

# Past Due Report

Last Modified on 12/14/2025 8:45 pm CST

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.

Past Due Report ☆ Tuition > Tuition Reports > Past Due Report

## Set Up

**Tuition Group**

HH 25-26  Tuition for HH 25-26  
 KG School Year Tuition  KG - Elementary School Tuition  
 KG - Middle School Tuition  KG - High School Tuition

**Ad Hoc Filter**

**As of Date (Required)**

## Generate Past Due Report

**Results**

Student	Payer Group	Tuition	Past Due Amount
Censier, Natecia	Censier, Bernie Censier, Chase	KG - High School Tuition	\$1,275.00
Chamberlaine, Kallum	Chamberlaine, Sandy Chamberlaine, Ethan	KG - High School Tuition	\$1,275.00
Chameau, Demas	Chameau, Clara Chameau, Eddie	KG - High School Tuition	\$1,275.00
Charlish, Shauna	Charlish, Nyasha Charlish, Reeve	KG - High School Tuition	\$1,275.00
Chipperfield, Vivienne	Chipperfield, Charlie Chipperfield, Anoo	KG - High School Tuition	\$1,275.00

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.

---