Outstanding Balances Report

Track outstanding revenue to secure payments and collect 100% of the fundraising dollars.

Watch a video

Locate

1. From the **Admin Navigation, select Reports** > **Balances.**

Outstanding Balance

Pending

Users winning an open silent or live item that is not reconciled appear as Pending. Closed and reconciled items are in the winning user's account and reflect as unpaid.

> **Tip:** If a silent or live item is in a Pending status in the Outstanding Balances Report then go to Auction > Manage All Items, select the Close dropdown and click Reconcile Closed Items.

Unpaid

Shows users with a remaining balance along with the amount of unpaid revenue and contact information. Pledged payments are reflected and noted within the Details section.

Summary section

Pie chart

Outstanding balances are separated by Pending and Unpaid.

Revenue
Auction Items
Champions
Donations
Instant Items
Raffles
Live Items
Tickets
Transaction Fees
Vote Items

Outstanding Balances
Pending
Unpaid

Payments Received
Cash
Check
Credit
Other

Top Items
By Bids
By Bidders
By % of FMV
By Price

Top Donors
By Bids
By Revenue

Registered Users

Help

An Overview of How Much You Still Need to Collect

Summary

Balances: $33,037.72

$9,927.72

$23,110.00

■ Pending ■ Unpaid

Type	Users	Amount
Pending	12	$23,110.00
Unpaid	16	$9,927.72
	Total:	$33,037.72

Details

Show [All ▼] entries   Search: [____]   [Copy] [CSV] [Excel] [PDF] [Print]

First Name	Last Name	Bid #	Table	Phone Number	Email	Paid	Pending	Unpaid	Total	Pledges	Pledge Notes
Todd	Smith	100				$0.00	$0.00	$200.00	$200.00		
Stuart	Tomlinson	0		+18053050954	Stuart@mobilecause.com	$0.00	$0.00	$1.00	$1.00		
Steve	Greanias	0		+17734561928	steve.greanias@communitybrands.com	$0.00	$310.00	$0.00	$310.00		
Sheri	henderson	0		+18182591663	Shenderson@mobilecause.com	$0.00	$5,220.00	$0.00	$5,220.00		
Shannon	McGuire	101		+18089091010	shannon@Email.com	$90.00	$0.00	$30.00	$120.00		
Robert	Johnson	100			bob@email.com	$0.00	$0.00	$250.00	$250.00	Pledged	2/2021 - Anne Au

Note: Pledged payments appear in Unpaid.

Summary Spreadsheet

Breakdown by type of outstanding balances and number of users in each category. A total of each type of outstanding balance is included.

Details report

Note: User custom fields are included.

Shows a breakdown by individual transactions. Search, sort, or export the content.