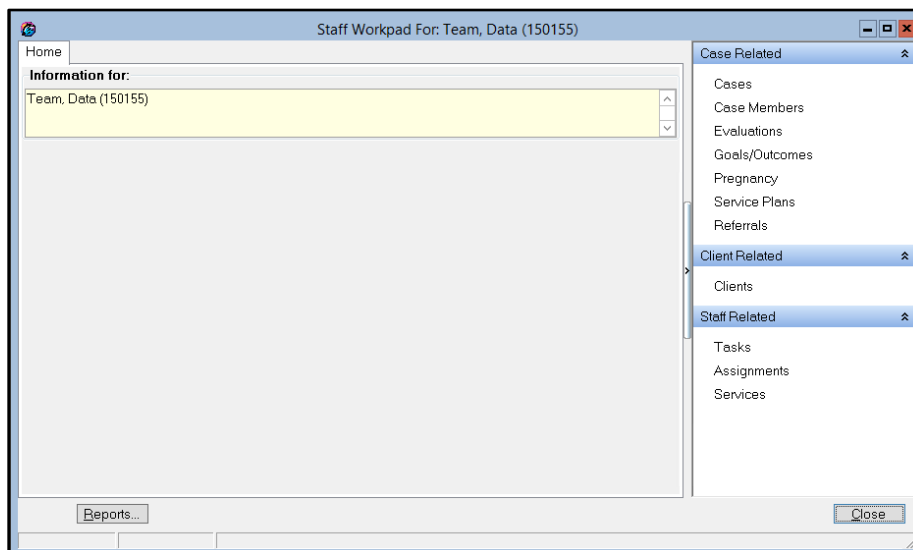


Quick Steps

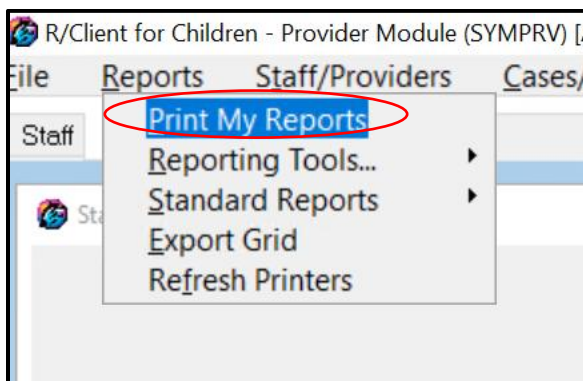
- Go to Reports List
- Select the Billing Report
- Enter Desired Timeframe and Run Report
- Copy Report
- Minimize Database
- Open Excel
- Paste Report Into Excel and Print

Detailed Steps:

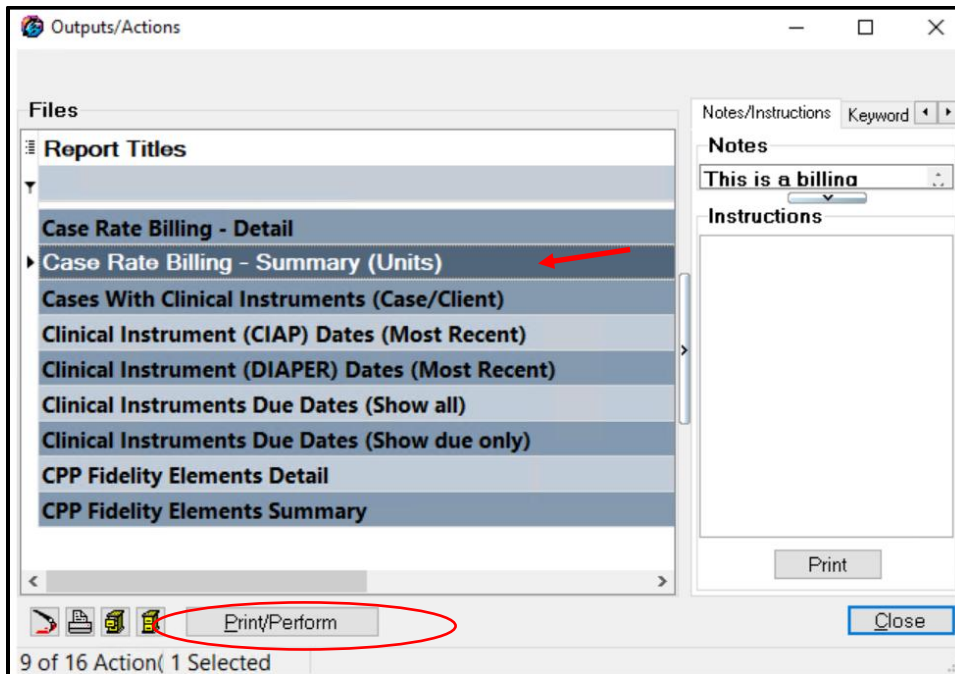
1. After logging into the database, your Staff Workpad window appears



