

RMR Tracking

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The RMR Tracking Report is designed to print the increases, decreases and the net change in recurring line amounts for an Accounting Period range or a specific date range. There are many options for generating this report; samples of several report styles are provided on the following pages.

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.

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

- *Hide Inactive Items* - If data is not to be listed for inactive Items, select this option.

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

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

Report Style - The report default is the Customer by Branch option. Other Report Style options are Customer by Item, Customer by Reason, Site by Branch, Site by Item, Site by Reason, Item Detail by Branch, Item Detail by Item, Item Detail by Reason, Branch Totals, Item Totals and Reason Totals.

Display Quantities - If this option is selected, an additional column will be included on the report to show the count of recurring lines for the reporting item.

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