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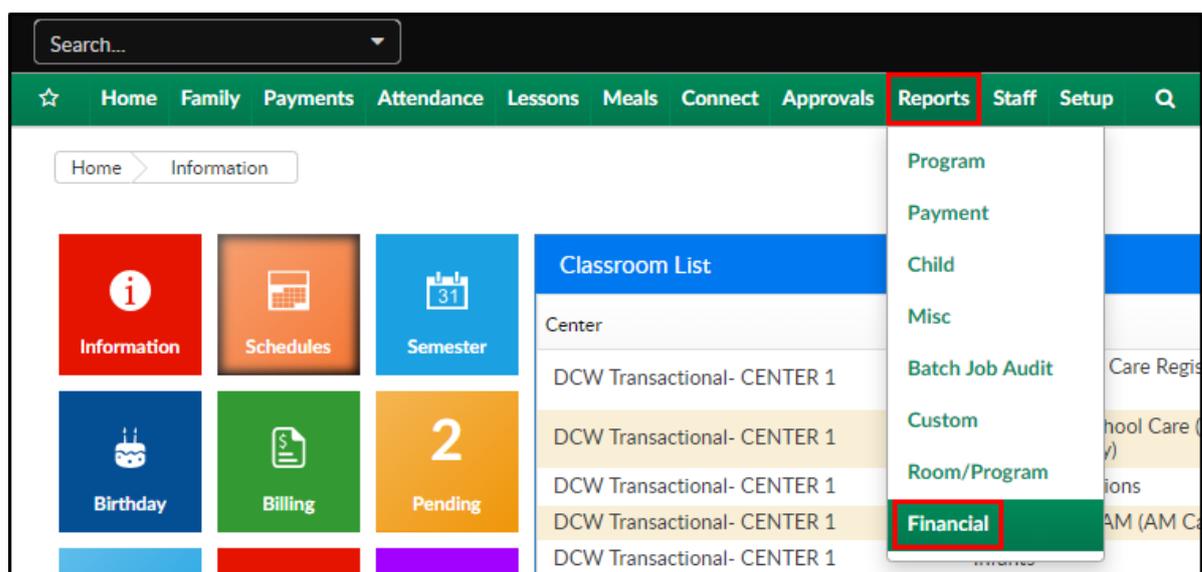
2. From the Report Category drop-down, select Balance and Collection

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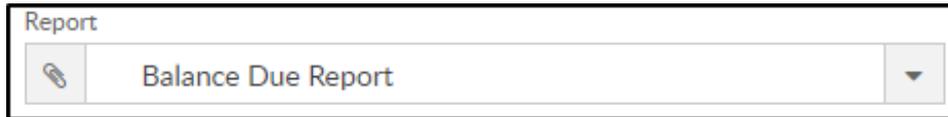
Report		
🔗	Balance Due Report	▼

4. Select any necessary Search Criteria
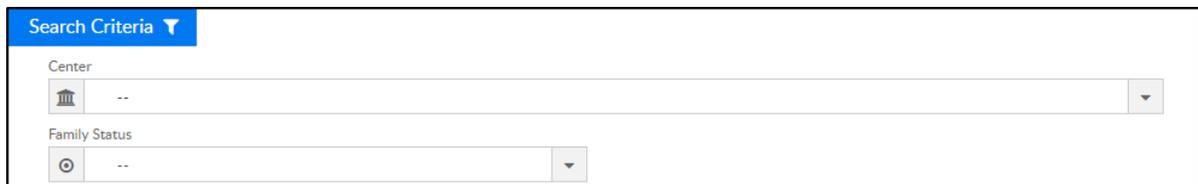
Search Criteria ▼

Center

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Family Status

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- 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

Report Fields

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