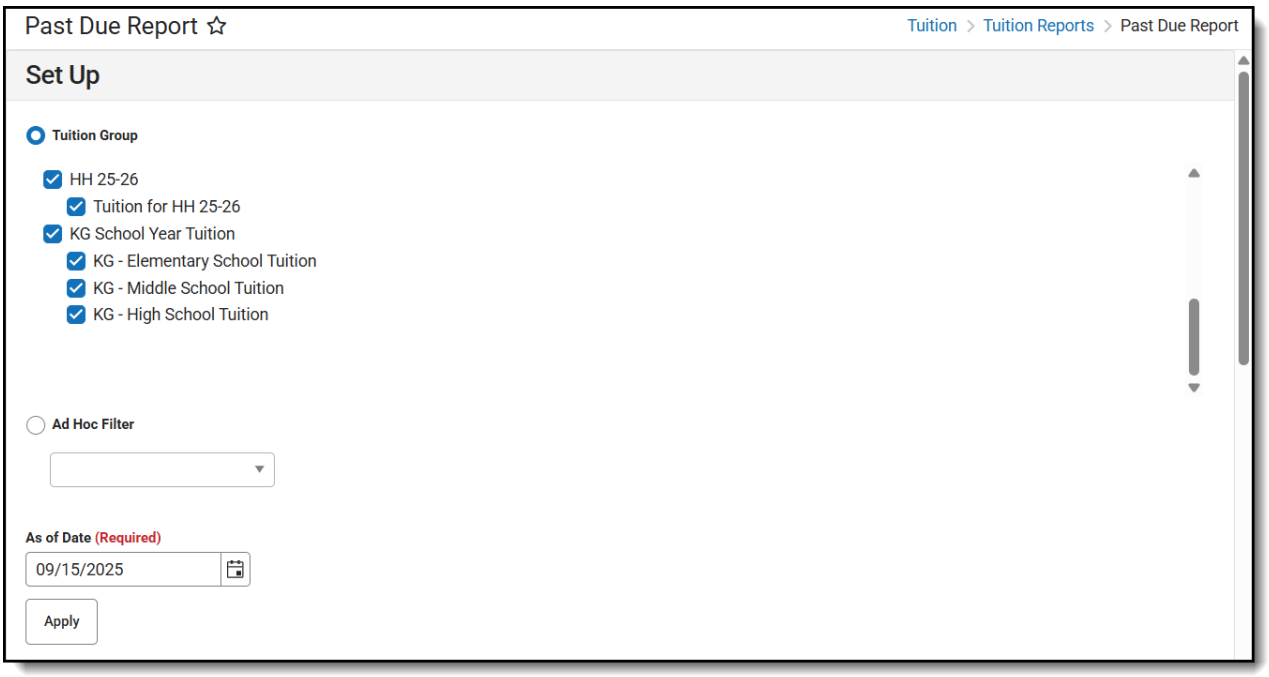
Past Due Report

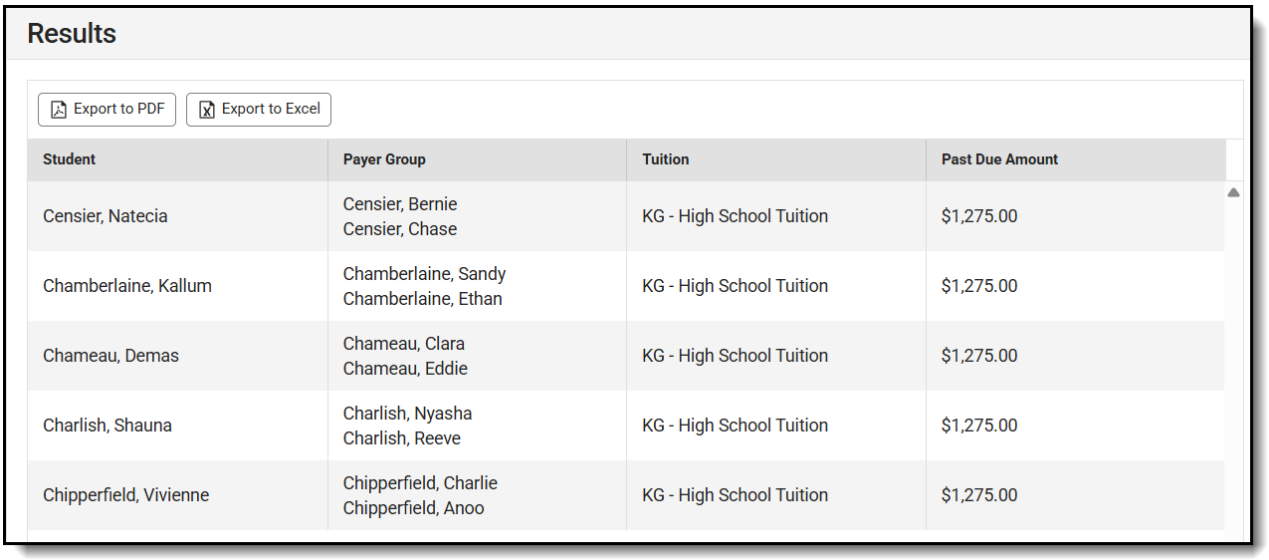
Last Modified on 08/26/2026 3:37 pm CDT

Tool Search: Past Due Report

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.