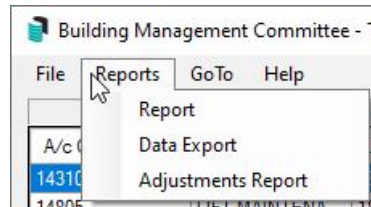


BMC Reports

Last Modified on 07/08/2020 3:53 pm AEST

This article covers the various reports that can be run in the BMC menu. There are several reports to choose from in the BMC menu, used for different purposes.

All reports in the *BMC* menu are accessed via the *Reports* option in the BMC menu.



Report

The first report provides future billing information for each month or quarter.

1. Open the *BMC* menu and select the *Billing* tab.
2. Click *Reports > Report*.
3. In the new window, tag one or all the lots and click *OK*.
4. In the Report Setup screen, choose the output method and check the printer settings, then click *OK*.

Data Export

This option exports the Account Liability List to Excel.

1. Open the *BMC* menu.
2. Click *Reports > Data Export*.
3. Navigate to the folder/directory to where the report should be saved, then click *Select Folder*.
 - A new folder can be created inside the selected folder as well, by clicking the *Make New Folder* button.
4. The data will now open in Excel.

Year Adjustment Report

This report is run as part of the [Year End Process](#) for a BMC.