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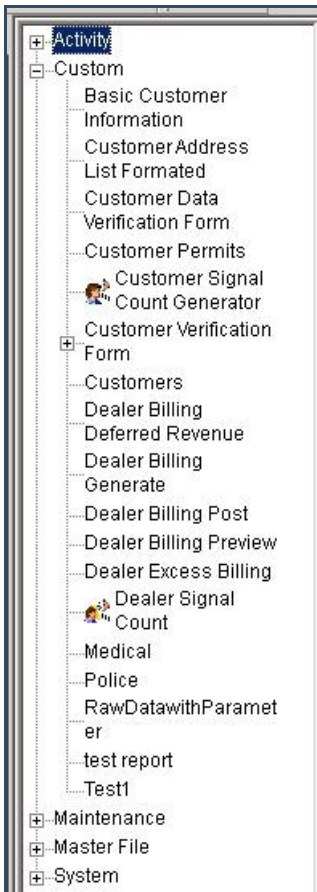
1. Navigate to the Reports menu, and select "System Reports".

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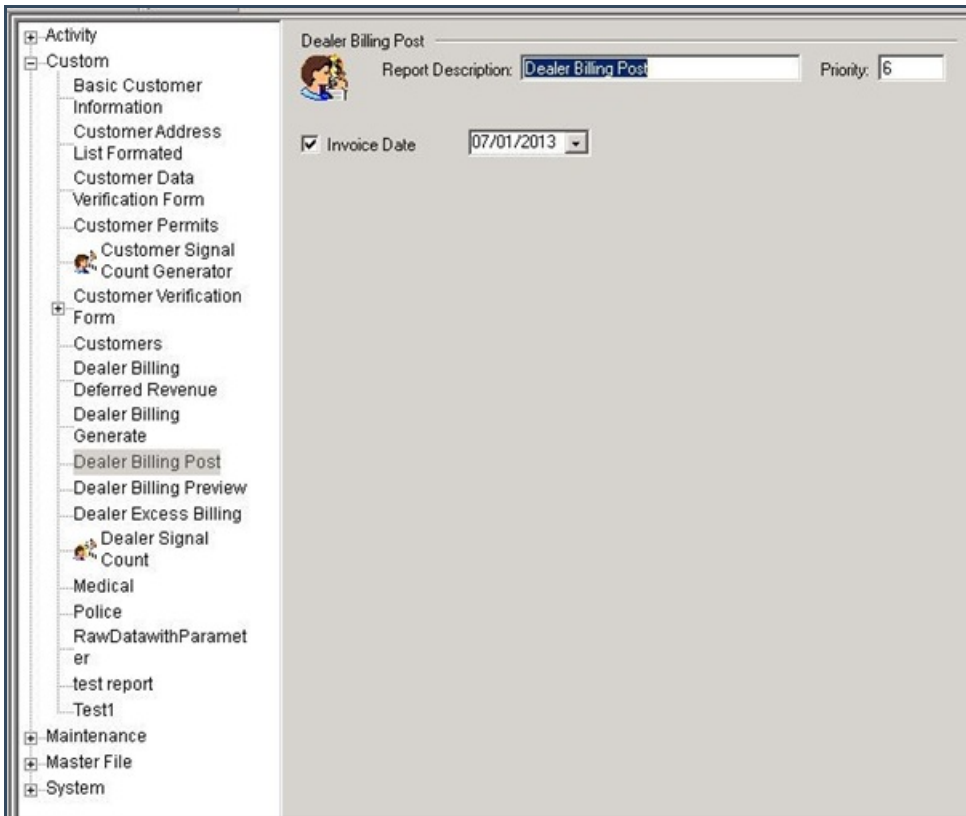
   

2. Click the "Custom" Navigation Tree Node.

   **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:

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