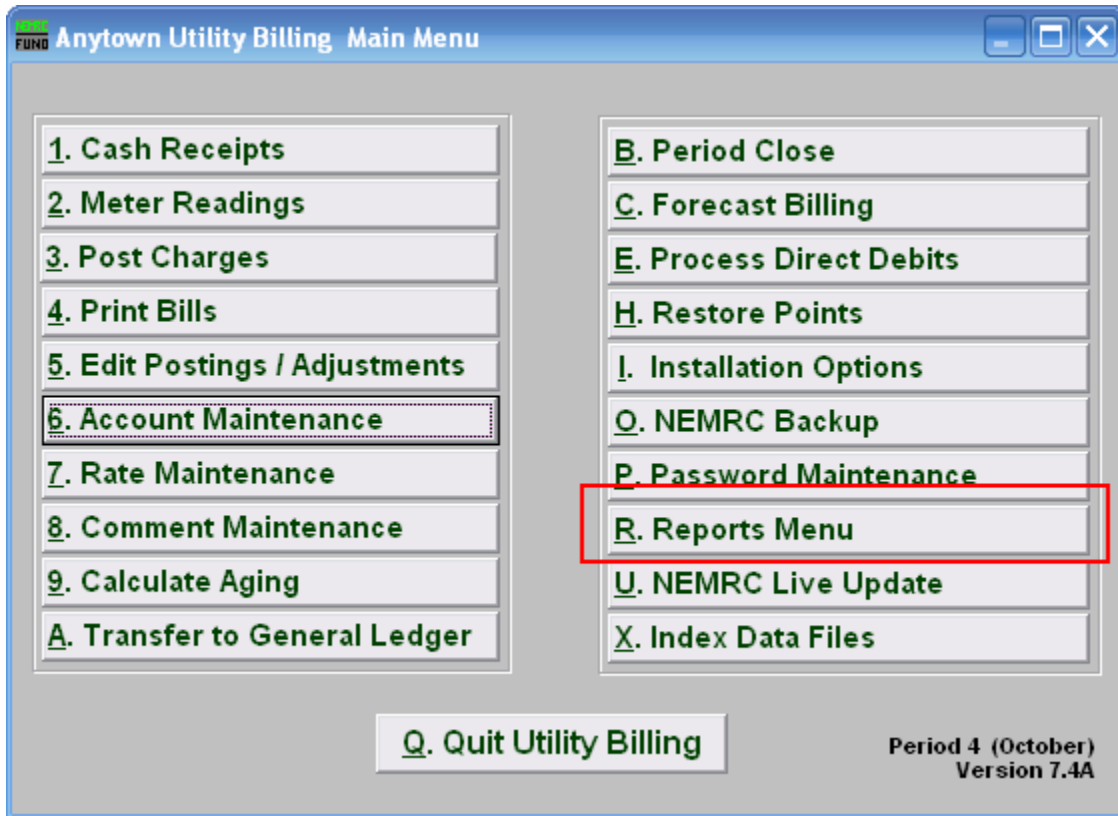


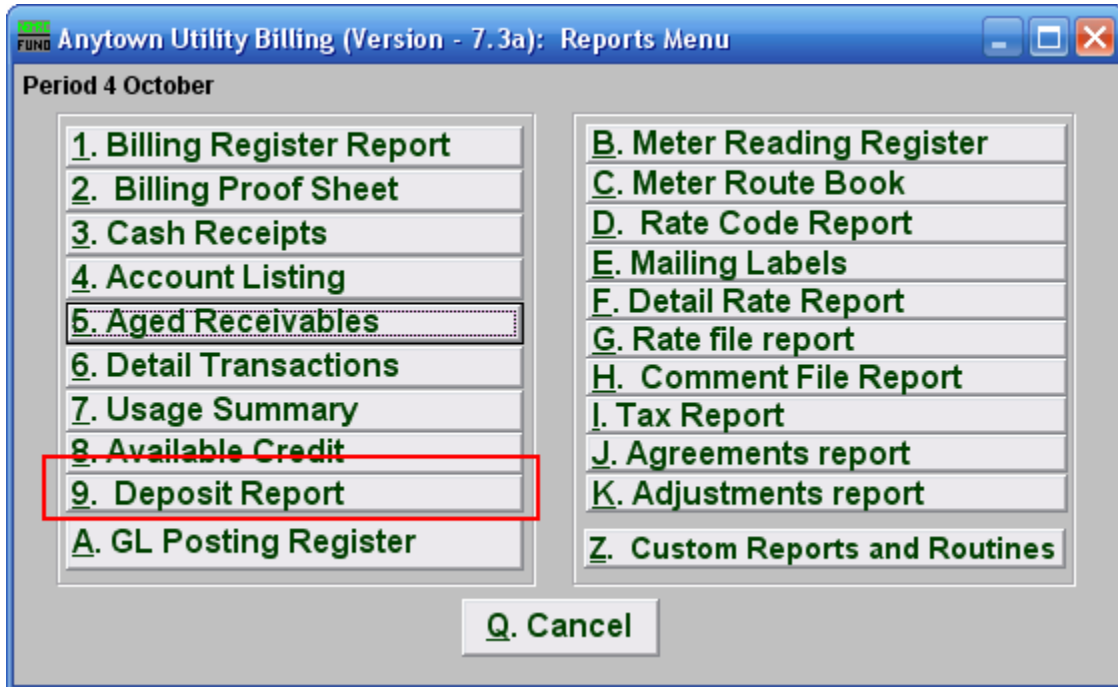
Utility Billing

R. Reports Menu: 9. Deposit Report



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

Utility Billing



Click on “9. Deposit Report” from the Reports Menu and the following window will appear:

Deposit Activity Report

1. **Order:** Click the circle next to the order you want the information to appear on the report.
2. **Transaction dates (Blank for All):** Restrict the reporting to records within the dates selected. The open starting date ensures seeing activity from the past where a customer remains with a deposit on the account.
3. **Show Account Detail:** Reports by account the detail and net activity balance of deposits.
4. **Show accounts with net....:** Remove accounts that have no balance on deposit from reporting.

Utility Billing

5. **Show Transaction Detail:** Show the deposit activities in detail of collected and/or applied to billing.
6. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
7. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
8. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
9. **Cancel:** Click “Cancel” to cancel and return to the Reports Menu.