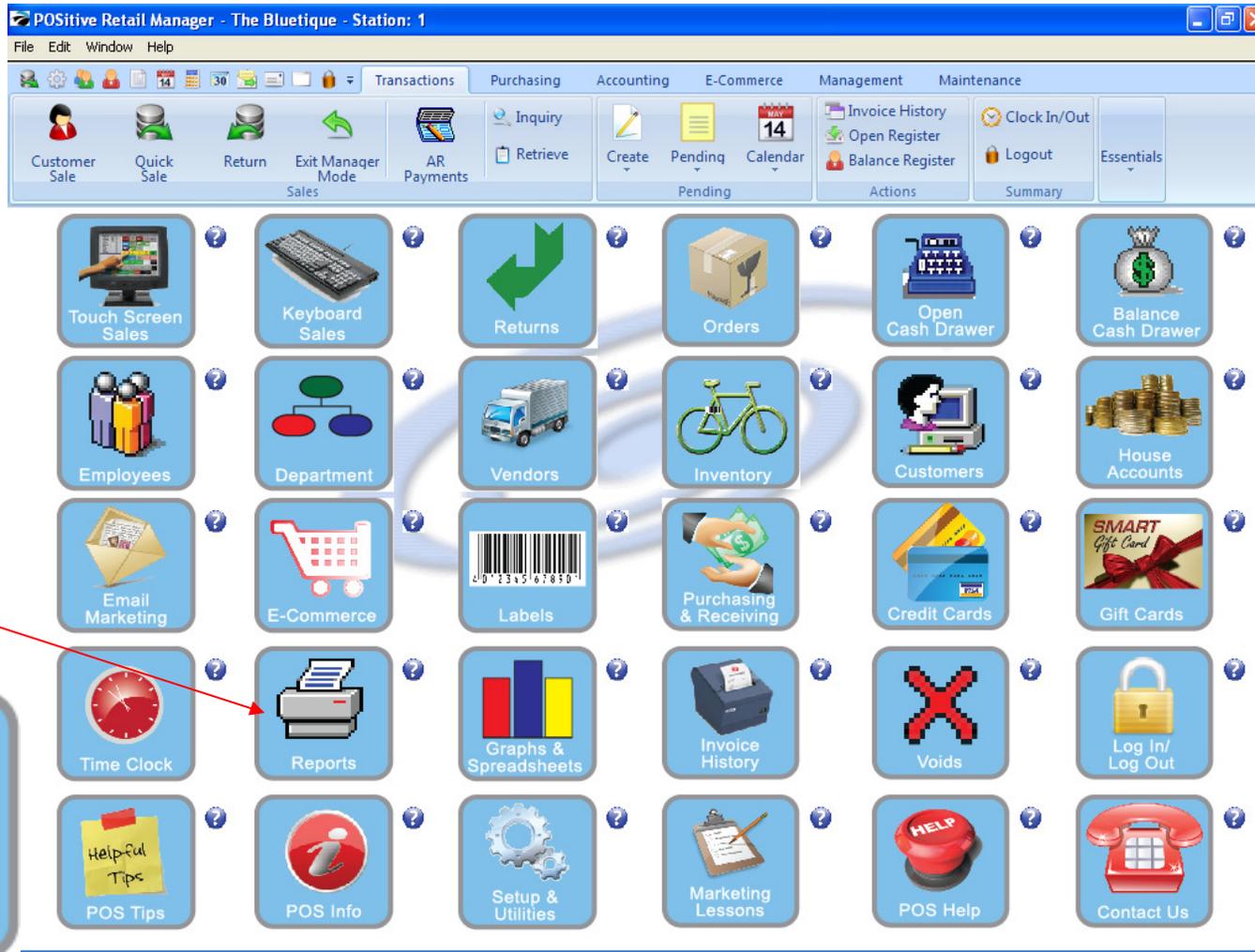


# AR Reports

## AR Aging

1



### IN MANAGER MODE:

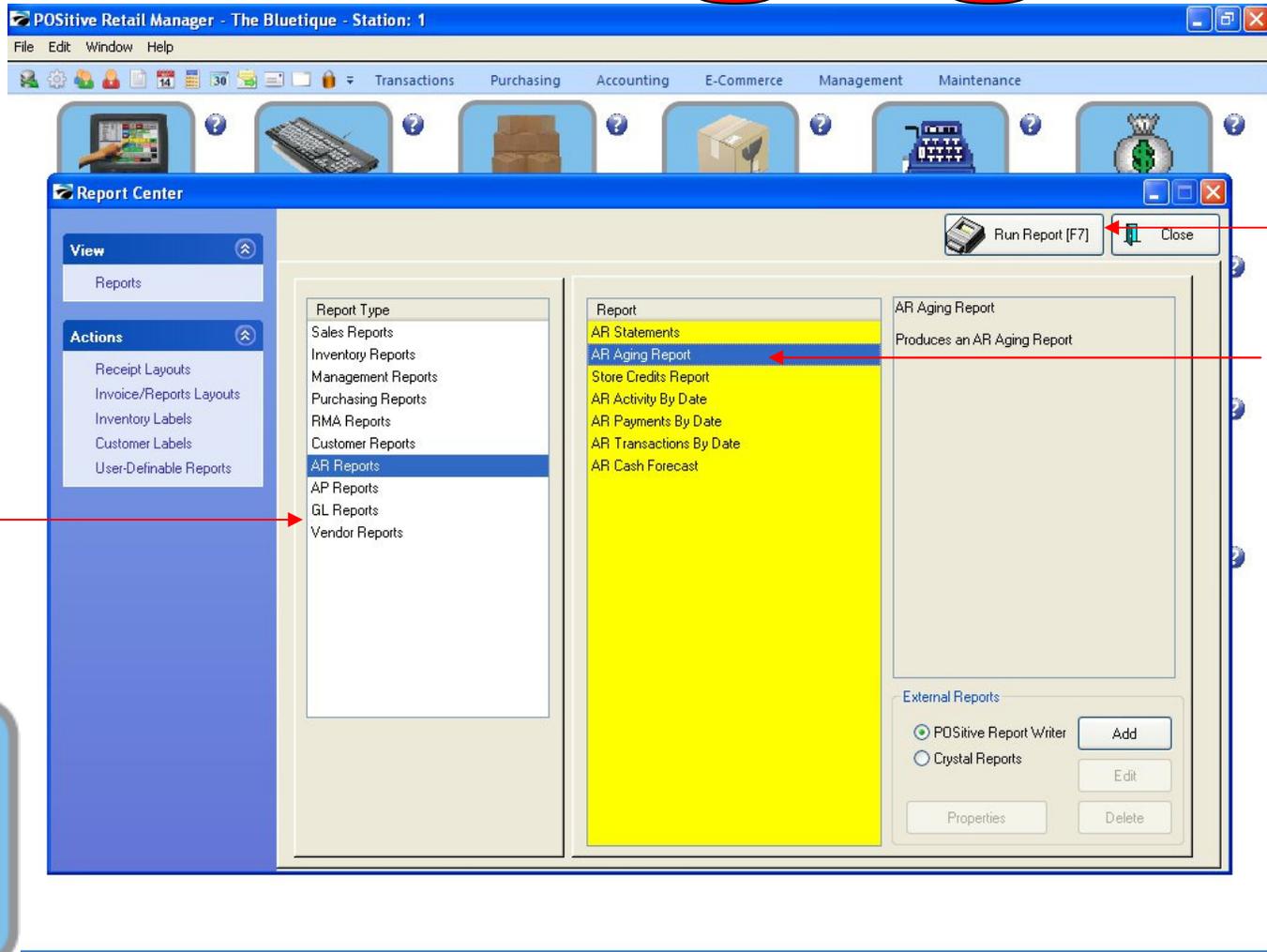
To print a report, go to Reports.

1. Select Reports Button

# AR Reports

## AR Aging

2



### 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)

# AR Reports

## AR Aging

3

The screenshot displays the POSitive Retail Manager interface. The main window is titled "Report Center" and shows a list of report types on the left, including "AR Reports". A dialog box titled "AR Aging Report Options" is open, with the "Show Transaction Details" checkbox selected. A red arrow points from the number "1" to the "OK" button in the dialog box. Below the main window, there is a "Reports" icon with a printer symbol.

1

Reports

PRINT A/R AGING REPORTS:

1. Select OK

# AR Reports

## AR Aging

4

