

Online Tutorial: Lunch Balance Invoice

Step 1: From the start page, enter the following into the search box:

Balance1 <0

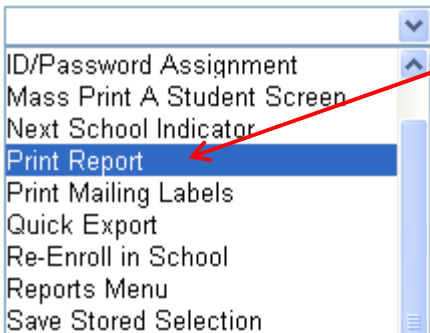
Search Students

balance1<0



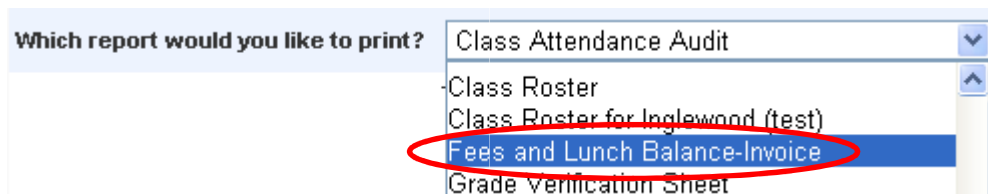
[View Field List](#) [View Function List](#) [How to Search](#)

Step 2: Hit “Enter” on your keyboard or click the magnifying glass next to the box.



Step 3: In the drop-down menu at the bottom of the screen, select “Print Report.”

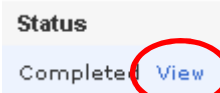
Step 4: In the drop-down menu next to the “Which report would you like to print?” heading, select “Fees and Lunch Balance-Invoice.”



Step 5: Click the “Submit” button at the bottom of the screen.

Submit

Step 6: Once your report is complete, click “View” next to “Completed.”



Step 7: Print off your letters. You’re finished!