

## 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.

| Reports        | Enter                        | Admin            |  |
|----------------|------------------------------|------------------|--|
| Locati         | on Daily T                   | ransaction Recap |  |
| Distric        | t Daily Tr                   | ansaction Recap  |  |
| Locati         | Location Meal Service Totals |                  |  |
| Distric        | District Meal Service Totals |                  |  |
| Reimb          | Reimbursement Report         |                  |  |
| Revenue Report |                              |                  |  |
| Negat          | tive Baland                  | ce Report        |  |
| Depos          | Deposits report              |                  |  |
| Daily          | Daily Edit Check Report      |                  |  |
| Distric        | t Daily Ed                   | lit Check Report |  |
| Distric        | t Daily Ed                   | lit Check Report |  |

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.

|  | nce Report Versions     |                    |                     |        |
|--|-------------------------|--------------------|---------------------|--------|
| Elmira Heights Central S<br>Cohen Elementary and |                         |                    |                     |        |
| conen ciementary and                             | wilddie                 |                    | Reset Report Param  | neters |
| Set the rep                                      | ort parameters below, t | then select a repo | ort version to run. |        |
| Paid   | Reduced                 | Free               | Adult               |        |
| [:   | 1:                      | 12                 |                     |        |
|  |                         |                    |                     |        |
|  |                         |                    |                     |        |
|  |                         |                    |                     |        |
|  |                         |                    |                     |        |
|  |                         |                    |                     |        |
|  |                         |                    |                     |        |
| +\$0.01  | +\$0.01                 | +\$0.01            | +\$0.01             |        |
|  |                         |                    |                     |        |
| ✓ Include?                                       | ✓ Include?              | ✓ Include?         | ✓ Include?          |        |
|  |                         |                    |                     | 31     |
|  |                         |                    |                     |        |

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



## Negative Balance Report

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

| nourishOffice.NegBalRptOpts |                                      |  |
|-----------------------------|--------------------------------------|--|
| Exit                        | Negative Balance Report Versions     |  |
| Elmira                      | Location - Alphabetical              |  |
| Coher                       | District - Alpha by Location         |  |
|                             | Location - Alpha by Grade            |  |
|                             | District -Alpha by Grade by Location |  |

- <u>Location Alphabetical</u> will print the report based on the school selected and present the students in alphabetical order.
- <u>District Alpha by Location</u> will print the report based on the entire district and present the students in alphabetical order by school.
- <u>Location Alpha by Grade</u> 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.

| 5/27/2020  |                  | Negative Ba                               | lance r        | eport         |                           | Page 1 of 2        |
|------------|------------------|---|----------------|---------------|---------------------------|--------------------|
|            |                  |   |                |               |                           | NegativeBalance.ot |
|            |                  | Training                                  | District       |               |                           |                    |
|            |                  | For School                                | Year: 19-20    |               |                           |                    |
|            | Report includes: | S1 amount owed \$0.01+, S2 amount owed \$ | \$0.01+, S3 am | ount owed \$0 | 0.01+, A4 amount owed \$0 | .01+               |
| Account ID | Person           | Account<br>Type                           | Account        | Grade         | Balance                   |                    |

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.

| File name:    |   |  |
|---------------|---|--|
| Save as type: | e: Crystal Reports (*.rpt)                  |  |
|               | Crystal Reports (*.rpt)                     |  |
|               | PDF (*.pdf)                                 |  |
| lide Folders  | Character Separated Values (CSV) (*.csv)    |  |
|               | Microsoft Excel (97-2003) (*.xls)           |  |
|               | Microsoft Excel (97-2003) Data-Only (*.xls) |  |
| 000006541     | Microsoft Excel Workbook Data-Only (*.xlsx) |  |
| 000011042     | Microsoft Word (97-2003) (*.doc)            |  |
| 000009683     | Microsoft Word (97-2003) - Editable (*.rtf) |  |
| 000005987     | Rich Text Format (RTF) (*.rtf)              |  |
|               | XML (*.xml)                                 |  |