

# Balance and Collection - Balance Due Report

Last Modified on 05/02/2019 3:50 pm EDT

## Report Description

The Balance Due report displays the balance due from parents and third party agencies.

## Report Conditions

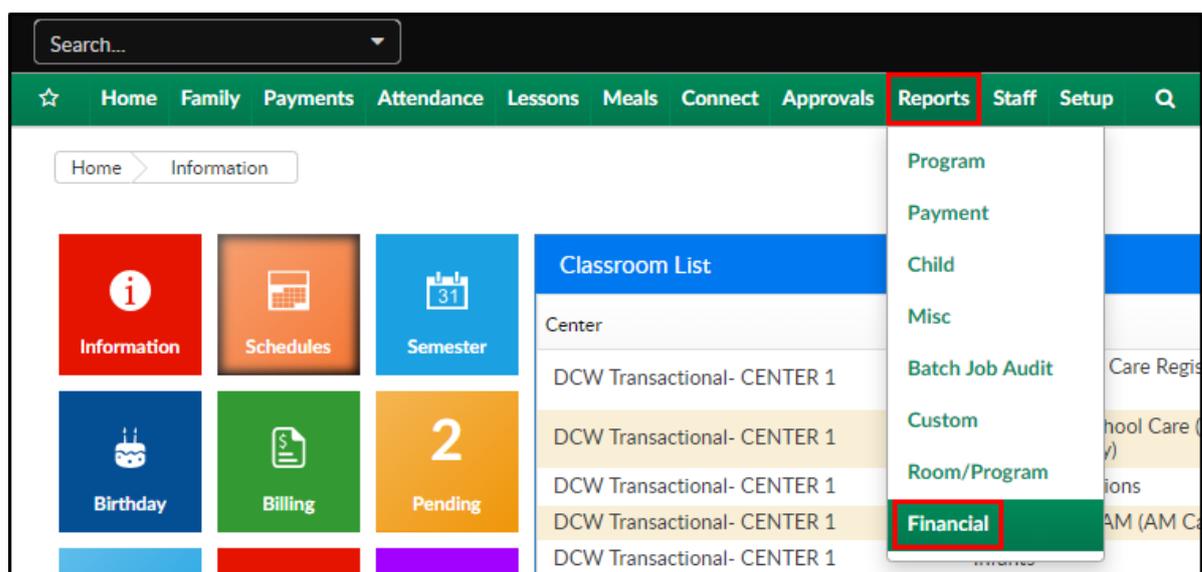
- When pulling data from the business level, each center will display on a separate tab

## Sample Report

Click the report name to view a sample: [Balance Due Report.xlsx](#) 

## Accessing the Report

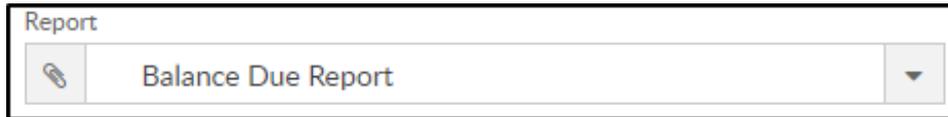
1. From the Reports menu, click Financial



2. From the Report Category drop-down, select Balance and Collection

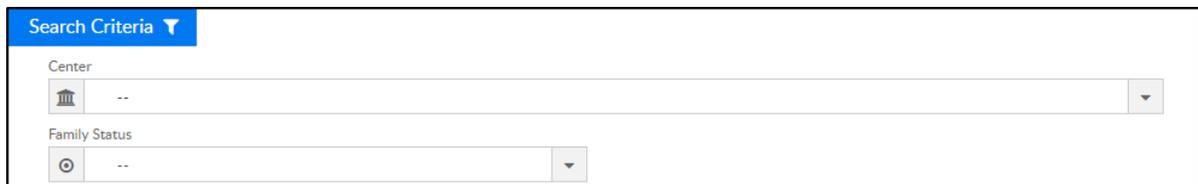


3. Choose Balance Due Report from the Report drop-down



A screenshot of a web interface showing a dropdown menu titled "Report". The menu is open, and the option "Balance Due Report" is selected and highlighted. There is a small icon on the left and a downward arrow on the right of the selected item.

4. Select any necessary Search Criteria



A screenshot of a web interface showing a dropdown menu titled "Search Criteria". The menu is open, and two options are visible: "Center" and "Family Status". Both options have a small icon on the left and a downward arrow on the right. The "Center" option is currently selected.

- Center - select the center from the drop-down
- Family Status - choose Active or Inactive to filter the report

5. Click Create Report. The requested report will open in Excel format

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## Report Fields

- Parent
    - Amount Due
  - Agency
    - Days delinquent (Under 60-Over 90 days)
    - Amount Due
  - Total Balance Due From Agencies
  - Prepayments from Parents
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