

## Quick Tip 9 - Running a Balance Report

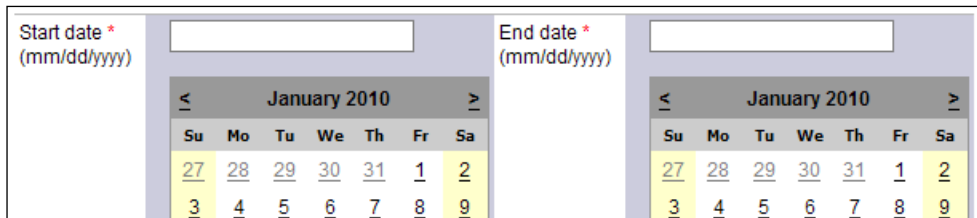
This reference will show you how to run a balance report to view your Unit account balance. For additional information about the Unit Balance Report, refer to *Quick Tip 10 – Understanding the Balance Report*.

**Step 1:** Hover your cursor over **Reports** and click on **Balance**.



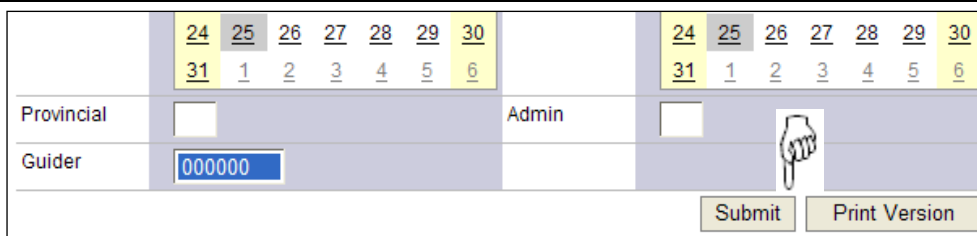
**Step 2:** You can either type in the date (format: mm/dd/yyyy) or click the dates on the calendars.

The default date **Start date** is 09/01/20XX but you may choose a different start date. However, you must choose an **End date**. The start date cannot be the same as the end date. To get an up-to-date report that captures all revenues and expenses, set the **End date** as the current date.



**Step 3:** Click the **Submit** button to view the report below the calendars or click the **Print Version** button to open up a printer-friendly version of the report.

**\*TIP\*:** If you click **Print Version** but your report does not appear, check your internet browser to ensure that you have allowed pop-up windows or tabs. After you have allowed pop-ups, you will need to click **Print Version** again.



**Step 4:** Your report will look something like this:

Balance Report		STATEMENT OF REVENUES AND EXPENSES			
Date: 09/1/2009 - 1/25/2010 Guide: 000000		9/1/2009 to 1/25/2010 000000104 Toronto Guiding Unit			
DATE	USERS	Revenue		Expenses	
		Camp	0.00	Award and Badges	0.00
		CWFF Collected	0.00	Camp	0.00
		Donations	0.00	CWFF forwarded	0.00
		Fall Cookies	0.00	Donation	0.00
		Fund Raising	0.00	Fall Cookie purchases	0.00
		Independent Trip Revenue	0.00	Gifts	0.00
		Joint Event Revenue	0.00	Independent Trip Expenses	0.00
		Membership Fees Collected	0.00	International	0.00
		Others	0.00	Joint Event Expenses	0.00
		Special Events	0.00	Membership	0.00
		Spring Cookies	0.00	Membership Fees forwarded	0.00