C. Generating payment reports

a. Select Accounting Reports on Internet favorites
b. Select By Client ID
c. Select location Nederland /Baytown (both need to be printed)
d. Select start and end dates on calendars
e. Click on arrow button
f. Select Export to PDF
g. Select open
h. Select print
i. Close report screen
j. Staple and write date and location on first page of each report
k. Select Reports icon on desktop
l. Select Accounting Reports
m. Select location Nederland/Baytown (both will need to be printed)
n. Select Receipts By Client ID
o. Type in first date, ok, second date, ok
p. Print and close screen