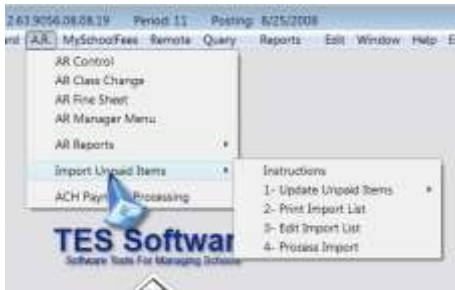


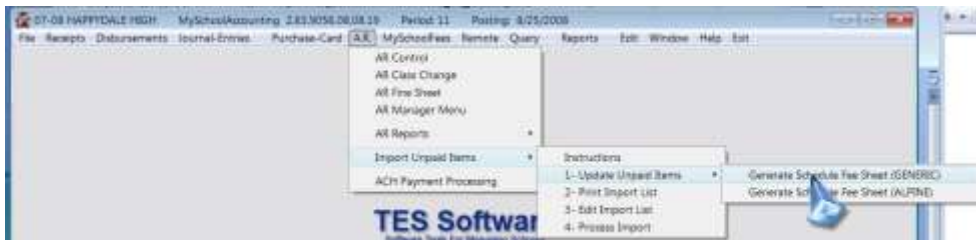
Introduction:

This program is designed to move unpaid REQUIRED items from the SCHEDULE FEE SHEET to Accounts Receivable. This process should be run after most registration and class changes are complete. Our testing has shown a high degree of accuracy 99.9% in moving the items but because of the complexity of the calculations it is possible for the system to generate a bad AR item. If the item is questioned by the student or the parent the secretary should check the student's schedule to make sure the item is correct.

Make a backup. Because a large number of transactions are generated it is a prudent move to make sure you can restore your data.



Step #1: Update Unpaid Items.



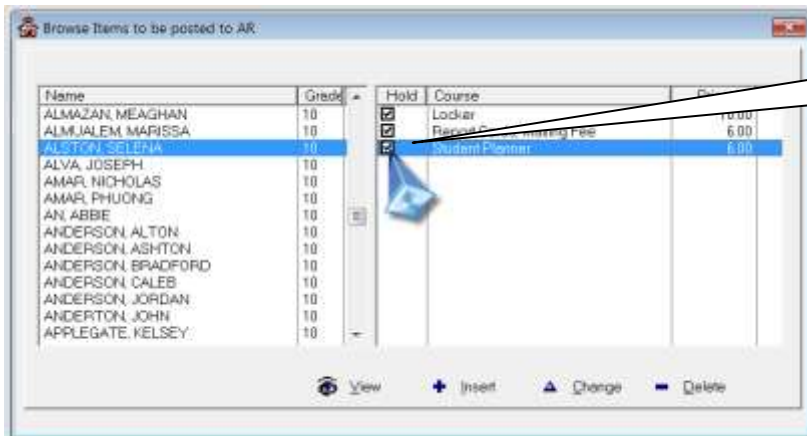
Select the same schedule generation process that you used at registration. You need to regenerate schedule based fees so students will not be charged for fees already paid.

Step #2: Print Update List.

| Unpaid Fees | | Run: 8/25/08 7:41AM | |
|-----------------------------|-------|---------------------------|-------|
| Happydale High School 07-08 | | | |
| Name | Grade | Code | |
| ALMAZAN, MEAGHAN | 10 | 158400077 | |
| | | Locker | 10.00 |
| | | Report Cards, Mailing Fee | 6.00 |
| | | Student Planner | 6.00 |
| ALMUALEM, MARISSA | 10 | 158900495 | |
| | | Fashion | 25.00 |
| ALSTON, SELENA | 10 | 158400082 | |
| | | Locker | 10.00 |
| | | Report Cards, Mailing Fee | 6.00 |
| | | Student Planner | 6.00 |
| ALVA, JOSEPH | 10 | 158400105 | |
| | | Report Cards, Mailing Fee | 6.00 |
| | | Student Planner | 6.00 |
| | | Locker | 10.00 |

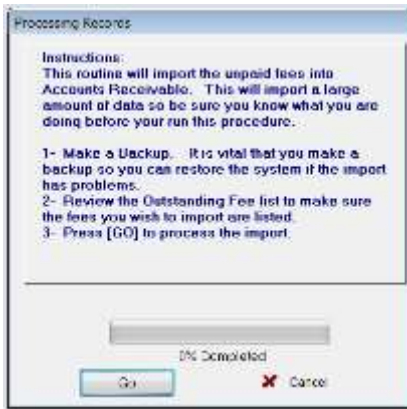
You should examine this list carefully. It is wise to randomly test student fees against the student schedules. If there are errors please contact TES.

Step #3: Edit Update List:



Mark Items as HOLD if you do NOT want them to generate an AR item.

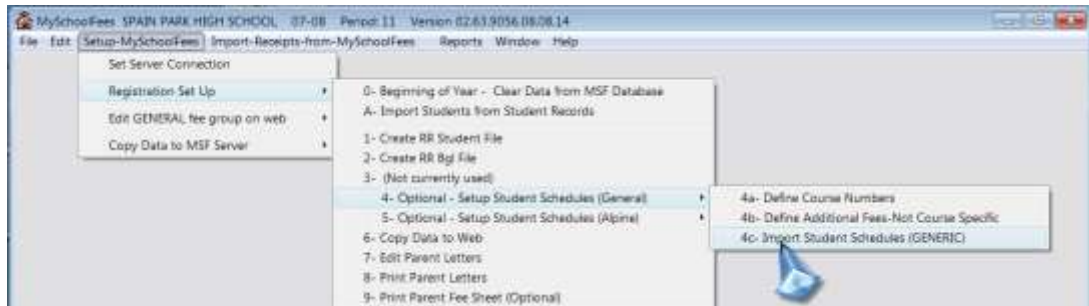
Step #4: Post Unpaid Fees to AR



Step #5: Look in Student Control Center to confirm that AR items are written as you expected.

Step #6: MySchoolFees Users Only

- a. Regenerate schedule based fee sheet.



- b. Copy Student Based Fees and Open AR items to the MSF Server.

