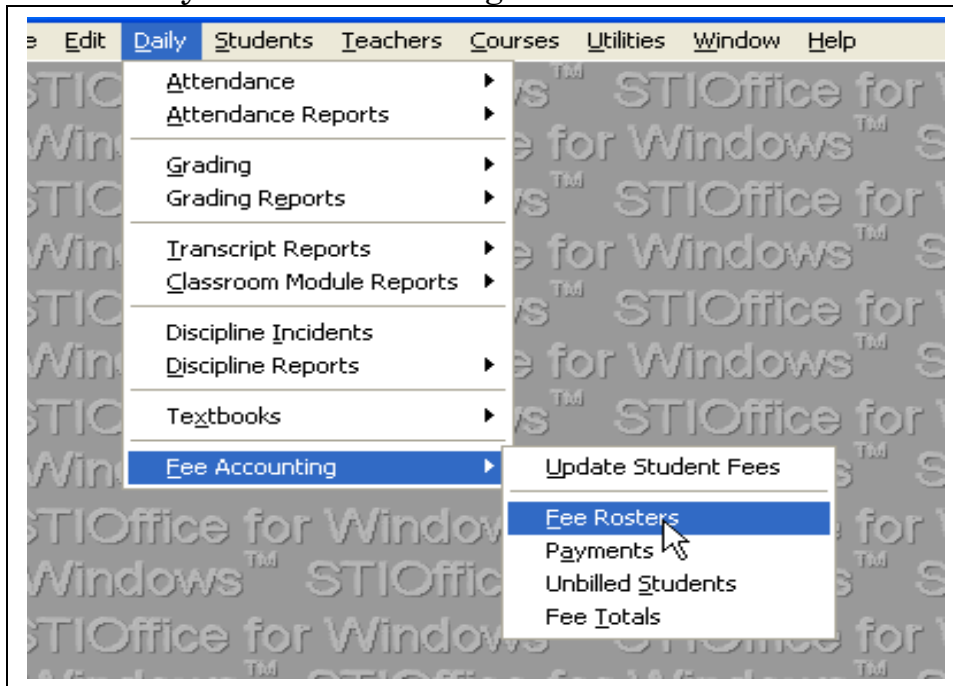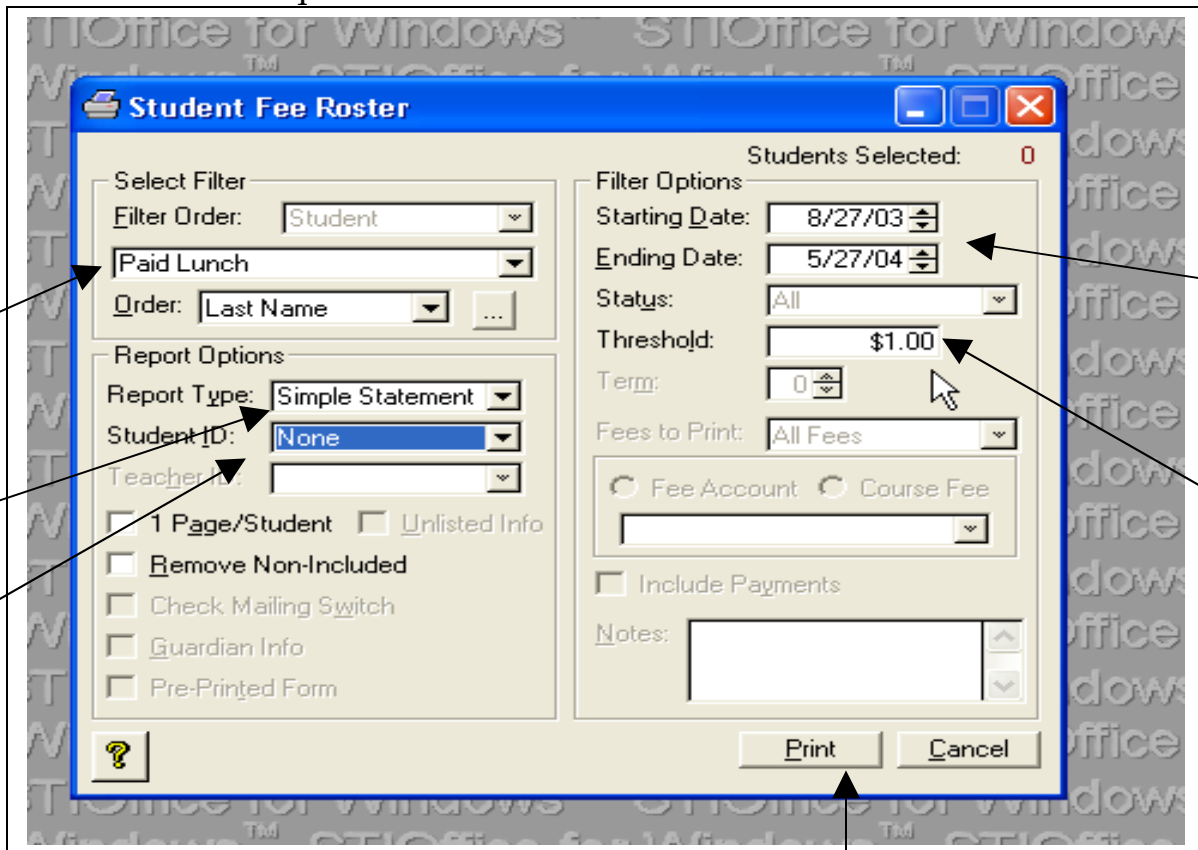# Paid Lunch Students Fee Report

Go to Daily—Fee Accounting—Fee Rosters
