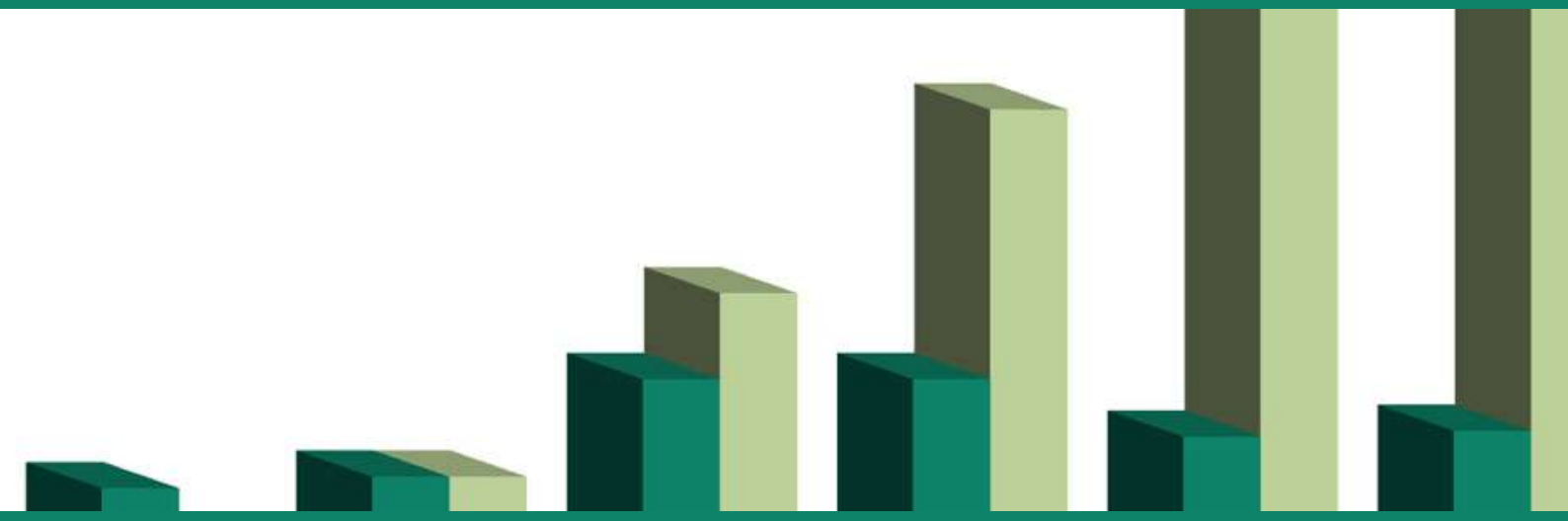


# Printing an Aged Creditor Report



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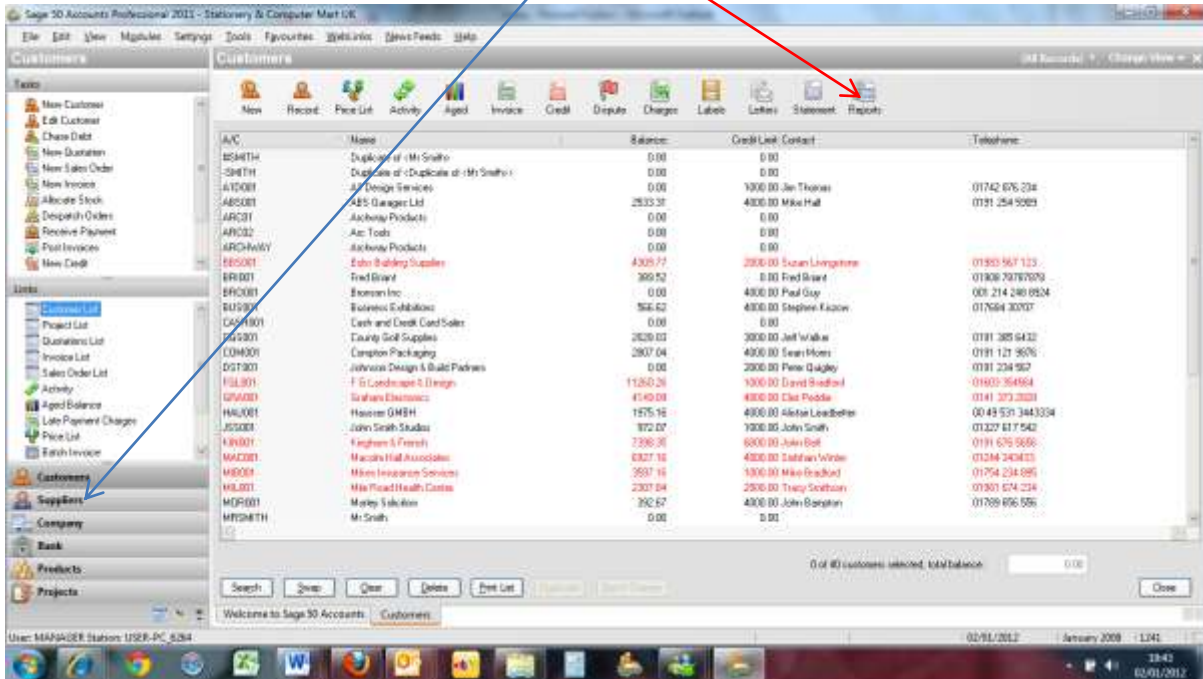
Call 01909 512182

