Posting fees and printing invoices

<u>Posting Fees</u> (Adding new students or changing a schedule of an existing student.)

1. Student must be enrolled and have a schedule that goes until the end of the school year before you post new fees.
2. Go to the Student menu
    - Highlight the student you want to post fees for
    - Click on the Fees button to the right
    - Click on New Course fees—it will turn gray when the fees have been updated

<u>Printing Invoices</u>

1. Click on the Daily Menu
    - Click on Fee Accounting
    - Click on Fee Rosters
2. Choose the student filter
3. Select the students you want to print—all students, grade 1, etc.
4. Select the appropriate order—last name, homeroom, etc.
5. Select the report type—Detail, Invoice, or Statement are probably your best choices. Samples of each are attached.
6. In the notes section you may type a message that will appear on each invoice—ex. Fees are due on October 15, 2003
7. Do not check any other boxes except some of the reports ask you to indicate if you want one invoice per page.