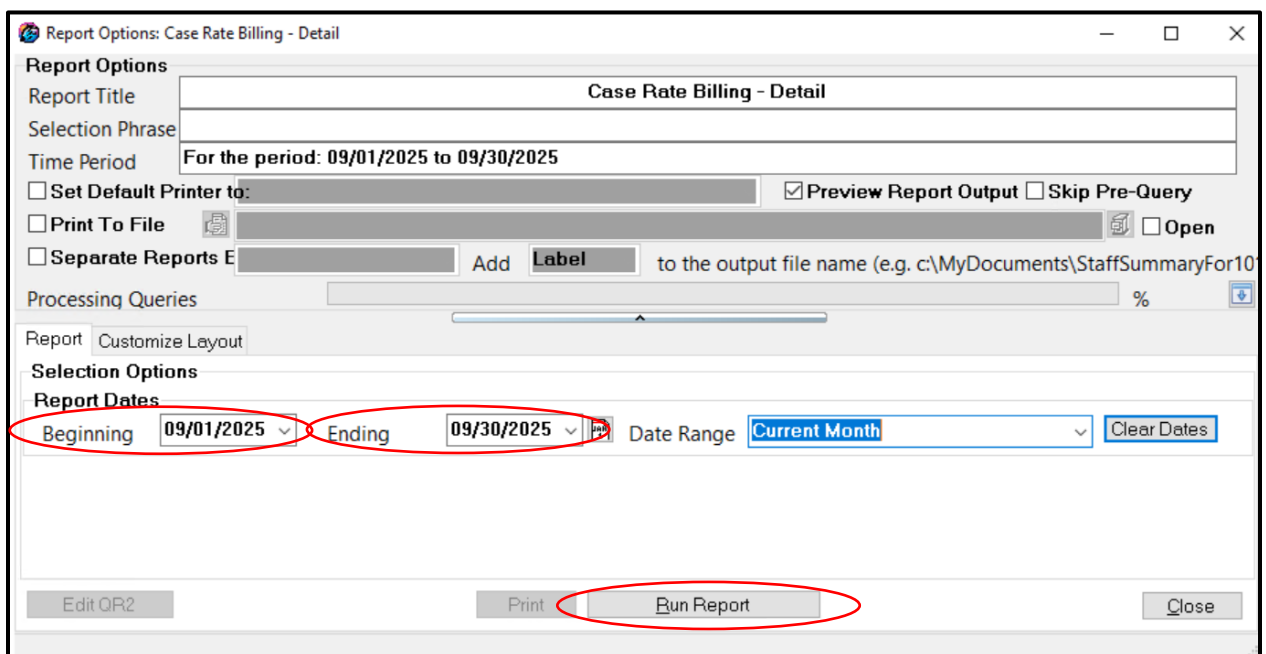
2. Go to the main menu at the top and click on Reports and then select "Print My Reports".



