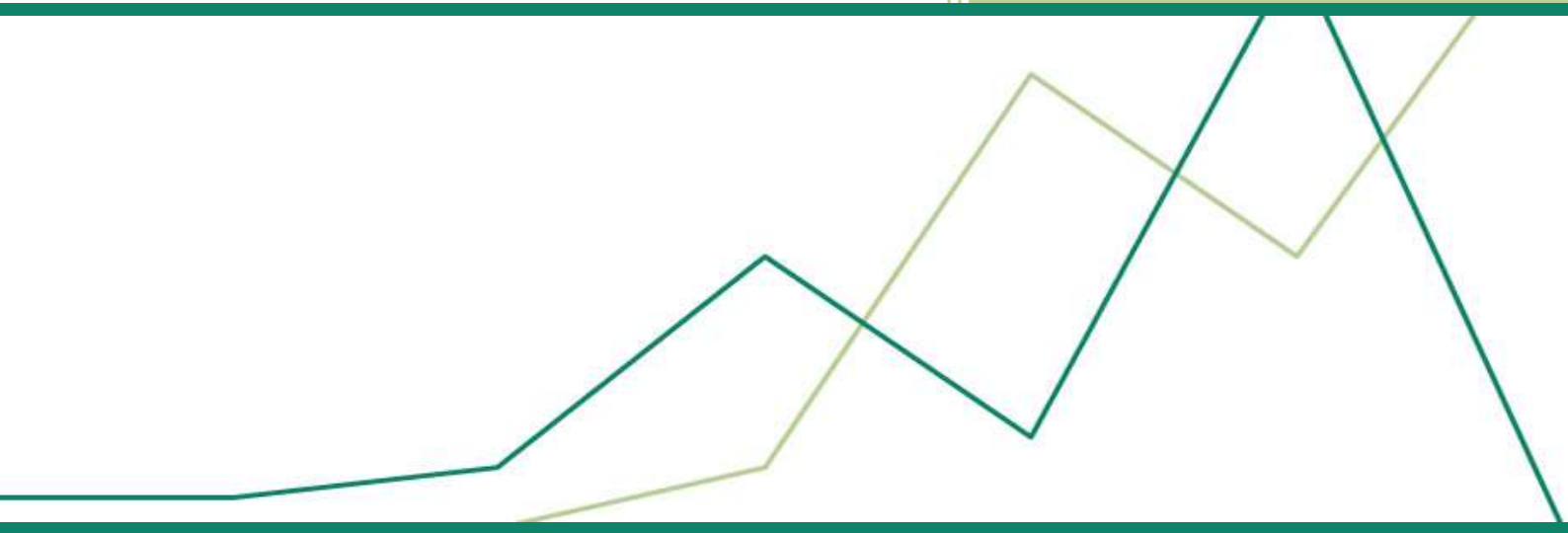


Printing an Aged Debtors Report



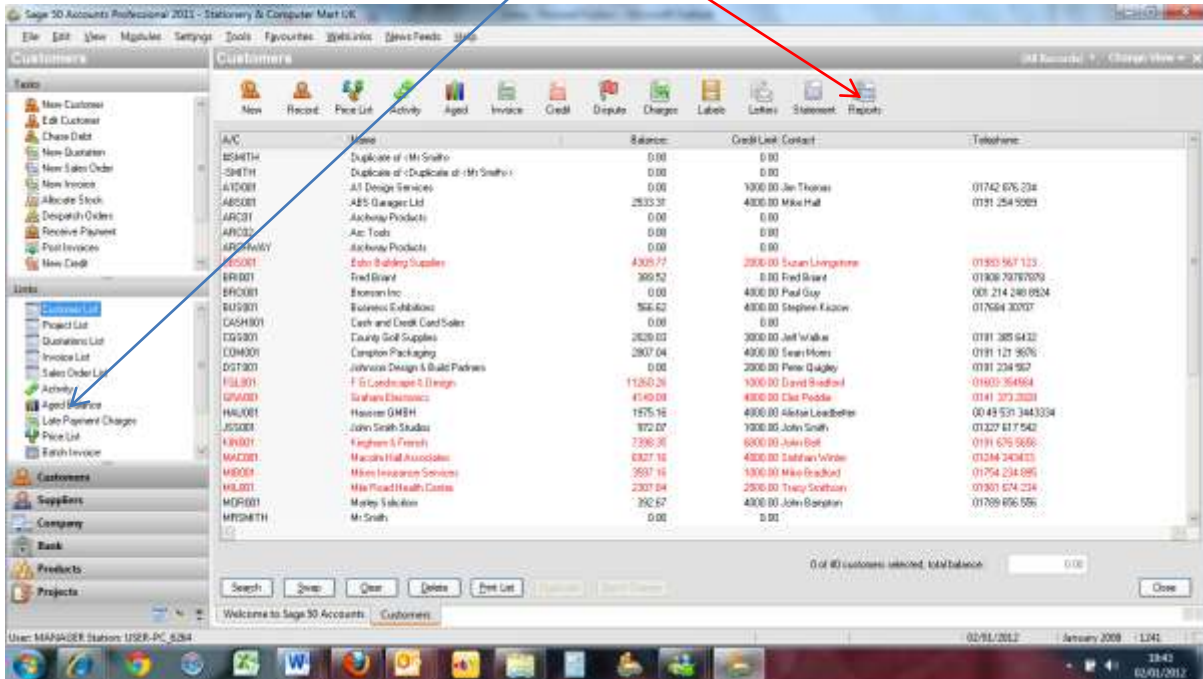
www.realworldbusiness.co.uk
info@realworldbusiness.co.uk
Call 01909 512182

