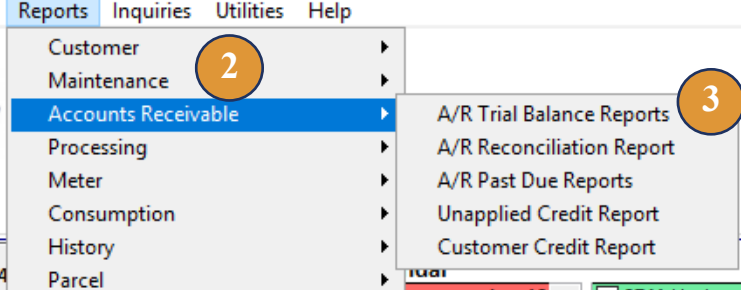
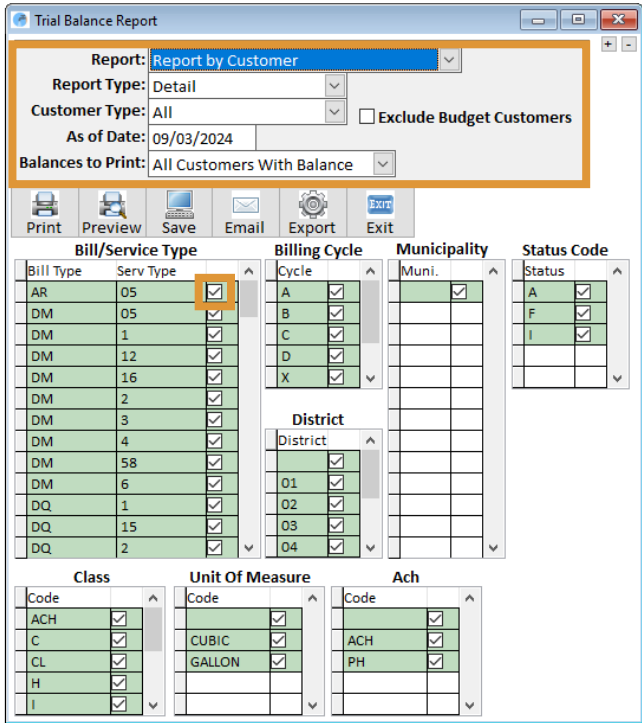
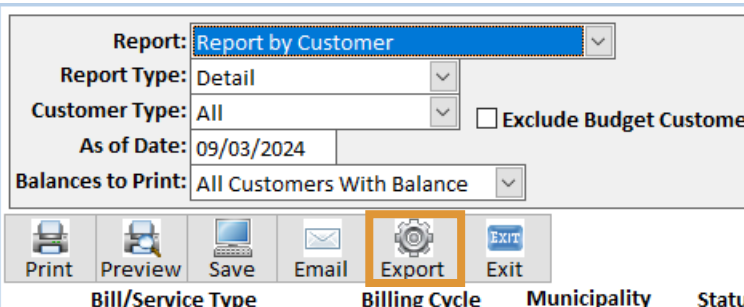
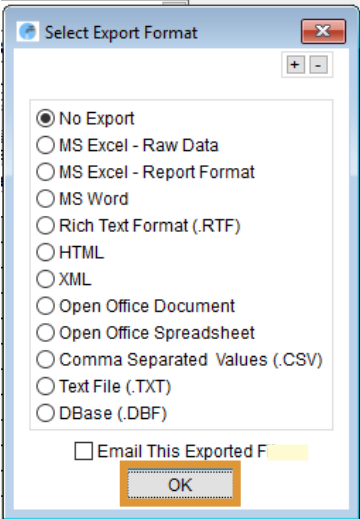
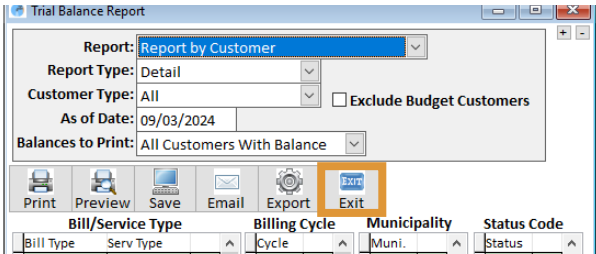


A/R Trial Balance Reports

This is a step action table for A/R Trial Balance Reports

The A/R Trail Balance Reports option will allow you to generate various reports based on report type and flag settings that will give you different views of the Accounts Receivable information.

Step	Action	Support
1.	<p>1. Select Report from the Menu Toolbar</p> <p>2. Select Accounts Receivable from the drop-down menu</p> <p>3. Select A/R Trial Balance Reports from the sub-menu</p> <p><i>Note: You can also enter by selecting the Trial Balance option from the Landing Page</i></p>	<p>1</p> 
2.	<p>Complete the Report, Report Type, Customer Type, As of Date, and Balances to Print fields to generate the report you desire.</p> <p>Select which boxes you wish to flag in order to view specific information as it relates to the accounts receivable.</p>	

Step	Action	Support
3.	<p>Select Export to create an Excel, Word, etc. report in the file format that you desire to share with other members of your staff or management. Then select OK.</p> <p><i>Note: You can email the report directly, however, you need to have an email account set up by Diversified Technology first. Please call them if you do not have an email account.</i></p>	 
4.	Select Exit to return to the billing system landing page.	
5.	If you selected Detail & Summary Report Type in Step 3, this will generate two reports: one with detailed information and one with summary information.	