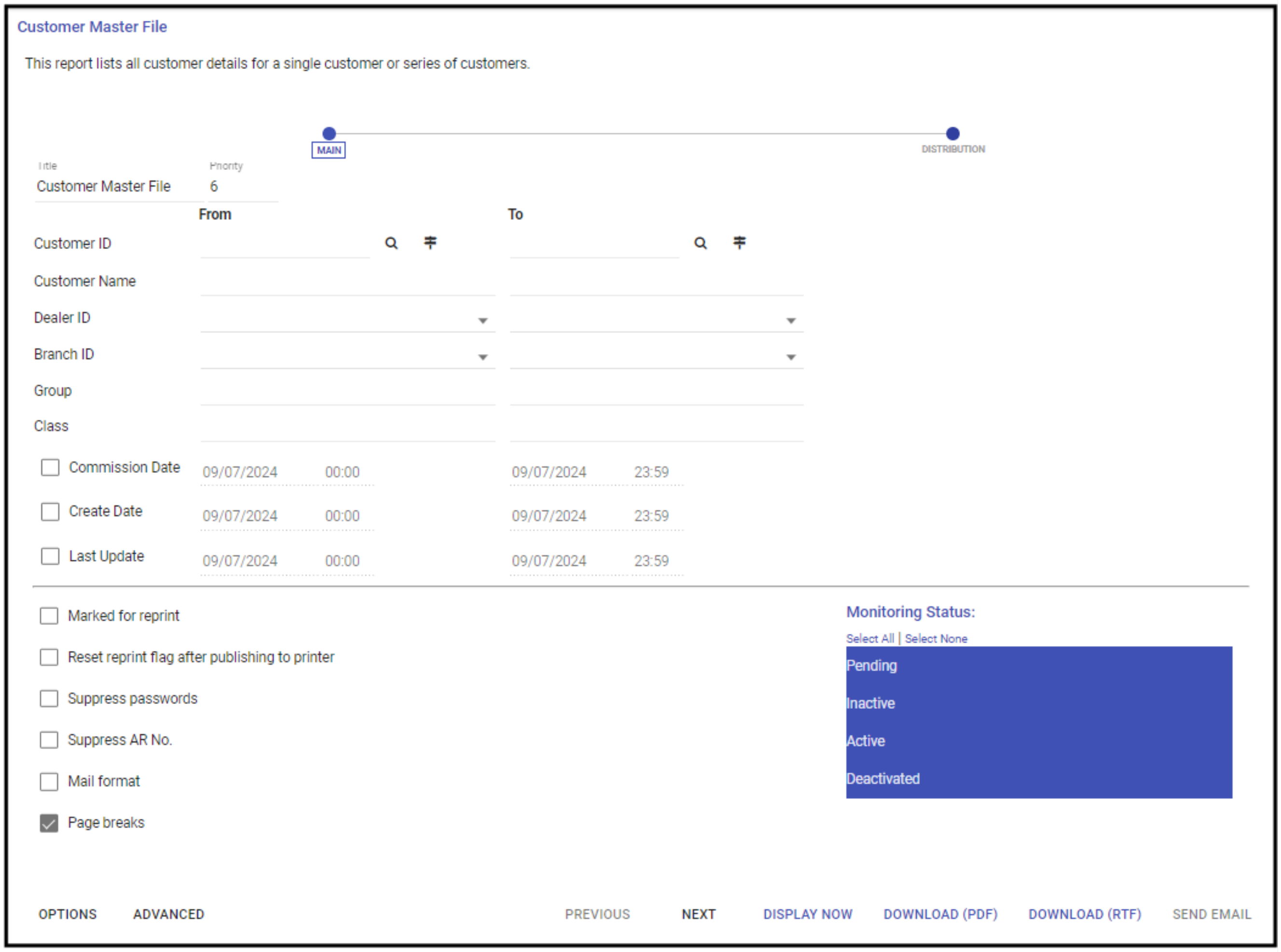
Customer Master File

The **Customer Master File r**eport is the most commonly run Master File report. Operations use this report to provide end customers and dealers the details of their account records.



