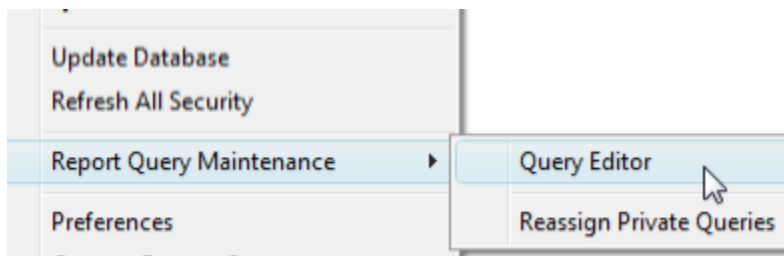
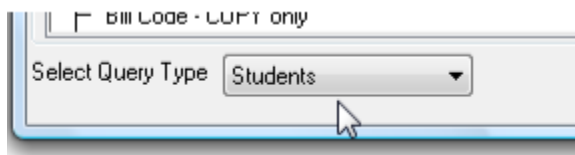


How do I create a query to send broadcast emails to parents with a balance due on their account?

Schools that want to send a Broadcast Email to parents with students that have a Balance Due can do this by setting up a query in System Administration > File > Report Query Maintenance > Query Editor.



Query Type should be Students.



Create your query and click on the SQL tab and then the Override button.



Type the following into the window... AR_GROUP = 'Student' and ID in (select STUDENT_ID from STUDENT_BAL where BAL_TOTAL_DUE > 0)

Query Parameters (Students)

Query Description Balance Due Security Level

Report Description Balance Due All c.

Notes Edit

Conditions | Statistics | **SQL**

```
SELECT * FROM STUDENTS WHERE  
AR_GROUP = 'Student' and ID in (select STUDENT_ID from STUDENT_BAL where BAL_TOTAL_DUE > 0)
```

Save your Query.

In MBP > Admin > Email > Student Parent > Advanced – open the Queries

Student/Parent Constituent Admissions Faculty

Step 1: Select Recipients for Email Broadcast

Basic **Advanced** Online Billing

Student Selection Options

Select grades in the

*** Please select an existing query from the list below**

Note: Any options selected on the 'Basic Tab' will be ignored. If you need to create a new query, click on the 'Queries' link in the left sidebar.

Use Next year Information

The query you selected is:

- Queries
 - Public (9 Public Queries)
 - All Graduates
 - All HS Students
 - All Parents
 - All Students
 - All Withdrawn Students
 - Balance Due by Section

The school can determine the rest of the settings they may want. The actual Balance will not be an option in the Merge Fields.