Mama Test  
351 W Pinnacle Peak  
Glendale, AZ 85310

Test, Boy    04/04/2018  
 Test, Sibling New    08/18/2020  
 Test, Test 2    Unknown

			TEST			
			From:	1/1/2022		
			To:	12/31/2022		
<b>Beginning Statement Balance: 0.00</b>						
User	Post Date	Description	Comment	Charge	Credit	Balance
					0.00	150.00
					50.00	0.00
Total				150.00	150.00	0.00

Report created: 2/5/2023