

Print a Billing Inquiry

You can view or print the Billing Inquiry report for a selected student's family. This report lists the family name, student name, and total amount due for each student.

In the report preview window, you can click the Click to expand link next to a student's name to view more detailed information about the charges.

1. On the Home screen, click **Prospective Students** or **Students**.
2. Select a student name.
3. On the toolbar, click **Inquiry**.
4. When the Billing Inquiry report displays, click **Print**.
5. When finished viewing, click **Close**.