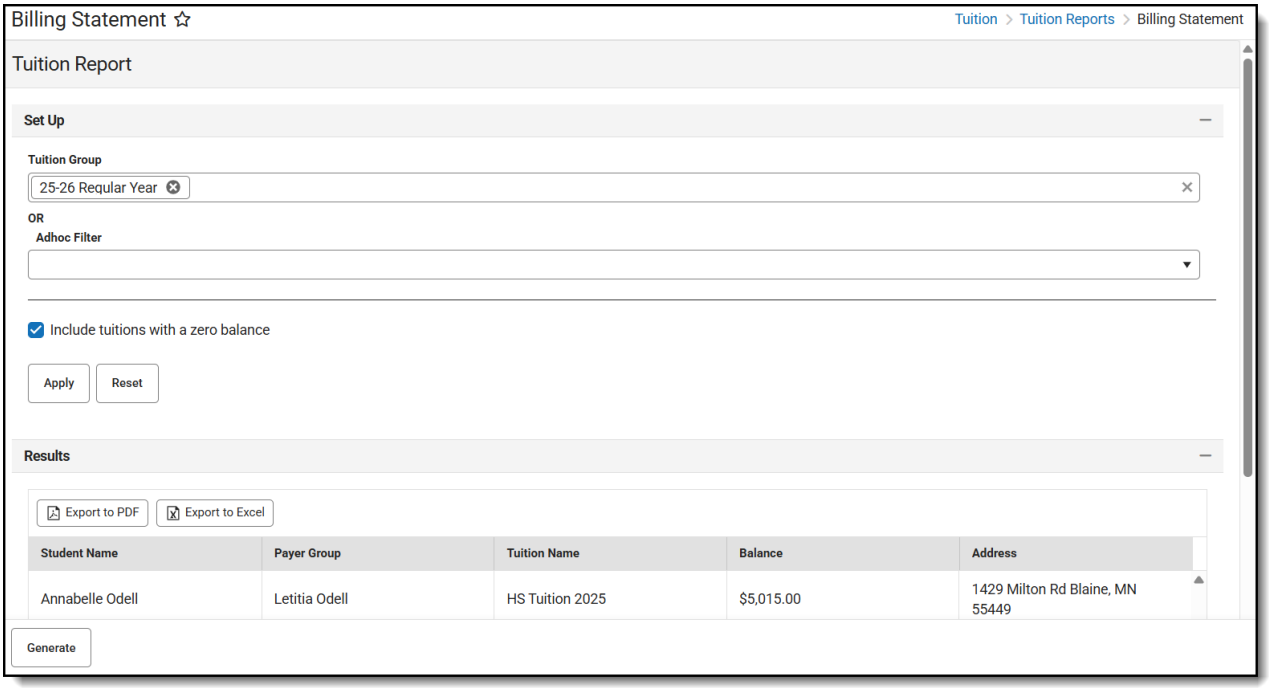
Billing Statement Report

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Tool Search: Billing Statement

The Billing Statement report allows districts to set up and generate billing statements based on selected Tuition Groups or ad hoc filters. These billing statements display the tuition amount charged to each student within the chosen setup, along with any additional fees, payments made, the remaining balance, the amount due, and the next due date. A preview option shows student and payer details in a table that can be reviewed before generating the billing statements and exported to PDF or Excel.

Generate a Billing Statement



1. Select Tuition Groups or an Ad hoc filter to choose the payers for whom billing statements will be generated.
2. Mark the 'Include tuitions with a zero balance' checkbox to include tuitions that have been paid in full.
3. Click **Apply**. A preview will appear in the Results section to review prior to generating the billing statements.
4. Click **Generate**. A separate window will open to review and print the billing statements.