# Summary of RMR Changes

The Summary of RMR Changes Report is a roll-forward type report designed to print increases, decreases and changes in recurring line amounts during a particular Month/Year.   The report begins with the beginning RMR total amounts followed by detailed information and ends with the ending balance total amounts of RMR at the end of the reporting period.   Detailed data is grouped by and subtotaled by Item Code and will print total amounts for each customer site changes within each Item Code group.

This report has a branch option; if multiple branches are selected, a new group 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 group will begin with each unique Branch.  Totals are printed after all data      is printed for a Branch.  The end of the report will print a Grand Total for all Branches.

**Customer Type** - The default is to display data for All Customer Types.  If the data for only certain Customer Types is desired, you may highlight the first Customer Type, then depress the CTRL key and highlight additional Customer Types within the list.

**Options** - One or both of the following options may be selected.

· *Residential* - Selecting this option will include data for customers with the Residential type.

· *Commercial* - Selecting this option will include data for customers with the Commercial type.

**For Month** - Select the Accounting Month/Year for the data to be displayed on the report.

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