Report Parameters

- **Customer ID** - Which customer, or customers, to include in the report. Please note, that the report server searches the database numerically if you are searching for a range.
- **Customer Name** - Which Customer Name, or Names, to locate. This is rarely used alone and will load with the customer name values after selecting the Customer ID.
- **Dealer ID** - Which dealer, or dealers, to include.
- **Branch ID** - Which branch, or branches, to include.
- **Group Code** - Which Group code, or codes, applied to accounts, to include.
- **Class Code** - Which Class code, or codes, applied to the accounts, to include.
- **Commission Date -** This correlates to the "Path Enabled" date. The date, or range of dates, that pull together the data for the report output.
- **Create Date** - This is the date the account was initially entered into Manitou. The date, or range of dates, that pull

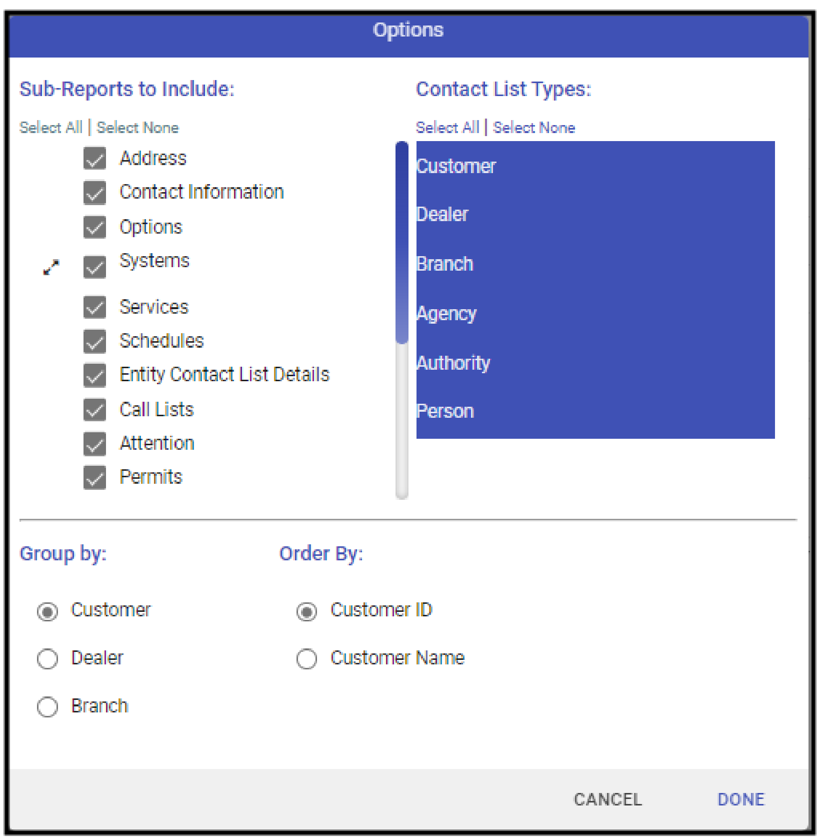
together the data for the report output.

- **Last Update** - This date, or range of dates, search for the accounts saved within that period to pull together the data for the report output.

- **Marked for Reprint** - Returns only accounts that were "marked for reprint" up on saving any edits. Most operations tend to leave this value enabled 100% of the time, therefore, this option will not reduce the number of accounts returned.
- **Reset reprint flag after publishing to the Printer** - This option only functions when the report results are sent to a printer. It will resent the "Marked for Reprint" value to null.
- **Suppress Passwords** - **Recommended** - This removes the passwords from the report results.
- **Suppress AR No.** - Removes the Accounting AR number from the report results.
- **Mail Format** - Produces the report results with the customer, or Mail To, address formatted to show in a window envelope.
- **Page Breaks** - Report results will start a new page at each customer record.
- **Monitoring Status** - Determines which accounts to include in the report based on the customer monitoring status.

Options

The Report options allow the inclusion, or exclusion, of the sub-reports and contact list types, as well as manage the grouping and ordering of the report results.



Advanced

The advanced selection allows the filtering by address or User Defined fields.