# Is it possible to create a list of families / accounts who have NOT paid specific fees, such as tuition?

1. Point to Transactions **Transactions** and click **Search.**

2. Select **Transaction Date From** and **Through** (covering the tuition posting date(s)).

3. Select **Transaction Type: Tuition Fee (Debit).**

4. Set **Unpaid Fees Only = Yes**.

5. Click **Submit.**