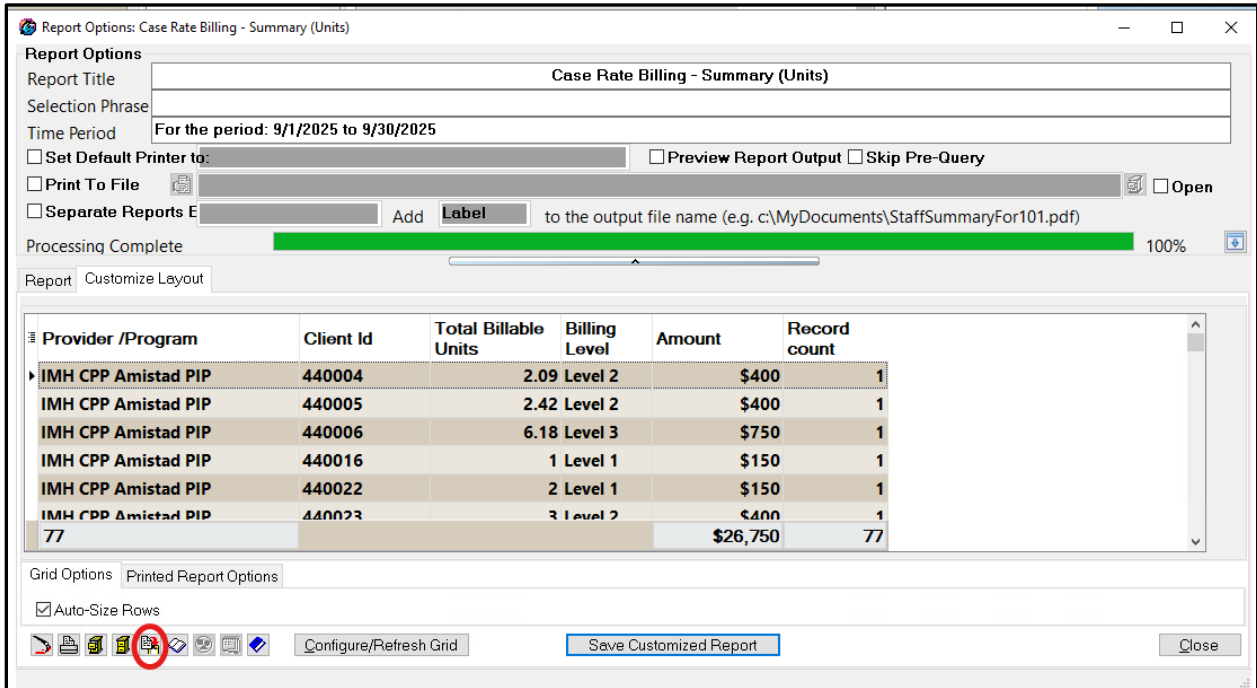
- Click on “Case Rate Billing – Summary (Units)” and click on the “Print/Perform” button.



- Enter the date range in the beginning and ending dates, then click “Run Report”.



- When the report launches, click on the “Copy to Clipboard icon” on the lower left of the screen.



Report Options: Case Rate Billing - Summary (Units)

Report Options

Report Title: Case Rate Billing - Summary (Units)

Selection Phrase:

Time Period: For the period: 9/1/2025 to 9/30/2025

☐ Set Default Printer to: ☐ Preview Report Output ☐ Skip Pre-Query

☐ Print To File ☐ Open

☐ Separate Reports E Add Label to the output file name (e.g. c:\MyDocuments\StaffSummaryFor101.pdf)

Processing Complete: 100%

Report: Customize Layout

Provider /Program	Client Id	Total Billable Units	Billing Level	Amount	Record count
IMH CPP Amistad PIP	440004	2.09	Level 2	\$400	1
IMH CPP Amistad PIP	440005	2.42	Level 2	\$400	1
IMH CPP Amistad PIP	440006	6.18	Level 3	\$750	1
IMH CPP Amistad PIP	440016	1	Level 1	\$150	1
IMH CPP Amistad PIP	440022	2	Level 1	\$150	1
IMH CPP Amistad PIP	440023	3	Level 2	\$400	1
77				\$26,750	77

Grid Options: Printed Report Options

☒ Auto-Size Rows

- Minimize the database and open excel. Paste the invoice into excel and print.

If you need further assistance, please contact ECSC Data & Web Services:
ecscdata@unm.edu