Sage Line 50

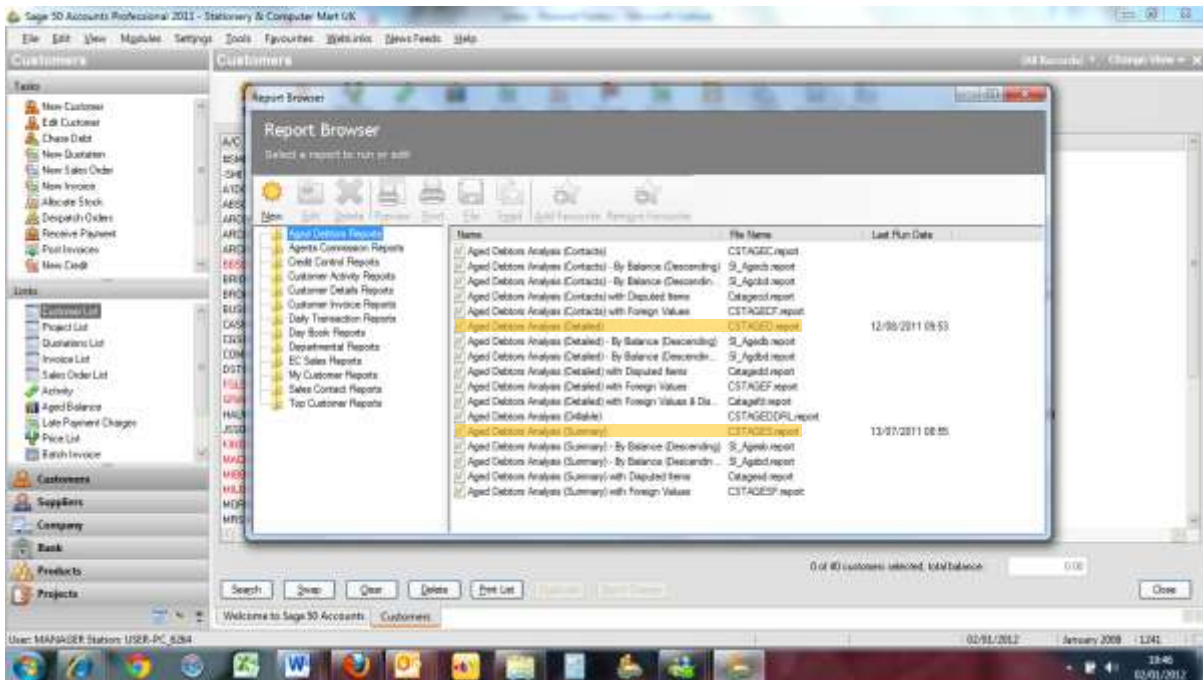
Printing an AGED DEBTORS REPORT


Open up Sage and on the main screen; press on CUSTOMERS 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

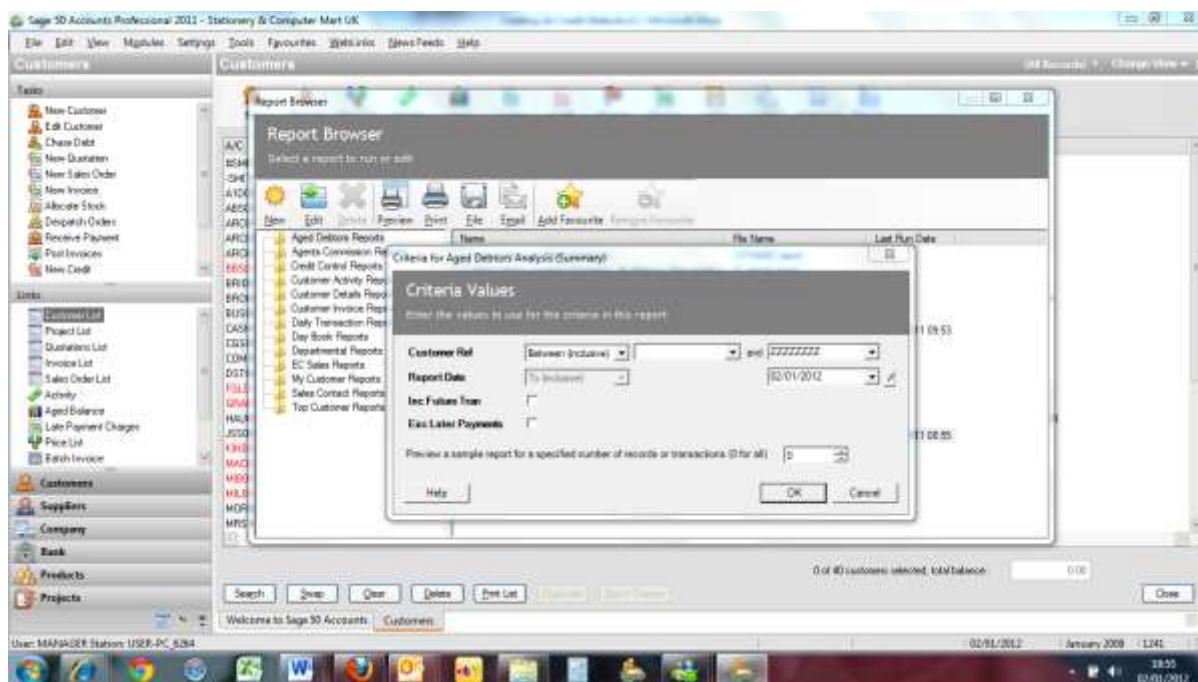


 **TIP:** If you want to know only which customers have outstanding amounts then choose one of the options highlighted in yellow.

Click on the option until it turns blue.

Press PRINT

The following screen will appear:



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

Press OK in the PRINT Screen.