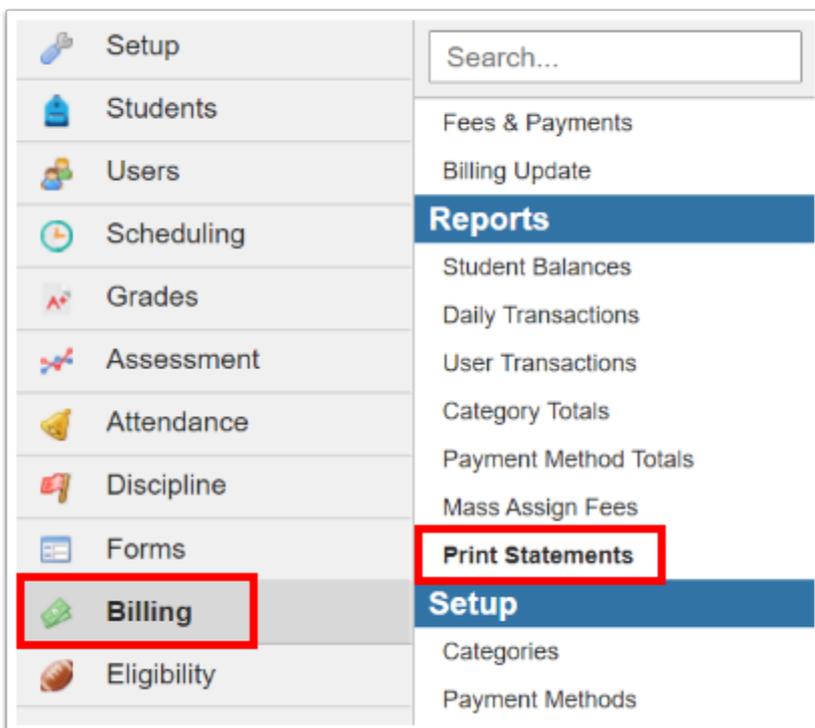


Print Statements

The Print Statements screen is used to print billing statements for fees owed by the student.

Printing Statements

1. In the **Billing** menu, click **Print Statements**.



2. On the left side of the screen, enter search criteria to locate the student or group of students for which to print statements.

At the bottom of the screen, there are additional search options.

Student Search

Student

[More Search Options](#)

Report Timeframe
 From: N/A | N/A | N/A
 To: N/A | N/A | N/A

Print by School and/or Category
 Focus Demo
 1111 - Employee Self Service
 Adult Education - 9103
 Applicants
 Academy - 0391
 Family Empowerment Scholarship - 3900
 Hold the **Ctrl** or **Command** key to select multiple items.

Focus Demo
 Library Fees
 Field Trip Fees
 Lunch Fees
 Lost/Damaged School Items
 Graduation Fees

Other Print Options
 Print Multiple Copies for Custodial Contacts at Separate Addresses
 Letterhead Template: None

Student Group: N/A
 Search All Schools
 Include Inactive Students

3. On the right side of the screen, select the **Report Timeframe** using the pull-downs or calendar icons.

Student Search

Student

[More Search Options](#)

Report Timeframe
 From: June | 1 | 2020
 To: June | 12 | 2020

Print by School and/or Category
 Focus Demo
 1111 - Employee Self Service
 Adult Education - 9103
 Applicants
 Academy - 0391
 Family Empowerment Scholarship - 3900
 Hold the **Ctrl** or **Command** key to select multiple items.

Focus Demo
 Library Fees
 Field Trip Fees
 Lunch Fees
 Lost/Damaged School Items
 Graduation Fees

Other Print Options
 Print Multiple Copies for Custodial Contacts at Separate Addresses
 Letterhead Template: None

Student Group: N/A
 Search All Schools
 Include Inactive Students

4. To print statements for a specific school, select the school. To print district fees, click the district option at the top of the list.

Student Search

Student

► More Search Options

Report Timeframe
 From: June 1 2020
 To: June 12 2020

Print by School and/or Category

- Focus Demo
- 1111 - Employee Self Service
- Adult Education - 9103
- Applicants
- Academy - 0391
- Family Empowerment Scholarship - 3900

Hold the **Ctrl** or **Command** key to select multiple items.

