

V1.0 Release Notes:

Release Date: 9/18/2007

1. No known compatibility issues at release date

- - - End v1.0 Notes - - -

Description:

SQL Report that can be used to list Point of Sale Account Balances. The report parameters allow the end user to select: The active (or past) school year, multiple buildings, multiple grade levels and provide an entry box for a balance. For example, suppose you want to see all POS Accounts with a negative balance; enter **-0.01** and run the report.

Instructions:

Navigate To The Report: This report can be found in the Campus Index at: System Administration>Fee Summary. (Note: If you can't navigate to that location you'll need to see your district Campus contact to get Tool Rights granted.)

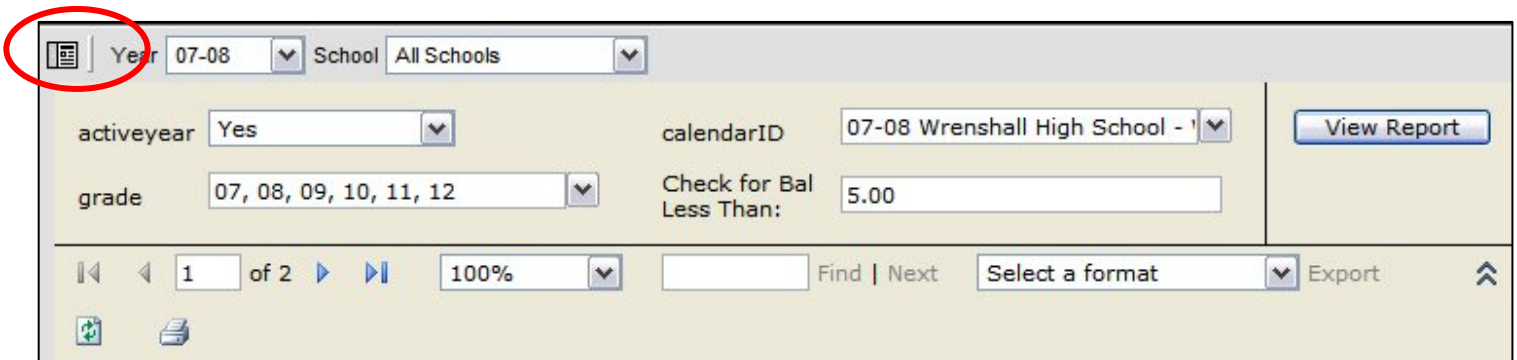
User Login: rs2005\stu#### (where #### is your 4-digit district number)

Password: use your ODBC reports password. If you don't know the password, contact your district rep for Infinite Campus.



Report Selection Criteria

Click the 'Toggle Outline' Button: This 'turns off' the index and gives you more screen room to see all the buttons you need to filter and run your report.



ActiveYear: (Defaults to 'Yes') Select your choice from the drop list. Selecting 'No' shows ALL school calendars.

Year 07-08 School All Schools

activeyear Yes

calendarID 07-08 Wrenshall High School - '

View Report

grade 07, 08, 09, 10, 11, 12

Check for Bal Less Than: 5.00

1 of 2 100% Find | Next Select a format Export

CalendarID: Select the desired Calendars. Multiple selections are supported, but restricted by Campus User permissions.

Year 07-08 School All Schools

activeyear Yes

calendarID 07-08 Wrenshall High School - '

View Report

grade 07, 08, 09, 10, 11, 12

Check for Bal Less Than: 5.00

1 of 2 100% Find | Next Select a format Export

grade: Select the desired grade level(s).

Year 07-08 School All Schools

activeyear Yes

calendarID 07-08 Wrenshall High School - '

View Report

grade 07, 08, 09, 10, 11, 12

Check for Bal Less Than: 5.00

1 of 2 100% Find | Next Select a format Export

Check for Bal Less Than: Enter a starting number. For example 5.00 to see all records with \$5.00 or

Year 07-08 School All Schools

activeyear Yes

calendarID 07-08 Wrenshall High School - '

