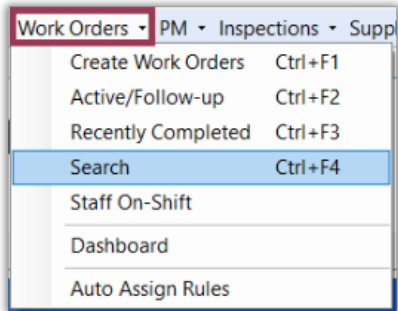
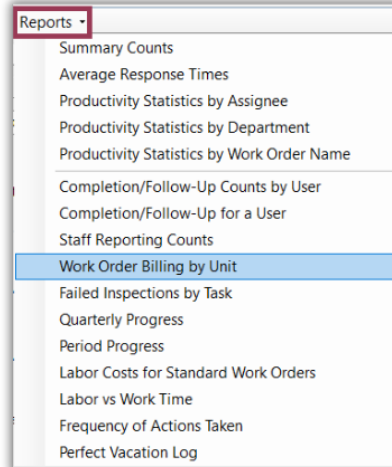


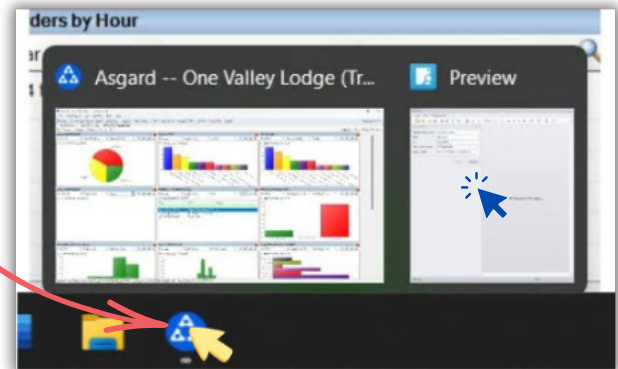
**Step 1:** In the Work Orders drop-down, select **Search**.



**Step 2:** From the top/center of the Search screen, open the **Reports** dropdown and select **Work Order Billing by Unit**.



**Step 3:** To access the report **Preview**, hover over the Asgard icon to display the **Preview**, then click to open and view.



Use the Parameters outlined below to fill in the required information.

**Preview**

File View Background

Parameters

1 For Period:	(none)
2 Billing Amounts:	Billed Amounts Only
3 Include Internal Notes and Comments	No
4 Include Billed Action Photo	No
5 Include the Common-Area 'Site Unit'	No
6 Work Order Type:	85 selected (All)
7 Show Watermark	No

Reset Submit

1. For Period - Choose the month for which you want to generate the report.
2. Billing Amounts - Select the type of report you wish to create.
3. Include Internal Notes and Comments - Indicate yes or no regarding the inclusion of notes and comments in the report.
4. Include Billed Action Photo - Specify yes or no on whether to include photos in the report.
5. Include the Common-Area 'Site Unit' - Indicate if the report should feature location information.
6. Work Order Type - Select the specific work order type for the report.
7. Show Watermark - Choose yes or no if you want the report to display a watermark.

To view additional options for the following parameters, click on the **drop-down arrow**.

**Step 4:** Once you have filled in all the necessary parameters, click on **Submit**. Your report will be displayed on the right side of the page.

All the familiar features of Microsoft Word are readily accessible for your convenience.

Parts	Quantity	Billed
PROPANE TANK	1	\$68.00

Work Order Total	Labor	Parts	Subcontractors	Sales Tax	Billed
	\$0.00	\$68.00	\$0.00	\$0.00	\$68.00

Work Order Total	Labor	Parts	Subcontractors	Sales Tax	Billed
	\$54.00	\$0.00	\$0.00	\$0.00	\$54.00

**Grand Total: \$122.00**