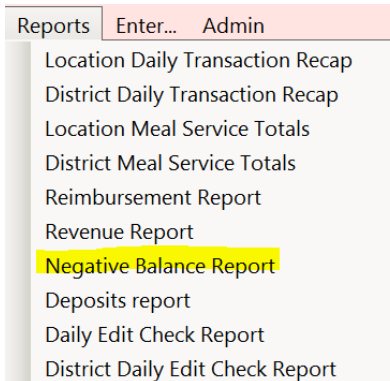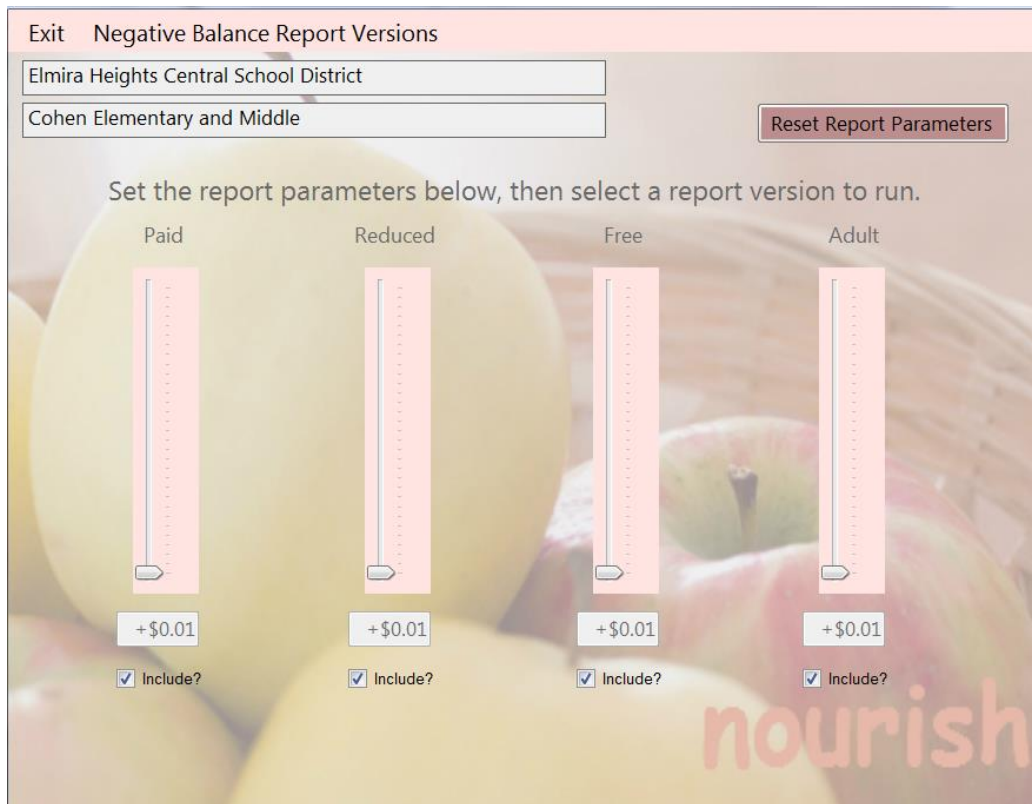## Negative Balance Report

The Negative Balance Report in NourishOffice has added customization features.

Open NourishOffice, select the appropriate district and school and then select **Negative Balance Report** under the Reports menu.
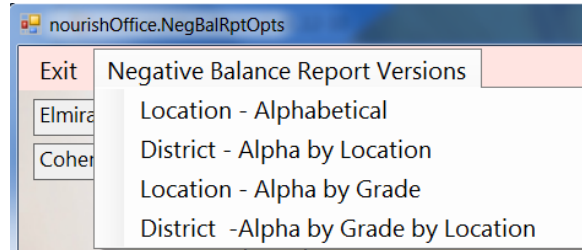

The report options allow for including **Paid, Reduced, Free** and/or **Adult** accounts as well as a **dollar amount** from $0.01 to $30.00 for each type.

The **Reset Report Parameters** button will return all options to default, as shown above.

Nourish Point-Of-Sales System

Negative Balance Report

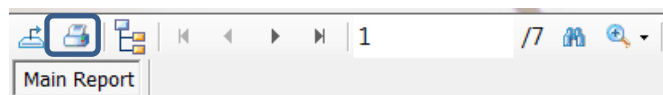Once all the options and dollar amounts have been selected there are four options for printing the report.

- **Location – Alphabetical** will print the report based on the school selected and present the students in alphabetical order.
- **District – Alpha by Location** will print the report based on the entire district and present the students in alphabetical order by school.
- **Location – Alpha by Grade** will print the report based on the school selected and present the students in alphabetical order by grade level.
- **Location – Alpha by Grade** will print the report based on the entire district and present the students in alphabetical order by grade level.

The report header will list the options selected.

Print the report using the **print** icon

Save an external copy by selecting the export icon and selecting **PDF** or **Microsoft Excel (97-2003) Data Only (*.xls)** and selecting the file location.