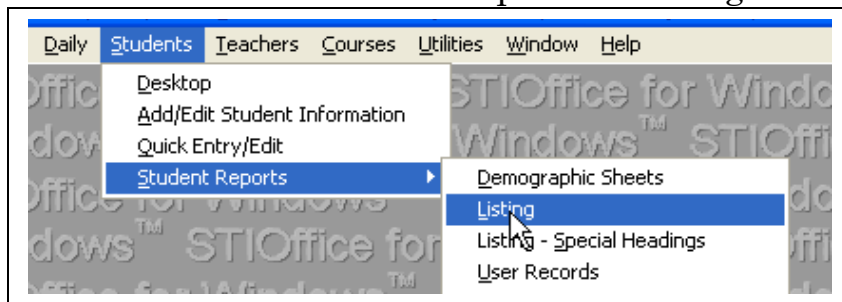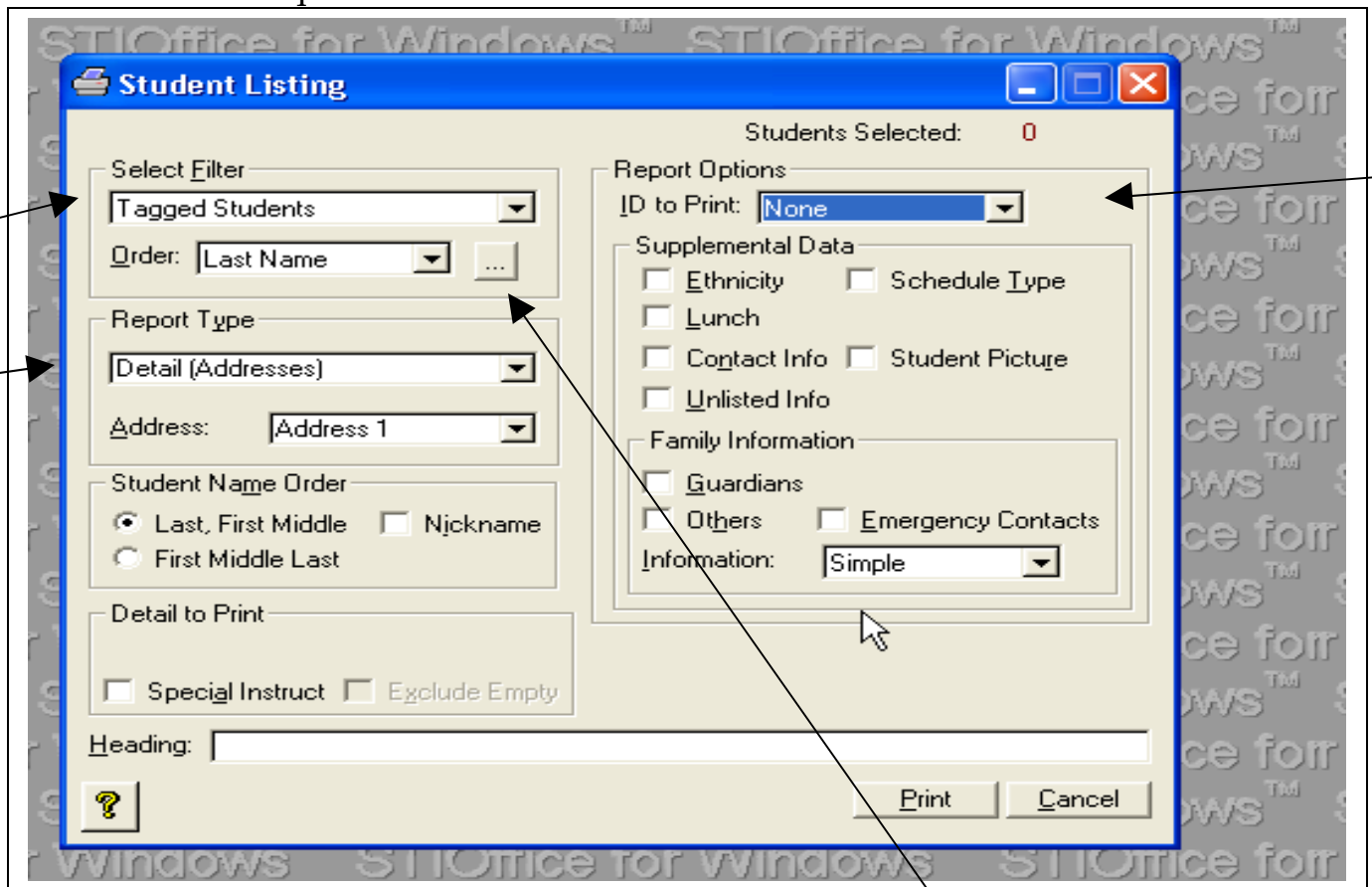

These are the required selections.

