

Student Record Print Invoice

Last Modified on 01/09/2026 10:48 am CST

The Print Invoice option allows users to print a specific invoice for the student.

Print Invoice(s)

Select Calendar Year

Select Invoice

Generate Cancel

Dependent Care Print Invoice Editor

Print Invoice Fields

| Field | Description |
|-----------------------------|---|
| Select Calendar Year | Use the drop-list to select the calendar year for which to view and print invoices. |
| Select Invoice | Click on the Select Invoice field to view a list of all invoices available for the selected calendar year. Once the list appears, select the desired invoice(s). This is a multi-select field and users may select as many invoices as desired. NOTE: A Calendar Year must be selected before a list of available invoices will generate. |
| Generate | Press Generate to view a PDF printout of all selected invoices. |
| Cancel | Press Cancel to exit without printing invoices. |