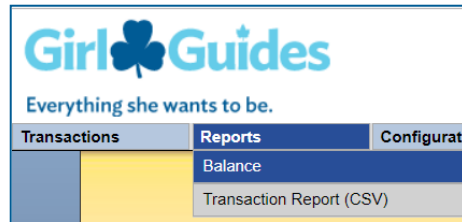


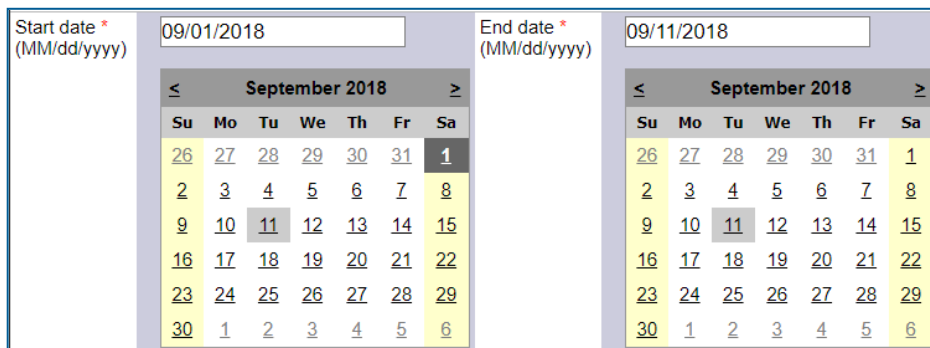
## Quick Tip 9 - Running a Balance Report

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*.

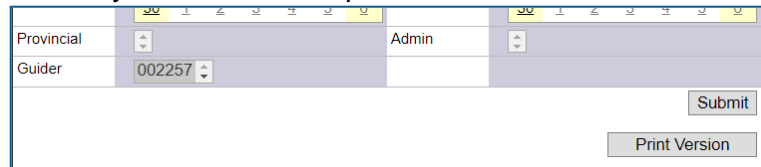
**Step 1:** Hover your cursor over **Reports** and click on **Balance**.



**Step 2:** The default date **Start date** is 09/01/20XX but you may choose a different start 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, leave 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 on **Print Version** again.

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

Balance Report			
Date	Sep 1, 2018 to Sep 11, 2018		
Guide	002257		
STATEMENT OF REVENUES AND EXPENSES			
DATE	Sep 1, 2018 to Sep 11, 2018		
	USERS 002257 (139th Toronto Brownie Unit)		
	Revenue		Expenses
Campership Subsidies	0.00	Awards and Badges	0.00
CWFF Collected	0.00	Cash Advance	0.00
Donations	0.00	Craft Supplies	0.00
Dues	50.00	CWFF -Transfer to Province	0.00
Equipment Revenue	0.00	Equipment Purchases	0.00
Fall (Mint) Cookies	0.00	Fall (Mint) Cookie Payments	0.00