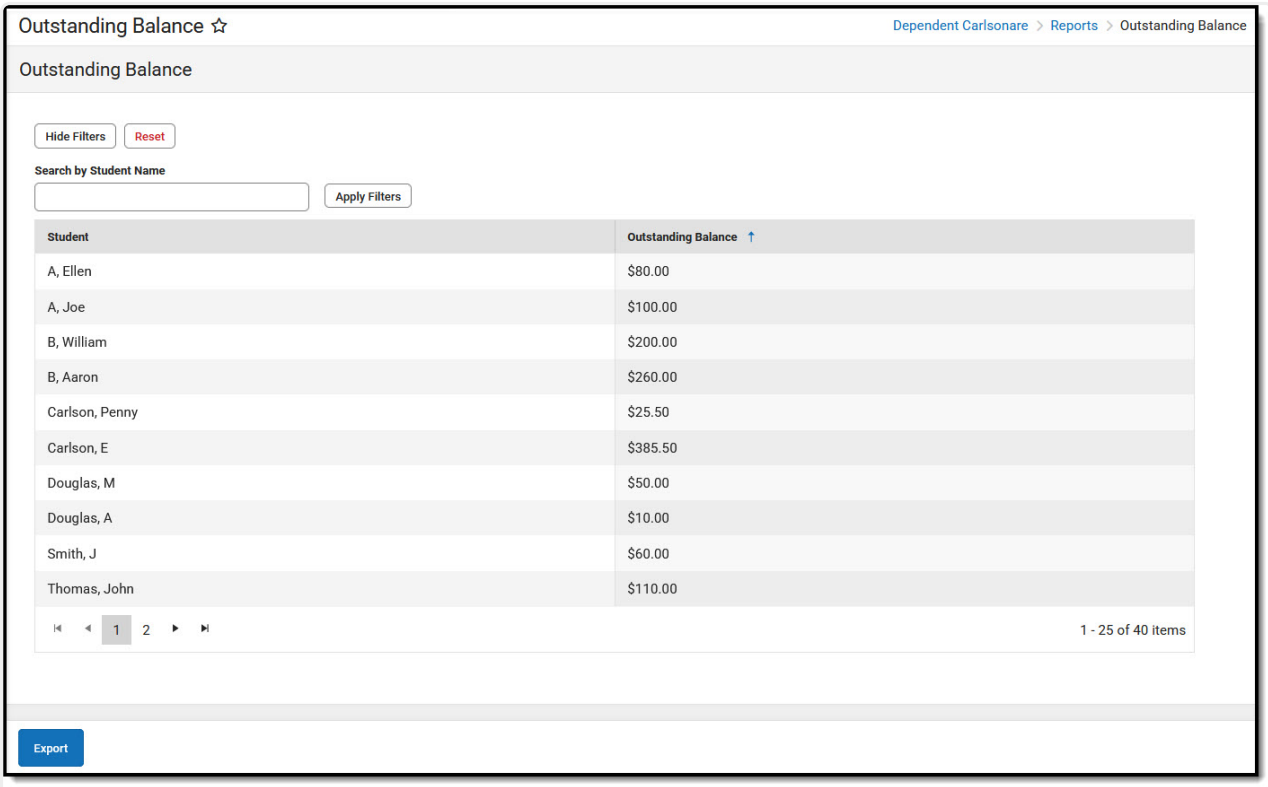
Outstanding Balance

Last Modified on 08/05/2026 9:50 am CDT

Tool Search: Dependent Care

The Outstanding Balance report is used to create a report listing all students in the Dependent Care program who have an outstanding balance.



Outstanding Balance Report Editor

See the Dependent Care Reports Tool Rights for information on available tool rights.

Navigating the Outstanding Balance Report Screen

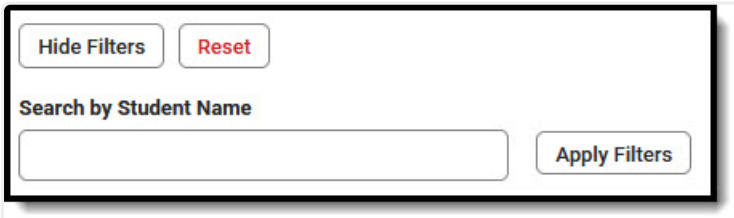
The Outstanding Balance screen displays a list of all Dependent Care students with an outstanding balance.

- Students with an outstanding balance are listed along with the amount of their balance due.

- Students are listed in alphabetical order by last name.
- Users may change the sort order by **Student** or **Outstanding Balance**.
    - To change the order by which students are sorted, click the blue arrow by the **Student** column header. If the arrow points up, students are listed in ascending order (A to Z). If the arrow points down, students are listed in descending order (Z to A).
    - To change the display order by outstanding balance, click the blue arrow by the **Outstanding Balance** column header. If the arrow points up, balances are listed in ascending order (from least to greatest). If the arrow points down, balances are listed in descending order (greatest to least).

Filtering the Student List

Users may filter the list to view a more specific subset of students with an outstanding balance.



Outstanding Balance Report Filter

1. To begin, press **Show Filters**.
2. In the **Search by Student Name** field, begin typing the name of the student(s) for which you are searching. Enter as much information as desired.
    - Once you've entered the desired amount of information, press **Apply Filters**. All students matching the information entered display.
3. To clear the filter, press **Reset**. All students again display.
4. To hide the available filters, press **Hide Filters**.Filter options are hidden.

Generate the Outstanding Balance Report

1. To generate the Outstanding Balance report, press **Export**. An *Export* screen displays.



Export Format

2. Selected the desired report **format** for the report: **Excel** or **CSV**.
3. Press **Generate** to run the report or **Close** to exit without running the report.
4. The Outstanding Balance report is generated for all students. If the Outstanding Balance report has been filtered to a subset of students, only students in that subset are included in the report.