

Revenue Reports | Open Credit Balance Report

4 Steps [View most recent version](#) 

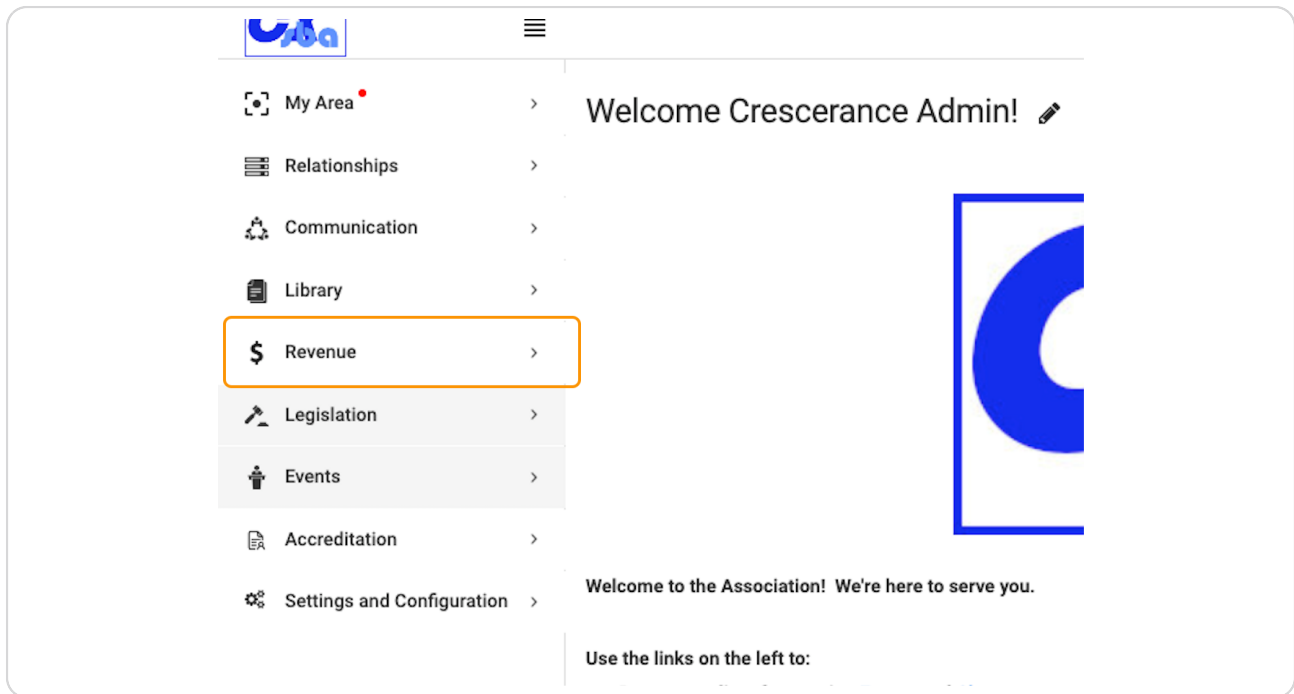
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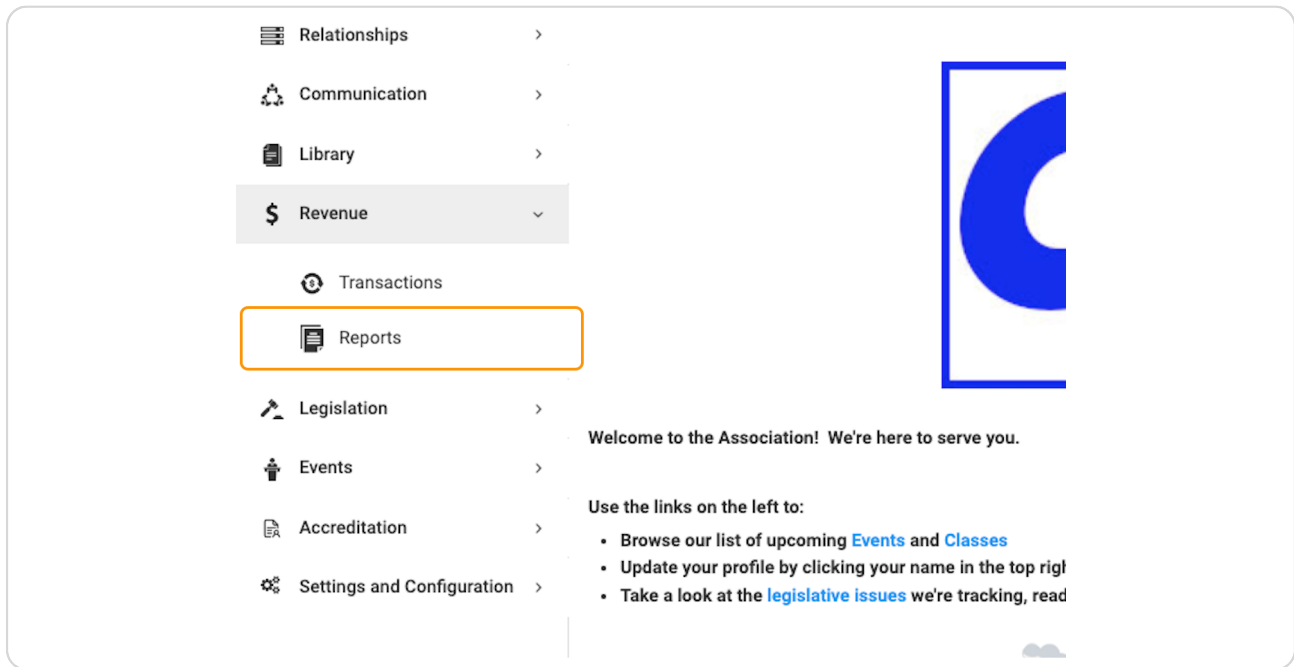
STEP 1

