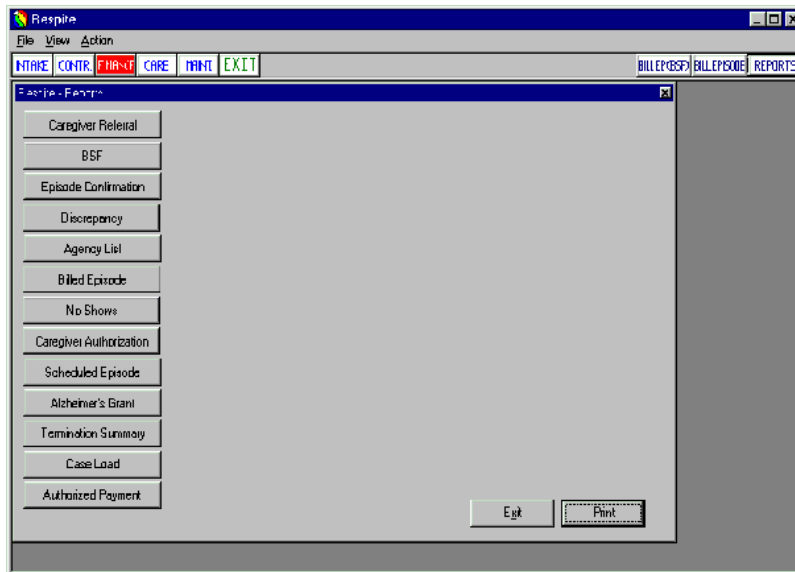


Generate BSF Reprt

1. The BSF Report, and all other reports, are accessed from the reports tab on the Finance functionality screen.



2. Click the BSF report to begin the report generation process.



In the example above the report would be generated for all Agencies (Service Providers) for episodes scheduled between 9/1/99 and 9/30/99.

3. If you wish to generate a report for one agency, click on the "Select Agency" button and use the agency search to indicate which agency's report you want.

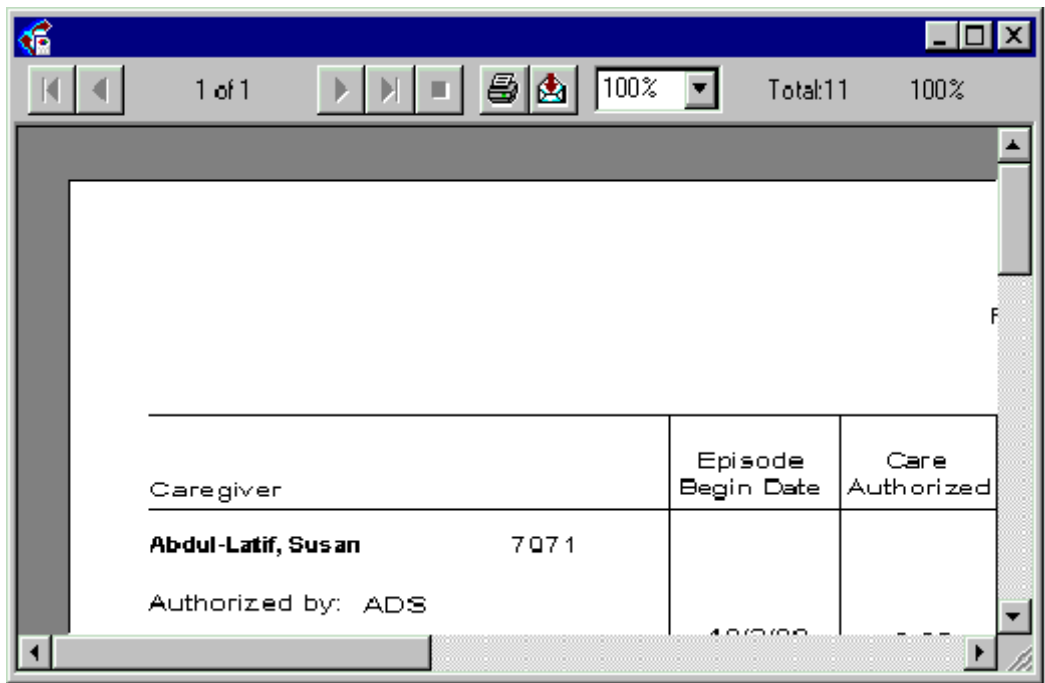


You can key a portion of the Agency name before you click the "Search" button or key "S" if you wish to fine-tune your sort.

4. Select the desired agency from the results of your search by double clicking or by highlighting (a single click) and clicking on the "Select" button.



5. The results of your report request will be displayed in the reports window.



Click on the printer icon to send the report to your printer. Click on the envelope icon to send your report to a file.