View Report

grade 07, 08, 09, 10, 11, 12

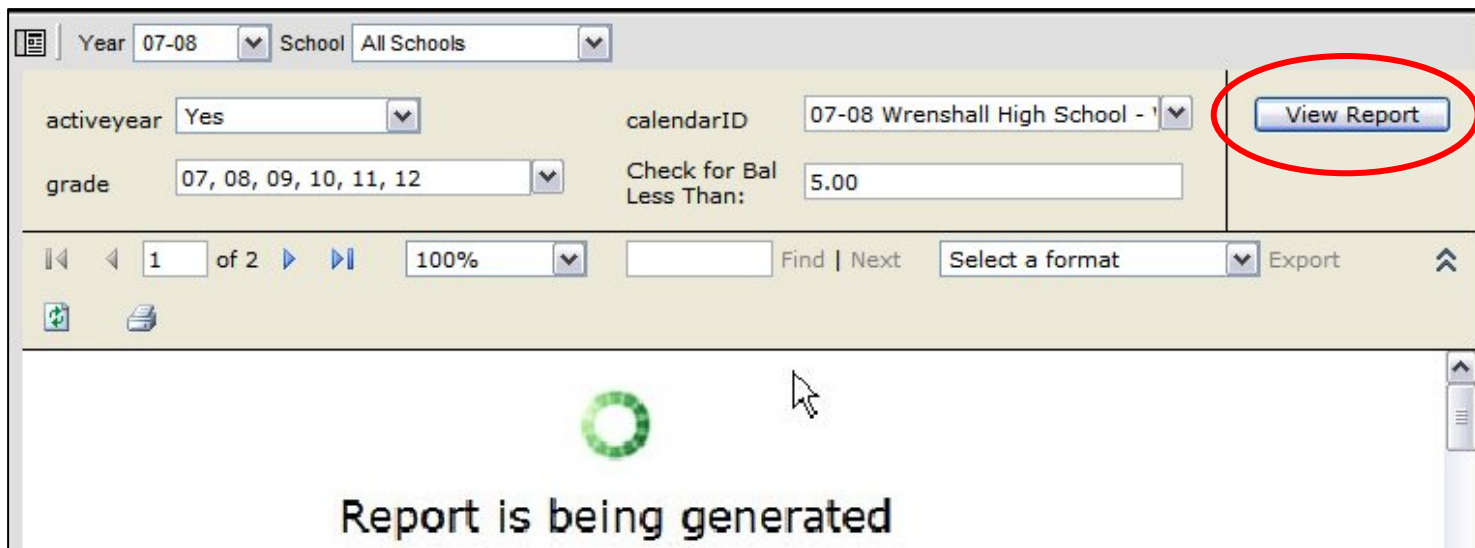
Check for Bal Less Than: 5.00

1 of 2 100% Find | Next Select a format Export

Infinite Campus / SQL Reporting Services: **POS Account Balances v1.0**

less account balance. You can also enter a NEGATIVE number, for example -5.02, to list records with account balances of **(-\$5.02)** or less. (handy!)

View Report: Click this button to generate the report.
 You should see a message indicating that the report is being generated...
 Your report will look similar to the illustration, below.



If everything is working right, you should see a report similar to the illustration shown below. (Confidential information has been hidden in the example below)

