

# RMR Reconcile

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The RMR Reconcile Report is an RMR roll-forward type report. This report is generated for a calendar year; the beginning RMR amounts for each month is listed then followed by totals in each month by RMR Reason Code or Item Type. The ending balance for the calendar year is printed at the bottom of the report.

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 Each Item Type* - When this option is selected, recurring amounts will be totaled by Invoice Item Code.

- *Show Each Customer Type* - When this option is selected, the report will be broken out by Customer Type (Commercial and Residential). Amounts will be displayed within each customer type group by either RMR Reason Code or Item Type (if the Show Item Type option is selected).

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

**Calendar Year** - Select the desired calendar year for the report.

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