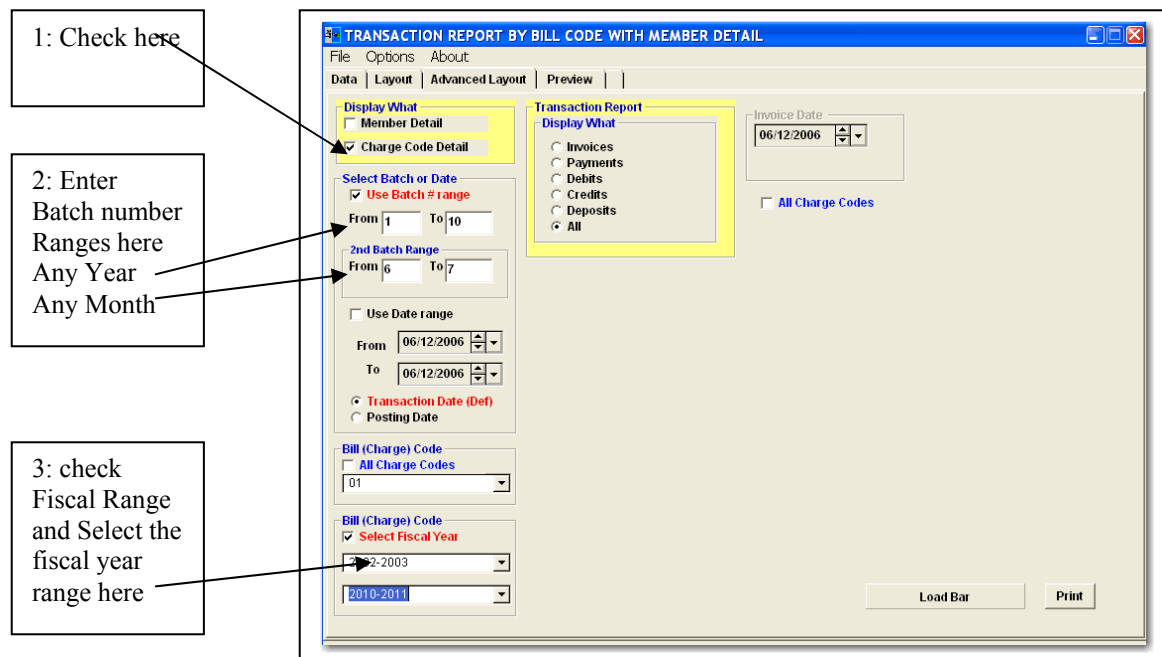


## Bill Code Report, summary details or with member details

**Updated June 12, 2006**

### Print Bill Codes in Summary form

- 1: Open Management Reports, by clicking on the Management Reports icon (press F2 Hot Key), from the General Family screen or in the Member Financial Screen.
  - 2: In the Report Name listing, select Transactions Report by Bill Code with Member Details, report # 42
  - 3: Then click on Advanced Layout Tab and the screen will look like the following:
- To Print by Bill code Summary: (aka charge code):



Then Click Print (Lower Right corner of screen). After a short wait, the report is displayed in Print Preview Mode.

The report heading, lists the fiscal years selected. The columns, left to right, lists the Bill Code and Fiscal Year, Billing Description, 2 columns for invoices, 2 columns for payments, 2 columns for deposits. The month range is to the left of the year range.

On the last Page, lists the totals for all columns.

## Print Bill Codes with member detail

To print Member Detail, with Bill Codes, follow these steps:

Select what to display.

1: check Member Detail

2: Enter Batch number Range here

Optional: Leave as is to retrieve all Bill Codes

Optional: Leave as is to retrieve all Fiscal Years

Then Click Print (Lower Right corner of screen). After a short wait, the report is displayed in Print Preview Mode.

On the last Page, lists the totals for all columns.

### **Technical Support:**

If you have any problems or questions pertaining to the operation of SOS, please be sure to call technical support or email [SOSsupport@ansintech.com](mailto:SOSsupport@ansintech.com)

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