Audit Outstanding Balances

AUDIT OUTSTANDING BALANCES

Run "Receivables Aging" report

1. Click "Reporting" > Sign In using your regular SGA credentials
2. In the SGA Master Pulse Reports folder, select the Transactions folder, then "Receivables Aging" report
3. Click "Customize"
4. Select Product Type(s) and Branch(es). None selected will return all.
5. Change as of date, if needed
6. Click "Display"