

Accounts Receivable Reports

Available in All Versions of Sage 50 Accounting

Quick Reference Guide

How do I access Accounts Receivable reports?

Customers & Sales Navigation Center > Customers & Sales tab > Reports button.

Can I customize my reports?

Yes, you can change the appearance of your Accounts Receivable reports with the following:



Options

Choose the dates, sorting, and filters for the information you want to see on the report.



Fonts

Set the styles for the heading and body of the report. You can also add special codes, such as the current period, today's date, and company name to the titles of the report.

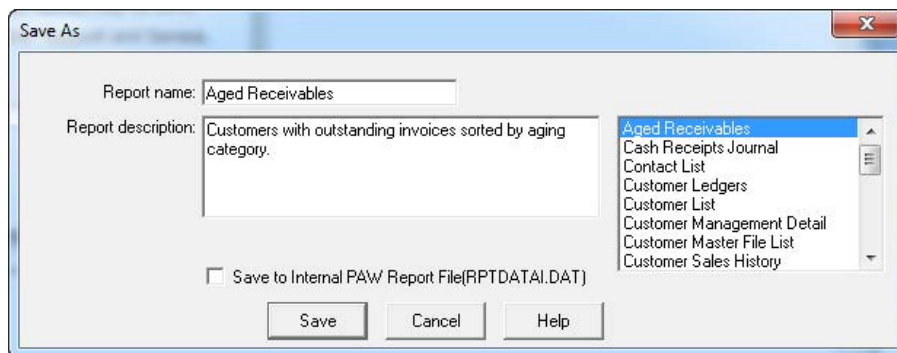


Columns

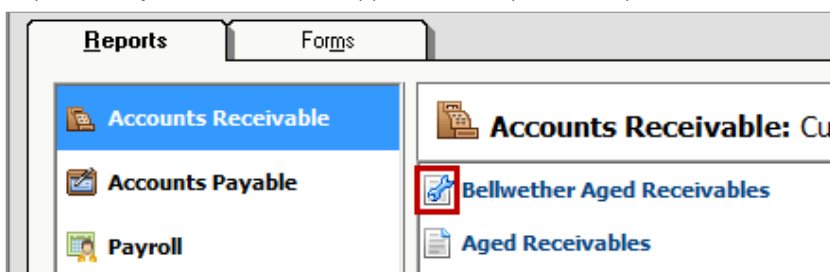
Select which columns you would like to show or hide. Also, you can choose to insert column breaks or to stack information within a column.

Can I save the changes I made to a report?

Yes, you'll want to preview or display your report to make sure you are satisfied with the changes and then click **Save** on the toolbar. Save the report with a different report name than the standard report. Sage 50 will not allow you to overwrite the standard reports.



Reports that you have saved will appear at the top of the Reports list and are identified with a different icon than the standard reports.



Did you know?

- Reports can be opened from the Reports & Forms menu or from any navigation center.

- You can **copy reports** from one company to another.



- You can select a predefined report style or **create your own style**.



- Your most frequently used Accounts Receivable reports can be added as **shortcuts** on the Navigation bar.



- You can send your Accounts Receivable reports to an **email** message, **Excel**, or **PDF**.



For more info, visit: Sage.com
or contact us at 866-996-7243