The screenshot displays the POSitive Retail Manager interface. The main window is titled 'Report Center' and shows a list of report types on the left, including 'AR Reports'. The 'AR Aging Report' is selected in the central pane. A 'Query Wizard' dialog box is open, asking 'Would you like to apply a query to this report?' with 'Yes' and 'No' buttons. A red arrow points from the number '1' to the 'No' button. A 'Reports' icon is visible in the bottom left corner.

PRINT A/R AGING REPORTS:

1. Select No

# AR Reports

## AR Aging

5

Report Preview

File

Page: 1 of 1 Step: 20

Pages To Print: Search: Copies: 1

Page	Size
1	12,780

### Accounts Receivable Aging Report

Name	Account Lookup	1 - 30	31 - 60	61 - 90	Over 90	Total
Apple, Sue	9 9	30.45	0.00	5.67	0.00	36.12
JONES, SALLY	2 2	0.00	0.00	86.09	0.00	86.09
Jones, Tom	3 3	40.54	0.00	0.00	15.54	56.08
TEACHER, MR.	1 15454551	3.83	0.00	0.00	0.00	3.83
Thomas, Linda	8 8	0.00	0.00	20.67	0.00	20.67
		74.82	0.00	112.40	15.54	202.79

Zoom: 100% 1 pages, 12.5Kb

### 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.