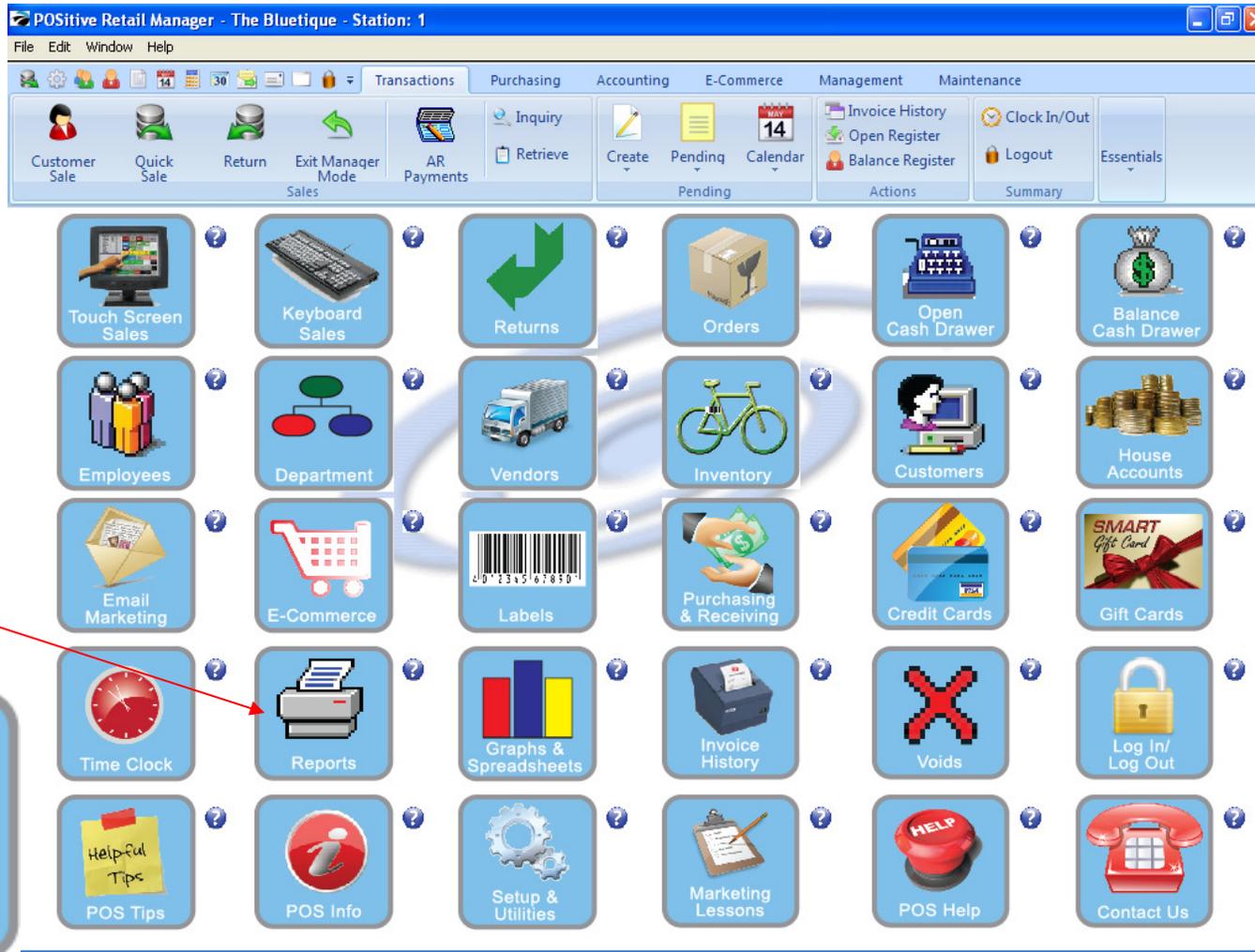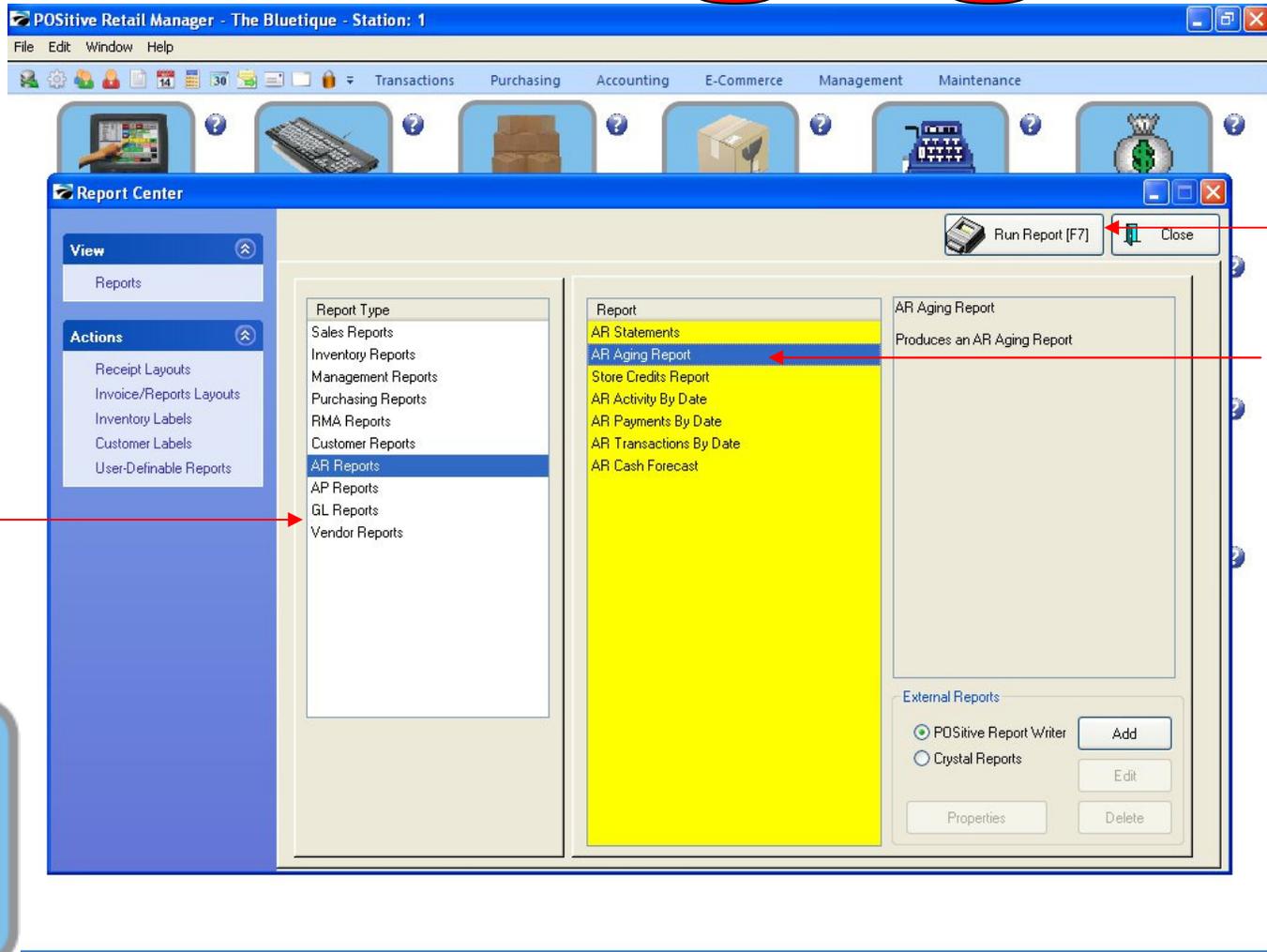# AR Reports
AR Aging

IN MANAGER MODE:

To print a report, go to Reports.

1. Select Reports Button

AR Reports
AR Aging

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)

PRINT A/R AGING REPORTS:

1. Select OK

AR Reports
AR Aging

PRINT A/R AGING REPORTS:

1. Select No

AR Reports
AR Aging

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.