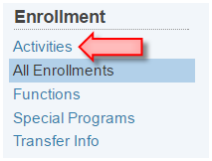
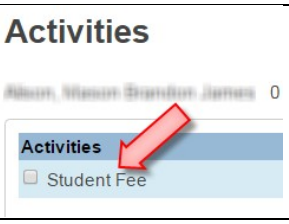
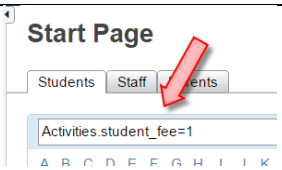
A Student Fee Activity group will first have to be created for your school. If one does not exist log a help desk request one be added.

Go to the start Page and select a student	
Under Enrollment, select Activities	
Check the box marked Student Fee and Submit.	

To create a list of students that have or have not paid their student fees:

Go to the Start Page	
To search for students who have not paid their student fee go to the start page	
Click View Fields next to the search bar	
Make sure that smart search is enabled (SEE README) and begin typing the words "student fee." Click on Activities.student_fee	
In the search bar, ensure that Activities.student_fee is there and add (without spaces) =1 (if you wish the list to be who paid) or #1 (if you wish the list to be who didn't pay.) Then click search and your report will generate