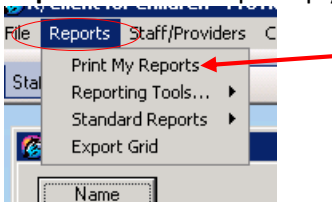


Quick Steps

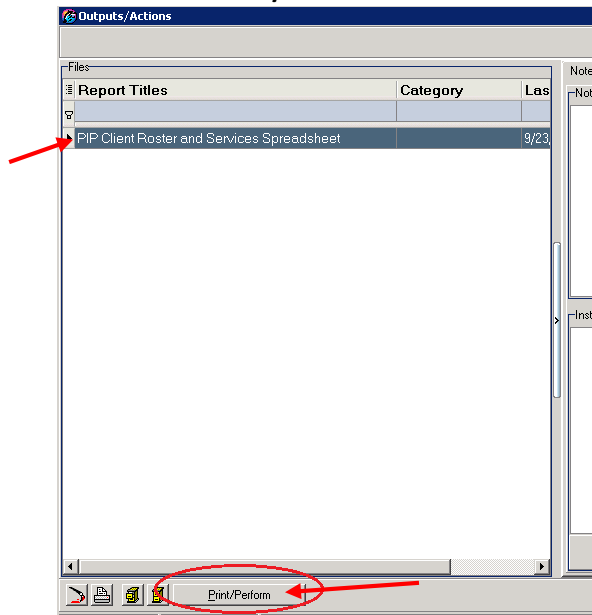
- From the Main Menu, Click Reports and SELECT Print My Reports
- Select the Report “PIP Client Roster and Services Spreadsheet”
- Click the Print/Perform Button
- Enter the Beginning and Ending Reporting Dates and Click Select
- Select the Provider Contract and Click OK
- Click the Customer Report Layout Button
- Minimize Database
- Double Click HVReports shortcut on your Desktop
- Double Click Billing Workbook to Review

Detailed Steps for Running the Report:

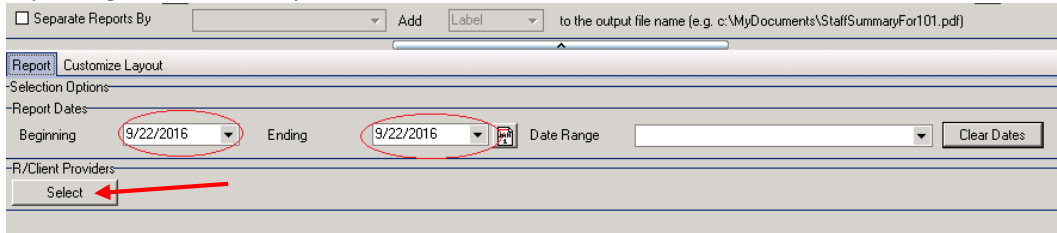
1. Once logged into your database, from the main menu, select **Reports** and then select **Print My Reports**. This will open your list of reports.



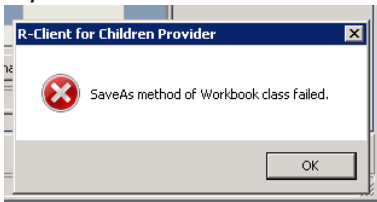
2. In the Outputs/Actions form, select the report titled “**PIP Client Roster and Services Spreadsheet**” and click the **Print/Perform** button. This will open the report options window.



- In the **User Report Options** form, enter the **Beginning** and **Ending** dates for the month you are reporting or use the dropdown tool to access a calendar. Click the **Select** button.



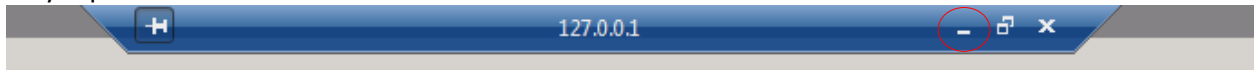
- In the **Search: R/Client Providers** form, select your provider contract and click **Ok**.
- You should be back in the **User Report Options** form. Click the **Customize Report Layout** button. The report will run (you may see Excel open and close which is normal).
- If you do not have a folder for the report to export into, you will receive this error:



Note: If this occurs, click **OK**, and close out. Please contact the ECSC Database Services Team.

Detailed Steps for Reviewing the PIP Billing Workbook:

- After the above steps have been completed, minimize the database from the blue menu bar at the very top of the database window.



- Double click** on the **HVReports** shortcut on your desktop to open the folder. This is where all Services Workbooks will be saved on your computer.
- The Excel file will be named **“Services Workbook”**. Double click the file and review the report for accuracy.

If you need further assistance please contact the ECSC Database Services Team:

ecscdata@unm.edu

Local:

(505) 277-0469

Toll Free:

855-663-2821