

Instructions-Accounts Receivable Aging Report

Overview

This custom report will allow you to print an Accounts Receivable Aging from R.O. Writer™ as of any date. You can even go back and print an Accounts Receivable Aging as of a prior month end date.

PLEASE NOTE: These custom reports are **NOT** covered by any R.O. Writer™ or Back Office support agreements. They are being provided for your use **AS IS**.

How do I install the Accounts Receivable Aging Report?

- 1) Go to www.tboffice.net
- 2) Click on the **FREE STUFF** link on the left
- 3) Click on the **Installation** link in the download column and SAVE to your hard drive (do not select open).
- 4) Double click on the Install_AccountsReceivableAging.exe file and run the install program.

You are now ready to run the report (an icon will be on the desktop to run the program).

How do I run the Report?

Following is a screen shot with brief explanation of the main functions.

