

# SWS - Forms in the Report Menu - System Reports - Custom Reports - Dealer Billing Post

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Once you have run the Dealer Billing Preview Report, running the Dealer Billing Post Report is the last step required to post the Dealer billing to the accounting system.

## Generating a Dealer Billing Post Report

Perform the following steps to generate a Dealer Billing Post Report:

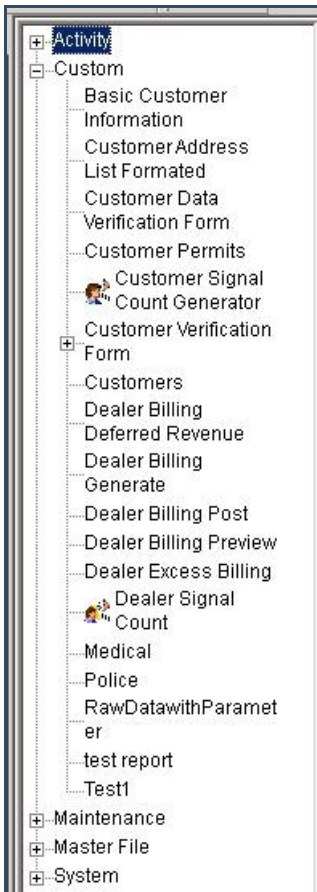
1. Navigate to the Reports menu, and select "System Reports".

**Result:** The "System Reports" Navigation Tree displays as shown in the following screenshot:



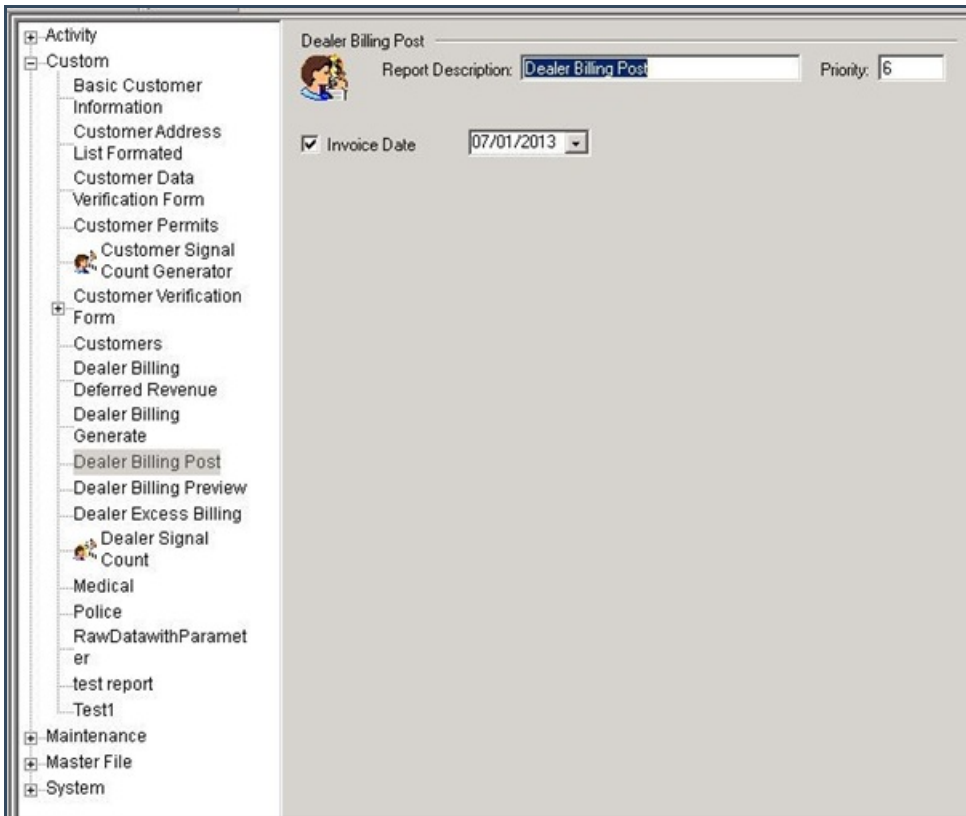
2. Click the "Custom" Navigation Tree Node.

**Result:** The Custom section of the Navigation Tree expands as displayed in the following screenshot:



3. Double-click the "Dealer Billing Post" Navigation Tree Node.

**Result:** The Dealer Billing Post Report form displays as shown in the following screenshot:



4. The "Invoice Date" checkbox displays as preselected. Select the invoice date from the dropdown menu, and click "Next".

**Note:** Selecting an invoice date will post the Dealer billing to that exact date in the accounting software.

**Result:** The Distribution Tab displays as shown in the following screenshot:

Override or unlisted destination:

Override recipient's name:

Override destination type:

Override destination address (Fax/Email):

Contact list destination:

Default printer:

Contact list type:

Customer:

Show suppressed contacts  Hold for preview

Contacts

- Anytime Bill
- Mary Beth
- Pete - Non Opening user
- Same Spade
- John Doe
- Jg
- Jeff Herd
- Non Rotating user 1
- Non Rotating user #2
- Jane Doe
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21

Dealer

- Dealer GH 202 for testing

Branch

Agency

Authority

Customer

- George's testing account
- Company (printer only)

Reports Distribution

5. For instructions on distributing your Report, refer to the "System Reports" document.