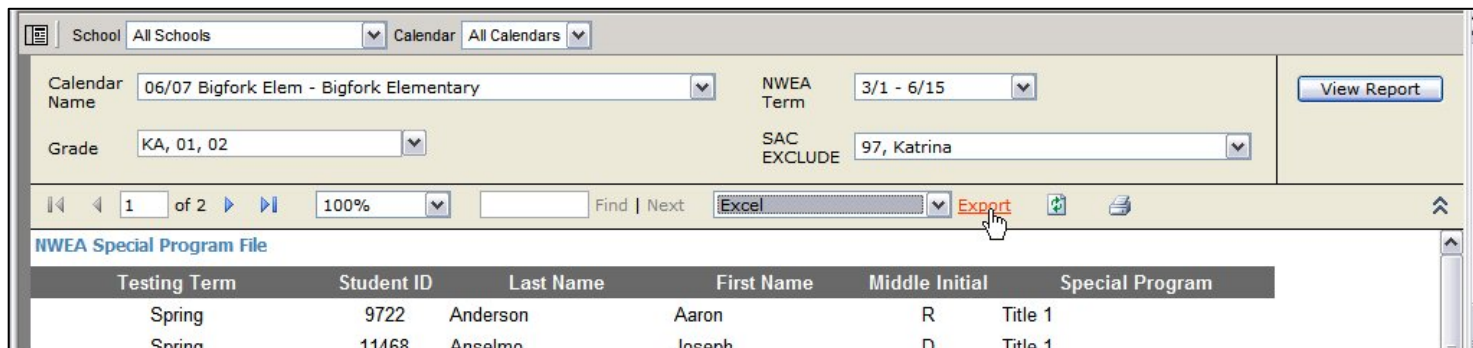
School Calendar	Name	Student #	PIN	Account #	Last Date Posted	Running Bal
	[REDACTED]	037	[REDACTED]	1324	09/17/2007	0.00
	[REDACTED]	029	[REDACTED]	1199	09/14/2007	0.00
	[REDACTED]	012	[REDACTED]	1073	09/17/2007	0.00
	[REDACTED]	042	[REDACTED]	1276	09/14/2007	0.00
Grade: 08						
	[REDACTED]	023	[REDACTED]	1350	08/16/2007	0.05
	[REDACTED]	029	[REDACTED]	1243	09/17/2007	-1.65
	[REDACTED]	028	[REDACTED]	1204	09/17/2007	2.55
	[REDACTED]	022	[REDACTED]	1328	09/17/2007	0.00
Grade: 09						
	DILLE, DAVID	110018	4967	1054	09/17/2007	0.00

Exporting Report to an External File

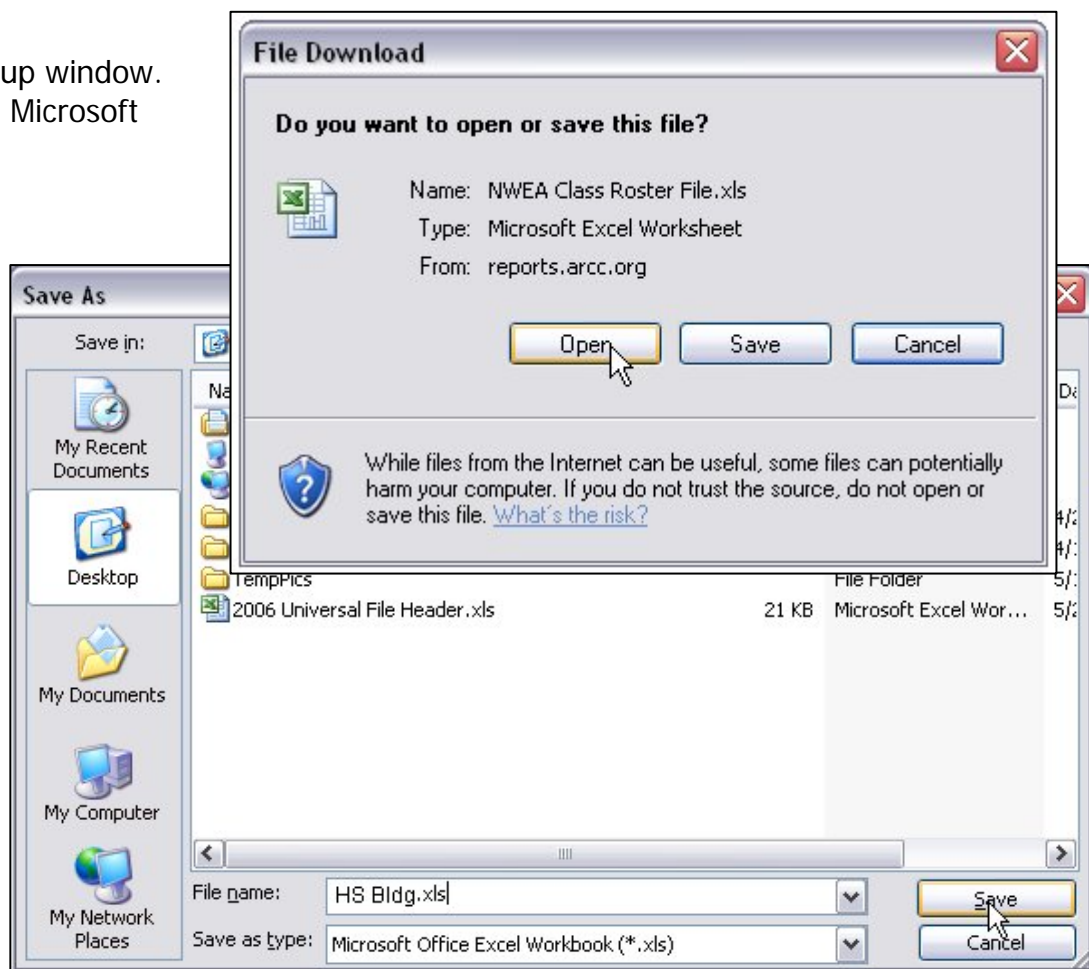
***Note: Export instructions below are the same for ALL SQL Reports.

