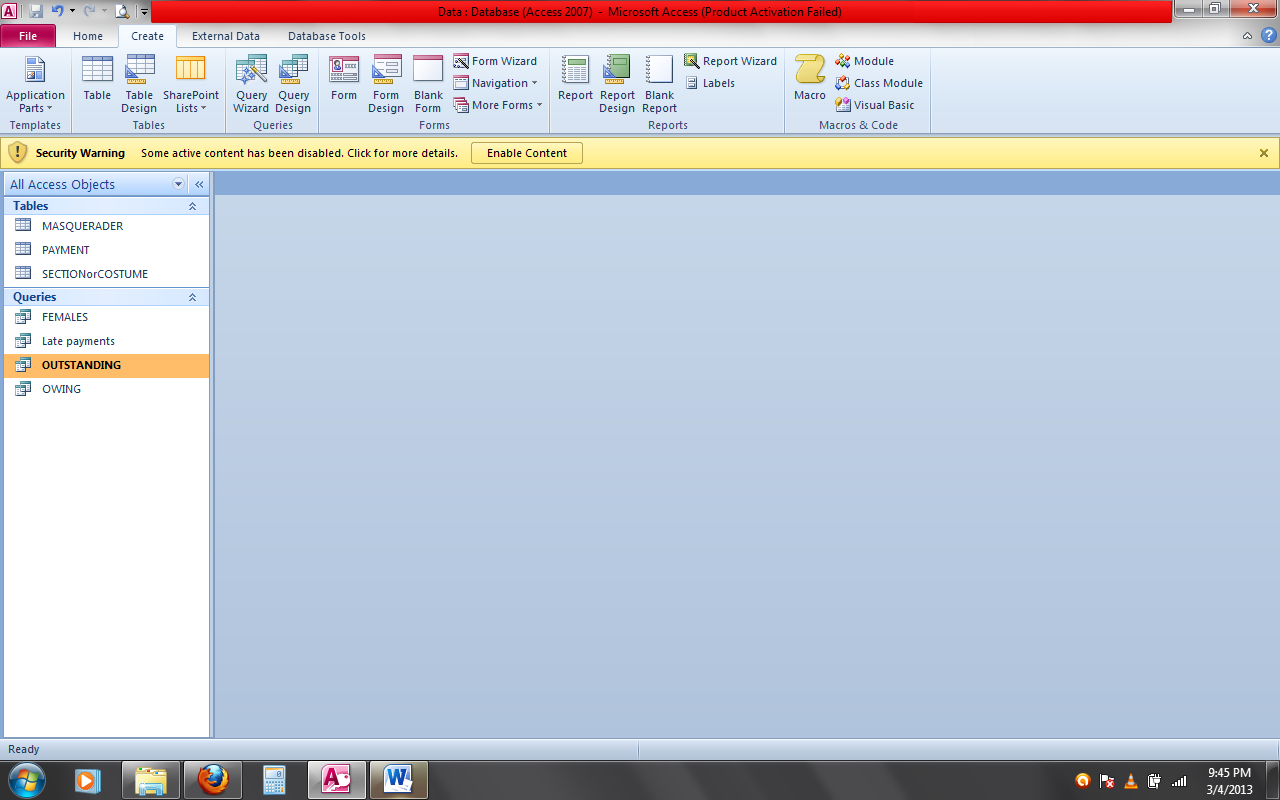
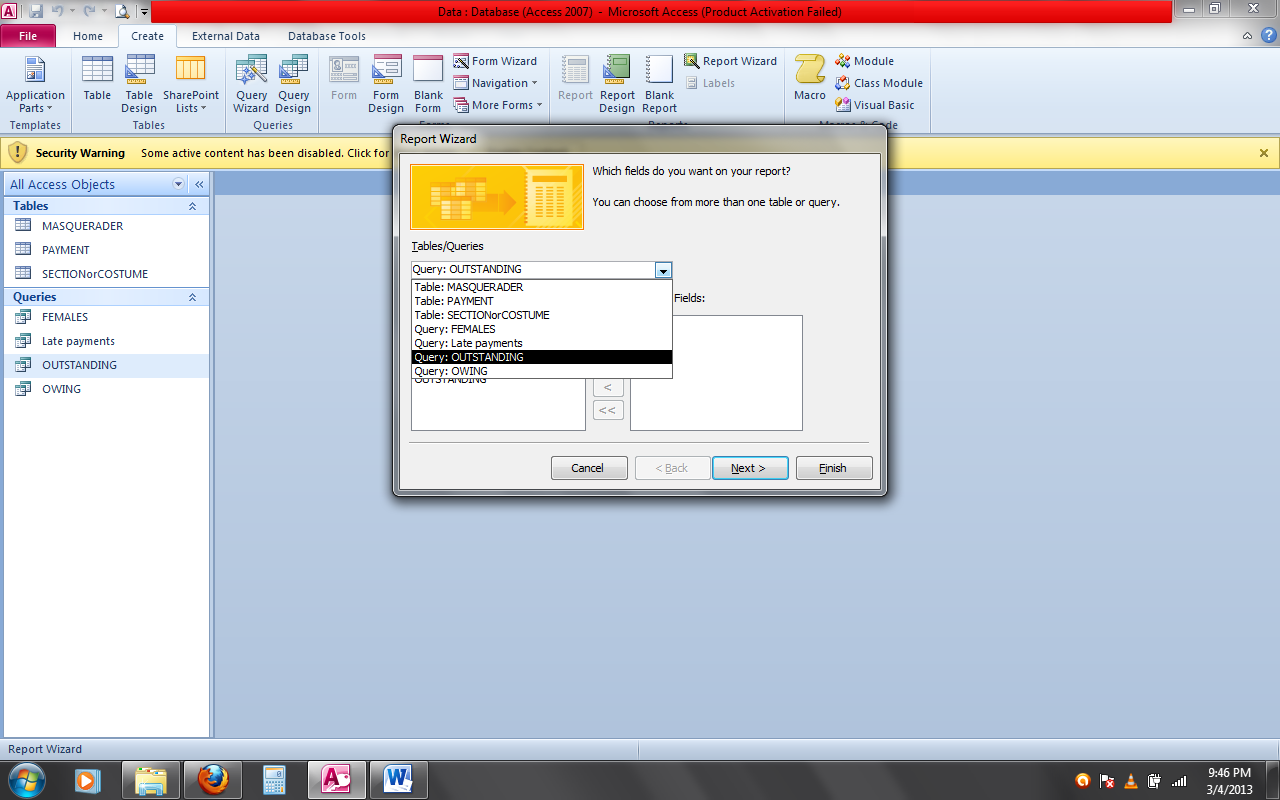
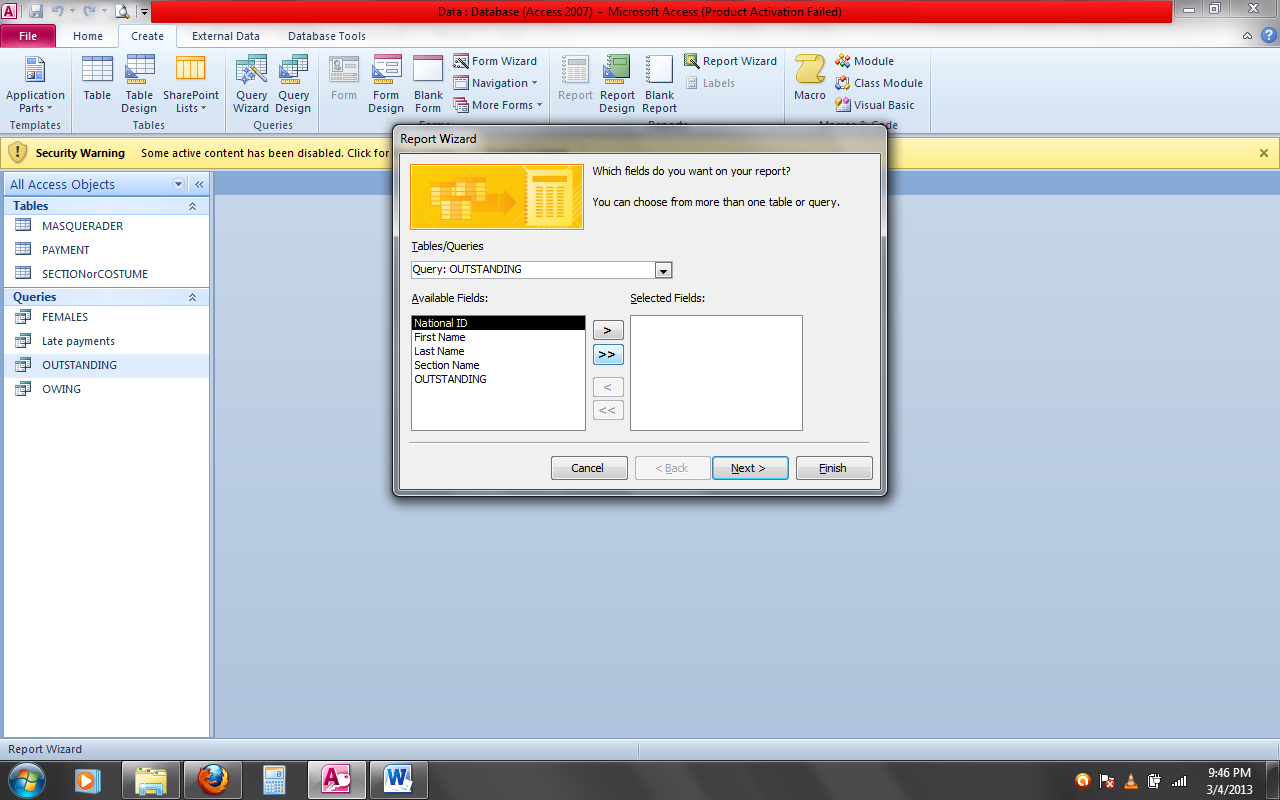
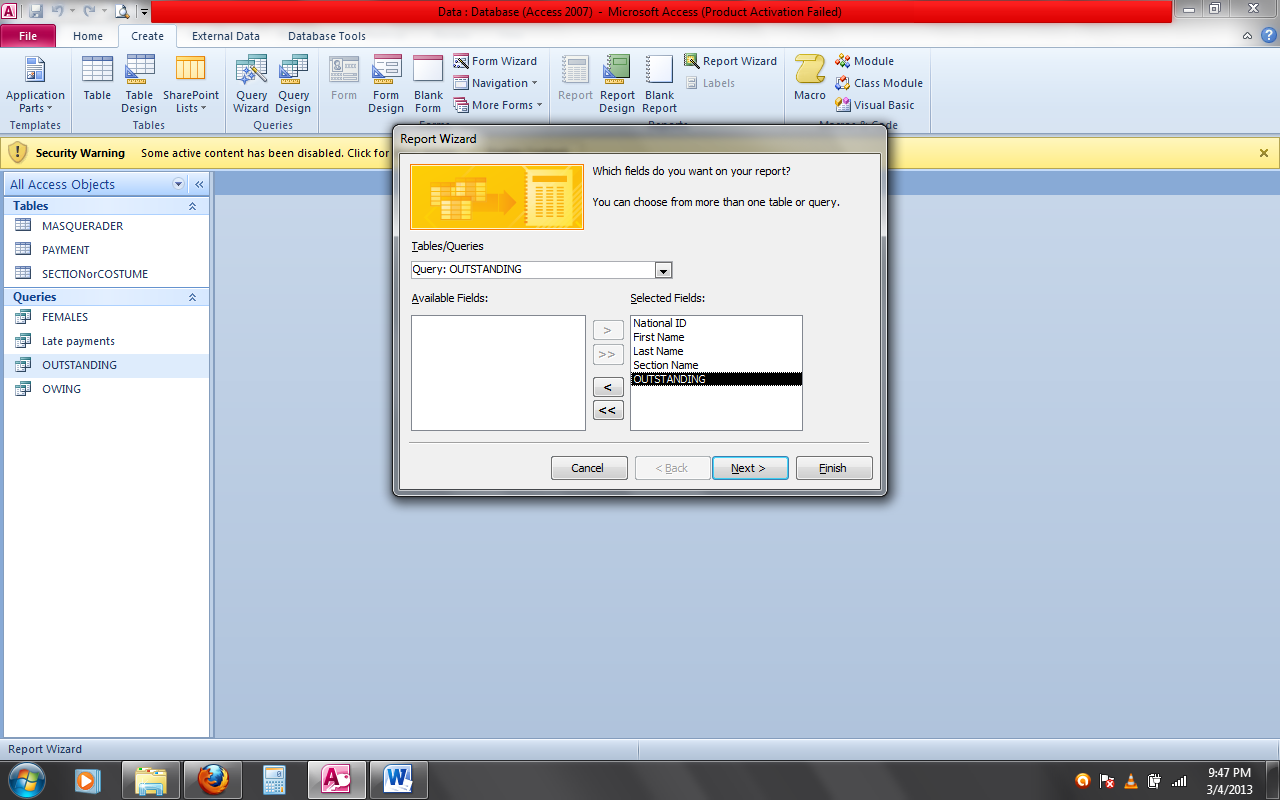
1. Click on create, report wizard as seen by the red arrows.
2. When this window pops up click on te drop down list and select “QUERY: OUTSTANDING”



