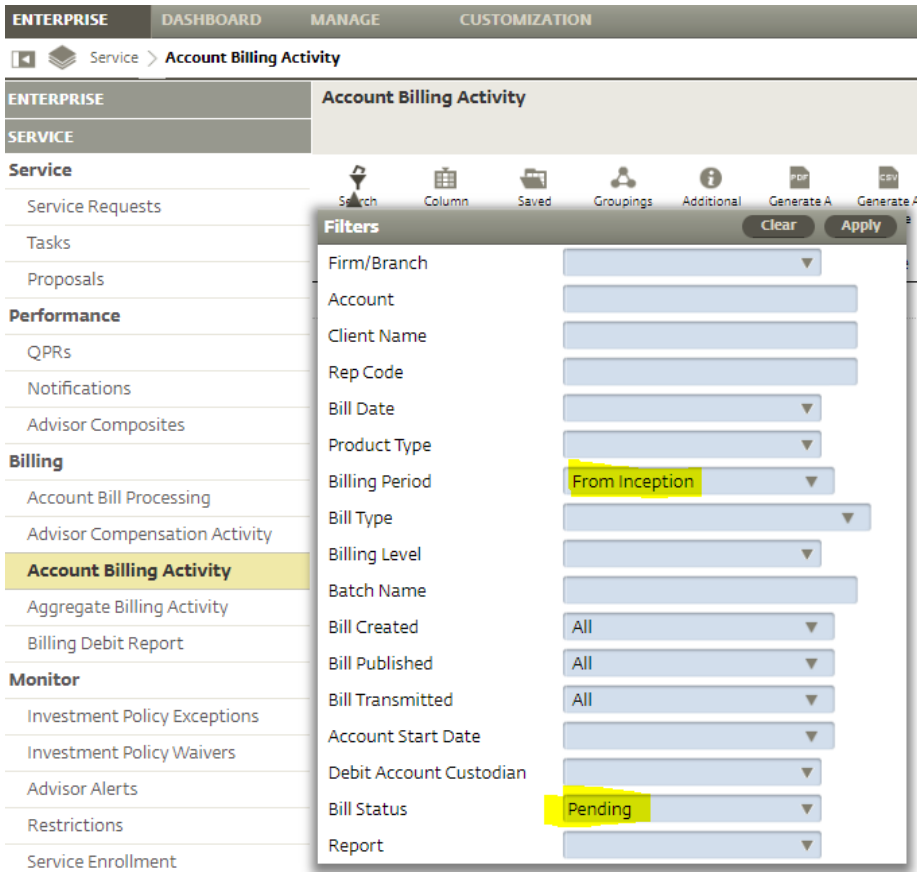
LIBERTYFI

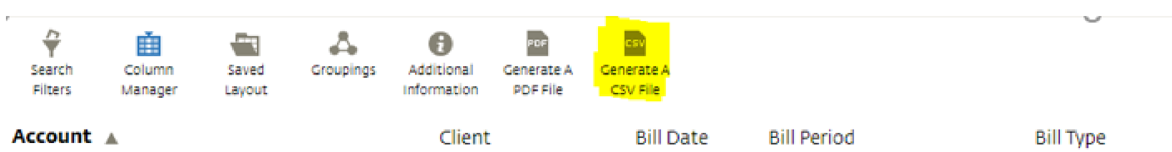
CHEAT SHEET

SUPERVISOR BILLING REPORTS

1. Begin by clicking **ACCOUNT BILLING ACTIVTY** in the **SERVICE** sidebar menu (left hand side).



2. Update filters to match above then select **GENERATE A CSV FILE** to export to Excel.



Other features:

- **Search filters** – narrow or widen results for specific branches, rep codes, bill periods (from inception should be default bill period), etc.
- **Column Manager** – add, remove or reorder columns for easiest viewing
- **Billing Debit Report** – focuses on the most recent pending/prelim/published cycle

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