Master Account Snapshot

The Master Account Snapshot Report is designed to print information related to each Master Account as of the date the report is generated.

This report has two styles available - both styles contain general information regarding the Master Account and a list of all the active unique RMR services being invoiced and the number of accounts invoiced for each service. When checking the option *Use Restricted Layout,* the Master Account's current A/R Balance and its list of Services and Rates will not be printed.

The report prints a new page for each Master Account, contains a summary section listing total active RMR by Item Code and a section containing the Master Account Services/Rates default amounts.

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

Master Account - The report default is to select All Master Accounts. If report is to be produced for only certain Master Accounts, click the *Invert Selection* button then check the box to the left of each Master Account desired.

Use Restricted Layout - when selecting this option, the Master Account's current A/R Balance and its list of Services and Rates will not be printed.

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