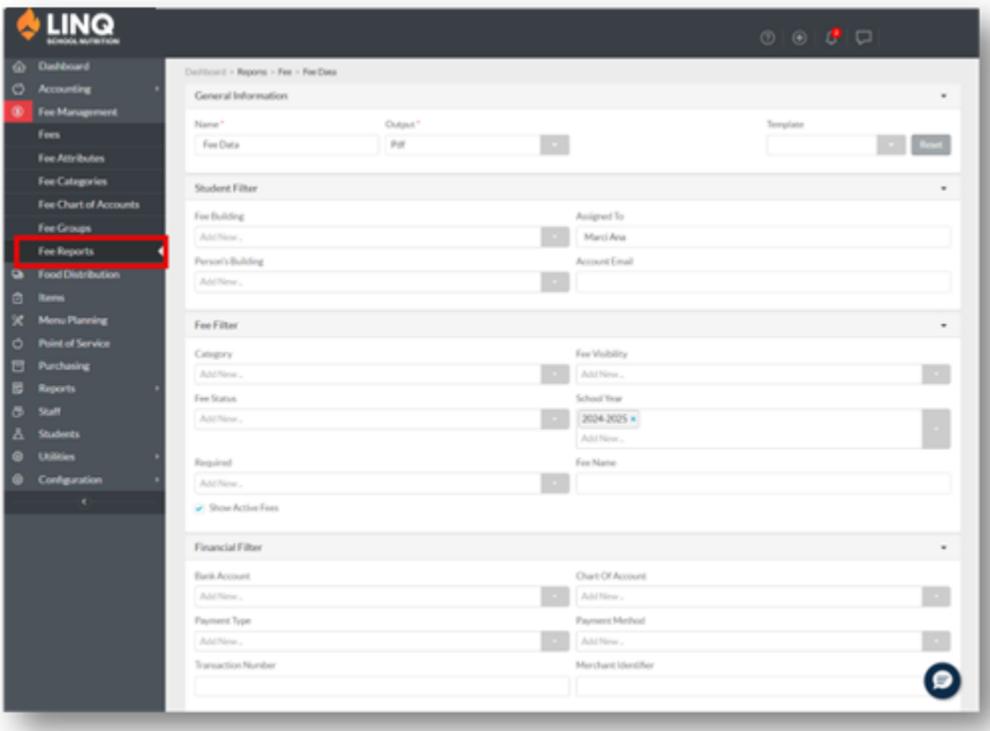


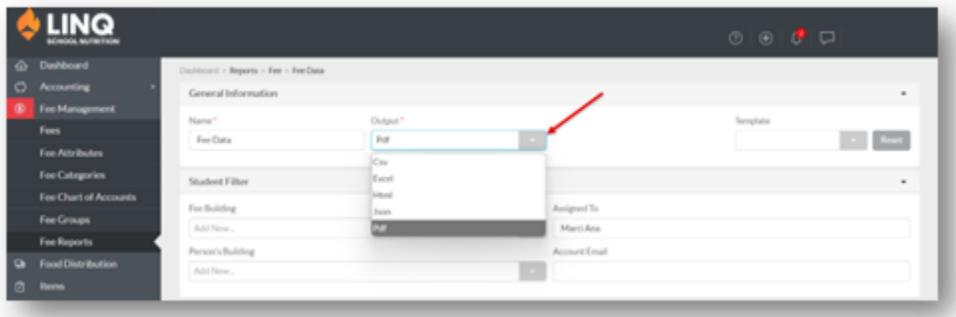
How to Report on Fees

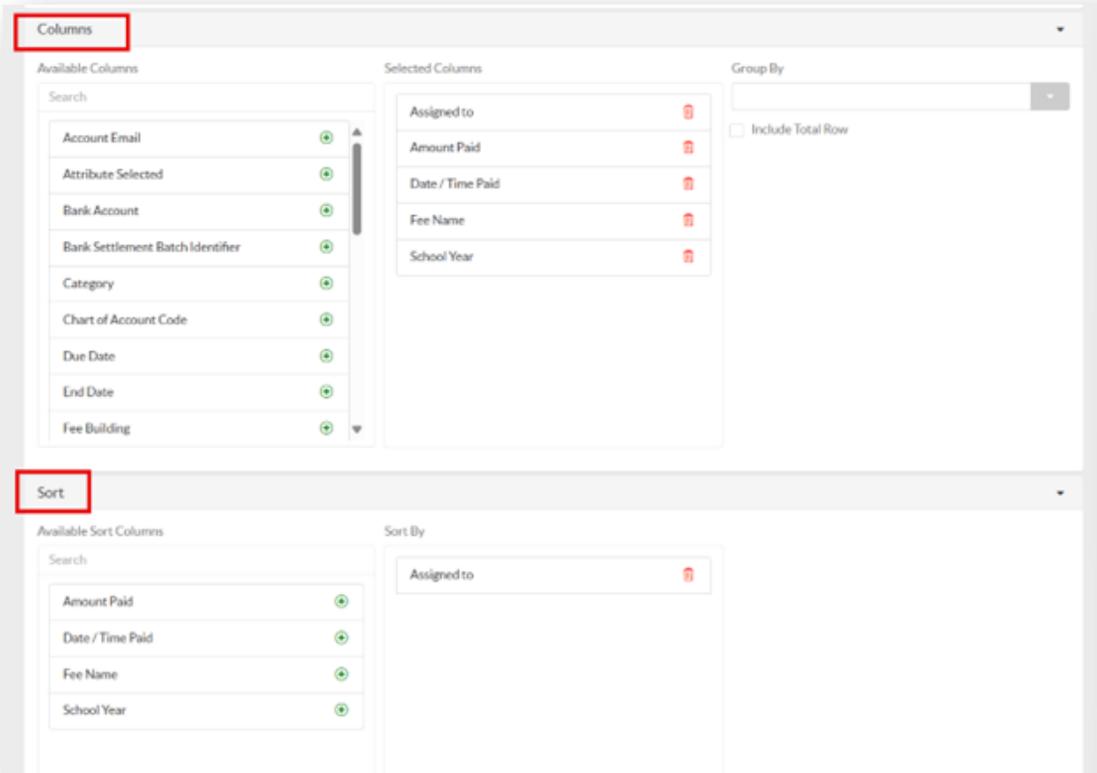
Fee Management has its own reporting module separate from the rest of the Nutrition Suite reports. In it, users can generate reports on various fees, like payment status or fee visibility.

1. Navigate to Fee Reports.



2. Enter or select the relevant information you would like included in the report.
3. Select and arrange your report columns, format, and export type.





4. Select Request Report. When your report has been generated, it can be accessed from the bell in the upper right-hand corner

