

Customer Cancellations

Last Modified on 01/31/2024 12:45 pm EST

The Customer Cancellations Report is designed to print a listing of recurring lines cancelled within an Accounting Period range or a specific date range. This is a detailed report which displays each recurring line cancelled.

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

Date Range - 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. The User must select an Accounting Period range or Date range.

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.

Sort By - The report default is to sort by Customer Number. Other sorting option available is Customer Name.

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