

To Find Accounts with Balances in Current Session:

Go to Accounts

Find

Detail

Open Blue Folder

Click on: 0! AH active Acct's with balances OR 0! NP active Acct's with balances

Load

Find

Click "Balance" column to put in order of amounts

To Find Accounts with Balances in Previous Sessions:

Go to Students

Query

Detail

Select *Account/Location*

Choose AH or NP

+And

Select *Student/Level* _____ (example Session I/2011)

+And

Select *Account/Balance*

Choose *More than* >0

Find