

IN MANAGER MODE: To print a report, go to Reports.

1. Select Reports Button



## PRINT A/R AGING REPORTS:

In Report Center:

- 1. In the Yellow area, Select A/R Reports
- 2. On the Report side, choose Aging Report to summarize who owes \$ and how long (30, 60, 90 days) have they owed it?
  - Run Aging report weekly to see changing A/R status
- 3. Select Run Report (F7)

Receipt Layouts Invoice/Reports       Report Seports Invoice/Reports       Report Information Details       Report Information Details         Submer Reports       Reports       Report Information Details       Invoice/Reports       Report Information Details       Invoice/Reports         A Report Reports       Reports       Report Information Details       Invoice/Reports       Report Information Details       Invoice/Reports         A Report       Perchaing Reports       Reports       Report Information Details       Information Details       Information Details         UserDefinable Reports       Reports       Reports       Information Details       Information Details       Information Details         Information Reports       Reports       Information Details       Information Details       Information Details       Information Details         Information Reports       Information Reports       Information Reports       Information Reports       Information Reports       Information Reports		Distive Retail Manager - The B	luetique - Station: 1	Agi	Ing	
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Reports     Actions     Receipt Layouts   Inventory Labels   Customer Labels   User-Definable Reports   BL Reports   GL Reports   Vendor Reports   Inventory Reports   Inventory Labels   Customer Reports   BL Reports   Vendor Reports   Inventory Reports   Inventory Reports   Inventory Labels   Customer Reports   BL Reports   Inventory Reports   Vendor Reports   Inventory Reports   Inventory Labels   Customer Reports   Inventory Reports <tr< td=""><td></td><td>View 🛞</td><td></td><td></td><td>Run Report [F7]</td><td>Close</td></tr<>		View 🛞			Run Report [F7]	Close
	1 —	Reports          Actions       Image: Comparison of the second	Report Type Sales Reports Inventory Reports Management Reports Purchasing Reports RMA Reports Customer Reports AP Reports GL Reports GL Reports Vendor Reports	Report AR Statements AR Aging Report Store Credits Report AR Activity By Date port Options Show Transaction Details Past-Due Accounts Only OK Cancel	AR Aging Report Produces an AR Aging Report	

## PRINT A/R AGING REPORTS:

1. Select OK

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		Transactions Purch	asing Accounting E-Commerce Ma	anagement Maintenance	
	View  Report Reports	Report Type	Report	Run Report (F7)	
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1 —		AP Hepotts GL Reports Vendor Reports	Would you like to apply a query to this report?		
E,				External Reports <ul> <li>POSitive Report Writer</li> <li>Crystal Reports</li> <li>Edit</li> </ul>	

## PRINT A/R AGING REPORTS:

1. Select No

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## ACCOUNTS RECEIVABLE AGING REPORT

- 1. Review report for any mistakes.
- 2. Aging Report shows how long people have owed you \$\$
- 3. You may have to remind customers who are not current with their AR account to pay their bills.