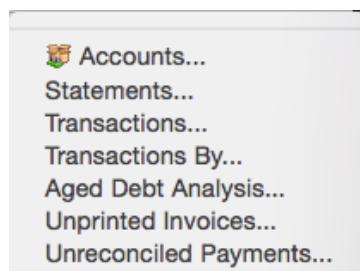
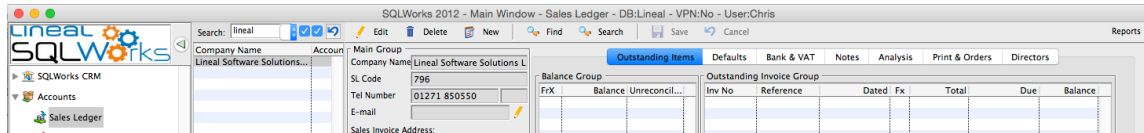


How to Print or View an Aged Debt Analysis Report

Procedure

1. On SQLWorks' Sales Ledger, click on Reports in the top right corner of the page and then select 'Aged Debt Analysis' from the list.



2. Select 'Company' and 'Due Date' for overdue invoices, or 'Invoice Date' for all of the companies owing money, then OK.



3. The report can then be viewed on your screen (Preview) or select 'Printer' if you wish to print the report, then click OK.
4. If you have chosen 'Printer' a dialogue box will then pop up from which you can choose your printing options and which printer to use.