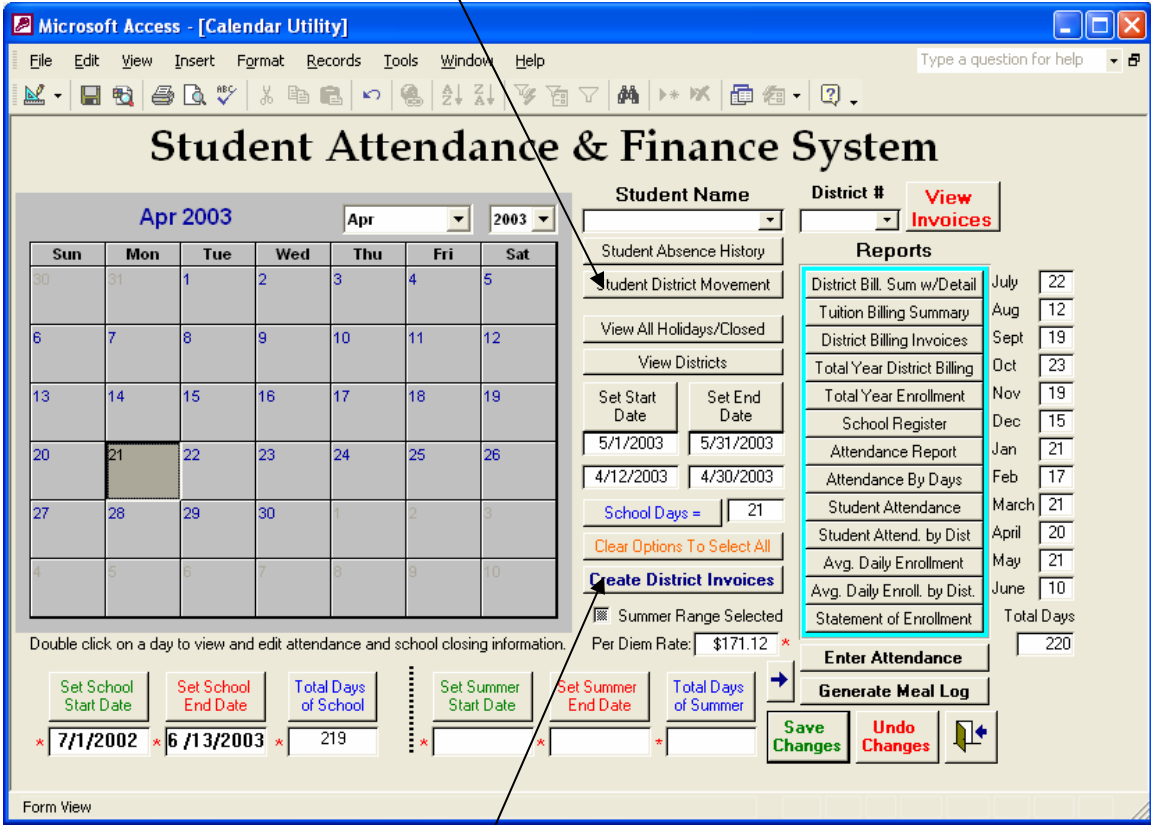


Before you create invoices verify Student District History/Movement is correct.



Be sure all of the school Holidays and Snow days are entered correctly.
Click on Create District Invoices.

Bill Run Date	Bill Start	Bill End	Adjust Start	Adjust End	Create Invoices	Print Invoices	District #	Edit Invoices	Delete Invoices
12/16/2002	2/1/2003	2/28/2003	11/17/2002	1/31/2003	Create Invoices	Print Invoices	District #	Edit Invoices	Delete Invoices
2/19/2003	3/1/2003	3/31/2003	2/1/2003	2/28/2003	Create Invoices	Print Invoices	District #	Edit Invoices	Delete Invoices
4/11/2003	4/1/2003	4/30/2003	2/20/2003	3/31/2003	Create Invoices	Print Invoices	District #	Edit Invoices	Delete Invoices
4/17/2003	5/1/2003	5/31/2003	4/12/2003	4/30/2003	Create Invoices	Print Invoices	District #	Edit Invoices	Delete Invoices
*					Create Invoices	Print Invoices	District #	Edit Invoices	Delete Invoices

On this form each date box has a detailed tip to explain how to determine the correct date. One row of 5 dates is all this is required to generate correct invoices for one billing period. Invoices will contain billing records for currently enrolled students on the Bill Run Date for the Time from of Bill Start to Bill End. Invoices will also contain Adjustments to compensate for Students that transferred districts, enrolled, or un-enrolled between the adjustment Start and Adjustment end dates. Adjustments are also generated for snow days where the districts were previously billed for the enrolled student.

If a mistake is made Invoices may be deleted by either clicking create invoices again or clicking on delete invoices.

Invoices may be viewed edited by choosing the district and by clicking the Edit invoices button for the appropriate billing row/period.

Invoices may be printed by billing period by clicking Print Invoices or to print only one districts invoice for a period select the district number first the click Print Invoices. After the invoice is displayed on your screen choose print from the menu bar as you would print any other Microsoft document like you do in MS Word or Excel.

If you clicked Edit invoices you will see this screen.

The screenshot shows the Microsoft Access application window titled "Microsoft Access - [dbo_DistrictInvoices]". The interface includes a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help) and a toolbar. The form displays the following fields:

- District Number: 0310
- Invoice Number: 0310032003
- InvoiceTitle: Tuition for 3/2003
- InvoiceDate: 3/1/2003

A "Search for Invoice" dropdown menu is located to the right of the Invoice Number field. Below these fields is the "Invoice Details" section, which contains a table with the following columns: Transaction Type, Description, Qty, Rate, Total, and Check #.

Transaction Type	Description	Qty	Rate	Total	Check #
Student Billing	Finley, Kerri (03/01/03-03/31/03)	20	\$171.12	\$3,422.40	
Student Billing	Hartwig, Troy (03/01/03-03/31/03)	20	\$171.12	\$3,422.40	
Adjustment	Finley, Kerri Credit for Snowday on 2/18/2	-1	\$171.12	(\$171.12)	
Adjustment	Finley, Kerri Credit for Snowday on 2/7/20	-1	\$171.12	(\$171.12)	
Adjustment	Hartwig, Troy Credit for Snowday on 2/18,	-1	\$171.12	(\$171.12)	
Adjustment	Hartwig, Troy Credit for Snowday on 2/7/2	-1	\$171.12	(\$171.12)	

Below the table is a "Total Balance" field showing \$6,160.32. At the bottom of the form, there is a record navigation bar showing "Record: 1 of 26 (Filtered)" and a "Form View" button. A dropdown menu is open over the table, listing the following transaction types: Student Billing, Student Left, Student Joined, Additional Charge, Adjustment, and Payments/Credits. An arrow points from the text below to this dropdown menu.

If you wish to change the Title you may do so here.

New Records may be added and edited here.

New record types allowed are Student Billing, Student Left, Student Joined, Additional Charge, Adjustment, Payments/Credits