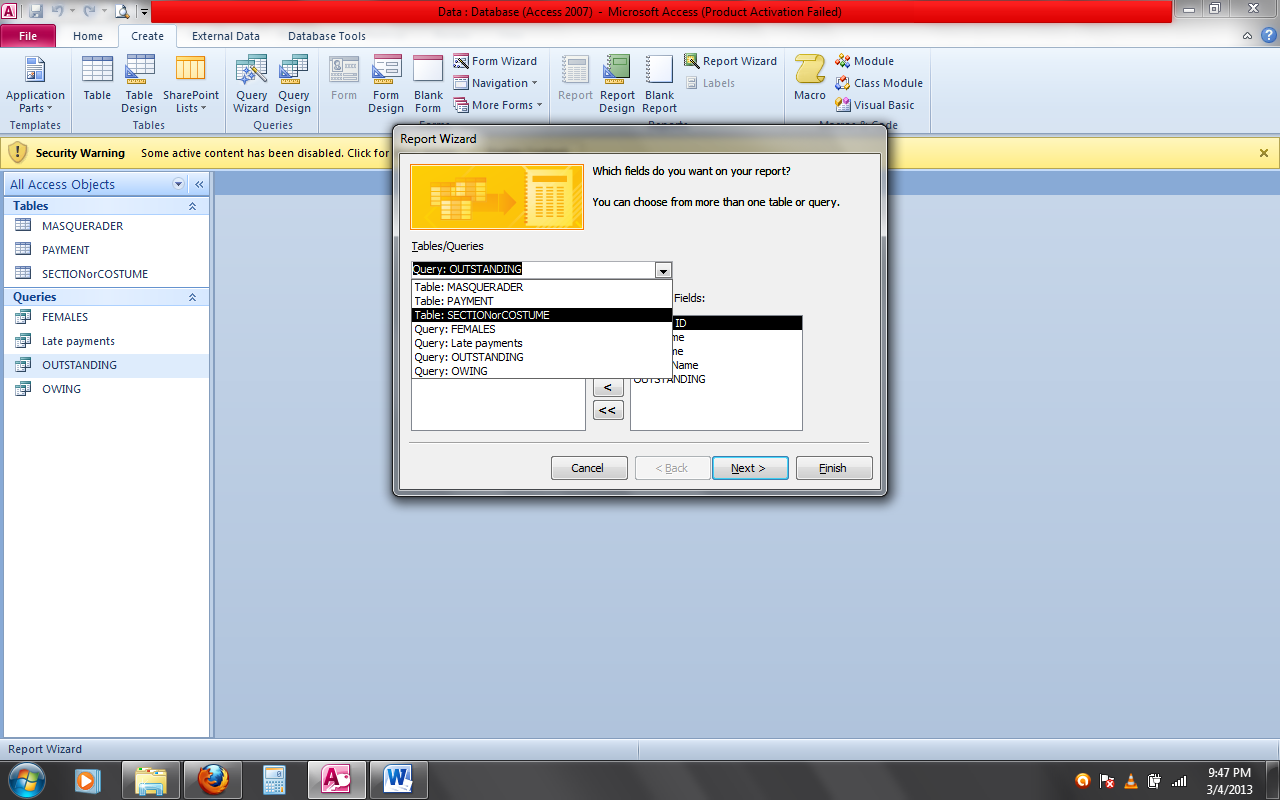
1. When the available fields come up select the double right arrow and send across all the fields.