Click on Revenue



STEP 2

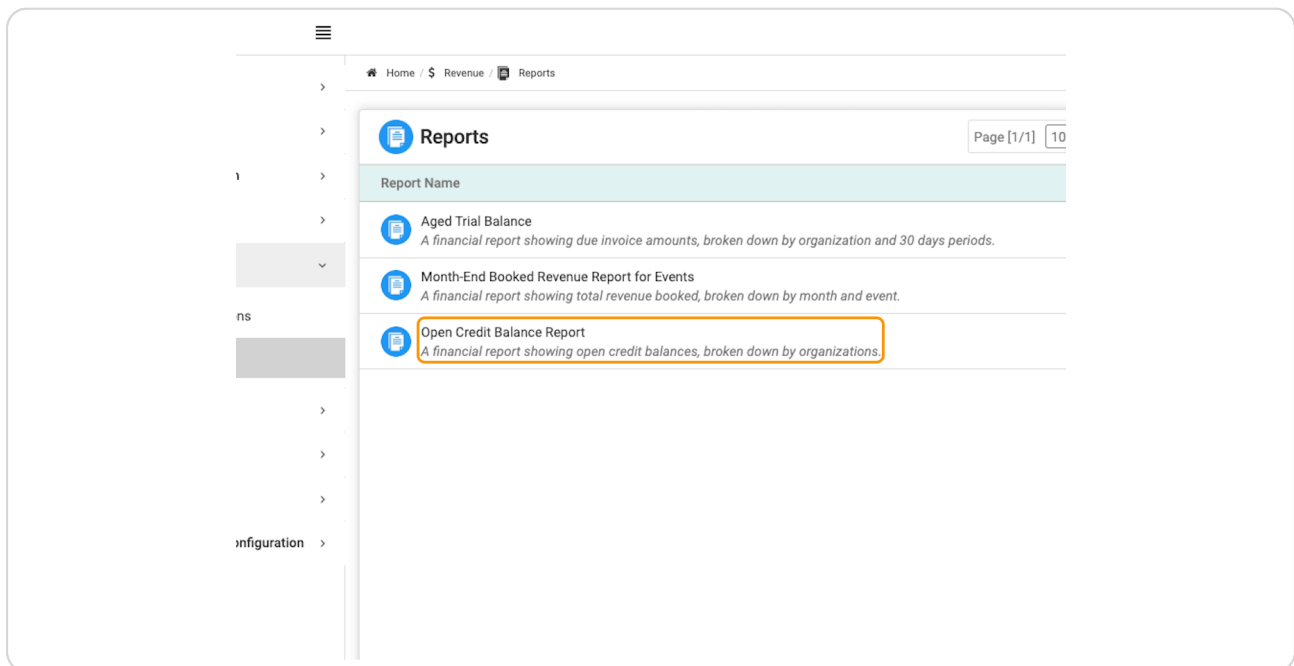
Click on Reports



A screenshot of a web application's navigation menu. The menu items are: Relationships, Communication, Library, Revenue, Transactions, Reports, Legislation, Events, Accreditation, and Settings and Configuration. The 'Reports' item is highlighted with an orange border. To the right of the menu is a large blue 'C' logo. Below the menu, there is a welcome message: 'Welcome to the Association! We're here to serve you.' and a list of instructions: 'Use the links on the left to: Browse our list of upcoming Events and Classes, Update your profile by clicking your name in the top right, Take a look at the legislative issues we're tracking, read'.

STEP 3

Click on Open Credit Balance Report



A screenshot of the 'Reports' page in the application. The breadcrumb trail is 'Home / Revenue / Reports'. The page title is 'Reports' and it shows 'Page [1/1] 10'. The list of reports includes: 'Aged Trial Balance', 'Month-End Booked Revenue Report for Events', and 'Open Credit Balance Report'. The 'Open Credit Balance Report' is highlighted with an orange border. The description for this report is 'A financial report showing open credit balances, broken down by organizations'.

STEP 4

In the section called **Group by Buyers**, it will display all buyers within your workspace (whether Individual or Organization) and what credit balances they currently have

