

# UnPaid Buyers Report

The Un Paid Buyers report provides information for vehicles whose payments are outstanding. You may run this report from the Sale Profile or Payments and Deposits application.

- Select the Payments and Deposit application
- Select the 'Reports' and then the sub-menu 'Un-Paid Buyers'
- You will have two options 'Un-Paid Buyers' or Un-Paid Buyers with Fees' Report

Sale Date Select ✕ h the wizard to generate the report.

Sale Dates   
Name                      Status

Select All Sale Date                       Include TA Deals  
 Include Un-deposited Payme                       Include Announcement  
 Include TF Deals                       Include Page Break  
 Hide Notes                                           

**Unpaid Buyers without fees**

Unpaid Buyers ✕

Sale Date   
Account   
 Select All Sale Date                       Include All Dealers  
 Include Un-deposited Payme                       Include TA Deals  
 Include TF Deals                       Include Announcement  
 Hide Notes                       Include Page Break  
                     

**Unpaid Buyers with fees**

- You may designate a specific sale or check the check box 'Select All Sale Date' to include all Sale Dates. You may also include payments posted in the system but have not been deposited by checking the box 'Include undeposited payments.'
  - Click 'OK' when done to create and generate the report.
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