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:

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.
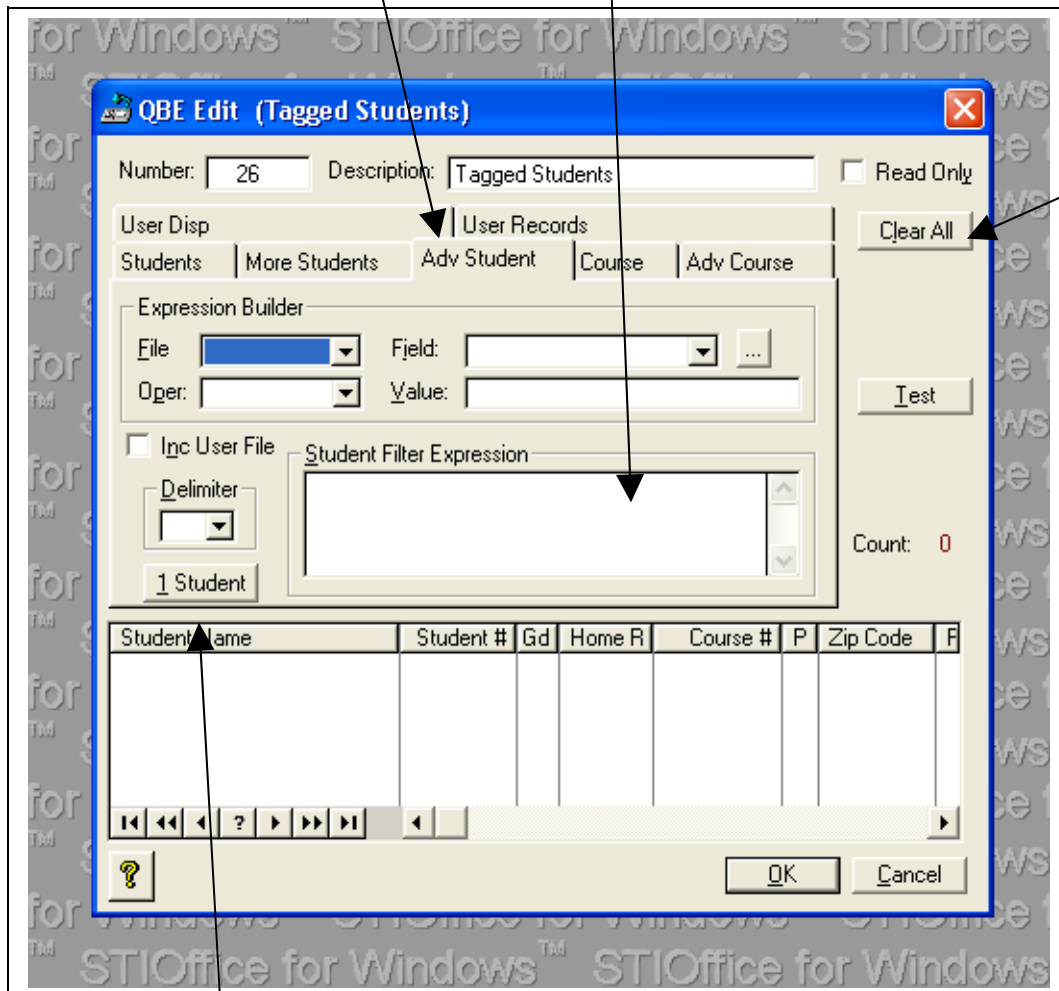
.
