

# Payments - Unallocated Third Party Payment Report - Excel/PDF

Last Modified on 05/30/2019 12:45 pm EDT

## Report Description

The Unallocated Third Party Payment report displays a list of outstanding payments that have not been allocated for a third party agency. When pulling data, each center will be on a new tab of the Excel version.

## Report Conditions

- Dates are required

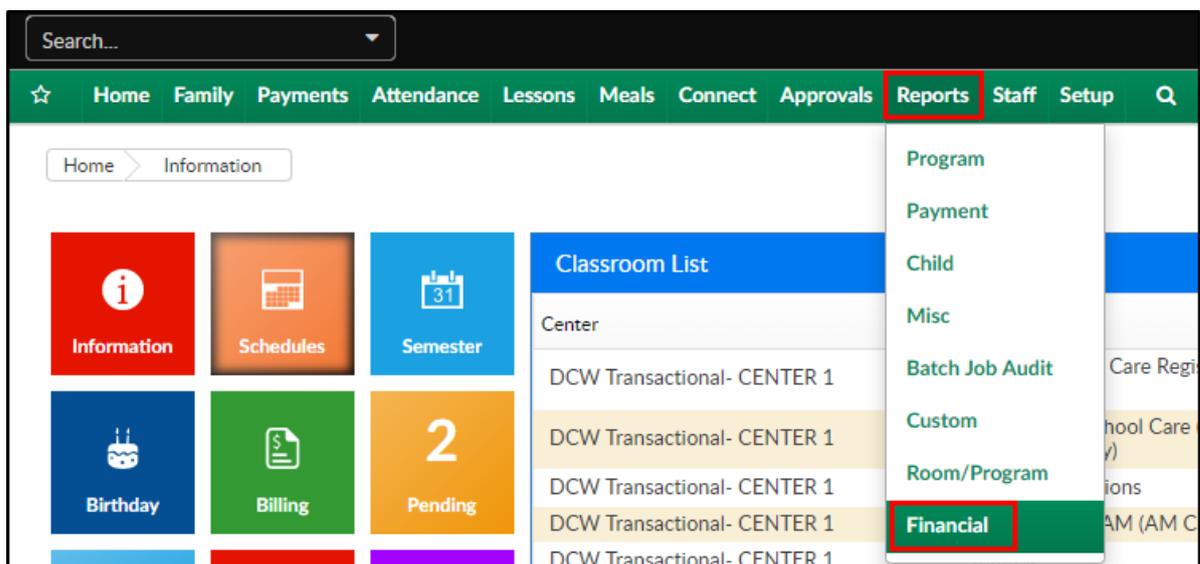
## Sample Report

Click the report name to view a sample:

- [Unallocated Third Party Payments Report.xls](#) 
- [Unallocated Third Party Payments Report.pdf](#) 

## Accessing the Report

1. From the Reports menu, click Financial



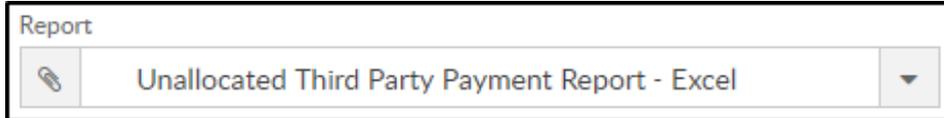
2. From the Report Category drop-down, select Payments



Report Category

Payments

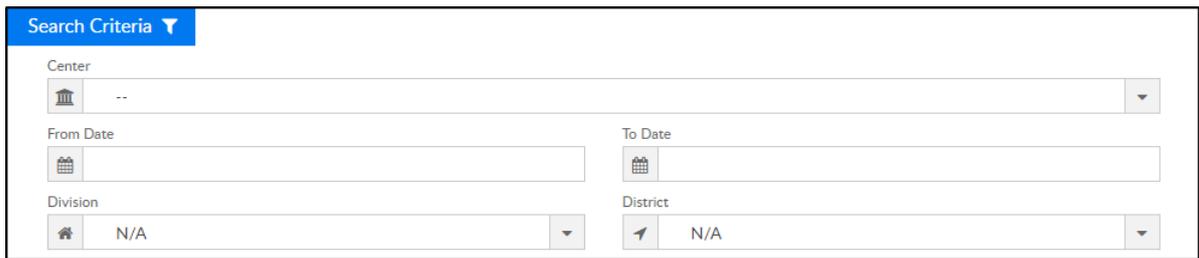
3. Choose Unallocated Third Party Payment - Excel/PDF from the Report drop-down



Report

Unallocated Third Party Payment Report - Excel

4. Enter necessary search criteria



Search Criteria

Center

From Date

To Date

Division

District

N/A

N/A

- Center - select the center or leave blank to pull data for the business level
  - From Date - select a from date from the calendar
  - To Date - select a to date from the calendar
  - Division - choose a division, if applicable, to filter by division
  - District - choose a district, if applicable, to filter by district
5. Click Create Report
  6. Report will open as a PDF or Excel

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## Report Fields

- Sponsor Name
  - Check/Authorization #
  - Date Posted
  - Payment Amount
  - Allocated Amount
  - Unallocated Amount
  - Days Outstanding
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