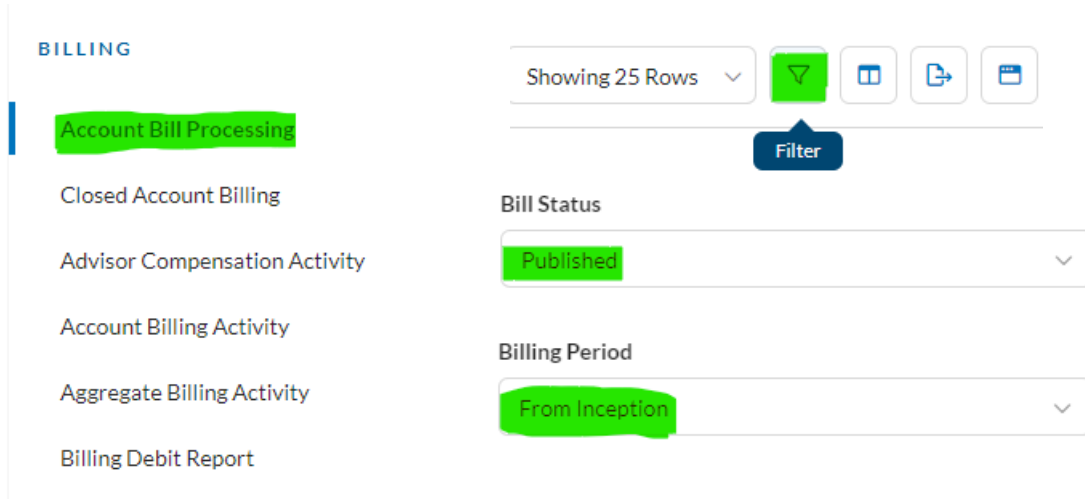
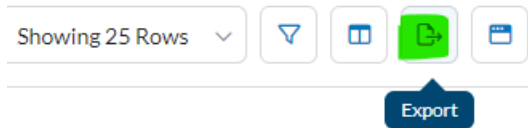


1. Begin by clicking **Account Bill Processing** in the **Billing** section.

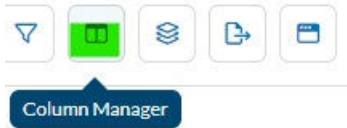


2. Update filters to match above then select **Export** to generate a .CSV or PDF file



• **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 and includes cash available.

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