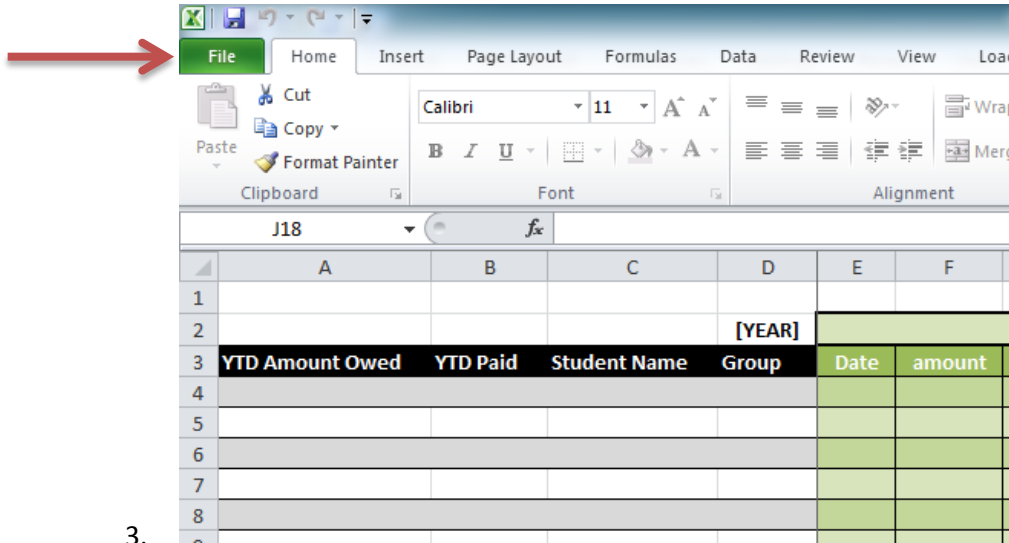
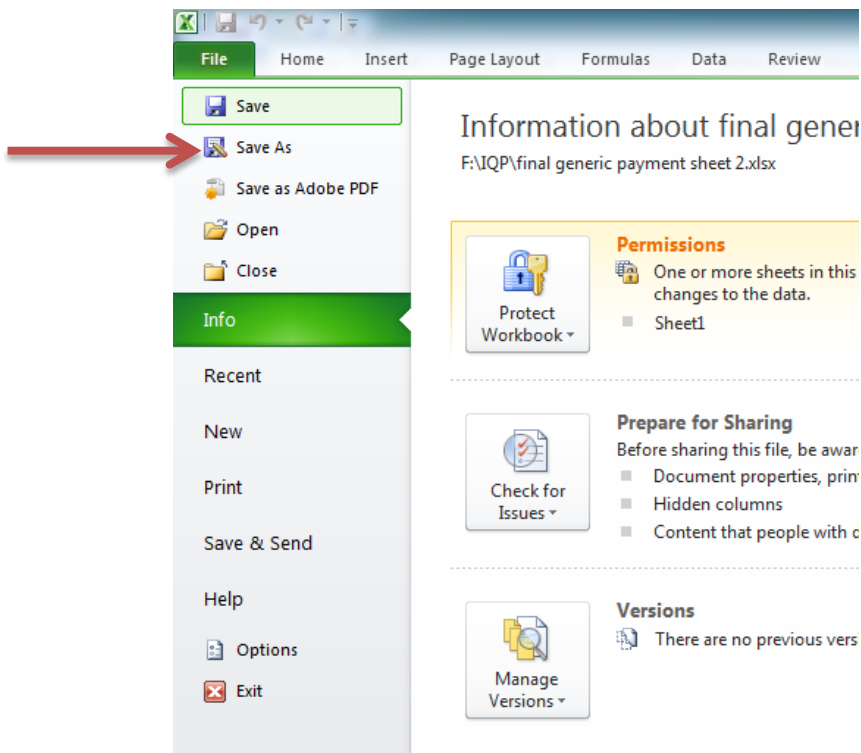


