

## Debtors

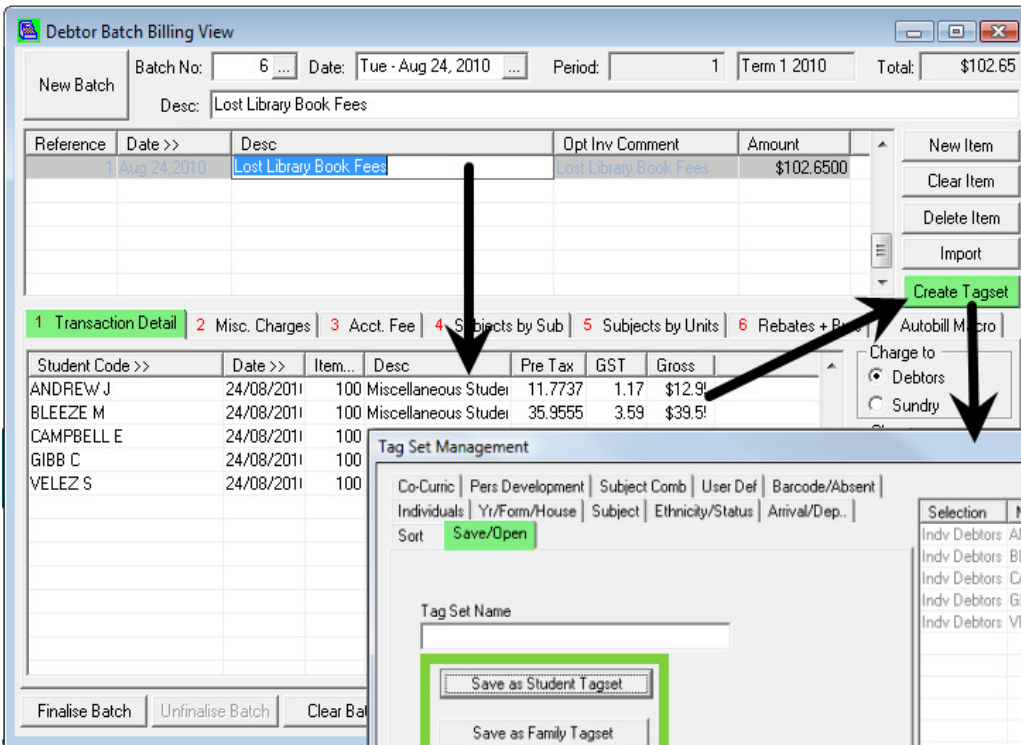
please ensure this is passed on to the relevant person at your school

**Debtors**  
**24 August 2010**

### Create a Tag Set from Debtor Billing

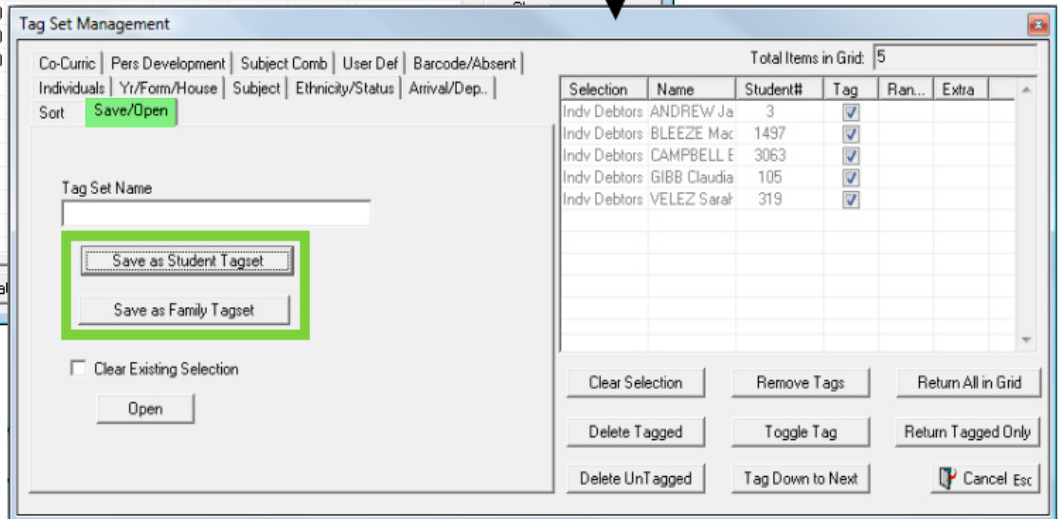
After invoicing a group of students for charges such as lost library books or ski trip instalments there is an easy way to print accounts for those students / families invoiced by using the 'Create Tagset' option in the Batch Billing View.

**Path:**      *Debtors—Batch Billing View*

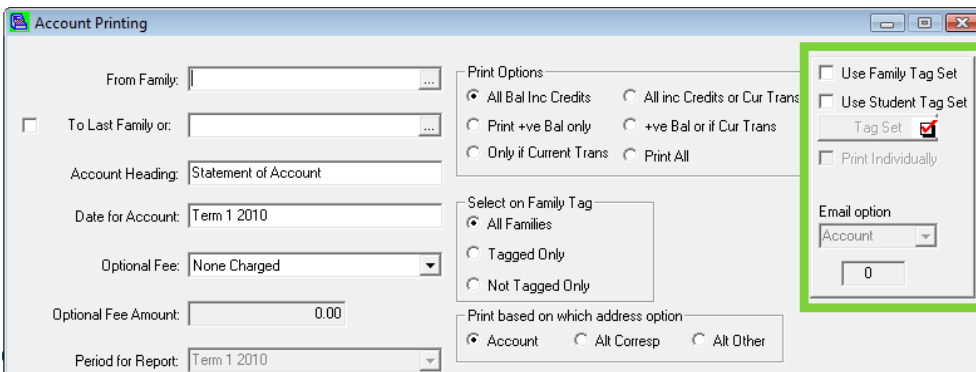


Hi-light the billing line that contains the students you wish to print accounts for and select the option to **Create Tagset**.

This will bring up the Tag Set Management view showing the invoiced students in the grid.



Save the list of students as either a Student Tagset or Family Tagset using the **Save/Open** tab.



Through **Account Printing** or **Sundry Account Printing** you can now use the saved Tag Set you created to print the accounts for the invoiced students / families.