

Print or Email Year End Statements

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Jackrabbit has a pre-defined favorite which is your starting point for creating printed and/or emailed statements of fully and partially paid fees for tax purposes.

Go to the **Transactions** (menu) > **Transaction Reports** > **Statements - Print**. **Note:** Click the  when you hover over the name of the report to save it under *My Reports*.

Click the **Favorites** button, choose the **Year-End Statement - All Activity** favorite, and click **Load**. Make sure the *Transaction Date From* and *Through Date* are the year you are seeking - edit the year if needed. Enter your organization's *Federal Tax ID #* or change/delete the *Statement Header*. Make any other changes as needed, and **Submit**.

Statements-Email has a similar favorite that can be loaded. Make any necessary changes, including adding a *Federal Tax ID #* in the *Statement Header*. Scroll up and click **Preview Email Statements List**. Follow Steps 7 - 9 in [Email Multiple Statements](#).



Time Saver! Mass email your families and advise them to log into their Parent Portal. By going to **Billing & Payments** in the top menu, they can click on **Full Transaction History** to sort and filter transactions. A **Print** button allows them to print it out.
