

Print Invoices and Payments for Individuals

You can print invoices and payments for current students and prospective students on the individual's billing tab. For more information about generating invoices, see [Generate Invoices from Billing Codes](#) and [Generate Late Fee Invoices](#).

1. On the Home screen, click **Students** or **Prospective Students**.
2. Double-click a student's name.
3. Click the **Billing** tab.
4. In the Invoices and Payments list, select the **Invoices** option.
5. Double-click the **Print** check box next to each invoice you want to print.
6. Click **Print**.

1. On the Home screen, click **Students** or **Prospective Students**.
2. Double-click a student's name.
3. Click the **Billing** tab.
4. In the Invoices and Payment list, select the **Payments** option.
5. Double-click the **Print** check box next to each payment you want to print.
6. Click **Print**.