



Vision Computer Programming Services, Inc.

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Account Balance Report

1. Reports
2. Financial tab
3. On the Universal Selection Engine, choose who you want to show on the report
4. Turn on the checkbox at the bottom for Print USE Selections on Rpt
5. Turn on the checkbox at the bottom for Page Break by Unit (if needed)
6. Click Continue
7. Choose the following
 - a. Account Balance As of: usually today's date or end of month or end of quarter
 - b. Balance Due Between: usually \$0.01 to \$9,999.99. If you want to see members who have a credit balance then change the \$0.01 to -500.00 and click the Exclude zero balances checkbox
 - c. Include or don't Include Unapplied Payments: per the blue text on the screen. If you choose to include Unapplied Payments, the Accounts Summary total may not match the Members' total.
 - d. Optionally check to Print Aged Summary using: typically today's date
 - e. Optionally check to Show Summary By Accounts
 - f. Optionally check to Group By Household
 - g. Check which Accounts you want to use on the report or click Select All on the right
 - h. Optionally check to Show Deleted or Inactive Account(s)
 - i. Optionally check to Show Custom Field and choose which field in the dropdown
8. Click Preview or Print or Export to Excel
9. The Grouping tool allows you to take the members that fit the criteria into a Group so that you can then later use for other reports if needed

Account Balance Report

Choose Account Balance As of: 02/11/2020

Balance Due Between: \$0.01 And: \$9,999.99 Exclude zero balances

Include Unapplied Payments: If you choose to include Unapplied Payments, the Accounts Summary total may not match the Members' total.

Print Aged Summary using 02/11/2020 to calculate aged items

Select Account(s) to include in the report: Show Summary By Accounts Group By Household

Show Deleted Account(s) Show Inactive Account(s)

Account	Acc. Code	Selected	Deleted Acct	Inactive Acct
Child Care	ChildC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day Pass	DayPass	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner Dance	DinDan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fields Trips	Field Trip	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Luncheon	Luncheon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Membership	MEMB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly Fees	Monthly Fees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Card	NewCd	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Events	SpecEv	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summer Camp Week 1	SC-W1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summer Camp Week 2	SC-W2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summer Camp Week 3	SC-W3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summer Camp Week 4	SC-W4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summer Camp Week 5	SC-W5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summer Camp Week 6	SC-W6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Report Subtitle (optional):

Make Menu Favorite

Preview Print Export to Excel Grouping Tool Close Close to Main Menu

Select All Select None Show Custom Field Custom field:

Vision Computer Programming Services
Account Balance Aging Report as of: 02/11/2020
 Unit: Downtown Unit

Member	Member #	0-30	31-60	61-90	Over 90	Balance Due
Aaron, Brandy	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Aaron, Greg	2	\$0.00	\$0.00	\$0.00	\$82.00	\$82.00
Aaron, Theresa	3	\$0.00	\$0.00	\$0.00	\$70.00	\$70.00
Accurso, Ryan	81	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Anderson, Eric	71	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
Archer, Ernie	5	\$0.00	\$0.00	\$0.00	\$252.00	\$252.00
Archer, Stephen	6	\$0.00	\$0.00	\$0.00	\$97.00	\$97.00
Avila, Marcos	7	\$0.00	\$0.00	\$0.00	\$97.00	\$97.00
Bighorn, Jacob	8	\$0.00	\$0.00	\$0.00	\$102.00	\$102.00
Bradley, Jessica	72	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00

Vision Computer Programming Services
Account Balance Aging Report as of: 02/11/2020
 Unit: Southside

Member	Member #	0-30	31-60	61-90	Over 90	Balance Due
Alexander, John	2	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
Unit Total:		\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
Grand Total:		\$100.00	\$0.00	\$0.00	\$5,645.00	\$5,745.00

Total Count of Members: 69

Summary by Accounts

Code	Account Name	Sum of Unpaid Charges
Child	Child Care	\$45.00
DayP	Day Pass	\$9.00
MEM	Membership	\$3,600.00
SC-D	Summer Program Deposit	\$100.00
SC-W	Summer Camp Week 1	\$310.00
SC-W	Summer Camp Week 2	\$175.00
SC-W	Summer Camp Week 3	\$195.00
SC-W	Summer Camp Week 4	\$100.00
SC-W	Summer Camp Week 5	\$65.00
SC-W	Summer Camp Week 6	\$50.00
SC-W	Summer Camp Week 7	\$50.00
SC-W	Summer Camp Week 8	\$50.00
Spec	Special Events	\$126.00
Weekl	Weekly Fees	\$870.00
Total:		\$5,745.00

USE Section Criteria Selected on USE

Time Frame : All Members