

## 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 Report Browser 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 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.