

RMR Customer Detail

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The RMR Customer Detail Report prints a listing of all active Recurring Lines grouped and subtotaled by Billing Cycle as of a particular date. This report may be generated for a specific Next Cycle Date. The last page of the report will include a Summary section which displays the total amounts for each Billing Cycle.

This report has a branch option; you may select All Branches or one specific 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

As of Date - This option will default to today's date. you may enter a date in the past or a date in the future.

Next Cycle Date - The report default is All next cycle dates. you may select a specific next cycle date from the drop-down list if desired.

Bill On Date - If your company is using the Bill On Date for recurring lines, you may select a starting and ending bill on date for the report. Only recurring lines with the bill on dates selected will print on the report.

Branch - The default is to display data for All Branches. If the data for only certain Branches is desired, you may select a different Branch from the drop-down list.

Sort By - The report default is to sort by Customer Number. The other sorting option available is Customer Name.

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