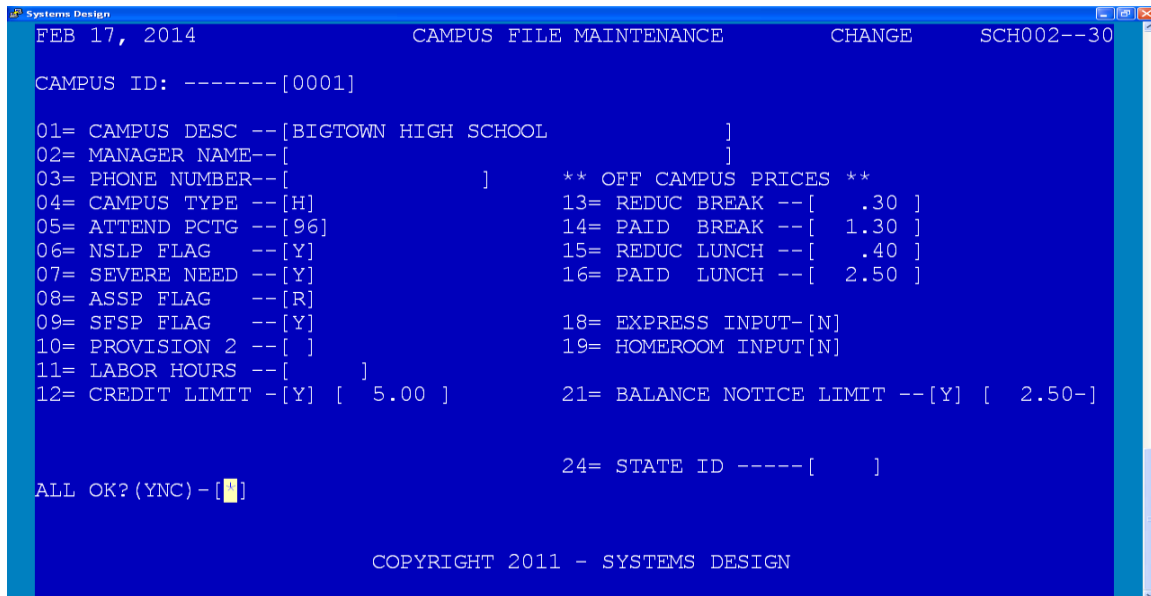


Setting up Negative Email notice for weekly delivery

This program is used to the new feature that will email the parents of students that have a negative balance greater than the threshold on the school campus master file located under **FS-01-03**. You will need to be in the change mode by enter **C** as the option. You will then enter the campus id of the campus you want to change. Once that campus master file is up you will enter **N** at all OK? Then you will enter that you want to change field **21** BALANCE NOTICE LIMIT **{Be sure not use field 12 Credit Limit}**. You then enter a **Y** and then enter the negative dollar amount with a minus sign (**2.50-**) that you want the system to send out emails on, as shown below:



```

Systems Design
FEB 17, 2014          CAMPUS FILE MAINTENANCE          CHANGE          SCH002--30

CAMPUS ID: -----[0001]

01= CAMPUS DESC --[BIGTOWN HIGH SCHOOL          ]
02= MANAGER NAME--[          ]
03= PHONE NUMBER--[          ]          ** OFF CAMPUS PRICES **
04= CAMPUS TYPE --[H]          13= REDUC BREAK --[ .30 ]
05= ATTEND PCTG --[96]          14= PAID BREAK --[ 1.30 ]
06= NSLP FLAG --[Y]          15= REDUC LUNCH --[ .40 ]
07= SEVERE NEED --[Y]          16= PAID LUNCH --[ 2.50 ]
08= ASSP FLAG --[R]
09= SFSP FLAG --[Y]          18= EXPRESS INPUT-[N]
10= PROVISION 2 --[ ]          19= HOMEROOM INPUT[N]
11= LABOR HOURS --[ ]
12= CREDIT LIMIT -[Y] [ 5.00 ]          21= BALANCE NOTICE LIMIT --[Y] [ 2.50-]
                                     24= STATE ID -----[ ]

ALL OK?(YNC)-[ ]

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```

Once this is done the system will read the email address that is in the student master file (**FS-01-01**) under **M** for memo and **E** for email. This email address can be made as part of the nightly demographic student load from PEIMS, or a special one time file from PEIMS or manually input from the student master file maintenance routine. The system will send out a negative balance email every Friday afternoon at 4 PM completely UN-attended! The email will use the same verb-age that you have for the Print Negative Balance Notice report that you run under FS-04-18. You can also print and edit the verb-age under FS-01-08, Notification Parameter Maintenance. You can get complete instructions for this operation by clicking on the link below:

http://www.systemsdesignusa.com/SDsite/manuals/NotifyParam_Maint.pdf

You can also get complete instructions for Student Memo File Maintenance from the link below:

<http://www.systemsdesignusa.com/SDsite/manuals/MemoMaintenance.pdf>