## **Payment Arrangement Report**

The Payment Arrangement Report allows you to automatically cancel arrangements that are in default. Run this report first to review payment arrangement accounts before canceling any payment arrangements.

**Note:** This process should be completed prior to any Credit Control Run process.

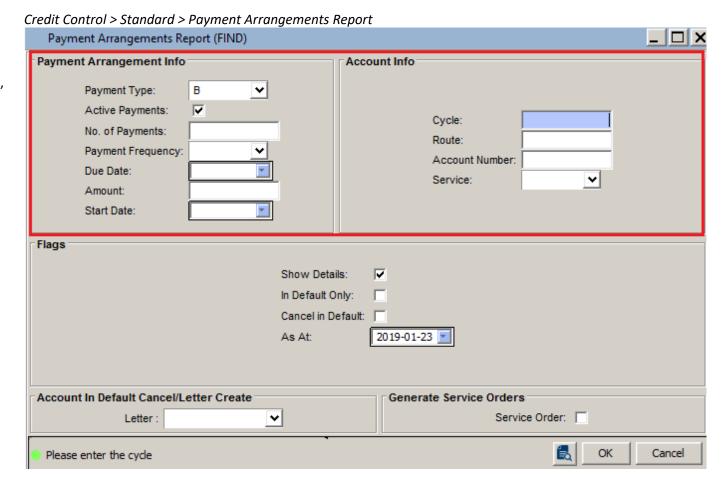
## **Review Defaulted Arrangements**

Set criteria in the **Payment Arrangement Info** and **Account Info**sections.

Set **Payment Type** to 'B' (balance), 'D' (deposit), or leave blank if creating report for all arrangement types.

Check **Active Payments** box.

Add any additional filters.



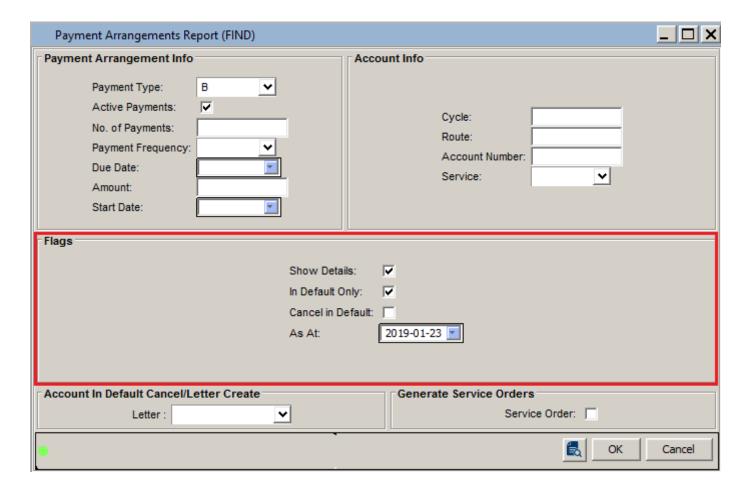
Set criteria in the **Flags** sections.

Check **Show Details** box.

Check **In Default Only** box. This will not cancel any payment arrangements at this time.

Set the **As At** field to the date of the report.

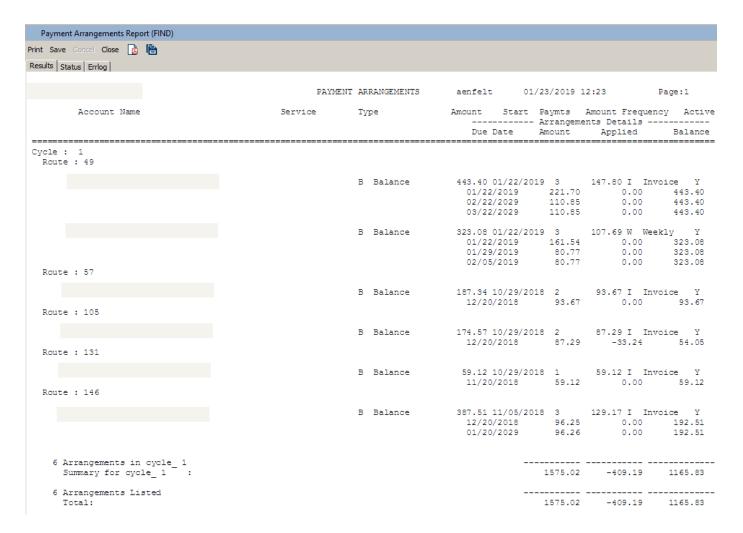
Click **OK**.



The **Payment Arrangements Report** opens in a new window. Review the accounts listed. Any account listed is in default of their agreement.

Note: The report may be printed and/or saved based on individual utility practices.

Click **Close** to return to the Payment Arrangements Report criteria table.



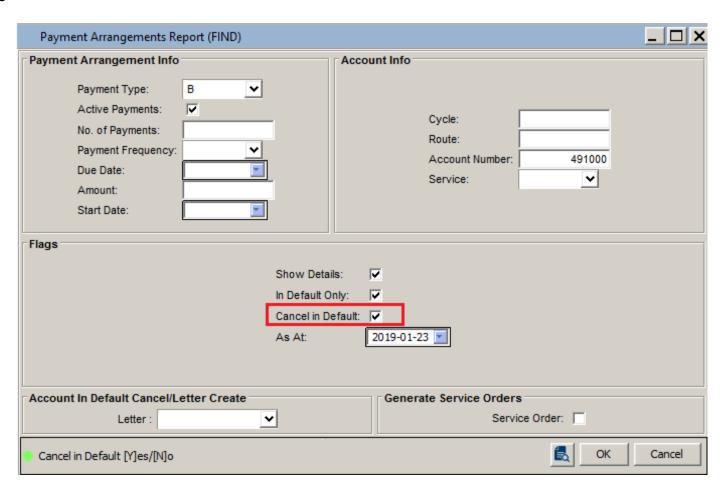
## **Cancelling Defaulted Arrangements**

Run the same listing report again to cancel the payment arrangements.

Check the **Cancel in Default** box.

Click **OK** to process.

Click Close after reviewing the report.



## **Review Cancelled Payment Arrangement Accounts**

After the report has completed, review accounts in the Payment Arrangements table.

The Status changed to 'D' indicating the payment arrangement is in Default - Inactive.

