


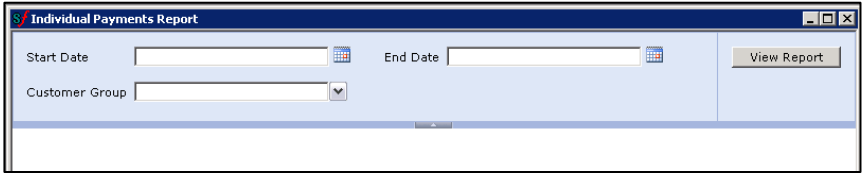
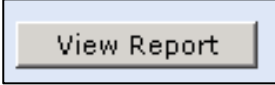
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Customer Individual Payments Report

This report lists a summary of all customer AR payments grouped according to their Customer Group.

Hints and Tips

- ✓ When running this report for the first time it may take a while to load.
- ✓ A use for this report would be to monitor the deposits into AR accounts set up for Christmas Club Customers.
- ✓ If you do not have this report available please contact SUREfire Support.

1.	<p>In SUREfire BOS go to Reporting Services > HOS Reports > Individual Payments Report</p> 															
2.	<p>When it loads it will look like this:</p> 															
3.	<p>Filter the report data</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 30%;">Parameter</th> <th style="width: 30%;">Choice</th> <th style="width: 40%;">Result</th> </tr> </thead> <tbody> <tr> <td>Start Date</td> <td>Enter the start date for the period you wish to generate the report for.</td> <td></td> </tr> <tr> <td>End Date</td> <td>Enter the end date for the period you wish to generate the report for.</td> <td></td> </tr> <tr> <td rowspan="2">Customer Group</td> <td>Select All</td> <td>Will display all AR payments with accounts grouped by their Customer Group.</td> </tr> <tr> <td>E.g. Christmas Club</td> <td>Will only display AR payments for customers assigned to this Customer Group.</td> </tr> </tbody> </table>	Parameter	Choice	Result	Start Date	Enter the start date for the period you wish to generate the report for.		End Date	Enter the end date for the period you wish to generate the report for.		Customer Group	Select All	Will display all AR payments with accounts grouped by their Customer Group.	E.g. Christmas Club	Will only display AR payments for customers assigned to this Customer Group.	
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4.	<p>Click View Report</p> 	<input type="checkbox"/>														