

RMR Cancellations Summary

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The RMR Cancellations Summary Report will print total recurring line amounts cancelled for an Accounting Period range or a specific date range. This report is grouped by customer type; Commercial and Residential.

Within each customer type group, amounts will be printed by RMR Reason Code. Percentages by RMR Reason Code are printed for each customer type group. The last page of the report will print totals by Reason Code for all branches and all customer types.

This report prints amounts for recurring lines that were manually cancelled from the customer explorer or through the Cancellation Queue.

This report has a branch option; if multiple branches are selected, a new report will print for each unique branch.

Once the desired options have been selected on the report options form, click the OK button to display the report in Print Preview mode.

Report Selections

Branch - The default is to display data for All Branches. If the data for only certain Branches is desired, you may highlight the first Branch, then depress the CTRL key and highlight additional Branches within the list.

- *Hide Inactive Branches* - If data is not to be listed for inactive Branches, select this option.

- *Show Each Branch* - If this option is selected, a new page will begin with each unique Branch. Totals are printed after all data is printed for a Branch. The last page of the report will print Totals by Branch and a Grand Total for all Branches.

Options

- *Show Reporting Items* - When this option is selected, recurring lines increased with a reason code that is not the NR Reason Type (non-reporting) will be included on the report.

- *Show Non-Reporting Items* - When this option is selected, recurring lines increased with a reason code with a reason type of NR (non-reporting type) will be included on the report.

Effective Date - This option will default to the Current Accounting Period. If a different Accounting Period or specific Date range is desired, select either the *Accounting Period* option or *Dates* option. Once an option is selected, the User must select an Accounting Period range or Date range and one of the two options below.

- *Effective Date* - The Effective Date is the Recurring Line End Date. If this option is selected the amounts printed on the report will be based on the cancellation effective date.

- *Created Date* - The Created Date is the date on which the recurring line was cancelled. If this option is selected the amounts printed on the report will be based on the cancellation creation date.

Customer Number - The report default is to select all Customer Numbers. The User has the option of selecting a Customer Number Range.

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