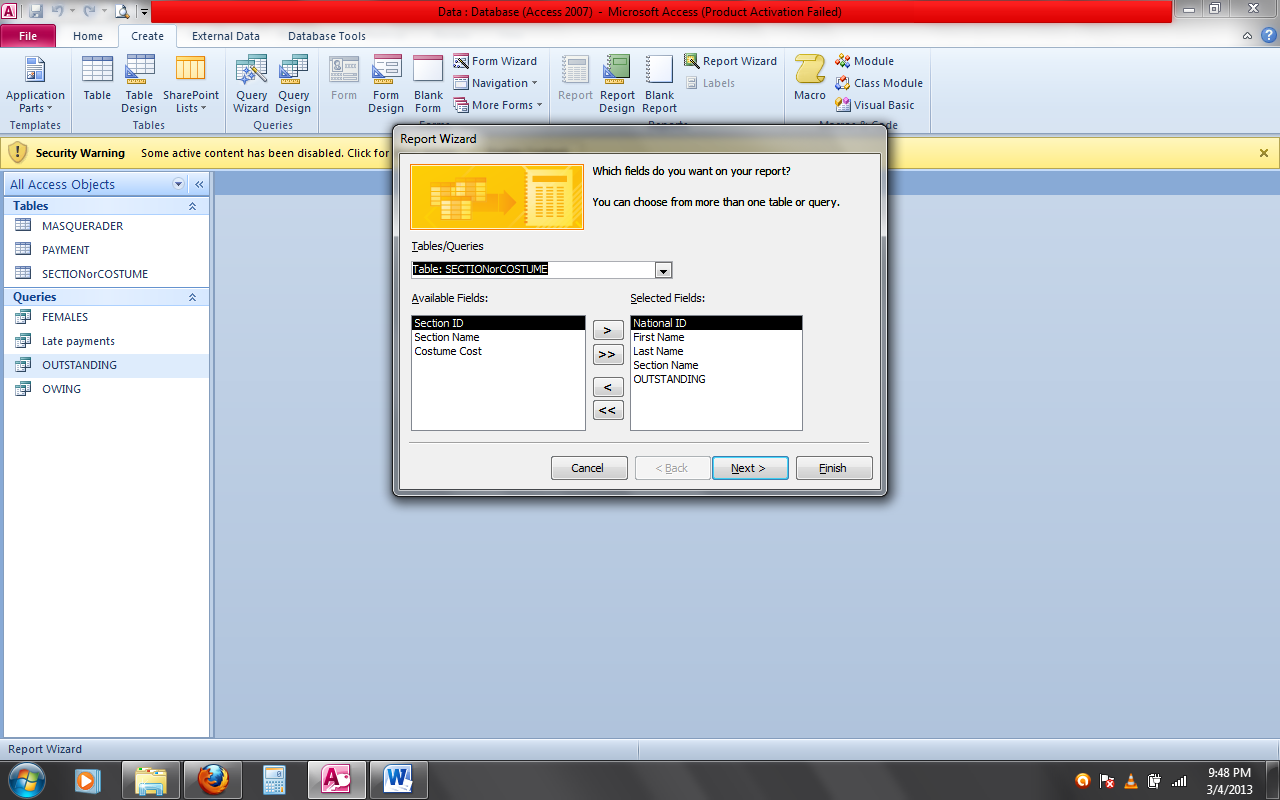


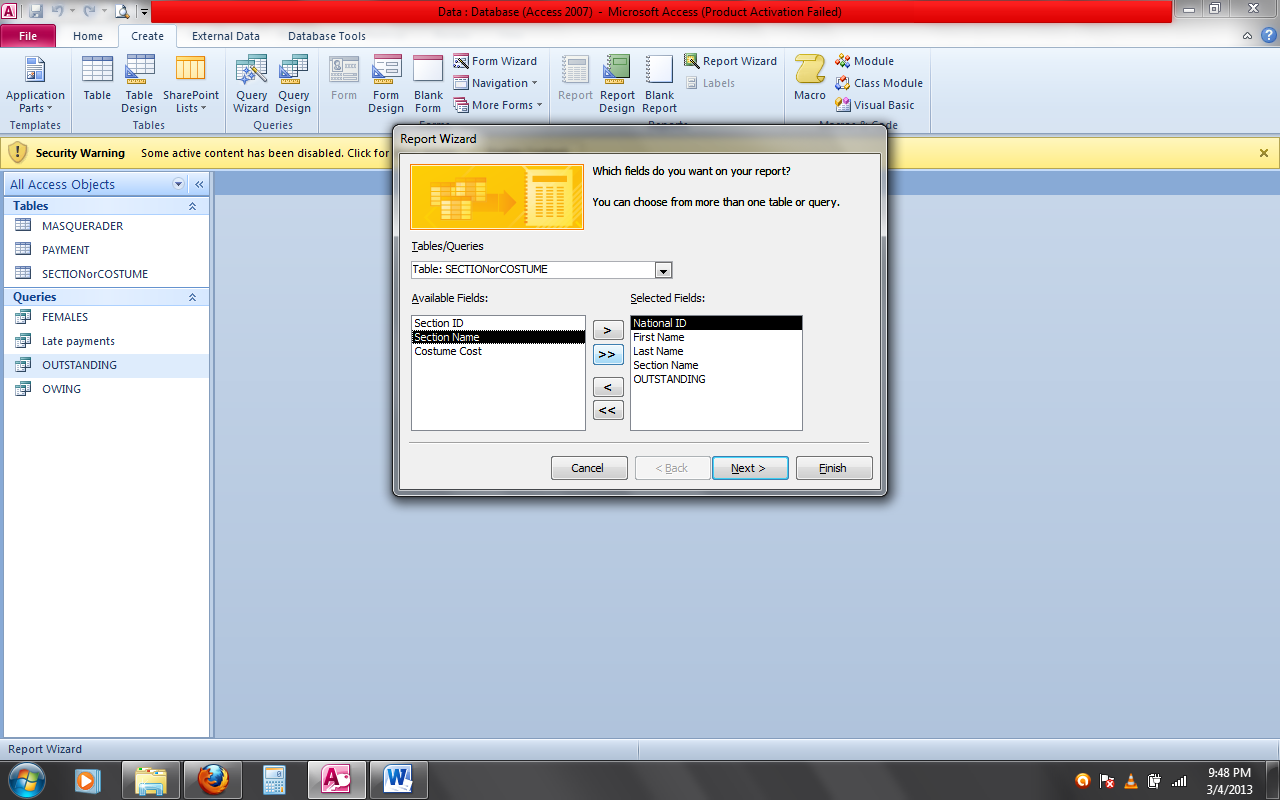
to get this ----🡪>>>

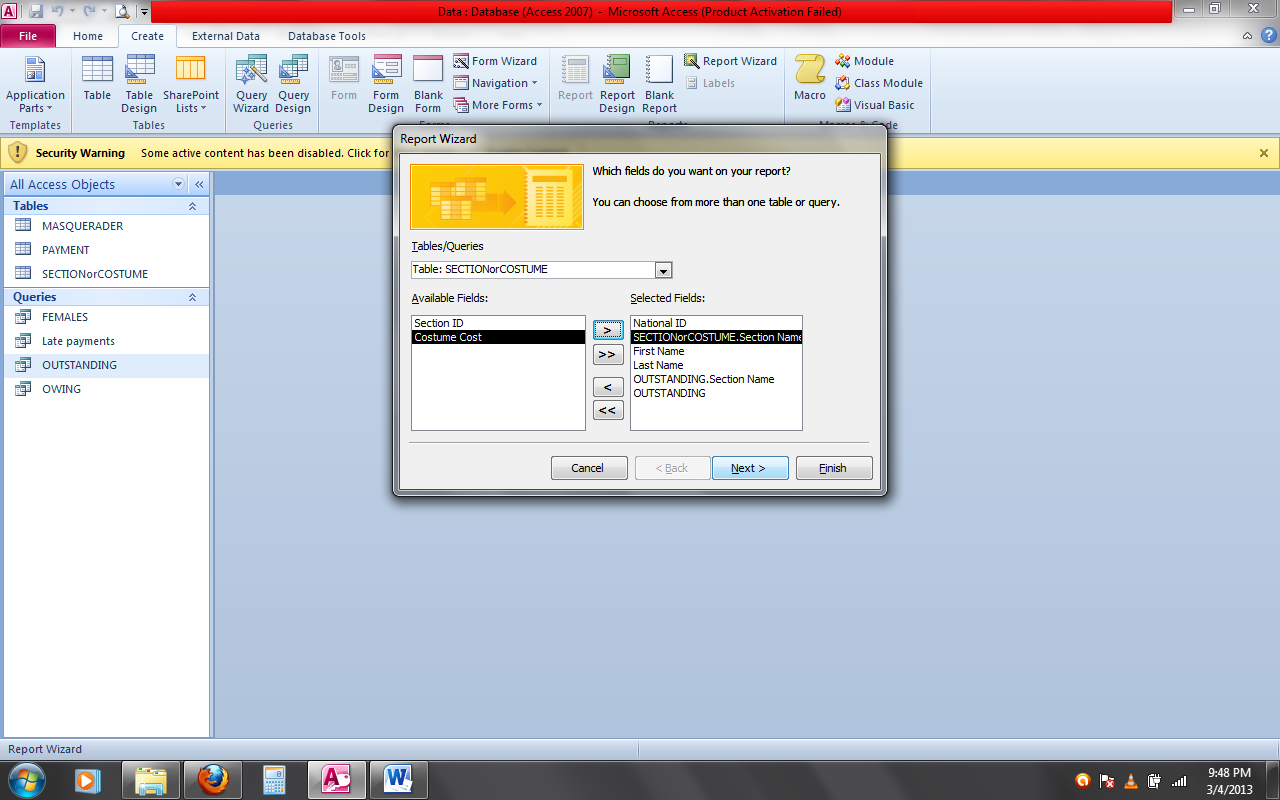


1. Now select the table with you section information. Using the single arrow send across the field that represents the section name/ costume type, whatever you named it.