Initial Setup- Turning the generic document into the database for the year

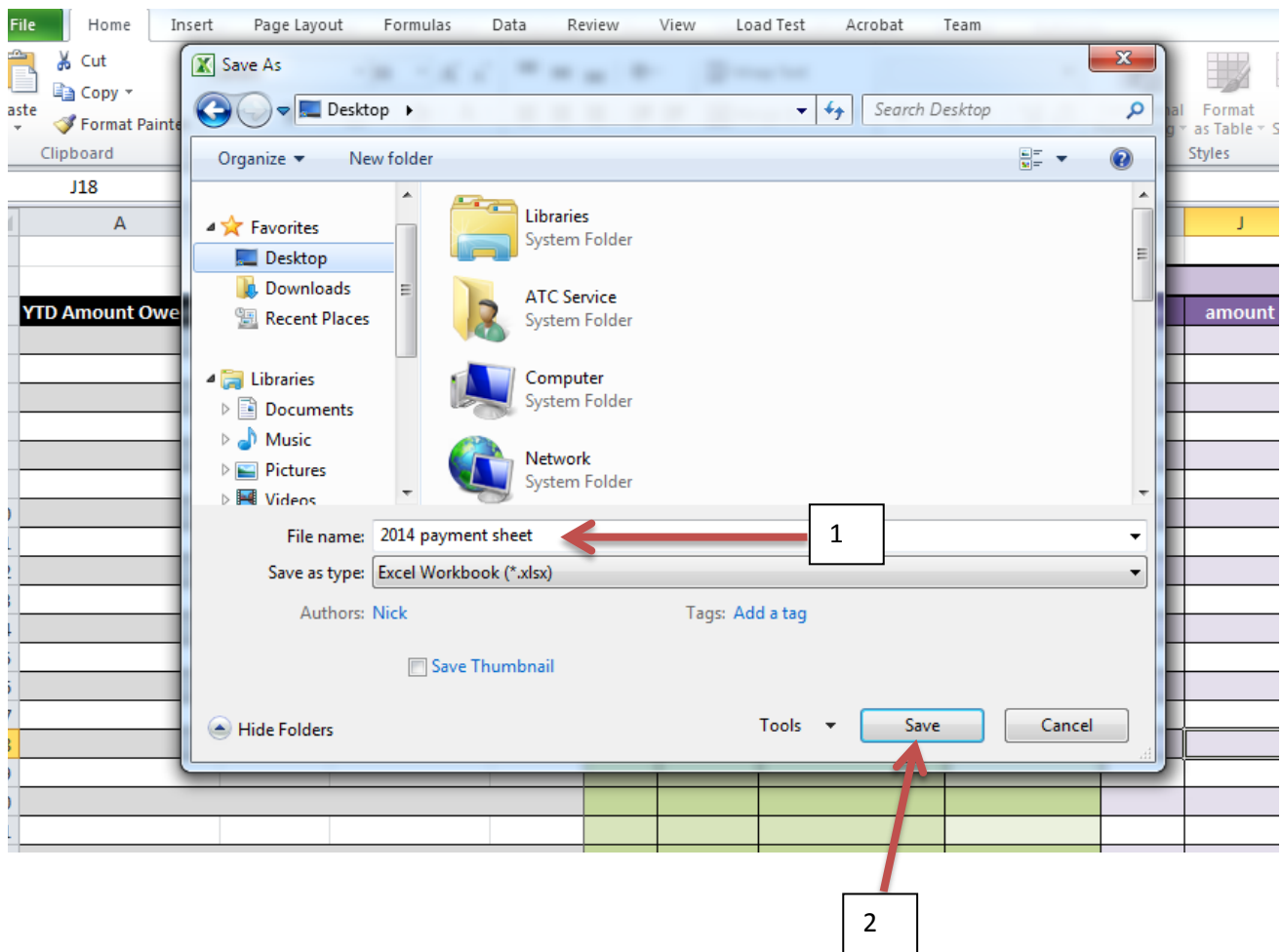
1. Open “Generic Payment sheet”
2. Click on “File”



- 3.
4. Click on “Save As”



5. Save it to the sky drive by doubling clicking “Tasneem Skydrive” (1) Type in the year and “payment sheet” in the box and then (2) click save



Maintaining the payment sheet

These steps will help upkeep the document

1. Open [year]payment sheet located on your desktop
2. Type the student's name in column C by clicking on the cell, repeat this step for each student by choosing the cell below the one before it

		[YEAR]			
Amount Owed	YTD Paid	Student Name	Group	Date	amount
		Nick			

8. (1) Type the amount that you received in the “amount” column for that month (2) if the amount received is less than the tuition for that month than a red cell will show how much they still owe you for that month in the “amount owed” column

[illegible]

9. Then click on the next cell and choose the payment method by selecting the arrow on the right side and clicking "CASH" or "ELECTRONIC"

C	D	E	F	G	H
	[YEAR]	JAN			
Student Name	Group	Date	amount	payment method	amount owed
Jick	Red	10.1.14	850		100

Repeat steps 2-4 for each student and then step 5-9 for each month

10. Repeat steps 2-4 for each student and then step 5-9 for each month

What the document will tell you

[illegible]

1. "YTD Amount Owed" will tell you the year to date how much the student owes
2. "YTD Paid" will tell you the year to date how much the student has paid
3. "Student Name" will tell you the student's name
4. "group" will tell you the group they are in
5. "date" will tell you the date they paid for that month
6. "amount" is how much the student has paid for that month
7. "Payment Method" will tell you how the student paid
8. "amount owed" will tell you how much the student owes you if anything

Accessing from another computer

1. Click on the following link <https://skydrive.live.com/> by holding down CTRL and clicking on the blue words
2. Login with your personal Skydrive account information

Here you can access any information you saved on the Skydrive from any computer