Monitored By

The Monitored By Report is designed to print a listing of Systems where the contract start date is within a specific Accounting Period range or Date range. If your company is using a wholesale monitoring company, this report is helpful in reconciling the bill you receive from your provider.

This report looks at information entered on System records: Monitoring Company and Contract Start Date. Both of these fields must be populated to be able to appear on this report.

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 Start Date (contract). Other sorting options available are System Number or Site Name.