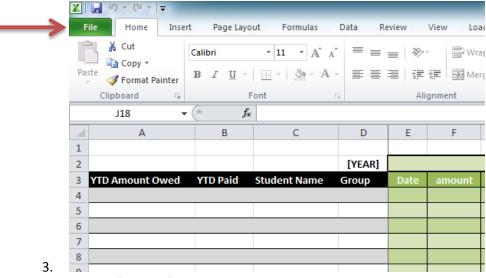
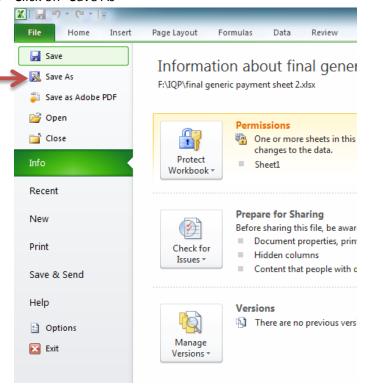
Initial Setup- Turning the generic document into the database for the year

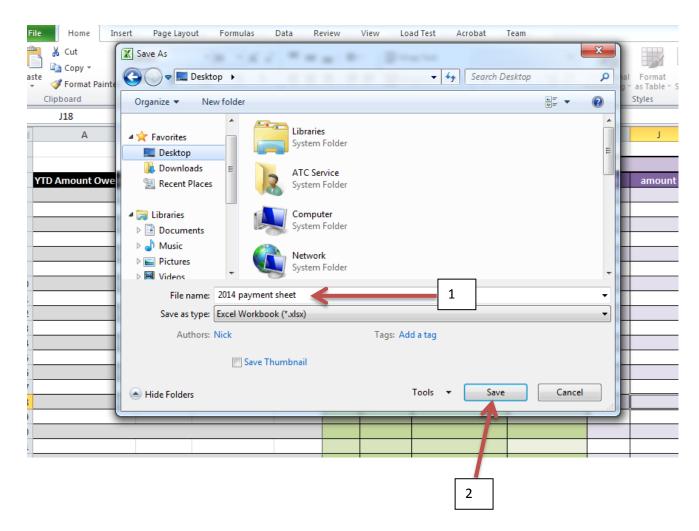
- 1. Open "Generic Payment sheet"
- 2. Click on "File"



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]			
unt Owed	YTD Paid	Student Name	Group	Date	amount	
	\rightarrow	Nick				
			<u> </u>			

3. Click on the group in column D next to the students name, click on the small arrow on the right of the cell

		[YEAR]			
1	Student Name	Group	Date	amou	
	Nick		· ←		

4. This will show a drop down menu and you can click the appropriate group the student is in Repeat this step for each student that has been inputted

_/	Α	В	С	D	Е	F	G 4
1							
2				[YEAR]	JAN		
3	YTD Amount Owed	YTD Paid	Student Name	Group	Date	amount	payment method
4			Nick		▼		
5				Yellow			
6				Red Blue 1			
7				Blue 2			
8							
9							
10							
11							

- 5. Then scroll to the right by using the right arrow key on the keyboard
- 6. Go to the month which you would like to register the payment for the student
- 7. Type in the date you received the payment in column labeled "Date" for that month

		[YEAR]	JAN				
) Paid	Student Name	Group	Da	ite	amount	payment method	amount owed
	Nick	Red	10.1.14				

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

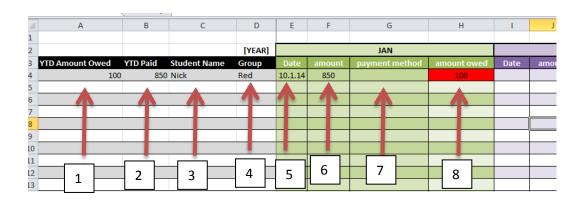
		[YEAR]	JAN					
YTD Paid	Student Name	Group	Date	amount		payment method	amount owed	
850	Nick	Red	10.1.14	850			100	
							2	
		YTD Paid Student Name 850 Nick		YTD Paid Student Name Group Date	YTD Paid Student Name Group Date am 850 Nick Red 10.1.14 8	YTD Paid Student Name Group Date amount	YTD Paid Student Name Group Date amount payment method 850 Nick Red 10.1.14 850	

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"

		F G			Н		
YEAR]	JAN						
oup	Date	amount	payment method	а	mount owed		
d	10.1.14	850		¥	100		
				Π			
				Т			
	d	Dup Date d 10.1.14	Dup Date amount d 10.1.14 850	Date amount payment method	Dup Date amount payment method a d 10.1.14 850		

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

What the document will tell you



- 1. "YTD Amount Owed" will tell you the year to date how much the student owes
- 2. I"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