

RMR Reason Code Summary

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The RMR Reason Code Summary* Report will print active recurring line amounts totaled by RMR Reason, AR Item or Item Type for an Accounting Period range or a specific date range. This report also prints a count of recurring lines and annualized RMR amounts.

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

Sales 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.
- *Created Date* - The Created Date is the date on which the recurring line was created.

Branches - The report default is to print data for all active Branches. If it is desired to print the data associated with one or multiple Branches, you may select the checkbox to the left of each branch desired.

- *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 group will begin with each unique Branch. Totals are printed after all data is printed for a Branch. A Grand Total will print at the bottom of the report for all Branches.

Reason - The report default is to print data for all RMR Reason Codes. If it is desired to print the data associated with certain RMR Reason Codes, you may select the checkbox to the left of each Reason Code desired.

- *Hide Inactive Reasons* - If data is not to be listed for inactive RMR Reason Codes, select this option.

Totals By - The report default is to total amounts by RMR Reasons. Other totaling options available are AR Items and Item Types.

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