

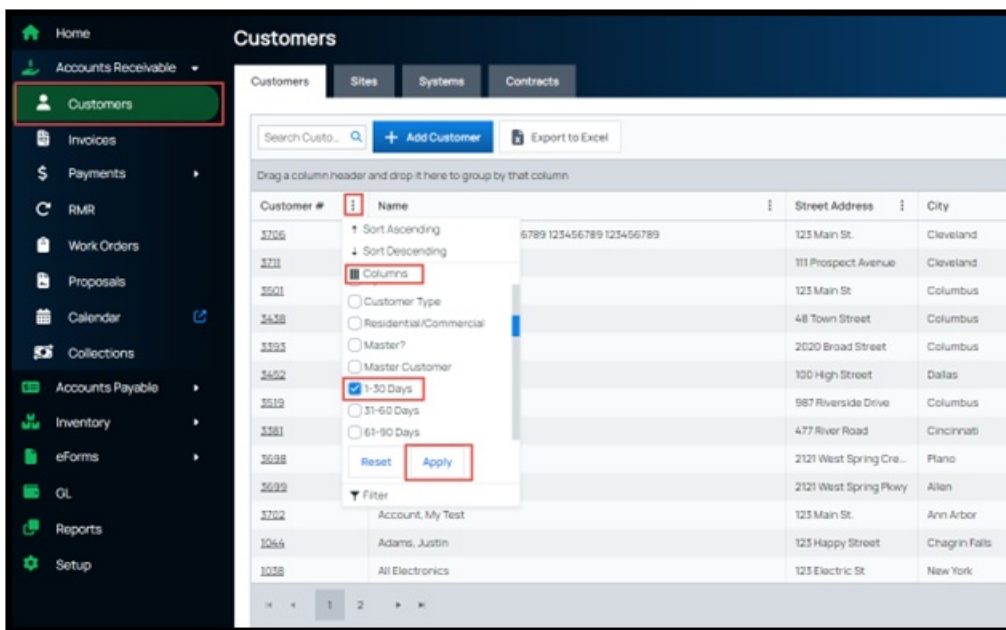
Managely – How to filter results (run a report) on who is delinquent 1-30 days

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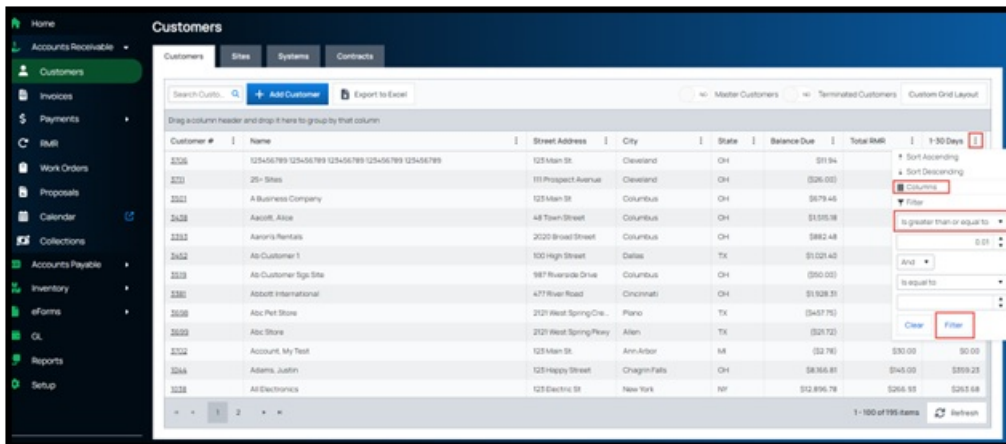
Managely gives users the ability to create their reports using the available column options.

To obtain a report on customers that are past due 1-30 days (delinquent 1-30 days), follow the steps below:

1. Click the Customers tab up top.
2. Click the three vertical dots (column menu) -> Columns -> checkmark the 1-30 days option -> click Apply:



3. Click the three vertical dots to the immediate right on the 1-30 Days column, go to filter, select 'is greater than or equal to', type 0.01 and push the filter button.



For convenience, the list can be exported to Excel.