## Paid Lunch Students Fee Report

Go to Daily—Fee Accounting—Fee Rosters



## These are the required selections.

|                             | a huster            | Students               | Selected: 0 | dov                  |
|-----------------------------|---------------------|------------------------|-------------|----------------------|
| V CSelect Filter            |                     | Filter Options         |             | lific                |
| <b><u>F</u>ilter Order:</b> | itudent 💌           | Starting Date: 8/2     | 7/03 🜩      | day                  |
| Paid Lunch                  | <b>•</b>            | Ending Date: 5/2       | 7/04 🝨      | <u>alov</u>          |
| Drder: Last Nar             | ne 🔽                | Stat <u>u</u> s: All   |             | Viiic                |
| Report Options -            |                     | Threshold:             | \$1.00      | dow                  |
| Report Type: Si             | mple Statement 💌    | Ter <u>m</u> : 0 🜩     | $\sim$      | VEELO                |
| Student 1D: N               | one 🔽               | Fees to Print: All Fee | s 💌         | $\sim$               |
| Teacher M:                  | ~                   | C Fee Account C        | Course Fee  | dov                  |
| 1 Page/Stude                | ent 🔲 Unlisted Info |                        | ~           | <b><i>iffica</i></b> |
| 🗌 <u>R</u> emove Non        | -Included           | Linglude Reymonte      |             | dow                  |
| 📙 🔲 Check Mailing           | g S <u>w</u> itch   | include Fagments       |             |                      |
| / 🔲 🖾 🖾 🖊                   |                     | <u>N</u> otes:         | <u>~</u>    | ALLC                 |
| Pre-Printed Fo              | orm                 |                        | ~           | dov                  |
| / ด                         |                     | Print                  | Cancel      | office               |

PRINT report to the screen and to the printer!!

To get the Addresses of the students who owe money. Go to Students—Student Reports—Listing



## These are the required selections:

| STIOffice for Windows <sup>™</sup> STIOffice for Windows <sup>™</sup> (<br>STIOffice for Windows <sup>™</sup> (STIOffice for Wi |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Student Listing     Select Filter     Tagged Students   Qrder:   Last Name     Image:     Student Selected:     Image:     Student Listing     Student Selected:     Image:     Image:     Student Name:     Image:     Student Name:     Image:     Image:     Student Name:     Image:     Image:     Student Name:     Image:     Student Name:     Image:     Student Name:     Image:     Student Name:     Image:     Image:     Image:     Image:     Image:     Image:     Image:     Image:     Image: <th></th>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| r windows STIOTTICE for windows STIOTTICE for                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |

Now, click on the button to the right of Order and Last Name

This will open the QBE Edit screen where you will "tag" the students from your debt list to get only those student's addresses.

Click on the Adv Student tab on the QBE Edit screen. If there is info in the Student Filter Expression area then click on Clear All to remove any previously tagged students.

| Windows ST                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Office fo<br>m<br>dents)                     | or Wi                  | ndows<br>  | STI        | Oificə (<br>WS      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|------------------------|------------|------------|---------------------|
| Number: 26 Descrip<br>User Disp<br>Students More Students                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | tion: Tagged Stu<br>User Reco<br>Adv Student | dents<br>rds<br>Course | Adv Course | Read       |                     |
| Expression Builder<br><u>File</u><br>Oger: <u> </u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | ijeld:  <br>                                 |                        | <b>.</b>   |            | st WS               |
| Inc User File       Student File         Delimiter       Inc User File         Inc User File       Inc User File         Inc User File | Iter Expression                              | •                      |            | Count:     | 0 WS                |
| Student ame                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Student # Gd                                 | Home R                 | Course #   | P Zip Code | TE WS<br>Se 1<br>WS |
| STIOffice for W                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | indows™                                      | ' STI                  | Office     | for Wi     | ws<br>ws<br>ndows   |

Now Click on the 1 Student button.

The Student List appears. From your Fee Roster printout, you know the student names that owe fees. Highlight **each** student on your list and click on Select after each student **or** double click on each student. This will put them in a list so you can print out their addresses.

| Student List Vindows STIOffice for Windows                                                    |
|-----------------------------------------------------------------------------------------------|
| Name   Student #   Grade   Home Room   * Windows ** STIOffice for                             |
| Student Name Student # Grade Home Room Teacher STIDifice for Windows                          |
| Adkins, Scott N. 155450 01 1T Select 1 Windows STIOffice for                                  |
| Aguilera, Joshua 155401 01 Januar Joshua 155001 00 P-KDGN                                     |
| Anderson, Briana N. 155423 01   1T<br>Anderson, Brittany C. 165023 00 P-KDGN                  |
| Armstrong, Mariah J. 122293 04 4M                                                             |
|                                                                                               |
|                                                                                               |
| File Filed                                                                                    |
|                                                                                               |
|                                                                                               |
| Windows STIOffice for Delimiter                                                               |
| STIOffice for Windows <sup>™</sup> {                                                          |
| Windows <sup>™</sup> STIOffice for <u>1Student</u> >e for                                     |
| STICIFICE for Windows <sup>TM</sup> Student Name Student # Gd Home R Course # P Zip Code F WS |
| Windows <sup>™</sup> STIOffice for                                                            |
| STICiffice for \A/indows <sup>TM</sup>                                                        |
| Mindows <sup>™</sup> STIOffice for                                                            |
|                                                                                               |
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|                                                                                               |
| STICIFIES for Mindows "STICIFIES for Mindows "STICIFIES for Mindows "                         |

Notice that as you press the Select button, the student appears in the Student Filter Expression area as their Student number.

| Inc User File       Studer         Delimiter       stu:sn         1 Student       Student | Inc User File       Student Filter Expression         Delimiter       stu:snum = '165001' or stu:snum = '153404' or stu:snum = '125169'         1 Student       Student |           |            |             |  |  |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------|-------------|--|--|
| Student Name                                                                              | Student #                                                                                                                                                               | Gd Home R | Course # F | 'Zip Code F |  |  |
|                                                                                           |                                                                                                                                                                         |           |            |             |  |  |

When you have selected all of your students, close the door on the Student List box. Click OK on the QBE Edit screen. This puts you back to the Student List screen and now you can print your address list for your students with paid lunch and owed fees.