Now Click on the 1 Student button.

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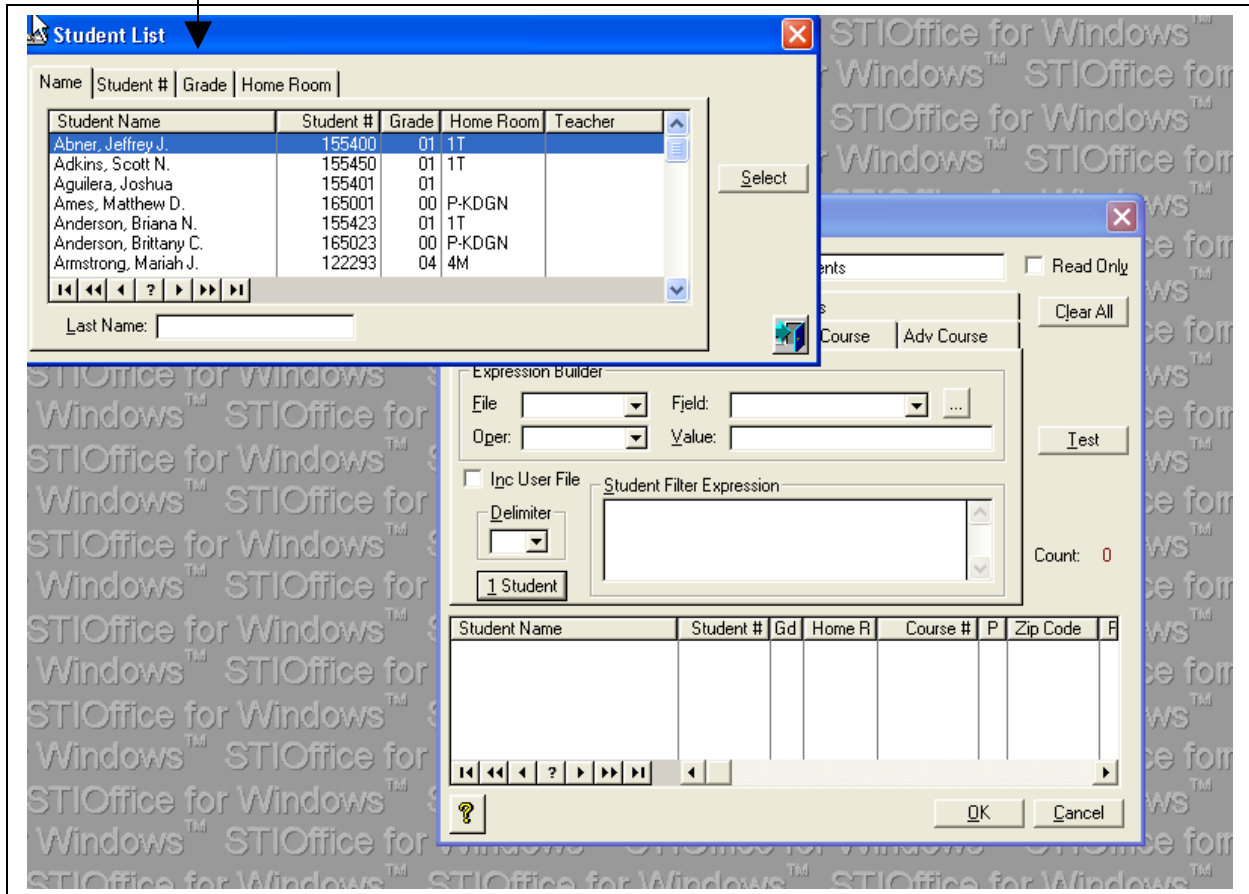
Notice that as you press the Select button, the student appears in the Student Filter Expression area as their Student number.

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.