

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 Report Browser screen opens up, and choose the type of report you want to print

Click on the option until it turns blue.

Press PRINT

The Criteria Values 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.