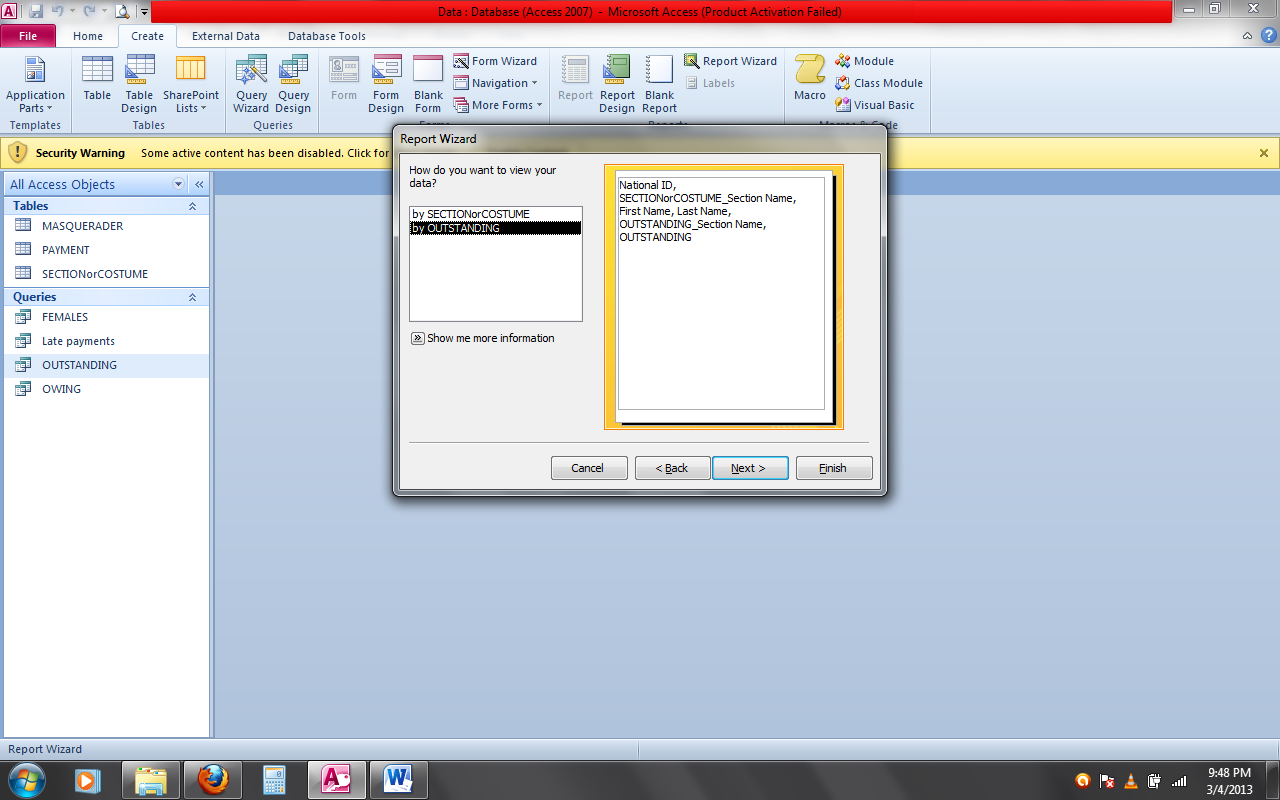


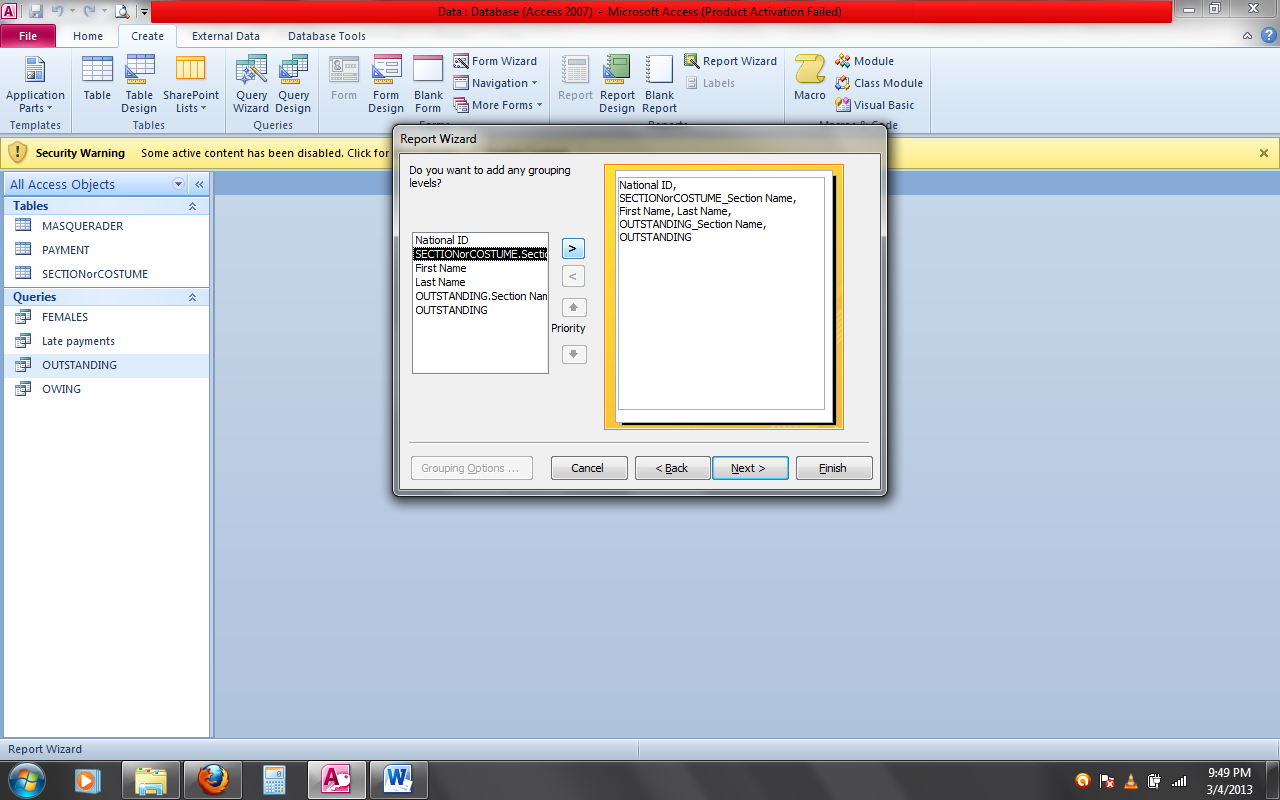




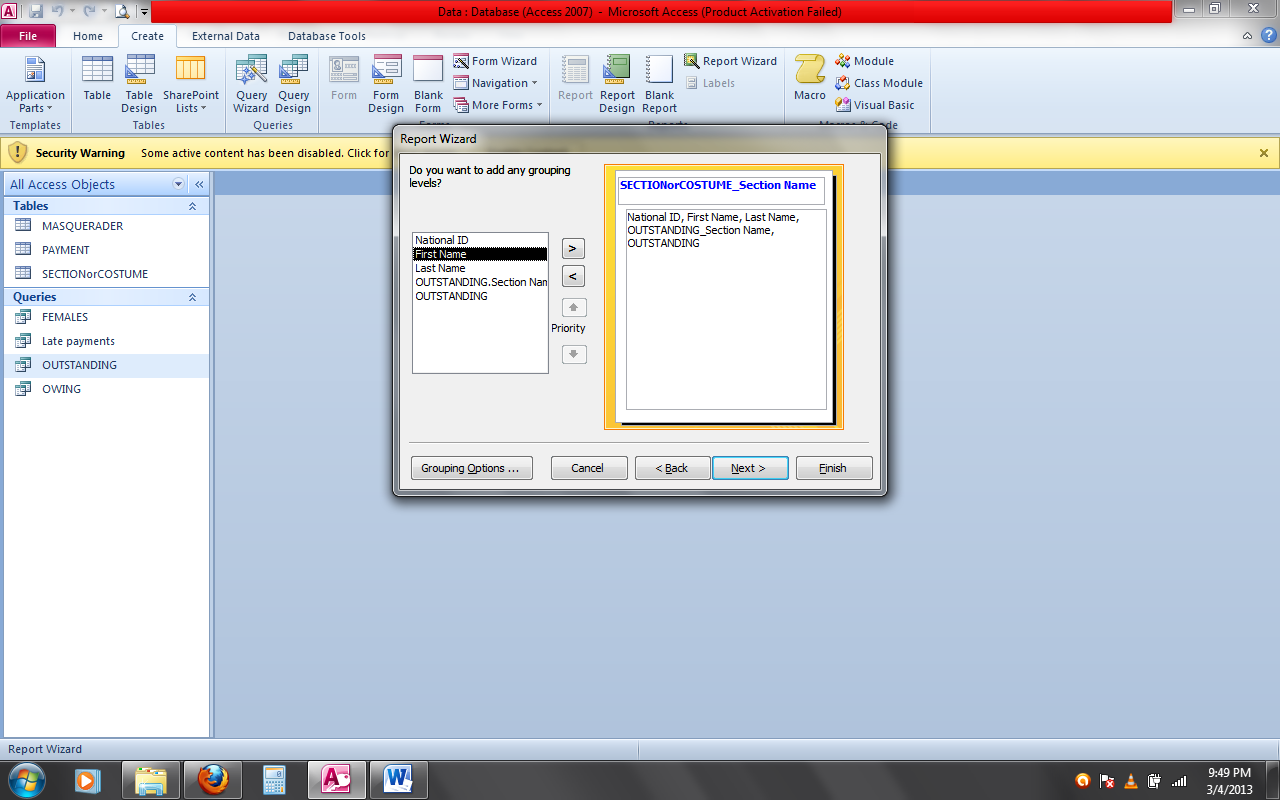


1. Click on the next button at this point. Then next again.

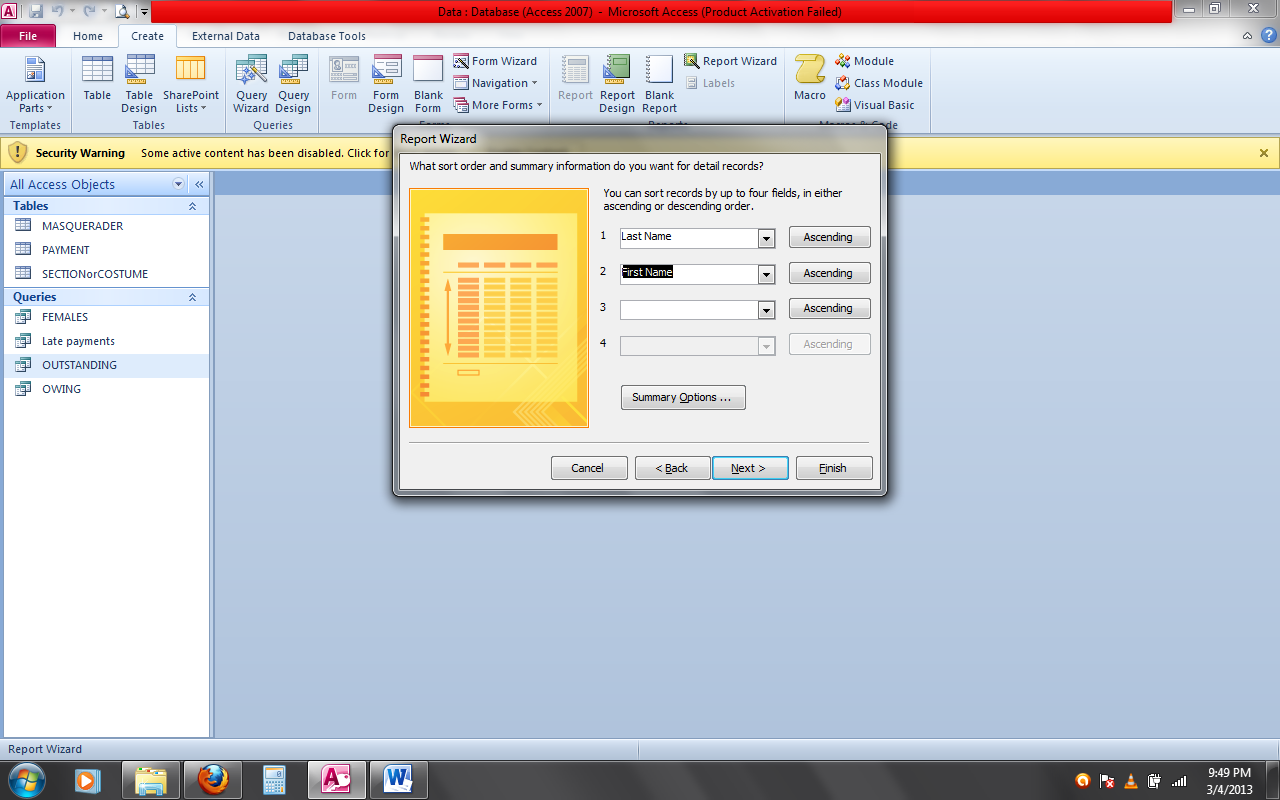




