# PRINTING IN C.A.R.E

**At this time, there is no "print statement" button in the C.A.R.E. system, but there are currently two ways you can print your statement.**

1. **When you are viewing your transactions, you may "capture" the data on your screen by pressing the "Alt", "Shift", and "Print Screen" buttons simultaneously, "Print Screen" individually, or a combination depending on your particular system – this will place a copy of what you are viewing on your "clipboard".**

   **Open another document, such as Word, Notepad, Powerpoint, etc. and then "paste" into the document – however you normally do a copy and paste. A copy of your Transaction Management Module screen is now pasted into this document.**

   **Print as you would any document in your system. HINT: Your electronic statement will be available in C.A.R.E. Transaction Management for up to six months (current cycle plus 5 previous cycles).**

**2. Select Reports from the Menu located on the left side of the screen.**

**Your account number should display in the Select Account Number box. If you have more than one Account select the account you want to print the statement for from the drop down menu and click OK.**

**Select the Report Cardholder Full Transaction Detail from the drop down menu.**

**Select Report By Cycle End Date and Enter the Month and Year you want the report for.**

**Select Yes for Show Allocation.**

**Select PDF for Report Output.**

**Click the Submit button your statement will be displayed in Adobe Acrobat and you can then select Print.**