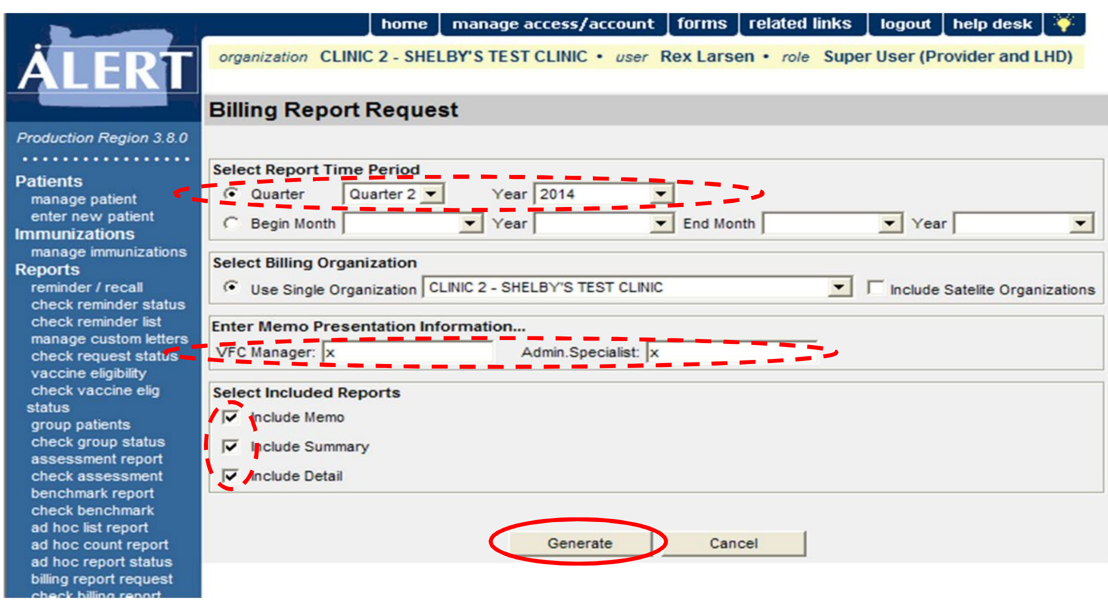
Running Billing Reports in ALERT IIS

1. Super Users can run billing reports by clicking on "billing report request" in the reports section of the ALERT IIS menu on the left-hand side of the screen.

2. Select the quarter and year needed for the report. Choose an organization from the Use Single Organization drop-down menu. The organization list will include all organizations that you have access to. You must enter something in the VFC Manager and Admin Specialist fields for the report to run; here I have entered an x. Check the boxes next to the "Memo", "Summary", and "Detail" to include them in the report. The "Detail"billing report is necessary to view individual patient's immunization details and to complete a request for credit. Click on the "Generate" button at the bottom.



3. You will be redirected to the “Billing Report Status” screen. This screen will display the status of the billing reports that you are running. You may need to click the refresh button for the report to complete. When the report is complete click on “Detail”, “Memo”, or “Summary” to open your billing report.