

RMR Customer List

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The RMR Customer List Report prints a detailed listing of all active Recurring Lines for each customer.

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.

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.

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.

System Type - The report default is All System Types. you may select a specific next System Type from the drop-down list if desired.

Customer Type - The report default is to select both Commercial and Residential type customers. You may de-select one or the other customer types if desired.

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

Sort By - The report default is to sort by Customer Number. The other sorting options available are Customer Name and Site Name.

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