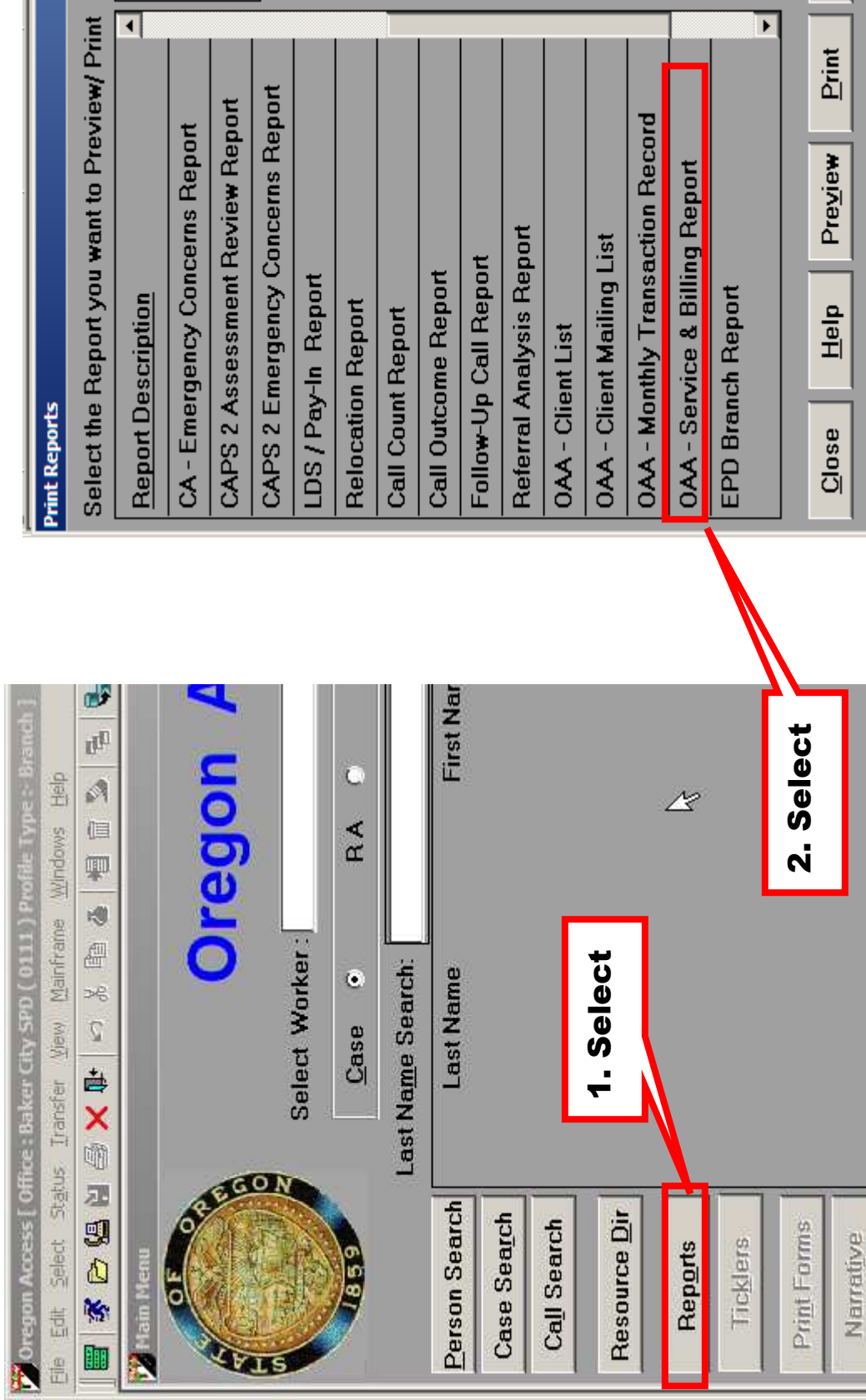


# HOW TO PULL AN OACCESS SERVICE & UNIT REPORT



**Print Reports**

Select the Report you want to Preview/ Print

Enter parameters for OAA - Service\_Billing Report

Report Description
Relocation Report
Call Count Report
Call C...
Follow...
Refer...
OAA - ...
OAA - ...
OAA - Monthly Transaction Re...

Service Date Range: 07/01/2013 To 05/25/2014

Report Type:  
 Service & Billing Report  
 Billing Summary

**3. Type Date Range**

**4. Select Billing Summary**

**6. Select specific service or leave blank if you wish to see all services and units. Check All Qualifiers.**

**5. District defaults, but if this fails select it**

**8. Select Preview. Note: The system may take many minutes to collect the data for view. Don't give up - it requires patience.**

District: Linn, Benton, Lincoln  
Site:  
Service:  
Qualifier:  All Qualifiers  
Provider:

**7. Use to select to save as PDF instead of print hard copy.**

Close Help Preview Print Printer Setup Clear