Select a format: This is where you determine the type of external file that will be extracted from your report. ARCC supports use of Microsoft Excel, so we advise to **select 'Excel' from the drop list**. If you decide to select a different file type, you'll be 'on your own' when it comes to file questions.

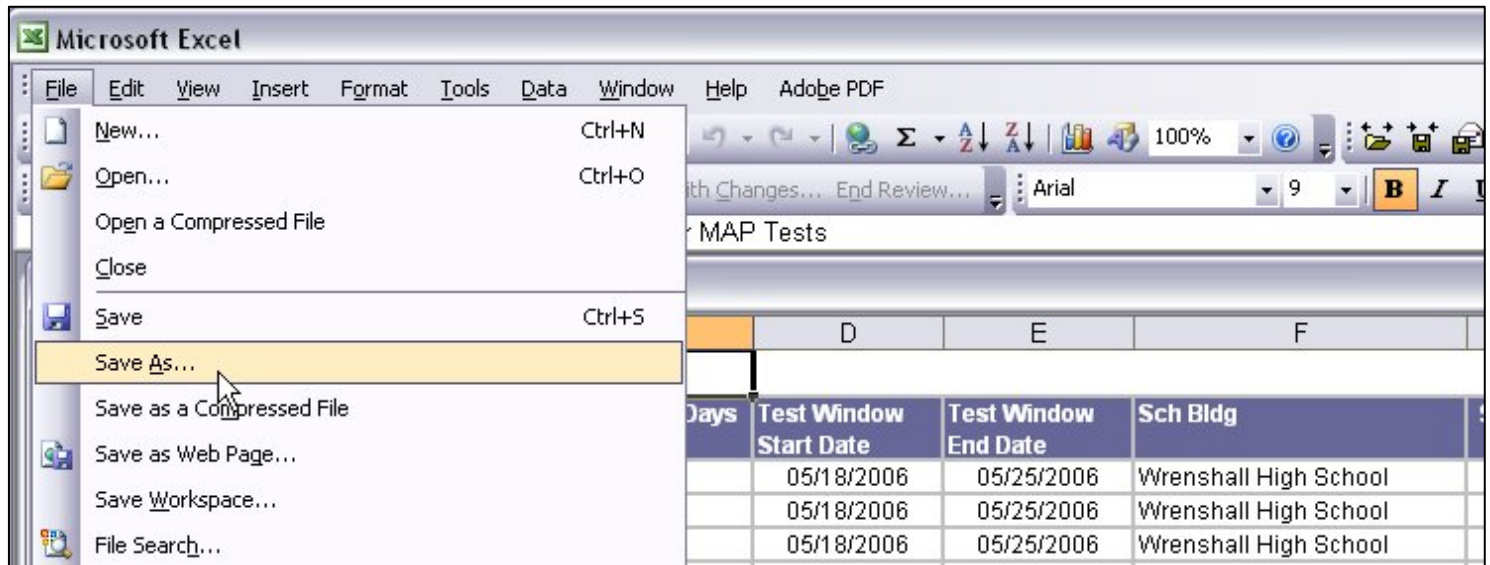
Export: Click on 'Export'



Select 'Open' from the popup window. The file should open into a Microsoft Excel worksheet.



Click on 'File', Select 'Save As': Be sure to give each building file a UNIQUE name!



Repeat the report process for each building as needed.