**Common Application Reports (Right click on page listed)**

* **Purpose of common application reports:** 
  + - Real-time data; right-click menu options
    - Access granted by Agency Admin Team
    - Print applications for client signature or local files
    - Print referrals or details for client benefit/reminder
* **Household Intake & Referral 12 month summary (Referral page)** 
  + - Right click in the middle container (right side of page)
    - Displays Head of Household data and address information
    - Lists all household members and basic demographic data
    - Lists referrals made for all household members in the past 12 months  Common use: signed by client and kept on file at the agency
* **Client Referral Report (Referral page)** 
  + - Right click in the middle container on right side of page (Eligibility Listing container)
    - Displays Head of Household, address, county, programs referred to (program, service, contact, location, start date)
    - Common use: Summary to print for client as a reminder/checklist; also contains referral contact info (if that data is setup in the referral tables)
* **Referral Form (Referral page)** 
  + - Right click in the bottom right container (Referrals container)
    - Displays Head of Household, SSN, date address, phone, program, contact, completed, service received, and description of services.
    - Common use: Form signed by caseworker validating that the CAA made the referral for the client to the particular referral agency
* **Client Comments (Assessment page)** 
  + - Select the ‘Comment’ button in the upper right corner of the page
    - Right click in the container on the right (Notes container)
    - Displays Head of Household name, note date, note entered by, consent, note
    - Common use: to print comments for the client file
* **LIHEAP/Emergency Assistance Application (Vendor & Payments page)** 
  + - Right click on page, select Preview Application Report
    - New window will open, select Missouri Heap Application
    - Displays Head of Household, SSN, address, county, phone number, date of birth, household members (name, relations, SSN, DOB, age, sex, race, hispanic (y/n), education, income source, monthly income, deduction type, deducted amount, gross income, total deductions, net income, total resources, household members that are disabled, assessment questions and answers, program info
    - Common use: to print application for QC/approval process and files
* **Batch (Payment) Notification Letter (Batch Info page)** 
  + - Right click in middle container (Transaction Batches container)
    - Displays Head of Household address info, date, letter stating program, vendor, date, amount, check number
    - Common use: Prints letters for all transactions within the selected batch(es); letters used to notify clients that a payment was made on their behalf
* **Batch Application Report (Batch Info page)** 
  + - Right click in middle container (Transaction Batches container)
    - Displays vendor, batch number, batch date, check number, SSN, name, account number, location/site, application date, decision date, amount, total number of batches
    - Common use: Real-time batch report for the selected batch(es); returns each batch on a separate page in the same format as the Management Batch Report;