

Processing Reports

Processing Reports will help you verify any postings that will affect a customer's balance. You will be able to generate a report by date ranges or batch numbers. You can generate the reports for a specific date or for a date range, such as for an entire month.

Step	Action	Support
1.	<p>Select one of the following report types that you wish to process:</p> <ul style="list-style-type: none"> • Daily Billing Report • Daily Receipts Report • Daily Adjustment Report • Daily Penalty Report • Daily Interest Report 	
1. optional	<p>Daily Billing Report: This will allow you to verify the receipts that have been entered or reprint receipts reports as needed.</p> <p>Daily Receipts Report: This will allow you to verify the receipts that have been entered or reprint receipts reports as needed.</p> <p>Daily Adjustment Report: This will allow you to verify or reprint reports for adjustments made to the customer's accounts.</p> <p>Daily Penalty Report: This will allow you to verify or reprint reports for penalties that have been posted to the customer's accounts.</p> <p>Daily Interest Report: This will allow you to verify or reprint reports for interest that has been posted to the customer's accounts.</p>	

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2.	<p>Once you've selected your Report Type, you'll want to:</p> <ol style="list-style-type: none">1. Enter From/To Dates2. Enter in a Ref Number (optional)3. In the second Report Type, you will be able to print or view a Detail, Summary or both reports.4. Click Print or Preview.	<div><div>Daily Processing Reports</div><div><div>Report Type: Daily Billing Report</div><div>Report Order: By Customer# (Summary)</div><div>Date Subtotals: No</div><div>From/To Date: 09/16/202409/16/2024</div><div>From/To Ref#: 00</div><div>Report Type: Detail Report</div></div><div><div>Print</div><div>Preview</div><div>Save</div><div>Email</div><div>Export</div><div>Exit</div></div><div><div>Bill/Service Type</div><table><tr><th>Bill Type</th><th>Serv Type</th><th></th></tr><tr><td>AR</td><td>05</td><td><input checked="" type="checkbox"/></td></tr><tr><td>DM</td><td>05</td><td><input checked="" type="checkbox"/></td></tr><tr><td>DM</td><td>1</td><td><input checked="" type="checkbox"/></td></tr><tr><td>DM</td><td>12</td><td><input checked="" type="checkbox"/></td></tr></table></div><div><div>Billing Cycle</div><table><tr><th>Cycle</th><th></th></tr><tr><td>A</td><td><input checked="" type="checkbox"/></td></tr><tr><td>B</td><td><input checked="" type="checkbox"/></td></tr><tr><td>C</td><td><input checked="" type="checkbox"/></td></tr><tr><td>D</td><td><input checked="" type="checkbox"/></td></tr></table></div><div><div>Mur</div><table><tr><th>Mur</th></tr><tr><td></td></tr></table></div></div>	Bill Type	Serv Type		AR	05	<input checked="" type="checkbox"/>	DM	05	<input checked="" type="checkbox"/>	DM	1	<input checked="" type="checkbox"/>	DM	12	<input checked="" type="checkbox"/>	Cycle		A	<input checked="" type="checkbox"/>	B	<input checked="" type="checkbox"/>	C	<input checked="" type="checkbox"/>	D	<input checked="" type="checkbox"/>	Mur	
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