Focus Demo

- Library Fees
- Field Trip Fees
- Lunch Fees
- Lost/Damaged School Items
- Graduation Fees

Other Print Options

Print Multiple Copies for Custodial Contacts at Separate Addresses

Letterhead Template

Student Group

Search All Schools

Include Inactive Students

5. To print statements for a particular category, click the category.

Student Search

Student

► More Search Options

Report Timeframe
 From: June 1 2020
 To: June 12 2020

Print by School and/or Category

- Focus Demo
- 1111 - Employee Self Service
- Adult Education - 9103
- Applicants
- Academy - 0391
- Family Empowerment Scholarship - 3900

Hold the **Ctrl** or **Command** key to select multiple items.

Focus Demo

- Field Trip Fees
- Lunch Fees
- Lost/Damaged School Items
- Graduation Fees
- Owl High School - 0041**
- Owl High School Activity Fees

Other Print Options

Print Multiple Copies for Custodial Contacts at Separate Addresses

Letterhead Template

Student Group

Search All Schools

Include Inactive Students

6. Select **Print Multiple Copies for Custodial Contacts at Separate Addresses** to print multiple copies of the statement if the student has custodial contacts who live at separate addresses.

7. To print the statements on a letterhead, select the **Letterhead Template**.

8. Click **Continue...**

Student Search

Student

[More Search Options](#)

Report Timeframe
 From: June 1 2020
 To: June 12 2020

Print by School and/or Category

Focus Demo
 1111 - Employee Self Service
 Adult Education - 9103
 Applicants
 Academy - 0391
 Family Empowerment Scholarship - 3900

Field Trip Fees
 Lunch Fees
 Lost/Damaged School Items
 Graduation Fees
Owl High School - 0041
 Owl High School Activity Fees

Other Print Options

Print Multiple Copies for Custodial Contacts at Separate Addresses

Letterhead Template

Student Group

Search All Schools

Include Inactive Students

9. Select the check box next to each student to print, or select the check box in the column header to select all students in the list.

Fee Published/Due Date between: Jun 1, 2020 - Jun 12, 2020
 Category: Graduation Fees

Back Preview Print

181 Students 181 Selected

Search

<input checked="" type="checkbox"/>	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Afonso, [blurred]	00021239	12
<input checked="" type="checkbox"/>		Albury, [blurred]	00056517	12
<input checked="" type="checkbox"/>		Althouse, [blurred]	00020117	12
<input checked="" type="checkbox"/>		Amador-Chavarria, [blurred]	00023707	12
<input checked="" type="checkbox"/>		Arnold, [blurred]	00022947	12
<input checked="" type="checkbox"/>		Austin, [blurred]	00056483	12
<input checked="" type="checkbox"/>		Avila, [blurred]	00075282	12

10. Click **Preview** to generate a print preview, or click **Print** to generate a PDF that can be saved to your computer or printed.

Fee Published/Due Date between: Jun 1, 2020 - Jun 12, 2020
 Category: Graduation Fees

181 Students 181 Selected

Search

<input checked="" type="checkbox"/>	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Afonso, [redacted]	00021239	12
<input checked="" type="checkbox"/>		Albury, [redacted]	00056517	12
<input checked="" type="checkbox"/>		Althouse, [redacted]	00020117	12
<input checked="" type="checkbox"/>		Amador-Chavarria, [redacted]	00023707	12
<input checked="" type="checkbox"/>		Arnold [redacted]	00022947	12
<input checked="" type="checkbox"/>		Austin, [redacted]	00056483	12
<input checked="" type="checkbox"/>		Avila, [redacted]	00075282	12

Modules.php 1 / 181

Focus Demo Statement
 Afonso, [redacted] 00021239
 12
 Owl High School - 0041
 Jun 12, 2020

1 Fee

Fee	Amount	Amount Remaining	Publish Date	Due Date	Comment	Created By
Graduation Fees	\$25.00	\$25.00	Jun 9, 2020	Jun 23, 2020	Cap & gown	Weiss, [redacted]

There are no payments associated with this fee.

Total from Fees: \$ 25.00
 Less: Total from Payments: \$ 0.00
 Balance Jun 1, 2020-Jun 12, 2020: \$ 25.00
 Current Balance \$ **25.00**