



Final Balance Due Report

Print the final balance due report to be sure that all exhibitors have been paid. Print this report until it shows all exhibitors are paid.

1. Click **Go to > Financial > Reports > Final Balance Due Report.**
2. Click **Yes** at the confirm message.
3. See Figure 1 for a sample of the report.

Balance Due Report...		6/12/2006 Page 1
Exhibitor	Name	Balance Due
GOS4022	Adamson, Adam	1.00
GOS4202	Beethoven, Schroeder	3.00
GOS3911	Cat, Dilbert	6.00
FFA4039	Duck, Daffy	2.00
GOS4017	Finn, Huckleberry	1.50
GOS3800	Hood, Robin	22.00
FFA4057	Hood, Robin	3.00
GOS3839	Jetson, Elroy	8.00
FFA1239	Lightyear, Buzz	3.00
FFA1002	Magoo, Quincy	3.00
GOS3709	Mouse, Minnie	11.00
GOS3717	Robot, Rosie	7.00
GOS3926	Sailor, Sinbad	8.00
GOS3547	Warthog, Pumbaa	1.00
GOS3842	White, Snow	13.00
Total Final Balance Due:		92.50

Figure 1. Final Balance Due Report