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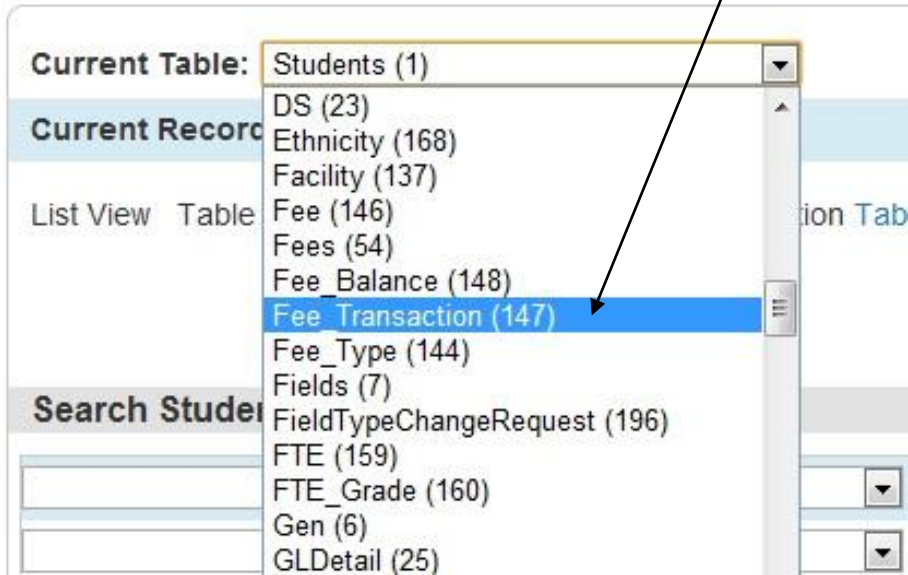
Once you're on your homepage in PowerSchool, go on ahead and click on 'System' under the **Setup** heading.

You'll then come to a screen that looks similar to this one. Go on ahead and click on 'Direct Database Export (DDE)', which is under the **Function** heading.

Copy School Setup Info	Overwrites existing school information with new information.
Custom Fields / Screens	Creates and edits fields and screens for staff and students.
Direct Database Export (DDE)	Exports information from database directly.
End-of-year process	Closes out and archives student records at end of year.
Export Historical Grades	Exports historical grades for current school year.
Import Report Template	Imports a report from another system.

We now need to select the table. Click on the drop-down arrow next to 'Current Table'. Scroll down until you see 'Fee_Transaction (147)', and click on it.

Direct Database Export (DDE)



Before we can search through the records, or even export the records, you need to click on the gray box that states 'Select all xxx records in this table' (Number will change according to number of fee transactions in system).

Direct Database Export (DDE)



This is an **optional** step. Let's say you know a student's ID number (we can print a master list of these off if you'd like), and want to know transactions for *only* that student. Here's how we do this.

- Beneath the box we clicked to select all records in the table, you'll see a heading that says 'Search_Fee_Transaction'. In that box directly below it, you can select StudentID and set the middle box to (=). In the far right box, go on ahead and type in the ID number. In this case, we are using student 1303.
- Click on 'Search all xxx records in this table'.
- Notice that under 'Current Table', the current records in selection changed to how many fee transactions this student has.

You can also search by date as well, following this same method and tweaking the drop-down box where we set (=)! The next step is the same whether or not you searched for specific records.

Direct Database Export (DDE)

Current Table: Fee_Transaction (147)

Current Records in Selection: 4

List View Table View **Export Records** Match Selection Table View Setup

Select all 7570 records in this table

Search Fee_Transaction

StudentID = 1303

Search only in records belonging to District Office

Search all 7570 records in this table Search within the current 4 records only.

With the number of records in current selection, let's go on ahead and export these. Click on the link that says 'Export Records'.

Direct Database Export (DDE)

Current Table: Fee_Transaction (147)

Current Records in Selection: 4

List View Table View **Export Records** Match Selection Table View Setup

Select all 7570 records in this table

Search Fee_Transaction

StudentID = 1303

Search only in records belonging to District Office

Search all 7570 records in this table Search within the current 4 records only.

In the screen that comes up, you'll be prompted with an empty box. This is where you need to insert the following information (must be **exactly** as shown). Press the 'Enter' key after you finish each line.

[1]First_Name
[1]Last_Name
[1]Grade_Level
Description
Amount
StudentID
Transaction_Type
Date
ID
Payment_Ref_Nbr
[146]Fee_Type_Name

Export the 498 selected records (Table: Fee_Transaction)

[1]First_Name
[1]Last_Name
[1]Grade_Level
Description
Amount
StudentID
Transaction_Type
Date

Field Delimiter:

Record Delimiter:

"Surround fields" Column titles on 1st row

Optional: Sort Field Name	Direction
<input type="text"/>	> ▾
<input type="text"/>	> ▾
<input type="text"/>	> ▾

[Back to Direct Database Export Main Screen](#)

Submit

You may be prompted as to where you would like to save your export file. Select a location and click on 'Save'. Note: This export file is in a .txt tab-delimited file. When opening, you will have to right-click on the file, and open with Microsoft Excel.

You will have to sort through the records in the spreadsheet, and can then arrange the columns to your liking.