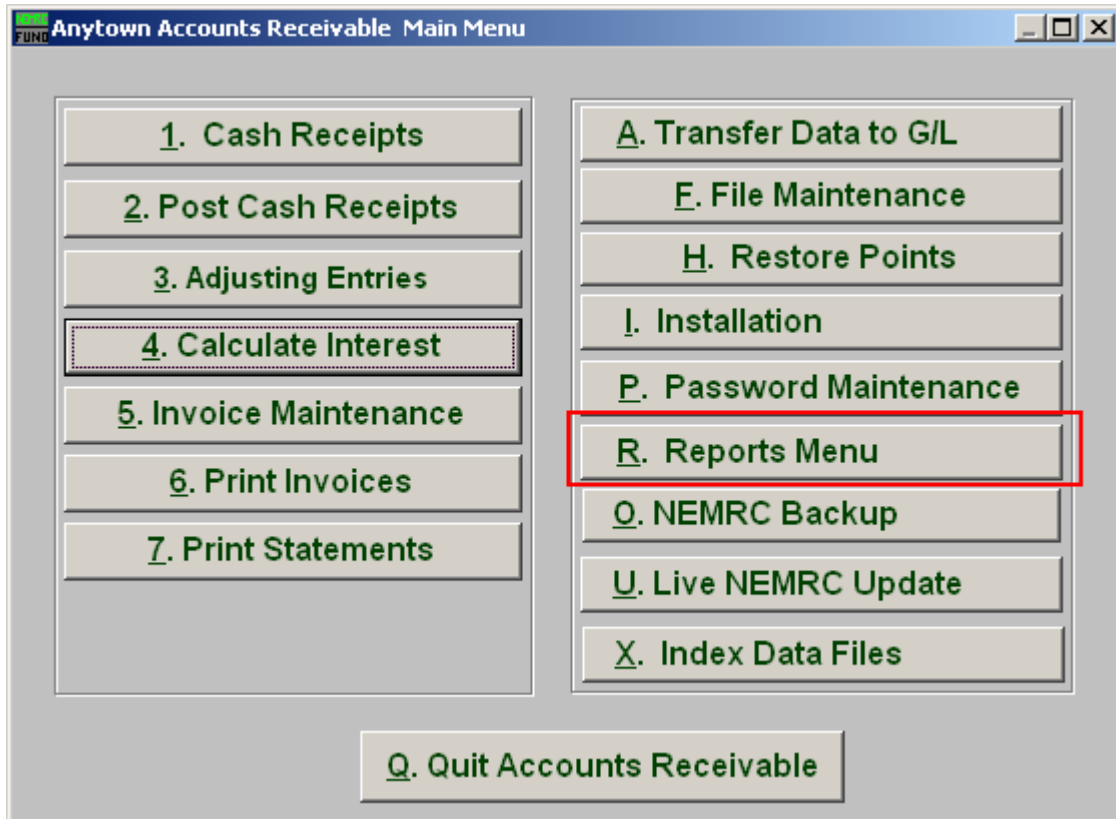


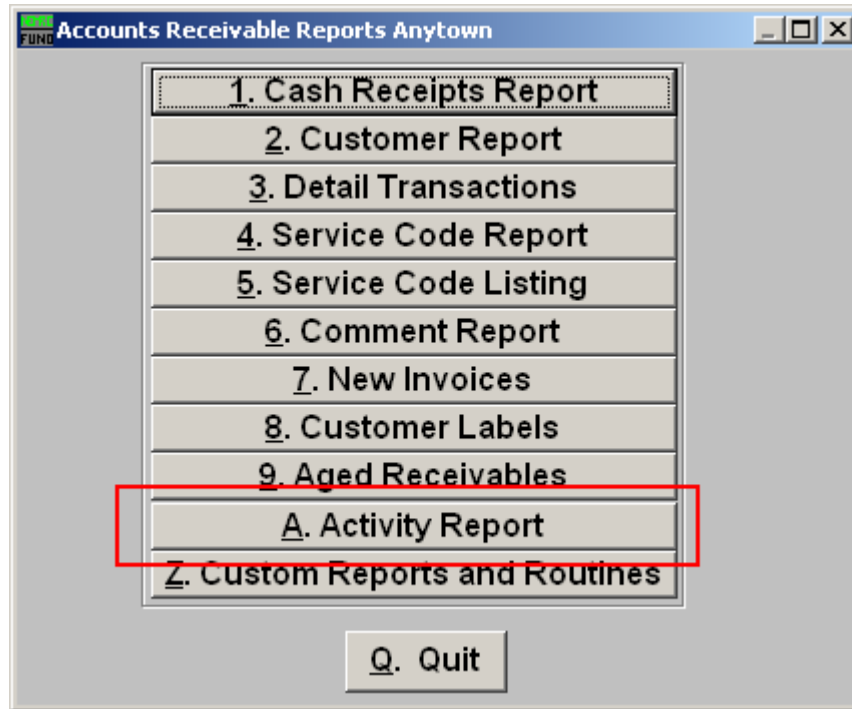
## Accounts Receivable

### R. Reports Menu: A. Activity Report



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

## Accounts Receivable



Click on “A. Activity Report” from the Reports Menu and the following window will appear:

# Accounts Receivable

## Activity Report

1. **Date Range:** Enter the start date of transactions you want the report to begin with and the transaction date you want the report to end with.
2. **Adjustments:** Select “Adjustments” if you want the report to include any adjustments made within the above entered dates.
3. **Write-offs:** Select “Write-offs” if you want the report to include any write-offs made within the above entered dates.
4. **Bills:** Select “Bills” if you want the report to include any bills made within the above entered dates.
5. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
6. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
7. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
8. **Print Compressed:** Click this button to print the report. This is different from the “Print” option in that it will use less paper for the same report.
9. **Cancel:** Click “Cancel” to cancel and return to the previous screen.