

# Billing Paragraphs List

PWR825.RPT

Overview .....	1
Purpose of the Report .....	1
When to Produce the Report.....	1
Permissions Required to Access the Report .....	1
Sort Options Available .....	1
Select Options Available .....	1
Format Options.....	2
Presentation Options.....	2
Report Layout.....	3

## Overview

### *Purpose of the Report*

The Billing Paragraphs List allows you to review each Billing Paragraph’s information entered in Billing.

### *When to Produce the Report*

Produce this report when you want to review your billing paragraphs.

### *Permissions Required to Access the Report*

An employee must have ‘Billing Access’ checked in the Employee’s Permissions to be able to produce this report.

## Sort Options Available

You can determine the order that the billing paragraphs appear on the report by choosing one or more of the following fields:

- Name
- ID
- Creator

**Note:** The subtotal check box on the Sort tab is disabled for this report since there is no information available to produce a subtotal.

## Select Options Available

You can determine which billing paragraphs will appear on the report by entering a range or a list in one or more of the following fields:

- ID
- Creator

## **Format Options**

### ***Presentation Options***

You can choose which sections should appear on the report:

- Show Spanish Memo - to include any billing paragraphs in Spanish on the list.
- Show French Memo - to include any French billing paragraphs on the list.

# Report Layout

Employee: (1)

Page: 1

**Billam and Smyle**  
**Billing Paragraphs**  
For the Period Ending August 31, 1997

Bill Code	Billing Paragraph Narrative	Default Amount
(2)	(3)	(4)
	(5)	
	(6)	
	(7)	

- (1) Calculated field: Employee ID of Employee producing the report
- (2) From: Paragraph ID in Library Paragraph Description in Billing Paragraphs in Billing.
- (3) From: Short description in Library Paragraph Description in Billing Paragraphs in Billing.
- (4) From: Amount in Billing Paragraphs in Billing.
- (5) From: English in Billing Paragraphs in Billing.
- (6) From: French in Billing Paragraphs in Billing.
- (7) From: Spanish in Billing Paragraphs in Billing.