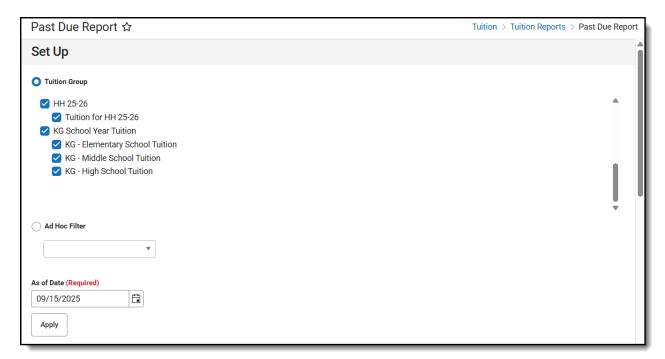


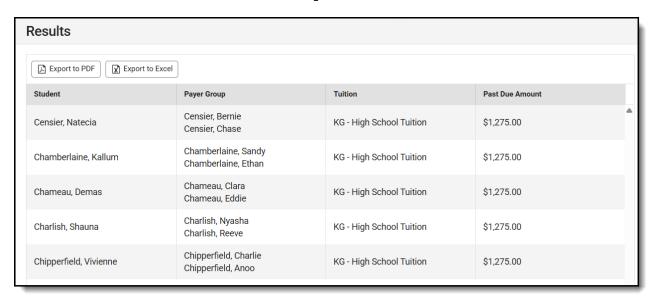
## **Past Due Report**

Last Modified on 09/15/2025 4:13 pm CD7

The Past Due Report displays all overdue amounts for selected tuitions as of a specific date. You can select accounts using one or more tuition groups or an ad hoc filter, and set the required 'As of Date' to define the reporting period. The report shows student names, payer names, tuition names, and total overdue amounts. Results can be previewed and exported to PDF or Excel.



## **Generate Past Due Report**



- 1. Select Tuition Groups or an Ad hoc filter.
- 2. Enter a date in the As of Date field.
- 3. Click Apply. Past due accounts will be listed in the Results section and can be exported using



the Export to PDF and Excel buttons.