1. The question is DO YOU WANT TO ADD ANY GROUPING LEVELS? Click on section name/costume type then press next.

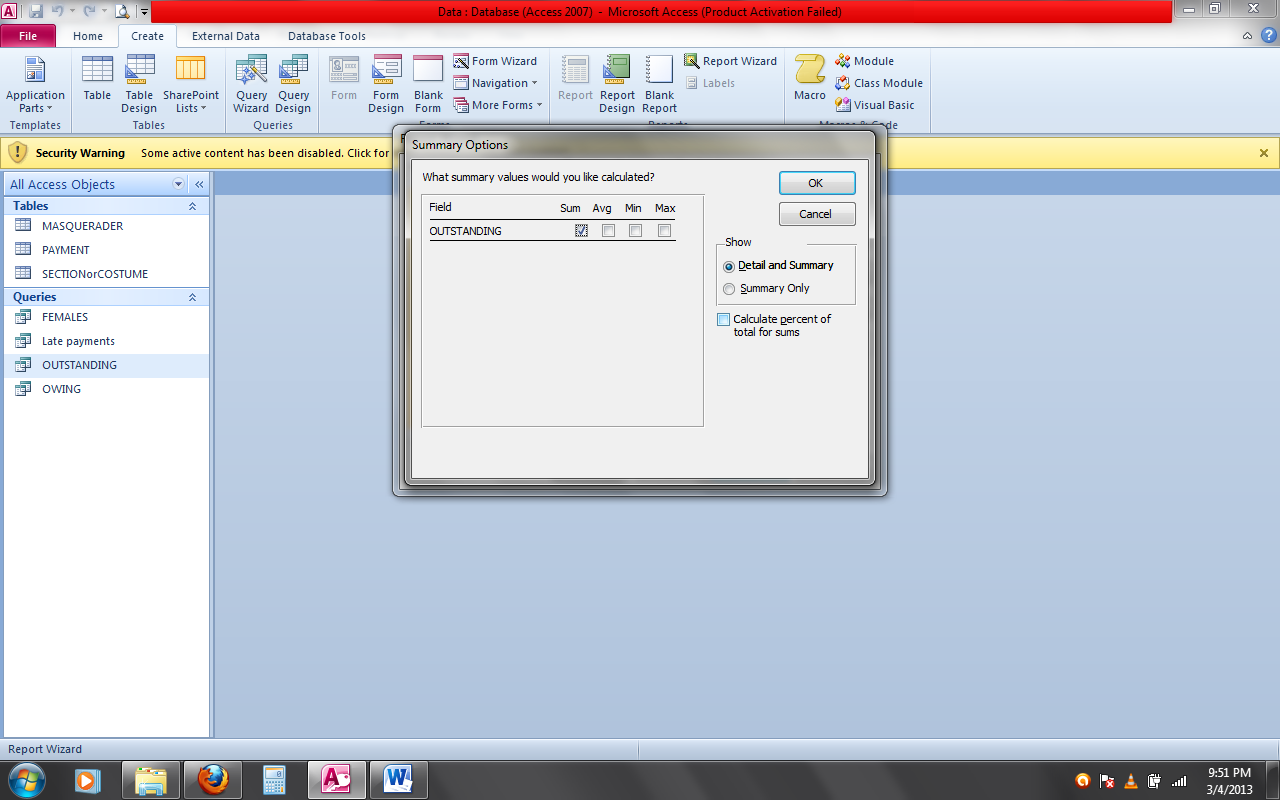


1. Now the question asks you to sort by last name then by first name. use the drop down arrow and do so.

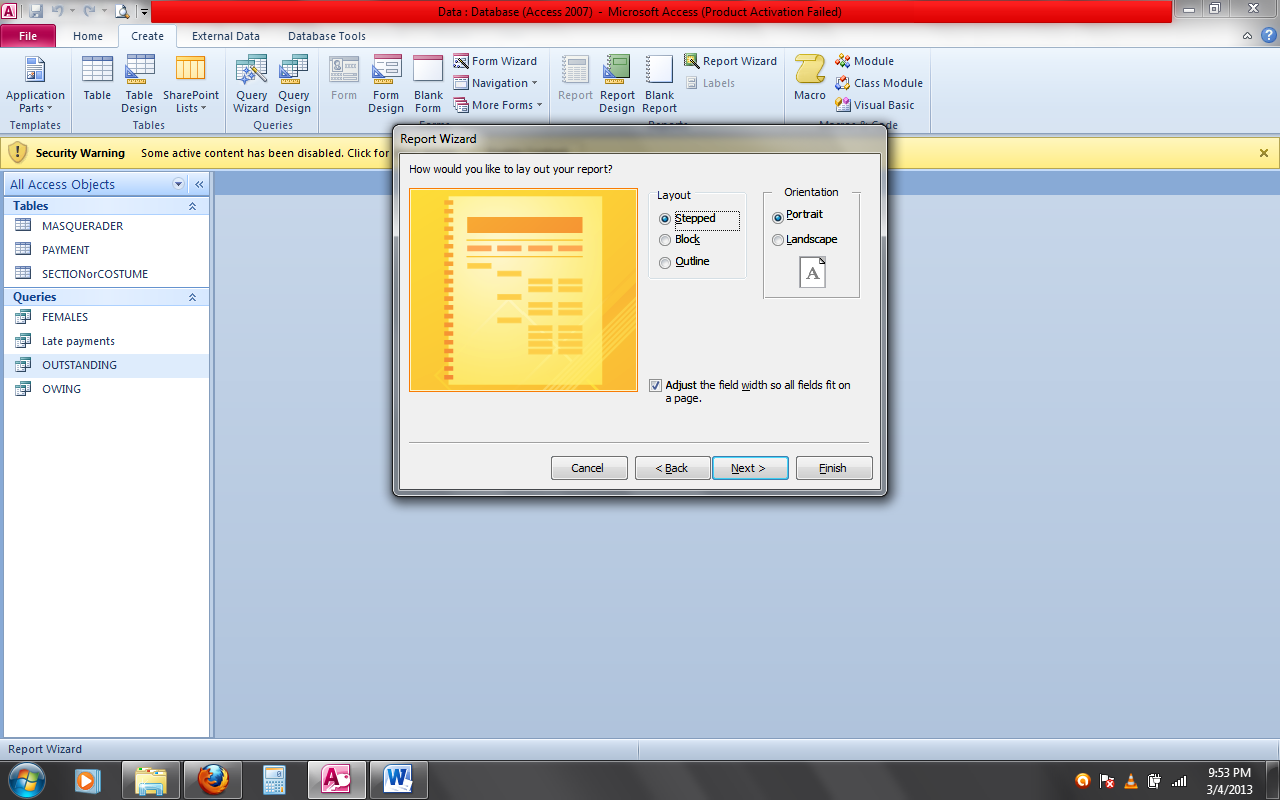


1. Now click on summary options…

Then select “SUM” and click “OK”.



1. Next select stepped then next and then name it UPDATED AMOUNT OWING.



This report will be used in the letter to masqueraders. No matter how it looks leave it alone till I see you tomorrow.