## Sage Line 50

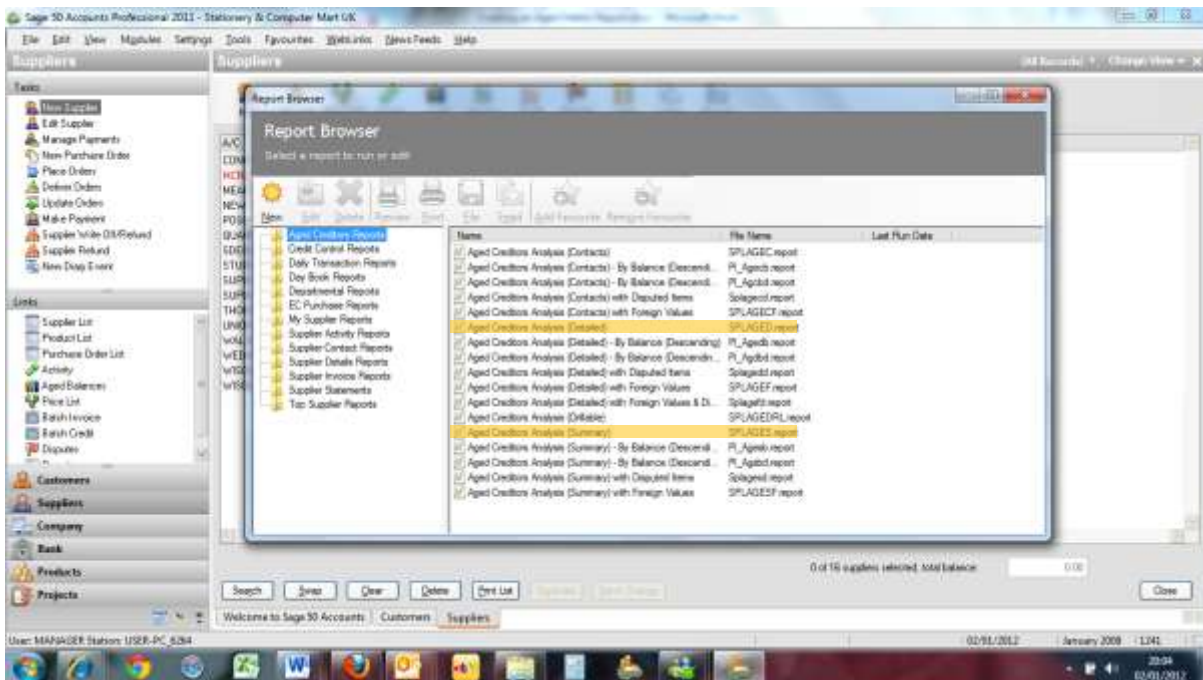
### Printing an AGED CREDITORS REPORT


Open up Sage and on the main screen; press on SUPPLIERS on the bottom left hand menu.

Then Press on REPORTS on the top menu, right hand side



The following screen opens up, and choose the type of report you want to print

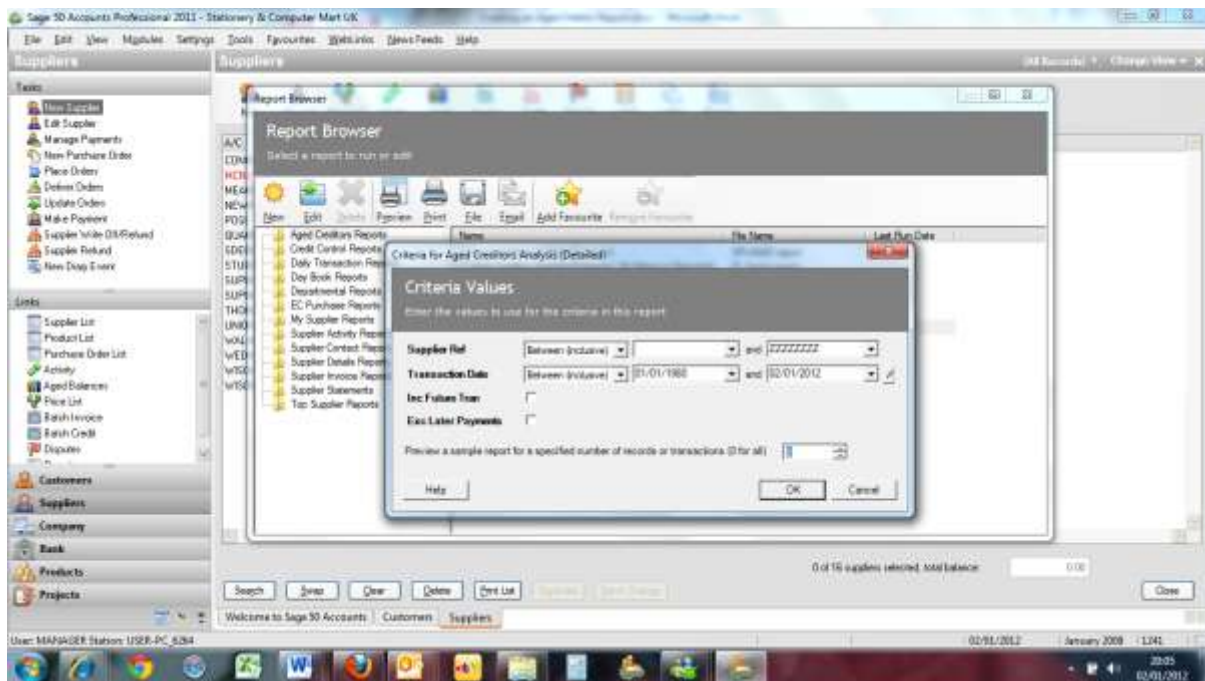


 TIP: If you want to know only which Suppliers you still owe money to, then choose one of the options highlighted in yellow.

Click on the option until it turns blue.

Press PRINT

The following screen will appear:



To print a list of all Suppliers with outstanding balances, press OK, ignoring all other fields. Otherwise choose from the drop-down menu in each field to print details for a specific range of Suppliers, or dates.

Press OK in the PRINT Screen.