

Online Tutorial: Staff Lunch Invoice

Follow these steps to create invoices for all staff members with balances on their lunch accounts.

Step 1: From the start page, select *Staff* in the left navigation bar.



Setup
District
Personalize
Staff
System

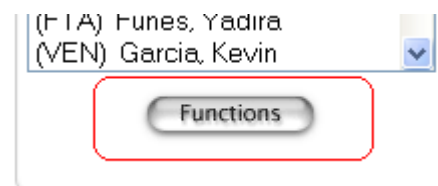
Search Staff

balance1<0] All 

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

Step 2: In the *Search Staff* field, enter “balance1<0”. Click on the magnifying glass icon, and PowerSchool will display a list of all staff members with a negative lunch balance.

Step 3: Select *Functions* under the list of staff members.



(FIA) Funes, Yadira
(VEN) Garcia, Kevin
Functions

[Print Mailing Labels](#)

[Print a Report](#)

[Quick Export](#)

Step 4: Select *Print a Report* from the *Functions* list.

Step 5: From the *Print a Report* page, select the *Fees and Lunch Balance-Staff Invoice* report. Click the *Submit* button.

Option	Value
Which report would you like to print?	Class Attendance Audit
For which staff members?	Class Attendance Audit
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Fees and Lunch Balance-Staff Invoice
	Print Me First! (Admin Users Info)
	Yearly Evaluation

Status

Completed [View](#)

Step 6: From the *Report Queue* page, wait until the status says *Completed*, then click on *View* to bring up the report.