RMR Increases Detail

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The RMR Increases Detail Report will print recurring amounts increased for an Accounting Period range or specific date range. There are two options of date reporting; Effective Date and Created Date.

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 Start Date. If this option is selected the effective date will print in the Increase Date column of the report.

·   *Created Date* - The Created Date is the date on which the recurring line was increased. If this option is selected the created date will print in the Increase Date column of the report.

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

Sorting - The report default is to sort by Effective Date.   Other sorting options available are Customer Number, Customer Name, Customer Type (Commercial or Residential) or Increase Reason.

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