

NEGATIVE BALANCE REORT

Go to Reports/Student/Student Listing Report

Set your Upper limit Balance to be the lowest negative amount you want to start with

IE: I want to see all students that have a negative balance starting with -.01

Click DISPLAY REPORT at the bottom

Reports > Student > Student Listing Report

School Group :	All Schools	▼			
School :		▼	...		
Last Name :			Begin Grade Range :		▼
POS ID :			End Grade Range :		▼
District ID :			Homeroom :		▼
SSN :			Status :		▼
Other ID :			Elig. Status :		▼
Active Student :	Yes	▼	Upper Limit Balance :	-0.01	
Order By :	Last Name	▼	Lower Limit Balance :		
CEP/Prov Adverse Action :		▼	Concurrent Enrollment :	No	▼
CEP/Prov Adverse Action Start :		📅	Group By School :	Yes	▼
CEP/Prov Adverse Action End :		📅			
Display Type :	PDF	▼			

Display Report 📅

If you click on the battery icon, you can automatically have this report run. Once you click on the icon, another screen will appear

Start

Start Time: 12:00 AM 

Recurrence Pattern

Daily

Weekly

Monthly

Yearly

Every day(s)

Every Weekday

Range of Recurrence

Start: 

No End Date

End after: occurrences

End by: 