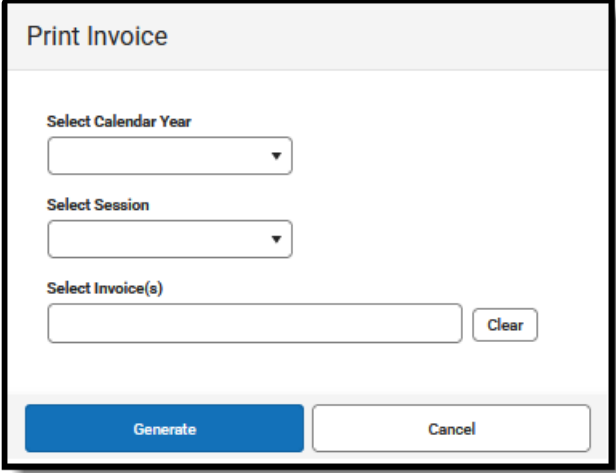


Student Record Print Invoice

Last Modified on 06/29/2026 12:44 pm CDT

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



Dependent Care Print Invoice Editor

Print a Student Session Invoice

1. Use the drop-list to select the **Calendar Year** for which to view and print invoices.
2. In the Select **Session** drop-list, select the session for which to view/print invoices.
3. 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).
4. Once all parameters are set, click **Generate** to print the selected invoice(s) or **Cancel** to exit without printing the invoice(s).

Print Invoice Fields

Field	Description
Select Calendar Year	The calendar year for which to view and print invoices. Only one calendar year can be selected.
Select Session	The Session for which to view invoices. Only one session can be selected.
Select Invoice(s)	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. To remove an invoice from the selected invoices, click the x to remove the invoice. NOTE: A Calendar Year must be selected before a list of available invoices can generate.
Generate	Press Generate to view a PDF printout of all selected invoices.

Field	Description
Cancel	Press Cancel to exit without printing invoices.
