

# RetireSweet Reports

## Member Invoices

Member Invoices is used to generate and print monthly retiree invoices from Bentek.

Member Invoices are scheduled to run on recurring basis, based on billing cycle. Invoice options include: generate individual PDF files, generate a single PDF file to print all invoices, and duplex printing.

Once the file has run, use the icon under Actions to Download File and Print.

## Payment Report

The Payment Report includes retiree invoicing and payments for selected date range. It can be scheduled or manually run. Download report to review retiree amounts billed, paid, and balance forward.

To run a report expand the RetireSweet Reports category and select desired report.

Enter appropriate dates and Run.

Open report by selecting the Download icon.