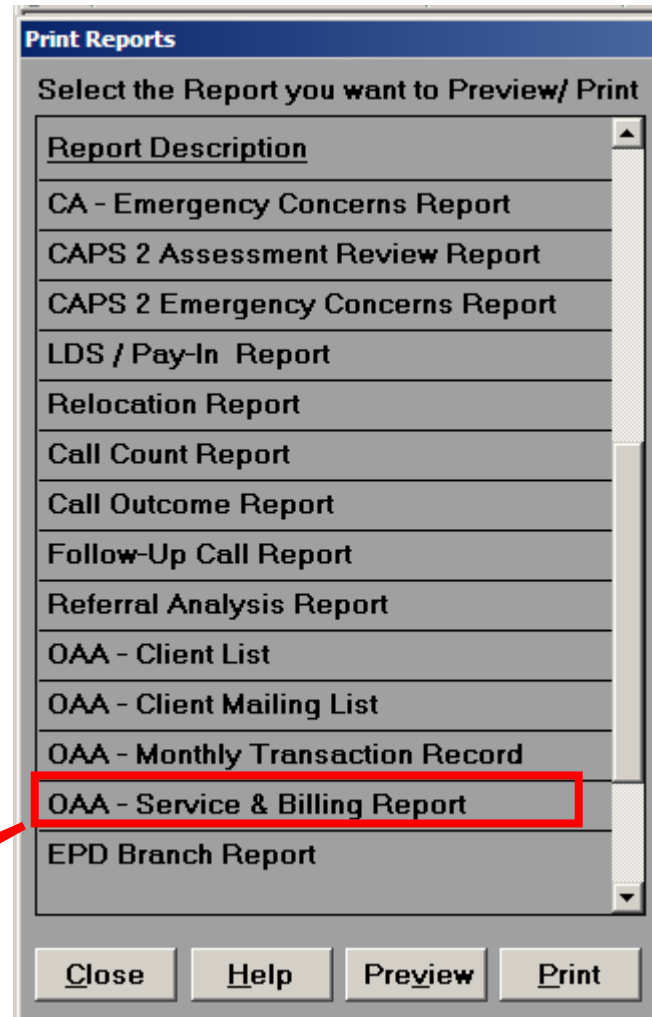
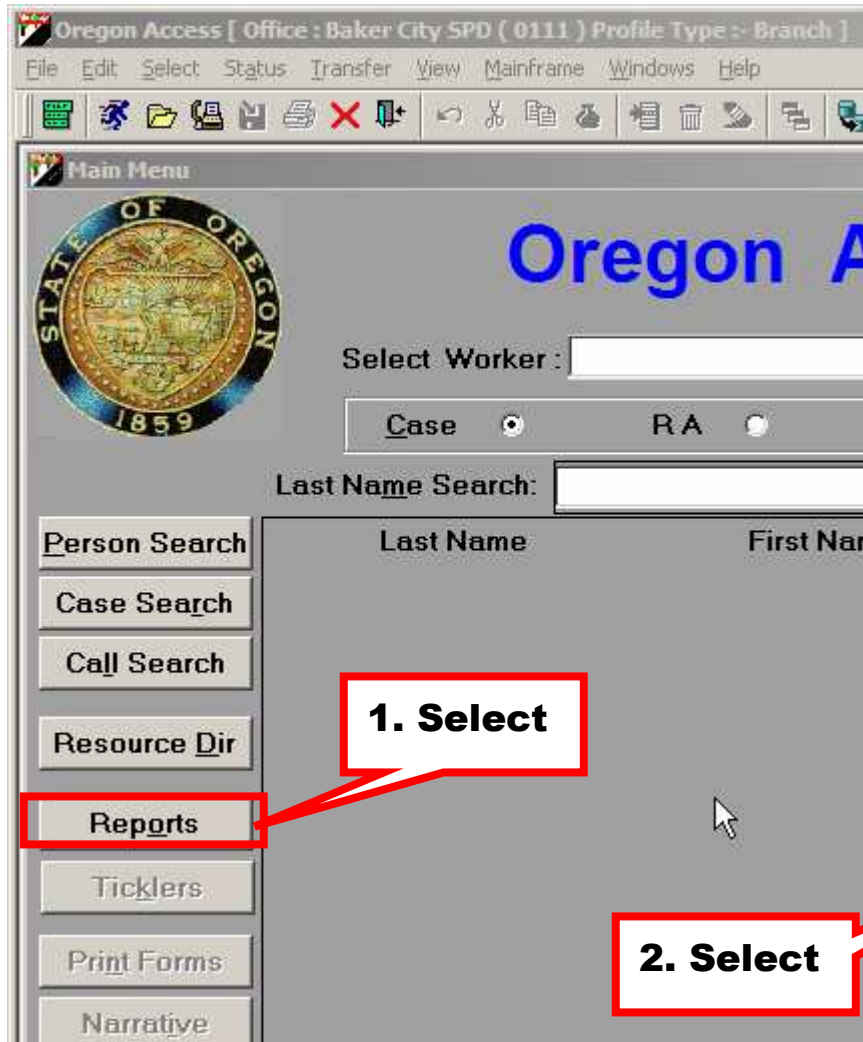


HOW TO PULL A SERVICE UNIT REPORT FROM OACCESS



Print Reports

Select the Report you want to Preview/ Print Enter parameters for OAA - Service_Billing Report

Report Description
CA - Emergency Concerns Report
CAPS 2 Assessment Review Report
CAPS 2 Emergency Concerns Report
LDS / Pay-In Report
Relocation Report
Call Count Report
Call Outcome Report
Follow-Up Call Report
Referral Analysis Report
OAA - Client List
OAA - Client Mailing List
OAA - Monthly Transaction Record
OAA - Service & Billing Report
EPD Branch Report

3. Type Date Range

Service Date Range
07/01/2007 To 06/30/2009

4. Select Billing Summary

Report Type
 Service & Billing Report
 Billing Summary

5. Select your District

District: Baker
Site:
Service:
Qualifier:
Provider:

6. All Qualifiers

All Qualifiers

Close Help Preview Print Printer Setup Clear

7. Preview first, then you will be offered a print option. Note: The system may take many minutes to collect the data for view. Don't give up - it requires patience.