



Daily Balance Activity Report

Sample Fair & Rodeo

Daily Activity Report from midnight 8/1/2005 to 11:59pm on 8/1/2005

Activity	Activity Type	Category or Division	Amount
Charges	Entry Fee	Jams	(\$387.00)
Charges	Entry Fee	Junior Gilts	(\$1,040.00)
Charges	Entry Fee	Junior Heifers	(\$10,200.00)
Charges	Entry Fee	Market Goats	(\$6,300.00)
Charges	Entry Fee	Market Lambs	(\$5,160.00)
Charges	Entry Fee	Market Steers	(\$4,500.00)
Charges	Entry Fee	Market Turkeys	(\$870.00)
Charges	Entry Fee	Night Photography	(\$990.00)
Charges	Entry Fee	Open Brahman	(\$3,400.00)
Charges	Entry Fee	Open Longhorn	(\$1,020.00)
Charges	Entry Fee	Photo Journalism	(\$930.00)
Charges	Entry Fee	Quick Breads & Pastries	(\$237.00)
Charges	Entry Fee	Quilt Block Contest	(\$395.00)
Charges	Entry Fee	Quilting & Comforters	(\$471.00)
Charges	Entry Fee	Yeast Breads	(\$177.00)
Charges	Entry Fee	Youth Longhorn	(\$130.00)
Charges	Other Fee	2-day Gate Pass	(\$680.00)
Charges	Other Fee	Stall Fee	(\$1,479.00)
Credits	Payments		\$37,917.00
Balance:			\$0.00

What this report means:

A zero Balance means that the same amount of receipts and charges were taken for the date range specified.

A negative Balance means that there are one or more exhibitors that have not paid enough during the date range specified.

A positive Balance means that there are one or more exhibitors that have overpaid during the date range specified.

What to do if the balance is not zero:

The Balance could be a zero if an exhibitor payment was recorded on a date differently than when an entry was created or a fee was assessed. In this case, you can rerun the report with a broader date range to include all transactions.

If you still receive a zero balance, you can locate which exhibitors have underpaid or overpaid by creating a Custom Report using the "Exhibitors and Sellers" area and sort this report by their balance to easily identify which exhibitors have a non-zero balance.