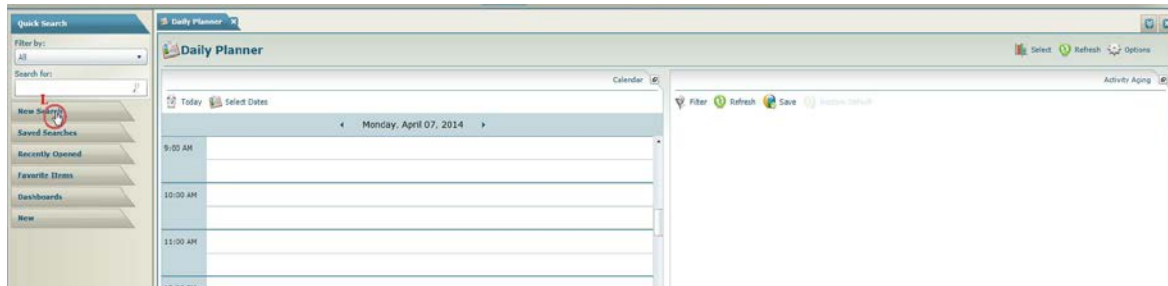
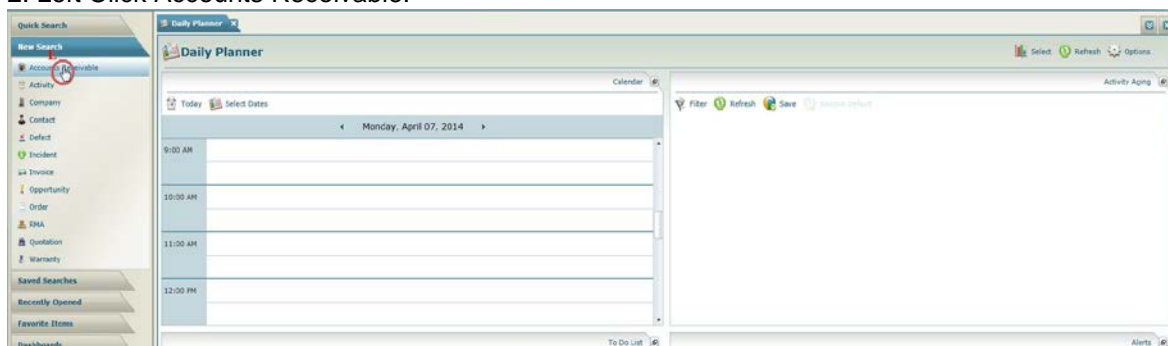


# Search Accounts Receivable

1. Left Click New Search.



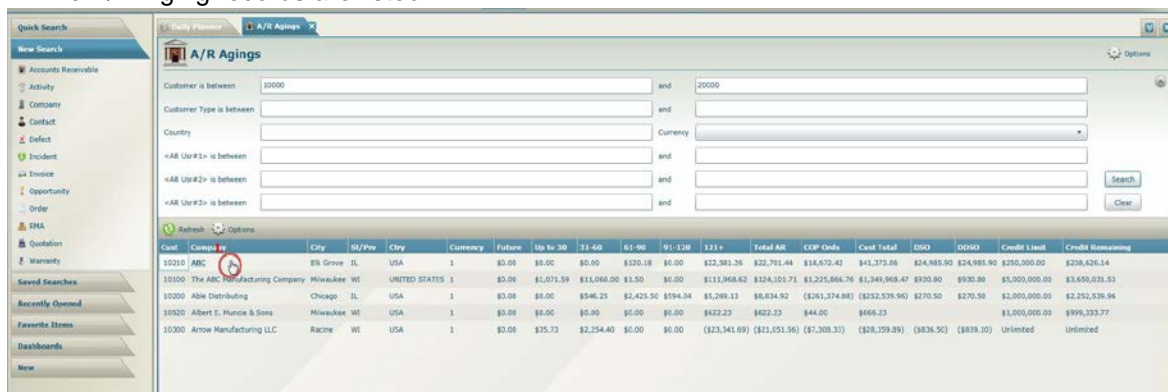
2. Left Click Accounts Receivable.



3. Enter your search criteria, and click Search.



4. The A/R Aging records are listed.

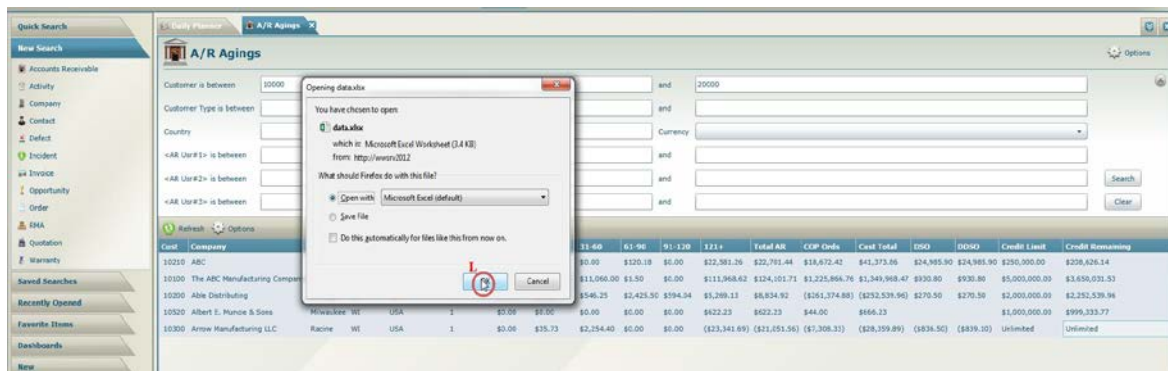


## Search Accounts Receivable

5. If desired, select a group of records and click Options. Choose Export to export these to Excel.



6. Left Click- OK.



7. Your data is opened in Excel.

