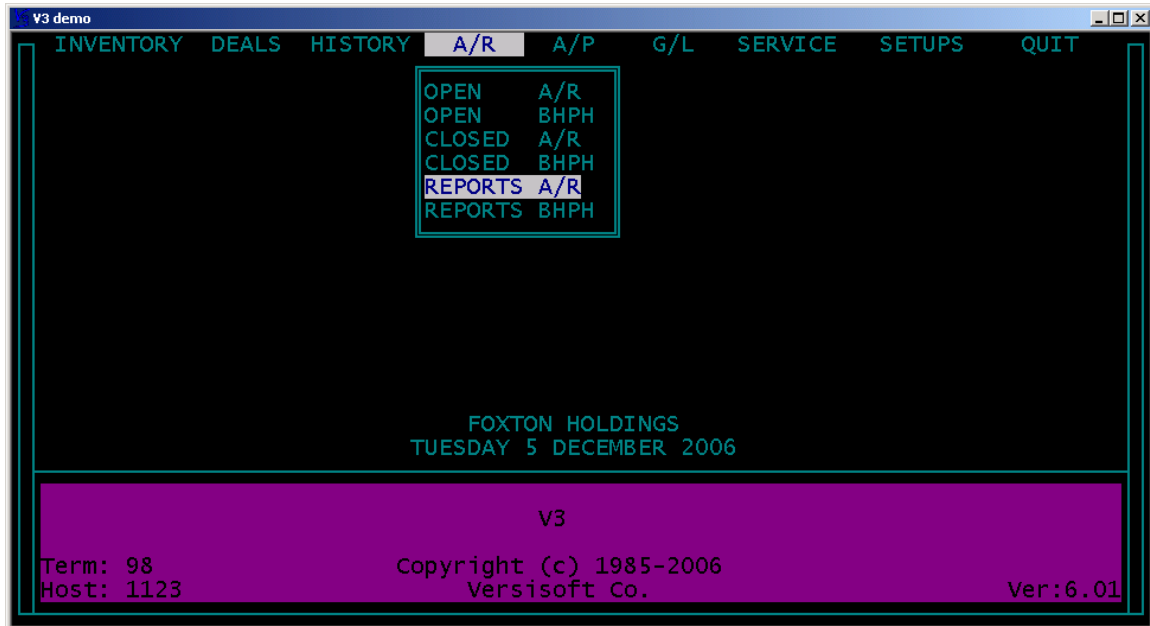


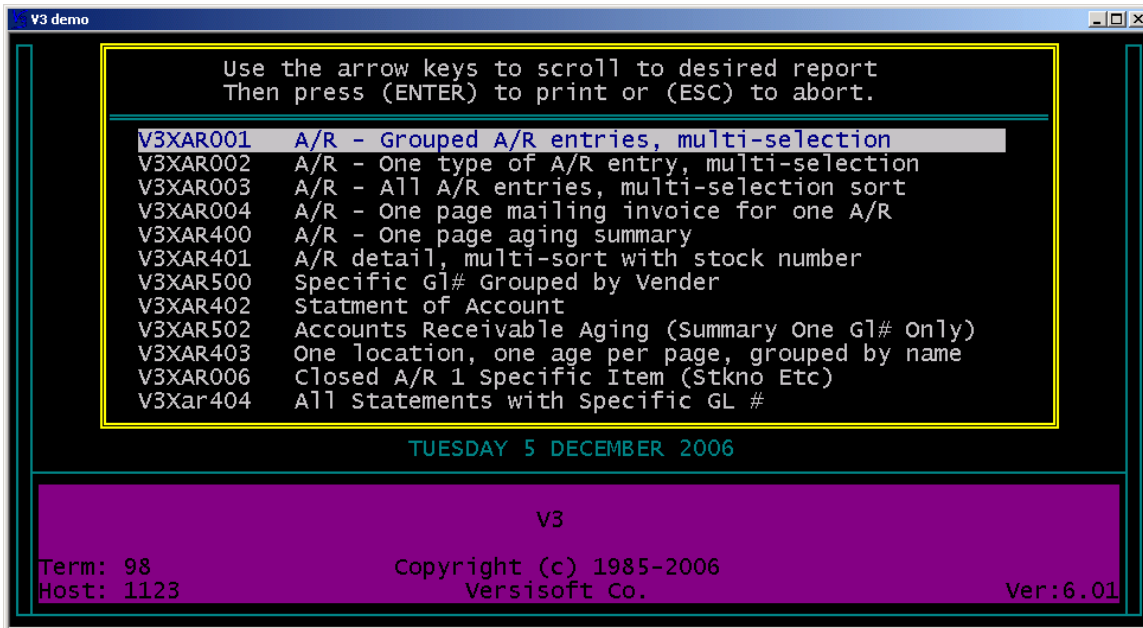


## REPORTS A/R

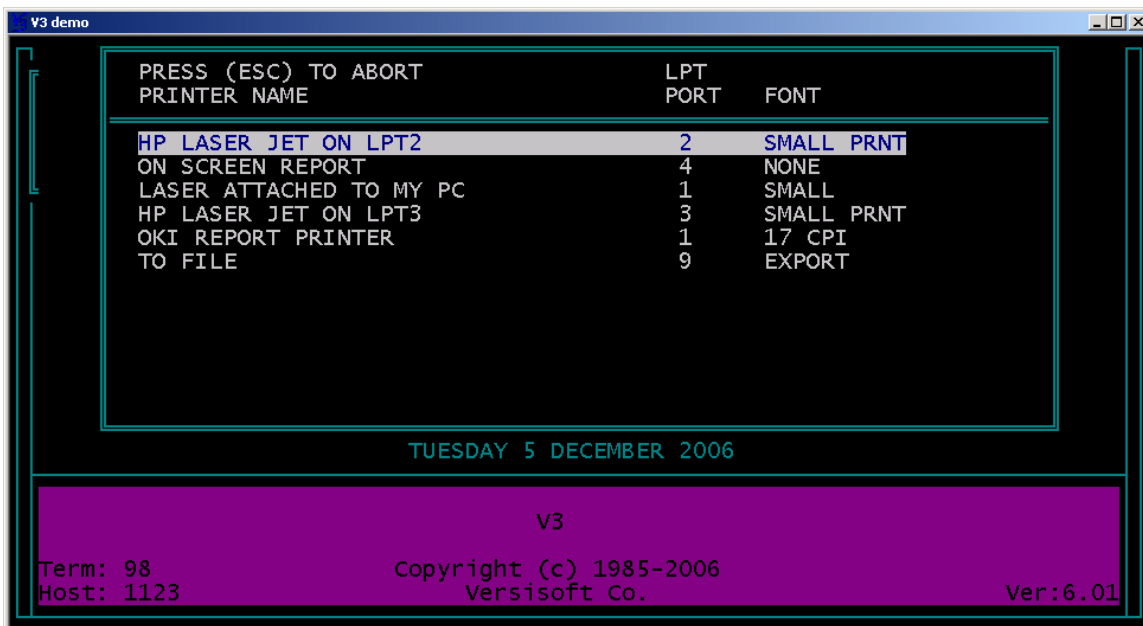
The software comes with V3 Standard reports for each module. The reports for each module may be found under the main header of each individual module from the **MAIN MENU**. Unlike the **HISTORY** reports the **INVENTORY**, **A/R**, and **A/P** reports are not date specified meaning that they will only pull what's in the current file. Therefore, those reports must be pulled timely at month end. **A/R REPORTS** are found under **A/R**.



There are many standard reports to choose from. Commonly used month-end reports are: V3XAR001 & V3XAR003.



To print a report highlight and press enter on the target report.



Load the paper in the printer. Highlight and press enter to choose the correct LPT port for your printer. To view the report on screen highlight and press enter on “ON SCREEN REPORT” option.

Custom reports are also available for purchase or to view through the web site [www.versisoft.com](http://www.versisoft.com).

V3 software notes:

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