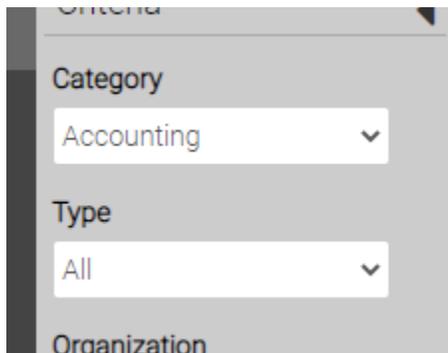## Where can I find the Balance Due?

1. Click on the *Reports* tab in the upper right corner of the screen.

2. Select Accounting under the *Category* drop-down menu and click the blue *Find* button at the bottom left corner of the screen.

3. Click on *View* "Balances Due"

View	-7	Accounting	Balances Due

4. Fill out the *Criteria* and then click the blue *Find* button at the bottom left corner of the screen.

5. The PDF Report for Balances Due will pull a list of all individuals who owe a balance on their account.

nt Year: 2022
nt: UTA Summer Strings
lod Date To Use: Entry Date
w Zero Balances: Yes
nt Location: UTA Summer Strings
nt Type: UTA Summer Strings
Df Date: 06/09/2022
nt Begin Date: 07/10/2022
nt End Date: 07/15/2022
Istration Type: Child
Istration Status: Active
nt Division: 2022 UTA Summer Strings (Resident)

Balances Due
List of Event Registrants with unpaid balances for events in the give

Balances Due

ID # Paying Entity	Attendee Name	Gender	Home Phone	Years Attended	Enrolled Date	Payment Ext. Date	Balance	EFT Start	End
2 UTA Summer Strings Begin Date: 7/10/2022									
20765		F		1	4/6/22		510.00		