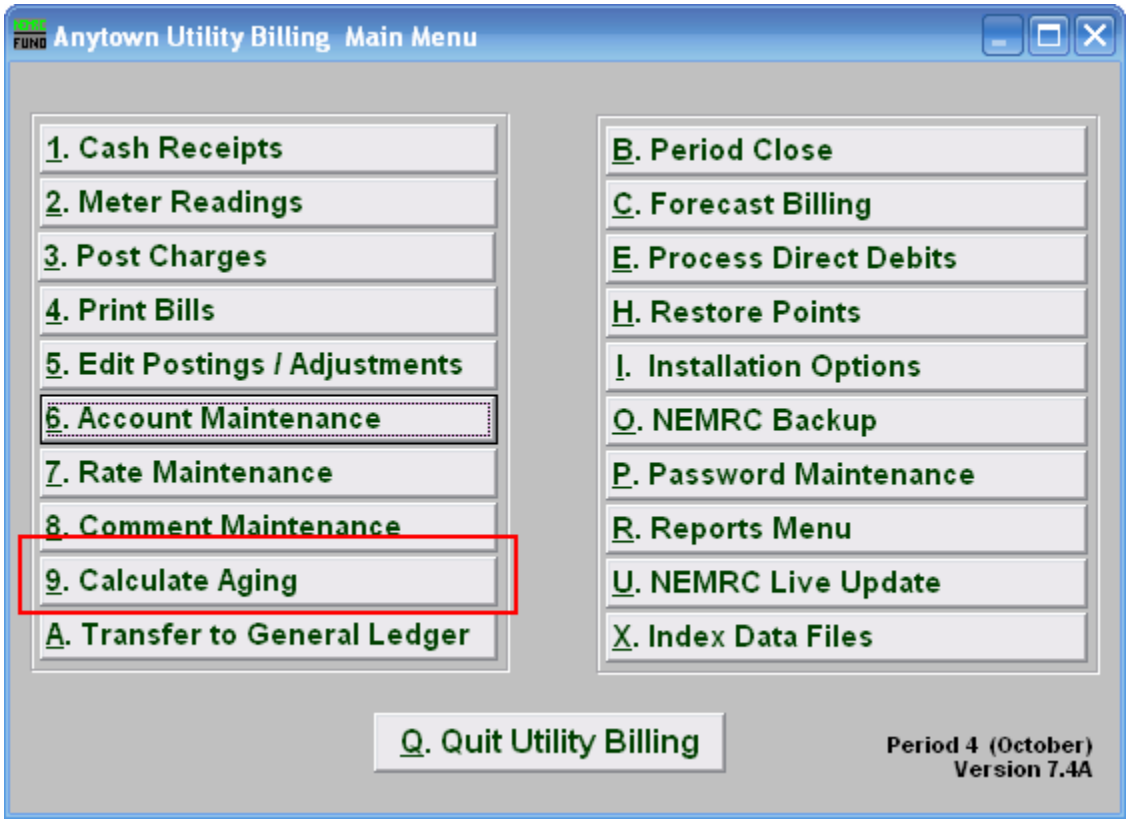
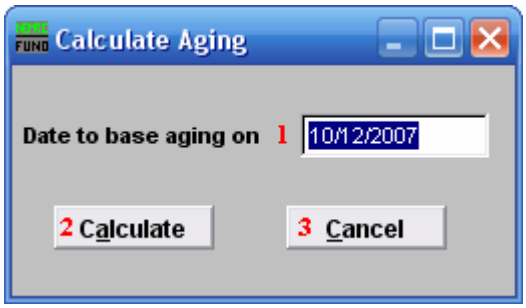
9. Calculate Aging



Click "9. Calculate Aging" from the Main Menu and the following window will appear:



1. **Date to base aging on:** Enter the date that you would like to base the calculation on. Use MM/DD/YYYY format.

2. **Calculate:** Click "Calculate" to calculate aging based on the date specified. You will return to the Main Menu.

3. **Cancel:** Click "Cancel" to return to the Main Menu without calculating aging.